

2016 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, 2015

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, 2015. 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

Malcolm Chester – 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

Assistant City Manager/Director of Finance Dorothy Wisniewski

Chief of Police William Kushner

Fire Chief..... Alan Wax

Director of Public Works & Engineering Timothy Oakley

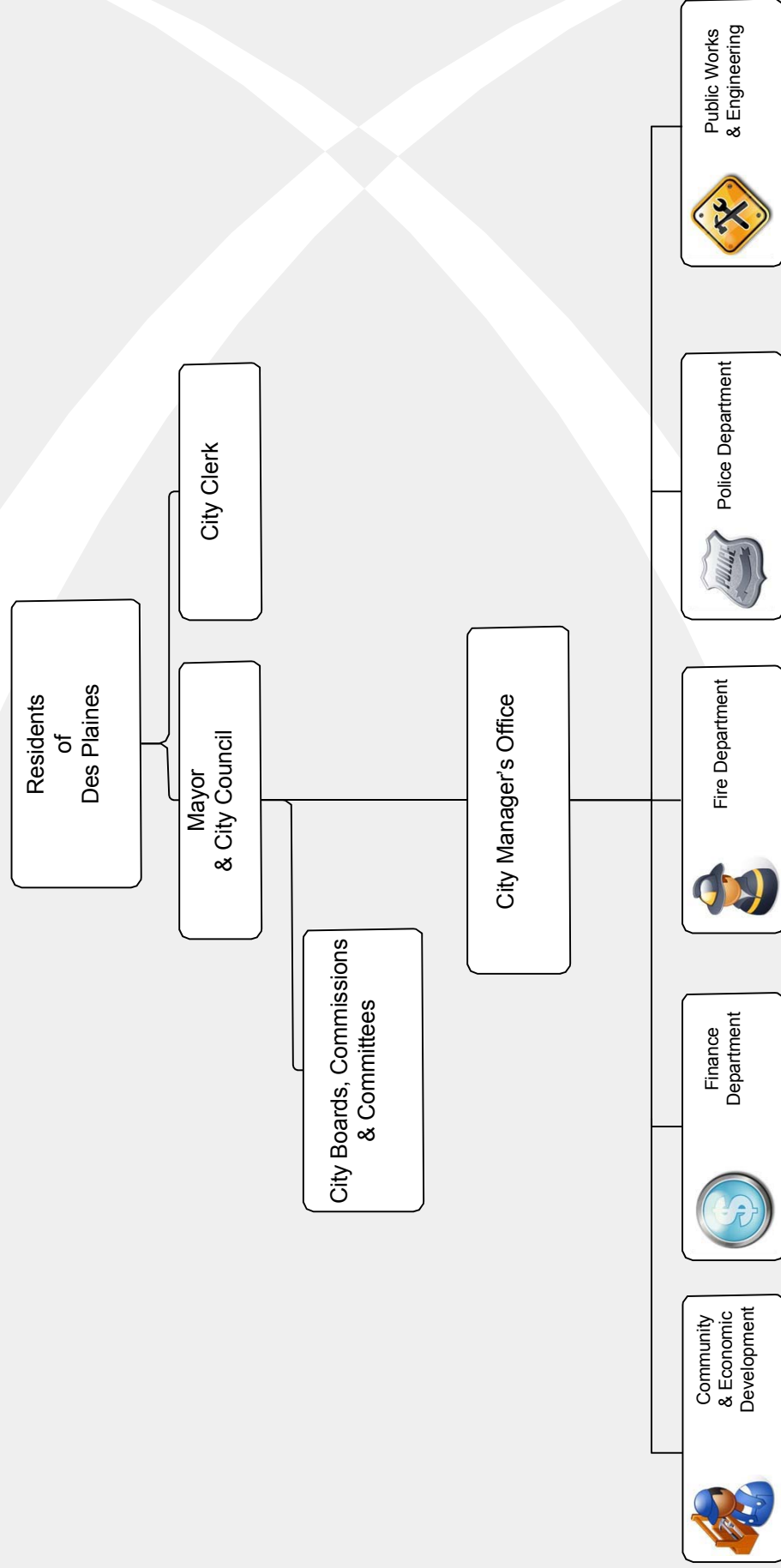
Director of Community & Economic Development..... George Sakas

2016 Budget

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City of Des Plaines



2016 Budget

BUDGET CALENDAR

June 9	Staff budget preparation workshop with Department Heads. Budget Team transmits budget memo with preliminary targets.
June 30	Departments submit budget to Budget Team inclusive of goals and accomplishments.
July 1-3	Initial review of budget requests by Budget Team.
July 6-10	Budget Team review with departments and conduct follow-up as needed.
July 22 – August 7	Follow-up meetings with Departments (if necessary).
September 23	Submit Proposed 2016 Budget document to City Council for review.
October 6	City Council Budget Review meeting —Introduction & Overview. General Fund: Elected Office, City Manager, Finance, CED, Public Works & Engineering, Police, EMA, Fire, BFPC and General Fund Overhead.
October 21	City Council Budget Review meeting —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.
November 2	Tax Levy Resolution submitted to City Council (required by State law, not less than 20 days prior to the adoption of the tax levy).
November 3	City Council Budget Review meeting —Final Review (as needed).
November 2-9	Publication of Property Tax Levy. Public Hearing Notice (required between 7 and 14 days prior to hearing).
November 16	City Council Budget Review meeting —Final Approval.
November 16	Public Hearing on Tax Levy 1st Reading of Tax Levy Ordinance
December 7	2nd Reading and Approval of Tax Levy Ordinance. (Must be filed with County Clerk by 12/29/15)
First Qtr 2016	Annual Appropriation Ordinance filed. Public notice required, not less than 10 days prior to Public Hearing.

2016 Budget BUDGET CALENDAR

Task	Assigned Group	2015										2016		
		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 2016 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

Honorable Mayor and Members of City Council,

I am pleased to present the 2016 Annual Budget. 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 seven 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.

2016 BUDGET GOALS

The 2016 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 Monte Associates on June 5th and June 6th 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 and once again is being utilized as a basis for the 2016 Budget. Within the upcoming year, the City Council should consider revisiting the Strategic Plan and re-evaluating the current goals that have been utilized over the past several years.

The City's 2016 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 2016 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 2016 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 2016 Budget, continues to assume a 7.0% rate of return on investment for Police and Fire pensions in order to fully comply with statutory requirements by 2040.

Even with the above measures taken over the past several years, the pension issue as a whole needs to be addressed at the State level. The City has continued to fund its annual obligation year over year, however, over the last 10 years the levy requirement has increased by 146% from \$2,035,189 to \$5,000,000 on the Police Pension side and 168% from \$2,755,919 to \$4,400,000 on the Fire Pension side based on the City's actuarial reports. This continues to be an unsustainable model not only for Des Plaines but for all Illinois municipalities to continue to fund.

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. Of utmost importance is the preservation of state collected local government revenues. In the most recent Governor Rauner's budget address, he proposed taking 50% of the Local Government Distributive Fund (LGDF) in 2015. The City currently receives approximately \$4.6 million annually from the LGDF, and the proposed reduction of 50% amounts to a loss of revenue of \$2.3 million in Des Plaines going forward. The 2016 Budget document assumes that the local share of the income tax will remain at current 2015 levels. The impact of such a drastic cut in revenues would force significant cuts in the upcoming City budget. Discussions at the State level have continued regarding proposed reductions to the LGDF. The Motor Fuel Tax Allotment revenue as well as E911 State Wireless Surcharge revenues were also partially diverted away from local governments beginning in July 2015. Local governments face challenges similar to these on a daily basis, and will continue to face them in the future. Should these reductions continue into 2016, the City will be forced to halt many of the capital projects that are currently planned for 2016.

- 3. Underperforming TIF Districts:** The City of Des Plaines currently has five Tax Increment Financing (TIF) districts. In the past year, the City has restructured TIF #6 (Mannheim/Higgins) into two separate districts (TIF #6, Mannheim/Higgins & TIF #7 Mannheim/Higgins South). At the end of fiscal year 2014, two of the five districts (TIF #3, Wille Road and TIF #6, Mannheim/Higgins) were “in the red,” and had negative fund balances which the General Fund was supporting. One of the TIF Districts, (TIF #4, River/Rand) was closed. 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 the deficits seen in these districts. To offset the deficits in the two 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 at some point in the future.
- 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. The City receives annually approximately \$23.5 million in wagering and admission taxes from the Casino. However, Gaming tax revenue has not been distributed to the City since June 2015. If this revenue source is diverted, the City stands to lose up to \$8.1 million in funding for capital projects annually.
- 5. Funding for Health Insurance Expenses:** Health Insurance expenses continue to be a topic for discussion. Beginning in 2016, 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 has begun planning for an increase in expenses driven by the PPACA in 2016. 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 work to avoid “Cadillac taxes” which begin 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, necessary in order to meet the new economic realities of today and place 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 2005 and 2015, the City reduced its debt from \$102.3 million to \$36.9 million and is expecting to reduce it down to \$15.9 million by 2020. The 2016 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 excluding transfers in the 2016 Budget are \$132M, which is \$4.2M or 3.3% increase from the 2015 Budget figures. The 2016 General Fund revenues (the main operating fund) total \$59.4M, a \$772K increase over the 2015 budgeted revenues primarily due to increases in Sales Tax and Hotel Tax revenues as well as small increases projected for other general fund revenues. While a slight increase is a good indicator, one must also consider the possible LGDF revenue that may be reduced based on the Governor's proposal.

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 2015 levy, is -0.27%, and the levy-over-levy ten-year average increase is 2.81%. The 2015 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 12.75% 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 \$15.05M in 2016, a \$1.3M or 9.5% increase from the 2015 Budget. The Home Rule Sales Tax is allocated between the General Fund at \$1.5M or 25% and the Capital Projects Fund at \$4.5M or 75%; this revenue is expected to increase by \$802K or 15% from 2015 Budget figures.

State income tax is based on a per-capita distribution. Based on the trending in 2015, the City projects to receive \$4.8M in 2016, unchanged from the 2015 projected amount. Utility taxes will also remain relatively constant from 2015 levels, coming in at \$3.6M. The following identifies other revenues of significance included in the 2016 Budget:

- Hotel/Motel taxes of \$2M, which is \$400K above the 2015 Budget, primarily due to high occupancy rates at hotels near the Rivers Casino.
- Real Estate transfer taxes of \$400K – no increase from 2015 Budget figures.
- Food and Beverage tax receipts of \$1.1M, consistent with 2015 budgeted revenues.
- Personal Property Replacement tax revenues of \$1.1M, a \$200K decrease from 2015 budgeted revenues.
- Licensing and Permit revenues of \$2.66M, which includes vehicle licenses (\$1.3M), business licenses (\$350K), and building permits (\$635K). All of these revenues experienced a slight increase over 2015 figures, driven largely by an increase in vehicle licensing revenue and building permit revenue.

Overview of Expenditures

Total City spending in the 2016 Budget excluding transfers is \$150.7M, a \$5.4M, or (3.5%) decrease over the 2015 Budget amount. This decrease is primarily attributed to the \$11M in River Road reconstruction Phase II which began in 2015, offset by small changes in other funds. In looking at the overall investment in the community in terms of infrastructure projects, the 2016 Budget includes investment in infrastructure projects of \$18.5M. 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 was carried over into 2015.

The 2016 Budget includes total General Fund (operating) expenditures of \$61.1M, a \$705K or 1.2% increase over 2015 budgeted General Fund expenditures. While the General Fund (operating) revenues for 2016 are projected at \$59.4M, the City will be utilizing unassigned fund balance to bridge the gap between revenues and expenditures.

Significant General Fund expenditures include the following:

- Year 2 implementation of the rebranding project in the amount of \$60K.
- Phase III of the landscape improvements throughout the City in the amount of \$135K.
- Public Works parking lot asphalt improvement in the amount of \$60K.

Significant non-General Fund expenditures include the following:

- Water main replacement and streetscape improvements as part of the River Road reconstruction, at a total 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 2016 Budget includes revenues of \$7.7M, transfers in of \$3.5M, total expenditures of \$10.7M and transfers out of \$532K. The \$3.5M transfers in were earmarked from the 2014 gaming tax revenue for street and drainage system improvements.

The specific capital improvement projects approved for 2016 are identified in the City's five-year Capital Improvement Program (CIP). General categories, with their approximate funding levels for 2016, include alley improvements (\$336K), drainage system improvements (\$1.2M), street improvements (\$6.9M), water system improvements (\$4.8M), traffic improvements (\$298K), and ongoing repairs and maintenance improvements (\$5.0M).

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 2016 Budget, the cost of purchasing water from the City of Chicago is equal to 55% 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 capital projects and is only 43% of the actual water rate.

To address this growing problem from year to year, as part of the 2016 Budget the City is working on the design and construction of an alternative water supply source. The 2016 Budget fund balance is projected at a negative \$4.9M and includes a transfer of \$5.48M from the Gaming Tax Fund to pay the \$2.0M water main costs related to River Road reconstruction and the \$3.0M 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 2016 is a General Fund balance of \$34.1M, which represents 53.8% of annual expenditures, however, the unassigned portion is projected to be \$11.8M, or 18.56%. The unassigned fund balance is projected to be below the recommended policy requirement of 25% due to continued deficits of the TIF 3, TIF 6, TIF 7, and the Water/Sewer Funds restriction on the availability of General Fund balance. The plan for 2016 is to utilize fund balance for the deficits in the Water/Sewer Fund until a new water source is operational which will assist in turning the fund balance into a positive position and refund General Fund dollars. Additionally, with a new development being proposed for TIF #7, the negative fund balance of TIF #6 will begin to turn around as revenues are received in TIF #7.

While our fund balance position has improved substantially since the 2008 fiscal year, 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. Given the healthy fund balance position, the City has been able to undertake many capital projects over the past several years while utilizing the General Fund balance. Additionally, 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 2016 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

2016 Budget

COMMUNITY PROFILE

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.

2016 Budget
COMMUNITY PROFILE



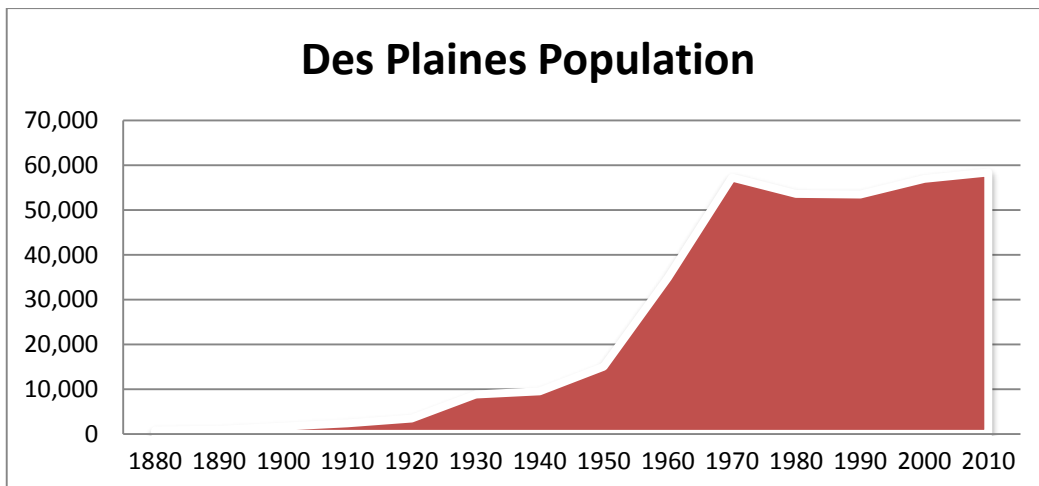
Miner Street offers residents and visitors a variety of shops and restaurants in downtown Des Plaines.

Population Characteristics	
Under 5	5.4%
18 and over	79.8%
65 and over	17.1%
Male	48.7%
Female	51.3%
Avg. Household Size	2.53
Avg. Family Size	3.19
Total Housing Units	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.



2016 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:

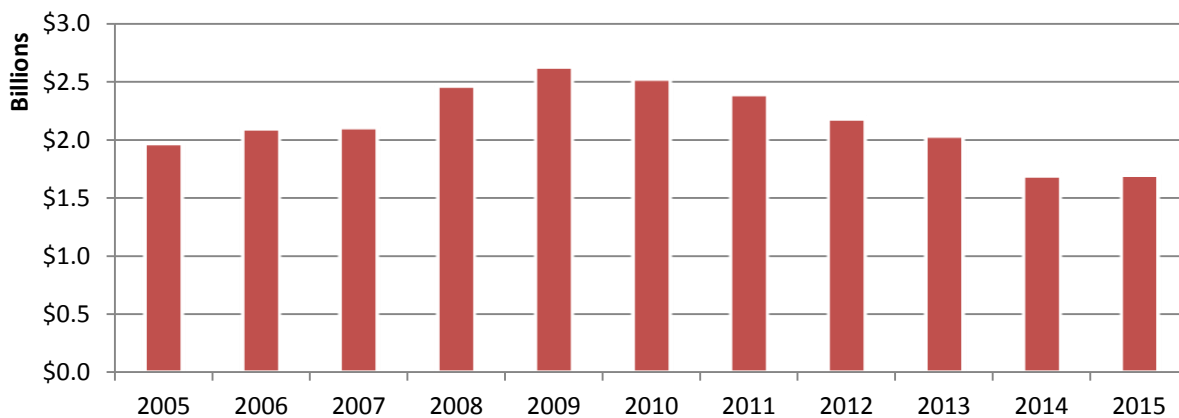
Residential	43.3%	3,952 acres
Manufacturing	15.7%	1,431 acres
Commercial/ Retail	7.8%	713 acres
Education & Recreation	15.9%	1,447 acres
Streets, Alleys & Railroads	12.5%	1,143 acres
Vacant	4.7%	433 acres

GIS Parcel Analysis, April 2013

2016 Budget
COMMUNITY PROFILE

In 2015, the value of property in Des Plaines had an equalized assessed value (EAV) of \$1.7 billion, an increase of \$5.2 million from the prior year. This is a 0.3% increase and is the first increase since 2009.

Trend in Equalized Assessed Valuations



CONSTRUCTION ACTIVITY

In 2014, the City’s Department of Community & Economic Development issued 2,956 permits with a total estimated value of \$92,500,000.

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, 2014.

Year	No. of Single Family	Value	No. of Multi-Family	Value	Misc. Value	Total Value
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
2014	4	\$ 2,312,000	0	\$ -	\$ 90,188,000	\$ 92,500,000

Year-End Statistical Report, Community and Economic Development Department, Building and Code Enforcement Division, 2005-2014

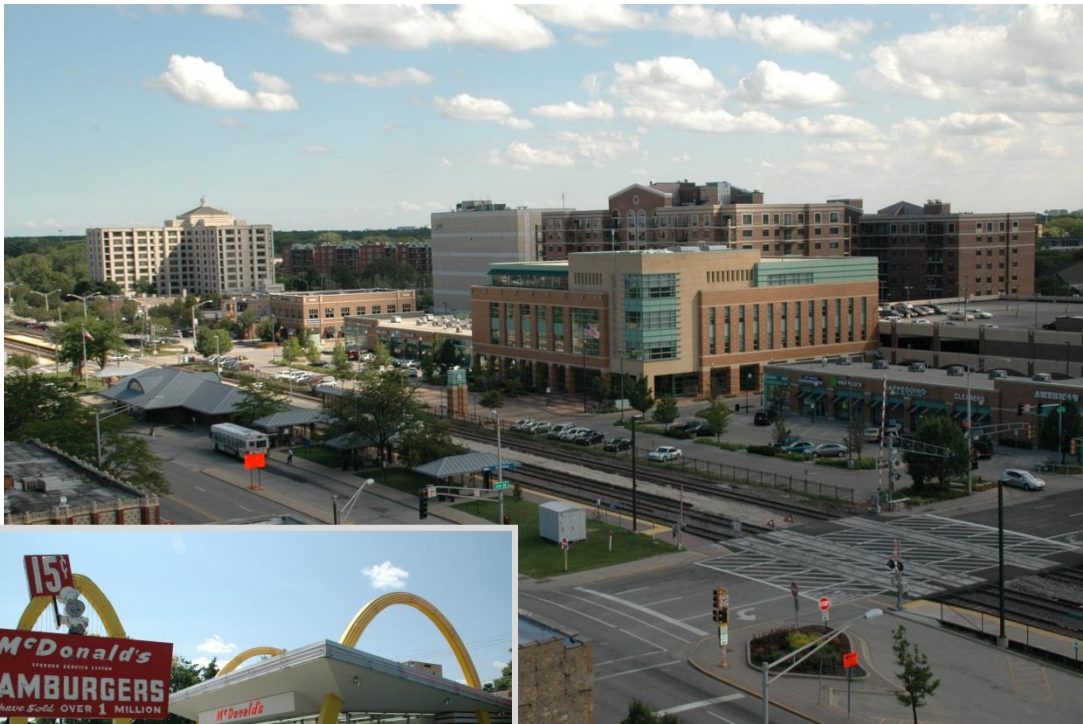
Overall construction activity was up in 2010 due to the Rivers Casino. However, residential construction has dramatically declined during the six-year period 2008-2013.

2016 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
W-Diamond Group	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)

2016 Budget

Goals of the City Council

On June 5th and 6th 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.

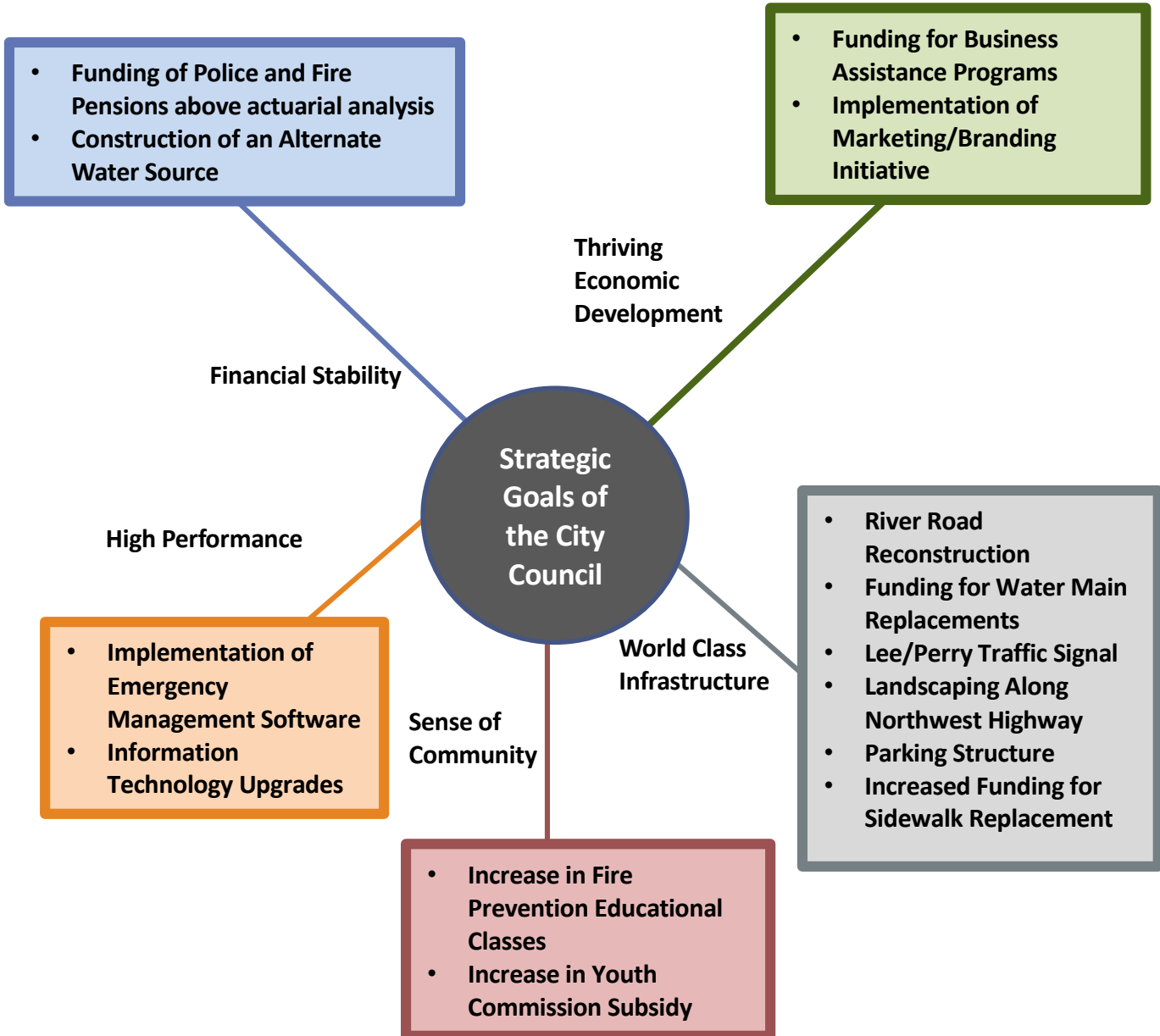
Goals of the City Council

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.

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 2016 Budget documents that would align with the City Council goals. These goals and priorities form the foundation of the 2016 Budget.

2013 STRATEGIC GOALS AS BASIS FOR THE 2016 BUDGET PRIORITIES



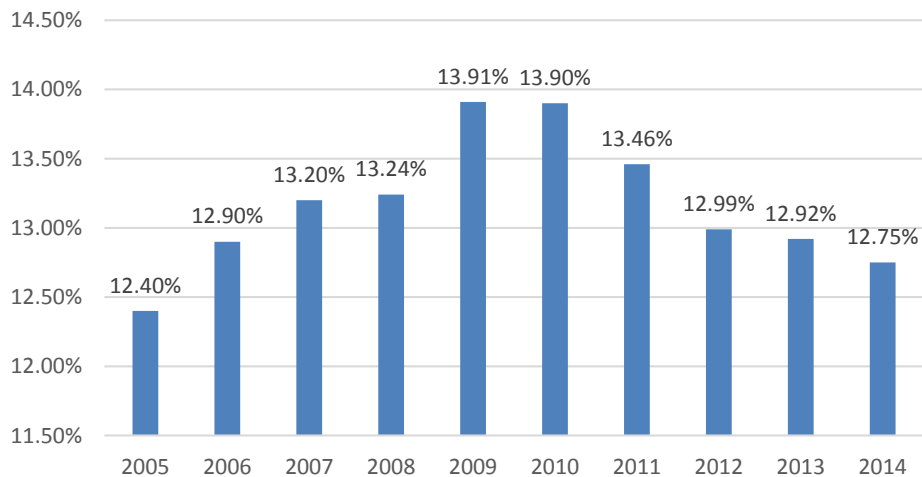
2016 Budget
PROPERTY TAX SUMMARY

A property owner’s tax bill includes taxes that are paid to numerous taxing jurisdictions that support various public functions. The 2014 tax bill (paid in 2015) presented in detail below, which is representative of an average bill for a property owner in Maine Township, includes taxes that support thirteen different jurisdictions.¹

Maine Township²

Taxing Jurisdiction	Tax Amount	Tax Rate	Percent of Tax Bill
NW Mosquito Abatement	5.18	0.013	0.12%
Water Reclamation District	171.32	0.430	3.96%
Des Plaines Park District	210.76	0.529	4.87%
Oakton College District	102.79	0.258	2.38%
High School District 207	1,091.24	2.739	25.22%
School District 62	1,710.37	4.293	39.53%
Des Plaines Library	145.42	0.365	3.36%
City of Des Plaines	551.80	1.385	12.75%
Road & Bridge Maine	24.70	0.062	0.57%
Maine General Assistance	11.55	0.029	0.27%
Town of Maine	47.41	0.119	1.10%
Forest Preserve District	27.49	0.069	0.64%
County of Cook	226.30	0.568	5.23%
Total	\$ 4,326.31	10.859	100.00%

City Portion of Overall Tax Bill



¹ Based on a 2014 Tax Bill (payable in 2015) for a Maine Township property owner.

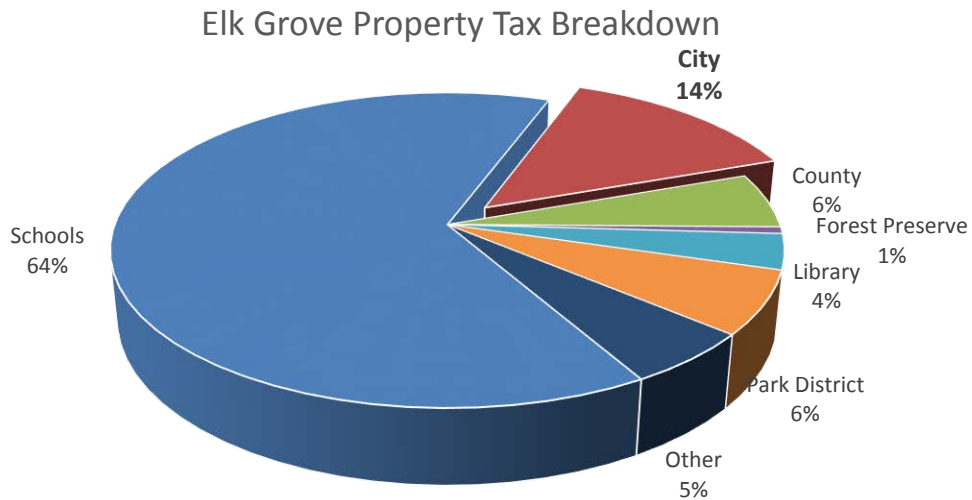
² The average bill is calculated using an equalized assessed value of about \$40K. This is the residential EAV divided by the number of homes as reported by the US Census Bureau.

2016 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 2014 tax bill (paid in 2015) presented in detail below, which is representative of an average bill for a property owner in Elk Grove Township, includes taxes that support thirteen different jurisdictions.³

Elk Grove Township⁴

Taxing Jurisdiction	Tax Amount	Tax Rate	Percent of Tax Bill
NW Mosquito Abatement	5.18	0.013	0.13%
Water Reclamation District	171.32	0.430	4.30%
Mount Prospect Park District	260.56	0.654	6.54%
Harper CC District 512	179.68	0.451	4.51%
High School District 214	1,105.98	2.776	27.77%
School District 59	1,265.34	3.176	31.77%
Des Plaines Library	145.42	0.365	3.65%
City of Des Plaines	551.80	1.385	13.85%
Road & Bridge Elk Grove	7.17	0.018	0.18%
General Assistance Elk Grove	6.77	0.017	0.17%
Town of Elk Grove	30.28	0.076	0.76%
Forest Preserve District	27.49	0.069	0.69%
County of Cook	226.30	0.568	5.68%
Total	\$ 3,983.28	9.998	100.00%



³ Based on a 2014 Tax Bill (payable in 2015) for an Elk Grove Township property owner.

⁴ 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.

2016 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.¹

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				\$ 255.00	\$ 382.50	\$ 510.00	\$ 637.50	\$ 765.00
Monthly Property Taxes Paid to Des Plaines				\$ 21.25	\$ 31.88	\$ 42.50	\$ 53.13	\$ 63.75
	2016 Adopted Budget	Monthly Budget	Percent of General Fund	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost
Elected Office	\$ 673,994	\$ 56,166	1.06%	\$ 0.23	\$ 0.34	\$ 0.45	\$ 0.56	\$ 0.68
City Manager Dept.	\$ 3,535,283	\$ 294,607	5.57%	\$ 1.18	\$ 1.77	\$ 2.37	\$ 2.96	\$ 3.55
Finance Dept.	\$ 1,316,010	\$ 109,668	2.07%	\$ 0.44	\$ 0.66	\$ 0.88	\$ 1.10	\$ 1.32
Police Dept.	\$ 22,684,994	\$ 1,890,416	35.71%	\$ 7.59	\$ 11.38	\$ 15.18	\$ 18.97	\$ 22.77
Fire Dept.	\$ 18,819,975	\$ 1,568,331	29.63%	\$ 6.30	\$ 9.44	\$ 12.59	\$ 15.74	\$ 18.89
Police & Fire Comm.	\$ 74,100	\$ 6,175	0.12%	\$ 0.02	\$ 0.04	\$ 0.05	\$ 0.06	\$ 0.07
EMA	\$ 161,274	\$ 13,440	0.25%	\$ 0.05	\$ 0.08	\$ 0.11	\$ 0.13	\$ 0.16
Comm. Development	\$ 2,518,696	\$ 209,891	3.97%	\$ 0.84	\$ 1.26	\$ 1.69	\$ 2.11	\$ 2.53
Public Works Dept.	\$ 12,250,716	\$ 1,020,893	19.29%	\$ 4.10	\$ 6.15	\$ 8.20	\$ 10.25	\$ 12.29
Overhead Exp.	\$ 1,487,230	\$ 123,936	2.34%	\$ 0.50	\$ 0.75	\$ 1.00	\$ 1.24	\$ 1.49
Total	\$ 63,522,272	\$ 5,293,523	100.00%	\$ 21.25	\$ 31.88	\$ 42.50	\$ 53.13	\$ 63.75

¹ Based on a 2014 Tax Bill (payable in 2015) for a Maine Township property owner.

2016 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.²

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				\$ 277.00	\$ 415.50	\$ 554.00	\$ 692.50	\$ 831.00
Monthly Property Taxes Paid to Des Plaines				\$ 23.08	\$ 34.63	\$ 46.17	\$ 57.71	\$ 69.25
	2016 Adopted Budget	Monthly Budget	Percent of General Fund	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost
Elected Office	\$ 673,994	\$ 56,166	1.06%	\$ 0.24	\$ 0.37	\$ 0.49	\$ 0.61	\$ 0.73
City Manager Dept.	\$ 3,535,283	\$ 294,607	5.57%	\$ 1.28	\$ 1.93	\$ 2.57	\$ 3.21	\$ 3.85
Finance Dept.	\$ 1,316,010	\$ 109,668	2.07%	\$ 0.48	\$ 0.72	\$ 0.96	\$ 1.20	\$ 1.43
Police Dept.	\$ 22,684,994	\$ 1,890,416	35.71%	\$ 8.24	\$ 12.37	\$ 16.49	\$ 20.61	\$ 24.73
Fire Dept.	\$ 18,819,975	\$ 1,568,331	29.63%	\$ 6.84	\$ 10.26	\$ 13.68	\$ 17.10	\$ 20.52
Police & Fire Comm.	\$ 74,100	\$ 6,175	0.12%	\$ 0.03	\$ 0.04	\$ 0.05	\$ 0.07	\$ 0.08
EMA	\$ 161,274	\$ 13,440	0.25%	\$ 0.06	\$ 0.09	\$ 0.12	\$ 0.15	\$ 0.18
Comm. Development	\$ 2,518,696	\$ 209,891	3.97%	\$ 0.92	\$ 1.37	\$ 1.83	\$ 2.29	\$ 2.75
Public Works Dept.	\$ 12,250,716	\$ 1,020,893	19.29%	\$ 4.45	\$ 6.68	\$ 8.90	\$ 11.13	\$ 13.36
Overhead Exp.	\$ 1,487,230	\$ 123,936	2.34%	\$ 0.54	\$ 0.81	\$ 1.08	\$ 1.35	\$ 1.62
Total	\$ 63,522,272	\$ 5,293,523	100.00%	\$ 23.08	\$ 34.63	\$ 46.17	\$ 57.71	\$ 69.25

² Based on a 2014 Tax Bill (payable in 2015) for an Elk Grove Township property owner.

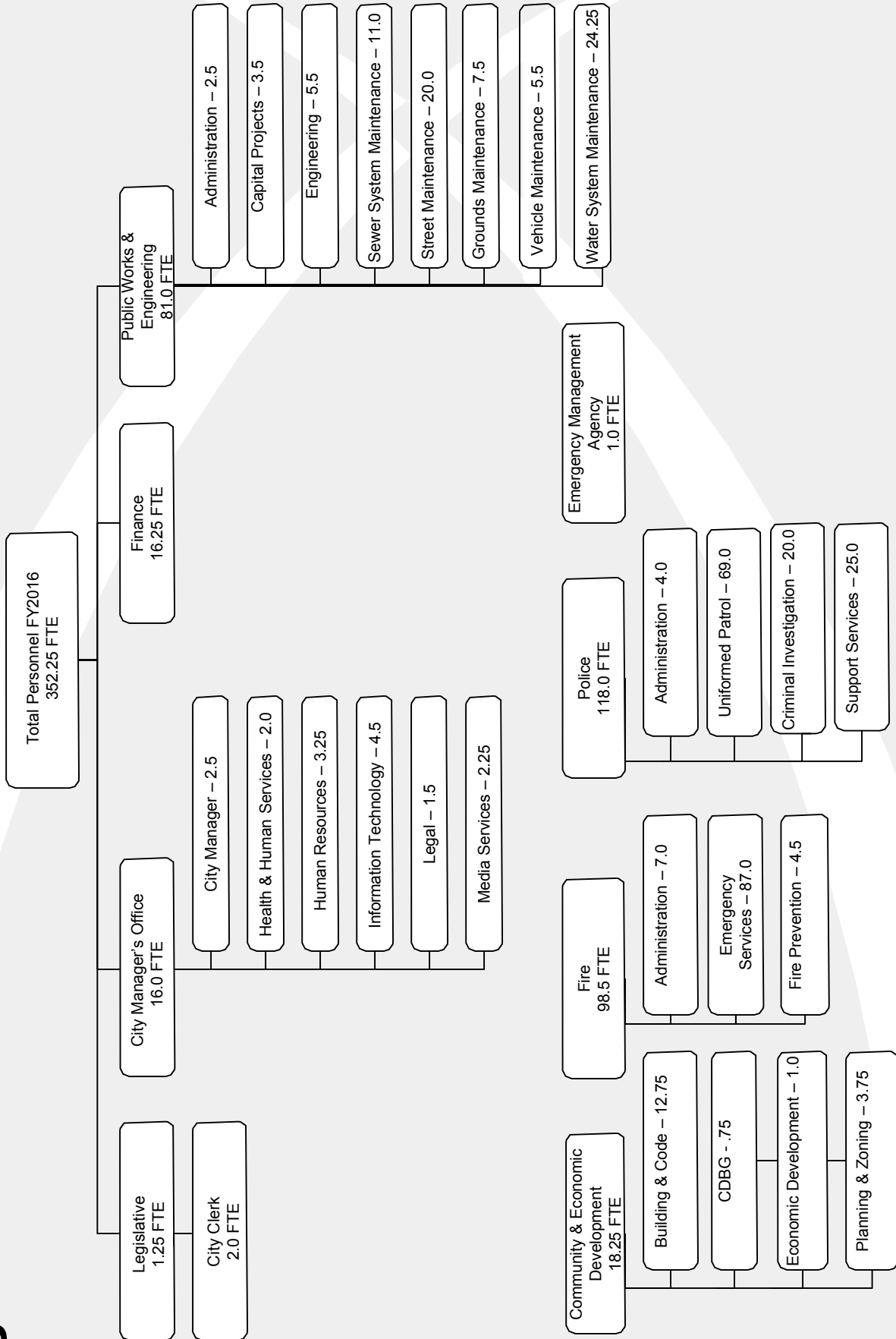
2016 Budget

PROPERTY TAX LEVY (2015 Levy Extended in 2016)

**2015 PROPERTY TAX LEVY
(Collections to occur in the 2016 Budget)**

Purpose	2013 Tax Extension	2014 Tax Extension	2015 Tax Levy	Dollar Change 2014	Percent Change 2014
Corporate	\$15,115,868	\$14,804,849	\$13,576,870	(\$1,227,979)	-8.29%
Police Pension	4,274,500	4,429,000	5,000,000	571,000	12.89%
Firefighter Pension	4,274,500	4,429,000	4,400,000	(29,000)	-0.65%
2007B (2001B Refunding) Fire Sta. Land	112,928	114,986	106,280	(8,706)	-7.57%
Total Debt Service increase/(decrease)	112,928	114,986	106,280	(8,706)	-7.57%
Total City	\$23,777,796	\$23,777,835	\$23,083,150	(\$694,685)	-2.92%
Library	6,354,847	6,259,524	6,016,436	(\$243,088)	-3.88%
Total	30,132,643	30,037,359	29,099,586	(\$937,773)	-3.12%

Operational Organizational Chart



FY2016
*FTE = Full-Time Equivalent
Employees

2016 Budget
PERSONNEL SUMMARY

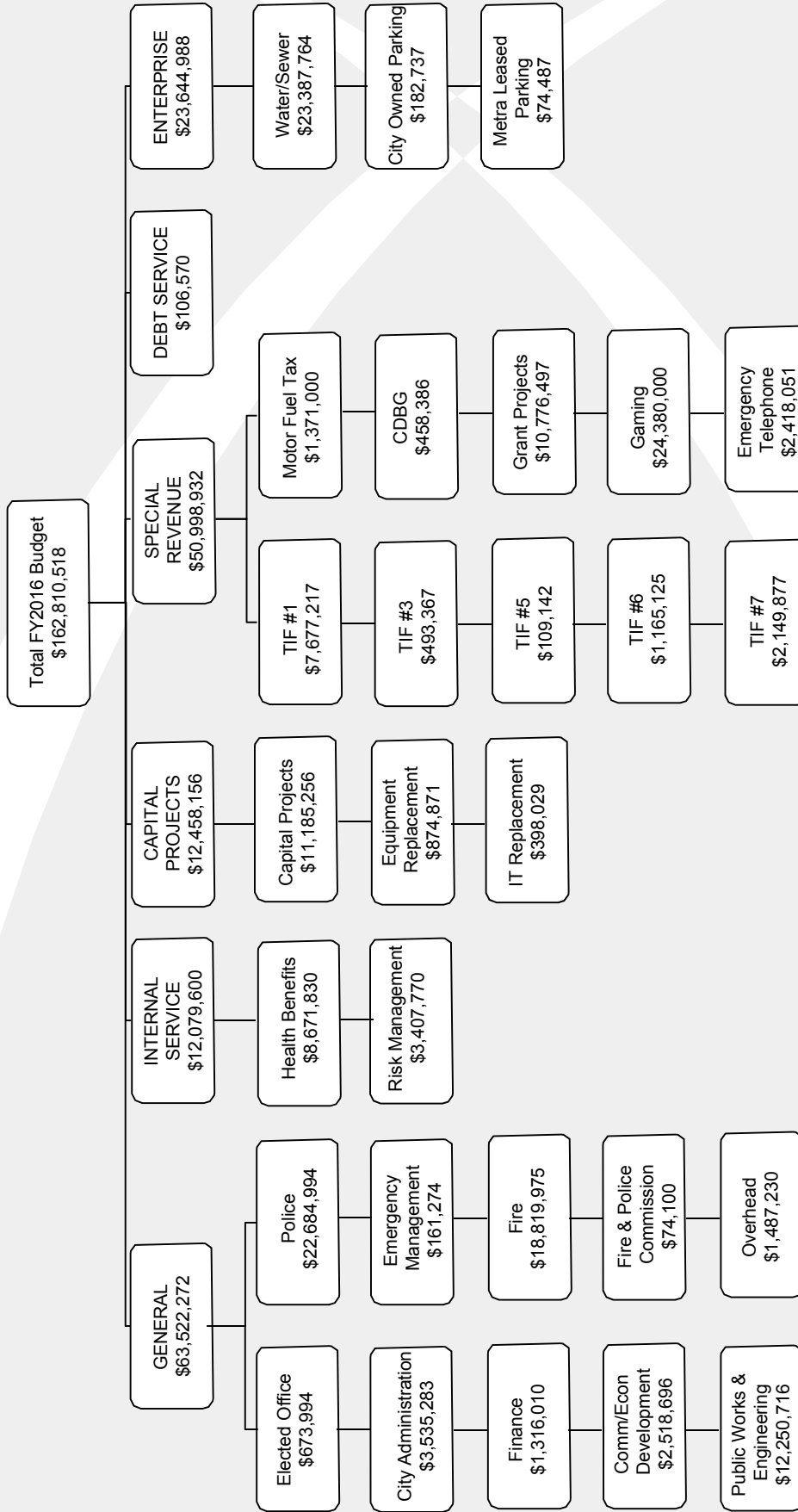
Department		FY2012 Authorized	FY2013 Authorized	FY2014 Authorized	FY2015 Budget	FY2016 Budget
CITY MANAGER'S OFFICE						
City Manager's Office	Full Time	3.00	2.00	2.00	2.00	2.00
	Part Time	0.50	0.50	0.50	0.50	0.50
Health & Human Services	Part Time	1.75	1.75	1.75	2.00	2.00
Human Resources	Full Time	3.00	3.00	3.00	3.00	3.00
	Part Time	-	-	-	0.25	0.25
Information Technology	Full Time	4.00	4.00	4.00	4.00	4.00
	Part Time	-	-	-	-	0.50
Media Services	Full Time	2.00	2.00	2.00	2.00	2.00
	Part Time	-	-	-	0.25	0.25
Legal	Full Time	2.00	1.00	1.00	1.00	1.00
	Part Time	0.50	0.50	0.50	0.50	0.50
CITY MANAGER'S OFFICE - TOTAL	Full Time	14.00	12.00	12.00	12.00	12.00
	Part Time	2.75	2.75	2.75	3.50	4.00
COMMUNITY AND ECONOMIC DEVELOPMENT (CED)						
Building/Code	Full Time	12.00	12.00	12.00	12.00	12.00
	Part Time	-	-	-	0.75	0.75
Economic Development	Full Time	-	-	-	1.00	1.00
Planning/Zoning	Full Time	3.25	3.25	3.25	3.25	3.25
	Part Time	-	-	-	0.50	0.50
CDBG	Full Time	0.75	0.75	0.75	0.75	0.75
CED - TOTAL	Full Time	16.00	16.00	16.00	17.00	17.00
	Part Time	-	-	-	1.25	1.25
ELECTED OFFICE						
Legislative	Full Time	-	-	1.00	1.00	1.00
	Part Time	-	-	0.25	0.25	0.25
City Clerk	Full Time	-	-	1.00	2.00	2.00
	Part Time	-	-	0.75	-	-
Elected Office	Full Time	2.00	2.00	-	-	-
	Part Time	1.00	1.00	-	-	-
ELECTED OFFICE - TOTAL	Full Time	2.00	2.00	2.00	3.00	3.00
	Part Time	1.00	1.00	1.00	0.25	0.25
EMERGENCY MANAGEMENT AGENCY (EMA)						
EMA	Full Time	1.00	1.00	1.00	1.00	1.00
EMA - TOTAL	Full Time	1.00	1.00	1.00	1.00	1.00
FINANCE						
Finance - General	Full Time	8.00	8.00	10.00	10.50	10.50
	Part Time	0.75	0.75	1.00	1.00	1.00
Finance -Water	Full Time	5.00	5.00	5.00	4.50	4.50
	Part Time	0.25	0.25	0.25	0.25	0.25
FINANCE - TOTAL	Full Time	13.00	13.00	15.00	15.00	15.00
	Part Time	1.00	1.00	1.25	1.25	1.25

2016 Budget
PERSONNEL SUMMARY

Department		FY2012 Authorized	FY2013 Authorized	FY2014 Authorized	FY2015 Budget	FY2016 Budget
FIRE DEPARTMENT						
Administrative	Full Time	6.00	6.00	7.00	7.00	7.00
	Part Time	0.50	0.50	-	-	-
Emergency Services	Full Time	87.00	87.00	87.00	87.00	87.00
Fire Prevention	Full Time	4.00	3.00	2.00	2.00	2.00
	Part Time	1.00	2.00	2.50	2.50	2.50
FIRE - TOTAL	Full Time	97.00	96.00	96.00	96.00	96.00
	Part Time	1.50	2.50	2.50	2.50	2.50
POLICE						
Administration	Full Time	5.00	2.00	4.00	4.00	4.00
Uniformed Patrol	Full Time	68.00	68.00	69.00	69.00	69.00
Criminal Investigation	Full Time	21.00	20.00	20.00	20.00	20.00
Support Services	Full Time	22.00	26.00	24.00	25.00	25.00
POLICE - TOTAL	Full Time	116.00	116.00	117.00	118.00	118.00
	Part Time	0.00	0.00	0.00	0.00	0.00
PUBLIC WORKS AND ENGINEERING						
Administration	Full Time	1.25	1.25	1.25	2.50	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	11.50	10.50
	Part Time	0.50	0.50	0.50	0.50	0.50
Street Maintenance	Full Time	23.50	23.75	23.75	19.50	17.50
	Part Time	3.00	3.00	3.00	2.50	2.50
Facilities/Grounds Maintenance	Full Time	-	-	-	5.00	7.00
	Part Time	-	-	-	0.50	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	23.50	23.50	21.50	22.50
	Part Time	1.00	1.25	1.75	1.75	1.75
PUBLIC WORKS AND ENGINEERING - TOTAL	Full Time	74.00	74.00	74.00	75.00	75.00
	Part Time	5.25	5.50	6.00	6.00	6.00
Des Plaines Emergency Communications Center (DPECC)						
DPECC	Full Time	-	-	22.00	20.00	-
	Part Time	-	-	0.25	1.00	-
DPECC - TOTAL	Full Time	-	-	22.00	20.00	-
	Part Time	-	-	0.25	1.00	-
TOTAL FULL AND PART TIME EMPLOYEES	Full Time	333.00	330.00	355.00	357.00	337.00
	Part Time	11.50	12.75	13.75	15.75	15.25
TOTAL FULL TIME EQUIVALENTS		344.50	342.75	368.75	372.75	352.25
CHANGE FROM PREVIOUS YEAR	Full Time	-	(3.00)	25.00	2.00	(20.00)
	Part Time	0.25	1.25	1.00	2.00	(0.50)

* Change in personnel from 2015 to 2016 is the result of disbanding DPECC.

Financial Organizational Chart



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2016 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 and the major departments responsible for activities in those funds are identified below.

Fund Name	Elected Office	City Administration	Finance	Community & Economic Development	Public Works & Engineering	Police	Fire
Governmental Funds							
General	X	X	X	X	X	X	X
<i>Special Revenue Funds</i>							
TIF #1			X	X	X		
TIF #3			X	X	X		
TIF #5			X	X	X		
TIF #6			X	X	X		
TIF #7			X	X	X		
Motor Fuel Tax			X		X		
CDBG			X	X			
Grant Projects			X		X	X	
Gaming Tax			X				
Emergency Telephone			X			X	X
Debt Service			X				
<i>Capital Projects Funds</i>							
Capital Projects			X		X		
Equipment Replacement			X		X	X	X
IT Replacement		X	X				
Proprietary Funds							
<i>Enterprise Funds</i>							
Water/Sewer			X		X		
City-Owned Parking			X		X		
Metra Parking			X		X		
<i>Internal Service Funds</i>							
Risk Management		X	X				
Health Benefits Fund		X	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.

2016 Budget

BUDGET SUMMARY

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.

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	2015 Projected Ending Fund Balance (Deficit)	Transfers In	Budgeted Revenues	Budgeted Expenditures	Transfers Out	2016 Projected Ending Fund Balance (Deficit)	Percent Change in Fund Balance
General Fund	38,069,974	216,658	59,383,670	61,089,221	2,433,051	34,148,030	(10)
<i>Nonspendable / Restricted / Assigned</i>	16,320,134					22,355,970	
<i>Unassigned</i>	21,749,840	-	-	-	-	11,792,060	
TIF #1	4,226,133	-	4,770,155	7,551,217	126,000	1,319,071	(69)
TIF #3	(3,247,313)	-	574,999	487,637	6,000	(3,165,951)	3
TIF #5	136,912	-	153,224	109,142	-	180,994	32
TIF #6	(9,175,866)	-	52,810	1,162,225	2,900	(10,288,181)	(12)
TIF #7	(82,431)	-	1,000	2,108,877	41,000	(2,231,308)	(2,607)
Motor Fuel Tax	31,860	-	1,375,000	1,371,000	-	35,860	13
CDBG	107,883	-	350,503	458,386	-	-	(100)
Grant Projects	4,800,000	507,091	5,469,406	10,776,497	-	-	(100)
Gaming Tax	18,322,075	-	24,035,000	15,400,000	8,980,000	17,977,075	(2)
Emergency Telephone	-	1,683,051	735,000	2,418,051	-	-	+++
Debt Service	455,886	-	106,280	106,570	-	455,596	(0)
Capital Projects	785,753	3,500,000	7,713,328	10,653,165	532,091	813,825	4
Equipment Replacement	4,298,627	500,000	54,500	874,871	-	3,978,256	(7)
IT Replacement	523,326	250,000	20	398,029	-	375,317	(28)
Water/Sewer	(2,082,562)	5,500,758	15,031,000	23,387,764	-	(4,938,568)	(137)
City-Owned Parking	697,984	-	274,650	182,737	-	789,897	13
Metra Parking	120,320	-	65,000	37,971	36,516	110,833	(8)
Risk Management	1,594,027	-	3,210,000	3,407,770	-	1,396,257	(12)
Health Benefits Fund	4,116,602	-	8,646,076	8,671,830	-	4,090,848	(1)
Total City Funds	63,699,190	12,157,558	132,001,621	150,652,960	12,157,558	45,047,851	(29)

2016 Budget

BUDGET SUMMARY

Explanation of fund balance changes greater than 10%:

TIF #1: Funds that had been saved from previous years for the River Road reconstruction project are set to be expended in 2016

TIF #5: No new projects are being completed in this area and the increment generated is sufficient to cover the declining debt service requirements.

TIF #6: Debt Service continues to outpace the incremental property taxes generated and adds to the deficit.

TIF #7: Significant redevelopment projects are set to take place in 2016 which should lead to incremental property taxes in future years.

Motor Fuel Tax: While it is a change of 13%, the actual dollar amount change is only \$4,000 and represents a very small change.

CDBG: Program Income that had been accumulating over time will be spent bringing the fund balance back to a zero balance.

Grant Projects: Funds were received in advance for the River Road reconstruction project and will all be used as the project completes in 2016.

IT Replacement: Funding had been increased in 2014 and 2015 to support reconstructing the IT infrastructure but that project is nearing completion and the fund balance can return to normal levels.

Water/Sewer: The water/sewer fund continues to operate at a deficit. As the alternate water source is completed and the cost of water decreases, the fund is anticipated to begin covering costs.

City Owned Parking: Most capital costs can be attributed to the TIF 1 fund therefore allowing the parking fund to build a balance that can be drawn on when the TIF expires.

Risk Management: Insurance costs are expected to continue growing which the City has decided to keep departmental contributions constant.

Fund Overviews:

The General Fund is indicating a \$1.7M deficit for Fiscal Year (FY) 2016 (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 \$3.9M. The unassigned fund balance is projected to be at 18.6% at the end of fiscal year 2016, or 6.4% below the 25% policy recommendation. The current level of the unassigned fund balance is primarily due to the General Fund absorbing the operating deficits in TIF #3, TIF #6, TIF #7, and the Water/Sewer Fund. The total fund balance is projected at 53.8%.

TIF # 1 - Downtown indicates a positive \$1.3M fund balance at the end of FY 2016. This TIF, created in 1985, includes the majority of the downtown area and is set to expire in 2020.

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 and closed in 2014. There was a budget adopted for 2015 prior to the funds termination but there will be no 2015 actual or 2016 budgeted amounts.

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 2016 in the amount of \$181K, which is a 32% increase from the projected 2015 balance. This is the result of debt service continuing to be the primary expense and expectations that property tax revenue will increase.

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TIF # 6 - Mannheim and Higgins was created in 2001. Currently this TIF district has an estimated deficit of \$9.2M which is projected to reach \$10.3M by 2016 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, 2015 to September 30, 2016 and the fund is projected to use all of its fund balance by 2016 FYE. There was considerable program income that had accumulated over time and will be used in 2016 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 2016 as revenue was received in 2015 but not expended until 2016. Typically, this fund does not carry a fund balance but will when funding is received prior to expenditures being incurred.

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 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

2016 Budget

BUDGET SUMMARY

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 2016, the City is transferring \$0.5M from the General Fund to the Equipment Replacement Fund to provide 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 2016, the City is transferring \$250K 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 have occurred since 2014 and reduced the fund balance significantly.

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 2016 are \$2.850 for the Chicago pass through rate and \$2.20 for the O&M rate, the total water rate will remain at \$5.05. For FY 2016 the fund balance is projected to remain negative largely due to necessary infrastructure improvements and conservative estimates on when an alternative water supply will be available.

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 2016 is \$790K and represents a continued effort to maintain a healthy financial position while maintaining rates at \$1.50 per day.

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 2016 will remain the same as 2015 at \$1.50 per day.

The DPECC Fund was 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 was responsible for providing 911 services to Des Plaines and Park Ridge. Park Ridge left the center before the end of 2014 and Des Plaines Police and Fire dispatch services transitioned to Wheeling and RED Center respectively in early 2015. The fund was closed in 2015 and no budget is adopted for 2016.

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.

2016 Budget

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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.

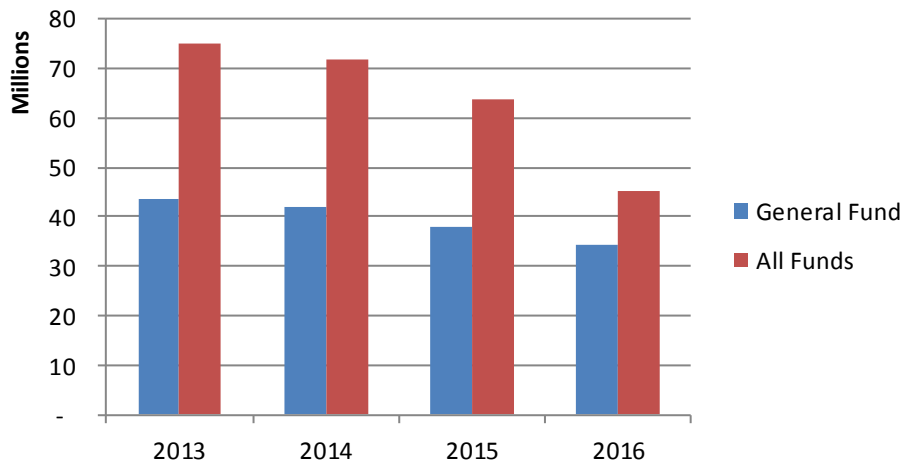
The Police and Fire Pensions Funds contributions are accounted for within the General Fund. Benefit enhancements that have been approved by the State resulted in additional funding which increase the City's overall property tax levy. Based on the City's actuarial valuation for the FYE 2014, the Police Pension was funded at 47.8% and the Fire Pension was funded at 56.3%. 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.

2016 Budget
BUDGET SUMMARY

All Fund Historical Fund Balances

	12/31/2013 Actual Fund Balance	12/31/2014 Actual Fund Balance	12/31/2015 Projected Fund Balance	12/31/2016 Projected Fund Balance
General Fund	43,640,613	42,082,405	38,069,974	34,148,030
Nonspendable/Restricted/Assigned	9,900,296	23,035,051	16,320,134	22,355,970
Unassigned	33,740,317	19,047,354	21,749,840	11,792,060
TIF #1	6,320,597	4,044,304	4,226,133	1,319,071
TIF #3	(2,479,792)	(3,159,273)	(3,247,313)	(3,165,951)
TIF #4	484,606	-	-	-
TIF #5	87,229	95,230	136,912	180,994
TIF #6	(2,384,245)	(8,080,970)	(9,175,866)	(10,288,181)
TIF #7	-	-	(82,431)	(2,231,308)
Motor Fuel Tax	442,010	554,995	31,860	35,860
CDBG	101,699	107,783	107,883	-
Grant Projects	12,193	(71,571)	4,800,000	-
Gaming Tax	14,274,630	21,431,951	18,322,075	17,977,075
Emergency Telephone	-	-	-	-
Debt Service	465,275	457,477	455,886	455,596
Capital Projects	3,529,073	3,550,351	785,753	813,825
Equipment Replacement	3,484,455	5,128,939	4,298,627	3,978,256
IT Replacement	445,242	464,287	523,326	375,317
Water/Sewer	1,421,852	(912,846)	(2,082,562)	(4,938,568)
City-Owned Parking	426,432	577,551	697,984	789,897
Metra Parking	130,729	129,617	120,320	110,833
DPECC	21,151	14,987	-	-
Risk Management	1,727,405	1,267,875	1,594,027	1,396,257
Health Benefits	2,689,223	4,240,124	4,116,602	4,090,848
Total City Funds	74,840,377	71,923,216	63,699,190	45,047,851

Fund Balances



2016 Budget
BUDGET SUMMARY

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

	2013	2014	2015	2015	2016	% of
	Actual	Actual	Budgeted	Estimated	Budget	Change
General Fund	67,471,001	65,196,916	58,856,693	59,638,696	59,600,328	1.3%
Special Revenue Funds						
TIF #1	7,881,198	4,779,940	4,351,833	4,945,305	4,770,155	9.6%
TIF #3	1,069,067	3,348,324	550,080	574,999	574,999	4.5%
TIF #4	1,901	163,945	24,797	-	-	-100.0%
TIF #5	94,621	120,983	121,012	153,224	153,224	26.6%
TIF #6	4,510,793	2,031,405	16,147	55,285	52,810	227.1%
TIF #7	-	-	-	1,000	1,000	NA
Motor Fuel Tax	1,683,238	1,955,848	1,705,059	1,390,865	1,375,000	-19.4%
CDBG	260,353	153,315	521,896	429,491	350,503	-32.8%
Grant Projects	795,032	3,021,985	3,026,022	16,709,975	5,976,497	97.5%
Gaming Tax	24,699,061	24,819,340	23,535,000	24,490,207	24,035,000	2.1%
Emergency Telephone	-	-	2,165,458	2,463,338	2,418,051	NA
	40,995,264	40,395,085	36,017,304	51,213,689	39,707,239	10.2%
Debt Service Funds	107,682	100,043	109,510	108,209	106,280	-2.9%
Capital Projects Funds						
Capital Projects	15,463,084	18,298,670	11,324,328	12,068,328	11,213,328	-1.0%
Equipment Replacement	2,047,750	2,559,569	1,540,000	1,559,738	554,500	-64.0%
IT Replacement	125,026	1,036,114	500,020	500,010	250,020	-50.0%
	17,635,859	21,894,354	13,364,348	14,128,076	12,017,848	-10.1%
Enterprise Funds						
Water/Sewer	13,846,480	15,083,065	22,589,148	22,653,314	20,531,758	-9.1%
City Owned Parking	328,915	299,655	264,500	282,345	274,650	3.8%
Metra Leased Parking	72,887	66,157	65,000	65,000	65,000	0.0%
DPECC	2,089,647	3,845,669	856,791	336,574	-	-100.0%
	16,337,929	19,294,546	23,775,439	23,337,233	20,871,408	-12.2%
Internal Service Funds						
Risk Management	2,855,160	2,414,018	3,272,677	3,449,226	3,210,000	-1.9%
Health Benefits	8,828,109	8,715,382	8,730,673	8,486,625	8,646,076	-1.0%
	11,683,269	11,129,399	12,003,350	11,935,851	11,856,076	-1.2%
Total Revenues	154,231,004	158,010,342	144,126,644	160,361,754	144,159,179	0.0%

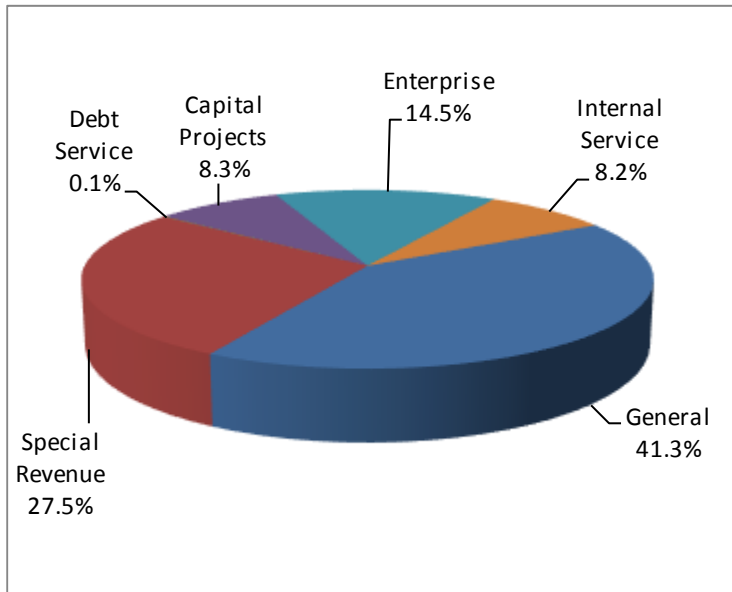
2016 Budget
BUDGET SUMMARY

Historical Expenditures by Fund
Including Transfers Out

	2013	2014	2015	2015	2016	% of
	Actual	Actual	Budgeted	Estimated	Budget	Change
General Fund	59,565,153	66,755,129	63,809,219	63,651,127	63,522,272	-0.4%
Special Revenue Funds						
TIF #1	6,796,371	7,056,232	6,348,597	4,763,476	7,677,217	20.9%
TIF #3	587,687	4,027,804	675,353	663,039	493,637	-26.9%
TIF #4	108,997	648,550	94,258	-	-	-100.0%
TIF #5	111,153	112,981	111,042	111,542	109,142	-1.7%
TIF #6	1,251,988	7,728,130	1,169,300	1,150,181	1,165,125	-0.4%
TIF #7	-	-	2,191,229	83,431	2,149,877	-1.9%
Motor Fuel Tax	1,927,307	1,842,863	1,700,972	1,914,000	1,371,000	-19.4%
CDBG	261,618	147,233	633,556	429,391	458,386	-27.6%
Grant Projects	887,616	3,105,748	14,026,022	11,838,404	10,776,497	-23.2%
Gaming Tax	23,019,849	17,662,018	27,700,000	27,600,083	24,380,000	-12.0%
Emergency Telephone	-	-	2,165,458	2,463,338	2,418,051	11.7%
	<u>34,952,586</u>	<u>42,331,560</u>	<u>56,815,787</u>	<u>51,016,885</u>	<u>50,998,932</u>	<u>-10.2%</u>
Debt Service	105,690	107,840	109,800	109,800	106,570	-2.9%
Capital Projects Funds						
Capital Projects	14,457,337	18,277,393	11,484,113	14,832,926	11,185,256	-2.6%
Equipment Replacement	1,661,109	915,086	2,308,814	2,390,050	874,871	-62.1%
IT Replacement	193,871	1,017,070	440,971	440,971	398,029	-9.7%
	<u>16,312,317</u>	<u>20,209,549</u>	<u>14,233,898</u>	<u>17,663,947</u>	<u>12,458,156</u>	<u>-12.5%</u>
Enterprise Funds						
Water/Sewer	15,462,628	17,384,207	24,263,100	23,823,030	23,387,764	-3.6%
City Owned Parking	205,917	148,536	163,012	161,912	182,737	12.1%
Metra Leased Parking	61,357	67,269	63,793	74,297	74,487	16.8%
DPECC	2,062,661	3,851,834	856,791	351,561	-	-100.0%
	<u>17,792,563</u>	<u>21,451,845</u>	<u>25,346,696</u>	<u>24,410,800</u>	<u>23,644,988</u>	<u>-6.7%</u>
Internal Service Funds						
Risk Management	2,880,940	2,873,548	3,197,771	3,123,074	3,407,770	6.6%
Health Benefits	8,718,339	7,164,482	8,934,947	8,610,147	8,671,830	-2.9%
	<u>11,599,279</u>	<u>10,038,029</u>	<u>12,132,718</u>	<u>11,733,221</u>	<u>12,079,600</u>	<u>-0.4%</u>
Total Expenditures	140,327,587	160,893,953	172,448,118	168,585,780	162,810,518	-5.6%

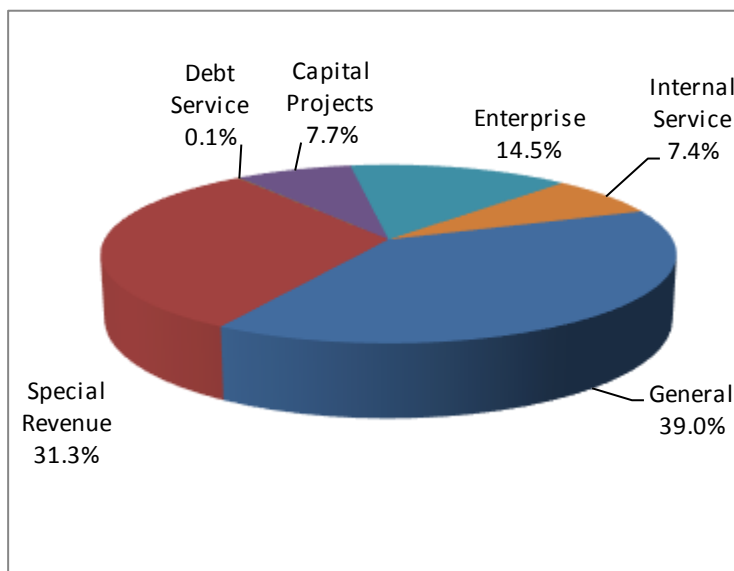
2016 Budget
BUDGET SUMMARY

2016 Budgeted Revenues by Fund Type



Funds By Type	2016 Proposed	% of Total
General	59,600,328	41.3%
Special Revenue	39,707,239	27.5%
Debt Service	106,280	0.1%
Capital Projects	12,017,848	8.3%
Enterprise	20,871,408	14.5%
Internal Service	11,856,076	8.2%
Total Revenue	144,159,179	100.0%

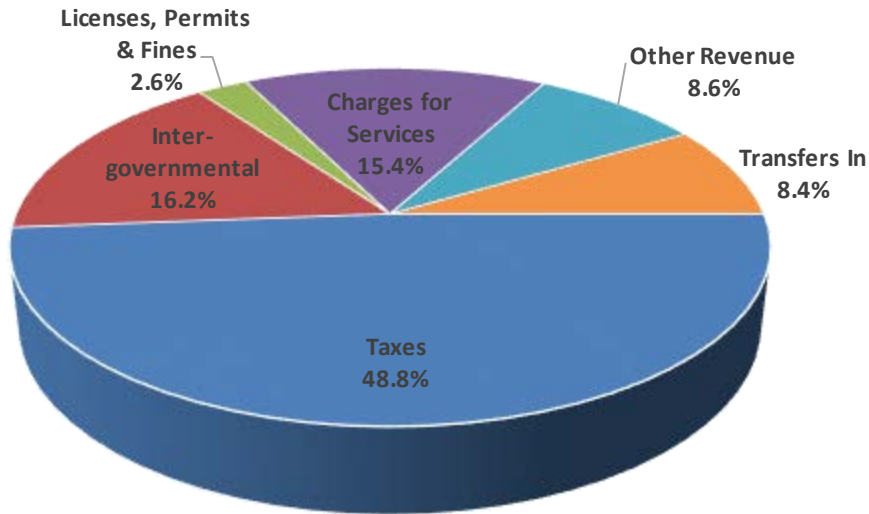
2016 Budgeted Expenditures by Fund Type



Funds By Type	2016 Proposed	% of Total
General	63,522,272	39.0%
Special Revenue	50,998,932	31.3%
Debt Service	106,570	0.1%
Capital Projects	12,458,156	7.7%
Enterprise	23,644,988	14.5%
Internal Service	12,079,600	7.4%
Total Expenditures	162,810,518	100.0%

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2016 Budgeted Revenues by Category (All Funds)



Fund	Taxes	Inter-governmental	Licenses, Permits & Fines	Charges for Service	Other Revenue	Transfers In	Fund Total
General Fund	34,441,870	16,215,300	3,683,500	4,801,000	242,000	216,658	59,600,328
TIF Fund #1	4,770,005	-	-	-	150	-	4,770,155
TIF Fund #3	574,999	-	-	-	-	-	574,999
TIF Fund #5	153,224	-	-	-	-	-	153,224
TIF Fund #6	52,810	-	-	-	-	-	52,810
TIF Fund #7	1,000	-	-	-	-	-	1,000
Motor Fuel Tax	-	1,375,000	-	-	-	-	1,375,000
CDBG	-	350,503	-	-	-	-	350,503
Grant Funded Projects	-	5,469,406	-	-	-	507,091	5,976,497
Gaming Tax	24,000,000	-	-	-	35,000	-	24,035,000
Emergency Telephone	-	-	-	735,000	-	1,683,051	2,418,051
Debt Service	106,280	-	-	-	-	-	106,280
Capital Projects	6,222,328	-	-	1,453,000	38,000	3,500,000	11,213,328
Equipment Repl.	-	-	-	-	54,500	500,000	554,500
IT Replacement	-	-	-	-	20	250,000	250,020
Water/Sewer Fund	-	1,500	1,000	14,817,500	211,000	5,500,758	20,531,758
City Owned Parking	-	-	-	274,650	-	-	274,650
Metra Leased Parking	-	-	-	65,000	-	-	65,000
Risk Management	-	-	-	-	3,210,000	-	3,210,000
Health Benefits	-	-	-	-	8,646,076	-	8,646,076
Total Revenues	70,322,516	23,411,709	3,684,500	22,146,150	12,436,746	12,157,558	144,159,179

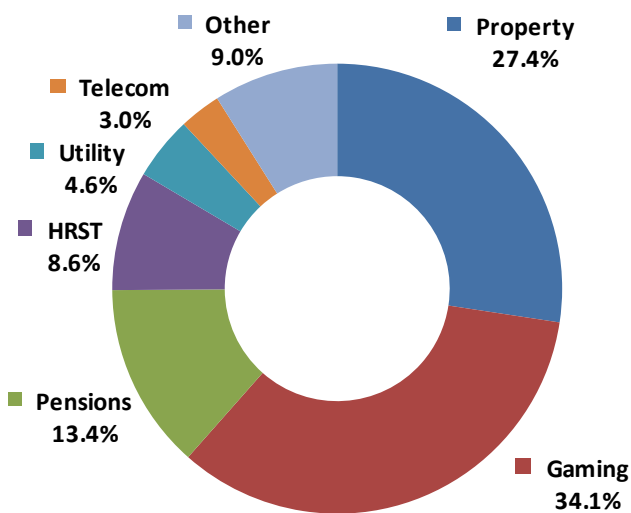
2016 Budget
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2015/2016 Revenue Budget Comparison

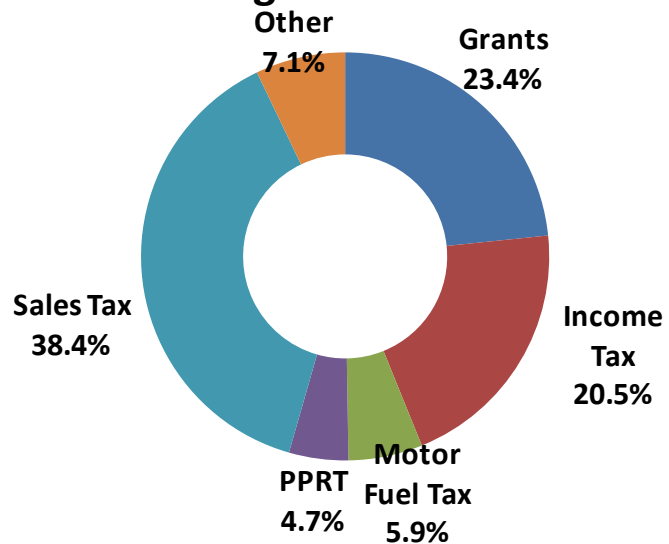
	2015 Budget	2016 Budget	Dollar Change	% Change
Taxes	68,581,707	70,322,516	1,740,809	2.5%
Intergovernmental	20,513,951	23,411,709	2,897,758	12.4%
Licenses, Permits & Fines	3,712,500	3,684,500	(28,000)	-0.8%
Charges for Service	22,445,291	22,145,150	(300,141)	-1.4%
Other Revenue	12,516,121	12,436,746	(79,375)	-0.6%
Transfers	16,357,074	12,157,558	(4,199,516)	-34.5%
Total Revenues	144,126,644	144,158,179	31,535	0.0%

The overall 0% increase in total revenues for all the funds is the result of a reduction in inter-fund transfers while expecting continued economic growth and access to grant opportunities. The transfer reduction was made as a result of the uncertainty surrounding State collected revenues and a desire to protect the General Fund balance.

Revenue From Taxes

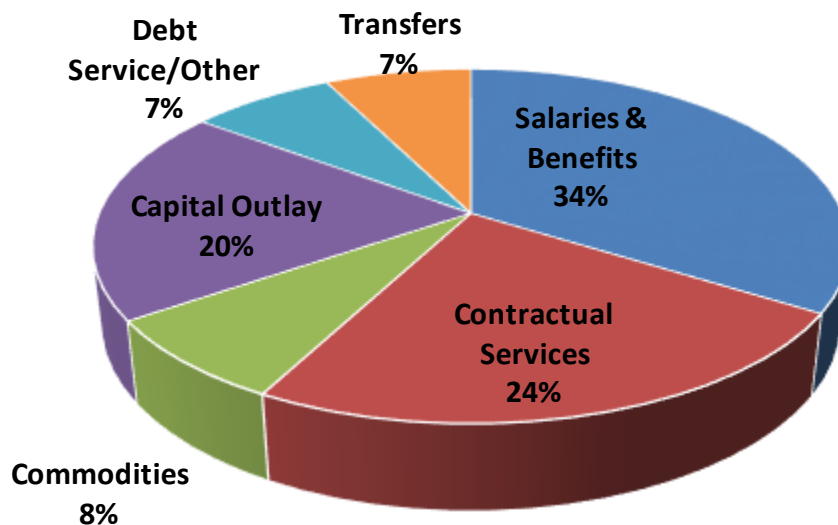


Revenue - Intergovernmentals



2016 Budget
BUDGET SUMMARY

2016 Budgeted Expenditures by Category (All Funds)



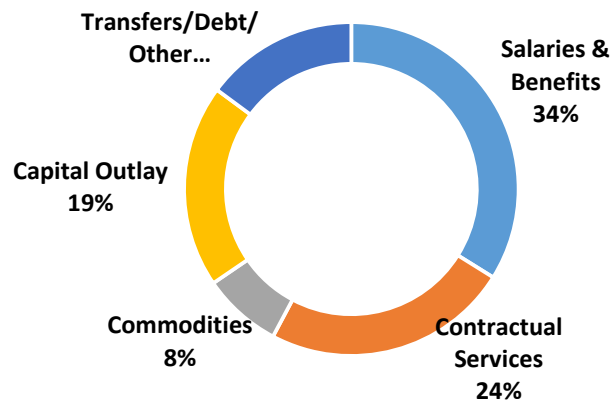
Fund	Salaries & Benefits	Contractual Services	Commodities	Capital Outlay	Debt Service /Other	Transfers	Fund Total
General Fund	49,496,230	6,928,099	1,664,263	106,000	2,894,629	2,433,051	63,522,272
TIF Fund #1	-	968,210	262,150	4,400,000	1,920,857	126,000	7,677,217
TIF Fund #3	-	41	-	-	487,596	6,000	493,637
TIF Fund #5	-	5	-	-	109,137	-	109,142
TIF Fund #6	-	10,529	-	-	1,151,696	2,900	1,165,125
TIF Fund #7	-	58,877	-	2,000,000	50,000	41,000	2,149,877
Motor Fuel Tax	-	84,000	582,000	175,000	530,000	-	1,371,000
CDBG	53,755	-	-	265,454	139,177	-	458,386
Grant Funded Projects	67,852	1,448,795	3,500	9,255,910	440	-	10,776,497
Gaming Tax	-	15,400,000	-	-	-	8,980,000	24,380,000
Emergency Telephone	-	-	20,000	-	2,398,051	-	2,418,051
Debt Service	-	-	-	-	106,570	-	106,570
Capital Projects	473,818	1,477,177	70,625	7,002,857	1,628,688	532,091	11,185,256
Equipment Repl.	-	-	105,715	760,706	8,450	-	874,871
IT Replacement	-	-	-	340,333	57,696	-	398,029
Water/Sewer Fund	5,056,677	481,090	9,671,650	7,740,347	438,000	-	23,387,764
City Owned Parking	-	40,137	136,600	-	6,000	-	182,737
Metra Leased Parking	-	6,111	14,000	-	17,860	36,516	74,487
Risk Management	12,918	3,333,852	-	-	61,000	-	3,407,770
Health Benefits	-	8,641,830	-	-	30,000	-	8,671,830
Total Expenses	55,161,250	38,878,753	12,530,503	32,046,607	12,035,847	12,157,558	162,810,518

2016 Budget
BUDGET SUMMARY

2015/2016 Expenditure Budget Comparison

	2015 Budget	2016 Budget	Change (\$)	Change (%)
Salaries & Benefits	54,469,778	55,161,250	691,472	1.3%
Contractual Services	38,734,637	38,878,753	144,116	0.4%
Commodities	12,532,968	12,530,503	(2,465)	0.0%
Capital Outlay	37,397,857	32,046,607	(5,351,250)	-14.3%
Transfers/Debt/Other	29,312,878	24,193,405	(5,119,473)	-17.5%
Total Expenditures	172,448,118	162,810,518	(9,637,600)	-5.6%

2016 Budgeted Expenditures



2016 Budgeted Expenditures are expected to decrease by \$9.6M or 5.6% as compared to the 2015 Budget. The decrease is largely due to the expected completion of major capital projects such as the River Road reconstruction and the Alternate Water Source. Additionally, transfers from the General Fund to Equipment Replacement and IT Replacement were lowered due to the uncertainty at the State level and a desire to protect the General Fund balance.

2016 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:

Fund	Fund Name	Projected Ending Fund Balance (Deficit)	12/31/2016 Projected Ending Fund Balance %	Projected Fund Balance v. Policy Requirement	Fund Balance Policy Requirement
100	General Fund	\$34,148,030	53.76%	28.76%	25% of Annual Expenditures
	Nonspendable	22,355,970	35.20%		
	Unassigned	11,792,060	18.56%	-6.44%	25% of Annual Expenditures

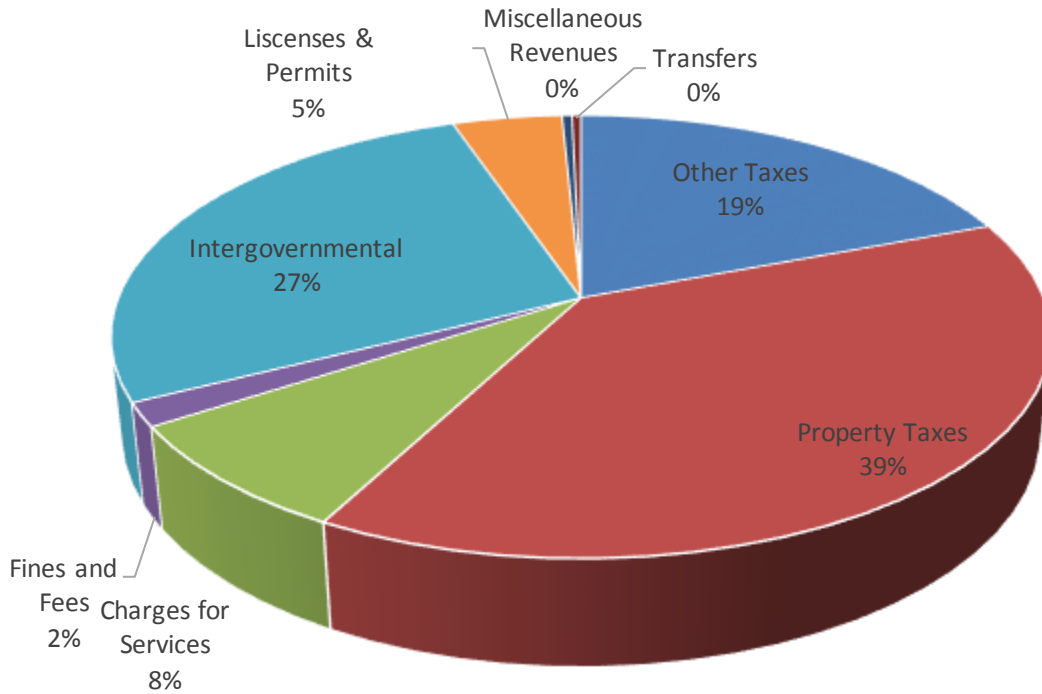
The main difference between the total fund balance and the total unassigned fund balance is that the total fund balance includes advances the General Fund has made to the TIF Funds and the Water/Sewer Fund (nonspendable portion). Once these funds begin to repay the General Fund, the total unassigned fund balance will be closer to total fund balance. The unassigned fund balance is projected to be below the recommended policy requirement at the end of the 2016 fiscal year. For the 2016 Budget year, the City is recommending to reduce the transfers to \$500K to the Equipment Replacement Fund and \$250K to the IT Replacement fund. 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:

	12/31/2012 Actual	12/31/2013 Actual	12/31/2014 Actual	12/31/2015 Budget	12/31/2015 Projected	12/31/2016 Budget
Total Fund Balance	35,734,769	43,640,613	42,082,405	34,000,859	38,069,974	34,148,030
Nonspendable	8,606,709	9,900,296	23,035,051	15,009,489	16,320,134	22,355,970
Unassigned	27,128,060	33,740,317	19,047,354	18,991,370	21,749,840	11,792,060
Total Fund Balance	63.04%	73.27%	63.04%	53.29%	59.81%	53.76%
Unassigned Fund Balance	47.86%	56.64%	28.53%	29.76%	34.17%	18.56%

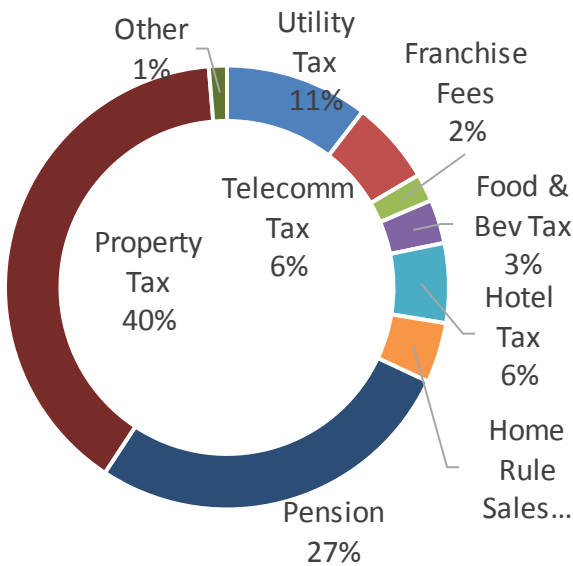
The projected 2016 unreserved fund balance is expected to fall below the 25% recommended policy guideline. While the total fund balance is a healthy 53%, the continued deficits of the TIF 3, TIF 6, and the Water/Sewer Funds restrict the availability of General Fund balances. The fund balance is a critical 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.

2016 Budget
BUDGET SUMMARY

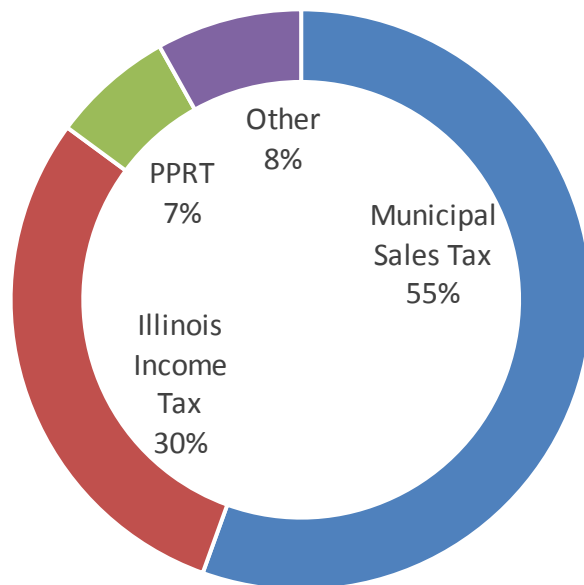
GENERAL FUND
REVENUES BY CATEGORY



Tax Revenue Allocation



Intergovernmental Allocation



2016 Budget

BUDGET SUMMARY

Revenue Highlights

The FY 2016 General Fund budget is based upon projected revenues from taxes, fees and other sources totaling \$59.6 million. Excluding other financing sources, the 2016 budgeted revenues represent a slight decrease of \$52K or 0.09% below the 2015 projected revenues. As a whole, Property Tax, Utility Tax, Sales Tax, State Income Tax, and Telecommunications Tax account for almost 73.8% 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 22.8% 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 2015 tax levy is the basis for the 2016 revenue budget.

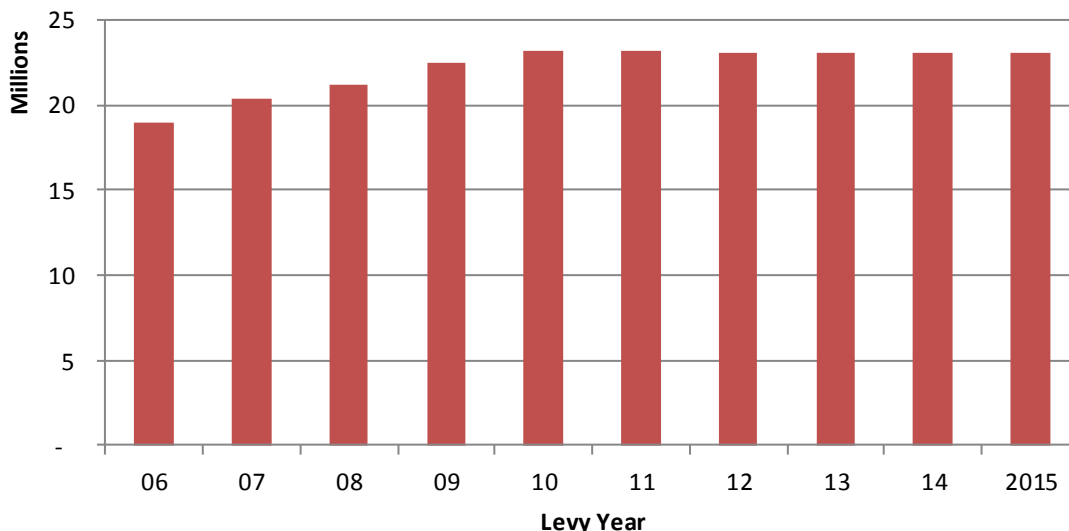
For FY 2016 the total City property tax levy is \$23,083,150, a 0.0% increase over the prior year's tax levy. The following is a 10 year trend of the property tax levies passed and excludes the additional amount added by the County for loss and cost (3% for corporate purposes and 5% for debt service).

Levy Year	Corporate	Police Pension	Fire Pension	Debt Service	Total Levy	Extension	% Change
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%
2015	13,576,870	5,000,000	4,400,000	106,280	23,083,150	23,777,770	0.00%

AVERAGE INCREASE (last 10 years)

	Levy over Levy	Levy over Extension
Corporate Levy	1.06%	-1.88%
Total Levy	2.81%	-0.27%

2016 Budget
BUDGET SUMMARY



The City of Des Plaines’ assessed value averaged a 5.36% increase per year from 2001 to 2010. The 2014 equalized assessed value (EAV) increased by 0.3% from the 2013 EAV, or \$1,697,287,344 in 2013 to \$1,702,446,530 in 2014, representing the first increase since 2009.

▪ **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 \$10.5M for FY 2016. For the Home Rule Sales Tax, 25% is remitted to the General Fund and 75% is allocated towards the Capital Projects Fund. For FY 2016, the City expects that sales tax will remain consistent with the 2015 estimated amount.

The sales tax rate for the City of Des Plaines is 10%, 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 – as of 1/1/2016	
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	1.75%
Regional Transportation Authority	1.00%
Total	10.00%

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%.

2016 Budget

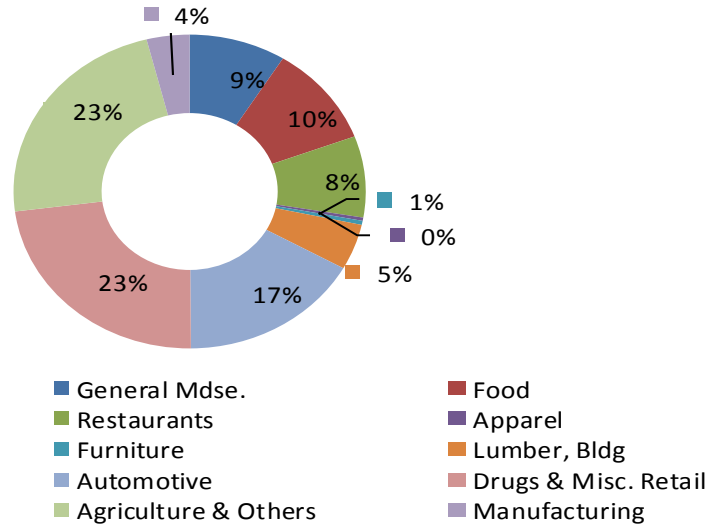
BUDGET SUMMARY

Number of Taxpayers: 1,200

2014 Calendar Year - Sales made during
January 2014 through December 2014

Tax Types	MT & HMR
General Mdse.	1,523,730.18
Food	1,784,136.96
Restaurants	1,434,978.45
Apparel	57,251.70
Furniture	72,029.29
Lumber, Bldg	808,274.26
Automotive	2,873,370.67
Drugs & Misc. Retail	3,957,638.51
Agriculture & Others	3,959,972.69
Manufacturing	675,071.93
	17,146,454.64

Sales Tax Allocation for the 12 months Ended 12/31/2014

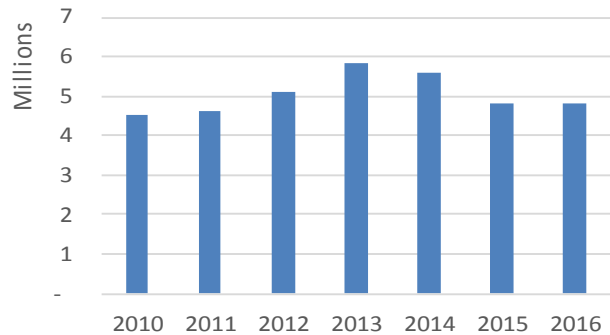


Source: <https://www.revenue.state.il.us/app/kob/index.jsp>

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 2016 was slightly increased from the 2015 Budget amount based on recent performance.

	Year	Amount	% Change
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%
Actual	2014	5,587,992	-4.7%
Projected	2015	4,800,000	-14.1%
Proposed	2016	4,800,000	0.0%



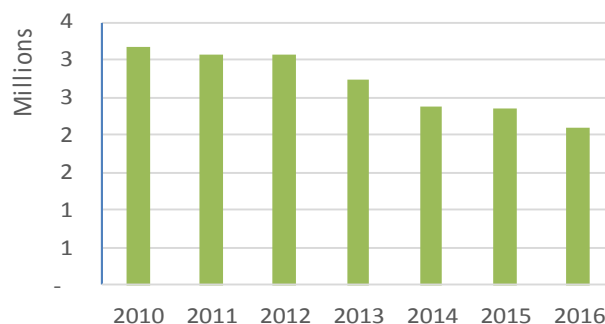
Telecommunication Tax

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 2016, the projected revenues are expected to continue the decline that has been occurring in recent years.

2016 Budget

BUDGET SUMMARY

	Year	Amount	% Inc (Dec)
Actual	2010	3,177,979	-3%
Actual	2011	3,068,284	-3%
Actual	2012	3,060,585	0%
Actual	2013	2,740,642	-10%
Actual	2014	2,387,335	-13%
Projected	2015	2,341,000	-2%
Proposed	2016	2,100,000	-10%



▪ 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 2016, the City is projecting the revenue to remain consistent at \$2.6M.

Account Title	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Utility Tax: Electricity	2,647,397	2,500,000	2,600,000	2,600,000
Utility Tax: Natural Gas	711,062	600,000	600,000	600,000
Use Tax: Natural Gas	429,505	400,000	400,000	400,000
	3,787,964	3,500,000	3,600,000	3,600,000

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 3.00% 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 2016 budgeted revenue is projected to increase to remain similar to the 2014 actual figure of \$2M.

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 no hotels have been completed in TIF District #6, 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 2016, 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.

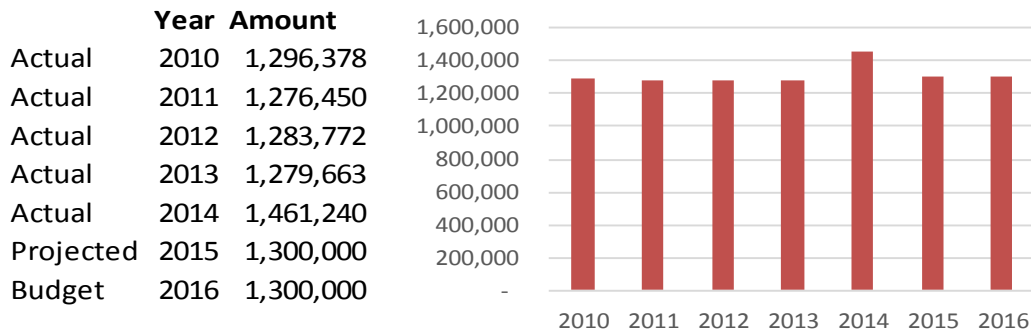
- **Food and Beverage Tax:** This is a 1% tax on the sale of retail food and alcoholic beverages prepared for immediate consumption. This tax is remitted to the City on a monthly basis and is

2016 Budget

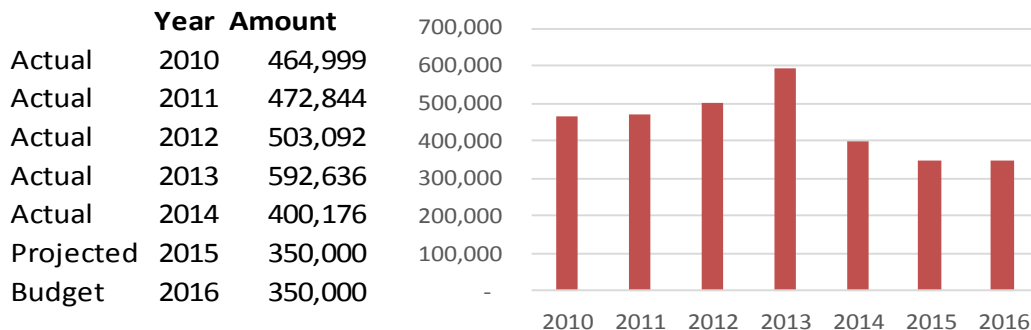
BUDGET SUMMARY

deposited into the General Fund. For FY 2016, the total revenue budgeted is estimated to decline slightly from the 2015 amount to \$1.1M.

- **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 2016 is \$1.1M.
- **Licensing and Permit Revenue:** Total licensing and permit revenue consists of approximately 4.5% of all General Fund revenue, or \$2.7 million. About 86% of total licensing and permit revenue is due to the following:
 - **Vehicle Licenses:** Vehicle Licenses for FY 2016 are budgeted at \$1.3 million which is commensurate with 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.



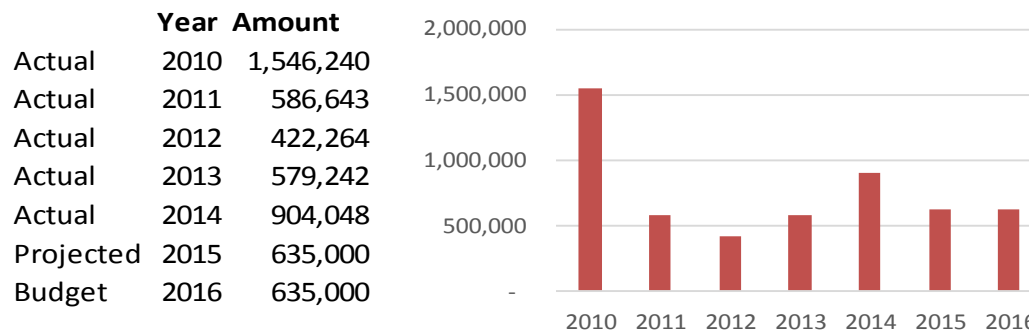
- **Business Licenses:** Business Licenses are issued annually and are valid from January 1st to December 31st. Business License fees depend on the type of business. The total estimated receipts for FY 2014 are \$373K and are budgeted at \$350K for 2015. The reduction in the budgeted amount in 2014 is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



2016 Budget

BUDGET SUMMARY

- **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.



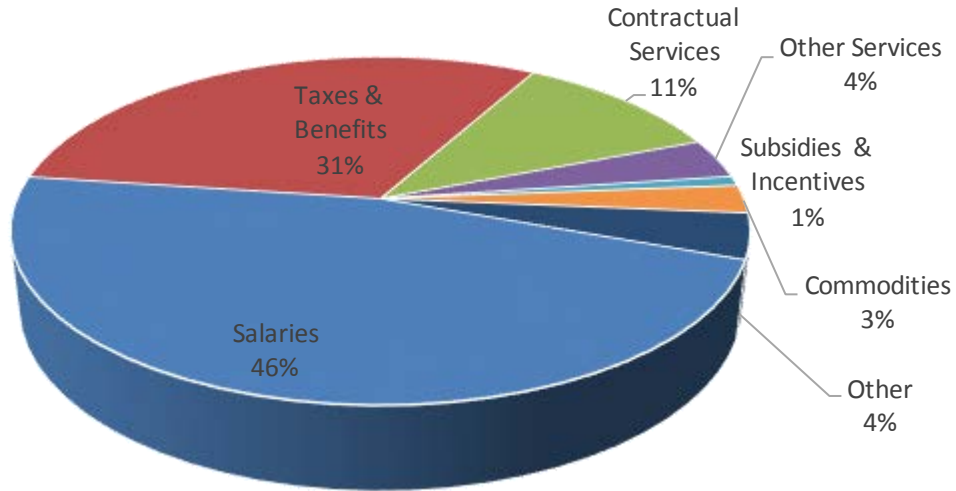
- **Pension Benefits:** The City is mandated by the State of Illinois to provide its employees with retirement pension benefits that continue to increase. As shown below, the City's expense to comply with state mandates has increased by nearly ninety percent in the last ten years.

Pension Expense	IMRF	Fire Pension	Police Pension	Total
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 Actual	1,984,217	4,155,901	4,154,084	10,294,202
2015 Estimated	1,491,243	4,300,000	4,300,000	10,091,243
2016 Budget	1,531,603	4,400,000	5,000,000	10,931,603
Ten Year Growth	-16.0%	149.2%	126.2%	88.5%

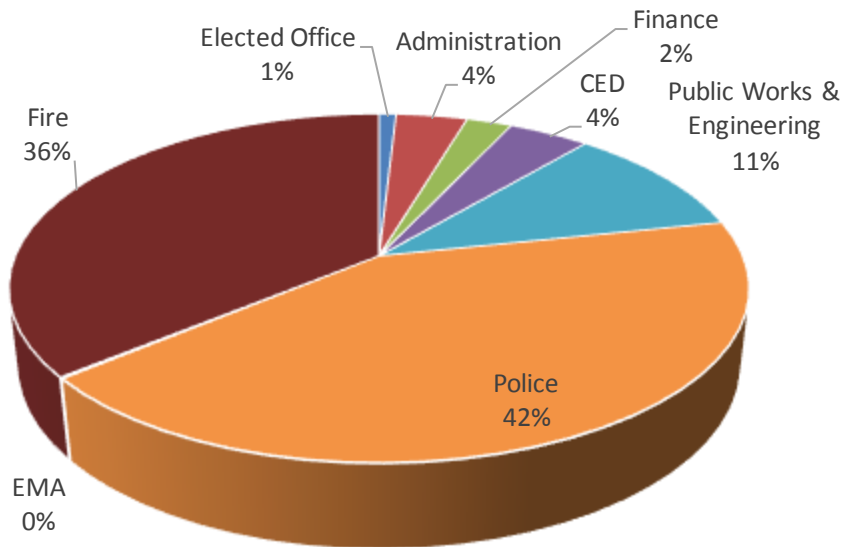
The City of Des Plaines tracks the IMRF, Police and Fire Pension Levy within the General Fund. Both the Police and Fire Pensions are levied separately; however, IMRF is included within the Corporate Levy. In regard to pension investment performance, the Police and Fire Pension Funds' investment yields for 2014 were at 13.33% and 13.35% respectively. As of December 31, 2014 the Police Pension and Fire Pension funds are funded at 47.97% and 56.33% respectively. The IMRF Pension actuarial funded ratio as of December 31, 2014 was 78.3%. The Des Plaines Library employees are included in the total IMRF pension calculation.

2016 Budget
BUDGET SUMMARY

**GENERAL FUND
EXPENDITURES BY CATEGORY**



SALARIES & BENEFITS



Expenditure Highlights

General Fund Expenditures including transfers for FY 2016 total \$63,522,272 compared to the projected FY 2015 Budget of \$63,651,127 an increase of \$128,855 or 0.20%. Excluding transfers from the expenditure totals, the operational portion of the 2016 budget is \$61,089,221 compared to \$59,478,259, or an increase of \$1,610,692. The chart above indicates how the General Fund expenditures are broken out. Salaries and benefits, in the amount of \$49.5 million, continue to consume the greatest percentage of the total General Fund expenditures at 77.6%. 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.

2016 Budget

BUDGET SUMMARY

The FY 2016 Salaries and Benefits within the General Fund includes \$5.0 million in Police Pension expenses as well as \$4.4 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.

2016 Budget

FUND BALANCES vs. FINANCIAL POLICY REQUIREMENTS

The 2016 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
2016 Budget at a Glance
Fund Balance vs. Financial Policy Requirements**

Fund Name	Policy Requirement			Fund Balance 1/1/2016	Fund Balance 12/31/2016	2016 Fund Balance %	% over (under) Policy Requirements
	Required %	Required Years	Other Requirements				
General Fund	25%	Annual	Expenditures	38,069,974	34,148,030	53.76%	28.76%
Nonspendable	N/A	N/A		16,320,134	22,355,970		
Unassigned	25%	Annual	Expenditures	21,749,840	11,792,060	18.56%	-6.44%
TIF #1	N/A	N/A		4,226,133	1,319,071		
TIF #3	N/A	N/A		(3,247,313)	(3,165,951)		
TIF #5	N/A	N/A		136,912	180,994		
TIF #6	N/A	N/A		(9,175,866)	(10,288,181)		
TIF #7	N/A	N/A		(82,431)	(2,231,308)		
Motor Fuel Tax	20%	5 yr. Average	Expenditures	31,860	35,860	1.98%	-18.02%
CDBG	0%	N/A	Pursuant to Federal Regulations	107,883	-		
Grant Projects	N/A	N/A		4,800,000	-		
Gaming Tax	N/A	N/A		18,322,075	17,977,075		
Emergency Telephone	N/A	N/A		-	-		
Debt Service	25%	Annual	Non-Property Tax Supported Expenditures	455,886	455,596	427.51%	402.51%
Capital Projects	20%	5 yr. Average	Expenditure	785,753	813,825	5.59%	-14.41%
Equipment Replacement	20%	5 yr. Total	Future Projected Expenditures	4,298,627	3,978,256	29.13%	9.13%
IT Replacement	20%	5 yr. Average	Expenditures	523,326	375,317	74.14%	54.14%
Water/Sewer	20%	Annual	Expenses	(2,082,562)	(4,938,568)	-21.12%	-41.12%
City-Owned Parking	20%	5 yr. Average	Expenses	697,984	789,897	276.71%	256.71%
Metra Parking	20%	5 yr. Average	Expenses	120,320	110,833	209.37%	189.37%
Risk Management	20%	Annual	Expenditures	1,594,027	1,396,257	40.97%	20.97%
Health Benefits Fund	20%	Annual	Expenditures	4,116,602	4,090,848	47.17%	27.17%

Indicates that this fund meets fund balance policy requirement

Indicates that this fund does not meet fund balance policy requirement



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Financial Policies

Chapter I - Operating Budget

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

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

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

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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 the previous year's budget,

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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
2. Increases to Existing Revenue
3. New Revenue

Financial Policies

Chapter I - Operating Budget

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

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.

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

Financial Policies

Chapter II – Revenues & Expenditures

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.

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

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 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

Financial Policies

Chapter III - Capital Improvements

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 1st of each year and ending December 31st 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.

The financing of capital expenditures is categorized as follows:

1. Minor projects – funded from current revenues.

Financial Policies

Chapter III - Capital Improvements

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

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

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.

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

Financial Policies

Chapter IV - Fund Balances

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 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.

Financial Policies

Chapter IV - Fund Balances

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)

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

Fund Balance Policy (GASB 54) – Appendix D

Fund Balance Policy (GASB 54)

- 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 (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.

Fund Balance Policy (GASB 54) – Appendix D

Fund Balance Policy (GASB 54)

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.

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

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

- 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

Non-spendable	Not available for spending, either now or in the future, because of (e.g., debt retirement)	
Restricted	Constraints on spending that are legally enforceable by outside parties.	
Unrestricted	Committed	Constraints on spending that the government imposes upon itself by highest-level formal action prior to the close of the period.
	Assigned	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.
	Unassigned	Residual General Fund only

2016 Budget
GENERAL FUND

OVERVIEW

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Beginning Balance	29,243,213	35,734,769	43,640,613	38,953,385	42,082,405	38,069,974
Revenues	62,840,935	67,123,998	64,854,672	58,612,040	59,435,361	59,383,670
Expenditures	(55,182,724)	(57,347,965)	(57,553,839)	(60,383,882)	(59,478,272)	(61,089,221)
Special Item	-	-	-	-	-	-
Transfers In	334,345	347,013	342,257	244,653	203,335	216,658
Transfers Out	(1,501,000)	(2,217,202)	(9,201,298)	(3,425,337)	(4,172,855)	(2,433,051)
Ending Balance	35,734,769	43,640,613	42,082,405	34,000,859	38,069,974	34,148,030
Unassigned Fund Balance	27,128,060	20,107,209	19,047,354	18,991,370	21,751,276	11,792,060

Note: All 2015 projected figures are derived using the 2014 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

2016 Revenue Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Property Taxes</u>					
4000	Property Taxes - Current Year	14,873,291	14,373,640	14,237,730	13,576,870
4005	Property Taxes - Last Year's	139,660	-	130,000	-
4010	Property Taxes - Prior Years	(422,788)	-	(170,000)	-
4020	Property Taxes Police Pension	4,154,084	4,300,000	4,300,000	5,000,000
4025	Property Taxes Fire Pension	4,155,901	4,300,000	4,300,000	4,400,000
		22,900,148	22,973,640	22,797,730	22,976,870
<u>Other Taxes</u>					
4100	Utility Taxes - Electricity	2,647,397	2,500,000	2,600,000	2,600,000
4105	Utility Taxes - Natural Gas	711,062	600,000	600,000	600,000
4110	Gas Use Tax	429,505	400,000	400,000	400,000
4115	Telecommunications Tax	2,387,335	2,700,000	2,341,000	2,100,000
4125	Franchise Fees Tax	740,759	700,000	700,000	700,000
4140	Food & Beverage Tax	1,190,477	1,100,000	1,150,000	1,100,000
4150	Hotel Tax	1,988,301	1,600,000	1,980,000	2,000,000
4160	Real Estate Transfer Tax	610,997	400,000	400,000	400,000
4170	Home Rule Sales Tax	1,483,576	1,300,000	1,498,000	1,513,000
4190	Auto Rental Tax	56,154	50,000	65,000	50,000
4195	Parking Tax Revenue	3,133	2,000	2,000	2,000
		12,248,697	11,352,000	11,736,000	11,465,000
<u>Intergovernmental</u>					
4200	Municipal Sales Tax	11,214,007	8,500,000	9,000,000	9,000,000
4205	Illinois Income Tax	5,587,992	4,600,000	4,800,000	4,800,000
4210	Personal Property Replacement Tax	1,303,645	1,300,000	1,123,000	1,100,000
4215	Local Use Tax	1,120,783	900,000	1,000,000	1,000,000
4220	Road & Bridge Tax	212,067	200,000	200,000	200,000
4240	State Highway Maintenance	118,047	115,000	115,000	115,000
4290	Local - Intergovernmental	2,573	400	300	300
4296	Fire Training	4,873	5,000	-	-
		19,563,987	15,620,400	16,238,300	16,215,300
<u>Licenses</u>					
4300	Vehicle Licenses	1,461,240	1,250,000	1,300,000	1,300,000
4310	Pet Licenses	7,860	8,000	8,000	8,000
4320	Business Licenses	400,176	350,000	350,000	350,000
4330	Liquor Licenses	243,495	250,000	200,000	220,000
4340	Rental Unit Licenses	164,883	50,000	40,000	40,000
4350	Contractor Licenses	45,730	35,000	46,000	45,000
4360	Electrical Contractor Licenses	875	1,000	1,000	1,000
4370	Chauffeur Licenses	51,050	50,000	50,000	50,000
4380	Retail Gun Licenses	1,000	500	500	500
		2,376,310	1,994,500	1,995,500	2,014,500
<u>Permits</u>					
4400	Building Permits	904,048	500,000	635,000	635,000
4410	Certificate of Occupancy Permits	2,700	1,000	1,000	1,000
4420	Electrical Permits	(327)	-	-	-
4430	Plumbing Permits	23,744	45,000	-	-
4450	Sewer Permits	13,904	25,000	-	-
4470	Occasional Sales Permits	4,140	4,000	3,000	3,000
4480	Special Load Permits	7,315	5,000	5,000	5,000
		955,523	580,000	644,000	644,000

100 - General Fund Revenues

2016 Revenue Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Fines and fees</u>					
4500	Court costs, Fees & Charges	476,276	500,000	400,000	400,000
4510	Compliance Ticket Fines	144,595	125,000	125,000	125,000
4520	Compliance - Red Light	613,433	450,000	442,000	450,000
4530	Vehicle Boot	12,300	7,500	3,000	3,000
4560	Forfeitures	14,216	15,000	15,000	15,000
4570	Non-bonafide Alarms	30,910	25,000	20,000	20,000
4580	Collections	2,163	2,000	4,000	2,000
4599	Miscellaneous Fees	12,213	10,000	10,000	10,000
		1,306,106	1,134,500	1,019,000	1,025,000
<u>Charges for Services</u>					
4610	Refuse Collection	3,225,062	3,100,000	3,100,000	3,150,000
4615	Sanitation Fund Overhead Charges	16,272	-	-	-
4623	Late Fees	51,210	50,000	50,000	50,000
4630	Resident Ambulance Fees	1,084,803	975,000	1,000,000	1,000,000
4631	Nonresident Ambulance Fees	462,231	400,000	398,000	400,000
4635	Zoning & Subdivision Fees	19,345	20,000	20,000	20,000
4640	Elevator Fees	38,475	30,000	30,000	30,000
4645	Public Health Testing Fees	530	-	500	-
4650	DPPD Secondary Employment Fees	113,273	70,000	70,000	70,000
4651	School Resource Officer Fees	47,577	80,000	80,000	80,000
4655	Animal Redemption Fees	1,700	2,000	1,000	1,000
4690	Other Charges for Services	175	-	-	-
		5,060,651	4,727,000	4,749,500	4,801,000
<u>Interest Income</u>					
4700	Interest Income	11,099	45,000	50,000	50,000
		11,099	45,000	50,000	50,000
<u>Miscellaneous Revenues</u>					
4750	Rental Income	235,890	110,000	150,000	162,000
4825	Property Damage Claims	727	-	5,331	-
4835	Vacation of Streets	300	-	-	-
4849	Miscellaneous Revenues	195,221	75,000	50,000	30,000
		432,137	185,000	205,331	192,000
<u>Other Financing Sources</u>					
4901	Transfer from TIF #1 Fund	205,210	118,988	118,988	126,000
4903	Transfer from TIF #3 Fund	6,275	5,360	5,360	6,000
4904	Transfer from TIF #4 Fund	40,487	41,318	-	-
4906	Transfer from TIF #6 Fund	49,527	-	-	2,900
4907	Transfer from TIF #7 Fund	-	38,229	38,229	41,000
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
		342,257	244,653	203,335	216,658
Total General Fund Revenues		65,196,916	58,856,693	59,638,696	59,600,328

2016 Budget
GENERAL FUND DEPARTMENTAL EXPENDITURES -
HISTORICAL SUMMARY

	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget	% Change
Elected Office Dept	568,550	570,474	661,419	601,603	673,994	1.9%
Non-Divisional	568,550	-	-	-	-	
Legislative Dept	-	414,421	427,493	394,411	411,343	
City Clerk Dept	-	156,053	233,926	207,192	262,651	
City Manager Dept	3,120,599	2,906,526	3,382,965	3,341,110	3,535,283	4.5%
City Manager	350,925	313,209	381,680	333,692	396,756	
Legal	843,351	640,267	629,327	686,709	725,145	
Information Technology	754,563	809,246	1,030,270	1,008,808	1,067,210	
Media Services	345,357	284,195	443,565	427,796	443,098	
Human Resources	412,003	428,357	447,324	427,079	446,331	
Health & Human Services	414,399	431,252	450,799	457,026	456,743	
Finance Dept	1,049,999	1,098,320	1,320,300	1,245,827	1,316,010	-0.3%
Community Development Dept	1,901,605	2,205,355	2,578,573	2,368,571	2,518,696	-2.3%
Building & Code Enforcement	1,452,301	1,511,555	1,642,011	1,560,545	1,687,257	
Planning & Zoning	379,171	491,018	514,269	479,862	496,534	
Economic Development	70,133	202,783	422,293	328,164	334,905	
Public Works Dept	11,658,257	10,971,741	12,474,488	12,256,115	12,250,716	-1.8%
Public Works Administration	4,440,350	3,523,625	3,508,429	3,472,426	3,600,852	
Engineering	786,264	830,310	812,157	791,254	909,817	
GIS	222,312	241,796	284,464	284,604	254,990	
Street Maintenance	4,424,193	4,667,409	3,767,599	3,686,528	3,542,769	
Facilities / Grounds Maintenance	-	-	2,426,295	2,377,479	2,196,982	
Vehicle Maintenance	1,785,138	1,708,600	1,675,544	1,643,824	1,745,306	
Police Dept	19,475,220	20,059,121	20,682,877	20,809,883	22,684,994	9.7%
Police Administration	288,795	551,338	563,277	555,832	599,447	
Uniformed Patrol	12,631,707	12,804,292	12,952,895	13,151,973	14,190,516	
Criminal Investigation	3,151,946	3,472,503	3,522,311	3,545,478	4,025,810	
Support Services	3,402,773	3,230,988	3,644,394	3,556,600	3,869,221	
Emergency Management Agency	90,405	101,673	140,603	134,967	161,274	14.7%
Fire Dept	18,040,717	18,458,686	19,730,135	19,890,512	18,819,975	-4.6%
Fire Administration	1,115,730	1,162,480	1,331,378	1,185,545	1,278,122	
Emergency Services	16,334,736	16,669,887	17,815,406	18,123,818	16,985,463	
Fire Prevention	590,251	626,319	583,351	581,149	556,390	
Police & Fire Commission	32,563	30,303	70,700	52,550	74,100	4.8%
Overhead Expenditures	3,627,237	10,352,930	2,767,159	2,949,989	1,487,230	-46.3%
Total Expenditures	59,565,152	66,755,129	63,809,219	63,651,127	63,522,272	-0.4%
Less Transfers	2,783,736	9,201,298	3,425,337	4,172,855	2,433,051	
Total Operating Expenditures	56,781,416	57,553,831	60,383,882	59,478,272	61,089,221	1.2%

2016 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.

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Salaries	221,642	179,209	193,390	229,339	211,051	247,896
Benefits	182,230	161,393	162,344	196,197	169,624	191,963
Contractual Services	166,172	219,212	202,626	220,365	206,228	219,617
Commodities	8,146	8,494	4,241	15,518	14,700	14,518
Capital Outlay	329	243	7,874	-	-	-
Total	578,519	568,550	570,474	661,419	601,603	673,994

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

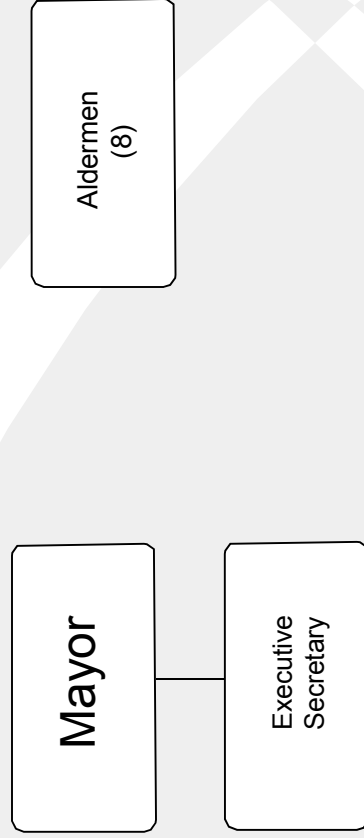
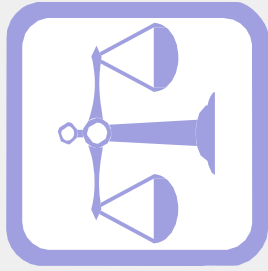
Service	Metric	Actual 2013	Actual 2014	Projected 2015
City Council Meetings	Meetings Held	32	26	27
	Attendance Percentage at Council Meetings	97%	97%	97%
City Ordinances	Ordinances Proposed	88	107	100
	Ordinances Adopted	88	107	100
	Percentage of Ordinances & Amendments Adopted	100%	100%	100%

2016 Budget ELECTED OFFICE

2016 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.

Legislative



2016 Budget
ELECTED OFFICE -
LEGISLATIVE

PERSONNEL EXHIBIT

Department: Elected Office		Div: Legislative		Div. No: 10 - 110	
Title	Authorized Positions				
	2014 Authorized	2015 Budget	2016 Budget		
Mayor*					
Aldermen*					
Executive Secretary	1.00	1.00	1.00		
Intern	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>		
Total Full Time Equivalent (FTE) Employees:	1.25	1.25	1.25		

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

10 - Elected Office
110 - Legislative
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	81,669	105,399	103,549	105,615
5010	Temporary Wages	19,696	-	-	-
5020	Overtime - Non Supervisory	324	-	-	-
		101,690	105,399	103,549	105,615
<u>Taxes and Benefits</u>					
5200	FICA Contribution	7,984	9,355	8,295	9,371
5205	IMRF Contribution	10,061	9,513	8,743	8,923
5220	PPO Insurance Contribution	86,593	85,191	82,894	89,866
5225	HMO Insurance Contribution	19,789	20,324	7,191	-
5230	Dental Insurance Contribution	6,338	5,420	4,394	4,195
5235	Life Insurance Contribution	76	76	122	76
5240	Workers Compensation	182	300	308	544
5245	Unemployment Compensation	-	104	104	72
5260	RHS Plan Payout	2,350	2,287	2,287	2,350
		133,375	132,570	114,338	115,397
<u>Other Employee Costs</u>					
5300	Mayoral Expenses	2,400	2,400	2,400	2,400 *
5305	Aldermanic Expenses	14,163	14,400	14,400	14,400 *
5310	Membership Dues	54,564	36,350	35,500	36,850 *
5320	Conferences	1,035	1,250	500	1,250 *
5335	Travel Expenses	-	1,000	1,000	1,000 *
		72,162	55,400	53,800	55,900
<u>Insurance</u>					
5515	Life Insurance Premiums	234	288	288	288
5535	Departmental P&L Charges	1,565	2,036	2,036	2,343
		1,799	2,324	2,324	2,631
<u>Contractual Services</u>					
6000	Professional Services	96,277	110,000	100,000	110,000 *
6015	Communication Services	7,885	9,500	7,900	9,500 *
		104,162	119,500	107,900	119,500
<u>Other Services</u>					
6100	Publication of Notices	-	100	100	100
6110	Printing Services	100	2,500	2,500	2,500 *
		100	2,600	2,600	2,600
<u>Repairs and Maintenance</u>					
6305	R&M Equipment	-	100	100	100
6310	R&M Vehicles	-	100	100	100
		-	200	200	200
<u>Commodities</u>					
7000	Office Supplies	453	3,000	3,000	3,000
7120	Gasoline	-	250	250	250
7200	Other Supplies	77	150	350	150
7310	Publications	-	1,000	1,000	1,000 *
7320	Equipment < \$5,000	-	500	500	500
		530	4,900	5,100	4,900

10 - Elected Office
110 - Legislative
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Other Expenses</u>					
7500	Postage & Parcel	-	100	100	100
7550	Miscellaneous Expenses	604	4,500	4,500	4,500 *
		604	4,600	4,600	4,600
Total Legislative Expenses		414,421	427,493	394,411	411,343

10 - Elected Office
110 - Legislative
2016 Budget Justification Worksheet

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	3,000
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

2016 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; and 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 when necessary.

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, proofing and distributing supplements; administering oaths of office; advertising for bid and conducting bid openings, as well as ensuring bid documents conform to legal requirements; updating a listing of those persons required to file Statements of Economic Interest with the Cook County Clerk’s Office along with maintaining a permanent file of Disclosure Statements for all elected officials and pertinent commission and board members as mandated by the City of Des Plaines Ethics Ordinance; notifying board and commission members of Open Meetings Act requirements and training; updating and selling all code books; microfilming and computerizing records; processing and responding to Freedom of Information Act requests; and handling citizen inquiries and complaints.

Performance Measures

Service	Metric	Actual 2013	Actual 2014	Projected 2015
FOIA Requests	Requests Received	1,488	1,407	1,600
Notice of Legal Publication	Published Notices	26	48	60
BID / RFP Openings	Publicly held Openings	NA	39	50
City Code Updates/Supplements	Supplements to the City Code	3	5	8
Welcome Packets	Distribution of Packets to New Residents	NA	93+	150

2016 Budget

ELECTED OFFICE

2015 Major Accomplishments

1. The Clerk's Office registers voters on a continual basis according to direction from the Cook County Clerk's Office and the State Board of Elections.
2. The Clerk's Office worked with the Cook County Clerk's Office in conducting an election for Alderman of Wards 2, 4, 6, 7 and 8 which was held in April, 2015.
3. In 2014, the City Clerk's Office processed 1,407 Freedom of Information Act (FOIA) Requests including requests for Police reports. The software program which responds to and tracks the status of FOIA requests electronically was upgraded in 2015.
4. 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. Council packets are being transmitted electronically to the City Council and department heads on a twice monthly basis. Large documents are posted on the City's website, as well as, meeting notices, minutes and agendas for 24/7 access by the public. In support of the "green" initiative, and to reduce the number of staff hours, resources and expenses involved in producing hard copies of paper Council packets, the number of paper packets was reduced from 27 to 16.
5. An increase in communication to the residents through announcements at City Council meetings, press releases, updates to the City's website, announcements on Channel 17 and articles in the Des Plaines *Digest* newsletter continue.

2016 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. The Information Technology Department is assisting the Clerk's Office in working with all other departments and the State of Illinois to determine which documents will be disposed of in compliance with the Local Records Act.
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



City Clerk

Deputy City Clerk

Senior Clerk

2016 Budget
ELECTED OFFICE -
CITY CLERK

PERSONNEL EXHIBIT

Department: Elected Office		Div: City Clerk		Div. No: 10 - 120	
Title	Authorized Positions			2016 Budget	
	2014 Authorized	2015 Budget	2016 Budget		
City Clerk *					
Executive Secretary	1.00	1.00	1.00		
Senior Clerk	0.00	1.00	1.00		
Clerk (3 PT)	<u>0.75</u>	<u>0.00</u>	<u>0.00</u>		
Total Full Time Equivalent (FTE) Employees:	1.75	2.00	2.00		

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

10 - Elected Office
120 - City Clerk
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	83,113	123,940	107,502	142,281
5010	Temporary Wages	8,587	-	-	-
		91,700	123,940	107,502	142,281
<u>Taxes and Benefits</u>					
5200	FICA Contribution	4,429	9,481	7,783	10,885
5205	IMRF Contribution	7,379	15,547	12,642	16,885
5220	PPO Insurance Contribution	16,197	36,202	32,687	45,759
5230	Dental Insurance Contribution	672	1,834	1,675	2,210
5235	Life Insurance Contribution	76	152	126	152
5240	Workers Compensation	132	311	273	611
5245	Unemployment Compensation	85	100	100	64
		28,969	63,627	55,286	76,566
<u>Other Employee Costs</u>					
5310	Membership Dues	649	350	-	350 *
5320	Conferences	5,495	2,250	2,250	1,500 *
5325	Training	1,137	850	850	500 *
5335	Travel Expenses	-	-	50	-
		7,281	3,450	3,150	2,350
<u>Insurance</u>					
5515	Life Insurance Premiums	30	32	32	32
5535	Departmental P&L Charges	1,565	903	903	627
		1,595	935	935	659
<u>Contractual Services</u>					
6000	Professional Services	5,658	15,000	11,000	15,000 *
6005	Legal Fees	-	-	8,542	-
6015	Communication Services	660	780	601	601
		6,318	15,780	20,143	15,601
<u>Other Services</u>					
6100	Publication of Notices	8,811	14,000	9,000	14,000
6110	Printing Services	192	500	500	500 *
6115	Licensing/Titles	87	-	-	-
6195	Miscellaneous Contractual Services	-	936	936	936 *
		9,090	15,436	10,436	15,436
<u>Repairs and Maintenance</u>					
6300	R&M Software	-	4,740	4,740	4,740 *
6305	R&M Equipment	119	-	-	-
		119	4,740	4,740	4,740
<u>Commodities</u>					
7000	Office Supplies	2,196	3,500	2,500	2,500
7200	Other Supplies	301	368	350	368 *
7300	Uniforms	262	400	400	400
7310	Publications	80	1,000	1,000	1,000 *
7320	Equipment < \$5,000	239	500	500	500
		3,077	5,768	4,750	4,768
<u>Other Expenses</u>					
7500	Postage & Parcel	-	150	150	150
7550	Miscellaneous Expenses	30	100	100	100
		30	250	250	250

10 - Elected Office
120 - City Clerk
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Capital Outlay					
8000	Computer Software	7,340	-	-	-
8010	Furniture & Fixtures	534	-	-	-
		7,874	-	-	-
Total City Clerk Expenses		156,053	233,926	207,192	262,651

10 - Elected Office
120 - City Clerk
2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	International Institute of Municipal Clerks	250
	Municipal Clerks of Illinois	100
Account:5320 - Conferences	City Clerk Conferences	1,500
Account:5325 - Training	Municipal Clerk's Association North and Northwest	500
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:6300 - R&M Software	Maintenance Cost on FOIA Software	4,740
Account:7320 - Other Supplies	Water Supply	368
Account:7310 - Publications	State Statute, Notary	1,000

2016 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.

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Salaries	1,315,043	1,153,045	1,230,804	1,341,918	1,279,018	1,366,056
Benefits	585,232	455,119	454,212	456,589	450,037	476,521
Contractual Services	1,111,323	1,378,396	1,120,428	1,418,953	1,458,239	1,593,651
Commodities	101,549	76,694	81,937	108,905	98,150	98,055
Capital Outlay	9,226	57,344	19,146	56,600	55,666	1,000
Total	3,122,373	3,120,599	2,906,526	3,382,965	3,341,110	3,535,283

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 the prepare, submit and administrator 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 makes 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.

2016 Budget
CITY MANAGER

Performance Measures

Service	Metric	Actual 2013	Actual 2014	Projected 2015
City Manager	Number of Citizen Action Requests	253	299	280
	Number of Periodic Updates	51	51	52
	Pages of Periodic Updates	3,432	2,064	2,000

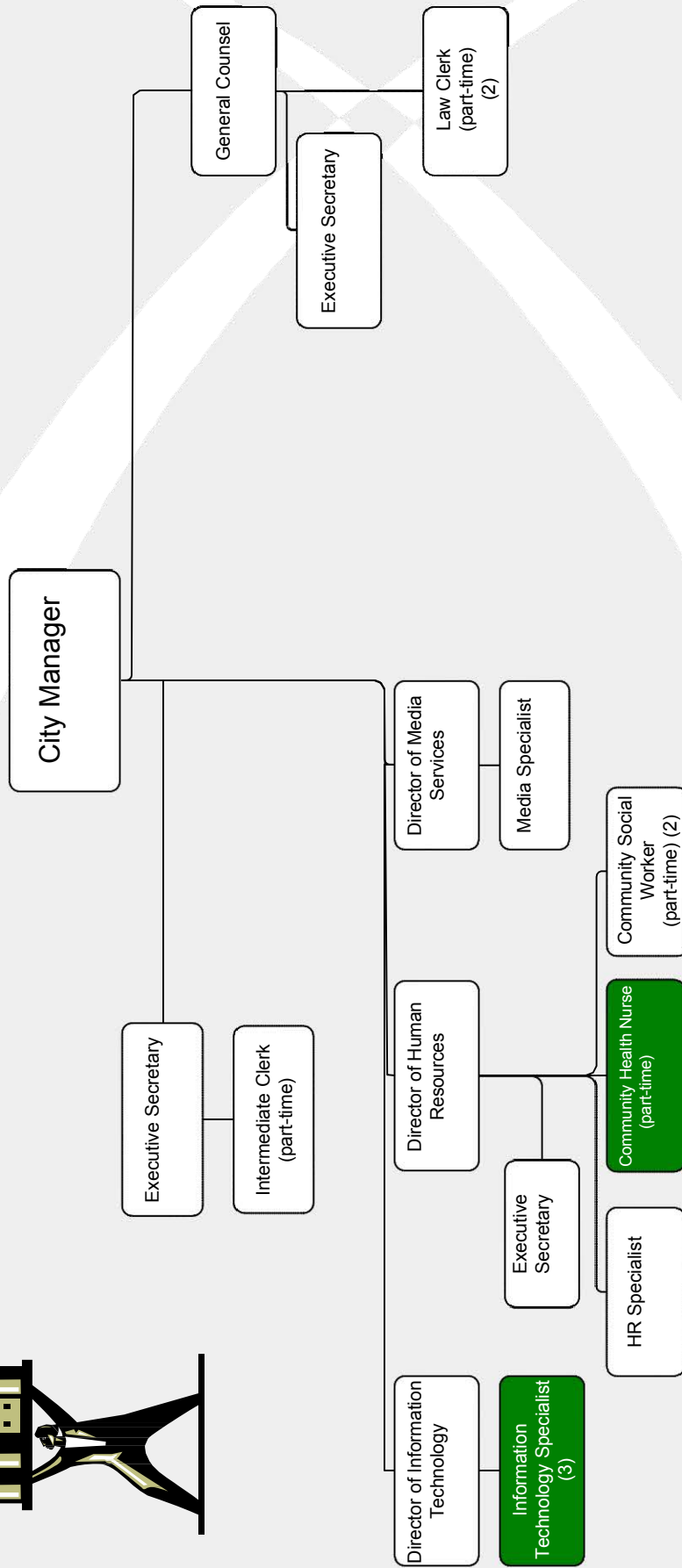
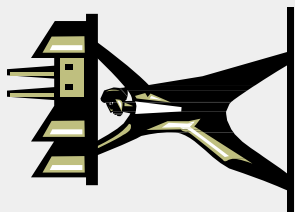
2015 Major Accomplishments

1. Completed City-wide Marketing and Branding study.
2. Finalized a contract for a supplemental water supply from the Northwest Water Commission.
3. Transitioned the 911 Fire dispatch to RED Center and negotiated the Police dispatch contract that City Council approved for transition to Wheeling.
4. Assisted City Council in developing new purchasing polices.
5. Completed implementation of the Community Development parcel management software.
6. Redesign of the City website

2016 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. Implement online business license renewal
4. Assist City Council on the sale and development of City owned property in TIF #7

City Manager's Office



2016 Budget
CITY MANAGER

PERSONNEL EXHIBIT

Department: City Manager		Div: City Manager		Div. No: 20 - 210	
Title	Authorized Positions			2016 Budget	
	2014 Authorized	2015 Budget	2016 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
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Salaries					
5005	Salaries	222,977	235,224	221,691	234,662
5010	Temporary Wages	9,173	25,259	12,450	25,250
		232,150	260,483	234,141	259,912
Taxes and Benefits					
5200	FICA Contribution	15,251	16,935	17,671	17,048
5205	IMRF Contribution	32,824	31,167	27,689	29,074
5220	PPO Insurance Contribution	8,352	8,160	20,227	23,998
5225	HMO Insurance Contribution	13,322	14,042	13,841	14,042
5230	Dental Insurance Contribution	995	950	1,730	2,055
5235	Life Insurance Contribution	184	184	184	184
5240	Workers Compensation	355	585	608	1,190
5245	Unemployment Compensation	177	324	324	154
5260	RHS Plan Payout	1,277	-	1,277	1,277
		72,737	72,347	83,551	89,022
Other Employee Costs					
5310	Membership Dues	1,648	4,400	4,400	4,400 *
5320	Conferences	320	1,500	1,500	1,500
5325	Training	293	1,000	1,000	1,000 *
5335	Travel Expenses	95	250	250	250 *
		2,356	7,150	7,150	7,150
Insurance					
5535	Property & Liability Insurance	2,267	2,300	2,300	1,622
		2,267	2,300	2,300	1,622
Contractual Services					
6000	Professional Services	1,050	32,500	-	32,500
6015	Communication Services	283	1,100	750	750 *
		1,333	33,600	750	33,250
Other Services					
6110	Printing Services	-	150	150	150 *
6195	Miscellaneous Contractual Services	-	1,000	1,000	1,000
		-	1,150	1,150	1,150
Repairs and Maintenance					
6310	R&M Vehicles	5	-	-	-
		5	-	-	-
Commodities					
7000	Office Supplies	864	1,500	1,500	1,500 *
7200	Other Supplies	822	500	500	500
7300	Uniforms	-	500	500	500
7310	Publications	131	1,250	1,250	1,250 *
7320	Equipment < \$5,000	130	-	-	-
		1,947	3,750	3,750	3,750
Other Expenses					
7500	Postage & Parcel	-	150	150	150 *
7550	Miscellaneous Expenses	414	750	750	750 *
		414	900	900	900
Total City Manager Expenses		313,209	381,680	333,692	396,756

20 - City Administration
210 - City Manager
2016 Budget Justification Worksheet

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:5325 - Training	Professional Development/Certification	1,000
Account:5335 - Travel Expenses	Parking, Tolls, Train, Tickets, Etc.	250
Account:6015 - Communication Services	Cell Phone	750
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

2016 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 2013	Actual 2014	Projected 2015
Legal	Number of FOIA Reviews	1,032	1,096	1,150
	Number of Ordinances Prepared	85	103	90
	Number of Resolutions Prepared	178	219	205
	Number of Contracts/Agreements Prepared or Reviewed ¹	99	102	102

2015 Major Accomplishments

1. Successfully continued the outside general counsel structure under Holland & Knight, LLP as General Counsel. As part of this 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 sustaining high volume 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.

¹ 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 the minimum threshold.

2016 Budget

CITY MANAGER

- This includes legal counsel with regard to the restructuring of TIF 6, the creation of a new TIF 7, and the solicitation of RFPs for the redevelopment of TIF 7.
4. Provided legal counsel on the negotiation of the new water service agreement with the Northwest Water Commission.
 5. Negotiated and prepared a sales tax rebate agreement to allow for the development of a Mariano's grocery store and associated public/private infrastructure at 10 E. Golf Road.
 6. Obtained judgment in favor of City against owners of 875 Seegers Road to permit City to remove illegal fill in floodplain.
 7. Provided counsel to the City's Electoral Board on several petition objections leading up to the 2015 municipal election.
 8. Continued to represent the City in FOIA on numerous different appeals to the Illinois Attorney General's Public Access Counselor.

2016 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 Community and Economic Development Department to revise zoning, development, and economic incentive approval documents and agreements in the interest providing maximum protection and flexibility to the City.
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.

2016 Budget
CITY MANAGER -
LEGAL

PERSONNEL EXHIBIT

Department: City Manager		Div: Legal		Div. No: 20 - 220	
Title	Authorized Positions			2016 Budget	
	2014 Authorized	2015 Budget	2016 Budget		
Executive Secretary	1.00	1.00	1.00	1.00	
Part-Time Law Clerk	0.50	0.50	0.50	0.50	
Total Full Time Equivalent (FTE) Employees:	1.50	1.50	1.50	1.50	

20 - City Administration

220 - Legal

2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	67,968	71,966	68,072	72,015
5010	Temporary Wages	17,024	30,000	16,608	30,000
5060	Compensated Absences	-	-	-	-
		84,992	101,966	84,680	102,015
<u>Taxes and Benefits</u>					
5200	FICA Contribution	6,189	7,801	6,173	7,804
5205	IMRF Contribution	10,026	9,535	8,505	8,923
5220	PPO Insurance Contribution	19,766	19,882	19,598	20,677
5230	Dental Insurance Contribution	1,197	1,193	1,176	1,135
5235	Life Insurance Contribution	76	76	76	76
5240	Workers Compensation	145	175	219	374
5245	Unemployment Compensation	138	100	100	48
5260	RHS Plan Payout	3,255	2,122	3,255	3,255
		40,791	40,884	39,102	42,292
<u>Other Employee Costs</u>					
5325	Training	-	250	-	250 *
		-	250	-	250
<u>Insurance</u>					
5535	Property & Liability Insurance	2,743	2,477	2,477	1,688
		2,743	2,477	2,477	1,688
<u>Contractual Services</u>					
6000	Professional Services	14,337	-	-	-
6005	Legal Fees	323,091	354,000	360,000	360,000 *
6009	Legal Fees - Admin Hearings/Prosecutions	43,904	25,800	58,500	58,500 *
6010	Legal Fees - Labor & Employment	128,436	100,000	139,200	150,000 *
		509,767	479,800	557,700	568,500
<u>Other Services</u>					
6120	Recording Fees	1,208	1,500	1,500	8,400 *
6195	Miscellaneous Contractual Services	-	1,000	500	1,000 *
		1,208	2,500	2,000	9,400
<u>Commodities</u>					
7000	Office Supplies	638	1,000	500	750 *
		638	1,000	500	750
<u>Other Expenses</u>					
7500	Postage & Parcel	128	450	250	250 *
		128	450	250	250
Total Legal Expenses		640,267	629,327	686,709	725,145

20 - City Administration
220 - Legal
2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5325 - Training	Clerical Training	250
Account:6005 - Legal Fees	General Counsel	222,000
	Outside Special Counsel Billings	138,000
Account:6009 - Legal Fees - Admin Hearings/Prosecutions	Administrative Hearing Officer	13,500
	City Prosecutor	45,000
Account:6010 - Legal Fees - Labor & Employment	Outside Counsel for Labor & Employment	150,000
Account:6120 - Recording Fees	Misc Recordings	2,400
	Rear Yard Drainage	500
	Zoning Consent Agreements	4,000
	Subdivisions	1,500
Account:6195 - Miscellaneous Contractual Services	Court Reporter Fees	1,000
Account:7000 - Office Supplies	Paper, Pens, Pencils, Etc.	750
Account:7500 - Postage & Parcel	Postage - Certified Mail, Fed Ex, etc.	250

2016 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 Verizon Wireless cellular telephones, tablets, and ruggedized notebooks.

Performance Measures

Service	Metric	Actual 2013	Actual 2014	Projected 2015
Infrastructure Availability	Datacenter Uptime Peak Hours	97%	98%	98%
	Datacenter Uptime Non-Peak Hours	94%	95%	96%
Application Availability	Application Uptime Peak Hours	96%	98%	98%
	Application Uptime Non-Peak Hours	95%	95%	96%
Service / Incident Requests	Service / Incidents Requests Received	2266	2350	2400
	Service / Incidents Requests Completed	2230	2300	2350

2015 Major Accomplishments

1. Successfully migrated from the City’s previous telephone system, Cisco’s Call Manager version 7, to the latest telephone system, Cisco’s Unified Communication Manager version 10.5.
2. Implemented a video camera system that ensures proper coverage for City Hall, the City’s downtown train station, and Levee 50 with the replacement of existing analog cameras, and the installation of new video cameras that take advantage of current video camera Internet Protocol (IP) technology.
3. In conjunction with the Des Plaines Police department and L3, successfully implemented a new in-car video and body camera system for the Des Plaines Police department, mitigating risk and liability.
4. Working with both internal resources and external vendors, successfully implemented New World Systems’ eSuite module, Community and Economic Development’s module, and the Work Order module.

2016 Budget
CITY MANAGER

5. Successfully upgraded the existing email system from Microsoft's Exchange 2007 to Microsoft's Exchange 2013.

2016 Goals and Objectives

1. 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.
2. The IT Division will continue its ongoing support services for the City of Des Plaines, and where applicable, ensure technology is current and operational, in addition to addressing the City's service / incident requests.
3. The IT Division will continue to work with internal resources and external vendors to proactively scan and convert the City's hard copy media into a digital format, which then can be entered into the City's document retention program.
4. The IT Division will continue to explore Disaster Recovery options, to mitigate risk and provide operability for the City in the event the IT datacenter becomes unavailable.

2016 Budget
CITY MANAGER -
INFORMATION TECHNOLOGY

PERSONNEL EXHIBIT

Department: City Manager Div: Information Technology Div. No: 20 - 230			
Title	Authorized Positions		
	2014 Authorized	2015 Budget	2016 Budget
Director of Information Technology	1.00	1.00	1.00
Information Technology Specialist	3.00	3.00	3.00
Temporary Scanner	0.00	0.00	0.50
Total Full Time Equivalent (FTE) Employees:	4.00	4.00	4.50

20 - City Administration
230 - Information Technology
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Salaries					
5005	Salaries	354,269	361,798	355,672	375,925
5010	Temporary Wages	4,168	21,000	15,534	21,000 *
5020	Overtime - Non Supervisory	22,399	16,000	16,000	16,000
5040	Overtime - Temporary	305	-	-	-
		381,142	398,798	387,206	412,925
Taxes and Benefits					
5200	FICA Contribution	28,437	29,551	29,116	31,008
5205	IMRF Contribution	54,286	49,277	46,604	48,576
5220	PPO Insurance Contribution	45,900	46,150	45,491	47,996
5225	HMO Insurance Contribution	13,334	14,042	13,841	14,042
5230	Dental Insurance Contribution	3,709	3,425	3,375	3,523
5235	Life Insurance Contribution	335	336	335	336
5240	Workers Compensation	531	902	997	1,907
5245	Unemployment Compensation	281	396	396	248
5260	RHS Plan Payout	2,289	2,785	2,289	2,289
		149,102	146,864	142,444	149,925
Other Employee Costs					
5310	Membership Dues	94	100	100	100 *
5320	Conferences	-	1,500	1,400	1,500
5325	Training	3,845	20,000	15,000	15,000
5335	Travel Expenses	-	400	100	400
		3,939	22,000	16,600	17,000
Insurance					
5535	Property & Liability Insurance	2,701	2,216	2,216	3,362
		2,701	2,216	2,216	3,362
Contractual Services					
6000	Professional Services	27,374	45,100	45,100	35,000 *
6015	Communication Services	33,490	17,280	17,280	34,604 *
		60,865	62,380	62,380	69,604
Other Services					
6110	Printing Services	29,616	30,000	30,000	30,000 *
6195	Miscellaneous Contractual Services	459	848	848	848 *
		30,075	30,848	30,848	30,848
Repairs and Maintenance					
6300	R&M Software	137,462	239,371	239,371	245,797 *
6305	R&M Equipment	8,161	86,343	86,343	101,299 *
		145,623	325,714	325,714	347,096
Commodities					
7000	Office Supplies	806	1,000	1,000	1,000 *
7005	Printer Supplies	13,723	25,000	25,000	20,000 *
7035	Supplies - Equipment R&M	303	1,500	1,500	1,500 *
7320	Equipment < \$5,000	11,753	13,650	13,650	13,650 *
		26,601	41,150	41,150	36,150
Other Expenses					
7500	Postage & Parcel	2,672	300	250	300 *
		2,672	300	250	300

20 - City Administration
230 - Information Technology
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Capital Outlay					
8005	Computer Hardware	6,526	-	-	-
		6,526	-	-	-
Total Information Technology Expenses		809,246	1,030,270	1,008,808	1,067,210

20 - City Administration
230 - Information Technology
2016 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:6000 - Professional Services	Logos FIN/HR/CED/PW	15,000
	Firewall/Security/Datacenter	10,000
	Various IT Professional Services	10,000
Account:6015 - Communication Services	Cell HotSpot IT Department	540
	Cell HotSpot Loaner City Wide Use	540
	Comcast Business Internet Svc Provider (ISP)	3,120
	Division Cell Phones - Verizon	13,200
	DS1 - Cook County Public Safety Network	7,000
	GX440 Wireless - Fire Department	456
	GX440 Wireless Devices - Fire Department	7,750
	WOW Business ISP (Email)	1,050
Zoll Defibrillator - Fire Department	948	
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	2,003
	Cisco Prime Infrastructure Support / Upgrade - Lifecycle	1,529
	Cisco Support + Upgrade MSE Virtual Appliance	3,822
	Cisco UC Virtual Foundation Three Year - 1 server	425
	Cisco UCS VIC 1240 modular LOM for M# Blades	374
	Citrix File Transfer Protocol	3,000
	Laserfiche Server & User Licenses	4,140
	Logos FM/HR/CD/BA/eSuite	120,000
	MS Enterprise Agreement Core Cal, Server, SQL	80,000
	Netmotion	5,000
	Radmin Viewer	2,500
	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

20 - City Administration
230 - Information Technology
2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
	Cisco Smartnet - 5508 Wireless Controller	6,628
	Cisco Smartnet - B200M3 Blade Servers	4,021
	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)	4,000
	General Fax & Copier Repairs	1,600
	Nimble Storage	10,032
	Palo Alto - Threat Prevention Subscription	4,000
	Palo Alto Premium Support	4,500
	Palo Alto URL Filtering Subscription	4,000
	Palo Alto WildFire Subscription	4,000
Account:7000 - Office Supplies	Office Supplies	1,000
Account:7005 - Printer Supplies	Printer/Copier Toner & Ink	20,000
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

2016 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 2013	Actual 2014	Projected 2015
Publications	Publications Produced	4	4	4
Media Releases	Media Releases Issued	261	153	58
Meeting Broadcasts	Meetings Broadcasted	39	32	35
	Percent Broadcasted	100%	100%	100%
Public Service Programs	PSAs, Employee Training, Events	20	25	30
	Percent Broadcasted	100%	100%	100%
City Website	Website Hits	507,774	515,612	929,436

2016 Budget
CITY MANAGER

2015 Major Accomplishments

1. In June 2015, the Media Services division successfully coordinated general management activities involved with North Star's rebranding project, including the development and presentation for approval of the brand logo and strapline. Currently beginning to create and execute strategies for the implementation of the rebranding, including the creation of the Rebranding Central office.
2. Expanded the scope of outreach efforts to include promotion of the City's intergovernmental partnerships with community partners such as the Des Plaines History Center, Frisbie Senior Center, Special Events Commission, Des Plaines Park District, and the Des Plaines Public Library by emphasizing the shared contributions in programs such as Des Plaines @ Your Service and public service announcements.

2016 Goals and Objectives

1. Strategically implement the new brand image and trademark. Continue to revise the City's communication tools to reflect the new brand.
2. Improve public outreach via existing communications tools, including the www.desplaines.org website, cable television channels, social media, public service announcements and the Des Plaines @ Your Service video program.

2016 Budget
CITY MANAGER -
MEDIA SERVICES

PERSONNEL EXHIBIT

Department: City Manager		Div: Media Services		Div. No: 20 - 240	
Title	Authorized Positions			2016 Budget	
	2014 Authorized	2015 Budget	2016 Budget		
Director of Media Services	1.00	1.00	1.00	1.00	
Media Specialist	1.00	1.00	1.00	1.00	
Intern	0.00	0.25	0.25	0.25	
Total Full Time Equivalent (FTE) Employees:	2.00	2.25	2.25	2.25	

20 - City Administration
240 - Media Services
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	123,676	156,736	151,924	158,179
5010	Temporary Wages	-	4,900	4,900	4,900
5020	Overtime - Non Supervisory	1,857	2,000	-	2,000
		125,533	163,636	156,824	165,079
<u>Taxes and Benefits</u>					
5200	FICA Contribution	9,457	12,518	11,986	12,676
5205	IMRF Contribution	18,445	21,035	18,975	19,849
5220	PPO Insurance Contribution	10,830	23,075	20,928	23,998
5225	HMO Insurance Contribution	6,533	6,885	6,787	6,885
5230	Dental Insurance Contribution	1,033	1,737	1,523	1,816
5235	Life Insurance Contribution	130	184	184	184
5240	Workers Compensation	224	392	413	799
5245	Unemployment Compensation	118	240	240	116
5255	Excess Sick Hour Payout	-	-	-	-
		46,770	66,066	61,036	66,323
<u>Other Employee Costs</u>					
5310	Membership Dues	4,688	4,760	4,830	3,890 *
5320	Conferences	1,619	1,500	1,500	1,500 *
5325	Training	1,589	1,500	1,500	1,500 *
5335	Travel Expenses	20	180	180	180 *
		7,917	7,940	8,010	7,070
<u>Insurance</u>					
5535	Property & Liability Insurance	2,233	2,283	2,283	1,788
		2,233	2,283	2,283	1,788
<u>Contractual Services</u>					
6000	Professional Services	823	-	1,944	60,000 *
6015	Communication Services	1,333	3,250	2,811	2,800 *
		2,156	3,250	4,755	62,800
<u>Other Services</u>					
6100	Publication of Notices	3,087	257	200	200 *
6108	Public Relations & Communications	-	-	2,535	10,000 *
6110	Printing Services	13,752	25,000	32,000	32,000 *
6115	Licensing/Titles	125	-	-	-
6195	Miscellaneous Contractual Services	34,348	74,103	69,987	53,408 *
		51,312	99,360	104,722	95,608
<u>Repairs and Maintenance</u>					
6300	R&M Software	40	-	-	-
6305	R&M Equipment	1,341	500	500	500
		1,381	500	500	500
<u>Commodities</u>					
7000	Office Supplies	477	450	450	450 *
7200	Other Supplies	1,993	2,000	2,000	2,000 *
7300	Uniforms	499	250	250	250 *
7310	Publications	1,707	800	800	800 *
7320	Equipment < \$5,000	3,282	4,500	4,500	3,500 *
		7,957	8,000	8,000	7,000
<u>Other Expenses</u>					
7500	Postage & Parcel	28,580	25,930	16,000	25,930 *

20 - City Administration
240 - Media Services
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
7550	Miscellaneous Expense	-	10,000	10,000	10,000 *
		28,580	35,930	26,000	35,930
Capital Outlay					
8000	Computer Software	1,343	1,000	1,000	1,000
8010	Furniture & Fixtures	140	1,000	1,583	-
8015	Equipment	8,874	54,600	53,083	-
		10,356	56,600	55,666	1,000
Total Media Services Expenses		284,195	443,565	427,796	443,098

20 - City Administration
240 - Media Services
2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	American Society of Composers, Authors and Publishers	668
	Broadcast Music, Inc.	601
	Illinois National Association of Telecommunications Officers	75
	National Association of Telecommunications Officers	970
	City/County Communications & Marketing Assn (3CMA)	390
	Sam's Club Direct	15
	SESAC, Inc.	1,171
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:6000 - Professional Services	Year 2 of Rebranding Project	60,000
Account:6015 - Communication Services	Verizon Wireless	1,150
	WOW Business ISP (Channel 17 Web TV)	1,650
Account:6100 - Publication of Notices	Miscellaneous Notices/Publications	200
Account:6108 - Public Relations & Communications	Public Outreach Events	10,000
Account:6110 - Printing Services	Des Plaines Digest Printer	20,000
	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 (Hosting & Support)	20,000
	Webstreaming Services	7,195
	Des Plaines @ Your Service Production	10,000
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	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

2016 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 one part-time Intern.

Performance Measures

Service	Metric	Actual 2013	Actual 2014	Projected 2015
Staffing, Recruitment & Placement	Internal & External Full Time Job Postings	19	19	25
	Applications Received (Not including Police & Fire)	946	422	600
	Full time positions filled externally (Including Police & Fire)	27	16	25
Personnel	Retirement Rate	3%	1.5%	3.2%
	Union Percentage	84%	85%	85%

2015 Major Accomplishments

1. Implemented a new web base insurance enrollment process.
2. Implemented a telephonic workplace inquiry and reporting service.
3. Achieved over 50% employee participation in the City's new wellness program.

2016 Goals and Objectives

1. Evaluate and adjust the City's health and benefit program.
2. Continue to train employees on the City's new risk management plan.
3. Seek to achieve a voluntary settlement of the collective bargaining agreements with both, Municipal Employees City Coordinating Association of Des Plaines (MECCA) that represent the City's Public Works employees and the American Federation of State, County, and Municipal Employees (AFSCME) that represent the full time clerical and other miscellaneous personnel.

2016 Budget
CITY MANAGER -
HUMAN RESOURCES

PERSONNEL EXHIBIT

Department: City Manager		Div: Human Resources		Div. No: 20 - 250	
Title	Authorized Positions			2016 Budget	
	2014 Authorized	2015 Budget	2016 Budget		
Director of Human Resources	1.00	1.00	1.00	1.00	
Human Resource Specialist	1.00	1.00	1.00	1.00	
Executive Secretary	1.00	1.00	1.00	1.00	
Total Full Time Equivalent (FTE) Employees:	3.00	3.00	3.00	3.00	

20 - City Administration
250 - Human Resources
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	242,067	261,034	250,548	263,788
5010	Temporary Wages	8,613	-	2,820	-
		250,680	261,034	253,368	263,788
<u>Taxes and Benefits</u>					
5200	FICA Contribution	18,848	19,871	19,171	20,181
5205	IMRF Contribution	40,016	34,587	31,293	32,684
5220	PPO Insurance Contribution	22,705	24,480	21,886	23,092
5225	HMO Insurance Contribution	-	-	-	-
5230	Dental Insurance Contribution	1,027	999	999	1,044
5235	Life Insurance Contribution	248	260	260	260
5240	Workers Compensation	393	649	658	1,340
5245	Unemployment Compensation	206	340	340	176
5260	RHS Plan Payout	9,630	-	-	-
		93,072	81,186	74,607	78,777
<u>Other Employee Costs</u>					
5310	Membership Dues	4,557	5,655	5,655	3,129 *
5315	Tuition Reimbursements	23,359	25,000	20,000	25,000 *
5320	Conferences	13	1,500	1,500	1,500
5325	Training	3,172	2,000	2,000	2,000
5335	Travel Expenses	320	1,500	1,500	1,500 *
5340	Pre-Employment Exams	14,486	14,000	14,000	14,000 *
5345	Post-Employment Exams	2,025	1,500	1,500	1,500 *
		47,933	51,155	46,155	48,629
<u>Insurance</u>					
5530	Employee Assistance Program	4,576	6,864	6,864	6,864 *
5535	Property & Liability Insurance	1,325	1,210	1,210	1,798
		5,901	8,074	8,074	8,662
<u>Contractual Services</u>					
6000	Professional Services	14,866	25,000	25,000	30,000 *
6015	Communication Services	617	1,100	1,100	1,100 *
		15,483	26,100	26,100	31,100
<u>Other Services</u>					
6100	Publication of Notices	2,490	5,000	4,000	5,000 *
6110	Printing Services	400	250	250	250 *
6195	Miscellaneous Contractual Services	1,695	400	400	400 *
		4,586	5,650	4,650	5,650
<u>Repairs and Maintenance</u>					
6310	R&M Vehicles	46	-	-	-
		46	-	-	-
<u>Commodities</u>					
7000	Office Supplies	1,224	1,700	1,700	1,700 *
7120	Gasoline	38	-	-	-
7200	Other Supplies	505	3,200	3,200	1,200 *
7300	Uniforms	189	400	400	400 *
7310	Publications	989	850	850	850 *
7320	Equipment < \$5,000	1,816	2,900	2,900	500 *
		4,761	9,050	9,050	4,650

20 - City Administration
250 - Human Resources
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Other Expenses</u>					
7500	Postage & Parcel	32	50	50	50
7525	Meals	-	25	25	25
7550	Miscellaneous Expenses	4,297	5,000	5,000	5,000 *
		4,329	5,075	5,075	5,075
<u>Capital Outlay</u>					
8010	Furniture & Fixtures	1,566	-	-	-
		1,566	-	-	-
Total Human Resources Expenses		428,357	447,324	427,079	446,331

20 - City Administration
250 - Human Resources
2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	IL City/County Management Association	154
	Management Association	2,400
	National Public Employer Labor Relations Assoc. (NPELRA)	190
	Sam's Club Direct	15
	Society Human Resource Professionals (SHRM)	370
Account:5315 - Tuition Reimbursements	City-Wide Employee Program	25,000
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	6,864
Account:6000 - Professional Services	Organization Training	2,500
	Labor Relations Assistance	2,500
	Recruitment Efforts	15,000
	Revised Non-Union Salary Compensation Plan	10,000
Account:6015 - Communication Services	Phone Expense	1,100
Account:6100 - Publication of Notices	Recruitment Advertisements	5,000
Account:6110 - Printing Services	Printing & Lamination of City Vehicle Insurance Cards	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
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
Account:7550 - Miscellaneous Expenses	Public Employee Recognition Program	5,000

2016 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 part-time Community Health Nurse.

The Division plans and directs a variety of social service and community health programs some of which include: offering case management and social service/health referrals; providing emergency assistance to residents in crisis; coordinating the senior/disabled subsidized taxicab program; issuing 3-month handicap placards; 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 assistance and serving as a City liaison to various community groups; providing blood pressure and cholesterol screenings to adult residents; and providing outreach at multiple community locations and events.

Performance Measures

Service	Metric	Actual 2013	Actual 2014	Projected 2015
Services	Number of Service Calls Received	2,000	2,000*	2,000
	Number of CARS Requests	39	30	35
	Number of Taxi Voucher Participants	1076	1139	1190
	Number of Handicap Placards Issued	52	23	30
	Number of Emergency Assistance	25	26	30
	Number of Home Visits	80	73	90
	Number of Access to Care Applications	10	6	3
	Number of Benefit Access Applications (began in 2014)	NA	27	35
Health Screenings	Number of Blood Pressure Screenings	956	1020	1000
	Number of Cholesterol Screenings	61	56	65
	Number of Glucose Screenings	25	29	30
	Number of Hearing Screenings	583	741	390
	Number of Vision Screenings	627	674	390

*estimate

2016 Budget
CITY MANAGER

2015 Major Accomplishments

1. Provided community outreach in a variety of ways: attended and/or coordinated ten (10) community events/fairs, served as liaisons on ten (10) Committees, presented at five (5) community group meetings, provided monthly outreach eight (8) times per month and completed the 2015-2019 Community Resource Directory. Addressed the multi-faceted issues of residents in regards to housing issues and emotional/physical well-being concerns by providing case management and/or community linkage. In addition, added a statement to the Water Bill Shut-off Notices that encouraged residents in need to contact Health and Human Services for assistance.
2. Assisted in the development and promotion of the employee wellness program by working directly with HR and PUSH for Wellness by offering opportunities for employees to achieve overall wellness. Attended eight (8) Wellness Committee Meetings in 2015 and took the minutes. In addition, the Community Health Nurse presented to a group of Public Works Employees to encourage participation.

2016 Goals and Objectives

1. Reorganize, restructure and revitalize the Des Plaines Medical Reserve Corps by contacting each member individually to determine desired level of participation. Update list to include emails and create a group email. Continue to meet monthly with the identified leaders and create a new organizational chart. Continue to provide public health education (and first aid) at community events, such as the Farmers Market, Touch a Truck, National Night Out, Fall Fest, etc. Work with Homeland Security Director to offer an exercise in pharmaceutical distribution.
2. Enhance outreach efforts through the utilization of both a laptop/iPad and Virtual Outreach/Remote Access allowing social service agencies to access our homebound/disabled residents.
3. Assist the Youth Commission to align the ordinance with the current efforts of the Commission. Work with staff and the Youth Commission to create specific procedures to guide the actions of the Commissioners.

2016 Budget
CITY MANAGER -
HEALTH & HUMAN SERVICES

PERSONNEL EXHIBIT

Department: City Manager Div: Health & Human Services Div. No: 20 - 260			
Title	Authorized Positions		
	2014 Authorized	2015 Budget	2016 Budget
Community Health Nurse	0.75	0.75	0.75
Community Social Workers (2PT)	1.00	1.00	1.00
Intern	0.00	0.25	0.25
Total Full Time Equivalent (FTE) Employees:	1.75	2.00	2.00

20 - City Administration
260 - Health & Human Services
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Salaries					
5005	Salaries	156,307	151,001	157,799	157,337
5010	Temporary Wages	-	5,000	5,000	5,000
		156,307	156,001	162,799	162,337
Taxes and Benefits					
5200	FICA Contribution	11,704	11,933	12,474	12,417
5205	IMRF Contribution	23,018	20,008	19,709	19,495
5220	PPO Insurance Contribution	15,873	15,958	15,730	16,596
5230	Dental Insurance Contribution	732	665	655	695
5235	Life Insurance Contribution	76	76	76	76
5240	Workers Compensation	220	378	429	795
5245	Unemployment Compensation	118	224	224	108
5260	RHS Plan Payout	-	-	-	-
		51,740	49,242	49,297	50,182
Other Employee Costs					
5310	Membership Dues	870	895	620	845 *
5325	Training	2,028	2,000	2,000	2,000 *
5335	Travel Expenses	16	100	50	50 *
		2,914	2,995	2,670	2,895
Insurance					
5535	Property & Liability Insurance	2,582	2,486	2,486	1,209
5550	Excess Insurance	108	108	108	108 *
		2,690	2,594	2,594	1,317
Contractual Services					
6015	Communication Services	729	750	869	1,155 *
		729	750	869	1,155
Other Services					
6110	Printing Services	1,186	3,345	3,345	3,345 *
6115	Licensing/Titles	432	212	212	62 *
6195	Miscellaneous Contractual Services	88	200	-	100 *
		1,705	3,757	3,557	3,507
Repairs and Maintenance					
6305	R&M Equipment	157	160	15	50 *
		157	160	15	50
Subsidies and Incentives					
6530	Subsidy - Community Outreach	2,666	2,500	2,500	2,500 *
6535	Subsidy - Youth Commission	6,113	12,000	12,000	12,000 *
6540	Subsidy - Senior Center Service Agency	75,000	87,500	87,500	87,500 *
6545	Subsidy - Social Service Agency	85,000	90,000	90,000	90,000 *
6550	Subsidy - Senior Citizen Cab Service	41,625	40,000	40,000	40,000 *
		210,404	232,000	232,000	232,000
Commodities					
7000	Office Supplies	1,318	1,000	1,000	1,000 *
7200	Other Supplies	1,220	1,500	1,500	1,500 *
7300	Uniforms	330	300	300	300 *
7310	Publications	136	225	225	225 *
7320	Equipment < \$5,000	-	250	200	250 *
		3,004	3,275	3,225	3,275
Other Expenses					
7500	Postage & Parcel	4	25	-	25

20 - City Administration
260 - Health & Human Services
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
7550	Miscellaneous Expenses	901	-	-	-
		905	25	-	25
Capital Outlay					
8010	Furniture & Fixtures	698	-	-	-
		698	-	-	-
Total Health & Human Services Expenses		431,252	450,799	457,026	456,743

20 - City Administration
260 - Health & Human Services
2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Amer. Society on Aging - Nurse and Social Workers	450
	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	50
Account:5550 - Excess Insurance	Professional Liability Insurance for CHN	108
Account:6015 - Communication Services	Cell Phone Service (CHN)	675
	Phone Stipend for (2) CSW	480
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	IL RN Licensure Renewal Every Two Years	62
Account:6195 - Miscellaneous Contractual Services	Disposal of Medical Waste	100
Account:6305 - R&M Equipment	Calibration of Machines	50
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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2016 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.

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Salaries	627,259	610,296	655,157	809,304	752,333	815,351
Benefits	279,357	302,541	297,703	353,289	327,115	355,643
Contractual Services	88,082	108,489	111,603	103,407	107,979	113,096
Commodities	31,442	27,424	28,069	29,400	33,500	31,920
Capital Outlay	580	1,249	5,788	24,900	24,900	-
Total	1,026,720	1,049,999	1,098,320	1,320,300	1,245,827	1,316,010

Department Overview

The Finance Department is responsible for all accounting related functions of the City including providing the City Council and City Management with any financial information needed to perform their functions efficiently and effectively.

The major responsibilities of the Finance Department include revenue collection, utility billing, accounts payable, accounts receivable, payroll, and purchasing.

In addition to these activities, the department is also responsible for vehicle and pet licensing, commuter parking permit administration, real estate transfer tax processing, cash management and investments.

The Finance Department oversees and coordinates the City's annual budget process, various annual audits, issuance of debt as well as appropriation and tax levy ordinances.

2016 Budget
FINANCE

Performance Measures

Service	Metric	Actual 2013	Actual 2014	Projected 2015
Accounts Payable	Total Invoices Paid	9,773	10,329	10,329
	% of Total Invoices Paid via EFT	3%	15%	20%
	Purchase Orders Completed	301	328	328
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 - Budget	Yes	Yes	Yes
	GFOA Certificate of Achievement - CAFR	Yes	Yes	Yes

2015 Major Accomplishments

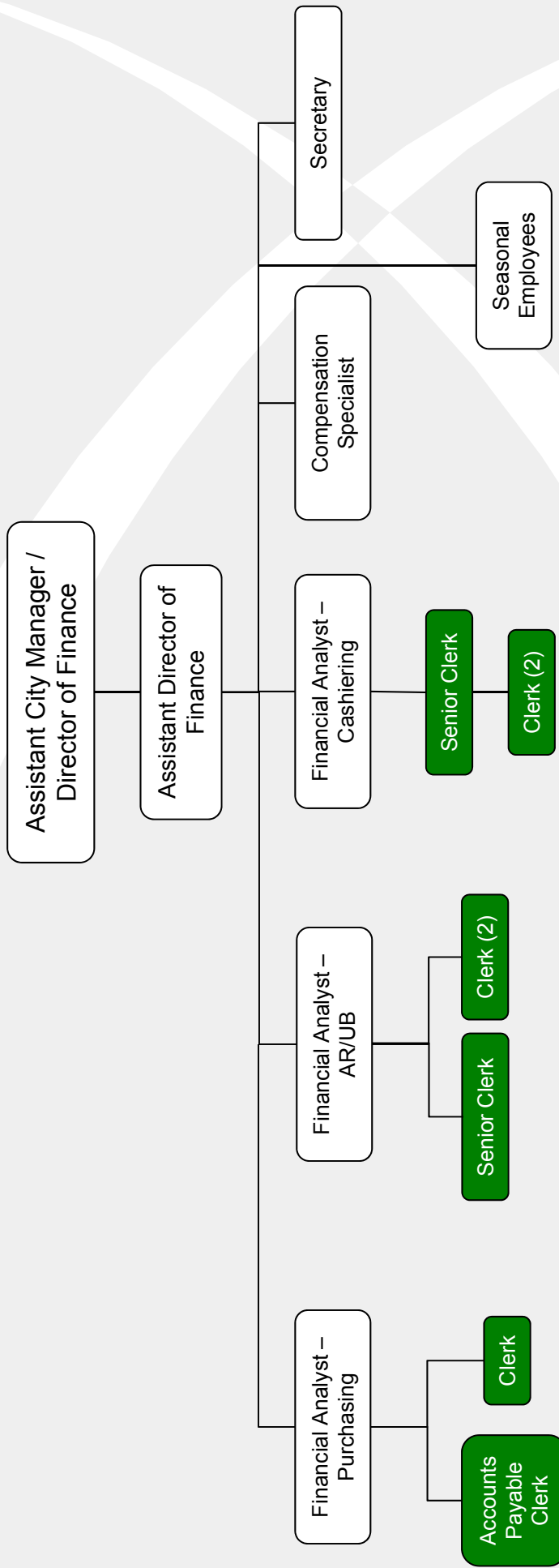
1. Revised the City’s Investment Policy to streamline and clarify the existing language and realign to the Illinois Public Funds Investment Act.
2. Renegotiated the vehicle licensing agreement to include the on line payment option.
3. Revised Purchasing Policy increasing the Council approval limit to \$20,000.

2016 Goals and Objectives

1. Streamline the Real Estate Transfer process to reduce time and improve customer satisfaction.
2. Integrate centralized purchasing policies to maximize efficiency and reduce duplication.
3. Improve customer service by offering on-line payment options for miscellaneous billing.



Finance Department



2016 Budget
FINANCE

PERSONNEL EXHIBIT

Department: Finance		Div: Finance/General		Div. No: 30 - 000	
Title	Authorized Positions				
	2014 Authorized	2015 Budget	2016 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		
Financial Analyst - Purchasing	1.00	1.00	1.00		
Compensation Specialist	1.00	1.00	1.00		
Accounts Payable Clerk	1.00	1.00	1.00		
Secretary	1.00	1.00	1.00		
Senior Clerk	0.50	1.00	1.00		
Clerk	2.50	2.50	2.50		
Temporary	0.50	0.25	0.25		
Seasonal	0.50	0.75	0.75		
Total Full Time Equivalent (FTE) Employees:	11.00	11.50	11.50		

30 - Finance

2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	623,888	773,517	714,153	779,551
5010	Temporary Wages	23,107	30,000	30,000	30,000
5020	Overtime - Non Supervisory	8,162	5,787	8,000	5,800
5040	Overtime - Temporary	-	-	180	-
		655,157	809,304	752,333	815,351
<u>Taxes and Benefits</u>					
5200	FICA Contribution	46,530	59,232	56,761	59,815
5205	IMRF Contribution	93,015	103,204	90,526	97,306
5220	PPO Insurance Contribution	120,587	141,581	129,926	142,792
5225	HMO Insurance Contribution	26,732	34,366	37,299	40,648
5230	Dental Insurance Contribution	7,674	8,123	7,967	8,773
5235	Life Insurance Contribution	752	894	853	927
5240	Workers Compensation	974	1,925	1,991	3,962
5245	Unemployment Compensation	495	848	848	476
5260	RHS Plan Payout	944	3,116	944	944
		297,703	353,289	327,115	355,643
<u>Other Employee Costs</u>					
5310	Membership Dues	1,724	2,714	2,714	2,714 *
5320	Conferences	-	3,000	1,500	2,000
5325	Training	5,484	2,750	2,750	5,707 *
5335	Travel Expenses	338	250	250	250 *
		7,546	8,714	7,214	10,671
<u>Insurance</u>					
5535	Property & Liability Insurance	3,303	3,084	3,084	3,541
		3,303	3,084	3,084	3,541
<u>Contractual Services</u>					
6000	Professional Services	60,843	51,915	51,915	56,140 *
6015	Communication Services	2,412	2,364	2,300	2,364 *
6025	Administrative Services	31,465	30,600	37,644	34,350 *
		94,721	84,879	91,859	92,854
<u>Other Services</u>					
6110	Printing Services	3,110	4,530	4,530	4,830 *
6115	Licensing/Titles	-	-	92	-
6125	Bank & CC Fees	1,942	1,000	-	-
6195	Miscellaneous Contractual Services	981	1,200	1,200	1,200 *
		6,033	6,730	5,822	6,030
<u>Commodities</u>					
7000	Office Supplies	4,051	5,000	5,000	5,000 *
7200	Other Supplies	8,815	8,500	8,500	9,220 *
7300	Uniforms	999	1,000	1,000	2,000
7310	Publications	32	200	200	200 *
7320	Equipment < \$5,000	255	250	250	250 *
		14,152	14,950	14,950	16,670
<u>Other Expenses</u>					
7500	Postage & Parcel	13,887	14,200	18,300	15,000 *
7550	Miscellaneous Expenses	30	250	250	250
		13,917	14,450	18,550	15,250

30 - Finance

2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Capital Outlay					
8010	Furniture & Fixtures	5,788	24,900	24,900	-
		5,788	24,900	24,900	-
Total Finance Expenses		1,098,320	1,320,300	1,245,827	1,316,010

30 - Finance

2016 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	1,395
	IGFOA Training Courses	1,100
	Payroll Certification	1,932
	Purchasing Seminar	730
Account:5335 - Travel Expenses	Mileage, Tolls, Parking	250
Account:6000 - Professional Services	Actuary	5,800
	Continuing Disclosure - Municipal Advisor Fee	710
	GFOA Audit, PAFR & Budget Certificates	1,355
	Independent Auditor	38,475
	Investment Management Fee	7,300
	OPEB Calculation	2,500
Account:6015 - Communication Services	Telephone (DIR, AFD, Reception), Fin Hotspot	2,364
Account:6025 - Administrative Services	Secretary of State Vehicle Listing	500
	Vehicle License Program Fees - TMA	33,850
Account:6110 - Printing Services	A/P Checks	600
	Budget Printing/Binding	3,030
	Payroll Checks	100
	Receipt Forms	500
	Transfer Stamps	500
	W-2 Forms	100
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
	Water Supplies	720
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	1,440
	Vehicle Sticker Mailing Costs - TMC	4,000
	Vehicle Sticker Renewal Form - Postmaster	9,560

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2016 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.

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Salaries	1,160,037	1,175,069	1,284,432	1,452,477	1,390,548	1,454,862
Benefits	536,749	537,915	600,510	625,277	577,273	637,214
Contractual Services	114,649	176,650	296,490	440,853	341,650	395,950
Commodities	15,828	10,376	20,791	57,966	57,100	28,670
Capital Outlay	5,295	1,595	3,131	2,000	2,000	2,000
Total	1,832,558	1,901,605	2,205,355	2,578,573	2,368,571	2,518,696

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 & Code Enforcement, Planning & Zoning, and Economic Development.

Building and Code Enforcement Division

Division Overview

The Building and Code Enforcement Division employs twelve 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.

2016 Budget

COMMUNITY AND ECONOMIC DEVELOPMENT

Performance Measures

Service	Metric	Actual 2013	Actual 2014	Projected 2015
Building & Code Enforcement	Number of Building Inspections	6,565	7,121	7,200
	Number of Building Permits Issued	2,956	2,758	2,900
	Number of Inspections	12,760	13,079	12,900
	Number of Inspections per Inspector	2,127	2,180	2,150
	Number of Plan Reviews Performed	1,176	1,549	1,300
	% of Plan Review Completed within 10 Days	75%	80%	80%
	Number of Code Enforcement Cases	1,292	1,006	1,100
	Number of Code Enforcement Cases per Resident	.021	.019	.020

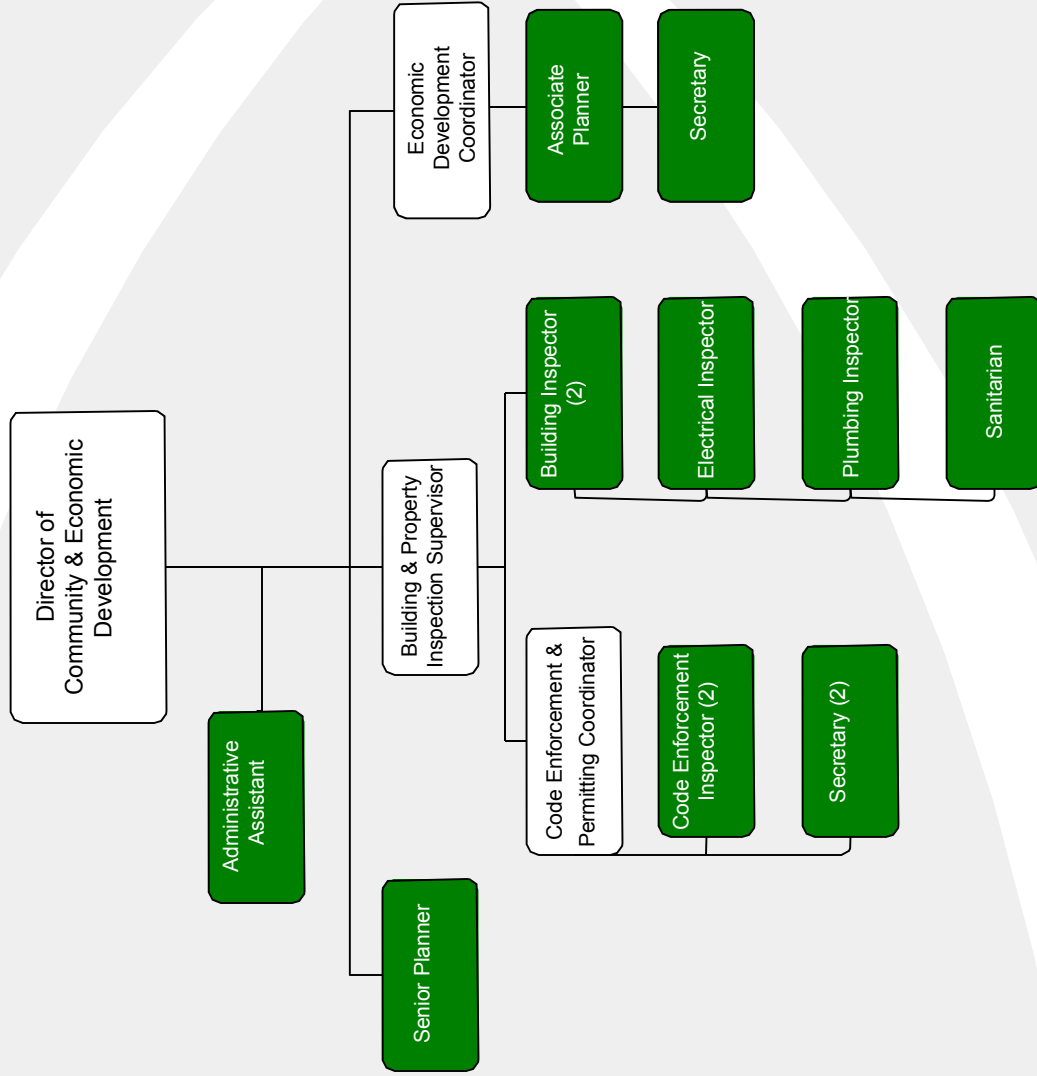
2015 Major Accomplishments

1. New department software was implemented for better contractor and resident service.
2. Attained a rating of “3” for commercial and “3” by the Insurance Services Office putting Des Plaines in the top 5% in Illinois and top 16% nationally.
3. Counter personnel cross-trained in all permitting, registration and licensing.
4. Streamlined and decreased cash bonds collected for better resident service.
5. Updated the liquor code to suit current needs.

2016 Goals and Objectives

1. Expand software for the adjudication and elevator inspection management.
2. Begin adoption of the 2015 ICC Codes.
3. Full update of the liquor code.
4. Initiate online submission and payment of building permits.
5. Improve monthly, quarterly and annual reporting.
6. Increase digital scanning of legacy paperwork and minimize printed media.

Community & Economic Development



2016 Budget

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

PERSONNEL EXHIBIT

Department: CED		Div: Bldg & Code Enforcement		Div. No: 40 - 410
Title	Authorized Positions			
	2014 Authorized	2015 Budget	2016 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	0.75	0.75	
Total Full Time Equivalent (FTE) Employees:	12.00	12.75	12.75	

40 - Community Development
410 - Building & Code Enforcement
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	925,861	999,507	941,258	991,592
5010	Temporary Wages	7,907	36,000	36,000	36,000
5020	Overtime - Non Supervisory	6,166	7,500	7,500	7,500
5035	Acting Out of Class & Night Premium	846	1,000	750	1,000
		940,780	1,044,007	985,508	1,036,092
<u>Taxes and Benefits</u>					
5200	FICA Contribution	70,288	79,927	74,147	79,297
5205	IMRF Contribution	137,397	133,570	121,189	123,915
5220	PPO Insurance Contribution	157,947	163,593	152,482	174,025
5225	HMO Insurance Contribution	19,284	20,324	20,033	20,324
5230	Dental Insurance Contribution	10,007	9,542	7,738	9,038
5235	Life Insurance Contribution	934	976	941	976
5240	Workers Compensation	22,089	37,219	36,712	64,973
5245	Unemployment Compensation	703	1,288	1,288	640
5250	Uniform Allowance	800	700	700	500
5260	RHS Plan Payout	37,488	7,758	16,589	16,589
		456,938	454,897	431,819	490,277
<u>Other Employee Costs</u>					
5310	Membership Dues	968	2,040	1,600	1,310 *
5320	Conferences	-	1,500	800	1,500
5325	Training	3,908	6,218	5,800	8,660 *
5335	Travel Expenses	10	100	100	100
		4,885	9,858	8,300	11,570
<u>Insurance</u>					
5535	Property & Liability Insurance	14,711	14,418	14,418	14,418
		14,711	14,418	14,418	14,418
<u>Contractual Services</u>					
6000	Professional Services	29,312	26,500	28,000	31,500 *
6005	Legal Fees	11,046	20,000	15,000	20,000 *
6015	Communication Services	6,217	6,580	5,500	6,500
		46,575	53,080	48,500	58,000
<u>Other Services</u>					
6100	Publication of Notices	-	500	-	-
6105	Records Preservation	11,880	16,000	24,000	25,000
6110	Printing Services	1,722	3,000	3,000	3,000 *
6195	Miscellaneous Contractual Services	22,853	32,000	30,000	35,000 *
		36,455	51,500	57,000	63,000
<u>Repairs and Maintenance</u>					
6310	R&M Vehicles	341	250	250	250 *
		341	250	250	250
<u>Commodities</u>					
7000	Office Supplies	4,661	4,500	4,500	4,500
7110	Natural Gas	-	400	-	-
7200	Other Supplies	910	800	800	800 *
7300	Uniforms	2,011	2,000	3,000	2,000 *
7310	Publications	244	2,951	3,200	3,000
7320	Equipment < \$5,000	1,388	2,000	2,000	2,000
		9,214	12,651	13,500	12,300

40 - Community Development
410 - Building & Code Enforcement
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Other Expenses</u>					
7500	Postage & Parcel	206	250	150	250
7550	Miscellaneous Expenses	201	100	100	100
		<u>407</u>	<u>350</u>	<u>250</u>	<u>350</u>
<u>Capital Outlay</u>					
8010	Furniture & Fixtures	1,250	1,000	1,000	1,000
		<u>1,250</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total Building & Code Enforcement Expenses		<u>1,511,555</u>	<u>1,642,011</u>	<u>1,560,545</u>	<u>1,687,257</u>

40 - Community Development
410 - Building & Code Enforcement
2016 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
	International Association of Electrical Inspectors	170
	International Code Council	200
	International Plumbing Inspectors Association	200
	Misc.	220
	NorthWest Building Officials & Code Administrators	150
	Suburban Building Officials	75
Account:5325 - Training	BFCA	100
	Illinois Association of Code Enforcement (IACE)	315
	ICC Certifications (International Code Council)	190
	IEHA Illinois Environmental Health Association	125
	Illinois Plumbing Association (IPA)	750
	International Association of Electrical Inspectors (IAEI)	150
	IPIA Monthly	200
	Mechanical & Plumbing Annual	300
	Northwest Building Officials and Code Admin (NWBOCA)	2,550
	NW BOCA	300
	Permit Technician Exam	780
	Pest Solutions	50
	SBOC Monthly	150
	Suburban Building Officials (SBOC) (8)	2,700
Account:6000 - Professional Services	Elevator Inspections	30,000
	Engineering Consulting	1,500
Account:6005 - Legal Fees	Property Enforcement Matters	20,000
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	5,000
	Property Maintenance Service	30,000
Account:6310 - R&M Vehicles	Car Washes and Floor Mats	250
Account:7200 - Other Supplies	Business License Certificates	800
Account:7300 - Uniforms	Shirts for Inspectors	2,000

COMMUNITY AND ECONOMIC DEVELOPMENT

Planning & Zoning Division

Division Overview

The Planning & Zoning Division consists of five 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 2013	Actual 2014	Projected 2015
Planning & Zoning	Number of zoning cases processed	68	84	70

2015 Major Accomplishments

1. Finalized the 'place-making' plan for Metropolitan Square.
2. With the Des Plaines Park District, initiated the Apache Park improvements despite OSLAD funding being revoked.
3. Consolidated the planning and zoning boards.
4. Participated in the O'Hare Freight Consortium.

2016 Goals and Objectives

1. Complete Metropolitan Square half-circle "place-making" physical improvements.
2. Complete Apache Park improvements.
3. Explore development dedications and impact fees.

2016 Budget
COMMUNITY & ECONOMIC DEVELOPMENT -
PLANNING & ZONING

PERSONNEL EXHIBIT

Department: CED		Div: Planning & Zoning		Div. No: 40 - 420
Title	Authorized Positions			
	2014 Authorized	2015 Budget	2016 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>0.50</u>	<u>0.50</u>	
Total Full Time Equivalent (FTE) Employees:	3.25	3.75	3.75	

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

40 - Community Development 420 - Planning & Zoning 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	307,624	306,894	295,798	304,761
5010	Temporary Wages	4,076	18,000	18,000	18,000
5020	Overtime - Non Supervisory	5,368	7,500	7,500	7,500
		317,068	332,394	321,298	330,261
<u>Taxes and Benefits</u>					
5200	FICA Contribution	23,381	24,973	25,249	24,732
5205	IMRF Contribution	46,087	41,664	40,062	38,694
5220	PPO Insurance Contribution	30,354	29,227	22,746	23,998
5225	HMO Insurance Contribution	32,608	34,366	33,874	34,366
5230	Dental Insurance Contribution	4,107	3,728	3,670	3,762
5235	Life Insurance Contribution	303	294	259	286
5240	Workers Compensation	484	767	873	1,422
5245	Unemployment Compensation	212	360	360	192
		137,536	135,379	127,093	127,452
<u>Other Employee Costs</u>					
5310	Membership Dues	2,902	2,030	2,400	2,700 *
5320	Conferences	2,549	1,400	1,000	1,950 *
5325	Training	488	2,330	2,200	3,200 *
5335	Travel Expenses	274	100	100	100 *
		6,213	5,860	5,700	7,950
<u>Insurance</u>					
5535	Property & Liability Insurance	5,079	4,921	4,921	4,921
		5,079	4,921	4,921	4,921
<u>Contractual Services</u>					
6000	Professional Services	10,481	15,000	5,000	10,000
6015	Communication Services	1,275	1,000	1,000	1,000
		11,756	16,000	6,000	11,000
<u>Other Services</u>					
6100	Publication of Notices	4,015	4,000	5,000	5,000 *
6110	Printing Services	491	800	800	800 *
6120	Recording Fees	1,710	5,600	-	-
6195	Miscellaneous Contractual Services	2,086	5,000	4,500	5,000 *
		8,302	15,400	10,300	10,800
<u>Commodities</u>					
7000	Office Supplies	1,609	1,500	1,500	1,500 *
7300	Uniforms	500	500	1,000	500
7310	Publications	311	665	400	500 *
7320	Equipment < 5000	676	250	250	250
		3,096	2,915	3,150	2,750
<u>Other Expenses</u>					
7500	Postage & Parcel	-	300	300	300
7550	Miscellaneous Expenses	272	100	100	100
		272	400	400	400
<u>Capital Outlay</u>					
8010	Furniture & Fixtures	1,695	1,000	1,000	1,000
		1,695	1,000	1,000	1,000
Total Planning & Zoning Expenses		491,018	514,269	479,862	496,534

40 - Community Development
420 - Planning & Zoning
2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	American Planning Association US & IL Transportation Management Assoc. North Cook	2,400 300
Account:5320 - Conferences	American Planning Association National Conference Illinois Municipal League	1,800 150
Account:5325 - Training	American Planning Association Illinois Other Cert. Management Credits TIF Conference	1,200 1,200 800
Account:5335 - Travel Expenses	Parking, Tolls, Train	100
Account:6100 - Publication of Notices	Publishing of Zoning/Building Code Variation Cases	5,000
Account:6110 - Printing Services	Reports, Plans	800
Account:6195 - Misc. Contractual Services	Secretary for ZBA, PC and EDC Surveys	3,000 2,000
Account:7000 - Office Supplies	Paper, Pens, Pencils, Etc.	1,500
Account:7310 - Publications	Miscellaneous Periodicals Zoning Practice	400 100

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 2013	Actual 2014	Projected 2015
Economic Development	Number of 6b's processed	4	8	4
	Number of Business Assistance awards processed	4	6	5

2015 Major Accomplishments

1. Selected a redevelopment plan and developer for Mannheim/Higgins TIF 7 property.
2. Participated in the International Council of Shopping Centers' annual Chicago conference.
3. Sponsored an economic development open house.
4. Activated the Economic Development Commission for business outreach.
5. Maintained the Available Properties Database.
6. Expanded business assistance programs for outdoor dining and multi-unit retail properties.

2016 Goals and Objectives

1. Complete brand implementation.
2. Explore establishing an Enterprise Zone with Cook County and neighboring municipalities.
3. Construct the TIF 7 selected development.
4. Continue participation at ICSC and related networking events.
5. Full outreach to businesses by the Economic Development Commission.

2016 Budget

**COMMUNITY & ECONOMIC DEVELOPMENT -
ECONOMIC DEVELOPMENT**

PERSONNEL EXHIBIT

Department: CED	Div: Economic Development	Div. No: 40 - 430
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Title	Authorized Positions		
	2014 Authorized	2015 Budget	2016 Budget
Economic Development Coordinator	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full Time Equivalent (FTE) Employees:	0.00	1.00	1.00

40 - Community Development
430 - Economic Development
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	26,584	76,076	83,742	88,509
		26,584	76,076	83,742	88,509
<u>Taxes and Benefits</u>					
5200	FICA Contribution	2,033	5,820	6,401	6,771
5205	IMRF Contribution	3,833	10,080	10,459	10,966
5220	PPO Insurance Contribution	-	18,134	-	-
5230	Dental Insurance Contribution	108	701	1,176	1,135
5235	Life Insurance Contribution	27	76	108	108
5240	Workers Compensation	35	190	217	447
5245	Unemployment Compensation	-	-	-	58
		6,036	35,001	18,361	19,485
<u>Other Employee Costs</u>					
5310	Membership Dues	-	510	500	1,300 *
5320	Conferences	-	-	-	2,495 *
5325	Training	-	250	105	1,040 *
5335	Travel Expenses	282	-	150	200
		282	760	755	5,035
<u>Insurance</u>					
5535	Property & Liability Insurance	64	206	206	206
		64	206	206	206
<u>Contractual Services</u>					
6000	Professional Services	119,250	112,200	90,000	53,000 *
6015	Communication Services	-	800	300	800
		119,250	113,000	90,300	53,800
<u>Other Services</u>					
6100	Publication of Notices	970	-	-	-
6110	Printing Services	5,195	55,000	15,000	55,000 *
6120	Recording Fees	-	600	-	-
6195	Miscellaneous Contractual Services	13	-	-	-
		6,178	55,600	15,000	55,000
<u>Repairs and Maintenance</u>					
6300	R&M Software	40	-	-	-
		40	-	-	-
<u>Subsidies and Incentives</u>					
6601	Subsidy - Business Assistance	36,360	100,000	80,000	100,000
		36,360	100,000	80,000	100,000
<u>Commodities</u>					
7000	Office Supplies	285	500	500	500
7140	Electricity	269	-	-	-
7200	Other Supplies	2,648	40,000	35,000	10,000 *
7310	Publications	-	1,150	300	870 *
7320	Equipment < \$5,000	900	-	500	500
		4,102	41,650	36,300	11,870
<u>Other Expenses</u>					
7500	Postage & Parcel	-	-	3,000	500
7550	Miscellaneous Expenses	3,700	-	500	500
		3,700	-	3,500	1,000

40 - Community Development
430 - Economic Development
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Capital Outlay					
8015	Equipment	186	-	-	-
		186	-	-	-
Total Economic Development Expenses		202,783	422,293	328,164	334,905

40 - Community Development
430 - Economic Development
2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account:5310 - Membership Dues	International Council of Shopping Centers (ICSC)	200
	Illinois Economic Development Authority (IEDA)	600
	International Economic Development Council (IEDC)	500
Account:5320 - Conferences	ICSC Alliance	380
	ICSC Deal Making (Attendance)	915
	ICSC Deal Making (Booth)	1,000
	ICSC Retailer	200
Account:5325 - Training	Biznow	280
	Chicago Industrial Properties	180
	IL TIF Association	400
	Retail Live	180
Account:6000 - Professional Services	Commercial Property Database Update	10,000
	Costar Commercial Real Estate Service	5,000
	Marketing/Branding Implementation (Carryover)	38,000
Account:6110 - Printing Services	Business Development Brochures	2,000
	City Logo & Image Update (Carryover)	50,000
	Marketing Materials	3,000
Account:7200 - Other Supplies	Marketing and Branding Supplies	10,000
Account:7310 - Publications	Crain's Chicago Business	120
	Miscellaneous Economic Development Periodicals	750

2016 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.

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Salaries	2,982,734	3,121,051	3,150,943	3,523,757	3,398,160	3,670,507
Benefits	1,158,096	1,195,298	1,215,751	1,362,331	1,332,082	1,554,516
Contractual Services	5,258,444	6,014,390	5,250,989	6,259,950	6,218,948	5,741,718
Commodities	1,091,239	1,327,518	1,341,801	1,173,950	1,173,985	1,202,475
Capital Outlay	-	-	12,257	154,500	132,940	81,500
Total	10,490,513	11,658,257	10,971,741	12,474,488	12,256,115	12,250,716

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, 2015 to March 31, 2016 \$16.36/month/residence

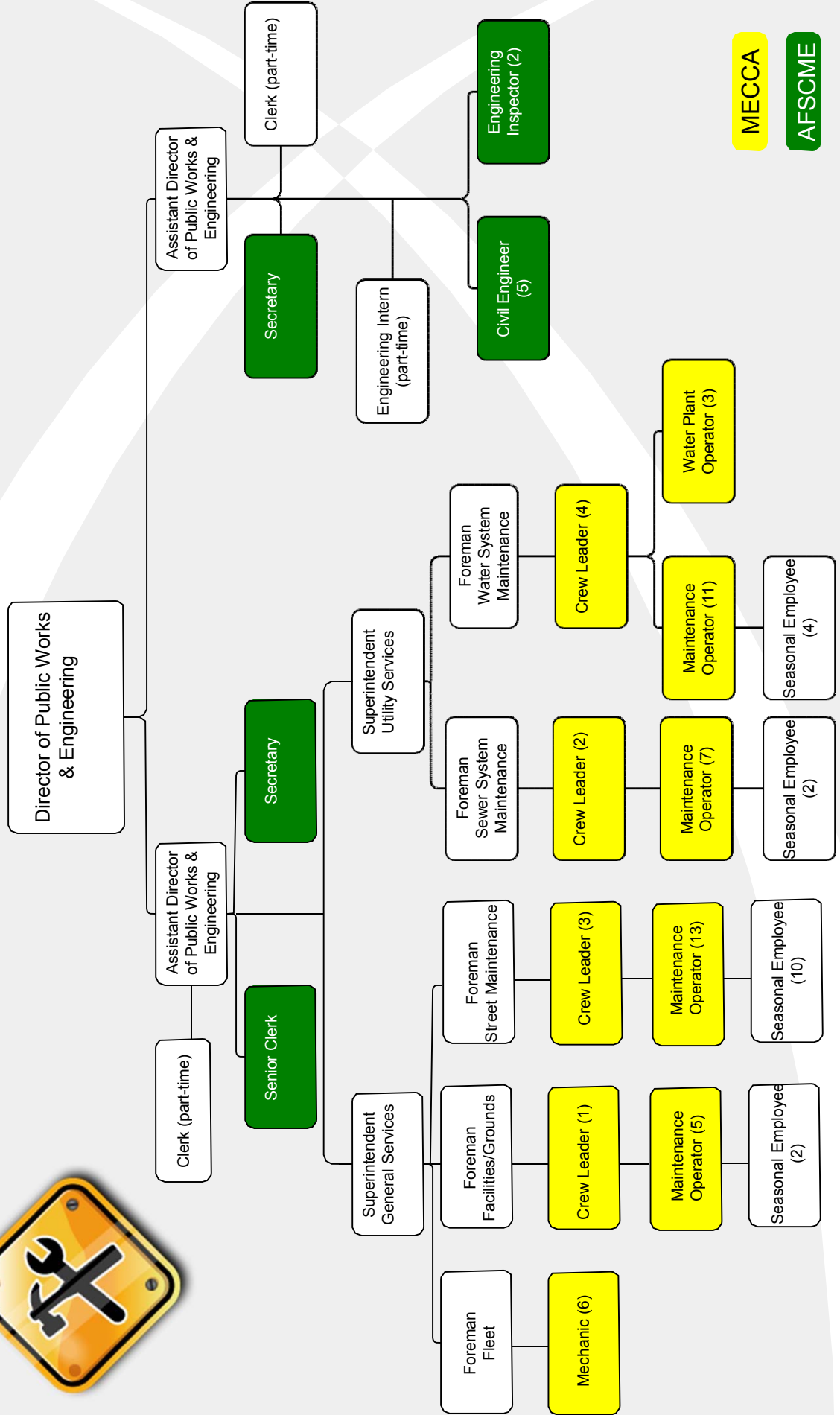
2015 Major Accomplishments

1. Coordinated the alternative water source design and construction.

2016 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

FY2016

2016 Budget
PUBLIC WORKS & ENGINEERING -
ADMINISTRATION

PERSONNEL EXHIBIT

Department: PWE		Div: Administration		Div. No: 50 - 100	
Title	Authorized Positions				
	2014 Authorized	2015 Budget	2016 Budget		
Director of Public Works & Engineering	0.25	0.25	0.25		
Assistant Director of PW & Engineering	0.50	0.75	0.75		
Secretary	0.50	1.00	1.00		
Senior Clerk	0.00	0.50	0.50		
Total Full Time Equivalent (FTE) Employees:	1.25	2.50	2.50		

50 - Public Works
100 - Public Works Administration
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	96,688	231,204	218,619	231,371
5020	Overtime - Non Supervisory	-	1,000	750	1,000
		96,688	232,204	219,369	232,371
<u>Taxes and Benefits</u>					
5200	FICA Contribution	6,697	16,685	16,137	16,852
5205	IMRF Contribution	14,335	30,769	27,470	28,788
5220	PPO Insurance Contribution	13,482	41,243	40,520	42,893
5225	HMO Insurance Contribution	4,820	5,081	5,008	5,081
5230	Dental Insurance Contribution	978	2,301	2,261	2,320
5235	Life Insurance Contribution	90	222	221	222
5240	Workers Compensation	353	862	858	37,645
5245	Unemployment Compensation	101	172	172	150
5255	Excess Sick Hour Payout	1,134	-	969	-
5260	RHS Plan Payout	7,239	3,348	7,239	7,239
		49,230	100,683	100,855	141,190
<u>Other Employee Costs</u>					
5310	Membership Dues	3,602	3,750	5,300	2,300 *
5320	Conferences	-	1,500	1,500	1,500
5325	Training	387	500	500	500 *
5335	Travel Expenses	-	100	100	100 *
		3,989	5,850	7,400	4,400
<u>Insurance</u>					
5535	Property & Liability Insurance	13,451	13,042	13,042	15,391
		13,451	13,042	13,042	15,391
<u>Contractual Services</u>					
6000	Professional Services	2,430	-	-	-
6015	Communication Services	844	1,200	1,200	1,200 *
6025	Administrative Services	6,219	6,500	6,500	6,500 *
6040	Waste Hauling & Debris Removal	3,304,592	3,100,000	3,100,000	3,150,000 *
		3,314,085	3,107,700	3,107,700	3,157,700
<u>Other Services</u>					
6110	Printing Services	9,623	1,000	10,500	1,000
6115	Licensing/Titles	-	-	-	-
6195	Miscellaneous Contractual Services	28,820	3,000	2,000	3,000
		38,443	4,000	12,500	4,000
<u>Repairs and Maintenance</u>					
6300	R&M Software	-	2,000	-	2,000 *
6305	R&M Equipment	-	1,700	750	1,700 *
		-	3,700	750	3,700
<u>Commodities</u>					
7000	Office Supplies	1,337	1,100	1,100	1,100
7200	Other Supplies	103	-	850	850
7300	Uniforms	-	350	500	350 *
7310	Publications	96	100	100	100 *
7320	Equipment < 5000	23	-	60	-
		1,560	1,550	2,610	2,400

50 - Public Works
100 - Public Works Administration
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Other Expenses</u>					
7500	Postage & Parcel	390	8,000	8,000	8,000 *
7550	Miscellaneous Expenses	229	200	200	200 *
		618	8,200	8,200	8,200
<u>Capital Outlay</u>					
8000	Computer Software	-	25,000	-	25,000 *
8005	Computer Hardware	1,888	6,500	-	6,500 *
		5,562	31,500	-	31,500
Total Public Works Administration Expenses		3,523,625	3,508,429	3,472,426	3,600,852

50 - Public Works
100 - Public Works Administration
2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	American Public Works Association	350
	American Water Works Association	1,500
	Illinois Public Works Mutual Aid Network	250
	Water Environment Federation	200
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 Phones	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	3,150,000
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	25,000
Account:8005 - Computer Hardware	Server (Virtual Server and License)	6,500

2016 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 2013	Actual 2014	Actual 2015
Engineering	Value of Capital Projects Constructed (Millions)	10	12	20
	Number of Permits Reviewed	193	232	250
	Number of STAC Requests processed	135	94	105

2015 Major Accomplishments

1. Completed construction of all Capital Improvement Projects including the Storm Water Master Plan locations and Phase II of the River Road Reconstruction project. Also, completed construction on the second phase and finished design and permitting for the third phase of the downtown streetscape project.
2. Undertook major work efforts to maintain City compliance with four federal/regional required programs:
 - Revised the City’s existing National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) program in response to the IEPA’s updated 5-year permit and the newly-adopted MWRD Watershed Management Ordinance (WMO)
 - Bid out Year 1 of the ten-year sign replacement program in compliance with federal sign retroreflectivity requirements.
 - Began preparation of a new Americans with Disabilities Act (ADA) Transition Plan for the City in response to the newly issued ADA Public Rights-of-Way Access Guidelines.
 - Began preparation of a City program in response to the first 5-year phase of the new MWRD Inflow and Infiltration Reduction Program.

2016 Budget

PUBLIC WORKS AND ENGINEERING

2016 Goals and Objectives

1. Continue design and permitting of the following CMAQ/ITEP/STP grant award projects:
 - 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)
 - 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:
 - Third phase of the Des Plaines River Road Reconstruction project (Henry 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.

2016 Budget
PUBLIC WORKS & ENGINEERING -
ENGINEERING

PERSONNEL EXHIBIT

Department: PWE		Div: Engineering/General		Div. No: 50 - 510	
Title	Authorized Positions				
	2014 Authorized	2015 Budget	2016 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
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	531,547	553,962	534,290	560,606
5020	Overtime - Non Supervisory	32,085	16,000	16,000	16,000
		563,632	569,962	550,290	576,606
<u>Taxes and Benefits</u>					
5200	FICA Contribution	41,535	42,511	41,366	42,933
5205	IMRF Contribution	93,142	75,543	68,709	71,458
5220	PPO Insurance Contribution	29,847	30,015	29,587	31,216
5225	HMO Insurance Contribution	48,765	51,413	50,239	50,968
5230	Dental Insurance Contribution	4,691	4,476	4,411	4,453
5235	Life Insurance Contribution	432	434	432	434
5240	Workers Compensation	3,074	4,963	5,137	91,286
5245	Unemployment Compensation	416	768	768	370
5250	Uniform Allowance	400	400	400	400
5255	Excess Sick Hour Payout	2,268	-	1,939	-
5260	RHS Plan Payout	6,884	-	6,884	6,884
		231,455	210,523	209,872	300,402
<u>Other Employee Costs</u>					
5310	Membership Dues	1,147	1,200	1,200	1,200 *
5320	Conferences	1,776	1,500	1,500	1,500 *
5325	Training	2,175	1,200	1,200	1,200 *
5335	Travel Expenses	243	200	150	200 *
		5,340	4,100	4,050	4,100
<u>Insurance</u>					
5535	Property & Liability Insurance	12,593	12,462	12,462	8,159
		12,593	12,462	12,462	8,159
<u>Contractual Services</u>					
6000	Professional Services	-	2,500	1,500	2,500 *
6015	Communication Services	5,019	4,800	4,980	5,000 *
		5,019	7,300	6,480	7,500
<u>Other Services</u>					
6110	Printing Services	84	100	-	100 *
6115	Licensing/Titles	20	260	260	-
6120	Recording Fees	-	-	-	-
		104	360	260	100
<u>Repairs and Maintenance</u>					
6300	R&M Software	7,283	-	-	-
6305	R&M Equipment	820	2,300	2,000	2,300 *
6310	R&M Vehicles	-	-	5	-
		8,103	2,300	2,005	2,300
<u>Commodities</u>					
7000	Office Supplies	1,737	2,500	2,500	2,500
7200	Other Supplies	353	1,250	1,000	1,250 *
7300	Uniforms	941	1,000	1,500	1,000 *
7310	Publications	180	250	250	250 *
7320	Equipment < 5000	579	-	-	-
		3,791	5,000	5,250	5,000

50 - Public Works
510 - Engineering
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Other Expenses</u>					
7500	Postage & Parcel	-	150	100	150 *
7550	Miscellaneous Expenses	273	-	-	-
		273	150	100	150
<u>Capital Outlay</u>					
8010	Furniture & Fixtures	-	-	485	5,500 *
		-	-	485	5,500
Total Engineering Expenses		830,310	812,157	791,254	909,817

50 - Public Works
510 - Engineering
2016 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	5,000
Account:6110 - Printing Services	Capital Improvement Program Plan Reproduction	100
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
Account:8100 - Furniture & Fixtures	Replacement Office Chairs	5,500

2016 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 2013	Actual 2014	Projected 2015
Geographic Information Systems	Number of MapOffice Internal Hits	73,989	76,787	100,000
	Number of MapOffice Public Hits	61,470	23,851	40,000

2015 Major Accomplishments

1. Assisted the Police Department with their transition to the Wheeling Dispatch Center. This support included reviewing and exporting necessary address data in the format required by Wheeling's CAD (Computer Aided Dispatch) system. The data creation process used was partially automated which saved both the GIS and Police Departments significant time.
2. Worked with the Public Works and Engineering staff to develop a method to import utility data from plans drawn in AutoCAD. This new method reduces the amount of time entering data and reduces redundancies in the utility update process.

2016 Goals and Objectives

1. Assist the Public Works and Engineering Department with collecting necessary ADA (American Disability Act) related data utilizing the ArcGIS Collector Application, which will allow community staff to seamlessly collect data and further utilize the data for analysis and planning purposes.
2. Migrate Capital Improvement Project related data and create updated workflow that will allow for more efficient updates and project history tracking.

50 - Public Works
520 - Geographic Information Systems
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget	
<u>Other Employee Costs</u>						
5325	Training	1,000	1,000	900	1,000	*
		1,000	1,000	900	1,000	
<u>Other Services</u>						
6195	Miscellaneous Contractual Services	231,711	273,214	273,214	243,740	*
		231,711	273,214	273,214	243,740	
<u>Repairs and Maintenance</u>						
6300	R&M Software	8,900	9,500	8,900	9,500	*
		8,900	9,500	8,900	9,500	
<u>Commodities</u>						
7000	Office Supplies	140	500	400	500	
7200	Other Supplies	-	250	250	250	*
7320	Equipment < 5000	44	-	-	-	
		185	750	650	750	
<u>Capital Outlay</u>						
8005	Computer Hardware	-	-	940	-	
		-	-	940	-	
Total Geographic Information Systems Expenses		241,796	284,464	284,604	254,990	

50 - Public Works
520 - Geographic Information Systems
2016 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	43,778
	Geographic Information Systems Consortium Fees-MGP Inc.	194,149
	Internet Mapping	5,313
	Trimble Hand Held Service Agreement	500
Account:6300 - R&M Software	ESRI Desktop (Aview 6LM + 4 Single, 1 AINFO)	9,500
Account:7200 - Other Supplies	Field Supplies	250

2016 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.

Performance Measures

Service	Metric	Actual 2013	Actual 2014	Projected 2015
Street Maintenance	Number of Trees Planted	422	323	879
	Number of Trees Removed for Emerald Ash Borer	1,626	694	200

2015 Major Accomplishments

1. Completed several street and sidewalk repairs. This includes resurfacing of 6 streets and patching list to be completed of numerous streets throughout the City.
2. Continued 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. An estimated 879 parkway trees will be planted in 2015.

2016 Goals and Objectives

1. Continue in-house street improvements and sidewalk trip hazard repairs.
2. Continue the removal of parkway Ash trees excluding those on an injection program as part of the City's Emerald Ash Borer Plan; this process will be followed with replanting of approximately new parkway trees to remain on pace to restore the City's urban forest canopy.

2016 Budget
PUBLIC WORKS & ENGINEERING -
STREET MAINTENANCE

PERSONNEL EXHIBIT

Department: PWE		Div: Street Maintenance		Div. No: 50 - 530	
Title	Authorized Positions				
	2014 Authorized	2015 Budget	2016 Budget		
Assistant Director of PW & Engineering	0.25	0.00	0.00		
Superintendent - General Services	0.50	0.50	0.50		
Foreman - Streets	1.00	1.00	1.00		
Crew Leader	4.00	3.00	3.00		
Maintenance Operator	18.00	15.00	13.00		
Seasonal Employee	<u>3.00</u>	<u>2.50</u>	<u>2.50</u>		
Total Full Time Equivalent (FTE) Employees:	26.75	22.00	20.00		

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

Note: No change in total positions for the 2016 Budget. The FTE change relates to 2 Maintenance Operators being reallocated to the Facilities/Grounds Maintenance Division.

50 - Public Works
530 - Street Maintenance
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Salaries					
5005	Salaries	1,499,170	1,358,078	1,303,583	1,262,830
5010	Temporary Wages	56,429	84,500	84,500	84,500
5015	Overtime - Supervisory	5	-	-	-
5020	Overtime - Non Supervisory	261,474	200,000	200,000	180,000
5035	Acting Out of Class & Night Premium	13,492	13,000	2,000	3,000
5040	Overtime - Temporary	572	-	1,000	-
		1,831,141	1,655,578	1,591,083	1,530,330
Taxes and Benefits					
5200	FICA Contribution	131,594	127,435	107,466	117,647
5205	IMRF Contribution	295,666	208,457	175,314	179,333
5220	PPO Insurance Contribution	194,258	140,198	139,180	113,864
5225	HMO Insurance Contribution	131,031	125,453	148,077	152,761
5230	Dental Insurance Contribution	18,635	14,198	16,080	14,807
5235	Life Insurance Contribution	1,769	1,514	1,506	1,378
5240	Workers Compensation	129,289	186,183	203,843	205,215
5245	Unemployment Compensation	2,484	1,512	1,512	908
5250	Uniform Allowance	10,380	8,100	8,950	7,600
5260	RHS Plan Payout	46,547	6,465	5,176	5,176
		961,653	819,515	807,104	798,689
Other Employee Costs					
5310	Membership Dues	897	950	950	825 *
5325	Training	3,354	3,550	3,000	3,550 *
5335	Travel Expenses	42	75	25	75
		4,293	4,575	3,975	4,450
Insurance					
5535	Property & Liability Insurance	65,462	45,916	45,916	50,775
		65,462	45,916	45,916	50,775
Contractual Services					
6000	Professional Services	7,370	2,000	1,000	2,000 *
6015	Communication Services	5,008	7,715	7,000	7,100 *
6040	Waste Hauling & Debris Removal	45,443	45,000	45,000	45,000 *
6045	Utility Locate Services	2,205	2,900	3,500	3,500 *
		60,026	57,615	56,500	57,600
Other Services					
6110	Printing Services	678	500	500	500 *
6115	Licensing/Titles	300	200	200	200 *
6135.03	Rentals - Equipment	-	500	250	9,500 *
6145	Custodial Services	43,920	-	-	-
6170	Tree Maintenance	278,852	400,000	400,000	400,000 *
6175	Tree Plantings	144,720	300,000	300,000	300,000 *
6190	Tow/Storage/Abandoned Fees	-	250	250	250
6195	Miscellaneous Contractual Services	411,905	196,900	196,900	196,900 *
		880,375	898,350	898,100	907,350
Repairs and Maintenance					
6305	R&M Equipment	2,826	5,000	4,000	5,000 *
6315.001	R&M Buildings -City Hall	233,474	-	-	-
6315.002	R&M Buildings -Public Works	19,203	-	-	-
6315.003	R&M Buildings -Police	11,365	-	-	-
6315.004	R&M Buildings -Fire Station #61	22,640	-	-	-

50 - Public Works
530 - Street Maintenance
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
6315.005	R&M Buildings -Fire Station #62	5,318	-	-	-
6315.006	R&M Buildings -Fire Station #63	15,749	-	-	-
6315.007	R&M Buildings -Library	296	-	-	-
6315.009	R&M Buildings -Civic Center Parking	58,350	-	-	-
6315.999	R&M Buildings -Other	48,655	-	-	-
6325	R&M Street Lights	5,402	25,000	25,000	25,000
		423,278	30,000	29,000	30,000
Commodities					
7000	Office Supplies	540	600	600	600
7020	Supplies - Safety	3,821	3,500	3,000	3,500
7025	Supplies - Custodial	21,445	-	-	-
7030	Supplies - Tools & Hardware	4,012	2,600	2,600	2,600 *
7035	Supplies - Equipment R&M	413	1,500	1,000	1,500 *
7045	Supplies - Building R&M	34,313	-	-	-
7050	Supplies - Streetscape	5,754	9,000	9,000	14,000 *
7055	Supplies - Street R&M	127,656	100,000	100,000	100,000 *
7055.050	Street Light Supplies	6,597	5,000	4,500	5,000 *
7055.051	Street Sign Supplies	13,429	20,000	20,000	20,000 *
7055.052	Traffic Equipment & Material	466	3,700	3,700	3,700 *
7055.053	Graffiti Removal Supplies	414	1,500	1,000	1,500
7055.054	Other Supplies	241	2,500	2,000	2,500 *
7140	Electricity	187,453	-	-	-
7160	Ice Control	21,463	3,000	3,000	3,000 *
7200	Other Supplies	1,680	1,125	1,125	1,125 *
7300	Uniforms	1,297	575	2,000	1,100 *
7310	Publications	-	100	-	100
7320	Equipment < \$5,000	3,308	3,000	3,000	3,000 *
		434,304	157,700	156,525	163,225
Other Expenses					
7500	Postage & Parcel	-	50	25	50
7550	Miscellaneous Expenses	183	300	300	300
		183	350	325	350
Capital Outlay					
8010	Furniture & Fixtures	1,175	-	-	-
8015	Equipment	5,519	98,000	98,000	-
		6,694	98,000	98,000	-
Total Street Maintenance Expenses		4,667,409	3,767,599	3,686,528	3,542,769

50 - Public Works
530 - Street Maintenance
2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	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	7,100
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	3,500
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:6315.030 - Rentals-Equipment	Attachment Rental	500
	Stump Grinder	9,000
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	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
	New Banners for Rebranding	5,000
Account:7055 - Street R&M	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

50 - Public Works
530 - Street Maintenance
2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account: 7055.052 - Traffic Equipment & Material	Replacement/Repair of Barricades, Batteries & Bulbs	3,700
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 Rags & Other Supplies	750 375
Account: 7300 - Uniforms	T-Shirts for Seasonal Employees Uniforms for Foreman and Superintendent	300 800
Account: 7320 - Equipment < \$5,000	Snowblowers, Pushmowers, Chainsaws	3,000

2016 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 2013	Actual 2014	Projected 2015
Facilities & Grounds	Number of Remodeling Jobs	6	4	6
	Number of Maintenance Requests	271	315	345

2015 Major Accomplishments

1. Completed several facility improvements which include: Phase I of the Council Chambers upgrade, upgraded carpeting and painting in rooms 101 & 103, remodeling of the 3rd floor office space in CED, remodeling of the EOC, Public Works building remodeling, and the completion of the elevator modernization at City Hall.
2. Bid and coordinated Facilities & Grounds maintenance and repair projects including: City Hall Roof and Masonry Repair contract, Fire Station 1 roof replacement & Fire Station 2 roof patching, 2015 Parking Structure Repair and Maintenance, The Second Floor Remodeling at City Hall contract, and the 2015-16 Landscape Maintenance contract for City owned grounds.

2016 Goals and Objectives

1. Bid and coordinate building maintenance and repair projects. These projects will include repairs to City Hall, Public Works, Police Station improvements and Fire station improvements.
2. Complete facility improvements with in-house personnel as applicable to keep costs to a minimum.

2016 Budget

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

PERSONNEL EXHIBIT

Department: PWE	Div: Facilities & Grounds Maint.	Div. No: 50 - 535
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Title	Authorized Positions		
	2014 Authorized	2015 Budget	2016 Budget
Foreman - Facilities & Grounds	0.00	1.00	1.00
Crew Leader	0.00	1.00	1.00
Maintenance Operator	0.00	3.00	5.00
Seasonal Employees	<u>0.00</u>	<u>0.50</u>	<u>0.50</u>
Total Full Time Equivalent (FTE) Employees:	0.00	5.50	7.50

Note: No change in total positions for the 2016 Budget. The FTE change relates to 2 Maintenance Operators being reallocated from the Street Maintenance Division.

50 - Public Works
535 - Facilities & Grounds Maintenance
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	-	342,998	284,971	475,689
5010	Temporary Wages	-	10,000	10,000	10,000
5020	Overtime - Non Supervisory	-	-	20,000	20,000
5035	Acting Out of Class & Night Premium	-	-	10,000	10,000
		-	352,998	324,971	515,689
<u>Taxes and Benefits</u>					
5200	FICA Contribution	-	27,107	23,152	39,709
5205	IMRF Contribution	-	45,447	37,974	62,734
5220	PPO Insurance Contribution	-	79,109	67,584	114,589
5230	Dental Insurance Contribution	-	3,636	3,335	5,720
5235	Life Insurance Contribution	-	412	356	564
5240	Workers Compensation	-	47,294	32,297	77,920
5245	Unemployment Compensation	-	672	672	166
5250	Uniform Allowance	-	1,350	1,350	2,780
5260	RHS Plan Payout	-	-	-	753
		-	205,027	166,720	304,935
<u>Other Employee Costs</u>					
5310	Membership Dues	-	125	125	125 *
5325	Training	-	1,450	1,000	1,450 *
5335	Travel Expenses	-	75	25	75
		-	1,650	1,150	1,650
<u>Insurance</u>					
5535	Property & Liability Insurance	-	20,378	20,378	17,273
		-	20,378	20,378	17,273
<u>Contractual Services</u>					
6000	Professional Services	-	8,000	8,000	8,000 *
6015	Communication Services	-	1,785	1,785	1,785 *
		-	9,785	9,785	9,785
<u>Other Services</u>					
6110	Printing Services	-	250	100	250 *
6115	Licensing/Titles	-	200	100	200 *
6135.03	Rentals - Equipment	-	250	100	250
6145	Custodial Services	-	45,000	50,000	50,000
6195	Miscellaneous Contractual Services	-	475,515	412,000	456,100 *
		-	521,215	462,300	506,800
<u>Repairs and Maintenance</u>					
6305	R&M Equipment	-	5,000	3,000	5,000 *
6315.001	R&M Buildings -City Hall	-	512,892	750,000	203,000 *
6315.002	R&M Buildings -Public Works	-	193,000	130,000	113,000 *
6315.003	R&M Buildings -Police	-	9,000	7,500	9,000
6315.004	R&M Buildings -Fire Station #61	-	153,000	153,000	65,000 *
6315.005	R&M Buildings -Fire Station #62	-	102,000	2,000	4,000 *
6315.006	R&M Buildings -Fire Station #63	-	5,000	5,000	9,000 *
6315.007	R&M Buildings -Library	-	7,500	5,000	7,500 *
6315.008	R&M Buildings -EMA	-	2,000	2,000	2,000 *
6315.009	R&M Buildings -Civic Center Parking	-	10,000	10,000	10,000
6315.012	R&M Historical Society	-	-	-	27,500

50 - Public Works
535 - Facilities & Grounds Maintenance
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
6315.999	R&M Buildings -Other	-	100,000	100,000	100,000 *
		-	1,099,392	1,167,500	555,000
<u>Commodities</u>					
7000	Office Supplies	-	600	600	600
7020	Supplies - Safety	-	1,500	1,200	1,500
7025	Supplies - Custodial	-	20,000	20,000	20,000
7030	Supplies - Tools & Hardware	-	2,600	2,600	2,600 *
7035	Supplies - Equipment R&M	-	1,000	1,000	1,000
7045	Supplies - Building R&M	-	38,500	38,500	58,500 *
7055.054	Other Supplies	-	2,500	2,500	2,500
7140	Electricity	-	145,000	145,000	145,000
7200	Other Supplies	-	1,125	1,125	1,125
7300	Uniforms	-	575	1,000	575
7310	Publications	-	100	-	100
7320	Equipment < \$5,000	-	2,000	2,000	2,000
		-	215,500	215,525	235,500
<u>Other Expenses</u>					
7500	Postage & Parcel	-	50	-	50
7550	Miscellaneous Expenses	-	300	150	300
		-	350	150	350
<u>Capital Outlay</u>					
8010	Furniture & Fixtures	-	-	9,000	-
8100	Improvements	-	-	-	50,000 *
		-	-	9,000	50,000
Total Facilities & Grounds Maint Expenses		-	2,426,295	2,377,479	2,196,982

50 - Public Works
535 - Facilities & Grounds Maintenance
2016 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 Building Maintenance Programs	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
	Electric Repair Contract	15,000
	Floor Mats (Including Police)	7,500
	Landscaping Improvements, Bushes, Flowers, etc.	50,000
	Pest Control	2,600
	Plumbing Repair Contract	15,000
	Weed spraying, Fertilizing, etc.	30,000
	White Way	1,000
	Northwest Highway Landscaping Phase 3	135,000
Account:6305 - R&M Equipment	Repair of Vacuums, Scrubbers, Compressors, etc.	5,000
Account:6315.001 - City Hall	Elevator Maintenance Contract	8,000
	Heating, Ventilation and Air Conditioning Maintenance	50,000
	Misc. Remodel jobs	120,000
	Misc. Flooring Throughout City Hall	25,000
Account:6315.002 - Public Works	Misc. Building Repairs	35,000
	Monument Sign & Landscaping	18,000
	Parking Lot Asphalt Improvements Phase 2	60,000
Account:6315.004 - Fire Station #61	Misc. Building Repairs	30,000
	Station #61 Flood Protection (Carryover)	30,000
	Garage Door Timers	5,000
Account:6315.005 - Fire Station #62	Misc. Building Repairs	2,000
	Garage Door Timers	2,000
Account:6315.006 - Fire Station #63	Misc. Building Repairs	5,000
	Garage Door Timers	4,000
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
Account:7045 - Supplies - Building R&M	Misc. Parts - City Hall	12,000

50 - Public Works
535 - Facilities & Grounds Maintenance
2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
	Misc. Parts - Fire Stations	17,000
	Misc. Parts - Police Station	4,000
	Misc. Parts - Public Works Building	5,500
	City Hall Lunchroom Remodeling	20,000
Account:8100 - Improvements	PW Recycling & Sandbag Building (2015 Carryover)	50,000

2016 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 2013	Actual 2014	Projected 2015
Vehicle Maintenance	Number of Vehicle Repairs	NA	815	934

2015 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. An RFP was conducted for CNG alternative fuel options for designated vehicles. The RFP was bid on by one vendor who did not follow contract specifications and is currently being reviewed.
3. Began the process of auctioning surplus vehicles through Obenauf Auction Services. Six auctions are expected to be completed in 2015 to dispose of 37 vehicles/equipment which were approved by the City Council.

2016 Goals and Objective

1. Continue to update fleet inventory with new software to improve efficiency and improve cost tracking of fleet. These improvements will help improve service and minimize costs.
2. Implement a new fuel monitoring system to improve reporting of departmental fuel usage.
3. Continue to utilize auction services to dispose of surplus vehicles/equipment in a timely manner.

2016 Budget
PUBLIC WORKS & ENGINEERING -
VEHICLE MAINTENANCE

PERSONNEL EXHIBIT

Department: PWE		Div: Vehicle Maintenance		Div. No: 50 - 540
Title	Authorized Positions			
	2014 Authorized	2015 Budget	2016 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
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	370,129	454,820	440,483	466,300
5020	Overtime - Non Supervisory	19,411	15,000	25,000	15,000
5035	Acting Out of Class & Night Premium	3,264	1,000	6,000	1,000
		392,804	470,820	471,483	482,300
<u>Taxes and Benefits</u>					
5200	FICA Contribution	29,241	36,048	35,595	36,921
5205	IMRF Contribution	57,751	62,406	59,794	59,774
5220	PPO Insurance Contribution	58,330	78,292	68,237	71,994
5225	HMO Insurance Contribution	29,409	20,324	50,083	50,810
5230	Dental Insurance Contribution	6,212	5,966	7,610	8,074
5235	Life Insurance Contribution	365	450	464	466
5240	Workers Compensation	16,781	27,071	28,939	75,316
5245	Unemployment Compensation	739	640	640	306
5250	Uniform Allowance	320	240	320	320
5260	RHS Plan Payout	5,721	5,669	5,721	5,721
		204,869	237,106	257,403	309,702
<u>Other Employee Costs</u>					
5310	Membership Dues	161	530	530	30 *
5325	Training	1,751	2,250	2,300	9,250 *
5335	Travel Expenses	-	-	70	100
		1,912	2,780	2,900	9,380
<u>Insurance</u>					
5535	Property & Liability Insurance	4,877	5,243	5,243	9,279
		4,877	5,243	5,243	9,279
<u>Contractual Services</u>					
6015	Communication Services	737	2,400	2,200	2,400 *
6040	Waste Hauling & Debris Removal	479	1,400	1,400	1,400 *
		1,215	3,800	3,600	3,800
<u>Other Services</u>					
6115	Licensing/Titles	2,235	4,150	4,000	4,150 *
6135.031	Rentals - Uniforms	2,030	2,900	4,200	4,300
6195	Miscellaneous Contractual Services	16,464	16,200	15,000	7,700 *
		20,729	23,250	23,200	16,150
<u>Repairs and Maintenance</u>					
6300	R&M Software	411	2,995	2,995	2,995 *
6305	R&M Equipment	23,310	15,000	12,000	15,000 *
6310	R&M Vehicles	153,523	100,000	50,000	105,000 *
		177,243	117,995	64,995	122,995
<u>Commodities</u>					
7000	Office Supplies	128	200	200	200
7020	Supplies - Safety	516	500	600	750
7030	Supplies - Tools & Hardware	7,660	3,000	3,000	4,900 *
7035	Supplies - Equipment R&M	31,333	30,000	30,000	30,000 *
7040	Supplies - Vehicle R&M	394,336	250,000	250,000	250,000 *
7110	Natural Gas	290	700	700	700
7120	Gasoline	310,413	350,000	350,000	350,000
7130	Diesel	156,776	150,000	150,000	150,000
7200	Other Supplies	570	-	-	-
7300	Uniforms	506	650	1,000	650
7320	Equipment < \$5,000	2,424	4,500	4,500	4,500 *
		904,951	789,550	790,000	791,700

50 - Public Works
540 - Vehicle Maintenance
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Capital Outlay					
8015	Equipment	-	25,000	25,000	-
		-	25,000	25,000	-
Total Vehicle Maintenance Expenses		1,708,600	1,675,544	1,643,824	1,745,306

50 - Public Works
540 - Vehicle Maintenance
2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Annual Fee - Municipal Fleet Managers Association	30
Account:5325 - Training	American Public Works Association Expo	250
	School for Auto & Truck Repair Procedures	2,000
	CFA Training	3,000
	EVT & Sweeper Repair Training	4,000
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	3,500
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:6310 - R&M Vehicles	Misc. Auto Parts	65,000
	New Vehicle Logos	40,000
Account:7030 - Supplies - Tools & Hardware	Large Air Tools, Tire Tools, etc.	2,500
	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

2016 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.

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Salaries	10,514,278	10,957,667	11,306,906	11,735,451	11,545,737	12,012,360
Benefits	6,582,492	6,664,511	7,159,085	7,421,204	7,477,358	8,877,009
Contractual Services	1,962,908	1,730,327	1,465,361	502,929	443,884	484,239
Commodities	149,262	122,714	126,905	165,835	160,428	181,835
Capital Outlay	300	-	864	-	-	-
Transfers	-	-	-	857,458	1,182,476	1,129,551
Total	19,209,240	19,475,220	20,059,121	20,682,877	20,809,883	22,684,994

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.

2016 Budget POLICE

Performance Measures

Service	Metric	Actual 2013	Actual 2014	Projected 2015
Administration	# of New Police Vehicles Purchased/ Outfitted	10	16	8
	# of Arrest Videos Burned - Court Subpoena	41	36	35
	# of DUI Videos Burned – Court Subpoena	81	68	55

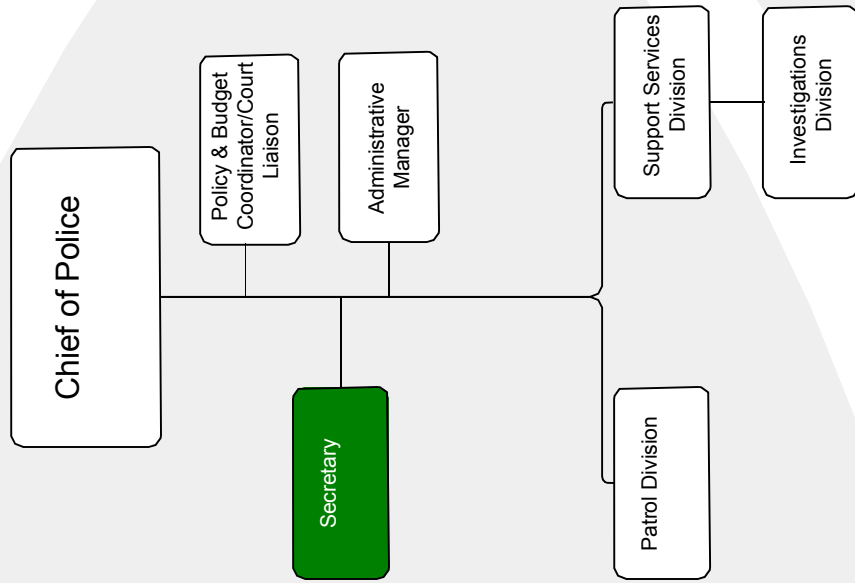
2015 Major Accomplishments

1. Implementation of the Computer Aided Dispatch and transition to Wheeling 911 Dispatching.
2. Implemented the Records Management and Field Based Reporting software.
3. Completed the implementation of the Lexipol General Order system.

2016 Goals and Objectives

1. Relocate the Police Records Section to the second floor of City Hall.
2. Implement the I-Crash reporting system.
3. Improve customer service.

Police Department - Administration



2016 Budget
POLICE -
ADMINISTRATION

PERSONNEL EXHIBIT

Department: Police		Div: Administration		Div. No: 60 - 100	
Title	Authorized Positions				
	2014 Authorized	2015 Budget	2016 Budget		
Chief	1.00	1.00	1.00		
Policy & Budget Coordinator/ Court Liaison	1.00	1.00	1.00		
Secretary/Police	1.00	1.00	1.00		
Fleet & Technical Services Administrator	1.00	0.00	0.00		
Administrative Manager	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>		
Total Full Time Equivalent (FTE) Employees:	4.00	4.00	4.00		

60 - Police
100 - Police Department Administration
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	360,895	377,424	362,748	384,547
5020	Overtime - Non Supervisory	4,578	9,000	7,500	9,000
5025	Secondary Employment	12,505	-	14,000	-
		377,978	386,424	384,248	393,547
<u>Taxes and Benefits</u>					
5200	FICA Contribution	19,440	20,428	19,607	20,784
5205	IMRF Contribution	56,361	54,196	50,049	51,370
5220	PPO Insurance Contribution	70,368	70,949	69,778	73,786
5230	Dental Insurance Contribution	3,280	3,140	3,295	3,445
5235	Life Insurance Contribution	354	368	367	368
5240	Workers Compensation	5,261	8,789	9,030	32,412
5245	Unemployment Compensation	266	296	296	252
5250	Uniform Allowance	1,575	875	1,575	1,575
5260	RHS Plan Payout	5,507	2,752	5,507	5,507
		162,412	161,793	159,504	189,499
<u>Other Employee Costs</u>					
5310	Membership Dues	1,259	1,425	1,425	1,425 *
5320	Conferences	-	1,500	1,000	1,500 *
5325	Training	180	1,000	500	1,000 *
5335	Travel Expenses	8	100	50	100 *
		1,447	4,025	2,975	4,025
<u>Insurance</u>					
5535	Property & Liability Insurance	5,910	4,655	4,655	6,296
		5,910	4,655	4,655	6,296
<u>Contractual Services</u>					
6015	Communication Services	3,085	3,800	3,500	3,500 *
		3,085	3,800	3,500	3,500
<u>Repairs and Maintenance</u>					
6300	R&M Software	-	930	-	930 *
		-	930	-	930
<u>Commodities</u>					
7000	Office Supplies	462	1,000	600	1,000 *
7200	Other Supplies	13	500	250	500
		475	1,500	850	1,500
<u>Other Expenses</u>					
7500	Postage & Parcel	31	150	100	150 *
		31	150	100	150
Total PD Administration Expenses		551,338	563,277	555,832	599,447

60 - Police
100 - Police Department Administration
2016 Budget Justification Worksheet

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)	3,500
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

2016 Budget POLICE

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 2013	Actual 2014	Projected 2015
Uniformed Patrol	Total Number of Uniformed Patrol Officers	95	95	97
	Total Number of Incidents Reported	5928	6041	3500
	Total Arrests	1066	892	600
	Total DUI Arrests	91	69	35
	SWAT Call Outs	3	0	1
	Number of Compliance & Parking Violations Issued	12,873	10,973	7,900

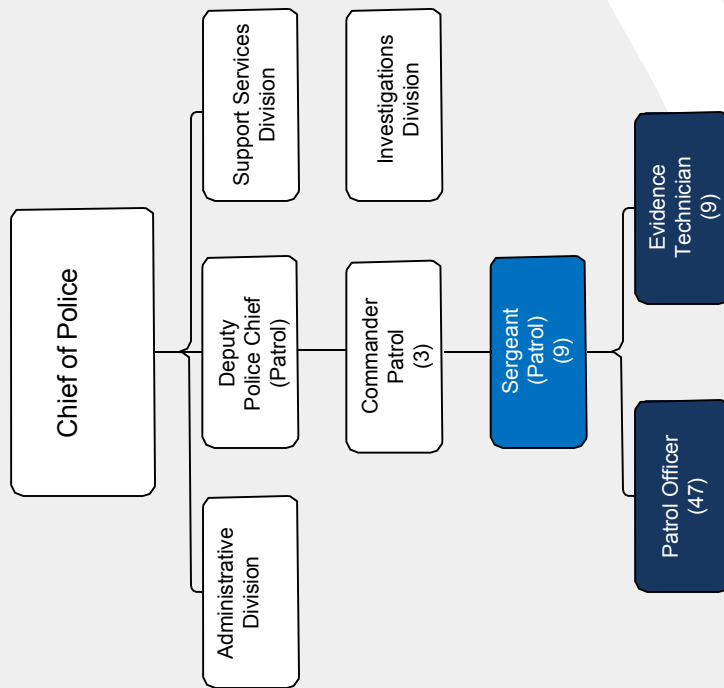
2015 Major Accomplishments

1. Successful implementation of the Tritech software (CAD/Field Based Reporting) throughout the Patrol Division.
2. The purchase and installation of new squad video cameras for all patrol squad cars.
3. The successful transition to Wheeling Dispatch Center from DPECC.

2016 Goals and Objectives

1. Revise and standardize city ordinance tickets, fines and procedures.
2. Prepare to meet the State of Illinois mandate for body worn camera policy and procedure.
3. Installation of new station video cameras.

Police Department - Uniformed Patrol



MAP 240

MAP 241

FY2016

2016 Budget
POLICE -
UNIFORMED PATROL

PERSONNEL EXHIBIT

Department: Police		Div: Uniformed Patrol		Div. No: 60 - 610
Title	Authorized Positions			
	2014 Authorized	2015 Budget	2016 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	1.00	1.00	1.00	
Patrolman/UP	<u>46.00</u>	<u>46.00</u>	<u>46.00</u>	
Total Full Time Equivalent (FTE) Employees:	69.00	69.00	69.00	

60 - Police
610 - Uniformed Patrol
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	6,372,935	6,508,727	6,416,420	6,585,550
5015	Overtime - Supervisory	76,616	58,000	75,000	58,000
5020	Overtime - Non Supervisory	295,314	325,000	300,000	325,000
5025	Secondary Employment	23,345	15,000	25,000	15,000
5030	Court Pay	96,282	115,000	105,000	115,000
5035	Acting Out of Class & Night Premium	33,557	50,000	35,000	50,000
		6,898,048	7,071,727	6,956,420	7,148,550
<u>Taxes and Benefits</u>					
5200	FICA Contribution	99,665	115,133	100,868	101,286
5210	Police Pension Contribution	2,977,357	3,086,747	3,086,747	3,589,240
5220	PPO Insurance Contribution	901,140	957,492	930,134	978,015
5225	HMO Insurance Contribution	216,946	223,895	231,308	209,625
5230	Dental Insurance Contribution	68,234	65,874	65,402	65,713
5235	Life Insurance Contribution	5,618	5,812	5,731	5,669
5240	Workers Compensation	137,946	179,824	193,377	555,167
5245	Unemployment Compensation	5,025	9,008	9,008	4,596
5250	Uniform Allowance	46,125	45,350	46,125	46,900
5260	RHS Plan Payout	171,415	86,493	130,860	124,929
		4,629,472	4,775,628	4,799,560	5,681,140
<u>Other Employee Costs</u>					
5310	Membership Dues	120	350	390	255 *
5320	Conferences	-	1,000	1,000	1,000
5325	Training	31,045	50,200	47,000	50,200 *
5335	Travel Expenses	5	500	250	500 *
5345	Post-Employment Exams	(500)	-	-	-
		30,669	52,050	48,640	51,955
<u>Insurance</u>					
5535	Property & Liability Insurance	83,971	81,517	81,517	77,805
		83,971	81,517	81,517	77,805
<u>Contractual Services</u>					
6015	Communication Services	26,949	85,620	55,000	67,620 *
6035	Dispatch Services	1,115,990	-	-	-
		1,142,939	85,620	55,000	67,620
<u>Other Services</u>					
6110	Printing Services	120	200	150	200
		120	200	150	200
<u>Repairs and Maintenance</u>					
6300	R&M Software	-	2,000	2,000	2,000 *
		-	2,000	2,000	2,000
<u>Commodities</u>					
7000	Office Supplies	2,817	4,000	3,500	4,000 *
7200	Other Supplies	4,473	10,095	10,000	10,095 *
7300	Uniforms	10,571	11,000	11,000	16,000 *

60 - Police
610 - Uniformed Patrol
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
7320	Equipment < \$5,000	1,066	1,400	1,560	1,400 *
		18,927	26,495	26,060	31,495
<u>Other Expenses</u>					
7500	Postage & Parcel	145	200	150	200
		145	200	150	200
<u>Other Financing Uses</u>					
9280	Transfer to Emergency Telephone System Fund	-	857,458	1,182,476	1,129,551 *
		-	857,458	1,182,476	1,129,551
Total Uniformed Patrol Expenses		12,804,292	12,952,895	13,151,973	14,190,516

60 - Police
610 - Uniformed Patrol
2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	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	3,000
	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	6,000
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	1,129,551

2016 Budget
POLICE

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

Service	Metric	Actual 2013	Actual 2014	Projected 2015
Criminal Investigations	Total Cases Assigned	882	895	905
	Total Cases Closed	837	877	880
	Juvenile Arrests - % of Total Arrests	38%	37%	35%
	Total Arrests	161	154	160

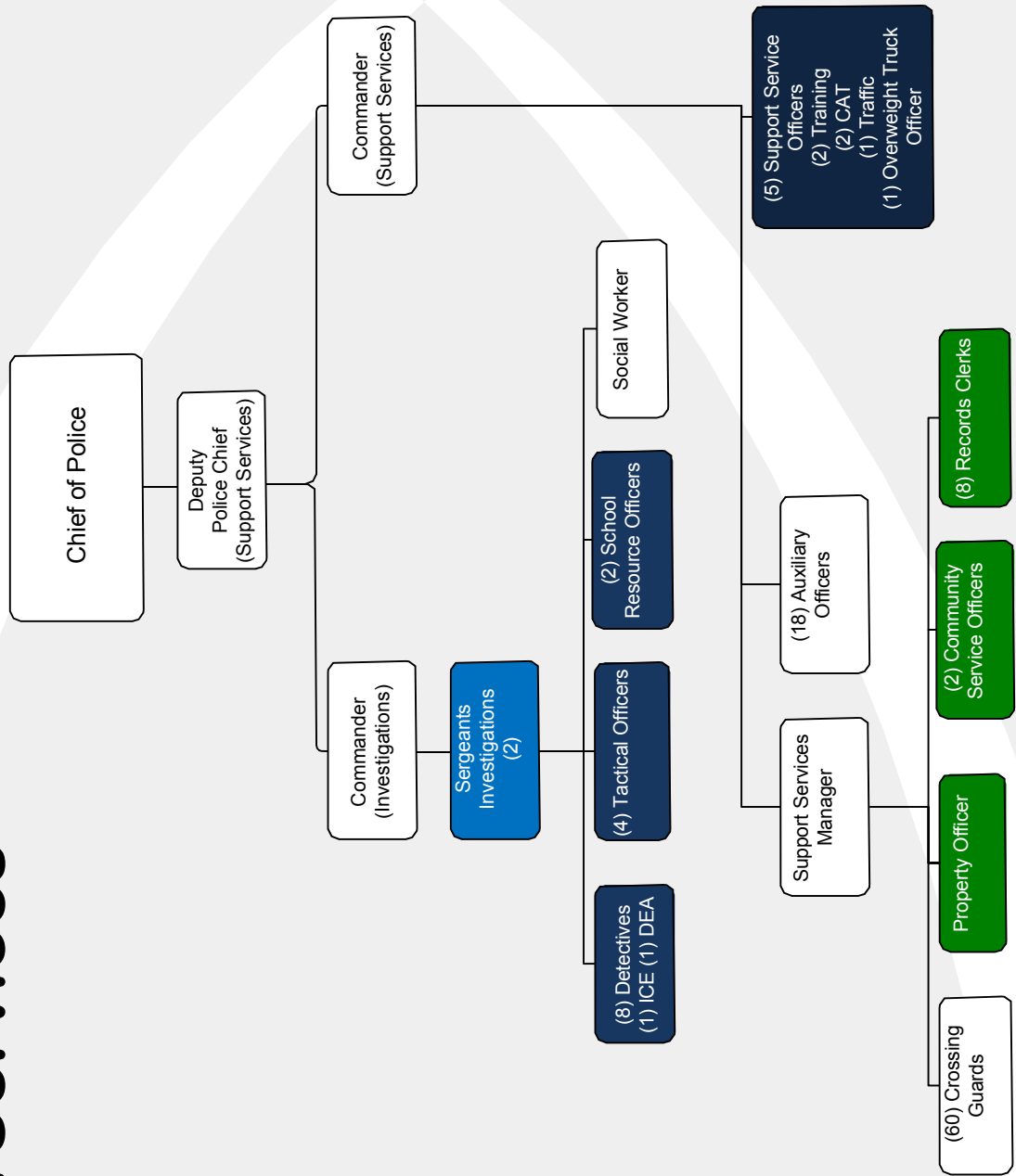
2015 Major Accomplishments

1. Implemented the digital photo lineup program as mandated by state statute.
2. Certified new detectives as lead homicide investigators and re-certified veteran detectives.

2016 Goals and Objectives

1. Continue comprehensive efforts to impact gang and drug crimes.
2. Continue to build and strengthen the department's relationships between the various courthouses, other local, state and federal law enforcement agencies and the Children's Advocacy Center.

Police Department – Criminal Investigation / Support Services



MAP 240

MAP 241

AFSCME

FY2016

2016 Budget
POLICE -
CRIMINAL INVESTIGATION

PERSONNEL EXHIBIT

Department: Police		Div: Criminal Investigation		Div. No: 60 - 620
Title	Authorized Positions			
	2014 Authorized	2015 Budget	2016 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	1.00	1.00	1.00	
Total Full Time Equivalent (FTE) Employees:	20.00	20.00	20.00	

60 - Police
620 - Criminal Investigation
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	1,828,515	1,852,521	1,843,282	2,022,667
5015	Overtime - Supervisory	23,482	40,000	25,000	40,000
5020	Overtime - Non Supervisory	209,740	167,075	185,000	167,000
5025	Secondary Employment	560	3,296	700	3,300
5030	Court Pay	38,876	40,000	40,000	40,000
5035	Acting Out of Class & Night Premium	20	1,000	500	1,000
		2,101,192	2,103,892	2,094,482	2,273,967
<u>Taxes and Benefits</u>					
5200	FICA Contribution	33,984	42,044	35,221	36,707
5205	IMRF Contribution	12,047	11,204	10,334	10,638
5210	Police Pension Contribution	850,486	853,427	853,427	992,357
5220	PPO Insurance Contribution	199,425	209,761	242,016	259,821
5225	HMO Insurance Contribution	99,166	108,505	113,543	125,329
5230	Dental Insurance Contribution	20,514	19,501	21,309	23,014
5235	Life Insurance Contribution	1,457	1,464	1,534	1,616
5240	Workers Compensation	38,285	49,089	56,002	170,569
5245	Unemployment Compensation	1,439	2,364	2,364	1,214
5250	Uniform Allowance	14,150	13,475	13,475	15,025
5260	RHS Plan Payout	38,390	39,451	37,119	37,119
		1,309,342	1,350,285	1,386,344	1,673,409
<u>Other Employee Costs</u>					
5310	Membership Dues	3,346	4,245	4,245	4,245 *
5325	Training	3,674	8,625	6,000	8,625 *
5335	Travel Expenses	-	150	150	150 *
		7,020	13,020	10,395	13,020
<u>Insurance</u>					
5535	Property & Liability Insurance	21,533	20,679	20,679	30,979
		21,533	20,679	20,679	30,979
<u>Contractual Services</u>					
6015	Communication Services	16,766	16,080	16,080	16,080 *
		16,766	16,080	16,080	16,080
<u>Other Services</u>					
6110	Printing Services	-	-	60	-
6135.999	Rentals - Other	752	1,000	750	1,000 *
6195	Miscellaneous Contractual Services	13,305	14,075	14,075	14,075 *
		14,057	15,075	14,885	15,075
<u>Repairs and Maintenance</u>					
6305	R&M Equipment	-	250	-	250
		-	250	-	250
<u>Commodities</u>					
7000	Office Supplies	1,975	2,000	2,000	2,000
7120	Gasoline	217	-	-	-
7300	Uniforms	-	200	-	200

60 - Police
620 - Criminal Investigation
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
7310	Publications	-	80	-	80 *
7320	Equipment < \$5,000	237	500	350	500 *
		2,430	2,780	2,363	2,780
<u>Other Expenses</u>					
7500	Postage & Parcel	162	250	250	250
		162	250	250	250
Division Total: Criminal Investigation		3,472,503	3,522,311	3,545,478	4,025,810

60 - Police
620 - Criminal Investigation
2016 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

2016 Budget
POLICE

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

Service	Metric	Actual 2013	Actual 2014	Projected 2015
Support Services	# of Police Education Programs Presented	3	9	10
	# of Police Training Classes Conducted	264	308	295

2015 Major Accomplishments

1. Increased the number of Police Auxiliary officers.
2. Increased the number of volunteers participating in the Citizen Police Academy and Neighborhood Watch Program.

2016 Goals and Objectives

1. Initiate an aggressive Truck Enforcement program and philosophy.
2. Prepare and train the department for state mandated body worn policy and procedure.
3. Transition all training and personnel records to the new RMS program.

2016 Budget
POLICE -
SUPPORT SERVICES

PERSONNEL EXHIBIT

Department: Police		Div: Support Services		Div. No: 60 - 630
Title	Authorized Positions			
	2014 Authorized	2015 Budget	2016 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	
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	1.00	1.00	
Total Full Time Equivalent (FTE) Employees:	24.00	25.00	25.00	

60 - Police
630 - Support Services
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	1,641,018	1,852,779	1,807,849	1,875,696
5010	Temporary Wages	174,685	210,000	190,000	210,000 *
5015	Overtime - Supervisory	436	-	-	-
5020	Overtime - Non Supervisory	60,562	62,129	62,129	62,100
5025	Secondary Employment	52,638	40,000	50,000	40,000
5030	Court Pay	190	-	209	-
5035	Acting Out of Class & Night Premium	160	8,500	400	8,500
		1,929,688	2,173,408	2,110,587	2,196,296
<u>Taxes and Benefits</u>					
5200	FICA Contribution	101,163	116,621	104,920	110,658
5205	IMRF Contribution	152,782	139,228	141,748	130,577
5210	Police Pension Contribution	326,241	359,826	359,826	418,403
5220	PPO Insurance Contribution	277,403	313,944	295,278	315,955
5225	HMO Insurance Contribution	97,107	102,223	111,383	123,224
5230	Dental Insurance Contribution	22,293	22,214	22,307	23,884
5235	Life Insurance Contribution	1,760	1,920	1,863	1,920
5240	Workers Compensation	28,704	39,961	44,247	157,728
5245	Unemployment Compensation	1,383	2,516	2,516	1,200
5250	Uniform Allowance	9,750	9,750	9,750	11,300
5260	RHS Plan Payout	39,274	25,295	38,112	38,112
		1,057,859	1,133,498	1,131,950	1,332,961
<u>Other Employee Costs</u>					
5310	Membership Dues	9,140	9,130	9,550	9,050 *
5320	Conferences	-	1,000	500	1,000
5325	Training	7,514	32,090	25,000	32,090 *
5335	Travel Expenses	28	150	100	150 *
		16,682	42,370	35,150	42,290
<u>Insurance</u>					
5535	Property & Liability Insurance	27,788	36,573	36,573	24,129
		27,788	36,573	36,573	24,129
<u>Contractual Services</u>					
6000	Professional Services	-	3,125	3,125	3,125 *
6015	Communication Services	11,133	11,060	11,060	11,060 *
		11,133	14,185	14,185	14,185
<u>Other Services</u>					
6110	Printing Services	11,811	15,000	14,000	13,000 *
6185	Animal Control	31,255	40,000	35,000	42,000 *
6190	Tow/Storage/Abandoned Fees	1,943	2,500	2,500	2,500
6195	Miscellaneous Contractual Services	20,492	20,150	22,000	24,150 *
		65,500	77,650	73,500	81,650
<u>Repairs and Maintenance</u>					
6305	R&M Equipment	4,232	11,250	8,500	11,250 *
6310	R&M Vehicles	4,210	9,500	5,500	9,500 *

60 - Police
630 - Support Services
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
6345	R&M Police Range	8,298	11,500	10,000	11,500 *
		16,740	32,250	24,000	32,250
Commodities					
7000	Office Supplies	6,464	11,000	9,500	11,000
7010	Supplies - Community Relations	14,325	18,000	18,000	18,000 *
7015	Supplies - Police Range	51,600	63,630	60,000	63,630 *
7055.051	Street Sign Supplies	-	800	400	800 *
7200	Other Supplies	13,834	16,650	15,000	17,850 *
7300	Uniforms	3,096	13,100	15,731	22,900 *
7310	Publications	3,851	3,180	3,180	3,180 *
7320	Equipment < \$5,000	9,002	6,000	6,000	6,000 *
		102,171	132,360	128,455	143,360
Other Expenses					
7500	Postage & Parcel	855	500	500	500
7525	Meals	680	600	700	600 *
7550	Miscellaneous Expenses	1,030	1,000	1,000	1,000
		2,564	2,100	2,200	2,100
Total Support Services Expenses		3,230,988	3,644,394	3,556,600	3,869,221

60 - Police
630 - Support Services
2016 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 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	1,250
	Production-Flyers-Inserts	1,000
	Stationary	1,750
Account:6185 - Animal Control	Animan Removal Services	19,000
	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	9,500
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
	Semi-Annual Squad Detail	2,500

60 - Police
630 - Support Services
2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
	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	2,700
	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 (3)	3,000
	Police Badges-Chicago Badge	2,000
	Police Insignias	400
	Police Officer Replacement Articles	500
	Retirement Badges	1,000
	Uniform Patches	1,000
	New Patches for Rebranding Program	15,000
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)	4,000
	Weapons	2,000
Account:7525 - Meals	Prisoner Meals	600

2016 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.

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Salaries	19,047	31,064	26,195	55,633	53,795	57,085
Benefits	12,190	12,260	12,413	11,910	11,167	11,874
Contractual Services	33,764	22,903	43,766	45,485	44,210	49,785
Commodities	20,378	24,178	18,905	27,575	25,795	28,530
Capital Outlay	-	-	395	-	-	14,000
Total	85,379	90,405	101,673	140,603	134,967	161,274

Department Overview

Homeland Security and Emergency Management - Homeland Security and Emergency Management provide leadership and are the managerial functions 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 operations are coordinated by the Mayor, City Manager, Assistant City Manager, EMA Coordinator and Department Heads, working under NIMS principles within 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 and proactive approach to an incident during which government, nongovernmental organizations and the private sector work together to seamlessly manage 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.

2016 Budget

HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY

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 and NIMS requirements must continue to 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 situations.
- 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.

2016 Budget

**HOMELAND SECURITY AND
EMERGENCY MANAGEMENT AGENCY**

Performance Measures

Service	Metric	Actual 2013	Actual 2014	Projected 2015
Emergency Management	Number of Emergency Responses	213	42	250
	Number of Hours Spent on Disaster Planning	2030	1140	1300
	New Grants Applied For/Received	1	1	2
	Preparedness Outreach Events (upon requests)	32	16	18
	% of Grants Successfully Awarded	100%	100%	100%

2015 Major Accomplishments

Homeland Security

Participated in the Homeland Security Information Network (HSIN), a user-driven mission-centered homeland security platform that supports real-time collaboration for incident response, emergency management, critical infrastructure security, public health and event support operations, as well as day-to-day information sharing.

Emergency Management

The Homeland Security and Emergency Management ordinance was updated and approved by City Council.

Tabletop exercises were conducted between the City of Des Plaines and the O'Hare International Airport Incident Management and CERT teams.

A National Weather Service Weather Spotting Seminar/Training Session was hosted at Oakton Community College.

The City's Continuity of Operations Plan was revised.

Citizen Corps

The Citizen Corps members contributed 3,203 hours of volunteer service while responding to disaster sites, special events and daily operational functions, resulting in a monetary savings of \$79,242 to the City of Des Plaines.

2016 Budget

HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY

2016 Goals and Objectives

Homeland Security

The Chief of Police and his Homeland Security/Emergency Management Coordinator will work in conjunction to identify the most efficient use of technology and resources to ensure protection from the threat of terrorist attack.

Emergency Management

Meet all DHS/FEMA HSEEP and NIMS requirements as required for compliance with all Federal grants awarded to the City of Des Plaines.

Deliver quarterly emergency management training and ICS 300 and 400 training to all Incident Management Team members and deputy/assistant department heads.

Conduct a full-scale exercise involving all City departments.

Deliver a National Weather Service Weather Spotting class to Des Plaines employees, volunteers and residents.

Citizen Corps

Continue the mission of the Fire Corps, Volunteers in Police Service, Neighborhood Watch, Medical Reserve Corps and the Community Emergency Response Team programs in their support of the whole community.

2016 Budget
HOMELAND SECURITY AND
EMERGENCY MANAGEMENT AGENCY

PERSONNEL EXHIBIT

Department: EMA		Div: EMA		Div. No: 65-000	
Title	Authorized Positions				
	2014 Authorized	2015 Budget	2016 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 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	26,195	55,633	53,795	57,085
		26,195	55,633	53,795	57,085
<u>Taxes and Benefits</u>					
5200	FICA Contribution	4,198	4,256	4,164	4,367
5205	IMRF Contribution	8,017	7,371	6,719	7,073
5235	Life Insurance Contribution	108	108	108	108
5240	Workers Compensation	75	139	140	288
5245	Unemployment Compensation	15	36	36	38
		12,413	11,910	11,167	11,874
<u>Other Employee Costs</u>					
5310	Membership Dues	225	225	225	300 *
5325	Training	1,164	3,500	3,000	3,500 *
5335	Travel Expenses	52	100	75	100 *
5340	Pre-Employment Exams	-	250	-	250 *
		1,441	4,075	3,300	4,150
<u>Insurance</u>					
5535	Property & Liability Insurance	7,889	7,880	7,880	13,535
		7,889	7,880	7,880	13,535
<u>Contractual Services</u>					
6015	Communication Services	5,465	12,530	12,530	12,100 *
		5,465	12,530	12,530	12,100
<u>Other Services</u>					
6110	Printing Services	1,806	3,000	2,500	3,000 *
6195	Miscellaneous Contractual Services	5,000	5,000	5,000	5,000 *
		6,806	8,000	7,500	8,000
<u>Repairs and Maintenance</u>					
6305	R&M Equipment	22,165	13,000	13,000	12,000 *
		22,165	13,000	13,000	12,000
<u>Commodities</u>					
7000	Office Supplies	1,787	1,500	1,500	1,500 *
7035	Supplies - Equipment R&M	873	225	225	2,430 *
7045	Supplies - Building R&M	250	-	-	-
7200	Other Supplies	2,625	9,400	9,000	9,000 *
7300	Uniforms	4,397	6,000	5,000	6,000 *
7320	Equipment < \$5,000	7,127	8,450	8,000	7,500 *
		17,059	25,575	23,725	26,430
<u>Other Expenses</u>					
7500	Postage & Parcel	19	-	70	100
7550	Miscellaneous Expenses	1,827	2,000	2,000	2,000 *
		1,846	2,000	2,070	2,100
<u>Capital Outlay</u>					
8000	Computer Software	-	-	-	14,000 *
8010	Furniture & Fixtures	395	-	-	-
		395	-	-	14,000
Total Emergency Management Agency Expenses		101,673	140,603	134,967	161,274

65 - Emergency Management Agency 2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Illinois Emergency Services Mgmt. Assoc. (IESMA)	200
	Illinois School Resource Officers Association (ILSROA)	50
	Illinois Search and Rescue Council	50
Account:5325 - Training	Illinois Emergency Mgmt Agency (IEMA)	1,500
	Illinois Emergency Services Mgmt Assoc. (IESMA)	1,000
	Citizen Corps Training	1,000
Account:5335 - Travel Expenses	Parking, Mileage	100
Account:5340 - Pre-Employment Exams	Background Checks - Medical Reserve Corps (MRC)	250
Account:6015 - Communication Services	Cell Phones	4,000
	Comcast	300
	Cook County Radio System	3,000
	Hot Spot EOC	500
	Schneider Weather Service	4,000
	Survey Monkey/Damage Assessment	300
Account:6110 - Printing Services	Printing of training manuals/pamphlets/handouts	1,000
	Citizen Corps Materials	2,000
Account:6195 - Misc Contractual Services	Citizen Corp/EMA Stipend	5,000
Account:6305 - R&M Equipment	Homeland Security Camera Maintenance	4,000
	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.	2,430
Account:7200 - Other Supplies	Disaster Supplies (Flashlights, Vests, Fire Boots)	2,900
	Medical Reserve Corps Supplies	1,500
	Citizen Corps Supplies	4,600
Account:7300 - Uniforms	EMA Volunteer Uniforms	2,000
	Citizen Corps Uniforms	4,000
Account:7320 - Equipment < \$5,000	Emergency Operations Center (EOC)	4,000
	Tools, Equipment	2,500
	Citizen Corps Equipment	1,000
Account:7550 - Miscellaneous Expenses	Supplies for Special Events, Incidents, EOC	1,000
	Volunteer Meals	1,000

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2016 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.

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Salaries	9,722,583	9,862,545	9,871,054	10,399,344	10,245,077	10,414,747
Benefits	7,389,423	7,379,090	7,614,181	8,338,097	8,582,303	7,385,435
Contractual Services	594,052	606,696	788,108	317,460	309,841	312,228
Commodities	171,032	180,930	143,841	170,149	165,530	152,065
Capital Outlay	2,630	11,455	41,502	7,085	12,071	2,000
Transfers	-		-	498,000	575,690	553,500
Total	17,879,720	18,040,717	18,458,686	19,730,135	19,890,512	18,819,975

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.

2016 Budget
FIRE DEPARTMENT

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

Service	Metric	Actual 2013	Actual 2014	Projected 2015
Personnel	Number of Employees Hired	5	1 (PT)	3
	Special Activity and Training Hours	45,558	42,206	43,000
Purchasing	Number of Purchase Orders Processed	55	51	50

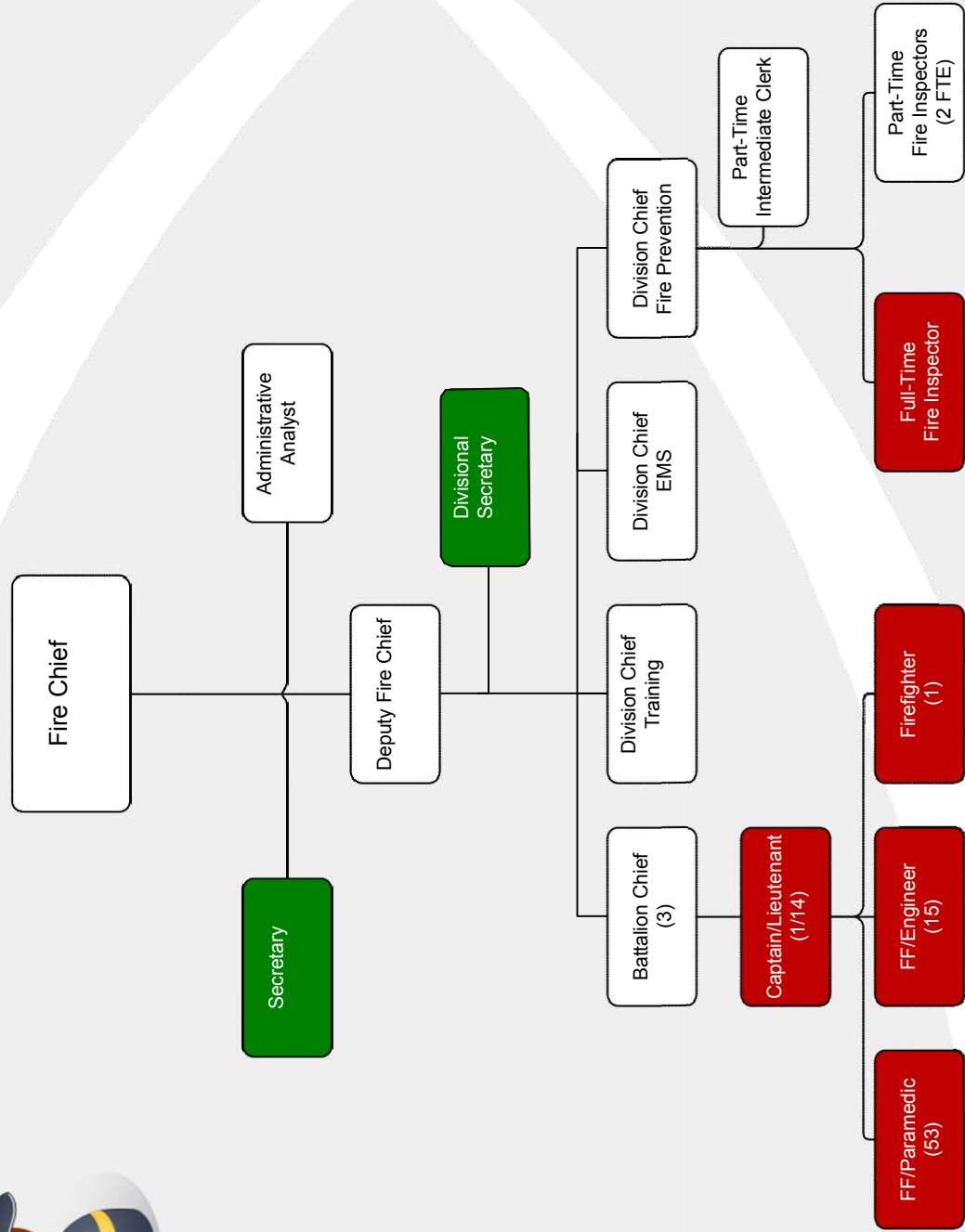
2015 Major Accomplishments

1. Constructed a Utility Garage Addition. The Department administered and managed the project to construct an expansion of the utility garage at Fire Station #63 on Thacker St. This allows emergency response vehicles formerly kept out in the elements to remain inside.
2. Updated the City Code for Alarms. In conjunction with the Police Department and the Community Development Department’s Permitting Division, the Department amended the alarm provisions in the City Code in order to eliminate conflict, streamline processes, and address ambiguities that existed in the previous version.

2016 Goals and Objectives

1. Scope of Practice Considerations. The Department will continue to monitor the laws and practices related to options for providing 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.
2. Transition to Quartermaster System for Uniforms. After a very long time utilizing a uniform allowance, the Department will transition to a Quartermaster System for distributing and replacing uniform items. This is expected to create a significant annual savings.

Fire Department



IAFF

AFSCME

FY2016

2016 Budget
FIRE -
ADMINISTRATION

PERSONNEL EXHIBIT

Department: Fire	Div: Administration	Div. No: 70 - 100		
Title	Authorized Positions			
	2014 Authorized	2015 Budget	2016 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	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	
Total Full Time Equivalent (FTE) Employees:	7.00	7.00	7.00	

70 - Fire
100 - Fire Department Administration
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	644,518	728,535	620,688	731,848
5020	Overtime - Non Supervisory	-	1,200	1,200	1,200
5035	Acting Out of Class & Night Premium	453	-	-	-
		644,971	729,735	621,888	733,048
<u>Taxes and Benefits</u>					
5200	FICA Contribution	25,890	30,139	25,354	30,450
5205	IMRF Contribution	39,993	41,791	34,313	40,084
5215	Fire Pension Contribution	182,860	246,077	246,077	251,800
5220	PPO Insurance Contribution	113,415	129,903	111,623	130,090
5225	HMO Insurance Contribution	1,007	-	-	-
5230	Dental Insurance Contribution	6,553	6,784	6,082	6,889
5235	Life Insurance Contribution	600	660	538	669
5240	Workers Compensation	52,302	96,991	87,858	39,018
5245	Unemployment Compensation	480	944	944	372
5250	Uniform Allowance	2,300	3,000	3,000	3,000
5260	RHS Plan Payout	61,243	7,194	7,852	7,852
		486,643	563,483	523,641	510,224
<u>Other Employee Costs</u>					
5310	Membership Dues	8,628	9,644	10,000	9,144 *
5320	Conferences	1,541	3,000	3,000	3,000
5325	Training	865	5,550	5,550	5,550 *
5335	Travel Expenses	269	100	800	100
		11,304	18,294	19,350	17,794
<u>Insurance</u>					
5535	Property & Liability Insurance	11,162	10,891	10,891	8,356
		11,162	10,891	10,891	8,356
<u>Contractual Services</u>					
6000	Professional Services	-	1,000	800	1,000
6015	Communication Services	3,080	4,600	3,300	4,000 *
		3,080	5,600	4,100	5,000
<u>Other Services</u>					
6110	Printing Services	20	75	100	75 *
		20	75	100	75
<u>Repairs and Maintenance</u>					
6310	R&M Vehicles	115	100	500	125 *
		115	100	500	125
<u>Commodities</u>					
7000	Office Supplies	1,285	1,400	1,400	1,400
7200	Other Supplies	161	250	300	250
7300	Uniforms	203	500	1,000	500
7310	Publications	44	400	375	400
7320	Equipment < \$5,000	905	400	400	400 *
		2,598	2,950	3,475	2,950
<u>Other Expenses</u>					
7500	Postage & Parcel	-	50	100	50
7550	Miscellaneous Expenses	155	200	1,000	500
		155	250	1,100	550

70 - Fire
100 - Fire Department Administration
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Capital Outlay</u>					
8005	Computer Hardware	2,332	-	-	-
8010	Furniture & Fixtures	100	-	500	-
		2,432	-	500	-
Total FD Administration Expenses		1,162,480	1,331,378	1,185,545	1,278,122

70 - Fire
100 - Fire Department Administration
2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	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	4,000
Account:6110 - Printing Services	Annual Report	75
Account:6310 - R&M Vehicles	Car Washes	125
Account:7320 - Equipment < \$5,000	Office Equipment	400

2016 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 2013	Actual 2014	Projected 2015
Emergency Responses	Total Number of Emergency Responses	7,533	7,903	8,000
Emergency Medical	Number of Emergency Medical Calls	5,487	5,621	5,800
	Number of Patients Transported	4,084	4,162	4,200
Fire & Rescue Responses	Number of Responses to Fires	168	169	160
	Number of Structure Fire Responses	84	89	80
	Fire Loss in Des Plaines	\$802,600	\$678,850	\$675,000

2015 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. Improved Handling of Elevator Alarms with No Persons Trapped. In partnership with Emergency-24, the Department reduced costs by streamlining the process when an elevator emergency button is pressed accidentally (or maliciously) and there is nobody stuck in the elevator.

2016 Goals and Objectives

1. Improve Information Sharing with Other Fire Departments. The Department will take the lead on a regional initiative, in conjunction with the GIS Consortium, to provide real-time information to emergency responders providing mutual aid. Responders will be able to view pre-plan information for occupancies in other jurisdictions to which emergency responses are being made.
2. Collaborate with the Police Department for potential Major Life-Threatening Events. The Departments will continue the work started in 2015 to prepare for unified responses to events such as active shooter incidents. Active involvement by both agencies has been shown to save the most number of lives during such events.

2016 Budget

FIRE -

EMERGENCY SERVICES

PERSONNEL EXHIBIT

Department: Fire		Div: Emergency Services		Div. No: 70 - 710	
Title	Authorized Positions			2016 Budget	
	2014 Authorized	2015 Budget	2016 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	53.00		
Firefighter - Engineer	15.00	15.00	15.00		
Firefighter	<u>3.00</u>	<u>3.00</u>	<u>1.00</u>		
Total Full Time Equivalent (FTE) Employees:	87.00	87.00	87.00		

70 - Fire
710 - Emergency Services
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Salaries					
5005	Salaries	8,170,193	8,587,482	8,413,723	8,598,929
5015	Overtime - Supervisory	285,863	230,000	288,000	230,000
5020	Overtime - Non Supervisory	399,343	485,000	606,000	485,000
5035	Acting Out of Class & Night Premium	26,280	27,831	27,000	27,800
		8,881,678	9,330,313	9,334,723	9,341,729
Taxes and Benefits					
5200	FICA Contribution	122,735	135,944	133,290	131,682
5215	Fire Pension Contribution	3,873,300	3,946,676	3,946,676	4,038,459
5220	PPO Insurance Contribution	1,455,965	1,428,094	1,407,859	1,502,319
5225	HMO Insurance Contribution	226,660	228,785	240,157	244,184
5230	Dental Insurance Contribution	99,288	90,040	89,936	92,676
5235	Life Insurance Contribution	7,145	7,188	7,184	7,156
5240	Workers Compensation	902,126	1,556,475	1,757,970	485,932
5245	Unemployment Compensation	6,927	11,748	11,748	5,760
5250	Uniform Allowance	58,300	61,800	60,500	61,750
5260	RHS Plan Payout	124,096	101,014	143,189	121,227
		6,876,542	7,567,764	7,798,509	6,691,145
Other Employee Costs					
5310	Membership Dues	19,437	20,137	20,137	18,062 *
5325	Training	34,301	47,475	47,500	47,875 *
5330	In-Service Training	18,529	19,142	19,142	22,200 *
5335	Travel Expenses	4	150	400	150
5345	Post-Employment Exams	22,469	31,500	31,000	31,500 *
		94,741	118,404	118,179	119,787
Insurance					
5535	Property & Liability Insurance	81,193	77,166	77,166	74,102
		81,193	77,166	77,166	74,102
Contractual Services					
6000	Professional Services	3,792	2,375	2,500	10,470 *
6015	Communication Services	13,495	13,750	10,500	13,750 *
6035	Dispatch Services	503,779	-	-	-
		521,066	16,125	13,000	24,220
Other Services					
6110	Printing Services	5,165	1,500	1,000	1,500 *
6115	Licensing/Titles	1,887	2,425	2,425	2,425 *
6140	Leases	-	-	-	-
		7,052	3,925	3,425	3,925
Repairs and Maintenance					
6300	R&M Software	3,900	8,680	8,680	8,680 *
6305	R&M Equipment	36,726	29,000	29,000	29,000 *
6310	R&M Vehicles	-	200	150	200
		40,626	37,880	37,830	37,880
Commodities					
7000	Office Supplies	2,152	2,200	2,200	2,200
7025	Supplies - Custodial	17,610	16,500	16,500	16,500
7035	Supplies - Equipment R&M	6,929	15,425	13,000	13,500 *
7040	Supplies - Vehicle R&M	57	-	-	-
7200	Other Supplies	29,033	32,750	32,750	33,550 *
7300	Uniforms	15,947	30,500	28,000	30,500 *

70 - Fire
710 - Emergency Services
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
7310	Publications	-	100	100	100
7320	Equipment < \$5,000	53,617	59,994	60,000	39,550 *
		125,345	157,469	152,550	135,900
<u>Other Expenses</u>					
7500	Postage & Parcel	2,574	1,000	900	1,000
7550	Miscellaneous Expenses	-	275	275	275
		2,574	1,275	1,175	1,275
<u>Capital Outlay</u>					
8000	Computer Software	-	85	85	-
8005	Computer Hardware	24,854	-	-	-
8010	Furniture & Fixtures	4,972	2,000	2,000	2,000
8015	Equipment	9,245	5,000	9,486	-
		39,070	7,085	11,571	2,000
<u>Other Financing Uses</u>					
9280	Transfer to Emergency Telephone System Fund	-	498,000	575,690	553,500 *
		-	498,000	575,690	553,500
Total Emergency Services Expenses		16,669,887	17,815,406	18,123,818	16,985,463

70 - Fire
710 - Emergency Services
2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Fire Department Safety Officers Association	325
	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	17,112
	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	1,650
	24x7 EMS Computer-Based Training	1,025
Account:5330 - In-Service Training	Emergency Medical - Paramedic System Continuing Education	16,800
	Emergency Medical - Paramedic System Member	5,400
Account:5345 - Post-Employment Exams	Annual Physicals	31,500
Account:6000 - Professional Services	Firehouse Program	500
	Image Trend: Data Storage/Medical Records Fees	1,970
	Vehicle Computer Replacement	8,000
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 Re-Licensure Fees - EMT-Bs	60
	IL Dept. of Public Health 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
	Misc Equipment Repair	10,000
Account:7035 - Supplies - Equipment R&M	R&M Supplies for Firefighting and Emergency Medical Equip.	13,500
Account:7200 - Other Supplies	File of Life Supplies - Program with HHS	800
	General Fire Station Supplies	5,000
	Medical Equipment & Supplies for Ambulances and Engines	13,250
	Suppression - Firefighting Foam	5,000

70 - Fire
710 - Emergency Services
2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
	Suppression - Small Tools & Equipment	4,500
	Training Supplies - Props, etc...	5,000
Account:7300 - Uniforms	Suppression - Fire Gear and Uniforms	30,500
	Dive - Suits, Tanks & Misc Equipment	5,600
	Dive Team Dry Suits - Deployment Gear	1,600
	Hazmat - Equipment	2,500
	Hazardous Materials Level A Chemical Suits	5,670
	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
Account:9280 - Transfer to Emergency Telephone System Fund	Transfer to ETSB Fund - RED Center	553,500

2016 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 2013	Actual 2014	Projected 2015
Inspection Services	Plans Reviewed	195	342	300
	Inspections & Re-inspections	4,312	4,133	4,200
	Freedom of Information Act Requests	108	150	150
Investigational Services	Fire Investigations	3	12	10

2015 Major Accomplishments

1. Began Use of iPads in the Field for Inspections. The Fire Prevention Bureau initiated the use of iPads to conduct inspections, thus reducing redundant data entry, as well as providing quicker, more reliable, and streamlined reports.
2. Instituted a Citizens' Fire Academy. Similar to the long-standing and successful Citizens' Police Academy, the Department instituted a Citizens' Fire Academy.

2016 Goals and Objectives

1. Increased Public Education and Interaction. The Department will seek to increase the amount of interaction with the public, education provided to the public, and home fire safety surveys.
2. Fully Transition to iPad-Based Inspections. The Fire Prevention Bureau will continue the initiative begun in 2015, and will transition all in-field inspections to an iPad-based process.

2016 Budget

FIRE -

FIRE PREVENTION

PERSONNEL EXHIBIT

Department: Fire		Div: Fire Prevention		Div. No: 70 - 720
Title	Authorized Positions			
	2014 Authorized	2015 Budget	2016 Budget	
Division Chief - Fire Prevention	1.00	1.00	1.00	
Inspectors	1.00	1.00	1.00	
Part Time - Inspectors	2.00	2.00	2.00	
Intermediate Clerk	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	
Total Full Time Equivalent (FTE) Employees:	4.50	4.50	4.50	

70 - Fire
720 - Fire Prevention
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	329,033	330,634	276,466	317,470
5015	Overtime - Supervisory	736	-	-	-
5020	Overtime - Non Supervisory	14,636	4,500	12,000	18,300
5035	Acting Out of Class & Night Premium	-	4,162	-	4,200
		344,405	339,296	288,466	339,970
<u>Taxes and Benefits</u>					
5200	FICA Contribution	10,166	9,927	9,710	11,456
5205	IMRF Contribution	5,033	2,257	2,006	2,145
5215	Fire Pension Contribution	99,742	107,247	107,247	109,741
5220	PPO Insurance Contribution	46,362	36,560	34,512	38,000
5230	Dental Insurance Contribution	2,338	1,810	1,681	1,506
5235	Life Insurance Contribution	215	184	161	199
5240	Workers Compensation	22,665	39,986	40,180	17,014
5245	Unemployment Compensation	266	504	504	178
5250	Uniform Allowance	1,500	750	1,500	1,500
5260	RHS Plan Payout	62,709	7,625	62,652	2,327
		250,996	206,850	260,153	184,066
<u>Other Employee Costs</u>					
5310	Membership Dues	740	590	740	515 *
5325	Training	4,133	14,650	11,000	9,650 *
		4,873	15,240	11,740	10,165
<u>Insurance</u>					
5535	Property & Liability Insurance	7,037	6,810	6,810	6,349
		7,037	6,810	6,810	6,349
<u>Contractual Services</u>					
6000	Professional Services	-	300	300	300 *
6015	Communication Services	1,746	2,250	2,000	2,200 *
		1,746	2,550	2,300	2,500
<u>Other Services</u>					
6110	Printing Services	844	900	900	900 *
6115	Licensing/Titles	3,000	750	750	750 *
6135.03	Rentals - Equipment	185	2,700	2,700	250 *
6195	Miscellaneous Contractual Services	-	-	-	-
		4,029	4,350	4,350	1,900
<u>Repairs and Maintenance</u>					
6310	R&M Vehicles	65	50	100	50 *
		65	50	100	50
<u>Commodities</u>					
7000	Office Supplies	714	2,175	1,800	1,500 *
7005	Printer Supplies	905	-	-	-
7200	Other Supplies	4,074	2,900	2,900	5,890 *
7300	Uniforms	125	300	300	1,020
7310	Publications	1,324	1,230	1,230	1,230 *
7320	Equipment < \$5,000	5,818	1,000	1,000	1,000 *
		12,960	7,605	7,230	10,640
<u>Other Expenses</u>					
7550	Miscellaneous Expenses	209	600	-	750 *
		209	600	-	750
Total Fire Prevention Expenses		626,319	583,351	581,149	556,390

70 - Fire
720 - Fire Prevention
2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	CPR Community Training Center Participation	150
	Fire Investigators Strike Force Dues	75
	IL Fire Inspectors Association	100
	NFPA (National Fire Protection Association) Membership	175
	Sam's Club	15
Account:5325 - Training	Fire Prevention Classes (NFPA, IFIA, BFCFA, etc.)	9,650
Account:6000 - Professional Services	Fee for Public Speaker for Prom Night Demo	300
Account:6015 - Communication Services	Cell Phones	2,200
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	Open House Bounce House Rental	250
Account:6310 - R&M Vehicles	Car Washes	50
Account:7000 - Office Supplies	Paper & Ink for Mobile Printers	725
	Pens, Pencils, Clips, Etc.	775
Account:7200 - Other Supplies	Promotional Items - Books, Helmets, Etc.	2,000
	Public Education Supplies	1,200
	Citizen Course - Supplies	1,200
	Open House Supplies & Handouts	1,490
Account:7310 - Publications	Code Updates, Books, Manuals	1,230
Account:7320 - Equipment < \$5,000	Office Equipment, Flashlights, Investigation Gear, Etc.	1,000
Account: 7550 - Miscellaneous Expenses	Food for Open House	750

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2016 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.

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Commissioner Costs	38,195	31,825	23,562	57,750	43,300	63,650
Contractual Services	15,705	-	4,210	11,500	8,000	9,000
Commodities	2,239	738	2,531	1,450	1,250	1,450
Total	56,139	32,563	30,303	70,700	52,550	74,100

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

Service	Metric	Actual 2013	Actual 2014	Projected 2015
Hiring	Number of Fire Department Candidates Interviewed	6	0	10
	Number of Police Department Candidates Interviewed	18	34	4
Promotion	Number of Fire Department Candidates Tested	27	0	0
	Number of Police Department Candidates Tested	33	0	45

2015 Major Accomplishments

1. The Board appointed three (3) firefighters and 6 police officers.
2. The Board selected the testing vendor to administer the Police and Fire Departments' promotional testing processes.
3. The Board established an eligibility list for Police Department sergeant positions.

2016 Budget

BOARD OF FIRE & POLICE COMMISSIONERS

2016 Goals and Objectives

1. The Board will establish an eligibility list for Fire Department lieutenant positions.
2. The Board will establish an eligibility list for Fire Department firefighter/paramedic positions.
3. Training. Board members will attend at least one of the Illinois Fire and Police Commissioners Association conferences.
4. Hiring. The Board will conduct interviews as necessary to provide candidates to the Police and Fire Departments for hire when vacancies occur.
5. Discipline. The Board will remain prepared to conduct hearings for disciplinary purposes, if necessary.

75 - Fire & Police Commission 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Other Employee Costs</u>					
5310	Membership Dues	750	400	400	400 *
5325	Training	550	1,000	700	1,000 *
5335	Travel Expenses	-	200	200	100 *
5340	Pre-Employment Exams	22,262	56,150	10,000	39,150 *
5345	Post-Employment Exams	-	-	32,000	23,000 *
		23,562	57,750	43,300	63,650
<u>Contractual Services</u>					
6000	Professional Services	2,700	4,000	4,000	4,000 *
		2,700	4,000	4,000	4,000
<u>Other Services</u>					
6100	Publication of Notices	1,510	7,500	4,000	5,000 *
		1,510	7,500	4,000	5,000
<u>Commodities</u>					
7000	Office Supplies	-	250	250	250 *
7310	Publications	-	500	500	500 *
7320	Equipment < \$5,000	2,343	-	-	-
		2,343	750	750	750
<u>Other Expenses</u>					
7500	Postage & Parcel	-	100	100	100 *
7550	Miscellaneous Expenses	188	600	400	600 *
		188	700	500	700
Total Fire & Police Commission Expenses		30,303	70,700	52,550	74,100

75 - Fire & Police Commission

2016 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	100
Account:5340 - Pre-Employment Exams	Fire: Background Investigations	2,000
	Fire: Candidate Testing (Firefighter)	8,000
	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
Account:5345 - Post-Employment Exams	Fire: Lieutenant Testing	23,000
Account:6000 - Professional Services	Legal Advice	4,000
Account:6100 - Publication of Notices	Funds to Advertise for Police & Fire Entrance Exams	5,000
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

2016 Budget
GENERAL FUND OVERHEAD

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Contractual Services	863,796	838,593	841,713	689,059	560,328	659,130
Commodities	37,766	71,442	48,437	78,100	53,100	78,100
Transfers	1,500,000	2,717,202	9,201,298	2,000,000	2,336,561	750,000
Capital Outlay	-	-	261,482	-	-	-
Total	2,401,562	3,627,237	10,352,930	2,767,159	2,949,989	1,487,230

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, printing 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). Starting in 2016 the PSEBA costs will be entirely recorded in the Health Benefits Fund.

The expenditures related to the City Sponsored Events are included in the overhead as a subsidy cost.

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 and Warehouse Direct.

90 - Overhead

2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget	
<u>Other Employee Costs</u>						
5310	Membership Dues	50	50	50	-	*
		50	50	50	-	
<u>Contractual Services</u>						
6015	Communication Services	164,948	242,000	150,000	242,000	*
6025	Administrative Services	715	25,000	-	25,000	*
6030	AMB Fee Processing Services	74,404	80,000	80,000	80,000	*
		240,067	347,000	230,000	347,000	
<u>Other Services</u>						
6110	Printing Services	3,244	5,110	5,110	5,110	*
6125	Bank & CC Fees	580	-	34,000	40,000	
6140	Leases	4,180	4,200	4,200	4,200	*
6195	Miscellaneous Contractual Services	26,816	26,820	26,820	26,820	*
		34,821	36,130	70,130	76,130	
<u>Repairs and Maintenance</u>						
6305	R&M Equipment	829	1,000	1,000	1,000	
		829	1,000	1,000	1,000	
<u>Subsidies and Incentives</u>						
6500	Subsidy - Historical Museum	40,000	40,000	40,000	40,000	
6502	Subsidy - City Sponsored Events	9,000	50,000	50,000	50,000	
6525	Subsidy - Transfer to PSEBA	77,268	69,879	78,128	-	
6605	Incentive - O'Hare Auto Group	51,019	85,000	51,020	85,000	
6615	Incentive - Wal-Mart	349,239	-	-	-	
6625	Incentive - Warehouse Direct	39,421	60,000	40,000	60,000	
		565,947	304,879	259,148	235,000	
<u>Commodities</u>						
7000	Office Supplies	974	2,500	2,500	2,500	*
7035	Supplies - Equipment R&M	-	1,600	600	1,600	*
7200	Other Supplies	690	-	1,000	-	
7320	Equipment < 5000	681	1,000	1,000	1,000	
		2,346	5,100	5,100	5,100	
<u>Other Expenses</u>						
7500	Postage & Parcel	46,091	48,000	48,000	48,000	*
7550	Miscellaneous Expenses	-	25,000	-	25,000	*
		46,091	73,000	48,000	73,000	
<u>Capital Outlay</u>						
8010	Furniture & Fixtures	717	-	-	-	
8220	Receivable Write Off	260,765	-	-	-	
		261,482	-	-	-	
<u>Other Financing Uses</u>						
9204	Transfer to TIF #4	215,196	-	-	-	
9400	Transfer to Capital Projects	5,150,000	-	-	-	
9410	Transfer to Equipment Replacement	2,500,000	1,500,000	1,500,000	500,000	
9420	Transfer to IT Replacement Fund	1,036,102	500,000	500,000	250,000	
9500	Transfer to Water/Sewer Fund	300,000	-	-	-	
9999	Transfer to Other Funds	-	-	336,561	-	
		9,201,298	2,000,000	2,336,561	750,000	
Total Overhead Expenses		10,352,930	2,767,159	2,949,989	1,487,230	

90 - Overhead

2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
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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2016 Budget

TAX INCREMENT FUND (TIF) #1 - Downtown

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Beginning Balance	3,505,963	5,235,770	6,320,597	2,010,345	4,044,304	4,226,133
Revenues	4,709,406	4,801,080	4,779,940	4,351,833	4,945,305	4,770,155
Bond Proceeds	3,806,230	3,080,118	-	-	-	-
Expenses	(6,311,003)	(6,402,139)	(3,802,632)	(6,229,609)	(4,644,488)	(7,551,217)
Transfers	(474,826)	(394,232)	(3,253,600)	(118,988)	(118,988)	(126,000)
Ending Balance	5,235,770	6,320,597	4,044,304	13,581	4,226,133	1,319,071

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 Plains (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 through 2015, the City completed Phases I and II of the streetscape improvements in the downtown and will continue with Phase III in 2016.

2016 Budget

TAX INCREMENT FUND (TIF) #1 - Downtown

Debt Service paid from TIF #1 includes:

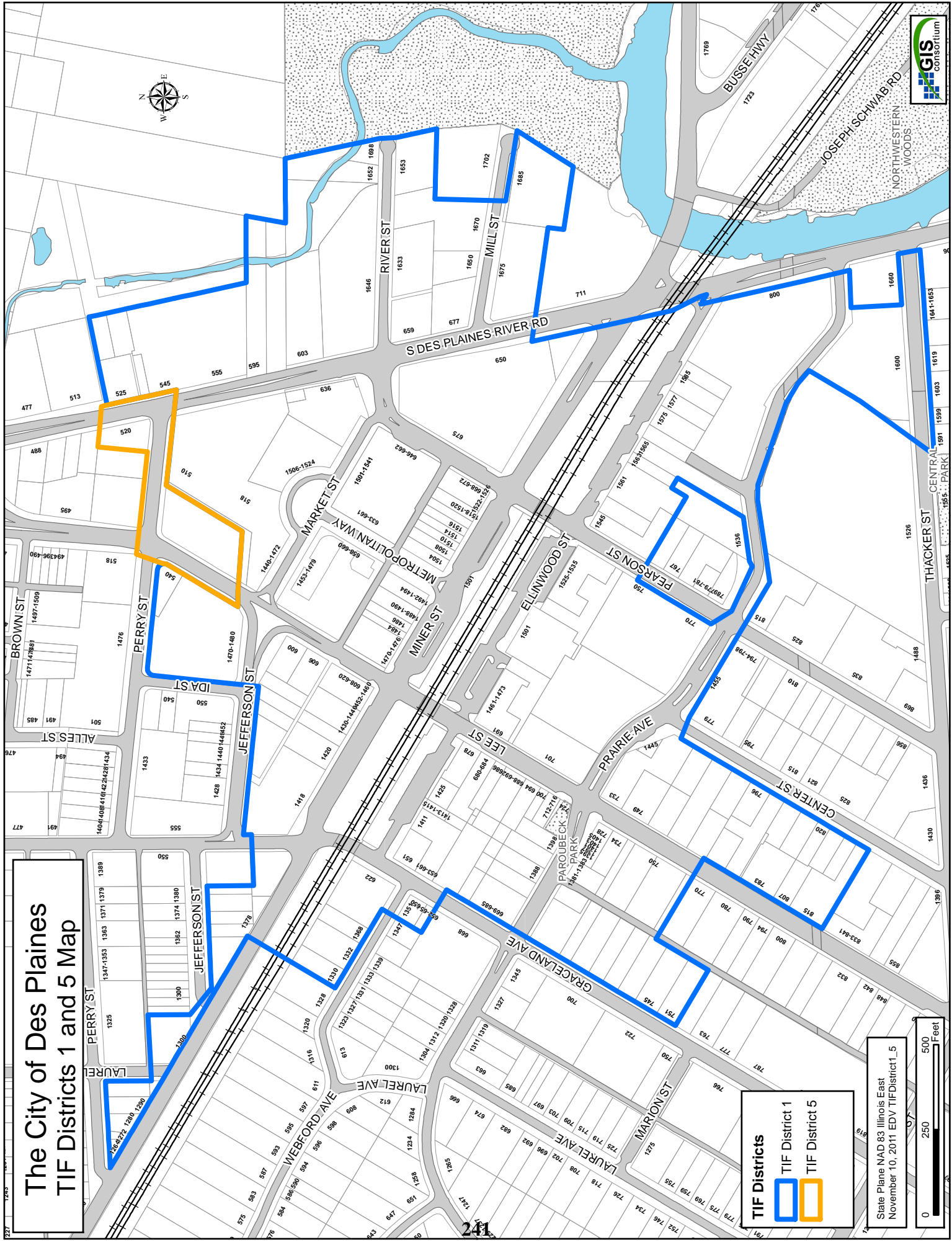
Series	Type	Original Amount	Remaining 1/1/16	Final Payout
2007B	G.O. (refunding 2001B)	510,000	65,000	2016
2008A	G.O. (refunding 2001C)	1,334,000	178,000	2016
2011A	G.O. (refunding 2003A)	1,555,000	895,000	2020
2012A	G.O. (refunding 2004A)	6,400,000	2,395,000	2020
2013	G.O. (Refunding 2005F)	2,990,000	2,210,000	2020
Total G.O. Bonds		12,789,000	5,743,000	
River Mill	Developer Note	462,389	175,769	2020
Lab Graceland	Developer Note	471,000	185,937	2020
Total Developer Notes		933,389	361,705	
Grand Total		13,722,389	6,104,705	

Annual G.O. Bonds Principal and Interest Requirements

Year	Principal	Interest	Total P&I
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
Total	5,743,000	399,049	6,142,049



The City of Des Plaines TIF Districts 1 and 5 Map



TIF Districts

- TIF District 1
- TIF District 5

State Plane NAD 83 Illinois East
November 10, 2011 EDV TIFDistrict_1_5



201 - TIF #1 Downtown 2016 Revenues Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Property Taxes					
4000	Property Taxes - Current Year Collection	4,676,461	4,351,233	4,770,005	4,770,005
4005	Property Taxes - Last Year's Collection	119,914	-	195,000	-
4010	Property Taxes - Prior Years Collection	(17,002)	-	(20,000)	-
		4,779,373	4,351,233	4,945,005	4,770,005
Interest Income					
4700	Interest Income	567	600	300	150
		567	600	300	150
Total TIF #1 Revenues		4,779,940	4,351,833	4,945,305	4,770,155

201 - TIF #1 Downtown 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5010	Temporary Wages	2,340	6,300	-	-
		2,530	6,300	-	-
<u>Taxes and Benefits</u>					
5200	FICA Contribution	194	481	-	-
5240	Workers Compensation	338	-	-	-
		532	481	-	-
<u>Insurance</u>					
5535	Property & Liability Insurance	4,152	13,551	13,551	13,210
		4,152	13,551	13,551	13,210
<u>Contractual Services</u>					
6000	Professional Services	356,132	420,000	405,000	420,000 *
6005	Legal Fees	-	10,000	2,000	10,000
		356,132	430,000	407,000	430,000
<u>Other Services</u>					
6110	Printing Services	-	500	-	500
6120	Recording Fees	-	200	-	-
6145	Custodial Services	15,000	20,000	20,000	20,000
6150	City Maintenance	123,548	150,000	150,000	150,000 *
6195	Misc. Contractual Services	54,457	42,550	50,300	42,550 *
		193,006	213,250	220,300	213,050
<u>Repairs and Maintenance</u>					
6315	R&M Buildings & Structures	205,662	175,000	360,000	505,000 *
6325	R&M Street Lights	-	20,000	20,000	20,000
		205,662	195,000	380,000	525,000
<u>Subsidies and Incentives</u>					
6515	Subsidy - Winter Decoration	21,717	35,000	35,000	50,000
6520	Subsidy - Economic Development	205,210	118,988	118,988	126,000
6601	Subsidy - Business Assistance	85,693	150,000	80,000	150,000
6620	Incentive - Facade Rehab	39,773	-	-	-
		352,393	303,988	233,988	326,000
<u>Commodities</u>					
7045	Supplies - Building R&M	-	-	211	500
7050	Supplies - Streetscape	53,758	25,000	20,000	30,000
7100	Wholesale Water	-	150	150	150
7110	Natural Gas	1,608	1,500	1,500	1,500
7140	Electricity	14,495	20,000	20,000	20,000
7200	Other Supplies	-	210,000	14	210,000 *
		69,861	256,650	41,875	262,150
<u>Other Expenses</u>					
7550	Miscellaneous Expenses	407,428	-	341,530	-
		407,428	-	341,530	-
<u>Capital Outlay</u>					
8010	Furniture & Fixtures	-	-	17,440	-
8015	Equipment	20,557	15,000	-	-
8100	Improvements	889,086	3,000,000	1,600,000	4,400,000 *
		909,643	3,015,000	1,617,440	4,400,000
<u>Debt Service</u>					
8300	Principal	58,798	468,484	61,884	65,133 *
8325	Interest	25,325	22,239	22,239	18,990 *
		84,123	490,723	84,123	84,123

201 - TIF #1 Downtown 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Other Financing Uses</u>					
9700	Transfer to Escrow Fund	3,048,390	-	-	-
		3,048,390	-	-	-
Total TIF #1 Expenses - Non Program		5,633,853	4,924,943	3,339,807	6,253,533

201 - TIF #1 Downtown

2016 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
	Parking Structure Repair and Maintenance	300,000
	Civic Center Parking Deck Electrical Box Replacement	30,000
Account:7200 - Other Supplies	Digital Video Cameras - 701 Lee Street (carryover)	95,000
	Digital Video Cameras - Metro Square Garage (carryover)	115,000
Account:8100 - Improvements	Des Plaines River Rd Reconstruction	1,500,000
	Streetscape Improvements, Phase III (Carryover)	2,500,000
	Metropolitan Square Public Space Park (Carryover)	400,000
Account:8300 - Principal	Norwood Ptnr, Issued 2002, Matures 2020	31,651
	Walgreens, Issued 2003, Matures 2020	33,482
Account:8325 - Interest	Norwood Ptnr	9,228
	Walgreens	9,762

201 - TIF #1 Downtown

Debt Service

2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Program:07B0 - 2007B Refunding 01B Issued 2001, Refunded 2007, Matures 2016					
8300	Principal	60,000	65,000	65,000	65,000
8325	Interest	7,220	4,940	4,940	2,470
8375	Bank/Trust/Agency Fees	100	100	100	100
Total 2007B Refunding 01B Expenses		67,320	70,040	70,040	67,570
Program:08A0 - 2008A Refunding 01C Issued 2001, Refunded 2008, Matures 2016					
8300	Principal	161,000	167,000	167,000	178,000
8325	Interest	22,804	15,881	15,881	8,366
8375	Bank/Trust/Agency Fees	220	220	220	220
Total 2008A Refunding 01C Expenses		184,024	183,101	183,101	186,586
Program:11A0 - 2011A Refunding 2003A Issued 2011, Matures 2021					
8300	Principal	170,000	170,000	170,000	170,000
8325	Interest	27,000	23,600	23,600	20,200
8375	Bank/Trust/Agency Fees	124	125	125	125
Total 2011A Refunding 2003A Expenses		197,124	193,725	193,725	190,325
Program:12A0 - 2012A Refunding 2004A Issued 2012, Matures 2020					
8300	Principal	455,000	460,000	460,000	465,000
8325	Interest	47,538	42,988	42,988	37,238
8375	Bank/Trust/Agency Fees	495	350	500	500
Total 2012A Refunding 2004A Expenses		503,033	503,338	503,488	502,738
Program:13A0 - 2013A Refunding 2005F Issued 2013, Matures 2020					
8300	Principal	385,000	395,000	395,000	410,000
8325	Interest	85,713	78,150	78,150	66,300
8375	Bank/Trust/Agency Fees	165	300	165	165
Total 2013A Refunding 2005F Expenses		470,878	473,450	473,315	476,465

2016 Budget

TAX INCREMENT FUND (TIF) #3 – Wille Road

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Beginning Balance	(2,939,043)	(2,961,173)	(2,479,793)	(3,178,391)	(3,159,273)	(3,247,313)
Revenues	561,737	489,536	551,289	550,080	574,999	574,999
Bond Proceeds	-	579,532	2,797,035	-	-	-
Expenses	(575,108)	(581,427)	(4,021,529)	(669,993)	(657,679)	(487,637)
Transfers	(8,759)	(6,260)	(6,275)	(5,360)	(5,360)	(6,000)
Ending Balance	(2,961,173)	(2,479,793)	(3,159,273)	(3,303,664)	(3,247,313)	(3,165,951)

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, 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.

2016 Budget

TAX INCREMENT FUND (TIF) #3 – Wille Road

Debt Service paid from TIF #3 includes:

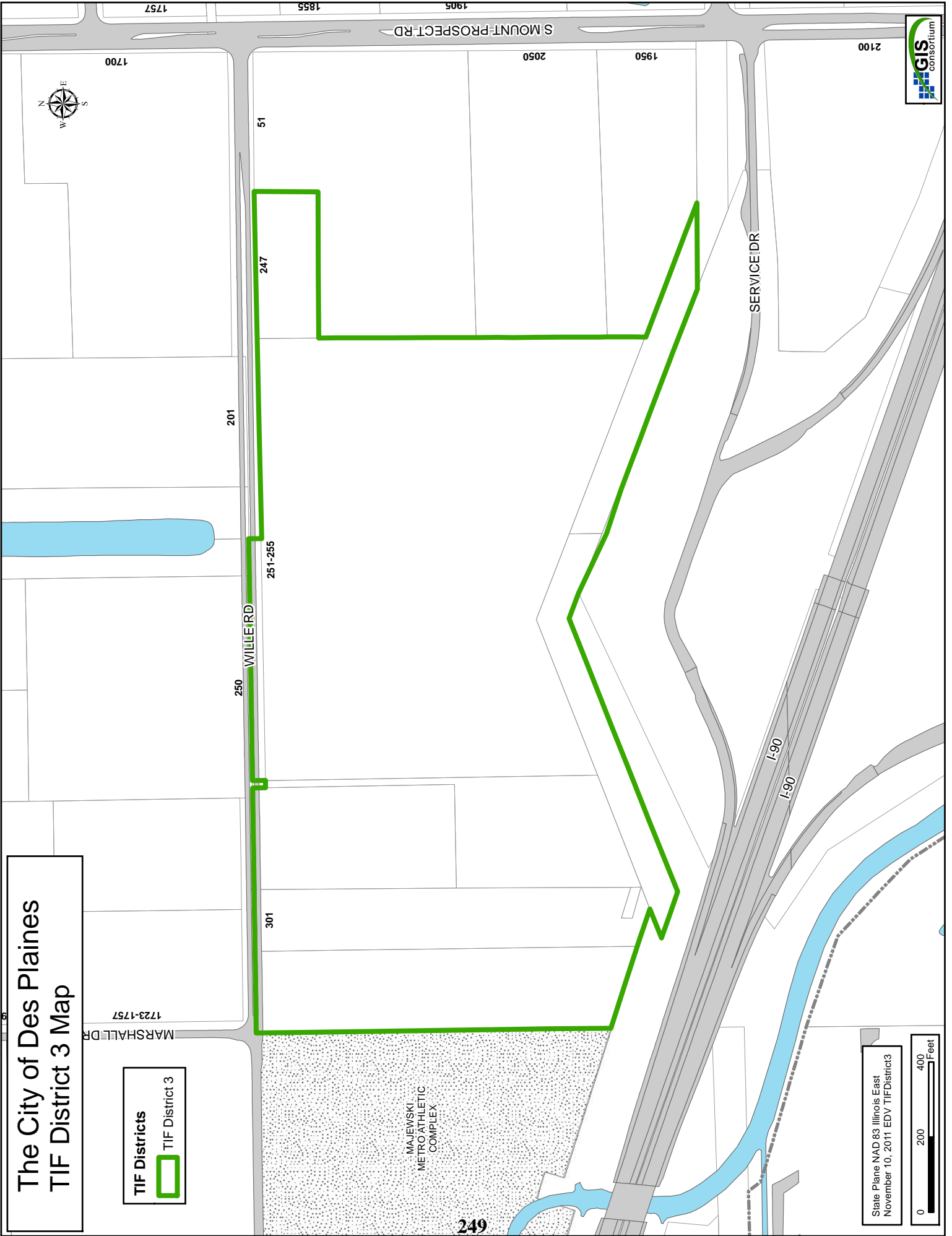
Series	Type	Original Amount	Remaining 1/1/16	Final Payout
2008A	G.O. (refunding 2001C)	1,241,000	647,000	2021
2010A	G.O. (TIF #3, Partially refunding 2003A, 2005A)	3,945,000	3,945,000	2028
2010B	G.O. (refunding 2005E)	6,110,760	8,167,199	2026
2011A	G.O. (refunding 2005E)	755,000	740,000	2021
2013	G.O. (refunding 2004B)	565,000	435,000	2021
2014B	G.O. (refunding 2005A)	2,720,000	2,685,000	2022
Total G.O. Bonds		15,336,760	16,619,199	

Annual G.O. Bonds Principal and Interest Requirements

Year	Principal	Interest	Total P&I
2016	202,000	274,107	476,107
2017	1,095,000	266,749	1,361,749
2018	1,835,000	248,549	2,083,549
2019	1,860,000	218,743	2,078,743
2020	1,860,000	187,553	2,047,553
2021	1,890,000	155,309	2,045,309
2022	1,905,000	121,090	2,026,090
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
Total	20,447,000	1,827,212	22,274,212

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



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



203 - TIF #3 Wille Road

2016 Revenues Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Property Taxes</u>					
4000	Property Taxes - Current Year Collection	551,258	550,070	574,999	574,999
4005	Property Taxes - Last Year's Collection	-	-	-	-
4010	Property Taxes - Prior Years Collection	-	-	-	-
		551,258	550,070	574,999	574,999
<u>Interest Income</u>					
4700	Interest Income	31	10	-	-
		31	10	-	-
<u>Other Financing Sources</u>					
4850	Bond Proceeds	2,720,000	-	-	-
4852	Bond Premium Discount	77,035	-	-	-
		2,797,035	-	-	-
Total TIF #3 Revenues		3,348,324	550,080	574,999	574,999

203 - TIF #3 Wille Road 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Insurance</u>					
5535	Property & Liability Insurance	39	59	59	41
		39	59	59	41
<u>Contractual Services</u>					
6000	Professional Services	473	-	-	-
		473	-	-	-
<u>Other Services</u>					
6195	Miscellaneous Contractual Services	-	10,000	9,000	10,000
6130	Bond Expense	58,558	-	-	-
		58,558	10,000	9,000	10,000
<u>Subsidies and Incentives</u>					
6520	Subsidy - Economic Development	6,275	5,360	5,360	6,000
		6,275	5,360	5,360	6,000
<u>Other Financing Uses</u>					
9700	Transfer to Escrow Fund	3,310,581	-	-	-
		3,310,581	-	-	-
Total TIF #3 Expenses - Non Program		3,375,925	15,419	14,419	16,041

203 - TIF #3 Wille Road
Debt Service
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Program:05A0 - 2005A GO Bond Issued 2005, Matures 2022, Partially Refunded 2010					
8325	Interest	66,413	-	-	-
8375	Bank/Trust/Agency Fees	390	-	-	-
Total 2005A GO Bond Expenses		66,803	-	-	-
Program:05G0 - 2005G Taxable Bond Issued 2005, Matures 2015					
8300	Principal	160,000	165,000	165,000	-
8325	Interest	15,438	7,838	7,838	-
8375	Bank/Trust/Agency Fees	370	370	350	-
Total 2005G Taxable Bond Expenses		175,808	173,208	173,188	-
Program:08A0 - 2008A Refunding 01C Issued 2001, Refunded 2008, Matures 2021					
8300	Principal	89,000	93,000	93,000	97,000
8325	Interest	40,566	36,740	36,740	32,554
8375	Bank/Trust/Agency Fees	220	220	220	220
Total 2008A Refunding 01C Expenses		129,786	129,960	129,960	129,774
Program:10A0 - 2010A Refund 2003A/2005A Issued 2010, Matures 2028, 1st Principal Pmnt 2018					
8325	Interest	156,004	156,004	156,004	156,004
8375	Bank/Trust/Agency Fees	390	390	390	390
Total 2010A Refunding 2003A/2005A Expenses		156,394	156,394	156,394	156,394
Program:10B0 - 2010B Refunding 2005E Repayment Begins 2017, Matures 2026					
8375	Bank/Trust/Agency Fees	350	350	350	350
Total 2010B Refunding 2005E Expenses		350	350	350	350
Program:11A0 - 2011A Refunding 2003A Issued 2011, Matures 2021					
8300	Principal	5,000	5,000	5,000	5,000
8325	Interest	17,612	17,512	17,512	17,412
8375	Bank/Trust/Agency Fees	124	125	125	125
Total 2011A Refunding 2003A Expenses		22,736	22,637	22,637	22,537
Program:13A0 - 2013A Refunding 2004B Issued 2013, Matures 2021					
8300	Principal	65,000	65,000	65,000	70,000
8325	Interest	16,412	15,225	15,226	13,276
8375	Bank/Trust/Agency Fees	165	350	165	165
Total 2013A Refunding 2004B Expenses		81,577	80,575	80,391	83,441
Program:14B0 - 2014B Refunding 2005A Issued 2014, Matures 2022					
8300	Principal	5,000	35,000	30,000	30,000
8325	Interest	13,428	61,510	55,462	54,862
8375	Bank/Trust/Agency Fees	-	300	238	238
Total 2014B Refunding 2005A Expenses		18,428	96,810	85,700	85,100

2016 Budget

TAX INCREMENT FUND (TIF) #5 – Lee & Perry

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Beginning Balance	99,932	103,761	87,229	68,897	95,231	136,913
Revenues	117,286	94,621	120,983	121,012	153,224	153,224
Expenses	(113,457)	(111,153)	(112,981)	(111,042)	(111,542)	(109,142)
Transfers	-	-	-	-	-	-
Ending Balance	103,761	87,229	95,231	78,867	136,913	180,995

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.

2016 Budget

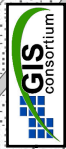
TAX INCREMENT FUND (TIF) #5 – Lee & Perry

Debt Service paid from TIF #5 includes:

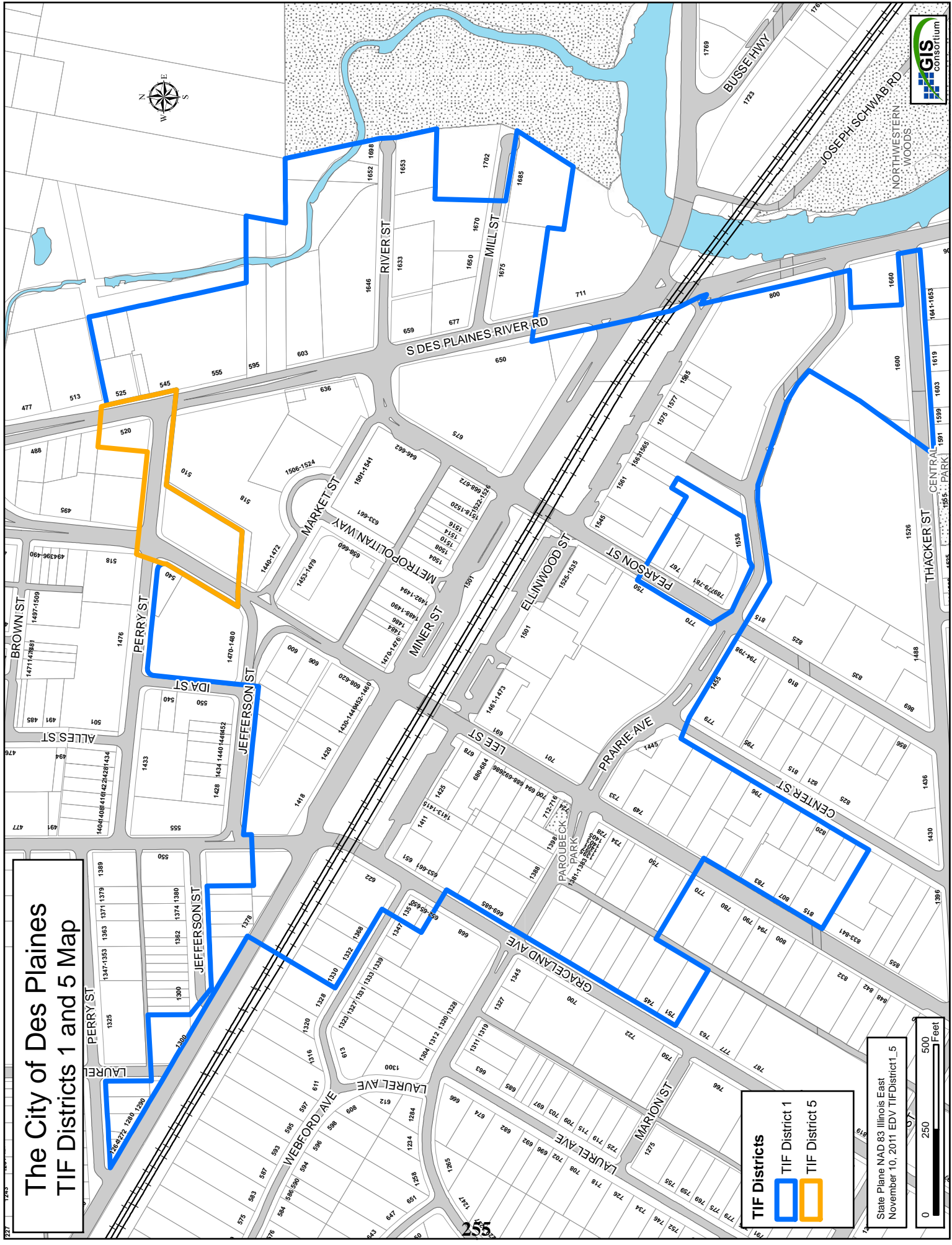
Series	Type	Original Amount	Remaining 1/1/16	Final Payout
2011A	G.O. (TIF#5)	1,525,000	610,000	2021
Total G.O. Bonds		1,525,000	705,000	

Annual G.O. Bonds Principal and Interest Requirements

Year	Principal	Interest	Total P&I
2016	95,000	14,012	109,012
2017	100,000	12,114	112,114
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
Total	610,000	51,864	661,864



The City of Des Plaines TIF Districts 1 and 5 Map



TIF Districts

-  TIF District 1
-  TIF District 5

State Plane NAD 83 Illinois East
November 10, 2011 EDV TIFDistrict_1_5



205 - TIF #5 - Perry/Lee
2016 Revenues Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Property Taxes</u>					
4000	Property Taxes - Current Year Collection	120,982	120,982	153,224	153,224
4005	Property Taxes - Last Year's Collection	-	-	-	-
		120,982	120,982	153,224	153,224
<u>Interest Income</u>					
4700	Interest Income	1	30	-	-
		1	30	-	-
Total TIF #5 Revenues - Non Program		120,983	121,012	153,224	153,224

205 - TIF #5 - Perry/Lee

2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Insurance</u>					
5535	Property & Liability Insurance	10	5	5	5
		10	5	5	5
<u>Contractual Services</u>					
6000	Professional Services	35	-	500	-
		35	-	500	-
Total TIF #5 Expenses		45	5	505	5

205 - TIF #5 - Perry/Lee
Debt Service
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Program	11A0 - 2011A Refunding 2003A Issued 2011, Matures 2021				
8300	Principal	95,000	95,000	95,000	95,000
8325	Interest	17,813	15,912	15,912	14,012
8375	Bank/Trust/Agency Fees	124	125	125	125
Total 2011A Refunding 2003A Expenses		112,936	111,037	111,037	109,137

2016 Budget

TAX INCREMENT FUND (TIF) #6 – Mannheim & Higgins

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Beginning Balance	(5,215,103)	(5,643,050)	(2,384,245)	(8,059,379)	(8,080,970)	(9,175,866)
Revenues	60,124	10,398	9,698	16,147	55,285	52,810
Bond Proceeds	-	4,500,395	2,021,707	-	-	-
Expenses	(432,588)	(1,189,473)	(7,678,602)	(1,169,300)	(1,150,181)	(1,162,225)
Transfers	(55,483)	(62,515)	(49,527)	-	-	(2,900)
Ending Balance	(5,643,050)	(2,384,245)	(8,080,970)	(9,212,532)	(9,175,866)	(10,288,181)

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 lessen the burden on the General Fund. In 2014, the district was restructured to include only properties north of Pratt Avenue, which are generating property tax increment. Underperforming properties were included in the new TIF #7. Subsequent requests for proposals have been issued for redevelopment within that TIF district.

2016 Budget**TAX INCREMENT FUND (TIF) #6 – Mannheim & Higgins****Debt Service paid from TIF #6 includes:**

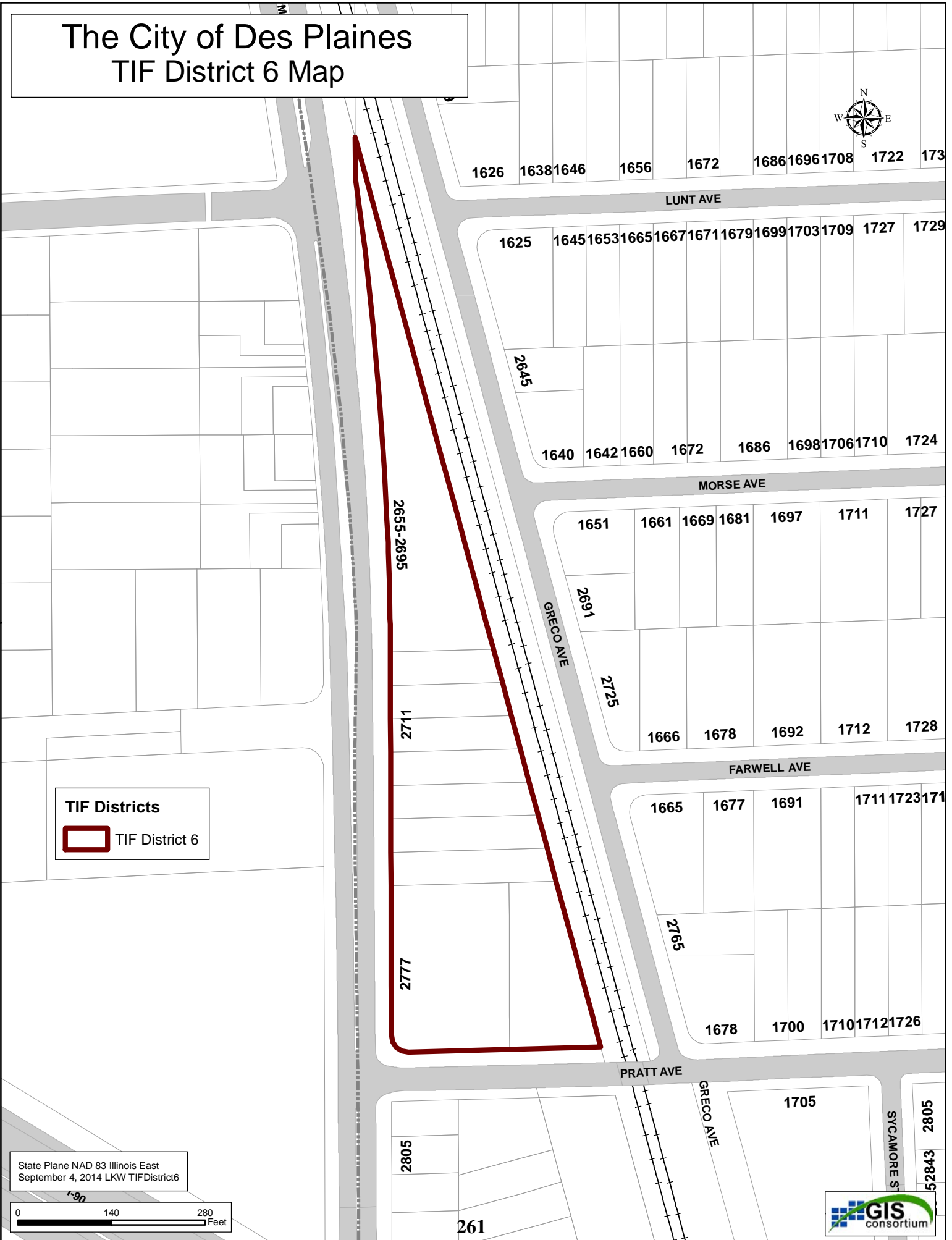
Series	Type	Original Amount	Remaining 1/1/16	Final Payout
2009A	G.O. (TIF #6, Taxable), partial refund 2003C & 2004B	5,430,000	3,343,489	2023
2011A	G.O. (Refunding 2003A)	250,000	150,000	2021
2013	G.O. (Refunding 2004B)	4,390,000	3,390,000	2021
2014A	G.O. (Refunding 2003C)	2,020,000	1,680,000	2021
Total G.O. Bonds		12,090,000	8,563,489	

Annual G.O Bonds Principal and Interest Requirements


Year	Principal	Interest	Total P&I
2016	1,010,000	154,136	1,164,136
2017	1,175,000	133,908	1,308,908
2018	1,190,000	111,934	1,301,934
2019	1,210,000	87,882	1,297,882
2020	1,400,000	61,485	1,461,485
2021	1,440,000	33,015	1,473,015
2022	1,575,000	-	1,575,000
2023	745,000	-	745,000
Total	9,745,000	582,360	10,327,360

Note: 2009A is a Capital Appreciation Bond and accrued interest is treated as principal when payment is made.

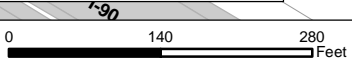
The City of Des Plaines TIF District 6 Map



TIF Districts

 TIF District 6

State Plane NAD 83 Illinois East
September 4, 2014 LKW TIFDistrict6



206 - TIF #6 Mannheim/Higgins 2016 Revenues Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Property Taxes</u>					
4000	Property Taxes - Current Year Collection	16,147	16,147	52,810	52,810
4005	Property Taxes - Last Year's Collection	(263)	-	2,475	-
4010	Property Taxes - Prior Year's Collection	(6,334)	-	-	-
		9,550	16,147	55,285	52,810
<u>Interest Income</u>					
4700	Interest Income	148	-	-	-
		148	-	-	-
<u>Sources of Revenue</u>					
4850	Bond Proceeds	2,020,000	-	-	-
4852	Bond Premium Discount	1,707	-	-	-
		2,021,707	-	-	-
Total TIF #6 Revenues - Non Program		2,031,405	16,147	55,285	52,810

206 - TIF #6 Mannheim/Higgins 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Insurance</u>					
5535	Property & Liability Insurance	270	387	387	29
		270	387	387	29
<u>Contractual Services</u>					
6000	Professional Services	15,304	5,500	500	5,500 *
6005	Legal Fees	31,858	5,000	-	5,000
		47,162	10,500	500	10,500
<u>Other Services</u>					
6100	Publication of Notices	986	-	-	-
6130	Bond Expense	38,267	-	-	-
		39,254	-	-	-
<u>Subsidies and Incentives</u>					
6520	Subsidy - Economic Development	49,527	-	-	2,900
		49,527	-	-	2,900
<u>Other Expenses</u>					
7500	Postage & Parcel	-	52	-	52
		-	52	-	52
<u>Other Financing Uses</u>					
9700	Transfer to Escrow Fund	6,440,489	-	-	-
		6,440,489	-	-	-
Program Total: Non Program		6,576,701	10,939	887	13,481

206 - TIF #6 Mannheim/Higgins

2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:6000 - Professional Services	Annual TIF Report	3,000
	Audit	2,500

**206 - TIF #6 Mannheim/Higgins
Debt Service
2016 Budget Worksheet**

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Program:03C0 - 2003C Taxable Bond Issued 2003, Matures 2021, Partially Refunded 2009					
8300	Principal	-	-	-	-
8325	Interest	54,409	-	-	-
8375	Bank/Trust/Agency Fees	390	-	-	-
Total 2003C Taxable Bond Expenses		54,799	-	-	-
Program:09A0 - 2009A Refunding 2003C/2004B Issued 2003, Matures 2023					
8300	Principal	295,000	260,000	260,000	240,000
8375	Bank/Trust/Agency Fees	370	370	370	370
Total: 2009A Refunding 2003C/2004B		295,370	260,370	260,370	240,370
Program:11A0 - 2011A Refunding 2003A Issued 2011, Matures 2021					
8300	Principal	25,000	25,000	25,000	25,000
8325	Interest	4,438	3,938	3,938	3,438
8375	Bank/Trust/Agency Fees	124	125	125	125
Total 2011A Refunding 2003A Expenses		29,562	29,063	29,063	28,563
Program:13A0 - 2013A Refunding 2004B Issued 2013, Matures 2021					
8300	Principal	495,000	505,000	505,000	525,000
8325	Interest	127,610	118,695	118,696	103,546
8375	Bank/Trust/Agency Fees	165	350	165	165
Total 2013A Refunding 2004B Expenses		622,775	624,045	623,861	628,711
Program:14A0 - 2014A Refunding 2003C Issued 2014, Matures 2021					
8300	Principal	140,000	195,000	200,000	220,000
8325	Interest	8,924	49,883	35,525	33,525
8375	Bank/Trust/Agency Fees	-	-	475	475
Total 2014A Refunding 2003C Expenses		148,924	244,883	236,000	254,000

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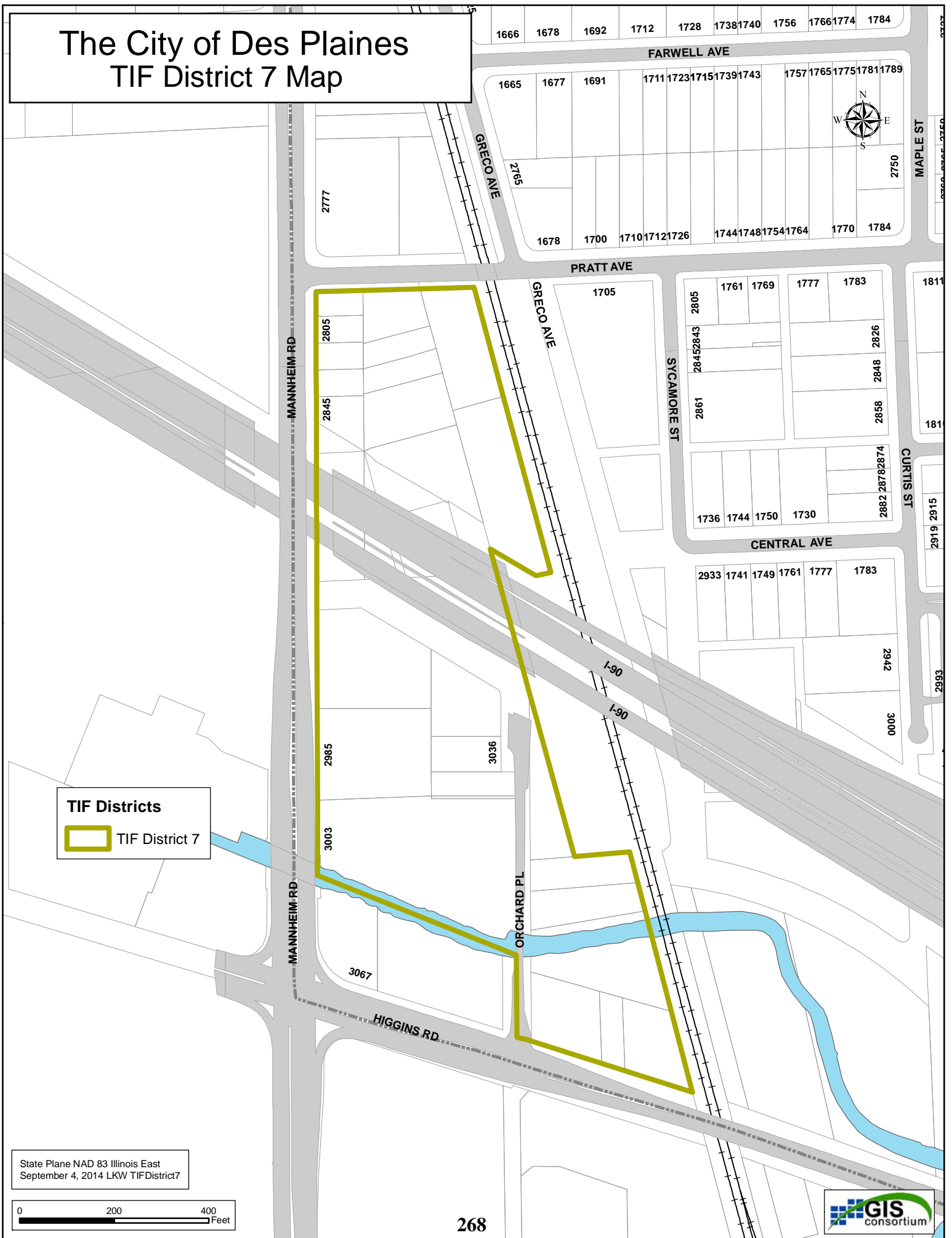
2016 Budget**TAX INCREMENT FUND (TIF) #7 – Mannheim & Higgins South**

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Beginning Balance	-	-	-	-	-	(83,431)
Revenues	-	-	-	-	-	1,000
Expenses	-	-	-	(2,153,000)	(45,202)	(2,108,877)
Transfers	-	-	-	(38,229)	(38,229)	(41,000)
Ending Balance	-	-	-	(2,191,229)	(83,431)	(2,232,308)

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



207 - TIF #7 Mannheim/Higgins South 2016 Revenues Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Property Taxes</u>					
4000	Property Taxes - Current Year Collection	-	-	1,000	1,000
		-	-	1,000	1,000
Total TIF #7 Revenues - Non Program		-	-	1,000	1,000

207 - TIF #7 Mannheim/Higgins South
2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Contractual Services</u>					
6000	Professional Services	-	28,000	10,000	28,000 *
6005	Legal Fees	-	25,000	5,000	25,000
		-	53,000	15,000	53,000
<u>Other Services</u>					
6195	Miscellaneous Contractual Services	-	100,000	30,000	50,000 *
		-	100,000	30,100	50,000
<u>Subsidies and Incentives</u>					
6520	Subsidy - Economic Development	-	38,229	38,229	41,000
		-	38,229	38,229	41,000
<u>Other Expenses</u>					
7550	Miscellaneous Expenses	-	-	102	-
		-	-	102	-
<u>Capital Outlay</u>					
8100	Improvements	-	2,000,000	-	2,000,000 *
		-	2,000,000	-	2,000,000
Program Total: Non Program		-	2,191,229	83,431	2,149,877

207 - TIF #7 Mannheim/Higgins South 2016 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	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 (Carryover from TIF#6)	500,000

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2016 Budget
MOTOR FUEL TAX FUND

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Beginning Balance	460,013	686,078	442,010	123,069	554,994	31,859
Revenues	1,720,071	1,683,238	1,955,848	1,705,059	1,390,865	1,375,000
Expenses	(1,494,006)	(1,927,307)	(1,842,863)	(1,700,972)	(1,914,000)	(1,371,000)
Ending Balance	686,078	442,010	554,994	127,156	31,859	35,859

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

2016 Budget Revenues Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Intergovernmental</u>					
4225	Motor Fuel Tax Allotment	1,445,841	1,450,000	1,390,765	1,375,000
4235	MFT - JOBS Now Program	509,918	254,959	-	-
		1,955,759	1,704,959	1,390,765	1,375,000
<u>Interest Income</u>					
4700	Interest Income	89	100	100	-
		89	100	100	-
Total Motor Fuel Tax Revenues		1,955,848	1,705,059	1,390,865	1,375,000

230 - Motor Fuel Tax 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Contractual Services</u>					
6000	Professional Services	31,437	40,000	33,000	40,000 *
		31,437	40,000	33,000	40,000
<u>Other Services</u>					
6155	Sidewalk Improvements	601,133	500,000	617,000	500,000 *
6160	Street Crack Filling	23,638	80,000	80,000	30,000
		624,771	580,000	697,000	530,000
<u>Repairs and Maintenance</u>					
6330	R&M Traffic Signals	44,183	44,000	44,000	44,000 *
		44,183	44,000	44,000	44,000
<u>Commodities</u>					
7035	Supplies Equipment R&M	2,574	-	-	-
7140	Electricity	261,592	232,000	232,000	232,000 *
7160	Ice Control	511,191	350,000	370,000	350,000 *
		775,358	582,000	602,000	582,000
<u>Capital Outlay</u>					
8100	Improvements	367,115	454,972	538,000	175,000 *
		367,115	454,972	538,000	175,000
Total Motor Fuel Tax Expenses		1,842,863	1,700,972	1,914,000	1,371,000

230 - Motor Fuel Tax

2016 Budget Justification Worksheet

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	Curb Improvements	175,000

2016 Budget

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Beginning Balance	110,861	102,965	101,699	111,685	107,782	107,882
Revenues	395,465	260,353	153,315	521,896	429,491	350,503
Expenses	(403,361)	(261,618)	(147,233)	(633,556)	(429,391)	(458,386)
Ending Balance	102,965	101,699	107,782	25	107,882	-

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 2015 (October 1, 2015 – September 30, 2016) will be \$276,523. 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 2015 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

Service	Metric	Actual 2013	Actual 2014	Projected 2015
Housing Rehabilitation	Number of Applications for Home Rehab	4	4	8
	Number of Home Rehabs Completed	4	3	8

2016 Budget

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

2015 Major Accomplishments

1. Completed the Eaton Field Park Improvement Program to update and improve the playground equipment and facility.
2. Purchased \$58,351 in playground equipment as a component of the 2014 Apache Park Neighborhood Plan, Developed by the City of Des Plaines and CMAP.
3. Completed three (3) housing and emergency rehabilitation projects through the PY2014 CDBG program.
4. Assisted approximately 100 households/persons through the public service programs administered by the non-for-profit CDBG sub-recipients.
5. Programmed unexpended funding towards sidewalk construction, and playground installation.

2016 Goals and Objectives

1. Complete the Apache Park Revitalization as a component of the 2014 Apache Park Neighborhood Plan, Developed by the City of Des Plaines and CMAP. This project will be realized in partnership with the Park District.
2. Complete the Apache Park Neighborhood Lighting as a part of the 2014 Apache Park Neighborhood Plan, Developed by the City of Des Plaines and CMAP.
3. Complete installation of the Rectangular Rapid Flashing Beacons (RRFB's) on the pedestrian crossing of Wolf Road and Hoffman Parkway per request of the Staff Traffic Advisory Committee.
4. Complete six (6) housing and emergency rehabilitation projects through the PY2015 CDBG program.
5. Complete three (3) housing minor rehabilitation projects through the PY2015 CDBG. This new program is available to all low/moderate income households, but specialize in providing dwelling modifications to seniors and disabled homeowners to enable them to remain in their home.
6. Complete sidewalk construction within Low-Mod Income Census Blocks Area.

2016 Budget
COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG)

PERSONNEL EXHIBIT

Department: CED		Div: CDBG		Div. No: 240-00	
Title	Authorized Positions				
	2014 Authorized	2015 Budget	2016 Budget		
Associate Planner *	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>		
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

2016 Budget Revenues Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Intergovernmental</u>					
4250	CDBG Allocation	153,290	521,896	429,391	350,503
		153,290	521,896	429,391	350,503
<u>Fines and fees</u>					
4505	Program Income	25	-	100	-
		25	-	100	-
Total CDBG Revenues		153,315	521,896	429,491	350,503

240 - CDBG

2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	31,509	40,485	40,485	44,359
		31,509	40,485	40,485	44,359
<u>Taxes and Benefits</u>					
5200	FICA Contribution	2,308	3,097	3,097	3,393
5205	IMRF Contribution	4,628	5,364	5,364	5,496
5220	PPO Insurance Contribution	5,736	7,333	2,697	-
5230	Dental Insurance Contribution	314	361	361	457
5235	Life Insurance Contribution	32	41	41	50
5240	Workers Compensation	64	101	101	-
		13,083	16,297	11,661	9,396
<u>Subsidies and Incentives</u>					
6555	Subsidy - Emergency Shelter	330	440	885	1,330 *
6560	Subsidy - Shared Housing	6,200	7,000	7,000	7,000 *
6565	Subsidy - Day Care Assistance	7,998	9,000	9,000	9,000 *
6570	Subsidy - Residential Rehab	57,656	99,975	95,900	96,200 *
6580	Subsidy - Housing Counsel	5,600	5,600	5,600	5,600 *
6585	Subsidy - Homeless Prevention	7,032	7,032	7,032	7,032 *
6590	Subsidy - Employment Counseling	5,720	5,720	5,720	5,720 *
6595	Subsidy - Affordable Housing	2,000	2,000	-	-
6600	Subsidy - Transitional Housing	7,449	5,795	5,795	5,795 *
6602	Subsidy - Rental Assistance	990	-	-	-
		100,975	142,562	136,932	137,677
<u>Capital Outlay</u>					
8030	Land	-	111,660	-	-
8100	Improvements	1,667	322,552	238,813	265,454 *
		1,667	434,212	238,813	265,454
Department Total: Non Departmental		147,233	633,556	429,391	458,386

240 - CDBG
2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:6555 - Subsidy - Emergency Shelter	Emergency Shelter - The Harbor, Inc.	1,330
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	5,000
	Home Repair - Minor	6,900
	Home Repair Program	82,800
	Lead-Based Paint Inspections	1,500
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:6600 - Subsidy - Transitional Housing	Women in Need Growing Stronger	5,795
Account:8100 - Improvements	Apache Neighborhood Lighting	36,000
	Apache Park 2016	100,000
	Apache Park Carryover	41,649
	Sidewalk Rehab Program	75,305
	Pedestrian Safety Program	12,500

2016 Budget
GRANT FUNDED PROJECTS FUND

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Beginning Balance	(319,558)	104,777	12,193	104,777	(71,570)	4,800,001
Revenues	1,706,900	386,646	2,972,833	2,659,696	16,374,707	5,469,406
Expenses	(1,733,025)	(887,616)	(3,105,748)	(14,026,022)	(11,838,404)	(10,776,497)
Transfers	450,460	408,386	49,152	366,326	335,268	507,091
Ending Balance	104,777	12,193	(71,570)	(10,895,223)	4,800,001	-

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

2016 Budget Revenues Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Intergovernmental</u>					
4260	Federal Grants	1,979,926	1,598,452	16,048,867	4,083,176 *
4270	State Grants	992,891	1,061,244	35,990	5,940
4280	Local Grants	-	-	289,850	1,380,290 *
		2,972,818	2,659,696	16,374,707	5,469,406
<u>Interest Income</u>					
4700	Interest Income	15	-	-	-
		15	-	-	-
<u>Other Financing Sources</u>					
4901	Transfer from TIF #1 Fund	-	-	-	-
4940	Transfer from Capital Projects Fund	49,152	296,326	335,268	507,091 *
4942	Transfer from Equipment Repl Fund	-	70,000	-	-
		49,152	366,326	335,268	507,091
Total Grant Projects Revenues		3,021,985	3,026,022	16,709,975	5,976,497

250 - Grant Projects

2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:4260 - Federal Grants	CMAQ Grant	513,336
	Customs & DEA Overtime Reimbursement	36,000
	FEMA HMGP Grant	2,999,810
	Homeland Security Grant	26,352
	ITEP Grant	183,328
	NACCHO - Medical Reserve Corps	3,500
	STP Grant	320,850
Account:4280 - Local Grants	MWRD Grant	1,380,290
Account:4940 - Transfer from Capital Projects	City's 20% Match - GMAQ Grant	128,334
	City's 20% Match - ITEP Grant	45,832
	City's 20% Match - STP Grant	332,925

2510 - Public Safety Grants 2016 Budget Revenues Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	28,282	26,352	26,352	26,352 *
5015	Overtime - Supervisory	-	2,000	2,000	2,000 *
5020	Overtime - Non Supervisory	42,666	39,500	39,500	39,500 *
		70,948	67,852	67,852	67,852
<u>Other Employee Costs</u>					
5325	Training	4,236	-	-	-
		4,236	-	-	-
<u>Contractual Services</u>					
6000	Professional Services	2,450	-	-	-
		2,450	-	-	-
<u>Other Services</u>					
6195	Miscellaneous Contractual Services	360	200	250	200 *
		360	200	250	200
<u>Commodities</u>					
7000	Office Supplies	-	-	-	-
7200	Other Supplies	306	3,500	3,500	3,500 *
7320	Equipment < \$5,000	5,734	-	-	-
		6,040	3,500	3,500	3,500
<u>Other Expenses</u>					
7525	Meals	526	240	240	240 *
		526	240	240	240
<u>Capital Outlay</u>					
8015	Equipment	982	350,000	-	-
8100	Improvements	-	30,000	40,000	-
		982	380,000	40,000	-
Total Public Safety Grants Expenses		85,543	451,792	111,842	71,792

2510 - Public Safety Grants

2016 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	36,000
	Tobacco Grant	3,500
Account:6195 - Misc. Contractual Services	Tobacco Grant	200
Account:7200 - Other Supplies	NACCHO Grant	3,500
Account:7525 - Meals	Tobacco Grant	240

2520 - Capital Grants 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Contractual Services</u>					
6000	Professional Services	109,467	200,000	1,018,303	1,448,795 *
		109,467	200,000	1,018,303	1,448,795
<u>Other Services</u>					
6115	Licensing/Titles	16,358	-	21,297	-
6195	Misc. Contractual Services	-	-	152,214	-
		16,358	-	173,511	-
<u>Capital Outlay</u>					
8015	Equipment	878	-	-	-
8030	Land	-	-	-	299,000 *
8100	Improvements	594,050	13,374,230	8,154,329	4,576,810 *
8130	Land Improvements	2,280,045	-	2,380,419	4,380,100 *
		2,874,973	13,374,230	10,534,748	9,255,910
Total Capital Grants Expenses		3,000,799	13,574,230	11,726,562	10,704,705

2520 - Capital Grants

2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:6000 - Professional Services	CMAQ Grant	64,860
	ITEP Grant	229,160
	STP Grant	354,775
	River Road (Carryover)	800,000
Account:8030 - Land	STP Grant	299,000
Account:8100 - Improvements	CMAQ - Central Road Sidewalk	576,810
	River Road (Carryover)	4,000,000
Account:8130 - Land Improvement	FEMA HMGP Grant	4,380,100

2530 - Other Grants

2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Contractual Services</u>					
6000	Professional Services	19,407	-	-	-
		19,407	-	-	-
Total Other Grants Expenses		19,407	-	-	-

2016 Budget
GAMING TAX FUND

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Beginning Balance	3,698,084	12,595,418	14,274,630	17,788,418	21,431,952	18,322,076
Revenues	24,818,317	24,699,061	24,819,340	23,535,000	24,490,207	24,035,000
Expenses	(15,920,983)	(15,864,849)	(15,917,018)	(15,400,000)	(15,780,083)	(15,400,000)
Transfers	-	(7,155,000)	(1,745,000)	(12,300,000)	(11,820,000)	(8,980,000)
Ending Balance	12,595,418	14,274,630	21,431,952	13,623,418	18,322,076	17,977,076

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				
	2013 Actual	2014 Actual	2015 Projected	2016 Estimated
Revenues *	24,662,123	24,792,544	24,450,207	24,000,000
State of Illinois Share (\$10M Annually)	(10,000,000)	(10,000,000)	(10,000,000)	(10,000,000)
Remaining Amount	14,662,123	14,792,544	14,450,207	14,000,000
Benefitting Communities Share (40%)	5,864,849	5,917,018	5,780,083	5,600,000
City of Des Plaines Share (60%)	8,797,274	8,875,526	8,670,124	8,400,000
<i>Year of Allocation</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>

* Revenue variance compared to top chart is due to interest income

2016 Budget
GAMING TAX FUND

2016 Budgeted Projects

The \$8.9M in Gaming revenue from 2014 is being used in the 2016 Budget on the following:

- \$3.5M transfer to the Capital Projects Fund for street & drainage system improvements
- \$5.0M transfer to the Water/Sewer Fund for construction of an alternate water source.
 - o Note: \$480K from 2013 gaming revenue is also being transferred in 2016 due to a carry-over as not all of the planned projects will be completed in 2015.

2012 Revenue used in 2014		2013 Revenue used in 2015		2014 Revenue used in 2016	
Storm Water Master Plan Phase II	\$1.745M	Street and Drainage System Improvements	\$4.3M	Street and Drainage System Improvements	\$3.5M
	\$1.745M	Alternate Water Source	\$5.02M	Alternate Water Source	\$3.0M
		River Rd Water Main	\$2.5M	Alternate Water Source (carry-over)	\$480K
			\$11.82M	River Rd Water Main	\$2.0M
					\$8.98M

270 - Gaming Tax

2016 Budget Revenues Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Other Taxes</u>					
4130	Gaming Tax - Wagering	21,273,473	20,000,000	21,128,587	21,000,000
4135	Gaming Tax - Admissions	3,519,071	3,500,000	3,321,620	3,000,000
		24,792,544	23,500,000	24,450,207	24,000,000
<u>Interest Income</u>					
4700	Interest Income	26,796	35,000	40,000	35,000
		26,796	35,000	40,000	35,000
Total Gaming Tax Revenues		24,819,340	23,535,000	24,490,207	24,035,000

270 - Gaming Tax 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Other Expenses</u>					
7600	Cont Obligation - State Payments	10,000,000	10,000,000	10,000,000	10,000,000
7650	Cont Obligation - Municipalities	5,917,018	5,400,000	5,780,083	5,400,000
		<u>15,917,018</u>	<u>15,400,000</u>	<u>15,780,083</u>	<u>15,400,000</u>
<u>Other Financing Uses</u>					
9400	Transfer to Capital Projects Fund	1,745,000	4,300,000	4,300,000	3,500,000
9500	Transfer to Water/Sewer Fund	-	8,000,000	7,520,000	5,480,000
		<u>1,745,000</u>	<u>12,300,000</u>	<u>11,820,000</u>	<u>8,980,000</u>
Total Gaming Tax Expenses		<u>17,662,018</u>	<u>27,700,000</u>	<u>27,600,083</u>	<u>24,380,000</u>

2016 Budget**EMERGENCY TELEPHONE SYSTEM FUND**

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Beginning Balance	-	-	-	-	-	-
Revenues	-	-	-	810,000	705,172	735,000
Expenses	-	-	-	(2,165,458)	(2,463,338)	(2,418,051)
Transfers	-	-	-	1,355,458	1,758,166	1,683,051
Ending Balance	-	-	-	-	-	-

Overview

The Emergency Telephone System Fund was 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), on January 11, 2015. 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.

Payments to the Wheeling Dispatch Center for Police Department dispatch services and the Regional Emergency Dispatch Center for Fire Department dispatch services are also tracked in this Fund.

280 - Emergency Telephone System 2016 Budget Revenues Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Charges for Services</u>					
4670	911 Telephone Surcharge	-	300,000	259,810	260,000
4671	911 State Wireless Surcharge	-	450,000	388,314	420,000
4672	911 VOIP Surcharge	-	60,000	57,048	55,000
		-	810,000	705,172	735,000
<u>Other Financing Sources</u>					
4900	Transfer from General Fund	-	1,355,458	1,758,166	1,683,051
		-	1,355,458	1,758,166	1,683,051
Total Emergency Telephone Revenues		-	2,165,458	2,463,338	2,418,051

280 - Emergency Telephone System

2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Non-Departmental</u>					
6005	Legal Fees	-	-	400	-
6015	Communication Services	-	-	120,000	17,000
6036	E-911 Services	-	-	705,172	735,000
6140	Leases	-	-	480	2,700
6300	R&M Software	-	-	-	4,000
6305	R&M Equipment	-	-	9,500	14,500
7320	Equipment < \$5,000	-	-	-	20,000
		-	-	835,552	793,200
<u>Police Department</u>					
6035	Dispatch Services	-	857,458	962,286	1,053,451
6036	E-911 Services	-	810,000	-	-
6300	R&M Software	-	-	-	47,000
8000	Computer Software	-	-	155,000	-
		-	1,667,458	1,117,286	1,100,451
<u>Fire Department</u>					
6035	Dispatch Services	-	498,000	510,500	524,400
		-	498,000	510,500	524,400
Total Emergency Telephone Expenses		-	2,165,458	2,463,338	2,418,051

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2016 Budget
DEBT SERVICE FUND

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Beginning Balance	420,701	463,283	465,275	463,283	457,477	455,886
Revenues	151,120	107,682	100,043	109,510	108,209	106,280
Expenses	(108,538)	(105,690)	(107,840)	(109,800)	(109,800)	(106,570)
Transfers	-	-	-	-	-	-
Ending Balance	463,283	465,275	457,477	462,993	455,886	455,596

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

	PROPERTY TAX SUPPORTED	CAPITAL PROJECTS PORTION	TIF SUPPORTED PORTION	TOTAL
Total Debt Outstanding - Principal only Balance Jan. 1, 2016	560,000	4,775,000	31,535,688	36,870,688
2016 Debt Service				
Principal	85,000	1,225,000	2,595,000	3,905,000
Interest	21,280	140,910	563,200	725,390
Total	106,280	1,365,910	3,158,200	4,630,390

The below issue is paid by property taxes:

YEAR OF ISSUE	TYPE	ORIGINAL AMOUNT ISSUED	BALANCE JAN. 1, 2016
2007B	G.O. (partial Refunding 2001B)	1,150,000	560,000
Total Supported by Property Taxes		1,150,000	560,000

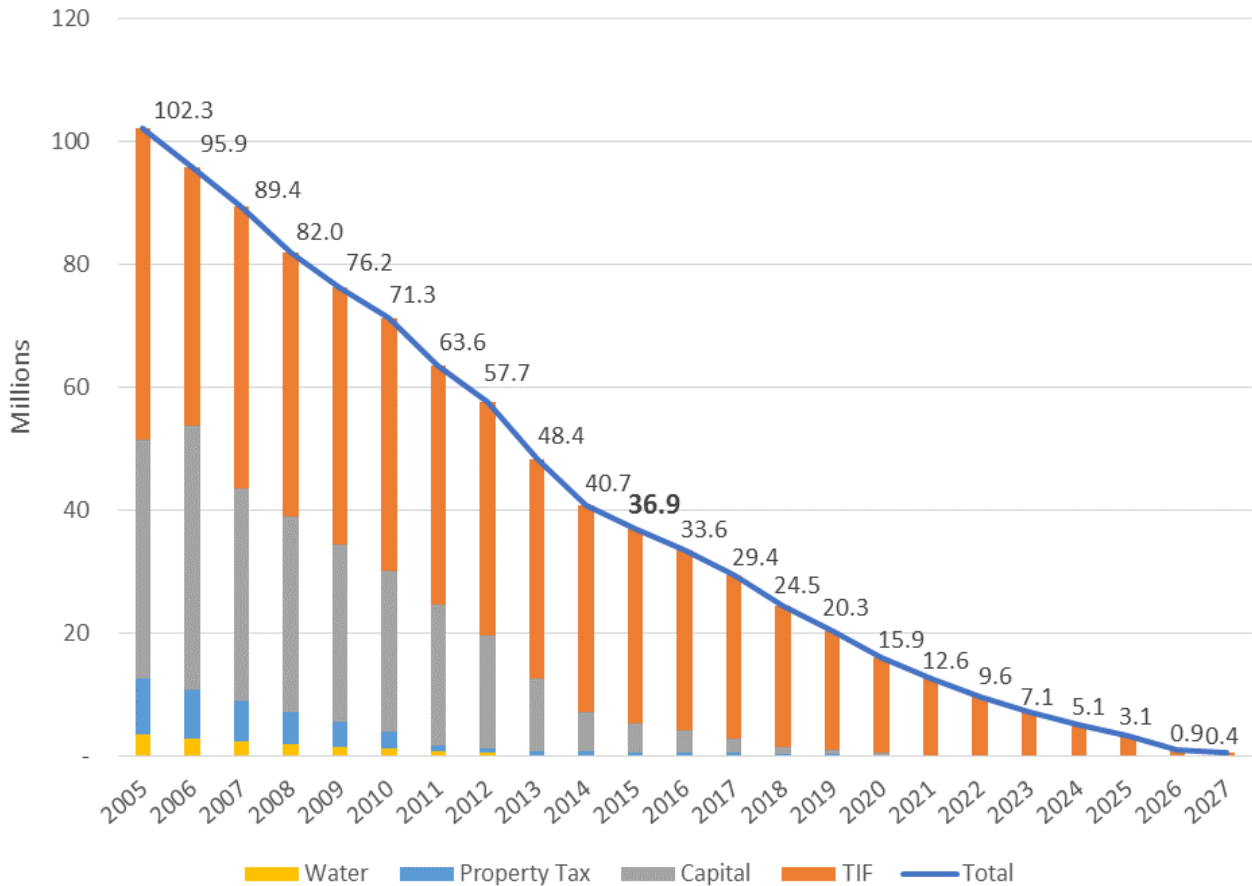
2016 Budget
DEBT SERVICE FUND

The below bond issues are paid from special revenue:

YEAR OF ISSUE	TYPE	ORIGINAL AMOUNT ISSUED	BALANCE JAN. 1, 2016
2007A	G.O. (Refunding 2000, 2001A, CIP)	6,065,000	1,995,000
2007B	G.O. (Refunding 2001B, TIF #1, CIP)	510,000	65,000
2008A	G.O. (Refunding 2001C, TIF #1, TIF #3)	2,575,000	825,000
2009A	G.O. (Partial refund 2003C, 2004B, TIF #6)	5,430,000	3,343,489
2009B	G.O. (Refunding 1999, CIP)	4,175,000	600,000
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	8,167,199
2011A	G.O. (Ref 03A, TIF #1, TIF#3, TIF #5, TIF #6)	3,540,000	2,395,000
2012A	G.O. (TIF #1)	3,765,000	2,395,000
2013	G.O. (TIF #1, TIF #3, TIF #6)	7,945,000	6,035,000
2014A	G.O. (TIF #6)	2,020,000	1,680,000
2014B	G.O. (TIF #3, CIP)	5,600,000	4,865,000
Total G.O. Bonds		51,680,760	36,310,688
2002	TIF Revenue Note	462,389	175,769
2003	TIF Revenue Note	471,000	185,937
Total Revenue Notes		933,389	361,706
Total Supported by Special Revenue			<u>\$36,672,394</u>

2016 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 \$36.9 million as of December 31, 2015 will reach \$15.9 million by 2020. All current debt will be retired by the end of 2028.

2016 Budget
DEBT SERVICE FUND

Principal Amount Outstanding by Type

Year	Property Tax	Capital Projects	TIF	Total
2016	560,000	4,775,000	31,535,688	36,870,688
2017	475,000	3,550,000	29,536,615	33,561,615
2018	390,000	2,315,000	26,712,741	29,417,741
2019	300,000	1,055,000	23,103,345	24,458,345
2020	205,000	715,000	19,395,208	20,315,208
2021	105,000	365,000	15,451,541	15,921,541
2022	-	-	12,561,666	12,561,666
2023	-	-	9,592,732	9,592,732
2024	-	-	7,062,968	7,062,968
2025	-	-	5,139,569	5,139,569
2026	-	-	3,118,687	3,118,687
2027	-	-	850,000	850,000
2028	-	-	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 under \$10 per capita as of December 31, 2015. Total City debt, not inclusive of the TIF debt is at \$91 per capita as of December 31, 2015 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.

2016 Budget
DEBT SERVICE FUND

**Annual Principal and Interest Requirements
Over the Total City Debt**

TOTAL CITY DEBT

Year	Principal	Interest	Total P&I
2016	3,905,000	725,390	4,630,390
2017	4,760,000	629,117	5,389,117
2018	5,575,000	529,193	6,104,193
2019	4,740,000	412,528	5,152,528
2020	4,970,000	312,572	5,282,572
2021	3,905,000	205,944	4,110,944
2022	3,480,000	121,090	3,601,090
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
Total	41,880,000	3,290,946	45,170,946

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
2016 Revenues Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Property Taxes</u>					
4000	Property Taxes - Current Year Collection	102,182	109,510	108,537	106,280
4005	Property Taxes - Last Year's Collection	959	-	834	-
4010	Property Taxes - Prior Years Collection	(3,098)	-	(1,162)	-
		100,043	109,510	108,209	106,280
Total Debt Service Fund Revenues		100,043	109,510	108,209	106,280

300 - Debt Service Fund

2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Program	07B0 - 2007B Refunding 01B Issued 2001, Refunded 2007, Matures 2021				
8300	Principal	80,000	85,000	85,000	85,000
8325	Interest	27,550	24,510	24,510	21,280
8375	Bank/Trust/Agency Fees	290	290	290	290
Total 2007B Refunding 01B Expenses		107,840	109,800	109,800	106,570

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2016 Budget
CAPITAL PROJECTS FUND

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Beginning Balance	3,094,453	2,523,327	3,529,073	1,941,243	3,550,351	785,753
Revenues	9,295,863	8,308,084	11,403,670	7,024,328	7,768,328	7,713,328
Expenses	(9,683,212)	(14,160,333)	(15,280,856)	(11,162,787)	(14,472,658)	(10,653,165)
Transfers	(183,777)	6,857,996	3,898,463	3,978,674	3,939,732	2,967,909
Ending Balance	2,523,327	3,529,073	3,550,351	1,781,458	785,753	813,825

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:

Bond Issue	Project Description	Original Amount	Remaining 1-1-16	Final Payout
2007A bond refund of 2001	Streets Portion	3,395,000	1,995,000	2021
2009 bond refund of 1999	Streets Portion	4,175,000	600,000	2018
2014B bond refund of 2005D	Library Portion	2,880,000	2,180,000	2018
Total		10,450,000	4,775,000	

**Annual Principal and Interest Requirements
Over the Total Capital Projects Debt**

Year	Principal	Interest	Total P&I
2016	1,225,000	140,910	1,365,910
2017	1,235,000	107,920	1,342,920
2018	1,260,000	74,640	1,334,640
2019	340,000	40,090	380,090
2020	350,000	27,170	377,170
2021	365,000	13,870	378,870
Total	4,775,000	404,600	5,179,600

2016 Budget
PUBLIC WORKS & ENGINEERING
CAPITAL PROJECTS FUND

PERSONNEL EXHIBIT

Department: PW & Engineering		Div: Capital Projects		Div. No: 400-00
Title	Authorized Positions			
	2014 Authorized	2015 Budget	2016 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	0.25	0.25	0.25	
Total Full Time Equivalent (FTE) Employees:	3.50	3.50	3.50	

2016 Budget

CAPITAL PROJECTS FUND

5 YEAR CIP OVERVIEW

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 2016 through 2020. 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 2016 Budget document, a summary of the specific 2016 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 2016 are identified in the 5-Year Capital Improvement Program at a cost of \$18.5 million. Sources of revenue for the C.I.P. presently include the Capital Projects Fund (\$6,687,539), Motor Fuel Tax Fund (\$860,318), Water /Sewer Fund (\$4,331,347), Grant Funded Projects (\$298,000) and Tax Increment Finance District Fund (\$6,350,000).

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 2016: Alley Improvements (\$336,457), Drainage System Improvements (\$1,219,485), Street Improvements (\$6,866,915), Water System Improvements (\$4,831,347), Traffic Improvements (\$298,000), Sewer System Improvements (\$0), and Miscellaneous Improvements (\$4,975,000).

The recommended 2016 through 2020 Capital Improvement Program proposes the expenditure of approximately \$60 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 2016 are \$18.5 million and are shown in detail on the following pages (Summary and Map). All projects are listed by category with justification listed noting what projects are annual recurring programs.

CITY OF DES PLAINES - 2016-2020 CAPITAL IMPROVEMENT PROGRAM- SUMMARY FOR 2016

CATEGORY	PROJECT ID	LOCATION	LIMITS	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
ALLEY IMPROVEMENTS	1181	LAUREL/GRACELAND	PRAIRIE-MARION	ALLEY RECONSTRUCTION	\$185,318	MFT	ALLEY EVALUATION
	519	LINDEN/ORCHARD	RIVERVIEW-ALLEY	ALLEY RECONSTRUCTION	\$151,139	CPF	ALLEY EVALUATION
			Sub-Total		<u>\$336,457</u>		
DRAINAGE SYSTEM IMPROVEMENTS	1572	* CAMBRIDGE RD	WISCONSIN-MINER	STORM SEWER	\$593,464	CPF	CITY COUNCIL
	1573	CORNELL AVE	STATE-PRINCETON	STORM SEWER	\$400,522	CPF	CITY COUNCIL
	1565	* GRANT DR WEST	SOUTHEAST-NORTHWEST	STORM SEWER	\$165,134	CPF	CITY COUNCIL
	1561	NORTHWEST PL	W GRANT-W VILLA	STORM SEWER	\$60,365	CPF	CITY COUNCIL
				Sub-Total	<u>\$1,219,485</u>		
MISCELLANEOUS IMPROVEMENTS	118	DESIGN/CONSTRUCTION ENGINEERING		ENGINEERING	\$1,000,000	CPF	ANNUAL PROGRAM
	150	* DESIGN/CONSTRUCTION ENGINEERING	TIF #1	ENGINEERING	\$350,000	TIF	TIF DISTRICT
	125	MISC CURB REPLACEMENT	VARIOUS	CURB REPLACEMENT	\$175,000	MFT	ANNUAL PROGRAM
	161	* NORTHWEST HWY S-CURVE FEASIBILITY STUDY		ENGINEERING	\$150,000	CPF	CITY COUNCIL
	160	* SIDEWALK REPLACEMENTS	CITYWIDE	SIDEWALK REPLACEMENT	\$200,000	CPF	ANNUAL PROGRAM
	126	SIDEWALK REPLACEMENTS	CITYWIDE	SIDEWALK REPLACEMENT	\$500,000	MFT	ANNUAL PROGRAM

Monday, December 7, 2015

*-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 - 2016-2020 CAPITAL IMPROVEMENT PROGRAM- SUMMARY FOR 2016

CATEGORY	PROJECT ID	LOCATION	LIMITS	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
MISCELLANEOUS IMPROVEMENTS	149	STREETSCAPE IMPROVEMENTS	TIF #1	STREETSCAPE	\$2,500,000	TIF	TIF DISTRICT
	119	TOPOGRAPHIC/B.M. SURVEYS		SURVEY	\$100,000	CPF	ANNUAL PROGRAM
			Sub-Total		<u>\$4,975,000</u>		
STREET IMPROVEMENTS	12	* ACRES LN	200' S OF MINER - DEAD END	RESURFACE	\$76,652	CPF	STREET EVALUATION
	11	* ACRES LN	MINER -200' S OF MINER	RESURFACE	\$34,282	CPF	STREET EVALUATION
	120	* CAMBRIDGE RD	WISCONSIN-MINER	RECONSTRUCTION	\$1,267,125	CPF	STREET EVALUATION
	1547	CORNELL AVE	PRINCETON-HARVARD	RECONSTRUCTION	\$105,919	CPF	STREET EVALUATION
	193	CORNELL AVE	STATE-PRINCETON	RECONSTRUCTION	\$855,168	CPF	STREET EVALUATION
	1553	DES PLAINES RIVER ROAD	ALGONQUIN-RAND	RECONSTRUCTION	\$1,500,000	TIF	IDOT APPROVED
	348	GOOD AVE	BALLARD-CHURCH	REHABILITATION	\$382,741	CPF	STREET EVALUATION
	361	* GRANT DR WEST	SOUTHEAST-NORTHWEST	RECONSTRUCTION	\$1,016,141	CPF	STREET EVALUATION
	610	NORTHWEST PL	W GRANT-W VILLA	RECONSTRUCTION	\$128,887	CPF	STREET EVALUATION
	643	C ORCHARD PL	100' N. CREEK TO DEAD END	RECONSTRUCTION	\$1,500,000	TIF	TIF DISTRICT
			Sub-Total		<u>\$6,866,915</u>		

Monday, December 7, 2015

*-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 - 2016-2020 CAPITAL IMPROVEMENT PROGRAM- SUMMARY FOR 2016






CATEGORY	PROJECT ID	LOCATION	LIMITS	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
TRAFFIC IMPROVEMENTS	154	* LEE AND FOREST TRAFFIC SIGNAL		ENGINEERING	\$298,000	GFP	IDOT APPROVED
				Sub-Total	<u>\$298,000</u>		
WATER SYSTEM IMPROVEMENTS	1500	* ACRES LN	MINER -200' S OF MINER	8 INCH WATER MAIN	\$61,111	WATER	2006 WATER STUDY
	1499	* ACRES LN	200' S OF MINER - DEAD END	8 INCH WATER MAIN	\$136,641	WATER	2006 WATER STUDY
	1658	* CAMBRIDGE RD	WISCONSIN-MINER	8 INCH WATER MAIN	\$657,622	WATER	2006 WATER STUDY
	1706	CORNELL AVE	STATE-PRINCETON	8 INCH WATER MAIN	\$443,821	WATER	2006 WATER STUDY
	2128	CORNELL AVE	PRINCETON-HARVARD	8 INCH WATER MAIN	\$188,812	WATER	2006 WATER STUDY
	1552	DES PLAINES RIVER ROAD	ALGONQUIN-RAND	16 INCH WATER MAIN	\$2,000,000	WATER	IDOT APPROVED
	1797	GOOD AVE	BALLARD-CHURCH	8 INCH WATER MAIN	\$249,085	WATER	2006 WATER STUDY
	1593	* GRANT DR WEST	SOUTHEAST-NORTHWEST	8 INCH WATER MAIN	\$527,364	WATER	2006 WATER STUDY
	1594	NORTHWEST PL	W GRANT-W VILLA	8 INCH WATER MAIN	\$66,891	WATER	2006 WATER STUDY
	1526	C ORCHARD PL	100' N. CREEK TO DEAD END	12 INCH WATER MAIN	\$500,000	TIF	2006 WATER STUDY
			Sub-Total	<u>\$4,831,347</u>			
			Grand Total	\$18,527,204			



Monday, December 7, 2015

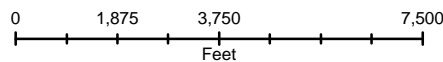
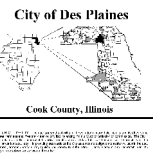
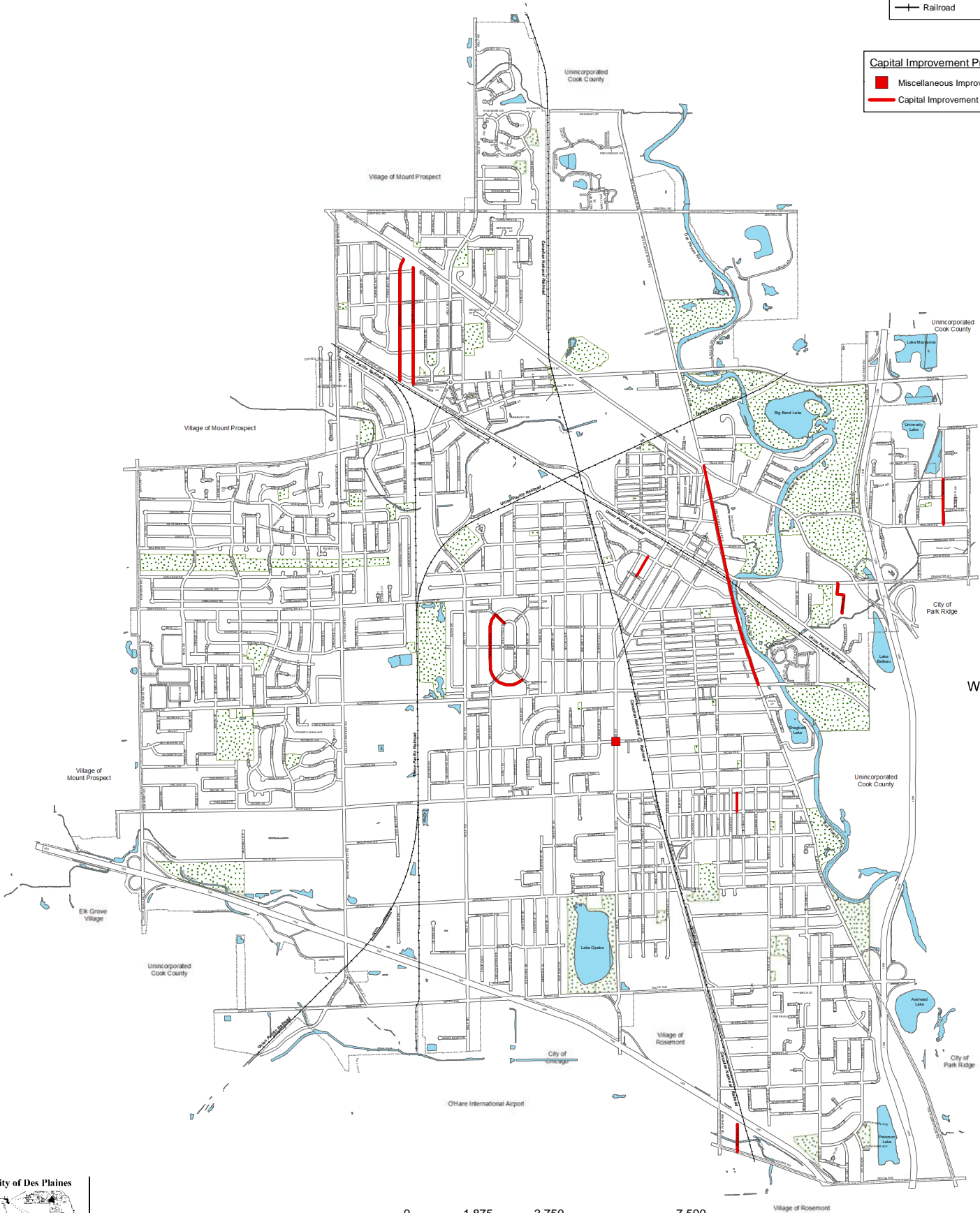
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C-indicates carryover project

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

Legend	
	City Boundary
	Road
	Lake or River
	Recreation Area
	Railroad

Capital Improvement Projects	
	Miscellaneous Improvements
	Capital Improvement Project



313 ch = 3,542 feet
1:42,500

400 - Capital Projects

2016 Revenues Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Property Taxes</u>					
4054	Property Taxes SSA 4	(35)	-	-	-
4055	Property Taxes SSA 5	3,897	3,782	3,782	3,782 *
4056	Property Taxes SSA 6	944	981	981	981 *
4057	Property Taxes SSA 7	11,684	12,000	12,000	12,000 *
4058	Property Taxes SSA 8	4,298	4,200	4,200	4,200 *
4059	Property Taxes SSA 9	2,387	2,315	2,315	2,315 *
4060	Property Taxes SSA 10	3,370	2,936	2,936	2,936 *
4061	Property Taxes SSA 11	2,127	2,096	2,096	2,096 *
4062	Property Taxes SSA 12	1,009	979	979	979 *
4063	Property Taxes SSA 13	1,614	1,566	1,566	1,566 *
4064	Property Taxes SSA 14	856	830	830	830 *
4065	Property Taxes SSA 15	-	1,643	1,643	1,643 *
		32,150	33,328	33,328	33,328
<u>Other Taxes</u>					
4120	Local Option Gas Tax	1,624,707	1,600,000	1,700,000	1,650,000
4170	Home Rule Sales Tax	2,967,153	2,650,000	2,996,000	3,026,000
4180	Library Home Rule Sales Tax	1,483,576	1,300,000	1,498,000	1,513,000
		6,075,437	5,550,000	6,194,000	6,189,000
<u>Intergovernmental</u>					
4290	Local - Intergovernmental	25,701	-	-	-
		25,701	-	-	-
<u>Charges for Services</u>					
4608	Storm Sewer	2,221,419	1,400,000	1,500,000	1,450,000
4660	Recapture Fees	4,196	3,000	3,000	3,000
		2,225,615	1,403,000	1,503,000	1,453,000
<u>Interest Income</u>					
4700	Interest Income	2,181	3,000	3,000	3,000
		2,181	3,000	3,000	3,000
<u>Miscellaneous Revenues</u>					
4823	Rear Yard Drainage Improvements	31,652	20,000	20,000	20,000
4849	Miscellaneous Revenues	49,367	15,000	15,000	15,000
		81,019	35,000	35,000	35,000
<u>Sources of Revenue</u>					
4850	Bond Proceeds	2,880,000	-	-	-
4852	Bond Premium Discount	81,567	-	-	-
		2,961,567	-	-	-
<u>Other Financing Sources</u>					
4900	Transfer from General Fund	5,150,000	-	-	-
4927	Transfer from Gaming Tax Fund	1,745,000	4,300,000	4,300,000	3,500,000
		6,895,000	4,300,000	4,300,000	3,500,000
Total Capital Projects Revenues		18,298,670	11,324,328	12,068,328	11,213,328

400 - Capital Projects

2016 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 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	267,930	284,599	270,083	286,028
5010	Temporary Wages	6,190	13,650	13,650	13,650
5020	Overtime - Non Supervisory	12,844	10,000	10,000	10,000
		286,964	308,249	293,733	309,678
<u>Taxes and Benefits</u>					
5200	FICA Contribution	21,444	23,059	23,008	23,224
5205	IMRF Contribution	41,342	39,048	36,919	36,689
5220	PPO Insurance Contribution	35,633	35,840	35,328	37,273
5225	HMO Insurance Contribution	13,324	14,042	13,841	14,042
5230	Dental Insurance Contribution	2,660	2,523	2,486	2,525
5235	Life Insurance Contribution	259	260	259	260
5240	Workers Compensation	1,663	2,763	2,943	46,418
5245	Unemployment Compensation	216	388	388	188
5250	Uniform Allowance	200	200	200	200
5260	RHS Plan Payout	8,342	2,486	3,321	3,321
		125,083	120,609	118,693	164,140
<u>Other Employee Costs</u>					
5310	Membership Dues	255	-	-	-
5320	Conferences	2,710	2,000	2,000	2,000
5325	Training	2,920	2,000	2,000	2,000 *
5335	Travel Expenses	-	100	100	100 *
		5,885	4,100	4,100	4,100
<u>Insurance</u>					
5535	Property & Liability Insurance	17,067	22,766	22,766	28,377
		17,067	22,766	22,766	28,377
<u>Contractual Services</u>					
6000	Professional Services	417,022	1,100,000	600,000	1,409,500 *
6005	Legal Fees	-	1,000	-	1,000 *
6015	Communication Services	2,641	2,000	2,628	2,000 *
6025	Administrative Services	3,109	3,100	3,100	3,100 *
		422,772	1,106,100	605,728	1,415,600
<u>Other Services</u>					
6105	Records Preservation	4,543	15,000	15,000	15,000 *
6110	Printing Services	-	400	350	400 *
6115	Licensing/Titles	-	65	65	-
6120	Recording Fees	-	500	-	-
6130	Bond Expense	37,021	-	-	-
6140	Leases	928	1,500	1,500	1,500 *
6155	Sidewalk Improvements	(152,548)	250,000	560,000	200,000
6165	Street Pavement Markings	-	40,000	39,500	40,000
6195	Miscellaneous Contractual Services	448	-	-	-
		(109,608)	307,465	616,415	256,900
<u>Repairs and Maintenance</u>					
6300	R&M Software	1,473	8,000	8,000	8,000 *
6305	R&M Equipment	-	1,100	1,000	1,100 *
6310	R&M Vehicles	15	-	20	-
6315	R&M Buildings & Structures	-	180,000	238,000	20,000 *
		1,488	189,100	247,020	29,100
<u>Commodities</u>					
7055.051	Street Sign Supplies	-	625	625	625
7065	Supplies - Capital Maintenance	65,293	70,000	70,000	70,000 *

400 - Capital Projects 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
7320	Equipment < 5000	1,130	-	-	-
		66,422	70,625	70,625	70,625
Other Expenses					
7500	Postage & Parcel	45	5,000	5,000	5,000 *
		45	5,000	5,000	5,000
Capital Outlay					
8100	Improvements	8,621,611	7,232,468	10,700,000	7,002,857 *
8220	Receivable Write Off	4,851	-	-	-
		8,626,463	7,232,468	10,700,000	7,002,857
Other Financing Uses					
9100	Transfer to General Fund	-	25,000	25,000	25,000
9260	Transfer to Grant Projects Fund	49,152	296,326	335,268	507,091 *
9700	Transfer to Escrow Fund	2,922,385	-	-	-
9999	Transfer to Other Funds	25,000	-	-	-
		2,996,537	321,326	360,268	532,091
Total Capital Projects Expenses		12,439,118	9,687,808	13,044,348	9,818,468

400 - Capital Projects

2016 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
	Lee & Forest Traffic Signal Phase 2	159,500
	NW HWY S-Curve Ped/Bike Underpass Study	150,000
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: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	20,000
Account:7065 - Supplies - Capital Maintenance	Pavement Patching	70,000
Account:7500 - Postage & Parcel	Pro-rata Share - Mailing Utility Bills	5,000
Account:8100 - Improvements	Additional Hazard Mitigation Buyouts	1,000,000
	Alley Improvements	336,457
	Drainage System Improvements	1,219,485
	Lee & Forest Traffic Signal Phase 2	130,000
	Street Improvements	4,316,915
Account:9260 - Transfer to Grant Projects Fund	City's 20% Match - CMAQ	128,334
	City's 20% Match - ITEP	45,832

400 - Capital Projects

Debt Service

2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Program:05DB - 2005D Refunding 98B Issued 1998, Refunded 2005, Matures 2018					
8300	Principal	765,000	-	-	-
8325	Interest	102,615	-	-	-
8375	Bank/Trust/Agency Fees	195	-	-	-
Total 2005D Refunding 98B Expenses		867,810	-	-	-
Program:05DC - 2005D Refunding 98C Issued 1998, Refunded 2005, Matures 2018					
8300	Principal	3,745,000	-	-	-
8325	Interest	163,711	-	-	-
8375	Bank/Trust/Agency Fees	195	-	-	-
Total 2005D Refunding 98C Expenses		3,908,906	-	-	-
Program:07AA - 2007A Refunding 00 Issued 2000, Refunded 2007, Matures 2015					
8300	Principal	395,000	410,000	410,000	-
8325	Interest	30,590	15,580	15,580	-
8375	Bank/Trust/Agency Fees	140	140	140	-
Total 2007A Refunding 00 Expenses		425,730	425,720	425,720	-
Program:07AB - 2007A Refunding 01 Issued 2001, Refunded 2007, Matures 2021					
8300	Principal	280,000	290,000	290,000	305,000
8325	Interest	97,470	86,830	86,830	75,810
8375	Bank/Trust/Agency Fees	250	250	250	250
Total 2007A Refunding 01 Expenses		377,720	377,080	377,080	381,060
Program:09B0 - 2009B Refunding 1999 Issued 2009, Matures 2018					
8300	Principal	205,000	205,000	205,000	200,000
8325	Interest	33,800	27,650	27,650	21,500
8375	Bank/Trust/Agency Fees	390	390	390	390
Total 2009B Refunding 1999 Expenses		239,190	233,040	233,040	221,890
Program:14B0 - 2014B Refunding 2005DC Issued 2014, Matures 2018					
8300	Principal	5,000	725,000	695,000	720,000
8325	Interest	13,920	35,270	57,500	43,600
8375	Bank/Trust/Agency Fees	-	195	238	238
Total 2014B Refunding 2005DC Expenses		18,920	760,465	752,738	763,838

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2016 Budget
EQUIPMENT REPLACEMENT FUND

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Beginning Balance	2,016,178	3,097,814	3,484,455	4,791,075	5,128,939	4,298,627
Revenues	94,821	47,750	26,769	40,000	59,738	54,500
Expenses	(388,185)	(1,661,109)	(915,086)	(2,308,814)	(2,390,050)	(874,871)
Transfers	1,375,000	2,000,000	2,532,800	1,500,000	1,500,000	500,000
Ending Balance	3,097,814	3,484,455	5,128,939	4,022,261	4,298,627	3,978,256

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.

In a continual effort to provide Council with requested details, a vehicle evaluation form is provided with the proposed budget. The form includes information such as mileage, hours of operation, repair costs, vehicle pictures and a grading matrix. The Vehicle Maintenance Division continues to track all maintenance and repair expenses.

5 Year Equipment Replacement Summary

Department	FY2016		FY2017		FY2018		FY2019		FY2020		5 Year Average	
	Amount	Units	Amount	Units	Amount	Units	Amount	Units	Amount	Units	Amount	Units
Vehicles												
Police	-	-	360,000	12	413,751	15	422,507	15	431,315	13	325,515	11
Fire	278,914	2	555,108	4	1,575,702	3	725,238	3	34,720	1	633,936	3
Engineering	-	-	-	-	-	-	-	-	-	-	-	-
Public Works	1,266,500	10	717,500	9	820,500	12	776,500	16	454,500	5	807,100	10
Water	201,500	7	369,000	7	458,000	7	154,000	7	77,000	5	251,900	7
Sewer	344,000	3	93,000	2	180,000	4	285,000	1	221,500	2	224,700	2
Emergency Mgmt	-	-	-	-	-	-	-	-	-	-	-	-
City Manager	30,000	1	-	-	-	-	-	-	-	-	6,000	0
Community Dev.	-	-	-	-	30,000	1	-	-	-	-	6,000	0
Total	2,120,914	23	2,094,608	34	3,477,953	42	2,363,245	42	1,219,035	26	2,255,151	33

Equipment												
Police	-	-	153,000	13	207,943	15	193,772	11	181,312	13	147,205	10
Fire	134,841	2	698,474	4	311,363	3	203,404	3	99,149	1	289,446	3
Engineering	4,500	3	-	-	-	-	-	-	1,500	1	1,200	1
Public Works	-	-	23,200	5	32,452	9	62,208	14	11,152	4	25,802	6
Water	-	-	12,500	3	21,500	4	18,500	3	2,500	1	11,000	2
Sewer	-	-	-	-	2,800	2	-	-	-	-	560	0
Emergency Mgmt	-	-	-	-	-	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	-	1,500	1	-	-	300	0
Community Dev.	-	-	-	-	1,500	1	-	-	-	-	300	0
Total	139,341	5	887,174	25	577,558	34	479,384	32	295,613	20	475,814	23
Grand Total	2,260,255	28	2,981,782	59	4,055,511	76	2,842,629	74	1,514,648	46	2,730,965	57

410 - Equipment Replacement Revenues

2016 Revenues Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Interest Income</u>					
4700	Interest Income	26,769	15,000	14,938	14,500
		26,769	15,000	14,938	14,500
<u>Miscellaneous Revenues</u>					
4830	Sale of Fixed Assets (Auctions)	-	25,000	44,800	40,000
		-	25,000	44,800	40,000
<u>Other Financing Sources</u>					
4900	Transfer from General Fund	2,500,000	1,500,000	1,500,000	500,000
4960	Transfer from Risk Management	32,800	-	-	-
		2,532,800	1,500,000	1,500,000	500,000
Total Equipment Replacement Revenues		2,559,569	1,540,000	1,559,738	554,500

410-00 - Equipment Replacement 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Capital Outlay</u>					
8015	Equipment	57,629	6,500	8,500	11,000 *
8020	Vehicles	5,888	1,185,000	1,206,085	484,000 *
		63,517	1,191,500	1,214,585	495,000
<u>Debt Service</u>					
8300	Principal	12,500	12,500	12,500	12,500 *
		12,500	12,500	12,500	12,500
Total Equip Replacement Expenses - Non Program		76,017	1,204,000	1,227,085	507,500

410-00 - Equipment Replacement

2016 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	Ford F450 Dump Trucks (281,283)	124,000
	Ford F550 Utility Truck (222)	120,000
	Log Loader (325)	240,000
	Engineering Vehicle Replacements	4,500
Account:8300 - Principal	2009 Fire Engine, Issued 2009, Matures 2029	12,500

410-60 - Police Equipment Replacement 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Capital Outlay					
8015	Equipment	156,634	117,500	35,729	-
8020	Vehicles	446,847	240,000	216,421	-
Total PD Equipment Replacement Expenses		603,481	357,500	252,150	-

410-70 - Fire Equipment Replacement 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Commodities					
7320	Equipment < \$5,000	9,626	79,750	79,750	101,665 *
		9,626	79,750	79,750	101,665
Capital Outlay					
8015	Equipment	162,115	25,914	33,000	19,577 *
8020	Vehicles	63,847	571,650	798,065	246,129 *
		225,962	597,564	831,065	265,706
Other Financing Uses					
9260	Transfer to Grant Projects Fund	-	70,000	-	-
		-	70,000	-	-
Total FD Equipment Replacement Expenses		235,588	747,314	910,815	367,371

410-70 - Fire Equipment Replacement 2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:7320 - Equipment < \$5,000	Ambulance Stretchers	10,400
	Dive Team Dry Suits	21,915
	Firefighting Helmet - Annual Replacement	8,925
	Portable Radios - Annual Replacement of Radios/Batteries	5,000
	SCBA Tanks & Parts	6,000
	Suppression - Fire Hose - Annual Replacement	6,500
	Turnout Boots - Annual Replacement	5,525
	Turnout Gear - Annual Replacement	37,400
Account:8015 - Equipment	Ambulance	10,927
	Thermal Imaging Camera	8,650
Account:8020 - Vehicles	Ambulance	246,129

2016 Budget
IT REPLACEMENT FUND

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Beginning Balance	474,248	514,087	445,242	441,942	464,286	523,325
Revenues	119	26	12	20	10	20
Expenses	(85,280)	(193,871)	(1,017,070)	(440,971)	(440,971)	(398,029)
Transfers	125,000	125,000	1,036,102	500,000	500,000	250,000
Ending Balance	514,087	445,242	464,286	500,991	523,325	375,316

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

2016 Revenues Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Interest Income</u>					
4700	Interest Income	12	20	10	20
		12	20	10	20
<u>(Sources)/Uses of Revenues</u>					
4885	Transfer in General Fund Overhead	800,000	-	-	-
4900	Transfer from General Fund	-	500,000	500,000	250,000
4999	Transfer from Other Funds	236,102	-	-	-
		1,036,102	500,000	500,000	250,000
Total IT Replacement Revenues		1,036,114	500,020	500,010	250,020

420 - IT Replacement Fund 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Other Services</u>					
6140	Leases	43,110	64,296	64,296	57,696 *
		43,110	64,296	64,296	57,696
<u>Commodities</u>					
7320	Equipment < 5000	508	-	-	-
		508	-	-	-
<u>Capital Outlay</u>					
8000	Computer Software	341,658	17,000	17,000	42,000 *
8005	Computer Hardware	631,794	359,675	359,675	298,333 *
		973,452	376,675	376,675	340,333
Total IT Replacement Expenses		1,017,070	440,971	440,971	398,029

420 - IT Replacement 2016 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 HR & HHS - Expires 8/17	3,516	
	Copier IT - Expires 8/17	3,516	
	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	Miscellaneous desktop software	5,000
		Police Recordings	1,000
		Upgrade to Laserfiche Avante	36,000
Account:8005 - Computer Hardware	Annual Computer Inventory	40,000	
	APC UPS	12,500	
	Barracuda Backup	70,000	
	Cisco (1GB) Phones (20)	12,000	
	Cisco Switches / Access Points	15,000	
	HP Plotter Replacement	23,833	
	Replacement iPhone City Employees	3,000	
	Server Replacement (Wireless Raid, SQL, Virtualization)	10,000	
	Storage Shelf	72,000	
Fire Department Vehicle Computer Replacement	40,000		

2016 Budget
WATER/SEWER FUND

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Beginning Balance	3,473,407	3,469,874	1,421,852	(212,338)	(912,846)	(2,082,562)
Revenues	14,172,242	13,825,722	14,762,310	14,568,390	15,112,556	15,031,000
Expenses	(14,196,533)	(15,894,502)	(17,417,766)	(24,263,100)	(23,823,030)	(23,387,764)
Transfers	20,758	20,758	320,758	8,020,758	7,540,758	5,500,758
Ending Balance	3,469,874	1,421,852	(912,846)	(1,886,290)	(2,082,562)	(4,938,568)

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.

	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Finance	658,316	582,681	552,582	540,233
Engineering	165,257	178,572	174,102	196,268
Water Systems	12,793,288	12,677,418	12,650,624	12,930,358
Sewer Systems	1,773,609	2,023,278	1,901,722	1,910,558
Equipment Replacement	92,214	9,000	9,000	9,000
CIP	1,901,523	8,792,151	8,535,000	7,801,347
Total	17,384,207	24,263,100	23,823,030	23,387,764

2016 Budget
WATER/SEWER FUND

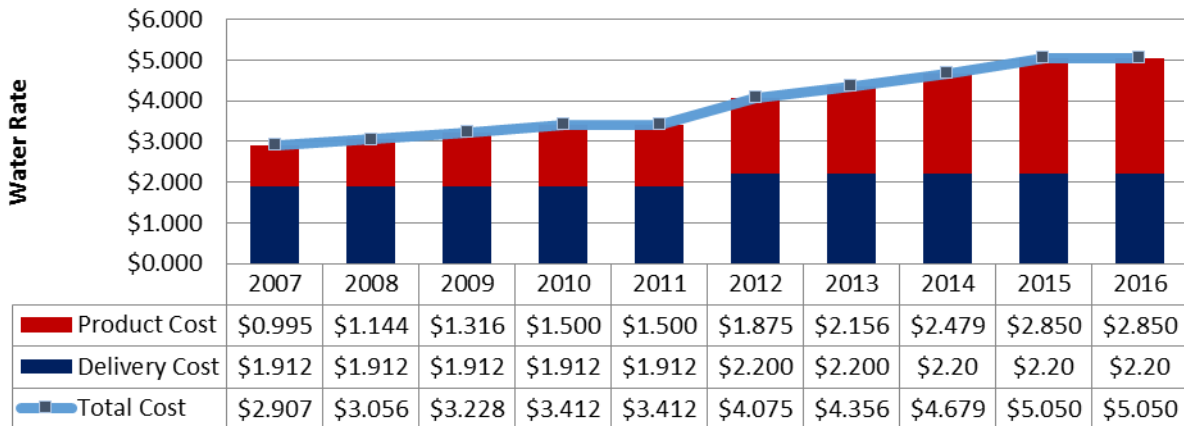
2016 Water and Sewer Rates:

- 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 - \$16.36 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 2007 to 2016.

Historical Water Rates



500 - Water & Sewer

2016 Revenues Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Intergovernmental</u>					
4290	Local - Intergovernmental	5,804	7,000	1,702	1,500
		5,804	7,000	1,702	1,500
<u>Permits</u>					
4440	Water Permit Fees	1,380	2,500	-	-
		1,380	2,500	-	-
<u>Fines and fees</u>					
4599	Miscellaneous Fees	3,305	1,000	1,000	1,000
		3,305	1,000	1,000	1,000
<u>Charges for Services</u>					
4600	Sale of Water	12,190,599	12,100,000	12,500,000	12,500,000
4601	New Construction - Sale of Water	8,717	7,500	19,302	7,500
4605	Sanitary Sewer	2,145,108	2,100,000	2,200,000	2,200,000
4620	Sale of Water Meters	238	1,000	-	-
4622	Shut-off Fees	13,200	10,000	10,000	10,000
4623	Late Fees	185,933	100,000	179,007	100,000
4625	Administrative Service Fees	20,758	20,758	20,758	20,758
4690	Other Charges for Services	2,504	500	-	-
		14,567,058	14,339,758	14,929,067	14,838,258
<u>Interest Income</u>					
4700	Interest Income	1,317	-	500	-
		1,317	-	500	-
<u>Miscellaneous Revenues</u>					
4750	Rental Income	196,700	237,890	200,000	210,000
4849	Miscellaneous Revenues	7,501	1,000	1,045	1,000
		204,201	238,890	201,045	211,000
<u>Other Financing Sources</u>					
4900	Transfer from General Fund	300,000	-	-	-
4927	Transfer from Gaming Fund	-	8,000,000	7,520,000	5,480,000
4999	Transfer from Other Funds	-	-	-	-
		300,000	8,000,000	7,520,000	5,480,000
Total Water Revenues		15,083,065	22,589,148	22,653,314	20,531,758

2016 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

Service	Metric	Actual 2013	Actual 2014	Projected 2015
Utility Billing	Total Customer Inquiries Received	15,440	17,298	16,150
	Total Utility Bills Mailed	103,188	103,093	103,150
	Total Shut-off Notices Mailed	670	816	1,200
	% of Utility Bills Paid via E-Pay	13%	13%	15%

2015 Major Accomplishments

1. Implemented a new online payment system which allows utility billing customers to view account information in real time.
2. Applied a mass meter change process to update account records on pace with the physical meter changes.

2016 Goals and Objectives

1. Explore the feasibility of transitioning to monthly billing for accounts with new meters.
2. Provide the option for customers to receive bills electronically.

2016 Budget
FINANCE
WATER

PERSONNEL EXHIBIT

Department: Finance		Div: Finance/Water		Div. No: 500-30	
Title	Authorized Positions				
	2014 Authorized	2015 Budget	2016 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	1.00	1.00		
Clerk	1.50	1.50	1.50		
Temporary	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>		
Total Full Time Equivalent (FTE) Employees:	5.25	4.75	4.75		

500-30 - Finance

2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	317,462	299,048	294,885	280,763
5010	Temporary	7,489	7,875	7,990	7,900
5020	Overtime - Non Supervisory	4,848	2,739	1,309	2,700
5060	Compensated Absences	2,516	-	-	-
		332,316	309,662	304,184	291,363
<u>Taxes and Benefits</u>					
5200	FICA Contribution	23,948	23,729	22,394	22,286
5205	IMRF Contribution	46,706	40,054	37,076	35,122
5220	PPO Insurance Contribution	54,935	54,903	53,493	56,897
5225	HMO Insurance Contribution	26,647	20,324	16,367	14,042
5230	Dental Insurance Contribution	4,362	3,711	3,258	3,226
5235	Life Insurance Contribution	410	374	367	378
5240	Workers Compensation	472	733	413	1,451
5245	Unemployment Compensation	227	428	428	200
5260	RHS Plan Payout	2,624	2,785	2,624	1,564
		160,331	147,041	136,420	135,166
<u>Other Employee Costs</u>					
5325	Training	-	500	500	500 *
		-	500	500	500
<u>Insurance</u>					
5535	Property & Liability Insurance	1,896	1,862	1,862	1,563
		1,896	1,862	1,862	1,563
<u>Contractual Services</u>					
6000	Professional Services	4,000	12,500	12,500	12,825 *
6015	Communication Services	265	216	216	216 *
6020	Departmental Services	-	-	-	-
6025	Administrative Services	67,045	15,000	15,000	15,000 *
		71,310	27,716	27,716	28,041
<u>Other Services</u>					
6110	Printing Services	-	1,000	1,000	1,500 *
6125	Bank & CC Fees	55,514	50,000	36,000	36,000
		55,514	51,000	37,000	37,500
<u>Commodities</u>					
7000	Office Supplies	751	1,200	1,200	1,200
7320	Equipment < \$5,000	-	500	500	500
		751	1,700	1,700	1,700
<u>Other Expenses</u>					
7500	Postage & Parcel	36,198	43,200	43,200	44,400 *
		36,198	43,200	43,200	44,400
Department Total: Finance		658,316	582,681	552,582	540,233

500-30 Finance

2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account:5325 - Training	Clerical Staff	500
Account:6000 - Professional Services	Audit Contribution (25%)	12,825
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	1,500
Account:7500 - Postage & Parcel	Mailing Utility Bills	40,800
	Fed Ex Charges to the Lockbox	3,600

2016 Budget
WATER/SEWER FUND

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 2013	Actual 2014	Projected 2015
Construction of Water Mains	Dollar amount allocated (thousands)	750	750	3,025

2015 Major Accomplishments

1. Constructed \$3.1 Million of water main design.
2. Commenced construction of new water source (\$6 Million).

2016 Goals and Objectives

1. Construct \$2.3M of water main design.
2. Complete the construction of the new water source.

2016 Budget
PUBLIC WORKS & ENGINEERING
ENGINEERING - WATER

PERSONNEL EXHIBIT

Department: PWE		Div: Engineering/Water		Div. No: 500-00-510	
Title	Authorized Positions				
	2014 Authorized	2015 Budget	2016 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

2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	105,365	112,334	108,631	112,712
5020	Overtime - Non Supervisory	2,393	6,942	6,942	7,000
5060	Compensated Absences	363	-	-	-
		108,121	119,276	115,573	119,712
<u>Taxes and Benefits</u>					
5200	FICA Contribution	7,856	9,137	8,841	9,163
5205	IMRF Contribution	15,358	15,814	15,025	14,836
5220	PPO Insurance Contribution	22,944	23,075	22,746	23,998
5230	Dental Insurance Contribution	1,545	1,404	1,384	1,468
5235	Life Insurance Contribution	76	76	76	76
5240	Workers Compensation	624	1,046	1,045	18,496
5245	Unemployment Compensation	87	156	156	74
5250	Uniform Allowance	100	100	100	100
		48,589	50,808	49,373	68,211
<u>Other Employee Costs</u>					
5310	Membership Dues	440	570	570	570 *
5325	Training	3,035	2,000	2,000	2,000 *
5335	Travel Expenses	-	100	100	100 *
		3,475	2,670	2,670	2,670
<u>Insurance</u>					
5535	Property & Liability Insurance	1,800	1,753	1,753	1,675
		1,800	1,753	1,753	1,675
<u>Contractual Services</u>					
6000	Professional Services	-	1,500	1,500	1,500 *
6015	Communication Services	1,177	1,100	1,175	1,100 *
		1,177	2,600	2,675	2,600
<u>Other Services</u>					
6110	Printing Services	-	100	-	100 *
6115	Licensing/Titles	-	65	65	-
		-	165	65	100
<u>Commodities</u>					
7000	Office Supplies	256	250	250	250 *
7035	Supplies - Equipment R&M	544	-	423	-
7200	Other Supplies	208	500	500	500 *
7310	Publications	1,069	500	695	500 *
		2,078	1,250	1,868	1,250
<u>Other Expenses</u>					
7500	Postage & Parcel	18	50	-	50 *
7550	Miscellaneous Expenses	-	-	125	-
		18	50	125	50
Total Engineering Expenses		165,257	178,572	174,102	196,268

510 - Engineering

2016 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: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

2016 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 2013	Actual 2014	Projected 2015
Water	Number of Water Main Breaks	141	105	110
	Number of Water Meters Installed	363	2040	1,800
Sewer	Number of Utility Locates	5,381	8,081	8,592
	Lineal Feet of Sewers Televised	61,516	30,387	40,236

2015 Major Accomplishments

1. Continued accelerating the installation of water meters to reduce water loss.
2. Identified and repaired 55 water system leaks and 110 water main breaks.

2016 Goals and Objectives

1. Continue to reduce water loss with the leak detection program and water meter replacements.
2. Coordinate the improvements to the Central Road Pumping Station and the installation of the Northwest Conveyance Line.

2016 Budget
PUBLIC WORKS & ENGINEERING
WATER SYSTEM MAINTENANCE

PERSONNEL EXHIBIT

Department: PWE		Div: Water Maint.		Div. No: 500-00-550	
Title	Authorized Positions				
	2014 Authorized	2015 Budget	2016 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	1.00	1.00		
Water Plant Operator	2.00	3.00	3.00		
Maintenance Operator	12.00	11.00	12.00		
Secretary	0.50	0.00	0.00		
Senior Clerk	1.00	0.50	0.50		
Part-Time Clerk	0.50	0.50	0.50		
Seasonal Employee	1.25	1.25	1.25		
Total Full Time Equivalent (FTE) Employees:	25.25	23.25	24.25		

Note: No change in total positions for the 2016 budget. The FTE change relates to a Maintenance Operator being reassigned from Sewer Systems.

550 - Water Systems

2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Salaries					
5005	Salaries	1,679,970	1,631,618	1,631,618	1,694,273
5010	Temporary Wages	27,962	36,750	36,750	57,728
5020	Overtime - Non Supervisory	203,099	143,000	143,000	143,000
5035	Acting Out of Class & Night Premium	37,155	35,000	35,000	35,000
5060	Compensated Absences	(37,882)	-	-	-
		1,910,305	1,846,368	1,846,368	1,930,001
Taxes and Benefits					
5200	FICA Contribution	147,271	141,270	133,751	147,595
5205	IMRF Contribution	275,468	240,015	230,723	232,222
5220	PPO Insurance Contribution	274,212	243,226	229,776	253,200
5225	HMO Insurance Contribution	121,144	128,231	116,708	135,116
5230	Dental Insurance Contribution	23,327	20,255	18,861	21,083
5235	Life Insurance Contribution	1,823	1,698	1,684	1,780
5240	Workers Compensation	56,095	97,075	108,662	276,486
5245	Unemployment Compensation	2,696	2,420	2,420	1,092
5250	Uniform Allowance	8,260	8,180	8,180	8,630
5255	Excess Sick Hour Payout	1,134	-	969	-
5260	RHS Plan Payout	17,195	14,753	17,195	19,332
5263	OPEB - Business Type Activities	15,420	-	-	-
		944,046	897,123	868,929	1,096,536
Other Employee Costs					
5310	Membership Dues	826	1,100	700	700 *
5320	Conferences	-	1,000	750	1,000 *
5325	Training	3,084	3,725	3,500	3,725 *
5335	Travel Expenses	-	50	50	50 *
		3,910	5,875	5,000	5,475
Insurance					
5535	Property & Liability Insurance	53,663	53,702	53,702	51,946
		53,663	53,702	53,702	51,946
Contractual Services					
6015	Communication Services	10,961	10,700	10,700	10,700 *
6025	Administrative Services	-	60,000	60,000	60,000 *
6040	Waste Hauling & Debris Removal	65,876	50,000	50,000	50,000 *
6045	Utility Locate Services	2,172	2,700	3,500	3,500 *
		79,008	123,400	124,200	124,200
Other Services					
6110	Printing Services	3,883	2,200	2,500	2,200 *
6115	Licensing/Titles	300	200	200	200 *
6135.03	Rentals - Equipment	-	250	500	750 *
6140	Leases	597	600	600	600 *
6180	Water Sample Testing	16,686	12,700	10,000	12,700 *
6195	Miscellaneous Contractual Services	247,370	110,000	110,000	110,000 *
		268,836	125,950	123,800	126,450
Repairs and Maintenance					
6300	R&M Software	5,000	6,000	6,000	6,000 *
6305	R&M Equipment	16,748	13,900	13,900	13,900 *
6310	R&M Vehicles	539	4,000	2,000	4,000 *
6315.002	Public Works	9,175	15,000	10,000	15,000 *
6335	R&M Water Distribution System	39,831	30,000	30,000	30,000 *
		71,293	68,900	61,900	68,900
Commodities					
7000	Office Supplies	435	500	500	500 *

550 - Water Systems 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget	
7020	Supplies - Safety	5,079	4,500	3,000	4,500	*
7030	Supplies - Tools & Hardware	6,239	5,500	4,000	5,500	*
7035	Supplies - Equipment R&M	6,325	6,500	5,000	6,500	*
7040	Supplies - Vehicle R&M	15,975	9,000	25,000	12,000	*
7045	Supplies - Building R&M	865	1,500	1,500	1,500	*
7050	Supplies - Streetscape	5,638	4,000	4,000	4,000	*
7055.054	Other Supplies	184	1,000	750	1,000	*
7070.070	Water Meters	445,577	420,000	420,000	420,000	*
7070.075	Other	170,064	194,700	194,700	165,000	*
7100	Wholesale Water	8,473,547	8,625,000	8,625,000	8,625,000	*
7110	Natural Gas	13,423	9,000	9,000	9,000	*
7120	Gasoline	54,089	50,000	50,000	50,000	
7130	Diesel	17,980	16,000	16,000	16,000	
7140	Electricity	186,768	180,000	180,000	180,000	*
7150	Water Treatment Chemicals	5,752	9,300	8,200	9,300	*
7200	Other Supplies	-	250	250	250	
7300	Uniforms	759	1,050	1,000	1,100	*
7320	Equipment < \$5,000	14,895	13,200	13,200	10,600	*
		9,423,593	9,551,000	9,561,100	9,521,750	
Other Expenses						
7500	Postage & Parcel	4,252	4,900	4,900	4,900	*
7550	Miscellaneous Expenses	89	200	425	200	*
		4,341	5,100	5,325	5,100	
Capital Outlay						
8000	Computer Software	30,814	-	-	-	
8010	Furniture & Fixtures	552	-	300	-	
8015	Equipment	2,926	-	-	-	
		34,292	-	300	-	
Total Water Systems Expenses		12,793,288	12,677,418	12,650,624	12,930,358	

550 - Water Systems

2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	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	3,500
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	750
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

2016 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	12,000
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.	165,000
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	300 800
Account:7320 - Equipment < \$5,000	Gas Detectors Hydrant Meters with Backflow Preventors Confined Space Equipment	3,000 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:7550 - Miscellaneous Expenses	Food, Water for Volunteers	200

2016 Budget
PUBLIC WORKS & ENGINEERING
SEWER SYSTEM MAINTENANCE

PERSONNEL EXHIBIT

Department: PWE		Div: Sewer Maint.		Div. No: 500-00-560	
Title	Authorized Positions				
	2014 Authorized	2015 Budget	2016 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	6.00		
Automotive Mechanic	0.00	1.00	1.00		
Seasonal Employee	0.50	0.50	0.50		
Total Full Time Equivalent (FTE) Employees:	11.00	12.00	11.00		

Note: No change in total positions for the 2016 budget. The FTE change relates to a Maintenance Operator being reassigned to Water Systems.

560 - Sewer Systems

2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5005	Salaries	747,170	878,784	841,252	817,025
5010	Temporary Wages	5,654	10,500	10,500	5,250
5020	Overtime - Non Supervisory	30,914	52,000	45,000	52,000
5035	Acting Out of Class & Night Premium	498	2,000	750	2,000
5060	Compensated Absences	43,587	-	-	-
		827,823	943,284	897,502	876,275
<u>Taxes and Benefits</u>					
5200	FICA Contribution	55,997	72,517	66,984	67,311
5205	IMRF Contribution	114,075	123,670	115,310	107,974
5220	PPO Insurance Contribution	68,860	87,133	83,584	88,291
5225	HMO Insurance Contribution	129,315	135,986	134,041	115,662
5230	Dental Insurance Contribution	12,776	12,295	12,095	11,256
5235	Life Insurance Contribution	827	922	918	846
5240	Workers Compensation	63,474	116,630	75,238	133,275
5245	Unemployment Compensation	1,160	1,104	1,104	584
5250	Uniform Allowance	4,050	4,130	4,130	3,680
5260	RHS Plan Payout	12,671	8,122	12,671	10,534
		463,204	562,509	506,075	539,413
<u>Other Employee Costs</u>					
5310	Membership Dues	161	235	85	85 *
5320	Conferences	-	1,000	500	1,000 *
5325	Training	447	1,500	1,000	1,500 *
5335	Travel Expenses	-	50	50	50 *
		608	2,785	1,635	2,635
<u>Insurance</u>					
5535	Property & Liability Insurance	21,951	23,050	23,050	18,585
		21,951	23,050	23,050	18,585
<u>Contractual Services</u>					
6015	Communication Services	9,939	11,000	11,000	11,000 *
6040	Waste Hauling & Debris Removal	8,732	10,000	10,000	10,000 *
6045	Utility Locate Services	2,204	2,700	3,500	3,500 *
		20,875	23,700	24,500	24,500
<u>Other Services</u>					
6110	Printing Services	176	1,000	750	1,000 *
6115	Licensing/Titles	50	200	200	200 *
6135.03	Rentals - Equipment	-	250	100	250 *
6195	Miscellaneous Contractual Services	20,671	12,000	11,000	12,000 *
		20,898	13,450	12,050	13,450
<u>Repairs and Maintenance</u>					
6300	R&M Software	1,800	1,800	1,800	1,800 *
6305	R&M Equipment	5,805	2,000	1,000	2,000 *
6310	R&M Vehicles	2,381	4,000	3,000	4,000 *
6340	R&M Sewer System	95,175	70,000	70,000	70,000 *
		105,161	77,800	75,800	77,800
<u>Subsidies and Incentives</u>					
6505	Subsidy - Sewer Lateral Program	61,253	60,000	60,000	60,000
6510	Subsidy - Flood Assitance	96,027	150,000	150,000	150,000
		157,280	210,000	210,000	210,000
<u>Commodities</u>					
7000	Office Supplies	478	300	300	300
7020	Supplies - Safety	1,512	2,000	2,000	2,000 *

560 - Sewer Systems

2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget	
7030	Supplies - Tools & Hardware	2,033	2,000	1,800	2,000	*
7035	Supplies - Equipment R&M	7,252	9,000	8,000	9,000	*
7040	Supplies - Vehicle R&M	16,098	10,000	10,000	10,000	*
7050	Supplies - Streetscape	575	1,500	500	1,500	*
7075	Supplies - Sewer System Maintenance	41,312	45,000	35,000	45,000	*
7120	Gasoline	31,977	31,000	31,000	31,000	
7130	Diesel	10,256	12,200	12,200	12,200	
7140	Electricity	36,899	25,000	25,000	25,000	*
7200	Other Supplies	108	250	250	250	*
7300	Uniforms	795	2,100	1,800	2,100	*
7310	Publications	-	100	-	100	*
7320	Equipment < \$5,000	6,516	8,000	5,000	6,500	*
		155,809	148,450	132,850	146,950	
Other Expenses						
7500	Postage & Parcel	-	750	250	750	*
7550	Miscellaneous Expenses	-	-	150	200	
		-	750	400	950	
Capital Outlay						
8000	Computer Software	-	15,000	15,000	-	
8010	Furniture & Fixtures	-	-	360	-	
8015	Equipment	-	2,500	2,500	-	
		-	17,500	17,860	-	
Total Sewer Systems Expenses		1,773,609	2,023,278	1,901,722	1,910,558	

560 - Sewer Systems

2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account:5310 - Membership Dues	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
	Cellular Service	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	3,500
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 Mainenance	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

2016 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	Cutter Motors	1,500
	Jet Rodder Heads	5,000
Account: 7500 - Postage & Parcel	National Pollutant Discharge Elimination System (NPDES)	500
	Postage	250
	Shipping, Postage, Etc.	250

570 - Equipment Replacement 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
Capital Outlay					
8015	Equipment	92,214	9,000	9,000	9,000 *
Total Equipment Replacement Expenses		92,214	9,000	9,000	9,000

570 - Equipment Replacement

2016 Budget Justification Worksheet

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 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Contractual Services</u>					
6000	Professional Services	362,172	1,080,000	1,100,000	70,000 *
		<u>362,172</u>	<u>1,080,000</u>	<u>1,100,000</u>	<u>70,000</u>
<u>Capital Outlay</u>					
8100	Improvements	1,539,351	7,712,151	7,435,000	7,731,347 *
		<u>1,539,351</u>	<u>7,712,151</u>	<u>7,435,000</u>	<u>7,731,347</u>
Total CIP - Water/Sewer Expenses		<u>1,901,523</u>	<u>8,792,151</u>	<u>8,535,000</u>	<u>7,801,347</u>

580 - CIP Water/Sewer

2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:6000 - Professional Services	Leak Detection	40,000
	SCADA Maintenance	30,000
Account:8100 - Improvements	Alternate Water Source	3,000,000
	River Road Watermain	2,000,000
	Water System Improvements	2,331,347
	O'Hare Lake Pumping Station Improvements	400,000

2016 Budget
CITY OWNED PARKING FUND



	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Beginning Balance	141,994	314,536	426,432	552,462	577,551	697,984
Revenues	295,535	328,915	299,655	264,500	282,345	274,650
Expenses	(122,993)	(217,019)	(148,536)	(163,012)	(161,912)	(182,737)
Transfers	-	-	-	-	-	-
Ending Balance	314,536	426,432	577,551	653,950	697,984	789,897

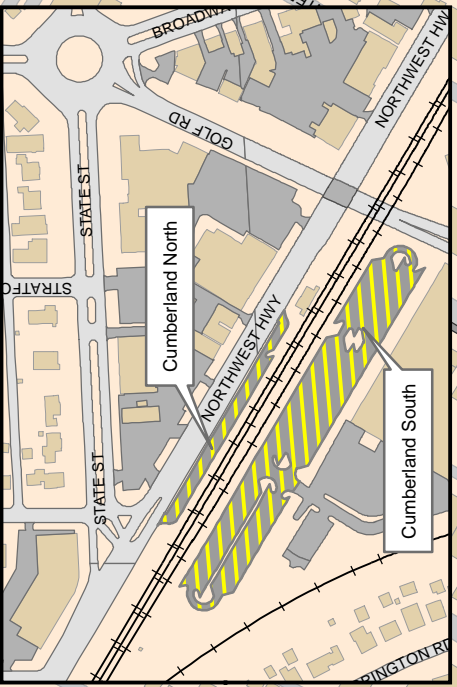
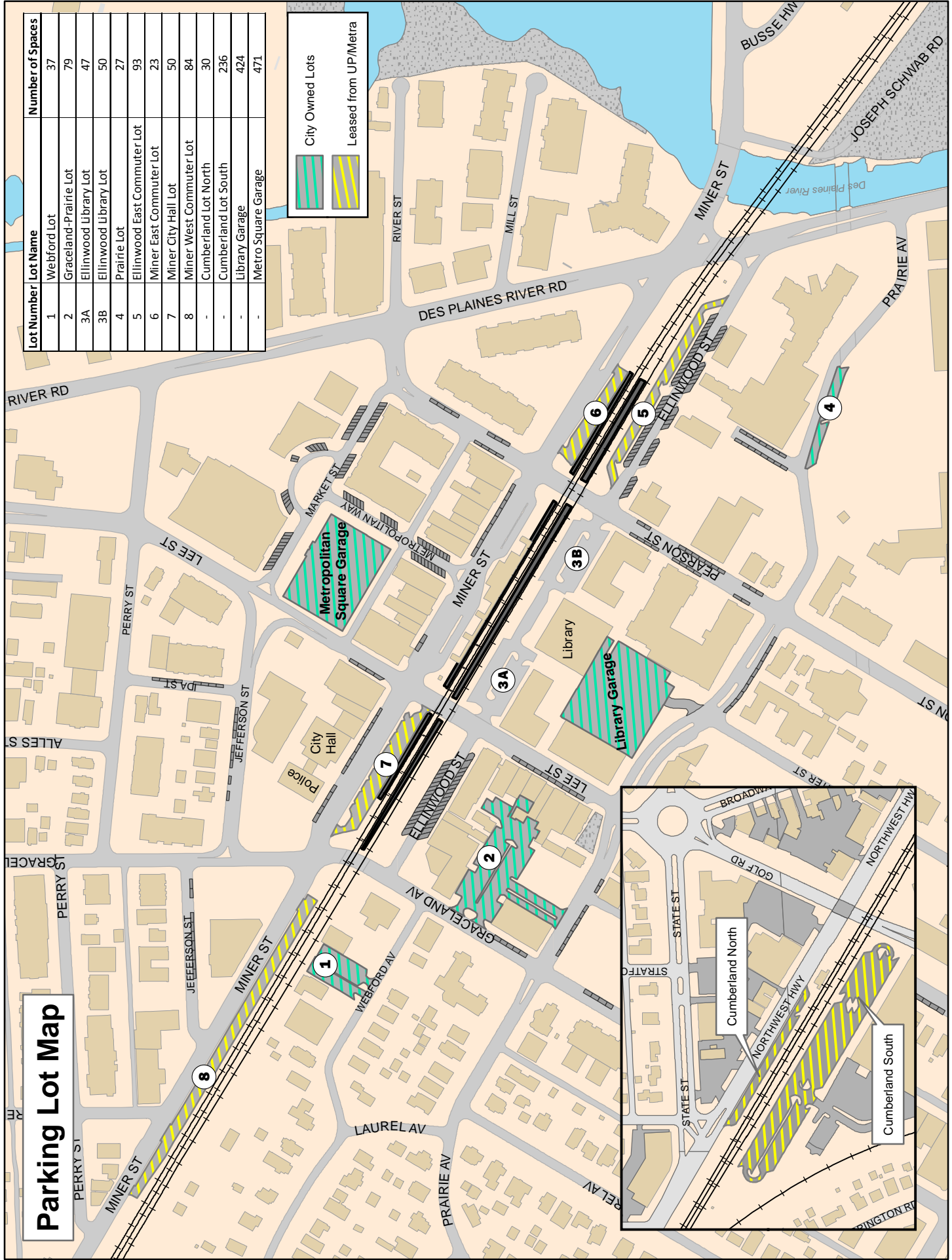
Overview

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 2016 Revenues Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Charges for Services</u>					
4665	Parking Fees	81,769	55,000	63,572	60,000 *
4666	Parking Garage Rent	158,700	159,500	159,500	159,500 *
4667	Reimb - Deck Maintenance Costs	59,123	50,000	59,123	55,000 *
4668	Electric Vehicle Charging Fees	63	-	150	150
		299,655	264,500	282,345	274,650
Total City Owned Parking Revenues		299,655	264,500	282,345	274,650

510 - City Owned Parking

2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account:4665 - Parking Fees	Metro Square, 141 Spaces, Lots #1, #4, #10	60,000
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	55,000

510 - City Owned Parking 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Insurance</u>					
5535	Property & Liability Insurance	2,474	612	612	437
		2,474	612	612	437
<u>Contractual Services</u>					
6015	Communication Services	6,890	7,200	7,200	7,200 *
		6,890	7,200	7,200	7,200
<u>Other Services</u>					
6125	Bank & CC Fees	3,287	2,100	6,000	6,000
		3,287	2,100	6,000	6,000
<u>Repairs and Maintenance</u>					
6305	R&M Equipment	-	1,500	500	1,500 *
6320	R&M Parking Lots	-	15,000	12,000	31,000 *
		-	16,500	12,500	32,500
<u>Commodities</u>					
7030	Supplies - Tools & Hardware	-	100	100	100 *
7035	Supplies - Equipment R&M	-	500	500	500 *
7060	Supplies - Parking Lots	3,535	6,000	5,000	6,000 *
7140	Electricity	132,350	130,000	130,000	130,000
		135,885	136,600	135,600	136,600
Total City Owned Parking Expenses		148,536	163,012	161,912	182,737

510 - City Owned Parking 2016 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
	Parking Lot Sealcoating and Striping	16,000
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

2016 Budget
METRA LEASED PARKING FUND



	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Beginning Balance	87,154	110,725	130,729	138,688	129,617	120,320
Revenues	74,504	72,887	66,157	65,000	65,000	65,000
Expenses	(14,417)	(16,367)	(30,753)	(27,277)	(37,781)	(37,971)
Transfers	(36,516)	(36,516)	(36,516)	(36,516)	(36,516)	(36,516)
Ending Balance	110,725	130,729	129,617	139,895	120,320	110,833

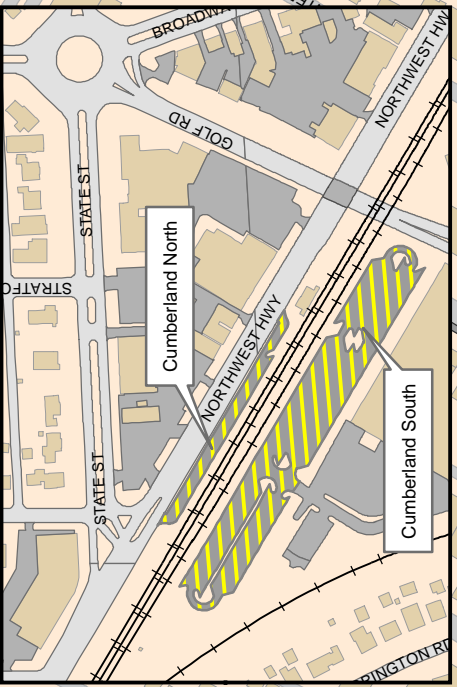
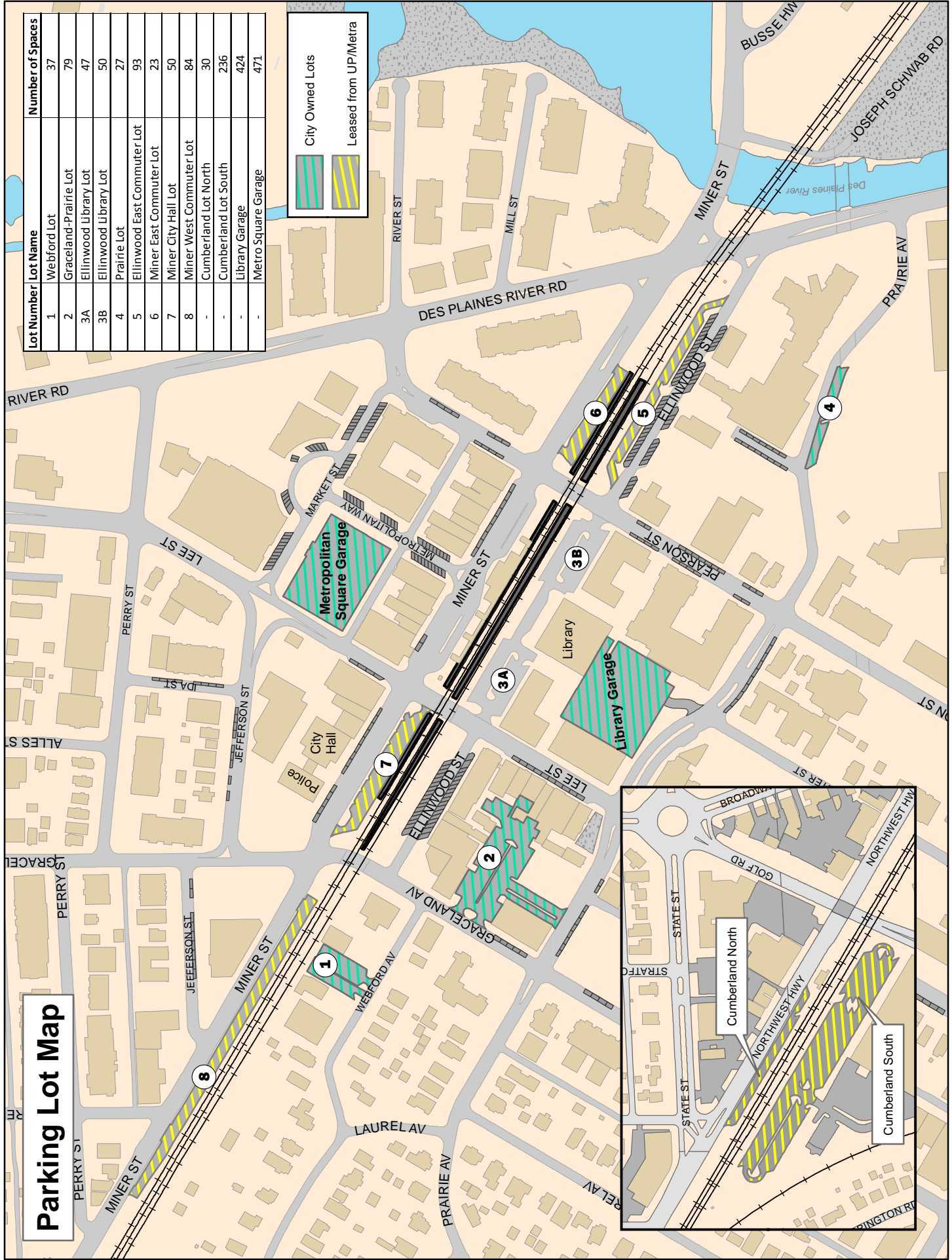
Overview

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 2016 Revenues Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Charges for Services</u>					
4665	Parking Fees	66,157	65,000	65,000	65,000
		66,157	65,000	65,000	65,000
Total Metra Leased Parking Revenues		66,157	65,000	65,000	65,000

520 - Metra Leased Parking 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Insurance</u>					
5535	Property & Liability Insurance	164	181	181	171
		164	181	181	171
<u>Contractual Services</u>					
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
<u>Other Services</u>					
6125	Bank & CC Fees	10,300	3,796	14,500	14,500
6195	Miscellaneous Contractual Services	2,570	3,360	3,360	3,360 *
		12,870	7,156	17,860	17,860
<u>Repairs and Maintenance</u>					
6305	R&M Equipment	612	1,000	1,000	1,000 *
6320	R&M Parking Lots	-	3,500	3,500	3,500 *
		612	4,500	4,500	4,500
<u>Commodities</u>					
7060	Supplies - Parking Lots	3,219	2,000	1,800	2,000 *
7140	Electricity	13,888	12,000	12,000	12,000
		17,107	14,000	13,800	14,000
Department Total: Non Departmental		67,269	63,793	74,297	74,487

520 - Metra Leased Parking 2016 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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2016 Budget
RISK MANAGEMENT FUND

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Beginning Balance	1,233,368	1,753,185	1,727,405	1,512,586	1,267,875	1,594,027
Revenues	3,114,610	2,855,160	2,414,018	3,272,677	3,449,226	3,210,000
Expenses	(2,594,793)	(2,880,940)	(2,840,748)	(3,197,771)	(3,123,074)	(3,407,770)
Transfers	-	-	(32,800)	-	-	-
Ending Balance	1,753,185	1,727,405	1,267,875	1,587,492	1,594,027	1,396,257

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.

2016 Budget
RISK MANAGEMENT

PERSONNEL EXHIBIT

Title	Authorized Positions		
	2014 Authorized	2015 Budget	2016 Budget
Intern	<u>0.00</u>	<u>0.25</u>	<u>0.25</u>
Total Full Time Equivalent (FTE) Employees:	0.00	0.25	0.25

600 - Risk Management 2016 Revenues Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Interest Income</u>					
4700	Interest Income	-	100	-	-
		-	100	-	-
<u>Miscellaneous Revenues</u>					
4800	Rebates Liability Claims	78,301	45,800	15,000	15,000 *
4805	Rebates Workers Compensation Claims	273,554	182,700	200,000	175,000 *
4849	Miscellaneous Revenues	38,000	-	-	-
		389,855	228,500	215,000	190,000
<u>(Sources)/Uses of Revenues</u>					
4882	Transfer in Insurance P&L	500,010	500,000	499,680	500,000 *
4883	Transfer in Insurance W/C	1,495,928	2,504,077	2,694,546	2,500,000 *
4884	Transfer in Unemployment Insurance	28,224	40,000	40,000	20,000 *
4900	Transfer from General Fund	-	-	-	-
		2,024,162	3,044,077	3,234,226	3,020,000
Total Risk Management Revenues		2,414,018	3,272,677	3,449,226	3,210,000

600 - Risk Management

2016 Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:4800 - Rebates Liability Claims	Reimbursement from MICA for Self Insured Losses	15,000
Account:4805 - Rebates Workers Comp Claims	Reimbursement from MICA for WC Claims Paid	175,000
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	2,500,000
Account:4884 - Transfer in Unemployment Ins	Internal Service Charge Based on 5 year Avg	20,000

600 - Risk Management 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Salaries</u>					
5010	Temporary Wages	-	12,000	12,000	12,000
		-	12,000	12,000	12,000
<u>Taxes and Benefits</u>					
5200	FICA Contribution	-	919	919	918
		-	919	919	918
<u>Other Employee Costs</u>					
5310	Membership Dues	-	452	452	452 *
5335	Travel Expenses	-	500	200	500
5345	Post-Employment Exams	225	7,000	7,000	7,000 *
5350	Substance Abuse Program	1,815	5,000	5,000	5,000 *
		2,184	12,952	12,652	12,952
<u>Insurance</u>					
5540	MICA Premium	2,544,666	2,750,000	2,797,050	2,950,000 *
5545	MICA Deductible	26,545	30,000	25,000	30,000 *
5550	Excess Insurance	118,448	150,000	150,053	165,000 *
5555	Workers' Comp Expense	23,806	41,000	25,000	25,000 *
5560	Unemployment Claims	29,399	40,000	5,000	20,000 *
5565	Claims Administration Fee	3,038	3,400	3,400	3,400 *
5570	Self Insured P&L Expense	64,891	75,000	25,000	75,000 *
		2,810,793	3,089,400	3,030,503	3,268,400
<u>Contractual Services</u>					
6000	Professional Services	-	15,000	2,500	2,500 *
6005	Legal Fees	24,770	50,000	47,500	50,000
		24,770	65,000	50,000	52,500
<u>Other Services</u>					
6195	Miscellaneous Contractual Services	3,000	2,000	2,000	2,000 *
		3,000	2,000	2,000	2,000
<u>Other Expenses</u>					
7550	Miscellaneous Expenses	-	15,500	15,000	59,000 *
		-	15,500	15,000	59,000
<u>Other Financing Uses</u>					
9400	Transfer to Equipment Replacement	32,800	-	-	-
		32,800	-	-	-
Department Total: Non Departmental		2,873,548	3,197,771	3,123,074	3,407,770

600 - Risk Management

2016 Budget Justification Worksheet

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	2,950,000
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	150,000
	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	24,000
Account:5560 - Unemployment Claims	Rate Based on Experience	20,000
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 (1)	2,500
Account:6195 - Misc Contractual Services	Safety Incentive Program	2,000
Account:7550 - Misc Expenses	City Hall Stairwell Upgrades	25,000
	Safety Projects Phase 2	34,000

2016 Budget
HEALTH BENEFITS FUND

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget
Beginning Balance	2,447,085	2,579,453	2,689,223	2,316,908	4,240,123	4,116,601
Revenues	8,741,071	8,761,575	8,638,114	8,660,794	8,408,497	8,646,076
Expenses	(8,691,266)	(8,718,339)	(7,164,482)	(8,934,947)	(8,610,147)	(8,671,830)
Transfers	82,563	66,534	77,268	69,879	78,128	-
Ending Balance	2,579,453	2,689,223	4,240,123	2,112,634	4,116,601	4,090,847

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:

Insurance Plans	2011	2012	2013	2014	2015	2016
PPO (Options 1-4)	8.00%	0.48%	5.00%	1.50%	1.00%	4.00%
HMO	12.00%	4.20%	1.00%	1.50%	6.00%	0%
Dental Option 1	3.10%	5.00%	7.50%	0%	0.05%	-4.90%
Dental Option 2	-0.40%	5.00%	7.50%	0%	-9.00%	4.60%

610 - Health Benefits

2016 Revenues Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Interest Income</u>					
4700	Interest Income	16	250	15	15
		16	250	15	15
<u>Miscellaneous Revenues</u>					
4760	Medical PPO Employer	4,599,967	4,658,821	4,620,449	4,635,215
4762	Medical PPO Employee	583,511	616,746	599,878	602,216
4764	Medical PPO Retiree	1,022,883	1,127,729	816,465	1,097,306
4766	Medical PPO 2010 ERI	163,351	-	-	-
4770	Medical HMO Employer	1,296,164	1,308,611	1,439,420	1,395,276
4772	Medical HMO Employee	93,768	103,042	108,423	105,021
4774	Medical HMO Retiree	191,840	199,482	153,033	171,000
4776	Medical Employee 2010 ERI	34,260	-	-	-
4780	Dental Program Employer	350,672	323,297	332,757	330,721
4782	Dental Program Employee	47,156	45,702	45,267	46,751
4786	Dental Program - Retiree	96,359	86,078	83,481	88,055
4790	Life Insurance Program Employer	28,512	28,145	27,546	28,145 *
4792	Life Insurance Program Employee	112,725	128,955	125,008	128,955 *
4798	Historical Society Reimbursement	16,931	33,936	18,815	17,400 *
4849	Miscellaneous Revenues	-	-	37,940	-
		8,638,097	8,660,544	8,408,482	8,646,061
<u>(Sources)/Uses of Revenues</u>					
4880	Transfer in PSEBA	77,268	69,879	78,128	-
		77,268	69,879	78,128	-
Total Health Benefits Revenues		8,715,382	8,730,673	8,486,625	8,646,076

610 - Health Benefits

2016 Budget Justification Worksheet

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	17,400

610 - Health Benefits 2016 Budget Worksheet

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Projected Amount	2016 Adopted Budget
<u>Taxes and Benefits</u>					
5280	Wellness Program	-	20,000	-	-
		-	20,000	-	-
<u>Insurance</u>					
5500	PPO Insurance Premiums	6,339,095	6,594,339	5,286,647	5,285,022
5501	PPO Insurance Premiums - Retiree	-	-	1,061,222	1,109,081
5505	HMO Insurance Premiums	1,632,305	1,671,517	1,444,407	1,445,419
5506	HMO Insurance Premiums - Retiree	-	-	168,708	168,583
5510	Dental Insurance Premiums	421,929	466,927	486,905	511,520
5515	Life Insurance Premiums	141,933	147,164	127,258	117,205
5520	Medicare Retiree Subsidy	13,179	-	-	-
5525	Early Retirement Incentive	178,378	-	-	-
5575	IPBC Reserve	(1,574,790)	-	-	-
		7,152,028	8,879,947	8,575,147	8,636,830
<u>Contractual Services</u>					
6000	Professional Services	-	5,000	5,000	5,000 *
		-	5,000	5,000	5,000
<u>Other Services</u>					
6195	Miscellaneous Contractual Services	12,454	30,000	30,000	30,000 *
		12,454	30,000	30,000	30,000
Total Health Benefits Expenses		7,164,482	8,934,947	8,610,147	8,671,830

610 - Health Benefits

2016 Budget Justification Worksheet

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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2016 Budget

GLOSSARY

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.

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

2016 Budget

GLOSSARY

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 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.

2016 Budget

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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.

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.

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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.

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.

2016 Budget

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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.

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.

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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 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.

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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.

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.

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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. 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 within 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.

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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").

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.

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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.

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.