



2018 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, 2017

Christopher P. Morrill

Executive Director



Legislative

Matthew J. Bogusz, Mayor

Jennifer Tsalapatani, City Clerk

City Council

Mark Lysakowski – First Ward

Carla 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 ManagerMichael 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

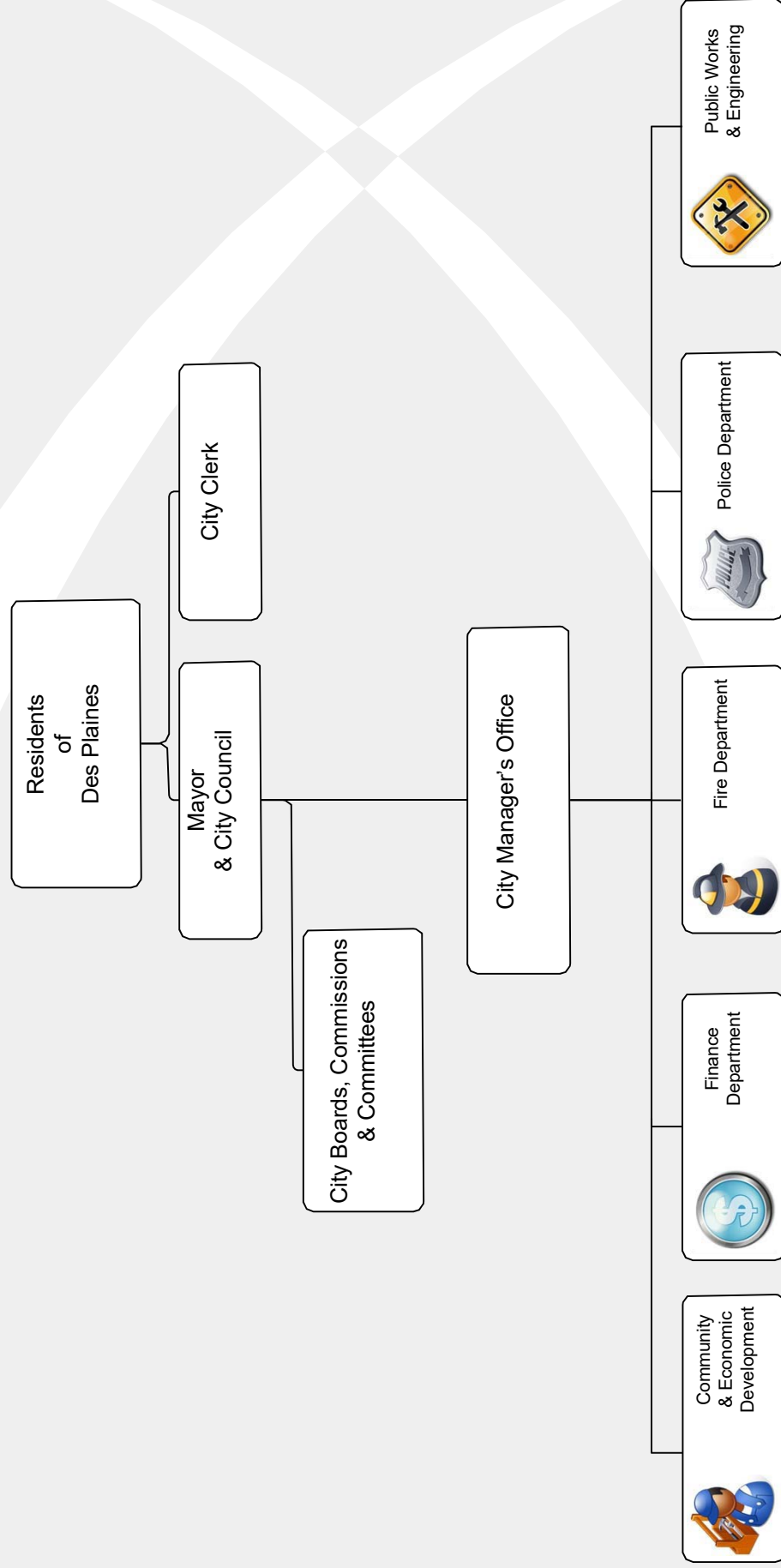
Director of Community & Economic Development.....Michael McMahon

2018 Budget

TABLE OF CONTENTS

Budget Message1
Overview7
Executive Summary25
Budget Summary28
Financial Policies53
General Fund:
 General Fund Revenues.....73
 General Fund Expenditures
 Elected Office.....77
 City Manager91
 Finance.....127
 Community & Economic Development135
 Public Works and Engineering151
 Police.....185
 Emergency Management Agency209
 Fire217
 Fire and Police Commission235
 Overhead Division239
Special Revenue Funds:
 TIF #1 Fund (Downtown)243
 TIF #3 Fund (Wille Road).....257
 TIF #5 Fund (Perry/Lee)275
 TIF #6 Fund (Mannheim/Higgins).....283
 TIF #7 Fund (Mannheim/Higgins South)297
 Motor Fuel Tax.....303
 CDBG307
 Grant Funded Projects.....315
 Gaming Tax323
 Emergency Telephone System Fund.....329
Debt Service Fund.....337
Capital Projects Funds:
 Capital Projects345
 Equipment Replacement.....367
 IT Replacement377
 Facilities Replacement.....381
Enterprise Funds:
 Water/ Sewer383
 City-Owned Parking409
 Metra-Leased Parking.....415
Internal Service Funds:
 Risk Management.....421
 Health Benefits427
Glossary.....433

City of Des Plaines



2018 Budget

BUDGET CALENDAR

July 5	Staff budget preparation workshop with Department Heads. Budget Team transmits budget memo with preliminary targets.
August 4	Departments submit budget to Budget Team inclusive of goals and accomplishments.
August 7-18	Initial review of budget requests by Budget Team.
August 21-25	Budget Team review with departments and conduct follow-up as needed.
August 23-31	Follow-up meetings with Departments (if necessary).
September 22	Submit Proposed 2018 Budget document to City Council for review.
October 11	City Council Budget Review meeting —Introduction & Overview. General Fund: Elected Office, City Manager, Finance, CED, Public Works & Engineering, Police, EMA, Fire, and BFPC.
October 18	City Council Budget Review meeting — 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.
November 8	City Council Budget Review meeting —Final Review (as needed).
November 20	Tax Levy Resolution submitted to City Council (required by State law, not less than 20 days prior to the adoption of the tax levy).
November 20-27	Publication of Property Tax Levy. Public Hearing Notice (required between 7 and 14 days prior to hearing).
December 4	City Council Budget Review meeting —Final Approval.
December 4 & 18	Public Hearing on Tax Levy 1st & 2nd Reading of Tax Levy Ordinance (Must be filed with County Clerk by 12/26/17)
First Qtr 2018	Annual Appropriation Ordinance filed. Public notice required, not less than 10 days prior to Public Hearing.

2018 Budget

BUDGET CALENDAR

Task	Assigned Group	2017							2018		
		June	July	August	September	October	November	December	January	February	March
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 2018 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 Heads includes Directors and Senior Staff from all City Departments

Honorable Mayor and Members of City Council,

I am pleased to present the 2018 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 nine 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.

2018 BUDGET GOALS

The 2018 Budget continues to use the 2013 Strategic Plan adopted by the City Council on August 5, 2013 via Resolution R-124-13. The 2013 Strategic Plan was developed as part of the preparation of the 2014 Budget during the strategic planning sessions held by the City Council and facilitated by Lynn Monte Associates on June 5th and June 6th at the Des Plaines Public Library. Out of those sessions, the City Council identified five very clear goals and several strategies to achieve those goals. In continuing that effort, the strategic plan was further refined in 2014 during a Staff Budget Workshop in which the City Council Goals were discussed in preparation for the 2015 Budget and once again is being utilized as a basis for the 2018 Budget. However, in 2017 the City Council met to update the strategic plan which will be utilized as part of the 2019 Budget.

The City's 2018 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 2018 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 2018 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 2018 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 112% from \$2,612,000 to \$5,550,000 on the Police Pension side and 145% from \$2,125,000 to \$5,200,000 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. Additionally, effective July 1, 2017, the State enacted a 2% fee over the collection of Home Rule Sales Tax revenues. To the City of Des Plaines the cost of this fee is approximately \$112K. The 2018 Budget document assumes that the local share of the income tax will remain at current 2017 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 2018, 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 2016, 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 2016, 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 reflect the advances made from the General Fund to support the expenditures. A majority of the expenditures are debt service costs for which insufficient revenue is received within the TIF Districts. Over the past several years, the City has restructured the districts with the expectation that in future years the advances will be repaid to the General Fund.
- 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. Of the \$24M, approximately \$5.6M to \$8.4M is the City of Des Plaines share, while the remainder is shared with the State of Illinois which receives \$10M and ten benefitting communities.

BUDGET RECAP

The City has taken great strides during the past seven years to ensure its fiscal stability. Some of the steps taken involved necessary reduction in expenses. The most significant reductions in operating expenditures were achieved by streamlining operations. These steps allowed us to place the City in a position 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 2016, the City reduced its debt from \$102.3 million to \$33.6 million and is expecting to reduce it down to \$15.5 million by 2020. The 2018 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 2018 Budget are \$153.5M, which is \$13.7M or 9.8% increase from the 2017 Budget figures. The 2018 General Fund revenues (the main operating fund) total \$61.6M, a \$696K increase which is pretty consistent with the 2017 budgeted revenues. While a slight increase is a good indicator, one must also consider the possible LGDF revenue that may be reduced which has been discussed at the State level over several years.

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 2017 levy, is a decrease of 1.70%, and the levy-over-levy ten-year average increase is 1.31%. The 2017 0% levy-over-levy increase is below the ten-year average and considerably less than the 20% 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 12.53% of the entire tax bill compared to 13.90% in 2010. This is an indicator that less money from property taxes is diverted to the City given that no increases have been passed over the last seven budgets including 2018.

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 \$15.6M in 2018, a \$70K or 0.5% increase from the 2017 Estimated Amount. The Home Rule Sales Tax is allocated between the General Fund at \$1.4M and the Capital Projects Fund at \$2.9M.

State income tax is based on a per-capita distribution. Based on the trending in 2017, the City projects to receive \$5.25M in 2017 consistent with the 2017 budgeted amount. Utility taxes are expected to remain consistent with 2017 levels, coming in at \$3.3M. The following identifies other revenues of significance included in the 2018 Budget:

- Local, State, and Federal grant revenues are expected to increase as the City progresses on all three phases of the FEMA property buyouts and phase three of River Road reconstruction.
- Hotel/Motel taxes of \$2.1M, which is consistent with the 2017 Budget.
- Real Estate transfer taxes of \$550K – a 22% increase from 2017 Budget figures.
- Food and Beverage tax receipts of \$1.15M which is consistent with the 2017 Budget.
- Personal Property Replacement tax revenues of \$1.1M, a \$25K decrease from 2017 budgeted revenues.
- Licensing and Permit revenues of \$2.9M, which includes vehicle licenses (\$1.3M), business licenses (\$370K), and building permits (\$800K).

Overview of Expenditures

Total City spending in the 2018 Budget excluding transfers is \$167.6M, a \$7.6M, or 4.4% decrease over the 2017 Budget amount. This decrease is primarily attributed to lower expense budgeted for FEMA buyouts. In looking at the overall investment in the community in terms of infrastructure projects, the 2018 Budget includes investment in infrastructure projects of \$17.2M. 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, budgeted \$17M in 2017 and budgeted \$17.2M in 2018.

The 2018 Budget includes total General Fund (operating) expenditures of \$65.3M, a \$2M or 3.2% increase over 2017 budgeted General Fund expenditures. While the General Fund (operating) revenues for 2018 are projected at \$61.6M, the City will be utilizing unassigned fund balance to bridge the gap between revenues and expenditures.

Significant General Fund expenditures include the following:

- Oakton Station Feasibility Analysis \$175K
- New Welcome Signs at Gateway Locations \$235K
- Police Department renovation projects \$300K

Significant non-General Fund expenditures include the following:

- Street improvements in the amount of \$6.6M
- Library building infrastructure upgrades for \$425K.
- Funding of \$5.9M in water 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 2018 Budget includes revenues of \$7.2M, transfers in of \$7.9M, total expenditures of \$12.4M and transfers out of \$5.4M. The \$7.9M transfers in were earmarked from the 2016 gaming tax revenue for street and drainage system improvements.

The specific capital improvement projects approved for 2018 are identified in the City's five-year Capital Improvement Program (CIP). General categories, with their approximate funding levels for 2018, include alley improvements (\$390K), drainage system improvements (\$826K), street improvements (\$6.6M), water & sewer system improvements (\$2.9M), and traffic improvements (\$250K), and (\$6.2M) of miscellaneous improvements such as sidewalks, sewer lining and curb replacement.

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 2018 Budget, the cost of purchasing water is now equal to 46% of the Water Sewer Fund.

The 2018 Budget fund balance is projected at a negative \$1.8M 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 \$4.25M 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 2018 is a General Fund balance of \$38.4M, which represents 55.5% of annual expenditures, however, the unassigned portion is projected to be \$17.2M, or 25%. While the unassigned fund balance is projected to be slightly above 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, 2013 and 2017 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 2018 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

2018 Budget

COMMUNITY PROFILE

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



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

CITY GOVERNMENT

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

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

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



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

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.

2018 Budget
COMMUNITY PROFILE



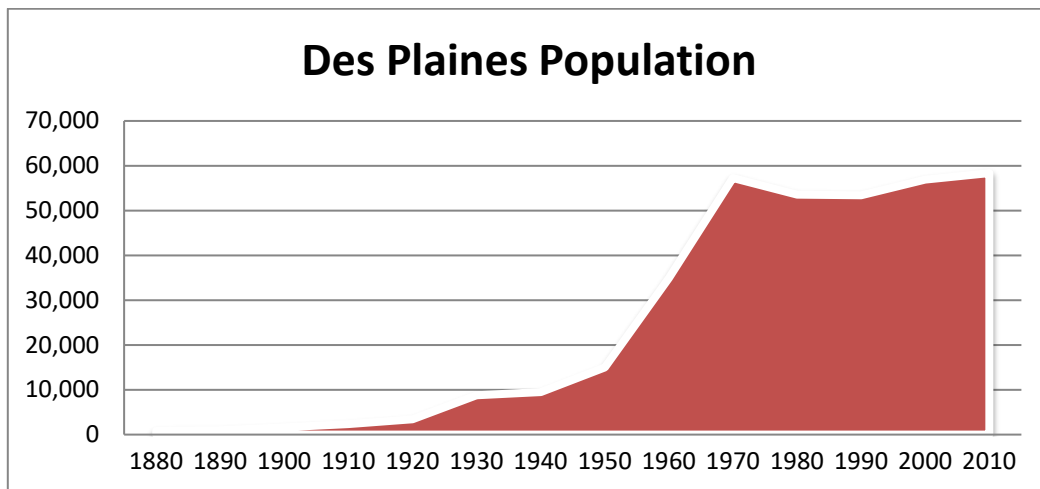
Population Characteristics	
Under 5	5.4%
18 and over	79.8%
65 and over	17.1%
Male	48.7%
Female	51.3%
Avg. Household Size	2.53
Avg. Family Size	3.19
Total Housing Units	24,075
U.S. Census Bureau, 2010, STF	

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

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.



2018 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:

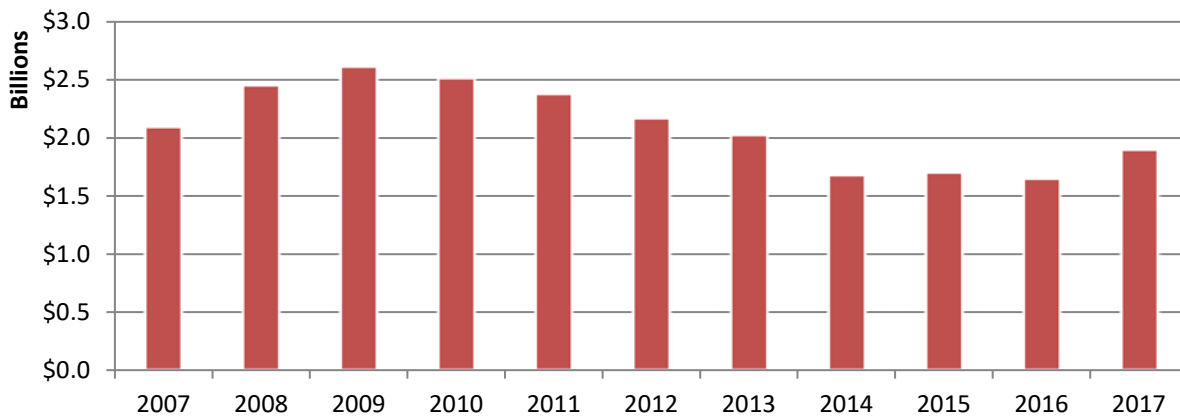
Residential	43.3%	3,952 acres
Manufacturing	15.7%	1,431 acres
Commercial/ Retail	7.8%	713 acres
Education & Recreation	15.9%	1,447 acres
Streets, Alleys & Railroads	12.5%	1,143 acres
Vacant	4.7%	433 acres

GIS Parcel Analysis, April 2013

2018 Budget
COMMUNITY PROFILE

In 2017, the value of property in Des Plaines had an equalized assessed value (EAV) of \$1.92 billion, an increase of \$250 million from the prior year. This is a 15% increase from the prior year.

Trend in Equalized Assessed Valuations



CONSTRUCTION ACTIVITY

In 2016, the City’s Department of Community & Economic Development issued 3,105 permits with a total estimated value of \$91.6 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, 2016.

Year	No. of Single Family	Value	No. of Multi-Family	Value	Misc. Value	Total Value
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
2016	28	9,083,986	2	7,915,289	74,644,185	91,643,460

Year-End Statistical Report, Community and Economic Development Department, Building and Code Enforcement Division, 2007-2016

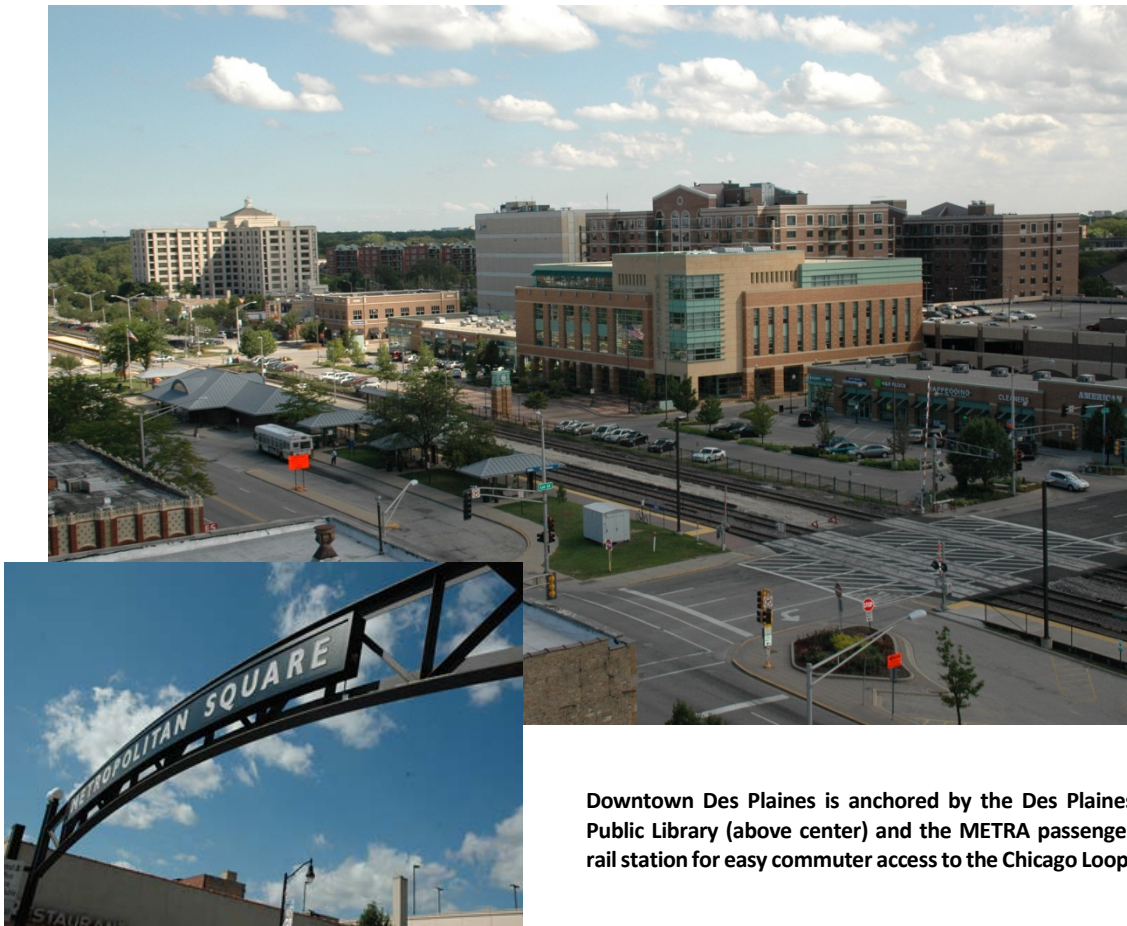
Overall construction activity was up in 2010 due to the Rivers Casino. However, residential construction has dramatically declined during the six-year period 2008-2013.

2018 Budget COMMUNITY PROFILE

PRINCIPAL EMPLOYERS

Business	Industry	Employees*
Universal Oil Products, Inc.	Chemical Engineering Services	1,500
Rivers Casino	Entertainment and Gaming	1,460
Holy Family Medical Center	Medical Center	1,040
Swissport USA	International Airline Cargo Services	1,000
Oakton Community College	Public Community College	990
LSG SkyChefs	International Airline Cargo Services	900
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

*Data Source: 2015 Illinois Manufacturer's Directory and 2015 Illinois Services Directory and Individual Employers Approximations



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.

2018 Budget

Goals of the City Council

On August 14th and 28th of 2017, City officials met the Des Plaines Public Library to update the Strategic Plan. However, given the timing of budget preparation, the 2013 Strategic Plan was used in the preparation of this Budget document. 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 2018

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.

2018 Budget

Goals of the City Council

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

Goals of the City Council – Staff Implementation

As part of the 2013 Strategic Planning Sessions, the City Council identified several strategies in order to attain each of the five goals. During the budget development process City staff identified different tactics or actions that could be implemented into the 2018 Budget documents that would align with the City Council goals. These goals and priorities form the foundation of the 2018 Budget.

2013 STRATEGIC GOALS AS BASIS FOR THE 2018 BUDGET PRIORITIES



2018 Budget

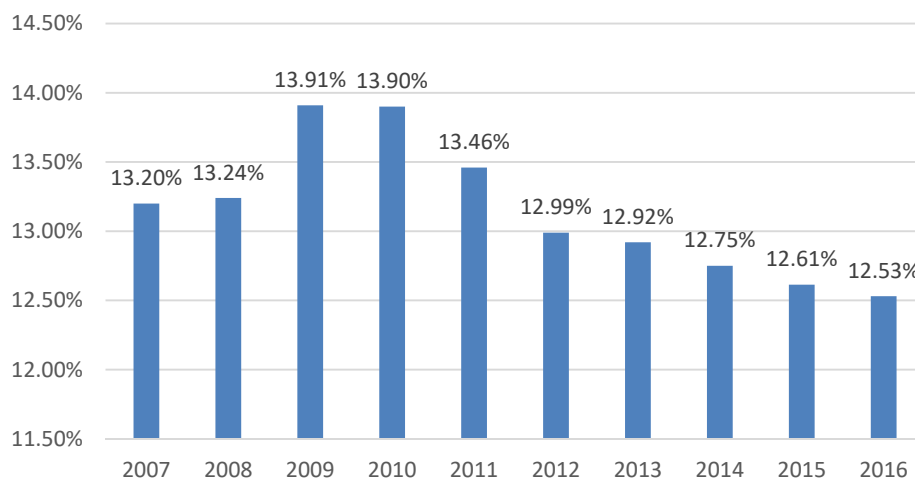
PROPERTY TAX SUMMARY

A property owner's tax bill includes taxes that are paid to numerous taxing jurisdictions that support various public functions. The 2016 tax bill (paid in 2017) presented in detail below, which is representative of an average bill for a property owner in Maine Township, includes taxes that support thirteen different jurisdictions.¹

Maine Township²

Taxing Jurisdiction	Tax Amount	Tax Rate	Percent of Tax Bill
NW Mosquito Abatement	4.47	0.010	0.10%
Water Reclamation District	181.30	0.406	4.10%
Des Plaines Park District	216.57	0.485	4.89%
Oakton College District	103.15	0.231	2.33%
High School District 207	1,119.48	2.507	25.29%
School District 62	1,750.89	3.921	39.55%
Des Plaines Library	144.68	0.324	3.27%
City of Des Plaines	554.60	1.242	12.53%
Road & Bridge Maine	25.01	0.056	0.56%
Maine General Assistance	12.06	0.027	0.27%
Town of Maine	48.23	0.108	1.09%
Forest Preserve District	28.13	0.063	0.64%
Consolidated Elections	-	0.000	0.00%
County of Cook	238.01	0.533	5.38%
Total	\$4,426.57	9.913	100.00%

City Portion of Overall Tax Bill



¹ Based on a 2016 Tax Bill (payable in 2017) for a Maine Township property owner.

² The average bill is calculated using an equalized assessed value of about \$45K. This is the residential EAV divided by the number of homes as reported by the US Census Bureau.

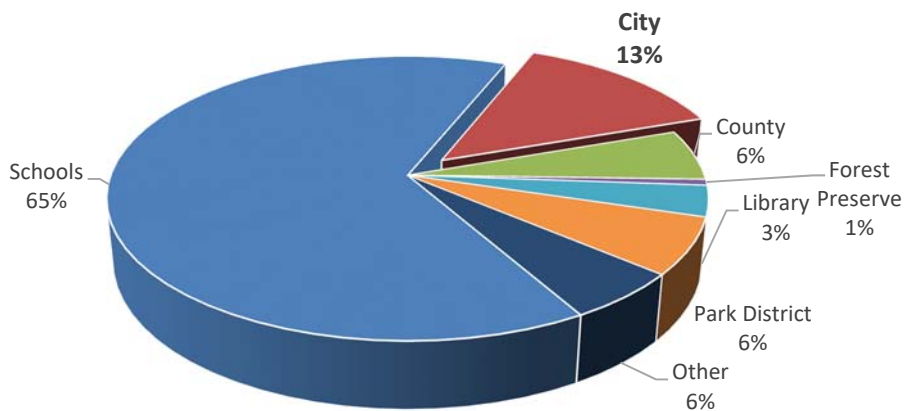
2018 Budget
PROPERTY TAX SUMMARY

A property owner’s tax bill includes taxes that are paid to numerous taxing jurisdictions that support various public functions. The 2016 tax bill (paid in 2017) presented in detail below, which is representative of an average bill for a property owner in Elk Grove Township, includes taxes that support thirteen different jurisdictions.³

Elk Grove Township⁴

Taxing Jurisdiction	Tax Amount	Tax Rate	Percent of Tax Bill
NW Mosquito Abatement	4.47	0.010	0.11%
Water Reclamation District	181.30	0.406	4.41%
Mount Prospect Park District	265.25	0.594	6.45%
Harper CC District 512	185.76	0.416	4.52%
High School District 214	1,128.41	2.527	27.44%
School District 59	1,338.73	2.998	32.56%
Des Plaines Library	144.68	0.324	3.52%
City of Des Plaines	554.60	1.242	13.49%
Road & Bridge Elk Grove	7.14	0.016	0.17%
General Assistance Elk Grove	5.81	0.013	0.14%
Town of Elk Grove	29.47	0.066	0.72%
Forest Preserve District	28.13	0.063	0.68%
Consolidated Elections	-	0.000	0.00%
County of Cook	238.01	0.533	5.79%
Total	\$4,111.76	9.208	100.00%

Elk Grove Property Tax Breakdown



³ Based on a 2016 Tax Bill (payable in 2017) for an Elk Grove Township property owner.

⁴ The average bill is calculated using an equalized assessed value of about \$45K. This is the residential EAV divided by the number of homes as reported by the US Census Bureau.

2018 Budget
PROPERTY TAX ALLOCATION

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

Maine Township
How Your Property Tax Dollars are Spent

Total Annual Property Taxes Paid by a Resident				\$ 2,000.00	\$ 3,000.00	\$ 4,000.00	\$ 5,000.00	\$ 6,000.00
Annual Property Taxes Paid to Des Plaines				\$ 250.60	\$ 375.90	\$ 501.20	\$ 626.50	\$ 751.80
Monthly Property Taxes Paid to Des Plaines				\$ 20.88	\$ 31.33	\$ 41.77	\$ 52.21	\$ 62.65
	2018 Proposed Budget	Monthly Budget	Percent of General Fund	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost
Elected Office	\$ 691,200	\$ 57,600	1.00%	\$ 0.21	\$ 0.31	\$ 0.42	\$ 0.52	\$ 0.63
City Manager Dept.	\$ 3,756,956	\$ 313,080	5.44%	\$ 1.14	\$ 1.70	\$ 2.27	\$ 2.84	\$ 3.41
Finance Dept.	\$ 1,313,041	\$ 109,420	1.90%	\$ 0.40	\$ 0.60	\$ 0.79	\$ 0.99	\$ 1.19
Police Dept.	\$ 24,165,278	\$ 2,013,773	35.00%	\$ 7.31	\$ 10.96	\$ 14.62	\$ 18.27	\$ 21.93
Fire Dept.	\$ 21,029,433	\$ 1,752,453	30.45%	\$ 6.36	\$ 9.54	\$ 12.72	\$ 15.90	\$ 19.08
Police & Fire Comm.	\$ 73,640	\$ 6,137	0.11%	\$ 0.02	\$ 0.03	\$ 0.04	\$ 0.06	\$ 0.07
EMA	\$ 203,765	\$ 16,980	0.30%	\$ 0.06	\$ 0.09	\$ 0.12	\$ 0.15	\$ 0.18
Comm. Development	\$ 2,757,482	\$ 229,790	3.99%	\$ 0.83	\$ 1.25	\$ 1.67	\$ 2.08	\$ 2.50
Public Works Dept.	\$ 12,770,990	\$ 1,064,249	18.50%	\$ 3.86	\$ 5.79	\$ 7.72	\$ 9.66	\$ 11.59
Overhead Exp.	\$ 2,289,214	\$ 190,768	3.32%	\$ 0.69	\$ 1.04	\$ 1.38	\$ 1.73	\$ 2.08
Total	\$ 69,050,999	\$ 5,754,250	100.00%	\$ 20.88	\$ 31.33	\$ 41.77	\$ 52.21	\$ 62.65

¹ Based on a 2016 Tax Bill (payable in 2017) for a Maine Township property owner.

2018 Budget
PROPERTY TAX ALLOCATION

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

Elk Grove Township

How Your Property Tax Dollars are Spent

Total Annual Property Taxes Paid by a Resident				\$ 2,000.00	\$ 3,000.00	\$ 4,000.00	\$ 5,000.00	\$ 6,000.00
Annual Property Taxes Paid to Des Plaines				\$ 269.80	\$ 404.70	\$ 539.60	\$ 674.50	\$ 809.40
Monthly Property Taxes Paid to Des Plaines				\$ 22.48	\$ 33.73	\$ 44.97	\$ 56.21	\$ 67.45
	2018 Proposed Budget	Monthly Budget	Percent of General Fund	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost
Elected Office	\$ 691,200	\$ 57,600	1.00%	\$ 0.23	\$ 0.34	\$ 0.45	\$ 0.56	\$ 0.68
City Manager Dept.	\$ 3,756,956	\$ 313,080	5.44%	\$ 1.22	\$ 1.83	\$ 2.45	\$ 3.06	\$ 3.67
Finance Dept.	\$ 1,313,041	\$ 109,420	1.90%	\$ 0.43	\$ 0.64	\$ 0.86	\$ 1.07	\$ 1.28
Police Dept.	\$ 24,165,278	\$ 2,013,773	35.00%	\$ 7.87	\$ 11.80	\$ 15.74	\$ 19.67	\$ 23.60
Fire Dept.	\$ 21,029,433	\$ 1,752,453	30.45%	\$ 6.85	\$ 10.27	\$ 13.69	\$ 17.12	\$ 20.54
Police & Fire Comm.	\$ 73,640	\$ 6,137	0.11%	\$ 0.02	\$ 0.04	\$ 0.05	\$ 0.06	\$ 0.07
EMA	\$ 203,765	\$ 16,980	0.30%	\$ 0.07	\$ 0.10	\$ 0.13	\$ 0.17	\$ 0.20
Comm. Development	\$ 2,757,482	\$ 229,790	3.99%	\$ 0.90	\$ 1.35	\$ 1.80	\$ 2.24	\$ 2.69
Public Works Dept.	\$ 12,770,990	\$ 1,064,249	18.50%	\$ 4.16	\$ 6.24	\$ 8.32	\$ 10.40	\$ 12.47
Overhead Exp.	\$ 2,289,214	\$ 190,768	3.32%	\$ 0.75	\$ 1.12	\$ 1.49	\$ 1.86	\$ 2.24
Total	\$ 69,050,999	\$ 5,754,250	100.00%	\$ 22.48	\$ 33.73	\$ 44.97	\$ 56.21	\$ 67.45

² Based on a 2016 Tax Bill (payable in 2017) for an Elk Grove Township property owner.

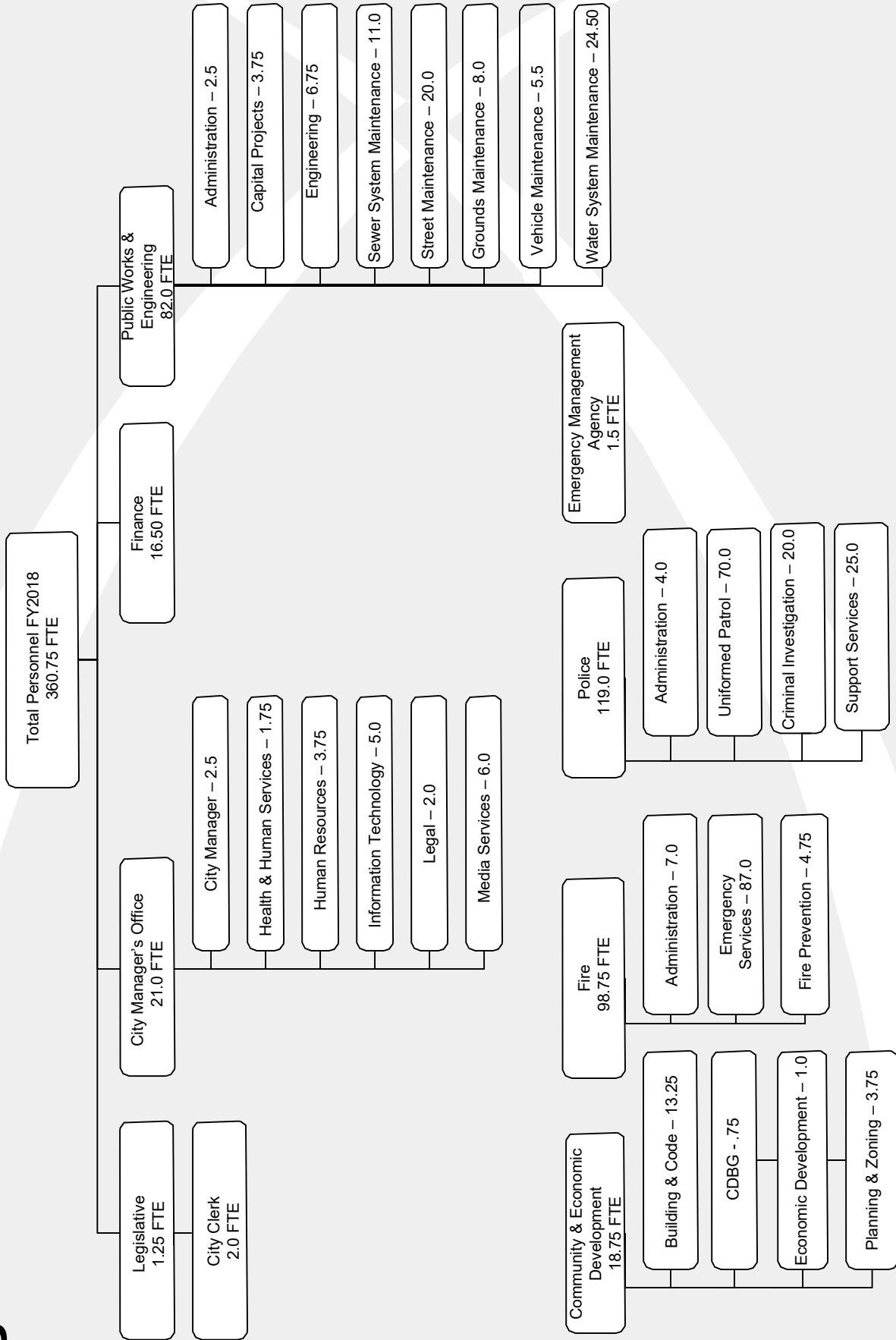
2018 Budget

PROPERTY TAX LEVY (2017 Levy Extended in 2018)

2017 PROPERTY TAX LEVY
(Collections to occur in the 2018 Budget)

Purpose	2015 Tax Extension	2016 Tax Extension	2017 Tax Levy	Dollar Change 2016	Percent Change 2016
Corporate	13,984,176	13,215,003	12,333,150	\$(881,853)	-6.67%
Police Pension	5,150,000	5,407,500	5,550,000	142,500	2.64%
Firefighter Pension	4,532,000	5,047,000	5,200,000	153,000	3.03%
2007B (2001B Refunding) Fire Sta. Land	111,594	108,203	0	(108,203)	-100.00%
Total Debt Service	111,594	108,203	0	(108,203)	-100.00%
Total City	\$ 23,777,770	\$ 23,777,706	\$ 23,083,150	\$(694,556)	-2.92%
Library	6,259,524	6,196,929	6,100,000	\$ (96,929)	-1.56%
Total	30,037,294	29,974,635	29,183,150	\$(791,485)	-2.64%

Operational Organizational Chart



FY2018
*FTE = Full-Time Equivalent
Employees

2018 Budget
PERSONNEL SUMMARY

Department		FY2014 Authorized	FY2015 Authorized	FY2016 Authorized	FY2017 Budget	FY2018 Budget
CITY MANAGER'S OFFICE						
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	2.00	2.00	2.00	1.75
Human Resources	Full Time	3.00	3.00	3.00	3.00	3.00
	Part Time	-	0.25	0.25	0.50	0.75
Information Technology	Full Time	4.00	4.00	4.00	4.00	4.00
	Part Time	-	-	0.50	0.50	1.00
Media Services	Full Time	2.00	2.00	2.00	2.00	2.00
	Part Time	-	0.25	0.25	3.25	4.00
Legal	Full Time	1.00	1.00	1.00	1.00	1.00
	Part Time	0.50	0.50	0.50	0.50	1.00
CITY MANAGER'S OFFICE - TOTAL	Full Time	12.00	12.00	12.00	12.00	12.00
	Part Time	2.75	3.50	4.00	7.25	9.00
COMMUNITY AND ECONOMIC DEVELOPMENT (CED)						
Building/Code	Full Time	12.00	12.00	12.00	12.00	12.00
	Part Time	-	0.75	0.75	0.75	1.25
Economic Development	Full Time	-	1.00	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	0.50
CDBG	Full Time	0.75	0.75	0.75	0.75	0.75
CED - TOTAL	Full Time	16.00	17.00	17.00	17.00	17.00
	Part Time	-	1.25	1.25	1.25	1.75
ELECTED OFFICE						
Legislative	Full Time	1.00	1.00	1.00	1.00	1.00
	Part Time	0.25	0.25	0.25	0.25	0.25
City Clerk	Full Time	1.00	2.00	2.00	2.00	2.00
	Part Time	0.75	-	-	-	-
ELECTED OFFICE - TOTAL	Full Time	2.00	3.00	3.00	3.00	3.00
	Part Time	1.00	0.25	0.25	0.25	0.25
EMERGENCY MANAGEMENT AGENCY (EMA)						
EMA	Full Time	1.00	1.00	1.00	1.00	1.00
	Part Time	-	-	-	-	0.50
EMA - TOTAL	Full Time	1.00	1.00	1.00	1.00	1.00
	Part Time	-	-	-	-	0.50
FINANCE						
Finance - General	Full Time	10.00	10.50	10.50	10.50	10.50
	Part Time	1.00	1.00	1.00	1.00	1.00
Finance -Water	Full Time	5.00	4.50	4.50	4.50	4.50
	Part Time	0.25	0.25	0.25	0.25	0.50
FINANCE - TOTAL	Full Time	15.00	15.00	15.00	15.00	15.00
	Part Time	1.25	1.25	1.25	1.25	1.50

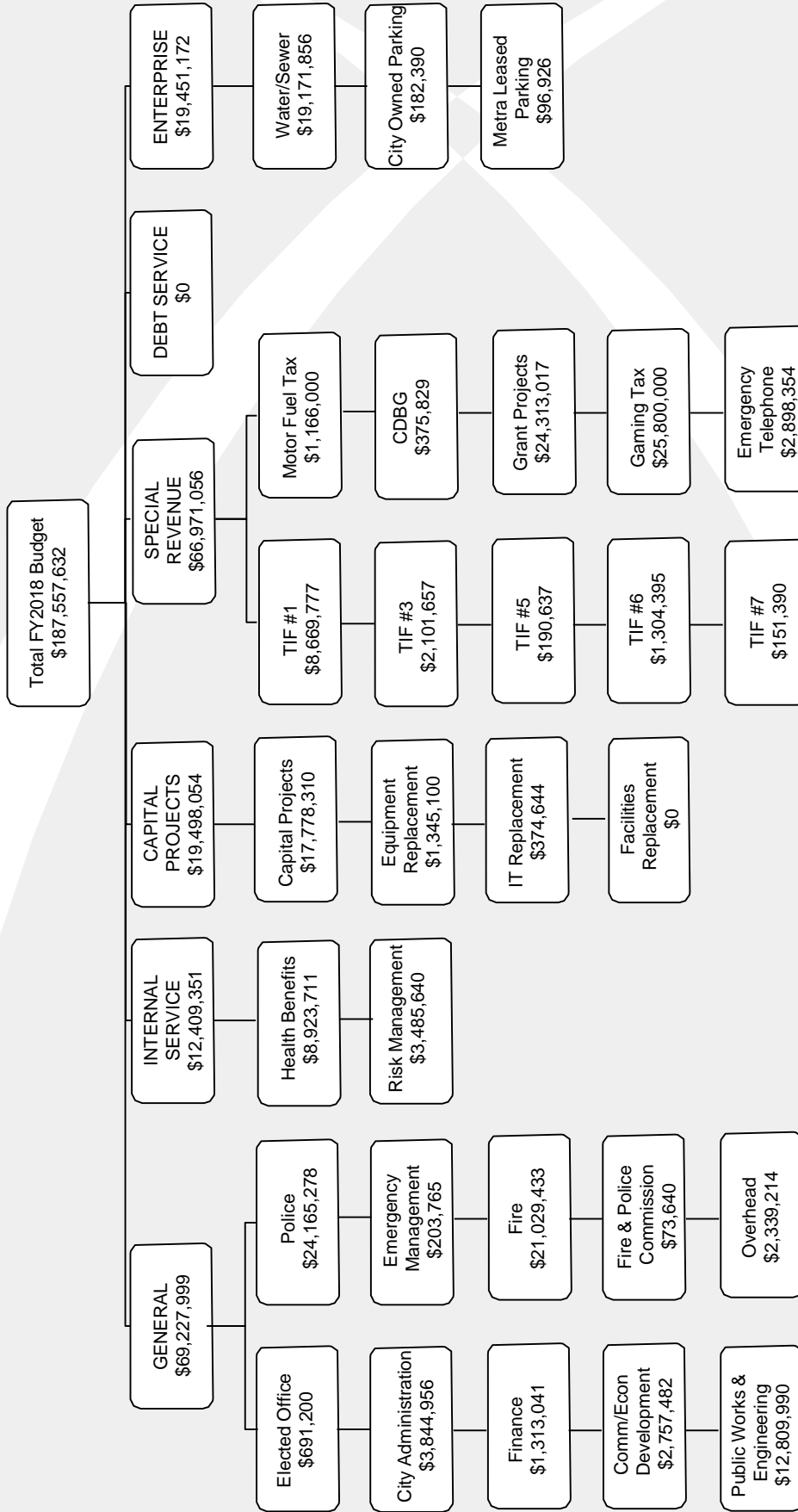
2018 Budget
PERSONNEL SUMMARY

FIRE DEPARTMENT						
Administrative	Full Time	7.00	7.00	7.00	7.00	7.00
	Part Time	-	-	-	-	-
Emergency Services	Full Time	87.00	87.00	87.00	87.00	87.00
Fire Prevention	Full Time	2.00	2.00	2.00	2.00	2.00
	Part Time	2.50	2.50	2.50	2.50	2.75
FIRE - TOTAL	Full Time	96.00	96.00	96.00	96.00	96.00
	Part Time	2.50	2.50	2.50	2.50	2.75
POLICE						
Administration	Full Time	4.00	4.00	4.00	4.00	4.00
Uniformed Patrol	Full Time	69.00	69.00	69.00	70.00	70.00
Criminal Investigation	Full Time	20.00	20.00	20.00	20.00	20.00
Support Services	Full Time	24.00	25.00	25.00	25.00	25.00
POLICE - TOTAL	Full Time	117.00	118.00	118.00	119.00	119.00
	Part Time	0.00	0.00	0.00	0.00	0.00
PUBLIC WORKS AND ENGINEERING						
Administration	Full Time	1.25	2.50	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	0.75
Engineering - General	Full Time	5.50	5.50	5.50	5.50	5.50
Sewer System Maintenance	Full Time	10.50	11.50	10.50	10.50	10.50
	Part Time	0.50	0.50	0.50	0.50	0.50
Street Maintenance	Full Time	23.75	19.50	17.50	17.50	17.50
	Part Time	3.00	2.50	2.50	2.50	2.50
Facilities/Grounds Maintenance	Full Time	-	5.00	7.00	7.00	7.00
	Part Time	-	0.50	0.50	0.50	1.00
Vehicle Maintenance	Full Time	5.50	5.50	5.50	5.50	5.50
Water - Engineering	Full Time	1.00	1.00	1.00	1.00	1.00
	Part Time	0.25	0.25	0.25	0.25	0.25
Water System Maintenance	Full Time	23.50	21.50	22.50	22.50	22.50
	Part Time	1.75	1.75	1.75	1.75	2.00
PUBLIC WORKS AND ENGINEERING - TOTAL	Full Time	74.00	75.00	75.00	75.00	75.00
	Part Time	6.00	6.00	6.00	6.00	7.00
Des Plaines Emergency Communications Center (DPECC)						
DPECC	Full Time	22.00	20.00	-	-	-
	Part Time	0.25	1.00	-	-	-
DPECC - TOTAL	Full Time	22.00	20.00	-	-	-
	Part Time	0.25	1.00	-	-	-
TOTAL FULL AND PART TIME EMPLOYEES	Full Time	355.00	357.00	337.00	338.00	338.00
	Part Time	13.75	15.75	15.25	18.50	22.75
TOTAL FULL TIME EQUIVALENTS		368.75	372.75	352.25	356.50	360.75
CHANGE FROM PREVIOUS YEAR	Full Time	25.00	2.00	(20.00)	1.00	-
	Part Time	1.00	2.00	(0.50)	3.25	4.25

*No new budget positions, other than the part time EMA Coordinator have been added into the 2018 Budget, however a mathematical calculation has been applied based on hours worked as follows:

- Seasonal 0.25
- Part-Time 0.50 - 0.75

Financial Organizational Chart



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2018 Budget

BUDGET SUMMARY

Executive Summary

The following chart provides a summary view of the 2018 Proposed Budget document. While trying to summarize a \$167.6M budget in a brief document is not an easy task, the following will at least provide a summary of the high level items and funds that have been included in the document itself.

Fund Name	2017 Projected Ending Fund Balance (Deficit)	Transfers In	Budgeted Revenues	Budgeted Expenditures	Transfers Out	2018 Projected Ending Fund Balance (Deficit)	Fund Balance %
General Fund	45,816,019	209,758	61,644,333	65,320,315	3,907,684	38,442,111	
<i>Nonspendable / Restricted / Assigned</i>	20,575,057	-	-	-	-	21,286,423	
<i>Unassigned</i>	25,240,962	-	-	-	-	17,155,688	25%
TIF #1	6,186,741	-	4,988,497	8,557,777	112,000	2,505,461	
TIF #3	(2,983,654)	-	1,237,056	2,095,657	6,000	(3,848,255)	
TIF #5	162,653	-	143,879	190,637	-	115,895	
TIF #6	(11,557,708)	-	81,486	1,301,395	3,000	(12,780,617)	
TIF #7	(2,115,729)	-	95,632	103,390	48,000	(2,171,487)	
Motor Fuel Tax	99,632	-	1,403,000	1,166,000	-	336,632	29%
CDBG	-	-	375,829	375,829	-	-	0%
Grant Projects	(1,580,663)	1,138,621	24,764,983	24,313,017	-	9,924	0%
Gaming Tax	21,395,789	-	24,100,000	15,400,000	10,400,000	19,695,789	76%
Emergency Telephone	-	2,157,684	740,670	2,898,354	-	-	0%
Debt Service	-	-	-	-	-	-	0%
Capital Projects	5,644,351	7,900,000	7,194,328	12,364,689	5,413,621	2,960,369	17%
Equipment Replacement	3,739,386	1,500,000	115,000	1,345,100	-	4,009,286	298%
IT Replacement	371,469	250,000	350	374,644	-	247,175	66%
Facilities Replacement	-	500,000	-	-	-	500,000	0%
Water/Sewer	(3,243,959)	6,270,758	14,333,000	19,171,856	-	(1,812,057)	-9%
City-Owned Parking	892,163	-	269,600	182,390	-	979,373	537%
Metra Parking	129,565	-	75,000	60,410	36,516	107,639	111%
Risk Management	1,031,949	-	3,077,998	3,485,640	-	624,307	18%
Health Benefits Fund	4,554,421	-	8,892,511	8,923,711	-	4,523,221	51%
Total City Funds	68,542,425	19,926,821	153,533,152	167,630,811	19,926,821	54,444,766	

The total Budget is \$167.6M compared to \$175.3M in 2017. The decrease in the Budget of \$7.7M is primarily due to lower amounts being budgeted for the FEMA Property Buyout Grant in the grant projects fund. Additionally, as you will note total projected revenues for 2018 are \$153.5M compared to expenditures of \$167.6M. The variance of \$14.1M in which expenditures exceed revenues is being covered by fund balance, or savings accumulated within various funds. More specifically TIF #1 expenditures exceed revenues by \$3.6M, TIF #6 expenditures exceed revenues by \$1.2M related to debt service costs, Capital Projects Fund expenses are \$5.2M higher than revenues and Water/Sewer Fund expenditures are \$4.8M higher than revenues.

2018 Budget

BUDGET SUMMARY

In beginning the 2018 Budget process, Departments were instructed to have a 0% baseline budget and any expenditures above the 0% should be provided on a separate budget request. The only exception to the 0% flat line budget was related to salaries and benefits which follow current union contracts and any other contractual items that have been approved by the City Council such as the sanitation contract. Based on this process, Departments submitted \$18.3M in budget requests of which \$5.7M were approved at the City Manager's level. While all of the requests submitted are important, given the funding levels available, prioritizing the most necessary items was key within the 2018 Budget process.

In reviewing the above numbers, some of the more critical funds are discussed below:

- General Fund – The expenditures exceed revenues by \$3.7M for which the City will utilize savings to bridge the gap. Transfers from the General Fund are being made primarily to the Equipment Replacement Fund in the amount of \$1.5M and IT Replacement Fund in the amount of \$250K. Additionally, \$2.2M is being transferred from General to the Emergency Telephone system fund to cover the police and fire dispatch services as surcharge revenue that the City receives is not sufficient to fully cover the dispatch services. The final unassigned fund balance is \$17.2M or 25% of expenditures. This is the amount that the City will have available to address any emergency situations such as revenue shortfalls or unforeseen emergency expenses that may arise.
- TIF #3 is the Wille Road TIF with a projected ending fund balance of negative \$3.8M. Based on the current projections this TIF District will continue to go negative and be expected to turn around in 2023. Currently, the expenses that are not covered by the TIF, are paid by the General Fund. Additionally, Phase I taxpayers who were granted 6B's within the TIF have begun the 6B phase out in 2016 and full revenues should be received in 2018. Phase II taxpayers who were granted 6B's within the TIF are expected to have the 6B's phase out in 2018-2019. The first time that this District is projected to have a positive fund balance and beginning paying money back to the General Fund is in 2029.
- TIF #6 has a negative \$12.8M fund balance at the end of 2018. This TIF District was amended in 2014 and realigned, by which the northern portion remained as TIF #6 and the southern portion was designated as TIF #7.
- TIF #7 has a negative fund balance of \$2.2M primarily due to the infrastructure improvements that are needed as part of the new development. Once the project is up and running, it will assist in supporting the debt service payments of the TIF #6 District.
- Gaming Tax Fund – Based on the City Councils previous discussion, the total amount of gaming revenue to be used in 2018 has been reduced by 10%. From the \$8.4M available funds, \$500K will be transferred into a new Facilities Replacement Fund and \$7.9M will be transferred to the capital projects fund. Additionally, \$2M allocated in the 2017 Budget for River Road watermain reconstruction, will also be transferred in 2018 from gaming into the Water/Sewer Fund.
- Capital Projects Fund – Total capital projects included in the 2018 Budget is \$17.2M distributed between many different funds such as Capital, Water/Sewer, Motor Fuel Tax and TIF Districts. In terms of the Capital Projects Fund specifics, \$7.9M is being transferred in from Gaming and \$4.25M is being transferred out to the Water/Sewer fund to help offset capital expenses that the enterprise fund is not able to cover.

2018 Budget

BUDGET SUMMARY

- Equipment Replacement Fund – In reviewing the upcoming 5 year replacement summary of the capital vehicle and equipment items necessary within the police, fire and public works divisions, the average level of funding needed on an annual basis is \$2.2M. Within the 2018 Budget, the proposed transfer is \$1.5M which still allows for maintenance of a fund balance that may be eroded as higher level expenditures come into discussion.
- Water/Sewer Fund – the expenditures exceed revenues by \$4.8M. In order to assist the fund to be able to turn back around, a transfer of \$4.25M is being made to cover all capital expenditures for 2018.

In January we will begin to implement this budget and start work on the 2019 Budget document shortly thereafter. The same funds mentioned above will continue to be critical and must be monitored closely.

2018 Budget
BUDGET SUMMARY

Budgetary Fund Structure

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

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

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

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

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

2018 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	2017 Projected Ending Fund Balance (Deficit)	Transfers In	Budgeted Revenues	Budgeted Expenditures	Transfers Out	2018 Projected Ending Fund Balance (Deficit)
General Fund	45,816,019	209,758	61,644,333	65,320,315	3,907,684	38,442,111
<i>Nonspendable / Restricted / Assigned</i>	20,575,057	-	-	-	-	21,286,423
<i>Unassigned</i>	25,240,962	-	-	-	-	17,155,688
TIF #1	6,186,741	-	4,988,497	8,557,777	112,000	2,505,461
TIF #3	(2,983,654)	-	1,237,056	2,095,657	6,000	(3,848,255)
TIF #5	162,653	-	143,879	190,637	-	115,895
TIF #6	(11,557,708)	-	81,486	1,301,395	3,000	(12,780,617)
TIF #7	(2,115,729)	-	95,632	103,390	48,000	(2,171,487)
Motor Fuel Tax	99,632	-	1,403,000	1,166,000	-	336,632
CDBG	-	-	375,829	375,829	-	-
Grant Projects	(1,580,663)	1,138,621	24,764,983	24,313,017	-	9,924
Gaming Tax	21,395,789	-	24,100,000	15,400,000	10,400,000	19,695,789
Emergency Telephone	-	2,157,684	740,670	2,898,354	-	-
Debt Service	-	-	-	-	-	-
Capital Projects	5,644,351	7,900,000	7,194,328	12,364,689	5,413,621	2,960,369
Equipment Replacement	3,739,386	1,500,000	115,000	1,345,100	-	4,009,286
IT Replacement	371,469	250,000	350	374,644	-	247,175
Facilities Replacement	-	500,000	-	-	-	500,000
Water/Sewer	(3,243,959)	6,270,758	14,333,000	19,171,856	-	(1,812,057)
City-Owned Parking	892,163	-	269,600	182,390	-	979,373
Metra Parking	129,565	-	75,000	60,410	36,516	107,639
Risk Management	1,031,949	-	3,077,998	3,485,640	-	624,307
Health Benefits Fund	4,554,421	-	8,892,511	8,923,711	-	4,523,221
Total City Funds	68,542,425	19,926,821	153,533,152	167,630,811	19,926,821	54,444,766

2018 Budget

BUDGET SUMMARY

The General Fund is indicating a \$3.7M deficit for Fiscal Year (FY) 2018 (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 \$7.4M. The unassigned fund balance is projected to be at 25% at the end of fiscal year 2018, 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. While the total fund balance is projected at 56%, 31% of the balance is restricted as it is loaned to TIF districts and Water/Sewer Fund to pay for their expenses.

TIF # 1- Downtown indicates a positive \$2.5M fund balance at the end of FY 2018. 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 2018 in the amount of \$115.9K, which is a 28.8% decrease from the projected 2017 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 \$11.6M which is projected to reach \$12.8M by 2018 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, 2017 to September 30, 2018.

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 is expected to increase in 2018 as reimbursement is received from the State of Illinois. Typically, this fund does not carry a fund balance but may while the City waits for reimbursement.

2018 Budget

BUDGET SUMMARY

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 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). 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 75% of the home rule sales tax, 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 2018, 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 2018, 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 Facilities Replacement Fund is a capital project sinking fund which was established for the 2018 budget year to provide for reserves for the systematic replacement or renovation of capital assets (facilities) of the City. Funding requirements should be no less than \$500,000 from year to year in an effort to build a healthy fund. For FY 2018, the City will be transferring \$500K from the Gaming Tax Fund.

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 2018 are \$2.904 for the Chicago pass through rate and

2018 Budget

BUDGET SUMMARY

\$2.20 for the O&M rate, the total water rate will remain at \$5.104. For FY 2018 the fund balance is projected to improve largely due to the second year of the alternative water supply being available but still remain negative.

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 2018 is \$979K 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 2018 will remain the same as 2017 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.

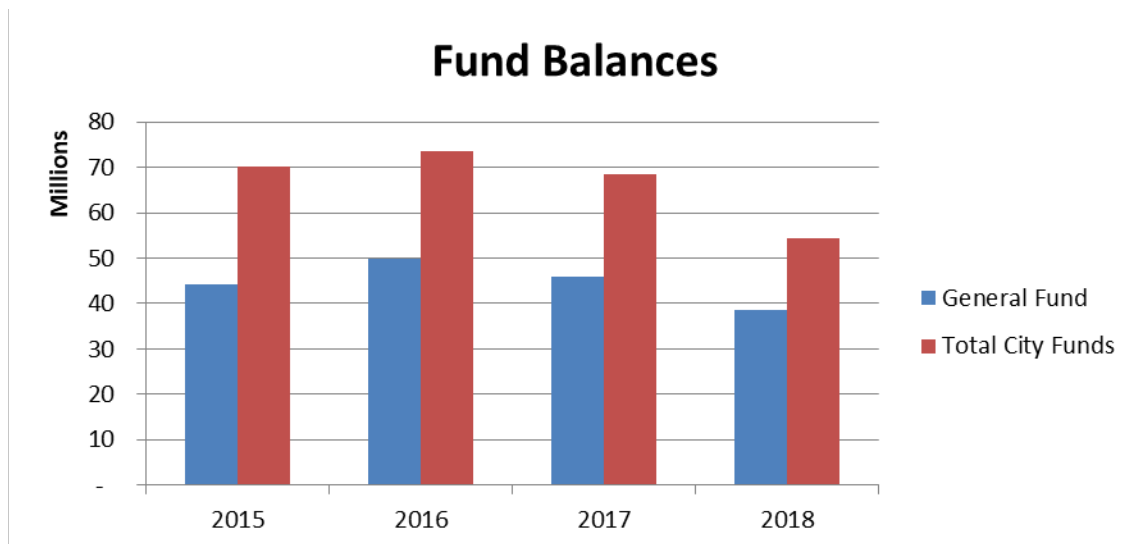
The Health Benefits Fund is an internal service fund used to account for the charges to each department for providing health insurance and other related benefits to their employees. Since June 1, 2003 the City has also been a member of the Intergovernmental Personnel Benefit Cooperative (IPBC). The City 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 2016, the Police Pension was funded at 45.13% and the Fire Pension was funded at 50.71%. 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.

2018 Budget
BUDGET SUMMARY

All Fund Historical Fund Balances

	12/31/2015 Actual Fund Balance	12/31/2016 Actual Fund Balance	12/31/2017 Projected Fund Balance	12/31/2018 Budgeted Fund Balance
General Fund	44,147,566	49,834,478	45,816,019	38,442,111
Nonspendable/Restricted/Assigned	22,158,081	28,000,685	20,575,057	21,286,423
Unassigned	21,989,485	21,833,793	25,240,962	17,155,688
TIF #1	4,675,824	6,048,748	6,186,741	2,505,461
TIF #3	(3,274,489)	(3,007,156)	(2,983,654)	(3,848,255)
TIF #5	136,642	131,718	162,653	115,895
TIF #6	(9,179,286)	(10,292,551)	(11,557,708)	(12,780,617)
TIF #7	(171,951)	(1,400,669)	(2,115,729)	(2,171,487)
Motor Fuel Tax	364,272	719,632	99,632	336,632
CDBG	83,006	-	-	-
Grant Projects	(1,097,619)	(1,916,809)	(1,580,663)	9,924
Gaming Tax	20,455,549	20,395,789	21,395,789	19,695,789
Emergency Telephone	-	-	-	-
Debt Service	456,984	457,424	-	-
Capital Projects	5,087,021	5,595,069	5,644,351	2,960,369
Equipment Replacement	6,015,388	4,663,266	3,739,386	4,009,286
IT Replacement	568,246	371,225	371,469	247,175
Facilities Replacement	-	-	-	500,000
Water/Sewer	(5,128,599)	(4,993,507)	(3,243,959)	(1,812,057)
City-Owned Parking	689,270	806,383	892,163	979,373
Metra Parking	120,330	130,291	129,565	107,639
DPECC	-	-	-	-
Risk Management	1,810,991	1,502,672	1,031,949	624,307
Health Benefits	4,490,837	4,567,721	4,554,421	4,523,221
Total City Funds	70,249,982	73,613,724	68,542,425	54,444,766



2018 Budget
BUDGET SUMMARY

Historical Revenues and Other Sources by Fund
Including Transfers In

	2015	2016	2017	2017	2018	% of
	Actual	Actual	Budgeted	Projected	Budget	Change
General Fund	64,638,327	65,903,863	61,496,408	61,168,138	61,854,091	0.6%
Special Revenue Funds						
TIF #1	4,773,814	5,084,554	5,072,325	5,432,583	4,988,497	-1.7%
TIF #3	547,692	752,590	1,085,945	1,393,626	1,237,056	13.9%
TIF #4	-	-	-	-	-	N/A
TIF #5	153,225	105,906	114,852	143,880	143,879	25.3%
TIF #6	52,109	42,967	57,205	39,077	81,486	42.4%
TIF #7	904	292	1,000	1,759,784	95,632	9463.2%
Motor Fuel Tax	1,427,099	1,488,948	1,401,900	1,429,000	1,403,000	0.1%
CDBG	347,764	230,033	376,218	498,105	375,829	-0.1%
Grant Projects	9,135,897	5,972,754	34,956,759	9,975,583	25,903,604	-25.9%
Gaming Tax	24,695,050	24,804,861	24,100,000	24,550,000	24,100,000	0.0%
Emergency Telephone	2,463,518	2,597,028	2,755,527	2,697,862	2,898,354	5.2%
	43,597,070	41,079,932	69,921,731	47,919,500	61,227,337	-12.4%
Debt Service Funds	109,287	106,990	103,050	103,050	-	-100.0%
Capital Projects Funds						
Capital Projects	11,559,041	11,249,064	15,996,328	15,465,062	15,094,328	-5.6%
Equipment Replacement	1,750,617	663,286	1,640,000	1,634,154	1,615,000	-1.5%
IT Replacement	500,034	250,323	250,300	250,400	250,350	0.0%
Facilities Replacement	-	-	-	-	500,000	0.0%
	13,809,692	12,162,672	17,886,628	17,349,616	17,459,678	-2.4%
Enterprise Funds						
Water/Sewer	20,788,554	20,871,965	19,485,613	17,412,822	20,603,758	5.7%
City Owned Parking	254,460	263,924	269,650	264,500	269,600	0.0%
Metra Leased Parking	79,447	81,268	75,000	75,000	75,000	0.0%
DPECC	601,997	-	-	-	-	0.0%
	21,724,458	21,217,156	19,830,263	17,752,322	20,948,358	5.6%
Internal Service Funds						
Risk Management	3,630,529	2,917,616	2,981,552	2,849,422	3,077,998	3.2%
Health Benefits	8,340,991	7,861,202	8,564,353	8,180,922	8,892,511	3.8%
	11,971,520	10,778,817	11,545,905	11,030,344	11,970,509	3.7%
Total Revenues	155,850,354	151,249,431	180,783,985	155,322,970	173,459,973	-4.1%

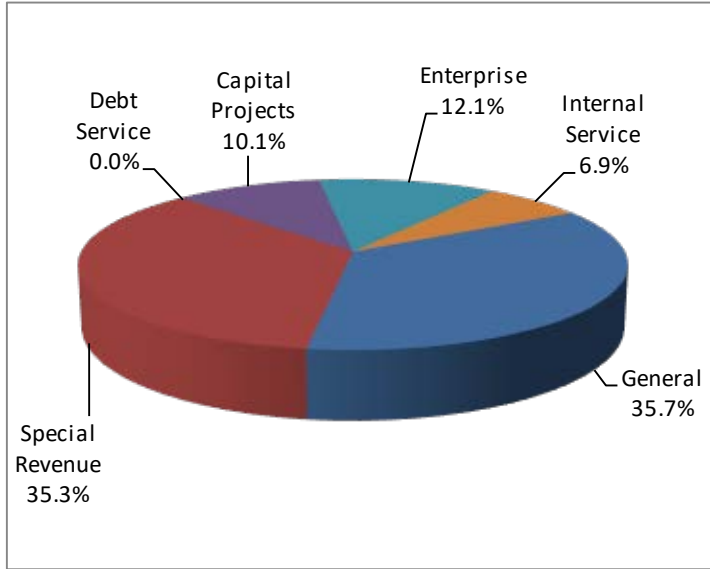
2018 Budget
BUDGET SUMMARY

Historical Expenditures by Fund
Including Transfers Out

	2015 Actual	2016 Actual	2017 Budgeted	2017 Projected	2018 Budget	% of Change
General Fund	62,573,166	60,216,834	67,589,330	65,186,597	69,227,999	2.4%
Special Revenue Funds						
TIF #1	4,142,293	3,711,631	7,680,098	5,294,590	8,669,777	12.9%
TIF #3	662,908	485,257	1,379,637	1,370,124	2,101,657	52.3%
TIF #4	-	-	-	-	-	N/A
TIF #5	111,813	110,830	112,639	112,945	190,637	69.2%
TIF #6	1,150,425	1,156,234	1,309,286	1,304,234	1,304,395	-0.4%
TIF #7	172,855	1,229,010	77,760	2,474,844	151,390	94.7%
Motor Fuel Tax	1,617,821	1,133,588	1,671,000	2,049,000	1,166,000	-30.2%
CDBG	372,540	313,039	376,218	498,105	375,829	-0.1%
Grant Projects	10,161,946	6,791,943	34,956,760	9,639,437	24,313,017	-30.4%
Gaming Tax	25,671,453	24,864,623	25,550,000	23,550,000	25,800,000	1.0%
Emergency Telephone	2,463,518	2,597,028	2,755,527	2,697,862	2,898,354	5.2%
	46,527,571	42,393,184	75,868,925	48,991,141	66,971,056	-11.7%
Debt Service	109,780	106,550	493,340	560,474	-	-100.0%
Capital Projects Funds						
Capital Projects	10,022,371	10,741,015	16,759,314	15,415,780	17,778,310	6.1%
Equipment Replacement	864,168	2,015,409	2,491,399	2,558,034	1,345,100	-46.0%
IT Replacement	396,074	447,345	250,156	250,156	374,644	49.8%
Facilities Replacement	-	-	-	-	-	0.0%
	11,282,612	13,203,769	19,500,869	18,223,970	19,498,054	0.0%
Enterprise Funds						
Water/Sewer	22,751,951	15,304,115	18,062,439	15,663,274	19,171,856	6.1%
City Owned Parking	142,741	799,521	182,790	178,720	182,390	-0.2%
Metra Leased Parking	88,734	72,217	76,516	75,726	96,926	26.7%
DPECC	234,129	-	-	-	-	0.0%
	23,217,555	16,175,853	18,321,745	15,917,720	19,451,172	6.2%
Internal Service Funds						
Risk Management	3,087,412	3,225,934	3,525,999	3,320,145	3,485,640	-1.1%
Health Benefits	8,090,278	7,784,318	8,420,914	8,194,222	8,923,711	6.0%
	11,177,690	11,010,253	11,946,913	11,514,367	12,409,351	3.9%
Total Expenditures	154,888,373	143,106,443	193,721,122	160,394,269	187,557,632	-3.2%

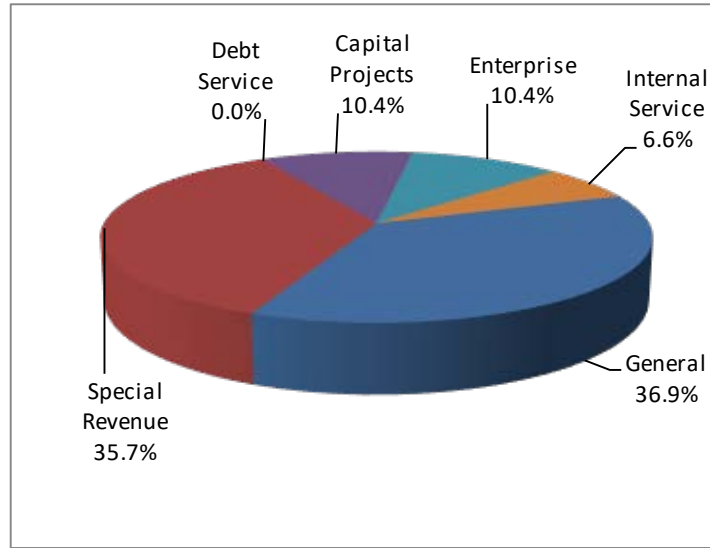
2018 Budget
BUDGET SUMMARY

2018 Budgeted Revenues by Fund Type



Funds By Type	2018 Budget	% of Total
General	61,854,091	35.7%
Special Revenue	61,227,337	35.3%
Debt Service	-	0.0%
Capital Projects	17,459,678	10.1%
Enterprise	20,948,358	12.1%
Internal Service	11,970,509	6.9%
Total Revenue	173,459,973	100.0%

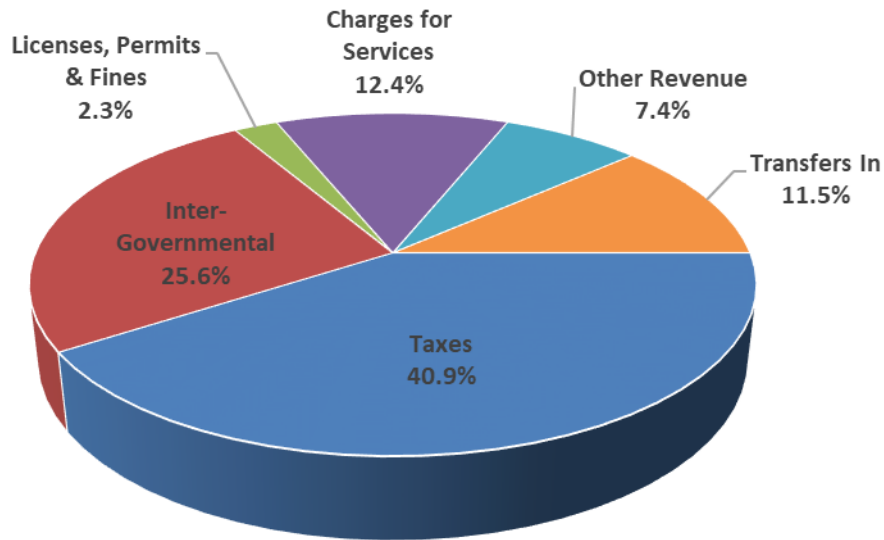
2018 Budgeted Expenditures by Fund Type



Funds By Type	2018 Budget	% of Total
General	69,227,999	36.9%
Special Revenue	66,971,056	35.7%
Debt Service	-	0.0%
Capital Projects	19,498,054	10.4%
Enterprise	19,451,172	10.4%
Internal Service	12,409,351	6.6%
Total Expenditures	187,557,632	100.0%

2018 Budget
BUDGET SUMMARY

2018 Budgeted Revenues by Category (All Funds)



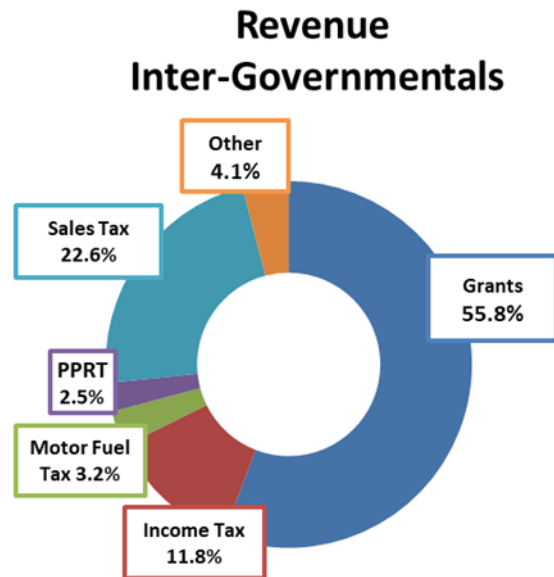
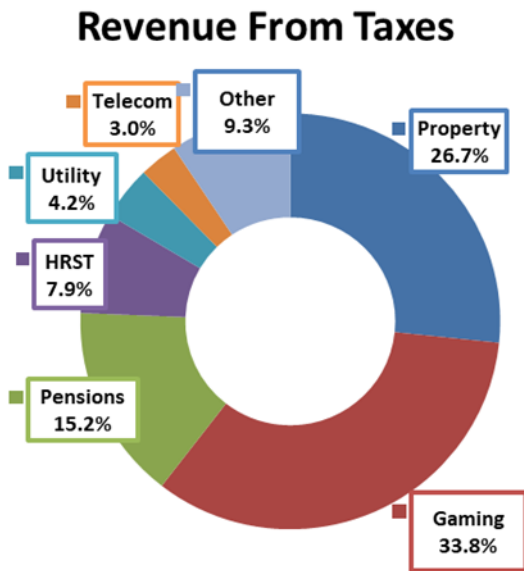
Fund	Taxes	Inter-Governmental	Licenses, Permits & Fines	Charges for Service	Other Revenue	Transfers In	Fund Total
General Fund	34,562,850	17,800,400	4,016,450	4,909,750	354,883	209,758	61,854,091
TIF Fund #1	4,981,497	-	-	-	7,000	-	4,988,497
TIF Fund #3	1,237,046	-	-	-	10	-	1,237,056
TIF Fund #5	143,878	-	-	-	1	-	143,879
TIF Fund #6	81,485	-	-	-	1	-	81,486
TIF Fund #7	95,632	-	-	-	-	-	95,632
Motor Fuel Tax	-	1,400,000	-	-	3,000	-	1,403,000
CDBG	-	375,829	-	-	-	-	375,829
Grant Funded Projects	-	24,764,983	-	-	-	1,138,621	25,903,604
Gaming Tax	24,000,000	-	-	-	100,000	-	24,100,000
Emergency Telephone	-	-	-	740,670	-	2,157,684	2,898,354
Debt Service	-	-	-	-	-	-	-
Capital Projects	5,833,328	-	-	1,306,000	55,000	7,900,000	15,094,328
Equipment Repl.	-	-	-	-	115,000	1,500,000	1,615,000
IT Replacement	-	-	-	-	350	250,000	250,350
Facilities Replacement	-	-	-	-	-	500,000	500,000
Water/Sewer Fund	-	4,000	2,500	14,147,500	179,000	6,270,758	20,603,758
City Owned Parking	-	-	-	269,600	-	-	269,600
Metra Leased Parking	-	-	-	75,000	-	-	75,000
Risk Management	-	-	-	-	3,077,998	-	3,077,998
Health Benefits	-	-	-	-	8,892,511	-	8,892,511
Total Revenues	70,935,716	44,345,212	4,018,950	21,448,520	12,784,754	19,926,821	173,459,973

2018 Budget
BUDGET SUMMARY

2017/2018 Revenue Budget Comparison

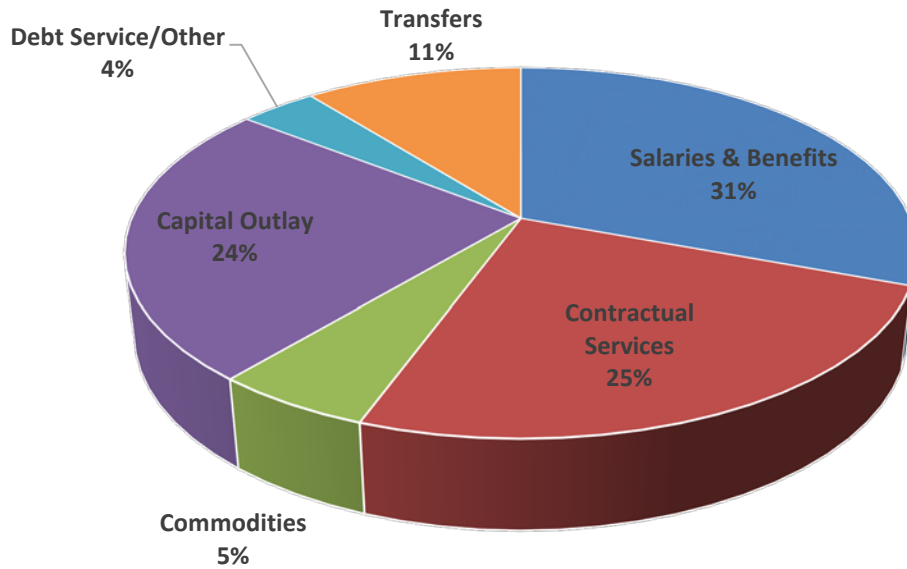
	2017 Budget	2018 Budget	Dollar Change	% Change
Taxes	70,837,295	70,935,716	98,421	0.1%
Inter-Governmental	53,612,938	44,345,212	(9,267,726)	-17.3%
Licenses, Permits & Fines	3,928,650	4,018,950	90,300	2.3%
Charges for Service	21,574,320	21,448,520	(125,800)	-0.6%
Other Revenue	12,387,115	12,784,754	397,639	3.2%
Transfers	18,443,667	19,926,821	1,483,154	8.0%
Total Revenues	180,783,985	173,459,973	(7,324,012)	-4.1%

The overall 4.1% decrease in total revenues for all the funds is primarily due to lower grant revenues being received in 2018.



2018 Budget
BUDGET SUMMARY

2018 Budgeted Expenditures by Category (All Funds)



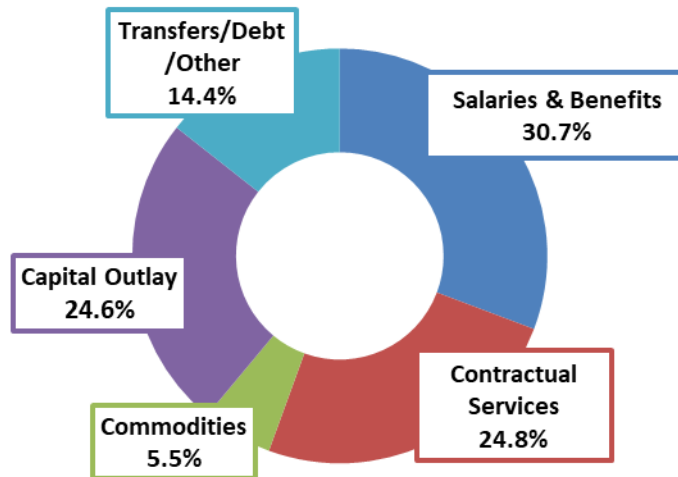
Fund	Salaries & Benefits	Contractual Services	Commodities	Capital Outlay	Debt Service /Other	Transfers	Fund Total
General Fund	52,319,495	10,131,217	2,134,453	80,150	655,000	3,907,684	69,227,999
TIF Fund #1	-	1,611,290	82,650	5,305,000	1,558,837	112,000	8,669,777
TIF Fund #3	-	10,480	-	-	2,085,177	6,000	2,101,657
TIF Fund #5	-	400	-	75,000	115,237	-	190,637
TIF Fund #6	-	8,060	52	-	1,293,283	3,000	1,304,395
TIF Fund #7	-	103,390	-	-	-	48,000	151,390
Motor Fuel Tax	-	334,000	582,000	250,000	-	-	1,166,000
CDBG	53,895	1,620	-	106,651	213,663	-	375,829
Grant Funded Projects	73,445	608,181	250	23,631,141	-	-	24,313,017
Gaming Tax	-	15,400,000	-	-	-	10,400,000	25,800,000
Emergency Telephone	-	2,881,354	12,000	5,000	-	-	2,898,354
Debt Service	-	-	-	-	-	-	-
Capital Projects	448,432	2,036,110	73,625	8,848,694	957,828	5,413,621	17,778,310
Equipment Repl.	-	-	-	1,332,600	12,500	-	1,345,100
IT Replacement	-	49,644	-	325,000	-	-	374,644
Facilities Replacement	-	-	-	-	-	-	-
Water/Sewer Fund	4,730,248	925,460	7,264,850	6,091,298	160,000	-	19,171,856
City Owned Parking	-	45,790	136,600	-	-	-	182,390
Metra Leased Parking	-	28,410	14,000	18,000	-	36,516	96,926
Risk Management	24,157	3,436,483	-	-	25,000	-	3,485,640
Health Benefits	-	8,923,711	25,000	-	(25,000)	-	8,923,711
Total Expenses	57,649,672	46,535,600	10,325,480	46,068,534	7,051,525	19,926,821	187,557,632

2018 Budget
BUDGET SUMMARY

2017/2018 Expenditure Budget Comparison

	2017 Budget	2018 Budget	Change (\$)	Change (%)
Salaries & Benefits	56,304,593	57,649,672	1,345,079	2.4%
Contractual Services	41,037,211	46,535,600	5,498,389	13.4%
Commodities	10,318,293	10,325,480	7,187	0.1%
Capital Outlay	55,244,699	46,068,534	(9,176,165)	-16.6%
Transfers/Debt/Other	30,816,326	26,978,346	(3,837,980)	-12.5%
Total Expenditures	193,721,122	187,557,632	(6,163,490)	-3.2%

2018 Budgeted Expenditures



2018 Budgeted Expenditures are expected to decrease by \$6.2M or -3.2% as compared to the 2017 Budget. The decrease is largely due to expenses being lower within the grant fund for the FEMA buyouts. Additionally, the decrease of Commodities is primarily due to lower water costs resulting from completion of the Alternate Water Source.

2018 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 unassigned fund balance of 25% of annual operating expenditures. Reserve balances at this level give the City the ability to maintain current operations during down economic cycles and address unexpected emergencies. The following is a table depicting the current state of the General Fund:

Fund	Fund Name	Projected Ending Fund Balance (Deficit)	12/31/2018 Projected Ending Fund Balance %	Projected Fund Balance v. Policy Requirement	Fund Balance Policy Requirement
100	General Fund	\$38,442,111	55.53%	30.53%	25% of Annual Expenditures
	Nonspendable	21,286,423	30.75%		
	Unassigned	17,155,688	24.78%	-0.22%	25% of Annual Expenditures

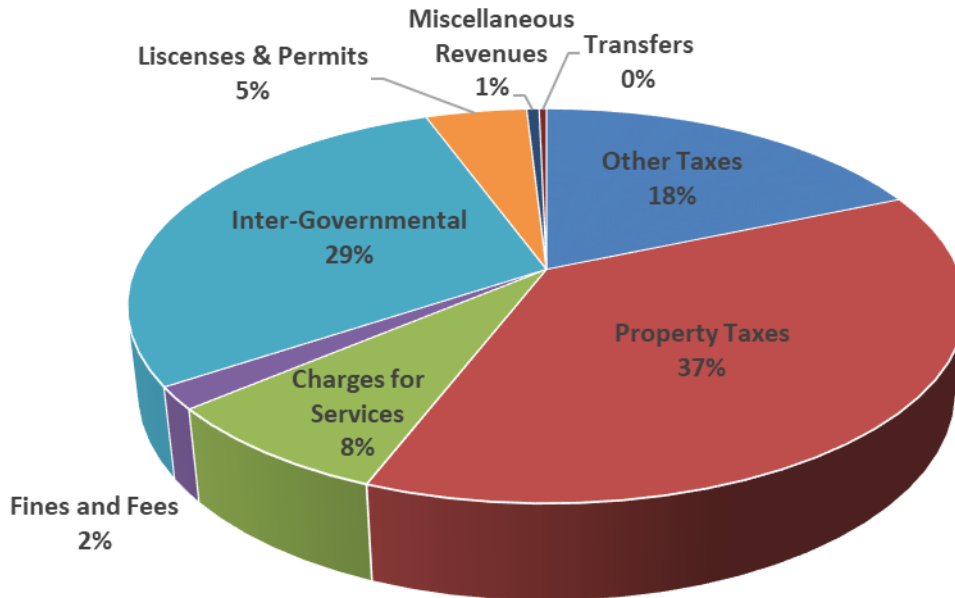
The main difference between the total fund balance and the total unassigned fund balance is that the total fund balance includes advances the General Fund has made to the TIF Funds and the Water/Sewer Fund (nonspendable portion). Once these funds begin to repay the General Fund, the total unassigned fund balance will be closer to total fund balance. The unassigned fund balance is projected to be at the recommended policy requirement at the end of the 2018 fiscal year. For the 2018 Budget year, the City is recommending to continue 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 unassigned fund balance as shown in the following chart:

	12/31/2014 Actual	12/31/2015 Actual	12/31/2016 Actual	12/31/2017 Budget	12/31/2017 Projected	12/31/2018 Budget
Total Fund Balance	42,082,405	44,147,566	49,834,478	38,611,031	45,816,019	38,442,111
Nonspendable	23,035,051	22,158,081	20,451,434	21,694,351	20,575,057	21,286,423
Unassigned	19,047,354	21,989,485	29,383,044	16,916,500	25,240,962	17,155,688
Total Fund Balance	63.04%	70.55%	82.74%	57.13%	70.28%	55.53%
Unassigned Fund Balance	28.53%	35.14%	48.78%	25.03%	38.72%	24.78%

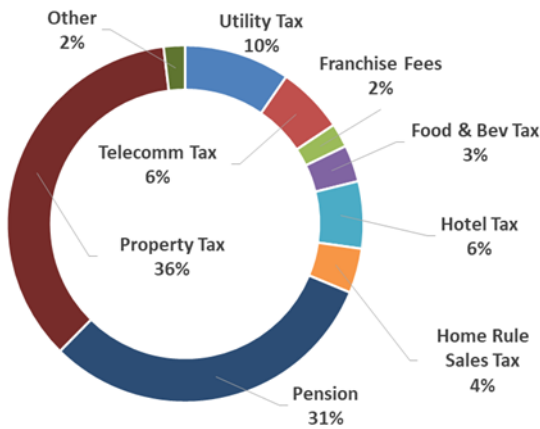
The projected 2018 unassigned fund balance is expected to meet the 25% recommended policy guideline. While the total fund balance is a healthy 56%, the continued deficits of the TIF 3, TIF 6, and the Water/Sewer Funds restrict the availability of General Fund balances. The fund balance is a critical 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 unassigned fund balance at or above the recommended 25% level over the next few years.

2018 Budget
BUDGET SUMMARY

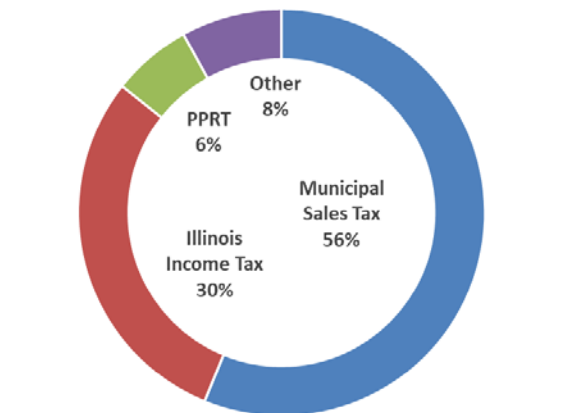
**GENERAL FUND
 REVENUES BY CATEGORY**



Tax Revenue Allocation



Inter-Governmental Allocation



2018 Budget

BUDGET SUMMARY

Revenue Highlights

The FY 2018 General Fund budget is based upon projected revenues from taxes, fees and other sources totaling \$61.85 million. Excluding other financing sources, the 2018 budgeted revenues represent a slight increase of \$686K of the 2017 projected revenues. As a whole, Property Tax, Utility Tax, Sales Tax, State Income Tax, and Telecommunications Tax account for almost 73% 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 19.94% 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 2017 tax levy is the basis for the 2018 revenue budget.

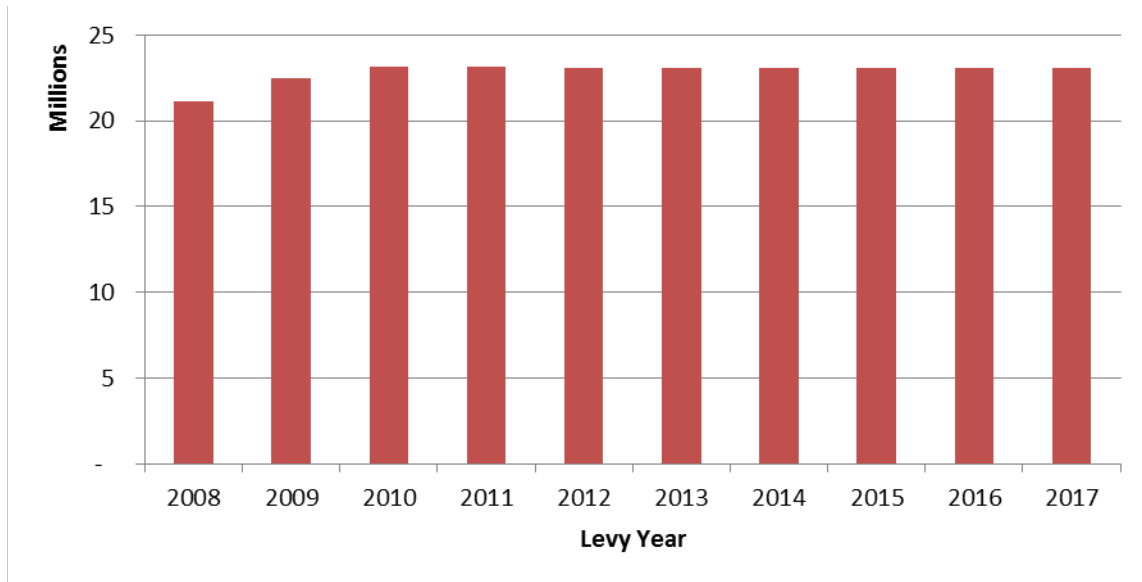
For FY 2018 the total City property tax levy is \$23,083,150, a 0.0% increase over the prior year's tax levy. The following is a 10 year trend of the property tax levies passed and excludes the additional amount added by the County for loss and cost (3% for corporate purposes and 5% for debt service).

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%
2017	12,333,150	5,550,000	5,200,000	-	23,083,150	23,775,645	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%

2018 Budget
BUDGET SUMMARY



The City of Des Plaines’ assessed value averaged a 5.36% increase per year from 2001 to 2010. The 2017 equalized assessed value (EAV) increased by 15.04% from the 2016 EAV, or \$1,664,720,171 in 2016 to \$1,915,029,885 in 2017.

▪ **Sales Tax**

Sales Tax is the third largest source of revenue for the City. Sales tax comprises 18.4% of total receipts for the General Fund or approximately \$11.4M for FY 2018. For the Home Rule Sales Tax, 25% is remitted to the General Fund and 75% is allocated towards the Capital Projects Fund. For FY 2018, the City expects that sales tax will remain consistent with the 2017 estimated amount.

The sales tax rate for the City of Des Plaines is 10%, of which the City receives 2% within the corporate limits of the municipality. The total sales tax rate consists of the following:

Sales Tax Rates – as of 1/1/2017	
State Sales Tax Rate	5.00%
State Municipal Tax Rate	1.00%
State Regional Transportation Authority	0.25%
Local Home Rule	1.00%
County Home Rule	1.75%
Regional Transportation Authority	1.00%
Total	10.00%

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

The “retail sales” portion of the City’s total sales tax revenues comes from many different types of businesses as the pie chart below illustrates. Agriculture and All Others contributed at 26% 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 17%.

2018 Budget

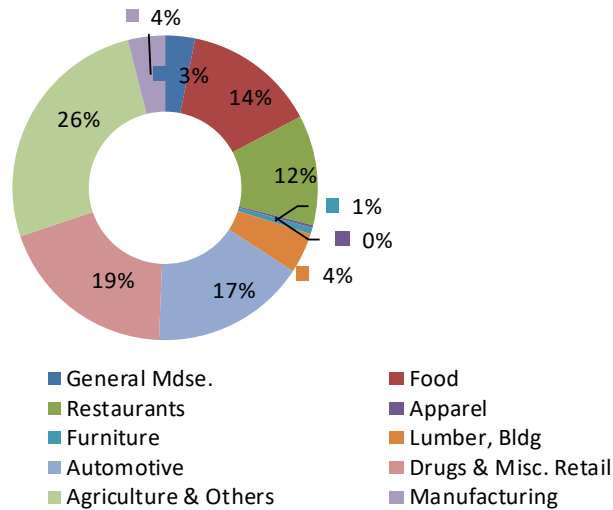
BUDGET SUMMARY

Number of Taxpayers: 1,342

2016 Calendar Year - Sales made during
January 2016 through December 2016

Tax Types	MT & HMR
General Mdse.	553,924.95
Food	2,468,275.50
Restaurants	2,043,073.26
Apparel	47,206.97
Furniture	119,803.07
Lumber, Bldg	755,152.47
Automotive	2,869,502.75
Drugs & Misc. Retail	3,358,286.96
Agriculture & Others	4,586,305.02
Manufacturing	688,004.97
	17,489,535.92

**Sales Tax Allocation for the 12 months
Ended 12/31/2016**

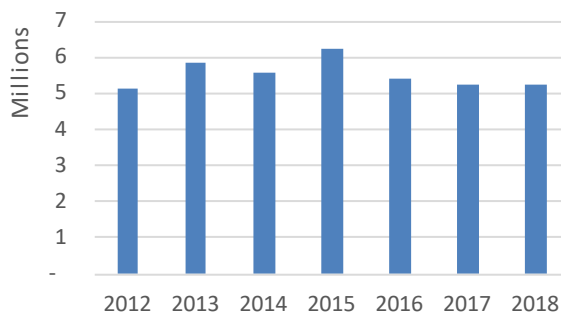


Source: <https://www.revenue.state.il.us/app/kob/index.jsp>

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 2018 was slightly increased from the 2017 Budget amount based on recent performance.

	Year	Amount	% Change
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%
Actual	2016	5,432,611	-12.5%
Projected	2017	5,250,000	-3.4%
Budget	2018	5,250,000	0.0%

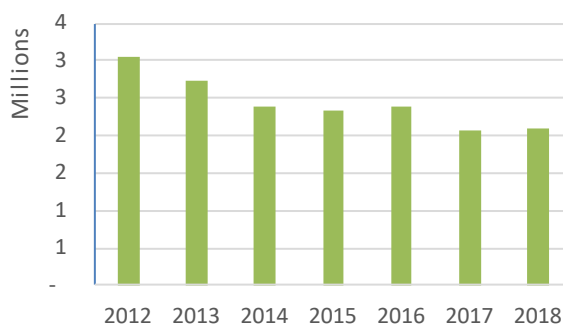


Telecommunication Tax

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 2018, the revenues are expected to stay the same as 2017 Budget.

2018 Budget BUDGET SUMMARY

	Year	Amount	% Inc (Dec)
Actual	2012	3,060,585	0%
Actual	2013	2,740,642	-10%
Actual	2014	2,387,335	-13%
Actual	2015	2,346,924	-2%
Actual	2016	2,392,037	2%
Projected	2017	2,060,000	-14%
Budget	2018	2,100,000	2%



■ 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 2018, the revenues are expected to stay the same as 2017 Budget.

Account Title	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Utility Tax: Electricity	2,662,847	2,500,000	2,500,000	2,500,000
Utility Tax: Natural Gas	406,423	450,000	450,000	450,000
Use Tax: Natural Gas	357,072	360,000	360,000	360,000
	3,426,342	3,310,000	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 2018 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 and TIF District #7. As no hotels have been completed in TIF District #6 and TIF District #7, the City has not seen revenues from this source, however, it will once the development is completed.

- **Real Estate Transfer Tax:** The City of Des Plaines real estate transfer tax is \$2.00 per \$1,000 of sales price. For FY 2018, the real estate transfer tax revenues are expected to be at \$550K. Any major changes in the economy as well as the mortgage interest rates can have a substantial impact on home sales and the real estate transfer tax received by the City.
- **Food and Beverage Tax:** This is a 1% tax on the sale of retail food and alcoholic beverages prepared for immediate consumption. This tax is remitted to the City on a monthly basis and is deposited into the General Fund. For FY 2018, the total revenue budgeted is estimated to stay the same as in the 2017 amount at \$1.15M.

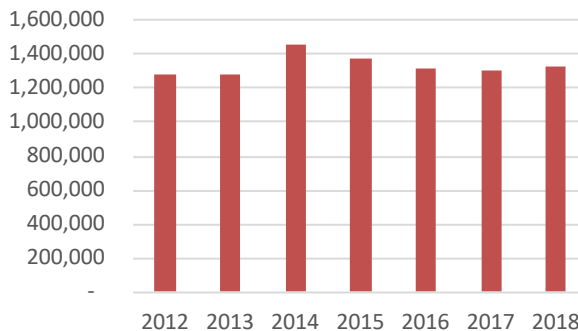
2018 Budget

BUDGET SUMMARY

- **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 2018 is \$1.125M.
- **Licensing and Permit Revenue:** Total licensing and permit revenue consists of approximately 5% of all General Fund revenue, or \$2.9 million. About 86% of total licensing and permit revenue is due to the following:
 - **Vehicle Licenses:** Vehicle Licenses for FY 2018 are budgeted at \$1.325 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

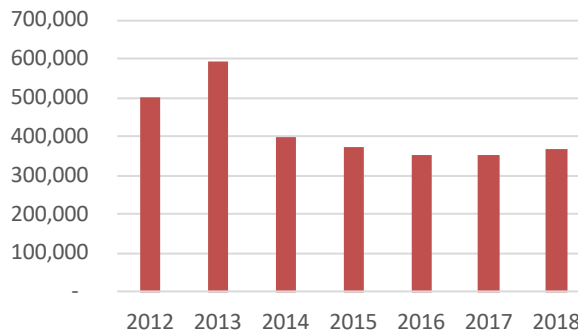
	Year	Amount
Actual	2012	1,283,772
Actual	2013	1,279,663
Actual	2014	1,461,240
Actual	2015	1,370,712
Actual	2016	1,312,385
Projected	2017	1,300,000
Budget	2018	1,325,000



- **Business Licenses:** Business Licenses are issued annually and are valid from January 1st to December 31st. Business License fees depend on the type of business. The total estimated receipts for FY 2017 are \$355K and are budgeted at \$370K for 2018.

Business

	Year	Amount
Actual	2012	503,092
Actual	2013	592,636
Actual	2014	400,176
Actual	2015	374,146
Actual	2016	351,577
Projected	2017	355,000
Budget	2018	370,000



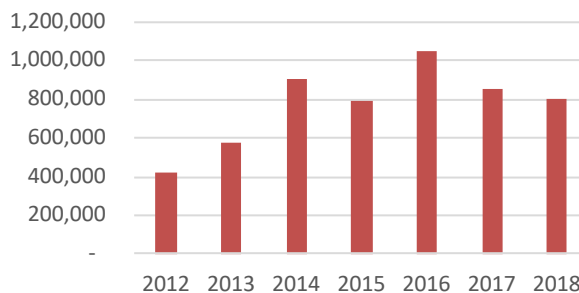
2018 Budget

BUDGET SUMMARY

- **Building Permits:** Building Permits must be purchased prior to construction. Permit fees vary depending upon the nature of the construction. The total estimated for Building permits for 2017 are expected to be \$850K and are budgeted at \$800K for 2018.

Building

	Year	Amount
Actual	2012	422,264
Actual	2013	579,242
Actual	2014	904,048
Actual	2015	788,097
Actual	2016	1,049,469
Projected	2017	850,000
Budget	2018	800,000



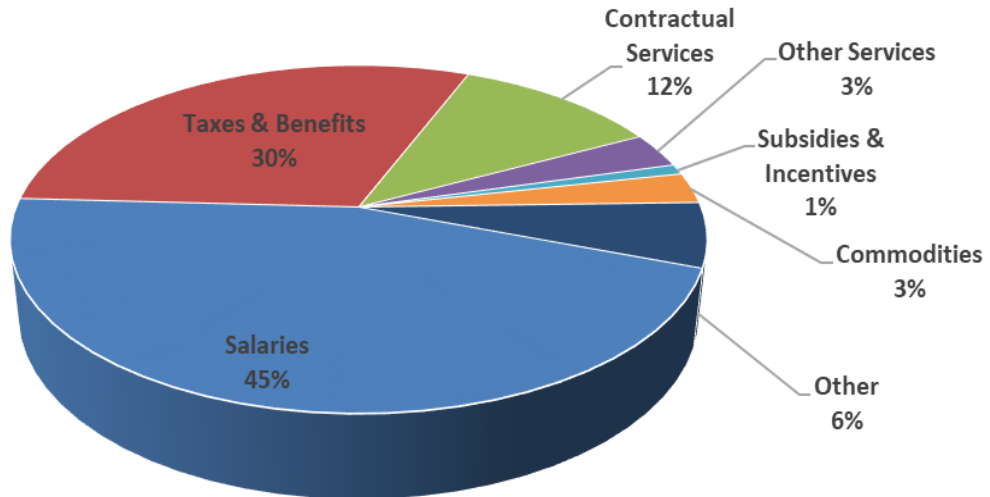
- **Pension Benefits:** The City is mandated by the State of Illinois to provide its employees with retirement pension benefits that continue to increase. As shown below, the City's expense to comply with state mandates has increased by nearly ninety percent in the last ten years.

Pension Expense	IMRF	Fire Pension	Police Pension	Total
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 Actual	1,419,630	4,303,994	5,036,092	10,759,716
2017 Projected	1,261,434	4,900,000	5,250,000	11,411,434
2018 Budget	1,456,216	5,200,000	5,550,000	12,206,216
Ten Year Growth	-23.9%	140.9%	111.5%	82.2%

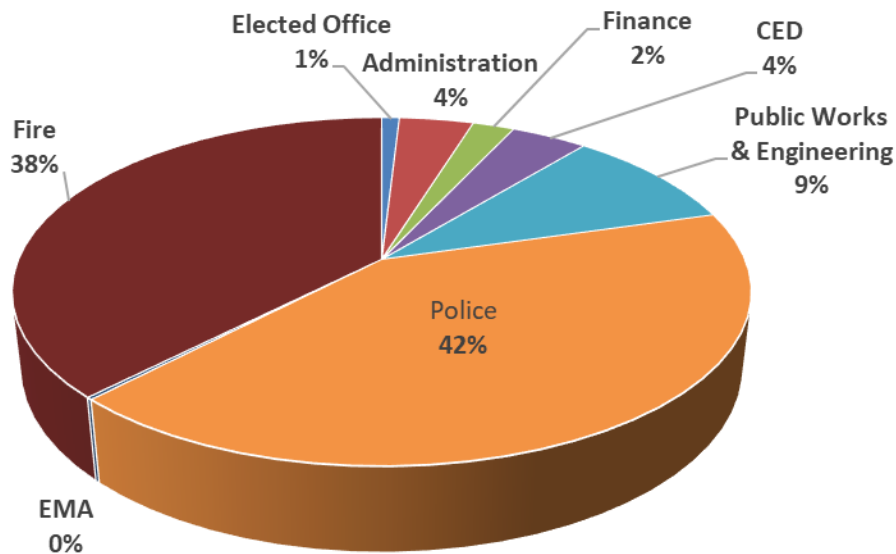
The City of Des Plaines tracks the IMRF, Police and Fire Pension Levy within the General Fund. Both the Police and Fire Pensions are levied separately; however, IMRF is included within the Corporate Levy. In regard to pension investment performance, the Police and Fire Pension Funds' investment yields for 2016 were at 7.4% and 6.93% respectively. As of December 31, 2016 the Police Pension and Fire Pension funds are funded at 45.13% and 50.71% respectively. The IMRF Pension actuarial funded ratio as of December 31, 2016 was 91.01%. The Des Plaines Library employees are included in the total IMRF pension calculation.

2018 Budget
BUDGET SUMMARY

**GENERAL FUND
EXPENDITURES BY CATEGORY**



SALARIES & BENEFITS



Expenditure Highlights

General Fund Expenditures including transfers for FY 2018 total \$69,227,999 compared to the projected FY 2017 Budget of \$65,186,597 an increase of \$4,041,402. Excluding transfers from the expenditure totals, the operational portion of the 2018 budget is \$65,320,315 compared to \$63,274,473, or an increase of \$2,045,842. The chart above indicates how the General Fund expenditures are broken out. Salaries and benefits, in the amount of \$57.6 million, continue to consume the greatest percentage of the total General Fund expenditures

2018 Budget

BUDGET SUMMARY

at 75.6%. Breaking out the salary and benefits further into a per Department cost, Police, Fire and Public Works/Engineering are the largest departments with 88.82% of the total General Fund personnel costs.

The FY 2018 Salaries and Benefits within the General Fund includes \$5.55 million in Police Pension expenses as well as \$5.2 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.

2018 Budget

FUND BALANCES vs. FINANCIAL POLICY REQUIREMENTS

The 2018 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
2018 Budget at a Glance
Fund Balance vs. Financial Policy Requirements**

Fund Name	Policy Requirement			Fund Balance 1/1/2018	Fund Balance 12/31/2018	2018 Fund Balance %	% over (under) Policy Requirements
	Required %	Required Years	Other Requirements				
General Fund	25%	Annual	Expenditures	45,816,019	38,442,111	55.53%	30.53%
Nonspendable	N/A	N/A		20,575,057	21,286,423		
Unassigned	25%	Annual	Expenditures	25,240,962	17,155,688	24.78%	-0.22%
TIF #1	N/A	N/A		6,186,741	2,505,461		
TIF #3	N/A	N/A		(2,983,654)	(3,848,255)		
TIF #5	N/A	N/A		162,653	115,895		
TIF #6	N/A	N/A		(11,557,708)	(12,780,617)		
TIF #7	N/A	N/A		(2,115,729)	(2,171,487)		
Motor Fuel Tax	20%	5 yr. Average	Expenditures	99,632	336,632	19.64%	-0.36%
CDBG	0%	N/A	Pursuant to Federal Regulations	-	-		
Grant Projects	N/A	N/A		(1,580,663)	9,924		
Gaming Tax	N/A	N/A		21,395,789	19,695,789		
Emergency Telephone	N/A	N/A		-	-		
Debt Service	25%	Annual	Non-Property Tax Supported Expenditures	-	-		
Capital Projects	20%	5 yr. Average	Expenditures	5,644,351	2,960,369	21.48%	1.48%
Equipment Replacement	20%	5 yr. Total	Future Projected Expenditures	3,739,386	4,009,286	37.30%	17.30%
IT Replacement	20%	5 yr. Average	Expenditures	371,469	247,175	53.63%	33.63%
Facilities Replacement	20%	5 yr. Average	Expenditures	-	500,000	N/A	N/A
Water/Sewer	20%	Annual	Expenses	(3,243,959)	(1,812,057)	-9.45%	-29.45%
City-Owned Parking	20%	5 yr. Average	Expenses	892,163	979,373	595.20%	575.20%
Metra Parking	20%	5 yr. Average	Expenses	129,565	107,639	147.70%	127.70%
Risk Management	20%	Annual	Expenditures	1,031,949	624,307	17.91%	-2.09%
Health Benefits Fund	20%	Annual	Expenditures	4,554,421	4,523,221	50.69%	30.69%

Indicates that this fund meets fund balance policy requirement

Indicates that this fund does not meet fund balance policy requirement



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Financial Policies

Chapter I - Operating Budget

1.1. Purpose

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

1.2. Financial & Strategic Plans

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

1.3. Budget Document

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

I. The Budget as a Policy Document

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

II. The Budget as a Financial Plan

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

Financial Policies

Chapter I - Operating Budget

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

III. The Budget as an Operations Guide

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

IV. The Budget as a Communications Device

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

Financial Policies

Chapter I - Operating Budget

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

1.4. Basis of Budgeting

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

Government Funds

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

Capital Projects (CIP) Fund

Enterprise Funds

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

Financial Policies

Chapter I - Operating Budget

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

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

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

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

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

1.7. Control Systems

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

1.8. Balanced Budget

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

1. Existing Revenue
2. Increases to Existing Revenue
3. New Revenue

Financial Policies

Chapter I - Operating Budget

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

1.9. Performance Measurement

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

1.10. Distinguished Budget Presentation Award

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

Financial Policies

Chapter II – Revenues & Expenditures

2.1. Purpose

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

2.2. Diversification & Stabilization of Revenue

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

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

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

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

2.3. Estimates of Revenue

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

2.4. User Fee Revenue

The City implements user fees to cover the cost of services provided for a unique or narrow segment of City services. User fees are typically set at levels to cover 100% of the cost of

Financial Policies

Chapter II – Revenues & Expenditures

providing the service, however, the City Council may choose to set a user fee at less than 100% of the service cost and subsidize that service with other revenue, as it deems necessary.

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

2.5. Tax Revenue

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

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

2.6. Operational Expenditures

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

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

2.7. Capital Asset Expenditures

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

2.8. Pension Expenditures

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

Financial Policies

Chapter III - Capital Improvements

3.1. Purpose

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

3.2. Capital Project Defined

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

3.3. Selecting Projects for the CIP

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

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

3.4. Responsibility for Creating the CIP

The CIP is a "snap-shot" representing a five-year period of the Capital Improvement Program. The Director of Engineering, in conjunction with the City Manager and Director of Finance, shall conduct a review of the CIP on an annual basis during the City's annual budget preparation. Each year, this document shall be updated to represent the next five-year window. Completed projects, and projects scheduled to be completed before the end of the fiscal year, will drop from the

Financial Policies

Chapter III - Capital Improvements

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

3.5. Operating Budget Impact Statements in the CIP

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

3.6. Moving Projects from the CIP to the Capital Budget

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

3.7. Minimum and Maximum Capital Spending

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

3.8. Definition of Capital Budgeting Fiscal Year

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

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

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

3.10. Types of Financial Instruments

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

The financing of capital expenditures is categorized as follows:

1. Minor projects – funded from current revenues.

Financial Policies

Chapter III - Capital Improvements

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

3.11. Remaining Balances

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

3.12. Evaluation of Capital Projects

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

Financial Policies

Chapter IV - Fund Balances

4.1. Purpose

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

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

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

4.2. Fund Balance Defined

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

4.3. General Fund

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

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

4.4. Capital Improvement Program (CIP) Fund

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

Financial Policies

Chapter IV - Fund Balances

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

4.5. Motor Fuel Tax (MFT) Fund

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

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

4.6. Equipment Replacement Fund

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

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

4.7. Information Technology Replacement Fund

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

These fund balances may drop below the 20% level due to unplanned revenue shortfalls or expenditure increases; or by a planned decision of the City Council to cover extraordinary expenditures or significant revenue shortfalls. Whether planned or unplanned, reductions in these

Financial Policies

Chapter IV - Fund Balances

fund balances below the minimum 20% level shall be resolved within the shortest feasible period of time through expenditure reductions and/or revenue increases.

4.8. Debt Service Funds

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

4.9. Pension Funds

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

4.10. Health Benefits and Risk Management Funds

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

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

4.11. Emergency Communications Fund

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

Financial Policies

Chapter IV - Fund Balances

4.12. Water - Sewer Fund

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

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

4.13. Parking Lot Funds

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

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

Fund Balance Policy (GASB 54) – Appendix D

Fund Balance Policy (GASB 54)

D.1. Purpose

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

D.2. Background

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

D.3. GASB Statement No. 54 Requirements

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

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

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

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

Within each fund, a determination of revenues and expenditures that pertain to a specific purpose will occur on an annual basis. The legislation (restricted), governing body (committed), or committee/official (assigned) should then be identified so the proper fund balance classification can be reported. Such a determination will ensure that funds are being used for proper purposes.

Fund Balance Policy (GASB 54) – Appendix D

Fund Balance Policy (GASB 54)

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

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

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

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

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

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

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

3. Application of Funds:

a. In instances where expenditures are incurred that will require the funding sources to be comprised of two or more types of fund balance categories, the order of exhaustion of the funds will be as follows:

i. Restricted

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

- ii. Committed
- iii. Assigned
- iv. Unassigned

- b. Notice that the nonspendable category is not mentioned above as those balances are strictly representative of asset balances that are to serve a future interest for the City as a result of a prior cash disbursement.

4. Delegation to Assign Fund Balance:

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

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

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

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

2018 Budget
GENERAL FUND

OVERVIEW

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	43,640,613	42,082,405	44,147,452	44,703,953	49,834,481	45,816,022
Revenues	64,854,672	64,434,881	65,687,205	61,276,650	60,948,380	61,644,333
Expenditures	(57,553,839)	(58,685,806)	(57,858,646)	(63,274,473)	(61,019,405)	(65,143,315)
Special Item	-	-	-	-	-	-
Transfers In	342,257	203,335	216,658	219,758	219,758	209,758
Transfers Out	(9,201,298)	(3,887,363)	(2,358,188)	(4,314,857)	(4,167,192)	(3,907,684)
Ending Balance	42,082,405	44,147,452	49,834,481	38,611,031	45,816,022	38,619,114
Unassigned Fund Balance	19,047,354	21,989,485	21,833,793	16,915,600	25,240,962	17,155,688

Note: All 2017 projected figures are derived using the 2016 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

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Property Taxes					
4000	Property Taxes - Current Year Collection	13,807,062	12,830,100	12,550,000	12,333,150
4005	Property Taxes - Last Year's Collection	125,189	-	-	-
4010	Property Taxes - Prior Years Collection	(265,368)	-	-	-
4020	Property Taxes Police Pension	5,036,092	5,250,000	5,250,000	5,550,000
4025	Property Taxes Fire Pension	4,433,051	4,900,000	4,900,000	5,200,000
		23,136,027	22,980,100	22,700,000	23,083,150
Other Taxes					
4100	Utility Taxes - Electricity	2,662,847	2,500,000	2,500,000	2,500,000
4105	Utility Taxes - Natural Gas	406,423	450,000	450,000	450,000
4110	Gas Use Tax	357,072	360,000	360,000	360,000
4115	Telecommunications Tax	2,392,037	2,100,000	2,060,000	2,100,000
4125	Franchise Fees Tax	816,430	750,000	745,000	750,000
4127	PEG Fees Tax	35,757	50,000	35,000	38,000
4140	Food & Beverage Tax	1,268,923	1,150,000	1,150,000	1,150,000
4150	Hotel Tax	2,069,830	2,100,000	1,800,000	2,100,000
4160	Real Estate Transfer Tax	842,326	450,000	550,000	550,000
4170	Home Rule Sales Tax	1,526,073	1,450,000	1,280,000	1,400,000
4190	Auto Rental Tax	84,630	80,000	77,500	80,000
4195	Parking Tax Revenue	1,795	1,500	2,200	1,700
		12,464,144	11,441,500	11,009,700	11,479,700
Intergovernmental					
4200	Municipal Sales Tax	11,387,882	10,000,000	10,000,000	10,000,000
4205	Illinois Income Tax	5,681,387	5,250,000	5,250,000	5,250,000
4210	Personal Property Replacement Tax	1,285,820	1,150,000	1,125,000	1,125,000
4215	Local Use Tax	1,392,829	1,100,000	1,100,000	1,100,000
4220	Road & Bridge Tax	225,498	200,000	205,000	200,000
4240	State Highway Maintenance	185,278	-	125,000	125,000
4290	Local - Intergovernmental	376	400	350	400
4296	Fire Training	-	-	7,000	-
		20,159,070	17,700,400	17,812,350	17,800,400
Licenses					
4300	Vehicle Licenses	1,312,385	1,300,000	1,300,000	1,325,000
4310	Pet Licenses	7,991	8,000	8,000	8,000
4320	Business Licenses	351,577	375,000	355,000	370,000
4330	Liquor Licenses	235,284	220,000	230,000	225,000
4340	Rental Property Licenses	109,467	60,000	65,000	65,000
4350	Contractor Licenses	41,525	40,000	41,000	40,000
4360	Electrical Contractor Licenses	731	1,000	550	750
4370	Taxi Cab Licenses	30,150	50,000	42,500	42,500
4380	Retail Gun Licenses	500	500	550	500
		2,089,611	2,054,500	2,042,600	2,076,750
Permits					
4400	Building Permits	1,049,469	750,000	850,000	800,000
4410	Certificate of Occupancy Permits	225	150	150	150
4450	Sewer Permits	(600)	-	-	-
4470	Occasional Sales Permits	3,265	3,500	3,200	3,250
4480	Special Load Permits	5,565	6,000	5,565	5,500
		1,057,924	759,650	858,915	808,900
Fines and fees					
4500	Court Costs, Fees & Charges	384,748	360,000	362,000	360,000
4510	Compliance Ticket Fines	128,262	125,000	130,000	125,000

100 - General Fund

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Fines and fees					
4520	Compliance - Red Light	695,409	525,000	550,000	550,000
4530	Vehicle Boot	23,800	10,000	12,000	12,000
4560	Forfeitures	9,141	15,000	11,000	11,000
4570	Non-bonafide Alarms	112,359	60,000	59,000	59,000
4580	Collections	1,780	2,000	1,750	1,800
4599	Miscellaneous Fees	11,367	15,000	11,500	12,000
		1,366,867	1,112,000	1,137,250	1,130,800
Charges for Services					
4610	Refuse Collection	3,094,047	3,150,000	3,100,000	3,150,000
4615	Sanitation Fund Overhead Charges	(1)	-	-	-
4623	Late Fees	49,626	50,000	50,000	50,000
4630	Resident Ambulance Fees	1,135,615	1,050,000	1,055,000	1,050,000
4631	Nonresident Ambulance Fees	433,817	420,000	410,000	410,000
4635	Zoning & Subdivision Fees	25,867	20,000	24,000	24,000
4640	Elevator Fees	38,025	30,000	34,500	34,500
4645	Public Health Testing Fees	446	500	-	-
4650	DPPD Secondary Employment Fees	93,965	115,000	77,500	85,000
4651	School Resource Officer Fees	142,510	70,000	95,000	95,000
4655	Animal Redemption Fees	50	1,000	250	250
4690	Other Charges for Services	14,727	4,000	11,000	11,000
		5,028,694	4,910,500	4,857,250	4,909,750
Interest Income					
4700	Interest Income	121,446	100,000	123,000	100,000
		121,446	100,000	123,000	100,000
Miscellaneous Revenues					
4750	Rental Income	168,189	168,000	182,315	174,883
4825	Property Damage Claims	4,674	-	-	-
4830	Sale of Fixed Assets	-	-	140,000	-
4849	Miscellaneous Revenues	90,561	50,000	85,000	80,000
		263,423	218,000	407,315	254,883
Other Financing Sources					
4901	Transfer from TIF #1 Downtown Fund	126,000	126,000	126,000	112,000
4903	Transfer from TIF #3 Wille Road Fund	6,000	6,000	6,000	6,000
4906	Transfer from TIF #6 Mannheim/Higgins Fund	2,900	3,000	3,000	3,000
4907	Transfer from TIF #7 Mannheim/Higgins South Fund	41,000	44,000	44,000	48,000
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
		216,658	219,758	219,758	209,758
Fund Total: General Fund		65,903,863	61,496,408	61,168,138	61,854,091

2018 Budget
GENERAL FUND DEPARTMENTAL EXPENDITURES -
HISTORICAL SUMMARY

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget	% Change
Elected Office Dept	582,366	592,374	679,532	644,875	691,200	1.7%
Legislative Dept	378,515	345,864	419,980	380,452	405,115	
City Clerk Dept	203,850	246,510	259,552	264,423	286,085	
City Manager Dept	3,092,265	3,233,611	3,788,360	3,643,154	3,844,956	1.5%
City Manager	358,117	372,828	428,950	392,428	441,983	
Legal	582,630	626,176	728,083	822,137	733,781	
Information Technology	923,426	943,696	1,091,975	1,041,302	1,134,455	
Media Services	396,722	447,372	590,035	534,377	578,729	
Human Resources	394,379	438,858	451,440	425,864	458,773	
Health & Human Services	436,991	404,681	497,877	427,046	497,235	
Finance Dept	1,285,192	1,159,905	1,297,790	1,237,874	1,313,041	1.2%
Community Development Dept	2,275,969	2,206,197	2,497,663	2,446,660	2,757,482	10.4%
Building & Code Enforcement	1,568,375	1,568,812	1,710,533	1,710,417	1,774,887	
Planning & Zoning	483,250	398,210	483,744	434,778	470,550	
Economic Development	224,344	239,175	303,386	301,465	512,045	
Public Works Dept	11,705,150	10,444,211	12,583,861	11,956,962	12,809,990	1.8%
Public Works Administration	3,375,396	3,419,355	3,560,411	3,504,012	3,648,040	
Engineering	807,105	819,312	814,940	824,043	847,539	
GIS	279,727	244,701	263,650	263,300	263,650	
Street Maintenance	3,580,798	2,959,587	3,642,496	3,457,599	3,556,560	
Facilities / Grounds Maintenance	2,200,170	1,615,532	2,598,154	2,469,517	2,878,212	
Vehicle Maintenance	1,461,953	1,385,725	1,704,210	1,438,491	1,615,989	
Police Dept	20,758,596	21,283,816	23,135,495	22,514,200	24,165,278	4.5%
Police Administration	573,167	447,667	560,388	531,169	595,744	
Uniformed Patrol	13,236,072	13,724,883	14,629,722	14,453,766	15,520,239	
Criminal Investigation	3,536,327	3,600,773	4,104,287	3,825,410	4,270,121	
Support Services	3,413,030	3,510,493	3,841,098	3,703,855	3,779,174	
Emergency Management Agency	102,980	125,063	160,306	148,973	203,765	27.1%
Fire Dept	19,935,748	19,865,527	20,487,653	19,788,429	21,029,433	2.6%
Fire Administration	1,204,482	1,284,374	1,329,632	1,299,791	1,354,044	
Emergency Services	18,229,056	18,017,258	18,531,838	17,891,940	18,999,780	
Fire Prevention	502,211	563,896	626,183	596,698	675,609	
Police & Fire Commission	46,155	94,946	51,500	40,950	73,640	43.0%
Overhead Expenditures	2,788,745	1,211,183	2,907,170	2,764,520	2,339,214	-19.5%
Total Expenditures	62,573,166	60,216,834	67,589,330	65,186,597	69,227,999	2.4%
Less Transfers	3,887,363	2,358,188	4,314,857	4,167,195	3,907,684	
Total Operating Expenditures	58,685,803	57,858,646	63,274,473	61,019,402	65,320,315	3.2%

2018 Budget
ELECTED OFFICE

Mission Statement

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

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Salaries	193,390	218,273	248,245	256,513	250,228	260,073
Benefits	162,344	172,675	180,299	187,152	185,272	221,982
Contractual Services	202,626	187,335	161,288	222,349	201,728	194,245
Commodities	4,241	4,083	2,542	13,518	6,577	13,900
Capital Outlay	7,874	-	-	-	1,070	1,000
Total	570,475	582,366	592,374	679,532	644,875	691,200

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

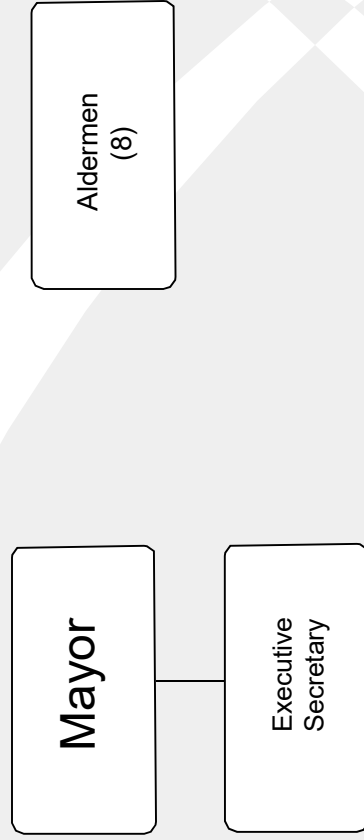
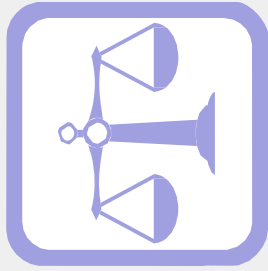
Service	Metric	Actual 2015	Actual 2016	Projected 2017
City Council Meetings	Meetings Held	27	28	28
	Attendance Percentage at Council Meetings	97%	97%	98%
City Ordinances	Ordinances Proposed	79	94	80
	Ordinances Adopted	79	93	80
	Percentage of Ordinances & Amendments Adopted	100%	99%	100%

2018 Budget ELECTED OFFICE

2018 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



2018 Budget
ELECTED OFFICE -
LEGISLATIVE

PERSONNEL EXHIBIT

Department: Elected Office		Div: Legislative		Div. No: 10 - 110
Title	Authorized Positions			
	2016 Authorized	2017 Budget	2018 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 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	105,931	109,471	108,135	110,483
		105,931	109,471	108,135	110,483
Taxes and Benefits					
5200	FICA Contribution	8,457	9,666	9,037	9,744
5205	IMRF Contribution	8,951	9,104	8,888	9,226
5220	PPO Insurance Contribution	88,705	91,117	90,505	105,906
5230	Dental Insurance Contribution	4,179	4,216	4,182	4,741
5232	Vision Insurance Contribution	-	-	-	670
5235	Life Insurance Contribution	76	76	76	332
5240	Workers Compensation	275	256	252	215
5245	Unemployment Compensation	72	40	37	-
5260	RHS Plan Payout	3,178	4,500	3,300	3,438
		113,893	118,975	116,277	134,272
Other Employee Costs					
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	38,724	37,850	37,500	41,850 *
5320	Conferences	955	1,250	1,150	1,250 *
5335	Travel Expenses	-	1,000	500	1,000 *
		56,479	56,900	55,950	60,900
Insurance					
5515	Life Insurance Premiums	251	544	250	-
5535	Property & Liability Insurance	2,343	2,290	2,290	4,660
		2,594	2,834	2,540	4,660
Contractual Services					
6000	Professional Services	55,000	110,000	85,000	75,000 *
6015	Communication Services	8,223	9,500	7,500	7,500 *
		63,223	119,500	92,500	82,500
Other Services					
6100	Publication of Notices	-	100	-	100
6110	Printing Services	2,620	2,500	1,200	2,500 *
		2,620	2,600	1,200	2,600
Repairs and Maintenance					
6305	R&M Equipment	-	100	50	100
6310	R&M Vehicles	-	100	50	100
		-	200	100	200
Commodities					
7000	Office Supplies	468	3,000	1,500	3,000
7120	Gasoline	-	250	-	250
7200	Other Supplies	24	150	500	150
7310	Publications	53	1,000	500	1,000 *
7320	Equipment < \$5,000	-	500	200	500
		545	4,900	2,700	4,900
Other Expenses					
7500	Postage & Parcel	17	100	50	100
7550	Miscellaneous Expenses	561	4,500	1,000	4,500 *
		578	4,600	1,050	4,600
Division Total: Legislative		345,864	419,980	380,452	405,115

100-10-110 - Legislative 2018 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	Capital Fax	1,000
	Chamber of Commerce	350
	Chicago Metropolitan Agency for Planning	2,200
	Des Plaines Art Council	1,000
	Illinois Municipal League	3,500
	Metro Mayors Caucus	2,700
	Northwest Municipal Conference	25,600
	West Central Municipal Conference	5,500
Account: 5320 - Conferences	Additional Elected Office Conferences	1,000
	IML Conference	250
Account: 5335 - Travel Expenses	Mileage, Tolls, Parking	850
	Tollway I-Pass	150
Account: 6000 - Professional Services	Lobbyist	75,000
Account: 6015 - Communication Services	Cell Phones for Mayor and Alderman	7,500
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

2018 Budget
ELECTED OFFICE

City Clerk

Division Overview

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

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

In addition, the office is responsible for: retaining all 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, 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; computerizing records; processing and responding to Freedom of Information Act requests; and handling citizen inquiries and complaints.

Performance Measures

Service	Metric	Actual 2014	Actual 2015	Actual 2016	Projected 2017	Projected 2018
FOIA Requests	Requests Received	1,407	1,761	2,282	3,000	3,300
Notice of Legal Publication	Published Notices	48	40	30	30	31
BID / RFP Openings	Publicly held Openings	39	32	27	26	27
City Code Updates/Supplements	Supplements to the City Code	5	2	4	3	4
Welcome Packets	Distribution of Packets to New Residents	93	144	162	1,149	1,800

2018 Budget

ELECTED OFFICE

2017 Major Accomplishments

1. A consolidated Election was held in April 2017. The offices of Mayor, City Clerk and Alderman of Wards 1, 3, 5, and 7 were on the ballot. The Clerk's Office worked with the Cook County Clerk's Office on the election by receiving petitions, certifying the ballot, registering voters, answering resident inquiries and serving on the Electoral Board for petition challenges.
2. In 2016, the City Clerk's Office processed 2,282 Freedom of Information Act (FOIA) Requests including requests for Police reports. The Office is on track to process over 3,000 requests in 2017.
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.
4. As part of the City Clerk's Office's records retention efforts, Laserfiche documents were reviewed, renamed and rescanned to provide effective and readable records.

2018 Goals and Objectives

1. With a General Primary Election on November 6, 2018, the Clerk's office will be faced with an influx in the number of voter registrations, ballot certifications, possible referendum petitions and election results. Staff will need to carry out these functions in an effective manner while maintaining day to day operation. Work with the Cook County Clerk's Office and State Board of Elections to prepare for the General Primary Election.
2. Minutes, ordinances, resolutions and other documents continue to be scanned and imported for retrieval of information as required by the Local Records Act. The Clerk's Office will be 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.
3. Office staff will attend educational and professional development programs to gain experience and knowledge to increase employee competency and effectiveness and contribute to their current work performance. Several programs are offered through the International Institute of Municipal Clerks, Municipal Clerks of Illinois, and the Illinois Municipal League.
4. Reinstate preparation and distribution of Welcome Packets to all new residents to ensure City services and community information is provided in a timely and efficient manner.

City Clerk



City Clerk

Deputy City Clerk

Senior Clerk

2018 Budget
ELECTED OFFICE -
CITY CLERK

PERSONNEL EXHIBIT

Department: Elected Office		Div: City Clerk		Div. No: 10 - 120	
Title	Authorized Positions			2018 Budget	
	2016 Authorized	2017 Budget	2018 Budget		
City Clerk *					
Executive Secretary	1.00	1.00		2.00	
Senior Clerk	1.00	1.00		0.00	
Total Full Time Equivalent (FTE) Employees:	2.00	2.00		2.00	

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

* The position recalssification occurred in 2017

100-10-120 - City Clerk

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	142,272	147,042	142,093	149,590
5020	Overtime - Non Supervisory	42	-	-	-
		142,314	147,042	142,093	149,590
Taxes and Benefits					
5200	FICA Contribution	10,548	11,249	10,661	11,444
5205	IMRF Contribution	16,862	16,925	16,297	17,231
5220	PPO Insurance Contribution	28,821	29,569	31,922	47,352
5225	HMO Insurance Contribution	6,504	6,729	6,470	6,864
5230	Dental Insurance Contribution	2,980	3,075	3,035	3,945
5232	Vision Insurance Contribution	134	134	129	436
5235	Life Insurance Contribution	151	152	153	184
5240	Workers Compensation	342	294	282	254
5245	Unemployment Compensation	64	50	46	-
		66,406	68,177	68,995	87,710
Other Employee Costs					
5310	Membership Dues	1,325	350	1,360	1,560 *
5320	Conferences	461	3,000	2,268	3,000 *
5325	Training	75	500	500	1,535 *
5335	Travel Expenses	-	-	100	250 *
		1,861	3,850	4,228	6,345
Insurance					
5515	Life Insurance Premiums	32	64	35	-
5535	Property & Liability Insurance	627	700	700	1,410
		659	764	735	1,410
Contractual Services					
6000	Professional Services	5,375	15,000	8,000	11,000 *
6005	Legal Fees	15,837	-	20,925	-
6015	Communication Services	740	725	700	700 *
		21,951	15,725	29,625	11,700
Other Services					
6100	Publication of Notices	4,174	8,800	4,500	6,000 *
6105	Records Preservation	2,294	5,000	5,000	5,000 *
6110	Printing Services	621	500	370	7,710 *
6115	Licensing/Titles	70	-	-	-
6195	Miscellaneous Contractual Services	-	936	-	-
		7,160	15,236	9,870	18,710
Repairs and Maintenance					
6300	R&M Software	4,740	4,740	4,980	5,220 *
		4,740	4,740	4,980	5,220
Commodities					
7000	Office Supplies	828	2,000	1,500	2,000 *
7200	Other Supplies	254	368	577	750 *
7300	Uniforms	-	400	400	400 *
7310	Publications	195	500	-	500 *
7320	Equipment < \$5,000	26	500	200	500 *
		1,304	3,768	2,677	4,150
Other Expenses					
7500	Postage & Parcel	41	150	50	150 *
7550	Miscellaneous Expenses	75	100	100	100 *
		116	250	150	250

100-10-120 - City Clerk

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Capital Outlay					
8010	Furniture & Fixtures	-	-	1,070	1,000
		-	-	1,070	1,000
Division Total: City Clerk		246,510	259,552	264,423	286,085

100-10-120 - City Clerk

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	International Institute of Municipal Clerks	400
	Municipal Clerks North & Northwest	40
	Municipal Clerks of Illinois	160
	Rotary Club of Des Plaines	960
Account: 5320 - Conferences	Conferences (2 Attendees)	3,000
Account: 5325 - Training	IIMC and MCI webinars	1,000
	Municipal Clerk's Association North & Northwest	535
Account: 5335 - Travel Expenses	MCI and Seminar Training	250
Account: 6000 - Professional Services	Codification of the City Code	10,500
	Hosting Fee	500
Account: 6015 - Communication Services	Cell Phone Service	700
Account: 6100 - Publication of Notices	Publication of Notices	6,000
Account: 6105 - Records Preservation	Waterproof storage/scanning	5,000
Account: 6110 - Printing Services	New Resident Welcome Packets	6,710
	Various Printing Items	1,000
Account: 6300 - R&M Software	FOIA Software Maintenance	5,220
Account: 7000 - Office Supplies	Card Stock for Welcome Packets	500
	Copy paper, binders, folders, pens	1,500
Account: 7200 - Other Supplies	Chairmats	262
	Water Supply	488
Account: 7300 - Uniforms	Office uniforms	400
Account: 7310 - Publications	State Statute, Notary	500
Account: 7320 - Equipment < \$5,000	Phone Equipment	500
Account: 7500 - Postage & Parcel	Parcel Postage	150
Account: 7550 - Miscellaneous Expenses	NWNC Dinner	100

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2018 Budget
CITY MANAGER

Mission Statement

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

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Salaries	1,230,804	1,303,124	1,370,927	1,541,667	1,406,317	1,533,451
Benefits	454,212	448,480	442,026	464,434	472,277	494,000
Contractual Services	1,120,428	1,215,664	1,316,660	1,630,326	1,659,144	1,703,330
Commodities	81,937	92,307	96,972	108,933	82,416	90,175
Capital Outlay	19,146	32,691	7,027	43,000	23,000	24,000
Total	2,906,526	3,092,265	3,233,611	3,788,360	3,643,154	3,844,956

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.

2018 Budget
CITY MANAGER

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
City Manager	Number of Citizen Action Requests	267	250	670
	Number of Periodic Updates	51	51	52
	Pages of Periodic Updates	3432	2064	1900

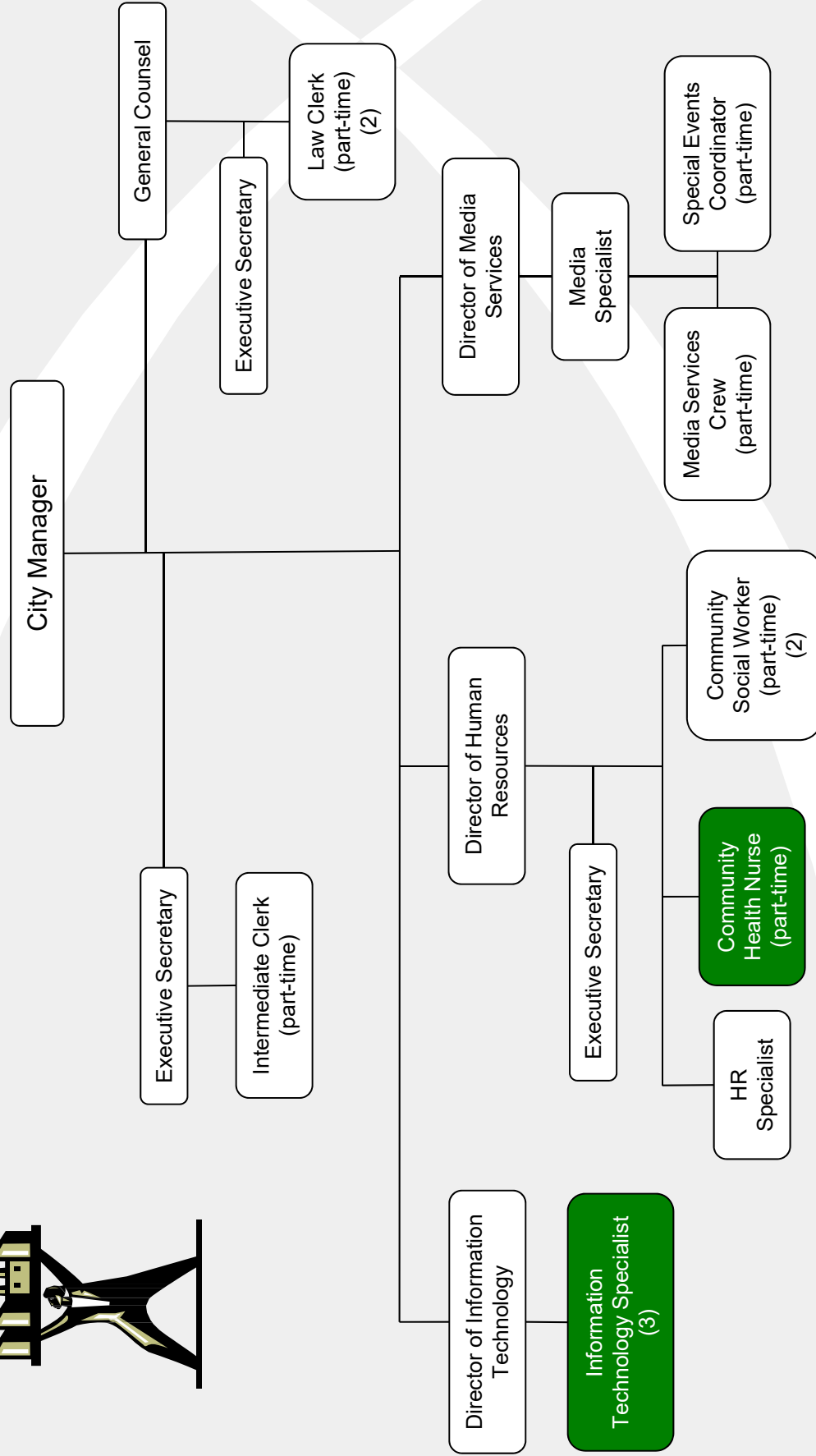
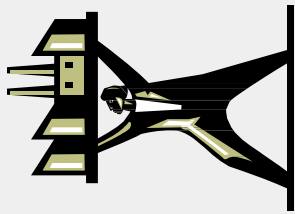
2017 Major Accomplishments

1. Completed a re-development agreement for the sale of City owned property in TIF #7.
2. Negotiated a Memorandum of Understanding between the City and Rivers Casino to purchase and renovate the Des Plaines Theatre.
3. Negotiated and settled 3 collective bargaining agreements, resulting in significant healthcare savings.
4. Successfully recruited Vetter Pharma to the City resulting in \$350 Million in investment and 500 new jobs.

2018 Goals and Objectives

1. Complete a new strategic planning document with the new City Council.
2. Develop a strategy regarding the public safety facilities.
3. Move forward with the re development of the Des Plaines Theatre.

City Manager's Office



2018 Budget
CITY MANAGER

PERSONNEL EXHIBIT

Department: City Manager		Div: City Manager		Div. No: 20 - 210	
Title	Authorized Positions			2018 Budget	
	2016 Authorized	2017 Budget	2018 Budget		
City Manager	1.00	1.00	1.00		
Executive Secretary	1.00	1.00	1.00		
Part-Time	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>		
Total Full Time Equivalent (FTE) Employees:	2.50	2.50	2.50		

100-20-210 - City Manager

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	249,599	267,553	250,963	269,080
5010	Temporary Wages	14,626	25,250	9,712	25,250
		264,224	292,803	260,675	294,330
Taxes and Benefits					
5200	FICA Contribution	16,316	17,740	17,971	17,832
5205	IMRF Contribution	30,845	32,107	30,116	32,290
5220	PPO Insurance Contribution	23,744	24,332	23,396	26,036
5225	HMO Insurance Contribution	13,266	13,723	13,195	13,997
5230	Dental Insurance Contribution	1,749	1,899	1,827	1,995
5232	Vision Insurance Contribution	226	225	216	225
5235	Life Insurance Contribution	184	184	178	184
5240	Workers Compensation	649	587	522	458
5245	Unemployment Compensation	154	90	80	-
5260	RHS Plan Payout	8,220	2,400	8,467	8,891
		95,353	93,287	95,968	101,908
Other Employee Costs					
5310	Membership Dues	1,793	4,400	3,850	4,400 *
5320	Conferences	2,278	1,500	1,500	1,500 *
5325	Training	-	1,000	1,000	1,000 *
5335	Travel Expenses	51	250	150	250 *
		4,122	7,150	6,500	7,150
Insurance					
5535	Property & Liability Insurance	1,622	1,660	1,660	3,520
		1,622	1,660	1,660	3,520
Contractual Services					
6000	Professional Services	5,000	27,500	23,500	27,500 *
6015	Communication Services	623	750	775	775 *
		5,623	28,250	24,275	28,275
Other Services					
6110	Printing Services	-	150	-	150 *
6195	Miscellaneous Contractual Services	-	1,000	550	1,000
		-	1,150	550	1,150
Commodities					
7000	Office Supplies	832	1,500	1,250	1,500 *
7200	Other Supplies	590	500	500	500
7300	Uniforms	-	500	350	500
7310	Publications	155	1,250	250	1,250 *
7320	Equipment < \$5,000	-	-	200	-
		1,578	3,750	2,550	3,750
Other Expenses					
7500	Postage & Parcel	156	150	-	150 *
7550	Miscellaneous Expenses	-	750	250	750 *
		156	900	250	900
Capital Outlay					
8010	Furniture & Fixtures	150	-	-	1,000
		150	-	-	1,000
Division Total: City Manager		372,828	428,950	392,428	441,983

100-20-210 - City Manager 2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Il 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
	Misc Subject Matter Experts	17,500
Account: 6015 - Communication Services	Cell Phone Service	775
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

2018 Budget
CITY MANAGER

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 2015	Actual 2016	Projected 2017
Legal	Number of FOIA Reviews	1,706	2,286	2,800
	Number of Ordinances Prepared	79	95	80
	Number of Resolutions Prepared	203	191	200
	Number of Contracts/Agreements Prepared or Reviewed ¹	134	129	130

2017 Major Accomplishments

1. Prepared agreements and approval ordinances for many large developments in City.
2. Represented City in disputes regarding construction contracts for both public projects and City-owned properties.
3. Continued to assist Engineering Department with FEMA buyouts.
4. Improved 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.

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

2018 Budget

CITY MANAGER

5. Provided support to City Clerk in her capacity as Local Election Authority during Spring 2017 municipal elections.
6. Provided 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 at Holland & Knight's 14th Biennial Seminar for Illinois Local Government Officials in April.
7. Worked 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.
8. Worked with City's purchasing manager to streamline bid/RFP preparation, bid/proposal solicitation, review of responses, and award of contracts.
9. Integrated the General Counsel into all aspects of City operations minimizing the risk of City liability and to enhance the effectiveness of the full spectrum of legal services provided by the General Counsel.

2018 Goals and Objectives

1. Continue working with Community and Economic Development Department to successfully market, sell, and redevelop Lee and Prospect parcel with single family residential homes.
2. Assist in revitalization and redevelopment efforts of City owned and acquired properties within downtown, including the Des Plaines Theater.
3. Continue to assist Engineering Department with FEMA buyouts.
4. 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.
5. 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.

2018 Budget

CITY MANAGER

6. Continue to 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.
7. 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.
8. 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.

2018 Budget
CITY MANAGER -
LEGAL

PERSONNEL EXHIBIT

Department: City Manager		Div: Legal		Div. No: 20 - 220	
Title	Authorized Positions			2018 Budget	
	2016 Authorized	2017 Budget	2018 Budget		
Executive Secretary	1.00	1.00	1.00	1.00	
Part-Time Law Clerk*	0.50	0.50	1.00	1.00	
Total Full Time Equivalent (FTE) Employees:	1.50	1.50	2.00	2.00	

* No new positions, reclassification based on the number of hours worked.

100-20-220 - Legal

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	71,955	74,422	73,388	76,883
5010	Temporary Wages	14,071	30,000	28,656	30,000
		86,026	104,422	102,044	106,883
Taxes and Benefits					
5200	FICA Contribution	6,331	7,984	7,654	8,172
5205	IMRF Contribution	8,902	8,931	8,807	9,226
5220	PPO Insurance Contribution	20,446	20,965	20,013	21,316
5230	Dental Insurance Contribution	1,153	1,252	1,204	1,315
5232	Vision Insurance Contribution	134	134	129	134
5235	Life Insurance Contribution	76	76	76	76
5240	Workers Compensation	199	209	204	131
5245	Unemployment Compensation	48	20	18	-
5260	RHS Plan Payout	3,178	3,000	3,274	3,438
		40,467	42,571	41,379	43,808
Other Employee Costs					
5325	Training	-	250	250	250 *
		-	250	250	250
Insurance					
5535	Property & Liability Insurance	1,688	1,940	1,940	3,940
		1,688	1,940	1,940	3,940
Contractual Services					
6000	Professional Services	78	-	-	-
6005	Legal Fees	302,288	360,000	486,144	360,000 *
6009	Legal Fees - Admin Hearings/Prosecutions	49,497	58,500	42,130	58,500 *
6010	Legal Fees - Labor & Employment	142,596	150,000	145,000	150,000 *
		494,458	568,500	673,274	568,500
Other Services					
6120	Recording Fees	2,604	8,400	2,500	8,400 *
6195	Miscellaneous Contractual Services	-	1,000	-	1,000 *
		2,604	9,400	2,500	9,400
Commodities					
7000	Office Supplies	341	750	500	750 *
7200	Other Supplies	34	-	-	-
		375	750	500	750
Other Expenses					
7500	Postage & Parcel	558	250	250	250 *
		558	250	250	250
Division Total: Legal		626,176	728,083	822,137	733,781

100-20-220 - Legal

2018 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

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 2015	Actual 2016	Projected 2017
Infrastructure Availability	Datacenter Uptime Peak Hours	98%	98%	98%
	Datacenter Uptime Non-Peak Hours	96%	96%	96%
Application Availability	Application Uptime Peak Hours	98%	98%	98%
	Application Uptime Non-Peak Hours	95%	96%	97%
Service / Incident Requests	Service / Incidents Requests Received	2400	2428	2450
	Service / Incidents Requests Completed	2350	2376	2400

2017 Major Accomplishments

1. Successfully completed the carry over deployment of new Dell Rugged laptops and docking stations for the Fire Department vehicles; replacing outdated General Dynamic's rugged laptops that are no longer manufactured or supported.
2. Successfully deployed mobile devices (laptops, printers, and wireless hot spots) for the Community and Economic Development department's inspectors. Inspectors can enter their inspection results into the Logos CED module while in the field, and if necessary, they can print out and provide the City's residents and contractors with an inspection report, while still in the field.
3. Successfully designed, configured, and installed the necessary equipment for the newly renovated 2nd floor Police Department. Additional network switches, computer equipment, to co-exist with the current environment were needed, in addition to a standalone video surveillance system.

2018 Budget
CITY MANAGER

4. Successfully renegotiated a three year Konica Minolta contract for a new fleet of multi-function copiers for the City of Des Plaines, to replace the existing fleet of copier, and lowered annual lease costs by approximately \$5,000.
5. With the Nimble storage array installed, successfully migrated the Police 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.

2018 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 data center becomes unavailable.

2018 Budget
CITY MANAGER -
INFORMATION TECHNOLOGY

PERSONNEL EXHIBIT

Department: City Manager Div: Information Technology Div. No: 20 - 230			
Title	Authorized Positions		
	2016 Authorized	2017 Budget	2018 Budget
Director of Information Technology	1.00	1.00	1.00
Senior Network Engineer*	0.00	0.00	1.00
Information Technology Specialist	3.00	3.00	2.00
Part-Time Scanner**	<u>0.50</u>	<u>0.50</u>	<u>1.00</u>
Total Full Time Equivalent (FTE) Employees:	4.50	4.50	5.00

*The Senior Network Engineer was approved by the City Council as part of 2017 fiscal year.

** No new positions, reclassification based on the number of hours worked.

100-20-230 - Information Technology

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	370,796	379,503	372,703	408,016
5010	Temporary Wages	8,390	26,000	22,375	26,000
5020	Overtime - Non Supervisory	12,230	16,000	15,284	16,000
		391,415	421,503	410,362	450,016
Taxes and Benefits					
5200	FICA Contribution	28,839	31,308	30,635	33,335
5205	IMRF Contribution	45,601	47,459	46,558	48,963
5220	PPO Insurance Contribution	47,483	48,664	46,793	52,072
5225	HMO Insurance Contribution	13,264	13,723	13,195	13,997
5230	Dental Insurance Contribution	3,673	3,646	3,479	3,776
5232	Vision Insurance Contribution	-	-	-	359
5235	Life Insurance Contribution	335	336	337	336
5240	Workers Compensation	945	843	808	693
5245	Unemployment Compensation	248	130	120	-
5260	RHS Plan Payout	2,455	3,100	4,600	4,700
		142,844	149,209	146,525	158,231
Other Employee Costs					
5310	Membership Dues	114	115	114	115 *
5320	Conferences	-	-	-	-
5325	Training	3,139	15,000	13,060	7,000
5335	Travel Expenses	-	400	-	400
		3,253	15,515	13,174	7,515
Insurance					
5535	Property & Liability Insurance	3,362	3,460	3,460	7,110
		3,362	3,460	3,460	7,110
Contractual Services					
6000	Professional Services	12,739	30,000	30,000	64,700 *
6015	Communication Services	51,872	25,906	18,500	6,072 *
		64,611	55,906	48,500	70,772
Other Services					
6110	Printing Services	35,638	30,000	30,000	30,000 *
6195	Miscellaneous Contractual Services	671	848	2,000	2,232 *
		36,310	30,848	32,000	32,232
Repairs and Maintenance					
6300	R&M Software	206,031	253,642	250,000	257,747 *
6305	R&M Equipment	42,503	105,442	105,442	97,382 *
		248,534	359,084	355,442	355,129
Commodities					
7000	Office Supplies	352	1,000	1,000	1,000 *
7005	Printer Supplies	13,589	20,000	15,000	17,000 *
7035	Supplies - Equipment R&M	-	1,500	1,500	1,500 *
7200	Other Supplies	1,403	-	500	-
7310	Publications	-	-	39	-
7320	Equipment < \$5,000	31,571	13,650	13,650	13,650 *
		46,915	36,150	31,689	33,150
Other Expenses					
7500	Postage & Parcel	211	300	150	300 *
7550	Miscellaneous Expenses	30	-	-	-
		241	300	150	300
Capital Outlay					
8000	Computer Software	-	-	-	-

100-20-230 - Information Technology

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Capital Outlay					
8005	Computer Hardware	5,827	-	-	-
8010	Furniture & Fixtures	384	20,000	-	20,000 *
		6,211	20,000	-	20,000
Division Total: Information Technology		943,696	1,091,975	1,041,302	1,134,455

100-20-230 - Information Technology

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Amazon Prime Membership	115
Account: 6000 - Professional Services	Cisco Blade Server	23,000
	Firewall/ Security/ Datacenter	10,000
	Logos FIN/ HR/ CED/ PW	10,000
	Police Vehicle Printers	11,700
	Various IT Professional Services	10,000
Account: 6015 - Communication Services	Cell HotSpot IT Department	456
	Cell HotSpot Loaner City Wide Use	456
	Division Cell Phones - Verizon	4,704
	GX440 WIreless - IT Department	456
Account: 6110 - Printing Services	Page Per Copy Fee (City Wide)	30,000
Account: 6195 - Miscellaneous Contractual Services	EDC - Electronic Directory	475
	GoToMeeting	236
	SSL Certificate - archivecenter.desplaines.org	100
	SSL Certificate - desplaines.org	250
	SSL Certificate - eHr.desplaines.org	99
	SSL Certificate - emailarchiver.desplaines.org	150
	SSL Certificate - epay.desplaines.org	70
	SSL Certificate - eportal (tickets/water bills)	150
	SSL Certificate - eSuite	199
	SSL Certificate - srid1.desplaines.org	70
	SSL Certificate - TMA	199
	SSL Certificate - webfolder.desplaines.org	99
	SSL Certificate - wmail.desplaines.org	135
	Account: 6300 - R&M Software	AutoCad Subscriptioin - CED
Blue Lake Laserfiche Import Utility		175
BlueBeam Plan Review Software		1,190
Cisco Software Maintenance		14,386
Crush File Transfer Protocal (FTP)		1,000
Laserfiche Server & User Licenses		11,150
MAS 360 - Verizon Remote Application		2,700
MS Enterprise Agreement Core Cal, Server, SQL		80,000
NeoGov		6,500
Netmotion		7,500
RemedyForce - IT Service Desk		3,150
Tyler Technolgies FM/HR/BA/eSuite		118,216
VMWare Hosts and Server		11,400
Account: 6305 - R&M Equipment		Avetech - Temperature Monitoring
	Barracuda 995 Backup Updates / Instant Replacement	56,271
	Barracuda Archiver Updates / Instant Replacement	2,406
	Barracuda Spamfilter Update / Instant Replacement	1,337
	Bomgar - Remote Access Appliance	2,795
	Cisco Smartnet - Wireless, Switches, Blades	11,950
	Data Center Server Maintenance (SMS)	2,400
	General Fax & Copier Repairs	1,600
	Nimble Storage	6,083
	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

2018 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	17,000
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 (Carryover)	20,000

2018 Budget
CITY MANAGER

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

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Publications	Publications Produced	5	5	5
Media Releases	Media Releases Issued	58	40	25
Meeting Broadcasts	Meetings Broadcasted	31	35	30
	Percent Broadcasted	100%	100%	100%
Public Service Programs	PSAs, Employee Training, Events	22	50	51
	Percent Broadcasted	100%	100%	100%
City Website	Page Views	929,436	1,161,048	1,170,000

2017 Major Accomplishments

1. In 2017, Media Services expanded its communications outreach while securing products to support the integrity of those communications. The improvements included implementing an analytics tool to track and improve the performance of the City's website; Marketing efforts for the DP 311 mobile service request app resulted in the City receiving up to 23 inquiries per day through the system; And, a social media archiving tool, specializing in the retention of government-based social media activity, was implemented to ensure data retention for current and future social media outlets.
2. In 2017, Media Services improved its internal offerings and operations by adding two part-time photographers to its professional staff; The Division completed its plan to modernize its operations by adding an additional, modernized editing station to meet professional expectations and standards; And, the Division's Control Room was re-wired to make it easier to identify and troubleshoot connections to the current equipment providing audio and video capabilities.

2018 Goals and Objectives

1. To improve the reach of existing communications tools, including the www.desplaines.org website, cable television programming, social media tools, public service announcements, and the Des Plaines @ Your Service video program.
2. To assist all departments with electronic communications and print materials in a professional manner that is consistent in appearance and content.

2018 Budget
CITY MANAGER -
MEDIA SERVICES

PERSONNEL EXHIBIT

Department: City Manager		Div: Media Services		Div. No: 20 - 240	
Title	Authorized Positions			2018 Budget	
	2016 Authorized	2017 Budget	2018 Budget		
Director of Media Services	1.00	1.00	1.00	1.00	
Media Specialist	1.00	1.00	1.00	1.00	
Special Events Coordinator*	0.00	0.50	0.50	0.50	
Intern	0.25	0.25	0.00	0.00	
Seasonal*	0.00	2.50	2.50	2.50	
Part-time Media Crew*	0.00	0.00	1.00	1.00	
Total Full Time Equivalent (FTE) Employees:	2.25	5.25	6.00		

* No new positions, reclassification based on the number of hours worked.

100-20-240 - Media Services

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	164,461	168,854	198,253	206,141
5010	Temporary Wages	71,280	125,000	80,000	95,000
5020	Overtime - Non Supervisory	-	2,000	1,381	2,000
5040	Overtime - Temporary	2,638	-	-	-
		238,378	295,854	279,634	303,141
Taxes and Benefits					
5200	FICA Contribution	18,004	22,676	21,010	23,235
5205	IMRF Contribution	19,940	20,502	23,956	24,737
5220	PPO Insurance Contribution	23,747	24,332	23,396	26,036
5225	HMO Insurance Contribution	6,505	6,729	6,470	6,864
5230	Dental Insurance Contribution	1,505	1,601	1,540	1,682
5232	Vision Insurance Contribution	180	180	173	180
5235	Life Insurance Contribution	184	184	185	184
5240	Workers Compensation	579	594	554	351
5245	Unemployment Compensation	116	60	55	-
5260	RHS Plan Payout	2,077	-	2,139	2,246
		72,837	76,858	79,478	85,515
Other Employee Costs					
5310	Membership Dues	4,645	5,461	5,188	5,188 *
5320	Conferences	1,726	1,500	1,500	1,500 *
5325	Training	-	1,500	1,500	1,500 *
5335	Travel Expenses	57	180	180	180
		6,427	8,641	8,368	8,368
Insurance					
5535	Property & Liability Insurance	1,788	1,780	1,780	4,390
		1,788	1,780	1,780	4,390
Contractual Services					
6000	Professional Services	14,754	45,000	3,000	45,000
6015	Communication Services	1,363	2,800	1,500	1,500 *
		16,117	47,800	4,500	46,500
Other Services					
6100	Publication of Notices	-	200	-	200 *
6108	Public Relations & Communications	10,991	10,000	12,928	10,000 *
6110	Printing Services	20,330	32,000	33,000	30,700 *
6195	Miscellaneous Contractual Services	38,839	34,644	35,000	48,415 *
		70,160	76,844	80,928	89,315
Repairs and Maintenance					
6305	R&M Equipment	509	7,500	22,512	500 *
		509	7,500	22,512	500
Commodities					
7000	Office Supplies	1,002	450	450	450 *
7035	Supplies - Equipment R&M	35	-	-	-
7200	Other Supplies	5,793	2,000	2,000	2,000 *
7300	Uniforms	720	250	250	500 *
7310	Publications	1,077	800	1,377	1,500 *
7320	Equipment < \$5,000	4,180	5,000	7,100	5,000 *
		12,807	8,500	11,177	9,450
Other Expenses					
7500	Postage & Parcel	27,520	33,258	19,000	19,550 *
7550	Miscellaneous Expenses	163	10,000	4,000	10,000 *
		27,683	43,258	23,000	29,550

100-20-240 - Media Services 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Capital Outlay					
8000	Computer Software	-	1,000	1,000	1,000
8010	Furniture & Fixtures	666	2,400	2,400	1,000
8015	Equipment	-	19,600	19,600	-
		666	23,000	23,000	2,000
Division Total: Media Services		447,372	590,035	534,377	578,729

100-20-240 - Media Services

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Amazon Prime	99
	American Society of Composers, Authors and Publishers	680
	Broadcast Music, Inc	612
	City/County Communications & Marketing Assn (3CMA)	400
	Illinois National Association of Telecommunications Officers	75
	National Association of Telecommunications Officers	2,015
	Sam's Club Direct	15
	SESAC, Inc	1,292
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 Cell Phone Service	1,500
Account: 6100 - Publication of Notices	Miscellaneous Notices/Publications	200
Account: 6108 - Public Relations & Communications	Public Outreach Events	10,000
Account: 6110 - Printing Services	2018 Des Plaines Digest - Four Issues	21,000
	2019 Curbside Calendar	8,200
	Informational Brochures	1,500
Account: 6195 - Miscellaneous Contractual Services	2018 Citizen Request System Study Group	3,300
	Adobe Creative Cloud - Three Subscriptions	2,520
	Des Plaines @ Your Service Production	5,000
	iStock Images	480
	Leightronix Total Info Fees	1,020
	OmniMusic	2,500
	Website (Hosting and Support)	27,600
	Webstreaming Services	5,995
Account: 6305 - R&M Equipment	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	500
Account: 7310 - Publications	Technical & News Publications	1,500
Account: 7320 - Equipment < \$5,000	Miscellaneous Equipment	5,000
Account: 7500 - Postage & Parcel	2018 Curbside Calendar Postage	3,900
	Des Plaines Digest Postage	15,500
	Miscellaneous Shipping for Repair, Postage, Etc.	150
Account: 7550 - Miscellaneous Expenses	Miscellaneous Marketing	10,000

2018 Budget
CITY MANAGER

Human Resources

Division Overview

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

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Recruitment	Job Postings	25	24	32

2017 Major Accomplishments

1. Implemented NeoGov an online employment application system.
2. Updated & distributed outdated sections of Personnel Policies.
3. Partnered to successfully negotiate successor agreements with the following groups:
 - a. AFSCME
 - b. MECCA
 - c. IAFF
4. Implemented BenefitSolver, an online enrollment system for medical, dental and optical insurance.
5. Updated two RHS Plan Documents to match practices with the Plan Document.
6. Updated 14 job descriptions for City Positions.
7. Implemented a changeover to a new web based insurance enrollment vendor.

2018 Goals and Objectives

1. Continue to update outdated sections of Personnel Policies.
2. Continue to update Job Descriptions.
3. Expand usage of the online employment application system.
4. Improve accuracy of data in BenefitSolver & Logos New World System as it relates to:
 - a. Medical Insurance elections/deductions
 - b. Dental Insurance elections/deductions
 - c. Optical Insurance election/deductions
 - d. Personal Data

2018 Budget
CITY MANAGER -
HUMAN RESOURCES

PERSONNEL EXHIBIT

Department: City Manager		Div: Human Resources		Div. No: 20 - 250	
Title	Authorized Positions			2018 Budget	
	2016 Authorized	2017 Budget	2018 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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	244,965	274,802	260,858	270,688
5010	Temporary Wages	6,725	-	-	-
5020	Overtime - Non Supervisory	1,718	-	170	-
		253,408	274,802	261,028	270,688
Taxes and Benefits					
5200	FICA Contribution	18,726	20,832	19,839	20,537
5205	IMRF Contribution	30,520	32,977	31,418	33,387
5220	PPO Insurance Contribution	15,731	16,126	16,915	27,341
5230	Dental Insurance Contribution	920	1,022	996	1,408
5232	Vision Insurance Contribution	126	138	134	226
5235	Life Insurance Contribution	232	260	242	260
5240	Workers Compensation	603	551	475	461
5245	Unemployment Compensation	176	80	71	-
5260	RHS Plan Payout	-	800	21,057	-
		67,034	72,786	91,147	83,620
Other Employee Costs					
5310	Membership Dues	1,230	729	1,341	2,000 *
5315	Tuition Reimbursements	1,573	20,000	10,000	15,000 *
5320	Conferences	173	1,500	1,000	1,500 *
5325	Training	4,203	4,000	4,000	4,000 *
5335	Travel Expenses	-	1,500	500	1,500 *
5340	Pre-Employment Testing	14,208	14,000	12,500	14,000 *
5345	Post-Employment Testing	212	1,500	1,500	1,500 *
		21,599	43,229	30,841	39,500
Insurance					
5530	Employee Assistance Program	6,510	7,000	7,500	7,500 *
5535	Property & Liability Insurance	1,798	1,798	1,798	3,640
5560	Unemployment Claims	-	-	-	10,000 *
		8,308	8,798	9,298	21,140
Contractual Services					
6000	Professional Services	51,005	25,000	9,300	25,000 *
6010	Legal Fees - Labor & Employment	800	-	-	-
6015	Communication Services	658	800	800	800 *
		52,462	25,800	10,100	25,800
Other Services					
6100	Publication of Notices	9,248	5,500	4,000	5,500 *
6110	Printing Services	685	250	250	250 *
6195	Miscellaneous Contractual Services	15,000	1,500	1,500	1,500 *
		24,933	7,250	5,750	7,250
Repairs and Maintenance					
6300	R&M Software	6,500	7,000	6,500	-
		6,500	7,000	6,500	-
Commodities					
7000	Office Supplies	1,516	4,500	4,500	4,500 *
7200	Other Supplies	1,793	1,200	1,200	1,200 *
7300	Uniforms	107	400	400	400 *
7310	Publications	600	850	750	850 *
7320	Equipment < \$5,000	(99)	2,800	2,800	800 *
		3,917	9,750	9,650	7,750
Other Expenses					
7500	Postage & Parcel	81	50	50	50 *

100-20-250 - Human Resources

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Other Expenses					
7525	Meals	-	25	-	25 *
7550	Miscellaneous Expenses	613	1,950	1,500	1,950 *
		695	2,025	1,550	2,025
Capital Outlay					
8010	Furniture & Fixtures	-	-	-	1,000
		-	-	-	1,000
Division Total: Human Resources		438,858	451,440	425,864	458,773

100-20-250 - Human Resources

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	HR Department wide Memberships	1,271
	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	15,000
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 Testing	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 Testing	1st Year Random Testing	1,500
Account: 5530 - Employee Assistance Program	EAP-Perspectives	7,500
Account: 5560 - Unemployment Claims	Unemployment claims based on experience	10,000
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	HR Related Contractual Services	1,100
	Public Salary Website - City Tech USA	400
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	800
Account: 7500 - Postage & Parcel	Special Mailings	50
Account: 7525 - Meals	Meals	25
Account: 7550 - Miscellaneous Expenses	Public Employee Recognition Program	1,950

2018 Budget
CITY MANAGER

Health and Human Services

Division Overview

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

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; promotion of quarterly Memory Screenings; facilitating a six week workshop to empower individuals with ongoing health conditions to manage their own care and improve their quality of life called “Take Charge of Your Health”; maintaining a list of special needs residents who may require additional assistance during an emergency; 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.

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Services	Number of Service Calls Received	2,300	2,698	2,700
	Number of Taxi Rides	12,320	10,578	5,000
	Number of Participants in the Subsidized Taxi Voucher Programs	1,112	1,109	1,125
	Number of Handicap Placards Issued	14	19	18
	Number of Emergency Assistance	34	104	140
	Number of Home Visits	87	101	123
	Number of Access to Care Applications	11	4	9
	Number of Benefit Access Applications (began in 2014)	27	44	27
Health Screenings	Number of Blood Pressure Screenings	892	601	0
	Number of Cholesterol Screenings	48	39	0
	Number of Glucose Screenings	32	26	0
	Number of Hearing Screenings	432	0	0
	Number of Vision Screenings	442	0	0

2018 Budget

CITY MANAGER

2017 Major Accomplishments

In addition to the traditional community outreach conducted by Health and Human Services (HHS) throughout the year, HHS provided three other programs this year. HHS facilitated the third “Take Charge of Your Health” workshop. This program empowers individuals with chronic health conditions to manage/improve their quality of life. HHS also attended the Facilitator In-Service with AgeOptions to review/update new changes to the program and suggest improvements. HHS also held the second community resources fair at the Early Childhood Center in conjunction with District 62. HHS also started offering the Alzheimer’s Foundation of America’s National Memory Screening Program at City Hall on a quarterly basis.

HHS enrolled in an online five-week course on Gerontology through the University of Southern California. Once completed, staff will receive a certificate of completion for Fundamentals of Gerontology Course, as well as, Continuing Education Units required for our Social Work licensure.

2018 Goals and Objectives

In 2016, HHS was given an extra \$10,000 to assist residents requiring emergency assistance. HHS felt that it would be beneficial for our residents to not only provide the monies to address their immediate situation, but to also attempt to provide tools and resources to deter similar situations in the future. HHS learned about the Village of Nilas Family Services Department’s financial wellness workshop, which is offered to their residents prior to receiving emergency assistance. Our goal is to implement the financial wellness program into our Emergency Assistance Program.

HHS has received various calls from both older adults and disabled residents seeking help with repairs to their homes. They find themselves no longer able to do the repairs themselves and it is difficult to afford the repairs on a fixed income. In an attempt to address these concerns, HHS learned of Northwest Housing Partnership’s Handyman program. This program will assist seniors/disabled with small repairs and simple household jobs at an affordable price based on the individual’s income. The purpose of the Handyman Program is to offer seniors/disabled residents an affordable means to maintain their homes and independence while aging within in their community. HHS will implement and promote this program to the community.

2018 Budget
CITY MANAGER -
HEALTH & HUMAN SERVICES

PERSONNEL EXHIBIT

Department: City Manager Div: Health & Human Services Div. No: 20 - 260			
Title	Authorized Positions		
	2016 Authorized	2017 Budget	2018 Budget
Community Health Nurse	0.75	0.75	0.00
Community Social Workers (2PT)	1.00	1.00	1.50
Intern	0.25	0.25	0.25
Total Full Time Equivalent (FTE) Employees:	2.00	2.00	1.75

* No new positions, reclassification based on the number of hours worked.

100-20-260 - Health & Human Services

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	136,787	147,283	90,574	103,393
5010	Temporary Wages	688	5,000	2,000	5,000
		137,475	152,283	92,574	108,393
Taxes and Benefits					
5200	FICA Contribution	10,564	11,694	7,014	8,335
5205	IMRF Contribution	12,477	17,673	10,537	12,407
5240	Workers Compensation	342	306	183	176
5245	Unemployment Compensation	108	50	46	-
		23,491	29,723	17,780	20,918
Other Employee Costs					
5310	Membership Dues	878	965	924	975 *
5325	Training	570	2,000	2,229	2,000 *
5335	Travel Expenses	-	50	25	50 *
		1,448	3,015	3,178	3,025
Insurance					
5535	Property & Liability Insurance	1,209	1,220	1,220	2,700
5550	Excess Insurance	109	109	-	-
		1,318	1,329	1,220	2,700
Contractual Services					
6015	Communication Services	1,240	1,300	554	554 *
		1,240	1,300	554	554
Other Services					
6110	Printing Services	2,437	3,345	3,345	3,345 *
6115	Licensing/Titles	82	232	112	-
6195	Miscellaneous Contractual Services	186	1,300	1,300	1,000 *
		2,705	4,877	4,757	4,345
Repairs and Maintenance					
6305	R&M Equipment	-	50	-	-
		-	50	-	-
Subsidies and Incentives					
6530	Subsidy - Community Outreach	12,725	12,500	12,500	22,500 *
6535	Subsidy - Youth Commission	11,998	12,000	12,000	15,000 *
6540	Subsidy - Senior Center	87,500	87,500	100,833	127,500 *
6545	Subsidy - Social Service Agency	90,000	150,000	150,000	150,000 *
6550	Subsidy - Senior Citizen Cab Service	32,733	40,000	30,000	40,000 *
		234,956	302,000	305,333	355,000
Commodities					
7000	Office Supplies	927	1,000	1,000	1,000 *
7200	Other Supplies	680	1,500	100	500 *
7300	Uniforms	273	300	300	300 *
7310	Publications	79	225	225	225 *
7320	Equipment < \$5,000	89	250	-	250 *
		2,047	3,275	1,625	2,275
Other Expenses					
7500	Postage & Parcel	-	25	25	25 *
		-	25	25	25
Division Total: Health & Human Services		404,681	497,877	427,046	497,235

100-20-260 - Health & Human Services

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Amer. Society on Aging - (2) Community Social Workers	510
	National Assoc. of Social Workers (2) Community Social Workers	450
	Sam's Club Membership	15
Account: 5325 - Training	Training/CEU Requirements	2,000
Account: 5335 - Travel Expenses	Mileage, Tolls, Parking	50
Account: 6015 - Communication Services	Phone Stipend (\$23.06) for (2) CSWs	554
Account: 6110 - Printing Services	Business Cards	60
	Community Resource Directories	1,800
	Memo Pads	120
	Placards	165
	Taxi Cab Vouchers	1,200
Account: 6195 - Miscellaneous Contractual Services	Update to HHS Database	1,000
Account: 6530 - Subsidy - Community Outreach	Emergency Assistance	22,000
	Outreach Materials	500
Account: 6535 - Subsidy - Youth Commission	Basic Level of Funding	15,000
Account: 6540 - Subsidy - Senior Center	Health Services	40,000
	Intergovernmental Agreement	50,000
	Meals on Wheels Program	37,500
Account: 6545 - Subsidy - Social Service Agency	Social Service Funding	150,000
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	Promotional Materials	500
Account: 7300 - Uniforms	Shirts for Staff & Interns	300
Account: 7310 - Publications	Social Work Instructional Books	225
Account: 7320 - Equipment < \$5,000	Office Equipment	250
Account: 7500 - Postage & Parcel	Postage	25

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2018 Budget

FINANCE

Mission Statement

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

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Salaries	655,157	780,216	735,429	834,491	789,226	835,209
Benefits	297,703	329,315	275,648	309,055	288,568	299,263
Contractual Services	111,603	122,596	116,015	120,864	118,130	136,669
Commodities	28,069	37,569	20,900	30,880	39,450	39,400
Capital Outlay	5,788	15,495	11,913	2,500	2,500	2,500
Total	1,098,320	1,285,192	1,159,905	1,297,790	1,237,874	1,313,041

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.

2018 Budget
FINANCE

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Accounts Payable	Total Invoices Paid	9,985	9,821	10,000
	% of Total Invoices Paid via EFT	30%	33%	38%
	Purchase Orders Completed	357	394	400
Local Taxes	Total Real Estate Transfer Stamps Issued	965	1,082	1,100
	Total Vehicle Licenses Sold	45,576	46,379	48,400
	Total Pet Licenses Sold	2,523	2,530	2,450
	Food & Beverage Tax Forms Processed	1,894	1,888	1,850
Payroll	Number of W-2s Issued	505	488	485
General Ledger	Number of Journal Entries Approved	5,090	4,752	4,900
Awards	GFOA Distinguished Budget Award - Budget	Yes	Yes	Yes
	GFOA Certificate of Achievement - CAFR	Yes	Yes	Yes

2017 Major Accomplishments

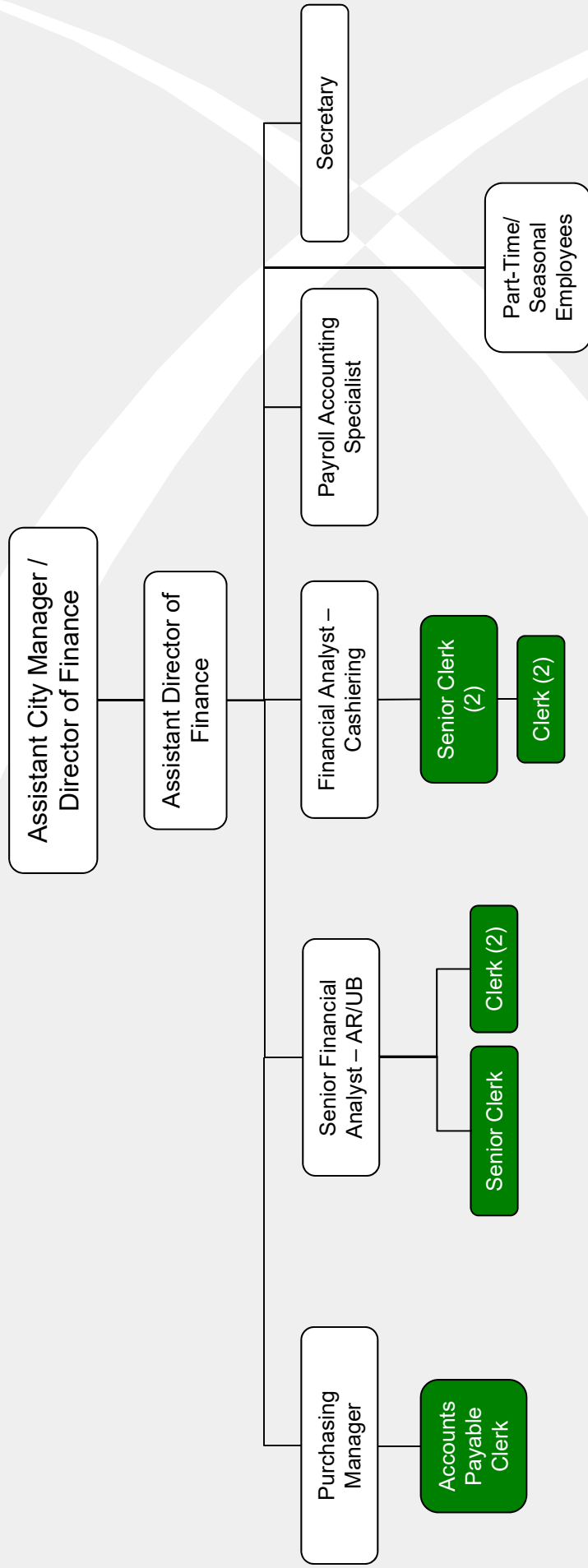
1. Completed a banking RFP in order to maximize the benefits of different banking services.
2. Prepared a full cost analysis of the current collective bargaining agreements in preparation for negotiations.

2018 Goals and Objectives

1. Prepare a transition plan for the funding of the Police and Fire Pension funds.
2. Issue a request for information pertaining to the City's procurement card.



Finance Department



2018 Budget
FINANCE

PERSONNEL EXHIBIT

Department: Finance	Div: Finance/General	Div. No: 30 - 000		
Title	Authorized Positions			
	2016 Authorized	2017 Budget	2018 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	1.50	1.50	
Clerk	2.50	2.00	2.00	
Part-Time	0.00	0.00	0.75	
Temporary	0.25	0.25	0.00	
Seasonal	<u>0.75</u>	<u>0.75</u>	<u>0.25</u>	
Total Full Time Equivalent (FTE) Employees:	11.50	11.50	11.50	

* No new positions, reclassification based on the number of hours worked.

100-30 - Finance

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	696,247	798,691	758,816	794,709
5010	Temporary Wages	21,105	30,000	19,398	30,000
5020	Overtime - Non Supervisory	18,073	5,800	11,012	10,500
5035	Acting Out of Class & Night Premium	4	-	-	-
		735,429	834,491	789,226	835,209
Taxes and Benefits					
5200	FICA Contribution	52,258	60,657	58,156	60,470
5205	IMRF Contribution	88,273	96,536	92,197	96,271
5220	PPO Insurance Contribution	66,802	78,977	70,499	75,055
5225	HMO Insurance Contribution	55,429	60,176	54,988	54,383
5230	Dental Insurance Contribution	6,724	7,433	6,957	7,013
5232	Vision Insurance Contribution	392	340	336	886
5235	Life Insurance Contribution	804	927	908	895
5240	Workers Compensation	1,775	1,669	1,508	1,353
5245	Unemployment Compensation	476	240	222	-
5260	RHS Plan Payout	2,715	2,100	2,797	2,937
		275,648	309,055	288,568	299,263
Other Employee Costs					
5310	Membership Dues	1,430	2,714	2,250	2,984 *
5320	Conferences	144	2,000	1,250	3,000
5325	Training	1,323	3,750	2,700	2,930 *
5335	Travel Expenses	-	250	125	150
		2,897	8,714	6,325	9,064
Insurance					
5535	Property & Liability Insurance	3,541	3,530	3,530	7,030
		3,541	3,530	3,530	7,030
Contractual Services					
6000	Professional Services	58,501	60,630	59,500	71,375 *
6005	Legal Fees	5,000	-	-	-
6015	Communication Services	1,730	2,340	2,550	2,750 *
6025	Administrative Services	31,687	34,350	33,725	35,000 *
		96,917	97,320	95,775	109,125
Other Services					
6110	Printing Services	12,372	10,300	12,500	11,450 *
6115	Licensing/Titles	-	-	-	-
6125	Bank & CC Fees	-	-	-	-
6195	Miscellaneous Contractual Services	-	1,000	-	-
		12,372	11,300	12,500	11,450
Repairs and Maintenance					
6305	R&M Equipment	288	-	-	-
		288	-	-	-
Commodities					
7000	Office Supplies	5,163	5,000	4,950	5,000 *
7200	Other Supplies	7,420	8,080	7,900	8,100 *
7300	Uniforms	-	2,000	2,000	2,000
7310	Publications	300	300	250	300 *
7320	Equipment < \$5,000	3,082	250	600	250 *
		15,964	15,630	15,700	15,650
Other Expenses					
7500	Postage & Parcel	16,461	15,000	23,500	23,500 *
7550	Miscellaneous Expenses	1,438	250	250	250

100-30 - Finance

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Other Expenses					
8220	Receivable Write Off	(12,964)	-	-	-
		4,936	15,250	23,750	23,750
Capital Outlay					
8010	Furniture & Fixtures	11,913	2,500	2,500	2,500
		11,913	2,500	2,500	2,500
Department Total: Finance		1,159,905	1,297,790	1,237,874	1,313,041

100-30 - Finance

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Payroll Association	289
	GFOA (Standard Fee for 3 Person Membership)	595
	ICMA - Finance Director/Assistant City Manager	1,220
	IGFOA (FD, AFD, 2 FA)	600
	NIGP/IAPPO	235
	Sam's Club	45
Account: 5325 - Training	Excel Training	400
	GFOA Training Courses	900
	IGFOA Training Courses	900
	Purchasing Seminar	730
Account: 6000 - Professional Services	Actuary - Pension Calculation	4,840
	Continuing Disclosure - Municipal Advisor Fee	750
	GFOA Audit, PAFR & Budget Certificates	1,355
	Independent Auditor	54,430
	Investment Management Fee	7,500
	OPEB Calculation	2,500
Account: 6015 - Communication Services	Cell phone service (DIR, AFD), Fin Hotspot	2,750
Account: 6025 - Administrative Services	Secretary of State Vehicle Listing	500
	Vehicle License Program Fees - TMA	34,500
Account: 6110 - Printing Services	Budget Printing/Binding	3,500
	Envelopes	700
	Payroll Checks	150
	Receipt Forms	500
	Transfer Stamps	500
	Vehicle/Pet License Applications	6,000
	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)	5,700
	Water Supplies	1,200
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	3,500
	Vehicle Sticker Mailing Costs - TMC	7,000
	Vehicle Sticker Renewal Form - Postmaster	13,000

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2018 Budget

COMMUNITY AND ECONOMIC DEVELOPMENT

Mission Statement

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

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Salaries	1,284,432	1,385,570	1,303,758	1,455,257	1,432,980	1,503,321
Benefits	600,510	576,013	524,318	630,991	608,834	589,386
Contractual Services	296,490	286,592	357,919	380,445	379,375	634,805
Commodities	20,791	26,582	16,265	28,970	23,471	27,970
Capital Outlay	3,131	1,214	3,937	2,000	2,000	2,000
Total	2,205,355	2,275,969	2,206,197	2,497,663	2,446,660	2,757,482

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.

COMMUNITY 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.

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Building & Code Enforcement	Building / Business License Inspections	7,200	7,683	8,000
	Housing / Code Enforcement Inspections	4,355	4,383	4,800
	Food Service / Sanitation Inspections	593	558	590
	Total Inspections Performed	12,148	12,624	13,390
	Number of Inspections per Inspector	1,735	1,803	1,900
	Number of Plan Reviews Performed	1,300	1,724	1,800
	Number of Building Permits Issued	2,905	3,105	3,300
	Value of Permitted Improvements	56,340,000	91,643,460	110,000,000
	Permitting & Licensing Phone Actions	33,769	35,008	35,300

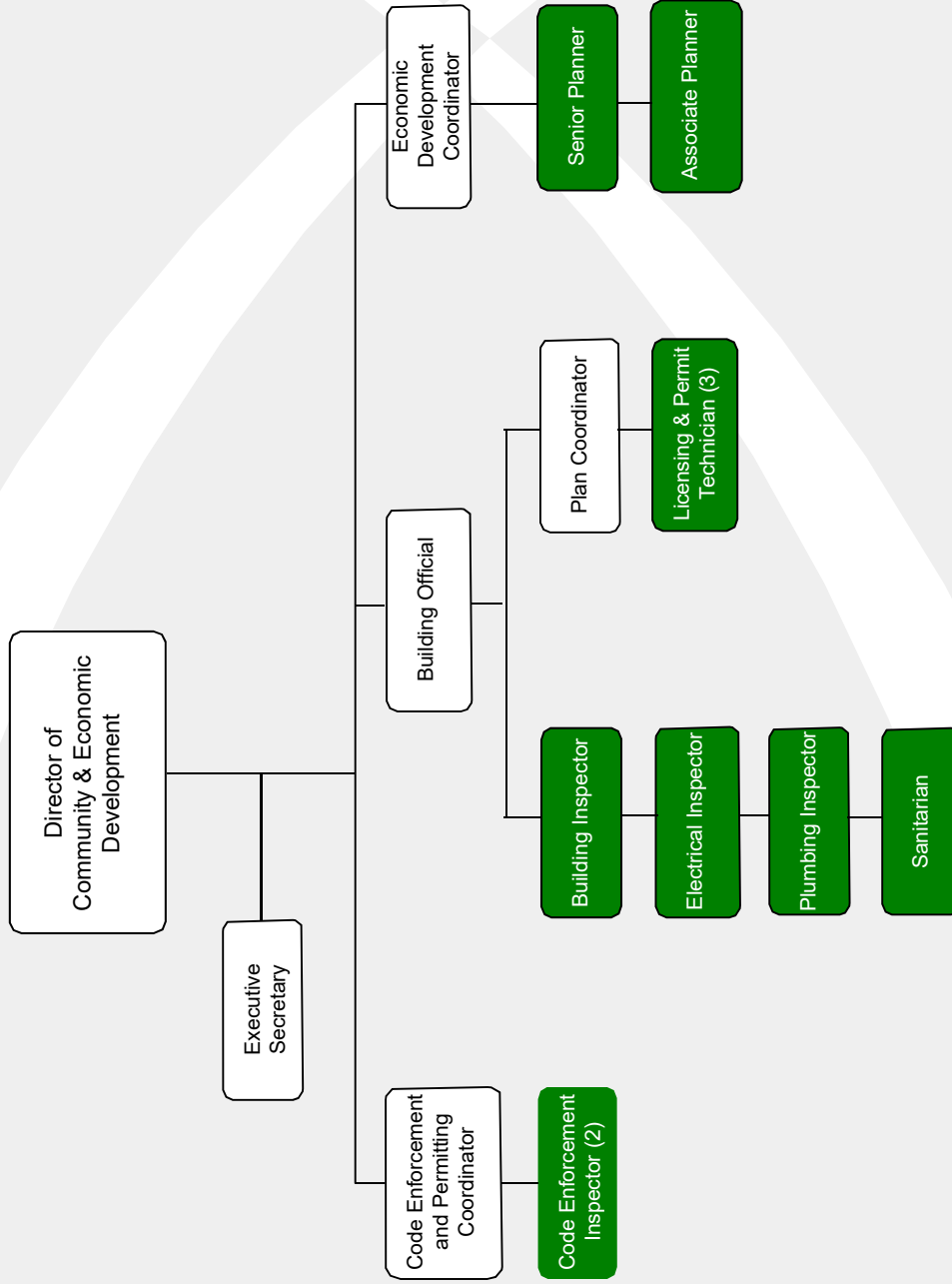
2017 Major Accomplishments

1. Implement digital scanning of paperwork for registrations and licenses.
2. Completed Permit Technician Training through an ICC certification program.
3. Completed scanning of code enforcement files and old permit microfiche.
4. Implementation of Bluebeam software to streamline electronic plan review.

2018 Goals and Objectives

1. Full update of the liquor code.
2. Update permit fee schedule.
3. Fully implement inspections instantaneously in the field with lap top computers.

Community & Economic Development



AFSCME

FY2018

2018 Budget

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

PERSONNEL EXHIBIT

Department: CED		Div: Bldg & Code Enforcement		Div. No: 40 - 410
Title	Authorized Positions			
	2016 Authorized	2017 Budget	2018 Budget	
Assistant Director of Community Development	0.00	1.00	0.00	
Building & Property Inspection Supervisor	1.00	0.00	0.00	
Building Official	0.00	0.00	1.00	
Plan Coordinator	0.00	0.00	1.00	
Plumbing Inspector	1.00	1.00	1.00	
Electrical Inspector	1.00	1.00	1.00	
Building Inspector	2.00	2.00	1.00	
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	3.00	3.00	
Senior Clerk	1.00	0.00	0.00	
Part-Time*	0.00	0.00	1.25	
Intern	0.75	0.75	0.00	
Total Full Time Equivalent (FTE) Employees:	12.75	12.75	13.25	

*No new positions, reclassification based on the number of hours worked.

100-40-410 - Building & Code Enforcement

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	931,997	996,634	995,968	1,002,440
5010	Temporary Wages	17,165	36,000	40,000	70,000
5020	Overtime - Non Supervisory	8,653	7,500	6,432	7,500
5035	Acting Out of Class & Night Premium	2,030	1,000	700	1,000
		959,844	1,041,134	1,043,100	1,080,940
Taxes and Benefits					
5200	FICA Contribution	71,557	79,686	75,445	82,731
5205	IMRF Contribution	116,428	120,609	118,488	121,521
5220	PPO Insurance Contribution	156,110	196,971	176,221	177,642
5225	HMO Insurance Contribution	19,197	19,862	19,098	20,260
5230	Dental Insurance Contribution	8,837	11,021	10,139	10,409
5232	Vision Insurance Contribution	137	137	179	1,124
5235	Life Insurance Contribution	916	976	1,019	976
5240	Workers Compensation	37,431	41,817	40,040	33,651
5245	Unemployment Compensation	640	330	305	-
5250	Uniform Allowance	600	600	600	600
5260	RHS Plan Payout	10,342	13,500	40,463	14,713
		422,194	485,509	481,997	463,627
Other Employee Costs					
5310	Membership Dues	1,313	1,310	1,310	1,310 *
5320	Conferences	100	1,000	1,000	1,000
5325	Training	4,331	8,660	7,000	8,660 *
5335	Travel Expenses	-	100	50	100
		5,744	11,070	9,360	11,070
Insurance					
5535	Property & Liability Insurance	14,418	14,060	14,060	28,350
		14,418	14,060	14,060	28,350
Contractual Services					
6000	Professional Services	23,915	31,500	50,000	70,000 *
6005	Legal Fees	55,390	40,000	40,000	40,000 *
6015	Communication Services	6,324	9,860	9,500	9,500 *
		85,629	81,360	99,500	119,500
Other Services					
6100	Publication of Notices	112	-	-	-
6105	Records Preservation	15,529	25,000	18,000	20,000
6110	Printing Services	3,445	3,500	3,000	3,500 *
6115	Licensing/Titles	199	-	-	-
6195	Miscellaneous Contractual Services	47,329	35,000	30,000	35,000 *
		66,615	63,500	51,000	58,500
Repairs and Maintenance					
6310	R&M Vehicles	130	250	250	250 *
		130	250	250	250
Commodities					
7000	Office Supplies	3,256	4,500	4,000	4,500
7200	Other Supplies	3,837	800	800	800 *
7300	Uniforms	1,427	2,000	2,000	2,000 *
7310	Publications	2,526	3,000	1,000	2,000
7320	Equipment < \$5,000	1,241	2,000	2,000	2,000
		12,286	12,300	9,800	11,300
Other Expenses					
7500	Postage & Parcel	-	250	250	250

100-40-410 - Building & Code Enforcement

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Other Expenses					
7550	Miscellaneous Expenses	53	100	100	100
		53	350	350	350
Capital Outlay					
8010	Furniture & Fixtures	1,898	1,000	1,000	1,000
		1,898	1,000	1,000	1,000
Division Total: Building & Code Enforcement		1,568,812	1,710,533	1,710,417	1,774,887

100-40-410 - Building & Code Enforcement

2018 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	40,000
Account: 6005 - Legal Fees	Property Enforcement Matters	40,000
Account: 6015 - Communication Services	Cell Phone Service	6,300
	Inspector Mobile Printer Connection	3,200
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

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

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Planning & Zoning	Number of zoning cases processed	70	87	90

2017 Major Accomplishments

1. Adopted requirements for park land dedication and impact fees for new developments.
2. Updated all zoning applications for clear concise direction.
3. Received final planned unit development approval for the Covington Apartments at 150 North East River Road.
4. Initiated the update of the 2007 Comprehensive Plan.

2018 Goals and Objectives

1. Complete Metropolitan Square half-circle “place-making” physical improvements.
2. Facilitate an update of the City’s 2007 Comprehensive Plan.
3. Complete a thorough review and update current zoning code.

2018 Budget
COMMUNITY & ECONOMIC DEVELOPMENT -
PLANNING & ZONING

PERSONNEL EXHIBIT

Department: CED		Div: Planning & Zoning		Div. No: 40 - 420
Title	Authorized Positions			
	2016 Authorized	2017 Budget	2018 Budget	
Director of Community and Econ Dev	1.00	1.00	1.00	
Executive Secretary	0.00	1.00	1.00	
Administrative Assistant	1.00	0.00	0.00	
Senior Planner	1.00	1.00	1.00	
Associate Planner *	0.25	0.25	0.25	
Part-Time	0.00	0.00	0.50	
Intern	0.50	0.50	0.00	
Total Full Time Equivalent (FTE) Employees:	3.75	3.75	3.75	

*Associate Planner position is funded at 60% from CDBG funds

100-40-420 - Planning & Zoning

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	241,469	296,049	279,873	302,230
5010	Temporary Wages	7,888	18,000	13,400	18,000
5020	Overtime - Non Supervisory	4,195	7,500	4,008	7,500
5035	Acting Out of Class & Night Premium	300	-	-	-
		253,852	321,549	297,281	327,730
Taxes and Benefits					
5200	FICA Contribution	19,370	24,514	22,572	24,373
5205	IMRF Contribution	30,677	50,824	40,343	36,268
5220	PPO Insurance Contribution	9,948	33,654	27,932	27,212
5225	HMO Insurance Contribution	20,685	13,723	13,195	13,997
5230	Dental Insurance Contribution	1,855	2,058	1,967	2,279
5232	Vision Insurance Contribution	32	-	49	278
5235	Life Insurance Contribution	172	179	198	212
5240	Workers Compensation	710	733	688	591
5245	Unemployment Compensation	192	90	83	-
		83,640	125,775	107,027	105,210
Other Employee Costs					
5310	Membership Dues	1,024	2,700	2,000	2,700 *
5320	Conferences	940	1,950	1,950	1,950 *
5325	Training	15	2,000	2,000	2,000 *
5335	Travel Expenses	91	100	100	100 *
		2,070	6,750	6,050	6,750
Insurance					
5535	Property & Liability Insurance	4,921	2,520	2,520	5,010
		4,921	2,520	2,520	5,010
Contractual Services					
6000	Professional Services	38,352	10,000	10,000	10,000
6015	Communication Services	1,085	1,200	1,200	900
		39,436	11,200	11,200	10,900
Other Services					
6100	Publication of Notices	5,740	6,000	3,000	6,000 *
6110	Printing Services	756	800	300	800 *
6195	Miscellaneous Contractual Services	3,161	5,000	3,500	4,000 *
		9,657	11,800	6,800	10,800
Commodities					
7000	Office Supplies	1,494	1,500	1,500	1,500 *
7020	Supplies - Safety	192	-	-	-
7200	Other Supplies	48	-	-	-
7300	Uniforms	419	500	500	500
7310	Publications	119	500	250	500 *
7320	Equipment < \$5,000	-	250	250	250
		2,272	2,750	2,500	2,750
Other Expenses					
7500	Postage & Parcel	54	300	300	300
7550	Miscellaneous Expenses	269	100	100	100
		323	400	400	400
Capital Outlay					
8010	Furniture & Fixtures	2,039	1,000	1,000	1,000
		2,039	1,000	1,000	1,000
Division Total: Planning & Zoning		398,210	483,744	434,778	470,550

100-40-420 - Planning & Zoning

2018 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	6,000
	Cases	
Account: 6110 - Printing Services	Reports, Plans	800
Account: 6195 - Miscellaneous Contractual Services	Secretary for PZB and EDC	2,000
	Surveys	2,000
Account: 7000 - Office Supplies	Paper, Pens, Pencils, Etc	1,500
Account: 7310 - Publications	Miscellaneous Periodicals	400
	Zoning Practice	100

2018 Budget

COMMUNITY AND ECONOMIC DEVELOPMENT

Economic Development Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Economic Development	Number of 6b's processed	5	3	5
	Number of Business Assistance awards processed	11	5	20

2017 Major Accomplishments

1. Participated in the International Council of Shopping Centers' Annual Chicago Conference.
2. Developed a downtown restaurant incentive program.
3. Maintained the Available Properties Database in Location One.
4. Implemented the ComEd CORE program for industrial sector business outreach.
5. Reactivated the Economic Development Commission for business outreach.

2018 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.

2018 Budget

**COMMUNITY & ECONOMIC DEVELOPMENT -
ECONOMIC DEVELOPMENT**

PERSONNEL EXHIBIT

Department: CED	Div: Economic Development	Div. No: 40 - 430
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Title	Authorized Positions		
	2016 Authorized	2017 Budget	2018 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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	90,062	92,574	92,599	94,651
		90,062	92,574	92,599	94,651
Taxes and Benefits					
5200	FICA Contribution	6,894	7,082	7,078	7,240
5205	IMRF Contribution	11,145	11,109	11,112	11,358
5230	Dental Insurance Contribution	57	1,193	1,298	1,548
5232	Vision Insurance Contribution	-	-	-	134
5235	Life Insurance Contribution	108	108	109	108
5240	Workers Compensation	222	185	185	161
5245	Unemployment Compensation	58	30	28	-
		18,484	19,707	19,810	20,549
Other Employee Costs					
5310	Membership Dues	400	1,300	1,300	1,300 *
5320	Conferences	2,413	2,495	2,495	2,495 *
5325	Training	-	1,040	1,040	1,040 *
5335	Travel Expenses	200	200	200	200
		3,013	5,035	5,035	5,035
Insurance					
5535	Property & Liability Insurance	206	900	900	1,640
		206	900	900	1,640
Contractual Services					
6000	Professional Services	10,040	40,000	7,500	245,000 *
		10,040	40,000	7,500	245,000
Other Services					
6100	Publication of Notices	486	-	200	-
6110	Printing Services	1,553	32,000	5,000	32,000 *
6195	Miscellaneous Contractual Services	1,946	-	-	-
		3,985	32,000	5,200	32,000
Subsidies and Incentives					
6601	Incentive - Business Assistance	112,055	100,000	160,000	100,000 *
		112,055	100,000	160,000	100,000
Commodities					
7000	Office Supplies	331	500	300	500
7200	Other Supplies	182	10,000	3,000	10,000 *
7310	Publications	-	870	500	870 *
7320	Equipment < \$5,000	-	500	500	500
		513	11,870	4,300	11,870
Other Expenses					
7500	Postage & Parcel	69	500	500	500
7550	Miscellaneous Expenses	749	800	5,621	800
		818	1,300	6,121	1,300
Division Total: Economic Development		239,175	303,386	301,465	512,045

100-40-430 - Economic Development

2018 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
	Costar Commercial Real Estate Service	5,000
	Oakton Corridor Tax Increment Finance Feasibility Analysis	40,000
	Oakton Station Feasibility Analysis	175,000
Account: 6110 - Printing Services	Business Development Brochures	2,000
	Economic Development Materials	27,000
	Marketing Materials	3,000
Account: 6601 - Incentive - 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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2018 Budget

PUBLIC WORKS AND ENGINEERING

Mission Statement

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

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Salaries	2,884,265	3,119,718	3,074,951	3,342,023	3,268,105	3,426,544
Benefits	1,447,206	1,609,428	1,488,524	1,556,480	1,502,316	1,563,488
Contractual Services	5,282,149	5,869,152	4,780,139	6,207,733	5,623,331	6,409,283
Commodities	1,345,864	994,204	972,224	1,245,125	1,079,280	1,370,175
Capital Outlay	12,257	112,648	128,373	232,500	483,930	40,500
Total	10,971,741	11,705,150	10,444,211	12,583,861	11,956,962	12,809,990

Department Overview

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

PUBLIC WORKS AND ENGINEERING

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, 2017 to March 31, 2018 \$16.84/month/residence

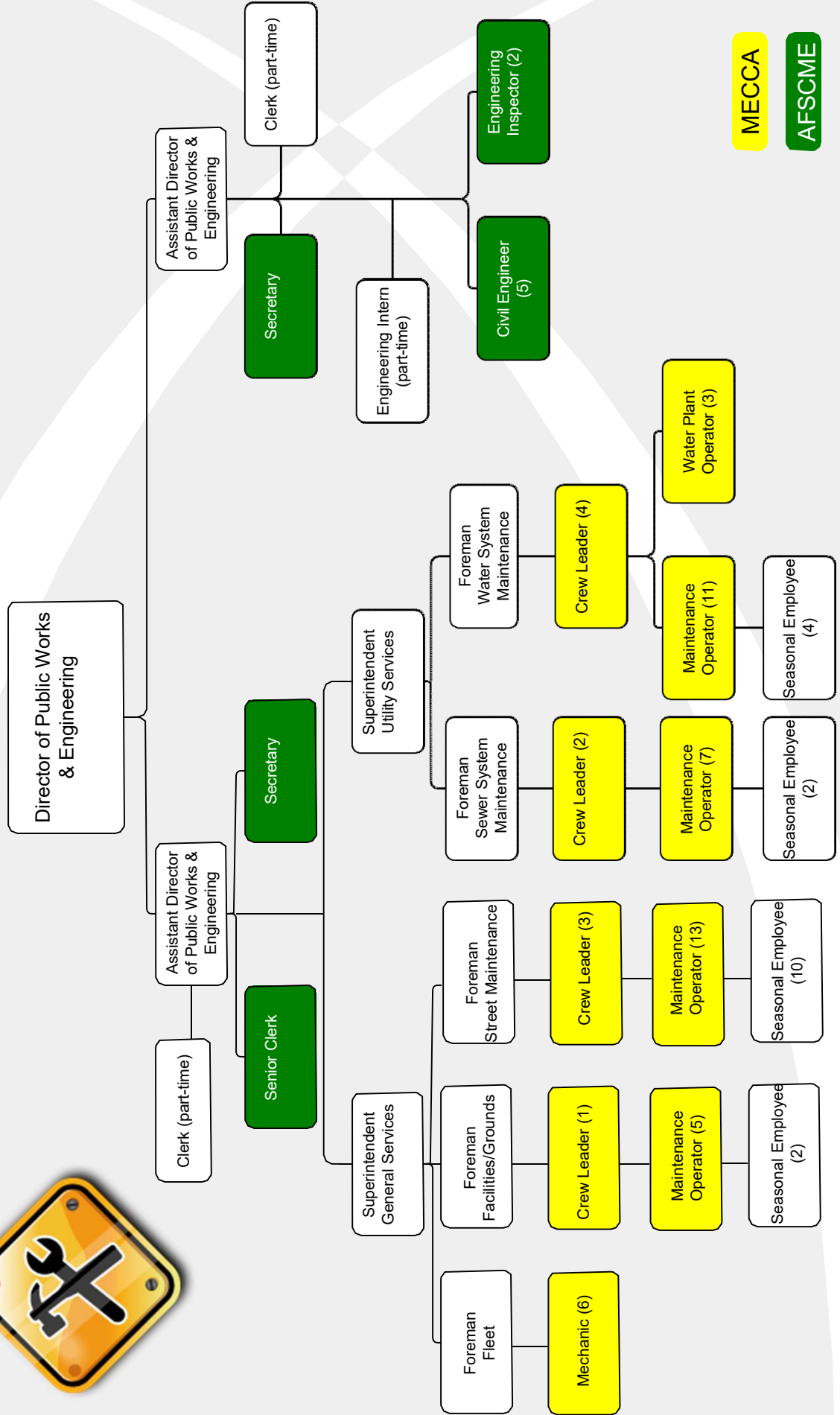
2017 Major Accomplishments

1. Completed the alternative water source design and construction.

2018 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

FY2018

2018 Budget
PUBLIC WORKS & ENGINEERING -
ADMINISTRATION

PERSONNEL EXHIBIT

Department: PWE		Div: Administration		Div. No: 50 - 100	
Title	Authorized Positions				
	2016 Authorized	2017 Budget	2018 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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	225,972	237,775	231,466	242,168
5020	Overtime - Non Supervisory	65	1,000	792	1,000
		226,036	238,775	232,258	243,168
Taxes and Benefits					
5200	FICA Contribution	15,996	16,893	16,875	17,046
5205	IMRF Contribution	28,123	28,650	28,010	29,216
5220	PPO Insurance Contribution	42,434	43,490	41,817	46,535
5225	HMO Insurance Contribution	4,800	4,966	4,716	5,065
5230	Dental Insurance Contribution	2,456	2,466	2,338	2,537
5232	Vision Insurance Contribution	134	134	128	271
5235	Life Insurance Contribution	221	222	223	222
5240	Workers Compensation	776	735	710	594
5245	Unemployment Compensation	150	80	74	-
5255	Excess Sick Hour Payout	1,169	-	1,169	1,295
5260	RHS Plan Payout	4,660	5,000	5,009	7,451
		100,921	102,636	101,069	110,232
Other Employee Costs					
5310	Membership Dues	518	2,690	2,630	2,630 *
5320	Conferences	40	1,500	1,000	1,500
5325	Training	210	500	1,500	500 *
5335	Travel Expenses	23	100	50	100 *
		791	4,790	5,180	4,730
Insurance					
5535	Property & Liability Insurance	15,391	15,610	15,610	31,210
		15,391	15,610	15,610	31,210
Contractual Services					
6000	Professional Services	-	-	-	-
6015	Communication Services	2,462	1,200	1,200	1,600 *
6025	Administrative Services	6,132	4,000	6,000	6,000 *
6040	Waste Hauling & Debris Removal	3,048,773	3,175,000	3,100,000	3,225,000 *
		3,057,367	3,180,200	3,107,200	3,232,600
Other Services					
6110	Printing Services	-	1,000	500	1,000 *
6195	Miscellaneous Contractual Services	-	3,000	2,000	3,000
		-	4,000	2,500	4,000
Repairs and Maintenance					
6300	R&M Software	2,943	2,400	3,500	7,200 *
6305	R&M Equipment	-	1,400	1,000	1,400 *
		2,943	3,800	4,500	8,600
Commodities					
7000	Office Supplies	325	1,100	1,000	1,000
7200	Other Supplies	39	850	850	850
7300	Uniforms	-	350	350	350 *
7310	Publications	-	100	75	100 *
7320	Equipment < \$5,000	-	-	320	-
		364	2,400	2,595	2,300
Other Expenses					
7500	Postage & Parcel	7,275	8,000	10,500	11,000 *
7550	Miscellaneous Expenses	644	200	600	200 *
		7,919	8,200	11,100	11,200

100-50-100 - Administration 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Capital Outlay					
8000	Computer Software	-	-	22,000	-
8005	Computer Hardware	7,623	-	-	-
		7,623	-	22,000	-
Division Total: Administration		3,419,355	3,560,411	3,504,012	3,648,040

100-50-100 - Administration

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Public Works Association	1,600
	American Water Works Association	175
	Illinois Public Works Mutual Aid Network	250
	Sams Club	30
	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	1,600
Account: 6025 - Administrative Services	Sanitation Contract Charges for Utility Billing	6,000
Account: 6040 - Waste Hauling & Debris Removal	Electronics Recycling Program	25,000
	Refuse Franchise Agreement	3,200,000
Account: 6110 - Printing Services	Other Printings	1,000
Account: 6300 - R&M Software	Kronos Software Maintenance	2,400
	PubWorks Software Maintenance	4,800
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	10,000
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 2015	Actual 2016	Projected 2017
Engineering	Value of Capital Projects Constructed (Millions)	19	18	19
	Number of Permits Reviewed	330	200	250
	Number of STAC Requests processed	96	102	100

2017 Major Accomplishments

1. Completed construction of all Capital Improvement Projects including the Storm Water Master Plan locations and Phase III of the downtown streetscape project. Also, completed Phase I design on a system of downtown wayfinding signage and initiated an online permit parking system to improve the efficiency of the downtown and increase its attractiveness for visitors.
2. Undertook major work efforts to maintain City compliance with four federal/regional required programs:
 - Completed revision of 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.
 - Completed high-risk area sewer system evaluation and submitted Year 2 paperwork in compliance with the new MWRD Inflow and Infiltration Reduction Program.
 - Completed replacement of all City-owned traffic and parking signs in Sign District 1 as part of the ten-year sign replacement program, in compliance with federal sign retro reflectivity requirements.
 - Completed year three of the City’s ADA inventory and prepared a draft Americans with Disabilities Act (ADA) Transition Plan for the City in compliance with the pending ADA Public Rights-of-Way Access Guidelines.

2018 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, the Tollway and Cook County 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.
 - Cumberland Circle Reconstruction Project which is intended to improve operations by bringing the Circle up to modern roundabout standards.
 - 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.
 - 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 pedestrian and vehicular improvements to the Lee-Touhy-Higgins triangle intersection.
 - S-Curve Viaduct Pump Station Replacement Project. This is a multi-million, multi-year construction project that will help ensure that the viaduct remains open after heavy rain events.

2018 Budget
PUBLIC WORKS & ENGINEERING -
ENGINEERING

PERSONNEL EXHIBIT

Department: PWE		Div: Engineering/General		Div. No: 50 - 510	
Title	Authorized Positions				
	2016 Authorized	2017 Budget	2018 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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	545,463	560,757	547,610	568,297
5020	Overtime - Non Supervisory	29,889	16,000	40,000	25,000
		575,351	576,757	587,610	593,297
Taxes and Benefits					
5200	FICA Contribution	42,312	42,678	42,973	43,865
5205	IMRF Contribution	71,497	69,211	69,053	68,505
5220	PPO Insurance Contribution	30,879	31,651	30,383	33,477
5225	HMO Insurance Contribution	48,225	49,885	47,849	50,884
5230	Dental Insurance Contribution	4,515	4,697	4,506	4,935
5232	Vision Insurance Contribution	67	67	64	518
5235	Life Insurance Contribution	432	434	436	434
5240	Workers Compensation	4,309	4,220	4,178	3,039
5245	Unemployment Compensation	370	190	175	-
5250	Uniform Allowance	400	400	400	400
5255	Excess Sick Hour Payout	2,337	-	2,337	2,589
5260	RHS Plan Payout	8,881	7,200	9,236	9,606
		214,225	210,633	211,590	218,252
Other Employee Costs					
5310	Membership Dues	1,797	1,200	1,200	1,200 *
5320	Conferences	2,475	1,500	1,500	1,500 *
5325	Training	299	1,200	1,200	1,200 *
5335	Travel Expenses	16	200	200	200 *
		4,587	4,100	4,100	4,100
Insurance					
5535	Property & Liability Insurance	8,159	8,400	8,400	16,340
		8,159	8,400	8,400	16,340
Contractual Services					
6000	Professional Services	2,500	2,500	1,000	2,500 *
6015	Communication Services	5,066	5,000	5,000	5,000 *
		7,566	7,500	6,000	7,500
Other Services					
6110	Printing Services	2,511	100	400	100 *
6115	Licensing/Titles	50	-	310	-
		2,561	100	710	100
Repairs and Maintenance					
6305	R&M Equipment	215	2,300	-	2,300 *
6310	R&M Vehicles	-	-	50	-
		215	2,300	50	2,300
Commodities					
7000	Office Supplies	1,269	2,500	2,200	2,500
7200	Other Supplies	562	1,250	1,000	1,250 *
7300	Uniforms	-	1,000	1,088	1,000 *
7310	Publications	258	250	200	250 *
7320	Equipment < \$5,000	109	-	500	-
		2,198	5,000	4,988	5,000
Other Expenses					
7500	Postage & Parcel	109	150	150	150 *
7550	Miscellaneous Expenses	30	-	15	-
		139	150	165	150

100-50-510 - Engineering

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Capital Outlay					
8010	Furniture & Fixtures	4,312	-	430	500
		4,312	-	430	500
Division Total: Engineering		819,312	814,940	824,043	847,539

100-50-510 - Engineering

2018 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

PUBLIC WORKS AND ENGINEERING

GIS Division

Division Overview

This Division was created in 2007 and accounts for expenditures relating to the Geographic Information Systems (GIS) function. The City belongs to the GIS Consortium along with 33 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 2015	Actual 2016	Projected 2017
Geographic Information Systems	Number of MapOffice Internal Hits	72,578	84,755	94,000
	Number of MapOffice Public Hits	22,049	20,401	29,000

2017 Major Accomplishments

1. Deployed the ArcGIS Collector application to begin collecting sign locations and related data, as a part of MUTCD (Manual on Uniform Traffic Control Devices) replacement program. The first of ten districts was completed this year and the data can now be utilized by City Staff answer resident questions and allocate resources.
2. Supported various City Departments during the July 2017 river event. An online map was created and shared with the public on the City’s webpage. Over the course of two weeks we received over 26,000 hits. The map was updated with road closures and sandbag pick-up locations. ArcGIS Collector was also utilized by city staff to collected damage assessments in the field and made for an easy export of data to IEMA (Illinois Emergency Management Association).
3. Launched the City’s Map Gallery to ensure residents have easy access to our most requested map products. Since launching in the first quarter we have had over 3,800 hits.

2018 Goals and Objectives

1. Migrate city staff whom utilize ArcGIS software to online feature services to reduce redundant data stored on the City’s network and ensure staff has the most up to date information.
2. Provide interactive dashboard and reports, for staff to view integrated GIS, work order, capital improvement, and sewer inspection data. This will provide staff an easy way to forecast resource allocation.

100-50-520 - Geographic Information Systems

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Other Employee Costs					
5325	Training	-	1,000	1,000	1,000 *
		-	1,000	1,000	1,000
Other Services					
6195	Miscellaneous Contractual Services	235,672	252,900	252,000	252,900 *
		235,672	252,900	252,000	252,900
Repairs and Maintenance					
6300	R&M Software	8,900	9,000	8,900	9,000 *
		8,900	9,000	8,900	9,000
Commodities					
7000	Office Supplies	129	500	400	500
7200	Other Supplies	-	250	200	250 *
7320	Equipment < \$5,000	-	-	800	-
		129	750	1,400	750
Division Total: Geographic Information Systems		244,701	263,650	263,300	263,650

100-50-520 - Geographic Information Systems

2018 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

2018 Budget

PUBLIC WORKS AND ENGINEERING

Street Division

Division Overview

The Street Maintenance Division annually maintains approximately 144 miles of roadway and 10 miles of alleys. The maintenance activities include street cleaning and sweeping, patching and repair of streets and alleys, repair of street lights and street/traffic signs, posting of zoning signs, pavement striping, branch collection, leaf collection, emergency road cleanups, and snow and ice control of all city streets and parking lots.

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Street Maintenance	Number of Trees Planted	879	425	400
	Tons of Asphalt for Repairs	3,736	3,769	4,200

2017 Major Accomplishments

1. Completed several street and sidewalk repairs. This includes resurfacing of streets as budget allows and completion of the 2017 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 2017.

2018 Goals and Objectives

1. Complete roadway pot hole and sidewalk trip hazard requests in a timely manner while continuing to complete in-house street resurfacing improvements.
2. Continue the tree pruning cycle and timely removal of hazard parkway trees; this process will be followed with replanting of approximately 425 new parkway trees to remain on pace to restore the City's urban forest canopy.

2018 Budget
PUBLIC WORKS & ENGINEERING -
STREET MAINTENANCE

PERSONNEL EXHIBIT

Department: PWE		Div: Street Maintenance		Div. No: 50 - 530
Title	Authorized Positions			
	2016 Authorized	2017 Budget	2018 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	13.00	13.00	13.00	
Part-Time*	0.00	0.00	1.00	
Seasonal Employee	<u>2.50</u>	<u>2.50</u>	<u>1.50</u>	
Total Full Time Equivalent (FTE) Employees:	20.00	20.00	20.00	

* No new positions, reclassification based on the number of hours worked.

100-50-530 - Street Maintenance

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	1,204,613	1,283,066	1,261,031	1,305,156
5010	Temporary Wages	49,329	84,500	75,000	84,500
5020	Overtime - Non Supervisory	126,008	180,000	150,000	180,000
5035	Acting Out of Class & Night Premium	285	3,000	1,364	3,000
5040	Overtime - Temporary	372	-	300	-
		1,380,606	1,550,566	1,487,695	1,572,656
Taxes and Benefits					
5200	FICA Contribution	103,296	119,079	110,134	120,853
5205	IMRF Contribution	162,639	175,922	166,962	156,623
5220	PPO Insurance Contribution	113,135	116,016	115,478	131,790
5225	HMO Insurance Contribution	127,293	137,012	127,967	125,759
5230	Dental Insurance Contribution	14,440	14,835	14,122	14,796
5232	Vision Insurance Contribution	67	67	64	1,376
5235	Life Insurance Contribution	1,350	1,378	1,427	1,378
5240	Workers Compensation	143,015	139,288	140,486	141,523
5245	Unemployment Compensation	908	410	378	-
5250	Uniform Allowance	8,130	7,680	9,200	8,400
5260	RHS Plan Payout	22,343	5,900	5,500	6,903
		696,616	717,587	691,718	709,401
Other Employee Costs					
5310	Membership Dues	1,365	1,443	1,505	1,513 *
5325	Training	2,628	3,550	3,550	3,550 *
5335	Travel Expenses	269	75	50	75
		4,262	5,068	5,105	5,138
Insurance					
5535	Property & Liability Insurance	50,775	50,050	50,050	100,840
		50,775	50,050	50,050	100,840
Contractual Services					
6000	Professional Services	-	-	100	250
6015	Communication Services	6,448	5,200	5,200	5,600 *
6040	Waste Hauling & Debris Removal	46,450	45,000	45,000	45,000 *
6045	Utility Locate Services	4,052	4,100	4,700	4,700 *
		56,950	54,300	55,000	55,550
Other Services					
6110	Printing Services	-	500	1,186	500 *
6115	Licensing/Titles	90	200	245	200 *
6135.030	Rentals - Equipment	8,018	9,500	7,000	8,500 *
6170	Tree Maintenance	346,745	400,000	400,000	400,000 *
6175	Tree Plantings	66,243	300,000	200,000	240,000 *
6190	Tow/Storage/Abandoned Fees	-	250	-	250
6195	Miscellaneous Contractual Services	139,813	220,900	180,000	220,900 *
		560,908	931,350	788,431	870,350
Repairs and Maintenance					
6305	R&M Equipment	1,712	3,500	1,500	3,500 *
6325	R&M Street Lights	44,565	25,000	40,000	30,000
		46,276	28,500	41,500	33,500
Commodities					
7000	Office Supplies	497	600	600	600
7020	Supplies - Safety	1,915	3,500	3,000	3,500
7030	Supplies - Tools & Hardware	3,945	3,000	3,000	3,000 *
7035	Supplies - Equipment R&M	1,961	1,500	1,200	1,500 *

100-50-530 - Street Maintenance

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Commodities					
7045	Supplies - Building R&M	(49)	-	-	-
7050	Supplies - Streetscape	6,481	14,000	14,000	14,000 *
7055	Supplies - Street R&M	99,133	125,000	125,000	125,000 *
7055.050	Street Light Supplies	2,469	5,000	3,000	5,000 *
7055.051	Street Sign Supplies	16,449	20,000	20,000	20,000 *
7055.052	Traffic Equipment & Material	5,519	3,700	3,700	8,200 *
7055.053	Graffiti Removal Supplies	533	1,500	1,000	1,500
7055.054	Other Supplies	2,685	2,500	2,900	2,500 *
7160	Ice Control	5,321	3,000	9,000	11,000 *
7200	Other Supplies	15,360	1,125	500	875 *
7300	Uniforms	349	3,500	3,200	3,500 *
7310	Publications	-	100	-	100
7320	Equipment < \$5,000	623	11,700	11,700	8,500 *
		163,192	199,725	201,800	208,775
Other Expenses					
7500	Postage & Parcel	-	50	-	50
7550	Miscellaneous Expenses	-	300	300	300
		-	350	300	350
Capital Outlay					
8015	Equipment	-	105,000	136,000	-
		-	105,000	136,000	-
Division Total: Street Maintenance		2,959,587	3,642,496	3,457,599	3,556,560

100-50-530 - Street Maintenance

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Public Works Association	320
	American Water Works Association	83
	Arborist License & Membership	1,110
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	5,600
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	4,700
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	8,000
Account: 6170 - Tree Maintenance	Parkway Tree Trim, Tree and Stump Removal	400,000
Account: 6175 - Tree Plantings	Late Summer Planting Program	120,000
	Spring Tree Planting Program	120,000
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	Barricade Replacement	4,500
	Replacement/Repair of Barricades, Batteries & Bulbs	3,700
Account: 7055.054 - Other Supplies	Lane Marking Paint	2,500
Account: 7160 - Ice Control	Geomelt Liquid Ice Control	5,000
	Granular Magnesium Chloride	2,500
	Liquid Chloride Ice Control	3,500
Account: 7200 - Other Supplies	Board-Ups, Replace Mailboxes	500
	Rags & Other Supplies	375

100-50-530 - Street Maintenance

2018 Budget Justification Worksheet

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	Chainsaws	500
	Graco Paint Striper	8,000

2018 Budget

PUBLIC WORKS AND ENGINEERING

Facilities & Grounds Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Facilities & Grounds	Number of Remodeling Jobs	6	7	7
	Number of Maintenance Requests	345	350	325

2017 Major Accomplishments

1. Completed several facility improvements which include: Continued the Public Works building remodeling (including the bathrooms, conference room, and superintendent's offices), upgraded carpeting and painting in the Human Resources Department, City Hall conference room improvements on floors 1 & 2, remodeling of bunk rooms at Fire Station #61, and the remodeling of the Police Department 2nd floor.
2. Bid and/or coordinated Facilities & Grounds maintenance and repair projects including: 2017 Parking Structure Repair and Maintenance, City Hall first floor improvements (Finance Dept. service counter and entry door improvements), City Hall exterior façade improvements, Historical Society waterproofing, Parking garage lighting upgrade, boiler replacement at Fire Station #62, and salt conveyor installation at the Public Works Department.

2018 Goals and Objectives

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

2018 Budget

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

PERSONNEL EXHIBIT

Department: PWE	Div: Facilities & Grounds Maint.	Div. No: 50 - 535
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Title	Authorized Positions		
	2016 Authorized	2017 Budget	2018 Budget
Foreman - Facilities & Grounds	1.00	1.00	1.00
Crew Leader	1.00	1.00	1.00
Maintenance Operator	5.00	5.00	5.00
Part-Time	<u>0.50</u>	<u>0.50</u>	<u>1.00</u>
Total Full Time Equivalent (FTE) Employees:	7.50	7.50	8.00

* No new positions, reclassification based on the number of hours worked.

100-50-535 - Facilities & Grounds Maintenance

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	377,427	438,133	432,329	461,808
5010	Temporary Wages	8,355	10,000	11,445	10,000
5020	Overtime - Non Supervisory	16,591	20,000	18,000	20,000
5035	Acting Out of Class & Night Premium	10,910	10,000	9,200	10,000
		413,283	478,133	470,974	501,808
Taxes and Benefits					
5200	FICA Contribution	29,944	36,748	34,382	38,718
5205	IMRF Contribution	50,025	56,214	52,991	56,246
5220	PPO Insurance Contribution	71,476	94,182	85,778	84,074
5225	HMO Insurance Contribution	19,201	19,862	19,098	27,124
5230	Dental Insurance Contribution	4,645	5,741	5,224	5,710
5232	Vision Insurance Contribution	5	-	-	633
5235	Life Insurance Contribution	483	564	535	564
5240	Workers Compensation	43,490	47,445	43,855	50,115
5245	Unemployment Compensation	166	130	120	-
5250	Uniform Allowance	2,250	1,350	3,300	2,950
		221,686	262,236	245,283	266,134
Other Employee Costs					
5310	Membership Dues	155	155	160	155 *
5325	Training	1,304	2,000	2,000	2,000 *
5335	Travel Expenses	325	75	50	75
		1,784	2,230	2,210	2,230
Insurance					
5535	Property & Liability Insurance	17,273	16,620	16,620	35,550
		17,273	16,620	16,620	35,550
Contractual Services					
6000	Professional Services	6,293	10,000	10,000	10,000 *
6015	Communication Services	1,919	1,785	2,100	2,700 *
		8,212	11,785	12,100	12,700
Other Services					
6110	Printing Services	-	250	50	250 *
6115	Licensing/Titles	30	200	50	200 *
6135.030	Rentals - Equipment	1,826	250	100	250
6145	Custodial Services	53,096	57,000	95,940	95,940
6195	Miscellaneous Contractual Services	229,798	321,100	310,000	563,800 *
		284,750	378,800	406,140	660,440
Repairs and Maintenance					
6305	R&M Equipment	53	2,500	750	1,500 *
6315	R&M Buildings & Structures	6,551	-	-	-
6315.001	City Hall	72,283	370,500	300,000	387,000 *
6315.002	Public Works	73,969	153,000	85,000	149,000 *
6315.003	Police	22,880	326,500	125,000	173,500 *
6315.004	Fire Station #61	18,602	74,800	45,000	60,000 *
6315.005	Fire Station #62	6,023	47,400	46,000	17,000 *
6315.006	Fire Station #63	16,218	22,800	22,000	14,000 *
6315.007	Library	-	7,500	-	7,500 *
6315.008	EMA	1,672	2,000	1,000	2,000 *
6315.009	Civic Center Parking Deck	2,095	10,000	2,500	10,000
6315.010	Library Parking Deck	-	-	4,340	-
6315.012	Historical Society	17,455	19,500	19,000	37,500 *

100-50-535 - Facilities & Grounds Maintenance

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Repairs and Maintenance					
6315.999	Other	32,266	75,000	55,000	65,000 *
		270,066	1,111,500	705,590	924,000
Commodities					
7000	Office Supplies	500	600	500	600
7020	Supplies - Safety	739	1,500	1,500	1,500
7025	Supplies - Custodial	21,280	20,000	24,000	24,000
7030	Supplies - Tools & Hardware	4,205	2,600	2,600	2,600 *
7035	Supplies - Equipment R&M	115	1,000	500	500
7045	Supplies - Building R&M	1,669	-	-	150,000 *
7045.001	City Hall	32,522	15,000	50,000	31,000 *
7045.002	Public Works	63,998	45,000	40,000	35,000 *
7045.003	Police	1,279	2,200	35,000	2,200
7045.004	Fire Station #61	2,807	2,200	12,000	2,200
7045.005	Fire Station #62	2,008	2,200	4,500	2,200
7045.006	Fire Station #63	783	2,200	2,000	43,700 *
7045.007	Library	640	700	-	700
7045.008	EMA	784	500	500	500
7045.009	Civic Center Parking Deck	966	500	400	500
7045.010	Library Parking Deck	-	500	250	500
7045.011	Metropolitan Square Parking	-	500	250	500
7045.012	Historical Society	1,218	1,000	1,000	1,000
7045.999	Other	195	1,000	500	1,000
7055.054	Other Supplies	233	2,500	2,000	-
7110	Natural Gas	7,680	-	400	-
7140	Electricity	128,080	125,000	125,000	125,000
7200	Other Supplies	138	1,125	1,000	1,125
7300	Uniforms	799	575	575	575
7310	Publications	-	100	-	100
7320	Equipment < \$5,000	10,083	8,000	8,000	8,000
		282,720	236,500	312,475	435,000
Other Expenses					
7500	Postage & Parcel	-	50	-	50
7550	Miscellaneous Expenses	-	300	125	300
		-	350	125	350
Capital Outlay					
8010	Furniture & Fixtures	15,434	-	18,000	-
8015	Equipment	11,193	-	-	-
8025	Buildings	26,525	-	-	-
8100	Improvements	62,606	100,000	280,000	40,000 *
		115,758	100,000	298,000	40,000
Division Total: Facilities & Grounds Maintenance		1,615,532	2,598,154	2,469,517	2,878,212

100-50-535 - Facilities & Grounds Maintenance

2018 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	2,700
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)	14,000
	Landscaping Improvements, Bushes, Flowers, etc.	50,000
	New Welcome Signs at Gateway Locations	235,000
	Pest Control	3,800
	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.	1,500
Account: 6315.001 - City Hall	City Hall 6th Floor Remodel	45,000
	City Hall Air Duct Cleaning	18,000
	Council Chambers Remodel Phase II (Carry over)	90,000
	Elevator Maintenance Contract	14,000
	Heating, Ventilation and Air Conditioning Maintenance Contract	50,000
	IT Server Room Redundant Cooling System	25,000
	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
	PW Boiler Expansion Tanks and Valves	18,000
	PW Roof Replacement over Tire Changing Room	18,000
Account: 6315.003 - Police	Misc. Repairs	10,000
	Police Department Ceiling Heater Inspection & Repair	15,000
	Police Department Second Floor Window Replacement	148,500
Account: 6315.004 - Fire Station #61	Misc. Building Repairs	30,000
	Station #61 Flood Protection (Carryover)	30,000
Account: 6315.005 - Fire Station #62	Fire Station #62 Carpet Replacement	15,000
	Miscellaneous Repairs	2,000
Account: 6315.006 - Fire Station #63	Kitchen Remodel (Countertops)	9,000
	Miscellaneous Repairs	5,000
Account: 6315.007 - Library	Maint. Agreement - Heating, Ventilation and Air Conditioning	7,500
Account: 6315.008 - EMA	Emergency Management Agency Repairs	2,000
Account: 6315.012 - Historical Society	Historical Society Carpeting Replacement	15,000
	Historical Society Lighting Upgrades	15,000
	Miscellaneous Repairs	7,500

100-50-535 - Facilities & Grounds Maintenance

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6315.999 - Other	Carpet Cleaning, Window Washing, Electrical, etc.	15,000
	Heating, Ventilation and Air Conditioning, Misc.	50,000
Account: 7030 - Supplies - Tools & Hardware	Screws, Nails, Glue and Saws for Carpenter Shop	2,600
Account: 7045 - Supplies - Building R&M	Police Department First Floor Remodeling	150,000
Account: 7045.001 - City Hall	City Hall 6th Floor Remodel	6,000
	General City Hall Repairs	25,000
Account: 7045.002 - Public Works	Misc Repairs	35,000
Account: 7045.006 - Fire Station #63	Fire Station #63 Ceiling Tile Replacement	18,000
	Fire Station #63 Tile and Carpet Replacement	23,500
	General Fire Station Repairs	2,200
Account: 8100 - Improvements	Northwest Highway Irrigation Installation	40,000

2018 Budget

PUBLIC WORKS AND ENGINEERING

Vehicle Maintenance Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Vehicle Maintenance	Number of Vehicle Repairs	1,542	1,789	1,874

2017 Major Accomplishments

1. Maintained and repaired over 355 pieces of equipment. The division provided services and support to all City departments via City mechanics, contractual services and warranty repairs.
2. Continued the process of auctioning surplus vehicles through Obenauf Auction Services. Three auctions are expected to be completed in 2017 to dispose of 15 vehicles/equipment upon approval by the City Council.

2018 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.

2018 Budget
PUBLIC WORKS & ENGINEERING -
VEHICLE MAINTENANCE

PERSONNEL EXHIBIT

Department: PWE		Div: Vehicle Maintenance		Div. No: 50 - 540
Title	Authorized Positions			
	2016 Authorized	2017 Budget	2018 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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	457,673	481,792	465,607	492,115
5020	Overtime - Non Supervisory	15,895	15,000	17,961	17,500
5035	Acting Out of Class & Night Premium	6,106	1,000	6,000	6,000
		479,674	497,792	489,568	515,615
Taxes and Benefits					
5200	FICA Contribution	34,969	37,978	36,598	39,378
5205	IMRF Contribution	59,352	59,733	58,343	59,055
5220	PPO Insurance Contribution	71,220	72,996	68,746	70,077
5225	HMO Insurance Contribution	48,012	49,655	47,746	50,650
5230	Dental Insurance Contribution	8,006	7,996	7,539	7,583
5232	Vision Insurance Contribution	201	201	193	694
5235	Life Insurance Contribution	464	466	468	466
5240	Workers Compensation	27,625	28,483	27,817	26,268
5245	Unemployment Compensation	306	160	148	-
5250	Uniform Allowance	320	320	320	320
5260	RHS Plan Payout	4,602	5,400	4,738	4,978
		255,078	263,388	252,656	259,469
Other Employee Costs					
5310	Membership Dues	185	185	190	190 *
5325	Training	2,364	9,250	9,250	9,250 *
5335	Travel Expenses	-	100	50	100
		2,549	9,535	9,490	9,540
Insurance					
5535	Property & Liability Insurance	9,279	9,450	9,450	18,770
		9,279	9,450	9,450	18,770
Contractual Services					
6015	Communication Services	1,441	1,800	1,400	1,950 *
6040	Waste Hauling & Debris Removal	1,702	2,000	2,000	2,000 *
		3,142	3,800	3,400	3,950
Other Services					
6115	Licensing/Titles	1,429	4,150	4,000	4,150 *
6135.031	Rentals - Uniforms	5,959	5,200	6,400	6,500
6190	Tow/Storage/Abandoned Fees	2,121	1,000	1,000	1,000
6195	Miscellaneous Contractual Services	13,906	7,700	7,700	7,700 *
		23,415	18,050	19,100	19,350
Repairs and Maintenance					
6300	R&M Software	2,995	2,995	2,995	2,995 *
6305	R&M Equipment	4,835	15,000	15,000	15,000 *
6310	R&M Vehicles	88,515	65,000	65,000	65,000 *
		96,345	82,995	82,995	82,995
Commodities					
7000	Office Supplies	128	200	332	200
7020	Supplies - Safety	449	750	750	750
7030	Supplies - Tools & Hardware	5,319	4,900	4,900	4,900 *
7035	Supplies - Equipment R&M	3,960	30,000	5,000	20,000 *
7040	Supplies - Vehicle R&M	278,489	250,000	250,000	250,000 *
7110	Natural Gas	661	700	700	700
7120	Gasoline	152,066	350,000	200,000	275,000
7130	Diesel	70,222	150,000	75,000	120,000
7200	Other Supplies	178	-	500	500
7300	Uniforms	305	650	650	650

100-50-540 - Vehicle Maintenance

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Commodities					
7320	Equipment < \$5,000	3,775	4,500	6,500	33,600 *
		515,551	791,700	544,332	706,300
Other Expenses					
7500	Postage & Parcel	12	-	-	-
		12	-	-	-
Capital Outlay					
8010	Furniture & Fixtures	680	-	-	-
8015	Equipment	-	27,500	27,500	-
		680	27,500	27,500	-
Division Total: Vehicle Maintenance		1,385,725	1,704,210	1,438,491	1,615,989

100-50-540 - Vehicle Maintenance

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Public Works Association	160
	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	1,950
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	20,000
Account: 7040 - Supplies - Vehicle R&M	Other Parts & Accessories for All City Departments	250,000
Account: 7320 - Equipment < \$5,000	Air Conditioning Service Machine	9,000
	Heavy Duty Diagnostic Scanner	8,700
	Misc. Fleet Equipment	4,500
	Steel Cold Saw	3,200
	Tire Changing Machine	8,200

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2018 Budget POLICE

Mission Statement

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

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Salaries	11,306,906	11,394,885	11,369,399	12,417,826	11,980,826	12,831,643
Benefits	7,159,085	7,658,153	8,287,713	8,576,442	8,464,564	8,967,520
Contractual Services	1,465,361	369,780	368,922	508,975	436,076	652,525
Commodities	126,905	148,872	165,975	174,660	173,642	189,960
Capital Outlay	864	-	12,500	-	1,500	8,150
Transfers	-	1,186,906	1,079,308	1,457,592	1,457,592	1,515,480
Total	20,059,121	20,758,596	21,283,816	23,135,495	22,514,200	24,165,278

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.

2018 Budget POLICE

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.

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Administration	# of New Police Vehicles Purchased/ Outfitted	8	0	2
	# of Arrest Videos Burned - Court Subpoena	48	371	350
	# of DUI Videos Burned – Court Subpoena	41	48	45

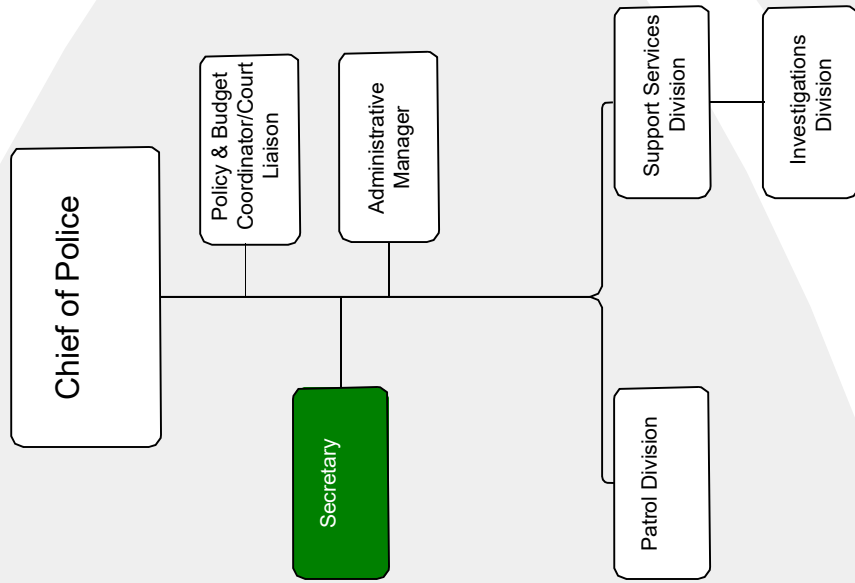
2017 Major Accomplishments

1. Added camera video/audio system to new detective division interview rooms.
2. Increased cooperation with local, state, and federal public safety agencies.

2018 Goals and Objectives

1. Switch to paperless accident report writing system.
2. Improve outreach with community groups and community events.

Police Department - Administration



2018 Budget
POLICE -
ADMINISTRATION

PERSONNEL EXHIBIT

Department: Police		Div: Administration		Div. No: 60 - 100	
Title	Authorized Positions				
	2016 Authorized	2017 Budget	2018 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		
Administrative Manager	<u>1.00</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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	294,956	379,795	357,644	400,971
5020	Overtime - Non Supervisory	-	2,000	769	1,000
5025	Secondary Employment	11,305	-	5,700	-
		306,261	381,795	364,113	401,971
Taxes and Benefits					
5200	FICA Contribution	13,782	19,405	18,092	20,679
5205	IMRF Contribution	40,600	49,416	47,260	52,771
5220	PPO Insurance Contribution	54,409	72,643	66,490	77,052
5230	Dental Insurance Contribution	2,892	3,518	3,277	4,532
5232	Vision Insurance Contribution	226	225	216	407
5235	Life Insurance Contribution	292	368	357	368
5240	Workers Compensation	10,259	10,438	10,373	9,407
5245	Unemployment Compensation	252	100	88	-
5250	Uniform Allowance	1,575	2,025	1,575	1,575
5260	RHS Plan Payout	5,942	4,900	6,123	6,427
		130,228	163,038	153,851	173,218
Other Employee Costs					
5310	Membership Dues	-	1,425	1,425	1,425 *
5320	Conferences	-	1,500	1,000	1,500 *
5325	Training	1,085	1,000	1,000	1,000 *
5335	Travel Expenses	59	100	100	100 *
		1,144	4,025	3,525	4,025
Insurance					
5535	Property & Liability Insurance	6,296	6,380	6,380	12,580
		6,296	6,380	6,380	12,580
Contractual Services					
6015	Communication Services	3,107	3,500	2,500	2,500 *
		3,107	3,500	2,500	2,500
Commodities					
7000	Office Supplies	146	1,000	400	800 *
7200	Other Supplies	-	500	300	500
7320	Equipment < \$5,000	475	-	-	-
		621	1,500	700	1,300
Other Expenses					
7500	Postage & Parcel	-	150	100	150 *
7550	Miscellaneous Expenses	10	-	-	-
		10	150	100	150
Division Total: Administration		447,667	560,388	531,169	595,744

100-60-100 - Administration

2018 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)	2,500
Account: 7000 - Office Supplies	Stationary Copy Paper, Pens, Pencils	800
Account: 7500 - Postage & Parcel	Stamps, Shipping, Package Delivery, Postage Meter	150

2018 Budget
POLICE

Operations (Patrol) Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Uniformed Patrol	Total Number of Uniformed Patrol Officers	94	93	96
	Total Number of Incidents Reported	6,630	8,192	7,500
	Total Arrests	691	623	625
	Total DUI Arrests	45	46	40
	SWAT Call Outs	5	2	2
	Number of Compliance & Parking Violations Issued	7,233	7,407	7,300

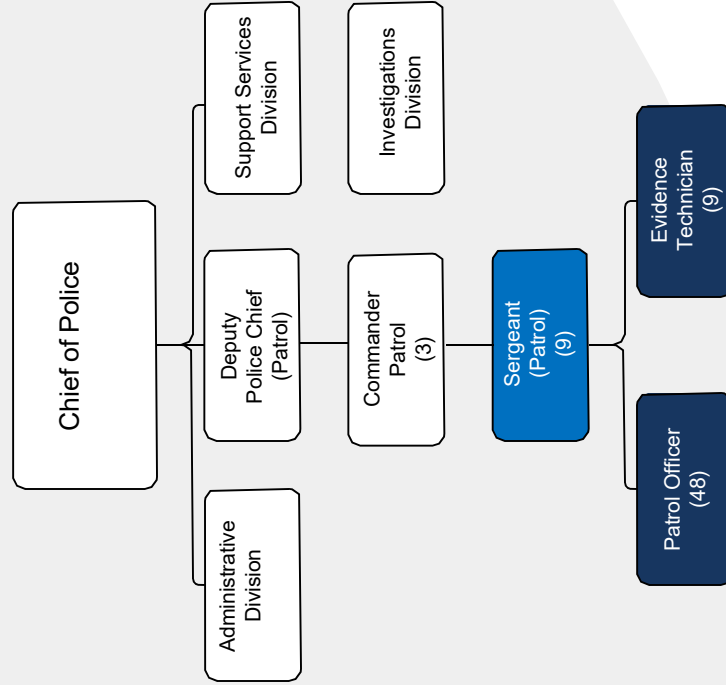
2017 Major Accomplishments

1. Upgrade of patrol fleet with new modems / mobile data solutions.
2. Upgrade of body camera hardware.

2018 Goals and Objectives

1. Implement revised city ordinance procedures and incorporate the Illinois Vehicle Code into city ordinance.
2. Work with Architect to design a safe and secure police department first floor.

Police Department - Uniformed Patrol



MAP 240

MAP 241

FY2018

2018 Budget
POLICE -
UNIFORMED PATROL

PERSONNEL EXHIBIT

Department: Police		Div: Uniformed Patrol		Div. No: 60 - 610
Title	Authorized Positions			
	2016 Authorized	2017 Budget	2018 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	2.00	2.00	
Patrolman/UP	<u>46.00</u>	<u>46.00</u>	<u>46.00</u>	
Total Full Time Equivalent (FTE) Employees:	69.00	70.00	70.00	

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

100-60-610 - Uniformed Patrol

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	6,536,857	6,834,677	6,900,615	7,270,188
5015	Overtime - Supervisory	74,301	58,000	46,332	58,000
5020	Overtime - Non Supervisory	288,518	325,000	251,596	325,000
5025	Secondary Employment	30,328	25,000	24,410	25,000
5030	Court Pay	78,740	115,000	75,336	115,000
5035	Acting Out of Class & Night Premium	36,150	50,000	38,092	50,000
		7,044,895	7,407,677	7,336,381	7,843,188
Taxes and Benefits					
5200	FICA Contribution	101,628	108,132	100,259	126,169
5210	Police Pension Contribution	3,615,149	3,780,000	3,780,000	3,996,000
5220	PPO Insurance Contribution	890,391	943,559	932,313	1,078,995
5225	HMO Insurance Contribution	218,636	228,249	216,696	220,437
5230	Dental Insurance Contribution	62,778	65,721	64,872	73,354
5232	Vision Insurance Contribution	269	268	258	7,319
5235	Life Insurance Contribution	5,509	5,704	3,932	5,932
5240	Workers Compensation	219,926	236,365	231,800	196,297
5245	Unemployment Compensation	4,596	2,320	2,052	-
5250	Uniform Allowance	50,775	49,350	46,900	45,350
5260	RHS Plan Payout	273,545	114,400	108,035	118,423
		5,443,201	5,534,068	5,487,117	5,868,276
Other Employee Costs					
5310	Membership Dues	150	255	255	255 *
5320	Conferences	-	1,000	1,000	1,000
5325	Training	20,650	50,200	30,000	39,700 *
5335	Travel Expenses	-	500	500	500 *
		20,800	51,955	31,755	41,455
Insurance					
5535	Property & Liability Insurance	77,805	77,950	77,950	157,220
		77,805	77,950	77,950	157,220
Contractual Services					
6015	Communication Services	18,865	63,960	30,000	59,100 *
		18,865	63,960	30,000	59,100
Other Services					
6110	Printing Services	556	200	200	200
6195	Miscellaneous Contractual Services	99	3,600	1,000	3,600 *
		655	3,800	1,200	3,800
Repairs and Maintenance					
6300	R&M Software	899	2,000	2,000	2,000 *
6305	R&M Equipment	-	-	101	-
		899	2,000	2,101	2,000
Commodities					
7000	Office Supplies	1,962	4,000	3,000	3,000 *
7120	Gasoline	35	-	-	-
7200	Other Supplies	11,310	9,120	9,120	9,120 *
7300	Uniforms	6,772	16,000	16,000	16,000 *
7310	Publications	-	-	50	-
7320	Equipment < \$5,000	18,317	1,400	1,400	1,400 *
		38,396	30,520	29,570	29,520
Other Expenses					
7500	Postage & Parcel	37	200	100	200

100-60-610 - Uniformed Patrol

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Other Expenses					
7550	Miscellaneous Expenses	24	-	-	-
		60	200	100	200
Other Financing Uses					
9280	Transfer to Emergency Telephone System Fund	1,079,308	1,457,592	1,457,592	1,515,480
		1,079,308	1,457,592	1,457,592	1,515,480
Division Total: Uniformed Patrol		13,724,883	14,629,722	14,453,766	15,520,239

100-60-610 - Uniformed Patrol

2018 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	500
	Evidence Tech Training	6,000
	Field Training Officer School	1,000
	Interviews & Interrogations	2,400
	Police Academy Training (5)	15,000
	Report Writing Class	500
	Staff and Command School	10,000
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	18,000
	Cook County Radio System	31,200
	Departmental Cell Phones, iPad (Deputy Chief)	7,500
	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	3,000
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

2018 Budget
POLICE

Criminal Investigations Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Criminal Investigations	Total Cases Assigned	828	825	900
	Total Cases Closed	790	760	800
	Juvenile Arrests - % of Total Arrests	30%	16%	18%
	Total Arrests	186	457	475

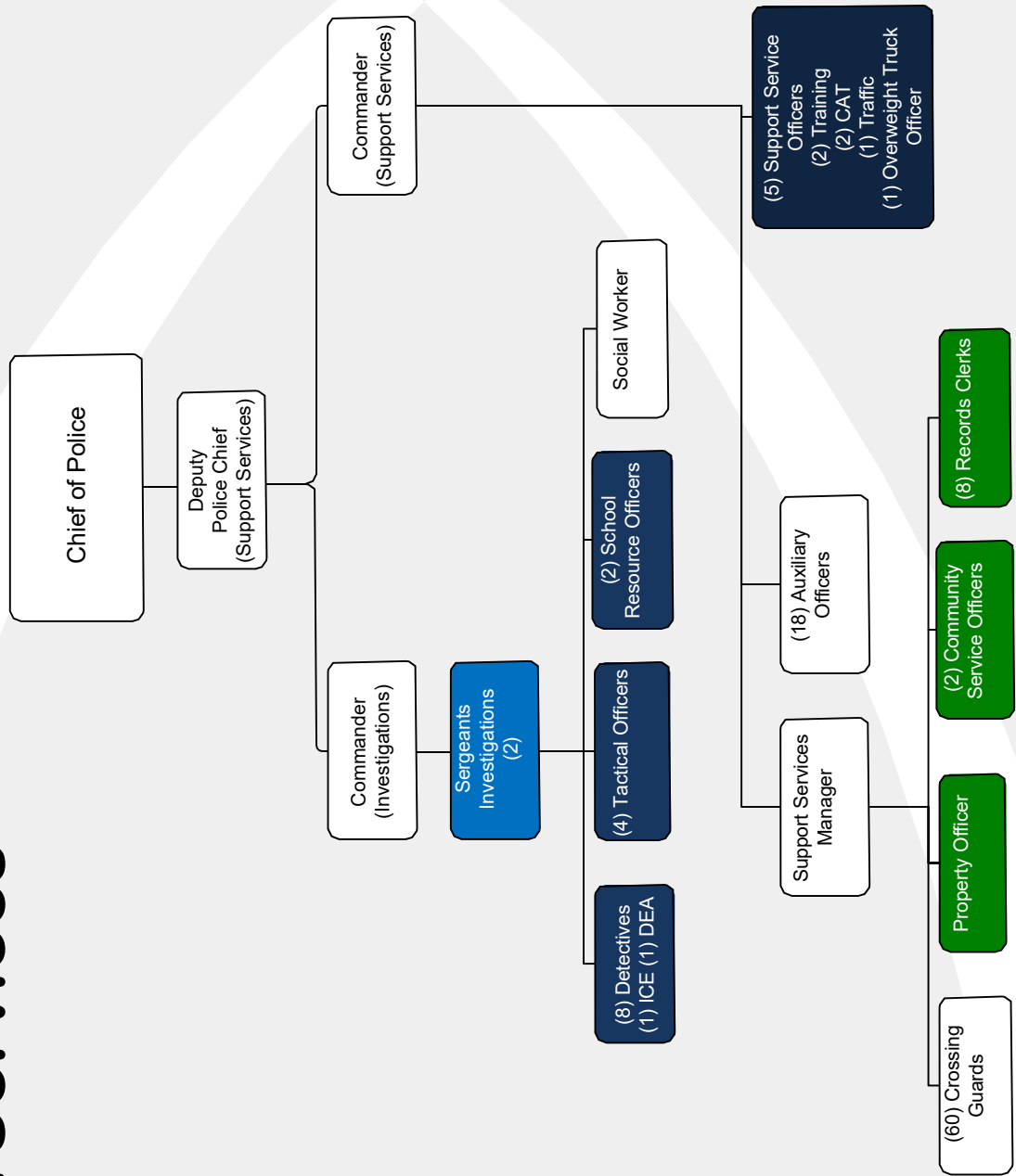
2017 Major Accomplishments

1. Moved the entire investigations section to the second floor of the police department after major renovation.
2. Software/Hardware purchased to extract data and information from communications equipment.

2018 Goals and Objectives

1. Continue to provide the best possible investigative services to the citizens of Des Plaines and explore new ideas and methods of police investigations.
2. Continue on educating personnel and keeping up with all their certifications and state mandated training.
3. Update and overhaul police property/evidence room.

Police Department – Criminal Investigation / Support Services



MAP 240

MAP 241

AFSCME

FY2018

2018 Budget
POLICE -
CRIMINAL INVESTIGATION

PERSONNEL EXHIBIT

Department: Police		Div: Criminal Investigation		Div. No: 60 - 620
Title	Authorized Positions			
	2016 Authorized	2017 Budget	2018 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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	1,739,316	2,121,945	1,935,544	2,128,539
5015	Overtime - Supervisory	16,306	40,000	21,638	40,000
5020	Overtime - Non Supervisory	174,028	167,000	129,533	167,000
5025	Secondary Employment	-	3,300	1,652	3,300
5030	Court Pay	36,957	40,000	32,266	40,000
5035	Acting Out of Class & Night Premium	-	1,000	385	1,000
		1,966,606	2,373,245	2,121,018	2,379,839
Taxes and Benefits					
5200	FICA Contribution	33,586	40,142	47,565	42,995
5205	IMRF Contribution	10,602	10,674	14,176	10,721
5210	Police Pension Contribution	999,520	1,050,000	1,050,000	1,165,500
5220	PPO Insurance Contribution	256,267	287,968	286,214	335,779
5225	HMO Insurance Contribution	63,997	97,805	60,953	59,856
5230	Dental Insurance Contribution	18,818	22,948	20,374	22,630
5232	Vision Insurance Contribution	180	180	173	2,242
5235	Life Insurance Contribution	1,368	1,616	3,137	1,616
5240	Workers Compensation	58,869	73,759	64,123	55,208
5245	Unemployment Compensation	1,214	610	540	-
5250	Uniform Allowance	12,600	14,925	13,275	14,050
5260	RHS Plan Payout	97,209	50,200	62,985	66,140
		1,554,230	1,650,827	1,623,515	1,776,737
Other Employee Costs					
5310	Membership Dues	3,250	4,245	4,245	4,245 *
5325	Training	7,351	8,625	8,625	8,625 *
5335	Travel Expenses	34	150	150	150 *
		10,635	13,020	13,020	13,020
Insurance					
5535	Property & Liability Insurance	30,979	32,260	32,260	65,170
		30,979	32,260	32,260	65,170
Contractual Services					
6015	Communication Services	19,139	16,080	16,080	16,500 *
		19,139	16,080	16,080	16,500
Other Services					
6135.999	Rentals - Other	-	1,000	500	1,000 *
6195	Miscellaneous Contractual Services	15,565	14,075	14,075	14,075 *
		15,565	15,075	14,575	15,075
Repairs and Maintenance					
6305	R&M Equipment	-	250	250	250
		-	250	250	250
Commodities					
7000	Office Supplies	2,022	2,000	2,000	2,000
7120	Gasoline	43	-	68	-
7200	Other Supplies	1,313	500	524	500
7300	Uniforms	-	200	-	200
7310	Publications	-	80	-	80 *
7320	Equipment < \$5,000	225	500	500	500 *
		3,603	3,280	3,092	3,280
Other Expenses					
7500	Postage & Parcel	17	250	100	250
		17	250	100	250

100-60-620 - Criminal Investigation

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Capital Outlay					
8010	Furniture & Fixtures	-	-	1,500	-
		-	-	1,500	-
Division Total: Criminal Investigation		3,600,773	4,104,287	3,825,410	4,270,121

100-60-620 - Criminal Investigation

2018 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	850
		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	Broadband Cards	1,000	
	Departmental Cell Phones, iPad (3)	15,500	
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	

2018 Budget
POLICE

Support Services Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Support Services	# of Police Education Programs Presented	28	50	55
	# of Police Training Classes Conducted	311	316	320

2017 Major Accomplishments

1. Implemented updated administrative hearing software, and added city ordinance violations to the administrative hearings.
2. Implemented monthly training program per new state law.

2018 Goals and Objectives

1. Transition all training and personnel files to new RMS program.
2. Increase Community Action Team presence at schools and parks.
3. Implement 2nd Traffic/Truck Enforcement Officer to enhance traffic safety.

2018 Budget
POLICE -
SUPPORT SERVICES

PERSONNEL EXHIBIT

Department: Police		Div: Support Services		Div. No: 60 - 630
Title	Authorized Positions			
	2016 Authorized	2017 Budget	2018 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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	1,760,766	1,926,609	1,877,411	1,878,145
5010	Temporary Wages	168,451	210,000	174,227	210,000
5015	Overtime - Supervisory	1,818	-	-	-
5020	Overtime - Non Supervisory	58,502	70,000	61,941	70,000
5025	Secondary Employment	59,408	40,000	40,688	40,000
5030	Court Pay	351	-	-	-
5035	Acting Out of Class & Night Premium	2,343	8,500	5,047	8,500
		2,051,638	2,255,109	2,159,314	2,206,645
Taxes and Benefits					
5200	FICA Contribution	105,995	119,045	114,832	117,189
5205	IMRF Contribution	130,690	141,017	137,084	129,937
5210	Police Pension Contribution	421,423	420,000	420,000	388,500
5220	PPO Insurance Contribution	247,828	287,439	268,369	271,170
5225	HMO Insurance Contribution	123,076	132,895	127,000	115,297
5230	Dental Insurance Contribution	23,098	25,010	23,710	23,493
5232	Vision Insurance Contribution	269	268	258	2,157
5235	Life Insurance Contribution	1,837	1,996	2,009	1,920
5240	Workers Compensation	51,509	51,704	50,561	39,741
5245	Unemployment Compensation	1,200	610	563	-
5250	Uniform Allowance	10,525	11,425	11,300	11,225
5260	RHS Plan Payout	42,602	37,100	44,395	48,660
		1,160,053	1,228,509	1,200,081	1,149,289
Other Employee Costs					
5310	Membership Dues	9,236	9,450	9,450	9,450 *
5320	Conferences	-	1,000	1,000	1,000
5325	Training	14,812	27,090	25,000	27,090 *
5335	Travel Expenses	61	150	150	150 *
		24,110	37,690	35,600	37,690
Insurance					
5535	Property & Liability Insurance	24,129	24,680	24,680	49,430
		24,129	24,680	24,680	49,430
Contractual Services					
6000	Professional Services	15,885	28,125	22,000	28,125 *
6015	Communication Services	10,835	11,060	9,200	9,200 *
		26,720	39,185	31,200	37,325
Other Services					
6110	Printing Services	11,402	11,500	11,500	11,500 *
6185	Animal Control	25,130	43,000	35,000	43,000 *
6190	Tow/Storage/Abandoned Fees	825	2,500	1,000	2,500
6195	Miscellaneous Contractual Services	30,062	24,150	31,000	34,350 *
		67,418	81,150	78,500	91,350
Repairs and Maintenance					
6300	R&M Software	-	3,665	6,000	13,665 *
6305	R&M Equipment	4,965	11,350	8,000	15,370 *
6310	R&M Vehicles	9,734	9,500	9,000	3,500 *
6315	R&M Buildings & Structures	80	-	-	-
6345	R&M Police Range	5,877	11,500	11,500	11,500 *
		20,656	36,015	34,500	44,035
Commodities					
7000	Office Supplies	9,489	11,000	11,000	11,000
7010	Supplies - Community Relations	11,727	18,000	17,000	18,000 *

100-60-630 - Support Services

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Commodities					
7015	Supplies - Police Range	59,960	63,630	63,630	63,630 *
7035	Supplies - Equipment R&M	196	-	-	-
7055.051	Street Sign Supplies	-	200	200	200 *
7110	Natural Gas	76	-	-	-
7120	Gasoline	-	-	500	-
7200	Other Supplies	13,457	29,050	29,050	45,550 *
7300	Uniforms	14,158	4,900	4,900	4,900 *
7310	Publications	3,167	3,180	3,800	3,180 *
7320	Equipment < \$5,000	8,974	6,000	7,500	6,000 *
		121,204	135,960	137,580	152,460
Other Expenses					
7500	Postage & Parcel	405	500	500	500
7525	Meals	768	1,200	800	1,200 *
7550	Miscellaneous Expenses	890	1,100	1,100	1,100
		2,063	2,800	2,400	2,800
Capital Outlay					
8000	Computer Software	12,500	-	-	8,150 *
		12,500	-	-	8,150
Division Total: Support Services		3,510,493	3,841,098	3,703,855	3,779,174

100-60-630 - Support Services

2018 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)	9,200
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	13,800
	Shredding	9,500
Account: 6300 - R&M Software	Body Camera Software Annual License	3,665
	DACRA Administrative Hearing Software - Annual Maintenance	10,000
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
	Outdoor Warning Sirens Corrective Repairs and Maintenance	4,020
	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
	Squad Car Washes	3,500
Account: 6310 - R&M Vehicles	Range Maintenance	6,700
	Range Maintenance (Lead removal, filters)	4,800

100-60-630 - Support Services

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
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
	Disaster Cleanup Buckets	16,500
	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
Account: 8000 - Computer Software	Outdoor Warning Sirens	8,150

2018 Budget

HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY

Mission Statement

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

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Salaries	26,195	29,614	26,970	59,948	62,750	96,025
Benefits	12,413	11,565	11,753	12,028	11,823	15,850
Contractual Services	43,766	28,965	52,259	59,250	47,395	62,810
Commodities	18,905	26,889	18,824	29,080	23,105	29,080
Capital Outlay	395	5,947	15,255	-	3,900	-
Total	101,673	102,980	125,063	160,306	148,973	203,765

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.

2018 Budget

HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY

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

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

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

2018 Budget

**HOMELAND SECURITY AND
EMERGENCY MANAGEMENT AGENCY**

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Emergency Management	Number of Emergency Reponses	194	260	250
	Number of Hours Spent on Disaster Planning	1149	1600	1,900
	New Grants Applied For/Received	1	1	1
	Preparedness Outreach Events (upon requests)	16	14	17
	% of Grants Successfully Awarded	100%	100%	100%

2017 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 Full Scale Exercise with the Chicago Police and the Des Plaines Police Departments and achieved our 1st quarter 2017 exercise requirements.
2. Coordinator is in the process of meeting the IEMA new Administrative Code and National Standards for Accredited Emergency Management Programs. This includes the updating of the City's Emergency Operation Plan.
3. Will meet all DHS/FEMA HSEEP and NIMS requirements by August 31, 2017, as required for compliance with all federal grants awarded to the City.
4. The Emergency Operation Center was activated at a Level 2 for the July 12th flooding of northern Illinois and the City. Des Plaines' Incident Management Team operated under the City's Emergency Operation Plan and the National Incident Management System.

Citizen Corps

1. The Citizen Corps members contributed as of July 22, 2017, 1,468 hours of volunteer service while responding to emergencies, disaster sites, special events and daily operational functions, resulting in a monetary savings of \$21,550.24 to the City of Des Plaines.

2018 Budget

**HOMELAND SECURITY AND
EMERGENCY MANAGEMENT AGENCY**

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. Meeting the IEMA new Administrative Code and National Standards for Accredited Emergency Management Programs. This includes the updating of the City's Emergency Operation Plan.
2. Deliver quarterly emergency management training for Incident Management Team.

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.

2018 Budget
HOMELAND SECURITY AND
EMERGENCY MANAGEMENT AGENCY

PERSONNEL EXHIBIT

Department: EMA		Div: EMA		Div. No: 65-000	
Title	Authorized Positions				
	2016 Authorized	2017 Budget	2018 Budget		
Deputy Executive Coordinator	1.00	1.00	1.00		
Part-Time EMA Coordinator	0.00	0.00	0.50		
Total Full Time Equivalent (FTE) Employees:	1.00	1.00	1.50		

*New position approved as part of 2018 Budget.

100-65 - Emergency Management Agency

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	26,970	59,948	62,750	69,025
5010	Temporary Wages	-	-	-	27,000
		26,970	59,948	62,750	96,025
Taxes and Benefits					
5200	FICA Contribution	4,400	4,586	4,528	7,342
5205	IMRF Contribution	7,069	7,194	7,050	8,283
5235	Life Insurance Contribution	108	108	109	108
5240	Workers Compensation	138	120	118	117
5245	Unemployment Compensation	38	20	18	-
		11,753	12,028	11,823	15,850
Other Employee Costs					
5310	Membership Dues	260	300	300	300 *
5325	Training	3,421	3,500	3,000	3,500 *
5335	Travel Expenses	-	100	100	100 *
		3,681	3,900	3,400	3,900
Insurance					
5535	Property & Liability Insurance	13,535	13,550	13,550	27,110
		13,535	13,550	13,550	27,110
Contractual Services					
6015	Communication Services	7,977	11,800	9,500	11,800 *
		7,977	11,800	9,500	11,800
Other Services					
6110	Printing Services	2,308	3,000	3,000	3,000 *
6195	Miscellaneous Contractual Services	5,000	5,000	5,000	5,000 *
		7,308	8,000	8,000	8,000
Repairs and Maintenance					
6300	R&M Software	-	10,000	-	-
6305	R&M Equipment	14,485	12,000	12,000	12,000 *
6310	R&M Vehicles	5,272	-	945	-
		19,757	22,000	12,945	12,000
Commodities					
7000	Office Supplies	1,544	1,687	1,687	1,687 *
7020	Supplies - Safety	2,077	-	-	-
7035	Supplies - Equipment R&M	75	225	800	225 *
7200	Other Supplies	2,528	7,018	7,018	7,018 *
7300	Uniforms	6,527	10,300	3,000	10,300 *
7320	Equipment < \$5,000	2,993	7,500	7,500	7,500 *
		15,744	26,730	20,005	26,730
Other Expenses					
7500	Postage & Parcel	-	100	100	100 *
7550	Miscellaneous Expenses	3,081	2,250	3,000	2,250 *
		3,081	2,350	3,100	2,350
Capital Outlay					
8000	Computer Software	13,275	-	-	-
8010	Furniture & Fixtures	663	-	3,900	-
8015	Equipment	1,318	-	-	-
		15,255	-	3,900	-
Department Total: Emergency Management Agency		125,063	160,306	148,973	203,765

100-65 - Emergency Management Agency

2018 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	Employee & Volunteer National Incident Management System (NIMS)	500
	Mandated Training	2,000
	Volunteer Training	1,000
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: 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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2018 Budget

FIRE DEPARTMENT

Mission Statement

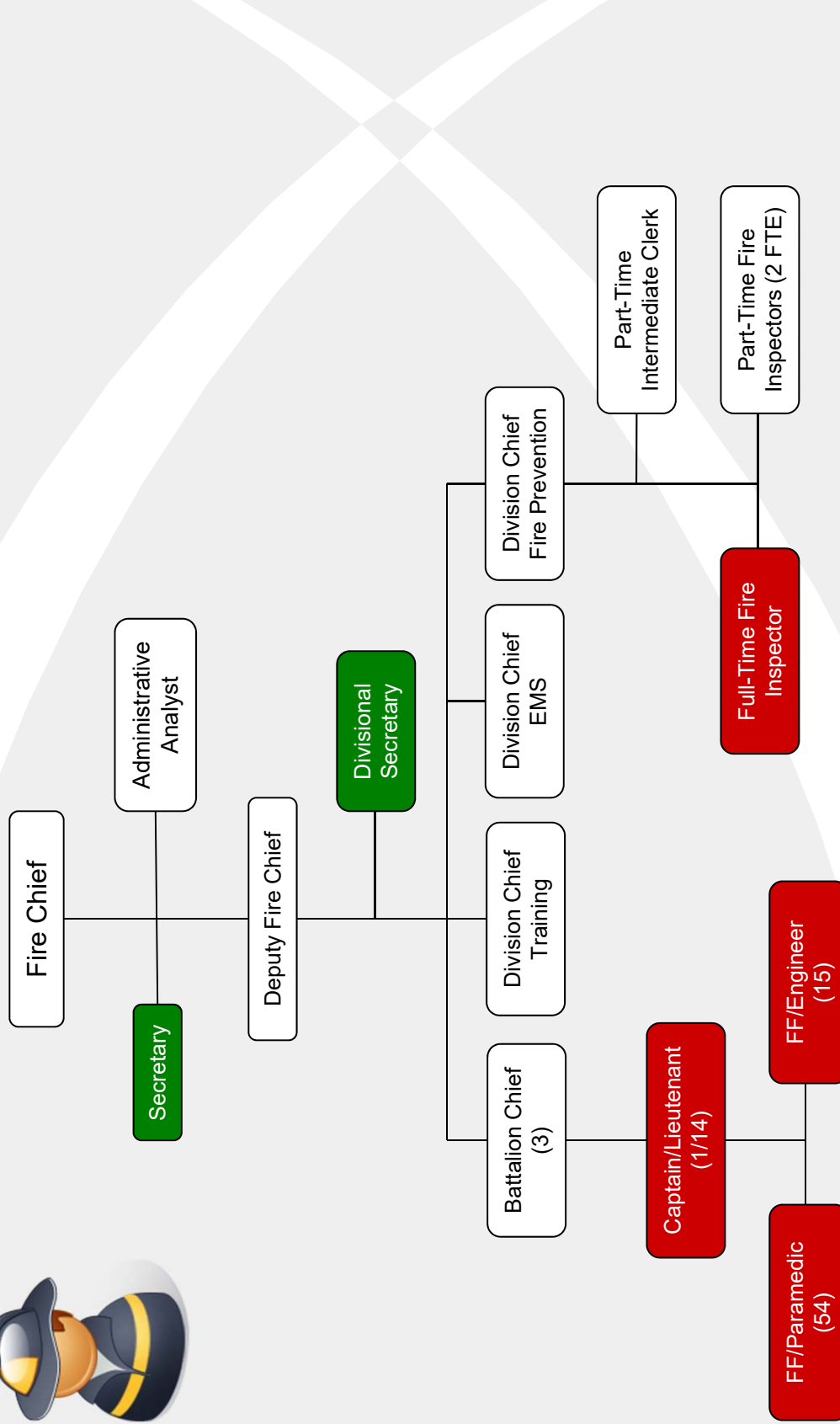
The Mission of the Des Plaines Fire Department is to protect life, property and the environment by providing services that make a positive difference every day.

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Salaries	9,871,054	10,423,519	10,631,662	10,790,101	10,372,138	10,847,402
Benefits	7,614,181	8,560,432	8,175,544	8,543,411	8,478,942	8,834,338
Contractual Services	788,108	301,561	301,632	306,191	300,519	409,996
Commodities	143,841	128,304	217,657	229,935	176,730	293,493
Capital Outlay	41,502	10,446	10,152	10,750	500	2,000
Transfers	-	511,486	528,880	607,265	459,600	642,204
Total	18,458,686	19,935,748	19,865,527	20,487,653	19,788,429	21,029,433

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.

Fire Department



IAFF

AFSCME

2018 Budget
FIRE DEPARTMENT

Administration Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Personnel	Number of Employees Hired	4	9	2
	Training Hours	37,774	44,788	43,500
Purchasing	Number of Purchase Orders Processed	57	47	70

2017 Major Accomplishments

1. The Department/City completed an assessment by the Insurance Services Office (ISO) to determine its Public Protection Classification rating. The last assessment was in 2009 and resulted in the upgrading to an ISO Class 2. The 2017 assessment resulted in a Class 2 renewal, however subsequent submittals are expected to result in an upgrade to Class 1, the highest possible rating. The ISO reports that there are 241 ISO Class 1 communities nation-wide, and 11 in Illinois.
2. Negotiated and settled a four-year renewal labor contract with the Des Plaines Firefighters Union, IAFF Local 4211.

2018 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. The Department intends to develop a more formal “Standards of Coverage” to determine distribution and concentration of emergency response forces for the various emergencies to which the organization responds.

2018 Budget
FIRE -
ADMINISTRATION

PERSONNEL EXHIBIT

Department: Fire	Div: Administration	Div. No: 70 - 100		
Title	Authorized Positions			
	2016 Authorized	2017 Budget	2018 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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	715,063	760,314	736,806	741,306
		715,063	760,314	736,806	741,306
Taxes and Benefits					
5200	FICA Contribution	29,187	30,928	29,983	29,496
5205	IMRF Contribution	38,924	39,813	38,705	37,207
5215	Fire Pension Contribution	252,684	245,000	245,000	260,000
5220	PPO Insurance Contribution	118,182	120,152	118,358	149,860
5230	Dental Insurance Contribution	6,206	6,423	6,212	6,292
5232	Vision Insurance Contribution	449	448	455	718
5235	Life Insurance Contribution	659	660	677	628
5240	Workers Compensation	72,150	77,453	68,973	56,535
5245	Unemployment Compensation	372	250	231	-
5250	Uniform Allowance	2,250	2,250	2,250	-
5260	RHS Plan Payout	20,586	10,000	18,617	22,089
		541,649	533,377	529,461	562,825
Other Employee Costs					
5310	Membership Dues	8,779	10,094	10,094	11,178 *
5320	Conferences	250	3,000	1,500	3,000
5325	Training	3,593	5,550	5,000	5,000 *
5335	Travel Expenses	194	200	350	200
5345	Post-Employment Testing	800	-	-	-
		13,616	18,844	16,944	19,378
Insurance					
5535	Property & Liability Insurance	8,356	8,200	8,200	16,740
		8,356	8,200	8,200	16,740
Contractual Services					
6000	Professional Services	-	700	780	700
6015	Communication Services	3,127	3,300	3,300	3,300 *
		3,127	4,000	4,080	4,000
Other Services					
6110	Printing Services	20	-	-	-
6195	Miscellaneous Contractual Services	617	672	670	720 *
		637	672	670	720
Repairs and Maintenance					
6310	R&M Vehicles	68	125	80	125 *
		68	125	80	125
Commodities					
7000	Office Supplies	698	1,300	1,300	1,300
7200	Other Supplies	141	250	250	250
7300	Uniforms	-	1,050	400	2,050 *
7310	Publications	24	250	150	200
7320	Equipment < \$5,000	460	300	200	4,300 *
		1,323	3,150	2,300	8,100
Other Expenses					
7500	Postage & Parcel	13	50	50	50
7550	Miscellaneous Expenses	522	900	700	800
		535	950	750	850

100-70-100 - Administration

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Capital Outlay					
8010	Furniture & Fixtures	-	-	500	-
		-	-	500	-
Division Total: Administration		1,284,374	1,329,632	1,299,791	1,354,044

100-70-100 - Administration

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Amazon.com Prime	100
	Fire Accreditation	100
	Illinois Fire Chiefs Association	450
	Illinois Mutual Aid Box Alarm System (MABAS) Dues	525
	International Association Fire Chiefs	418
	Metropolitan Fire Chiefs	80
	Mutual Aid Box Alarm System Division 1 - Annual Dues	4,475
	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
National Fire Service Staff & Command Course		3,350
Account: 6015 - Communication Services	Cell Phones	3,300
Account: 6195 - Miscellaneous Contractual Services	Shredding Services	720
Account: 6310 - R&M Vehicles	Car Washes	125
Account: 7300 - Uniforms	Departmental Logo Uniforms	250
	Quartermaster System Uniforms	1,800
Account: 7320 - Equipment < \$5,000	Ambulance Child Restraint Devices	4,000
	Office Equipment	300

2018 Budget
FIRE DEPARTMENT

Emergency Services Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Emergency Responses	Total Number of Emergency Responses	7,900	7,994	7,950
Emergency Medical	Number of Emergency Medical Calls	5,842	6,060	6,050
	Number of Patients Transported by DPFD	4,292	4,426	4,450
Fire & Rescue Responses	Number of Responses to Fires	171	143	160
	Number of Structure Fire Responses	106	88	80
	Fire Loss in Des Plaines	\$1,924,153	\$1,951,800	\$500,000

2017 Major Accomplishments

1. Upgraded Computer-Aided Dispatch (CAD). The Department’s dispatch center, the Regional Emergency Dispatch (RED) Center, upgraded its CAD. This involved extensive review and revision of the Department’s deployment, operational, response, and communications practices. The new system includes automatic vehicle location, thus improving responses and efficiencies.
2. Swiftwater. The Department certified several members of the Underwater Rescue and Recovery Team for swiftwater operations, and those members serve on a State-sponsored County-wide deployable team. The Des Plaines Divemaster serves as the Team Leader.

2018 Goals and Objectives

1. The Department will implement a vehicle rotation plan in order to even-out wear and tear on, and to extend the life of, mobile assets.
2. In collaboration with the Police Department, the Fire Department will continue to develop and implement procedures for response to active threat situations.

2018 Budget
FIRE -
EMERGENCY SERVICES

PERSONNEL EXHIBIT

Department: Fire		Div: Emergency Services		Div. No: 70 - 710	
Title	Authorized Positions				
	2016 Authorized	2017 Budget	2018 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	53.00	54.00	54.00		
Firefighter - Engineer	15.00	15.00	15.00		
Firefighter	<u>1.00</u>	<u>0.00</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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	8,166,820	8,837,899	8,382,981	9,172,479
5015	Overtime - Supervisory	290,313	230,000	253,416	108,000
5020	Overtime - Non Supervisory	1,106,567	585,000	651,626	415,000
5035	Acting Out of Class & Night Premium	24,932	27,800	24,250	27,800
		9,588,633	9,680,699	9,312,273	9,723,279
Taxes and Benefits					
5200	FICA Contribution	130,517	137,479	127,266	142,708
5215	Fire Pension Contribution	4,069,541	4,508,000	4,508,000	4,784,000
5220	PPO Insurance Contribution	1,376,899	1,425,579	1,425,616	1,671,574
5225	HMO Insurance Contribution	239,789	237,308	211,007	201,988
5230	Dental Insurance Contribution	90,062	90,787	90,136	99,658
5232	Vision Insurance Contribution	268	263	254	10,040
5235	Life Insurance Contribution	6,855	6,534	6,984	6,952
5240	Workers Compensation	1,279,320	1,246,764	1,203,125	958,532
5245	Unemployment Compensation	5,760	2,780	2,566	-
5250	Uniform Allowance	2,250	2,250	2,250	-
5260	RHS Plan Payout	226,623	107,100	130,478	142,714
		7,427,885	7,764,844	7,707,682	8,018,166
Other Employee Costs					
5310	Membership Dues	17,505	18,187	18,155	18,155 *
5325	Training	66,259	48,125	46,225	50,000 *
5330	In-Service Training	16,891	21,600	19,000	22,248 *
5335	Travel Expenses	174	175	100	175
5345	Post-Employment Testing	27,054	31,200	28,000	29,072 *
		127,883	119,287	111,480	119,650
Insurance					
5535	Property & Liability Insurance	74,102	70,250	70,250	149,580
		74,102	70,250	70,250	149,580
Contractual Services					
6000	Professional Services	3,091	6,800	6,800	6,800 *
6015	Communication Services	9,312	17,650	16,000	16,600 *
		12,403	24,450	22,800	23,400
Other Services					
6110	Printing Services	535	1,500	800	1,500 *
6115	Licensing/Titles	958	828	2,000	828 *
6135.030	Rentals - Equipment	-	-	955	-
6135.031	Rentals - Uniforms	3,805	1,200	700	1,200 *
6140	Leases	-	-	-	-
6195	Miscellaneous Contractual Services	678	-	700	700
		5,976	3,528	5,155	4,228
Repairs and Maintenance					
6300	R&M Software	6,035	8,855	7,500	8,855 *
6305	R&M Equipment	33,221	29,000	33,000	36,800 *
6310	R&M Vehicles	-	100	-	100
		39,256	37,955	40,500	45,755
Commodities					
7000	Office Supplies	1,694	2,200	2,200	2,200
7025	Supplies - Custodial	18,663	16,500	16,500	18,000
7035	Supplies - Equipment R&M	16,944	13,000	9,000	13,000 *
7040	Supplies - Vehicle R&M	112	600	400	600
7045	Supplies - Building R&M	1,368	5,200	4,000	5,200 *

100-70-710 - Emergency Services

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Commodities					
7120	Gasoline	-	-	-	-
7200	Other Supplies	38,239	33,550	33,000	36,650 *
7300	Uniforms	90,146	72,700	40,000	56,850 *
7310	Publications	-	100	100	100
7320	Equipment < \$5,000	33,726	67,685	56,000	137,643 *
		200,890	211,535	161,200	270,243
Other Expenses					
7500	Postage & Parcel	1,485	1,000	1,000	1,000
7550	Miscellaneous Expenses	254	275	-	275
		1,739	1,275	1,000	1,275
Capital Outlay					
8010	Furniture & Fixtures	9,612	2,000	-	2,000 *
8015	Equipment	-	8,750	-	-
		9,612	10,750	-	2,000
Other Financing Uses					
9280	Transfer to Emergency Telephone System Fund	528,880	607,265	459,600	642,204
		528,880	607,265	459,600	642,204
Division Total: Emergency Services		18,017,258	18,531,838	17,891,940	18,999,780

100-70-710 - Emergency Services

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total	
Account: 5310 - Membership Dues	Fire Department Safety Officers Association	385	
	Illinois Fire Apparatus Mechanics Association	40	
	Illinois Society of Fire Service Instructors	50	
	International Society of Fire Service Instructors	250	
	Northeastern IL Public Safety Training Acad. (NIPSTA) Membership	17,020	
	Northwest Assoc. of Emerg. Medical Serv. (EMS) Providers	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 3 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		6,300	
Special Teams		5,000	
Specialized Rescue/Fire Attack		4,000	
Targeted Training		2,890	
Account: 5330 - In-Service Training	Emergency Medical - Paramedic System Continuing Education Costs	17,304	
	Emergency Medical - Paramedic System Member Fixed Costs	4,944	
Account: 5345 - Post-Employment Testing	Annual Physicals	29,072	
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)	8,250	
	GX440 Wireless Service for Vehicle Computers	7,750	
	Account: 6110 - Printing Services	Forms	1,150
Public CPR Program - Instructional Materials		350	
Account: 6115 - Licensing/Titles	IL Dept. of Public Health (IDPH) Re-Licensure Fees - EMT-Bs	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

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total	
Account: 6305 - R&M Equipment	Annual Upgrade/Repair Dive Equipment	4,000	
	Appliance Repairs/Maintenance	1,500	
	Breathing Air Compressor Annual PM	1,200	
	Calibration Gas & R&M Meters	1,400	
	EKG & AED Machine Annual PMs	1,400	
	EMS Equipment Repairs/Maintenance	2,000	
	Fire Equipment and Annual Ladder Testing	9,000	
	Fire Extinguisher Maintenance	2,000	
	Firefighting Equipment Repairs/Maintenance	3,500	
	Gear Repairs/Maintenance	3,300	
	Mobile Accessory Equipment Repair/Maintenance	1,000	
	Rescue Equipment Repairs/Maintenance	2,500	
	SCBA Maintenance/Repair	1,000	
	Station Equipment Repairs/Maintenance	3,000	
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	
	Placards/Frames to Interchange Vehicle Identifiers	3,100	
	Suppression - Firefighting Foam	5,000	
	Suppression - Small Tools & Equipment	4,500	
	Training Supplies - Props, etc...	5,000	
Account: 7300 - Uniforms	Quartermaster Replacement Uniforms	31,350	
	Suppression - Fire Gear and Uniforms	25,500	
Account: 7320 - Equipment < \$5,000	5-Gas Meter	17,313	
	Air Masks Tanks/Parts - Annual Expense	6,000	
	Dive - Suits, Tanks & Misc Equipment	5,600	
	Dive Team Dry Suits	4,600	
	Firefighting Helmet - Annual Replacement	8,925	
	Hazardous Materials Level A Chemical Suits	4,300	
	Hazmat - Equipment	3,500	
	Portable Radios - Annual Replacement of Radios/Batteries	5,000	
	SCBA Tanks and Parts	6,000	
	Suppression - Fire Hose - Annual Replacement	6,500	
	Suppression - Nozzles, Adapters, Appliance Replacement	5,000	
	Suppression - Tools, PPV Fans, Extrication Equipment	5,800	
	Technical Rescue Team (TRT) - Equipment	3,500	
	Technical Rescue Team (TRT) New Member Equipment	3,200	
	Training - Mannequins, Other Equipment	2,330	
	Turnout Boots - Annual Replacement	5,525	
	Turnout Gear - Annual Replacement	37,400	
	Video Laryngoscopes	7,150	
	Account: 8010 - Furniture & Fixtures	Replacement of Small Furniture	2,000

2018 Budget
FIRE DEPARTMENT

Fire Prevention Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
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

2017 Major Accomplishments

1. Trained and certified two new fire investigators.
2. The Department received a grant of fifty 10-year smoke alarms and 10 carbon monoxide detectors. These will be installed in homes of Des Plaines residents for no charge during the coming year.

2018 Goals and Objectives

1. Train and certify one new arson investigator.
2. Start to participate in the Bomb and Arson Tracking System (BATS), a national data base program for arson tracking and investigation.

2018 Budget

FIRE -

FIRE PREVENTION

PERSONNEL EXHIBIT

Department: Fire		Div: Fire Prevention		Div. No: 70 - 720
Title	Authorized Positions			
	2016 Authorized	2017 Budget	2018 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	
Part-Time*	<u>0.50</u>	<u>0.50</u>	<u>0.75</u>	
Total Full Time Equivalent (FTE) Employees:	4.50	4.50	4.75	

* No new positions, reclassification based on the number of hours worked.

100-70-720 - Fire Prevention

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	307,253	326,588	308,983	360,317
5015	Overtime - Supervisory	692	-	-	-
5020	Overtime - Non Supervisory	20,021	18,300	12,299	18,300
5035	Acting Out of Class & Night Premium	-	4,200	1,777	4,200
		327,966	349,088	323,059	382,817
Taxes and Benefits					
5200	FICA Contribution	10,318	11,351	10,421	12,412
5205	IMRF Contribution	1,995	2,025	1,878	2,377
5215	Fire Pension Contribution	110,826	147,000	147,000	156,000
5220	PPO Insurance Contribution	37,998	38,552	36,883	39,492
5230	Dental Insurance Contribution	1,771	1,899	1,822	1,945
5232	Vision Insurance Contribution	92	91	88	225
5235	Life Insurance Contribution	162	152	171	177
5240	Workers Compensation	33,816	36,760	34,337	31,204
5245	Unemployment Compensation	178	110	102	-
5250	Uniform Allowance	750	750	750	750
5260	RHS Plan Payout	8,104	6,500	8,347	8,765
		206,011	245,190	241,799	253,347
Other Employee Costs					
5310	Membership Dues	625	510	750	750 *
5325	Training	6,190	8,100	10,000	8,980 *
		6,815	8,610	10,750	9,730
Insurance					
5535	Property & Liability Insurance	6,349	6,260	6,260	12,940
		6,349	6,260	6,260	12,940
Contractual Services					
6015	Communication Services	2,094	2,160	1,900	1,950 *
		2,094	2,160	1,900	1,950
Other Services					
6110	Printing Services	60	800	800	800 *
6115	Licensing/Titles	600	750	600	700 *
6135.030	Rentals - Equipment	285	250	-	250 *
		945	1,800	1,400	1,750
Repairs and Maintenance					
6310	R&M Vehicles	5	50	50	50 *
		5	50	50	50
Commodities					
7000	Office Supplies	1,085	775	450	775 *
7200	Other Supplies	6,964	6,150	6,000	6,150 *
7300	Uniforms	1,136	1,570	1,000	1,570
7310	Publications	1,463	2,780	2,780	2,780 *
7320	Equipment < \$5,000	2,372	1,000	750	1,000 *
		13,020	12,275	10,980	12,275
Other Expenses					
7550	Miscellaneous Expenses	151	750	500	750 *
		151	750	500	750
Capital Outlay					
8010	Furniture & Fixtures	540	-	-	-
		540	-	-	-
Division Total: Fire Prevention		563,896	626,183	596,698	675,609

100-70-720 - Fire Prevention

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	CPR Community Training Center Participation	275
	Fire Investigators Strike Force Dues	75
	IL Fire Inspectors Association	95
	International Association of Arson Investigators	115
	NFPA (National Fire Protection Association)	175
	Membership	
	Sam's Club	15
Account: 5325 - Training	Fire Prevention Classes (NFPA, IFIA, BFCA, etc.)	8,980
Account: 6015 - Communication Services	Cell Phones	1,950
Account: 6110 - Printing Services	Inspection Forms, Fire Prevention Booklets, etc.	800
Account: 6115 - Licensing/Titles	FireHouse Mobile Annual License Support Fee	700
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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2018 Budget

BOARD OF FIRE & POLICE COMMISSIONERS

Mission Statement

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

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Commission Costs	23,562	14,286	91,169	44,050	36,950	62,940
Contractual Services	4,210	8,940	2,450	6,000	3,000	8,500
Commodities	2,531	22,929	1,327	1,450	1,000	2,200
Total	30,303	46,155	94,946	51,500	40,950	73,640

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 2015	Actual 2016	Projected 2017
Hiring	Number of Fire Department Candidates Interviewed	10	13	6
	Number of Police Department Candidates Interviewed	15	27	15
Promotion	Number of Fire Department Candidates Tested	0	131	0
	Number of Police Department Candidates Tested	45	260	221

2017 Major Accomplishments

1. The Board appointed two (2) firefighter/paramedics and eight (8) patrol officers.
2. The Board established an eligibility list for Police Department patrol officer.

BOARD OF FIRE & POLICE COMMISSIONERS

2018 Goals and Objectives

1. Commissioner Appointment. A new Commissioner will be appointed by the Mayor. This individual will be indoctrinated and receive training.
2. Training. Board members will attend at least one of the Illinois Fire and Police Commissioners Association conferences.
3. Hiring. The Board will conduct interviews as necessary to provide candidates to the Police and Fire Departments for hire when vacancies occur.
4. Discipline. The Board will remain prepared to conduct hearings for disciplinary purposes, if necessary.
5. Testing. The Board will establish eligibility lists for Fire Department firefighter/paramedic and Police Department patrol officer, as well as for Police Department sergeant.

100-75 - Fire & Police Commission

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Other Employee Costs					
5310	Membership Dues	375	400	400	400 *
5325	Training	-	1,000	500	1,400 *
5335	Travel Expenses	-	100	50	100 *
5340	Pre-Employment Testing	58,566	42,550	36,000	38,040 *
5345	Post-Employment Testing	32,228	-	-	23,000 *
		91,169	44,050	36,950	62,940
Contractual Services					
6000	Professional Services	-	4,000	1,000	4,000 *
		-	4,000	1,000	4,000
Other Services					
6100	Publication of Notices	2,450	2,000	2,000	2,000
6195	Miscellaneous Contractual Services	-	-	-	2,500 *
		2,450	2,000	2,000	4,500
Commodities					
7000	Office Supplies	-	250	150	250 *
7200	Other Supplies	16	-	-	-
7310	Publications	-	500	250	500 *
7320	Equipment < \$5,000	550	-	150	600 *
		566	750	550	1,350
Other Expenses					
7500	Postage & Parcel	-	100	50	100 *
7550	Miscellaneous Expenses	761	600	400	750 *
		761	700	450	850
Department Total: Fire & Police Commission		94,946	51,500	40,950	73,640

100-75 - Fire & Police Commission

2018 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	1,400
Account: 5335 - Travel Expenses	Mileage, Tolls, Parking	100
Account: 5340 - Pre-Employment Testing	Fire: Integrity Testing	240
	Fire: Physical Ability Test (Reimb. FD OT)	8,000
	Fire: Physicals	4,800
	Fire: Polygraph Testing	2,400
	Fire: Psychological Testing	4,500
	Police: Integrity Testing	600
	Police: Physicals	7,000
	Police: Polygraph Testing	6,000
	Police: Psychological Testing	4,500
Account: 5345 - Post-Employment Testing	Sergeant Promotional - Assessment Center	17,500
	Sergeant Promotional - Written Exam	5,500
Account: 6000 - Professional Services	Legal Advice	4,000
Account: 6195 - Miscellaneous Contractual Services	Room Rental for Sgt.'s Exam (should be 6135.999)	2,500
Account: 7000 - Office Supplies	Office Supplies: Binders, Folders, Etc	250
Account: 7310 - Publications	Commissioner Pamphlets, Books, Etc	500
Account: 7320 - Equipment < \$5,000	Testing Supplies (PD & FD Tests)	600
Account: 7500 - Postage & Parcel	Postage & Mailing	100
Account: 7550 - Miscellaneous Expenses	Miscellaneous Items	750

2018 Budget
GENERAL FUND OVERHEAD

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Contractual Services	841,713	545,993	398,906	579,070	478,720	511,114
Commodities	309,202	53,781	53,039	78,100	35,800	78,100
Capital Outlay	717	-	9,238	-	-	-
Transfers	9,201,298	2,188,971	750,000	2,250,000	2,250,000	1,750,000
Total	10,352,930	2,788,745	1,211,183	2,907,170	2,764,520	2,339,214

Fund 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 are being 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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Other Employee Costs					
5310	Membership Dues	50	50	50	50
		50	50	50	50
Contractual Services					
6015	Communication Services	66,246	242,000	125,000	119,764 *
6025	Administrative Services	39,207	25,000	39,450	40,000 *
6030	AMB Fee Processing Services	77,591	80,000	95,000	95,000 *
		183,045	347,000	259,450	254,764
Other Services					
6125	Bank & CC Fees	42,020	40,000	43,600	45,100 *
6140	Leases	4,180	4,200	4,180	4,200 *
6195	Miscellaneous Contractual Services	7,684	26,820	5,940	6,000 *
		53,884	71,020	53,720	55,300
Repairs and Maintenance					
6305	R&M Equipment	1,004	1,000	1,500	1,000
		1,004	1,000	1,500	1,000
Subsidies and Incentives					
6500	Subsidy - Historical Museum	40,000	50,000	50,000	50,000 *
6502	Subsidy - City Sponsored Events	48,097	50,000	29,000	50,000
6605	Incentive - O'Hare Auto Group	24,628	-	-	-
6625	Incentive - Warehouse Direct	48,199	60,000	50,000	60,000
6635	Incentive - Mariano's	-	-	35,000	40,000
		160,924	160,000	164,000	200,000
Commodities					
7000	Office Supplies	227	2,500	2,500	2,500 *
7035	Supplies - Equipment R&M	-	1,600	750	1,600 *
7200	Other Supplies	-	-	-	-
7320	Equipment < \$5,000	-	1,000	550	1,000
		227	5,100	3,800	5,100
Other Expenses					
7500	Postage & Parcel	36,675	48,000	32,000	48,000 *
7550	Miscellaneous Expenses	-	25,000	-	25,000 *
8220	Receivable Write Off	251	-	-	-
8350	Gain or Loss Adjustment	15,886	-	-	-
		52,812	73,000	32,000	73,000
Capital Outlay					
8010	Furniture & Fixtures	9,238	-	-	-
		9,238	-	-	-
Other Financing Uses					
9400	Transfer to Capital Projects Fund	-	500,000	-	-
9410	Transfer to Equipment Replacement Fund	500,000	1,500,000	1,500,000	1,500,000
9420	Transfer to IT Replacement Fund	250,000	250,000	250,000	250,000
9500	Transfer to Water/Sewer Fund	-	-	500,000	-
		750,000	2,250,000	2,250,000	1,750,000
Department Total: Overhead		1,211,183	2,907,170	2,764,520	2,339,214

100-90 - Overhead

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6015 - Communication Services	AT&T (POT lines, alarm circuits)	60,000
	Code Red Mass Notification Annual Maintenance	13,500
	Comcast Business Cable - EMA	180
	Comcast Business Cable Services - PD	204
	Comcast Business Internet Service - City Wide	3,000
	Pay Phones=Pacific Telemangement	1,800
	T1 - Cook County WAN and CABS Maintenance	2,500
	WOW Business ISP (Email)	1,620
	WOW Long Distance Plan	1,440
	WOW Metro Fiber Intranet	18,720
	WOW PRI Local/Long Distance	16,800
Account: 6025 - Administrative Services	Collection Agency Fee for Services	40,000
Account: 6030 - AMB Fee Processing Services	Ambulance Billing Service Fee	95,000
Account: 6125 - Bank & CC Fees	CC Processing Fees for City Hall and Online	45,100
Account: 6140 - Leases	Postage Machine Lease	4,200
Account: 6195 - Miscellaneous Contractual Services	Utility Tax Audit	6,000
Account: 6500 - Subsidy - Historical Museum	Special Events	10,000
	Standard Subsidy	40,000
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

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2018 Budget

TAX INCREMENT FUND (TIF) #1 - Downtown

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	6,320,597	4,044,304	4,675,824	3,374,243	6,048,747	6,185,740
Revenues	4,779,940	4,773,814	5,084,554	5,072,325	5,170,497	4,988,497
Bond Proceeds	-	-	-	-	-	-
Expenses	(3,802,632)	(4,023,305)	(3,585,631)	(7,554,098)	(5,168,590)	(8,257,777)
Transfers	(3,253,600)	(118,988)	(126,000)	(126,000)	136,086	(112,000)
Ending Balance	4,044,304	4,675,824	6,048,747	766,470	6,186,740	2,505,460

Fund 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.

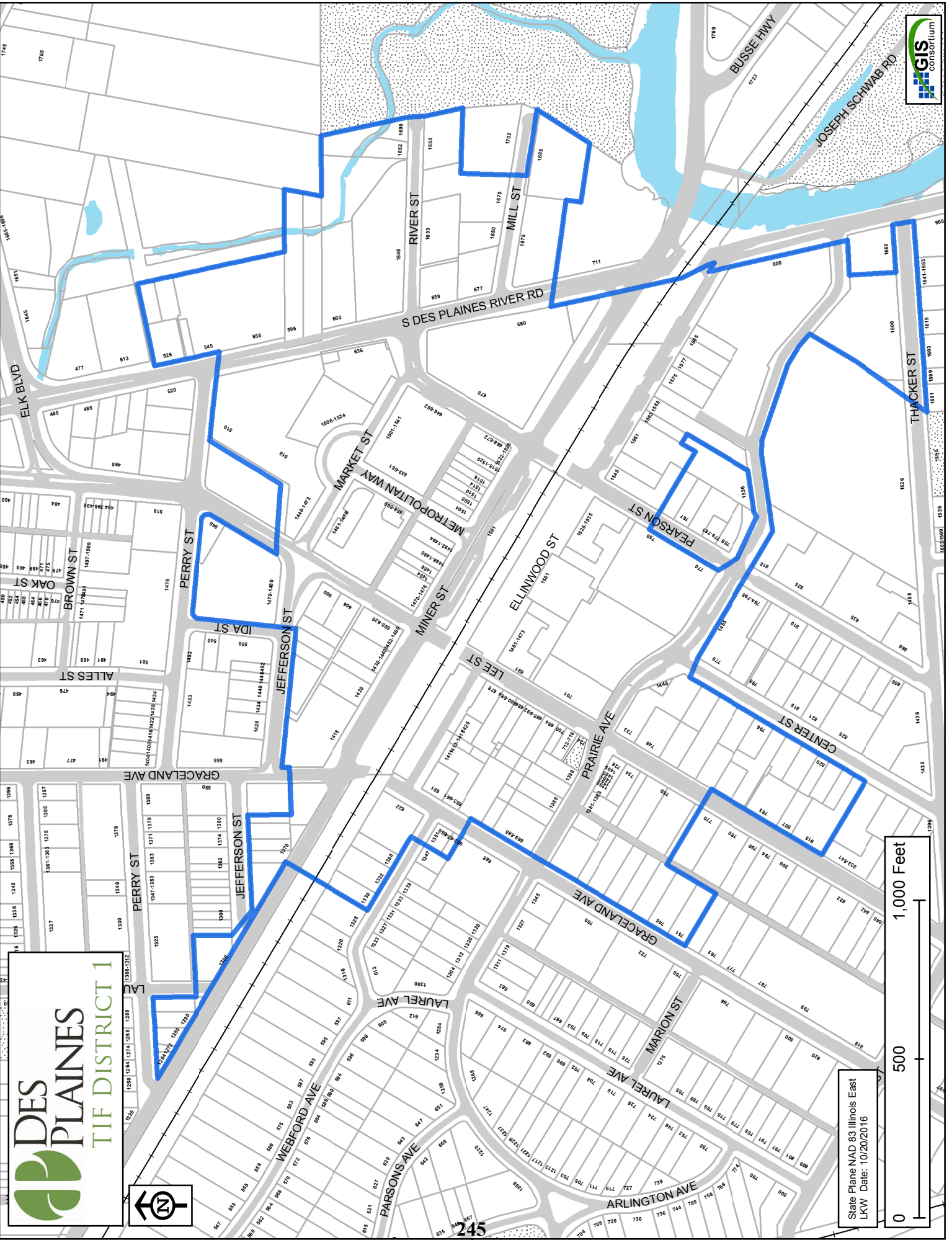
- TIF #1: created in 1985 to comprise the downtown core. In 1986, 1992, 1994 and 1997, the City expanded the district to include a majority of the downtown area (see attached map). Additionally, state statute expanded the term of the TIF from its original 23 years to 35 years (2020). There have been 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 (Des Plaines River Road) in 2017 and 2018.

2018 Budget**TAX INCREMENT FUND (TIF) #1 - Downtown****Debt Service paid from TIF #1 includes:**

Series	Type	Original Amount	Remaining 1/1/18	Final Payout
2011A	G.O. (refunding 2003A)	1,555,000	550,000	2020
2012A	G.O. (refunding 2004A)	6,400,000	1,460,000	2020
2013	G.O. (Refunding 2005F)	2,990,000	1,375,000	2020
Total G.O. Bonds		10,945,000	3,385,000	
River Mill	Developer Note	462,389	110,805	2020
Lab Graceland	Developer Note	471,000	117,215	2020
Total Developer Notes		933,389	280,019	
Grand Total		11,878,389	3,613,019	

Annual G.O. Bonds Principal and Interest Requirements

Year	Principal	Interest	Total P&I
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
Total	3,385,000	162,249	3,547,249



DES PLAINES
TIF DISTRICT 1



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



201 - TIF #1 Downtown Fund

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Property Taxes					
4000	Property Taxes - Current Year Collection	4,894,532	5,070,325	4,981,497	4,981,497
4005	Property Taxes - Last Year's Collection	194,089	-	300,000	-
4010	Property Taxes - Prior Years Collection	(11,879)	-	(120,000)	-
		5,076,742	5,070,325	5,161,497	4,981,497
Interest Income					
4700	Interest Income	7,812	2,000	9,000	7,000
		7,812	2,000	9,000	7,000
Other Financing Sources					
4926	Transfer from Grant Projects Fund	-	-	262,086	-
		-	-	262,086	-
Fund Total: TIF #1 Downtown Fund		5,084,554	5,072,325	5,432,583	4,988,497

201 - TIF #1 Downtown Fund

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Insurance					
5535	Property & Liability Insurance	13,210	16,760	17,620	35,240
		13,210	16,760	17,620	35,240
Contractual Services					
6000	Professional Services	169,932	380,000	250,000	480,000 *
6005	Legal Fees	9,545	10,000	8,000	30,000
		179,477	390,000	258,000	510,000
Other Services					
6110	Printing Services	-	500	-	500
6145	Custodial Services	8,644	20,000	21,500	21,500
6150	City Maintenance	150,371	150,000	150,000	150,000 *
6195	Miscellaneous Contractual Services	72,932	47,550	45,000	144,050 *
		231,947	218,050	216,500	316,050
Repairs and Maintenance					
6315	R&M Buildings & Structures	322,045	555,000	470,000	725,000 *
6325	R&M Street Lights	20,944	20,000	20,000	25,000
		342,989	575,000	490,000	750,000
Subsidies and Incentives					
6515	Subsidy - Winter Decoration	33,207	50,000	50,000	50,000
6520	Subsidy - Economic Development	126,000	126,000	126,000	112,000 *
6601	Incentive - Business Assistance	4,905	250,000	125,000	250,000 *
		164,112	426,000	301,000	412,000
Commodities					
7045	Supplies - Building R&M	1,367	500	3,500	1,500
7050	Supplies - Streetscape	24,848	30,000	30,000	33,500 *
7100	Wholesale Water - Chicago	-	150	-	150
7110	Natural Gas	1,683	1,500	1,500	1,500
7140	Electricity	11,504	20,000	14,000	16,000
7200	Other Supplies	5,756	240,000	30,000	30,000 *
		45,156	292,150	79,000	82,650
Other Expenses					
7550	Miscellaneous Expenses	-	-	332	-
		-	-	332	-
Capital Outlay					
8010	Furniture & Fixtures	19,305	5,000	5,000	5,000
8100	Improvements	541,275	4,500,000	2,670,000	5,300,000 *
		560,580	4,505,000	2,675,000	5,305,000
Debt Service					
8300	Principal	731,564	68,553	68,553	68,553 *
8325	Interest Charges	18,990	15,570	15,570	15,570 *
		750,554	84,123	84,123	84,123
Fund Total: TIF #1 Downtown Fund		2,288,025	6,507,083	4,121,575	7,495,063

201 - TIF #1 Downtown Fund 2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6000 - Professional Services	Appraisals	2,500
	Audit Contribution	7,500
	Building Analysis	100,000
	Financial Analysis	20,000
	Streetscape Design Phase IV	350,000
Account: 6150 - City Maintenance	Annual Landscape Maintenance	100,000
	Snow Removal	50,000
Account: 6195 - Miscellaneous Contractual Services	Library Paver Maintenance & Curb Repair	100,000
	Misc Repairs	3,000
	Parking Machine Annual Service Fees	5,050
	Pavement Markings	10,000
	Seal Coating Parking Lots	3,000
	Signage	5,000
	Street Light Repair	18,000
Account: 6315 - R&M Buildings & Structures	Library Building Exterior Sealants	425,000
	Parking Structure Repair & Maintenance	300,000
Account: 6520 - Subsidy - Economic Development	Allocation of Employee Time on TIF Projects	112,000
Account: 6601 - Incentive - Business Assistance	Business Assistance Program	150,000
	Downtown Restaurant District Assistance Grant	100,000
Account: 7050 - Supplies - Streetscape	Streetlight Banners	8,500
	Streetscape Supplies	25,000
Account: 7200 - Other Supplies	Holiday Decorations	30,000
Account: 8100 - Improvements	Des Plaines River Road Phase III - IDOT (Carryover)	1,500,000
	Des Plaines River Road Phase III - Sewer Lining	500,000
	Downtown Wayfinding Signage	250,000
	Library Parking Deck Panic Alarm Upgrades	50,000
	Public Improvements	1,000,000
	Streetscape Improvements, Phase IV (Carryover)	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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Debt Service					
8300	Principal	65,000	-	-	-
8325	Interest Charges	2,470	-	-	-
8375	Bank/Trust/Agency Fees	80	-	-	-
		67,550	-	-	-
Program Total: 2007B Refunding 01B		67,550	-	-	-

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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Debt Service					
8300	Principal	178,000	-	-	-
8325	Interest Charges	8,366	-	-	-
8375	Bank/Trust/Agency Fees	200	-	-	-
		186,566	-	-	-
Program Total: 2008A Refunding 01C		186,566	-	-	-

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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Debt Service					
8300	Principal	170,000	175,000	175,000	180,000 *
8325	Interest Charges	20,201	16,800	16,800	13,300
8375	Bank/Trust/Agency Fees	119	125	125	125
		190,319	191,925	191,925	193,425
Program Total: 2011A Refunding 2003A		190,319	191,925	191,925	193,425

201-00-000-11A0 - 2011A Refunding 2003A
2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Issued 2011, Matures 2021	180,000

201-00-000-12A0 - 2012A Refunding 2004A
2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Debt Service					
8300	Principal	465,000	470,000	470,000	475,000 *
8325	Interest Charges	37,238	31,425	31,425	24,374
8375	Bank/Trust/Agency Fees	475	500	500	500
		<u>502,713</u>	<u>501,925</u>	<u>501,925</u>	<u>499,874</u>
Program Total: 2012A Refunding 2004A		502,713	501,925	501,925	499,874

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

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Issued 2012, Matures 2020	470,000

**201-00-000-13A0 - 2013A Refunding 2005F/2004B
2018 Budget Worksheet**

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Debt Service					
8300	Principal	410,000	425,000	425,000	440,000 *
8325	Interest Charges	66,300	54,000	54,000	41,250
8375	Bank/Trust/Agency Fees	158	165	165	165
		<u>476,458</u>	<u>479,165</u>	<u>479,165</u>	<u>481,415</u>
Program Total: 2013A Refunding 2005F/2004B		476,458	479,165	479,165	481,415

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

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Refunding 2004B, Issued 2013, Expires 2020	425,000

2018 Budget

TAX INCREMENT FUND (TIF) #3 – Wille Road

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	(2,479,793)	(3,159,273)	(3,274,489)	(2,965,826)	(3,007,157)	(2,983,655)
Revenues	551,289	547,692	752,590	1,085,945	1,393,626	1,237,056
Bond Proceeds	2,797,035	-	-	-	-	-
Expenses	(4,021,529)	(657,548)	(479,257)	(1,373,637)	(1,364,124)	(2,095,657)
Transfers	(6,275)	(5,360)	(6,000)	(6,000)	(6,000)	(6,000)
Ending Balance	(3,159,273)	(3,274,489)	(3,007,157)	(3,259,518)	(2,983,655)	(3,848,256)

Fund 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.

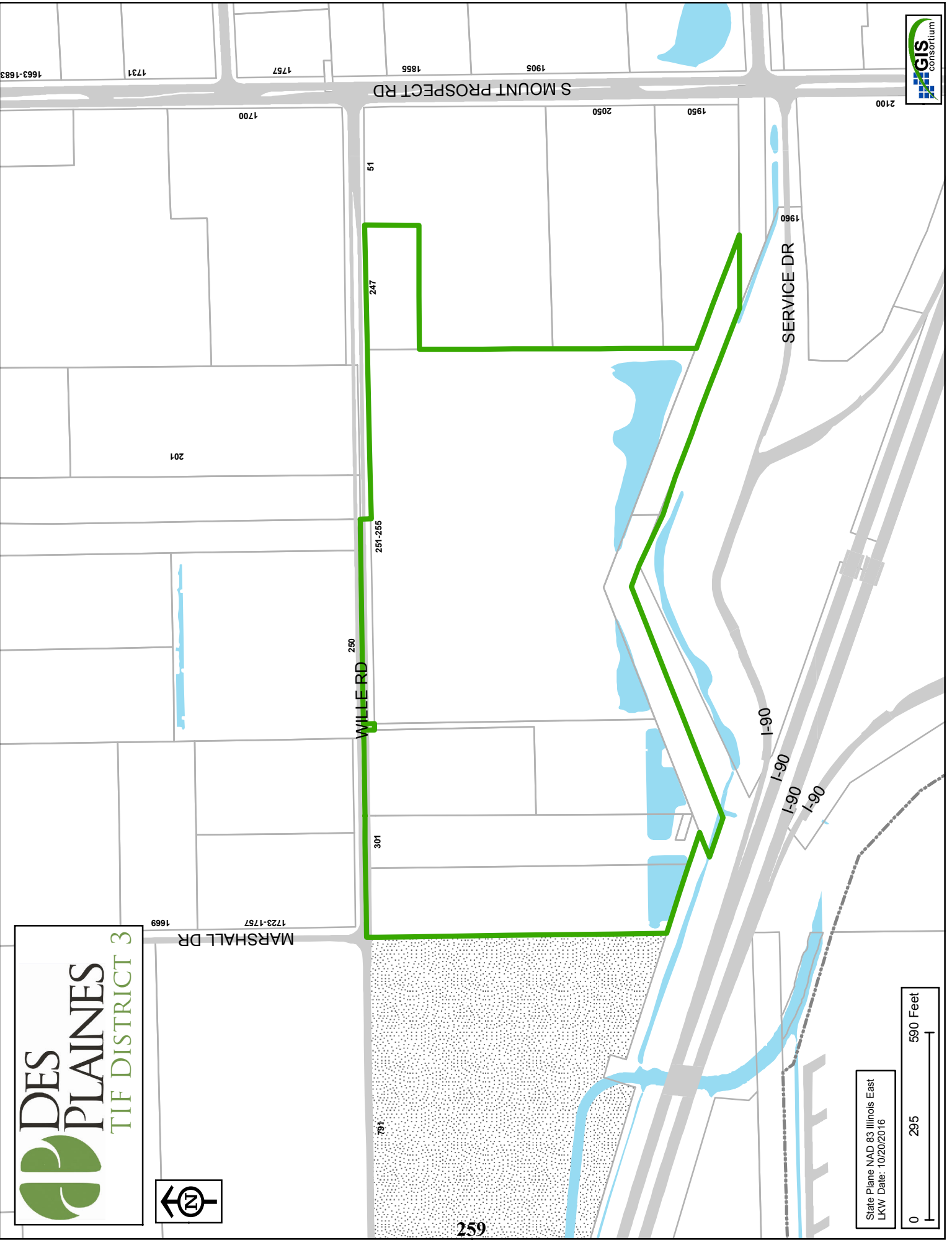
2018 Budget**TAX INCREMENT FUND (TIF) #3 – Wille Road****Debt Service paid from TIF #3 includes:**

Series	Type	Original Amount	Remaining 1/1/18	Final Payout
2008A	G.O. (refunding 2001C)	1,241,000	450,000	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	8,646,883	2026
2011A	G.O. (refunding 2005E)	755,000	595,000	2021
2013A	G.O. (refunding 2004B)	565,000	295,000	2021
2014B	G.O. (refunding 2005A)	2,720,000	2,235,000	2022
Total G.O. Bonds		15,336,760	16,166,883	

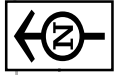
Annual G.O. Bonds Principal and Interest Requirements

Year	Principal	Interest	Total P&I
2018	1,835,000	248,549	2,083,549
2019	1,860,000	218,743	2,078,743
2020	1,860,000	187,553	2,047,553
2021	1,890,000	155,309	2,045,309
2022	1,905,000	121,090	2,026,090
2023	2,175,000	97,026	2,272,026
2024	2,195,000	82,824	2,277,824
2025	2,210,000	68,026	2,278,026
2026	2,370,000	52,624	2,422,624
2027	415,000	36,124	451,124
2028	435,000	18,488	453,488
Total	19,150,000	1,286,356	20,436,356

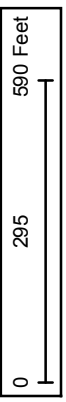
Note: 2010B is a Capital Appreciation bond and accrued interest is treated as principal when payment is made.



DES PLAINES
TIF DISTRICT 3



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



203 - TIF #3 Wille Road Fund

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Property Taxes					
4000	Property Taxes - Current Year Collection	802,579	1,085,935	1,344,718	1,237,046
4005	Property Taxes - Last Year's Collection	-	-	-	-
4010	Property Taxes - Prior Years Collection	(49,999)	-	-	-
		752,580	1,085,935	1,344,718	1,237,046
Interest Income					
4700	Interest Income	9	10	8	10
		9	10	8	10
Miscellaneous Revenues					
4849	Miscellaneous Revenues	-	-	48,900	-
		-	-	48,900	-
Fund Total: TIF #3 Wille Road Fund		752,590	1,085,945	1,393,626	1,237,056

203 - TIF #3 Wille Road Fund

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Insurance					
5535	Property & Liability Insurance	41	40	40	80
		41	40	40	80
Contractual Services					
6000	Professional Services	1,695	400	706	400
		1,695	400	706	400
Other Services					
6195	Miscellaneous Contractual Services	-	10,000	-	10,000 *
		-	10,000	-	10,000
Subsidies and Incentives					
6520	Subsidy - Economic Development	6,000	6,000	6,000	6,000 *
		6,000	6,000	6,000	6,000
Fund Total: TIF #3 Wille Road Fund		7,736	16,440	6,746	16,480

203 - TIF #3 Wille Road Fund

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Debt Service					
8300	Principal	97,000	100,000	100,000	100,000 *
8325	Interest Charges	32,554	27,996	27,996	23,094
8375	Bank/Trust/Agency Fees	200	220	400	400
		129,754	128,216	128,396	123,494
Program Total: 2008A Refunding 01C		129,754	128,216	128,396	123,494

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

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Issued 2001, Refunded 2008, Matures 2021	100,000

203-00-000-10A0 - 2010A Refunding 2003A/2005A 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Debt Service					
8300	Principal	-	-	-	295,000
8325	Interest Charges	156,004	156,004	156,004	156,004 *
8375	Bank/Trust/Agency Fees	350	350	350	350
		156,354	156,354	156,354	451,354
Program Total: 2010A Refunding 2003A/2005A		156,354	156,354	156,354	451,354

203-00-000-10A0 - 2010A Refunding 2003A/2005A

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8325 - Interest Charges	Issued 2010, Matures 2028, 1st Principal Pmnt 2018	156,004

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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Debt Service					
8300	Principal	-	365,000	365,000	790,000
8375	Bank/Trust/Agency Fees	350	350	350	350 *
		350	365,350	365,350	790,350
Program Total: 2010B Refunding 2005E		350	365,350	365,350	790,350

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

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8375 - Bank/Trust/Agency Fees	Repayment Begins 2017, Matures 2026	350

203-00-000-11A0 - 2011A Refunding 2003A 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Debt Service					
8300	Principal	5,000	140,000	140,000	145,000 *
8325	Interest Charges	17,412	17,312	17,312	14,513
8375	Bank/Trust/Agency Fees	119	125	125	125
		22,531	157,437	157,437	159,638
Program Total: 2011A Refunding 2003A		22,531	157,437	157,437	159,638

203-00-000-11A0 - 2011A Refunding 2003A
2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Issued 2011, Matures 2021	145,000

203-00-000-13A0 - 2013A Refunding 2005F/2004B 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Debt Service					
8300	Principal	70,000	70,000	70,000	75,000 *
8325	Interest Charges	13,275	11,175	11,176	9,076
8375	Bank/Trust/Agency Fees	158	165	165	165
		83,433	81,340	81,341	84,241
Program Total: 2013A Refunding 2005F/2004B		83,433	81,340	81,341	84,241

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

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Issued 2013, Finished 2021	70,000

203-00-000-14B0 - 2014B Refunding 2005A/2005D
2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Debt Service					
8300	Principal	30,000	420,000	420,000	430,000 *
8325	Interest Charges	54,863	54,262	54,262	45,862
8375	Bank/Trust/Agency Fees	238	238	238	238
		85,100	474,500	474,500	476,100
Program Total: 2014B Refunding 2005A/2005D		85,100	474,500	474,500	476,100

203-00-000-14B0 - 2014B Refunding 2005A/2005D

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Refund GO Bonds 2005A, Mature 12/1/2022	420,000

2018 Budget

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

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	87,229	95,231	136,642	133,005	131,718	162,653
Revenues	120,983	153,225	105,906	114,852	143,880	143,879
Expenses	(112,981)	(111,813)	(110,830)	(112,639)	(112,945)	(190,637)
Transfers	-	-	-	-	-	-
Ending Balance	95,231	136,642	131,718	135,218	162,653	115,895

Fund 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.

2018 Budget

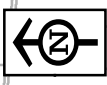
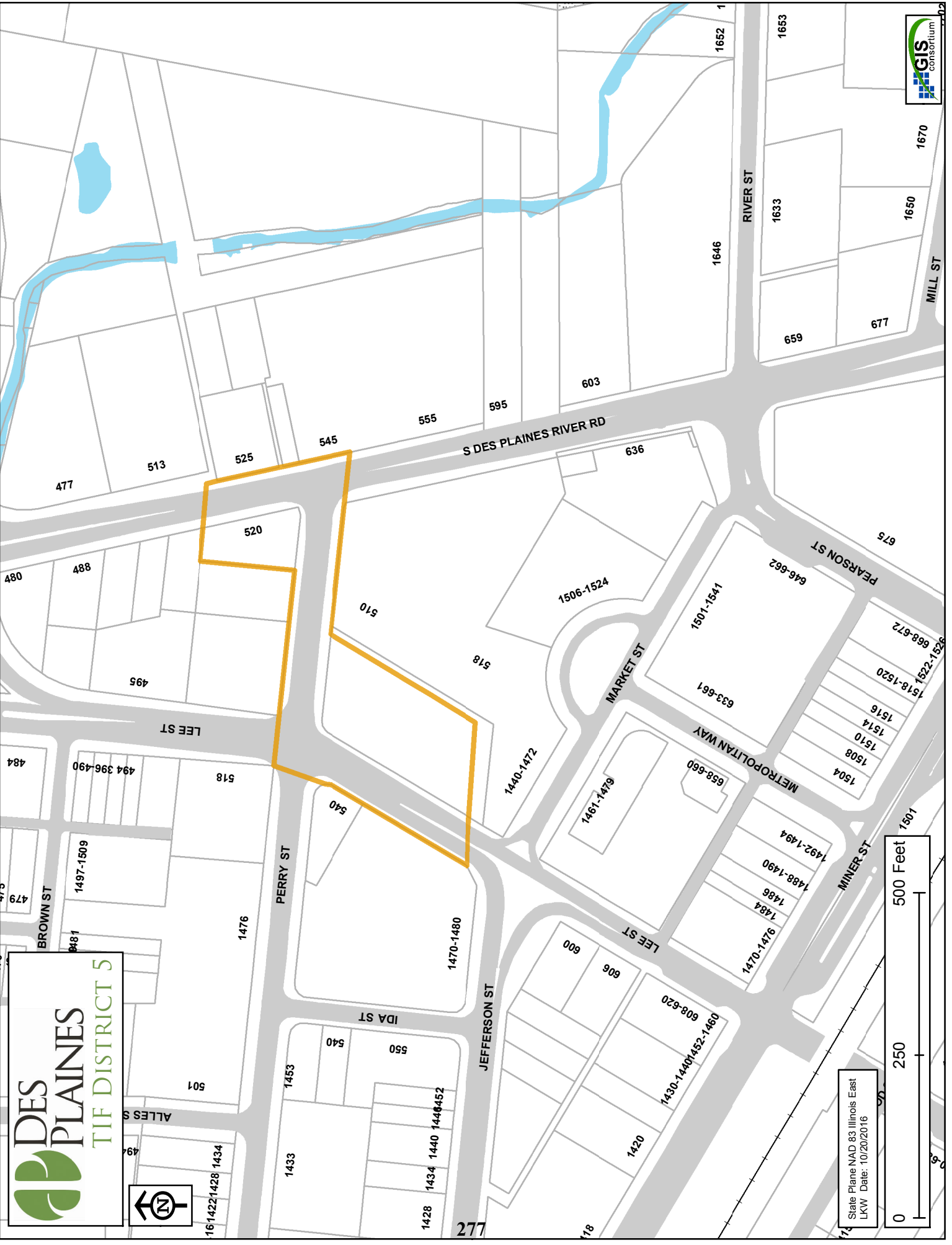
TAX INCREMENT FUND (TIF) #5 – Lee & Perry

Debt Service paid from TIF #5 includes:

Series	Type	Original Amount	Remaining 1/1/18	Final Payout
2011A	G.O. (TIF#5)	1,525,000	415,000	2021
Total G.O. Bonds		1,525,000	415,000	

Annual G.O. Bonds Principal and Interest Requirements

Year	Principal	Interest	Total P&I
2018	105,000	10,112	115,112
2019	100,000	7,750	107,750
2020	105,000	5,250	110,250
2021	105,000	2,626	107,626
Total	415,000	25,738	440,738



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



205 - TIF #5 Perry/Lee Fund

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Property Taxes					
4000	Property Taxes - Current Year Collection	105,905	114,852	143,878	143,878
		105,905	114,852	143,878	143,878
Interest Income					
4700	Interest Income	1	-	2	1
		1	-	2	1
Fund Total: TIF #5 Perry/Lee Fund		105,906	114,852	143,880	143,879

205 - TIF #5 Perry/Lee Fund 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Insurance					
5535	Property & Liability Insurance	5	-	-	-
		5	-	-	-
Contractual Services					
6000	Professional Services	1,695	400	706	400
		1,695	400	706	400
Capital Outlay					
8100	Improvements	-	-	-	75,000 *
		-	-	-	75,000
Fund Total: TIF #5 Perry/Lee Fund		1,700	400	706	75,400

205 - TIF #5 Perry/Lee Fund

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8100 - Improvements	River Road Phase III	75,000

205-00-000-11A0 - 2011A Refunding 2003A 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Debt Service					
8300	Principal	95,000	100,000	100,000	105,000 *
8325	Interest Charges	14,012	12,114	12,114	10,112
8375	Bank/Trust/Agency Fees	119	125	125	125
		109,131	112,239	112,239	115,237
Program Total: 2011A Refunding 2003A		109,131	112,239	112,239	115,237

205-00-000-11A0 - 2011A Refunding 2003A
2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Issued 2011, Matures 2021	100,000

2018 Budget**TAX INCREMENT FUND (TIF) #6 – Mannheim & Higgins**

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	(2,384,245)	(8,080,970)	(9,179,286)	(10,293,219)	(10,292,552)	(11,557,709)
Revenues	9,698	52,109	42,967	57,205	39,077	81,486
Bond Proceeds	2,021,707	-	-	-	-	-
Expenses	(7,678,603)	(1,150,425)	(1,153,334)	(1,306,286)	(1,301,234)	(1,301,395)
Transfers	(49,527)	-	(2,900)	(3,000)	(3,000)	(3,000)
Ending Balance	(8,080,970)	(9,179,286)	(10,292,552)	(11,545,300)	(11,557,709)	(12,780,618)

Fund 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 Starbucks' 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.

2018 Budget**TAX INCREMENT FUND (TIF) #6 – Mannheim & Higgins****Debt Service paid from TIF #6 includes:**

Series	Type	Original Amount	Remaining 1/1/18	Final Payout
2009A	G.O. (TIF #6, Taxable), partial refund 2003C & 2004B	5,430,000	3,095,858	2023
2011A	G.O. (Refunding 2003A)	250,000	100,000	2021
2013	G.O. (Refunding 2004B)	4,390,000	2,330,000	2021
2014A	G.O. (Refunding 2003C)	2,020,000	1,220,000	2021
Total G.O. Bonds		12,090,000	6,745,858	

Annual G.O Bonds Principal and Interest Requirements

Year	Principal	Interest	Total P&I
2018	1,190,000	111,934	1,301,934
2019	1,210,000	87,882	1,297,882
2020	1,400,000	61,485	1,461,485
2021	1,440,000	33,015	1,473,015
2022	1,575,000	-	1,575,000
2023	745,000	-	745,000
Total	7,560,000	268,326	7,828,326

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

285

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

0 250 500 Feet



206 - TIF #6 Mannheim/Higgins Fund

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Property Taxes					
4000	Property Taxes - Current Year Collection	44,654	57,205	39,076	81,485
4005	Property Taxes - Last Year's Collection	(1,712)	-	-	-
		42,942	57,205	39,076	81,485
Interest Income					
4700	Interest Income	25	-	1	1
		25	-	1	1
Fund Total: TIF #6 Mannheim/Higgins Fund		42,967	57,205	39,077	81,486

206 - TIF #6 Mannheim/Higgins Fund

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Insurance					
5535	Property & Liability Insurance	29	40	40	60
		29	40	40	60
Contractual Services					
6000	Professional Services	1,695	3,000	3,000	3,000 *
6005	Legal Fees	-	5,000	-	5,000
		1,695	8,000	3,000	8,000
Subsidies and Incentives					
6520	Subsidy - Economic Development	2,900	3,000	3,000	3,000 *
		2,900	3,000	3,000	3,000
Other Expenses					
7500	Postage & Parcel	-	52	-	52
		-	52	-	52
Fund Total: TIF #6 Mannheim/Higgins Fund		4,624	11,092	6,040	11,112

206 - TIF #6 Mannheim/Higgins Fund

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
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 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Debt Service					
8300	Principal	240,000	375,000	375,000	350,000 *
8375	Bank/Trust/Agency Fees	350	370	370	370
		240,350	375,370	375,370	350,370
Program Total: 2009A Refunding 2003C/2004B		240,350	375,370	375,370	350,370

206-00-000-09A0 - 2009A Refunding 2003C/2004B

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Issued 2003, Matures 2023	375,000

206-00-000-11A0 - 2011A Refunding 2003A 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Debt Service					
8300	Principal	25,000	25,000	25,000	25,000 *
8325	Interest Charges	3,438	2,938	2,938	2,438
8375	Bank/Trust/Agency Fees	119	125	125	125
		28,557	28,063	28,063	27,563
Program Total: 2011A Refunding 2003A		28,557	28,063	28,063	27,563

206-00-000-11A0 - 2011A Refunding 2003A
2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Issued 2011, Matures 2021	25,000

**206-00-000-13A0 - 2013A Refunding 2005F/2004B
2018 Budget Worksheet**

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Debt Service					
8300	Principal	525,000	535,000	535,000	555,000 *
8325	Interest Charges	103,545	87,795	87,795	71,745
8375	Bank/Trust/Agency Fees	158	165	165	165
		<u>628,703</u>	<u>622,960</u>	<u>622,960</u>	<u>626,910</u>
Program Total: 2013A Refunding 2005F/2004B		628,703	622,960	622,960	626,910

206-00-000-13A0 - 2013A Refunding 2005F/2004B
2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Issued 2013, Matures 2021	535,000

206-00-000-14A0 - 2014A Refunding 2003C 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Debt Service					
8300	Principal	220,000	240,000	240,000	260,000 *
8325	Interest Charges	33,525	31,326	31,326	27,965
8375	Bank/Trust/Agency Fees	475	475	475	475
		254,000	271,801	271,801	288,440
Program Total: 2014A Refunding 2003C		254,000	271,801	271,801	288,440

206-00-000-14A0 - 2014A Refunding 2003C
2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Refund GO Bonds 2003C Mature 12/1/2021	240,000

2018 Budget**TAX INCREMENT FUND (TIF) #7 – Mannheim & Higgins South**

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	-	-	(171,951)	(1,566,150)	(1,400,669)	(2,115,729)
Revenues	-	904	292	1,000	1,759,784	95,632
Expenses	-	(134,626)	(1,188,010)	(33,760)	(2,430,844)	(103,390)
Transfers	-	(38,229)	(41,000)	(44,000)	(44,000)	(48,000)
Ending Balance	-	(171,951)	(1,400,669)	(1,642,910)	(2,115,729)	(2,171,487)

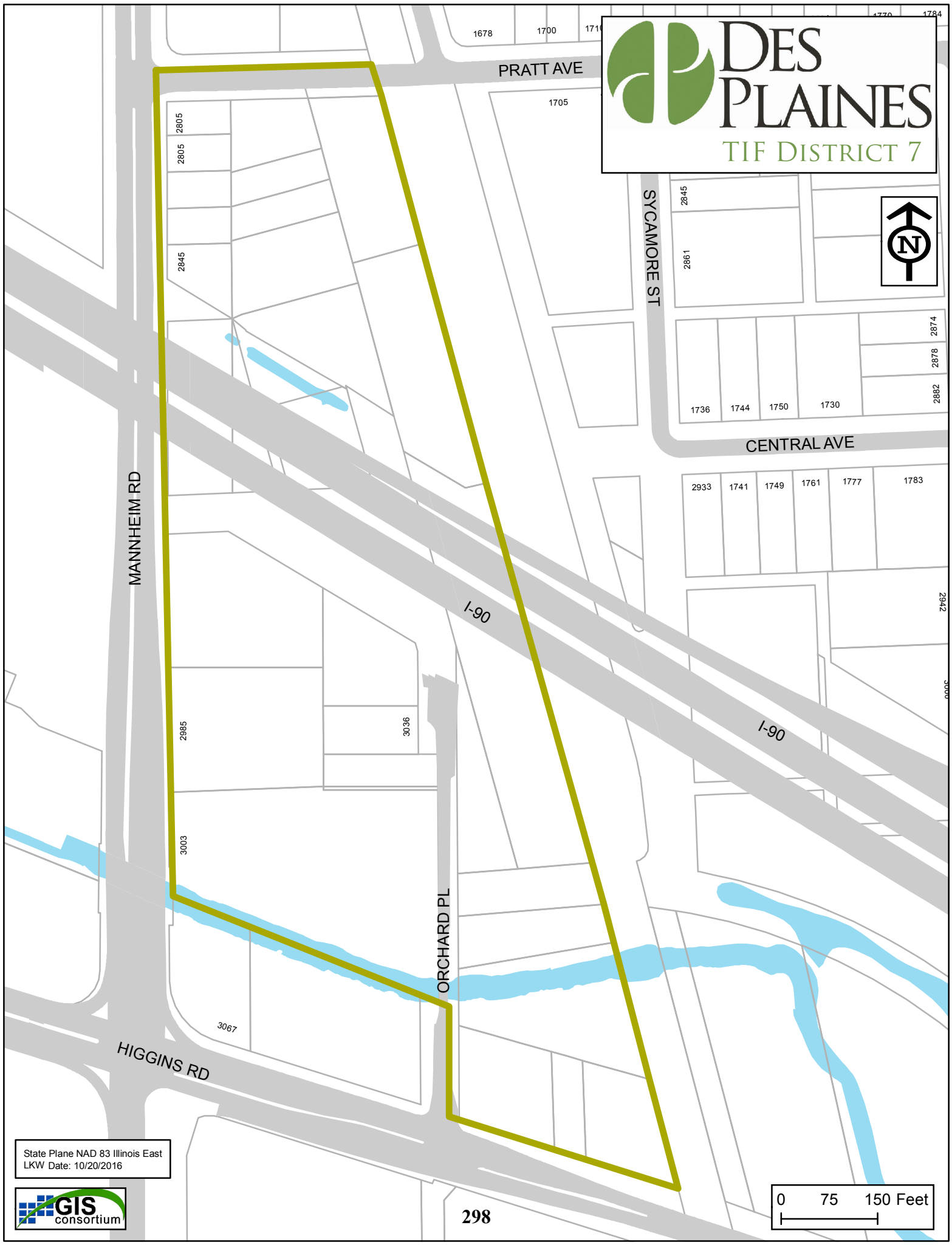
Fund Overview

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.

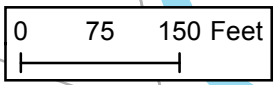


DES PLAINES

TIF DISTRICT 7



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



298

207 - TIF #7 Mannheim/Higgins South

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Property Taxes					
4000	Property Taxes - Current Year Collection	425	1,000	-	95,632
4010	Property Taxes - Prior Years Collection	(133)	-	-	-
		292	1,000	-	95,632
Interest Income					
4700	Interest Income	-	-	-	-
Miscellaneous Revenues					
4830	Sale of Fixed Assets	-	-	1,759,784	-
		-	-	1,759,784	-
Fund Total: TIF #7 Mannheim/Higgins South		292	1,000	1,759,784	95,632

207 - TIF #7 Mannheim/Higgins South 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
<u>Insurance</u>					
5535	Property & Liability Insurance	5,877	5,760	5,760	390
		5,877	5,760	5,760	390
<u>Contractual Services</u>					
6000	Professional Services	212,390	3,000	150,000	78,000 *
6005	Legal Fees	130,041	25,000	25,000	25,000
		342,431	28,000	175,000	103,000
<u>Other Services</u>					
6195	Miscellaneous Contractual Services	8,320	-	84	-
		8,320	-	84	-
<u>Subsidies and Incentives</u>					
6520	Subsidy - Economic Development	41,000	44,000	44,000	48,000 *
		41,000	44,000	44,000	48,000
<u>Other Expenses</u>					
7550	Miscellaneous Expenses	-	-	-	-
		-	-	-	-
<u>Capital Outlay</u>					
8030	Land	607,843	-	-	-
8100	Improvements	223,539	-	2,250,000	-
		831,382	-	2,250,000	-
Fund Total: TIF #7 Mannheim/Higgins South		1,229,010	77,760	2,474,844	151,390

207 - TIF #7 Mannheim/Higgins South 2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6000 - Professional Services	Annual TIF Report	3,000
	Construction Engineering	75,000
Account: 6520 - Subsidy - Economic Development	Allocation of Employee Time on TIF Projects	48,000

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2018 Budget
MOTOR FUEL TAX FUND

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	442,010	554,994	364,272	441,672	719,631	99,631
Revenues	1,955,848	1,427,099	1,488,948	1,401,900	1,429,000	1,403,000
Expenses	(1,842,863)	(1,617,821)	(1,133,588)	(1,671,000)	(2,049,000)	(1,166,000)
Ending Balance	554,994	364,272	719,631	172,572	99,631	336,631

Fund 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 street lights.

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Motor Fuel Tax	Tons of Salt Purchased	4,632	5,046	5,000

230 - Motor Fuel Tax Fund

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Intergovernmental					
4225	Motor Fuel Tax Allotment	1,485,984	1,400,000	1,425,000	1,400,000
		1,485,984	1,400,000	1,425,000	1,400,000
Interest Income					
4700	Interest Income	2,963	1,900	4,000	3,000
		2,963	1,900	4,000	3,000
Fund Total: Motor Fuel Tax Fund		1,488,948	1,401,900	1,429,000	1,403,000

230 - Motor Fuel Tax Fund

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Contractual Services					
6000	Professional Services	15,661	40,000	25,000	40,000 *
		15,661	40,000	25,000	40,000
Other Services					
6155	Sidewalk Improvements	366,130	750,000	1,050,000	250,000 *
6160	Street Crack Filling	29,025	30,000	30,000	-
		395,155	780,000	1,080,000	250,000
Repairs and Maintenance					
6330	R&M Traffic Signals	44,852	44,000	44,000	44,000 *
		44,852	44,000	44,000	44,000
Commodities					
7035	Supplies - Equipment R&M	413	-	-	-
7140	Electricity	253,956	232,000	230,000	232,000 *
7160	Ice Control	259,069	350,000	350,000	350,000 *
		513,437	582,000	580,000	582,000
Capital Outlay					
8100	Improvements	164,484	225,000	320,000	250,000 *
		164,484	225,000	320,000	250,000
Fund Total: Motor Fuel Tax Fund		1,133,588	1,671,000	2,049,000	1,166,000

230 - Motor Fuel Tax Fund

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6000 - Professional Services	Soil & Material Testing	40,000
Account: 6155 - Sidewalk Improvements	Sidewalk Replacement	250,000
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 (Replacement)	250,000

2018 Budget

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	101,699	107,782	83,006	-	-	-
Revenues	153,315	347,764	230,033	376,218	498,105	375,829
Expenses	(147,233)	(372,540)	(313,039)	(376,218)	(498,105)	(375,829)
Ending Balance	107,782	83,006	-	-	-	-

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 to moderate income residents and areas of the City. The allocation for program year 2017 (October 1, 2017 – September 30, 2018) is \$277,583, however \$98,246 is also available from prior years allowing the 2018 proposed amount to be \$375,829. 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 the 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 HUD’s Integrated Disbursement and Information System (IDIS), and acts as the program liaison with HUD, City departments, public service sub-recipients and the public.

The Program Year 2017 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 the title is transferred from the qualified homeowner within the lien period (3 years for the Minor Repair Program and 10 years for the Home Repair Program). Monies received from the repayments must be used to make additional loans for the HRP.

Performance Measures

Service	Metric	Actual Number of Households 2015	Actual Number of Households 2016	Projected Number of Households 2017	Completed Number of Households 2017
Housing Rehabilitation Programs	Home Repair Program	3	3	4	3
	Minor Repair Program	N/A	1	2	1
	Emergency Home Repair	2	1	2	1

2018 Budget

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

2017 Major Accomplishments

1. Completed a total of five (5) housing rehabilitation program projects through the PY2016 CDBG program, including:
 - a) Three (3) Home Repair Program projects
 - b) One (1) Minor Repair Program project
 - c) One (1) Emergency Home Repair Program projects
2. Assisted approximately 396 households/persons through the public service programs administered by the non-for-profit CDBG sub-recipients.
3. Completed the Seminole Park Revitalization (\$100,000) as a back-up project. This project was realized in partnership with the Des Plaines Park District.
4. Completed two (2) existing alley reconstruction projects including:
 - a) Alley re-construction at Yale Court, Seeger Road, and Seventh Avenue within low-mod income Census Block Group Area. (\$108,755)
 - b) Alley re-construction of Alley between Walnut Ct. / E. Algonquin Rd. and Southeast Pl. / Third Ave within low-mod. income Census Block Group Area (\$101,536)

2018 Goals and Objectives

1. Complete four (4) Home Repair Program projects through the PY2017 CDBG program. This program is available to all low to moderate income households to perform large scale home repairs.
2. Complete two (2) Minor Repair Program projects through the PY2017 CDBG. This program is available to all low to 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 345 people through the public service programs administered by the non-for-profit CDBG sub-recipients.
4. Complete two (2) Emergency Repair Program projects through the PY2017 CDBG. This program is available to all low to moderate income households for emergency home repairs.
5. Complete the Seminole Park Playground Improvements Project (as back-up project).
6. Complete potential infrastructure improvements including the Apache Park Neighborhood Plan street lighting and ADA sidewalk compliance intersections re-construction (as back-up project).

2018 Budget
COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG)

PERSONNEL EXHIBIT

Department: CED		Div: CDBG		Div. No: 240-00	
Title	Authorized Positions				
	2016 Authorized	2017 Budget	2018 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

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Intergovernmental					
4250	CDBG	225,186	376,218	498,105	375,829 *
		225,186	376,218	498,105	375,829
Fines and fees					
4505	CDBG - Program Income	4,847	-	-	-
		4,847	-	-	-
Fund Total: CDBG Fund		230,033	376,218	498,105	375,829

240 - CDBG Fund

2018 Revenue Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 4250 - CDBG	Carryover from Prior Program Years	98,246
	Program Year 2017 Allocation	277,583

240 - CDBG Fund

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	49,703	43,983	44,560	44,123
		49,703	43,983	44,560	44,123
Taxes and Benefits					
5200	FICA Contribution	3,581	3,394	3,213	3,376
5205	IMRF Contribution	5,798	5,278	5,040	5,296
5230	Dental Insurance Contribution	215	209	943	969
5232	Vision Insurance Contribution	-	-	-	84
5235	Life Insurance Contribution	56	49	48	47
		9,650	8,930	9,244	9,772
Contractual Services					
6015	Communication Services	-	388	-	-
		-	388	-	-
Other Services					
6100	Publication of Notices	325	1,500	1,400	1,260
6110	Printing Services	-	-	355	360
		325	1,500	1,755	1,620
Subsidies and Incentives					
6555	Subsidy - Emergency Shelter for Homeless Youth	2,199	3,000	3,000	3,000 *
6560	Subsidy - Shared Housing	7,250	8,000	8,000	8,000 *
6563	Subsidy - Senior Housing and Supportive Services	2,500	10,000	10,000	10,000 *
6565	Subsidy - Day Care Assistance	9,000	-	-	-
6570	Subsidy - Residential Rehab	56,158	171,462	88,906	172,463 *
6580	Subsidy - Housing Counsel	7,671	14,200	14,200	14,200 *
6585	Subsidy - Homeless Prevention	5,274	-	-	-
6590	Subsidy - Employment Counseling	4,290	-	-	-
6600	Subsidy - Transitional Housing	4,433	6,000	6,000	6,000 *
		98,775	212,662	130,106	213,663
Commodities					
7000	Office Supplies	328	-	-	-
		328	-	-	-
Capital Outlay					
8010	Furniture & Fixtures	525	-	-	-
8100	Improvements	153,734	108,755	312,440	106,651 *
		154,259	108,755	312,440	106,651
Fund Total: CDBG Fund		313,039	376,218	498,105	375,829

240 - CDBG Fund

2018 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	6,000
	Home Repair - Minor	21,275
	Home Repair Program	145,188
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	Current year available for infrastructure projects	8,405
	Prior year carryover available for infrastructure projects	98,246

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2018 Budget
GRANT FUNDED PROJECTS FUND

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	12,193	(71,570)	(1,097,619)	(974,251)	(1,916,809)	(1,580,663)
Revenues	2,972,833	8,838,204	5,547,788	34,132,320	9,894,746	24,764,983
Expenses	(3,105,748)	(10,161,946)	(6,791,943)	(34,956,760)	(9,377,351)	(24,313,017)
Transfers	49,152	297,693	424,966	824,439	(181,249)	1,138,621
Ending Balance	(71,570)	(1,097,619)	(1,916,809)	(974,252)	(1,580,663)	9,924

Fund 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

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Intergovernmental					
4260	Federal Grants	1,472,053	17,503,480	6,908,341	9,537,413 *
4270	State Grants	3,860,455	12,005,940	1,462,734	13,873,820 *
4280	Local Grants	204,288	4,622,900	1,523,671	1,353,750 *
		5,536,797	34,132,320	9,894,746	24,764,983
Interest Income					
4700	Interest Income	10,990	-	-	-
		10,990	-	-	-
Other Financing Sources					
4924	Transfer from Asset Seizure Fund	4,297	-	-	-
4940	Transfer from Capital Projects Fund	420,669	824,439	80,837	1,138,621 *
		424,967	824,439	80,837	1,138,621
Fund Total: Grant Projects Fund		5,972,754	34,956,759	9,975,583	25,903,604

250 - Grant Projects Fund

2018 Revenue Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 4260 - Federal Grants	Ballard Rd Sidewalk/Sidepath - CMAQ	451,358
	Customs & DEA Overtime Reimbursement	36,000
	FEMA Buyout Phase I	1,089,558
	FEMA Buyout Phase II	884,669
	FEMA Buyout Phase III	4,058,232
	Homeland Security Grant	31,845
	Lee-Forest Traffic Signal - ITEP	1,415,000
	Mt. Prospect Rd Refuge Median - CMAQ	71,352
	Rand Road Sidepath - ITEP	1,395,593
	Rand Road Trees - ITEP	103,806
Account: 4270 - State Grants	Des Plaines River Road Phase II - IDOT	1,504,584
	Des Plaines River Road Phase III - IDOT	12,000,000
	FEMA Buyout Phase I	363,186
	Tobacco Grant	6,050
Account: 4280 - Local Grants	FEMA Buyout Phase II	213,750
	FEMA Buyout Phase III	1,140,000
Account: 4940 - Transfer from Capital Projects Fund	Ballard Rd Sidewalk/Sidepath - CMAQ	164,265
	FEMA Buyout Phase II	81,140
	FEMA Buyout Phase III	212,744
	Lee-Forest Traffic Signal - STP	592,250
	Mt. Prospect Rd Refuge Median - CMAQ	20,514
	Rand Road Sidepath - ITEP	37,864
	Rand Road Trees - ITEP	29,844

250-00-000-2510 - Public Safety Grants

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	30,153	26,352	31,845	31,845
5015	Overtime - Supervisory	160	2,000	-	-
5020	Overtime - Non Supervisory	40,523	39,500	49,300	41,600
		70,836	67,852	81,145	73,445
Other Services					
6195	Miscellaneous Contractual Services	260	200	1,380	200
		260	200	1,380	200
Repairs and Maintenance					
6305	R&M Equipment	800	-	-	-
		800	-	-	-
Commodities					
7200	Other Supplies	8,611	3,500	-	-
7320	Equipment < \$5,000	-	-	2,850	-
		8,611	3,500	2,850	-
Other Expenses					
7525	Meals	240	240	289	250
		240	240	289	250
Capital Outlay					
8015	Equipment	11,752	-	-	-
		11,752	-	-	-
Program Total: Public Safety Grants		92,500	71,792	85,664	73,895

250-00-000-2520 - Capital Grants

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Contractual Services					
6000	Professional Services	880,737	468,798	378,745	331,153 *
6005	Legal Fees	49,237	-	105,560	93,380 *
		929,974	468,798	484,305	424,533
Other Services					
6115	Licensing/Titles	4,045	-	36,790	32,545 *
6195	Miscellaneous Contractual Services	31,686	-	170,586	150,903 *
		35,731	-	207,376	183,448
Repairs and Maintenance					
6300	R&M Software	-	-	6	-
		-	-	6	-
Capital Outlay					
8030	Land	893,730	18,922,988	7,800,000	7,214,000 *
8100	Improvements	4,807,443	15,493,182	800,000	16,417,141 *
		5,701,173	34,416,170	8,600,000	23,631,141
Other Financing Uses					
9201	Transfer to TIF #1 Downtown Fund	-	-	262,086	-
		-	-	262,086	-
Program Total: Capital Grants		6,666,878	34,884,968	9,553,773	24,239,122

250-00-000-2520 - Capital Grants

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6000 - Professional Services	Ballard Rd Sidewalk/Sidepath - CMAQ	38,193
	FEMA Buyout Phase I	4,600
	FEMA Buyout Phase II	3,450
	FEMA Buyout Phase III	18,400
	Lee-Forest Traffic Signal - STP	182,750
	Mt. Prospect Rd Refuge Median - CMAQ	13,802
	Rand Road Sidepath - ITEP	59,908
	Rand Road Trees - ITEP	10,050
Account: 6005 - Legal Fees	FEMA Buyout Phase I	16,240
	FEMA Buyout Phase II	12,180
	FEMA Buyout Phase III	64,960
Account: 6115 - Licensing/Titles	FEMA Buyout Phase I	5,660
	FEMA Buyout Phase II	4,245
	FEMA Buyout Phase III	22,640
Account: 6195 - Miscellaneous Contractual Services	FEMA Buyout Phase I	26,244
	FEMA Buyout Phase II	19,683
	FEMA Buyout Phase III	104,976
Account: 8030 - Land	Ballard Rd Sidewalk/Sidepath - CMAQ	34,500
	FEMA Buyout Phase I	1,200,000
	FEMA Buyout Phase II	900,000
	FEMA Buyout Phase III	4,800,000
	Lee-Forest Traffic Signal - STP	279,500
Account: 8100 - Improvements	Ballard Rd Sidewalk/Sidepath - CMAQ	542,931
	Des Plaines River Road Phase II - IDOT	83,959
	Des Plaines River Road Phase III - IDOT	12,000,000
	FEMA Buyout Phase I	200,000
	FEMA Buyout Phase II	240,000
	FEMA Buyout Phase III	400,000
	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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Contractual Services					
6000	Professional Services	32,566	-	-	-
		32,566	-	-	-
Program Total: Other Grants		32,566	-	-	-

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2018 Budget
GAMING TAX FUND

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	14,274,630	21,431,952	20,455,549	20,164,177	20,395,787	21,395,787
Revenues	24,819,340	24,695,050	24,804,861	24,100,000	24,550,000	24,100,000
Expenses	(15,917,018)	(15,862,825)	(15,873,251)	(15,400,000)	(15,400,000)	(15,400,000)
Transfers	(1,745,000)	(9,808,628)	(8,991,372)	(10,150,000)	(8,150,000)	(10,400,000)
Ending Balance	21,431,952	20,455,549	20,395,787	18,714,177	21,395,787	19,695,787

Fund Overview

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

Annual Casino Revenue				
	2015 Actual	2016 Actual	2017 Projected	2018 Budget
Revenues *	24,654,889	24,000,000	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	14,654,889	14,000,000	14,000,000	14,000,000
Benefitting Communities Share (40%)	5,861,956	5,600,000	5,600,000	5,600,000
City of Des Plaines Share (60%)	8,792,933	8,400,000	8,400,000	8,400,000
<i>Year of Allocation</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>

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

2018 Budget
GAMING TAX FUND

2018 Budgeted Projects

The \$8.4M in Gaming revenue from 2016 is being used in the 2018 Budget on the following:

- \$5.0M transfer to the Capital Projects Fund for street & drainage system improvements
- \$2.9M transfer to the Capital Projects Fund for water & sewer system improvements
- \$2.0M transfer carryover from the prior year for River Road Water Main
- \$500K transfer to the Facilities Fund

2014 Revenue used in 2016		2015 Revenue used in 2017		2016 Revenue used in 2018	
Street and Drainage System Improvements	\$3.5M	Street and Drainage System Improvements	\$3.6M	Street and Drainage System Improvements	\$5.0M
Alternate Water Source	\$5.3M	Debt Repayment	\$1.7M	Water System Improvements	\$2.9M
River Rd Water Main	\$200K	Water System Improvements	\$2.6M	Facilities Fund Transfer	\$500K
	\$9.0M	Additional Street Resurfacing	\$250K	River Rd Water Main (Carryover)	\$2.0M
			\$8.15M		\$10.4M

270 - Gaming Tax Fund

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Other Taxes					
4130	Gaming Tax - Wagering	21,422,166	21,000,000	21,400,000	21,000,000
4135	Gaming Tax - Admissions	3,263,830	3,000,000	3,000,000	3,000,000
		24,685,996	24,000,000	24,400,000	24,000,000
Interest Income					
4700	Interest Income	118,865	100,000	150,000	100,000
		118,865	100,000	150,000	100,000
Fund Total: Gaming Tax Fund		24,804,861	24,100,000	24,550,000	24,100,000

270 - Gaming Tax Fund

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Other Expenses					
7600	Cont Obligation - State Payments	10,000,000	10,000,000	10,000,000	10,000,000
7650	Cont Obligation - Municipalities	5,874,398	5,400,000	5,400,000	5,400,000
8350	Gain or Loss Adjustment	(1,148)	-	-	-
		15,873,250	15,400,000	15,400,000	15,400,000
Other Financing Uses					
9400	Transfer to Capital Projects Fund	3,500,000	8,150,000	8,150,000	7,900,000 *
9500	Transfer to Water/Sewer Fund	5,491,372	2,000,000	-	2,000,000 *
9999	Transfer to Other Funds	-	-	-	500,000 *
		8,991,372	10,150,000	8,150,000	10,400,000
Fund Total: Gaming Tax Fund		24,864,623	25,550,000	23,550,000	25,800,000

270 - Gaming Tax Fund

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 9400 - Transfer to Capital Projects Fund	Improvements	7,900,000
Account: 9500 - Transfer to Water/Sewer Fund	River Road Phase II (Carryover from 2017)	2,000,000
Account: 9999 - Transfer to Other Funds	Facilities Replacement Funding	500,000

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2018 Budget

EMERGENCY TELEPHONE SYSTEM FUND

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	-	-	-	-	-	-
Revenues	-	765,125	988,841	690,670	780,670	740,670
Expenses	-	(2,463,518)	(2,597,028)	(2,755,527)	(2,697,862)	(2,898,354)
Transfers	-	1,698,392	1,608,187	2,064,857	1,917,192	2,157,684
Ending Balance	-	-	-	-	-	-

Fund 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 previously consolidated with the Village of Wheeling. Pursuant to the 2015 legislation, the two villages also consolidated their ETSBs in 2017. Thus, there is no Des Plaines ETSB that receives 9-1-1 surcharge dollars and distributes them for 9-1-1 system costs. This Fund is being transitioned to an Emergency Communications Fund within the City Budget in order to track City costs related to 9-1-1 and emergency service dispatching.

280 - Emergency Telephone System Fund

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Charges for Services					
4670	911 Telephone Surcharge	326	-	-	-
4671	911 State Wireless Surcharge	299,543	-	-	-
4673	911 Landline Hold Harmless Allocation	293,002	390,670	390,670	390,670
4674	911 Wireless Proportional Grant	395,970	300,000	390,000	350,000
		988,841	690,670	780,670	740,670
Other Financing Sources					
4900	Transfer from General Fund	1,608,187	2,064,857	1,917,192	2,157,684 *
		1,608,187	2,064,857	1,917,192	2,157,684
Fund Total: Emergency Telephone System Fund		2,597,028	2,755,527	2,697,862	2,898,354

280 - Emergency Telephone System Fund

2018 Revenue Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 4900 - Transfer from General Fund	Transfer from Fire	642,204
	Transfer from Police	1,515,480

280 - Emergency Telephone System Fund 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Contractual Services					
6005	Legal Fees	13,683	10,000	-	10,000
6015	Communication Services	727	-	-	-
		14,410	10,000	-	10,000
Commodities					
7320	Equipment < \$5,000	3,267	-	-	-
		3,267	-	-	-
Other Expenses					
7500	Postage & Parcel	15	-	-	-
		15	-	-	-
Fund Total: Emergency Telephone System Fund		17,692	10,000	-	10,000

280-60 - Police Department 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
<u>Contractual Services</u>					
6015	Communication Services	141,445	160,000	160,000	160,000
6035	Dispatch Services	1,788,451	1,888,362	1,888,362	1,998,950 *
		1,929,896	2,048,362	2,048,362	2,158,950
<u>Other Services</u>					
6140	Leases	-	2,700	-	-
		-	2,700	-	-
<u>Repairs and Maintenance</u>					
6300	R&M Software	39,335	51,000	48,000	54,000 *
6305	R&M Equipment	13,424	16,200	14,000	16,200 *
		52,759	67,200	62,000	70,200
<u>Commodities</u>					
7320	Equipment < \$5,000	-	20,000	10,000	12,000
		-	20,000	10,000	12,000
<u>Capital Outlay</u>					
8005	Computer Hardware	-	-	2,500	5,000
		-	-	2,500	5,000
Department Total: Police Department		1,982,655	2,138,262	2,122,862	2,246,150

280-60 - Police Department

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6035 - Dispatch Services	Wheeling Agreement - Non E-911 Expenses	1,998,950
Account: 6300 - R&M Software	Back Up Center Maintenance	4,000
	Firewall Annual Maintenance	3,000
	Tri-Tech Maintenance Fee	47,000
Account: 6305 - R&M Equipment	Chicago Comm - Backup Center Service Plan	2,000
	Replenish	
	General Repair & Maintenance	6,600
	SEPS Maintenance Contract	5,200
	SMS System Maintenance	2,400

280-70 - Fire Department 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Contractual Services					
6035	Dispatch Services	596,681	607,265	575,000	642,204 *
		596,681	607,265	575,000	642,204
Department Total: Fire Department		596,681	607,265	575,000	642,204

280-70 - Fire Department

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6035 - Dispatch Services	E-24 Elevator Alarm Monitoring Fees	20,100
	RED Center Fees - 01/2018 - 04/2018	200,680
	RED Center Fees - 05/2018 - 12/2018	421,424

2018 Budget
DEBT SERVICE FUND

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	465,275	457,477	456,984	454,414	457,424	-
Revenues	100,043	109,287	106,990	103,050	103,050	-
Expenses	(107,840)	(109,780)	(106,550)	(493,340)	(493,340)	-
Transfers	-	-	-	-	(67,134)	-
Ending Balance	457,477	456,984	457,424	64,124	-	-

Fund Overview

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

DEBT SERVICE SCHEDULE

	PROPERTY TAX SUPPORTED	CAPITAL PROJECTS PORTION	TIF SUPPORTED PORTION	TOTAL
Total Debt Outstanding - Principal only Balance Jan. 1, 2018	-	935,000	26,712,741	27,647,741
2018 Debt Service				
Principal	-	935,000	4,225,000	5,160,000
Interest	-	22,200	439,733	461,933
Total	-	957,200	4,664,733	5,621,933

2018 Budget
DEBT SERVICE FUND

The below bond issues are paid from special revenue:

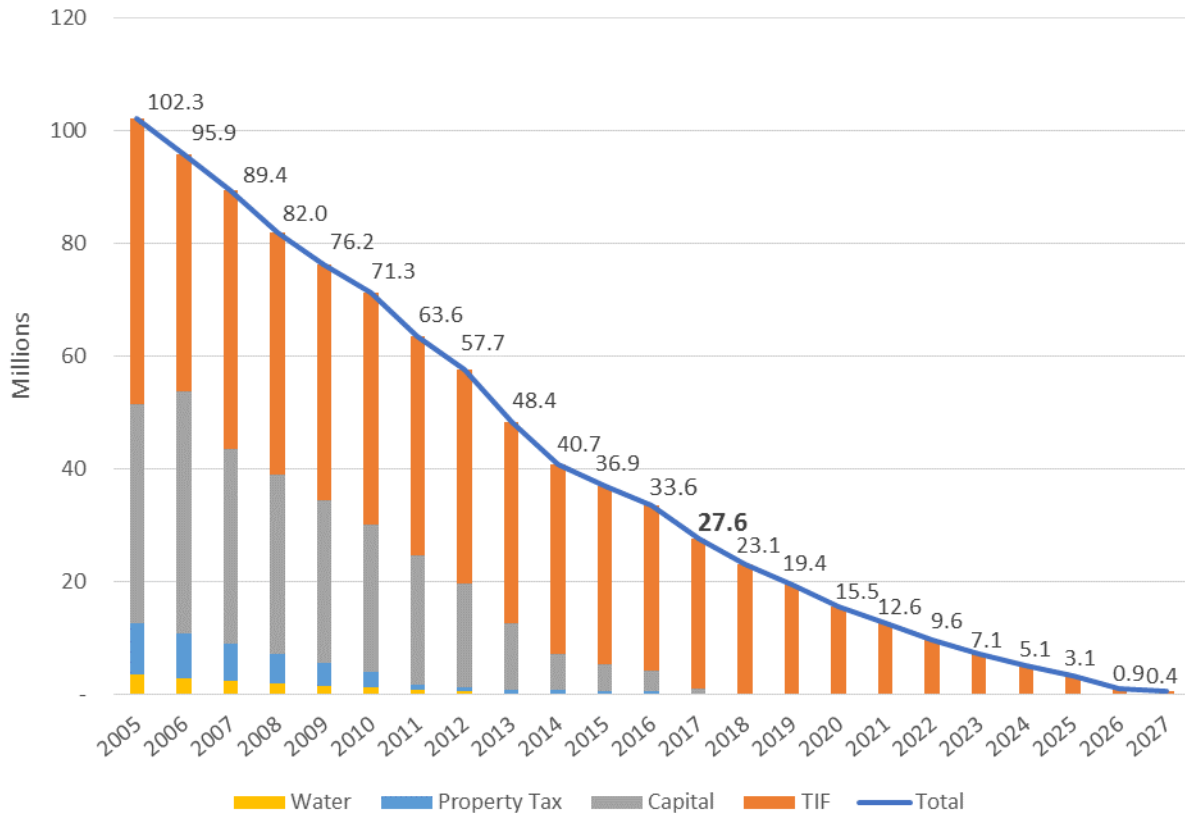
YEAR OF ISSUE	TYPE	ORIGINAL AMOUNT ISSUED	BALANCE JAN. 1, 2018
2008A	G.O. (Refunding 2001C, TIF #1, TIF #3)	2,575,000	450,000
2009A	G.O. (Partial refund 2003C, 2004B, TIF #6)	5,430,000	3,095,858
2009B	G.O. (Refunding 1999, CIP)	4,175,000	200,000
2010A	G.O. (Partial refund 2003A, 2005A, TIF #3)	3,945,000	3,945,000
2010B	G.O. (Partial refund 2005E, TIF #1, TIF#3, CIP)	6,110,760	8,646,883
2011A	G.O. (Ref 03A, TIF #1, TIF#3, TIF #5, TIF #6)	3,540,000	1,220,000
2012A	G.O. (TIF #1)	3,765,000	2,970,000
2013	G.O. (TIF #1, TIF #3, TIF #6)	7,945,000	1,660,000
2014A	G.O. (TIF #6)	2,020,000	1,460,000
2014B	G.O. (TIF #3, CIP)	5,600,000	4,000,000
Total G.O. Bonds		45,105,760	27,647,741
2002	TIF Revenue Note	462,389	110,805
2003	TIF Revenue Note	471,000	117,215
Total Revenue Notes		933,389	280,019

Total Supported by Special Revenue

\$27,927,760

2018 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 \$27.6 million as of December 31, 2017 will reach \$15.5 million by 2020. All current debt will be retired by the end of 2028.

2018 Budget
DEBT SERVICE FUND

Principal Amount Outstanding by Type

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

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

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

Total City debt, not inclusive of the TIF debt is at \$16 per capita as of December 31, 2017 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.

2018 Budget
DEBT SERVICE FUND

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

TOTAL CITY DEBT

Year	Principal	Interest	Total P&I
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
Total	31,445,000	1,764,869	33,209,869

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

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Property Taxes					
4000	Property Taxes - Current Year Collection	108,082	103,050	103,050	-
4005	Property Taxes - Last Year's Collection	980	-	2,000	-
4010	Property Taxes - Prior Years Collection	(2,072)	-	(2,000)	-
		106,990	103,050	103,050	-
Program Total: 2007B Refunding 01B		106,990	103,050	103,050	-

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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Debt Service					
8300	Principal	85,000	475,000	475,000	-
8325	Interest Charges	21,280	18,050	18,050	-
8375	Bank/Trust/Agency Fees	270	290	290	-
		106,550	493,340	493,340	-
Other Financing Uses					
9400	Transfer to Capital Projects Fund	-	-	67,134	-
		-	-	67,134	-
Program Total: 2007B Refunding 01B		106,550	493,340	560,474	-

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2018 Budget
CAPITAL PROJECTS FUND

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	3,529,073	3,550,351	5,087,021	1,501,131	5,595,070	5,644,352
Revenues	11,403,670	7,259,041	7,749,064	7,346,328	7,247,928	7,194,328
Expenses	(15,280,856)	(9,109,489)	(10,295,346)	(12,996,020)	(12,709,943)	(12,364,689)
Transfers	3,898,463	3,387,118	3,054,331	4,886,706	5,511,297	2,486,379
Ending Balance	3,550,351	5,087,021	5,595,070	738,145	5,644,352	2,960,370

Fund Overview

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

Debt service paid from Capital Projects Fund includes:

Bond Issue	Project Description	Original Amount	Remaining 1/1/18	Final Payout
2009B bond refund of 1999	Streets Portion	4,175,000	200,000	2018
2014B bond refund of 2005D	Library Portion	2,880,000	735,000	2018
Total		7,055,000	935,000	

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

Year	Principal	Interest	Total P&I
2018	935,000	22,200	957,200
Total	935,000	22,200	957,200

2018 Budget
PUBLIC WORKS & ENGINEERING
CAPITAL PROJECTS FUND

PERSONNEL EXHIBIT

Department: PW & Engineering		Div: Capital Projects		Div. No: 400-00
Title	Authorized Positions			
	2016 Authorized	2017 Budget	2018 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	0.50	
Seasonal*	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	
Total Full Time Equivalent (FTE) Employees:	3.50	3.50	3.75	

*No new positions, reclassification based on the number of hours worked.

2018 Budget

CAPITAL PROJECTS FUND

5 YEAR CIP OVERVIEW

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

The separate CIP plan is completed for five fiscal years from 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 2018 Budget document, a summary of the specific 2018 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 2018 are identified in the 5-Year Capital Improvement Program at a cost of \$17.2 million. Sources of revenue for the C.I.P. presently include the Capital Projects Fund (\$9.7 million), Motor Fuel Tax Fund (\$500,000), Water /Sewer Fund (\$3.1 million), and Tax Increment Finance District Fund (\$3.9 million).

The following types of projects and their approximate funding levels will be recommended to the City Council during C.I.P. discussions for improvements in 2018: Alley Improvements (\$390,309), Drainage System Improvements (\$826,204), Street Improvements (\$6,587,460), Water System Improvements (\$2,902,298), Traffic Improvements (\$250,000), Sewer System Improvements (\$975,000), and Miscellaneous Improvements (\$5,250,000).

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 2018 are \$17.2 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- 2018

CATEGORY	PROJECT ID	STREET NAME	LIMIT	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
ALLEY IMPROVEMENTS							
	516 *	OAKWOOD/WALNUT	WHITE-WALNUT	ALLEY RECONSTRUCTION	\$189,155	CPF	ALLEY EVALUATION
	749	LAUREL/GRACELAND	MARION-THACKER	ALLEY RECONSTRUCTION	\$201,154	CPF	ALLEY EVALUATION
Sub-Total					\$390,309		
DRAINAGE SYSTEM IMPROVEMENTS							
	319 *	GRANT DR EAST	SOUTHEAST-NORTHEAST	STORM SEWER	\$311,451	CPF	CITY COUNCIL
	661 *	WALNUT CT	SW PLACE-DEAD END	STORM SEWER	\$92,048	CPF	CITY COUNCIL
	623	STRATFORD RD	STATE-PRINCETON	STORM SEWER	\$422,705	CPF	CITY COUNCIL
Sub-Total					\$826,204		
MISCELLANEOUS IMPROVEMENTS							
	187	SIDEWALK REPLACEMENTS	CITYWIDE	SIDEWALK REPLACEMENT	\$550,000	CPF	ANNUAL PROGRAM
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- 2018

CATEGORY	PROJECT ID	STREET NAME	LIMIT	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
	186	DOWNTOWN WAYFINDING SINAGE	TIF #1	STREETSCAPE	\$250,000	TIF	TIF DISTRICT
	185	RIVER ROAD SANITARY SEWER LINING	TIF #1	SEWER LINING/TELEVISIONING	\$500,000	TIF	TIF DISTRICT
	147	TOPOGRAPHIC/B.M. SURVEYS		SURVEY	\$100,000	CPF	ANNUAL PROGRAM
	153 C	STREETSCAPE IMPROVEMENTS	TIF #1	STREETSCAPE	\$2,000,000	TIF	TIF DISTRICT
	146	MISC CURB REPLACEMENT	VARIOUS	CURB REPLACEMENT	\$250,000	MFT	ANNUAL PROGRAM
	145	DESIGN/CONSTRUCTION ENGINEERING		ENGINEERING	\$1,000,000	CPF	ANNUAL PROGRAM
	135	SIDEWALK REPLACEMENTS	CITYWIDE	SIDEWALK REPLACEMENT	\$250,000	MFT	ANNUAL PROGRAM
	152 *	DESIGN/CONSTRUCTION ENGINEERING	TIF #1	ENGINEERING	\$350,000	TIF	TIF DISTRICT
				Sub-Total	\$5,250,000		
SEWER SYSTEM IMPROVEMENTS							

349

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- 2018

CATEGORY	PROJECT ID	STREET NAME	LIMIT	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
	188	MISC SEWER REHAB	VARIOUS	SEWER LINING/TELEVISION	\$300,000	WATER	ANNUAL PROGRAM
	189	SCADA IMPROVEMENTS	VARIOUS	SANITARY/COMBINED SEWER	\$425,000	WATER	PUBLIC WORKS RECOMMENDATION
	191	BACKFLOW IMPROVEMENTS	VARIOUS	STORM SEWER	\$250,000	WATER	PUBLIC WORKS RECOMMENDATION
Sub-Total					\$975,000		
STREET IMPROVEMENTS	218	WESTVIEW DR	TOUHY-JARVIS	REHABILITATION	\$421,216	CPF	STREET EVALUATION
	162	CLARK LN	KING-WALNUT	RECONSTRUCTION	\$271,260	CPF	STREET EVALUATION
	302 *	FOX LN	JOSEPH-CRAIG	REHABILITATION	\$223,711	CPF	STREET EVALUATION
	98	CEDAR ST	TOUHY-JARVIS	REHABILITATION	\$453,993	CPF	STREET EVALUATION
	64	BIRCH ST	HOWARD-WELWYN	REHABILITATION	\$260,430	CPF	STREET EVALUATION
<p>C-indicates carryover project *-indicates new project</p> <p style="text-align: right;"> 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 </p>							



2017-2021 Capital Improvement Program- 2018

CATEGORY	PROJECT ID	STREET NAME	LIMIT	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
	181 *	CITYWIDE STREET RESURFACING	VARIOUS	RESURFACE	\$500,000	CPF	CITY COUNCIL
	530	PARKWOOD LN	RUSTY-ESTES	REHABILITATION	\$268,871	CPF	STREET EVALUATION
	661 *	WALNUT CT	SW PLACE-DEAD END	RECONSTRUCTION	\$196,534	CPF	STREET EVALUATION
	623	STRATFORD RD	STATE-PRINCETON	RECONSTRUCTION	\$902,532	CPF	STREET EVALUATION
	615	SPRUCEWOOD AVE	BIRCHWOOD-JARLATH	REHABILITATION	\$574,249	CPF	STREET EVALUATION
	605	SHAGBARK DR	RIVER-S DEAD END	REHABILITATION	\$195,770	CPF	STREET EVALUATION
	590	SCOTT ST	JARVIS-TOUHY	RECONSTRUCTION	\$257,284	CPF	STREET EVALUATION
	279	FIFTH AVE	FOREST-OAKTON	REHABILITATION	\$418,556	CPF	STREET EVALUATION
	453	VAN BUREN AVE	MARGRET-LEE	RECONSTRUCTION	\$344,240	CPF	STREET EVALUATION

351

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- 2018

CATEGORY	PROJECT ID	STREET NAME	LIMIT	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
	401	KING LN	BEAU-MUNROE	REHABILITATION	\$281,690	CPF	STREET EVALUATION
	319 *	GRANT DR EAST	SOUTHEAST-NORTHEAST	RECONSTRUCTION	\$1,017,124	CPF	STREET EVALUATION
Sub-Total					\$6,587,460		
TRAFFIC IMPROVEMENTS							
	190 *	VARIOUS SIGN REPLACEMENT	CITYWIDE	STREET SIGN REPLACEMENT	\$250,000	CPF	ENGINEERING
Sub-Total					\$250,000		
WATER SYSTEM IMPROVEMENTS							
	218	WESTVIEW DR	TOUHY-JARVIS	8 INCH WATER MAIN	\$274,125	WATER	2006 WATER STUDY
	64	BIRCH ST	HOWARD-WELWYN	8 INCH WATER MAIN	\$169,486	WATER	2006 WATER STUDY
	98	CEDAR ST	TOUHY-JARVIS	8 INCH WATER MAIN	\$295,456	WATER	2006 WATER STUDY
	661 *	WALNUT CT	SW PLACE-DEAD END	8 INCH WATER MAIN	\$101,999	WATER	2006 WATER STUDY

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- 2018

CATEGORY	PROJECT ID	STREET NAME	LIMIT	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
	279	FIFTH AVE	FOREST-OAKTON	8 INCH WATER MAIN	\$272,394	WATER	2006 WATER STUDY
	623	STRATFORD RD	STATE-PRINCETON	12 INCH WATER MAIN	\$93,176	WATER	2006 WATER STUDY
	590	SCOTT ST	JARVIS-TOUHY	8 INCH WATER MAIN	\$167,439	WATER	2006 WATER STUDY
	615	SPRUCEWOOD AVE	BIRCHWOOD-JARLATH	8 INCH WATER MAIN	\$373,717	WATER	2006 WATER STUDY
	453	VAN BUREN AVE	MARGRET-LEE	8 INCH WATER MAIN	\$178,656	WATER	2006 WATER STUDY
	605	SHAGBARK DR	RIVER-S DEAD END	8 INCH WATER MAIN	\$127,406	WATER	2006 WATER STUDY
	302 *	FOX LN	JOSEPH-CRAIG	8 INCH WATER MAIN	\$145,590	WATER	2006 WATER STUDY
	530	PARKWOOD LN	RUSTY-ESTES	8 INCH WATER MAIN	\$174,980	WATER	2006 WATER STUDY
	319 *	GRANT DR EAST	SOUTHEAST-NORTHEAST	8 INCH WATER MAIN	\$527,874	WATER	2006 WATER STUDY
				Sub-Total	\$2,902,298		
				<i>CFF-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- 2018

CATEGORY	PROJECT ID	STREET NAME	LIMIT	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
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Total Amount \$17,181,271

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



DES PLAINES

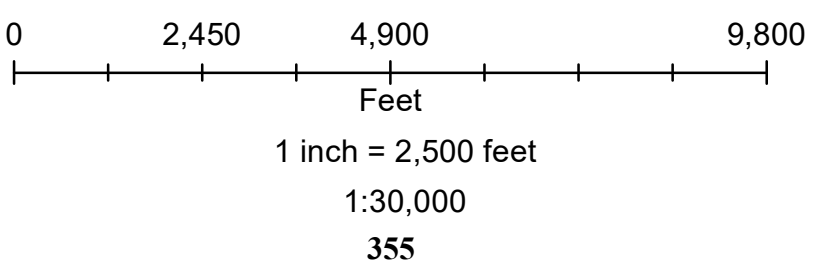
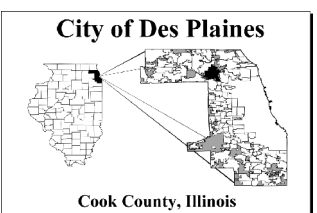
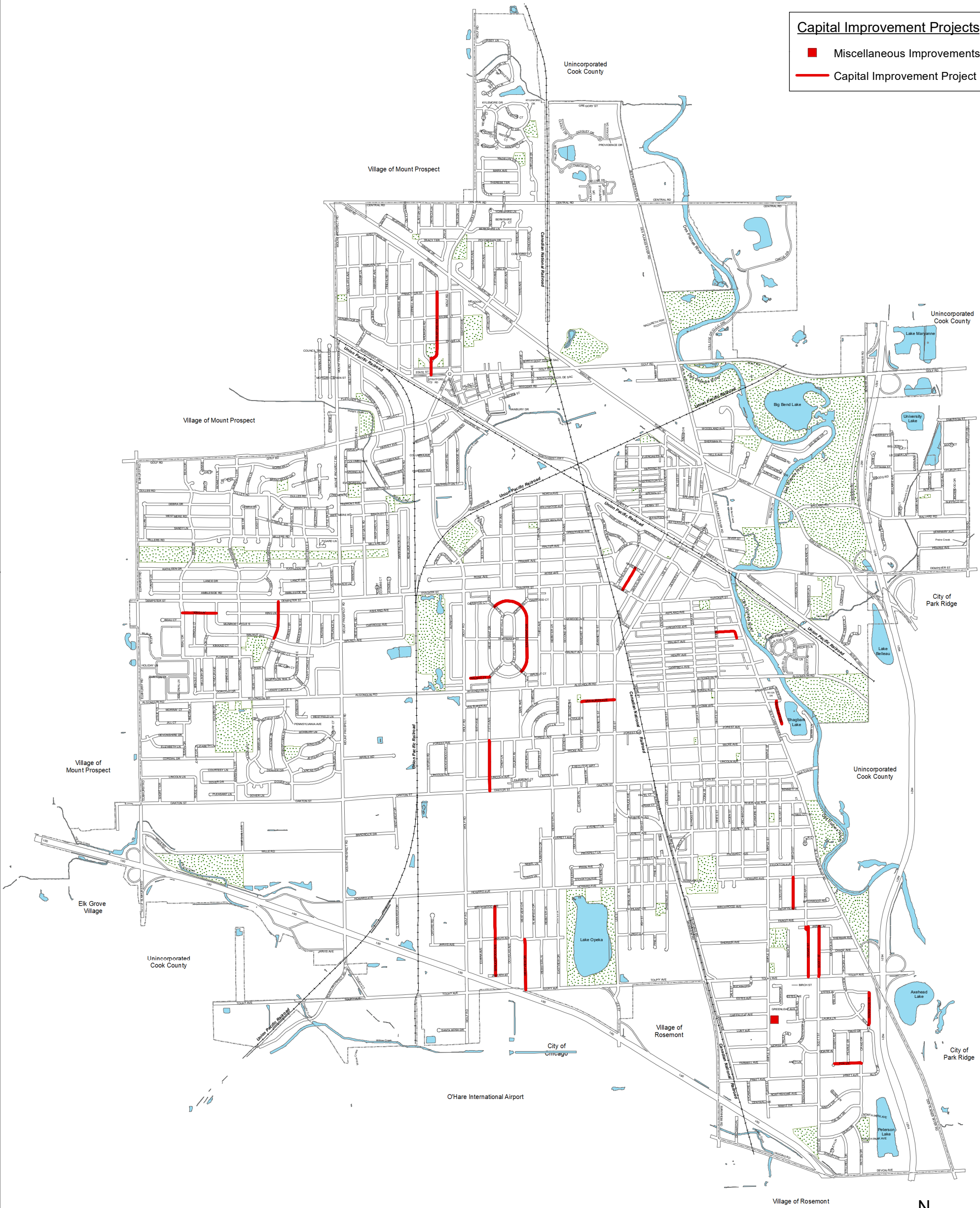
CAPITAL IMPROVEMENT PROJECTS - 2018

Legend

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

Capital Improvement Projects

- Miscellaneous Improvements
- Capital Improvement Project



DES PLAINES, ILL. 60426-1111. The map depicts the City of Des Plaines, Illinois, as of the date of the map. The City of Des Plaines is not responsible for any errors or omissions in this map. The City of Des Plaines is not responsible for any damages or losses resulting from the use of this map. The City of Des Plaines is not responsible for any claims or liabilities arising from the use of this map. The City of Des Plaines is not responsible for any claims or liabilities arising from the use of this map.

400 - Capital Projects Fund

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Property Taxes					
4055	Property Taxes SSA 5	3,863	3,782	3,782	3,782 *
4056	Property Taxes SSA 6	1,042	981	981	981 *
4057	Property Taxes SSA 7	11,448	12,000	12,000	12,000 *
4058	Property Taxes SSA 8	4,306	4,200	4,200	4,200 *
4059	Property Taxes SSA 9	2,388	2,315	2,315	2,315 *
4060	Property Taxes SSA 10	3,026	2,936	2,936	2,936 *
4061	Property Taxes SSA 11	2,130	2,096	2,096	2,096 *
4062	Property Taxes SSA 12	1,009	979	979	979 *
4063	Property Taxes SSA 13	1,614	1,566	1,566	1,566 *
4064	Property Taxes SSA 14	827	830	830	830 *
4065	Property Taxes SSA 15	1,692	1,643	1,643	1,643 *
		33,344	33,328	33,328	33,328
Other Taxes					
4120	Local Option Gas Tax	1,754,240	1,600,000	1,650,000	1,600,000
4170	Home Rule Sales Tax	3,052,146	2,900,000	2,900,000	2,900,000
4180	Library Home Rule Sales Tax	1,526,073	1,450,000	1,350,000	1,300,000
		6,332,459	5,950,000	5,900,000	5,800,000
Charges for Services					
4608	Storm Sewer	1,335,654	1,300,000	1,255,000	1,300,000
4660	Recapture Fees	5,588	6,000	5,600	6,000
		1,341,242	1,306,000	1,260,600	1,306,000
Interest Income					
4700	Interest Income	15,477	12,000	25,000	20,000
		15,477	12,000	25,000	20,000
Miscellaneous Revenues					
4823	Rear Yard Drainage Improvements	22,305	30,000	22,500	25,000
4849	Miscellaneous Revenues	4,237	15,000	6,500	10,000
		26,542	45,000	29,000	35,000
Other Financing Sources					
4900	Transfer from General Fund	-	500,000	-	-
4927	Transfer from Gaming Tax Fund	3,500,000	8,150,000	8,150,000	7,900,000
4999	Transfer from Other Funds	-	-	67,134	-
		3,500,000	8,650,000	8,217,134	7,900,000
Fund Total: Capital Projects Fund		11,249,064	15,996,328	15,465,062	15,094,328

400 - Capital Projects Fund

2018 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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	278,619	291,574	283,955	298,974
5010	Temporary Wages	5,790	13,650	8,878	13,650
5020	Overtime - Non Supervisory	6,729	10,000	8,077	10,000
		291,137	315,224	300,910	322,624
Taxes and Benefits					
5200	FICA Contribution	21,610	23,210	22,360	23,586
5205	IMRF Contribution	35,313	36,188	35,044	35,876
5220	PPO Insurance Contribution	36,865	37,792	36,193	39,321
5225	HMO Insurance Contribution	13,266	13,723	13,195	13,997
5230	Dental Insurance Contribution	2,452	2,597	2,498	2,728
5232	Vision Insurance Contribution	134	134	129	316
5235	Life Insurance Contribution	259	260	261	260
5240	Workers Compensation	2,291	2,397	2,318	1,698
5245	Unemployment Compensation	188	100	92	-
5250	Uniform Allowance	200	200	200	200
5260	RHS Plan Payout	5,632	5,300	8,500	7,826
		118,210	121,901	120,790	125,808
Other Employee Costs					
5320	Conferences	2,798	2,000	2,800	2,000
5325	Training	-	2,000	2,000	2,000 *
5335	Travel Expenses	5	100	100	100
		2,803	4,100	4,900	4,100
Insurance					
5535	Property & Liability Insurance	28,377	27,260	27,260	60,410
		28,377	27,260	27,260	60,410
Contractual Services					
6000	Professional Services	468,729	1,100,000	750,000	1,100,000 *
6005	Legal Fees	3,074	1,000	-	1,000 *
6015	Communication Services	2,675	2,600	2,650	2,600 *
6025	Administrative Services	3,066	2,000	2,000	2,000 *
		477,544	1,105,600	754,650	1,105,600
Other Services					
6105	Records Preservation	4,051	15,000	10,000	15,000 *
6110	Printing Services	1,039	400	-	400 *
6115	Licensing/Titles	-	-	65	-
6140	Leases	820	1,500	2,000	1,500 *
6155	Sidewalk Improvements	194,292	250,000	276,000	550,000 *
6165	Street Pavement Markings	37,876	40,000	40,000	50,000 *
6195	Miscellaneous Contractual Services	157	-	300	220,000 *
		238,235	306,900	328,365	836,900
Repairs and Maintenance					
6300	R&M Software	8,206	8,000	8,000	8,000 *
6305	R&M Equipment	-	1,100	1,800	1,100 *
6310	R&M Vehicles	5	-	-	-
6315	R&M Buildings & Structures	-	20,000	-	20,000 *
		8,211	29,100	9,800	29,100
Commodities					
7055.051	Street Sign Supplies	-	625	-	625
7065	Supplies - Capital Maintenance	67,708	70,000	70,000	70,000 *
7320	Equipment < \$5,000	645	-	5,000	-
		68,353	70,625	75,000	70,625

400 - Capital Projects Fund

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Other Expenses					
7500	Postage & Parcel	3,618	3,000	3,000	3,000 *
8220	Receivable Write Off	344	-	70	-
		3,962	3,000	3,070	3,000
Capital Outlay					
8100	Improvements	7,691,665	8,288,512	8,376,000	8,848,694 *
		7,691,665	8,288,512	8,376,000	8,848,694
Other Financing Uses					
9100	Transfer to General Fund	25,000	25,000	25,000	25,000 *
9260	Transfer to Grant Projects Fund	420,669	824,439	80,837	1,138,621 *
9500	Transfer to Water/Sewer Fund	-	2,913,855	2,600,000	4,250,000
		445,669	3,763,294	2,705,837	5,413,621
Fund Total: Capital Projects Fund		9,374,167	14,035,516	12,706,582	16,820,482

400 - Capital Projects Fund

2018 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	1,000,000
	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	Additional Sidewalk Funding	300,000
	Sidewalk Improvements	250,000
Account: 6165 - Street Pavement Markings	Pavement Reflectors	5,000
	Thermoplastic and Painting	45,000
Account: 6195 - Miscellaneous Contractual Services	Asphalt Crack Filling	50,000
	Attenuator Installation on Maple St. Barrier Wall	120,000
	Concrete Pavement Joint Sealing	50,000
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 (Reconstruction)	390,309
	Des Plaines River Road Phase III - IDOT	794,721
	Drainage System Improvements (Storm Sewer)	826,204
	Sign Retroreflectivity Replacement Program - Year 2	250,000
	Street Improvements (Reconstruction)	2,460,430
	Street Improvements (Rehabilitation)	3,627,030
	Street Improvements (Resurfacing)	500,000
Account: 9100 - Transfer to General Fund	GIS Aerial Photography	25,000
Account: 9260 - Transfer to Grant Projects Fund	Ballard Rd Sidewalk/Sidepath - CMAQ	164,265
	FEMA Buyout Phase II	81,140
	FEMA Buyout Phase III	212,744
	Lee-Forest Traffic Signal - STP	592,250
	Mt. Prospect Rd Refuge Median - CMAQ	20,514
	Rand Road Sidepath - ITEP	37,864
	Rand Road Trees - ITEP	29,844

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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Debt Service					
8300	Principal	305,000	1,690,000	1,690,000	-
8325	Interest Charges	75,810	64,220	64,220	-
8375	Bank/Trust/Agency Fees	350	250	250	-
		381,160	1,754,470	1,754,470	-
Program Total: 2007A Refunding 01		381,160	1,754,470	1,754,470	-

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

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Debt Service					
8300	Principal	200,000	200,000	200,000	200,000 *
8325	Interest Charges	21,500	14,500	14,500	7,500
8375	Bank/Trust/Agency Fees	350	390	390	390
		<u>221,850</u>	<u>214,890</u>	<u>214,890</u>	<u>207,890</u>
Program Total: 2009B Refunding 1999		221,850	214,890	214,890	207,890

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

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Issued 2009, Matures 2018	200,000

400-00-000-14B0 - 2014B Refunding 2005A/2005D
2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Debt Service					
8300	Principal	720,000	725,000	725,000	735,000 *
8325	Interest Charges	43,600	29,200	14,600	14,700
8375	Bank/Trust/Agency Fees	238	238	238	238
		<u>763,838</u>	<u>754,438</u>	<u>739,838</u>	<u>749,938</u>
Program Total: 2014B Refunding 2005A/2005D		763,838	754,438	739,838	749,938

400-00-000-14B0 - 2014B Refunding 2005A/2005D
2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Refund GO Bonds 2005D, Ref 1998, Mature 12/1/18	735,000

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2018 Budget
EQUIPMENT REPLACEMENT FUND

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	3,484,455	5,128,939	6,015,388	4,872,997	4,663,265	3,739,385
Revenues	26,769	222,641	163,286	140,000	134,154	115,000
Expenses	(915,086)	(836,192)	(2,015,409)	(2,491,399)	(2,558,034)	(1,345,100)
Transfers	2,532,800	1,500,000	500,000	1,500,000	1,500,000	1,500,000
Ending Balance	5,128,939	6,015,388	4,663,265	4,021,598	3,739,385	4,009,285

Fund 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	Type	FY2018		FY2019		FY2020		FY2021		FY2022		5 Year Average	
		Amount	Units	Amount	Units	Amount	Units	Amount	Units	Amount	Units	Amount	Units
Vehicles													
Police/EMA	Vehicles	210,000	7	466,796	14	284,589	9	222,789	7	238,680	8	284,571	9
Fire	Vehicles	107,400	4	724,000	2	1,500,000	1	142,100	2	1,018,600	2	698,420	2
Public Works & Engineering	Vehicles	801,500	6	375,000	6	190,900	3	1,052,500	6	480,000	7	579,980	6
Water/Sewer	Vehicles	145,000	3	140,500	3	102,000	2	510,500	4	232,000	2	226,000	3
City Administration	Vehicles	16,200	1	32,000	1	-	-	-	-	35,000	1	16,640	1
Total		1,280,100	21	1,738,296	26	2,077,489	15	1,927,889	19	2,004,280	20	1,805,611	20
Equipment													
Police/EMA	Equipment	105,000	7	204,358	14	125,605	12	114,879	9	75,437	8	125,056	10
Fire	Equipment	20,400	2	28,200	2	19,100	1	13,300	2	136,950	3	43,590	2
Public Works & Engineering	Equipment	59,500	2	4,500	1	288,300	4	117,300	3	201,900	5	134,300	3
Water/Sewer	Equipment	4,500	1	9,900	2	39,500	2	64,500	2	86,500	3	40,980	2
City Administration	Equipment	-	-	-	-	-	-	-	-	-	-	-	-
Total		189,400	12	246,958	19	472,505	19	309,979	16	500,787	19	343,926	17
Grand Total		1,469,500	33	1,985,254	45	2,549,994	34	2,237,868	35	2,505,067	39	2,149,537	37

410 - Equipment Replacement Fund

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Interest Income					
4700	Interest Income	84,799	100,000	62,000	65,000
		84,799	100,000	62,000	65,000
Miscellaneous Revenues					
4800	Reimb Liability Claims	6,332	-	-	-
4830	Sale of Fixed Assets	72,155	40,000	72,154	50,000 *
		78,487	40,000	72,154	50,000
Other Financing Sources					
4900	Transfer from General Fund	500,000	1,500,000	1,500,000	1,500,000
		500,000	1,500,000	1,500,000	1,500,000
Fund Total: Equipment Replacement Fund		663,286	1,640,000	1,634,154	1,615,000

410 - Equipment Replacement Fund

2018 Revenue Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 4830 - Sale of Fixed Assets	Auction Sales & Trade Ins	50,000

410 - Equipment Replacement Fund 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Other Expenses					
8350	Gain or Loss Adjustment	62,589	-	-	-
		62,589	-	-	-
Capital Outlay					
8015	Equipment	(21,500)	685,000	661,647	59,500 *
8020	Vehicles	667,061	792,272	945,058	905,100 *
		645,561	1,477,272	1,606,705	964,600
Debt Service					
8300	Principal	12,500	12,500	12,500	12,500 *
		12,500	12,500	12,500	12,500
Other Financing Uses					
9500	Transfer to Water/Sewer Fund	326,348	-	-	-
		326,348	-	-	-
Fund Total: Equipment Replacement Fund		1,046,998	1,489,772	1,619,205	977,100

410 - Equipment Replacement Fund

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8015 - Equipment	Bobcat Lease - 80A	4,500
	Replacement for Asset #5006 Asphalt Roller	55,000
Account: 8020 - Vehicles	Ingersoll Rand Finish Roller #5006	55,000
	Replacement for Asset #2020 Ford Focus Sedan	48,600
	Replacement for Asset #5037 5-ton Dump Truck	172,500
	Replacement for Asset #5055 5-ton Dump Truck	172,500
	Replacement for Asset #5057 5-ton Dump Truck	172,500
	Replacement for Asset #5062 Pick-up Truck	44,000
	Replacement for Asset #5065 Pick-up Truck	44,000
	Replacement for Asset #5075 Tandem Dump Truck	196,000
Account: 8300 - Principal	2009 Fire Engine, Issued 2009, Matures 2029	12,500

410-60 - Police Department 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Capital Outlay					
8005	Computer Hardware	-	-	-	-
8015	Equipment	86,297	15,000	9,000	105,000 *
8020	Vehicles	220,075	30,000	44,828	210,000 *
		306,372	45,000	53,828	315,000
Department Total: Police Department		306,372	45,000	53,828	315,000

410-60 - Police Department

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8015 - Equipment	Police Patrol Squad #56	15,000
	Police Patrol Squad #57	15,000
	Police Patrol Squad #58	15,000
	Police Patrol Squad #64	15,000
	Police Patrol Squad #65	15,000
	Police Patrol Squad #67	15,000
	Police Patrol Squad #71	15,000
Account: 8020 - Vehicles	Replace Police Patrol Squad #56	30,000
	Replace Police Patrol Squad #57	30,000
	Replace Police Patrol Squad #58	30,000
	Replace Police Patrol Squad #64	30,000
	Replace Police Patrol Squad #65	30,000
	Replace Police Patrol Squad #67	30,000
	Replace Police Patrol Squad #71	30,000

410-70 - Fire Department 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Commodities					
7320	Equipment < \$5,000	33,717	69,350	166,757	-
		33,717	69,350	166,757	-
Capital Outlay					
8015	Equipment	-	572,277	213,710	11,000 *
8020	Vehicles	628,322	315,000	504,534	42,000 *
		628,322	887,277	718,244	53,000
Department Total: Fire Department		662,039	956,627	885,001	53,000

410-70 - Fire Department

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8015 - Equipment	Replacement of Expedition, Fleet Vehicle #7500	11,000
Account: 8020 - Vehicles	Replacement of Expedition, Fleet Vehicle #7500	42,000

2018 Budget
IT REPLACEMENT FUND

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	445,242	464,286	568,246	412,301	371,224	371,468
Revenues	12	34	323	300	400	350
Expenses	(1,017,070)	(396,074)	(447,345)	(250,156)	(250,156)	(374,644)
Transfers	1,036,102	500,000	250,000	250,000	250,000	250,000
Ending Balance	464,286	568,246	371,224	412,445	371,468	247,174

Fund 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

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Interest Income					
4700	Interest Income	323	300	400	350
		323	300	400	350
Other Financing Sources					
4900	Transfer from General Fund	250,000	250,000	250,000	250,000
		250,000	250,000	250,000	250,000
Fund Total: IT Replacement Fund		250,323	250,300	250,400	250,350

420 - IT Replacement Fund

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Other Services					
6140	Leases	55,746	53,556	53,556	49,644 *
		55,746	53,556	53,556	49,644
Repairs and Maintenance					
6305	R&M Equipment	390	-	-	-
		390	-	-	-
Commodities					
7320	Equipment < \$5,000	-	-	-	-
		-	-	-	-
Capital Outlay					
8000	Computer Software	38,033	39,600	39,600	36,900 *
8005	Computer Hardware	353,176	157,000	157,000	288,100 *
		391,209	196,600	196,600	325,000
Fund Total: IT Replacement Fund		447,345	250,156	250,156	374,644

420 - IT Replacement Fund

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6140 - Leases	Copier Building & Code	3,492
	Copier CED	3,492
	Copier City Clerk	3,744
	Copier City Mgr & Mayor	3,492
	Copier Engineering	3,492
	Copier Finance - Main Floor	3,744
	Copier Fire - Station 1 Basement	3,492
	Copier Fire - Station 1 Copy Room	3,492
	Copier Human Resources	3,492
	Copier Information Technology	3,492
	Copier Police Administrator	3,492
	Copier Police Records	3,744
	Copier Police Report Writing	3,492
	Copier Public Works	3,492
Account: 8000 - Computer Software	Adobe Professional Licenses	10,000
	Argent Software	4,900
	Cisco Blade Server	17,000
	Miscellaneous Desktop Software	5,000
Account: 8005 - Computer Hardware	Annual Computer Inventory	40,000
	APC UPS	12,500
	Cisco (1GB) Phones (20)	12,000
	Cisco 3850 Switch	12,500
	Cisco Blade Server	69,500
	Cisco Network Switches	25,000
	City Hall Cat6 Cable	30,000
	EOC Cisco Network Switches	25,000
	Fire Department Computer Replacement	18,300
	Police Vehicle Printers	33,300
	Server Replacement (Wireless Raid, SQL, Virtualization)	10,000

2018 Budget
FACILITIES REPLACEMENT FUND

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	-	-	-	-	-	-
Revenues	-	-	-	-	-	-
Expenses	-	-	-	-	-	-
Transfers	-	-	-	-	-	500,000
Ending Balance	-	-	-	-	-	500,000

Fund Overview

The Facilities Replacement Fund, a capital project sinking fund, was established for the 2018 budget year to provide for reserves for the systematic replacement or renovation of capital assets (facilities) of the City.

Funding requirements should be no less than \$500,000 from year to year in an effort to build a healthy fund. The Facilities Replacement Fund expenditures are defined in the Facilities Fund Policy, which includes the following:

- The fund only applies to Facilities assets
- The fund can only be used on assets with a useful/service life greater than 10 years
- The minimum expenditure must be greater than \$50,000

430 - Facilities Replacement Fund

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Other Financing Sources					
4927	Transfer from Gaming Tax Fund	-	-	-	500,000
		-	-	-	500,000
Fund Total: Facilities Replacement Fund		-	-	-	500,000

2018 Budget
WATER/SEWER FUND

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	1,421,852	(1,497,649)	(3,461,046)	(7,054,633)	(4,993,507)	(3,243,959)
Revenues	14,762,310	14,661,779	15,033,486	14,551,000	14,292,064	14,333,000
Expenses	(17,417,766)	(22,751,951)	(22,404,426)	(18,062,439)	(15,663,274)	(19,171,856)
Transfers	320,758	6,126,775	5,838,479	4,934,613	3,120,758	6,270,758
Ending Balance	(912,846)	(3,461,046)	(4,993,507)	(5,631,459)	(3,243,959)	(1,812,057)

Fund 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.

	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Finance	478,736	500,795	502,918	498,006
Engineering	157,838	177,203	110,801	130,300
Water Systems	11,274,544	10,437,812	10,433,908	10,499,704
Sewer Systems	1,523,879	2,022,266	1,806,647	1,817,548
Equipment Replacement	330,848	9,000	9,000	154,000
CIP	8,638,580	4,915,363	2,800,000	6,072,298
Total	22,404,426	18,062,439	15,663,274	19,171,856

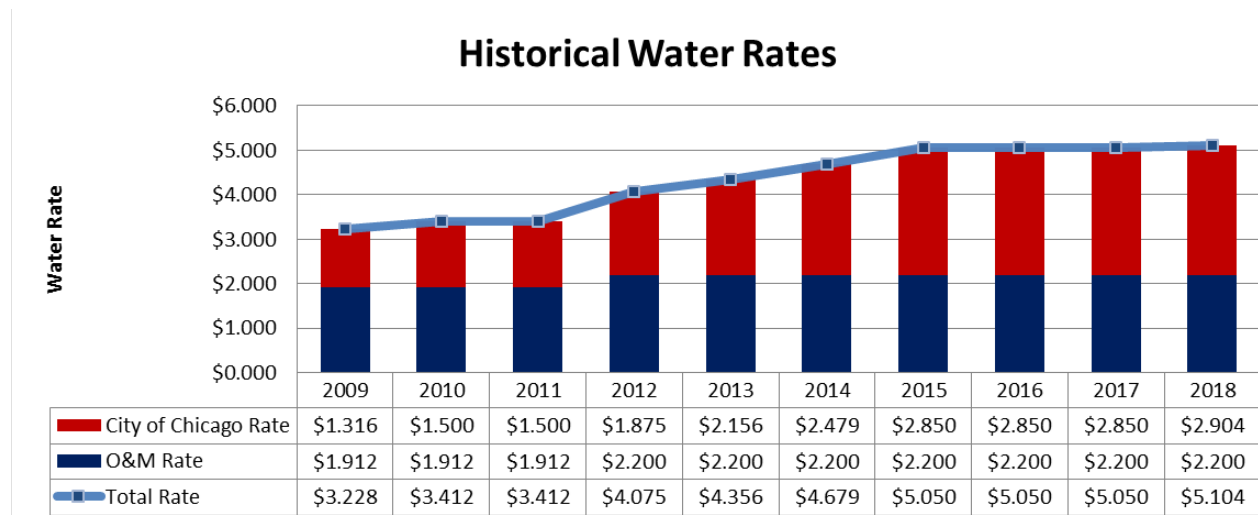
2018 Budget
WATER/SEWER FUND

Current Water and Sewer Rates:

- Water - \$5.104 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 35% since 2013, 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 120.67% from 2009 to 2018.



500 - Water/Sewer Fund

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
<u>Intergovernmental</u>					
4290	Local - Intergovernmental	3,633	4,000	4,000	4,000
		3,633	4,000	4,000	4,000
<u>Permits</u>					
4440	Water Permit Fees	1,950	1,500	750	1,000
		1,950	1,500	750	1,000
<u>Fines and fees</u>					
4599	Miscellaneous Fees	1,680	1,000	1,500	1,500
		1,680	1,000	1,500	1,500
<u>Charges for Services</u>					
4600	Sale of Water	12,594,958	12,200,000	12,000,000	12,000,000
4601	New Construction - Sale of Water	7,235	7,500	8,000	7,500
4605	Sanitary Sewer	2,022,788	2,000,000	1,950,000	2,000,000
4620	Sale of Water Meters	7,647	5,000	5,000	4,500
4622	Shut-off Fees	15,800	10,000	10,500	10,500
4623	Late Fees	155,503	100,000	125,000	125,000
4625	Administrative Service Fees	20,758	20,758	-	-
4690	Other Charges for Services	10,000	-	-	-
		14,834,690	14,343,258	14,098,500	14,147,500
<u>Interest Income</u>					
4700	Interest Income	3,060	-	-	-
		3,060	-	-	-
<u>Miscellaneous Revenues</u>					
4750	Rental Income	203,501	221,000	182,314	174,000
4849	Miscellaneous Revenues	5,730	1,000	5,000	5,000
		209,231	222,000	187,314	179,000
<u>Other Financing Sources</u>					
4900	Transfer from General Fund	-	-	500,000	-
4927	Transfer from Gaming Tax Fund	5,491,372	2,000,000	-	2,000,000
4940	Transfer from Capital Projects Fund	-	2,913,855	2,600,000	4,250,000
4942	Transfer from Equipment Replacement Fund	326,348	-	-	-
4999	Transfer from Other Funds	-	-	20,758	20,758
		5,817,720	4,913,855	3,120,758	6,270,758
Fund Total: Water/Sewer Fund		20,871,965	19,485,613	17,412,822	20,603,758

2018 Budget
WATER/SEWER FUND

Finance

Division Overview

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

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Utility Billing	Total Customer Inquiries Received	14,788	12,866	17,000
	Total Utility Bills Mailed	102,983	104,460	105,900
	Total Shut-off Notices Mailed	1,016	1,104	1,700
	% of Utility Bills Paid via E-Pay	13%	15%	17%

2017 Major Accomplishments

1. Mailed and tracked responses for 11,300 letters pertaining to the Amended Water Amnesty Program.
2. Analyzed the feasibility of transitioning to monthly billing for accounts with new meters.

2018 Goals and Objectives

1. Update the billing schedule for monthly accounts to provide bills closer to the read date and transition large consumption accounts with new meters to monthly billing.
2. Provide the option for customers to receive bills electronically.

2018 Budget
FINANCE
WATER

PERSONNEL EXHIBIT

Department: Finance	Div: Finance/Water	Div. No: 500-30		
Title	Authorized Positions			
	2016 Authorized	2017 Budget	2018 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	0.00	0.00	
Senior Clerk	1.00	1.50	1.50	
Clerk	1.50	2.00	2.00	
Part-Time	0.00	0.00	0.50	
Seasonal Employee*	<u>0.25</u>	<u>0.25</u>	<u>0.00</u>	
Total Full Time Equivalent (FTE) Employees:	4.75	4.75	5.00	

* No new positions, reclassification based on the number of hours worked.

500-30 - Finance

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	240,462	265,378	255,179	255,997
5010	Temporary Wages	7,490	7,900	7,354	7,900
5020	Overtime - Non Supervisory	4,032	2,700	2,408	2,700
5060	Compensated Absences	(3,517)	-	-	-
		248,468	275,978	264,941	266,597
Taxes and Benefits					
5200	FICA Contribution	18,567	21,062	19,972	20,390
5205	IMRF Contribution	30,321	32,167	30,984	30,719
5220	PPO Insurance Contribution	52,070	59,737	60,041	69,288
5225	HMO Insurance Contribution	2,588	-	5,760	6,998
5230	Dental Insurance Contribution	2,703	3,129	2,857	4,100
5232	Vision Insurance Contribution	51	68	63	427
5235	Life Insurance Contribution	329	373	320	221
5240	Workers Compensation	599	552	504	436
5245	Unemployment Compensation	200	90	87	-
8500	Pension Expense - IMRF	29,594	-	-	-
		137,022	117,178	120,588	132,579
Other Employee Costs					
5325	Training	190	500	500	500 *
		190	500	500	500
Insurance					
5535	Property & Liability Insurance	1,563	1,450	1,450	2,710
		1,563	1,450	1,450	2,710
Contractual Services					
6000	Professional Services	10,275	12,825	10,200	10,640 *
6015	Communication Services	235	264	607	780 *
6025	Administrative Services	14,428	18,000	17,000	14,500 *
		24,937	31,089	27,807	25,920
Other Services					
6110	Printing Services	859	1,500	5,000	1,500 *
6125	Bank & CC Fees	33,679	36,000	30,900	31,100 *
		34,538	37,500	35,900	32,600
Commodities					
7000	Office Supplies	463	1,000	1,000	1,000
7320	Equipment < \$5,000	69	500	500	500
		532	1,500	1,500	1,500
Other Expenses					
7500	Postage & Parcel	28,200	35,600	35,500	35,600 *
8220	Receivable Write Off	3,286	-	14,732	-
		31,485	35,600	50,232	35,600
Department Total: Finance		478,736	500,795	502,918	498,006

500-30 - Finance

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5325 - Training	Clerical Staff	500
Account: 6000 - Professional Services	Audit Contribution (25%)	10,640
Account: 6015 - Communication Services	Cell phone - Utility Billing	780
Account: 6025 - Administrative Services	Water & Sanitary Sewer Charges for Utility Billing	14,500
Account: 6110 - Printing Services	Disconnect Envelopes	1,500
Account: 6125 - Bank & CC Fees	CC Processing Fees for eUtilities	31,100
Account: 7500 - Postage & Parcel	Fed Ex charges to Lockbox	3,600
	Mailing Utility Bills	32,000

2018 Budget
WATER/SEWER FUND

Engineering Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Construction of Water Mains	Dollar amount allocated (thousands)	4,000	2,300	2,300

2017 Major Accomplishments

1. Constructed \$2.3 Million of water main improvements.

2018 Goals and Objectives

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

2018 Budget
PUBLIC WORKS & ENGINEERING
ENGINEERING - WATER

PERSONNEL EXHIBIT

Department: PWE		Div: Engineering/Water		Div. No: 500-00-510	
Title	Authorized Positions				
	2016 Authorized	2017 Budget	2018 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		

* No new positions, reclassification based on the number of hours worked.

500-00-510 - Engineering

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	96,820	111,596	71,654	85,769
5020	Overtime - Non Supervisory	-	7,000	3,212	7,000
		96,820	118,596	74,866	92,769
Taxes and Benefits					
5200	FICA Contribution	7,003	9,078	5,719	7,090
5205	IMRF Contribution	11,917	14,228	8,982	10,292
5220	PPO Insurance Contribution	20,989	24,332	11,949	9,207
5230	Dental Insurance Contribution	1,315	1,474	686	340
5232	Vision Insurance Contribution	-	-	229	46
5235	Life Insurance Contribution	69	76	51	76
5240	Workers Compensation	746	889	558	460
5245	Unemployment Compensation	74	40	37	-
5250	Uniform Allowance	100	100	100	-
8500	Pension Expense - IMRF	11,631	-	-	-
		53,844	50,217	28,311	27,511
Other Employee Costs					
5310	Membership Dues	275	570	364	570 *
5325	Training	1,484	2,000	2,000	2,000 *
5335	Travel Expenses	-	100	100	100 *
		1,759	2,670	2,464	2,670
Insurance					
5535	Property & Liability Insurance	1,675	1,720	1,720	3,350
		1,675	1,720	1,720	3,350
Contractual Services					
6000	Professional Services	1,500	1,500	1,500	1,500 *
6015	Communication Services	1,060	1,100	1,100	1,100 *
		2,560	2,600	2,600	2,600
Other Services					
6110	Printing Services	170	100	-	100 *
6115	Licensing/Titles	-	-	65	-
		170	100	65	100
Commodities					
7000	Office Supplies	214	250	300	250 *
7035	Supplies - Equipment R&M	656	-	-	-
7200	Other Supplies	47	500	150	500 *
7310	Publications	-	500	250	500 *
7320	Equipment < \$5,000	93	-	75	-
		1,009	1,250	775	1,250
Other Expenses					
7500	Postage & Parcel	-	50	-	50 *
		-	50	-	50
Division Total: Engineering		157,838	177,203	110,801	130,300

500-00-510 - Engineering

2018 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	500
	Update	
Account: 7500 - Postage & Parcel	Federal Express	50

2018 Budget
WATER/SEWER FUND

Water & Sewer System Maintenance

Division Overview

The Water & Sewer System Maintenance Divisions of Public Works are responsible for the maintenance, distribution, and secondary treatment of the public water supplied to the residents. They also perform maintenance and repair to the City’s sanitary and storm sewer systems. The employees within this cost center work on all aspects of the distribution network from the Water Treatment Plant to exercising valves, replacing meters, and flushing hydrants in the field. All compliance with IEPA and IDNR regulations pertaining to water quality and allocations are addressed by this division. There are 30 full-time employees attributed to this cost center and portions of the Director, Assistant Director and Superintendent time is allocated to this division.

Performance Measures

Service	Metric	Actual 2015	Actual 2016	Projected 2017
Water	Number of Water Main Breaks	78	115	90
	Number of Water Meters Installed	1,599	1,410	2,500
Sewer	Number of Utility Locates	11,218	12,115	11,000
	Lineal Feet of Sewers Televised	38,145	25,013	48,000

2017 Major Accomplishments

1. Continued accelerating the installation of water meters to reduce water loss.
2. Maximized pumping from the Northwest Water Commission to decrease estimated cost of water.
3. Completed improvements to the Maple Street pumping station.

2018 Goals and Objectives

1. Continue to reduce water loss with the leak detection program and water meter replacements.
2. Complete Metropolitan Water Reclamation District Infiltration/Inflow Control Program Phase I compliance.

2018 Budget
PUBLIC WORKS & ENGINEERING
WATER SYSTEM MAINTENANCE

PERSONNEL EXHIBIT

Department: PWE		Div: Water Maint.		Div. No: 500-00-550	
Title	Authorized Positions				
	2016 Authorized	2017 Budget	2018 Budget		
Director of Public Works & Engineering	0.25	0.25	0.25		
Assistant Director of PW & Engineering	0.25	0.25	0.25		
Superintendent-Utility Services	0.50	0.50	0.50		
Foreman - Water System Maintenance	1.00	1.00	1.00		
Crew Leader	4.00	4.00	4.00		
Automotive Mechanic	1.00	1.00	1.00		
Water Plant Operator	3.00	3.00	3.00		
Maintenance Operator	12.00	12.00	12.00		
Senior Clerk	0.50	0.50	0.50		
Part-Time*	0.50	0.50	1.25		
Seasonal Employee*	<u>1.25</u>	<u>1.25</u>	<u>0.75</u>		
Total Full Time Equivalent (FTE) Employees:	24.25	24.25	24.50		

* No new positions, reclassification based on the number of hours worked.

500-00-550 - Water Systems

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	1,577,713	1,724,074	1,680,071	1,749,129
5010	Temporary Wages	8,567	36,750	32,000	36,750
5020	Overtime - Non Supervisory	198,381	143,000	143,000	143,000
5035	Acting Out of Class & Night Premium	40,545	35,000	34,120	35,000
5040	Overtime - Temporary	-	-	-	-
5060	Compensated Absences	40,418	-	-	-
		1,865,624	1,938,824	1,889,191	1,963,879
Taxes and Benefits					
5200	FICA Contribution	136,912	147,962	142,583	149,926
5205	IMRF Contribution	225,452	228,239	222,236	210,740
5220	PPO Insurance Contribution	209,989	233,416	220,689	239,945
5225	HMO Insurance Contribution	135,010	138,185	141,277	157,347
5230	Dental Insurance Contribution	20,494	21,058	20,790	23,089
5232	Vision Insurance Contribution	229	201	229	2,293
5235	Life Insurance Contribution	1,643	1,758	1,793	1,698
5240	Workers Compensation	87,658	87,424	86,753	77,247
5245	Unemployment Compensation	1,092	550	508	-
5250	Uniform Allowance	8,180	7,730	11,100	9,580
5255	Excess Sick Hour Payout	1,169	-	1,169	1,295
5260	RHS Plan Payout	16,651	15,400	16,000	18,150
5263	OPEB Expense - Business-type Activities	77,179	-	-	-
8500	Pension Expense - IMRF	220,043	-	-	-
		1,141,701	881,923	865,127	891,310
Other Employee Costs					
5310	Membership Dues	736	700	700	800 *
5320	Conferences	-	1,000	500	1,000 *
5325	Training	3,543	3,725	3,725	3,725 *
5335	Travel Expenses	-	50	220	50 *
		4,279	5,475	5,145	5,575
Insurance					
5535	Property & Liability Insurance	51,946	52,530	52,530	92,280
		51,946	52,530	52,530	92,280
Contractual Services					
6000	Professional Services	1,781	-	-	-
6015	Communication Services	20,114	17,860	19,000	18,060 *
6025	Administrative Services	83,695	86,000	86,000	86,000 *
6040	Waste Hauling & Debris Removal	54,342	50,000	50,000	65,000 *
6045	Utility Locate Services	4,175	4,100	4,700	4,700 *
		164,107	157,960	159,700	173,760
Other Services					
6110	Printing Services	887	2,200	2,200	2,200 *
6115	Licensing/Titles	130	200	200	200 *
6135.030	Rentals - Equipment	714	750	300	750 *
6140	Leases	783	800	800	800 *
6180	Water Sample Testing	11,552	16,000	16,000	16,000 *
6190	Tow/Storage/Abandoned Fees	-	-	165	-
6195	Miscellaneous Contractual Services	110,706	110,000	285,000	143,500 *
		124,773	129,950	304,665	163,450
Repairs and Maintenance					
6300	R&M Software	5,495	6,000	6,000	6,000 *
6305	R&M Equipment	4,216	13,900	9,000	13,900 *

500-00-550 - Water Systems

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Repairs and Maintenance					
6310	R&M Vehicles	9,441	4,000	10,000	7,300 *
6315.002	Public Works	-	15,000	5,000	15,000 *
6335	R&M Water Distribution System	39,905	30,000	30,000	30,000 *
		59,056	68,900	60,000	72,200
Commodities					
7000	Office Supplies	1,413	500	500	500 *
7020	Supplies - Safety	4,676	4,500	4,500	4,500 *
7030	Supplies - Tools & Hardware	3,475	5,500	3,500	5,500 *
7035	Supplies - Equipment R&M	2,901	6,500	5,000	6,500 *
7040	Supplies - Vehicle R&M	23,739	16,000	20,000	20,000 *
7045	Supplies - Building R&M	2,804	1,500	1,000	1,500 *
7050	Supplies - Streetscape	2,774	4,000	2,000	4,000 *
7055.054	Other Supplies	-	1,000	1,000	1,000 *
7070.070	Water Meters	518,353	420,000	775,000	550,000 *
7070.075	Other	172,295	165,000	155,000	165,000 *
7100	Wholesale Water - Chicago	5,104,164	2,800,000	2,200,000	2,300,000 *
7105	Wholesale Water - NWWC	1,818,393	3,500,000	3,700,000	3,750,000 *
7110	Natural Gas	6,674	9,000	9,000	9,000 *
7120	Gasoline	26,987	50,000	35,000	45,000 *
7130	Diesel	5,473	16,000	9,000	12,000 *
7140	Electricity	154,193	180,000	155,000	180,000 *
7150	Water Treatment Chemicals	5,783	9,300	5,000	9,300 *
7200	Other Supplies	666	250	250	250
7300	Uniforms	618	1,100	1,100	1,100 *
7310	Publications	167	-	-	-
7320	Equipment < \$5,000	3,548	10,600	10,600	10,600 *
		7,859,096	7,200,750	7,092,450	7,075,750
Other Expenses					
7500	Postage & Parcel	-	1,300	500	1,300 *
7550	Miscellaneous Expenses	-	200	200	200 *
		-	1,500	700	1,500
Capital Outlay					
8000	Computer Software	-	-	4,300	-
8005	Computer Hardware	3,962	-	-	-
8010	Furniture & Fixtures	-	-	100	-
8015	Equipment	-	-	-	60,000 *
		3,962	-	4,400	60,000
Division Total: Water Systems		11,274,544	10,437,812	10,433,908	10,499,704

500-00-550 - Water Systems

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Water Works Assoc (AWWA)	700
	PE License Fee	100
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	9,600
	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.	65,000
Account: 6045 - Utility Locate Services	Locate Service Fees	4,700
Account: 6110 - Printing Services	Water Quality Report	2,000
	Water Shut Off Door Notices, Business Cards, Etc.	200
Account: 6115 - Licensing/Titles	Commercial Drivers License (CDL) Renewals	200
Account: 6135.030 - 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	Fire Hydrant Rejuvenation	18,500
	Installation of Water Meters	100,000
	Meter Testing	15,000
	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
	Pick-Up Truck Lift Gate Replacements	3,300
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

500-00-550 - Water Systems

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
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
Account: 7040 - Supplies - Vehicle R&M	Vehicle Parts	20,000
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	300,000
	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	2,300,000
Account: 7105 - Wholesale Water - NWWC	Purchase of NWC Water	3,750,000
Account: 7110 - Natural Gas	NICOR Cost to Heat Water Plant	9,000
Account: 7120 - Gasoline	Gasoline Purchase	45,000
Account: 7130 - Diesel	Diesel Fuel Purchase	12,000
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
Account: 8015 - Equipment	6" De-watering Pumps	60,000

2018 Budget
PUBLIC WORKS & ENGINEERING
SEWER SYSTEM MAINTENANCE

PERSONNEL EXHIBIT

Department: PWE		Div: Sewer Maint.		Div. No: 500-00-560	
Title	Authorized Positions				
	2016 Authorized	2017 Budget	2018 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	6.00	6.00	6.00		
Automotive Mechanic	1.00	1.00	1.00		
Seasonal Employee*	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>		
Total Full Time Equivalent (FTE) Employees:	11.00	11.00	11.00		

* No new positions, reclassification based on the number of hours worked.

500-00-560 - Sewer Systems

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	672,739	807,551	774,325	808,718
5010	Temporary Wages	-	10,500	7,500	10,500
5020	Overtime - Non Supervisory	40,674	52,000	39,034	52,000
5035	Acting Out of Class & Night Premium	238	2,000	1,230	2,000
5060	Compensated Absences	(21,401)	-	-	-
		692,250	872,051	822,089	873,218
Taxes and Benefits					
5200	FICA Contribution	53,538	66,958	62,157	67,110
5205	IMRF Contribution	88,692	103,379	97,896	97,048
5220	PPO Insurance Contribution	77,202	100,053	96,591	109,152
5225	HMO Insurance Contribution	83,120	93,171	86,279	91,170
5230	Dental Insurance Contribution	8,928	9,958	9,887	11,644
5232	Vision Insurance Contribution	162	134	165	1,190
5235	Life Insurance Contribution	698	830	845	846
5240	Workers Compensation	90,230	103,832	97,226	91,052
5245	Unemployment Compensation	584	240	222	-
5250	Uniform Allowance	3,680	3,230	4,480	4,080
5260	RHS Plan Payout	8,407	9,000	8,500	9,093
8500	Pension Expense - IMRF	86,564	-	-	-
		501,806	490,785	464,248	482,385
Other Employee Costs					
5310	Membership Dues	238	240	245	245 *
5320	Conferences	-	1,000	550	1,000 *
5325	Training	2,105	1,500	1,500	1,500 *
5335	Travel Expenses	-	50	25	50
		2,343	2,790	2,320	2,795
Insurance					
5535	Property & Liability Insurance	18,585	18,240	18,240	37,200
		18,585	18,240	18,240	37,200
Contractual Services					
6015	Communication Services	9,581	9,800	10,500	9,000 *
6040	Waste Hauling & Debris Removal	6,038	10,000	10,000	10,000 *
6045	Utility Locate Services	4,052	4,100	4,700	4,700 *
		19,671	23,900	25,200	23,700
Other Services					
6110	Printing Services	340	1,000	750	1,000 *
6115	Licensing/Titles	60	200	100	200 *
6135.030	Rentals - Equipment	-	250	125	250 *
6195	Miscellaneous Contractual Services	19,875	12,000	12,000	12,000 *
		20,275	13,450	12,975	13,450
Repairs and Maintenance					
6300	R&M Software	-	1,800	-	1,800 *
6305	R&M Equipment	7,780	2,000	1,200	2,000 *
6310	R&M Vehicles	6,728	69,000	30,000	4,000 *
6340	R&M Sewer System	54,111	96,000	50,000	67,800 *
		68,619	168,800	81,200	75,600
Subsidies and Incentives					
6505	Subsidy - Sewer Lateral Program	30,235	60,000	55,000	60,000
6510	Subsidy - Flood Assistance	47,462	100,000	75,000	100,000
		77,698	160,000	130,000	160,000

500-00-560 - Sewer Systems

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Commodities					
7000	Office Supplies	348	300	250	300
7020	Supplies - Safety	2,412	2,000	5,200	2,000 *
7030	Supplies - Tools & Hardware	1,358	2,000	2,100	2,000 *
7035	Supplies - Equipment R&M	2,610	9,000	2,500	6,000 *
7040	Supplies - Vehicle R&M	11,039	10,000	25,000	14,000 *
7050	Supplies - Streetscape	81	800	500	800 *
7075	Supplies - Sewer System Maintenance	55,599	45,000	55,000	50,000 *
7120	Gasoline	10,487	31,000	16,000	24,000
7130	Diesel	4,159	12,200	7,000	10,000
7140	Electricity	27,503	25,000	40,000	30,000 *
7200	Other Supplies	714	300	300	300 *
7300	Uniforms	1,658	2,100	1,800	2,100 *
7310	Publications	-	100	-	100 *
7320	Equipment < \$5,000	1,518	6,500	6,500	6,500 *
		119,487	146,300	162,150	148,100
Other Expenses					
7500	Postage & Parcel	-	750	500	750 *
7550	Miscellaneous Expenses	229	200	625	350
		229	950	1,125	1,100
Capital Outlay					
8005	Computer Hardware	2,917	-	-	-
8010	Furniture & Fixtures	-	-	100	-
8015	Equipment	-	125,000	87,000	-
		2,917	125,000	87,100	-
Division Total: Sewer Systems		1,523,879	2,022,266	1,806,647	1,817,548

500-00-560 - Sewer Systems

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Public Works Association	160
	American Water Works Assoc(AWWA) Membership	85
Account: 5320 - Conferences	Water Environment 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	4,000
Account: 6040 - Waste Hauling & Debris Removal	Disposal of Debris / Waste from Sewer Digs	10,000
Account: 6045 - Utility Locate Services	Cost for Member Services	4,700
Account: 6110 - Printing Services	National Pollutant Discharge Elimination System (NPDES)Printing	1,000
Account: 6115 - Licensing/Titles	Commercial Drivers License (CDL) Renewals	200
Account: 6135.030 - 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
Account: 6340 - R&M Sewer System	Levee 50 Annual Megger Testing	2,800
	Levee 50 Sluice Gate Maintenance	5,000
	O'Hare Lake Generator Maintenance	5,000
	Pump Station Repairs and Maintenance	35,000
	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)	4,000
	Vehicle Supplies	2,000
Account: 7040 - Supplies - Vehicle R&M	Oil, Grease, Filters. Lights, Etc.	14,000
Account: 7050 - Supplies - Streetscape	Topsoil, Grass Seed, & Sod	800
Account: 7075 - Supplies - Sewer System Maintenance	Sewer Pipe, Cement, Parts for Lift Station, Brick, Etc.	50,000
Account: 7140 - Electricity	Operation of Lift Stations	30,000
Account: 7200 - Other Supplies	Misc Supplies	300
Account: 7300 - Uniforms	Foreman Clothing	400
	Summer Seasonal Shirts & Patches	200
	Winter Outerwear 10 @ \$150	1,500

500-00-560 - Sewer Systems

2018 Budget Justification Worksheet

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	500
	(NPDES) Postage	
	Shipping, Postage, Etc.	250

500-00-570 - Equipment Replacement 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Capital Outlay					
8015	Equipment	4,500	9,000	9,000	9,000 *
8020	Vehicles	326,348	-	-	145,000 *
8205	Depreciation Expense - Business Type Activities	81,794	-	-	-
		412,642	9,000	9,000	154,000
Division Total: Equipment Replacement		412,642	9,000	9,000	154,000

500-00-570 - Equipment Replacement 2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8015 - Equipment	Bobcat Skid Steer Lease - 43W	4,500
	Bobcat Skid Steer Lease - 7W	4,500
Account: 8020 - Vehicles	Replacement for Asset #8024 Pick-up Truck	44,000
	Replacement for Asset #8028 Pick-up Truck	44,000
	Replacement for Asset #9025 Service Truck	57,000

500-00-580 - CIP - Water/Sewer 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Contractual Services					
6000	Professional Services	433,677	245,000	200,000	195,000 *
		433,677	245,000	200,000	195,000
Capital Outlay					
8100	Improvements	8,204,903	4,670,363	2,600,000	5,877,298 *
8205	Depreciation Expense - Business Type Activities	1,188,250	-	-	-
		9,393,153	4,670,363	2,600,000	5,877,298
Division Total: CIP - Water/Sewer		9,826,830	4,915,363	2,800,000	6,072,298

500-00-580 - CIP - Water/Sewer 2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6000 - Professional Services	Leak Detection	40,000
	Maple and Central Variable Frequency Drive/Soft Start	50,000
	SCADA Improvements	75,000
	SCADA Maintenance	30,000
Account: 8100 - Improvements	Des Plaines River Road Phase III - IDOT Carryover	2,000,000
	Installation of Backflow Devices at Various Locations	250,000
	Maple and Central Variable Frequency Drive/Soft Start1	150,000
	Sanitary Sewer Main Lining	300,000
	SCADA Improvements	275,000
	Water Main System Improvements	2,902,298

2018 Budget
CITY OWNED PARKING FUND



	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	426,432	577,551	689,270	788,983	806,384	892,164
Revenues	299,655	254,460	263,924	269,650	264,500	269,600
Expenses	(148,536)	(142,741)	(146,810)	(182,790)	(178,720)	(182,390)
Transfers	-	-	-	-	-	-
Ending Balance	577,551	689,270	806,384	875,843	892,164	979,374

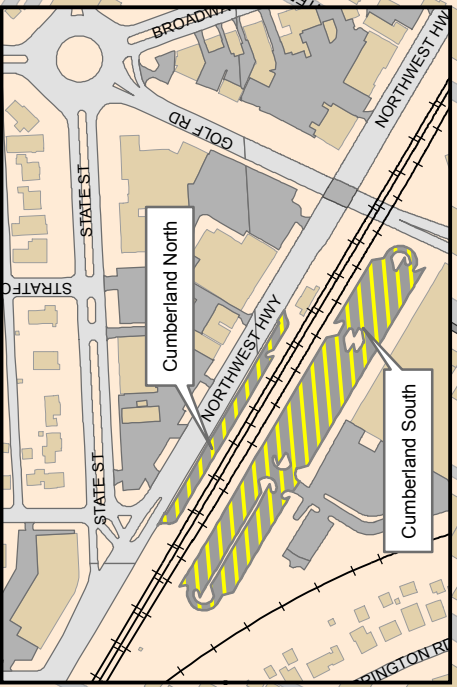
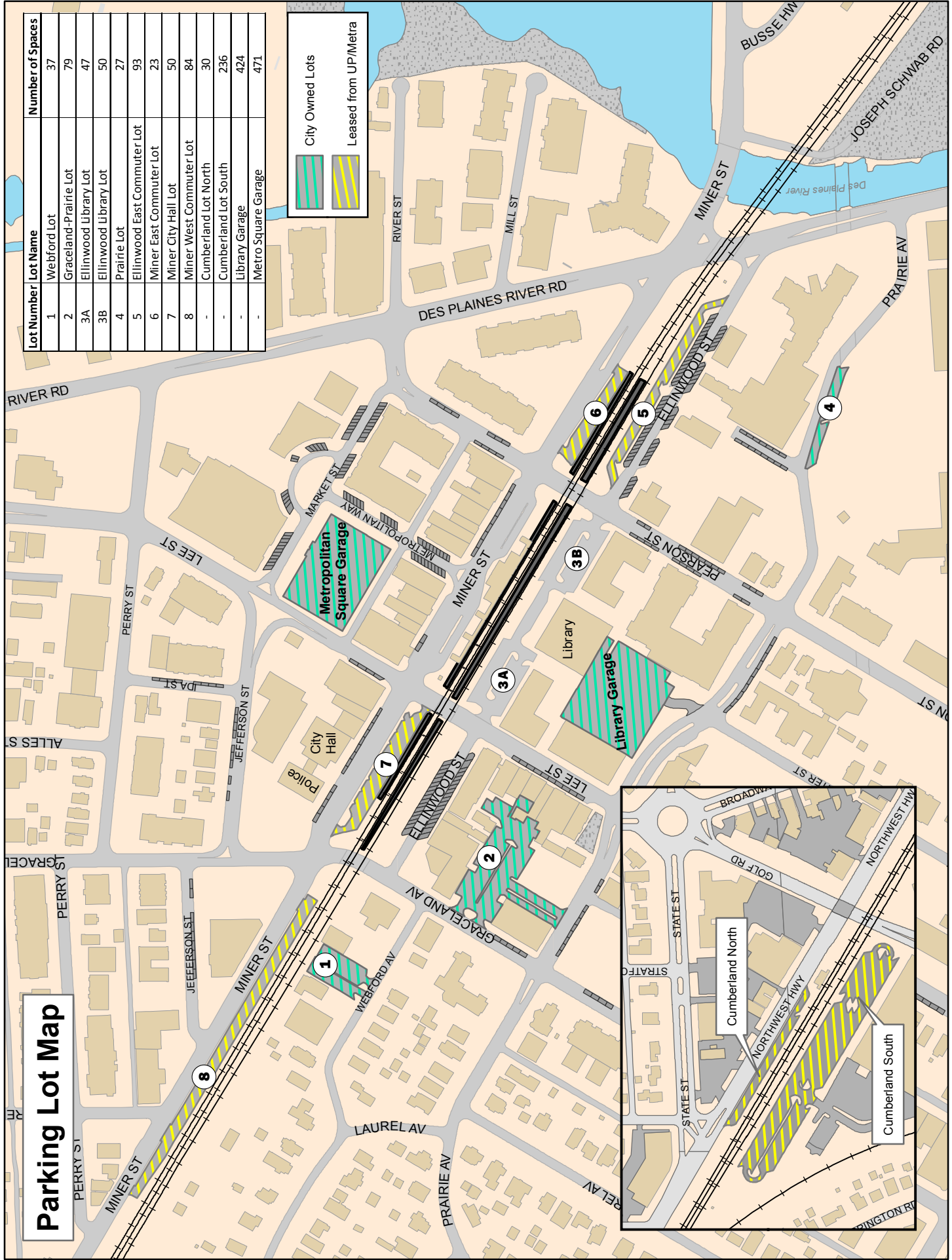
Fund Overview

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

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Charges for Services					
4665	Parking Fees	52,065	60,000	55,500	60,000 *
4666	Parking Garage Rent	158,700	159,500	158,900	159,500 *
4667	Reimbursement - Deck Maintenance Costs	53,061	50,000	50,000	50,000 *
4668	Electric Vehicle Charging Fees	98	150	100	100
		263,924	269,650	264,500	269,600
Fund Total: City Owned Parking Fund		263,924	269,650	264,500	269,600

510 - City Owned Parking Fund

2018 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 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
<u>Insurance</u>					
5535	Property & Liability Insurance	437	490	490	990
		437	490	490	990
<u>Contractual Services</u>					
6015	Communication Services	9,825	7,200	14,000	7,200 *
		9,825	7,200	14,000	7,200
<u>Other Services</u>					
6125	Bank & CC Fees	4,797	6,000	5,080	5,100 *
		4,797	6,000	5,080	5,100
<u>Repairs and Maintenance</u>					
6305	R&M Equipment	2,268	1,500	1,750	1,500 *
6320	R&M Parking Lots	28,300	31,000	31,000	31,000 *
		30,568	32,500	32,750	32,500
<u>Commodities</u>					
7030	Supplies - Tools & Hardware	50	100	50	100 *
7035	Supplies - Equipment R&M	139	500	350	500 *
7060	Supplies - Parking Lots	8,373	6,000	6,000	6,000 *
7140	Electricity	92,621	130,000	120,000	130,000 *
		101,183	136,600	126,400	136,600
<u>Capital Outlay</u>					
8205	Depreciation Expense - Business Type Activities	652,711	-	-	-
		652,711	-	-	-
Fund Total: City Owned Parking Fund		799,521	182,790	178,720	182,390

510 - City Owned Parking Fund 2018 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	5,100
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

2018 Budget
METRA LEASED PARKING FUND



	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	130,729	129,617	120,330	120,295	130,291	129,565
Revenues	66,157	79,447	81,268	75,000	75,000	75,000
Expenses	(30,753)	(52,218)	(34,791)	(40,000)	(39,210)	(60,410)
Transfers	(36,516)	(36,516)	(36,516)	(36,516)	(36,516)	(36,516)
Ending Balance	129,617	120,330	130,291	118,779	129,565	107,639

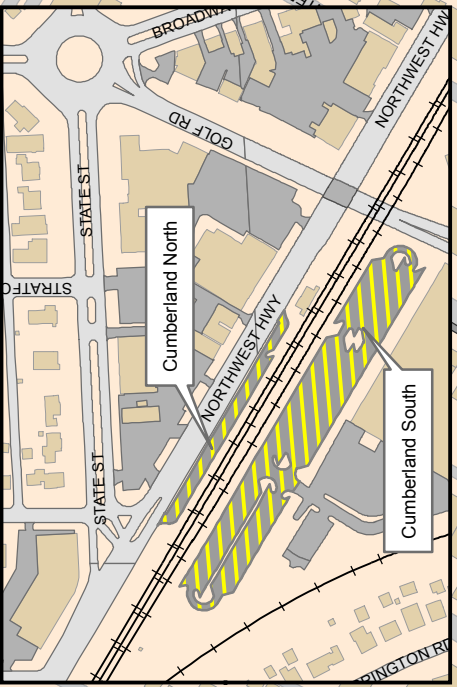
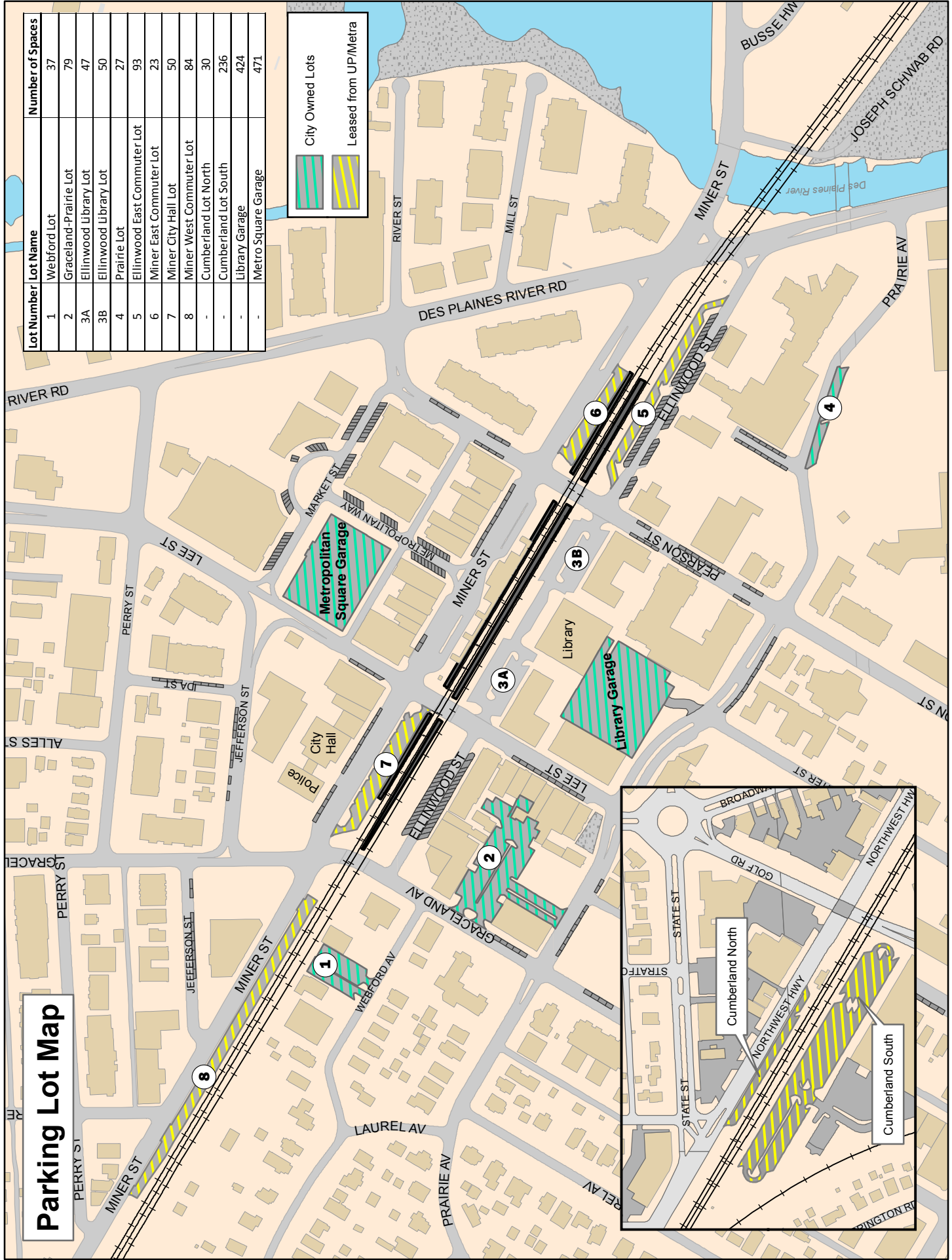
Fund Overview

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

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Charges for Services					
4665	Parking Fees	81,236	75,000	75,000	75,000 *
		81,236	75,000	75,000	75,000
Miscellaneous Revenues					
4849	Miscellaneous Revenues	32	-	-	-
		32	-	-	-
Fund Total: Metra Leased Parking Fund		81,268	75,000	75,000	75,000

520 - Metra Leased Parking Fund

2018 Revenue Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 4665 - Parking Fees	Cumberland - 266 Spaces	75,000

520 - Metra Leased Parking Fund 2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
<u>Insurance</u>					
5535	Property & Liability Insurance	171	200	200	410
		171	200	200	410
<u>Contractual Services</u>					
6015	Communication Services	-	1,440	-	1,440 *
6020	Departmental Services	36,516	36,516	-	-
		36,516	37,956	-	1,440
<u>Other Services</u>					
6125	Bank & CC Fees	16,664	16,500	18,650	18,700 *
6195	Miscellaneous Contractual Services	3,840	3,360	3,360	3,360 *
		20,504	19,860	22,010	22,060
<u>Repairs and Maintenance</u>					
6305	R&M Equipment	-	1,000	500	1,000 *
6320	R&M Parking Lots	-	3,500	3,500	3,500 *
		-	4,500	4,000	4,500
<u>Commodities</u>					
7060	Supplies - Parking Lots	1,315	2,000	1,000	2,000 *
7110	Natural Gas	488	-	-	-
7140	Electricity	12,313	12,000	12,000	12,000 *
		14,116	14,000	13,000	14,000
<u>Capital Outlay</u>					
8100	Improvements	-	-	-	18,000 *
8205	Depreciation Expense - Business Type Activities	910	-	-	-
		910	-	-	18,000
<u>Other Financing Uses</u>					
9100	Transfer to General Fund	-	-	15,758	15,758 *
9500	Transfer to Water/Sewer Fund	-	-	20,758	20,758 *
		-	-	36,516	36,516
Fund Total: Metra Leased Parking Fund		72,217	76,516	75,726	96,926

520 - Metra Leased Parking Fund

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6015 - Communication Services	Broadband Card for Metra Security Cameras	1,440
Account: 6125 - Bank & CC Fees	CC Processing Fees at Cumberland at Downtown Metra	18,700
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
Account: 8100 - Improvements	Paybox Shelter Replacement	18,000
Account: 9100 - Transfer to General Fund	PW Maintenance (GF)	15,758
Account: 9500 - Transfer to Water/Sewer Fund	Charges for Meter Fare Collection (WS)	9,570
	PW Maintenance	11,188

2018 Budget
RISK MANAGEMENT FUND

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	1,727,405	1,267,875	1,810,991	1,462,559	1,502,673	1,031,950
Revenues	2,414,018	3,630,529	2,917,616	2,981,552	2,849,422	3,077,998
Expenses	(2,840,748)	(3,087,412)	(3,225,934)	(3,525,999)	(3,320,145)	(3,485,640)
Transfers	(32,800)	-	-	-	-	-
Ending Balance	1,267,875	1,810,991	1,502,673	918,112	1,031,950	624,308

Fund 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.

2018 Budget
RISK MANAGEMENT

PERSONNEL EXHIBIT

Title	Authorized Positions		
	2016 Authorized	2017 Budget	2018 Budget
Part-Time Risk Management Technician	0.00	0.50	0.75
Intern	0.25	0.00	0.00
Total Full Time Equivalent (FTE) Employees:	<u>0.25</u>	<u>0.50</u>	<u>0.75</u>

* No new positions, reclassification based on the number of hours worked.

600 - Risk Management Fund

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Miscellaneous Revenues					
4800	Reimb Liability Claims	102,657	50,000	100,000	100,000 *
4805	Reimb Work Comp Lost Time Claim	122,284	225,000	125,000	200,000 *
		224,941	275,000	225,000	300,000
(Sources)/Uses of Revenues					
4882	Transfer in Insurance P&L	501,867	500,000	500,868	1,000,000 *
4883	Transfer in Insurance W/C	2,170,807	2,196,552	2,113,554	1,777,998 *
4884	Transfer in Unemployment Insurance	20,000	10,000	10,000	-
		2,692,674	2,706,552	2,624,422	2,777,998
Fund Total: Risk Management Fund		2,917,616	2,981,552	2,849,422	3,077,998

600 - Risk Management Fund

2018 Revenue Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 4800 - Reimb Liability Claims	Reimbursement from MICA for Self Insured Losses	100,000
Account: 4805 - Reimb Work Comp Lost Time Claim	Reimbursement from MICA for WC Claims Paid	200,000
Account: 4882 - Transfer in Insurance P&L	Internal Service Charge Based on Expenditures	1,000,000
Account: 4883 - Transfer in Insurance W/C	Based on Projected Salary Increases and Rates	1,777,998

600 - Risk Management Fund

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Salaries					
5005	Salaries	-	19,500	18,788	20,162
5010	Temporary Wages	4,660	-	-	-
		4,660	19,500	18,788	20,162
Taxes and Benefits					
5200	FICA Contribution	357	1,492	1,437	1,542
5205	IMRF Contribution	-	2,340	2,255	2,419
5240	Workers Compensation	10	-	38	34
		367	3,832	3,730	3,995
Other Employee Costs					
5310	Membership Dues	385	1,067	1,067	1,067 *
5335	Travel Expenses	-	500	250	500 *
5340	Pre-Employment Testing	-	-	2,500	1,500
5345	Post-Employment Testing	225	7,000	500	12,000 *
5350	Substance Abuse Program	1,885	5,000	1,500	-
		2,495	13,567	5,817	15,067
Insurance					
5540	MICA Premium	2,895,332	3,091,200	2,894,682	3,039,416 *
5545	MICA Deductible	25,499	30,000	25,000	50,000 *
5550	Excess Insurance	173,703	175,000	171,428	175,000 *
5555	Workers' Comp Expense	7,740	25,000	-	25,000 *
5560	Unemployment Claims	18,573	10,000	32,000	-
5565	Claims Administration Fee	2,200	3,400	2,200	2,500 *
5570	Self Insured P&L Expense	31,489	75,000	105,000	75,000 *
		3,154,537	3,409,600	3,230,310	3,366,916
Contractual Services					
6000	Professional Services	-	2,500	1,500	2,500 *
6005	Legal Fees	60,125	50,000	45,000	50,000 *
		60,125	52,500	46,500	52,500
Other Services					
6195	Miscellaneous Contractual Services	3,750	2,000	-	2,000 *
		3,750	2,000	-	2,000
Other Expenses					
7550	Miscellaneous Expenses	-	25,000	15,000	25,000 *
		-	25,000	15,000	25,000
Fund Total: Risk Management Fund		3,225,934	3,525,999	3,320,145	3,485,640

600 - Risk Management Fund

2018 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 Testing	Hep B Titer Vaccinations	5,000
	Random Drug Testing	2,000
	Substance Abuse Program	5,000
Account: 5540 - MICA Premium	Premium Increase Based on Experience (5% Increase)	3,039,416
Account: 5545 - MICA Deductible	City Liability for 1st \$5,000 on each claim - 10 Claims	50,000
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: 5565 - Claims Administration Fee	Cambridge Fee for Unemployment Claims	2,500
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

2018 Budget
HEALTH BENEFITS FUND

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Beginning Balance	2,689,223	4,240,123	4,490,837	4,209,198	4,567,720	4,554,420
Revenues	8,638,114	8,257,080	7,861,202	8,564,353	8,180,922	8,892,511
Expenses	(7,164,482)	(8,090,278)	(7,784,318)	(8,420,914)	(8,194,222)	(8,923,711)
Transfers	77,268	83,911	-	-	-	-
Ending Balance	4,240,123	4,490,837	4,567,720	4,352,637	4,554,420	4,523,220

Fund 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	2012	2013	2014	2015	2016	2017	2018
PPO (Options 1-4)	0.48%	5.00%	1.50%	1.00%	4.00%	3.00%	2% and 7%
HMO	4.20%	1.00%	1.50%	6.00%	0.00%	4.00%	3%
Dental Option 1	5.00%	7.50%	0%	0.05%	-4.90%	3.00%	5%
Dental Option 2	5.00%	7.50%	0%	-9.00%	4.60%	3.00%	5%

610 - Health Benefits Fund

2018 Revenue Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
Interest Income					
4700	Interest Income	418	300	300	300
		418	300	300	300
Miscellaneous Revenues					
4760	Medical PPO Employer	4,189,148	4,554,335	4,429,500	5,042,757
4762	Medical PPO Employee	564,201	593,600	495,779	564,419
4764	Medical PPO Retiree	971,437	1,146,190	1,125,032	1,060,097
4770	Medical HMO Employer	1,261,786	1,337,381	1,236,154	1,256,934
4772	Medical HMO Employee	98,369	100,656	86,531	87,985
4774	Medical HMO Retiree	151,771	178,650	176,165	170,803
4780	Dental Program Employer	309,380	328,882	318,417	350,446
4782	Dental Program Employee	43,637	44,820	38,210	42,054
4786	Dental Program - Retiree	100,984	101,590	102,497	99,825
4788	Vision Insurance Program - Employer	4,372	4,037	4,311	35,609
4789	Vision Insurance Program - Employee	1,094	1,012	862	7,122
4790	Life Insurance Program Employer	26,315	27,006	27,264	27,660 *
4792	Life Insurance Program Employee	121,165	127,894	122,000	128,000 *
4798	Historical Society Reimbursement	17,123	18,000	17,900	18,500 *
		7,860,783	8,564,053	8,180,622	8,892,211
Fund Total: Health Benefits Fund		7,861,202	8,564,353	8,180,922	8,892,511

610 - Health Benefits Fund

2018 Revenue Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 4790 - Life Insurance Program Employer	Basic Life Insurance	27,660
Account: 4792 - Life Insurance Program Employee	Supplemental & Dependent Life	128,000
Account: 4798 - Historical Society Reimbursement	Health and dental insurance reimbursement	18,500

610 - Health Benefits Fund

2018 Budget Worksheet

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2017 Projected Amount	2018 Adopted Budget
<u>Insurance</u>					
5500	PPO Insurance Premiums	5,039,756	4,997,245	4,925,279	5,607,176
5501	PPO Insurance Premiums - Retiree	1,103,531	1,141,908	1,125,032	1,060,097
5505	HMO Insurance Premiums	1,409,137	1,429,231	1,322,685	1,344,919
5506	HMO Insurance Premiums - Retiree	170,318	178,808	176,165	170,803
5510	Dental Insurance Premiums	370,875	374,187	356,627	392,500
5511	Dental Insurance Premiums - Retiree	101,824	104,035	102,497	99,825
5513	Vision Insurance Premiums	5,589	5,600	5,173	42,731
5515	Life Insurance Premiums	133,308	154,900	149,264	155,660
5575	IPBC Reserve	(579,758)	-	-	-
		7,754,581	8,385,914	8,162,722	8,873,711
<u>Contractual Services</u>					
6000	Professional Services	-	5,000	1,500	20,000 *
		-	5,000	1,500	20,000
<u>Other Services</u>					
6195	Miscellaneous Contractual Services	21,745	30,000	30,000	30,000 *
		21,745	30,000	30,000	30,000
<u>Subsidies and Incentives</u>					
6525	Subsidy - Transfer to PSEBA	7,992	-	-	-
		7,992	-	-	-
Fund Total: Health Benefits Fund		7,784,318	8,420,914	8,194,222	8,923,711

610 - Health Benefits Fund

2018 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6000 - Professional Services	Employee Benefit Services (EBS)	15,000
	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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2018 Budget

GLOSSARY

The Budget contains specialized and technical terminology that is unique to governmental finance and budgeting. To assist the reader of the Budget document in understanding these terms, the following budget glossary has been prepared.

Abatement: A partial or complete cancellation of a levy imposed by the City. Abatements usually apply to tax levies.

Accrual Basis: The recording of the financial transactions that have cash consequences for the government in the periods in which those transactions occur, rather than in the periods in which cash is received or paid by the government.

Advance Refunding Bonds: Bonds issued to refinance an outstanding bond issue before the date the outstanding bonds become due or callable. Proceeds of the advance refunding bonds are deposited in escrow with a fiduciary, invested in U.S. Treasury Bonds or other authorized securities and used to redeem the underlying bonds at their maturity or call date, to pay interest on the bonds being refunded, or to pay interest on the advance refunding bonds.

Appropriation: A legal authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources for a specific purpose.

Assessed Valuation: A value established for the real property to be 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

2018 Budget

GLOSSARY

common types of bonds are general obligation (G.O.) and revenue bonds. Bonds are most frequently used to finance construction of large capital projects, such as buildings, streets and major equipment.

Bond Ordinance or Resolution: An ordinance or resolution authorizing a bond issue.

Bond Premium: The difference between the present value and the face amount of bonds when the former is greater than the latter.

Budget: A financial plan for a specified period of time (fiscal year) that matches all planned revenues and expenditures with various municipal services.

Budgetary Control: The control or management of a governmental unit in accordance with an approved budget. The purpose of budgetary control is to keep expenditures within the limitations of available appropriations and available revenues.

Capital Expenditures: Refers to a purchase of land, building, machinery, and those equipment items which have an estimated useful life of (3) years or more and belong to the classes of property commonly considered as fixed assets.

Capital Improvement Program (CIP): A multi-year, prioritized plan for capital expenditures. The City's Capital Improvements 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.

2018 Budget

GLOSSARY

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.

2018 Budget

GLOSSARY

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.

2018 Budget

GLOSSARY

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.

2018 Budget

GLOSSARY

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.

2018 Budget

GLOSSARY

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.

2018 Budget

GLOSSARY

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.

2018 Budget

GLOSSARY

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.

2018 Budget

GLOSSARY

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.



1420 Miner Street
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2018 ANNUAL BUDGET

