

VILLAGE OF

ADDISON

BUDGET AND

FINANCIAL PLAN

MAY 1, 2017 – APRIL 30, 2018

WHERE IS ADDISON?

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





VILLAGE OF ADDISON, ILLINOIS

2017-2018 ANNUAL BUDGET AND FINANCIAL PLAN MAY 1, 2017 - APRIL 30, 2018

Prepared By:

**Roseanne M. Benson, Finance Director/Treasurer
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 Joseph McDermott, Trustee William Lynch, Deputy Mayor Thomas Hundley, Trustee Cathy Kluczny, Trustee Harold Theodore, and Trustee Sam Nasti

VILLAGE ATTORNEY

Robbins Schwartz

ADMINISTRATIVE

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

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Village of Addison

Illinois

For the Fiscal Year Beginning

May 1, 2016

Executive Director

PURPOSE

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

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

COMMUNITY PROFILE

Key Statistics

GOVERNMENT

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

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

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

The Village employs 246 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

Election – April 7, 2015

Number of Registered Voters	16,184
Number of Votes Cast in Last Municipal Election	1,310

Village Bond Rating

Fitch IBCA	AA+
Standard & Poor's	AA

Fire ISO Rating: 2

Various taxes:

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

DEMOGRAPHICS (2010 Census)

The Village is comprised of 9.02 square miles.

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

Weather Conditions (e)

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

Population (a)

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

Ethnic Makeup (a)

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

Age Cohorts and Median Age (a)

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

COMMUNITY PROFILE

Key Statistics (Cont'd)

DEMOGRAPHICS (2010 Census) continued

Other Household and Resident Data (a)

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

Home Value (f)

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

Total Property Value (2015)	\$2,971,667,252
Equal. Assessed Valuation (.33%)	980,650,193

EAV Breakdown by Type of Property

	<u>2015 EAV</u>	<u>% of Total</u>
Residential	\$ 573,523,649	58.48%
Industrial	310,835,050	31.70%
Commercial	95,845,100	9.77%
Railroads & Farms	446,394	0.05%
	<u>\$ 980,650,193</u>	<u>100.00%</u>

Other

Miles of Street	96
Water information:	
Miles of Water Mains	180
Rated Daily Pumping Capacity	9.58 million gals
Average Daily Pumpage	3.23 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	7.62 million gals
Total Gallons Treated	2.78 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	24
Number of Libraries	1
# of items in collection - physical	154,240
# of items in collection – digital	557,661
Number of Fire Stations	3
Number of Banks and Savings & Loans	7

BUSINESS

The Village has 1,030 businesses paying sales taxes.

Kind of Business Report (d)

Sales Category-2016	Sales Volume	%
General Merchandise	\$ 948,118	5.74%
Food	1,550,464	9.38%
Eating & Drinking Places	1,384,327	8.38%
Apparel	45,445	0.26%
Furniture, Household & Radio	435,359	2.63%
Lumber, Building & Hardware	735,379	4.45%
Automotive & Filling Stations	1,851,951	11.21%
Drugs & Other Retail	2,288,400	13.85%
Agriculture & Extractive	6,397,208	38.71%
Manufacturing	890,981	5.39%
Total	<u>\$16,527,632</u>	<u>100%</u>

Major Employers (c)

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

United Parcel Service	2,914
Spectra Metal	971

Awards & Recognitions

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

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

Notes:

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



Village of Addison

MISSION STATEMENT

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

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

Within this balanced approach, we are committed to:

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

STRATEGIC PLAN 2016 - 2021

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

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

THE VILLAGE OF ADDISON MISSION STATEMENT

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

GUIDING PRINCIPLES

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

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

STRATEGIC PLAN 2016 - 2021

(Cont'd)

OUR VISION FOR THE YEAR 2021

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

STRATEGIC PRIORITIES

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

Priority 1: Economic Development

Desired Outcome:

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

Strategic Initiatives:

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

(Cont'd)

Priority 2: Community Image

Desired Outcome:

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

Strategic Initiatives:

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

Priority 3: Housing

Desired Outcome:

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

Strategic Initiatives:

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

Priority 4: Infrastructure

Desired Outcome:

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

Strategic Initiatives:

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

STRATEGIC PLAN 2016 - 2021

(Cont'd)

Priority 5: Civic Engagement

Desired Outcome:

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

Strategic Initiatives:

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

Priority 6: Employee Development

Desired Outcome:

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

Strategic Initiatives:

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



Village of Addison

April 17, 2017

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

Re: FY 2017-2018 Budget Message

Ladies and Gentlemen:

The FY 2017-2018 Budget and Financial Plan for the Village of Addison is hereby submitted for your consideration. The following pages will serve as an executive summary of the proposed budget and the Village policies which were followed in its preparation.

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

EXPLANATION OF BUDGETARY BASIS AND PROCESS

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

Budget Message

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 re-budgeted in the subsequent fiscal year. The level of budgetary control (i.e., the level at which expenditures cannot legally exceed the budgeted amount) is at the fund level. During the year, the Village Board may, through a majority vote, amend the budget to provide for unforeseen expenditures.

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

BUDGET FOCUS

At the local level, we continue to experience increased building activity, including the build-out of previously vacant storefronts. The Addison Commons Shopping Center at Lake and Mill, which had been in foreclosure and vacant for years, is now fully leased. The former Fannie May candy store has been replaced by a new Taco Bell. The old Taco Bell location has been replaced with Popeye's Chicken. We expect to see continued growth in our economically sensitive revenue sources during the remainder of FY 2016-2017.

Budget Message

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

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

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

PERSONNEL ASSUMPTIONS

In the Village's proposed FY 2017-2018 budget, there are two (2) new full-time positions and four (4) new seasonal positions being added to the Village organization. In addition, two part-time positions will be eliminated. A full-time Public Safety Administrator position in Information Technology will be added to manage IT functions for the Addison Consolidated Dispatch Center (ACDC). IT has a number of new initiatives planned in this budget, including a long awaited upgrade of the Village's financial system. In the Police Department, two (2) part-time call takers will be eliminated and one full-time call taker position will be created. The move will save the Village approximately \$17,300 over three years. Seasonal positions are planned for the Electrical/Forestry and Streets divisions of Public Works.

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 three (3) months cash balance in all operating funds.

The proposed FY 2017-2018 budget will attempt to keep the Village in compliance with all of the above policies.

BUDGETARY GOALS

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

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

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

Community Image

\$653,100 has been allocated in the TIF #3 budget to continue improvements of the Village Green property which is located east of Village Hall. The Village Green is the location of the Village's successful Thursday evening concert series from June through August.

Economic Development

\$289,000 is included in TIF #3 to comply with an economic incentive agreement between the Village and the owners of the Green Meadow Shopping Center across the street from Village Hall. The agreement permits a partial reimbursement for Village approved improvements to the Center which are completed prior to 2020.

Infrastructure

\$835,000 has been allocated over three years in the Public Building Fund, to retain consulting services to assess, and funds to purchase hardware and software to replace the Village's antiquated financial system. The elected officials and staff of the Village have seen this upgrade as a top priority to bring Village operations into the 21st century. A consultant has been retained and will make recommendations on a vendor for the new system by the end of 2017. \$255,000 has been allocated in the same fund to upgrade the

Budget Message

Village's fuel system and to install air conditioning to the Fleet Services garage. \$125,000 is allocated for FY 2017-2018 for the Village's share of costs related to a County-wide upgrade of the GIS and report writing system. These systems will be purchased by the Emergency Telephone System Board (ETSB) of DuPage County. Costs which can't be absorbed by the ETSB will be billed back to police and fire departments within the county.

\$127,000 has been allocated in the Building and Grounds Department to complete the third phase of building improvements and furniture replacement which had been delayed during the 2008 recession. Among the improvements are the replacement of electronic controls to the Village Hall elevator, replacement of the exterior camera system, and replacement of various chairs in the Police Department. During the previous two fiscal years, the Village made significant progress in eliminating this backlog.

\$31,500 has been allocated in the Community Relations Department to replace outdated video equipment. Funds for these upgrades come from a public access fee charged to cable subscribers.

\$749,100 has been allocated in the Capital Projects Fund, to acquire flood prone properties in the Home Addition, Normandy Manor and Highview subdivisions. These homes were severely damaged by the 2008 and 2010 floods. The properties are being purchased and demolished by the Village. The restored property will be maintained as open space.

\$9,466,000 has been allocated in the ACDC Building Fund to continue the construction and furnishing of a new facility for the Addison Consolidated Dispatch Center (ACDC). The project will provide a fire and storm rated facility for ACDC, and will provide a secure backup facility to DuPage Communications (DuComm). The Emergency Telephone System Board (ETSB) of DuPage will provide \$1,700,000 in contributions to provide this backup space.

Employee Development

\$30,000 has been allocated in the Administration budget to conduct a compensation study. The last time our employee pay plan was reviewed by an outside consultant was in 2013.

Budget Message

BUDGET TRENDS

The Fiscal Year 2017-2018 operating budget reflects a 4.96% increase over last fiscal year's Budget:

Fund	FY 2016-17 Budget	FY 2017-18 Budget	% Change
General Fund	\$31,846,100	\$35,566,000	11.68%
Water and Sewer Fund (inc. capital)	15,748,900	17,831,400	13.22%
Fleet Services	1,379,500	1,388,000	0.62%
IS	1,224,400	1,736,600	41.83%
Equipment Replacement	994,500	971,500	(2.31)%
Debt Service Fund	9,348,772	4,472,100	(52.16)%
Capital Projects	9,005,300	749,100	(91.68)%
ACDC Building	0	9,466,000	100.00%
Redevelopment	13,890	0	(100.00)%
Public Building	2,257,000	2,192,500	(2.86)%
TIF # 1	0	0	n/a
TIF # 2	365,300	586,877	60.66%
TIF # 3	540,300	942,400	74.42%
TIF # 4	0	0	n/a
Police Pension Fund	3,380,162	3,736,100	10.53%
Motor Fuel Tax	2,797,400	3,180,300	13.69%
Community Days Fund	0	0	n/a
	<u>\$78,901,524</u>	<u>\$82,818,877</u>	<u>4.96%</u>

General Corporate Fund

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

Water and Sewer Fund

The Water and Sewer Fund accounts for expenses relative to the operation and maintenance of the Village's water and wastewater operations. It also includes funds for Water and Sewer capital projects. \$2,387,500 has been included in this Fund over three (3) years to replace unreliable water main, including Byron Avenue, Army Trail Blvd., and Friars & Kings Point North. \$1,299,500 has been allocated to repaint the Swift Rd. and the Chestnut/Woodland water tanks. \$65,000 has been allocated to refurbish Well #8. This is

Budget Message

the last of the Village's standby wells to be refurbished to provide a backup source of water in the event of an interruption in the supply of Lake Michigan water from the DuPage Water Commission. This has occurred two times since 1992. \$52,000 has been allocated to replace a dehumidifier at the Chestnut/Woodland water tank. \$90,000 has been allocated as a part of a multi-year program to replace lift station generators and add those structures to the Village's SCADA (Supervisory Control and Data Acquisition) system. Integrating those systems allows them to be operated from any location. \$463,000 has been included to fund other equipment and process upgrades for the Village's water system, and wastewater treatment facilities.

\$2,030,000 has been budgeted in both revenue and expense to account for the installation of a new water main for parcels on the west end of the Village that will be annexed. The project is fully funded by reimbursements from BP.

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.

\$2,802,700 has been included in this fund for the 2017 Street Resurfacing Program. Included in this number is an improvement to a section of Lorraine Ave. near the Commonwealth Edison ROW. This section of roadway is narrow and without full public improvements. This project, which is near Ardmore School, will bring the ROW up to Village roadway standards. \$100,000 has been allocated in the Motor Fuel Tax Fund to continue the Village's sidewalk replacement program which attempts to identify and replace sections of sidewalk that are potential trip hazards. This work will reduce Village liability for sidewalk injuries. An additional \$50,000 is budgeted in the Motor Fuel Tax Fund for identified improvements which are needed to comply with the Americans with Disabilities Act (ADA).

Internal Services Fund

The IT Department budget covers the cost of the operation and maintenance of the Village's computer hardware, software and communication systems. \$535,800 has been allocated for various computers, switches and firewalls for the new ACDC facility. \$23,000 has been allocated for IP Phone Controllers for three additional Village buildings. \$167,000 has been allocated over two years to renew software licenses. Funds are also included for "as needed" consulting services for the design of dispatch and public safety networks.

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

Budget Message

funds to the Equipment Replacement Fund based on the fleet services' estimates of replacement cost and replacement date. \$971,500 is allocated for equipment purchases and capital improvements from this fund.

Public Building Fund


The Public Building Fund covers the cost of upgrades and repairs to Village owned buildings. \$41,000 has been allocated to cover the cost of painting the Public Works building.

ACKNOWLEDGMENTS

I would like to thank all of the supervisory and management staff for their efforts in the preparation of the FY 2017-2018 budget. They have all focused their efforts on mission critical upgrades and capital improvements which will provide improved service and an immediate return on investment. I truly appreciate all of their ongoing efforts.

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

Respectfully submitted,



Joseph Block
Village Manager



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FY 2017-18 BUDGET & FINANCIAL PLAN CALENDAR

Budget Schedule of Dates and Events

Thursday, December 1, 2016	<u>Village Manager and Finance Director</u> <ul style="list-style-type: none">◆ Budget instructions, forms and schedule are distributed to department heads
Friday, December 9, 2016	<u>Public Works</u> <ul style="list-style-type: none">◆ Forwards the (5) year vehicle replacement plan to the Finance Director.
Tuesday, January 3, 2017	<u>Department Heads</u> <ul style="list-style-type: none">◆ Submits all budgets to the Finance Director by Tuesday, January 3, 2017. <u>Administration</u> <ul style="list-style-type: none">◆ Compiles figures for personnel expenditures and casualty insurance.◆ Forwards to Finance prior to Tuesday, January 3, 2017. <u>Finance</u> <ul style="list-style-type: none">◆ Prepares allocated expenditures and revenue projections for Fiscal Years 2017-2018, 2018-2019, and 2019-2020 by Tuesday, January 3, 2017. <u>Boards and Commissions</u> <ul style="list-style-type: none">◆ Submits goals and budget requests to the Finance Director by Tuesday, January 3, 2017.
Wednesday, January 4 - Friday, January 6	<u>Finance Director and Assistant Finance Director –O/B</u> <ul style="list-style-type: none">◆ Compiles expense requests and revenue projections for all three fiscal years.◆ Reviews and develops initial review schedule with Village Manager.
Monday, January 9 - Friday, January 13	<u>Village Manager and Finance Director</u> <ul style="list-style-type: none">◆ Reviews all budget and program requests with Department Heads.◆ Information Services, Fleet Services, and Equipment Replacement are the first 3 reviews.◆ Figures are adjusted and program recommendations are formulated.

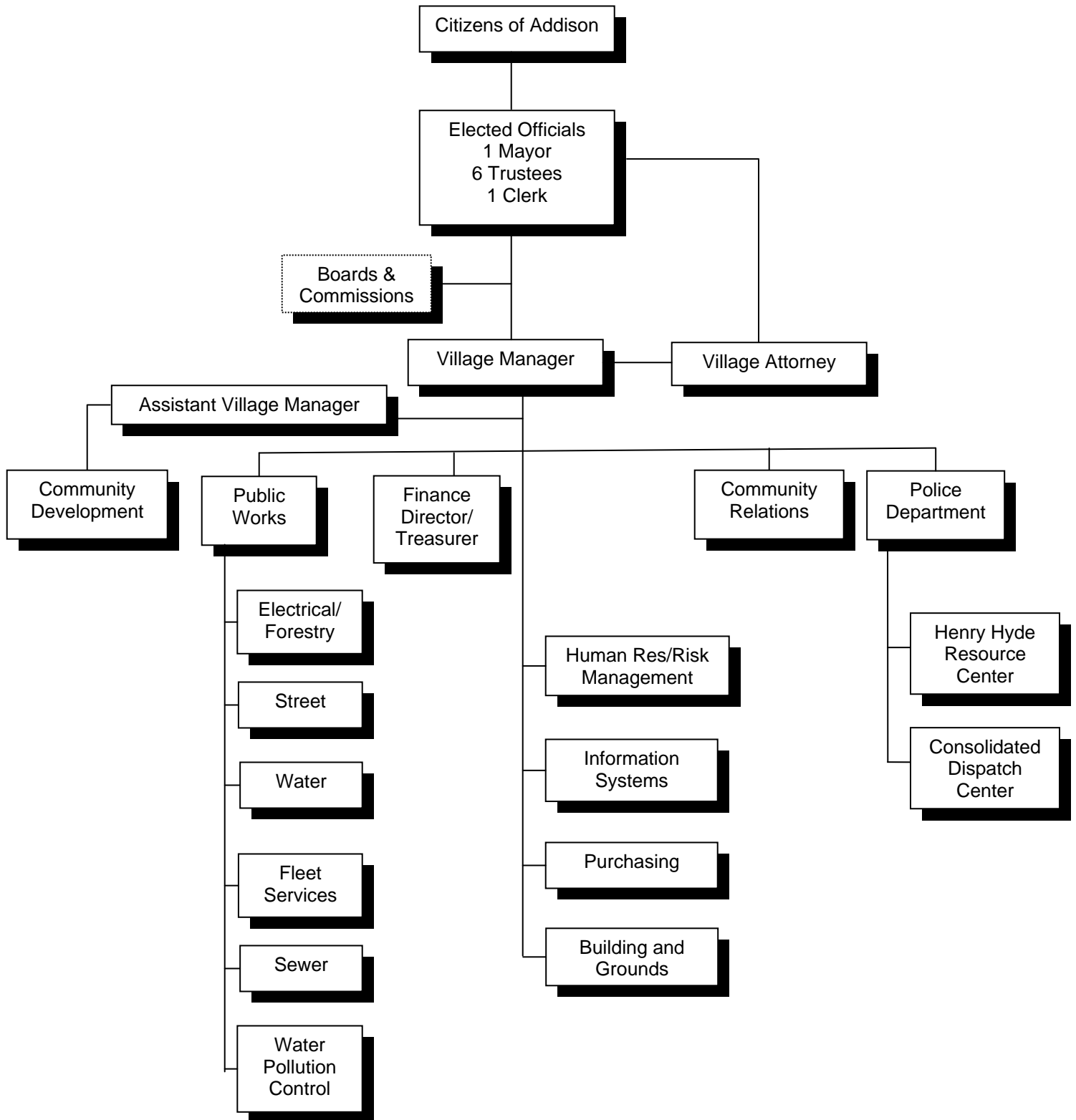
FY 2017-18 BUDGET & FINANCIAL PLAN CALENDAR

Budget Schedule of Dates and Events (Cont'd)

- Monday, January 16 - Wednesday, January 25
- Department Heads
- ◆ Departments revise budget and program requests as needed.
 - ◆ Resubmit to the Finance Director by Wednesday, January 25.
- Thursday, January 26 - Friday, February 17
- Finance
- ◆ Budget package compiled and distributed to Finance and Policy Committee on Friday, February 17.
- Wednesday, February 22
- 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
- Thursday, February 23
- Finance and Policy review session:
- ◆ Boards & Commissions
 - ◆ General Fund Revenues HHRC, ACDC & Building,
Police
 - ◆ Administration, IT, Building & Grounds
 - ◆ Finance General Ledger Debt Service
 - ◆ Police Pension
- Tuesday, February 28
- Finance and Policy review session:
- ◆ Community Relations
 - ◆ Community Development
 - ◆ Electrical & Forestry Street Fleet Services
 - ◆ Equipment Replacement Fund
- Thursday, April 6
- Finance
- ◆ Advertises, Notice of Public Hearing - Budget on display.
- Monday, April 17
- Village Board
- ◆ Public Hearing of the FY 2017-18 Budget and Financial Plan.
 - ◆ Final adoption of the FY 2017-18 Budget and Financial Plan.

VILLAGE OF ADDISON

Organizational Structure



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

EMPLOYEE CENSUS - AUTHORIZED

Ten Year Analysis

GENERAL FUND		2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Administration	Full-Time	7	7	7	7	7	7	7	7	6	8
	Part-Time	11	11	11	11	11	11	11	11	11	9
Boards & Commissions	Full-Time	0	0	0	0	0	0	0	0	0	0
	Part-Time	1	1	1	1	1	1	1	0	0	0
Finance	Full-Time	9	9	9	9	9	9	9	9	10	9
	Part-Time	3	3	3	3	3	3	3	5	4	3
Community Relations	Full-Time	5	5	5	5	5	5	5	5	5	6
	Part-Time	0	0	0	0	1	1	1	1	1	0
Building & Grounds	Full-Time	2	2	2	2	2	2	2	2	3	3
	Part-Time	1	1	1	1	1	1	1	1	1	1
Police	Full-Time	97	100	101	101	88	88	88	88	83	84
	Part-Time	24	24	24	24	24	24	24	4	4	4
HHRC	Full-Time	0	1	1	1	1	2	2	2	2	2
	Part-Time	0	1	2	2	2	2	2	1	4	7
Consolidated Dispatch	Full-Time	0	0	0	0	14	14	14	18	21	44
	Part-Time	0	0	0	0	0	0	0	0	0	6
Community Development	Full-Time	24	24	24	24	24	24	24	25	21	21
	Part-Time	1	1	1	1	1	1	1	0	0	0
Electrical & Forestry	Full-Time	9	9	9	9	9	9	9	11	10	10
	Part-Time	5	5	5	5	5	5	5	5	2	2
Street	Full-Time	13	13	13	13	13	13	13	11	10	9
	Part-Time	2	2	2	2	2	2	2	2	2	2
ENTERPRISE FUND											
Water	Full-Time	11	11	11	11	11	11	11	14	10	10
	Part-Time	7	7	7	7	7	7	7	4	2	2
Sewer	Full-Time	13	13	12	12	12	11	11	11	14	13
	Part-Time	3	3	3	3	3	3	3	3	2	2
Water Pollution Control	Full-Time	19	19	19	19	19	23	23	24	18	17
	Part-Time	6	6	6	6	6	6	6	6	4	4
INTERNAL SERVICE FUNDS											
Fleet Services	Full-Time	5	5	5	5	5	5	5	5	5	5
	Part-Time	0	0	0	0	0	0	0	0	0	0
Information Technology	Full-Time	4	4	4	4	4	4	4	4	5	5
	Part-Time	0	0	0	0	0	0	0	0	0	0
TOTAL	Full-Time	218	221	222	222	223	227	227	236	223	246
	Part-Time	64	64	66	66	67	67	67	43	37	42

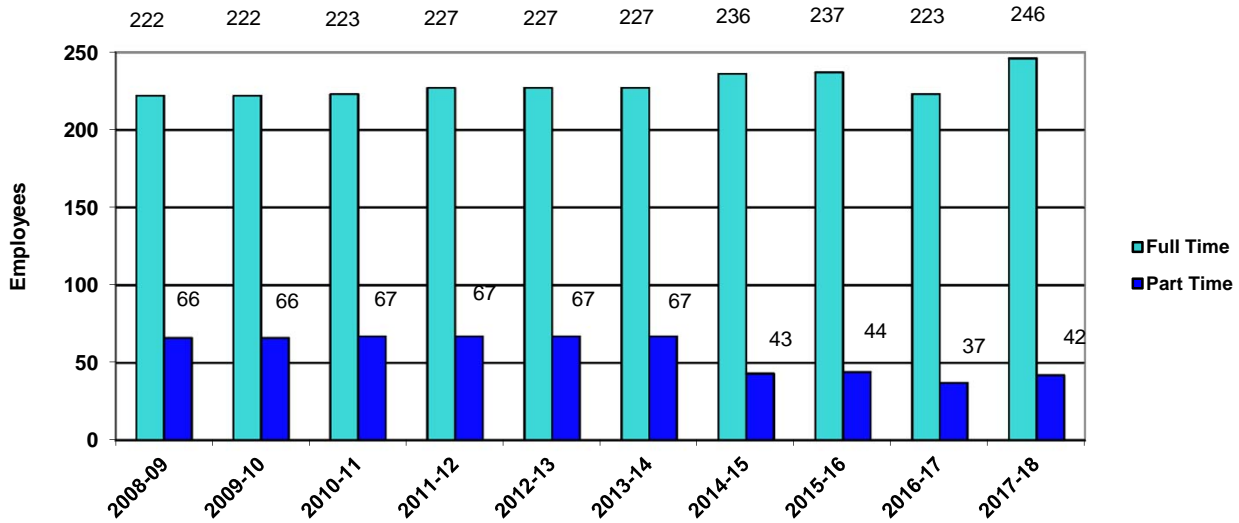
EMPLOYEE ALLOCATION BETWEEN DEPARTMENTS

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

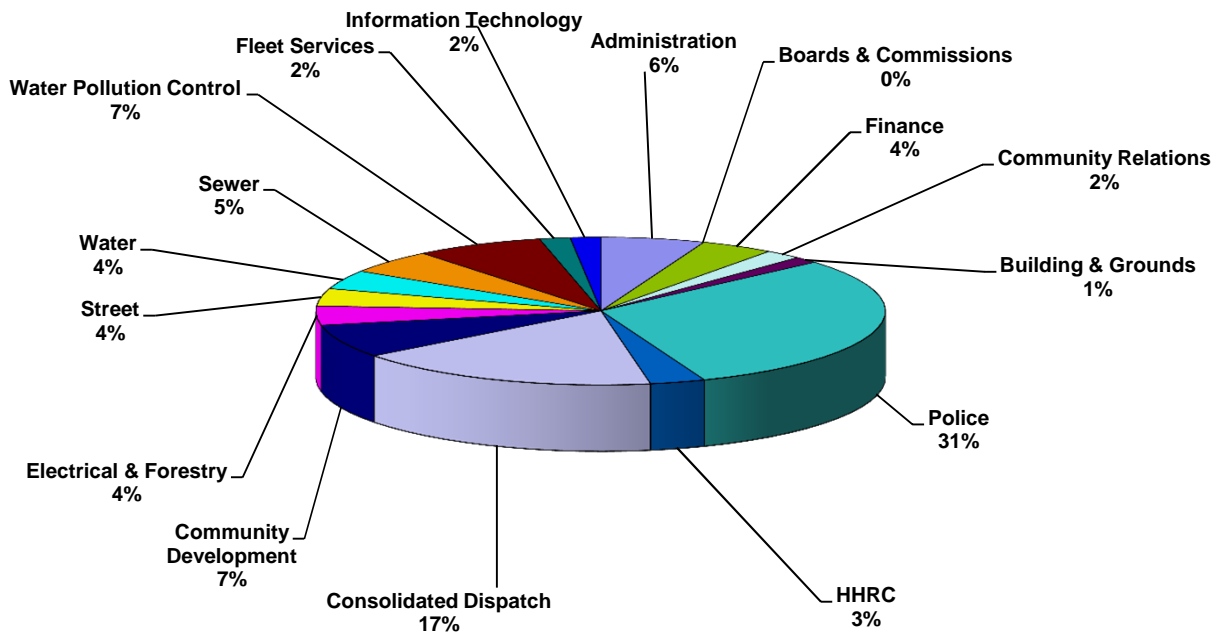
<u>POSITION-DESCRIPTION</u>	<u>Admin</u>	<u>Finance</u>	<u>Com Dev</u>	<u>E & F</u>	<u>Street</u>	<u>Water</u>	<u>Sewer</u>	<u>WPC</u>	<u>IS</u>	<u>TOTAL</u>
	<u>1012</u>	<u>1040</u>	<u>2010</u>	<u>2510</u>	<u>2520</u>	<u>5010</u>	<u>5031</u>	<u>5032</u>	<u>9962</u>	
Authorized & Budgeted Positions:										
MAYOR	0.70					0.10	0.10	0.10		1.00
VILLAGE CLERK	0.70					0.10	0.10	0.10		1.00
TRUSTEES (6)	4.20					0.60	0.60	0.60		6.00
VILLAGE MANAGER	0.70					0.10	0.10	0.10		1.00
DIR PERSONNEL/RISK MGT	0.70					0.10	0.10	0.10		1.00
EXECUTIVE ASSISTANT	0.70					0.10	0.10	0.10		1.00
HUMAN RESOURCES ASSISTANT	0.70					0.10	0.10	0.10		1.00
PURCHASING AGENT	0.70					0.10	0.10	0.10		1.00
CLERK TYPIST (6)	1.40	0.50		0.33	0.34	1.03	1.20	1.20		6.00
DIRECTOR FINANCE/TREASURER		0.55				0.15	0.15	0.15		1.00
ASST FIN DIR - AUDIT/ACCTG		0.70				0.10	0.10	0.10		1.00
ASST FIN DIR - BUDGET/OPER		0.55				0.15	0.15	0.15		1.00
PRINCIPAL ACCT CLERK (4)		0.95				1.03	1.01	1.01		4.00
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 WORKS DIRECTOR				0.20	0.20	0.20	0.20	0.20		1.00
SUPT - PUBLIC WORKS				0.33	0.33	0.34				1.00
ADMIN SECRETARY (2)				0.34	0.33	0.33	0.50	0.50		2.00
SUPT - ENVIRONMENTAL SVCS							0.50	0.50		1.00
PT PRINCIPAL ACCT CLERK		0.70				0.10	0.10	0.10		1.00
PT WATER METER READER						0.34	0.33	0.33		1.00
Total Budgeted:	10.50	3.95	3.60	1.20	1.20	5.47	5.94	5.94	0.20	38.00
Authorized & Unbudgeted:										
None										
Total Authorized:	10.50	3.95	3.60	1.20	1.20	5.47	5.94	5.94	0.20	38.00

EMPLOYEE CENSUS - AUTHORIZED

Full Time vs. Part Time Authorized Employee Comparison



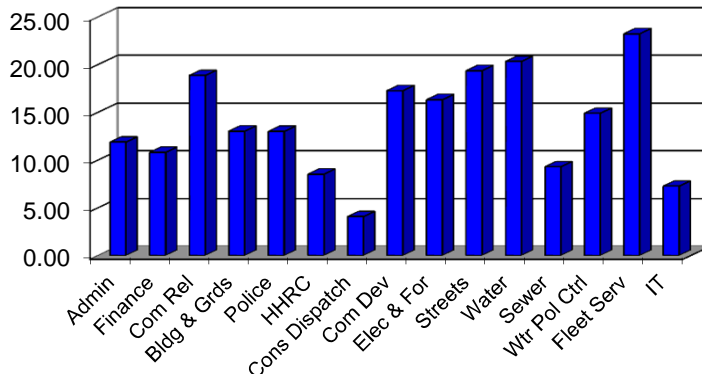
2017-18 Authorized Staffing By Department
Percent of Total



EMPLOYEE CENSUS - CURRENT

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

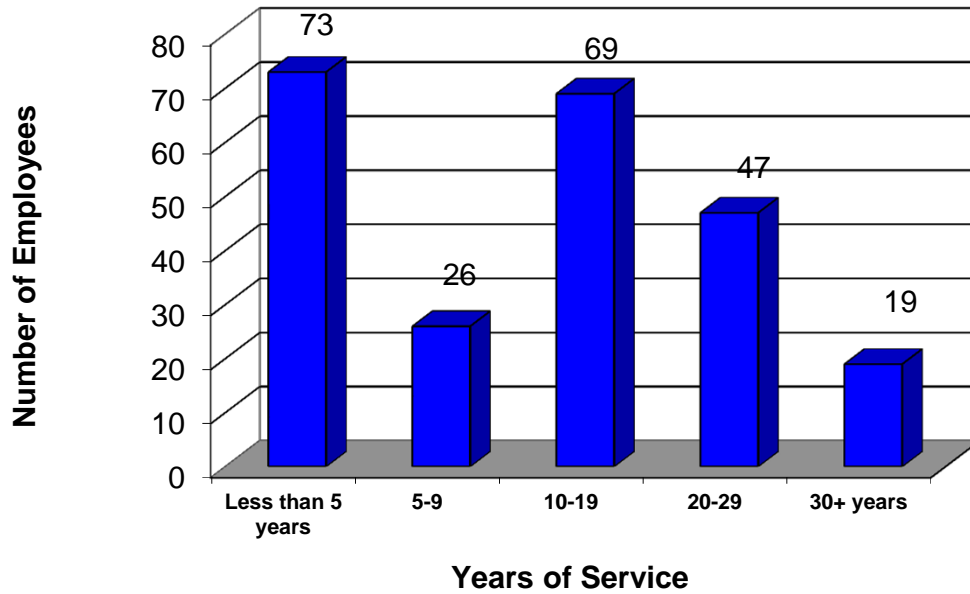
	# Employees	Total Years of Service	Average years per employee
Administration	7	83	11.86
Finance	9	97	10.78
Community Relations	6	113	18.83
Building & Grounds	3	39	13.00
Police	84	1,090	12.98
Henry Hyde Resource Center	2	17	8.50
Consolidated Disptach Center	38	154	4.05
Community Development	20	345	17.25
Electrical & Forestry	10	163	16.30
Street	9	174	19.33
Water	10	203	20.30
Sewer	11	102	9.27
Water Pollution Control	16	238	14.88
Fleet Services	5	116	23.20
Information Technology	4	29	7.25
AVERAGE ALL FULL TIME EMPLOYEES	234	2,963	12.66



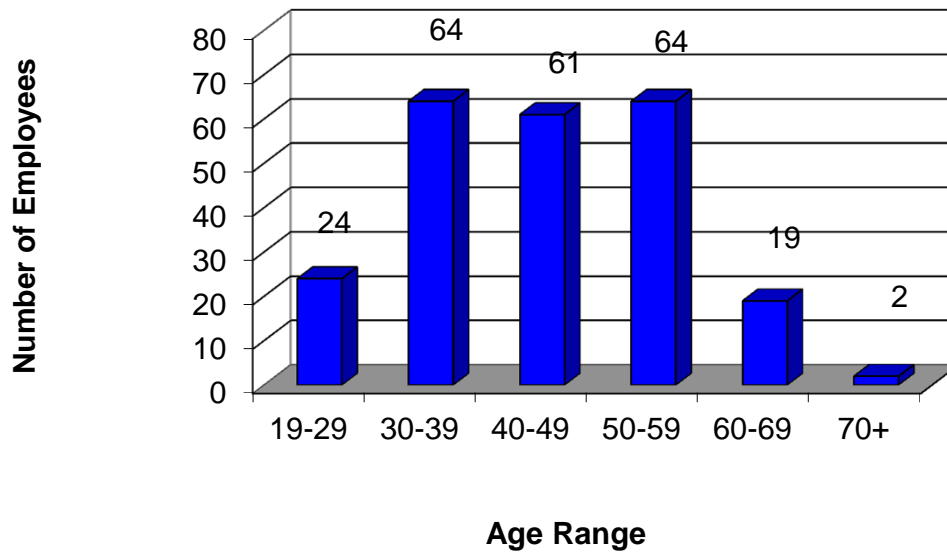
* As of 2/27/17

EMPLOYEE CENSUS - CURRENT

Years of Service - Current Full Time Employees*



Age of Current Full Time Employees*



* As of 2/27/17

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

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



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EXPLANATION OF FUNDS

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

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

The Governmental Funds are as follows:

- General Fund
 - Special Revenue Fund – Motor Fuel Tax
 - Special Revenue Fund – Community Days
 - Debt Service Fund
 - Capital Projects Funds
 - Capital Projects
 - ACDC Building
 - Redevelopment
 - Public Building
- | |
|----------|
| – TIF #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 Technology
 - Equipment Replacement

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

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

EXPLANATION OF FUNDS

(Cont'd)

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

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

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

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

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 .25% Home Rule Sales Tax Increment and transfer from Public Building Fund consisting of an additional .25% Home Rule Sales Tax Increment.

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

EXPLANATION OF FUNDS

(Cont'd)

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

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.

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

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). Incremental Property Taxes are the revenue source for the TIF #1 Fund. This TIF district was closed the end of 2014, two years early.

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

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

TIF #4 - A capital projects fund established to account for revenues and expenditures for approved projects of a Tax Increment Financing (TIF) District. This District was closed the end of 2014, sixteen years early.

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

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

EXPLANATION OF FUNDS

(Cont'd)

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

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
- Group Insurance Withholding
- Library
- Garbage
- Park Donation
- School Donation
- Special Service Area #1

FINANCIAL AND MANAGEMENT POLICIES

FINANCIAL POLICIES

The Village of Addison has established the following financial policies:

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

BUDGETING

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

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

FINANCIAL AND MANAGEMENT POLICIES

(Cont'd)

BUDGETING (Cont'd)

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

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

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

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

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

APPROPRIATIONS

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

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

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

FINANCIAL AND MANAGEMENT POLICIES

(Cont'd)

APPROPRIATIONS (Cont'd)

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

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

PURCHASING

The Village of Addison uses a centralized purchasing system.

The procedure for purchasing is as follows:

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

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

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

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

Any purchase that 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

(Cont'd)

DEBT SERVICE

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

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

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

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

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

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

FUTURE FINANCIAL PLANNING

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

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

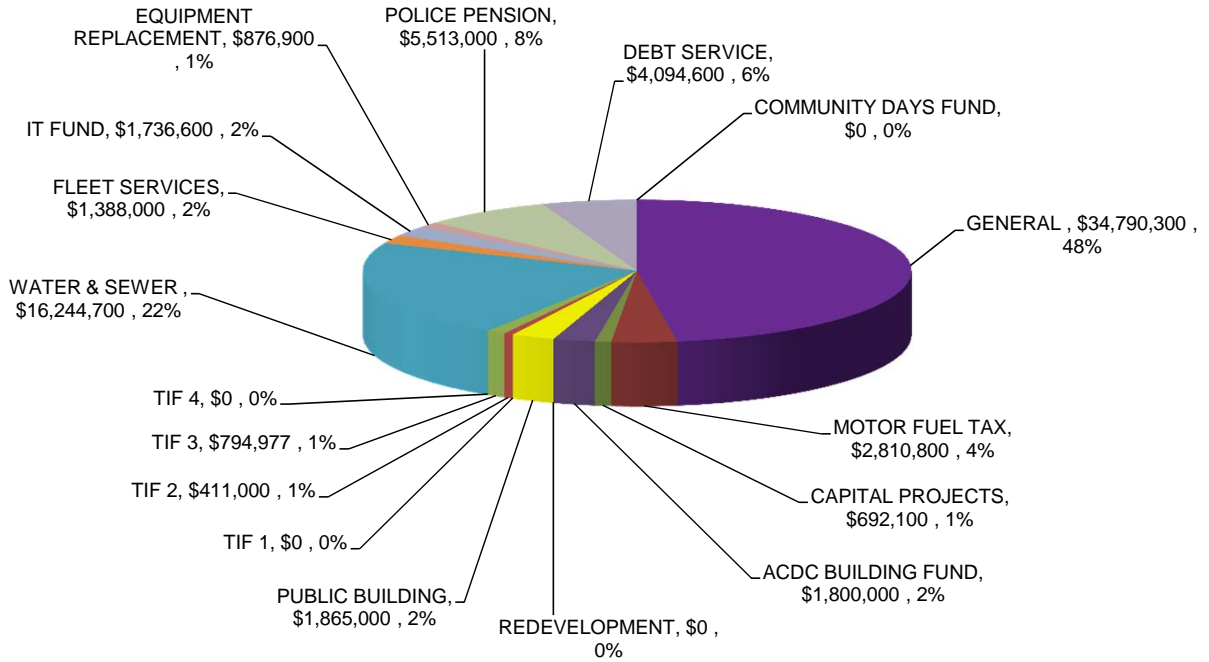
The Village projects a very conservative revenue forecast and projects every possible normal operational expense. One could correctly characterize it as a "worst case scenario". Projected deficits generally turn out to be budget surpluses or in a few instances, much smaller deficits than were originally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



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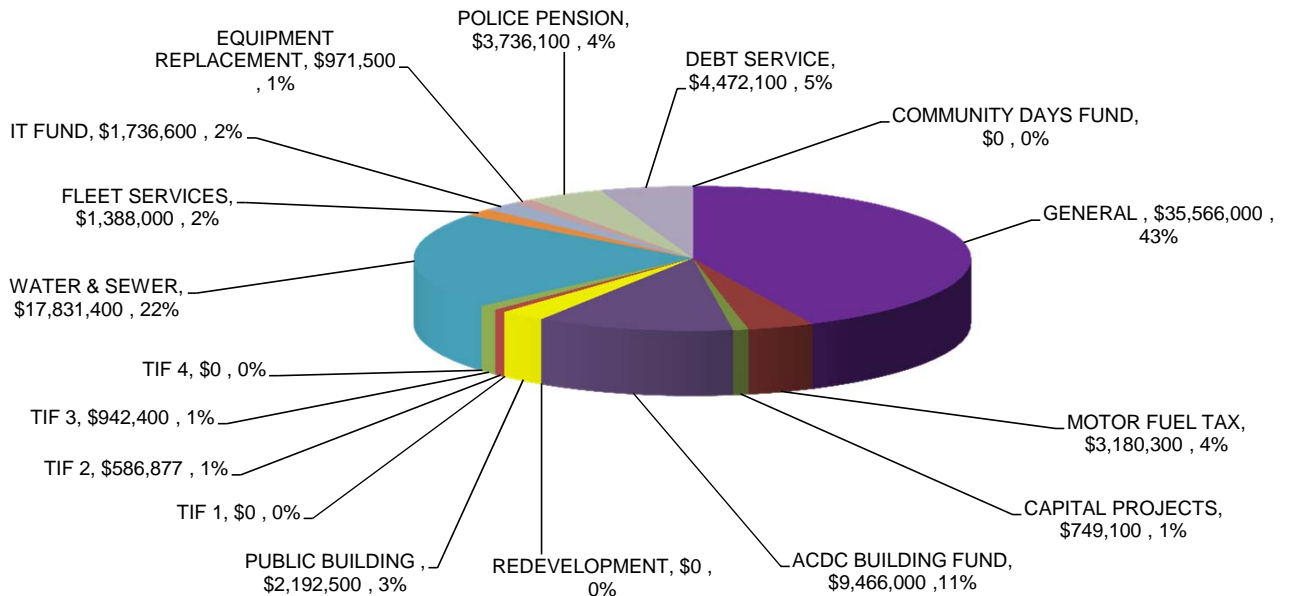
ALL FUNDS REVENUE

FY 2017-18 Budget



ALL FUNDS EXPENDITURES

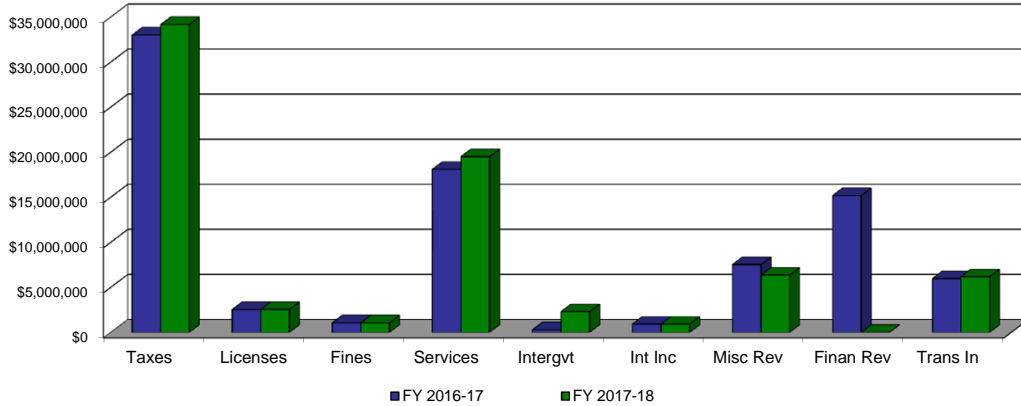
FY 2017-18 Budget



WHERE THE MONEY COMES FROM

ALL FUND REVENUES

FY 2016-17 ESTIMATE vs. FY 2017-18 BUDGET



	<u>FY 2015-16 ACTUAL</u>	<u>FY 2016-17 ESTIMATE</u>	<u>FY 2017-18 BUDGET</u>	<u>% CHANGE FY17 - FY18</u>
Taxes	29,368,584	32,993,000	34,162,600	3.54%
Licenses, Permits & Fees	2,484,384	2,535,300	2,539,600	0.17%
Fines & Forfeits	1,054,601	1,060,000	1,056,800	(0.30)%
Charges for Services	19,543,811	18,081,400	19,495,200	7.82%
Intergovernmental	7,242,281	283,300	2,292,100	709.07%
Interest Income	1,570,430	923,122	924,000	0.10%
Miscellaneous Revenue	2,711,696	7,527,100	6,370,300	(15.37)%
Financing Revenues	0	15,171,100	0	0.00%
Transfers In	2,272,714	5,974,390	6,177,377	3.40%
Total Revenue	<u>66,248,501</u>	<u>84,548,712</u>	<u>73,017,977</u>	<u>(13.64)%</u>

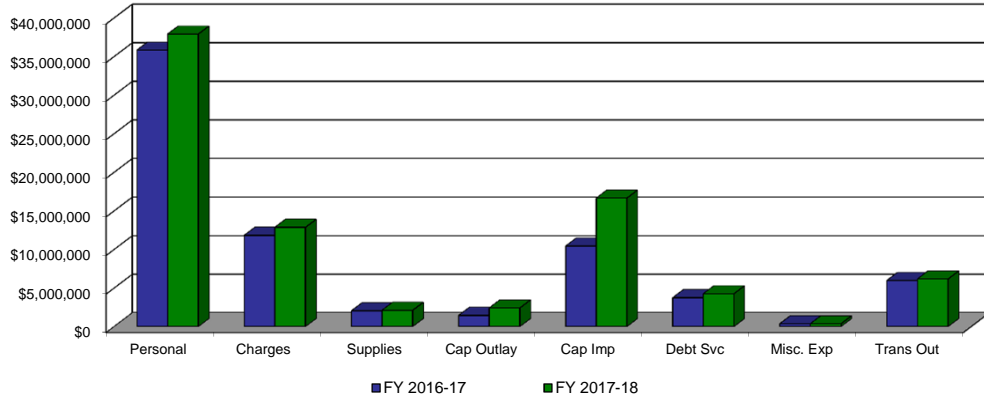
REVENUES BY FUND/SOURCE OF REVENUE

	<u>FY 2017-18 BUDGET</u>	<u>Licenses, Permits & Fees</u>	<u>Fines & Forfeitures</u>	<u>Charges for Services</u>	<u>Intergov</u>	<u>Interest Income</u>	<u>Misc Revenues</u>	<u>Financing Revenues</u>	<u>Transfers In</u>	<u>Total</u>
General	26,272,100	2,504,600	1,056,800	3,825,500	0	10,000	1,022,300	0	99,000	34,790,300
Water/Sewer	0	35,000	0	15,669,700	400,000	5,000	135,000	0	0	16,244,700
Fleet Services	0	0	0	0	0	0	0	0	1,388,000	1,388,000
Information Systems	0	0	0	0	0	0	0	0	1,736,600	1,736,600
Equipment Replacement	0	0	0	0	0	8,000	0	0	868,900	876,900
Debt Service	2,793,600	0	0	0	0	1,000	0	0	1,300,000	4,094,600
Capital Projects	0	0	0	0	692,100	0	0	0	0	692,100
ACDC Building	0	0	0	0	1,200,000	0	600,000	0	0	1,800,000
Redevelopment	0	0	0	0	0	0	0	0	0	0
Public Building	1,865,000	0	0	0	0	0	0	0	0	1,865,000
TIF #1	0	0	0	0	0	0	0	0	0	0
TIF #2	411,000	0	0	0	0	0	0	0	0	411,000
TIF #3	10,100	0	0	0	0	0	0	0	784,877	794,977
TIF #4	0	0	0	0	0	0	0	0	0	0
Police Pension	0	0	0	0	0	900,000	4,613,000	0	0	5,513,000
Motor Fuel Tax	2,810,800	0	0	0	0	0	0	0	0	2,810,800
Community Days	0	0	0	0	0	0	0	0	0	0
	<u>34,162,600</u>	<u>2,539,600</u>	<u>1,056,800</u>	<u>19,495,200</u>	<u>2,292,100</u>	<u>924,000</u>	<u>6,370,300</u>	<u>0</u>	<u>6,177,377</u>	<u>73,017,977</u>

WHERE THE MONEY GOES

ALL FUND EXPENDITURES

FY 2016-17 ESTIMATE vs. FY 2017-18 BUDGET



	FY 2015-16 ACTUAL	FY 2016-17 ESTIMATE	FY 2017-18 BUDGET	% CHANGE FY17 - FY18
Personal Services	32,846,317	35,844,800	37,913,800	5.77%
Services & Charges	11,439,475	11,829,600	12,871,600	8.81%
Supplies & Materials	1,603,493	2,049,400	2,117,800	3.34%
Capital Outlay	1,158,262	1,445,498	2,422,100	67.56%
Capital Improvement Projects	8,718,352	10,446,500	16,664,100	59.52%
Debt Service	3,206,685	3,756,900	4,272,100	13.71%
Misc. Expenditures	341,862	385,000	380,000	(1.30)%
Transfers Out	5,552,194	5,986,690	6,177,377	3.19%
Total Expenditures	64,866,640	71,744,388	82,818,877	15.44%

EXPENDITURES BY DEPARTMENT/SOURCE OF EXPENDITURE

FY 2017-18 BUDGET	Personal Services	Services & Charges	Supplies & Materials	Capital Outlay	Capital Impr. Project	Debt Service	Misc Expenditure	Transfers Out	Total
General Fund									
Administration	882,400	636,100	6,700	0	0	0	0	310,400	1,835,600
Boards & Commissions	200	46,100	600	0	0	0	0	0	46,900
Finance	529,200	69,800	8,900	800	0	0	0	109,100	717,800
Community Relations	707,900	453,900	35,300	31,500	0	0	0	52,600	1,281,200
Building & Grounds	404,800	367,700	41,300	46,000	0	0	0	57,600	917,400
Police	14,173,000	573,400	179,200	95,000	0	0	0	1,574,100	16,594,700
HHRC	306,900	20,900	15,600	0	0	0	0	92,300	435,700
Consolidated Dispatch	4,607,100	89,900	35,600	0	0	0	0	62,900	4,795,500
Community Development	2,581,000	206,800	10,000	0	0	0	0	196,100	2,993,900
Electrical & Forestry	1,038,400	889,100	141,900	0	0	0	0	241,400	2,310,800
Street	1,314,000	171,400	627,800	0	0	0	0	624,300	2,737,500
General Ledger	0	527,000	0	0	0	0	372,000	0	899,000
Water & Sewer Fund									
Water	1,910,000	6,141,800	114,800	87,800	2,204,600	0	0	232,500	10,691,500
Sewer	1,513,900	434,300	60,000	100,000	45,000	0	0	268,000	2,421,200
Water Pollution Control	2,833,900	1,282,800	250,900	67,500	145,000	0	0	138,600	4,718,700
Fleet Services	703,000	96,100	555,300	0	0	0	0	33,600	1,388,000
Information Systems	774,100	770,600	33,900	158,000	0	0	0	0	1,736,600
Equipment Replacement	0	0	0	971,500	0	0	0	0	971,500
Debt Service	0	0	0	0	0	4,272,100	0	200,000	4,472,100
Capital Projects	0	0	0	0	749,100	0	0	0	749,100
ACDC Building	0	0	0	864,000	8,602,000	0	0	0	9,466,000
Redevelopment	0	0	0	0	0	0	0	0	0
Public Building	0	0	0	0	796,000	0	0	1,396,500	2,192,500
TIF #1	0	0	0	0	0	0	0	0	0
TIF #2	0	2,000	0	0	0	0	0	584,877	586,877
TIF #3	0	300	0	0	942,100	0	0	0	942,400
TIF #4	0	0	0	0	0	0	0	0	0
Police Pension	3,634,000	91,600	0	0	0	0	8,000	2,500	3,736,100
Motor Fuel Tax	0	0	0	0	3,180,300	0	0	0	3,180,300
Community Days	0	0	0	0	0	0	0	0	0
Total	37,913,800	12,871,600	2,117,800	2,422,100	16,664,100	4,272,100	380,000	6,177,377	82,818,877

**VILLAGE OF ADDISON
FUND BALANCE SUMMARY
FY 2017-18
(ESTIMATED)**

<u>FUND</u>	BEGINNING FUND BALANCE 5/1/2017	2017-18 REVENUES	2017-18 EXPENDITURES	2017-18 SURPLUS/ (DEFICIT)	2017-18 FUND BALANCE 4/30/2018
GENERAL FUND	10,819,055	34,790,300	35,566,000	(775,700)	10,043,355
WATER & SEWER FUND *	6,123,081	16,244,700	17,831,400	(1,586,700)	4,536,381
FLEET SERVICES	(357,017)	1,388,000	1,388,000	0	(357,017)
INFORMATION TECHNOLOGY	90,538	1,736,600	1,736,600	0	90,538
EQUIP REPLACEMENT FUND *	6,026,670	876,900	971,500	(94,600)	5,932,070
DEBT SERVICE	1,801,356	4,094,600	4,472,100	(377,500)	1,423,856
CAPITAL PROJECTS	224,605	692,100	749,100	(57,000)	167,605
ACDC BUILDING FUND	8,222,300	1,800,000	9,466,000	(7,666,000)	556,300
REDEVELOPMENT FUND	35	0	0	0	35
PUBLIC BUILDING FUND	342,163	1,865,000	2,192,500	(327,500)	14,663
TIF # 1	0	0	0	0	0
TIF # 2	175,877	411,000	586,877	(175,877)	0
TIF # 3	183,520	794,977	942,400	(147,423)	36,097
TIF # 4	0	0	0	0	0
POLICE PENSION	42,740,105	5,513,000	3,736,100	1,776,900	44,517,005
MOTOR FUEL TAX	370,339	2,810,800	3,180,300	(369,500)	839
COMMUNITY DAYS FUND	6,413	0	0	0	6,413
TOTAL	76,769,040	73,017,977	82,818,877	(9,800,900)	66,968,140

NOTES

- * The Water/Sewer and Equipment Replacement Funds use Working Cash as the comparative.
- 1) The General Fund shows a planned \$775,700 deficit to utilize fund balance that has been accumulated for projects that are planned.
 - 2) The Water/Sewer Fund shows a planned \$1,586,700 deficit to utilize bond proceeds received in FY 17 that were for projects in FY 18 and are included in the beginning fund balance.
 - 3) The Equipment Replacement Fund shows a planned \$94,600 deficit to utilize fund balance that has been accumulated for the future purchase of equipment.
 - 4) The Debt Service Fund shows a planned \$377,500 deficit to utilize fund balance that has been accumulated for projects that are planned.
 - 5) The Capital Projects Fund shows a planned \$57,000 deficit to utilize fund balance that has been accumulated for projects that are planned.
 - 6) The ACDC Building Fund shows a planned \$7,666,000 deficit to utilize bond proceeds received in FY 17 that were for projects in FY 18 and are included in the beginning fund balance.
 - 7) The Public Building Fund shows a planned \$327,500 deficit to utilize fund balance that has been accumulated for projects that are planned.
 - 8) The TIF #2 Fund shows a planned \$175,877 deficit to reflect the expiration of the TIF District.
 - 9) The TIF #3 Fund shows a planned \$147,423 deficit to utilize fund balance that has been accumulated for projects that are planned.
 - 10) The Motor Fuel Tax Fund shows a planned \$369,500 deficit to utilize fund balance that has been accumulated for projects that are planned.

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

<u>REVENUES</u>	<u>2014-15 ACTUAL</u>	<u>2015-16 ACTUAL</u>	<u>2016-17 BUDGET</u>	<u>2016-17 EST ACT</u>	<u>2017-18 BUDGET</u>	<u>2018-19 BUDGET</u>	<u>2019-20 BUDGET</u>
GENERAL FUND	29,792,078	32,275,479	32,092,300	32,755,500	34,790,300	35,642,900	36,889,900
WATER & SEWER FUND	19,312,166	15,753,556	15,864,700	18,805,400	16,244,700	17,198,600	17,562,600
FLEET SERVICES	1,477,364	1,331,318	1,379,500	1,399,500	1,388,000	1,407,100	1,432,300
INFORMATION TECHNOLOGY	1,254,712	1,100,238	1,224,400	1,244,900	1,736,600	1,520,700	1,507,600
EQUIP REPL FUND	681,663	925,909	703,700	805,900	876,900	833,600	821,100
DEBT SERVICE	3,889,456	4,159,078	15,612,355	4,125,200	4,094,600	4,195,900	4,400,300
CAPITAL PROJECTS	1,670,454	1,482,145	8,930,300	340,600	692,100	0	0
ACDC BUILDING FUND	0	0	0	12,730,300	1,800,000	500,000	0
REDEVELOPMENT FUND	118,436	19	0	22	0	0	0
PUBLIC BUILDING FUND	1,731,000	2,001,683	1,815,800	1,817,290	1,865,000	1,962,500	2,019,500
TIF #1	822,382	0	0	0	0	0	0
TIF #2	245,434	235,677	235,500	411,700	411,000	0	0
TIF #3	12,092	504,884	334,624	975,600	794,977	10,100	10,100
TIF #4	1	0	0	0	0	0	0
POLICE PENSION	5,284,654	3,035,487	5,205,900	6,354,800	5,513,000	5,603,400	5,696,500
MOTOR FUEL TAX	3,119,113	3,442,711	2,704,900	2,782,000	2,810,800	2,908,300	2,965,300
COMMUNITY DAYS FUND	1	7	0	0	0	0	0
TOTAL VILLAGE REVENUES	69,411,006	66,248,191	86,103,979	84,548,712	73,017,977	71,783,100	73,305,200
<u>EXPENDITURES</u>	<u>2014-15 ACTUAL</u>	<u>2015-16 ACTUAL</u>	<u>2016-17 BUDGET</u>	<u>2016-17 EST ACT</u>	<u>2017-18 BUDGET</u>	<u>2018-19 BUDGET</u>	<u>2019-20 BUDGET</u>
GENERAL FUND	29,072,128	30,118,697	31,846,100	32,620,498	35,566,000	36,096,900	36,887,500
WATER & SEWER FUND	19,285,679	16,256,654	15,748,900	15,847,200	17,831,400	17,428,300	17,737,900
FLEET SERVICES	1,514,938	1,281,274	1,379,500	1,399,500	1,388,000	1,407,100	1,432,300
INFORMATION TECHNOLOGY	1,232,425	1,042,398	1,224,400	1,244,900	1,736,600	1,520,700	1,507,600
EQUIP REPL FUND	821,880	936,212	994,500	1,030,000	971,500	916,500	702,000
DEBT SERVICE	3,904,127	3,857,645	9,348,772	4,396,900	4,472,100	4,829,700	4,838,900
CAPITAL PROJECTS	1,578,618	1,354,505	9,005,300	398,200	749,100	0	0
ACDC BUILDING FUND	0	0	0	4,508,000	9,466,000	0	0
REDEVELOPMENT FUND	0	98,822	13,890	13,890	0	0	0
PUBLIC BUILDING FUND	1,572,263	1,496,116	2,257,000	2,206,100	2,192,500	1,965,000	2,020,000
TIF #1	2,216,367	0	0	0	0	0	0
TIF #2	170,438	444,987	365,300	367,000	586,877	0	0
TIF #3	28,007	361,980	540,300	1,083,200	942,400	0	0
TIF #4	6,675	0	0	0	0	0	0
POLICE PENSION	3,356,989	3,443,484	3,380,162	3,639,700	3,736,100	3,845,100	3,957,400
MOTOR FUEL TAX	2,875,239	4,173,866	2,797,400	2,989,326	3,180,300	2,909,000	2,958,800
COMMUNITY DAYS FUND	0	0	0	0	0	0	0
TOTAL VILLAGE EXPENDITURES	67,635,773	64,866,640	78,901,524	71,744,414	82,818,877	70,918,300	72,042,400

MAJOR REVENUE AND FINANCING SOURCES

Notes

The two largest revenue sources (73.6%) for the Village in the FY 2017-2018 Budget are Taxes (46.9%) and Charges for Services (26.7%). The breakdown between funds is as follows:

TAXES	TOTAL	General	Debt Service	Public Building	TIF 2	TIF 3	Motor Fuel Tax
Sales & Sales Tax Increment	23.5%	15.7%	2.6%	2.6%			2.6%
Property Taxes	12.7%	10.9%	1.2%	0.0%	0.6%	0.0%	0.0%
Income Tax	5.1%	5.1%					
Telecommunications Tax	1.4%	1.4%					
Real Estate Transfer Tax	0.6%	0.6%					
Motor Fuel Tax	1.3%						1.3%
All Other Taxes	2.3%	2.3%					
TOTAL	46.9%	36.0%	3.8%	2.6%	0.6%	0.0%	3.9%

CHARGES FOR SERVICES	TOTAL	General	Water & Sewer
User Revenue – Water	12.1%	-	12.1%
User Revenue – Sewer	9.0%	-	9.0%
All Other	5.6%	5.2%	0.4%
TOTAL	26.7%	5.2%	21.5%

Taxes

Sales Tax and Sales Tax Increment (home rule) revenues represent the largest single revenue source or about 33% of the Village's General Fund income. Items, except food and drugs, in Addison are subject to an 8.00% sales tax effective 6/1/16. Sales taxes are imposed upon all retail sales and upon all persons engaged in the business of making sales of services within the Village's corporate limits. These taxes are collected by the State, and divided among the taxing districts as follows:

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

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

MAJOR REVENUE AND FINANCING SOURCES

Notes (Cont'd)

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

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

Budget Assumptions – The Village anticipates a 6.0% increase in Sales tax in the FY 2018 budget over the projected FY 2017 results. This increase is due to the rebound in sales tax from recent years and the anticipated opening of a new construction related business that will generate additional sales tax.

Property Tax

Property tax receipts represent about 12.7% of the Village's total revenues. Addison has historically taken a conservative approach to this revenue source, understanding the negative impact high property taxes can have where incomes are fixed, or are temporarily lost or decreased.

The levy which corresponds to this budget was levied in December, 2016. Property owners will pay this tax in two installments, due June 1 and September 1, 2017. A breakdown of the Village's total tax levy is as follows:

	FINAL 2015 Levy for FY 17	Est 2016 Levy for FY 18	% Change
General Fund			
Corporate	\$ 4,545,314	\$ 4,552,641	0.16%
Police Pension	2,771,317	3,043,542	9.82%
Subtotal	7,316,631	7,596,183	3.82%
Debt Service	913,966	908,205	(0.63)%
Total Levy	\$ 8,230,597	\$ 8,504,388	3.33%
Equalized Assessed Val	\$ 980,650,193	\$ 1,056,052,138	7.69%
Rate per \$100 EAV	\$ 0.8393	\$ 0.8053	(4.05)%

Budget Assumptions – The 2016 tax levy, which will be received in FY 2017-18 was based on a projected increase in EAV of 7.69%, and a total dollar increase of 3.33%. The total dollar increase is due to a 9.82% increase in the Police Pension Levy and a .16% increase in the General - Corporate levy, and a .63% 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 5.1% of the Village's General Fund income. Local governments in Illinois receive a share of all State income tax receipts, allocated on a per capita basis to all municipalities. The State remits the taxes the second month after the due date. Example: January Income Taxes are due by February 28. The State remits to local governments the beginning of April.

Budget Assumptions - To prepare the FY 2018 budget for income tax receipts, three key elements were assumed:

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

Municipality's share of income tax receipts – Prior to January, 2011, municipalities were entitled to 1/10 of income tax receipts. Between 2011 and 2015 the State temporarily increased the income tax rates on both personal and corporate income. As part of that legislation, the municipal percentage was changed to “maintain” the same revenue streams the 1/10 previously provided. The increases expired January 1, 2015. Due to the State's continuing fiscal distress, negotiations on the State budget in Springfield could impact the municipal share of income tax receipts. It is doubtful any resolution will occur until the middle of FY 2018. The Village will closely monitor the situation in the interim.

State-wide change in income tax receipts- projections by the Illinois Municipal League (IML) - FY 2017 receipts are projected to be 10% lower than the original budget. However, the IML has projected a rebound in income tax receipts. We budgeted a 6% increase in the FY 2018 revenues.

Telecommunications Tax

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

Budget Assumptions – The FY 2017-18 budget assumes a 3% decrease based upon trending. As more residents move to lower cost cell phone and internet based phone plans, we have seen a drop in these revenues.

MAJOR REVENUE AND FINANCING SOURCES

Notes (Cont'd)

Real Estate Transfer Tax

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

Budget Assumptions: The FY 2017-18 budget remained flat from current year projected results. Although we are seeing an uptick in foreclosure and sheriff sales, those transactions are exempt from the transfer tax.

Motor Fuel Tax

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

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

CHARGES FOR SERVICES

Water and Sewer Fees

Water and sewer user fees represent approximately 21.5% of the Village's revenue. The Village bills water and sewer usage on a bi-monthly basis, billing approximately half the Village each month.

The Village recognizes the impact a rate increase has on their customers and has raised rates only when necessary. Although the Village passes a multi-year rate plan, any unforeseen changes in rates from the DuPage Water Commission (DPWC) have to be passed on. These changes have not only included rate increases, but in FY 2006-2008, FY 2016, and FY 2017, rate decreases. The City of Chicago announced in 2011 they would be increasing their rate to the DPWC by 90% over four years. The first rate increase, 25%, became effective January 1, 2012, with the final increase on January 1, 2015. In addition, equipment and infrastructure repairs/replacements come with a high price tag. In order to maintain the proper fund balance and keep the equipment and infrastructure up to date, a four-year plan was adopted in FY 2015 that not only includes the decrease from DPWC, but a nominal 3% 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 decrease 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 89% of the pumpage being billed at the rates established by the four-year plan passed in FY 2015. The difference between pumpage and billing is due to infrastructure leakage and unmetered use, such as hydrant flushing.

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

MAJOR EXPENDITURES

Notes

The largest use of funds is for Personal Services (46%), Services and Charges (16%), Debt Service (5%), and Capital Improvement Projects (20%).

PERSONAL SERVICES

The General Fund accounts for 70% of all personal services costs. The Police Department, Henry Hyde Resource Center and the Addison Consolidated Dispatch Center combined, account for 50% of all personal services costs. The remaining 20% is accounted for in departments in the General Fund including all administrative and operational departments, (Administration, Finance, Building and Grounds, Community Development, and Community Relations) and public works departments (Electrical and Forestry, and Street).

The Police Department is a CALEA certified department and is very active in the community with various outreach programs. Programs include DARE, which focuses on youth; Community Emergency Response Team, which is open to all residents of the Village; and the Senior Citizens Police Academy. The Police Department opened the Henry Hyde Resource Center in FY 2008. In FY 2012, the Consolidated Dispatch Center Department was created to account for dispatch services. The Center provides police dispatch services for the Village of Bensenville, the Village of Bloomingdale, the Village of Wood Dale, the City of Itasca, the DuPage Forest Preserve District and the Village of Glendale Heights. Fire Protection Districts and Fire Departments added in the FY 2018 Budget include Addison, Bensenville, Pleasantview, Tri-State, Wood Dale, Itasca and Westmont. Westmont Police dispatch services will also be added in FY 2018.

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

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

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

SERVICES AND CHARGES

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

MAJOR EXPENDITURES

Notes (Cont'd)

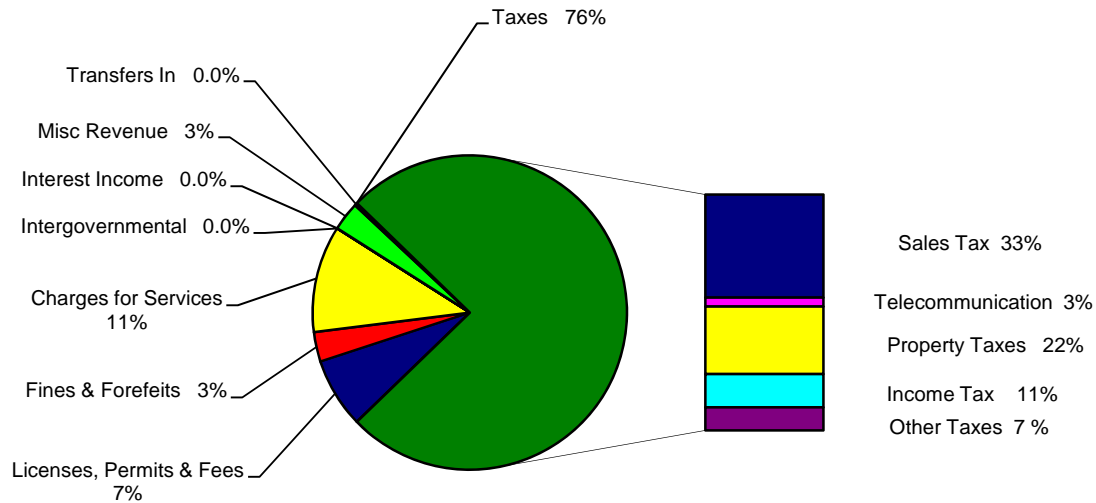
CAPITAL IMPROVEMENT PROJECTS

Capital Improvements account for 20% of all expenditures within the Village. The annual road improvement program which includes reconstruction and resurfacing of additional roads accounts for 19% of all capital. Replacement and maintenance of equipment in the Water and Sewer Fund account for 14% of all capital. The construction of the Addison Consolidated Dispatch Center accounts for 52% of all capital, with the remaining projects accounting for 15% of the total Capital Improvements budgeted.

DEBT SERVICE

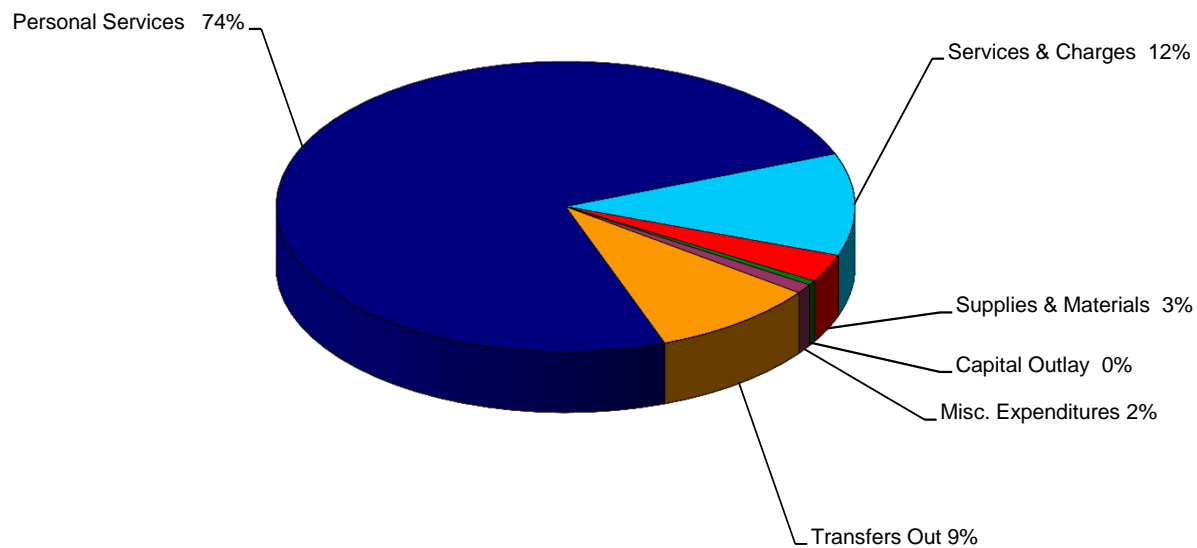
Debt Service payments are 5% of Village-wide expenditures. Of the \$4,472,100 needed for debt payments, \$898,600 (20%) is paid with property taxes; the remaining \$3,573,500 (80%) is paid with Home Rule Sales Tax Increment monies.

WHERE THE MONEY COMES FROM GENERAL FUND REVENUES 2017-2018 FISCAL YEAR



	FY 2015-16 ACTUAL	FY 2016-17 ESTIMATE	FY 2017-18 BUDGET	PERCENTAGE CHANGE FY17 - FY18
Taxes	26,100,058	25,275,900	26,272,100	3.94%
Licenses, Permits & Fees	2,484,384	2,385,100	2,504,600	5.01%
Fines & Forefeits	1,054,291	1,060,000	1,056,800	(0.30)%
Charges for Services	1,330,364	2,622,300	3,825,500	45.88%
Intergovernmental	219,854	16,700	0	(100.00)%
Interest Income	12,848	30,000	10,000	(66.67)%
Financing Revenue	0	0	0	N/A
Miscellaneous Revenue	1,071,180	1,013,000	1,022,300	0.92%
Transfers In	2,500	352,500	99,000	(71.91)%
Total Revenue	32,275,479	32,755,500	34,790,300	6.21%

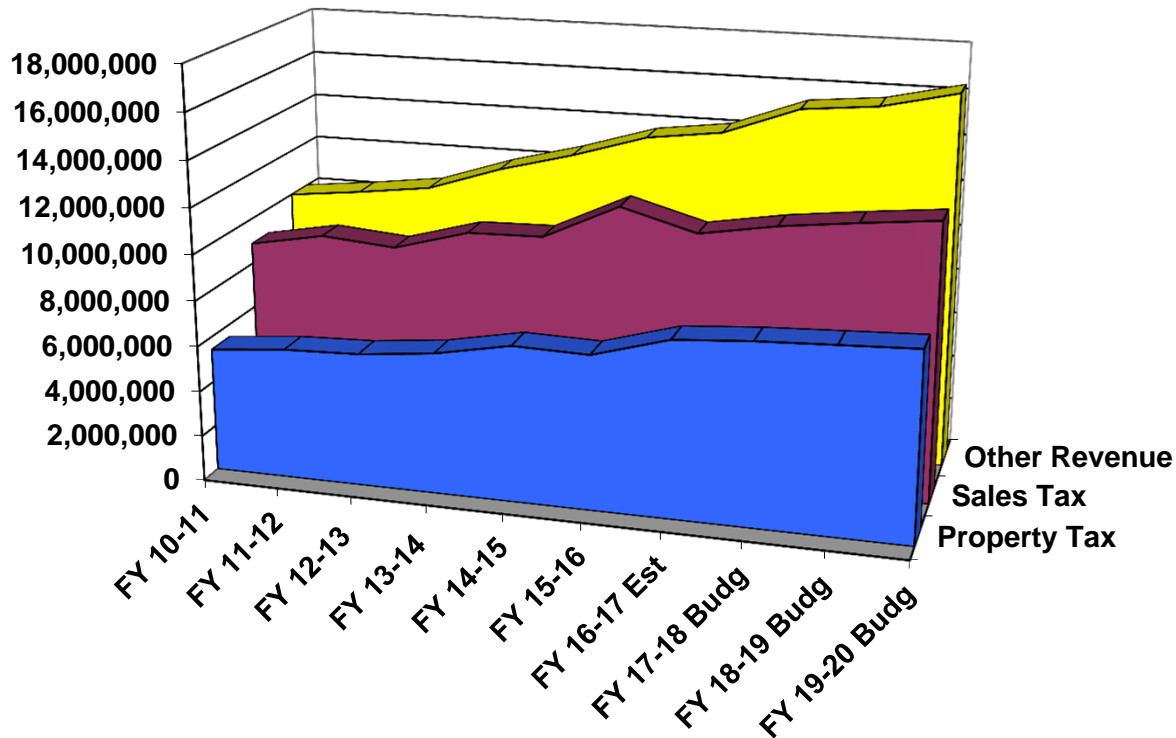
WHERE THE MONEY GOES GENERAL FUND EXPENDITURES 2017-2018 FISCAL YEAR



	FY 2015-16 ACTUAL	FY 2016-17 ESTIMATE	FY 2017-18 BUDGET	PERCENTAGE CHANGE FY17 - FY18
Personal Services	22,800,703	24,792,300	26,544,900	7.07%
Services & Charges	3,522,790	3,696,800	4,052,100	9.61%
Supplies & Materials	807,670	997,200	1,102,900	10.60%
Capital Outlay	82,693	26,898	173,300	544.29%
Misc. Expenditures	334,161	377,000	372,000	(1.33)%
Transfers Out	2,570,680	2,730,300	3,320,800	21.63%
Total Expenditures	30,118,697	32,620,498	35,566,000	9.03%

GENERAL FUND REVENUES

PROPERTY TAX, SALES TAX AND OTHER GENERAL FUND REVENUE



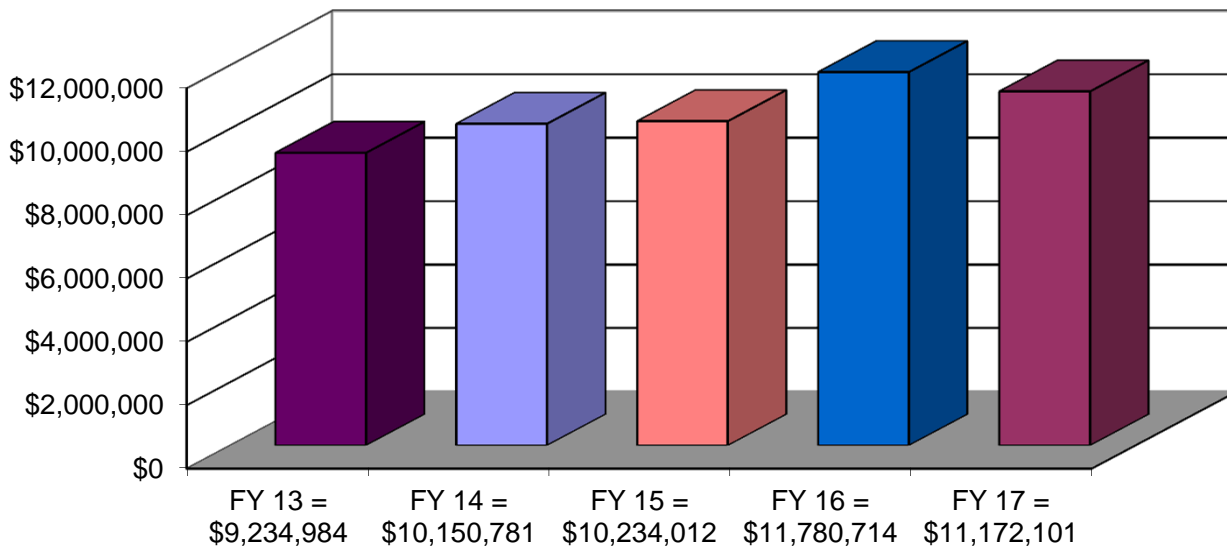
	Property Tax	Sales Tax	Other Revenue	Total Revenue
FY 10-11	5,446,173	8,892,093	9,989,586	24,327,852
FY 11-12	5,748,435	9,498,576	10,350,129	25,597,140
FY 12-13	5,859,756	9,234,981	10,771,907	25,866,644
FY 13-14	6,204,367	10,150,781	11,854,911	28,210,059
FY 14-15	6,845,411	10,234,012	12,712,655	29,792,078
FY 15-16	6,767,163	11,790,019	13,718,607	32,275,789
FY 16-17 Est	7,722,600	10,888,000	14,144,900	32,755,500
FY 17-18 Budg	7,967,100	11,455,000	15,368,200	34,790,300
FY 18-19 Budg	8,117,100	11,843,000	15,682,800	35,642,900
FY 19-20 Budg	8,267,100	12,188,900	16,433,900	36,889,900

GENERAL FUND

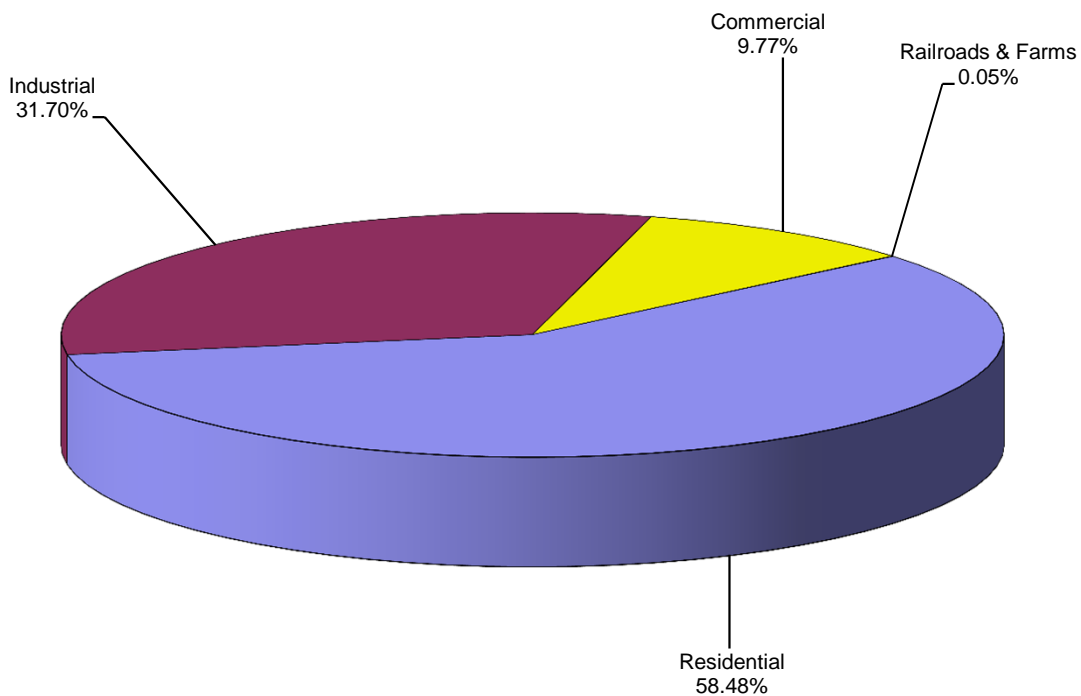
SALES TAX & HOME RULE INCREMENT

LIABILITY MONTH	RECEIPT MONTH	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
		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	808,831	1.16%	820,213	1.41%	905,503	10.40%	864,277	-4.55%	936,767	8.39%
JUNE	SEPT	786,631	-3.85%	763,764	-2.91%	798,069	4.49%	902,956	13.14%	926,537	2.61%
JULY	OCT	782,848	-5.10%	764,597	-2.33%	901,141	17.86%	914,816	1.52%	895,131	-2.15%
AUG	NOV	847,349	-2.73%	878,531	3.68%	900,574	2.51%	899,319	-0.14%	961,348	6.90%
SEPT	DEC	761,304	-6.28%	758,635	-0.35%	880,728	16.09%	856,020	-2.81%	909,801	6.28%
OCT	JAN	811,805	3.40%	817,023	0.64%	901,538	10.34%	925,904	2.70%	940,748	1.60%
NOV	FEB	779,290	-3.80%	772,155	-0.92%	865,846	12.13%	857,417	-0.97%	933,609	8.89%
DEC	MAR	801,305	-3.96%	898,429	12.12%	952,283	5.99%	940,692	-1.22%	1,112,001	18.21%
JAN	APRIL	667,092	-7.17%	782,637	17.32%	747,197	-4.53%	802,324	7.38%	827,758	3.17%
FEB	MAY	674,680	-3.84%	714,688	5.93%	727,865	1.84%	812,979	11.69%	845,498	4.00%
MAR	JUNE	756,293	-2.05%	844,899	11.72%	858,238	1.58%	913,959	6.49%	954,904	4.48%
APRIL	JULY	757,556	0.93%	851,979	12.46%	795,030	-6.68%	886,849	11.55%	927,999	4.64%
One time audit adjustment				483,231				1,203,202			
TOTAL SALES TAX		9,234,984	3.86%	10,150,781	9.92%	10,234,012	0.82%	11,780,714	15.11%	11,172,101	-5.17%

** The last four months of FY 2017 are estimated based on current trending.



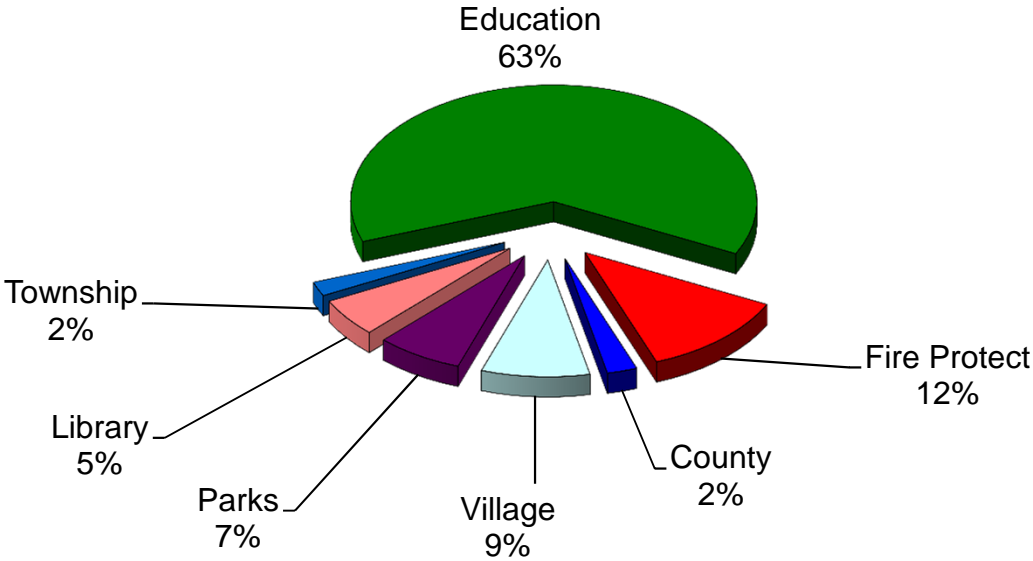
EQUALIZED ASSESSED VALUATION BREAKDOWN BY TYPE OF PROPERTY 2015 VALUATION



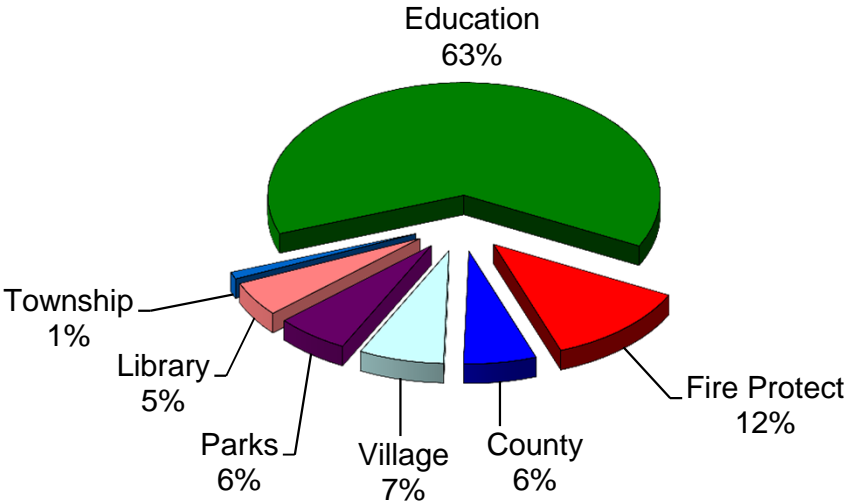
	2015 EAV	% of Total
Residential	573,523,649	58.48%
Industrial	310,835,050	31.70%
Commercial	95,845,100	9.77%
Railroads & Farms	446,394	0.05%
	980,650,193	100.0%

PROPERTY TAXES WHERE DO THEY GO?

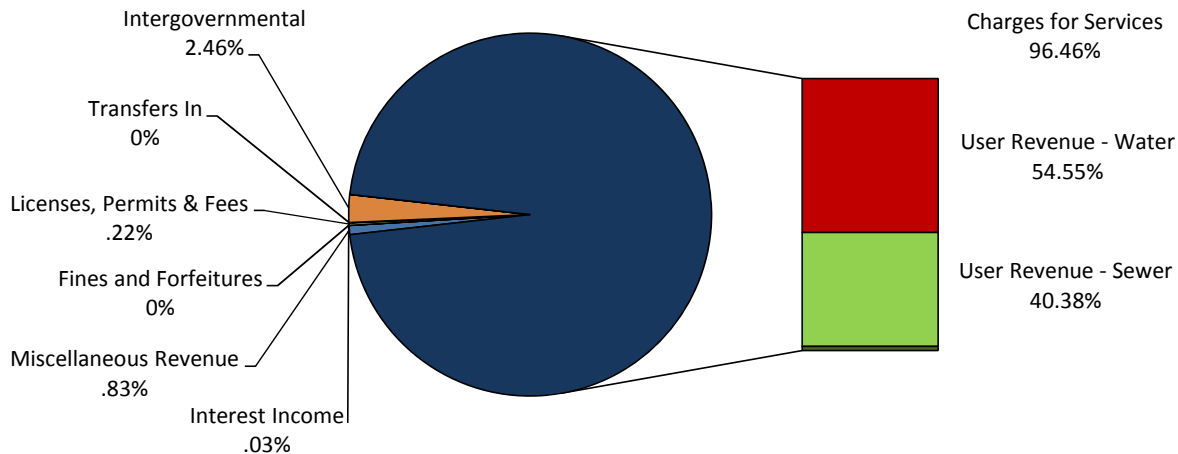
2015 TAX BILL



2005 TAX BILL

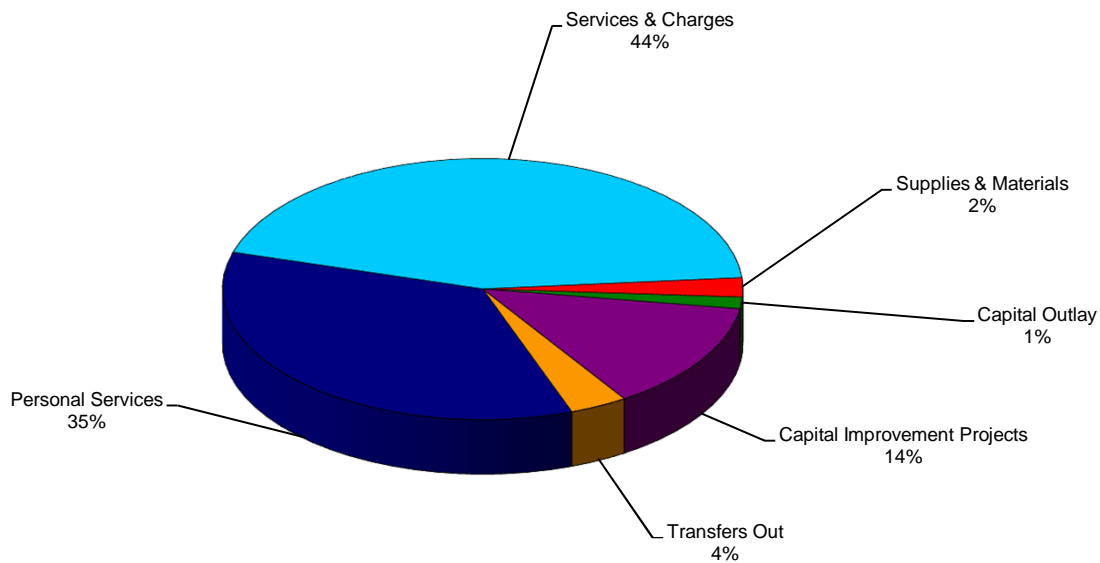


WHERE THE MONEY COMES FROM ENTERPRISE FUND REVENUES 2017-2018 FISCAL YEAR



	2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 BUDGET	% CHANGE FY17- FY18
Licenses, Permits & Fees	116,995	150,200	35,000	(76.70%)
Fines and Forefeitures	0	0	0	0.00%
Charges for Services	14,964,133	15,379,000	15,669,700	1.89%
Intergovernmental	200,000	0	400,000	100.00%
Interest Income	5,009	12,500	5,000	(60.00%)
Bond Proceeds	0	2,993,900	0	(100.00%)
Miscellaneous Revenue	3,141	269,800	135,000	(49.96%)
Transfers In	464,278	0	0	0.00%
Total Revenue	15,753,556	18,805,400	16,244,700	(13.62%)

WHERE THE MONEY GOES ENTERPRISE FUND EXPENSES 2017-2018 FISCAL YEAR



	2015-16 ACTUAL	2016-17 ESTIMATE	2017-18 BUDGET	% CHANGE FY17- FY18
Personal Services	5,513,253	6,194,900	6,257,800	1.02%
Services & Charges	7,316,612	7,424,200	7,858,900	5.86%
Supplies & Materials	279,007	430,600	425,700	(1.14%)
Capital Outlay	53,261	202,400	255,300	26.14%
Capital Improvement Projects	2,539,440	1,072,000	2,394,600	123.38%
Transfers Out	555,081	523,100	639,100	22.18%
Total Expenses	16,256,654	15,847,200	17,831,400	12.52%

ALL FUNDS REVENUES & EXPENDITURE SUMMARY EXCLUDING INTERFUND TRANSFERS

FY 2017-18 BUDGET

REVENUES

FUND	TOTAL	GENERAL	WATER SEWER	FLEET SERVICES	INFORMATION TECHNOLOGY	EQUIP. REPL.	DEBT SERVICE	CAPITAL PROJ.	ACDC
BEGINNING REVENUES	\$73,017,977	\$34,790,300	\$16,244,700	\$1,388,000	\$1,736,600	\$876,900	\$4,094,600	\$692,100	\$1,800,000
TO/FROM:									
General	(3,320,800)			(1,115,500)	(1,526,800)	(678,500)			
Water/Sewer	(639,100)			(272,500)	(176,200)	(190,400)			
Fleet Services	(33,600)				(33,600)				
Inform Technology	0								
Equip Repl	0								
Debt Service	(200,000)								
Capital Projects	0								
ACDC Building Fund	0								
Redevelopment	0								
Public Building Fund	(1,396,500)	(96,500)					(1,300,000)		
TIF 1	0								
TIF 2	(584,877)								
TIF 3	0								
TIF 4	0								
Police Pension	(2,500)	(2,500)							
Motor Fuel Tax	0								
Community Days	0								
TOTAL TRANSFERS	(6,177,377)	(99,000)	0	(1,388,000)	(1,736,600)	(868,900)	(1,300,000)	0	0
TOTAL REVENUES	\$66,840,600	\$34,691,300	\$16,244,700	\$0	\$0	\$8,000	\$2,794,600	\$692,100	\$1,800,000

EXPENDITURES

FUND	TOTAL	GENERAL	WATER SEWER	FLEET SERVICES	INFORMATION TECHNOLOGY	EQUIP. REPL.	DEBT SERVICE	CAPITAL PROJ.	ACDC
BEGINNING EXPENDITURES	\$82,818,877	\$35,566,000	\$17,831,400	\$1,388,000	\$1,736,600	\$971,500	\$4,472,100	\$749,100	\$9,466,000
FROM/TO:									
General	(99,000)								
Water/Sewer	0								
Fleet Services	(1,388,000)	(1,115,500)	(272,500)						
Inform Technology	(1,736,600)	(1,526,800)	(176,200)	(33,600)					
Equip Repl	(868,900)	(678,500)	(190,400)						
Debt Service	(1,300,000)								
Capital Projects	0								
ACDC Building Fund	0								
Redevelopment	0								
Public Building Fund	0								
TIF 1	0								
TIF 2	0								
TIF 3	(784,877)						(200,000)		
TIF 4	0								
Police Pension	0								
Motor Fuel Tax	0								
Community Days	0								
TOTAL TRANSFERS	(6,177,377)	(3,320,800)	(639,100)	(33,600)	0	0	(200,000)	0	0
TOTAL EXPENDITURES	\$76,641,500	\$32,245,200	\$17,192,300	\$1,354,400	\$1,736,600	\$971,500	\$4,272,100	\$749,100	\$9,466,000

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 2017-18 BUDGET

REVENUES

REDEV	PUBLIC BLDG	TIF 1	TIF 2	TIF 3	TIF 4	POLICE PENSION	MFT	COMM. DAYS	FUND
\$0	\$1,865,000	\$0	\$411,000	\$794,977	\$0	\$5,513,000	\$2,810,800	\$0	BEGINNING REVENUES
				(200,000)					TO/FROM: General Water/Sewer Fleet Services Inform. Systems Equip. Repl. Debt Service Capital Projects ACDC Building Fund Redevelopment Public Building Fund TIF 1 TIF 2 TIF 3 TIF 4 Police Pension Motor Fuel Tax Community Days
				(584,877)					
	0	0	0	(784,877)	0	0	0	0	TOTAL TRANSFERS
\$0	\$1,865,000	\$0	\$411,000	\$10,100	\$0	\$5,513,000	\$2,810,800	\$0	TOTAL REVENUES

EXPENDITURES

REDEV	PUBLIC BLDG	TIF 1	TIF 2	TIF 3	TIF 4	POLICE PENSION	MFT	COMM. DAYS	FUND
\$0	\$2,192,500	\$0	\$586,877	\$942,400	\$0	\$3,736,100	\$3,180,300	\$0	BEGINNING EXPENDITURES
	(96,500)					(2,500)			FROM/TO: General Water/Sewer Fleet Services Inform. Systems Equip. Repl. Debt Service Capital Projects ACDC Building Fund Redevelopment Public Building Fund TIF 1 TIF 2 TIF 3 TIF 4 Police Pension Motor Fuel Tax Community Days
	(1,300,000)								
				(584,877)					
	0	(1,396,500)	0	(584,877)	0	(2,500)	0	0	TOTAL TRANSFERS
\$0	\$796,000	\$0	\$2,000	\$942,400	\$0	\$3,733,600	\$3,180,300	\$0	TOTAL EXPENDITURES



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VILLAGE OF ADDISON

CAPITAL IMPROVEMENTS PROGRAM SUMMARY

The Village of Addison annually prepares a Capital Improvement Program (CIP) for the five-year period beginning with the next fiscal year. The CIP is a planning document which is reviewed by the Village Board and is prepared by the Village Manager and Finance Director with the assistance of all Department Heads. Included are capital expenditures projected to cost in excess of \$25,000 which also have an expected lifetime of one or more years. The CIP is subject to further review and approval by the Village Board during the final budget process, based on available resources and expenditure requirements of the operations budget. What follows is a summary of all CIP expenditures and projects included in the budget for FY 2017-18.

CAPITAL SPENDING

Land/Building	\$11,011,100
Street	3,180,300
Water System	2,204,600
Sanitary/Storm Sewers	45,000
Water Pollution Control	145,000
Miscellaneous	<u>942,100</u>
TOTAL	<u><u>\$17,528,100</u></u>

FUND (DEPARTMENT)

Motor Fuel Tax (Community Development, Street)	\$3,180,300
Capital Projects (Community Development)	749,100
ACDC Building (Consolidated Dispatch)	9,466,000
Public Building (WPC, Fleet, Finance)	796,000
TIF # 1	0
TIF # 2	0
TIF # 3 (Community Development, Community Relations)	942,100
Fleet Services	0
Information Technology	0
Water & Sewer (Water, Sewer, WPC)	2,394,600
TOTAL	<u><u>\$17,528,100</u></u>

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

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

ACCT NO.	CAPITAL SPENDING	FUND	2015-16 ACTUAL	2016-17 EST ACT	2017-18 BUDGET	2018-19 PROJ	2019-20 PROJ	2020-21 PROJ
LAND/BUILDINGS								
4404	PUBLIC WORKS FACILITY	PUB BLDG	8,356 a	66,400 a,t	296,000 a,t	0	0	0
4405	VILLAGE HALL/POLICE FACILITY	*	171,522 a,t	421,800 a,t	500,000 a,t	315,000 a,t	20,000 a,t	0
4413	HISTORICAL BUILDINGS	*	25,110 a,t	22,000 a,t	0	0	0	0
4537	SEWER & WASTEWATER FACILITIES	*	20,728 a	45,500 t	0	0	0	0
4307	PARK PURCHASE AND DEVELOPMENT	TIF2	17,600 a	0	0	0	0	0
4404	ACDC EXPANSION	CAP PROJ	566,295 a	0	0	0	0	0
4572	FEMA & STATE BUYOUTS - 2008	*	688,004 c1,2	266,600 c1,2	524,100 c1,2	0	0	0
4577	DUPAGE COUNTY-HIGHVIEW BUYOUT	*	0	0	225,000 c3	0	0	0
4584	FEMA & STATE BUYOUTS - 2010	*	0	1,800 c1,2	0	0	0	0
4601	ACDC BUILDING	ACDC	0	4,508,000 a,b	9,466,000 a,b	0	0	0
	SUBTOTAL		1,497,615	5,332,100	11,011,100	315,000	20,000	0
STREETS								
4401	STREET MAINT. PROGRAM	MFT	3,067,158 a,m	2,315,400 a,m	1,807,000 a,m	1,522,000 a,m	1,600,000 a,m	2,100,000 a,m
4415	ARMY TRAIL - MILL-RT 53 - STP	*	0	0	138,500 a,m	585,300 a,m	349,400 a,m	180,700 a,m
4416	SWIFT ROAD RESURFACING	*	0	37,800 a,m	0	0	0	0
4416	SWIFT ROAD - PHASE II	*	0	0	76,100 a,m	0	0	0
4424	FULLERTON - STP	*	0	0	0	159,700 a,m	734,400 a,m	482,000 a,m
4426	ROUTE 53 - ARMY TRAIL-LAKE	*	0	0	0	316,000 a,m	0	0
4429	IOWA - RESURFACING	*	262,037 a,m	32,095 a,m	0	0	0	0
4459	MFT SIDEWALK PROGRAM	*	132,654 a,t	284,541 a,t	125,000 a,t	125,000 a,t	125,000 a,t	125,000 a,t
4479	SIDEWALK PROGRAM - TRIP HAZARD	*	104,550 a,t	97,692 a,t	100,000 a,t	100,000 a,t	100,000 a,t	100,000 a,t
4542	ARMITAGE - VILLA PARK	*	0	0	13,000 a,t	0	0	0
4573	ARDMORE	*	188,569 a,m	154,932 a,m	0	0	0	0
4575	ADA SIDEWALK COMPLIANCE	*	86,500 a,t	47,943 a,t	50,000 a,t	50,000 a,t	50,000 a,t	50,000 a,t
4576	IDOT LED UPGRADE	*	1,258 a,t	94 a,t	0	0	0	0
4585	KINGS POINT PATCHING PROGRAM	*	331,140 a,m	17,329 a,m	0	0	0	0
4603	LORRAINE GAP IMPROVEMENTS	*	0	1,500 a,m	361,000 a,m	36,000 a,m	0	0
4604	BYRON AVE RESURFACE	*	0	0	509,700 a,m	15,000 a,m	0	0
4479	SIDEWALK PROGRAM - TRIP HAZARD	TIF 3	289 a	0	0	0	0	0
	SUBTOTAL		4,174,155	2,989,326	3,180,300	2,909,000	2,958,800	3,037,700
WATER SYSTEM								
4503	WATERMAIN REPLACEMENT	WATER	508,764 a	636,800 a	884,600 a	1,145,400 a	357,500 a	0
4509	WATER TOWER WORK/PAINT	*	112,320 a	0	1,200,000 b	0	0	0
4513	FULLERTON BOOSTER STATION	*	0	80,300 a	0	0	0	0
4519	AUTOMATIC RADIO READ SYSTEM	*	319,696 a	112,000 a	0	0	0	0
4521	PAINT CHESTNUT/WOODLAND RESRVR	*	0	0	0	99,500 a	0	0
4550	NORTH RTE 53 WATERMAIN/BP ANNEX	*	0	50,000 a	120,000 a	1,010,000 a	900,000 a	0
	SUBTOTAL		940,780	879,100	2,204,600	2,254,900	1,257,500	0
SEWER SYSTEM								
4549	MYRICK AVE STORM REPLACEMENT	SEWER	0	0	0	0	250,000 a	0
4551	REBUILD MOTORS/PUMPS-DAPS	*	0	0	45,000 a	0	45,000 a	0
	SUBTOTAL		0	0	45,000	0	295,000	0
WATER POLLUTION CONTROL								
4535	NTP WATER MAIN	WPC	0	0	0	0	45,000 a	0
4539	MASTER PLAN-IEPA LOAN	*	(105,373) b	0	0	0	0	0
4539	MASTER PLAN-IEPA LOAN PHASE 2	*	0	192,900 a	0	0	0	0
4569	REPLACE STANDBY FEED - NTP	*	119,000 a	0	0	0	0	0
4570	EXCESS FLOW LIFT STATION-IEPA 2	*	1,550,033 b	0	0	0	0	0
4587	ANAEROBIC DIGESTER CLEANING	*	0	0	105,000 a	0	105,000 a	0
4589	AERATION SYSTEM SHEATH	*	0	0	40,000 a	0	0	0
4595	AIR MAIN REPAIR	*	35,000 a	0	0	0	0	0
	SUBTOTAL		1,598,660	192,900	145,000	0	150,000	0
MISCELLANEOUS								
4475	NOISE WALLS	CAP PROJ	99,634 g	54,200 g	0	0	0	0
4498	WESTWOOD CREEK STABILIZATION	REDEV	46,102 a	0	0	0	0	0
4538	GREEN MEADOWS REDEVELOPMENT	TIF 3	150,000 a	0	289,000 a	0	0	0
4538	JOHNS PLAZA	*	0	50,000 a	0	0	0	0
4538	ALTA VILLA	*	0	100,000 a	0	0	0	0
4538	VILLAGE GREEN DRAINAGE	*	211,406 a	48,700 a	0	0	0	0
4538	VILLAGE GREEN IMPROVEMENTS	*	0	884,200 a	653,100 a	0	0	0
	SUBTOTAL		507,142	1,137,100	942,100	0	0	0
TOTAL CAPITAL SPENDING			8,718,352	10,530,526	17,528,100	5,478,900	4,681,300	3,037,700
CAPITAL FUNDING SOURCES (Some sources may have been received in one year, but expended in future years.)								
a.	CASH ON HAND		2,115,556	2,686,400	4,509,300	2,254,900	1,702,500	0
b.	DEBT FINANCING		1,444,660	3,664,000	8,293,400	0	0	0
c.	GRANTS							
	1. FEDERAL		400,000	150,000	300,000	0	0	0
	2. STATE		288,004	118,400	224,100	0	0	0
	3. LOCAL		0	0	225,000	0	0	0
	4. CDBG		0	358,000	0	0	0	0
	5. CMAQ		0	0	0	0	0	0
g.	INSURANCE PROCEEDS		99,634	54,200	0	0	0	0
m.	MOTOR FUEL TAX		3,848,904	2,559,056	2,892,300	2,634,000	2,683,800	2,762,700
t.	HOME RULE SALES TAX		521,594	940,470	1,084,000	590,000	295,000	275,000
TOTAL CAPITAL FUNDING			8,718,352	10,530,526	17,528,100	5,478,900	4,681,300	3,037,700

Capital Improvement Program (CIP) Impact on FY 2017-18 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

4404 ACDC Expansion

4601 ACDC Building

The Village has begun construction of a state-of-the-art NFPA 1221 Communications Center that will be used by the Addison Consolidated Dispatch Center (ACDC). ACDC has expanded and continues to add agencies it provides dispatch services for. In addition, the facility will serve as a "back-up" solution for DuPage Communications (DuComm).

Operating Budget Impact: The service fee assessed each of the agencies is used to cover the cost of their respective services. The cost of the construction of the facility is in the ACDC Building Fund budget, whereas the costs of maintaining the new facility are included in the Consolidated Dispatch Center and Building and Grounds budgets.

4550 North Rte 53 Watermain/BP Annex

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

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

4572 FEMA and State Buyouts - 2008

4584 FEMA and State Buyouts – 2010

Federal and State funding will allow the Village to acquire 14 flood prone properties in three (3) different subdivisions which were severely damaged in 2008 and 2010.

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

Streets

4479 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 17-18

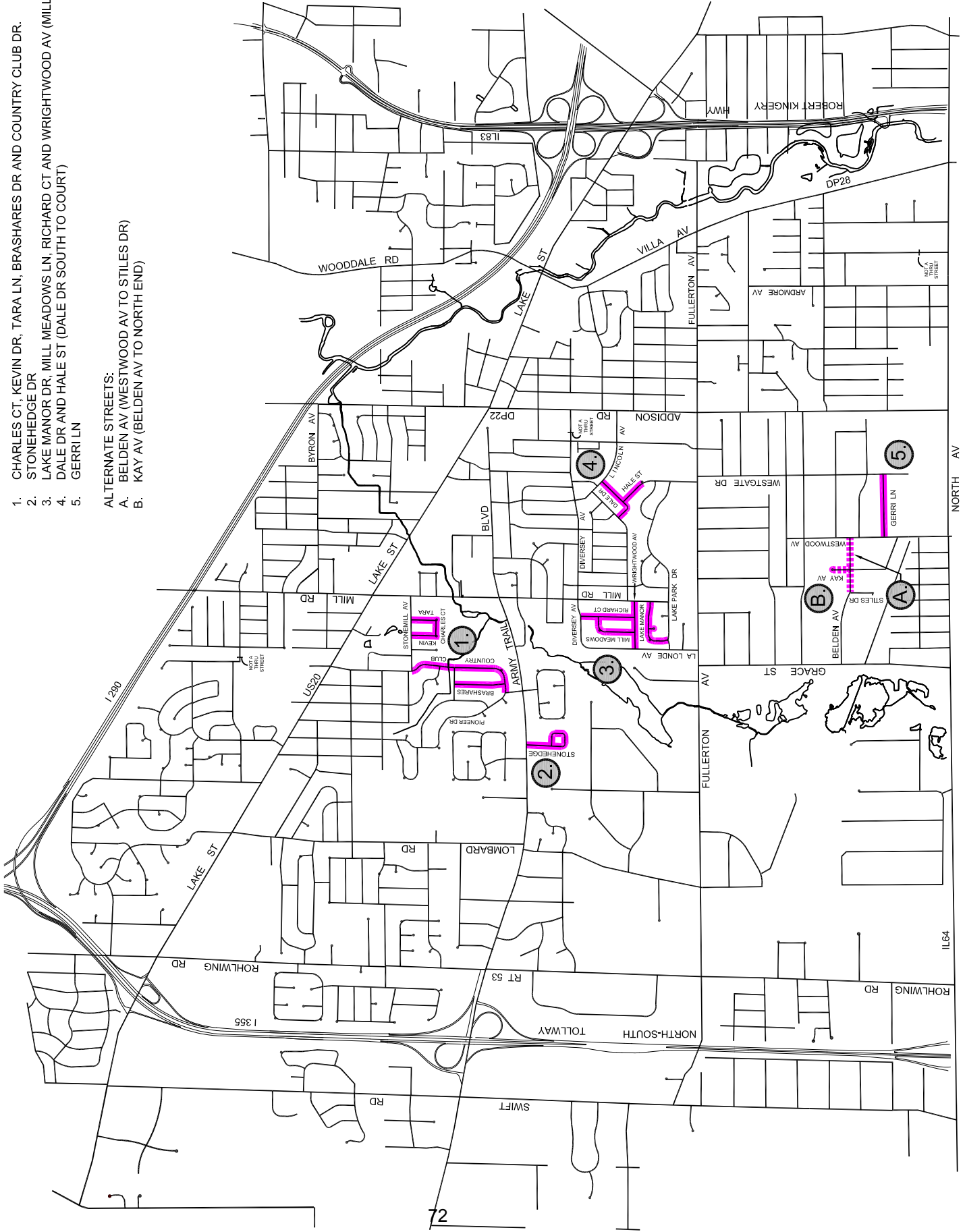
Street Maintenance



1. CHARLES CT, KEVIN DR, TARA LN, BRASHARES DR AND COUNTRY CLUB DR.
2. STONEHEDGE DR
3. LAKE MANOR DR, MILL MEADOWS LN, RICHARD CT AND WRIGHTWOOD AV (MILL RD TO LA LONDE AV)
4. DALE DR AND HALE ST (DALE DR SOUTH TO COURT)
5. GERRI LN

ALTERNATE STREETS:

- A. BELDEN AV (WESTWOOD AV TO STILES DR)
- B. KAY AV (BELDEN AV TO NORTH END)



DEBT SUMMARY

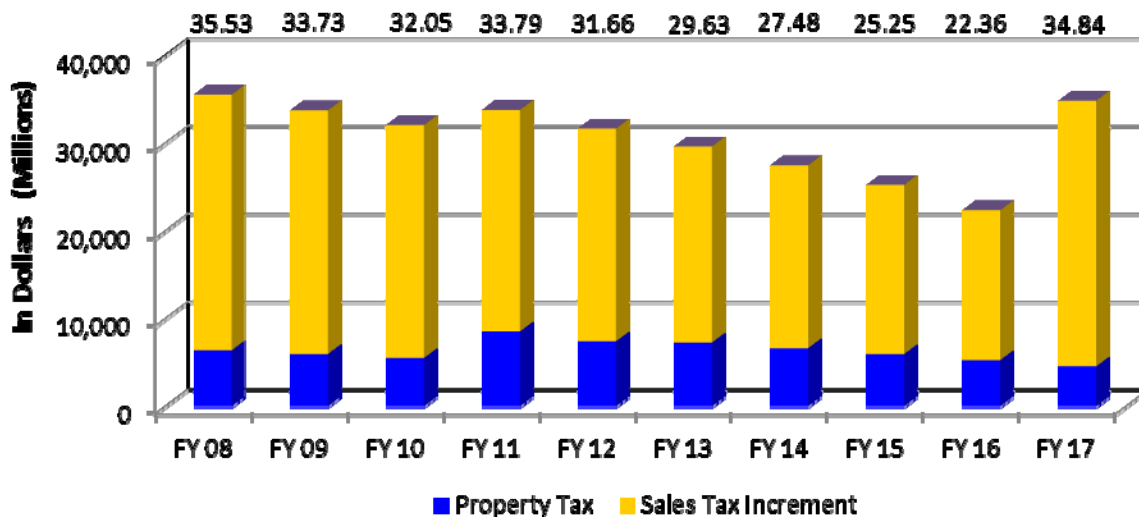
OVERVIEW AND DEBT FINANCING PRINCIPLES

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

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

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

VILLAGE OF ADDISON
Outstanding Bond Debt
Fiscal Years Ending 2008 through 2017



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

DEBT SUMMARY

(Cont'd)

LEGAL DEBT MARGIN

The Village is a home rule municipality.

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

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

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

TYPES OF VILLAGE DEBT

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

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

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

CONCLUSION

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

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

**VILLAGE OF ADDISON
SUMMARY OF OUTSTANDING BOND ISSUES
AS OF APRIL 30, 2017**

<u>ISSUE</u>	<u>PURPOSE</u>	<u>AMOUNT ISSUED</u>	<u>MATURITY DATE</u>	<u>AMOUNT OUTSTANDING</u>		
				<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
GENERAL OBLIGATION DEBT						
2006 C G.O. BOND	LIBRARY BUILDING	6,900,000	12/15/26	400,000	15,400	415,400
2008 REFUNDING BOND	ADVANCE REFUNDING 1998	6,015,000	12/16/20	3,340,000	457,650	3,797,650
2010 TAXABLE G.O BOND	DRISCOLL PROPERTY	3,500,000	12/16/30	2,785,000	1,134,978	3,919,978
2011 REFUNDING BOND	ADVANCE REFUNDING 2002	2,835,000	12/15/17	470,000	18,800	488,800
2012 REFUNDING BOND	ADVANCE REFUNDING 2004	3,985,000	12/15/19	1,795,000	90,300	1,885,300
2015 REFUNDING BOND	ADVANCE REFUNDING 2006 C & 2007 - Partial	8,995,000	12/15/26	8,995,000	2,080,050	11,075,050
2016 A G.O. BOND	ACDC AND CAPITAL	9,525,000	12/15/37	9,525,000	3,967,932	13,492,932
2016 B REFUNDING BOND	ADVANCE REFUNDING 2006 A	2,130,000	12/15/27	2,130,000	341,350	2,471,350
2017 G.O. BOND	ACDC AND CAPITAL	5,400,000	12/15/32	5,400,000	1,595,104	6,995,104
TOTAL ALL BONDS				<u>34,840,000</u>	<u>9,701,564</u>	<u>44,541,564</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>	2015-16	2016-17	2017-18	2018-19	2019-20
		<u>ACTUAL</u>	<u>EST ACT</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
BOND RETIREMENT FUND						
2010 TAXABLE G.O.	PROPERTY TAX	267,423	269,700	270,900	272,100	272,500
2012 REFUNDING	PROPERTY TAX	244,253	634,800	627,700	630,300	627,300
SUBTOTAL - PROPERTY TAX		511,676	904,500	898,600	902,400	899,800
2006 A REFUNDING	SALES TAX INCREMENT	269,313	217,200	0	0	0
2006 C G.O.	SALES TAX INCREMENT	578,477	399,600	415,400	0	0
2007 G.O.	SALES TAX INCREMENT	512,281	342,800	0	0	0
2008 REFUNDING	SALES TAX INCREMENT	530,800	563,100	597,700	1,065,300	1,074,300
2011 REFUNDING	SALES TAX INCREMENT	537,150	507,600	488,800	0	0
2015 REFUNDING	SALES TAX INCREMENT	0	324,300	652,200	1,075,400	1,090,000
2016 A G.O.	SALES TAX INCREMENT	0	0	478,300	443,800	453,800
2016 B REFUNDING	SALES TAX INCREMENT	0	0	58,500	650,300	646,500
2017 G.O.	SALES TAX INCREMENT	0	0	177,600	187,500	169,500
SUBTOTAL - SALES TAX		2,428,021	2,354,600	2,868,500	3,422,300	3,434,100
IEPA LOAN 1	OPERATING REVENUE	263,913	391,000	390,900	390,900	390,900
IEPA LOAN 2	OPERATING REVENUE	0	104,100	104,100	104,100	104,100
SUBTOTAL - IEPA LOANS		263,913	495,100	495,000	495,000	495,000
TOTAL		<u>3,203,610</u>	<u>3,754,200</u>	<u>4,262,100</u>	<u>4,819,700</u>	<u>4,828,900</u>



(BLANK)

GENERAL FUND

Narrative

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

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

GENERAL FUND (10) REVENUES

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
1000	REVENUES	TAXES						
3001	PROPERTY TAXES - CURRENT	4,102,125	4,042,521	4,500,000	4,531,500	4,507,000	4,507,000	4,507,000
3002	PROPERTY TAXES - PRIOR YR	6,059	364	5,500	1,000	1,000	1,000	1,000
3003	ROAD & BRIDGE TAX - CURRENT	427,007	428,237	428,000	428,100	428,000	428,000	428,000
3004	ROAD & BRIDGE TAX - PRIOR YR	518	33	500	100	100	100	100
3005	REPLACEMENT TAXES	144,463	118,584	145,000	105,300	105,000	105,000	105,000
3007	POLICE PENSION PROPERTY TAX	2,309,702	2,724,278	2,718,300	2,761,900	3,031,000	3,181,000	3,331,000
3010	REAL ESTATE TRANSFER TAX	362,000	370,115	365,000	475,000	475,000	475,000	475,000
3020	INCOME TAX	3,617,900	3,936,999	3,880,000	3,500,000	3,700,000	3,700,000	3,700,000
3025	TELECOMMUNICATIONS TAX	1,301,914	1,227,999	1,025,000	1,025,000	1,000,000	1,000,000	1,000,000
3030	SALES TAX	8,503,004	9,788,299	8,849,800	9,085,000	9,590,000	9,880,500	10,169,400
3031	SALES TAX INCREMENT	1,731,008	2,001,720	1,801,900	1,803,000	1,865,000	1,962,500	2,019,500
3034	LOCAL USE TAX	761,938	857,182	820,000	870,000	870,000	870,000	870,000
3045	AUTO RENTAL TAX	5,372	5,678	5,000	5,000	5,000	5,000	5,000
3046	VIDEO GAMING TAX	107,667	238,369	230,000	270,000	280,000	280,000	280,000
3050	ROOM TAX (HOTEL-MOTEL)	332,707	359,680	378,400	415,000	415,000	415,000	415,000
	SUBTOTAL - TAXES	23,713,384	26,100,058	25,152,400	25,275,900	26,272,100	26,810,100	27,306,000
		LICENSES, PERMITS, AND FEES						
3101	VEHICLE LICENSES	643,149	592,683	620,000	592,000	592,000	592,000	592,000
3110	BUSINESS LICENSES	268,992	269,200	311,000	250,000	250,000	250,000	250,000
3115	LIQUOR LICENSES	169,866	172,208	170,000	193,000	193,000	193,000	193,000
3117	MULTIPLE DWELLING LICENSES	309,340	308,665	309,000	309,000	309,000	309,000	309,000
3118	BUILDING PERMITS	244,227	315,579	210,000	360,000	480,000	360,000	480,000
3120	BUILDING/ZONING SUBDIVISION FEES	2,720	6,820	5,000	15,000	5,000	5,000	5,000
3123	PLANNING/DEVELOPMENT FEES	46,187	63,208	45,000	45,000	45,000	45,000	45,000
3125	DEVELOPMENT REVIEW FEE	32,540	58,658	30,000	5,000	20,000	20,000	20,000
3131	FRANCHISE FEE - CATV	443,870	533,702	518,300	510,000	510,000	510,000	510,000
3140	ANNEXATION/TAP ON FEES	7,602	12,614	7,500	10,000	10,000	10,000	110,000
3150	ALARM PERMIT FEES	13,845	14,710	13,000	13,000	13,000	13,000	13,000
3170	SOLICITOR'S FEES	195	1,015	300	1,500	1,000	1,000	1,000
3175	CHARITY GAME FEES	9,766	0	0	1,000	1,000	1,000	1,000
3180	SEX OFFENDER REGISTRY FEE	1,100	1,250	1,000	1,000	1,000	1,000	1,000
3190	FINGERPRINTING FEE	775	800	800	600	600	600	600
3195	BUSINESS LICENSE BACKGROUND	10,203	18,080	11,000	9,000	10,000	10,000	10,000
3196	FIRE PLAN REVIEW FEES	18,320	23,165	11,300	14,000	14,000	14,000	14,000
3197	PLUMBING INSPECTION FEES	1,320	460	0	0	0	0	0
3198	REVIEW & INSPECTION FEES	43,343	91,567	40,000	56,000	50,000	50,000	50,000
3199	OTHER LICENSES & PERMITS	1,500	0	0	0	0	0	0
	SUBTOTAL - LICENSES/ PERMITS/FEES	2,268,860	2,484,384	2,303,200	2,385,100	2,504,600	2,384,600	2,604,600
		FINES & FORFEITS						
3201	POLICE FINES	217,512	228,512	235,000	220,000	220,000	220,000	220,000
3202	PARKING FINES	318,571	372,455	325,000	353,200	353,200	353,200	353,200
3205	BUILDING FINES	5,339	4,583	5,000	5,000	5,000	5,000	5,000
3206	COURT FEES - TRAFFIC VIOL SB1260	19,216	18,139	19,100	14,400	14,500	14,500	14,500
3207	OVERWEIGHT TRUCK FINES	5,446	15,712	15,000	7,000	7,000	7,000	7,000
3208	ADMINISTRATIVE ADJUDICATION	10,365	12,469	13,000	18,500	18,500	18,500	18,500
3209	RED LIGHT CAMERA ENFORCEMENT	154,259	227,750	250,000	276,700	275,000	275,000	275,000
3215	ANIMAL IMPOUNDING	335	450	500	100	100	100	100
3220	VEHICLE IMPOUND FEE	90,500	88,500	91,000	78,000	80,000	80,000	80,000
3222	TRUCK PERMIT FEE	22,615	19,200	31,000	28,000	28,000	28,000	28,000
3223	FTA WARRANT FEE - PD	7,584	6,715	0	3,600	0	0	0
3225	FALSE ALARM CHARGES - OTHER	28,880	28,735	24,000	24,000	24,000	24,000	24,000
3230	ADMIN ADJ - COM DEV	45,050	31,071	25,000	31,500	31,500	31,500	31,500
	SUBTOTAL - FINES & FORFEITS	925,672	1,054,291	1,033,600	1,060,000	1,056,800	1,056,800	1,056,800

GENERAL FUND (10) REVENUES

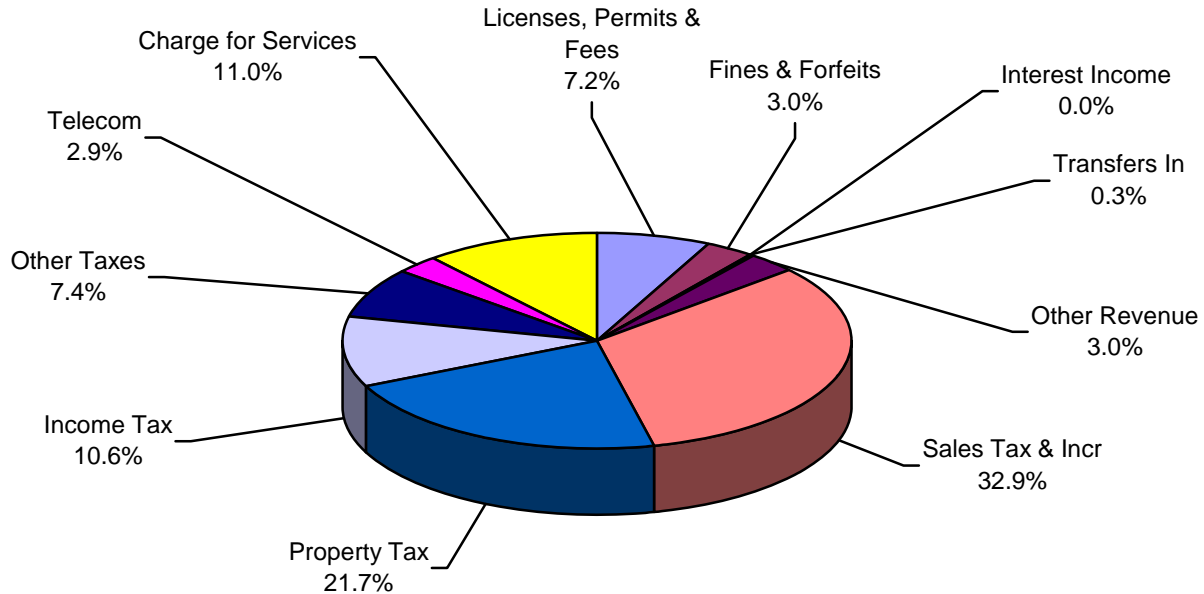
Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
1000	REVENUES (Cont'd)	CHARGES FOR SERVICES						
3350	GARBAGE BILLING	249,125	253,100	258,800	253,000	253,000	253,000	253,000
3351	BRUSH PICK-UP	107,391	106,517	107,400	106,800	106,800	106,800	106,800
3355	BAIL BONDS	11,670	12,109	10,000	7,100	7,000	7,000	7,000
3360	CONSOLIDATED DISPATCH CENTER	575,716	958,638	1,805,800	2,255,400	3,458,700	3,517,500	3,675,200
	SUBTOTAL - CHARGES FOR SERVICES	943,902	1,330,364	2,182,000	2,622,300	3,825,500	3,884,300	4,042,000
		INTERGOVERNMENTAL REVENUES						
3471	DPICJ JAG DATA EXCHANGE	224,162	219,854	0	16,700	0	0	0
	SUBTOTAL - INTERGOVTL REVENUES	224,162	219,854	0	16,700	0	0	0
		INTEREST INCOME						
3510	INVESTMENT INTEREST	10,787	12,846	10,000	30,000	10,000	10,000	10,000
3520	INTEREST-PROPERTY TAX	70	0	0	0	0	0	0
3540	INTEREST ON LOANS	194	2	0	0	0	0	0
	SUBTOTAL - INTEREST INCOME	11,051	12,848	10,000	30,000	10,000	10,000	10,000
		MISCELLANEOUS REVENUE						
3750	PROCEEDS RESERVE DMMC BLDG	15,119	0	0	0	0	0	0
3801	REIMB-GRANTSEARCH LICENSE	1,080	3,240	0	0	0	0	0
3802	REIMB-INSURANCE	118,228	221,176	110,000	100,000	100,000	100,000	100,000
3806	REIMB-TRAINING-POLICE	12,188	745	0	6,200	0	0	0
3807	REIMB-ENG/ARCH PERMITS	0	8,411	0	2,200	0	0	0
3808	REIMB-COMED	0	1,752	0	0	0	0	0
3822	SALE OF MAPS/PUBLICATIONS	227	533	200	100	100	100	100
3824	SALE POSTAGE STAMPS	784	684	500	500	500	500	500
3826	REIMB-WALMART SIGNAL	0	5,835	0	0	0	0	0
3828	REIMB- PD OFFICERS FROM DEA	80,825	99,996	108,000	93,000	90,000	90,000	90,000
3829	REIMB- PD OFFICERS FROM ICE	97,439	91,748	107,000	89,000	90,000	90,000	90,000
3830	POLICE REPORTS	6,218	6,743	6,000	6,000	6,000	6,000	6,000
3833	SCHOOL LIAISON PROGRAM	201,774	127,866	145,000	145,000	145,000	145,000	145,000
3834	SCHOOL SECURITY	15,046	0	10,000	10,000	10,000	10,000	10,000
3839	PUBLIC SAFETY	24,908	18,681	25,000	25,000	25,000	25,000	25,000
3850	WEED CONTROL	7,908	3,264	0	1,400	0	0	0
3853	AUCTION/SALE OF FIXED ASSETS	457	2,186	0	600	0	0	0
3860	RENTALS & CONCESSIONS	403,805	415,348	455,900	445,000	470,700	593,000	616,400
3861	CONTRIBUTIONS & DONATIONS	0	0	0	40,000	40,000	40,000	40,000
3876	CASH OVER/SHORT	160	80	0	0	0	0	0
3899	MISCELLANEOUS REVENUES	46,381	62,892	91,000	49,000	45,000	45,000	45,000
	SUBTOTAL - MISC REVENUES	1,032,547	1,071,180	1,058,600	1,013,000	1,022,300	1,144,600	1,168,000
		TRANSFERS IN						
3944	TRANSFER FROM PUBLIC BUILDING	70,000	0	350,000	350,000	96,500	350,000	700,000
3970	TRANSFER FROM POLICE PENSION	2,500	2,500	2,500	2,500	2,500	2,500	2,500
3992	TRANSFER FROM DEBT SERVICE	600,000	0	0	0	0	0	0
	SUBTOTAL - TRANSFERS IN	672,500	2,500	352,500	352,500	99,000	352,500	702,500
	TOTAL REVENUES	29,792,078	32,275,479	32,092,300	32,755,500	34,790,300	35,642,900	36,889,900
	LESS: TOTAL EXPENDITURES	29,072,128	30,118,697	31,846,100	32,620,498	35,566,000	36,096,900	36,887,500
	SURPLUS (DEFICIT)	719,950	2,156,782	246,200	135,002	(775,700)	(454,000)	2,400

GENERAL FUND REVENUE

Notes

ANALYSIS OF GENERAL FUND REVENUES



Summary

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

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

GENERAL FUND REVENUE

Notes (Cont'd)

Summary (Cont'd)

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

3001 Property Taxes

Property tax receipts represent about 24% of the Village's General Fund income, and the Village's levy represents only about 9% of a property owner's total property tax bill. As noted above, Addison has historically taken a conservative approach to this revenue source, understanding the negative impact high property taxes can have in a sluggish economy where incomes are fixed, or are temporarily lost or decreased. The Village's tax rate per \$100 of equalized assessed valuation (EAV) has decreased each year as the EAV had increased. Conversely, as the EAV decreases, the rates increase. Due to the economic downturn, valuations have dropped thus causing increases in the tax rate. The 2016 tax levy, which will be received in FY 2017-18 was based on a projected increase in EAV of 7.69%, and a total dollar increase of 3.33%. The total dollar increase is due to an .16% increase in the Corporate Levy, a 9.82% increase in the Police Pension levy, and a .63% decrease in the levy for Debt Service. The levy which corresponds to this budget was levied in December, 2016. Property owners will pay this tax in two installments due June 1 and September 1, 2017. A breakdown of the Village's total tax levy is as follows:

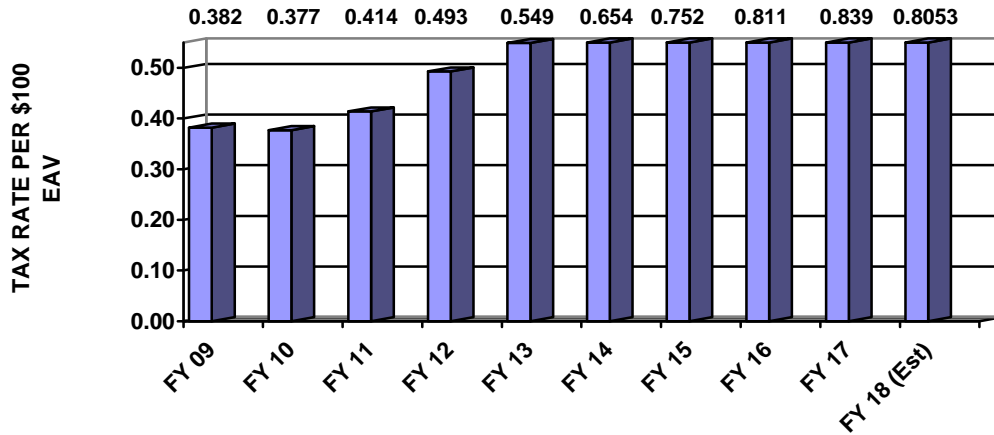
	Final 2015 Levy for FY 17	Estimated 2016 Levy for FY 18	% Change
General Fund			
Corporate	\$4,545,314	\$4,552,641	0.16%
Police Pension	2,771,317	3,043,542	9.82%
Subtotal	7,316,631	7,596,183	3.82%
Debt Service Fund	913,966	908,205	(0.63)%
Total Levy	\$8,230,597	\$8,504,388	3.33%
Equalized Assessed Val.	\$980,650,193	\$1,056,052,138	7.69%
Rate per \$100 EAV	\$0.8393	\$0.8053	(4.05)%

GENERAL FUND REVENUE

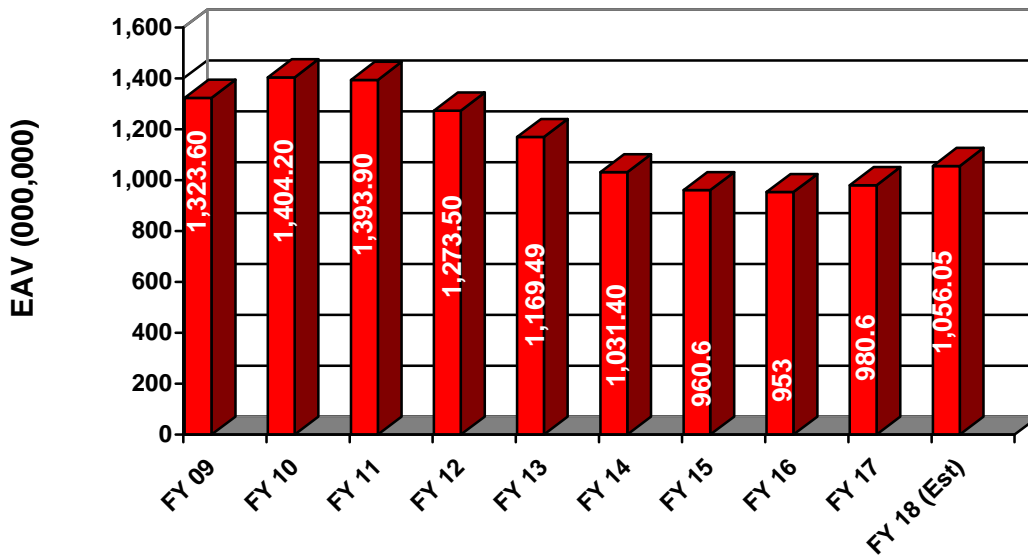
Notes (Cont'd)

3001 Property Taxes (Cont'd)

PROPERTY TAX RATE



EQUALIZED ASSESSED VALUE



The Corporate levy increased \$7,327 from last year's levy, the Police Pension levy increased by \$272,225 and Debt Service decreased \$5,761 for an increase of \$273,791 or 3.33%. 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%. The Village continues to strive to bring the funded balance back up.

GENERAL FUND REVENUE

Notes (Cont'd)

3001 Property Taxes (Cont'd)

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

Property taxes for 2016 attach as an enforceable lien on January 1, 2016, 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, 2017, and are payable in two installments, on or about June 1, 2017 and September 1, 2017. 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 2016 tax levy is intended to fund expenditures for the 2017-18 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 2016 EAV shows an estimated 8% increase over 2015.

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

Notes (Cont'd)

3001 Property Taxes (Cont'd)

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

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

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

3003 Road and Bridge Taxes

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

3005 Replacement Tax

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

3010 Real Estate Transfer Tax

This tax is imposed on the privilege of transferring title to real estate within the corporate limits of the Village, at the rate of \$2.50 for each \$1,000 of value or fraction thereof. The liability for payment of the tax is borne by the grantee or purchaser of any deed subject to the tax. The Village 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 2014	(Actual)	\$ 3,599,856	8.13%
FY 2015	"	3,617,900	0.50%
FY 2016	"	3,936,999	8.82%
FY 2017	(Est. Actual)	3,500,000	(11.10)%
FY 2018	(Budget)	3,700,000	5.71%

Income tax receipts represent approximately 5.1% 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 2018 budget for income tax receipts, three key elements were assumed:

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

Municipality's share of income tax receipts – Prior to January, 2011, municipalities were entitled to 1/10 of income tax receipts. Between 2011 and 2015 the State temporarily increased the income tax rates on both personal and corporate income. As part of that legislation, the municipal percentage was changed to "maintain" the same revenue streams the 1/10 previously provided. The increases expired January 1, 2015. Due to the State's continuing fiscal distress, negotiations on the State budget in Springfield could impact the municipal share of income tax receipts. It is doubtful any resolution will occur until the middle of FY 2018. The Village will closely monitor the situation in the interim.

State-wide change in income tax receipts - FY 2017 receipts are projected to be 10% lower than the original budget. However, the IML has projected a rebound in income tax receipts. We budgeted a 6% increase in the FY 2018 revenues.

3025 Telecommunications Tax

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

GENERAL FUND REVENUE

Notes (Cont'd)

3025 Telecommunications Tax (Cont'd)

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

Budget Assumptions– The FY 2017-18 budget assumes a slight decrease based upon trending.

3030 Sales Tax and 3031 Sales Tax Increment

		SALES TAX		SALES TAX INCREMENT	
		<u>Amount</u>	<u>% Inc (Dec)</u>	<u>Amount</u>	<u>% Inc (Dec)</u>
FY 2014	(Actual)	\$8,382,852	9.21%	\$1,767,929	13.40%
FY 2015	"	8,503,004	1.43%	1,731,008	(2.09)%
FY 2016*	"	9,788,299	15.12%	2,001,720	15.64%
FY 2017	(Est. Actual)	9,085,000	(7.19)%	1,803,000	(9.93)%
FY 2018	(Budget)	9,590,000	5.56%	1,865,000	3.44%

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

Sales and Sales Tax Increment (home rule) revenues represent the largest single revenue source or about 33% of the Village's General Fund income. Items, except food and drugs, in Addison are subject to an 8% sales tax (eff 6/1/16). Sales taxes are imposed upon all retail sales and upon all persons engaged in the business of making sales of services within the Village's corporate limits. These taxes are collected by the State, and divided among the taxing districts as follows:

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

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

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

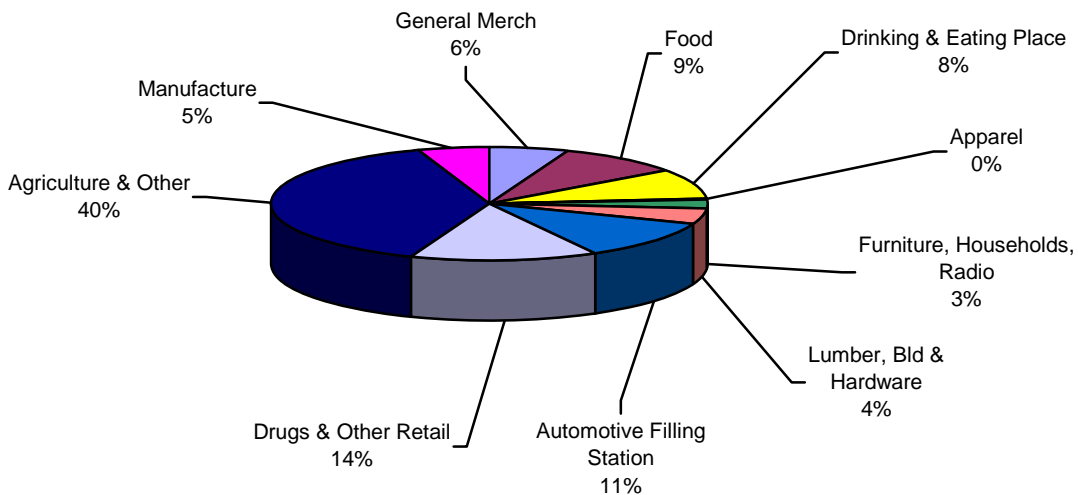
GENERAL FUND REVENUE

Notes (Cont'd)

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

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

Sales Tax and Sales Tax Increment by Source Calendar Year 2016



Budget Assumptions – The Village anticipates a 5.6% increase in Sales Tax in the FY 2018 budget over the projected FY 2017 results.

As part of the Village's economic development incentives, Addison has entered into various sales tax rebate agreements. Under these agreements, the Village generally rebates 50% of sales tax receipts over a specified period of time. The Village uses this development tool sparingly and only in cases where Addison did not expect development to occur. The additional sales tax revenues generated by these new developments are included in the sales tax budget projections. The rebates associated with these agreements are described and shown as expenses in the 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 no growth for this revenue source in Fiscal 2018.

GENERAL FUND REVENUE

Notes (Cont'd)

3046 Video Gaming Tax

The State recently allowed local businesses to add video games in their businesses. This is the one percent tax the Village receives from the video games via the State. The Village has budgeted a 3.7% increase in FY 2018.

3050 Room Tax (Hotel-Motel)

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

3100 Licenses, Permits, and Fees

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

3118 Building Permits

These permits are activity-based and, as such, are subject to economic conditions. The Village has budgeted a 33% increase in these revenues. Permits are anticipated to grow based on interest in currently vacant properties and two large projects that are expected in FY 2018.

3125 Development Review Fee

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

3196 Fire Plan Review Fees

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

3198 Review and Inspection Fees

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

GENERAL FUND REVENUE

Notes (Cont'd)

3206 Court Fees – SB 1260

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

3208 Administrative Adjudication

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

3209 Red Light Camera Enforcement

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

3220 Vehicle Impound Fee

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

3350 Garbage Billing

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

3351 Branch Pick-up Fees

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

3355 Bail Bonds

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

GENERAL FUND REVENUE

Notes (Cont'd)

3360 Consolidated Dispatch Center Fees

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

3833 School Liaison Program

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

3839 Public Safety

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

3860 Rentals & Concessions

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

3861 Contributions and Donations

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

3899 Miscellaneous Revenues

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

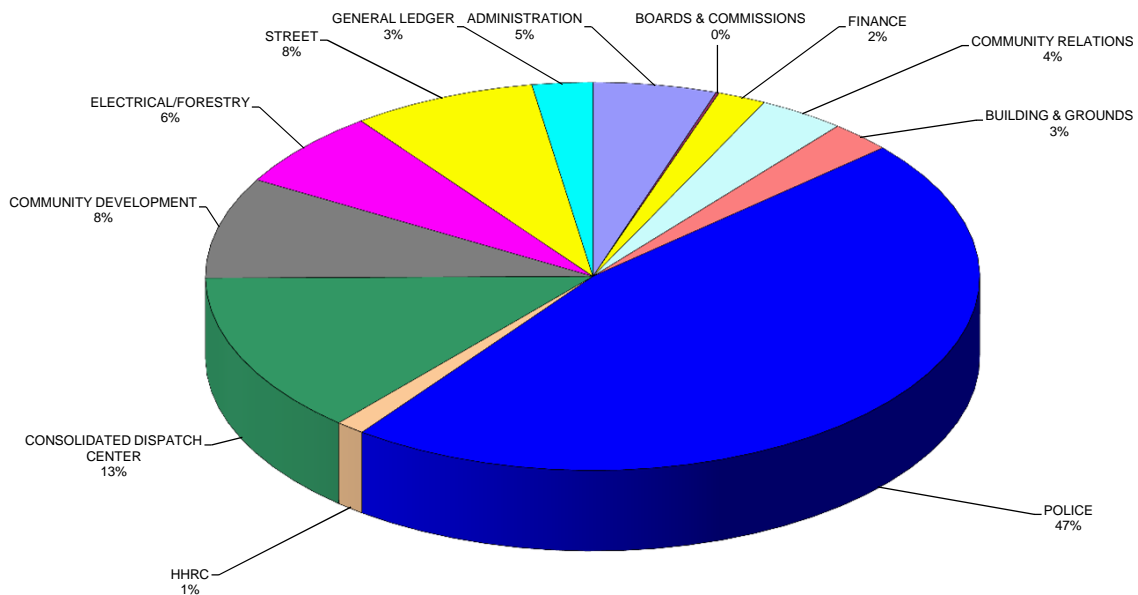
3970 Transfer from Police Pension

Payment to the Village for 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

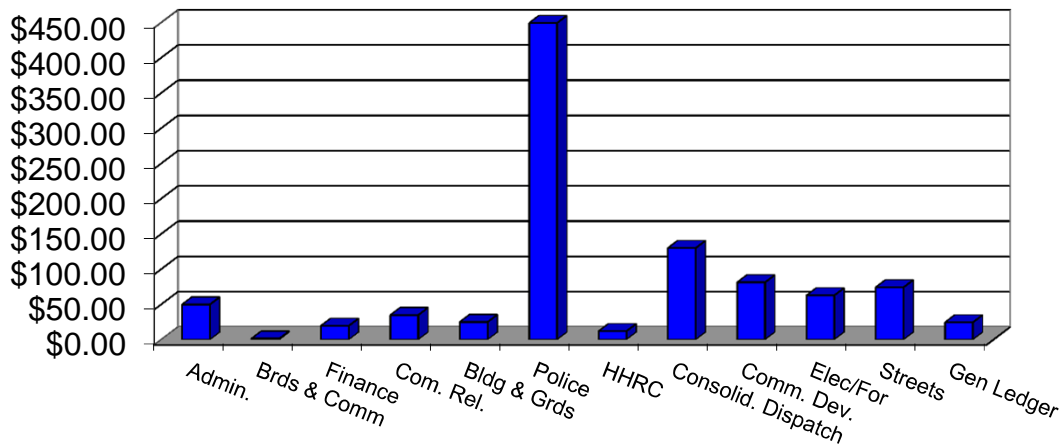
Budget

DEPT NO.	GENERAL FUND	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
1012	ADMINISTRATION	1,586,945	1,614,930	1,729,800	1,745,600	1,835,600	1,805,700	1,840,000
1020	BOARDS & COMMISSIONS	52,824	17,762	32,700	32,700	46,900	46,900	46,900
1040	FINANCE	600,011	595,823	721,000	674,000	717,800	723,600	743,600
1050	COMMUNITY RELATIONS	872,454	991,731	1,176,400	1,193,800	1,281,200	1,274,700	1,307,400
1060	BUILDING & GROUNDS	539,129	556,576	708,900	670,700	917,400	939,700	1,195,700
1510	POLICE	14,894,701	15,399,586	15,520,000	15,470,300	16,594,700	16,953,400	17,347,300
1520	HENRY HYDE RESOURCE CENTER	323,676	340,654	389,700	417,100	435,700	441,300	454,300
1530	CONSOLIDATED DISPATCH CENTER	2,109,831	2,406,373	3,162,600	3,824,998	4,795,500	5,000,400	4,846,400
2010	COMMUNITY DEVELOPMENT	2,558,999	2,669,905	2,775,600	2,799,000	2,993,900	3,038,300	3,146,900
2510	ELECTRICAL & FORESTRY	2,099,652	2,218,546	2,136,700	2,198,000	2,310,800	2,290,000	2,335,400
2520	STREET	2,491,508	2,447,306	2,612,800	2,612,400	2,737,500	2,683,900	2,724,600
2600	GENERAL LEDGER	942,398	859,505	881,300	983,300	899,000	899,000	899,000
TOTAL EXPENDITURES		29,072,128	30,118,697	31,847,500	32,621,898	35,566,000	36,096,900	36,887,500
TOTAL REVENUES		29,792,078	32,275,479	32,092,300	32,755,500	34,790,300	35,642,900	36,889,900
BEGINNING FUND BALANCE		7,807,005	8,526,961		10,684,053	10,817,655	10,041,955	9,587,955
SURPLUS (DEFICIT)		719,956	2,157,092	244,800	133,602	(775,700)	(454,000)	2,400
ENDING FUND BALANCE (Unassigned)		8,526,961	10,684,053		10,817,655	10,041,955	9,587,955	9,590,355



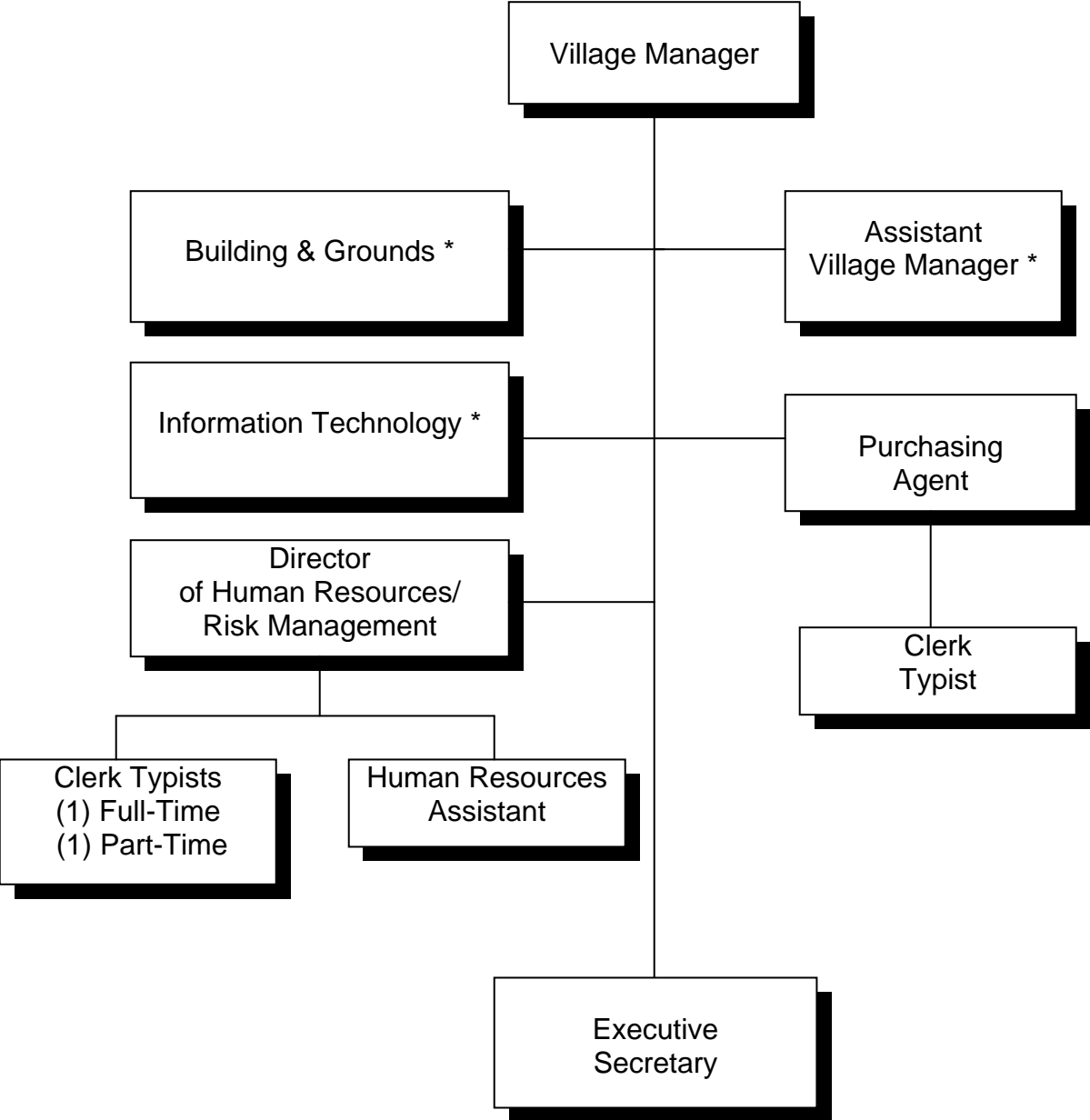
GENERAL FUND (10) PER CAPITA COST

	2017-18 BUDGET	COST PER CAPITA (pop 2010 36,942)
ADMINISTRATION	\$ 1,835,600	\$49.69
BOARDS & COMMISSIONS	46,900	\$1.27
FINANCE	717,800	\$19.43
COMMUNITY RELATIONS	1,281,200	\$34.68
BUILDING & GROUNDS	917,400	\$24.83
POLICE DEPARTMENT	16,594,700	\$449.21
HENRY HYDE RESOURCE CENTER	435,700	\$11.79
CONSOLIDATED DISPATCH CENTER	4,795,500	\$129.81
COMMUNITY DEVELOPMENT	2,993,900	\$81.04
ELECTRICAL/FORESTRY	2,310,800	\$62.55
STREET	2,737,500	\$74.10
GENERAL LEDGER	899,000	\$24.34
TOTAL	\$ 35,566,000	\$962.75



ADMINISTRATION

Organization Structure



* Not charged to this budget

ADMINISTRATION

Narrative

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

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

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

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

Human Resources

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

Risk Management

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

ADMINISTRATION

Narrative (Cont'd)

DESCRIPTION OF DEPARTMENTAL ACTIVITIES (Cont'd)

Purchasing

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

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

Economic Development/Business Retention

With the direction of the Mayor, the Village Board and the Village Manager, the Assistant Village Manager oversees the economic development and business retention program for the Village of Addison. This function is geared toward fostering a healthy business environment for existing establishments in Addison as well as attracting outside business into the Village. It also includes 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 2017-18 Key Objectives

Strategic Priority 5: Civic Engagement

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

Strategic Priority 6: Employee Development

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

ADMINISTRATION

Narrative (Cont'd)

FY 2017-18 Key Objectives (Cont'd)

Strategic Priority 6: Employee Development (Cont'd)

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

- b. Competitive Compensation Package
 - The Village will conduct a comprehensive compensation and benefit study of all Village of Addison employees. The study will consist of evaluating the Village's entire compensation and benefit package compared to its comparable communities. The goal of this study is to determine if the employee compensation and benefit package is competitive with our comparable communities. Such a priority will have the effect of helping to retain the most qualified staff for each position.

Performance Measures

	FY 15-16 ACTUAL	FY 16-17 ESTIMATE	FY 17-18 PROJECTION
Inputs			
Direct Expenditures	\$1,614,930	\$1,745,600	\$1,835,600
Number of Employees	9	9	9
HUMAN RESOURCES			
Outputs			
Number of Positions Recruited	19	30	15
Number of Applicants for Employment	54	208	100
Effectiveness			
Number of Employment Separations	9	15	9
Number of Employee Grievances	0	0	0

ADMINISTRATION

Narrative (Cont'd)

Performance Measures (Cont'd)

	FY 15-16 ACTUAL	FY 16-17 ESTIMATE	FY 17-18 PROJECTION
Efficiency			
Percentage Increase in Medical Premium	8.1%	1.5%	5%
Percentage Increase in Dental Premium	0%	0%	3%
Overall Increase in Health Premiums	8.1%	0.5%	4%
RISK MANAGEMENT			
Outputs			
Total Number of Claims	112	79	80
Effectiveness			
Number of Workers Compensations Claims	19	13	12
Number of Property Claims	59	45	40
Number of Auto Property claims	16	10	9
Efficiency			
Experience Modifier (Credit) Deducted from Premium	Added to \$77,851	Added to \$141,510	Added to \$50,000
Interest Income Credit Received on Premium Due	\$211,722	\$183,999	\$100,000
PURCHASING			
Outputs			
Number of Purchase Orders	1,756	1,780	1,790
Number of Bids Processed	28	28	30
Efficiency			
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 2017-2018</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>
Authorized & Budgeted:					
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 Assistant	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 (2)	1.40	1.40	1.40	1.40	1.40
Total Budgeted:	<u>10.50</u>	<u>10.50</u>	<u>10.50</u>	<u>10.50</u>	<u>10.50</u>

Authorized & Unbudgeted:

None

Total Authorized:

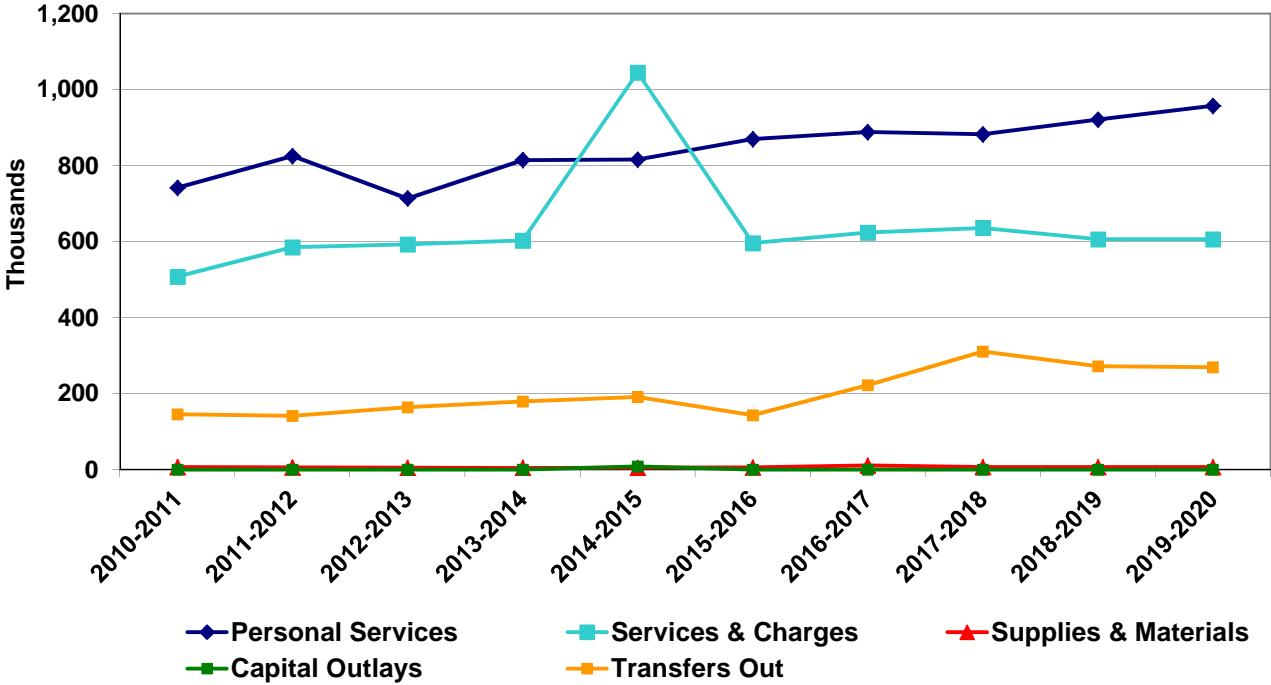
10.50

Note: Page 31 summarizes Employee Allocation Between Departments

ADMINISTRATION

Expenditure Summary

<u>Operating Expenditures</u>	2016-2017 Estimate	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget
Personal Services	888,000	882,400	921,100	957,600
Services & Charges	624,200	636,100	606,100	606,200
Supplies & Materials	11,200	6,700	6,700	6,700
Capital Outlays	0	0	0	0
Transfers Out	222,200	310,400	271,800	269,500
Total	1,745,600	1,835,600	1,805,700	1,840,000



ADMINISTRATION

Budget

ACCT NO	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
1012	EXPENDITURES							
	PERSONAL SERVICES							
4001	SALARIES - ADMINISTRATIVE	273,482	283,702	293,000	298,100	302,300	311,800	321,300
4002	WAGES CLERICAL	123,855	136,786	142,800	139,800	201,800	214,600	226,600
4004	OVERTIME	218	331	500	500	500	500	500
4006	OTHER PAY	6,289	14,552	9,100	16,700	10,000	10,000	10,000
4007	PART TIME	139,510	142,757	141,900	144,900	49,600	50,900	52,100
4009	IMRF	72,077	76,119	78,900	82,000	72,600	75,600	78,500
4010	SOCIAL SECURITY	40,628	41,980	49,500	43,000	47,300	49,000	50,800
4012	HOSPITALIZATION	102,828	101,774	117,700	114,400	121,100	131,500	140,600
4016	UNEMPLOYMENT COMP	0	15,266	15,000	1,000	15,000	15,000	15,000
4017	ELECTED OFFICIALS	46,193	45,231	41,000	38,500	50,100	50,100	50,100
4020	SICK PAY	11,025	11,329	11,700	9,100	12,100	12,100	12,100
	SUBTOTAL	816,105	869,827	901,100	888,000	882,400	921,100	957,600
	SERVICES & CHARGES							
4101	PROF SVCS-ACCTNG/AUDITING	1,396	1,618	1,800	1,800	1,700	1,700	1,800
4103 (1)	PROF SVCS-LEGAL	400,252	422,525	400,000	435,000	400,000	400,000	400,000
4107	PROF SVCS-MEDICAL	535	2,785	0	100	0	0	0
4110 (2)	TECH & CONSULT SVCS	682	21,179	21,700	21,700	53,700	23,700	23,700
4115	COMMUNICATIONS-TELEPHONE	22,246	16,826	17,000	15,000	17,000	17,000	17,000
4116	COMMUNICATIONS-PORT DEV	1,655	1,033	2,500	1,600	2,500	2,500	2,500
4117	COMMUNICATIONS-POSTAGE	0	3,259	3,000	3,800	3,200	3,200	3,200
4118	COPY/REPRODUCTION	3,365	4,040	2,500	3,600	2,500	2,500	2,500
4120 (3)	PUBLIC RELATIONS	67,754	65,776	69,000	62,000	69,000	69,000	69,000
4160	PRINTING	2,221	1,891	2,500	2,000	2,500	2,500	2,500
4161	PUBLICATION OF NOTICES	0	216	1,000	300	1,000	1,000	1,000
4163 (4)	CONFERENCES	16,572	23,875	20,000	20,000	21,000	21,000	21,000
4164	TRAINING	0	9	500	500	800	800	800
4180	REPAIRS & MAINTENANCE	1,650	1,798	1,800	1,800	1,800	1,800	1,800
4192 (5)	DUES/SUBSCRIPTIONS	39,887	24,153	51,200	45,000	51,400	51,400	51,400
4199	OTHER SERVICES & CHARGES	8,715	4,884	8,000	10,000	8,000	8,000	8,000
	SUBTOTAL	566,930	595,867	602,500	624,200	636,100	606,100	606,200
	SUPPLIES & MATERIALS							
4201	OFFICE SUPPLIES	2,851	1,953	4,000	2,500	3,000	3,000	3,000
4203	CLOTHING SUPPLIES	420	1,724	1,700	1,700	1,700	1,700	1,700
4290	EMERGENCY OPERATIONS	0	2,403	0	7,000	0	0	0
4299	OTHER OPERATING SUPPLIES	1,551	0	2,000	0	2,000	2,000	2,000
	SUBTOTAL	4,822	6,080	7,700	11,200	6,700	6,700	6,700
	CAPITAL OUTLAYS							
4301	OFFICE EQUIPMENT	8,189	0	0	0	0	0	0
	SUBTOTAL	8,189	0	0	0	0	0	0
	TRANSFERS OUT							
4962	TRANSFER TO IT	190,899	143,156	218,500	222,200	310,400	271,800	269,500
	SUBTOTAL	190,899	143,156	218,500	222,200	310,400	271,800	269,500
	TOTAL FOR DEPARTMENT	1,586,945	1,614,930	1,729,800	1,745,600	1,835,600	1,805,700	1,840,000

ADMINISTRATION

Notes

4103 (1) PROF SVCS.-LEGAL			400,000
	400,000 GENERAL COUNSEL		
4110 (2) TECH & CONSULT SERVICES			53,700
	3,700 ACA REPORTING - MAESTRO HEALTH	30,000	COMPREHENSIVE COMPENSATION STUDY
	20,000 SUBURBAN O'HARE COMMISSION		
4120 (3) PUBLIC RELATIONS			69,000
	27,600 FAMILY & YOUTH SERVICES	1,200	EMPLOYEE OF THE MONTH
	15,000 CENTER FOR THE ARTS	4,000	ITALIAN FEST
	21,200 EMPLOYEE AWARDS		
4163 (4) CONFERENCES			21,000
	11,000 MEETINGS (7 ELECTED)	4,000	US CONFERENCE OF MAYORS
	6,000 IL MUNICIPAL LEAGUE		
4192 (5) DUES/SUBSCRIPTIONS			51,400
	37,000 DUPAGE MAYORS & MANAGERS	600	ILLINOIS TOLLWAY
	300 CHAMBER MEMBERSHIP	500	MUNICIPAL CLERKS - ILLINOIS
	450 CITYTECH USA MEMBERSHIP	200	KIWANIS CLUB
	200 AM BEST COMPANY SUBSCRIPTION	250	NOTARY FEES
	150 IL COMP STATE BAR	2,400	IL MUNICIPAL LEAGUE
	400 MUNICIPAL CLERKS - DUPAGE	500	CMAP CONTRIBUTION
	300 SAMS CLUB	200	NIGP
	450 IL TAX INCREMENT SUBSCRIPTION	400	ILLINOIS EMPLOYMENT LAW LETTER
	1,800 METRO MAYORS CAUCUS	4,300	EMPLOYEE ASSISTANCE PROGRAM
	100 CRAINS SUBSCRIPTION	900	VENDOR REGISTRY SOFTWARE



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BOARDS & COMMISSIONS

Narrative

DESCRIPTION OF DEPARTMENTAL PROGRAMS AND ACTIVITIES

Cultural Arts Development Commission

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

Addison Historical Commission

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

Blood Bank Commission

This Commission operates the Addison Life Source Blood Program, of which all Addison residents are members at no charge. This applies to residents and their families, including grandparents, grandparents-in-law, and dependent children living away from home. The program also applies to any hospital throughout the United States and Canada.

Senior Citizen Commission

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

Police Commission

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

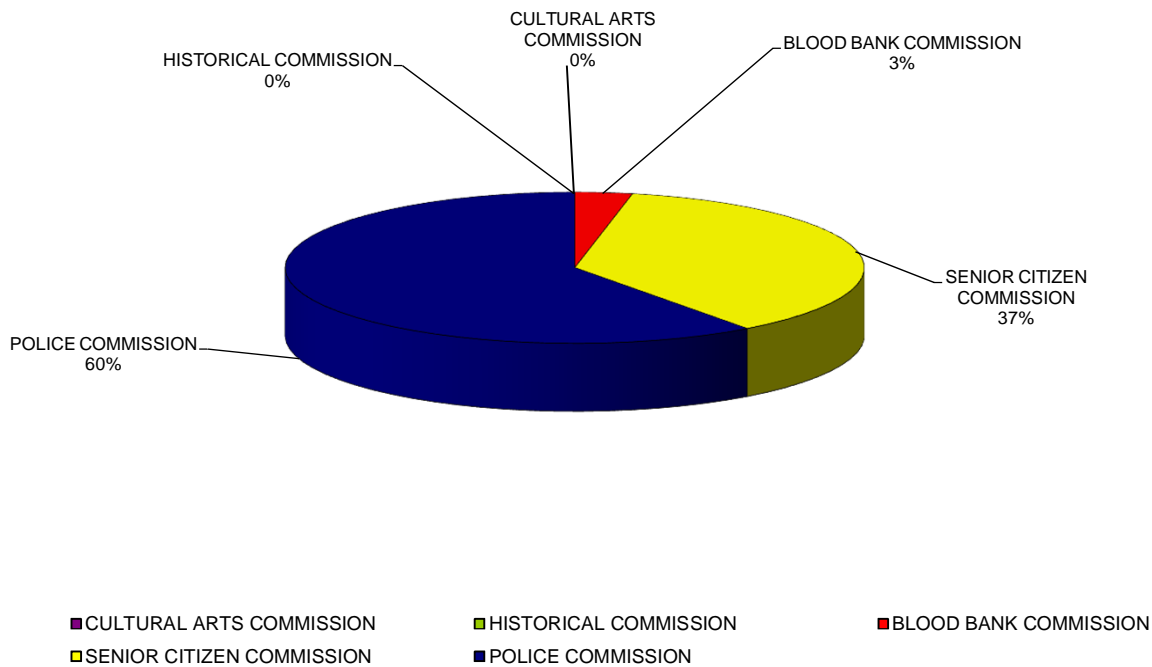
BOARDS & COMMISSIONS

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
1020	EXPENDITURES							
1021	* CULTURAL ARTS COMMISSION	0	0	0	0	0	0	0
1022	** HISTORICAL COMMISSION	741	0	0	0	0	0	0
1023	BLOOD BANK COMMISSION	1,366	0	1,500	1,500	1,500	1,500	1,500
1028	SENIOR CITIZEN COMMISSION	17,200	16,544	17,400	17,400	17,200	17,200	17,200
1029	POLICE COMMISSION	33,517	1,218	13,800	13,800	28,200	28,200	28,200
TOTAL BOARDS & COMMISSIONS		52,824	17,762	32,700	32,700	46,900	46,900	46,900

* 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. Therefore, no budget page is included.



HISTORICAL COMMISSION

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 REQUEST	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
1022	EXPENDITURES								
	PERSONAL SERVICES								
4006	OTHER PAY	0	0	0	0	0	0	0	0
4007	PART TIME	0	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	0	0	0	0	0	0	0	0
	SERVICES & CHARGES								
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	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
4170	PUBLIC UTIL GAS - HEAT	741	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	741	0	0	0	0	0	0	0
	SUPPLIES & MATERIALS								
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	741	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	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 REQUEST	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
1023	EXPENDITURES								
	SERVICES & CHARGES								
4117	COMMUNICATIONS-POSTAGE	85	0	200	200	200	200	200	200
4118	COPY/REPRODUCTION	34	0	200	200	200	200	200	200
4120	PUBLIC RELATIONS	847	0	400	400	400	400	400	400
4199	OTHER SERVICES & CHARGES	(11)	0	100	100	100	100	100	100
	SUBTOTAL	955	0	900	900	900	900	900	900
	SUPPLIES & MATERIALS								
4201	OFFICE SUPPLIES	0	0	200	200	200	200	200	200
4299	OTHER OPERATING SUPPLIES	411	0	400	400	400	400	400	400
	SUBTOTAL	411	0	600	600	600	600	600	600
	TOTAL FOR COMMISSION	1,366	0	1,500	1,500	1,500	1,500	1,500	1,500

SENIOR CITIZEN COMMISSION

Budget

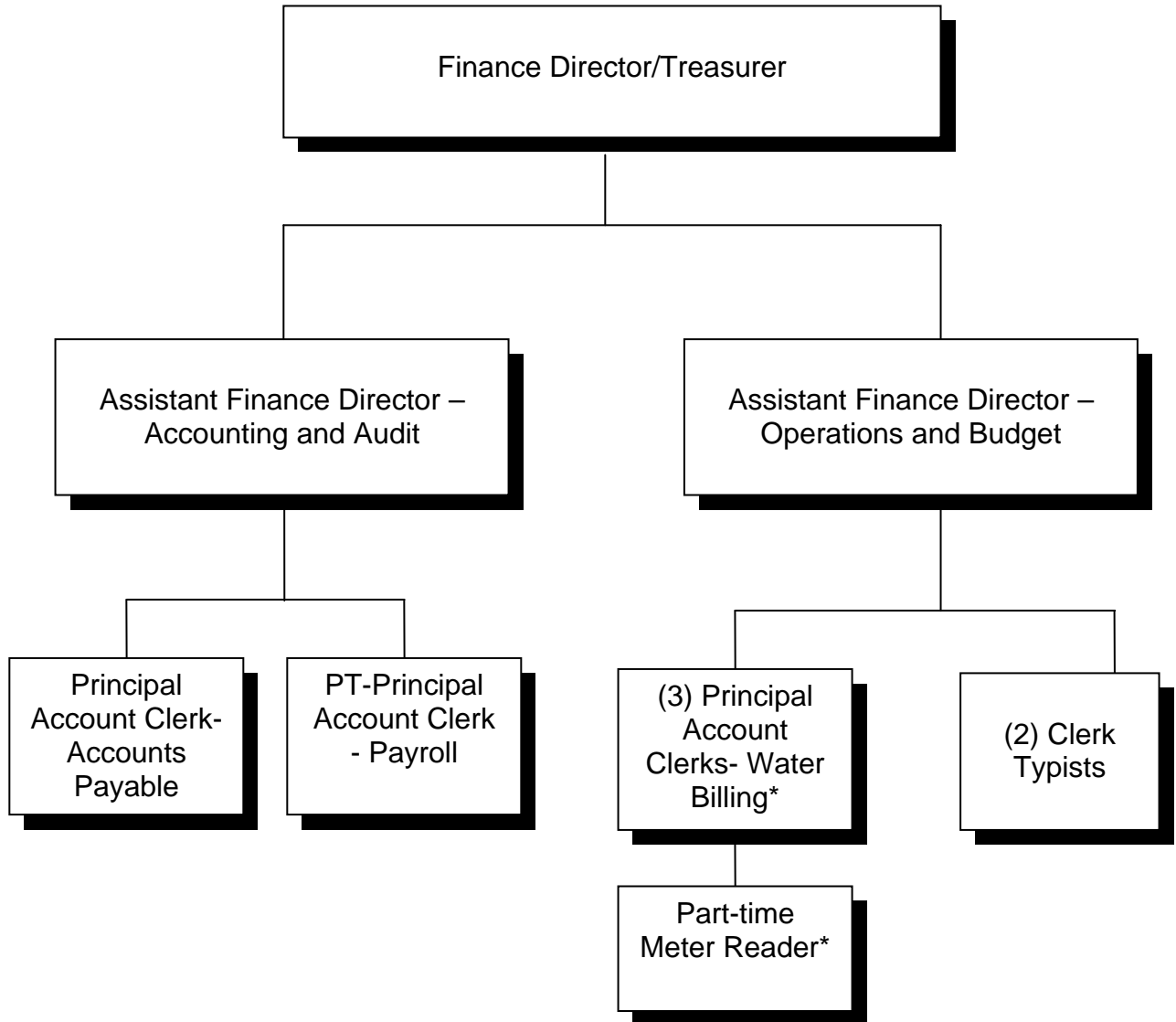
ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 REQUEST	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
1028	EXPENDITURES								
	SERVICES & CHARGES								
4117	COMMUNICATIONS - POSTAGE	0	20	0	0	0	0	0	0
4118	COPY REPRODUCTION	0	16	0	0	0	0	0	0
4120	PUBLIC RELATIONS								
	SENIOR ANNV. PARTY	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700
	ROYALTY DAY	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400
	RED-WHITE-BLUE (PICNIC)	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300
	MEN'S NIGHT OUT	800	800	800	800	800	800	800	800
	LADIES DAY FASHION	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300
	HALLOWEEN	900	900	900	900	900	900	900	900
	THANKSGIVING	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100
	CHRISTMAS	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
	NEW YEAR'S (IN MAY)	1,700	0	1,700	1,700	1,700	1,700	1,700	1,700
	VALENTINE'S DAY	700	700	700	700	700	700	700	700
	ST. PATRICK'S DAY	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600
	EASTER	700	700	700	700	700	700	700	700
	SNOWBIRDS FAREWELL DAY	500	500	500	500	500	500	500	500
	OCTOBERFEST	500	500	500	500	500	500	500	500
	VETERANS DAY	500	500	500	500	500	500	500	500
	ENTERTAINMENT	0	584	0	0	0	0	0	0
4199	OTHER SERVICES & CHARGES	0	36	0	0	0	0	0	0
	SUBTOTAL	17,200	16,156	17,200	17,200	17,200	17,200	17,200	17,200
	SUPPLIES & MATERIALS								
4201	OFFICE SUPPLIES	0	163	0	0	0	0	0	0
4203	CLOTHING SUPPLIES	0	0	200	200	0	0	0	0
4299	OTHER OPERATIN SUPPLIES	0	225	0	0	0	0	0	0
	SUBTOTAL	0	388	200	200	0	0	0	0
	TOTAL FOR COMMISSION	17,200	16,544	17,400	17,400	17,200	17,200	17,200	17,200

POLICE COMMISSION

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 REQUEST	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
1029	EXPENDITURES								
	PERSONAL SERVICES								
4004	OVERTIME	448	843	200	200	200	200	200	200
	SUBTOTAL	448	843	200	200	200	200	200	200
	SERVICES & CHARGES								
4110	TECH. & CONSULT. SVCS.	32,089	0	12,000	12,000	26,400	26,400	26,400	26,400
4117	COMMUNICATIONS-POSTAGE	0	0	500	500	500	500	500	500
4161	PUBLICATION OF NOTICES	595	0	500	500	500	500	500	500
4163	CONFERENCES	0	0	200	200	200	200	200	200
4192	DUES/SUBSCRIPTIONS	375	375	400	400	400	400	400	400
	SUBTOTAL	33,059	375	13,600	13,600	28,000	28,000	28,000	28,000
	SUPPLIES & MATERIALS								
4299	OTHER OPERATING SUPPLIES	10	0	0	0	0	0	0	0
	SUBTOTAL	10	0	0	0	0	0	0	0
	TOTAL FOR COMMISSION	33,517	1,218	13,800	13,800	28,200	28,200	28,200	28,200

Organization Structure



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

FINANCE

Narrative

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

The Finance Department is managed by the Finance Director who directs and coordinates the fiscal operations of the Village with the help of 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.

Narrative (Cont'd)

FY 2017-18 Key Objectives

Strategic Priority 2: Community Image

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

Strategic Priority 4: Infrastructure

- a. Improved productivity via technology
 - Collaborate with IT Department in selection, installation, and implementation of new financial software.

Strategic Priority 5: Civic Engagement

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

Strategic Priority 6: Employee Development

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

FINANCE

Narrative (Cont'd)

Performance Measures

	FY 15-16 ACTUAL	FY 16-17 ESTIMATE	FY 17-18 PROJECTION
Inputs			
Direct Expenditures	\$595,823	\$674,000	\$717,800
Number of Employees	11	11	11
Outputs			
Comprehensive Annual Financial Report	1	1	1
Budget Document	1	1	1
Utility Accounts Bills	58,821	58,875	58,930
Final-Billed Accounts	790	815	820
Accounts Payable Checks Issued	3,885	3,900	3,920
Payroll Checks Issued	6,937	7,000	7,200
Effectiveness			
Bond Rating (Desire:AAA)	AA+	AA+	AA+
GFOA Award	100%	100%	100%
% of Estimated Utility Bills	.014%	.012%	.010%

FINANCE

Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2017-2018</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>
Authorized & Budgeted:					
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 (2)	0.50	0.50	0.50	0.50	0.50
Part-Time Meter Reader~	0.00	0.00	0.00	0.00	0.00
Part-Time Principal Account Clerk	0.70	0.70	0.70	0.70	0.70
Seasonal/Part-Time	1.00	1.00	1.00	1.00	1.00
Total Budgeted:	<u>4.95</u>	<u>4.95</u>	<u>4.95</u>	<u>4.95</u>	<u>4.95</u>
Authorized and Unbudgeted:					
None					
Total Authorized:	<u>4.95</u>				

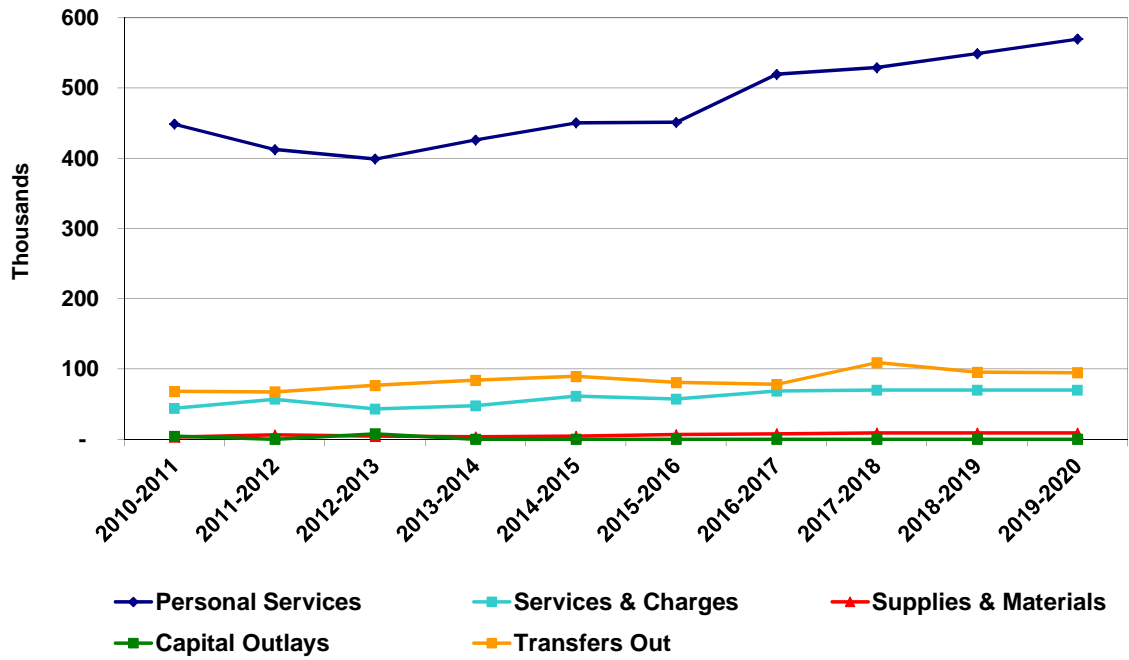
Note: Page 31 summarizes Employee Allocation Between Departments

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

FINANCE

Expenditure Summary

<u>Operating Expenditures</u>	2016-2017 Estimate	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget
Personal Services	519,500	529,200	549,300	570,000
Services & Charges	68,500	69,800	69,900	70,000
Supplies & Materials	7,800	8,900	8,900	8,900
Capital Outlays	0	0	0	0
Transfers Out	78,200	109,100	95,500	94,700
Total	674,000	717,000	723,600	743,600



FINANCE

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
1040	EXPENDITURES							
	PERSONAL SERVICES							
4001	SALARIES - ADMINISTRATIVE	219,526	227,249	252,000	240,000	260,800	269,900	279,400
4002	WAGES CLERICAL	69,636	75,954	108,900	120,900	90,900	94,000	97,200
4004	OVERTIME	731	345	1,000	800	1,000	1,000	1,000
4006	OTHER PAY	4,808	5,060	6,000	4,900	6,000	6,000	6,000
4007	PART TIME	50,435	36,723	60,900	30,000	40,000	42,000	44,100
4009	IMRF	42,120	44,545	57,200	53,000	51,000	52,800	54,700
4010	SOCIAL SECURITY	25,693	25,142	32,800	29,000	30,700	31,800	32,700
4012	HOSPITALIZATION	32,413	32,200	46,100	36,000	43,500	46,500	49,600
4020	SICK PAY	5,163	3,912	5,300	4,900	5,300	5,300	5,300
	SUBTOTAL	450,525	451,130	570,200	519,500	529,200	549,300	570,000
	SERVICES & CHARGES							
4101 (1)	PROF SVCS.-ACCTNG/AUDITING	2,724	3,660	3,800	4,400	3,600	3,700	3,800
4105 (2)	PROF SVCS.-DATA PROCESS.	5,582	4,882	6,400	6,400	6,400	6,400	6,400
4107	PROF SVCS.-MEDICAL	556	275	0	100	0	0	0
4110 (3)	TECH. & CONSULT. SVCS.	2,700	0	5,500	5,500	5,500	5,500	5,500
4115	COMMUNICATIONS-TELEPHONE	2,347	1,451	2,200	1,000	2,200	2,200	2,200
4116	CUMMUNICATIONS - PORT DV	0	0	0	300	0	0	0
4117	COMMUNICATIONS-POSTAGE	3,780	3,985	3,300	3,300	3,300	3,300	3,300
4118	COPY/REPRODUCTION	2,493	2,617	2,600	2,600	2,600	2,600	2,600
4123	REAL ESTATE TAXES	0	1,026	1,200	1,200	1,200	1,200	1,200
4160	PRINTING	5,632	7,215	5,500	5,500	5,500	5,500	5,500
4161	PUBLICATION OF NOTICES	1,616	98	1,500	1,500	1,500	1,500	1,500
4163 (4)	CONFERENCES	530	1,045	2,500	2,500	2,500	2,500	2,500
4164 (5)	TRAINING	295	315	1,000	1,000	1,000	1,000	1,000
4180 (6)	REPAIRS & MAINTENANCE	0	0	1,700	1,700	1,700	1,700	1,700
4190	RENTAL EQUIPMENT	684	684	700	700	700	700	700
4192 (7)	DUES & SUBSCRIPTIONS	1,008	1,132	1,600	1,600	1,600	1,600	1,600
4195	BANK CHARGES/VISA FEES	24,919	28,274	25,000	28,000	30,000	30,000	30,000
4199	OTHER SERVICES & CHARGES	791	494	500	1,200	500	500	500
	SUBTOTAL	55,657	57,153	65,000	68,500	69,800	69,900	70,000
	SUPPLIES & MATERIALS							
4201 (8)	OFFICE SUPPLIES	3,126	4,441	5,600	5,000	5,600	5,600	5,600
4203	CLOTHING SUPPLIES	0	795	800	800	800	800	800
4220	POSTAGE STAMPS	980	980	1,500	1,000	1,500	1,500	1,500
4299 (9)	OTHER OPERATING SUPPLIES	140	381	1,000	1,000	1,000	1,000	1,000
	SUBTOTAL	4,246	6,597	8,900	7,800	8,900	8,900	8,900
	CAPITAL OUTLAYS							
4304 (10)	EQUIPMENT	0	0	0	0	800	0	0
	SUBTOTAL	0	0	0	0	800	0	0
	TRANSFERS OUT							
4962	TRANSFER TO IT	89,583	80,943	76,900	78,200	109,100	95,500	94,700
	SUBTOTAL	89,583	80,943	76,900	78,200	109,100	95,500	94,700
	TOTAL FOR DEPARTMENT	600,011	595,823	721,000	674,000	717,800	723,600	743,600

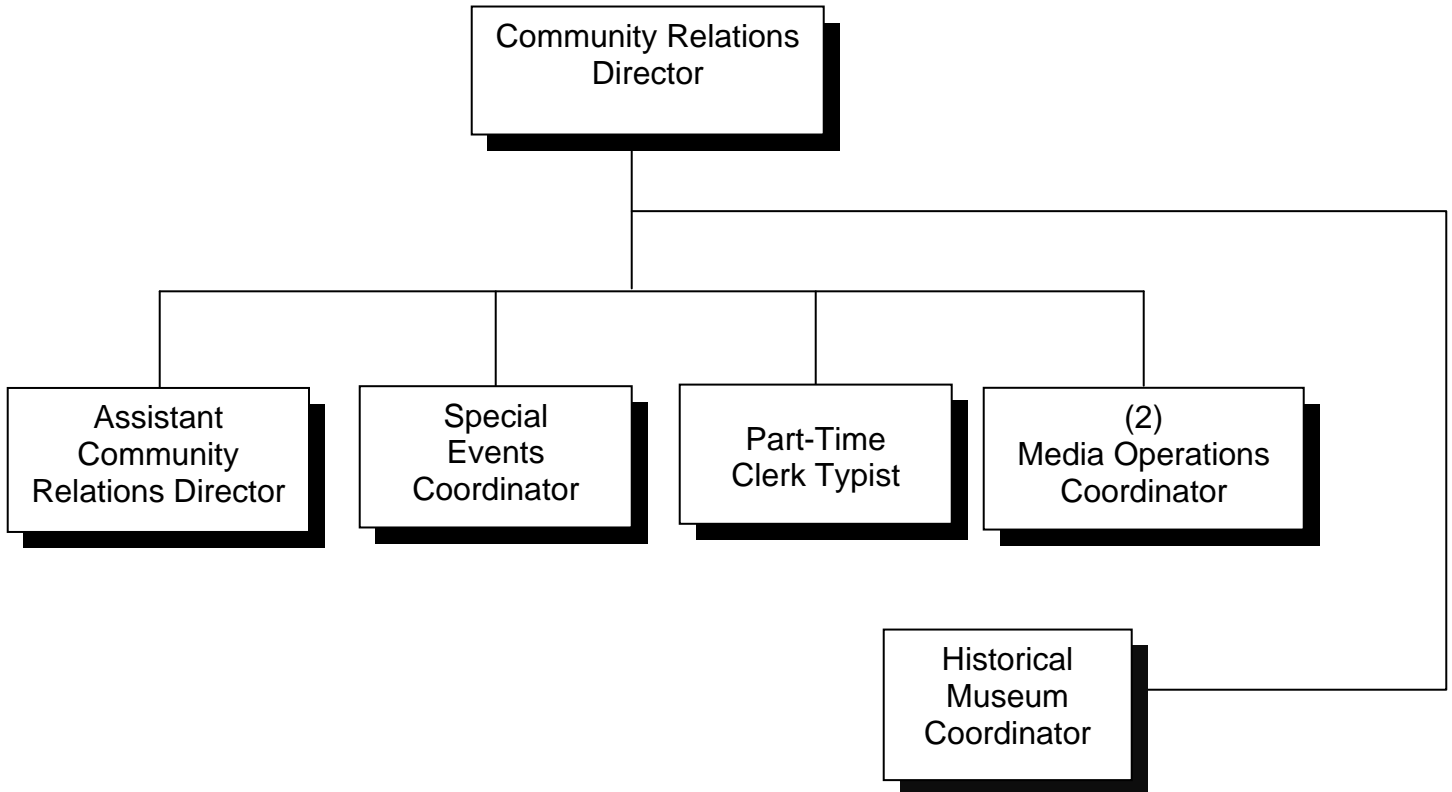
FINANCE

Notes

4101 (1) PROF SERV/ACCT/AUDITING				3,600
2,700	ANNUAL AUDIT	400	GFOA BUDGET AWARD APPLICATION	
500	GFOA CAFR AWARD APPLICATION			
4105 (2) PROF SERV DATA PROCESSING				6,400
1,000	IDC FORMS CREATION & PROGRAMMING	400	RECORD INFORMATION SYSTEMS	
1,000	ANNUAL MAINTENANCE - 3RD MILL	4,000	INVESTMENT TRACKER SOFTWARE	
4110 (3) TECH. & CONSULT. SVCS.				5,500
2,000	GASB ACTUARIAL	3,000	OPEB ACTUARIAL	
500	NIRMS ANNUAL DISCLOSURE			
4163 (4) CONFERENCES				2,500
2,500	GFOA CONFERENCE - 2 ATTENDEES			
	IGFOA CONFERENCE - 1 ATTENDEE			
4164 (5) TRAINING				1,000
1,000	GFOA/IGFOA TRAINING			
4180 (6) REPAIRS AND MAINTENANCE				1,700
1,200	FOLDER/INSERTER	500	POSTAGE METER	
4192 (7) DUES/SUBSCRIPTIONS				1,600
400	GOVERNMENT FINANCE OFFICERS ASSN	200	AICPA/ILCPA MEMBERSHIP	
50	SAMS CLUB	100	AMEX MEMBERSHIP	
850	ILLINOIS GFOA			
4201 (8) OFFICE SUPPLIES				5,600
3,200	OFFICE SUPPLIES	2,400	PRINTER CARTRIDGES & TONER	
4299 (9) OTHER OPERATING SUPPLIES				1,000
500	SHRED-IT	500	OTHER	
4304 (10) EQUIPMENT				800
800	KNOLL BOOKCASE			

COMMUNITY RELATIONS

Organization Structure



COMMUNITY RELATIONS

Narrative

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

The Community Relations Department delivers “The Addison Advantage” within the Village organization, and the community of Addison, through a series of multi-faceted objectives.

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

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

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

During Fiscal Year 2016-2017, the Community Relations Department met a number of challenges including increased attendance at the “Rock ‘N Wheels” summer concert fests, increasing visitors to the Historical Museum including tours by more than 400 elementary school students during October and November, realizing \$13,000 in event sponsor revenue from area businesses, maintaining more than 2,000 subscribers to the Village’s e-newsletter, and coordinating the Memorial Day event which engaged diverse stakeholders and increased attendance by the community.

Community Relations maintains Addison Community Television, the community’s local cable programming service for 34 years. In addition to television programming operations, ACTV programming is streamed live online, and on several platforms, and also through the Village’s You Tube channel **VillageAddison** for increased accessibility to the community’s programming. In 2016, the Village began receiving revenue through both cable providers dedicated to fund local cable programming capital and operations.

COMMUNITY RELATIONS

Narrative (Cont'd)

DESCRIPTION OF DEPARTMENTAL ACTIVITIES (Cont'd)

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

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

FY 2017-2018 STRATEGIC PLAN INITIATIVES

Strategic Priority #2: Community Image

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

COMMUNITY RELATIONS

Narrative (Cont'd)

Strategic Priority #5: Civic Engagement

c. Increased involvement in community events

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

PERFORMANCE MEASURES

Community Television

PROGRAM NAME	FY 15-16 ACTUAL	FY 16-17 ESTIMATE	FY 17-18 PROJECTION
Inputs			
Direct Expenditures	\$991,731	\$1,193,800	\$1,281,200
Number of Employees	6	6	6
Outputs			
Program Name	# of Programs Produced		
Addiscene	25	<i>No Longer</i>	<i>Produced</i>
Around Town/To Your Health	17	16	16
Ask Mayor Veenstra	11	11	11
Village Board Meeting	25	24	24
Village Committee Meeting	39	40	40
"Ask Mayor" Phone/E-Mails	27	15	15
District #4 School Board Meeting	11	13	13
Addison Park District Board Meeting	11	12	12
District #88 School Board Meeting	21	19	20
Addison Public Library Board Meeting	13	11	12
Other Village-Produced Programming	34	64	65
ACTV Digest	46	50	50

Special Events Attendance

EVENT NAME	FY 15-16 ACTUAL	FY 16-17 ESTIMATE	FY 17-18 PROJECTION
	Weekly Average		
"Rock 'N Wheels"	850	1,000	1,200
Fall Fest	700	<i>Not Held</i>	900
Christmas Tree Lighting	1,000	1,000	1,200

COMMUNITY RELATIONS

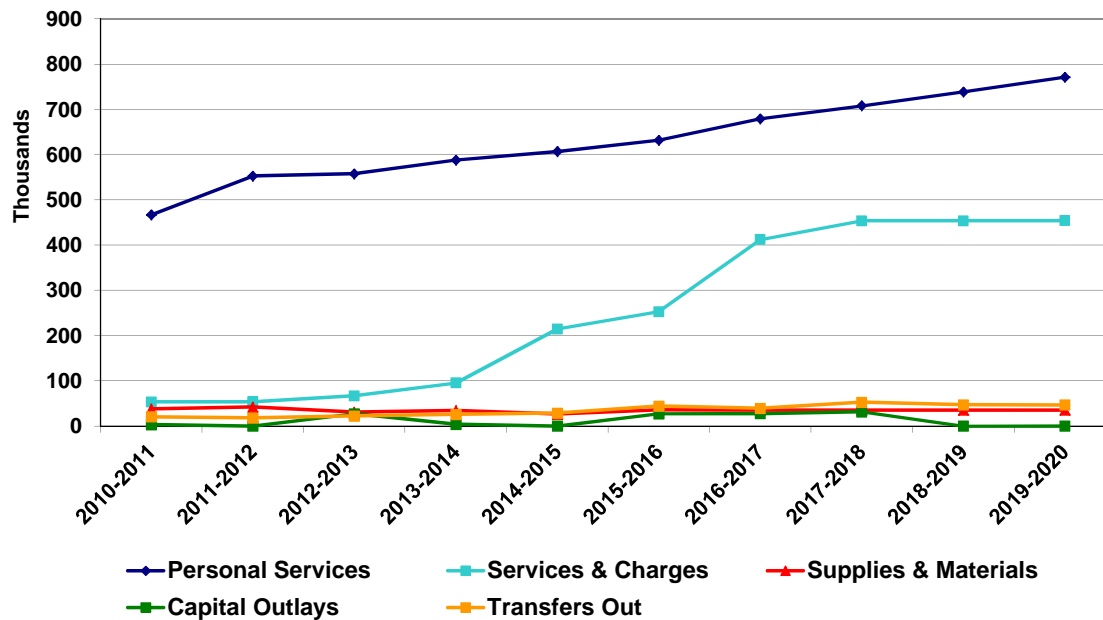
Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2017-2018</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>
Authorized & Budgeted:					
Director of Community Relations	1.00	1.00	1.00	1.00	1.00
Asst. Dir. of Community Relations	1.00	1.00	1.00	1.00	1.00
Media Production Coordinator (2)	2.00	2.00	2.00	2.00	2.00
Special Events Coordinator	1.00	1.00	1.00	1.00	1.00
Museum Coordinator(Hist Com)	1.00	1.00	1.00	1.00	1.00
Total Budgeted:	6.00	6.00	6.00	6.00	6.00
Authorized and Unbudgeted:					
None					
Total Authorized:	6.00				

COMMUNITY RELATIONS

Expenditure Summary

<u>Operating Expenditures</u>	2016-2017 Estimate	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget
Personal Services	679,200	707,900	738,600	771,400
Services & Charges	412,400	453,900	453,900	454,000
Supplies & Materials	35,300	35,300	35,300	35,300
Capital Outlays	27,500	31,500	0	0
Transfers Out	39,400	52,600	46,900	46,700
Total	1,193,800	1,281,200	1,274,700	1,307,400



COMMUNITY RELATIONS

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
1050	EXPENDITURES							
	PERSONAL SERVICES							
4001	SALARIES - ADMINISTRATIVE	386,703	407,372	423,500	460,000	483,700	503,300	524,100
4006	OTHER PAY	5,406	5,469	5,600	6,000	5,600	5,600	5,600
4007	PART TIME (Historical)	31,632	30,934	29,700	3,000	0	0	0
4009	IMRF	57,408	59,387	62,300	65,200	63,700	66,200	68,900
4010	SOCIAL SECURITY	33,547	35,122	35,700	36,800	38,100	39,600	41,200
4012	HOSPITALIZATION	81,106	81,927	90,300	96,200	103,400	110,500	118,200
4020	SICK PAY	10,941	11,495	13,400	12,000	13,400	13,400	13,400
	SUBTOTAL	606,743	631,706	660,500	679,200	707,900	738,600	771,400
	SERVICES & CHARGES							
4101	PROF SVCS.-ACCTNG/AUDITING	1,330	1,618	1,800	1,800	1,700	1,700	1,800
4105	PROF SVCS.-DATA PROCESS.	0	0	0	400	0	0	0
4107	PROF SVCS.-MEDICAL	0	0	0	200	0	0	0
4110 (1)	TECH. & CONSULT. SVCS.	33,848	32,716	58,000	58,000	41,400	41,400	41,400
4115 (2)	COMMUNICATIONS-TELEPHONE	9,298	8,180	4,800	10,000	4,800	4,800	4,800
4116	COMMUNICATIONS-PORT DEV	437	(613)	1,700	300	0	0	0
4117	COMMUNICATIONS-POSTAGE	32	28	1,000	100	1,000	1,000	1,000
4118	COPY/REPRODUCTION	510	507	500	500	500	500	500
4120 (3)	PUBLIC RELATIONS	148,900	194,909	314,500	314,500	379,300	379,300	379,300
4160	PRINTING	865	136	2,000	2,000	1,000	1,000	1,000
4161	PUBLICATION OF NOTICES	866	0	800	800	800	800	800
4163	CONFERENCES	517	337	500	500	700	700	700
4164	TRAINING	3,196	6,979	4,500	4,500	2,000	2,000	2,000
4170	PUBLIC UTILITY-GAS/HEAT	1,728	1,613	1,500	800	1,500	1,500	1,500
4180 (4)	REPAIRS & MAINTENANCE	7,176	4,570	19,500	15,000	16,000	16,000	16,000
4192 (5)	DUES & SUBSCRIPTIONS	1,161	1,292	2,000	2,000	2,200	2,200	2,200
4199	OTHER SERVICES & CHARGES	493	503	1,000	1,000	1,000	1,000	1,000
	SUBTOTAL	210,357	252,775	414,100	412,400	453,900	453,900	454,000
	SUPPLIES & MATERIALS							
4201	OFFICE SUPPLIES	973	1,230	1,500	1,500	1,500	1,500	1,500
4203	CLOTHING SUPPLIES	0	0	1,000	1,000	1,000	1,000	1,000
4299 (6)	OTHER OPERATING SUPPLIES	25,548	34,826	32,800	32,800	32,800	32,800	32,800
	SUBTOTAL	26,521	36,056	35,300	35,300	35,300	35,300	35,300
	CAPITAL OUTLAYS							
4304 (7)	EQUIPMENT	0	27,216	27,500	27,500	31,500	0	0
	SUBTOTAL	0	27,216	27,500	27,500	31,500	0	0
	TRANSFERS OUT							
4961	TRANSFER TO FLEET SERVICES	4,515	4,818	3,500	3,400	3,500	3,500	3,600
4962	TRANSFER TO IT	19,518	34,260	32,500	33,000	46,100	40,400	40,100
4964	TRANSFER TO ERF	4,800	4,900	3,000	3,000	3,000	3,000	3,000
	SUBTOTAL	28,833	43,978	39,000	39,400	52,600	46,900	46,700
	TOTAL FOR DEPARTMENT	872,454	991,731	1,176,400	1,193,800	1,281,200	1,274,700	1,307,400

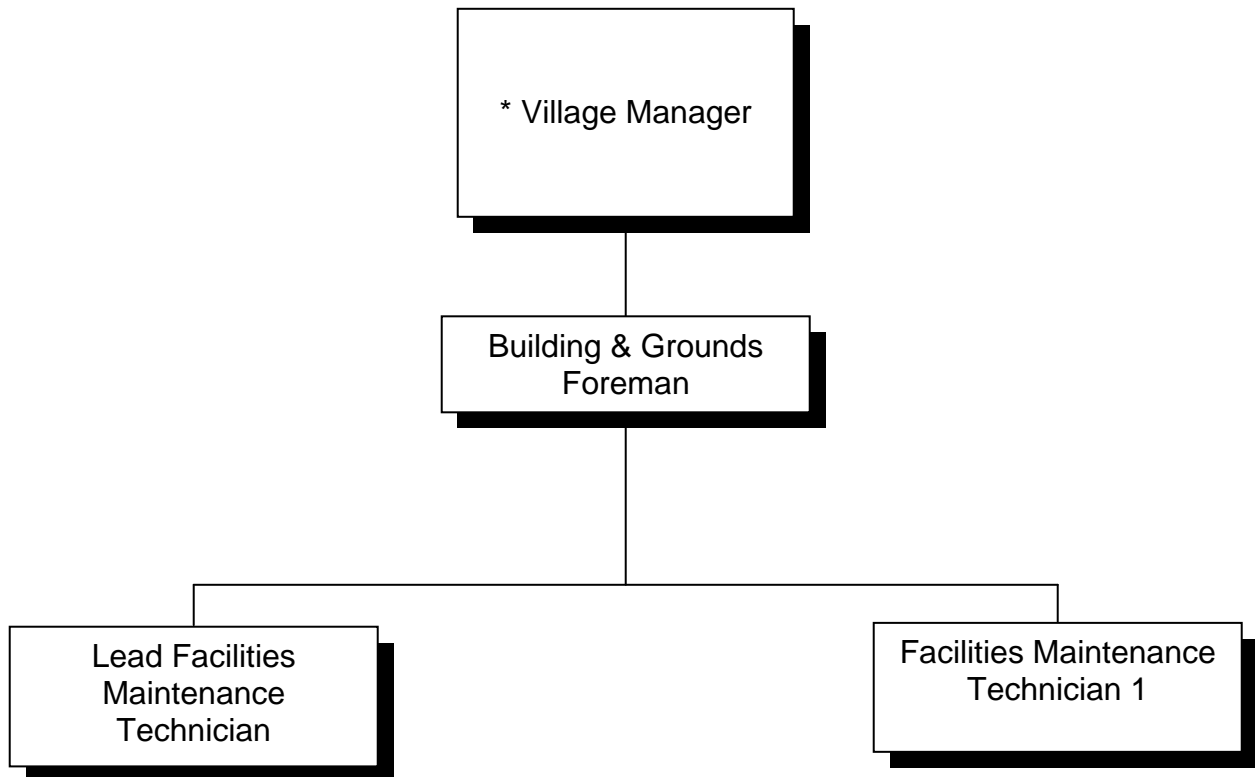
COMMUNITY RELATIONS

Notes

4110 (1) TECHNICAL & CONSULTING SERVICES				41,400
13,200	VILLAGE MEETING WEB STREAMING	15,000	CODE RED - NOTIFICATIONS	
6,600	PHONE APP	6,600	WEBSITE REDESIGN	
4115 (2) COMMUNICATIONS - TELEPHONE				4,800
1,100	REGULAR PHONES	3,700	CELL PHONES	
4120 (3) PUBLIC RELATIONS				379,300
2,000	MEMORIAL DAY	2,700	HISTORICAL MUSEUM	
322,500	SUMMER EVENTS	14,000	DP CONVENTION & VISITOR BUREAU	
2,300	WEB SITE SERVICE	5,000	GIFT ITEMS	
8,400	TREE LIGHTING	10,400	FALL FEST	
4,000	MISS ADDISON	8,000	MAYOR'S BALL	
4180 (4) REPAIRS AND MAINTENANCE				16,000
2,000	COPIER/FAX/PRINTER	7,500	STUDIO/CONTROL ROOM REP & MAINT	
6,500	HISTORICAL MUSEUM			
4192 (5) DUES & SUBSCRIPTIONS				2,200
300	IEEE/SBE DUES	400	OTHER DUES	
700	ASCAP/BMI LICENSE	100	NIOA	
700	HISTORICAL MUSEUM			
4299 (6) OTHER OPERATING SUPPLIES				32,800
2,500	BATTERIES	2,000	RECORDING MEDIA	
2,500	HISTORICAL MUSEUM	3,800	DIGITAL DISK DRIVES	
1,000	COFFEE	6,000	REPAIR/MAINTENANCE SUPPLIES	
6,000	DIGITAL EDITING SUPPLIES	6,000	LIGHTING SUPPLIES	
3,000	AUDIO SUPPLIES & PATCHBATS			
4304 (7) EQUIPMENT				31,500
15,000	FIELD & CONTROL ROOM MONITORS	4,000	SCAN CONVERTER	
8,000	CONTROL ROOM DIGITAL RECORDERS & PLAYERS	4,500	PRODUCTION INTERCOM SYSTEM	

BUILDING & GROUNDS

Organization Structure



* Not charged to this budget

BUILDING & GROUNDS

Narrative

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

The Building and Grounds Department is responsible for maintaining the value and appearance of the Village Hall, Police Department, Evidence facility, the Historical District buildings and grounds, 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. In addition, this department is assisting in the design and construction principles of the new Consolidated Dispatch Center, set to open November, 2017. The total area of these facilities will exceed 125,000 square feet. The goal of these efforts is to provide a safe, clean, and productive work environment for Village employees, guests, and the general public who utilize these facilities.

The Building and Grounds Department consists of two (2) full time maintenance staff under the direct supervision of the Building and Grounds 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 setup for meetings of Village staff, Boards and Commissions, outside organizations and other functions held on Village property. Finally, this department receives all deliveries to Village Hall.

FY 2017-2018 Key Objectives

Strategic Priority 4: Infrastructure

b. Improved reliability – hard infrastructure

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

BUILDING & GROUNDS

Narrative (Cont'd)

FY 2017-2018 Key Objectives (Cont'd)

Strategic Priority 4: Infrastructure (Cont'd)

- c. Comprehensive facilities plan in place and funded
 - Assist in the design, construction and implementation services for the construction of the new Consolidated Dispatch Center.
 - Take over repair and maintenance operations of the Consolidated Dispatch Center.

Performance Measures

	FY 15-16 ACTUAL	FY 16-17 ESTIMATE	FY 17-18 PROJECTION
Inputs			
Direct Expenditures	\$556,576	\$670,700	\$917,400
Number of Employees	2	3	3
Outputs			
Number of Work Requests	3,000	3,000	4,000
Total Square Feet Maintained	105,000	105,000	125,000
# of Preventative Maintenance Work Orders	1,850	2,000	2,000
Effectiveness			
% of Work Requests Completed w/in 24 Hours	99%	100%	100%
Number of Outsourced Dollars	\$179,000	\$200,000	\$200,000
% of Preventive Work Orders	40%	40%	35%
Number of Consecutive Days w/out a Lost Time Accident	365	365	365
Efficiency			
Janitorial Costs per Square Foot	\$.69	\$.69	\$.87
Average Staff Hours per Work Request	1.0	1.0	1.0
Square Footage Maintained per FTE	98,000	98,000	100,000
FTE Cost per Square Foot Maintained	\$2.75	\$2.80	\$2.95

BUILDING & GROUNDS

Personnel Summary

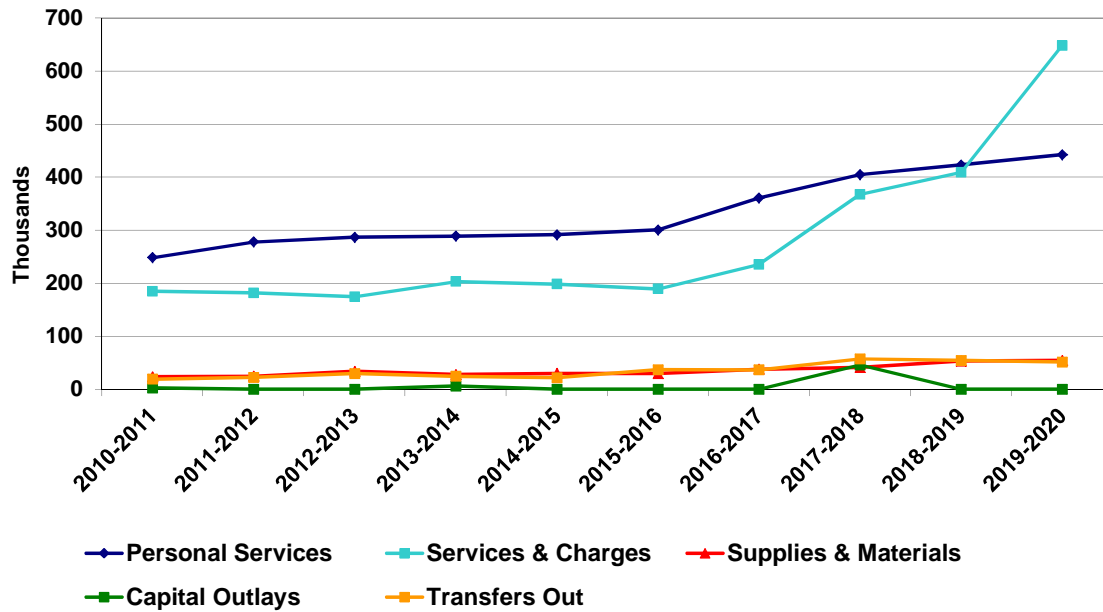
<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2017-2018</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>
Authorized & Budgeted:					
Foreman	1.00	1.00	1.00	1.00	1.00
Public Maint Worker I	1.00	1.00	1.00	1.00	1.00
Public Maint Worker III	1.00	1.00	1.00	1.00	1.00
Total Budgeted:	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Authorized & Unbudgeted:					
*Part-Time Custodian	<u>1.00</u>				
<i>Subtotal:</i>	<u>1.00</u>				
Total Authorized:	<u>4.00</u>				

*This position will remain unbudgeted until funding is available.

BUILDING & GROUNDS

Expenditure Summary

<u>Operating Expenditures</u>	2016-2017 Estimate	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget
Personal Services	360,900	404,800	423,000	442,200
Services & Charges	235,400	367,700	409,000	647,900
Supplies & Materials	37,800	41,300	53,300	54,300
Capital Outlays	0	46,000	0	0
Transfers Out	36,600	57,600	54,400	51,300
Total	670,700	917,400	939,700	1,195,700



BUILDING & GROUNDS

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
1060	EXPENDITURES							
	PERSONAL SERVICES							
4001	SALARIES - ADMINISTRATIVE	99,637	102,401	104,700	106,800	107,300	110,000	112,700
4003	WAGES OPERATIONAL	75,550	79,979	137,500	106,000	140,900	148,700	156,900
4004	OVERTIME	13,935	13,815	10,000	21,000	12,000	12,000	12,000
4006	OTHER PAY	191	2,107	3,000	1,000	1,000	1,000	1,000
4009	IMRF	25,610	26,299	34,600	32,500	34,300	35,600	37,000
4010	SOCIAL SECURITY	14,978	15,350	19,900	18,000	20,500	21,300	22,100
4012	HOSPITALIZATION	55,380	55,837	80,200	69,000	81,800	87,400	93,500
4020	SICK PAY	6,125	4,770	7,000	6,600	7,000	7,000	7,000
	SUBTOTAL	291,406	300,558	396,900	360,900	404,800	423,000	442,200
	SERVICES & CHARGES							
4101	PROF SVCS.-ACCTNG/AUDITING	1,067	1,325	1,400	1,400	1,300	1,400	1,400
4107	PROF SVCS.-MEDICAL	0	45	100	100	200	200	200
4115	COMMUNICATIONS-TELEPHONE	1,186	1,441	1,500	1,500	2,600	2,400	2,400
4116	COMMUNICATIONS-PORT DV	61	436	0	0	0	0	0
4160	PRINTING	0	303	0	0	0	0	0
4161	PUBLICATION OF NOTICES	254	290	200	0	0	0	0
4163	CONFERENCES	0	0	0	0	2,000	2,000	2,000
4164	TRAINING	0	9	0	0	2,000	2,000	2,000
4170	PUBLIC UTILITY-GAS/HEAT	21,954	9,499	12,000	10,000	22,000	30,000	30,000
4180 (1)	REPAIRS & MAINTENANCE	169,638	174,046	220,100	220,000	333,300	366,300	605,200
4192	DUES/SUBSCRIPTIONS	15	15	0	100	500	500	500
4199 (2)	OTHER SERVICES & CHARGES	1,646	1,884	2,300	2,300	3,800	4,200	4,200
	SUBTOTAL	195,821	189,293	237,600	235,400	367,700	409,000	647,900
	SUPPLIES & MATERIALS							
4201	OFFICE SUPPLIES	171	294	400	400	500	500	500
4202	CLEANING SUPPLIES	221	200	500	500	700	700	700
4203 (3)	CLOTHING SUPPLIES	1,059	879	1,900	1,900	2,100	2,100	2,100
4207	PUB. GRNDS. MATL/SUPPLIES	837	1,080	3,000	3,000	4,000	4,000	4,000
4208 (4)	BUILDING MATL/SUPPLIES	23,515	24,342	28,000	28,000	29,000	41,000	42,000
4299	OTHER OPERATING SUPPLIES	4,213	2,934	4,000	4,000	5,000	5,000	5,000
	SUBTOTAL	30,016	29,729	37,800	37,800	41,300	53,300	54,300
	CAPITAL OUTLAYS							
4304 (5)	EQUIPMENT	0	0	0	0	46,000	0	0
	SUBTOTAL	0	0	0	0	46,000	0	0
	TRANSFERS OUT							
4961	TRANSFER TO FLEET SERVICES	3,554	5,360	5,900	5,600	5,800	5,800	5,900
4962	TRANSFER TO IT	11,732	18,636	17,700	18,000	25,200	22,000	21,800
4964	TRANSFER TO ERF	6,600	13,000	13,000	13,000	26,600	26,600	23,600
	SUBTOTAL	21,886	36,996	36,600	36,600	57,600	54,400	51,300
	TOTAL FOR DEPARTMENT	539,129	556,576	708,900	670,700	917,400	939,700	1,195,700

BUILDING & GROUNDS

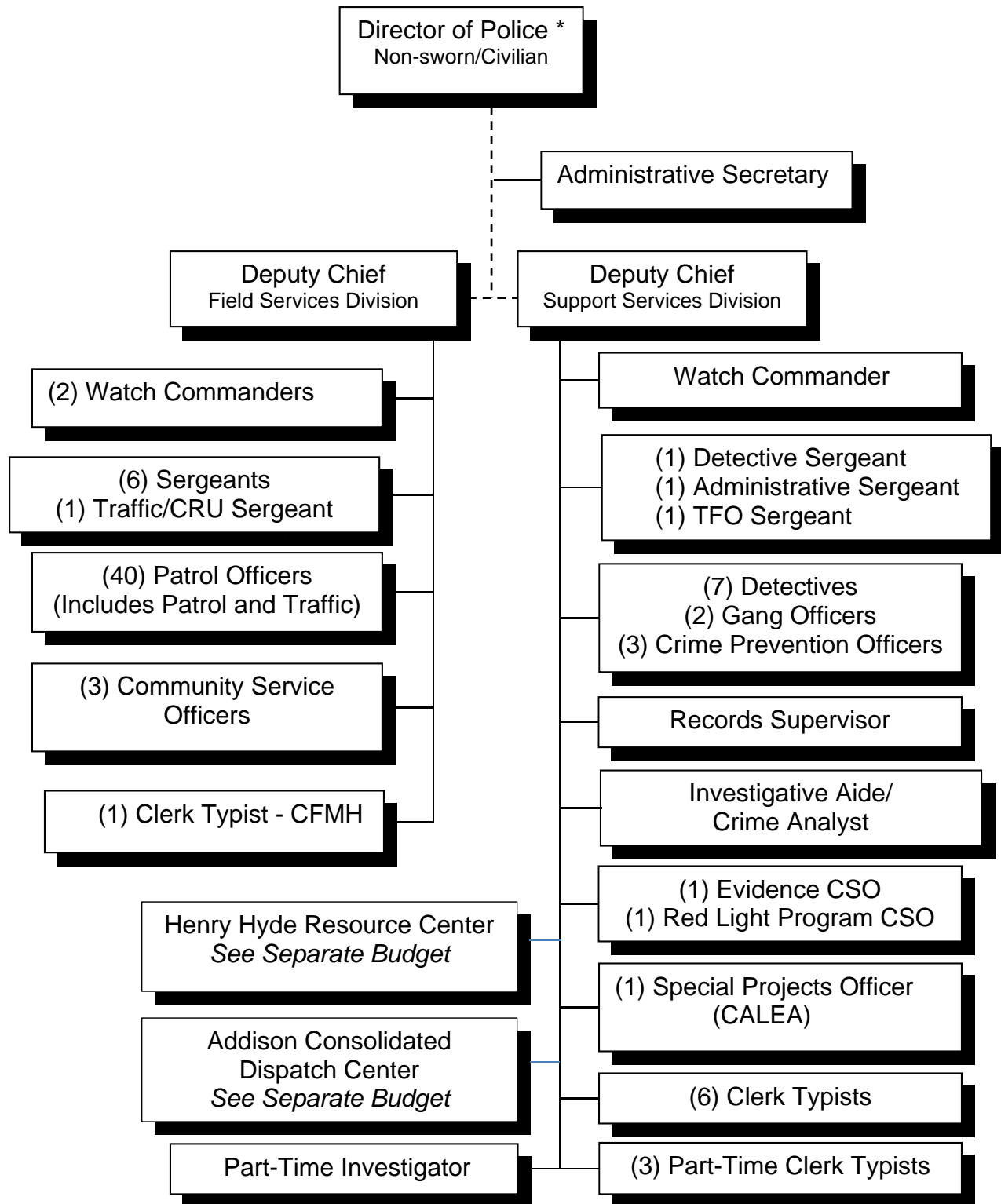
Notes

4180 (1) REPAIRS & MAINTENANCE			333,300
3,000	GENERATOR LOAD BANK TEST - VH	1,000	BOILER/CHILLER WATER TREATMENT
1,000	GENERATOR LOAD BANK TEST- HHRC	4,500	WINDOW CLEANING
1,000	GENERATOR LOAD BANK TEST - 105 E LAKE	1,000	ANNUAL MARQUEE MAINTENANCE
20,000	INTERIOR PAINTING - VH	1,000	GARAGE DOOR MAINTENANCE
400	WINTERIZE FOUNTAIN	900	FIRE PUMP ANNUAL CERT - HHRC
20,000	GENERAL REPAIRS & MAINTENANCE-VH	1,000	WINDOW CLEANING - ACDC
4,000	ELEVATOR MAINTENANCE CONTRACTS	5,000	GENERAL REPAIRS - ACDC
7,000	FIRE ALARM SYS MAINT CONTRACT	10,000	TERRAZZO FLOOR MAINTENANCE
5,000	GENERAL REPAIRS & MAINTENANCE HHRC	40,000	ELEVATOR 1 MODERNIZATION
29,000	SECURITY MAINTENANCE CONTRACT	45,000	CCTV SURVEILLANCE
1,200	BACK FLOW PREVENTION CERT. VH	67,400	CLEANING SERVICE - V H & P D
900	FIRE PUMP ANNUAL CERTIFICATION	1,450	CLEANING SERVICE - 105 E. LAKE ST.
2,000	FIRE EXTINGUISHER - INSPECTION/SERVICE	4,650	CLEANING SERVICE - HHRC
400	IRRIGATION SYS SERVICE - HHRC	3,500	WINDOW BLIND CLEANING
1,000	WINDOW CLEANING - HHRC	10,000	CLEANING SERVICE - ACDC
400	BACK FLOW CERTIFICATION - HHRC	400	IRRIGATION SYS SERVICE - HIST DIST
200	FIRE EXTINGUISHER SERVICE - HHRC	40,000	HVAC MAINTENANCE - VH HHRC EV HST
4199 (2) OTHER SERVICES & CHARGES			3,800
1,500	CLEANSERV FOR WALK ON RUNNERS	900	NORCOMM ANNUAL MONITORING - HIST DST
900	NORCOMM ANNUAL MONITORING - VH & HHRC	500	NORCOMM ANNUAL MONITORING - ACDC
4203 (3) CLOTHING SUPPLIES			2,100
400	BOOTS 3 @ \$125	900	UNIFORM RENTAL 3 @ \$300
300	T-SHIRTS	500	WINTER JACKETS & SAFETY WEAR, ETC
4208 (4) BUILDING MAT SUPPLIES			29,000
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
		4,000	SUPPLIES FOR ACDC
4304 (5) EQUIPMENT			46,000
42,000	CHAIRS FOR POLICE	4,000	DEFIBRILLATOR



(BLANK)

Organization Structure



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

POLICE

Narrative

DEPARTMENTAL DESCRIPTION OF ACTIVITIES

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

Field Services Division

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

Support Services Division

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

Narrative (Cont'd)

FY 2017-18 Key Objectives

Strategic Priority 2: Community Image

- The department will provide staff and resources to support the following programs and initiatives related to schools and life-long learning; DARE, Gang Resistance Education And Training (GREAT), 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 Henry Hyde are tailored toward a specific ethnic group, i.e. English as a Second Language (ESL) classes, but a vast majority of the programs are offered to everyone in the community and an effort is made to encourage participation by every ethnic group in the numerous crime prevention programs offered.
- The police will continue to work with all faith-based communities for outreach programs.
- The police will continue to be active participants in the “Los Padres” committee working within our community.
- The department will offer CERTS and other programs in Spanish at the Henry Hyde Resource Center.
- The department will hold educational events for all members of the community to be apprised of current criminal trends. An example of this will be the training of “Who is knocking on my door” for financial scams or thefts within the elderly community.
- The department will provide personnel and resources at the neighborhood resource center to staff and develop programs related to assimilation. The department will provide personnel and resources that support current school-based community outreach programs, i.e. District #4 Outreach Meetings. In addition, the department will pursue grant opportunities and in-kind support of school-based community outreach programs.
- The department will address crime trends or patterns with the Community Response Unit and by use of Directed Patrol. Also, on an annual basis, all specialty units will be reviewed to decide if they should be dropped, re-deployed, expanded, or left as is.

POLICE

Narrative (Cont'd)

FY 2017-18 Key Objectives (Cont'd)

Strategic Priority 3: Housing

- The department has Community Response personnel that are trained to provide the Crime Free Multi-Housing program to landlords within the community. The Community Response Unit Section will work with the Finance and Community Development Departments to require all rental property-owners 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.

Strategic Priority 4: Infrastructure

The department will continue to incorporate new technology to work towards better service provided to the citizens. On an annual basis the department will review the use of new technology, i.e. e-mail, cellular telephones, the Village website, and other emerging technology.

- In keeping with the continued use of technology, we will utilize telephone reporting systems as an added service to the community.
- Training resources will be reviewed annually to decide the best use of technology and funds.
- The Command Staff of the department will work with their staff members regarding working conditions. Command Staff members will continue to hold labor management meetings to discuss working condition issues to foster higher morale and professional working relationships.
- The Command Staff will develop a recommendation on manpower needs based upon a study of service needs.

POLICE

Narrative (Cont'd)

Performance Measures

	FY 15-16 ACTUAL	FY 16-17 ESTIMATE	FY 17-18 PROJECTION
Inputs			
Direct Expenditures	\$15,399,586	\$15,470,300	\$16,594,700
Number of Employees	86	87	87
Outputs			
Calls Responded To	26,302	25,000	25,000
Index Crimes	821	740	740
Non-Index Crimes	5,283	4,300	4,300
Service Calls:			
Lost/Found Property	308	250	250
Motorist Assist	1,115	1,300	1,300
Animal Complaints	660	700	700
Domestics	629	625	625
Suspicious Incidents	1,704	1,400	1,400
Citizen Assists	1,944	1,850	1,850
Traffic Accidents	1,313	1,400	1,400
Assist Other Agencies	2,574	2,600	2,600
Disturbance Calls	1,015	1,100	1,100
Alarms	1,071	1,100	1,100
Total Traffic Tickets	5,499	7,000	7,000
Total DUI Arrests	86	90	90
Total Parking Tickets	9,024	10,000	10,000
Effectiveness			
Neighborhood Groups	80	80	80
DARE Program Student Attendance	5,557	6,000	6,000
Senior Police Academy	0	0	25
Citizen Volunteers/CERTS	68	70	70
Employee Grievances	0	0	0
Efficiency			
Total Cases Investigated by Detective Division*	757	760	760
Percentage of Cases Cleared by Detective Division	95%	95%	95%
Percentage of Cases Cleared by Arrest (Detective Division)	32%	40%	40%

* (From 2012 to present date, there has been a 9.16% annual decrease in total cases initiated within the Detective Division).

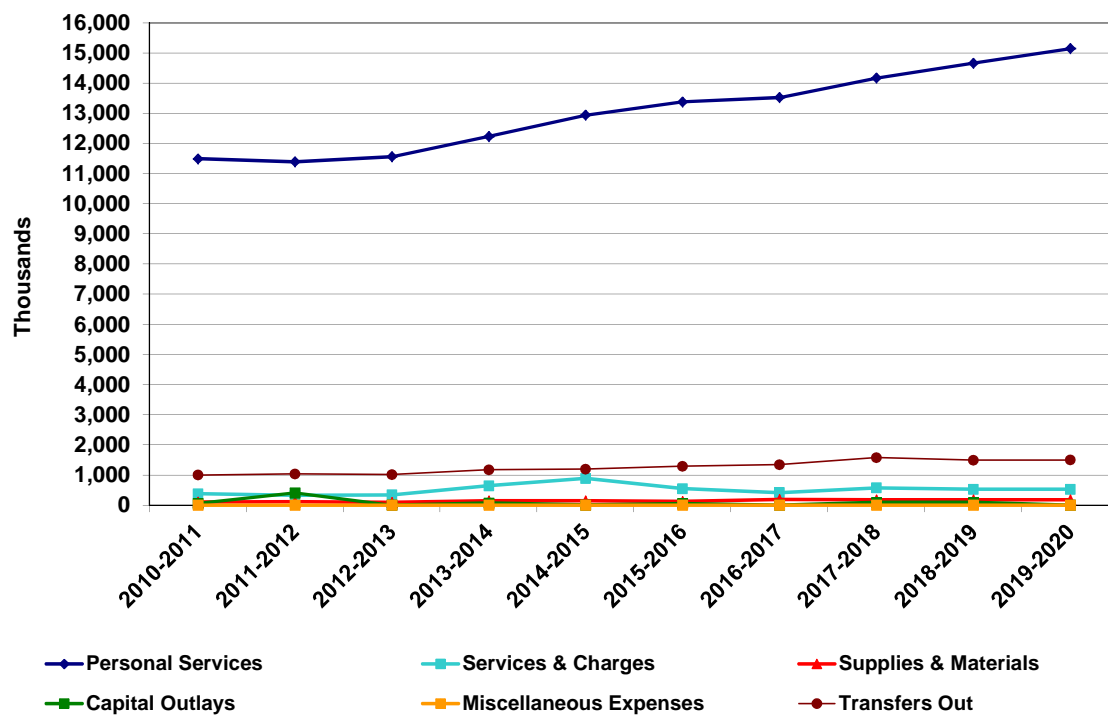
POLICE

Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2017-2018</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>
Authorized & Budgeted:					
Director of Police	1.00	1.00	1.00	1.00	1.00
Deputy Chief of Police (2)	2.00	2.00	2.00	2.00	2.00
Watch Commander (3)	3.00	3.00	3.00	3.00	3.00
Sergeant (10)	10.00	10.00	10.00	10.00	10.00
Patrol Officer (53)	53.00	53.00	53.00	53.00	53.00
Community Service Officer (5)	5.00	5.00	5.00	5.00	5.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Investigative Aide/Crime Analyst	1.00	1.00	1.00	1.00	1.00
Records Supervisor	1.00	1.00	1.00	1.00	1.00
Clerk Typist (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
<i>Total Budgeted:</i>	88.00	88.00	88.00	88.00	88.00
Authorized & Unbudgeted:					
None					
<i>Total Authorized:</i>	88.00				

Expenditure Summary

<u>Operating Expenditures</u>	2016-2017 Estimate	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget
Personal Services	13,526,600	14,173,000	14,667,200	15,148,300
Services & Charges	414,400	573,400	525,700	526,900
Supplies & Materials	185,000	179,200	175,500	175,500
Capital Outlays	0	95,000	95,000	0
Miscellaneous Expenses	0	0	0	0
Transfers Out	1,344,300	1,574,100	1,490,000	1,496,600
Total	15,470,300	16,594,700	16,953,400	17,347,300



POLICE

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
1510	EXPENDITURES							
	PERSONAL SERVICES							
4001	SALARIES - ADMINISTRATIVE	2,021,733	2,063,376	2,025,800	2,063,400	2,086,100	2,170,200	2,251,800
4002	WAGES CLERICAL	495,933	520,121	554,800	548,300	622,400	649,000	676,800
4003	WAGES OPERATIONAL	4,296,487	4,543,127	4,786,900	4,635,000	5,017,600	5,243,300	5,454,100
4004	OVERTIME	1,094,605	744,173	500,000	584,000	500,000	500,000	500,000
4005	HOLIDAY PAY	122,223	128,348	125,000	125,000	135,000	135,000	135,000
4006	OTHER PAY	82,432	76,590	86,000	80,000	86,000	86,000	86,000
4007	PART TIME	109,902	133,856	142,500	130,000	86,300	90,700	93,100
4009	IMRF	142,905	146,487	152,900	152,900	146,200	151,200	155,800
4010	SOCIAL SECURITY	619,527	628,102	654,600	600,000	655,200	681,500	706,600
4012	HOSPITALIZATION	1,544,051	1,559,151	1,658,200	1,712,000	1,706,600	1,825,100	1,950,200
4020	SICK PAY	100,432	111,622	118,600	133,100	118,600	122,200	125,900
4029	PENSION BENEFITS	2,309,702	2,724,278	2,718,300	2,762,900	3,013,000	3,013,000	3,013,000
	SUBTOTAL	12,939,932	13,379,231	13,523,600	13,526,600	14,173,000	14,667,200	15,148,300
	SERVICES & CHARGES							
4101	PROF SVCS.-ACCTNG/AUDITING	6,437	7,900	8,500	8,500	7,900	8,200	8,400
4103 (1)	PROF SVCS.-LEGAL	69,928	55,949	68,100	66,000	68,100	68,100	68,100
4105 (2)	PROF SVCS.-DATA PROCESS.	18,723	37,220	44,200	44,200	47,600	47,600	47,600
4107	PROF SVCS.-MEDICAL	8,343	1,779	6,200	5,000	6,200	6,200	6,200
4110 (3)	TECH. & CONSULT. SVCS.	46,543	69,654	62,200	62,200	62,700	62,700	62,700
4113	PROF SVC DPICJ JAG	241,938	202,233	0	0	0	0	0
4115	COMMUNICATIONS-TELEPHONE	72,693	56,135	68,500	55,000	70,500	70,500	70,500
4116	COMMUNICATIONS-PORT DEV	(893)	306	0	0	0	0	0
4117	COMMUNICATIONS-POSTAGE	16,369	14,715	16,000	16,000	16,000	16,000	16,000
4118	COPY/REPRODUCTION	9,662	7,972	10,000	9,000	10,000	10,000	10,000
4120	PUBLIC RELATIONS	1,091	1,275	7,500	7,500	7,500	7,500	7,500
4121	INVESTIGATIVE	6,498	7,215	10,000	10,000	10,000	10,000	10,000
4160	PRINTING	9,837	7,712	11,000	10,000	11,000	11,000	11,000
4161	PUBLICATION OF NOTICES	45	192	500	500	500	500	500
4163 (4)	CONFERENCES	10,693	13,674	12,100	12,000	12,100	12,100	12,100
4164 (5)	TRAINING	49,357	28,616	56,400	56,400	57,900	57,900	57,900
4170	PUBLIC UTILITY-GAS/HEAT	663	343	700	700	700	700	700
4173	PUBLIC UTILITY-ELEC/LIGHT	0	122	0	0	0	0	0
4175	PUBLIC UTILITY-ELEC/EQUIP	899	737	900	900	900	900	900
4180 (6)	REPAIRS & MAINTENANCE	6,764	9,777	22,300	20,000	151,800	103,800	104,800
4190	RENTAL EQUIPMENT	125	0	500	500	500	500	500
4192 (7)	DUES & SUBSCRIPTIONS	15,514	17,702	21,500	20,000	21,500	21,500	21,500
4199 (8)	OTHER SERVICES & CHARGES	14,953	9,620	10,000	10,000	10,000	10,000	10,000
	SUBTOTAL	606,182	550,848	437,100	414,400	573,400	525,700	526,900
	SUPPLIES & MATERIALS							
4201	OFFICE SUPPLIES	10,584	8,728	15,000	12,000	15,000	15,000	15,000
4203 (9)	CLOTHING SUPPLIES	87,884	59,459	76,000	73,000	76,000	76,000	76,000
4299 (10)	OTHER OPERATING SUPPLIES	45,601	56,877	103,300	100,000	88,200	84,500	84,500
	SUBTOTAL	144,069	125,064	194,300	185,000	179,200	175,500	175,500
	CAPITAL OUTLAYS							
4301	OFFICE EQUIPMENT	8,523	0	0	0	0	0	0
4304 (11)	EQUIPMENT	0	54,875	0	0	95,000	95,000	0
	SUBTOTAL	8,523	54,875	0	0	95,000	95,000	0
	TRANSFERS OUT							
4961	TRANSFER TO FLEET SERVICES	524,411	588,476	660,400	631,600	666,200	675,500	687,600
4962	TRANSFER TO IT	482,784	449,892	481,600	489,700	683,700	598,800	593,700
4964	TRANSFER TO ERF	188,800	251,200	223,000	223,000	224,200	215,700	215,300
	SUBTOTAL	1,195,995	1,289,568	1,365,000	1,344,300	1,574,100	1,490,000	1,496,600
	TOTAL FOR DEPARTMENT	14,894,701	15,399,586	15,520,000	15,470,300	16,594,700	16,953,400	17,347,300

Notes

4103 (1) PROF SVCS.-LEGAL				68,100
50,000	DUI PROSECUTOR	8,100	TOWING ADMIN ADJUDICATOR	
10,000	ADMIN ADJUDICATOR			
4105 (2) PROF SERV DATA PROCESSING				47,600
4,800	WEST GOVT SVC- INVEST DATABASE	300	TRAC SYSTEM MAINTENANCE AGREEMENT	
4,300	COUNTY DATA PROCESSING	4,200	VEHICLE LICENSE PROCESSING	
500	CRIME INTEL MAINTENANCE CONTRACT	900	VIRUS SOFTWARE LICENSE RENEWAL	
600	CRITICAL REACH COMPOSITE	1,800	COLEMAN TELETRAC	
500	EVIDENCE BAR CODE LICENSE	1,400	TOTAL STATION-MAP SCENE EVIDENCE	
800	FAAP FALSE ALARM AGREEMENT	1,500	BEAST SUPPORT - EVIDENCE	
2,400	INNOVATIVE DATA SOLUTIONS	5,000	LEADS ONLINE	
3,000	IWIN - CMS RECVNG	8,000	SCHEDULING SOFTWARE	
1,500	OCEAN SYSTEMS AGREEMENT	2,700	CALLYO	
1,100	CERTIFION - ENTERSECT	2,300	ILLINOIS PUBLIC SAFETY AGENCY NTKW	
4110 (3) TECH & CONSULT SERVICES				62,700
4,700	CALEA	23,000	ADMINISTRATIVE ADJUDICATION	
8,000	GRANT WRITING CONSULT - GRANTS	12,000	NET RMS	
15,000	IWIN - VERIZON MDC			
4163 (4) CONFERENCES				12,100
500	ASSOCIATION MEETINGS	700	DUPAGE CHIEFS OF POLICE	
1,000	ILEAS CONFERENCE	500	FBI/ILLINOIS CHIEFS	
3,000	COURT MILEAGE	1,000	IEMA CONFERENCE	
400	DCEM MEETINGS	5,000	CALEA CONFERENCE	
4164 (5) TRAINING				57,900
1,500	MEDICOLEGAL DEATH SEMINAR	2,500	HOMICIDE TRAINING	
7,900	MAJOR CRIME EVIDENCE TECHNICIAN	1,500	COMMUNITY RESPONSE UNIT TRAINING	
9,500	NEMRT (69 SWORN AND 30 CIVILIAN)	6,200	SLEA BASIC TRAINING	
1,500	USE OF FORCE TRAINING	12,100	HOMELAND SECURITY	
100	TASER RE-CERTIFICATION	12,000	EDUCATIONAL REIMBURSEMENT	
1,500	LAW REVIEW CLASSES			
1,600	ILEETA TRAINING			
4180 (6) REPAIRS AND MAINTENANCE				151,800
4,400	RADAR CALIBRATION	1,000	FITNESS EQUIPMENT SERVICE CONTRACT	
5,600	LIVESCAN MAINTENANCE	3,100	FIRE EXTINGUISHERS, RADAR, CAMERAS	
9,000	RANGE MAINTENANCE	1,000	UNITROLS, SHOTGUNS, HANDGUNS	
1,200	TASER EXTENDED WARRANTY	1,000	EQUIPMENT REPAIRS	
125,000	RMS MAINTENANCE	500	SURVEILLANCE UPGRADE MAINTENANCE	
4192 (7) DUES/SUBSCRIPTIONS				21,500
200	HAINES DIRECTORY	360	INTERNATIONAL CHIEF'S OF POLICE	
100	IAPE	600	JUVENILE OFFICER'S ASSOCIATION	
200	CREDIT MEMBERSHIP (DETECTIVES)	100	LERMI RECORDS MANAGER	
200	WEST SUBURBAN DETECTIVES ASSOC.	200	LEVA (DETECTIVES)	
375	DUPAGE POLICE CHIEF'S ASSOCIATION	500	MAJOR CRIME TASK FORCE	
125	MISC	100	NATIONAL BUNCO ASSOCIATION	
450	FBI ASSOCIATION (4)	300	MOCIC MEMBERSHIP	
6,600	NIPAS (FIELD FORCE)	500	PERF - POLICE EXEC. RESEARCH FORUM	
100	ILLINOIS ANIMAL CONTROL ASSOCIATION	5,000	STATE'S ATTORNEY CHILD ABUSE PRGM	
600	ILLINOIS ASSOC. CHIEFS OF POLICE	100	DARE ASSOCIATION	
50	ILLINOIS CRIME PREVENTION ASSOC.	200	ILLINOIS COMPILED STATUTES	
300	ILEAS - ANNUAL AGENCY MEMBERSHIP DUES	200	ILEETA	
40	NATIONAL ASSOC OF SCHOOL RES	100	MGIA	
400	ILLINOIS CRIMINAL LAW BOOKS	300	IATIA	
100	IPAC - IL POLICE ACCRED. COALITION	100	CAI - CRIME ANALYSTS OF IL	
3,000	IVC (IL VEHICLE CODE BOOKS)			
4199 (8) OTHER SERVICES & CHARGES				10,000
3,000	ANIMAL SERVICES	1,000	SHIPPING/FREIGHT	
3,000	CAR/ SQUAD CAR WASHES	2,500	SHRED-IT SHREDDING SERVICE	
500	PRISONER MEALS			

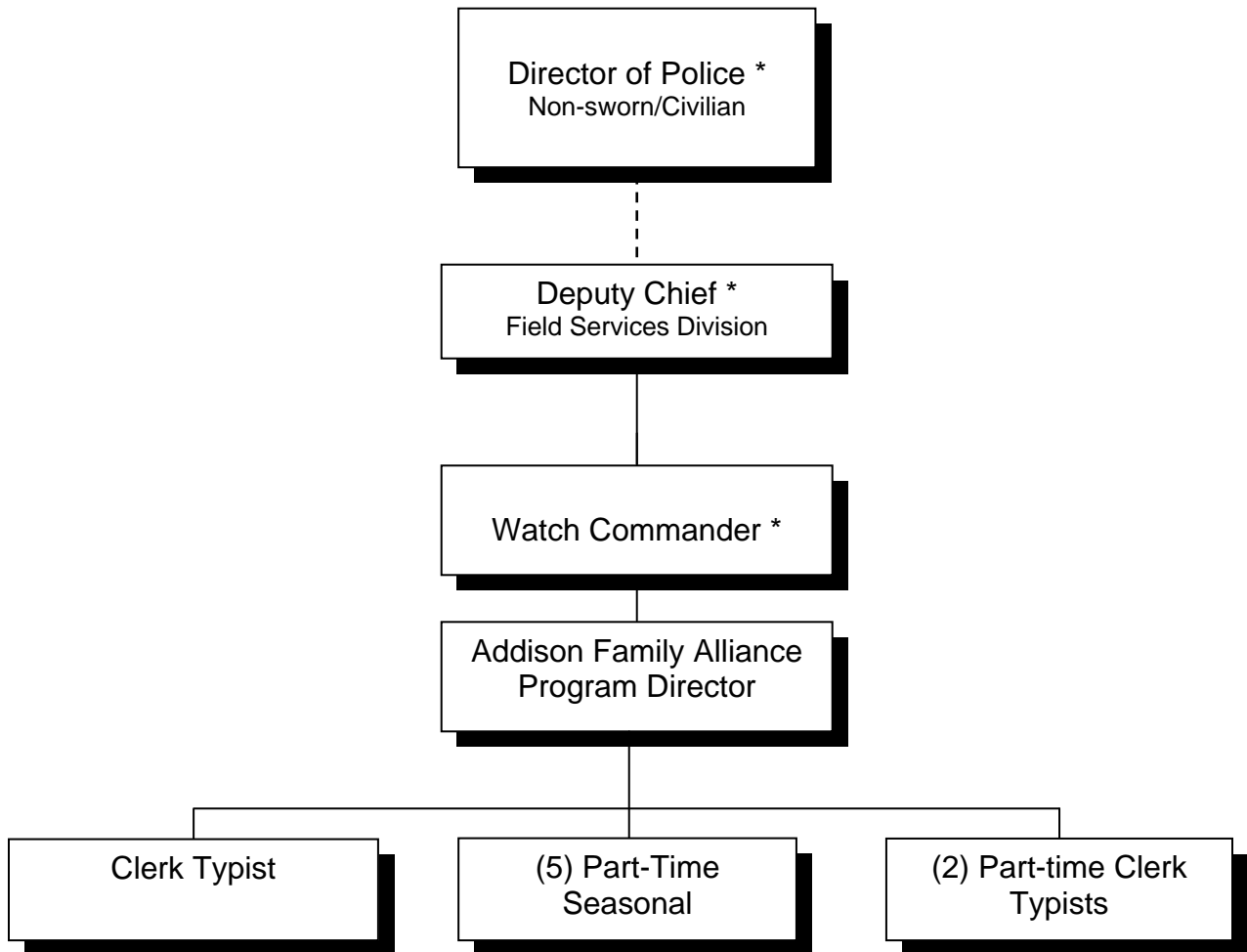
POLICE

Notes (Cont'd)

4203 (9) CLOTHING SUPPLIES				76,000
500	ALTERATIONS & REPAIRS	1,000	CLERKS (10)	
12,000	BULLET PROOF VESTS	30,000	REPLACEMENT UNIFORMS	
15,000	CLEANING & MAINTENANCE	9,100	DETECTIVES (9) - DEPUTIES (2)	
7,000	SHOES	600	CSO'S (5)	
800	TASK FORCE (3)			
4299 (10) OTHER OPERATING SUPPLIES				88,200
3,000	AED EQUIPMENT/SUPPLIES	100	HARDWARE SUPPLIES	
22,500	AMMO - COMPULSORY TRAINING	2,000	STERICYCLE WASTE REMOVAL	
2,500	SAGE AMMO	300	TRAFFIC WANDS/FLASHLIGHTS	
600	BATTERIES, VIDEO TAPES, CASSETTES, DISKS	500	LOCK UP SUPPLIES	
1,200	BREATHALYZER SUPPLIES	1,500	MAJOR CALLS & SPCL EVENT SUPPLIES	
6,000	EVIDENCE SUPPLIES	1,500	MEETING SUPPLIES	
600	COFFEE	1,200	COMPUTER SUPPLIES	
500	DISPOSABLE BLANKETS	8,100	MISCELLANEOUS OFFICER SUPPLIES	
1,000	DOG FOOD/ANIMAL SUPPLIES	600	NARCOTICS KITS	
2,000	BADGES	1,200	NON-LETHAL CHEMICAL SPRAY	
2,700	STARCOMM EAR PIECES	900	GUN PARTS	
500	GUNS - PATROL OFFICERS - 2 NEW	500	CRIME FREE MULTI-HOUSING	
5,000	CAMERA, VIDEO, & AUDIO SUPPLIES	3,000	TASER SUPPLIES	
2,000	FIRST AID SUPPLIES	1,500	CARTONS/BOXES FOR EVIDENCE	
3,600	FLARES	5,000	RECHARGEABLE BATTERIES	
500	GUN CLEANING SUPPLIES	1,200	NARCAN	
1,200	SHOOTING TARGETS	3,700	DRUG DISPOSAL BURNER	
4304 (11) EQUIPMENT				95,000
95,000	RMS PROGRAM			

HENRY HYDE RESOURCE CENTER

Organization Structure



* Not charged to this budget.

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

HENRY HYDE RESOURCE CENTER

Narrative

Center's Description of Activities

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

After School Programming/Children's Services

The After School Programming/Children's Services consists of an After School Program that runs Monday through Friday from 3 p.m. to 5:30 p.m. throughout the school year. During the summer, the Center runs camps for the children. 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 (E.S.L.) classes, G.E.D. classes, and Teen Parenting classes. In 2017, HHRC will introduce Adult Literacy classes for Spanish speakers. HHRC provides an array of Community Programming as well. Our Community Partners have delivered seminars/workshops that range from Health Fairs to Mobile Food Pantries to Citizenship Workshops. The Center holds an annual "End of Summer Picnic" for the community and partners with the Addison Park District, the Addison Fire Department, and the Addison Police Department to serve over 300 people. The seminars/workshops are scheduled in the evenings and weekends for everyone's convenience.

HENRY HYDE RESOURCE CENTER

Narrative (Cont'd)

FY 2017–18 Key Objectives

Strategic Priority 2: Community Image

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

Performance Measures

	FY 15-16 ACTUAL	FY 16-17 ESTIMATE	FY 17-18 PROJECTION
Inputs			
Direct Expenditures	\$340,654	\$417,100	\$435,700
Number of Employees	9	9	9
Volunteers	56	50	50
Outputs			
Total Hours of Service for After School Program	441	450	450
Total Hours of Service for Summer Camp	120	120	120
Total Number of Children Registered for Summer Camp	64	60	60
Total Number of Children Registered for After School Program	113	110	110
Daily Attendance in the After School Program	44	45	45
Number of Meals served to the Children	8,165	8,000	8,000
Computer Literacy Class	24	48	48
GED in Spanish	66	75	75
English as a Second Language	84	80	80
Teen Parenting Class	35	40	40

HENRY HYDE RESOURCE CENTER

Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2017-2018</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>
AFAP Director	1.00	1.00	1.00	1.00	1.00
Clerk Typist	1.00	1.00	1.00	1.00	1.00
Part-Time Clerk Typist (2)	2.00	2.00	2.00	2.00	2.00
Part-Time/Seasonal (5)	5.00	5.00	5.00	5.00	5.00
<i>Total Budgeted:</i>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>

Authorized & Unbudgeted:

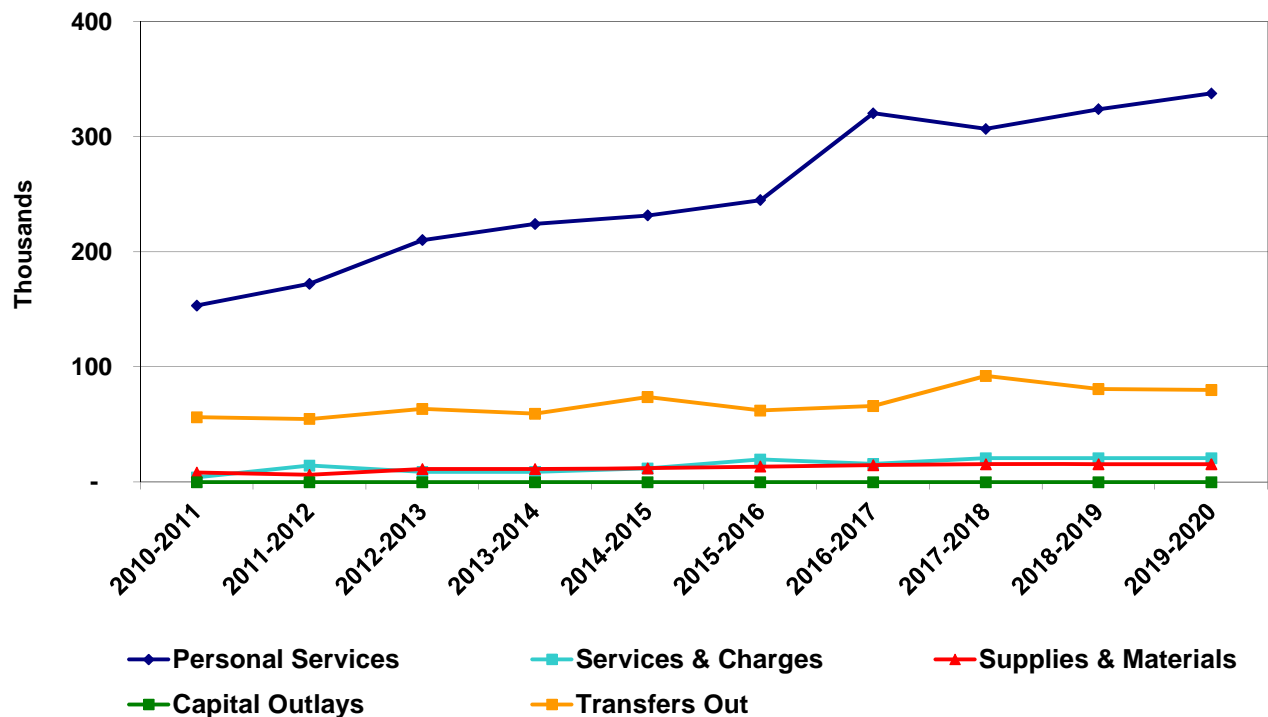
None

Total Authorized: 9.00

HENRY HYDE RESOURCE CENTER

Expenditure Summary

<u>Operating Expenditures</u>	2016-2017 Estimate	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget
Personal Services	320,500	306,900	324,000	337,700
Services & Charges	15,800	20,900	20,900	20,900
Supplies & Materials	14,600	15,600	15,600	15,600
Capital Outlays	0	0	0	0
Transfers Out	66,200	92,300	80,800	80,100
Total	417,100	435,700	441,300	454,300



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.

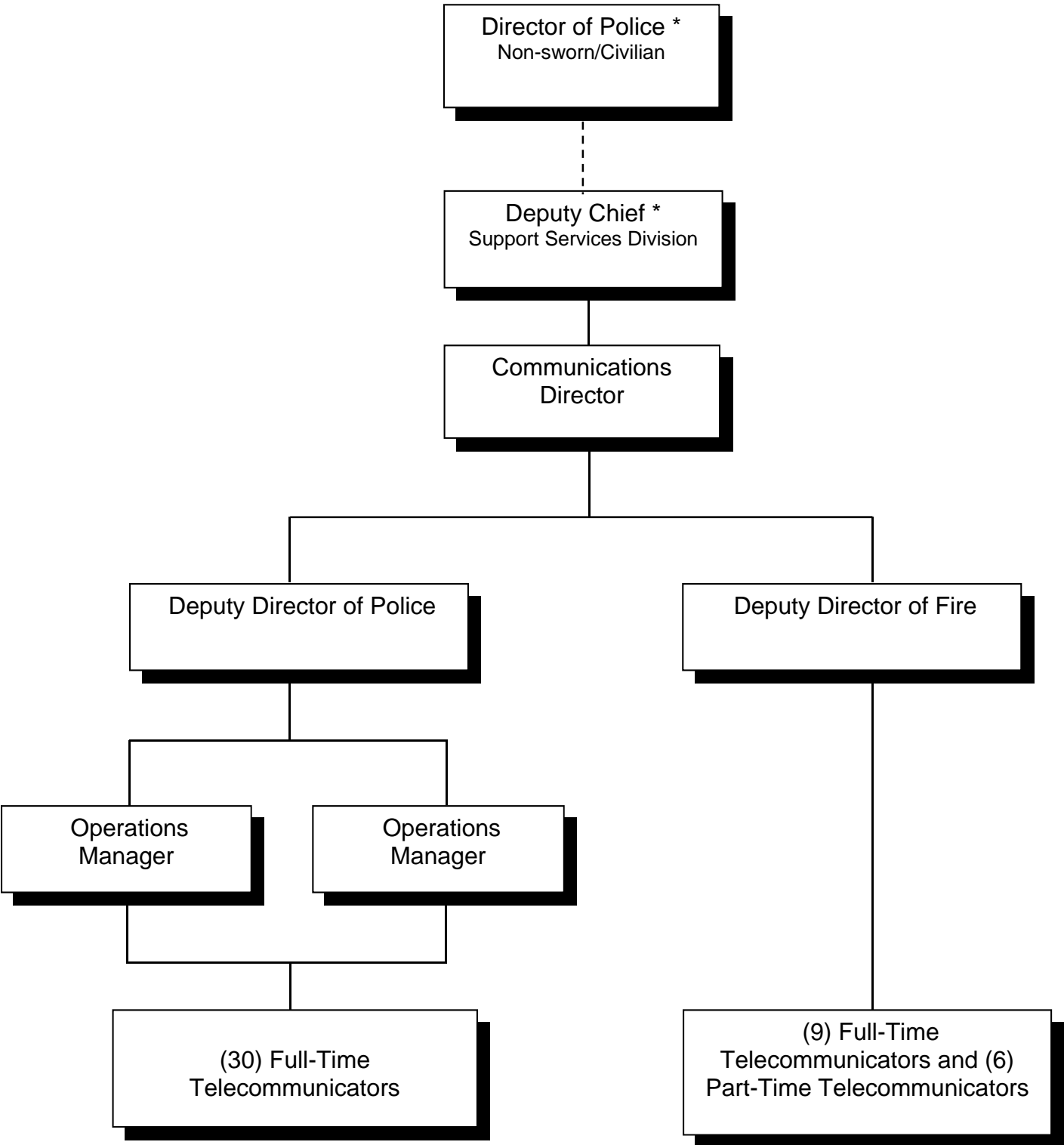
HENRY HYDE RESOURCE CENTER

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
1520	EXPENDITURES							
	PERSONAL SERVICES							
4001	SALARIES - ADMINISTRATIVE	93,358	98,510	104,000	106,000	109,700	115,800	118,700
4002	WAGES CLERICAL	43,528	46,439	49,500	49,500	50,700	53,500	56,900
4006	OTHER PAY	319	570	0	300	0	0	0
4007	PART TIME	17,957	19,045	55,100	65,100	60,300	62,900	65,100
4009	IMRF	20,345	21,586	25,600	27,500	20,600	21,700	22,500
4010	SOCIAL SECURITY	11,882	12,749	16,000	17,100	16,700	17,800	18,500
4012	HOSPITALIZATION	44,284	44,227	48,000	52,000	48,900	52,300	56,000
4020	SICK PAY	0	1,922	0	3,000	0	0	0
	SUBTOTAL	231,673	245,048	298,200	320,500	306,900	324,000	337,700
	SERVICES & CHARGES							
4101	PROF SVCS.-ACCTNG/AUDITING	575	667	700	700	700	700	700
4105	PROF SVCS.-DATA PROCESS.	0	0	1,000	1,000	1,000	1,000	1,000
4110	TECH & CONSULTING SVCS	0	14,000	0	0	0	0	0
4115	COMMUNICATIONS-TELEPHONE	3,563	3,300	3,300	5,000	4,000	4,000	4,000
4116	COMMUNICATIONS-PORT DEV	36	(90)	0	0	0	0	0
4118	COPY/REPRODUCTION	809	874	1,000	1,000	1,000	1,000	1,000
4120	PUBLIC RELATIONS	0	0	0	900	0	0	0
4160	PRINTING	0	84	1,000	1,000	1,000	1,000	1,000
4161	PUBLICATION OF NOTICES	102	101	200	200	200	200	200
4164	TRAINING	0	0	0	0	3,000	3,000	3,000
4192	DUES/SUBSCRIPTIONS	15	15	0	0	0	0	0
4199	OTHER SERVICES & CHARGES	965	762	4,600	6,000	10,000	10,000	10,000
	SUBTOTAL	6,065	19,713	11,800	15,800	20,900	20,900	20,900
	SUPPLIES & MATERIALS							
4201	OFFICE SUPPLIES	0	987	1,500	1,500	1,500	1,500	1,500
4203	CLOTHING SUPPLIES	1,044	789	1,100	1,100	1,100	1,100	1,100
4299	OTHER OPERATING SUPPLIES	10,881	11,904	12,000	12,000	13,000	13,000	13,000
	SUBTOTAL	11,925	13,680	14,600	14,600	15,600	15,600	15,600
	TRANSFERS OUT							
4962	TRANSFER TO IT	74,013	62,213	65,100	66,200	92,300	80,800	80,100
	SUBTOTAL	74,013	62,213	65,100	66,200	92,300	80,800	80,100
	TOTAL FOR DEPARTMENT	323,676	340,654	389,700	417,100	435,700	441,300	454,300

CONSOLIDATED DISPATCH CENTER

Organization Structure



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

CONSOLIDATED DISPATCH CENTER

Narrative

DESCRIPTION OF ACTIVITIES

The Addison Consolidated Dispatch Center (ACDC) is 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; efficient dispatching of the proper police and or fire 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, the Village of Bloomingdale, the DuPage County Forest Preserve Police, the City of Wood Dale, the Village of Itasca, and the Village of Glendale Heights. The Center provides fire dispatching to Tri-State Fire Protection District and Pleasantview Fire Protection District. The Center is capable of expanding services to other communities.

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

Personnel

The Consolidated Dispatch Center has an authorized strength of thirty eight civilian dispatchers, two Operations Managers, two Deputy Directors, and one Director of Communications; under the Deputy Chief of Police of Support Services Division. As the center increases the communities it services, personnel additions may be appropriate to maintain proper service levels.

CONSOLIDATED DISPATCH CENTER

Narrative (Cont'd)

FY 2017-18 Key Objectives

Strategic Priority 4: Infrastructure

- The Center will continue to incorporate new technology to work towards better service provided to the citizens.
- The DuPage Emergency Telephone System Board (ETSB) has entered into a contract with Hexagon to provide a new state-of-the-art Computer-Aided Design (CAD) System for the three (3) Public-Safety Answering Points (PSAPs) in the County. The CAD is projected to be deployed in 2018.
- Annually, the Center will review the use of new technology, (i.e. e-mail, cellular telephones, the Village website, and other emerging technology).
- The DuPage ETSB has entered into a contract with AT&T and Airbus to provide a new 911 telephone system for the three (3) PSAPs in the County. The system is projected to be implemented February 2017.
- Training resources will be reviewed annually to decide the best use of technology and funds.
- The DuPage ETSB provided financial support for the training and certification for all DuPage County T/Cs to become Emergency Medical Dispatching (EMD) certified. ACDC is currently certified; implementation will occur as soon as our license with the Illinois Department of Health is approved.
- Staff will develop a recommendation on manpower needs based upon a study of service needs and workloads.
- In order to accommodate the provision of services to current member agencies, the current Addison Consolidated Dispatch Center was expanded to eight full telephone, radio, CAD, 911, and Village of Addison (VOA) work positions.
- In order to provide fire dispatch services, Tri-State Fire Protection District and the Village of Addison entered into an Intergovernmental Agreement (IGA) to enable ACDC to use the current Tri-State Communications Center until the new ACDC facility is completed.

CONSOLIDATED DISPATCH CENTER

Narrative (Cont'd)

FY 2017-18 Key Objectives

Strategic Priority 4: Infrastructure (Cont'd)

- In order to provide dispatching services to ACDC members and to provide a “backup” solution for the residents of DuPage County, the Village of Addison has entered into a contract with FGM Architects to construct a state-of-the-art National Fire Protection Agency (NFPA) 1221 Communications Center located on Village-owned property on Jeffrey Drive in Addison. The facility is projected to be complete December 2017.
- 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 Emergency Department Information Tracking System (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.

Strategic Priority 5: Civic Engagement

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

CONSOLIDATED DISPATCH CENTER

Narrative (Cont'd)

FY 2017-18 Key Objectives

Strategic Priority 5: Civic Engagement (Cont'd)

- The Village of Glendale Heights became a member May 3, 2016.
- The Pleasantview Fire Protection District became a member October 5, 2016.
- The Tri-State Fire Protection District became a member October 5, 2016.
- ACDC has signed an IGA with the Village of Westmont to provide dispatching services and plans on cutting-over both police and fire February 2017.
- ACDC has signed an IGA with the Addison Fire Protection District to provide dispatching services and plans on cutting-over between March-April 2017.
- ACDC has signed an IGA with the Itasca Fire Protection District to provide dispatching services and plans on cutting-over between March-April 2017.
- ACDC has signed an IGA with the Wood Dale Fire Protection District to provide dispatching services and plans on cutting-over between March-April 2017.
- ACDC has signed an IGA with the Bensenville Fire Protection District to provide dispatching services and plans on cutting-over between March-April 2017.
- 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.

CONSOLIDATED DISPATCH CENTER

Narrative (Cont'd)

<u>Performance Measures</u>	FY 15-16 ACTUAL	FY 16-17 ESTIMATE	FY 17-18 PROJECTION
Inputs			
Direct Expenditures	\$2,406,373	\$3,824,998	\$4,795,500
Number of Employees	21	38	50
Outputs			
E911 Calls Processed	25,288	42,000	57,000
Other Phone Calls Processed	131,064	160,890	175,000
Outbound Calls Made by T/Cs	46,966	58,783	68,000
Total Phone Calls Handled by T/Cs	203,318	261,673	300,000
Calls for Service Generated in CAD	90,928	59,832	80,000
Effectiveness			
% of 911 Calls Answered w/in 10 secs.	99.05%	99.8%	99.0%
% of 911 Calls Answered w/in 11-15 secs.	.092%	.02%	1.%
% of 911 Calls Answered in over 15 secs.	.02%	0.00%	0.00%
Efficiency			
Avg. Ring Time (seconds)	00:03	00:03	00:03

CONSOLIDATED DISPATCH CENTER

Personnel Summary

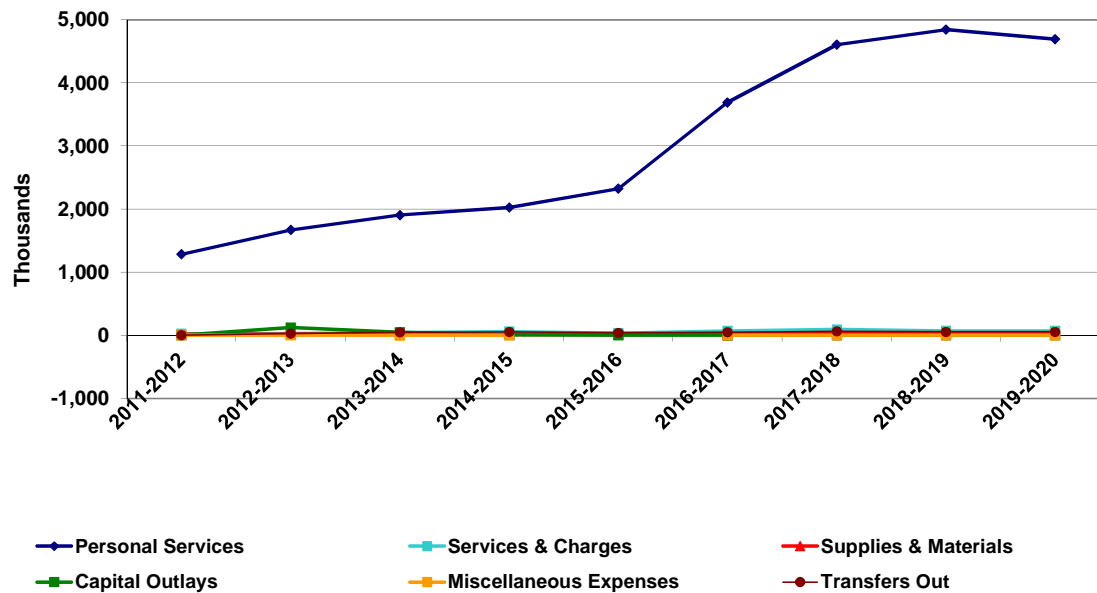
<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2017-2018</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>
Authorized & Budgeted:					
Communications Director	1.00	1.00	1.00	1.00	1.00
Deputy Director of Communications (2)	2.00	2.00	2.00	2.00	2.00
Communications Operations Manager (2)	2.00	2.00	2.00	2.00	2.00
Dispatchers/Telecommunicators (39)	39.00	39.00	39.00	39.00	39.00
Part-Time Dispatchers (6)	6.00	6.00	6.00	6.00	6.00
Total Budgeted:	<u>50.00</u>	<u>50.00</u>	<u>50.00</u>	<u>50.00</u>	<u>50.00</u>
Authorized & Unbudgeted:					
None					
Total Authorized:	<u>50.00</u>				

CONSOLIDATED DISPATCH CENTER

Expenditure Summary

<u>Operating Expenditures</u>	2016-2017 Estimate	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget
Personal Services	3,690,400	4,607,100	4,842,900	4,689,400
Services & Charges	66,100	89,900	66,800	66,800
Supplies & Materials	24,000	35,600	35,600	35,600
Capital Outlays	(602)	0	0	0
Miscellaneous Expenses	0	0	0	0
Transfers Out	45,100	62,900	55,100	54,600
Total	3,824,998	4,795,500	5,000,400	4,846,400

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



CONSOLIDATED DISPATCH CENTER

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
1530	EXPENDITURES							
	PERSONAL SERVICES							
4001	SALARIES - ADMINISTRATIVE	224,761	184,651	279,400	343,000	504,200	526,500	549,900
4003	WAGES OPERATIONAL	983,579	1,249,320	1,596,000	1,960,000	2,408,300	2,534,900	2,266,100
4004	OVERTIME	172,426	155,915	150,000	235,000	150,000	150,000	150,000
4005	HOLIDAY PAY	35,602	41,464	50,000	62,000	50,000	50,000	50,000
4006	OTHER PAY	11,893	18,536	17,000	17,000	17,000	17,000	17,000
4007	PART TIME	0	0	0	0	76,700	81,000	85,500
4009	IMRF	187,752	214,815	286,800	350,000	409,500	429,100	449,500
4010	SOCIAL SECURITY	109,754	126,731	159,200	201,000	244,600	256,300	268,400
4012	HOSPITALIZATION	293,930	327,604	486,800	515,000	739,800	791,100	846,000
4020	SICK PAY	4,780	5,123	5,200	7,400	7,000	7,000	7,000
	SUBTOTAL	2,024,477	2,324,159	3,030,400	3,690,400	4,607,100	4,842,900	4,689,400
	SERVICES & CHARGES							
4101	PROF SVCS.-ACCTNG/AUDITING	246	285	300	300	300	300	300
4105 (1)	PROF SVCS.-DATA PROCESS.	59	0	3,400	3,400	4,200	4,200	4,200
4107 (2)	PROF SVCS.-MEDICAL	2,510	2,850	2,000	5,000	1,000	1,000	1,000
4110 (3)	TECH. & CONSULT. SVCS.	1,500	5,135	2,700	6,000	7,400	7,400	7,400
4115	COMMUNICATIONS-TELEPHONE	8,526	9,035	25,700	18,000	25,700	25,700	25,700
4116	COMMUNICATIONS-PORT DV	0	0	0	800	4,000	0	0
4118	COPY/REPRODUCTION	185	0	500	500	2,500	2,500	2,500
4120	PUBLIC RELATIONS	30	0	0	0	0	0	0
4121	INVESTIGATIVE	35	0	0	0	0	0	0
4160	PRINTING	0	0	0	400	500	500	500
4161 (4)	PUBLICATION OF NOTICES	241	0	400	400	400	400	400
4163 (5)	CONFERENCES	0	4,159	5,000	5,000	15,000	1,700	1,700
4164 (6)	TRAINING	2,848	4,114	10,200	10,200	15,200	9,400	9,400
4180 (7)	REPAIRS & MAINTENANCE	2,876	1,625	11,000	11,000	9,400	9,400	9,400
4192 (8)	DUES & SUBSCRIPTIONS	993	993	1,600	2,600	2,700	2,700	2,700
4199 (9)	OTHER SERVICES & CHARGES	1,297	1,943	1,000	2,500	1,600	1,600	1,600
	SUBTOTAL	21,346	30,139	63,800	66,100	89,900	66,800	66,800
	SUPPLIES & MATERIALS							
4201	OFFICE SUPPLIES	2,770	4,163	6,000	6,000	10,000	10,000	10,000
4203 (10)	CLOTHING SUPPLIES	1,178	4,378	10,300	10,300	11,800	11,800	11,800
4299 (11)	OTHER OPERATING SUPPLIES	4,234	3,961	7,700	7,700	13,800	13,800	13,800
	SUBTOTAL	8,182	12,502	24,000	24,000	35,600	35,600	35,600
	CAPITAL OUTLAYS							
4301	OFFICE EQUIPMENT	526	0	0	0	0	0	0
4304	EQUIPMENT	4,642	602	0	(602)	0	0	0
	SUBTOTAL	5,168	602	0	(602)	0	0	0
	TRANSFERS OUT							
4962	TRANSFER TO IT	50,658	38,971	44,400	45,100	62,900	55,100	54,600
	SUBTOTAL	50,658	38,971	44,400	45,100	62,900	55,100	54,600
	TOTAL FOR DEPARTMENT	2,109,831	2,406,373	3,162,600	3,824,998	4,795,500	5,000,400	4,846,400

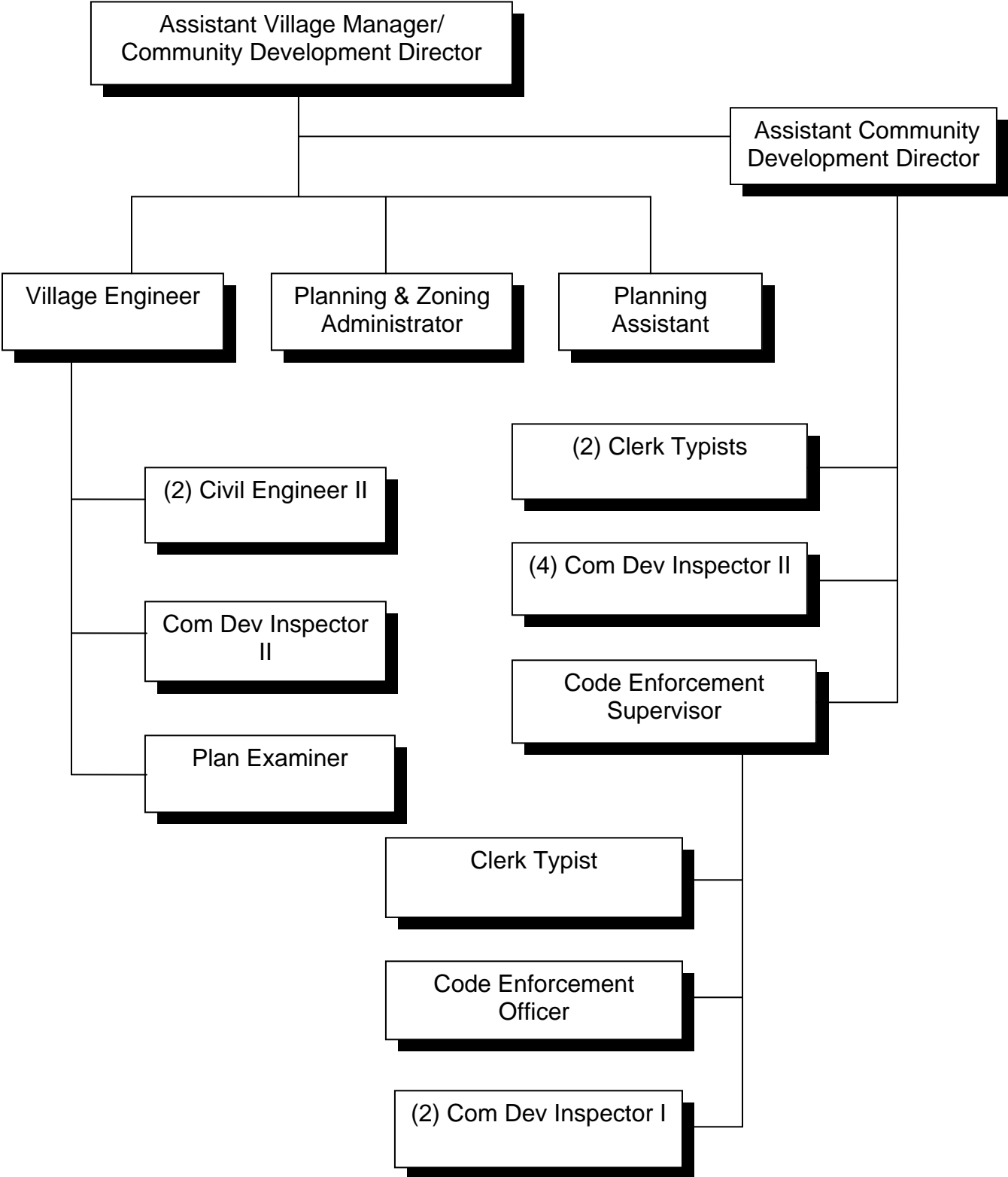
CONSOLIDATED DISPATCH CENTER

Notes

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

COMMUNITY DEVELOPMENT

Organization Structure



COMMUNITY DEVELOPMENT

Narrative

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

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

Building Permits

Building permits for all work required by Village Code are processed by our team of professionals, including clerical, plan review and supervisory staff. Inter-departmental plan review comments are also coordinated into the permit process. The Instant Permit Program allows homeowners to receive a permit in one short appointment for smaller home improvement projects, such as decks, patios, driveways, sheds, fences, utility connections, etc. Insurance Service Organization (ISO), sign variations, appearance reviews 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. In 2010, GIS functions for the entire Village organization were transferred from IT to the Engineering Division. The Community Rating System (CRS) is also performed by Engineering. Beginning in 2010, property sump pump inspections were transferred from Public Works to Engineering, and in 2014 this function was absorbed by all CD Inspector II positions.

Capital Improvements

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

COMMUNITY DEVELOPMENT

Narrative (Cont'd)

Planning and Zoning

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

Economic Development

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

FY 2017-18 KEY OBJECTIVES

Strategic Priority 1: Economic Development

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

Strategic Priority 3: Housing

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

COMMUNITY DEVELOPMENT

Narrative (Cont'd)

PERFORMANCE MEASURES

	FY 15-16 ACTUAL	FY 16-17 ESTIMATE	FY 17-18 PROJECTION
Inputs			
Direct Expenditures	\$2,669,905	\$2,799,000	\$2,993,900
Number of Employees	19	20	20
Building Permits			
Outputs			
Total Number of Permits Issued	1,227	1,826	1,873
# of New Residential Permits	6	5	15
# of Residential Additions & Alterations	505	979	1,000
# of New Commercial/Industrial	1	1	3
# of Commercial/Industrial Add & Alt	165	158	165
# of Misc. (fences, sheds, utilities, decks, etc.)	550	683	690
# of Instant Permits	404	696	700
# of Over the Counter Permits (OTC)	105	503	550
# of Plan Reviews Performed (Initial)	1,551	1,944	2,135
# of Plan Reviews Performed (Second)	401	408	465
# of Inspections Required by Permit	4,652	5,050	5,100
# of Building Inspections Performed	3,018	3,437	3,725
Efficiencies			
Average Number of Days to Process a Permit	16	11	12
Effectiveness			
# of Instant Permits as a % of all Permits	33%	38%	40%
# of Instant Permits as a % of all Misc. Permits	73%	104%	100%
% of Plans Reviewed in 10 Business Days or Less (Initial)	92%	86%	92%
% of Plans Reviewed in 10 Business Days or Less (Second)	95%	93%	95%
Code Enforcement			
Outputs			
# of Citations Issued – Circuit Court	23	17	15
# of Citations Issued – Administrative Adj.	240	239	245
Subtotal	263	256	260

COMMUNITY DEVELOPMENT

Narrative (Cont'd)

PERFORMANCE MEASURES (Cont'd)

	FY 15-16 ACTUAL	FY 16-17 ESTIMATE	FY 17-18 PROJECTION
Code Enforcement (Cont'd)			
Outputs (Cont'd)			
# of Code Enforcement Cases Initiated	1,116	1,247	1,300
# of Code Enforcement Cases Resolved	809	957	975
# of Business Licenses Reviewed	189	129	145
# of Business Licenses Denied	3	3	3
# of Business License Inspections Conducted	124	140	145
# of Annual Residential Rental Inspections Conducted	614	588	630
# of Annual Commercial/Industrial Inspections Conducted	249	211	235
# of Annual Commercial/Industrial Inspections Approved	232	183	195
# of Presale Inspections	17	12	15
# of Transfer Stamps Processed for Code Compliance	785	719	725
Number of Sump Pump Inspections	785	719	725
Number of FOIA Requests Processed	262	281	285
Efficiencies			
Average Days to Resolve an Enforcement Case	29	26	25
Effectiveness			
% of Code Enforcement Cases Resolved	73%	77%	80%
Planning & Zoning			
Outputs			
Total # of Zoning Cases Processed	22	13	20
# of Annexations	4	0	3
# of Re-Zoning	4	1	3
# of Subdivisions	9	2	2
# of Variations	10	9	10
# of Misc. Cases	1	2	2
# of Sign Variations Approved	5	4	6
Efficiencies			
Average Days to Complete	60	60	60

COMMUNITY DEVELOPMENT

Narrative (Cont'd)

PERFORMANCE MEASURES (CONT.)

	FY 15-16 ACTUAL	FY 16-17 ESTIMATE	FY 17-18 PROJECTION
Engineering			
Outputs			
# of Floodplain Inquiries	3,758	41	40
# of GIS Service Requests Processed	120	88	95
# of Sq. ft. of Sidewalks Inspected-New	3,196	12,893	3,000
# of Sq. ft. of Sidewalks Replaced	59,144	74,158	67,000
# of Linear ft. of Curb and Gutters Inspected-New	6,032	4,816	500
# of Linear ft. of Curb and Gutters Replaced	33,902	29,355	33,000
# of Square Yards of Pavement Inspected-New	29,367	50,928	3,200
# of Square Yards of Pavement Replaced	110,898	106,140	116,200
# of Structures Inspected-New	65	27	52
# of Structures Replaced	6	20	38
# of Linear ft. Storm Sewers Inspected-New	10,299	2,134	400
# of Linear ft. Storm Sewers Replaced	176	190	600
# of Linear ft. Water Mains Inspected-New	1,459	558	0
# of Linear ft. Water Mains Replaced	1,451	1,757	4,300
# of Driveway Aprons Inspected-New	0	16	0
# of Aprons & Driveways Replaced	345	312	300

COMMUNITY DEVELOPMENT

Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2017-2018</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>
Authorized & Budgeted:					
Assistant Village Manager/Director of Community Development	0.70	0.70	0.70	0.70	0.70
Asst. Director of Community Dev.	0.70	0.70	0.70	0.70	0.70
Village Engineer	0.70	0.70	0.70	0.70	0.70
Civil Engineer II (2)	1.50	1.50	1.50	1.50	1.50
Planning & Zoning Administrator	1.00	1.00	1.00	1.00	1.00
Community Development Inspector I (2)	2.00	2.00	2.00	2.00	2.00
Community Development Inspector II (6)	6.00	6.00	6.00	6.00	6.00
Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00
Code Enforcement Supervisor	1.00	1.00	1.00	1.00	1.00
Planning Assistant	1.00	1.00	1.00	1.00	1.00
Clerk Typist (3)	3.00	3.00	3.00	3.00	3.00
Total Budgeted:	<u>18.60</u>	<u>18.60</u>	<u>18.60</u>	<u>18.60</u>	<u>18.60</u>
Authorized & Unbudgeted:					
*Single Family Residence Inspector	<u>1.00</u>				
<i>Subtotal:</i>	<u>1.00</u>				
Total Authorized:	<u><u>19.60</u></u>				

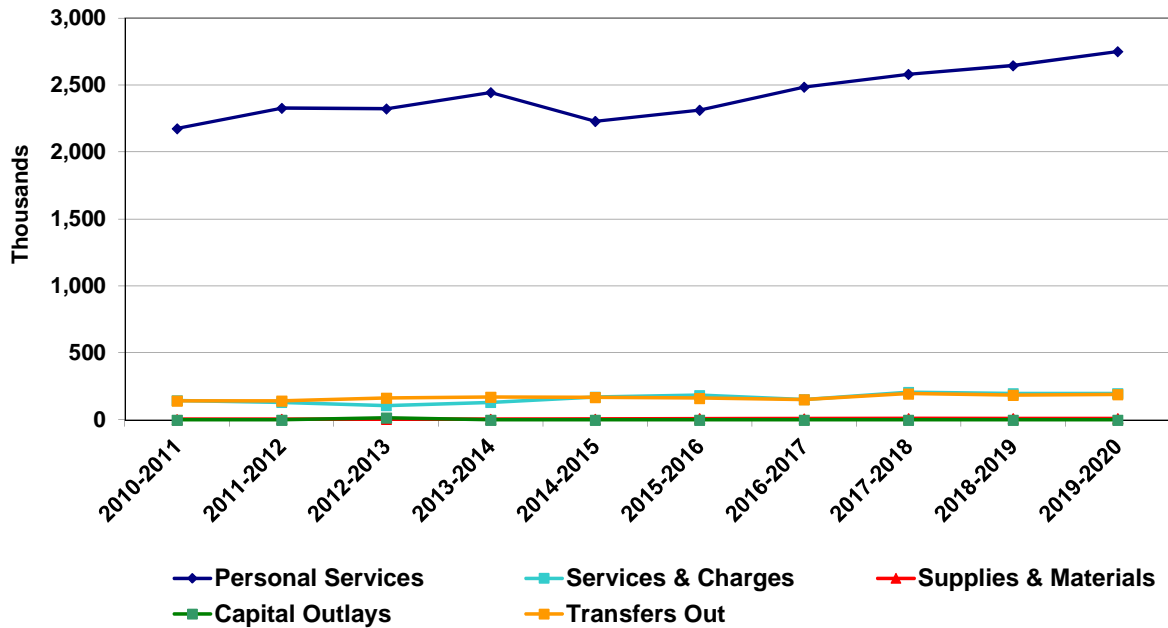
Note: Page 31 summarizes Employee Allocation Between Departments

*This position will remain unbudgeted until funding is available.

COMMUNITY DEVELOPMENT

Expenditure Summary

<u>Operating Expenditures</u>	2016-2017 Estimate	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget
Personal Services	2,485,800	2,581,000	2,646,100	2,749,700
Services & Charges	152,100	206,800	196,900	197,000
Supplies & Materials	9,900	10,000	10,000	10,000
Capital Outlays	0	0	0	0
Transfers Out	151,200	196,100	185,300	190,200
Total	2,799,000	2,993,900	3,038,300	3,146,900



COMMUNITY DEVELOPMENT

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
2010	EXPENDITURES							
	PERSONAL SERVICES							
4001	SALARIES - ADMINISTRATIVE	531,094	554,089	541,400	584,500	562,600	581,900	601,900
4002	WAGES CLERICAL	232,458	244,339	256,200	291,300	271,900	282,300	292,300
4003	WAGES OPERATIONAL	727,550	775,654	871,200	805,400	896,900	926,600	959,600
4004	OVERTIME	18,044	23,462	20,700	28,000	45,700	20,700	20,700
4006	OTHER PAY	19,441	18,641	20,000	20,000	20,000	20,000	20,000
4009	IMRF	205,327	214,711	231,200	234,000	230,000	237,600	245,700
4010	SOCIAL SECURITY	117,617	124,318	132,500	131,800	137,400	141,900	146,700
4012	HOSPITALIZATION	342,555	319,799	346,900	352,400	376,500	395,100	422,800
4020	SICK PAY	34,865	38,166	42,000	38,400	40,000	40,000	40,000
	SUBTOTAL	2,228,951	2,313,179	2,462,100	2,485,800	2,581,000	2,646,100	2,749,700
	SERVICES & CHARGES							
4101	PROF SVCS.-ACCTNG/AUDITING	2,725	3,322	3,600	3,600	3,400	3,500	3,600
4102 (1)	PROF SVCS.-ENGR./ARCH.	61,786	59,058	35,000	36,000	50,000	50,000	50,000
4103	PROF SVCS.-LEGAL	4,043	2,818	0	1,500	3,000	3,000	3,000
4105	PROF SVCS.-DATA PROCESS.	269	269	0	300	0	0	0
4107	PROF SVCS.-MEDICAL	130	85	0	0	0	0	0
4110 (2)	TECH. & CONSULT. SVCS.	36,550	67,895	63,000	50,000	70,000	70,000	70,000
4115	COMMUNICATIONS-TELEPHONE	13,322	10,794	12,000	13,600	12,000	12,000	12,000
4116	COMMUNICATIONS-PORT DV	23	411	0	2,200	0	0	0
4117	COMMUNICATIONS-POSTAGE	3,453	3,629	3,500	3,500	5,000	3,500	3,500
4118	COPY/REPRODUCTION	3,843	3,919	4,000	4,000	4,000	4,000	4,000
4120	PUBLIC RELATIONS	94	1,044	0	0	0	0	0
4160 (3)	PRINTING	5,160	5,976	6,000	6,000	11,000	6,000	6,000
4161	PUBLICATION OF NOTICES	4,748	2,908	4,000	4,000	4,000	4,000	4,000
4163 (4)	CONFERENCES	5,666	6,142	3,000	3,000	3,000	3,000	3,000
4164 (5)	TRAINING	1,775	3,504	4,500	4,500	4,500	4,500	4,500
4180 (6)	REPAIRS & MAINTENANCE	1,175	250	1,400	1,400	1,400	1,400	1,400
4190	RENTAL EQUIPMENT	0	0	0	5,500	0	0	0
4192 (7)	DUES & SUBSCRIPTIONS	4,665	4,657	5,500	6,500	9,000	5,500	5,500
4199 (8)	OTHER SERVICES & CHARGES	5,749	7,224	6,500	6,500	26,500	26,500	26,500
	SUBTOTAL	155,176	183,905	152,000	152,100	206,800	196,900	197,000
	SUPPLIES & MATERIALS							
4201 (9)	OFFICE SUPPLIES	2,923	5,434	4,000	4,000	4,000	4,000	4,000
4203 (10)	CLOTHING SUPPLIES	810	3,804	3,900	3,900	4,000	4,000	4,000
4299 (11)	OTHER OPERATING SUPPLIES	2,636	1,260	2,000	2,000	2,000	2,000	2,000
	SUBTOTAL	6,369	10,498	9,900	9,900	10,000	10,000	10,000
	TRANSFERS OUT							
4961	TRANSFER TO FLEET SERVICES	26,732	39,732	46,700	44,700	46,000	46,600	47,500
4962	TRANSFER TO IT	124,671	105,791	94,600	96,200	134,200	117,500	116,500
4964	TRANSFER TO ERF	17,100	16,800	10,300	10,300	15,900	21,200	26,200
	SUBTOTAL	168,503	162,323	151,600	151,200	196,100	185,300	190,200
	TOTAL FOR DEPARTMENT	2,558,999	2,669,905	2,775,600	2,799,000	2,993,900	3,038,300	3,146,900

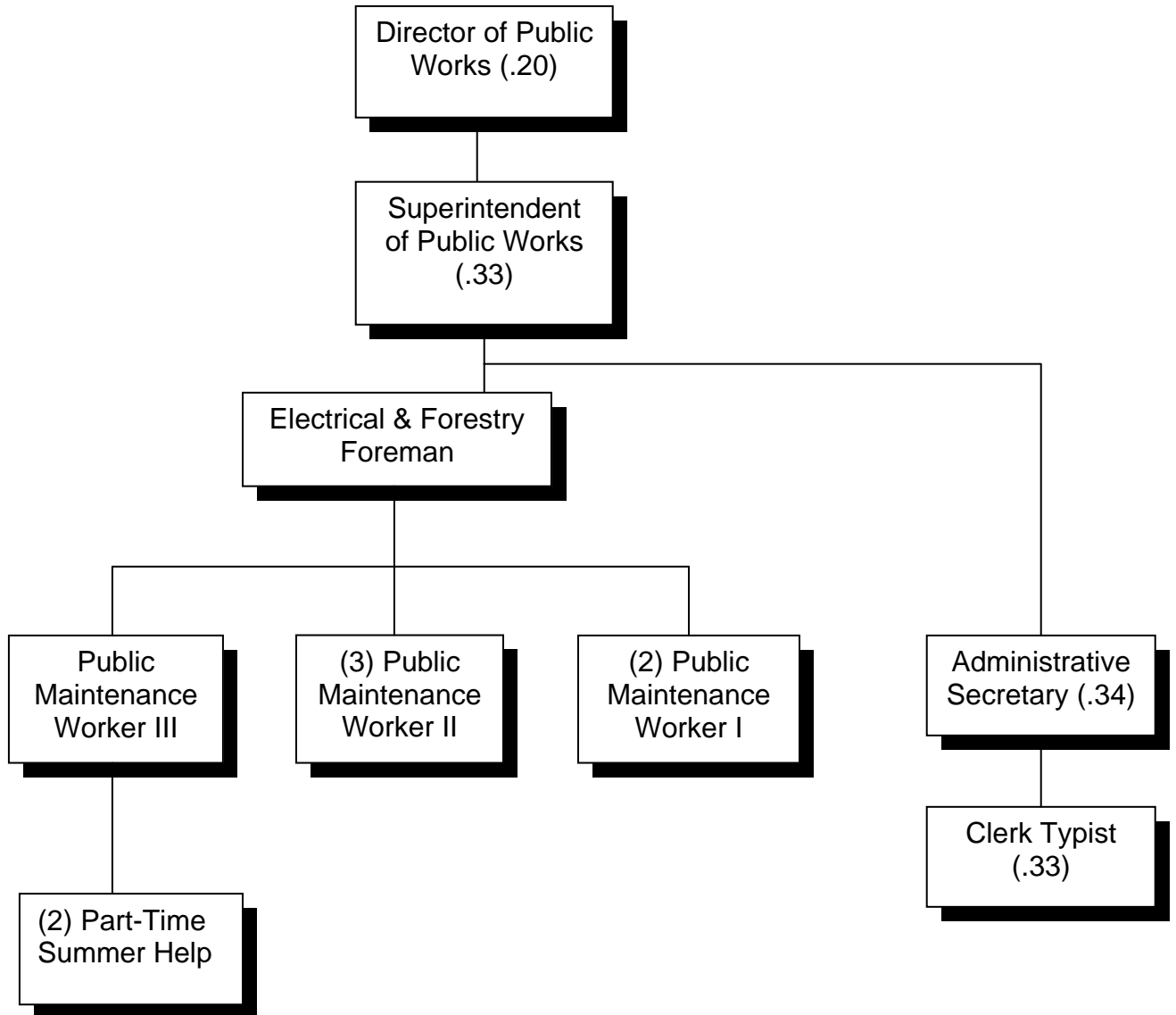
COMMUNITY DEVELOPMENT

Notes

4102 (1) PROF SERV.ENGNR./ARCH.				50,000
5,000	ENGINEERING/TRAFFIC RELATED SERVICES	40,000	CHRISTOPHER BURKE/PLAN REVIEW	
5,000	SOIL CONSULTANT			
4110 (2) TECH & CONSULT SERVICES				70,000
1,000	ZONING/PLANNING PUB HEARINGS COURT	1,000	SPECIAL INSPECTIONS	
2,000	TRAFFIC STUDY	4,000	CRS OUTREACH INSERT	
2,000	ELEVATOR INSPECTION	20,000	CIVILTECH INSPECTIONS	
15,000	FIRE PLAN REVIEW	25,000	BUILDING CONSULTANT	
4160 (3) PRINTING				11,000
2,900	PERMIT FORMS (BUILDING PERMITS), OCCUPANCY PERMITS/WARNING TICKETS/ CONST/ENVELOPES/STORMWATER MGMT	1,000	SUPPLIES FROM THE BLUEPRINT SHOPPE, ETC	
		5,500	HOUSING MANUAL	
1,000	PERMITS, OTHER PRINTING & BUS CARDS	600	ADJUDICATION/CITATION FORMS	
4163 (4) CONFERENCES				3,000
500	CONF FOR ENGINEERING, PLNG & DEV	1,000	INSPECTION SEMINARS-STMWTR FEMA	
500	ADDISON CHAMBER OF COMM AND IND	1,000	APWA/SBOC PLANNING MTGS ONCE A MONTH	
4164 (5) TRAINING				4,500
500	STORMWATER MGMT/TRANSPORTATION GIS	500	MISCELLANEOUS ONE-DAY TRAINING	
500	PROFESSIONAL ENGINEERS LICENSING	2,500	SBOC/PLUMBING/ELECTRICAL TRAINING	
500	MGMT WETLANDS/OTHER CODE RELATED			
4180 (6) REPAIRS AND MAINTENANCE				1,400
700	GENERAL REPAIRS	700	SURVEYING INSTRUMENTS & TRAFFIC COUNTERS	
4192 (7) DUES/SUBSCRIPTIONS				9,000
400	(2) PLANNING REFERENCE MANUALS	800	ASCE/(1) APA MEMBERSHIP	
4,000	ENGINEER/BUILDING REFERENCE BOOKS	200	ICC MEMBERSHIP	
500	ANSI/ASME/PLBG CODE & ACCESS MANUALS	100	AICP MEMBERSHIP	
1,500	SBOC/ICMA MEMBERSHIP	1,500	AUTOCAD SUBSCRIPTIONS (2)	
4199 (8) OTHER SERVICES & CHARGES				26,500
1,000	TITLE SEARCH	500	CAR WASHES	
1,000	COUNTY RECORDING FEES	4,000	UNOCCUPIED PROPERTY MAINTENANCE	
10,000	OVERHEAD SEWER PROGRAM	10,000	DOCUMENT SCANNING	
4201 (9) OFFICE SUPPLIES				4,000
3,000	GEN OFFICE SUPLS/MISC DRAFTING EQUIP	1,000	FAX & COPY MACHINE TONER CARTRIDGE	
4203 (10) CLOTHING SUPPLIES				4,000
1,400	BOOTS 14 @ \$100	2,600	CLOTHING ALLOWANCE	
4299 (11) OTHER OPERATING SUPPLIES				2,000
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 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, and two (2) Public Maintenance Worker I. 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 remove existing dead or infested Ash trees within the Village's ROW and replacing them with a strategically diverse tree species population.

Electrical

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

Miscellaneous

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

ELECTRICAL & FORESTRY

Narrative (Cont'd)

FY 2017-18 Key Objectives

Strategic Priority 2: Community Image

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

Strategic Priority 4: Infrastructure

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

Strategic Priority 6: Employee Development

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

ELECTRICAL & FORESTRY

Narrative (Cont'd)

Performance Measures

	FY 15-16 ACTUAL	FY 16-17 ESTIMATE	FY 17-18 PROJECTION
Inputs			
Direct Expenditures	\$2,218,546	\$2,198,000	\$2,310,800
Number of Employees	7	7	7
Outputs			
Trees Pruned/In-House	1,033	1,000	1,000
Trees Pruned/Contracted	1,956	1,870	1,870
Trees Removed/In-House	191	240	200
Trees Removed/Contracted	180	3	3
Trees Planted	596	680	400
Wood Chips Generated From Branch Pick-up (Cubic Yards)	3,191	3,000	3,000
Wood Chips Delivered To Residents Upon Request (Cubic Yards)	470	180	200
Street Light Work Orders	518	400	400
Bulbs Replaced	524	450	450
Service Requests (Total)	1,401	1,100	1,000
Service Requests Generated In-house	532	400	600
Effectiveness			
In-house service request/Total service requests = % Department Proactivity	38%	36%	60%
Efficiency			
Landscape Maintenance – Cost Per Acre	\$68.50/based on 12 mos	\$87.30/based on 12 mos	\$89.92/based on 12 mos
Cyclical Tree Pruning Contract – Cost per Tree	\$26.00	\$26.31	\$26.31

ELECTRICAL & FORESTRY

Personnel Summary

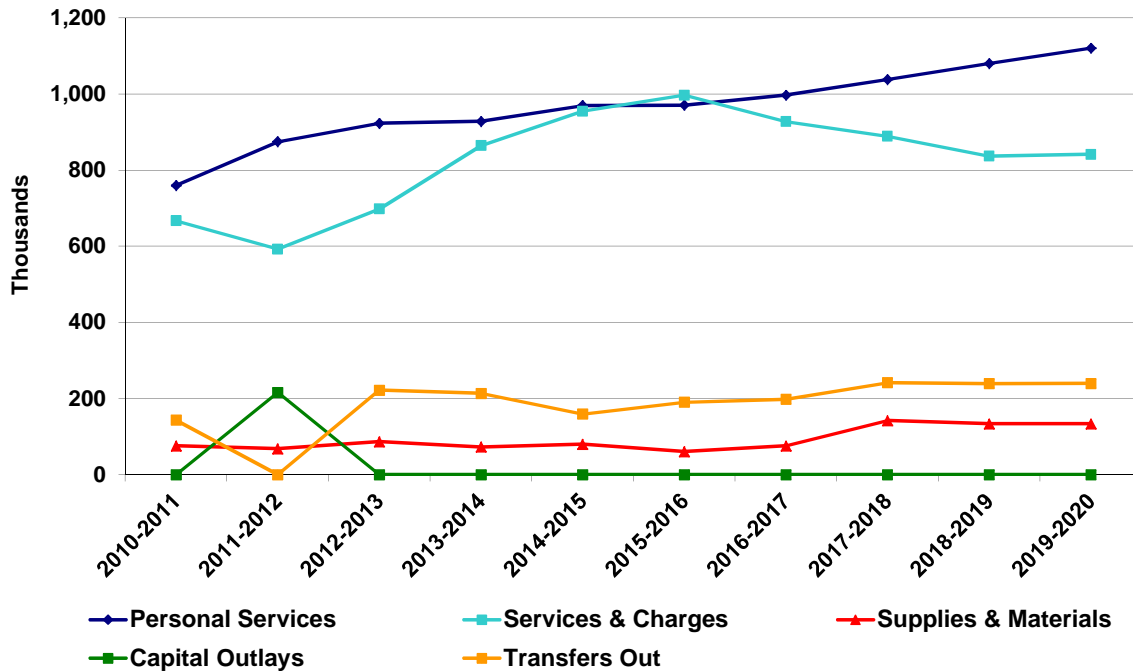
<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2017-2018</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>
Authorized & Budgeted:					
Director of Public Works	0.20	0.20	0.20	0.20	0.20
Superintendent of Public Works	0.33	0.33	0.33	0.33	0.33
Foreman	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	0.34	0.34	0.34	0.34	0.34
Clerk Typist	0.33	0.33	0.33	0.33	0.33
Public Maint Worker I (2)	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
Seasonal/Part-Time (2)	2.00	2.00	2.00	2.00	2.00
Total Budgeted:	<u>10.20</u>	<u>10.20</u>	<u>10.20</u>	<u>10.20</u>	<u>10.20</u>
Authorized & Unbudgeted:					
None					
Total Authorized:	<u>10.20</u>				

Note: Page 31 summarizes Employee Allocation Between Departments

ELECTRICAL & FORESTRY

Expenditure Summary

<u>Operating Expenditures</u>	2016-2017 Estimate	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget
Personal Services	997,000	1,038,400	1,080,400	1,120,700
Services & Charges	927,800	889,100	837,100	841,700
Supplies & Materials	75,400	141,900	133,500	133,500
Capital Outlays	0	0	0	0
Transfers Out	197,800	241,400	239,000	239,500
Total	2,198,000	2,310,800	2,290,000	2,335,400



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

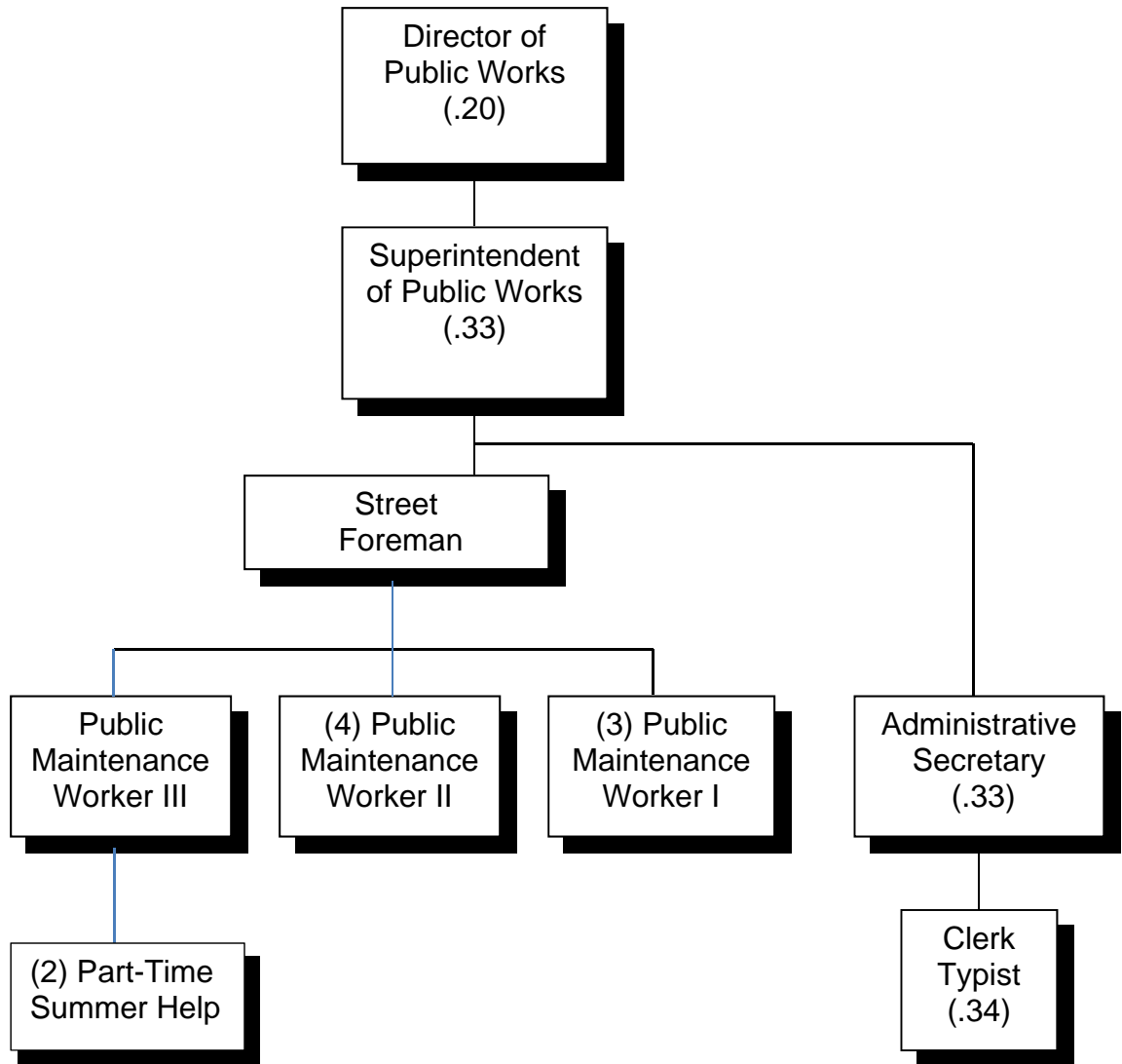
ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
2510	EXPENDITURES							
	PERSONAL SERVICES							
4001	SALARIES - ADMINISTRATIVE	197,881	193,962	170,500	174,200	177,500	184,100	190,700
4002	WAGES CLERICAL	59,342	61,302	42,400	48,300	44,100	45,200	46,400
4003	WAGES OPERATIONAL	409,677	418,097	450,200	439,000	466,400	482,900	498,200
4004	OVERTIME	9,063	5,711	16,000	8,000	16,000	16,000	16,000
4006	OTHER PAY	7,129	7,484	7,000	7,000	8,500	8,500	8,500
4007	PART TIME	0	0	0	0	17,000	19,000	20,000
4009	IMRF	92,673	90,902	91,800	91,600	91,300	94,400	97,300
4010	SOCIAL SECURITY	53,603	53,128	52,600	52,600	54,500	56,400	58,100
4012	HOSPITALIZATION	133,270	134,377	152,900	170,500	157,100	167,900	179,500
4020	SICK PAY	7,264	5,656	8,000	5,800	6,000	6,000	6,000
	SUBTOTAL	969,902	970,619	991,400	997,000	1,038,400	1,080,400	1,120,700
	SERVICES & CHARGES							
4101	PROF SVCS.-ACCTNG/AUDITING	1,330	1,618	1,800	1,800	1,700	1,700	1,800
4107	PROF SVCS.-MEDICAL	433	1,348	1,500	1,500	1,500	1,500	1,500
4110 (1)	TECH. & CONSULT. SVCS.	247,681	257,047	205,000	205,000	155,000	105,000	105,000
4115	COMMUNICATIONS-TELEPHONE	8,671	7,087	8,300	6,800	8,300	8,300	8,300
4116	COMMUNICATIONS-PORTABLE DV	141	(63)	0	100	0	0	0
4117	COMMUNICATIONS-POSTAGE	608	500	500	500	500	500	500
4118	COPY/REPRODUCTION	585	646	500	500	500	500	500
4122 (2)	MOSQUITO CONTROL	79,384	102,659	99,900	99,900	99,900	99,900	99,900
4160	PRINTING	260	515	600	600	600	600	600
4161	PUBLICATION OF NOTICES	271	759	600	600	600	600	600
4163 (3)	CONFERENCES	2,664	49	1,800	2,700	1,800	1,800	1,800
4164 (4)	TRAINING	3,547	2,098	4,000	4,000	6,000	4,000	4,000
4170	PUBLIC UTILITY-GAS/HEAT	19,443	10,392	5,000	5,000	5,000	5,000	5,000
4173	PUBLIC UTILITY-ELEC/LIGHT	172,456	197,440	120,000	182,000	120,000	120,000	120,000
4176	PUBLIC UTILITY-SOLID WASTE	0	0	3,000	3,000	3,000	3,000	3,000
4180 (5)	REPAIRS & MAINTENANCE	350,716	413,229	410,900	410,900	481,100	481,100	485,600
4185	REPAIRS MAINT STREET LIGHT	0	0	0	500	0	0	0
4190 (6)	RENTAL EQUIPMENT	0	0	1,200	0	1,200	1,200	1,200
4192 (7)	DUES & SUBSCRIPTIONS	1,524	1,260	1,700	1,700	1,700	1,700	1,700
4199 (8)	OTHER SERVICES & CHARGES	1,029	554	700	700	700	700	700
	SUBTOTAL	890,743	997,138	867,000	927,800	889,100	837,100	841,700
	SUPPLIES & MATERIALS							
4201	OFFICE SUPPLIES	994	1,017	1,000	1,000	1,000	1,000	1,000
4202	CLEANING SUPPLIES	0	0	1,600	1,600	1,600	1,600	1,600
4203 (9)	CLOTHING SUPPLIES	6,543	8,730	9,400	9,400	9,400	9,400	9,400
4206 (10)	STREET	18,520	10,308	22,000	22,000	77,000	77,000	77,000
4207 (11)	PUB. GRNDS. MATL/SUPPLIES	27,427	32,241	30,200	30,200	38,700	33,300	33,300
4299 (12)	OTHER OPERATING SUPPLIES	26,381	8,207	11,200	11,200	14,200	11,200	11,200
	SUBTOTAL	79,865	60,503	75,400	75,400	141,900	133,500	133,500
	TRANSFERS OUT							
4961	TRANSFER TO FLEET SERVICES	119,457	92,068	120,200	115,000	118,400	120,000	122,100
4962	TRANSFER TO IT	7,785	9,318	8,900	9,000	12,600	11,000	10,900
4964	TRANSFER TO ERF	31,900	88,900	73,800	73,800	110,400	108,000	106,500
	SUBTOTAL	159,142	190,286	202,900	197,800	241,400	239,000	239,500
	TOTAL FOR DEPARTMENT	2,099,652	2,218,546	2,136,700	2,198,000	2,310,800	2,290,000	2,335,400

ELECTRICAL & FORESTRY

Notes

4110 (1) TECH. & CONSULT. SVCS.				155,000
105,000	CONTRACTED BRUSH PICK-UP	50,000	EMERALD ASH BORER READINESS PLAN	
4122 (2) MOSQUITO CONTROL				99,900
78,400	MOSQUITO CONTROL	9,700	BLOOMINGDALE TOWNSHIP-VOA SHARE	
11,800	AQUATIC WEED CONTROL			
4163 (3) CONFERENCES				1,800
1,800	ILLINOIS ARBORIST CONFERERENCE			
4164 (4) TRAINING				6,000
4,000	BASIC FORESTRY & ARBORIST CERT	2,000	GIS COLLECTION TRAINING	
4180 (5) REPAIRS & MAINTENANCE				481,100
14,900	POND AERATOR MAINTENANCE	2,900	HVAC CONTRACT	
3,300	EQUIPMENT REPLACEMENT PARTS	1,300	OVERHEAD DOOR CONTRACT	
10,000	MAINTENANCE OF PW BUILDING HVAC	25,000	CONTRACT ELECTRICAL	
1,300	OVERHEAD DOOR CONTRACT	10,000	STREET LIGHT ADMINISTRATION	
122,900	MOWING & NUISANCE WEED CUTTING	40,000	STREET LIGHT CONTROLLER RPLCMNT	
45,000	TRAFFIC SIGNAL CONTRACT	36,000	LAKE ST STREET LIGHT POLE PAINTING	
400	RADIO REPAIRS REPLACEMENT	5,000	PUBLIC WORKS PAINTING, SUPPLIES	
3,300	EMERGENCY SIRENS	2,000	PARKWAY RESTORATION	
14,000	CONTRACT CLEANING	30,000	BRICK PAVER CLEAN & SEAL	
3,500	HELIX BASE INVENTORY	20,200	TREE REPLACEMENT	
16,500	CONCRETE POLE REPLACEMENT	49,200	CONTRACT TREE TRIMMING	
20,600	STREETLIGHT POLES FOR KNOCKDOWNS	3,800	STUMP & TREE REMOVAL	
4190 (6) RENTAL EQUIPMENT				1,200
1,200	RENTAL OF TRENCHER/HEAVY EQUIP			
4192 (7) DUES & SUBSCRIPTIONS				1,700
1,700	VARIOUS RE-CERTIFICATIONS			
4199 (8) OTHER SERVICES & CHARGES				700
700	WALK-ON RUNNERS, CAR WASHES			
4203 (9) CLOTHING SUPPLIES				9,400
1,200	WINTER OUTERWEAR	1,000	BOOTS	
450	T-SHIRTS	4,000	UNIFORMS	
2,100	SAFETY & PERSONAL PROTECTIVE EQUIP	300	ARC FLASH PROTECTIVE COVERALLS	
350	RAIN GEAR & RUBBER BOOTS			
4206 (10) STREET				77,000
22,000	HIGH PRESSURE SODIUM GROUP BULBS	55,000	LED LIGHTED STREET SIGNS	
4207 (11) PUB. GRNDS. MATL/SUPPLIES				38,700
4,000	REPLACEMENT BUSHES & TREES	4,300	FLOWERS FOR VILLAGE OWNED PRPTY	
2,100	GRASS, SOD & SEED	16,900	CHRISTMAS LIGHTS	
2,900	FERTILIZERS & HERBICIDES	3,100	LED RAINDROP LIGHTS	
5,400	LED DÉCOR FOR VILLAGE GREEN LGHT POLES			
4299 (12) OTHER OPERATING SUPPLIES				14,200
8,400	ELECT TAPE, CRIMPS, MISC HARDWARE	3,000	DEFIBRILLATOR REPLACEMENT	
2,800	REMOTE DISCONNECT SWITCHES			

Organization Structure



STREET

Narrative

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

The Street Division is part of the Public Works Department. This department is under the direction of the Director of Public Works, Superintendent of Public Works and the Street Division Foreman. Additional staff includes one (1) Maintenance Worker III, four (4) Maintenance Worker II, and three (3) Maintenance Worker I. This budget also provides partial funding for clerical and administrative staff.

Street Maintenance

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

Flood Control

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

Miscellaneous

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

FY 2017-18 Key Objectives

Strategic Priority 4: Infrastructure

1. Pavement

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

Narrative (Cont'd)

FY 2017-18 Key Objectives

Strategic Priority 4: Infrastructure

1. Pavement (Cont'd)

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

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

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

3. Street Signs

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

4. Other Maintenance

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

STREET

Narrative (Cont'd)

FY 2017-18 Key Objectives (Cont'd)

Strategic Priority 6: Employee Development Initiative

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

Performance Measures

	FY 15-16 ACTUAL	FY 16-17 ESTIMATE	FY 17-18 PROJECTION
Inputs			
Direct Expenditures	\$2,447,306	\$2,611,000	\$2,737,500
Number of Employees	11	11	11
Outputs			
Hours Expended for Graffiti Removal	87	80	90
Total Lineal Feet of Curb and Stripe Painting	47,200	28,660	47,000
Total Squares of Sidewalk Replaced	926	860	900
Total Curb Miles of Street Swept	2,400	1,685	2,000
Total Tons of Asphalt Used	4,600	5,165	5,200
Total Hours of Snow Plowing	2,160	3,000	3,000
Total Tons of Salt Used	1,230	2,500	2,500
Effectiveness			
% Graffiti Complaints Completed on Schedule	100%	100%	100%
% Sidewalk Repairs Made within 30 Days	100%	100%	100%
% Asphalt Repairs (Potholes) within 24 Hours	90%	90%	90%
% Street Sweeping Completed on Schedule	95%	95%	95%
Efficiency			
Average Cost to Remove Graffiti, Per Job	\$130.00	\$140.00	\$140.00
Average Cost to Repair Asphalt Failures, Per Repair	\$323.00	\$323.00	\$323.00

Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2017-2018</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>
Authorized & Budgeted:					
Director of Public Works	0.20	0.20	0.20	0.20	0.20
Superintendent of Public Works	0.33	0.33	0.33	0.33	0.33
Foreman	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	0.33	0.33	0.33	0.33	0.33
Clerk Typist	0.34	0.34	0.34	0.34	0.34
Public Maint Worker III	1.00	1.00	1.00	1.00	1.00
Public Maint Worker II (4)	4.00	4.00	4.00	4.00	4.00
Public Maint Worker I (3)	3.00	3.00	3.00	3.00	3.00
Seasonal/Part-Time (2)	2.00	2.00	2.00	2.00	2.00
Total Budgeted:	<u>12.20</u>	<u>12.20</u>	<u>12.20</u>	<u>12.20</u>	<u>12.20</u>

Authorized & Unbudgeted:

None

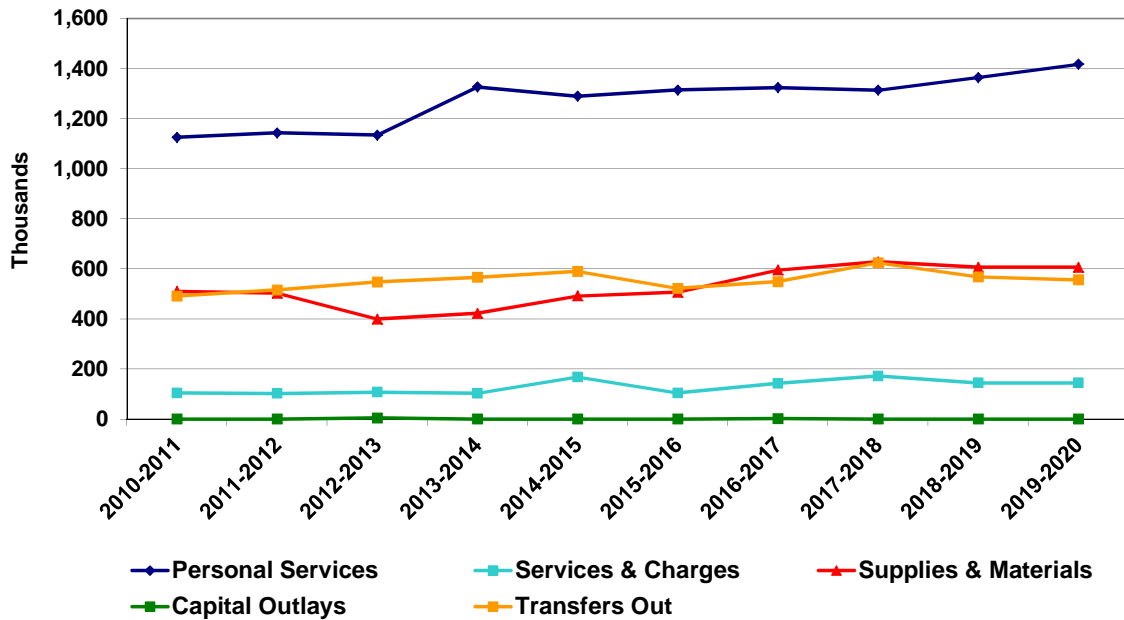
Total Authorized: 12.20

Note: Page 31 summarizes Employee Allocation Between Departments

STREET

Expenditure Summary

<u>Operating Expenditures</u>	2016-2017 Estimate	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget
Personal Services	1,324,200	1,314,000	1,364,800	1,417,300
Services & Charges	142,100	171,400	144,500	144,500
Supplies & Materials	595,400	627,800	606,800	606,800
Capital Outlays	1,400	0	0	0
Transfers Out	549,300	624,300	567,800	556,000
Total	2,612,400	2,737,500	2,683,900	2,724,600



STREET

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
2520	EXPENDITURES							
	PERSONAL SERVICES							
4001	SALARIES - ADMINISTRATIVE	197,881	192,362	170,500	174,200	177,500	184,100	190,700
4002	WAGES CLERICAL	59,513	61,479	42,400	48,000	44,100	45,200	46,300
4003	WAGES OPERATIONAL	564,007	590,849	606,700	635,000	601,500	624,000	648,000
4004	OVERTIME	56,841	49,350	75,000	75,000	75,000	75,000	75,000
4006	OTHER PAY	6,343	7,521	5,000	5,300	5,000	5,000	5,000
4007	PART TIME	0	0	0	0	17,000	19,000	20,000
4009	IMRF	115,704	117,833	122,900	121,400	118,200	122,000	126,100
4010	SOCIAL SECURITY	67,024	69,015	70,500	69,000	70,600	72,900	75,300
4012	HOSPITALIZATION	197,490	202,567	190,100	176,000	179,400	191,900	205,200
4020	SICK PAY	24,676	23,427	25,700	20,300	25,700	25,700	25,700
	SUBTOTAL	1,289,479	1,314,403	1,308,800	1,324,200	1,314,000	1,364,800	1,417,300
	SERVICES & CHARGES							
4101	PROF SVCS.-ACCTNG/AUDITING	1,067	1,325	1,400	1,400	1,300	1,400	1,400
4105 (1)	PROF SVCS.-DATA PROCESS.	11,530	10,755	11,000	11,000	11,000	11,000	11,000
4107 (2)	PROF SVCS.-MEDICAL	813	838	1,500	500	1,500	1,500	1,500
4115 (3)	COMMUNICATIONS-TELEPHONE	7,596	5,655	7,300	4,500	7,300	7,300	7,300
4116	COMMUNICATIONS-PORT DEV	(137)	(143)	0	0	0	0	0
4117	COMMUNICATIONS-POSTAGE	7,628	4,323	4,500	4,700	4,500	4,500	4,500
4118	COPY/REPRODUCTION	762	815	500	500	500	500	500
4160	PRINTING	4,676	4,164	4,800	4,800	4,800	4,800	4,800
4161	PUBLICATION OF NOTICES	413	0	500	0	500	500	500
4163	CONFERENCES	270	510	1,500	1,500	1,500	1,500	1,500
4164	TRAINING	27	657	1,500	1,500	3,500	1,500	1,500
4176	PUBLIC UTILITY-SOLID WASTE	14,160	750	14,000	14,000	14,000	14,000	14,000
4180 (4)	REPAIRS & MAINTENANCE	66,441	61,371	67,000	67,000	67,000	67,000	67,000
4190 (5)	RENTAL EQUIPMENT	0	9,068	26,100	26,000	24,300	24,300	24,300
4192	DUES & SUBSCRIPTIONS	352	315	300	300	300	300	300
4199 (6)	OTHER SERVICES & CHARGES	4,696	3,681	4,400	4,400	29,400	4,400	4,400
	SUBTOTAL	120,294	104,084	146,300	142,100	171,400	144,500	144,500
	SUPPLIES & MATERIALS							
4201	OFFICE SUPPLIES	800	786	800	800	800	800	800
4203 (7)	CLOTHING SUPPLIES	3,851	5,867	6,500	6,500	7,100	7,100	7,100
4205 (8)	CHEMICALS	1,596	4,322	20,000	20,000	30,000	30,000	30,000
4206 (9)	STREET	455,223	487,320	546,100	546,100	546,100	546,100	546,100
4207	PUB. GRNDS. MATL/SUPPLIES	315	0	2,000	2,000	2,000	2,000	2,000
4299 (10)	OTHER OPERATING SUPPLIES	30,395	8,278	20,000	20,000	41,800	20,800	20,800
	SUBTOTAL	492,180	506,573	595,400	595,400	627,800	606,800	606,800
	CAPITAL OUTLAYS							
4304	EQUIPMENT	0	0	1,400	1,400	0	0	0
	SUBTOTAL	0	0	1,400	1,400	0	0	0
	TRANSFERS OUT							
4961	TRANSFER TO FLEET SERVICES	367,292	260,092	280,000	267,800	275,600	279,400	284,400
4962	TRANSFER TO IT	42,763	31,154	35,500	36,100	50,300	44,100	43,700
4964	TRANSFER TO ERF	179,500	231,000	245,400	245,400	298,400	244,300	227,900
	SUBTOTAL	589,555	522,246	560,900	549,300	624,300	567,800	556,000
	TOTAL FOR DEPARTMENT	2,491,508	2,447,306	2,612,800	2,612,400	2,737,500	2,683,900	2,724,600

STREET

Notes

4105 (1) PROF SERV-DATA PROCESSING				11,000
11,000	VEHICLE STICKER APPLICATIONS			
4107 (2) PROF SVCS-MEDICAL				1,500
900	OSHA REQUIRED DRUG & ALCOHOL TEST	600	PRESCRIPTION SAFETY GLASSES	
4115 (3) COMMUNICATIONS - TELEPHONE				7,300
4,800	REGULAR PHONES	2,500	CELL PHONES	
4180 (4) REPAIRS & MAINTENANCE				67,000
3,200	GENERAL REPAIRS	50,000	CONTRACT STREET SEALING	
1,000	FIRE EXTINGUISHER SERVICE	2,000	SALT CREEK GREENWAY MAINT	
10,800	CONTRACT STREET STRIPING			
4190 (5) RENTAL EQUIPMENT				24,300
4,300	ASPHALT SAW, AIR COMPRESSOR	20,000	COLD PLANER	
4199 (6) OTHER SERVICES & CHARGES				29,400
300	COMMERCIAL DRIVERS LICENSES	500	BOARD-UPS	
200	CAR WASHES	2,400	FLOOR MATS FOR PW BUILDING	
1,000	ROADKILL CONTRACT	25000	SCREENING DEBRIS STOCKPILE	
4203 (7) CLOTHING SUPPLIES				7,100
175	RAIN GEAR/RUBBER BOOTS	1,125	BOOTS	
500	T-SHIRTS	200	COVERALL REPLACEMENTS @ \$100 EA.	
200	KNIT HATS & LINERS	250	GLOVES & SAFETY EQUIPMENT	
2,700	UNIFORMS	600	SHIRTS FOR CLERICAL STAFF	
1,350	WINTER OUTERWEAR			
4205 (8) CHEMICALS				30,000
10,000	PREWET TREATMENT	20,000	CHEMICALS	
4206 (9) STREET				546,100
275,000	HOT MIX ASPHALT	8,700	PAINT FOR STRIPING	
20,000	MILLING	185,000	ROAD SALT	
10,000	BLACKTOP PRIME/TACK	800	GUARD RAILS	
4,000	ASPHALT RECYCLING	2,600	CULVERT REPLACEMENT	
40,000	STREET SIGNS			
4299 (10) OTHER OPERATING SUPPLIES				41,800
800	COFFEE FOR JEFFREY	11,000	CHLORIDE BRINE TANK	
10,000	GPS METER			
20,000	OXYGEN, ACETYLENE, PROPANE, PAINT, QUICK CONES, LUMBER, RAILS, CEMENT, HITCHES, CHAINS, AIR HOSES, FUSE HOLDERS, SWITCHES, HARDWARE ACCT, PAINT BRUSHES & ROLLERS, SNOW FENCE, SIDEBARDS, PVC PIPE, TARP FOR TRUCKS, QUICK CRETE, PENETRATING		OIL, SWEEPER BROOMS, SNOW PLOW PARTS, HOSES, BEARINGS, PINS, TUFF NUTS, NUTS & BOLTS, BATTERIES, RIVETS, REPLACEMENT MAILBOXES, ARROW BOARD REPAIR PARTS, SAFETY EQUIPMENT	

GENERAL LEDGER

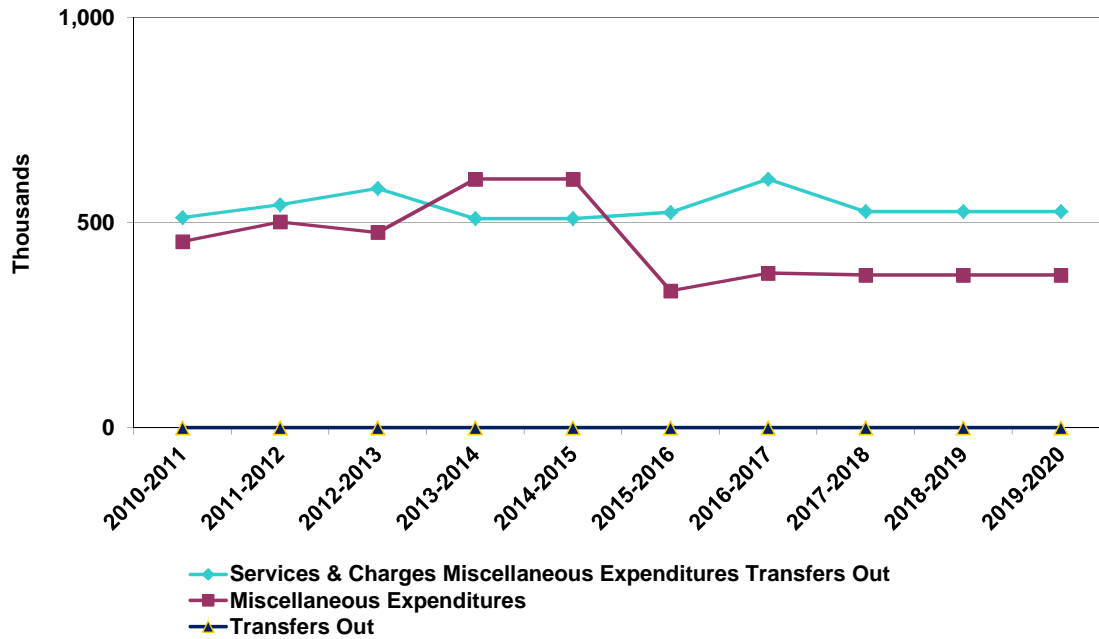
Narrative

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>	2016-2017 Estimate	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget
Services & Charges	606,300	527,000	527,000	527,000
Miscellaneous Expenses	377,000	372,000	372,000	372,000
Transfers Out	0	0	0	0
Total	983,300	899,000	899,000	899,000



GENERAL LEDGER

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
2600	EXPENDITURES							
		SERVICES & CHARGES						
4110	TECH & CONSULTING SVCS	40,039	22,695	37,000	25,000	25,000	25,000	25,000
4149	IRMA INS - DISPATCH	35,876	36,401	36,300	40,000	39,500	39,500	39,500
4150	IRMA INS - ADMINISTRATION	7,745	9,907	7,700	15,000	8,500	8,500	8,500
4151	IRMA INS - HHRC	5,825	5,910	5,900	6,400	6,500	6,500	6,500
4152	IRMA INS - FINANCE	5,506	3,462	3,100	3,300	3,400	3,400	3,400
4153	IRMA INS - COMMUNITY RELS	4,290	4,582	4,900	7,800	5,400	5,400	5,400
4154	IRMA INS - BUILDING & GRNDS	2,452	3,593	2,900	31,000	3,200	3,200	3,200
4155	IRMA INS - POLICE	278,127	293,243	269,300	295,000	293,000	293,000	293,000
4156	IRMA INS - COMMUNITY DEVLOP	15,031	12,620	15,000	17,800	16,500	16,500	16,500
4157	IRMA INS - ELEC & FORESTRY	64,160	65,547	63,400	96,000	68,500	68,500	68,500
4158	IRMA INS - STREET	47,280	67,011	53,300	69,000	57,500	57,500	57,500
4159	IRMA INSURANCE	0	373	0	0	0	0	0
	SUBTOTAL	506,331	525,344	498,800	606,300	527,000	527,000	527,000
		MISCELLANEOUS EXPENDITURES						
4830	SALES TAX ABATE - CENTENNIAL	115,097	58,312	75,000	75,000	75,000	75,000	75,000
4834	ROOM TAX ABATE - HAMPTON INN	42,695	0	0	0	0	0	0
4835	SALES TAX ABATE - CAPUTO'S	14,305	6,598	20,000	20,000	10,000	10,000	10,000
4836	SALES TAX ABATE - WALMART	246,208	259,251	275,000	270,000	275,000	275,000	275,000
4837	TELECOM TAX ABATEMENT	2,031	0	2,500	2,000	2,000	2,000	2,000
4840	SALES TAX ABATE - FOX LAKE COMMONS	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	SUBTOTAL	430,336	334,161	382,500	377,000	372,000	372,000	372,000
		TRANSFERS OUT						
4942	TRANSFER TO REDEVELOPMENT	5,731	0	0	0	0	0	0
	SUBTOTAL	5,731	0	0	0	0	0	0
	TOTAL EXPENDITURES	942,398	859,505	881,300	983,300	899,000	899,000	899,000

GENERAL LEDGER

Notes

4110 – Technical and Consulting

Due to the ongoing drop in telecommunications tax revenues, the Village is working with a consultant to help recover lost revenues. The recovery will include telecommunications tax, sales tax, cable tax, etc.

4149 - 4159 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

4834 Room Tax Abatement - Hampton Inn

4835 Sales Tax Abatement – Caputo’s

4836 Sales Tax Abatement - Wal-Mart

4837 Telecommunications Tax Abatement

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.

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. Final payment was made December, 2014. No more payments expected.

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 2017.

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.

First Addendum: (Ordinance O-16-33 passed 6/20/16)

- Complete 8,000 to 10,000 square foot addition/remodeling project on or before June 30, 2017.
- First incentive shall be based on Caputo's taxable sales and Sales Tax Revenues generated for calendar 2018.
- Incentive payments shall equal 50% of the Incremental Non-Home Rule Sales Tax Revenues generated during the prior calendar year.
- 15 year term or \$750,000 in the aggregate, whichever comes first.

Second Addendum: (Ordinance O-17-14 passed 4/3/17)

- Extension of project to complete the addition and exterior façade to November, 2017.
- Completion of entire project, including interior remodeling would be extended to March 31, 2018.

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.

GENERAL LEDGER

Notes (Cont'd)

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).

WATER AND SEWER FUND

Narrative

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

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

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

WATER AND SEWER FUND (50) REVENUES

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
5000	REVENUES							
	LICENSES AND PERMITS							
3121	STORM WATER EXEMPTION	16,753	20,365	3,000	22,900	15,000	15,000	15,000
3122	RECAPTURE FEES	98,131	20,792	0	3,500	0	0	0
3126	BMP IN LIEU OF PROGRAM	1,968	4,360	1,000	67,000	5,000	5,000	5,000
3140	ANNEXATION/TAP ON FEES	43,078	71,478	15,000	56,800	15,000	15,000	15,000
	SUBTOTAL	159,930	116,995	19,000	150,200	35,000	35,000	35,000
	CHARGES FOR SERVICES							
3301	USER REVENUE - WATER	8,005,287	8,451,181	8,706,000	8,759,600	8,862,100	9,131,600	9,401,000
3303	USER REVENUE - SEWER	6,121,718	6,208,671	6,413,000	6,348,700	6,560,200	6,749,800	6,949,400
3305	PENALTY - WATER	92,756	99,831	87,000	89,500	92,200	95,000	97,800
3306	PENALTY - SEWER	71,476	73,901	64,100	69,000	71,100	73,100	75,300
3310	WATER FROM CONSTRUCTION	350	250	100	400	100	100	100
3312	WATER METER REVENUE	14,195	19,681	10,000	10,000	10,000	10,000	10,000
3315	TURN ON FEES	9,200	8,850	8,000	8,000	8,000	8,000	8,000
3325	LAB FEES	7,937	7,146	6,000	6,300	6,000	6,000	6,000
3327	SEWER POLLUTION SURCHARGE	54,947	82,223	29,000	75,400	50,000	50,000	50,000
3399	OTHER CHARGES	21,066	12,399	6,000	12,100	10,000	10,000	10,000
	SUBTOTAL	14,398,932	14,964,133	15,329,200	15,379,000	15,669,700	16,133,600	16,607,600
	INTERGOVERNMENTAL REVENUES							
3440	GRANTS - STATE OF IL CDBG	0	200,000	0	0	0	0	0
	CDBG - BYRON	0	0	0	0	400,000	0	0
	SUBTOTAL	0	200,000	0	0	400,000	0	0
	INTEREST INCOME							
3510	INVESTMENT INTEREST	6,253	5,009	1,500	12,500	5,000	5,000	5,000
	SUBTOTAL	6,253	5,009	1,500	12,500	5,000	5,000	5,000
	BOND RECEIPTS							
3710	BOND PROCEEDS	0	0	0	2,931,700	0	0	0
3711	PREMIUM (DISC) BOND ISSUANCE	0	0	0	141,300	0	0	0
3715	PMT TO ESCROW AGENT	0	0	0	(36,200)	0	0	0
3718	EXCESS - COST OF BOND ISSUE	0	0	0	(42,900)	0	0	0
	SUBTOTAL	0	0	0	2,993,900	0	0	0
	MISCELLANEOUS REVENUE							
3550	NORTH RTE 53 WATERMAIN/BP ANNEX	0	0	0	50,000	120,000	1,010,000	900,000
3720	IEPA LOAN PROCEEDS	4,554,038	0	0	0	0	0	0
3808	REIMB- COM ED	0	0	0	0	0	0	0
3827	FEMA REIMB-FLOOD	0	0	0	0	0	0	0
3861	CONTRIBUTION - PRIVATE SOURCE	0	0	0	0	0	0	0
3867	IRMA REIMBURSEMENT	(7,552)	0	15,000	219,200	15,000	15,000	15,000
3899	OTHER MISCELLANEOUS	(54)	3,141	0	600	0	0	0
	SUBTOTAL	4,546,432	3,141	15,000	269,800	135,000	1,025,000	915,000
	TRANSFERS IN							
3910	TRANSFER FRM GENERAL FUND	0	0	0	0	0	0	0
3940	TRANSFER FRM CAPITAL PROJ	0	0	0	0	0	0	0
3992	TRANSFER FRM DEBT SERVICE	200,619	464,278	500,000	0	0	0	0
	SUBTOTAL	200,619	464,278	500,000	0	0	0	0
	TOTAL REVENUES	19,312,166	15,753,556	15,864,700	18,805,400	16,244,700	17,198,600	17,562,600

WATER AND SEWER FUND REVENUES

Notes

3140 Annexation/Tap on Fees

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

3301 User Revenue- Water

3303 User Revenue- Sewer

		Water Revenue	Sewer Revenue	Total User Fees	% Inc (Dec)
FY 2014	“	7,199,573	6,028,722	13,228,295	5.55%
FY 2015	“	8,005,287	6,121,718	14,127,005	6.79%
FY 2016	“	8,451,181	6,208,671	14,659,852	3.77%
FY 2017	(Est Act)	8,759,600	6,348,700	15,108,300	3.06%
FY 2018	(Budget)	8,862,100	6,560,200	15,422,300	2.08%

Water and sewer user fees represent approximately 95% of the Water and Sewer Fund’s income for the FY 2018 Budget. Total user fees vary from year to year due to rate increases as outlined in the table shown on the next page, changes in consumption due to vacancies, water conservation and weather-related water usage differences. In 1992, the Village, along with a consortium of other local governments, formed the DuPage Water Commission (DPWC) to construct and maintain a water pumping system that replaced the individual well systems, by bringing Lake Michigan water to the area. The Village accounts for two separate user charges, which are based on the amount of water consumed by Addison residents and businesses:

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

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

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

WATER AND SEWER FUND REVENUES

Notes (Cont'd)

3301 User Revenue- Water

3303 User Revenue- Sewer (Cont'd)

In addition, equipment and infrastructure repairs/replacements come with a high price tag. In order to maintain the proper fund balance and keep the equipment and infrastructure up to date, a four year plan was adopted in FY 2015 that not only includes the decrease from DPWC, but a nominal 3% 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:

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

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

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

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

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

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

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

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

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

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

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

Water & Sewer Rate Increases

Four Year Plan

(Rates per 1,000 gallons)

FISCAL YEAR	Effective Date	DPWC / Chicago Incr (Decr)	Village Operations Incr 5/1	Water Rate	Village Operations Incr 5/1	Sewer Rate Incr 5/1
FY 15	5/1/2014	-	0.29	7.48	0.23	5.88
	1/1/2015	0.71	-	8.19		5.88
FY 16	5/1/2015	-	0.33	8.52	0.24	6.12
	5/1/2015	(0.10)		8.42		6.12
FY 17	5/1/2016	(0.05)	0.25	8.62	0.18	6.30
FY 18	5/1/2017		0.26	8.93	0.19	6.49

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.

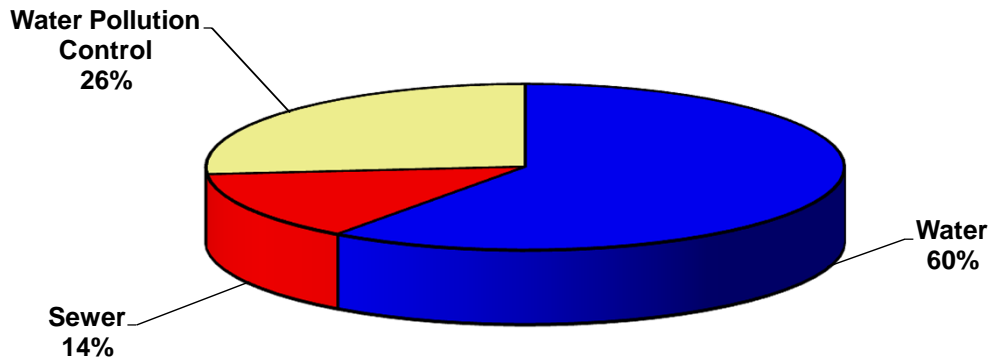
3867 IRMA Reimbursement

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

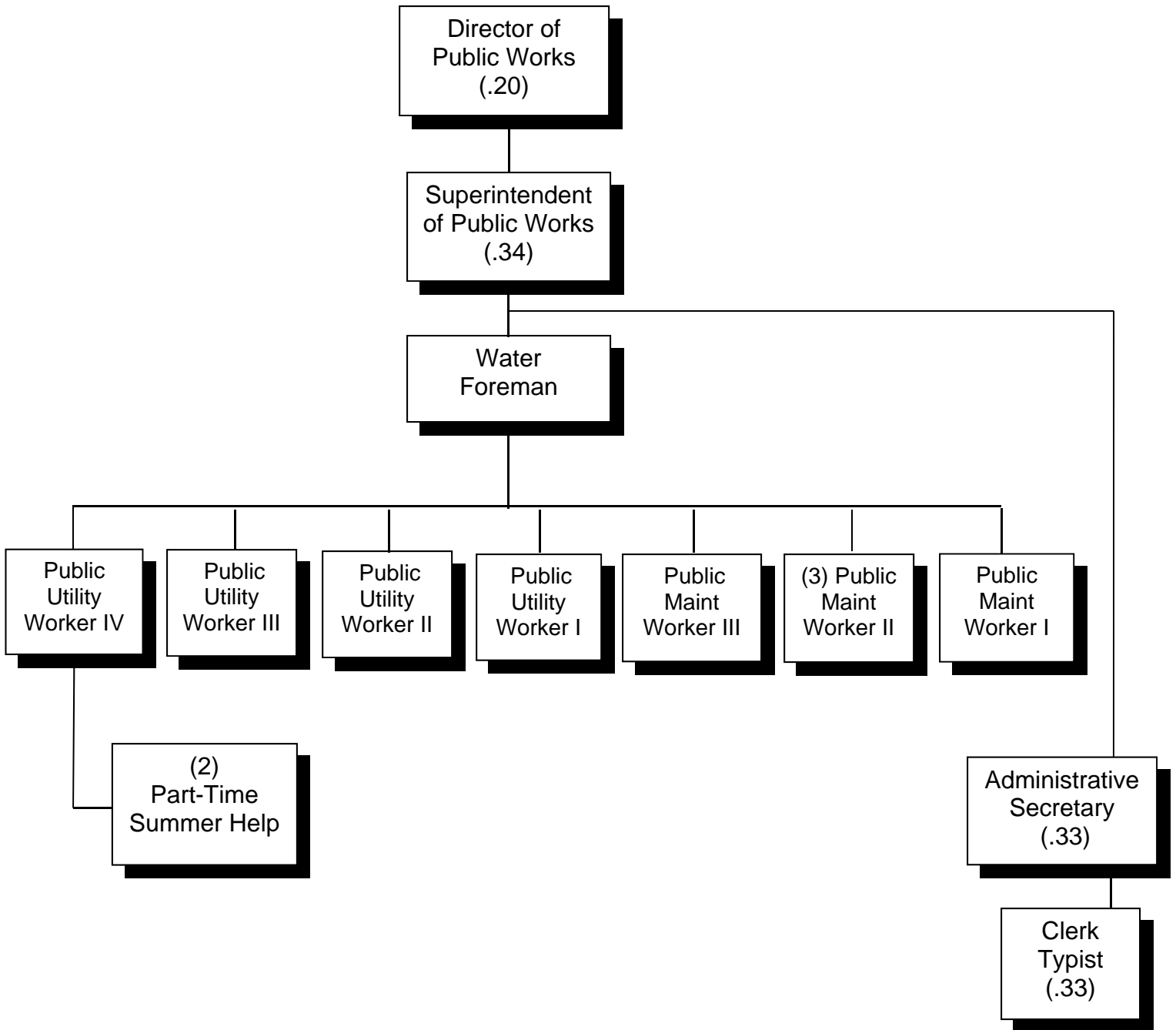
WATER AND SEWER FUND (50) EXPENSE SUMMARY

Budget

DEPT. NO.	WATER AND SEWER FUND	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
5010	WATER	8,441,419	9,060,649	9,148,900	9,279,600	10,691,500	10,667,600	9,741,500
5031	SEWER	1,993,165	2,047,581	2,276,600	2,229,700	2,421,200	2,285,000	2,753,900
5032	WATER POLLUTION CONTROL	<u>8,851,095</u>	<u>5,148,424</u>	<u>4,323,400</u>	<u>4,337,900</u>	4,718,700	4,475,700	5,242,500
	TOTAL EXPENSES	19,285,679	16,256,654	15,748,900	15,847,200	17,831,400	17,428,300	17,737,900
	TOTAL REVENUES	19,312,166	15,753,556	15,864,700	18,805,400	16,244,700	17,198,600	17,562,600
	WORKING CASH, BEGINNING	3,641,492	3,667,979		3,164,881	6,123,081	4,536,381	4,306,681
	SURPLUS (DEFICIT)	<u>26,487</u>	<u>(503,098)</u>	115,800	2,958,200	(1,586,700)	<u>(229,700)</u>	<u>(175,300)</u>
	UNRESTRICTED FUND BALANCE	3,667,979	3,164,881		6,123,081	4,536,381	4,306,681	4,131,381



Organization Structure



WATER

Narrative

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

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

Water Supply

Responsibilities include operations and maintenance of the potable water supply from six (6) standby wells and five (5) 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 put on the Village of Addison website. A card is mailed out to all customers in the Village giving the web address to view the report online. This is done to keep the community current on the quality of our drinking water. Addison receives all its water through the DuPage Water Commission (DPWC) 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 2017-18 Key Objectives

Strategic Priority 4: Infrastructure

1. Continue the annual water main replacement program, which was implemented in 1989;
 - Replace the Water main on Byron Ave., Addison Rd. West to Mill Rd.
2. Replace sections of water main at Friars Cove and Kings Point Drive North.
3. Continue to maintain the Village standby wells to meet the DPWC and the IEPA requirements;
 - Refurbish well #8.
4. Replace Chestnut/Woodland Pump Station central dehumidifier system.
5. Continue fire hydrant painting, ¼ of the town per year.
6. Paint Swift Road 1.5 million gallon water tower.
7. Continue annual meg, amps and infrared inspection of the booster stations and wells.
8. Continue the load bank testing of all the standby power.

Strategic Priority 6: Employee Development Initiative

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

WATER

Narrative (Cont'd)

Performance Measures

	FY 15-16 ACTUAL		FY 16-17 ESTIMATE		FY 17-18 PROJECTION	
Inputs						
Direct Expenditures	\$9,060,649		\$9,279,600		\$10,691,500	
Number of Employees	10		10		10	
Outputs						
<i>Water Flow (Sept 1-Aug 31):</i>						
Total Pumpage (in Billions)/Unaccounted for Flow	1.139	3%	1.200	3%	1.200	3%
Average Day Demand (mgd)	3.11		3.23		3.20	
Outputs						
Main Breaks	65		90		95	
Valves Repaired/Exercised	8	103	20	200	20	400
Hydrants Repaired/Exercised	9	26	30	300	40	400
Water Service Repairs	32		30		30	
Fire Pump Tests	37		45		45	
Water Sampling	551		575		580	
Effectiveness						
% of Main Break Service Leaks Fixed in a Timely Manner	100%		100%		100%	
% of Hydrants Flushed and Repaired per Year Prior to Fail, if Needed	100%		100%		100%	
% of Valves Exercised and Repaired per Year Prior to Fail, if Needed	100%		100%		100%	
Water Samples Taken per IEPA Requirement	100%		100%		100%	
Efficiency						
Water Sampling Completed to Ensure Quality of Water Provided to Customers	100%		100%		100%	

Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2017-2018</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>
Authorized & Budgeted:					
Mayor/Liquor Comm.	0.10	0.10	0.10	0.10	0.10
Village Clerk	0.10	0.10	0.10	0.10	0.10
Village Trustees (6)	0.60	0.60	0.60	0.60	0.60
Village Manager	0.10	0.10	0.10	0.10	0.10
Asst. Village Manager/Dir. of Community Development	0.10	0.10	0.10	0.10	0.10
Asst. Director of Community Dev.	0.10	0.10	0.10	0.10	0.10
Director Human Res./Risk Mgmt.	0.10	0.10	0.10	0.10	0.10
Finance Director	0.15	0.15	0.15	0.15	0.15
Purchasing Agent	0.10	0.10	0.10	0.10	0.10
Assistant Finance Director - 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 Assistant	0.10	0.10	0.10	0.10	0.10
Human Resources Assistant	0.10	0.10	0.10	0.10	0.10
Director of Public Works	0.20	0.20	0.20	0.20	0.20
Superintendent Of Public Works	0.34	0.34	0.34	0.34	0.34
Foreman	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	0.33	0.33	0.33	0.33	0.33
Principal Account Clerk (4)	1.03	1.03	1.03	1.03	1.03
Clerk Typist (4)	0.70	0.70	0.70	0.70	0.70
Public Utility Worker IV	1.00	1.00	1.00	1.00	1.00
Public Utility Worker III (2)	2.00	2.00	2.00	2.00	2.00
Public Maintenance Worker III	1.00	1.00	1.00	1.00	1.00
Public Maintenance Worker II (3)	3.00	3.00	3.00	3.00	3.00
Public Utility Worker I	1.00	1.00	1.00	1.00	1.00
Part-Time/Seasonal	2.00	2.00	2.00	2.00	2.00
Part-Time Water Meter Reader	0.34	0.34	0.34	0.34	0.34
Part-Time Principal Account Clerk	0.10	0.10	0.10	0.10	0.10
Total Budgeted:	16.14	16.14	16.14	16.14	16.14

Authorized & Unbudgeted:

None

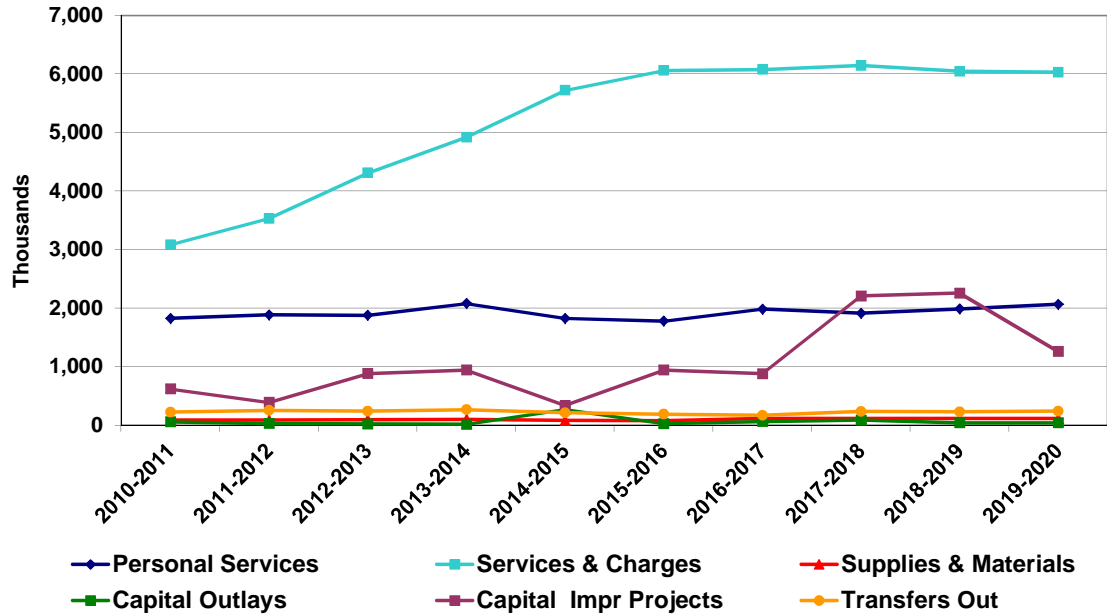
Total Authorized: 16.14

Note: Page 31 summarizes Employee Allocation Between Departments

WATER

Expenditure Summary

<u>Operating Expenditures</u>	2016-2017 Estimate	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget
Personal Services	1,982,800	1,910,000	1,985,700	2,063,800
Services & Charges	6,072,900	6,141,800	6,043,000	6,028,100
Supplies & Materials	115,400	114,800	114,800	114,800
Capital Outlays	60,900	87,800	39,200	39,200
Capital Improvement Projects	879,100	2,204,600	2,254,900	1,257,500
Transfers Out	168,500	232,500	230,000	238,100
Total	9,279,600	10,691,500	10,667,600	9,741,500



WATER

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
5010	EXPENSES							
	PERSONAL SERVICES							
4001	SALARIES - ADMINISTRATIVE	281,700	315,243	311,100	305,700	325,800	339,900	354,200
4002	WAGES CLERICAL	183,320	142,716	146,500	149,100	156,400	162,300	168,500
4003	WAGES OPERATIONAL	706,099	741,452	668,100	720,900	690,100	714,100	738,300
4004	OVERTIME	74,141	68,537	90,000	86,300	90,000	90,000	90,000
4005	HOLIDAY PAY	0	0	500	0	500	500	500
4006	OTHER PAY	8,654	9,178	9,000	11,000	9,000	9,000	9,000
4007	PART TIME	9,339	12,942	35,400	30,000	40,700	42,700	44,700
4009	IMRF	172,295	173,877	166,000	177,500	168,600	174,400	180,400
4010	SOCIAL SECURITY	99,331	101,046	98,500	98,200	102,300	105,800	109,400
4012	HOSPITALIZATION	256,506	256,906	295,000	370,800	293,100	313,500	335,300
4017	ELECTED OFFICIALS	6,601	6,463	6,000	6,000	6,500	6,500	6,500
4020	SICK PAY	25,589	24,752	27,000	27,300	27,000	27,000	27,000
4030	OPEB EXPENSE	0	(11,457)	0	0	0	0	0
4035	IMRF PENSION EXPENSE	0	(64,251)	0	0	0	0	0
	SUBTOTAL	1,823,575	1,777,404	1,853,100	1,982,800	1,910,000	1,985,700	2,063,800
	SERVICES & CHARGES							
4101	PROF SVCS-ACCTNG/AUDITING	5,123	6,266	6,800	6,800	6,400	6,600	6,700
4105 (1)	PROF SVCS-DATA PROCESS	30,414	30,705	42,100	42,100	46,000	44,400	44,400
4107 (2)	PROF SVCS-MEDICAL	440	683	2,000	1,000	2,000	2,000	2,000
4110 (3)	TECH & CONSULT SVCS	20,816	20,093	70,000	70,000	46,000	46,000	46,000
4115 (4)	COMMUNICATIONS-TELEPHONE	18,126	17,717	18,900	14,000	18,900	18,900	18,900
4116	COMMUNICATIONS-PORT DEV	542	(1,247)	0	600	0	0	0
4117	COMMUNICATIONS-POSTAGE	33,210	35,725	27,800	30,000	27,800	27,800	27,800
4118	COPY/REPRODUCTION	585	646	900	900	900	900	900
4120	PUBLIC RELATIONS	0	299	0	0	0	0	0
4159	IRMA INS - WATER	132,535	166,523	175,500	192,500	192,000	192,000	192,000
4160 (5)	PRINTING	1,549	2,177	9,800	7,000	9,800	9,800	9,800
4161	PUBLICATION OF NOTICES	1,091	962	1,300	1,000	1,300	1,300	1,300
4163 (6)	CONFERENCES	2,963	2,446	4,100	4,100	4,100	4,100	4,100
4164 (7)	TRAINING	1,038	1,364	2,800	2,800	4,800	2,800	2,800
4170	PUBLIC UTIL- GAS/HEAT	7,270	5,263	7,000	6,500	7,000	7,000	7,000
4175	PUBLIC UTIL- ELEC EQUIP	53,268	52,892	60,000	55,000	60,000	60,000	60,000
4176	PUBLIC UTIL- SOLID WASTE	9,120	11,500	18,500	18,500	18,500	18,500	18,500
4177	DUPAGE WATER COMM FEES	5,297,193	5,522,826	5,600,000	5,400,000	5,500,000	5,500,000	5,500,000
4180 (8)	REPAIRS & MAINTENANCE	83,699	160,664	191,900	200,000	174,700	79,300	64,300
4190	RENTAL EQUIPMENT	0	0	1,300	0	1,300	1,300	1,300
4192	DUES & SUBSCRIPTIONS	1,947	2,021	2,300	2,300	2,300	2,300	2,300
4195	BANK CHARGES	15,929	16,347	17,000	17,000	17,000	17,000	17,000
4199 (9)	OTHER SERVICES & CHARGES	673	214	1,000	800	1,000	1,000	1,000
	SUBTOTAL	5,717,531	6,056,086	6,261,000	6,072,900	6,141,800	6,043,000	6,028,100
	SUPPLIES & MATERIALS							
4201	OFFICE SUPPLIES	1,300	1,501	1,300	1,300	1,300	1,300	1,300
4202	CLEANING SUPPLIES	0	0	800	800	800	800	800
4203 (10)	CLOTHING SUPPLIES	6,306	7,916	9,300	9,300	9,300	9,300	9,300
4204	MOTOR FUEL & LUBRICANTS	0	0	500	0	500	500	500
4205	CHEMICALS	3,623	4,758	4,500	4,500	4,500	4,500	4,500

WATER

Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
5010	EXPENSES (CONT'D)							
	SUPPLIES & MATERIALS (CONT'D)							
4207 (11)	PUB GRNDS MATL/SUPPLIES	23,913	19,270	37,100	37,100	37,100	37,100	37,100
4211	WATER METERS/HYDRANTS	5,318	1,831	8,500	8,500	8,500	8,500	8,500
4299 (12)	OTHER OPERATING SUPPLIES	40,876	39,696	53,900	53,900	52,800	52,800	52,800
	SUBTOTAL	81,336	74,972	115,900	115,400	114,800	114,800	114,800
	CAPITAL OUTLAYS							
4304 (13)	EQUIPMENT	0	5,224	29,200	29,200	56,100	7,500	7,500
4305 (14)	WATER METERS	68,895	19,393	31,700	31,700	31,700	31,700	31,700
	SUBTOTAL	68,895	24,617	60,900	60,900	87,800	39,200	39,200
	CAPITAL IMPROVEMENT PROJECTS							
4414	ADDISON ROAD RESURFACE	24,488	0	0	0	0	0	0
4503 (15)	WATERMAIN REPLACEMENT	228,280	508,764	500,000	636,800	884,600	1,145,400	357,500
4509 (16)	WATER TOWER WORK/PAINT	86,349	112,320	0	0	1,200,000	0	0
4513	FULLERTON BOOSTER STATION	0	0	80,300	80,300	0	0	0
4519	AUTOMATIC METER READ	199,644	319,696	110,000	112,000	0	0	0
4521	PAINT CHESTNUT/WOODLAND RESRVR	0	0	0	0	0	99,500	0
4550 (17)	NORTH RTE 53 WATERMAIN/BP ANNEX	0	0	0	50,000	120,000	1,010,000	900,000
	SUBTOTAL	538,761	940,780	690,300	879,100	2,204,600	2,254,900	1,257,500
	TRANSFERS OUT							
4925	TRANSFER TO MOTOR FUEL	0	21,836	0	0	0	0	0
4961	TRANSFER TO FLEET SERVICES	112,758	66,894	73,500	73,100	72,400	73,300	74,700
4962	TRANSFER TO IT	42,763	34,260	35,500	36,700	50,300	44,100	43,700
4964	TRANSFER TO ERF	55,800	63,800	58,700	58,700	109,800	112,600	119,700
	SUBTOTAL	211,321	186,790	167,700	168,500	232,500	230,000	238,100
	TOTAL FOR DEPARTMENT	8,441,419	9,060,649	9,148,900	9,279,600	10,691,500	10,667,600	9,741,500

WATER

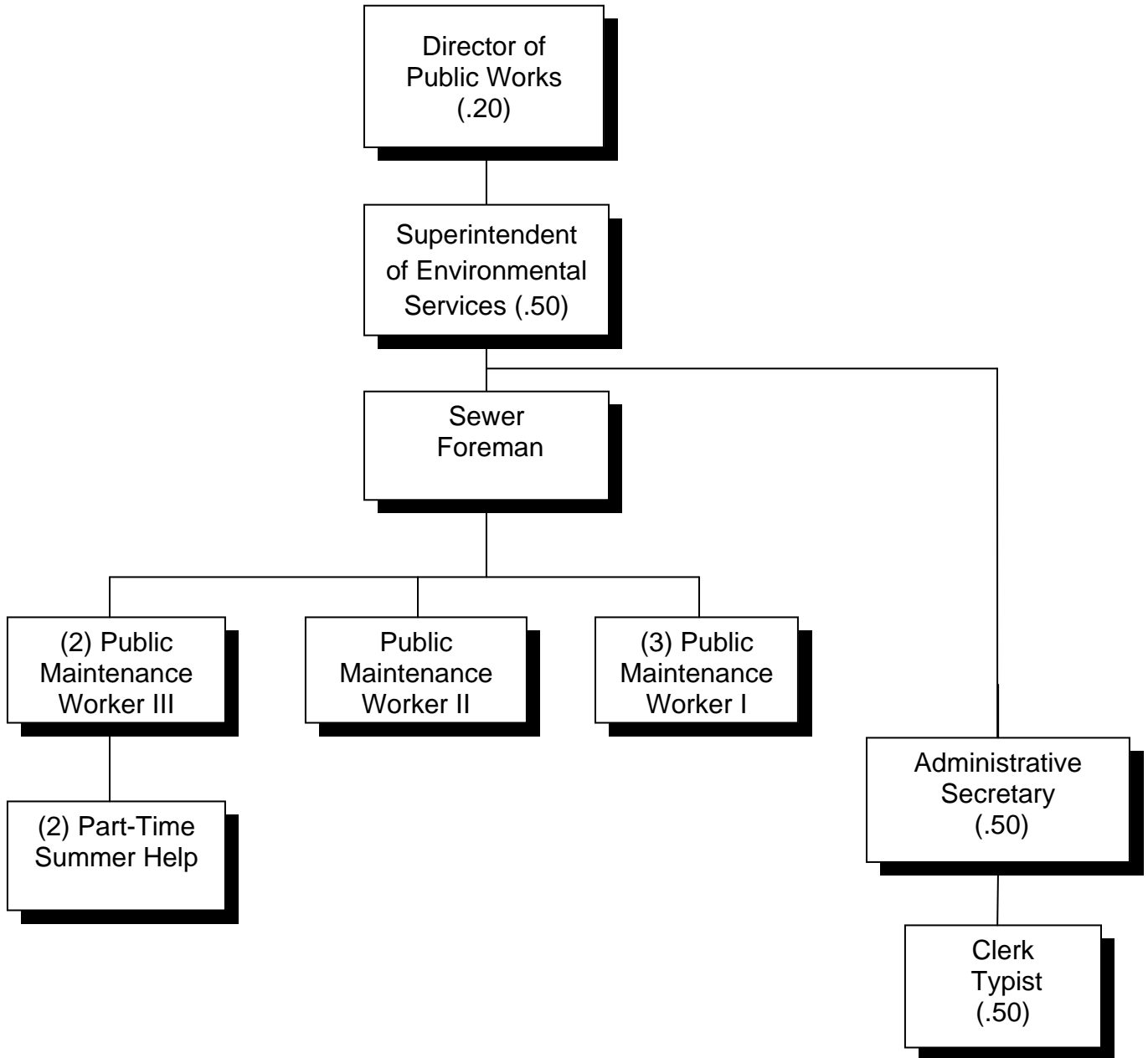
Notes

4105 (1) PROF SERV DATA PROCESSING				46,000
	17,600 CCU MAINTENANCE AGREEMENT	9,000	SCADA AND WATER MODELING MAINT	
	5,500 ITRON HOSTING FEE	3,900	XC2 SOFTWARE UPGRADE	
	10,000 GIS PROGRAMMING			
4107 (2) PROF SERV MEDICAL				2,000
	800 OSHA COMPLIANCE TESTING	1,200	PRESCRPTN SAFETY GLASSES (4@300)	
4110 (3) TECH & CONSULT SERVICES				46,000
	26,500 EPA MONTHLY WATER SAMPLES	10,500	SPOIL PILE SAMPLING	
	9,000 BILL PRINTING SERVICE			
4115 (4) COMMUNICATIONS-TELEPHONE				18,900
	17,800 BASIC TELEPHONE SERVICE	1,100	JULIE LOCATOR ANNUAL MEMBERSHIP	
4160 (5) PRINTING				9,800
	6,300 FLUSHING NOTICES, BOIL ORDERS, STATIONERY, BUSINESS CARDS, METER TAGS & CARDS			
	3,500 CONSUMER CONFIDENCE REPORT			
4163 (6) CONFERENCES				4,100
	1,500 VILLAGE CLERK - IIMC	1,500	STATE IAWWA FOR 4 STAFF	
	500 VILLAGE CLERK - MCI	600	LOCAL MCWWA MONTHLY MEETING-4 MEMBERS	
4164 (7) TRAINING				4,800
	2,800 OPERATOR TRNG COURSES/CERT COURSES, IEPA, APWA TRNG COURSES, MECHANICAL & ELECTRICAL MAINTENANCE	2,000	GPS TRAINING	
4180 (8) REPAIRS & MAINTENANCE				174,700
	2,500 RPRS TO CHEM FEED PUMPS & CHLORINATORS	15,000	OTHR REPAIRS, PRKWYS, MTR TESTS & RADIOS	
	2,800 BOOSTER & WELLS	2,500	CATHODIC PROTECTION	
	2,300 RUN MEGS & AMPS AT WELLS & BOOSTER	11,000	GROUND MAINTENANCE CONTRACT	
	2,800 ANNUAL WELL INSPECTION	3,000	SERVICE CONTRACT FOR SECURITY SYS	
	5,000 OPERATION EQUIPMENT, LOCATORS	2,000	PUMP MAINTENANCE AT BOOSTER	
	65,000 MAINTENANCE WELL #8	30,000	HYDRANT PAINTING	
	3,500 GENERATOR LOAD BANK TEST	22,500	PARKWAY RESTORATION	
	2,800 INFRARED INSPCTN - BOOSTER & WELLS	2,000	PAS MAINTENANCE	
4199 (9) OTHER SERVICES & CHARGES				1,000
	1,000 CDL AND CERTIFICATES			
4203 (10) CLOTHING SUPPLIES				9,300
	1,375 WORK BOOTS (11)	600	T-SHIRTS	
	425 RAIN GEAR	4,400	UNIFORMS (11)	
	1,700 WINTER OUTERWEAR (11)	500	FIREMAN HIP BOOTS	
	300 GLOVES & HATS			
4207 (11) PUBLIC GRND/MAT SUPPLIES				37,100
	37,100 CONCRETE, GRAVEL, SOD, SEED, TOPSOIL			
4299 (12) OTHER OPERATING SUPPLIES				52,800
	3,000 PRESSURE ADJUSTING STATION MAINT PARTS	8,500	HARDWARE ACCT, REAGENTS, OXYGEN	
	8,000 WATER MAIN REPAIR SLEEVES		PROPANE, ACETYLENE, T-BOLTS, BOLTS,	
	1,000 BELL JOINT COUPLINGS		BLADES, FLASHLIGHTS, FIRST AID SUPPLIES,	
	3,500 WATER MAIN COUPLINGS		COUPLINGS, SHOVELS, TOOLS, DRILL BITS	
	2,300 3" DISCHARGE TRASH PUMP REPLACEMENT	6,500	VALVE & B-BOXES, COPPER, BRASS	
	18,000 REPLACEMENT VALVES	1,500	STOCK SUPPLIES FOR BOOSTER STATION, ETC	
		500	HYDRANT PAINT	
4304 (13) EQUIPMENT				56,100
	1,800 COMMERCIAL DEHUMIDIFIER	52,000	CHESTNUT DEHUMIDIFIER	
	2,300 3" TRASH PUMP REPLACEMENT			
4305 (14) WATER METERS				31,700
	20,000 WATER METERS	11,700	HYDRANTS WITH VALVES	
4503 (15) WATERMAIN REPLACEMENT				884,600
	825,600 ANNUAL WATERMAIN REPLACEMENT - BYRON AVE - ADDISON TO MILL	59,000	FRIARS & KINGS POINT NORTH	
			ARMY TRAIL RD - MILL TO LOMBARD	
4509 (16) WATER TOWER WORK/PAINT				1,200,000
	1,200,000 PAINT SWIFT RD WATER TOWER			
4550 (17) NORTH RTE 53 WATERMAIN/BP ANNEXATIONS				120,000
	120,000 ARCHITECTURAL/ENGINEERING			



(BLANK)

Organization Structure



SEWER

Narrative

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

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

Sanitary Sewer System

Within its boundaries the Village has over 120 miles of sanitary sewers of various sizes to include 2,500 manhole structures. The design of the system also mandates that seventeen 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.

FY 2017-2018 Key Objectives

Strategic Priority 4: Infrastructure

- Continue the ongoing replacement of new lift station generators and SCADA alarm installation.
- Reduce unscheduled repairs by 25% with the addition of a truck-mounted mainline sewer camera.
- Review infrastructure needs and develop priority projects after an assessment of the collection system related to our permit condition Capacity, Management, Operations and Maintenance (CMOM). Make necessary repairs to the mainline sewers as needed on an annual schedule.
- Perform cleaning of large diameter sewers in order to prevent loss of capacity in the system.

Strategic Priority 6: Employee Development Initiative

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

Narrative (Cont'd)**Performance Measures**

Inputs	FY 15-16 ACTUAL	FY 16-17 ESTIMATE	FY 17-18 PROJECTION
Direct Expenditures	\$2,047,581	\$2,229,700	\$2,421,200
Number of Employees	9	9	9
Outputs			
Lateral Excavations	41	30	40
Lateral Roddings/Televisings	1,135	1,000	1,400
Lineal ft. of Storm Sewer Cleaned	18,400	16,000	20,000
Lineal ft. of Combined Sewer Cleaned	40,900	41,000	41,500
Lineal ft. of Sanitary Sewer Cleaned	328,595	325,000	400,000
Storm Inlets Cleaned	560	625	650
Combined Storm Inlets Cleaned	160	160	160
Curb Inlets Repaired	49	40	50
Lineal Feet of New Storm Sewers Installed In-House	725	500	500
Number of New Storm Structures Installed In-House	10	7	5
Efficiency			
Service Requests			
Number of Requests	378	420	389

SEWER

Personnel Summary

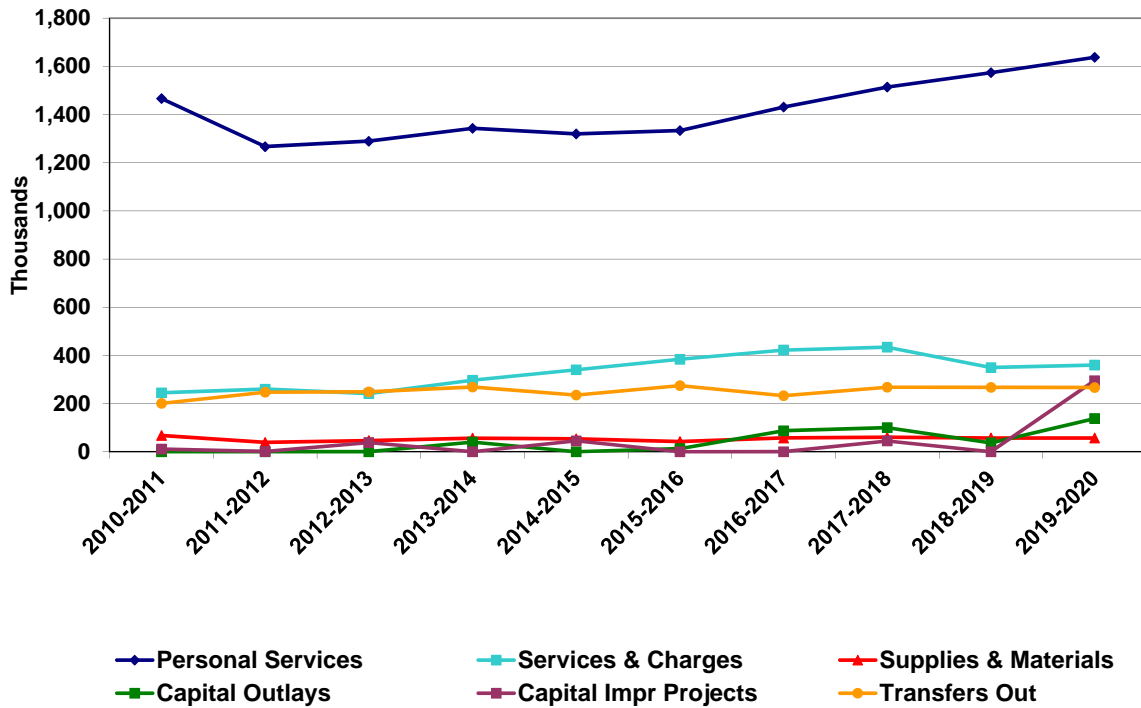
<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2017-2018</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>
Authorized & Budgeted:					
Mayor/Liquor Comm.	0.10	0.10	0.10	0.10	0.10
Village Clerk	0.10	0.10	0.10	0.10	0.10
Village Trustees (6)	0.60	0.60	0.60	0.60	0.60
Village Manager	0.10	0.10	0.10	0.10	0.10
Asst. Village Manager/Dir. of Comm. Dev	0.10	0.10	0.10	0.10	0.10
Assistant Director of Community Dev.	0.10	0.10	0.10	0.10	0.10
Director Human Resources/Risk Mgmt.	0.10	0.10	0.10	0.10	0.10
Finance Director	0.15	0.15	0.15	0.15	0.15
Purchasing Agent	0.10	0.10	0.10	0.10	0.10
Assistant Finance Director - 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 Assistant	0.10	0.10	0.10	0.10	0.10
Human Resources Assistant	0.10	0.10	0.10	0.10	0.10
Director of Public Works	0.20	0.20	0.20	0.20	0.20
Superintendent Of Environmental Services	0.50	0.50	0.50	0.50	0.50
Foreman	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	0.50	0.50	0.50	0.50	0.50
Principal Account Clerk (4)	1.01	1.01	1.01	1.01	1.01
Clerk Typist (5)	1.20	1.20	1.20	1.20	1.20
Public Maintenance Worker III (2)	2.00	2.00	2.00	2.00	2.00
Public Maintenance Worker II	1.00	1.00	1.00	1.00	1.00
Public Maintenance Worker I (3)	3.00	3.00	3.00	3.00	3.00
Part-Time/Seasonal	2.00	2.00	2.00	2.00	2.00
Part-Time Water Meter Reader (1)	0.33	0.33	0.33	0.33	0.33
Part-Time Principal Account Clerk	0.10	0.10	0.10	0.10	0.10
Total Budgeted:	14.94	14.94	14.94	14.94	14.94
Authorized & Unbudgeted:					
*Environmental Compliance Coordinator	1.00				
*I & I Inspector	1.00				
<i>Subtotal:</i>	<u>2.00</u>				
Total Authorized:	<u><u>16.94</u></u>				

Note: Page 31 summarizes Employee Allocation Between Departments

*These positions will remain unbudgeted until funding is available.

Expenditure Summary

Operating Expenditures	2016-2017 Estimate	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget
Personal Services	1,430,800	1,513,900	1,573,700	1,637,300
Services & Charges	422,300	434,300	349,800	359,900
Supplies & Materials	57,100	60,000	57,000	57,000
Capital Outlays	87,000	100,000	37,000	138,000
Capital Improvement Projects	0	45,000	0	295,000
Transfers Out	232,500	268,000	267,500	266,700
Total	2,229,700	2,421,200	2,285,000	2,753,900



SEWER

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
5031	EXPENDITURES							
	PERSONAL SERVICES							
4001	SALARIES - ADMINISTRATIVE	338,750	344,132	333,900	329,200	346,700	358,600	371,300
4002	WAGES CLERICAL	102,174	127,230	165,200	157,000	176,700	183,300	190,000
4003	WAGES OPERATIONAL	419,494	427,880	475,800	421,200	437,400	453,200	470,200
4004	OVERTIME	27,589	24,409	35,000	30,000	35,000	35,000	35,000
4006	OTHER PAY	5,437	9,147	12,900	12,900	12,900	12,900	12,900
4007	PART TIME	9,312	12,944	33,900	25,200	35,800	37,700	39,800
4009	IMRF	124,883	126,336	137,300	130,000	129,700	134,100	138,700
4010	SOCIAL SECURITY	71,402	72,924	82,000	75,000	80,700	83,400	86,400
4012	HOSPITALIZATION	200,417	227,527	255,100	235,000	236,500	253,000	270,500
4017	ELECTED OFFICIALS	6,601	6,463	6,000	6,000	6,500	6,500	6,500
4020	SICK PAY	9,623	10,177	16,000	9,300	16,000	16,000	16,000
4030	OPEB EXPENSE	3,281	(9,045)	0	0	0	0	0
4035	IMRF PENSION EXPENSE	0	(46,641)	0	0	0	0	0
	SUBTOTAL	1,318,963	1,333,483	1,553,100	1,430,800	1,513,900	1,573,700	1,637,300
	SERVICES & CHARGES							
4101	PROF SVCS-ACCTNG/AUDITING	1,330	1,618	1,800	1,800	1,700	1,700	1,800
4107	PROF SVCS-MEDICAL	832	1,632	500	100	0	0	0
4110 (1)	TECH & CONSULT SVCS	0	1,860	50,000	50,000	50,000	50,000	0
4115 (2)	COMMUNICATIONS-TELEPHONE	33,180	18,225	20,700	15,000	20,700	20,700	20,700
4116	COMMUNICATIONS-PORT DEV	76	41	0	200	0	0	0
4117	COMMUNICATIONS-POSTAGE	0	250	500	100	500	500	500
4118	COPY/REPRODUCTION	263	255	400	100	400	400	400
4159	IRMA INS - SEWER	32,029	51,765	46,100	49,600	50,000	50,000	50,000
4160	PRINTING	703	159	1,800	1,800	1,800	1,800	1,800
4161	PUBLICATION OF NOTICES	271	673	800	800	800	800	800
4164	TRAINING	117	954	1,500	1,500	3,500	1,500	1,500
4170	PUBLIC UTIL - GAS HEAT	3,347	2,137	3,500	3,000	3,500	3,500	3,500
4172	PUBLIC UTIL - GAS EQUIP	9,452	6,837	5,300	5,300	5,300	5,300	5,300
4175 (3)	PUBLIC UTIL - ELEC EQUIP	55,939	112,571	50,000	130,000	50,000	50,000	50,000
4176	PUBLIC UTIL - SOLID WASTE	17,280	7,500	15,000	15,000	15,000	15,000	15,000
4180 (4)	REPAIRS & MAINTENANCE	172,726	172,609	141,500	141,500	224,000	141,500	201,500
4190 (5)	RENTAL EQUIPMENT	3,955	5,004	6,600	6,000	6,600	6,600	6,600
4199	OTHER SERVICES & CHARGES	8,505	280	500	500	500	500	500
	SUBTOTAL	340,005	384,370	346,500	422,300	434,300	349,800	359,900
	SUPPLIES & MATERIALS							
4201	OFFICE SUPPLIES	1,174	946	1,300	1,300	1,300	1,300	1,300
4202	CLEANING SUPPLIES	1,002	0	1,000	1,000	1,000	1,000	1,000
4203 (6)	CLOTHING SUPPLIES	4,192	3,987	6,000	6,000	6,000	6,000	6,000
4204 (7)	MOTOR FUEL & LUBRICANTS	2,600	467	4,400	4,000	4,400	4,400	4,400
4205	CHEMICALS	0	0	500	500	500	500	500
4207	PUB GRNDS- MATL/SUPPLIES	345	0	500	500	0	0	0
4208	BUILDING - MATL/SUPPLIES	404	0	600	600	600	600	600
4299 (8)	OTHER OPERATING SUPPLIES	44,006	36,483	43,200	43,200	46,200	43,200	43,200
	SUBTOTAL	53,723	41,883	57,500	57,100	60,000	57,000	57,000

SEWER

Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
5031	EXPENDITURES (CONT'D)							
		CAPITAL OUTLAYS						
4304	(9) EQUIPMENT	0	12,994	87,000	87,000	100,000	37,000	138,000
	SUBTOTAL	0	12,994	87,000	87,000	100,000	37,000	138,000
		CAPITAL IMPROVEMENT PROJECTS						
4497	POND IMPROVEMENT	45,185	0	0	0	0	0	0
4549	MYRICK AVE STORM REPLCMNT	0	0	0	0	0	0	250,000
4551	(10) REBUILD MOTORS/PUMPS/DAPS	0	0	0	0	45,000	0	45,000
	SUBTOTAL	45,185	0	0	0	45,000	0	295,000
		TRANSFERS OUT						
4961	TRANSFER TO FLEET SERVICES	119,234	117,815	148,600	147,800	160,100	162,400	165,200
4962	TRANSFER TO IT	23,355	18,636	23,700	24,500	33,600	29,400	29,100
4964	TRANSFER TO ERF	92,700	138,400	60,200	60,200	74,300	75,700	72,400
	SUBTOTAL	235,289	274,851	232,500	232,500	268,000	267,500	266,700
	TOTAL FOR DEPARTMENT	<u>1,993,165</u>	<u>2,047,581</u>	<u>2,276,600</u>	<u>2,229,700</u>	<u>2,421,200</u>	<u>2,285,000</u>	<u>2,753,900</u>

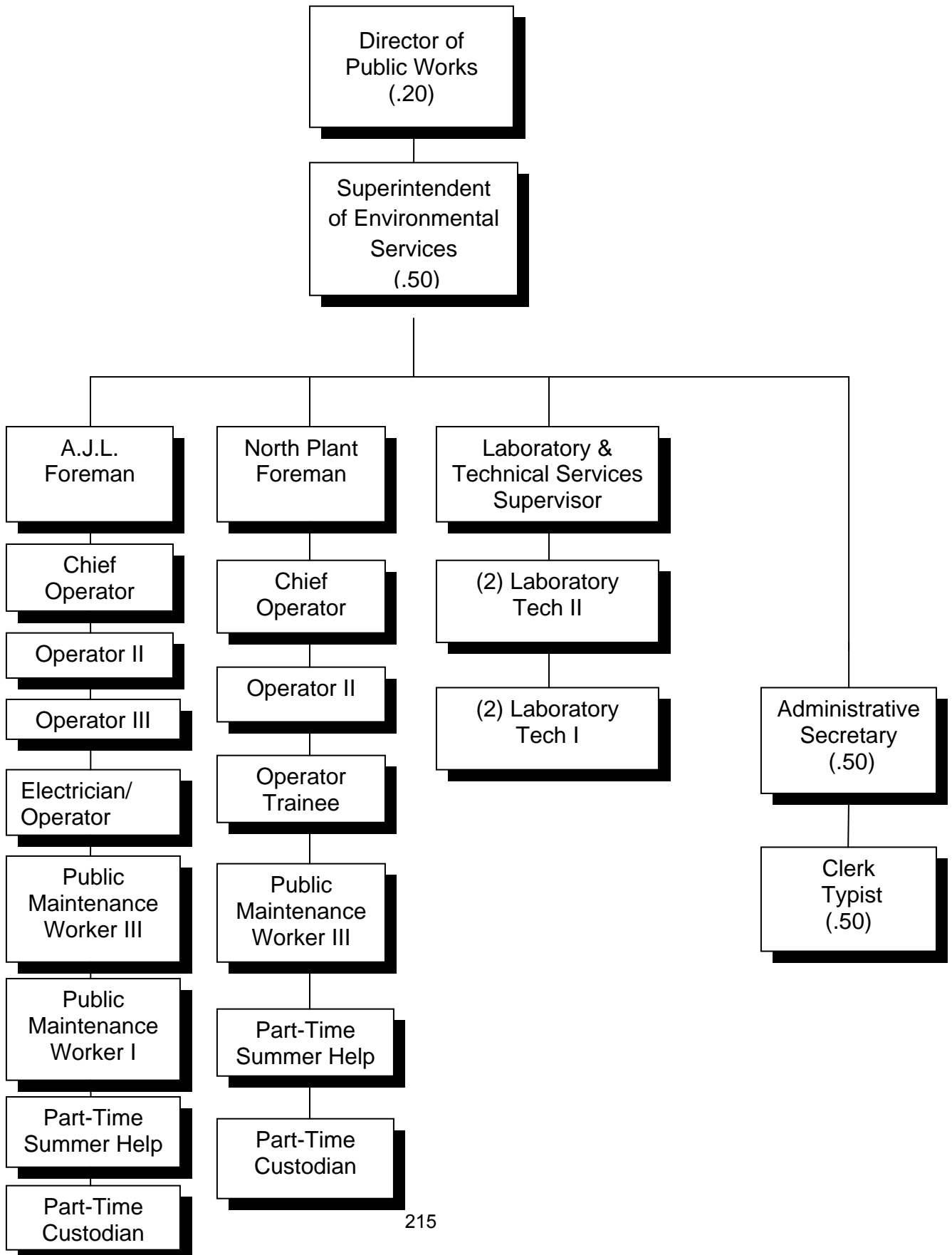
SEWER

Notes

4110 (1) TECH & CONSULT SVCS				50,000
50,000	CMOM - CAPACITY, MANAGEMENT, OPERATIONS & MAINTENANCE			
4115 (2) COMMUNICATIONS-TELEPHONE				20,700
18,700	MONTHLY PHONE SERVICE	2,000	CELLULAR PHONE SERVICE	
4175 (3) PUBLIC UTIL - ELEC EQUIP				50,000
34,500	GENERAL UTILITY ELECTRIC	15,500	ELECTRIC UTILITY FOR POND AERATORS	
4180 (4) REPAIRS & MAINTENANCE				224,000
77,000	GROUND MAINTENANCE CONTRACT	11,200	PREVENTIVE MAINT-PUMPING EQUIPMENT	
24,000	WESTWOOD PUMP & DAM REBUILD	5,300	REPAIR TO WELDERS, SAWS, PUMPS, GENERATORS OR COMPOSITORS	
4,000	REPAIR ELECTRICAL MOTORS			
15,000	ANNUAL LARGE DIAM SWR TELEVISIONING	60,000	SEWERLINE REHABILITATION	
22,500	HARVARD & WRIGHTWOOD STORM SEWER	5,000	RESTORE PARKWAYS	
4190 (5) RENTAL EQUIPMENT				6,600
6,600	HYDRO-CRANE FOR PUMP REMOVAL			
4203 (6) CLOTHING SUPPLIES				6,000
4,100	UNIFORM RENTAL - 7	700	WINTER OUTERWEAR	
900	SAFETY SHOES -7 PR	300	SUMMER TEE SHIRTS/GLOVES	
4204 (7) MOTOR FUEL & LUBRICANTS				4,400
2,500	MOTOR OILS FOR GENERATOR/DAPS ENGINES	1,900	DIESEL FUEL FOR GENERATORS & PUMPS	
4299 (8) OTHER OPERATING SUPPLIES				46,200
3,400	VACTOR HOSE/COUPLINGS/RAILS	3,500	OTHER OPERATING SUPPLIES AS REQ	
1,700	TOOLS, RAKES, BROOMS, SHOVELS	1,100	REPLACE SHORING TIMBERS AS REQ	
7,000	SEWER PIPE-COUPLINGS, BUSHINGS	2,900	MISC HARDWARE	
4,600	LATERAL SEWER REPAIR	2,500	CEMENT & MORTAR MIX	
3,000	HEARTSTART FRX DEFIBRILLATOR	3,500	REPLACEMENT PARTS FOR LIFT STATIONS	
7,000	MANHOLE FRAMES, LIDS, CATCHBASINS	6,000	GRANULAR TRENCH BACKFILL	
4304 (9) EQUIPMENT				100,000
35,000	SCADA ALARM INSTALLATION	10,000	GPS METER	
55,000	NEW LIFT STATION GENERATORS			
4551 (10) REBUILD MOTORS/PUMPS/DAPS				45,000
45,000	REBUILD DAPS PUMP			

WATER POLLUTION CONTROL

Organization Structure



WATER POLLUTION CONTROL

Narrative

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

Environmental Services Division

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

Water Pollution Control Division

The Water Pollution Control Division is responsible for the treatment of over two (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. The facility is staffed by four (4) 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) Illinois Environmental Protection Agency (IEPA) licensed wastewater operators, one (1) electrician/operator, one (1) public maintenance worker III, and one (1) public maintenance worker I.

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 (1) laboratory supervisor, two (2) laboratory technician II, and two (2) lab technicians I. This division is also assigned the task of tracking, sampling, reporting, monitoring, and environmental enforcement within the industrial community. The division is responsible for all National Pollutant Discharge Elimination System (NPDES) permit testing.

WATER POLLUTION CONTROL

Narrative (Cont'd)

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 2017-18 Key Objectives

Strategic Priority 4: Infrastructure

- Secure funding and contracts necessary with qualified engineering/consultant firms to establish guidelines and objectives in several environmental areas as required in the most recent NPDES permit incorporated in the facility plan.
- Improve reliable infrastructure by replacing screw pumps with submersible pump and Variable Frequency Drive (VFD) control at the North Wastewater Facility which will alleviate unscheduled repairs.
- Continue annual SCADA system upgrade at the North Wastewater Facility to improve productivity via technology to monitor and operate facility.
- Replace aeration system sheaths at the A.J. LaRocca facility for a more reliable energy efficient way to provide fine bubble diffusion for the biological activated sludge process.
- Continue our involvement with the Salt Creek/DuPage River Watershed Group in an effort to acquire additional monitoring analysis from numerous sampling points along the watershed prior to “Total Maximum Daily Loading” implementation.

Strategic Priority 6: Employee Development Initiative

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

WATER POLLUTION CONTROL

Narrative (Cont'd)

Performance Measures

	FY 15-16 ACTUAL		FY 16-17 ESTIMATE		FY 17-18 PROJECTION	
Inputs						
Direct Expenditures	\$5,148,424		\$4,337,886		\$4,718,700	
Number of Full Time Employees	20		20		20	
Billion Gallons Treated – AJL Facility	0.755		0.709		0.732	
Billion Gallons Treated – North Facility	1.409		2.072		1.741	
Total Gallons Treated – Billions	2.165		2.781		2.473	
Gallons Bio-Solids Land Applied	0		0		0	
Cubic Yards of Bio-Solids Land Applied	5,065		4,550		4,803	
Cubic Yards of Bio-Solids to Landfill	0		0		0	
Total Laboratory Analysis Performed	29,236		31,000		30,118	
	AJL	NTP	AJL	NTP	AJL	NTP
NPDES Discharge Violations	0	1	0	0	0	0
Days lost to Occupational Injury	0	2	0	0	0	0
Effectiveness						
Effluent BOD, mg/l, Limit =20	2.22		2.20		2.21	
Pounds of BOD Removed	2,929,171		3,557,889		3,243,530	
Effluent Suspended Solids mg/l Limit =25	4.8		6.7		5.8	
Pounds of Suspended Solids Removed	2,471,542		2,975,731		2,726,676	
Dissolved Oxygen mg/l Limit=> 6.0	8.78		8.47		8.67	
Avg. Ammonia Nitrogen as N mg/l Limit = 1.5 April thru Oct.	0.315		0.091		0.204	
Avg. Ammonia Nitrogen as N mg/l Limit = 4.0 Nov thru Feb	0.451		0.477		0.464	
Pounds of Ammonia as N Removed	314,333		439,935		377,134	
Natural Gas Consumption – Total Therms	64,504		66,256		65,380	
Electrical Consumption – Total KWH	5,116,384		4,968,915		5,042,649	
Efficiency						
Effluent BOD,% Removal	99		98		98	
Effluent Suspended Solids,% Removal	97		95		96	
Avg. Ammonia Nitrogen as N % Removal	99		99		99	
Cost per Million Gallons Treated	\$1,996		\$1,789		\$2,015	

WATER POLLUTION CONTROL

Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2017-2018</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>
Authorized & Budgeted:					
Mayor/Liquor Comm.	0.10	0.10	0.10	0.10	0.10
Village Clerk	0.10	0.10	0.10	0.10	0.10
Village Trustees (6)	0.60	0.60	0.60	0.60	0.60
Village Manager	0.10	0.10	0.10	0.10	0.10
Asst. Village Mgr/Dir. of Comm. Dev	0.10	0.10	0.10	0.10	0.10
Assistant Director of Community Dev.	0.10	0.10	0.10	0.10	0.10
Director Human Resources/Risk Mgmt.	0.10	0.10	0.10	0.10	0.10
Finance Director	0.15	0.15	0.15	0.15	0.15
Purchasing Agent	0.10	0.10	0.10	0.10	0.10
Assistant Finance Director - 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 Assistant	0.10	0.10	0.10	0.10	0.10
Human Resources Assistant	0.10	0.10	0.10	0.10	0.10
Director of Public Works	0.20	0.20	0.20	0.20	0.20
Superintendent Of Environmental Services	0.50	0.50	0.50	0.50	0.50
Foreman (2)	2.00	2.00	2.00	2.00	2.00
Laboratory & Technical Services Supervisor	1.00	1.00	1.00	1.00	1.00
Laboratory Technician II (2)	2.00	2.00	2.00	2.00	2.00
Laboratory Technician I (2)	2.00	2.00	2.00	2.00	2.00
Principal Account Clerk (4)	1.01	1.01	1.01	1.01	1.01
Administrative Secretary	0.50	0.50	0.50	0.50	0.50
Clerk Typist (5)	1.20	1.20	1.20	1.20	1.20
WWTP Chief Operator (2)	2.00	2.00	2.00	2.00	2.00
WWTP Operator Class II (2)	2.00	2.00	2.00	2.00	2.00
WWTP Operator Class III	1.00	1.00	1.00	1.00	1.00
WWTP Operator Trainee	1.00	1.00	1.00	1.00	1.00
Electrician/Operator	1.00	1.00	1.00	1.00	1.00
Public Maintenance Worker I	1.00	1.00	1.00	1.00	1.00
Public Maintenance Worker III (2)	2.00	2.00	2.00	2.00	2.00
Part-Time/Seasonal (2)	2.00	2.00	2.00	2.00	2.00
Part-Time Water Meter Reader	0.33	0.33	0.33	0.33	0.33
Part-Time Principal Acct Clerk	0.10	0.10	0.10	0.10	0.10
Part-Time Custodian (2)	2.00	2.00	2.00	2.00	2.00
Total Budgeted:	<u>26.94</u>	<u>26.94</u>	<u>26.94</u>	<u>26.94</u>	<u>26.94</u>
Authorized & Unbudgeted:					
*Industrial Pretreatment Inspector	<u>1.00</u>				
<i>Subtotal:</i>	<u>1.00</u>				
Total Authorized:	<u>27.94</u>				

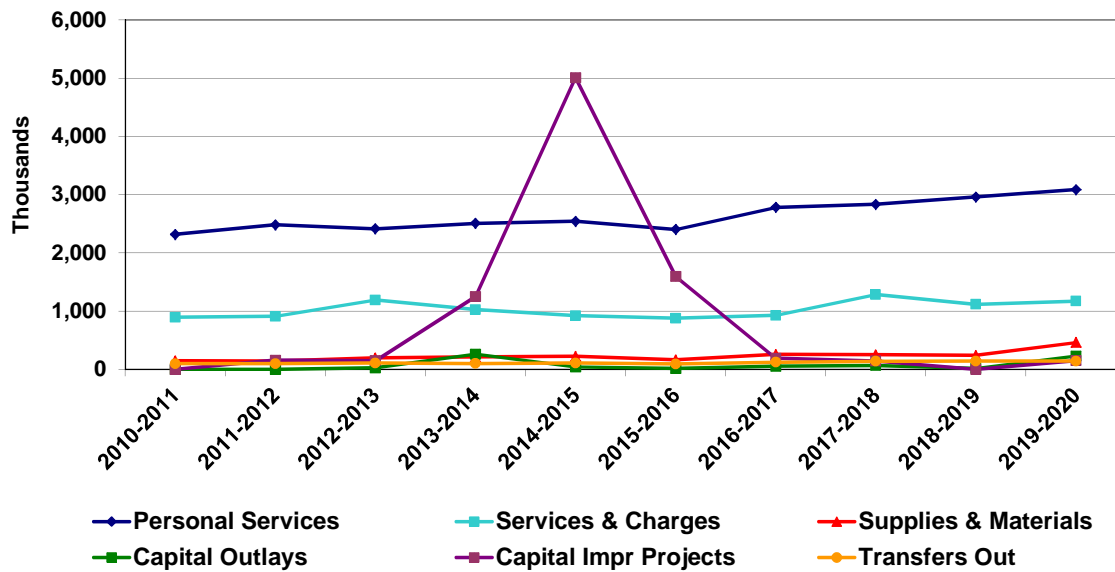
Note: Page 31 summarizes Employee Allocation Between Departments

*This position will remain unbudgeted until funding is available.

WATER POLLUTION CONTROL

Expenditure Summary

<u>Operating Expenditures</u>	2016-2017 Estimate	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget
Personal Services	2,781,336	2,833,900	2,959,000	3,087,200
Services & Charges	928,950	1,282,800	1,116,400	1,172,500
Supplies & Materials	258,100	250,900	242,400	462,400
Capital Outlays	54,500	67,500	18,000	230,500
Capital Improvement Projects	192,900	145,000	0	150,000
Transfers Out	122,100	138,600	139,900	139,900
Total	4,337,886	4,718,700	4,475,700	5,242,500



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

WATER POLLUTION CONTROL

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
5032	EXPENDITURES							
	PERSONAL SERVICES							
4001	SALARIES - ADMINISTRATIVE	531,829	532,183	522,100	523,500	542,600	562,100	582,800
4002	WAGES CLERICAL	127,221	63,192	165,200	157,000	176,700	183,300	190,000
4003	WAGES OPERATIONAL	1,001,695	1,018,395	1,131,000	1,130,000	1,129,700	1,179,800	1,229,500
4004	OVERTIME	39,086	38,772	29,000	27,400	32,000	32,000	32,000
4006	OTHER PAY	14,744	15,868	20,000	15,000	20,000	20,000	20,000
4007	PART TIME	26,711	31,679	58,000	35,000	61,200	64,600	68,100
4009	IMRF	239,892	240,367	251,900	252,000	245,800	255,600	265,400
4010	SOCIAL SECURITY	140,235	136,188	149,600	146,000	152,000	158,100	164,200
4012	HOSPITALIZATION	376,270	389,866	404,000	458,000	426,400	456,000	487,700
4017	ELECTED OFFICIALS	6,601	6,463	6,000	6,000	6,500	6,500	6,500
4020	SICK PAY	39,507	27,836	41,000	31,400	41,000	41,000	41,000
4030	OPEB EXPENSE	0	(9,648)	0	0	0	0	0
4035	IMRF PENSION EXPENSE	0	(88,795)	0	0	0	0	0
	SUBTOTAL	2,543,791	2,402,366	2,777,800	2,781,300	2,833,900	2,959,000	3,087,200
	SERVICES & CHARGES							
4101	PROF SVCS-ACCTNG/AUDITING	2,151	2,656	2,900	2,900	2,700	2,800	2,900
4105 (1)	PROF SVCS-DATA PROCESSING	2,930	2,795	8,100	8,100	8,100	8,100	8,100
4107 (2)	PROF SVCS-MEDICAL	365	562	1,200	1,200	1,200	1,200	1,200
4110 (3)	TECH & CONSULT SVCS	23,566	80,016	120,800	120,800	198,800	126,800	182,800
4115 (4)	COMMUNICATIONS-TELEPHONE	33,303	23,774	21,000	20,100	22,200	22,200	22,200
4116	COMMUNICATIONS-PORT DEV	470	47	400	800	400	400	400
4117	COMMUNICATIONS-POSTAGE	536	634	1,000	800	1,000	1,000	1,000
4118	COPY/REPRODUCTION	638	630	1,000	800	2,000	2,000	2,000
4120	PUBLIC RELATIONS	0	132	0	300	0	0	0
4159	IRMA INSURANCE	145,079	76,322	75,700	81,500	82,000	82,000	82,000
4160	PRINTING	893	1,740	1,500	1,000	1,500	1,500	1,500
4161	PUBLICATION OF NOTICES	758	563	1,000	800	1,000	1,000	1,000
4163	CONFERENCES	4,833	4,528	5,000	5,000	5,000	5,000	5,000
4164	TRAINING	1,577	2,929	2,600	2,600	2,600	2,600	2,600
4170	PUBLIC UTIL - GAS HEAT	47,830	30,735	49,500	32,000	49,500	49,500	49,500
4175	PUBLIC UTIL - ELEC EQUIP	346,592	319,484	375,000	210,000	375,000	375,000	375,000
4176 (5)	PUBLIC UTIL - SOLID WASTE	130,786	150,049	190,000	190,000	195,000	195,000	195,000
4180 (6)	REPAIRS & MAINTENANCE	108,708	108,031	178,100	178,100	256,600	162,100	162,100
4190 (7)	RENTAL EQUIPMENT	1,111	1,237	9,000	3,000	9,000	9,000	9,000
4192	DUES /SUBSCRIPTIONS	322	330	500	500	500	500	500
4194	PERMIT FEE PAYMENTS	68,500	68,500	68,500	68,500	68,500	68,500	68,500
4199	OTHER SERVICES & CHARGES	696	462	200	200	200	200	200
	SUBTOTAL	921,644	876,156	1,113,000	929,000	1,282,800	1,116,400	1,172,500
	SUPPLIES & MATERIALS							
4201	OFFICE SUPPLIES	1,700	1,300	1,700	1,700	1,700	1,700	1,700
4202 (8)	CLEANING SUPPLIES	2,377	2,254	4,200	4,200	4,200	4,200	4,200
4203 (9)	CLOTHING SUPPLIES	10,799	11,258	16,100	16,100	16,400	16,400	16,400
4204	MOTOR FUEL & LUBRICANTS	1,994	3,069	5,200	5,200	5,200	5,200	5,200
4205 (10)	CHEMICALS	70,901	70,638	81,000	81,000	91,000	91,000	91,000
4207	PUB GRNDS- MATL/SUPPLIES	456	927	1,500	1,500	1,500	1,500	1,500

WATER POLLUTION CONTROL

Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
5032	EXPENDITURES (CONT'D)							
	SUPPLIES & MATERIALS (CONT'D)							
4208	BUILDING- MATL/SUPPLIES	4,918	0	5,000	5,000	5,000	5,000	5,000
4299 (11)	OTHER OPERATING SUPPLIES	130,348	72,706	143,400	143,400	125,900	117,400	337,400
	SUBTOTAL	223,493	162,152	258,100	258,100	250,900	242,400	462,400
	CAPITAL OUTLAYS							
4304 (12)	EQUIPMENT	42,975	15,650	54,500	54,500	67,500	18,000	230,500
	SUBTOTAL	42,975	15,650	54,500	54,500	67,500	18,000	230,500
	CAPITAL IMPROVEMENT PROJECTS							
4535	NTP WATER MAIN	0	0	0	0	0	0	45,000
4539	MASTER PLAN - IEPA LOAN	4,924,934	(105,373)	0	0	0	0	0
4539	MASTER PLAN - IEPA LOAN PH 2	0	0	0	192,900	0	0	0
4569	REPLACE STANDBY FEED-NTP	0	119,000	0	0	0	0	0
4570	EXCESS FLOW LIFT ST -IEPA 2	85,682	1,550,033	0	0	0	0	0
4587 (13)	ANAEROBIC DIGTR CLEANING	0	0	0	0	105,000	0	105,000
4589 (14)	AERATION SYSTEM SHEATH	0	0	0	0	40,000	0	0
4595	AIR MAIN REPAIR	0	35,000	0	0	0	0	0
	SUBTOTAL	5,010,616	1,598,660	0	192,900	145,000	0	150,000
	TRANSFERS OUT							
4961	TRANSFER TO FLEET SERVICES	35,048	28,751	40,700	40,500	40,000	40,600	41,300
4962	TRANSFER TO IT	66,228	49,789	65,100	67,400	92,300	80,800	80,100
4964	TRANSFER TO ERF	7,300	14,900	14,200	14,200	6,300	18,500	18,500
	SUBTOTAL	108,576	93,440	120,000	122,100	138,600	139,900	139,900
	TOTAL FOR DEPARTMENT	8,851,095	5,148,424	4,323,400	4,337,900	4,718,700	4,475,700	5,242,500

WATER POLLUTION CONTROL

Notes

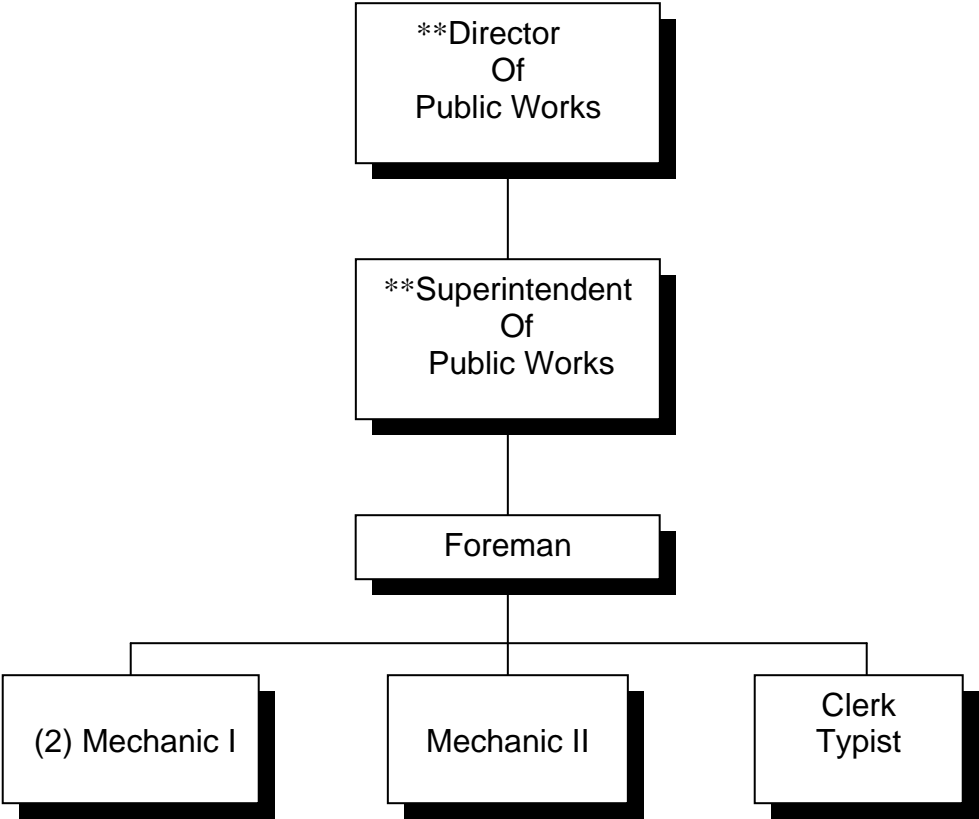
4105 (1)	PROF SERV DATA PROCESSING				8,100
	5,000 WONDERWARE SOFTWARE SUPPORT		1,500 SYNEXUS IPT DATA SUPPORT		
	1,600 OPERATOR 10-DATA SUPPORT				
4107 (2)	PROF SERV MEDICAL				1,200
	1,200 DRUG/ALCOHOL TESTING - CDL LICENSE				
4110 (3)	TECH & CONSULT SVCS				198,800
	16,500 LAB/PRETREATMENT REGULATIONS	25,000	PROFESSIONAL ENGINEERING CONSLTNT		
	4,300 BIOMONITORING ANALYSIS	50,000	ARC FLASH ASSESSMENT		
	103,000 SALT CREEK SPECIAL ASSESSMENT				
4115 (4)	COMMUNICATIONS-TELEPHONE				22,200
	14,100 MONTHLY PHONE SERVICE	8,100	CELLULAR PHONES/PORT DEV		
4176 (5)	PUBLIC UTIL - SOLID WASTE				195,000
	160,000 BIOSOLIDS HAULING	35,000	RECYCLE CENTER HAULING		
4180 (6)	REPAIRS & MAINTENANCE				256,600
	1,800 MAINTENANCE/CALIBRATION LAB EQUIP	25,000	RAW PUMP REBUILD		
	38,700 GROUND MAINTENANCE CONTRACT	20,000	VALVE REPLACEMENT/REPAIR		
	10,400 OTHER REPAIRS & MAINTENANCE	50,000	PUMP & GENERATOR REBUILDS		
	1,800 BI-ANNUAL CALIB AND SVS - ALL METER DEV	9,500	CLARIFIER DRIVE ASSESSMENT		
	2,900 REPAIR OF TRI-GAS METERS	85,000	FINAL CLARIFIER REHAB		
	11,500 PUMPS & GENERATOR				
4190 (7)	RENTAL EQUIPMENT				9,000
	2,000 CRANE RNTL FOR LARGE EQUIP REMOVAL	5,000	GENERATOR RENTAL - NTP		
	2,000 DEIONIZED WATER SYSTEM (ANNUAL)				
4202 (8)	CLEANING SUPPLIES				4,200
	1,000 WATERLESS HAND CLEANER, HAND SOAP	1,000	MOPS, BUCKETS AND BUFFING PADS		
	1,400 WIPES, CLOTH AND PAPER	800	WINDOW CLEANER, FLOOR SOAP & WAX		
4203 (9)	CLOTHING SUPPLIES				16,400
	9,200 UNIFORMS INCLUDING FLASH CLOTHING -18	700	SUMMER TEE SHIRTS		
	2,300 SAFETY BOOTS-18	300	INSULATED GLOVES		
	2,700 WINTER OUTERWEAR	300	SHIRTS FOR CLERICAL STAFF		
	900 REPLACE RAIN GEAR & HIP BOOTS				
4205 (10)	CHEMICALS				91,000
	4,600 SULFUR DIOXIDE FOR DECHLORINATION	13,700	REAGENTS USED IN LABORATORY		
	15,300 CHLORINE FOR EFFLUENT DISINFECTION	57,400	POLYMERS FOR SLUDGE DEWATERING		
4299 (11)	OTHER OPERATING SUPPLIES				125,900
	2,900 TEST GASES/ELEMENTS FOR TRI-GAS METER	16,700	REPLACE & REPAIR PRTS FOR MAJOR EQUIP		
	2,200 BATTERIES FOR STANDBY GENERATORS	2,900	REPLACE PARTS FOR VALVES		
	6,500 REPLACE ELEMENTS FOR BLOWER INTAKES	5,000	CONTACT SETS FOR LRG HP MOTORS		
	2,900 SAND FOR SLUDGE DRYING BEDS	3,000	SAMPLING CONTAINERS		
	5,000 LAB GLASSWARE & EXPENDABLES	15,000	BELT PRESS MAINTENANCE/REPAIR		
	1,300 TOOLS, HOSES, BROOMS, SHOVELS	30,000	GATE ACTUATOR REPLACEMENT		
	1,800 PENETRANTS, SOLVENTS, DEGREASER,ETC	8,500	CHLORINE SCALES		
	2,100 WELDING & FLAME CUTTING SUPPLIES	2,800	SELECTIVE ION PROBES/LAMP		
	8,400 ASSORTED NUTS, BOLTS & HARDWARE	1,300	COMPOSITE SAMPLERS		
	4,600 ELECTRICAL	800	COFFEE FOR ENVIRONMENTAL SVCS		
	2,200 GASKET MATERIALS				
4304 (12)	EQUIPMENT				67,500
	18,000 SCADA COMPUTER UPGRADE	14,500	POLYMER FEED SYSTEMS		
	10,000 LIGHTING FIXTURES	25,000	GARAGE DOOR & OPENER		
4587 (13)	ANAEROBIC DIG CLEANING				105,000
	105,000 ANAEROBIC DIGESTER CLEANING-NTP & AJL				
4589 (14)	AERATION SYSTEM SHEATH				40,000
	40,000 AERATOR SHEATH REPLACEMENT-AJL				



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FLEET SERVICES

Organization Structure



**Not charged to this department.

FLEET SERVICES

Narrative

Fleet Services is an Internal Service Fund and an operating unit of the Public Works Department. The department operates under the direction of the Director of Public Works, Superintendent of Public Works and the Fleet Services Foreman. Additional staff includes two (2) Mechanic I, one (1) Mechanic II and one (1) Clerk/Typist. The customers of Fleet Services are the vehicle and equipment users employed by all departments of the Village of Addison and the Addison Fire Protection District.

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

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

Core Services

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

Functions

- Manages the procurement of all Village vehicles to ensure cost effectiveness.
- Maintains a fleet replacement schedule to minimize ownership costs.
- Provides specifications for vehicle procurement in a manner which maximizes vehicle utilization.
- Provides a quality preventative maintenance program and schedule to ensure reduced operating costs.
- Provides a quality vehicle and equipment repair service.
- Provides efficient equipment utilization through reduction of equipment downtime.
- Participates in 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.
- Assists the Risk Manager on insurance claims.

FLEET SERVICES

Narrative (Cont'd)

DESCRIPTION OF DEPARTMENTAL ACTIVITIES (Cont'd)

Functions (Cont'd)

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

FY 2017-18 Key Objectives

Strategic Priority 4: Infrastructure

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

Strategic Priority 6: Employee Development

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

FLEET SERVICES

Narrative (Cont'd)

Performance Measures

	FY15-16 ACTUAL	FY 16-17 ESTIMATE	FY 17-18 PROJECTION
Inputs			
Direct Expenditures	\$1,281,274	\$1,399,500	\$1,388,000
Number of Employees	5	5	5
Vehicles and Equipment	172	175	176
Outputs			
Number of Work Orders Completed	1,361	1,400	1,440
Gallons of Fuel Dispensed(Village Vehicles)	103,007	103,980	104,953
Effectiveness			
% Vehicles Passing Emissions on 1 st Test	100%	100%	100%
% PMs Performed as Scheduled	100%	100%	100%
% Mechanic Hours Billed to Repairs	77%	76%	76%
Effectiveness			
Average Cost per Mile			
- Automobiles	\$0.39	\$0.43	\$0.45
- Trucks	\$0.95	\$0.95	\$1.01
- Police (Marked Squads)	\$0.61	\$0.63	\$0.64

FLEET SERVICES

Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2017-2018</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</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
Total Budgeted:	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

Authorized & Unbudgeted:

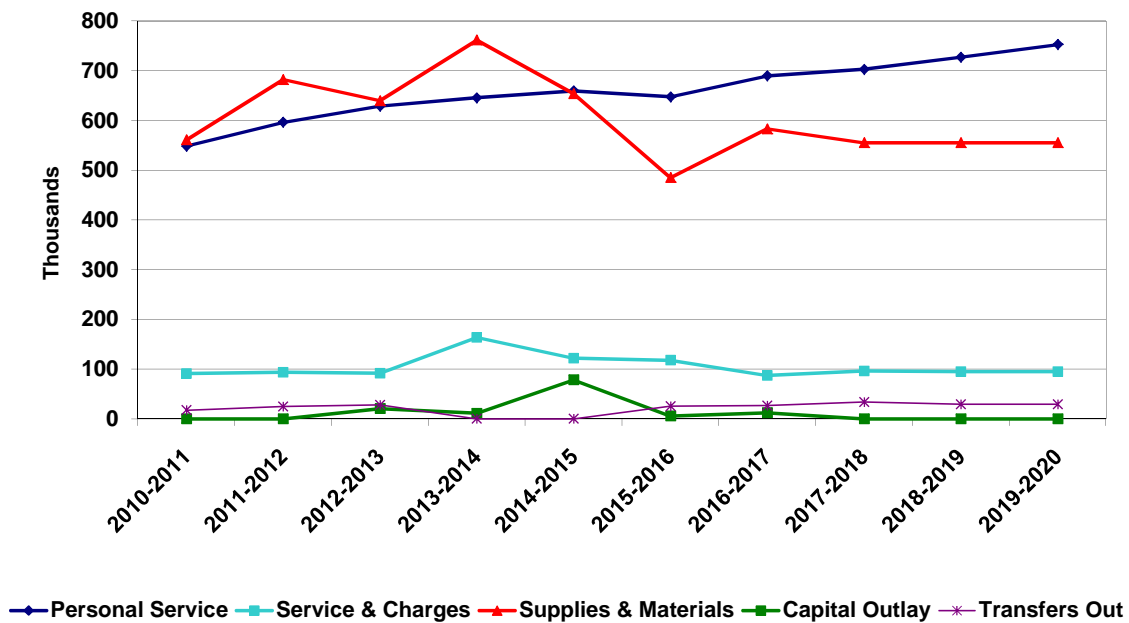
None

Total Authorized: 5.00

FLEET SERVICES

Expenditure Summary

<u>Operating Expenditures</u>	2016-2017 Estimate	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget
Personal Services	689,700	703,000	727,300	752,800
Services & Charges	87,400	96,100	95,100	95,100
Supplies & Materials	583,300	555,300	555,300	555,300
Capital Outlays	12,200	0	0	0
Transfers Out	26,900	33,600	29,400	29,100
Total	1,399,500	1,388,000	1,407,100	1,432,300



FLEET SERVICES (61)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
9961	REVENUES							
	CHARGES FOR SERVICES							
3389	CHARGES FOR VEH REPAIRS	31,630	35,224	0	27,500	0	0	0
3399	OTHER CHARGES	132,446	80,487	0	52,600	0	0	0
		164,076	115,711	0	80,100	0	0	0
	MISCELLANEOUS REVENUES							
3813	REIMB - FEMA - FLOOD	0	0	0	0	0	0	0
3856	SALE - WASTE OIL	287	0	0	0	0	0	0
3866	REIMB - EPA LEAK GAS TANKS	0	11,601	0	0	0	0	0
3899	MISCELLANEOUS REVENUES	0	0	0	0	0	0	0
	SUBTOTAL	287	11,601	0	0	0	0	0
	TRANSFERS IN - GENERAL FUND							
3902	TRF FM-FINANCE	0	0	0	0	0	0	0
3903	TRF FM-COMMUNITY RELATIONS	4,515	4,818	3,500	3,400	3,500	3,500	3,600
3904	TRF FM-BUILDING & GROUNDS	3,554	5,360	5,900	5,600	5,800	5,800	5,900
3905	TRF FM-POLICE	524,411	588,476	660,400	631,600	666,200	675,500	687,600
3906	TRF FM-COMMUNITY DEVELOP	26,732	39,732	46,700	44,700	46,000	46,600	47,500
3907	TRF FM-ELECTRICAL/FORESTRY	119,457	92,068	120,200	115,000	118,400	120,000	122,100
3908	TRF FM-STREET	367,292	260,092	280,000	267,800	275,600	279,400	284,400
	SUBTOTAL - GENERAL FUND	1,045,961	990,546	1,116,700	1,068,100	1,115,500	1,130,800	1,151,100
	TRANSFERS IN - WATER & SEWER FUND							
3950	TRF FM-WATER	112,758	66,894	73,500	70,300	72,400	73,300	74,700
3951	TRF FM-SEWER	119,234	117,815	148,600	142,100	160,100	162,400	165,200
3952	TRF FM-WATER PLTN CONTROL	35,048	28,751	40,700	38,900	40,000	40,600	41,300
	SUBTOTAL - W & S FUND	267,040	213,460	262,800	251,300	272,500	276,300	281,200
	TOTAL REVENUE	1,477,364	1,331,318	1,379,500	1,399,500	1,388,000	1,407,100	1,432,300

FLEET SERVICES (61)

Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
9961	EXPENSES							
	PERSONAL SERVICES							
4001	SALARIES - ADMINISTRATIVE	99,794	100,975	104,700	106,600	107,300	110,500	113,800
4002	WAGES CLERICAL	71,639	68,637	59,900	62,500	64,200	66,100	68,100
4003	WAGES OPERATIONAL	252,169	259,151	264,800	264,600	271,400	279,600	287,900
4004	OVERTIME	24,742	13,779	23,000	20,000	23,000	23,000	23,000
4006	OTHER PAY	7,156	5,627	7,000	7,000	7,000	7,000	7,000
4009	IMRF	59,695	58,817	62,000	63,100	61,300	62,900	64,700
4010	SOCIAL SECURITY	34,248	34,203	35,600	35,600	36,600	37,600	38,700
4012	HOSPITALIZATION	99,730	113,491	128,700	121,000	120,200	128,600	137,600
4020	SICK PAY	10,393	9,025	12,000	9,300	12,000	12,000	12,000
4030	OPEB EXPENSE	488	5,445	0	0	0	0	0
4035	IMRF PENSION EXPENSE	488	(21,757)	0	0	0	0	0
	SUBTOTAL	660,542	647,393	697,700	689,700	703,000	727,300	752,800
	SERVICES & CHARGES							
4105 (1)	PROF SVCS-DATA PROC	4,018	4,180	1,600	2,800	2,900	2,900	2,900
4107 (2)	PROF SVCS-MEDICAL	74	214	1,000	300	1,000	1,000	1,000
4110	TECH. & CONSULT. SVCS.	38	380	0	300	200	200	200
4115	COMMUNICATIONS-TELEPHONE	1,098	1,571	1,800	2,700	1,800	1,800	1,800
4116	COMMUNICATIONS-PORT DEV	41	(107)	0	0	0	0	0
4117	COMMUNICATIONS-POSTAGE	0	112	200	0	200	200	200
4118	COPY/REPRODUCTION	760	815	400	400	400	400	400
4159	IRMA INSURANCE	31,155	31,259	25,600	27,600	28,000	28,000	28,000
4160	PRINTING	274	0	200	200	200	200	200
4161	PUBLICATION OF NOTICES	0	0	100	200	100	100	100
4163 (3)	CONFERENCES	1,058	246	1,500	1,000	500	500	500
4164 (4)	TRAINING	0	1,112	700	700	1,700	700	700
4176	PUB UTIL - SOLID WASTE	836	1,061	900	1,200	1,200	1,200	1,200
4180 (5)	REPAIRS & MAINTENANCE	38,644	69,457	46,200	42,000	46,200	46,200	46,200
4192	DUES & SUBSCRIPTIONS	4,373	4,015	400	600	4,300	4,300	4,300
4199 (6)	OTHER SERVICES & CHARGES	6,529	3,436	7,400	7,400	7,400	7,400	7,400
	SUBTOTAL	88,898	117,751	88,000	87,400	96,100	95,100	95,100
	SUPPLIES & MATERIALS							
4201	OFFICE SUPPLIES	729	810	800	800	800	800	800
4203 (7)	CLOTHING SUPPLIES	2,055	2,393	3,400	2,500	3,400	3,400	3,400
4204	MOTOR FUEL & LUBRICANTS	380,478	256,381	370,000	370,000	370,000	370,000	370,000
4209	MOTOR VEH MATL/SUPPLIES	229,044	196,703	153,200	181,000	153,200	153,200	153,200
4299 (8)	OTHER OPERATING SUPPLIES	41,578	28,766	27,900	29,000	27,900	27,900	27,900
	SUBTOTAL	653,884	485,053	555,300	583,300	555,300	555,300	555,300
	CAPITAL OUTLAYS							
4301	OFFICE EQUIPMENT	0	0	2,000	2,200	0	0	0
4304	EQUIPMENT	78,554	5,824	10,000	10,000	0	0	0
	SUBTOTAL	78,554	5,824	12,000	12,200	0	0	0
	TRANSFERS OUT							
4962	TRANSFER TO IT	27,960	23,153	24,400	24,800	33,600	29,400	29,100
4964	TRANSFER TO ERF	5,100	2,100	2,100	2,100	0	0	0
	SUBTOTAL	33,060	25,253	26,500	26,900	33,600	29,400	29,100
	TOTAL EXPENSES	1,514,938	1,281,274	1,379,500	1,399,500	1,388,000	1,407,100	1,432,300
	FUND BALANCE, BEGINNING	(105,117)	(142,691)	(357,017)	(357,017)	(357,017)	(357,017)	(357,017)
	CHANGE IN ACCTG PRINCIPLE		(264,370)					
	REV. OVER (UNDER) EXP.	(37,574)	50,044	0	0	0	0	0
	FUND BALANCE, ENDING	(142,691)	(357,017)	(357,017)	(357,017)	(357,017)	(357,017)	(357,017)

FLEET SERVICES

Notes

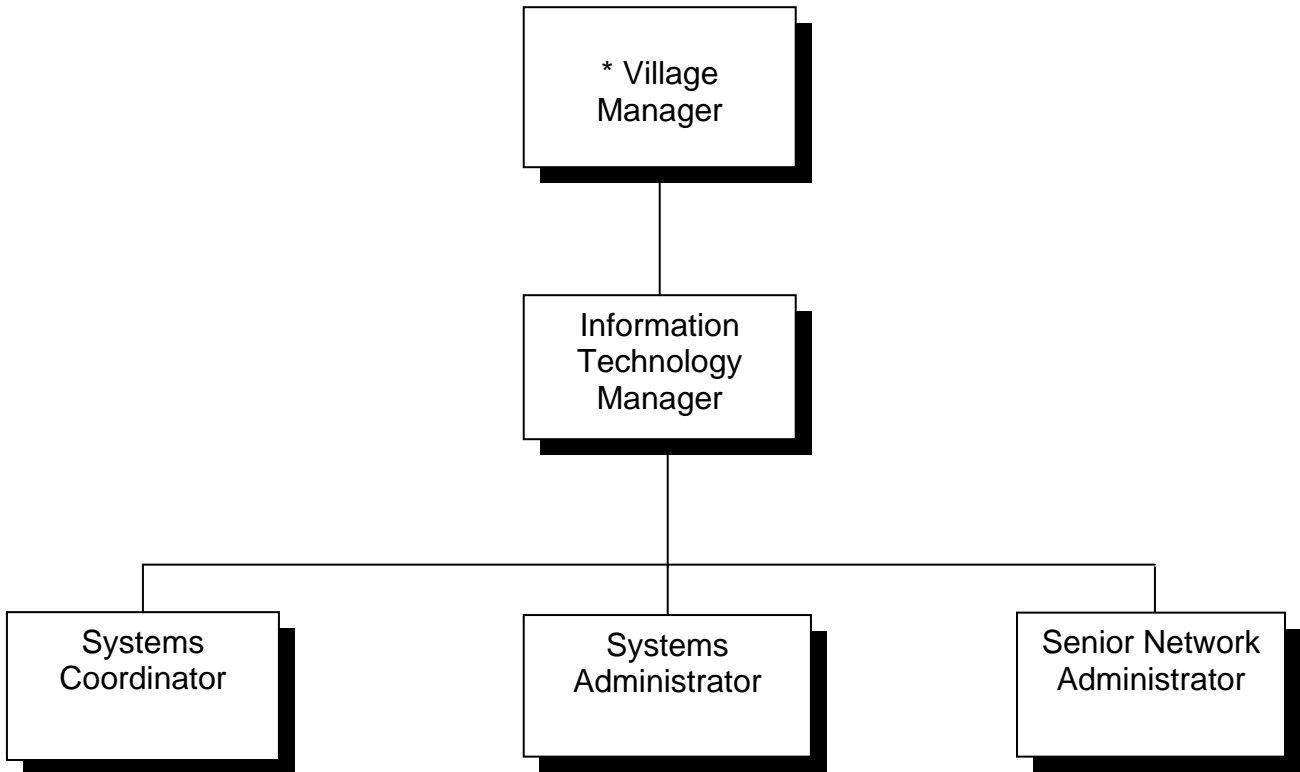
4105	(1)	PROF SERV DATA PROCESSING			2,900
		1,600 CFA SUBSCRIPTION	1,300	VCM SOFTWARE LICENSING	
4107	(2)	PROF SERV MEDICAL			1,000
		200 DRUG & ALCOHOL SCREEN FOR CDL'S	600	PRESCRIPTION SAFETY GLASSES	
		200 HEARING TESTS			
4163	(3)	CONFERENCES			500
		500 LOCAL CONFERENCES			
4164	(4)	TRAINING			1,700
		700 MISCELLANEOUS TRAINING	1,000	CFA TRAINING	
4180	(5)	REPAIRS & MAINTENANCE			46,200
		43,100 GENERAL REPAIRS	3,100	UST TANK TIGHTNESS TEST	
4199	(6)	OTHER SERVICES AND CHARGES			7,400
		3,000 FUEL SYSTEM AND COMPUTER SVC	2,000	HOIST AND COMPRESSOR INSP/REP	
		2,400 CDL'S, LICENSE PLATES AND REG			
4203	(7)	CLOTHING SUPPLIES			3,400
		1,800 UNIFORMS	240	GLOVES & SAFETY EQUIPMENT	
		500 4 PAIRS OF BOOTS @ \$125	600	WINTERWEAR	
		160 T-SHIRTS	100	RAGS	
4299	(8)	OTHER OPERATING SUPPLIES			27,900
		27,900 OIL DRY, SOAP, WRENCH REPLACEMENTS, SPECIALTY TOOLS, SAFETY EQUIPMENT, WELDING SUPPLIES, CUTTING & GRINDING BLADES, WHEELS, ETC			



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INFORMATION TECHNOLOGY

Organization Structure



* Not charged to this budget

INFORMATION TECHNOLOGY

Narrative

Description of Departmental Activities

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

Data Processing

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

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

FY 2017-18 Key Objectives

Strategic Priority 4: Infrastructure

1. Improve employee efficiency

- Continue to enhance the paperless office concept
- Increase usage of the internet as a tool
- Foster growth of the G.I.S. system
- Upgrade or replace existing legacy programs
- Increase usage of Unified Communications

2. Improve hardware efficiency

- Continue replacement of laptop computers
- Continue using consolidation and virtualization to upgrade servers
- Upgrade communications between facilities
- Continue 20% annual desktop replacement program
- Finish replacing digital phones with IP based system

INFORMATION TECHNOLOGY

Narrative (Cont'd)

FY 2017-18 Key Objectives (Cont'd)

Strategic Priority 4: Infrastructure (Cont'd)

3. Improve system security

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

4. Improve service to stakeholders

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

Performance Measures

	FY 15-16 ACTUAL	FY 16-17 ESTIMATE	FY 17-18 PROJECTION
Inputs			
Direct Expenditures	\$1,042,398	\$1,244,900	\$1,736,600
Number of Employees	3	4	5
Outputs			
Workstations Administered	173	215	215
Laptops Administered	45	70	75
Printers Administered	66	45	45
Servers Administered	19	30	30
LAN/WAN Hardware Administered	26	36	36
Efficiency			
Percentage of Time Servers are Available	99.99%	99.99%	99.99%
Number of Vendor Service Calls	45	50	50
Percent Work Hours Systems Operational	99.99%	99.99%	99.99%

INFORMATION TECHNOLOGY

Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2017-2018</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>
Authorized & Budgeted:					
Information Technology Manager	1.00	1.00	1.00	1.00	1.00
Systems Coordinator	1.00	1.00	1.00	1.00	1.00
Senior Network Administrator	1.00	1.00	1.00	1.00	1.00
Systems Administrator	1.00	1.00	1.00	1.00	1.00
Civil Engineer II	0.20	0.20	0.20	0.20	0.20
Total Budgeted:	<u>4.20</u>	<u>4.20</u>	<u>4.20</u>	<u>4.20</u>	<u>4.20</u>
Authorized & Unbudgeted:					
GIS Administrator	<u>1.00</u>				
<i>Subtotal:</i>	<u>1.00</u>				
Total Authorized:	<u>5.20</u>				

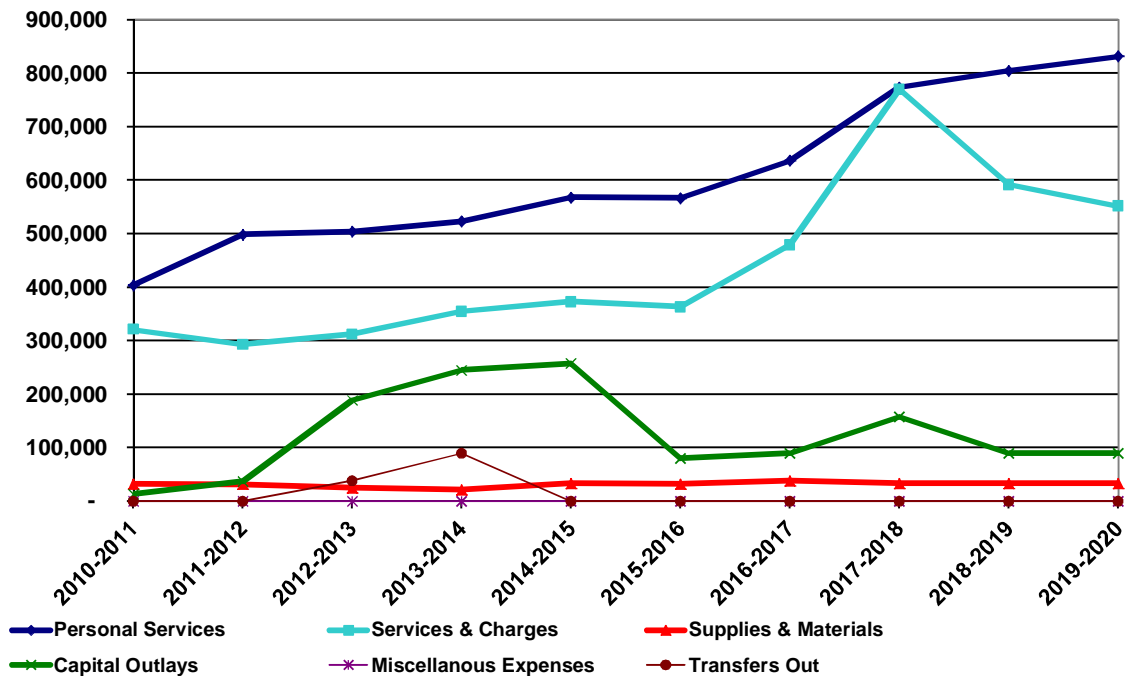
Note: Page 31 summarizes Employee Allocation Between Departments

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

INFORMATION TECHNOLOGY

Expenditure Summary

<u>Operating Expenditures</u>	2016-2017 Estimate	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget
Personal Services	636,900	774,100	804,800	831,700
Services & Charges	479,700	770,600	592,000	552,000
Supplies & Materials	38,300	33,900	33,900	33,900
Capital Outlays	90,000	158,000	90,000	90,000
Transfers Out	0	0	0	0
Total	1,244,900	1,736,600	1,520,700	1,507,600



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 TECHNOLOGY (62)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
9962	REVENUES							
	MISCELLANEOUS REVENUES							
3870	GAIN SALE OF FIXED ASSETS	0	66	0	0	0	0	0
	SUBTOTAL	0	66	0	0	0	0	0
	TRANSFERS IN - GENERAL FUND							
3901	TRF FM-ADMINISTRATION	190,899	143,156	218,500	222,200	310,400	271,800	269,500
3902	TRF FM-FINANCE	89,583	80,943	76,900	78,200	109,100	95,500	94,700
3903	TRF FM-COMMUNITY RELATIONS	19,518	34,260	32,500	33,000	46,100	40,400	40,100
3904	TRF FM-BUILDING & GROUNDS	11,732	18,636	17,700	18,000	25,200	22,000	21,800
3905	TRF FM-POLICE	482,784	449,892	481,600	489,700	683,700	598,800	593,700
3906	TRF FM-COMMUNITY DEVELOP	124,671	105,791	94,600	96,200	134,200	117,500	116,500
3907	TRF FM-ELECTRICAL/FORESTRY	7,785	9,318	8,900	9,000	12,600	11,000	10,900
3908	TRF FM-STREET	42,763	31,154	35,500	36,100	50,300	44,100	43,700
3909	TRF FM-HHRC	74,013	62,213	65,100	66,200	92,300	80,800	80,100
3911	TRF FM-CONSOLID DISPATCH	50,658	38,971	44,400	45,100	62,900	55,100	54,600
	SUBTOTAL - GENERAL FUND	1,094,406	974,334	1,075,700	1,093,700	1,526,800	1,337,000	1,325,600
	TRANSFERS IN - WATER & SEWER FUND							
3950	TRF FM-WATER	42,763	34,260	35,500	36,100	50,300	44,100	43,700
3951	TRF FM-SEWER	23,355	18,636	23,700	24,100	33,600	29,400	29,100
3952	TRF FM-WATER POLL CONTROL	66,228	49,789	65,100	66,200	92,300	80,800	80,100
	SUBTOTAL - W & S FUND	132,346	102,685	124,300	126,400	176,200	154,300	152,900
	TRANSFERS IN - FLEET SERVICES FUND							
3961	TRF FM-FLEET SERVICES	27,960	23,153	24,400	24,800	33,600	29,400	29,100
	SUBTOTAL - FLEET SERVICES	27,960	23,153	24,400	24,800	33,600	29,400	29,100
	TOTAL REVENUE	1,254,712	1,100,238	1,224,400	1,244,900	1,736,600	1,520,700	1,507,600

INFORMATION TECHNOLOGY (62)

Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
9962	EXPENSES							
	PERSONAL SERVICES							
4001	SALARIES - ADMINISTRATIVE	370,835	379,235	446,400	436,200	525,700	544,000	558,800
4006	OTHER PAY	2,448	927	9,000	2,500	9,000	9,000	9,000
4007	PART TIME	23,976	539	0	0	0	0	0
4009	IMRF	62,233	35,467	55,900	56,800	68,300	70,600	72,500
4010	SOCIAL SECURITY	30,801	52,313	32,000	32,000	40,800	42,300	43,400
4012	HOSPITALIZATION	73,214	31,312	90,100	103,500	123,300	131,900	141,000
4020	SICK PAY	4,308	78,266	7,000	5,900	7,000	7,000	7,000
4022	LIFE INSURANCE	0	4,452	0	0	0	0	0
4030	OPEB	0	3,875	0	0	0	0	0
4035	IMRF PENSION EXPENSE	0	(19,309)	0	0	0	0	0
	SUBTOTAL	567,815	567,077	640,400	636,900	774,100	804,800	831,700
	SERVICES & CHARGES							
4105 (1)	PROF SVCS-DATA PROCESSING	178,305	163,433	195,900	225,600	353,600	275,000	235,000
4110 (2)	TECH & CONSULT SVCS	63,481	68,457	78,000	78,000	183,000	83,000	83,000
4115 (3)	COMMUNICATIONS-TELEPHONE	69,373	55,483	68,100	65,000	108,100	108,100	108,100
4116 (4)	COMMUNICATIONS-PORTABLE DEV	7,935	6,854	12,000	9,000	12,000	12,000	12,000
4118	COPY/REPRODUCTION	709	687	700	700	700	700	700
4159	IRMA INSURANCE	5,722	5,574	5,600	6,000	6,000	6,000	6,000
4160	PRINTING	20	0	100	100	0	0	0
4163	CONFERENCES	0	863	7,500	7,500	5,000	5,000	5,000
4164	TRAINING	0	13,034	16,000	16,000	16,000	16,000	16,000
4180 (5)	REPAIRS & MAINTENANCE	46,585	48,536	70,800	70,800	85,200	85,200	85,200
4192 (6)	DUES/SUBSCRIPTIONS	608	365	1,000	1,000	1,000	1,000	1,000
4199	OTHER SERVICES & CHARGES	299	0	0	0	0	0	0
	SUBTOTAL	373,037	363,286	455,700	479,700	770,600	592,000	552,000
	SUPPLIES & MATERIALS							
4201	OFFICE SUPPLIES	14	113	200	200	0	0	0
4203	CLOTHING SUPPLIES	0	389	400	400	400	400	400
4299 (7)	OTHER OPERATING SUPPLIES	33,876	31,230	37,700	37,700	33,500	33,500	33,500
	SUBTOTAL	33,890	31,732	38,300	38,300	33,900	33,900	33,900
	CAPITAL OUTLAYS							
4304 (8)	EQUIPMENT	257,683	80,303	90,000	90,000	158,000	90,000	90,000
	SUBTOTAL	257,683	80,303	90,000	90,000	158,000	90,000	90,000
	TOTAL EXPENSES	1,232,425	1,042,398	1,224,400	1,244,900	1,736,600	1,520,700	1,507,600
	FUND BALANCE, BEGINNING	10,411	32,698	90,538	90,538	90,538	90,538	90,538
	REV. OVER (UNDER) EXP.	22,287	57,840	0	0	0	0	0
	FUND BALANCE, ENDING	32,698	90,538	90,538	90,538	90,538	90,538	90,538

INFORMATION TECHNOLOGY

Notes

4105 (1) PROF SERV DATA PROCESSING				353,600
88,000	IDC SOFTWARE LICENSE	39,000	GOOGLE APPS	
2,100	ADOBE CREATIVE SUITE LICENSING	3,000	NETWORK MONITORING STATION	
55,000	MICROSOFT LICENSING	10,000	VMWARE LICENSING	
11,000	LASERFICHE SOFTWARE MAINTENANCE	48,000	FIREWALL LICENSING RENEWAL	
1,000	PAST PERFECT MAINTENANCE	49,000	BARACUDA LICENSING RENEWAL	
16,000	ESRI ARCVIEW MAINTENANCE	25,000	VMWARE MAINTENANCE	
5,000	IDC DATA VAULT BACKUP	1,500	SSL CERTIFICATE LICENSING	
4110 (2) TECH. & CONSULT. SVCS.				183,000
8,000	PHONE SYSTEM SUPPORT	10,000	EXTREME/CISCO SUPPORT	
55,000	CONSULTING, GIS	10,000	CONSULTING, DATA CENTER DESIGN	
20,000	CONSULTING, VMWARE & FIREWALLS	80,000	CONSULTING, PUBLIC SAFETY SYSTEMS	
4115 (3) COMMUNICATIONS-TELEPHONE				108,100
3,100	CELL PHONES - IT STAFF	105,000	CIRCUITS, DATA, PHONE, INTERNET	
4116 (4) COMMUNICATIONS - PORTABLE DEVICES				12,000
10,000	TABLET TYPE DEVICE	2,000	IPAD STANDARD	
4180 (5) REPAIRS & MAINTENANCE				85,200
6,000	PRINTER MAINTENANCE	12,000	PHONE SYSTEM MAINTENANCE	
3,000	PC REPLACEMENT PARTS	5,000	NUPOINT MAINTENANCE	
4,700	UPS MAINTENANCE	6,000	MICROWAVE MAINTENANCE	
10,000	ACDC PORTAL MAINTENANCE	6,000	MITEL SOFTWARE MAINTENANCE	
12,500	POWER DMS MAINTENANCE	10,000	EXTREME MAINTENANCE	
10,000	SERVER MAINTENANCE			
4192 (6) DUES/SUBSCRIPTIONS				1,000
200	MICROSOFT REFERENCE MATERIAL	200	MITEL REFERENCE MATERIAL	
200	MISC REFERENCE MATERIAL	200	VMWARE REFERENCE MATERIAL	
200	GIS REFERENCE MATERIAL			
4299 (7) OTHER OPERATING SUPPLIES				33,500
2,000	BACKUP MEDIA	1,000	MISC TOOLS	
16,000	TONER CARTRIDGES	5,500	PLOTTER INK & PAPER	
4,000	DRIVES (SERVERS)	5,000	BATTERY REPLACEMENT-CHLORIDE UPS	
4304 (8) EQUIPMENT				158,000
30,000	WORKSTATION REPLACEMENTS	15,000	LAPTOP REPLACEMENTS	
30,000	IP PHONES	23,000	IP PHONE CONTROLLERS	
60,000	SERVER UPGRADE			

EQUIPMENT REPLACEMENT FUND (ERF)

Narrative

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

EQUIPMENT REPLACEMENT FUND (ERF) (64)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
9964	REVENUES							
		INTEREST INCOME						
3510	INVESTMENT INTEREST	8,764	5,400	0	11,700	8,000	8,000	8,000
	SUBTOTAL	8,764	5,400	0	11,700	8,000	8,000	8,000
		MISCELLANEOUS REVENUES						
3853	AUCTION/SALE CAPITAL ASSETS	83,299	74,621	0	90,500	0	0	0
3861	CONTRIBUTED CAPITAL	0	27,168	0	0	0	0	0
3869	IRMA COMP FOR LOSS	0	0	0	0	0	0	0
3870	GAIN ON SALE OF FIXED ASSETS	0	(6,280)	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
	SUBTOTAL	83,299	95,509	0	90,500	0	0	0
		TRANSFERS IN - GENERAL FUND						
3902	TRF FM-FINANCE	0	0	0	0	0	0	0
3903	TRF FM-COMMUNITY RELATIONS	4,800	4,900	3,000	3,000	3,000	3,000	3,000
3904	TRF FM-BUILDING & GROUNDS	6,600	13,000	13,000	13,000	26,600	26,600	23,600
3905	TRF FM-POLICE	188,800	251,200	223,000	223,000	224,200	215,700	215,300
3906	TRF FM-COMMUNITY DEVELOP.	17,100	16,800	10,300	10,300	15,900	21,200	26,200
3907	TRF FM-ELECTRICAL/FORESTRY	31,900	88,900	73,800	73,800	110,400	108,000	106,500
3908	TRF FM-STREET	179,500	231,000	245,400	245,400	298,400	244,300	227,900
	SUBTOTAL	428,700	605,800	568,500	568,500	678,500	618,800	602,500
		TRANSFERS IN - WATER & SEWER FUND						
3950	TRF FM-WATER	55,800	63,800	58,700	58,700	109,800	112,600	119,700
3951	TRF FM-SEWER	92,700	138,400	60,200	60,200	74,300	75,700	72,400
3952	TRF FM-WATER POLL. CONTRL	7,300	14,900	14,200	14,200	6,300	18,500	18,500
	SUBTOTAL	155,800	217,100	133,100	133,100	190,400	206,800	210,600
		TRANSFERS IN - FLEET SERVICES & INFORMATION SYSTEMS						
3961	TRF FM-FLEET SERVICES	5,100	2,100	2,100	2,100	0	0	0
	SUBTOTAL	5,100	2,100	2,100	2,100	0	0	0
		TOTAL REVENUES						
		681,663	925,909	703,700	805,900	876,900	833,600	821,100

EQUIPMENT REPLACEMENT FUND (ERF) (64)

Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
9964	EXPENSES							
		SUPPLIES & MATERIALS						
4209	MOTOR VEH MAT & SUPPLIES	0	31	0	0	0	0	0
	SUBTOTAL	0	31	0	0	0	0	0
		CAPITAL OUTLAYS - GENERAL FUND						
4341	ERF EQUIP-FINANCE	0	0	0	0	0	0	0
4342	ERF EQUIP-COMM RELATIONS	0	0	30,000	27,400	0	0	0
4343	ERF EQUIP-BUILDING & GROUNDS	0	39,390	67,000	68,200	0	0	50,000
4344	ERF EQUIP-POLICE	250,241	359,523	247,500	304,800	239,000	205,000	251,000
4345	ERF EQUIP-COMM DEVELOP	0	0	88,000	88,000	48,000	49,500	50,000
4346	ERF EQUIP-ELECT/FORESTRY	11,084	154,229	132,000	144,200	268,000	0	150,000
4347	ERF EQUIP-STREET	376,257	165,275	240,000	202,200	54,000	520,000	0
	SUBTOTAL	637,582	718,417	804,500	834,800	609,000	774,500	501,000
		CAPITAL OUTLAYS - WATER & SEWER FUND						
4350	ERF EQUIP-WATER	184,298	25,130	35,000	40,200	244,000	116,000	96,000
4351	ERF EQUIP-SEWER	0	153,583	130,000	130,000	67,000	0	105,000
4352	ERF EQUIP-WATER POL. CTRL	0	39,051	0	0	0	26,000	0
	SUBTOTAL	184,298	217,764	165,000	170,200	311,000	142,000	201,000
		CAPITAL OUTLAYS - FLEET SERVICES						
4361	ERF EQUIP-FLEET SERVICES	0	0	25,000	25,000	51,500	0	0
	SUBTOTAL	0	0	25,000	25,000	51,500	0	0
	TOTAL EXPENSES	821,880	936,212	994,500	1,030,000	971,500	916,500	702,000
	WORKING CASH, BEGINNING	6,422,266	6,282,049	6,250,770	6,250,770	6,026,670	5,932,070	5,849,170
	REV. OVER (UNDER) EXP.	(140,217)	(31,279)	(290,800)	(224,100)	(94,600)	(82,900)	119,100
	WORKING CASH, ENDING	6,282,049	6,250,770	5,959,970	6,026,670	5,932,070	5,849,170	5,968,270

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	351	2014 Chevrolet Tahoe	\$43,000
Police	353	2011 Chevrolet Impala	\$43,000
Police	358	2010 Chevrolet Tahoe	\$43,000
Police	359	2010 Chevrolet Impala	\$30,000
Police	374	2010 Chevrolet Impala	\$50,000
Police	378	2009 Chevrolet Impala	\$30,000
		Subtotal Police	<u>\$239,000</u>
Community Development	A-7	2006 Chevrolet Cobalt	\$24,000
Community Development	T-52	2007 Chevrolet Colorado	\$24,000
		Subtotal B & G	<u>\$48,000</u>
Electrical & Forestry	T-8	2008 Ford F-350	\$37,000
Electrical & Forestry	T-27	2003 John Deere Backhoe	\$130,000
Electrical & Forestry	E-5	2001 Genie Lift	\$65,000
Electrical & Forestry	New	2017 Hydro Excavating Unit*	\$36,000
		Subtotal E & F	<u>\$268,000</u>
Street	E-6	2001 JB Ent Flatbed Trailer	\$7,000
Street	E-7	2006 Spaulding Hot Patcher	\$32,000
Street	E-99	1997 Towmaster Trailer	\$15,000
		Subtotal Street	<u>\$54,000</u>
Fleet Services	New	Trailer Mounted Attenuator w/Arrowboard	\$20,000
Fleet Services	T-46	Service Body	\$12,000
Fleet Services	T-18	Replacement Plow	\$10,000
Fleet Services	New	Dump Trailer	\$9,500
		Subtotal Fleet	<u>\$51,500</u>
		TOTAL GENERAL FUND	<u>\$660,500</u>

*2017 Hydro Excavation Unit (Trailer-Mounted) is being split 50% E&F, 50% Water - total cost \$72,000.

EQUIPMENT REPLACEMENT (ERF) FUND

Notes (Cont'd)

4300 Capital Outlays (Cont'd)

WATER/SEWER REPLACEMENTS

Water	T-47	1991 Clark Forklift	\$28,000
Water	T-69	2004 Freightliner Step Van	\$180,000
Water	New	2017 Hydro Excavation Unit*	\$36,000
		Subtotal Water	<u>\$244,000</u>
Sewer	T-25	2009 Ford F-550	\$67,000
		Subtotal Sewer	<u>\$67,000</u>
		TOTAL WATER/SEWER FUND	<u>\$311,000</u>
		TOTAL EXPENDITURES	<u><u>\$971,500</u></u>

*2017 Hydro Excavation Unit (Trailer-Mounted) is being split 50% E&F,
50% Water - total cost \$72,000.



(BLANK)

DEBT SERVICE FUND

Narrative

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

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

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

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

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

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

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

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

Series 2011 - \$2,835,000 General Obligation Refunding Bonds. This issue is to refund the remaining portion of the 2002 General Obligation Refunding Bond. This bond is paid for with part of the .25% Sales Tax Increment.

DEBT SERVICE FUND

Narrative (Cont'd)

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

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

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

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

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

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

Debt Schedules

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

DEBT SERVICE FUND (92)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
9992	REVENUES							
	TAXES							
3001	PROPERTY TAXES	902,913	901,175	904,455	911,200	898,600	902,400	899,800
3005	REPLACEMENT TAXES	53,451	54,152	30,000	30,000	30,000	30,000	30,000
3031	SALES TAX INCREMENT	1,731,009	2,001,720	1,801,900	1,803,000	1,865,000	1,962,500	2,019,500
	SUBTOTAL	<u>2,687,373</u>	<u>2,957,047</u>	<u>2,736,355</u>	<u>2,744,200</u>	<u>2,793,600</u>	<u>2,894,900</u>	<u>2,949,300</u>
	INTEREST INCOME							
3510	INVESTMENT INTEREST	2,067	2,031	1,000	6,000	1,000	1,000	1,000
3520	INT ON PROPERTY TAX	16	0	0	0	0	0	0
	SUBTOTAL	<u>2,083</u>	<u>2,031</u>	<u>1,000</u>	<u>6,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
	BOND RECEIPTS							
3710	BOND PROCEEDS	0	8,995,000	11,500,000	0	0	0	0
3711	PREMIUM (DISC) BOND ISSUANCE	0	774,500	0	0	0	0	0
3715	PMT TO ESCROW AGENT	0	(9,580,735)	0	0	0	0	0
3718	EXCESS - COST OF BOND ISSUE	0	(188,765)	0	0	0	0	0
	SUBTOTAL	<u>0</u>	<u>(0)</u>	<u>11,500,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TRANSFERS IN							
3940	TRANSFER FROM CAP - HRST	0	0	75,000	75,000	0	0	0
3999	TRANSFER from DEA for ACDC bond	0	0	0	0	0	0	150,000
3944	TRANSFER FROM PUB BLDG	1,200,000	1,200,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000
	SUBTOTAL	<u>1,200,000</u>	<u>1,200,000</u>	<u>1,375,000</u>	<u>1,375,000</u>	<u>1,300,000</u>	<u>1,300,000</u>	<u>1,450,000</u>
	TOTAL REVENUES	<u>3,889,456</u>	<u>4,159,078</u>	<u>15,612,355</u>	<u>4,125,200</u>	<u>4,094,600</u>	<u>4,195,900</u>	<u>4,400,300</u>

9992 EXPENDITURES

	DEBT SERVICE							
4705	IEPA LOAN 1 - PRINCIPAL	0	131,014	270,085	270,100	275,300	280,700	286,100
4706	IEPA LOAN 1 - INTEREST	0	132,899	120,822	120,900	115,600	110,200	104,800
4707	FISCAL CHARGES	3,828	3,075	10,000	2,700	10,000	10,000	10,000
4730	2006A G.O. REF (05) PRINC	160,000	165,000	165,000	165,000	0	0	0
4731	2006A G.O. REF (05) INT	110,313	104,313	96,887	52,200	0	0	0
4734	2006C G.O. LIB BONDS PRINC	320,000	345,000	370,000	370,000	400,000	0	0
4735	2006C G.O. LIB BONDS INT	245,798	233,477	29,645	29,600	15,400	0	0
4736	2007 G.O. LIB BONDS PRINC	285,000	305,000	330,000	330,000	0	0	0
4737	2007 G.O. LIB BONDS INT	218,325	207,281	12,788	12,800	0	0	0
4738	2008 G.O. REF 1998 PRINC	300,000	340,000	385,000	385,000	435,000	920,000	975,000
4739	2008 G.O. REF 1998 INT	201,675	190,800	178,050	178,100	162,700	145,300	99,300
4740	2010 G.O. BOND PRINC	130,000	135,000	140,000	140,000	145,000	150,000	155,000
4741	2010 G.O. BOND INT	135,088	132,423	129,655	129,700	125,900	122,100	117,500
4742	2011 G.O. REF 2002 PRINC	495,000	485,000	470,000	470,000	470,000	0	0
4743	2011 G.O. REF 2002 INT	67,000	52,150	37,600	37,600	18,800	0	0
4744	2012 G.O. REF 2004 PRINC	208,929	212,797	570,000	570,000	580,000	600,000	615,000
4745	2012 G.O. REF 2004 INT	35,634	31,456	64,800	64,800	47,700	30,300	12,300
4746	IEPA LOAN 2 - PRINCIPAL	0	0	68,187	68,200	69,700	71,300	72,800
4747	IEPA LOAN 2 - INTEREST	0	0	35,911	35,900	34,400	32,800	31,300
4748	2015 G.O. REF 2006C & 07 PRINC	0	0	0	0	340,000	770,000	800,000
4749	2015 G.O. REF 2006C & 07 INT	0	0	324,342	324,300	312,200	305,400	290,000

DEBT SERVICE FUND (92)

Budget (Cont'd)

9992 EXPENDITURES (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
DEBT SERVICE (Cont'd)								
4751	2016A G.O. BOND ACDC BLDG INT	0	0	0	0	293,300	253,800	253,800
4752	2017 GO - ACDC PRINC	0	0	0	0	0	600,000	600,000
4753	2017 GO - ACDC INT	0	0	0	0	177,600	187,500	169,500
4754	2016B G.O. REF 2006A PRINC	0	0	0	0	185,000	190,000	200,000
4755	2016B G.O. REF 2006A INT	0	0	0	0	58,500	50,300	46,500
	SUBTOTAL	2,916,590	3,206,685	3,808,772	3,756,900	4,272,100	4,829,700	4,838,900
TRANSFERS OUT								
4910	TRANSFER TO GENERAL	600,000	0	0	0	0	0	0
4940	TRANSFER TO CAPITAL PROJ (for ACI	0	0	5,040,000	0	0	0	0
4947	TR to TIF 3 - Vlg Green	0	0	0	640,000	200,000	0	0
4950	TRANSFER TO WATER & SEWER	200,619	464,278	500,000	0	0	0	0
4964	TRANSFER TO EQUIP REPL	186,918	186,682	0	0	0	0	0
	SUBTOTAL	987,537	650,960	5,540,000	640,000	200,000	0	0
	TOTAL EXPENDITURES	3,904,127	3,857,645	9,348,772	4,396,900	4,472,100	4,829,700	4,838,900
	FUND BALANCE, BEGINNING	1,786,294	1,771,623	2,073,056	2,073,056	1,801,356	1,423,856	790,056
	REV. OVER (UNDER) EXP.	(14,671)	301,433	6,263,583	(271,700)	(377,500)	(633,800)	(438,600)
	FUND BALANCE, ENDING	1,771,623	2,073,056	8,336,640	1,801,356	1,423,856	790,056	351,456

DEBT SERVICE FUND (92)

DEBT SERVICE TO MATURITY

Fiscal year Ending	GENERAL OBLIGATION BONDS *			ILLINOIS EPA LOAN 1 & 2		
	PRINCIPAL	INTEREST	TOTAL	PRINCIPAL	INTEREST	TOTAL
April 30,						
2018	2,555,000	1,212,059	3,767,059	345,026	149,980	495,007
2019	3,230,000	1,094,635	4,324,635	351,915	143,092	495,007
2020	3,345,000	988,860	4,333,860	358,941	136,065	495,007
2021	2,820,000	876,540	3,696,540	366,108	128,898	495,007
2022	1,920,000	772,750	2,692,750	373,419	121,588	495,007
2023	1,990,000	718,915	2,708,915	380,876	114,131	495,007
2024	2,085,000	651,425	2,736,425	388,482	106,524	495,007
2025	2,175,000	577,600	2,752,600	396,241	98,765	495,007
2026	2,265,000	500,538	2,765,538	404,155	90,851	495,007
2027	2,360,000	420,013	2,780,013	412,228	82,778	495,007
2028	950,000	334,108	1,284,108	420,463	74,543	495,007
2029	985,000	300,468	1,285,468	428,863	66,144	495,007
2030	1,020,000	265,143	1,285,143	437,431	57,576	495,007
2031	1,050,000	227,863	1,277,863	446,171	48,836	495,007
2032	800,000	188,700	988,700	455,086	39,921	495,007
2033	820,000	161,700	981,700	464,180	30,827	495,007
2034	845,000	134,100	979,100	473,456	21,551	495,007
2035	865,000	108,750	973,750	482,918	12,089	495,007
2036	890,000	82,800	972,800	245,066	2,437	247,503
2037	920,000	56,100	976,100	0	0	0
2038	950,000	28,500	978,500	0	0	0
BALANCE	34,840,000	9,701,564	44,541,564	0	7,631,026	1,526,596
						9,157,622

DEBT SERVICE FUND (92)

GENERAL OBLIGATION BOND DEBT ISSUE PAYMENT SCHEDULES

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

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2017-18	400,000	15,400	415,400
BALANCE	400,000	15,400	415,400

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

DATE	PRINCIPAL	INTEREST	TOTAL
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
BALANCE	3,340,000	457,650	3,797,650

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

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2017-18	470,000	18,800	488,800
BALANCE	470,000	18,800	488,800

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

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2017-18	0	293,260	293,260
FY 2018-19	0	253,783	253,783
FY 2019-20	0	253,783	253,783
FY 2020-21	0	253,783	253,783
FY 2021-22	345,000	253,783	598,783
FY 2022-23	355,000	246,883	601,883
FY 2023-24	365,000	239,783	604,783
FY 2024-25	380,000	232,483	612,483
FY 2025-26	390,000	224,883	614,883
FY 2026-27	405,000	217,083	622,083
FY 2027-28	420,000	208,578	628,578
FY 2028-29	440,000	199,128	639,128
FY 2029-30	460,000	188,788	648,788
FY 2030-31	475,000	177,288	652,288
FY 2031-32	500,000	164,700	664,700
FY 2032-33	520,000	149,700	669,700
FY 2033-34	845,000	134,100	979,100
FY 2034-35	865,000	108,750	973,750
FY 2034-36	890,000	82,800	972,800
FY 2035-37	920,000	56,100	976,100
FY 2027-38	950,000	28,500	978,500
BALANCE	9,525,000	3,967,932	13,492,932

\$3.5 M 2010 G.O. BOND

DATE	PRINCIPAL	INTEREST	TOTAL
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
BALANCE	2,785,000	1,134,978	3,919,978

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

DATE	PRINCIPAL	INTEREST	TOTAL
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
BALANCE	1,795,000	90,300	1,885,300

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

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2017-18	340,000	312,200	652,200
FY 2018-19	770,000	305,400	1,075,400
FY 2019-20	800,000	290,000	1,090,000
FY 2020-21	845,000	266,000	1,111,000
FY 2021-22	895,000	240,650	1,135,650
FY 2022-23	945,000	213,800	1,158,800
FY 2023-24	1,010,000	176,000	1,186,000
FY 2024-25	1,070,000	135,600	1,205,600
FY 2025-26	1,130,000	92,800	1,222,800
FY 2026-27	1,190,000	47,600	1,237,600
BALANCE	8,995,000	2,080,050	11,075,050

DEBT SERVICE FUND (92)

(Cont'd)

GENERAL OBLIGATION BOND DEBT ISSUE PAYMENT SCHEDULES

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

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2017-18	185,000	58,500	243,500
FY 2018-19	190,000	50,300	240,300
FY 2019-20	200,000	46,500	246,500
FY 2020-21	205,000	42,500	247,500
FY 2021-22	210,000	38,400	248,400
FY 2022-23	210,000	34,200	244,200
FY 2023-24	220,000	27,900	247,900
FY 2024-25	230,000	21,300	251,300
FY 2025-26	235,000	14,400	249,400
FY 2026-27	245,000	7,350	252,350
BALANCE	2,130,000	341,350	2,471,350

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

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2017-18	-	177,604	177,604
FY 2018-19	600,000	187,500	787,500
FY 2019-20	600,000	169,500	769,500
FY 2020-21	600,000	151,500	751,500
FY 2021-22	300,000	133,500	433,500
FY 2022-23	300,000	124,500	424,500
FY 2023-24	300,000	115,500	415,500
FY 2024-25	300,000	105,000	405,000
FY 2025-26	300,000	94,500	394,500
FY 2026-27	300,000	84,000	384,000
FY 2027-28	300,000	72,000	372,000
FY 2028-29	300,000	60,000	360,000
FY 2029-30	300,000	48,000	348,000
FY 2030-31	300,000	36,000	336,000
FY 2031-32	300,000	24,000	324,000
FY 2032-33	300,000	12,000	312,000
BALANCE	5,400,000	1,595,104	6,995,104



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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.

(41) ACDC Building Fund

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

(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.

(44) Public Building Fund

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

(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. The district was closed the end of 2014, two years early.

(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. This TIF District will expire in October, 2017.

CAPITAL FUNDS

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. Both the General and Redevelopment Funds advanced funds to cover expenses in TIF #3 as needed. In addition, funds can be transferred from the adjoining TIF #2 fund, if needed.

(48) TIF #4 Fund

The TIF #4 Fund was established in FY 2008 and covers a blighted area on Fullerton Avenue. The district was closed the end of 2014, sixteen years early.

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	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET
9940	REVENUES									
	INTERGOVERNMENTAL REVENUES									
3410	GRANTS - FEDERAL									
	HMGP 2008 BUYOUTS	1,497,808	688,004	794,800	266,600	524,100	0	0	0	0
	More Draw Down	0	0	560,000	0	0	0	0	0	0
	HMGP 2010 BUYOUTS	0	0	656,000	0	0	0	0	0	0
3420	GRANTS - ST. OF ILLINOIS									
	HUD/CDBG 2010 BUYOUTS	0	0	110,000	0	0	0	0	0	0
3430	GRANTS - LOCAL									
	DUPAGE COUNTY-HIGHVIEW BUYOUT	0	0	0	0	168,000	0	0	0	0
	DUPAGE FOREST PRESERVE	6,643	0	0	0	0	0	0	0	0
	SUBTOTAL	1,504,451	688,004	2,120,800	266,600	692,100	0	0	0	0
	INTEREST INCOME									
3510	INVESTMENT INTEREST	3,171	1,184	0	2,900	0	0	0	0	0
	SUBTOTAL	3,171	1,184	0	2,900	0	0	0	0	0
	MISCELLANEOUS REVENUES									
3802	REIMB-INS CLAIM-PROPERTY	62,832	0	0	0	0	0	0	0	0
3868	IRMA COMP LOSS - NOISE WALL	0	32,957	0	71,100	0	0	0	0	0
3899	MISCELLANEOUS REVENUES									
	ETSB REIMBURSEMENT	0	0	1,769,500	0	0	0	0	0	0
	ACDC RESERVE CONTRIBUTION	0	760,000	0	0	0	0	0	0	0
	SUBTOTAL	62,832	792,957	1,769,500	71,100	0	0	0	0	0
	TRANSFERS IN									
3992	TRANSFER FROM DEBT SERVICE	0	0	5,040,000	0	0	0	0	0	0
3944	TRANSFER FROM PUBLIC BUILDING	100,000	0	0	0	0	0	0	0	0
	SUBTOTAL	100,000	0	5,040,000	0	0	0	0	0	0
	TOTAL REVENUES	1,670,454	1,482,145	8,930,300	340,600	692,100	0	0	0	0
9940	EXPENDITURES									
	SERVICES & CHARGES									
4123	REAL ESTATE TAXES	0	572	0	200	0	0	0	0	0
4160	PUBLICATION OF NOTICES	149	0	0	400	0	0	0	0	0
4180	REPAIRS & MAINTENANCE	108	0	0	0	0	0	0	0	0
	SUBTOTAL	257	572	0	600	0	0	0	0	0
	CAPITAL IMPROVEMENT PROJECTS									
4475	NOISE WALLS-REPAIR	71,361	99,634	0	54,200	0	0	0	0	0
4483	I-290 BRIDGE	9,192	0	0	0	0	0	0	0	0
4572	FEMA & STATE 08	1,497,808	688,004	1,354,800	266,600	524,100	0	0	0	0
4577	DUPAGE COUNTY-HIGHVIEW BUYOUT	0	0	0	0	225,000	0	0	0	0
4584	FEMA & STATE 10	0	0	766,000	1,800	0	0	0	0	0
4601	ACDC EXPANSION	0	566,295	6,809,500	0	0	0	0	0	0
	SUBTOTAL	1,578,361	1,353,933	8,930,300	322,600	749,100	0	0	0	0
	TRANSFERS OUT									
4992	TRANSFER TO DEBT SERVICE	0	0	75,000	75,000	0	0	0	0	0
	SUBTOTAL	0	0	75,000	75,000	0	0	0	0	0
	TOTAL EXPENDITURES	1,578,618	1,354,505	9,005,300	398,200	749,100	0	0	0	0
	FUND BALANCE, BEGINNING	62,729	154,565	282,205	282,205	224,605	167,605	167,605	167,605	167,605
	REV. OVER (UNDER) EXP.	91,836	127,640	(75,000)	(57,600)	(57,000)	0	0	0	0
	FUND BALANCE, ENDING	154,565	282,205	207,205	224,605	167,605	167,605	167,605	167,605	167,605

CAPITAL PROJECTS FUND

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%.

3430 Grants – Local

This account represents DuPage County funds that will assist the Village in purchasing a flood-prone property on Highview Avenue. This grant pays 75% of the cost and the Village is required to contribute the remaining 25%.

Expenditures

4572 FEMA & State 08

This account is for the purchase of the remaining flood-prone homes from the 2008 flood. These properties will be demolished and become open space.

4577 DuPage County-Highview Buyout

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

ACDC BUILDING FUND (41)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
9941	REVENUES							
		INTERGOVERNMENTAL REVENUES						
3420	GRANTS - STATE	0	0	0	0	0	0	0
3445	GRANTS - ETSB (COUNTY)	0	0	0	0	1,200,000	500,000	0
	SUBTOTAL	0	0	0	0	1,200,000	500,000	0
		INTEREST INCOME						
3510	INVESTMENT INTEREST	0	0	0	7,900	0	0	0
	SUBTOTAL	0	0	0	7,900	0	0	0
		BOND RECEIPTS						
3710	BOND PROCEEDS	0	0	0	11,993,300	0	0	0
3711	PREMIUM (DISCOUNT) BOND ISSUANC	0	0	0	238,000	0	0	0
3715	PAYMENT TO ESCROW AGENT	0	0	0	(125,600)	0	0	0
3718	EXCESS - COST OF BOND ISSUE	0	0	0	(148,300)	0	0	0
	SUBTOTAL	0	0	0	11,957,400	0	0	0
		MISCELLANEOUS REVENUES						
3899	MISCELLANEOUS REVENUES	0	0	0	765,000	600,000	0	0
	SUBTOTAL	0	0	0	765,000	600,000	0	0
	TOTAL REVENUES	0	0	0	12,730,300	1,800,000	500,000	0
9941	EXPENDITURES							
		CAPITAL OUTLAYS						
4301	OFFICE EQUIPMENT/FURNITURE	0	0	0	84,000	864,000	0	0
	SUBTOTAL	0	0	0	84,000	864,000	0	0
		CAPITAL IMPROVEMENT PROJECTS						
4601	ACDC BUILDING	0	0	0	4,424,000	8,602,000	0	0
	SUBTOTAL	0	0	0	4,424,000	8,602,000	0	0
	TOTAL EXPENDITURES	0	0	0	4,508,000	9,466,000	0	0
	FUND BALANCE, BEGINNING	0	0		0	8,222,300	556,300	1,056,300
	REV. OVER (UNDER) EXP.	0	0	0	8,222,300	(7,666,000)	500,000	0
	FUND BALANCE, ENDING	0	0		8,222,300	556,300	1,056,300	1,056,300

ACDC BUILDING FUND (41)

Notes

Revenues

3445 Grants - ETSB (County)

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

3889 Miscellaneous Revenues

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

Expenditures

4301 Office Equipment/Furniture

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

4601 ACDC Building

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

REDEVELOPMENT FUND (42)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
9942 REVENUES								
INTEREST INCOME								
3510	INVESTMENT INTEREST	5	19	0	22	0	0	0
	SUBTOTAL	5	19	0	22	0	0	0
MISCELLANEOUS REVENUES								
3899	MISCELLANEOUS REVENUES	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0
TRANSFERS IN								
3910	TRANSFER FROM GENERAL FUND	5,731	0	0	0	0	0	0
3945	TRANSFER FROM TIF #1	112,700	0	0	0	0	0	0
3992	TRANSFER FROM DEBT SERVICE	0	0	0	0	0	0	0
	SUBTOTAL	118,431	0	0	0	0	0	0
	TOTAL REVENUES	118,436	19	0	22	0	0	0
9942 EXPENDITURES								
CAPITAL IMPROVEMENT PROJECTS								
Transfers from TIF #1								
4429	STREET RESURFACING	0	0	0	0	0	0	0
	ARMY AT/AND MILL - WATERMAIN	0	0	0	0	0	0	0
	ARMY AT/AND MILL - ROAD	0	0	0	0	0	0	0
4498	WESTWOOD CREEK STABILIZATION	0	46,102	0	0	0	0	0
	SUBTOTAL - TIF #1 BALANCES	0	46,102	0	0	0	0	0
TRANSFERS OUT								
4944	TRANSFER TO PUBLIC BUILDING	0	0	13,890	13,890	0	0	0
4925	TRANSFER TO MFT FUND	0	52,720	0	0	0	0	0
4940	TRANSFER TO CAP PROJ	0	0	0	0	0	0	0
4950	TRANSFER TO WATER	0	0	0	0	0	0	0
	SUBTOTAL	0	52,720	13,890	13,890	0	0	0
	TOTAL EXPENDITURES	0	98,822	13,890	13,890	0	0	0
	FUND BALANCE, BEGINNING	(5,730)	112,706		13,903	35	35	35
	REV. OVER (UNDER) EXP.	118,436	(98,803)	(13,890)	(13,868)	0	0	0
	FUND BALANCE, ENDING	112,706	13,903	0	35	35	35	35



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PUBLIC BUILDING FUND (44)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
9944	REVENUES							
		TAXES						
3031	SALES TAX INCREMENT	1,731,009	2,001,719	1,801,900	1,803,000	1,865,000	1,962,500	2,019,500
	SUBTOTAL	1,731,009	2,001,719	1,801,900	1,803,000	1,865,000	1,962,500	2,019,500
		INTEREST INCOME						
3510	INVESTMENT INTEREST	(9)	(36)	10	400	0	0	0
	SUBTOTAL	(9)	(36)	10	400	0	0	0
		TRANSFERS IN						
3942	TRANSFER FROM REDEVELOPMENT	0	0	13,890	13,890	0	0	0
	SUBTOTAL	0	0	13,890	13,890	0	0	0
	TOTAL REVENUES	1,731,000	2,001,683	1,815,800	1,817,290	1,865,000	1,962,500	2,019,500
9944	EXPENDITURES							
		SERVICES & CHARGES						
4208	BUILDING MAT SUPPLIES	0	400	0	0	0	0	0
4161	PUBLICATION OF NOTICES	0	0	0	400	0	0	0
	SUBTOTAL	0	400	0	400	0	0	0
		CAPITAL IMPROVEMENT PROJECTS						
4404	<u>PUBLIC WORKS FACILITY:</u>	0	8,356	0	0	0	0	0
E/F	PAINT PW BLDG	0	0	0	0	41,000	0	0
W/S	SPOIL BIN COVERS	0	0	0	46,100	0	0	0
FS	333 S VILLA DAY TANK	0	0	20,000	20,300	0	0	0
FS	FLEET GARAGE AIR CONDITIONING	0	0	0	0	65,000	0	0
FS	FUEL SYSTEM ELECT SYST UPGRADE	0	0	50,000	0	190,000	0	0
	SUBTOTAL - PUBLIC WORKS FACILITY	0	8,356	70,000	66,400	296,000	0	0
4405	<u>VILLAGE HALL/POLICE FACILITY:</u>	257,334	171,522	0	0	0	0	0
IT	VILLAGE HALL CORE	0	0	36,000	36,000	0	0	0
IT	MICROWAVE UPGRADE	0	0	50,000	48,000	0	0	0
IT	SAN SHELF	0	0	60,000	56,000	0	0	0
IT	COPIERS - 5	0	0	55,000	52,700	0	0	0
IT	CONSULTANT - FINANCIAL SOFTWARE	0	0	70,000	26,000	500,000	315,000	20,000
B/G	VILLAGE HALL HUMIDIFICATION	0	0	45,000	45,000	0	0	0
B/G	ELEVATOR CODE COMPLIANCE - Emerg Repair	0	0	0	48,700	0	0	0
B/G	ACCESS CONTROL - (Picnic Tables \$2,600 used)	0	0	25,000	3,000	0	0	0
B/G	EVID OFFICE FURN	0	0	13,000	13,400	0	0	0
B/G	NEW OFFICE TASK CHAIRS	0	0	13,800	13,100	0	0	0
B/G	PD TRAINING CHAIRS	0	0	9,600	9,600	0	0	0
B/G	ROOF INSPECTION & REPAIRS	0	0	15,000	14,800	0	0	0
B/G	REPLACE/REFURBISH OFFICE CHAIRS	0	0	24,000	25,100	0	0	0
B/G	URBAN PLAZA LIGHTING	0	0	18,000	13,400	0	0	0
CR	CONTROL ROOM QC	0	0	17,000	17,000	0	0	0
CR	ROTUNDA SOUND SYSTEM	0	0	10,000	0	0	0	0
	SUBTOTAL- VILLAGE HALL/POLICE FACILITY	257,334	171,522	461,400	421,800	500,000	315,000	20,000

PUBLIC BUILDING FUND (44)

Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST. ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
9944	EXPENDITURES (Cont'd)							
4413	HISTORICAL BUILDINGS	44,929	25,110	0	0	0	0	0
B/G	HIST PAVERS	0	0	25,000	22,000	0	0	0
	SUBTOTAL- HISTORICAL BUILDINGS	44,929	25,110	25,000	22,000	0	0	0
4537	SEWER AND WASTEWATER FACILITIES	0	20,728	0	0	0	0	0
WPC	CSO LIGHT FIXTURES	0	0	6,500	5,100	0	0	0
WPC	LIGHTING FIXTURES - NTP	0	0	10,100	11,800	0	0	0
WPC	OVERHEAD DOOR REPLACEMENT	0	0	34,000	28,600	0	0	0
	SUBTOTAL - SEWER AND WASTEWATER	0	20,728	50,600	45,500	0	0	0
	SUBTOTAL - CAPITAL IMPROVEMENT	302,263	226,116	607,000	556,100	796,000	315,000	20,000
TRANSFERS OUT								
4910	TRANSFER TO GENERAL FUND	70,000	70,000	350,000	350,000	96,500	350,000	700,000
4992	TRANSFER TO DEBT SERVICE	1,200,000	1,200,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000
	SUBTOTAL - TRANSFERS OUT	1,270,000	1,270,000	1,650,000	1,650,000	1,396,500	1,650,000	2,000,000
	TOTAL EXPENDITURES	1,572,263	1,496,116	2,257,000	2,206,100	2,192,500	1,965,000	2,020,000
	FUND BALANCE, BEGINNING	66,669	225,406		730,973	342,163	14,663	12,163
	REV. OVER (UNDER) EXP.	158,737	505,567	(441,200)	(388,810)	(327,500)	(2,500)	(500)
	FUND BALANCE, ENDING	225,406	730,973		342,163	14,663	12,163	11,663

PUBLIC BUILDING FUND

Notes

Revenues

3031 Sales Tax Increment

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

Expenditures

4404 Public Works Facility

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

4405 Village Hall/Police Facility

This account is for renovations and maintenance to the Village Hall.

4413 Historical Buildings

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

4537 Sewer and Wastewater Facilities

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

4910 Transfer to General Fund

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

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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TIF #1 FUND

Narrative

This fund was 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 was used to finance public improvements.

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

The final project in this TIF District was completed in FY 2015. This TIF was closed, and monies for final bills to be sent by the State at a future time, were transferred to the Redevelopment Fund for future payment. The remaining balance of \$1,386,564 was returned to DuPage County, which in turn forwarded the excess to the affected taxing bodies.

TIF #1 FUND BALANCE SUMMARY

<u>FY</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>FUND BALANCE</u>
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0 @ 4/30/15

TIF #1 FUND - GREEN OAKS (45)

Budget

This TIF was closed effective 12/31/14

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET
9945	REVENUES					
		TAXES				
3006	PROPERTY TAX INCREMENT	822,208	0	0	0	0
	SUBTOTAL	822,208	0	0	0	0
		INTEREST INCOME				
3510	INVESTMENT INTEREST	174	0	0	0	0
3520	INTEREST ON PROPERTY TAX	0	0	0	0	0
	SUBTOTAL	174	0	0	0	0
	TOTAL REVENUES	822,382	0	0	0	0
9945	EXPENDITURES					
		SERVICES & CHARGES				
4101	PROF SVCS.-AUDIT	246	0	0	0	0
4194	PERMIT FEE PAYMENTS	0	0	0	0	0
4199	OTHER SERVICES AND CHARGES	0	0	0	0	0
	SUBTOTAL	246	0	0	0	0
		CAPITAL IMPROVEMENT PROJECTS				
4429	STREET RESURFACING	0	0	0	0	0
	ARMY AT/AND MILL - WATERMAIN	0	0	0	0	0
	ARMY AT/AND MILL - ROAD	0	0	0	0	0
4498	WESTWOOD CREEK STABILIZATION	716,857	0	0	0	0
	SUBTOTAL	716,857	0	0	0	0
		TRANSFERS OUT				
4940	TRANSFER TO CAPITAL PROJECTS FOR FUTURE PAYMENT - TIF CLOSED					
	ARMY AT/AND MILL - WATERMAIN	29,600	0	0	0	0
	ARMY AT/AND MILL - ROAD	34,400	0	0	0	0
	WESTWOOD CREEK STABLZN	48,700	0	0	0	0
	SUBTOTAL - TR TO CAP PROJ	112,700	0	0	0	0
	CLOSE FUND TRANSFER TO COUNTY	1,386,564	0	0	0	0
	TOTAL EXPENDITURES	2,216,367	0	0	0	0
	FUND BALANCE, BEGINNING	1,393,985	0	0	0	0
	REV. OVER (UNDER) EXP.	(1,393,985)	0	0	0	0
	FUND BALANCE, ENDING	0	0	0	0	0

TIF #2 FUND

Narrative

This fund is used to pay for infrastructure and housing improvements within Tax Increment Financing District (TIF) #2, known as the Michael Lane redevelopment area. This area encompasses 55 acres and includes commercial retail centers along with multi-family dwellings. TIF #2 was established in 1994 as an economic development financing tool. (See TIF #1 narrative for a brief description of TIF's). To date, there has been limited activity in TIF #2. This TIF District will expire in October, 2017.

TIF #2 FUND BALANCE SUMMARY

<u>FY</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>FUND BALANCE</u>
			175,877 @ 4/30/17
2017-18	411,000	586,877	0
2018-19	0	0	0

TIF #2 FUND - MICHAEL LANE (46)

Budget

This TIF will expire in October 2017

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15	2015-16	2016-17	2016-17	Thru 10/2017	2018-19	2019-20
		ACTUAL	ACTUAL	BUDGET	EST ACT	2017-18 BUDGET	BUDGET	BUDGET
9946	REVENUES							
	TAXES							
3006	PROPERTY TAX INCREMENT	245,373	235,416	235,500	411,000	411,000	0	0
	SUBTOTAL	245,373	235,416	235,500	411,000	411,000	0	0
	INTEREST INCOME							
3510	INVESTMENT INTEREST	57	261	0	700	0	0	0
3520	INTEREST ON PROPERTY TAX	4	0	0	0	0	0	0
	SUBTOTAL	61	261	0	700	0	0	0
	TOTAL REVENUES	245,434	235,677	235,500	411,700	411,000	0	0
9946	EXPENDITURES							
	SERVICES & CHARGES							
4101	PROF SVCS-AUDITING	246	285	300	300	300	0	0
4199	OTHER SERVICES & CHARGES	1,704	2,102	0	0	0	0	0
	IRON MTN STORAGE	0	0	0	1,700	1,700	0	0
	LOT PYRAMID	0	0	40,000	40,000	0	0	0
	SUBTOTAL	1,950	2,387	40,300	42,000	2,000	0	0
	CAPITAL IMPROVEMENT PROJECTS							
4307	PARK DEVELOPMENT	168,488	17,600	0	0	0	0	0
	SUBTOTAL	168,488	17,600	0	0	0	0	0
	TRANSFERS OUT							
4947	TRANSFER TO TIF #3	0	425,000	325,000	325,000	584,877	0	0
	SUBTOTAL	0	425,000	325,000	325,000	584,877	0	0
	TOTAL EXPENDITURES	170,438	444,987	365,300	367,000	586,877	0	0
	FUND BALANCE, BEGINNING	1,322,821	340,487	131,177	131,177	175,877	0	0
	REV. OVER (UNDER) EXP.	(982,334)	(209,310)	(129,800)	44,700	(175,877)	0	0
	FUND BALANCE, ENDING	340,487	131,177		175,877	0	0	0

Notes

Revenues

3006 Property Tax Increment

This account 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. This TIF District will expire in October 2017.

Expenditures

4199 Other Services & Charges

This account includes Village expense for Iron Mountain Storage fees.

4947 Transfer to TIF #3

This account includes the transfer of funds to the adjoining/adjacent TIF district for Economic Development.



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TIF #3 FUND

Narrative

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

TIF #3 FUND BALANCE SUMMARY

<u>FY</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>FUND BALANCE</u>	
			183,520	@ 4/30/17
2017-18	794,977	942,400	36,097	
2018-19	10,100	300	46,197	
2019-20	10,100	300	56,297	
2020-21	10,100	300	66,397	
2021-22	10,100	300	76,497	
2022-23	10,100	300	86,597	
2023-24	10,100	300	96,697	
2024-25	10,100	300	106,797	
2025-26	10,100	300	116,897	
2026-27	10,100	300	126,997	
2027-28	10,100	300	137,097	
2028-29	10,100	300	147,197	
2029-30	10,100	300	157,297	
2030-31	10,100	300	167,397	

TIF #3 FUND - TOWN CENTER (47)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET
9947	REVENUES									
	TAXES									
3006	PROPERTY TAX INCREMENT	12,070	9,624	9,624	10,100	10,100	10,100	10,100	10,100	10,100
	SUBTOTAL	12,070	9,624	9,624	10,100	10,100	10,100	10,100	10,100	10,100
	INTEREST INCOME									
3510	INVESTMENT INTEREST	22	260	0	500	0	0	0	0	0
3520	INTEREST ON PROPERTY TAX	0	0	0	0	0	0	0	0	0
	SUBTOTAL	22	260	0	500	0	0	0	0	0
	TRANSFERS IN									
3944	TRANSFER FROM PBF	0	70,000	0	0	0	0	0	0	0
3946	TRANSFER FROM TIF #2	0	425,000	325,000	325,000	584,877	0	0	0	0
3992	TRANSFER FROM DEBT SVC	0	0	0	640,000	200,000	0	0	0	0
	SUBTOTAL	0	495,000	325,000	965,000	784,877	0	0	0	0
	TOTAL REVENUES	12,092	504,884	334,624	975,600	794,977	10,100	10,100	10,100	10,100
9947	EXPENDITURES									
	SERVICES & CHARGES									
4101	PROF SVCS.-AUDITING	246	285	300	300	300	0	0	0	0
	SUBTOTAL	246	285	300	300	300	0	0	0	0
	CAPITAL IMPROVEMENT PROJECTS									
4479	SIDEWALK TRIP HAZARD	0	289	0	0	0	0	0	0	0
4538	GREEN MEADOW REDEV	27,761	150,000	0	0	289,000	0	0	0	0
	JOHNS PLAZA	0	0	50,000	50,000	0	0	0	0	0
	ALTA VILLA	0	0	100,000	100,000	0	0	0	0	0
	VILLAGE GREEN DRAINAGE	0	211,406	40,000	48,700	0	0	0	0	0
	VILLAGE GREEN IMPROVEMENTS	0	0	350,000	884,200	653,100	0	0	0	0
	SUBTOTAL	27,761	361,695	540,000	1,082,900	942,100	0	0	0	0
	TOTAL EXPENDITURES	28,007	361,980	540,300	1,083,200	942,400	0	0	0	0
	FUND BALANCE, BEGINNING	164,131	148,216	291,120	291,120	183,520	36,097	46,197	56,297	66,397
	REV. OVER (UNDER) EXP.	(15,915)	142,904	(205,676)	(107,600)	(147,423)	10,100	10,100	10,100	10,100
	FUND BALANCE, ENDING	148,216	291,120	85,444	183,520	36,097	46,197	56,297	66,397	76,497

Notes

Revenues

3006 Property Tax Increment

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

3946 – Transfer from TIF #2

Accounts for funds transferred from an adjoining TIF district.

3992 – Transfer from Debt Service

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

Expenses

4101 Professional Services – Auditing

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

4538 Green Meadow Redevelopment

This account includes improvements to the Green Meadow Shopping Center, and the Village Green.



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TIF #4 FUND

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.

This fund was closed in FY 2015, sixteen years early.

TIF #4 FUND BALANCE SUMMARY

<u>FY</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>FUND BALANCE</u>	
			0	@ 4/30/15

TIF #4 FUND - FULLERTON (48)

Budget

This TIF was closed effective 12/31/14

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET
9948	REVENUES					
		TAXES				
3006	PROPERTY TAX INCREMENT	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0
		INTEREST INCOME				
3510	INVESTMENT INTEREST	1	0	0	0	0
	SUBTOTAL	1	0	0	0	0
		TRANSFERS IN				
3942	TRANSFER FROM REDEVELOPMENT	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0
	TOTAL REVENUES	1	0	0	0	0

9948	EXPENDITURES					
		SERVICES & CHARGES				
4103	PROF SERVICES - LEGAL	0	0	0	0	0
4110	TECHNICAL & CONSULTING	0	0	0	0	0
4199	OTHER SERVICES AND CHARGES	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0
		MISCELLANEOUS EXPENDITURES				
	CLOSE FUND - TRANSFER TO COUNTY	6,675	0	0	0	0
	TOTAL EXPENDITURES	6,675	0	0	0	0
	FUND BALANCE, BEGINNING	6,674	0	0	0	0
	REV. OVER (UNDER) EXP.	(6,674)	0	0	0	0
	FUND BALANCE, ENDING	0	0	0	0	0

POLICE PENSION FUND

Narrative

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

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

POLICE PENSION FUND (70)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
9970	REVENUES							
	INTEREST INCOME							
3510	INVESTMENT INTEREST	1,289,724	1,543,674	900,000	850,000	900,000	900,000	900,000
	SUBTOTAL	1,289,724	1,543,674	900,000	850,000	900,000	900,000	900,000
	MISCELLANEOUS REVENUES							
3875	GAIN SALE OF INVESTMENTS	1,108,504	(1,852,987)	1,000,000	2,154,300	1,000,000	1,000,000	1,000,000
3880	EMPLOYEE CONTRIBUTIONS	576,575	620,301	587,600	587,600	600,000	600,000	600,000
3881	EMPLOYER CONTRIBUTIONS	2,309,851	2,724,449	2,718,300	2,762,900	3,013,000	3,103,400	3,196,500
3899	MISCELLANEOUS REVENUES	0	50	0	0	0	0	0
	SUBTOTAL	3,994,930	1,491,813	4,305,900	5,504,800	4,613,000	4,703,400	4,796,500
	TOTAL REVENUES	5,284,654	3,035,487	5,205,900	6,354,800	5,513,000	5,603,400	5,696,500
9970	EXPENDITURES							
	PERSONAL SERVICES							
4014	PENSION PAYMENTS	3,146,819	3,317,891	3,282,662	3,528,200	3,634,000	3,743,000	3,855,300
4028	OTHER PENSION PAYMENTS	111,000	0	0	2,800	0	0	0
	SUBTOTAL	3,257,819	3,317,891	3,282,662	3,531,000	3,634,000	3,743,000	3,855,300
	SERVICES & CHARGES							
4101	PROF SVCS.-ACCTNG/AUDITING	3,500	0	5,500	5,500	5,500	5,500	5,500
4103	PROF SVCS.-LEGAL	5,684	4,327	6,000	6,000	3,000	3,000	3,000
4107	PROF SVCS.-MEDICAL	0	8,010	0	5,600	2,000	2,000	2,000
4110	TECH & CONSULT SERVICES	79,747	101,922	75,500	80,000	80,000	80,000	80,000
4163	CONFERENCES	0	325	200	300	300	300	300
4192	DUES/SUBSCRIPTIONS	775	795	800	800	800	800	800
4199	OTHER SERVICES & CHARGES	0	13	0	0	0	0	0
	SUBTOTAL	89,706	115,392	88,000	98,200	91,600	91,600	91,600
	MISCELLANEOUS EXPENSES							
4880	INVESTMENT FEES (St of IL)	6,964	7,701	7,000	8,000	8,000	8,000	8,000
	SUBTOTAL	6,964	7,701	7,000	8,000	8,000	8,000	8,000
	TRANSFERS OUT							
4901	TRANSFER TO GENERAL FUND	2,500	2,500	2,500	2,500	2,500	2,500	2,500
	SUBTOTAL	2,500	2,500	2,500	2,500	2,500	2,500	2,500
	TOTAL EXPENDITURES	3,356,989	3,443,484	3,380,162	3,639,700	3,736,100	3,845,100	3,957,400
	FUND BALANCE, BEGINNING	38,505,337	40,433,002	40,025,005	40,025,005	42,740,105	44,517,005	46,275,305
	REV. OVER (UNDER) EXP.	1,927,665	(407,997)	1,825,738	2,715,100	1,776,900	1,758,300	1,739,100
	FUND BALANCE, ENDING	40,433,002	40,025,005	41,850,743	42,740,105	44,517,005	46,275,305	48,014,405

POLICE PENSION FUND

Notes

Expenditures

4014 Pension Payments

Budgeted amounts are based upon scheduled monthly pension payroll payments.

4101 Professional Services – Accounting/Auditing

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

4103 Professional Services – Legal

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

4110 Technical & Consulting Services

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

4880 Investment Fees

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

4901 Transfer to General Fund

Payment to the Village for 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

Narrative

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

MOTOR FUEL TAX FUND (25)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET
9925	REVENUES									
	TAXES									
3031	SALES TAX INCREMENT	1,731,009	2,001,719	1,801,900	1,803,000	1,865,000	1,962,500	2,019,500	2,081,210	2,141,681
3060	MOTOR FUEL TAX	905,342	944,935	903,000	945,800	945,800	945,800	945,800	950,000	950,000
	ADD'TL MFT ALLOCATION	160,445	0	0	0	0	0	0	0	0
	SUBTOTAL	2,796,796	2,946,654	2,704,900	2,748,800	2,810,800	2,908,300	2,965,300	3,031,210	3,091,681
	INTERGOVERNMENTAL REVENUES									
3440	GRANT-CDBG - Iowa	0	300,000	0	0	0	0	0	0	0
	SUBTOTAL	0	300,000	0	0	0	0	0	0	0
	INTEREST INCOME									
3510	INVESTMENT INTEREST	57	(227)	0	500	0	0	0	0	0
	SUBTOTAL	57	(227)	0	500	0	0	0	0	0
	MISCELLANEOUS REVENUES									
3826	WAL-MART SIGNAL REIMB	322,260	0	0	0	0	0	0	0	0
3847	REIMB ARMITAGE/MICH	0	31,520	0	0	0	0	0	0	0
3848	REIMB HARVARD RD IMPR	0	78,471	0	0	0	0	0	0	0
3899	MISCELLANEOUS REVENUES - Add Twp	0	0	0	32,700	0	0	0	0	0
	SUBTOTAL	322,260	110,016	0	32,700	0	0	0	0	0
	TRANSFERS IN									
3942	TRANSFER FROM REDEV	0	52,720	0	0	0	0	0	0	0
3947	TRANSFER FROM TIF #3	0	11,712	0	0	0	0	0	0	0
3950	TRANSFER FROM water	0	21,836	0	0	0	0	0	0	0
	SUBTOTAL	0	86,268	0	0	0	0	0	0	0
	TOTAL REVENUES	3,119,113	3,442,711	2,704,900	2,782,000	2,810,800	2,908,300	2,965,300	3,031,210	3,091,681

9925	EXPENDITURES									
	CAPITAL IMPROVEMENT PROJECTS									
4401	STREET MAINTENANCE PROGRAM	1,796,549	3,067,158	2,400,000	2,315,400	1,807,000	1,522,000	1,600,000	2,100,000	2,550,000
4415	MILL RD: LAKE - ARMY TRAIL**	97,362	0	0	0	0	0	0	0	0
4415	ARMY TRAIL: MILL - 53 (STP)	0	0	0	0	138,500	585,300	349,400	180,700	0
4416	SWIFT ROAD RESURFACE (State is lead)**	616,545	0	0	37,800	0	0	0	0	0
4416	SWIFT - PHASE II**	0	0	76,100	0	76,100	0	0	0	0
4424	FULLERTON (STP)	0	0	0	0	0	159,700	734,400	482,000	260,500
4425	GRACE STREET RESURFACE**	209,098	0	0	0	0	0	0	0	0
4426	RT 53: ARMY TRAIL - LAKE	0	0	0	0	0	316,000	0	0	0
4429	IOWA RESURFACE***	0	262,037	0	32,095	0	0	0	0	0
4459	MFT SIDEWALK PROGRAM	54,129	132,654	125,000	284,541	125,000	125,000	125,000	125,000	125,000
4479	SIDEWALK PROGRAM - TRIP HAZARD	88,117	104,550	100,000	97,692	100,000	100,000	100,000	100,000	100,000
4542	ARMITAGE (VILLA PARK)	0	0	0	0	13,000	0	0	0	0
4573	ARDMORE NORTH	0	188,569	3,100	154,932	0	0	0	0	0
4575	ADA SIDEWALK COMPLIANCE	13,439	86,500	50,000	47,943	50,000	50,000	50,000	50,000	50,000
4576	IDOT LED UPGRADE	0	1,258	0	94	0	0	0	0	0
4585	KINGS POINT PATCHING PROGRAM	0	331,140	43,200	17,329	0	0	0	0	0
4603	LORRAINE GAP IMPROVEMENTS	0	0	0	1,500	361,000	36,000	0	0	0
4604	BYRON AVE RESURFACE	0	0	0	0	509,700	15,000	0	0	0
	SUBTOTAL	2,875,239	4,173,866	2,797,400	2,989,326	3,180,300	2,909,000	2,958,800	3,037,700	3,085,500
	TOTAL EXPENDITURES	2,875,239	4,173,866	2,797,400	2,989,326	3,180,300	2,909,000	2,958,800	3,037,700	3,085,500
	FUND BALANCE, BEGINNING	1,064,946	1,308,820	577,665	577,665	370,339	839	139	6,639	149
	REV. OVER (UNDER) EXP.	243,874	(731,155)	(92,500)	(207,326)	(369,500)	(700)	6,500	(6,490)	6,181
	FUND BALANCE, ENDING*	1,308,820	577,665	485,165	370,339	839	139	6,639	149	6,330

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

***50% CDBG - 50% Village

MOTOR FUEL TAX FUND

Notes

Revenues

3031 Home Rule Sales Tax

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

3060 Motor Fuel Tax

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

Expenditures

4401 Street Maintenance Program

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

4415 Army Trail: Mill to Route 53

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

4416 Swift Road Resurface and Swift Road Phase II

This account represents a road project with the State as the lead. Phase II includes funding for engineering.

4459 MFT Sidewalk Program

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

4479 Sidewalk Program

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

4542 Armitage (Villa Park)

This account represents the Village's share of a resurfacing project that was completed by the Village of Villa Park.

MOTOR FUEL TAX FUND

Notes (Cont'd)

4575 ADA Sidewalk Compliance

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

4603 Lorraine Gap Improvements

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

4604 Byron Avenue Resurface

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

COMMUNITY DAYS FUND

Narrative

This fund was established to account for revenues and expenditures of the annual Community Days festival. For over 25 years, Community Days was held at 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 included budgeted funds in the General Fund Community Relations Department for the weekly summer events which include music, food and special event nights such as car and motorcycle shows and a battle of the bands. These events are free to the community (except food and beverage purchases from local vendors) and are well attended.

COMMUNITY DAYS FUND (26)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 BUDGET	2016-17 EST ACT	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
9926	REVENUES							
		INTEREST						
3510	INVESTMENT INCOME	1	7	0	0	0	0	0
	SUBTOTAL	1	7	0	0	0	0	0
		MISCELLANEOUS REVENUES						
3899	CIRCUS REVENUES	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0
		TRANSFERS IN						
3910	TRANSFER FROM GENERAL FUND	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0
	TOTAL REVENUES	1	7	0	0	0	0	0
9926	EXPENDITURES							
		SUPPLIES & MATERIALS						
4299	OTHER OPER. SUPPLIES - Circus	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0
	TOTAL EXPENDITURES	0	0	0	0	0	0	0
	FUND BALANCE, BEGINNING	6,405	6,406	6,413	6,413	6,413	6,413	6,413
	REV. OVER (UNDER) EXP.	1	7	0	0	0	0	0
	FUND BALANCE, ENDING	6,406	6,413	6,413	6,413	6,413	6,413	6,413

DEPARTMENT DIRECTORY

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

GLOSSARY OF TERMS

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

ACDC – Acronym for the Addison Consolidated Dispatch Center.

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF TERMS

(Cont'd)

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF TERMS

(Cont'd)

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF TERMS

(Cont'd)

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

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

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

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

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

HHRC – Henry Hyde Resource Center.

HUD – Department of Housing and Urban Development.

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

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

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

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

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

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

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

MGD – Million gallons per day.

GLOSSARY OF TERMS

(Cont'd)

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

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

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

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

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

Revenue - Funds that the Village receives as income.

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

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

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

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

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

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

GLOSSARY OF TERMS

(Cont'd)

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

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

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



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