

# 2017 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, 2016**

Executive Director



## **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.....Michael McMahon

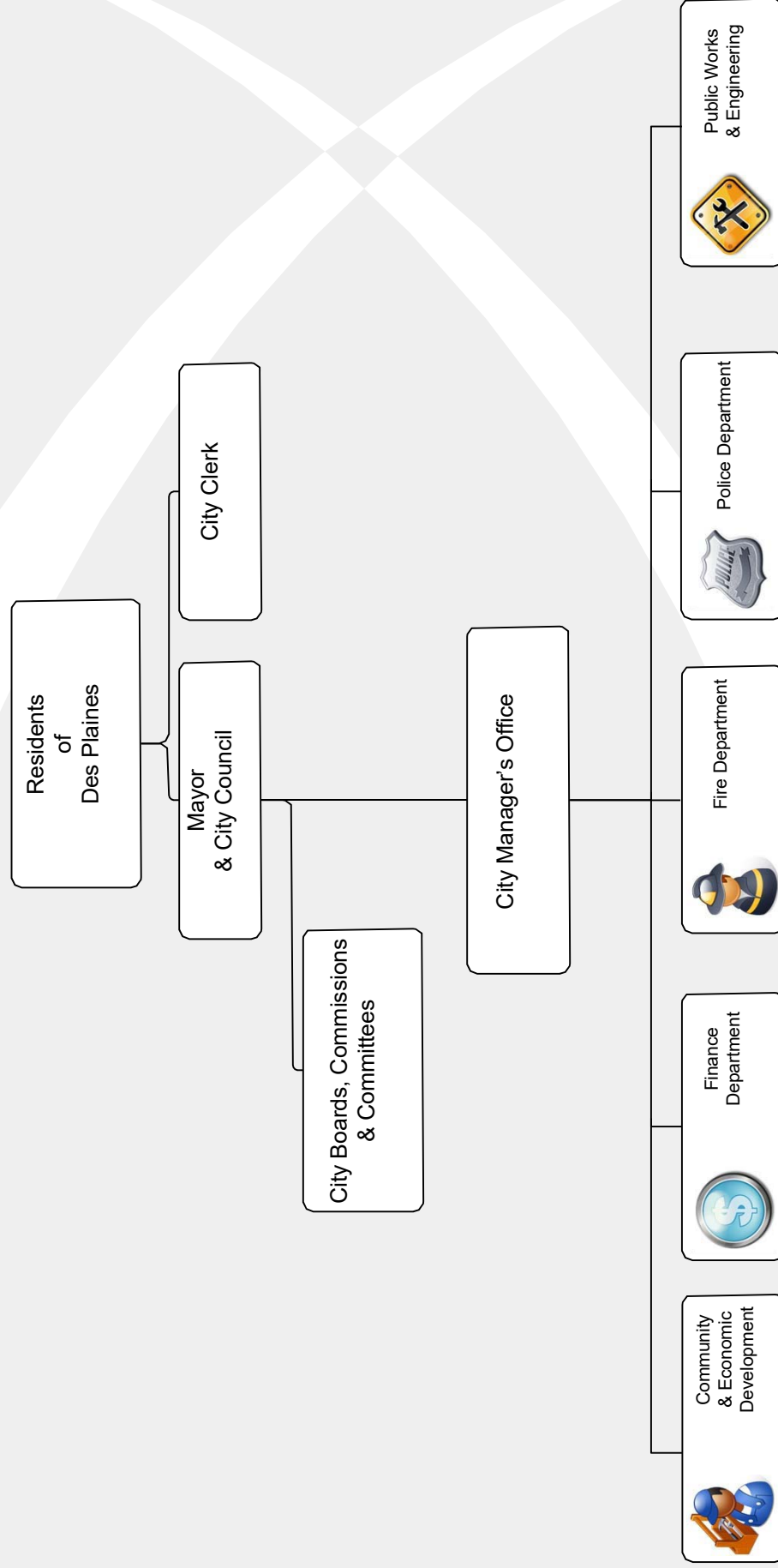
**2017 Budget**

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# City of Des Plaines



## 2017 Budget

# BUDGET CALENDAR

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June 21	Staff budget preparation workshop with Department Heads. Budget Team transmits budget memo with preliminary targets.
July 21	Departments submit budget to Budget Team inclusive of goals and accomplishments.
July 25-29	Initial review of budget requests by Budget Team.
August 8-12	Budget Team review with departments and conduct follow-up as needed.
August 17-25	Follow-up meetings with Departments (if necessary).
September 16	Submit Proposed 2017 Budget document to City Council for review.
September 29	<b>City Council Budget Review meeting</b> —Introduction & Overview. General Fund: Elected Office, City Manager, Finance, CED, Public Works & Engineering, Police, EMA, Fire, and BFPC.
October 13	<b>City Council Budget Review meeting</b> — General Fund Overhead & Non-General Fund: TIFs, MFT, CDBG, Grant Funded Projects, Gaming Tax, Debt Service, Capital Projects, Equipment Replacement, IT Replacement, Water/Sewer, Parking, Risk Management, Health Benefits, and Library.
October 26	<b>City Council Budget Review meeting</b> —Final Review (as needed).
November 7	<b>Tax Levy Resolution</b> submitted to City Council (required by State law, not less than 20 days prior to the adoption of the tax levy).
November 7-10	<b>Publication of Property Tax Levy.</b> <b>Public Hearing Notice</b> (required between 7 and 14 days prior to hearing).
December 5	<b>City Council Budget Review meeting</b> —Final Approval.
December 5	<b>Public Hearing on Tax Levy</b> <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading of Tax Levy Ordinance</b> (Must be filed with County Clerk by 12/29/15)
First Qtr 2017	<b>Annual Appropriation Ordinance filed.</b> Public notice required, not less than 10 days prior to Public Hearing.

**2017 Budget**  
**BUDGET CALENDAR**

Task	Assigned Group	2016								2017		
		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 2017 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 2017 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 eight 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.

## 2017 BUDGET GOALS

The 2017 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 5<sup>th</sup> and June 6<sup>th</sup> at the Des Plaines Public Library. Out of those sessions, the City Council identified five very clear goals and several strategies to achieve those goals. In continuing that effort, the strategic plan was further refined in 2014 during a Staff Budget Workshop in which the City Council Goals were discussed in preparation for the 2015 Budget and once again is being utilized as a basis for the 2017 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 2017 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 2017 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 2017 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 2017 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 114% from \$2,450,000 to \$5,250,000 on the Police Pension side and 161% from \$1,875,000 to \$4,900,000 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. The threat of a 50% reduction to the Local Government Distributive Fund (LGDF) continues to arise at the State level. The City currently receives approximately \$5.3 million annually from the LGDF, and the proposed reduction of 50% amounts to a loss of revenue of \$2.6 million in Des Plaines going forward. The 2017 Budget document assumes that the local share of the income tax will remain at current 2016 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. 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 2017, the City will be forced to halt many of the capital projects that are currently planned.
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 2015, three of the

five districts (TIF #3- Wille Road, TIF #6- Mannheim/Higgins, and TIF #7 – Mannheim/Higgins South) were “in the red,” and had negative fund balances which the General Fund was supporting. 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 was delayed for several months in 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 was 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 2020 (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 2020. 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 2020 and beyond.

## BUDGET RECAP

The City has taken great strides during the past six 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 2017 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 2017 Proposed Budget are \$162M, which is \$30.3M or 23% increase from the 2016 Budget figures. The 2017 General Fund revenues (the main operating fund) total \$61.3M, a \$1.9M increase over the 2016 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-over-extension (Cook County loss and cost amounts), including the proposed 2016 levy, is a decrease of 1.02%, and the levy-over-levy ten-year average increase is 2.01%. The 2016 0% levy-over-levy increase is below the ten-year average and considerably less than the 16% growth in Consumer Price Index over the same time period. Additionally, in looking at a sample Maine Township property tax bill, the City currently receives 12.61% 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 \$15.8M in 2017, a \$750K or 5% increase from the 2016 Budget. The Home Rule Sales Tax is allocated between the General Fund at \$1.5M or 25% and the Capital Projects Fund at \$4.4M or 75%.

State income tax is based on a per-capita distribution. Based on the trending in 2016, the City projects to receive \$5.3M in 2017, a \$450K increase from the 2016 budgeted amount. Utility taxes are expected to decline slightly from 2015 levels, coming in at \$3.3M. The following identifies other revenues of significance included in the 2017 Budget:

- Local, State, and Federal grant revenues are expected to increase substantially as the City progresses on phases two and three of the FEMA property buyouts and phase three of River Road reconstruction.
- Hotel/Motel taxes of \$2M, which is a slight increase for the 2016 Budget.
- Real Estate transfer taxes of \$450K – a 13% increase from 2016 Budget figures.
- Food and Beverage tax receipts of \$1.2M – a 5% increase from 2016 Budget figures.
- Personal Property Replacement tax revenues of \$1.1M, a \$50K increase from 2016 budgeted revenues.
- Licensing and Permit revenues of \$2.8M, which includes vehicle licenses (\$1.3M), business licenses (\$375K), and building permits (\$750K).

### **Overview of Expenditures**

Total City spending in the 2016 Budget excluding transfers is \$175.3M, a \$24.6M, or 16.3% increase over the 2016 Budget amount. This increase is primarily attributed to the FEMA buyouts and River Road reconstruction offset by smaller changes in other funds. In looking at the overall investment in the community in terms of infrastructure projects, the 2017 Budget includes investment in infrastructure projects of \$17M. Over the last few years the City contributed \$4.5M in 2011, \$7.6M in 2012, \$13.2M in 2013, \$16.3M in 2014, \$24.4M in 2015, \$18.5M in 2016 and budgeted \$19.2M in 2017.

The 2017 Budget includes total General Fund (operating) expenditures of \$63.3M, a \$2.2M or 3.6% increase over 2016 budgeted General Fund expenditures. While the General Fund (operating) revenues for 2017 are projected at \$61.3M, the City will be utilizing unassigned fund balance to bridge the gap between revenues and expenditures.

Significant General Fund expenditures include the following:

- Police Department remodeling of \$300K
- City Hall first floor remodeling of \$100K
- Repairs and maintenance of \$150K across all three fire stations

Significant non-General Fund expenditures include the following:

- Early bond payoff of \$390K in the Debt Service fund and \$1.69M in the Capital Projects fund.

- Replacement of an Ambulance of \$327K.
- Funding of \$9M 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 2017 Budget includes revenues of \$7.3M, transfers in of \$8.7M, total expenditures of \$13M and transfers out of \$3.8M. \$8.2M of the transfers in were earmarked from the 2015 gaming tax revenue for street and drainage system improvements as well as early debt repayment.

The specific capital improvement projects approved for 2017 are identified in the City's five-year Capital Improvement Program (CIP). General categories, with their approximate funding levels for 2017, include alley improvements (\$628K), drainage system improvements (\$1.3M), street improvements (\$7.7M), water & sewer system improvements (\$4.7M), traffic improvements (\$260K), and miscellaneous improvements (\$4.7M).

### **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 2016 construction was completed on the alternate water source and the City began purchasing water from the Northwest Water Commission. In looking at the 2017 Budget, the cost of purchasing water is now equal to 48% of the Water Sewer Fund operating budget compared to 55% a year ago. However, 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 42% of the actual water rate.

The 2017 Budget fund balance is projected at a negative \$5.6M and includes a transfer of \$2M from the Gaming Tax Fund to pay the \$2.0M water main costs related to River Road reconstruction and a transfer of \$2.9M from the Capital Projects Fund to cover infrastructure costs.

### **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 2017 is a General Fund balance of \$38.6M, which represents 57.1% of annual expenditures, however, the unassigned portion is projected to be \$16.9M, or 25%. While the unassigned fund balance is projected to meet the recommended policy requirement of 25%, TIF 3, TIF 6, TIF 7, and the Water/Sewer Funds continue to place restrictions on the availability of General Fund resources. The plan for 2017 is to utilize fund balance for the deficits in the Water/Sewer Fund until the benefits of the new water source are able to turn the fund balance into a positive position and refund General Fund dollars. Additionally, with the new development in 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 2017 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

## 2017 Budget

# COMMUNITY PROFILE

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



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

## CITY GOVERNMENT

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

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

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



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

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

2017 Budget  
**COMMUNITY PROFILE**



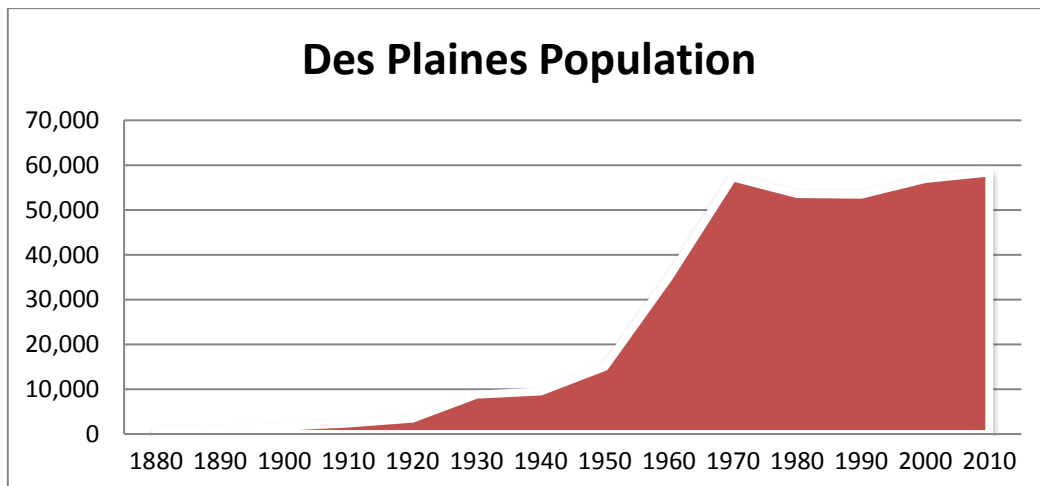
Miner Street offers residents and visitors a variety of shops and restaurants in downtown Des Plaines.

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
<b>Total Housing Units</b>	<b>24,075</b>
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.





**2017 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

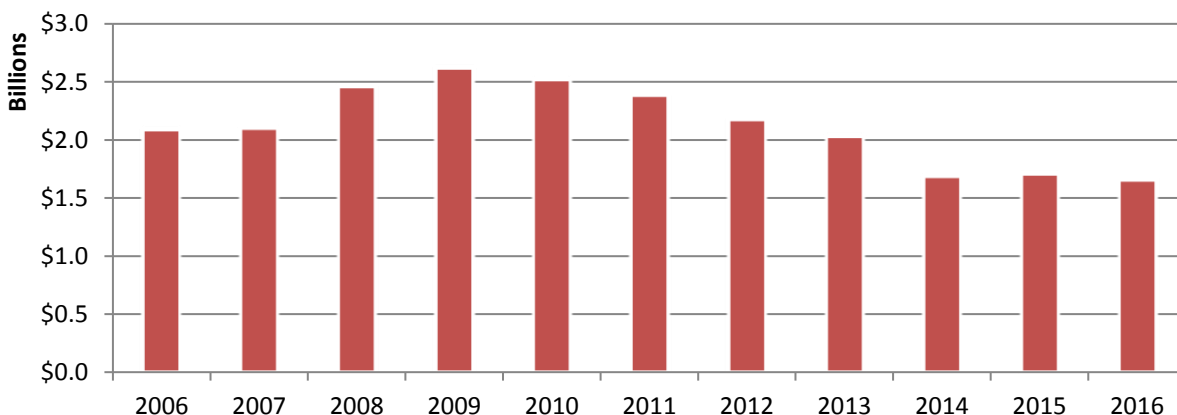
GIS Parcel Analysis, April 2013

## 2017 Budget

# COMMUNITY PROFILE

In 2016, the value of property in Des Plaines had an equalized assessed value (EAV) of \$1.66 billion, a decrease of \$53 million from the prior year. This is a 3% decrease after the City had its first increase in 2015 since 2009.

### Trend in Equalized Assessed Valuations



### CONSTRUCTION ACTIVITY

In 2015, the City's Department of Community & Economic Development issued 2,766 permits with a total estimated value of \$56.3 million.

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, 2015.

Year	No. of Single Family	Value	No. of Multi-Family	Value	Misc. Value	Total Value
2006	36	14,536,330	10	20,080,720	84,829,879	119,446,929
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	-	-	90,188,000	92,500,000
2015	9	5,384,000	-	-	50,961,000	56,345,000

Year-End Statistical Report, Community and Economic Development Department, Building and Code Enforcement Division, 2006-2015

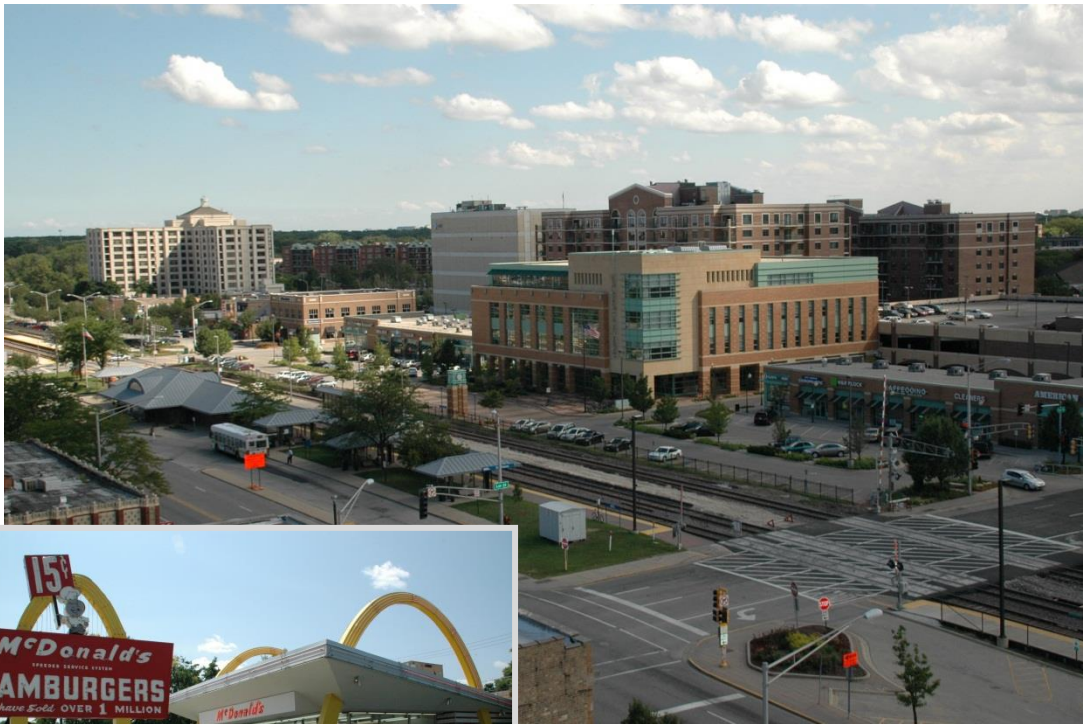
Overall construction activity was up in 2010 due to the Rivers Casino. However, residential construction has dramatically declined during the six-year period 2008-2013.

# 2017 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)

## 2017 Budget

# Goals of the City Council

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

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

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

### Goals for Vision Attainment

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

## Goals of the City Council

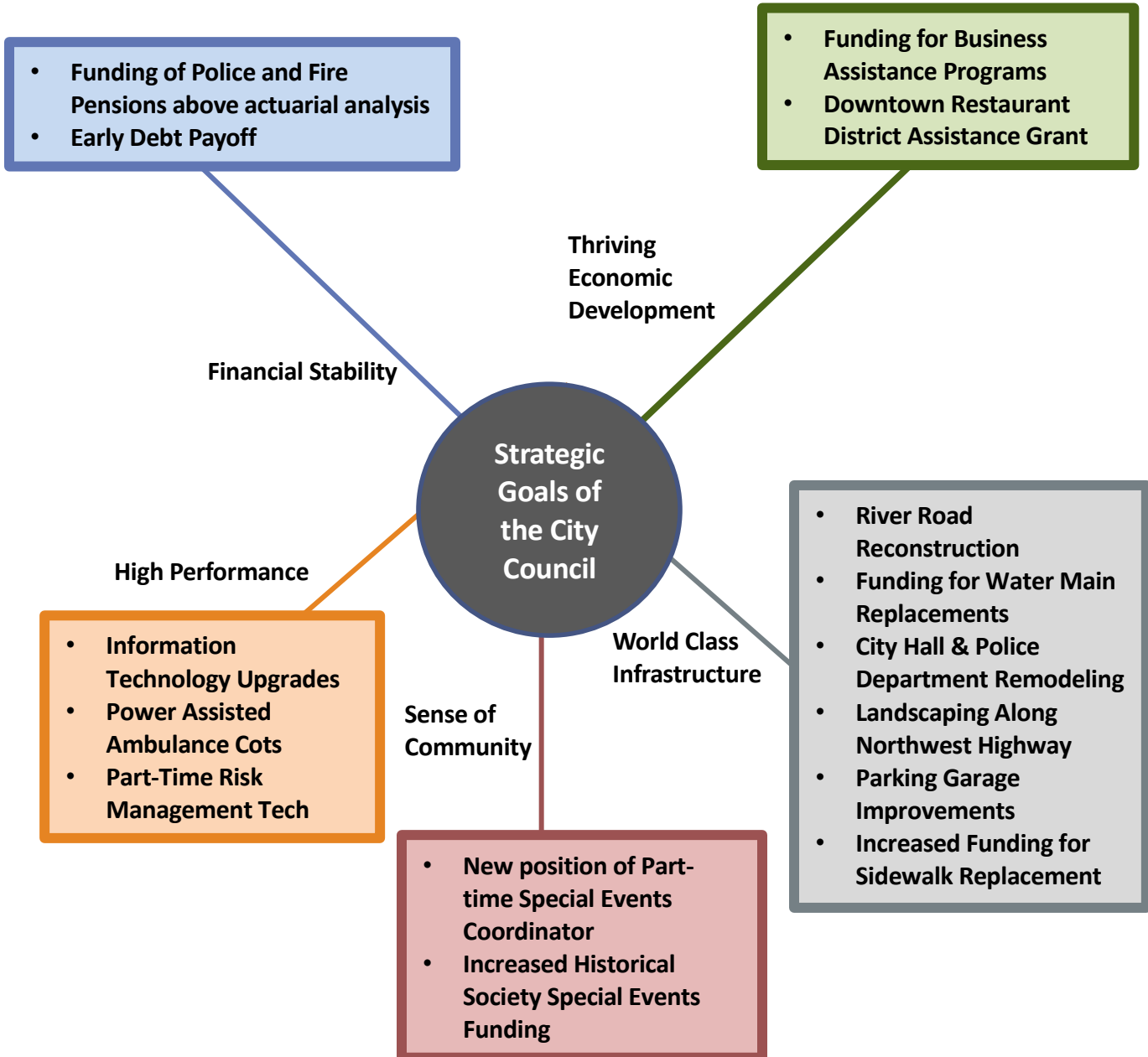
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4. **Sense of Community:** The value, beauty and feel of the City result in community pride, ownership and well-being.
  1. Make choices that beautify the physical environment.
  2. Invest in community events to build their currency toward the City's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

## 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 2017 Budget documents that would align with the City Council goals. These goals and priorities form the foundation of the 2017 Budget.

### 2013 STRATEGIC GOALS AS BASIS FOR THE 2017 BUDGET PRIORITIES



## 2017 Budget

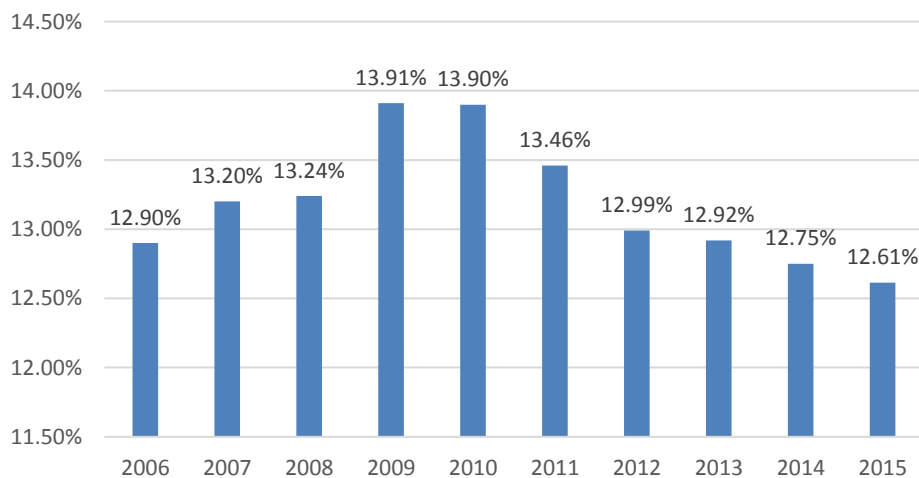
# PROPERTY TAX SUMMARY

A property owner's tax bill includes taxes that are paid to numerous taxing jurisdictions that support various public functions. The 2015 tax bill (paid in 2016) 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.<sup>1</sup>

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

Taxing Jurisdiction	Tax Amount	Tax Rate	Percent of Tax Bill
NW Mosquito Abatement	4.27	0.011	0.10%
Water Reclamation District	165.54	0.426	3.76%
Des Plaines Park District	216.06	0.556	4.91%
Oakton College District	105.31	0.271	2.39%
High School District 207	1,127.32	2.901	25.61%
School District 62	1,743.63	4.487	39.61%
Des Plaines Library	144.95	0.373	3.29%
<b>City of Des Plaines</b>	<b>555.30</b>	<b>1.429</b>	<b>12.61%</b>
Road & Bridge Maine	25.26	0.065	0.57%
Maine General Assistance	12.05	0.031	0.27%
Town of Maine	48.19	0.124	1.09%
Forest Preserve District	26.81	0.069	0.61%
Consolidated Elections	13.21	0.034	0.30%
County of Cook	214.50	0.552	4.87%
<b>Total</b>	<b>\$4,402.40</b>	<b>11.329</b>	<b>100.00%</b>

### City Portion of Overall Tax Bill



<sup>1</sup> Based on a 2015 Tax Bill (payable in 2016) for a Maine Township property owner.

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

2017 Budget

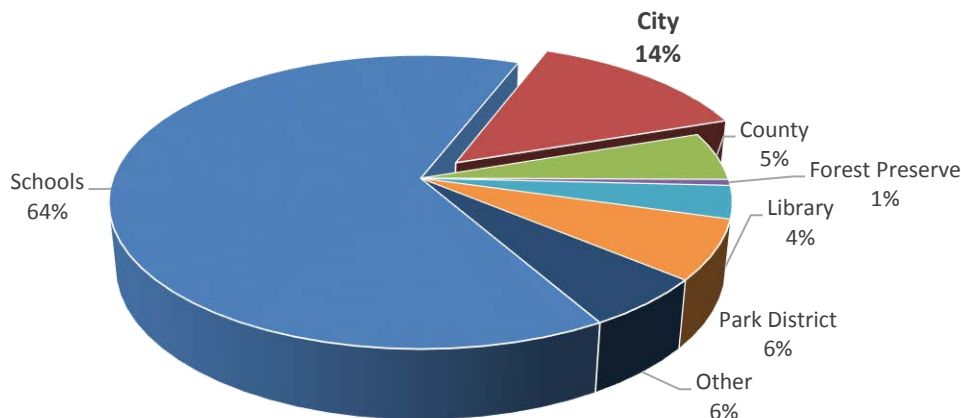
**PROPERTY TAX SUMMARY**

A property owner’s tax bill includes taxes that are paid to numerous taxing jurisdictions that support various public functions. The 2015 tax bill (paid in 2016) 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.<sup>3</sup>

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

Taxing Jurisdiction	Tax Amount	Tax Rate	Percent of Tax Bill
NW Mosquito Abatement	4.27	0.011	0.11%
Water Reclamation District	165.54	0.426	4.13%
Mount Prospect Park District	264.63	0.681	6.60%
Harper CC Dist 512	181.09	0.466	4.51%
High School District 214	1,119.54	2.881	27.90%
School District 59	1,278.87	3.291	31.87%
Des Plaines Library	144.95	0.373	3.61%
<b>City of Des Plaines</b>	<b>555.30</b>	<b>1.429</b>	<b>13.84%</b>
Road & Bridge Elk Grove	6.99	0.018	0.17%
General Assistance Elk Grove	6.61	0.017	0.16%
Town of Elk Grove	30.31	0.078	0.76%
Forest Preserve District	26.81	0.069	0.67%
Consolidated Elections	13.21	0.034	0.33%
County of Cook	214.50	0.552	5.35%
<b>Total</b>	<b>\$4,012.64</b>	<b>10.326</b>	<b>100.00%</b>

Elk Grove Property Tax Breakdown



<sup>3</sup> Based on a 2015 Tax Bill (payable in 2016) for an Elk Grove Township property owner.

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



**2017 Budget**  
**PROPERTY TAX ALLOCATION**

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

**Maine Township**  
**How Your Property Tax Dollars are Spent**

Total Annual Property Taxes Paid by a Resident				\$ 2,000.00	\$ 3,000.00	\$ 4,000.00	\$ 5,000.00	\$ 6,000.00
Annual Property Taxes Paid to Des Plaines				\$ 252.20	\$ 378.30	\$ 504.40	\$ 630.50	\$ 756.60
Monthly Property Taxes Paid to Des Plaines				\$ 21.02	\$ 31.53	\$ 42.03	\$ 52.54	\$ 63.05
	2017 Adopted Budget	Monthly Budget	Percent of General Fund	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost
Elected Office	\$ 679,532	\$ 56,628	1.01%	\$ 0.21	\$ 0.32	\$ 0.42	\$ 0.53	\$ 0.63
City Manager Dept.	\$ 3,788,360	\$ 315,697	5.60%	\$ 1.18	\$ 1.77	\$ 2.36	\$ 2.94	\$ 3.53
Finance Dept.	\$ 1,297,790	\$ 108,149	1.92%	\$ 0.40	\$ 0.61	\$ 0.81	\$ 1.01	\$ 1.21
Police Dept.	\$ 23,135,495	\$ 1,927,958	34.23%	\$ 7.19	\$ 10.79	\$ 14.39	\$ 17.98	\$ 21.58
Fire Dept.	\$ 20,487,653	\$ 1,707,304	30.31%	\$ 6.37	\$ 9.56	\$ 12.74	\$ 15.93	\$ 19.11
Police & Fire Comm.	\$ 51,500	\$ 4,292	0.08%	\$ 0.02	\$ 0.02	\$ 0.03	\$ 0.04	\$ 0.05
EMA	\$ 160,306	\$ 13,359	0.24%	\$ 0.05	\$ 0.07	\$ 0.10	\$ 0.12	\$ 0.15
Comm. Development	\$ 2,497,663	\$ 208,139	3.70%	\$ 0.78	\$ 1.16	\$ 1.55	\$ 1.94	\$ 2.33
Public Works Dept.	\$ 12,583,861	\$ 1,048,655	18.62%	\$ 3.91	\$ 5.87	\$ 7.83	\$ 9.78	\$ 11.74
Overhead Exp.	\$ 2,907,170	\$ 242,264	4.30%	\$ 0.90	\$ 1.36	\$ 1.81	\$ 2.26	\$ 2.71
<b>Total</b>	<b>\$ 67,589,330</b>	<b>\$ 5,632,444</b>	<b>100.00%</b>	<b>\$ 21.02</b>	<b>\$ 31.53</b>	<b>\$ 42.03</b>	<b>\$ 52.54</b>	<b>\$ 63.05</b>

<sup>1</sup> Based on a 2015 Tax Bill (payable in 2016) for a Maine Township property owner.

**2017 Budget**  
**PROPERTY TAX ALLOCATION**

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

**Elk Grove Township**  
**How Your Property Tax Dollars are Spent**

<b>Total Annual Property Taxes Paid by a Resident</b>				<b>\$ 2,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 4,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 6,000.00</b>
<b>Annual Property Taxes Paid to Des Plaines</b>				\$ 276.80	\$ 415.20	\$ 553.60	\$ 692.00	\$ 830.40
<b>Monthly Property Taxes Paid to Des Plaines</b>				\$ 23.07	\$ 34.60	\$ 46.13	\$ 57.67	\$ 69.20
	<b>2017 Adopted Budget</b>	<b>Monthly Budget</b>	<b>Percent of General Fund</b>	<b>Monthly Cost</b>	<b>Monthly Cost</b>	<b>Monthly Cost</b>	<b>Monthly Cost</b>	<b>Monthly Cost</b>
<b>Elected Office</b>	\$ 679,532	\$ 56,628	1.01%	\$ 0.23	\$ 0.35	\$ 0.46	\$ 0.58	\$ 0.70
<b>City Manager Dept.</b>	\$ 3,788,360	\$ 315,697	5.60%	\$ 1.29	\$ 1.94	\$ 2.59	\$ 3.23	\$ 3.88
<b>Finance Dept.</b>	\$ 1,297,790	\$ 108,149	1.92%	\$ 0.44	\$ 0.66	\$ 0.89	\$ 1.11	\$ 1.33
<b>Police Dept.</b>	\$ 23,135,495	\$ 1,927,958	34.23%	\$ 7.90	\$ 11.84	\$ 15.79	\$ 19.74	\$ 23.69
<b>Fire Dept.</b>	\$ 20,487,653	\$ 1,707,304	30.31%	\$ 6.99	\$ 10.49	\$ 13.98	\$ 17.48	\$ 20.98
<b>Police &amp; Fire Comm.</b>	\$ 51,500	\$ 4,292	0.08%	\$ 0.02	\$ 0.03	\$ 0.04	\$ 0.04	\$ 0.05
<b>EMA</b>	\$ 160,306	\$ 13,359	0.24%	\$ 0.05	\$ 0.08	\$ 0.11	\$ 0.14	\$ 0.16
<b>Comm. Development</b>	\$ 2,497,663	\$ 208,139	3.70%	\$ 0.85	\$ 1.28	\$ 1.70	\$ 2.13	\$ 2.56
<b>Public Works Dept.</b>	\$ 12,583,861	\$ 1,048,655	18.62%	\$ 4.29	\$ 6.44	\$ 8.59	\$ 10.74	\$ 12.88
<b>Overhead Exp.</b>	\$ 2,907,170	\$ 242,264	4.30%	\$ 0.99	\$ 1.49	\$ 1.98	\$ 2.48	\$ 2.98
<b>Total</b>	\$ 67,589,330	\$ 5,632,444	100.00%	\$ 23.07	\$ 34.60	\$ 46.13	\$ 57.67	\$ 69.20

<sup>2</sup> Based on a 2015 Tax Bill (payable in 2016) for an Elk Grove Township property owner.

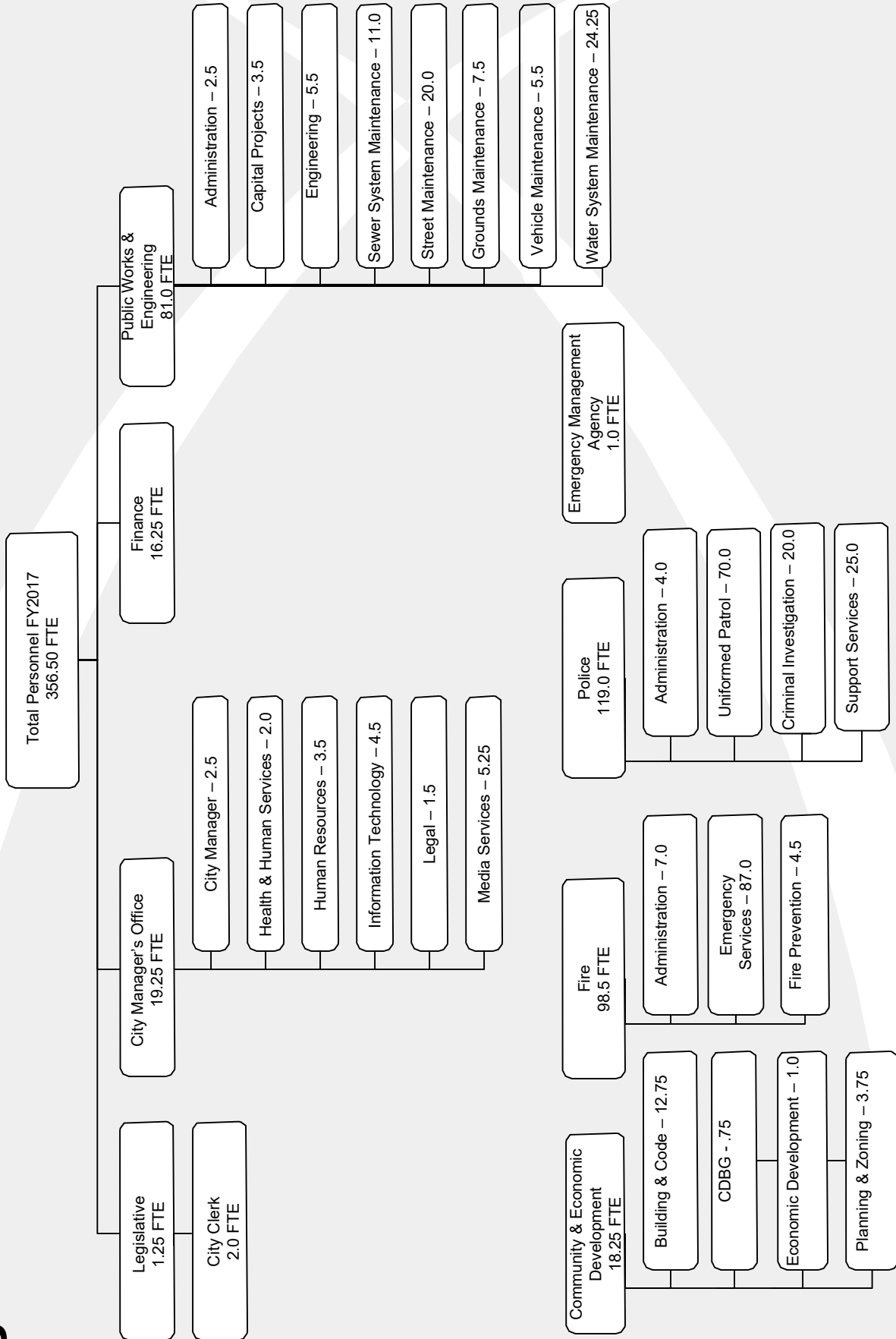
2017 Budget

**PROPERTY TAX LEVY (2016 Levy Extended in 2017)**

**2016 PROPERTY TAX LEVY  
(Collections to occur in the 2017 Budget)**

<b>Purpose</b>	<b>2014 Tax Extension</b>	<b>2015 Tax Extension</b>	<b>2016 Tax Levy</b>	<b>Dollar Change 2015</b>	<b>Percent Change 2015</b>
Corporate	\$14,804,849	\$13,984,176	\$12,830,100	(\$1,154,076)	-8.25%
Police Pension	4,429,000	5,150,000	5,250,000	100,000	1.94%
Firefighter Pension	4,429,000	4,532,000	4,900,000	368,000	8.12%
2007B (2001B Refunding) Fire Sta. Land	114,986	111,594	103,050	(8,544)	-7.66%
Total Debt Service increase/(decrease)	114,986	111,594	103,050	(8,544)	-7.66%
<b>Total City</b>	<b>\$23,777,835</b>	<b>\$23,777,770</b>	<b>\$23,083,150</b>	<b>(\$694,620)</b>	<b>-2.92%</b>
<b>Library</b>	<b>6,259,524</b>	<b>6,196,929</b>	<b>6,016,436</b>	<b>(\$180,493)</b>	<b>-2.91%</b>
<b>Total</b>	<b>30,037,359</b>	<b>29,974,699</b>	<b>29,099,586</b>	<b>(\$875,113)</b>	<b>-2.92%</b>

# Operational Organizational Chart



FY2017  
\*FTE = Full-Time Equivalent  
Employees

2017 Budget  
**PERSONNEL SUMMARY**

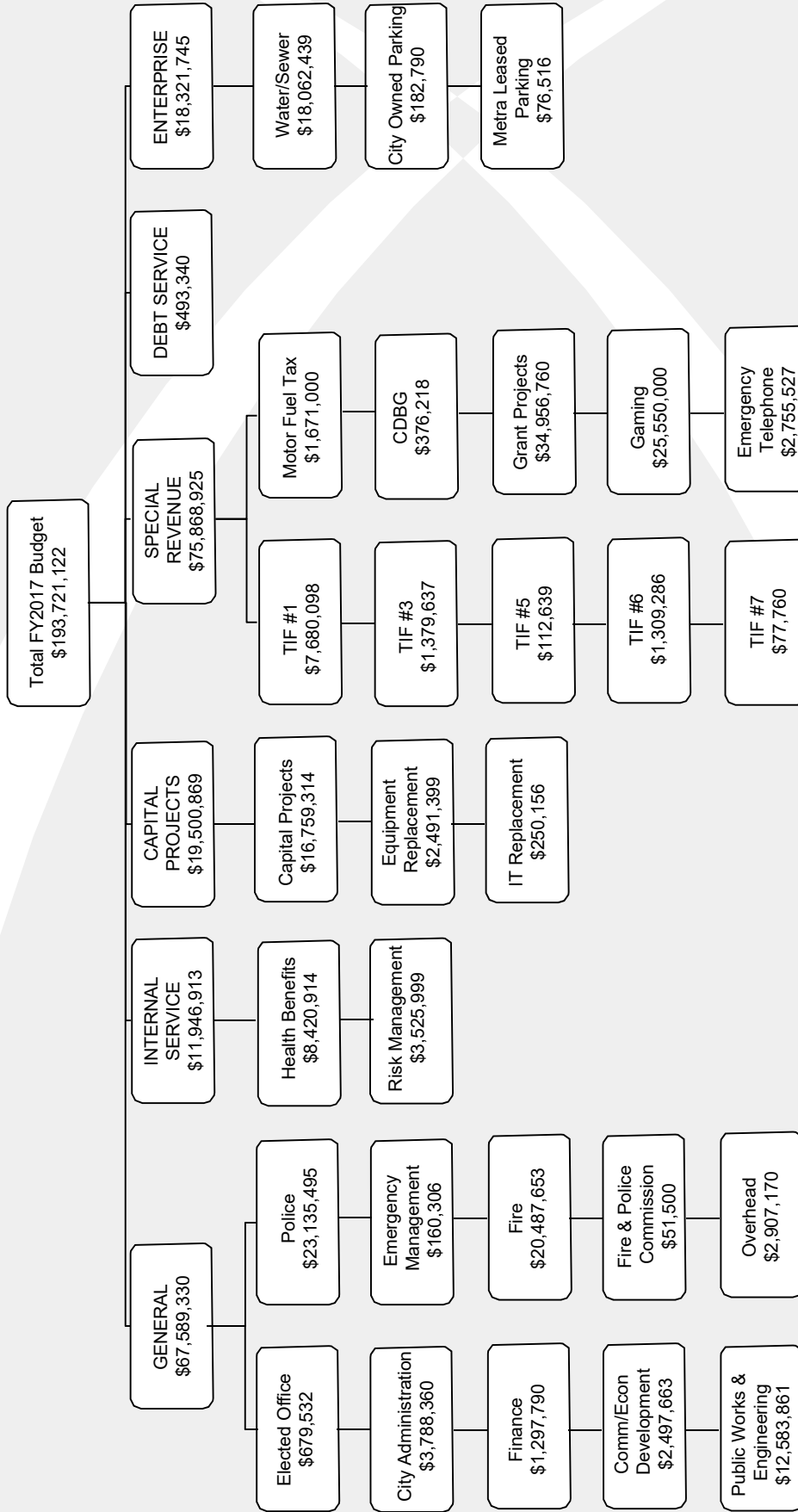
Department		FY2013 Authorized	FY2014 Authorized	FY2015 Authorized	FY2016 Budget	FY2017 Budget
<b>CITY MANAGER'S OFFICE</b>						
City Manager's Office	Full Time	2.00	2.00	2.00	2.00	2.00
	Part Time	0.50	0.50	0.50	0.50	0.50
Health & Human Services	Part Time	1.75	1.75	2.00	2.00	2.00
Human Resources	Full Time	3.00	3.00	3.00	3.00	3.00
	Part Time	-	-	0.25	0.25	0.50
Information Technology	Full Time	4.00	4.00	4.00	4.00	4.00
	Part Time	-	-	-	0.50	0.50
Media Services	Full Time	2.00	2.00	2.00	2.00	2.00
	Part Time	-	-	0.25	0.25	3.25
Legal	Full Time	1.00	1.00	1.00	1.00	1.00
	Part Time	0.50	0.50	0.50	0.50	0.50
<b>CITY MANAGER'S OFFICE - TOTAL</b>	<b>Full Time</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>
	<b>Part Time</b>	<b>2.75</b>	<b>2.75</b>	<b>3.50</b>	<b>4.00</b>	<b>7.25</b>
<b>COMMUNITY AND ECONOMIC DEVELOPMENT (CED)</b>						
Building/Code	Full Time	12.00	12.00	12.00	12.00	12.00
	Part Time	-	-	0.75	0.75	0.75
Economic Development	Full Time	-	-	1.00	1.00	1.00
Planning/Zoning	Full Time	3.25	3.25	3.25	3.25	3.25
	Part Time	-	-	0.50	0.50	0.50
CDBG	Full Time	0.75	0.75	0.75	0.75	0.75
<b>CED - TOTAL</b>	<b>Full Time</b>	<b>16.00</b>	<b>16.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>
	<b>Part Time</b>	<b>-</b>	<b>-</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>
<b>ELECTED OFFICE</b>						
Legislative	Full Time	-	1.00	1.00	1.00	1.00
	Part Time	-	0.25	0.25	0.25	0.25
City Clerk	Full Time	-	1.00	2.00	2.00	2.00
	Part Time	-	0.75	-	-	-
Elected Office	Full Time	2.00	-	-	-	-
	Part Time	1.00	-	-	-	-
<b>ELECTED OFFICE - TOTAL</b>	<b>Full Time</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
	<b>Part Time</b>	<b>1.00</b>	<b>1.00</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>
<b>EMERGENCY MANAGEMENT AGENCY (EMA)</b>						
EMA	Full Time	1.00	1.00	1.00	1.00	1.00
<b>EMA - TOTAL</b>	<b>Full Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>FINANCE</b>						
Finance - General	Full Time	8.00	10.00	10.50	10.50	10.50
	Part Time	0.75	1.00	1.00	1.00	1.00
Finance -Water	Full Time	5.00	5.00	4.50	4.50	4.50
	Part Time	0.25	0.25	0.25	0.25	0.25
<b>FINANCE - TOTAL</b>	<b>Full Time</b>	<b>13.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>
	<b>Part Time</b>	<b>1.00</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>

2017 Budget  
**PERSONNEL SUMMARY**

Department		FY2013 Authorized	FY2014 Authorized	FY2015 Authorized	FY2016 Budget	FY2017 Budget
<b>FIRE DEPARTMENT</b>						
Administrative	Full Time	6.00	7.00	7.00	7.00	7.00
	Part Time	0.50	-	-	-	-
Emergency Services	Full Time	87.00	87.00	87.00	87.00	87.00
Fire Prevention	Full Time	3.00	2.00	2.00	2.00	2.00
	Part Time	2.00	2.50	2.50	2.50	2.50
<b>FIRE - TOTAL</b>	<b>Full Time</b>	<b>96.00</b>	<b>96.00</b>	<b>96.00</b>	<b>96.00</b>	<b>96.00</b>
	<b>Part Time</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>
<b>POLICE</b>						
Administration	Full Time	2.00	4.00	4.00	4.00	4.00
Uniformed Patrol	Full Time	68.00	69.00	69.00	69.00	70.00
Criminal Investigation	Full Time	20.00	20.00	20.00	20.00	20.00
Support Services	Full Time	26.00	24.00	25.00	25.00	25.00
<b>POLICE - TOTAL</b>	<b>Full Time</b>	<b>116.00</b>	<b>117.00</b>	<b>118.00</b>	<b>118.00</b>	<b>119.00</b>
	<b>Part Time</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>PUBLIC WORKS AND ENGINEERING</b>						
Administration	Full Time	1.25	1.25	2.50	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	11.50	10.50	10.50
	Part Time	0.50	0.50	0.50	0.50	0.50
Street Maintenance	Full Time	23.75	23.75	19.50	17.50	17.50
	Part Time	3.00	3.00	2.50	2.50	2.50
Facilities/Grounds Maintenance	Full Time	-	-	5.00	7.00	7.00
	Part Time	-	-	0.50	0.50	0.50
Vehicle Maintenance	Full Time	5.50	5.50	5.50	5.50	5.50
	Part Time	0.00	0.00	0.00	0.00	0.00
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	23.50	23.50	21.50	22.50	22.50
	Part Time	1.25	1.75	1.75	1.75	1.75
<b>PUBLIC WORKS AND ENGINEERING - TOTAL</b>	<b>Full Time</b>	<b>74.00</b>	<b>74.00</b>	<b>75.00</b>	<b>75.00</b>	<b>75.00</b>
	<b>Part Time</b>	<b>5.50</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<b>Des Plaines Emergency Communications Center (DPECC)</b>						
DPECC	Full Time	-	22.00	20.00	-	-
	Part Time	-	0.25	1.00	-	-
<b>DPECC - TOTAL</b>	<b>Full Time</b>	<b>-</b>	<b>22.00</b>	<b>20.00</b>	<b>-</b>	<b>-</b>
	<b>Part Time</b>	<b>-</b>	<b>0.25</b>	<b>1.00</b>	<b>-</b>	<b>-</b>
<b>TOTAL FULL AND PART TIME EMPLOYEES</b>	<b>Full Time</b>	<b>330.00</b>	<b>355.00</b>	<b>357.00</b>	<b>337.00</b>	<b>338.00</b>
	<b>Part Time</b>	<b>12.75</b>	<b>13.75</b>	<b>15.75</b>	<b>15.25</b>	<b>18.50</b>
<b>TOTAL FULL TIME EQUIVALENTS</b>		<b>342.75</b>	<b>368.75</b>	<b>372.75</b>	<b>352.25</b>	<b>356.50</b>
<b>CHANGE FROM PREVIOUS YEAR</b>	<b>Full Time</b>	<b>(3.00)</b>	<b>25.00</b>	<b>2.00</b>	<b>(20.00)</b>	<b>1.00</b>
	<b>Part Time</b>	<b>1.25</b>	<b>1.00</b>	<b>2.00</b>	<b>(0.50)</b>	<b>3.25</b>

\*Change in personnel from 2016 to 2017 is the addition of a Patrolman/K9, Part-time Special Events Coordinator, Part-time Media Services Crew, and the reclassification of a Risk Management Intern into a part time position

# Financial Organizational Chart



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**2017 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
<b>Governmental Funds</b>							
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				
<b>Proprietary Funds</b>							
<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.

## 2017 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.

Fund Name	2016 Projected Ending Fund Balance (Deficit)	Transfers In	Budgeted Revenues	Budgeted Expenditures	Transfers Out	2017 Projected Ending Fund Balance (Deficit)
General Fund	44,703,953	219,758	61,276,650	63,274,473	4,314,857	38,611,031
<i>Nonspendable / Restricted / Assigned</i>	21,495,172					21,694,531
<i>Unassigned</i>	23,208,781	-	-	-	-	16,916,500
TIF #1	3,374,243	-	5,072,325	7,554,098	126,000	766,470
TIF #3	(2,965,826)	-	1,085,945	1,373,637	6,000	(3,259,518)
TIF #5	133,005	-	114,852	112,639	-	135,218
TIF #6	(10,293,219)	-	57,205	1,306,286	3,000	(11,545,300)
TIF #7	(1,566,150)	-	1,000	33,760	44,000	(1,642,910)
Motor Fuel Tax	441,672	-	1,401,900	1,671,000	-	172,572
CDBG	-	-	376,218	376,218	-	-
Grant Projects	(974,251)	824,439	34,132,320	34,956,760	-	(974,252)
Gaming Tax	20,164,177	-	24,100,000	15,400,000	10,150,000	18,714,177
Emergency Telephone	-	2,064,857	690,670	2,755,527	-	-
Debt Service	454,414	-	103,050	493,340	-	64,124
Capital Projects	1,501,131	8,650,000	7,346,328	12,996,020	3,763,294	738,145
Equipment Replacement	4,872,997	1,500,000	140,000	2,491,399	-	4,021,598
IT Replacement	412,301	250,000	300	250,156	-	412,445
Water/Sewer	(7,054,633)	4,934,613	14,551,000	18,062,439	-	(5,631,459)
City-Owned Parking	788,983	-	269,650	182,790	-	875,843
Metra Parking	120,295	-	75,000	40,000	36,516	118,779
Risk Management	1,462,559	-	2,981,552	3,525,999	-	918,112
Health Benefits Fund	4,209,198	-	8,564,353	8,420,914	-	4,352,637
<b>Total City Funds</b>	<b>59,784,849</b>	<b>18,443,667</b>	<b>162,340,318</b>	<b>175,277,455</b>	<b>18,443,667</b>	<b>46,847,712</b>

## 2017 Budget

# BUDGET SUMMARY

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**The General Fund** is indicating a \$2.0M deficit for Fiscal Year (FY) 2017 (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 \$6.1M. The unassigned fund balance is projected to be at 25% at the end of fiscal year 2017, or equal to 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 57%.

**TIF # 1- Downtown** indicates a positive \$766K fund balance at the end of FY 2017. 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 # 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 2017 in the amount of \$135K, which is a 2% increase from the projected 2016 balance. This is the result of debt service continuing to be the primary expense and expectations that property tax revenue will increase.

**TIF # 6 - Mannheim and Higgins** was created in 2001. Currently this TIF district has an estimated deficit of \$10.3M which is projected to reach \$11.5M by 2017 FYE. This change is the result of the continuation of low property tax revenues and 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, 2016 to September 30, 2017.

**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 remains the same in 2017 as the City still awaits reimbursement from the State of Illinois. Typically, this fund does not carry a fund balance but will be negative while the City waits for reimbursement.

## 2017 Budget

# BUDGET SUMMARY

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

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

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

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

***The Equipment Replacement Fund*** is a capital project sinking fund used to account for the replacement of large, expensive and longer lasting equipment of the City. This fund primarily accounts for replacement equipment and vehicles for police, fire, public works and other City departments. Annualized funding helps alleviate the unpredictability of high-cost items affecting future years' budgets. By funding an expense over a period of years (five to twenty years of service life), the City improves overall budgetary control and provides departments with safer and more dependable equipment at the end of the equipment's service life. For FY 2017, the City is transferring \$1.5M 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 2017, 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 and the Northwest Water Commission. 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 2017 are \$2.85 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 2017 the fund balance is projected to improve largely due to 2017 being the first year the alternative water supply will be available but still remain negative.

## 2017 Budget

# BUDGET SUMMARY

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*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 2017 is \$876K 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 2017 will remain the same as 2016 at \$1.50 per day.

*The Risk Management Fund* is an internal service fund that accounts for the City's self-insured property, general liability, automobile liability, errors and omissions, worker's compensation, employer's liability, employee benefits liability, and crime loss.

*The 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.

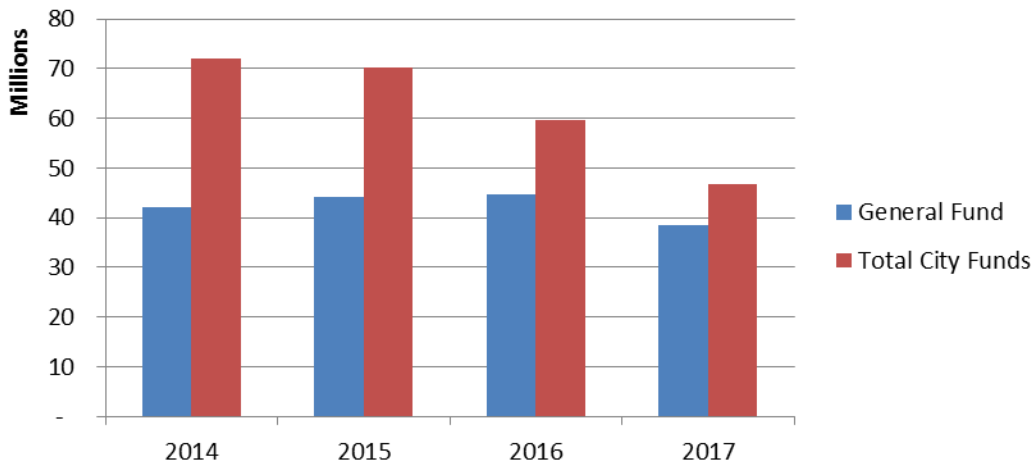
*The Police and Fire Pensions Funds* contributions are accounted for within the General Fund. Benefit enhancements that have been approved by the State resulted in additional funding which increase the City's overall property tax levy. Based on the City's actuarial valuation for the FYE 2015, the Police Pension was funded at 44.67% and the Fire Pension was funded at 50.8%. In 2012 the City changed the actuarial assumption from a 7.75% rate of return on investments to 7% in order to align 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.

**2017 Budget**  
**BUDGET SUMMARY**

**All Fund Historical Fund Balances**

	12/31/2014 Actual Fund Balance	12/31/2015 Actual Fund Balance	12/31/2016 Projected Fund Balance	12/31/2017 Budgeted Fund Balance
General Fund	42,082,405	44,147,566	44,703,953	38,611,031
Nonspendable/Restricted/Assigned	23,035,051	22,158,081	21,495,172	21,694,531
Unassigned	19,047,354	21,989,485	23,208,781	16,916,500
TIF #1	4,044,304	4,675,824	3,374,243	766,470
TIF #3	(3,159,273)	(3,274,489)	(2,965,826)	(3,259,518)
TIF #4	-	-	-	-
TIF #5	95,230	136,642	133,005	135,218
TIF #6	(8,080,970)	(9,179,286)	(10,293,219)	(11,545,300)
TIF #7	-	(171,951)	(1,566,150)	(1,642,910)
Motor Fuel Tax	554,995	364,272	441,672	172,572
CDBG	107,783	83,006	-	-
Grant Projects	(71,571)	(1,097,619)	(974,251)	(974,252)
Gaming Tax	21,431,951	20,455,549	20,164,177	18,714,177
Emergency Telephone	-	-	-	-
Debt Service	457,477	456,984	454,414	64,124
Capital Projects	3,550,351	5,087,021	1,501,131	738,145
Equipment Replacement	5,128,939	6,015,388	4,872,997	4,021,598
IT Replacement	464,287	568,246	412,301	412,445
Water/Sewer	(912,846)	(5,128,599)	(7,054,633)	(5,631,459)
City-Owned Parking	577,551	689,270	788,983	875,843
Metra Parking	129,617	120,330	120,295	118,779
DPECC	14,987	-	-	-
Risk Management	1,267,875	1,810,991	1,462,559	918,112
Health Benefits	4,240,124	4,490,837	4,209,198	4,352,637
<b>Total City Funds</b>	<b>71,923,216</b>	<b>70,249,982</b>	<b>59,784,849</b>	<b>46,847,712</b>

**Fund Balances**



**2017 Budget**  
**BUDGET SUMMARY**

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

	2014 Actual	2015 Actual	2016 Budgeted	2016 Projected	2017 Budget	% of Change
<b>General Fund</b>	65,196,916	64,638,327	59,600,328	61,539,078	61,496,408	3.2%
<b>Special Revenue Funds</b>						
TIF #1	4,779,940	4,773,814	4,770,155	4,830,923	5,072,325	6.3%
TIF #3	3,348,324	547,692	574,999	792,640	1,085,945	88.9%
TIF #4	163,945	-	-	-	-	NA
TIF #5	120,983	153,225	153,224	105,905	114,852	-25.0%
TIF #6	2,031,405	52,109	52,810	41,680	57,205	8.3%
TIF #7	-	904	1,000	1,800,700	1,000	0.0%
Motor Fuel Tax	1,955,848	1,427,099	1,375,000	1,401,900	1,401,900	2.0%
CDBG	153,315	347,764	350,503	288,398	376,218	7.3%
Grant Projects	3,021,985	9,135,897	5,976,497	5,450,652	34,956,759	484.9%
Gaming Tax	24,819,340	24,695,050	24,035,000	24,100,000	24,100,000	0.3%
Emergency Telephone	-	2,463,518	2,418,051	2,616,327	2,755,527	14.0%
	40,395,085	43,597,070	39,707,239	41,429,125	69,921,731	76.1%
<b>Debt Service Funds</b>	100,043	109,287	106,280	104,000	103,050	-3.0%
<b>Capital Projects Funds</b>						
Capital Projects	18,298,670	11,559,041	11,213,328	10,846,328	15,996,328	42.7%
Equipment Replacement	2,559,569	1,750,617	554,500	640,000	1,640,000	195.8%
IT Replacement	1,036,114	500,034	250,020	250,300	250,300	0.1%
	21,894,354	13,809,692	12,017,848	11,736,628	17,886,628	48.8%
<b>Enterprise Funds</b>						
Water/Sewer	15,083,065	20,788,554	20,531,758	19,738,680	19,485,613	-5.1%
City Owned Parking	299,655	254,460	274,650	269,650	269,650	-1.8%
Metra Leased Parking	66,157	79,447	65,000	75,000	75,000	15.4%
DPECC	3,845,669	601,997	-	-	-	NA
	19,294,546	21,724,458	20,871,408	20,083,330	19,830,263	-5.0%
<b>Internal Service Funds</b>						
Risk Management	2,414,018	3,630,529	3,210,000	2,974,383	2,981,552	-7.1%
Health Benefits	8,715,382	8,340,991	8,646,076	8,088,198	8,564,353	-0.9%
	11,129,399	11,971,520	11,856,076	11,062,581	11,545,905	-2.6%
<b>Total Revenues</b>	<b>158,010,342</b>	<b>155,850,354</b>	<b>144,159,179</b>	<b>145,954,742</b>	<b>180,783,985</b>	<b>25.4%</b>

**2017 Budget**  
**BUDGET SUMMARY**

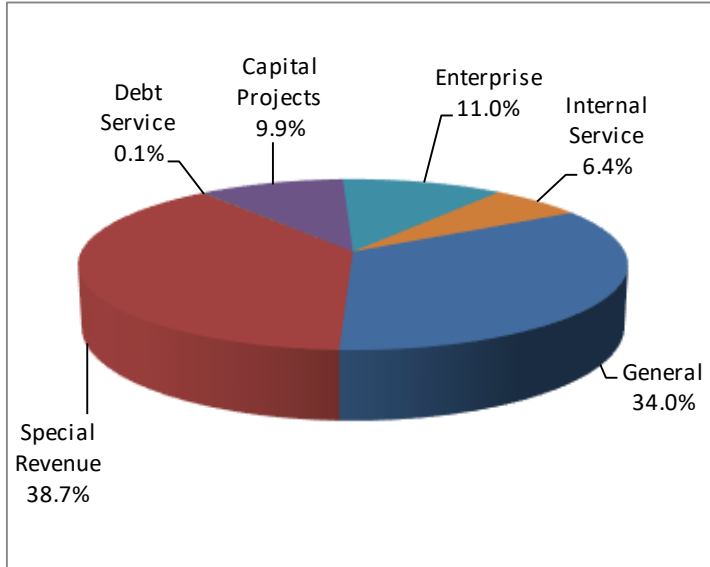
**Historical Expenditures by Fund**  
**Including Transfers Out**

	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>% of</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Projected</b>	<b>Budget</b>	<b>Change</b>
<b>General Fund</b>	66,755,129	62,573,166	63,522,272	60,982,691	67,589,330	6.4%
<b>Special Revenue Funds</b>						
TIF #1	7,056,232	4,142,293	7,677,217	6,132,504	7,680,098	0.0%
TIF #3	4,027,804	662,908	493,637	483,977	1,379,637	179.5%
TIF #4	648,550	-	-	-	-	NA
TIF #5	112,981	111,813	109,142	109,542	112,639	3.2%
TIF #6	7,728,130	1,150,425	1,165,125	1,155,613	1,309,286	12.4%
TIF #7	-	172,855	2,149,877	3,194,899	77,760	-96.4%
Motor Fuel Tax	1,842,863	1,617,821	1,371,000	1,324,500	1,671,000	21.9%
CDBG	147,233	372,540	458,386	371,404	376,218	-17.9%
Grant Projects	3,105,748	10,161,946	10,776,497	5,327,284	34,956,760	224.4%
Gaming Tax	17,662,018	25,671,453	24,380,000	24,391,372	25,550,000	4.8%
Emergency Telephone	-	2,463,518	2,418,051	2,616,327	2,755,527	14.0%
	<u>42,331,560</u>	<u>46,527,571</u>	<u>50,998,932</u>	<u>45,107,422</u>	<u>75,868,925</u>	<u>48.8%</u>
<b>Debt Service</b>	107,840	109,780	106,570	106,570	493,340	362.9%
<b>Capital Projects Funds</b>						
Capital Projects	18,277,393	10,022,371	11,185,256	14,432,218	16,759,314	49.8%
Equipment Replacement	915,086	864,168	874,871	1,782,391	2,491,399	184.8%
IT Replacement	1,017,070	396,074	398,029	406,245	250,156	-37.2%
	<u>20,209,549</u>	<u>11,282,612</u>	<u>12,458,156</u>	<u>16,620,854</u>	<u>19,500,869</u>	<u>56.5%</u>
<b>Enterprise Funds</b>						
Water/Sewer	17,384,207	22,751,951	23,387,764	23,332,267	18,062,439	-22.8%
City Owned Parking	148,536	142,741	182,737	169,937	182,790	0.0%
Metra Leased Parking	67,269	88,734	74,487	75,035	76,516	2.7%
DPECC	3,851,834	234,129	-	-	-	NA
	<u>21,451,845</u>	<u>23,217,555</u>	<u>23,644,988</u>	<u>23,577,239</u>	<u>18,321,745</u>	<u>-22.5%</u>
<b>Internal Service Funds</b>						
Risk Management	2,873,548	3,087,412	3,407,770	3,322,815	3,525,999	3.5%
Health Benefits	7,164,482	8,090,278	8,671,830	8,369,837	8,420,914	-2.9%
	<u>10,038,029</u>	<u>11,177,690</u>	<u>12,079,600</u>	<u>11,692,652</u>	<u>11,946,913</u>	<u>-1.1%</u>
<b>Total Expenditures</b>	<b>160,893,953</b>	<b>154,888,373</b>	<b>162,810,518</b>	<b>158,087,428</b>	<b>193,721,122</b>	<b>19.0%</b>



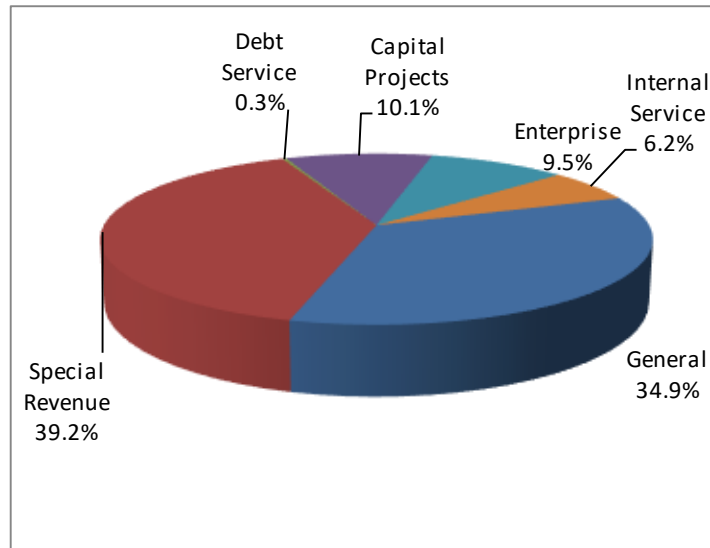
**2017 Budget**  
**BUDGET SUMMARY**

**2017 Budgeted Revenues by Fund Type**



Funds By Type	2017 Budget	% of Total
General	61,496,408	34.0%
Special Revenue	69,921,731	38.7%
Debt Service	103,050	0.1%
Capital Projects	17,886,628	9.9%
Enterprise	19,830,263	11.0%
Internal Service	11,545,905	6.4%
<b>Total Revenue</b>	<b>180,783,985</b>	<b>100.0%</b>

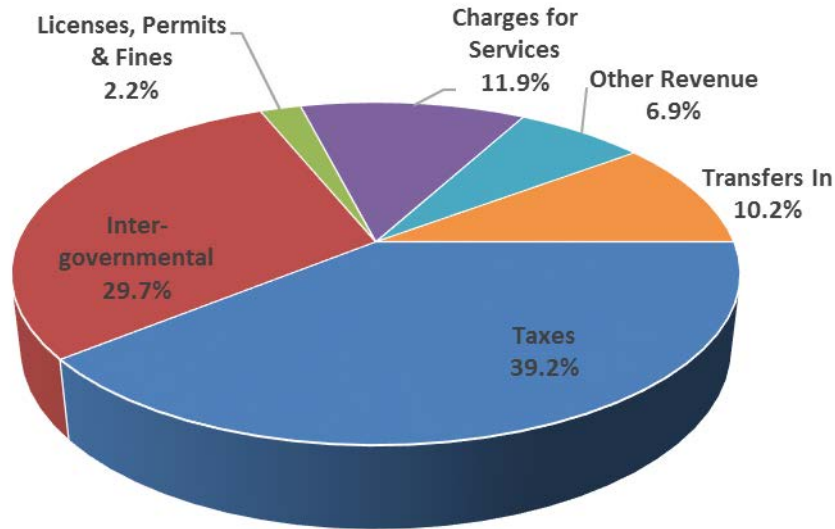
**2017 Budgeted Expenditures by Fund Type**



Funds By Type	2017 Budget	% of Total
General	67,589,330	34.9%
Special Revenue	75,868,925	39.2%
Debt Service	493,340	0.3%
Capital Projects	19,500,869	10.1%
Enterprise	18,321,745	9.5%
Internal Service	11,946,913	6.2%
<b>Total Expenditures</b>	<b>193,721,122</b>	<b>100.0%</b>

2017 Budget  
**BUDGET SUMMARY**

**2017 Budgeted Revenues by Category (All Funds)**



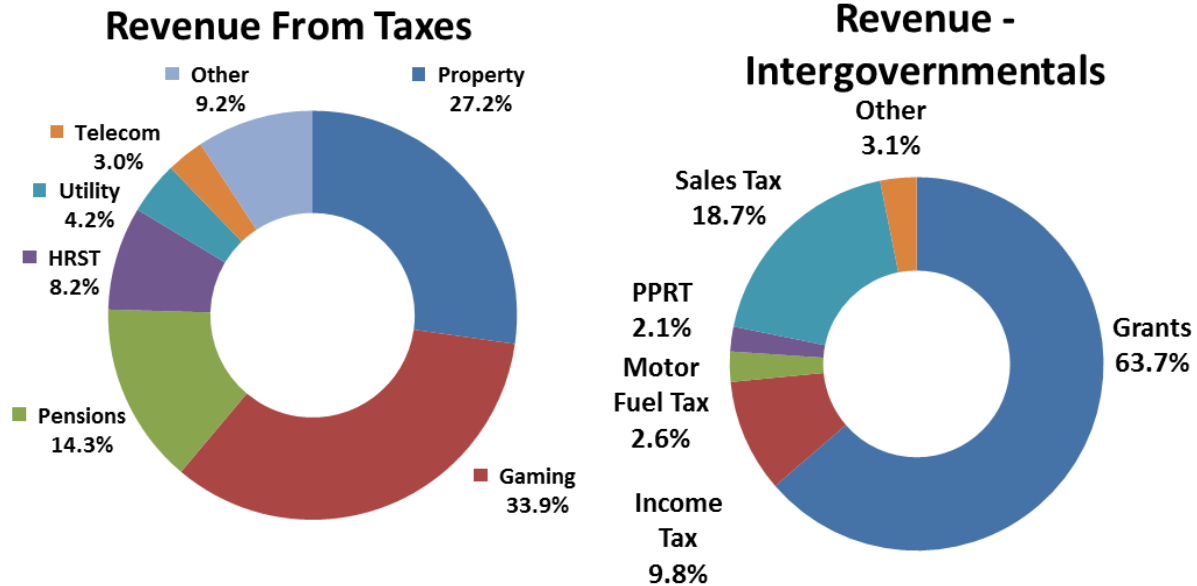
Fund	Taxes	Inter-governmental	Licenses, Permits & Fines	Charges for Service	Other Revenue	Transfers In	Fund Total
General Fund	34,421,600	17,700,400	3,926,150	4,910,500	318,000	219,758	61,496,408
TIF Fund #1	5,070,325	-	-	-	2,000	-	5,072,325
TIF Fund #3	1,085,935	-	-	-	10	-	1,085,945
TIF Fund #5	114,852	-	-	-	-	-	114,852
TIF Fund #6	57,205	-	-	-	-	-	57,205
TIF Fund #7	1,000	-	-	-	-	-	1,000
Motor Fuel Tax	-	1,400,000	-	-	1,900	-	1,401,900
CDBG	-	376,218	-	-	-	-	376,218
Grant Funded Projects	-	34,132,320	-	-	-	824,439	34,956,759
Gaming Tax	24,000,000	-	-	-	100,000	-	24,100,000
Emergency Telephone	-	-	-	690,670	-	2,064,857	2,755,527
Debt Service	103,050	-	-	-	-	-	103,050
Capital Projects	5,983,328	-	-	1,306,000	57,000	8,650,000	15,996,328
Equipment Repl.	-	-	-	-	140,000	1,500,000	1,640,000
IT Replacement	-	-	-	-	300	250,000	250,300
Water/Sewer Fund	-	4,000	2,500	14,322,500	222,000	4,934,613	19,485,613
City Owned Parking	-	-	-	269,650	-	-	269,650
Metra Leased Parking	-	-	-	75,000	-	-	75,000
Risk Management	-	-	-	-	2,981,552	-	2,981,552
Health Benefits	-	-	-	-	8,564,353	-	8,564,353
<b>Total Revenues</b>	<b>70,837,295</b>	<b>53,612,938</b>	<b>3,928,650</b>	<b>21,574,320</b>	<b>12,387,115</b>	<b>18,443,667</b>	<b>180,783,985</b>

2017 Budget  
**BUDGET SUMMARY**

**2016/2017 Revenue Budget Comparison**

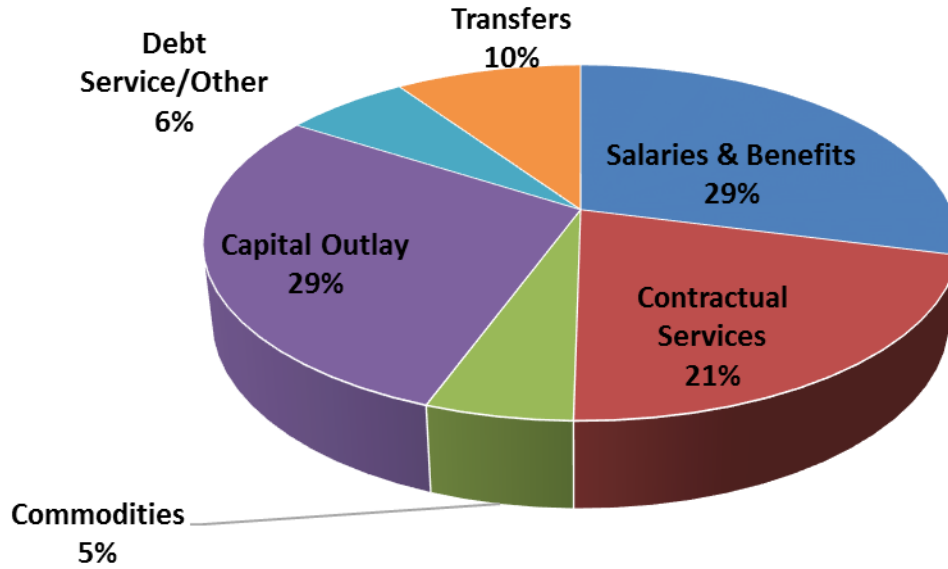
	2016 Budget	2017 Budget	Dollar Change	% Change
Taxes	70,322,516	70,837,295	514,779	0.7%
Inergovernmental	23,411,709	53,612,938	30,201,229	129.0%
Licenses, Permits & Fines	3,684,500	3,928,650	244,150	6.6%
Charges for Service	22,145,150	21,574,320	(570,830)	-2.6%
Other Revenue	12,436,746	12,387,115	(49,631)	-0.4%
Transfers	12,157,558	18,443,667	6,286,109	51.7%
<b>Total Revenues</b>	<b>144,158,179</b>	<b>180,783,985</b>	<b>36,625,806</b>	<b>25.4%</b>

The overall 25.4% increase in total revenues for all the funds is primarily a result of grant revenues expected to be received for completion of the second and third rounds of FEMA buyouts and the third phase of River Road reconstruction.



2017 Budget  
**BUDGET SUMMARY**

**2017 Budgeted Expenditures by Category (All Funds)**



Fund	Salaries & Benefits	Contractual Services	Commodities	Capital Outlay	Debt Service /Other	Transfers	Fund Total
General Fund	50,977,819	7,464,203	1,780,268	290,750	2,761,433	4,314,857	67,589,330
TIF Fund #1	-	981,760	292,150	4,505,000	1,775,188	126,000	7,680,098
TIF Fund #3	-	440	-	-	1,373,197	6,000	1,379,637
TIF Fund #5	-	400	-	-	112,239	-	112,639
TIF Fund #6	-	8,040	-	-	1,298,246	3,000	1,309,286
TIF Fund #7	-	33,760	-	-	-	44,000	77,760
Motor Fuel Tax	-	84,000	582,000	225,000	780,000	-	1,671,000
CDBG	52,913	388	-	108,755	214,162	-	376,218
Grant Funded Projects	67,852	468,798	3,500	34,416,170	440	-	34,956,760
Gaming Tax	-	15,400,000	-	-	-	10,150,000	25,550,000
Emergency Telephone	-	2,732,827	20,000	-	2,700	-	2,755,527
Debt Service	-	-	-	-	493,340	-	493,340
Capital Projects	437,125	1,166,060	70,625	8,288,512	3,033,698	3,763,294	16,759,314
Equipment Repl.	-	-	69,350	2,409,549	12,500	-	2,491,399
IT Replacement	-	-	-	196,600	53,556	-	250,156
Water/Sewer Fund	4,745,552	783,624	7,349,800	4,804,363	379,100	-	18,062,439
City Owned Parking	-	40,190	136,600	-	6,000	-	182,790
Metra Leased Parking	-	6,140	14,000	-	19,860	36,516	76,516
Risk Management	23,332	3,475,667	-	-	27,000	-	3,525,999
Health Benefits	-	8,390,914	-	-	30,000	-	8,420,914
<b>Total Expenses</b>	<b>56,304,593</b>	<b>41,037,211</b>	<b>10,318,293</b>	<b>55,244,699</b>	<b>12,372,659</b>	<b>18,443,667</b>	<b>193,721,122</b>

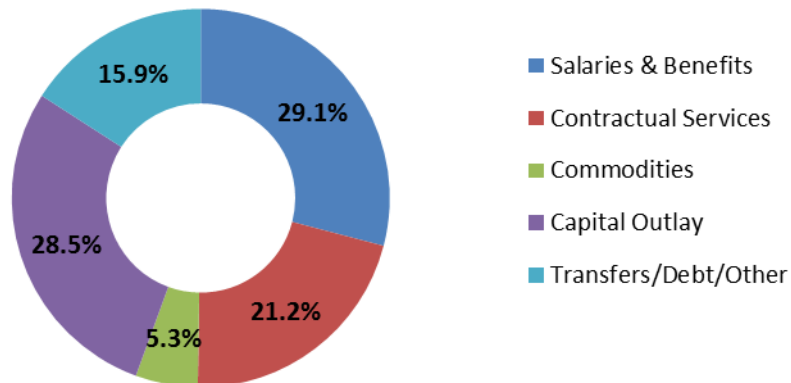
2017 Budget  
**BUDGET SUMMARY**

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**2016/2017 Expenditure Budget Comparison**

	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
Salaries & Benefits	55,161,250	56,304,593	1,143,343	2.1%
Contractual Services	38,878,753	41,037,211	2,158,458	5.6%
Commodities	12,530,503	10,318,293	(2,212,210)	-17.7%
Capital Outlay	32,046,607	55,244,699	23,198,092	72.4%
Transfers/Debt/Other	24,193,405	30,816,326	6,622,921	27.4%
<b>Total Expenditures</b>	<b>162,810,518</b>	<b>193,721,122</b>	<b>30,910,604</b>	<b>19.0%</b>

**2017 Budgeted Expenditures**



2017 Budgeted Expenditures are expected to increase by \$30.9M or 19.0% as compared to the 2016 Budget. The increase is largely due to the expected completion of major capital projects such as the River Road reconstruction and FEMA buyouts. Additionally, the decrease of Commodities is primarily due to lower water costs resulting from completion of the Alternate Water Source.

**2017 Budget**  
**BUDGET SUMMARY**

**GENERAL FUND**

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

**Fund Balance of the General Fund**

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

<b>Fund</b>	<b>Fund Name</b>	<b>Projected Ending Fund Balance (Deficit)</b>	<b>12/31/2017 Projected Ending Fund Balance %</b>	<b>Projected Fund Balance v. Policy Requirement</b>	<b>Fund Balance Policy Requirement</b>
100	General Fund	\$38,611,031	57.13%	32.1300%	25% of Annual Expenditures
	Nonspendable	21,694,531	32.10%		
	Unassigned	16,916,500	25.03%	0.03%	25% of Annual Expenditures

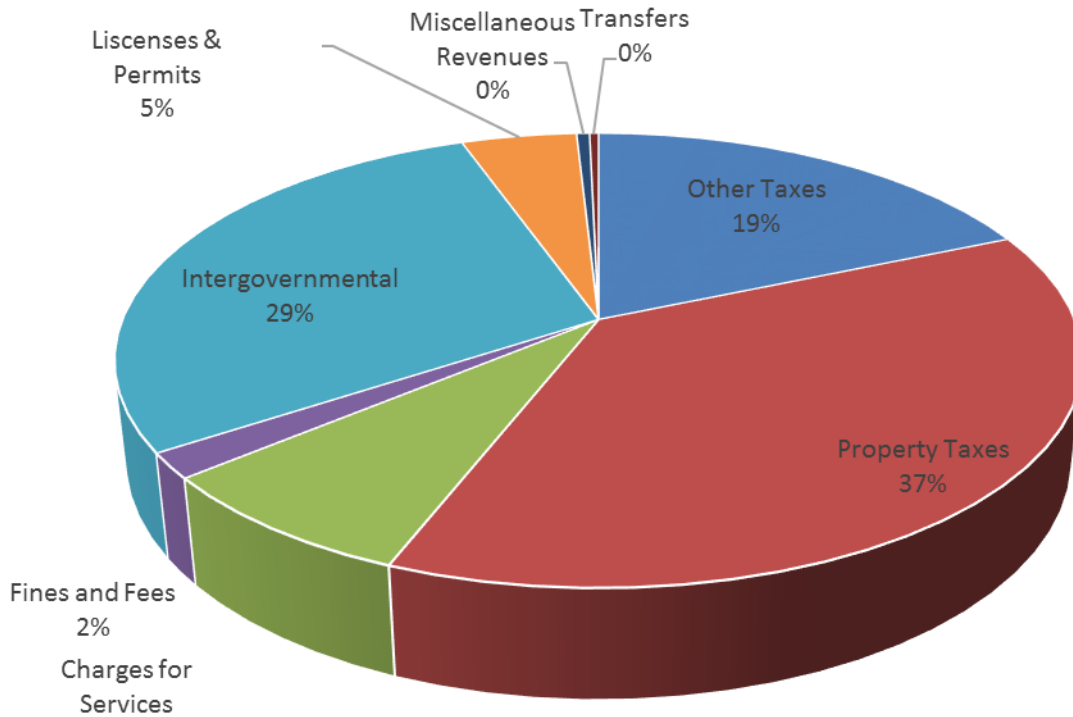
The main difference between the total fund balance and the total unassigned fund balance is that the total fund balance includes advances the General Fund has made to the TIF Funds and the Water/Sewer Fund (nonspendable portion). Once these funds begin to repay the General Fund, the total unassigned 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 2017 fiscal year. For the 2017 Budget year, the City is recommending to increase the transfers to \$1.5M 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:

	<b>12/31/2013 Actual</b>	<b>12/31/2014 Actual</b>	<b>12/31/2015 Actual</b>	<b>12/31/2016 Budget</b>	<b>12/31/2016 Projected</b>	<b>12/31/2017 Budget</b>
<b>Total Fund Balance</b>	43,640,613	42,082,405	44,147,566	34,148,030	44,703,953	38,611,031
<b>Nonspendable</b>	9,900,296	23,035,051	22,158,081	22,355,970	21,495,172	21,694,531
<b>Unassigned</b>	33,740,317	19,047,354	21,989,485	11,792,060	23,208,781	16,916,500
<b>Total Fund Balance</b>	<b>73.27%</b>	<b>63.04%</b>	<b>70.55%</b>	<b>53.76%</b>	<b>70.23%</b>	<b>57.13%</b>
<b>Unassigned Fund Balance</b>	<b>56.64%</b>	<b>28.53%</b>	<b>35.14%</b>	<b>18.56%</b>	<b>36.46%</b>	<b>25.03%</b>

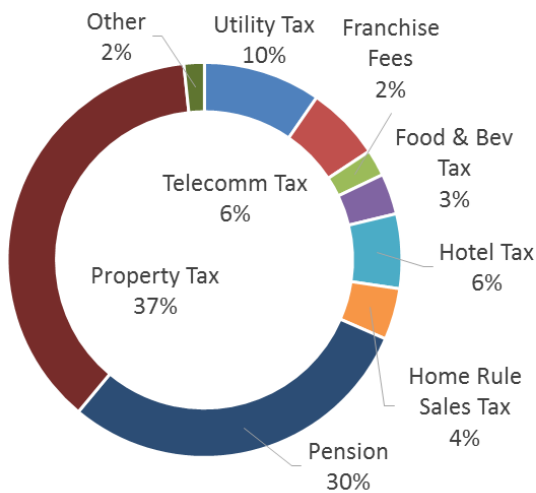
The projected 2017 unassigned fund balance is expected to meet the 25% recommended policy guideline. While the total fund balance is a healthy 57%, the continued deficits of the TIF 3, TIF 6, and the Water/Sewer Funds restrict the availability of General Fund balances. The fund balance is a critical 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.

**2017 Budget**  
**BUDGET SUMMARY**

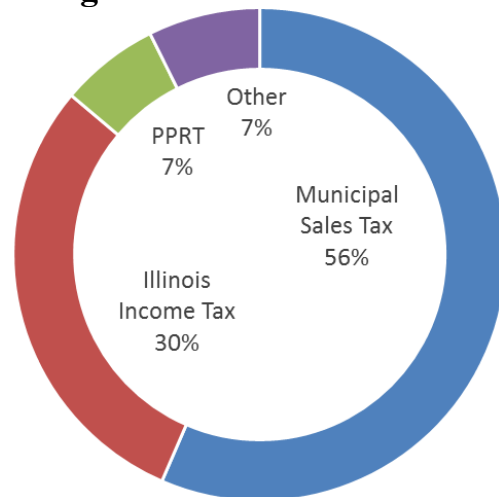
**GENERAL FUND  
REVENUES BY CATEGORY**



**Tax Revenue Allocation**



**Intergovernmental Allocation**



**2017 Budget**  
**BUDGET SUMMARY**

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**Revenue Highlights**

The FY 2017 General Fund budget is based upon projected revenues from taxes, fees and other sources totaling \$61.5 million. Excluding other financing sources, the 2017 budgeted revenues represent a slight increase of \$1.9M of the 2016 projected revenues. As a whole, Property Tax, Utility Tax, Sales Tax, State Income Tax, and Telecommunications Tax account for almost 71.7% 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 20.86% 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 2016 tax levy is the basis for the 2017 revenue budget.

For FY 2017 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).

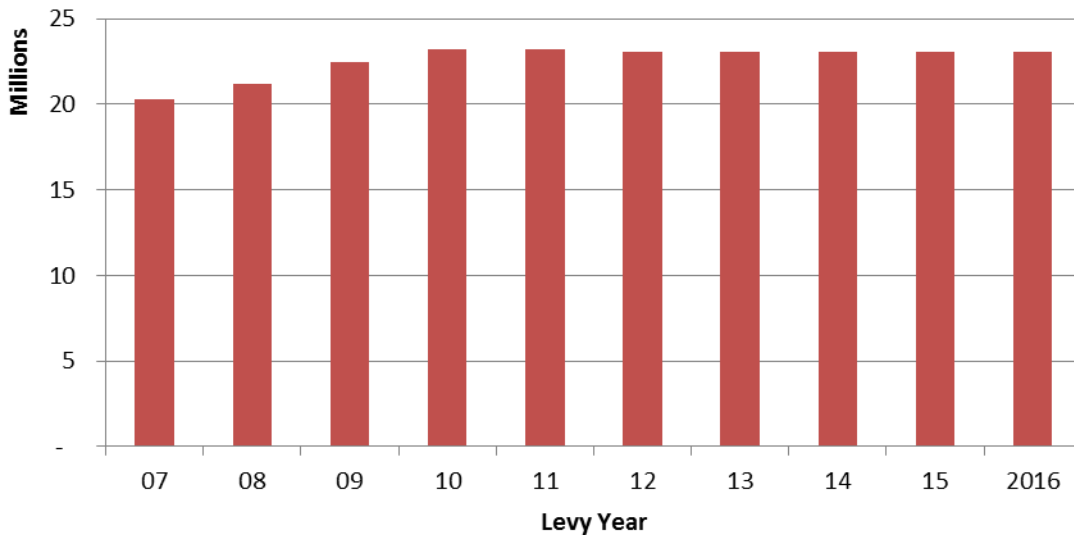
Levy Year	Corporate	Police Pension	Fire Pension	Debt Service	Total Levy	Extension	% Change
2007	14,730,000	2,450,000	1,875,000	1,267,682	20,322,682	20,957,716	7.08%
2008	15,171,900	2,612,000	2,125,000	1,257,799	21,166,699	21,826,856	4.15%
2009	14,979,057	3,240,960	3,042,315	1,220,531	22,482,863	23,181,760	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%
2016	12,830,100	5,250,000	4,900,000	103,050	23,083,150	23,777,706	0.00%

**AVERAGE INCREASE (last 10 years)**

	Levy over Levy	Levy over Extension
Corporate Levy	-0.51%	-3.41%
Total Levy	2.01%	-1.02%



**2017 Budget**  
**BUDGET SUMMARY**



The City of Des Plaines’ assessed value averaged a 5.36% increase per year from 2001 to 2010. The 2016 equalized assessed value (EAV) decreased by 3.08% from the 2015 EAV, or \$1,717,657,016 in 2015 to \$1,664,720,171 in 2016.

▪ **Sales Tax**

Sales Tax is the third largest source of revenue for the City. Sales tax comprises 17% of total receipts for the General Fund or approximately \$10.5M for FY 2017. For the Home Rule Sales Tax, 25% is remitted to the General Fund and 75% is allocated towards the Capital Projects Fund. For FY 2017, the City expects that sales tax will remain consistent with the 2016 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:

<b>Sales Tax Rates – as of 1/1/2017</b>	
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%
<b>Total</b>	<b>10.00%</b>

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

The “retail sales” portion of the City’s total sales tax revenues comes from many different types of businesses as the pie chart below illustrates. Agriculture and All Others contributed at 27% 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 Drugs and Miscellaneous Retail at 19% and Automotive and Filling Stations at 16%.

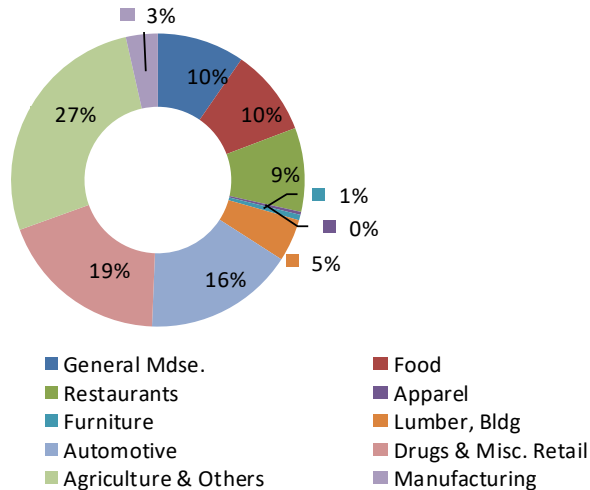
# 2017 Budget BUDGET SUMMARY

**Number of Taxpayers: 1,342**

2015 Calendar Year - Sales made during  
January 2015 through December 2015

Tax Types	MT & HMR
General Mdse.	1,582,419.34
Food	1,578,947.18
Restaurants	1,522,252.75
Apparel	54,326.20
Furniture	99,461.00
Lumber, Bldg	767,655.03
Automotive	2,719,695.13
Drugs & Misc. Retail	3,098,549.63
Agriculture & Others	4,438,185.33
Manufacturing	578,038.40
	<b>16,439,529.99</b>

**Sales Tax Allocation for the 12 months  
Ended 12/31/2015**

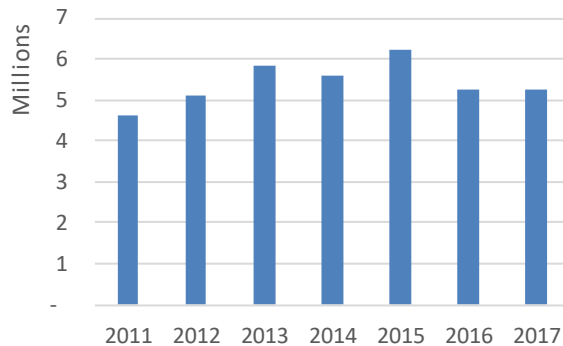


Source: <https://www.revenue.state.il.us/app/kob/index.jsp>

▪ **State Income Tax**

State income tax comprises approximately 8.5% 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 2017 was slightly increased from the 2016 Budget amount based on recent performance.

	Year	Amount	% Change
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%
Actual	2015	6,210,116	11.1%
Projected	2016	5,250,000	-15.5%
Proposed	2017	5,250,000	0.0%

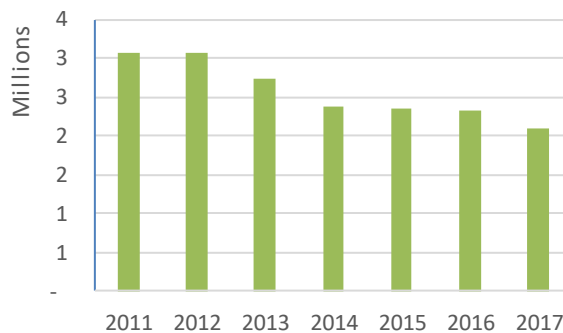


▪ **Telecommunication Tax**

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 2017, the projected revenues are expected to continue the decline that has been occurring in recent years.

## 2017 Budget BUDGET SUMMARY

	Year	Amount	% Inc (Dec)
Actual	2011	3,068,284	-3%
Actual	2012	3,060,585	0%
Actual	2013	2,740,642	-10%
Actual	2014	2,387,335	-13%
Actual	2015	2,346,924	-2%
Projected	2016	2,325,000	-1%
Proposed	2017	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 2017, the City is projecting a slight drop at the revenue to decrease from 2.6M to 2.5M.

Account Title	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Utility Tax: Electricity	2,571,767	2,600,000	2,500,000	2,500,000
Utility Tax: Natural Gas	462,166	600,000	450,000	450,000
Use Tax: Natural Gas	398,187	400,000	360,000	360,000
	3,432,120	3,600,000	3,310,000	3,310,000

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 2017 budgeted revenue is projected to increase slightly to \$2.1M.

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 2017, the real estate transfer tax revenues are expected to be at \$450K. 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

## 2017 Budget

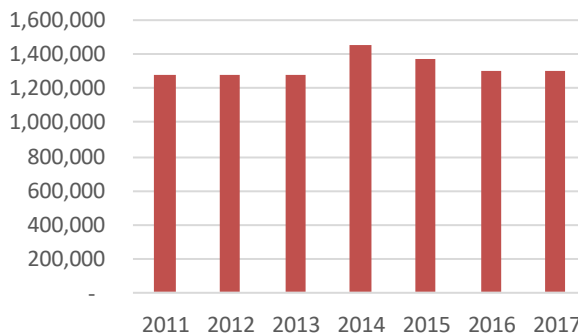
# BUDGET SUMMARY

deposited into the General Fund. For FY 2017, the total revenue budgeted is estimated to increase slightly from the 2016 amount to \$1.2M.

- **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 2017 is \$1.2M.
- **Licensing and Permit Revenue:** Total licensing and permit revenue consists of approximately 5% of all General Fund revenue, or \$2.8 million. About 86% of total licensing and permit revenue is due to the following:
  - **Vehicle Licenses:** Vehicle Licenses for FY 2017 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.

### Vehicle

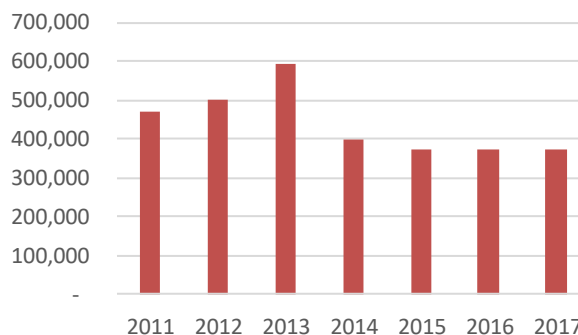
	Year	Amount
Actual	2011	1,276,450
Actual	2012	1,283,772
Actual	2013	1,279,663
Actual	2014	1,461,240
Actual	2015	1,370,712
Projected	2016	1,300,000
Proposed	2017	1,300,000



- **Business Licenses:** Business Licenses are issued annually and are valid from January 1<sup>st</sup> to December 31<sup>st</sup>. Business License fees depend on the type of business. The total estimated receipts for FY 2016 are \$375K and are budgeted at \$375K for 2017.

### Business

	Year	Amount
Actual	2011	472,844
Actual	2012	503,092
Actual	2013	592,636
Actual	2014	400,176
Actual	2015	374,146
Projected	2016	375,000
Proposed	2017	375,000

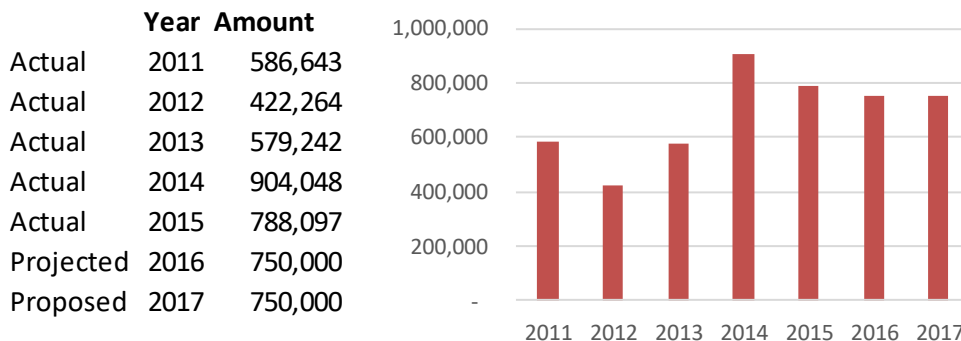


## 2017 Budget

# 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 2017 are expected to remain the same as the projected 2016 revenues.

### Building



- **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.

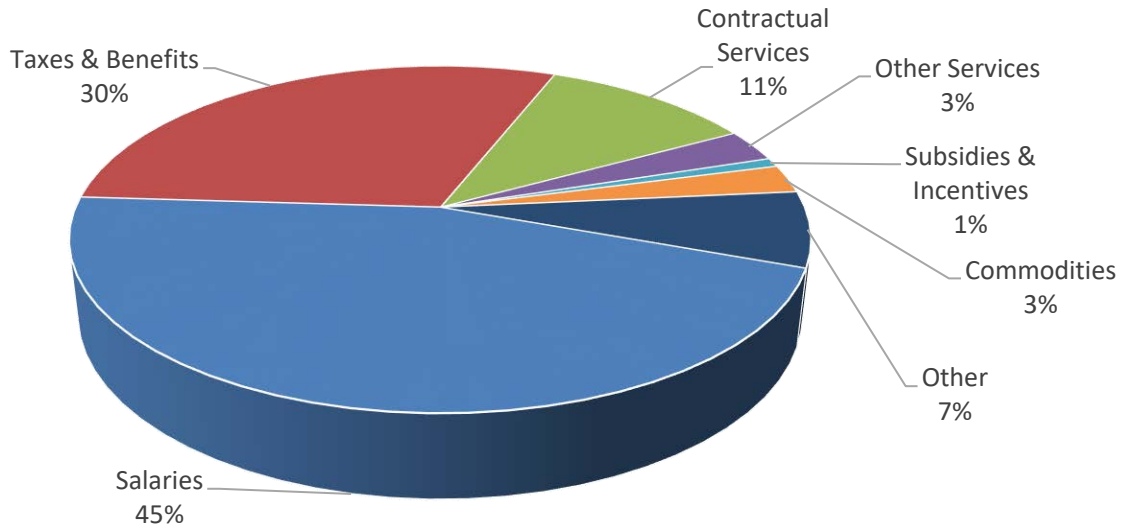
	Pension Expense	IMRF	Fire Pension	Police Pension	Total
2008 Actual		1,792,863	1,923,800	2,509,278	6,225,941
2009 Actual		1,914,683	2,158,314	2,624,670	6,697,667
2010 Actual		1,829,658	3,079,756	3,293,584	8,202,998
2011 Actual		1,731,668	3,395,608	3,338,189	8,465,465
2012 Actual		1,530,636	3,655,215	3,542,153	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 Actual		1,509,740	4,303,994	4,304,823	10,118,557
2016 Projected		1,457,971	4,400,000	5,000,000	10,857,971
2017 Proposed		1,533,678	4,900,000	5,250,000	11,683,678
<b>Ten Year Growth</b>		<b>-14.5%</b>	<b>154.7%</b>	<b>109.2%</b>	<b>87.7%</b>

The City of Des Plaines tracks the IMRF, Police and Fire Pension Levy within the General Fund. Both the Police and Fire Pensions are levied separately; however, IMRF is included within the Corporate Levy. In regard to pension investment performance, the Police and Fire Pension Funds' investment yields for 2015 were at (1.57)% and (1.36)% respectively. As of December 31, 2015 the Police Pension and Fire Pension funds are funded at 44.67% and 50.8% respectively. The IMRF Pension actuarial funded ratio as of December 31, 2015 was 89.2%. The Des Plaines Library employees are included in the total IMRF pension calculation.

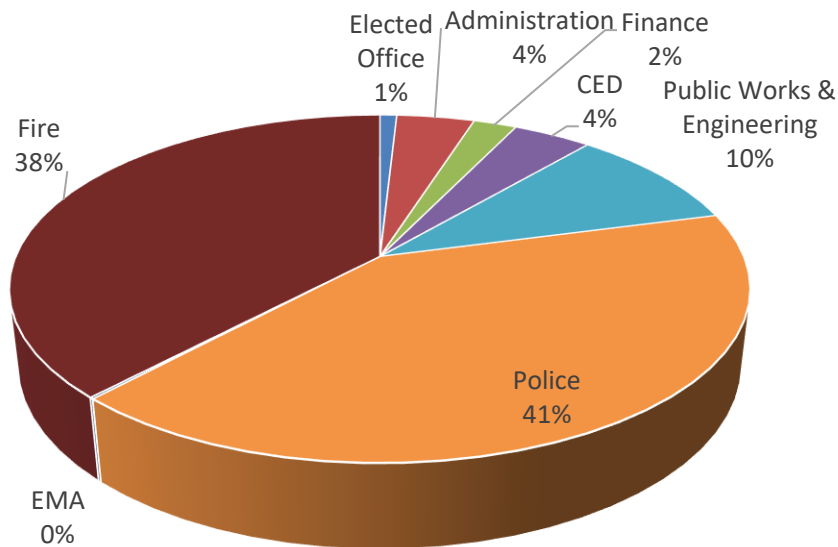
**2017 Budget**  
**BUDGET SUMMARY**

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**GENERAL FUND  
EXPENDITURES BY CATEGORY**



**SALARIES & BENEFITS**



**Expenditure Highlights**

General Fund Expenditures including transfers for FY 2017 total \$67,589,330 compared to the projected FY 2016 Budget of \$60,982,691 an increase of \$6,606,639. Excluding transfers from the expenditure totals, the operational portion of the 2017 budget is \$63,274,473 compared to \$58,522,803, or an increase of \$4,751,670. The chart above indicates how the General Fund expenditures are broken out. Salaries and benefits, in the amount of \$51 million, continue to consume the greatest percentage of the total General Fund expenditures at 75%. Breaking out the salary and benefits further into a per Department cost, Police, Fire and Public Works/Engineering are the largest departments with 88.7% of the total General Fund personnel costs.

## **2017 Budget**

# **BUDGET SUMMARY**

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The FY 2017 Salaries and Benefits within the General Fund includes \$5.25 million in Police Pension expenses as well as \$4.9 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.

2017 Budget

**FUND BALANCES vs. FINANCIAL POLICY REQUIREMENTS**

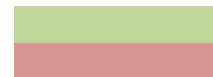
The 2017 Budget includes financial policies that establish fund balance requirements for each of the City’s major funds. These fund balances are based on best practices established by the Government Finance Officers’ Association (GFOA) that are utilized by thousands of municipalities throughout the nation. 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  
2017 Budget at a Glance  
Fund Balance vs. Financial Policy Requirements**

Fund Name	Policy Requirement			Fund Balance 1/1/2017	Fund Balance 12/31/2017	2017 Fund Balance %	% over (under) Policy Requirements
	Required %	Required Years	Other Requirements				
<b>General Fund</b>	25%	Annual	Expenditures	44,703,953	38,611,031	57.13%	32.13%
<b>Nonspendable</b>	N/A	N/A		21,495,172	21,694,531		
<b>Unassigned</b>	25%	Annual	Expenditures	23,208,781	16,916,500	25.03%	0.03%
<b>TIF #1</b>	N/A	N/A		3,374,243	766,470		
<b>TIF #3</b>	N/A	N/A		(2,965,826)	(3,259,518)		
<b>TIF #5</b>	N/A	N/A		133,005	135,218		
<b>TIF #6</b>	N/A	N/A		(10,293,219)	(11,545,300)		
<b>TIF #7</b>	N/A	N/A		(1,566,150)	(1,642,910)		
<b>Motor Fuel Tax</b>	20%	5 yr. Average	Expenditures	441,672	172,572	10.51%	-9.49%
<b>CDBG</b>	0%	N/A	Pursuant to Federal Regulations	-	-		
<b>Grant Projects</b>	N/A	N/A		(974,251)	(974,252)		
<b>Gaming Tax</b>	N/A	N/A		20,164,177	18,714,177		
<b>Emergency Telephone</b>	N/A	N/A		-	-		
<b>Debt Service</b>	25%	Annual	Non-Property Tax Supported Expenditures	454,414	64,124	13.00%	-12.00%
<b>Capital Projects</b>	20%	5 yr. Average	Expenditure	1,501,131	738,145	5.52%	-14.48%
<b>Equipment Replacement</b>	20%	5 yr. Total	Future Projected Expenditures	4,872,997	4,021,598	30.21%	10.21%
<b>IT Replacement</b>	20%	5 yr. Average	Expenditures	412,301	412,445	98.27%	78.27%
<b>Water/Sewer</b>	20%	Annual	Expenses	(7,054,633)	(5,631,459)	-31.18%	-51.18%
<b>City-Owned Parking</b>	20%	5 yr. Average	Expenses	788,983	875,843	304.90%	284.90%
<b>Metra Parking</b>	20%	5 yr. Average	Expenses	120,295	118,779	172.98%	152.98%
<b>Risk Management</b>	20%	Annual	Expenditures	1,462,559	918,112	26.04%	6.04%
<b>Health Benefits Fund</b>	20%	Annual	Expenditures	4,209,198	4,352,637	51.69%	31.69%

Indicates that this fund meets fund balance policy requirement

Indicates that this fund does not meet fund balance policy requirement





# Financial Policies

## Chapter I - Operating Budget

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### **1.1. Purpose**

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

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

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

### **1.3. Budget Document**

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

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

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

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

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

## Financial Policies

### Chapter I - Operating Budget

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

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

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

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

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

## Financial Policies

### Chapter I - Operating Budget

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

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

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

#### Government Funds

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

Capital Projects (CIP) Fund

#### Enterprise Funds

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

# Financial Policies

## Chapter I - Operating Budget

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

### **1.5. Budget Calendar**

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

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

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

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

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

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

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

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

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

### **1.6. Budget Process**

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

## **Financial Policies**

### **Chapter I - Operating 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**

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

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

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

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

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

## **Financial Policies**

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

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#### **2.1. Purpose**

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

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

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

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

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

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

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

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

#### **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**

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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**

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#### **3.1. Purpose**

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

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

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

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

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

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

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

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

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document, new projects will be added, and other previously programmed projects may be reprioritized.

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

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

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

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

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

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

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

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

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

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

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

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

The financing of capital expenditures is categorized as follows:

1. Minor projects – funded from current revenues.

## **Financial Policies**

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

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

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

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

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

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

## **Financial Policies**

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

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#### **4.1. Purpose**

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

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

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

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

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

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

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

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

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

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

## **Financial Policies**

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

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

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

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

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

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

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

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

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

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

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**

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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**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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- 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)

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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)**

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- 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)**

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

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

**2017 Budget**  
**GENERAL FUND**

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**OVERVIEW**

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
Beginning Balance	35,734,769	43,640,613	42,082,405	38,069,974	44,147,566	44,703,953
Revenues	67,123,998	64,854,672	64,434,992	59,383,670	61,322,420	61,276,650
Expenditures	(57,347,965)	(57,553,839)	(58,607,675)	(61,089,221)	(58,522,803)	(63,374,473)
Special Item	-	-	-	-	-	-
Transfers In	347,013	342,257	203,335	216,658	216,658	219,758
Transfers Out	(2,217,202)	(9,201,298)	(3,965,491)	(2,433,051)	(2,459,888)	(4,314,857)
<b>Ending Balance</b>	<b>43,640,613</b>	<b>42,082,405</b>	<b>44,147,566</b>	<b>34,148,030</b>	<b>44,703,953</b>	<b>38,611,031</b>
<b>Unassigned Fund Balance</b>	<b>20,107,209</b>	<b>19,047,354</b>	<b>21,989,485</b>	<b>11,792,060</b>	<b>23,208,781</b>	<b>16,915,600</b>

Note: All 2016 projected figures are derived using the 2015 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

## 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Property Taxes</b>					
4000	Property Taxes - Current Year Collection	14,561,154	13,576,870	13,576,870	12,830,100
4005	Property Taxes - Last Year's Collection	137,526	-	120,000	-
4010	Property Taxes - Prior Years Collection	(354,980)	-	(350,000)	-
4020	Property Taxes Police Pension	4,304,823	5,000,000	5,000,000	5,250,000
4025	Property Taxes Fire Pension	4,303,994	4,400,000	4,400,000	4,900,000
		<u>22,952,517</u>	<u>22,976,870</u>	<u>22,746,870</u>	<u>22,980,100</u>
<b>Other Taxes</b>					
4100	Utility Taxes - Electricity	2,571,767	2,600,000	2,500,000	2,500,000
4105	Utility Taxes - Natural Gas	462,166	600,000	450,000	450,000
4110	Gas Use Tax	389,187	400,000	360,000	360,000
4115	Telecommunications Tax	2,346,924	2,100,000	2,325,000	2,100,000
4125	Franchise Fees Tax	823,452	700,000	750,000	750,000
4127	PEG Fees Tax	22,897	-	50,000	50,000
4140	Food & Beverage Tax	1,228,581	1,100,000	1,150,000	1,150,000
4150	Hotel Tax	2,145,985	2,000,000	2,100,000	2,100,000
4160	Real Estate Transfer Tax	597,813	400,000	500,000	450,000
4170	Home Rule Sales Tax	1,427,818	1,513,000	1,450,000	1,450,000
4190	Auto Rental Tax	80,006	50,000	80,000	80,000
4195	Parking Tax Revenue	1,399	2,000	1,500	1,500
		<u>12,097,996</u>	<u>11,465,000</u>	<u>11,716,500</u>	<u>11,441,500</u>
<b>Intergovernmental</b>					
4200	Municipal Sales Tax	10,744,654	9,000,000	10,000,000	10,000,000
4205	Illinois Income Tax	6,210,116	4,800,000	5,250,000	5,250,000
4210	Personal Property Replacement Tax	1,245,069	1,100,000	1,150,000	1,150,000
4215	Local Use Tax	1,288,847	1,000,000	1,100,000	1,100,000
4220	Road & Bridge Tax	231,045	200,000	200,000	200,000
4240	State Highway Maintenance	60,122	115,000	-	-
4290	Local - Intergovernmental	356	300	400	400
		<u>19,780,210</u>	<u>16,215,300</u>	<u>17,700,400</u>	<u>17,700,400</u>
<b>Licenses</b>					
4300	Vehicle Licenses	1,370,712	1,300,000	1,300,000	1,300,000
4310	Pet Licenses	8,216	8,000	8,000	8,000
4320	Business Licenses	374,146	350,000	375,000	375,000
4330	Liquor Licenses	221,621	220,000	220,000	220,000
4340	Rental Property Licenses	60,999	40,000	60,000	60,000
4350	Contractor Licenses	37,387	45,000	40,000	40,000
4360	Electrical Contractor Licenses	700	1,000	1,000	1,000
4370	Taxi Cab Licenses	48,250	50,000	50,000	50,000
4380	Retail Gun Licenses	1,000	500	500	500
		<u>2,123,030</u>	<u>2,014,500</u>	<u>2,054,500</u>	<u>2,054,500</u>
<b>Permits</b>					
4400	Building Permits	788,097	635,000	750,000	750,000
4410	Certificate of Occupancy Permits	150	1,000	150	150
4430	Plumbing Permits	1,841	-	-	-
4450	Sewer Permits	(5,550)	-	-	-
4470	Occasional Sales Permits	3,755	3,000	3,500	3,500
4480	Special Load Permits	9,905	5,000	6,000	6,000
		<u>798,198</u>	<u>644,000</u>	<u>759,650</u>	<u>759,650</u>
<b>Fines and fees</b>					
4500	Court costs, Fees & Charges	331,242	400,000	360,000	360,000
4510	Compliance Ticket Fines	150,960	125,000	125,000	125,000

# 100 - General Fund

## 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b><u>Fines and fees</u></b>					
4520	Compliance - Red Light	673,662	450,000	525,000	525,000
4530	Vehicle Boot	1,500	3,000	20,000	10,000
4560	Forfeitures	11,201	15,000	10,000	15,000
4570	Non-bonafide Alarms	88,313	20,000	60,000	60,000
4580	Collections	7,114	2,000	2,000	2,000
4599	Miscellaneous Fees	13,667	10,000	15,000	15,000
		1,277,659	1,025,000	1,117,000	1,112,000
<b><u>Charges for Services</u></b>					
4610	Refuse Collection	2,927,288	3,150,000	3,150,000	3,150,000
4615	Sanitation Fund Overhead Charges	(1)	-	-	-
4623	Late Fees	45,052	50,000	50,000	50,000
4630	Resident Ambulance Fees	1,151,354	1,000,000	1,050,000	1,050,000
4631	Nonresident Ambulance Fees	461,172	400,000	420,000	420,000
4635	Zoning & Subdivision Fees	163,410	20,000	20,000	20,000
4640	Elevator Fees	31,270	30,000	30,000	30,000
4645	Public Health Testing Fees	625	-	500	500
4650	DPPD Secondary Employment Fees	115,341	70,000	115,000	115,000
4651	School Resource Officer Fees	131,178	80,000	70,000	70,000
4655	Animal Redemption Fees	1,150	1,000	1,000	1,000
4690	Other Charges for Services	2,290	-	4,000	4,000
		5,030,129	4,801,000	4,910,500	4,910,500
<b><u>Interest Income</u></b>					
4700	Interest Income	84,619	50,000	100,000	100,000
		84,619	50,000	100,000	100,000
<b><u>Miscellaneous Revenues</u></b>					
4750	Rental Income	164,007	162,000	162,000	168,000
4825	Property Damage Claims	5,331	-	5,000	-
4830	Sale of Fixed Assets	53,108	-	-	-
4849	Miscellaneous Revenues	68,188	30,000	50,000	50,000
		290,634	192,000	217,000	218,000
<b><u>Other Financing Sources</u></b>					
4901	Transfer from TIF #1 Downtown Fund	118,988	126,000	126,000	126,000
4903	Transfer from TIF #3 Wille Road Fund	5,360	6,000	6,000	6,000
4906	Transfer from TIF #6 Mannheim/Higgins Fund	-	2,900	2,900	3,000
4907	Transfer from TIF #7 Mannheim/Higgins South Fund	38,229	41,000	41,000	44,000
4940	Transfer from Capital Projects Fund	25,000	25,000	25,000	25,000
4954	Transfer from Metra Leased Parking Fund	15,758	15,758	15,758	15,758
		203,335	216,658	216,658	219,758
<b>Fund Total: General Fund</b>		<b>64,638,327</b>	<b>59,600,328</b>	<b>61,539,078</b>	<b>61,496,408</b>

**2017 Budget**  
**GENERAL FUND DEPARTMENTAL EXPENDITURES -**  
**HISTORICAL SUMMARY**

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget	% Change
Elected Office Dept	570,474	582,366	673,994	655,376	679,532	0.8%
Legislative Dept	414,421	378,515	411,343	407,369	419,980	
City Clerk Dept	156,053	203,850	262,651	248,007	259,552	
City Manager Dept	2,906,526	3,092,265	3,535,283	3,415,909	3,788,360	7.2%
City Manager	313,209	358,117	396,756	362,408	428,950	
Legal	640,267	582,630	725,145	660,563	728,083	
Information Technology	809,246	923,426	1,067,210	1,026,775	1,091,975	
Media Services	284,195	396,722	443,098	484,189	590,035	
Human Resources	428,357	394,379	446,331	459,158	451,440	
Health & Human Services	431,252	436,991	456,743	422,816	497,877	
Finance Dept	1,098,320	1,285,192	1,316,010	1,245,153	1,297,790	-1.4%
Community Development Dept	2,205,355	2,275,969	2,518,696	2,365,356	2,497,663	-0.8%
Building & Code Enforcement	1,511,555	1,568,375	1,687,257	1,606,366	1,710,533	
Planning & Zoning	491,018	483,250	496,534	497,883	483,744	
Economic Development	202,783	224,344	334,905	261,107	303,386	
Public Works Dept	10,971,741	11,705,150	12,250,716	11,243,756	12,583,861	2.7%
Public Works Administration	3,523,625	3,375,396	3,600,852	3,519,374	3,560,411	
Engineering	830,310	807,105	909,817	786,737	814,940	
GIS	241,796	279,727	254,990	254,250	263,650	
Street Maintenance	4,667,409	3,580,798	3,542,769	3,240,670	3,642,496	
Facilities / Grounds Maintenance	-	2,200,170	2,196,982	2,013,489	2,598,154	
Vehicle Maintenance	1,708,600	1,461,953	1,745,306	1,429,236	1,704,210	
Police Dept	20,059,121	20,758,596	22,684,994	21,257,275	23,135,495	2.0%
Police Administration	551,338	573,167	599,447	447,750	560,388	
Uniformed Patrol	12,804,292	13,236,072	14,190,516	13,564,236	14,629,722	
Criminal Investigation	3,472,503	3,536,327	4,025,810	3,666,309	4,104,287	
Support Services	3,230,988	3,413,030	3,869,221	3,578,980	3,841,098	
Emergency Management Agency	101,673	102,980	161,274	154,858	160,306	-0.6%
Fire Dept	18,458,686	19,935,748	18,819,975	19,257,692	20,487,653	8.9%
Fire Administration	1,162,480	1,204,482	1,278,122	1,257,212	1,329,632	
Emergency Services	16,669,887	18,229,056	16,985,463	17,453,906	18,531,838	
Fire Prevention	626,319	502,211	556,390	546,574	626,183	
Police & Fire Commission	30,303	46,155	74,100	74,728	51,500	-30.5%
Overhead Expenditures	10,352,930	2,788,745	1,487,230	1,312,588	2,907,170	95.5%
<b>Total Expenditures</b>	<b>66,755,129</b>	<b>62,573,166</b>	<b>63,522,272</b>	<b>60,982,691</b>	<b>67,589,330</b>	6.4%
Less Transfers	9,201,298	3,887,363	2,433,051	2,459,888	4,314,857	
<b>Total Operating Expenditures</b>	<b>57,553,831</b>	<b>58,685,803</b>	<b>61,089,221</b>	<b>58,522,803</b>	<b>63,274,473</b>	3.6%



**2017 Budget**  
**ELECTED OFFICE**

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**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.

	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Salaries	179,209	193,390	218,273	247,896	238,438	256,513
Benefits	161,393	162,344	172,675	191,963	186,333	187,152
Contractual Services	219,212	202,626	187,335	219,617	217,937	222,349
Commodities	8,494	4,241	4,083	14,518	12,668	13,518
Capital Outlay	243	7,874	-	-	-	-
<b>Total</b>	<b>568,550</b>	<b>570,475</b>	<b>582,366</b>	<b>673,994</b>	<b>655,376</b>	<b>679,532</b>

**Department Overview**

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

*Legislative*

**Division Overview**

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

**Performance Measures**

Service	Metric	Actual 2014	Actual 2015	Projected 2016
City Council Meetings	Meetings Held	26	27	28
	Attendance Percentage at Council Meetings	97%	97%	97%
City Ordinances	Ordinances Proposed	107	79	80
	Ordinances Adopted	107	79	80
	Percentage of Ordinances & Amendments Adopted	100%	100%	100%

## 2017 Budget

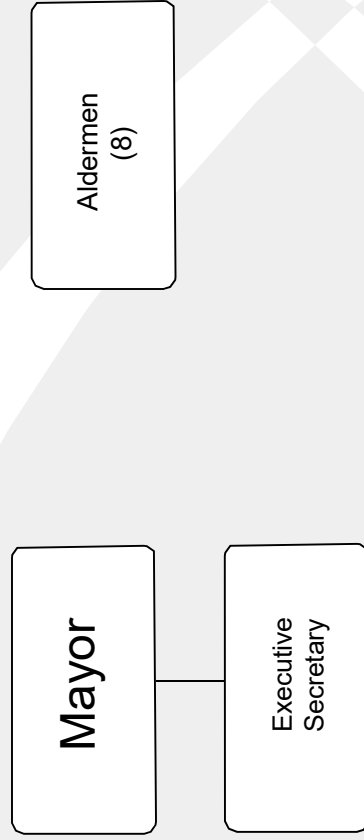
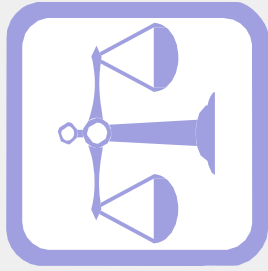
# ELECTED OFFICE

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### 2017 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



**2017 Budget**  
**ELECTED OFFICE -**  
**LEGISLATIVE**

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**PERSONNEL EXHIBIT**

Department: Elected Office		Div: Legislative		Div. No: 10 - 110
Title	Authorized Positions			
	2015 Authorized	2016 Budget	2017 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.

# 100-10-110 - Legislative 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	105,704	105,615	102,462	109,471
		105,704	105,615	102,462	109,471
<b>Taxes and Benefits</b>					
5200	FICA Contribution	8,456	9,371	8,596	9,666
5205	IMRF Contribution	9,010	8,923	8,505	9,104
5220	PPO Insurance Contribution	83,048	89,866	89,282	91,117
5225	HMO Insurance Contribution	7,191	-	-	-
5230	Dental Insurance Contribution	4,399	4,195	4,198	4,216
5235	Life Insurance Contribution	76	76	76	76
5240	Workers Compensation	340	544	251	256
5245	Unemployment Compensation	104	72	72	40
5260	RHS Plan Payout	4,498	2,350	4,500	4,500
		117,122	115,397	115,480	118,975
<b>Other Employee Costs</b>					
5300	Mayoral Expenses	2,400	2,400	2,400	2,400 *
5305	Aldermanic Expenses	14,400	14,400	14,400	14,400 *
5310	Membership Dues	40,382	36,850	36,850	37,850 *
5320	Conferences	1,350	1,250	1,250	1,250 *
5335	Travel Expenses	-	1,000	750	1,000 *
		58,532	55,900	55,650	56,900
<b>Insurance</b>					
5515	Life Insurance Premiums	259	288	384	544 *
5535	Property & Liability Insurance	2,036	2,343	2,343	2,290
		2,295	2,631	2,727	2,834
<b>Contractual Services</b>					
6000	Professional Services	84,895	110,000	110,000	110,000 *
6015	Communication Services	7,530	9,500	9,500	9,500 *
		92,425	119,500	119,500	119,500
<b>Other Services</b>					
6100	Publication of Notices	-	100	100	100
6110	Printing Services	479	2,500	1,750	2,500 *
6195	Miscellaneous Contractual Services	60	-	-	-
		539	2,600	1,850	2,600
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	-	100	100	100
6310	R&M Vehicles	-	100	100	100
		-	200	200	200
<b>Commodities</b>					
7000	Office Supplies	494	3,000	3,000	3,000
7120	Gasoline	-	250	250	250
7200	Other Supplies	347	150	150	150
7300	Uniforms	80	-	-	-
7310	Publications	25	1,000	1,000	1,000 *
7320	Equipment < \$5,000	720	500	500	500
		1,666	4,900	4,900	4,900
<b>Other Expenses</b>					
7500	Postage & Parcel	-	100	100	100
7550	Miscellaneous Expenses	232	4,500	4,500	4,500 *
		232	4,600	4,600	4,600
<b>Division Total: Legislative</b>		<b>378,515</b>	<b>411,343</b>	<b>407,369</b>	<b>419,980</b>

## 100-10-110 - Legislative 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5300 - Mayoral Expenses	Per City Code \$200 per Month	2,400
Account: 5305 - Aldermanic Expenses	Per City Code \$150 per Month per Alderman	14,400
Account: 5310 - Membership Dues	Chamber of Commerce	350
	CMAP	2,200
	Des Plaines Art Council	1,000
	IML	3,500
	Metro Mayors Caucus	2,200
	Northwest Municipal Conference	25,600
	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: 5515 - Life Insurance Premiums	Alderman & Mayor Life Insurance	544
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

**2017 Budget**  
**ELECTED OFFICE**

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*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 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**

<b>Service</b>	<b>Metric</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Projected 2016</b>
FOIA Requests	Requests Received	1,407	1,761	2,151
Notice of Legal Publication	Published Notices	48	40	34
BID / RFP Openings	Publicly held Openings	39	32	33
City Code Updates/Supplements	Supplements to the City Code	5	2	4
Welcome Packets	Distribution of Packets to New Residents	93+	144	280

## **2017 Budget**

### **ELECTED OFFICE**

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#### **2016 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. The Clerk's Office worked with the Cook County Clerk's Office in coordinating the Presidential election being held in November 2016.
2. In 2015, the City Clerk's Office processed 1,761 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.
3. 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 17.
4. 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.
5. Scanned minute books by an outside service from 1953 to 1973.

#### **2017 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.
3. Work with Cook County Clerk's Office and State Board of Elections to prepare for April 4, 2017 election of Mayor, Clerk and Alderman of Wards 1, 3, 5 and 7.



# City Clerk



City Clerk

Deputy City Clerk

Senior Clerk

**2017 Budget**  
**ELECTED OFFICE -**  
**CITY CLERK**

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**PERSONNEL EXHIBIT**

Department: Elected Office		Div: City Clerk		Div. No: 10 - 120	
Title	Authorized Positions			2017 Budget	
	2015 Authorized	2016 Budget	2017 Budget		
City Clerk *					
Executive Secretary	1.00	1.00	1.00	1.00	
Senior Clerk	1.00	1.00	1.00	1.00	
Total Full Time Equivalent (FTE) Employees:	2.00	2.00	2.00	2.00	

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

# 100-10-120 - City Clerk

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	112,569	142,281	135,976	147,042
		112,569	142,281	135,976	147,042
<b>Taxes and Benefits</b>					
5200	FICA Contribution	8,253	10,885	10,216	11,249
5205	IMRF Contribution	13,269	16,885	16,099	16,925
5220	PPO Insurance Contribution	28,865	45,759	35,271	29,569
5225	HMO Insurance Contribution	2,609	-	6,080	6,729
5230	Dental Insurance Contribution	1,999	2,210	2,563	3,075
5232	Vision Insurance Contribution	5	-	126	134
5235	Life Insurance Contribution	113	152	153	152
5240	Workers Compensation	340	611	281	294
5245	Unemployment Compensation	100	64	64	50
		55,553	76,566	70,853	68,177
<b>Other Employee Costs</b>					
5310	Membership Dues	445	350	480	350 *
5320	Conferences	612	1,500	1,000	3,000
5325	Training	505	500	500	500 *
5335	Travel Expenses	32	-	-	-
		1,594	2,350	1,980	3,850
<b>Insurance</b>					
5515	Life Insurance Premiums	32	32	32	64 *
5535	Property & Liability Insurance	903	627	627	700
		935	659	659	764
<b>Contractual Services</b>					
6000	Professional Services	11,904	15,000	15,000	15,000 *
6005	Legal Fees	8,542	-	-	-
6015	Communication Services	719	601	725	725 *
		21,166	15,601	15,725	15,725
<b>Other Services</b>					
6100	Publication of Notices	4,872	14,000	8,800	8,800
6105	Records Preservation	-	-	5,000	5,000
6110	Printing Services	236	500	100	500 *
6115	Licensing/Titles	-	-	70	-
6195	Miscellaneous Contractual Services	-	936	936	936 *
		5,108	15,436	14,906	15,236
<b>Repairs and Maintenance</b>					
6300	R&M Software	4,740	4,740	4,740	4,740 *
		4,740	4,740	4,740	4,740
<b>Commodities</b>					
7000	Office Supplies	1,098	2,500	1,500	2,000
7200	Other Supplies	335	368	368	368 *
7300	Uniforms	301	400	400	400
7310	Publications	-	1,000	250	500 *
7320	Equipment < \$5,000	303	500	500	500
		2,038	4,768	3,018	3,768
<b>Other Expenses</b>					
7500	Postage & Parcel	67	150	50	150
7550	Miscellaneous Expenses	80	100	100	100
		147	250	150	250
<b>Division Total: City Clerk</b>		<b>203,850</b>	<b>262,651</b>	<b>248,007</b>	<b>259,552</b>

# 100-10-120 - City Clerk

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	International Institute of Municipal Clerks	250
	Municipal Clerks of Illinois	100
Account: 5325 - Training	Municipal Clerk's Association North & Northwest	500
Account: 5515 - Life Insurance Premiums	City Clerk	64
Account: 6000 - Professional Services	Codification of the City Code	10,000
	One Time Increase in Codification Services	5,000
Account: 6015 - Communication Services	Cell Phone Service	725
Account: 6110 - Printing Services	Various Printing Items	500
Account: 6195 - Miscellaneous Contractual Services	Shredding Services	936
Account: 6300 - R&M Software	FOIA Software Maintenance	4,740
Account: 7200 - Other Supplies	Water Supply	368
Account: 7310 - Publications	State Statute, Notary	500

**2017 Budget**  
**CITY MANAGER**

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**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.

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
Salaries	1,153,045	1,230,804	1,303,124	1,366,056	1,366,461	1,541,667
Benefits	455,119	454,212	448,480	476,521	433,117	464,434
Contractual Services	1,378,396	1,120,428	1,215,664	1,593,651	1,504,074	1,630,326
Commodities	76,694	81,937	92,307	98,055	105,157	108,933
Capital Outlay	57,344	19,146	32,691	1,000	7,100	43,000
<b>Total</b>	<b>3,120,599</b>	<b>2,906,526</b>	<b>3,092,265</b>	<b>3,535,283</b>	<b>3,415,909</b>	<b>3,788,360</b>

**Department Overview**

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

*City Manager*

**Division Overview**

The primary responsibilities of the City Manager’s Office are to 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.

**2017 Budget**  
**CITY MANAGER**

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**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Projected 2016</b>
City Manager	Number of Citizen Action Requests	299	267	285
	Number of Periodic Updates	51	51	51
	Pages of Periodic Updates	2,064	1,550	1,500

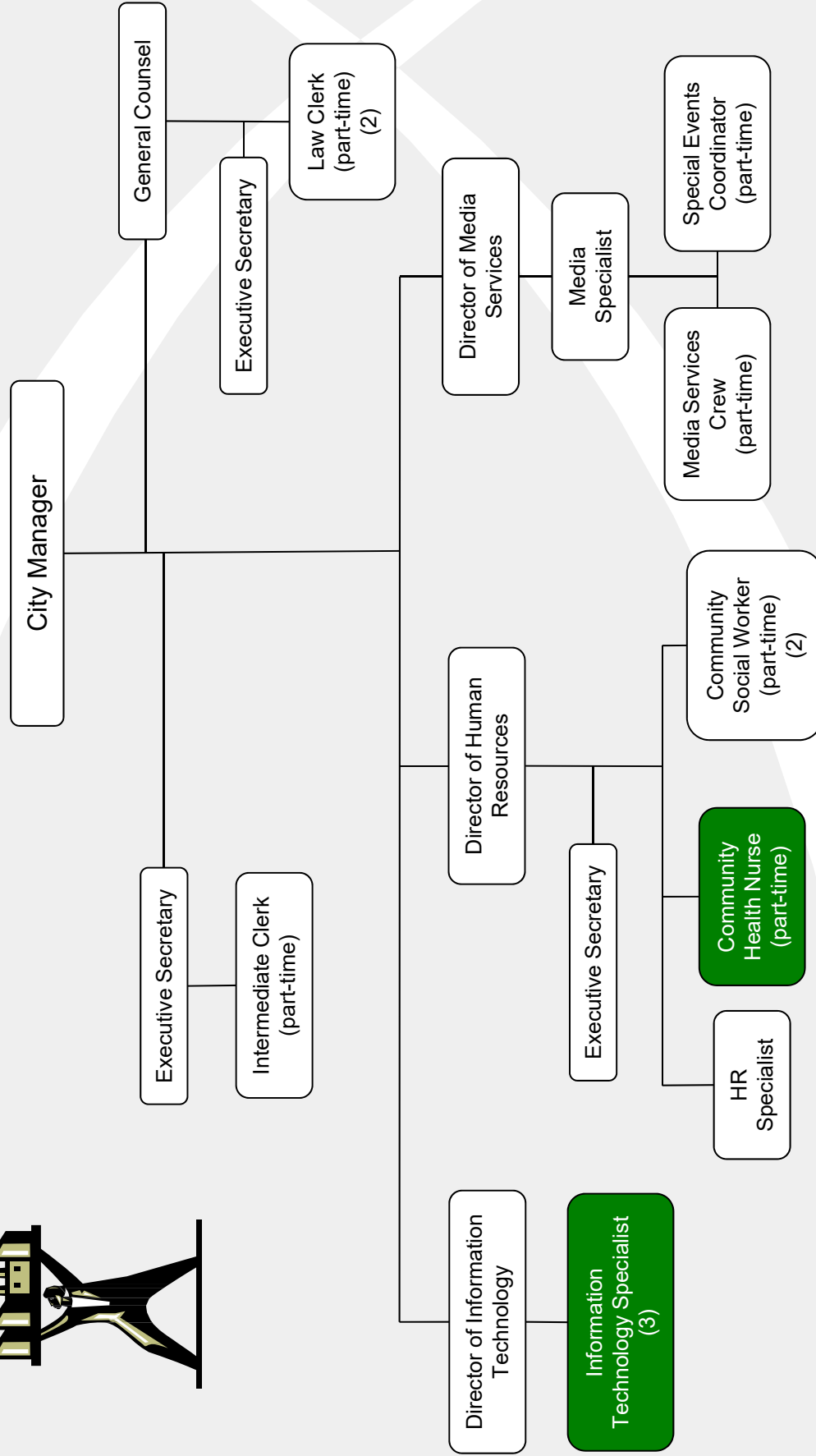
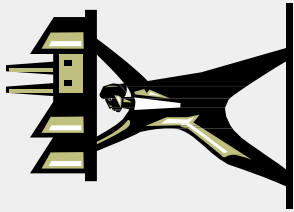
**2016 Major Accomplishments**

1. Completed City-wide Marketing and Branding effort.
2. Completed supplemental water supply project so that the City may receive water from the Northwest Water Commission thereby eventually reducing our overall water rate.
3. Implemented online business license renewal
4. Assisted City Council on the sale and development of City owned property in TIF #7

**2017 Goals and Objectives**

1. Create and implement a Downtown Restaurant District Assistance Grant.

# City Manager's Office



**2017 Budget**  
**CITY MANAGER**

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**PERSONNEL EXHIBIT**

Department: City Manager		Div: City Manager		Div. No: 20 - 210	
Title	Authorized Positions			2017 Budget	
	2015 Authorized	2016 Budget	2017 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	



# 100-20-210 - City Manager

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	241,252	234,662	233,895	267,553
5010	Temporary Wages	20,751	25,250	21,792	25,250
		262,004	259,912	255,687	292,803
<b>Taxes and Benefits</b>					
5200	FICA Contribution	16,583	17,048	18,207	17,740
5205	IMRF Contribution	30,124	29,074	28,979	32,107
5220	PPO Insurance Contribution	20,662	23,998	22,967	24,332
5225	HMO Insurance Contribution	14,066	14,042	13,096	13,723
5230	Dental Insurance Contribution	1,757	2,055	1,811	1,899
5232	Vision Insurance Contribution	8	-	212	225
5235	Life Insurance Contribution	184	184	185	184
5240	Workers Compensation	789	1,190	538	587
5245	Unemployment Compensation	324	154	154	90
5260	RHS Plan Payout	2,378	1,277	2,400	2,400
		86,874	89,022	88,549	93,287
<b>Other Employee Costs</b>					
5310	Membership Dues	1,748	4,400	4,400	4,400 *
5320	Conferences	2,568	1,500	1,500	1,500 *
5325	Training	25	1,000	750	1,000 *
5335	Travel Expenses	137	250	250	250 *
		4,478	7,150	6,900	7,150
<b>Insurance</b>					
5535	Property & Liability Insurance	2,300	1,622	1,622	1,660
		2,300	1,622	1,622	1,660
<b>Contractual Services</b>					
6000	Professional Services	-	32,500	5,000	27,500 *
6015	Communication Services	623	750	750	750 *
		623	33,250	5,750	28,250
<b>Other Services</b>					
6110	Printing Services	-	150	-	150 *
6195	Miscellaneous Contractual Services	110	1,000	-	1,000
		110	1,150	-	1,150
<b>Commodities</b>					
7000	Office Supplies	582	1,500	1,250	1,500 *
7200	Other Supplies	705	500	500	500
7300	Uniforms	160	500	300	500
7310	Publications	131	1,250	1,000	1,250 *
		1,578	3,750	3,050	3,750
<b>Other Expenses</b>					
7500	Postage & Parcel	-	150	100	150 *
7550	Miscellaneous Expenses	150	750	750	750 *
		150	900	850	900
<b>Division Total: City Manager</b>		<b>358,117</b>	<b>396,756</b>	<b>362,408</b>	<b>428,950</b>

# 100-20-210 - City Manager

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	II Municipal League	2,750
	Illinois City Managers Assoc (ILCMA)	350
	Illinois Metro Managers Assoc (IAMMA)	100
	International City Managers Assoc. (ICMA)	1,200
Account: 5320 - Conferences	Conference	1,500
Account: 5325 - Training	Professional Development/Certification	1,000
Account: 5335 - Travel Expenses	Parking, Tolls, Train, Tickets, Etc.	250
Account: 6000 - Professional Services	Marketing Efforts	10,000
	Strategic Planning	17,500
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

**2017 Budget**  
**CITY MANAGER**

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*Legal*

**Division Overview**

The primary responsibilities of the Legal Division are to render advice, issue opinion letters, prepare and negotiate contracts and agreements, 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 2014	Actual 2015	Projected 2016
Legal	Number of FOIA Reviews	1,096	1,706	1,900
	Number of Ordinances Prepared	103	79	80
	Number of Resolutions Prepared	219	203	185
	Number of Contracts/Agreements Prepared or Reviewed <sup>1</sup>	102	134	105

**2016 Major Accomplishments**

1. Negotiated and prepared agreements for the assemblage, conveyance, and redevelopment of the TIF 7 property.
2. Prepared agreements and approval ordinances for many large developments in City (Lexington Point, Colfax Crossing, Buckingham Place, Opus Ellinwood, Vetter at 10 W. Algonquin).
3. Represented City in disputes regarding construction contracts for both public projects and City-owned properties.
4. Assisted City with consolidation of E911 Call Answering and Dispatch Services pursuant to state law. Worked with Finance department to ensure that City received accurate distribution of statewide surcharge funds, resulting in an increase of guaranteed distributions of \$158,832 annually.

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

## 2017 Budget

# CITY MANAGER

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5. Assisted Engineering Department in second round of FEMA buyouts.
6. Prepared small cell wireless regulations adopted by the City Council for City Code.
7. Successfully obtained an agreed demolition order for 374 Lee Street (Polo Inn) property after extensive negotiations with bank that held mortgage on property.
8. Successfully negotiated a new comprehensive easement agreement related to the O'Hare Lakes property.
9. Initiated defense of the City in three new cases in Cook County Circuit Court seeking benefits under the Public Safety and Employee Benefits Act (PSEBA).
10. Continued 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.
11. Instituted and formalized escrow requirements to ensure reimbursement of City third party costs in processing and negotiating development proposals and related agreements and ordinances for private developments.

### 2017 Goals and Objectives

1. Work with City's purchasing manager to streamline bid/RFP preparation, bid/proposal solicitation, review of responses, and award of contracts.
2. Work with Community and Economic Development Department to successfully market, sell, and redevelop Lee and Prospect parcel with single family residential homes.
3. Assist in revitalization and redevelopment efforts of City owned and acquired properties within downtown, including the Des Plaines Theater.
4. Provide support to City Clerk in her capacity as Local Election Authority during Spring 2017 municipal elections.
5. 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.

**2017 Budget**  
**CITY MANAGER**

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6. 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.
7. 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.
8. 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.
9. 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.
10. Work with City Manager and Finance Director on analysis and other actions to ensure quality, accountability, and responsiveness with regard to insurance carrier representation of City and its staff and officials for covered claims.

**2017 Budget**  
**CITY MANAGER -**  
**LEGAL**

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**PERSONNEL EXHIBIT**

Department: City Manager		Div: Legal		Div. No: 20 - 220	
Title	Authorized Positions			2017 Budget	
	2015 Authorized	2016 Budget	2017 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	

# 100-20-220 - Legal

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	69,324	72,015	67,919	74,422
5010	Temporary Wages	14,572	30,000	19,910	30,000
		83,896	102,015	87,829	104,422
<b>Taxes and Benefits</b>					
5200	FICA Contribution	6,112	7,804	6,593	7,984
5205	IMRF Contribution	8,659	8,923	8,415	8,931
5220	PPO Insurance Contribution	19,975	20,677	19,786	20,965
5230	Dental Insurance Contribution	1,196	1,135	1,101	1,252
5232	Vision Insurance Contribution	5	-	126	134
5235	Life Insurance Contribution	76	76	79	76
5240	Workers Compensation	249	374	164	209
5245	Unemployment Compensation	100	48	48	20
5260	RHS Plan Payout	2,988	3,255	3,000	3,000
		39,359	42,292	39,312	42,571
<b>Other Employee Costs</b>					
5325	Training	-	250	200	250 *
		-	250	200	250
<b>Insurance</b>					
5535	Property & Liability Insurance	2,477	1,688	1,688	1,940
		2,477	1,688	1,688	1,940
<b>Contractual Services</b>					
6000	Professional Services	185	-	-	-
6005	Legal Fees	290,468	360,000	324,000	360,000 *
6009	Legal Fees - Admin Hearings/Prosecutions	48,341	58,500	57,500	58,500 *
6010	Legal Fees - Labor & Employment	115,430	150,000	145,812	150,000 *
		454,424	568,500	527,312	568,500
<b>Other Services</b>					
6110	Printing Services	20	-	-	-
6120	Recording Fees	1,898	8,400	2,572	8,400 *
6195	Miscellaneous Contractual Services	-	1,000	750	1,000 *
		1,918	9,400	3,322	9,400
<b>Commodities</b>					
7000	Office Supplies	296	750	650	750 *
7300	Uniforms	80	-	-	-
		376	750	650	750
<b>Other Expenses</b>					
7500	Postage & Parcel	180	250	250	250 *
		180	250	250	250
<b>Division Total: Legal</b>		<b>582,630</b>	<b>725,145</b>	<b>660,563</b>	<b>728,083</b>

# 100-20-220 - Legal

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5325 - Training	Clerical Training	250
Account: 6005 - Legal Fees	General Counsel Billings	222,000
	Outside 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 Matters	150,000
Account: 6120 - Recording Fees	Misc Recording of Documents	2,400
	Rear Yard Drainage	500
	Recording of Consent Agreements in Zoning Cases	4,000
	Recording of 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



**2017 Budget**  
**CITY MANAGER**

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*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 2014	Actual 2015	Projected 2016
Infrastructure Availability	Datacenter Uptime Peak Hours	98%	98%	98%
	Datacenter Uptime Non-Peak Hours	95%	96%	96%
Application Availability	Application Uptime Peak Hours	98%	98%	98%
	Application Uptime Non-Peak Hours	95%	95%	96%
Service / Incident Requests	Service / Incidents Requests Received	2350	2400	2425
	Service / Incidents Requests Completed	2300	2350	2375

**2016 Major Accomplishments**

1. Successfully completed the carry over implementation of 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.
2. Successfully installed the new Barracuda 995 backup server with an internally rated capacity of 72TB, ensuring the City's data is adequately being backed up, and is store both stored both locally (on premise) for faster data / file restore, and in the cloud for an additional layer of data protection.
3. Successfully installed the Nimble storage array with an additional 60TB of storage to meet the ever increasing demands placed on storage by the City's SQL databases, employee file / data volumes, and longer data retention time.

**2017 Budget**  
**CITY MANAGER**

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4. Successful implementation of Laserfiche Avante, an upgrade to the previous Laserfiche application, allowing for license scalability, advancements in workflow processes, electronic form creation, in addition to web access.
5. With the new Nimble storage array implementation completed, successfully migrated the Fire Department's employee files / data from an existing legacy server to the new Nimble storage array. The legacy server has since been decommissioned, and power and server rack space have been reclaimed

**2017 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 build on the current video camera systems by extending video camera security / coverage to the City's Fire Stations and identified Public Works buildings.
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.

**2017 Budget**  
**CITY MANAGER -**  
**INFORMATION TECHNOLOGY**

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**PERSONNEL EXHIBIT**

Department: City Manager Div: Information Technology Div. No: 20 - 230			
Title	Authorized Positions		
	2015 Authorized	2016 Budget	2017 Budget
Director of Information Technology	1.00	1.00	1.00
Information Technology Specialist	3.00	3.00	3.00
Temporary Scanner	0.00	0.50	0.50
Total Full Time Equivalent (FTE) Employees:	4.00	4.50	4.50

# 100-20-230 - Information Technology

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	363,502	375,925	354,504	379,503
5010	Temporary Wages	11,667	21,000	13,219	26,000
5020	Overtime - Non Supervisory	24,650	16,000	12,975	16,000
		399,818	412,925	380,698	421,503
<b>Taxes and Benefits</b>					
5200	FICA Contribution	29,589	31,008	28,499	31,308
5205	IMRF Contribution	46,904	48,576	45,538	47,459
5220	PPO Insurance Contribution	46,366	47,996	45,929	48,664
5225	HMO Insurance Contribution	14,068	14,042	13,095	13,723
5230	Dental Insurance Contribution	3,446	3,523	3,476	3,646
5235	Life Insurance Contribution	335	336	337	336
5240	Workers Compensation	1,169	1,907	762	843
5245	Unemployment Compensation	396	248	248	130
5260	RHS Plan Payout	3,114	2,289	3,100	3,100
		145,385	149,925	140,984	149,209
<b>Other Employee Costs</b>					
5310	Membership Dues	114	100	115	115 *
5320	Conferences	-	1,500	-	-
5325	Training	13,846	15,000	15,000	15,000
5335	Travel Expenses	-	400	-	400
		13,960	17,000	15,115	15,515
<b>Insurance</b>					
5535	Property & Liability Insurance	2,216	3,362	3,362	3,460
		2,216	3,362	3,362	3,460
<b>Contractual Services</b>					
6000	Professional Services	18,199	35,000	35,000	30,000 *
6015	Communication Services	33,631	34,604	34,604	25,906 *
		51,830	69,604	69,604	55,906
<b>Other Services</b>					
6105	Records Preservation	1,204	-	-	-
6110	Printing Services	34,165	30,000	30,000	30,000 *
6195	Miscellaneous Contractual Services	478	848	848	848 *
		35,847	30,848	30,848	30,848
<b>Repairs and Maintenance</b>					
6300	R&M Software	197,067	245,797	240,000	253,642 *
6305	R&M Equipment	24,032	101,299	101,299	105,442 *
		221,098	347,096	341,299	359,084
<b>Commodities</b>					
7000	Office Supplies	150	1,000	1,000	1,000 *
7005	Printer Supplies	12,323	20,000	20,000	20,000 *
7035	Supplies - Equipment R&M	2,301	1,500	1,500	1,500 *
7200	Other Supplies	600	-	1,015	-
7300	Uniforms	320	-	-	-
7320	Equipment < \$5,000	22,269	13,650	15,000	13,650 *
		37,963	36,150	38,515	36,150
<b>Other Expenses</b>					
7500	Postage & Parcel	1,446	300	200	300 *
7550	Miscellaneous Expenses	30	-	50	-
		1,476	300	250	300
<b>Capital Outlay</b>					
8000	Computer Software	34	-	-	-

# 100-20-230 - Information Technology

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Capital Outlay</b>					
8005	Computer Hardware	12,827	-	5,800	-
8010	Furniture & Fixtures	972	-	300	20,000 *
		13,833	-	6,100	20,000
<b>Division Total: Information Technology</b>		<b>923,426</b>	<b>1,067,210</b>	<b>1,026,775</b>	<b>1,091,975</b>

# 100-20-230 - Information Technology

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total	
Account: 5310 - Membership Dues	Amazon Prime Membership	115	
Account: 6000 - Professional Services	Firewall/ Security/ Datacenter	10,000	
	Logos FIN/ HR/ CED/ PW	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 Wlreless - IT Department	456	
	WOW Business ISP (Email)	1,050	
	Account: 6110 - Printing Services	Page Per Copy Fee (City Wide)	30,000
Account: 6195 - Miscellaneous Contractual Services	SSL Certificate - eportal (tickets/water bills)	150	
	SSL Certificate - eSuite	199	
	SSL Certificate - srid1 (federated AD for GIS)	150	
	SSL Certificate - TMA	199	
	SSL Certificate - wmail (web email)	150	
Account: 6300 - R&M Software	Cisco CCX 9.0 Upgrade - 4.0 to 9.0 STD	412	
	Cisco Migration to UC Manager Enhanced	3,603	
	Cisco Migration Unity 4.x or Later	2,617	
	Cisco Prime Infrastructure Support / Upgrade - Assurance	2,004	
	Cisco Prime Infrastructure Support / Upgrade - Lifecycle	1,530	
	Cisco Support + Upgrade MSE Virtual Appliance	3,850	
	Cisco UC Virtual Foundation Three Year - 1 server	425	
	Cisco UCS VIC 1240 modular LOM for M# Blades	374	
	Crush File Transfer Protocal (FTP)	1,000	
	Laserfiche Server & User Licenses	9,470	
	MS Enterprise Agreement Core Cal, Server, SQL	80,000	
	Netmotion	7,500	
	Radmin Viewer	2,500	
	Tyler Technologies FM/HR/BA/eSuite	126,757	
	VMWare Hosts and Server	11,600	
	Account: 6305 - R&M Equipment	Avetech - Temperature Monitoring	40
		Barracuda 995 Backup Updates / Instant Replacement	62,000
		Barracuda Archiver Updates / Instant Replacement	7,000
		Barracuda Spamfilter Update / Instant Replacement	2,500
Cisco Smartnet - 2504 Wireless Controller		260	
Cisco Smartnet - 5508 Wireless Controller		6,161	
Cisco Smartnet - B200M3 Blade Servers		1,500	
Cisco Smartnet - Blade Server Chassis		70	
Cisco Smartnet - Nexus 6001		2,675	
Cisco Smartnet - UCS Fabric Interconnect		1,136	
Data Center Server Maintenance (SMS)		1,500	
General Fax & Copier Repairs		1,600	
Nimble Storage		6,500	
Palo Alto - Threat Prevention Subscription		2,750	
Palo Alto Premium Support		4,250	
Palo Alto URL Filtering Subscription		2,750	
Palo Alto WildFire Subscription		2,750	

# 100-20-230 - Information Technology

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
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	Cisco Polycom Phone	1,250
	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
Account: 7500 - Postage & Parcel	Parts Returns Etc.	300
Account: 8010 - Furniture & Fixtures	IT Department Furniture	20,000

**2017 Budget**  
**CITY MANAGER**

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*Media Services*

**Division Overview**

The Media Services division consists of the Director, Media Specialist, and part-time, professionally trained employees. The Division is responsible for all external communications on behalf of the City with a supporting role for internal communications. The Division is responsible for identifying and leveraging new media trends, communication enhancements, and maintaining the integrity of the City’s Public Relations efforts. The Director and Media Specialist manage the City’s “Brand” and related collateral materials, identifies opportunities for co-marketing, and is responsible for the maintenance of specialized audio, video, and digital 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 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, e-mail lists, City publications, the City’s electronic sign, public signage and additional marketing tools.

The Media Services division maintains a production studio on the 4th floor of City Hall, which is directly managed by the Media Specialist. The goal is to provide for televised public programs, announcements, and employee training videos when needed. The Director of Media Services plays a key role in the City’s Emergency Response Plan, serving as a 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**

<b>Service</b>	<b>Metric</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Projected 2016</b>
Publications	Publications Produced	4	5	5
Media Releases	Media Releases Issued	153	58	40
Meeting Broadcasts	Meetings Broadcasted	32	31	35
	Percent Broadcasted	100%	100%	100%
Public Service Programs	PSAs, Employee Training, Events	25	22	50
	Percent Broadcasted	100%	100%	100%
City Website	Website Hits	515,612	929,436	1,161,048



**2017 Budget**  
**CITY MANAGER**

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**2016 Major Accomplishments**

1. In 2016, the Media Services division, assisted by the part-time Events Coordinator, successfully coordinated two major community events: the 2016 Taste of Des Plaines and a 10-Week live entertainment series, Friday Nights Live!, in Metropolitan Square. Both events required working quickly and efficiently in a short timeframe, and both events were initiated to support two of the five 2016 Budget Goals: 1) Investing to stimulate economic vitality (events showcased and utilized Des Plaines businesses) and 2) creating opportunities to increase community pride and well-being (the family-friendly events provided live entertainment, activities, and were open to the public at no cost).
2. In 2016, Media Services expanded the frequency of outreach efforts to leverage 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. We were able to highlight “Top 10 Family Activities,” History Center Coffee Talks, Police and Fire Services, the 2016 Taste of Des Plaines, and the Library’s “2016 Battle of the Bands.”

**2017 Goals and Objectives**

1. To expand the City’s print and electronic communications for the purpose of realizing outcomes that reflect the community in a positive light.
2. To improve the reach of existing communications tools, including the [www.desplaines.org](http://www.desplaines.org) website, cable television programming, social media outreach, public service announcements and the Des Plaines @ Your Service video program.
3. To assist all departments with electronic communications and print materials in a professional manner that is consistent in appearance and content.

**2017 Budget**  
**CITY MANAGER -**  
**MEDIA SERVICES**

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**PERSONNEL EXHIBIT**

Department: City Manager		Div: Media Services		Div. No: 20 - 240	
Title	Authorized Positions				
	2015 Authorized	2016 Budget	2017 Budget		
Director of Media Services	1.00	1.00	1.00		
Media Specialist	1.00	1.00	1.00		
Special Events Coordinator*	0.00	0.00	0.50		
Intern	0.25	0.25	0.25		
Temporary**	<u>0.00</u>	<u>0.00</u>	<u>2.50</u>		
Total Full Time Equivalent (FTE) Employees:	2.25	2.25	5.25		

\*The Special Events Coordinator is a new position for the 2017 Budget.

\*\*In 2016 the Media Services crew changed classifications from independent contractors to temporary employees.

# 100-20-240 - Media Services

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	156,453	158,179	156,216	168,854
5010	Temporary Wages	4,224	4,900	87,896	125,000
5020	Overtime - Non Supervisory	452	2,000	846	2,000
5040	Overtime - Temporary	-	-	3,000	-
		161,130	165,079	247,958	295,854
<b>Taxes and Benefits</b>					
5200	FICA Contribution	12,118	12,676	15,672	22,676
5205	IMRF Contribution	19,592	19,849	19,053	20,502
5220	PPO Insurance Contribution	21,359	23,998	22,970	24,332
5225	HMO Insurance Contribution	6,898	6,885	6,422	6,729
5230	Dental Insurance Contribution	1,546	1,816	1,579	1,601
5232	Vision Insurance Contribution	6	-	169	180
5235	Life Insurance Contribution	184	184	185	184
5240	Workers Compensation	475	799	497	594
5245	Unemployment Compensation	240	116	116	60
		62,418	66,323	66,663	76,858
<b>Other Employee Costs</b>					
5310	Membership Dues	5,615	3,890	5,816	5,461 *
5320	Conferences	1,197	1,500	1,500	1,500 *
5325	Training	543	1,500	1,500	1,500 *
5335	Travel Expenses	38	180	180	180
		7,394	7,070	8,996	8,641
<b>Insurance</b>					
5535	Property & Liability Insurance	2,283	1,788	1,788	1,780
		2,283	1,788	1,788	1,780
<b>Contractual Services</b>					
6000	Professional Services	1,944	60,000	15,000	45,000
6015	Communication Services	1,285	2,800	2,800	2,800 *
		3,230	62,800	17,800	47,800
<b>Other Services</b>					
6100	Publication of Notices	144	200	200	200 *
6108	Public Relations & Communications	3,788	10,000	10,212	10,000 *
6110	Printing Services	34,219	32,000	36,352	32,000 *
6195	Miscellaneous Contractual Services	64,006	53,408	38,828	34,644 *
		102,157	95,608	85,592	76,844
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	-	500	500	7,500 *
		-	500	500	7,500
<b>Commodities</b>					
7000	Office Supplies	563	450	1,000	450 *
7035	Supplies - Equipment R&M	19	-	500	-
7200	Other Supplies	1,960	2,000	6,412	2,000 *
7300	Uniforms	808	250	250	250 *
7310	Publications	1,005	800	800	800 *
7320	Equipment < \$5,000	1,213	3,500	3,500	5,000 *
		5,569	7,000	12,462	8,500
<b>Other Expenses</b>					
7500	Postage & Parcel	24,717	25,930	31,430	33,258 *
7550	Miscellaneous Expenses	8,968	10,000	10,000	10,000 *
		33,685	35,930	41,430	43,258

## 100-20-240 - Media Services 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Capital Outlay</b>					
8000	Computer Software	469	1,000	1,000	1,000
8010	Furniture & Fixtures	1,723	-	-	2,400 *
8015	Equipment	16,666	-	-	19,600 *
		18,858	1,000	1,000	23,000
<b>Division Total: Media Services</b>		<b>396,722</b>	<b>443,098</b>	<b>484,189</b>	<b>590,035</b>

# 100-20-240 - Media Services

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Amazon Prime	99
	American Society of Composers, Authors and Publishers	669
	Broadcast Music, Inc	602
	City/County Communications & Marketing Assn (3CMA)	390
	Illinois National Association of Telecommunications Officers	75
	iStock Images	480
	National Association of Telecommunications Officers	1,960
	Sam's Club Direct	15
	SESAC, Inc	1,171
Account: 5320 - Conferences	National NATOA Conference	1,500
Account: 5325 - Training	Photography & Software Training	1,000
	Professional Training & Events	500
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	2015 Curbside Calendar	9,500
	Des Plaines Digest Printer	20,000
	Informational Brochures	2,500
Account: 6195 - Miscellaneous Contractual Services	Adobe Creative Cloud	815
	AppleCare Professional Video Support	639
	Des Plaines @ Your Service Production	5,000
	Leightronix Total Info Fees	995
	Website (Hosting and Support)	20,000
	Webstreaming Services	7,195
Account: 6305 - R&M Equipment	Media Services Control Room Head-End Engineering Services	7,000
	Repair & Maintenance of Media Equipment	500
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 < \$5,000	Digital Camera for Still Photography	1,500
	Miscellaneous Equipment	3,500
Account: 7500 - Postage & Parcel	2015 Curbside Calendar Postage	9,500
	Des Plaines Digest Postage	23,608
	Miscellaneous Shipping for Repair, Postage, Etc.	150
Account: 7550 - Miscellaneous Expenses	Miscellaneous Marketing	10,000
Account: 8010 - Furniture & Fixtures	Media Services Editing Room Furniture	2,400
Account: 8015 - Equipment	Mac Pro Edit System	9,600
	Video Camera	10,000

**2017 Budget**  
**CITY MANAGER**

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*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 employee.

**Performance Measures**

Service	Metric	Actual 2014	Actual 2015	Projected 2016
Staffing, Recruitment & Placement	Internal & External Full Time Job Postings	25	24	25
	Applications Received (Not including Police & Fire)	600	1000	600
	Full time positions filled externally (Including Police & Fire)	25	24	25
Personnel	Retirement Rate	1.5%	3.2%	3.2%
	Union Percentage	84%	85%	85%

**2016 Major Accomplishments**

1. Implemented a changeover to a new web based insurance enrollment vendor.
2. Achieved over 65% employee participation in the City's new wellness program.

**2017 Goals and Objectives**

1. Update outdated sections of Personnel Policies
2. Negotiate successor agreements with Municipal Employees City Coordinating Association of Des Plaines (MECCA), the American Federation of State, County, and Municipal Employees (AFSCME), Metropolitan Association of Police Officers Local #240 & #241 and the International Association of Firefighters Local #4811.

**2017 Budget**  
**CITY MANAGER -**  
**HUMAN RESOURCES**

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**PERSONNEL EXHIBIT**

Department: City Manager		Div: Human Resources		Div. No: 20 - 250	
Title	Authorized Positions			2017 Budget	
	2015 Authorized	2016 Budget	2017 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	

# 100-20-250 - Human Resources

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	240,955	263,788	252,026	274,802
5020	Overtime - Non Supervisory	120	-	-	-
		241,075	263,788	252,026	274,802
<b>Taxes and Benefits</b>					
5200	FICA Contribution	18,272	20,181	19,204	20,832
5205	IMRF Contribution	30,105	32,684	31,226	32,977
5220	PPO Insurance Contribution	20,981	23,092	18,260	16,126
5230	Dental Insurance Contribution	939	1,044	954	1,022
5232	Vision Insurance Contribution	3	-	117	138
5235	Life Insurance Contribution	241	260	270	260
5240	Workers Compensation	685	1,340	462	551
5245	Unemployment Compensation	340	176	176	80
5260	RHS Plan Payout	789	-	800	800
		72,356	78,777	71,469	72,786
<b>Other Employee Costs</b>					
5310	Membership Dues	4,092	3,129	2,200	729 *
5315	Tuition Reimbursements	12,334	25,000	18,500	20,000 *
5320	Conferences	698	1,500	1,000	1,500 *
5325	Training	1,661	2,000	2,000	4,000 *
5335	Travel Expenses	-	1,500	500	1,500 *
5340	Pre-Employment Exams	13,737	14,000	12,500	14,000 *
5345	Post-Employment Exams	75	1,500	1,000	1,500 *
		32,598	48,629	37,700	43,229
<b>Insurance</b>					
5530	Employee Assistance Program	6,510	6,864	6,864	7,000 *
5535	Property & Liability Insurance	1,210	1,798	1,798	1,798
		7,720	8,662	8,662	8,798
<b>Contractual Services</b>					
6000	Professional Services	27,567	30,000	70,000	25,000 *
6010	Legal Fees - Labor & Employment	-	-	800	-
6015	Communication Services	502	1,100	800	800 *
		28,069	31,100	71,600	25,800
<b>Other Services</b>					
6100	Publication of Notices	2,498	5,000	5,500	5,500 *
6110	Printing Services	386	250	651	250 *
6195	Miscellaneous Contractual Services	1,259	400	400	1,500 *
		4,142	5,650	6,551	7,250
<b>Repairs and Maintenance</b>					
6300	R&M Software	-	-	6,500	7,000
		-	-	6,500	7,000
<b>Commodities</b>					
7000	Office Supplies	857	1,700	1,750	4,500 *
7200	Other Supplies	2,375	1,200	1,200	1,200 *
7300	Uniforms	240	400	400	400 *
7310	Publications	560	850	-	850 *
7320	Equipment < \$5,000	33	500	-	2,800 *
		4,065	4,650	3,350	9,750
<b>Other Expenses</b>					
7500	Postage & Parcel	67	50	50	50 *
7525	Meals	-	25	-	25 *



# 100-20-250 - Human Resources

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Other Expenses</b>					
7550	Miscellaneous Expenses	4,286	5,000	1,250	1,950 *
		4,353	5,075	1,300	2,025
<b>Division Total: Human Resources</b>		<b>394,379</b>	<b>446,331</b>	<b>459,158</b>	<b>451,440</b>

# 100-20-250 - Human Resources

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	IL City/County Management Association	154
	National Public Employer Labor Relations Assoc. (NPELRA)	190
	Sam's Club Direct	15
	Society Human Resource Professionals (SHRM) (2)	370
Account: 5315 - Tuition Reimbursements	City-Wide Employee Program	20,000
Account: 5320 - Conferences	Conferences	1,500
Account: 5325 - Training	Employee Training	4,000
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 Testing	1,500
Account: 5530 - Employee Assistance Program	EAP-Perspectives	7,000
Account: 6000 - Professional Services	Labor Relations Assistance	2,500
	Organization Training	2,500
	Recruitment Assistance	20,000
Account: 6015 - Communication Services	Phone Expense	800
Account: 6100 - Publication of Notices	Recruitment Advertisements	5,500
Account: 6110 - Printing Services	Printing & Lamination of City Vehicle Insurance Cards	250
Account: 6195 - Miscellaneous Contractual Services	Public Salary Website - City Tech USA	1,500
Account: 7000 - Office Supplies	Centralizing Personnel Records	2,800
	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	2,800
Account: 7500 - Postage & Parcel	Special Mailings	50
Account: 7525 - Meals	Meals	25
Account: 7550 - Miscellaneous Expenses	Public Employee Recognition Program	1,950

**2017 Budget**  
**CITY MANAGER**

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*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 connecting 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: providing 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 an emergency or a public health event and provide First Aid at community events; coordinating the review process for grant funding from the City’s social service agency funding account; providing consultation to private schools; providing assistance and serving as a City liaison to various community groups; and attending multiple community fairs and events: providing monthly health screenings (blood pressures, cholesterol, etc.) at several community sites.

**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Projected 2016</b>
Services	Number of Service Calls Received	2,000	2,300	2,500
	Number of CARS Requests	30	27	10
	Number of Individual Taxi Rides	12,619	12,320	12,500
	Number of Handicap Placards Issued	23	14	16
	Number of Emergency Assistance	26	34	55
	Number of Home Visits	73	101	105
	Number of Access to Care Applications	6	11	10
	Number of Benefit Access Applications (began in 2014)	27	27	27
Health Screenings	Number of Blood Pressure Screenings	1020	892	900
	Number of Cholesterol Screenings	56	48	50
	Number of Glucose Screenings	29	32	35

**2017 Budget**  
**CITY MANAGER**

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**2016 Major Accomplishments**

1. In addition to the traditional community outreach conducted by Health and Human Services (HHS) throughout the year, the following new outreach efforts were achieved. HHS coordinated bi-monthly outreach services by CEDA's Family Support and Community Engagement Services at City Hall to link Residents with CEDA's financial assistance programs and resources. HHS also coordinated monthly outreach by Open Communities, a housing advocacy agency, to provide housing counseling and resources at City Hall. HHS staff became certified as Take Charge of Your Health facilitators and ran two six week workshops to empower individuals with ongoing health conditions to manage their own care and improve their quality of life. HHS staff also coordinated two new resource fairs for community residents: one in conjunction with the National Alliance of Mental Illness' "NAMI Reads" program by inviting local mental health providers to promote their programs and coordinated a community resource fair at District 62's Early Childhood Center.
2. In March, Health and Human Services was nominated for the 2016 Inspire Award, which is presented annually to a community organization who exemplifies the values that inspire the hospital's community outreach, as well as recognizes inspirational leadership that advances the well-being of the community.

**2017 Goals and Objectives**

1. HHS will pursue a new program for disposal of expired/excess medications for residents and employees that would provide additional opportunities to dispose of medications.
2. HHS will expand two new outreach opportunities to improve the health and wellness of Des Plaines residents.

**2017 Budget**  
**CITY MANAGER -**  
**HEALTH & HUMAN SERVICES**

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**PERSONNEL EXHIBIT**

Department: City Manager    Div: Health & Human Services    Div. No: 20 - 260			
Title	Authorized Positions		
	2015 Authorized	2016 Budget	2017 Budget
Community Health Nurse	0.75	0.75	0.75
Community Social Workers (2PT)	1.00	1.00	1.00
Intern	0.25	0.25	0.25
Total Full Time Equivalent (FTE) Employees:	2.00	2.00	2.00

# 100-20-260 - Health & Human Services

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	151,583	157,337	139,933	147,283
5010	Temporary Wages	3,617	5,000	2,330	5,000
		155,200	162,337	142,263	152,283
<b>Taxes and Benefits</b>					
5200	FICA Contribution	11,708	12,417	10,909	11,694
5205	IMRF Contribution	18,008	19,495	14,846	17,673
5220	PPO Insurance Contribution	11,170	16,596	-	-
5230	Dental Insurance Contribution	465	695	-	-
5235	Life Insurance Contribution	57	76	-	-
5240	Workers Compensation	455	795	277	306
5245	Unemployment Compensation	224	108	108	50
		42,087	50,182	26,140	29,723
<b>Other Employee Costs</b>					
5310	Membership Dues	430	845	878	965 *
5325	Training	754	2,000	2,215	2,000 *
5335	Travel Expenses	-	50	50	50 *
		1,184	2,895	3,143	3,015
<b>Insurance</b>					
5535	Property & Liability Insurance	2,486	1,209	1,209	1,220
5550	Excess Insurance	108	108	109	109 *
		2,594	1,317	1,318	1,329
<b>Contractual Services</b>					
6015	Communication Services	964	1,155	1,291	1,300 *
		964	1,155	1,291	1,300
<b>Other Services</b>					
6110	Printing Services	3,148	3,345	3,345	3,345 *
6115	Licensing/Titles	212	62	82	232 *
6195	Miscellaneous Contractual Services	90	100	94	1,300 *
		3,450	3,507	3,521	4,877
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	15	50	90	50 *
6310	R&M Vehicles	5	-	-	-
		20	50	90	50
<b>Subsidies and Incentives</b>					
6530	Subsidy - Community Outreach	3,009	2,500	12,500	12,500 *
6535	Subsidy - Youth Commission	12,296	12,000	12,000	12,000 *
6540	Subsidy - Senior Center	87,500	87,500	87,500	87,500 *
6545	Subsidy - Social Service Agency	90,000	90,000	90,000	150,000 *
6550	Subsidy - Senior Citizen Cab Service	35,773	40,000	40,000	40,000 *
		228,578	232,000	242,000	302,000
<b>Commodities</b>					
7000	Office Supplies	662	1,000	1,000	1,000 *
7200	Other Supplies	1,537	1,500	1,500	1,500 *
7300	Uniforms	468	300	300	300 *
7310	Publications	55	225	225	225 *
7320	Equipment < \$5,000	191	250	-	250 *
		2,913	3,275	3,025	3,275

# 100-20-260 - Health & Human Services

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Other Expenses</b>					
7500	Postage & Parcel	-	25	25	25 *
		-	25	25	25
<b>Division Total: Health &amp; Human Services</b>		<b>436,991</b>	<b>456,743</b>	<b>422,816</b>	<b>497,877</b>

# 100-20-260 - Health & Human Services

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Amer. Society on Aging - Nurse and Social Worker	500
	National Assoc. of Social Workers (2) CSWs	450
	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	109
Account: 6015 - Communication Services	Cell Phone Service (CHN)	746
	Phone Stipend (\$23.06) for (2) CSWs	554
Account: 6110 - Printing Services	Blood Pressure Cards	240
	Business Cards	60
	Community Resource Directories	1,800
	Memo Pads	100
	Placards	145
	Taxi Cab Vouchers	1,000
Account: 6115 - Licensing/Titles	CHN's Cholesterol Licensure	150
	CSW's LCSW Licensure	82
Account: 6195 - Miscellaneous Contractual Services	Disposal of Cholesterol Medwaste	100
	Disposal of Resident Medication	1,200
Account: 6305 - R&M Equipment	R&M- Maintenance/Replacement of BP Cuffs and Oximeter	50
Account: 6530 - Subsidy - Community Outreach	Additional Emergency Funding	10,000
	Emergency Assistance	2,000
	Outreach Materials	500
Account: 6535 - Subsidy - Youth Commission	Basic Level of Funding	7,000
	Additional Funding	5,000
Account: 6540 - Subsidy - Senior Center	Intergovernmental Agreement	50,000
	Meals on Wheels Program	37,500
Account: 6545 - Subsidy - Social Service Agency	Additional Funding	60,000
	Social Service Funding	90,000
Account: 6550 - Subsidy - Senior Citizen Cab Service	Senior/Disabled 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	Diabetic Living Magazine	20
	Health Magazine	17
	Nursing Journal	55
	Nursing/Social Work Instructional Books	133
Account: 7320 - Equipment < \$5,000	Miscellaneous Medical Equipment/Office Equipment	250
Account: 7500 - Postage & Parcel	Postage	25



## 2017 Budget

# FINANCE

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### Mission Statement

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

	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Salaries	610,296	655,157	780,216	815,351	780,929	834,491
Benefits	302,541	297,703	329,315	355,643	316,338	309,055
Contractual Services	108,489	111,603	122,596	113,096	110,211	120,864
Commodities	27,424	28,069	37,569	31,920	31,280	30,880
Capital Outlay	1,249	5,788	15,495	-	6,395	2,500
<b>Total</b>	<b>1,049,999</b>	<b>1,098,320</b>	<b>1,285,192</b>	<b>1,316,010</b>	<b>1,245,153</b>	<b>1,297,790</b>

### 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.

**2017 Budget**  
**FINANCE**

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**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Projected 2016</b>
Accounts Payable	Total Invoices Paid	10,329	9,985	10,000
	% of Total Invoices Paid via EFT	15%	30%	35%
	Purchase Orders Completed	297	357	360
Local Taxes	Total Real Estate Transfer Stamps Issued	985	965	1,000
	Total Vehicle Licenses Sold	43,928	45,576	45,800
	Total Pet Licenses Sold	2,585	2,523	2,500
	Food & Beverage Tax Forms Processed	1,927	1,894	1,900
Payroll	Number of W-2s Issued	539	505	475
General Ledger	Number of Journal Entries Approved	4,677	5,090	5,000
Awards	GFOA Distinguished Budget Award - Budget	Yes	Yes	Yes
	GFOA Certificate of Achievement - CAFR	Yes	Yes	Yes

**2016 Major Accomplishments**

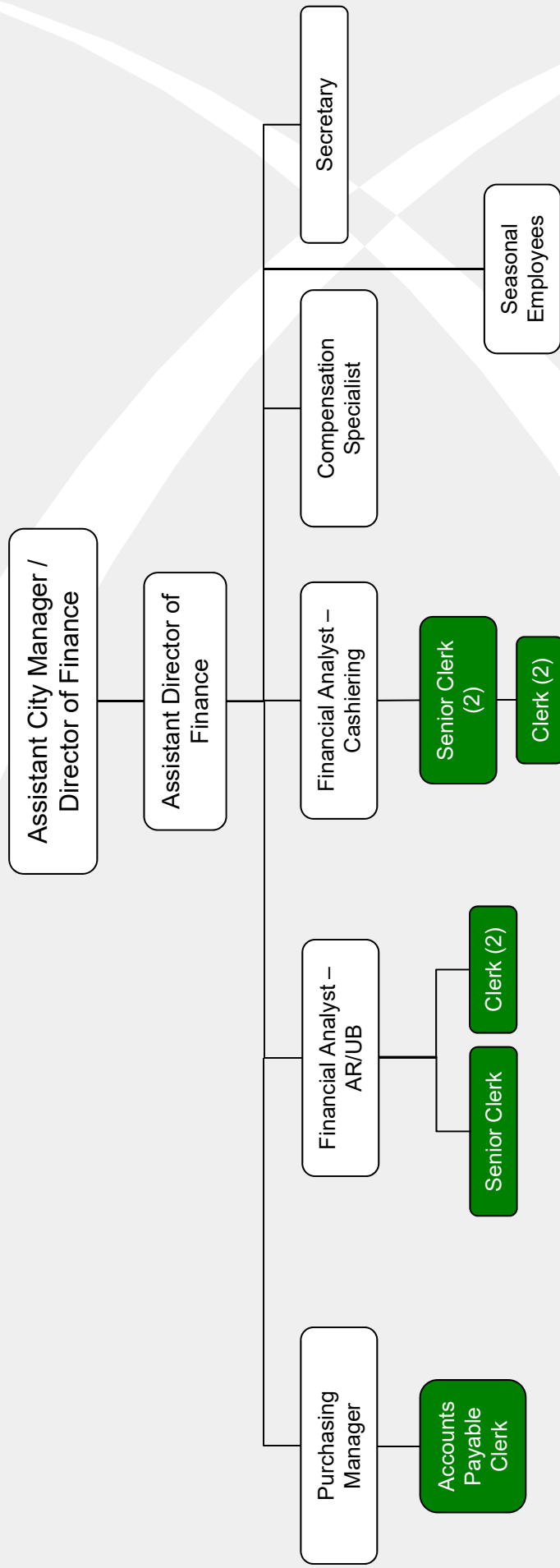
1. Integrated centralized purchasing policies to maximize efficiency and reduce duplication.
2. Implemented an online portal for employees to view paychecks electronically and request updates to personnel records, thus reducing manual processing of paper documents.

**2017 Goals and Objectives**

1. Streamline the Real Estate Transfer process to reduce time and improve customer satisfaction.
2. Issue a request for information pertaining to the City's procurement card.



# Finance Department



**2017 Budget**  
**FINANCE**

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**PERSONNEL EXHIBIT**

Department: Finance	Div: Finance/General	Div. No: 30 - 000		
Title	Authorized Positions			
	2015 Authorized	2016 Budget	2017 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	
Purchasing Manager	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	1.00	1.00	1.50	
Clerk	2.50	2.50	2.00	
Temporary	0.25	0.25	0.25	
Seasonal	0.75	0.75	0.75	
Total Full Time Equivalent (FTE) Employees:	11.50	11.50	11.50	

# 100-30 - Finance

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	728,411	779,551	735,932	798,691
5010	Temporary Wages	37,963	30,000	25,349	30,000
5020	Overtime - Non Supervisory	13,661	5,800	19,648	5,800
5040	Overtime - Temporary	180	-	-	-
		780,216	815,351	780,929	834,491
<b>Taxes and Benefits</b>					
5200	FICA Contribution	54,928	59,815	57,164	60,657
5205	IMRF Contribution	92,632	97,306	92,858	96,536
5220	PPO Insurance Contribution	129,224	142,792	107,511	78,977
5225	HMO Insurance Contribution	38,408	40,648	45,814	60,176
5230	Dental Insurance Contribution	7,971	8,773	7,635	7,433
5232	Vision Insurance Contribution	18	-	405	340
5235	Life Insurance Contribution	869	927	934	927
5240	Workers Compensation	2,310	3,962	1,441	1,669
5245	Unemployment Compensation	848	476	476	240
5260	RHS Plan Payout	2,107	944	2,100	2,100
		329,315	355,643	316,338	309,055
<b>Other Employee Costs</b>					
5310	Membership Dues	1,767	2,714	1,500	2,714 *
5320	Conferences	271	2,000	-	2,000
5325	Training	5,327	5,707	3,000	3,750 *
5335	Travel Expenses	-	250	250	250
		7,364	10,671	4,750	8,714
<b>Insurance</b>					
5535	Property & Liability Insurance	3,084	3,541	3,541	3,530
		3,084	3,541	3,541	3,530
<b>Contractual Services</b>					
6000	Professional Services	84,599	56,140	58,520	60,630 *
6015	Communication Services	2,228	2,364	2,250	2,340 *
6025	Administrative Services	19,675	34,350	30,000	34,350 *
		106,501	92,854	90,770	97,320
<b>Other Services</b>					
6110	Printing Services	4,241	4,830	10,150	10,300 *
6115	Licensing/Titles	92	-	-	-
6195	Miscellaneous Contractual Services	1,315	1,200	1,000	1,000
		5,647	6,030	11,150	11,300
<b>Commodities</b>					
7000	Office Supplies	4,212	5,000	5,000	5,000 *
7200	Other Supplies	7,000	9,220	7,630	8,080 *
7300	Uniforms	2,007	2,000	2,000	2,000
7310	Publications	32	200	100	300 *
7320	Equipment < \$5,000	2,035	250	350	250 *
		15,287	16,670	15,080	15,630
<b>Other Expenses</b>					
7500	Postage & Parcel	20,541	15,000	14,700	15,000 *
7550	Miscellaneous Expenses	1,741	250	1,500	250
		22,283	15,250	16,200	15,250

## 100-30 - Finance

### 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	15,495	-	6,395	2,500
		15,495	-	6,395	2,500
<b>Department Total: Finance</b>		<b>1,285,192</b>	<b>1,316,010</b>	<b>1,245,153</b>	<b>1,297,790</b>

# 100-30 - Finance

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Payroll Association	254
	GFOA (Standard Fee for 3 Person Membership)	595
	ICMA - Finance Director/Assistant City Manager	1,220
	IGFOA (FD, AFD, 2 FA)	600
	Sam's Club	45
Account: 5325 - Training	Excel Training	520
	GFOA Training Courses	1,400
	IGFOA Training Courses	1,100
	Purchasing Seminar	730
Account: 6000 - Professional Services	Actuary - Pension Calculation	7,500
	Continuing Disclosure - Municipal Advisor Fee	750
	GFOA Audit, PAFR & Budget Certificates	1,355
	Independent Auditor	41,025
	Investment Management Fee	7,500
	OPEB Calculation	2,500
Account: 6015 - Communication Services	Telephone (DIR, AFD Reception), Fin Hotspot	2,340
Account: 6025 - Administrative Services	Secretary of State Vehicle Listing	500
	Vehicle License Program Fees - TMA	33,850
Account: 6110 - Printing Services	Budget Printing/Binding	3,000
	Envelopes	500
	Payroll Checks	100
	Receipt Forms	500
	Transfer Stamps	500
	Vehicle/Pet License Applications	5,600
	W-2 Forms	100
Account: 7000 - Office Supplies	Copy Machine Paper	3,000
	Pens, Pencils, Clips	2,000
Account: 7200 - Other Supplies	2000 Motorcycle & 3500 Pet Licenses	700
	Budget Supplies	500
	Vehicles License (55k), Official (900)	5,800
	Water Supplies	1,080
Account: 7310 - Publications	Publications & GFOA Reference Materials	300
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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## 2017 Budget

# COMMUNITY AND ECONOMIC DEVELOPMENT

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### 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.

	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Salaries	1,175,069	1,284,432	1,385,570	1,454,862	1,368,158	1,455,257
Benefits	537,915	600,510	576,013	637,214	571,412	630,991
Contractual Services	176,650	296,490	286,592	395,950	400,046	380,445
Commodities	10,376	20,791	26,582	28,670	22,240	28,970
Capital Outlay	1,595	3,131	1,214	2,000	3,500	2,000
<b>Total</b>	<b>1,901,605</b>	<b>2,205,355</b>	<b>2,275,969</b>	<b>2,518,696</b>	<b>2,365,356</b>	<b>2,497,663</b>

### Department Overview

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

## 2017 Budget

# COMMUNITY AND ECONOMIC DEVELOPMENT

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### Performance Measures

Service	Metric	Actual 2014	Actual 2015	Projected 2016
Building & Code Enforcement	Building / Business License Inspections	7,121	7,200	8,122
	Housing / Code Enforcement Inspections	5,632	4,355	4,502
	Food Service / Sanitation Inspections	634	593	608
	Total Inspections Performed	13,387	12,148	13,232
	Number of Inspections per Inspector	1,912	1,735	1,890
	Number of Plan Reviews Performed	1,549	1,300	1,880
	Number of Building Permits Issued	2,758	2,905	3,035
	Value of Permitted Improvements	92,500,000	56,340,000	72,840,000
	Permitting & Licensing Phone Actions	35,267	33,769	35,738

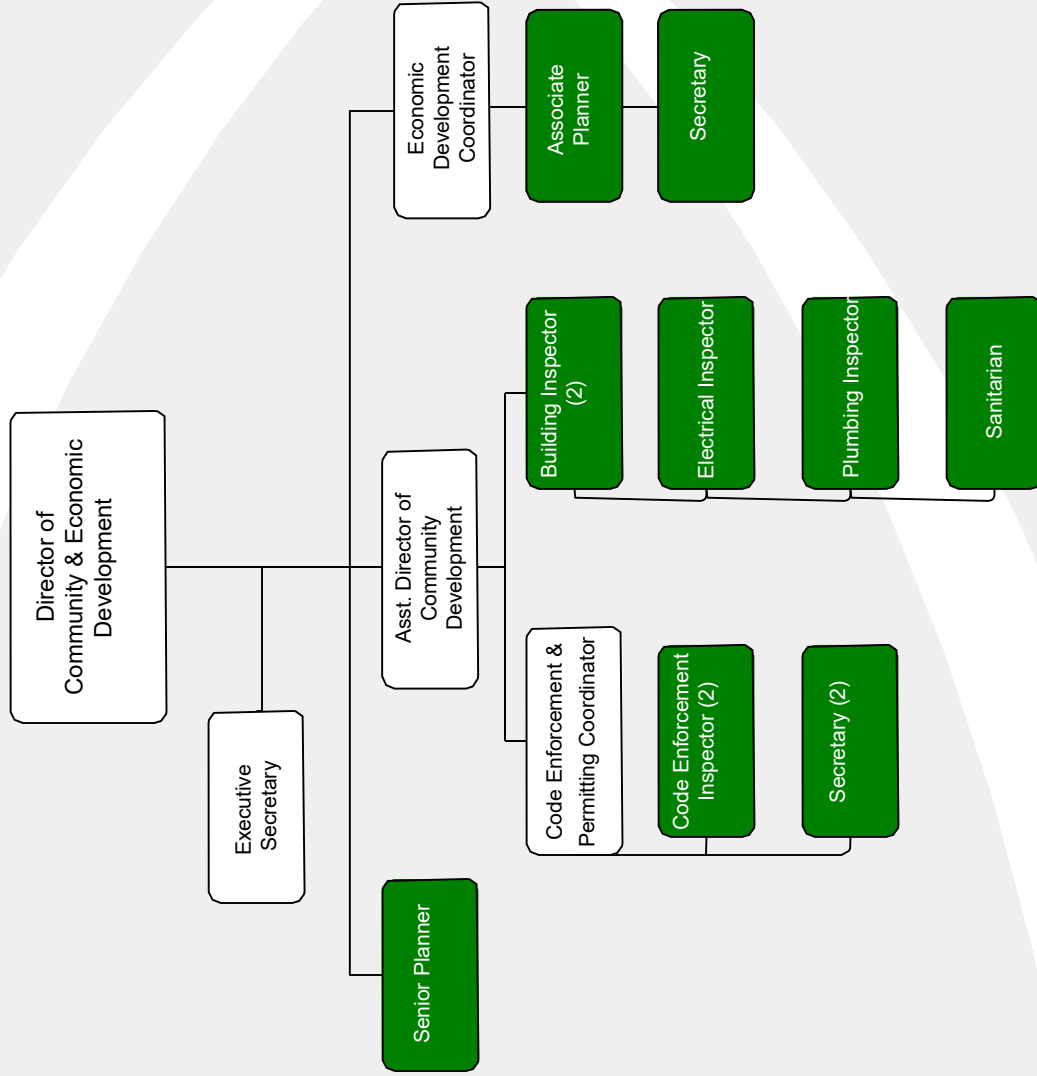
### 2016 Major Accomplishments

1. Implementation of the 2015 ICC Building Codes.
2. On-line submission of permits and payments.
3. Counter personnel cross-trained in all permitting, registration and licensing.
4. Increased scope of scanning beyond permits, to include zoning and code enforcement and minimize printed media.
5. Created user-friendly applications for all registrations and licenses.

### 2017 Goals and Objectives

1. Implement digital scanning of paperwork for registrations and licenses.
2. Full update of the liquor code.
3. Update permit fee schedule.
4. Complete Permit Technician Training through an ICC certification program.
5. Fully implement inspections instantaneously in the field with lap top computers

# Community & Economic Development



2017 Budget

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

**PERSONNEL EXHIBIT**

Department: CED		Div: Bldg & Code Enforcement		Div. No: 40 - 410
Title	Authorized Positions			
	2015 Authorized	2016 Budget	2017 Budget	
Assistant Director of Community Development	0.00	0.00	1.00	
Building & Property Inspection Supervisor *	1.00	1.00	0.00	
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	2.00	2.00	3.00	
Senior Clerk	1.00	1.00	0.00	
Intern	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	
Total Full Time Equivalent (FTE) Employees:	12.75	12.75	12.75	

\* In 2016 the Building and Property Inspection Supervisor position was reclassified into the Assistant Director of Community Development

# 100-40-410 - Building & Code Enforcement

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	945,610	991,592	942,108	996,634
5010	Temporary Wages	13,954	36,000	23,115	36,000
5020	Overtime - Non Supervisory	9,397	7,500	6,273	7,500
5035	Acting Out of Class & Night Premium	112	1,000	1,275	1,000
		969,073	1,036,092	972,771	1,041,134
<b>Taxes and Benefits</b>					
5200	FICA Contribution	72,231	79,297	73,458	79,686
5205	IMRF Contribution	119,261	123,915	117,664	120,609
5220	PPO Insurance Contribution	156,763	174,025	162,400	196,971
5225	HMO Insurance Contribution	20,364	20,324	18,952	19,862
5230	Dental Insurance Contribution	8,176	9,038	8,771	11,021
5232	Vision Insurance Contribution	5	-	129	137
5235	Life Insurance Contribution	934	976	980	976
5240	Workers Compensation	36,886	64,973	37,774	41,817
5245	Unemployment Compensation	1,288	640	640	330
5250	Uniform Allowance	700	500	600	600
5260	RHS Plan Payout	13,870	16,589	13,500	13,500
		430,478	490,277	434,868	485,509
<b>Other Employee Costs</b>					
5310	Membership Dues	1,740	1,310	1,310	1,310 *
5320	Conferences	105	1,500	800	1,000
5325	Training	4,885	8,660	6,000	8,660 *
5335	Travel Expenses	10	100	50	100
		6,740	11,570	8,160	11,070
<b>Insurance</b>					
5535	Property & Liability Insurance	14,418	14,418	14,418	14,060
		14,418	14,418	14,418	14,060
<b>Contractual Services</b>					
6000	Professional Services	17,713	31,500	32,000	31,500 *
6005	Legal Fees	40,301	20,000	60,000	40,000 *
6015	Communication Services	6,914	6,500	6,500	9,860 *
		64,928	58,000	98,500	81,360
<b>Other Services</b>					
6100	Publication of Notices	-	-	200	-
6105	Records Preservation	23,367	25,000	25,000	25,000
6110	Printing Services	4,418	3,000	3,700	3,500 *
6115	Licensing/Titles	-	-	199	-
6195	Miscellaneous Contractual Services	42,640	35,000	35,000	35,000 *
		70,425	63,000	64,099	63,500
<b>Repairs and Maintenance</b>					
6310	R&M Vehicles	165	250	250	250 *
		165	250	250	250
<b>Commodities</b>					
7000	Office Supplies	4,134	4,500	4,500	4,500
7200	Other Supplies	992	800	800	800 *
7300	Uniforms	2,889	2,000	1,800	2,000 *
7310	Publications	2,724	3,000	3,000	3,000
7320	Equipment < \$5,000	467	2,000	500	2,000
		11,206	12,300	10,600	12,300
<b>Other Expenses</b>					
7500	Postage & Parcel	129	250	100	250

# 100-40-410 - Building & Code Enforcement

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Other Expenses</b>					
7550	Miscellaneous Expenses	-	100	100	100
		129	350	200	350
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	814	1,000	2,500	1,000
		814	1,000	2,500	1,000
<b>Division Total: Building &amp; Code Enforcement</b>		<b>1,568,375</b>	<b>1,687,257</b>	<b>1,606,366</b>	<b>1,710,533</b>

# 100-40-410 - Building & Code Enforcement

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
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
	IACE 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) (1)	150
	IPIA Monthly	200
	Mechanical & Plumbing annual	300
	Northwest Building Officials and Code Admin (NWBOCA) (8)	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 Inspection Services	30,000
	Engineering Consulting	1,500
Account: 6005 - Legal Fees	Property Enforcement Matters	40,000
Account: 6015 - Communication Services	Cell Phone Service	6,500
	Inspector Mobile Printer Connection	3,360
Account: 6110 - Printing Services	On-Line Professional Handouts	1,000
	Permit/Inspection Forms Purchase, Print Code Amendments	2,500
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

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### *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 Planning and Zoning Board. 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**

<b>Service</b>	<b>Metric</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Projected 2016</b>
Planning & Zoning	Number of zoning cases processed	84	70	87

#### **2016 Major Accomplishments**

1. With the Des Plaines Park District, completed the Apache Park improvements despite OSLAD funding being revoked.
2. Completed zoning entitlements for several significant economic development initiatives including TIF 7 and Vetter Commercial Manufacturing USA LLC.
3. Coordinated a technical assistance panel regarding barriers to downtown redevelopment with the Regional Transit Association and Urban Land Institute.

#### **2017 Goals and Objectives**

1. Complete Metropolitan Square half-circle “place-making” physical improvements.
2. Explore development dedication and impact fees.
3. Facilitate an update of the City’s 2007 Comprehensive Plan.



**2017 Budget**  
**COMMUNITY & ECONOMIC DEVELOPMENT -**  
**PLANNING & ZONING**

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**PERSONNEL EXHIBIT**

Department: CED		Div: Planning & Zoning		Div. No: 40 - 420
Title	Authorized Positions			
	2015 Authorized	2016 Budget	2017 Budget	
Director of Community and Econ Dev	1.00	1.00	1.00	
Executive Secretary	0.00	0.00	1.00	
Administrative Assistant **	1.00	1.00	0.00	
Senior Planner	1.00	1.00	1.00	
Associate Planner *	0.25	0.25	0.25	
Intern	0.50	0.50	0.50	
Total Full Time Equivalent (FTE) Employees:	3.75	3.75	3.75	

\* Associate Planner position is funded at 65% from CDBG funds

\*\* In 2016 the Administrative Assistant position was reclassified into the Executive Secretary

# 100-40-420 - Planning & Zoning

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	303,448	304,761	291,455	296,049
5010	Temporary Wages	16,765	18,000	11,112	18,000
5020	Overtime - Non Supervisory	10,756	7,500	5,467	7,500
5035	Acting Out of Class & Night Premium	-	-	200	-
		330,969	330,261	308,234	321,549
<b>Taxes and Benefits</b>					
5200	FICA Contribution	24,601	24,732	23,256	24,514
5205	IMRF Contribution	39,234	38,694	36,991	50,824
5220	PPO Insurance Contribution	23,179	23,998	22,543	33,654
5225	HMO Insurance Contribution	34,426	34,366	29,114	13,723
5230	Dental Insurance Contribution	3,721	3,762	3,219	2,058
5232	Vision Insurance Contribution	3	-	67	-
5235	Life Insurance Contribution	288	286	280	179
5240	Workers Compensation	991	1,422	546	733
5245	Unemployment Compensation	360	192	192	90
		126,802	127,452	116,208	125,775
<b>Other Employee Costs</b>					
5310	Membership Dues	2,578	2,700	2,700	2,700 *
5320	Conferences	2,179	1,950	1,950	1,950 *
5325	Training	1,795	3,200	1,500	2,000 *
5335	Travel Expenses	141	100	100	100 *
		6,693	7,950	6,250	6,750
<b>Insurance</b>					
5535	Property & Liability Insurance	4,921	4,921	4,921	2,520
		4,921	4,921	4,921	2,520
<b>Contractual Services</b>					
6000	Professional Services	-	10,000	45,000	10,000
6015	Communication Services	1,121	1,000	1,200	1,200
		1,121	11,000	46,200	11,200
<b>Other Services</b>					
6100	Publication of Notices	6,716	5,000	6,000	6,000 *
6110	Printing Services	44	800	800	800 *
6120	Recording Fees	486	-	-	-
6195	Miscellaneous Contractual Services	2,469	5,000	5,000	5,000 *
		9,715	10,800	11,800	11,800
<b>Commodities</b>					
7000	Office Supplies	1,458	1,500	1,500	1,500 *
7200	Other Supplies	29	-	100	-
7300	Uniforms	820	500	500	500
7310	Publications	214	500	500	500 *
7320	Equipment < \$5,000	64	250	250	250
		2,584	2,750	2,850	2,750
<b>Other Expenses</b>					
7500	Postage & Parcel	-	300	300	300
7550	Miscellaneous Expenses	45	100	120	100
		45	400	420	400
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	400	1,000	1,000	1,000
		400	1,000	1,000	1,000
<b>Division Total: Planning &amp; Zoning</b>		<b>483,250</b>	<b>496,534</b>	<b>497,883</b>	<b>483,744</b>

# 100-40-420 - Planning & Zoning

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Planning Association US & IL	2,400
	Transportation Management Assoc. North Cook	300
Account: 5320 - Conferences	American Planning Association National Conference	1,800
	Illinois Municipal League	150
Account: 5325 - Training	American Planning Association Illinois	1,200
	TIF conference	800
Account: 5335 - Travel Expenses	Parking, Tolls, Train	100
Account: 6100 - Publication of Notices	Publishing of Zoning & Building Code Variation Cases	6,000
Account: 6110 - Printing Services	Reports, Plans	800
Account: 6195 - Miscellaneous Contractual Services	Secretary for ZBA, PC and EDC	3,000
	Surveys	2,000
Account: 7000 - Office Supplies	Paper, Pens, Pencils, Etc	1,500
Account: 7310 - Publications	Miscellaneous Periodicals	400
	Zoning Practice	100

## COMMUNITY AND ECONOMIC DEVELOPMENT

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### *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**

<b>Service</b>	<b>Metric</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Projected 2016</b>
Economic Development	Number of 6b's processed	8	5	5
	Number of Business Assistance awards processed	6	11	5

#### **2016 Major Accomplishments**

1. Selected a redevelopment plan and developer for Mannheim/Higgins TIF 7 property and obtained zoning entitlements.
2. Participated in the International Council of Shopping Centers' Annual Chicago Conference.
3. Activated the Economic Development Commission for business outreach.
4. Expanded business assistance programs for outdoor dining and multi-unit retail properties.

#### **2017 Goals and Objectives**

1. Explore establishing an Enterprise Zone with Cook County and neighboring municipalities.
2. Participate in trade shows and related networking events through organizations such as ICSC and Bisnow.
3. Continue redevelopment efforts with the owner of the Des Plaines Theatre.
4. Continue to identify downtown properties for redevelopment.
5. Develop a downtown restaurant incentive program.
6. Maintained the Available Properties Database in Location One.

2017 Budget

**COMMUNITY & ECONOMIC DEVELOPMENT -  
ECONOMIC DEVELOPMENT**

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**PERSONNEL EXHIBIT**

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Department: CED	Div: Economic Development	Div. No: 40 - 430
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Title	Authorized Positions		
	2015 Authorized	2016 Budget	2017 Budget
Economic Development Coordinator	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full Time Equivalent (FTE) Employees:	1.00	1.00	1.00

# 100-40-430 - Economic Development

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	85,528	88,509	87,153	92,574
		85,528	88,509	87,153	92,574
<b>Taxes and Benefits</b>					
5200	FICA Contribution	6,535	6,771	8,569	7,082
5205	IMRF Contribution	10,680	10,966	10,943	11,109
5230	Dental Insurance Contribution	1,156	1,135	480	1,193
5235	Life Insurance Contribution	108	108	109	108
5240	Workers Compensation	254	447	177	185
5245	Unemployment Compensation	-	58	58	30
		18,733	19,485	20,336	19,707
<b>Other Employee Costs</b>					
5310	Membership Dues	679	1,300	1,300	1,300 *
5320	Conferences	-	2,495	2,495	2,495 *
5325	Training	788	1,040	1,040	1,040 *
5335	Travel Expenses	131	200	200	200
		1,598	5,035	5,035	5,035
<b>Insurance</b>					
5535	Property & Liability Insurance	206	206	206	900
		206	206	206	900
<b>Contractual Services</b>					
6000	Professional Services	60,251	53,000	25,000	40,000 *
6015	Communication Services	-	800	-	-
		60,251	53,800	25,000	40,000
<b>Other Services</b>					
6100	Publication of Notices	1,898	-	207	-
6110	Printing Services	12,185	55,000	15,000	32,000 *
6195	Miscellaneous Contractual Services	194	-	-	-
		14,277	55,000	15,207	32,000
<b>Subsidies and Incentives</b>					
6601	Subsidy - Business Assistance	31,135	100,000	100,000	100,000 *
		31,135	100,000	100,000	100,000
<b>Commodities</b>					
7000	Office Supplies	219	500	500	500
7200	Other Supplies	9,560	10,000	5,000	10,000 *
7300	Uniforms	80	-	-	-
7310	Publications	-	870	870	870 *
7320	Equipment < \$5,000	-	500	500	500
		9,859	11,870	6,870	11,870
<b>Other Expenses</b>					
7500	Postage & Parcel	2,692	500	500	500
7550	Miscellaneous Expenses	66	500	800	800
		2,758	1,000	1,300	1,300
<b>Division Total: Economic Development</b>		<b>224,344</b>	<b>334,905</b>	<b>261,107</b>	<b>303,386</b>

# 100-40-430 - Economic Development

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	ICSC	200
	IEDA	600
	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	Business Attraction	25,000
	Commercial Property Database Update	10,000
	Costar Commercial Real Estate Service	5,000
Account: 6110 - Printing Services	Business Development Brochures	2,000
	Economic Development Materials	27,000
	Marketing Materials	3,000
Account: 6601 - Subsidy - Business Assistance	Business Assistance Grant	100,000
Account: 7200 - Other Supplies	Marketing and Branding Supplies	10,000
Account: 7310 - Publications	Crain's Chicago Business	120
	Miscellaneous Economic Development Periodicals	750

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**2017 Budget**  
**PUBLIC WORKS AND ENGINEERING**

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**Mission Statement**

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

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
Salaries	3,121,051	3,150,943	3,363,683	3,670,507	3,337,398	3,580,206
Benefits	1,195,298	1,215,751	1,393,105	1,554,516	1,311,505	1,345,847
Contractual Services	6,014,390	5,250,989	5,846,272	5,741,718	5,448,523	6,185,333
Commodities	1,327,518	1,341,801	989,927	1,202,475	1,050,330	1,239,975
Capital Outlay	-	12,257	112,163	81,500	96,000	232,500
<b>Total</b>	<b>11,658,257</b>	<b>10,971,741</b>	<b>11,705,150</b>	<b>12,250,716</b>	<b>11,243,756</b>	<b>12,583,861</b>

**Department Overview**

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

*Administration Division*

**Division Overview**

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

April 1, 2016 to March 31, 2017                      \$16.38/month/residence

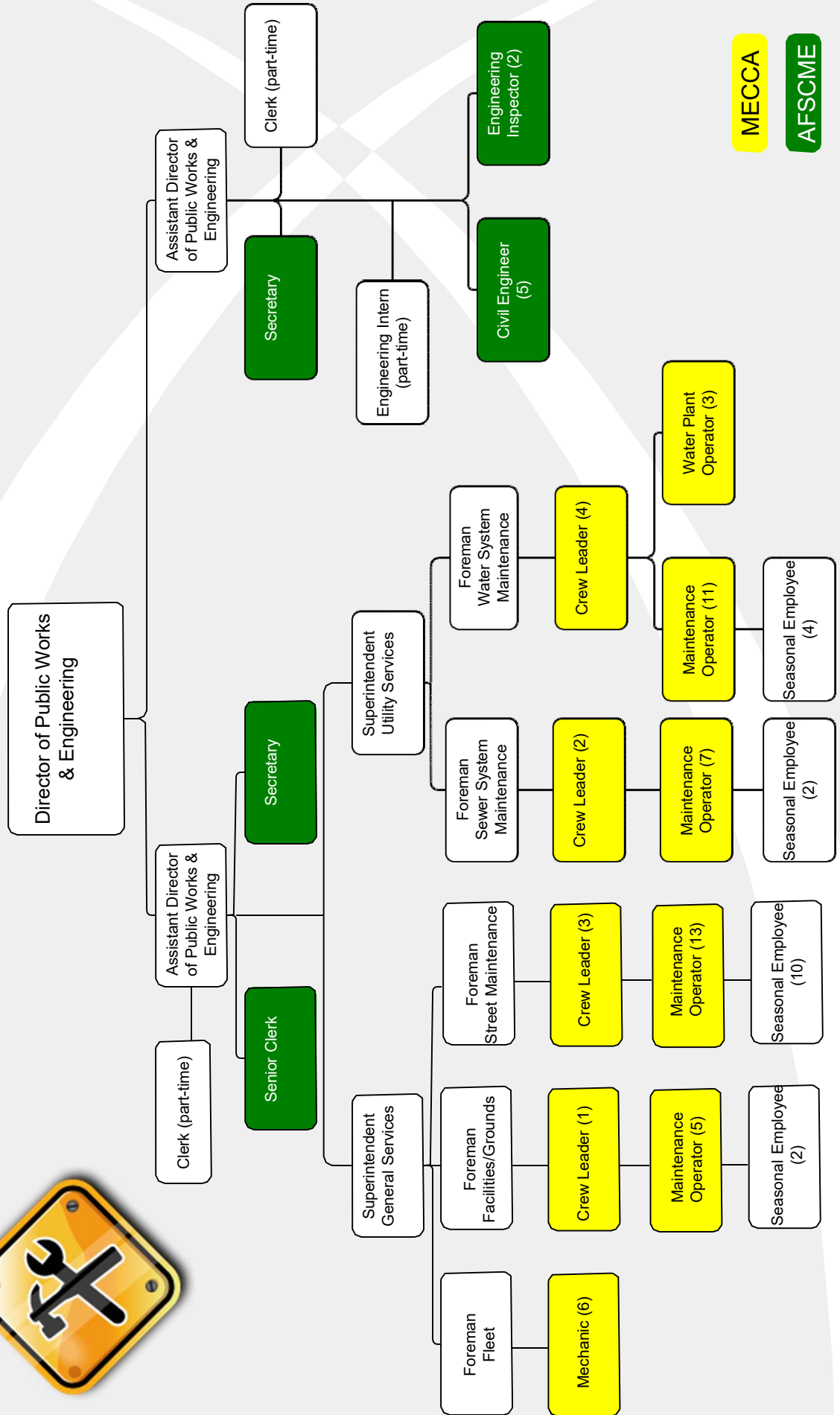
**2016 Major Accomplishments**

1. Completed the alternative water source design and construction.

**2017 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

FY2017

**2017 Budget**  
**PUBLIC WORKS & ENGINEERING -**  
**ADMINISTRATION**

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**PERSONNEL EXHIBIT**

Department: PWE		Div: Administration		Div. No: 50 - 100	
Title	Authorized Positions				
	2015 Authorized	2016 Budget	2017 Budget		
Director of Public Works & Engineering	0.25	0.25	0.25		
Assistant Director of PW & Engineering	0.75	0.75	0.75		
Secretary	1.00	1.00	1.00		
Senior Clerk	0.50	0.50	0.50		
Total Full Time Equivalent (FTE) Employees:	2.50	2.50	2.50		

# 100-50-100 - Administration

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	223,499	231,371	219,299	237,775
5020	Overtime - Non Supervisory	678	1,000	488	1,000
		224,177	232,371	219,787	238,775
<b>Taxes and Benefits</b>					
5200	FICA Contribution	16,013	16,852	16,121	16,893
5205	IMRF Contribution	28,113	28,788	27,382	28,650
5220	PPO Insurance Contribution	41,302	42,893	41,045	43,490
5225	HMO Insurance Contribution	5,090	5,081	4,739	4,966
5230	Dental Insurance Contribution	2,308	2,320	2,309	2,466
5232	Vision Insurance Contribution	5	-	126	134
5235	Life Insurance Contribution	221	222	223	222
5240	Workers Compensation	1,141	37,645	691	735
5245	Unemployment Compensation	172	150	150	80
5255	Excess Sick Hour Payout	1,055	-	1,220	-
5260	RHS Plan Payout	5,072	7,239	5,000	5,000
		100,492	141,190	99,006	102,636
<b>Other Employee Costs</b>					
5310	Membership Dues	5,118	2,300	2,300	2,690 *
5320	Conferences	-	1,500	1,500	1,500
5325	Training	70	500	500	500 *
5335	Travel Expenses	-	100	50	100 *
		5,188	4,400	4,350	4,790
<b>Insurance</b>					
5535	Property & Liability Insurance	13,042	15,391	15,391	15,610
		13,042	15,391	15,391	15,610
<b>Contractual Services</b>					
6015	Communication Services	1,096	1,200	1,200	1,200 *
6025	Administrative Services	6,047	6,500	6,240	4,000 *
6040	Waste Hauling & Debris Removal	3,012,645	3,150,000	3,150,000	3,175,000 *
		3,019,788	3,157,700	3,157,440	3,180,200
<b>Other Services</b>					
6110	Printing Services	9,696	1,000	500	1,000 *
6115	Licensing/Titles	62	-	-	-
6195	Miscellaneous Contractual Services	139	3,000	2,500	3,000
		9,897	4,000	3,000	4,000
<b>Repairs and Maintenance</b>					
6300	R&M Software	-	2,000	2,000	2,400 *
6305	R&M Equipment	-	1,700	1,000	1,400 *
		-	3,700	3,000	3,800
<b>Commodities</b>					
7000	Office Supplies	1,503	1,100	1,000	1,100
7200	Other Supplies	603	850	750	850
7300	Uniforms	560	350	350	350 *
7310	Publications	49	100	50	100 *
7320	Equipment < \$5,000	57	-	-	-
		2,773	2,400	2,150	2,400
<b>Other Expenses</b>					
7500	Postage & Parcel	9	8,000	8,000	8,000 *
7550	Miscellaneous Expenses	30	200	750	200 *
		39	8,200	8,750	8,200

## 100-50-100 - Administration 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Capital Outlay</b>					
8000	Computer Software	-	25,000	-	-
8005	Computer Hardware	-	6,500	6,500	-
		-	31,500	6,500	-
<b>Division Total: Administration</b>		<b>3,375,396</b>	<b>3,600,852</b>	<b>3,519,374</b>	<b>3,560,411</b>

# 100-50-100 - Administration

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Public Works Association	350
	American Water Works Association	1,500
	Illinois Public Works Mutual Aid Network	250
	Sams Club	15
	Tree Consortium	575
Account: 5325 - Training	American Public Works Association (APWA) Expo	200
	APWA, Northwest 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	4,000
Account: 6040 - Waste Hauling & Debris Removal	Electronics Recycling Program	25,000
	Refuse Franchise Agreement	3,150,000
Account: 6110 - Printing Services	Other Printings	1,000
Account: 6300 - R&M Software	Kronos Software Maintenance	2,400
Account: 6305 - R&M Equipment	HP Plotter	1,400
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 Program	200

**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 2014	Actual 2015	Projected 2016
Engineering	Value of Capital Projects Constructed (Millions)	12	19	25
	Number of Permits Reviewed	232	330	400
	Number of STAC Requests processed	94	96	90

**2016 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 Central Road Bicycle Shoulders project 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 and the City’s Combined Sewer Overflow (CSO) program in response to the IEPA’s issuance of updated 5-year permits and the new MWRD Watershed Management Ordinance (WMO) requirements.
  - Created a new City program and submitted Year 1 paperwork in compliance with the new MWRD Inflow and Infiltration Reduction Program.
  - Completed the plans and bid package for Year 1 of the ten-year sign replacement program in compliance with federal sign retro reflectivity requirements.
  - Completed year two of the City’s ADA inventory and prepared a new Americans with Disabilities Act (ADA) Transition Plan for the City in compliance with the newly-issued ADA Public Rights-of-Way Access Guidelines.

**PUBLIC WORKS AND ENGINEERING**

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**2017 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.
  - NW Hwy at Mt. Prospect Road Signal Modernization 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.
  - Eastbound I-90 at Lee Street off-ramp including improvements to the Lee-Touhy-Higgins triangle intersection



**2017 Budget**  
**PUBLIC WORKS & ENGINEERING -**  
**ENGINEERING**

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**PERSONNEL EXHIBIT**

Department: PWE		Div: Engineering/General		Div. No: 50 - 510
Title	Authorized Positions			
	2015 Authorized	2016 Budget	2017 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	

# 100-50-510 - Engineering

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	542,875	560,606	532,308	560,757
5020	Overtime - Non Supervisory	20,265	16,000	18,147	16,000
		563,140	576,606	550,455	576,757
<b>Taxes and Benefits</b>					
5200	FICA Contribution	41,457	42,933	41,411	42,678
5205	IMRF Contribution	70,559	71,458	68,511	69,211
5220	PPO Insurance Contribution	30,156	31,216	29,871	31,651
5225	HMO Insurance Contribution	51,059	50,968	47,576	49,885
5230	Dental Insurance Contribution	4,493	4,453	4,319	4,697
5232	Vision Insurance Contribution	2	-	63	67
5235	Life Insurance Contribution	432	434	436	434
5240	Workers Compensation	7,671	91,286	4,254	4,220
5245	Unemployment Compensation	768	370	370	190
5250	Uniform Allowance	400	400	400	400
5255	Excess Sick Hour Payout	2,111	-	2,440	-
5260	RHS Plan Payout	7,216	6,884	7,200	7,200
		216,324	300,402	206,851	210,633
<b>Other Employee Costs</b>					
5310	Membership Dues	765	1,200	1,377	1,200 *
5320	Conferences	2,253	1,500	1,500	1,500 *
5325	Training	540	1,200	1,200	1,200 *
5335	Travel Expenses	13	200	100	200 *
		3,571	4,100	4,177	4,100
<b>Insurance</b>					
5535	Property & Liability Insurance	12,462	8,159	8,159	8,400
		12,462	8,159	8,159	8,400
<b>Contractual Services</b>					
6000	Professional Services	-	2,500	-	2,500 *
6015	Communication Services	4,964	5,000	5,000	5,000 *
		4,964	7,500	5,000	7,500
<b>Other Services</b>					
6110	Printing Services	777	100	100	100 *
6115	Licensing/Titles	246	-	50	-
		1,023	100	150	100
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	850	2,300	1,215	2,300 *
6310	R&M Vehicles	10	-	-	-
		860	2,300	1,215	2,300
<b>Commodities</b>					
7000	Office Supplies	1,010	2,500	2,500	2,500
7200	Other Supplies	521	1,250	1,250	1,250 *
7300	Uniforms	1,890	1,000	1,000	1,000 *
7310	Publications	152	250	300	250 *
7320	Equipment < \$5,000	131	-	-	-
		3,704	5,000	5,050	5,000
<b>Other Expenses</b>					
7500	Postage & Parcel	573	150	150	150 *
7550	Miscellaneous Expenses	-	-	30	-
		573	150	180	150

# 100-50-510 - Engineering

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	484	5,500	5,500	-
		484	5,500	5,500	-
<b>Division Total: Engineering</b>		<b>807,105</b>	<b>909,817</b>	<b>786,737</b>	<b>814,940</b>

## 100-50-510 - Engineering

### 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
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 Phones	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

## 2017 Budget

# PUBLIC WORKS AND ENGINEERING

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### *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 2014	Actual 2015	Projected 2016
Geographic Information Systems	Number of MapOffice Internal Hits	76,787	72,578	80,000
	Number of MapOffice Public Hits	23,851	19,799	25,000
	Number of Community Portal Hits	1,239	2,250	3,500

#### **2016 Major Accomplishments**

1. Deployed the ArcGIS Collector Application to begin collecting necessary ADA (American Disability Act) related data. An Engineering Intern was able to collect 15% of the city during the summer of 2015. Data will continue to be collected going forward in order to be compliant with regulations.
2. The Capital Improvement Project database was migrated to a relational database model, which increased the database integrity and has allowed for additional data to be easily integrated and collected.

#### **2017 Goals and Objectives**

1. Provide training and create templates for all Civil Engineers to edit GIS data within AutoCAD software which will allow data updates to happen more quickly and easily.
2. Update utility field note map book process and create workflow for Public Works field staff to easily communicate changes to existing data.

# 100-50-520 - Geographic Information Systems

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Other Employee Costs</b>					
5325	Training	1,805	1,000	1,000	1,000 *
		1,805	1,000	1,000	1,000
<b>Other Services</b>					
6195	Miscellaneous Contractual Services	267,894	243,740	243,700	252,900 *
		267,894	243,740	243,700	252,900
<b>Repairs and Maintenance</b>					
6300	R&M Software	8,900	9,500	8,900	9,000 *
		8,900	9,500	8,900	9,000
<b>Commodities</b>					
7000	Office Supplies	72	500	500	500
7200	Other Supplies	116	250	150	250 *
		188	750	650	750
<b>Capital Outlay</b>					
8005	Computer Hardware	940	-	-	-
		940	-	-	-
<b>Division Total: Geographic Information Systems</b>		<b>279,727</b>	<b>254,990</b>	<b>254,250</b>	<b>263,650</b>

# 100-50-520 - Geographic Information Systems

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5325 - Training	Geographic Information Systems Training	1,000
Account: 6195 - Miscellaneous Contractual Services	Geographic Information Systems Aerial Photography	45,100
	Geographic Information Systems Consortium Fees- MGP, Inc.	200,000
	Geographic Information Systems Consortium Shared Fees	7,300
	Trimble Hand Held Service Agreement	500
Account: 6300 - R&M Software	ESRI Desktop (AView 6LM + 4 Single, 1 AINFO)	9,000
Account: 7200 - Other Supplies	Field Supplies	250

## PUBLIC WORKS AND ENGINEERING

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### *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 2014	Actual 2015	Projected 2016
Street Maintenance	Number of Trees Planted	323	879	400
	Tons of Asphalt for Repairs	--	3,736	3,700

#### 2016 Major Accomplishments

1. Completed several street and sidewalk repairs. This includes resurfacing of streets as budget allows and completion of the 2016 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 400 parkway trees will be planted in 2016.

#### 2017 Goals and Objectives

1. Continue in-house street improvements and sidewalk trip hazard repairs in a timely manner.
2. Continue the pruning cycle and removal of hazard parkway trees; this process will be followed with replanting of approximately 450 new parkway trees to remain on pace to restore the City's urban forest canopy.



**2017 Budget**  
**PUBLIC WORKS & ENGINEERING -**  
**STREET MAINTENANCE**

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**PERSONNEL EXHIBIT**

Department: PWE		Div: Street Maintenance		Div. No: 50 - 530
Title	Authorized Positions			
	2015 Authorized	2016 Budget	2017 Budget	
Superintendent - General Services	0.50	0.50	0.50	
Foreman - Streets	1.00	1.00	1.00	
Crew Leader	3.00	3.00	3.00	
Maintenance Operator	15.00	13.00	13.00	
Seasonal Employee	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>	
Total Full Time Equivalent (FTE) Employees:	22.00	20.00	20.00	

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

# 100-50-530 - Street Maintenance

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	1,307,612	1,262,830	1,203,770	1,283,066
5010	Temporary Wages	56,792	84,500	54,541	84,500
5020	Overtime - Non Supervisory	181,425	180,000	134,334	180,000
5035	Acting Out of Class & Night Premium	411	3,000	1,463	3,000
5040	Overtime - Temporary	396	-	-	-
		1,546,636	1,530,330	1,394,108	1,550,566
<b>Taxes and Benefits</b>					
5200	FICA Contribution	109,644	117,647	105,568	119,079
5205	IMRF Contribution	178,742	179,333	164,419	175,922
5220	PPO Insurance Contribution	131,587	113,864	115,584	116,016
5225	HMO Insurance Contribution	151,131	152,761	136,257	137,012
5230	Dental Insurance Contribution	15,947	14,807	14,144	14,835
5232	Vision Insurance Contribution	2	-	63	67
5235	Life Insurance Contribution	1,474	1,378	1,402	1,378
5240	Workers Compensation	207,112	205,215	138,947	139,288
5245	Unemployment Compensation	1,512	908	908	410
5250	Uniform Allowance	9,030	7,600	8,130	7,680
5260	RHS Plan Payout	34,275	5,176	20,000	5,900
		840,457	798,689	705,422	717,587
<b>Other Employee Costs</b>					
5310	Membership Dues	1,883	825	1,300	1,443 *
5325	Training	2,779	3,550	3,550	3,550 *
5335	Travel Expenses	297	75	90	75
		4,959	4,450	4,940	5,068
<b>Insurance</b>					
5535	Property & Liability Insurance	45,916	50,775	50,775	50,050
		45,916	50,775	50,775	50,050
<b>Contractual Services</b>					
6000	Professional Services	-	2,000	-	-
6015	Communication Services	4,652	7,100	5,000	5,200 *
6040	Waste Hauling & Debris Removal	60,927	45,000	45,000	45,000 *
6045	Utility Locate Services	3,638	3,500	4,100	4,100 *
		69,217	57,600	54,100	54,300
<b>Other Services</b>					
6110	Printing Services	100	500	500	500 *
6115	Licensing/Titles	360	200	150	200 *
6135.030	Rentals - Equipment	-	9,500	9,000	9,500 *
6170	Tree Maintenance	394,890	400,000	400,000	400,000 *
6175	Tree Plantings	247,633	300,000	200,000	300,000 *
6190	Tow/Storage/Abandoned Fees	250	250	-	250
6195	Miscellaneous Contractual Services	115,064	196,900	195,000	220,900 *
		758,298	907,350	804,650	931,350
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	1,396	5,000	3,000	3,500 *
6325	R&M Street Lights	25,890	25,000	35,000	25,000
		27,286	30,000	38,000	28,500
<b>Commodities</b>					
7000	Office Supplies	321	600	400	600
7020	Supplies - Safety	2,248	3,500	3,500	3,500
7025	Supplies - Custodial	417	-	-	-
7030	Supplies - Tools & Hardware	3,363	2,600	3,000	3,000 *

# 100-50-530 - Street Maintenance

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Commodities</b>					
7035	Supplies - Equipment R&M	436	1,500	1,500	1,500 *
7045	Supplies - Building R&M	11,013	-	-	-
7050	Supplies - Streetscape	16,655	14,000	14,000	14,000 *
7055	Supplies - Street R&M	142,623	100,000	125,000	125,000 *
7055.050	Street Light Supplies	2,522	5,000	5,000	5,000 *
7055.051	Street Sign Supplies	20,310	20,000	20,000	20,000 *
7055.052	Traffic Equipment & Material	2,007	3,700	4,000	3,700 *
7055.053	Graffiti Removal Supplies	146	1,500	1,500	1,500
7055.054	Other Supplies	797	2,500	2,500	2,500 *
7160	Ice Control	6,803	3,000	3,000	3,000 *
7200	Other Supplies	904	1,125	900	1,125 *
7300	Uniforms	515	1,100	1,000	3,500 *
7310	Publications	-	100	50	100
7320	Equipment < \$5,000	2,821	3,000	3,000	11,700 *
		213,900	163,225	188,350	199,725
<b>Other Expenses</b>					
7500	Postage & Parcel	-	50	25	50
7550	Miscellaneous Expenses	-	300	300	300
		-	350	325	350
<b>Capital Outlay</b>					
8015	Equipment	67,461	-	-	105,000 *
		67,461	-	-	105,000
<b>Division Total: Street Maintenance</b>		<b>3,574,130</b>	<b>3,542,769</b>	<b>3,240,670</b>	<b>3,642,496</b>

# 100-50-530 - Street Maintenance

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Public Works Association	310
	American Water Works Association	83
	Arborist License	1,050
Account: 5325 - Training	American Public Works Association (APWA) Expo	800
	APWA-Snow/Street Maintenance/Leaves/Flag School	500
	NIPSTA	1,250
	Snow & Ice Control Classes	500
	Street Sweeping Classes	500
Account: 6015 - Communication Services	Cellular Phones	5,200
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	4,100
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: 6135.030 - 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 - Miscellaneous Contractual Services	Continental Weather	900
	Holiday Decorating	20,000
	Pavement Milling	75,000
	Sidewalk Snow Removal	25,000
	Snowplowing	100,000
Account: 6305 - R&M Equipment	Small Generators, etc.	3,500
Account: 7030 - Supplies - Tools & Hardware	Tools, Bolts, Cables, Oil Mix, etc	3,000
Account: 7035 - Supplies - Equipment R&M	Equipment Repair Supplies & Propane	1,500
Account: 7050 - Supplies - Streetscape	Banners for Street Lights	5,500
	Bushes, Flowers, Fertilizers	3,000
	Dirt, Seed and Sod for Restoration of Parkway	4,000
	Replacement Straps for Pole Banners	1,500
Account: 7055 - Supplies - Street R&M	Asphalt	125,000
Account: 7055.050 - Street Light Supplies	Light Bulbs for Street & Parking Lots	5,000
Account: 7055.051 - Street Sign Supplies	Sign Bank and Poles, Sign Making Material	20,000
Account: 7055.052 - Traffic Equipment & Material	Replacement/Repair of Barricades, Batteries & Bulbs	3,700
Account: 7055.054 - Other Supplies	Lane Marking Paint	2,500
Account: 7160 - Ice Control	Liquid Ice Control	3,000
Account: 7200 - Other Supplies	Board-Ups, Replace Mailboxes	750
	Rags & Other Supplies	375

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# 100-50-530 - Street Maintenance

## 2017 Budget Justification Worksheet

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G/L Account Number	Transaction	Total
Account: 7300 - Uniforms	T-shirts for Seasonal Employees	300
	Uniforms for Foreman and Superintendent	800
	Winter Clothing Per MECCA Agreement	2,400
Account: 7320 - Equipment < \$5,000	72" Broom Box Bobcat Attachment	4,900
	Chainsaws	500
	Sidewalk Grinder	2,500
	Sign Post Driver	3,800
Account: 8015 - Equipment	Rock Salt Conveyor	105,000

## 2017 Budget

# PUBLIC WORKS AND ENGINEERING

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### *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 2014	Actual 2015	Projected 2016
Facilities & Grounds	Number of Remodeling Jobs	4	6	7
	Number of Maintenance Requests	315	345	350

#### **2016 Major Accomplishments**

1. Completed several facility improvements which include: Public Works building remodeling (including the locker room, lunchroom, bathrooms, and foreman's offices), upgraded carpeting and painting in the Finance Department, Sandbag/recycling building at Public Works, window/sill replacement at the Historical Society, and the remodeling of the City Hall lunchroom.
2. Bid and/or coordinated Facilities & Grounds maintenance and repair projects including: 2016 Parking Structure Repair and Maintenance, Plumbing improvements at the Public Works Department, Second Floor PD remodeling (currently being revised), window and sill removal/installation at the Historical Society, and the installation of the new building at Public Works.

#### **2017 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 City Hall improvements.
2. Complete facility improvements with in-house personnel as applicable to keep costs to a minimum, while also utilizing the facility maintenance plan as a tool to be proactive in repairs to City owned buildings and future budgeting.

2017 Budget

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

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**PERSONNEL EXHIBIT**

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Department: PWE	Div: Facilities & Grounds Maint.	Div. No: 50 - 535
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Title	Authorized Positions		
	2015 Authorized	2016 Budget	2017 Budget
Foreman - Facilities & Grounds	1.00	1.00	1.00
Crew Leader	1.00	1.00	1.00
Maintenance Operator	3.00	5.00	5.00
Seasonal Employees	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total Full Time Equivalent (FTE) Employees:	5.50	7.50	7.50

# 100-50-535 - Facilities & Grounds Maintenance

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	279,786	475,689	440,931	438,133
5010	Temporary Wages	7,570	10,000	8,616	10,000
5020	Overtime - Non Supervisory	13,435	20,000	13,374	20,000
5035	Acting Out of Class & Night Premium	11,236	10,000	11,444	10,000
		312,027	515,689	474,365	478,133
<b>Taxes and Benefits</b>					
5200	FICA Contribution	23,175	39,709	35,012	36,748
5205	IMRF Contribution	38,016	62,734	57,740	56,214
5220	PPO Insurance Contribution	58,964	114,589	95,018	94,182
5225	HMO Insurance Contribution	9,260	-	17,953	19,862
5230	Dental Insurance Contribution	3,632	5,720	5,320	5,741
5235	Life Insurance Contribution	343	564	566	564
5240	Workers Compensation	42,783	77,920	43,926	47,445
5245	Unemployment Compensation	672	166	166	130
5250	Uniform Allowance	1,350	2,780	1,350	1,350
5260	RHS Plan Payout	14,699	753	-	-
		192,893	304,935	257,051	262,236
<b>Other Employee Costs</b>					
5310	Membership Dues	-	125	155	155 *
5325	Training	-	1,450	1,450	2,000 *
5335	Travel Expenses	-	75	90	75
		-	1,650	1,695	2,230
<b>Insurance</b>					
5535	Property & Liability Insurance	20,378	17,273	17,273	16,620
		20,378	17,273	17,273	16,620
<b>Contractual Services</b>					
6000	Professional Services	23,768	8,000	8,000	10,000 *
6015	Communication Services	447	1,785	1,500	1,785 *
		24,215	9,785	9,500	11,785
<b>Other Services</b>					
6110	Printing Services	20	250	100	250 *
6115	Licensing/Titles	235	200	100	200 *
6135.030	Rentals - Equipment	-	250	200	250
6145	Custodial Services	46,723	50,000	57,000	57,000
6195	Miscellaneous Contractual Services	193,815	456,100	450,000	321,100 *
		240,792	506,800	507,400	378,800
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	512	5,000	2,000	2,500 *
6315	R&M Buildings & Structures	15,000	-	2,850	-
6315.001	City Hall	732,824	203,000	150,000	370,500 *
6315.002	Public Works	35,962	113,000	75,000	153,000 *
6315.003	Police	3,711	9,000	20,000	326,500 *
6315.004	Fire Station #61	210,014	65,000	28,000	74,800 *
6315.005	Fire Station #62	123,462	4,000	4,000	47,400 *
6315.006	Fire Station #63	7,383	9,000	9,500	22,800 *
6315.007	Library	2,400	7,500	7,500	7,500 *
6315.008	EMA	5,155	2,000	2,000	2,000 *
6315.009	Civic Center Parking Deck	10,094	10,000	7,500	10,000
6315.012	Historical Society	-	27,500	25,000	19,500 *
6315.999	Other	34,063	100,000	60,000	75,000 *
		1,180,581	555,000	393,350	1,111,500



# 100-50-535 - Facilities & Grounds Maintenance

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Commodities</b>					
7000	Office Supplies	376	600	600	600
7020	Supplies - Safety	-	1,500	1,500	1,500
7025	Supplies - Custodial	20,620	20,000	20,000	20,000
7030	Supplies - Tools & Hardware	2,065	2,600	3,800	2,600 *
7035	Supplies - Equipment R&M	542	1,000	500	1,000
7045	Supplies - Building R&M	64,156	58,500	1,000	-
7045.001	City Hall	58	-	40,000	15,000
7045.002	Public Works	22	-	45,000	45,000 *
7045.003	Police	-	-	-	2,200
7045.004	Fire Station #61	22	-	2,500	2,200
7045.005	Fire Station #62	103	-	1,500	2,200
7045.006	Fire Station #63	-	-	1,000	2,200
7045.007	Library	-	-	750	700
7045.008	EMA	-	-	550	500
7045.009	Civic Center Parking Deck	-	-	1,000	500
7045.010	Library Parking Deck	-	-	-	500
7045.011	Metropolitan Square Parking	-	-	-	500
7045.012	Historical Society	-	-	1,300	1,000
7045.999	Other	-	-	1,000	1,000
7055.054	Other Supplies	164	2,500	1,800	2,500
7110	Natural Gas	-	-	7,680	-
7140	Electricity	118,291	145,000	125,000	125,000
7200	Other Supplies	425	1,125	1,000	1,125
7300	Uniforms	552	575	575	575
7310	Publications	-	100	50	100
7320	Equipment < \$5,000	13,088	2,000	5,000	8,000
		220,482	235,500	263,105	236,500
<b>Other Expenses</b>					
7500	Postage & Parcel	64	50	-	50
7550	Miscellaneous Expenses	-	300	250	300
		64	350	250	350
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	8,738	-	3,500	-
8015	Equipment	-	-	11,000	-
8100	Improvements	-	50,000	75,000	100,000 *
		8,738	50,000	89,500	100,000
<b>Division Total: Facilities &amp; Grounds Maintenance</b>		<b>2,200,170</b>	<b>2,196,982</b>	<b>2,013,489</b>	<b>2,598,154</b>

# 100-50-535 - Facilities & Grounds Maintenance

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Public Works Association Annual Dues	155
Account: 5325 - Training	American Public Works Association (APWA) Expo	200
	Building Maintenance Programs	1,800
Account: 6000 - Professional Services	Various Consulting Fees	10,000
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 - Miscellaneous Contractual Services	Contractual Landscape Maintenance	200,000
	Electrical 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
Account: 6305 - R&M Equipment	Repair of Vacuums, Scrubbers, Compressors, etc.	2,500
Account: 6315.001 - City Hall	Access Control System-Phase II	17,500
	City Hall Ceiling Heater Inspection & Repair	15,000
	City Hall Condenser Enclosure Rehabilitation	20,000
	City Hall First Floor Exterior Facade Repair	25,000
	Council Chambers Remodel Phase II	90,000
	Elevator Maintenance Contract	8,000
	Heating, Ventilation and Air Conditioning	50,000
	Maintenance Contract	
	Misc. Remodel jobs	120,000
	Miscellaneous Flooring Throughout City Hall	25,000
Account: 6315.002 - Public Works	Misc Building Repairs	35,000
	Monument Sign & Landscaping (Carryover)	18,000
	Parking Lot Asphalt Improvements Phase 2 (Carryover)	60,000
	Public Works Building Foundation Repairs	40,000
Account: 6315.003 - Police	Misc. Repairs	9,000
	Police Department Air Duct Cleaning	7,500
	Police Department Main Water Valve Replacement	10,000
	Police Department Remodeling	300,000
Account: 6315.004 - Fire Station #61	Fire Station #61 Door Replacement	6,000
	Misc. Building Repairs	30,000
	Station #61 Flood Protection (Carryover)	30,000
	Updates to Plymovent Source Capture Exhaust Systems	8,800
Account: 6315.005 - Fire Station #62	Fire Station #62 Air Duct Cleaning	3,000
	Fire Station #62 Boiler Replacement	38,000
	Miscellaneous Repairs	2,000
	Updates to Plymovent Source Capture Exhaust Systems	4,400

# 100-50-535 - Facilities & Grounds Maintenance

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6315.006 - Fire Station #63	Fire Station #63 Air Duct Cleaning	3,000
	Fire Station #63 Door Replacement	6,000
	Miscellaneous Repairs	5,000
	Updates to Plymovent Source Capture Exhaust Systems	8,800
Account: 6315.007 - Library	Maint. Agreement - Heating, Ventilation and Air Conditioning	7,500
Account: 6315.008 - EMA	Emergency Management Agency Repairs	2,000
Account: 6315.012 - Historical Society	Historical Society Waterproofing	12,000
	Miscellaneous Repairs	7,500
Account: 6315.999 - Other	Carpet Cleaning, Window Washing, Electrical, etc.	25,000
	Heating, Ventilation and Air Conditioning, Misc.	50,000
Account: 7030 - Supplies - Tools & Hardware	Screws, Nails, Glue and Saws for Carpenter Shop	2,600
Account: 7045.002 - Public Works	Misc Repairs	10,000
	Public Works Building Improvements-Phase II	35,000
Account: 8100 - Improvements	City Hall 1st Floor Remodeling	100,000

## 2017 Budget

# PUBLIC WORKS AND ENGINEERING

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### *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 2014	Actual 2015	Projected 2016
Vehicle Maintenance	Number of Vehicle Repairs	815	1,542	1,700

#### 2016 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. Continue the process of auctioning surplus vehicles through Obenauf Auction Services. Three auctions are expected to be completed in 2016 to dispose of 18 vehicles/equipment upon approval by the City Council.

#### 2017 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. Continue to integrate the current fuel monitoring system to improve reporting of departmental fuel usage.

**2017 Budget**  
**PUBLIC WORKS & ENGINEERING -**  
**VEHICLE MAINTENANCE**

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**PERSONNEL EXHIBIT**

Department: PWE		Div: Vehicle Maintenance		Div. No: 50 - 540
Title	Authorized Positions			
	2015 Authorized	2016 Budget	2017 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	

# 100-50-540 - Vehicle Maintenance

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	450,415	466,300	443,383	481,792
5020	Overtime - Non Supervisory	17,238	15,000	13,378	15,000
5035	Acting Out of Class & Night Premium	6,084	1,000	5,640	1,000
		473,738	482,300	462,401	497,792
<b>Taxes and Benefits</b>					
5200	FICA Contribution	34,608	36,921	34,681	37,978
5205	IMRF Contribution	59,154	59,774	57,060	59,733
5220	PPO Insurance Contribution	69,554	71,994	68,888	72,996
5225	HMO Insurance Contribution	50,890	50,810	47,398	49,655
5230	Dental Insurance Contribution	7,759	8,074	7,741	7,996
5232	Vision Insurance Contribution	7	-	189	201
5235	Life Insurance Contribution	464	466	468	466
5240	Workers Compensation	30,498	75,316	27,575	28,483
5245	Unemployment Compensation	640	306	306	160
5250	Uniform Allowance	320	320	320	320
5260	RHS Plan Payout	5,367	5,721	5,400	5,400
		259,262	309,702	250,026	263,388
<b>Other Employee Costs</b>					
5310	Membership Dues	-	30	185	185 *
5325	Training	1,597	9,250	9,250	9,250 *
5335	Travel Expenses	116	100	-	100
		1,713	9,380	9,435	9,535
<b>Insurance</b>					
5535	Property & Liability Insurance	5,243	9,279	9,279	9,450
		5,243	9,279	9,279	9,450
<b>Contractual Services</b>					
6015	Communication Services	1,317	2,400	1,800	1,800 *
6040	Waste Hauling & Debris Removal	1,452	1,400	2,000	2,000 *
		2,769	3,800	3,800	3,800
<b>Other Services</b>					
6110	Printing Services	20	-	-	-
6115	Licensing/Titles	1,161	4,150	4,150	4,150 *
6135.031	Rentals - Uniforms	4,733	4,300	5,200	5,200
6190	Tow/Storage/Abandoned Fees	462	-	1,500	1,000
6195	Miscellaneous Contractual Services	10,928	7,700	13,700	7,700 *
		17,303	16,150	24,550	18,050
<b>Repairs and Maintenance</b>					
6300	R&M Software	2,995	2,995	2,995	2,995 *
6305	R&M Equipment	40,637	15,000	15,000	15,000 *
6310	R&M Vehicles	70,789	105,000	65,000	65,000 *
		114,421	122,995	82,995	82,995
<b>Commodities</b>					
7000	Office Supplies	50	200	200	200
7020	Supplies - Safety	538	750	750	750
7030	Supplies - Tools & Hardware	5,367	4,900	4,900	4,900 *
7035	Supplies - Equipment R&M	16,831	30,000	25,000	30,000 *
7040	Supplies - Vehicle R&M	256,375	250,000	250,000	250,000 *
7110	Natural Gas	630	700	700	700
7120	Gasoline	184,792	350,000	225,000	350,000
7130	Diesel	81,851	150,000	75,000	150,000
7200	Other Supplies	570	-	50	-

# 100-50-540 - Vehicle Maintenance

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Commodities</b>					
7300	Uniforms	628	650	650	650
7320	Equipment < \$5,000	4,849	4,500	4,500	4,500 *
		552,481	791,700	586,750	791,700
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	475	-	-	-
8015	Equipment	34,550	-	-	27,500 *
		35,025	-	-	27,500
<b>Division Total: Vehicle Maintenance</b>		<b>1,461,953</b>	<b>1,745,306</b>	<b>1,429,236</b>	<b>1,704,210</b>

# 100-50-540 - Vehicle Maintenance

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Public Works Association	155
	Annual Fee - Municipal Fleet Managers Association	30
Account: 5325 - Training	American Public Works Association Expo	250
	CFA Training	3,000
	EVT & Sweeper Repair Training	4,000
	School for Auto & Truck Repair Procedures	2,000
Account: 6015 - Communication Services	Cell Phones	1,800
Account: 6040 - Waste Hauling & Debris Removal	Pick Up of Parts Cleaner Solvent	900
	Tire Disposal	500
	Waste Oil Disposal	600
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 - Miscellaneous 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 Equipment	15,000
Account: 6310 - R&M Vehicles	Misc Parts	65,000
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
Account: 8015 - Equipment	Air Compressor & Air Dryer for the Public Works Building	27,500



**2017 Budget**  
**POLICE**

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**Mission Statement**

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

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
Salaries	10,957,667	11,306,906	11,394,885	12,012,360	11,310,717	12,417,826
Benefits	6,664,511	7,159,085	7,658,153	8,877,009	8,236,093	8,576,442
Contractual Services	1,730,327	1,465,361	369,780	484,239	447,563	508,975
Commodities	122,714	126,905	148,872	181,835	153,504	174,660
Capital Outlay	-	864	-	-	-	-
Transfers	-	-	1,186,906	1,129,551	1,109,398	1,457,592
<b>Total</b>	<b>19,475,220</b>	<b>20,059,121</b>	<b>20,758,596</b>	<b>22,684,994</b>	<b>21,257,275</b>	<b>23,135,495</b>

**Department Overview**

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

*Administrative Division*

**Division Overview**

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

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

## 2017 Budget POLICE

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### Performance Measures

Service	Metric	Actual 2014	Actual 2015	Projected 2016
Administration	# of New Police Vehicles Purchased/ Outfitted	16	8	2
	# of Arrest Videos Burned - Court Subpoena	36	48	350
	# of DUI Videos Burned – Court Subpoena	68	41	45

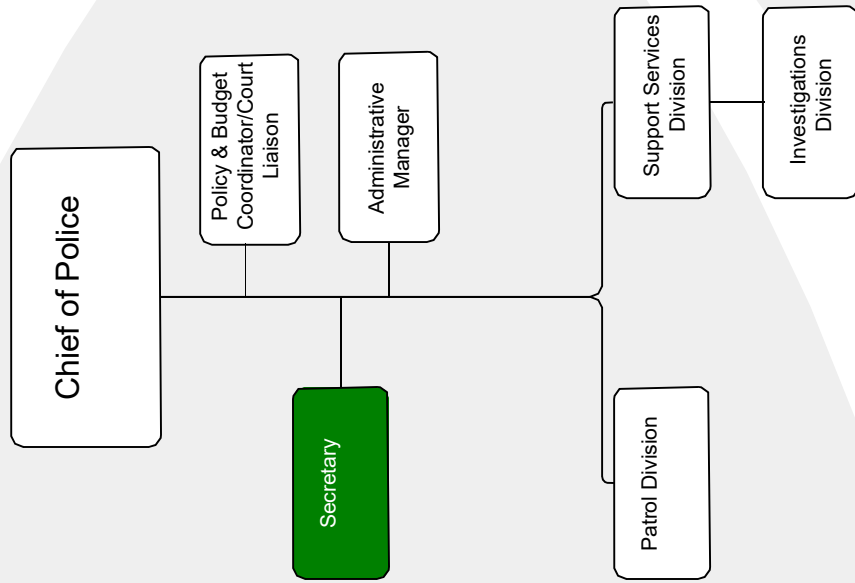
### 2016 Major Accomplishments

1. Relocated the Police Records Section to the second floor of City Hall.
2. Installed updated security camera system throughout Police Department.

### 2017 Goals and Objectives

1. Relocate Detective Division to the second floor of the Police Department
2. Improve outreach with community groups and community events.

# Police Department - Administration



**2017 Budget**  
**POLICE -**  
**ADMINISTRATION**

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**PERSONNEL EXHIBIT**

Department: Police		Div: Administration		Div. No: 60 - 100	
Title	Authorized Positions				
	2015 Authorized	2016 Budget	2017 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		

# 100-60-100 - Administration

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	358,466	384,547	261,245	379,795
5020	Overtime - Non Supervisory	8,673	9,000	3,808	2,000
5025	Secondary Employment	16,425	-	10,000	-
		383,564	393,547	275,053	381,795
<b>Taxes and Benefits</b>					
5200	FICA Contribution	19,539	20,784	19,275	19,405
5205	IMRF Contribution	50,306	51,370	48,476	49,416
5220	PPO Insurance Contribution	68,050	73,786	69,996	72,643
5230	Dental Insurance Contribution	3,238	3,445	3,424	3,518
5232	Vision Insurance Contribution	8	-	211	225
5235	Life Insurance Contribution	355	368	393	368
5240	Workers Compensation	9,884	32,412	10,192	10,438
5245	Unemployment Compensation	296	252	252	100
5250	Uniform Allowance	1,575	1,575	1,575	2,025
5260	RHS Plan Payout	26,122	5,507	5,507	4,900
		179,373	189,499	159,301	163,038
<b>Other Employee Costs</b>					
5310	Membership Dues	1,325	1,425	1,300	1,425 *
5320	Conferences	-	1,500	-	1,500 *
5325	Training	399	1,000	1,400	1,000 *
5335	Travel Expenses	-	100	100	100 *
		1,724	4,025	2,800	4,025
<b>Insurance</b>					
5535	Property & Liability Insurance	4,655	6,296	6,296	6,380
		4,655	6,296	6,296	6,380
<b>Contractual Services</b>					
6015	Communication Services	3,079	3,500	3,500	3,500 *
		3,079	3,500	3,500	3,500
<b>Repairs and Maintenance</b>					
6300	R&M Software	-	930	-	-
		-	930	-	-
<b>Commodities</b>					
7000	Office Supplies	357	1,000	500	1,000 *
7200	Other Supplies	12	500	200	500
7300	Uniforms	400	-	-	-
		769	1,500	700	1,500
<b>Other Expenses</b>					
7500	Postage & Parcel	3	150	100	150 *
		3	150	100	150
<b>Division Total: Administration</b>		<b>573,167</b>	<b>599,447</b>	<b>447,750</b>	<b>560,388</b>

# 100-60-100 - Administration

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	IL Association of Chiefs of Police	225
	International Association of Chiefs of Police	100
	International Association of Chiefs of Police-Internet	1,100
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: 7000 - Office Supplies	Stationary Copy Paper, Pens, Pencils	1,000
Account: 7500 - Postage & Parcel	Stamps, Shipping, Package Delivery, Postage Meter	150

**2017 Budget**  
**POLICE**

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*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**

<b>Service</b>	<b>Metric</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Projected 2016</b>
Uniformed Patrol	Total Number of Uniformed Patrol Officers	95	94	93
	Total Number of Incidents Reported	6,041	6,630	6,700
	Total Arrests	892	691	625
	Total DUI Arrests	69	45	40
	SWAT Call Outs	0	5	3
	Number of Compliance & Parking Violations Issued	10,973	7,233	7,000

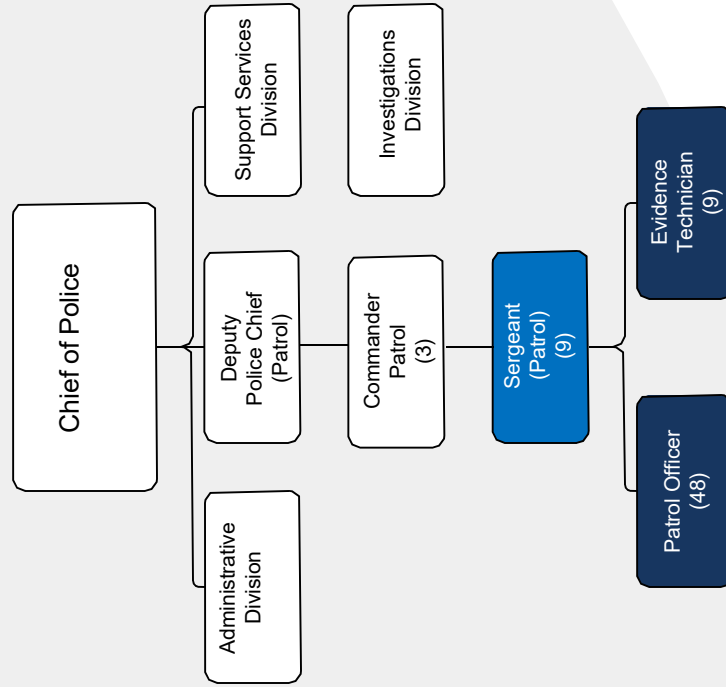
**2016 Major Accomplishments**

1. Implemented a body worn camera program and policy for uniformed patrol officers.
2. Converted to the new Lexipol policy and procedure manual.

**2017 Goals and Objectives**

1. Revise and standardize city ordinance tickets, fines and procedures.
2. Update and outfit entire patrol fleet with new modems / mobile data solutions.

# Police Department - Uniformed Patrol



MAP 240

MAP 241

FY2017



**2017 Budget**  
**POLICE -**  
**UNIFORMED PATROL**

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**PERSONNEL EXHIBIT**

Department: Police		Div: Uniformed Patrol		Div. No: 60 - 610
Title	Authorized Positions			
	2015 Authorized	2016 Budget	2017 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	2.00	
Patrolman/UP	<u>46.00</u>	<u>46.00</u>	<u>46.00</u>	
Total Full Time Equivalent (FTE) Employees:	69.00	69.00	70.00	

\* A second canine unit was approved as part of the 2017 budget

# 100-60-610 - Uniformed Patrol

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	6,538,051	6,585,550	6,409,040	6,834,677
5015	Overtime - Supervisory	71,739	58,000	58,776	58,000
5020	Overtime - Non Supervisory	254,463	325,000	262,265	325,000
5025	Secondary Employment	27,790	15,000	20,420	25,000
5030	Court Pay	95,947	115,000	96,776	115,000
5035	Acting Out of Class & Night Premium	33,820	50,000	39,997	50,000
		7,021,809	7,148,550	6,887,274	7,407,677
<b>Taxes and Benefits</b>					
5200	FICA Contribution	96,158	101,286	100,652	108,132
5210	Police Pension Contribution	3,090,209	3,589,240	3,589,240	3,780,000
5220	PPO Insurance Contribution	936,743	978,015	919,158	943,559
5225	HMO Insurance Contribution	255,066	209,625	203,216	228,249
5230	Dental Insurance Contribution	67,276	65,713	62,798	65,721
5232	Vision Insurance Contribution	9	-	253	268
5235	Life Insurance Contribution	5,730	5,669	5,659	5,704
5240	Workers Compensation	209,869	555,167	222,584	236,365
5245	Unemployment Compensation	9,008	4,596	4,596	2,320
5250	Uniform Allowance	46,125	46,900	50,775	49,350
5260	RHS Plan Payout	155,889	124,929	200,000	114,400
		4,872,083	5,681,140	5,358,931	5,534,068
<b>Other Employee Costs</b>					
5310	Membership Dues	435	255	255	255 *
5320	Conferences	940	1,000	-	1,000
5325	Training	35,739	50,200	45,000	50,200 *
5335	Travel Expenses	-	500	250	500 *
		37,114	51,955	45,505	51,955
<b>Insurance</b>					
5535	Property & Liability Insurance	81,517	77,805	77,805	77,950
		81,517	77,805	77,805	77,950
<b>Contractual Services</b>					
6015	Communication Services	14,190	67,620	55,000	63,960 *
		14,190	67,620	55,000	63,960
<b>Other Services</b>					
6110	Printing Services	60	200	200	200
6195	Miscellaneous Contractual Services	-	-	99	3,600 *
		60	200	299	3,800
<b>Repairs and Maintenance</b>					
6300	R&M Software	899	2,000	2,000	2,000 *
		899	2,000	2,000	2,000
<b>Commodities</b>					
7000	Office Supplies	1,813	4,000	3,500	4,000 *
7200	Other Supplies	8,414	10,095	9,000	9,120 *
7300	Uniforms	9,562	16,000	14,000	16,000 *
7320	Equipment < \$5,000	1,690	1,400	1,400	1,400 *
		21,478	31,495	27,900	30,520
<b>Other Expenses</b>					
7500	Postage & Parcel	16	200	100	200
7550	Miscellaneous Expenses	-	-	24	-
		16	200	124	200

# 100-60-610 - Uniformed Patrol

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Other Financing Uses</b>					
9280	Transfer to Emergency Telephone System Fund	1,186,906	1,129,551	1,109,398	1,457,592
		<u>1,186,906</u>	<u>1,129,551</u>	<u>1,109,398</u>	<u>1,457,592</u>
<b>Division Total: Uniformed Patrol</b>		<b><u>13,236,072</u></b>	<b><u>14,190,516</u></b>	<b><u>13,564,236</u></b>	<b><u>14,629,722</u></b>

# 100-60-610 - Uniformed Patrol

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
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
	Field Training Officer School	1,000
	Interviews & Interrogations	2,400
	NIPAS EST School	7,500
	Police Academy Training (5)	15,000
	Report Writing Class	500
	Staff and Command School	12,000
Account: 5335 - Travel Expenses	Mileage, Tolls, Parking	500
Account: 6015 - Communication Services	AT&T GMS Data Connection (PD Tracker)	900
	Broadband Cards for Police MDC	22,000
	Cook County Radio System	31,200
	Departmental Cell Phones, iPad (Deputy Chief)	8,360
	IPSAN Mobile Data Computer	500
	Northern Illinois Police Alarm Language Line	1,000
Account: 6195 - Miscellaneous Contractual Services	Body Camera Redaction Software	3,600
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 Technician Supplies	8,520
	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

**2017 Budget**  
**POLICE**

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*Criminal Investigations Division*

**Division Overview**

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

**Performance Measures**

Service	Metric	Actual 2014	Actual 2015	Projected 2016
Criminal Investigations	Total Cases Assigned	895	828	900
	Total Cases Closed	877	790	880
	Juvenile Arrests - % of Total Arrests	37%	30%	35%
	Total Arrests	154	186	170

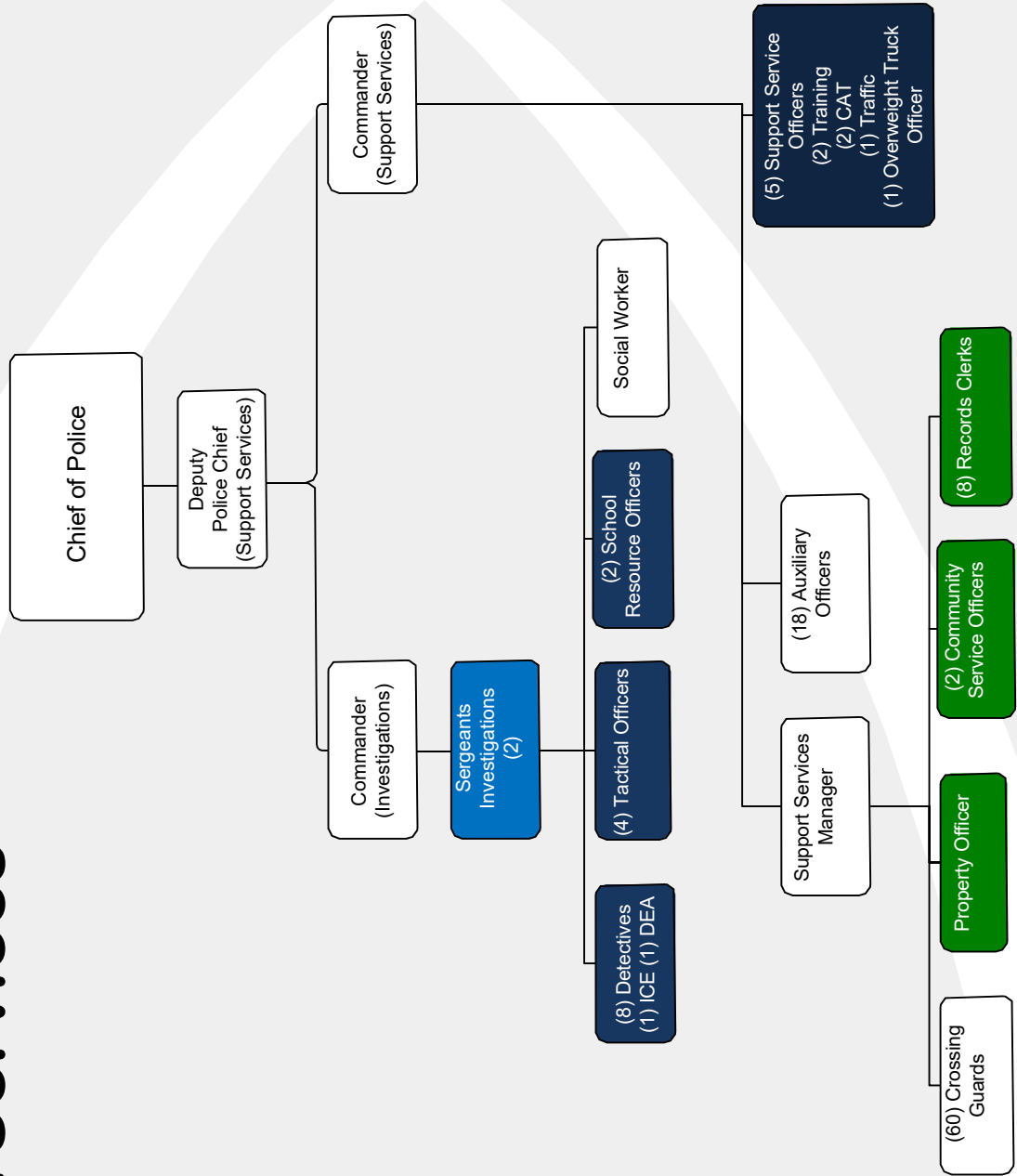
**2016 Major Accomplishments**

1. Added two new detectives allowing more cases to be investigated and more focus to be placed on each individual case.
2. Increased the number of search warrants served and the percentage of positive searches.

**2017 Goals and Objectives**

1. Continue comprehensive efforts to impact gangs and drug crimes through cooperative efforts with surrounding municipalities.
2. Continue to enhance the skills and knowledge of our investigators through specialized training.
3. Implement a new and more proficient case management system.

# Police Department – Criminal Investigation / Support Services



MAP 240

MAP 241

AFSCME

FY2017

**2017 Budget**  
**POLICE -**  
**CRIMINAL INVESTIGATION**

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**PERSONNEL EXHIBIT**

Department: Police		Div: Criminal Investigation		Div. No: 60 - 620
Title	Authorized Positions			
	2015 Authorized	2016 Budget	2017 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	

# 100-60-620 - Criminal Investigation

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	1,772,817	2,022,667	1,843,758	2,121,945
5015	Overtime - Supervisory	9,355	40,000	28,797	40,000
5020	Overtime - Non Supervisory	144,869	167,000	146,417	167,000
5025	Secondary Employment	1,329	3,300	1,396	3,300
5030	Court Pay	29,872	40,000	36,302	40,000
5035	Acting Out of Class & Night Premium	-	1,000	423	1,000
		1,958,242	2,273,967	2,057,093	2,373,245
<b>Taxes and Benefits</b>					
5200	FICA Contribution	31,640	36,707	37,169	40,142
5205	IMRF Contribution	10,590	10,638	15,957	10,674
5210	Police Pension Contribution	961,431	992,357	992,357	1,050,000
5220	PPO Insurance Contribution	244,170	259,821	251,178	287,968
5225	HMO Insurance Contribution	94,896	125,329	91,475	97,805
5230	Dental Insurance Contribution	20,371	23,014	20,298	22,948
5232	Vision Insurance Contribution	6	-	169	180
5235	Life Insurance Contribution	1,458	1,616	1,529	1,616
5240	Workers Compensation	55,907	170,569	58,541	73,759
5245	Unemployment Compensation	2,364	1,214	1,214	610
5250	Uniform Allowance	13,475	15,025	12,600	14,925
5260	RHS Plan Payout	81,596	37,119	50,200	50,200
		1,517,905	1,673,409	1,532,687	1,650,827
<b>Other Employee Costs</b>					
5310	Membership Dues	3,730	4,245	4,245	4,245 *
5325	Training	5,582	8,625	8,625	8,625 *
5335	Travel Expenses	100	150	100	150 *
		9,412	13,020	12,970	13,020
<b>Insurance</b>					
5535	Property & Liability Insurance	20,679	30,979	30,979	32,260
		20,679	30,979	30,979	32,260
<b>Contractual Services</b>					
6015	Communication Services	16,561	16,080	15,000	16,080 *
		16,561	16,080	15,000	16,080
<b>Other Services</b>					
6110	Printing Services	60	-	-	-
6135.999	Rentals - Other	-	1,000	400	1,000 *
6195	Miscellaneous Contractual Services	12,334	14,075	14,075	14,075 *
		12,394	15,075	14,475	15,075
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	-	250	125	250
		-	250	125	250
<b>Commodities</b>					
7000	Office Supplies	9	2,000	1,200	2,000
7200	Other Supplies	358	-	1,000	500
7300	Uniforms	80	200	100	200
7310	Publications	-	80	80	80 *
7320	Equipment < \$5,000	379	500	400	500 *
		826	2,780	2,780	3,280



# 100-60-620 - Criminal Investigation

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Other Expenses</b>					
7500	Postage & Parcel	307	250	200	250
		307	250	200	250
<b>Division Total: Criminal Investigation</b>		<b>3,536,327</b>	<b>4,025,810</b>	<b>3,666,309</b>	<b>4,104,287</b>

# 100-60-620 - Criminal Investigation

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
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
Basic Financial Crimes		850
Basic Narcotics Investigator		1,500
Criminal Investigation		1,725
Interviews & Interrogations		800
Lineup Software Upgrade		800
School Resource Officer Training		500
Social Worker Training		1,600
Account: 5335 - Travel Expenses	Mileage, Tolls, Parking	150
Account: 6015 - Communication Services	Departmental Cell Phones, iPad (3)	16,080
Account: 6135.999 - Rentals - Other	Rental of Surveillance Vehicles	1,000
Account: 6195 - Miscellaneous Contractual Services	BPFC Background Checks (Transunion)	1,200
	Critical Reach	725
	Entersect	1,300
	Leads Online (Pawnshop Database)	5,200
	Lexis Nexis Risk	3,500
	Vehicle Tracker	600
	West Group	1,400
	Yahoo	150
Account: 7310 - Publications	State's Attorney Appellate Delivery	80
Account: 7320 - Equipment < \$5,000	Office Equipment	500

**2017 Budget**  
**POLICE**

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*Support Services Division*

**Division Overview**

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

**Performance Measures**

Service	Metric	Actual 2014	Actual 2015	Projected 2016
Support Services	# of Police Education Programs Presented	9	28	31
	# of Police Training Classes Conducted	308	311	315

**2016 Major Accomplishments**

1. Implemented program and policy for Naloxone opioid overdose drug.
2. Implemented the truck enforcement program with a dedicated traffic officer.

**2017 Goals and Objectives**

1. Implement updated administrative hearing software, and add additional city ordinance violations to the administrative hearing program.
2. Transition all training and personnel records to the new RMS program.

**2017 Budget**  
**POLICE -**  
**SUPPORT SERVICES**

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**PERSONNEL EXHIBIT**

Department: Police		Div: Support Services		Div. No: 60 - 630
Title	Authorized Positions			
	2015 Authorized	2016 Budget	2017 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	1.00	1.00	1.00	
Total Full Time Equivalent (FTE) Employees:	25.00	25.00	25.00	

# 100-60-630 - Support Services

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	1,724,681	1,875,696	1,802,178	1,926,609
5010	Temporary Wages	174,636	210,000	184,581	210,000
5015	Overtime - Supervisory	653	-	1,500	-
5020	Overtime - Non Supervisory	64,801	62,100	57,352	70,000
5025	Secondary Employment	64,681	40,000	40,066	40,000
5030	Court Pay	1,186	-	608	-
5035	Acting Out of Class & Night Premium	631	8,500	5,012	8,500
		2,031,269	2,196,296	2,091,297	2,255,109
<b>Taxes and Benefits</b>					
5200	FICA Contribution	107,113	110,658	108,533	119,045
5205	IMRF Contribution	136,340	130,577	133,396	141,017
5210	Police Pension Contribution	253,182	418,403	418,403	420,000
5220	PPO Insurance Contribution	281,553	315,955	283,796	287,439
5225	HMO Insurance Contribution	111,543	123,224	116,013	132,895
5230	Dental Insurance Contribution	21,560	23,884	23,269	25,010
5232	Vision Insurance Contribution	9	-	252	268
5235	Life Insurance Contribution	1,801	1,920	1,966	1,996
5240	Workers Compensation	49,123	157,728	50,721	51,704
5245	Unemployment Compensation	2,516	1,200	1,200	610
5250	Uniform Allowance	9,750	11,300	10,525	11,425
5260	RHS Plan Payout	114,301	38,112	37,100	37,100
		1,088,792	1,332,961	1,185,174	1,228,509
<b>Other Employee Costs</b>					
5310	Membership Dues	9,955	9,050	9,050	9,450 *
5320	Conferences	-	1,000	-	1,000
5325	Training	19,375	32,090	20,000	27,090 *
5335	Travel Expenses	106	150	150	150 *
		29,436	42,290	29,200	37,690
<b>Insurance</b>					
5535	Property & Liability Insurance	36,573	24,129	24,129	24,680
		36,573	24,129	24,129	24,680
<b>Contractual Services</b>					
6000	Professional Services	3,396	3,125	15,000	28,125 *
6015	Communication Services	10,290	11,060	10,500	11,060 *
		13,686	14,185	25,500	39,185
<b>Other Services</b>					
6110	Printing Services	11,882	13,000	9,000	11,500 *
6185	Animal Control	34,401	42,000	40,000	43,000 *
6190	Tow/Storage/Abandoned Fees	390	2,500	400	2,500
6195	Miscellaneous Contractual Services	21,920	24,150	30,000	24,150 *
		68,592	81,650	79,400	81,150
<b>Repairs and Maintenance</b>					
6300	R&M Software	-	-	-	3,665 *
6305	R&M Equipment	5,325	11,250	5,000	11,350 *
6310	R&M Vehicles	5,246	9,500	8,000	9,500 *
6315	R&M Buildings & Structures	-	-	80	-
6345	R&M Police Range	8,638	11,500	9,500	11,500 *
		19,208	32,250	22,580	36,015
<b>Commodities</b>					
7000	Office Supplies	13,549	11,000	11,000	11,000
7010	Supplies - Community Relations	13,316	18,000	16,000	18,000 *

# 100-60-630 - Support Services

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Commodities</b>					
7015	Supplies - Police Range	46,047	63,630	58,000	63,630 *
7035	Supplies - Equipment R&M	1,120	-	200	-
7045	Supplies - Building R&M	24	-	-	-
7055.051	Street Sign Supplies	-	800	-	200 *
7200	Other Supplies	15,519	17,850	16,000	29,050 *
7300	Uniforms	26,503	22,900	7,000	4,900 *
7310	Publications	3,027	3,180	5,000	3,180 *
7320	Equipment < \$5,000	4,532	6,000	6,000	6,000 *
		123,635	143,360	119,200	135,960
<b>Other Expenses</b>					
7500	Postage & Parcel	168	500	500	500
7525	Meals	612	600	900	1,200 *
7550	Miscellaneous Expenses	1,058	1,000	1,100	1,100
		1,838	2,100	2,500	2,800
<b>Division Total: Support Services</b>		<b>3,413,030</b>	<b>3,869,221</b>	<b>3,578,980</b>	<b>3,841,098</b>

# 100-60-630 - Support Services

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total	
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)	8,700	
	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	
Account: 5335 - Travel Expenses	Mileage, Tolls, Parking	150	
Account: 6000 - Professional Services	Body Removal Service	25,000	
	Training Facility Rentals	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	2,000	
	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	Animal Removal Services	31,000	
	Veterinary Services	12,000	
Account: 6195 - Miscellaneous 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: 6300 - R&M Software	Body Camera Software Annual License	3,665	
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	800	
	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
Squad Body Repair		1,500	
Squad Car Washes		3,500	

# 100-60-630 - Support Services

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6345 - R&M Police Range	Range Maintenance	6,700
	Range Maintenance (Lead removal, filters)	4,800
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	200
Account: 7200 - Other Supplies	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
	Locksmith Services	2,000
	Misc. Hardware	200
	Naloxone Opioids Overdose Drug Replacement	10,000
	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
	Taxi License Stickers	1,200
	Traffic Control Supplies	1,500
	Training Aids	300
Account: 7300 - Uniforms	Police Badges-Chicago Badge	2,000
	Police Insignias	400
	Police Officer Replacement Articles	500
	Retirement Badges	1,000
	Uniform Patches	1,000
Account: 7310 - Publications	Forum-Chief of Police	40
	IL Law Enforcement & Training Board-Chief of Police	40
	IL Vehicle Code (IVC) Procedural Manuals	3,000
	Law Update-IL Law Enforcement	100
Account: 7320 - Equipment < \$5,000	Equipment Out of Warranty (Computers, Cameras, Radars)	4,000
	Weapons	2,000
Account: 7525 - Meals	Prisoner Meals	1,200



## 2017 Budget

# HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY

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## 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.

	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Salaries	31,064	26,195	29,614	57,085	54,363	59,948
Benefits	12,260	12,413	11,565	11,874	11,171	12,028
Contractual Services	22,903	43,766	28,965	49,785	51,639	59,250
Commodities	24,178	18,905	26,889	28,530	24,410	29,080
Capital Outlay	-	395	5,947	14,000	13,275	-
<b>Total</b>	<b>90,405</b>	<b>101,673</b>	<b>102,980</b>	<b>161,274</b>	<b>154,858</b>	<b>160,306</b>

## 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.

## 2017 Budget

# HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY

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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.

2017 Budget

**HOMELAND SECURITY AND  
EMERGENCY MANAGEMENT AGENCY**

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**Performance Measures**

Service	Metric	Actual 2014	Actual 2015	Projected 2016
Emergency Management	Number of Emergency Reponses	42	194	260
	Number of Hours Spent on Disaster Planning	1140	1149	1600
	New Grants Applied For/Received	1	1	1
	Preparedness Outreach Events (upon requests)	16	16	20
	% of Grants Successfully Awarded	100%	100%	100%

**2016 Major Accomplishments**

**Homeland Security**

1. 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**

1. Conducted joint tabletop exercise with the O'Hare Emergency Operation Center and achieved our 2<sup>nd</sup> quarter 2016 exercise requirements.
2. Will meet all DHS/FEMA HSEEP and NIMS requirements by August 31, 2016, as required for compliance with all federal grants awarded to the city.

**Citizen Corps**

1. The Citizen Corps members contributed 3,008 hours of volunteer service while responding to disaster sites, special events and daily operational functions, resulting in a monetary savings of \$74,417.92 to the City of Des Plaines.

**2017 Budget**

**HOMELAND SECURITY AND  
EMERGENCY MANAGEMENT AGENCY**

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**2017 Goals and Objectives**

**Homeland Security**

1. 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**

1. Deliver quarterly emergency management training for Incident Management Team.
2. Review and update the Des Plaines Emergency Operation Plan for the Illinois Emergency Management Agency approval.

**Citizen Corps**

1. 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.

**2017 Budget**  
**HOMELAND SECURITY AND**  
**EMERGENCY MANAGEMENT AGENCY**

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**PERSONNEL EXHIBIT**

Department: EMA		Div: EMA		Div. No: 65-000	
Title	Authorized Positions				
	2015 Authorized	2016 Budget	2017 Budget		
Deputy Executive Coordinator	1.00	1.00	1.00		
Total Full Time Equivalent (FTE) Employees:	1.00	1.00	1.00		

# 100-65 - Emergency Management Agency

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	29,614	57,085	54,363	59,948
		29,614	57,085	54,363	59,948
<b>Taxes and Benefits</b>					
5200	FICA Contribution	4,295	4,367	4,176	4,586
5205	IMRF Contribution	6,961	7,073	6,736	7,194
5235	Life Insurance Contribution	108	108	109	108
5240	Workers Compensation	165	288	112	120
5245	Unemployment Compensation	36	38	38	20
		11,565	11,874	11,171	12,028
<b>Other Employee Costs</b>					
5310	Membership Dues	215	300	260	300 *
5325	Training	2,822	3,500	3,500	3,500 *
5335	Travel Expenses	-	100	100	100 *
5340	Pre-Employment Exams	-	250	-	-
		3,037	4,150	3,860	3,900
<b>Insurance</b>					
5535	Property & Liability Insurance	7,880	13,535	13,535	13,550
		7,880	13,535	13,535	13,550
<b>Contractual Services</b>					
6015	Communication Services	10,527	12,100	9,100	11,800 *
		10,527	12,100	9,100	11,800
<b>Other Services</b>					
6110	Printing Services	2,811	3,000	3,000	3,000 *
6195	Miscellaneous Contractual Services	3,750	5,000	5,000	5,000 *
		6,561	8,000	8,000	8,000
<b>Repairs and Maintenance</b>					
6300	R&M Software	-	-	-	10,000 *
6305	R&M Equipment	710	12,000	13,000	12,000 *
6310	R&M Vehicles	250	-	4,144	-
		960	12,000	17,144	22,000
<b>Commodities</b>					
7000	Office Supplies	1,588	1,500	1,500	1,687 *
7035	Supplies - Equipment R&M	798	2,430	1,000	225 *
7200	Other Supplies	6,288	9,000	6,360	7,018 *
7300	Uniforms	3,202	6,000	6,000	10,300 *
7320	Equipment < \$5,000	12,492	7,500	7,500	7,500 *
		24,368	26,430	22,360	26,730
<b>Other Expenses</b>					
7500	Postage & Parcel	93	100	50	100 *
7550	Miscellaneous Expenses	2,428	2,000	2,000	2,250 *
		2,521	2,100	2,050	2,350
<b>Capital Outlay</b>					
8000	Computer Software	-	14,000	13,275	-
8010	Furniture & Fixtures	5,947	-	-	-
		5,947	14,000	13,275	-
<b>Department Total: Emergency Management Agency</b>		<b>102,980</b>	<b>161,274</b>	<b>154,858</b>	<b>160,306</b>

# 100-65 - Emergency Management Agency

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Illinois Emergency Services Mgmt. Assoc. (IESMA)	200
	Illinois School Resource Officers Association (ILSROA)	50
	Illinois Search and Rescue Council (ISRC)	50
Account: 5325 - Training	Director Mandated Training	500
	Employee & Volunteer National Incident Management System (NIMS)	1,000
	Volunteer Training	2,000
Account: 5335 - Travel Expenses	Parking, Mileage	100
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
Account: 6110 - Printing Services	Citizen Corps Program	2,000
	Printing of Training Manuals/Pamphlets/Handouts	1,000
Account: 6195 - Miscellaneous Contractual Services	Citizen Corp/EMA Stipend	5,000
Account: 6300 - R&M Software	EMA Software Annual Fee	10,000
Account: 6305 - R&M Equipment	EOC HP Plotter	1,000
	Homeland Security Camera Maintenance	4,000
	R&M of Equipment, Light Trailers, Warning Siren, Etc	3,000
	Siren Maintenance Agreement (11)	4,000
Account: 7000 - Office Supplies	Paper, Pens, Pencils, Etc	1,687
Account: 7035 - Supplies - Equipment R&M	Repair of Emergency Mgmt. Agency Tools & Equip.	225
Account: 7200 - Other Supplies	Citizen Corps Supplies	5,118
	Disaster Supplies (Cleanup Kits, Vests, Fire Boots)	900
	Emergency Management Supplies	1,000
Account: 7300 - Uniforms	Director Uniforms	800
	Volunteer Uniforms	7,500
	Volunteer vests, boots, helmets, etc.	2,000
Account: 7320 - Equipment < \$5,000	Citizen Corps/ Weather Spotter Equipment	1,000
	Emergency Operations Center (EOC)	3,500
	Tools, Equipment	2,500
	Volunteer Ground Search & Rescue	500
Account: 7500 - Postage & Parcel	Grant Mailings	100
Account: 7550 - Miscellaneous Expenses	Supplies for Special Events, Incidents, EOC	1,250
	Volunteer Meals	1,000

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**2017 Budget**  
**FIRE DEPARTMENT**

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**Mission Statement**

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

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
Salaries	9,862,546	9,871,054	10,423,519	10,414,747	10,143,888	10,790,101
Benefits	7,379,090	7,614,181	8,560,432	7,385,435	7,993,635	8,543,411
Contractual Services	606,696	788,108	301,562	312,228	311,605	306,191
Commodities	180,930	143,841	128,304	152,065	208,074	229,935
Capital Outlay	11,455	41,502	10,446	2,000	-	10,750
Transfers		-	511,486	553,500	600,490	607,265
<b>Total</b>	<b>18,040,717</b>	<b>18,458,686</b>	<b>19,935,749</b>	<b>18,819,975</b>	<b>19,257,692</b>	<b>20,487,653</b>

**Department Overview**

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

**2017 Budget**  
**FIRE DEPARTMENT**

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*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 2014	Actual 2015	Projected 2016
Personnel	Number of Employees Hired	1 (PT)	4	7
	Special Activity and Training Hours	45,558	40,660	43,000
Purchasing	Number of Purchase Orders Processed	55	57	55

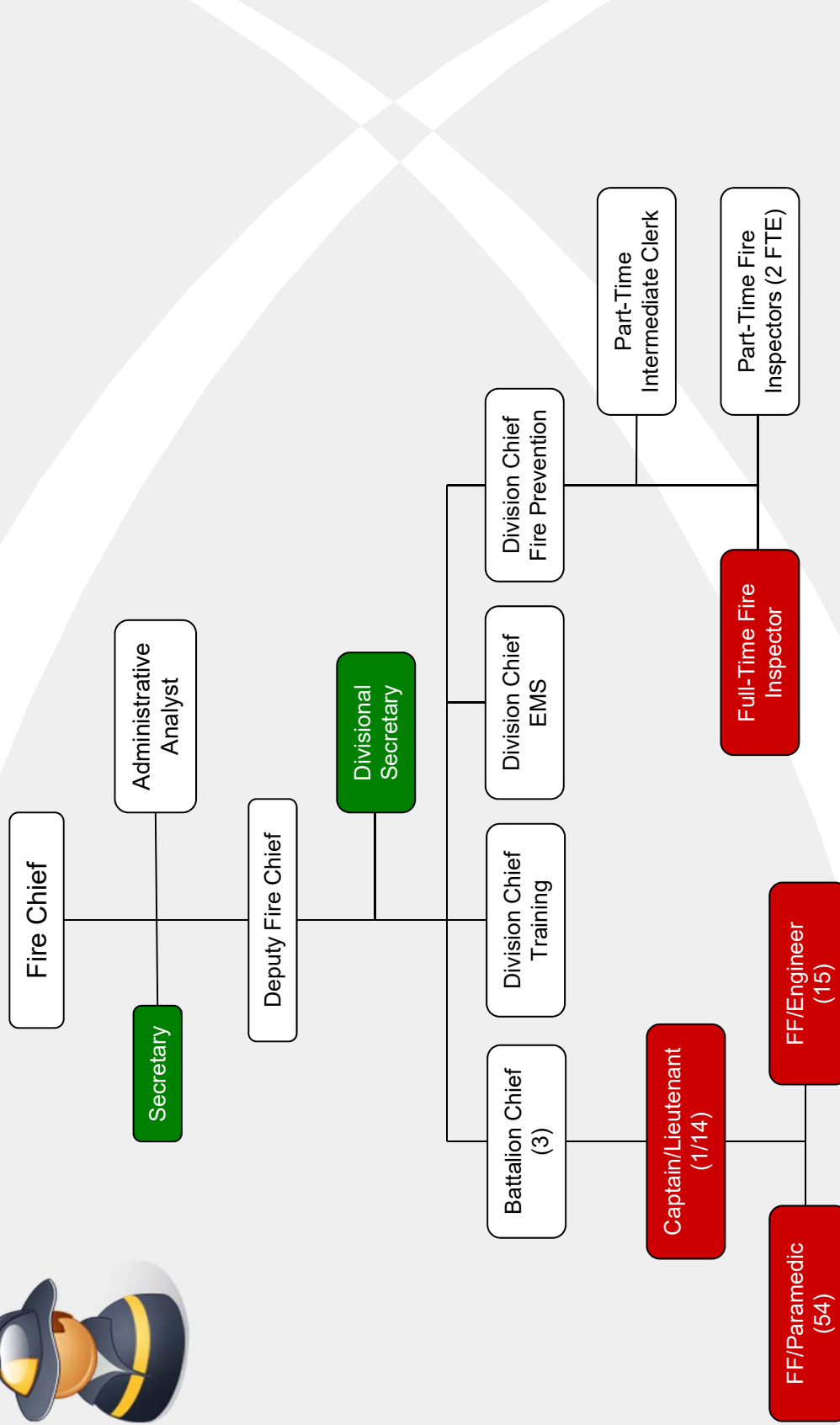
**2016 Major Accomplishments**

1. Transitioned to a Quartermaster System for employee uniforms, replacing the Uniform Allowance. This will save considerable amounts of money over time.
2. Negotiated a renewal labor contract with the Des Plaines Firefighters Union, IAFF Local 4211.

**2017 Goals and Objectives**

1. Continue 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. Enhance Active Shooter Response Capability. Continue to work with the Police Department to prepare for response to such events, with the goal being to maintain the maximum amount of safety while reducing life loss.

# Fire Department



IAFF

AFSCME

2017 Budget

**FIRE -**

**ADMINISTRATION**

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**PERSONNEL EXHIBIT**

Department: Fire		Div: Administration		Div. No: 70 - 100	
Title	Authorized Positions			2017 Budget	
	2015 Authorized	2016 Budget	2017 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		

# 100-70-100 - Administration

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	638,890	731,848	693,649	760,314
5020	Overtime - Non Supervisory	-	1,200	508	-
		638,890	733,048	694,157	760,314
<b>Taxes and Benefits</b>					
5200	FICA Contribution	26,134	30,450	28,663	30,928
5205	IMRF Contribution	35,567	40,084	37,904	39,813
5215	Fire Pension Contribution	245,328	251,800	251,800	245,000
5220	PPO Insurance Contribution	113,930	130,090	119,252	120,152
5230	Dental Insurance Contribution	6,194	6,889	6,277	6,423
5232	Vision Insurance Contribution	15	-	420	448
5235	Life Insurance Contribution	576	669	667	660
5240	Workers Compensation	87,304	39,018	72,118	77,453
5245	Unemployment Compensation	944	372	372	250
5250	Uniform Allowance	2,300	3,000	2,250	2,250
5260	RHS Plan Payout	16,072	7,852	10,000	10,000
		534,365	510,224	529,723	533,377
<b>Other Employee Costs</b>					
5310	Membership Dues	6,835	9,144	9,353	10,094 *
5320	Conferences	1,311	3,000	1,800	3,000
5325	Training	3,181	5,550	5,550	5,550 *
5335	Travel Expenses	701	100	130	200
5345	Post-Employment Exams	275	-	-	-
		12,303	17,794	16,833	18,844
<b>Insurance</b>					
5535	Property & Liability Insurance	10,891	8,356	8,356	8,200
		10,891	8,356	8,356	8,200
<b>Contractual Services</b>					
6000	Professional Services	75	1,000	750	700
6015	Communication Services	2,763	4,000	3,500	3,300 *
		2,838	5,000	4,250	4,000
<b>Other Services</b>					
6110	Printing Services	40	75	-	-
6195	Miscellaneous Contractual Services	180	-	553	672 *
		220	75	553	672
<b>Repairs and Maintenance</b>					
6310	R&M Vehicles	270	125	75	125 *
		270	125	75	125
<b>Commodities</b>					
7000	Office Supplies	979	1,400	1,000	1,300
7200	Other Supplies	183	250	225	250
7300	Uniforms	1,536	500	1,000	1,050
7310	Publications	44	400	150	250
7320	Equipment < \$5,000	326	400	-	300 *
		3,068	2,950	2,375	3,150
<b>Other Expenses</b>					
7500	Postage & Parcel	-	50	40	50
7550	Miscellaneous Expenses	1,339	500	850	900
		1,339	550	890	950

# 100-70-100 - Administration

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	300	-	-	-
		300	-	-	-
<b>Division Total: Administration</b>		<b>1,204,482</b>	<b>1,278,122</b>	<b>1,257,212</b>	<b>1,329,632</b>

# 100-70-100 - Administration

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Fire Accreditation	100
	Illinois Fire Chiefs Association	450
	Illinois Mutual Aid Box Alarm System (MABAS) Dues	525
	International Association Fire Chiefs	409
	Metropolitan Fire Chiefs	80
	Mutual Aid Box Alarm System Division 1 - Annual Dues	3,500
	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	3,300
Account: 6195 - Miscellaneous Contractual Services	Shredding Services	672
Account: 6310 - R&M Vehicles	Car Washes	125
Account: 7320 - Equipment < \$5,000	Office Equipment	300

**2017 Budget**  
**FIRE DEPARTMENT**

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*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 2014	Actual 2015	Projected 2016
Emergency Responses	Total Number of Emergency Responses	7,903	7,900	7,900
Emergency Medical	Number of Emergency Medical Calls	5,647	5,841	6,075
	Number of Patients Transported	4,162	4,292	4,470
Fire & Rescue Responses	Number of Responses to Fires	169	160	145
	Number of Structure Fire Responses	69	107	75
	Fire Loss in Des Plaines	\$813,110	\$1,924,153	\$1,750,000

**2016 Major Accomplishments**

1. Hazard Zone Management Training. All Command Staff has completed this advanced training.
2. Comprehensive Operational Readiness preparation and evaluation programs were completed for all ranks of emergency responders.

**2017 Goals and Objectives**

1. Further implement the Life Safety Initiative Program into Fire Department operations.
2. Expand the use of research and development to improve organizational readiness and operational efficiencies.



**2017 Budget**  
**FIRE -**  
**EMERGENCY SERVICES**

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**PERSONNEL EXHIBIT**

Department: Fire		Div: Emergency Services		Div. No: 70 - 710	
Title	Authorized Positions				
	2015 Authorized	2016 Budget	2017 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	53.00	54.00		
Firefighter - Engineer	15.00	15.00	15.00		
Firefighter	<u>3.00</u>	<u>1.00</u>	<u>0.00</u>		
Total Full Time Equivalent (FTE) Employees:	87.00	87.00	87.00		

\*In 2016 the last Firefighter retired. All Firefighters are now Paramedics or Engineers.

# 100-70-710 - Emergency Services

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	8,353,799	8,598,929	8,145,698	8,837,899
5015	Overtime - Supervisory	366,690	230,000	216,967	230,000
5020	Overtime - Non Supervisory	745,761	485,000	748,815	585,000
5035	Acting Out of Class & Night Premium	27,263	27,800	23,345	27,800
		9,493,513	9,341,729	9,134,825	9,680,699
<b>Taxes and Benefits</b>					
5200	FICA Contribution	127,319	131,682	137,767	137,479
5215	Fire Pension Contribution	3,951,066	4,038,459	4,038,459	4,508,000
5220	PPO Insurance Contribution	1,409,641	1,502,319	1,397,075	1,425,579
5225	HMO Insurance Contribution	245,610	244,184	233,713	237,308
5230	Dental Insurance Contribution	90,223	92,676	89,145	90,787
5232	Vision Insurance Contribution	11	-	248	263
5235	Life Insurance Contribution	7,050	7,156	7,134	6,534
5240	Workers Compensation	1,722,788	485,932	1,243,446	1,246,764
5245	Unemployment Compensation	11,748	5,760	5,760	2,780
5250	Uniform Allowance	61,100	61,750	2,250	2,250
5260	RHS Plan Payout	207,512	121,227	107,100	107,100
		7,834,069	6,691,145	7,262,097	7,764,844
<b>Other Employee Costs</b>					
5310	Membership Dues	19,627	18,062	18,187	18,187 *
5325	Training	53,110	47,875	62,000	48,125 *
5330	In-Service Training	19,933	22,200	21,000	21,600 *
5335	Travel Expenses	377	150	200	175
5345	Post-Employment Exams	27,103	31,500	28,000	31,200 *
		120,150	119,787	129,387	119,287
<b>Insurance</b>					
5535	Property & Liability Insurance	77,166	74,102	74,102	70,250
		77,166	74,102	74,102	70,250
<b>Contractual Services</b>					
6000	Professional Services	4,286	10,470	10,470	6,800 *
6015	Communication Services	8,689	13,750	8,000	17,650 *
6035	Dispatch Services	-	-	-	-
		12,975	24,220	18,470	24,450
<b>Other Services</b>					
6110	Printing Services	2,619	1,500	1,100	1,500 *
6115	Licensing/Titles	1,420	2,425	900	828 *
6135.031	Rentals - Uniforms	-	-	1,200	1,200 *
		4,038	3,925	3,200	3,528
<b>Repairs and Maintenance</b>					
6300	R&M Software	5,960	8,680	8,680	8,855 *
6305	R&M Equipment	39,565	29,000	29,000	29,000 *
6310	R&M Vehicles	30	200	100	100
		45,555	37,880	37,780	37,955
<b>Commodities</b>					
7000	Office Supplies	1,890	2,200	2,200	2,200
7025	Supplies - Custodial	17,705	16,500	16,500	16,500
7035	Supplies - Equipment R&M	9,544	13,500	13,500	13,000 *
7040	Supplies - Vehicle R&M	-	-	112	600
7045	Supplies - Building R&M	-	-	1,368	5,200 *
7200	Other Supplies	34,944	33,550	33,550	33,550 *
7300	Uniforms	25,092	30,500	85,000	72,700 *

# 100-70-710 - Emergency Services

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Commodities</b>					
7310	Publications	-	100	100	100
7320	Equipment < \$5,000	28,609	39,550	39,550	67,685 *
		117,784	135,900	191,880	211,535
<b>Other Expenses</b>					
7500	Postage & Parcel	1,432	1,000	1,400	1,000
7550	Miscellaneous Expenses	741	275	275	275
		2,173	1,275	1,675	1,275
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	660	2,000	-	2,000 *
8015	Equipment	9,486	-	-	8,750 *
		10,146	2,000	-	10,750
<b>Other Financing Uses</b>					
9280	Transfer to Emergency Telephone System Fund	511,486	553,500	600,490	607,265
		511,486	553,500	600,490	607,265
<b>Division Total: Emergency Services</b>		<b>18,229,056</b>	<b>16,985,463</b>	<b>17,453,906</b>	<b>18,531,838</b>

# 100-70-710 - Emergency Services

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total	
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	250	
	Northeastern I Public Safety Training Acad. (NIPSTA) Membership	17,112	
	Northwest Association of Emergency Medical Services (EMS)	50	
	Sam's Club	60	
	Survey Tool Membership for Online Training	300	
	Account: 5325 - Training	24 x 7 EMS Computer-Based Training	1,025
		Engine & Truck Operations	3,500
FF Academy Replacement Hires		10,485	
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		1,915	
Account: 5330 - In-Service Training	Emergency Medical - Paramedic System Continuing Education Costs	16,800	
	Emergency Medical - Paramedic System Member Fixed Costs	4,800	
Account: 5345 - Post-Employment Exams	Annual Physicals	31,200	
Account: 6000 - Professional Services	Fire Department Computer Replacement - Vehicles	4,200	
	Firehouse Program	500	
	Image Trend: Data Storage/Medical Records Fees	2,100	
Account: 6015 - Communication Services	Ambulance Cell Phones Hotspots for ECG Transmissions	600	
	Cell Phones (Shift Commanders & Front Line Vehicles)	9,300	
	GX440 Wireless Service for Vehicle Computers	7,750	
	Forms	1,150	
Account: 6110 - Printing Services	Public CPR Program - Instructional Materials	350	
Account: 6115 - Licensing/Titles	IL Dept. of Public Health (IDPH) Re-Licensure Fees - EMT-Bs	63	
	IL Dept. of Public Health (IDPH) Re-Licensure Fees - Paramedics	640	
	Licensing for Ambulances	125	
Account: 6135.031 - Rentals - Uniforms	Rental Gear During Fire Academy - 3 Candidates	1,200	
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	1,200	
	NFIRS Software	350	

# 100-70-710 - Emergency Services

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total	
Account: 6305 - R&M Equipment	Annual Upgrade/Repair Dive Equipment	4,000	
	Breathing Air Compressor Annual PM	1,200	
	Calibration Gas & R&M Meters	1,400	
	EKG & AED Machine Annual PMs	1,400	
	Fire Equipment and Annual Ladder Testing	9,000	
	Fire Extinguisher Maintenance	1,900	
	Misc Equipment Repair	10,100	
Account: 7035 - Supplies - Equipment R&M	R&M Supplies for All Firefighting and Emergency Medical Equip.	13,000	
Account: 7045 - Supplies - Building R&M	General Supplies for Building R&M	1,000	
	Station #63 Drawers to Store Bedding Gear	1,200	
	Station #63 Replacement Blinds	3,000	
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	
	Suppression - Small Tools & Equipment	4,500	
	Training Supplies - Props, etc...	5,000	
Account: 7300 - Uniforms	Quartermaster Replacement Uniforms	42,200	
	Suppression - Fire Gear and Uniforms	30,500	
Account: 7320 - Equipment < \$5,000	Air Masks Tanks/Parts - Annual Expense	6,000	
	Ballistic Protection	17,590	
	Dive - Suits, Tanks & Misc Equipment	5,600	
	Dive Team Dry Suits	4,200	
	Hazardous Materials Level A Chemical Suits	5,900	
	Hazmat - Equipment	2,500	
	PFDs for Engines	920	
	Suppression - Nozzles, Adapters, Appliance Replacement	5,000	
	Suppression - Tools, PPV Fans, Extrication Equipment	5,600	
	Swiftwater Kits	2,000	
	Technical Rescue Team (TRT) - Equipment	3,500	
	Technical Rescue Team (TRT) New Member Equipment	3,145	
	Training - Mannequins, Smoke Machine	2,330	
	Water Rescue Survival Suits	3,400	
	Account: 8010 - Furniture & Fixtures	Replacement of Small Furniture	2,000
	Account: 8015 - Equipment	Oxygen Fill Station	8,750

**2017 Budget**  
**FIRE DEPARTMENT**

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*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 2014	Actual 2015	Projected 2016
Inspection Services	Plans Reviewed	228	129	300
	Inspections & Re-inspections	4,133	3,533	3,500
	Freedom of Information Act Requests	150	97	100
Investigational Services	Fire Investigations	12	23	20

**2016 Major Accomplishments**

1. Provided expertise in the installation of a fire suppression system involving a state-of-the-art robotic racking system (one of only two in the USA) and a new business in the City.
2. Developed and implemented a more-efficient permitting process by requiring separate permits/submittals for fire alarm and sprinkler systems in new construction projects.

**2017 Goals and Objectives**

1. Assist in the development and implementation of a Mutual Aid Box Alarm System Division 1 Fire Investigation Team.
2. Improve the Operation Prom Night program that is presented to high schoolers in order to better illustrate the long-term effects that unwise decisions might have.

2017 Budget

**FIRE -**

**FIRE PREVENTION**

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**PERSONNEL EXHIBIT**

Department: Fire		Div: Fire Prevention		Div. No: 70 - 720
Title	Authorized Positions			
	2015 Authorized	2016 Budget	2017 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	

# 100-70-720 - Fire Prevention

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	272,921	317,470	299,320	326,588
5015	Overtime - Supervisory	609	-	286	-
5020	Overtime - Non Supervisory	17,586	18,300	13,523	18,300
5035	Acting Out of Class & Night Premium	-	4,200	1,777	4,200
		291,116	339,970	314,906	349,088
<b>Taxes and Benefits</b>					
5200	FICA Contribution	9,451	11,456	10,125	11,351
5205	IMRF Contribution	1,994	2,145	1,980	2,025
5215	Fire Pension Contribution	107,600	109,741	109,741	147,000
5220	PPO Insurance Contribution	28,153	38,000	36,646	38,552
5230	Dental Insurance Contribution	1,369	1,506	1,595	1,899
5232	Vision Insurance Contribution	3	-	86	91
5235	Life Insurance Contribution	137	199	174	152
5240	Workers Compensation	34,669	17,014	34,040	36,760
5245	Unemployment Compensation	504	178	178	110
5250	Uniform Allowance	1,550	1,500	750	750
5260	RHS Plan Payout	6,568	2,327	6,500	6,500
		191,999	184,066	201,815	245,190
<b>Other Employee Costs</b>					
5310	Membership Dues	630	515	510	510 *
5325	Training	4,898	9,650	8,000	8,100 *
		5,528	10,165	8,510	8,610
<b>Insurance</b>					
5535	Property & Liability Insurance	6,810	6,349	6,349	6,260
		6,810	6,349	6,349	6,260
<b>Contractual Services</b>					
6000	Professional Services	300	300	-	-
6015	Communication Services	1,638	2,200	1,900	2,160 *
		1,938	2,500	1,900	2,160
<b>Other Services</b>					
6110	Printing Services	810	900	800	800 *
6115	Licensing/Titles	-	750	750	750 *
6135.030	Rentals - Equipment	-	250	250	250 *
		810	1,900	1,800	1,800
<b>Repairs and Maintenance</b>					
6310	R&M Vehicles	70	50	40	50 *
		70	50	40	50
<b>Commodities</b>					
7000	Office Supplies	840	1,500	650	775 *
7200	Other Supplies	1,406	5,890	5,890	6,150 *
7300	Uniforms	935	1,020	2,000	1,570
7310	Publications	158	1,230	1,464	2,780 *
7320	Equipment < \$5,000	438	1,000	500	1,000 *
		3,778	10,640	10,504	12,275
<b>Other Expenses</b>					
7550	Miscellaneous Expenses	163	750	750	750 *
		163	750	750	750
<b>Division Total: Fire Prevention</b>		<b>502,211</b>	<b>556,390</b>	<b>546,574</b>	<b>626,183</b>



# 100-70-720 - Fire Prevention

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	CPR Community Training Center Participation	150
	Fire Investigators Strike Force Dues	75
	IL Fire Inspectors Association	95
	NFPA (National Fire Protection Association) Membership	175
	Sam's Club	15
	Account: 5325 - Training	Fire Prevention Classes (NFPA, IFIA, BFCA, etc.)
Account: 6015 - Communication Services	Cell Phones	2,160
Account: 6110 - Printing Services	Inspection Forms, Fire Prevention Booklets, etc.	800
Account: 6115 - Licensing/Titles	FireHouse Mobile Annual License Support Fee	750
Account: 6135.030 - Rentals - Equipment	Open House Equipment Rental	250
Account: 6310 - R&M Vehicles	Car Washes	50
Account: 7000 - Office Supplies	Pens, Pencils, Clips, Etc.	775
Account: 7200 - Other Supplies	Citizens Course - Supplies	1,300
	Open House Supplies & Handouts	1,650
	Promotional Items - Books, Helmets, etc.	2,000
	Public Education Supplies	1,200
Account: 7310 - Publications	Fire Inspectors Law Publication	1,470
	NFPA Code Subscription	1,310
Account: 7320 - Equipment < \$5,000	Office Equipment, Flashlights, Investigation Gear, etc.	1,000
Account: 7550 - Miscellaneous Expenses	Open House Expenses	750

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## 2017 Budget

# BOARD OF FIRE & POLICE COMMISSIONERS

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### 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.

	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Commission Costs	31,825	23,562	14,286	63,650	69,278	44,050
Contractual Services	-	4,210	8,940	9,000	4,450	6,000
Commodities	738	2,531	22,929	1,450	1,000	1,450
<b>Total</b>	<b>32,563</b>	<b>30,303</b>	<b>46,155</b>	<b>74,100</b>	<b>74,728</b>	<b>51,500</b>

### Board Overview

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

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

### Performance Measures

Service	Metric	Actual 2014	Actual 2015	Projected 2016
Hiring	Number of Fire Department Candidates Interviewed	0	10	9
	Number of Police Department Candidates Interviewed	34	15	8
Promotion	Number of Fire Department Candidates Tested	0	0	27
	Number of Police Department Candidates Tested	0	45	0

### 2016 Major Accomplishments

1. The Board appointed four (4) firefighters and seven (7) police officers.
2. The Board established eligibility lists for Police Department sergeant, Fire Department lieutenant, Police Department patrol officer, and Fire Department firefighter/paramedic positions.

## **2017 Budget**

# **BOARD OF FIRE & POLICE COMMISSIONERS**

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### **2017 Goals and Objectives**

1. Training. Board members will attend at least one of the Illinois Fire and Police Commissioners Association conferences.
2. Hiring. The Board will conduct interviews as necessary to provide candidates to the Police and Fire Departments for hire when vacancies occur.
3. Discipline. The Board will remain prepared to conduct hearings for disciplinary purposes, if necessary.

# 100-75 - Fire & Police Commission

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Other Employee Costs</b>					
5310	Membership Dues	375	400	400	400 *
5325	Training	-	1,000	600	1,000 *
5335	Travel Expenses	-	100	50	100 *
5340	Pre-Employment Exams	12,837	39,150	36,000	42,550 *
5345	Post-Employment Exams	1,075	23,000	32,228	-
		14,286	63,650	69,278	44,050
<b>Contractual Services</b>					
6000	Professional Services	1,680	4,000	2,000	4,000 *
6005	Legal Fees	3,048	-	-	-
6010	Legal Fees - Labor & Employment	1,712	-	-	-
		6,440	4,000	2,000	4,000
<b>Other Services</b>					
6100	Publication of Notices	-	5,000	2,450	2,000
6195	Miscellaneous Contractual Services	2,500	-	-	-
		2,500	5,000	2,450	2,000
<b>Commodities</b>					
7000	Office Supplies	390	250	250	250 *
7310	Publications	-	500	250	500 *
		390	750	500	750
<b>Other Expenses</b>					
7500	Postage & Parcel	-	100	100	100 *
7550	Miscellaneous Expenses	22,539	600	400	600 *
		22,539	700	500	700
<b>Department Total: Fire &amp; Police Commission</b>		<b>46,155</b>	<b>74,100</b>	<b>74,728</b>	<b>51,500</b>

# 100-75 - Fire & Police Commission

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
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	10,000
	Fire: Integrity Testing	250
	Fire: Physicals	9,500
	Fire: Polygraph Testing	2,150
	Fire: Psychological Testing	5,000
	Police: Integrity Testing	1,000
	Police: Physicals	7,500
	Police: Polygraph Testing	2,150
	Police: Psychological Testing	5,000
Account: 6000 - Professional Services	Legal Advice	4,000
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

**2017 Budget**  
**GENERAL FUND OVERHEAD**

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	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
Contractual Services	838,593	841,713	545,993	659,130	497,350	579,070
Commodities	71,442	309,202	53,781	78,100	56,000	78,100
Capital Outlay	-	717	-	-	9,238	-
Transfers	2,717,202	9,201,298	2,188,971	750,000	750,000	2,250,000
<b>Total</b>	<b>3,627,237</b>	<b>10,352,930</b>	<b>2,788,745</b>	<b>1,487,230</b>	<b>1,312,588</b>	<b>2,907,170</b>

**Department Overview**

This cost center accounts for several expenditures to the General Fund that cannot be clearly charged to a specific operational division. These expenditure items include citywide communication service, collection agency charges, postage, 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.

# 100-90 - Overhead

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Other Employee Costs</b>					
5310	Membership Dues	50	-	50	50
		50	-	50	50
<b>Contractual Services</b>					
6015	Communication Services	142,514	242,000	125,000	242,000 *
6025	Administrative Services	31,601	25,000	50,000	25,000 *
6030	AMB Fee Processing Services	78,649	80,000	77,000	80,000 *
		252,764	347,000	252,000	347,000
<b>Other Services</b>					
6110	Printing Services	3,730	5,110	-	-
6125	Bank & CC Fees	37,984	40,000	40,000	40,000 *
6140	Leases	4,180	4,200	4,200	4,200 *
6195	Miscellaneous Contractual Services	26,816	26,820	15,000	26,820 *
		72,710	76,130	59,200	71,020
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	912	1,000	1,100	1,000
		912	1,000	1,100	1,000
<b>Subsidies and Incentives</b>					
6500	Subsidy - Historical Museum	40,000	40,000	40,000	50,000 *
6502	Subsidy - City Sponsored Events	21,416	50,000	30,000	50,000
6525	Subsidy - Transfer to PSEBA	78,128	-	-	-
6605	Incentive - O'Hare Auto Group	31,907	85,000	55,000	-
6625	Incentive - Warehouse Direct	48,105	60,000	60,000	60,000
		219,556	235,000	185,000	160,000
<b>Commodities</b>					
7000	Office Supplies	1,046	2,500	1,500	2,500 *
7035	Supplies - Equipment R&M	-	1,600	1,500	1,600 *
7140	Electricity	168	-	-	-
7200	Other Supplies	84	-	-	-
7320	Equipment < \$5,000	-	1,000	1,000	1,000
		1,298	5,100	4,000	5,100
<b>Other Expenses</b>					
7500	Postage & Parcel	36,015	48,000	32,000	48,000 *
7550	Miscellaneous Expenses	-	25,000	20,000	25,000 *
		36,015	73,000	52,000	73,000
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	-	-	9,238	-
		-	-	9,238	-
<b>Other Financing Uses</b>					
9400	Transfer to Capital Projects Fund	-	-	-	500,000 *
9410	Transfer to Equipment Replacement Fund	1,500,000	500,000	500,000	1,500,000
9420	Transfer to IT Replacement Fund	500,000	250,000	250,000	250,000
9999	Transfer to Other Funds	188,971	-	-	-
		2,188,971	750,000	750,000	2,250,000
<b>Department Total: Overhead</b>		<b>2,772,277</b>	<b>1,487,230</b>	<b>1,312,588</b>	<b>2,907,170</b>



# 100-90 - Overhead

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
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: 6125 - Bank & CC Fees	CC Processing Fees for City Hall and Online	40,000
Account: 6140 - Leases	Postage Machine Lease	4,200
Account: 6195 - Miscellaneous Contractual Services	Utility Tax Audit	26,820
Account: 6500 - Subsidy - Historical Museum	Annual Subsidy	40,000
	<b>Special Events</b>	10,000
Account: 7000 - Office Supplies	Batteries & Other Miscellaneous Departmental 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 Expenses	Miscellaneous Marketing	25,000
Account: 9400 - Transfer to Capital Projects Fund	Street Resurfacing	500,000

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## 2017 Budget

### TAX INCREMENT FUND (TIF) #1 - Downtown

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	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Beginning Balance	5,235,770	6,320,597	4,044,304	4,226,133	4,675,824	3,374,243
Revenues	4,801,080	4,779,940	4,773,814	4,770,155	4,830,923	5,072,325
Bond Proceeds	3,080,118	-	-	-	-	-
Expenses	(6,402,139)	(3,802,632)	(4,023,305)	(7,551,217)	(6,006,504)	(7,554,098)
Transfers	(394,232)	(3,253,600)	(118,988)	(126,000)	(126,000)	(126,000)
<b>Ending Balance</b>	<b>6,320,597</b>	<b>4,044,304</b>	<b>4,675,824</b>	<b>1,319,071</b>	<b>3,374,243</b>	<b>766,470</b>

### Department Overview

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

- TIF #1: created in 1985 to comprise the downtown core. In 1986, 1992, 1994 and 1997, the City expanded the district to include a majority of the downtown area (see attached map). Additionally, state statute expanded the term of the TIF from its original 23 years to 35 years (2020). There have been six development agreements in this TIF since inception. They are: The Heritage, River Point, Library Plaza, River Mill, River 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 and IV in 2016 and 2017.

**2017 Budget**

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

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

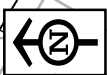
<b>Series</b>	<b>Type</b>	<b>Original Amount</b>	<b>Remaining 1/1/17</b>	<b>Final Payout</b>
2011A	G.O. (refunding 2003A)	1,555,000	725,000	2020
2012A	G.O. (refunding 2004A)	6,400,000	1,930,000	2020
2013	G.O. (Refunding 2005F)	2,990,000	1,800,000	2020
<b>Total G.O. Bonds</b>		<b>10,945,000</b>	<b>4,455,000</b>	
River Mill	Developer Note	462,389	144,118	2020
Lab Graceland	Developer Note	471,000	152,455	2020
<b>Total Developer Notes</b>		<b>933,389</b>	<b>296,572</b>	
<b>Grand Total</b>		<b>11,878,389</b>	<b>4,751,572</b>	

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

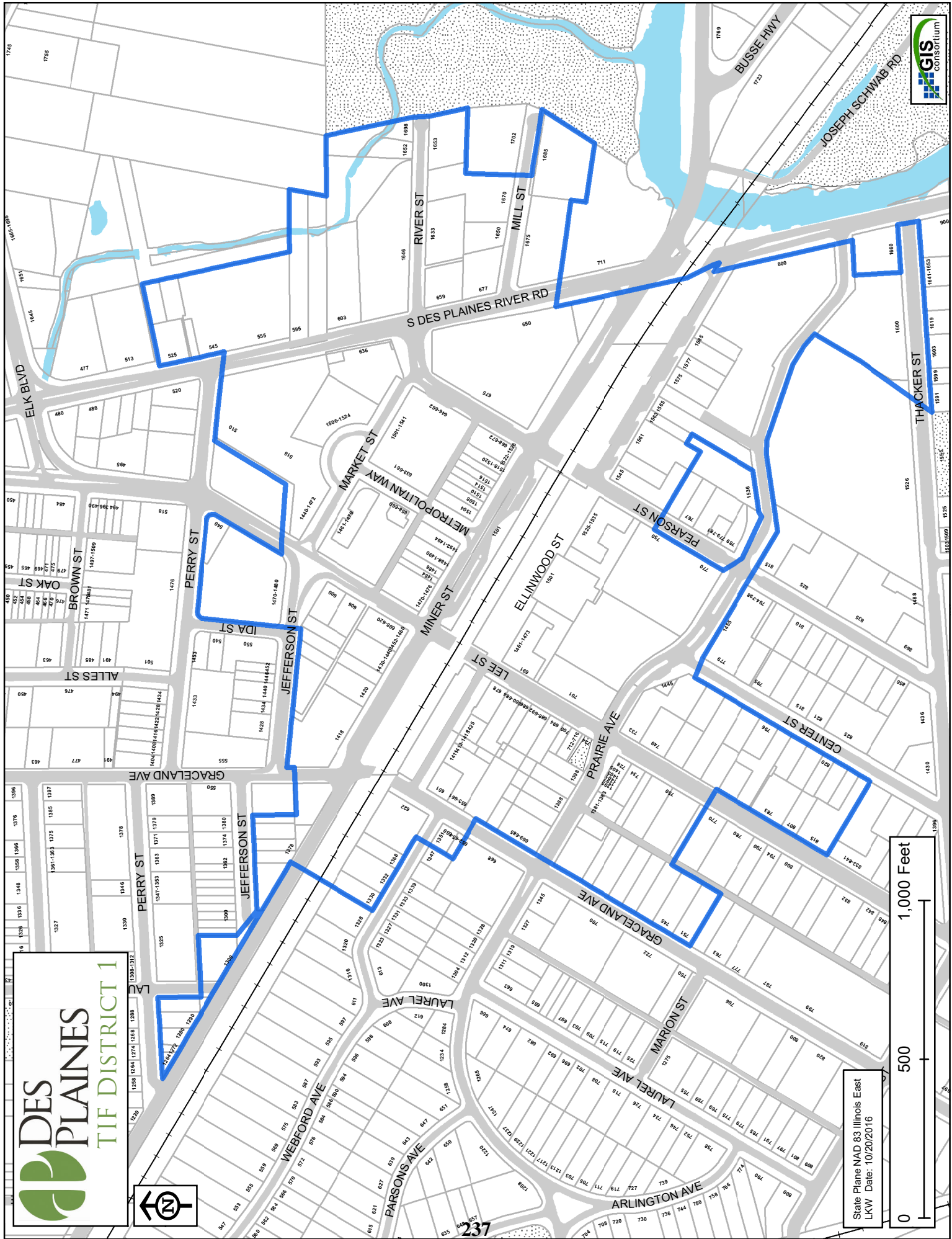
<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2017	1,070,000	102,225	1,172,225
2018	1,095,000	78,925	1,173,925
2019	1,135,000	54,550	1,189,550
2020	1,155,000	28,774	1,183,774
<b>Total</b>	<b>4,455,000</b>	<b>264,474</b>	<b>4,719,474</b>



# DES PLAINES TIF DISTRICT 1



State Plane NAD 83 Illinois East  
LKW Date: 10/20/2016



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## 201 - TIF #1 Downtown Fund

### 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Property Taxes</b>					
4000	Property Taxes - Current Year Collection	4,749,582	4,770,005	4,752,073	5,070,325
4005	Property Taxes - Last Year's Collection	100,136	-	100,000	-
4010	Property Taxes - Prior Years Collection	(91,151)	-	(25,000)	-
		4,758,567	4,770,005	4,827,073	5,070,325
<b>Interest Income</b>					
4700	Interest Income	912	150	3,850	2,000
		912	150	3,850	2,000
<b>Miscellaneous Revenues</b>					
4849	Miscellaneous Revenues	14,335	-	-	-
		14,335	-	-	-
<b>Fund Total: TIF #1 Downtown Fund</b>		<b>4,773,814</b>	<b>4,770,155</b>	<b>4,830,923</b>	<b>5,072,325</b>

## 201 - TIF #1 Downtown Fund 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	13,551	13,210	13,210	16,760
		13,551	13,210	13,210	16,760
<b><u>Contractual Services</u></b>					
6000	Professional Services	247,402	420,000	300,000	380,000 *
6005	Legal Fees	4,442	10,000	5,000	10,000
		251,844	430,000	305,000	390,000
<b><u>Other Services</u></b>					
6110	Printing Services	-	500	-	500
6145	Custodial Services	11,943	20,000	15,000	20,000
6150	City Maintenance	168,361	150,000	150,000	150,000 *
6195	Miscellaneous Contractual Services	89,586	42,550	42,000	47,550 *
		269,890	213,050	207,000	218,050
<b><u>Repairs and Maintenance</u></b>					
6315	R&M Buildings & Structures	366,373	505,000	500,000	555,000 *
6325	R&M Street Lights	26,497	20,000	20,000	20,000
		392,870	525,000	520,000	575,000
<b><u>Subsidies and Incentives</u></b>					
6515	Subsidy - Winter Decoration	50,987	50,000	50,000	50,000
6520	Subsidy - Economic Development	118,988	126,000	126,000	126,000 *
6601	Subsidy - Business Assistance	43,114	150,000	75,000	250,000 *
		213,089	326,000	251,000	426,000
<b><u>Commodities</u></b>					
7045	Supplies - Building R&M	210	500	750	500
7050	Supplies - Streetscape	10,608	30,000	20,000	30,000 *
7100	Wholesale Water - Chicago	-	150	-	150
7110	Natural Gas	1,033	1,500	1,800	1,500
7140	Electricity	13,577	20,000	15,000	20,000
7200	Other Supplies	38,096	210,000	6,000	240,000 *
		63,524	262,150	43,550	292,150
<b><u>Capital Outlay</u></b>					
8010	Furniture & Fixtures	17,440	-	18,506	5,000
8100	Improvements	994,173	4,400,000	2,600,000	4,500,000 *
		1,011,613	4,400,000	2,618,506	4,505,000
<b><u>Debt Service</u></b>					
8300	Principal	480,084	65,133	731,564	68,553 *
8325	Interest Charges	22,238	18,990	18,990	15,570 *
		502,323	84,123	750,554	84,123
<b>Fund Total: TIF #1 Downtown Fund</b>		<b>2,718,703</b>	<b>6,253,533</b>	<b>4,708,820</b>	<b>6,507,083</b>

## 201 - TIF #1 Downtown Fund 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6000 - Professional Services	Appraisals	2,500
	Audit Contribution	7,500
	Financial Analysis	20,000
	Streetscape Design	350,000
Account: 6150 - City Maintenance	Annual Landscape Maintenance	100,000
	Snow Removal	50,000
Account: 6195 - Miscellaneous Contractual Services	Irrigation System Enclosures	5,000
	Misc Repairs	3,000
	Parking Machine Annual Service Fees	5,050
	Pavement Markings	10,000
	Seal Coating Parking Lots	1,500
	Signage	5,000
	Street Light Repair	18,000
Account: 6315 - R&M Buildings & Structures	Parking Garages Lighting and Exit Sign Upgrade	200,000
	Parking Structure Repair & Maintenance	300,000
	Steel Framing Rehabilitation at Library Parking Structure	55,000
Account: 6520 - Subsidy - Economic Development	Allocation of Employee Time on TIF Projects	126,000
Account: 6601 - Subsidy - Business Assistance	Business Assistance Program	150,000
	Downtown Restaurant District Assistance Grant	100,000
Account: 7050 - Supplies - Streetscape	Streetlight Banners	5,000
	Streetscape Supplies	25,000
Account: 7200 - Other Supplies	Digital Video Cameras - 701 Lee Street (2015 carryover)	95,000
	Digital Video Cameras - Metro Square Garage (2015 carryover)	115,000
	Holiday Decorations	30,000
Account: 8100 - Improvements	Des Plaines River Road Phase III - IDOT (Carryover)	1,500,000
	Public Improvements	1,000,000
	Streetscape Improvements, Phase IV	2,000,000
Account: 8300 - Principal	Norwood Ptnr, Issued 2002, Matures 2020	33,313
	Walgreens, Issued 2003, Matures 2020	35,240
Account: 8325 - Interest Charges	Norwood Ptnr	7,566
	Walgreens	8,004



# 201-00-000-07B0 - 2007B Refunding 01B

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Debt Service</b>					
8300	Principal	65,000	65,000	65,000	-
8325	Interest Charges	4,940	2,470	2,470	-
8375	Bank/Trust/Agency Fees	80	100	100	-
		70,020	67,570	67,570	-
<b>Program Total: 2007B Refunding 01B</b>		<b>70,020</b>	<b>67,570</b>	<b>67,570</b>	<b>-</b>

# 201-00-000-08A0 - 2008A Refunding 01C

## 2017 Budget Worksheet

<b>Account Number</b>	<b>Description</b>	<b>2015 Actual Amount</b>	<b>2016 Adopted Budget</b>	<b>2016 Estimated Amount</b>	<b>2017 Adopted Budget</b>
<b>Debt Service</b>					
8300	Principal	167,000	178,000	178,000	-
8325	Interest Charges	15,880	8,366	8,366	-
8375	Bank/Trust/Agency Fees	200	220	220	-
		<u>183,080</u>	<u>186,586</u>	<u>186,586</u>	<u>-</u>
<b>Program Total: 2008A Refunding 01C</b>		<b>183,080</b>	<b>186,586</b>	<b>186,586</b>	<b>-</b>

## 201-00-000-11A0 - 2011A Refunding 2003A

### 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Debt Service</b>					
8300	Principal	170,000	170,000	170,000	175,000
8325	Interest Charges	23,601	20,200	20,200	16,800
8375	Bank/Trust/Agency Fees	119	125	125	125
		193,719	190,325	190,325	191,925
<b>Program Total: 2011A Refunding 2003A</b>		<b>193,719</b>	<b>190,325</b>	<b>190,325</b>	<b>191,925</b>

## 201-00-000-12A0 - 2012A Refunding 2004A

### 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Debt Service</b>					
8300	Principal	460,000	465,000	465,000	470,000
8325	Interest Charges	42,988	37,238	37,238	31,425
8375	Bank/Trust/Agency Fees	475	500	500	500
		503,463	502,738	502,738	501,925
<b>Program Total: 2012A Refunding 2004A</b>		<b>503,463</b>	<b>502,738</b>	<b>502,738</b>	<b>501,925</b>

# 201-00-000-13A0 - 2013A Refunding 2005F/2004B

## 2017 Budget Worksheet

<b>Account Number</b>	<b>Description</b>	<b>2015 Actual Amount</b>	<b>2016 Adopted Budget</b>	<b>2016 Estimated Amount</b>	<b>2017 Adopted Budget</b>
<b>Debt Service</b>					
8300	Principal	395,000	410,000	410,000	425,000
8325	Interest Charges	78,150	66,300	66,300	54,000
8375	Bank/Trust/Agency Fees	158	165	165	165
		<u>473,308</u>	<u>476,465</u>	<u>476,465</u>	<u>479,165</u>
<b>Program Total: 2013A Refunding 2005F/2004B</b>		<b>473,308</b>	<b>476,465</b>	<b>476,465</b>	<b>479,165</b>

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## 2017 Budget

### TAX INCREMENT FUND (TIF) #3 – Wille Road

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	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Beginning Balance	(2,961,173)	(2,479,793)	(3,159,273)	(3,247,313)	(3,274,489)	(2,965,826)
Revenues	489,536	551,289	547,692	574,999	792,640	1,085,945
Bond Proceeds	579,532	2,797,035	-	-	-	-
Expenses	(581,427)	(4,021,529)	(657,548)	(487,637)	(477,977)	(1,373,6437)
Transfers	(6,260)	(6,275)	(5,360)	(6,000)	(6,000)	(6,000)
<b>Ending Balance</b>	<b>(2,479,793)</b>	<b>(3,159,273)</b>	<b>(3,274,489)</b>	<b>(3,165,951)</b>	<b>(2,965,826)</b>	<b>(3,259,518)</b>

### Department Overview

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

- TIF #3: created in 2000 just west of the terminated TIF #2 area of Wille Road (see attached map). Part of the City's contribution for development was improvement of utilities and Wille Road. A developer built a 411,000 square-foot industrial building, also referred to as the phase I development, which is occupied by four logistics tenants. Phase II consists of about half as much land area with a 250,000 square-foot warehouse facility occupied in late 2007. These two phases essentially closed out development activities within the redevelopment area. Because each of the phases received a Cook County 6b property tax abatement that reduced the property tax revenues by half for a period of 10 years, 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.

**2017 Budget**

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

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

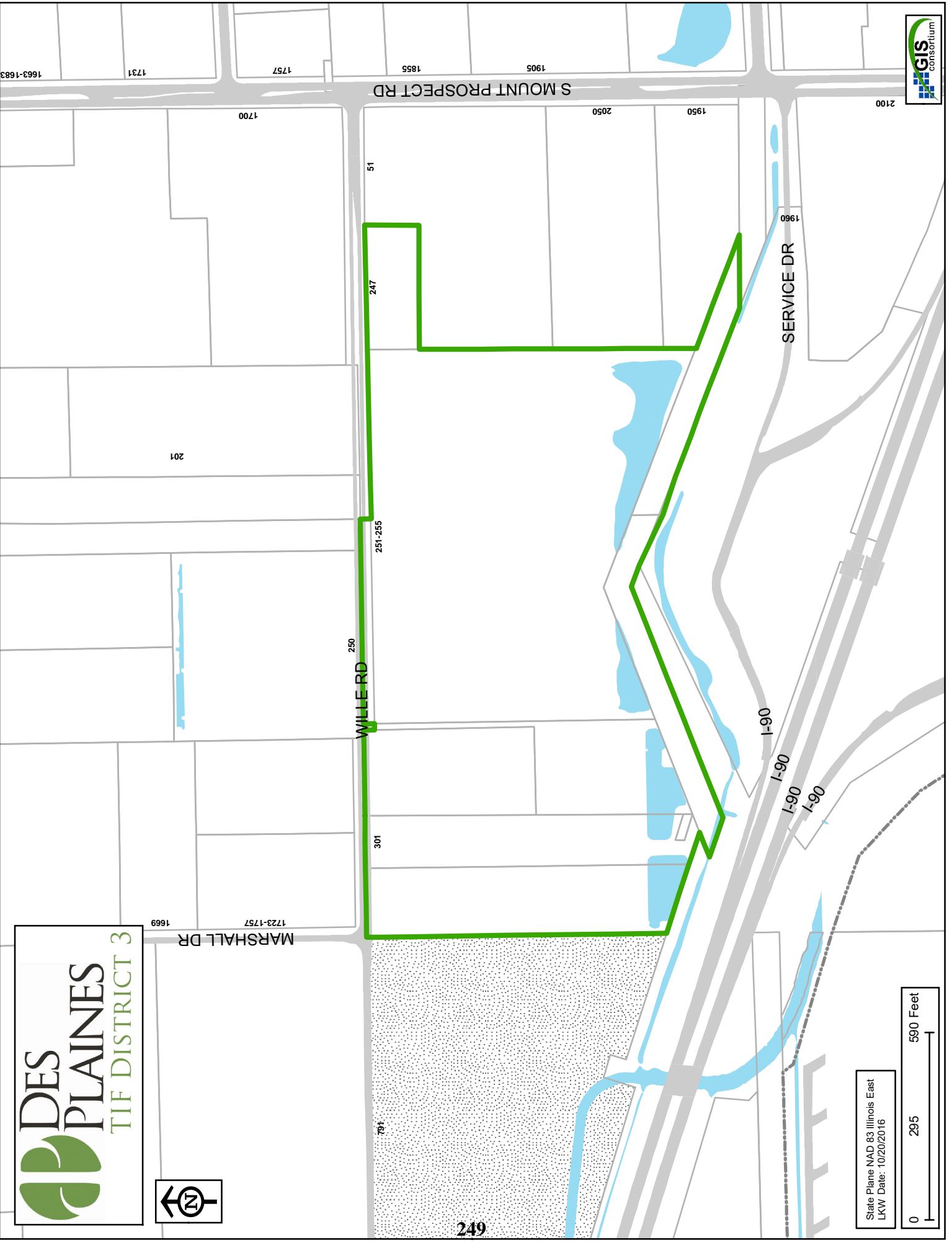
<b>Series</b>	<b>Type</b>	<b>Original Amount</b>	<b>Remaining 1/1/17</b>	<b>Final Payout</b>
2008A	G.O. (refunding 2001C)	1,241,000	550,000	2021
2010A	G.O. (TIF #3, Partially refunding 2003A, 2005A)	3,945,000	3,945,000	2028
2010B	G.O. (refunding 2005E)	6,110,760	8,579,079	2026
2011A	G.O. (refunding 2005E)	755,000	735,000	2021
2013	G.O. (refunding 2004B)	565,000	365,000	2021
2014B	G.O. (refunding 2005A)	2,720,000	2,655,000	2022
<b>Total G.O. Bonds</b>		<b>15,336,760</b>	<b>16,829,079</b>	

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

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
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
<b>Total</b>	<b>20,245,000</b>	<b>1,553,105</b>	<b>21,798,105</b>

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





**DES PLAINES**  
TIF DISTRICT 3



State Plane NAD 83 Illinois East  
LKW Date: 10/20/2016



## 203 - TIF #3 Wille Road Fund

### 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Property Taxes</b>					
4000	Property Taxes - Current Year Collection	547,683	574,999	827,630	1,085,935
4010	Property Taxes - Prior Years Collection	-	-	(35,000)	-
		547,683	574,999	792,630	1,085,935
<b>Interest Income</b>					
4700	Interest Income	9	-	10	10
		9	-	10	10
<b>Fund Total: TIF #3 Wille Road Fund</b>		<b>547,692</b>	<b>574,999</b>	<b>792,640</b>	<b>1,085,945</b>

## 203 - TIF #3 Wille Road Fund

### 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Insurance</b>					
5535	Property & Liability Insurance	59	41	41	40
		59	41	41	40
<b>Contractual Services</b>					
6000	Professional Services	778	-	380	400
		778	-	380	400
<b>Other Services</b>					
6195	Miscellaneous Contractual Services	-	10,000	-	10,000 *
		-	10,000	-	10,000
<b>Subsidies and Incentives</b>					
6520	Subsidy - Economic Development	5,360	6,000	6,000	6,000 *
		5,360	6,000	6,000	6,000
<b>Fund Total: TIF #3 Wille Road Fund</b>		<b>6,197</b>	<b>16,041</b>	<b>6,421</b>	<b>16,440</b>

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## **203 - TIF #3 Wille Road Fund**

### **2017 Budget Justification Worksheet**

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 6195 - Miscellaneous Contractual Services	Right of Way Maintenance	10,000
Account: 6520 - Subsidy - Economic Development	Allocation of Employee Time on TIF Projects	6,000

# 203-00-000-08A0 - 2008A Refunding 01C

## 2017 Budget Worksheet

<b>Account Number</b>	<b>Description</b>	<b>2015 Actual Amount</b>	<b>2016 Adopted Budget</b>	<b>2016 Estimated Amount</b>	<b>2017 Adopted Budget</b>
<b>Debt Service</b>					
8300	Principal	93,000	97,000	97,000	100,000
8325	Interest Charges	36,740	32,554	32,554	27,996
8375	Bank/Trust/Agency Fees	200	220	220	220
		<u>129,940</u>	<u>129,774</u>	<u>129,774</u>	<u>128,216</u>
<b>Program Total: 2008A Refunding 01C</b>		<b>129,940</b>	<b>129,774</b>	<b>129,774</b>	<b>128,216</b>

## 203-00-000-10A0 - 2010A Refunding 2003A/2005A 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Debt Service</b>					
8325	Interest Charges	156,004	156,004	156,004	156,004
8375	Bank/Trust/Agency Fees	350	390	350	350
		156,354	156,394	156,354	156,354
<b>Program Total: 2010A Refunding 2003A/2005A</b>		<b>156,354</b>	<b>156,394</b>	<b>156,354</b>	<b>156,354</b>

# 203-00-000-10B0 - 2010B Refunding 2005E

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Debt Service</b>					
8300	Principal	-	-	-	365,000
8375	Bank/Trust/Agency Fees	350	350	350	350
		350	350	350	365,350
<b>Program Total: 2010B Refunding 2005E</b>		<b>350</b>	<b>350</b>	<b>350</b>	<b>365,350</b>

## 203-00-000-11A0 - 2011A Refunding 2003A 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Debt Service</b>					
8300	Principal	5,000	5,000	5,000	140,000
8325	Interest Charges	17,512	17,412	17,412	17,312
8375	Bank/Trust/Agency Fees	119	125	125	125
		22,631	22,537	22,537	157,437
<b>Program Total: 2011A Refunding 2003A</b>		<b>22,631</b>	<b>22,537</b>	<b>22,537</b>	<b>157,437</b>



# 203-00-000-13A0 - 2013A Refunding 2005F/2004B

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Debt Service</b>					
8300	Principal	65,000	70,000	70,000	70,000
8325	Interest Charges	15,225	13,276	13,276	11,175
8375	Bank/Trust/Agency Fees	158	165	165	165
		80,383	83,441	83,441	81,340
<b>Program Total: 2013A Refunding 2005F/2004B</b>		<b>80,383</b>	<b>83,441</b>	<b>83,441</b>	<b>81,340</b>

**203-00-000-14B0 - 2014B Refunding 2005A/2005D**  
**2017 Budget Worksheet**

<b>Account Number</b>	<b>Description</b>	<b>2015 Actual Amount</b>	<b>2016 Adopted Budget</b>	<b>2016 Estimated Amount</b>	<b>2017 Adopted Budget</b>
<b>Debt Service</b>					
8300	Principal	30,000	30,000	30,000	420,000
8325	Interest Charges	63,629	54,862	54,862	54,262
8375	Bank/Trust/Agency Fees	238	238	238	238
		<u>93,866</u>	<u>85,100</u>	<u>85,100</u>	<u>474,500</u>
<b>Program Total: 2014B Refunding 2005A/2005D</b>		<b>93,866</b>	<b>85,100</b>	<b>85,100</b>	<b>474,500</b>

**2017 Budget****TAX INCREMENT FUND (TIF) #5 – Lee & Perry**

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
Beginning Balance	103,761	87,229	95,231	136,913	136,642	133,005
Revenues	94,621	120,983	153,225	153,224	105,905	114,852
Expenses	(111,153)	(112,981)	(111,813)	(109,142)	(109,542)	(112,639)
Transfers	-	-	-	-	-	-
<b>Ending Balance</b>	<b>87,229</b>	<b>95,231</b>	<b>136,642</b>	<b>180,995</b>	<b>133,005</b>	<b>135,218</b>

**Department Overview**

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

- TIF #5: created in 2001 in the area bounded by Lee and Perry Streets, just north of and adjacent to the downtown TIF #1, this area is part of TIF District #1's Metropolitan Square project and is the site of a grocery store and bank (see attached map). The construction of these two facilities has essentially closed out development activities within the redevelopment area.
- This fund had a planned negative fund balance until incremental revenue from the development became greater than annual debt payments on the bond issued to purchase the land in this TIF. To correct this condition, the TIF district received a one-time transfer of \$854,714 from the contiguous TIF district #1 in 2009 in order to place TIF district #5 into a positive cash position through the duration of the district.

**2017 Budget**

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

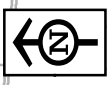
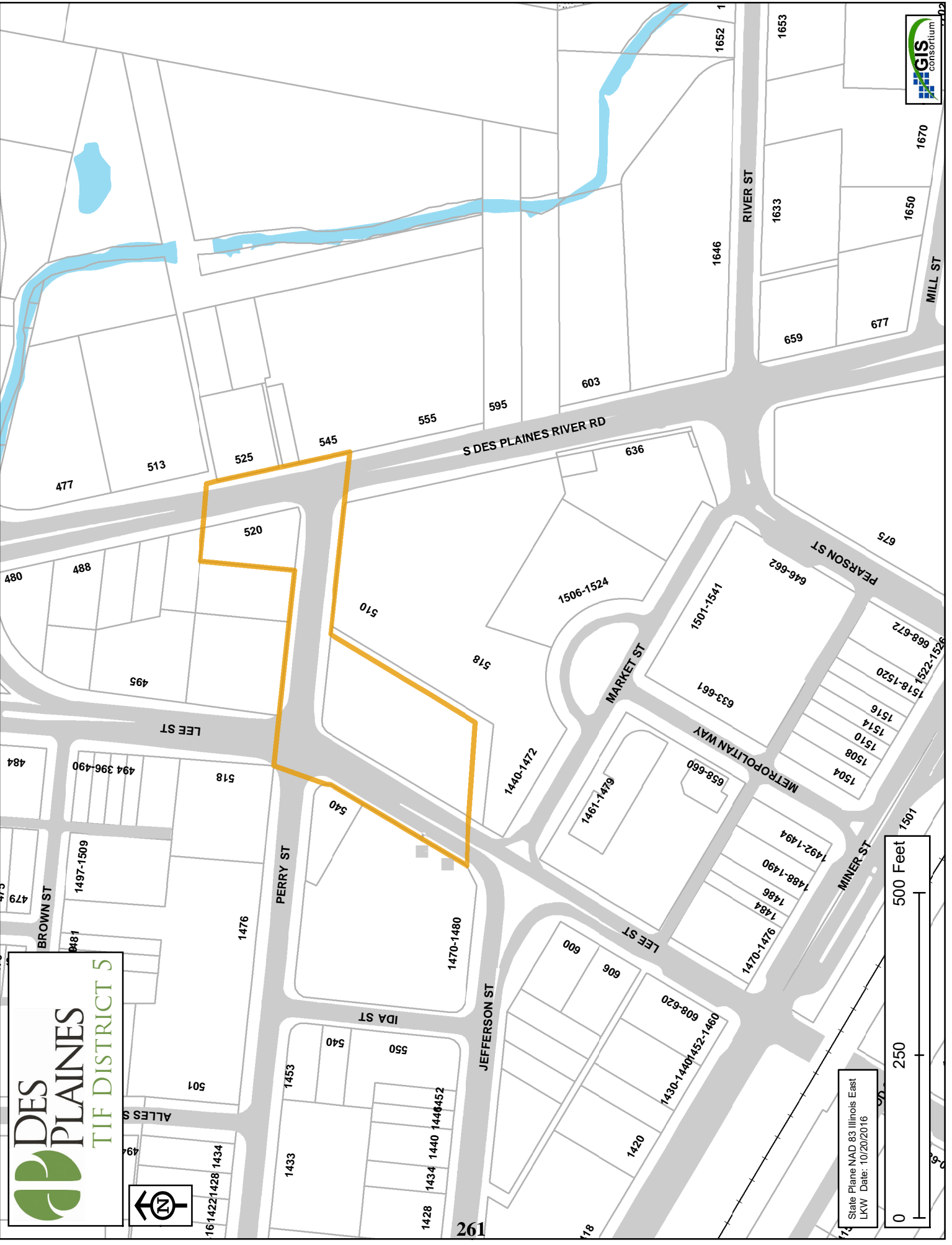
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**Debt Service paid from TIF #5 includes:**

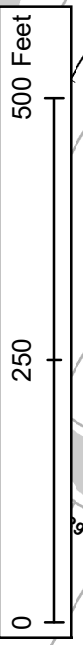
<b>Series</b>	<b>Type</b>	<b>Original Amount</b>	<b>Remaining 1/1/17</b>	<b>Final Payout</b>
2011A	G.O. (TIF#5)	1,525,000	515,000	2021
<b>Total G.O. Bonds</b>		<b>1,525,000</b>	<b>515,000</b>	

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

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
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
<b>Total</b>	<b>515,000</b>	<b>37,852</b>	<b>552,852</b>



State Plane NAD 83 Illinois East  
LKW Date: 10/20/2016



## 205 - TIF #5 Perry/Lee Fund

### 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Property Taxes</b>					
4000	Property Taxes - Current Year Collection	153,224	153,224	105,905	114,852
		153,224	153,224	105,905	114,852
<b>Interest Income</b>					
4700	Interest Income	1	-	-	-
		1	-	-	-
<b>Fund Total: TIF #5 Perry/Lee Fund</b>		<b>153,225</b>	<b>153,224</b>	<b>105,905</b>	<b>114,852</b>

## 205 - TIF #5 Perry/Lee Fund 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Insurance</b>					
5535	Property & Liability Insurance	5	5	5	-
		5	5	5	-
<b>Contractual Services</b>					
6000	Professional Services	778	-	400	400
		778	-	400	400
<b>Fund Total: TIF #5 Perry/Lee Fund</b>		<b>783</b>	<b>5</b>	<b>405</b>	<b>400</b>

## 205-00-000-11A0 - 2011A Refunding 2003A

### 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Debt Service</b>					
8300	Principal	95,000	95,000	95,000	100,000
8325	Interest Charges	15,912	14,012	14,012	12,114
8375	Bank/Trust/Agency Fees	119	125	125	125
		111,031	109,137	109,137	112,239
<b>Program Total: 2011A Refunding 2003A</b>		<b>111,031</b>	<b>109,137</b>	<b>109,137</b>	<b>112,239</b>



## 2017 Budget

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

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	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Beginning Balance	(5,643,050)	(2,384,245)	(8,080,970)	(9,175,866)	(9,179,286)	(10,293,219)
Revenues	10,398	9,698	52,109	52,810	41,680	57,205
Bond Proceeds	4,500,395	2,021,707	-	-	-	-
Expenses	(1,189,473)	(7,678,603)	(1,150,425)	(1,162,225)	(1,152,713)	(1,306,286)
Transfers	(62,515)	(49,527)	-	(2,900)	(2,900)	(3,000)
<b>Ending Balance</b>	<b>(2,384,245)</b>	<b>(8,080,970)</b>	<b>(9,179,286)</b>	<b>(10,288,181)</b>	<b>(10,293,219)</b>	<b>(11,545,300)</b>

### Department Overview

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

- TIF #6: created in 2001, north and east at the intersection of Mannheim and Higgins Roads (see attached map). Construction of a commercial strip center concluded in early 2007, with Starbuck's and Potbelly's as occupants. In 2009, the City restructured the debt in TIF #6 in order to 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.

**2017 Budget****TAX INCREMENT FUND (TIF) #6 – Mannheim & Higgins****Debt Service paid from TIF #6 includes:**

<b>Series</b>	<b>Type</b>	<b>Original Amount</b>	<b>Remaining 1/1/17</b>	<b>Final Payout</b>
2009A	G.O. (TIF #6, Taxable), partial refund 2003C & 2004B	5,430,000	3,287,536	2023
2011A	G.O. (Refunding 2003A)	250,000	125,000	2021
2013	G.O. (Refunding 2004B)	4,390,000	2,865,000	2021
2014A	G.O. (Refunding 2003C)	2,020,000	1,460,000	2021
<b>Total G.O. Bonds</b>		<b>12,090,000</b>	<b>7,737,536</b>	

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

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
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
<b>Total</b>	<b>8,735,000</b>	<b>390,385</b>	<b>9,125,385</b>

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

# DES PLAINES

TIF DISTRICT 6



GREENLEAF AVE

1615 1625 1635 1639 1649 1651 1661 1665 1679 1701 1701 1709 1715

2579

1626 1638 1646 1656 1672 1686 1696 1708 172

LUNT AVE

1625 1645 1653 1665 1667 1671 1679 1699 1703 1709 1727

2645

1640 1642 1660 1672 1686 1698 1706 1710

MORSE AVE

1651 1661 1669 1681 1697 1711

2691

2725

1666 1678 1692 1712

FARWELL AVE

1665 1677 1691 1711

2765

1678 1700 1710 1712

PRATT AVE

5082 5082

1705

267

State Plane NAD 83 Illinois East  
LKW Date: 10/20/2016

0 250 500 Feet



## 206 - TIF #6 Mannheim/Higgins Fund

### 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Property Taxes</b>					
4000	Property Taxes - Current Year Collection	52,814	52,810	44,650	57,205
4005	Property Taxes - Last Year's Collection	-	-	(3,000)	-
4010	Property Taxes - Prior Years Collection	(705)	-	-	-
		52,109	52,810	41,650	57,205
<b>Interest Income</b>					
4700	Interest Income	-	-	30	-
		-	-	30	-
<b>Fund Total: TIF #6 Mannheim/Higgins Fund</b>		<b>52,109</b>	<b>52,810</b>	<b>41,680</b>	<b>57,205</b>

## 206 - TIF #6 Mannheim/Higgins Fund

### 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Insurance</b>					
5535	Property & Liability Insurance	387	29	29	40
		387	29	29	40
<b>Contractual Services</b>					
6000	Professional Services	778	5,500	1,040	3,000 *
6005	Legal Fees	-	5,000	-	5,000
		778	10,500	1,040	8,000
<b>Subsidies and Incentives</b>					
6520	Subsidy - Economic Development	-	2,900	2,900	3,000 *
		-	2,900	2,900	3,000
<b>Other Expenses</b>					
7500	Postage & Parcel	-	52	-	52
		-	52	-	52
<b>Fund Total: TIF #6 Mannheim/Higgins Fund</b>		<b>1,165</b>	<b>13,481</b>	<b>3,969</b>	<b>11,092</b>

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## 206 - TIF #6 Mannheim/Higgins Fund

### 2017 Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 6000 - Professional Services	Annual TIF Report	3,000
Account: 6520 - Subsidy - Economic Development	Allocation of Employee Time on TIF Projects	3,000

**206-00-000-09A0 - 2009A Refunding 2003C/2004B**  
**2017 Budget Worksheet**

<b>Account Number</b>	<b>Description</b>	<b>2015 Actual Amount</b>	<b>2016 Adopted Budget</b>	<b>2016 Estimated Amount</b>	<b>2017 Adopted Budget</b>
<b>Debt Service</b>					
8300	Principal	260,000	240,000	240,000	375,000
8375	Bank/Trust/Agency Fees	350	370	370	370
		<u>260,350</u>	<u>240,370</u>	<u>240,370</u>	<u>375,370</u>
<b>Program Total: 2009A Refunding 2003C/2004B</b>		<b>260,350</b>	<b>240,370</b>	<b>240,370</b>	<b>375,370</b>

## 206-00-000-11A0 - 2011A Refunding 2003A

### 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Debt Service</b>					
8300	Principal	25,000	25,000	25,000	25,000
8325	Interest Charges	3,938	3,438	3,438	2,938
8375	Bank/Trust/Agency Fees	119	125	125	125
		29,057	28,563	28,563	28,063
<b>Program Total: 2011A Refunding 2003A</b>		<b>29,057</b>	<b>28,563</b>	<b>28,563</b>	<b>28,063</b>



**206-00-000-13A0 - 2013A Refunding 2005F/2004B  
2017 Budget Worksheet**

<b>Account Number</b>	<b>Description</b>	<b>2015 Actual Amount</b>	<b>2016 Adopted Budget</b>	<b>2016 Estimated Amount</b>	<b>2017 Adopted Budget</b>
<b>Debt Service</b>					
8300	Principal	505,000	525,000	525,000	535,000
8325	Interest Charges	118,695	103,546	103,546	87,795
8375	Bank/Trust/Agency Fees	158	165	165	165
		<u>623,853</u>	<u>628,711</u>	<u>628,711</u>	<u>622,960</u>
<b>Program Total: 2013A Refunding 2005F/2004B</b>		<b>623,853</b>	<b>628,711</b>	<b>628,711</b>	<b>622,960</b>

## 206-00-000-14A0 - 2014A Refunding 2003C 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Debt Service</b>					
8300	Principal	200,000	220,000	220,000	240,000
8325	Interest Charges	35,525	33,525	33,525	31,326
8375	Bank/Trust/Agency Fees	475	475	475	475
		236,000	254,000	254,000	271,801
<b>Program Total: 2014A Refunding 2003C</b>		<b>236,000</b>	<b>254,000</b>	<b>254,000</b>	<b>271,801</b>

## 2017 Budget

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

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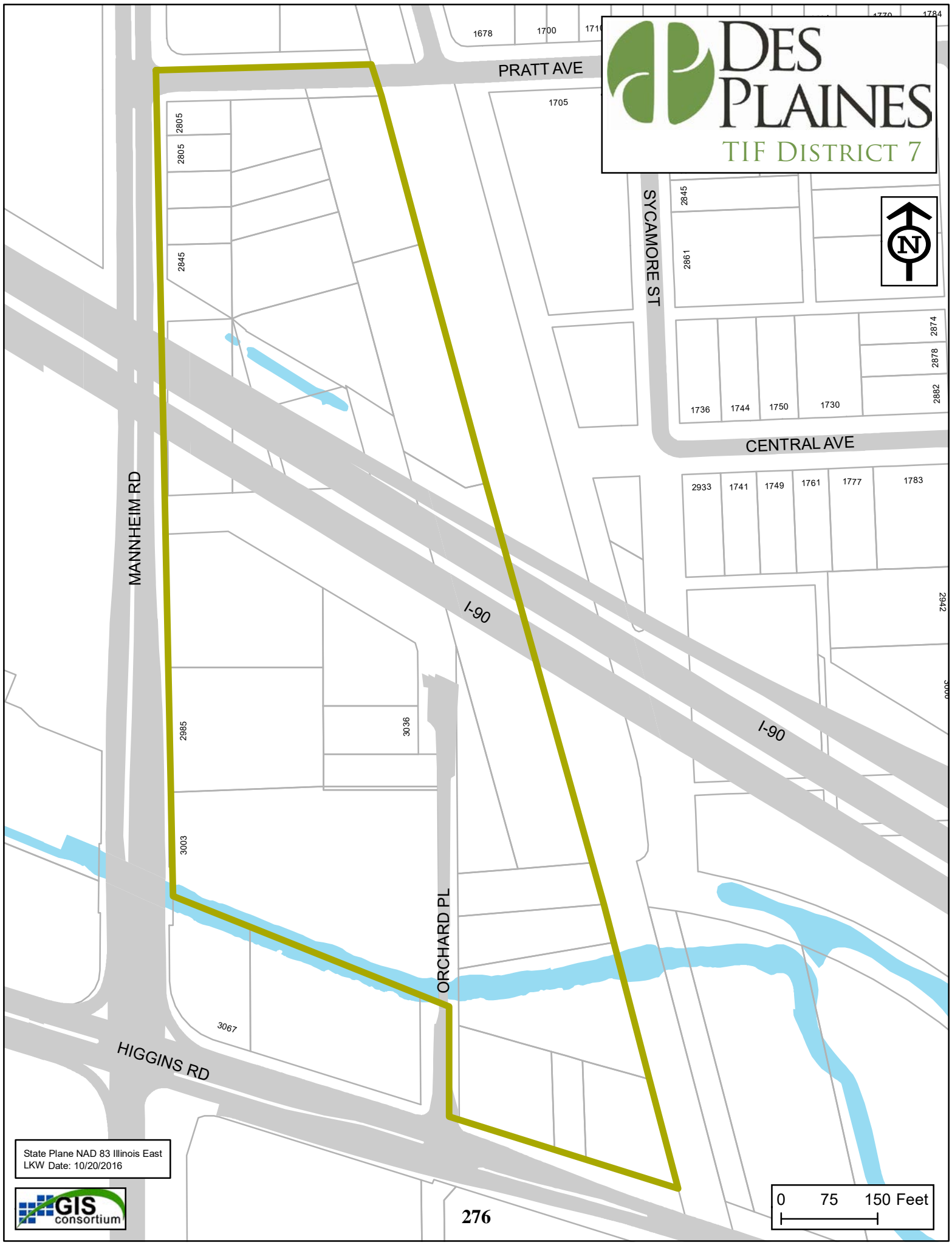
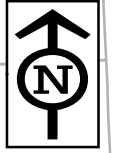
	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Beginning Balance	-	-	-	(83,431)	(171,951)	(1,566,150)
Revenues	-	-	904	1,000	1,800,700	1,000
Expenses	-	-	(134,626)	(2,108,877)	(3,153,899)	(33,760)
Transfers	-	-	(38,229)	(41,000)	(41,000)	(44,000)
<b>Ending Balance</b>	-	-	<b>(171,951)</b>	<b>(2,232,308)</b>	<b>(1,566,150)</b>	<b>(1,642,910)</b>

### Department Overview

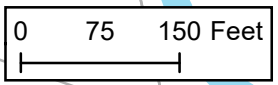
TIF #7 “Higgins – Pratt Redevelopment Area” was created as a re-structuring of TIF #6 to reset the base equalized assessed value to increase the opportunity for realized increment and extend the window for return on investment by the city. It is generally the southern half of what was TIF #6 south of Pratt Avenue to Higgins Road between Mannheim Road and the Canadian National Railroad right-of-way. Future development plans include commercial uses most probably associated with airport commerce. As required by the Illinois TIF statute a multi-year redevelopment plan was produced and adopted by the City.



**DES  
PLAINES**  
TIF DISTRICT 7



State Plane NAD 83 Illinois East  
LKW Date: 10/20/2016



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## 207 - TIF #7 Mannheim/Higgins South

### 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Property Taxes</b>					
4000	Property Taxes - Current Year Collection	904	1,000	1,000	1,000
4010	Property Taxes - Prior Years Collection	-	-	(300)	-
		904	1,000	700	1,000
<b>Miscellaneous Revenues</b>					
4830	Sale of Fixed Assets	-	-	1,800,000	-
		-	-	1,800,000	-
<b>Fund Total: TIF #7 Mannheim/Higgins South</b>		<b>904</b>	<b>1,000</b>	<b>1,800,700</b>	<b>1,000</b>

## 207 - TIF #7 Mannheim/Higgins South 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	-	5,877	5,877	5,760
		-	5,877	5,877	5,760
<b><u>Contractual Services</u></b>					
6000	Professional Services	51,193	28,000	325,000	3,000 *
6005	Legal Fees	51,705	25,000	150,000	25,000
		102,898	53,000	475,000	28,000
<b><u>Other Services</u></b>					
6100	Publication of Notices	97	-	-	-
6195	Miscellaneous Contractual Services	31,530	50,000	50,000	-
		31,627	50,000	50,000	-
<b><u>Subsidies and Incentives</u></b>					
6520	Subsidy - Economic Development	38,229	41,000	41,000	44,000 *
		38,229	41,000	41,000	44,000
<b><u>Other Expenses</u></b>					
7550	Miscellaneous Expenses	101	-	-	-
		101	-	-	-
<b><u>Capital Outlay</u></b>					
8030	Land	-	-	623,022	-
8100	Improvements	-	2,000,000	2,000,000	-
		-	2,000,000	2,623,022	-
<b>Fund Total: TIF #7 Mannheim/Higgins South</b>		<b>172,855</b>	<b>2,149,877</b>	<b>3,194,899</b>	<b>77,760</b>

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## 207 - TIF #7 Mannheim/Higgins South 2017 Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 6000 - Professional Services	Annual TIF Report	3,000
Account: 6520 - Subsidy - Economic Development	Allocation of Employee Time on TIF Projects	44,000

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**2017 Budget**  
**MOTOR FUEL TAX FUND**

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	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
Beginning Balance	686,078	442,010	554,994	31,859	364,272	441,672
Revenues	1,683,238	1,955,848	1,427,099	1,375,000	1,401,900	1,401,900
Expenses	(1,927,307)	(1,842,863)	(1,617,821)	(1,371,000)	(1,324,500)	(1,671,000)
<b>Ending Balance</b>	<b>442,010</b>	<b>554,994</b>	<b>364,272</b>	<b>35,859</b>	<b>441,672</b>	<b>172,572</b>

**Overview**

The Motor Fuel Tax Fund accounts for the revenues and expenditures of the City's portion of the state tax on the sale of motor fuel. This tax is distributed to the City by the State on a per capita basis. Money from this fund, as directed by State law, can be utilized for the construction and maintenance of roads and related items.

Annually planned expenditures include funding for street improvements, alley reconstruction, sidewalk replacement, crack filling, pavement marking, road de-icing materials, maintenance of traffic signals, street materials testing, and electricity for streetlights.

**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Projected 2016</b>
Motor Fuel Tax	Tons of Salt Purchased	6,850	4,632	5,000

## 230 - Motor Fuel Tax Fund

### 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Intergovernmental</b>					
4225	Motor Fuel Tax Allotment	1,426,848	1,375,000	1,400,000	1,400,000
		1,426,848	1,375,000	1,400,000	1,400,000
<b>Interest Income</b>					
4700	Interest Income	251	-	1,900	1,900
		251	-	1,900	1,900
<b>Fund Total: Motor Fuel Tax Fund</b>		<b>1,427,099</b>	<b>1,375,000</b>	<b>1,401,900</b>	<b>1,401,900</b>

# 230 - Motor Fuel Tax Fund

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b><u>Contractual Services</u></b>					
6000	Professional Services	18,273	40,000	25,000	40,000 *
		18,273	40,000	25,000	40,000
<b><u>Other Services</u></b>					
6155	Sidewalk Improvements	447,204	500,000	500,000	750,000 *
6160	Street Crack Filling	72,391	30,000	30,000	30,000 *
		519,595	530,000	530,000	780,000
<b><u>Repairs and Maintenance</u></b>					
6330	R&M Traffic Signals	45,543	44,000	44,500	44,000 *
		45,543	44,000	44,500	44,000
<b><u>Commodities</u></b>					
7140	Electricity	254,393	232,000	200,000	232,000 *
7160	Ice Control	340,375	350,000	350,000	350,000 *
		594,768	582,000	550,000	582,000
<b><u>Capital Outlay</u></b>					
8100	Improvements	439,642	175,000	175,000	225,000 *
		439,642	175,000	175,000	225,000
<b>Fund Total: Motor Fuel Tax Fund</b>		<b>1,617,821</b>	<b>1,371,000</b>	<b>1,324,500</b>	<b>1,671,000</b>

## 230 - Motor Fuel Tax Fund

### 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6000 - Professional Services	Soil & Material Testing	40,000
Account: 6155 - Sidewalk Improvements	Extra Funding	250,000
	Sidewalk Replacement	500,000
Account: 6160 - Street Crack Filling	Annual Allocation for Crack Filling	30,000
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	225,000

## 2017 Budget

# COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Beginning Balance	102,965	101,699	107,782	107,882	83,006	-
Revenues	260,353	153,315	347,764	350,503	288,398	376,218
Expenses	(261,618)	(147,233)	(372,540)	(458,386)	(371,404)	(376,218)
<b>Ending Balance</b>	<b>101,699</b>	<b>107,782</b>	<b>83,006</b>	-	-	-

## Overview

The Community Development Block Grant (CDBG) Fund is administered by the Department of Community & Economic Development. The purpose of the program is to support various projects that serve low-moderate income residents and areas of the City. The allocation for program year 2016 (October 1, 2016 – September 30, 2017) will be \$277,995. 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 that includes objective measures such as the extent of poverty, population, housing overcrowding and the 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 2016 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 “Program Income 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 Number of Households 2014	Actual Number of Households 2015	Projected Number of Households 2016	Completed Number of Households 2016
Housing Rehabilitation Programs	Home Repair Program	2	3	4	4
	Minor Repair Program	N/A	N/A	2	1
	Emergency Home Repair	2	3	2	0

## **2017 Budget**

# **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND**

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## **2016 Major Accomplishments**

1. Completed total of five (5) housing rehabilitation program projects through the PY2015 CDBG program, including:
  - a) Four (4) Home Repair Program projects
  - b) One (1) Minor Repair Program project
  - c) Zero (0) Emergency Home Repair Program projects
2. Assisted approximately 458 households/persons through the public service programs administered by the non-for-profit CDBG sub-recipients.
3. Completed the Apache Park Revitalization (\$141,649) as a component of the 2014 Apache Park Neighborhood Plan. This project was realized in partnership with the Des Plaines Park District.
4. Completed two sidewalk rehabilitation projects including:
  - a) Sidewalk reconstruction at Howard Ave. & Chestnut St.
  - b) Sidewalk reconstruction at Clark Lane and Algonquin Rd.

## **2017 Goals and Objectives**

1. Complete five (5) Home Repair Program projects through the PY2016 CDBG program. This program is available to all low/moderate income households to perform large scale home repairs.
2. Complete two (2) Minor Repair Program projects through the PY2016 CDBG. This program is available to all low/moderate income households, but specializes in providing dwelling modifications to seniors and disabled homeowners to enable them to remain in their home.
3. Assist approximately 247 households/persons through the public service programs administered by the non-for-profit CDBG sub-recipients.
4. Complete two (2) Emergency Repair Program projects through the PY2016 CDBG. This program is available to all low/moderate income households for emergency home repairs.
5. Completed the Apache Park Neighborhood Lighting as a part of the 2014 Apache Park Neighborhood Plan.
6. Complete alley re-construction at Yale Court, Seeger Road, and Seventh Avenue within low-mod income Census Blocks Area.

**2017 Budget**  
**COMMUNITY DEVELOPMENT**  
**BLOCK GRANT (CDBG)**

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**PERSONNEL EXHIBIT**

Department: CED		Div: CDBG		Div. No: 240-00	
Title	Authorized Positions				
	2015 Authorized	2016 Budget	2017 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 35% from General Fund Planning and Zoning

## 240 - CDBG Fund

### 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Intergovernmental</b>					
4250	CDBG	347,639	350,503	283,576	376,218
		347,639	350,503	283,576	376,218
<b>Fines and fees</b>					
4505	CDBG - Program Income	125	-	4,822	-
		125	-	4,822	-
<b>Fund Total: CDBG Fund</b>		<b>347,764</b>	<b>350,503</b>	<b>288,398</b>	<b>376,218</b>



## 240 - CDBG Fund

### 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	41,702	44,359	48,572	43,983
5020	Overtime - Non Supervisory	173	-	-	-
		41,875	44,359	48,572	43,983
<b>Taxes and Benefits</b>					
5200	FICA Contribution	3,170	3,393	3,494	3,394
5205	IMRF Contribution	5,229	5,496	5,658	5,278
5220	PPO Insurance Contribution	2,697	-	-	-
5230	Dental Insurance Contribution	375	457	214	209
5235	Life Insurance Contribution	47	50	58	49
5240	Workers Compensation	111	-	-	-
		11,629	9,396	9,424	8,930
<b>Contractual Services</b>					
6015	Communication Services	126	-	-	388
		126	-	-	388
<b>Other Services</b>					
6100	Publication of Notices	-	1,500	1,500	1,500
		-	1,500	1,500	1,500
<b>Subsidies and Incentives</b>					
6555	Subsidy - Emergency Shelter for Homeless Youth	461	1,330	1,748	3,000 *
6560	Subsidy - Shared Housing	6,400	7,000	5,250	8,000 *
6563	Subsidy - Senior Housing and Supportive Services	-	-	-	10,000 *
6565	Subsidy - Day Care Assistance	6,750	9,000	6,750	-
6570	Subsidy - Residential Rehab	43,780	96,200	60,000	171,462 *
6580	Subsidy - Housing Counsel	5,600	5,600	7,750	14,200 *
6585	Subsidy - Homeless Prevention	7,032	7,032	5,274	-
6590	Subsidy - Employment Counseling	5,720	5,720	4,290	-
6595	Subsidy - Affordable Housing	1,500	-	-	-
6600	Subsidy - Transitional Housing	4,796	5,795	5,846	6,000 *
		82,039	137,677	96,908	212,662
<b>Capital Outlay</b>					
8100	Improvements	236,872	265,454	215,000	108,755 *
		236,872	265,454	215,000	108,755
<b>Fund Total: CDBG Fund</b>		<b>372,540</b>	<b>458,386</b>	<b>371,404</b>	<b>376,218</b>

## 240 - CDBG Fund

### 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6555 - Subsidy - Emergency Shelter for Homeless Youth	Emergency Shelter - The Harbour, Inc.	3,000
Account: 6560 - Subsidy - Shared Housing	Center of Concern	8,000
Account: 6563 - Subsidy - Senior Housing and Supportive Services	Center of Concern	10,000
Account: 6570 - Subsidy - Residential Rehab	Emergency Home Repair Program	5,000
	Home Repair - Minor	21,275
	Home Repair Program	145,187
Account: 6580 - Subsidy - Housing Counsel	CEDA Northwest - Fair Housing	14,200
Account: 6600 - Subsidy - Transitional Housing	Transitional Housing & Safe House Program	6,000
Account: 8100 - Improvements	Alley Reconstruction (Yale Ct./Seegers&Seventh)	108,755

**2017 Budget**  
**GRANT FUNDED PROJECTS FUND**

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	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
Beginning Balance	104,777	12,193	(71,570)	4,800,001	(1,097,619)	(974,251)
Revenues	386,646	2,972,833	8,838,204	5,469,406	5,122,649	34,132,320
Expenses	(887,616)	(3,105,748)	(10,161,946)	(10,776,497)	(5,327,284)	(34,956,760)
Transfers	408,386	49,152	297,693	507,091	328,003	824,439
<b>Ending Balance</b>	<b>12,193</b>	<b>(71,570)</b>	<b>(1,097,619)</b>	<b>-</b>	<b>(974,251)</b>	<b>(974,252)</b>

**Overview**

The City receives grants from State and Federal agencies periodically to fund law enforcement projects, flood control projects and other capital improvements. For the FY2010 the City created a new fund to account for various State and Federal grant funded projects. This fund is a special revenue fund that accounts for the City's Public Safety, Capital and other miscellaneous grants. Grant revenue is one-time only revenue and fluctuates significantly from year to year depending on availability. Some of the projects are fully funded by the grant amount and some require a match from the City. The City's portion of the project is reflected through a transfer from the fund that will benefit from this project.

## 250 - Grant Projects Fund

### 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Intergovernmental</b>					
4260	Federal Grants	1,139,786	4,083,176	769,926	17,503,480 *
4270	State Grants	6,986,228	5,940	4,201,417	12,005,940 *
4280	Local Grants	709,064	1,380,290	142,806	4,622,900 *
		8,835,077	5,469,406	5,114,149	34,132,320
<b>Interest Income</b>					
4700	Interest Income	3,127	-	8,500	-
		3,127	-	8,500	-
<b>Other Financing Sources</b>					
4928	Transfer from Foreign Fire Insurance Fund	7,200	-	-	-
4940	Transfer from Capital Projects Fund	290,493	507,091	328,003	824,439 *
		297,693	507,091	328,003	824,439
<b>Fund Total: Grant Projects Fund</b>		<b>9,135,897</b>	<b>5,976,497</b>	<b>5,450,652</b>	<b>34,956,759</b>

## 250 - Grant Projects Fund

### 2017 Revenue Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 4260 - Federal Grants	Ballard Rd Sidewalk/Sidepath - CMAQ	453,358
	Customs & DEA Overtime Reimbursement	36,000
	FEMA Buyout Phase II	2,538,520
	FEMA Buyout Phase III	11,447,568
	Homeland Security Grant	26,352
	Lee-Forest Traffic Signal - ITEP	1,538,000
	Mt. Prospect Rd Refuge Median - CMAQ	71,352
	NACCHO - Medical Reserve Corps	3,500
	Rand Road Sidepath - ITEP	1,281,630
	Rand Road Trees - ITEP	107,200
Account: 4270 - State Grants	Des Plaines River Road Phase III - IDOT	12,000,000
	Tobacco Grant	5,940
Account: 4280 - Local Grants	FEMA Buyout Phase II - MWRD	807,023
	FEMA Buyout Phase III - MWRD	3,815,877
Account: 4940 - Transfer from Capital Projects Fund	Ballard Rd Sidewalk/Sidepath - CMAQ	164,840
	Lee-Forest Traffic Signal - STP	554,300
	Mt. Prospect Rd Refuge Median - CMAQ	20,514
	Rand Road Sidepath - ITEP	53,965
	Rand Road Trees - ITEP	30,820

# 250-00-000-2510 - Public Safety Grants

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	26,135	26,352	26,352	26,352
5015	Overtime - Supervisory	-	2,000	2,000	2,000
5020	Overtime - Non Supervisory	34,478	39,500	38,700	39,500
		60,613	67,852	67,052	67,852
<b>Other Services</b>					
6195	Miscellaneous Contractual Services	643	200	200	200
		643	200	200	200
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	-	-	800	-
		-	-	800	-
<b>Commodities</b>					
7200	Other Supplies	-	3,500	12,088	3,500
7320	Equipment < \$5,000	747	-	-	-
		747	3,500	12,088	3,500
<b>Other Expenses</b>					
7525	Meals	152	240	240	240
		152	240	240	240
<b>Capital Outlay</b>					
8100	Improvements	54,400	-	-	-
		54,400	-	-	-
<b>Program Total: Public Safety Grants</b>		<b>116,555</b>	<b>71,792</b>	<b>80,380</b>	<b>71,792</b>

# 250-00-000-2520 - Capital Grants

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Contractual Services</b>					
6000	Professional Services	780,435	1,448,795	1,224,796	468,798 *
6005	Legal Fees	6,242	-	-	-
		786,677	1,448,795	1,224,796	468,798
<b>Other Services</b>					
6115	Licensing/Titles	11,382	-	2,570	-
6195	Miscellaneous Contractual Services	81,346	-	8,004	-
		92,728	-	10,574	-
<b>Capital Outlay</b>					
8030	Land	-	299,000	585,000	18,922,988 *
8100	Improvements	7,877,329	4,576,810	3,421,339	15,493,182 *
8130	Land Improvement - FEMA	1,272,203	4,380,100	-	-
		9,149,532	9,255,910	4,006,339	34,416,170
<b>Program Total: Capital Grants</b>		<b>10,028,936</b>	<b>10,704,705</b>	<b>5,241,709</b>	<b>34,884,968</b>

## 250-00-000-2520 - Capital Grants

### 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6000 - Professional Services	Ballard Rd Sidewalk/Sidepath - CMAQ	40,768
	Lee-Forest Traffic Signal - STP	267,800
	Mt. Prospect Rd Refuge Median - CMAQ	13,802
	Rand Road Sidepath - ITEP	132,008
	Rand Road Trees - ITEP	14,420
Account: 8030 - Land	Ballard Rd Sidewalk/Sidepath - CMAQ	34,500
	FEMA Buyout Phase II - FEMA	2,538,520
	FEMA Buyout Phase II - MWRD	807,023
	FEMA Buyout Phase III - FEMA	11,447,568
	FEMA Buyout Phase III - MWRD	3,815,877
	Lee-Forest Traffic Signal - STP	279,500
Account: 8100 - Improvements	Ballard Rd Sidewalk/Sidepath - CMAQ	542,931
	Des Plaines River Road Phase III - IDOT	12,000,000
	Lee-Forest Traffic Signal - STP	1,545,000
	Mt. Prospect Rd Refuge Median - CMAQ	78,064
	Rand Road Sidepath - ITEP	1,203,587
	Rand Road Trees - ITEP	123,600



# 250-00-000-2530 - Other Grants

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Contractual Services</b>					
6000	Professional Services	16,454	-	5,195	-
		16,454	-	5,195	-
<b>Program Total: Other Grants</b>		<b>16,454</b>	<b>-</b>	<b>5,195</b>	<b>-</b>

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**2017 Budget**  
**GAMING TAX FUND**

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
Beginning Balance	12,595,418	14,274,630	21,431,952	18,322,076	20,455,549	20,164,177
Revenues	24,699,061	24,819,340	24,695,050	24,035,000	24,100,000	24,100,000
Expenses	(15,864,849)	(15,917,018)	(15,862,825)	(15,400,000)	(15,400,000)	(15,400,000)
Transfers	(7,155,000)	(1,745,000)	(9,808,628)	(8,980,000)	(8,991,372)	(10,150,000)
<b>Ending Balance</b>	<b>14,274,630</b>	<b>21,431,952</b>	<b>20,455,549</b>	<b>17,977,076</b>	<b>20,164,177</b>	<b>18,714,177</b>

**Overview**

The Gaming Tax Fund was established by the City to account for the revenues received from the Rivers Casino in Des Plaines. This fund accounts for the revenues of a \$1 admissions tax along with a 5% wagering tax. The admissions tax is received from the State on a quarterly basis and the wagering tax is remitted to the City on a monthly basis. All of the obligations and transfers will also be accounted for in this fund.

<b>Annual Casino Revenue</b>				
	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Projected</b>	<b>2017 Estimated</b>
Revenues *	24,792,544	24,654,889	24,000,000	24,000,000
State of Illinois Share (\$10M Annually)	(10,000,000)	(10,000,000)	(10,000,000)	(10,000,000)
Remaining Amount	14,792,544	14,654,889	14,000,000	14,000,000
Benefitting Communities Share (40%)	5,917,018	5,861,956	5,600,000	5,600,000
City of Des Plaines Share (60%)	<b>8,875,526</b>	<b>8,792,933</b>	<b>8,400,000</b>	<b>8,400,000</b>
<i>Year of Allocation</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>

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

**2017 Budget**  
**GAMING TAX FUND**

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**2017 Budgeted Projects**

The \$8.8M in Gaming revenue from 2015 is being used in the 2017 Budget on the following:

- \$1.69M transfer to the Capital Projects Fund for early debt payoff
- \$3.61M transfer to the Capital Projects Fund for street & drainage system improvements
- \$2.6M transfer to the Capital Projects Fund for water & sewer system improvements
- \$250K for additional street resurfacing
- \$650K saved for future projects

2013 Revenue used in 2015		2014 Revenue used in 2016		2015 Revenue used in 2017	
Street and Drainage System Improvements	\$4.3M	Street and Drainage System Improvements	\$3.5M	Street and Drainage System Improvements	\$3.6M
Alternate Water Source	\$3.2M	Alternate Water Source	\$5.3M	Debt Repayment	\$1.7M
River Rd Water Main	\$2.3M	River Rd Water Main	\$200K	Water System Improvements	\$2.6M
	<b>\$9.8M</b>		<b>\$9.0M</b>	Additional Street Resurfacing	\$250K
				River Rd Water Main (Carryover)	\$2.0M
					<b>\$10.15M</b>

## 270 - Gaming Tax Fund

### 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Other Taxes</b>					
4130	Gaming Tax - Wagering	21,250,664	21,000,000	21,000,000	21,000,000
4135	Gaming Tax - Admissions	3,404,225	3,000,000	3,000,000	3,000,000
		24,654,889	24,000,000	24,000,000	24,000,000
<b>Interest Income</b>					
4700	Interest Income	40,160	35,000	100,000	100,000
		40,160	35,000	100,000	100,000
<b>Fund Total: Gaming Tax Fund</b>		<b>24,695,050</b>	<b>24,035,000</b>	<b>24,100,000</b>	<b>24,100,000</b>

## 270 - Gaming Tax Fund

### 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Other Expenses</b>					
7600	Cont Obligation - State Payments	10,000,000	10,000,000	10,000,000	10,000,000
7650	Cont Obligation - Municipalities	5,861,956	5,400,000	5,400,000	5,400,000
		15,861,956	15,400,000	15,400,000	15,400,000
<b>Other Financing Uses</b>					
9400	Transfer to Capital Projects Fund	4,300,000	3,500,000	3,500,000	8,150,000 *
9500	Transfer to Water/Sewer Fund	5,508,628	5,480,000	5,491,372	2,000,000 *
		9,808,628	8,980,000	8,991,372	10,150,000
<b>Fund Total: Gaming Tax Fund</b>		<b>25,670,583</b>	<b>24,380,000</b>	<b>24,391,372</b>	<b>25,550,000</b>

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## 270 - Gaming Tax Fund

### 2017 Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 9400 - Transfer to Capital Projects Fund	Street Resurfacing	250,000
	Debt Repayment	1,690,000
	Improvements	6,210,000
Account: 9500 - Transfer to Water/Sewer Fund	River Road Phase II	2,000,000

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## 2017 Budget

# EMERGENCY TELEPHONE SYSTEM FUND

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	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Beginning Balance	-	-	-	-	-	-
Revenues	-	-	765,125	735,000	906,439	690,670
Expenses	-	-	(2,463,518)	(2,418,051)	(2,616,327)	(2,755,527)
Transfers	-	-	1,698,392	1,683,051	1,709,888	2,064,857
<b>Ending Balance</b>	-	-	-	-	-	-

## 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.

In 2015, legislation was passed in Illinois that requires the consolidations of Public Safety Answering Points (PSAPs) and Emergency Telephone System Boards (ETSBs). Des Plaines' PSAP is already consolidated with the Village of Wheeling. The two villages are planning to consolidate ETSBs, as well. A preliminary plan for this consolidated ETSB was submitted to the Illinois State Police's 9-1-1 Coordinator, and the full consolidation is required prior to July 1, 2017 unless an extension is granted.

## 280 - Emergency Telephone System Fund

### 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Charges for Services</b>					
4670	911 Telephone Surcharge	210,514	260,000	2,030	-
4671	911 State Wireless Surcharge	450,494	420,000	213,739	-
4672	911 VOIP Surcharge	104,117	55,000	-	-
4673	911 Landline Hold Harmless Allocation	-	-	390,670	390,670
4674	911 Wireless Proportional Grant	-	-	300,000	300,000
		765,125	735,000	906,439	690,670
<b>Other Financing Sources</b>					
4900	Transfer from General Fund	1,698,392	1,683,051	1,709,888	2,064,857 *
		1,698,392	1,683,051	1,709,888	2,064,857
<b>Fund Total: Emergency Telephone System Fund</b>		<b>2,463,518</b>	<b>2,418,051</b>	<b>2,616,327</b>	<b>2,755,527</b>

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# 280 - Emergency Telephone System Fund

## 2017 Revenue Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 4900 - Transfer from General Fund	Transfer from Fire	607,265
	Transfer from Police	1,457,592

## 280 - Emergency Telephone System Fund 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b><u>Contractual Services</u></b>					
6005	Legal Fees	733	-	13,000	10,000
6015	Communication Services	-	17,000	-	-
6036	E-911 Services	-	735,000	-	-
		733	752,000	13,000	10,000
<b><u>Other Services</u></b>					
6140	Leases	-	2,700	-	-
		-	2,700	-	-
<b><u>Repairs and Maintenance</u></b>					
6300	R&M Software	-	4,000	-	-
6305	R&M Equipment	-	14,500	-	-
		-	18,500	-	-
<b><u>Commodities</u></b>					
7320	Equipment < \$5,000	-	20,000	-	-
		-	20,000	-	-
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	-	-	50	-
		-	-	50	-
<b>Fund Total: Emergency Telephone System Fund</b>		<b>733</b>	<b>793,200</b>	<b>13,050</b>	<b>10,000</b>

## 280-60 - Police Department 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b><u>Contractual Services</u></b>					
6005	Legal Fees	138	-	-	-
6015	Communication Services	127,783	-	160,000	160,000
6035	Dispatch Services	1,667,458	1,053,451	1,788,451	1,888,362 *
		1,795,378	1,053,451	1,948,451	2,048,362
<b><u>Other Services</u></b>					
6115	Licensing/Titles	320	-	-	-
6140	Leases	480	-	-	2,700
		800	-	-	2,700
<b><u>Repairs and Maintenance</u></b>					
6300	R&M Software	-	47,000	39,336	51,000 *
6305	R&M Equipment	14,653	-	15,000	16,200 *
		14,653	47,000	54,336	67,200
<b><u>Commodities</u></b>					
7320	Equipment < \$5,000	-	-	-	20,000
		-	-	-	20,000
<b><u>Capital Outlay</u></b>					
8000	Computer Software	142,233	-	-	-
		142,233	-	-	-
<b>Department Total: Police Department</b>		<b>1,953,063</b>	<b>1,100,451</b>	<b>2,002,787</b>	<b>2,138,262</b>

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## **280-60 - Police Department**

### **2017 Budget Justification Worksheet**

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 6035 - Dispatch Services	Wheeling Agreement	1,888,362
Account: 6300 - R&M Software	Back Up Center Maintenance	4,000
	Tri-Tech Maintenance Fee	47,000
Account: 6305 - R&M Equipment	Chicago Comm - Backup Center Service Plan	2,000
	Replenish	
	General Repair & Maintenance	7,000
	SEPS Maintenance Contract	4,800
	SMS System Maintenance	2,400

## 280-70 - Fire Department 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Contractual Services</b>					
6005	Legal Fees	138	-	-	-
6035	Dispatch Services	509,584	524,400	600,490	607,265 *
		509,721	524,400	600,490	607,265
<b>Department Total: Fire Department</b>		<b>509,721</b>	<b>524,400</b>	<b>600,490</b>	<b>607,265</b>

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## 280-70 - Fire Department

### 2017 Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 6035 - Dispatch Services	RED Center Fees - 01/2017 - 04/2017	191,297
	RED Center Fees - 05/2017 - 12/2017	415,968



**2017 Budget**  
**DEBT SERVICE FUND**

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
Beginning Balance	463,283	465,275	457,477	455,886	456,984	454,414
Revenues	107,682	100,043	109,287	106,280	104,000	103,050
Expenses	(105,690)	(107,840)	(109,780)	(106,570)	(106,570)	(493,340)
Transfers	-	-	-	-	-	-
<b>Ending Balance</b>	<b>465,275</b>	<b>457,477</b>	<b>456,984</b>	<b>455,596</b>	<b>454,414</b>	<b>64,124</b>

**Department Overview**

The Debt Service Funds account for the general obligation debt that is paid entirely or partially with property taxes. Debt that is paid exclusively by special revenue is budgeted in those respective funds (i.e., Water, TIF, and Capital Improvement). The bond issues are paid for as follows:

**DEBT SERVICE SCHEDULE**

	<b>PROPERTY TAX SUPPORTED</b>	<b>CAPITAL PROJECTS PORTION</b>	<b>TIF SUPPORTED PORTION</b>	<b>TOTAL</b>
Total Debt Outstanding - Principal only Balance Jan. 1, 2017	475,000	3,550,000	29,536,615	33,561,615
2017 Debt Service				
Principal	475,000	2,615,000	3,440,000	6,530,000
Interest	18,050	107,920	503,147	629,117
<b>Total</b>	<b>493,050</b>	<b>2,722,920</b>	<b>3,943,147</b>	<b>7,159,117</b>

The below issue is paid by property taxes:

<b>YEAR OF ISSUE</b>	<b>TYPE</b>	<b>ORIGINAL AMOUNT ISSUED</b>	<b>BALANCE JAN. 1, 2017</b>
2007B	G.O. (partial Refunding 2001B)	1,150,000	475,000
<b>Total Supported by Property Taxes</b>		<b>1,150,000</b>	<b>475,000</b>

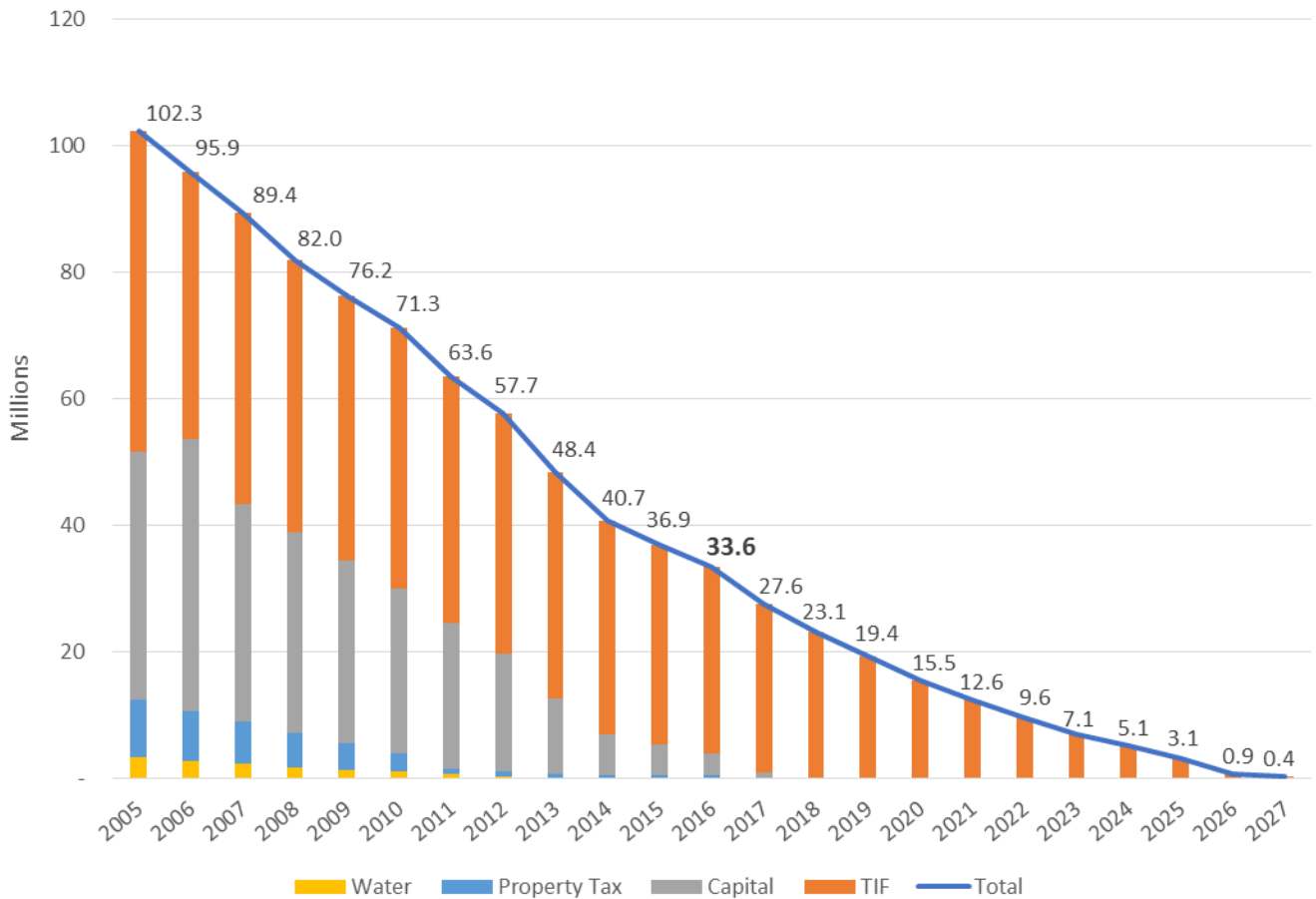
**2017 Budget**  
**DEBT SERVICE FUND**

The below bond issues are paid from special revenue:

<b>YEAR OF ISSUE</b>	<b>TYPE</b>	<b>ORIGINAL AMOUNT ISSUED</b>	<b>BALANCE JAN. 1, 2017</b>
2007A	G.O. (Refunding 2000, 2001A, CIP)	6,065,000	1,690,000
2008A	G.O. (Refunding 2001C, TIF #1, TIF #3)	2,575,000	550,000
2009A	G.O. (Partial refund 2003C, 2004B, TIF #6)	5,430,000	3,287,536
2009B	G.O. (Refunding 1999, CIP)	4,175,000	400,000
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	8,579,079
2011A	G.O. (Ref 03A, TIF #1, TIF#3, TIF #5, TIF #6)	3,540,000	2,100,000
2012A	G.O. (TIF #1)	3,765,000	1,930,000
2013	G.O. (TIF #1, TIF #3, TIF #6)	7,945,000	5,030,000
2014A	G.O. (TIF #6)	2,020,000	1,460,000
2014B	G.O. (TIF #3, CIP)	5,600,000	4,115,000
Total G.O. Bonds		51,170,760	33,086,615
2002	TIF Revenue Note	462,389	144,118
2003	TIF Revenue Note	471,000	152,455
Total Revenue Notes		933,389	296,572
<b>Total Supported by Special Revenue</b>			<b><u>\$33,383,187</u></b>

**2017 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 \$33.6 million as of December 31, 2016 will reach \$15.5 million by 2020. All current debt will be retired by the end of 2028.

**2017 Budget**  
**DEBT SERVICE FUND**

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**Principal Amount Outstanding by Type**

<b>Year</b>	<b>Property Tax</b>	<b>Capital Projects</b>	<b>TIF</b>	<b>Total</b>
<b>2017</b>	475,000	3,550,000	29,536,615	33,561,615
<b>2018</b>	-	935,000	26,712,741	27,647,741
<b>2019</b>	-	-	23,103,345	23,103,345
<b>2020</b>	-	-	19,395,208	19,395,208
<b>2021</b>	-	-	15,451,541	15,451,541
<b>2022</b>	-	-	12,561,666	12,561,666
<b>2023</b>	-	-	9,592,732	9,592,732
<b>2024</b>	-	-	7,062,968	7,062,968
<b>2025</b>	-	-	5,139,569	5,139,569
<b>2026</b>	-	-	3,118,687	3,118,687
<b>2027</b>	-	-	850,000	850,000
<b>2028</b>	-	-	435,000	435,000

As a home rule municipality the City does not have any legal debt limitation.

Moody's Investors Service has assigned an Aa2 rating to the City's outstanding municipal bond issues.

The City's debt to be paid from property taxes is under \$9 per capita as of December 31, 2016. Total City debt, not inclusive of the TIF debt is at \$69 per capita as of December 31, 2016 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.

2017 Budget  
**DEBT SERVICE FUND**

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

**TOTAL CITY DEBT**

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2017	6,530,000	629,117	7,159,117
2018	5,160,000	461,933	5,621,933
2019	4,305,000	361,038	4,666,038
2020	4,520,000	277,612	4,797,612
2021	3,435,000	188,084	3,623,084
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
<b>Total</b>	<b>37,975,000</b>	<b>2,393,986</b>	<b>40,368,986</b>

Note: Any discrepancies between the preceding tables are due the Capital Appreciation Bonds (CABs). The original principal amount plus any accrued interest of CABs is used to determine the principal outstanding but when payment is actually made, the entire payment amount is considered principal.

# 300-00-000-07B0 - 2007B Refunding 01B

## 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Property Taxes</b>					
4000	Property Taxes - Current Year Collection	110,944	106,280	105,000	103,050
4005	Property Taxes - Last Year's Collection	1,048	-	1,000	-
4010	Property Taxes - Prior Years Collection	(2,705)	-	(2,000)	-
		109,287	106,280	104,000	103,050
<b>Program Total: 2007B Refunding 01B</b>		<b>109,287</b>	<b>106,280</b>	<b>104,000</b>	<b>103,050</b>

# 300-00-000-07B0 - 2007B Refunding 01B

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Debt Service</b>					
8300	Principal	85,000	85,000	85,000	475,000 *
8325	Interest Charges	24,510	21,280	21,280	18,050
8375	Bank/Trust/Agency Fees	270	290	290	290
		109,780	106,570	106,570	493,340
<b>Program Total: 2007B Refunding 01B</b>		<b>109,780</b>	<b>106,570</b>	<b>106,570</b>	<b>493,340</b>

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# 300-00-000-07B0 - 2007B Refunding 01B

## 2017 Budget Justification Worksheet

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G/L Account Number	Transaction	Total
Account: 8300 - Principal	Early Payoff	390,000
	Issued 2001, Refunded 2007, Matures 2021	85,000



**2017 Budget**  
**CAPITAL PROJECTS FUND**

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
Beginning Balance	2,523,327	3,529,073	3,550,351	785,753	5,087,021	1,501,131
Revenues	8,308,084	11,403,670	7,259,041	7,713,328	7,346,328	7,346,328
Expenses	(14,160,333)	(15,280,856)	(9,109,489)	(10,653,165)	(14,079,215)	(12,996,020)
Transfers	6,857,996	3,898,463	3,387,118	2,967,909	3,146,997	4,886,706
<b>Ending Balance</b>	<b>3,529,073</b>	<b>3,550,351</b>	<b>5,087,021</b>	<b>813,825</b>	<b>1,501,131</b>	<b>738,145</b>

**Overview**

The Capital Projects Fund (CIP) accounts for the expenditure of special revenues dedicated for the improvement of the City’s infrastructure. The budgeted expenditures are capital projects that have been approved in the 5-year Capital Improvement Program and include salaries and benefits for the Assistant Director of Public Works and Engineering, two Engineering Inspectors, part-time Intermediate Clerk (50% funding), and an Engineering Intern. This plan is updated annually and approved by the City Council.

Debt service paid from Capital Projects Fund includes:

<b>Bond Issue</b>	<b>Project Description</b>	<b>Original Amount</b>	<b>Remaining 1/1/17</b>	<b>Final Payout</b>
2007A bond refund of 2001	Streets Portion	3,395,000	1,690,000	2021
2009 bond refund of 1999	Streets Portion	4,175,000	400,000	2018
2014B bond refund of 2005D	Library Portion	2,880,000	1,460,000	2018
<b>Total</b>		<b>10,450,000</b>	<b>3,550,000</b>	

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

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2017	2,615,000	107,920	2,722,920
2018	935,000	22,200	957,200
<b>Total</b>	<b>3,550,000</b>	<b>130,120</b>	<b>3,680,120</b>

**2017 Budget**  
**PUBLIC WORKS & ENGINEERING**  
**CAPITAL PROJECTS FUND**

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**PERSONNEL EXHIBIT**

Department: PW & Engineering		Div: Capital Projects		Div. No: 400-00
Title	Authorized Positions			
	2015 Authorized	2016 Budget	2017 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	

## 2017 Budget

# CAPITAL PROJECTS FUND

## 5 YEAR CIP OVERVIEW

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The City of Des Plaines Capital Improvement Program (CIP) is prepared in a separate document which is summarized in the following budget pages. The CIP is a multi-year, prioritized plan for Capital expenditures. The City's plan addresses capital expenditures of \$25,000 or more. The replacement of vehicles is not included in the CIP but instead is tracked through the Equipment Replacement Fund.

The separate CIP plan is completed for five fiscal years from 2017 through 2021. 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 2017 Budget document, a summary of the specific 2017 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 2017 are identified in the 5-Year Capital Improvement Program at a cost of \$19.2 million. Sources of revenue for the C.I.P. presently include the Capital Projects Fund (\$9,638,512), Motor Fuel Tax Fund (\$975,000), Water /Sewer Fund (\$4,670,363), Community Development Block Grant Fund (\$108,755), and Tax Increment Finance District Fund (\$3,850,000).

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 2017: Alley Improvements (\$627,914), Drainage System Improvements (\$1,348,056), Street Improvements (\$7,661,297), Water System Improvements (\$4,220,363), Traffic Improvements (\$260,000), Sewer System Improvements (\$450,000), and Miscellaneous Improvements (\$4,675,000).

The recommended 2017 through 2021 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 2017 are \$19.2 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.



# 2017-2021 Capital Improvement Program- 2017

CATEGORY	PROJECT ID	STREET NAME	LIMIT	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
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## ALLEY IMPROVEMENTS

759 *	OAKWOOD/WALNUT	OAKWOOD-CENTER	ALLEY RECONSTRUCTION		\$264,980	CPF	ALLEY EVALUATION
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720	YALE CT/SEEGRS	ALLEY-SEVENTH	ALLEY RECONSTRUCTION		\$108,755	CDBG	ALLEY EVALUATION
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498	OAK/LEE	HARDING BROWN	ALLEY RECONSTRUCTION		\$254,179	CPF	ALLEY EVALUATION
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**Sub-Total \$627,914**

## DRAINAGE SYSTEM IMPROVEMENTS

31	ARDMORE RD	STRATFORD-PRINCETON	STORM SEWER		\$339,481	CPF	CITY COUNCIL
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88	CAMPBELL AVE	RIVER-CENTER	STORM SEWER		\$434,328	CPF	CITY COUNCIL
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121 *	CRANBROOK DR	MT PROSPECT-DRAKE	STORM SEWER		\$120,847	CPF	CITY COUNCIL
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230	DRAKE LN	AMHERST-PINEHURST	STORM SEWER		\$286,623	CPF	CITY COUNCIL
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C-indicates carryover project

\*-indicates new 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



# 2017-2021 Capital Improvement Program- 2017

CATEGORY	PROJECT ID	STREET NAME	LIMIT	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
	824	VILLA DR WEST	SOUTHEAST PL-NORTHWEST PL	STORM SEWER	\$166,777	CPF	CITY COUNCIL
<b>Sub-Total</b>					<b>\$1,348,056</b>		
MISCELLANEOUS IMPROVEMENTS	151	DESIGN/CONSTRUCTION ENGINEERING	TIF #1	ENGINEERING	\$350,000	TIF	TIF DISTRICT
	120	TOPOGRAPHIC/B.M. SURVEYS		SURVEY	\$100,000	CPF	ANNUAL PROGRAM
	121	DESIGN/CONSTRUCTION ENGINEERING		ENGINEERING	\$1,000,000	CPF	ANNUAL PROGRAM
	133	SIDEWALK REPLACEMENTS	CITYWIDE	SIDEWALK REPLACEMENT	\$750,000	MFT	ANNUAL PROGRAM
	134	MISC CURB REPLACEMENT	VARIOUS	CURB REPLACEMENT	\$225,000	MFT	ANNUAL PROGRAM
	138	STREETSCAPE IMPROVEMENTS	TIF #1	STREETSCAPE	\$2,000,000	TIF	TIF DISTRICT
	168	SIDEWALK REPLACEMENTS	CITYWIDE	SIDEWALK REPLACEMENT	\$250,000	CPF	ANNUAL PROGRAM
<b>Sub-Total</b>					<b>\$4,675,000</b>		
				<i>CPF-CAPITAL PROJECTS FUND</i>			<i>WATER-WATER/SEWER FUND</i>
				<i>MFT-MOTOR FUEL TAX FUND</i>			<i>TIF-TIF FUND</i>
				<i>GFP-GRANT FUNDED PROJECTS FUND</i>			<i>CDBG-COMMUNITY DEV. BLOCK GRANT FUND</i>

C-indicates carryover project  
 \*-indicates new project



# 2017-2021 Capital Improvement Program- 2017

CATEGORY	PROJECT ID	STREET NAME	LIMIT	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
<b>SEWER SYSTEM IMPROVEMENTS</b>							
	106	MISC SEWER REHAB	VARIOUS	SANITARY/COMBINED SEWER	\$100,000	WATER	ANNUAL PROGRAM
	79	MISC SEWER REHAB	VARIOUS	SEWER LINING/TELEVISION	\$350,000	WATER	ANNUAL PROGRAM
	<b>Sub-Total</b>				<b>\$450,000</b>		
<b>STREET IMPROVEMENTS</b>							
	286 *	FIRST AVE	DEMPSTER-PRAIRIE	RECONSTRUCTION	\$281,530	CPF	STREET EVALUATION
	88	CAMPBELL AVE	RIVER-CENTER	RECONSTRUCTION	\$927,350	CPF	STREET EVALUATION
	818 C	DES PLAINES RIVER ROAD	ALGONQUIN-RAND	RECONSTRUCTION	\$794,721	CPF	IDOT APPROVED
	79	BROWN ST	LEE-ALLES	RECONSTRUCTION	\$242,148	CPF	STREET EVALUATION
	653	VILLA DR WEST	SOUTHEAST PL-NORTHWEST PL	RECONSTRUCTION	\$604,971	CPF	STREET EVALUATION
	<b>CPF-CAPITAL PROJECTS FUND</b>						
	<b>MFT-MOTOR FUEL TAX FUND</b>						
	<b>GFP-GRANT FUNDED PROJECTS FUND</b>						
	<b>WATER-WATER/SEWER FUND</b>						
	<b>TIF-TIF FUND</b>						
	<b>CDBG-COMMUNITY DEV. BLOCK GRANT FUND</b>						

C-indicates carryover project

\*-indicates new project



# 2017-2021 Capital Improvement Program- 2017

CATEGORY	PROJECT ID	STREET NAME	LIMIT	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
	818 C	DES PLAINES RIVER ROAD	ALGONQUIN-RAND	RECONSTRUCTION	\$1,500,000	TIF	IDOT APPROVED
	230	DRAKE LN	AMHERST-PINEHURST	REHABILITATION	\$488,034	CPF	STREET EVALUATION
	229 *	DRAKE LN	PINEHURST-WOLF	RECONSTRUCTION	\$691,939	CPF	STREET EVALUATION
	31	ARDMORE RD	STRATFORD-PRINCETON	RECONSTRUCTION	\$724,838	CPF	STREET EVALUATION
	165 *	LEE STREET INTERCHANGE	I-90	INTERGOVERNMENTAL AGREEMENT	\$200,000	CPF	CITY COUNCIL
	166 *	CITYWIDE STREET RESURFACING	VARIOUS	RESURFACE	\$1,000,000	CPF	CITY COUNCIL
	121 *	CRANBROOK DR	MT PROSPECT-DRAKE	REHABILITATION	\$205,766	CPF	STREET EVALUATION
				<b>Sub-Total</b>	<b>\$7,661,297</b>		
TRAFFIC IMPROVEMENTS							
	163 *	VARIOUS SIGN REPLACEMENT	CITYWIDE	STREET SIGN REPLACEMENT	\$260,000	CPF	ENGINEERING
				<b>Sub-Total</b>	<b>\$260,000</b>		
				<b>CPF-CAPITAL PROJECTS FUND</b>			<b>WATER-WATER/SEWER FUND</b>
				<b>MFT-MOTOR FUEL TAX FUND</b>			<b>TIF-TIF FUND</b>
				<b>GFP-GRANT FUNDED PROJECTS FUND</b>			<b>CDBG-COMMUNITY DEV. BLOCK GRANT FUND</b>

C-indicates carryover project  
 \*-indicates new project



# 2017-2021 Capital Improvement Program- 2017

CATEGORY	PROJECT ID	STREET NAME	LIMIT	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
WATER SYSTEM IMPROVEMENTS	79	BROWN ST	LEE-ALLES	8 INCH WATER MAIN	\$125,672	WATER	2006 WATER STUDY
	86 C	MAPLE STREET PUMPING STATION		PUMP STATION UPGRADE	\$400,000	WATER	PUBLIC WORKS RECOMMENDATION
	88	CAMPBELL AVE	RIVER-CENTER	8 INCH WATER MAIN	\$481,283	WATER	2006 WATER STUDY
	121 *	CRANBROOK DR	MT PROSPECT-DRAKE	8 INCH WATER MAIN	\$133,911	WATER	2006 WATER STUDY
	653	VILLA DR WEST	SOUTHEAST PL-NORTHWEST PL	8 INCH WATER MAIN	\$313,855	WATER	2006 WATER STUDY
	286 *	FIRST AVE	DEMPSTER-PRAIRIE	8 INCH WATER MAIN	\$146,110	WATER	2006 WATER STUDY
	31	ARDMORE RD	STRATFORD-PRINCETON	12 INCH WATER MAIN	\$394,532	WATER	2006 WATER STUDY
	164 *	LEE STREET WATER MAIN REPLACEMENT	AT CANADIAN NATIONAL	12 INCH WATER MAIN	\$225,000	WATER	2006 WATER STUDY

328

C-indicates carryover project

\*-indicates new 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*










# 2017-2021 Capital Improvement Program- 2017

CATEGORY	PROJECT ID	STREET NAME	LIMIT	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
	818 C	DES PLAINES RIVER ROAD	ALGONQUIN-RAND	16 INCH WATER MAIN	\$2,000,000	WATER	IDOT APPROVED
			<b>Sub-Total</b>		<b>\$4,220,363</b>		
			<b>Total Amount</b>		<b>\$19,242,630</b>		



C-indicates carryover project  
 \*-indicates new project

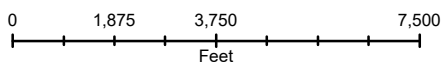
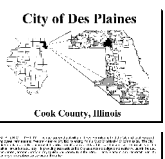
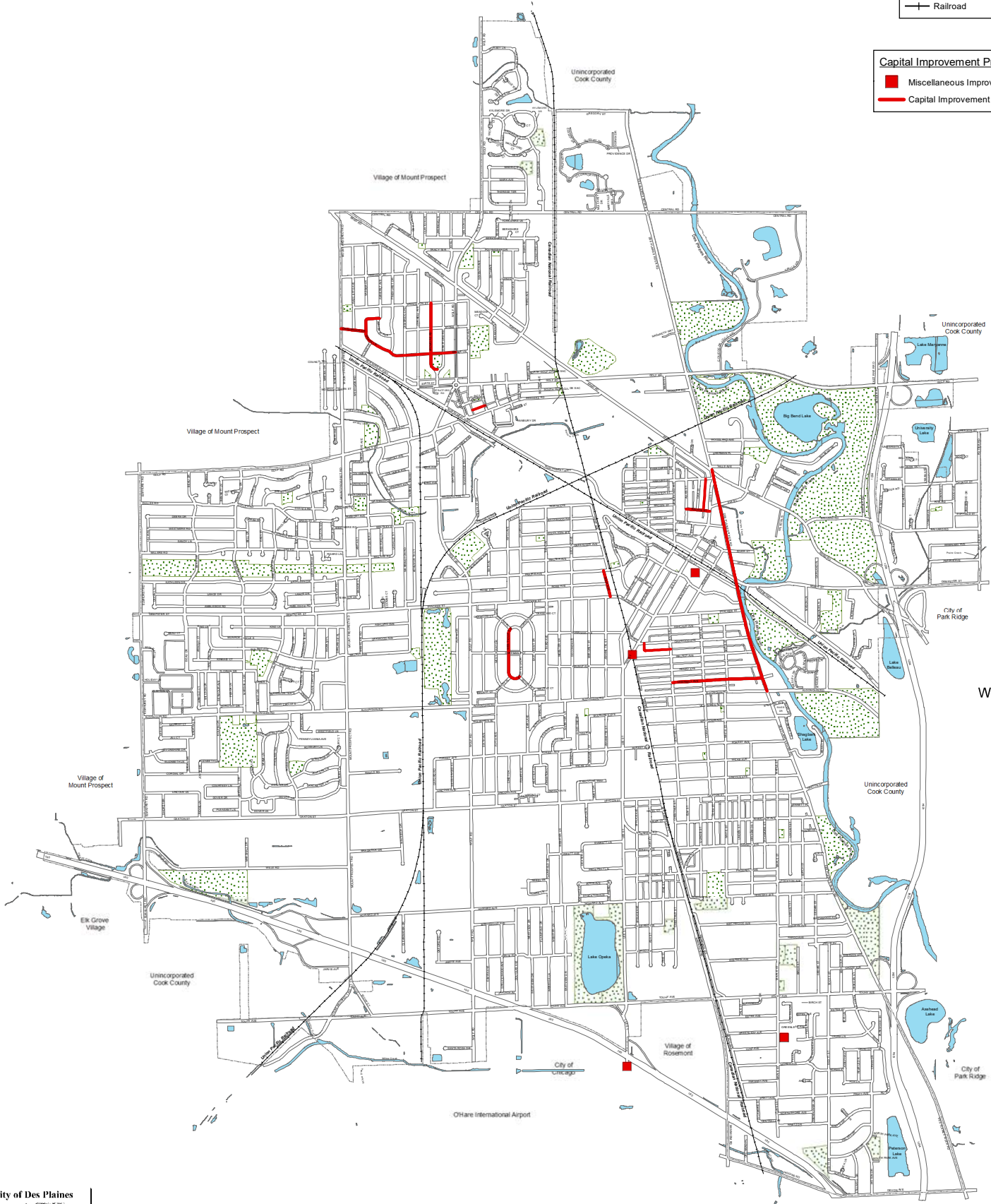
CPF-CAPITAL PROJECTS FUND  
 MFT-MOTOR FUEL TAX FUND  
 GFP-GRANT FUNDED PROJECTS FUND  
 WATER-WATER/SEWER FUND  
 TIF-TIF FUND  
 CDBG-COMMUNITY DEV. BLOCK GRANT FUND

**Legend**

-  City Boundary
-  Road
-  Lake or River
-  Recreation Area
-  Railroad

**Capital Improvement Projects**

-  Miscellaneous Improvements
-  Capital Improvement Project



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



## 400 - Capital Projects Fund

### 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Property Taxes</b>					
4055	Property Taxes SSA 5	3,895	3,782	3,782	3,782 *
4056	Property Taxes SSA 6	1,068	981	981	981 *
4057	Property Taxes SSA 7	12,300	12,000	12,000	12,000 *
4058	Property Taxes SSA 8	4,293	4,200	4,200	4,200 *
4059	Property Taxes SSA 9	2,389	2,315	2,315	2,315 *
4060	Property Taxes SSA 10	2,521	2,936	2,936	2,936 *
4061	Property Taxes SSA 11	2,161	2,096	2,096	2,096 *
4062	Property Taxes SSA 12	1,008	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	1,693	1,643	1,643	1,643 *
		33,797	33,328	33,328	33,328
<b>Other Taxes</b>					
4120	Local Option Gas Tax	1,540,285	1,650,000	1,600,000	1,600,000
4170	Home Rule Sales Tax	2,855,636	3,026,000	2,900,000	2,900,000
4180	Library Home Rule Sales Tax	1,427,818	1,513,000	1,450,000	1,450,000
		5,823,739	6,189,000	5,950,000	5,950,000
<b>Charges for Services</b>					
4608	Storm Sewer	1,317,109	1,450,000	1,300,000	1,300,000
4660	Recapture Fees	9,779	3,000	6,000	6,000
		1,326,888	1,453,000	1,306,000	1,306,000
<b>Interest Income</b>					
4700	Interest Income	3,712	3,000	12,000	12,000
		3,712	3,000	12,000	12,000
<b>Miscellaneous Revenues</b>					
4823	Rear Yard Drainage Improvements	59,768	20,000	30,000	30,000
4849	Miscellaneous Revenues	11,137	15,000	15,000	15,000
		70,905	35,000	45,000	45,000
<b>Other Financing Sources</b>					
4900	Transfer from General Fund	-	-	-	500,000
4927	Transfer from Gaming Tax Fund	4,300,000	3,500,000	3,500,000	8,150,000
		4,300,000	3,500,000	3,500,000	8,650,000
<b>Fund Total: Capital Projects Fund</b>		<b>11,559,041</b>	<b>11,213,328</b>	<b>10,846,328</b>	<b>15,996,328</b>

## 400 - Capital Projects Fund

### 2017 Revenue Budget Justification Worksheet

G/L Account Number	Transaction	Total
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, LevyThru 2021	830
Account: 4065 - Property Taxes SSA 15	345/353 Ardmore Tax Years 2014-2023	1,643

# 400 - Capital Projects Fund

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	277,319	286,028	271,386	291,574
5010	Temporary Wages	4,955	13,650	9,303	13,650
5020	Overtime - Non Supervisory	11,538	10,000	6,814	10,000
		293,812	309,678	287,503	315,224
<b>Taxes and Benefits</b>					
5200	FICA Contribution	21,952	23,224	21,522	23,210
5205	IMRF Contribution	36,069	36,689	34,474	36,188
5220	PPO Insurance Contribution	36,007	37,273	35,667	37,792
5225	HMO Insurance Contribution	14,066	14,042	13,096	13,723
5230	Dental Insurance Contribution	2,529	2,525	2,390	2,597
5232	Vision Insurance Contribution	5	-	126	134
5235	Life Insurance Contribution	259	260	261	260
5240	Workers Compensation	4,260	46,418	2,303	2,397
5245	Unemployment Compensation	388	188	188	100
5250	Uniform Allowance	200	200	200	200
5260	RHS Plan Payout	8,795	3,321	5,300	5,300
		124,530	164,140	115,527	121,901
<b>Other Employee Costs</b>					
5320	Conferences	2,907	2,000	2,000	2,000
5325	Training	2,000	2,000	2,000	2,000 *
5335	Travel Expenses	31	100	100	100
		4,938	4,100	4,100	4,100
<b>Insurance</b>					
5535	Property & Liability Insurance	22,766	28,377	28,377	27,260
		22,766	28,377	28,377	27,260
<b>Contractual Services</b>					
6000	Professional Services	349,610	1,409,500	750,000	1,100,000 *
6005	Legal Fees	93	1,000	3,000	1,000 *
6015	Communication Services	2,614	2,000	2,600	2,600 *
6025	Administrative Services	3,023	3,100	3,120	2,000 *
		355,340	1,415,600	758,720	1,105,600
<b>Other Services</b>					
6105	Records Preservation	-	15,000	15,000	15,000 *
6110	Printing Services	329	400	100	400 *
6115	Licensing/Titles	62	-	-	-
6140	Leases	1,182	1,500	1,500	1,500 *
6155	Sidewalk Improvements	302,167	200,000	200,000	250,000 *
6165	Street Pavement Markings	32,533	40,000	40,000	40,000
6195	Miscellaneous Contractual Services	263	-	-	-
		336,535	256,900	256,600	306,900
<b>Repairs and Maintenance</b>					
6300	R&M Software	8,178	8,000	8,000	8,000 *
6305	R&M Equipment	-	1,100	500	1,100 *
6310	R&M Vehicles	25	-	10	-
6315	R&M Buildings & Structures	260,643	20,000	20,000	20,000 *
		268,845	29,100	28,510	29,100
<b>Commodities</b>					
7055.051	Street Sign Supplies	-	625	-	625
7065	Supplies - Capital Maintenance	34,000	70,000	70,000	70,000 *
7320	Equipment < \$5,000	200	-	90	-
		34,200	70,625	70,090	70,625

## 400 - Capital Projects Fund

### 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Other Expenses</b>					
7500	Postage & Parcel	144	5,000	3,000	3,000 *
		144	5,000	3,000	3,000
<b>Capital Outlay</b>					
8100	Improvements	5,888,048	7,002,857	11,160,000	8,288,512 *
		5,888,048	7,002,857	11,160,000	8,288,512
<b>Other Financing Uses</b>					
9100	Transfer to General Fund	25,000	25,000	25,000	25,000
9260	Transfer to Grant Projects Fund	290,493	507,091	328,003	824,439 *
9500	Transfer to Water/Sewer Fund	597,389	-	-	2,913,855
		912,882	532,091	353,003	3,763,294
<b>Fund Total: Capital Projects Fund</b>		<b>8,242,040</b>	<b>9,818,468</b>	<b>13,065,430</b>	<b>14,035,516</b>

# 400 - Capital Projects Fund

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5325 - Training	Autocad	1,000
	ESRI- Geographic Information Systems	1,000
Account: 6000 - Professional Services	Design/Construction Engineering Services	650,000
	NW Hwy S-Curve Ped-Bike Underpass	250,000
	Oakton Street Ped/Bike Trail Connection	100,000
	Topographic/B.M. Surveys	100,000
Account: 6005 - Legal Fees	Levee 50	1,000
Account: 6015 - Communication Services	Cell Phones	2,100
	Data Cards	500
Account: 6025 - Administrative Services	Storm Sewer Charges for Utility Billing	2,000
Account: 6105 - Records Preservation	Document Scanning	15,000
Account: 6110 - Printing Services	Capital Improvement Program Printing	400
Account: 6140 - Leases	CN (Wisconsin Central) License Agreements	1,500
Account: 6155 - Sidewalk Improvements	<b>Additional</b> Sidewalk Funding	250,000
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	3,000
Account: 8100 - Improvements	Alley Improvements	519,159
	<b>Additional</b> Street Resurfacing	1,000,000
	Des Plaines River Road Phase III - IDOT	794,721
	Drainage System Improvements	1,348,056
	Lee Street Interchange	200,000
	Sign Retroreflectivity Replacement Program - Year 1	260,000
	Street Improvements	4,166,576
Account: 9260 - Transfer to Grant Projects Fund	Ballard Rd Sidewalk/Sidepath - CMAQ	164,840
	Lee-Forest Traffic Signal - STP	554,300
	Mt. Prospect Rd Refuge Median - CMAQ	20,514
	Rand Road Sidepath - ITEP	53,965
	Rand Road Trees - ITEP	30,820

# 400-00-000-07AB - 2007A Refunding 01

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Debt Service</b>					
8300	Principal	290,000	305,000	305,000	1,690,000 *
8325	Interest Charges	86,830	75,810	75,810	64,220
8375	Bank/Trust/Agency Fees	230	250	250	250
		<u>377,060</u>	<u>381,060</u>	<u>381,060</u>	<u>1,754,470</u>
<b>Program Total: 2007A Refunding 01</b>		<b>377,060</b>	<b>381,060</b>	<b>381,060</b>	<b>1,754,470</b>



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# 400-00-000-07AB - 2007A Refunding 01

## 2017 Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 8300 - Principal	Early Payment	1,380,000
	Issued 2001, Refunded 2007, Matures 2021	310,000

# 400-00-000-09B0 - 2009B Refunding 1999

## 2017 Budget Worksheet

<b>Account Number</b>	<b>Description</b>	<b>2015 Actual Amount</b>	<b>2016 Adopted Budget</b>	<b>2016 Estimated Amount</b>	<b>2017 Adopted Budget</b>
<b>Debt Service</b>					
8300	Principal	205,000	200,000	200,000	200,000
8325	Interest Charges	27,650	21,500	21,500	14,500
8375	Bank/Trust/Agency Fees	350	390	390	390
		<u>233,000</u>	<u>221,890</u>	<u>221,890</u>	<u>214,890</u>
<b>Program Total: 2009B Refunding 1999</b>		<b>233,000</b>	<b>221,890</b>	<b>221,890</b>	<b>214,890</b>

# 400-00-000-14B0 - 2014B Refunding 2005A/2005D

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Debt Service</b>					
8300	Principal	695,000	720,000	720,000	725,000
8325	Interest Charges	49,334	43,600	43,600	29,200
8375	Bank/Trust/Agency Fees	238	238	238	238
		744,571	763,838	763,838	754,438
<b>Program Total: 2014B Refunding 2005A/2005D</b>		<b>744,571</b>	<b>763,838</b>	<b>763,838</b>	<b>754,438</b>

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**2017 Budget**  
**EQUIPMENT REPLACEMENT FUND**

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	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
Beginning Balance	3,097,814	3,484,455	5,128,939	4,298,627	6,015,388	4,872,997
Revenues	47,750	26,769	222,641	54,500	140,000	140,000
Expenses	(1,661,109)	(915,086)	(836,192)	(874,871)	(1,782,391)	(2,491,399)
Transfers	2,000,000	2,532,800	1,500,000	500,000	500,000	1,500,000
<b>Ending Balance</b>	<b>3,484,455</b>	<b>5,128,939</b>	<b>6,015,388</b>	<b>3,978,256</b>	<b>4,872,997</b>	<b>4,021,598</b>

**Overview**

The Equipment Replacement Fund, a capital project sinking fund, was established in 1990 to provide for the replacement of large, expensive and longer-lasting equipment of the City. This equipment includes items such as fire apparatus, squad cars, and dump trucks, etc. There are three divisions in this fund. Separate cost centers (and accounting) are in place for specialized equipment replacement in the Public Works Department, Fire Department and Police Department.

Funding requirements vary from year to year. In order to maintain a fairly consistent amount each year, a twenty year schedule is maintained with an inflation factor of 3% within the first 5 years. Equipment needs are evaluated each year and the schedule modified for changes in the condition of the equipment. Some items may need replacement sooner than expected due to high maintenance costs and other items lives may be extended thus delaying their replacements.

Annualized funding helps alleviate the unpredictability of high-cost items affecting individual years' budgets by creating periodic spikes in expenditure amounts. By funding a future expense over a period of years leading-up to the expenditure (i.e., five to twenty years of service life), the City achieves better budgetary control overall and provides departments with safer and more dependable equipment during equipment's entire service life. The annualized budgetary transfer amount into the Equipment Replacement Fund should be sufficient to cover future expenditures from that fund. Annual transfers from the General Fund, based on the annualized amount of future purchases, are made to fund the acquisition of replacement equipment. Scheduled expenditures from the Equipment Replacement Fund are approved by the City Council during budget deliberations, and the actual purchases are authorized by the City Council at the time of purchase pursuant to the Procurement Policies.

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	FY2017		FY2018		FY2019		FY2020		FY2021		5 Year Average	
	Amount	Units	Amount	Units	Amount	Units	Amount	Units	Amount	Units	Amount	Units
<b>Vehicles</b>												
Police	30,000	1	356,563	15	466,796	23	284,589	18	190,962	15	265,782	14
Fire	601,000	4	1,707,750	3	787,300	3	48,135	2	787,300	2	786,297	3
Engineering	-	-	-	-	25,000	1	-	-	-	-	5,000	0
Public Works	759,500	10	85,650	12	899,500	14	815,500	9	933,500	9	698,730	11
Water	500,500	12	108,500	5	473,500	7	192,000	4	4,500	1	255,800	6
Sewer	287,000	3	180,000	4	108,500	2	-	-	345,000	1	184,100	2
Emergency Mgmt	-	-	-	-	-	-	-	-	-	-	-	-
City Manager	32,000	1	-	-	-	-	-	-	-	-	6,400	0
Community Dev.	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>2,210,000</b>	<b>31</b>	<b>2,438,463</b>	<b>39</b>	<b>2,760,596</b>	<b>50</b>	<b>1,340,224</b>	<b>33</b>	<b>2,261,262</b>	<b>28</b>	<b>2,202,109</b>	<b>36</b>

<b>Equipment</b>												
Police	15,000	1	143,000	15	204,358	23	125,605	21	107,154	16	119,023	15
Fire	695,410	4	309,848	3	204,363	3	104,056	2	121,756	2	287,087	3
Engineering	-	-	-	-	3,000	2	-	-	-	-	600	0
Public Works	6,000	2	24,600	9	43,056	11	53,352	8	47,452	7	34,892	7
Water	41,000	5	14,000	2	15,500	4	2,500	1	-	-	14,600	2
Sewer	2,500	1	8,000	2	-	-	-	-	-	-	2,100	1
Emergency Mgmt	-	-	-	-	-	-	-	-	-	-	-	-
City Manager	-	-	-	-	1,500	1	-	-	-	-	300	0
Community Dev.	-	-	7,500	5	3,000	2	-	-	-	-	2,100	1
<b>Total</b>	<b>759,910</b>	<b>13</b>	<b>506,948</b>	<b>36</b>	<b>474,777</b>	<b>46</b>	<b>285,513</b>	<b>32</b>	<b>276,362</b>	<b>25</b>	<b>460,702</b>	<b>30</b>

<b>Grand Total</b>	<b>2,969,910</b>	<b>44</b>	<b>2,945,411</b>	<b>75</b>	<b>3,235,373</b>	<b>96</b>	<b>1,625,737</b>	<b>65</b>	<b>2,537,624</b>	<b>53</b>	<b>2,662,811</b>	<b>67</b>
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## 410 - Equipment Replacement Fund

### 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Interest Income</b>					
4700	Interest Income	51,440	14,500	100,000	100,000
		51,440	14,500	100,000	100,000
<b>Miscellaneous Revenues</b>					
4830	Sale of Fixed Assets	199,177	40,000	40,000	40,000 *
		199,177	40,000	40,000	40,000
<b>Other Financing Sources</b>					
4900	Transfer from General Fund	1,500,000	500,000	500,000	1,500,000
		1,500,000	500,000	500,000	1,500,000
<b>Fund Total: Equipment Replacement Fund</b>		<b>1,750,617</b>	<b>554,500</b>	<b>640,000</b>	<b>1,640,000</b>

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# 410 - Equipment Replacement Fund

## 2017 Revenue Budget Justification Worksheet

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G/L Account Number	Transaction	Total
Account: 4830 - Sale of Fixed Assets	Auction Sales & Trade Ins	40,000



## 410 - Equipment Replacement Fund 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Capital Outlay</b>					
8015	Equipment	8,499	11,000	9,000	685,000 *
8020	Vehicles	475,042	484,000	480,000	792,272 *
		483,541	495,000	489,000	1,477,272
<b>Debt Service</b>					
8300	Principal	12,500	12,500	-	12,500 *
		12,500	12,500	-	12,500
<b>Fund Total: Equipment Replacement Fund</b>		<b>496,041</b>	<b>507,500</b>	<b>489,000</b>	<b>1,489,772</b>

# 410 - Equipment Replacement Fund

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8015 - Equipment	Asphalt Paver Trailer #148A	27,000
	Asphalt Planer #74A	22,500
	Bobcat Lease - 80A	4,500
	Sno-Go	135,000
	Message Boards #97W & #99W	44,000
	Police Department Generator Replacement	225,000
	Trackless Municipal Tractor Replacement #43A	170,000
	Traffic Arrow Boards #47W & #81W	10,000
	Trailer Attenuator	25,000
	Trailer Mounted Portable Air Compressor #32W	22,000
Account: 8020 - Vehicles	5-Ton Dump Trucks #390, #347	350,000
	CED Ford Focus Sedans (2)	31,272
	Ford F 350 Pick Up #288	48,000
	Ford F 350 Pick Up #293	62,000
	Ford F 350 Service Body #316	65,500
	Ford F-450 Dump Trucks- #286 & #292	144,000
	Pick Up Truck #175	49,000
	Pick Up Truck #180	42,500
Account: 8300 - Principal	2009 Fire Engine, Issued 2009, Matures 2029	12,500

## 410-60 - Police Department 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Capital Outlay</b>					
8015	Equipment	35,729	-	83,000	15,000 *
8020	Vehicles	-	-	220,076	30,000 *
		35,729	-	303,076	45,000
<b>Department Total: Police Department</b>		<b>35,729</b>	<b>-</b>	<b>303,076</b>	<b>45,000</b>

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## **410-60 - Police Department**

### **2017 Budget Justification Worksheet**

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 8015 - Equipment	Police Patrol Squad #69	15,000
Account: 8020 - Vehicles	Police Patrol Squad #69	30,000

## 410-70 - Fire Department 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Commodities</b>					
7320	Equipment < \$5,000	58,907	101,665	101,665	69,350 *
		58,907	101,665	101,665	69,350
<b>Capital Outlay</b>					
8015	Equipment	19,100	19,577	38,650	572,277 *
8020	Vehicles	226,415	246,129	850,000	315,000 *
		245,515	265,706	888,650	887,277
<b>Department Total: Fire Department</b>		<b>304,421</b>	<b>367,371</b>	<b>990,315</b>	<b>956,627</b>

## 410-70 - Fire Department 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 7320 - Equipment < \$5,000	Firefighting Helmet - Annual Replacement	8,925
	Portable Radios - Annual Replacement of Radios/Batteries	5,000
	SCBA Tanks and 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	<b>Additional</b> Power Assisted Ambulance Cot
Power-Assisted Ambulance Cot		46,676
Replace 2007 Ford E450 Ambulance #7705		12,000
Self Contained Breathing Apparatus (SCBA)		466,925
Account: 8020 - Vehicles	Replace 2007 Ford E450 Ambulance #7705	315,000

**2017 Budget**  
**IT REPLACEMENT FUND**

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	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
Beginning Balance	514,087	445,242	464,286	523,325	568,246	412,301
Revenues	26	12	34	20	300	300
Expenses	(193,871)	(1,017,070)	(396,074)	(398,029)	(406,245)	(250,156)
Transfers	125,000	1,036,102	500,000	250,000	250,000	250,000
<b>Ending Balance</b>	<b>445,242</b>	<b>464,286</b>	<b>568,246</b>	<b>375,316</b>	<b>412,301</b>	<b>412,445</b>

**Overview**

The IT Replacement Fund is a capital project sinking fund used for maintaining and upgrading the City's computer and copier network (equipment and software).

The fund receives an annual subsidy (transfer) from the General Fund. A detailed inventory and replacement schedule is maintained. Personal computers, copiers, servers and network software are projected to have a specific life span, and are replaced and/or upgraded systematically each year.

Additionally, department requests for new computers, copiers or computer upgrades are reviewed and approved based on the municipal information system master plan.

## 420 - IT Replacement Fund

### 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Interest Income</b>					
4700	Interest Income	34	20	300	300
		34	20	300	300
<b>Other Financing Sources</b>					
4900	Transfer from General Fund	500,000	250,000	250,000	250,000
		500,000	250,000	250,000	250,000
<b>Fund Total: IT Replacement Fund</b>		<b>500,034</b>	<b>250,020</b>	<b>250,300</b>	<b>250,300</b>



## 420 - IT Replacement Fund

### 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Other Services</b>					
6140	Leases	61,416	57,696	55,745	53,556 *
		61,416	57,696	55,745	53,556
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	-	-	500	-
		-	-	500	-
<b>Commodities</b>					
7200	Other Supplies	77	-	-	-
7320	Equipment < \$5,000	27	-	-	-
		104	-	-	-
<b>Capital Outlay</b>					
8000	Computer Software	104,805	42,000	40,000	39,600 *
8005	Computer Hardware	229,749	298,333	310,000	157,000 *
		334,554	340,333	350,000	196,600
<b>Fund Total: IT Replacement Fund</b>		<b>396,074</b>	<b>398,029</b>	<b>406,245</b>	<b>250,156</b>

## 420 - IT Replacement Fund

### 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6140 - Leases	Copier Building & Code - Expires 8/17	3,544
	Copier CED - Expires 8/17	3,544
	Copier City Clerk - Expires 8/17	4,076
	Copier City Mgr & Mayor - Expires 8/17	3,544
	Copier Engineering - Expires 8/17	3,544
	Copier EOC - Expires 8/17	2,344
	Copier Finance - Main Floor - Expires 8/17	4,076
	Copier Fire - Station 1 Basement - Expires 8/17	3,544
	Copier Fire - Station 1 Copy Room - Expires 8/17	3,544
	Copier HR & HHS - Expires 8/17	3,544
	Copier IT - Expires 8/17	3,544
	Copier Police Administrator - Expires 8/17	3,544
	Copier Police Records - Expires 8/17	4,076
	Copier Police Report Writing - Expires 8/18	3,544
	Copier Public Works - Expires 8/17	3,544
	Account: 8000 - Computer Software	Adobe Professional Licenses
Kaspersky End Point Security for Business (Anti-Virus)		14,600
Laserfiche Licenses		10,000
Miscellaneous Desktop Software		5,000
Account: 8005 - Computer Hardware	Annual Computer Inventory	40,000
	APC UPS	12,500
	CED Inspector Mobile Equipment	17,500
	Cisco (1GB) Phones (20)	12,000
	Cisco 3850 Switch	12,500
	Cisco Network Switches for Fire Station 1 and Public Works	25,000
	Fire Department Computer Replacement - Vehicles	17,500
	Server Replacement (Wireless Raid, SQL, Virtualization)	10,000
	Wireless Point To Point Radio Link	10,000

**2017 Budget**  
**WATER/SEWER FUND**

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	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
Beginning Balance	3,469,874	1,421,852	(1,497,649)	(2,082,562)	(3,461,046)	(7,054,633)
Revenues	13,825,722	14,762,310	14,661,779	15,031,000	14,226,550	14,551,000
Expenses	(15,894,502)	(17,417,766)	(22,751,951)	(23,387,764)	(23,332,267)	(18,062,439)
Transfers	20,758	320,758	6,126,775	5,500,758	5,512,130	4,934,613
<b>Ending Balance</b>	<b>1,421,852</b>	<b>(912,846)</b>	<b>(3,461,046)</b>	<b>(4,938,568)</b>	<b>(7,054,633)</b>	<b>(5,631,459)</b>

**Overview**

The Water/Sewer Fund accounts for the revenue and expenses associated with the transmission, treatment, storage and sale of water to the residential, commercial and industrial customers within the City. In addition the Water/Sewer Fund is responsible for the maintenance of the City's sanitary sewer mains and connections to MWRDGC interceptors, including the inspection cleaning and maintenance of catch basins, drains, lift stations and manholes. There are currently more than 16,000 customers in the system. The water distribution system has a total of 221 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.

	<b>2015 Actual Amount</b>	<b>2016 Adopted Budget</b>	<b>2016 Projected Amount</b>	<b>2017 Adopted Budget</b>
Finance	474,179	540,233	500,353	500,795
Engineering	159,170	196,268	166,912	177,203
Water Systems	13,189,061	12,930,358	11,738,980	10,437,812
Sewer Systems	1,819,624	1,910,558	1,607,022	2,022,266
Equipment Replacement	4,500	9,000	9,000	9,000
CIP	6,799,243	7,801,347	9,310,000	4,915,363
<b>Total</b>	<b>22,445,775</b>	<b>23,387,764</b>	<b>23,332,267</b>	<b>18,062,439</b>

**2017 Budget**

**WATER/SEWER FUND**

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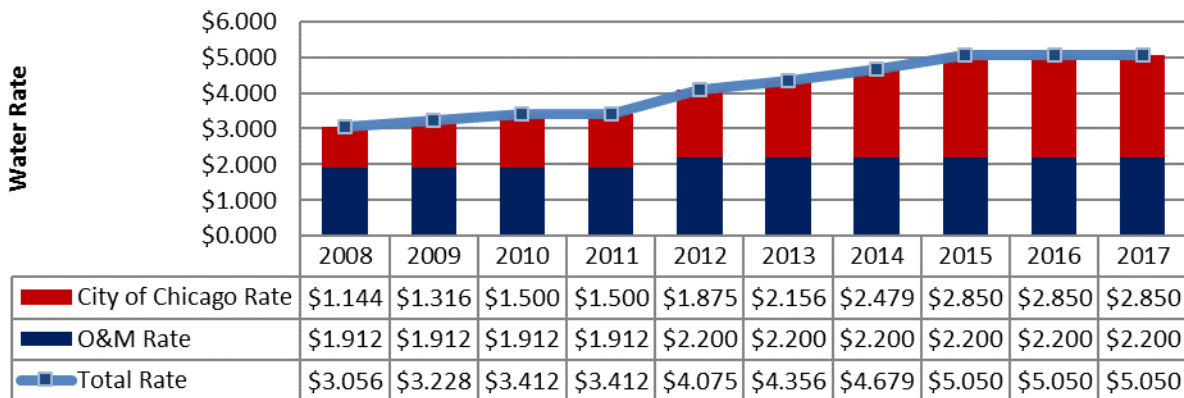
**Current Water and Sewer Rates:**

- 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

**Historical Water Rates:**

Des Plaines is a wholesale purchaser of water from the City of Chicago and the Northwest Water Commission. 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 149% from 2008 to 2017.

**Historical Water Rates**



## 500 - Water/Sewer Fund

### 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b><u>Intergovernmental</u></b>					
4290	Local - Intergovernmental	3,471	1,500	4,000	4,000
		3,471	1,500	4,000	4,000
<b><u>Permits</u></b>					
4440	Water Permit Fees	-	-	1,550	1,500
		-	-	1,550	1,500
<b><u>Fines and fees</u></b>					
4599	Miscellaneous Fees	1,500	1,000	1,000	1,000
		1,500	1,000	1,000	1,000
<b><u>Charges for Services</u></b>					
4600	Sale of Water	12,206,847	12,500,000	11,800,000	12,200,000
4601	New Construction - Sale of Water	56,717	7,500	8,000	7,500
4605	Sanitary Sewer	1,982,894	2,200,000	2,000,000	2,000,000
4620	Sale of Water Meters	13	-	5,000	5,000
4622	Shut-off Fees	13,850	10,000	16,000	10,000
4623	Late Fees	182,526	100,000	175,000	100,000
4625	Administrative Service Fees	20,758	20,758	20,758	20,758
4690	Other Charges for Services	10,000	-	-	-
		14,473,604	14,838,258	14,024,758	14,343,258
<b><u>Interest Income</u></b>					
4700	Interest Income	1,328	-	4,000	-
		1,328	-	4,000	-
<b><u>Miscellaneous Revenues</u></b>					
4750	Rental Income	193,811	210,000	210,000	221,000
4849	Miscellaneous Revenues	8,824	1,000	2,000	1,000
		202,634	211,000	212,000	222,000
<b><u>Other Financing Sources</u></b>					
4927	Transfer from Gaming Tax Fund	5,508,628	5,480,000	5,491,372	2,000,000
4940	Transfer from Capital Projects Fund	597,389	-	-	2,913,855
		6,106,017	5,480,000	5,491,372	4,913,855
<b>Fund Total: Water/Sewer Fund</b>		<b>20,788,554</b>	<b>20,531,758</b>	<b>19,738,680</b>	<b>19,485,613</b>

**2017 Budget**  
**WATER/SEWER FUND**

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*Finance*

**Division Overview**

The Finance Department is responsible for utility billing and the payment of debt. Bills generated by the Finance Department include the charges for water, sanitary sewer, storm sewer, and waste/recycling collection. Bills are generated monthly for high usage customers and bi-monthly for all others.

**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Projected 2016</b>
Utility Billing	Total Customer Inquiries Received	17,298	14,788	13,000
	Total Utility Bills Mailed	103,093	102,983	103,000
	Total Shut-off Notices Mailed	816	1,016	1,000
	% of Utility Bills Paid via E-Pay	13%	13%	15%

**2016 Major Accomplishments**

1. Established a policy and procedure manual pertaining to utility billing responsibilities.
2. Increased and streamlined the new meter installations as part of the real estate transfer stamp process.

**2017 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.

**2017 Budget**  
**FINANCE**  
**WATER**

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**PERSONNEL EXHIBIT**

Department: Finance	Div: Finance/Water	Div. No: 500-30		
Title	Authorized Positions			
	2015 Authorized	2016 Budget	2017 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	0.00	
Senior Clerk	1.00	1.00	1.50	
Clerk	1.50	1.50	2.00	
Temporary	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	
Total Full Time Equivalent (FTE) Employees:	4.75	4.75	4.75	

## 500-30 - Finance

### 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	242,167	280,763	263,124	265,378
5010	Temporary Wages	7,659	7,900	7,415	7,900
5020	Overtime - Non Supervisory	1,731	2,700	4,915	2,700
5060	Compensated Absences	(28,321)	-	-	-
		223,237	291,363	275,454	275,978
<b>Taxes and Benefits</b>					
5200	FICA Contribution	18,570	22,286	20,651	21,062
5205	IMRF Contribution	30,517	35,122	33,243	32,167
5220	PPO Insurance Contribution	39,034	56,897	54,211	59,737
5225	HMO Insurance Contribution	16,592	14,042	8,529	-
5230	Dental Insurance Contribution	2,622	3,226	2,946	3,129
5232	Vision Insurance Contribution	2	-	64	68
5235	Life Insurance Contribution	310	378	363	373
5240	Workers Compensation	833	1,451	528	552
5245	Unemployment Compensation	428	200	200	90
5260	RHS Plan Payout	42,584	1,564	-	-
		151,493	135,166	120,735	117,178
<b>Other Employee Costs</b>					
5325	Training	-	500	450	500 *
		-	500	450	500
<b>Insurance</b>					
5535	Property & Liability Insurance	1,862	1,563	1,563	1,450
		1,862	1,563	1,563	1,450
<b>Contractual Services</b>					
6000	Professional Services	12,450	12,825	10,275	12,825 *
6015	Communication Services	218	216	236	264 *
6025	Administrative Services	14,270	15,000	14,640	18,000 *
		26,938	28,041	25,151	31,089
<b>Other Services</b>					
6110	Printing Services	1,884	1,500	1,000	1,500 *
6125	Bank & CC Fees	28,854	36,000	35,000	36,000 *
		30,737	37,500	36,000	37,500
<b>Commodities</b>					
7000	Office Supplies	326	1,200	750	1,000
7320	Equipment < \$5,000	253	500	250	500
		579	1,700	1,000	1,500
<b>Other Expenses</b>					
7500	Postage & Parcel	39,332	44,400	35,000	35,600 *
8220	Receivable Write Off	-	-	5,000	-
		39,332	44,400	40,000	35,600
<b>Department Total: Finance</b>		<b>474,179</b>	<b>540,233</b>	<b>500,353</b>	<b>500,795</b>



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## 500-30 - Finance

### 2017 Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 5325 - Training	Clerical Staff	500
Account: 6000 - Professional Services	Audit Contribution (25%)	12,825
Account: 6015 - Communication Services	Cell phone - Utility Billing	264
Account: 6025 - Administrative Services	Water & Sanitary Sewer Charges for Utility Billing	18,000
Account: 6110 - Printing Services	Disconnect Envelopes	1,500
Account: 6125 - Bank & CC Fees	CC Processing Fees for eUtilities	36,000
Account: 7500 - Postage & Parcel	Fed Ex charges to Lockbox	3,600
	Mailing Utility Bills	32,000

**2017 Budget**  
**WATER/SEWER FUND**

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*Engineering Division*

**Division Overview**

The Engineering Division of Public Works is responsible for the design and permitting of the public water supply system. The employee within this cost center works on all aspects of the design of the City's water distribution network. All compliance with IEPA, IDNR and AWWA regulations pertaining to water system design are addressed by this division. There is 1 full-time employee attributed to this cost center.

**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Projected 2016</b>
Construction of Water Mains	Dollar amount allocated (thousands)	750	4,000	2,300

**2016 Major Accomplishments**

1. Constructed \$2.3 Million of water main design.
2. Completed construction of new water source (\$6 Million).

**2017 Goals and Objectives**

1. Construct \$2.3M of water main design.
2. Construct new water main on Des Plaines River Road from Henry Avenue to Rand Road

**2017 Budget**  
**PUBLIC WORKS & ENGINEERING**  
**ENGINEERING - WATER**

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**PERSONNEL EXHIBIT**

Department: PWE		Div: Engineering/Water		Div. No: 500-00-510	
Title	Authorized Positions				
	2015 Authorized	2016 Budget	2017 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		

# 500-00-510 - Engineering

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	108,555	112,712	107,471	111,596
5020	Overtime - Non Supervisory	234	7,000	2,962	7,000
5060	Compensated Absences	(2,233)	-	-	-
		106,556	119,712	110,433	118,596
<b>Taxes and Benefits</b>					
5200	FICA Contribution	4,992	9,163	8,191	9,078
5205	IMRF Contribution	13,569	14,836	13,684	14,228
5220	PPO Insurance Contribution	23,183	23,998	22,964	24,332
5230	Dental Insurance Contribution	1,412	1,468	1,424	1,474
5235	Life Insurance Contribution	76	76	76	76
5240	Workers Compensation	1,576	18,496	851	889
5245	Unemployment Compensation	156	74	74	40
5250	Uniform Allowance	100	100	100	100
		45,064	68,211	47,364	50,217
<b>Other Employee Costs</b>					
5310	Membership Dues	221	570	570	570 *
5325	Training	2,000	2,000	2,000	2,000 *
5335	Travel Expenses	33	100	50	100 *
		2,254	2,670	2,620	2,670
<b>Insurance</b>					
5535	Property & Liability Insurance	1,753	1,675	1,675	1,720
		1,753	1,675	1,675	1,720
<b>Contractual Services</b>					
6000	Professional Services	-	1,500	1,500	1,500 *
6015	Communication Services	1,175	1,100	1,200	1,100 *
		1,175	2,600	2,700	2,600
<b>Other Services</b>					
6110	Printing Services	20	100	170	100 *
		20	100	170	100
<b>Commodities</b>					
7000	Office Supplies	632	250	250	250 *
7035	Supplies - Equipment R&M	814	-	700	-
7200	Other Supplies	20	500	500	500 *
7310	Publications	695	500	500	500 *
7320	Equipment < \$5,000	61	-	-	-
		2,222	1,250	1,950	1,250
<b>Other Expenses</b>					
7500	Postage & Parcel	-	50	-	50 *
7550	Miscellaneous Expenses	125	-	-	-
		125	50	-	50
<b>Division Total: Engineering</b>		<b>159,170</b>	<b>196,268</b>	<b>166,912</b>	<b>177,203</b>

## 500-00-510 - Engineering

### 2017 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

**2017 Budget**  
**WATER/SEWER FUND**

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*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**

<b>Service</b>	<b>Metric</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Projected 2016</b>
Water	Number of Water Main Breaks	105	78	110
	Number of Water Meters Installed	2,040	1,599	1,800
Sewer	Number of Utility Locates	8,081	11,218	12,500
	Lineal Feet of Sewers Televised	30,387	38,145	18,050

**2016 Major Accomplishments**

1. Coordinated the improvements to the Central Road Pumping Station and the installation of the Northwest Conveyance Line.
2. Continued accelerating the installation of water meters to reduce water loss.

**2017 Goals and Objectives**

1. Continue to reduce water loss with the leak detection program and water meter replacements.
2. Complete improvements to the Maple Street pumping station.

**2017 Budget**  
**PUBLIC WORKS & ENGINEERING**  
**WATER SYSTEM MAINTENANCE**

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**PERSONNEL EXHIBIT**

Department: PWE		Div: Water Maint.		Div. No: 500-00-550	
Title	Authorized Positions			2017 Budget	
	2015 Authorized	2016 Budget	2017 Budget		
Director of Public Works & Engineering	0.25	0.25	0.25	0.25	
Assistant Director of PW & Engineering	0.25	0.25	0.25	0.25	
Superintendent-Utility Services	0.50	0.50	0.50	0.50	
Foreman - Water System Maintenance	1.00	1.00	1.00	1.00	
Crew Leader	4.00	4.00	4.00	4.00	
Automotive Mechanic	1.00	1.00	1.00	1.00	
Water Plant Operator	3.00	3.00	3.00	3.00	
Maintenance Operator	11.00	12.00	12.00	12.00	
Senior Clerk	0.50	0.50	0.50	0.50	
Part-Time Clerk	0.50	0.50	0.50	0.50	
Seasonal Employee	1.25	1.25	1.25	1.25	
Total Full Time Equivalent (FTE) Employees:	23.25	24.25	24.25	24.25	

# 500-00-550 - Water Systems

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	1,567,787	1,694,273	1,607,058	1,724,074
5010	Temporary Wages	25,324	57,728	28,883	36,750
5020	Overtime - Non Supervisory	189,888	143,000	135,782	143,000
5035	Acting Out of Class & Night Premium	38,204	35,000	34,901	35,000
5060	Compensated Absences	3,837	-	-	-
		1,825,039	1,930,001	1,806,624	1,938,824
<b>Taxes and Benefits</b>					
5200	FICA Contribution	137,419	147,595	137,544	147,962
5205	IMRF Contribution	228,129	232,222	221,293	228,239
5220	PPO Insurance Contribution	237,381	253,200	236,500	233,416
5225	HMO Insurance Contribution	117,421	135,116	129,101	138,185
5230	Dental Insurance Contribution	19,473	21,083	20,726	21,058
5232	Vision Insurance Contribution	9	-	244	201
5235	Life Insurance Contribution	1,659	1,780	1,781	1,758
5240	Workers Compensation	115,987	276,486	85,629	87,424
5245	Unemployment Compensation	2,420	1,092	1,092	550
5250	Uniform Allowance	8,630	8,630	7,730	7,730
5255	Excess Sick Hour Payout	1,055	-	1,220	-
5260	RHS Plan Payout	22,115	19,332	15,400	15,400
		891,698	1,096,536	858,260	881,923
<b>Other Employee Costs</b>					
5310	Membership Dues	486	700	700	700 *
5320	Conferences	607	1,000	1,000	1,000 *
5325	Training	1,839	3,725	3,700	3,725 *
5335	Travel Expenses	28	50	50	50 *
		2,960	5,475	5,450	5,475
<b>Insurance</b>					
5535	Property & Liability Insurance	53,702	51,946	51,946	52,530
		53,702	51,946	51,946	52,530
<b>Contractual Services</b>					
6015	Communication Services	12,544	10,700	14,500	17,860 *
6025	Administrative Services	47,401	60,000	75,000	86,000 *
6040	Waste Hauling & Debris Removal	48,161	50,000	50,000	50,000 *
6045	Utility Locate Services	3,748	3,500	4,100	4,100 *
		111,855	124,200	143,600	157,960
<b>Other Services</b>					
6110	Printing Services	2,694	2,200	2,200	2,200 *
6115	Licensing/Titles	385	200	200	200 *
6135.030	Rentals - Equipment	1,377	750	750	750 *
6140	Leases	391	600	800	800 *
6180	Water Sample Testing	11,036	12,700	14,000	16,000 *
6190	Tow/Storage/Abandoned Fees	60	-	-	-
6195	Miscellaneous Contractual Services	154,236	110,000	110,000	110,000 *
		170,179	126,450	127,950	129,950
<b>Repairs and Maintenance</b>					
6300	R&M Software	6,251	6,000	6,000	6,000 *
6305	R&M Equipment	9,607	13,900	7,000	13,900 *
6310	R&M Vehicles	288	4,000	6,000	4,000 *
6315.002	Public Works	393	15,000	14,000	15,000 *
6335	R&M Water Distribution System	18,947	30,000	30,000	30,000 *
		35,484	68,900	63,000	68,900



# 500-00-550 - Water Systems

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Commodities</b>					
7000	Office Supplies	261	500	500	500 *
7020	Supplies - Safety	3,553	4,500	3,500	4,500 *
7030	Supplies - Tools & Hardware	3,845	5,500	4,000	5,500 *
7035	Supplies - Equipment R&M	5,072	6,500	3,000	6,500 *
7040	Supplies - Vehicle R&M	28,086	12,000	20,000	16,000 *
7045	Supplies - Building R&M	899	1,500	3,500	1,500 *
7050	Supplies - Streetscape	3,758	4,000	3,500	4,000 *
7055.054	Other Supplies	950	1,000	750	1,000 *
7070.070	Water Meters	435,904	420,000	420,000	420,000 *
7070.075	Other	197,427	165,000	165,000	165,000 *
7100	Wholesale Water - Chicago	9,160,011	8,625,000	6,000,000	2,800,000 *
7105	Wholesale Water - NWWC	-	-	1,800,000	3,500,000 *
7110	Natural Gas	6,030	9,000	9,000	9,000 *
7120	Gasoline	25,462	50,000	30,000	50,000 *
7130	Diesel	12,018	16,000	12,000	16,000 *
7140	Electricity	175,673	180,000	180,000	180,000 *
7150	Water Treatment Chemicals	5,400	9,300	9,000	9,300 *
7200	Other Supplies	156	250	300	250
7300	Uniforms	943	1,100	1,100	1,100 *
7320	Equipment < \$5,000	10,518	10,600	10,600	10,600 *
		10,075,966	9,521,750	8,675,750	7,200,750
<b>Other Expenses</b>					
7500	Postage & Parcel	4,614	4,900	1,200	1,300 *
7550	Miscellaneous Expenses	430	200	200	200 *
		5,044	5,100	1,400	1,500
<b>Capital Outlay</b>					
8005	Computer Hardware	-	-	5,000	-
8010	Furniture & Fixtures	264	-	-	-
		264	-	5,000	-
<b>Division Total: Water Systems</b>		<b>13,172,192</b>	<b>12,930,358</b>	<b>11,738,980</b>	<b>10,437,812</b>

## 500-00-550 - Water Systems

### 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Water Works Assoc (AWWA)	700
Account: 5320 - Conferences	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 Phone Service	9,400
	Central Pump Station Fiber	5,040
	Dedicated Phone Lines / Alarms	3,420
Account: 6025 - Administrative Services	Meter Reading Services (3-4)	86,000
Account: 6040 - Waste Hauling & Debris Removal	Dirt, Clay, Rock, Asphalt, Etc.	50,000
Account: 6045 - Utility Locate Services	Locate Service Fees	4,100
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: 6135.030 - Rentals - Equipment	Rental of Specialized Equipment	750
Account: 6140 - Leases	RR Lease of Land for Pipe Crossing	800
Account: 6180 - Water Sample Testing	Environmental Protection Agency(EPA)Mandated Testing	16,000
Account: 6195 - Miscellaneous 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	Gateway Antenna Maintenance	6,400
	Locators, Gas Detectors, Etc. Repairs	2,500
	Used for Pumps, Motors, Generator	5,000
Account: 6310 - R&M Vehicles	Alignments, Hydraulics, Pumps, Electrical Repairs, Ect.	4,000
Account: 6315.002 - 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, Ect.	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
Account: 7030 - Supplies - Tools & Hardware	Hand Tools, Nuts, Bolts, Screws, Etc.	5,500
Account: 7035 - Supplies - Equipment R&M	Compressors, Jack Saw, Hammer, Etc.	1,000
	Small Equipment Repair, Locators, Etc.	5,500

## 500-00-550 - Water Systems 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 7040 - Supplies - Vehicle R&M	Vehicle Parts	16,000
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.	750
	Misc Supplies	250
Account: 7070.070 - Water Meters	Additional Water Meter Replacements	170,000
	Meters for Development and Parts	250,000
Account: 7070.075 - Other	Hydrants, Valves, Sleeves, Taps, Corps, Limestone, Etc.	165,000
Account: 7100 - Wholesale Water - Chicago	Purchase of Chicago Water	2,800,000
Account: 7105 - Wholesale Water - NWWC	Purchase of NWC Water	3,500,000
Account: 7110 - Natural Gas	NICOR Cost to Heat Water Plant	9,000
Account: 7120 - Gasoline	Gasoline Purchase	50,000
Account: 7130 - Diesel	Diesel Fuel Purchase	16,000
Account: 7140 - Electricity	Cost of Electricity to Pump Water	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.	300
	Superintendent & Foreman Clothing	800
Account: 7320 - Equipment < \$5,000	Gas Detectors	3,000
	Hydrant Meters with Backflow Preventors	5,200
	Replacement Shoring Parts	2,400
Account: 7500 - Postage & Parcel	Package Delivery for State Samplings / Water Testing	800
	Shipping Meters, Water Reports	500
Account: 7550 - Miscellaneous Expenses	Food, Water and Gatorade for Volunteers	200

**2017 Budget**  
**PUBLIC WORKS & ENGINEERING**  
**SEWER SYSTEM MAINTENANCE**

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**PERSONNEL EXHIBIT**

Department: PWE		Div: Sewer Maint.		Div. No: 500-00-560	
Title	Authorized Positions				
	2015 Authorized	2016 Budget	2017 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	6.00	6.00		
Automotive Mechanic	1.00	1.00	1.00		
Seasonal Employee	0.50	0.50	0.50		
Total Full Time Equivalent (FTE) Employees:	12.00	11.00	11.00		

# 500-00-560 - Sewer Systems

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	840,341	817,025	760,076	807,551
5010	Temporary Wages	1,890	5,250	2,221	10,500
5020	Overtime - Non Supervisory	31,124	52,000	33,379	52,000
5035	Acting Out of Class & Night Premium	98	2,000	1,084	2,000
5060	Compensated Absences	19,524	-	-	-
		892,977	876,275	796,760	872,051
<b>Taxes and Benefits</b>					
5200	FICA Contribution	67,191	67,311	60,755	66,958
5205	IMRF Contribution	112,248	107,974	98,941	103,379
5220	PPO Insurance Contribution	82,521	88,291	92,957	100,053
5225	HMO Insurance Contribution	130,819	115,662	95,558	93,171
5230	Dental Insurance Contribution	11,720	11,256	10,301	9,958
5232	Vision Insurance Contribution	6	-	182	134
5235	Life Insurance Contribution	899	846	839	830
5240	Workers Compensation	77,161	133,275	89,740	103,832
5245	Unemployment Compensation	1,104	584	584	240
5250	Uniform Allowance	4,130	3,680	3,680	3,230
5260	RHS Plan Payout	8,974	10,534	9,000	9,000
		496,774	539,413	462,537	490,785
<b>Other Employee Costs</b>					
5310	Membership Dues	81	85	240	240 *
5320	Conferences	314	1,000	750	1,000 *
5325	Training	985	1,500	1,500	1,500 *
5335	Travel Expenses	32	50	50	50
		1,411	2,635	2,540	2,790
<b>Insurance</b>					
5535	Property & Liability Insurance	23,050	18,585	18,585	18,240
		23,050	18,585	18,585	18,240
<b>Contractual Services</b>					
6015	Communication Services	8,817	11,000	10,000	9,800 *
6040	Waste Hauling & Debris Removal	5,351	10,000	10,000	10,000 *
6045	Utility Locate Services	3,638	3,500	4,100	4,100 *
		17,806	24,500	24,100	23,900
<b>Other Services</b>					
6110	Printing Services	20	1,000	800	1,000 *
6115	Licensing/Titles	110	200	100	200 *
6135.030	Rentals - Equipment	-	250	250	250 *
6190	Tow/Storage/Abandoned Fees	131	-	-	-
6195	Miscellaneous Contractual Services	12,078	12,000	18,000	12,000 *
		12,339	13,450	19,150	13,450
<b>Repairs and Maintenance</b>					
6300	R&M Software	-	1,800	1,800	1,800 *
6305	R&M Equipment	126	2,000	9,000	2,000 *
6310	R&M Vehicles	23,474	4,000	4,000	69,000 *
6340	R&M Sewer System	56,567	70,000	50,000	96,000 *
		80,167	77,800	64,800	168,800
<b>Subsidies and Incentives</b>					
6505	Subsidy - Sewer Lateral Program	57,346	60,000	40,000	60,000
6510	Subsidy - Flood Assistance	51,923	150,000	50,000	100,000
		109,269	210,000	90,000	160,000

# 500-00-560 - Sewer Systems

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Commodities</b>					
7000	Office Supplies	276	300	300	300
7020	Supplies - Safety	2,129	2,000	2,000	2,000 *
7030	Supplies - Tools & Hardware	2,192	2,000	1,800	2,000 *
7035	Supplies - Equipment R&M	8,929	9,000	8,000	9,000 *
7040	Supplies - Vehicle R&M	15,861	10,000	10,000	10,000 *
7050	Supplies - Streetscape	193	1,500	500	800 *
7075	Supplies - Sewer System Maintenance	48,248	45,000	35,000	45,000 *
7120	Gasoline	23,213	31,000	25,000	31,000
7130	Diesel	11,042	12,200	8,000	12,200
7140	Electricity	40,021	25,000	25,000	25,000 *
7200	Other Supplies	176	250	450	300 *
7300	Uniforms	947	2,100	2,100	2,100 *
7310	Publications	70	100	50	100 *
7320	Equipment < \$5,000	5,282	6,500	6,500	6,500 *
		158,577	146,950	124,700	146,300
<b>Other Expenses</b>					
7500	Postage & Parcel	-	750	600	750 *
7550	Miscellaneous Expenses	117	200	250	200
		117	950	850	950
<b>Capital Outlay</b>					
8000	Computer Software	4,827	-	-	-
8005	Computer Hardware	-	-	3,000	-
8010	Furniture & Fixtures	360	-	-	-
8015	Equipment	21,949	-	-	125,000 *
		27,136	-	3,000	125,000
<b>Division Total: Sewer Systems</b>		<b>1,819,624</b>	<b>1,910,558</b>	<b>1,607,022</b>	<b>2,022,266</b>

# 500-00-560 - Sewer Systems

## 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Public Works Association	155
	American Water Works Assoc(AWWA) Membership	85
Account: 5320 - Conferences	American Water Works Association (AWWA) 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: 6015 - Communication Services	Call One Lift Station Alarms	5,000
	Cellular Service	3,080
	LEVEE 50 DSL	1,000
	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	4,100
Account: 6110 - Printing Services	National Pollutant Discharge Elimination System (NPDES)Printing	1,000
Account: 6115 - Licensing/Titles	Commercial Drivers License (CDL) Renewals	200
Account: 6135.030 - Rentals - Equipment	Rental of Specialized Equipment	250
Account: 6195 - Miscellaneous 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
	Vactor 2100 Replacement Debris Tank	65,000
Account: 6340 - R&M Sewer System	Levee 50 Roof Replacement	26,000
	Pump Station Repairs and Maintenance	50,000
	Sanitary, Storm, Basin and Line Repairs	20,000
Account: 7020 - Supplies - Safety	Gloves, Vests, Hard Hats, Glasses	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, Sm 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	800
Account: 7075 - Supplies - Sewer System Maintenance	Sewer Pipe, Cement, Parts for Lift Station, Brick, Etc.	45,000
Account: 7140 - Electricity	Operation of Lift Stations	25,000
Account: 7200 - Other Supplies	Misc Supplies	300
Account: 7300 - Uniforms	Foreman Clothing	400
	Summer Seasonal Shirts & Patches	200
	Winter Outerwear 10 @ \$150	1,500

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## 500-00-560 - Sewer Systems

### 2017 Budget Justification Worksheet

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G/L Account Number	Transaction	Total
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) Postage	500
	Shipping, Postage, Etc.	250
Account: 8015 - Equipment	12" Dewatering Pump	125,000



## 500-00-570 - Equipment Replacement 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Capital Outlay</b>					
8015	Equipment	4,500	9,000	9,000	9,000 *
8205	Depreciation Expense - Business Type Activities	91,148	-	-	-
		95,648	9,000	9,000	9,000
<b>Division Total: Equipment Replacement</b>		<b>95,648</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>

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# 500-00-570 - Equipment Replacement

## 2017 Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 8015 - Equipment	Bobcat Skid Steer Lease - 43W	4,500
	Bobcat Skid Steer Lease - 7W	4,500

## 500-00-580 - CIP - Water/Sewer 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Contractual Services</b>					
6000	Professional Services	972,971	70,000	410,000	245,000 *
		972,971	70,000	410,000	245,000
<b>Capital Outlay</b>					
8100	Improvements	5,826,271	7,731,347	8,900,000	4,670,363 *
8205	Depreciation Expense - Business Type Activities	1,032,446	-	-	-
		6,858,717	7,731,347	8,900,000	4,670,363
<b>Division Total: CIP - Water/Sewer</b>		<b>7,831,689</b>	<b>7,801,347</b>	<b>9,310,000</b>	<b>4,915,363</b>

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## 500-00-580 - CIP - Water/Sewer

### 2017 Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 6000 - Professional Services	Leak Detection	40,000
	Maple Street Pumping Station Improvements	175,000
	SCADA Maintenance	30,000
Account: 8100 - Improvements	Des Plaines River Road Phase III - IDOT	2,000,000
	Lee Street Water Main Replacement	225,000
	Maple Street Pumping Station Improvements	400,000
	Sanitary Sewer Main Lining	350,000
	Sewer System Improvements	100,000
	Water System Improvements	1,595,363

**2017 Budget**  
**CITY OWNED PARKING FUND**

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

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
Beginning Balance	314,536	426,432	577,551	697,984	689,270	788,983
Revenues	328,915	299,655	254,460	274,650	269,650	269,650
Expenses	(217,019)	(148,536)	(142,741)	(182,737)	(169,937)	(182,790)
Transfers	-	-	-	-	-	-
<b>Ending Balance</b>	<b>426,432</b>	<b>577,551</b>	<b>689,270</b>	<b>789,897</b>	<b>788,983</b>	<b>875,843</b>

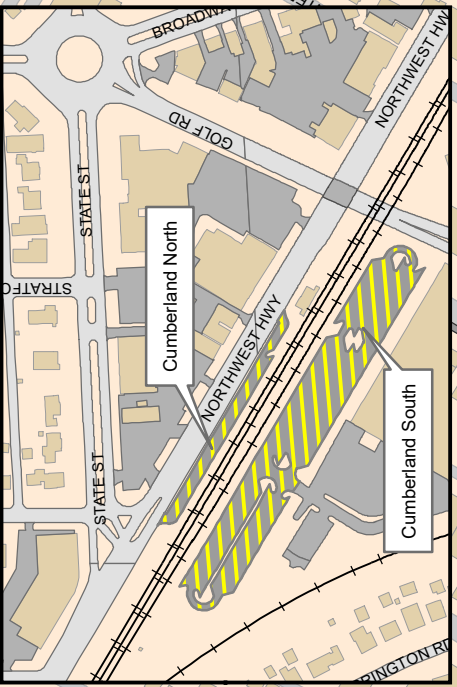
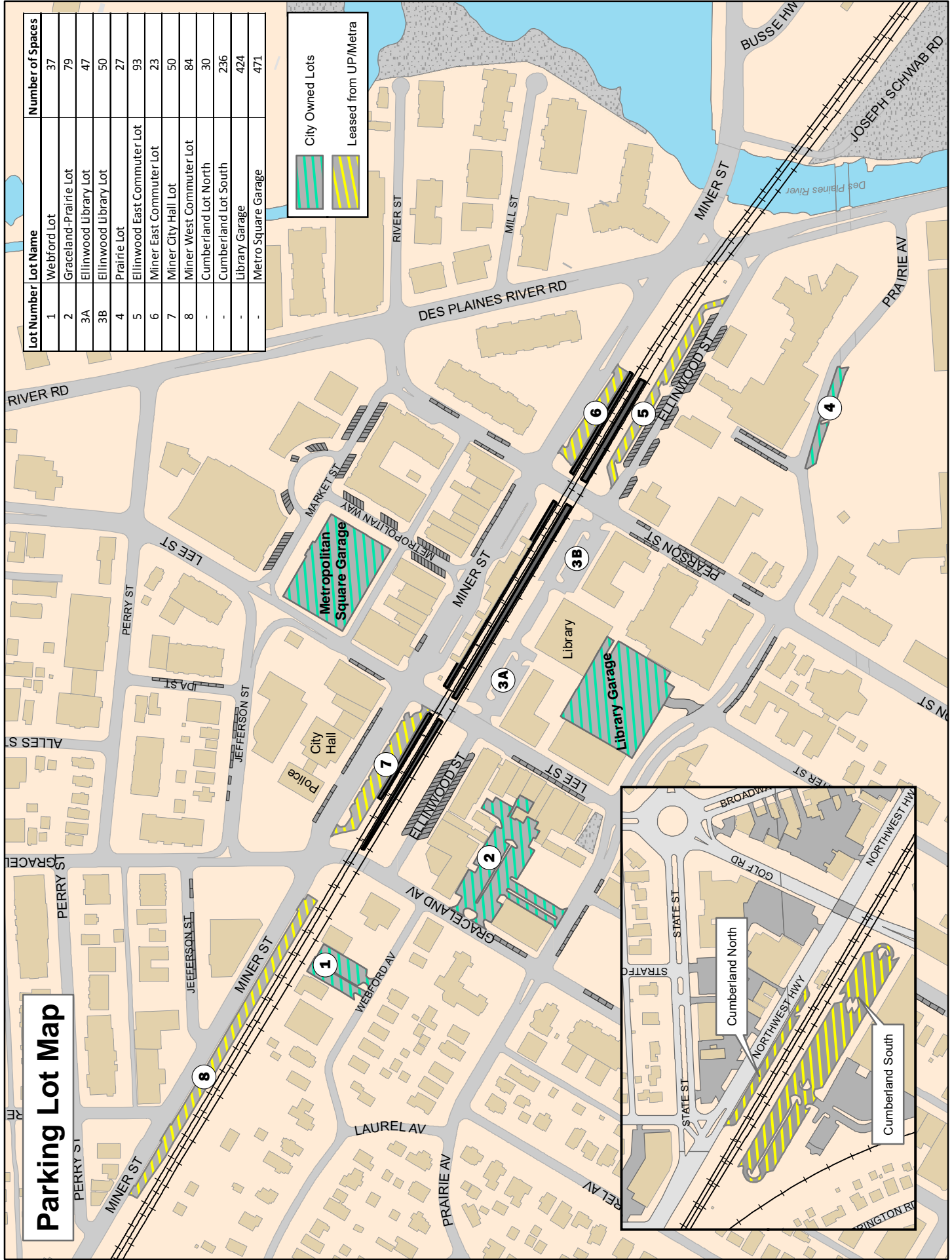
**Overview**

This fund accounts for the revenue and expense associated with the maintenance of the City's two parking facilities (Library Parking Structure, Metropolitan Square Parking Structure), as well as three surface lots (#2 – Graceland, #1 – Webford, #4 – Prairie Ave). See attached map. Revenue is generated from daily charges of \$1.50 per day, and from lease agreements in the two parking facilities. Daily fares are collected through the use of automated parking debit card machines used in the new parking facility for Metropolitan Square, or through the sale of monthly passes to business and condominium owners. Maintenance (e.g. snow removal) and revenue collection is conducted by the Public Works Department. Enforcement is conducted by the Police Department.

# Parking Lot Map

Lot Number	Lot Name	Number of Spaces
1	Webford Lot	37
2	Graceland-Prairie Lot	79
3A	Ellinwood Library Lot	47
3B	Ellinwood Library Lot	50
4	Prairie Lot	27
5	Ellinwood East Commuter Lot	93
6	Miner East Commuter Lot	23
7	Miner City Hall Lot	50
8	Miner West Commuter Lot	84
-	Cumberland Lot North	30
-	Cumberland Lot South	236
-	Library Garage	424
-	Metro Square Garage	471

 City Owned Lots  
 Leased from UP/Metra



## 510 - City Owned Parking Fund

### 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Charges for Services</b>					
4665	Parking Fees	56,863	60,000	60,000	60,000 *
4666	Parking Garage Rent	158,950	159,500	159,500	159,500 *
4667	Reimbursement - Deck Maintenance Costs	38,427	55,000	50,000	50,000 *
4668	Electric Vehicle Charging Fees	221	150	150	150
		254,460	274,650	269,650	269,650
<b>Fund Total: City Owned Parking Fund</b>		<b>254,460</b>	<b>274,650</b>	<b>269,650</b>	<b>269,650</b>

# 510 - City Owned Parking Fund

## 2017 Revenue 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) X12	67,500
	Library Deck	92,000
Account: 4667 - Reimbursement - Deck Maintenance Costs	71.2% of Maintenance Costs Paid by 701 Lee St Building	50,000



## 510 - City Owned Parking Fund 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	612	437	437	490
		612	437	437	490
<b><u>Contractual Services</u></b>					
6015	Communication Services	7,454	7,200	8,400	7,200 *
		7,454	7,200	8,400	7,200
<b><u>Other Services</u></b>					
6125	Bank & CC Fees	5,429	6,000	5,500	6,000 *
		5,429	6,000	5,500	6,000
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	-	1,500	750	1,500 *
6320	R&M Parking Lots	9,443	31,000	28,000	31,000 *
		9,443	32,500	28,750	32,500
<b><u>Commodities</u></b>					
7030	Supplies - Tools & Hardware	12	100	50	100 *
7035	Supplies - Equipment R&M	926	500	300	500 *
7060	Supplies - Parking Lots	6,944	6,000	6,500	6,000 *
7140	Electricity	111,121	130,000	120,000	130,000 *
7320	Equipment < \$5,000	800	-	-	-
		119,803	136,600	126,850	136,600
<b><u>Capital Outlay</u></b>					
8205	Depreciation Expense - Business Type Activities	652,711	-	-	-
		652,711	-	-	-
<b>Fund Total: City Owned Parking Fund</b>		<b>795,452</b>	<b>182,737</b>	<b>169,937</b>	<b>182,790</b>

## 510 - City Owned Parking Fund

### 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6015 - Communication Services	Call One - Security Alarms	7,200
Account: 6125 - Bank & CC Fees	CC Processing Fees at Metro Square Terminals	6,000
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
	Parking Lot Seal Coating and Striping	16,000
	Repairs to Lighting, Restriping, Signage, Etc. (Lots 1,4,10)	3,000
	Account: 7030 - Supplies - Tools & Hardware	Tools, Brooms
Account: 7035 - Supplies - Equipment R&M	Misc Maintenance Items	500
Account: 7060 - Supplies - Parking Lots	Meter Parts	1,500
	Various Supplies used to Maintain Parking Lots	4,500
Account: 7140 - Electricity	Lighting, Heat, Fans - Both Garages	130,000

**2017 Budget**  
**METRA LEASED PARKING FUND**

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

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
Beginning Balance	110,725	130,729	129,617	120,320	120,330	120,295
Revenues	72,887	66,157	79,447	65,000	75,000	75,000
Expenses	(16,367)	(30,753)	(52,218)	(37,971)	(38,519)	(40,000)
Transfers	(36,516)	(36,516)	(36,516)	(36,516)	(36,516)	(36,516)
<b>Ending Balance</b>	<b>130,729</b>	<b>129,617</b>	<b>120,330</b>	<b>110,833</b>	<b>120,295</b>	<b>118,779</b>

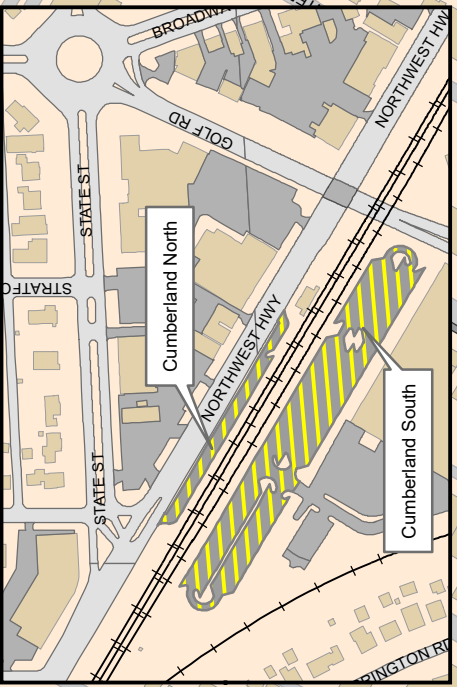
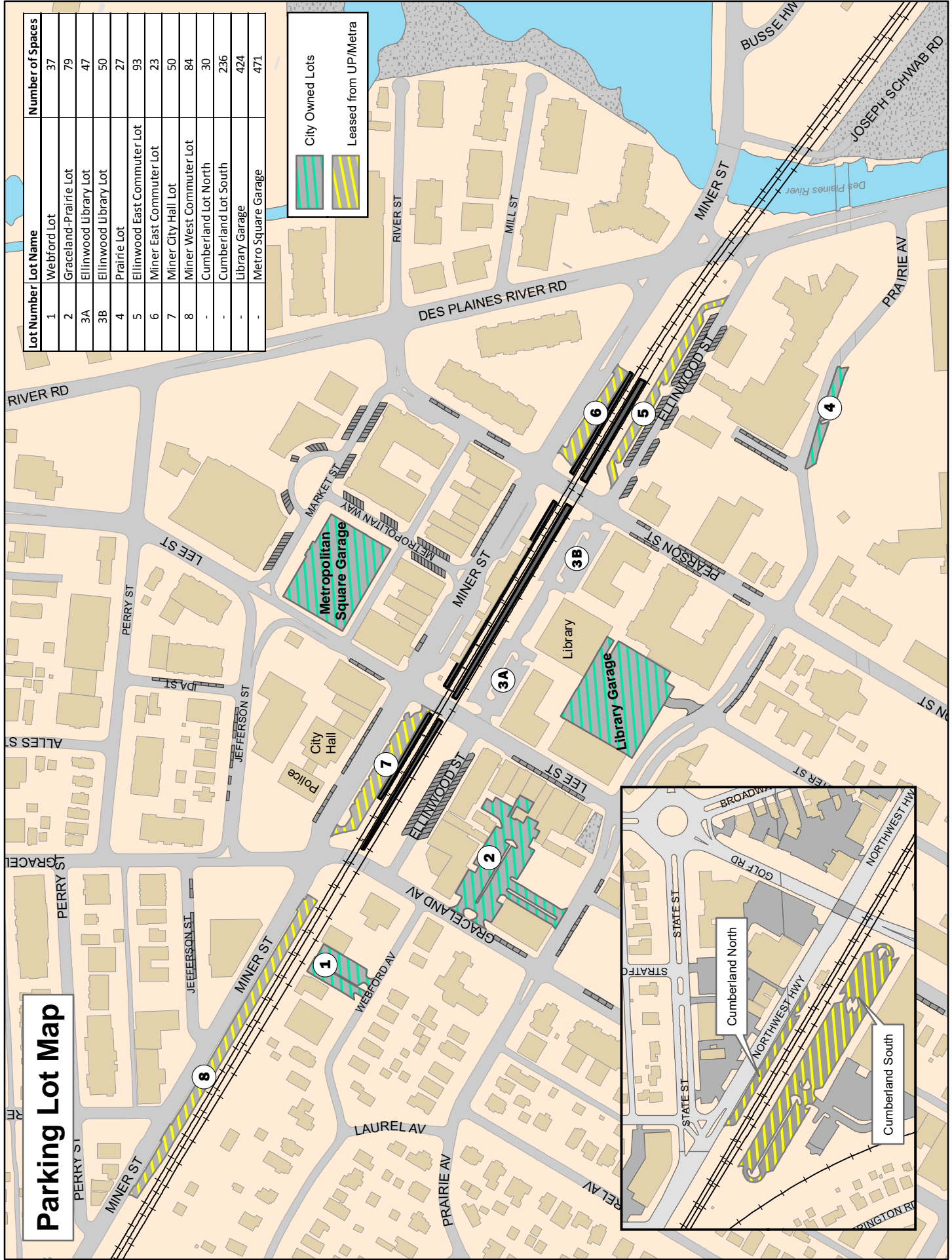
**Overview**

This fund accounts for the revenue and expenses associated with the maintenance of the parking lots leased from the Union Pacific Railroad and used exclusively for commuter parking (see attached map). Revenue is generated from daily commuter charges. Current rates are \$1.50 per day. Fares are collected through the use of automated parking debit card machines. Maintenance (e.g. snow removal) and revenue collection is conducted by the Public Works Department. Enforcement is conducted by the Police Department.

# Parking Lot Map

Lot Number	Lot Name	Number of Spaces
1	Webford Lot	37
2	Graceland-Prairie Lot	79
3A	Ellinwood Library Lot	47
3B	Ellinwood Library Lot	50
4	Prairie Lot	27
5	Ellinwood East Commuter Lot	93
6	Miner East Commuter Lot	23
7	Miner City Hall Lot	50
8	Miner West Commuter Lot	84
-	Cumberland Lot North	30
-	Cumberland Lot South	236
-	Library Garage	424
-	Metro Square Garage	471

 City Owned Lots  
 Leased from UP/Metra



## 520 - Metra Leased Parking Fund

### 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Charges for Services</b>					
4665	Parking Fees	79,447	65,000	75,000	75,000 *
		79,447	65,000	75,000	75,000
<b>Fund Total: Metra Leased Parking Fund</b>		<b>79,447</b>	<b>65,000</b>	<b>75,000</b>	<b>75,000</b>

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# 520 - Metra Leased Parking Fund

## 2017 Revenue Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 4665 - Parking Fees	Cumberland - 266 Spaces	75,000

## 520 - Metra Leased Parking Fund 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	181	171	171	200
		181	171	171	200
<b><u>Contractual Services</u></b>					
6015	Communication Services	-	1,440	-	1,440 *
6020	Departmental Services	36,516	36,516	36,516	36,516 *
		36,516	37,956	36,516	37,956
<b><u>Other Services</u></b>					
6125	Bank & CC Fees	15,535	14,500	16,500	16,500 *
6195	Miscellaneous Contractual Services	3,840	3,360	3,360	3,360 *
		19,375	17,860	19,860	19,860
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	703	1,000	500	1,000 *
6320	R&M Parking Lots	-	3,500	3,500	3,500 *
		703	4,500	4,000	4,500
<b><u>Commodities</u></b>					
7060	Supplies - Parking Lots	-	2,000	2,000	2,000 *
7110	Natural Gas	-	-	488	-
7140	Electricity	31,959	12,000	12,000	12,000 *
		31,959	14,000	14,488	14,000
<b><u>Capital Outlay</u></b>					
8205	Depreciation Expense - Business Type Activities	910	-	-	-
		910	-	-	-
<b>Fund Total: Metra Leased Parking Fund</b>		<b>89,644</b>	<b>74,487</b>	<b>75,035</b>	<b>76,516</b>

## 520 - Metra Leased Parking Fund

### 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6015 - Communication Services	Broadband Card for Metra Security Cameras	1,440
Account: 6020 - Departmental Services	Charges for Meter Fare Collection (WS)	9,570
	PW Maintenance (GF)	15,758
	PW Maintenance (WS)	11,188
Account: 6125 - Bank & CC Fees	CC Processing Fees at Cumberland at Downtown Metra	16,500
Account: 6195 - Miscellaneous Contractual Services	Annual Parking Machine Service Fees (\$840 per unit)	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
Account: 7140 - Electricity	ComEd - Lights (Acct #52227-30006)	12,000



**2017 Budget**  
**RISK MANAGEMENT FUND**

	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Beginning Balance	1,753,185	1,727,405	1,267,875	1,594,027	1,810,991	1,462,559
Revenues	2,855,160	2,414,018	3,630,529	3,210,000	2,974,383	2,981,552
Expenses	(2,880,940)	(2,840,748)	(3,087,412)	(3,407,770)	(3,322,815)	(3,525,999)
Transfers	-	(32,800)	-	-	-	-
<b>Ending Balance</b>	<b>1,727,405</b>	<b>1,267,875</b>	<b>1,810,991</b>	<b>1,396,257</b>	<b>1,462,559</b>	<b>918,112</b>

**Overview**

This fund is an internal service fund that accounts for the City's self-insured property, general liability, automobile liability, errors & omissions, workers' compensation, employer's liability, employee benefits liability, and crime loss. The departmental charges are re-evaluated annually for workers compensation and property/liability insurance based on each department's budget, number of vehicles, and employee salaries according to industry standards. The department charges for unemployment compensation are averaged solely upon each department's salaries. The most recently completed fiscal year data is used to establish this information and to determine new allocation numbers and charges for the proposed budget.

The City is a member of two municipal insurance pools for risk management: MICA and HELP. The City joined the Municipal Insurance Cooperative Agency (MICA) in 1998. Currently there are 25 members including Des Plaines that participate in the cooperative. MICA manages and funds first party property losses, third party liability claims, workers' compensation claims, cyber liability claims and public officials' liability claims of its members. MICA provides \$2,000,000 of coverage after a \$1,000 deductible. The City pays an annual premium to MICA based upon the City's share of liability exposure and prior experience within the pool to cover potential claims to the total loss aggregate. Amounts paid into the pool in excess of claims for any coverage year can be returned to the members in the form of a dividend in subsequent periods. To date the City of Des Plaines has received over \$1 million of dividends from MICA. The City records such dividends as miscellaneous revenue in the Risk Management Fund in the year in which they are received.

The total MICA contribution is allocated amongst its members. Of that contribution, MICA members are allocated based on their own loss history and exposures. 67% (2/3) of the member contribution is allocated to the loss experience, and 33% (1/3) is allocated to the exposures. MICA premium payments are placed into a pool wide loss fund, which if unused, is returned to participants. The City has received three such rebates since 1998.

The City has been a member of the High Level Excess Liability Pool (HELP) since 1985. HELP becomes involved in claims that exceed the MICA limit of \$2 million or greater, and provide excess coverage in the amount of \$10 million. This fund budget also reflects anticipated claim costs and legal fees for run-off (on) claims from the previous claims administrator and lawsuits handled by the City Attorney prior to the City becoming a member of MICA.

**2017 Budget**  
**RISK MANAGEMENT**

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**PERSONNEL EXHIBIT**

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Department: Risk Management

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Title	Authorized Positions		
	2015 Authorized	2016 Budget	2017 Budget
Part-Time Risk Management Technician	0.00	0.00	0.50
Intern	0.25	0.25	0.00
Total Full Time Equivalent (FTE) Employees:	<u>0.25</u>	<u>0.25</u>	<u>0.50</u>

\* In 2017 the Intern position was reclassified into a Part-time Risk Management Technician

## 600 - Risk Management Fund

### 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Miscellaneous Revenues</b>					
4800	Rebates Liability Claims	32,208	15,000	100,000	50,000 *
4805	Rebates Workers Compensation Claims	352,280	175,000	225,000	225,000 *
		384,488	190,000	325,000	275,000
<b>(Sources)/Uses of Revenues</b>					
4882	Transfer in Insurance P&L	499,680	500,000	500,000	500,000 *
4883	Transfer in Insurance W/C	2,706,361	2,500,000	2,129,383	2,196,552 *
4884	Transfer in Unemployment Insurance	40,000	20,000	20,000	10,000 *
		3,246,041	3,020,000	2,649,383	2,706,552
<b>Fund Total: Risk Management Fund</b>		<b>3,630,529</b>	<b>3,210,000</b>	<b>2,974,383</b>	<b>2,981,552</b>

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## **600 - Risk Management Fund**

### **2017 Revenue Budget Justification Worksheet**

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 4800 - Rebates Liability Claims	Reimbursement from MICA for Self Insured Losses	50,000
Account: 4805 - Rebates Workers Compensation Claims	Reimbursement from MICA for WC Claims Paid	225,000
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	2,196,552
Account: 4884 - Transfer in Unemployment Insurance	Internal Service Charge Based on 5 year Avg	10,000

# 600 - Risk Management Fund

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Salaries</b>					
5005	Salaries	-	-	-	19,500
5010	Temporary Wages	1,794	12,000	7,500	-
5040	Overtime - Temporary	76	-	-	-
		1,870	12,000	7,500	19,500
<b>Taxes and Benefits</b>					
5200	FICA Contribution	143	918	574	1,492
5205	IMRF Contribution	-	-	-	2,340
5240	Workers Compensation	8	-	15	-
		151	918	589	3,832
<b>Other Employee Costs</b>					
5310	Membership Dues	-	452	-	1,067 *
5335	Travel Expenses	-	500	-	500 *
5345	Post-Employment Exams	220	7,000	2,500	7,000 *
5350	Substance Abuse Program	1,756	5,000	2,500	5,000 *
		1,976	12,952	5,000	13,567
<b>Insurance</b>					
5540	MICA Premium	2,735,782	2,950,000	2,944,473	3,091,200 *
5545	MICA Deductible	14,465	30,000	30,000	30,000 *
5550	Excess Insurance	150,053	165,000	173,703	175,000 *
5555	Workers' Comp Expense	28,280	25,000	20,000	25,000 *
5560	Unemployment Claims	74,478	20,000	10,000	10,000 *
5565	Claims Administration Fee	2,200	3,400	3,300	3,400 *
5570	Self Insured P&L Expense	48,002	75,000	50,000	75,000 *
		3,053,260	3,268,400	3,231,476	3,409,600
<b>Contractual Services</b>					
6000	Professional Services	680	2,500	2,500	2,500 *
6005	Legal Fees	25,849	50,000	50,000	50,000 *
		26,529	52,500	52,500	52,500
<b>Other Services</b>					
6195	Miscellaneous Contractual Services	3,224	2,000	15,750	2,000 *
		3,224	2,000	15,750	2,000
<b>Other Expenses</b>					
7550	Miscellaneous Expenses	401	59,000	10,000	25,000 *
		401	59,000	10,000	25,000
<b>Fund Total: Risk Management Fund</b>		<b>3,087,412</b>	<b>3,407,770</b>	<b>3,322,815</b>	<b>3,525,999</b>

## 600 - Risk Management Fund

### 2017 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	National Safety Council	67
	Public Risk Management Association	1,000
Account: 5335 - Travel Expenses	Hotel & Mileage	500
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 (5% Increase)	3,091,200
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	160,000
	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	10,000
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	2,500
Account: 6005 - Legal Fees	Legal Fees	50,000
Account: 6195 - Miscellaneous Contractual Services	Safety Incentive Program	2,000
Account: 7550 - Miscellaneous Expenses	Safety Projects	25,000

**2017 Budget**  
**HEALTH BENEFITS FUND**

	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Beginning Balance	2,579,453	2,689,223	4,240,123	4,116,601	4,490,837	4,209,198
Revenues	8,761,575	8,638,114	8,257,080	8,646,076	8,088,198	8,564,353
Expenses	(8,718,339)	(7,164,482)	(8,090,278)	(8,671,830)	(8,369,837)	(8,420,914)
Transfers	66,534	77,268	83,911	-	-	-
<b>Ending Balance</b>	<b>2,689,223</b>	<b>4,240,123</b>	<b>4,490,837</b>	<b>4,090,847</b>	<b>4,209,198</b>	<b>4,352,637</b>

**Overview**

This fund is an internal service fund used to account for the charges to each department for providing health insurance and other related benefits to employees, elected officials and retirees who opt-in to health care plans.

Employees and elected officials (and their qualified spouses and dependents) currently pay 5% to 12% of their monthly health and dental premiums based upon their union representation, if applicable, and plan option choice. The City pays the remaining amount. All participating retirees pay 100% of their respective plan option monthly premiums.

Starting in 2014 the City implemented a Medicare supplement outside of the City’s health insurance plan for the Medicare-eligible retirees (i.e. 65 and older).

Since June 1, 2003, the City has been a member of the Intergovernmental Personnel Benefit Cooperative (IPBC), a municipal pool consisting of over 70 local governments. Through the IPBC the City retains the third-party administrative services of Blue Cross/Blue Shield (BCBS) of Illinois to provide the PPO and HMO programs and MEDCO for the Rx program. In the IPBC, the City maintains its independence in terms of plan design and benefit levels, but pools claims experience for claims from \$30,000 to \$125,000. In addition, the City provides employees with term life insurance, dental benefits and an employee assistance program.

**Monthly Premium Increases:**

Insurance Plans	2011	2012	2013	2014	2015	2016	2017
PPO (Options 1-4)	8.00%	0.48%	5.00%	1.50%	1.00%	4.00%	3.00%
HMO	12.00%	4.20%	1.00%	1.50%	6.00%	0.00%	4.00%
Dental Option 1	3.10%	5.00%	7.50%	0%	0.05%	-4.90%	3.00%
Dental Option 2	-0.40%	5.00%	7.50%	0%	-9.00%	4.60%	3.00%

## 610 - Health Benefits Fund

### 2017 Revenue Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Interest Income</b>					
4700	Interest Income	44	15	300	300
		44	15	300	300
<b>Miscellaneous Revenues</b>					
4760	Medical PPO Employer	4,408,521	4,635,215	4,416,725	4,554,335
4762	Medical PPO Employee	568,507	602,216	575,664	593,600
4764	Medical PPO Retiree	951,202	1,097,306	950,000	1,146,190
4770	Medical HMO Employer	1,393,037	1,395,276	1,277,197	1,337,381
4772	Medical HMO Employee	104,640	105,021	96,127	100,656
4774	Medical HMO Retiree	176,729	171,000	145,000	178,650
4780	Dental Program Employer	319,934	330,721	314,427	328,882
4782	Dental Program Employee	43,207	46,751	42,850	44,820
4786	Dental Program - Retiree	97,213	88,055	100,000	101,590
4788	Vision Insurance Program - Employer	-	-	4,047	4,037
4789	Vision Insurance Program - Employee	-	-	1,014	1,012
4790	Life Insurance Program Employer	27,234	28,145	27,724	27,006 *
4792	Life Insurance Program Employee	111,469	128,955	120,000	127,894 *
4798	Historical Society Reimbursement	17,405	17,400	17,123	18,000 *
4849	Miscellaneous Revenues	37,940	-	-	-
		8,257,036	8,646,061	8,087,898	8,564,053
<b>(Sources)/Uses of Revenues</b>					
4880	Transfer in PSEBA	83,911	-	-	-
		83,911	-	-	-
<b>Fund Total: Health Benefits Fund</b>		<b>8,340,991</b>	<b>8,646,076</b>	<b>8,088,198</b>	<b>8,564,353</b>



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# 610 - Health Benefits Fund

## 2017 Revenue Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 4790 - Life Insurance Program Employer	Basic Life Insurance	27,006
Account: 4792 - Life Insurance Program Employee	Supplemental & Dependent Life	127,894
Account: 4798 - Historical Society Reimbursement	Health and dental insurance reimbursement	18,000

# 610 - Health Benefits Fund

## 2017 Budget Worksheet

Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Adopted Budget
<b>Taxes and Benefits</b>					
5280	Wellness Program	694	-	-	-
		694	-	-	-
<b>Insurance</b>					
5500	PPO Insurance Premiums	5,286,647	5,285,022	5,039,756	4,997,245
5501	PPO Insurance Premiums - Retiree	1,061,222	1,109,081	1,103,531	1,141,908
5505	HMO Insurance Premiums	1,444,407	1,445,419	1,409,137	1,429,231
5506	HMO Insurance Premiums - Retiree	168,708	168,583	170,318	178,808
5510	Dental Insurance Premiums	448,154	511,520	368,676	374,187
5511	Dental Insurance Premiums - Retiree	-	-	101,599	104,035
5513	Vision Insurance Premiums	-	-	5,520	5,600
5515	Life Insurance Premiums	127,087	117,205	133,308	154,900
5575	IPBC Reserve	(545,307)	-	-	-
		7,990,917	8,636,830	8,331,845	8,385,914
<b>Contractual Services</b>					
6000	Professional Services	-	5,000	-	5,000 *
		-	5,000	-	5,000
<b>Other Services</b>					
6195	Miscellaneous Contractual Services	21,559	30,000	30,000	30,000 *
		21,559	30,000	30,000	30,000
<b>Subsidies and Incentives</b>					
6525	Subsidy - Transfer to PSEBA	77,108	-	7,992	-
		77,108	-	7,992	-
<b>Fund Total: Health Benefits Fund</b>		<b>8,090,278</b>	<b>8,671,830</b>	<b>8,369,837</b>	<b>8,420,914</b>

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# 610 - Health Benefits Fund

## 2017 Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 6000 - Professional Services	GASB 45 Analysis	5,000
Account: 6195 - Miscellaneous Contractual Services	Annual Health & Benefits Administration Fee	15,000
	COBRA Administration, Discovery Benefits	15,000

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## 2016 Budget

# GLOSSARY

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The Budget contains specialized and technical terminology that is unique to governmental finance and budgeting. To assist the reader of the Budget document in understanding these terms, the following budget glossary has been prepared.

**Abatement:** A partial or complete cancellation of a levy imposed by the City. Abatements usually apply to tax levies.

**Accrual Basis:** The recording of the financial transactions that have cash consequences for the government in the periods in which those transactions occur, rather than in the periods in which cash is received or paid by the government.

**Advance Refunding Bonds:** Bonds issued to refinance an outstanding bond issue before the date the outstanding bonds become due or callable. Proceeds of the advance refunding bonds are deposited in escrow with a fiduciary, invested in U.S. Treasury Bonds or other authorized securities and used to redeem the underlying bonds at their maturity or call date, to pay interest on the bonds being refunded, or to pay interest on the advance refunding bonds.

**Appropriation:** A legal authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources for a specific purpose.

**Assessed Valuation:** A value established for the real property to be used 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 within 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

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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 Program 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 Program 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 and/or construction of major capital facilities (other than those financed by proprietary 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

# GLOSSARY

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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.

**Component 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 are usually extend over a long period of time (more than five years) and are not regularly recurring costs of operation.

**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 with overall management responsibility for an operation or group of related operations within a functional area.

## 2016 Budget

# GLOSSARY

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**Depreciation:** (1) Expiration of 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 county's 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, good or service. 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 of a period for recording financial transactions. The City of Des Plaines defines 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.



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**Forfeiture:** The automatic loss of cash or other property as a penalty for not complying with legal provisions and/or 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 agency 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, in a home rule municipality, 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 officers 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 salaries 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.