

# 2015 Annual Budget





**The mission of the City of Des Plaines is to continually enhance the quality of life enjoyed by the residents and businesses of the community through the development and delivery of reliable and efficient services.**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Des Plaines  
Illinois**

For the Fiscal Year Beginning

**January 1, 2014**

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Des Plaines, Illinois for its annual budget for the fiscal year beginning January 1, 2014. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another reward.



## Legislative

Matthew J. Bogusz, Mayor

Gloria J. Ludwig, City Clerk

### City Council

Patricia Haugeberg – First Ward

James Brookman – Fifth Ward

John Robinson – Second Ward

Mark Walsten – Sixth Ward

Denise Rodd – Third Ward

Don Smith – Seventh Ward

Dick Sayad – Fourth Ward

Mike Charewicz – Eighth Ward

## Administration

City Manager .....Michael G. Bartholomew

General Counsel.....Peter Friedman, Holland & Knight, LLP

Director of Finance ..... Dorothy Wisniewski

Chief of Police ..... William Kushner

Fire Chief ..... Alan Wax

Director of Public Works & Engineering ..... Timothy Oakley

Director of Community & Economic Development..... George Sakas

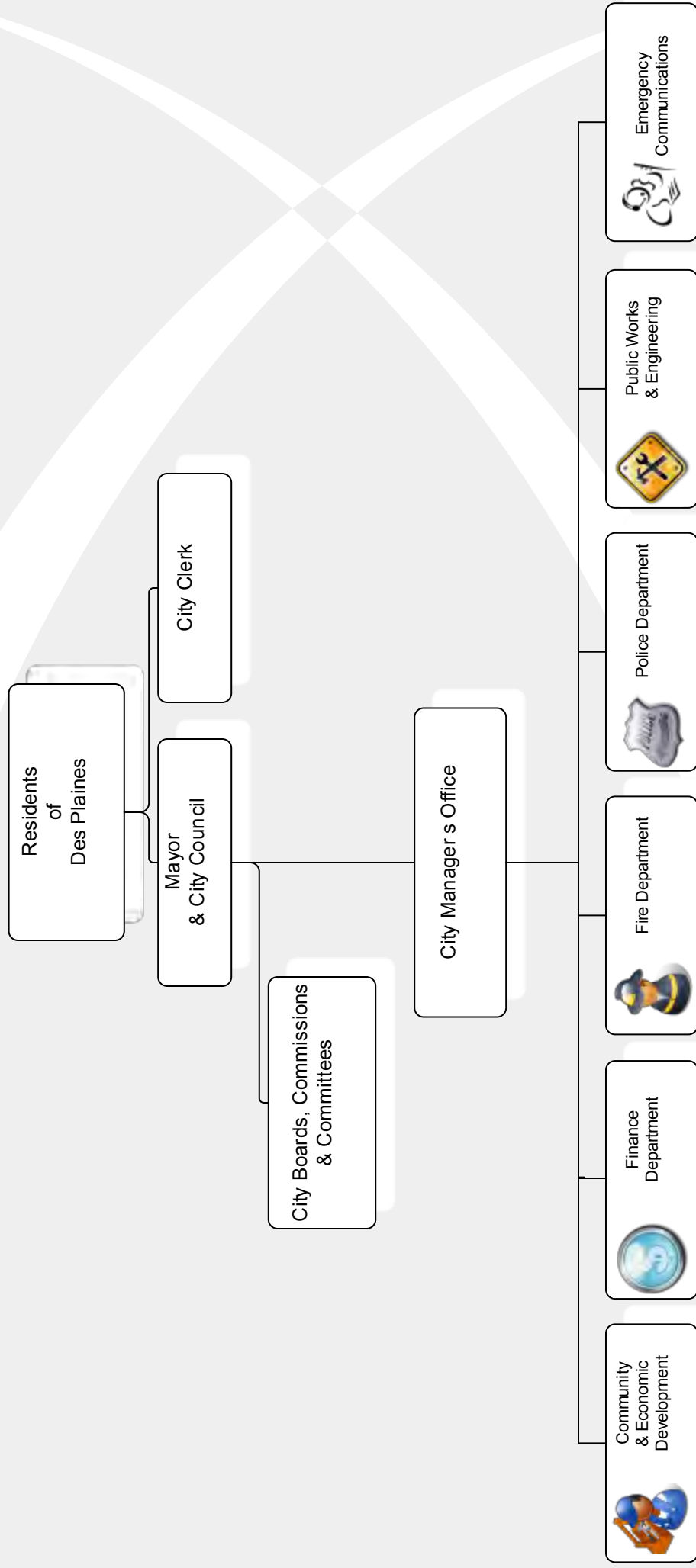


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# City of Des Plaines





## 2015 Budget BUDGET CALENDAR

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July 8	Staff budget preparation workshop with Department Heads. Budget Team transmits budget memo with preliminary targets.
July 31	Departments submit budget to Budget Team inclusive of goals and accomplishments.
August 6-13	Initial review of budget requests by Budget Team.
August 14-22	Budget Team review with departments and conduct follow-up as needed. Meeting schedule to be provided.
August 25-27	Follow-up meetings with Departments (if necessary).
September 12	Submit Proposed 2015 Budget document to City Council for review.
September 29	<b>City Council Budget Review meeting</b> —Introduction & Overview. General Fund: Elected Office, City Manager, Finance, CED, Public Works & Engineering, Police, EMA, Fire, BFPC and General Fund Overhead.
October 14	<b>City Council Budget Review meeting</b> —Non-General Fund: TIFs, MFT, CDBG, Grant Funded Projects, Gaming Tax, Debt Service, Capital Projects, Equipment Replacement, IT Replacement, Water/Sewer, Parking, Risk Management, Health Benefits, and Library.
October 29	<b>City Council Budget Review meeting</b> —Final Review (as needed).
November 3	<b>Tax Levy Resolution</b> submitted to City Council (required by State law, not less than 20 days prior to the adoption of the tax levy).
November 17	<b>City Council Budget Review meeting</b> —Final Approval.
November 7-14	<b>Publication of Property Tax Levy.</b> <b>Public Hearing Notice</b> (required between 7 and 14 days prior to hearing).
November 17	<b>Public Hearing on Tax Levy</b> <b>1<sup>st</sup> Reading of Tax Levy Ordinance</b>
December 1	<b>2<sup>nd</sup> Reading and Approval of Tax Levy Ordinance.</b> (Must be filed with County Clerk by 12/26/14)
First Qtr 2015	<b>Annual Appropriation Ordinance filed.</b> Public notice required, not less than 10 days prior to Public Hearing.



# 2015 Budget BUDGET CALENDAR

Task	Assigned Group	2014							2015		
		June	July	August	September	October	November	December	January	February	March
Strategic Planning & Citizen Input	Citizens, City Council, Budget Team*										
Budget Preparation Workshop	Department Heads**, Budget Team										
Departments Submit Budget Requests	Department Heads, Budget Team										
Initial Review of Budget Requests	Department Heads, Budget Team										
Collaborative Review with Department Heads	Department Heads, Budget Team										
Follow up Meetings Conducted (if necessary)	Department Heads, Budget Team										
Submit Proposed 2014 Budget to City Council	Citizens, City Council, Budget Team										
City Council Budget Review Meeting, Part 1	Citizens, City Council, Budget Team										
City Council Budget Review Meeting, Part 2	Citizens, City Council, Budget Team										
City Council Budget Review Meeting, Part 3	Citizens, City Council, Budget Team										
Tax Levy Resolution Submitted to City Council	Citizens, City Council, Budget Team										
City Council Budget Review Meeting, Final Approval	Citizens, City Council, Budget Team										
Publication of Property Tax Levy	Citizens, City Council, Budget Team										
Public Hearing Notice	Citizens, Budget Team										
Public Hearing on Tax Levy Ordinance, 1st Reading	Citizens, City Council, Budget Team										
Public Hearing on Tax Levy Ordinance, 2nd Reading and Approval	Citizens, City Council, Budget Team										
Annual Appropriation Ordinance Filed	Budget Team										

\* Budget Team includes the City Manager, Assistant City Manager/Finance Director, Assistant Finance Director & Department Analysts

\*\* Department Heads includes Directors and Senior Staff from all City Departments





## City of Des Plaines

### City Manager's Office

1420 Miner Street  
Des Plaines, IL 60016  
Tel: 847-391-5488  
Fax: 847-391-5451

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Honorable Mayor and Members of City Council,

I am pleased to present the 2015 Annual Budget as adopted on November 17, 2014. This budget makes significant strategic investments in our community while advancing our ultimate goal of long-term financial stability.

The annual budget is a policy document which sets the financial course for the City of Des Plaines and defines the level of service, the size of programs, and the scope of capital projects for the community. It is arguably the most important annual consideration made by the City Council. The Annual Budget provides the spending authority for all City departments for the given fiscal year and, therefore, becomes the basis for virtually every City activity during the upcoming fiscal year. Moreover, the budget process provides a gauge for measuring the success of City services and programs and/or the methods employed for their delivery.

As a culmination of the budget process, the budget document is a concrete record of the City Council's objectives and provides the means by which these stated objectives will be accomplished. Therefore, the budget document becomes the City Council's primary statement of its public policy, and, during the course of the fiscal year, serves as an essential management tool for City staff.

Each year, the City's budget team continues to improve the budget document to make the document a more readable and understandable instrument for conveying the City's spending priorities. Our success in that effort has been recognized. For six consecutive years, the City has been a recipient of the Government Finance Officers Association's (GFOA) *Distinguished Budget Presentation Award* in recognition that the City's budget document meets or exceeds the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices.

### **2015 BUDGET GOALS**

The 2015 Budget continues to use the 2013 Strategic Plan adopted by the City Council on August 5, 2013 via Resolution R-124-13. The 2013 Strategic Plan was developed as part of the preparation of the 2014 Budget during the strategic planning sessions held by the City Council and facilitated by Lynn Montei Associates on June 5<sup>th</sup> and June 6<sup>th</sup> at the Des Plaines Public Library. Out of those sessions, the City Council identified five very clear goals and several strategies to achieve those goals. In continuing that effort, the strategic plan was further refined in 2014 during a Staff Budget Workshop in which the City Council Goals were discussed in preparation for the 2015 Budget.

The City's 2015 Budget priorities have been aligned with the goals in the 2013 Strategic Plan and 2014 Staff Budget Workshop as follows:

1. **Financial Stability:** Our resources are in optimal balance with City needs and desires, and a stable financial condition endures.

2. ***Thriving Economic Development:*** Focused, steady growth and creative investment stimulate an increasingly attractive and vital economic climate.
3. ***World Class Infrastructure:*** Effective storm water management, transportation and water distribution system upgrades inspire community confidence.
4. ***Sense of Community:*** The value, beauty and feel of the City result in community pride, ownership and well-being.
5. ***High Performance:*** We are clear, focused, strategic and best in class in leadership and service delivery.

The City's 2015 budgetary focus continues to be the long-term financial stability coupled with continued investment in the City's aging infrastructure, enhanced beautification, and flood mitigation. In the past several years there have been minimal tax increases to residents, and the 2015 Budget continues the emphasis on keeping City services affordable to the taxpayers.

### **BUDGET CHALLENGES**

Responsible municipal budgets take into account a number of internal and external environmental factors that pose significant challenges. They include the following:

1. **Pension Liabilities:** Municipalities across the state must continue to address the funding of pension liabilities. Recent changes in pension laws allow municipalities' additional time – now until 2040 – to fund 90% of their respective pension obligations. While this modification provides some relief to municipalities, the additional measures identified below are necessary to ensure the City can meet its future pension obligations.

The 2011 Budget reflected the change in the actuarial assumptions by lowering the investment rate of return from 8% to 7.75%, and then adjusted it down even further to 7% in 2012. These adjustments will help ensure that the City's investments can meet future pension obligations. Prudent long-term fiscal planning includes an ongoing monitoring of the actuarial assumptions including investment rate of returns, especially given current market conditions. The 2015 Budget, as proposed, continues to assume a 7.0% rate of return on investment for Police and Fire pensions in order to fully comply with the statutory requirements by 2040.

2. **Revenue Sources at Risk:** Over the past several years, state legislation has not provided for any increases in local municipal revenues, in fact, reductions have been proposed on several occasions. Discussions at the State level have continued regarding proposed reductions to the Local Government Distributive Fund. The Corporate Personal Property Replacement revenue was also partially diverted away from local governments. Local governments face challenges similar to these on a daily basis, and will continue to face them in the future.
3. **Underperforming TIF Districts:** The City of Des Plaines currently has five Tax Increment Financing (TIF) districts and is planning to restructure TIF #6 into two separate districts beginning in 2015. At the end of fiscal year 2013, two of the five districts (TIF #3, Wille Road and TIF #6, Mannheim/Higgins) were "in the red," and a third one (TIF #4, River/Rand) is projected to be "in the red" by the end of 2014. Given the significant decrease in equalized

assessed values over the past few years, the property tax increment typically generated by the TIFs to pay for obligations have significantly decreased, resulting in significant deficits in these districts. To offset the deficits in the three underperforming TIF districts the City has been forced to transfer funds from the City's General Fund with the expectation that funds will eventually be repaid by the TIF districts.

- 4. Funding of Significant Capital Improvements:** The City of Des Plaines encompasses roughly 15 square miles of land area. The City is facing an on-going challenge to prioritize and address all its funding needs, especially capital improvements. The City has 144 miles of streets that require resurfacing, rehabilitation, and reconstruction as recommended in the Capital Improvement Program at a total cost of \$90 million. Other large ticket items include 221 miles of water mains with a cost of \$1M per mile to replace, 176 miles of storm sewers and 121 miles of sanitary sewers, each costing \$800K per mile to replace. In terms of combined storm/sanitary sewers, the City has approximately 77 miles. In addition to these expenses, annual funding is required for sidewalk replacements, rear yard drainage, and other infrastructure related projects.
  
- 5. Funding for Risk Related Expenses:** Health Insurance expenses are budgeted to increase by \$210K or 2.4% in 2015. Beginning in 2015, the City, as a healthcare provider is subject to the Patient Protection and Affordable Care Act (or PPACA). Although the fees and taxes that are imposed by the PPACA will take effect in 2018 (commonly known as the "Cadillac tax"), and are based on the cost of individual City health insurance plans, City staff will begin planning for an increase in expenses driven by the PPACA in 2015. Based on initial estimates, if no changes are made to the current City plans, the City will be expected to pay a \$500K "Cadillac tax" annually beginning in 2018. In the upcoming years, the City will identify strategies that will improve employee well-being, keep costs at manageable levels and minimize or avoid "Cadillac taxes" in 2018 and beyond.

## **BUDGET RECAP**

The City has taken great strides during the past five years to ensure its fiscal stability. The most significant reductions in operating expenditures were achieved by streamlining operations and, most notably, by eliminating numerous staff positions. Those staff reductions were, undoubtedly, the most difficult decisions made during this period. They were, however, the decisions necessary to meet the new economic realities of today, and they have placed the City on a path to long-term fiscal strength. Additionally, the City has taken great strides in early debt payoff and refinancing opportunities. Between the years of 2008 through 2014, the City has paid down \$9.31M in debt which has saved the City \$1.6M in interest costs. Additionally, the City has saved \$2.8M in refinancing opportunities for the current debt service obligations. The 2015 Budget continues to be a conservative financial plan intended to hold-the-line on expenditures while making strategic investments in capital, maintaining the City's fiscal stability, and providing for excellence in the delivery of City services.

## **Overview of Revenues**

Total revenues for all funds in the 2015 Budget are \$128M, which is nearly identical to 2014 Budget figures. The 2015 General Fund revenues (the main operating fund) total \$58.6M, a \$531K increase over the 2014 budgeted revenues primarily due to increases in Sales Tax and Hotel Tax revenues as well as small increases projected for other general fund revenues.

**RE: FY 2015 Budget**

November 25, 2014

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The total City property tax levy is \$23.1M, which is an increase of 0% over the prior year's tax levy. The ten-year average levy increase (levy-over-extension), including the 2014 levy, is 0.48%, and the levy-over-levy ten-year average increase is 3.6%. The proposed 2014 0% levy-over-levy increase is well below the ten-year average. Additionally, in looking at a sample Maine Township property tax bill, the City currently receives 12.92% of the entire tax bill compared to 13.90% in 2010.

Sales taxes represent the third largest source of revenue for the City. These include Municipal Sales Tax and Home Rule Sales Tax. Total sales tax revenue is projected to generate \$13.75M in 2015, a \$550K or 4% increase from the 2014 Budget. The Home Rule Sales Tax is allocated between the General Fund at 25% and the Capital Projects Fund at 75%; this revenue is expected to increase 1% from 2014 Budget figures.

State income tax is based on a per-capita distribution. Based on the trending in 2014, the City projects to receive \$4.6M in 2015, unchanged from the 2014 projected amount. Utility taxes will also remain relatively constant from 2014 levels, coming in at \$3.5M. The following identifies other revenues of significance included in the 2015 Budget:

- Hotel/Motel taxes of \$1.6M, which is \$400K above the 2014 Budget, primarily due to high occupancy rates at hotels near the Rivers Casino.
- Real Estate transfer taxes of \$400K – a \$100K increase from 2014 Budget figures.
- Food and Beverage tax receipts of \$1.1M, consistent with 2014 budgeted revenues.
- Personal Property Replacement tax revenues of \$1.3M, consistent with 2014 budgeted revenues.
- Licensing and Permit revenues of \$2.57M, which includes vehicle licenses (\$1.25M), business licenses (\$350K), and building permits (\$500K). All of these revenues experienced a slight increase over 2014 figures, driven largely by an increase in vehicle licensing revenue and building permit revenue.

**Overview of Expenditures**

Total City spending in the 2015 Budget excluding transfers is \$156.1M, a \$13.3M increase (or 9.3%) over the 2014 Budget amount. This increase is primarily attributed to the \$11M in River Road reconstruction Phase II which has been budgeted in 2015, offset by small changes in other funds. In looking at the overall investment in the community in terms of infrastructure projects, the proposed 2015 Budget includes investment in infrastructure projects of \$24.4M. Over the last few years the City contributed \$4.5M in 2011, \$7.6M in 2012 and \$13.2M in 2013, and budgeted \$21.8 in 2014 of which \$5.5M will be carried over into 2015.

The 2015 Budget includes total General Fund (operating) expenditures of \$60.4M, a \$744K or 1.25% increase over 2014 budgeted General Fund expenditures. The General Fund (operating) revenues for 2015 are projected at \$58.6M. The City will be utilizing unassigned fund balance to bridge the gap between revenues and expenditures.

Significant General Fund expenditures include the following:

**RE: FY 2015 Budget**

November 25, 2014

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- Allocation of \$100K towards the non-TIF Business Assistance programs as an Economic Development tool.
- Increase the landscape improvements throughout the City in the amount of \$300K.
- \$168K in funding for improvements to be made at the Public Works facility.
- Replacement of the roof at Fire Station #2 in the amount of \$100K.

Significant non-General Fund expenditures include the following:

- Funding for sidewalk replacements throughout the City at a cost of \$750K.
- Water main replacement as part of the River Road reconstruction, at a cost of \$2.5M.
- Design and engineering as well as the construction of an alternate water supply source at a cost of \$6M.
- Funding of \$5.7M in street and drainage system improvements.

### **Overview of Capital Projects Fund**

The Capital Projects Fund is used to account for the financial resources to be utilized for the acquisition or construction of capital facilities. The 2015 Budget includes revenues of \$7M, transfers in of \$4.3M, total expenditures of \$11.2M and transfers out of \$321K. The \$4.3M transfers in were earmarked from the 2013 gaming tax revenue for infrastructure projects.

The specific capital improvement projects proposed for 2015 are identified in the City's five-year Capital Improvement Program (CIP). General categories, with their approximate funding levels for 2015, include alley improvements (\$230K), drainage system improvements (\$3.7M), ongoing repairs and maintenance improvements (\$6M), sewer system improvements (\$100K), street improvements (\$4.7M), and water system improvements (\$9.3M).

### **Overview of Water/Sewer Fund**

The Water/Sewer Fund is an enterprise fund that accounts for revenues and expenses associated with the delivery of water and maintenance of the sanitary sewer system within the City. The fund has been operating in a deficit for the past several years. Back in 2011, the City commissioned a water rate study which yielded three rate scenarios for the City to consider. In lieu of a rate increase, the City pursued an option of trying to reduce the expenditures in the Water/Sewer Fund and as such began searching for alternatives to purchase water. In looking at the 2015 Budget, the cost of purchasing water from the City of Chicago is equal to 50% of the Water Sewer Fund operating budget. The current water rate is not sufficient to cover the delivery cost that includes operation and maintenance expenses as well as the capital projects and is only 43% of the actual water rate.

To address this growing problem from year to year, as part of the 2015 Budget the City will be working on the design and construction of an alternative water supply source. The proposed 2015 Budget fund balance is projected at a negative \$1.9M and includes a proposed transfer of \$8M from the Gaming Tax Fund to pay the \$2.5M water main costs related to River Road reconstruction and the \$5.5M infrastructure costs of the alternate water source project.

## **FUND BALANCE**

The City's General Fund balance requires special mention, as it continues to be an important factor in the City's overall position of fiscal strength. Financial policies adopted by the City include a General Fund balance requirement of 25% of annual expenditures.

At the close of FY 2008, the City had a General Fund balance of \$9.3M, representing 16.7% of annual expenditures. A dangerously low 2.2% was unreserved (unassigned) funds. This balance was roughly equivalent to 8 days of operating expenditures in reserve. Projected at the close of FY 2015 is a General Fund balance of \$34M, which represents 53.3% of annual expenditures. The unassigned portion is projected to be \$19M, or 29.8%. This represents a substantial improvement compared to the 2007 and 2008 fiscal years.

While our fund balance position has improved substantially, I must caution that it is imperative that the City continue to maintain a healthy *unassigned* portion of the fund balance. Without an appropriate available fund balance, certain financial contingencies cannot adequately be maintained, which may result in the City having to assume short-term loans or take other undesirable actions to meet its financial obligations. In 2008, 2011, and 2013 the City experienced several weather-related emergencies which required the activation of our emergency operations center. These emergencies resulted in increased overtime expenditures associated with the City's responses. In most instances, events such as these are not reimbursed by the State or Federal governments, as was seen during the April 2013 flood which cost the City approximately \$1.3M. The City's fund balance helps act as an emergency reserve in these types of situations.

## **CONCLUSION**

As I mentioned at the outset, the 2015 Budget represents another significant step in accomplishing the City's goal of long-term financial stability. This would not be possible without the continued dedicated leadership, hard work, and tough decision-making of the City Council, which has shown its commitment to the City's financial well-being.

This comprehensive document would not be possible without the diligent work of Assistant City Manager/Director of Finance, Dorothy Wisniewski and all of her staff. Special acknowledgment should be given to all of the City's Department Heads who have carefully monitored spending throughout the past year and who strive to produce the most efficient and effective services for the residents of Des Plaines.

Respectfully Submitted,



Michael G. Bartholomew



## 2015 Budget COMMUNITY PROFILE

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The City of Des Plaines is located approximately 17 miles northwest of downtown Chicago near O'Hare International Airport. It is a vibrant, diverse collection of residential, commercial, and industrial land uses, encompassing roughly 15 square miles of land area. Des Plaines' neighboring communities include Park Ridge, Glenview, Mount Prospect, Rosemont, and Chicago.



Residents and visitors can interact with city government by visiting the City of Des Plaines' official website at <http://www.desplaines.org>.

### CITY GOVERNMENT

The City of Des Plaines was incorporated in 1857 and operates under the statutory Mayor-Manager form of government. The City Manager serves as the City's Chief Administrative Officer and is responsible to the Mayor and City Council for the efficient management and operation of all of the affairs of the City and its departments.

The City Council is comprised of the Mayor and eight Aldermen. The City is divided into eight wards, with the residents of each ward electing an Alderman to represent the ward. The Council is the legislative body of the City, setting policy direction and enacting legislation affecting the City.

The City is a full-service City and its operations are concentrated within six major operating departments—City Manager's Office, Community & Economic Development, Finance, Fire, Police, and Public Works & Engineering.



The Des Plaines Civic Center is home to the six-story City Hall and adjacent Police Department Headquarters at 1420 Miner Street in downtown.

On an annual basis, the City Manager's Office prepares and submits a budget for consideration by the City Council. The annual budget establishes the spending parameters for city government operations.



2015 Budget  
**COMMUNITY PROFILE**



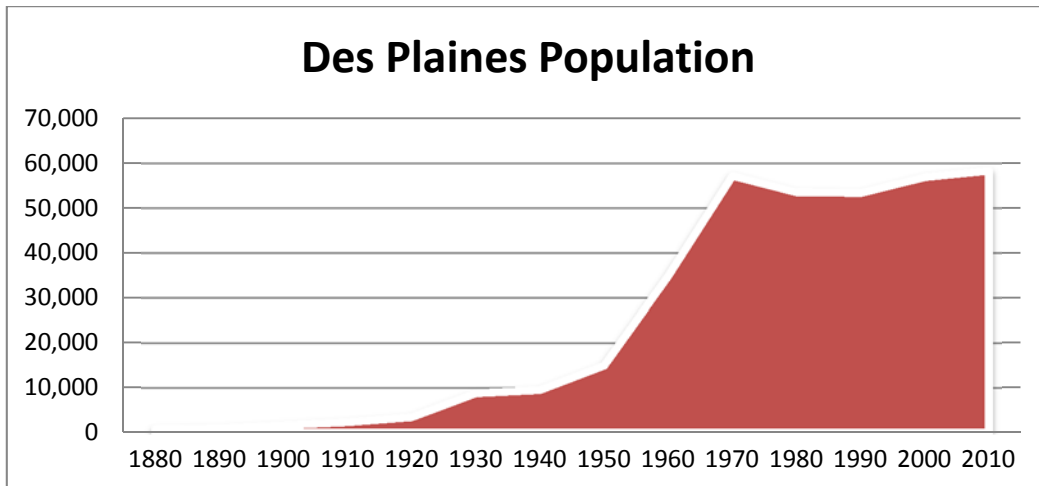
Miner Street offers residents and visitors a variety of shops and restaurants in downtown Des Plaines.

Population Characteristics	
<b>Under 5</b>	5.4%
<b>18 and over</b>	79.8%
<b>65 and over</b>	17.1%
<b>Male</b>	48.7%
<b>Female</b>	51.3%
<b>Avg. Household Size</b>	2.53
<b>Avg. Family Size</b>	3.19
<b>Total Housing Units</b>	24,075
U.S. Census Bureau, 2010, STF	

**POPULATION**

Des Plaines is home to 58,364 people (2010, U.S. Census Bureau, STF). The City has grown dramatically from its inception in 1857, characterized by a rapid growth period from 1950 to 1970. During the last forty years, Des Plaines’ population has remained relatively constant, increasing slightly during this period.

Below is an historical depiction of the overall population of the City.







# 2015 Budget COMMUNITY PROFILE



The Metropolitan Square development in the heart of Des Plaines serves as the centerpiece of the downtown area. The 8.7 acre development, constructed in 2007, consists of 114,000 square feet of retail space, 27,000 square feet of office space, and 142 housing units. It has added an estimated \$ 20M in assessed value to the property tax base of the City.



## LAND USE AND VALUE

The principal uses of land in the City breakdown as follows:

Residential	43.3%	3,952 acres
Manufacturing	15.7%	1,431 acres
Commercial/ Retail	7.8%	713 acres
Education & Recreation	15.9%	1,447 acres
Streets, Alleys & Railroads	12.5%	1,143 acres
Vacant	4.7%	433 acres

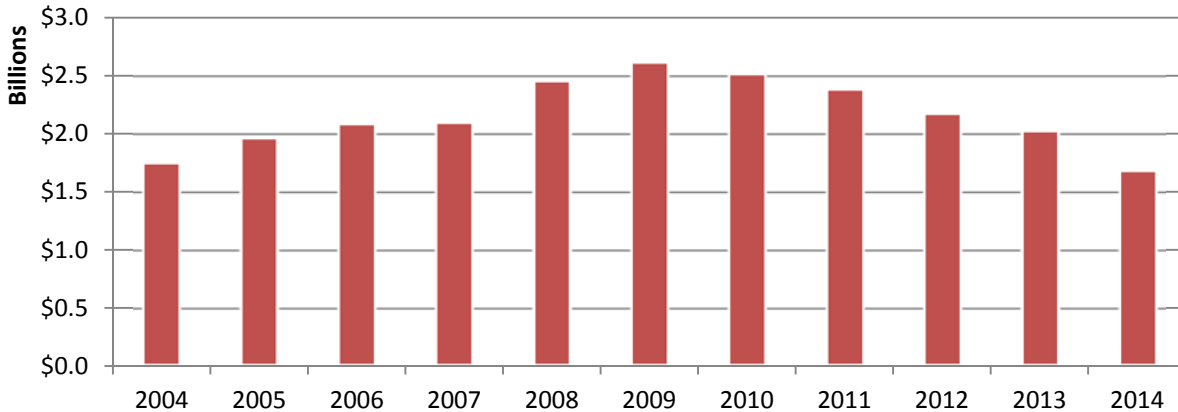
GIS Parcel Analysis, April 2013



**2015 Budget  
COMMUNITY PROFILE**

In 2014, the value of property in Des Plaines had an equalized assessed value (EAV) of almost \$1.7 billion, a decrease of \$343 million from the prior year. This is almost a 17% decline and is the result of a reassessment by the Cook County Clerk’s Office of the Northwest Suburbs. Most of the surrounding communities experienced declines of 9% to 17%.

**Trend in Equalized Assessed Valuations**



**CONSTRUCTION ACTIVITY**

In 2013, the City’s Department of Community & Economic Development issued 2,956 permits with a total estimated value of \$39,963,650.

The table below depicts single family residential, multi-family residential and miscellaneous construction activity as well as total value of all construction in the City during the ten-year period ending December 31, 2013.

Year	No. of Single Family	Value	No. of Multi-Family	Value	Misc. Value	Total Value
2004	47	\$ 17,010,034	29	\$ 63,454,601	\$ 93,697,068	\$ 174,161,703
2005	47	\$ 18,994,100	153	\$ 64,714,192	\$ 55,363,011	\$ 139,071,303
2006	36	\$ 14,536,330	10	\$ 20,080,720	\$ 84,829,879	\$ 119,447,329
2007	19	\$ 7,158,615	5	\$ 26,616,685	\$ 80,469,290	\$ 114,244,590
2008	3	\$ 1,077,050	7	\$ 4,873,920	\$ 63,160,534	\$ 69,111,504
2009	4	\$ 1,839,515	8	\$ 7,042,560	\$ 30,792,437	\$ 39,674,512
2010	4	\$ 1,342,000	5	\$ 5,234,000	\$ 182,559,000	\$ 189,135,000
2011	2	\$ 1,002,180	9	\$ 6,022,405	\$ 43,268,293	\$ 50,292,878
2012	2	\$ 1,153,000	4	\$ 2,860,000	\$ 25,981,000	\$ 29,994,000
2013	3	\$ 1,424,000	7	\$ 5,459,000	\$ 33,080,650	\$ 39,963,650

Year-End Statistical Report, Community and Economic Development Department, Building and Code Enforcement Division, 2004-2013

Overall construction activity was up in 2010 due to the Rivers Casino. However, residential construction has dramatically declined during the six-year period 2008-2013.

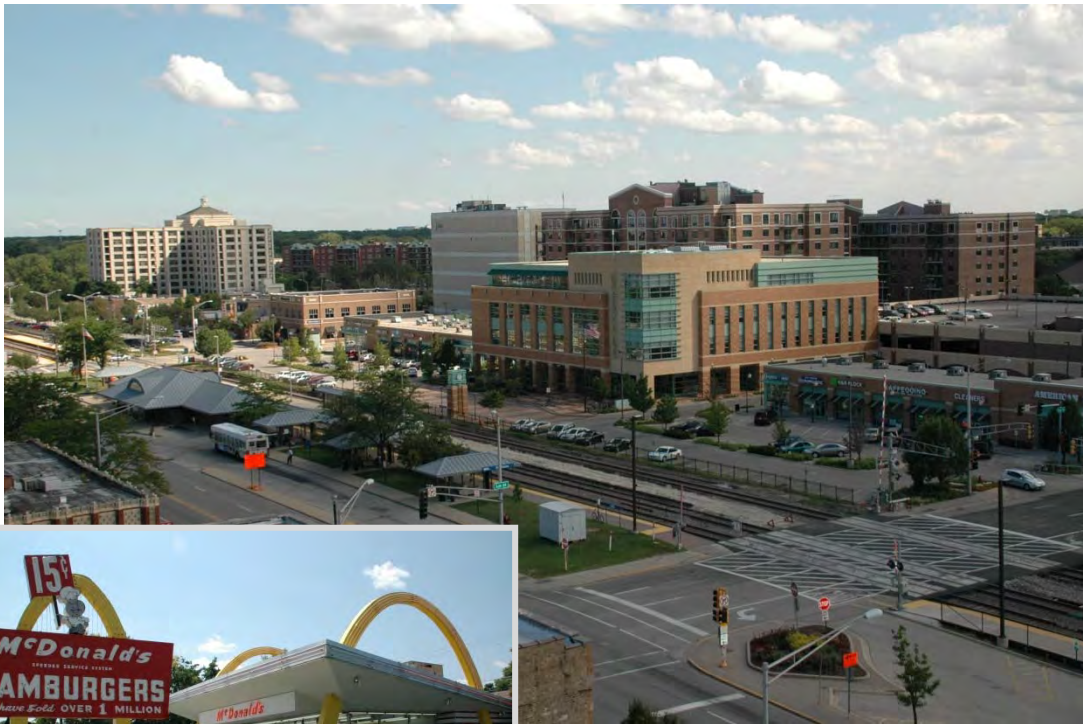


## 2015 Budget COMMUNITY PROFILE

### PRINCIPAL EMPLOYERS

Business	Industry	Employees*
Universal Oil Products, Inc.	Chemical Engineering Services	1,500
Rivers Casino	Entertainment and Gaming	1,462
Holy Family Medical Center	Medical Center	1,036
Swissport USA	International Airline Cargo Services	1,000
Oakton Community College	Public Community College	990
Sysco Food Services	Food Wholesalers	650
Wheels, Inc.	Passenger Car and Truck Leasing	650
Hart Shaffner & Marx.	Men's Apparel	550
Abbot Molecular	Medical Laboratories	500
Juno Lighting	Lighting Fixtures	400

\*Data Source: 2014 Illinois Manufacturer's Directory and 2014 Illinois Services Directory



Downtown Des Plaines is anchored by the Des Plaines Public Library (above center) and the METRA passenger rail station for easy commuter access to the Chicago Loop.

The fast food giant McDonald's opened its first restaurant in 1955 at 400 Lee Street in Des Plaines. (left)



## 2015 Budget Goals of the City Council

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On June 5<sup>th</sup> and 6<sup>th</sup> of 2013 City officials met at the Des Plaines Public Library to develop a Strategic Plan. The purpose of these meetings was to define the City's strategy and direction while determining the priorities for the 2014 and 2015 budget processes. The City Council identified an overall long term vision as well as five very clear goals and several strategies to achieve those goals. These goals are illustrated below in more depth.

### Our Vision for the City of Des Plaines in 2017

The City of Des Plaines stands among the most engaging, prosperous and leading edge cities.

### Goals for Vision Attainment

1. **Financial Stability:** Our resources are in optimal balance with City needs and desires and a stable financial condition endures.
  1. Explore and implement innovative revenue generation approaches.
  2. Control debt liability.
  3. Implement policies that improve the City's bond rating and financial standing.
  4. Employ leading edge financial management practices.
2. **Thriving Economic Development:** Focused, steady growth and creative investment stimulate an increasingly attractive and vital economic climate.
  1. Create and execute a comprehensive City of Des Plaines marketing plan.
  2. Align Tax Increment Financing (TIF) policies with the City's economic goals and values.
  3. Build an exciting and vibrant business climate that attracts and retains businesses to the City.
3. **World Class Infrastructure:** Effective storm water management, transportation and water distribution system upgrades inspire community confidence.
  1. Manage and finance infrastructure improvements.
  2. Employ highly effective storm water management and flood mitigation measures in close collaboration with state and federal entities.
  3. Expedite City water system upgrades.
  4. Improve transportation facilities in accord with the adopted CIP.



## 2015 Budget Goals of the City Council

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4. **Sense of Community:** The value, beauty and feel of the City result in community pride, ownership and well-being.
  1. Make choices that beautify the physical environment.
  2. Invest in community events to build their currency toward the City's sense of community.
  3. Elevate the quality of relationships to create a more efficient and harmonious community and government.
  4. Authentically engage stakeholders for meaningful involvement, collaboration and community ownership.
  5. Facilitate multi-directional communication that informs, engages and builds trust and community connection.
  
5. **High Performance:** We are clear, focused, strategic and best in class in leadership and service delivery.
  1. Exhibit political leadership that exemplifies clarity, conviction and effectiveness.
  2. Collaborate with neighbors and colleagues to cultivate camaraderie and advance mutual interests.
  3. Exemplify a City committed to learning, innovation and positive perspective.
  4. Cultivate professionalism across the organization.



## 2015 Budget Goals of the City Council – Staff Implementation

As part of the 2013 Strategic Planning Sessions, the City Council identified several strategies in order to attain each of the five goals. During the budget development process City staff identified different tactics or actions that could be implemented into the 2015 Budget documents that would align with the City Council goals. These goals and priorities form the foundation of the 2015 Budget.

### 2013 STRATEGIC GOALS AS BASIS FOR THE 2015 BUDGET PRIORITIES





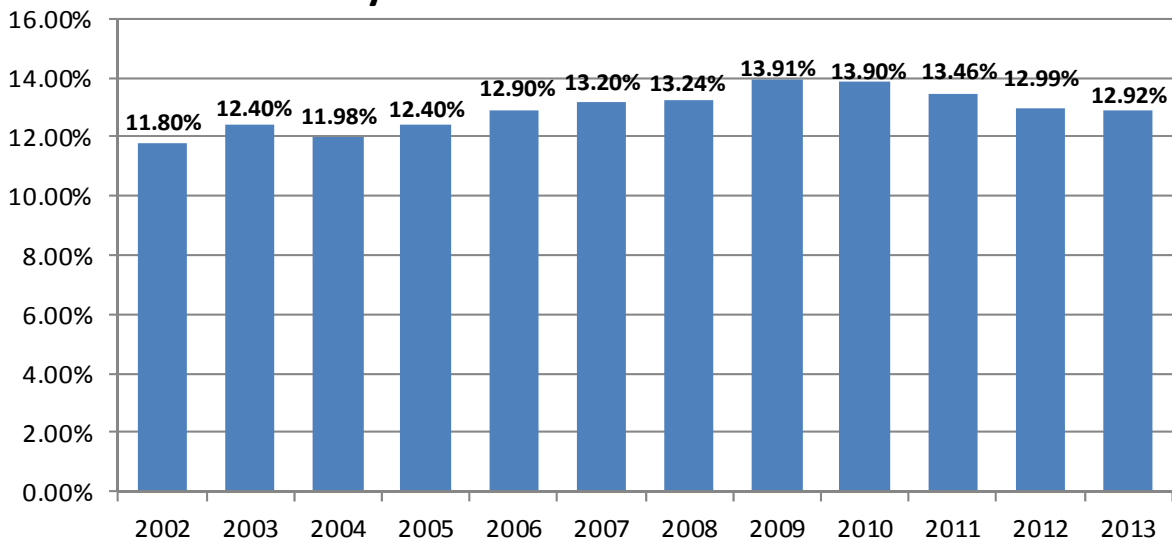
## 2015 Budget PROPERTY TAX SUMMARY

A property owner's tax bill includes taxes that are paid to numerous taxing jurisdictions that support various public functions. The 2013 tax bill (paid in 2014) presented in detail below, which is representative of an average bill for a property owner in Maine Township, includes taxes that support sixteen different jurisdictions.<sup>1</sup>

### Maine Township<sup>2</sup>

<u>Taxing Jurisdiction</u>	<u>Tax Amt</u>	<u>Tax Rate</u>	<u>Percent of Tax Bill</u>
NW Mosquito Abatement	\$ 5.16	0.013	0.12%
Water Reclamation District	\$ 165.63	0.417	3.85%
Des Plaines Park District	\$ 210.91	0.531	4.90%
Oakton College District	\$ 101.68	0.256	2.36%
High School District 207	\$ 1,081.18	2.722	25.11%
School District 62	\$ 1,690.09	4.255	39.25%
Des Plaines Library	\$ 148.95	0.375	3.46%
<b>City of Des Plaines</b>	<b>\$ 556.48</b>	<b>1.401</b>	<b>12.92%</b>
Road & Bridge Maine	\$ 24.23	0.061	0.56%
Maine General Assistance	\$ 11.52	0.029	0.27%
Town of Maine	\$ 47.66	0.120	1.11%
Forest Preserve District	\$ 27.41	0.069	0.64%
Consolidated Elections	\$ 12.31	0.031	0.29%
County of Cook	\$ 222.43	0.560	5.17%
<b>Total</b>	<b>\$ 4,305.66</b>	<b>10.840</b>	<b>100.00%</b>

### City Portion of Overall Tax Bill



<sup>1</sup> Based on a 2013 Tax Bill (payable in 2014) for a Maine Township property owner.

<sup>2</sup> The average bill is calculated using an equalized assessed value of about \$40K. This is the residential EAV divided by the number of homes as reported by the US Census Bureau.

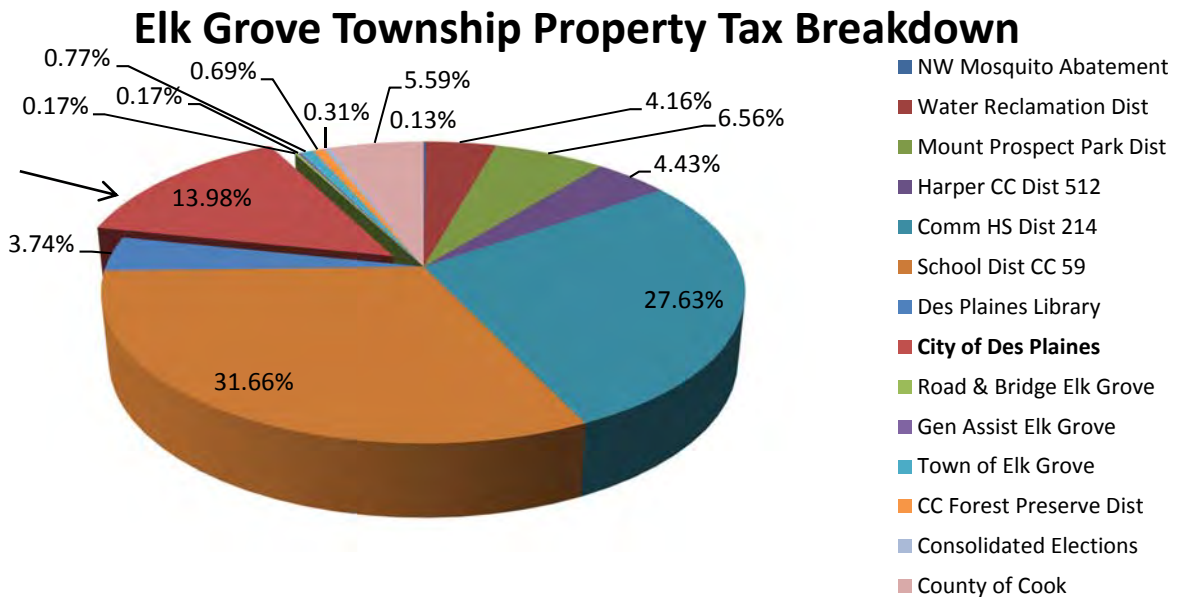


## 2015 Budget PROPERTY TAX SUMMARY

A property owner's tax bill includes taxes that are paid to numerous taxing jurisdictions that support various public functions. The 2013 tax bill (paid in 2014) presented in detail below, which is representative of an average bill for a property owner in Elk Grove Township, includes taxes that support sixteen different jurisdictions.<sup>3</sup>

### Elk Grove Township<sup>4</sup>

<b>Taxing Jurisdiction</b>	<b>Tax Amt</b>	<b>Tax Rate</b>	<b>Percent of Tax Bill</b>
NW Mosquito Abatement	\$ 5.16	0.013	0.13%
Water Reclamation District	\$ 165.63	0.417	4.16%
Mount Prospect Park District	\$ 260.96	0.657	6.56%
Harper CC Dist 512	\$ 176.36	0.444	4.43%
High School District 214	\$ 1,099.45	2.768	27.63%
School District 59	\$ 1,259.92	3.172	31.66%
Des Plaines Library	\$ 148.95	0.375	3.74%
<b>City of Des Plaines</b>	<b>\$ 556.48</b>	<b>1.401</b>	<b>13.98%</b>
Road & Bridge Elk Grove	\$ 6.75	0.017	0.17%
General Assistance Elk Grove	\$ 6.75	0.017	0.17%
Town of Elk Grove	\$ 30.58	0.077	0.77%
Forest Preserve District	\$ 27.41	0.069	0.69%
Consolidated Elections	\$ 12.31	0.031	0.31%
County of Cook	\$ 222.43	0.560	5.59%
<b>Total</b>	<b>\$ 3,979.16</b>	<b>10.018</b>	<b>100.00%</b>



<sup>3</sup> Based on a 2013 Tax Bill (payable in 2014) for an Elk Grove Township property owner.

<sup>4</sup> The average bill is calculated using an equalized assessed value of about \$40K. This is the residential EAV divided by the number of homes as reported by the US Census Bureau.





## 2015 Budget PROPERTY TAX ALLOCATION

The table below displays a theoretical monthly “bill” in an attempt to quantify what residents receive in the form of City services each month and the cost of those services. Since individuals are familiar with paying bills for things such as a mortgage, utilities, car, and mobile phone on a monthly basis, this analysis compares City services to typical monthly expenses.<sup>1</sup>

### Maine Township

#### How Your Property Tax Dollars are Spent

Total Annual Property Taxes Paid by a Resident				\$ 2,000.00	\$ 3,000.00	\$ 4,000.00	\$ 5,000.00	\$ 6,000.00
Annual Property Taxes Paid to Des Plaines				\$ 258.40	\$ 387.60	\$ 516.80	\$ 646.00	\$ 775.20
Monthly Property Taxes Paid to Des Plaines				\$ 21.53	\$ 32.30	\$ 43.07	\$ 53.83	\$ 64.60
	2015 Adopted Budget	Monthly Budget	Percent of General Fund	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost
Elected Office	\$ 661,419	\$ 55,118	1.04%	\$ 0.22	\$ 0.33	\$ 0.45	\$ 0.56	\$ 0.67
City Manager Dept.	\$ 3,382,965	\$ 281,914	5.30%	\$ 1.14	\$ 1.71	\$ 2.28	\$ 2.85	\$ 3.42
Finance Dept.	\$ 1,320,300	\$ 110,025	2.07%	\$ 0.45	\$ 0.67	\$ 0.89	\$ 1.11	\$ 1.34
Police Dept.	\$ 20,682,877	\$ 1,723,573	32.41%	\$ 6.98	\$ 10.47	\$ 13.96	\$ 17.45	\$ 20.94
Fire Dept.	\$ 19,730,135	\$ 1,644,178	30.92%	\$ 6.66	\$ 9.99	\$ 13.32	\$ 16.65	\$ 19.97
Police & Fire Comm.	\$ 70,700	\$ 5,892	0.11%	\$ 0.02	\$ 0.04	\$ 0.05	\$ 0.06	\$ 0.07
EMA	\$ 140,603	\$ 11,717	0.22%	\$ 0.05	\$ 0.07	\$ 0.09	\$ 0.12	\$ 0.14
Comm. Development	\$ 2,578,573	\$ 214,881	4.04%	\$ 0.87	\$ 1.31	\$ 1.74	\$ 2.18	\$ 2.61
Public Works Dept.	\$ 12,474,488	\$ 1,039,541	19.55%	\$ 4.21	\$ 6.31	\$ 8.42	\$ 10.52	\$ 12.63
Overhead Exp.	\$ 2,767,159	\$ 230,597	4.34%	\$ 0.93	\$ 1.40	\$ 1.87	\$ 2.33	\$ 2.80
<b>Total</b>	<b>\$ 63,809,219</b>	<b>\$ 5,317,435</b>	<b>100.00%</b>	<b>\$ 21.53</b>	<b>\$ 32.30</b>	<b>\$ 43.07</b>	<b>\$ 53.83</b>	<b>\$ 64.60</b>

<sup>1</sup> Based on a 2013 Tax Bill (payable in 2014) for a Maine Township property owner.



## 2015 Budget PROPERTY TAX ALLOCATION

The table below displays a theoretical monthly “bill” in an attempt to quantify what residents receive in the form of City services each month and the cost of those services. Since individuals are familiar with paying bills for things such as a mortgage, utilities, car, and mobile phone on a monthly basis, this analysis compares City services to typical monthly expenses.<sup>2</sup>

### Elk Grove Township

#### How Your Property Tax Dollars are Spent

Total Annual Property Taxes Paid by a Resident				\$ 2,000.00	\$ 3,000.00	\$ 4,000.00	\$ 5,000.00	\$ 6,000.00
Annual Property Taxes Paid to Des Plaines				\$ 279.60	\$ 419.40	\$ 559.20	\$ 699.00	\$ 838.80
Monthly Property Taxes Paid to Des Plaines				\$ 23.30	\$ 34.95	\$ 46.60	\$ 58.25	\$ 69.90
	2015 Adopted Budget	Monthly Budget	Percent of General Fund	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost
Elected Office	\$ 661,419	\$ 55,118	1.04%	\$ 0.24	\$ 0.36	\$ 0.48	\$ 0.60	\$ 0.72
City Manager Dept.	\$ 3,382,965	\$ 281,914	5.30%	\$ 1.24	\$ 1.85	\$ 2.47	\$ 3.09	\$ 3.71
Finance Dept.	\$ 1,320,300	\$ 110,025	2.07%	\$ 0.48	\$ 0.72	\$ 0.96	\$ 1.21	\$ 1.45
Police Dept.	\$ 20,682,877	\$ 1,723,573	32.41%	\$ 7.55	\$ 11.33	\$ 15.10	\$ 18.88	\$ 22.66
Fire Dept.	\$ 19,730,135	\$ 1,644,178	30.92%	\$ 7.20	\$ 10.81	\$ 14.41	\$ 18.01	\$ 21.61
Police & Fire Comm.	\$ 70,700	\$ 5,892	0.11%	\$ 0.03	\$ 0.04	\$ 0.05	\$ 0.06	\$ 0.08
EMA	\$ 140,603	\$ 11,717	0.22%	\$ 0.05	\$ 0.08	\$ 0.10	\$ 0.13	\$ 0.15
Comm. Development	\$ 2,578,573	\$ 214,881	4.04%	\$ 0.94	\$ 1.41	\$ 1.88	\$ 2.35	\$ 2.82
Public Works Dept.	\$ 12,474,488	\$ 1,039,541	19.55%	\$ 4.56	\$ 6.83	\$ 9.11	\$ 11.39	\$ 13.67
Overhead Exp.	\$ 2,767,159	\$ 230,597	4.34%	\$ 1.01	\$ 1.52	\$ 2.02	\$ 2.53	\$ 3.03
<b>Total</b>	<b>\$ 63,809,219</b>	<b>\$ 5,317,435</b>	<b>100.00%</b>	<b>\$ 23.30</b>	<b>\$ 34.95</b>	<b>\$ 46.60</b>	<b>\$ 58.25</b>	<b>\$ 69.90</b>

<sup>2</sup> Based on a 2013 Tax Bill (payable in 2014) for an Elk Grove Township property owner.

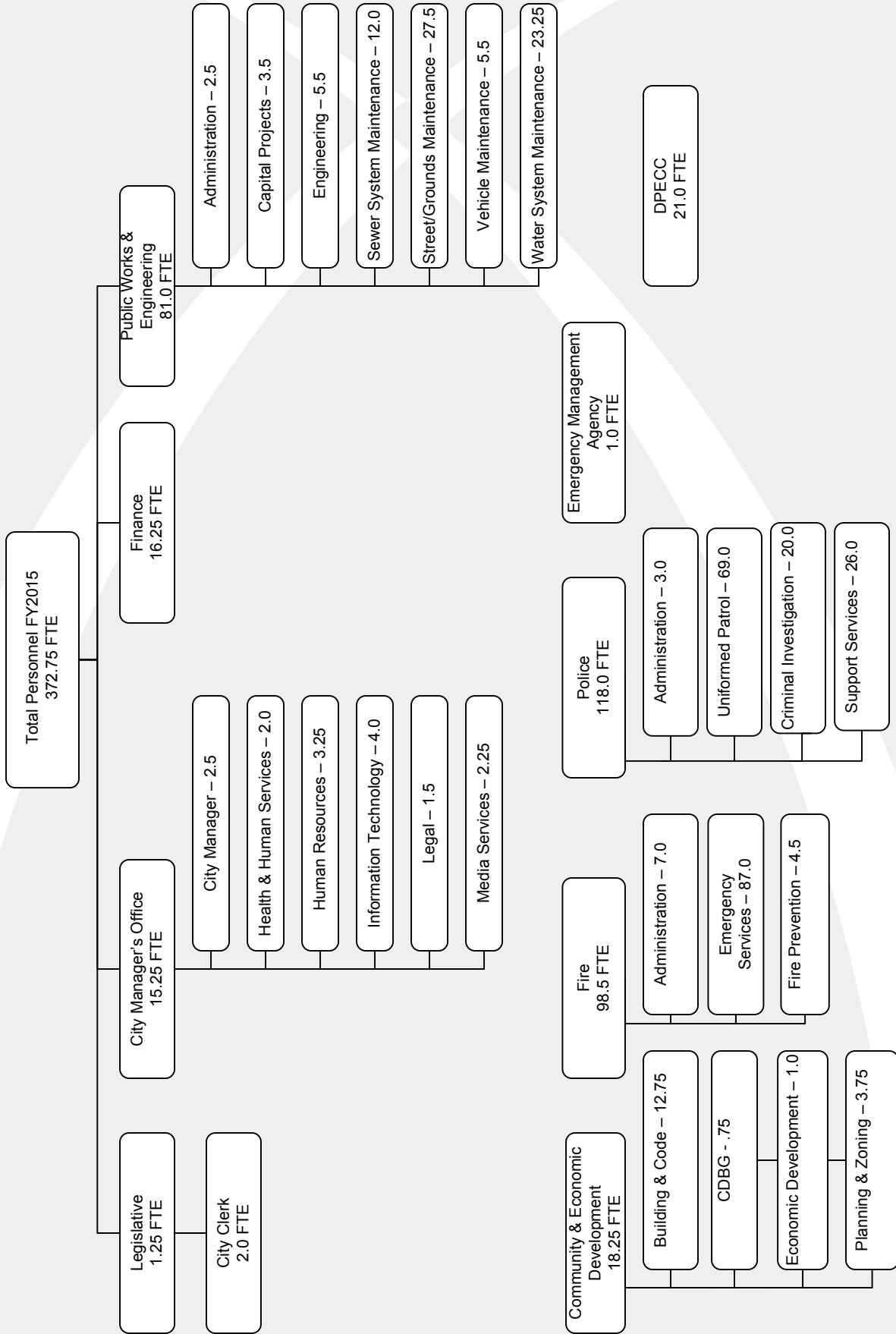


2015 Budget  
**PROPERTY TAX LEVY (2014 Levy Extended in 2015)**

**2014 PROPERTY TAX LEVY**  
**(Collections to occur in the 2015 Budget)**

<b>Purpose</b>	<b>2012 Tax Extension</b>	<b>2013 Tax Extension</b>	<b>2014 Tax Levy</b>	<b>Dollar Change From 2013</b>	<b>Percent Change From 2013</b>
Corporate	16,114,550	15,115,868	\$14,373,640	(\$742,228)	-4.91%
Police Pension	3,771,360	4,274,500	4,300,000	25,500	0.60%
Firefighter Pension	3,781,172	4,274,500	4,300,000	25,500	0.60%
2007B (2001B Refunding) Fire Sta. Land	110,670	112,928	109,510	(3,418)	-3.03%
Total Debt Service increase/(decrease)	<u>110,670</u>	<u>112,928</u>	<u>109,510</u>	<u>(3,418)</u>	<u>-3.03%</u>
<b>Total City</b>	<u>\$23,777,752</u>	<u>\$23,777,796</u>	<u>\$23,083,150</u>	<u>(\$694,646)</u>	<u>-2.92%</u>
<b>Library</b>	<u>6,451,621</u>	<u>6,354,847</u>	<u>6,077,208</u>	<u>(\$277,639)</u>	<u>-4.37%</u>
<b>Total</b>	<u>30,229,373</u>	<u>30,132,643</u>	<u>29,160,358</u>	<u>(\$972,285)</u>	<u>-3.23%</u>

# Operational Organizational Chart



FY2015  
\*FTE = Full-Time Equivalent  
Employees



## 2015 Budget PERSONNEL SUMMARY

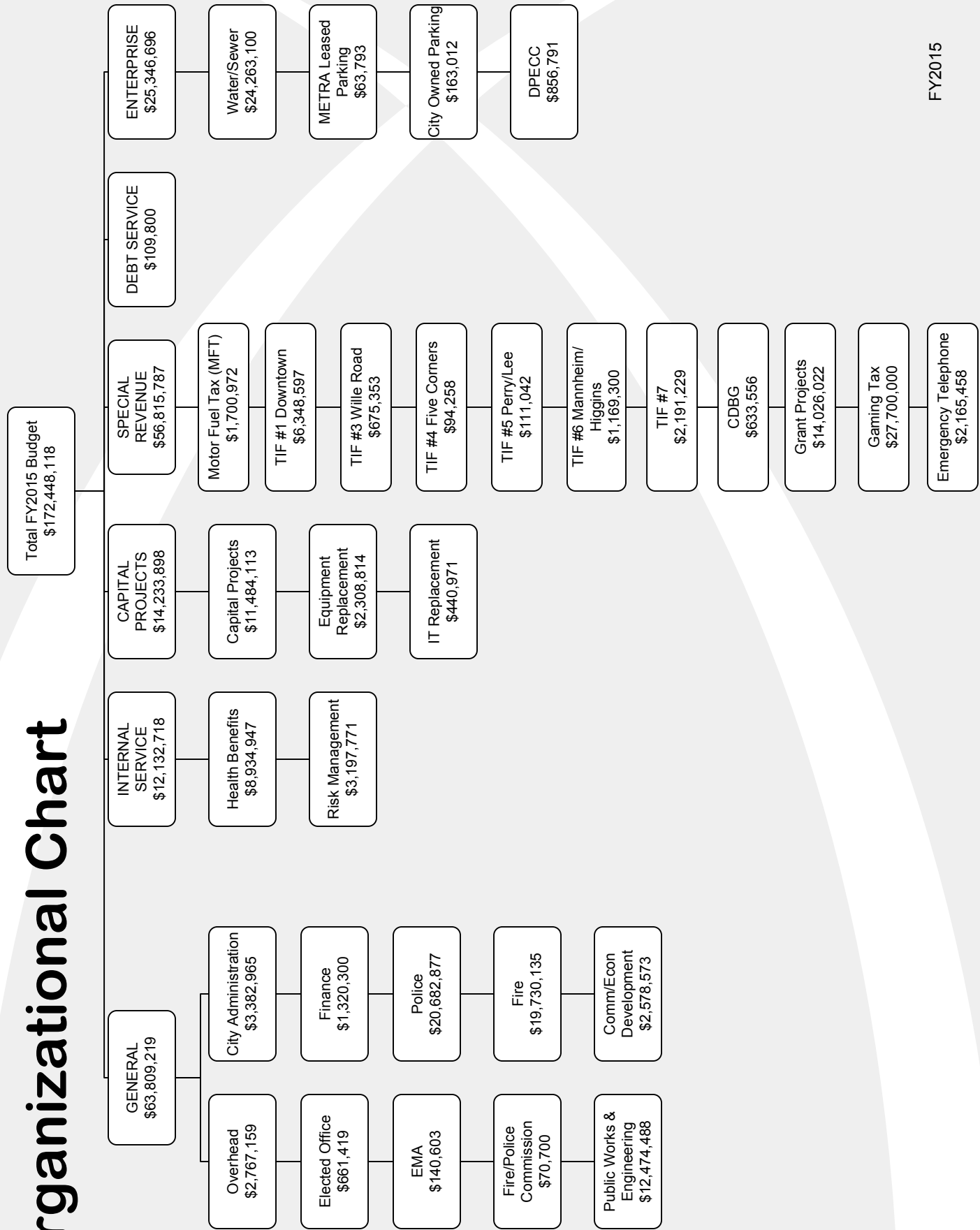
Department		FY2011 Authorized	FY2012 Authorized	FY2013 Budget	FY2014 Budget	FY2015 Budget
<b>CITY MANAGER'S OFFICE</b>						
City Manager's Office	Full Time	3.00	3.00	2.00	2.00	2.00
	Part Time	0.50	0.50	0.50	0.50	0.50
Health & Human Services	Part Time	1.75	1.75	1.75	1.75	2.00
Human Resources	Full Time	3.00	3.00	3.00	3.00	3.00
	Part Time	-	-	-	-	0.25
Information Technology	Full Time	4.00	4.00	4.00	4.00	4.00
Media Services	Full Time	2.00	2.00	2.00	2.00	2.00
	Part Time	-	-	-	-	0.25
Legal	Full Time	2.00	2.00	1.00	1.00	1.00
	Part Time	0.50	0.50	0.50	0.50	0.50
<b>CITY MANAGER'S OFFICE - TOTAL</b>	<b>Full Time</b>	<b>14.00</b>	<b>14.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>
	<b>Part Time</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>	<b>3.50</b>
<b>COMMUNITY AND ECONOMIC DEVELOPMENT (CED)</b>						
Building/Code	Full Time	12.00	12.00	12.00	12.00	12.00
	Part Time	-	-	-	-	0.75
Economic Development	Full Time	-	-	-	-	1.00
Planning/Zoning	Full Time	3.25	3.25	3.25	3.25	3.25
	Part Time	-	-	-	-	0.50
CDBG	Full Time	0.75	0.75	0.75	0.75	0.75
<b>CED - TOTAL</b>	<b>Full Time</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>17.00</b>
	<b>Part Time</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.25</b>
<b>ELECTED OFFICE</b>						
Legislative	Full Time	-	-	-	1.00	1.00
	Part Time	-	-	-	0.25	0.25
City Clerk	Full Time	-	-	-	1.00	2.00
	Part Time	-	-	-	0.75	-
Elected Office	Full Time	2.00	2.00	2.00	-	-
	Part Time	0.75	1.00	1.00	-	-
<b>ELECTED OFFICE - TOTAL</b>	<b>Full Time</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>
	<b>Part Time</b>	<b>0.75</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.25</b>
<b>EMERGENCY MANAGEMENT AGENCY (EMA)</b>						
EMA	Full Time	1.00	1.00	1.00	1.00	1.00
<b>EMA - TOTAL</b>	<b>Full Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>FINANCE</b>						
Finance - General	Full Time	8.00	8.00	8.00	10.00	10.50
	Part Time	0.75	0.75	0.75	0.50	1.00
Finance -Water	Full Time	5.00	5.00	5.00	5.00	4.50
	Part Time	0.25	0.25	0.25	0.25	0.25
<b>FINANCE - TOTAL</b>	<b>Full Time</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>15.00</b>	<b>15.00</b>
	<b>Part Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.75</b>	<b>1.25</b>



## 2015 Budget PERSONNEL SUMMARY

Department		FY2011 Authorized	FY2012 Authorized	FY2013 Budget	FY2014 Budget	FY2015 Budget
<b>FIRE DEPARTMENT</b>						
Administrative	Full Time	6.00	6.00	6.00	7.00	7.00
	Part Time	0.50	0.50	0.50	-	-
Emergency Services	Full Time	87.00	87.00	87.00	87.00	87.00
Fire Prevention	Full Time	4.00	4.00	3.00	2.00	2.00
	Part Time	1.00	1.00	2.00	2.50	2.50
<b>FIRE - TOTAL</b>	<b>Full Time</b>	<b>97.00</b>	<b>97.00</b>	<b>96.00</b>	<b>96.00</b>	<b>96.00</b>
	<b>Part Time</b>	<b>1.50</b>	<b>1.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>
<b>POLICE</b>						
Administration	Full Time	5.00	5.00	2.00	4.00	4.00
Uniformed Patrol	Full Time	68.00	68.00	68.00	69.00	69.00
Criminal Investigation	Full Time	21.00	21.00	20.00	20.00	20.00
Support Services	Full Time	22.00	22.00	26.00	24.00	25.00
<b>POLICE - TOTAL</b>	<b>Full Time</b>	<b>116.00</b>	<b>116.00</b>	<b>116.00</b>	<b>117.00</b>	<b>118.00</b>
<b>PUBLIC WORKS AND ENGINEERING</b>						
Administration	Full Time	1.25	1.25	1.25	1.25	2.50
Engineering - Capital Projects	Full Time	3.00	3.00	3.00	3.00	3.00
	Part Time	0.50	0.50	0.50	0.50	0.50
Engineering - General	Full Time	5.50	5.50	5.50	5.50	5.50
Sewer System Maintenance	Full Time	10.50	10.50	10.50	10.50	11.50
	Part Time	0.50	0.50	0.50	0.50	0.50
Street Maintenance	Full Time	23.50	23.50	23.75	23.75	19.50
	Part Time	3.00	3.00	3.00	3.00	2.50
Facilities/Grounds Maintenance	Full Time	-	-	-	-	5.00
	Part Time	-	-	-	-	0.50
Vehicle Maintenance	Full Time	5.50	5.50	5.50	5.50	5.50
Water - Engineering	Full Time	1.00	1.00	1.00	1.00	1.00
	Part Time	0.25	0.25	0.25	0.25	0.25
Water System Maintenance	Full Time	23.75	23.75	23.50	23.50	21.50
	Part Time	1.00	1.00	1.25	1.75	1.75
<b>PUBLIC WORKS AND ENGINEERING - TOTAL</b>	<b>Full Time</b>	<b>74.00</b>	<b>74.00</b>	<b>74.00</b>	<b>74.00</b>	<b>75.00</b>
	<b>Part Time</b>	<b>5.25</b>	<b>5.25</b>	<b>5.50</b>	<b>6.00</b>	<b>6.00</b>
<b>Des Plaines Emergency Communications Center (DPECC)</b>						
DPECC	Full Time	-	-	-	22.00	20.00
	Part Time	-	-	-	1.00	1.00
<b>DPECC - TOTAL</b>	<b>Full Time</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22.00</b>	<b>20.00</b>
	<b>Part Time</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.00</b>	<b>1.00</b>
<b>TOTAL FULL AND PART TIME EMPLOYEES</b>	<b>Full Time</b>	<b>333.00</b>	<b>333.00</b>	<b>330.00</b>	<b>355.00</b>	<b>357.00</b>
	<b>Part Time</b>	<b>11.25</b>	<b>11.50</b>	<b>12.75</b>	<b>14.00</b>	<b>15.75</b>
<b>TOTAL FULL TIME EQUIVALENTS</b>		<b>344.25</b>	<b>344.50</b>	<b>342.75</b>	<b>369.00</b>	<b>372.75</b>
<b>CHANGE FROM PREVIOUS YEAR</b>	<b>Full Time</b>	<b>(4.00)</b>	<b>-</b>	<b>(3.00)</b>	<b>25.00</b>	<b>2.00</b>
	<b>Part Time</b>	<b>(1.75)</b>	<b>0.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.75</b>

# Financial Organizational Chart



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2015 Budget  
**BUDGET SUMMARY**

**Budgetary Fund Structure**

The City’s budgetary fund structure is categorized into two types: governmental and proprietary. The **Governmental** fund focus is on determination of the financial position and changes in the financial position (sources, uses, and fund balances). The **Proprietary** fund focus is on business-type activities that recover the full cost of providing services through fees and charges. The City does not include Fiduciary fund as part of the budget process. The budgeted funds are classified into six categories:

Fund Name	Governmental				Proprietary	
	General Fund	Special Revenue	Debt Service Funds	Capital Project Funds	Enterprise Funds	Internal Service Funds
General	X					
TIF #1		X				
TIF #3		X				
TIF #4		X				
TIF #5		X				
TIF #6		X				
TIF #7		X				
Motor Fuel Tax		X				
CDBG		X				
Grant Projects		X				
Gaming Tax		X				
Emergency Telephone		X				
Debt Service			X			
Capital Projects				X		
Equipment Replacement				X		
IT Replacement				X		
Water/Sewer					X	
City-Owned Parking					X	
Metra Parking					X	
DPECC					X	
Risk Management						X
Health Benefits Fund						X

**General Fund** accounts for all general governmental activity of the City’s not accounted for in the other funds. The General Fund supports the day to day operations of the City.

**Special Revenue Funds** account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The City maintains the Asset Seizure Fund and the Foreign Fire Insurance Fund that are not part of the budget process.

**Debt Service Funds** account for the accumulation of resources, and the payment of, general long-term debt principal, interest, and related costs.

**Capital Project Funds** account for financial resources to be used for the acquisition or construction of major capital facilities or projects (other than those financed by the Enterprise funds).

**Enterprise Funds** account for the financing of self-supporting activities of governmental units that render services on a user charge basis to the general public. Depreciation expense is recorded in Enterprise Funds, but the City excludes this non-cash expense from its budget.

**Internal Service Funds** account for the financing of goods and services provided by one department or agency of a government to other departments or agencies on a cost reimbursement basis.



## 2015 Budget BUDGET SUMMARY

### Fund Overview

Each City's budgetary fund is considered a separate fiscal entity with revenues and expenses that are segregated for the purpose or activity. Fund accounting demonstrates legal compliance and aids financial management by segregating transactions related to certain government functions or activities. The chart below summarizes the projected fund balances for the current budget year and provides a brief explanation of each fund. Note that funds with a change in fund balance greater than 10% include a description of the factors leading to this change.

Fund Name	2014 Projected Ending Fund Balance (Deficit)	Transfers In	Budgeted Revenues	Budgeted Expenditures	Transfers Out	2015 Projected Ending Fund Balance (Deficit)	Percent Change in Fund Balance
General Fund	38,953,385	244,653	58,612,040	60,383,882	3,425,337	34,000,859	(13)
<i>Nonspendable / Restricted / Assigned</i>	11,470,373					15,009,489	
<i>Unassigned</i>	27,483,012	-	-	-	-	18,991,370	
TIF #1	2,010,345	-	4,351,833	6,229,609	118,988	13,581	(99)
TIF #3	(3,178,391)	-	550,080	669,993	5,360	(3,303,664)	(4)
TIF #4	(232,915)	-	24,797	52,940	41,318	(302,376)	(30)
TIF #5	68,897	-	121,012	111,042	-	78,867	14
TIF #6	(8,059,379)	-	16,147	1,169,300	-	(9,212,532)	(14)
TIF #7	-	-	-	2,153,000	38,229	(2,191,229)	+++
Motor Fuel Tax	123,069	-	1,705,059	1,700,972	-	127,156	3
CDBG	111,685	-	521,896	633,556	-	25	(100)
Grant Projects	11,046,032	366,326	2,659,696	14,026,022	-	46,032	(100)
Gaming Tax	20,567,810	-	23,535,000	15,400,000	12,300,000	16,402,810	(20)
Emergency Telephone	-	1,355,458	810,000	2,165,458	-	-	+++
Debt Service	464,985	-	109,510	109,800	-	464,695	(0)
Capital Projects	1,941,243	4,300,000	7,024,328	11,162,787	321,326	1,781,458	(8)
Equipment Replacement	4,791,075	1,500,000	40,000	2,238,814	70,000	4,022,261	(16)
IT Replacement	118,972	500,000	20	440,971	-	178,021	50
Water/Sewer	(212,338)	8,020,758	14,568,390	24,263,100	-	(1,886,290)	(788)
City-Owned Parking	552,462	-	264,500	163,012	-	653,950	18
Metra Parking	138,688	-	65,000	27,277	36,516	139,895	1
DPECC	(134,760)	-	856,791	856,791	-	(134,760)	-
Risk Management	918,459	-	3,272,677	3,197,771	-	993,365	8
Health Benefits Fund	2,459,975	69,879	8,660,794	8,934,947	-	2,255,701	(8)
<b>Total City Funds</b>	<b>72,449,299</b>	<b>16,357,074</b>	<b>127,769,570</b>	<b>156,091,044</b>	<b>16,357,074</b>	<b>44,127,825</b>	<b>(39)</b>

**The General Fund** is indicating a \$1.8M deficit for Fiscal Year (FY) 2015 (i.e. excluding transfers, projected revenues are less than projected expenditures). When taking into account the transfers in/out, the General Fund expenditures exceed revenues by \$5M. The unassigned fund balance is projected to be at 29.8% at the end of fiscal year 2015, or 4.8% above the 25% policy recommendation. The total fund balance is projected at 53.3%. The 2015 ending fund balance of \$34M is a 13% decrease from the expected 2014 ending balance. This is largely due to transfers to other funds such as Equipment Replacement and IT Replacement. Without these transfers the fund balance only declines by 8%, which is primarily the result of new positions and higher than likely assumptions on wage growth.



## 2015 Budget BUDGET SUMMARY

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**TIF # 1 - Downtown** was created in 1985, includes the majority of the downtown area, and is set to expire in 2020. The fund indicates a positive \$14K fund balance at the end of FY 2015 which is a 99% decline from the projected 2014 ending balance. This is primarily attributable to \$2.9M worth of expenditures related to Phase 3 of the Streetscapes Improvements.

**TIF # 3 - Wille Road** was created in 2000 and continues to have a deficit fund balance. In 2009, the life of this TIF district was extended to 2035 and the City restructured the debt to reduce the TIF district's deficit fund balance position.

**TIF # 4 - Five Corners** was created in 2006. There is no outstanding debt for this TIF District. The fund balance is expected to decline by 30% as final costs for the closeout of the TIF come due. The TIF has not seen significant revenues and was approved to close in 2014, after the budget was adopted.

**TIF # 5 - Lee and Perry** was created in 2001 in an area bound by Lee and Perry Streets. This TIF is adjacent to the downtown TIF #1 and was a part of the downtown Metropolitan Square project which includes Shop and Save grocery store as well as Fifth Third Bank. In 2009 the City transferred \$854,714 from TIF #1 (the contiguous TIF). This transfer is expected to be repaid sometime in the future. TIF #5 is projected to have a positive fund balance in 2015 in the amount of \$79K, which is a 14% increase from the projected 2014 balance. This is the result of debt service continuing to be the primary expense and expectations that property tax revenue will increase.

**TIF # 6 - Mannheim and Higgins** was created in 2001. Currently this TIF district has an estimated deficit of \$8.1M which is projected to reach \$9.2M by 2015 FYE. This change is the result of the continuation of low property tax revenues significant debt service obligations. In 2009, 2011, 2013, and 2014 the City restructured the debt in TIF #6 to provide the General Fund relief with the debt service payments that it covered for the TIF district due to a delayed development project. This TIF district includes a commercial strip center that includes Starbuck's and Potbelly's as major occupants of the available retail space.

**TIF # 7 - Mannheim and Higgins South** was created in 2014 as a re-structuring of TIF #6 to reset the base equalized assessed value to increase the opportunity for realized increment and extend the window for return on investment by the city. It is generally the southern half of what was TIF #6 south of Pratt Avenue to Higgins Road between Mannheim Road and the Canadian National Railroad right-of-way.

**The Motor Fuel Tax Fund** accounts for the revenues and expenditures of the City's portion of the state tax on the sale of motor fuel. Annually, planned expenditures include funding for street improvement, alley reconstruction, sidewalk replacement, road de-icing, etc.

**The Community Development Block Grant (CDBG)** is aimed to benefit low-to-moderate-income residents of the City. The CDBG program year runs from October 1, 2014 to September 30, 2015 and the fund is projected to use most of its fund balance by 2015 FYE. There was considerable program income that had accumulated over time and will be used in 2015 in support of the Apache Park Neighborhood Plan.

**The Grant Projects Fund** was created to account for the various grants that the City periodically receives from State and Federal agencies. Grant revenue is considered a one-time revenue source and fluctuates significantly from year to year depending on availability. Some of the projects are fully funded by the grant amount and some require a match from the City. The City's portion of the project is reflected through a transfer from the fund that will benefit from this project. The Grant Funds balance will drop significantly in 2015 as revenue is planning to be received in 2014 but not expended until 2015. Typically, this fund does not carry a fund balance but will when funding is received prior to expenditures being incurred.



## 2015 Budget BUDGET SUMMARY

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**The Gaming Tax Fund** was established in 2011 to account for the revenues received from the Rivers Casino in Des Plaines. This fund accounts for the revenues of a \$1 admission tax along with a 5% wagering tax. The admissions tax is received from the State on a quarterly basis and the wagering tax is remitted to the City on a monthly basis. All of the obligations and transfers will also be accounted for in this fund. The 2015 expected fund balance is 20% less than in 2014 mainly due to delayed transfers from the 2014 budget.

**The Emergency Telephone System Fund** is a new fund in 2015 to account for the 9-1-1 surcharge revenue and expenses related to providing 9-1-1 services following the dissolution of the Des Plaines Emergency Communications Center (Fund 590), the former 9-1-1 Public Safety Answering Point (PSAP). This includes revenue from land-line, wireless, and IP-based 9-1-1 surcharges, as well as expenditures related to the receipt of 9-1-1 PSAP services from a third-party supplier (the Wheeling Dispatch Center).

**The Debt Service Fund** accounts for the general obligation debt that is paid entirely or partially with property taxes. Debt that is paid exclusively by special revenues is budgeted in those respective funds (i.e. Water, TIF, and Capital Improvement).

**The Capital Projects Fund** accounts for the expenditures of special revenues dedicated for the improvement of the City's infrastructure. The primary sources of revenue are the ½ cent home rule sales tax and ¼ cent home rule sales tax for debt service on the new library building, local option gas tax and storm sewer fees. Effective FY 2015, the City made permanent a \$0.02 increase to the local option gas tax to be used towards rear yard storm sewer and drainage improvements. In addition, the City allowed the \$0.33 increase to the Storm Sewer Fee to sunset as of 12/31/2014.

**The Equipment Replacement Fund** is a capital project sinking fund used to account for the replacement of large, expensive and longer lasting equipment of the City. This fund primarily accounts for replacement equipment and vehicles for police, fire, public works and other City departments. Annualized funding helps alleviate the unpredictability of high-cost items affecting future years' budgets. By funding an expense over a period of years (five to twenty years of service life), the City improves overall budgetary control and provides departments with safer and more dependable equipment at the end of the equipment's service life. For FY 2015, the City is transferring \$1.5M from the General Fund to the Equipment Replacement Fund to provide for a consistent level of funding used towards the replacement of vehicles and equipment in future years.

**The Information Technology (IT) Replacement Fund** provides computer operations throughout the City. The fund is used to maintain and upgrade City's communication and information networks. For FY 2015, the City is transferring \$500K from the General Fund to the IT Replacement Fund to provide for a consistent level of funding used towards the replacement and maintenance of current IT infrastructure. Sizable improvements to the IT infrastructure occurred in 2014 and reduced the fund balance significantly. The 2015 50% increase to fund balance puts the City back on track to plan for improvements over time.

**The Water/Sewer Fund** accounts for the revenue and expenses associated with the transmission, treatment, storage and sale of water to the residential, commercial and industrial customers within the City. The maintenance of the City's sanitary sewer mains is also accounted for in this fund. The rate for sanitary sewer is \$0.91 per 100 cubic feet of usage. The City is a wholesale purchaser of water from the City of Chicago. The water rate has two components; the City of Chicago water purchase rate (the amount Des Plaines pays Chicago for treated Lake Michigan water), and the City of Des Plaines O&M rate (operation and maintenance). These two components are used to calculate the rate Des Plaines charges its customers (retail rate). The water rates in effect for 2015 are \$2.850 for the Chicago pass through rate (15% increase) and \$2.20 for the O&M rate, the total water rate will increase to \$5.05. For FY 2015 the fund balance is projected to turn negative largely due to increasing product costs and necessary infrastructure improvements.



## 2015 Budget BUDGET SUMMARY

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***The METRA Lease Parking Fund*** primarily accounts for the revenue and expenses associated with the maintenance of parking lots leased from Union Pacific Railroad and used exclusively for commuter parking. Revenue is generated from daily commuter charges. Rates for 2015 will remain the same as 2013 at \$1.50 per day. The fund balance budgeted for 2015 is \$140K.

***The City Owned Parking Fund*** is used to account for the revenue and expenses associated with the maintenance of the City's three surface lots and two parking facilities. Revenue is generated from daily charges as well as lease agreements. The fund balance budgeted for 2015 is \$654K and represents a continued effort to maintain a healthy financial position while maintaining rates at \$1.50 per day.

***The DPECC Fund*** is used to account for the revenue and expenses associated with operating the Des Plaines Emergency Communications Center. This fund was formed in June of 2013 following the dissolution of the Emergency Communication Center and is responsible for providing 911 services to Des Plaines and Park Ridge. Park Ridge is expected to leave the center before the end of 2014 and Des Plaines Police and Fire dispatch services will transition to Wheeling and RED Center respectively.

***The Risk Management Fund*** is an internal service fund that accounts for the City's self-insured property, general liability, automobile liability, errors and omissions, worker's compensation, employer's liability, employee benefits liability, and crime loss. The 2015 budgeted fund balance is \$993K, or 31% of the projected expenditures.

***The Health Benefits Fund*** is an internal service fund used to account for the charges to each department for providing health insurance and other related benefits to their employees. Since June 1, 2003 the City has also been a member of the Intergovernmental Personnel Benefit Cooperative (IPBC). The City maintains a fund balance in the Health Benefits fund as well as the IPBC terminal reserve account.

***The Police and Fire Pensions Funds*** contributions are accounted for within the General Fund. Benefit enhancements that have been approved by the State resulted in additional funding which increase the City's overall property tax levy. Based on the City's actuarial valuation for the FYE 2013, the Police Pension was funded at 51.2% and the Fire Pension was funded at 58.6%. In 2012 the City changed the actuarial assumption from a 7.75% rate of return on investments to 7% in order to aligning to the State's level. Recent legislation changed the state statute requirement of being 100% funded by the year 2033 to 90% funded by the year 2040. This budget does not include the 90% funded level as it is not GASB compliant, instead the City utilizes a 100% funding level by 2040.

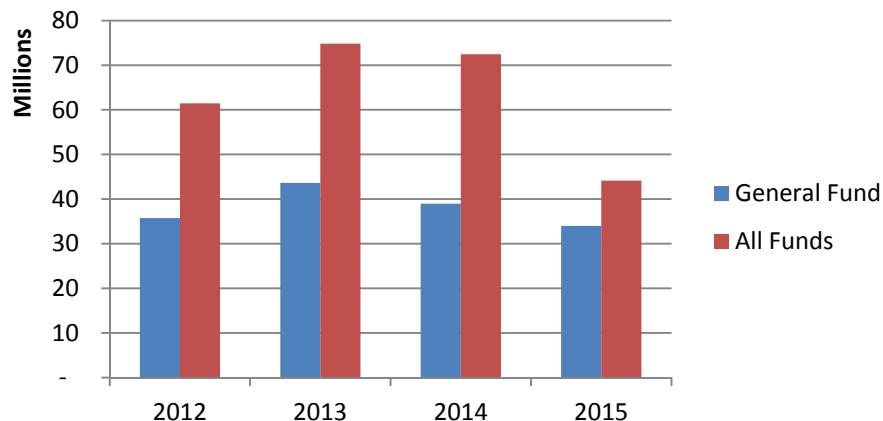


2015 Budget  
**BUDGET SUMMARY**

**All Fund Historical Fund Balances**

	2012 Actual Fund Balance	2013 Actual Fund Balance	2014 Projected Fund Balance	2015 Projected Fund Balance
General Fund	35,734,769	43,640,613	38,953,385	34,000,859
<i>Nonspendable/Restricted/Assigned</i>	8,606,709	9,900,296	11,470,373	15,009,489
<i>Unassigned</i>	27,128,060	33,740,317	27,483,012	18,991,370
TIF #1	5,235,770	6,320,597	2,010,345	13,581
TIF #3	(2,961,173)	(2,479,793)	(3,178,391)	(3,303,664)
TIF #4	591,701	484,606	(232,915)	(302,376)
TIF #5	103,761	87,229	68,897	78,867
TIF #6	(5,643,050)	(2,384,245)	(8,059,379)	(9,212,532)
TIF #7	-	-	-	(2,191,229)
Motor Fuel Tax	686,078	442,010	123,069	127,156
CDBG	102,965	101,699	111,685	25
Grant Projects	104,777	12,191	11,046,032	46,032
Gaming Tax	12,595,418	14,274,630	20,567,810	16,402,810
Emergency Telephone	-	-	-	-
Debt Service	463,283	465,275	464,985	464,695
Capital Projects	2,523,327	3,529,074	1,941,243	1,781,458
Equipment Replacement	3,097,815	3,484,456	4,791,075	4,022,261
IT Replacement	514,088	445,243	118,972	178,021
Water/Sewer	3,525,143	1,421,852	(212,338)	(1,886,290)
City-Owned Parking	314,536	426,432	552,462	653,950
Metra Parking	110,725	130,729	138,688	139,895
DPECC	-	21,151	(134,760)	(134,760)
Risk Management	1,753,185	1,727,405	918,459	993,365
Health Benefits	2,579,453	2,689,223	2,459,975	2,255,701
<b>Total City Funds</b>	<b>61,432,571</b>	<b>74,840,377</b>	<b>72,449,299</b>	<b>44,127,825</b>

**Fund Balances**





2015 Budget  
**BUDGET SUMMARY**

**Historical Revenues and Other Sources by Fund  
Including Transfers In**

	2012 Actual	2013 Actual	2014 Budget	2014 Estimated	2015 Budget	Percent Change
<b>General Fund</b>	63,175,270	67,471,001	58,422,957	60,937,374	58,856,693	0.7%
<b>Special Revenue Funds</b>						
TIF #1	8,515,636	7,881,198	4,733,999	4,862,500	4,351,833	-8.1%
TIF #3	561,737	1,069,067	630,953	3,316,806	550,080	-12.8%
TIF #4	70,898	1,901	24,797	24,797	24,797	0.0%
TIF #5	117,287	94,621	115,438	94,616	121,012	4.8%
TIF #6	60,125	4,510,793	50,139	2,041,341	16,147	-67.8%
TIF #7	-	-	-	-	-	NA
Motor Fuel Tax	1,720,071	1,683,238	1,605,359	1,749,059	1,705,059	6.2%
CDBG	395,464	260,353	278,375	127,780	521,896	87.5%
Grant Projects	2,157,360	795,032	1,420,542	11,159,291	3,026,022	113.0%
Gaming Tax	24,818,317	24,699,061	24,030,000	23,373,780	23,535,000	-2.1%
Emergency Telephone	-	-	-	-	2,165,458	NA
	<b>38,416,895</b>	<b>40,995,264</b>	<b>32,889,602</b>	<b>46,749,970</b>	<b>36,017,304</b>	<b>9.5%</b>
<b>Debt Service Funds</b>	151,121	107,682	107,550	107,550	109,510	1.8%
<b>Capital Projects Funds</b>						
Capital Projects	9,295,859	15,463,084	12,874,026	17,856,626	11,324,328	-12.0%
Equipment						
Replacement	1,469,821	2,047,750	2,528,000	2,587,800	1,540,000	-39.1%
IT Replacement	125,119	125,026	800,020	800,010	500,020	-37.5%
	<b>10,890,799</b>	<b>17,635,859</b>	<b>16,202,046</b>	<b>21,244,436</b>	<b>13,364,348</b>	<b>-17.5%</b>
<b>Enterprise Funds</b>						
Water/Sewer	14,192,996	13,846,480	19,951,258	15,210,919	22,589,148	13.2%
City Owned Parking	295,535	328,915	229,500	278,904	264,500	15.3%
Metra Leased Parking	74,504	72,887	75,000	63,935	65,000	-13.3%
DPECC	-	2,089,647	3,479,714	4,003,633	856,791	-75.4%
	<b>14,563,035</b>	<b>16,337,929</b>	<b>23,735,472</b>	<b>19,557,391</b>	<b>23,775,439</b>	<b>0.2%</b>
<b>Internal Service Funds</b>						
Risk Management	3,114,610	2,855,160	2,228,600	2,286,445	3,272,677	46.8%
Health Benefits	8,823,633	8,828,109	8,825,968	8,651,482	8,730,673	-1.1%
	<b>11,938,243</b>	<b>11,683,269</b>	<b>11,054,568</b>	<b>10,937,927</b>	<b>12,003,350</b>	<b>8.6%</b>
<b>Total Revenues</b>	<b>139,135,363</b>	<b>154,231,004</b>	<b>142,412,195</b>	<b>159,534,648</b>	<b>144,126,644</b>	<b>1.2%</b>



2015 Budget  
**BUDGET SUMMARY**

**Historical Expenditures by Fund  
Including Transfers Out**

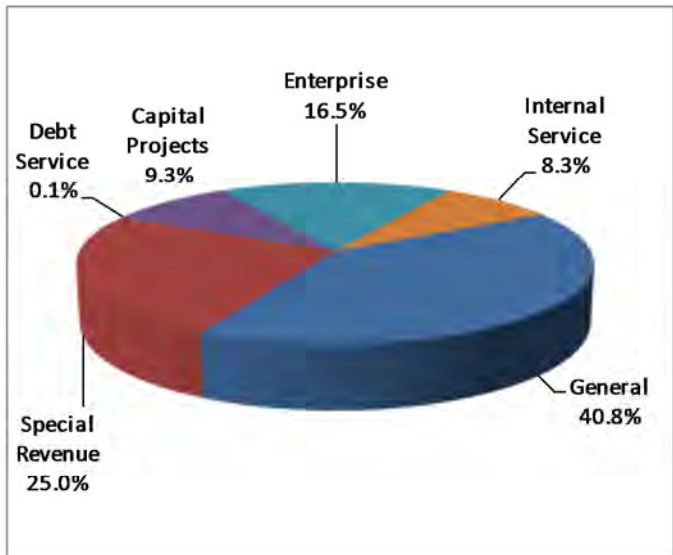
	2012 Actual	2013 Actual	2014 Budget	2014 Estimated	2015 Budget	Percent Change
<b>General Fund</b>	56,683,713	59,565,153	65,010,125	65,624,602	63,809,219	-1.8%
<b>Special Revenue Funds</b>						
TIF #1	6,785,829	6,796,371	6,174,744	9,172,752	6,348,597	2.8%
TIF #3	583,868	587,687	727,327	4,015,405	675,353	-7.1%
TIF #4	519,029	108,997	419,158	742,318	94,258	-77.5%
TIF #5	113,457	111,153	112,923	112,948	111,042	-1.7%
TIF #6	488,071	1,251,988	3,466,141	7,716,475	1,169,300	-66.3%
TIF #7	-	-	-	-	2,191,229	NA
Motor Fuel Tax	1,494,005	1,927,307	1,901,000	2,068,000	1,700,972	-10.5%
CDBG	403,361	261,618	390,035	117,794	633,556	62.4%
Grant Projects	1,733,023	887,616	1,420,543	125,452	14,026,022	887.4%
Gaming Tax	15,920,982	23,019,849	24,400,000	17,080,600	27,700,000	13.5%
Emergency Telephone	-	-	-	-	2,165,458	NA
	<b>28,041,625</b>	<b>34,952,586</b>	<b>39,011,871</b>	<b>41,151,744</b>	<b>56,815,787</b>	<b>45.6%</b>
<b>Debt Service Funds</b>	108,450	105,690	108,050	107,840	109,800	1.6%
<b>Capital Projects Funds</b>						
Capital Projects	9,866,986	14,457,337	14,759,995	19,444,456	11,484,113	-22.2%
Equipment Replacement	388,184	1,661,109	1,568,886	1,281,180	1,988,814	26.8%
IT Replacement	85,279	193,871	1,126,280	1,126,280	440,971	-60.8%
	<b>10,340,449</b>	<b>16,312,317</b>	<b>17,455,161</b>	<b>21,851,916</b>	<b>14,233,898</b>	<b>-18.5%</b>
<b>Enterprise Funds</b>						
Water/Sewer	14,168,055	15,462,628	20,770,198	16,845,109	24,263,100	16.8%
City Owned Parking	769,129	205,917	155,574	152,874	163,012	4.8%
Metra Leased Parking	50,933	61,357	59,230	55,976	63,793	7.7%
DPECC	-	2,062,661	3,479,714	4,159,544	856,791	-75.4%
	<b>14,988,117</b>	<b>17,792,563</b>	<b>24,464,716</b>	<b>21,213,503</b>	<b>25,346,696</b>	<b>3.6%</b>
<b>Internal Service Funds</b>						
Risk Management	2,594,793	2,880,940	2,892,580	3,095,391	3,197,771	10.6%
Health Benefits	8,691,264	8,718,339	8,693,128	8,880,730	8,934,947	2.8%
	<b>11,286,057</b>	<b>11,599,279</b>	<b>11,585,708</b>	<b>11,976,121</b>	<b>12,132,718</b>	<b>4.7%</b>
<b>Total Expenditures</b>	<b>121,448,411</b>	<b>140,327,587</b>	<b>157,635,631</b>	<b>161,925,726</b>	<b>172,448,118</b>	<b>9.4%</b>





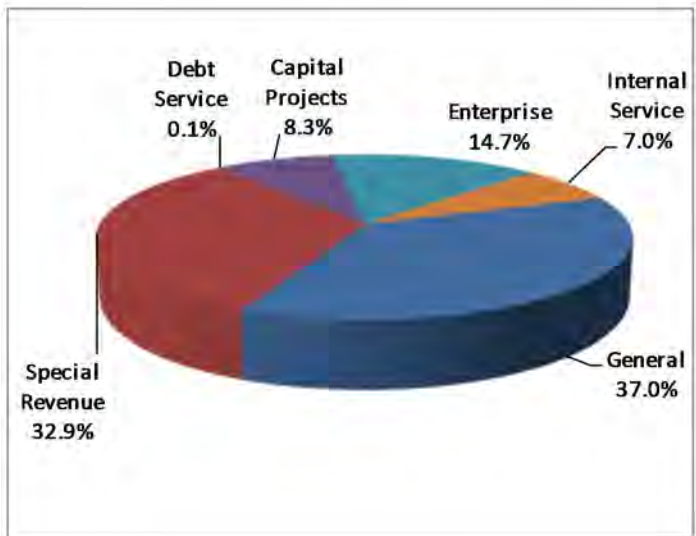
# 2015 Budget BUDGET SUMMARY

## 2015 Budgeted Revenues and Other Sources by Fund Type



Funds By Type	2015 Adopted	% of Total
General	58,856,693	40.8%
Special Revenue	36,017,304	25.0%
Debt Service	109,510	0.1%
Capital Projects	13,364,348	9.3%
Enterprise	23,775,439	16.5%
Internal Service	12,003,350	8.3%
<b>Total Revenue</b>	<b>144,126,644</b>	<b>100.0%</b>

## 2015 Budgeted Expenditures by Fund Type

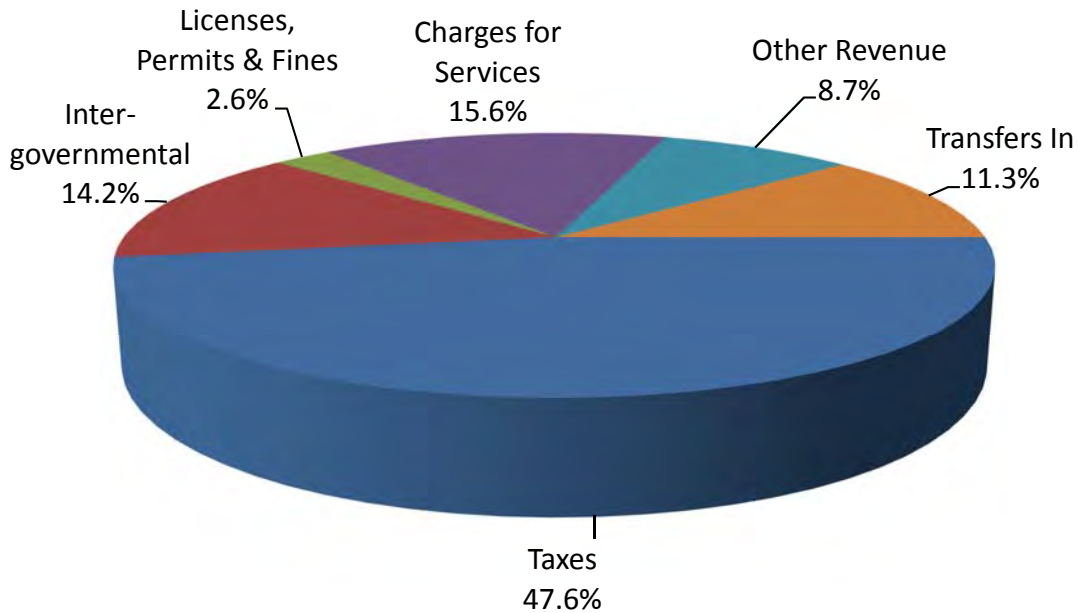


Funds By Type	2015 Adopted	% of Total
General	63,809,219	37.0%
Special Revenue	56,815,787	32.9%
Debt Service	109,800	0.1%
Capital Projects	14,233,898	8.3%
Enterprise	25,346,696	14.7%
Internal Service	12,132,718	7.0%
<b>Total Expenditures</b>	<b>172,448,118</b>	<b>100.0%</b>



**2015 Budget  
BUDGET SUMMARY**

**2015 Budgeted Revenues by Category (All Funds)**



	Taxes	Inter-governmental	Licenses, Permits & Fines	Charges for Service	Other Revenue	Transfers In	Fund Total
General Fund	34,325,640	15,620,400	3,709,000	4,727,000	230,000	244,653	58,856,693
TIF Fund #1	4,351,233	-	-	-	600	-	4,351,833
TIF Fund #3	550,070	-	-	-	10	-	550,080
TIF Fund #4	24,797	-	-	-	-	-	24,797
TIF Fund #5	120,982	-	-	-	30	-	121,012
TIF Fund #6	16,147	-	-	-	-	-	16,147
TIF Fund #7	-	-	-	-	-	-	-
Motor Fuel Tax	-	1,704,959	-	-	100	-	1,705,059
CDBG	-	521,896	-	-	-	-	521,896
Grant Funded Projects	-	2,659,696	-	-	-	366,326	3,026,022
Gaming Tax	23,500,000	-	-	-	35,000	-	23,535,000
Emergency Telephone	-	-	-	810,000	-	1,355,458	2,165,458
Debt Service	109,510	-	-	-	-	-	109,510
Capital Projects	5,583,328	-	-	1,403,000	38,000	4,300,000	11,324,328
Equipment Repl.	-	-	-	-	40,000	1,500,000	1,540,000
IT Replacement	-	-	-	-	20	500,000	500,020
Water/Sewer Fund	-	7,000	3,500	14,319,000	238,890	8,020,758	22,589,148
City Owned Parking	-	-	-	264,500	-	-	264,500
Metra Leased Parking	-	-	-	65,000	-	-	65,000
DPECC	-	-	-	856,791	-	-	856,791
Risk Management	-	-	-	-	3,272,677	-	3,272,677
Health Benefits	-	-	-	-	8,660,794	69,879	8,730,673
<b>Total Revenues</b>	<b>68,581,707</b>	<b>20,513,951</b>	<b>3,712,500</b>	<b>22,445,291</b>	<b>12,516,121</b>	<b>16,357,074</b>	<b>144,126,644</b>



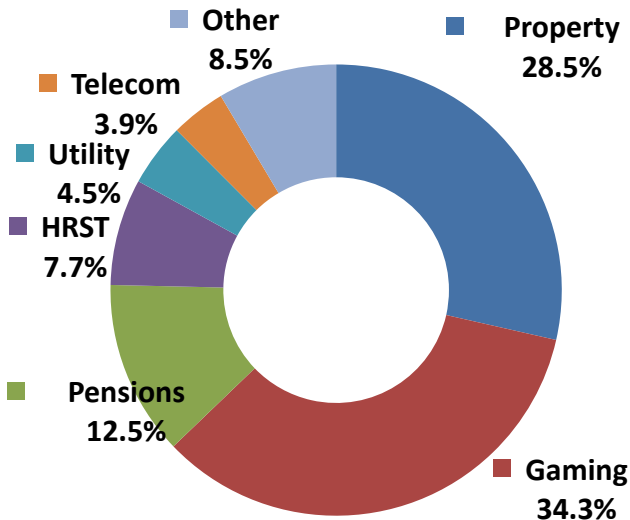
2015 Budget  
**BUDGET SUMMARY**

**2014/2015 Revenue Budget Comparison**

	<b>2014 Budget</b>	<b>2015 Budget</b>	<b>Dollar Change</b>	<b>% Change</b>
Taxes	69,272,392	68,581,707	(690,685)	-1.0%
Intergovernmental	18,066,872	20,513,951	2,447,079	11.9%
Licenses, Permits & Fines	3,238,100	3,712,500	474,400	12.8%
Charges for Service	25,390,972	22,445,291	(2,945,681)	-13.1%
Other Revenue	11,638,961	12,516,121	877,160	7.0%
Transfers	14,804,898	16,357,074	1,552,176	9.5%
<b>Total Revenues</b>	<b>142,412,195</b>	<b>144,126,644</b>	<b>1,714,449</b>	<b>1.2%</b>

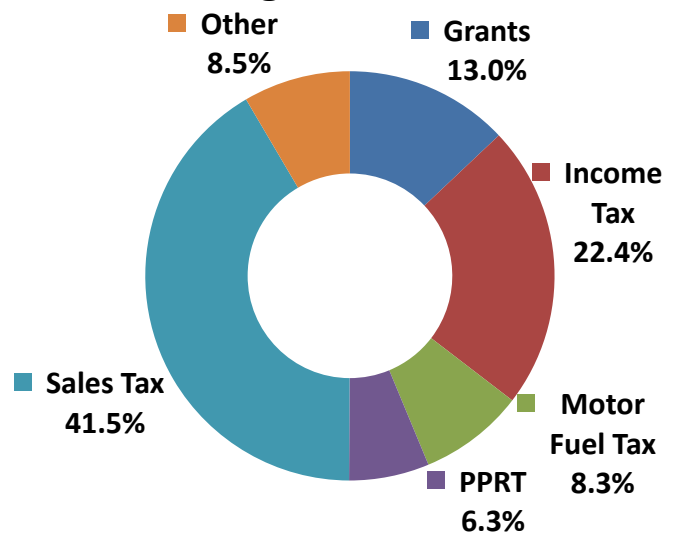
The overall \$1.7M or 1.2% increase in total revenues for all the funds is a relatively small increase compared to prior years largely due to a more consistent schedule of transfers from the Gaming Tax fund. Additionally, the sunset clause on the additional Storm Sewer Fee in the Capital Projects Fund takes effect on 12/31/14 which will lower revenues by approximately \$800K. The DPECC Fund's contract with Park Ridge also expired in October 2014 therefore lowering the amount of revenues the City is expecting to receive.

**Revenue From Taxes**



**Revenue -**

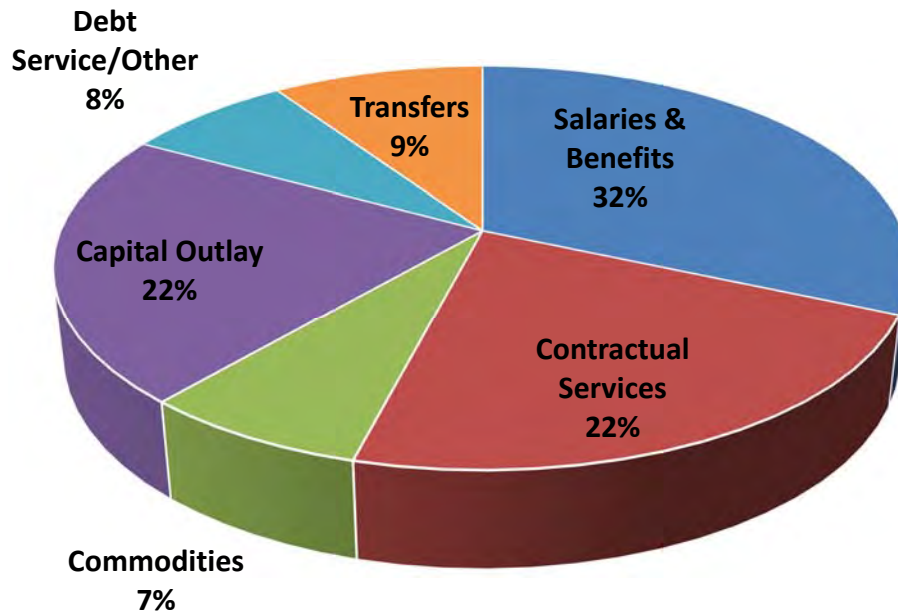
**Intergovernmental**





2015 Budget  
**BUDGET SUMMARY**

**2015 Budgeted Expenditures by Category (All Funds)**



	Salaries & Benefits	Contractual Services	Commodities	Capital Outlay	Debt Service /Other	Transfers	Fund Total
General Fund	48,280,445	7,293,529	1,681,693	245,085	2,883,130	3,425,337	63,809,219
TIF Fund #1	6,781	638,551	256,650	3,015,000	2,312,627	118,988	6,348,597
TIF Fund #3	-	59	-	-	669,934	5,360	675,353
TIF Fund #4	-	20,320	5,000	-	27,620	41,318	94,258
TIF Fund #5	-	5	-	-	111,037	-	111,042
TIF Fund #6	-	10,887	-	-	1,158,413	-	1,169,300
TIF Fund #7	-	53,000	-	2,000,000	100,000	38,229	
Motor Fuel Tax	-	84,000	582,000	454,972	580,000	-	1,700,972
CDBG	56,782	-	-	434,212	142,562	-	633,556
Grant Funded Projects	67,852	200,000	3,500	13,754,230	440	-	14,026,022
Gaming Tax	-	15,400,000	-	-	-	12,300,000	27,700,000
Emergency Telephone	-	-	-	-	2,165,458	-	
Debt Service	-	-	-	-	109,800	-	109,800
Capital Projects	428,858	1,322,066	70,625	7,232,468	2,108,770	321,326	11,484,113
Equipment Replacement	-	-	79,750	2,146,564	12,500	70,000	2,308,814
IT Replacement	-	-	-	376,675	64,296	-	440,971
Water/Sewer Fund	4,876,071	1,496,313	9,702,400	7,738,651	449,665	-	24,263,100
City Owned Parking	-	24,312	136,600	-	2,100	-	163,012
Metra Leased Parking	-	6,121	14,000	-	7,156	36,516	63,793
DPECC	720,070	133,175	750	-	2,796	-	856,791
Risk Management	12,919	3,167,352	-	-	17,500	-	3,197,771
Health Benefits	20,000	8,884,947	-	-	30,000	-	8,934,947
<b>Total Expenses</b>	<b>54,469,778</b>	<b>38,734,637</b>	<b>12,532,968</b>	<b>37,397,857</b>	<b>12,955,804</b>	<b>16,357,074</b>	<b>172,448,118</b>

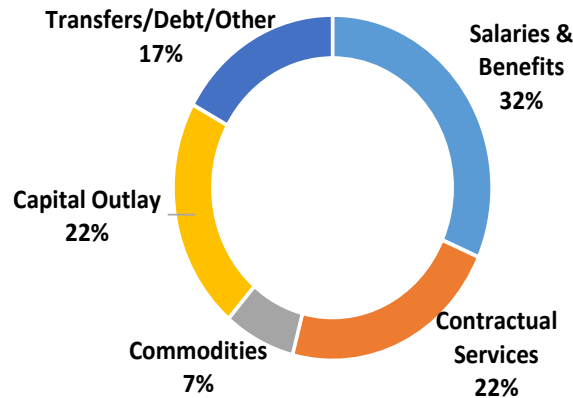


## 2015 Budget BUDGET SUMMARY

### 2014/2015 Expenditure Budget Comparison

	2014 Budget	2015 Budget	Change (\$)	Change (%)
Salaries & Benefits	54,099,530	54,469,778	370,248	0.7%
Contractual Services	40,458,049	38,734,637	(1,723,412)	-4.3%
Commodities	10,990,637	12,532,968	1,542,331	14.0%
Capital Outlay	22,500,952	37,397,857	14,896,905	66.2%
Transfers/Debt/Other	29,586,463	29,312,878	(273,585)	-0.9%
<b>Total Expenditures</b>	<b>157,635,631</b>	<b>172,448,118</b>	<b>14,812,487</b>	<b>9.4%</b>

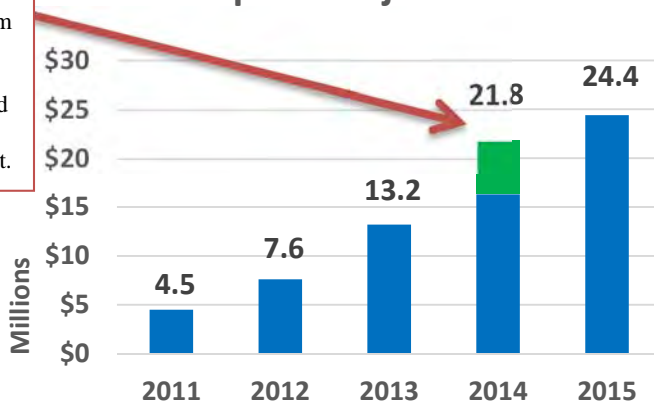
### 2015 Budgeted Expenditures



2015 Budgeted Expenditures are expected to increase by \$14.8M or 9.4% as compared to the 2014 Budget. The increase is attributed primarily to the following:

\$5.5M of Capital Projects from the 2014 Budget are being carried over to the 2015 Budget.

### Capital Projects



- The Capital Outlay increased by \$14.9M or 66% due to funds transferred from the casino operations for capital improvements and additional funds allocated to the projects within the Water/Sewer Fund for water main improvements. The Grant Projects Fund also has \$13.8M allocated for Capital Projects largely due to an \$11M grant for River Road reconstruction.
- Commodities increased by 14% largely due to a 15% increase in the rate the City of Chicago charges for water.



**2015 Budget**  
**BUDGET SUMMARY**

**GENERAL FUND**

The General Fund accounts for the majority of the City’s revenues and expenditures and is the primary operating fund of the City. Police, Fire, Public Works/Engineering, Community and Economic Development (consisting of Building and Code Enforcement, Economic Development, Planning and Zoning), Legal and General Administration are accounted for in this fund.

**Fund Balance of the General Fund**

The City will strive to maintain a minimum total unreserved fund balance of 25% of annual operating expenditures. Reserve balances at this level give the City the ability to maintain current operations during down economic cycles and address unexpected emergencies. The following is a table depicting the current state of the General Fund:

<b>Fund</b>	<b>Fund Name</b>	<b>Projected Ending Fund Balance (Deficit)</b>	<b>12/31/2015 Projected Ending Fund Balance %</b>	<b>Projected Fund Balance v. Policy Requirement</b>	<b>Fund Balance Policy Requirement</b>
100	General Fund	\$34,000,859	53.29%	28.29%	25% of Annual Expenditures
	Nonspendable	15,009,489	23.53%		
	Unassigned	18,991,370	29.76%	4.76%	25% of Annual Expenditures

The main difference between the total fund balance and the total unassigned fund balance is that the total fund balance includes advances the General Fund has made to the TIF Funds (nonspendable portion). Once the TIF Funds begin to repay the General Fund, the total unassigned fund balance will be closer to total fund balance. The unassigned fund balance is projected to meet or exceed the recommended policy requirement at the end of the 2015 fiscal year. For the 2015 Budget year, the City is recommending a transfer of \$1.5M to the Equipment Replacement Fund and \$500K to the IT Replacement fund in order to continue funding future equipment purchases as well as current depreciation of equipment. The City has made significant strides over the past few years in focusing on increasing the unreserved fund balance as shown in the following chart:

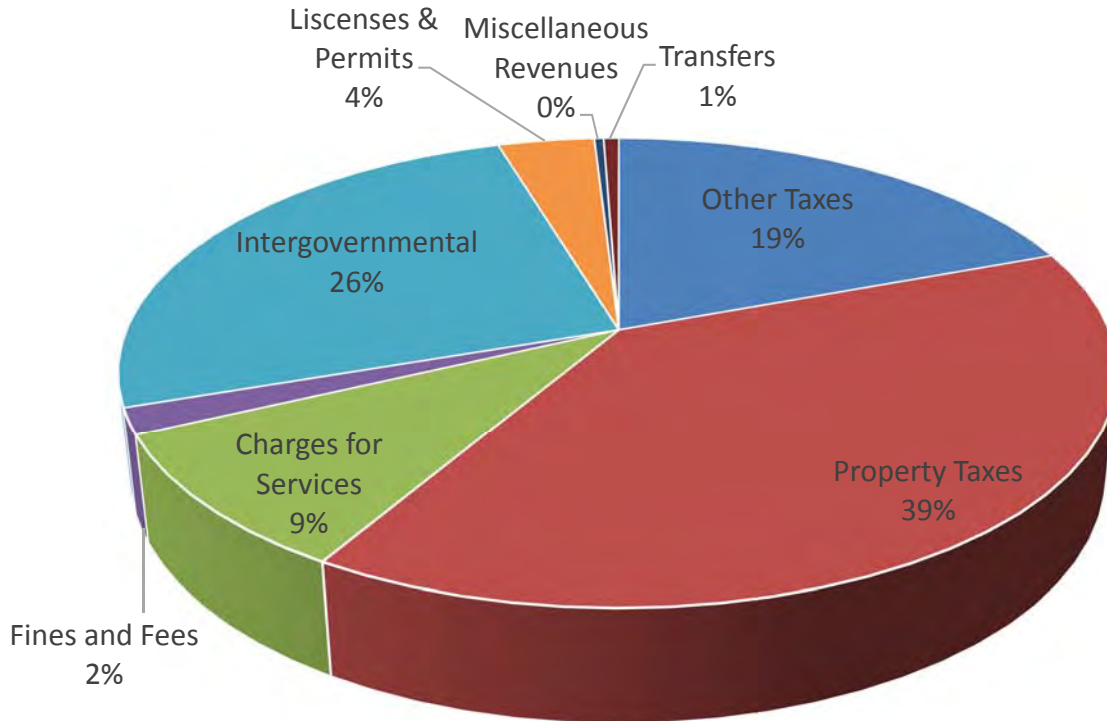
	<b>12/31/2011 Actual</b>	<b>12/31/2012 Actual</b>	<b>12/31/2013 Actual</b>	<b>12/31/2014 Budget</b>	<b>12/31/2014 Projected</b>	<b>12/31/2015 Budget</b>
<b>Total Fund Balance</b>	29,243,213	35,734,769	43,640,613	32,013,078	38,953,385	34,000,859
<b>Nonspendable</b>	8,162,664	8,606,709	9,900,296	13,932,610	11,470,373	15,009,489
<b>Unassigned</b>	21,080,549	27,128,060	33,740,317	18,080,468	27,483,012	18,991,370
<b>Total Fund Balance</b>	<b>51.37%</b>	<b>63.04%</b>	<b>73.27%</b>	<b>49.24%</b>	<b>59.36%</b>	<b>53.29%</b>
<b>Unassigned Fund Balance</b>	<b>37.03%</b>	<b>47.86%</b>	<b>56.64%</b>	<b>27.81%</b>	<b>41.88%</b>	<b>29.76%</b>

The projected 2015 unreserved fund balance is expected to exceed the 25% recommended policy guideline and shows the City’s commitment to improving its financial health from 2.2% unreserved fund balance in 2008. In addition, the 2015 Budget accomplishes the objective of striking a balance between the funding for the replacement of our equipment and maintaining the General Fund balance. The fund balance is a critical component that allows the City to maintain its current bond rating as well as address any unexpected changes in the economy or other unanticipated expenditures. The City will continue to plan for maintaining the unreserved fund balance at or above the recommended 25% level over the next few years.

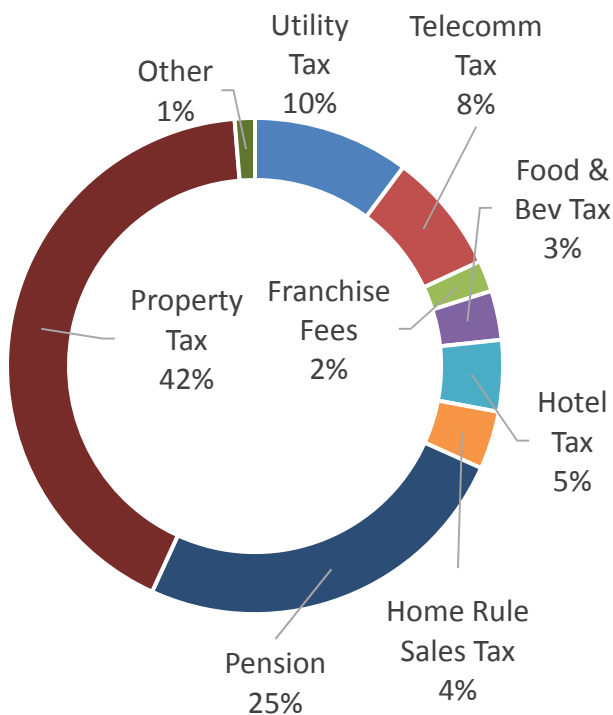


**2015 Budget  
BUDGET SUMMARY**

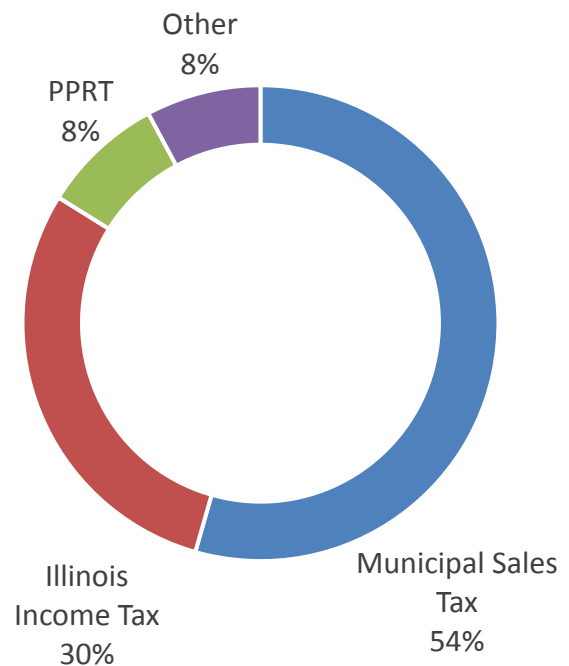
**GENERAL FUND  
REVENUES BY CATEGORY**



**Tax Revenue Allocation**



**Intergovernmental Allocation**





# 2015 Budget BUDGET SUMMARY

## Revenue Highlights

The FY 2015 General Fund budget is based upon projected revenues from taxes, fees and other sources totaling \$58.9 million. Excluding other financing sources, the 2015 budgeted revenues represent a decrease of \$2.0M or 3.3% below the 2014 projected revenues. As a whole, Property Tax, Utility Tax, Sales Tax, State Income Tax, and Telecommunications Tax account for almost 74.6% of the revenue collected by the General Fund. The following is a discussion of the major revenue sources for the General Fund:

- **Property Tax**

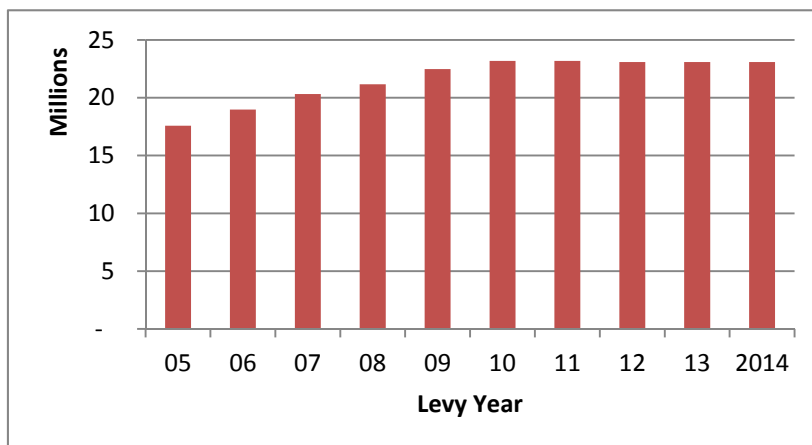
The Corporate Property Tax Levy is the largest source of revenue for the City's General Fund comprising 24.6% of all receipts within the General Fund. As a "Home Rule" unit of government, the City has no limitations on its levy but the City has attempted to keep the tax levy's growth to a minimum. The City adopts its tax levy in December each year and the County collects this in two installments in March and September of the following year. Thus, the 2014 tax levy is the basis for the 2015 revenue budget.

For FY 2015 the total City property tax levy is \$23,083,150, a 0.0% increase over the prior year's tax levy. The following is a 10 year trend of the property tax levies passed and excludes the additional amount added by the County for loss and cost (3% for corporate purposes and 5% for debt service).

Levy Year	Corporate	Police Pension	Fire Pension	Debt Service	Total Levy	Extension	% Change
2005	12,374,001	2,035,189	1,644,081	1,530,676	17,583,947	18,142,079	7.88%
2006	13,637,232	2,250,487	1,772,574	1,319,530	18,979,823	19,575,608	7.94%
2007	14,730,000	2,450,000	1,875,000	1,267,682	20,322,682	20,957,716	7.08%
2008	15,171,900	2,612,000	2,125,000	1,257,799	21,166,699	21,826,856	4.15%
2009	14,979,057	3,240,960	3,042,315	1,220,531	22,482,863	23,181,760	6.22%
2010	15,273,223	3,338,189	3,395,608	1,174,740	23,181,760	23,900,708	3.11%
2011	15,924,580	3,472,544	3,577,776	206,860	23,181,760	23,881,350	0.00%
2012	15,645,194	3,661,515	3,671,041	105,400	23,083,150	23,777,753	-0.43%
2013	14,675,600	4,150,000	4,150,000	107,550	23,083,150	23,777,796	0.00%
2014	14,373,640	4,300,000	4,300,000	109,510	23,083,150	23,777,835	0.00%

### AVERAGE INCREASE (last 10 years)

	Levy over Levy	Levy over Extension
Corporate Levy	2.57%	-0.42%
Total Levy	3.60%	0.48%







## 2015 Budget BUDGET SUMMARY

The City of Des Plaines' assessed value averaged a 5.36% increase per year from 2001 to 2010. The 2013 equalized assessed value (EAV) was reduced by (16.8%) from the 2012 EAV, or \$2,039,939,367 in 2012 to \$1,6971,287,344 in 2013, following the declining market value of property in Cook County.

### ■ Sales Tax

Sales Tax is the third largest source of revenue for the City. Sales tax comprises 16.7% of total receipts for the General Fund or approximately \$9.8 million for FY 2015. For the Home Rule Sales Tax, 25% is remitted to the General Fund and 75% is allocated towards the Capital Projects Fund. For FY 2015, the City expects that sales tax will increase by approximately 5% from the 2014 Budget.

The sales tax rate for the City of Des Plaines is 9%, of which the City receives 2% within the corporate limits of the municipality. The total sales tax rate consists of the following:

Sales Tax Rates - effective 01/01/2013	
State Sales Tax Rate	5.00%
State Municipal Tax Rate	1.00%
State Regional Transportation Authority	0.25%
Local Home Rule	1.00%
County Home Rule	0.75%
Regional Transportation Authority	1.00%
<b>Total</b>	<b>9.00%</b>

Sales tax is sub-divided into three categories: retail sales, auto rental tax, and use tax. The auto rental tax is 1% of the gross receipts from renting automobiles. The use tax applies to the privilege of using in the City tangible personal property purchased at retail from a retailer outside the state of Illinois.

The "retail sales" portion of the City's total sales tax revenues comes from many different types of businesses as the pie chart below illustrates. Drugs and Miscellaneous Retail contributed 32% of the City's sales tax receipts although much of this amount is the result of an Illinois Department of Revenue Audit on a single business. This category is followed by Agriculture and All Others at 21% and Automotive and Filling Stations at 16%.

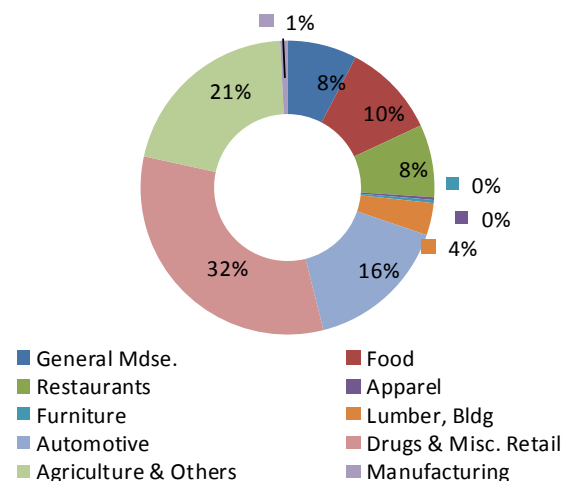
The "retail sales" portion of the City's total sales tax revenues comes from many

#### Number of Taxpayers: 1,199

2013 Calendar Year - Sales made during  
January 2013 through December 2013

Tax Types	MT & HMR
General Mdse.	1,389,948.40
Food	1,879,436.52
Restaurants	1,451,069.69
Apparel	52,848.24
Furniture	64,488.32
Lumber, Bldg	640,547.15
Automotive	2,868,095.77
Drugs & Misc. Retail	5,860,737.58
Agriculture & Others	3,765,255.63
Manufacturing	147,439.51
	<b>18,119,866.81</b>

#### Sales Tax Allocation for the 12 months Ended 12/31/2013



Source: <https://www.revenue.state.il.us/app/kob/index.jsp>

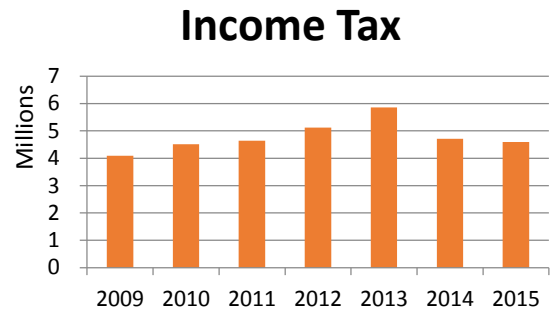


## 2015 Budget BUDGET SUMMARY

### State Income Tax

State income tax comprises approximately 8% of the General Fund revenues. The City receives a portion of the state income tax receipts on a per-capita basis. The revenue projected for FY 2015 was maintained at the 2014 Budget amount based on performance so far in FY 2014 and to present a more conservative estimate of future revenues.

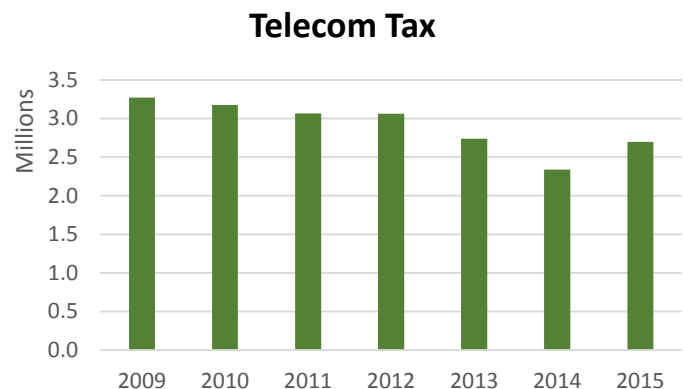
	Year	Amount	% Inc (Dec)
Actual	2009	4,091,933	-26.3%
Actual	2010	4,513,561	10.3%
Actual	2011	4,645,626	2.9%
Actual	2012	5,128,011	10.4%
Actual	2013	5,863,537	14.3%
Projected	2014	4,718,000	-19.5%
Budget	2015	4,600,000	-2.5%



### Telecommunication Tax

Effective January 1, 2003 the simplified municipal telecommunication tax act took effect. Under this act, land based and wireless service providers remit up to 6% of their gross sales to the Illinois Department of Revenue. During the 2008 Budget process the City of Des Plaines passed an Ordinance establishing an increase to the rate in the amount of 3%, for a total of 6%. Based on State Statute, the rate became enacted on July 1, 2008. For 2015, the projected revenues are expected to decline from the 2014 Budget to match what was received in 2013.

	Year	Amount	% Inc (Dec)
Actual	2009	3,271,360	36%
Actual	2010	3,177,979	-3%
Actual	2011	3,068,284	-3%
Actual	2012	3,060,585	0%
Actual	2013	2,740,642	-10%
Projected	2014	2,337,000	-15%
Budget	2015	2,700,000	16%





**2015 Budget**  
**BUDGET SUMMARY**

▪ **Utility Tax**

The City of Des Plaines charges a utility tax on electricity which is a tax imposed upon the privilege of using or consuming electricity acquired in a purchase at retail and used or consumed within the corporate limits of the City at rates associated with the number of kilowatt hours used. For FY 2015, the City is projecting the revenue to drop to \$2.5M from the 2014 Budget amount of \$2.6M.

<b>Account Title</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Utility Tax: Electricity	2,725,006	2,600,000	2,400,000	2,500,000
Utility Tax: Natural Gas	539,070	600,000	650,000	600,000
Use Tax: Natural Gas	401,271	350,000	425,000	400,000
	<u>3,665,347</u>	<u>3,550,000</u>	<u>3,475,000</u>	<u>3,500,000</u>

In addition, the City of Des Plaines imposes the Natural Gas Utility Tax and Gas Use Tax. The Municipal Utility Tax (MUT) is a tax based upon the total monthly gas bill collected by the local supplier. The Gas Use Tax (GUT) is a tax based on the supply (therm usage) of gas from an alternative (third-party) supplier. The MUT is charged at a rate of 3.09% levied on the total gross receipts of Nicor customers. The GUT is at a rate of \$0.025 per therm, calculated on the total amount of therms transported through the Nicor distribution system.

▪ **Hotel/Motel Tax**

The Hotel/Motel Tax for the City of Des Plaines was increased to 7% effective February 1, 2008. The FY 2015 budgeted revenue is projected to increase to \$1.6M from \$1.2M in the 2014 budget due to significant increases in actual receipts beginning in 2013.

In addition to the regular 7% tax, the City of Des Plaines has an O’Hare Corridor Privilege tax of 4% for areas defined as the O’Hare Corridor, primarily located within TIF District #6. As the hotels are still in the planning phase of TIF District #6 development, the City has not seen revenues from this source.

▪ **Real Estate Transfer Tax**

The City of Des Plaines real estate transfer tax is \$2.00 per \$1,000 of sales price. For FY 2015, the real estate transfer tax revenues are expected to be at \$400K. Any major changes in the economy as well as the mortgage interest rates can have a substantial impact on home sales and the real estate transfer tax received by the City.

▪ **Food and Beverage Tax**

This is a 1% tax on the sale of retail food and alcoholic beverages prepared for immediate consumption. This tax is remitted to the City on a monthly basis and is deposited into the General Fund. For FY 2015, the total revenue budgeted is expected to stay the same as the 2014 budgeted amount and slightly below the 2014 estimated amount.

▪ **Personal Property Replacement Tax**

Replacement taxes are revenues collected by the State of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away. Replacement tax revenue comes from a 2.5% corporate income tax, 1.5% partnership tax on income, and a 0.8% tax on invested capital for public utilities. The total amount budgeted for 2015 is \$1.3M.



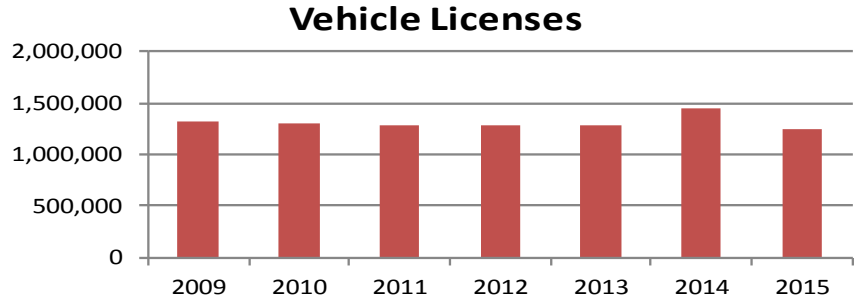
## 2015 Budget BUDGET SUMMARY

- **Licensing and Permit Revenue**

Total licensing and permit revenue consists of approximately 4% of all General Fund revenue, or \$2.6 million. About 82% of total licensing and permit revenue is due to the following:

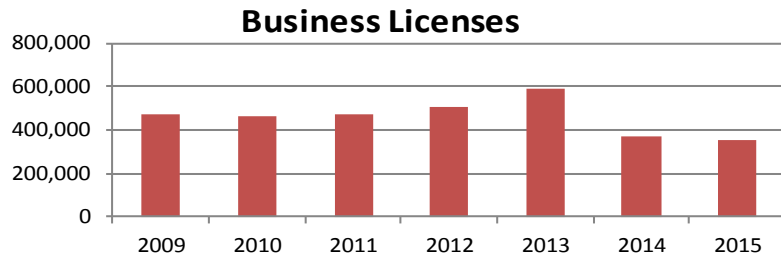
- **Vehicle Licenses:** Vehicle Licenses for FY 2015 are budgeted at \$1.25 million which is slightly below the historical average. Vehicle stickers are issued annually and are valid from July 1 to June 30. Fees for vehicle stickers are dependent upon the license plate type.

	Year	Amount
Actual	2009	1,323,660
Actual	2010	1,296,378
Actual	2011	1,276,450
Actual	2012	1,283,772
Actual	2013	1,279,663
Projected	2014	1,450,000
Budget	2015	1,250,000



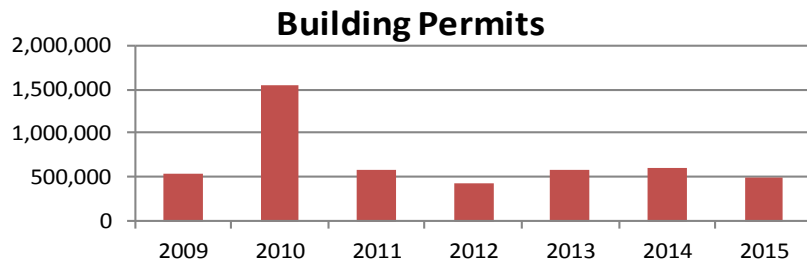
- **Business Licenses:** Business Licenses are issued annually and are valid from January 1<sup>st</sup> to December 31<sup>st</sup>. Business License fees depend on the type of business. The total estimated receipts for FY 2014 are \$373K and are budgeted at \$350K for 2015. The reduction in the budgeted amount in 2014 is due to efforts to simplify the business license process and attract business to the City.

	Year	Amount
Actual	2009	473,385
Actual	2010	464,999
Actual	2011	472,844
Actual	2012	503,092
Actual	2013	592,636
Projected	2014	373,000
Budget	2015	350,000



- **Building Permits:** Building Permits must be purchased prior to construction. Permit fees vary depending upon the nature of the construction. Building permits for 2015 are expected to decline from the projected 2014 revenues at \$500K. The spike in building permit revenue for FY 2010 indicated in the graph below relates to permit fees received from the Casino project.

	Year	Amount
Actual	2009	541,746
Actual	2010	1,546,240
Actual	2011	586,643
Actual	2012	422,264
Actual	2013	579,242
Projected	2014	600,000
Budget	2015	500,000





## 2015 Budget BUDGET SUMMARY

- **Pension Benefits**

The City is mandated by the State of Illinois to provide its employees with retirement pension benefits that continue to increase. As shown below, the City's expense to comply with state mandates has increased by nearly one hundred percent in the last ten years.

<b>Pension Expense</b>	<b>IMRF</b>	<b>Fire Pension</b>	<b>Police Pension</b>	<b>Total</b>
2006 Actual	1,729,057	1,658,383	2,054,097	5,441,537
2007 Actual	1,822,744	1,765,453	2,210,169	5,798,366
2008 Actual	1,792,863	1,923,800	2,509,278	6,225,941
2009 Actual	1,914,683	2,158,314	2,624,670	6,697,667
2010 Actual	1,829,658	3,079,756	3,293,584	8,202,998
2011 Actual	1,731,668	3,395,608	3,338,189	8,465,465
2012 Actual	1,530,636	3,655,215	3,542,153	8,728,005
2013 Actual	1,904,274	3,693,659	3,670,675	9,268,608
2014 Estimated	1,927,790	4,150,000	4,150,000	10,227,790
2015 Budget	1,690,998	4,300,000	4,300,000	10,290,998
<b>Ten Year Growth</b>	<b>-2.2%</b>	<b>159.3%</b>	<b>109.3%</b>	<b>89.1%</b>

The City of Des Plaines tracks the IMRF, Police and Fire Pension Levy within the General Fund. Both the Police and Fire Pensions are levied separately; however, IMRF is included within the Corporate Levy. In regard to pension investment performance, the Police and Fire Pension Funds' investment yields for 2013 were at 13.33% and 13.35% respectively. As of December 31, 2013 the Police Pension and Fire Pension funds are funded at 51.2% and 58.6% respectively. The IMRF Pension actuarial funded ratio as of December 31, 2012 was 87.6%\*.

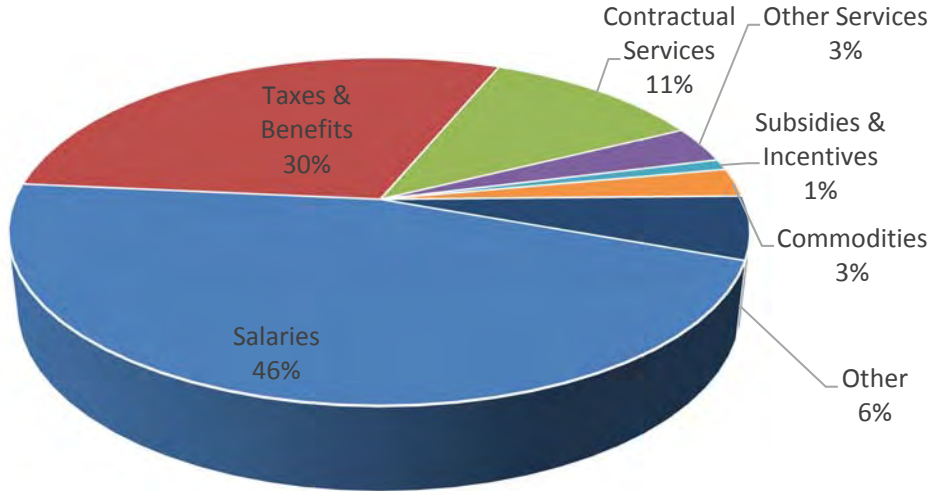
The Des Plaines Library and the E911 Service employees are included in the total IMRF pension calculation.

\* [https://www.imrf.org/pubs/annual\\_reports/2013\\_actuarial\\_valuation.pdf](https://www.imrf.org/pubs/annual_reports/2013_actuarial_valuation.pdf)

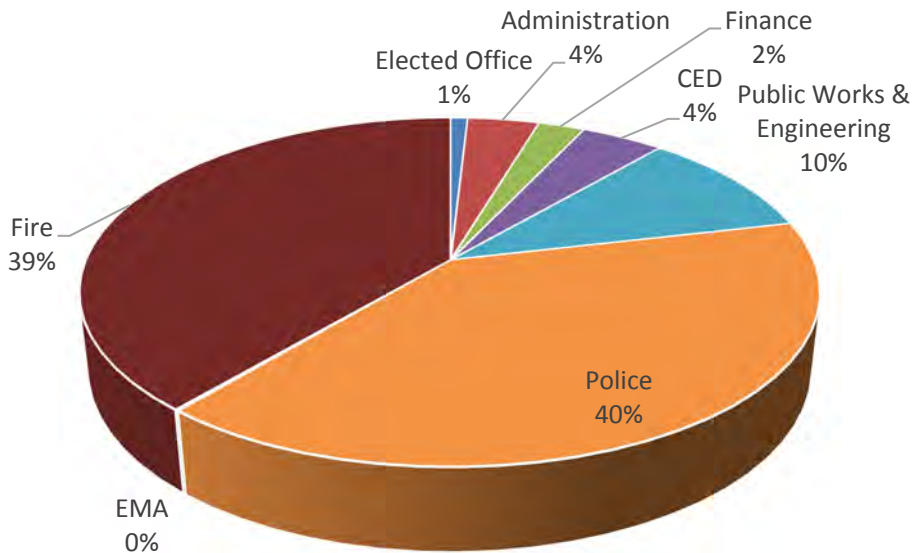


**2015 Budget  
BUDGET SUMMARY**

**GENERAL FUND  
EXPENDITURES BY CATEGORY**



**SALARIES & BENEFITS**



**Expenditure Highlights**

General Fund Expenditures including transfers for FY 2015 total \$63,809,219 compared to the projected FY 2014 Budget of \$65,624,602 a decrease of \$1,815,383 or 3%. Excluding transfers from the expenditure totals, the operational portion of the 2015 budget is \$60,383,882 compared to \$56,804,723, or an increase of \$3,579,159. The chart above indicates how the General Fund expenditures are broken out. Salaries and benefits, in the amount of \$48.3 million, continue to consume the greatest percentage of the total General Fund expenditures at 76%. Breaking out the salary and benefits further into a per Department cost, Police, Fire and Public Works/Engineering are the largest departments with 89% of the total General Fund personnel costs.



## 2015 Budget **BUDGET SUMMARY**

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The FY 2015 Salaries and Benefits within the General Fund includes \$4.3 million in Police Pension expenses as well as \$4.3 million in Fire Pension expenses. These expenses are offset with the revenue for both the Police and Fire Pension that is also tracked in the General Fund; however, it is levied as a separate item.

As expenditures continue to increase and major revenue sources for the City are continuing to decline, the City is closely monitoring the level of actual revenues to projected revenues and then adjusting its budgeted and potential expenditures according to sound fiscal policy. Concerns with City revenue sources are presently related to the decline in State shared revenue sources due to the State of Illinois fiscal problems. The City will continue to review all of the current expenditures to determine if any potential savings can be realized.



## 2015 Budget FUND BALANCES vs. FINANCIAL POLICY REQUIREMENTS

The 2015 Budget includes financial policies that establish fund balance requirements for each of the City's major funds. These fund balances are based on best practices established by the Government Finance Officers' Association (GFOA) that are utilized by thousands of municipalities throughout the nation. Healthy fund balances are necessary to ensure that city government can adequately satisfy its liabilities, especially in an environment of declining revenues or in emergency situations.

### City of Des Plaines 2015 Budget at a Glance Fund Balance vs. Financial Policy Requirements

Fund Name	Policy Requirement			Fund Balance 1/1/2015	Fund Balance 12/31/2015	2015 Projected Fund Balance %	% over (under) Fund Balance Policy Requirements
	Required %	Required Years	Other Requirements				
<b>General Fund</b>	25%	Annual	Expenditures	38,953,385	34,000,859	53.29%	28.29%
<b>Nonspendable</b>	N/A	N/A		11,470,373	15,009,489		
<b>Unassigned</b>	25%	Annual	Expenditures	27,483,012	18,991,370	29.76%	4.76%
<b>TIF #1</b>	N/A	N/A		2,010,345	13,581		
<b>TIF #3</b>	N/A	N/A		(3,178,391)	(3,303,664)		
<b>TIF #4</b>	N/A	N/A		(232,915)	(302,376)		
<b>TIF #5</b>	N/A	N/A		68,897	78,867		
<b>TIF #6</b>	N/A	N/A		(8,059,379)	(9,212,532)		
<b>TIF #7</b>	N/A	N/A		-	(2,191,229)		
<b>Motor Fuel Tax</b>	20%	5 yr. Average	Expenditures	123,069	127,156	6.75%	-13.25%
<b>CDBG</b>	0%	N/A	Pursuant to Federal Regulations	111,685	25		
<b>Grant Projects</b>	N/A	N/A		11,046,032	46,032		
<b>Gaming Tax</b>	N/A	N/A		20,567,810	16,402,810		
<b>Emergency Telephone</b>	N/A	N/A		-	-		
<b>Debt Service</b>	25%	Annual	Non-Property Tax Supported Expenditures	464,985	464,695	423.22%	398.22%
<b>Capital Projects</b>	20%	5 yr. Average	Expenditure	1,941,243	1,781,458	12.52%	-7.48%
<b>Equipment Replacement</b>	20%	5 yr. Total	Future Projected Expenditures	4,791,075	4,022,261	30.59%	10.59%
<b>IT Replacement</b>	20%	5 yr. Average	Expenditures	118,972	178,021	36.88%	16.88%
<b>Water/Sewer</b>	20%	Annual	Expenses	(212,338)	(1,886,290)	-7.77%	-27.77%
<b>City-Owned Parking</b>	20%	5 yr. Average	Expenses	552,462	653,950	231.12%	211.12%
<b>Metra Parking</b>	20%	5 yr. Average	Expenses	138,688	139,895	365.46%	345.46%
<b>DPECC</b>	20%	Annual	Expenses	(134,760)	(134,760)	-15.73%	-35.73%
<b>Risk Management</b>	20%	Annual	Expenditures	918,459	993,365	31.06%	11.06%
<b>Health Benefits Fund</b>	20%	Annual	Expenditures	2,459,975	2,255,701	25.25%	5.25%

Indicates that this fund meets fund balance policy requirement

Indicates that this fund does not meet fund balance policy requirement





## **Financial Policies**

### **Chapter I - Operating Budget**

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#### **1.1. Purpose**

The purpose of the City's Operating Budget Policy is to clarify the roles and responsibilities within the annual budget process for City management and elected officials, while outlining the required information and formatting within the budget document. This policy establishes guidelines in formulating and adopting the annual operating budget and incorporates the recommended practices of the Government Finance Officers Association (GFOA) where appropriate.

#### **1.2. Financial & Strategic Plans**

The City's annual operating budget will be developed along the objectives set forth in the Strategic Plan and Long-Term Financial Plan, with project and service level priorities established accordingly.

#### **1.3. Budget Document**

The City's annual operating budget shall incorporate the criteria set forth by the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Awards Program, as follows:

##### **I. The Budget as a Policy Document**

1. The document should include a coherent statement of City-wide long-term financial policies.
2. The document should include a coherent statement of City-wide, non-financial goals and objectives that address long-term concerns and issues.
3. The document should describe the City's short-term initiatives that guide the development of the budget for the upcoming year.
4. The document shall include a budget message that articulates budget priorities and issues for the new year. The message should describe significant changes in priorities from the current year and explain the factors that led to those changes. The message may take one of several forms (*e.g., transmittal letter, budget summary section*).
5. The document should include clearly stated goals and objectives of organizational units (*e.g., departments, divisions, offices or programs*).

##### **II. The Budget as a Financial Plan**

1. The document should include and describe all funds that are subject to appropriation.
2. The document shall present a summary of major revenues and expenditures, as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization.



## Financial Policies

### Chapter I - Operating Budget

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3. The document must include summaries of revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and/or estimated current year actual, and the proposed budget year.
4. The document shall describe major revenue sources, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends.
5. The document shall include projected changes in fund balances, as defined by the entity in the document, for appropriated governmental funds included in the budget presentation (fund equity if no governmental funds are included in the document).
6. The document should include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget.
7. The document should describe if and to what extent significant non-routine capital expenditures will affect the entity's current and future operating budget and the services that the entity provides.
8. The document shall include financial data on current debt obligations, describe the relationship between current debt levels and legal debt limits, and explain the effects of existing debt levels on current operations.
9. The document shall explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis.

#### III. The Budget as an Operations Guide

1. The document shall describe activities, services or functions carried out by organizational units.
2. The document shall provide objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific units and programs.
3. The document shall include an organization chart(s) for the entire entity.
4. A schedule or summary table of personnel or position counts for prior, current and budgeted years shall be provided.

#### IV. The Budget as a Communications Device

1. The document should provide summary information, including an overview of significant budgetary issues, trends, and resource choices. Summary information should be presented within the budget document either in a separate section (*e.g., executive summary*) or integrated within the transmittal letter or other overview sections, or as a separate budget-in-brief document.
2. The document should explain the effect, if any, of other planning processes (*e.g., strategic plans, long-range financial plans, and capital improvement plans*) upon the budget and the budget process.



## Financial Policies

### Chapter I - Operating Budget

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3. The document shall describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. It also should describe the procedures for amending the budget after adoption.
4. Charts and graphs should be used, where appropriate, to highlight financial and statistical information. Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident.
5. The document should provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and non-major funds in the aggregate.
6. The document shall include a table of contents to make it easy to locate information in the document.
7. A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader.
8. The document should include statistical and supplemental data that describe the organization, its community, and population. It should also furnish other pertinent background information related to the services provided.
9. The document should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent, and oriented to the reader's needs.

#### **1.4. Basis of Budgeting**

The basis of budgeting refers to when revenues and expenditures are recognized in the City's accounts. The annual operating budget is prepared on the same basis as the City's Comprehensive Annual Financial Report (CAFR). Government funds use the modified accrual basis of accounting: revenues are recognized when they become measurable and available, and expenditures are generally recognized when the related liability is incurred. Enterprise funds use the accrual basis of accounting: revenues are recognized when they are earned, and expenses are recognized when incurred. The table below lists the Government and Enterprise funds of the City:

#### Government Funds

- General Fund (w/ internal service funds)
- Building Replacement Fund
  - Equipment Replacement Fund
  - IT Replacement Fund
  - Health Benefits Fund
  - Risk Management Fund
  - Emergency Communications Fund

Capital Projects (CIP) Fund

#### Enterprise Funds

- Water - Sewer Fund  
Metra-Leased Parking Fund  
City-Owned Parking Fund



## Financial Policies

### Chapter I - Operating Budget

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Debt Service Fund  
CDBG Fund  
Motor Fuel Tax (MFT) Fund  
Gaming Tax Fund  
TIF #1 Fund (Downtown)  
TIF #3 Fund (Willie Road)  
TIF #4 Fund (Five Corners)  
TIF #5 Fund (Perry - Lee)  
TIF #6 Fund (Mannheim - Higgins)

#### **1.5. Budget Calendar**

The budget process coincides within the fiscal/calendar year (i.e. January 1 to December 31). The City Council and City staff shall observe the following dates to ensure the successful preparation and execution of its operating budget:

March 15 - The City Council shall adopt an Appropriation Ordinance for the current year's budget.

June 15 - The City Council and City staff shall conduct a strategic planning and goal setting review.

August 1 - The City Manager and Finance Director shall conduct a six-month review of the City's budget and fiscal position.

August 15 - The Finance Director shall present the previous fiscal year's Comprehensive Annual Financial Report (CAFR) to the City Council.

August 15 - Documents for budget preparations, which include budget instructions and forms, shall be distributed to City staff.

September 15 - City staff shall submit their budget proposals to the City Manager and Finance Director.

October 15 - The City Manager's proposed budget shall be prepared and distributed to the City Council.

December 15 - The City Council shall adopt a Tax Levy Ordinance for the following year's budget.

#### **1.6. Budget Process**

City staff uses a "funding level" approach for budgeting, requiring each department to determine increases to contractual services, commodities and capital expenditures within an established dollar limit. The funding level for each department is determined by reviewing



## **Financial Policies**

### **Chapter I - Operating Budget**

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the previous year's budget, eliminating all one-time expenditures, and then applying a percentage increase or decrease as necessary. Expenditures relating to salaries, benefits, risk management concerns (i.e. worker's compensation, property/liability, and unemployment), and significant service contracts (e.g. garbage, recycling and yard waste contract) are not included in this funding-level approach, but rather, are adjusted according to contractual obligations or financial trend. Department's wishing to include a product or service that can not be allocated within their funding level are required to propose the item via a "budget request."

After each department completes their initial budgets according to the provisions described above, the City Manager and Finance Director meet with each department to review all proposed expenditures. Funding-level and budget-request expenditures are scrutinized based upon need, financial trend, or other opportunities to reduce expenditures and save costs while still providing for City services.

In conjunction with the review of current and proposed expenditures, the City Manager and Finance Director also review current and projected revenues, and projected fund balances. The result of this process culminates with the City Manager presenting the proposed budget to the City Council in a "balanced" package, i.e. the recommended revenues meet or exceed the recommended expenditures.

The City Council shall determine whether the proposed budget adequately addresses the priorities set in the City's strategic plan and has the final responsibility for adopting the proposed budget and for making the necessary appropriations.

#### **1.7. Control Systems**

The Finance Director shall be responsible for maintaining a budgetary control system to ensure the adherence to the adopted budget. The Finance Director will prepare summary reports that compare actual revenues and expenditures to budgeted amounts. These reports shall be provided to the City Manager and City Staff on a monthly basis to assist in the management of day-to-day operations of the City. These same reports shall be sent to the City Council on a quarterly basis to keep them informed of the City's overall financial performance.

#### **1.8. Balanced Budget**

The City Council shall annually adopt a balanced budget where operating revenues are at least equal to, or exceed, operating expenses. Any increases in expenses, decreases in revenues, or combination of the two that would result in an unbalanced budget shall require a revision to achieve a balanced budget position or operating reserves should be used to meet the short falls. The City Council shall consider the revenues derived from the three following sources in achieving a balanced budget:

1. Existing Revenue



## **Financial Policies**

### **Chapter I - Operating Budget**

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2. Increases to Existing Revenue
3. New Revenue

The City Council shall only consider unreserved, undesignated fund balances as a source of revenue in achieving a balanced budget in accordance with the City's Fund Balance Policy.

#### **1.9. Performance Measurement**

Where possible, the City will integrate performance measurement, service level, and productivity indicators within the City's budget document.

#### **1.10. Distinguished Budget Presentation Award**

Annually, the City shall seek the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award through the submittal and review of the City's Annual Budget Document.



## **Financial Policies**

### **Chapter II – Revenues & Expenditures**

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#### **2.1. Purpose**

As revenues and expenditures are the key drivers of City operations, the purpose of the City's Revenue and Expenditures Policy is to maintain a consistent provision of public services, provide financial stability in times of economic fluctuation, and ensure revenue and expenditure practices are equitable to those they affect. This policy establishes guidelines in formulating and implementing revenues and expenditures decisions, and incorporates the recommended practices of the Government Finance Officers Association (GFOA) where appropriate.

#### **2.2. Diversification & Stabilization of Revenue**

The City shall offset revenue shortfalls through the management of a stable and diverse revenue base. Revenue stability and diversity shall be monitored by measuring performance indicators such as the percent of revenue received from cyclical taxes, the percent of revenue received from any one source, and other related indicators.

The City shall apply non-recurring, one-time revenues only toward the purpose for which the revenue was intended or toward some other non-recurring expenditure (i.e., capital expenditures), and not toward recurring, operational expenditures.

The City Council shall review the following criteria when considering the implementation of a new revenue source:

1. Community Acceptability.
2. Competitiveness – the revenue or tax burden of the City relative to comparable communities.
3. Diversity – the balance of revenue sources that can withstand changes in the business cycle.
4. Efficiency – the cost of administering a tax or fee should bear a reasonable relation to revenues collected, and any new tax or fee should have a minimal effect on private economic decisions.
5. Fairness – the distribution of the City's revenue burden as measured by ability to pay, the benefits received, or the community's definition of the resident's fair share of the revenue burden.

#### **2.3. Estimates of Revenue**

The City shall estimate revenues conservatively, using an objective and analytical methodology with the purpose of predicting revenues as accurately as possible while erring on the side of caution. The consistency and reliability of revenue estimates shall be maintained through the use of historical trending and economic forecasting, and by annually comparing estimates to actual year-end results.



## **Financial Policies**

### **Chapter II – Revenues & Expenditures**

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#### **2.4. User Fee Revenue**

The City implements user fees to cover the cost of services provided for a unique or narrow segment of City services. User fees are typically set at levels to cover 100% of the cost of providing the service, however, the City Council may choose to set a user fee at less than 100% of the service cost and subsidize that service with other revenue, as it deems necessary.

City staff will annually re-evaluate all user fees in relation to the cost of providing the service and recommend to the City Council whether the user fee needs to be increased, decreased, or unchanged based upon the cost of the service.

#### **2.5. Tax Revenue**

The City shall seek to keep the property tax rate stable or reduce reliance on the property tax if possible by:

1. Expanding and diversifying the City's tax base through economic development activities.
2. Seeking and developing additional revenue sources.
3. Seeking legislative support for local option taxes.

#### **2.6. Operational Expenditures**

The City shall seek to more productively and creatively use its resources, avoid duplication of effort, and control personnel costs as a proportion of the total budget wherever and whenever greater efficiency can be achieved. Examples of how City resources can be maximized are:

1. Encourage the delivery of services by private organizations (privatization) or in concert with other public organizations (intergovernmental cooperation).
2. Seek the implementation of technology and other productivity advancements.
3. Develop and implement effective risk management programs to minimize losses and reduce costs.

#### **2.7. Capital Asset Expenditures**

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City's investment, minimize future replacement and maintenance costs, and to continue service levels. The replacement and maintenance of capital assets shall not be deferred to future years as a method to expand existing services.





## **Financial Policies**

### **Chapter II – Revenues & Expenditures**

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#### **2.8. Pension Expenditures**

The City shall fully fund its pension obligations within the resources available each year. Pension contributions shall not be deferred to future years as a method to expand existing services.



## **Financial Policies**

### **Chapter III - Capital Improvements**

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#### **3.1. Purpose**

The purpose of the City's Capital Improvements Policy is to facilitate the prioritization, financing, coordination, and technical design of major infrastructure projects. This policy establishes guidelines in formulating and adopting the annual Capital Improvement Program (CIP) and Capital Budget, and incorporates the recommended practices of the Government Finance Officers Association (GFOA) where appropriate.

#### **3.2. Capital Project Defined**

The CIP includes those projects, which by definition, are expected to have a useful life greater than 10 years and an estimated cost of \$100,000 or more. Typically, capital projects include the construction, purchase, or major renovation of buildings, streets, utility systems, purchase of land, or major landscaping projects. Projects meeting the above definition are typically included in the Capital Projects Fund rather than in the General Fund of the Operating Budgets.

#### **3.3. Selecting Projects for the CIP**

The following criteria shall be used for evaluating, recommending, and approving CIP projects:

1. Overall fiscal impact of the project.
2. The health and safety impacts of the project.
3. The influence a project has on the City's economic development efforts.
4. The environmental, aesthetic, and social effects on the quality of life in the community.
5. Disruption and inconvenience the project may cause.
6. Equitable distribution of resources in the community.
7. Feasibility.
8. Implications if the project is deferred.
9. Amount of uncertainty of key assumptions used to develop the scope/success of the project.
10. Impact on other capital projects.
11. Legal obligations and mandates.

#### **3.4. Responsibility for Creating the CIP**

The CIP is a "snap-shot" representing a five-year period of the Capital Improvement Program. The Director of Engineering, in conjunction with the City Manager and Director



## **Financial Policies**

### **Chapter III - Capital Improvements**

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of Finance, shall conduct a review of the CIP on an annual basis during the City's annual budget preparation. Each year, this document shall be updated to represent the next five-year window. Completed projects, and projects scheduled to be completed before the end of the fiscal year, will drop from the document, new projects will be added, and other previously programmed projects may be reprioritized.

#### **3.5. Operating Budget Impact Statements in the CIP**

The operating impact of proposed capital projects, including personnel, operating expenditures, capital outlay, and debt service, as applicable, shall be considered in preparing the five-year plan.

#### **3.6. Moving Projects from the CIP to the Capital Budget**

The Capital Budget, as expressed through the Capital Project Fund, is the current-year spending authority for capital projects and reflects implementation of the CIP. The CIP, in itself, does not impart any spending authority. Projects in the CIP are often developed on project assumptions and rough estimates. City staff shall review key information, such as estimated costs, potential funding sources, and project schedule for each capital proposal prior to submitting them to the City Council for approval as part of the Operating Budget.

#### **3.7. Minimum and Maximum Capital Spending**

Decisions made with respect to the minimum and maximum amount spent on the CIP in any given year shall be made in light of the City's overall fiscal condition, the current economic climate (both locally and nationally), and the existing condition of the City's capital assets.

#### **3.8. Definition of Capital Budgeting Fiscal Year**

The capital budget fiscal year shall coincide with the City's Operating Budget, which is established as beginning January 1<sup>st</sup> of each year and ending December 31<sup>st</sup> of each year.

#### **3.9. Pay-as-you-go vs. Pay-as-you-use**

Incurring debt must be taken seriously as it obligates the City to minimum future payments and it may affect the City's ability to issue future debt. The City shall give strong consideration to utilizing current revenues as well as future debt in making capital project decisions.

#### **3.10. Types of Financial Instruments**

The nature and amount of the capital projects under consideration generally determines the financing options available, as do projected revenues.



## **Financial Policies**

### **Chapter III - Capital Improvements**

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The financing of capital expenditures is categorized as follows:

1. Minor projects – funded from current revenues.
2. Moderate projects – funded from current revenues and reserves, in accordance with fund balance policies.
3. Major projects – funded from bond proceeds, in accordance with debt service policies.

#### **3.11. Remaining Balances**

After a project is complete, any remaining balance previously designated for the project shall remain a part of the Capital Projects fund balance in accordance with established fund balance policies.

#### **3.12. Evaluation of Capital Projects**

The City shall strive to conduct a post-implementation evaluation of capital projects as a means of identifying valuable lessons learned that might aid in future project implementation efforts. Success as well as failure should be considered. This evaluation process may prove helpful in suggesting improvements that can maximize future returns.



## **Financial Policies**

### **Chapter IV - Fund Balances**

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#### **4.1. Purpose**

It shall be the objective of the City to maintain an adequate level of financial reserves to guard against disruptions in service and/or dramatic revenue increases through the use of fund balances. Properly maintained fund balances provide the capacity to:

1. Offset unplanned revenues shortfalls.
2. Offset unplanned expenditure increases.
3. Provide a sufficient cash flow for daily financial needs at all times.
4. Reduce debt costs by maintaining (and possibly upgrading) the City's bond rating.
5. Provide greater investment earnings to support annual expenditures.

The City's Fund Balance Policy establishes guidelines in maintaining fund balances in the General Fund, Capital Improvement Program (CIP) Fund, and other operating and capital funds of the City, and also incorporates the recommended practices of the Government Finance Officers Association (GFOA) where appropriate.

#### **4.2. Fund Balance Defined**

Fund Balance is defined as the excess of assets over liabilities, which is an unreserved, undesignated resource that remains part of the General Government budget.

#### **4.3. General Fund**

The City shall maintain a General Fund balance equal to at least 25% of annually budgeted expenditures. The City Council may designate surplus funds above the 25% level to remain in the General Fund balance or be transferred to other funds based upon fund balance policy requirements or other financial need.

The General Fund balance may drop below the 25% level due to unplanned revenue shortfalls or expenditure increases; or by a planned decision of the City Council to cover extraordinary expenditures or significant revenue shortfalls. Whether planned or unplanned, reductions in the General Fund balance below the minimum 25% level shall be resolved within the shortest feasible period of time through expenditure reductions and/or revenue increases.

#### **4.4. Capital Improvement Program (CIP) Fund**

The Capital Improvement Program (CIP) Fund balance shall be maintained at 20% of the five-year average for capital expenditures occurring out of this fund. The City Council may designate surplus funds above the 20% level to remain in the CIP Fund balance to cover anticipated high-cost projects in future years or be transferred to other funds based upon fund balance policy requirements or other financial need.



## **Financial Policies**

### **Chapter IV - Fund Balances**

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The CIP Fund balance may drop below the 20% level due to unplanned revenue shortfalls or expenditure increases; or by a planned decision of the City Council to cover extraordinary expenditures or significant revenue shortfalls. Whether planned or unplanned, reductions in the CIP Fund balance below the minimum 20% level shall be resolved within the shortest feasible period of time through expenditure reductions and/or revenue increases.

#### **4.5. Motor Fuel Tax (MFT) Fund**

The Motor Fuel Tax (MFT) Fund balance shall be maintained at 20% of the five-year average of annual expenditures occurring out of this fund. The City Council may designate surplus funds above the 20% level to remain in the MFT Fund balance to cover anticipated high-cost projects in future years or be transferred to other funds based upon fund balance policy requirements or other financial need.

The MFT Fund balance may drop below the 20% level due to unplanned revenue shortfalls or expenditure increases; or by a planned decision of the City Council to cover extraordinary expenditures or significant revenue shortfalls. Whether planned or unplanned, reductions in the MFT Fund balance below the minimum 20% level shall be resolved within the shortest feasible period of time through expenditure reductions and/or revenue increases.

#### **4.6. Equipment Replacement Fund**

The Equipment Replacement Fund balance shall be maintained at 20% of the future 5 year expenditure total for the purchase of vehicles and equipment. The City Council may designate surplus funds above the 20% level to remain in these fund balances to cover anticipated high-cost purchases in future years or be transferred to other funds based upon fund balance policy requirements or other financial need.

The fund balances may drop below the 20% level due to unplanned revenue shortfalls or expenditure increases; or by a planned decision of the City Council to cover extraordinary expenditures or significant revenue shortfalls. Whether planned or unplanned, reductions in these fund balances below the minimum 20% level shall be resolved within the shortest feasible period of time through expenditure reductions and/or revenue increases.

#### **4.7. Information Technology Replacement Fund**

The balance for the fund supporting the purchase of information technology components shall be maintained at 20% of the five-year average of annual expenditures. The City Council may designate surplus funds above the 20% level to remain in these fund balances to cover anticipated high-cost projects in future years or be transferred to other funds based upon fund balance policy requirements or other financial need.



## **Financial Policies**

### **Chapter IV - Fund Balances**

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These fund balances may drop below the 20% level due to unplanned revenue shortfalls or expenditure increases; or by a planned decision of the City Council to cover extraordinary expenditures or significant revenue shortfalls. Whether planned or unplanned, reductions in these fund balances below the minimum 20% level shall be resolved within the shortest feasible period of time through expenditure reductions and/or revenue increases.

#### **4.8. Debt Service Funds**

The Debt Service Fund balance for non-property tax-supported debt shall be maintained at 25% of annually budgeted debt-service expenditures. The City Council may designate surplus funds above the minimum level in the Debt Service Fund to reduce the Debt Service portion of the non-property tax revenue required to meet the annually budgeted debt-service expenditures.

#### **4.9. Pension Funds**

State statute requires that the City's Police and Firefighter Pension Funds be 90% funded by 2040. The City shall annually levy, at a minimum, the full amount determined by an annual actuarial study of both the Police and Fire Pension Funds to provide 100% funding by that date. The Illinois Municipal Retirement Fund (IMRF) is 100% funded annually by the City based upon an annual actuarial study of the IMRF.

#### **4.10. Health Benefits and Risk Management Funds**

The Health Benefits and Risk Management Fund balances shall be equal to at least 20% of annually budgeted expenditures. The City Council may designate surplus funds above the 20% level to remain in these fund balances or be transferred to other funds based upon fund balance policy requirements or other financial need.

The Health Benefits and Risk Management Fund balances may drop below the 20% level due to unplanned revenue shortfalls or expenditure increases; or by a planned decision of the City Council to cover extraordinary expenditures or significant revenue shortfalls. Whether planned or unplanned, reductions in these balances below the minimum 20% level shall be resolved within the shortest feasible period of time through expenditure reductions and/or revenue increases.

#### **4.11. Emergency Communications Fund**

The Emergency Communications Fund balance shall be equal to at least 20% of annually budgeted expenditures. The Emergency Communications Fund balance may drop below the 20% level due to unplanned revenue shortfalls or expenditure increases; or by a planned decision of the City Council to cover extraordinary expenditures or significant



## **Financial Policies**

### **Chapter IV - Fund Balances**

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revenue shortfalls. Whether planned or unplanned, reductions in the Emergency Communications Fund balances below the minimum 20% level shall be resolved within the shortest feasible period of time through expenditure reductions and/or revenue increases.

#### **4.12. Water - Sewer Fund**

The Water - Sewer Fund balance shall be maintained at 20% of annually budgeted expenditures. The City Council may designate surplus funds above the 20% level to remain in the Water - Sewer Fund balance to cover anticipated high-cost projects in future years or be transferred to other funds based upon fund balance policy requirements or other financial need.

The Water - Sewer Fund balance may drop below the 20% level due to unplanned revenue shortfalls or expenditure increases; or by a planned decision of the City Council to cover extraordinary expenditures or significant revenue shortfalls. Whether planned or unplanned, reductions in the Water - Sewer Fund balance below the minimum 20% level shall be resolved within the shortest feasible period of time through expenditure reductions and/or revenue increases.

#### **4.13. Parking Lot Funds**

The City-Owned and Metra-Leased Parking Fund balances shall be maintained at 20% of the five-year average of annual expenditures occurring out of these funds. The City Council may designate surplus funds above the 20% level to remain in the City-Owned and Metra-Leased Parking Fund balances to cover anticipated high-cost projects in future years or be transferred to other funds based upon fund balance policy requirements or other financial need.

The City-Owned and Metra-Leased Parking Fund balances may drop below the 20% level due to unplanned revenue shortfalls or expenditure increases; or by a planned decision of the City Council to cover extraordinary expenditures or significant revenue shortfalls. Whether planned or unplanned, reductions in the City-Owned and Metra-Leased Parking Fund balances below the minimum 20% level shall be resolved within the shortest feasible period of time through expenditure reductions and/or revenue increases.





## **Fund Balance Policy (GASB 54) – Appendix D**

### **Fund Balance Policy (GASB 54)**

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#### **D.1. Purpose**

This policy has been designed to provide working capital for the City to meet cash flow needs during the year (while avoiding the need to cash flow borrow) and to preserve the credit worthiness of the City for borrowing monies at favorable interest rates. Additionally, this policy is to aid the City in adhering to the requirements set forth by Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, which will be in effect for the City reporting of the fiscal year ended December 31, 2011. GASB Statement No. 54 was issued in February 2009, and was designed to address issues related to how fund balance is being reported in financial statements for governmental units. The intent of the Statement is to provide greater transparency in regards to the funding of future activities through specific designations of fund balance within the financial statements.

#### **D.2. Background**

Fund balance is the difference between assets and liabilities that is used to describe the equity of governmental funds. It serves as a measure of financial resources available to the City. It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. Credit rating agencies also carefully monitor levels of fund balance in a government's General Fund to evaluate their creditworthiness. In terms of financial reporting, this policy clarifies/modifies presentation of fund balance and provides new classifications as prescribed by GASB Statement No. 54 consisting of nonspendable, restricted, committed, assigned, and unassigned funds. Descriptions of each classification will be detailed below.

#### **D.3. GASB Statement No. 54 Requirements**

Beginning with the December 31, 2011, Comprehensive Annual Financial Report, the City will be following the prescribed guidance of fund balance classifications and fund type definitions as described in GASB Statement No. 54. The new fund balance classifications are summarized in Table 1 below. In each section below, changes and the City's responses associated with this pronouncement are detailed.

1. Fund balance classifications in the past were reserved for specific purposes or unreserved, meaning that funds could be appropriated by the City. With Statement No. 54, the new classifications and their definitions are as follows:
  - a. Non-spendable: These balances would represent amounts that cannot be spent as they are either not in spendable form (are not expected to be converted to cash) or must be legally or contractually required to be maintained intact. City accounts that would be included in this



## Fund Balance Policy (GASB 54) – Appendix D

### Fund Balance Policy (GASB 54)

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classification would be prepaid items, long-term portions of notes receivable, advances to other funds, and land/assets held for resale.

- b. **Restricted:** Amounts are considered restricted when constraints are placed on the use of resources of the spendable fund balance that are either externally imposed by creditors, grantors, contributors, laws or regulations of other governments or laws with constitutional provisions or enabling legislation. Examples of such funds would be motor fuel tax revenues, community development block grant funds, other grant funds, and property tax receipts (library, pensions, debt service, etc.).
- c. **Committed:** Amounts of the spendable fund balance that reflects constraints that the City has imposed upon itself by a formal action of the City Council. For the City, this would mean any amounts that are committed by ordinance or resolution passed by the City Council. Examples of such funds more than likely would be long-term capital projects approved by the City Council or long-term loan receivables such as advances to other funds.
- d. **Assigned:** Amounts that include the portion of the spendable fund balance constrained by the City's intent to be used for specific purposes should be reported as assigned fund balance. The intent of funds would be determined by a City official (Finance Director and approved by City Manager) that the City Council has delegated the authority to assign amounts to be used for specific purposes. Assigned funds would include all remaining amounts reported in governmental funds, other than the general fund that are not already classified as non-spendable, restricted, or committed. Assignments, however, cannot cause a fund to report a negative fund balance. Therefore, this would be the classification of fund balance amounts that would be for a specific purpose but are not restricted by legislation or committed by the City Council.
- e. **Unassigned:** This is the residual fund balance amount in the general fund for amounts not restricted, committed, or assigned to specific functions within the fund. If expenditures incurred in other governmental funds exceed the amounts of restricted, committed, or assigned classifications, it may be necessary at that time to report a negative unassigned fund balance in that fund.

Within each fund, a determination of revenues and expenditures that pertain to a specific purpose will occur on an annual basis. The legislation



## Fund Balance Policy (GASB 54) – Appendix D

### Fund Balance Policy (GASB 54)

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(restricted), governing body (committed), or committee/official (assigned) should then be identified so the proper fund balance classification can be reported. Such a determination will ensure that funds are being used for proper purposes.

For funds with multiple purposes such as the general fund, schedules would be created based upon the ending trial balance for year-end financial statement preparation to clearly determine the revenues and expenditures related to that purpose. Such schedules would be prepared by a member of the Finance Department and then reviewed by the Assistant Finance Director and/or Finance Director. Signatures from all parties associated with the preparation and review of the schedule would be necessary to document each party's involvement in the process.

#### 2. Fund type definitions have been redefined under GASB Statement No. 54:

**General Fund:** Used to account for all financial resources not accounted for and reported in another fund.

**Special Revenue Funds:** Used to account for and report the proceeds of specific revenue sources that are either restricted or committed to expenditure for specific purposes other than debt service or capital projects. Specific revenue sources do not constitute transfers in from other funds. On an annual basis, special revenue funds should be reviewed to ensure that funds continue to be financed with specific revenue sources. Any special revenue funds that are not financed with specific revenue sources will no longer be reported separately and activity will be reported in the general fund as an individual department. For tracking purposes, the fund will continue as is in the general ledger even though it will be rolled up into the general fund for financial reporting purposes.

**Debt Service Fund:** Used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.

**Capital Projects Fund:** Used to account for all financial resources, restricted, committed or assigned to expenditure for capital outlays.

**Permanent Fund:** Used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs for the benefit of the government or its citizens.



## Fund Balance Policy (GASB 54) – Appendix D

### Fund Balance Policy (GASB 54)

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#### 3. Application of Funds:

- a. In instances where expenditures are incurred that will require the funding sources to be comprised of two or more types of fund balance categories, the order of exhaustion of the funds will be as follows:
  - i. Restricted
  - ii. Committed
  - iii. Assigned
  - iv. Unassigned
- b. Notice that the nonspendable category is not mentioned above as those balances are strictly representative of asset balances that are to serve a future interest for the City as a result of a prior cash disbursement.

#### 4. Delegation to Assign Fund Balance:

The responsibility to assign fund balances that are not already identified as nonspendable, restricted, committed, or unassigned will be delegated to the Finance Director with approval of the City Manager. The intent for such amounts to be used for specific purposes will be communicated by the Finance Director to the City Manager so a full understanding of the assignment is communicated prior to reporting. The sole purpose for this delegation of authority is to allow the Finance Director, who is ultimately responsible for the assembly and preparation of the Comprehensive Annual Financial Report, to be able to assign the fund balances for specific purposes not required by law or the City Council as deemed necessary. Suggestions from City department heads will be taken into consideration when determining whether an assignment of fund balance should be reported. In all instances, the final determination of an assigned fund balance to be reported will belong to the Finance Director.



**Fund Balance Policy (GASB 54) – Appendix D**  
**Fund Balance Policy (GASB 54)**

**Table 1 - Fund Balance Classifications: GASB Statement No. 54**

<b>Non-spendable</b>	<b>Not available for spending, either now or in the future, because of (e.g., debt retirement)</b>	
<b>Restricted</b>	<b>Constraints on spending that are legally enforceable by outside parties.</b>	
<b>Unrestricted</b>	<b>Committed</b>	<b>Constraints on spending that the government imposes upon itself by highest-level formal action prior to the close of the period.</b>
	<b>Assigned</b>	<b>Resources intended for spending for a purpose set by the governing body itself or by some person or body delegated to exercise such authority in accordance with policy established by the board.</b>
	<b>Unassigned</b>	<b>Residual General Fund only</b>

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**2015 Budget  
GENERAL FUND**

**OVERVIEW**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Beginning Balance	23,394,066	29,243,213	35,734,769	38,600,246	43,640,613	38,953,385
Revenues	60,513,308	62,840,935	67,123,998	58,080,700	60,595,117	58,612,040
Expenditures	(54,109,976)	(55,182,724)	(57,347,965)	(59,640,246)	(56,804,723)	(60,383,882)
Special Item	1,865,857	-	-	-	-	-
Transfers In	399,838	334,345	347,013	342,257	342,257	244,653
Transfers Out	(2,819,880)	(1,501,000)	(2,217,202)	(5,369,879)	(8,819,879)	(3,425,337)
<b>Ending Balance</b>	<b>29,243,213</b>	<b>35,734,769</b>	<b>43,640,613</b>	<b>32,013,078</b>	<b>38,953,385</b>	<b>34,000,859</b>
<b>Unassigned Fund Balance</b>	<b>21,080,549</b>	<b>27,128,060</b>	<b>20,107,209</b>	<b>18,080,468</b>	<b>27,483,012</b>	<b>18,991,370</b>

Note: All 2014 projected figures are derived using the 2013 actual amounts.

The General Fund is the principal operating fund of the City. It accounts for all revenues and expenditures of the City, which are not specifically earmarked for special purposes. Departments that receive their funding for operations from the General Fund include the Elected Office (Mayor, City Council and the City Clerk's Office), City Manager, Legal, Finance, Police, Fire, Public Works and Engineering, and Community and Economic Development. Also contained in the General Fund are budgets to fund the operations of the Fire & Police Commission and Overhead Division.

City Code 1-13-06 requires there be a balanced budget, i.e., the beginning fund balance plus revenues minus expenditures must leave a minimum fund balance equal to at least 12% of the total General Fund expenditures.

# 100 - General Fund Revenues

## 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Property Taxes</u></b>					
4000	Property Taxes - Current Year	15,818,243	14,675,600	14,675,600	14,373,640
4005	Property Taxes - Last Year's	155,102	-	164,000	-
4010	Property Taxes - Prior Years	(294,248)	-	(110,000)	-
4020	Property Taxes Police Pension	3,670,675	4,150,000	4,150,000	4,300,000
4025	Property Taxes Fire Pension	3,693,659	4,150,000	4,150,000	4,300,000
		23,043,432	22,975,600	23,029,600	22,973,640
<b><u>Other Taxes</u></b>					
4100	Utility Taxes - Electricity	2,725,006	2,600,000	2,400,000	2,500,000
4105	Utility Taxes - Natural Gas	539,070	600,000	650,000	600,000
4110	Gas Use Tax	401,271	350,000	425,000	400,000
4115	Telecommunications Tax	2,740,642	2,900,000	2,337,000	2,700,000
4125	Franchise Fees Tax	720,517	600,000	750,000	700,000
4140	Food & Beverage Tax	1,177,511	1,100,000	1,131,000	1,100,000
4150	Hotel Tax	1,752,342	1,200,000	1,940,000	1,600,000
4160	Real Estate Transfer Tax	436,309	300,000	450,000	400,000
4170	Home Rule Sales Tax	1,410,076	1,300,000	1,263,000	1,300,000
4190	Auto Rental Tax	126,258	100,000	46,000	50,000
4195	Parking Tax Revenue	1,629	1,500	2,100	2,000
		12,030,631	11,051,500	11,394,100	11,352,000
<b><u>Intergovernmental</u></b>					
4200	Municipal Sales Tax	12,481,071	8,000,000	8,849,000	8,500,000
4205	Illinois Income Tax	5,863,537	4,600,000	4,718,000	4,600,000
4210	Personal Property Replacement Tax	1,341,936	1,300,000	1,257,000	1,300,000
4215	Local Use Tax	987,175	850,000	938,000	900,000
4220	Road & Bridge Tax	203,546	200,000	212,000	200,000
4240	State Highway Maintenance	115,119	85,000	117,000	115,000
4290	Local - Intergovernmental	344	-	417	400
4296	Fire Training	10,412	-	5,000	5,000
		21,003,140	15,035,000	16,096,417	15,620,400
<b><u>Licenses</u></b>					
4300	Vehicle Licenses	1,279,663	1,150,000	1,450,000	1,250,000
4310	Pet Licenses	8,258	8,000	8,000	8,000
4320	Business Licenses	592,636	225,000	373,000	350,000
4330	Liquor Licenses	221,220	225,000	250,000	250,000
4340	Rental Unit Licenses	15,968	50,000	40,000	50,000
4350	Contractor Licenses	90,901	32,000	66,000	35,000
4360	Electrical Contractor Licenses	803	400	2,000	1,000
4370	Chauffeur Licenses	58,700	4,000	52,000	50,000
4380	Retail Gun Licenses	500	500	500	500
		2,268,649	1,694,900	2,241,500	1,994,500
<b><u>Permits</u></b>					
4400	Building Permits	579,242	350,000	600,000	500,000
4410	Certificate of Occupancy Permits	1,150	700	3,600	1,000
4420	Electrical Permits	(1,375)	50,000	-	-
4430	Plumbing Permits	54,761	25,000	48,000	45,000
4450	Sewer Permits	14,790	50,000	26,000	25,000
4470	Occasional Sales Permits	4,039	3,000	3,900	4,000
4480	Special Load Permits	2,935	3,500	5,000	5,000
		655,542	482,200	686,500	580,000



# 100 - General Fund Revenues

## 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Fines and fees</u></b>					
4500	Court costs, Fees & Charges	593,629	550,000	509,000	500,000
4510	Compliance Ticket Fines	125,875	125,000	142,000	125,000
4520	Compliance - Red Light	494,996	300,000	550,000	450,000
4530	Vehicle Boot	8,000	10,000	7,500	7,500
4560	Forfeitures	17,771	17,500	15,000	15,000
4570	Non-bonafide Alarms	57,820	50,000	20,000	25,000
4580	Collections	2,021	-	3,000	2,000
4599	Miscellaneous Fees	11,889	5,000	15,000	10,000
		1,312,002	1,057,500	1,261,500	1,134,500
<b><u>Charges for Services</u></b>					
4610	Refuse Collection	4,092,464	4,150,000	3,926,000	3,100,000
4615	Sanitation Fund Overhead Charges	43,110	-	16,300	-
4623	Late Fees	61,566	-	61,000	50,000
4630	Resident Ambulance Fees	1,099,202	900,000	982,000	975,000
4631	Nonresident Ambulance Fees	413,060	300,000	432,000	400,000
4635	Zoning & Subdivision Fees	38,940	10,000	22,500	20,000
4640	Elevator Fees	31,425	30,000	29,700	30,000
4645	Public Health Testing Fees	766	-	-	-
4650	DPPD Secondary Employment Fees	103,744	50,000	80,000	70,000
4651	School Resource Officer Fees	65,478	131,000	81,000	80,000
4655	Animal Redemption Fees	2,250	3,000	2,000	2,000
4670	911 Telephone Surcharge	109,197	-	-	-
4671	911 Cell Phone Surcharge	117,256	-	-	-
4672	911 VOIP Surcharge	49,642	-	-	-
4690	Other Charges for Services	7,261	-	-	-
		6,235,362	5,574,000	5,632,500	4,727,000
<b><u>Interest Income</u></b>					
4700	Interest Income	25,174	50,000	45,000	45,000
		25,174	50,000	45,000	45,000
<b><u>Miscellaneous Revenues</u></b>					
4750	Rental Income	421,032	110,000	110,000	110,000
4825	Property Damage Claims	3,341	-	-	-
4835	Vacation of Streets	900	-	-	-
4849	Miscellaneous Revenues	115,282	50,000	98,000	75,000
		540,556	160,000	208,000	185,000
<b><u>Other Financing Sources</u></b>					
4901	Transfer from TIF #1 Fund	192,100	205,210	205,210	118,988
4903	Transfer from TIF #3 Fund	6,260	6,275	6,275	5,360
4904	Transfer from TIF #4 Fund	45,380	40,487	40,487	41,318
4906	Transfer from TIF #6 Fund	62,515	49,527	49,527	-
4907	Transfer from TIF #7 Fund	-	-	-	38,229
4940	Transfer from Capital Projects Fund	25,000	25,000	25,000	25,000
4954	Transfer from Metra Parking Fund	15,758	15,758	15,758	15,758
4995	Transfer from E-911 Fund	9,500	-	-	-
		356,513	342,257	342,257	244,653
<b>Total General Fund Revenues</b>		<b>67,471,001</b>	<b>58,422,957</b>	<b>60,937,374</b>	<b>58,856,693</b>



## 2015 Budget

# GENERAL FUND HISTORICAL SUMMARY

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget	% Change
Elected Office Dept	578,519	568,550	656,025	613,276	661,419	0.8%
Non-Divisional	578,519	568,550	-	-	-	
Legislative Dept	-	-	454,451	445,524	427,493	
City Clerk Dept	-	-	201,574	167,752	233,926	
City Manager Dept	3,123,365	3,120,599	3,115,311	2,917,936	3,382,965	8.6%
City Manager	310,209	350,925	398,265	328,773	381,680	
Legal	852,813	843,351	637,192	669,756	629,327	
Information Technology	839,656	754,563	848,916	824,640	1,030,270	
Media Services	299,604	345,357	340,168	279,042	443,565	
Human Resources	411,831	412,003	474,497	393,333	447,324	
Health & Human Services	409,252	414,399	416,273	422,392	450,799	
Finance Dept	1,026,719	1,049,999	1,165,396	1,131,197	1,320,300	13.3%
Community Development Dept	1,832,555	1,901,605	2,268,557	2,120,232	2,578,573	13.7%
Building & Code Enforcement	1,417,072	1,452,301	1,535,257	1,508,355	1,642,011	
Planning & Zoning	395,515	379,171	526,586	476,228	514,269	
Economic Development	19,968	70,133	206,714	135,649	422,293	
Public Works Dept	10,490,514	11,658,257	12,453,469	11,033,097	12,474,488	0.2%
Public Works Administration	4,181,543	4,440,350	4,416,990	3,146,760	3,508,429	
Engineering	758,873	786,264	791,300	800,877	812,157	
GIS	253,032	222,312	243,530	243,530	284,464	
Street Maintenance	3,780,897	4,424,193	5,497,173	5,173,293	3,767,599	
Facilities / Grounds Maintenance	-	-	-	-	2,426,295	
Vehicle Maintenance	1,516,169	1,785,138	1,504,476	1,668,637	1,675,544	
Police Dept	19,209,241	19,475,220	20,701,216	19,441,090	20,682,877	-0.1%
Police Administration	653,592	288,795	557,204	539,037	563,277	
Uniformed Patrol	12,296,699	12,631,707	13,052,529	12,280,778	12,952,895	
Criminal Investigation	3,143,367	3,151,946	3,620,271	3,430,866	3,522,311	
Support Services	3,115,583	3,402,773	3,471,212	3,190,409	3,644,394	
Emergency Management Agency	85,378	90,405	125,073	133,028	140,603	12.4%
Fire Dept	17,879,721	18,040,717	18,124,268	18,423,889	19,730,135	8.9%
Fire Administration	1,102,907	1,115,730	1,183,920	1,124,516	1,331,378	
Emergency Services	16,168,700	16,334,736	16,385,111	16,684,151	17,815,406	
Fire Prevention	608,114	590,251	555,237	615,222	583,351	
Police & Fire Commission	56,140	32,563	70,700	54,400	70,700	0.0%
Overhead Expenditures	2,401,563	3,627,237	6,330,110	9,756,457	2,767,159	-56.3%
<b>Total General Fund Expenditures</b>	<b>56,683,715</b>	<b>59,565,152</b>	<b>65,010,125</b>	<b>65,624,602</b>	<b>63,809,219</b>	<b>-1.8%</b>
Less Transfers	1,501,000	2,783,736	5,369,879	8,819,879	3,425,337	
<b>Total Operating General Fund Expenditures</b>	<b>55,182,715</b>	<b>56,781,416</b>	<b>59,640,246</b>	<b>56,804,723</b>	<b>60,383,882</b>	<b>1.2%</b>



## 2015 Budget ELECTED OFFICE

### Mission Statement

The mission of the City of Des Plaines is to create an environment for community, opportunity and quality of life that holds a compelling vision for a prosperous future for all.

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Salaries	203,164	221,642	179,209	250,201	204,154	229,339
Benefits	149,578	182,230	161,393	183,613	171,125	196,197
Contractual Services	156,677	166,172	219,212	199,071	222,395	220,365
Commodities	16,282	8,146	8,494	14,900	7,362	15,518
Capital Outlay	339	329	243	8,240	8,240	-
<b>Total</b>	<b>526,040</b>	<b>578,519</b>	<b>568,550</b>	<b>656,025</b>	<b>613,276</b>	<b>661,419</b>

### Department Overview

The Elected Office includes primarily the Mayor, eight Aldermen and the City Clerk. Each official is elected by the Des Plaines citizenry to a term of four years. The Department consists of two divisions: Legislative and the City Clerk's Office.

#### *Legislative*

### Division Overview

The Legislative Division works to address community concerns, considers and acts upon administrative recommendations, adopts an annual operating and capital budget, as well as ordinances and resolutions where appropriate. As representatives of the City, the primary responsibilities of the Legislative Division are to establish goals and policies that address community needs.

### Performance Measures

Service	Metric	Actual 2012	Actual 2013	Projected 2014
City Council Meetings	Meetings Held	28	32	27
	Attendance Percentage at Council Meetings	97%	97%	97%
City Ordinances	Ordinances Proposed	95	88	90
	Ordinances Adopted	95	88	90
	Percentage of Ordinances & Amendments Adopted	100%	100%	100%



## 2015 Budget ELECTED OFFICE

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### 2015 Goals and Objectives

1. Strive to implement the organization's goals adopted in the Strategic Plan:

a) Financial Stability

- Explore and implement innovative revenue generation approaches.
- Control debt liability.
- Implement policies that improve the City's bond rating and financial standing.
- Implement State statute spending limits.
- Employ leading edge financial management practices.

b) Thriving Economic Development

- Create and execute a comprehensive City of Des Plaines marketing plan.
- Build an exciting and vibrant business climate that attracts and retains businesses to the City.

c) World Class Infrastructure

- Manage and finance infrastructure improvements.
- Employ highly effective storm water management and flood mitigation measures in close collaboration with state and federal entities.
- Expedite City water system upgrades.
- Improve transportation facilities in accord with the adopted CIP.

d) Sense of Community

- Make choices that beautify the physical environment.
- Invest in community events to build their currency toward the City's sense of community.
- Elevate the quality of relationships to create a more efficient and harmonious community and government.
- Authentically engage stakeholders for meaningful involvement, collaboration and community ownership.
- Facilitate multi-directional communication that informs, engages and builds trust and community connection.

e) High Performance

- Exhibit political leadership that exemplifies clarity, conviction and effectiveness.
- Collaborate with neighbors and colleagues to cultivate camaraderie and advance mutual interests.
- Exemplify a City committed to learning, innovation and positive perspective.
- Cultivate professionalism across the organization.



**2015 Budget  
ELECTED OFFICE**

**PERSONNEL EXHIBIT**

Department: Elected Office		Div: Elected Office		Div. No: 10 - 000	
Title	Authorized Positions			2015 Budget	
	2013 Authorized	2014 Budget	2015 Budget		
Mayor*					
Aldermen*					
City Clerk *					
Executive Secretary	2.00	0.00	0.00		
Clerk (3 PT)	0.75	0.00	0.00		
Intern	<u>0.25</u>	<u>0.00</u>	<u>0.00</u>		
Total Full Time Equivalent (FTE) Employees:	3.00	0.00	0.00		

\* Elected officials are not counted as part of the City's FTE.

Note: The Elected Office Department was divided into the Legislative and City Clerk Divisions in the 2014 Budget.

# 10 - Elected Office

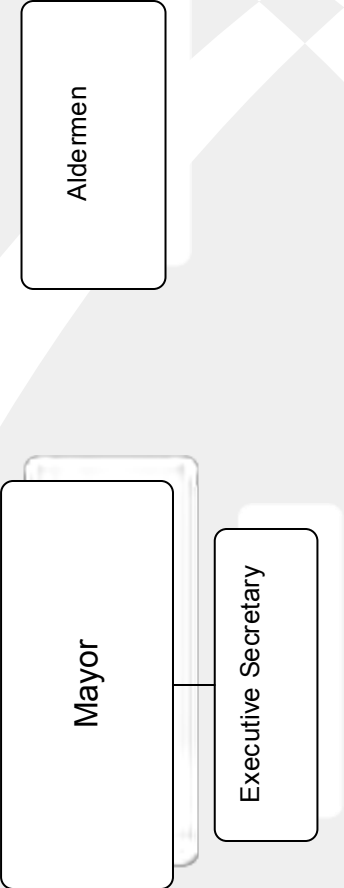
## 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	139,787	-	-	-
5010	Temporary Wages	37,877	-	-	-
5020	Overtime - Non Supervisory	1,545	-	-	-
5060	Compensated Absences	-	-	-	-
		179,209	-	-	-
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	14,244	-	-	-
5205	IMRF Contribution	17,046	-	-	-
5220	PPO Insurance Contribution	101,637	-	-	-
5225	HMO Insurance Contribution	18,163	-	-	-
5230	Dental Insurance Contribution	7,185	-	-	-
5235	Life Insurance Contribution	120	-	-	-
5240	Workers Compensation	391	-	-	-
5245	Unemployment Compensation	314	-	-	-
5260	RHS Plan Payout	2,292	-	-	-
		161,393	-	-	-
<b><u>Other Employee Costs</u></b>					
5300	Mayoral Expenses	1,568	-	-	-
5305	Aldermanic Expenses	14,405	-	-	-
5310	Membership Dues	33,867	-	-	-
5320	Conferences	4,406	-	-	-
5325	Training	673	-	-	-
5335	Travel Expenses	22	-	-	-
		54,941	-	-	-
<b><u>Insurance</u></b>					
5515	Life Insurance Premiums	211	-	-	-
5535	Departmental P&L Charges	2,899	-	-	-
		3,110	-	-	-
<b><u>Contractual Services</u></b>					
6000	Professional Services	96,746	-	-	-
6005	Legal Fees	34,634	-	-	-
6015	Communication Services	8,288	-	-	-
6050	Special Events	9,000	-	-	-
		148,668	-	-	-
<b><u>Other Services</u></b>					
6100	Publication of Notices	5,022	-	-	-
6110	Printing Services	7,223	-	-	-
6195	Miscellaneous Contractual Services	-	-	-	-
		12,245	-	-	-
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	149	-	-	-
6310	R&M Vehicles	100	-	-	-
		249	-	-	-
<b><u>Commodities</u></b>					
7000	Office Supplies	3,673	-	-	-
7120	Gasoline	-	-	-	-
7200	Other Supplies	818	-	-	-
7310	Publications	-	-	-	-
7320	Equipment < \$5,000	1,013	-	-	-
		5,504	-	-	-

## 10 - Elected Office 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	35	-	-	-
7550	Miscellaneous Expenses	2,954	-	-	-
		2,989	-	-	-
<b><u>Capital Outlay</u></b>					
8010	Furniture & Fixtures	243	-	-	-
		243	-	-	-
<b>Total Elected Office Expenses</b>		<b>568,550</b>	<b>-</b>	<b>-</b>	<b>-</b>

# Legislative







**2015 Budget**  
**ELECTED OFFICE -**  
**LEGISLATIVE**

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**PERSONNEL EXHIBIT**

Department: Elected Office		Div: Legislative		Div. No: 10 - 110	
Title	Authorized Positions			2015 Budget	
	2013 Authorized	2014 Budget	2015 Budget		
Mayor*					
Aldermen*					
Executive Secretary	0.00	1.00		1.00	
Intern	<u>0.00</u>	<u>0.25</u>		<u>0.25</u>	
Total Full Time Equivalent (FTE) Employees:	0.00	1.25		1.25	

\* Elected officials are not counted as part of the City's FTE.

**10 - Elected Office**  
**110 - Legislative**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	-	119,620	119,620	105,399
5010	Temporary Wages	-	15,000	-	-
5020	Overtime - Non Supervisory	-	-	665	-
		-	134,620	120,285	105,399
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	-	10,298	9,151	9,355
5205	IMRF Contribution	-	10,286	10,286	9,513
5220	PPO Insurance Contribution	-	92,603	92,603	85,191
5225	HMO Insurance Contribution	-	19,173	19,173	20,324
5230	Dental Insurance Contribution	-	6,649	6,649	5,420
5235	Life Insurance Contribution	-	76	76	76
5240	Workers Compensation	-	194	194	300
5245	Unemployment Compensation	-	-	-	104
5260	RHS Plan Payout	-	1,511	2,292	2,287
		-	140,790	140,424	132,570
<b><u>Other Employee Costs</u></b>					
5300	Mayoral Expenses	-	2,400	2,400	2,400 *
5305	Aldermanic Expenses	-	14,400	14,400	14,400 *
5310	Membership Dues	-	35,950	45,000	36,350 *
5320	Conferences	-	1,250	750	1,250 *
5335	Travel Expenses	-	1,000	-	1,000 *
		-	55,000	62,550	55,400
<b><u>Insurance</u></b>					
5515	Life Insurance Premiums	-	76	300	288
5535	Departmental P&L Charges	-	1,565	1,565	2,036
		-	1,641	1,865	2,324
<b><u>Contractual Services</u></b>					
6000	Professional Services	-	100,000	108,000	110,000 *
6015	Communication Services	-	10,100	9,500	9,500 *
		-	110,100	117,500	119,500
<b><u>Other Services</u></b>					
6100	Publication of Notices	-	100	-	100
6110	Printing Services	-	2,500	500	2,500 *
		-	2,600	500	2,600
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	-	100	-	100
6310	R&M Vehicles	-	100	-	100
		-	200	-	200
<b><u>Commodities</u></b>					
7000	Office Supplies	-	3,000	750	3,000
7120	Gasoline	-	250	-	250
7200	Other Supplies	-	150	150	150
7310	Publications	-	1,000	-	1,000 *
7320	Equipment < \$5,000	-	500	-	500
		-	4,900	900	4,900

**10 - Elected Office**  
**110 - Legislative**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	-	100	-	100
7550	Miscellaneous Expenses	-	4,500	1,500	4,500 *
		-	4,600	1,500	4,600
<b>Total Legislative Expenses</b>		<b>-</b>	<b>454,451</b>	<b>445,524</b>	<b>427,493</b>

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**10 - Elected Office  
110 - Legislative  
2015 Budget Justification Worksheet**

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G/L Account Number	Transaction	Total Amount
Account:5300 - Mayoral Expenses	Per City Code \$200 per Month	2,400
Account:5305 - Aldermanic Expenses	Per City Code \$150 per Month	14,400
Account:5310 - Membership Dues	Chamber of Commerce	350
	CMAP	800
	Des Plaines Art Council	1,000
	IML	3,000
	Metro Mayors Caucus	2,200
	Northwest Municipal Conference	26,500
	West Central Municipal Conference	2,500
Account:5320 - Conferences	Additional Elected Office Conferences	1,000
	IML Conference	250
Account:5335 - Travel Expenses	Mileage, Tolls, Parking	850
	Tollway I-Pass	150
Account:6000 - Professional Services	Lobbyist	110,000
Account:6015 - Communication Services	Cell Phones for Mayor and Alderman	9,500
Account:6110 - Printing Services	Various Printing Items	2,500
Account:7310 - Publications	IL Municipal League	1,000
Account:7550 - Miscellaneous Expenses	Misc. Legislative Exp - Plaques, Certificates, Etc.	4,500



## 2015 Budget ELECTED OFFICE

### *City Clerk*

#### **Division Overview**

The Des Plaines City Clerk's Office is a multi-faceted division that serves community residents and municipal departments alike. Its primary goal is to provide high quality customer service in a timely manner to the City Council, City staff, the general public and governmental agencies.

The main responsibilities of the City Clerk are to retain and administer the corporate seal, maintain City records, attend all City Council meetings while maintaining a full record of its proceedings. The City Clerk is also responsible for distributing the bi-monthly City Council agenda packets and serves on the Board of Local Improvements.

In addition, the office is responsible for distributing and retaining meeting agendas and minutes; maintaining files of ordinances, resolutions, contracts, agreements, deeds, easements, annexations, vacations, legal documents, petitions and bonds; registering voters and carrying out election proceedings; maintaining and distributing the City street key; developing and arranging for the publication of legal notices; codifying ordinances, and proofing and distributing supplements; administering oaths of office; advertising for, developing and recapping bid materials, as well as ensuring bid documents conform to legal requirements; updating a listing of those persons required to file Statements of Economic Interest for the Cook County Clerk's Office along with maintaining a permanent file of Disclosure Statements for all elected officials as well as pertinent commission and board members as mandated by the City of Des Plaines Ethics Ordinance; updating and selling all code books; microfilming and computerizing records; processing and distributing Freedom of Information requests; and handling citizen inquiries and complaints.

#### **Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Projected 2014</b>
FOIA Requests	Requests Received	1,330	1,488	1,600
Notice of Legal Publication	Published Notices	NA	26	55
BID / RFP Openings	Publicly held Openings	NA	NA	40
City Code Updates/Supplements	Supplements to the City Code	NA	3	5
Welcome Packets	Distribution of Packets to New Residents	NA	NA	350



## 2015 Budget ELECTED OFFICE

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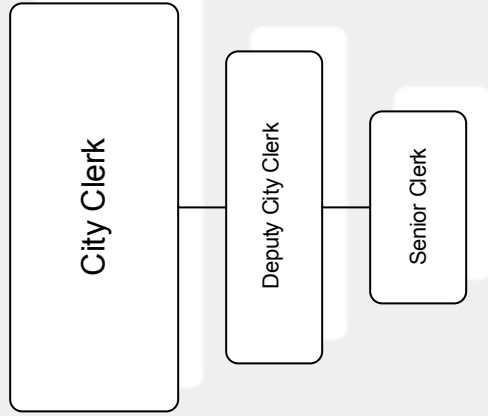
### 2014 Major Accomplishments

1. In 2013, the City Clerk's Office processed 1,488 Freedom of Information (FOI) Requests including requests for Police Reports. The number of FOI requests has risen from 1,330 in 2012 to 1,488 in 2013. A program to track the status of FOI requests thereby streamlining the process, reducing the amount of staff time and resources was implemented in 2014.
2. The Clerk's Office continued to provide and maintain a high level of service to the City Departments and the public while always pursuing new and innovative means of meeting the needs of the community. In support of the "green" initiative, and to reduce the number of staff hours and expenses involved in mailing hard copies of meeting minutes, notices and agendas, these items are posted on the City's website. There are currently 400 subscribers to the City's website News Flash section that receive notification of news and announcements from the City. This includes information regarding City meetings.
3. An increase in communication to the residents through press releases, updates to the City's website, announcements on Channel 17 and articles in the Des Plaines Digest newsletter continue.

### 2015 Goals and Objectives

1. Minutes, ordinances, resolutions and other documents continue to be scanned and imported with assistance from the Information Technology Department for retrieval of information as required by the Local Records Act. Historic files previously microfilmed will be scanned and then digitalized to preserve the quality of the documents and maintained off-site for security reasons.
2. Evaluations will continue to be made of the methods used by staff and processing customer service requests received by the Clerk's Office. Efficiency of operations, saving staff time and resources as well as best practices is top priority.

# City Clerk





**2015 Budget**  
**ELECTED OFFICE -**  
**CITY CLERK**

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**PERSONNEL EXHIBIT**

Department: Elected Office		Div: City Clerk		Div. No: 10 - 120	
Title	Authorized Positions			2015 Budget	
	2013 Authorized	2014 Budget	2015 Budget		
City Clerk *					
Executive Secretary	0.00	1.00		1.00	
Senior Clerk	0.00	0.00		1.00	
Clerk (3 PT)	<u>0.00</u>	<u>0.75</u>		<u>0.00</u>	
Total Full Time Equivalent (FTE) Employees:	0.00	1.75		2.00	

\* Elected officials are not counted as part of the City's FTE.

Note: In 2015 a Senior Clerk from DPECC transferred to the City Clerk Division



**10 - Elected Office**  
**120 - City Clerk**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	-	64,405	72,782	123,940
5010	Temporary Wages	-	51,176	11,087	-
		-	115,581	83,869	123,940
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	-	8,842	6,416	9,481
5205	IMRF Contribution	-	8,679	7,175	15,547
5220	PPO Insurance Contribution	-	23,879	16,110	36,202
5230	Dental Insurance Contribution	-	1,096	673	1,834
5235	Life Insurance Contribution	-	76	76	152
5240	Workers Compensation	-	166	166	311
5245	Unemployment Compensation	-	85	85	100
		-	42,823	30,701	63,627
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	-	350	350	350 *
5320	Conferences	-	2,440	4,000	2,250 *
5325	Training	-	500	1,000	850 *
5335	Travel Expenses	-	100	100	-
		-	3,390	5,450	3,450
<b><u>Insurance</u></b>					
5515	Life Insurance Premiums	-	75	32	32
5535	Departmental P&L Charges	-	1,565	1,565	903
		-	1,640	1,597	935
<b><u>Contractual Services</u></b>					
6000	Professional Services	-	10,000	20,000	15,000 *
6015	Communication Services	-	-	545	780
		-	10,000	20,545	15,780
<b><u>Other Services</u></b>					
6100	Publication of Notices	-	14,000	12,000	14,000
6110	Printing Services	-	500	200	500 *
6115	Licensing/Titles	-	-	69	-
6195	Miscellaneous Contractual Services	-	-	-	936 *
		-	14,500	12,269	15,436
<b><u>Repairs and Maintenance</u></b>					
6300	R&M Software	-	-	-	4,740
6305	R&M Equipment	-	-	119	-
		-	-	119	4,740
<b><u>Commodities</u></b>					
7000	Office Supplies	-	3,500	3,500	3,500
7200	Other Supplies	-	150	375	368 *
7300	Uniforms	-	-	262	400
7310	Publications	-	1,000	400	1,000 *
7320	Equipment < \$5,000	-	500	200	500
		-	5,150	4,737	5,768
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	-	150	150	150
7550	Miscellaneous Expenses	-	100	75	100
		-	250	225	250

**10 - Elected Office**  
**120 - City Clerk**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Capital Outlay</b>					
8000	Computer Software	-	7,240	7,240	-
8010	Furniture & Fixtures	-	1,000	1,000	-
		-	8,240	8,240	-
<b>Total City Clerk Expenses</b>		-	<b>201,574</b>	<b>167,752</b>	<b>233,926</b>

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**10 - Elected Office**  
**120 - City Clerk**  
**2015 Budget Justification Worksheet**

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total Amount</b>
Account:5310 - Membership Dues	International Institute of Municipal Clerks	250
	Municipal Clerks of Illinois	100
Account:5320 - Conferences	City Clerk Conferences	1,500
	Deputy City Clerk Conferences	750
Account:5325 - Training	Municipal Clerk's Association North and Northwest	500
	Master Municipal Clerk Certification	350
Account:6000 - Professional Services	Codification of the City Code (Updates, etc.)	15,000
Account:6110 - Printing Services	Various Printing Items	500
Account:6195 - Misc Contractual Services	Shredding Services	936
Account:7320 - Other Supplies	Water Supply	368
Account:7310 - Publications	State Statute, Notary	1,000

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## 2015 Budget CITY MANAGER

### Mission Statement

The mission of the City Manager's Office is to effectively and responsibly manage the City's departments while promoting the highest standard of excellence and innovation within all areas of City governance.

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Salaries	1,339,585	1,315,043	1,153,045	1,309,630	1,173,819	1,341,918
Benefits	516,578	585,232	455,119	497,598	437,489	456,589
Contractual Services	738,189	1,111,323	1,378,396	1,212,222	1,208,495	1,418,953
Commodities	101,326	101,549	76,694	86,861	85,783	108,905
Capital Outlay	19,682	9,226	57,344	9,000	12,350	56,600
<b>Total</b>	<b>2,715,360</b>	<b>3,122,373</b>	<b>3,120,599</b>	<b>3,115,311</b>	<b>2,917,936</b>	<b>3,382,965</b>

### Department Overview

The City Manager's Office is responsible for the overall management of the City's departments and provides other administrative services. The department consists of six divisions: City Manager, Information Technology, Legal, Media Services, Human Resources, and Health and Human Services.

### *City Manager*

#### Division Overview

The primary responsibilities of the City Manager's Office are to prepare, submit and administer the City's operating and capital budgets; monitor and evaluate the performance of department heads; respond to citizen requests; and coordinate the preparation of the City Council meeting agendas. The main objectives of the division are to ensure the implementation of the City Council's goals, policies, and directives; advise and make recommendations to the Council; work with departments to ensure that goals are met and that services are provided within budget and time allocations; establish and implement policies that enhance the effectiveness and efficiency of the organization; and provide leadership and support to City staff.



**2015 Budget  
CITY MANAGER**

**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Projected 2014</b>
City Manager	Number of Citizen Action Requests	302	253	305
	Number of Periodic Updates	25	51	52
	Pages of Periodic Updates	602	3,432	1,950

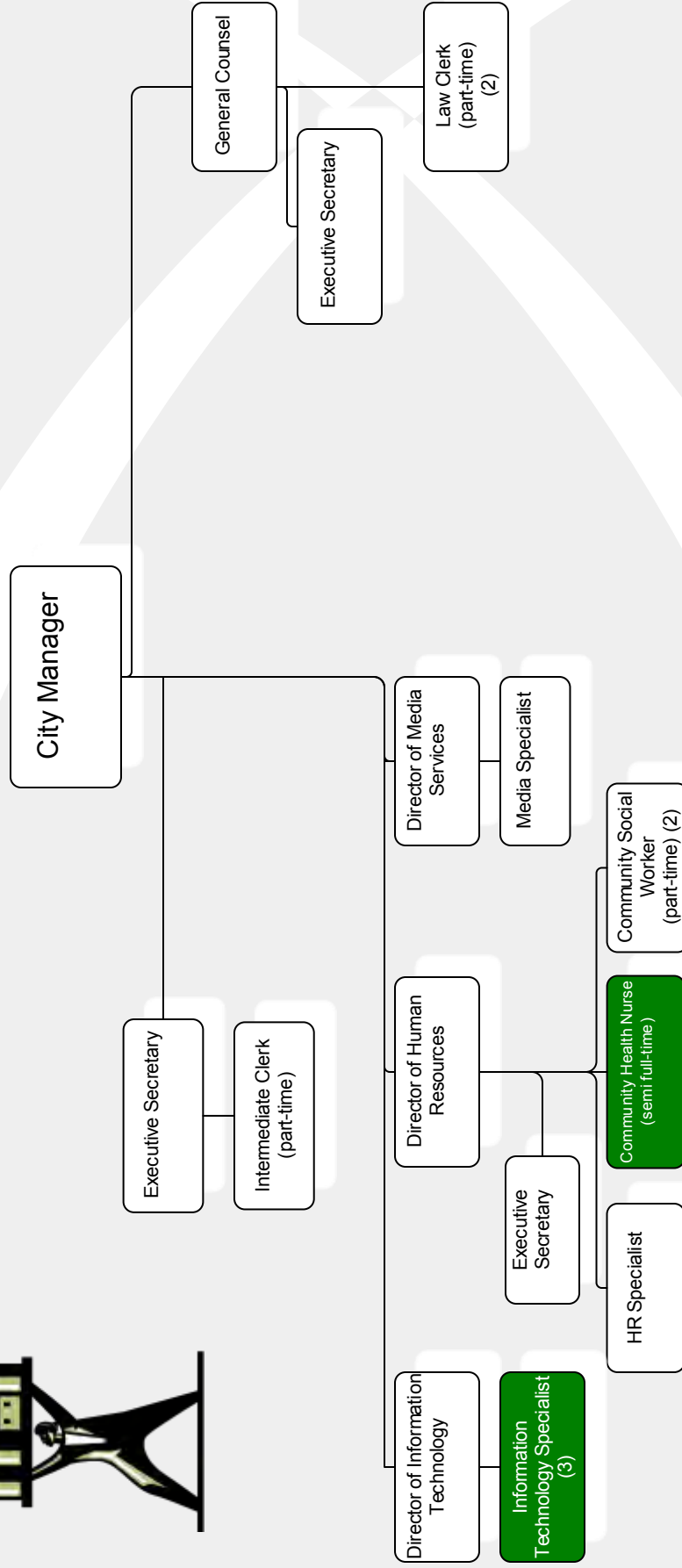
**2014 Major Accomplishments**

1. Held strategic planning with Department heads to develop strategies/tactics to achieve City Council goals. The overall document was submitted to the City Council as an informative budget preparation tool.
2. Transitioned the 911 Fire dispatch to RED Center and negotiated the Police dispatch contract that City Council approved for transition to Wheeling.
3. Completed the reduction, restructuring and restoring of TIF #6 and created TIF #7.
4. Completed labor contracts with IAFF and MAP 240.
5. Recruited and hired several key Executive Staff members.
6. Assisted City Council in major implementation of the new construction standards and fee schedule.

**2015 Goals and Objectives**

1. Complete City-wide Marketing and Branding effort.
2. Complete supplemental water supply project so that the City may receive water from the Northwest Water Commission thereby eventually reducing our overall water rate.
3. Evaluate risk management strategies.
4. Assist City Council in developing new purchasing policies.
5. Complete implementation of the Community Development parcel management software.

# City Manager's Office





2015 Budget  
**CITY MANAGER**

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**PERSONNEL EXHIBIT**

Department: City Manager		Div: City Manager		Div. No: 20 - 210	
Title	Authorized Positions			2015 Budget	
	2013 Authorized	2014 Budget	2015 Budget		
City Manager	1.00	1.00	1.00	1.00	
Executive Secretary	1.00	1.00	1.00	1.00	
Intermediate Clerk	0.50	0.50	0.50	0.50	
Total Full Time Equivalent (FTE) Employees:	2.50	2.50	2.50	2.50	



**20 - City Administration**  
**210 - City Manager**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Salaries</b>					
5005	Salaries	221,047	225,880	226,449	235,224
5010	Temporary Wages	10,535	25,259	10,500	25,259
		231,582	251,139	236,949	260,483
<b>Taxes and Benefits</b>					
5200	FICA Contribution	15,096	19,212	16,111	16,935
5205	IMRF Contribution	32,777	33,566	33,685	31,167
5220	PPO Insurance Contribution	7,950	8,079	8,089	8,160
5225	HMO Insurance Contribution	12,900	13,247	13,421	14,042
5230	Dental Insurance Contribution	986	982	978	950
5235	Life Insurance Contribution	184	184	184	184
5240	Workers Compensation	457	362	362	585
5245	Unemployment Compensation	323	177	177	324
		70,673	75,809	73,007	72,347
<b>Other Employee Costs</b>					
5310	Membership Dues	1,441	4,400	4,400	4,400 *
5320	Conferences	540	1,500	1,500	1,500 *
5325	Training	-	1,000	750	1,000 *
5335	Travel Expenses	216	250	100	250 *
		2,196	7,150	6,750	7,150
<b>Insurance</b>					
5535	Property & Liability Insurance	2,251	2,267	2,267	2,300
		2,251	2,267	2,267	2,300
<b>Contractual Services</b>					
6000	Professional Services	37,267	55,000	5,000	32,500
6015	Communication Services	456	1,100	400	1,100 *
		37,723	56,100	5,400	33,600
<b>Other Services</b>					
6110	Printing Services	-	150	100	150 *
6195	Miscellaneous Contractual Services	-	1,000	500	1,000
		-	1,150	600	1,150
<b>Commodities</b>					
7000	Office Supplies	765	1,500	1,500	1,500 *
7200	Other Supplies	903	500	500	500
7300	Uniforms	-	500	350	500
7310	Publications	730	1,250	800	1,250 *
7320	Equipment < \$5,000	1,368	-	250	-
		3,766	3,750	3,400	3,750
<b>Other Expenses</b>					
7500	Postage & Parcel	-	150	50	150 *
7550	Miscellaneous Expenses	2,434	750	350	750 *
		2,434	900	400	900
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	300	-	-	-
		300	-	-	-
<b>Total City Manager Expenses</b>		<b>350,925</b>	<b>398,265</b>	<b>328,773</b>	<b>381,680</b>

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**20 - City Administration**  
**210 - City Manager**  
**2015 Budget Justification Worksheet**

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G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	II Municipal League	2,750
	Illinois City Managers Assoc (ILCMA)	350
	Illinois Metro Managers Assoc (IAMMA)	100
	International City Managers Assoc. (ICMA)	1,200
Account:5320 - Conferences	Conference	1,500
Account:5325 - Training	Professional Development/Certification	1,000
Account:5335 - Travel Expenses	Parking, Tolls, Train, Tickets, Etc.	250
Account:6015 - Communication Services	Nextel Phones	1,100
Account:6110 - Printing Services	Print Projects & Informational Packets	150
Account:7000 - Office Supplies	Paper, Pens, Pencils, Etc	1,500
Account:7310 - Publications	Professional Journals, Publications, Etc.	1,250
Account:7500 - Postage & Parcel	Fedex, Special Delivery, Etc.	150
Account:7550 - Miscellaneous Expenses	Misc Exp Related to City Business	750



**2015 Budget  
CITY MANAGER**

*Legal*

**Division Overview**

The primary responsibilities of the Legal Division are to render advice, issue opinion letters, prepare and negotiate contracts, prepare ordinances and resolutions, and defend the City in various courts and other disputes. The division operates as a hybrid of outside legal services and in-house support staff, serving the elected officials and professional staff. The Legal Division also consists of the Administrative Hearing Program which is responsible for handling hearings such as building code violations, non-moving violations and various city ordinance violations. The main goal of the Legal Division is to provide professional legal services to the Mayor, City Council, City Manager, City Boards and Commissions, and city staff.

**Performance Measures**

Service	Metric	Actual 2012	Actual 2013	Projected 2014
Legal	Number of FOIA Reviews	1,066	1,032	1,150
	Number of Ordinances Prepared	95	85	90
	Number of Resolutions Prepared	132	178	210
	Number of Contracts/Agreements Prepared or Reviewed <sup>1</sup>	59	99	132

**2014 Major Accomplishments**

1. Successfully continued the outside general counsel structure under Holland & Knight, LLP as General Counsel. As part of this new structure, improvements have been made to the nature and extent of service and turnaround on projects and the scope of services provided on all City matters.
2. Increased service levels to Mayor, Council, City Manager, and Department heads while achieving new volume levels of work, including numerous memoranda and letters, ordinances and resolutions, and hundreds of substantive emails and contract and other document reviews.
3. Economic Development: Conducted in-depth assistance in the coordination of economic development projects including economic incentive agreements and analysis of existing TIF districts, to ensure and protect the interests of the City. This includes legal counsel with regard to the restructuring of TIF 6 and the creation of a new TIF 7 as well as the termination of TIF 4.

<sup>1</sup> The number of contracts and agreements does not include contracts prepared or reviewed by the Legal Division that did not require Council approval because the amount of the expenditure was less than \$10,000.



## 2015 Budget CITY MANAGER

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4. Solid Waste Franchise Agreement: Coordinated with Public Works Department on vendor selection process and contract preparation and negotiation for municipal solid waste, recycling, and landscape waste disposal contract.
5. Continued to counsel City staff on transition from long standing joint emergency telephone system board to independent municipal board. Prepared intergovernmental agreements addressing disposition of joint board's assets and allocation of responsibilities. Negotiated and prepared dispatch services agreement with Wheeling.
6. Provided legal counsel on the negotiation of the new water service agreement with the Northwest Water Commission.

### 2015 Goals and Objectives

1. Ensure ongoing integration of the General Counsel into all aspects of City operations to minimize the risk of City liability and to enhance the effectiveness of the full spectrum of legal services provided by the General Counsel.
2. Continue to improve the management of outside counsel retained to represent the City in litigation to assure high quality representation and increase the likelihood of favorable outcomes.
3. Continue to improve the legal review process for the City Council meeting agenda package to ensure that all applicable legal and administrative procedures have been followed prior to the inclusion of any item on the agenda, enactments by the Council are valid, new ordinances clearly and effectively advance the City Council's legislative goals, contracts approved for execution by the Council protect and advance the City's best interest, and legal documents are accurate and complete before deadlines.
4. Work with all applicable departments to utilize uniform and consistent contracts, including specifically Public Works and Engineering and professional service contracts.
5. Provide updated training and continuing education to elected and appointed officials and staff on general governance matters including Open Meetings Act and Freedom of Information Act compliance.



2015 Budget  
**CITY MANAGER -  
LEGAL**

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**PERSONNEL EXHIBIT**

Department: City Manager		Div: Legal		Div. No: 20 - 220	
Title	Authorized Positions				
	2013 Authorized	2014 Budget	2015 Budget		
Executive Secretary	1.00	1.00	1.00		
Part-Time Law Clerk	0.50	0.50	0.50		
Total Full Time Equivalent (FTE) Employees:	1.50	1.50	1.50		

## 20 - City Administration

### 220 - Legal

#### 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	67,966	71,074	63,192	71,966
5010	Temporary Wages	9,078	34,913	24,000	30,000
5060	Compensated Absences	-	-	-	-
		77,044	105,987	87,192	101,966
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	5,582	8,108	6,160	7,801
5205	IMRF Contribution	10,559	10,562	9,549	9,535
5220	PPO Insurance Contribution	19,380	19,685	19,698	19,882
5230	Dental Insurance Contribution	1,197	1,192	1,187	1,193
5235	Life Insurance Contribution	76	76	76	76
5240	Workers Compensation	149	153	153	175
5245	Unemployment Compensation	340	138	138	100
5260	RHS Plan Payout	2,129	3,148	2,129	2,122
		39,412	43,062	39,090	40,884
<b><u>Other Employee Costs</u></b>					
5325	Training	-	250	250	250 *
		-	250	250	250
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	1,800	2,743	2,743	2,477
		1,800	2,743	2,743	2,477
<b><u>Contractual Services</u></b>					
6000	Professional Services	27,627	27,000	3,000	-
6005	Legal Fees	526,336	354,000	373,000	354,000 *
6009	Legal Fees - Admin Hearings/Prosecutions	-	-	31,731	25,800 *
6010	Legal Fees - Labor & Employment	170,183	100,000	130,000	100,000 *
		724,146	481,000	537,731	479,800
<b><u>Other Services</u></b>					
6120	Recording Fees	80	1,500	1,500	1,500 *
6195	Miscellaneous Contractual Services	-	1,000	-	1,000 *
		80	2,500	1,500	2,500
<b><u>Commodities</u></b>					
7000	Office Supplies	638	1,200	1,000	1,000 *
7310	Publications	31	-	-	-
		669	1,200	1,000	1,000
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	199	450	250	450 *
		199	450	250	450
<b>Total Legal Expenses</b>		<b>843,351</b>	<b>637,192</b>	<b>669,756</b>	<b>629,327</b>

**20 - City Administration**  
**220 - Legal**  
**2015 Budget Justification Worksheet**

G/L Account Number	Transaction	Total Amount
Account:5325 - Training	Clerical Training	250
Account:6005 - Legal Fees	General Counsel	168,000
	Outside Special Counsel Billings	186,000
Account:6009 - Legal Fees - Admin Hearings/Prosecutions	Administrative Hearing Judge	10,800
	Administrative Hearing Officer	15,000
Account:6010 - Legal Fees - Labor & Employment	Outside Counsel for Labor & Employment	100,000
Account:6120 - Recording Fees	Cost of Recording Documents	1,500
Account:6195 - Miscellaneous Contractual Services	Court Reporter Fees	1,000
Account:7000 - Office Supplies	Paper, Pens, Pencils, Etc.	1,000
Account:7500 - Postage & Parcel	Postage - Certified Mail, Fed Ex, etc.	450



**2015 Budget  
CITY MANAGER**

*Information Technology*

**Division Overview**

The primary responsibilities of the Information Technology Division are to provide day to day support and long term strategic planning for the enhancement of citywide computer and communication systems. These systems include Public Safety applications (Police & Fire Departments), Financial and Revenue based applications, Citywide Voice over IP in a LAN/WAN environment, Electronic Mail, Utility, and Code Enforcement E-Payment system, and a variety of specialized applications used throughout various City departments. The division also supports a mobile workforce through a fleet of approximately 220 Verizon Wireless cellular telephones, 6 tablet computers, 18 ruggedized notebooks and 65 cellular broadband mobile devices.

**Performance Measures**

Service	Metric	Actual 2012	Actual 2013	Projected 2014
Infrastructure Availability	Datacenter Uptime Peak Hours	96%	97%	98%
	Datacenter Uptime Non-Peak Hours	94%	94%	95%
Application Availability	Application Uptime Peak Hours	96%	96%	98%
	Application Uptime Non-Peak Hours	94%	95%	95%
Service / Incident Requests	Service / Incidents Requests Received	3485	2266	2523
	Service / Incidents Requests Completed	3445	2230	2500

**2014 Major Accomplishments**

1. The IT Division has successfully built a robust, highly available enterprise-class environment to include a complete datacenter redesign, infrastructure re-architecture (Core and Access Layer Switching, Domain Controller Consolidation), and enhanced security by reconfiguring the City’s firewall.
2. The IT Division has successfully built and implemented an enterprise-class virtual environment, and as a result has migrated many of the City’s physical servers to virtual servers across 6 Cisco UCS blade servers.
3. The IT Division has successfully installed a Nimble storage device, which centralized the location of the City’s SQL databases, files, while improving backup times.
4. The IT Division has successfully built a robust, highly available enterprise-class wireless environment which segments the City’s “internal” wireless access for employees from the external “guest” wireless network.





## 2015 Budget CITY MANAGER

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5. The IT Division has successfully implemented a Computer Replacement Program and within the first year, the IT Division was able to replace 68 desktops and 6 laptops for the City of Des Plaines employees.
6. The IT Division has successfully re-architected the City's Active Director (AD) Environment, and it's Group Policy Object (GPO) allowing the IT Division enhanced centralized management of the environment, it also restructured the City's drives / directories and file folders for all City departments.
7. The IT Division developed and implemented an enhanced remote access architecture Netmotion, which streamlines the accessibility to the City's trusted network and data; based on the redesign of Active Directory.
8. The IT Division successfully negotiated a new contract with Konica Minolta, and implemented new Konica Minolta multi-function printers with increased print speeds and enhanced productivity / efficiency for the City of Des Plaines employees.
9. The IT Division successfully re-architected the City of Des Plaines Fire Department's application FireHouse, which immediately stabilized the platform, increase application access speeds, and eliminated single points of failure.

### **2015 Goals and Objectives**

1. The IT Division will build, configure and implement and Virtual Desktop Infrastructure (VDI) and utilize this technology as a computer hardware cost savings, where applicable.
2. The IT Division will increase video coverage for City Hall, the City's train stations, and Levee 50 by replacing existing analog cameras, and installing new video cameras that will take advantage of current video camera Internet Protocol (IP) technology.
3. The IT Division will continue with the Computer Replacement Program, which will focus on removing and recycling additional outdated technology, while replacing it with new technology; on a yearly basis.
4. The IT Division will build, configure and install Microsoft's SharePoint, which is a collaborative Intranet platform where City employees can share documents libraries, task lists, calendars, and enhance search capabilities, improving productivity and efficiency.
5. The IT Division will begin building a Disaster Recovery process / site, to mitigate risk and provide operability for the City in the event the IT datacenter becomes unavailable.



2015 Budget  
**CITY MANAGER -  
INFORMATION TECHNOLOGY**

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**PERSONNEL EXHIBIT**

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Department: City Manager Div: Information Technology Div. No: 20 - 230			
Title	Authorized Positions		
	2013 Authorized	2014 Budget	2015 Budget
Director of Information Technology	1.00	1.00	1.00
Information Technology Specialist	3.00	3.00	3.00
Total Full Time Equivalent (FTE) Employees:	4.00	4.00	4.00

**20 - City Administration**  
**230 - Information Technology**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	271,194	345,758	336,792	361,798
5010	Temporary Wages	8,056	20,000	12,000	21,000 *
5020	Overtime - Non Supervisory	16,153	10,000	16,096	16,000
		295,403	375,758	364,888	398,798
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	21,970	27,713	26,987	29,551
5205	IMRF Contribution	42,946	51,974	52,439	49,277
5220	PPO Insurance Contribution	44,951	45,694	43,266	46,150
5225	HMO Insurance Contribution	9,321	13,247	12,558	14,042
5230	Dental Insurance Contribution	3,268	3,351	3,506	3,425
5235	Life Insurance Contribution	247	335	335	336
5240	Workers Compensation	579	516	516	902
5245	Unemployment Compensation	554	281	281	396
5260	RHS Plan Payout	2,798	2,102	3,725	2,785
		126,634	145,213	143,613	146,864
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	(15)	-	94	100 *
5320	Conferences	-	1,500	-	1,500
5325	Training	7,092	20,000	10,000	20,000 *
5335	Travel Expenses	-	400	300	400
		7,077	21,900	10,394	22,000
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	2,117	2,701	2,701	2,216
		2,117	2,701	2,701	2,216
<b><u>Contractual Services</u></b>					
6000	Professional Services	2,863	25,100	25,100	45,100 *
6015	Communication Services	46,781	16,450	20,000	17,280 *
		49,643	41,550	45,100	62,380
<b><u>Other Services</u></b>					
6105	Records Preservation	17,658	-	-	-
6110	Printing Services	24,614	27,000	27,000	30,000 *
6125	Bank & CC Fees	30	-	-	-
6195	Miscellaneous Contractual Services	-	450	450	848 *
		42,302	27,450	27,450	30,848
<b><u>Repairs and Maintenance</u></b>					
6300	R&M Software	124,175	161,050	160,000	239,371 *
6305	R&M Equipment	19,184	31,844	31,844	86,343 *
		143,359	192,894	191,844	325,714
<b><u>Commodities</u></b>					
7000	Office Supplies	404	1,000	1,000	1,000 *
7005	Printer Supplies	16,177	25,000	22,500	25,000 *
7035	Supplies - Equipment R&M	3,442	1,500	1,500	1,500 *
7320	Equipment < \$5,000	11,747	13,650	13,650	13,650 *
		31,770	41,150	38,650	41,150
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	149	300	-	300 *
		149	300	-	300
<b><u>Capital Outlay</u></b>					
8005	Computer Hardware	48,019	-	-	-

**20 - City Administration**  
**230 - Information Technology**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
8010	Furniture & Fixtures	880	-	-	-
8015	Equipment	7,210	-	-	-
		56,109	-	-	-
<b>Total Information Technology Expenses</b>		<b>754,563</b>	<b>848,916</b>	<b>824,640</b>	<b>1,030,270</b>

**20 - City Administration**  
**230 - Information Technology**  
**2015 Budget Justification Worksheet**

G/L Account Number	Transaction	Total Amount
Account:5010 - Temporary Wages	Record Preservation	21,000
Account:5310 - Membership Dues	Amazon Prime Membership	100
Account:5325 - Training	Training for IT Techs	20,000
Account:6000 - Professional Services	Cisco Call Manager Consulting	2,600
	Computer Hard Drive Data Elimination Service	7,500
	Database Management Services	15,000
	Various IT Professional Services	20,000
Account:6015 - Communication Services	Cell HotSpot - Verizon	960
	Comcast Business Internet Svc Provider (ISP)	3,120
	Division Cell Phones - Verizon	13,200
Account:6110 - Printing Services	Page Per Copy Fee (City Wide)	30,000
Account:6195 - Miscellaneous Contractual	SSL Certificate - eportal (tickets/water bills)	150
	SSL Certificate - eSuite	199
	SSL Certificate - srid1 (federated AD for GIS)	150
	SSL Certificate - wmail (web email)	150
	SSL Certificate - TMA	199
Account:6300 - R&M Software	Cisco CCX 9.0 Upgrade - 4.0 to 9.0 STD	412
	Cisco Migration to UC Manager Enhanced	3,602
	Cisco Migration Unity 4.x or Later	2,217
	Cisco Prime Infrastructure Support / Upgrade - Assurance	2,004
	Cisco Prime Infrastructure Support / Upgrade - Lifecycle	1,529
	Cisco Support + Upgrade MSE Virtual Appliance	3,823
	Cisco UC Virtual Foundation Three Year - 1 server	425
	Cisco UCS VIC 1240 modular LOM for M# Blades	374
	Laserfiche Server & User Licenses	10,000
	Logos FM/HR/BA/eSuite	108,812
	MS Enterprise Agreement Core Cal, Server, SQL	80,000
	Netmotion	5,000
	Radmin Viewer	2,500
	Trackit Software Support	1,900
	VMWare Enterprise Maintenance (4 hosts)	5,000
VMWare vCenter Server Standard (v.5)	1,249	
VMWare vSphere Enterprise Plus (v.5)	10,524	
Account:6305 - R&M Equipment	Avetech - Temperature Monitoring	40
	Barracuda Archiver Updates / Instant Replacement	7,000
	Barracuda Backup Updates / Instant Replacement	15,000
	Barracuda Spamfilter Update / Instant Replacement	2,500
	Cisco Smartnet - 2504 Wireless Controller	275
	Cisco Smartnet - 3700 Wireless Access Points	2,550
	Cisco Smartnet - 3850 Routers	4,998
	Cisco Smartnet - 5508 Wireless Controller	6,628
	Cisco Smartnet - B200M3 Blade Servers	4,021

**20 - City Administration**  
**230 - Information Technology**  
**2015 Budget Justification Worksheet**

<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total Amount</b>
	Cisco Smartnet - Blade Server Chassis	70
	Cisco Smartnet - City-Wide Phones	19,000
	Cisco Smartnet - Nexus 6001	2,720
	Cisco Smartnet - Routers	3,200
	Cisco Smartnet - UCS Fabric Interconnect	1,165
	Data Center Server Maintenance (SMS)	5,544
	General Fax & Copier Repairs	1,600
	Nimble Storage	10,032
Account:7000 - Office Supplies	Office Supplies	1,000
Account:7005 - Printer Supplies	Printer/Copier Toner & Ink	25,000
Account:7035 - Supplies - Equipment R&M	Maintenance Parts & Supplies	1,500
Account:7320 - Equipment < \$5,000	Miscellaneous Network	3,000
	Replacement Keyboard, Mice, Cables	2,500
	Replacement LCD Screens	2,400
	Replacement Parts - Cell	2,000
	Replacement Parts - Cisco VOIP	1,000
	Replacement UPS Battery Packs	1,500
	Cisco Polycom Phones	1,250
Account:7500 - Postage & Parcel	Parts Returns Etc.	300



**2015 Budget  
CITY MANAGER**

*Media Services*

**Division Overview**

The Media Services division consists of the Director and Media Specialist, with the ongoing support of professionally trained independent contractors. The Division is responsible for identifying new media trends, communication opportunities and maintaining the integrity of all outgoing communications on behalf of the City. The Director and Media Specialist manage the City’s “Brand” and related collateral materials, identifies potential enhancements to existing media tools, and is responsible for the maintenance of specialized equipment.

The division operates in a public relations capacity for the municipality with its primary objective being to provide highly effective communications to the community’s residents and the media. City news is distributed through a variety of means including the use of the City’s website, the City’s cable access channels, local press outlets including print and electronic sites, email lists, City publications, the City’s electronic sign, kiosks, public signage and consistent branding efforts.

The Media Services division maintains a production studio on the 4th floor of City Hall, requiring the training and leadership of its independent contractors. These efforts provide for televised public programs and internal training. As a key player in the City’s Emergency Response Plan, Media Services plays a vital role serving as Public Information Officer (PIO) during the activation of the Emergency Operations Center (EOC). In addition, Division responsibilities include handling cable-related complaints and film permits, and gatekeeper for the City’s external and internal websites. The Division responds to legislative requests for promotional initiatives and provides support to City Commissions, other local taxing bodies, not-for-profits, service groups, and community events when appropriate.

**Performance Measures**

Service	Metric	Actual 2012	Actual 2013	Projected 2014
Publications	Publications Produced	8	4	4
Media Releases	Media Releases Issued	231	261	132
Meeting Broadcasts	Meetings Broadcasted	35	39	31
	Percent Broadcasted	100%	100%	100%
Public Service Programs	PBAs, Employee Training	15	20	32
	Percent Broadcasted	100%	100%	100%
City Website	Website Hits	488,811	507,774	515,612



## 2015 Budget CITY MANAGER

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### 2014 Major Accomplishments

1. In May 2014, the Media Services division filled the Director's position, which had been vacant since December 2013. While the City Manager's office worked to identify a new Director, the Media Specialist expanded his workload to include additional responsibilities to help maintain the integrity of existing media projects and productions.
2. Successfully coordinated and completed initial research activities involved with North Star's rebranding project, including the development of community-wide surveys, personal interviews with key stakeholders and all other activities associated with the general management of the project. Completed the "Insights" phase for the purpose of developing the supporting creative components.
3. Developed and implemented a Social Media Policy to establish and guide best practices in social media and municipal communications.
4. Expanded outreach efforts to include the Mayor's Curb Appeal Challenge, Restaurant Week, bi-monthly Des Plaines @ Your Service productions, and Introducing Des Plaines episodes.

### 2015 Goals and Objectives

1. The Division will strategically implement the new brand image and trademark. Over the course of three years, Media Services will completely revise the City's communication tools to reflect the new brand.
2. The Media Services division will improve communications with all facets of the community, as well as within the organization, actively supporting efforts to realize Financial Stability, Thriving Economic Development, World Class Infrastructure, Sense of Community, and High Performance.
3. The Division will oversee the development of a professionally designed convention booth, furnishings, and collateral to help market the City to potential developers, business owners, and sight selectors.
4. The Media Services Division will research and implement social media tools as steered by 2014's Social Media Policy.





2015 Budget  
**CITY MANAGER -  
MEDIA SERVICES**

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**PERSONNEL EXHIBIT**

Department: City Manager		Div: Media Services		Div. No: 20 - 240	
Title	Authorized Positions			2015 Budget	
	2013 Authorized	2014 Budget	2015 Budget		
Director of Media Services	1.00	1.00	1.00		
Media Specialist	1.00	1.00	1.00		
Intern	0.00	0.00	0.25		
Total Full Time Equivalent (FTE) Employees:	2.00	2.00	2.25		

**20 - City Administration**  
**240 - Media Services**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	163,697	154,956	114,590	156,736
5010	Temporary Wages	-	-	-	4,900
5020	Overtime - Non Supervisory	1,712	2,000	1,052	2,000
		165,409	156,956	115,642	163,636
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	13,604	11,854	8,798	12,518
5205	IMRF Contribution	26,911	23,026	17,154	21,035
5220	PPO Insurance Contribution	21,877	22,847	11,423	23,075
5225	HMO Insurance Contribution	6,326	6,496	6,321	6,885
5230	Dental Insurance Contribution	1,874	1,908	1,127	1,737
5235	Life Insurance Contribution	167	184	130	184
5240	Workers Compensation	296	223	223	392
5245	Unemployment Compensation	228	118	118	240
5255	Excess Sick Hour Payout	13,617	2,315	-	-
		84,900	68,971	45,294	66,066
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	4,284	4,284	4,689	4,760 *
5320	Conferences	-	1,500	1,500	1,500 *
5325	Training	50	1,795	1,795	1,500 *
5335	Travel Expenses	-	50	50	180 *
		4,334	7,629	8,034	7,940
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	2,243	2,233	2,233	2,283
		2,243	2,233	2,233	2,283
<b><u>Contractual Services</u></b>					
6000	Professional Services	-	-	-	-
6015	Communication Services	1,507	2,900	2,900	3,250 *
		1,507	2,900	2,900	3,250
<b><u>Other Services</u></b>					
6100	Publication of Notices	2,317	3,290	2,300	257
6110	Printing Services	18,686	17,600	17,600	25,000 *
6195	Miscellaneous Contractual Services	38,272	44,103	44,103	74,103 *
		59,274	64,993	64,003	99,360
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	-	500	1,400	500
		-	500	1,400	500
<b><u>Commodities</u></b>					
7000	Office Supplies	484	500	500	450 *
7200	Other Supplies	1,978	2,000	2,000	2,000 *
7300	Uniforms	551	250	250	250 *
7310	Publications	1,287	806	806	800 *
7320	Equipment < \$5,000	2,823	7,000	9,200	4,500 *
		7,122	10,556	12,756	8,000
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	19,814	16,430	16,430	25,930 *
7550	Miscellaneous Expense	-	-	-	10,000 *
		19,814	16,430	16,430	35,930
<b><u>Capital Outlay</u></b>					
8000	Computer Software	754	-	1,350	1,000

**20 - City Administration**  
**240 - Media Services**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
8010	Furniture & Fixtures	-	-	-	1,000 *
8015	Equipment	-	9,000	9,000	54,600 *
		754	9,000	10,350	56,600
<b>Total Media Services Expenses</b>		<b>345,357</b>	<b>340,168</b>	<b>279,042</b>	<b>443,565</b>

**20 - City Administration**  
**240 - Media Services**  
**2015 Budget Justification Worksheet**

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	American Society of Composers, Authors and Publishers	660
	Broadcast Music, Inc.	600
	Illinois National Association of Telecommunications Officers	75
	National Association of Telecommunications Officers	1,900
	City/County Communications & Marketing Assn (3CMA)	390
	Sam's Club Direct	15
	SESAC, Inc.	1,120
Account:5320 - Conferences	National NATOA Conference	1,500
Account:5325 - Training	Professional Training & Events	500
	Photography & Software Training	1,000
Account:5335 - Travel Expenses	Parking, Tolls, Train, Tickets, Etc.	180
Account:6015 - Communication Services	Verizon Wireless	1,600
	WOW Business ISP (Channel 17 Web TV)	1,650
Account:6110 - Printing Services	Des Plaines Digest Printer	13,000
	Informational Brochures	2,500
	2015 Curbside Calendar	9,500
Account:6195 - Miscellaneous Contractual Services	Crew for Meetings & Special Events	14,580
	Leightronix Total Info Fees	994
	AppleCare Professional Video Support	639
	Website (CivicPlus)	15,695
	Webstreaming Services	7,195
	Des Plaines @ Your Service Production	5,000
	Website Redesign	30,000
Account:7000 - Office Supplies	Paper, Pens, Pencils, Etc.	450
Account:7200 - Other Supplies	Equipment Supplies - Video, Media, Connectors, etc.	2,000
Account:7300 - Uniforms	Uniforms for Video Crew	250
Account:7310 - Publications	Technical & Trade Publications	800
Account:7320 - Equipment < \$5000	City Council Chamber DVD Recorders	1,000
	Miscellaneous Equipment	3,500
Account:7500 - Postage & Parcel	Des Plaines Digest Postage	16,280
	Miscellaneous Shipping for Repair, Postage, Etc.	150
	2015 Curbside Calendar Postage	9,500
Account:7550 - Miscellaneous Expense	Marketing/Branding	10,000
Account:8010 - Furniture & Fixtures	Media Services Control Room Chairs	1,000
Account:8015 - Equipment	City Council Chamber Audio System Improvements	25,000
	City Council Chamber Presentation Displays	20,000
	MacPro Video Editing System	9,600



**2015 Budget  
CITY MANAGER**

*Human Resources*

**Division Overview**

The Human Resources division is responsible for administering the City's personnel programs which include: job analysis and position classification, recruitment and selection of employees; employee compensation; employee fringe benefits including health and dental insurance; risk management and employee safety; personnel record keeping; labor negotiations and development and administration of personnel policies to comply with federal, state and administrative requirements. The Human Resources division consists of three full-time employees: Director of Human Resources, Human Resource Specialist and Executive Secretary and two part-time Interns.

**Performance Measures**

Service	Metric	Actual 2012	Actual 2013	Projected 2014
Staffing, Recruitment & Placement	Internal & External Job Postings	13	19	19
	Applications Received (Not including Police & Fire)	823	946	950
	Full time positions filled externally (Including Police & Fire)	14	27	11
Personnel	Retirement Rate	4%	3%	2%
	Union Percentage	84%	84%	85%

**2014 Major Accomplishments**

1. Successfully completed negotiations with the Police and Fire Unions, rolled out a new Employee Assistance Program (EAP) provider, implemented a new background/reference check process, streamlined the hiring process, and created programs and activities to recognize employees who have served the City for 10, 20 and 30 years during Public Service Recognition Week.
2. Coordinated the selection process for six full-time City positions including: Purchasing Manager, Economic Development Coordinator, the Director of Media Services, Public Works Assistant Director and Superintendents.

**2015 Goals and Objectives**

1. To improve care, reduce medical costs, and reduce employee sick leave.
2. Implement a risk management plan.
3. Seek to achieve a voluntary settlement of the collective bargaining agreement with the Metropolitan Alliance of Police (MAP) 241 that represent the City's Police Sergeants.



2015 Budget  
**CITY MANAGER -  
HUMAN RESOURCES**

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**PERSONNEL EXHIBIT**

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Department: City Manager		Div: Human Resources		Div. No: 20 - 250	
Title	Authorized Positions			2015 Budget	
	2013 Authorized	2014 Budget	2015 Budget		
Director of Human Resources	1.00	1.00	1.00		
Human Resource Specialist	1.00	1.00	1.00		
Executive Secretary	1.00	1.00	1.00		
Total Full Time Equivalent (FTE) Employees:	3.00	3.00	3.00		

**20 - City Administration**  
**250 - Human Resources**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Salaries</b>					
5005	Salaries	231,784	273,744	220,969	261,034
		231,784	273,744	220,969	261,034
<b>Taxes and Benefits</b>					
5200	FICA Contribution	17,343	20,941	18,279	19,871
5205	IMRF Contribution	34,426	40,678	34,671	34,587
5220	PPO Insurance Contribution	16,718	16,158	22,022	24,480
5225	HMO Insurance Contribution	11,624	19,173	-	-
5230	Dental Insurance Contribution	1,523	1,924	997	999
5235	Life Insurance Contribution	230	259	248	260
5240	Workers Compensation	447	394	394	649
5245	Unemployment Compensation	396	206	206	340
5260	RHS Plan Payout	-	15,000	9,630	-
		82,707	114,733	86,447	81,186
<b>Other Employee Costs</b>					
5310	Membership Dues	2,616	1,920	5,000	5,655 *
5315	Tuition Reimbursements	18,301	20,000	21,725	25,000 *
5320	Conferences	-	1,500	1,500	1,500
5325	Training	2,325	2,000	2,000	2,000 *
5335	Travel Expenses	3,074	1,000	800	1,500 *
5340	Pre-Employment Exams	8,240	14,000	12,000	14,000 *
5345	Post-Employment Exams	150	-	1,600	1,500 *
		34,707	40,420	44,625	51,155
<b>Insurance</b>					
5530	Employee Assistance Program	8,775	8,775	7,700	6,864 *
5535	Property & Liability Insurance	1,184	1,325	1,325	1,210
		9,959	10,100	9,025	8,074
<b>Contractual Services</b>					
6000	Professional Services	40,163	20,000	15,000	25,000 *
6015	Communication Services	388	1,100	1,100	1,100 *
		40,550	21,100	16,100	26,100
<b>Other Services</b>					
6100	Publication of Notices	4,907	5,000	3,000	5,000 *
6110	Printing Services	20	250	200	250 *
6195	Miscellaneous Contractual Services	-	400	2,095	400 *
		4,927	5,650	5,295	5,650
<b>Repairs and Maintenance</b>					
6300	R&M Software	-	125	125	-
		-	125	125	-
<b>Commodities</b>					
7000	Office Supplies	1,034	1,700	1,700	1,700 *
7200	Other Supplies	827	1,200	800	3,200 *
7300	Uniforms	213	300	300	400 *
7310	Publications	1,022	850	500	850 *
7320	Equipment < \$5,000	-	500	1,816	2,900 *
		3,096	4,550	5,116	9,050
<b>Other Expenses</b>					
7500	Postage & Parcel	141	75	50	50
7525	Meals	-	-	25	25

**20 - City Administration**  
**250 - Human Resources**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
7550	Miscellaneous Expenses	4,132	4,000	4,056	5,000 *
		4,274	4,075	4,131	5,075
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	-	-	1,500	-
		-	-	1,500	-
<b>Total Human Resources Expenses</b>		<b>412,003</b>	<b>474,497</b>	<b>393,333</b>	<b>447,324</b>



**20 - City Administration**  
**250 - Human Resources**  
**2015 Budget Justification Worksheet**

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	IL City/County Management Association	154
	International City/County Mgmt. Assoc. (ICMA)	947
	International Personnel Mgmt. Assoc. (IPMA)	379
	Management Association (New)	2,400
	National Public Employer Labor Relations Assoc. (NPELRA)	190
	Sam's Club Direct	15
	Society Human Resource Professionals (SHRM)	370
	LinkedIn Professional Account	1,200
Account:5315 - Tuition Reimbursements	City-Wide Employee Program	25,000
Account:5325 - Training	Employee Training	2,000
Account:5335 - Travel Expenses	Candidate Airfare/Employee Travel Expense	1,500
Account:5340 - Pre-Employment Exams	Fingerprinting Fees	1,000
	Post-Offer Employee Physicals & Drug Screens	11,000
	Written Skill/Psychological Tests for Job Applicants	2,000
Account:5345 - Post Employment Exams	1st Year Random Drug Testing	1,500
Account:5530 - Employee Assistance Program	EAP - Persepectives (New)	6,864
Account:6000 - Professional Services	Organization Training	2,500
	Labor Relations Assistance	2,500
	Recruitment Efforts	15,000
	Document Scanning	5,000
Account:6015 - Communication Services	Phone Expense	1,100
Account:6100 - Publication of Notices	Recruitment Advertisements	5,000
Account:6110 - Printing Services	Printing of Applicant Health Benefits Documents, Etc.	250
Account:6195 - Misc Contractual Services	Public Salary Website - City Tech USA	400
Account:7000 - Office Supplies	General Supplies	1,200
	Paper	500
Account:7200 - Other Supplies	General Expenses	450
	Hinckley Spring Water Co	750
	Employee Identification Cards	2,000
Account:7300 - Uniforms	City Shirts & Related Apparel for HR Staff	400
Account:7310 - Publications	G. Neil Poster Guard	410
	Thompson Publishing Group	440
Account:7320 - Equipment < \$5,000	Miscellaneous Small Equipment	500
	ID Printer	2,400
Account:7550 - Miscellaneous Expenses	Public Employee Recognition Program	5,000



**2015 Budget  
CITY MANAGER**

*Health and Human Services*

**Division Overview**

The Health and Human Services Division is responsible for promoting the general health and wellness of Des Plaines residents, and linking residents in need with available health and social community resources. The Division consists of two part-time Community Social Workers and a semi full-time Community Health Nurse.

The Division plans and directs a variety of social service and community health programs some of which include: coordinating the senior/disabled subsidized taxicab program; serving as an intake site for Benefits Access and Access to Care programs; maintaining two emergency/disaster lists—one for special needs residents who may require additional assistance during an emergency and the Medical Reserve Corps (MRC) comprised of registered medical professionals and non-medical volunteers who assist first responders during emergency and community events; coordinating the review process for grant funding from the City’s social service agency funding account; providing consultation to private schools, conducting hearing and vision screening programs; providing assistance and serving as a City liaison to various community groups; and providing blood pressure and cholesterol screenings to adult residents.

**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Projected 2014</b>
Services	Number of Service Calls Received	2,000	2,000	2,200
	Number of CARS Requests	36	39	40
	Number of Taxi Voucher Participants	938	1076	1150
	Number of Handicap Placards Issued	40	52	45
	Number of Emergency Assistance	40	25	30
	Number of Home Visits	92	80	85
	Number of Access to Care Applications	49	10	10
	Number of Benefit Access Applications (began in 2014)	NA	NA	20
Health Screenings	Number of Blood Pressure Screenings	999	956	1000
	Number of Cholesterol Screenings	75	61	75
	Number of Glucose Screenings	55	25	40
	Number of Hearing Screenings	807	583	700
	Number of Vision Screenings	847	627	735



## 2015 Budget CITY MANAGER

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### 2014 Major Accomplishments

1. Addressed current needs in community by providing the following new programs; CUB Utility Bill Clinic, Des Plaines and Mount Prospect Energy Fair, Social Security Disability Application Process, Medicare Observation Status, Fall Prevention, Men's Health Fair and Benefits Access Enrollment.
2. Collaborated with Human Resources to integrate an employee wellness program to improve health (physical, emotional, fitness levels, nutritional status and financial) and encourage pursuit of a healthy lifestyle.

### 2015 Goals and Objectives

1. Reinvent the Medical Reserve Corps by: contacting each current member to update information and determine level of participation, recruit new members, develop a consistent orientation plan and provide new training opportunities to all members.
2. Continue to develop the HHS Database to enable collection of data that will improve overall efficiency in reporting and delivery of services.



2015 Budget  
**CITY MANAGER -  
HEALTH & HUMAN SERVICES**

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**PERSONNEL EXHIBIT**

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Department: City Manager    Div: Health & Human Services    Div. No: 20 - 260			
Title	Authorized Positions		
	2013 Authorized	2014 Budget	2015 Budget
Community Health Nurse	0.75	0.75	0.75
Community Social Workers (2PT)	1.00	1.00	1.00
Intern	<u>0.00</u>	<u>0.00</u>	<u>0.25</u>
Total Full Time Equivalent (FTE) Employees:	1.75	1.75	2.00

**20 - City Administration**  
**260 - Health & Human Services**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	151,824	146,046	148,179	151,001
5010	Temporary Wages	-	-	-	5,000
		151,824	146,046	148,179	156,001
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	11,363	11,173	11,085	11,933
5205	IMRF Contribution	22,531	21,702	22,020	20,008
5220	PPO Insurance Contribution	15,561	15,800	15,803	15,958
5230	Dental Insurance Contribution	734	731	726	665
5235	Life Insurance Contribution	76	76	76	76
5240	Workers Compensation	299	210	210	378
5245	Unemployment Compensation	228	118	118	224
5260	RHS Plan Payout	-	-	-	-
		50,793	49,810	50,038	49,242
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	750	927	870	895 *
5325	Training	2,027	2,000	2,000	2,000 *
5335	Travel Expenses	18	100	100	100 *
		2,796	3,027	2,970	2,995
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	2,515	2,582	2,582	2,486
5550	Excess Insurance	108	108	108	108 *
		2,623	2,690	2,690	2,594
<b><u>Contractual Services</u></b>					
6015	Communication Services	737	700	750	750 *
		737	700	750	750
<b><u>Other Services</u></b>					
6110	Printing Services	1,994	3,350	3,325	3,345 *
6115	Licensing/Titles	62	-	432	212 *
6195	Miscellaneous Contractual Services	851	510	200	200 *
		2,906	3,860	3,957	3,757
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	-	140	158	160 *
		-	140	158	160
<b><u>Subsidies and Incentives</u></b>					
6530	Subsidy - Community Outreach	2,383	2,500	2,500	2,500 *
6535	Subsidy - Youth Commission	6,402	7,000	7,000	12,000 *
6540	Subsidy - Senior Center Service Agency	75,000	75,000	75,000	87,500 *
6545	Subsidy - Social Service Agency	75,000	85,000	85,000	90,000 *
6550	Subsidy - Senior Citizen Cab Service	40,353	37,000	40,000	40,000 *
		199,138	206,500	209,500	232,000
<b><u>Commodities</u></b>					
7000	Office Supplies	692	1,000	1,400	1,000 *
7200	Other Supplies	1,967	1,500	1,500	1,500 *
7300	Uniforms	451	500	500	300 *
7310	Publications	291	225	225	225 *
7320	Equipment < \$5,000	-	250	-	250 *
		3,401	3,475	3,625	3,275
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	-	25	25	25
		-	25	25	25

**20 - City Administration**  
**260 - Health & Human Services**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	182	-	500	-
		182	-	500	-
<b>Total Health &amp; Human Services Expenses</b>		<b>414,399</b>	<b>416,273</b>	<b>422,392</b>	<b>450,799</b>

**20 - City Administration**  
**260 - Health & Human Services**  
**2015 Budget Justification Worksheet**

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Amer. Society on Aging - Nurse and Social Workers	500
	National Assoc. Social Workers (NASW)	380
	Sam's Club Membership	15
Account:5325 - Training	Training/CEU Requirements	2,000
Account:5335 - Travel Expenses	Mileage, Tolls, Parking	100
Account:5550 - Excess Insurance	Professional Liability Insurance for CHN	108
Account:6015 - Communication Services	Cell Phone Service (CSW(2) & CHN(1))	750
Account:6110 - Printing Services	Blood Pressure Cards	160
	Business Cards	40
	Community Resource Directories	2,000
	Placards	145
	Taxi Cab Vouchers	1,000
Account:6115 - Licensing/Titles	CLIA (Cholesterol License)	150
	LCSW (Licensed Clinical Social Worker)	62
Account:6195 - Miscellaneous Contractual Services	Stericycle	200
Account:6305 - R&M Equipment	Hearing and Vision Machine Calibration	135
	Blood Pressure Cuff Calibration	25
Account:6530 - Subsidy - Community Outreach	Emergency Assistance	2,000
	Outreach Materials	500
Account:6535 - Subsidy - Youth Comm	Activities Sponsored by DP Youth Commission	12,000
Account:6540 - Subsidy - Senior Center Service Agency	Intergovernmental Agreement	50,000
	Meals on Wheels	37,500
Account:6545 - Subsidy - Social Serv. Agency	Social Service Funding	90,000
Account:6550 - Subsidy - Senior Citizen Cab	Senior Discount for Taxicab Fares	40,000
Account:7000 - Office Supplies	General Supplies	500
	Paper	500
Account:7200 - Other Supplies	Cholesterol Supplies	700
	Promotional Materials	800
Account:7300 - Uniforms	Shirts for Staff & Interns	300
Account:7310 - Publications	Health Magazine	17
	Nursing Journal	55
	Nursing/Social Work Instructional Books	133
	Diabetic Living Magazine	20
Account:7320 - Equipment < \$5,000	Miscellaneous Medical/Office Equipment	250

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**2015 Budget  
FINANCE**

**Mission Statement**

The Finance Department's mission is to manage all the City's programs related to general finance, accounting and revenue collection functions.

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Salaries	575,345	627,259	610,296	699,661	701,428	809,304
Benefits	257,262	279,357	302,541	333,547	288,610	353,289
Contractual Services	111,851	88,082	108,489	101,388	106,729	103,407
Commodities	28,195	31,442	27,424	30,800	31,200	29,400
Capital Outlay	67	580	1,249	-	3,230	24,900
<b>Total</b>	<b>972,720</b>	<b>1,026,720</b>	<b>1,049,999</b>	<b>1,165,396</b>	<b>1,131,197</b>	<b>1,320,300</b>

**Department Overview**

The Finance Department's primary responsibilities are to provide accurate accounting of the City's revenues and expenditures, prepare the annual budget, offer financial analysis on various funds, as well as provide the City Council and City Management with any financial information needed to perform their functions efficiently and effectively. Also included, but not limited to, are revenue collection, purchase order processing, investment management, debt issuance, accounts payable processing, payroll processing, preparation of the annual audit, and appropriation and tax levy ordinances. The department also provides various services directly to residents such as utility billing, vehicle and pet licensing, commuter parking permit administration and real estate transfer tax processing.

**Performance Measures**

Service	Metric	Actual 2012	Actual 2013	Projected 2014
Accounts Payable	Total Invoices Paid	9,926	9,773	10,266
	% of Total Invoices Paid via EFT	1%	3%	10%
Purchasing	Purchase Orders Processed	271	301	301
Local Taxes	Total Real Estate Transfer Stamps Issued	788	985	906
	Total Vehicle Licenses Sold	44,008	43,928	50,641
	Total Pet Licenses Sold	2,650	2,585	2,585
	Food & Beverage Tax Forms Processed	1,902	1,927	1,927
Payroll	Number of W-2s Issued	548	539	500
General Ledger	Number of Journal Entries Approved	3,514	4,677	4,700
Awards	GFOA Distinguished Budget Award	Yes	Yes	Yes
	GFOA Certificate of Achievement - CAFR	Yes	Yes	Yes
	GFOA Certificate of Achievement - PAFR	N/A	Yes	Yes



## 2015 Budget **FINANCE**

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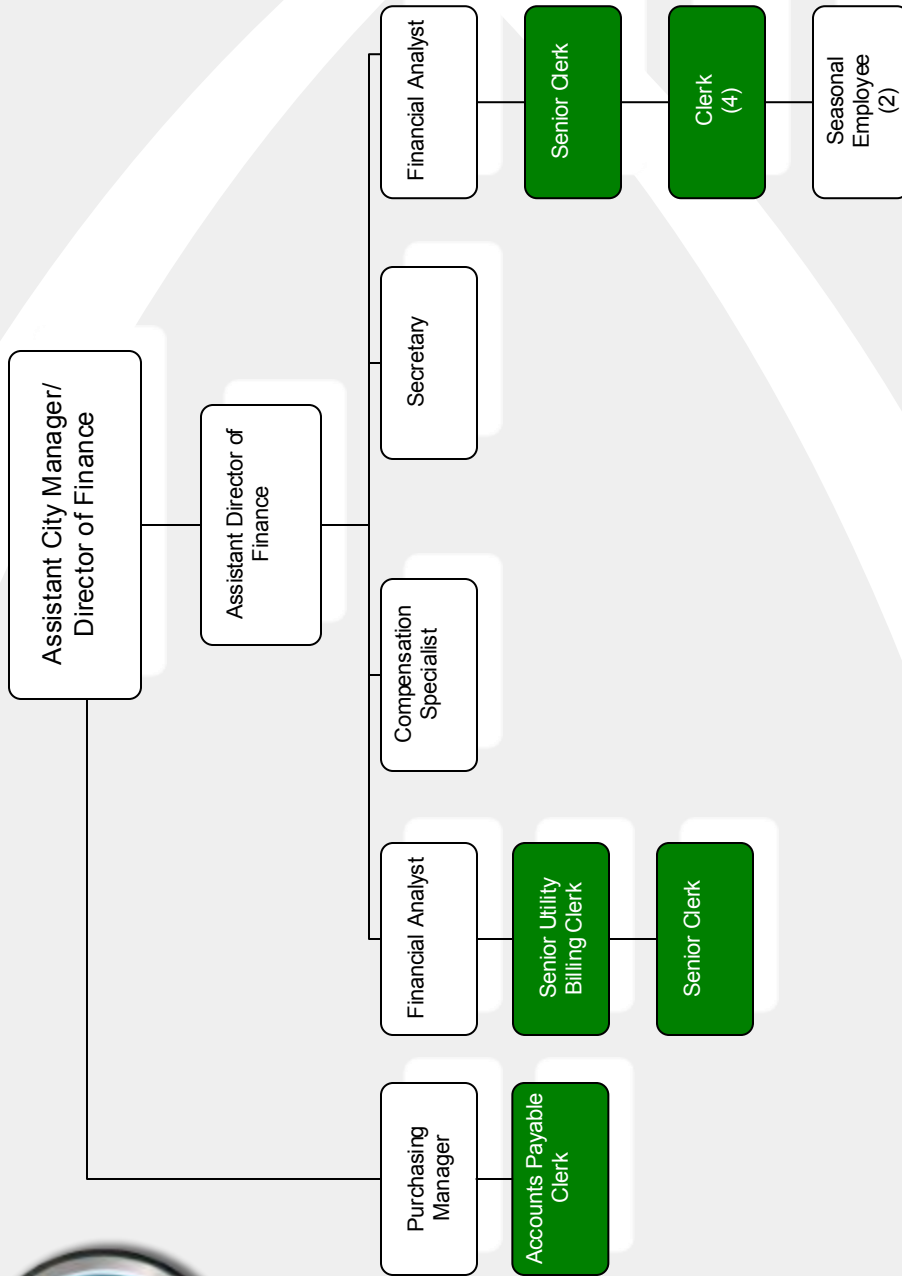
### **2014 Major Accomplishments**

1. Implemented the Miscellaneous Receivable and Position Budgeting modules in Logos.
2. Refinanced and paid off bonds to ensure the City's debt service continues to decline and the City benefits from interest savings.
3. Rewrote the City's vehicle license ordinance to clarify requirements and simplify fees.

### **2015 Goals and Objectives**

1. Review current contract for the printing and mailing of the vehicle licenses and utility bills and research possible alternatives that are more cost efficient.
2. Streamline the Real Estate Transfer process to reduce time and improve customer satisfaction.
3. Allow for the purchase of vehicle licenses online.

# Finance Department





**2015 Budget  
FINANCE**

**PERSONNEL EXHIBIT**

Department: Finance		Div: Finance/General		Div. No: 30 - 000	
Title	Authorized Positions				
	2013 Authorized	2014 Budget	2015 Budget		
Assistant City Manager/Director of Finance	1.00	1.00	1.00		
Assistant Director of Finance	0.50	0.50	0.50		
Financial Analyst	1.50	1.50	1.50		
Compensation Specialist	1.00	1.00	1.00		
Purchasing Manager	0.00	1.00	1.00		
Accounts Payable Clerk	1.00	1.00	1.00		
Secretary	1.00	1.00	1.00		
Senior Clerk	0.50	0.50	1.00		
Clerk	1.50	2.50	2.50		
P/T Clerk	0.25	0.00	0.00		
Temporary	0.50	0.50	0.25		
Seasonal	0.50	0.50	0.75		
<b>Total Full Time Equivalent (FTE) Employees:</b>	<b>9.25</b>	<b>11.00</b>	<b>11.50</b>		

## 30 - Finance

### 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	580,344	675,874	668,326	773,517
5010	Temporary Wages	26,299	18,000	27,315	30,000
5020	Overtime - Non Supervisory	3,406	5,787	5,787	5,787
5040	Overtime - Temporary	247	-	-	-
		610,296	699,661	701,428	809,304
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	43,907	53,398	48,736	59,232
5205	IMRF Contribution	87,008	101,496	90,611	103,204
5220	PPO Insurance Contribution	103,336	136,138	107,457	141,581
5225	HMO Insurance Contribution	28,006	28,760	28,760	34,366
5230	Dental Insurance Contribution	8,092	9,340	7,695	8,123
5235	Life Insurance Contribution	689	756	778	894
5240	Workers Compensation	1,242	973	973	1,925
5245	Unemployment Compensation	888	495	495	848
5260	RHS Plan Payout	29,374	2,191	3,105	3,116
		302,541	333,547	288,610	353,289
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	1,220	1,130	1,584	2,714 *
5320	Conferences	-	3,000	3,000	3,000
5325	Training	1,916	2,750	2,750	2,750 *
5335	Travel Expenses	-	250	250	250 *
		3,136	7,130	7,584	8,714
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	2,914	3,303	3,303	3,084
		2,914	3,303	3,303	3,084
<b><u>Contractual Services</u></b>					
6000	Professional Services	58,656	51,255	55,100	51,915 *
6015	Communication Services	1,034	900	2,077	2,364 *
6025	Administrative Services	37,412	30,100	31,465	30,600 *
		97,101	82,255	88,642	84,879
<b><u>Other Services</u></b>					
6110	Printing Services	2,267	4,000	4,000	4,530 *
6125	Bank & CC Fees	2,572	3,500	2,000	1,000 *
6195	Miscellaneous Contractual Services	498	1,200	1,200	1,200 *
		5,338	8,700	7,200	6,730
<b><u>Commodities</u></b>					
7000	Office Supplies	4,612	5,000	5,000	5,000 *
7200	Other Supplies	7,352	9,500	9,500	8,500 *
7300	Uniforms	894	800	1,200	1,000 *
7310	Publications	32	200	200	200 *
7320	Equipment < \$5,000	676	250	250	250 *
		13,566	15,750	16,150	14,950
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	13,787	14,800	14,800	14,200 *
7550	Miscellaneous Expenses	70	250	250	250
		13,858	15,050	15,050	14,450
<b><u>Capital Outlay</u></b>					
8010	Furniture & Fixtures	1,249	-	3,230	24,900 *
		1,249	-	3,230	24,900
<b>Total Finance Expenses</b>		<b>1,049,999</b>	<b>1,165,396</b>	<b>1,131,197</b>	<b>1,320,300</b>

## 30 - Finance

### 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	American Payroll Association	254
	Government Finance Officers Association (GFOA) (3)	595
	Illinois Government Finance Officers Association (IGFOA) (4)	600
	Sam's Club	45
	International City/County Management Association (1)	1,220
Account:5325 - Training	Excel Training	550
	GFOA Training Courses	750
	IGFOA Training Courses	1,100
	Payroll Seminars	350
Account:5335 - Travel Expenses	Mileage, Tolls, Parking	250
Account:6000 - Professional Services	Actuary	5,200
	Continuing Disclosure - Municipal Advisor Fee	660
	GFOA Audit, PAFR & Budget Certificates	1,355
	Independent Auditor	37,500
	Investment Management Fee	7,200
Account:6015 - Communication Services	Telephone (DIR, AFD, Reception), Fin Hotspot	2,364
Account:6025 - Administrative Services	Vehicle Renewal Lockbox Processing - TMA	12,000
	Secretary of State Vehicle Listing	600
	Vehicle Renewal Printing & Mailing - TMA	18,000
Account:6110 - Printing Services	A/P Checks	600
	Budget Printing/Binding	3,030
	Payroll Checks	100
	Receipt Forms	350
	Transfer Stamps	350
	W-2 Forms	100
Account:6125 - Bank & CC Fees	50% of CC Processing Fees & Usage Increases	1,000
Account:6195 - Misc Contractual Services	Shred-It Document Destruction	1,200
Account:7000 - Office Supplies	Copy Machine Paper	3,000
	Pens, Pencils, Clips	2,000
Account:7200 - Other Supplies	2,000 Motorcycle & 3,500 Pet Licenses	700
	Budget Supplies	800
	Vehicles License (55k), Official (900)	7,000
Account:7300 - Uniforms	Uniforms	1,000
Account:7310 - Publications	Publications & GFOA Reference Materials	200
Account:7320 - Equipment < \$5,000	Calculators, Headsets, Misc. Office Equipment	250
Account:7500 - Postage & Parcel	Office Mailings	1,200
	Vehicle Sticker Mailing Costs - TMC	4,000
	Vehicle Sticker Renewal Form - Postmaster	9,000
Account:8010 - Furniture & Fixtures	Office Partitions (Finance Backroom)	24,900



**2015 Budget**  
**COMMUNITY AND ECONOMIC DEVELOPMENT**

**Mission Statement**

The Mission of the Community and Economic Development Department is to provide responsive, predictable and efficient administration of codes and ordinance to promote a livable and sustainable community, ensuring economic vitality for the benefit of all.

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Salaries	1,241,847	1,160,037	1,175,069	1,303,263	1,248,907	1,452,477
Benefits	536,263	536,749	537,915	576,072	561,871	625,277
Contractual Services	118,159	114,649	176,650	367,257	291,454	440,853
Commodities	14,915	15,828	10,376	19,965	16,000	57,966
Capital Outlay	399	5,295	1,595	2,000	2,000	2,000
<b>Total</b>	<b>1,911,583</b>	<b>1,832,558</b>	<b>1,901,605</b>	<b>2,268,557</b>	<b>2,120,232</b>	<b>2,578,573</b>

**Department Overview**

The Community and Economic Development Department is responsible for current and long-range planning, administration of the city’s zoning and building codes, licensing and registration, and administration of the federally funded Community Development Block Grant program. Staff advises the Mayor and City Council and Council Committees on current and long-range planning and all matters affecting growth, development, and redevelopment. To accomplish this charge the department is divided into three (3) Divisions.

***Building and Code Enforcement Division***

**Division Overview**

The Building and Code Enforcement Division employs twelve (12) full-time employees. It processes and issues building permits; performs inspections of construction projects; responds to complaints; administers licensing and registering of businesses and contractors, and investigates and resolves ordinance complaints. The Division staff interacts with citizens, property owners, architects, builders and developers at every step of the building process from initial design to final inspection. The licensing and registration function also verifies State required licensure for commercial activities. This provides a one-stop location to submit the required documents and achieve compliance with the codes and ordinances of the city.



**2015 Budget**  
**COMMUNITY AND ECONOMIC DEVELOPMENT**

**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Projected 2014</b>
Building & Code Enforcement	Number of Building Inspections	9,035	6,565	7,200
	Number of Building Permits Issued	2,581	2,956	2,780
	Number of Inspections	14,538	12,760	13,200
	Number of Inspections per Inspector	2,423	2,127	2,200
	Number of Plan Reviews Performed	1,200	1,176	1,300
	% of Plan Review Completed within 10 Days	75%	75%	70%
	Number of Code Enforcement Cases	1,203	1,292	1,420
	Number of Code Enforcement Cases per Resident	.020	.021	.024

**2014 Major Accomplishments**

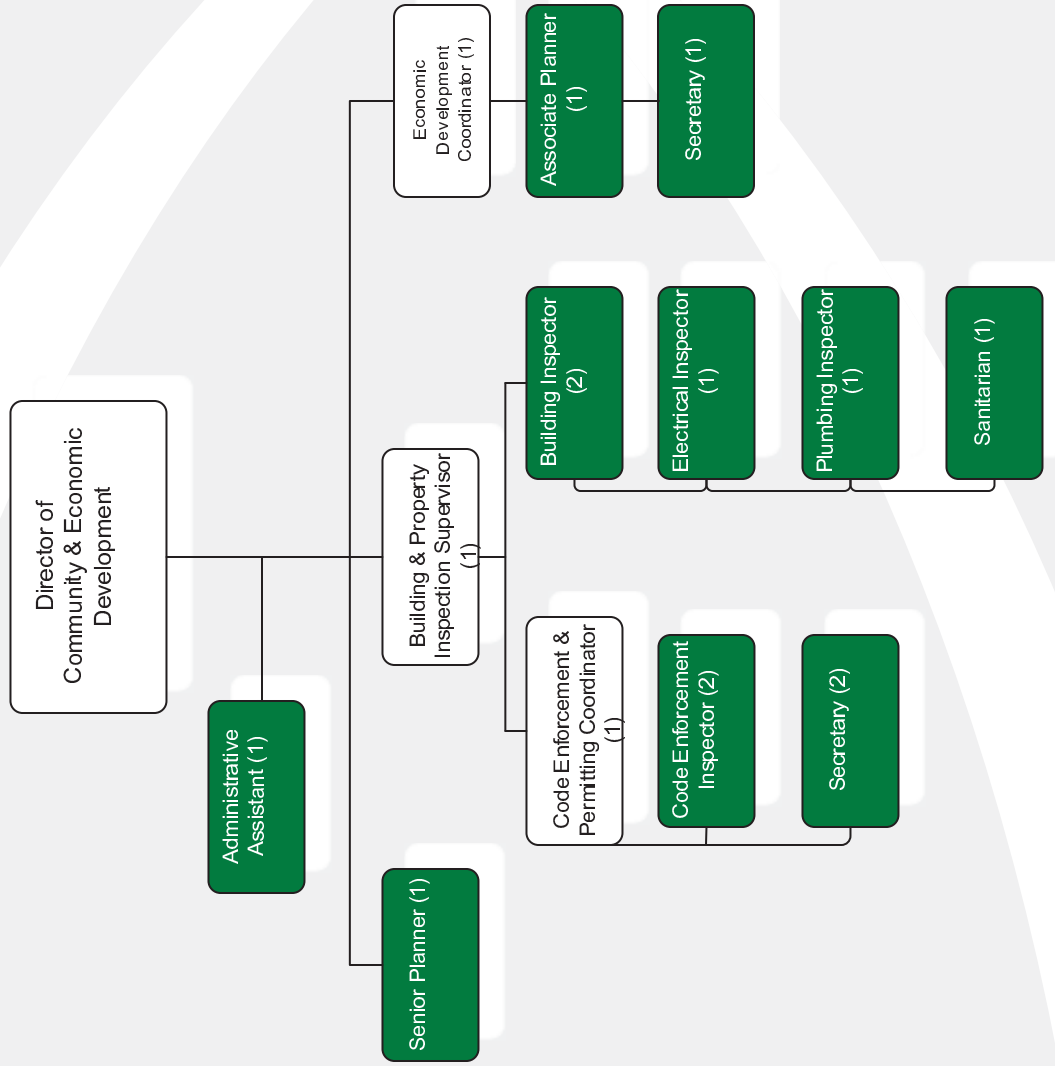
1. Adopted and implemented the 2012 publications of the ICC model codes that allow the city to provide a more simplified set of regulations that are consistent with national standards. This less restrictive code allows the City to present itself to potential businesses, as well the overall built environment, as an accessible and attractive place to invest.
2. Solicited and selected an updated permitting software system to increase online submissions and improve tracking.

**2015 Goals and Objectives**

1. Complete implementation of new software allowing contractors and residents improved service online and at the service counter.
2. Cross-train counter personnel in all permitting, registration and licensing.
3. Update the liquor code.



# Community & Economic Development





2015 Budget  
**COMMUNITY & ECONOMIC DEVELOPMENT -  
 BUILDING & CODE ENFORCEMENT**

**PERSONNEL EXHIBIT**

Department: CED		Div: Bldg & Code Enforcement		Div. No: 40 - 410
Title	Authorized Positions			
	2013 Authorized	2014 Budget	2015 Budget	
Building & Property Inspection Supervisor	1.00	1.00	1.00	
Plumbing Inspector	1.00	1.00	1.00	
Electrical Inspector	1.00	1.00	1.00	
Building Inspector	2.00	2.00	2.00	
Sanitarian	1.00	1.00	1.00	
Code Enforcement & Permitting Coordinator	1.00	1.00	1.00	
Code Enforcement Inspector	2.00	2.00	2.00	
Secretary	1.00	2.00	3.00	
Senior Clerk	2.00	1.00	0.00	
Intern	0.00	0.00	0.75	
<b>Total Full Time Equivalent (FTE) Employees:</b>	<b>12.00</b>	<b>12.00</b>	<b>12.75</b>	

**40 - Community Development**  
**410 - Building & Code Enforcement**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	879,681	915,891	933,510	999,507
5010	Temporary Wages	24,568	36,000	6,278	36,000
5015	Overtime - Supervisory	27	-	-	-
5020	Overtime - Non Supervisory	17,945	7,500	6,291	7,500
5035	Acting Out of Class & Night Premium	135	1,000	1,000	1,000
5060	Compensated Absences	-	-	-	-
		922,355	960,391	947,079	1,044,007
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	68,685	70,408	69,241	79,927
5205	IMRF Contribution	134,415	136,766	137,455	133,570
5220	PPO Insurance Contribution	165,040	179,189	160,336	163,593
5225	HMO Insurance Contribution	18,669	19,173	19,426	20,324
5230	Dental Insurance Contribution	10,689	11,070	10,259	9,542
5235	Life Insurance Contribution	915	972	928	976
5240	Workers Compensation	28,663	22,350	22,350	37,219
5245	Unemployment Compensation	1,441	703	703	1,288
5250	Uniform Allowance	700	700	800	700
5260	RHS Plan Payout	7,752	8,291	7,752	7,758
		436,969	449,622	429,250	454,897
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	988	2,013	2,000	2,040 *
5320	Conferences	95	1,500	1,500	1,500
5325	Training	5,539	5,840	5,840	6,218 *
5335	Travel Expenses	10	100	100	100 *
		6,632	9,453	9,440	9,858
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	14,993	14,711	14,711	14,418
		14,993	14,711	14,711	14,418
<b><u>Contractual Services</u></b>					
6000	Professional Services	15,328	26,500	26,500	26,500 *
6005	Legal Fees	5,353	-	10,000	20,000
6015	Communication Services	4,190	6,580	6,500	6,580 *
		24,871	33,080	43,000	53,080
<b><u>Other Services</u></b>					
6100	Publication of Notices	-	500	500	500
6105	Records Preservation	-	16,000	16,000	16,000 *
6110	Printing Services	2,792	3,000	2,850	3,000 *
6195	Miscellaneous Contractual Services	35,217	32,000	32,000	32,000 *
		38,009	51,500	51,350	51,500
<b><u>Repairs and Maintenance</u></b>					
6310	R&M Vehicles	175	250	225	250 *
		175	250	225	250
<b><u>Commodities</u></b>					
7000	Office Supplies	4,054	4,500	4,500	4,500 *
7110	Natural Gas	24	400	200	400
7200	Other Supplies	348	800	800	800 *
7300	Uniforms	1,798	2,000	1,750	2,000 *
7310	Publications	974	2,700	2,700	2,951 *

**40 - Community Development**  
**410 - Building & Code Enforcement**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
7320	Equipment < \$5,000	-	4,500	2,000	2,000
		7,198	14,900	11,950	12,651
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	178	250	250	250 *
7550	Miscellaneous Expenses	109	100	100	100
		287	350	350	350
<b><u>Capital Outlay</u></b>					
8010	Furniture & Fixtures	813	1,000	1,000	1,000 *
		813	1,000	1,000	1,000
<b>Total Building &amp; Code Enforcement Expenses</b>		<b>1,452,301</b>	<b>1,535,257</b>	<b>1,508,355</b>	<b>1,642,011</b>

# 40 - Community Development 410 - Building & Code Enforcement 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Department of Financial & Professional Regulation (LEHP)	150
	Illinois Association of Code Enforcement	100
	Illinois Environmental Health Association	45
	Illinois Environmental Protection Agency (IEPA)	100
	International Code Council	280
	International Association of Electrical Inspectors	75
	International Plumbing Inspectors Association	70
	National Environmental Health Credential	115
	National Environmental Health Membership	95
	NorthWest Building Officials & Code Administrators	200
	Suburban Building Officials Conference	200
	US Green Building Council	70
	American Institute of Certified Planners (AICP)	145
	American Planning Association	270
	Congress for New Urbanism	125
Account:5325 - Training	Certifications (International Code Council) (4)	720
	Illinois Association of Code Enforcement (IACE) (6)	420
	Illinois Environmental Health Association	80
	Illinois Plumbing Association (IPA) (1)	180
	International Association of Electrical Inspectors (IAEI) (1)	150
	Northwest Building Officials and Code Admin (NWBOCA) (8)	2,000
	Pest Solutions	40
	Suburban Building Officials (SBOC) (8)	2,000
	US Green Building Council Exam	250
	Permit Technician Exam	378
Account:5335 - Travel Expenses	Parking, Tolls, Train	100
Account:6000 - Professional Services	Elevator Inspections	25,000
	Engineering Consulting	1,500
Account:6015 - Communication Services	Cell Phone Service	5,500
	Broadband Card	1,080
Account:6105 - Records Preservation	Annual Scanning of Blue Prints	16,000
Account:6110 - Printing Services	On-Line Professional Handouts	1,000
	Permit/Inspection Forms Purchase, Print Code Amendments	2,000
Account:6195 - Miscellaneous Contractual Services	Demolition Services	10,000
	Minutes, Etc.	2,000
	Property Maintenance Service	20,000
Account:6310 - R&M Vehicles	Car Washes and Floor Mats	250
Account:7000 - Office Supplies	Paper, Pens, Pencils, Etc.	4,500
Account:7200 - Other Supplies	Business License Certificates	800
Account:7300 - Uniforms	Shirts for Inspectors	2,000

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**40 - Community Development**  
**410 - Building & Code Enforcement**  
**2015 Budget Justification Worksheet**

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total Amount</b>
Account:7310 - Publications	Building Code Publications - New Set of ICC Books	952
	National Electric Code (NEC)	149
	Updated Code Commentary	1,850
Account:7500 - Postage & Parcel	Postage and Federal Express	250
Account:8010 - Furniture & Fixtures	Office Chairs	1,000



**2015 Budget**  
**COMMUNITY AND ECONOMIC DEVELOPMENT**

*Planning & Zoning Division*

**Division Overview**

The Planning & Zoning Division consists of five (5) full-time employees, who are involved with subdivision, zoning, current and long-range planning and Community Development Block Grant activities. Staff provides assistance to property owners, business owners and developers involving subdivisions, zoning, planning and other development activities. The Division provides support to the Plan Commission and Zoning Board of Appeals. Staff regularly completes specialized planning projects city-wide or for designated areas. The Division also processes requests for zoning relief (variations, text and map amendments, conditional uses and PUD’s), and subdivision approval.

**Performance Measures**

Service	Metric	Actual 2012	Actual 2013	Projected 2014
Planning & Zoning	Number of zoning cases processed	75	68	69

**2014 Major Accomplishments**

1. Completed the Apache Park Neighborhood Plan through Chicago Metropolitan Agency for Planning Technical Assistance Program. Designed a park improvement plan and applied for a State of Illinois OSLAD grant.
2. Instituted architectural design guidelines and reorganized the program for more efficient plan review.
3. Initiated a ‘place-making’ plan for Metropolitan Square.

**2015 Goals and Objectives**

1. With the Des Plaines Park District, complete the Apache Park improvement plan.
2. Adopt and implement the Unified Development Ordinance.
3. Initiate implementation of the Oakton Street Corridor study and pursue a Metra station on the North Central Line.
4. Plan and implement Metropolitan Square half-circle “place-making”
5. Explore consolidating the planning and zoning boards.



2015 Budget  
**COMMUNITY & ECONOMIC DEVELOPMENT -  
 PLANNING & ZONING**

**PERSONNEL EXHIBIT**

Department: CED		Div: Planning & Zoning		Div. No: 40 - 420	
Title	Authorized Positions				
	2013 Authorized	2014 Budget	2015 Budget		
Director of Community and Econ Development	1.00	1.00	1.00		
Administrative Assistant	1.00	1.00	1.00		
Senior Planner	1.00	1.00	1.00		
Associate Planner *	0.25	0.25	0.25		
Intern	<u>0.00</u>	<u>0.00</u>	<u>0.50</u>		
Total Full Time Equivalent (FTE) Employees:	3.25	3.25	3.75		

\* Associate Planner position is funded at 55% from CDBG funds



# 40 - Community Development

## 420 - Planning & Zoning

### 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget	
<b><u>Salaries</u></b>						
5005	Salaries	246,160	311,372	284,031	306,894	
5010	Temporary Wages	50	24,000	15,000	18,000	
5020	Overtime - Non Supervisory	6,503	7,500	2,797	7,500	
		252,714	342,872	301,828	332,394	
<b><u>Taxes and Benefits</u></b>						
5200	FICA Contribution	18,941	23,820	21,856	24,973	
5205	IMRF Contribution	37,494	46,278	43,027	41,664	
5220	PPO Insurance Contribution	15,986	35,731	31,038	29,227	
5225	HMO Insurance Contribution	24,334	15,489	31,551	34,366	
5230	Dental Insurance Contribution	3,039	4,059	4,071	3,728	
5235	Life Insurance Contribution	213	291	296	294	
5240	Workers Compensation	463	570	570	767	
5245	Unemployment Compensation	476	212	212	360	
		100,946	126,450	132,621	135,379	
<b><u>Other Employee Costs</u></b>						
5310	Membership Dues	2,529	1,890	1,900	2,030	*
5320	Conferences	1,685	1,500	1,250	1,400	*
5325	Training	640	2,330	2,000	2,330	*
5335	Travel Expenses	13	100	100	100	*
		4,867	5,820	5,250	5,860	
<b><u>Insurance</u></b>						
5535	Property & Liability Insurance	5,279	5,079	5,079	4,921	
		5,279	5,079	5,079	4,921	
<b><u>Contractual Services</u></b>						
6000	Professional Services	-	30,000	15,000	15,000	*
6015	Communication Services	684	1,000	1,000	1,000	
		684	31,000	16,000	16,000	
<b><u>Other Services</u></b>						
6100	Publication of Notices	5,635	4,000	3,500	4,000	*
6110	Printing Services	3,868	800	1,000	800	*
6120	Recording Fees	398	1,500	1,500	5,600	*
6195	Miscellaneous Contractual Services	1,397	5,000	5,000	5,000	*
		11,298	11,300	11,000	15,400	
<b><u>Commodities</u></b>						
7000	Office Supplies	1,501	1,500	1,500	1,500	*
7300	Uniforms	275	500	500	500	
7310	Publications	468	665	650	665	*
7320	Equipment < 5000	247	-	700	250	
		2,490	2,665	3,350	2,915	
<b><u>Other Expenses</u></b>						
7500	Postage & Parcel	43	300	-	300	*
7550	Miscellaneous Expenses	69	100	100	100	
		112	400	100	400	
<b><u>Capital Outlay</u></b>						
8010	Furniture & Fixtures	782	1,000	1,000	1,000	*
		782	1,000	1,000	1,000	
<b>Total Planning &amp; Zoning Expenses</b>		<b>379,171</b>	<b>526,586</b>	<b>476,228</b>	<b>514,269</b>	

**40 - Community Development**  
**420 - Planning & Zoning**  
**2015 Budget Justification Worksheet**

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	American Planning Association 2 (APA) IL Chapter	244
	American Institute of Certified Planners (2)	976
	United States Green Building Council 3 (USGBC) IL Chapter	290
	United States Green Building Council (USGBC)	300
	International Council of Shopping Centers (ICSC)	220
Account:5320 - Conferences	APA National Conference	800
	ICSC Deal Making (3)	600
Account:5325 - Training	American Planning Association (2)	1,000
	B&F Department Training	250
	Excel Training	230
	ICSC Alliance (3)	600
	Miscellaneous	250
Account:5335 - Travel Expenses	Parking, Tolls, Train	100
Account:6000 - Professional Services	Consulting Services	15,000
Account:6100 - Publication of Notices	Publishing of Zoning/Building Code Variation Cases	4,000
Account:6110 - Printing Services	Reports, Plans	800
Account:6120 - Recording Fees	Recording of Subdivisions	1,500
	Recording of Consent Agreements on Zoning Cases	4,100
Account:6195 - Misc. Contractual Services	Secretary for ZBA, PC and EDC	5,000
Account:7000 - Office Supplies	Paper, Pens, Pencils, Etc.	1,500
Account:7310 - Publications	MegaPolitan Book	150
	Miscellaneous Periodicals	415
	Zoning Practice	100
Account:7500 - Postage & Parcel	Federal Express and Special Mailing Charges	300
Account:8010 - Furniture & Fixtures	Office Chairs	1,000



**2015 Budget**  
**COMMUNITY AND ECONOMIC DEVELOPMENT**

*Economic Development Division*

**Division Overview**

The Economic Development Division serves as a liaison between the business community and the City. The division administers business assistance programs, assists existing businesses and works to attract new businesses to the community. It provides staff support to the city council and maintains a favorable environment for the growth of business, industry and commerce within the City.

**Performance Measures**

Service	Metric	Actual 2012	Actual 2013	Projected 2014
Economic Development	Number of 6b's processed	3	4	5
	Number of Business Assistance awards processed	3	4	5

**2014 Major Accomplishments**

1. Expanded business assistance programs city-wide. Clarified guidelines in the façade program. Instituted an outdoor dining assistance program. Completed \$115K Downtown Business Assistance Program projects to establish new restaurants and a fitness facility in the Downtown Metropolitan Square area.
2. Processed four Cook County 6b applications to encourage investment and re-occupancy of abandoned property in the manufacturing districts.
3. Restructured TIF 6 at Mannheim and Higgins Roads to generate property tax increment and facilitate development.
4. Initiated a city branding project that includes marketing a new community logo.
5. Increased staffing to include an economic development coordinator position.
6. Fielded an Available Properties Database for finding sites and buildings in Des Plaines.

**2015 Goals and Objectives**

1. Select a redevelopment plan and developer for Mannheim/Higgins property.
2. Improve communication efforts with the business community.
3. Complete and implement the branding effort.



2015 Budget  
**COMMUNITY & ECONOMIC DEVELOPMENT -  
ECONOMIC DEVELOPMENT**

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**PERSONNEL EXHIBIT**

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Department: CED	Div: Economic Development	Div. No: 40 - 430
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Title	Authorized Positions		
	2013 Authorized	2014 Budget	2015 Budget
Economic Development Coordinator	<u>0.00</u>	<u>0.00</u>	<u>1.00</u>
Total Full Time Equivalent (FTE) Employees:	0.00	0.00	1.00

**40 - Community Development**  
**430 - Economic Development**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	-	-	-	76,076
		-	-	-	76,076
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	-	-	-	5,820
5205	IMRF Contribution	-	-	-	10,080
5220	PPO Insurance Contribution	-	-	-	18,134
5230	Dental Insurance Contribution	-	-	-	701
5235	Life Insurance Contribution	-	-	-	76
5240	Workers Compensation	-	-	-	190
		-	-	-	35,001
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	-	-	385	510 *
5325	Training	-	-	100	250
5335	Travel Expenses	49	-	50	-
		49	-	535	760
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	-	64	64	206
		-	64	64	206
<b><u>Contractual Services</u></b>					
6000	Professional Services	69,783	200,000	52,800	112,200 *
6015	Communication Services	-	-	-	800 *
		69,783	200,000	52,800	113,000
<b><u>Other Services</u></b>					
6110	Printing Services	11	5,000	2,000	55,000 *
6120	Recording Fees	-	-	-	600
		11	5,000	2,000	55,600
<b><u>Subsidies and Incentives</u></b>					
6601	Subsidy - Business Assistance	-	-	80,000	100,000
		-	-	80,000	100,000
<b><u>Commodities</u></b>					
7000	Office Supplies	140	500	250	500
7200	Other Supplies	-	-	-	40,000 *
7310	Publications	150	1,150	-	1,150 *
		290	1,650	250	41,650
<b>Total Economic Development Expenses</b>		<b>70,133</b>	<b>206,714</b>	<b>135,649</b>	<b>422,293</b>

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**40 - Community Development**  
**430 - Economic Development**  
**2015 Budget Justification Worksheet**

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G/L Account Number	Transaction	Total
Account:5310 - Membership Dues	International Council of Shopping Centers (ICSC)	125
	International Economic Development Council (IEDC)	385
Account:6000 - Professional Services	Commercial Property Database Update	15,000
	Marketing/Branding Implementation (Carryover)	60,000
	Marketing/Branding Remaining Costs	37,200
Account:6015 - Communication Services	Cell Phone Service	800
Account:6110 - Printing Services	Business Development Brochures	2,000
	Marketing Materials	3,000
	City Logo & Image Update	50,000
Account:7200 - Other Supplies	Trade Show Booth	40,000
Account:7310 - Publications	Miscellaneous Economic Development Periodicals	1,150



**2015 Budget**  
**PUBLIC WORKS AND ENGINEERING**

**Mission Statement**

The mission of the Des Plaines Public Works and Engineering Department is to develop a consistent and cohesive system that responds to infrastructure concerns as well as proactively addresses concerns that arise with any new programs or projects.

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Salaries	2,938,642	2,982,734	3,121,051	3,317,128	3,058,015	3,523,757
Benefits	1,142,601	1,158,096	1,195,298	1,207,761	1,119,298	1,362,331
Contractual Services	5,324,128	5,258,444	6,014,390	6,803,930	5,538,280	6,259,950
Commodities	1,131,088	1,091,239	1,327,518	1,093,150	1,317,504	1,173,950
Capital Outlay	9,825	-	-	31,500	-	31,500
<b>Total</b>	<b>10,546,284</b>	<b>10,490,513</b>	<b>11,658,257</b>	<b>12,453,469</b>	<b>11,033,097</b>	<b>12,351,488</b>

**Department Overview**

The Public Works and Engineering Department serves the City by providing capital infrastructure design, construction, operation and maintenance within one consolidated Department.

*Administration Division*

**Division Overview**

The Administration Division is responsible for the general oversight and coordination of the Department. The Administrative Division routes all requests, projects, tasks, etc. to the appropriate division for scheduling and completion. Staff attributed to this division handles the refuse contract and other projects involving environmental management or community outreach. The oversight of the refuse contract is one of the primary functions of this division, with the following rates negotiated within the current contract:

April 1, 2014 to March 31, 2015                      \$16.30/month/residence

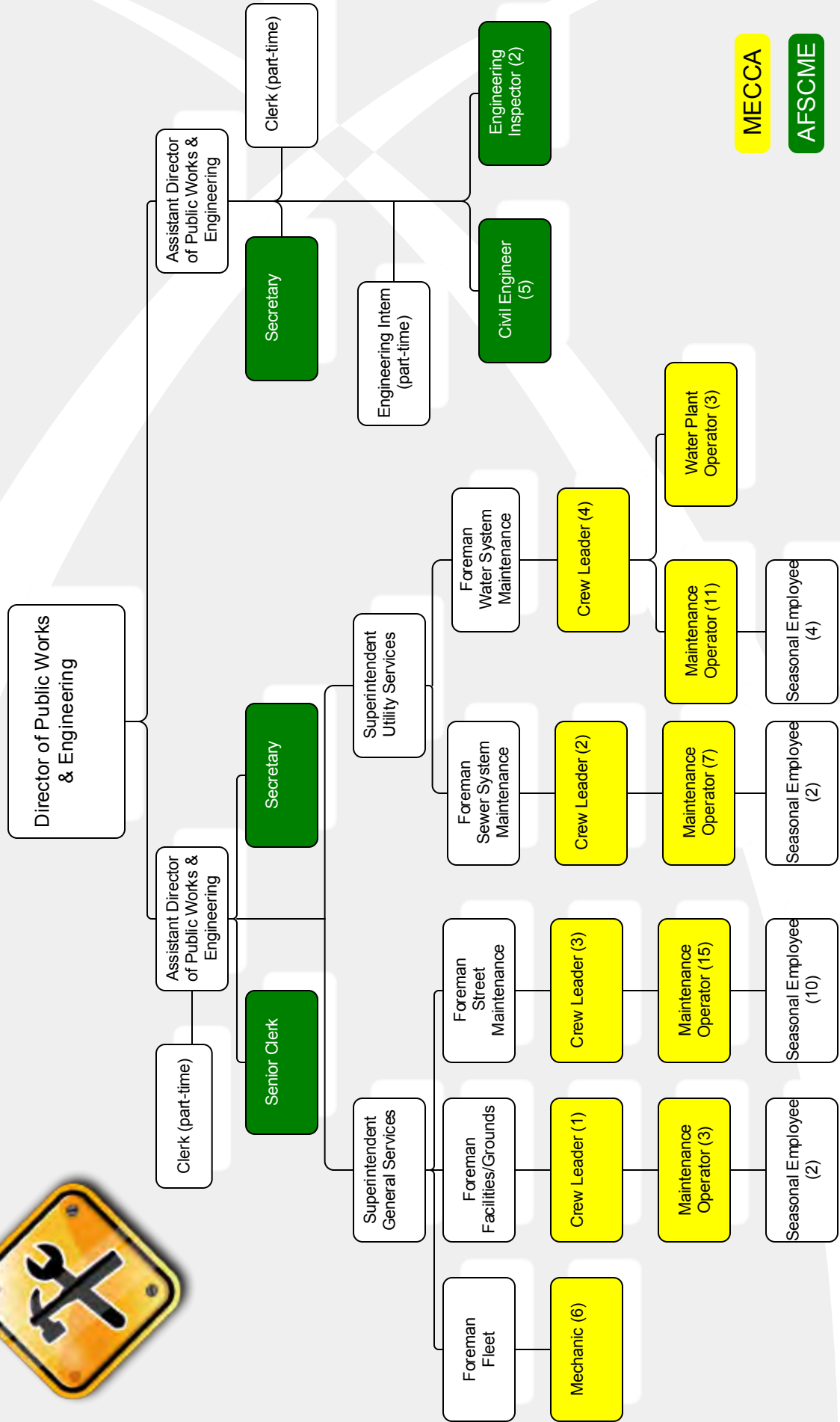
**2014 Major Accomplishments**

1. Successfully negotiated a 7 year franchise agreement for refuse disposal.

**2015 Goals and Objectives**

1. Continue to explore grant opportunities for energy efficiency projects. The reduction of energy usage lowers energy usage costs. These projects may include lighting, HVAC and replacement of electric motors.
2. Increase training opportunities for Public Works staff in an effort to reduce worker's compensation claims. Further promotion of this program will help reduce overall costs for the City and improve the quality of work.

# Public Works & Engineering



MECCA

AFSCME

FY2015





**2015 Budget**  
**PUBLIC WORKS & ENGINEERING -**  
**ADMINISTRATION**

**PERSONNEL EXHIBIT**

Department: PWE		Div: Administration		Div. No: 50 - 100	
Title	Authorized Positions				
	2013 Authorized	2014 Budget	2015 Budget		
Director of Public Works & Engineering	0.25	0.25	0.25		
Assistant Director of PW & Engineering	0.50	0.50	0.75		
Secretary	0.50	0.50	1.00		
Senior Clerk	<u>0.00</u>	<u>0.00</u>	<u>0.50</u>		
Total Full Time Equivalent (FTE) Employees:	1.25	1.25	2.50		

Note: No change in total positions for the 2015 budget. The FTE change relates to reallocation between the Water/Sewer and General funds.

**50 - Public Works**  
**100 - Public Works Administration**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	116,855	127,308	64,029	231,204
5020	Overtime - Non Supervisory	162	1,000	-	1,000
		<u>117,017</u>	<u>128,308</u>	<u>64,029</u>	<u>232,204</u>
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	8,263	9,816	4,530	16,685
5205	IMRF Contribution	17,519	18,918	9,752	30,769
5220	PPO Insurance Contribution	11,182	11,939	7,529	41,243
5225	HMO Insurance Contribution	4,668	4,793	4,855	5,081
5230	Dental Insurance Contribution	741	760	586	2,301
5235	Life Insurance Contribution	114	119	62	222
5240	Workers Compensation	442	355	355	862
5245	Unemployment Compensation	175	101	101	172
5255	Excess Sick Hour Payout	(2,040)	1,000	1,051	-
5260	RHS Plan Payout	-	1,030	-	3,348
		<u>41,064</u>	<u>48,831</u>	<u>28,821</u>	<u>100,683</u>
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	5,213	5,200	3,750	3,750 *
5320	Conferences	-	1,500	1,500	1,500
5325	Training	628	500	500	500 *
5335	Travel Expenses	-	100	50	100 *
		<u>5,842</u>	<u>7,300</u>	<u>5,800</u>	<u>5,850</u>
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	13,132	13,451	13,451	13,042
		<u>13,132</u>	<u>13,451</u>	<u>13,451</u>	<u>13,042</u>
<b><u>Contractual Services</u></b>					
6000	Professional Services	6,090	-	2,430	-
6015	Communication Services	991	1,200	1,200	1,200 *
6025	Administrative Services	6,169	6,500	6,500	6,500 *
6040	Waste Hauling & Debris Removal	4,232,716	4,150,000	3,000,000	3,100,000 *
		<u>4,245,966</u>	<u>4,157,700</u>	<u>3,010,130</u>	<u>3,107,700</u>
<b><u>Other Services</u></b>					
6110	Printing Services	9,283	9,500	9,625	1,000
6115	Licensing/Titles	50	-	-	-
6195	Miscellaneous Contractual Services	242	3,000	2,000	3,000
		<u>9,575</u>	<u>12,500</u>	<u>11,625</u>	<u>4,000</u>
<b><u>Repairs and Maintenance</u></b>					
6300	R&M Software	-	2,000	2,000	2,000 *
6305	R&M Equipment	-	1,700	1,700	1,700 *
		<u>-</u>	<u>3,700</u>	<u>3,700</u>	<u>3,700</u>
<b><u>Commodities</u></b>					
7000	Office Supplies	674	1,100	1,100	1,100
7200	Other Supplies	-	-	104	-
7300	Uniforms	-	300	300	350 *
7310	Publications	-	100	-	100 *
		<u>674</u>	<u>1,500</u>	<u>1,504</u>	<u>1,550</u>
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	6,858	12,000	7,500	8,000 *
7550	Miscellaneous Expenses	223	200	200	200 *
		<u>7,081</u>	<u>12,200</u>	<u>7,700</u>	<u>8,200</u>

**50 - Public Works**  
**100 - Public Works Administration**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Capital Outlay</b>					
8000	Computer Software	-	25,000	-	25,000 *
8005	Computer Hardware	-	6,500	-	6,500 *
		-	31,500	-	31,500
<b>Total Public Works Administration Expenses</b>		<b>4,440,350</b>	<b>4,416,990</b>	<b>3,146,760</b>	<b>3,508,429</b>

**50 - Public Works**  
**100 - Public Works Administration**  
**2015 Budget Justification Worksheet**

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	American Public Works Association	350
	American Water Works Association	150
	Illinois Public Works Mutual Aid Network	250
	NIPSTA Membership	3,000
Account:5325 - Training	American Public Works Association (APWA) Expo	200
	APWA, NW Municipal Conference & Other Seminars	300
Account:5335 - Travel Expenses	Mileage, Tolls, Parking	100
Account:6015 - Communication Services	Cell Phone	1,200
Account:6025 - Administrative Services	Sanitation Contract Charges for Utility Billing	6,500
Account:6040 - Waste Hauling & Debris Removal	Contract for Garbage, Recycling & Yard Waste	3,100,000
Account:6300 - R&M Software	ARC GIS Server Renewal (Asset Mgmt. Software)	2,000
Account:6305 - R&M Equipment	HP Plotter GL 4000	1,700
Account:7300 - Uniforms	Admin Staff Clothing Allowance	350
Account:7310 - Publications	Trade Publications	100
Account:7500 - Postage & Parcel	Other Mailings	1,000
	Refuse Billing Postage	7,000
Account:7550 - Miscellaneous Expenses	Sheriff's Work Alternative & Electric Recycling Program	200
Account:8000 - Computer Software	Asset Management/ Work Order Software (Carryover)	25,000
Account:8005 - Computer Hardware	Server (Virtual Server and License) (Asset Mgmt. Software Carryover)	6,500



**2015 Budget**  
**PUBLIC WORKS AND ENGINEERING**

*Engineering Division*

**Division Overview**

One of the primary responsibilities of the Engineering Division is the administration of public improvements within the City. The Division prepares the 5-Year Capital Improvement Program (C.I.P.) and implements the program by producing designs, plans and specifications and managing construction of the improvements.

The Division also reviews development plans and building permit applications as they pertain to site drainage, traffic, and the construction of public improvements. Department personnel also perform construction inspections relative to these improvements.

**Performance Measures**

Service	Metric	Actual 2012	Actual 2013	Projected 2014
Engineering	Number of Permits Reviewed	195	193	275
	Value of Capital Projects Constructed (Millions)	5	10	12
	Number of STAC Requests processed	90	125	135

**2014 Major Accomplishments**

1. Completed construction of all Capital Improvement Projects including the Storm Water Master Plan locations. Also, finished design and permitting for and began construction on the second phase of the downtown streetscape project.
2. Secured grant funding for three major infrastructure enhancement projects:
  - Lee-Forest Traffic Signal Design and Construction (\$1,140,000 in grant funds)
  - Rand Road Sidepath (\$1,281,630 in grant funds)
  - Central Road Bicycle Shoulders (\$619,000 increase to earlier awarded \$473,600 in grant funds)

**2015 Goals and Objectives**

1. Continue design and permitting of the following CMAQ/ITEP grant award projects:
  - Central Road Bicycle Shoulder project (Wolf Rd to East River Rd)
  - Ballard Road Sidepath-Sidewalk project (Bender Rd to Good Ave)
  - Mt. Prospect Road at High Ridge Knolls Trail Refuge Median project
  - Rand Road Tree Planting (Central Road to Dempster Street)



## 2015 Budget PUBLIC WORKS AND ENGINEERING

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- Lee-Forest Traffic Signal project
  - Rand Road Sidepath project
2. Continue coordination with IDOT and the Tollway on design of proposed projects in Des Plaines:
- Second and third phases of the Des Plaines River Road Reconstruction project (Touhy Ave to Rand Rd).
  - NW Hwy/Broadway/Seegers Signalization Project.
  - Rand Road over Des Plaines River Bridge Replacement Project. Includes a sidepath to close a gap in the regional Evanston-Elgin Bikeway.
  - Design improvements to Cumberland Circle taking advantage of modern roundabout research.
  - Jane Addams Expressway Reconstruction including the Diverging Diamond Interchange at Elmhurst Road and a new off-ramp at Lee Street.
  - Elgin O-Hare Western Access Project including the Touhy Avenue Grade Separation at the Union Pacific Railroad crossing.



2015 Budget  
**PUBLIC WORKS & ENGINEERING -  
ENGINEERING**

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**PERSONNEL EXHIBIT**

Department: PWE		Div: Engineering/General		Div. No: 50 - 510	
Title	Authorized Positions			2015 Budget	
	2013 Authorized	2014 Budget	2015 Budget		
Director of Public Works and Engineering	0.50	0.50	0.50		
Civil Engineer	4.00	4.00	4.00		
Secretary	1.00	1.00	1.00		
Total Full Time Equivalent (FTE) Employees:	5.50	5.50	5.50		

**50 - Public Works**  
**510 - Engineering**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	524,220	530,702	525,147	553,962
5020	Overtime - Non Supervisory	24,152	16,000	29,823	16,000
		548,373	546,702	554,970	569,962
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	40,389	41,160	40,606	42,511
5205	IMRF Contribution	82,087	78,862	81,802	75,543
5220	PPO Insurance Contribution	29,242	29,719	29,757	30,015
5225	HMO Insurance Contribution	48,129	48,502	48,113	51,413
5230	Dental Insurance Contribution	4,002	3,867	4,559	4,476
5235	Life Insurance Contribution	432	432	432	434
5240	Workers Compensation	3,912	2,952	2,952	4,963
5245	Unemployment Compensation	805	416	416	768
5250	Uniform Allowance	400	400	400	400
5255	Excess Sick Hour Payout	4,163	1,993	2,102	-
5260	RHS Plan Payout	(3,983)	4,752	3,335	-
		209,577	213,055	214,474	210,523
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	851	1,200	1,200	1,200 *
5320	Conferences	899	1,500	1,500	1,500 *
5325	Training	1,289	1,200	1,200	1,200 *
5335	Travel Expenses	106	200	200	200 *
		3,145	4,100	4,100	4,100
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	12,791	12,593	12,593	12,462
		12,791	12,593	12,593	12,462
<b><u>Contractual Services</u></b>					
6000	Professional Services	-	2,500	2,500	2,500 *
6015	Communication Services	4,965	4,800	5,000	4,800 *
		4,965	7,300	7,500	7,300
<b><u>Other Services</u></b>					
6110	Printing Services	-	100	100	100 *
6115	Licensing/Titles	246	-	20	260 *
6120	Recording Fees	82	-	-	-
		328	100	120	360
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	-	2,300	2,000	2,300 *
6310	R&M Vehicles	5	-	-	-
		5	2,300	2,000	2,300
<b><u>Commodities</u></b>					
7000	Office Supplies	1,875	2,500	2,500	2,500
7200	Other Supplies	1,361	1,250	1,200	1,250 *
7300	Uniforms	899	1,000	950	1,000 *
7310	Publications	-	250	250	250 *
7320	Equipment < 5000	285	-	40	-
		4,420	5,000	4,940	5,000
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	95	150	150	150 *



**50 - Public Works**  
**510 - Engineering**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
7550	Miscellaneous Expenses	2,566	-	30	-
		2,661	150	180	150
<b>Total Engineering Expenses</b>		<b>786,264</b>	<b>791,300</b>	<b>800,877</b>	<b>812,157</b>

**50 - Public Works**  
**510 - Engineering**  
**2015 Budget Justification Worksheet**

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	American Society of Flood Plain Managers	750
	American Public Works Association	200
	American Society of Civil Engineers	250
Account:5320 - Conferences	American Public Works Association National Conference	1,500
Account:5325 - Training	Autocad and Geographic Information Systems Training	1,200
Account:5335 - Travel Expenses	Mileage, Tolls, Parking	200
Account:6000 - Professional Services	Misc Engineering Services	2,500
Account:6015 - Communication Services	Cell Phone	4,800
Account:6110 - Printing Services	Capital Improvement Program Plan Reproduction	100
Account:6115 - Licensing/Titles	Professional Engineer	260
Account:6305 - R&M Equipment	HP Plotter	1,000
	Kipp 3000 Large Format Copier Scanner	1,300
Account:7200 - Other Supplies	Field Supplies	1,250
Account:7300 - Uniforms	Department Shirts	1,000
Account:7310 - Publications	Engineering Publications & Books	250
Account:7500 - Postage & Parcel	Federal Express	150



## 2015 Budget PUBLIC WORKS AND ENGINEERING

### *GIS Division*

#### **Division Overview**

This Division was created in 2007 and accounts for expenditures relating to the Geographic Information Systems (GIS) function. The City belongs to the GIS Consortium along with 25 other municipalities. The GIS Consortium encompasses over 200 square miles and has a population of over 700,000. The City has belonged to the GIS Consortium since 2001. The main expenses for this cost center are the yearly fees for membership to the consortium and the service provider fees.

#### **Performance Measures**

Service	Metric	Actual 2012	Actual 2013	Projected 2014
Geographic Information Systems	Number of MapOffice Internal Hits	57,268	73,989	100,000
	Number of MapOffice Public Hits	24,576	61,470	90,000

#### **2014 Major Accomplishments**

1. Assisted the Fire Department with their transition to RED Center for dispatch services. This support included reviewing and exporting necessary address data in the format required by RED Center. The data creation process used was partially automated which saved both the GIS and Fire Departments significant time.
2. Worked with the Public Works and Engineering Department to update the road jurisdiction GIS data. The updated data was then loaded into MapOffice and also used to produce new road jurisdiction maps. This information is utilized by many city staff members when answering resident questions related to road ownership.

#### **2015 Goals and Objectives**

1. Assist the Des Plaines Police Department with their dispatch transition to the Village of Wheeling. Created automated processes to provide Wheeling Dispatch with up to date Des Plaines data and information.
2. Introduce remote utility system editing capabilities via the ArcGIS Collector Application that will allow select city staff to update the utility data with changes and submit those changes to the GIS department for review and integration.

**50 - Public Works**  
**520 - Geographic Information Systems**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget	
<b><u>Other Employee Costs</u></b>						
5325	Training	1,000	1,000	1,000	1,000	*
		1,000	1,000	1,000	1,000	
<b><u>Other Services</u></b>						
6195	Miscellaneous Contractual Services	221,115	232,280	232,280	273,214	*
		221,115	232,280	232,280	273,214	
<b><u>Repairs and Maintenance</u></b>						
6300	R&M Software	-	9,500	9,500	9,500	*
		-	9,500	9,500	9,500	
<b><u>Commodities</u></b>						
7000	Office Supplies	197	500	500	500	
7200	Other Supplies	-	250	250	250	*
		197	750	750	750	
<b>Total Geographic Information Systems Expenses</b>		<b>222,312</b>	<b>243,530</b>	<b>243,530</b>	<b>284,464</b>	

**50 - Public Works**  
**520 - Geographic Information Systems**  
**2015 Budget Justification Worksheet**

G/L Account Number	Transaction	Total Amount
Account:5325 - Training	Geographic Information Systems Training	1,000
Account:6195 - Misc. Contractual Services	Geographic Information Systems Aerial Photography	42,503
	Geographic Information Systems Consortium Fees-MGP Inc.	190,000
	Internet Mapping	5,211
	Trimble Hand Held Service Agreement	500
	GIS Lidar 1 Foot Contour Aerial Mapping	35,000
Account:6300 - R&M Software	ESRI Desktop (Aview 6LM + 4 Single, 1 AINFO)	9,500
Account:7200 - Other Supplies	Field Supplies	250



## 2015 Budget PUBLIC WORKS AND ENGINEERING

### *Street Division*

#### **Division Overview**

The Street Maintenance Division annually maintains approximately 144 miles of roadway and 10 miles of alleys. The maintenance activities include street cleaning and sweeping, patching and repair of streets and alleys, repair of street lights and street/traffic signs, posting of zoning signs, pavement striping, branch collection, leaf collection, emergency road cleanups, and snow and ice control of all city streets and parking lots. There is also a carpenter's shop in this division which builds and maintains traffic control barricades.

#### **Performance Measures**

Service	Metric	Actual 2012	Actual 2013	Projected 2014
Street Maintenance	Number of Trees Planted	294	422	325
	Number of Trees Removed for Emerald Ash Borer	805	1,626	1,275

#### **2014 Major Accomplishments**

1. Completed several street and sidewalk repairs. This includes resurfacing of five streets.
2. Continued the removal of parkway Ash trees as part of the City Emerald Ash Borer Plan, and followed with replanting new parkway trees.

#### **2015 Goals and Objectives**

1. Continue in-house street improvements and sidewalk repairs.
2. Continue with the Emerald Ash Borer Plan and reforestation in the City. Due to the devastating effect of the EAB, it is important to eliminate the pest and replant trees to maintain the attraction that tree canopies provide.



**2015 Budget**  
**PUBLIC WORKS & ENGINEERING -**  
**STREET MAINTENANCE**

**PERSONNEL EXHIBIT**

Department: PWE		Div: Street Maintenance		Div. No: 50 - 530	
Title	Authorized Positions				
	2013 Authorized	2014 Budget	2015 Budget		
Assistant Director of PW & Engineering	0.25	0.25	0.00		
Superintendent - General Services	0.50	0.50	0.50		
Foreman - Streets & Grounds	1.00	1.00	1.00		
Crew Leader	4.00	4.00	3.00		
Maintenance Operator	18.00	18.00	15.00		
Seasonal Employee	<u>3.00</u>	<u>3.00</u>	<u>2.50</u>		
Total Full Time Equivalent (FTE) Employees:	26.75	26.75	22.00		

Note: There are 10 Seasonal Employees each counting as 0.25 FTE.

Note: No change in total positions for the 2015 Budget. The FTE change relates to 1 Crew Leader and 3 Maintenance Operators being reallocated to the newly created Facilities/Grounds Maintenance Division and the Assistant Director position being reallocated between the Water/Sewer and General funds.

**50 - Public Works**  
**530 - Street Maintenance**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Salaries</b>					
5005	Salaries	1,492,455	1,616,208	1,516,430	1,358,078
5010	Temporary Wages	76,435	90,000	90,000	84,500
5020	Overtime - Non Supervisory	166,607	200,000	233,920	200,000
5035	Acting Out of Class & Night Premium	13,027	13,000	12,148	13,000
5040	Overtime - Temporary	-	-	572	-
		1,748,524	1,919,208	1,853,070	1,655,578
<b>Taxes and Benefits</b>					
5200	FICA Contribution	132,033	145,087	137,527	127,435
5205	IMRF Contribution	249,930	240,169	262,242	208,457
5220	PPO Insurance Contribution	162,456	187,225	209,163	140,198
5225	HMO Insurance Contribution	149,371	156,948	142,352	125,453
5230	Dental Insurance Contribution	18,467	19,718	19,569	14,198
5235	Life Insurance Contribution	1,787	1,927	1,865	1,514
5240	Workers Compensation	162,767	129,215	129,215	186,183
5245	Unemployment Compensation	2,484	2,484	2,484	1,512
5250	Uniform Allowance	10,830	10,350	10,359	8,100
5260	RHS Plan Payout	5,079	19,395	6,460	6,465
		895,203	912,518	921,236	819,515
<b>Other Employee Costs</b>					
5310	Membership Dues	932	1,075	1,075	950 *
5325	Training	3,300	5,000	5,000	3,550 *
5335	Travel Expenses	-	75	-	75
		4,232	6,150	6,075	4,575
<b>Insurance</b>					
5535	Property & Liability Insurance	63,919	65,462	65,462	45,916
		63,919	65,462	65,462	45,916
<b>Contractual Services</b>					
6000	Professional Services	11,970	10,000	10,000	2,000 *
6015	Communication Services	7,262	9,500	9,500	7,715 *
6040	Waste Hauling & Debris Removal	33,247	45,000	45,000	45,000 *
6045	Utility Locate Services	2,360	2,900	2,900	2,900 *
		54,839	67,400	67,400	57,615
<b>Other Services</b>					
6110	Printing Services	2,960	500	850	500 *
6115	Licensing/Titles	200	200	200	200 *
6135.03	Rentals - Equipment	142	750	300	500
6145	Custodial Services	45,746	45,000	45,000	-
6170	Tree Maintenance	368,849	400,000	400,000	400,000 *
6175	Tree Plantings	142,277	350,100	250,000	300,000 *
6190	Tow/Storage/Abandoned Fees	-	250	-	250
6195	Miscellaneous Contractual Services	195,027	301,627	300,000	196,900 *
		755,201	1,098,427	996,350	898,350
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	12,808	64,966	65,000	5,000 *
6315.001	R&M Buildings -City Hall	213,603	692,892	600,000	-
6315.002	R&M Buildings -Public Works	15,151	5,500	10,000	-
6315.003	R&M Buildings -Police	146,291	9,000	9,000	-
6315.004	R&M Buildings -Fire Station #1	34,648	135,000	30,000	-
6315.005	R&M Buildings -Fire Station #2	2,784	2,000	2,500	-



**50 - Public Works**  
**530 - Street Maintenance**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
6315.006	R&M Buildings -Fire Station #3	6,869	5,000	5,000	-
6315.007	R&M Buildings -Library	-	7,500	7,500	-
6315.008	R&M Buildings -EMA	-	2,000	2,000	-
6315.009	R&M Buildings -Civic Center Parking Deck	-	10,000	10,000	-
6315.999	R&M Buildings -Other	46,112	100,000	100,000	-
6325	R&M Street Lights	16,348	25,000	25,000	25,000
		494,614	1,058,858	866,000	30,000
<b>Commodities</b>					
7000	Office Supplies	523	600	600	600
7020	Supplies - Safety	3,108	3,500	3,500	3,500
7025	Supplies - Custodial	16,207	20,000	20,000	-
7030	Supplies - Tools & Hardware	4,189	5,200	5,200	2,600 *
7035	Supplies - Equipment R&M	14	1,500	1,500	1,500 *
7045	Supplies - Building R&M	48,516	38,500	38,500	-
7050	Supplies - Streetscape	11,626	9,000	9,000	9,000 *
7055	Supplies - Street R&M	91,419	100,000	100,000	100,000 *
7055.050	Street Light Supplies	8,166	4,000	5,500	5,000 *
7055.051	Street Sign Supplies	16,968	20,000	20,000	20,000 *
7055.052	Traffic Equipment & Material	22,035	3,700	3,700	3,700 *
7055.053	Graffiti Removal Supplies	657	1,500	1,500	1,500
7055.054	Other Supplies	-	5,000	5,000	2,500 *
7140	Electricity	161,801	145,000	145,000	-
7160	Ice Control	16,483	3,000	30,000	3,000 *
7200	Other Supplies	3,170	2,250	2,250	1,125 *
7300	Uniforms	414	1,150	1,150	575
7310	Publications	-	100	-	100
7320	Equipment < \$5,000	2,367	5,000	5,000	3,000 *
		407,661	369,000	397,400	157,700
<b>Other Expenses</b>					
7500	Postage & Parcel	-	50	-	50
7550	Miscellaneous Expenses	-	100	300	300
		-	150	300	350
<b>Capital Outlay</b>					
8015	Equipment	-	-	-	98,000 *
		-	-	-	98,000
<b>Total Streets &amp; Grounds Maintenance Expenses</b>		<b>4,424,193</b>	<b>5,497,173</b>	<b>5,173,293</b>	<b>3,767,599</b>

**50 - Public Works**  
**530 - Street Maintenance**  
**2015 Budget Justification Worksheet**

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	American Public Works Association Annual Dues	125
	Arborist License	235
	Sam's Club	15
	Tree Consortium	575
Account:5325 - Training	American Public Works Association (APWA) Expo	800
	APWA-Snow/Street Maintenance/Leaves/Flag School	500
	Snow & Ice Control Classes	500
	Street Sweeping Classes	500
	Supervisor Training	1,250
Account:6000 - Professional Services	Various Consulting Fees	2,000
Account:6015 - Communication Services	Cellular Phones	7,715
Account:6040 - Waste Hauling & Debris Removal	Hauling of Mud, Concrete and Storm Damage Debris	20,000
	Log and Branch Removal from Public Works Yard	25,000
Account:6045 - Utility Locate Services	Locates for Underground Digging	2,900
Account:6110 - Printing Services	Business Cards, Door Hangers, Work Tickets, etc.	250
	Leaf Collection Posters, Street Sweeping	250
Account:6115 - Licensing/Titles	Commercial Drivers License Renewals	200
Account:6170 - Tree Maintenance	Parkway Tree Trim, Tree and Stump Removal	400,000
Account:6175 - Tree Plantings	Late Summer Planting Program	150,000
	Spring Tree Planting Program	150,000
Account:6195 - Misc. Contractual Services	Continental Weather	900
	Holiday Decorating Along Oakton Street	20,000
	Pavement Milling	75,000
	Snowplowing	100,000
	Unexpected Expenses - Property Clean Ups	1,000
Account:6305 - R&M Equipment	Small Generators, etc.	5,000
Account:7030 - Supplies - Tools & Hardware	Tools, Bolts, Cables, Oil Mix, etc.	2,600
Account:7035 - Supplies - Equipment R&M	Equipment Repair Supplies & Propane	1,500
Account:7050 - Supplies - Streetscape	Banners for Christmas, Taste, etc.	500
	Bushes, Flowers, Fertilizers	3,000
	Dirt, Seed and Sod for Restoration of Parkway	4,000
	Replacement Straps for Pole Banners	1,500
Account:7055 - Other Supplies	Asphalt	100,000
Account:7055.050 - Street Light Supplies	Light Bulbs for Street & Parking Lots	5,000
Account:7055.051 - Street Sign Supplies	Sign Bank and Poles, Sign Making Material	20,000
Account:7055.052 - Traffic Equipment & Material	Replacement/Repair of Barricades, Batteries & Bulbs	3,700

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**50 - Public Works**  
**530 - Street Maintenance**  
**2015 Budget Justification Worksheet**

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total Amount</b>
Account:7055.054 - Other Supplies	Lane Marking Paint	2,500
Account:7160 - Ice Control	Bags of Halite for Ice Control at City Buildings	3,000
Account:7200 - Other Supplies	Board-Ups, Replace Mailboxes	750
	Rags & Other Supplies	375
Account:7320 - Equipment < \$5,000	Snowblowers, Pushmowers, Chainsaws	3,000
Account:8015 - Equipment	Chipping Grapple	38,000
	Six Ton Tow Behind Asphalt Hot Box	60,000



## 2015 Budget PUBLIC WORKS AND ENGINEERING

### *Facilities & Grounds Division*

#### **Division Overview**

The Facilities and Grounds Maintenance Division maintains and repairs eight City owned buildings and three parking structures. Additionally, this division is responsible for the associated grounds around the facilities.

#### **Performance Measures**

Service	Metric	Actual 2012	Actual 2013	Projected 2014
Facilities & Grounds	Number of Remodeling Jobs	5	6	6
	Number of Maintenance Requests	176	271	327

#### **2014 Major Accomplishments**

1. Completed several facility improvements which include: building two new offices in the Finance Department and remodeling and infrastructure improvements in the IT Department.
2. Coordinated contractual repairs to HVAC systems and parking decks.

#### **2015 Goals and Objectives**

1. Bid and coordinate building maintenance and repair projects. These projects will include repairs to City Hall, Police and Fire stations.
2. Bid and coordinate contractual landscape maintenance for City owned grounds.



2015 Budget  
**PUBLIC WORKS & ENGINEERING -  
FACILITIES & GROUNDS MAINTENANCE**

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**PERSONNEL EXHIBIT**

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Title	Authorized Positions		
	2013 Authorized	2014 Budget	2015 Budget
Foreman - Facilities & Grounds	0.00	0.00	1.00
Crew Leader	0.00	0.00	1.00
Maintenance Operator	0.00	0.00	3.00
Seasonal Employees	<u>0.00</u>	<u>0.00</u>	<u>0.50</u>
Total Full Time Equivalent (FTE) Employees:	0.00	0.00	5.50

**50 - Public Works**  
**535 - Facilities & Grounds Maintenance**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	-	-	-	342,998
5010	Temporary Wages	-	-	-	10,000
		-	-	-	352,998
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	-	-	-	27,107
5205	IMRF Contribution	-	-	-	45,447
5220	PPO Insurance Contribution	-	-	-	79,109
5230	Dental Insurance Contribution	-	-	-	3,636
5235	Life Insurance Contribution	-	-	-	412
5240	Workers Compensation	-	-	-	47,294
5245	Unemployment Compensation	-	-	-	672
5250	Uniform Allowance	-	-	-	1,350
		-	-	-	205,027
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	-	-	-	125 *
5325	Training	-	-	-	1,450 *
5335	Travel Expenses	-	-	-	75
		-	-	-	1,650
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	-	-	-	20,378
		-	-	-	20,378
<b><u>Contractual Services</u></b>					
6000	Professional Services	-	-	-	8,000 *
6015	Communication Services	-	-	-	1,785 *
		-	-	-	9,785
<b><u>Other Services</u></b>					
6110	Printing Services	-	-	-	250 *
6115	Licensing/Titles	-	-	-	200 *
6135.03	Rentals - Equipment	-	-	-	250
6145	Custodial Services	-	-	-	45,000
6195	Miscellaneous Contractual Services	-	-	-	475,515 *
		-	-	-	521,215
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	-	-	-	5,000 *
6315.001	R&M Buildings -City Hall	-	-	-	512,892 *
6315.002	R&M Buildings -Public Works	-	-	-	193,000 *
6315.003	R&M Buildings -Police	-	-	-	9,000
6315.004	R&M Buildings -Fire Station #61	-	-	-	153,000 *
6315.005	R&M Buildings -Fire Station #62	-	-	-	102,000 *
6315.006	R&M Buildings -Fire Station #63	-	-	-	5,000
6315.007	R&M Buildings -Library	-	-	-	7,500 *
6315.008	R&M Buildings -EMA	-	-	-	2,000 *
6315.009	R&M Buildings -Civic Center Parking Deck	-	-	-	10,000
6315.999	R&M Buildings -Other	-	-	-	100,000 *
		-	-	-	1,099,392
<b><u>Commodities</u></b>					
7000	Office Supplies	-	-	-	600
7020	Supplies - Safety	-	-	-	1,500
7025	Supplies - Custodial	-	-	-	20,000

**50 - Public Works**  
**535 - Facilities & Grounds Maintenance**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
7030	Supplies - Tools & Hardware	-	-	-	2,600 *
7035	Supplies - Equipment R&M	-	-	-	1,000
7045	Supplies - Building R&M	-	-	-	38,500 *
7055.054	Other Supplies	-	-	-	2,500
7140	Electricity	-	-	-	145,000
7160	Ice Control	-	-	-	-
7200	Other Supplies	-	-	-	1,125
7300	Uniforms	-	-	-	575
7310	Publications	-	-	-	100
7320	Equipment < \$5,000	-	-	-	2,000
		-	-	-	215,500
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	-	-	-	50
7550	Miscellaneous Expenses	-	-	-	300
		-	-	-	350
<b>Total Facilities &amp; Grounds Maint Expenses</b>		-	-	-	<b>2,426,295</b>

**50 - Public Works**  
**535 - Facilities & Grounds Maintenance**  
**2015 Budget Justification Worksheet**

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	American Public Works Association Annual Dues	125
Account:5325 - Training	American Public Works Association (APWA) Expo Supervisor Training	200 1,250
Account:6000 - Professional Services	Various Consulting Fees	8,000
Account:6015 - Communication Services	Cellular Phones	1,785
Account:6110 - Printing Services	Business Cards, Door Hangers, Work Tickets, etc.	250
Account:6115 - Licensing/Titles	Commercial Drivers License Renewals	200
Account:6195 - Misc. Contractual Services	Contractual Landscape Maintenance	200,000
	Floor Mats (Including Police)	2,000
	Landscaping Improvements, Bushes, Flowers, etc.	50,000
	New Welcome Signs at Gateway Locations	90,000
	Pest Control	2,515
	Weed spraying, Fertilizing, etc.	30,000
	White Way	1,000
	Northwest Highway Landscaping Phase 2	100,000
Account:6305 - R&M Equipment	Repair of Vacuums, Scrubbers, Compressors, etc.	5,000
Account:6315.001 - City Hall	Misc. Flooring Throughout City Hall	15,000
	Elevator Maintenance Contract	12,892
	Heating, Ventilation and Air Conditioning Maintenance Contract	50,000
	Misc. Remodel jobs	100,000
	Lower Roof of City Hall Replacement	200,000
	Council Chambers Remodel	120,000
	Design for Reconfiguration of Cashier's Counter	15,000
Account:6315.002 - Public Works	Misc. Building Repairs	25,000
	Monument Sign & Landscaping	18,000
	PW Lot Resurfacing Phase 1	50,000
	PW Building Improvements	100,000
Account:6315.004 - Fire Station #1	Misc. Building Repairs	30,000
	Roof and AC Replacement (Carry Over)	100,000
	Station #61 Flood Protection	23,000
Account:6315.005 - Fire Station #2	Misc. Repairs	2,000
	Roof Replacement at Station #2	100,000
Account:6315.007 - Library	Maint. Agreement - Heating, Ventilation and Air Conditioning	7,500
Account:6315.008 - EMA	Emergency Management Agency Repairs	2,000
Account:6315.999 - Other	Carpet Cleaning, Window Washing, Electrical, etc.	50,000
	Heating, Ventilation and Air Conditioning, Misc.	50,000
Account:7030 - Supplies - Tools & Hardware	Screws, Nails, Glue and Saws for Carpenter Shop	2,600



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**50 - Public Works**  
**535 - Facilities & Grounds Maintenance**  
**2015 Budget Justification Worksheet**

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total Amount</b>
Account: 7045 - Supplies - Building R&M	Misc. Parts - City Hall	12,000
	Misc. Parts - Fire Stations	17,000
	Misc. Parts - Police Station	4,000
	Misc. Parts - Public Works Building	5,500



## 2015 Budget PUBLIC WORKS AND ENGINEERING

### *Vehicle Maintenance Division*

#### **Division Overview**

This Division is responsible for the maintenance and repair of more than 450 pieces of equipment, including maintenance of police and fire vehicles. The division also fabricates specialized equipment for other City departments and maintains the generators at City Hall, Public Works, water treatment plant, Police Station and all three Fire Stations. The division coordinates EPA and truck safety inspections and emission testing of vehicles.

#### **Performance Measures**

Service	Metric	Actual 2012	Actual 2013	Projected 2014
Vehicle Maintenance	Number of Vehicle Repairs	NA	NA	796

#### **2014 Major Accomplishments**

1. Maintained and repaired over 325 pieces of equipment. The division provided services and support to all City departments via City mechanics, contractual services and warranty repairs.
2. Completed the purchase and installation of the upgrade of the CFA Fleet Maintenance Software.

#### **2015 Goals and Objectives**

1. Explore alternative fuel options for vehicles. These options can include compressed natural gas, propane, electric, E 85 ethanol and other hybrids. The EPA offers incentives and rebates for certain options that could reduce purchase costs.
2. Update fleet inventory with new software to improve efficiency and improve cost tracking of fleet. Further improvements in this area will help improve service and minimize costs.



2015 Budget  
**PUBLIC WORKS & ENGINEERING -  
VEHICLE MAINTENANCE**

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**PERSONNEL EXHIBIT**

Department: PWE		Div: Vehicle Maintenance		Div. No: 50 - 540	
Title	Authorized Positions				
	2013 Authorized	2014 Budget	2015 Budget		
Superintendent-General Services	0.50	0.50	0.50		
Foreman - Vehicle Maintenance	1.00	1.00	1.00		
Mechanic	4.00	4.00	4.00		
Total Full Time Equivalent (FTE) Employees:	5.50	5.50	5.50		

**50 - Public Works**  
**540 - Vehicle Maintenance**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	436,653	462,312	315,755	454,820
5010	Temporary Wages	560	-	-	-
5020	Overtime - Non Supervisory	23,222	15,000	23,136	15,000
5035	Acting Out of Class & Night Premium	8,811	1,000	1,148	1,000
5060	Compensated Absences	-	-	-	-
		469,247	478,312	340,039	470,820
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	35,039	36,615	25,517	36,048
5205	IMRF Contribution	71,178	68,700	49,670	62,406
5220	PPO Insurance Contribution	62,447	68,541	42,804	78,292
5225	HMO Insurance Contribution	33,377	35,668	21,832	20,324
5230	Dental Insurance Contribution	6,657	7,055	4,513	5,966
5235	Life Insurance Contribution	440	464	295	450
5240	Workers Compensation	22,095	17,966	17,966	27,071
5245	Unemployment Compensation	739	739	739	640
5250	Uniform Allowance	320	320	240	240
5260	RHS Plan Payout	26,740	10,344	5,665	5,669
		259,032	246,412	169,241	237,106
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	157	530	530	530 *
5325	Training	1,847	2,250	2,250	2,250 *
		2,004	2,780	2,780	2,780
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	4,675	4,877	4,877	5,243
		4,675	4,877	4,877	5,243
<b><u>Contractual Services</u></b>					
6015	Communication Services	1,545	2,400	1,400	2,400 *
6040	Waste Hauling & Debris Removal	1,093	1,400	1,400	1,400 *
		2,638	3,800	2,800	3,800
<b><u>Other Services</u></b>					
6115	Licensing/Titles	2,781	4,150	4,150	4,150 *
6135.031	Rentals - Uniforms	3,743	2,900	2,900	2,900
6195	Miscellaneous Contractual Services	5,114	4,200	12,000	16,200 *
		11,638	11,250	19,050	23,250
<b><u>Repairs and Maintenance</u></b>					
6300	R&M Software	30,990	2,995	-	2,995 *
6305	R&M Equipment	23,939	4,500	45,000	15,000 *
6310	R&M Vehicles	69,071	40,000	175,000	100,000
		124,000	47,495	220,000	117,995
<b><u>Commodities</u></b>					
7000	Office Supplies	150	200	200	200
7020	Supplies - Safety	166	500	600	500
7030	Supplies - Tools & Hardware	3,331	3,000	3,500	3,000 *
7035	Supplies - Equipment R&M	39,316	30,000	30,000	30,000 *
7040	Supplies - Vehicle R&M	363,363	170,000	325,000	250,000 *
7110	Natural Gas	304	700	400	700
7120	Gasoline	338,578	350,000	370,000	350,000
7130	Diesel	165,197	150,000	175,000	150,000
7300	Uniforms	1,329	650	650	650
7320	Equipment < \$5,000	100	4,500	4,500	4,500 *
		911,834	709,550	909,850	789,550

**50 - Public Works**  
**540 - Vehicle Maintenance**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	71	-	-	-
		71	-	-	-
<b><u>Capital Outlay</u></b>					
8015	Equipment	-	-	-	25,000 *
		-	-	-	25,000
<b>Total Vehicle Maintenance Expenses</b>		<b>1,785,138</b>	<b>1,504,476</b>	<b>1,668,637</b>	<b>1,675,544</b>

**50 - Public Works**  
**540 - Vehicle Maintenance**  
**2015 Budget Justification Worksheet**

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Annual Fee - Municipal Fleet Managers Association	30
	Annual Fee - North American Fleet Association	500
Account:5325 - Training	American Public Works Association Expo	250
	School for Auto & Truck Repair Procedures	2,000
Account:6015 - Communication Services	Cell Phones	2,400
Account:6040 - Waste Hauling & Debris Removal	Pick Up of Parts Cleaner Solvent	900
	Tire Disposal	500
Account:6115 - Licensing/Titles	Annual Fee for Vehicle License Plates	1,200
	Commercial Drivers License Renewals	200
	Fee Charged for Titles on New City Vehicles	750
	Semi-Annual IL Safety Inspections on All Trucks	2,000
Account:6195 - Misc. Contractual Services	Monthly Torch Tank Rental	4,200
	Vehicle Lift Certifications	12,000
Account:6300 - R&M Software	Annual Maintenance on the Fleet Software	2,995
Account:6305 - R&M Equipment	Repairs to Air Compressors, Lifts, Diagnostic Eqpmt.	15,000
Account:7030 - Supplies - Tools & Hardware	Large Air Tools, Tire Tools, etc.	600
	Union Contract Allowance	2,400
Account:7035 - Supplies - Equipment R&M	Small Power Equipment, Propane for Deck Scrubber	30,000
Account:7040 - Supplies - Vehicle R&M	Other Parts & Accessories for All City Departments	250,000
Account:7320 - Equipment < \$5,000	Misc. Fleet Equipment	4,500
Account:8015 - Equipment	Vehicle Post Lift	16,000
	Storage for Parts & Chemicals	9,000



**2015 Budget  
POLICE**

**Mission Statement**

The mission of the Des Plaines Police Department, through the utilization of a Community Based Policing philosophy, is to protect people and property, and enhance the quality of life for all of our citizens.

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Salaries	10,464,790	10,514,278	10,957,667	11,662,432	10,666,918	11,735,451
Benefits	6,718,042	6,582,492	6,664,511	7,263,042	7,074,492	7,421,204
Contractual Services	2,077,203	1,962,908	1,730,327	1,601,457	1,547,372	502,929
Commodities	141,834	149,262	122,714	174,285	152,308	165,835
Capital Outlay	1,768	300	-	-	-	-
Transfers	-	-	-	-	-	857,458
<b>Total</b>	<b>19,403,637</b>	<b>19,209,240</b>	<b>19,475,220</b>	<b>20,701,216</b>	<b>19,441,090</b>	<b>20,682,877</b>

**Department Overview**

The function of the Des Plaines Police Department is to preserve the peace in a manner consistent with the freedoms secured by the Constitution of the United States utilizing a fiscally responsible approach. This is accomplished through the concerted and coordinated efforts of the Department’s various divisions.

*Administrative Division*

**Division Overview**

The Administrative Division makes policy, gives direction, and is responsible for the overall management and philosophy of the Des Plaines Police Department. It is also responsible for the fiscal management of the Police Department, which ensures that the security and safety of the public is provided in an efficient and effective manner.

The Administrative Division also maintains all operational policies and procedures (General Orders) that guide Police Department personnel in carrying out their varied functions and duties. Grant procurement, court services, and annual budget preparation are also administered under this division, as well as management of the entire fleet of vehicles, from their initial purchase and set-up to routine maintenance and repairs.



## 2015 Budget POLICE

### Performance Measures

Service	Metric	Actual 2012	Actual 2013	Projected 2014
Administration	# of New Police Vehicles Purchased/ Outfitted	7	10	15
	# of Arrest Videos Burned - Court Subpoena	66	41	35
	# of DUI Videos Burned – Court Subpoena	105	81	55

### 2014 Major Accomplishments

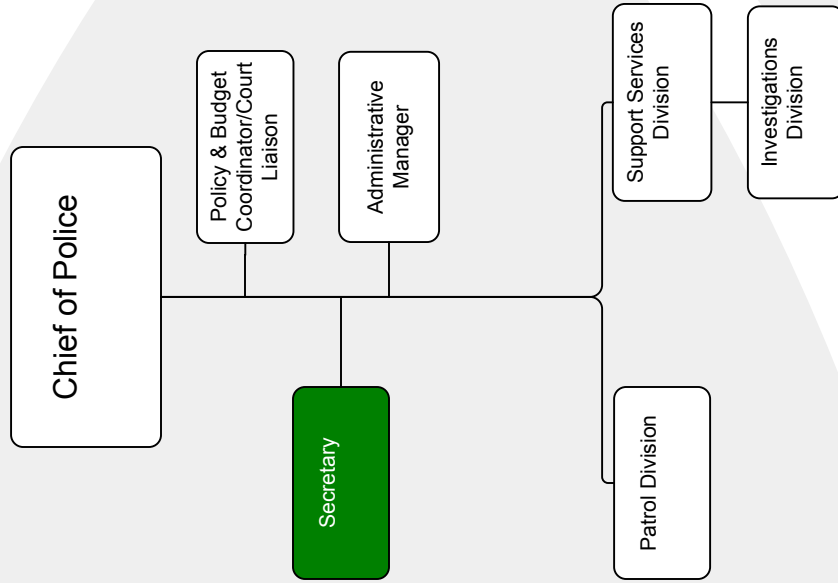
1. Began transition to the Wheeling Communications Center for 911 dispatching for Des Plaines Police and obtained licensing for a new Computer Aided Dispatch, Records management, and Field Based Reporting system.
2. Enrolled the Des Plaines Police Department in the Center for Law Enforcement Ethics.
3. Continued to develop personnel in order to maintain a continuity of leadership.

### 2015 Goals and Objectives

1. Complete implementation of the new Computer Aided Dispatch and transition to Wheeling 911 Dispatching.
2. Integrate Records Management and Field Based Reporting software.
3. Complete implementation of Lexipol system.
4. Continue to enforce accountability at all levels within the Department.



# Police Department - Administration





2015 Budget  
**POLICE -  
 ADMINISTRATION**

**PERSONNEL EXHIBIT**

Department: Police	Div: Administration	Div. No: 60 - 100		
Title	Authorized Positions			
	2013 Authorized	2014 Budget	2015 Budget	
Chief	1.00	1.00	1.00	
Policy & Budget Coordinator/ Court Liaison	0.00	1.00	1.00	
Secretary/Police	1.00	1.00	1.00	
Fleet & Technical Services Administrator	0.00	1.00	0.00	
Administrative Manager	<u>0.00</u>	<u>0.00</u>	<u>1.00</u>	
Total Full Time Equivalent (FTE) Employees:	2.00	4.00	4.00	

Note: The Fleet and Technical Services Administrator position was reclassified to that of Administrative Manager in 2014.

**60 - Police**  
**100 - Police Department Administration**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	201,103	369,153	351,418	377,424
5020	Overtime - Non Supervisory	-	9,000	9,000	9,000
5025	Secondary Employment	-	-	7,840	-
		201,103	378,153	368,258	386,424
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	6,801	20,440	18,365	20,428
5205	IMRF Contribution	27,938	56,755	53,930	54,196
5210	Police Pension Contribution	12	-	-	-
5220	PPO Insurance Contribution	31,735	70,246	69,569	70,949
5230	Dental Insurance Contribution	1,383	3,384	3,223	3,140
5235	Life Insurance Contribution	184	367	339	368
5240	Workers Compensation	3,264	4,595	4,595	8,789
5245	Unemployment Compensation	653	266	266	296
5250	Uniform Allowance	1,575	4,417	3,500	875
5260	RHS Plan Payout	2,757	2,066	2,757	2,752
		76,303	162,536	156,544	161,793
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	1,720	1,425	1,425	1,425 *
5320	Conferences	-	1,500	1,500	1,500 *
5325	Training	-	1,000	1,000	1,000 *
5335	Travel Expenses	43	100	50	100 *
		1,763	4,025	3,975	4,025
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	6,142	5,910	5,910	4,655
		6,142	5,910	5,910	4,655
<b><u>Contractual Services</u></b>					
6015	Communication Services	3,225	4,000	3,500	3,800 *
		3,225	4,000	3,500	3,800
<b><u>Repairs and Maintenance</u></b>					
6300	R&M Software	-	930	-	930 *
		-	930	-	930
<b><u>Commodities</u></b>					
7000	Office Supplies	-	1,000	500	1,000 *
7120	Gasoline	188	-	-	-
7200	Other Supplies	(40)	500	200	500
		148	1,500	700	1,500
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	113	150	150	150 *
		113	150	150	150
<b>Total PD Administration Expenses</b>		<b>288,795</b>	<b>557,204</b>	<b>539,037</b>	<b>563,277</b>

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**60 - Police**  
**100 - Police Department Administration**  
**2015 Budget Justification Worksheet**

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G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	IL Association of Chiefs of Police	225
	International Association of Chiefs of Police-Internet	1,100
	International Association of Chiefs of Police	100
Account:5320 - Conferences	International Assoc. of Chiefs of Police Conference	1,500
Account:5325 - Training	Illinois Chief's Training	500
	Illinois Law Enforcement Alarm System (ILEAS)	500
Account:5335 - Travel Expenses	Mileage, Tolls, Parking	100
Account:6015 - Communication Services	Departmental Cell Phones, iPad (2)	3,800
Account:6305 - R&M Software	Voice Recording Software for Front Desk	930
Account:7000 - Office Supplies	Stationary Copy Paper, Pens, Pencils	1,000
Account:7500 - Postage & Parcel	Stamps, Shipping, Package Delivery, Postage Meter	150



*Operations (Patrol) Division*

**Division Overview**

The Operations Division is comprised of uniformed patrol officers. This division is the largest in the Police Department and provides highly visible twenty-four hour police service. Patrol officers are the department’s number one contact with the public and play a major role in Community Based Policing. Besides answering calls for service, patrol officers are tasked with various initiatives that are designed to reduce crime, improve traffic safety, and provide high visibility patrol to infrastructures that are considered threats to Homeland Security.

**Performance Measures**

Service	Metric	Actual 2012	Actual 2013	Projected 2014
Uniformed Patrol	Total Number of Uniformed Patrol Officers	92	95	95
	Total Number of Incidents Reported	6057	5928	6050
	Total Arrests	1102	1066	1050
	Total DUI Arrests	108	91	75
	SWAT Call Outs	1	3	3
	Number of Compliance & Parking Violations Issued	13,647	12,873	12,750

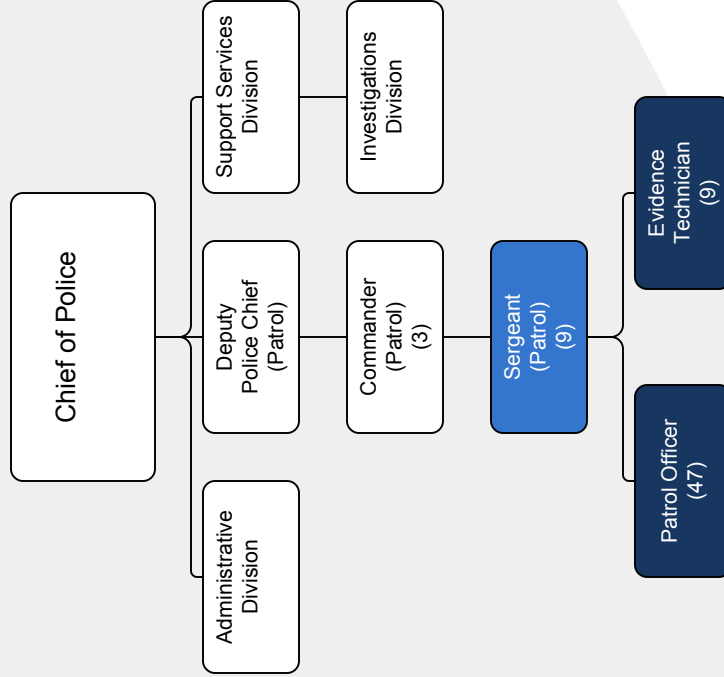
**2014 Major Accomplishments**

1. Utilized the reorganized Power Shift, in concert with the Delta Unit and patrol shifts to directly impact gang and narcotics activity.
2. Re-started a DPPD canine unit; Officer and canine to begin training at Illinois State Police Academy August 24th, 2014.
3. Began feasibility study of photo grade crossing enforcement for railroad crossing safety.

**2015 Goals and Objectives**

1. Expand implementation of the NOPTIC thermal imager system.
2. Continue to assess Rivers Casino procedures/ impact on police services.

# Police Department - Uniformed Patrol



MAP 240

MAP 241

FY2015



2015 Budget  
**POLICE -**  
**UNIFORMED PATROL**

**PERSONNEL EXHIBIT**

Department: Police		Div: Uniformed Patrol		Div. No: 60 - 610	
Title	Authorized Positions				
	2013 Authorized	2014 Budget	2015 Budget		
Deputy Chief	1.00	1.00	1.00		
Commander	3.00	3.00	3.00		
Sergeant/UP	9.00	9.00	9.00		
Patrolman/SP (9 ET)	9.00	9.00	9.00		
Patrolman/K9	0.00	1.00	1.00		
Patrolman/UP	<u>46.00</u>	<u>46.00</u>	<u>46.00</u>		
Total Full Time Equivalent (FTE) Employees:	68.00	69.00	69.00		

**60 - Police**  
**610 - Uniformed Patrol**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	6,152,249	6,468,244	6,004,643	6,508,727
5015	Overtime - Supervisory	80,707	58,000	39,437	58,000
5020	Overtime - Non Supervisory	436,175	365,425	210,000	325,000
5025	Secondary Employment	24,412	15,000	27,352	15,000
5030	Court Pay	125,504	115,000	100,086	115,000
5035	Acting Out of Class & Night Premium	33,050	50,000	33,431	50,000
5060	Compensated Absences	-	-	-	-
		6,852,096	7,071,669	6,414,949	7,071,727
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	89,363	104,138	85,918	115,133
5210	Police Pension Contribution	2,605,652	2,974,430	2,974,430	3,086,747
5220	PPO Insurance Contribution	898,891	987,856	907,957	957,492
5225	HMO Insurance Contribution	203,913	183,489	191,424	223,895
5230	Dental Insurance Contribution	71,124	72,170	69,108	65,874
5235	Life Insurance Contribution	5,529	5,767	5,411	5,812
5240	Workers Compensation	140,992	137,263	137,263	179,824
5245	Unemployment Compensation	9,890	5,025	5,025	9,008
5250	Uniform Allowance	46,900	46,125	46,125	45,350
5260	RHS Plan Payout	171,873	97,211	122,707	86,493
		4,244,128	4,613,474	4,545,368	4,775,628
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	340	1,110	350	350 *
5320	Conferences	-	1,000	-	1,000
5325	Training	30,003	47,400	40,000	50,200 *
5335	Travel Expenses	402	500	400	500 *
		30,745	50,010	40,750	52,050
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	78,131	83,971	83,971	81,517
		78,131	83,971	83,971	81,517
<b><u>Contractual Services</u></b>					
6015	Communication Services	5,812	85,620	55,000	85,620 *
6035	Dispatch Services	1,391,277	1,115,990	1,115,990	-
		1,397,090	1,201,610	1,170,990	85,620
<b><u>Other Services</u></b>					
6110	Printing Services	120	200	200	200
6195	Miscellaneous Contractual Services	798	-	-	-
		918	200	200	200
<b><u>Repairs and Maintenance</u></b>					
6300	R&M Software	1,619	900	900	2,000 *
		1,619	900	900	2,000
<b><u>Commodities</u></b>					
7000	Office Supplies	1,933	4,000	3,000	4,000 *
7120	Gasoline	687	-	-	-



**60 - Police**  
**610 - Uniformed Patrol**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
7200	Other Supplies	5,103	10,095	9,000	10,095 *
7300	Uniforms	19,212	15,000	10,500	11,000 *
7310	Publications	-	-	-	-
7320	Equipment < \$5,000	-	1,400	1,000	1,400 *
		26,935	30,495	23,500	26,495
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	15	200	150	200
7550	Miscellaneous Expenses	30	-	-	-
		45	200	150	200
<b><u>Other Financing Uses</u></b>					
9280	Transfer to Emergency Telephone System Fund	-	-	-	857,458 *
		-	-	-	857,458
<b>Total Uniformed Patrol Expenses</b>		<b>12,631,707</b>	<b>13,052,529</b>	<b>12,280,778</b>	<b>12,952,895</b>

**60 - Police**  
**610 - Uniformed Patrol**  
**2015 Budget Justification Worksheet**

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Cook County Captains Association	95
	IL Association of Technical Accident Investigators	135
	International Association of Chiefs of Police	120
Account:5325 - Training	2 Week Sergeant's School	4,000
	Breath Alcohol Certification	300
	Defensive Driving	1,500
	Evidence Tech Training	6,000
	Interviews & Interrogations	2,400
	Field Training Officer School	1,000
	Police Academy Training (5)	15,000
	Report Writing Class	500
	Staff and Command School	12,000
	NIPAS EST School	7,500
Account:5335 - Travel Expenses	Mileage, Tolls, Parking	500
Account:6015 - Communication Services	Cook County Radio System	31,200
	Departmental Cell Phones, iPad (Deputy Chief)	8,360
	In-Squad Cell Phones	4,800
	Northern Illinois Police Alarm Language Line	1,000
	IPSAN Mobile Data Computer	21,000
	AT&T GMS Data Connection (PD Tracker)	900
	Broadband Cards for Police MDC	18,360
Account:6300 - R&M Software	Traffic Reconstruction Software	2,000
Account:7000 - Office Supplies	Paper, Pens, Pencils, Etc.	4,000
Account:7200 - Other Supplies	Evidence Tech Supplies	8,520
	In-Squad cell phone chargers (10 pack)	225
	In-Squad cell phone cradles	750
	Vehicle Specification Sheets	600
Account:7300 - Uniforms	Police Uniforms, New Hires (5)	10,000
	Replace Damaged Uniforms	1,000
Account:7320 - Equipment < \$5,000	Evidence Tech Equip.- Traffic Data System (TDS)	1,400
Account:9280 - Transfer to Emergency Telephone System Fund	Transfer to ETSB Fund - Wheeling Dispatch	857,458



## 2015 Budget POLICE

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### *Criminal Investigations Division*

#### **Division Overview**

The Criminal Investigations Division conducts follow-up investigations for crimes that have been reported to the Police Department. Detectives work closely with patrol officers and investigators from other communities to exchange information and develop leads to help resolve pending cases. Tactical Officers primarily focus on gang and narcotics investigations through aggressive enforcement initiatives.

#### **Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Projected 2014</b>
Criminal Investigations	Total Cases Assigned	757	882	900
	Total Cases Closed	757	837	850
	Juvenile Arrests - % of Total Arrests	40%	38%	34%
	Total Arrests	155	161	140

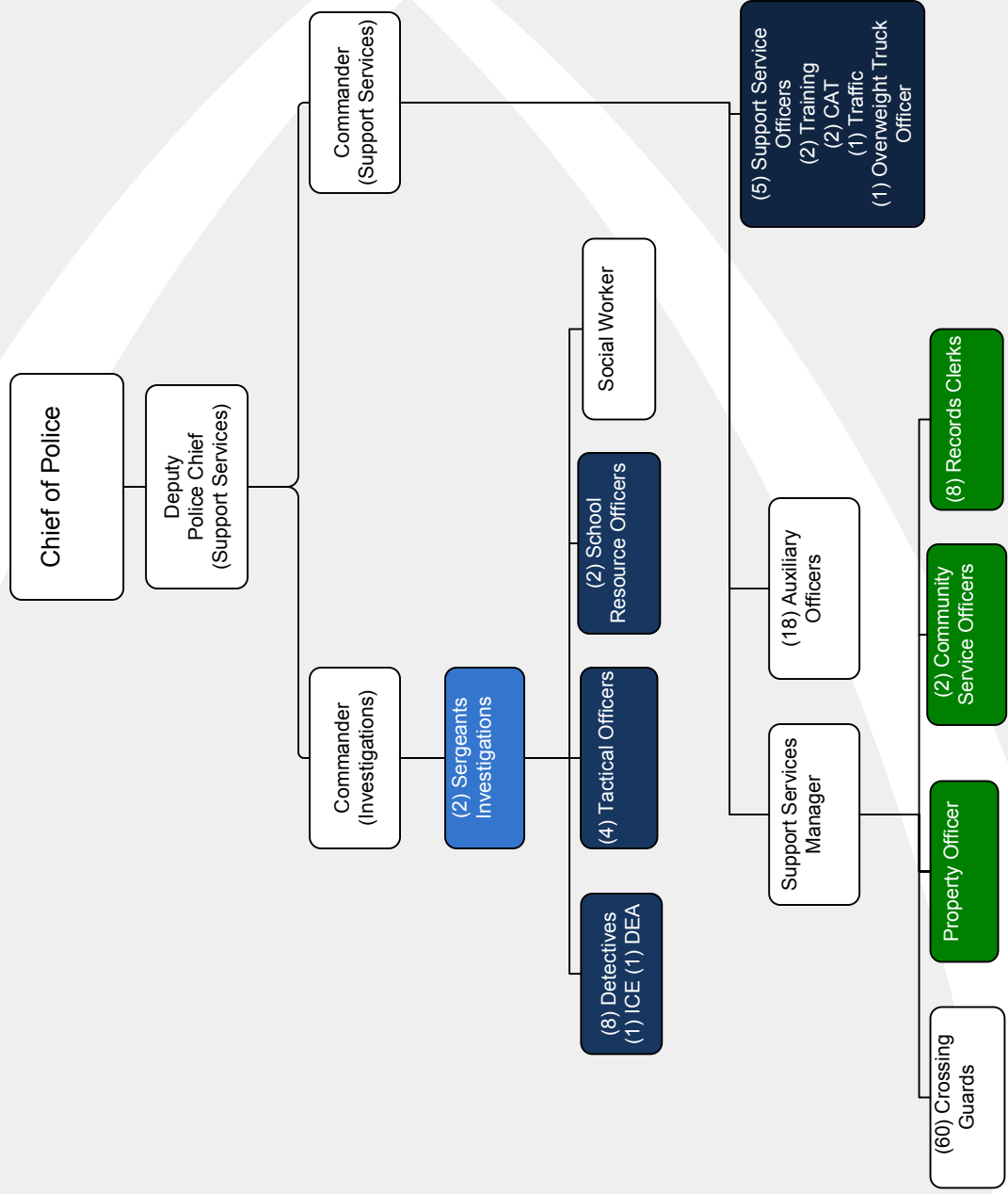
#### **2014 Major Accomplishments**

1. Implemented solvability factors for case screening, maximizing detectives' resources.
2. Strengthened relationships with the Skokie Court, Children's Advocacy Center, and Federal, State, County, Local and Railroad law enforcement agencies.

#### **2015 Goals and Objectives**

1. Continue comprehensive efforts to impact gang and drug crimes.
2. Continue to monitor the solvability case screening process

# Police Department - Support Services



MAP 240

MAP 241

AFSCME

FY2015



2015 Budget  
**POLICE -**  
**CRIMINAL INVESTIGATION**

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**PERSONNEL EXHIBIT**

Department: Police		Div: Criminal Investigation		Div. No: 60 - 620
Title	Authorized Positions			
	2013 Authorized	2014 Budget	2015 Budget	
Commander	1.00	1.00	1.00	
Detective Sergeant	2.00	2.00	2.00	
Detective (8 Detectives, 1 DEA, 1 Customs)	10.00	10.00	10.00	
Patrolman/CI (4 Delta, 2 SRO's)	6.00	6.00	6.00	
Police Social Worker	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	
Total Full Time Equivalent (FTE) Employees:	20.00	20.00	20.00	

**60 - Police**  
**620 - Criminal Investigation**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	1,615,549	1,934,589	1,791,328	1,852,521
5015	Overtime - Supervisory	41,115	40,000	20,922	40,000
5020	Overtime - Non Supervisory	181,663	167,075	158,820	167,075
5025	Secondary Employment	740	3,296	3,296	3,296
5030	Court Pay	34,373	40,000	47,736	40,000
5035	Acting Out of Class & Night Premium	-	1,000	1,000	1,000
		1,873,441	2,185,960	2,023,102	2,103,892
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	30,931	35,729	32,818	42,044
5205	IMRF Contribution	12,639	12,768	11,904	11,204
5210	Police Pension Contribution	765,993	849,650	849,650	853,427
5220	PPO Insurance Contribution	216,326	243,845	198,770	209,761
5225	HMO Insurance Contribution	82,713	103,739	128,124	108,505
5230	Dental Insurance Contribution	19,805	22,367	22,700	19,501
5235	Life Insurance Contribution	1,423	1,577	1,551	1,464
5240	Workers Compensation	38,596	39,129	39,129	49,089
5245	Unemployment Compensation	2,941	1,439	1,439	2,364
5250	Uniform Allowance	12,700	15,025	14,150	13,475
5260	RHS Plan Payout	39,445	40,055	39,455	39,451
		1,223,512	1,365,323	1,339,690	1,350,285
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	3,000	4,245	4,245	4,245 *
5325	Training	4,529	8,625	8,625	8,625 *
5335	Travel Expenses	30	150	75	150 *
		7,559	13,020	12,945	13,020
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	21,995	21,533	21,533	20,679
		21,995	21,533	21,533	20,679
<b><u>Contractual Services</u></b>					
6015	Communication Services	16,721	16,080	16,080	16,080 *
		16,721	16,080	16,080	16,080
<b><u>Other Services</u></b>					
6110	Printing Services	40	-	-	-
6135.999	Rentals - Other	971	1,000	1,000	1,000 *
6195	Miscellaneous Contractual Services	6,581	14,075	14,075	14,075 *
		7,592	15,075	15,075	15,075
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	-	250	100	250
		-	250	100	250
<b><u>Commodities</u></b>					
7000	Office Supplies	612	2,000	1,500	2,000
7120	Gasoline	-	-	111	-
7300	Uniforms	-	200	100	200

**60 - Police**  
**620 - Criminal Investigation**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
7310	Publications	90	80	80	80 *
7320	Equipment < \$5,000	306	500	400	500 *
		1,008	2,780	2,191	2,780
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	118	250	150	250
		118	250	150	250
<b>Division Total: Criminal Investigation</b>		<b>3,151,946</b>	<b>3,620,271</b>	<b>3,430,866</b>	<b>3,522,311</b>

**60 - Police**  
**620 - Criminal Investigation**  
**2015 Budget Justification Worksheet**

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	American Association of Financial Crimes	40
	Association of Police Social Workers	30
	IL Drug Enforcement Officers Association	125
	International Association of Financial Crimes Investigators	150
	Major Case Assist Team (MCAT)	3,300
	Midwest Homicide Investigators Association	100
	North Suburban Juvenile Officers Association	220
	Professionals Against Confidence Crime	200
	School Resource Officer Association	80
Account:5325 - Training	Advanced Financial Crimes	850
	Basic Financial Crimes	850
	Basic Narcotics Investigator	1,500
	Criminal Investigation	1,725
	Interviews & Interrogations	800
	School Resource Officer Training	500
	Social Worker Training	1,600
	Voice Stress Analyzer	800
	Account:5335 - Travel Expenses	Mileage, Tolls, Parking
Account:6015 - Communication Services	Departmental Cell Phones, iPad (3)	16,080
Account:6135 - Rentals - Other	Rental of Surveillance Vehicles	1,000
Account:6195 - Miscellaneous Contractual Services	Critical Reach	725
	Entersect	1,300
	Leads Online (Pawnshop Database)	5,200
	Lexis Nexis Risk	3,500
	Omniscout	600
	Transunion	1,200
	West Group	1,400
	Yahoo	150
Account:7310 - Publications	State's Attorney Appellate Delivery	80
Account:7320 - Equipment < \$5,000	Office Equipment	500





## 2015 Budget POLICE

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### *Support Services Division*

#### **Division Overview**

The Support Services Division provides ‘behind the scenes’ functions that assist in the overall operation of the Police Department. The Records Section provides statistical data, maintains records for every facet of the Police Department, and coordinates the school crossing guard program. The Training Section is responsible for all department-wide training, and also coordinates the testing and hiring process for new officers. Community Service Officers provide essential services to the City through parking enforcement and animal control. Additionally, all special events are coordinated through this division to ensure that proper police and volunteer staffing is consistent with traffic control and security needs. The Community Action Team is a visible presence in the City from an enforcement and public relations perspective, and interacts with the community to improve communication with our citizens in order to achieve a reduction in crime.

#### **Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Projected 2014</b>
Support Services	# of Police Education Programs Presented	3	3	3
	# of Police Training Classes Conducted	202	264	308

#### **2014 Major Accomplishments**

1. Implemented new security and inventory control practices for Department equipment.
2. Implemented a program facilitating administrative tracking of personnel and vehicles for accountability purposes.

#### **2015 Goals and Objectives**

1. Reinstate regular overweight truck enforcement.
2. Increase number of Auxiliary Officers.
3. Increase number of volunteers through Citizens Police Academy and Neighborhood Watch Programs.



**2015 Budget**  
**POLICE -**  
**SUPPORT SERVICES**

**PERSONNEL EXHIBIT**

Department: Police		Div: Support Services		Div. No: 60 - 630
Title	Authorized Positions			
	2013 Authorized	2014 Budget	2015 Budget	
Deputy Chief	1.00	1.00	1.00	
Support Services Commander	1.00	1.00	1.00	
Patrolman/SP (2 CAT, 2 Training, 1 Traffic Ofc)	5.00	5.00	5.00	
Support Services Manager	1.00	1.00	1.00	
Fleet & Technical Services Coordinator	1.00	0.00	0.00	
Court Liaison/Policy & Budget Coordinator	1.00	0.00	0.00	
Community Service Officer	7.00	7.00	7.00	
Records Clerk	8.00	8.00	8.00	
Lab/Property Specialist	1.00	1.00	1.00	
Truck Enforcement Officer	0.00	0.00	1.00	
<b>Total Full Time Equivalent (FTE) Employees:</b>	<b>26.00</b>	<b>24.00</b>	<b>25.00</b>	

**60 - Police**  
**630 - Support Services**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Salaries</b>					
5005	Salaries	1,718,173	1,736,021	1,570,329	1,852,779
5010	Temporary Wages	173,677	200,000	170,772	210,000 *
5015	Overtime - Supervisory	3,905	-	-	-
5020	Overtime - Non Supervisory	61,569	42,129	62,597	62,129
5025	Secondary Employment	73,705	40,000	48,411	40,000
5030	Court Pay	-	-	-	-
5035	Acting Out of Class & Night Premium	-	8,500	8,500	8,500
		2,031,028	2,026,650	1,860,609	2,173,408
<b>Taxes and Benefits</b>					
5200	FICA Contribution	111,735	114,953	99,146	116,621
5205	IMRF Contribution	178,692	152,823	150,265	139,228
5210	Police Pension Contribution	299,746	325,920	325,920	359,826
5220	PPO Insurance Contribution	329,775	326,085	271,903	313,944
5225	HMO Insurance Contribution	96,553	102,362	98,054	102,223
5230	Dental Insurance Contribution	25,401	25,220	21,800	22,214
5235	Life Insurance Contribution	1,927	1,879	1,764	1,920
5240	Workers Compensation	35,666	27,600	27,600	39,961
5245	Unemployment Compensation	2,674	1,383	1,383	2,516
5250	Uniform Allowance	10,450	11,225	9,750	9,750
5260	RHS Plan Payout	27,951	32,259	25,305	25,295
		1,120,569	1,121,709	1,032,890	1,133,498
<b>Other Employee Costs</b>					
5310	Membership Dues	9,125	9,830	9,830	9,130 *
5320	Conferences	-	1,000	-	1,000
5325	Training	14,117	24,390	24,390	32,090 *
5335	Travel Expenses	30	150	75	150 *
		23,272	35,370	34,295	42,370
<b>Insurance</b>					
5535	Property & Liability Insurance	27,421	27,788	27,788	36,573
		27,421	27,788	27,788	36,573
<b>Contractual Services</b>					
6000	Professional Services	-	3,125	3,000	3,125 *
6015	Communication Services	13,095	11,060	11,060	11,060 *
		13,095	14,185	14,060	14,185
<b>Other Services</b>					
6110	Printing Services	14,912	14,000	14,000	15,000 *
6185	Animal Control	32,917	40,000	37,000	40,000 *
6190	Tow/Storage/Abandoned Fees	1,004	2,500	1,500	2,500
6195	Miscellaneous Contractual Services	19,930	21,050	20,000	20,150 *
		68,763	77,550	72,500	77,650
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	8,282	11,250	8,500	11,250 *
6310	R&M Vehicles	4,645	9,500	6,000	9,500 *

**60 - Police**  
**630 - Support Services**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget	
6345	R&M Police Range	11,349	8,300	8,300	11,500	*
		24,276	29,050	22,800	32,250	
<b>Commodities</b>						
7000	Office Supplies	9,989	11,000	11,000	11,000	
7010	Supplies - Community Relations	10,444	18,000	15,000	18,000	*
7015	Supplies - Police Range	47,804	64,130	60,000	63,630	*
7055.051	Street Sign Supplies	390	1,300	500	800	*
7200	Other Supplies	10,754	15,000	13,000	16,650	*
7300	Uniforms	6,115	18,900	16,000	13,100	*
7310	Publications	2,952	2,680	3,142	3,180	*
7320	Equipment < \$5,000	3,344	6,000	5,000	6,000	*
		91,790	137,010	123,642	132,360	
<b>Other Expenses</b>						
7500	Postage & Parcel	375	500	500	500	
7525	Meals	1,182	1,200	600	600	*
7550	Miscellaneous Expenses	1,001	200	725	1,000	
		2,558	1,900	1,825	2,100	
<b>Total Support Services Expenses</b>		<b>3,402,773</b>	<b>3,471,212</b>	<b>3,190,409</b>	<b>3,644,394</b>	

**60 - Police**  
**630 - Support Services**  
**2015 Budget Justification Worksheet**

G/L Account Number	Transaction	Total Amount
Account:5010 - Temporary Wages	Crossing Guards	210,000
Account:5310 - Membership Dues	Crime Free Housing	200
	IL Crime Prevention Association (ICPA)	100
	Illinois Law Enforcement Trainers Assoc. (ILETA)	80
	Illinois Law Enforcement Alarm System (ILEAS)	360
	Northeast Multi Regional Training (NEMRT)	8,300
	Sam's Club	90
Account:5325 - Training	Animal Control Training	200
	Child Safety Seat Install Training (2)	500
	Community Service Officer (CSO) Training	500
	CPR, Defibrillator, Gas Mask Testing	7,690
	Hazardous Materials, Bloodborne Pathogen Training	2,300
	Language Certification-Interlate	500
	Legal Training & Updates (Private Attorney)	8,200
	Lexipol Daily Training Bulletin	7,200
	Public Education Training with Fire Department	5,000
Account:5335 - Travel Expenses	Mileage, Tolls, Parking	150
Account:6000 - Professional Services	Northern IL Police State Trng. Academy Facility Rental	3,125
Account:6015 - Communication Services	Departmental Cell Phones, iPad (Commander)	11,060
Account:6110 - Printing Services	Neighborhood Watch/Crime Prevention	1,500
	Officer Resource Book/General Order Manuals	3,500
	Parking Tickets/Compliance Tickets	3,500
	Photo Reproduction	500
	Police Forms	3,250
	Production-Flyers-Inserts	1,000
	Stationary	1,750
Account:6185 - Animal Control	Animan Removal Services	17,000
	Veterinary Services	23,000
Account:6195 - Misc Contractual Services	All Traffic Solutions (Speedboards)	8,750
	Battery Charger Contract	300
	Cleaning Company-Biohazard	1,500
	Exterminator	500
	Lexipol Maintenance Fee	3,600
	Shredding	5,500
Account:6305 - R&M Equipment	Door Lock R & M	1,000
	Fire Extinguishers - Police Building	400
	Labor for Equip. Out of Contract (Radios, Computers)	3,000
	Microfilm Machine Maintenance - Eastman Kodak	700
	Porter Lee-Beast (Evidence & Property System)	850
	R&M of Truck Scale	2,300
	Radar & Laser Repair/Certification	2,000
	Recertification of Truck Scale	1,000
Account:6310 - R&M Vehicles	Misc. Squad Repairs	2,000

**60 - Police**  
**630 - Support Services**  
**2015 Budget Justification Worksheet**

G/L Account Number	Transaction	Total Amount
	Semi-Annual Squad Detail	2,500
	Squad Body Repair	1,500
	Squad Car Washes	3,500
Account:6345 - R&M Police Range	Range Maintenance (Lead removal, Filter Replacement)	4,800
	Range Maintenance	6,700
Account:7010 - Supplies - Community Relations	Community Relations - Special Events	18,000
Account:7015 - Supplies - Police Range	Ammunition	50,000
	Eye Protection	250
	Hearing Protection	250
	Misc. Range Supplies	3,250
	Outdoor Range Fees	1,880
	Range Targets	2,500
	Tasers	5,500
Account:7055.051 - Street Sign Supplies	Traffic Signage	800
Account:7200 - Other Supplies	Locksmith Services	2,000
	Animal Control Supplies	1,500
	Community Service Officer Supplies	650
	Department and Citizen Awards/Plaques	1,500
	Fire Extinguishers	750
	First Aid Kits	500
	Flares	2,500
	Hinckley Schmidt	750
	Keg Tag Program-Keg Tags	1,000
	Misc. Hardware	200
	Personal Protection Kits	200
	Photo/Lab Supplies	1,000
	Prisoner Blankets	1,500
	Replacement Batteries-Portable Radios	500
	Sign-A-Rama	200
	Snow Brushes	100
	Traffic Control Supplies	1,500
	Training Aids	300
Account:7300 - Uniforms	Auxiliary Officers (10)	7,000
	Records Clerk Apparel	1,200
	Police Badges-Chicago Badge	2,000
	Police Insignias	400
	Police Officer Replacement Articles	500
	Retirement Badges	1,000
	Uniform Patches	1,000
Account:7310 - Publications	Forum-Chief of Police	40
	IL Law Enforcement & Training Board-Chief of Police	40
	IL Vehicle Code (IVC) Procedural Manuals	3,000
	Law Update-IL Law Enforcement	100
Account:7320 - Equipment < \$5,000	Equipment Out of Warranty (Computers, Cameras, Radars)	6,000
Account:7525 - Meals	Prisoner Meals	600



2015 Budget  
**HOMELAND SECURITY AND  
 EMERGENCY MANAGEMENT AGENCY**

**Mission Statement**

The mission of the Homeland Security and Emergency Management Agency is to provide proactive homeland security and emergency management services for our residents, employers and visitors to the City by coordinating and integrating all activities necessary to build, sustain, and improve our capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Salaries	18,186	19,047	31,064	50,662	50,016	55,633
Benefits	9,600	12,190	12,260	11,342	11,739	11,910
Contractual Services	23,568	33,764	22,903	42,944	51,111	45,485
Commodities	18,309	20,378	24,178	20,125	20,162	27,575
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>69,663</b>	<b>85,379</b>	<b>90,405</b>	<b>125,073</b>	<b>133,028</b>	<b>140,603</b>

**Department Overview**

Homeland Security and Emergency Management - Homeland Security and Emergency Management provides leadership and is the managerial function charged with creating the framework within our City to reduce its vulnerability to hazards and cope with disasters/events. The Agency achieves these goals by building public trust and confidence, while conforming to all Federal and State requirements as an Accredited Illinois Emergency Management Program.

Emergency Operations Center - The Emergency Operations Center (EOC) is a centralized command and control facility responsible for carrying out the principles of emergency preparedness and emergency management, disaster management functions, and day-to-day operations under the National Incident Management System (NIMS). The Des Plaines EOC operates at a strategic level during all situations, thus ensuring the continuity of operations within the City.

Incident Management Team (IMT) - Emergency and day to day operations are coordinated by the Mayor, City Manager, Assistant City Manager, EMA Coordinator and Department Heads, working under NIMS principles in the EOC. Our IMT members work under stressful conditions which exist during major emergencies or disaster situations, requiring rapid evaluation and transmission of information, prompt decision making and expeditious response to present or possible dangers.

The National Incident Management System (NIMS) - The National Incident Management System is a joint systematic, proactive approach to an incident during which government, nongovernmental organizations and the private sector work together to seamlessly manage



## 2015 Budget

# HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY

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incidents involving all threats and hazards, regardless of cause, size, location or complexity, in order to reduce the loss of life and/ or property and harm to the environment.

Homeland Security Exercise and Evaluation Program (HSEEP) - An effective exercise program is an essential component of Des Plaines preparedness as it validates plans, tests operational capabilities, maintains leadership effectiveness, and examines ways to utilize the whole community. Exercise program management involves a collaborative approach that integrates resources, organizations, and individuals in order to identify and achieve program priorities. HSEEP requirements and those of the NIMS must continue be met in order for Des Plaines to receive Federal Grant funds.

Citizen Corps Programs – Citizen Corps Programs support all City Departments in the delivery of services to Des Plaines residents and businesses. These groups include:

- Volunteers in Police Service – a group of trained volunteers who respond during emergencies and disasters to assist the Police Department in law enforcement support operations.
- Fire Corps - a group of trained volunteers who support the Fire Department by performing non-operational duties, allowing firefighters and emergency medical responders to focus on critical, life-threatening situation.
- Medical Reserve Corps (MRC) – a group of trained volunteers who strive to secure the health and safety of our City by organizing and utilizing medical and non-medical volunteers to prepare for, and respond to emergencies, supplementing the City’s existing emergency and public health resources during local emergencies and public events.
- Neighborhood Watch – a group of trained residents and business owners whose mission is to be additional “eyes and ears” of the Police Department in their community.
- Community Emergency Response Team (CERT) - The Community Emergency Response Team Program educates residents and businesses about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. The intent of this training is to give people the tools and knowledge they need to survive for the first 72 hours after a disaster, before first responders may be able to help them.





**2015 Budget**  
**HOMELAND SECURITY AND**  
**EMERGENCY MANAGEMENT AGENCY**

**Performance Measures**

Service	Metric	Actual 2012	Actual 2013	Projected 2014
Emergency Management	Number of Emergency Responses	170	213	42
	Number of Hours Spent on Disaster Planning	2010	2030	1140
	New Grants Applied For/Received	1	1	1
	Preparedness Outreach Events (upon requests)	20	32	16
	% of Grants Successfully Awarded	100%	100%	100%

**2014 Major Accomplishments**

1. City of Des Plaines Accredited Emergency Management Program
  - Work on the re-accreditation application for the City’s Emergency Management Program/EMA Grant is ongoing through this summer and will be ready for submission to the IEMA Regional Coordinator by August 31, 2014. We will also meet all DHS/FEMA HSEEP and NIMS requirements by August 31, 2014, as required for compliance with all Federal Grants awarded to the City.
  
2. Storm Ready Program
  - Our Storm Ready Program was certificated for another two years on May 1, 2014, by the National Weather Service.
  
3. City of Des Plaines Emergency Operations Plan
  - Work on the first draft of the City’s Emergency Operations Plan (EOP) is ongoing. It will be submitted to the IEMA Region 4 Office by October 1, 2014. The final EOP must be submitted by January 1, 2015, for IEMA review and June 1, 2015, for final approval.
  
  - As part of this process, we will be updating related plans which are referred to in our EOP and are part of our Emergency Management Accredited Program and FEMA/DHS EMA Grant. These related plans are listed below:
    - i. Des Plaines Threat and Hazard Identification Risk Assessment Plan (THIRA)
    - ii. Des Plaines Continuity of Operations Plan (COOP)
    - iii. Des Plaines Recovery Plan
    - iv. Des Plaines Demobilization Plan
  
4. The newly created Flood Action Matrix will be added to the Des Plaines EOP Flooding Annex. We will also be working on an Earthquake Annex which will be required by IEMA shortly.



**2015 Budget**  
**HOMELAND SECURITY AND**  
**EMERGENCY MANAGEMENT AGENCY**

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5. All City of Des Plaines Mutual Aid Agreements and Memorandums of Understanding will also be reviewed, as required by the IEMA Administrative Code.
6. All Des Plaines employee and volunteer files will be reviewed to ensure that current NIMS training requirements are met.

**2015 Goals and Objectives**

1. To meet all DHS/FEMA HSEEP and NIMS requirements as required for compliance with all Federal Grants awarded to the City.
2. Deliver quarterly emergency management training to Elected Officials.
3. Conduct ICS 300 and ICS 400 (NIMS) training for all Incident Management Team Members and deputy/assistant department heads.
4. Develop a monthly emergency management newsletter, providing information and education on emergency management topics to elected officials, Incident Management Team members, and deputy/assistant department heads.
5. Conduct a full-scale exercise involving all City departments, meeting our accreditation and grant requirements.
6. Review and update our Emergency Operation Plan for the Illinois Emergency Management Agency approval.
7. Deliver a National Weather Service Weather Spotting Class to Des Plaines employees, volunteers and residents.
8. Citizen Corps
  - Continue with the reorganization/revitalization of the Fire Corp, Volunteers in Police Service, Neighborhood Watch, Medical Reserve Corps and the Community Emergency Response Team Programs.



2015 Budget  
**HOMELAND SECURITY AND  
EMERGENCY MANAGEMENT AGENCY**

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**PERSONNEL EXHIBIT**

Department: EMA		Div: EMA		Div. No: 65-000	
Title	Authorized Positions				
	2013 Authorized	2014 Budget	2015 Budget		
Deputy Executive Coordinator	1.00	1.00	1.00		
Total Full Time Equivalent (FTE) Employees:	1.00	1.00	1.00		

## 65 - Emergency Management Agency 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	25,314	50,662	50,016	55,633
5010	Temporary Wages	5,120	-	-	-
5020	Overtime - Non Supervisory	630	-	-	-
		31,064	50,662	50,016	55,633
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	4,405	3,799	3,689	4,256
5205	IMRF Contribution	7,668	7,380	7,887	7,371
5235	Life Insurance Contribution	45	76	76	108
5240	Workers Compensation	115	72	72	139
5245	Unemployment Compensation	28	15	15	36
		12,260	11,342	11,739	11,910
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	155	225	225	225 *
5325	Training	600	2,500	2,500	3,500 *
5335	Travel Expenses	-	50	52	100 *
5340	Pre-Employment Exams	-	750	-	250 *
		755	3,525	2,777	4,075
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	6,822	7,889	7,889	7,880
		6,822	7,889	7,889	7,880
<b><u>Contractual Services</u></b>					
6015	Communication Services	6,031	12,530	12,530	12,530 *
		6,031	12,530	12,530	12,530
<b><u>Other Services</u></b>					
6110	Printing Services	-	1,000	750	3,000 *
6195	Miscellaneous Contractual Services	5,000	5,000	5,000	5,000 *
		5,000	6,000	5,750	8,000
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	4,295	13,000	22,165	13,000 *
		4,295	13,000	22,165	13,000
<b><u>Commodities</u></b>					
7000	Office Supplies	1,516	1,500	1,500	1,500 *
7035	Supplies - Equipment R&M	1,800	225	643	225 *
7200	Other Supplies	3,283	4,400	4,000	9,400 *
7300	Uniforms	4,966	5,000	5,000	6,000 *
7320	Equipment < \$5,000	3,338	7,000	7,000	8,450 *
		14,903	18,125	18,143	25,575
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	140	-	19	-
7550	Miscellaneous Expenses	9,135	2,000	2,000	2,000 *
		9,275	2,000	2,019	2,000
<b>Total Emergency Management Agency Expenses</b>		<b>90,405</b>	<b>125,073</b>	<b>133,028</b>	<b>140,603</b>

## 65 - Emergency Management Agency 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Illinois Emergency Services Mgmt. Assoc. (IESMA)	70
	Northern Illinois Emergency Mgmt. Consort. (NIEMC)	90
	Sam's Club	15
	Group Search and Rescue	50
Account:5325 - Training	Illinois Emergency Mgmt Agency (IEMA)	750
	Illinois Emergency Services Mgmt Assoc. (IESMA)	1,750
	Citizen Corps Training	1,000
Account:5335 - Travel Expenses	Parking, Mileage	100
Account:5340 - Pre-Employment Exams	Background Checks	250
Account:6015 - Communication Services	Comcast	240
	Cook County Radio System	4,800
	Meteorlogix Weather Alert	1,850
	Nextel Phones (3 Blackberry, 1 Flip)	3,500
	Weather Tap	700
	Broadband Card for EOC	1,440
Account:6110 - Printing Services	Printing of training manuals/pamphlets/handouts	1,000
	Citizen Corps Materials	2,000
Account:6195 - Misc Contractual Services	Citizen Corp Stipend	2,500
	Emergency Management Agency (EMA) Stipend	2,500
Account:6305 - R&M Equipment	Homeland Security Camera Maintenance	5,000
	R&M of Equipment, Light Trailers, Warning Siren, Etc	3,000
	Siren Maintenance Agreement (11)	4,000
	HP Plotter	1,000
Account:7000 - Office Supplies	Paper, Pens, Pencils, Etc	1,500
Account:7035 - Supplies - Equipment R&M	Repair of Emergency Mgmt. Agency Tools & Equip.	225
Account:7200 - Other Supplies	Disaster Supplies (Flashlights, Vests, Fire Boots)	2,900
	Medical Reserve Corps Supplies	1,500
	Citizen Corps Supplies	5,000
Account:7300 - Uniforms	Uniforms for Volunteer Personnel	5,000
	Citizen Corps Uniforms	1,000
Account:7320 - Equipment < \$5,000	Emergency Operations Center (EOC)	5,050
	Tools, Equipment	2,400
	Citizen Corps Equipment	1,000
Account:7550 - Miscellaneous Expenses	Misc Volunteer Expenses	2,000

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**2015 Budget  
FIRE DEPARTMENT**

**Mission Statement**

The Mission of the Des Plaines Fire Department is to protect life, property and the environment by providing services that make a positive difference every day.

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Salaries	9,236,858	9,722,583	9,862,545	9,886,039	9,994,853	10,399,344
Benefits	7,266,126	7,389,424	7,379,090	7,481,181	7,477,298	8,338,097
Contractual Services	449,584	597,793	606,696	570,388	762,903	317,460
Commodities	122,138	167,293	180,930	178,575	179,750	170,149
Capital Outlay	290	2,630	11,455	8,085	9,085	7,085
Transfers	-	-	-	-	-	498,000
<b>Total</b>	<b>17,074,996</b>	<b>17,879,723</b>	<b>18,040,716</b>	<b>18,124,268</b>	<b>18,423,889</b>	<b>19,730,135</b>

**Department Overview**

The Fire Department is committed to reducing fires and accidents through prevention and education programs; protecting the lives and property of the people of Des Plaines, and the environment, during fires, rescues, and other emergencies; and providing emergency medical treatment and transportation.

*Administration Division*

**Division Overview**

This Division provides the planning, coordination, control, and support of the many functions performed by the Department. This Division establishes the goals of the Department; develops practices and procedures for emergency and non-emergency operations; and plans for, researches, budgets and purchases all equipment, supplies and services used by the Department. It also coordinates the maintenance and repair of fire stations, equipment, and all vehicles and emergency apparatus. The Administration serves as liaison between the Department and the various branches of City government, as well as other governments and the public.

**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Projected 2014</b>
Personnel	Number of Employees Hired	4	5	0
	Special Activity and Training Hours	65,010	63,456	75,000
Purchasing	Number of Purchase Orders Processed	24	55	47

**2014 Major Accomplishments**

1. Transition to the RED Center for Dispatching Services. The Department completed the transition of dispatching services to the Regional Emergency Dispatch (RED) Center,



## 2015 Budget FIRE DEPARTMENT

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which included the purchase of equipment, reprogramming of radios, transferring ownership of assets, changing policies and procedures, and personnel training.

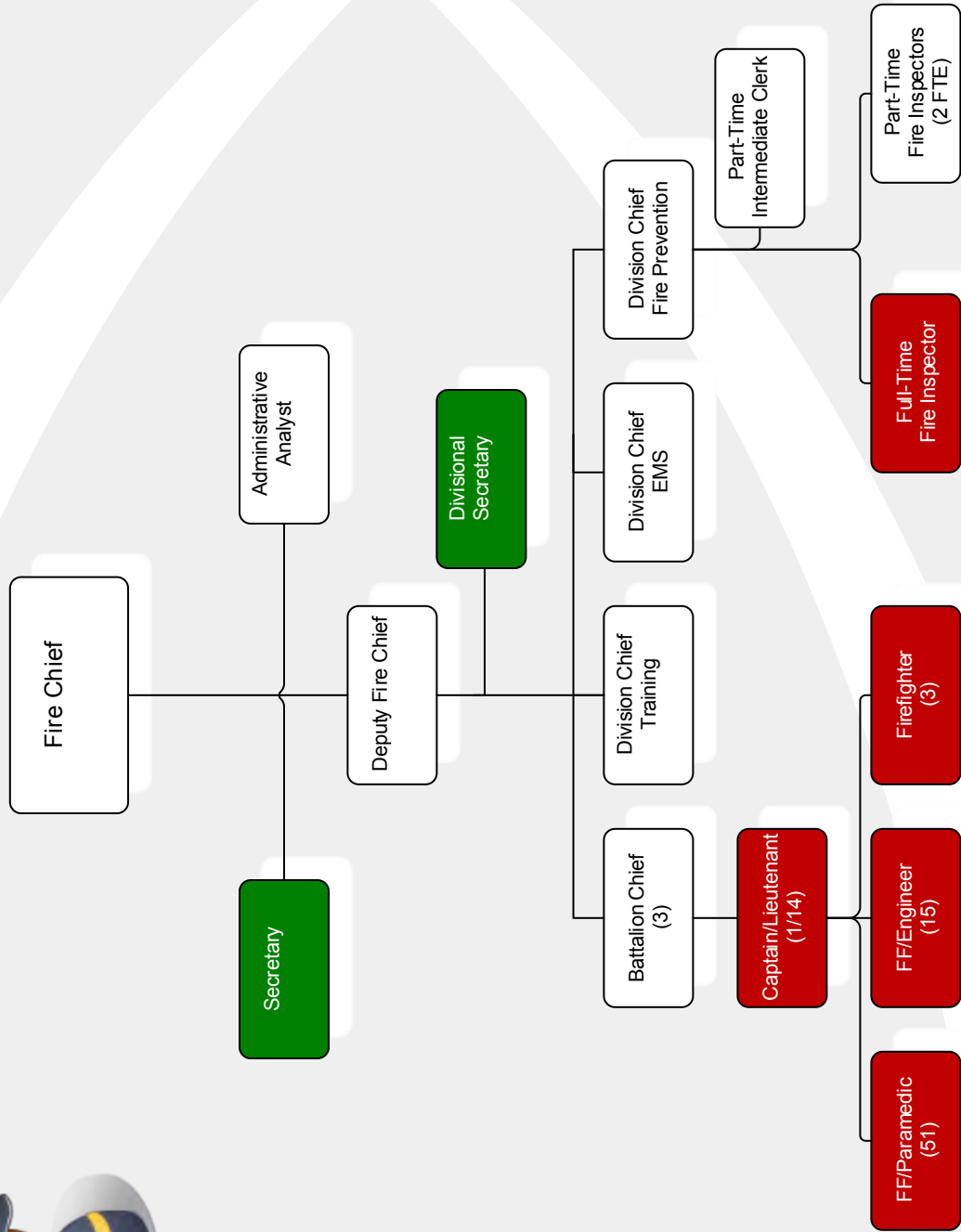
2. Settlement of Collective Bargaining Agreement. The City entered a labor contract with the International Association of Firefighters, Local 4211, after months of negotiations. The term of the agreement is from January 1, 2013 through December 31, 2016.

### **2015 Goals and Objectives**

1. Scope of Practice Considerations. The Department will start to investigate ways to provide additional services to the community and generate additional revenue in response to requirements of the Affordable Care Act. This may include implementing a system to provide mobile integrated healthcare and community paramedicine, either on a local level or a regional one.



# Fire Department



IAFF

AFSCME

FY2015



2015 Budget  
**FIRE -  
ADMINISTRATION**

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**PERSONNEL EXHIBIT**

Department: Fire	Div: Administration	Div. No: 70 - 100		
Title	Authorized Positions			
	2013 Authorized	2014 Budget	2015 Budget	
Fire Chief	1.00	1.00	1.00	
Deputy Fire Chief - Operations	1.00	1.00	1.00	
Administrative Analyst	1.00	1.00	1.00	
Division Chief - Training	1.00	1.00	1.00	
Division Chief - EMS	1.00	1.00	1.00	
Secretary	1.00	2.00	2.00	
Intermediate Clerk	<u>0.50</u>	<u>0.00</u>	<u>0.00</u>	
Total Full Time Equivalent (FTE) Employees:	6.50	7.00	7.00	

**70 - Fire**  
**100 - Fire Department Administration**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	643,777	695,874	658,459	728,535
5020	Overtime - Non Supervisory	-	1,158	1,158	1,200
		643,777	697,032	659,617	729,735
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	24,885	29,602	25,350	30,139
5205	IMRF Contribution	36,859	46,175	37,746	41,791
5215	Fire Pension Contribution	162,595	183,729	183,729	246,077
5220	PPO Insurance Contribution	111,063	112,819	112,638	129,903
5230	Dental Insurance Contribution	6,827	7,994	6,570	6,784
5235	Life Insurance Contribution	583	659	596	660
5240	Workers Compensation	70,880	54,182	54,182	96,991
5245	Unemployment Compensation	1,093	480	480	944
5250	Uniform Allowance	3,000	3,000	3,000	3,000
5260	RHS Plan Payout	7,196	10,468	7,196	7,194
		424,981	449,108	431,487	563,483
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	8,913	9,118	9,100	9,644 *
5320	Conferences	1,603	3,000	2,100	3,000
5325	Training	7,122	5,400	2,200	5,550 *
5335	Travel Expenses	-	100	300	100
		17,638	17,618	13,700	18,294
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	11,897	11,162	11,162	10,891
		11,897	11,162	11,162	10,891
<b><u>Contractual Services</u></b>					
6000	Professional Services	-	1,000	500	1,000
6015	Communication Services	3,814	4,600	4,000	4,600 *
		3,814	5,600	4,500	5,600
<b><u>Other Services</u></b>					
6110	Printing Services	40	75	75	75 *
		40	75	75	75
<b><u>Repairs and Maintenance</u></b>					
6310	R&M Vehicles	88	-	100	100 *
		88	-	100	100
<b><u>Commodities</u></b>					
7000	Office Supplies	1,132	1,400	1,600	1,400
7120	Gasoline	109	-	-	-
7200	Other Supplies	244	250	250	250
7300	Uniforms	3,651	500	400	500
7310	Publications	269	500	350	400
7320	Equipment < \$5,000	6,561	400	500	400 *
		11,966	3,050	3,100	2,950

**70 - Fire**  
**100 - Fire Department Administration**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Other Expenses</b>					
7500	Postage & Parcel	-	75	75	50
7550	Miscellaneous Expenses	74	200	200	200
		<u>74</u>	<u>275</u>	<u>275</u>	<u>250</u>
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	1,456	-	500	-
		<u>1,456</u>	<u>-</u>	<u>500</u>	<u>-</u>
<b>Total FD Administration Expenses</b>		<b><u>1,115,730</u></b>	<b><u>1,183,920</u></b>	<b><u>1,124,516</u></b>	<b><u>1,331,378</u></b>

**70 - Fire**  
**100 - Fire Department Administration**  
**2015 Budget Justification Worksheet**

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Center for Public Safety Excellence (CPSE) Registered Agency	500
	Fire Accreditation	100
	Illinois Fire Chiefs Association	500
	International Association Fire Chiefs	409
	Metropolitan Fire Chiefs	80
	Illinois Mutual Aid Box Alarm System (MABAS) Dues	525
	Mutual Aid Box Alarm System (MABAS) Div. 1 - Annual Dues	2,500
	Mutual Aid Box Alarm System Division 3 - Annual Dues	5,000
	Sam's Club	30
Account:5325 - Training	Mgmt/Labor, Legal, Mgmt Leadership, Incident Mgmt	2,200
	National Fire Service Staff & Command Course	3,350
Account:6015 - Communication Services	Cell Phones	4,600
Account:6110 - Printing Services	Annual Report	75
Account:6310 - R&M Vehicles	Car Washes	100
Account:7320 - Equipment < \$5,000	Office Equipment	400



**2015 Budget  
FIRE DEPARTMENT**

*Emergency Services Division*

**Division Overview**

This Division, in addition to providing firefighting, rescue, and emergency medical services, provides hazardous materials response, water/ice rescue and recovery, vehicle accident extrication, hazard mitigation, and technical rescue services. This Division also participates in regional readiness and responses involving mutual-aid and automatic-aid agreements and cooperative special team activities. The Department’s training function falls within this Division.

**Performance Measures**

Service	Metric	Actual 2012	Actual 2013	Projected 2014
Emergency Responses	Total Number of Emergency Responses	7,595	7,533	7,900
Emergency Medical	Number of Emergency Medical Calls	5,451	5,382	5,500
	Number of Patients Transported	4,046	4,084	4,100
Fire & Rescue Responses	Number of Responses to Fires	182	168	140
	Number of Structure Fire Responses	97	84	80
	Fire Loss in Des Plaines	\$1,861,212	\$802,600	\$800,000

**2014 Major Accomplishments**

1. Hazard Zone Management Training. The Department continued its multi-year initiative to elevate the level of command officer training, as acting officers participated in over 50 hours of hazard zone management training. Additionally, command-level officers continued to incorporate the findings of advanced studies on fire behavior in modern structures into operational procedures.
2. Advanced Life Support Ladder Trucks. The Department converted both in-service ladder trucks into paramedic-capable vehicles. In the past, these vehicles and their crews could only provide basic life support. With the completion of this initiative, all front-line response apparatus are now paramedic-capable. This dramatically increases the level of services to the community.
3. Transfer Primary MABAS Divisions. With the transition to RED Center, the Department also transitioned primary membership in the Mutual Aid Box Alarm System from Division 1, dispatched by the Northwest Central Dispatch System – to Division 3, dispatched by RED Center.

**2015 Goals and Objectives**

1. Upgrade Technology. The Department will increase the use of technology in the field. This will include increasing the use of mobile data computers in emergency response vehicles to access vital data during incidents.



## 2015 Budget **FIRE DEPARTMENT**

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2. Officer Development. The Department will increase its focus on officer development related to incident command structure and hazard zone management. This will include work on the development of a command training center.
3. Regionalized Responses. With the transition to the Regional Emergency Dispatch (RED) Center in 2014, the Department can now work toward a regionalized response focus, including closest unit responses when currently such may not be possible due to delays in dispatch center call-transfers.



2015 Budget  
**FIRE -  
 EMERGENCY SERVICES**

**PERSONNEL EXHIBIT**

Department: Fire		Div: Emergency Services		Div. No: 70 - 710	
Title	Authorized Positions				
	2013 Authorized	2014 Budget	2015 Budget		
Battalion Chief	3.00	3.00	3.00		
Captain - Company Officer	1.00	1.00	1.00		
Lieutenant - Company Officer	14.00	14.00	14.00		
Firefighter - Paramedic	51.00	51.00	51.00		
Firefighter - Engineer	15.00	15.00	15.00		
Firefighter	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>		
Total Full Time Equivalent (FTE) Employees:	87.00	87.00	87.00		



**70 - Fire**  
**710 - Emergency Services**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Salaries</b>					
5005	Salaries	8,021,692	8,130,486	8,227,133	8,587,482
5015	Overtime - Supervisory	308,467	225,000	240,973	230,000
5020	Overtime - Non Supervisory	509,334	475,000	474,027	485,000
5035	Acting Out of Class & Night Premium	24,601	27,831	25,016	27,831
		8,864,094	8,858,317	8,967,149	9,330,313
<b>Taxes and Benefits</b>					
5200	FICA Contribution	118,222	129,365	123,185	135,944
5215	Fire Pension Contribution	3,443,651	3,866,960	3,866,960	3,946,676
5220	PPO Insurance Contribution	1,414,268	1,442,512	1,470,889	1,428,094
5225	HMO Insurance Contribution	229,588	221,889	220,030	228,785
5230	Dental Insurance Contribution	99,012	99,204	100,453	90,040
5235	Life Insurance Contribution	7,142	7,160	7,179	7,188
5240	Workers Compensation	1,232,359	880,044	880,044	1,556,475
5245	Unemployment Compensation	12,656	6,927	6,927	11,748
5250	Uniform Allowance	57,600	58,300	58,300	61,800
5260	RHS Plan Payout	129,500	134,382	101,021	101,014
		6,743,999	6,846,743	6,834,988	7,567,764
<b>Other Employee Costs</b>					
5310	Membership Dues	19,217	20,137	20,100	20,137 *
5325	Training	51,148	47,475	50,600	47,475 *
5330	In-Service Training	16,294	19,142	19,142	19,142 *
5335	Travel Expenses	-	150	125	150
5345	Post-Employment Exams	30,752	32,000	32,000	31,500 *
		117,411	118,904	121,967	118,404
<b>Insurance</b>					
5535	Property & Liability Insurance	74,348	81,193	81,193	77,166
		74,348	81,193	81,193	77,166
<b>Contractual Services</b>					
6000	Professional Services	9,562	2,375	2,375	2,375 *
6015	Communication Services	7,401	23,460	18,000	13,750 *
6035	Dispatch Services	296,641	244,974	444,974	-
		313,604	270,809	465,349	16,125
<b>Other Services</b>					
6110	Printing Services	2,364	1,500	3,500	1,500 *
6115	Licensing/Titles	1,237	1,625	1,645	2,425 *
6140	Leases	542	-	-	-
		4,143	3,125	5,145	3,925
<b>Repairs and Maintenance</b>					
6300	R&M Software	-	5,715	5,700	8,680 *
6305	R&M Equipment	46,006	29,000	29,000	29,000 *
6310	R&M Vehicles	195	200	200	200
		46,201	34,915	34,900	37,880

**70 - Fire**  
**710 - Emergency Services**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Commodities</b>					
7000	Office Supplies	2,128	2,200	2,000	2,200
7025	Supplies - Custodial	18,918	16,500	16,000	16,500
7035	Supplies - Equipment R&M	13,631	16,000	14,000	15,425 *
7040	Supplies - Vehicle R&M	211	-	-	-
7110	Natural Gas	2,376	-	-	-
7120	Gasoline	50	-	-	-
7200	Other Supplies	24,894	33,500	36,000	32,750 *
7300	Uniforms	29,876	30,500	35,500	30,500 *
7310	Publications	-	100	100	100
7320	Equipment < \$5,000	57,256	62,945	60,000	59,994 *
		149,341	161,745	163,600	157,469
<b>Other Expenses</b>					
7500	Postage & Parcel	2,440	1,000	1,000	1,000
7550	Miscellaneous Expenses	9,363	275	275	275
		11,803	1,275	1,275	1,275
<b>Capital Outlay</b>					
8000	Computer Software	-	85	85	85 *
8010	Furniture & Fixtures	9,792	8,000	8,500	2,000 *
8015	Equipment	-	-	-	5,000 *
		9,792	8,085	8,585	7,085
<b>Other Financing Uses</b>					
9280	Transfer to Emergency Telephone System Fund	-	-	-	498,000 *
		-	-	-	498,000
<b>Total Emergency Services Expenses</b>		<b>16,334,736</b>	<b>16,385,111</b>	<b>16,684,151</b>	<b>17,815,406</b>

**70 - Fire**  
**710 - Emergency Services**  
**2015 Budget Justification Worksheet**

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Fire Department Safety Officers Association	325
	Illinois Association of Fire Chiefs	235
	Illinois Fire Apparatus Mechanics Association	40
	Illinois Society of Fire Service Instructors	50
	International Society of Fire Service Instructors	125
	Northeastern Illinois Public Safety Training Academy	
	Membership	18,952
	Northwest Association of Emergency Medical Services (EMS)	50
	Sam's Club	60
	Survey Tool Membership for Online Training	300
Account:5325 - Training	Engine & Truck Operations	3,500
	FF Academy Replacement Hires	10,500
	Fire Apparatus Engineer	3,000
	Fire Officer/Incident Command	11,800
	Peer Fitness	2,000
	Regional Joint Multi-Company Drills - Spring/Fall	5,400
	Special Teams	5,000
	Specialized Rescue/Fire Attack	4,000
	Targeted Training	1,250
	24x7 EMS Computer-Based Training	1,025
Account:5330 - In-Service Training	Emergency Medical - Paramedic System Continuing Education Costs	14,000
	Emergency Medical - Paramedic System Member Fixed Costs	
		5,142
Account:5345 - Post-Employment Exams	Annual Physicals	31,500
Account:6000 - Professional Services	Firehouse Program	500
	Image Trend: Data Storage/Medical Records Fees	1,875
Account:6015 - Communication Services	Cell Phones (Shift Commanders & Front Line Vehicles)	6,000
	Mobile Data Computer Monthly Charge (17 units)	7,750
Account:6110 - Printing Services	Forms	1,150
	Public CPR Program - Instructional Materials	350
Account:6115 - Licensing/Titles	IL Dept. of Public Health (IDPH) Re-Licensure Fees - EMT-Bs	60
	IL Dept. of Public Health (IDPH) Re-Licensure Fees - Paramedics	640
	Licensing for Ambulances	125
	Fire Data Analytics Tool	1,600
Account:6300 - R&M Software	FireHouse CAD Interface Technical Support	1,245
	FireHouse Licenses & Support in the Cloud	6,060
	Image Trend Field Bridge Support	1,125
	NFIRS Software	250
Account:6305 - R&M Equipment	Annual Upgrade/Repair Dive Equipment	4,000
	Fire Equipment and Annual Ladder Testing	15,000

**70 - Fire**  
**710 - Emergency Services**  
**2015 Budget Justification Worksheet**

G/L Account Number	Transaction	Total Amount
	Misc Equipment Repair	10,000
Account:7035 - Supplies - Equipment R&M	R&M Supplies for All Firefighting and Emergency Medical Equip.	15,425
Account:7200 - Other Supplies	General Fire Station Supplies	5,000
	Medical Equipment & Supplies for Ambulances and Engines	13,250
	Suppression - Firefighting Foam	5,000
	Suppression - Small Tools & Equipment	4,500
	Training Supplies - Props, etc...	5,000
Account:7300 - Uniforms	Suppression - Fire Gear and Uniforms	30,500
Account:7320 - Equipment < \$5,000	Air Masks Tanks/Parts - Annual Expense	6,000
	Dive - Suits, Tanks & Misc Equipment	5,600
	Hazmat - Equipment	2,500
	Suppression - Nozzles, Adapters, Appliance Replacement	5,000
	Suppression - Tools, PPV Fans, Extrication Equipment	5,600
	Technical Rescue Team (TRT) - Equipment	3,500
	Training - Mannequins, Smoke Machine	2,330
	Technical Rescue Team (TRT) - New Member Equipment	1,750
	Truck Belts	15,000
	Technical Rescue Team Trench Equip	3,814
	Dry Suits and Swiftwater Training	3,500
	Hazardous Materials Level A Suits	5,400
Account:8000 - Computer Software	FireHouse Mobile Preplan	85
Account:8010 - Furniture & Fixtures	Station Furniture Supplies	2,000
Account:8015 - Equipment	Base Radio at Station #61	5,000
Account:9280 - Transfer to Emergency Telephone System Fund	Transfer to ETSB Fund - RED Center	498,000



## 2015 Budget FIRE DEPARTMENT

### *Fire Prevention Division*

#### **Division Overview**

This Division reviews building plans for life-safety hazards and code compliance in remodeling and new construction projects, completes inspections of public and business occupancies to ensure/enforce code and safety compliance, presents fire prevention programs to community organizations, and conducts voluntary home fire safety surveys. In addition, the Division investigates causes and origins of fires, investigates and prosecutes arsons in conjunction with the Police Department, and coordinates fire-safety activities and fire prevention practices with Federal, State, County and other local fire officials.

#### **Performance Measures**

Service	Metric	Actual 2012	Actual 2013	Projected 2014
Inspection Services	Plans Reviewed	218	195	210
	Inspections & Re-inspections	4,294	4,312	4,385
	Freedom of Information Act Requests	134	108	100
Investigational Services	Fire Investigations	7	3	10

#### **2014 Major Accomplishments**

1. In conjunction with the Building Department, the Fire Department updated to the 2012 versions of the model Fire and Building Codes of the International Code Council. The number of local amendments was drastically reduced, making the new City Codes much easier to work with.

#### **2015 Goals and Objectives**

1. Upgrade Technology. The Department will increase the use of technology in the field. This will include using field-based reporting to conduct business inspections.
2. Implement Upgrade to Fire Alarm Network. The Department will implement a procedure with local vendors to provide a faster, more reliable, redundant alarm-monitoring system – one which will allow for better alarm monitoring by the Fire Prevention Bureau and reduce staff involvement in alarm maintenance issues and nuisance alarms.



2015 Budget  
**FIRE -  
FIRE PREVENTION**

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**PERSONNEL EXHIBIT**

Department: Fire		Div: Fire Prevention		Div. No: 70 - 720	
Title	Authorized Positions				
	2013 Authorized	2014 Budget	2015 Budget		
Division Chief - Fire Prevention	1.00	1.00	1.00		
Inspectors	1.00	1.00	1.00		
Secretary	1.00	0.00	0.00		
Part Time - Inspectors	2.00	2.00	2.00		
Intermediate Clerk	<u>0.00</u>	<u>0.50</u>	<u>0.50</u>		
Total Full Time Equivalent (FTE) Employees:	5.00	4.50	4.50		

**70 - Fire**  
**720 - Fire Prevention**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	343,404	322,228	358,797	330,634
5015	Overtime - Supervisory	304	-	290	-
5020	Overtime - Non Supervisory	10,925	4,300	9,000	4,500
5035	Acting Out of Class & Night Premium	41	4,162	-	4,162
5060	Compensated Absences	-	-	-	-
		354,675	330,690	368,087	339,296
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	11,079	11,726	11,950	9,927
5205	IMRF Contribution	8,327	3,985	8,165	2,257
5215	Fire Pension Contribution	88,689	99,311	99,311	107,247
5220	PPO Insurance Contribution	59,286	36,486	56,305	36,560
5230	Dental Insurance Contribution	3,103	1,822	2,814	1,810
5235	Life Insurance Contribution	259	184	247	184
5240	Workers Compensation	29,730	22,640	22,640	39,986
5245	Unemployment Compensation	513	266	266	504
5250	Uniform Allowance	1,500	1,500	1,500	750
5260	RHS Plan Payout	7,625	7,410	7,625	7,625
		210,110	185,330	210,823	206,850
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	515	400	625	590 *
5325	Training	6,568	9,650	7,500	14,650 *
5340	Pre-Employment Exams	550	-	-	-
		7,633	10,050	8,125	15,240
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	7,237	7,037	7,037	6,810
		7,237	7,037	7,037	6,810
<b><u>Contractual Services</u></b>					
6000	Professional Services	-	-	-	300 *
6015	Communication Services	2,140	2,250	2,000	2,250 *
		2,140	2,250	2,000	2,550
<b><u>Other Services</u></b>					
6110	Printing Services	456	900	900	900 *
6115	Licensing/Titles	-	4,500	4,500	750 *
6135.03	Rentals - Equipment	-	2,200	2,200	2,700 *
6195	Miscellaneous Contractual Services	-	-	-	-
		456	7,600	7,600	4,350
<b><u>Repairs and Maintenance</u></b>					
6310	R&M Vehicles	45	50	50	50 *
		45	50	50	50
<b><u>Commodities</u></b>					
7000	Office Supplies	346	2,200	2,000	2,175 *
7200	Other Supplies	3,806	2,800	2,800	2,900 *

**70 - Fire**  
**720 - Fire Prevention**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
7300	Uniforms	565	300	200	300
7310	Publications	1,752	1,230	1,000	1,230 *
7320	Equipment < \$5,000	1,279	5,100	5,000	1,000 *
		7,747	11,630	11,000	7,605
<b><u>Other Expenses</u></b>					
7550	Miscellaneous Expenses	-	600	500	600
		-	600	500	600
<b><u>Capital Outlay</u></b>					
8010	Furniture & Fixtures	208	-	-	-
		208	-	-	-
<b>Total Fire Prevention Expenses</b>		<b>590,251</b>	<b>555,237</b>	<b>615,222</b>	<b>583,351</b>



**70 - Fire**  
**720 - Fire Prevention**  
**2015 Budget Justification Worksheet**

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Fire Investigators Strike Force Dues	75
	ICC (International Code Council)	225
	IL Fire Inspectors Association	100
	NFPA (National Fire Protection Association) Membership	175
	Sam's Club	15
Account:5325 - Training	Fire Prevention Classes (NFPA, IFIA, BFCA, etc.)	9,650
	Public Education Training with Police Department	5,000
Account:6000 - Professional Services	Fee for Public Speaker for Prom Night Demo	300
Account:6015 - Communication Services	Cell Phones	2,250
Account:6110 - Printing Services	Inspection Forms, Fire Prevention Booklets, Etc.	900
Account:6115 - Licensing/Titles	FireHouse Mobile Annual License Support Fee	750
Account:6135.030 - Rentals - Equipment	Audio System for Prom Night Demo	2,100
	Public Education Supplies	600
Account:6310 - R&M Vehicles	Car Washes	50
Account:7000 - Office Supplies	Paper & Ink for Mobile Printers	875
	Pens, Pencils, Clips, Etc.	1,300
Account:7200 - Other Supplies	Promotional Items - Books, Helmets, Etc.	1,600
	Public Education Supplies	1,200
	Tarps for Prom Night Demo	100
Account:7310 - Publications	Code Updates, Books, Manuals	1,230
Account:7320 - Equipment < \$5,000	Office Equipment, Flashlights, Investigation Gear, Etc.	1,000

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**2015 Budget**  
**BOARD OF FIRE & POLICE COMMISSIONERS**

**Mission Statement**

The Mission of the Board of Fire & Police Commissioners is to provide the citizens of Des Plaines with professional Fire & Police Departments through fair and impartial hiring, promotional, and disciplinary processes.

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Commissioner Costs	12,921	38,195	31,825	56,750	46,000	57,750
Contractual Services	0	15,705	0	12,500	7,500	11,500
Commodities	32	2,239	738	1,450	900	1,450
<b>Total</b>	<b>12,953</b>	<b>56,139</b>	<b>32,563</b>	<b>70,700</b>	<b>54,400</b>	<b>70,700</b>

**Board Overview**

The Board of Fire & Police Commissioners is composed of three non-paid members appointed by the Mayor, with consent of the City Council. The Board has three primary responsibilities:

- To establish eligibility lists for the employment of firefighters and police officers,
- To establish eligibility lists for the promotion of fire lieutenants and police sergeants,
- To conduct hearings, and take actions, related to disciplinary matters for Fire and Police Department employees within the Board’s jurisdiction.

**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Projected 2014</b>
Hiring	Number of Fire Department Candidates Interviewed	11	6	N/A
	Number of Police Department Candidates Interviewed	14	18	22
Promotion	Number of Fire Department Candidates Tested	N/A	27	N/A
	Number of Police Department Candidates Tested	N/A	33	N/A

**2014 Major Accomplishments**

1. The Board conducted 22 oral interviews for the position of Probationary Police Officer, and appointed five (5) police officers.
2. The Board amended its Rules and Regulations to expand the pool of eligible police officer candidates, modify the police candidate preference points, and provide better consistency in terminology within the police officer hiring articles. Additionally, the Rules and Regulations were amended to conform with the requirements of a new state law regarding the cutoff passing score on the Firefighter Candidate Written Exam.
3. The Board selected the testing vendor to administer the Police and Fire Departments’ entry-level testing processes.



## 2015 Budget **BOARD OF FIRE & POLICE COMMISSIONERS**

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4. The Board established an eligibility list for entry-level Fire Department positions.
5. The Board established an eligibility list for entry-level Police Department positions.

### **2015 Goals and Objectives**

1. Training. Board members will attend at least one of the Illinois Fire and Police Commissioners Association conferences.
2. Hiring. The Board will conduct interviews as necessary to provide candidates to the Police and Fire Departments for hire when vacancies occur.
3. Discipline. The Board will remain prepared to conduct hearings for disciplinary purposes, if necessary.
4. Promotion. The Board will establish a Police Sergeant promotional eligibility list.
5. Terms Expired. The current term of office of Commissioner Albrecht expires in 2015. An appointment or re-appointment is anticipated by the Mayor with consent of the City Council.

## 75 - Fire & Police Commission 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget	
<b><u>Other Employee Costs</u></b>						
5310	Membership Dues	-	400	400	400	*
5325	Training	1,335	1,000	500	1,000	*
5335	Travel Expenses	-	200	100	200	*
5340	Pre-Employment Exams	8,536	55,150	45,000	56,150	*
5345	Post-Employment Exams	21,954	-	-	-	
		31,825	56,750	46,000	57,750	
<b><u>Contractual Services</u></b>						
6000	Professional Services	-	5,000	3,000	4,000	*
		-	5,000	3,000	4,000	
<b><u>Other Services</u></b>						
6100	Publication of Notices	-	7,500	4,500	7,500	*
		-	7,500	4,500	7,500	
<b><u>Commodities</u></b>						
7000	Office Supplies	-	250	200	250	*
7310	Publications	-	500	250	500	*
		-	750	450	750	
<b><u>Other Expenses</u></b>						
7500	Postage & Parcel	-	100	50	100	*
7550	Miscellaneous Expenses	738	600	400	600	*
		738	700	450	700	
<b>Total Fire &amp; Police Commission Expenses</b>		<b>32,563</b>	<b>70,700</b>	<b>54,400</b>	<b>70,700</b>	

## 75 - Fire & Police Commission

### 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Illinois Fire & Police Commissioners Association	400
Account:5325 - Training	Various Training for Commissioners to Stay Up-to-Date	1,000
Account:5335 - Travel Expenses	Mileage, Tolls, Parking	200
Account:5340 - Pre-Employment Exams	Fire: Background Investigations	2,000
	Fire: Integrity Testing	250
	Fire: Physicals	6,400
	Fire: Polygraph Testing	1,800
	Fire: Psychological Testing	4,400
	Police: Integrity Testing	800
	Police: Physicals	8,000
	Police: Polygraph Testing	2,000
	Police: Psychological Testing	5,500
	Police: Sergeant Promotional Testing	25,000
Account:6000 - Professional Services	Legal Advice	4,000
Account:6100 - Publication of Notices	Funds to Advertise for Police & Fire Entrance Exams	7,500
Account:7000 - Office Supplies	Office Supplies: Binders, Folders, Etc.	250
Account:7310 - Publications	Commissioner Pamphlets, Books, Etc.	500
Account:7500 - Postage & Parcel	Postage & Mailing	100
Account:7550 - Miscellaneous Expenses	Miscellaneous Items	600



## 2015 Budget GENERAL FUND OVERHEAD

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	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Contractual Services	834,325	863,796	838,593	979,010	954,357	689,059
Commodities	42,509	37,766	71,442	51,100	52,100	78,100
Transfers	2,817,630	1,500,000	2,717,202	5,300,000	8,750,000	2,000,000
<b>Total</b>	<b>3,694,464</b>	<b>2,401,562</b>	<b>3,627,237</b>	<b>6,330,110</b>	<b>9,756,457</b>	<b>2,767,159</b>

### Department Overview

This cost center accounts for several expenditures to the General Fund that cannot be clearly charged to a specific operational division. These expenditure items include citywide communication service, collection agency charges, postage, and certain office supplies. Other programs that are included in the Overhead cost center are charges for the Early Retirement Incentives (ERI) and Public Safety Employee Benefit Act (PSEBA).

Beginning in 2002, this cost center started to account for the City's portion of Historical Museum expenditures via an annual subsidy to Historical Museum rather than detailed reimbursed line items.

The overhead cost center also accounts for the incentive agreement payments to O'Hare Auto Group, Wal-Mart, and Warehouse Direct.

## 90 - Overhead

### 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget	
<b><u>Other Employee Costs</u></b>						
5310	Membership Dues	50	50	50	50	*
		50	50	50	50	
<b><u>Insurance</u></b>						
5520	Medicare Retiree Subsidy	8,825	-	-	-	
		8,825	-	-	-	
<b><u>Contractual Services</u></b>						
6015	Communication Services	173,681	240,331	240,331	242,000	*
6025	Administrative Services	4,052	25,000	1,000	25,000	*
6030	AMB Fee Processing Services	76,939	80,000	75,280	80,000	*
		254,672	345,331	316,611	347,000	
<b><u>Other Services</u></b>						
6110	Printing Services	1,620	4,550	4,550	5,110	*
6125	Bank & CC Fees	69	-	-	-	
6140	Leases	3,945	4,200	4,200	4,200	*
6195	Miscellaneous Contractual Services	45,274	5,000	26,820	26,820	*
		50,907	13,750	35,570	36,130	
<b><u>Repairs and Maintenance</u></b>						
6305	R&M Equipment	432	-	830	1,000	
		432	-	830	1,000	
<b><u>Subsidies and Incentives</u></b>						
6500	Subsidy - Historical Museum	35,000	40,000	40,000	40,000	
6502	Subsidy - City Sponsored Events	-	50,000	50,000	50,000	
6525	Subsidy - Transfer to PSEBA	57,709	69,879	69,879	69,879	
6527	Subsidy - Generator Program	441	-	-	-	
6605	Incentive - O'Hare Auto Group	62,440	85,000	62,440	85,000	
6615	Incentive - Wal-Mart	338,380	350,000	349,240	-	
6625	Incentive - Warehouse Direct	29,737	25,000	29,737	60,000	
		523,707	619,879	601,296	304,879	
<b><u>Commodities</u></b>						
7000	Office Supplies	787	2,500	2,500	2,500	*
7035	Supplies - Equipment R&M	-	1,600	1,600	1,600	*
7320	Equipment < 5000	4,432	-	1,000	1,000	
		5,219	4,100	5,100	5,100	
<b><u>Other Expenses</u></b>						
7500	Postage & Parcel	41,833	47,000	47,000	48,000	*
7550	Miscellaneous Expenses	24,389	-	-	25,000	*
		66,222	47,000	47,000	73,000	
<b><u>Other Financing Uses</u></b>						
9400	Transfer to Capital Projects	-	-	5,150,000	-	
9410	Transfer to Equipment Replacement	2,000,000	2,500,000	2,500,000	1,500,000	
9420	Transfer to IT Replacement Fund	125,000	800,000	800,000	500,000	
9500	Transfer to Water/Sewer Fund	-	2,000,000	300,000	-	
9600	Transfer to Risk Management Fund	92,202	-	-	-	
9999	Transfer to Other Funds	500,000	-	-	-	
		2,717,202	5,300,000	8,750,000	2,000,000	
<b>Total Overhead Expenses</b>		<b>3,627,237</b>	<b>6,330,110</b>	<b>9,756,457</b>	<b>2,767,159</b>	



# 90 - Overhead

## 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Sam's Club - City-Wide Membership	50
Account:6015 - Communication Services	AT&T (POT lines, alarm circuits)	60,000
	Call One 911 Trunk Lines	63,000
	DS1 - Cook County Public Safety Network	70,000
	Mass Notification Annual Maintenance	15,000
	Nextel Charges	2,000
	Nextel Tower Lease Credit	(10,000)
	Pay Phones=Pacific Telemanagement	1,800
	Train Station Pay Phone (12 mos)	600
	WOW Business ISP (Email)	1,200
	WOW Metro Fiber Intranet	18,000
	WOW PRI Local/Long Distance	20,400
Account:6025 - Administrative Services	Collection Agency Fee for Services	25,000
Account:6030 - AMB Fee Processing Services	Ambulance Billing Service Fee	80,000
Account:6110 - Printing Services	#10 Envelopes	700
	#10 Window Envelopes	575
	#9 Return Envelopes	900
	Return Receipt Request Cards	750
	Self Stick 11.5x14.5 Envelopes	460
	Self Stick Brown Envelopes 10x13	1,150
	Self Stick Brown Envelopes 6x9	575
Account:6140 - Leases	Postage Machine Lease	4,200
Account:6195 - Miscellaneous Contractual Services	Utility Tax Audit	26,820
Account:7000 - Office Supplies	Batteries & Other Miscellaneous Use Supplies	2,500
Account:7035 - Supplies - Equipment R&M	Postage Machine	600
	SBC Line Maintenance	1,000
Account:7500 - Postage & Parcel	Citywide Postage Costs	48,000
Account:7550 - Miscellaneous Expense	Marketing/Branding	25,000

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**2015 Budget**  
**TAX INCREMENT FUND (TIF) #1 - Downtown**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Beginning Balance	2,622,030	3,505,963	5,235,770	4,133,075	6,320,597	2,010,345
Revenues	4,984,483	4,709,406	4,801,080	4,733,999	4,862,500	4,351,833
Bond Proceeds	-	3,806,230	3,080,118	-	-	-
Expenses	(3,926,282)	(6,311,003)	(6,402,139)	(5,969,534)	(5,919,152)	(6,229,609)
Transfers	(174,268)	(474,826)	(394,232)	(205,210)	(3,253,600)	(118,988)
<b>Ending Balance</b>	<b>3,505,963</b>	<b>5,235,770</b>	<b>6,320,597</b>	<b>2,692,330</b>	<b>2,010,345</b>	<b>13,581</b>

**Department Overview**

Tax increment finance (TIF) funding is an incentive method used to better the economic condition of a specified area. TIF funding freezes the assessed valuation of a given area for a period of time. The development that subsequently occurs in the area results in an increase in the valuation of the district. The incremental property tax increase is placed into a segregated fund of the City, which in turn utilizes those funds to provide incentives for the initial and additional development.

- TIF #1: created in 1985 to comprise the downtown core. In 1986, 1992, 1994 and 1997, the City expanded the district to include a majority of the downtown area (see attached map). Additionally, state statute expanded the term of the TIF from its original 23 years to 35 years (2020). There have been six development agreements in this TIF since inception. They are: The Heritage, River Point, Library Plaza, River Mill, River Plaines (Everleigh) and Metropolitan Square. During 2011, the City conducted public improvement activities including streetscape renovations and streetlight replacement in accordance with the redevelopment plan. During fiscal years 2013 and 2014, the City completed Phases I and II of the streetscape improvements in the downtown and will continue with Phase III in 2015.



2015 Budget  
**TAX INCREMENT FUND (TIF) #1 - Downtown**

**Debt Service paid from TIF #1 includes:**

Series	Type	Original Amount	Remaining 1/1/15	Final Payout
2007B	G.O. (refunding 2001B)	510,000	130,000	2016
2008A	G.O. (refunding 2001C)	1,334,000	345,000	2016
2011A	G.O. (refunding 2003A)	1,555,000	1,065,000	2020
2012A	G.O. (refunding 2004A)	6,400,000	2,855,000	2020
2013	G.O. (Refunding 2005F)	2,990,000	2,605,000	2020
<b>Total G.O. Bonds</b>		<b>12,789,000</b>	<b>7,000,000</b>	
River Mill	Developer Note	462,389	205,841	2020
Lab Graceland	Developer Note	471,000	244,749	2020
<b>Total Developer Notes</b>		<b>933,389</b>	<b>450,590</b>	
<b>Grand Total</b>		<b>13,722,389</b>	<b>7,450,590</b>	

**Annual G.O. Bonds Principal and Interest Requirements**

Year	Principal	Interest	Total P&I
2015	1,257,000	165,559	1,422,559
2016	1,288,000	134,574	1,422,574
2017	1,070,000	102,225	1,172,225
2018	1,095,000	78,925	1,173,925
2019	1,135,000	54,550	1,189,550
2020	1,155,000	28,775	1,183,775
<b>Total</b>	<b>7,000,000</b>	<b>564,607</b>	<b>7,564,607</b>

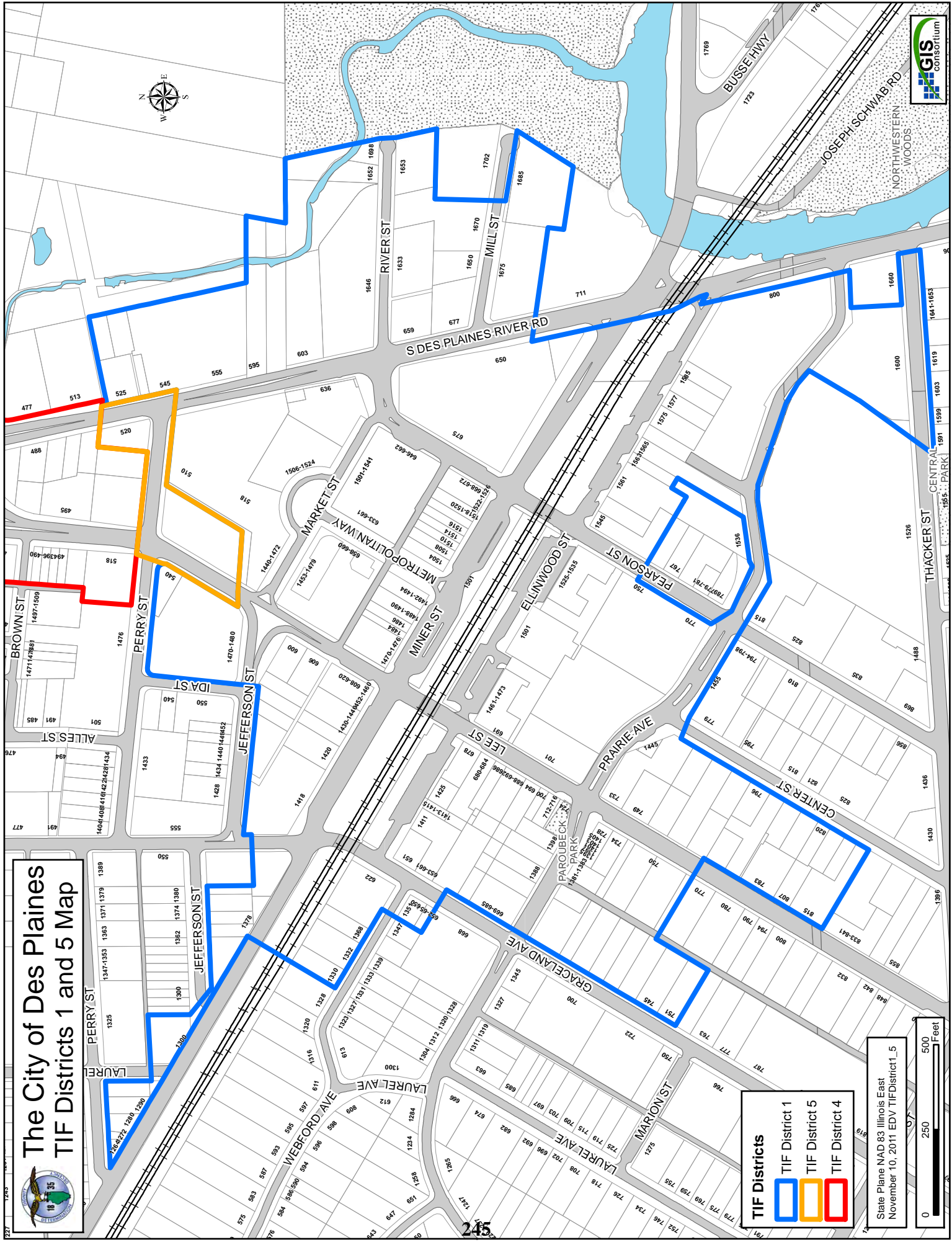


# The City of Des Plaines TIF Districts 1 and 5 Map



- TIF Districts**
- TIF District 1
  - TIF District 5
  - TIF District 4

State Plane NAD 83 Illinois East  
November 10, 2011 EDV TIFDistrict\_1\_5



## 201 - TIF #1 Downtown 2015 Revenues Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Property Taxes</u></b>					
4000	Property Taxes - Current Year Collection	4,806,388	4,733,399	4,691,800	4,351,233
4005	Property Taxes - Last Year's Collection	69,133	-	175,000	-
4010	Property Taxes - Prior Years Collection	(77,653)	-	(5,000)	-
		4,797,868	4,733,399	4,861,800	4,351,233
<b><u>Interest Income</u></b>					
4700	Interest Income	1,068	600	700	600
		1,068	600	700	600
<b><u>Miscellaneous Revenues</u></b>					
4849	Miscellaneous Revenues	2,144	-	-	-
		2,144	-	-	-
<b><u>Sources of Revenue</u></b>					
4850	Bond Proceeds	2,990,000	-	-	-
4852	Bond Premium Discount	90,118	-	-	-
		3,080,118	-	-	-
<b>Total TIF #1 Revenues</b>		<b>7,881,198</b>	<b>4,733,999</b>	<b>4,862,500</b>	<b>4,351,833</b>

## 201 - TIF #1 Downtown 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5010	Temporary Wages	6,469	6,000	2,700	6,300
		6,469	6,000	2,890	6,300
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	495	459	207	481
5240	Workers Compensation	497	350	160	-
		992	809	367	481
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	3,636	4,152	4,152	13,551
		3,636	4,152	4,152	13,551
<b><u>Contractual Services</u></b>					
6000	Professional Services	309,253	820,000	840,000	420,000 *
6005	Legal Fees	9,745	10,000	-	10,000
		318,998	830,000	840,000	430,000
<b><u>Other Services</u></b>					
6110	Printing Services	-	500	-	500
6120	Recording Fees	66	-	-	200
6130	Bond Expense	25,437	-	-	-
6145	Custodial Services	18,022	20,000	20,000	20,000
6150	City Maintenance	80,580	125,000	125,000	150,000 *
6195	Miscellaneous Contractual Services	76,485	37,050	37,000	42,550 *
		200,589	182,550	182,000	213,250
<b><u>Repairs and Maintenance</u></b>					
6315	R&M Buildings & Structures	2,011	175,000	200,000	175,000 *
6315.001	City Hall	-	-	-	-
6325	R&M Street Lights	-	20,000	5,000	20,000
		2,011	195,000	205,000	195,000
<b><u>Subsidies and Incentives</u></b>					
6515	Subsidy - Winter Decoration	15,223	35,000	25,000	35,000
6520	Subsidy - Economic Development	192,100	205,210	205,210	118,988
6601	Subsidy - Business Assistance	9,590	50,000	145,000	150,000
6620	Incentive - Facade Rehab	13,073	100,000	-	-
		229,986	390,210	375,210	303,988
<b><u>Commodities</u></b>					
7050	Supplies - Streetscape	15,426	25,000	50,000	25,000
7100	Wholesale Water	-	150	150	150
7110	Natural Gas	1,172	1,000	1,500	1,500
7140	Electricity	19,002	20,000	20,000	20,000
7200	Other Supplies	-	210,000	-	210,000 *
		35,600	256,150	71,650	256,650
<b><u>Other Expenses</u></b>					
7550	Miscellaneous Expenses	233	-	-	-
		233	-	-	-

## 201 - TIF #1 Downtown 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Capital Outlay</u></b>					
8015	Equipment	-	15,000	15,000	15,000 *
8100	Improvements	3,014,901	2,535,000	2,515,000	3,000,000 *
		3,014,901	2,550,000	2,530,000	3,015,000
<b><u>Debt Service</u></b>					
8300	Principal	568,498	173,797	465,397	468,484 *
8325	Interest	28,258	25,326	25,326	22,239 *
		596,756	199,123	490,723	490,723
<b><u>Other Financing Uses</u></b>					
9260	Transfer to Grant Projects Fund	136,382	-	-	-
9510	Transfer to City Owned Parking Fund	65,750	-	-	-
9700	Transfer to Escrow Fund	-	-	3,048,390	-
		202,132	-	3,048,390	-
<b>Total TIF #1 Expenses - Non Program</b>		<b>4,612,302</b>	<b>4,613,994</b>	<b>7,750,382</b>	<b>4,924,943</b>



# 201 - TIF #1 Downtown

## 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:6000 - Professional Services	Appraisals	2,500
	Audit Contribution	7,500
	Financial Analysis	20,000
	Streetscape Improvements Phase III Construction	350,000
	Metropolitan Square Public Space Events	40,000
Account:6150 - City Maintenance	Annual Landscape Maintenance	100,000
	Snow Removal	50,000
Account:6195 - Miscellaneous Contractual Services	Pavement Markings	10,000
	Misc Repairs	3,000
	Parking Machine Annual Service Fees	5,050
	Seal Coating Parking Lots	1,500
	Signage	5,000
	Street Light Repair	18,000
Account:6315 - R&M Buildings & Structures	Library Parking Garage Structural Repairs	75,000
	Metropolitan Square Parking Deck Repairs Phase II	100,000
Account:7200 - Other Supplies	Digital Video Cameras - 701 Lee Street (carryover)	95,000
	Digital Video Cameras - Metro Square Garage (carryover)	115,000
Account:8015 - Equipment	Parking Pay Station	15,000
Account:8100 - Improvements	Streetscape Improvements, Ph. III	2,500,000
	Various Street & Parking Lot Resurfacing	100,000
	Metropolitan Square Public Space Park Construction	400,000
Account:8300 - Principal	Norwood Ptnr, Issued 2002, Matures 2020	30,072
	River Plains Project	406,600
	Walgreens, Issued 2003, Matures 2020	31,812
Account:8325 - Interest	Norwood Ptnr	10,807
	Walgreens	11,432

# 201 - TIF #1 Downtown Debt Service 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Program:05E0 - 2005E GO Bond Issued 2005, Matures 2020</b>					
8300	Principal	690,000	75,000	-	-
8325	Interest	28,468	24,914	-	-
8375	Bank/Trust/Agency Fees	50	100	-	-
<b>Total 2005E GO Bond Expenses</b>		<b>718,518</b>	<b>100,014</b>	<b>-</b>	<b>-</b>
<b>Program:05F0 - 2005F Taxable Bond Issued 2005, Matures 2020</b>					
8300	Principal	350,000	365,000	-	-
8325	Interest	160,550	143,924	-	-
8375	Bank/Trust/Agency Fees	370	400	-	-
<b>Total 2005F Taxable Bond Expenses</b>		<b>510,920</b>	<b>509,324</b>	<b>-</b>	<b>-</b>
<b>Program:07B0 - 2007B Refunding 01B Issued 2001, Refunded 2007, Matures 2016</b>					
8300	Principal	60,000	60,000	60,000	65,000
8325	Interest	9,500	7,220	7,220	4,940
8375	Bank/Trust/Agency Fees	100	150	100	100
<b>Total 2007B Refunding 01B Expenses</b>		<b>69,600</b>	<b>67,370</b>	<b>67,320</b>	<b>70,040</b>
<b>Program:08A0 - 2008A Refunding 01C Issued 2001, Refunded 2008, Matures 2016</b>					
8300	Principal	160,000	161,000	161,000	167,000
8325	Interest	29,364	22,804	22,804	15,881
8375	Bank/Trust/Agency Fees	220	250	220	220
<b>Total 2008A Refunding 01C Expenses</b>		<b>189,584</b>	<b>184,054</b>	<b>184,024</b>	<b>183,101</b>
<b>Program:11A0 - 2011A Refunding 2003A Issued 2011, Matures 2021</b>					
8300	Principal	160,000	170,000	170,000	170,000
8325	Interest	30,201	27,000	27,000	23,600
8375	Bank/Trust/Agency Fees	619	100	125	125
<b>Total 2011A Refunding 2003A Expenses</b>		<b>190,819</b>	<b>197,100</b>	<b>197,125</b>	<b>193,725</b>
<b>Program:12A0 - 2012A Refunding 2004A Issued 2012, Matures 2020</b>					
8300	Principal	455,000	455,000	455,000	460,000
8325	Interest	49,628	47,538	47,538	42,988
8375	Bank/Trust/Agency Fees	-	350	350	350
<b>Total 2012A Refunding 2004A Expenses</b>		<b>504,628</b>	<b>502,888</b>	<b>502,888</b>	<b>503,338</b>
<b>Program:13A0 - 2013A Refunding 2005F Issued 2013, Matures 2020</b>					
8300	Principal	-	-	385,000	395,000
8325	Interest	-	-	85,713	78,150
8375	Bank/Trust/Agency Fees	-	-	300	300
<b>Total 2013A Refunding 2005F Expenses</b>		<b>-</b>	<b>-</b>	<b>471,013</b>	<b>473,450</b>



**2015 Budget**  
**TAX INCREMENT FUND (TIF) #3 – Wille Road**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Beginning Balance	(2,618,007)	(2,939,043)	(2,961,173)	(3,016,827)	(2,479,792)	(3,178,391)
Revenues	406,795	561,737	489,536	630,953	526,806	550,080
Bond Proceeds	-	-	579,532	-	2,790,000	-
Expenses	(725,801)	(575,108)	(581,427)	(721,052)	(4,009,130)	(669,993)
Transfers	(2,030)	(8,759)	(6,260)	(6,275)	(6,275)	(5,360)
<b>Ending Balance</b>	<b>(2,939,043)</b>	<b>(2,961,173)</b>	<b>(2,479,792)</b>	<b>(3,113,201)</b>	<b>(3,178,391)</b>	<b>(3,303,664)</b>

**Department Overview**

Tax increment finance (TIF) funding is an incentive method used to better the economic condition of a specified area. TIF funding freezes the assessed valuation of a given area for a period of time. The development that subsequently occurs in the area results in an increase in the valuation of the district. The incremental property tax increase is placed into a segregated fund of the City, which in turn utilizes those funds to provide incentives for the initial and additional development.

- TIF #3: created in 2000 just west of the terminated TIF #2 area of Wille Road (see attached map). Part of the City’s contribution for development was improvement of utilities and Wille Road. A developer built a 411,000 square-foot industrial building, also referred to as the phase I development, which is occupied by four logistics tenants. Phase II consists of about half as much land area with a 250,000 square-foot warehouse facility occupied in late 2007. These two phases essentially closed out development activities within the redevelopment area. Because each of the phases received a Cook County 6b property tax abatement that reduced the property tax revenues by half for a period of 10 years, however, the incremental revenues have failed to cover debt service requirements. For this reason, the City sought and received Legislative approval for a 12-year extension of the TIF district until 2035 in order to restructure the debt financing. This extension was approved through an Intergovernmental Agreement adopted by all of the affected taxing jurisdictions prior to Legislative authorization.



2015 Budget  
**TAX INCREMENT FUND (TIF) #3 – Wille Road**

**Debt Service paid from TIF #3 includes:**

Series	Type	Original Amount	Remaining 1/1/15	Final Payout
2005G	G.O. (TIF #3, Taxable)	500,000	165,000	2015
2008A	G.O. (refunding 2001C)	1,241,000	740,000	2021
2010A	G.O. (TIF #3, Partially refunding 2003A, 2005A)	3,945,000	3,945,000	2028
2010B	G.O. (refunding 2005E)	6,110,760	7,775,234	2026
2011A	G.O. (refunding 2005E)	755,000	745,000	2021
2013	G.O. (refunding 2004B)	565,000	500,000	2021
2014B	G.O. (refunding 2005A)	2,790,000	2,775,000	2022
<b>Total G.O. Bonds</b>		<b>15,906,760</b>	<b>16,645,234</b>	

**Annual G.O. Bonds Principal and Interest Requirements**

Year	Principal	Interest	Total P&I
2015	363,000	294,829	657,829
2016	212,000	280,493	492,493
2017	1,105,000	273,335	1,378,335
2018	1,840,000	257,729	2,097,729
2019	1,865,000	229,346	2,094,346
2020	1,865,000	197,611	2,062,611
2021	1,900,000	163,017	2,063,017
2022	1,915,000	124,874	2,039,874
2023	2,175,000	97,026	2,272,026
2024	2,195,000	82,824	2,277,824
2025	2,210,000	68,026	2,278,026
2026	2,370,000	52,624	2,422,624
2027	415,000	36,124	451,124
2028	435,000	18,488	453,488
<b>Total</b>	<b>20,865,000</b>	<b>2,176,345</b>	<b>23,041,345</b>

Note: 2010B is a Capital Appreciation bond and accrued interest is treated as principal when payment is made.

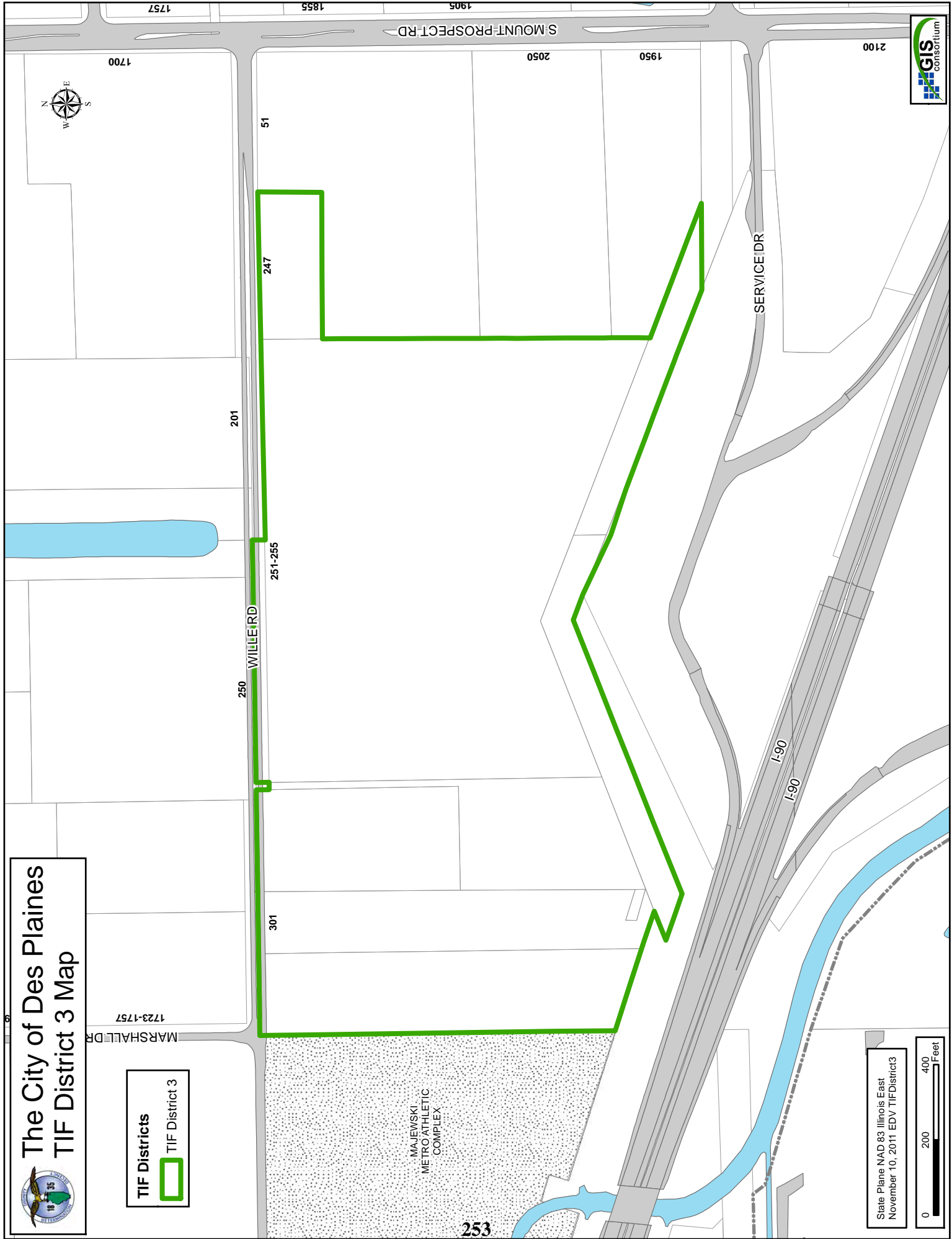
# The City of Des Plaines TIF District 3 Map



**TIF Districts**

- TIF District 3

State Plane NAD 83 Illinois East  
November 10, 2011 EDV TIFDistrict3



## 203 - TIF #3 Wille Road

### 2015 Revenues Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Property Taxes</u></b>					
4000	Property Taxes - Current Year Collection	526,806	630,943	526,806	550,070
4005	Property Taxes - Last Year's Collection	-	-	-	-
4010	Property Taxes - Prior Years Collection	(37,706)	-	-	-
		489,100	630,943	526,806	550,070
<b><u>Interest Income</u></b>					
4700	Interest Income	30	10	-	10
		30	10	-	10
<b><u>Miscellaneous Revenues</u></b>					
4849	Miscellaneous Revenues	405	-	-	-
		405	-	-	-
<b><u>Sources of Revenue</u></b>					
4850	Bond Proceeds	565,000	-	2,790,000	-
4852	Bond Premium Discount	14,532	-	-	-
		579,532	-	2,790,000	-
<b>Total TIF #3 Revenues</b>		<b>1,069,067</b>	<b>630,953</b>	<b>3,316,806</b>	<b>550,080</b>

## 203 - TIF #3 Wille Road 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	6	39	39	59
		6	39	39	59
<b><u>Contractual Services</u></b>					
6000	Professional Services	1,398	-	-	-
6005	Legal Fees	-	-	-	-
		1,398	-	-	-
<b><u>Other Services</u></b>					
6195	Miscellaneous Contractual Services	5,279	10,000	5,000	10,000
6130	Bond Expense	5,191	-	29,979	-
		10,471	10,000	34,979	10,000
<b><u>Subsidies and Incentives</u></b>					
6520	Subsidy - Economic Development	6,260	6,275	6,275	5,360
		6,260	6,275	6,275	5,360
<b><u>Other Financing Uses</u></b>					
9700	Transfer to Escrow Fund	-	-	574,168	-
		-	-	574,168	-
<b>Total TIF #3 Expenses - Non Program</b>		<b>18,134</b>	<b>16,314</b>	<b>615,461</b>	<b>15,419</b>

**203 - TIF #3 Wille Road  
Debt Service  
2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Program:04B0 - 2004B Taxable Bond Issued 2004, Matures 2021, Partially Refunded 2009</b>					
8300	Principal	55,000	60,000	-	-
8325	Interest	35,532	32,618	-	-
8375	Bank/Trust/Agency Fees	60	100	-	-
<b>Total 2004B Taxable Bond Expenses</b>		<b>90,592</b>	<b>92,718</b>	<b>-</b>	<b>-</b>
<b>Program:05A0 - 2005A GO Bond Issued 2005, Matures 2022, Partially Refunded 2010</b>					
8300	Principal	-	-	2,670,000	-
8325	Interest	132,825	132,825	132,825	-
8375	Bank/Trust/Agency Fees	390	400	390	-
<b>Total 2005A GO Bond Expenses</b>		<b>133,215</b>	<b>133,225</b>	<b>2,803,215</b>	<b>-</b>
<b>Program:05G0 - 2005G Taxable Bond Issued 2005, Matures 2015</b>					
8300	Principal	25,000	160,000	160,000	165,000
8325	Interest	16,625	15,438	15,438	7,838
8375	Bank/Trust/Agency Fees	370	400	370	370
<b>Total 2005G Taxable Bond Expenses</b>		<b>41,995</b>	<b>175,838</b>	<b>175,808</b>	<b>173,208</b>
<b>Program:08A0 - 2008A Refunding 01C Issued 2001, Refunded 2008, Matures 2021</b>					
8300	Principal	85,000	89,000	89,000	93,000
8325	Interest	44,051	40,566	40,566	36,740
8375	Bank/Trust/Agency Fees	220	225	220	220
<b>Total 2008A Refunding 01C Expenses</b>		<b>129,271</b>	<b>129,791</b>	<b>129,786</b>	<b>129,960</b>
<b>Program:10A0 - 2010A Refund 2003A/2005A Issued 2010, Matures 2028, 1st Principal Pmnt 2018</b>					
8325	Interest	156,004	156,004	156,004	156,004
8375	Bank/Trust/Agency Fees	390	375	390	390
<b>Total 2010A Refunding 2003A/2005A Expenses</b>		<b>156,394</b>	<b>156,379</b>	<b>156,394</b>	<b>156,394</b>
<b>Program:10B0 - 2010B Refunding 2005E Repayment Begins 2017, Matures 2026</b>					
8375	Bank/Trust/Agency Fees	350	350	350	350
<b>Total 2010B Refunding 2005E Expenses</b>		<b>350</b>	<b>350</b>	<b>350</b>	<b>350</b>
<b>Program:11A0 - 2011A Refunding 2003A Issued 2011, Matures 2021</b>					
8300	Principal	-	5,000	5,000	5,000
8325	Interest	17,612	17,612	17,612	17,512
8375	Bank/Trust/Agency Fees	124	100	125	125
<b>Total 2011A Refunding 2003A Expenses</b>		<b>17,736</b>	<b>22,712</b>	<b>22,737</b>	<b>22,637</b>



**203 - TIF #3 Wille Road  
Debt Service  
2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Program:13A0 - 2013A Refunding 2004B Issued 2013, Matures 2021</b>					
8300	Principal	-	-	65,000	65,000
8325	Interest	-	-	16,412	15,225
8375	Bank/Trust/Agency Fees	-	-	350	350
<b>Total 2013A Refunding 2004B Expenses</b>		<b>-</b>	<b>-</b>	<b>81,762</b>	<b>80,575</b>
<b>Program:14B0 - 2013B Refunding 2005A Issued 2014, Matures 2022</b>					
8300	Principal	-	-	15,000	35,000
8325	Interest	-	-	14,892	61,510
8375	Bank/Trust/Agency Fees	-	-	-	300
<b>Total 2014B Refunding 2004B Expenses</b>		<b>-</b>	<b>-</b>	<b>29,892</b>	<b>96,810</b>

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## 2015 Budget TAX INCREMENT FUND (TIF) #4 – Five Corners

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	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Beginning Balance	612,271	1,039,831	591,701	(174,986)	484,606	(232,915)
Revenues	469,637	70,898	1,901	24,797	24,797	24,797
Expenses	(6,331)	(473,826)	(63,617)	(378,671)	(701,831)	(52,940)
Transfers	(35,746)	(45,202)	(45,380)	(40,487)	(40,487)	(41,318)
<b>Ending Balance</b>	<b>1,039,831</b>	<b>591,701</b>	<b>484,606</b>	<b>(569,347)</b>	<b>(232,915)</b>	<b>(302,376)</b>

### Department Overview

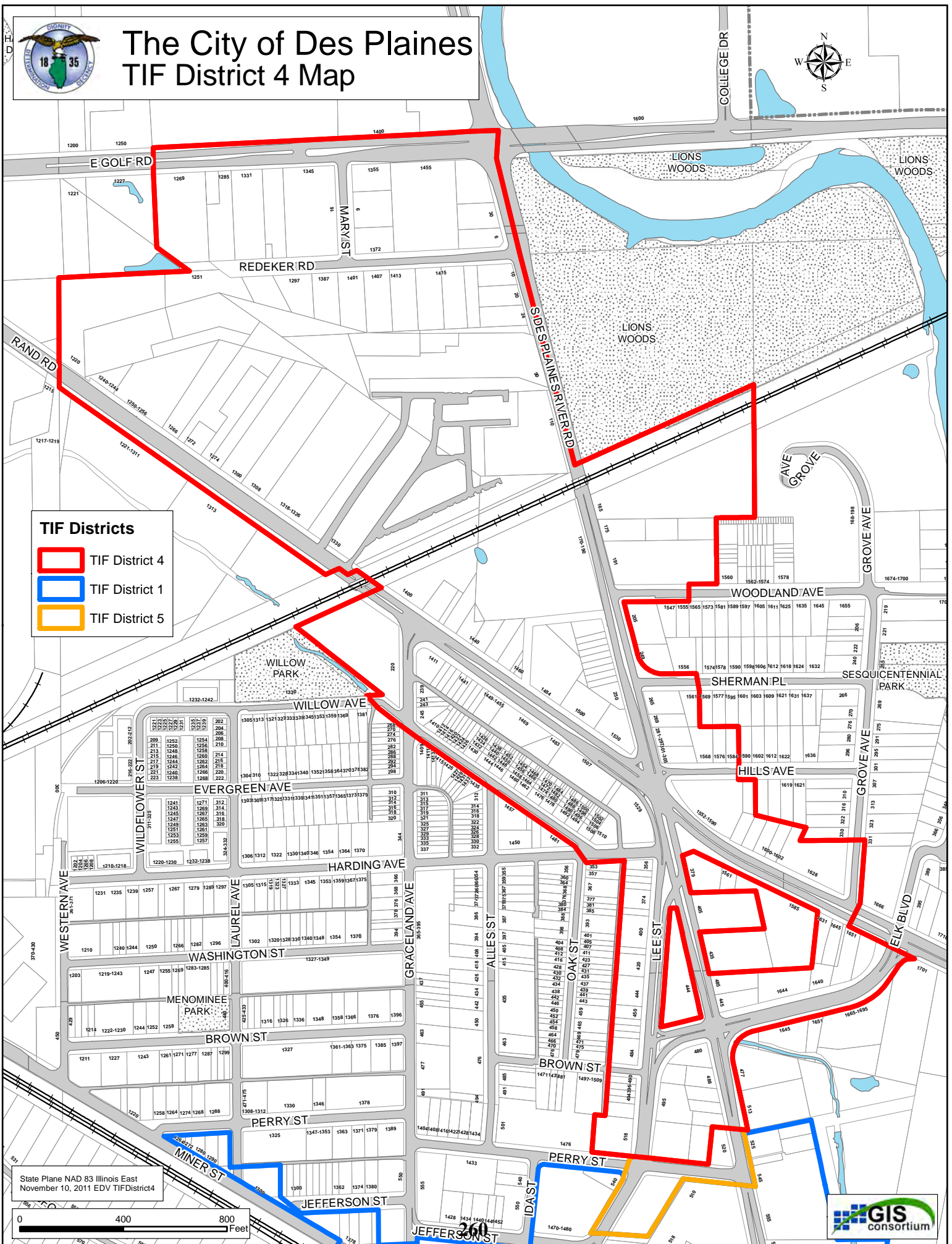
Tax increment finance (TIF) funding is an incentive method used to better the economic condition of a specified area. TIF funding freezes the assessed valuation of a given area for a period of time. The development that subsequently occurs in the area results in an increase in the valuation of the district. The incremental property tax increase is placed into a segregated fund of the City, which in turn utilizes those funds to provide incentives for the initial and additional development.

- TIF #4: The District was created in November of 2006. The District is located near the Des Plaines River Road and Rand Road intersection (see attached map). In 2007, the City started an implementation planning process to determine priority areas for redevelopment. The Comprehensive Redevelopment Plan for the district was presented to the City Council in January of 2010.

**There is currently no debt service paid from TIF #4.**



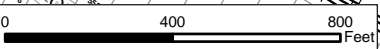
# The City of Des Plaines TIF District 4 Map



**TIF Districts**

- TIF District 4
- TIF District 1
- TIF District 5

State Plane NAD 83 Illinois East  
November 10, 2011 EDV TIFDistrict4



## 204 - TIF #4 Five Corners 2015 Revenues Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Property Taxes</u></b>					
4000	Property Taxes - Current Year Collection	7,141	24,797	24,797	24,797
4005	Property Taxes - Last Year's Collection	1,046	-	-	-
4010	Property Taxes - Prior Years Collection	(6,286)	-	-	-
		1,901	24,797	24,797	24,797
<b><u>Interest Income</u></b>					
4700	Interest Income	1	-	-	-
		1	-	-	-
<b>Total TIF #4 Five Corners Revenues</b>		<b>1,901</b>	<b>24,797</b>	<b>24,797</b>	<b>24,797</b>

## 204 - TIF #4 Five Corners 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	126	1,671	1,671	320
		126	1,671	1,671	320
<b><u>Contractual Services</u></b>					
6000	Professional Services	11,798	35,000	11,340	10,000 *
6005	Legal Fees	-	10,000	-	10,000 *
		11,798	45,000	11,340	20,000
<b><u>Other Services</u></b>					
6195	Miscellaneous Contractual Services	3,730	25,000	6,200	25,000 *
		3,730	25,000	6,200	25,000
<b><u>Subsidies and Incentives</u></b>					
6520	Subsidy - Economic Development	45,380	40,487	40,487	41,318
6620	Incentive - Façade Rehab	-	100,000	-	-
6630	Incentive - Sales Tax Rebate	2,481	2,000	2,620	2,620
		47,861	142,487	43,107	43,938
<b><u>Commodities</u></b>					
7050	Supplies - Streetscape	-	5,000	5,000	5,000 *
		-	5,000	5,000	5,000
<b><u>Capital Outlay</u></b>					
8030	Land	-	-	-	-
8100	Improvements	45,482	200,000	675,000	-
		45,482	200,000	675,000	-
<b>Total TIF #4 Expenses</b>		<b>108,997</b>	<b>419,158</b>	<b>742,318</b>	<b>94,258</b>

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## 204 - TIF #4 Five Corners

### 2015 Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:6000 - Professional Services	Financial Analysis	10,000
Account:6005 - Legal Fees	Pending Litigation	10,000
Account:6195 - Miscellaneous Contractual Services	Survey/Environmental Report Preparation	25,000
Account:7050 - Supplies - Streetscape	Banners, Banner Hardware, Etc.	5,000

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**2015 Budget**  
**TAX INCREMENT FUND (TIF) #5 – Lee & Perry**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Beginning Balance	101,328	99,932	103,761	88,635	87,229	68,897
Revenues	122,086	117,286	94,621	115,438	94,616	121,012
Expenses	(123,482)	(113,457)	(111,153)	(112,923)	(112,948)	(111,042)
Transfers	-	-	-	-	-	-
<b>Ending Balance</b>	<b>99,932</b>	<b>103,761</b>	<b>87,229</b>	<b>91,150</b>	<b>68,897</b>	<b>78,867</b>

**Department Overview**

Tax increment finance (TIF) funding is an incentive method used to better the economic condition of a specified area. TIF funding freezes the assessed valuation of a given area for a period of time. The development that subsequently occurs in the area results in an increase in the valuation of the district. The incremental property tax increase is placed into a segregated fund of the City, which in turn utilizes those funds to provide incentives for the initial and additional development.

- TIF #5: created in 2001 in the area bounded by Lee and Perry Streets, just north of and adjacent to the downtown TIF #1, this area is part of TIF District #1’s Metropolitan Square project and is the site of a grocery store and bank (see attached map). The construction of these two facilities has essentially closed out development activities within the redevelopment area.
- This fund had a planned negative fund balance until incremental revenue from the development became greater than annual debt payments on the bond issued to purchase the land in this TIF. To correct this condition, the TIF district received a one-time transfer of \$854,714 from the contiguous TIF district #1 in 2009 in order to place TIF district #5 into a positive cash position through the duration of the district.



2015 Budget  
**TAX INCREMENT FUND (TIF) #5 – Lee & Perry**

**Debt Service paid from TIF #5 includes:**

Series	Type	Original Amount	Remaining 1/1/15	Final Payout
2011A	G.O. (TIF#5)	1,525,000	705,000	2021
<b>Total G.O. Bonds</b>		<b>1,525,000</b>	<b>705,000</b>	

**Annual G.O. Bonds Principal and Interest Requirements**

Year	Principal	Interest	Total P&I
2015	95,000	15,912	110,912
2016	95,000	14,012	109,012
2017	100,000	12,113	112,113
2018	105,000	10,112	115,112
2019	100,000	7,750	107,750
2020	105,000	5,250	110,250
2021	105,000	2,626	107,626
<b>Total</b>	<b>705,000</b>	<b>67,775</b>	<b>772,775</b>



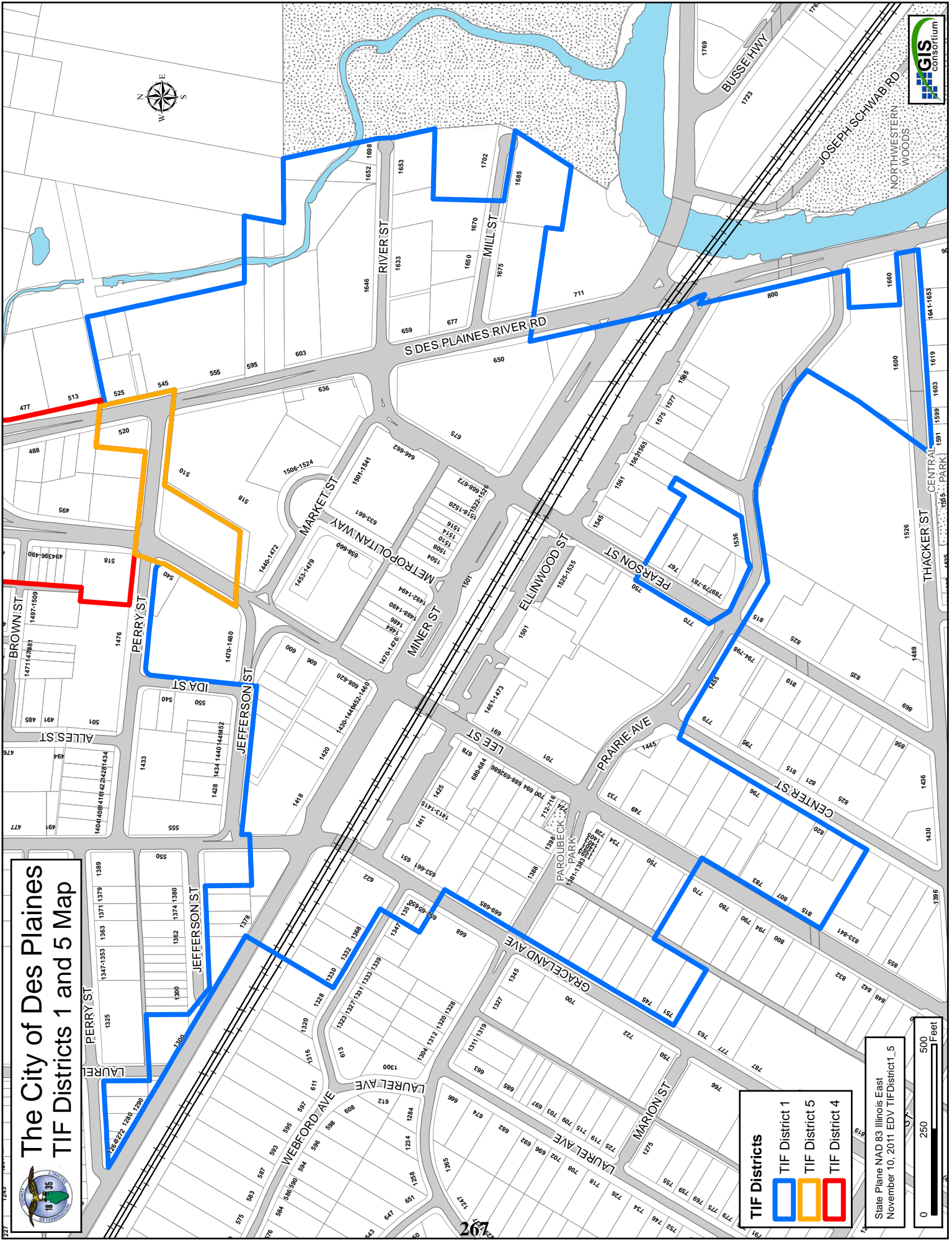
# The City of Des Plaines TIF Districts 1 and 5 Map



**TIF Districts**

- TIF District 1
- TIF District 5
- TIF District 4

State Plane NAD 83 Illinois East  
November 10, 2011 EDV TIFDistrict\_1\_5



**205 - TIF #5 - Perry/Lee**  
**2015 Revenues Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Property Taxes</u></b>					
4000	Property Taxes - Current Year Collection	94,586	115,438	94,586	120,982
4005	Property Taxes - Last Year's Collection	-	-	-	-
		94,586	115,438	94,586	120,982
<b><u>Interest Income</u></b>					
4700	Interest Income	35	-	30	30
		35	-	30	30
<b>Total TIF #5 Revenues - Non Program</b>		<b>94,621</b>	<b>115,438</b>	<b>94,616</b>	<b>121,012</b>

## 205 - TIF #5 - Perry/Lee

### 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Insurance</b>					
5535	Property & Liability Insurance	-	10	10	5
		-	10	10	5
<b>Contractual Services</b>					
6000	Professional Services	1,398	-	-	-
6195	Miscellaneous Contractual Services	20	-	-	-
		1,418	-	-	-
<b>Total TIF #5 Expenses</b>		<b>1,418</b>	<b>10</b>	<b>10</b>	<b>5</b>

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## 205 - TIF #5 - Perry/Lee

### Debt Service

#### 2015 Revenues Budget Worksheet

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Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Program</b>	<b>11A0 - 2011A Refunding 2003A Issued 2011, Matures 2021</b>				
8300	Principal	90,000	95,000	95,000	95,000
8325	Interest	19,612	17,813	17,813	15,912
8375	Bank/Trust/Agency Fees	124	100	125	125
<b>Total 2011A Refunding 2003A Expenses</b>		<b>109,736</b>	<b>112,913</b>	<b>112,938</b>	<b>111,037</b>



**2015 Budget**  
**TAX INCREMENT FUND (TIF) #6 – Mannheim & Higgins**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Beginning Balance	(5,226,750)	(5,215,103)	(5,643,050)	(6,834,452)	(2,384,245)	(8,059,379)
Revenues	118,961	60,124	10,398	50,139	11,341	16,147
Bond Proceeds	-	-	4,500,395	-	2,030,000	-
Expenses	(79,324)	(432,588)	(1,189,473)	(3,416,614)	(7,666,948)	(1,169,300)
Transfers	(27,990)	(55,483)	(62,515)	(49,527)	(49,527)	-
<b>Ending Balance</b>	<b>(5,215,103)</b>	<b>(5,643,050)</b>	<b>(2,384,245)</b>	<b>(10,250,454)</b>	<b>(8,059,379)</b>	<b>(9,212,532)</b>

**Department Overview**

Tax increment finance (TIF) funding is an incentive method used to better the economic condition of a specified area. TIF funding freezes the assessed valuation of a given area for a period of time. The development that subsequently occurs in the area results in an increase in the valuation of the district. The incremental property tax increase is placed into a segregated fund of the City, which in turn utilizes those funds to provide incentives for the initial and additional development.

- TIF #6: created in 2001, north and east at the intersection of Mannheim and Higgins Roads (see attached map). Construction of a commercial strip center concluded in early 2007, with Starbuck’s and Potbelly’s as occupants. In 2009, the City restructured the debt in TIF #6 in order to provide the General Fund with relief in terms of the debt service payments that it covered for the TIF District due to a delay in the project. The City has been actively pursuing requests for proposal in redevelopment efforts for the city-owned site.



2015 Budget  
**TAX INCREMENT FUND (TIF) #6 – Mannheim & Higgins**

**Debt Service paid from TIF #6 includes:**

Series	Type	Original Amount	Remaining 1/1/15	Final Payout
2009A	G.O. (TIF #6, Taxable), partial refund 2003C & 2004B	5,430,000	3,418,391	2023
2011A	G.O. (Refunding 2003A)	250,000	175,000	2021
2013	G.O. (Refunding 2004B)	4,390,000	3,895,000	2021
2014A	G.O. (Refunding 2003C)	2,030,000	1,885,000	2021
<b>Total G.O. Bonds</b>		<b>12,100,000</b>	<b>9,373,391</b>	

**Annual G.O Bonds Principal and Interest Requirements**

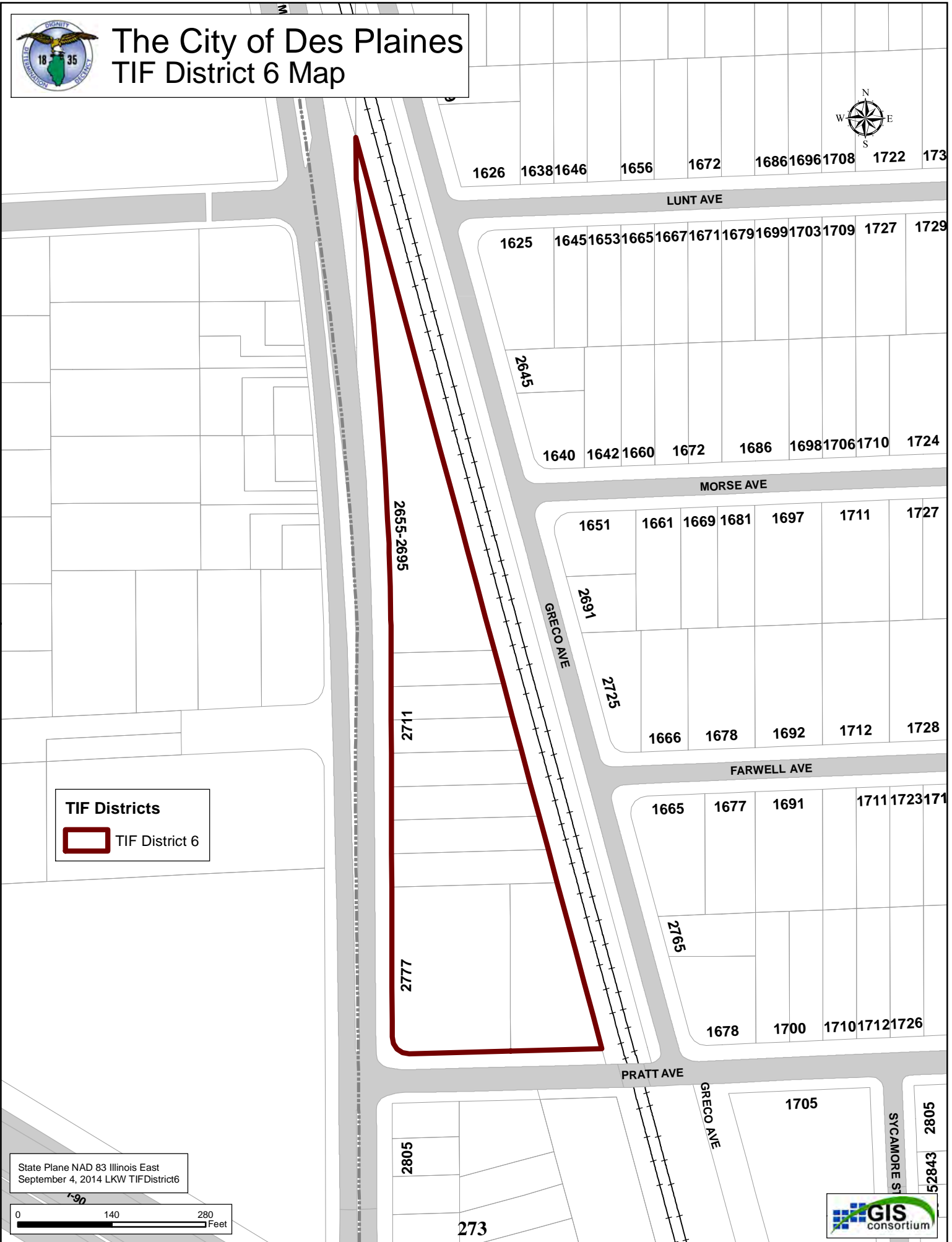
Year	Principal	Interest	Total P&I
2015	985,000	172,516	1,157,516
2016	1,005,000	154,136	1,159,136
2017	1,175,000	133,908	1,308,908
2018	1,190,000	111,933	1,301,933
2019	1,215,000	87,882	1,302,882
2020	1,405,000	61,485	1,466,485
2021	1,445,000	33,015	1,478,015
2022	1,575,000	-	1,575,000
2023	745,000	-	745,000
<b>Total</b>	<b>10,740,000</b>	<b>754,874</b>	<b>11,494,874</b>

Note: 2009A is a Capital Appreciation Bond and accrued interest is treated as principal when payment is made.






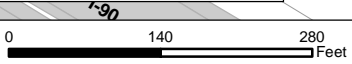
# The City of Des Plaines TIF District 6 Map



**TIF Districts**

 TIF District 6

State Plane NAD 83 Illinois East  
September 4, 2014 LKW TIF District 6



## 206 - TIF #6 Mannheim/Higgins 2015 Revenues Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Property Taxes</u></b>					
4000	Property Taxes - Current Year Collection	7,286	50,139	11,341	16,147
4005	Property Taxes - Last Year's Collection	(182)	-	-	-
		7,104	50,139	11,341	16,147
<b><u>Interest Income</u></b>					
4700	Interest Income	147	-	-	-
		147	-	-	-
<b><u>Miscellaneous Revenues</u></b>					
4849	Miscellaneous Revenues	3,147	-	-	-
		3,147	-	-	-
<b><u>Sources of Revenue</u></b>					
4850	Bond Proceeds	4,390,000	-	2,030,000	-
4852	Bond Premium Discount	110,395	-	-	-
		4,500,395	-	2,030,000	-
<b>Total TIF #6 Revenues - Non Program</b>		<b>4,510,793</b>	<b>50,139</b>	<b>2,041,341</b>	<b>16,147</b>

## 206 - TIF #6 Mannheim/Higgins 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	209	270	270	387
		209	270	270	387
<b><u>Contractual Services</u></b>					
6000	Professional Services	13,260	28,000	11,000	5,500 *
6005	Legal Fees	12,085	25,000	25,000	5,000
		25,345	53,000	36,000	10,500
<b><u>Other Services</u></b>					
6130	Bond Expense	40,336	-	30,000	-
6195	Miscellaneous Contractual Services	2,000	100,000	-	-
		42,336	100,000	30,000	-
<b><u>Subsidies and Incentives</u></b>					
6520	Subsidy - Economic Development	62,515	49,527	49,527	-
		62,515	49,527	49,527	-
<b><u>Other Expenses</u></b>					
7000	Office Supplies	104	-	-	-
7500	Postage & Parcel	34	52	-	52
		138	52	-	52
<b><u>Capital Outlay</u></b>					
8100	Improvements	-	2,000,000	-	-
		-	2,000,000	-	-
<b><u>Other Financing Uses</u></b>					
9700	Transfer to Escrow Fund	-	-	4,462,403	-
		-	-	4,462,403	-
<b>Program Total: Non Program</b>		<b>130,543</b>	<b>2,202,849</b>	<b>4,578,200</b>	<b>10,939</b>

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**206 - TIF #6 Mannheim/Higgins**  
**2015 Budget Justification Worksheet**

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G/L Account Number	Transaction	Total Amount
Account:6000 - Professional Services	Annual TIF Report Audit	3,000 2,500

**206 - TIF #6 Mannheim/Higgins  
Debt Service  
2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Program:03C0 - 2003C Taxable Bond Issued 2003, Matures 2021, Partially Refunded 2009</b>					
8300	Principal	100,000	125,000	1,940,000	-
8325	Interest	113,918	108,818	92,495	-
8375	Bank/Trust/Agency Fees	390	450	450	-
<b>Total 2003C Taxable Bond Expenses</b>		<b>214,308</b>	<b>234,268</b>	<b>2,032,945</b>	<b>-</b>
<b>Program:04B0 - 2004B Taxable Bond Issued 2004, Matures 2021, Partially Refunded 2009</b>					
8300	Principal	430,000	450,000	-	-
8325	Interest	276,376	253,586	-	-
8375	Bank/Trust/Agency Fees	330	350	-	-
<b>Total 2004B Taxable Bond Expenses</b>		<b>706,706</b>	<b>703,936</b>	<b>-</b>	<b>-</b>
<b>Program:09A0 - 2009A Refunding 2003C/2004B Issued 2003, Matures 2023</b>					
8300	Principal	170,000	295,000	295,000	260,000
8375	Bank/Trust/Agency Fees	370	350	370	370
<b>Total: 2009A Refunding 2003C/2004B</b>		<b>170,370</b>	<b>295,350</b>	<b>295,370</b>	<b>260,370</b>
<b>Program:11A0 - 2011A Refunding 2003A Issued 2011, Matures 2021</b>					
8300	Principal	25,000	25,000	25,000	25,000
8325	Interest	4,938	4,438	4,438	3,938
8375	Bank/Trust/Agency Fees	124	300	125	125
<b>Total 2011A Refunding 2003A Expenses</b>		<b>30,062</b>	<b>29,738</b>	<b>29,563</b>	<b>29,063</b>
<b>Program:13A0 - 2013A Refunding 2004B Issued 2013, Matures 2021</b>					
8300	Principal	-	-	495,000	505,000
8325	Interest	-	-	127,610	118,695
8375	Bank/Trust/Agency Fees	-	-	350	350
<b>Total 2013A Refunding 2004B Expenses</b>		<b>-</b>	<b>-</b>	<b>622,960</b>	<b>624,045</b>
<b>Program:14A0 - 2014A Refunding 2003C Issued 2014, Matures 2021</b>					
8300	Principal	-	-	145,000	195,000
8325	Interest	-	-	12,437	49,883
8375	Bank/Trust/Agency Fees	-	-	-	-
<b>Total 2014A Refunding 2003C Expenses</b>		<b>-</b>	<b>-</b>	<b>157,437</b>	<b>244,883</b>

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**2015 Budget**  
**TAX INCREMENT FUND (TIF) #7 – Mannheim & Higgins South**

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	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Beginning Balance	-	-	-	-	-	-
Revenues	-	-	-	-	-	-
Expenses	-	-	-	-	-	(2,153,000)
Transfers	-	-	-	-	-	(38,229)
<b>Ending Balance</b>	-	-	-	-	-	<b>(2,191,229)</b>

**Department Overview**

TIF #7 “Higgins – Pratt Redevelopment Area” was created as a re-structuring of TIF #6 to reset the base equalized assessed value to increase the opportunity for realized increment and extend the window for return on investment by the city. It is generally the southern half of what was TIF #6 south of Pratt Avenue to Higgins Road between Mannheim Road and the Canadian National Railroad right-of-way. Future development plans include commercial uses most probably associated with airport commerce. As required by the Illinois TIF statute a multi-year redevelopment plan was produced and adopted by the City.



# The City of Des Plaines TIF District 7 Map

1666 1678 1692 1712 1728 1738 1740 1756 1766 1774 1784

FARWELL AVE

1665 1677 1691 1711 1723 1715 1739 1743 1757 1765 1775 1781 1789



MAPLE ST

GRECO AVE

2777

2765

1678 1700 1710 1712 1726 1744 1748 1754 1764 1770 1784

PRATT AVE

MANNHEIM RD

2805

2845

GRECO AVE

1705

1761 1769 1777 1783

SYCAMORE ST

2805

2845 2843

1982

1736 1744 1750 1730

2826

2848

2858

2882 2878 2874

CENTRAL AVE

1811

181

CURTIS ST

2919 2915

2993

I-90


I-90

2933 1741 1749 1761 1777 1783

2942

3000

**TIF Districts**

 TIF District 7

MANNHEIM RD

2985

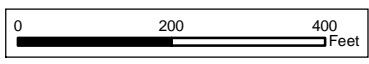
3003

ORCHARD PL

3067

HIGGINS RD

State Plane NAD 83 Illinois East  
September 4, 2014 LKW TIF District 7





**207 - TIF #7 Mannheim/Higgins South**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Contractual Services</u></b>					
6000	Professional Services	-	-	-	28,000 *
6005	Legal Fees	-	-	-	25,000
		-	-	-	53,000
<b><u>Other Services</u></b>					
6195	Miscellaneous Contractual Services	-	-	-	100,000 *
		-	-	-	100,000
<b><u>Subsidies and Incentives</u></b>					
6520	Subsidy - Economic Development	-	-	-	38,229
		-	-	-	38,229
<b><u>Capital Outlay</u></b>					
8100	Improvements	-	-	-	2,000,000 *
		-	-	-	2,000,000
<b>Program Total: Non Program</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>2,191,229</b>

## 207 - TIF #7 Mannheim/Higgins South

### 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account: 6000 - Professional Services	Annual TIF Report	3,000
	Audit	2,500
	Review of Development Agreements	15,000
	Surveying	7,500
Account: 6195 - Misc Contractual Services	Demolition (Carryover from TIF#6)	50,000
	Environmental Cleanup (Carryover from TIF#6)	50,000
Account: 8100 - Improvements	Street and Bridge Improvements (Carryover from TIF#6)	1,500,000
	Watermain Crossing Installation/Construction	500,000
	(Carryover from TIF#6)	



**2015 Budget**  
**MOTOR FUEL TAX FUND**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Beginning Balance	624,128	460,013	686,078	396,028	442,010	123,069
Revenues	1,722,199	1,720,071	1,683,238	1,605,359	1,749,059	1,705,059
Expenses	(1,886,314)	(1,494,006)	(1,927,307)	(1,901,000)	(2,068,000)	(1,700,972)
<b>Ending Balance</b>	<b>460,013</b>	<b>686,078</b>	<b>442,010</b>	<b>100,387</b>	<b>123,069</b>	<b>127,156</b>

**Overview**

The Motor Fuel Tax Fund accounts for the revenues and expenditures of the City's portion of the state tax on the sale of motor fuel. This tax is distributed to the City by the State on a per capita basis. Money from this fund, as directed by State law, can be utilized for the construction and maintenance of roads and related items.

Annually planned expenditures include funding for street improvements, alley reconstruction, sidewalk replacement, crack filling, pavement marking, road de-icing materials, maintenance of traffic signals, street materials testing, and electricity for streetlights.

## 230 - Motor Fuel Tax 2015 Budget Revenues Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Intergovernmental</u></b>					
4225	Motor Fuel Tax Allotment	1,428,032	1,350,000	1,494,000	1,450,000
4235	MFT - JOBS Now Program	254,959	254,959	254,959	254,959
		1,682,991	1,604,959	1,748,959	1,704,959
<b><u>Interest Income</u></b>					
4700	Interest Income	247	400	100	100
		247	400	100	100
<b>Total Motor Fuel Tax Revenues</b>		<b>1,683,238</b>	<b>1,605,359</b>	<b>1,749,059</b>	<b>1,705,059</b>

## 230 - Motor Fuel Tax 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Contractual Services</u></b>					
6000	Professional Services	38,127	40,000	40,000	40,000 *
		38,127	40,000	40,000	40,000
<b><u>Other Services</u></b>					
6155	Sidewalk Improvements	566,161	850,000	870,000	500,000 *
6160	Street Crack Filling	29,988	30,000	30,000	80,000
		596,149	880,000	900,000	580,000
<b><u>Repairs and Maintenance</u></b>					
6330	R&M Traffic Signals	52,124	44,000	43,000	44,000 *
		52,124	44,000	43,000	44,000
<b><u>Commodities</u></b>					
7140	Electricity	239,007	232,000	232,000	232,000 *
7160	Ice Control	227,684	250,000	400,000	350,000 *
		466,691	482,000	632,000	582,000
<b><u>Capital Outlay</u></b>					
8100	Improvements	774,216	455,000	453,000	454,972 *
		774,216	455,000	453,000	454,972
<b>Total Motor Fuel Tax Expenses</b>		<b>1,927,307</b>	<b>1,901,000</b>	<b>2,068,000</b>	<b>1,700,972</b>

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## 230 - Motor Fuel Tax

### 2015 Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:6000 - Professional Services	Soil & Material Testing	40,000
Account:6155 - Sidewalk Improvements	Sidewalk Replacement	500,000
Account:6330 - R&M Traffic Signals	State Treasurer, Cook County Highway	44,000
Account:7140 - Electricity	Street Lights	200,000
	Traffic Signals	32,000
Account:7160 - Ice Control	De-Icing Materials for Streets	350,000
Account:8100 - Improvements	Alley Reconstruction	229,972
	Curb Improvements	225,000



**2015 Budget**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**(CDBG) FUND**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Beginning Balance	83,606	110,861	102,965	117,823	101,699	111,685
Revenues	347,180	395,465	260,353	278,375	127,780	521,896
Expenses	(319,925)	(403,361)	(261,618)	(390,035)	(117,794)	(633,556)
<b>Ending Balance</b>	<b>110,861</b>	<b>102,965</b>	<b>101,699</b>	<b>6,163</b>	<b>111,685</b>	<b>25</b>

**Overview**

The Community Development Block Grant (CDBG) Fund is administered by the Department of Community & Economic Development. The purpose of the program is to support various projects that serve low-moderate income residents and areas of the City. The allocation for program year 2014 (October 1, 2014 – September 30, 2015) will be \$238,919. Des Plaines is a U.S. Department of Housing and Urban Development (HUD) designated entitlement community; and its program allocation is determined annually by a statutory dual formula which includes objective measures such as extent of poverty, population, housing overcrowding and age of housing stock.

The Associate Planner manages the CDBG program. This individual prepares budgets, contracts and monitors sub-recipients, prepares CDBG plans and reports, manages program finances via IDIS, and acts as the program liaison with HUD, City departments, public service sub-recipients and the public.

The Program Year 2014 budget includes funding for the following project types: public service by non-profit agencies that provide housing and employment counseling, child care and senior services; housing rehabilitation, lead paint inspection and code enforcement; infrastructure and public facility improvements; and planning and administration.

A “Revolving Loan Fund” was established in accordance with HUD guidelines to receive program income generated by the repayment of liens for repairs made by the CDBG Home Repair Program. Upon completion of work to qualified homes, a lien is placed on the property equal to the amount of the repairs. Repayment of the lien is required if the property is sold, or title is transferred from the qualified homeowner within the lien period (10 years). Monies received from the repayments must be used to make additional loans for the HRP.

**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Projected 2014</b>
Housing Rehabilitation	Number of Applications for Home Rehab	4	4	4
	Number of Home Rehabs Completed	4	4	4



## 2015 Budget COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

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### 2014 Major Accomplishments

1. Allocated \$100,000.00 towards the physical improvements recommended in the Apache Park Development Plan, submitted to the Illinois Department of Natural Resources.
2. Completed six (6) housing and emergency rehabilitation projects through the PY2013 CDBG program.
3. Assisted approximately 100 households/persons through the public service programs administered by the non-for-profit CDBG sub-recipients.
4. Programmed unexpended funding towards sidewalk construction, and playground installation.

### 2015 Goals and Objectives

1. Complete the Apache Park Development Plan CDBG program to develop the community.
2. Complete the Eaton Field Park Improvement Program to update and improve the playground equipment and facility.
3. Complete the Metropolitan Square Urban Park Program to offer a public park option for the Census block area.
4. Complete the sidewalk to improve pedestrian connectivity and safety for the Maine West High School students and neighborhood.
5. Complete six (6) housing and emergency rehabilitation projects through the PY2014 CDBG program.





2015 Budget  
**COMMUNITY DEVELOPMENT  
 BLOCK GRANT (CDBG)**

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**PERSONNEL EXHIBIT**

Department: CED		Div: CDBG		Div. No: 240-00	
Title	Authorized Positions				
	2013 Authorized	2014 Budget	2015 Budget		
Associate Planner *	0.75	0.75	0.75		
Total Full Time Equivalent (FTE) Employees:	0.75	0.75	0.75		

\* Associate Planner position is funded at 45% from General Fund Planning and Zoning

## 240 - CDBG

### 2015 Revenues Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Intergovernmental</u></b>					
4250	CDBG Allocation	245,445	278,375	127,755	521,896
		245,445	278,375	127,755	521,896
<b><u>Fines and fees</u></b>					
4505	Program Income	14,908	-	25	-
		14,908	-	25	-
<b>Total CDBG Revenues</b>		<b>260,353</b>	<b>278,375</b>	<b>127,780</b>	<b>521,896</b>

## 240 - CDBG

### 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	50,585	42,024	42,024	40,485
5020	Overtime - Non Supervisory	19	-	-	-
		50,604	42,024	42,024	40,485
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	3,701	3,215	3,215	3,097
5205	IMRF Contribution	7,512	6,237	6,237	5,364
5220	PPO Insurance Contribution	5,848	3,928	5,373	7,333
5230	Dental Insurance Contribution	319	225	294	361
5235	Life Insurance Contribution	52	46	46	41
5240	Workers Compensation	101	-	64	101
		17,532	13,651	15,229	16,297
<b><u>Subsidies and Incentives</u></b>					
6555	Subsidy - Emergency Shelter	440	440	440	440 *
6560	Subsidy - Shared Housing	5,840	6,200	6,200	7,000 *
6565	Subsidy - Day Care Assistance	7,204	7,664	7,664	9,000 *
6570	Subsidy - Residential Rehab	79,195	-	18,785	99,975 *
6575	Subsidy - Public Facility Rehab	20,000	100	100	- *
6580	Subsidy - Housing Counsel	4,850	5,600	5,600	5,600 *
6585	Subsidy - Homeless Prevention	6,877	7,032	7,032	7,032 *
6590	Subsidy - Employment Counseling	5,720	5,720	5,720	5,720 *
6595	Subsidy - Affordable Housing	1,839	2,000	2,000	2,000 *
6600	Subsidy - Transitional Housing	4,155	6,000	6,000	5,795 *
6602	Subsidy - Rental Assistance	2,640	1,000	1,000	- *
		138,760	41,756	60,541	142,562
<b><u>Capital Outlay</u></b>					
8030	Land	-	111,660	-	111,660 *
8100	Improvements	54,722	180,944	-	322,552 *
		54,722	292,604	-	434,212
<b>Department Total: Non Departmental</b>		<b>261,618</b>	<b>390,035</b>	<b>117,794</b>	<b>633,556</b>

## 240 - CDBG

### 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:6555 - Subsidy - Emergency Shelter	Emergency Shelter - The Harbor, Inc.	440
Account:6560 - Subsidy - Shared Housing	Center of Concern	7,000
Account:6565 - Subsidy - Day Care Assistance	CEDA Northwest	9,000
Account:6570 - Subsidy - Residential Rehab	Emergency Home Repair Program	7,500
	First Time Home Buyer Program	6,000
	Home Repair Program	82,800
	Lead-Based Paint Inspections	3,675
Account:6580 - Subsidy - Housing Counsel	CEDA Northwest - Fair Housing	5,600
Account:6585 - Subsidy - Homeless Prevention	Center of Concern - Homeless Prevention	7,032
Account:6590 - Subsidy - Employment Counseling	CEDA Northwest - Employment Counseling	5,720
Account:6595 - Subsidy - Affordable Housing	CEDA Northwest - Transitional Housing Counseling	2,000
Account:6600 - Subsidy - Transitional Housing	Women in Need Growing Stronger	5,795
Account:8030 - Land	Apache Park Neighborhood Land Acquisition	111,660
Account:8100 - Improvements	Apache Park Neighborhood Plan Program PY13	100,000
	Eaton Field Park Improvement PY13	80,944
	Metropolitan Square Urban Park Program PY12	48,459
	Sidewalk Construction/Rehab Program	93,149



**2015 Budget**  
**GRANT FUNDED PROJECTS FUND**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Beginning Balance	(327,477)	(319,558)	104,777	104,777	12,193	11,046,032
Revenues	1,940,197	1,706,900	386,646	1,148,538	11,146,675	2,659,696
Expenses	(2,115,513)	(1,733,025)	(887,616)	(1,420,543)	(125,452)	(14,026,022)
Transfers	183,235	450,460	408,386	272,004	12,616	366,326
<b>Ending Balance</b>	<b>(319,558)</b>	<b>104,777</b>	<b>12,193</b>	<b>104,776</b>	<b>11,046,032</b>	<b>46,032</b>

**Overview**

The City receives grants from State and Federal agencies periodically to fund law enforcement projects, flood control projects and other capital improvements. For the FY2010 the City created a new fund to account for various State and Federal grant funded projects. This fund is a special revenue fund that accounts for the City's Public Safety, Capital and other miscellaneous grants. Grant revenue is one-time only revenue and fluctuates significantly from year to year depending on availability. Some of the projects are fully funded by the grant amount and some require a match from the City. The City's portion of the project is reflected through a transfer from the fund that will benefit from this project.

## 250 - Grant Projects

### 2015 Revenues Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Intergovernmental</u></b>					
4260	Federal Grants	379,706	1,148,538	146,675	1,598,452 *
4270	State Grants	5,940	-	11,000,000	1,061,244 *
4280	Local Grants	1,000	-	-	-
		386,646	1,148,538	11,146,675	2,659,696
<b><u>Other Financing Sources</u></b>					
4901	Transfer from TIF #1 Downtown Fund	136,382	-	-	-
4940	Transfer from Capital Projects Fund	272,004	272,004	12,616	296,326 *
4942	Transfer from Equipment Repl Fund	-	-	-	70,000 *
		408,386	272,004	12,616	366,326
<b>Total Grant Projects Revenues</b>		<b>795,032</b>	<b>1,420,542</b>	<b>11,159,291</b>	<b>3,026,022</b>

## 250 - Grant Projects

### 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:4260 - Federal Grants	CMAQ - Central Road Sidewalk	1,092,600
	Customs & DEA Overtime Reimbursement	36,000
	FEMA SCBA Grant	280,000
	Homeland Security Grant	26,352
	NACCHO - Medical Reserve Corps	3,500
	STP - River & Forest Traffic Light	160,000
Account:4270 - State Grants	Generator & Lean To Grant	30,000
	Tobacco Grant	5,940
	ITEP Grant - Rand Road Sidepath	1,025,304
Account:4940 - Transfer from Capital Projects	City's 20% Match - ITEP Rand Road Sidepath	256,326
	City's 20% Match - River & Forest Traffic Light	40,000
Account:4942 - Transfer from Equipment Replacement	City's 20% Match - FEMA SCBA Grant	70,000

## 2510 - Public Safety Grants

### 2015 Budget Revenues Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	26,352	20,000	20,000	26,352 *
5015	Overtime - Supervisory	2,055	-	-	2,000 *
5020	Overtime - Non Supervisory	45,480	36,000	30,000	39,500 *
		73,887	56,000	50,000	67,852
<b><u>Other Employee Costs</u></b>					
5325	Training	-	-	4,236	-
		-	-	4,236	-
<b><u>Contractual Services</u></b>					
6000	Professional Services	-	-	1,200	-
		-	-	1,200	-
<b><u>Other Services</u></b>					
6195	Miscellaneous Contractual Services	670	-	670	200 *
		670	-	670	200
<b><u>Commodities</u></b>					
7000	Office Supplies	154	-	-	-
7200	Other Supplies	2,590	-	306	3,500 *
7320	Equipment < \$5,000	206	-	5,735	-
		2,951	-	6,041	3,500
<b><u>Other Expenses</u></b>					
7525	Meals	228	-	225	240 *
		228	-	225	240
<b><u>Capital Outlay</u></b>					
8015	Equipment	2,250	6,353	-	350,000 *
8100	Improvements	-	-	-	30,000 *
		2,250	6,353	-	380,000
<b>Total Public Safety Grants Expenses</b>		<b>79,985</b>	<b>62,353</b>	<b>62,372</b>	<b>451,792</b>



## 2510 - Public Safety Grants 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5005 - Salaries	Homeland Security Grant	26,352
Account:5015 - Overtime Supervisory	Tobacco Grant	2,000
Account:5020 - Overtime Non-Supervisory	Customs & DEA Overtime Tobacco Grant	36,000 3,500
Account:6195 - Misc. Contractual Services	Tobacco Grant	200
Account:7200 - Other Supplies	NACCHO Grant	3,500
Account:7525 - Meals	Tobacco Grant	240
Account:8015 - Equipment	60 SCBA Sets and Spare Equipment	350,000
Account:8100 - Improvements	DCEO Lean to Generator Program	30,000

## 2520 - Capital Grants 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Contractual Services</u></b>					
6000	Professional Services	14,007	124,000	5,625	200,000 *
		14,007	124,000	5,625	200,000
<b><u>Capital Outlay</u></b>					
8100	Improvements	771,459	1,234,190	57,455	13,374,230 *
		771,459	1,234,190	57,455	13,374,230
<b>Total Capital Grants Expenses</b>		<b>785,465</b>	<b>1,358,190</b>	<b>63,080</b>	<b>13,574,230</b>

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## 2520 - Capital Grants

### 2015 Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:6000 - Professional Services	STP - River & Forest Traffic Light Engineering	200,000
Account:8100 - Improvements	CMAQ - Central Road Sidewalk	1,092,600
	IDOT - River Road Reconstruction	11,000,000
	ITEP - Rand Road Sidepath	1,281,630

## 2530 - Other Grants

### 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Other Employee Costs</u></b>					
5335	Travel Expenses	302	-	-	-
		302	-	-	-
<b><u>Contractual Services</u></b>					
6000	Professional Services	19,672	-	-	-
		19,672	-	-	-
<b><u>Subsidies and Incentives</u></b>					
6535	Subsidy - Youth Commission	1,542	-	-	-
		1,542	-	-	-
<b><u>Commodities</u></b>					
7320	Equipment < \$5,000	649	-	-	-
		649	-	-	-
<b>Total Other Grants Expenses</b>		<b>22,165</b>	<b>-</b>	<b>-</b>	<b>-</b>



## 2015 Budget GAMING TAX FUND

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Beginning Balance	-	3,698,084	12,595,418	17,788,418	14,274,630	20,567,810
Revenues	10,820,441	24,818,317	24,699,061	24,030,000	23,373,780	23,535,000
Expenses	(7,122,357)	(15,920,983)	(15,864,849)	(15,600,000)	(15,335,600)	(15,400,000)
Transfers	-	-	(7,155,000)	(8,800,000)	(1,745,000)	(12,300,000)
<b>Ending Balance</b>	<b>3,698,084</b>	<b>12,595,418</b>	<b>14,274,630</b>	<b>17,418,418</b>	<b>20,567,810</b>	<b>16,402,810</b>

### Overview

The Gaming Tax Fund was established by the City to account for the revenues received from the Rivers Casino in Des Plaines. This fund accounts for the revenues of a \$1 admissions tax along with a 5% wagering tax. The admissions tax is received from the State on a quarterly basis and the wagering tax is remitted to the City on a monthly basis. All of the obligations and transfers will also be accounted for in this fund.

Annual Casino Revenue				
	2012 Actual	2013 Actual	2014 Projected	2015 Estimated
Revenues *	24,802,456	24,662,123	23,339,000	23,500,000
State of Illinois Share (\$10M Annually)	(10,000,000)	(10,000,000)	(10,000,000)	(10,000,000)
Remaining Amount	14,802,456	14,662,123	13,339,000	13,500,000
Benefitting Communities Share (40%)	5,920,982	5,864,849	5,335,600	5,400,000
City of Des Plaines Share (60%)	<b>8,881,474</b>	<b>8,797,274</b>	<b>8,003,400</b>	<b>8,100,000</b>
<i>Year of Allocation</i>	2014	2015	2016	2017

\* Revenue variance compared to top chart is due to interest income

### 2015 Budgeted Projects

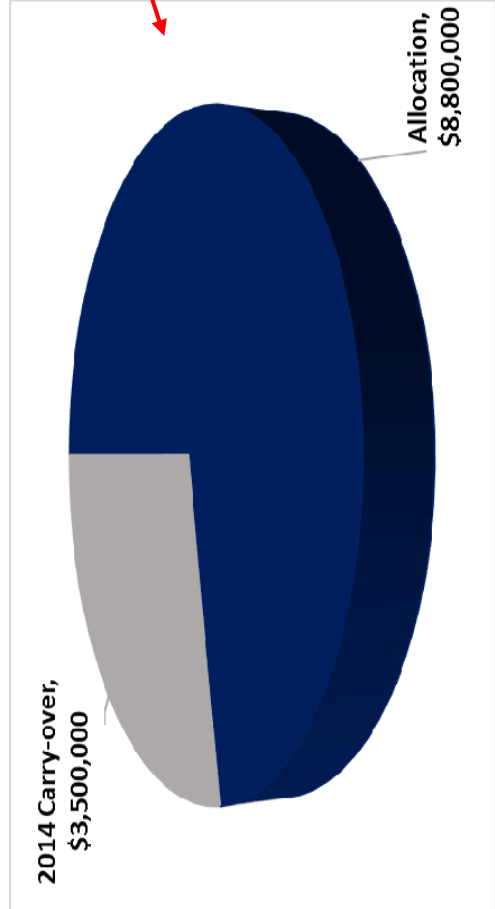
The \$8.8M in Gaming revenue from 2013 is being used in the 2015 Budget on the following:

- \$4.3M transfer to the Capital Projects Fund for street & drainage system improvements
- \$4.5M transfer to the Water/Sewer Fund for construction of an alternate water source.
  - o Note: \$3.5M from 2012 gaming revenue is also being transferred in 2015 due to a carry-over as the projects will begin in early 2015.



**2015 Budget  
GAMING TAX FUND**

2011 Revenue used in 2013		2012 Revenue used in 2014		2013 Revenue used in 2015	
Storm Water Master Plan Phase II	\$2.4M	Storm Water Master Plan Phase II	\$1.745M	Street and Drainage System Improvements	\$4.3M
Capital Projects Debt Repayment	\$1.2M	Capital Projects Debt Repayment	\$3.555M	Alternate Water Source	\$4.5M
	<b>\$3.6M</b>	River Rd Water Main	\$2.5M	River Rd Water Main (Carry-over)	\$2.5M
		Alternate Water Source	\$1M	Alternate Water Source (carry-over)	\$1M
			<b>\$8.8M</b>		<b>\$12.3M</b>



## 270 - Gaming Tax

### 2015 Revenues Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Other Taxes</u></b>					
4130	Gaming Tax - Wagering	20,945,525	20,500,000	19,741,000	20,000,000
4135	Gaming Tax - Admissions	3,716,598	3,500,000	3,598,000	3,500,000
		24,662,123	24,000,000	23,339,000	23,500,000
<b><u>Interest Income</u></b>					
4700	Interest Income	36,938	30,000	34,780	35,000
		36,938	30,000	34,780	35,000
<b>Total Gaming Tax Revenues</b>		<b>24,699,061</b>	<b>24,030,000</b>	<b>23,373,780</b>	<b>23,535,000</b>

## 270 - Gaming Tax 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Other Expenses</u></b>					
7600	Cont Obligation - State Payments	10,000,000	10,000,000	10,000,000	10,000,000
7650	Cont Obligation - Municipalities	5,864,849	5,600,000	5,335,600	5,400,000
		<u>15,864,849</u>	<u>15,600,000</u>	<u>15,335,600</u>	<u>15,400,000</u>
<b><u>Other Financing Uses</u></b>					
9400	Transfer to Capital Projects Fund	7,155,000	5,300,000	1,745,000	4,300,000
9500	Transfer to Water/Sewer Fund	-	3,500,000	-	8,000,000
		<u>7,155,000</u>	<u>8,800,000</u>	<u>1,745,000</u>	<u>12,300,000</u>
<b>Total Gaming Tax Expenses</b>		<b><u>23,019,849</u></b>	<b><u>24,400,000</u></b>	<b><u>17,080,600</u></b>	<b><u>27,700,000</u></b>





## 2015 Budget EMERGENCY TELEPHONE SYSTEM FUND

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	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Beginning Balance						-
Revenues						810,000
Expenses						(2,165,458)
Transfers						1,355,458
<b>Ending Balance</b>						-

### Overview

The Emergency Telephone System Fund is a new fund in 2015 to account for the 9-1-1 surcharge revenue and expenses related to providing 9-1-1 services following the dissolution of the Des Plaines Emergency Communications Center (Fund 590), the former 9-1-1 Public Safety Answering Point (PSAP). This includes revenue from land-line, wireless, and IP-based 9-1-1 surcharges, as well as expenditures related to the receipt of 9-1-1 PSAP services from a third-party supplier (the Wheeling Dispatch Center). Also included are ancillary costs related to 9-1-1 services such as records management, backup 9-1-1 services, related equipment, and others.

## 280 - Emergency Telephone System 2015 Revenues Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Charges for Services</u></b>					
4670	911 Telephone Surcharge	-	-	-	300,000
4671	911 State Wireless Surcharge	-	-	-	450,000
4672	911 VOIP Surcharge	-	-	-	60,000
		-	-	-	810,000
<b><u>Other Financing Sources</u></b>					
4900	Transfer from General Fund	-	-	-	1,355,458
		-	-	-	1,355,458
<b>Total Emergency Telephone Revenues</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>2,165,458</b>

## 280 - Emergency Telephone System

### 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Police Department</b>					
6035	Dispatch Services	-	-	-	857,458
6036	E-911 Services	-	-	-	810,000
		-	-	-	1,667,458
<b>Fire Department</b>					
6035	Dispatch Services	-	-	-	498,000
		-	-	-	498,000
<b>Total Emergency Telephone Expenses</b>		-	-	-	<b>2,165,458</b>

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**2015 Budget**  
**DEBT SERVICE FUND**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Beginning Balance	377,067	420,701	463,283	463,283	465,275	464,985
Revenues	4,820,766	151,120	107,682	107,550	107,550	109,510
Expenses	(5,734,007)	(108,538)	(105,690)	(108,050)	(107,840)	(109,800)
Transfers	956,875	-	-	-	-	-
<b>Ending Balance</b>	<b>420,701</b>	<b>463,283</b>	<b>465,275</b>	<b>462,783</b>	<b>464,985</b>	<b>464,695</b>

**Department Overview**

The Debt Service Funds account for the general obligation debt that is paid entirely or partially with property taxes. Debt that is paid exclusively by special revenue is budgeted in those respective funds (i.e., Water, TIF, and Capital Improvement). The bond issues are paid for as follows:

**DEBT SERVICE SCHEDULE**

	<b>PROPERTY TAX SUPPORTED</b>	<b>CAPITAL PROJECTS PORTION</b>	<b>TIF SUPPORTED PORTION</b>	<b>TOTAL</b>
Total Debt Outstanding - Principal only Balance Jan. 1, 2015	645,000	6,460,000	33,723,625	40,828,625
2015 Debt Service				
Principal	85,000	1,630,000	2,700,000	4,415,000
Interest	24,510	165,330	648,815	838,655
<b>Total</b>	<b>109,510</b>	<b>1,795,330</b>	<b>3,348,815</b>	<b>5,253,655</b>

The below issue is paid by property taxes:

<b>YEAR OF ISSUE</b>	<b>TYPE</b>	<b>ORIGINAL AMOUNT ISSUED</b>	<b>BALANCE JAN. 1, 2015</b>
2007B	G.O. (partial Refunding 2001B)	1,150,000	645,000
<b>Total Supported by Property Taxes</b>		<b>1,150,000</b>	<b>645,000</b>



**2015 Budget**  
**DEBT SERVICE FUND**

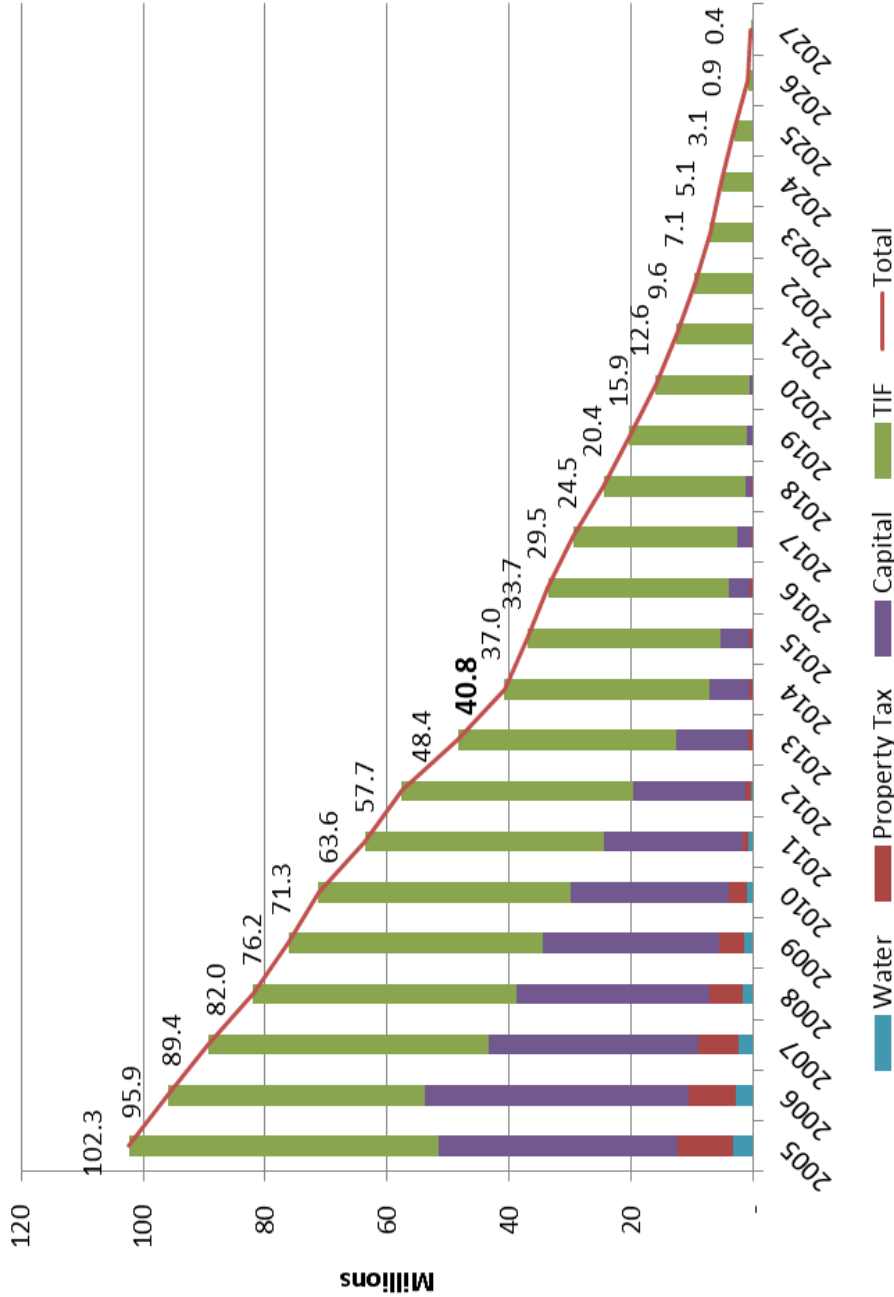
The below bond issues are paid from special revenue:

<b>YEAR OF ISSUE</b>	<b>TYPE</b>	<b>ORIGINAL AMOUNT ISSUED</b>	<b>BALANCE JAN. 1, 2015</b>
2005G	G.O. (TIF #3 taxable)	500,000	165,000
2007A	G.O. (Refunding 2000, 2001A, CIP)	6,065,000	2,695,000
2007B	G.O. (Refunding 2001B, TIF #1, CIP)	510,000	130,000
2008A	G.O. (Refunding 2001C, TIF #1, TIF #3)	2,575,000	1,085,000
2009A	G.O. (Partial refund 2003C, 2004B, TIF #6)	5,430,000	3,418,391
2009B	G.O. (Refunding 1999, CIP)	4,175,000	805,000
2010A	G.O. (Partial refund 2003A, 2005A, TIF #3)	3,945,000	3,945,000
2010B	G.O. (Partial refund 2005E, TIF #1, TIF#3, CIP)	6,110,760	7,775,234
2011A	G.O. (Ref 03A, TIF #1, TIF#3, TIF #5, TIF #6)	3,540,000	2,690,000
2012A	G.O. (TIF #1)	3,765,000	2,855,000
2013	G.O. (TIF #1, TIF #3, TIF #6)	7,945,000	7,000,000
2014A	G.O. (TIF #6)	2,030,000	1,885,000
2014B	G.O. (TIF #3, CIP)	5,770,000	5,735,000
Total G.O. Bonds		52,360,760	40,183,625
2002	TIF Revenue Note	462,389	205,841
2003	TIF Revenue Note	471,000	244,749
Total Revenue Notes		933,389	450,590
<b>Total Supported by Special Revenue</b>			<b><u><u>\$40,634,215</u></u></b>



2015 Budget  
DEBT SERVICE FUND

Principal Amount Outstanding



The graphic “Principal Amount Outstanding” shows the relative pace with which the City is paying its outstanding debt. Total debt of 102.3 million as of December 31, 2005 was reduced to \$40.8 million as of December 31, 2014 will reach \$15.9 million by 2021. All current debt will be retired by the end of 2028.



**2015 Budget**  
**DEBT SERVICE FUND**

**Principal Amount Outstanding by Type**

<b>Year</b>	<b>Property Tax</b>	<b>Capital Projects</b>	<b>TIF</b>	<b>Total</b>
<b>2015</b>	645,000	6,460,000	33,723,625	40,828,625
<b>2016</b>	560,000	4,830,000	31,600,688	36,990,688
<b>2017</b>	475,000	3,585,000	29,596,615	33,656,615
<b>2018</b>	390,000	2,330,000	26,762,741	29,482,741
<b>2019</b>	300,000	1,055,000	23,148,345	24,503,345
<b>2020</b>	205,000	715,000	19,430,208	20,350,208
<b>2021</b>	105,000	365,000	15,476,541	15,946,541
<b>2022</b>	-	-	12,571,666	12,571,666
<b>2023</b>	-	-	9,592,732	9,592,732
<b>2024</b>	-	-	7,062,968	7,062,968
<b>2025</b>	-	-	5,139,569	5,139,569
<b>2026</b>	-	-	3,118,687	3,118,687
<b>2027</b>	-	-	850,000	850,000
<b>2028</b>	-	-	435,000	435,000

As a home rule municipality the City does not have any legal debt limitation.

Moody's Investors Service has assigned an Aa2 rating to the City's outstanding municipal bond issues.

The City's debt to be paid from property taxes is at \$11 per capita as of December 31, 2014. Total City debt, not inclusive of the TIF deb is at \$122 per capita as of December 31, 2014 which is considered a favorable level.

Debt service requirements for all of the City's debt (inclusive of the TIF debt) for the outstanding principal and interest are included on the next page.





2015 Budget  
**DEBT SERVICE FUND**

**Annual Principal and Interest Requirements  
Over the Total City Debt**

**TOTAL CITY DEBT**

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2015	4,415,000	838,655	5,253,655
2016	3,930,000	731,636	4,661,636
2017	4,790,000	640,783	5,430,783
2018	5,595,000	545,834	6,140,834
2019	4,750,000	431,018	5,181,018
2020	4,980,000	328,081	5,308,081
2021	3,920,000	216,518	4,136,518
2022	3,490,000	124,874	3,614,874
2023	2,920,000	97,026	3,017,026
2024	2,195,000	82,824	2,277,824
2025	2,210,000	68,026	2,278,026
2026	2,370,000	52,624	2,422,624
2027	415,000	36,124	451,124
2028	435,000	18,488	453,488
<b>Total</b>	<b>46,415,000</b>	<b>4,212,511</b>	<b>50,627,511</b>

Note: Any discrepancies between the preceding tables are due the Capital Appreciation Bonds (CABs). The original principal amount plus any accrued interest of CABs is used to determine the principal outstanding but when payment is actually made, the entire payment amount is considered principal.

**300 - Debt Service Fund**  
**2015 Revenues Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Property Taxes</u></b>					
4000	Property Taxes - Current Year Collection	108,254	107,550	107,550	109,510
4005	Property Taxes - Last Year's Collection	1,449	-	-	-
4010	Property Taxes - Prior Years Collection	(2,021)	-	-	-
		<u>107,682</u>	<u>107,550</u>	<u>107,550</u>	<u>109,510</u>
<b>Total Debt Service Fund Revenues</b>		<b><u>107,682</u></b>	<b><u>107,550</u></b>	<b><u>107,550</u></b>	<b><u>109,510</u></b>

# 300 - Debt Service Fund

## 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Program 07B0 - 2007B Refunding 01B Issued 2001, Refunded 2007, Matures 2016</b>					
8300	Principal	75,000	80,000	80,000	85,000
8325	Interest	30,400	27,550	27,550	24,510
8375	Bank/Trust/Agency Fees	290	500	290	290
<b>Total 2007B Refunding 01B Expenses</b>		<b>105,690</b>	<b>108,050</b>	<b>107,840</b>	<b>109,800</b>

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**2015 Budget  
CAPITAL PROJECTS FUND**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Proposed</b>
Beginning Balance	7,882,395	3,094,453	2,523,327	3,083,701	3,529,073	1,941,243
Revenues	10,965,174	9,295,863	8,308,084	7,574,026	10,961,626	7,024,328
Expenses	(15,552,581)	(9,683,212)	(14,160,333)	(14,462,991)	(19,406,840)	(11,162,787)
Transfers	(200,535)	(183,777)	6,857,996	5,002,996	6,857,384	3,978,674
<b>Ending Balance</b>	<b>3,094,453</b>	<b>2,523,327</b>	<b>3,529,073</b>	<b>1,197,732</b>	<b>1,941,243</b>	<b>1,781,458</b>

**Overview**

The Capital Projects Fund (CIP) accounts for the expenditure of special revenues dedicated for the improvement of the City’s infrastructure. The budgeted expenditures are capital projects that have been approved in the 5-year Capital Improvement Program and include salaries and benefits for the Assistant Director of Public Works and Engineering, two Engineering Inspectors, part-time Intermediate Clerk (50% funding), and an Engineering Intern. This plan is updated annually and approved by the City Council.

Debt service paid from Capital Projects Fund includes:

<b>Bond Issue</b>	<b>Project Description</b>	<b>Original Amount</b>	<b>Remaining 1-1-15</b>	<b>Final Payout</b>
2007A bond refund of 2000	Streets Portion	2,570,000	410,000	2015
2007A bond refund of 2001	Streets Portion	3,395,000	2,285,000	2021
2009 bond refund of 1999	Streets Portion	4,175,000	805,000	2018
2014B bond refund of 2005D	Library Portion	2,980,000	2,960,000	2018
<b>Total</b>		<b>13,120,000</b>	<b>6,460,000</b>	

**Annual Principal and Interest Requirements  
Over the Total Capital Projects Debt**

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2015	1,630,000	165,330	1,795,330
2016	1,245,000	127,143	1,372,143
2017	1,255,000	101,153	1,356,153
2018	1,275,000	72,315	1,347,315
2019	340,000	40,090	380,090
2020	350,000	27,170	377,170
2021	365,000	13,870	378,870
<b>Total</b>	<b>6,460,000</b>	<b>547,070</b>	<b>7,007,070</b>



## 2015 Budget CAPITAL PROJECTS FUND 5 YEAR CIP OVERVIEW

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The City of Des Plaines Capital Improvement Program (CIP) is prepared in a separate document which is summarized in the following budget pages. The CIP is a multi-year, prioritized plan for Capital expenditures. The City's plan addresses capital expenditures of \$25,000 or more. The replacement of vehicles is not included in the CIP but instead is tracked through the Equipment Replacement Fund.

The separate CIP plan is completed for five fiscal years from 2015 through 2019. The document represents staff's recommendation of the City's street, utility, and drainage infrastructure project needs for the next five years given current financial resources. Proposed projects are listed by year, with anticipated cost and source of revenue to fund the improvements shown. Each project has a description, justification for the project along with a High, Medium or Low priority. Within the 2015 Budget document, a summary of the specific 2015 projects is included on the following pages. The summary is laid out by various categories of projects such as alley improvements, drainage improvements, etc., and indicates the location, total cost, funding source as well as a justification. The justification is primarily used as an indicator on recurring and nonrecurring capital projects. The items listed as annual programs are considered recurring.

In preparing the CIP, priority is given to projects based on need and condition of the infrastructure item recommended to be improved or replaced. For instance, decisions on street and alley replacements are based on the biannual pavement condition surveys of each street and alley. Likewise, water system improvements are based on the City's 2006 Water System Master Plan. In addition, storm water improvements are scheduled according the City's 2003 Storm Water Master Plan.

The capital improvements proposed for construction in 2015 are identified in the 5-Year Capital Improvement Program at a cost of \$24.4 million. Sources of revenue for the C.I.P. presently include the Capital Projects Fund (\$8.3 million), Motor Fuel Tax Fund (\$800,000), Water /Sewer Fund (\$8 million), Grant Funded Projects (\$1.1 million) and Tax Increment Finance District Fund (\$5 million).

The following types of projects and their approximate funding levels will be recommended to the City Council during C.I.P. discussions for improvements in 2014: Alley Improvements (\$229,972), Drainage System Improvements (\$3,654,682), Street Improvements (\$4,663,415), Water System Improvements (\$9,341,522), Traffic Improvements (\$200,000), Sewer System Improvements (\$100,000), and Miscellaneous Improvements (\$6,206,630).

The recommended 2015 through 2019 Capital Improvement Program proposes the expenditure of approximately \$50 million on capital improvements within the project categories of curbs/gutters, engineering services, lighting improvements, sewers/drainage, water system, alleys, sound walls, traffic signals and streetscape improvements. The proposed expenditures for 2015 are \$24.4 million and are shown in detail on the following pages (Summary and Maps). All projects are listed by category with justification listed noting what projects are annual recurring programs.



**SUMMARY  
5 YEAR CAPITAL IMPROVEMENT PROGRAM  
2015 THROUGH 2019**

	2015	2016	2017	2018	2019
<b>REVENUES BY FUNDS</b>					
Capital Projects Fund	\$8,250,000.00	\$10,800,000.00	\$11,300,000.00	\$9,800,000.00	\$11,300,000.00
Motor Fuel Tax Fund	\$1,435,000.00	\$1,100,000.00	\$800,000.00	\$800,000.00	\$800,000.00
Water Fund	\$1,000,000.00	\$1,600,000.00	\$1,600,000.00	\$1,600,000.00	\$1,600,000.00
TIF Fund	\$4,950,000.00	\$7,208,343.00	\$7,000,000.00	\$2,000,000.00	\$1,500,000.00
Grant Funded Projects	\$2,545,765.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUE</b>	<b>\$18,180,765.00</b>	<b>\$21,708,343.00</b>	<b>\$20,700,000.00</b>	<b>\$14,200,000.00</b>	<b>\$15,200,000.00</b>
<b>EXPENDITURES BY CATEGORY</b>					
Alley Improvements	\$229,972.00	\$779,396.00	\$541,464.00	\$630,150.00	\$582,967.00
Street Improvements	\$4,663,415.00	\$4,307,986.00	\$4,962,280.00	\$5,569,549.00	\$7,206,739.00
Water System Improvements	\$8,341,522.00	\$6,988,113.00	\$3,022,302.00	\$2,762,194.00	\$4,294,018.00
Drainage System Improvements	\$3,654,682.00	\$1,664,345.00	\$2,817,755.00	\$2,240,961.00	\$1,237,835.00
Sewer System Improvements	\$100,000.00	\$100,000.00	\$750,000.00	\$100,000.00	\$100,000.00
Miscellaneous Improvements	\$7,206,630.00	\$7,340,200.00	\$6,321,180.00	\$1,200,000.00	\$1,200,000.00
Traffic Improvements	\$200,000.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$24,396,221.00</b>	<b>\$22,180,040.00</b>	<b>\$18,414,981.00</b>	<b>\$12,502,854.00</b>	<b>\$14,621,559.00</b>

# CITY OF DES PLAINES - 2014-2018 CAPITAL IMPROVEMENT PROGRAM - SUMMARY FOR 2015

CATEGORY	PROJECT ID	LOCATION	LIMITS	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
ALLEY IMPROVEMENTS	17	ALFINI/ALGONQUIN	WOLF-DEAD END	ALLEY RECONSTRUCTION	\$126,052	MFT	ALLEY EVALUATION
	381	HARDING/WILLOW	GRACELAND-HARDING	ALLEY RECONSTRUCTION	\$103,920	MFT	ALLEY EVALUATION
			<b>Sub-Total</b>		<u>\$229,972</u>		
DRAINAGE SYSTEM IMPROVEMENTS	1541	C ALGONQUIN ROAD	PENNSYLVANIA-ELMHURST	SANITARY/COMBINED SEWER	\$2,500,000	CPF	STORMWATER MASTER PLAN
	1542	DEXTER LN	PROSPECT-EVERETT	STORM SEWER	\$271,970	CPF	STORMWATER MASTER PLAN
	1529	C FARGO AVE	CEDAR-RIVER	STORM SEWER	\$250,000	GFP	STORMWATER MASTER PLAN
	1159	LINCOLN AVE	OXFORD-WOLF	STORM SEWER	\$152,279	CPF	CITY COUNCIL
	1559	NORTHEAST PL	DEMPSTER-E GRANT	STORM SEWER	\$88,179	CPF	CITY COUNCIL
	1558	NORTHWEST PL	DEMPSTER-W GRANT	STORM SEWER	\$82,179	CPF	CITY COUNCIL
	1299	C OXFORD RD	FOREST-OAKTON	STORM SEWER	\$210,075	CPF	CITY COUNCIL
	157	* VARIOUS	STORM WATER MASTER PLAN	REAR YARD SEWERS	\$100,000	CPF	REAR YARD COMPLAINT LIST
			<b>Sub-Total</b>		<u>\$3,654,682</u>		
MISCELLANEOUS IMPROVEMENTS	117	DESIGN/CONSTRUCTION ENGINEERING		ENGINEERING	\$1,000,000	CPF	ANNUAL PROGRAM
	144	* DESIGN/CONSTRUCTION ENGINEERING	TIF #1	ENGINEERING	\$350,000	TIF	TIF DISTRICT
				<b>CPF-CAPITAL PROJECTS FUND</b>			<b>WATER-WATER/SEWER FUND</b>
				<b>MFT-MOTOR FUEL TAX FUND</b>			<b>TIF-TIF FUND</b>
				<b>GFP-GRANT FUNDED PROJECTS FUND</b>			<b>CDBG-COMMUNITY DEV. BLOCK GRANT FUND</b>

Tuesday, November 25, 2014

\*-indicates new project

C-indicates carryover project



# CITY OF DES PLAINES - 2014-2018 CAPITAL IMPROVEMENT PROGRAM - SUMMARY FOR 2015

CATEGORY	PROJECT ID	LOCATION	LIMITS	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
<b>MISCELLANEOUS IMPROVEMENTS</b>	97	MISC CURB REPLACEMENT	VARIOUS	CURB REPLACEMENT	\$225,000	MFT	ANNUAL PROGRAM
	2156	RAND ROAD	CENTRAL-BALLARD	NEW SIDEWALK	\$1,281,630	GFP	ITEP GRANT
	95	SIDEWALK REPLACEMENTS	CITYWIDE	SIDEWALK REPLACEMENT	\$500,000	MFT	ANNUAL PROGRAM
	158	SIDEWALK REPLACEMENTS	CITYWIDE	SIDEWALK REPLACEMENT	\$250,000	CPF	ANNUAL PROGRAM
	137	* STREETScape IMPROVEMENTS	TIF #1	STREETScape	\$2,500,000	TIF	TIF DISTRICT
<b>SEWER SYSTEM IMPROVEMENTS</b>	116	TOPOGRAPHIC/B.M. SURVEYS		SURVEY	\$100,000	CPF	ANNUAL PROGRAM
	91	MISC SEWER REHAB	VARIOUS	SEWER LINING/TELEVISION	\$100,000	WATER	ANNUAL PROGRAM
<b>STREET IMPROVEMENTS</b>	1406	C DES PLAINES RIVER ROAD	TOUHY-ALGONQUIN	RECONSTRUCTION	\$500,000	CPF	IDOT APPROVED
	229	DEXTER LN	PROSPECT-EVERETT	REHABILITATION	\$178,213	CPF	STREET EVALUATION
	284	EVERETT AVE	DEXTER-LEE	REHABILITATION	\$296,210	CPF	STREET EVALUATION
	322	FOREST AVE	RIVER-DEAD END	RESURFACE	\$345,711	CPF	STREET EVALUATION
	370	GROVE AVE	WOODLAND- DEAD END	REHABILITATION	\$211,503	CPF	STREET EVALUATION
				<b>Sub-Total</b>	<b>\$100,000</b>		

Tuesday, November 25, 2014

\*-indicates new project  
C-indicates carryover project

CPF-CAPITAL PROJECTS FUND  
MFT-MOTOR FUEL TAX FUND  
GFP-GRANT FUNDED PROJECTS FUND

WATER-WATER/SEWER FUND  
TIF-TIF FUND  
CDBG-COMMUNITY DEV. BLOCK GRANT FUND

# CITY OF DES PLAINES - 2014-2018 CAPITAL IMPROVEMENT PROGRAM- SUMMARY FOR 2015

CATEGORY	PROJECT ID	LOCATION	LIMITS	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
<b>STREET IMPROVEMENTS</b>	438	JARLATH AVE	DOUGLAS-DEAD END	REHABILITATION	\$155,528	CPF	STREET EVALUATION
	515	LINCOLN AVE	OXFORD-WOLF	RESURFACE	\$95,174	CPF	STREET EVALUATION
	611	NORTHWEST PL	DEMPSTER-W GRANT	RESURFACE	\$51,362	CPF	STREET EVALUATION
	643	C ORCHARD PL	100' N. CREEK TO DEAD END	RECONSTRUCTION	\$1,500,000	TIF	TIF DISTRICT
	651	C OXFORD RD	FOREST-OAKTON	REHABILITATION	\$361,067	CPF	STREET EVALUATION
	717	* PROSPECT LN	DEXTER-LEE	REHABILITATION	\$289,236	CPF	STREET EVALUATION
	794	SOUTHWEST PL	W GRANT-W VILLA	RECONSTRUCTION	\$98,567	CPF	STREET EVALUATION
	826	THACKER ST	LEE-RIVER	RESURFACE	\$230,844	CPF	STREET EVALUATION
	156	* VARIOUS RESURFACING	TIF #1	RESURFACE	\$100,000	TIF	TIF DISTRICT
	159	* VARIOUS RESURFACING	CITYWIDE	RESURFACE	\$250,000	CPF	STREET EVALUATION
			<b>Sub-Total</b>	<b>\$4,663,415</b>			
<b>TRAFFIC IMPROVEMENTS</b>	139	* LEE AND FOREST TRAFFIC SIGNAL		DESIGN ENGINEERING	\$200,000	GFP	IDOT APPROVED
			<b>Sub-Total</b>		<b>\$200,000</b>		
<b>WATER SYSTEM IMPROVEMENTS</b>	141	C ALTERNATIVE WATER SOURCE	CENTRAL ROAD PUMPING STATION	DESIGN ENGINEERING	\$1,000,000	WATER	2006 WATER STUDY

Tuesday, November 25, 2014

\*-indicates new project  
C-indicates carryover project

**CPF-CAPITAL PROJECTS FUND**  
**WATER-WATER/SEWER FUND**  
**MFT-MOTOR FUEL TAX FUND**  
**TIF-TIF FUND**  
**GFP-GRANT FUNDED PROJECTS FUND**  
**CDBG-COMMUNITY DEV. BLOCK GRANT FUND**

# CITY OF DES PLAINES - 2014-2018 CAPITAL IMPROVEMENT PROGRAM- SUMMARY FOR 2015

CATEGORY	PROJECT ID	LOCATION	LIMITS	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION	
WATER SYSTEM IMPROVEMENTS	140	C ALTERNATIVE WATER SOURCE	CENTRAL ROAD PUMPING STATION		\$5,000,000	WATER	2006 WATER STUDY	
	1551	C DES PLAINES RIVER ROAD	TOUHY-ALGONQUIN	16 INCH WATER MAIN	\$2,000,000	WATER	2006 WATER STUDY	
	1727	DEXTER LN	PROSPECT-EVERETT	8 INCH WATER MAIN	\$113,408	WATER	2006 WATER STUDY	
	1761	EVERETT AVE	DEXTER-LEE	8 INCH WATER MAIN	\$188,497	WATER	2006 WATER STUDY	
	2165	NORTHWEST PL	DEMPSTER-W GRANT	8 INCH WATER MAIN	\$89,884	WATER	2006 WATER STUDY	
	1526	C ORCHARD PL	100' N. CREEK TO DEAD END	12 INCH WATER MAIN	\$500,000	TIF	2006 WATER STUDY	
	1682	C OXFORD RD	FOREST-OAKTON	8 INCH WATER MAIN	\$229,770	WATER	2006 WATER STUDY	
	1849	* PROSPECT LN	DEXTER-LEE	8 INCH WATER MAIN	\$162,466	WATER	2006 WATER STUDY	
	1599	SOUTHWEST PL	W GRANT-W VILLA	8 INCH WATER MAIN	\$57,497	WATER	2006 WATER STUDY	
				<b>Sub-Total</b>	<b>\$9,341,522</b>			
				<b>Grand Total</b>	<b>\$24,396,221</b>			

Tuesday, November 25, 2014

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C-indicates carryover project

CPF-CAPITAL PROJECTS FUND  
MFT-MOTOR FUEL TAX FUND  
GFP-GRANT FUNDED PROJECTS FUND  
WATER-WATER/SEWER FUND  
TIF-TIF FUND  
CDBG-COMMUNITY DEV. BLOCK GRANT FUND

# The City of Des Plaines

## Cook County, Illinois

### Capital Improvement Projects- 2015

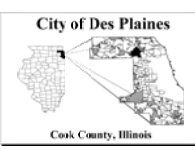
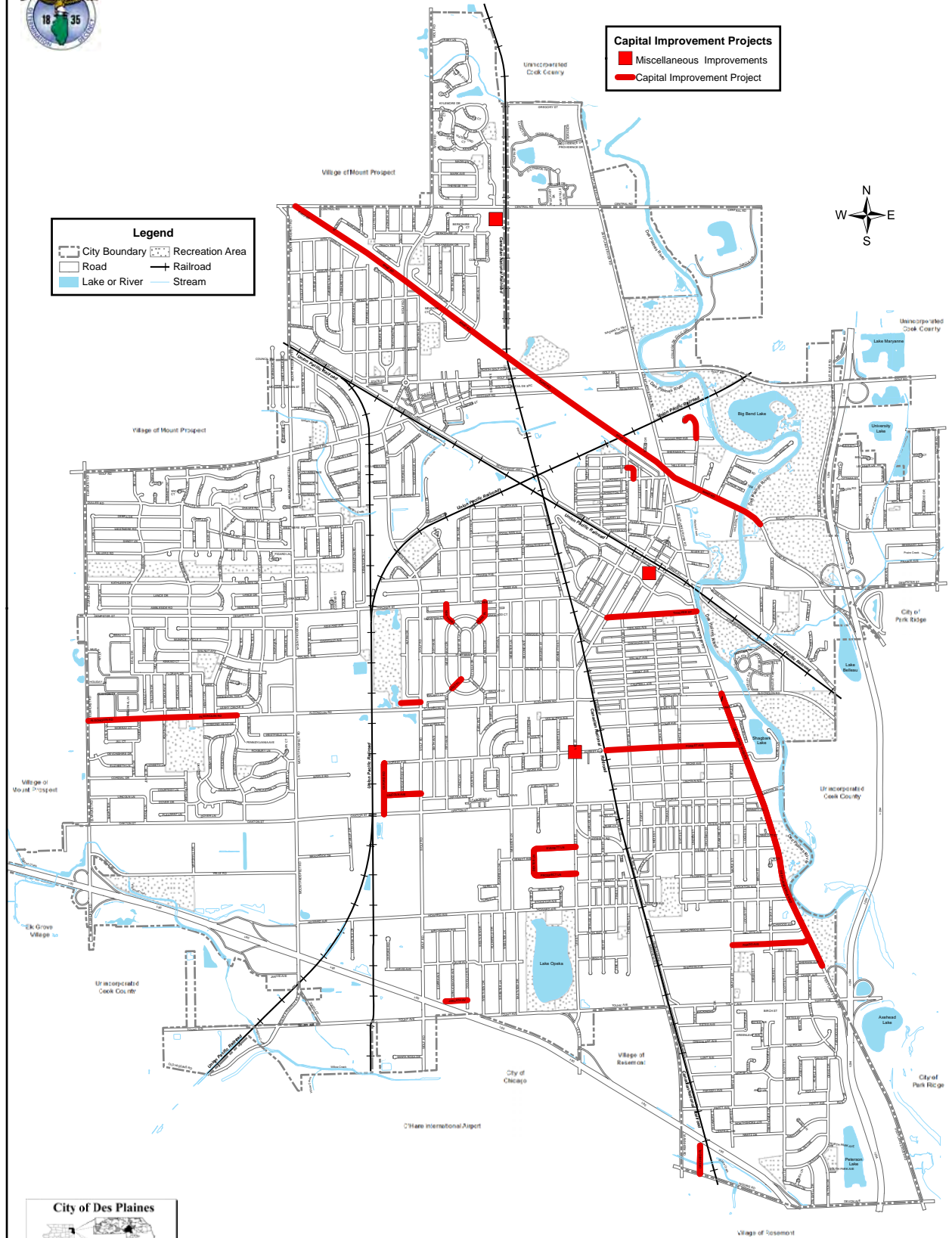


**Capital Improvement Projects**

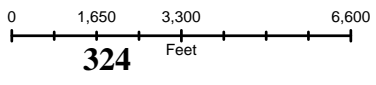
- Miscellaneous Improvements
- Capital Improvement Project

**Legend**

- City Boundary
- Road
- Recreation Area
- Railroad
- Lake or River
- Stream



1:44,823



LIMITATION OF LIABILITY: The user agrees that, with all three intended and that the City and its employees, officers and board members, shall not be liable for any damages, including but not limited to, property damage, personal injury, or other liability, arising from the use of this map. The user shall be responsible for any damages, including but not limited to, property damage, personal injury, or other liability, arising from the use of this map. The user shall be responsible for any damages, including but not limited to, property damage, personal injury, or other liability, arising from the use of this map.



Prepared by City of Des Plaines



2015 Budget  
**PUBLIC WORKS & ENGINEERING**  
**CAPITAL PROJECTS FUND**

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**PERSONNEL EXHIBIT**

Department: PW & Engineering		Div: Capital Projects		Div. No: 400-00	
Title	Authorized Positions			2015 Budget	
	2013 Authorized	2014 Budget	2015 Budget		
Assistant Director of PW and Engineering	1.00	1.00	1.00		
Engineering Inspector	2.00	2.00	2.00		
Part-Time Intermediate Clerk	0.25	0.25	0.25		
Engineering Intern	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>		
Total Full Time Equivalent (FTE) Employees:	3.50	3.50	3.50		

## 400 - Capital Projects

### 2015 Revenues Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Property Taxes</u></b>					
4055	Property Taxes SSA 5	3,898	3,782	3,782	3,782 *
4056	Property Taxes SSA 6	992	981	981	981 *
4057	Property Taxes SSA 7	12,239	12,000	12,000	12,000 *
4058	Property Taxes SSA 8	4,307	4,200	4,200	4,200 *
4059	Property Taxes SSA 9	2,387	2,315	2,315	2,315 *
4060	Property Taxes SSA 10	2,687	2,936	2,936	2,936 *
4061	Property Taxes SSA 11	2,112	2,096	2,096	2,096 *
4062	Property Taxes SSA 12	1,009	979	979	979 *
4063	Property Taxes SSA 13	1,586	1,566	1,566	1,566 *
4064	Property Taxes SSA 14	2,236	2,171	2,171	830 *
4065	Property Taxes SSA 15	-	-	-	1,643 *
		33,453	33,026	33,026	33,328
<b><u>Other Taxes</u></b>					
4120	Local Option Gas Tax	1,707,152	1,650,000	1,717,000	1,600,000
4170	Home Rule Sales Tax	2,820,152	2,600,000	2,650,000	2,650,000
4180	Library Home Rule Sales Tax	1,410,076	1,300,000	1,300,000	1,300,000
		5,937,380	5,550,000	5,667,000	5,550,000
<b><u>Intergovernmental</u></b>					
4290	Local - Intergovernmental	-	-	25,700	-
		-	-	25,700	-
<b><u>Charges for Services</u></b>					
4608	Storm Sewer	2,288,299	1,950,000	2,228,000	1,400,000
4660	Recapture Fees	5,588	3,000	3,000	3,000
		2,293,887	1,953,000	2,231,000	1,403,000
<b><u>Interest Income</u></b>					
4700	Interest Income	3,490	3,000	3,900	3,000
		3,490	3,000	3,900	3,000
<b><u>Miscellaneous Revenues</u></b>					
4823	Rear Yard Drainage Improvements	35,529	20,000	8,500	20,000
4849	Miscellaneous Revenues	4,346	15,000	12,500	15,000
		39,875	35,000	21,000	35,000
<b><u>Sources of Revenue</u></b>					
4850	Bond Proceeds	-	-	2,980,000	-
		-	-	2,980,000	-
<b><u>Other Financing Sources</u></b>					
4900	Transfer from General Fund	-	-	5,150,000	-
4927	Transfer from Gaming Tax Fund	7,155,000	5,300,000	1,745,000	4,300,000
		7,155,000	5,300,000	6,895,000	4,300,000
<b>Total Capital Projects Revenues</b>		<b>15,463,084</b>	<b>12,874,026</b>	<b>17,856,626</b>	<b>11,324,328</b>

## 400 - Capital Projects

### 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:4055 - Property Taxes SSA 5	Westfield Dr., Levy Thru 2018	3,782
Account:4056 - Property Taxes SSA 6	Tax Years 2005 to 2019	981
Account:4057 - Property Taxes SSA 7	Tax Years 2005 to 2019	12,000
Account:4058 - Property Taxes SSA 8	Crabtree Ln, Levy Thru 2020	4,200
Account:4059 - Property Taxes SSA 9	624-640 W Algonquin, Levy Thru 2021	2,315
Account:4060 - Property Taxes SSA 10	642-658 W Algonquin, Levy Thru 2021	2,936
Account:4061 - Property Taxes SSA 11	138, 158, 273, 283, 170 & 180 Drake Ln, Levy Thru 2020	2,096
Account:4062 - Property Taxes SSA 12	948 & 956 Greenview Ave, Levy Thru 2020	979
Account:4063 - Property Taxes SSA 13	1318,1330,1340 Phoenix Dr. & 1325,1335 Miami Ln, Levy Thru 2020	1,566
Account:4064 - Property Taxes SSA 14	2132, 2140 & 2148 Plainfield Dr., Levy Thru 2021	830
Account:4065 - Property Taxes SSA 15	345/353 Ardmore Levy Thru 2023	1,643

## 400 - Capital Projects 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	265,080	279,781	261,744	284,599
5010	Temporary Wages	6,588	13,000	7,047	13,650
5020	Overtime - Non Supervisory	9,765	10,000	12,410	10,000
		281,432	302,781	281,201	308,249
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	20,994	23,178	20,893	23,059
5205	IMRF Contribution	41,874	40,684	39,370	39,048
5220	PPO Insurance Contribution	34,927	35,484	35,517	35,840
5225	HMO Insurance Contribution	14,021	-	12,299	14,042
5230	Dental Insurance Contribution	2,832	2,653	2,479	2,523
5235	Life Insurance Contribution	259	259	259	260
5240	Workers Compensation	2,119	1,634	1,634	2,763
5245	Unemployment Compensation	381	216	216	388
5250	Uniform Allowance	200	200	200	200
5260	RHS Plan Payout	9,795	7,318	6,994	2,486
		127,403	111,626	119,861	120,609
<b><u>Other Employee Costs</u></b>					
5320	Conferences	2,031	1,500	2,000	2,000
5325	Training	2,370	2,000	2,000	2,000 *
5335	Travel Expenses	209	100	200	100 *
		4,611	3,600	4,200	4,100
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	37,319	17,067	17,067	22,766
		37,319	17,067	17,067	22,766
<b><u>Contractual Services</u></b>					
6000	Professional Services	280,170	1,100,000	1,000,000	1,100,000 *
6005	Legal Fees	2,093	1,000	-	1,000 *
6015	Communication Services	1,954	2,000	2,600	2,000 *
6025	Administrative Services	3,085	3,100	3,100	3,100 *
		287,302	1,106,100	1,005,700	1,106,100
<b><u>Other Services</u></b>					
6105	Records Preservation	4,460	15,000	15,000	15,000 *
6110	Printing Services	-	400	400	400 *
6115	Licensing/Titles	62	-	-	65 *
6120	Recording Fees	556	500	100	500 *
6130	Bond Expense	-	-	32,021	-
6140	Leases	12,200	1,500	1,500	1,500 *
6155	Sidewalk Improvements	257,717	-	-	250,000
6165	Street Pavement Markings	-	-	-	40,000
6195	Miscellaneous Contractual Services	27,620	-	450	-
		302,615	17,400	49,471	307,465
<b><u>Repairs and Maintenance</u></b>					
6300	R&M Software	-	8,000	8,000	8,000 *
6305	R&M Equipment	675	1,100	1,000	1,100 *
6315	R&M Buildings & Structures	-	80,000	-	180,000 *
		675	89,100	9,000	189,100
<b><u>Commodities</u></b>					
7055.051	Street Sign Supplies	621	625	-	625
7065	Supplies - Capital Maintenance	-	70,000	70,000	70,000 *
7320	Equipment < 5000	218	-	730	-
		839	70,625	70,730	70,625



## 400 - Capital Projects 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	2,102	5,000	5,000	5,000 *
		2,102	5,000	5,000	5,000
<b><u>Capital Outlay</u></b>					
8030	Land	156,450	-	-	-
8100	Improvements	5,387,693	6,447,622	9,000,000	7,232,468 *
		5,544,143	6,447,622	9,000,000	7,232,468
<b><u>Other Financing Uses</u></b>					
9100	Transfer to General Fund	-	-	25,000	25,000 *
9260	Transfer to Grant Projects Fund	272,004	272,004	12,616	296,326 *
9999	Transfer to Other Funds	25,000	25,000	-	-
		297,004	297,004	37,616	321,326
<b>Total Capital Projects Expenses</b>		<b>6,885,445</b>	<b>8,467,925</b>	<b>10,599,846</b>	<b>9,687,808</b>

## 400 - Capital Projects

### 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5325 - Training	ESRI- Geographic Information Systems	1,000
	AutoCAD	1,000
Account:5335 - Travel Expenses	Mileage, IPASS, Parking	100
Account:6000 - Professional Services	Construction Engineering Services	600,000
	Design Engineering Services	500,000
Account:6005 - Legal Fees	Levee 50	1,000
Account:6015 - Communication Services	Cell Phones	1,500
	Data Cards	500
Account:6025 - Administrative Services	Pro-rata Share - TMC	3,100
Account:6105 - Records Preservation	Document Scanning	15,000
Account:6110 - Printing Services	Capital Improvement Program Printing	400
Account:6115 - Licensing/Titles	Professional Engineer	65
Account:6120 - Recording Fees	Rear Yard Drainage	500
Account:6140 - Leases	CN (Wisconsin Central) License Agreement	1,500
Account:6300 - R&M Software	Autodesk Software	8,000
Account:6305 - R&M Equipment	GPS Equipment	1,100
Account:6315 - R&M Buildings & Structures	Bridge Maintenance	100,000
	Bridge Maintenance (2014 Carryover)	80,000
Account:7065 - Supplies - Capital Maintenance	Pavement Patching	70,000
Account:7500 - Postage & Parcel	Pro-rata Share - Mailing Utility Bills	5,000
Account:8100 - Improvements	Drainage System Improvements	4,882,712
	Street Improvements	2,299,756
	PW Recycling & Sand Bag Building	50,000
Account:9100 - Transfer to General Fund	Geographic Information Systems Aerial Photography	25,000
Account:9260 - Transfer to Grant Projects Fund	City's 20% Match - CMAQ Central Road Sidewalk	256,326
	City's 20% Match - River & Forest Traffic Light	40,000

# 400 - Capital Projects

## Debt Service

### 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Program:04A0 - 2004 Tax Exempt Bond Issued 2004, Matures 2020; Casino revenue Early Pay-off</b>					
8300	Principal	740,000	-	-	-
8325	Interest	37,000	-	-	-
8375	Bank/Trust/Agency Fees	130	-	-	-
<b>Total 2005D Refunding 98A Expenses</b>		<b>777,130</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Program:05DB - 2005D Refunding 98B Issued 1998, Refunded 2005, Matures 2018</b>					
8300	Principal	545,000	765,000	3,915,000	-
8325	Interest	204,176	176,924	251,234	-
8375	Bank/Trust/Agency Fees	130	150	195	-
<b>Total 2005D Refunding 98B Expenses</b>		<b>749,306</b>	<b>942,074</b>	<b>4,166,429</b>	<b>-</b>
<b>Program:05DC - 2005D Refunding 98C Issued 1998, Refunded 2005, Matures 2018</b>					
8300	Principal	10,000	595,000	3,450,000	-
8325	Interest	157,284	156,786	156,786	-
8375	Bank/Trust/Agency Fees	130	150	195	-
<b>Total 2005D Refunding 98C Expenses</b>		<b>167,414</b>	<b>751,936</b>	<b>3,606,981</b>	<b>-</b>
<b>Program:05E0 - 2005E GO Bond Issued 2005, Matures 2020; Casino Revenue Early Pay-off</b>					
8300	Principal	3,985,000	3,555,000	-	-
8325	Interest	164,413	-	-	-
8375	Bank/Trust/Agency Fees	340	350	-	-
<b>Total 2005E GO Bond Expenses</b>		<b>4,149,753</b>	<b>3,555,350</b>	<b>-</b>	<b>-</b>
<b>Program:07AA - 2007A Refunding 00 Issued 2000, Refunded 2007, Matures 2015</b>					
8300	Principal	380,000	395,000	395,000	410,000
8325	Interest	45,030	30,590	30,590	15,580
8375	Bank/Trust/Agency Fees	140	200	140	140
<b>Total 2007A Refunding 00 Expenses</b>		<b>425,170</b>	<b>425,790</b>	<b>425,730</b>	<b>425,720</b>
<b>Program:07AB - 2007A Refunding 01 Issued 2001, Refunded 2007, Matures 2021</b>					
8300	Principal	270,000	280,000	280,000	290,000
8325	Interest	107,730	97,470	97,470	86,830
8375	Bank/Trust/Agency Fees	250	250	250	250
<b>Total 2007A Refunding 01 Expenses</b>		<b>377,980</b>	<b>377,720</b>	<b>377,720</b>	<b>377,080</b>
<b>Program:09B0 - 2009B Refunding 1999 Issued 2009, Matures 2018</b>					
8300	Principal	865,000	205,000	205,000	205,000
8325	Interest	59,750	33,800	33,800	27,650
8375	Bank/Trust/Agency Fees	390	400	390	390
<b>Total 2009B Refunding 1999 Expenses</b>		<b>925,140</b>	<b>239,200</b>	<b>239,190</b>	<b>233,040</b>

**400 - Capital Projects**  
**Debt Service**  
**2015 Budget Worksheet**

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Program: 14B0 - 2014B Refunding 2005DC Issued 2014, Matures 2018</b>					
8300	Principal	-	-	20,000	725,000
8325	Interest	-	-	8,560	35,270
8375	Bank/Trust/Agency Fees	-	-	-	195
<b>Total 2014B Refunding 2005DC Expenses</b>		<b>-</b>	<b>-</b>	<b>28,560</b>	<b>760,465</b>



**2015 Budget**  
**EQUIPMENT REPLACEMENT FUND**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Beginning Balance	1,581,590	2,016,178	3,097,814	3,487,359	3,484,455	4,791,075
Revenues	43,508	94,821	47,750	28,000	55,000	40,000
Expenses	(475,720)	(388,185)	(1,661,109)	(1,568,886)	(1,281,180)	(2,238,814)
Transfers	866,800	1,375,000	2,000,000	2,500,000	2,532,800	1,430,000
<b>Ending Balance</b>	<b>2,016,178</b>	<b>3,097,814</b>	<b>3,484,455</b>	<b>4,446,473</b>	<b>4,791,075</b>	<b>4,022,261</b>

**Overview**

The Equipment Replacement Fund, a capital project sinking fund, was established in 1990 to provide for the replacement of large, expensive and longer-lasting equipment of the City. This equipment includes items such as fire apparatus, squad cars, and dump trucks, etc. There are three divisions in this fund. Separate cost centers (and accounting) are in place for specialized equipment replacement in the Public Works Department, Fire Department and Police Department.

Funding requirements vary from year to year. In order to maintain a fairly consistent amount each year, a twenty year schedule is maintained with an inflation factor of 3% within the first 5 years. Equipment needs are evaluated each year and the schedule modified for changes in the condition of the equipment. Some items may need replacement sooner than expected due to high maintenance costs and other items lives may be extended thus delaying their replacements.

Annualized funding helps alleviate the unpredictability of high-cost items affecting individual years' budgets by creating periodic spikes in expenditure amounts. By funding a future expense over a period of years leading-up to the expenditure (i.e., five to twenty years of service life), the City achieves better budgetary control overall and provides departments with safer and more dependable equipment during equipment's entire service life. The annualized budgetary transfer amount into the Equipment Replacement Fund should be sufficient to cover future expenditures from that fund. Annual transfers from the General Fund, based on the annualized amount of future purchases, are made to fund the acquisition of replacement equipment. Scheduled expenditures from the Equipment Replacement Fund are approved by the City Council during budget deliberations, and the actual purchases are authorized by the City Council at the time of purchase pursuant to the Procurement Policies.

This year, in an effort to provide Council with requested details, a vehicle evaluation form was used. The form includes information such as mileage, hours of operation, repair costs, vehicle pictures and a grading matrix. Going forward, the Vehicle Maintenance Division will utilize the new software and track all maintenance and repair expenses.

## 5 Year Equipment Replacement Summary

Department	FY 2015		FY2016		FY2017		FY2018		FY2019		5 Year Average	
	Amount	Units	Amount	Units	Amount	Units	Amount	Units	Amount	Units	Amount	Units
<b>Vehicles</b>												
Police	300,000	10	473,800	16	413,751	13	360,707	12	371,315	11	383,915	12
Fire	882,751	4	1,480,910	3	512,380	3	640,229	2	92,860	3	721,826	3
Asset Forfeiture	30,000	1							31,827	1	30,914	1
Engineering												
Public Works	1,016,500	7	712,500	13	675,500	11	1,038,500	13	404,500	10	769,500	11
Water	74,000	4	195,000	7	723,000	10	106,000	5	106,000	6	240,800	6
Sewer	463,000	3	108,000	2	119,000	3	173,000	4	285,000	1	229,600	3
Emergency Mgmt City Manager Community Dev.			30,000	1								
<b>Total</b>	<b>2,766,251</b>	<b>29</b>	<b>3,000,210</b>	<b>42</b>	<b>2,443,631</b>	<b>40</b>	<b>2,318,436</b>	<b>36</b>	<b>1,291,502</b>	<b>32</b>	<b>2,364,006</b>	<b>36</b>
<b>Equipment</b>												
Police	155,500	11	191,580	18	207,943	15	178,322	13	151,312	11	176,931	14
Fire	41,906	4	36,060	3	31,514	3	25,887	2	27,362	3	32,546	3
Asset Forfeiture	7,500	1							8,000	1	7,750	1
Engineering	1,500	1	4,500	3					1,500	1	2,500	2
Public Works	1,400	1	62,608	11	24,000	7	28,852	8	39,908	9	31,354	7
Water	3,400	2	18,900	4	26,500	4	10,500	2	10,500	2	13,960	3
Sewer	8,000	1	8,500	1	11,300	3	2,800	2	-	-	6,120	1
Emergency Mgmt City Manager Community Dev.												
<b>Total</b>	<b>219,206</b>	<b>21</b>	<b>322,148</b>	<b>40</b>	<b>301,257</b>	<b>32</b>	<b>246,361</b>	<b>27</b>	<b>241,582</b>	<b>29</b>	<b>266,111</b>	<b>30</b>
<b>Grand Total</b>	<b>2,985,457</b>	<b>50</b>	<b>3,322,358</b>	<b>82</b>	<b>2,744,888</b>	<b>72</b>	<b>2,564,796</b>	<b>63</b>	<b>1,533,084</b>	<b>61</b>	<b>2,630,117</b>	<b>66</b>

## 410 - Equipment Replacement Revenues

### 2015 Revenues Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Interest Income</u></b>					
4700	Interest Income	17,995	3,000	30,000	15,000
		17,995	3,000	30,000	15,000
<b><u>Miscellaneous Revenues</u></b>					
4830	Sale of Fixed Assets (Auctions)	29,755	25,000	25,000	25,000
		29,755	25,000	25,000	25,000
<b><u>Other Financing Sources</u></b>					
4900	Transfer from General Fund	2,000,000	2,500,000	2,500,000	1,500,000
4960	Transfer from Risk Management	-	-	32,800	-
		2,000,000	2,500,000	2,532,800	1,500,000
<b>Total Equipment Replacement Revenues</b>		<b>2,047,750</b>	<b>2,528,000</b>	<b>2,587,800</b>	<b>1,540,000</b>

## 410-00 - Equipment Replacement 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Capital Outlay</u></b>					
8015	Equipment	70,859	62,000	58,330	6,500 *
8020	Vehicles	292,673	285,000	-	1,185,000 *
		363,532	347,000	58,330	1,191,500
<b><u>Debt Service</u></b>					
8300	Principal	12,500	12,500	12,500	12,500 *
		12,500	12,500	12,500	12,500
<b>Total Equip Replacement Expenses - Non Program</b>		<b>376,032</b>	<b>359,500</b>	<b>70,830</b>	<b>1,204,000</b>



## 410-00 - Equipment Replacement 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:8015 - Equipment	Bobcat Lease - 80A	4,500
	Engineer's Explorer #2031	2,000
Account:8020 - Vehicles	2 5-Ton Dump Truck to Replace #'s 360, 365	320,000
	2 Dump Trucks to Replace #'s 240, 330 (Carryover)	330,000
	Replacement for Engineer's Explorer #2031	30,000
	Pickup Truck to Replace #201	30,000
	Replacement for Street Sweeper #333	210,000
	Televising Truck	265,000
Account:8300 - Principal	2009 Fire Engine, Issued 2009, Matures 2029	12,500

## 410-60 - Police Equipment Replacement 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Capital Outlay</b>					
8015	Equipment	1,035	195,000	200,000	117,500 *
8020	Vehicles	391,506	450,000	447,000	240,000 *
<b>Total PD Equipment Replacement Expenses</b>		<b>392,541</b>	<b>645,000</b>	<b>647,000</b>	<b>357,500</b>

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## 410-60 - Police Equipment Replacement

### 2015 Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:8015 - Equipment	Replacement for Detective Vehicle #41	7,500
	Replacement for Patrol Vehicle #'s 49, 51, 52, 53, 66, 70	95,000
	Replacement Animal Control Vehicle	15,000
Account:8020 - Vehicles	Replacement for Detective Vehicle #41	30,000
	Replacement for Patrol Vehicle #'s 49, 51, 52, 53, 66, 70	180,000
	Replacement Animal Control Vehicle	30,000

## 410-70 - Fire Equipment Replacement 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Contractual Services</u></b>					
6000	Professional Services	48,335	-	-	-
		48,335	-	-	-
<b><u>Commodities</u></b>					
7320	Equipment < \$5,000	63,834	63,350	63,350	79,750 *
		63,834	63,350	63,350	79,750
<b><u>Capital Outlay</u></b>					
8015	Equipment	48,844	212,636	205,000	25,914 *
8020	Vehicles	731,521	288,400	295,000	571,650 *
		780,366	501,036	500,000	597,564
<b><u>Other Financing Uses</u></b>					
9260	Transfer to Grant Projects Fund	-	-	-	70,000 *
		-	-	-	70,000
<b>Total FD Equipment Replacement Expenses</b>		<b>892,535</b>	<b>564,386</b>	<b>563,350</b>	<b>747,314</b>

## 410-70 - Fire Equipment Replacement 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:7320 - Equipment < \$5,000	Firefighting Helmet - Annual Replacement	8,925
	Portable Radios - Annual Replacement of Radios/Batteries	5,000
	Suppression - Fire Hose - Annual Replacement	6,500
	Turnout Boots - Annual Replacement	5,525
	Turnout Gear - Annual Replacement	37,400
	SCBA Tanks & Parts	6,000
	Ambulance Stretchers	10,400
Account:8015 - Equipment	Equipment for Replacement Fire Engine	15,914
	Backup Sensors for Fire Vehicles	10,000
Account:8020 - Vehicles	Replacement Fire Engine	571,650
Account:9260 - Transfer to Grant Projects Fund	City's 20% Match: SCBA Grant from FEMA	70,000

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## 2015 Budget IT REPLACEMENT FUND

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	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Beginning Balance	251,574	474,248	514,087	441,942	445,242	118,972
Revenues	67	119	26	20	10	20
Expenses	(793,793)	(85,280)	(193,871)	(1,126,280)	(1,126,280)	(440,971)
Transfers	1,016,400	125,000	125,000	800,000	800,000	500,000
<b>Ending Balance</b>	<b>474,248</b>	<b>514,087</b>	<b>445,242</b>	<b>115,682</b>	<b>118,972</b>	<b>178,021</b>

### Overview

The IT Replacement Fund is a capital project sinking fund used for maintaining and upgrading the City's computer and copier network (equipment and software).

The fund receives an annual subsidy (transfer) from the General Fund. A detailed inventory and replacement schedule is maintained. Personal computers, copiers, servers and network software are projected to have a specific life span, and are replaced and/or upgraded systematically each year.

Additionally, department requests for new computers, copiers or computer upgrades are reviewed and approved based on the municipal information system master plan.

## 420 - IT Replacement Fund 2015 Revenues Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Interest Income</u></b>					
4700	Interest Income	26	20	10	20
		26	20	10	20
<b><u>(Sources)/Uses of Revenues</u></b>					
4885	Transfer in General Fund Overhead	125,000	800,000	-	-
4900	Transfer from General Fund	-	-	800,000	500,000
		125,000	800,000	800,000	500,000
<b>Total IT Replacement Revenues</b>		<b>125,026</b>	<b>800,020</b>	<b>800,010</b>	<b>500,020</b>



## 420 - IT Replacement Fund 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Other Services</u></b>					
6140	Leases	36,672	46,200	46,200	64,296 *
		36,672	46,200	46,200	64,296
<b><u>Commodities</u></b>					
7200	Other Supplies	906	-	-	-
7320	Equipment < 5000	5,311	-	-	-
		6,217	-	-	-
<b><u>Capital Outlay</u></b>					
8000	Computer Software	57,097	125,206	125,206	17,000 *
8005	Computer Hardware	93,885	954,874	954,874	359,675 *
		150,981	1,080,080	1,080,080	376,675
<b>Total IT Replacement Expenses</b>		<b>193,871</b>	<b>1,126,280</b>	<b>1,126,280</b>	<b>440,971</b>

# 420 - IT Replacement

## 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount	
Account:6140 - Leases	Copier Building & Code - Expires 8/17	3,516	
	Copier CED - Expires 8/17	3,516	
	Copier City Clerk - Expires 8/17	4,068	
	Copier City Mgr & Mayor - Expires 8/17	3,516	
	Copier Engineering - Expires 8/17	3,516	
	Copier EOC - Expires 8/17	3,516	
	Copier Finance - Cashiers - Expires 6/16	3,300	
	Copier Finance - Main Floor - Expires 8/17	4,068	
	Copier Fire - Station 1 Basement - Expires 8/17	3,516	
	Copier Fire - Station 1 Copy Room - Expires 8/17	3,516	
	Copier Fire - Station 3 - Expire 7/15	3,300	
	Copier HR & HHS - Expires 8/17	3,516	
	Copier IT - Expires 8/17	3,516	
	Copier Media Services - Expires 7/15	3,300	
	Copier Police Administrator - Expires 8/17	3,516	
	Copier Police Records - Expires 8/17	4,068	
	Copier Police Report Writing - Expires 8/18	3,516	
	Copier Public Works - Expires 8/17	3,516	
	Account:8000 - Computer Software	File Transfer Protocol	3,000
		Miscellaneous desktop software	5,000
Mobile Device Management		8,000	
Police Recordings		1,000	
Account:8005 - Computer Hardware	APC UPS	12,500	
	Cisco (1GB) Phones (20)	12,000	
	Cisco IDF (wiring closets) 1GB Network Switches	10,000	
	Computer Replacement/Rotation Program	102,175	
	Field Inspection Thermal Printers	4,000	
	Replacement iPhone City Employees	3,000	
	Server Replacement (Wireless Raid, SQL, Virtualization)	10,000	
	Wireless Dish Replacement	11,000	
	Video Camera System - City Hall, Train Stations, Levee 50	150,000	
	Palo Alto Firewalls	45,000	



**2015 Budget**  
**WATER/SEWER FUND**

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Beginning Balance	5,031,860	3,473,407	3,525,143	1,466,366	1,421,852	(212,338)
Revenues	11,293,637	14,164,975	13,825,722	14,430,500	14,890,161	14,568,390
Expenses	(12,763,270)	(14,133,997)	(15,949,772)	(20,770,198)	(16,845,109)	(24,263,100)
Transfers	(88,820)	20,758	20,758	5,520,758	320,758	8,020,758
<b>Ending Balance</b>	<b>3,473,407</b>	<b>3,525,143</b>	<b>1,421,852</b>	<b>647,426</b>	<b>(212,338)</b>	<b>(1,886,290)</b>

**Overview**

The Water/Sewer Fund accounts for the revenue and expenses associated with the transmission, treatment, storage and sale of water to the residential, commercial and industrial customers within the City. In addition the Water/Sewer Fund is responsible for the maintenance of the City’s sanitary sewer mains and connections to MWRDGC interceptors, including the inspection cleaning and maintenance of catch basins, drains, lift stations and manholes. There are currently more than 16,000 customers in the system. The water distribution system has a total of 248 miles of water mains. This water can be stored in eight facilities with a total capacity of 19 million gallons. The average daily water consumption is over 7 million gallons.

The fund is split into four operational divisions with the majority of the operating cost going to Finance and Water/Sewer Maintenance. The fund currently has no debt as the final payment of bond series 2005C was paid in 2013.

	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Proposed Budget
Debt Service	19,436	-	-	-
Finance	631,829	691,802	685,109	582,681
Engineering	162,826	177,844	165,675	178,572
Water Systems	11,324,419	11,216,028	11,785,246	12,677,418
Sewer Systems	2,208,510	1,760,032	1,807,865	2,023,278
Equipment Replacement	4,500	9,000	101,214	9,000
CIP	1,111,108	6,915,492	2,300,000	8,792,151
<b>Total</b>	<b>15,462,628</b>	<b>20,770,198</b>	<b>16,845,109</b>	<b>24,263,100</b>



## 2015 Budget WATER/SEWER FUND

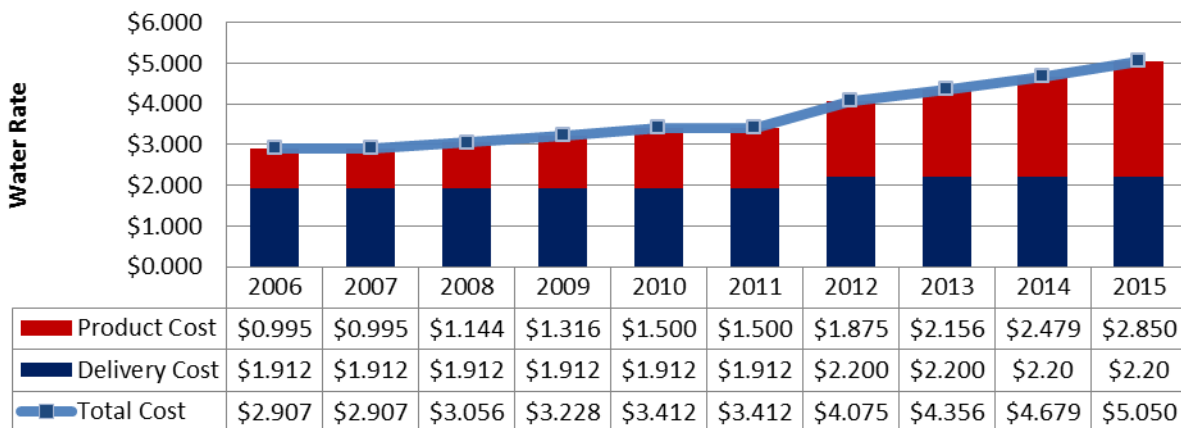
### 2015 Water and Sewer Rates:

- Water - \$5.05 per 100 cubic feet, minimum charge of 500 cubic feet every 2 months
- Sanitary Sewer - \$0.91 per 100 cubic feet
- Storm Sewer - \$0.57 per 100 cubic feet (\$0.33 increase effective 1/1/2010 – 12/31/2014)
- Waste/Recycling - \$16.30 per month

### Historical Water Rates:

Des Plaines is a wholesale purchaser of water from the City of Chicago. The water rate has two components; the City of Chicago purchase rate (the amount Des Plaines pays Chicago for treated Lake Michigan water, or the product cost), and the City of Des Plaines O&M rate (operation and maintenance, or the delivery cost). These two components are used to calculate the rate Des Plaines charges its customers. While the City of Chicago purchase rate has increased 52% since 2012, the City of Des Plaines delivery cost has remained constant at \$2.20. In reviewing a ten year period of the City of Chicago rate, it has increased 186% from 2006 to 2015.

### Historical Water Rates



## 500 - Water & Sewer

### 2015 Revenues Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Intergovernmental</u></b>					
4290	Local - Intergovernmental	8,237	-	6,760	7,000
		8,237	-	6,760	7,000
<b><u>Permits</u></b>					
4440	Water Permit Fees	8,610	2,500	2,790	2,500
		8,610	2,500	2,790	2,500
<b><u>Fines and fees</u></b>					
4599	Miscellaneous Fees	1,421	1,000	3,700	1,000
		1,421	1,000	3,700	1,000
<b><u>Charges for Services</u></b>					
4600	Sale of Water	11,399,937	11,965,000	12,122,000	12,100,000
4601	New Construction - Sale of Water	2,330	7,500	5,000	7,500
4605	Sanitary Sewer	2,214,960	2,000,000	2,252,000	2,100,000
4620	Sale of Water Meters	6,705	1,000	-	1,000
4622	Shut-off Fees	14,200	10,000	8,650	10,000
4623	Late Fees	161,142	75,000	162,960	100,000
4625	Administrative Service Fees	20,758	20,758	20,758	20,758
4690	Other Charges for Services	1,082	500	735	500
		13,821,114	14,079,758	14,572,103	14,339,758
<b><u>Interest Income</u></b>					
4700	Interest Income	1,710	2,000	-	-
		1,710	2,000	-	-
<b><u>Miscellaneous Revenues</u></b>					
4750	Rental Income	-	365,000	322,000	237,890
4849	Miscellaneous Revenues	5,388	1,000	3,566	1,000
		5,388	366,000	325,566	238,890
<b><u>Other Financing Sources</u></b>					
4900	Transfer from General Fund	-	-	300,000	-
4927	Transfer from Gaming Fund	-	-	-	8,000,000
4999	Transfer from Other Funds	-	5,500,000	-	-
		-	5,500,000	300,000	8,000,000
<b>Total Water Revenues</b>		<b>13,846,480</b>	<b>19,951,258</b>	<b>15,210,919</b>	<b>22,589,148</b>

## 500 - Water & Sewer 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Debt Service</b>					
8325	Interest	13,383	-	-	-
8350	Amortization Expense	5,663	-	-	-
8375	Bank/Trust/Agency Fees	390	-	-	-
		19,436	-	-	-
<b>Total Water &amp; Sewer Expenses - Non Program</b>		<b>19,436</b>	-	-	-



## 2015 Budget WATER/SEWER FUND

### *Finance*

#### **Division Overview**

The Finance Department is responsible for utility billing and the payment of debt. Bills generated by the Finance Department include the charges for water, sanitary sewer, storm sewer, and waste/recycling collection. Bills are generated monthly for high usage customers and bi-monthly for all others.

#### **Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Projected 2014</b>
Utility Billing	Total Customer Inquiries Received	16,783	15,440	15,666
	Total Utility Bills Mailed	102,859	103,188	102,924
	Total Shut-off Notices Mailed	863	670	530
	% of Utility Bills Paid via E-Pay	11%	13%	11%

#### **2014 Major Accomplishments**

1. Implemented an application process and made billing system changes to allow for an 8% discount on Waste/Recycling charges for qualified seniors.
2. Kept pace with the Public Works department in regards to making meter changes in the billing system.

#### **2015 Goals and Objectives**

1. Allow residents the option of submitting billing forms online.
2. Further refine the meter change process to minimize the time between when a meter is physically installed and when it is updated in the system.



2015 Budget  
**FINANCE**  
**WATER**

**PERSONNEL EXHIBIT**

Department: Finance	Div: Finance/Water	Div. No: 500-30		
Title	Authorized Positions			
	2013 Authorized	2014 Budget	2015 Budget	
Assistant Director of Finance	0.50	0.50	0.50	
Financial Analyst	0.50	0.50	0.50	
Senior Utility Billing Clerk	1.00	1.00	1.00	
Senior Clerk	1.50	1.50	1.00	
Clerk	1.50	1.50	1.50	
P/T Clerk	0.25	0.00	0.00	
Temporary	<u>0.00</u>	<u>0.00</u>	<u>0.25</u>	
Total Full Time Equivalent (FTE) Employees:	5.25	5.00	4.75	

Note: No change in total positions for the 2015 budget. The FTE change relates to reallocation between the Water/Sewer and General funds.



## 500-30 - Finance

### 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	293,638	325,225	321,186	299,048
5010	Temporary	7,372	7,500	8,288	7,875
5020	Overtime - Non Supervisory	3,201	2,739	2,739	2,739
5060	Compensated Absences	246	-	-	-
		304,458	335,464	332,213	309,662
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	22,195	25,472	25,414	23,729
5205	IMRF Contribution	46,212	48,735	48,135	40,054
5220	PPO Insurance Contribution	49,268	58,486	58,486	54,903
5225	HMO Insurance Contribution	28,003	28,760	28,760	20,324
5230	Dental Insurance Contribution	4,579	4,792	4,792	3,711
5235	Life Insurance Contribution	364	464	410	374
5240	Workers Compensation	591	468	468	733
5245	Unemployment Compensation	476	227	227	428
5260	RHS Plan Payout	2,116	2,888	2,773	2,785
		153,803	170,292	169,465	147,041
<b><u>Other Employee Costs</u></b>					
5325	Training	160	500	500	500 *
5335	Travel Expenses	50	-	-	-
		210	500	500	500
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	-	1,896	1,896	1,862
		-	1,896	1,896	1,862
<b><u>Contractual Services</u></b>					
6000	Professional Services	7,800	12,500	12,500	12,500 *
6015	Communication Services	407	300	300	216 *
6020	Departmental Services	-	-	-	-
6025	Administrative Services	68,572	78,600	70,000	15,000 *
		76,778	91,400	82,800	27,716
<b><u>Other Services</u></b>					
6110	Printing Services	216	2,000	2,000	1,000 *
6125	Bank & CC Fees	52,504	50,000	55,000	50,000
		52,721	52,000	57,000	51,000
<b><u>Repairs and Maintenance</u></b>					
6300	R&M Software	11,340	12,000	-	-
		11,340	12,000	-	-
<b><u>Commodities</u></b>					
7000	Office Supplies	736	750	1,000	1,200
7320	Equipment < \$5,000	-	500	500	500
		736	1,250	1,500	1,700
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	31,782	27,000	39,735	43,200 *
		31,782	27,000	39,735	43,200
<b>Department Total: Finance</b>		<b>631,829</b>	<b>691,802</b>	<b>685,109</b>	<b>582,681</b>

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## 500-30 Finance

### 2015 Budget Justification Worksheet

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G/L Account Number	Transaction	Total
Account:5325 - Training	Clerical Staff	500
Account:6000 - Professional Services	Audit Contribution (25%)	12,500
Account:6015 - Communication Services	Cell Phone - Senior Utility Billing Clerk	216
Account:6025 - Administrative Services	Utility Billing Service with 3rd Mill	15,000
Account:6110 - Printing Services	Disconnect Envelopes	1,000
Account:7500 - Postage & Parcel	Mailing Utility Bills (\$2,250 per month)	39,600
	Fed Ex Charges to the Lockbox	3,600



**2015 Budget**  
**WATER/SEWER FUND**

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*Engineering Division*

**Division Overview**

The Engineering Division of Public Works is responsible for the design and permitting of the public water supply system. The employee within this cost center works on all aspects of the design of the City's water distribution network. All compliance with IEPA, IDNR and AWWA regulations pertaining to water system design are addressed by this division. There is 1 full-time employee attributed to this cost center.

**Performance Measures**

Service	Metric	Actual 2012	Actual 2013	Projected 2014
Construction of Water Mains	Dollar amount allocated	750	750	750

**2014 Major Accomplishments**

1. Constructed \$750K of water main design.

**2015 Goals and Objectives**

1. Construct \$2.75M of water main design.



2015 Budget  
**PUBLIC WORKS & ENGINEERING**  
**ENGINEERING - WATER**

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**PERSONNEL EXHIBIT**

Department: PWE		Div: Engineering/Water		Div. No: 500-00-510	
Title	Authorized Positions			2015 Budget	
	2013 Authorized	2014 Budget	2015 Budget		
Civil Engineer	1.00	1.00	1.00		
Part-Time Intermediate Clerk	0.25	0.25	0.25		
Total Full Time Equivalent (FTE) Employees:	1.25	1.25	1.25		

# 510 - Engineering

## 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	105,975	111,508	100,650	112,334
5020	Overtime - Non Supervisory	1,627	6,942	6,942	6,942
5060	Compensated Absences	(831)	-	-	-
		106,771	118,450	107,592	119,276
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	7,461	9,069	7,674	9,137
5205	IMRF Contribution	16,476	16,570	16,130	15,814
5220	PPO Insurance Contribution	22,481	22,847	22,874	23,075
5230	Dental Insurance Contribution	1,549	1,543	1,536	1,404
5235	Life Insurance Contribution	76	76	76	76
5240	Workers Compensation	790	632	632	1,046
5245	Unemployment Compensation	166	87	87	156
5250	Uniform Allowance	100	100	100	100
		49,098	50,924	49,109	50,808
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	382	570	570	570 *
5325	Training	2,270	2,000	2,000	2,000 *
5335	Travel Expenses	-	100	80	100 *
		2,652	2,670	2,650	2,670
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	-	1,800	1,800	1,753
		-	1,800	1,800	1,753
<b><u>Contractual Services</u></b>					
6000	Professional Services	1,500	1,500	1,500	1,500 *
6015	Communication Services	1,274	1,100	1,200	1,100 *
		2,774	2,600	2,700	2,600
<b><u>Other Services</u></b>					
6110	Printing Services	474	100	80	100 *
6115	Licensing/Titles	62	-	-	65 *
		536	100	80	165
<b><u>Commodities</u></b>					
7000	Office Supplies	269	250	250	250 *
7200	Other Supplies	144	500	400	500 *
7310	Publications	561	500	1,069	500 *
		974	1,250	1,719	1,250
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	21	50	25	50 *
		21	50	25	50
<b>Total Engineering Expenses</b>		<b>162,826</b>	<b>177,844</b>	<b>165,675</b>	<b>178,572</b>

## 510 - Engineering

### 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account:5310 - Membership Dues	America Water Works Assoc Membership	400
	IL Assoc Floodplain Stormwater Management	170
Account:5325 - Training	American Water Works Assoc Training	300
	Autocad	1,000
	IL Assoc Floodplain Stormwater Mgmt Annual Conf	700
Account:5335 - Travel Expenses	Parking, Tolls and Mileage	100
Account:6000 - Professional Services	Hydraulic Modeling	1,500
Account:6015 - Communication Services	Data Card	550
	Phone Charges	550
Account:6110 - Printing Services	Capital Improvement Program Plan Reproduction	100
Account:6115 - Licensing/Titles	Professional Engineer	65
Account:7000 - Office Supplies	Paper, Pens, Pencils	250
Account:7200 - Other Supplies	Field Supplies	500
Account:7310 - Publications	American Water Works Association Standards Update	500
Account:7500 - Postage & parcel	Federal Express	50



## 2015 Budget WATER/SEWER FUND

### *Water & Sewer System Maintenance*

#### **Division Overview**

The Water & Sewer System Maintenance Divisions of Public Works are responsible for the maintenance, distribution, and secondary treatment of the public water supplied to the residents. They also perform maintenance and repair to the City's sanitary and storm sewer systems. The employees within this cost center work on all aspects of the distribution network from the Water Treatment Plant to exercising valves, replacing meters, and flushing hydrants in the field. All compliance with IEPA and IDNR regulations pertaining to water quality and allocations are addressed by this division. There are 30 full-time employees attributed to this cost center and portions of the Director, Assistant Director and Superintendent time is allocated to this division.

#### **Performance Measures**

Service	Metric	Actual 2012	Actual 2013	Projected 2014
Water	Number of Water Main Breaks	170	141	140
	Number of Water Meters Installed	192	363	1,803
Sewer	Number of Utility Locates	6,192	5,381	5,057
	Lineal Feet of Sewers Televised	58,101	61,516	57,500

#### **2014 Major Accomplishments**

1. Accelerate the water meter replacement program to reduce water loss.
2. Identify and repair 47 water leaks and 140 water main breaks.

#### **2015 Goals and Objectives**

1. Reduce water loss by water leak identification and water meter replacements.
2. Continue with the alternative water source project with the Northwest Water Commission.



**2015 Budget**  
**PUBLIC WORKS & ENGINEERING**  
**WATER SYSTEM MAINTENANCE**

**PERSONNEL EXHIBIT**

Department: PWE		Div: Water Maint.		Div. No: 500-00-550	
Title	Authorized Positions				
	2013 Authorized	2014 Budget	2015 Budget		
Director of Public Works & Engineering	0.25	0.25	0.25		
Assistant Director of PW & Engineering	0.25	0.25	0.25		
Superintendent-Utility Services	0.50	0.50	0.50		
Foreman - Water System Maintenance	1.00	1.00	1.00		
Crew Leader	4.00	4.00	4.00		
Automotive Mechanic	2.00	2.00	1.00		
Water Plant Operator	2.00	2.00	3.00		
Maintenance Operator	12.00	12.00	11.00		
Secretary	0.50	0.50	0.00		
Senior Clerk	1.00	1.00	0.50		
Part-Time Clerk	0.00	0.50	0.50		
Seasonal Employee	1.25	1.25	1.25		
<b>Total Full Time Equivalent (FTE) Employees:</b>	<b>24.75</b>	<b>25.25</b>	<b>23.25</b>		

Note: No change in total positions for the 2015 budget. The FTE change relates to reallocation between the Water/Sewer and General funds.



# 550 - Water Systems

## 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	1,653,755	1,634,295	1,622,057	1,631,618
5010	Temporary Wages	16,250	35,000	35,000	36,750
5015	Overtime - Supervisory	-	-	-	-
5020	Overtime - Non Supervisory	240,730	143,000	248,431	143,000
5035	Acting Out of Class & Night Premium	40,703	35,000	36,713	35,000
5060	Compensated Absences	17,109	-	-	-
		1,968,547	1,847,295	1,942,201	1,846,368
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	141,851	141,534	138,235	141,270
5205	IMRF Contribution	305,341	242,857	277,034	240,015
5220	PPO Insurance Contribution	275,426	255,375	275,704	243,226
5225	HMO Insurance Contribution	118,157	120,971	122,143	128,231
5230	Dental Insurance Contribution	23,941	22,581	23,551	20,255
5235	Life Insurance Contribution	1,865	1,766	1,809	1,698
5240	Workers Compensation	84,894	53,279	53,279	97,075
5245	Unemployment Compensation	2,696	2,696	2,696	2,420
5250	Uniform Allowance	8,260	7,810	8,260	8,180
5255	Excess Sick Hour Payout	2,082	1,000	1,051	-
5260	RHS Plan Payout	13,684	15,976	14,761	14,753
5263	OPEB - Business Type Activities	(8,126)	-	-	-
		970,070	865,845	918,523	897,123
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	786	1,100	1,100	1,100 *
5320	Conferences	-	-	-	1,000 *
5325	Training	1,845	3,725	3,725	3,725 *
5335	Travel Expenses	-	50	-	50 *
		2,631	4,875	4,825	5,875
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	-	53,663	53,663	53,702
		-	53,663	53,663	53,702
<b><u>Contractual Services</u></b>					
6000	Professional Services	9,809	-	-	-
6015	Communication Services	9,947	10,700	10,700	10,700 *
6025	Administrative Services	-	-	-	60,000 *
6040	Waste Hauling & Debris Removal	94,817	50,000	60,000	50,000 *
6045	Utility Locate Services	2,342	2,700	2,700	2,700 *
		116,915	63,400	73,400	123,400
<b><u>Other Services</u></b>					
6110	Printing Services	2,520	2,200	2,134	2,200 *
6115	Licensing/Titles	400	200	200	200 *
6135.03	Rentals - Equipment	-	250	150	250 *
6140	Leases	-	400	600	600 *
6180	Water Sample Testing	14,005	12,700	15,500	12,700 *
6195	Miscellaneous Contractual Services	36,912	30,000	320,000	110,000 *
		53,837	45,750	338,584	125,950
<b><u>Repairs and Maintenance</u></b>					
6300	R&M Software	-	2,400	1,500	6,000 *
6305	R&M Equipment	5,391	13,900	13,500	13,900 *
6310	R&M Vehicles	6,324	4,000	3,500	4,000 *
6315.002	Public Works	1,537	15,000	15,000	15,000 *
6335	R&M Water Distribution System	95,808	30,000	30,000	30,000 *
		109,060	65,300	63,500	68,900

## 550 - Water Systems 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget	
<b>Commodities</b>						
7000	Office Supplies	545	500	500	500	*
7020	Supplies - Safety	3,011	4,500	4,000	4,500	*
7030	Supplies - Tools & Hardware	3,899	5,500	5,700	5,500	*
7035	Supplies - Equipment R&M	6,168	6,500	5,000	6,500	*
7040	Supplies - Vehicle R&M	6,140	9,000	15,000	9,000	*
7045	Supplies - Building R&M	1,795	1,500	1,500	1,500	*
7050	Supplies - Streetscape	4,624	4,000	4,000	4,000	*
7055.054	Other Supplies	441	1,000	500	1,000	*
7070.070	Water Meters	142,211	250,000	365,000	420,000	*
7070.075	Other	162,119	165,000	165,000	194,700	*
7100	Wholesale Water	7,370,773	7,500,000	7,500,000	8,625,000	*
7110	Natural Gas	8,527	9,000	10,500	9,000	*
7120	Gasoline	49,062	50,000	50,000	50,000	
7130	Diesel	15,503	16,000	18,000	16,000	
7140	Electricity	175,069	180,000	180,000	180,000	*
7150	Water Treatment Chemicals	5,950	9,300	9,000	9,300	*
7200	Other Supplies	-	250	200	250	
7300	Uniforms	957	1,000	1,000	1,050	*
7320	Equipment < \$5,000	8,858	13,200	13,200	13,200	*
		7,965,652	8,226,250	8,348,100	9,551,000	
<b>Other Expenses</b>						
7500	Postage & Parcel	3,796	4,900	4,500	4,900	*
7550	Miscellaneous Expenses	-	-	200	200	*
		3,796	4,900	4,700	5,100	
<b>Capital Outlay</b>						
8000	Computer Software	-	32,000	31,000	-	
8010	Furniture & Fixtures	1,065	-	-	-	
8015	Equipment	132,847	6,750	6,750	-	
		133,911	38,750	37,750	-	
<b>Total Water Systems Expenses</b>		11,324,419	11,216,028	11,785,246	12,677,418	

# 550 - Water Systems

## 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	American Public Works Assoc (APWA)	400
	American Water Works Assoc (AWWA)	700
Account:5320 - Conferences	American Water Works Assoc (AWWA) Conference	1,000
Account:5325 - Training	American Public Works Assoc (APWA) Expo	525
	American Water Works Assoc (AWWA) Competent Person Training	200
	Class C PW Supply Operator's License	2,000
	Northeastern Illinois Public Safety Training Academy (NIPSTA)	1,000
Account:5335 - Travel Expenses	Tolls for Seminars, Classes, Etc.	50
Account:6015 - Communication Services	Cell Phones (Part of 35 Phones)	9,200
	Dedicated Phone Lines / Alarms	1,500
Account:6025 - Administrative Services	Meter Reading Services (3-4)	60,000
Account:6040 - Waste Hauling & Debris Removal	Dirt, Clay, Rock, Asphalt, Etc.	50,000
Account:6045 - Utility Locate Services	Locate Service Fees	2,700
Account:6110 - Printing Services	Water Quality Report	2,000
	Water Shut Off Door Notices, Business Cards, Etc.	200
Account:6115 - Licensing/Titles	Commercial Drivers License (CDL) Renewals	200
Account:6135 - Rentals - Equipment	Rental of Specialized Equipment	250
Account:6140 - Leases	RR Lease of Land for Pipe Crossing	600
Account:6180 - Water Sample Testing	Environmental Protection Agency (EPA) Mandated Testing	12,700
Account:6195 - Misc Contractual Services	Installation of Water Meters	100,000
	Outside Contractors	10,000
Account:6300 - R&M Software	SCADA Software Maintenance	1,500
	Water Meter Software Maintenance	4,500
Account:6305 - R&M Equipment	Locators, Gas Detectors, Etc. Repairs	2,500
	Used for Pumps, Motors, Generator	5,000
	Gateway Antenna Maintenance	6,400
Account:6310 - R&M Vehicles	Alignments, Hydraulics, Pumps, Electrical Repairs	4,000
Account:6315 - Public Works	Vaults, Towers, Buildings, Reservoirs	15,000
Account:6335 - R&M Water Distribution System	36" Trans Line from Chicago / 20"-24" to Central Watermain: Install, Restoration Work, Etc..	5,000
		25,000
Account:7000 - Office Supplies	Misc Office Supplies	250
	Printer Paper, Ribbons, Etc.	250
Account:7020 - Supplies - Safety	Ear/Eye/Hand Protection, Safety Vests, Gas Detectors	1,000
	Hard Hats, Gloves, Harnesses, Safety Rope, Etc.	1,000
	Trench Shoring	1,000
	Winter Clothing per MECCA Contract	1,500

## 550 - Water Systems

### 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:7030 - Supplies - Tools & Hardware	Hand Tools, Nuts, Bolts, Screws, Etc.	5,500
Account:7035 - Supplies - Equipment R&M	Compressors, Jack Saw, Hammer, Etc. Small Equipment Repair, Locators, Etc.	1,000 5,500
Account:7040 - Supplies - Vehicle R&M	Vehicle Parts	9,000
Account:7045 - Supplies - Building R&M	Building Repair Supplies (Light Bulbs, Keys, Paint)	1,500
Account:7050 - Supplies - Streetscape	Grass Seed, Dirt and Sod	4,000
Account:7055.054 - Other Supplies	Lab Supplies such as Test Tubes, Beakers, Etc. Misc Supplies	750 250
Account:7070.070 - Water Meters	Meters for Development and Parts	420,000
Account:7070.075 - Other	Hydrants, Valves, Sleeves, Taps, Corps, Limestone, Etc. Hydrant Markers	165,000 29,700
Account:7100 - Wholesale Water	Purchase of Chicago Water	8,625,000
Account:7110 - Natural Gas	NICOR Cost to Heat Water Plant	9,000
Account:7140 - Electricity	Cost of Electricity to Pump Water from Plant	180,000
Account:7150 - Water Treatment Chemicals	Chlorine, Lab Chems for Phosphate, Chlorine Residue	9,300
Account:7300 - Uniforms	Summer Help T's, City Patches. Hats, Etc. Superintendent & Foreman Clothing	300 750
Account:7320 - Equipment < \$5,000	Gas Detectors Hydrant Meters with Backflow Preventors Locators 2" Trash Pumps	3,000 2,600 5,200 2,400
Account:7500 - Postage & Parcel	Package Delivery for State Samplings/Water Testing Postage Fee for Water Quality Report Shipping Meters, Water Reports	800 3,600 500
Account:7555 - Miscellaneous Expenses	Food, Water for Volunteers	200



2015 Budget  
**PUBLIC WORKS & ENGINEERING**  
**SEWER SYSTEM MAINTENANCE**

**PERSONNEL EXHIBIT**

Department: PWE		Div: Sewer Maint.		Div. No: 500-00-560	
Title	Authorized Positions				
	2013 Authorized	2014 Budget	2015 Budget		
Superintendent - Utility Services	0.50	0.50	0.50		
Foreman - Sewer System Maintenance	1.00	1.00	1.00		
Crew Leader	2.00	2.00	2.00		
Maintenance Operator	7.00	7.00	7.00		
Automotive Mechanic	0.00	0.00	1.00		
Seasonal Employee	0.50	0.50	0.50		
Total Full Time Equivalent (FTE) Employees:	11.00	11.00	12.00		

Note: No change in total positions for the 2015 budget. The FTE change relates to reallocation between the Water/Sewer and General funds.

# 560 - Sewer Systems

## 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	753,047	752,267	763,082	878,784
5010	Temporary Wages	15,693	10,000	21,620	10,500
5020	Overtime - Non Supervisory	86,780	52,000	72,877	52,000
5035	Acting Out of Class & Night Premium	595	2,000	653	2,000
5060	Compensated Absences	3,543	-	-	-
		859,658	816,267	858,232	943,284
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	63,668	62,754	58,534	72,517
5205	IMRF Contribution	132,915	111,787	128,069	123,670
5220	PPO Insurance Contribution	93,427	95,764	72,771	87,133
5225	HMO Insurance Contribution	106,403	109,113	130,947	135,986
5230	Dental Insurance Contribution	13,060	13,046	13,031	12,295
5235	Life Insurance Contribution	842	842	843	922
5240	Workers Compensation	90,788	63,705	63,705	116,630
5245	Unemployment Compensation	1,160	1,160	1,160	1,104
5250	Uniform Allowance	4,050	4,050	4,050	4,130
5260	RHS Plan Payout	9,214	10,408	8,137	8,122
		515,527	472,629	481,247	562,509
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	242	235	235	235 *
5320	Conferences	436	1,000	500	1,000 *
5325	Training	934	1,500	1,500	1,500 *
5335	Travel Expenses	-	50	25	50 *
		1,611	2,785	2,260	2,785
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	-	21,951	21,951	23,050
		-	21,951	21,951	23,050
<b><u>Contractual Services</u></b>					
6015	Communication Services	11,669	11,000	11,000	11,000 *
6040	Waste Hauling & Debris Removal	8,030	10,000	10,000	10,000 *
6045	Utility Locate Services	2,324	2,700	2,700	2,700 *
		22,024	23,700	23,700	23,700
<b><u>Other Services</u></b>					
6110	Printing Services	-	1,000	750	1,000 *
6115	Licensing/Titles	100	200	200	200 *
6135.03	Rentals - Equipment	-	250	100	250 *
6195	Miscellaneous Contractual Services	409,369	12,000	11,000	12,000 *
		409,469	13,450	12,050	13,450
<b><u>Repairs and Maintenance</u></b>					
6300	R&M Software	1,800	1,800	1,800	1,800 *
6305	R&M Equipment	1,472	2,000	5,000	2,000 *
6310	R&M Vehicles	-	4,000	2,500	4,000 *
6340	R&M Sewer System	71,943	50,000	45,000	70,000 *
		75,214	57,800	54,300	77,800
<b><u>Subsidies and Incentives</u></b>					
6505	Subsidy - Sewer Lateral Program	46,708	50,000	60,000	60,000
6510	Subsidy - Flood Assitance	126,889	150,000	125,000	150,000
		173,597	200,000	185,000	210,000
<b><u>Commodities</u></b>					
7000	Office Supplies	438	300	325	300
7020	Supplies - Safety	1,823	2,000	2,000	2,000 *

## 560 - Sewer Systems

### 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget	
7030	Supplies - Tools & Hardware	1,181	2,000	2,000	2,000	*
7035	Supplies - Equipment R&M	8,356	9,000	6,500	9,000	*
7040	Supplies - Vehicle R&M	1,601	10,000	16,000	10,000	*
7050	Supplies - Streetscape	486	1,500	1,000	1,500	*
7075	Supplies - Sewer System Maintenance	40,504	45,000	45,000	45,000	*
7120	Gasoline	30,537	31,000	36,000	31,000	
7130	Diesel	11,917	12,200	12,200	12,200	
7140	Electricity	42,654	25,000	35,000	25,000	*
7200	Other Supplies	-	250	250	250	*
7300	Uniforms	1,126	2,100	2,100	2,100	*
7310	Publications	-	100	-	100	*
7320	Equipment < \$5,000	1,712	10,250	10,000	8,000	*
		142,335	150,700	168,375	148,450	
<b>Other Expenses</b>						
7500	Postage & Parcel	-	750	750	750	*
		-	750	750	750	
<b>Capital Outlay</b>						
8000	Computer Software	-	-	-	15,000	*
8015	Equipment	9,075	-	-	2,500	*
8100	Improvements	-	-	-	-	
		9,075	-	-	17,500	
<b>Total Sewer Systems Expenses</b>		<b>2,208,510</b>	<b>1,760,032</b>	<b>1,807,865</b>	<b>2,023,278</b>	

# 560 - Sewer Systems

## 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account:5310 - Membership Dues	American Public Works Association (APWA) Membership	150
	American Water Works Assoc (AWWA) Membership	85
Account:5320 - Conference	American Water Works Association Conference	1,000
Account:5325 - Training	American Public Works Association (APWA) Expo	300
	Confined Space and Flagger Training	500
	Northeastern Illinois Public Safety Training Academy (NIPSTA)	700
Account:5335 - Travel Expenses	Mileage, Tools, Parking	50
Account:6015 - Communication Services	Call One Lift Station Alarms	5,000
	Comcast High-speed (Pump Station)	1,200
	LEVEE 50 DSL	1,000
	Nextels	3,080
	O'Hare Lake - Wireless	720
Account:6040 - Waste Hauling & Debris Removal	Disposal of Debris / Waste from Sewer Digs	10,000
Account:6045 - Utility Locate Services	Cost for Member Services	2,700
Account:6110 - Printing Services	National Pollutant Discharge Elimination System (NPDES) Printing	1,000
Account:6115 - Licensing/Titles	Commercial Drivers License (CDL) Renewals	200
Account:6135 - Rentals - Equipment	Rental of Specialized Equipment	250
Account:6195 - Misc Contractual Services	Continental Weather	900
	Contractual Repairs	1,400
	Lease with Railroad	200
	National Pollutant Discharge Elimination System (NPDES) Fees	6,000
	Water Testing	3,500
Account:6300 - R&M Software	Granite XP Annual Maintenance Costs	1,800
Account:6305 - R&M Equipment	Service / Repairs of Portable equipment	2,000
Account:6310 - R&M Vehicles	Alignments, Electrical Work, Etc.	4,000
Account:6340 - R&M Sewer System	Sanitary, Storm, Basin and Line Repairs	50,000
	Levee 50 Structural Maintenance	20,000
Account:7020 - Supplies - Safety	Gloves, Vests, Hard Hats, Glasses, Flags, Marking Paint	2,000
Account:7030 - Supplies - Tools & Hardware	Shovels, Picks, Hammers, Nails, Etc.	2,000
Account:7035 - Supplies - Equipment R&M	Parts for Small Equip Repair (Cameras, Drain Rodders)	8,000
	Vehicle Supplies	1,000
Account:7040 - Supplies - Vehicle R&M	Oil, Grease, Filters. Lights, Etc.	10,000
Account:7050 - Supplies - Streetscape	Topsoil, Grass Seed, & Sod	1,500
Account:7075 - Supplies - Sewer System Maint	Sewer Pipe, Cement, Parts for Lift Station, Brick, Etc.	45,000
Account:7140 - Electricity	Operation of Lift Stations	25,000



## 560 - Sewer Systems

### 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account:7200 - Other Supplies	Misc Supplies	250
Account:7300 - Uniforms	Foreman Clothing	400
	Summer Seasonal, Patches, Etc.	200
	Winter Outerwear 10 @ \$150	1,500
Account:7310 - Publications	Safety Publications	100
Account:7320 - Equipment < \$5,000	2" Pump	1,500
	Cutter Motors	1,500
	Jet Rodder Heads	5,000
Account:7500 - Postage & Parcel	National Pollutant Discharge Elimination System (NPDES)	500
	Postage	
	Shipping, Postage, Etc.	250
Account:8000 - Computer Software	Levee 50 SCADA Upgrades	15,000
Account:8015 - Equipment	Levee 50 SCADA Upgrades	2,500

## 570 - Equipment Replacement 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b>Capital Outlay</b>					
8015	Equipment	4,500	9,000	101,214	9,000 *
<b>Total Equipment Replacement Expenses</b>		<b>4,500</b>	<b>9,000</b>	<b>101,214</b>	<b>9,000</b>

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## 570 - Equipment Replacement

### 2015 Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:8015 - Equipment	Bobcat Skid Steer Lease - 43W	4,500
	Bobcat Skid Steer Lease - 7W	4,500

## 580 - CIP Water/Sewer 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Contractual Services</u></b>					
6000	Professional Services	72,033	280,000	800,000	1,080,000 *
		<u>72,033</u>	<u>280,000</u>	<u>800,000</u>	<u>1,080,000</u>
<b><u>Capital Outlay</u></b>					
8100	Improvements	1,039,074	6,635,492	1,500,000	7,712,151 *
		<u>1,039,074</u>	<u>6,635,492</u>	<u>1,500,000</u>	<u>7,712,151</u>
<b>Total CIP - Water/Sewer Expenses</b>		<b><u>1,111,108</u></b>	<b><u>6,915,492</u></b>	<b><u>2,300,000</u></b>	<b><u>8,792,151</u></b>

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## 580 - CIP Water/Sewer

### 2015 Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:6000 - Professional Services	Design / Construction Engineering	1,000,000
	Leak Detection	30,000
	SCADA Maintenance	25,000
	Levee 50 SCADA Upgrades	15,000
	Levee 50 Structural Mainenance	10,000
Account:8100 - Improvements	Sewer System Improvements	100,000
	Water System Improvements	377,151
	Oakton Water Tank Mixer (carryover)	35,000
	Construction of Alternate Water Source	5,000,000
	River Road Water Main Replacement	2,000,000
	O'Hare Lake Pump Station Improvements	200,000

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**2015 Budget**  
**CITY OWNED PARKING FUND**



	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Beginning Balance	93,023	141,994	314,536	404,230	426,432	552,462
Revenues	218,667	295,535	328,915	229,500	278,904	264,500
Expenses	(141,801)	(122,993)	(217,019)	(155,574)	(152,874)	(163,012)
Transfers	(27,895)	-	-	-	-	-
<b>Ending Balance</b>	<b>141,994</b>	<b>314,536</b>	<b>426,432</b>	<b>478,156</b>	<b>552,462</b>	<b>653,950</b>

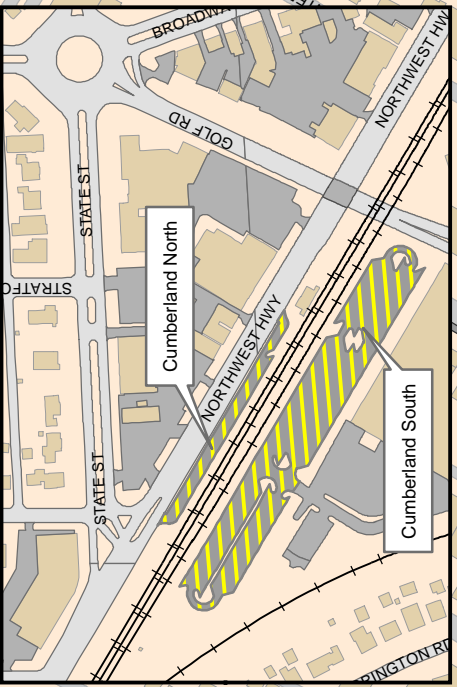
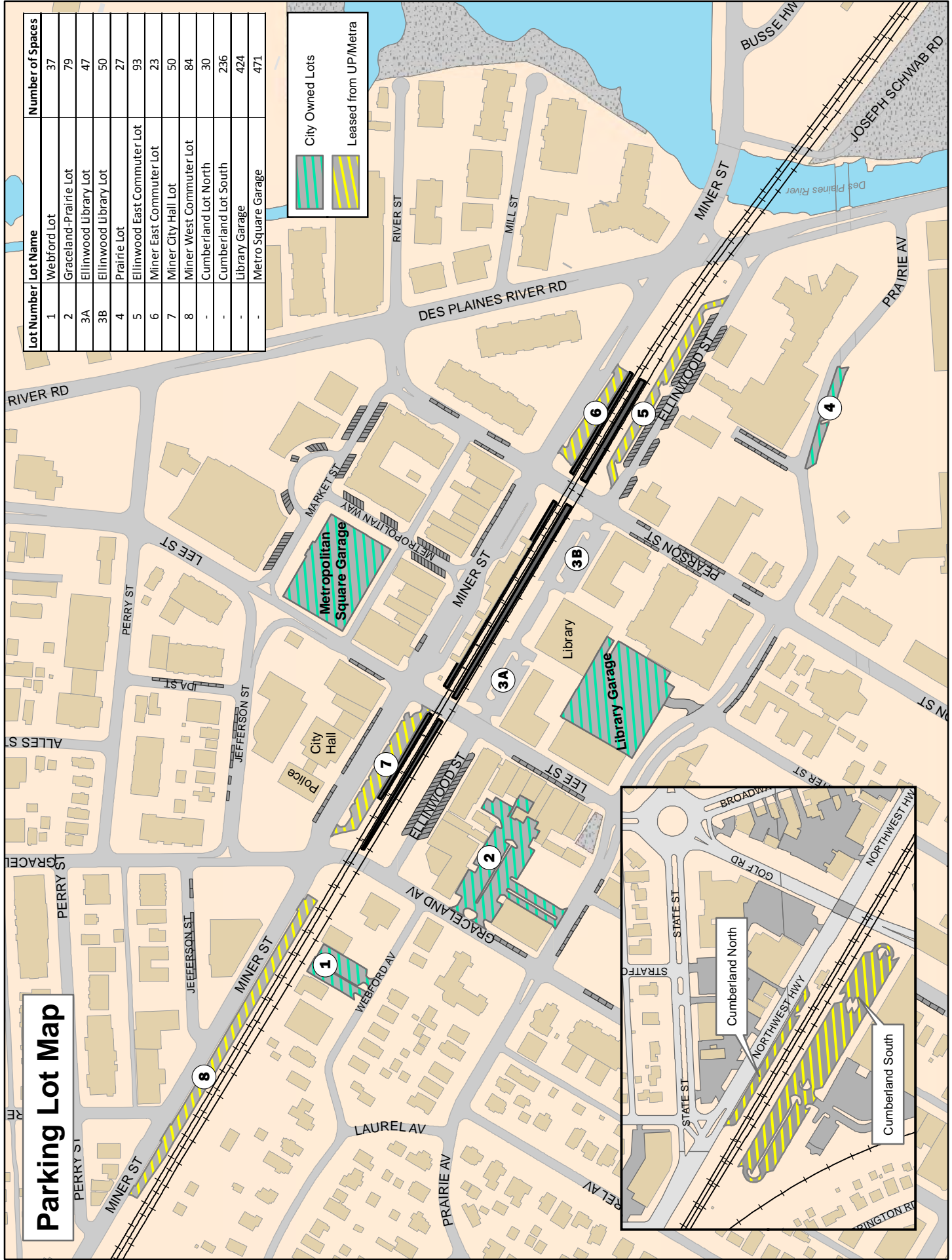
**Overview**

This fund accounts for the revenue and expense associated with the maintenance of the City's two parking facilities (Library Parking Structure, Metropolitan Square Parking Structure), as well as three surface lots (#2 – Graceland, #1 – Webford, #4 – Prairie Ave). See attached map. Revenue is generated from daily charges of \$1.50 per day, and from lease agreements in the two parking facilities. Daily fares are collected through the use of automated parking debit card machines used in the new parking facility for Metropolitan Square, or through the sale of monthly passes to business and condominium owners. Maintenance (e.g. snow removal) and revenue collection is conducted by the Public Works Department. Enforcement is conducted by the Police Department.

# Parking Lot Map

Lot Number	Lot Name	Number of Spaces
1	Webford Lot	37
2	Graceland-Prairie Lot	79
3A	Ellinwood Library Lot	47
3B	Ellinwood Library Lot	50
4	Prairie Lot	27
5	Ellinwood East Commuter Lot	93
6	Miner East Commuter Lot	23
7	Miner City Hall Lot	50
8	Miner West Commuter Lot	84
-	Cumberland Lot North	30
-	Cumberland Lot South	236
-	Library Garage	424
-	Metro Square Garage	471

 City Owned Lots  
 Leased from UP/Metra





## 510 - City Owned Parking 2015 Revenues Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Charges for Services</u></b>					
4665	Parking Fees	54,327	28,500	70,000	55,000 *
4666	Parking Garage Rent	159,075	159,500	159,000	159,500 *
4667	Reimb - Deck Maintenance Costs	49,762	41,500	49,904	50,000 *
		263,165	229,500	278,904	264,500
<b><u>Other Financing Sources</u></b>					
4901	Transfer from TIF #1 Downtown	65,750	-	-	-
		65,750	-	-	-
<b>Total City Owned Parking Revenues</b>		<b>328,915</b>	<b>229,500</b>	<b>278,904</b>	<b>264,500</b>

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## 510 - City Owned Parking

### 2015 Budget Justification Worksheet

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G/L Account Number	Transaction	Total
Account:4665 - Parking Fees	Metro Square, 141 Spaces, Lots #1, #4, #10	55,000
Account:4666 - Parking Garage Rent	Lofts - 38 @ \$25, Condo - 71 @ \$50, Office - 45 @ \$25 Library Deck	67,500 92,000
Account:4667 - Reimb - Deck Maintenance Costs	71.2% of Maintenance Costs Paid by 701 Lee St Building	50,000

## 510 - City Owned Parking 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	-	2,474	2,474	612
		-	2,474	2,474	612
<b><u>Contractual Services</u></b>					
6015	Communication Services	6,916	5,000	7,200	7,200 *
		6,916	5,000	7,200	7,200
<b><u>Other Services</u></b>					
6125	Bank & CC Fees	178	-	2,100	2,100
		178	-	2,100	2,100
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	-	1,500	-	1,500 *
6320	R&M Parking Lots	2,630	15,000	5,000	15,000 *
		2,630	16,500	5,000	16,500
<b><u>Commodities</u></b>					
7030	Supplies - Tools & Hardware	-	100	-	100 *
7035	Supplies - Equipment R&M	-	500	-	500 *
7060	Supplies - Parking Lots	2,383	6,000	6,100	6,000 *
7140	Electricity	128,060	125,000	130,000	130,000
		130,443	131,600	136,100	136,600
<b><u>Capital Outlay</u></b>					
8015	Equipment	65,750	-	-	-
		65,750	-	-	-
<b>Total City Owned Parking Expenses</b>		<b>205,917</b>	<b>155,574</b>	<b>152,874</b>	<b>163,012</b>

## 510 - City Owned Parking 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account:6015 - Communication Services	Call One - Security Alarms	7,200
Account:6305 - R&M Equipment	Repairs to Fare Boxes, Etc.	1,500
Account:6320 - R&M Parking Lots	Disposal of Debris & Waste	1,000
	Maint Contract for Elevators (Metro & Library)	7,300
	Maint Contract for Fire Alarms	2,900
	Other Repairs and Maint	800
	Repairs to Lighting, Restriping, Signage, (Lots 1,4,10)	3,000
Account:7030 - Supplies - Tools & Hardware	Tools, Brooms	100
Account:7035 - Supplies - Equipment R&M	Miscellaneous Maintenance Items	500
Account:7060 - Supplies - Parking Lots	Meter Parts	1,500
	Various Supplies used to Maintain Parking Lots	4,500



**2015 Budget**  
**METRA LEASED PARKING FUND**



	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Beginning Balance	79,080	87,154	110,725	121,129	130,729	138,688
Revenues	64,886	74,504	72,887	75,000	63,935	65,000
Expenses	(10,828)	(14,417)	(16,367)	(22,714)	(19,460)	(27,277)
Transfers	(45,984)	(36,516)	(36,516)	(36,516)	(36,516)	(36,516)
<b>Ending Balance</b>	<b>87,154</b>	<b>110,725</b>	<b>130,729</b>	<b>136,899</b>	<b>138,688</b>	<b>139,895</b>

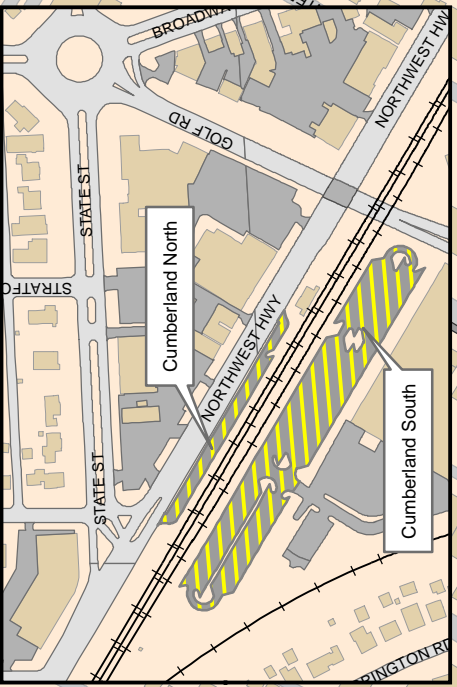
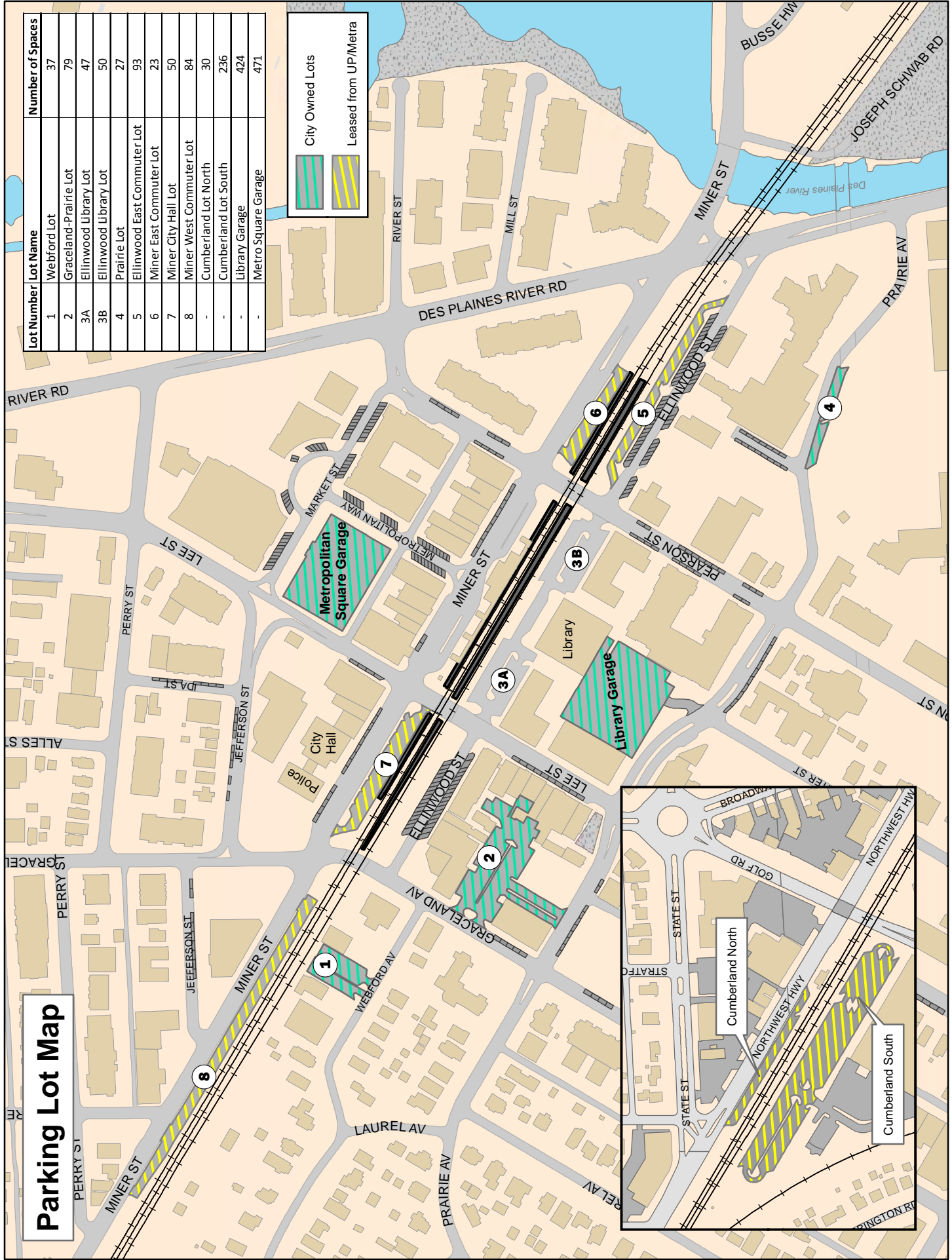
**Overview**

This fund accounts for the revenue and expenses associated with the maintenance of the parking lots leased from the Union Pacific Railroad and used exclusively for commuter parking (see attached map). Revenue is generated from daily commuter charges. Current rates are \$1.50 per day. Fares are collected through the use of automated parking debit card machines. Maintenance (e.g. snow removal) and revenue collection is conducted by the Public Works Department. Enforcement is conducted by the Police Department.

# Parking Lot Map

Lot Number	Lot Name	Number of Spaces
1	Webford Lot	37
2	Graceland-Prairie Lot	79
3A	Ellinwood Library Lot	47
3B	Ellinwood Library Lot	50
4	Prairie Lot	27
5	Ellinwood East Commuter Lot	93
6	Miner East Commuter Lot	23
7	Miner City Hall Lot	50
8	Miner West Commuter Lot	84
-	Cumberland Lot North	30
-	Cumberland Lot South	236
-	Library Garage	424
-	Metro Square Garage	471

 City Owned Lots  
 Leased from UP/Metra



## 520 - Metra Leased Parking 2015 Revenues Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Charges for Services</u></b>					
4665	Parking Fees	72,887	75,000	63,935	65,000
		72,887	75,000	63,935	65,000
<b>Total Metra Leased Parking Revenues</b>		<b>72,887</b>	<b>75,000</b>	<b>63,935</b>	<b>65,000</b>

## 520 - Metra Leased Parking 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	-	164	164	181
		-	164	164	181
<b><u>Contractual Services</u></b>					
6015	Communication Services	-	1,440	1,440	1,440 *
6020	Departmental Services	36,516	36,516	36,516	36,516 *
		36,516	37,956	37,956	37,956
<b><u>Other Services</u></b>					
6125	Bank & CC Fees	333	-	3,796	3,796
6195	Miscellaneous Contractual Services	3,360	3,360	3,360	3,360 *
		3,693	3,360	7,156	7,156
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	643	1,000	-	1,000 *
6320	R&M Parking Lots	-	3,500	-	3,500 *
		643	4,500	-	4,500
<b><u>Commodities</u></b>					
7060	Supplies - Parking Lots	-	1,250	2,000	2,000 *
7140	Electricity	11,405	12,000	8,700	12,000
		11,405	13,250	10,700	14,000
<b><u>Capital Outlay</u></b>					
8015	Equipment	9,100	-	-	-
		9,100	-	-	-
<b>Department Total: Non Departmental</b>		<b>61,357</b>	<b>59,230</b>	<b>55,976</b>	<b>63,793</b>



## 520 - Metra Leased Parking 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:6015 - Communication Services	Broadband Card for Metra Security Cameras	1,440
Account:6020 - Departmental Services	Charges for Meter Fare Collection	9,570
	PW Maintenance (GF)	15,758
	PW Maintenance (WS)	11,188
Account:6195 - Miscellaneous Contractual Services	Annual Parking Machine Service Fees (4)	3,360
Account:6305 - R&M Equipment	Repairs to Equipment	1,000
Account:6320 - R&M Parking Lots	Repairs to Lighting, Sealcoating, Signage, Striping, Etc.	3,500
Account:7060 - Supplies - Parking Lots	Landscape Supplies	250
	Meter Parts	500
	Ribbons, Receipt Tape, & Parts / Supplies	250
	Supplies used to Maintain Lots	1,000

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**2015 Budget**  
**Des Plaines Emergency Communications Center**  
**(DPECC)**

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**Mission Statement**

To operate, in a professional manner, a complete public safety answering and dispatching service for police, fire and emergency medical services, supporting the needs of the residents, visitors and businesses of the City of Des Plaines and the City of Park Ridge.

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Beginning Balance	-	-	-	85,254	21,151	(134,760)
Revenues	-	-	2,089,647	3,479,714	4,003,633	856,791
Expenses	-	-	(2,068,496)	(3,479,714)	(4,159,544)	(856,791)
<b>Ending Balance</b>	-	-	<b>21,151</b>	<b>85,254</b>	<b>(134,760)</b>	<b>(134,760)</b>

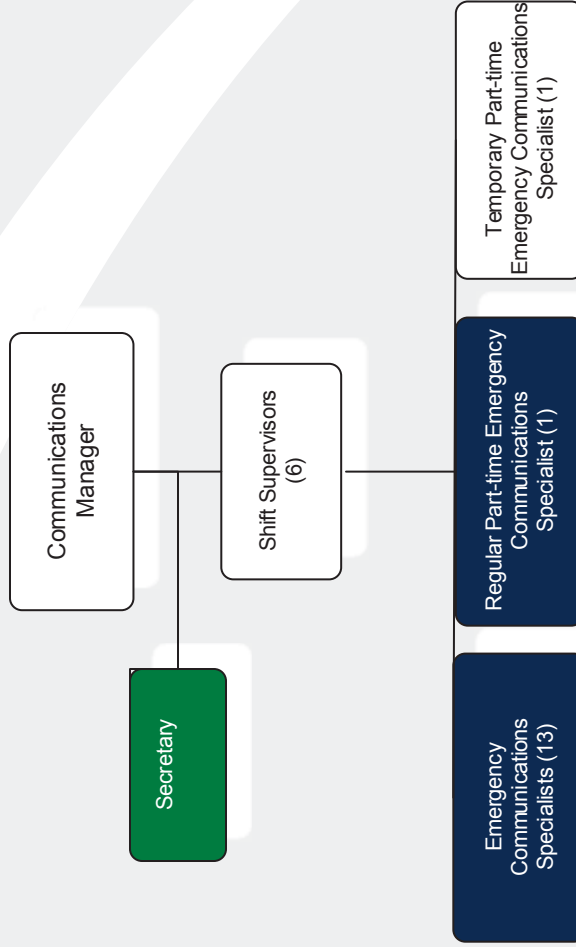
**Department Overview**

The Des Plaines Emergency Communications Center (DPECC), which began operations in June 2013 after dissolution of the long-standing North Suburban Emergency Communication Center, is responsible for receiving calls for police, fire and emergency medical services through the 9-1-1 wireline and wireless systems, radio, alarm circuitry and other telephone lines. Communications personnel dispatch the necessary equipment and manpower required to handle emergencies for the incorporated areas of Des Plaines and Park Ridge.

When callers dial 9-1-1 to report an emergency, the system provides the life and property saving features of Automatic Number Identification (ANI), Automatic Location Identification (ALI) and Selective Routing (SR). With ANI, ALI and SR, information concerning the caller's location, phone number and other essential facts are instantaneously displayed on a screen when the call is received in the Communications Center, assuring an emergency response even if the caller is unable to communicate.

Because the City of Park Ridge is taking its 9-1-1 Public Safety Answering Point (PSAP) and Police and Fire Department dispatching services elsewhere, the Fire Department is transitioning its dispatch services to the Regional Emergency Dispatch (RED) Center, and the Police Department is transitioning the 9-1-1 PSAP and police dispatch services to the Wheeling Dispatch Center, DPECC is expected to be dissolved at the end of 2014. As a contingency in the event of a delay, however, three months of continued DPECC operations are included in the 2015 proposed budget.

# Emergency Communications





2015 Budget  
**DES PLAINES EMERGENCY  
 COMMUNICATIONS CENTER (DPECC)**

**PERSONNEL EXHIBIT**

Department: DPECC		Div: DPECC		Div. No: 590-00
Title	Authorized Positions			
	2013 Authorized	2014 Budget	2015 Budget	
Emergency Communications Director	1.00	1.00	0.00	
Emergency Communications Manager	0.00	0.00	1.00	
Secretary	1.00	1.00	0.00	
Operations Manager	1.00	1.00	0.00	
Emer. Comm. Shift Supervisor	6.00	6.00	6.00	
Emer. Comm. Specialist 2	16.00	13.00	13.00	
Regular Part-time Specialists (32 hrs/week)	<u>2.25</u>	<u>0.75</u>	<u>0.75</u>	
Total Full Time Equivalent (FTE) Employees:	27.25	22.75	20.75	
Part-time Specialists (sporadic schedule)	0.50	0.25	0.25	

## 590 - DPECC

### 2015 Revenues Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Charges for Services</u></b>					
4670	911 Telephone Surcharge	179,064	350,000	315,000	-
4671	911 State Wireless Surcharge	204,898	450,000	500,000	-
4672	911 VOIP Surcharge	52,766	50,000	65,000	-
4680	Service Fee - Park Ridge	729,167	1,268,750	1,268,746	-
4683	Service Fee - Des Plaines	923,684	1,360,964	1,360,964	856,791
		2,089,580	3,479,714	3,509,710	856,791
<b><u>Interest Income</u></b>					
4700	Interest Income	67	-	-	-
		67	-	-	-
<b><u>Miscellaneous Revenues</u></b>					
4849	Miscellaneous Revenues	-	-	493,923	-
		-	-	493,923	-
<b>Total DPECC Revenues</b>		<b>2,089,647</b>	<b>3,479,714</b>	<b>4,003,633</b>	<b>856,791</b>

# 590 - DPECC

## 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5005	Salaries	884,116	1,894,589	1,735,519	473,647
5010	Temporary	12,074	-	23,442	-
5015	Overtime - Supervisory	22,274	26,102	18,982	6,526
5020	Overtime - Non Supervisory	120,494	147,900	111,411	36,975
5035	Acting Out of Class & Night Premium	1,746	17,729	3,877	4,432
5060	Compensated Absences	144,093	-	-	-
		1,184,797	2,086,320	1,893,231	521,580
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	96,587	159,108	143,706	39,940
5205	IMRF Contribution	232,039	277,104	281,380	69,177
5220	PPO Insurance Contribution	166,921	320,472	262,452	80,118
5225	HMO Insurance Contribution	10,787	-	18,372	-
5230	Dental Insurance Contribution	10,389	17,961	16,515	4,491
5235	Life Insurance Contribution	1,210	1,814	1,978	454
5240	Workers Compensation	8,463	11,242	11,242	4,310
5245	Unemployment Compensation	-	1,764	1,764	-
5260	RHS Plan Payout	6,517	6,959	29,413	-
5263	OPEB - Business Type Activities	2,275	-	-	-
		535,189	796,424	766,822	198,490
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	107	237	-	-
5320	Conferences	-	1,250	-	-
5325	Training	515	2,500	-	500
5330	In-Service Training	30	2,000	-	-
5335	Travel Expenses	-	250	-	-
		652	6,237	-	500
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	-	11,849	11,849	-
		-	11,849	11,849	-
<b><u>Contractual Services</u></b>					
6000	Professional Services	89,066	175,192	116,780	24,960 *
6005	Legal Fees	11,252	2,500	6,763	-
6010	Legal Fees - Labor & Employment	-	2,500	-	-
6015	Communication Services	110,704	164,940	150,000	40,548 *
		211,022	345,132	273,543	65,508
<b><u>Other Services</u></b>					
6110	Printing Services	723	2,280	1,200	570 *
6115	Licensing/Titles	725	1,120	900	-
6140	Leases	791	1,153	1,200	288 *
6145	Custodial Services	2,953	5,400	-	1,350 *
6195	Miscellaneous Contractual Services	1,892	3,168	619,630	588 *
		7,084	13,121	622,930	2,796
<b><u>Repairs and Maintenance</u></b>					
6300	R&M Software	65,265	119,501	110,000	52,455 *
6306	R&M Equipment	49,440	78,499	86,069	14,712 *
		114,705	198,000	196,069	67,167
<b><u>Commodities</u></b>					
7000	Office Supplies	1,370	3,000	1,600	250
7035	Supplies - Equipment R&M	43	500	-	-
7200	Other Supplies	686	1,000	900	-

## 590 - DPECC

### 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
7300	Uniforms	5,607	12,000	2,600	500 *
7310	Publications	-	31	-	-
7320	Equipment < \$5,000	606	6,000	-	-
		8,313	22,531	5,100	750
<b><u>Capital Outlay</u></b>					
7500	Postage & Parcel	-	100	-	-
8000	Computer Software	900	-	390,000	-
		900	100	390,000	-
<b>Department Total: Non Departmental</b>		<b>2,062,661</b>	<b>3,479,714</b>	<b>4,159,544</b>	<b>856,791</b>

Note: DPECC was formed in June 2013 so 2013 Actual amounts only represent seven (7) months of operations. DPECC is expected to close in early 2015 so only three (3) months of operations are budgeted.



## 590 - DPECC

### 2015 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:6000 - Professional Services	Contractual IT Services	24,960
Account:6015 - Communication Services	Cell Phones	600
	Circuits (CallOne)	31,311
	Internet Service	663
	Language Lines Translation Services	552
	Phone Lines Trunks (AT&T)	7,422
Account:6110 - Printing Services	Color Cube Pay-Per-Click Fees	450
	Xerox Pay-Per-Click Fees	120
Account:6140 - Leases	Xerox Monthly Lease	288
Account:6145 - Custodial Services	Custodial Services	1,350
Account:6195 - Miscellaneous Contractual Services	Shredding Service	588
Account:6300 - R&M Software	ANIVALI Database Report	525
	CAD	47,683
	GIS Data	450
	Higher Ground Recorder	2,322
	Mapping	925
	Source Code Off Site Backup	300
	Weather Sentry	250
Account:6305 - R&M Equipment	911 Main Center Phones	5,686
	Administrative Phones	269
	CAD A & B Machine	600
	Headset Repairs	300
	Radio System/Fire Alerting System	6,342
	UPS	1,515
Account:7300 - Uniforms	Replacement Uniforms	500

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**2015 Budget**  
**RISK MANAGEMENT FUND**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Beginning Balance	1,268,750	1,233,368	1,753,185	1,512,586	1,727,405	918,459
Revenues	2,687,943	3,114,610	2,855,160	2,228,600	2,286,445	3,272,677
Expenses	(2,723,325)	(2,594,793)	(2,880,940)	(2,892,580)	(3,062,591)	(3,197,771)
Transfers	-	-	-	-	(32,800)	-
<b>Ending Balance</b>	<b>1,233,368</b>	<b>1,753,185</b>	<b>1,727,405</b>	<b>848,606</b>	<b>918,459</b>	<b>993,365</b>

**Overview**

This fund is an internal service fund that accounts for the City's self-insured property, general liability, automobile liability, errors & omissions, workers' compensation, employer's liability, employee benefits liability, and crime loss. The departmental charges are re-evaluated annually for workers compensation and property/liability insurance based on each department's budget, number of vehicles, and employee salaries according to industry standards. The department charges for unemployment compensation are averaged solely upon each department's salaries. The most recently completed fiscal year data is used to establish this information and to determine new allocation numbers and charges for the proposed budget.

The City is a member of two municipal insurance pools for risk management: MICA and HELP. The City joined the Municipal Insurance Cooperative Agency (MICA) in 1998. Currently there are 25 members including Des Plaines that participate in the cooperative. MICA manages and funds first party property losses, third party liability claims, workers' compensation claims, cyber liability claims and public officials' liability claims of its members. MICA provides \$2,000,000 of coverage after a \$1,000 deductible. The City pays an annual premium to MICA based upon the City's share of liability exposure and prior experience within the pool to cover potential claims to the total loss aggregate. Amounts paid into the pool in excess of claims for any coverage year can be returned to the members in the form of a dividend in subsequent periods. To date the City of Des Plaines has received over \$1 million of dividends from MICA. The City records such dividends as miscellaneous revenue in the Risk Management Fund in the year in which they are received.

The total MICA contribution is allocated amongst its members. Of that contribution, MICA members are allocated based on their own loss history and exposures. 67% (2/3) of the member contribution is allocated to the loss experience, and 33% (1/3) is allocated to the exposures. MICA premium payments are placed into a pool wide loss fund, which if unused, is returned to participants. The City has received three such rebates since 1998.

The City has been a member of the High Level Excess Liability Pool (HELP) since 1985. HELP becomes involved in claims that exceed the MICA limit of \$2 million or greater, and provide excess coverage in the amount of \$10 million. This fund budget also reflects anticipated claim costs and legal fees for run-off (on) claims from the previous claims administrator and lawsuits handled by the City Attorney prior to the City becoming a member of MICA.



2015 Budget  
**RISK MANAGEMENT**

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**PERSONNEL EXHIBIT**

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Department: Risk Management

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Title	Authorized Positions		
	2013 Authorized	2014 Budget	2015 Budget
Intern	<u>0.00</u>	<u>0.00</u>	<u>0.25</u>
Total Full Time Equivalent (FTE) Employees:	0.00	0.00	0.25

## 600 - Risk Management 2015 Revenues Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Interest Income</u></b>					
4700	Interest Income	-	100	-	100
		-	100	-	100
<b><u>Miscellaneous Revenues</u></b>					
4800	Rebates Liability Claims	86,038	45,800	39,667	45,800 *
4805	Rebates Workers Compensation Claims	137,733	182,700	207,236	182,700 *
4849	Miscellaneous Revenues	23,718	-	38,000	-
		247,489	228,500	284,903	228,500
<b><u>(Sources)/Uses of Revenues</u></b>					
4882	Transfer in Insurance P&L	497,415	500,000	500,010	500,000 *
4883	Transfer in Insurance W/C	1,970,744	1,475,000	1,473,308	2,504,077 *
4884	Transfer in Unemployment Insurance	47,310	25,000	28,224	40,000 *
4900	Transfer from General Fund	92,202	-	-	-
		2,607,671	2,000,000	2,001,542	3,044,077
<b>Total Risk Management Revenues</b>		<b>2,855,160</b>	<b>2,228,600</b>	<b>2,286,445</b>	<b>3,272,677</b>

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## 600 - Risk Management

### 2015 Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:4800 - Rebates Liability Claims	Reimbursement from MICA for Self Insured Losses	45,800
Account:4805 - Rebates Workers Comp Claims	Reimbursement from MICA for WC Claims Paid	182,700
Account:4882 - Transfer in Insurance P&L	Internal Service Charge Based on Expenditures	500,000
Account:4883 - Transfer in Insurance W/C	Based on Projected Salary Increases and Rates	2,504,077
Account:4884 - Transfer in Unemployment Ins	Internal Service Charge Based on 5 year Avg	40,000

## 600 - Risk Management 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Salaries</u></b>					
5010	Temporary Wages	-	-	-	12,000
		-	-	-	12,000
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	-	-	-	919
		-	-	-	919
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	385	680	485	452 *
5335	Travel Expenses	213	500	-	500
5345	Post-Employment Exams	795	7,000	6,500	7,000 *
5350	Substance Abuse Program	2,185	5,000	2,500	5,000 *
		3,578	13,180	9,485	12,952
<b><u>Insurance</u></b>					
5540	MICA Premium	2,400,141	2,500,000	2,613,246	2,750,000 *
5545	MICA Deductible	21,287	30,000	30,000	30,000 *
5550	Excess Insurance	111,411	125,000	128,000	150,000 *
5555	Workers' Comp Expense	31,589	41,000	41,000	41,000 *
5560	Unemployment Claims	42,693	50,000	25,000	40,000 *
5565	Claims Administration Fee	3,588	3,400	3,400	3,400 *
5570	Self Insured P&L Expense	49,476	75,000	65,000	75,000 *
		2,660,184	2,824,400	2,905,646	3,089,400
<b><u>Contractual Services</u></b>					
6000	Professional Services	1,756	2,500	3,000	15,000 *
6005	Legal Fees	122,971	50,000	50,000	50,000
6007	Legal Contingency	92,202	-	92,210	-
		216,929	52,500	145,210	65,000
<b><u>Other Services</u></b>					
6195	Miscellaneous Contractual Services	-	2,000	2,000	2,000 *
		-	2,000	2,000	2,000
<b><u>Other Expenses</u></b>					
7550	Miscellaneous Expenses	249	500	250	15,500 *
		249	500	250	15,500
<b><u>Other Financing Uses</u></b>					
9400	Transfer to Equipment Replacement	-	-	32,800	-
		-	-	32,800	-
<b>Department Total: Non Departmental</b>		<b>2,880,940</b>	<b>2,892,580</b>	<b>3,095,391</b>	<b>3,197,771</b>

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## 600 - Risk Management

### 2015 Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Public Risk Management Association	385
	National Safety Council	67
Account:5345 - Post-Employment Exams	Hep B Titer Vaccinations	5,000
	Random Drug Testing	2,000
Account:5350 - Substance Abuse Program	Random Drug Testing- CDL, Etc.	5,000
Account:5540 - MICA Premium	Premium Increase Based on Experience	2,750,000
Account:5545 - MICA Deductible	City Liability for 1st \$1,000 on each claim - 30 Claims	30,000
Account:5550 - Excess Insurance	Gallagher Additional Premiums	10,000
	HELP	135,000
	Tank Liability Coverage	5,000
Account:5555 - Workers' Comp Expense	2nd Injury Loss Fund Payment to IL - % of pre-MICA WC	1,000
	Indemnity and Medical for 3 Pre-MICA Claims	40,000
Account:5560 - Unemployment Claims	Rate Based on Experience	40,000
Account:5565 - Claims Administration Fee	Cambridge Fee for Unemployment Claims	2,500
	Gallagher Basset Fee for 3 pre-MICA WC Claims	900
Account:5570 - Self Insured P&L Expense	Payment for Damages	75,000
Account:6000 - Professional Services	Risk Management Training Programs (6)	15,000
Account:6195 - Misc Contractual Services	Safety Incentive Program	2,000
Account:7550 - Misc Expenses	Safety Projects	15,000
	Miscellaneous Expenses	500





**2015 Budget**  
**HEALTH BENEFITS FUND**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Projected</b>	<b>2015 Budget</b>
Beginning Balance	1,974,644	2,447,085	2,579,453	2,316,908	2,689,223	2,459,975
Revenues	8,784,588	8,741,071	8,761,575	8,756,089	8,581,603	8,660,794
Expenses	(8,393,698)	(8,691,266)	(8,718,339)	(8,693,128)	(8,880,730)	(8,934,947)
Transfers	81,551	82,563	66,534	69,879	69,879	69,879
<b>Ending Balance</b>	<b>2,447,085</b>	<b>2,579,453</b>	<b>2,689,223</b>	<b>2,449,748</b>	<b>2,459,975</b>	<b>2,255,701</b>

**Overview**

This fund is an internal service fund used to account for the charges to each department for providing health insurance and other related benefits to employees, elected officials and retirees who opt-in to health care plans.

Employees and elected officials (and their qualified spouses and dependents) currently pay 5% to 12% of their monthly health and dental premiums based upon their union representation, if applicable, and plan option choice. The City pays the remaining amount. All participating retirees pay 100% of their respective plan option monthly premiums.

Starting in 2014 the City implemented a Medicare supplement outside of the City’s health insurance plan for the Medicare-eligible retirees (i.e. 65 and older).

Since June 1, 2003, the City has been a member of the Intergovernmental Personnel Benefit Cooperative (IPBC), a municipal pool consisting of over 70 local governments. Through the IPBC the City retains the third-party administrative services of Blue Cross/Blue Shield (BCBS) of Illinois to provide the PPO and HMO programs and MEDCO for the Rx program. In the IPBC, the City maintains its independence in terms of plan design and benefit levels, but pools claims experience for claims from \$30,000 to \$125,000. In addition, the City provides employees with term life insurance, dental benefits and an employee assistance program.

**Monthly Premium Increases:**

<b>Insurance Plans</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
PPO (Options 1-4)	5.00%	8.00%	0.48%	5.00%	1.50%	1.00%
HMO	12.00%	12.00%	4.20%	1.00%	1.50%	6.00%
Dental Option 1	10.00%	3.10%	5.00%	7.50%	0%	0.05%
Dental Option 2	10.00%	-0.40%	5.00%	7.50%	0%	-9.00%

## 610 - Health Benefits

### 2015 Revenues Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Interest Income</u></b>					
4700	Interest Income	33	250	16	250
		33	250	16	250
<b><u>Miscellaneous Revenues</u></b>					
4760	Medical PPO Employer	4,642,276	4,770,610	4,624,772	4,658,821
4762	Medical PPO Employee	544,372	598,419	574,665	616,746
4764	Medical PPO Retiree	995,911	1,056,876	963,668	1,127,729
4766	Medical PPO 2010 ERI	328,846	54,469	163,351	-
4770	Medical HMO Employer	1,273,524	1,321,382	1,286,350	1,308,611
4772	Medical HMO Employee	86,020	99,464	90,708	103,042
4774	Medical HMO Retiree	170,071	172,405	181,929	199,482
4776	Medical Employee 2010 ERI	68,064	11,440	34,260	-
4780	Dental Program Employer	362,211	354,892	355,551	323,297
4782	Dental Program Employee	44,829	48,395	46,456	45,702
4786	Dental Program - Retiree	95,793	94,857	90,928	86,078
4790	Life Insurance Program Employer	28,796	34,079	28,517	28,145 *
4792	Life Insurance Program Employee	110,517	128,955	108,537	128,955 *
4798	Historical Society Reimbursement	10,211	9,596	31,895	33,936 *
4849	Miscellaneous Revenues	100	-	-	-
		8,761,542	8,755,839	8,581,587	8,660,544
<b><u>(Sources)/Uses of Revenues</u></b>					
4880	Transfer in PSEBA	57,709	69,879	69,879	69,879 *
4881	Transfer in Subsidy Medical Retirement	8,825	-	-	-
		66,534	69,879	69,879	69,879
<b>Total Health Benefits Revenues</b>		<b>8,828,109</b>	<b>8,825,968</b>	<b>8,651,482</b>	<b>8,730,673</b>

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## 610 - Health Benefits

### 2015 Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:4790 - Life Insurance Program Employer	Basic Life Insurance	28,145
Account:4792 - Life Insurance Program Employee	Supplemental & Dependent Life	128,955
Account:4798 - Historical Society Reimbursement	Health and dental insurance reimbursement	33,936
Account:4880 - Transfer in PSEBA	PSEBA Benefit	69,879

## 610 - Health Benefits 2015 Budget Worksheet

Account Number	Description	2013 Actual Amount	2014 Adopted Budget	2014 Projected Amount	2015 Adopted Budget
<b><u>Taxes and Benefits</u></b>					
5201	Federal Excise Tax	39	100	-	-
5280	Wellness Program	907	5,000	40,000	20,000
		946	5,100	40,000	20,000
<b><u>Insurance</u></b>					
5500	PPO Insurance Premiums	6,351,280	6,313,912	6,313,912	6,594,339
5505	HMO Insurance Premiums	1,629,610	1,637,210	1,637,210	1,671,517
5510	Dental Insurance Premiums	431,321	498,144	498,144	466,927
5515	Life Insurance Premiums	142,518	145,853	145,853	147,164
5520	Medicare Retiree Subsidy	22,516	-	14,000	-
5525	Early Retirement Incentive	29,979	65,909	197,611	-
5530	Employee Assistance Program	-	9,000	9,000	-
5575	IPBC Reserve	76,948	-	-	-
		8,684,171	8,670,028	8,815,730	8,879,947
<b><u>Contractual Services</u></b>					
6000	Professional Services	3,500	5,000	5,000	5,000 *
		3,500	5,000	5,000	5,000
<b><u>Other Services</u></b>					
6195	Miscellaneous Contractual Services	10,559	13,000	20,000	30,000 *
		10,559	13,000	20,000	30,000
<b><u>Other Expenses</u></b>					
7550	Miscellaneous Expenses	19,163	-	-	-
		19,163	-	-	-
<b>Total Health Benefits Expenses</b>		<b>8,718,339</b>	<b>8,693,128</b>	<b>8,880,730</b>	<b>8,934,947</b>

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## 610 - Health Benefits

### 2015 Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:6000 - Professional Services	GASB 45 Analysis	5,000
Account:6195 - Miscellaneous Contractual Services	Annual Health & Benefits Admin Fee	15,000
	COBRA Admin, Discovery Benefits	15,000

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## 2015 Budget GLOSSARY

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The Budget contains specialized and technical terminology that is unique to governmental finance and budgeting. To assist the reader of the Budget document in understanding these terms, the following budget glossary has been prepared.

**Abatement:** A partial or complete cancellation of a levy imposed by the City. Abatements usually apply to tax levies.

**Accrual Basis:** The recording of the financial transactions that have cash consequences for the government in the periods in which those transactions occur, rather than in the periods in which cash is received or paid by the government.

**Advance Refunding Bonds:** Bonds issued to refinance an outstanding bond issue before the date the outstanding bonds become due or callable. Proceeds of the advance refunding bonds are deposited in escrow with a fiduciary, invested in U.S. Treasury Bonds or other authorized securities and used to redeem the underlying bonds at their maturity or call date, to pay interest on the bonds being refunded, or to pay interest on the advance refunding bonds.

**Appropriation:** A legal authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources for a specific purpose.

**Assessed Valuation:** A value established for the real property to be use as a basis for levying property taxes.

**Audit:** A comprehensive investigation of the manner in which the government's resources were actually utilized. A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the legislative body's appropriations. A performance audit consists of a review of how well the government met its stated goals.

**Available Fund Balance:** That portion of fund balance collectible with the current period or soon enough thereafter to be used to pay liabilities of the current period.

**Balanced Budget:** A budget where estimated revenues equal estimated expenditures during a single fiscal period.

**Basis of Accounting:** A term used when revenues, expenditures, expenses, transfers, assets and liabilities are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on the cash, modified accrual or the accrual method.

**Basis Point:** Equal to 1/100 of one percent. If interest rates rise from 7.50 percent to 7.75 percent, the difference is referred to as an increase of 25 basis points.



## 2015 Budget GLOSSARY

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**Bond:** A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayments of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation (G.O.) and revenue bonds. Bonds are most frequently used to finance construction of large capital projects, such as buildings, streets and major equipment.

**Bond Ordinance or Resolution:** An ordinance or resolution authorizing a bond issue.

**Bond Premium:** The difference between the present value and the face amount of bonds when the former is greater than the latter.

**Budget:** A financial plan for a specified period of time (fiscal year) that matches all planned revenues and expenditures with various municipal services.

**Budgetary Control:** The control or management of a governmental unit in accordance with an approved budget. The purpose of budgetary control is to keep expenditures within the limitations of available appropriations and available revenues.

**Capital Expenditures:** Refers to a purchase of land, building, machinery, and those equipment items which have an estimated useful life of (3) years or more and belong to the classes of property commonly considered as fixed assets.

**Capital Improvement Program (CIP):** A multi-year, prioritized plan for capital expenditures. The City's Capital Improvements Plan addresses capital expenditures of \$25,000 or more and all proposed additions to the motor vehicle fleet. The replacement of vehicles existing in the fleet are not included in the Capital Improvements Plan but are programmed for replacement through the Vehicle Replacement Fund. The City uses the designation "(CIP)" in the budget to identify those line-items which are in the CIP.

**Capital Projects Fund:** Used to account for financial resources to be used for the acquisition of construction of major capital facilities (other than those financed by propriety funds).

**Carryover (C/O):** An expenditure that was budgeted in a previous year but was not actually made and has been budgeted again in the current budget year. Carryovers are usually capital items or high-cost contractual services. Because a carryover item was recognized as a valid requirement during a previous year's budget process, it is not subject to the same high degree of scrutiny as a new request and, to the extent possible, does not compete with new requests for funding. With regard to budgeted capital purchases, the ability to designate an expenditure as a carryover removes the disincentive to defer these purchases when the useful lives of items on hand can be extended.

**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





## 2015 Budget GLOSSARY

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improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the balance of the highest interest and return, liquidity and minimal risk with these temporary cash balances.

**Charges for Services:** User charges for services provided by the City to those specifically benefiting from these services.

**Compensated Absences:** The expense incurred and the offsetting liability for accrued vacation time, personal time and the portion of sick leave that becomes vested and will be paid at termination.

**Components Units:** Legally separate organizations for which the elected officials of the primary government are financially accountable.

**Community Development Block Grant (CDBG):** A federal entitlement grant distributed to municipalities on the basis of a formula that considers population, housing condition, and poverty. CDBG funds are then distributed by the City for activities that benefit low and moderate-income families.

**Contingency:** The appropriations of funds for future allocation in the event specific budget allotments have been depleted and additional funds are needed.

**Contractual Services:** Expenditures for services from outside vendors that are obtained by an express or implied contract.

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

**Deferred Charges:** Expenditures that are not chargeable to the fiscal period in which they were made but that are carried as an asset on the balance sheet, pending amortization or other disposition (e.g., bond issuance costs). Deferred charges differ from prepaid items in that they usually extend over a long period of time (more than five years) and are not regularly recurring costs of operation. See **Prepaid Items**.

**Deferred Compensation Plans:** Plans that offer employees the opportunity to defer a portion of their salary and the related liability for federal income taxes. Several sections of the Internal Revenue Code authorize certain state and local governments to provide deferred compensation plans for their employees.

**Deferred Revenues:** Amount for which asset recognition criteria (e.g., a valid receivable) have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, receivables that are measurable but not available are one example of deferred revenue.



## 2015 Budget GLOSSARY

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**Deficit:** The excess of expenditures or expenses over revenues or income during a single accounting period.

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

**Depreciation:** (1) Expiration in the useful life of fixed assets attributable to wear and tear, deterioration and obsolescence. (2) The portion of the cost of a fixed asset charged as an expense during a particular period.

**Division:** A segment of a department which is assigned a specific operation.

**Efficiency Measures:** Performance measures which measure the cost of an activity (either in terms of dollars or work hours) per unit of output or outcome or otherwise gauge the productivity of an activity. Generally, efficiency measures in the latter category compare work successfully completed with the potential amount of work which could have been accomplished.

**Encumbrance:** The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditures.

**Enterprise Fund:** A set of self-balancing accounts 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. The Water and Sewer Fund and the Parking Fund are enterprise funds.

**Entity:** The basic unit upon which accounting and/or financial reporting activities focus. The basic governmental legal and accounting entity is the individual fund and account group.

**Equalized Assessed Valuation:** The assessed valuation of a property increased by a multiplier established by the Illinois Department of Revenue which is intended to increase the total assessed valuation of all property in the County to a level that is equal to 33-1/3% of market value.

**Equalization Factor:** A factor determined by the State which when applied to the counties' assessed value will cause all property to equal one-third of its market value.

**Expenditure:** This term refers to the amount of funds paid or to be paid for obtaining an asset, goods, and services. For budget purposes, the term expenditure applies to all costs or expected commitments.

**Expense:** The term expense is used in full accrual accounting to report decreases in net total assets.



## 2015 Budget GLOSSARY

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**Fiscal Policies:** The City's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

**Fiscal Year (FY):** The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Des Plaines specifies January 1 to December 31 as its fiscal year.

**Fixed Assets:** Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

**Forfeiture:** The automatic loss of cash or other property as a penalty for not complying with legal provisions and as compensation for the resulting damages or losses.

**Franchise Fee:** A fee paid by public service businesses for use of City streets, alleys and property in providing their services to citizens of a community. Services requiring franchises include telephone, natural gas and cable television.

**Full Faith and Credit:** A pledge of the general taxing power for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full-faith-and-credit bonds.

**Full-Time Equivalent (FTE):** A standardized unit of measure used to determine the equivalent number of full-time employees. It is calculated by dividing the total hours actually worked or planned for a job class (regular and overtime) by a standard number of hours a full-time employee would work for the job class.

**Function:** A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

**Fund:** An accounting entity with a set of self-balancing accounts that is used to account for financial transactions for specific activities or government functions. Seven commonly used funds in governmental accounting are: the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, and trust and agency funds.

**Fund Balance:** Fund balance is the excess of assets over liabilities. The unreserved fund balance is the amount available for appropriation.

**Fund Type:** Any one of seven categories into which all funds are classified in government accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.



## 2015 Budget GLOSSARY

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**GASB 34:** The City implemented Government Accounting Standards Board (GASB) Statement No. 34 for its Fiscal Year Ended December 31, 2003. This accounting standard requires the City to report the value of its infrastructure assets in the governmental financial statements and depreciate them over their estimated useful life. Projects that do not extend the useful life of the asset (e.g. overlay of a road) are expensed rather than capitalized.

**General Fund:** The largest fund within the City, the General Fund accounts for most of the financial resources of the government. General Fund revenues include sales taxes, licenses and permits, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as fire and police protection, finance, inspection services, community development, public works and general administration.

**General Obligation Bonds (G.O. Bonds):** Bonds that finance a variety of public projects, such as streets, buildings and improvements, and which are backed by the full faith and credit of the issuing government.

**Governmental Fund Types:** Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except those accounted for in proprietary funds and fiduciary funds. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. The measurement focus in these fund types is on the determination of financial position and changes in financial position, rather than on net income determination. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

**Grant:** Contributions or gifts of cash or other assets from another government to be used for a specified purpose, activity or facility. Grants may be classified as either categorical or block, depending on the amount of discretion allowed the grantee.

**Gross Bonded Debt:** The total amount of direct debt of a government represented by outstanding bonds before deduction of any assets available and earmarked for their retirement.

**Home Rule:** A status granted by the Illinois Constitution which gives cities of a certain size or by referendum broad powers not otherwise available to local municipalities. For instance, there is no statutory limit to the property tax levy nor is there any requirement to seek referendum approval for increasing the levy or issuing debt.

**Illinois Municipal Retirement Fund (IMRF):** This retirement fund, established under State statutes, provides employees of local governments (excluding police and firefighters) in Illinois with a system for the payment of retirement annuities, disability, and death benefits. All employees (other than those covered by the Police or Firefighters' plans) hired in positions that meet or exceed an annual hourly standard (1,000 hours) must be enrolled in IMRF as participating members. Participating members of IMRF must contribute 4.5% of



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their salary to the pension fund. The employer pays a percentage that varies each year and is dependent on a report prepared by a professional actuary.

**Income:** A term used in proprietary fund type accounting to represent (1) revenues, or (2) the excess of revenues over expenses.

**Infrastructure Assets:** Public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems and similar assets that are immovable and of value only to the governmental unit.

**Interfund Transfer:** Payment from one fund to another fund primarily for work or services provided.

**Intergovernmental Revenues:** Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

**Internal Service Fund:** Funds used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis; for example, the Risk Management Fund.

**Interperiod Equity:** The measure of the extent to which current-year revenues are sufficient to pay for the services provided by the government entity during the year, and whether current-year citizens are receiving services by shifting part of the payment burden to future years' citizens or by using up previously accumulated resources.

**Investments:** Securities held for the production of revenues in the form of interest or dividends. The term does not include fixed assets used in government operations.

**Joint Venture:** A legal entity or other contractual arrangement in which a government participates in a separate activity for the benefit of the public and in which the government retains an ongoing financial interest.

**Level of Budgetary Control:** The City Manager is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that increase the total expenditures of any fund must be approved by the governing body. Expenditures may not legally exceed budgeted appropriations at the fund level.

**Levy (Verb):** To impose taxes, special assessments, or service charges for the support of governmental activities. **(Noun)** The total amount of taxes, special assessments or service charges imposed by the City.

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



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**Line-Item Budget:** A budget that lists each expenditure category (salaries, office supplies, telephone service, copy machine costs, etc.) separately, along with the dollar amount budgeted for each specified category.

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

**Measurement Focus:** The accounting convention that determines (1) which assets and which liabilities are included on the government's balance sheet and where they are reported, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses).

**Millage:** The tax rate on real property based on \$1.00 per \$1,000 of assessed property value.

**Modified Accrual Accounting:** Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Expenditures are recorded when the related fund liability is incurred.

**Motor Fuel Tax (MFT):** The State returns a portion of the gas tax to the municipalities on a per capita basis for use in the maintenance and construction of public roads.

**Net Income:** Proprietary fund excess of operating revenues, non-operating revenues, and operating transfers-in over operating expenses, non-operating expenses, and operating transfers-out.

**Non-Operating Expenditures:** The costs of government services which are not directly attributable to a specific City program or operation. Examples include debt service obligations and contributions to community organizations.

**Non-Operating Revenues:** The incomes received by the government which are not directly attributable to providing a service. An example would be interest on investments.

**Offset by Revenues (RO):** Describes an expenditure which is funded by specific revenues such as charges for services or contributions which are restricted as to their use. The City uses this designation to identify expenditures of its General Fund (Fund 100) and Capital Improvement Fund (Fund 414) which are fully offset by specific revenues.

**Operating Budget:** Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. See **Budget**.

**Ordinance:** A formal legislative enactment by the governing body of a municipality. It has the full force and effect of law within the boundaries of the municipality to which it applies.



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The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. See **Resolution**.

**Organizational Unit:** A responsibility center within a government.

**Other Financing Sources:** Governmental fund debt proceeds, proceeds from the sale of general fixed assets, and operating transfers-in. Such amounts are classified separately from revenues on the governmental operating statement.

**Other Financing Uses:** Governmental fund operating transfers-out and the amount of refunding bond proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental operating statement.

**Overhead:** This refers to an interfund transfer to a particular fund or entity (e.g. Equipment Replacement Fund) from the General Fund to pay for its share of expenses that can't be allocated to a particular department or division of the general government.

**Overlapping Debt:** The proportionate share that property within each government must bear of the debts of all local governments located wholly or in part with the geographic boundaries of the reporting government. The amount of debt of each unit applicable to the reporting unit is arrived at by (1) determining what percentage of the total assessed value of the overlapping jurisdiction lies within the limits of the reporting unit, and (2) applying this percentage to the total debt of the overlapping jurisdiction.

**Performance Budget:** A budget that focuses on activities rather than line items. Work load and unit cost data are collected in order to assess the efficiency of services.

**Performance Measures:** Specific quantitative and qualitative measures of work performed as an objective of the department.

**Personal Services:** Includes the compensation paid to all employees as well as the City's share of pension, FICA and Medicare costs.

**Premium:** The excess of the price of a security over its face value, excluding any amount of accrued interest bought or sold.

**Program Budget:** A budget which structures budget choices and information in terms of "program and their related work activities" (i.e., repairing roads, crossing guards, etc.). A program budget provides information on what each program is committed to accomplish in the long run (goals) and in the short run (objectives) and measures the degree of achievement of program objectives (performance measures).

**Property Tax:** A tax levied on the assessed value of real property (also known as "ad valorem taxes").



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**Proprietary Fund Types:** The classification used to account for a City's ongoing organizations and activities that are similar to those often found the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses, and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The Generally Accepted Accounting Principles used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the Governmental Accounting Standards Board has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

**Reserved Fund Balance:** Those portions of fund balance that are not appropriable for expenditure or that are legally segregated for a specific future use.

**Resolution:** An order of a legislative body requiring less legal formality than an ordinance or statute. See **Ordinance**.

**Revenue:** Monies that the government receives as income. It includes such items as tax payments, fees from services, receipts for other governments, fines, reimbursements, grants, share revenues and interest income.

**Revenue Bonds:** Bonds whose principal and interest are payable exclusively from earnings of an Enterprise Fund.

**Retained Earnings:** An equity account reflecting the accumulated earnings of the City's proprietary funds.

**RHS Plan Payout:** An incentive payment to employees who have accumulated a set number of unused sick days based on criteria set forth in the City's Personnel Handbook.

**Salary Adjustments:** An account to be approved by the City Council for employee salary increases either negotiated through contracts or other otherwise authorized by the Council.

**Self-Insurance:** A term used to describe the retention of a risk of loss arising out of the ownership of property or from some other cause, instead of transferring this risk to an independent third-party through the purchase of an insurance policy.

**Special Revenue Funds:** Funds used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes.

**Special Service Area:** A financing technique used to finance special services and special improvements desired by a specific area of the City. A tax is levied only on the particular area that will receive the special service or improvement.





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**Tax Anticipation Notes (TANs):** Notes (or warrants) issued in anticipation of the collection of taxes, usually retirable only from tax collections.

**Taxes:** Compulsory charges levied by a government to finance services performed for the common benefit.

**Tax Increment Financing (TIF):** Tax increment financing is a redevelopment method, authorized by Illinois State Statutes that allows municipalities to encourage new development by using the new incremental property taxes generated by development to make public improvements, assemble property, or incur authorized costs in order to attract the development.

**Tax Levy:** The total amount to be raised by general property taxes for operating and debt service purposes.

**Tax Rate:** The amount of tax levied for each \$100 of assessed valuation.

**Value:** As used in governmental accounting, (1) the act of describing anything in terms of money or (2) to measure in terms of money.

**Voucher:** A written document that evidences the propriety of transactions and usually indicates the accounts in which they are to be recorded.

**Working Capital:** This term generally refers to current assets minus current liabilities. Some organizations may exclude certain current assets (e.g., inventory) from this general formula.