# City of Warrenville

CITY OF WARRENVILLE
50
1967-2017
*For a Visit or a Lifetime...*

# Fiscal Year 2018 Budget

City of Warrenville

**FY 2018**
**BUDGET**

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**Appendix :** **Financial Practices and Policies**

# HOW TO USE THIS DOCUMENT

The goal of the annual budget is to describe how estimated resources available to the City will be utilized to provide services to the community during the budget period, referred to as a fiscal year (FY). Warrenville's fiscal year runs from May 1 to April 30. The budget document illustrates the City's projected revenues, operating expenditures, capital expenditures, and expected fiscal year end projections for the budget period. The annual budget is adopted by ordinance and serves as the legal document that provides staff the authority to expend City funds. Lastly, the budget document includes the City goals, policies, and procedures as approved by the City Council.

The document is presented in a format that provides several levels of financial and operational detail; by fund and by department, where applicable. A fund is a collection of self-balancing accounts, segregated for specific purposes in accordance with certain laws and/or regulations. Money from one fund typically cannot be used to pay expenses in another fund. In Warrenville, there are five departments; Administration, Community Development, Finance, Police, and Public Works. The document is presented with the following sections: Introduction and Overview, Budgets by Fund and Department (where applicable), Decision Packages, and Glossary.

***Introduction and Overview***

The Introduction and Overview is comprised of the Community Profile, History, Government Profile, an Organization Chart of the City, a list of Elected Officials and Senior Staff, Council Vision and Values Statements, Warrenville's Strategic Plan Priorities, a Capital Expenditures Summary, and the City's Budgetary Policy. Most importantly, it contains the FY 2017 Budget Message from the City Administrator, which discusses the fiscal challenges facing the City as the budget was being developed and the actions being taken to maintain a healthy financial position.

Capital spending in local government typically refers to public works infrastructure projects or the purchase of vehicles or equipment. These pages provide an overview of the capital spending in the FY 2018 budget, including a summary of the total dollars spent, and a breakdown of the total by fund. Additionally, a Capital Expenditure Distribution graph is provided as a graphic representation of the overall spending across all funds.

Finally, the Introduction and Overview also contains an organizational chart of the City's Fund Structure, FY 2018 Financial Activity Summary for all Funds, and FY 2018 Snapshot.

***Budgets by Fund***

The Financial Activity Summary table found on page 33 provides an overview of estimated FY 2018 revenues, expenditures, and use of fund balance/net assets. The fund balance refers to the difference between revenue collected and money spent. Also, on the title page for each fund section

is a statement of fund purpose, which provides a brief general statement about how that specific fund is utilized.

Within each fund, the budget is broken out by department or cost center, and contains a description of the areas of operation for each department or cost center. A cost center is any unit of activity, group of employees, or set of programs, etc. (other than specific departments) isolated in order to assign costs more clearly. Within each departmental budget and each cost center budget there are detail sheets, which provide descriptions, by line item, of the anticipated expenditures for that department and type of expenditure (e.g. Other Professional Services).

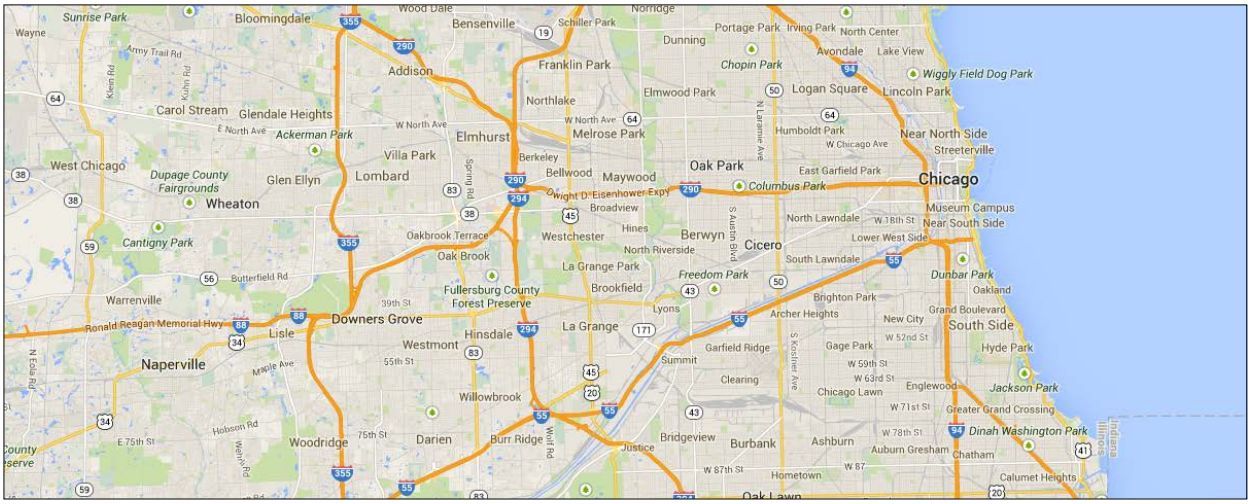
***Decision Packages***

Decision Packages are prepared during the budget preparation process to request funding for newly proposed programs, projects, or major expenditures in excess of $20,000, and any personnel additions, all of which require City Council approval for final inclusion within the budget document for the fiscal year. Each Decision Package provides details of the proposal, a breakdown of how the funding for the proposal is allocated, and a recommendation from the City Administrator.

Additional information on the City's financial condition is available in the Comprehensive Annual Financial Report (CAFR), which can be viewed at City Hall, the Warrenville Public Library, or online at www.warrenville.il.us under Departments > Finance > Budgets, Treasury, & Taxes.

# COMMUNITY PROFILE

The City of Warrenville, located approximately 30 miles west of the City of Chicago, is recognized as a small, hometown refuge nestled in the center of the dynamic and nationally recognized research and development corridor that runs through DuPage County, Illinois. It's a town where families can enjoy a safe, clean, aesthetic way of life and businesses benefit from a community that is open for business. Warrenville's location at the Winfield Road interchange on I-88 connects to a network of County roads, which provide easy access to both homes and businesses. Warrenville's population of 13,140 allows the City to maintain that small-town feel and still have the advantage of drawing upon a diversified tax base to ease the financial burden off of residential property owners. While non-residential development continues to prosper, the City does not expect a significant increase in its residential population. The median age of Warrenville residents is 34 years old with a median home value of $242,755. Warrenville is 5.5 square miles with 48% residential land, 13% commercial land, 9% open space, 9% undeveloped area, and 18% tax-exempt land.




# HISTORY

Settled in 1833 and incorporated in 1967, Warrenville has a history rich in the American tradition. Blazing the trails west from New York, Julius Warren came to this area with his family claiming land along the DuPage River. Carving out a niche in housing development, Julius helped new settlers by providing cut lumber for their homes as well as acting in other capacities including, surveyor, developer, land baron, mail carrier, census taker, spokesman, and innkeeper. Eventually earning the title of Colonel for his leadership in the community, Julius built an inn and tavern that became a popular gathering place for travelers and settlers alike. The town, taking on his namesake, continued to prosper with railroads and stagecoach lines crossing the community. The community remained a small, rural town for some time, surviving the toll of the Civil War. In 1967, with a population of 4,000, and after five failed incorporation attempts, Warrenville finally incorporated with the Mayor/Council form of government.

# GOVERNMENT PROFILE

By law, the City of Warrenville is a Mayor/Council form of government. The Mayor chairs all City Council meetings, appoints board and commission members and chairs with the advice and consent of the City Council, and votes in the case of a tie and other statutorily required instances. The Mayor also appoints the staff positions of City Administrator, Police Chief, and Public Works Director with the advice and consent of the City Council. Sworn police officers are hired, promoted, and terminated by the Board of Fire and Police Commissioners with no approval by City Council. All other civilian positions, other than those appointed by the Mayor, are under the authority of the City Administrator by City ordinance.

The Warrenville City Council is made up of eight aldermen, two from each ward. Other elected officials who do not vote or have policy-making authority include the City Clerk and City Treasurer. Committee of the Whole chairs and vice-chairs are elected by the City Council to preside over the City's three standing committees; Community Development and Planning, Finance and Personnel, and Public Safety and Legislative. It is the duty of the Aldermen to be the representatives of the people of their wards at the City Council meetings and to be responsible to the people of their wards and the citizens of the City for their actions at City Council meetings.

# ELECTED OFFICIALS

**DAVID L. BRUMMEL**
**MAYOR**

**STUART ASCHAUER**
**ALDERMAN WARD 1**

**FRED BEVIER**
**ALDERMAN WARD 1**

**ROBERT WILSON**
**ALDERMAN WARD 2**

**WILLIAM WEIDNER**
**ALDERMAN WARD 2**

**MICHAEL HOFFMANN**
**ALDERMAN WARD 3**

**KATHRYN DAVOLOS**
**ALDERMAN WARD 3**

**CLARE BARRY**
**ALDERMAN WARD 4**

**LEAH GOODMAN**
**ALDERMAN WARD 4**

**EMILY LARSON**
**CITY CLERK**

**ROBERT JOHNSON**
**TREASURER**

# SENIOR STAFF

**JOHN M. COAKLEY**
**CITY ADMINISTRATOR/BUDGET OFFICER**

**CRISTINA WHITE**
**ASSISTANT CITY ADMINISTRATOR**

**KEVIN DAHLSTRAND**
**DIRECTOR OF FINANCE**

**PHILIP KUCHLER**
**DEPUTY PUBLIC WORKS DIRECTOR**

**RONALD MENTZER**
**DIRECTOR OF COMMUNITY DEVELOPMENT**

**RAYMOND TURANO**
**CHIEF OF POLICE**

**DAVID FREEMAN**
**CITY ATTORNEY**
**ROBBINS SCHWARTZ**

# COUNCIL VISION STATEMENT

The City of Warrenville is committed to:

- *Maintaining a safe, walkable, and friendly community for all ages*
- *Creating a variety of community resources, providing opportunities for family-friendly activities and events*
- *Enhancing the local tax base to include a mix of office, industrial, and retail businesses*
- *Promoting local economic development*
- *Fostering positive community relations*
- *Maintaining culturally diverse residential neighborhoods with a variety of housing types*
- *Preserving a clean environment and natural open spaces*
- *Continuously enhancing city services and improving local infrastructure at a fair cost*
- *Providing recreational opportunities and facilities*
- *Building an interconnecting system of bicycle and pedestrian pathways*
- *Developing public transportation modes*
- *Supporting quality schools*
- *Providing opportunities for residents and families to interact and become acquainted*
- *Maintaining a small town ambiance with a friendly, helpful atmosphere for short-term residents and long-term residents, businesses, employees, and visitors alike*

# COUNCIL VALUES STATEMENT

The City of Warrenville values friendly helpful residents, plentiful parks and natural open spaces, a clean environment, cultural activities, a diverse population, quality city services, diverse housing stock, ample recreational opportunities, thriving businesses with a mix of retail, office and industrial, family-oriented community activities, entertainment and events, working closely with other units of local government.

*Adopted by Warrenville City Council on June 3, 2002*

City of Warrenville

# 2015 Strategic Plan

## *Executive Summary*

## INTRODUCTION

The City of Warrenville has an established practice of careful planning for community needs related to government finance, infrastructure, development, public services, public safety, environment, recreation, and commercial development. Together, these considerations have established a desirable quality of life enjoyed by City residents, recreation and entertainment for visitors, and a positive working environment for local businesses both large and small. The City has prepared the 2015 Strategic Plan to build on its strengths, improve where necessary, and pursue opportunities when they arise.

The original objective of the strategic planning process was to provide a Strategic and Economic Development Plan that identified and prioritized the issues, initiatives, and projects, on which the City would focus its resources on in the coming years. However, while connected, these two initiatives were separated into the 2015 Strategic Plan and the Economic Development Plan when the City Council adopted them. The 2015 Strategic Plan includes clear and concise objectives designed to achieve the City's desired outcomes and is summarized in this document.

The City's 2015 Strategic Plan is intended to be a practical guide that articulates goals and identifies objectives to move the community forward through sustainable initiatives, which are proactive, flexible, and responsive to changing forces and environments.

## PROCESS

In the spring of 2012, the City began Neighborhood Dialogues, a community outreach initiative to act as a foundation for the strategic planning process. The resulting themes of the 2012 Neighborhood Dialogues were that sound fiscal management was a high priority, development and the creation of gathering places was necessary, recreation/open space was of value, and proactive policing should be maintained.

In the summer of 2013, the City's second community survey was issued. The survey responses reinforced what was learned in the Neighborhood Dialogues. Namely, residents were satisfied with City services, wanted economic development, valued the community's open space, and desired lower taxes and believed economic development was a component of this.

Following the selection of Teska Associates and Business Development Inc. in the fall of 2013, more outreach initiatives were executed including focus groups with specialized stakeholders, the hospitality group, business leaders, developers and brokers, the City's senior staff, and the City Council. Feedback from these groups reinforced the key areas of focus as articulated by the residential outreach initiatives; the City's strategic plan should focus on economic development, sound fiscal management, open space and environment, and public safety. During the final review phase, the City Council added Diversity as a sixth goal.

## GOAL STATEMENTS, OBJECTIVES, AND PRIORITIZATION

A summary of the issues, concerns, projects, and priorities was prepared at each stage of the outreach process. Copies of the Strategic Input Planning Reports from each

contributing group can be found in Appendices C, D, E, and F of the full Strategic/Economic Development Report. The assessment of these input reports resulted in the establishment of six goal statements with supporting objectives and, in some cases, ongoing principles. Every comment or concern heard throughout the community outreach activities was important; and those concepts and ideas raised most consistently were incorporated into the final 2015 Strategic Plan. These goal statements, objectives, and ongoing principles serve as the Plan's foundation, and represent the strategic actions that should be undertaken over the next several years to achieve the necessary changes to most positively impact the community and the overall quality of life. The six goal statements cover the following areas:

- Economic Development
- Fiscal Conservatism
- Open Space and Environment
- City Infrastructure
- Public Safety
- Diversity

## ECONOMIC DEVELOPMENT

*Goal Statement #1: Enhance the City's tax base, support the growth of businesses, increase local shopping and dining opportunities, diversify the City's labor market, expand housing options, and create attractive gathering places.*

Objectives

- Proactively plan and prepare for well-designed mixed use development along and continuous to the Route 59 corridor.
- Support implementation of well-designed development along and contiguous to the Route 59 corridor.
- Stimulate desirable mixed use redevelopment and new community gathering places in the Old Town/Civic Center.
- Promote the rehabilitation, improvement, and occupancy of older commercial properties throughout the community.
- Assist existing local businesses to expand, grow, and remain in Warrenville.
- Facilitate additional complimentary development in the Cantera Development.
- Plan for and encourage high quality, appropriately scaled and located, new higher density residential development including multiple-family housing.
- Establish organizational structure, staffing support, and funding commitment for effective and ongoing implementation of Economic Development Plan.

## FISCAL CONSERVATISM

*Goal Statement #2: Uphold the City's record of fiscal conservatism.*

Ongoing Principles

- With City Council approval, strategically apply for grants for capital projects, land acquisition, and program support.

- Carefully evaluate expenditures and use debt judiciously, when prudent, with revenue backing that does not include General Obligation pledge against the property tax levy.
- Maintain a diversified revenue stream and evaluate the revenue streams for all funds, reporting back to the City Council and public.
- Maintain cost-effective, prudent expenditures of City finances with regular evaluation throughout the fiscal year.

Objectives (no ranking assigned)

- Support economic development programs that will, in the long-term, fulfill this goal statement.
- Review the City's compensation philosophy every two years and conduct any required survey work to ensure the City's compensation plan meets the philosophy's tenants.
- Establish a goal statement that will act as direction and guidance when evaluating the cost/benefit of health, dental, and vision insurance coverage.
- Annually require Boards and Commissions, with their Council and staff liaisons, to develop a work plan for the coming year that identify the required resources. The work plans will be submitted for City Council approval.

## OPEN SPACE AND ENVIRONMENT

*Goal #3: Strategically preserve and protect the high quality natural features, diversified natural ecosystems, and path and trail networks that contribute significantly to the City's charm, attractiveness, character, and setting.*

Ongoing Principles

- Contribute to the City's charm, attractiveness, character and setting by enhancing the environment in Warrenville.
- Maintain and enhance public open spaces.

Objectives

- Seek opportunities (i.e. via developments or grants) to showcase, access, and promote these components as desirable community assets, through pedestrian and bicyclist amenities and sustainability practices. **#1 priority**
- Develop public spaces and open space amenities with partners such as the Warrenville Park District, the Forest Preserve District of DuPage County, and The Conservation Foundation within Tax Increment Financing (TIF) District #3 in accordance with the TIF #3 Plan and the 2007 Subarea Plan. **#2 priority**
- Evaluate the flood protection efforts implemented by DuPage County along the West Branch of the DuPage River to ensure that flooding has been reduced for residents and businesses along the River. **#3 priority**
- Encourage environmentally responsible development that effectively controls the volume and improves the quality of stormwater runoff, thereby addressing neighborhood drainage issues, and that considers other impacts to the environment such as light or noise pollution, or effects on the landscaping. **#4 priority**

- Follow the tenants and commitments in The U.S. Mayors Climate Protection Agreement, adopted by City Council on January 17, 2012 and the ongoing commitment to maintain the City's Tree City USA status. **#5 priority**

## CITY INFRASTRUCTURE

*Goal #4: Repair, maintain, replace, and strategically upgrade and expand the City's physical infrastructure assets in a well planned, coordinated, and timely manner that is fiscally responsible, enhances public safety, supports increased private property values and enhances quality of life for residents.*

Ongoing Principles

- Annually implement and update the Capital Maintenance and Replacement Plan (CMRP).
- Remain opportunistic and react to other agency infrastructure opportunities that arise.

Objectives

- Adopt and implement the Enterprise Maintenance and Replacement Plan (EMRP). **#1 priority**
- Evaluate the remaining areas in the Water and Sanitary Sewer Expansion Plan to determine the cost/benefit of extending services to all residential areas. **#2 priority**
- Define a process for implementing the Bikeway Implementation Plan and Sidewalk Priority Plan. **#3 priority**

## PUBLIC SAFETY

*Goal #5: Provide high quality, proactive, public safety service throughout the community.*

Ongoing Principle

- Continually provide high quality, effective, and responsive public safety services that are proactive and adaptive to new and changing public safety trends and problems within the City.

Objectives

- Create partnerships between the Police and Community Development Departments to address perceptions of the lack of safety related to poorly maintained properties by developing a mandatory rental registration and crime free housing program. **#1 priority**
- Provide education and outreach to elected officials and residents on crime statistics that address the *perception* of gang activity and drug use. **#2 priority**

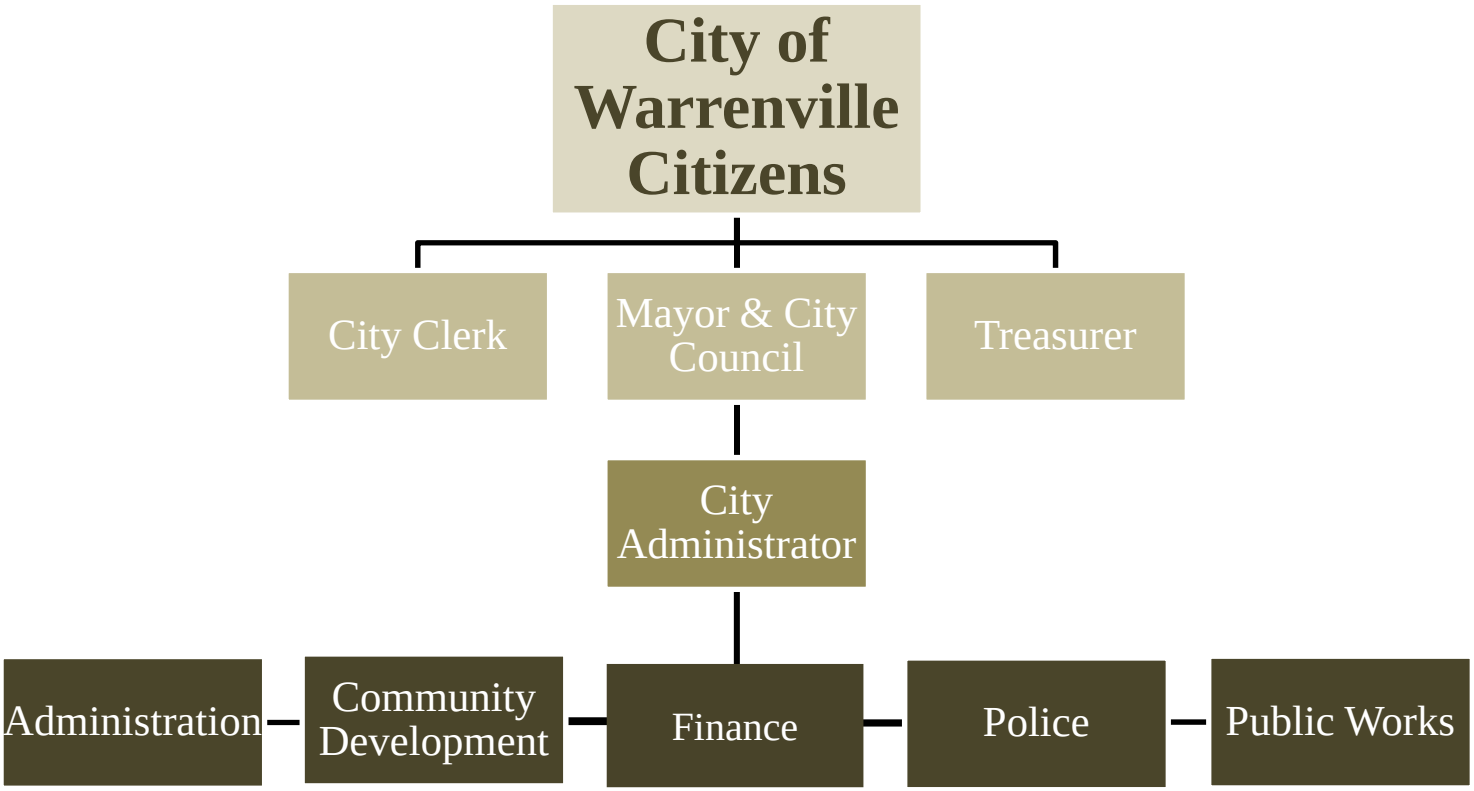
## DIVERSITY

*Goal #6: Create a culture that is inclusive of all residents of the community, with specific emphasis on outreach to the Latino/Hispanic residents to be included in City events and programs and represented on City boards and commissions.*

Objectives

- Have elected officials, with support from staff, make connections in the community that will help them recruit Latino/Hispanic residents for City boards and commissions (resource: National League of Cities' *Civic Engagement and Recent Immigrant Communities*). **#1 priority**
- Meet *with partners* in Warrenville (i.e. churches, Warrenville Youth & Family Services) who can assist with community outreach to the Latino/Hispanic immigrant community; identify participation barriers of the partners and help remove those barriers. **#2 priority**
- Find more ways to communicate in Spanish (newsletter, web, bilingual employees). **#3 priority**
- Review Chicago Metropolitan Agency for Planning's (CMAP) *Immigration Integration Toolkit* and identify programs and initiatives (i.e. Cultural Awareness Commission) that could be implemented in Warrenville and then present to City Council for consideration. **#4 priority**
- Recruit for open positions in venues that target the Latino/Hispanic population, including the Hispanic Alliance for Career Enhancement (HACE) and LatPro; work with the BOFPC to target recruitment efforts as well. **#5 priority**
- Contact overlapping taxing bodies, nearby communities, and agencies to determine if partnerships can be developed to serve the Warrenville Latino/Hispanic community. **#6 priority**
- Involve Hispanic community in City celebrations and incorporate Hispanic cultural celebrations like Cinco de Mayo and the Christmas Posada into the community. **#7 priority**

# ORGANIZATION CHART



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# CAPITAL EXPENDITURES SUMMARY

*Capital expenditures are defined as any expense, which results in the acquisition of capital assets, such as equipment, vehicles, or infrastructure.*

Across all funds, Capital Expenditures comprise approximately 35% of budgeted expenditures for FY 2018.

Approximately 47% of FY 2018 capital expenditures are accounted for in the Water and Sewer Enterprise Fund. The Capital Maintenance and Replace Fund accounts for another 21%, TIF-related expenditures are another 20%, and the remaining 12% are in the General and Hotel Motel Tax funds. The following table illustrates the distribution of the capital expenditures across all City funds.

## Capital Expenditure Distribution

| | Actual 2014 | Actual 2015 | Actual 2016 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|
| General | 50,943 | 72,062 | 546,308 | 52,319 | 1,118,643 | 2038.12% |
| Capital Maintenance | 1,376,563 | 2,287,214 | 1,541,272 | 1,950,602 | 2,158,275 | 10.65% |
| Motor Fuel | 51,225 | - | 422,378 | - | - | |
| Hotel Motel | - | - | - | 80,000 | 88,000 | 10.00% |
| Enterprise | 500,083 | 377,973 | 408,354 | 2,328,251 | 4,856,048 | 108.57% |
| Special Projects | 371,509 | 285,506 | 660,950 | 255,000 | - | |
| Seized Assets | 27,388 | - | - | - | - | |
| TIF 3 | 69,401 | 721,253 | 73,090 | 197,700 | 634,000 | 220.69% |
| TIF 4 | | | | - | 1,412,060 | |
| Totals | $ 2,447,112 | $3,744,008 | $3,652,352 | $4,863,872 | $10,267,026 | 111.09% |

The General Fund is the main operating fund for the City. However, for FY 2018, it includes the acquisition costs for an Enterprise Resource Planning (ERP) system, the City's main operating software system, which will replace the City's current accounting and payroll software. The General Fund share of this acquisition cost is almost $1,000,000.

The Capital Maintenance and Replacement Fund is utilized to account for the City's Capital Maintenance and Replacement Plan (CMRP), which is a multi-year financial plan for the systematic maintenance and replacement of City capital assets, including: equipment, vehicles, and infrastructure.

During FY 2018, the City will utilize the fund for the following expenditures:

1) Replacement of five Police vehicles - $133,100 (see page 171)
   *Note: originally a total of seven Police vehicles were to be replaced during FY 2018, per the CMRP, but staff evaluation of those vehicle determined that two did not meet the established criteria for replacement and will be delayed until FY 2019 at the earliest*

2) Replacement of one large snow plow truck - $155,000 (see page 171)

3) Replacement of one Wheel Loader - $200,000 (see page 171)

4) Replacement of flail mower - $11,000 (see page 171)

5) Road program engineering, bid documents, inspections and complete construction program - $1,624,394 (see pages 169-171)

6) Citywide crack filling, patching, sidewalk repair - $90,500 (see pages 169-171)

The Water and Sewer Enterprise Fund includes the following planned major capital expenditures, in addition to other smaller capital expenditures for FY 2018:

1) Watermain improvements - $1,395,000 (see page 222)
   *Including: watermain extension along Williams Road, from Route 56 to Batavia Road, including the related engineering*

2) Sewer Main improvements - $2,490,000 (see pages 224-225)
   *Including: sewer main extension along Williams Road, from Route 56 to Batavia Road, , Glen Drive North, and Calumet Avenue East, , including the related engineering*

Additionally, other capital expenditures are accounted for in the following funds:

1) Hotel Motel Tax Fund (see pages 186-188)
2) TIF #3 (see pages 256-258)
3) TIF #4 (see pages 263-267)

While some capital expenditures are capitalized (an accounting method used to delay the recognition of expenses by recording the expense as long-term assets), others are expensed (an accounting method used when the whole cost amount is recognized in the current year) during the fiscal year. Expenditures are categorized according to the City asset capitalization policy, which was formulated based upon Governmental Accounting Standards Board (GASB) pronouncement #34.

# *FY 2018 BUDGET MESSAGE (REVISED 4/5/2017)*

Mayor and Aldermen: The Fiscal Year (FY) 2018 Budget is presented for City Council consideration. All funds in the proposed budget are balanced in accordance with state law, with expenses covered by revenues, and, in a few cases, by fund balance reserves.

Many of the recent challenges and opportunities for the community will continue into FY 2018. Citizens can look forward to the City maintaining its fiscal stability, a new development with diverse housing stock options, and an evolution of staffing so the City can position itself to move to the next level of quality services and programs for the community. Ever mindful of how other entities can present challenges, staff and Council will continue to monitor and address the actions of the State, which has not yet addressed its fiscal problems and the effects of those problems on the state economy, business climate, and local governments.

This budget has its foundation in many City Council approved policy documents, such as the 2015 Strategic Plan and Economic Development Plan. These plans are rooted in citizen feedback and chart the City's course for the next several years. Warrenville has a demonstrated history of careful planning, but the City must also be agile enough to deal with both anticipated and unforeseen challenges. This budget attempts to anticipate those challenges, which include significant changes in staffing, organizational changes in two departments, new development, large capital projects, technology upgrades, and the yet-to-be-determined impacts of State actions to deal with its financial crisis.

## PREPARING FOR THE FUTURE

As the City continues to prepare for the future, it is fitting to reflect on the past. During calendar year 2017, the City will be celebrating 50 years of incorporation, which was passed by successful referendum on May 20, 1967. The FY 2018 budget will include some relatively minor expenses to mark this anniversary. In addition, the City will support events of other community organizations throughout the year.

The City's budget is annually driven by the City Council's goals and directives, and the budget document is a communication of those goals to the citizens of the community. The 2015 Strategic Plan (the Plan) embodies the long-term goals and priorities of the City Council. The Plan was developed through significant input from the community, which included the 2012 Neighborhood Dialogues, the 2013 Citizen Survey, in addition to input from appointed officials, community stakeholders, City Council, and staff.

The FY 2018 Budget includes a number of initiatives related to the following long-range City planning efforts:

- Strategic Plan
- Economic Development Plan
- 2015 Novak Public Works Service Levels and Staffing Study and 2016 Public Works Staff

recommendations

- Old Town/Civic Center TIF District #3 Plan (2013)
- Southwest/Route 59 Corridor TIF District #4 (2016)
- 2016 Southwest District Plan (2016)
- Capital Maintenance and Replacement Plan (CMRP) (2011)
- Enterprise Maintenance and Replacement Plan (EMRP) (2015)
- Comprehensive Accident Reduction Enforcement (CARE) and the Traffic Safety Enforcement Unit (TSEU)
- Plan for the acquisition and implementation of Enterprise Resource Planning (ERP) operating and financial software

## ECONOMIC OUTLOOK/TRENDS

The economy in the DuPage region and Warrenville continue to grow.

### *REGIONAL ECONOMY*

***DuPage County Economic Indicators***

According to data from Choose DuPage, 2016 ended with strong economic indicators for DuPage County. Highlights from the 2016 *Fourth Quarter DuPage County Economic Indicators Report* is below. The full report is available at: http://www.choosedupage.com/business-climate.

**EXECUTIVE SUMMARY**
**DuPage County Economic Indicators**
**Fourth Quarter 2016**

**Sales Tax Receipts**

Sales tax receipts for 2016 were $1.379 billion, compared to $1.373 billion in 2015. This is a slight increase of 0.43%. DuPage County's total sales tax receipts are lower than other counties. This is in part due to the increase in sales tax that took place in the surrounding counties, such as Cook.

**Unemployment Rate**

The unemployment rate was 4.4% – lower than both the State of Illinois and United States, and the lowest in the six county region.

**Vacancy Rates**

Office vacancy rates rose slightly to 17.2%, up from 16% in 2015. Industrial vacancy rates also rose, to 5.3% (from 5.1% in 2015), yet DuPage continues to have the lowest industrial vacancy rate in the region.

*DuPage County Economic Indicators Fourth Quarter 2016 report was provided by Choose DuPage. Additional information is available at: http://www.choosedupage.com/business-climate/.*

| DuPage County Economic Indicators<br>Fourth Quarter 2016 | | |
|---|---|---|
| **INDICATOR** | **RATE/CHANGE** | **TREND** |
| **Sales Tax Receipts**<br>(percent change from same period last year) | 0.43% | |
| **Unemployment Rate** | 4.4% | |
| **Office Space Vacancy Rate** | 17.2% | |
| **Industrial Space Vacancy Rate** | 5.3% | |
| *DuPage County Economic Indicators Fourth Quarter 2016 report was provided by Choose DuPage. Additional information is available at: http://www.choosedupage.com/business-climate/* | | |

## *WARRENVILLE ECONOMY*

***Residential Construction***

New residential construction continues to increase within the City.

Residential developers continue to pursue potential new single-family and multifamily developments in several areas of the community. Locations include the Southwest/Route 59 Corridor TIF District #4 (east and west sides of Route 59, south of Butterfield Road, and in Cantera, north side of Ferry Road on the east side of the river.

Ongoing residential development continues on Herrick Road in the Herrick Woods subdivision, with 74 duplexes being constructed and selling for $400,000 to $500,000. As of mid-February 2016, 38 units were already occupied with another 22 units under construction.

***City Support for Local Business***

The City is working with the DuPage County Department of Transportation to improve ingress and egress for the commercial area on the south side of Diehl Road at Davis Parkway and Target, in response to requests from businesses in that area. The increasing success of all of the hotels, restaurants, and entertainment venues are bringing new customers and more traffic.

* *Strategic Plan Goals #1: Economic Development; and #4 City Infrastructure*

***Future Development***

Community Development staff continues to receive inquiries about vacant land available for possible construction of new hotels, restaurants, and offices in both the southwest and northeast subareas of Cantera as well as similar possible developments in the Route 59 and Route 56 area (Southwest District/Route 59 subarea).

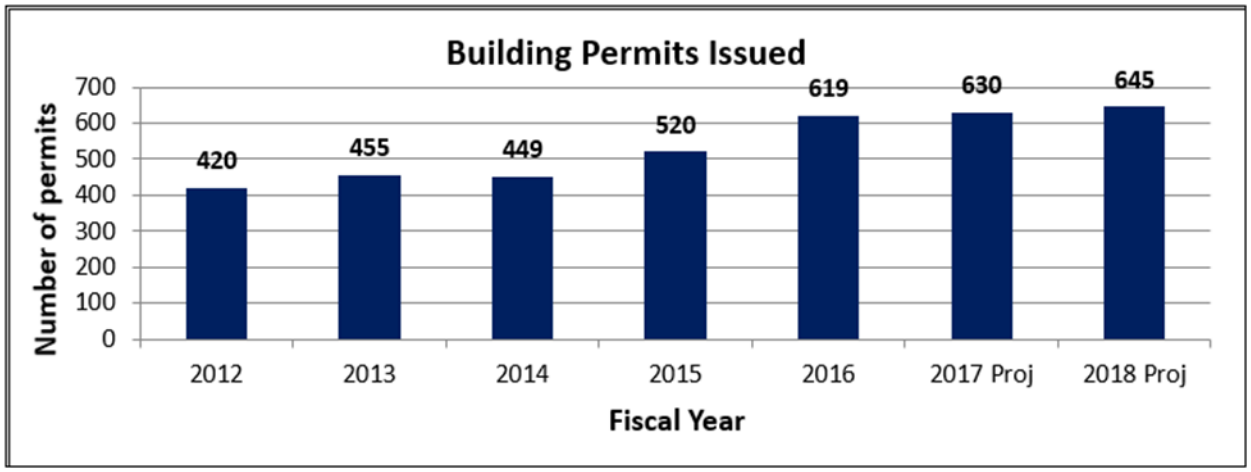
* *Strategic Plan Goal #1: Economic Development*

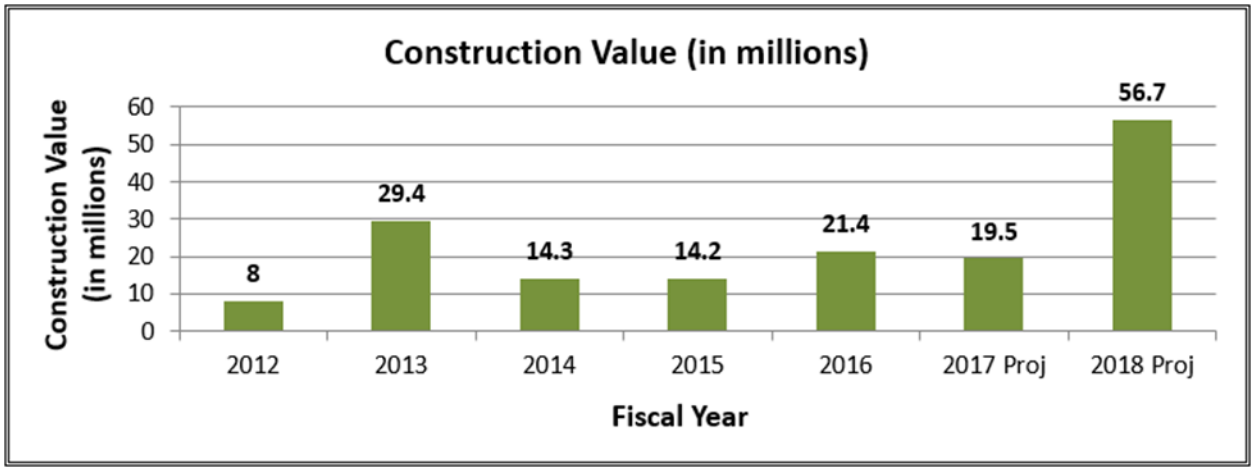
The new Amazon distribution facility is under construction in Aurora, on Warrenville's border. This development will bring new jobs, as well as significant road and utility infrastructure improvements that are expected to attract new Warrenville residential and commercial development in that area.

* *Strategic Plan Goals #1: Economic Development; and #4 City Infrastructure*

***Warrenville Building Permits***

From a new construction perspective, the number of building permits issued is projected to increase by the end of FY 2017, while the value of construction is projected to be down slightly. For FY 2018 both the number of building permits and the value of the construction are projected to increase by fiscal year end. The following graphs illustrate these projections.




## FINANCIAL OUTLOOK

***Revenues***

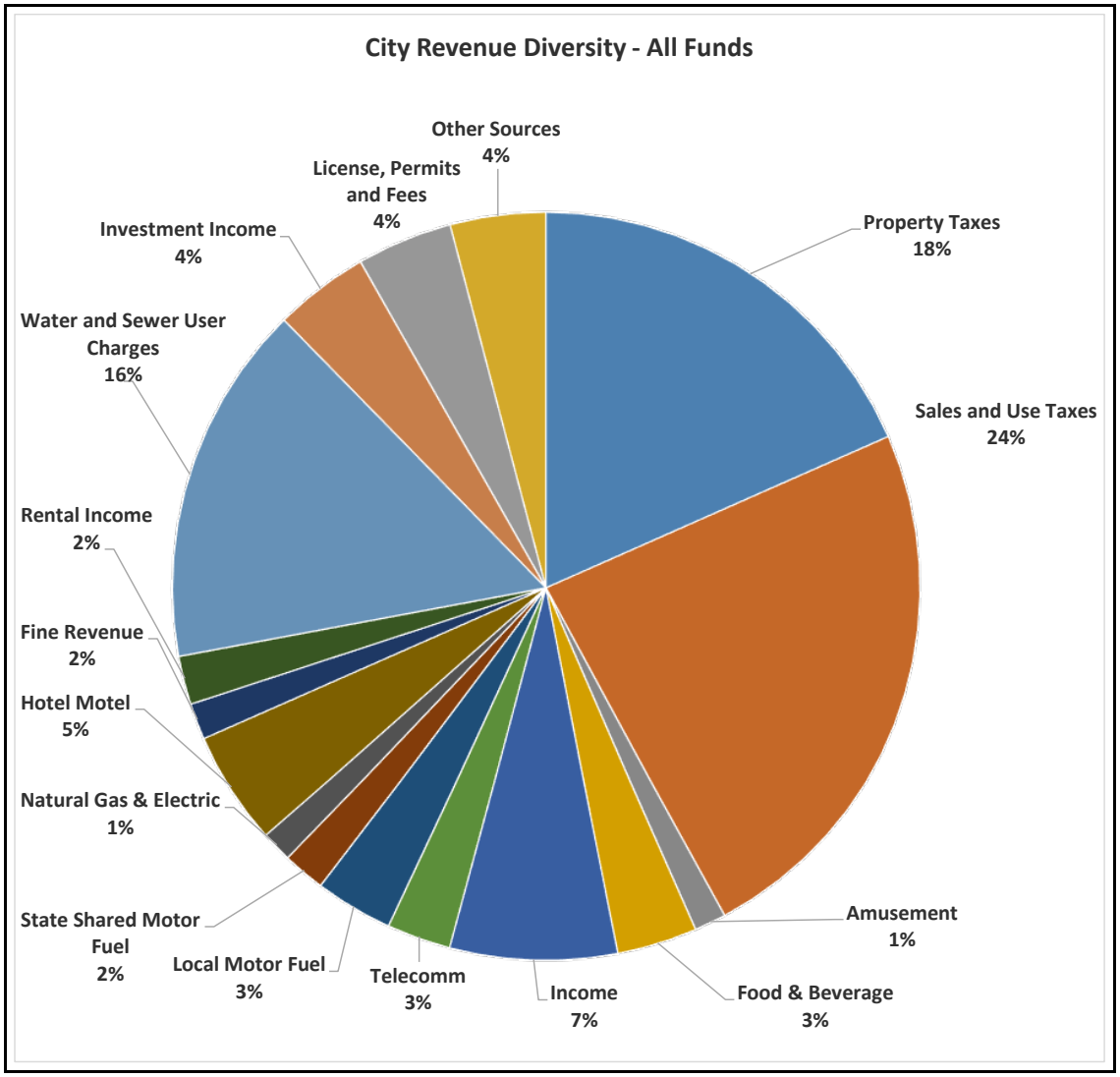
The City continues to maintain a diversified mix of revenues that include stable non-growth revenues and others that show increases over time. Such a mix of revenues adds financial stability and buffers the City against large fluctuations of any single source. The major City revenue sources, those providing a minimum of $200,000 annually, are property tax, state-shared sales tax, home rule sales tax, use tax, food and beverage tax, hotel/motel tax, amusement tax, state-shared

income tax, telecommunications tax, a local motor fuel tax, state-shared motor fuel tax, electric utility and natural gas utility and use taxes, fine revenue, rental income, water and sewer user charges, investment income, and license, permit and fee revenue. The Enterprise Fund (water and sewer utilities) rely on charges for services, tap on charges, and water tower rental as revenue.

The diverse mix of revenues greatly reduces the City's reliance on property tax revenue.

* *Strategic Plan Goal #2: Fiscal Conservatism*

The graph below depicts the diversity of the City's major revenue sources across all funds.




***Expenses***

The growth of the City's operational expenses is largely related to personnel costs, which is typical for public and private service-based organizations. City personnel-related costs make up 66% of the operating expenses in the General Fund and 36% of the operating expenses in the Water and Sewer Utility Fund.

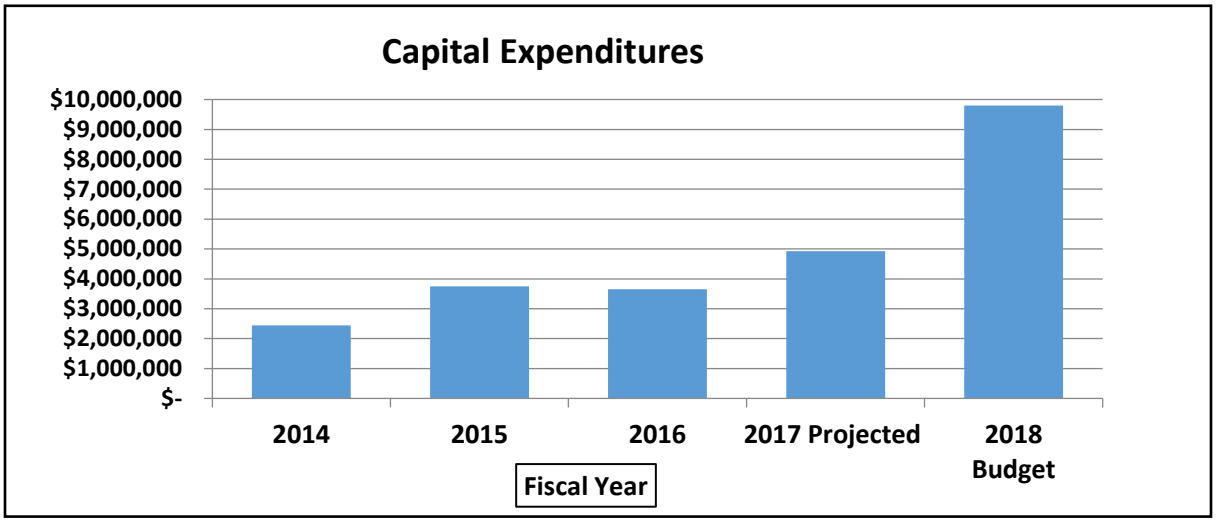
There is sufficient revenue projected for the FY 2018 Budget to cover the expenses in all funds. Fund balance reserves are used for specific capital projects and one-time expenses, in accordance with the City financial policies. Examples include the Capital Maintenance and Replacement Plan for general streets and related infrastructure projects and the Enterprise Maintenance and Replacement Plan (EMRP) expenditures for water and sewer utility infrastructure maintenance and replacement. Additionally, the Special Projects fund primarily relies on one-time revenues for new infrastructure projects and one-time studies and design work.

* *Strategic Plan Goals #2: Fiscal Conservatism; and #4 City Infrastructure*

The City will undertake a number of capital projects in FY 2018, but less than the previous two fiscal years. Sufficient funding is available for all projects, through the Capital Maintenance and Replacement Fund, Special Projects Fund, Water and Sewer Utility Enterprise Fund, and Motor Fuel Tax Fund. The graph below illustrates the cost for capital projects relative to previous years.

Similarly, the General Fund includes several large one-time expenditures, which will rely on fund balance reserves. These projects are the primary reason for the deficit in the FY 2018 proposed budget. This deficit should not be a concern as there is sufficient fund balance reserves to cover the expenses and they are not ongoing expenses that would create a more serious structural deficit.

* *Strategic Plan Goal #2: Fiscal Conservatism*




***Long-Term Fiscal Stability***

Over a number of years, the City Council has taken strong measures to ensure the City's fiscal stability, making the City of Warrenville one of the most prepared local governments in Illinois to deal with revenue reductions, whether from State cuts, a recession, or loss of a major sales tax payer. Examples of the City's fiscally prudent actions follow:

1) Set aside additional General Fund balance reserves over and above the 25% of annual expenditures. This is most important for the General Fund because it is the City's primary corporate operating fund. These additional reserves will provide ample time for City officials to make informed decisions to reduce expenditures and services, likely through attrition, without drastic cuts in services or excessive tax increases if a large revenue reduction occurs.
   * *Strategic Plan Goal #2: Fiscal Conservatism*

2) Establishment of the Capital Maintenance and Replacement Plan (CMRP) for existing infrastructure provides for the long-term maintenance and replacement of all City infrastructure (roads, sidewalks, streetlights, etc.). The CMRP funding allocations enable the City to avoid delays of regular maintenance and replacement, which would ultimately cost more in the future. It also avoids excessive tax or fee increases to pay for delayed or unplanned projects.
   - *Strategic Plan Goals #2: Fiscal Conservatism; and #4 City Infrastructure*

3) The Enterprise Maintenance and Replacement Plan (EMRP) provides for the funding of the long-term maintenance and replacement of the water and sewer utility infrastructure and systems. The EMRP and funding allocations enable the City to avoid delays of regular utility system maintenance and replacement, which would ultimately cost more in the future. It also allows the City to have stable water and sewer rates and avoid excessive increases to pay for delayed maintenance and unplanned projects. In fact, the City sewer rates continue to be low compared with surrounding communities, and the water rates are the lowest in the area, saving money for residents and businesses alike.
   - *Strategic Plan Goals #2: Fiscal Conservatism and #4 City Infrastructure*

## CONCERNS AND CHALLENGES

### *State of Illinois Fiscal Challenges*

Until the State of Illinois addresses its very large budget problems and growing debt, there is a constant threat that the State will solve its fiscal issues by shifting additional programs and services to the local municipalities without providing revenue to pay for them (unfunded mandates). Further, the State has the authority to take or reduce current revenues that are shared with the municipalities (such as sales, income, motor fuel, and use taxes) for its own purposes. Such actions could be fiscally devastating to Warrenville.

As illustrated in the following table, the City receives significant state-shared revenues, which return a portion of the taxes paid by Warrenville citizens back to the community for local services.

| STATE SHARED REVENUES | | | |
|---|---|---|---|
| **Fiscal Year** | **Income Tax** | **Use Tax** | **State Motor Fuel Tax** |
| 2012 | $1,072,510 | $191,701 | $329,441 |
| 2013 | $1,184,222 | $210,871 | $317,700 |
| 2014 | $1,280,442 | $230,536 | $324,398 |
| 2015 | $1,286.861 | $271,016 | $322,074 |
| 2016 | $1,400,362 | $304,894 | $336,107 |
| 2017 (Projected) | $1,277,208 | $317,988 | $336,384 |
| 2018 (Budgeted) | $1,327,140 | $332,442 | $338,355 |

### *Municipal Public Safety Pensions*

Local municipal public safety pensions are mandated and the benefit levels are set by the State legislature. Despite regular requests by municipal officials, the legislature has yet to address the problems with municipal public safety pensions. Unlike the State pension systems, the local public safety (police and fire) pensions are paid for by the local pension fund members (at a fixed rate),

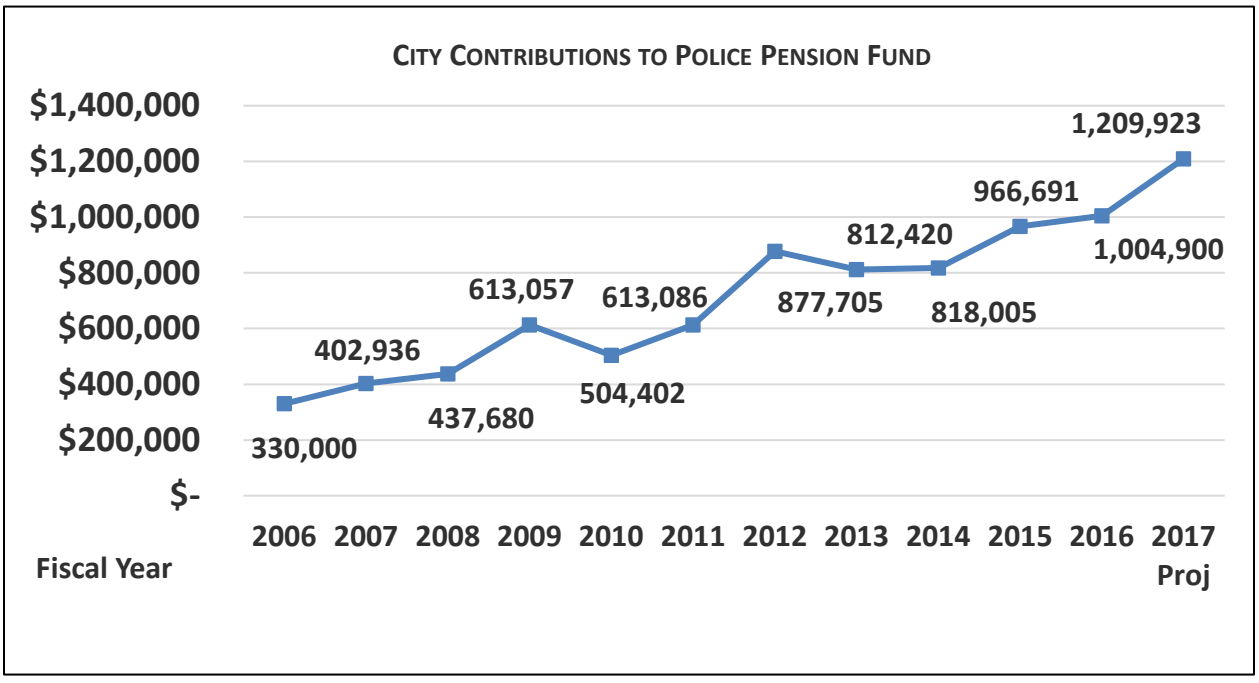
and by the municipal employer, which is liable for 100% of the remainder of the necessary funding. However, the State of Illinois determines the rules and benefits for local public safety pensions.

Over a number of decades, the State approved benefit enhancements for municipal public safety pensions, leaving the responsibility for the increased benefit costs to the local governments. All municipalities are mandated to be at a 90% funded level by 2040, and to make the required annual contribution to the local pension fund or the State will automatically withhold revenues from the Local Government Distributive Funding (LGDF) to cover those costs.

The following table and graph, shows a ten-year history of City pension contributions and the increasing dollar amounts required from the City to fully fund the pension as mandated by statute.

**INCREASING COSTS OF POLICE PENSION FUND CONTRIBUTIONS**

| Fiscal Year | Sworn Police Officer Contributions | Annual Required City Contribution | Actual City Contribution | Percent Funded |
|---|---|---|---|---|
| 2006 | $230,372 | $330,000 | $330,000 | 52.77 |
| 2007 | $225,109 | $402,936 | $402,936 | 56.70 |
| 2008 | $229,238 | $437,680 | $437.680 | 61.23 |
| 2009 | $230,168 | $613,057 | $613,057 | 57.94 |
| 2010 | $238,884 | $504,402 | $504,402 | 49.86 |
| 2011 | $242,226 | $613,086 | $613,086 | 59.30 |
| 2012 | $248,665 | $727,704 | $877,705 | 63.55 |
| 2013 | $248,130 | $668,005 | $812,420 | 63.72 |
| 2014 | $343,132 | $668,005 | $818,005 | 67.79 |
| 2015 | $273,038 | $716,691 | $966,691 | 67.33 |
| 2016 | $264,105 | $754,200 | $1,004,900 | 62.22 |
| 2017 Projected | $275,952 | $859,923 | $1,209,923 | Not yet Available |



Along with the DuPage Mayors and Managers Conference and the Illinois Municipal League, Warrenville officials are concerned about this trend because it will continue to consume greater amounts of revenues if left unabated. These organizations are working with state legislators to make basic structural changes to the local public safety pension systems because they are not sustainable in their current form.

## CITYWIDE FY 2017 ACCOMPLISHMENT HIGHLIGHTS

***Economic Development***

With the adoption of a formal Economic Development Plan, Warrenville is making more proactive economic development efforts.

The City Council adopted the Southwest District Plan during FY 2017. This plan provides the land uses for the TIF #4 Plan.

* *Strategic Plan Goals #1: Economic Development; and #3 Open Space and Environment*

Within TIF #3, the City negotiated a right-of-first refusal option on the Alletto vacant property, located on Batavia Road, just east of Route 56, for future commercial redevelopment.

* *Strategic Plan Goal #1: Economic Development*

Also in TIF #3, progress on developing CCRS #1 included the selection of a new preferred residential developer, who is planning to construct 28 single-family homes on the property.

* *Strategic Plan Goal #1: Economic Development*

Establishment of the Southwest/Route 59 Corridor TIF District (TIF #4), comprised of 330 acres at the Route 59/Route 56 intersection. This intersection has huge potential for contributing positively to the future of Warrenville, but has too many challenges to redevelop on its own.

* *Strategic Plan Goals #1: Economic Development; and #3 Open Space and Environment*

The City conducted a traffic analysis for the 7.3 acres of contiguous property it owns for future private development at the northeast corner of Routes 59 and 56.

* *Strategic Plan Goal #1: Economic Development*

City staff worked with multiple agencies and organizations to attract the new Amazon warehouse distribution facility to property in Aurora, which is adjacent to the Warrenville's new TIF #4. This new business will bring 1,000 new jobs and the construction of approximately $5 million in new intersection, signalization, City sanitary sewer and water utilities, sidewalk, and multi-use trail improvements in and around the new Duke Parkway/Route 59 intersection that will be constructed in 2017. All of the improvements will directly benefit Warrenville properties in that area.

* *Strategic Plan Goals # 1: Economic Development; #4 City Infrastructure; and #3 Open Space and Environment*

The City acquired approximately five acres on the west side of Route 59, north of the Illinois Prairie Path, through a donation from the Tortoriello family. The City is developing concept plans for open space, wetlands, stormwater retention, and wetland preservation for that property.

* *Strategic Plan Goals #1: Economic Development; and #3 Open Space and Environment*

***Infrastructure***

A study was completed for utility needs to plan for the future development in accordance with the Southwest District subarea plan and the Southwest District Corridor TIF #4 plan.

* *Strategic Plan Goal #4: City Infrastructure*

Under the continuing multi-year program to extend City water and sewer utilities to all residential areas, utilities were extended to the Iroquois Court neighborhood, and to a section of Warren Avenue and Glen Drive South.

* *Strategic Plan Goal #4: City Infrastructure*

***City Services, Personnel, and Finances***

During FY 2017, staff completed the second and third phases of the Compensation Philosophy and study, which included the execution of a point factor analysis to establish objective ratings for all City positions and development of a new list of 15 comparable communities.

* *Strategic Plan Goal #2: Fiscal Conservatism*

Public Works staff completed additional analysis and review of the Department, which was reported to the City Council as the 2016 Public Works Staff recommendations in October 2016. This was the second part to the 2015 Novak study to determine the optimal level of services, operations, and staffing. Department staff began implementation of many of the 34 recommendations from both reports and will continue to do so during FY 2018.

There was a significant re-organization of the Community Development Department. The change reduced the number of employees reporting directly to the Community Development Director, thereby allowing him to focus on development issues.

* *Strategic Plan Goal #1: Economic Development*

A number of new employees were hired to fill vacancies across the City. While some new positions were created in place of others, the total number of authorized positions did not increase. The City continued its efforts, with some success, to diversify its staff with skilled workers and professionals to become more representative of the community.

* *Strategic Plan Goal #6: Diversity*

***Transparency and Communications***

Staff explored new ways to improve the engagement on the City Facebook page through creative content development and more regular information updates. The Facebook page has grown significantly with over 900 "likes as of February 2017. Social media provides the City an opportunity to engage in two-way communication with the public.

The City Council meeting replays are available via YouTube. Staff is exploring ways to use YouTube as a communications medium to share City information with the community.

The City continues use of more traditional communicating mediums, such as *Hometown Happenings* (monthly newsletter), Council meeting replays, media releases, and other programming on local Comcast cable channel 10.

The City Clerks file storage room was reorganized with a new file storage system, which maximized the capacity of the room, provided space for future City records storage, and enabled staff to file and retrieve official records in an efficient and organized manner. This project greatly improved services for residents seeking City records and information.

***Intergovernmental Cooperation and Shared Services***

During FY 17, Staff continued the coordination of City improvements associated with the DuPage County completion of the re-meandering of the river near Warrenville Road and Second Street. The project entailed significant changes to Leone Schmidt Heritage Park and nearby Second Street.

* *Strategic Plan Goal #3: Open Space and Environment*

As noted previously under *Economic Development* section, through significant intergovernmental cooperative efforts, the City of Warrenville and City of Aurora, the State of Illinois, and Community Unit School District 200 worked with Duke Realty to attract an Amazon warehouse distribution facility to property in Aurora, which is adjacent to Warrenville's new TIF #4.

* *Strategic Plan Goals # 1: Economic Development; #4 City Infrastructure; and #3 Open Space and Environment*

***Awards and Recognitions***

The City was recognized by several outside entities for overall community safety and comfort for travelers and visitors to the community.

- Warrenville ranked #12 on a list of 101 Most Comfortable Cities for Travelers by *Expedia*
- Warrenville named as one of 50 Safest Cities in Illinois by *BackGroundchecks.org*
- Warrenville ranked 24th on the list of the Best Suburbs to Live in Illinois, by *Niche.com*
- Warrenville ranked 42nd out of 291 safest communities in Illinois from *Patch.com*
- Warrenville ranked 63 out of 239 Safest Suburbs in Chicago area by *Niche.com*
- Received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the FY 2015 Comprehensive Annual Financial report (CAFR).

## CITYWIDE FY 2018 GOALS

***Long-range Planning***

Staff will continue to implement the priorities, goals, and objectives of the Strategic Plan, the Economic Development Plan, TIF #3 Plan, and TIF #4 Plan. Additionally, staff will look for opportunities to seek grants, which would continue progress on other existing plans for additional and inter-connected pedestrian and bicycle paths and sidewalk.

***Economic Development***

The FY 2018 Budget includes a proposal (decision package) to market the City-owned properties at the northeast corner of Routes 59 and 56 for private redevelopment with the intent to sell the property for redevelopment in accordance with the pending Southwest District subarea plan.

* *Strategic Plan Goal #1 – Economic Development*

Advance efforts to spur significant development in Southwest/Route 59 Corridor TIF District #4.

* *Strategic Plan Goal #1 – Economic Development*

The following are ongoing economic development initiatives:

- Work with *Two Brothers Artisan Brewing* on the plans for the 20 acres of vacant land at the northwest corner of Route 59 and Route 56 for the construction of a new state-of-the-art brewery, brew pub, banquet facilities, corporate offices, warehouse, and distribution facility.
  - *Strategic Plan Goal #1: Economic Development*

- Maximize the usage of the five acres of vacant property along the west side of Route 59, just north of the Illinois Prairie Path donated to the City during FY 2017. The City is working to utilize the property for public open space, wetland preservation, and possible stormwater detention as both an amenity and as a benefit for future development in the Southwest District area.
  - *Strategic Plan Goals #1: Economic Development; and #3: Open Space and Environment*

- Explore coordination with intergovernmental and not-for-profit partners to acquire open space, riverfront protection efforts, and potential future land for re-development in TIF #3.
  - *Strategic Plan Goals #1: Economic Development; and #3 Open Space and Environment*

- Facilitate new projects in Cantera. These include the new Chuy's restaurant near Regal Theater, additional renovations to the Regal Theater building, new commercial development on Ferry Road, west of Winfield Road, and the potential residential development as previously noted under the *Warrenville Economy* section.
  - *Strategic Plan Goal #1: Economic Development*

- Seek opportunities for private commercial redevelopment in accordance with the Old Town/Civic Center Subarea Tax Increment Financing District #3 Plan. Accordingly, the City entered into negotiations to acquire the former Citgo gas station property in response to a request from the current owners because they could not make the business work financially. The City is interested in the property to ensure removal of the contamination, to develop the flood plain area into public open space, and to encourage private commercial development in the area outside the floodplain.
  - *Strategic Plan Goals #1: Economic Development; and #3 Open Space and Environment*

- Implement the City's Branding program according to the plan developed during FY 2017.
  - *Strategic Plan Goal #1: Economic Development*

***City Services, Personnel, and Finances***

During FY 2018, staff will complete the final phase (Phase IV) of the Compensation study. This effort will allow the City to better benchmark and measure its employee compensation against area municipalities, which are in competition with the City for skilled and experienced personnel. The City's ultimate goal is to attract and retain highly skilled and professional employees in the most cost-effective manner.

- *Strategic Plan Goal #2: Fiscal Conservatism*

City will select and begin implementation of the Enterprise Resource Planning (ERP) software. This is a critical project to increase operational efficiency and reduce redundancy of processes.

***Public Works***

FY 2018 will continue implementation of action steps identified in the 2015 Novak Public Works Service Levels and Staffing Study and 2016 Public Works Staff recommendations. Implementation of these items will focus on improving and enhancing the quality of services in a cost-effective and efficient manner.

***Capital Improvements and Beautification***

Approximately $9.8 million in capital projects are planned for FY 2018 (the 2017 construction season) from the Capital Maintenance and Replacement Fund, and Water and Sewer Utility Fund.

∗ *Strategic Plan Goal #4: City Infrastructure*

The Tourism and Arts Commission (TAC) will continue to develop the annual beautification and aesthetic enhancement funding program for public areas.

∗ *Strategic Plan Goal #3: Open Space and Environment*

Design of streetscape enhancements for the Route 56 corridor Phase III of the Illinois Transportation Enhancement Program (ITEP) grant will be completed in FY 2018.

∗ *Strategic Plan Goals #1: Economic Development; and #3 Open Space and Environment*

Staff will work with an intergovernmental group on the design of the proposed Illinois Prairie Path trail head project in the Civic Center area, located near the former City Hall site.

∗ *Strategic Plan Goal #3: Open Space and Environment*

***Intergovernmental Cooperation, Projects, and Plans***

The City continues its collaboration with other governmental bodies as well as private agencies on programs and projects that impact the community. Large projects during FY 2018 will include:

- The City and County collaboration on phase two engineering design for Diehl Road left turn lanes to improve access and safety to the southwest Cantera businesses
  - ∗ *Strategic Plan Goals #1: Economic Development; and #4: City Infrastructure*
- The City and Forest Preserve District of DuPage water service extension to their maintenance facility on Mack Road, which will also loop the City's water system.
  - ∗ *Strategic Plan Goal #4: City Infrastructure*
- The City, Forest Preserve District of DuPage, and Winfield Township collaborative efforts for the Mack Road multi-use trail link, from Route 59 to the McKee Marsh parking lot.
  - ∗ *Strategic Plan Goal #3: Open Space and Environment*

The City will continue work with the City of Aurora and the State of Illinois on the Duke Parkway extension and the Route 59/Duke Parkway intersection improvements and traffic signal.

∗ *Strategic Plan Goal #1: Economic Development*

City staff will continue to seek ways to share resources and provide mutual assistance with local taxing districts to conserve existing resources, and to make the most efficient use of tax dollars. The City has existing formal and informal cooperative relationships with the Warrenville Public Library District, Warrenville Park District, Warrenville Fire Protection District, Community Unit School District 200, and Winfield Township, as well as memberships in governmental

cooperatives including DuComm (public safety dispatching), the Intergovernmental Personnel Benefits Cooperative (employee medical insurance), and the DuPage Mayor's and Managers Conference (DMMC).

The Police Department will continue to build on its successes and public safety programs, such as the Traffic Safety Enforcement Unit, Bike Patrol Unit, National Night Out event, Comprehensive Accident Reduction Effort (CARE) program, and Problem-Oriented Policing (POP) Unit.

* *Strategic Plan Goal #5: Public Safety*

## BUDGET REVIEW AND ADOPTION

The proposed FY 2018 Budget revenues and expenses will be reviewed during a special City Council budget workshop meeting on Saturday, March 18, 2017. The proposed budget will further be discussed at subsequent Committee of the Whole and City Council meetings during March and April. By statute, the municipal Budget must be adopted before the start of the new fiscal year, which begins on May 1. Adoption of the FY 2018 Budget and the related ordinance is scheduled for the April 17, 2017, City Council meeting.

## BUDGET DESCRIPTION AND BUDGETING AUTHORITY

In its most basic form, a budget is an estimate of revenue and expenditures for a set period of time; the City's budget is for one fiscal year, from May 1 to April 30. Each fund includes its own description under that section of the budget.

The City operates under the "Budget Officer Act" (65 ILCS 5/8-2-9.1), as approved by Ordinance No. 1025, on June 6, 1989. The budget is a compilation of nine separate funds, which provide account for the revenues and expenditures of all City operating, capital, fiduciary activities, and all City programs, services, personnel and projects. The City Administrator is the City's appointed Budget Officer and, as such, has specific responsibilities and authority under the state statutes and the City Code. The Warrenville City Code contains the specific duties of the Budget Officer (Title 1 Chapter 6-17) and of the City Administrator (Title 1 Chapter 6-11) related to the compilation and administration of the City budget.

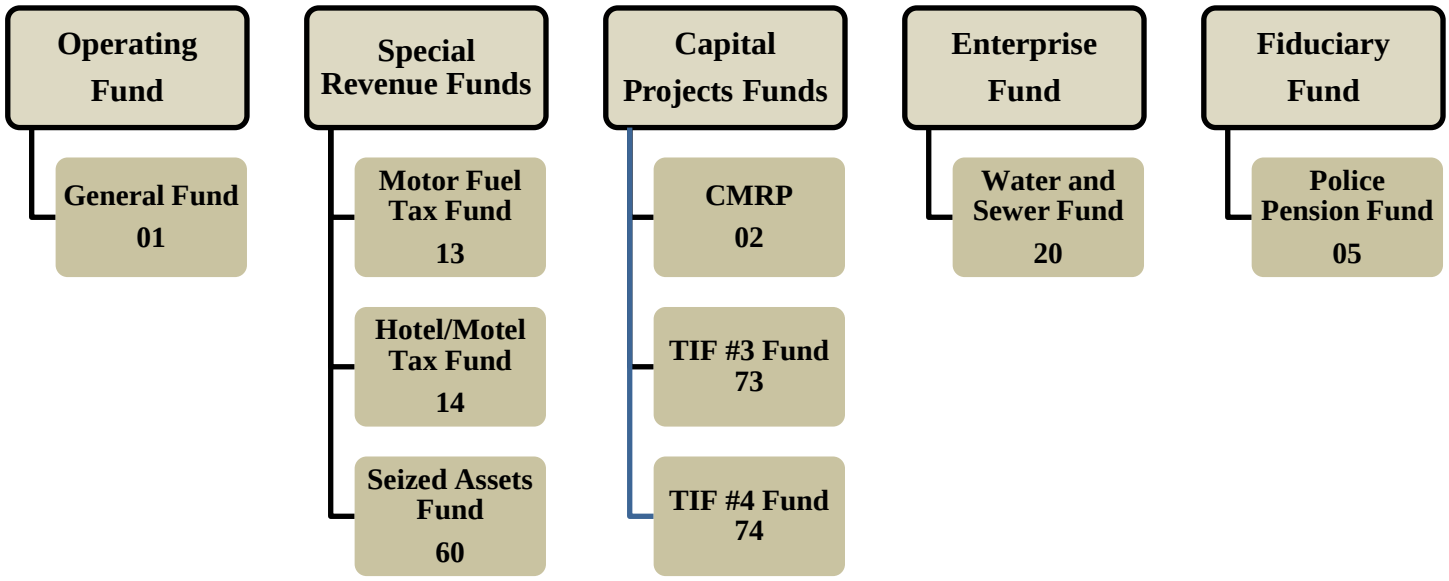
## ACKNOWLEDGMENTS

The proposed FY 2018 Budget is the direct result of planning and work on the part of senior staff and departmental staff, who spent significant time preparing financial projections, performing data analysis, assembling the materials, and composing narrative to aid in the users understanding of the data presented.

Respectfully submitted,

John M. Coakley
City Administrator/Budget Officer

# FUND STRUCTURE



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*Fiscal Year 2018*
*Financial Activity Summary*
*All Funds*

***Revenue***

| | Actual 2014 | Actual 2015 | Actual 2016 | Projected 2017 | Budget 2018 | Percent of Total |
|---|---|---|---|---|---|---|
| Tax Revenue | $ 11,778,057 | $ 12,404,680 | $ 12,672,339 | $ 12,606,608 | $ 12,890,960 | 45.32% |
| License, Permit & Fee Revenue | 3,178,219 | 3,461,555 | 3,566,008 | 3,506,380 | 3,606,727 | 12.68% |
| Administrative Charges & Reimbursements | 79,777 | 40,917 | - | - | 950 | 0.00% |
| Penalties, Fines & Forfeiture Revenue | 437,495 | 417,222 | 325,073 | 289,534 | 286,168 | 1.01% |
| Rental Revenue | 349,296 | 331,846 | 382,837 | 367,552 | 382,188 | 1.34% |
| Transfers & Interfund Revenue | 630,444 | 1,290,414 | 649,264 | 448,542 | 398,796 | 1.40% |
| Grant Revenue | 304,886 | 197,978 | 365,041 | 29,090 | 16,130 | 0.06% |
| Miscellaneous Revenue | 1,329,566 | 1,477,795 | 1,556,600 | 1,730,591 | 1,695,976 | 5.96% |
| Interest Revenue | 1,275,387 | 1,282,403 | (13,237) | 611,583 | 750,513 | 2.64% |
| Totals | $ 19,363,127 | $ 20,904,810 | $ 19,503,925 | $ 19,589,880 | $ 20,028,409 | 70.42% |
| Net (Use)/Add of Fund Bal./Retained Earnings | $ 1,987,798 | $ 1,018,680 | $ 378,447 | $ (1,724,236) | $ (8,414,705) | 29.58% |
| Total Resources | $ 17,375,329 | $ 19,886,130 | $ 19,125,478 | $ 21,314,116 | $ 28,443,114 | 100.00% |

***Expenditure/Expense***

| | Actual 2014 | Actual 2015 | Actual 2016 | Projected 2017 | Budget 2018 | Percent of Total |
|---|---|---|---|---|---|---|
| Capital | $ 2,447,112 | $ 3,744,008 | $ 3,652,352 | $ 4,863,872 | $ 10,267,026 | 36.10% |
| Personnel | 9,627,380 | 9,953,372 | 10,365,551 | 10,379,959 | 10,988,678 | 38.63% |
| Supplies and Services | 4,372,193 | 5,153,040 | 4,311,080 | 4,781,935 | 5,663,688 | 19.91% |
| Maintenance | 928,644 | 1,035,710 | 796,495 | 1,288,350 | 1,523,722 | 5.36% |
| | $ 17,375,329 | $ 19,886,130 | $ 19,125,478 | $ 21,314,116 | $ 28,443,114 | 100.00% |

*City of Warrenville*
*Fiscal Year 2018 Snapshot*

| | Actual | Actual | Actual | Projected | Budget | % Change '16 Actual to | % Change Projected '17 to |
|---|---|---|---|---|---|---|---|
| **General** | 2014 | 2015 | 2016 | 2017 | 2018 | Projected '17 | Budget '18 |
| Beginning Balance | $ 5,873,707 | $ 6,401,476 | $ 6,746,084 | $ 6,947,628 | $ 10,648,174 | 2.99% | 53.26% |
| Revenues | 10,491,213 | 11,066,315 | 11,180,783 | 10,876,555 | 11,229,627 | -2.72% | 3.25% |
| Expenses | 9,940,934 | 10,717,057 | 10,896,014 | 10,954,776 | 13,430,049 | 0.54% | 22.60% |
| Add to/(Use of) Fund Balance | 550,279 | 349,258 | 284,769 | (78,221) | (2,200,422) | | |
| Net Adj to Unspendable Balance | (22,510) | (4,650) | (83,225) | | | | |
| Ending Unassigned Balance | $ 6,401,476 | $ 6,746,084 | $ 6,947,628 | $ 10,648,174 | $ 8,447,752 | 53.26% | -20.66% |
| | (1) | (1) | (1) | (1) (3) | | | |
| **Capital Maintenance** | | | | | | | |
| Beginning Balance | $ 1,746,359 | $ 2,095,806 | $ 1,595,241 | $ 1,772,095 | $ 1,330,592 | 11.09% | -24.91% |
| Revenue | 1,884,879 | 1,911,657 | 1,840,996 | 1,858,198 | 1,976,034 | 0.93% | 6.34% |
| Expenses | 1,535,432 | 2,412,222 | 1,664,142 | 2,299,701 | 2,273,275 | 38.19% | -1.15% |
| Add to/(Use of) Fund Balance | 349,447 | (500,565) | 176,854 | (441,503) | (297,241) | | |
| Ending Assigned Balance | $ 2,095,806 | $ 1,595,241 | $ 1,772,095 | $ 1,330,592 | $ 1,033,351 | -24.91% | -22.34% |
| **Police Pension** | | | | | | | |
| Beginning Balance | $ 13,154,280 | $ 14,934,906 | $ 16,640,099 | $ 16,971,786 | $ 18,141,640 | 1.99% | 6.89% |
| Additions | 2,394,295 | 2,406,968 | 1,219,954 | 2,072,459 | 2,201,466 | 69.88% | 6.22% |
| Deductions | 613,669 | 701,775 | 888,267 | 902,605 | 959,455 | 1.61% | 6.30% |
| Add to/(Use of) Fund Balance | 1,780,626 | 1,705,193 | 331,687 | 1,169,854 | 1,242,011 | | |
| Ending Net Position | $ 14,934,906 | $ 16,640,099 | $ 16,971,786 | $ 18,141,640 | $ 19,383,651 | 6.89% | 6.85% |
| **Motor Fuel** | | | | | | | |
| Beginning Balance | $ 574,074 | $ 629,192 | $ 794,056 | $ 521,982 | $ 628,860 | -34.26% | 20.48% |
| Revenue | 382,582 | 438,203 | 337,052 | 337,968 | 339,095 | 0.27% | 0.33% |
| Expenses | 327,464 | 273,339 | 609,126 | 231,090 | 310,788 | -62.06% | 34.49% |
| Add to/(Use of) Fund Balance | 55,118 | 164,864 | (272,074) | 106,878 | 28,307 | | |
| Ending Restricted Fund Balance | $ 629,192 | $ 794,056 | $ 521,982 | $ 628,860 | $ 657,167 | 20.48% | 4.50% |
| **Hotel Motel** | | | | | | | |
| Beginning Balance | $ 223,545 | $ 322,603 | $ 505,894 | $ 680,480 | $ 822,656 | 34.51% | 20.89% |
| Revenue | 811,922 | 900,843 | 927,844 | 912,191 | 903,253 | -1.69% | -0.98% |
| Expenses | 712,864 | 717,552 | 753,258 | 770,015 | 634,098 | 2.22% | -17.65% |
| Add to/(Use of) Fund Balance | 99,058 | 183,291 | 174,586 | 142,176 | 269,155 | | |
| Ending Committed Fund Balance | $ 322,603 | $ 505,894 | $ 680,480 | $ 822,656 | $ 1,091,811 | 20.89% | 32.72% |
| **Water/Sewer** | | | | | | | |
| Beginning Balance | $ 9,433,112 | $ 9,511,461 | $ 9,062,458 | $ 8,492,009 | $ 6,428,852 | -6.29% | -24.30% |
| Revenue | 3,080,024 | 3,384,382 | 3,561,271 | 3,390,104 | 3,331,595 | -4.81% | -1.73% |
| Expenses | 3,305,405 | 3,265,302 | 3,388,429 | 5,453,261 | 8,355,062 | 60.94% | 53.21% |
| Add to/(Use) of Net Assets | (225,381) | 119,080 | 172,842 | (2,063,157) | (5,023,467) | | |
| Net Adj for Net Capitalized Assets | 303,730 | (568,083) | (743,291) | | | | |
| Ending Unrestricted Net Assets | $ 9,511,461 | $ 9,062,458 | $ 8,492,009 | $ 6,428,852 | $ 1,405,385 | -24.30% | -78.14% |
| | (2) | (2) | (2) | (2) | | | |

(1) Restated to Remove Unspendible Fund balances per GASB 54

(2) Restated Per Audit Adjustment for Capitalized Assets

(3) Balance of Special Projects Fund (FD 49) closed into General Fund at end of FY 2017 projected balance of $3,778,767 added to General Fund Unassigned fiscal year end balance

*City of Warrenville*
*Fiscal Year 2018 Snapshot*

| Special Projects Fund | Actual 2014 | Actual 2015 | Actual 2016 | Projected 2017 | Budget 2018 | % Change '16 Actual to Projected '17 | % Change Projected '17 to Budget '18 |
|---|---|---|---|---|---|---|---|
| Beginning Balance | $ 5,491,247 | $ 5,188,905 | $ 4,359,431 | $ 3,997,086 | $ - | -8.31% | -100.00% |
| Revenue | 280,237 | 98,817 | 403,654 | 81,681 | - | -79.76% | -100.00% |
| Expenses | 582,579 | 928,291 | 765,999 | 300,000 | - | -60.84% | -100.00% |
| Add to/(Use of) Fund Balance | (302,342) | (829,474) | (362,345) | (218,319) | - | | |
| Ending Assigned Fund Balance | $ 5,188,905 | $ 4,359,431 | $ 3,997,086 | $ 3,778,767 | $ - | -5.46% | -100.00% |
| | | | | (3) | | | |
| **Seized Assets** | | | | | | | |
| Beginning Balance | $ 131,760 | $ 120,365 | $ 114,035 | $ 133,866 | $ 181,148 | 17.39% | 35.32% |
| Revenue | 36,662 | 50,215 | 28,392 | 56,235 | 42,476 | 98.07% | -24.47% |
| Expenses | 48,057 | 56,545 | 8,561 | 8,953 | 8,160 | 4.58% | -8.86% |
| Add to/(Use of) Fund Balance | (11,395) | (6,330) | 19,831 | 47,282 | 34,316 | | |
| Ending Restricted Fund Balance | $ 120,365 | $ 114,035 | $ 133,866 | $ 181,148 | $ 215,464 | 35.32% | 18.94% |
| **TIF #1** | | | | | | | |
| Beginning Balance | $ (639,558) | $ (639,558) | $ - | $ - | $ - | 0.00% | 0.00% |
| Revenue | - | 639,558 | - | - | - | 0.00% | 0.00% |
| Expenses | - | - | - | - | - | 0.00% | 0.00% |
| Add to/(Use of) Fund Balance | - | 639,558 | - | - | - | | |
| Ending Fund Balance | $ (639,558) | $ - | $ - | $ - | $ - | 0.00% | 0.00% |
| **TIF 2** | | | | | | | |
| Beginning Balance | $ (2,986) | $ (2,986) | $ - | $ - | $ - | 0.00% | 0.00% |
| Revenue | - | 2,986 | - | - | - | 0.00% | 0.00% |
| Expenses | - | - | - | - | - | 0.00% | 0.00% |
| Add to/(Use of) Fund Balance | - | 2,986 | - | - | - | | |
| Ending Fund Balance | $ (2,986) | $ - | $ - | $ - | $ - | 0.00% | 0.00% |
| **TIF 3** | | | | | | | |
| Beginning Balance | $ (89,639) | $ (397,251) | $ (1,206,432) | $ (1,354,135) | $ (1,627,806) | 12.24% | 20.21% |
| Revenue | 1,313 | 4,866 | 3,979 | 4,489 | 4,862 | 12.82% | 8.31% |
| Expenses | 308,925 | 814,047 | 151,682 | 278,160 | 754,342 | 83.38% | 171.19% |
| Add to/(Use of) Fund Balance | (307,612) | (809,181) | (147,703) | (273,671) | (749,480) | | |
| Ending Unassigned Fund Balance | $ (397,251) | $ (1,206,432) | $ (1,354,135) | $ (1,627,806) | $ (2,377,286) | 20.21% | 46.04% |
| **TIF 4** | | | | | | | |
| Beginning Balance | $ - | $ - | $ - | $ - | $ (131,823) | 0.00% | 0.00% |
| Revenue | - | - | - | - | - | 0.00% | 0.00% |
| Expenses | - | - | - | 131,823 | 1,717,885 | 0.00% | 1203.18% |
| Add to/(Use of) Fund Balance | - | - | - | (131,823) | (1,717,885) | | |
| Ending Spendable Fund Balances | $ - | $ - | $ - | $ (131,823) | $ (1,849,708) | 0.00% | 1303.18% |
| **All Funds Beginning Balances** | $ 35,895,901 | $ 38,164,919 | $ 38,610,866 | $ 38,162,797 | $ 36,422,293 | -1.16% | -4.56% |
| Revenue | 19,363,127 | 20,904,810 | 19,503,925 | 19,589,880 | 20,028,409 | 0.44% | 2.24% |
| Expenses | 17,375,329 | 19,886,130 | 19,125,478 | 21,330,384 | 28,443,114 | 11.53% | 33.35% |
| Add to/(Use of) Fund Balance | 1,987,798 | 1,018,680 | 378,447 | (1,740,504) | (8,414,705) | | |
| Total Net Fund Balance Adjustments | 281,220 | (572,733) | (826,516) | | | | |
| Ending Fund Balances | $ 38,164,919 | $ 38,610,866 | $ 38,162,797 | $ 36,422,293 | $ 28,007,588 | -4.56% | -23.10% |

**CITY OF WARRENVILLE, ILLINOIS**

***Transfer Matrix***
***FY 2018***

This chart provides information on amounts transferred between accounting funds, for the purpose for each transfer.

| | | | TO | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | FUND NAME | FUND # | 01 | 02 | 05 | 14 | 20 | 60 | Sub Totals |
| FROM | General | 01 | | **$37,000** | | | | | **$ 37,000** |
| | CMRP | 02 | | | | | | | - |
| | Police Pension | 05 | | | | | | | - |
| | Hotel-Motel | 14 | **13,396** | **300,000** | | | | | **313,396** |
| | Water & Sewer | 20 | **40,140** | | | | | | **40,140** |
| | Seized Assets | 60 | **8,160** | | | | | | **8,160** |
| | SubTotals | | **61,696** | **337,000** | - | - | - | - | **$ 398,696** |

***EXPLANATION CHART***

| | FUND NAME | FUND # | TO | | | |
|---|---|---|---|---|---|---|
| FROM | General | 01 | CMRP | 02 | $ 37,000 | To Capital Maintenance and Replacement as a capital subsidy |
| | Hotel-Motel | 14 | General | 01 | $ 13,396 | Staff time costs incurred during special events funded through Hotel Motel grants . |
| | Hotel-Motel | 14 | CMRP | 02 | $300,000 | To Fund the CMRP |
| | Water & Sewer | 20 | General | 01 | $ 40,140 | To General Fund for Administrative Charges. |
| | Seized Assets | 60 | General | 01 | $ 8,160 | To Cover Allowable Enforcement Activity expenditures |

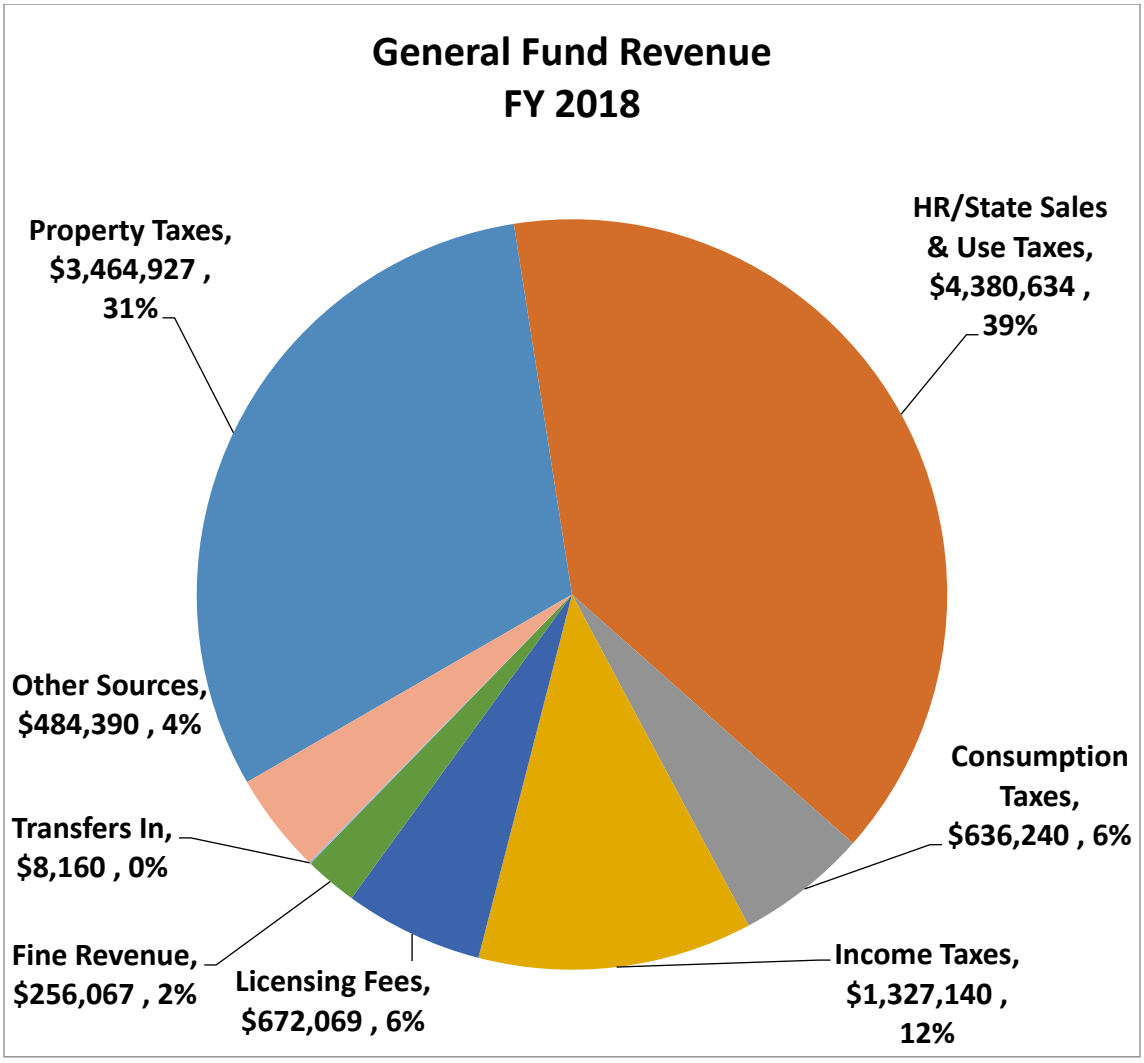
# GENERAL FUND

***FUND TYPE: Operating***

***FUND PURPOSE – To finance the day-to-day operations of all the basic City services, except for the Water and Sewer Enterprise Fund operations.***

# GENERAL FUND HIGHLIGHTS

| | 2017 Budget | 2017 Projected | 2018 Budget |
|---|---|---|---|
| **Revenue** | **$11,697,256** | **$10,876,555** | **$11,229,627** |
| **Expenditures** | **$11,570,543** | **$10,954,776** | **$13,430,049** |
| **Surplus/(Deficit)** | **$ 126,713** | **$ (78,221)** | **$(2,200,422)** |




***Revenue Sources***

Total General Fund revenue for FY 2018 is projected at $11,229,627 and represents an increase of 3.25% over the FY 2017 projected total revenue of $10,876,555.

Property Tax revenue for FY 2018 is projected at $3,464,927, an increase of approximately 3.4% over FY 2017. This tax represents approximately 31% of all General Fund revenue.

Despite being a home rule community since 2004, Warrenville has continued to self-impose the Property Tax Extension Limitation Law (PTELL) upon every annual property tax levy, up through and including the 2016 property tax levy, which will be collected during FY 2018.

For FY 2017, State Shared Sales Tax is projected to make up approximately 20% of all General Fund revenue and is projected at $2,234,184. For FY 2018, this revenue is projected to total $2,278,868, representing 20% of total estimated General Fund revenue for FY 2018.

Home Rule Sales Tax revenue accounts for approximately 15.6% of all General Fund revenue for FY 2017, with projected revenue of $1,696,722. For FY 2018, it is projected that this revenue source will yield total revenue of $1,722,173, representing an increase of 1.5% over the FY 2017 figure.

Use Tax revenue, which is distributed by the State on a per capita basis, is projected at $317,988 for FY 2017. FY 2018 revenue is projected to total $332,422, representing an increase of 4.5% over the FY 2017 figure. The per capita figure for FY 2017 is projected at $24.20, while for FY 2018 the figure is projected at $25.30, based on Illinois Municipal League estimates.

Amusement Tax revenue for FY 2017 is projected at a total of $99,911 (representing the 40% General Fund share of this revenue source, the remaining 60% share is allocated to the Capital Maintenance and Replacement Fund). However, beginning with FY 2018, 100% of this revenue source will be directed to the Capital Maintenance and Replacement Fund, with no allocation going to the General Fund. This is a recommendation of the City's Fund Balance Workgroup, assigned to address the excess fund balance in the General Fund.

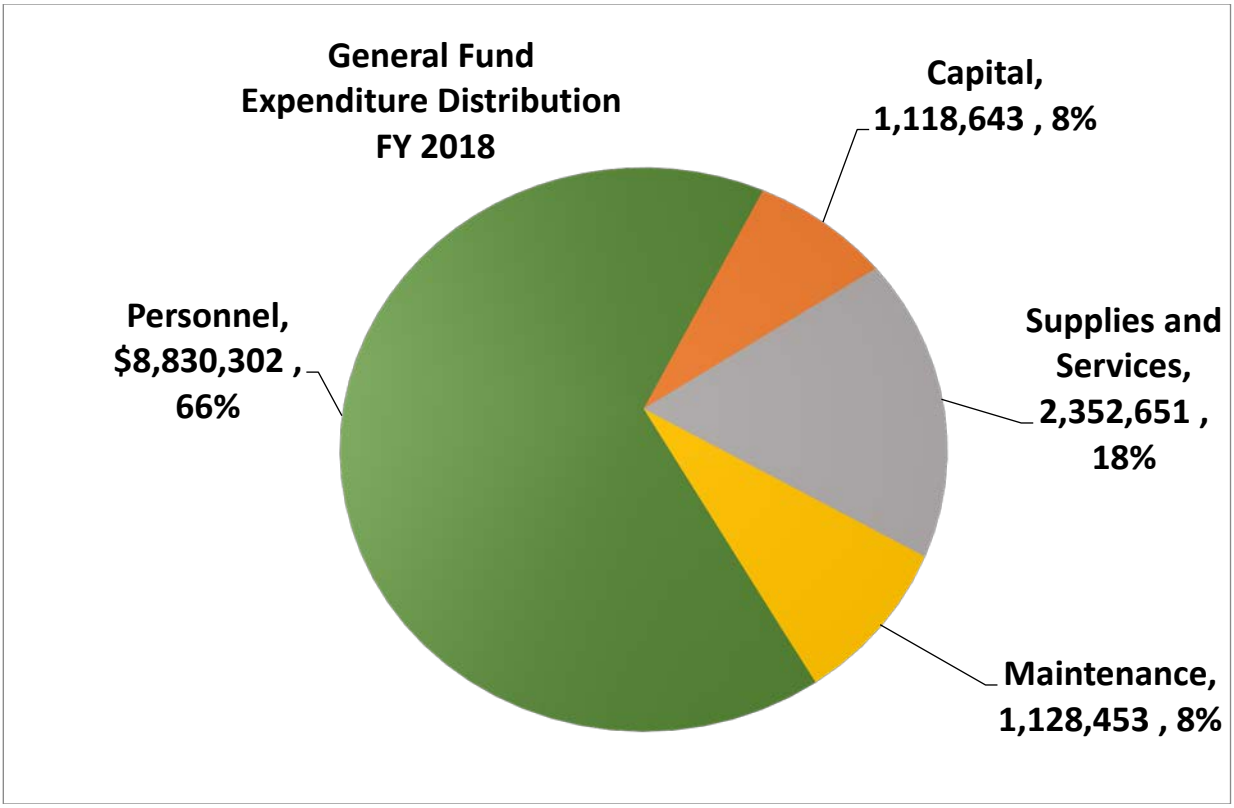
Food and Beverage Tax revenue for FY 2017 is projected to total $623,765, a decrease from the FY 2016 total of about $47,500 or 7%. Revenue for FY 2018 from this source is projected to increase 2% to a budget projection of $757,999. This figure anticipates a slight increase in sales by the existing establishments and the addition of a new restaurant in the City to collect and remit this tax.

State-Shared Income Tax, also known as the Local Government Distributive Fund (LGDF), is distributed on a per capita basis and is projected to total $97.20 per capita, or $1,277,208. This figure represents a budget shortfall from projections of $4.80 per capita, or $63,072, for FY 2017. The Illinois Municipal League (IML) projects this revenue will increase for FY 2018 by 3.9%, or $3.80 per capita, for an FY 18 per capita figure of $101, yielding a projected $1,327,140.

Total FY 2018 General Fund revenue includes a transfer-in of $200,000 from the Hotel Motel Tax Fund in support of City operations. For FY 2017, this transfer was suspended as a result of a recommendation by the fund balance workgroup, comprised of staff and two members of the City Council. Fund balance will be addressed later in this General Fund Highlights section.

***Expenditures***

The 2018 Budget projects total General Fund expenditures of $13,430,049, representing an increase of $2,475,273 or 22. 6% over the FY 2017 projected expenditures of $10,954,776.




Personnel costs typically make up about 75% of the total General Fund total expenditures. However, for FY 2018, due to larger one-time costs in other categories, that percentage falls to just 66%, but that percentage would be anticipated to return to a more typical 75% again in FY 2019, barring any unforeseen additional larger-than-normal, non-personnel expenditures. For FY 2018, a single new position is proposed, the Public Works Management Analyst, which is partially funded by the General Fund, with the balance covered by the Water and Sewer Fund. The proposed General Fund personnel expenditures total $8,830,302, which includes a $250,000 transfer to the Police Pension Fund, over and above the actuarially determined contribution amount.

Supplies and Services expenditures make up 18% of all General Fund expenditures at a total of a little over $2,300,000. This category includes the cost of legal services, general liability insurance and workers compensation premiums, use of professional consultant services for evaluation of proposals and limited implementation assistance for the new enterprise resource planning (ERP) system. Also, included is a request for temporary contractual staffing to assist City staff in the implementation of an ERP solution. Other costs included in this category include; consultation services for Strategic Plan Project Management services, engineering costs, and gasoline and oil costs for the operation of the City's vehicle fleet.

Maintenance expenditures make up another 8% of General Fund expenditures, and total $1,128,453. This category includes: building maintenance, equipment and vehicle maintenance, information technology (IT) systems, and computer maintenance. For FY 2018, this category also includes larger maintenance items such as: network equipment replacement, telephone system replacement, and a keyless entry system for the Public Works garage.

Capital expenditures total $1,118,643 for FY 2018, and includes: the funding for the purchase of an enterprise resource planning (ERP) system to replace the City's existing core financial software and Community Development permitting and enforcement software, with a solution used across all departments to improve efficiencies and replace manual processes. Over the previous seven years, this category of expenditures averaged approximately $88,000 annually, and is anticipated that this category would return to more typical annual figures following this significant single outlay, which is likely to reach $1,000,000 when completed.

***Fund Balance***

At the end of FY 2016, the General Fund had an unassigned fund balance totaling $6,947,628, or 64%, of annual expenditures coverage. It is projected that at the end of FY 2017, the unassigned balance would drop to 63%, or $6,869,407 as a result of FY 2017 expenditures exceeding revenue by about $78,000.

However, as a direct result of a recommendation from the Fund Balance Workgroup to close the Special Projects Fund and roll that balance into the General Fund, the General Fund unassigned balance would temporarily reach in excess of $10.6 million, or 97% of FY 2017 expenditures. This one-time large increase is due to an estimated $3,778,767 of residual Special Projects Fund balance, which would be rolled into the General Fund at fiscal year-end.

This change would also mean that earmarked expenditures (commitments) previously identified within the Special Projects Fund, would become commitments of the General Fund in the applicable fiscal year as previously directed by the City Council.

Given the above changes, and the larger one-time FY 2018 capital expenditures, the unassigned fund balance in the General Fund would fall back to $8,447,752, or 63% of expenditures, at the end of FY 2018. Such a fund balance reduction also assumes the completion of the redevelopment agreement for CCRS#1, which would lead to the repayment of the outstanding loan from the Water and Sewer enterprise fund for the purchase of Community Redevelopment Site #1 (CCRS#1), and the removal of the $2,200,000 Land Held for Resale from the General Fund balance sheet.

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| *General Fund Activity* | *FY 2018* |
|---|---|
| **Projected Beginning Fund Balance** | **$ 10,648,174** |
| **Revenues** | |
| Property Taxes | $ 3,464,927 |
| Sales and Use Taxes | 4,380,634 |
| Amusement Taxes | - |
| Consumption Taxes | 636,240 |
| Income Taxes | 1,327,140 |
| Hotel-Motel Taxes | - |
| Motor Fuel Taxes | - |
| Connection Fees | - |
| Administrative Charges | 40,240 |
| Consumption Fees | - |
| Franchise Fees | 212,048 |
| Licensing Fees | 672,069 |
| Interest Income | 1,500 |
| Financing Proceeds | - |
| Misc. Revenues | 166,722 |
| Grant Revenue | 16,130 |
| Rental Income | 33,854 |
| Reimbursement Revenues | 13,896 |
| Fine Revenue | 256,067 |
| Transfers In | 8,160 |
| **Total FY 2018 Revenue** | **$ 11,229,627** |
| **Expenses/Expenditures** | |
| Personnel | $ 8,830,302 |
| Capital | 1,118,643 |
| Supplies and Services | 2,352,651 |
| Maintenance | 1,128,453 |
| **Total FY 2018 Expenses/Expenditures** | **$ 13,430,049** |
| **Variance - Add to/(Use of) Fund Balance** | **$ (2,200,422)** |
| **Projected Ending Fund Balance** | **$ 8,447,752** |
| **Percent Change** | -20.66% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-00-30100 | Revenue | PROPERTY TAX - GENERAL CORP | 1,267,494 | 1,307,439 | 1,318,155 | 1,321,651 | 1,309,365 | **1,317,329** | 0.61% |
| 01-00-30102 | Revenue | PROPERTY TAX-POLICE PROTECTION | 344,080 | 352,554 | 355,914 | 357,060 | 353,722 | **355,883** | 0.61% |
| 01-00-30103 | Revenue | PROPERTY TAXES-SOCIAL SECURITY | 259,593 | 271,024 | 273,857 | 274,787 | 272,227 | **273,956** | 0.64% |
| 01-00-30105 | Revenue | PROPERTY TX - POLICE PENSION | 789,734 | 799,173 | 738,249 | 853,135 | 823,895 | **916,365** | 11.22% |
| 01-00-30106 | Revenue | PROPERTY TAX - IMRF | 169,623 | 179,612 | 181,573 | 181,975 | 180,329 | **181,192** | 0.48% |
| 01-00-30108 | Revenue | PROPERTY TAX- AUDIT | 14,635 | 15,071 | 15,464 | 15,806 | 15,605 | **16,038** | 2.77% |
| 01-00-30110 | Revenue | PROP TAX - NON CURRENT | 90 | - | 3,233 | - | - | - | |
| 01-00-30111 | Revenue | PROPERTY TAX - TORT & LIAB | 90,929 | 93,388 | 94,279 | 94,838 | 93,880 | **94,497** | 0.66% |
| 01-00-30114 | Revenue | PROPERTY TAX-WORKERS COMP | 57,821 | 59,541 | 60,608 | 60,794 | 60,192 | **60,686** | 0.82% |
| 01-00-30116 | Revenue | PROPERTY TAX - CROSSING GUARDS | 44,145 | 37,306 | 37,911 | 36,881 | 36,413 | **36,845** | 1.19% |
| 01-00-30162 | Revenue | PROPERTY TAX - ROAD & BRIDGE | 150,909 | 154,659 | 156,383 | 157,847 | 155,311 | **156,484** | 0.76% |
| 01-00-30163 | Revenue | PROP TX - TWNSHP RD & BR | 51,393 | 45,696 | 41,483 | 41,382 | 48,047 | **55,652** | 15.83% |
| 01-00-30164 | Revenue | PROP TX - NON CRRNT / RD & BR | 2 | - | 67 | - | - | - | |
| 01-00-30200 | Revenue | PERSONAL PROPERTY RPLCMNT TAX | 37,666 | 36,750 | 37,232 | 38,194 | 34,626 | **32,618** | -5.80% |
| 01-00-30262 | Revenue | PPRT - TWNSHP RD & BR | 8,070 | 7,874 | 7,714 | 8,183 | 7,266 | **6,845** | -5.80% |
| 01-00-30700 | Revenue | SALES TAX | 1,740,906 | 1,983,833 | 2,182,502 | 2,354,158 | 2,234,184 | **2,278,868** | 2.00% |
| 01-00-30701 | Revenue | HOME RULE SALES TAX | 1,571,543 | 1,674,152 | 1,649,534 | 1,613,335 | 1,696,722 | **1,722,173** | 1.50% |
| 01-00-30702 | Revenue | SALES USE TAX | 230,536 | 271,016 | 304,894 | 308,790 | 317,988 | **332,442** | 4.55% |
| 01-00-30704 | Revenue | AMUSEMENT TAX | 106,370 | 102,258 | 115,925 | 107,787 | 99,911 | - | -100.00% |
| 01-00-30706 | Revenue | SIMPLIFIED TELECOMM TAX | 117,865 | 113,251 | 61,839 | - | - | - | |
| 01-00-30708 | Revenue | FOOD & BEVERAGE TAX | 575,504 | 641,575 | 671,288 | 757,999 | 623,765 | **636,240** | 2.00% |
| 01-00-30709 | Revenue | AUTOMOBILE RENTAL TAX | 5,319 | 7,349 | 6,743 | 7,202 | 7,613 | **7,689** | 1.00% |
| 01-00-30900 | Revenue | STATE INCOME TAX | 1,280,442 | 1,286,861 | 1,400,362 | 1,340,280 | 1,277,208 | **1,327,140** | 3.91% |
| 01-00-32000 | Revenue | ACORN VAN PASS | 3,750 | 2,910 | 3,870 | 2,820 | 4,362 | **4,362** | 0.00% |
| 01-00-32100 | Revenue | LIQUOR LICENSE | 37,350 | 59,750 | 51,800 | 48,600 | 49,910 | **53,510** | 7.21% |
| 01-00-32200 | Revenue | BUSINESS LICENSES | 5,550 | 5,330 | 3,282 | 5,440 | 3,955 | **3,980** | 0.63% |
| 01-00-32400 | Revenue | REFUSE COLLECTION LICENSES | 6,000 | 4,500 | 4,500 | 5,250 | 4,500 | **4,500** | 0.00% |
| 01-00-32600 | Revenue | DOG LICENSES | 1,264 | 1,176 | 1,126 | 1,200 | 868 | **868** | 0.00% |
| 01-00-32700 | Revenue | OTHER BUSINESS LICENSES | 13,920 | 32,650 | 26,177 | 21,245 | 28,775 | **27,000** | -6.17% |
| 01-00-32900 | Revenue | BUILDING PERMIT FEES | 91,627 | 123,425 | 145,467 | 206,856 | 162,039 | **228,172** | 40.81% |
| 01-00-32901 | Revenue | ELECTRIC PERMIT FEES | 25,416 | 40,046 | 45,734 | 34,236 | 25,128 | **33,463** | 33.17% |
| 01-00-32902 | Revenue | PLUMBING PERMIT FEES | 8,270 | 15,719 | 16,159 | 17,487 | 13,974 | **15,885** | 13.68% |
| 01-00-32903 | Revenue | BUILDING PLAN REVIEW FEES | 34,598 | 52,500 | 60,323 | 89,000 | 38,000 | **145,349** | 282.50% |
| 01-00-32904 | Revenue | TRAFFIC IMPACT FEE CREDITS | | | | | | **17,376** | |
| 01-00-33100 | Revenue | OTHER PERMITS | 8,580 | 8,085 | 9,295 | 13,628 | 12,548 | **7,860** | -37.36% |
| 01-00-34300 | Revenue | CIRCUIT CLERK FINES | 270,520 | 234,910 | 188,991 | 310,000 | 160,282 | **175,000** | 9.18% |
| 01-00-34500 | Revenue | PARKING VIOLATIONS | 15,982 | 21,831 | 17,622 | 15,326 | 18,779 | **18,967** | 1.00% |
| 01-00-34700 | Revenue | OTHER FINES | 350 | 490 | 525 | 540 | 1,272 | **500** | -60.69% |
| 01-00-34800 | Revenue | ADMINISTRATIVE TOWING FEES | 69,030 | 79,515 | 51,000 | 70,900 | 50,220 | **50,000** | -0.44% |
| 01-00-34850 | Revenue | BOOKING FEES | 10,101 | 9,348 | 6,710 | 7,840 | 6,010 | **6,000** | -0.17% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-00-35600 | Revenue | ADMINISTRATIVE CHARGES - WATER | 40,140 | 40,140 | 40,140 | 40,140 | 40,140 | **40,140** | 0.00% |
| 01-00-35601 | Revenue | ADMINISTRATIVE CHARGES - OTHER | | - | 1,486 | - | 100 | **100** | 0.00% |
| 01-00-35603 | Revenue | SALARY REIMB-HTL/MTL TAX GRANTS | 14,871 | 14,552 | 12,478 | 12,478 | 11,682 | **13,396** | 14.67% |
| 01-00-35605 | Revenue | SALARY REIMB - INTERGOVERNMENTAL | 52,704 | 37,870 | - | - | 1,460 | **500** | -65.75% |
| 01-00-36000 | Revenue | PRINTING CHARGES | 3,559 | 2,212 | 2,199 | 2,200 | 1,531 | **1,500** | -2.02% |
| 01-00-36400 | Revenue | RE-INSPECTION FEES | | - | - | 250 | 250 | **300** | 20.00% |
| 01-00-36500 | Revenue | ANNEXATION FEES | | - | 500 | 1,000 | - | **250** | |
| 01-00-36600 | Revenue | SENIOR TAXI COUPONS | 325 | 137 | 8 | 200 | - | **-** | |
| 01-00-36602 | Revenue | SITE PLAN REVIEW FEES | 13,340 | 12,000 | 6,600 | 58,080 | 76,020 | **27,580** | -63.72% |
| 01-00-36700 | Revenue | ENGR RVW & INSPCTN FEES | 9,878 | 82,513 | 1,850 | 41,000 | 13,826 | **42,000** | 203.78% |
| 01-00-36800 | Revenue | PUBLIC HEARING FEES | 7,680 | 2,400 | 7,615 | 9,600 | 6,870 | **8,640** | 25.76% |
| 01-00-36850 | Revenue | RECORDING FEES | (49) | - | 2,472 | 1,500 | 750 | **700** | -6.67% |
| 01-00-36900 | Revenue | STORMWATER MANAGEMENT FEES | 25,219 | 16,350 | 36,544 | 57,075 | 27,400 | **36,000** | 31.39% |
| 01-00-37000 | Revenue | PRELIMINARY CONSULTATIVE FEES | 5,500 | - | 2,500 | 14,000 | 15,050 | **11,500** | -23.59% |
| 01-00-37400 | Revenue | NEW ELEVATOR REVIEW & INSPECT | 16,571 | 13,477 | 20,258 | 16,000 | 15,400 | **16,400** | 6.49% |
| 01-00-37440 | Revenue | VACANT BUILDING REGISTRATION | 16,025 | 7,900 | 4,925 | 5,400 | 2,700 | **1,500** | -44.44% |
| 01-00-37445 | Revenue | CODE ENFORCEMENT ADJUDICATION | 16,499 | 16,182 | 9,081 | 14,536 | 750 | **750** | 0.00% |
| 01-00-37450 | Revenue | RENTAL REGIST& INSPECT FEE | - | - | - | - | - | **-** | |
| 01-00-37500 | Revenue | RENTAL INCOME-WATER FUND | 11,004 | 11,004 | 11,004 | 11,004 | 11,004 | **11,004** | 0.00% |
| 01-00-37503 | Revenue | RENTAL INCOME - CELL TOWERS | 169,146 | 19,415 | 22,858 | 22,874 | 21,611 | **22,850** | 5.73% |
| 01-00-37700 | Revenue | INTEREST INCOME | 15,108 | 19,607 | 1,454 | 10,050 | 2,000 | **1,500** | -25.00% |
| 01-00-38000 | Revenue | CABLE FRANCHISE FEES | 187,324 | 192,916 | 204,095 | 209,476 | 207,890 | **212,048** | 2.00% |
| 01-00-38600 | Revenue | TRANSFERS IN | 200,000 | 200,000 | 200,000 | 200,000 | - | **-** | |
| 01-00-38660 | Revenue | TRANSFERS IN - Seized Assets Fund | 20,519 | 56,178 | 8,160 | 8,160 | 8,160 | **8,160** | 0.00% |
| 01-00-39308 | Revenue | REIMBURSEMENT - FEMA | 25,099 | - | - | - | - | **-** | |
| 01-00-39309 | Revenue | GRANTS - (Charitable Games, Pull-tabs) | 1,729 | 4,050 | 40,199 | - | 26,450 | **14,810** | 44.01% |
| 01-00-39311 | Revenue | STATE GRANT-TOBACCO COMPLIANCE | 1,320 | - | - | 1,320 | 2,640 | **1,320** | -50.00% |
| 01-00-39600 | Revenue | PENALTY INCOME | 1,572 | 25 | 1,050 | 200 | 135 | **100** | -25.93% |
| 01-00-39807 | Revenue | CASH DONATIONS - POLICE | 1,500 | - | - | - | - | **-** | |
| 01-00-39900 | Revenue | MISCELLANEOUS INCOME | 11,198 | 76,701 | 56,413 | 42,242 | 14,269 | **14,000** | -1.89% |
| 01-00-39920 | Revenue | SALE SURPLUS PROPERTY-M & MGR | 17,718 | 618 | - | - | 729 | **700** | -3.98% |
| 01-00-39930 | Revenue | REIMBURSEMENT - INS/WC/LIAB | 9,013 | 20,321 | 53,172 | 18,100 | 34,380 | **30,560** | -11.11% |
| 01-00-39935 | Revenue | FALSE ALARM CALLS | 2,100 | 4,200 | 4,100 | 3,400 | 5,750 | **5,500** | -4.35% |
| 01-00-39940 | Revenue | FINGERPRINTING | 5,120 | 5,335 | 5,860 | 5,320 | 3,365 | **4,920** | 46.21% |
| 01-00-39951 | Revenue | SPECIAL POLICE DETAILS | 1,974 | 3,047 | - | - | - | **-** | |
| 01-00-39954 | Revenue | REFUSE STICKERS | 70,530 | 74,598 | 75,972 | 109,200 | 95,352 | **99,166** | 4.00% |
| | | ***Totals*** | 10,491,213 | 11,066,315 | 11,180,783 | 11,697,256 | 10,876,555 | **11,229,627** | 3.25% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-40-40000 | Elected Officials | SALARIES-MAYOR & COUNCIL | 65,200 | 64,800 | 65,200 | 64,800 | 64,800 | **65,000** | 0.31% |
| 01-40-40100 | Elected Officials | FICA EXPENSE | 4,012 | 3,984 | 4,011 | 4,018 | 3,982 | **4,030** | 1.21% |
| 01-40-40101 | Elected Officials | MEDICARE EXPENSE | 938 | 932 | 938 | 940 | 932 | **943** | 1.18% |
| 01-40-44400 | Elected Officials | TRAVEL & MEETINGS | 3,323 | 2,075 | 3,312 | 4,000 | 3,600 | **4,000** | 11.11% |
| 01-40-45400 | Elected Officials | OTHER PROFESSIONAL SERVICES | 215 | 1,900 | 1,125 | 2,000 | 0 | **2,000** | |
| 01-40-46900 | Elected Officials | DUES, SUBSCRIPTIONS & BOOKS | 3,176 | 3,021 | 3,363 | 3,451 | 3,711 | **3,726** | 0.40% |
| 01-40-47200 | Elected Officials | OTHER SUPPLIES | 370 | 711 | 1,345 | 2,000 | 1,350 | **2,000** | 48.15% |
| 01-40-48700 | Elected Officials | MISCELLANEOUS EXPENSE | | 250,514 | 370 | 100 | 3,450 | **3,900** | 13.04% |
| 01-40-48710 | Elected Officials | EMPLOYEE & VOLUNTEER APPRECIATION | 2,721 | 5,894 | 4,504 | 4,600 | 4,600 | **4,800** | 4.35% |
| 01-40-48711 | Elected Officials | COUNCIL SPONSORSHIPS | 8,266 | 6,798 | 6,031 | 2,000 | 500 | **2,000** | 300.00% |
| | | ***Totals*** | 88,221 | 340,629 | 90,199 | 87,909 | 86,925 | **92,399** | 6.30% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-41-40000 | Clerk | SALARIES-CITY CLERK | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | **10,000** | 0.00% |
| 01-41-40100 | Clerk | FICA EXPENSE | 620 | 620 | 620 | 620 | 620 | **620** | 0.00% |
| 01-41-40101 | Clerk | MEDICARE EXPENSE | 145 | 145 | 145 | 145 | 145 | **145** | 0.00% |
| 01-41-41103 | Clerk | MAINTENANCE - SOFTWARE | 4,913 | 0 | 0 | | 0 | **58** | |
| 01-41-44400 | Clerk | TRAVEL & MEETINGS | 3,200 | 3,334 | 4,382 | 4,960 | 3,360 | **5,560** | 65.48% |
| 01-41-45400 | Clerk | OTHER PROFESSIONAL SERVICES | | 10 | 292 | 8,500 | 6,292 | **-** | -100.00% |
| 01-41-44601 | Clerk | POSTAGE - NEWSLETTER | 6,218 | 6,777 | 11,390 | 13,656 | 13,666 | **14,328** | 4.84% |
| 01-41-44700 | Clerk | PRINTING/PUBLISHING | 1,185 | 1,071 | 1,157 | 1,525 | 1,513 | **1,570** | 3.77% |
| 01-41-44701 | Clerk | PRINTING - NEWSLETTER | 8,620 | 8,870 | 15,120 | 18,180 | 16,000 | **19,500** | 21.88% |
| 01-41-46800 | Clerk | CODIFICATION | 2,874 | 2,670 | 1,660 | 3,300 | 2,800 | **3,000** | 7.14% |
| 01-41-46900 | Clerk | DUES, SUBSCRIPTIONS & BOOKS | 575 | 487 | 450 | 480 | 505 | **505** | 0.00% |
| 01-41-49500 | Clerk | EQUIPMENT PURCHASE | 0 | | | 24,000 | 22,115 | **-** | -100.00% |
| | | ***Totals*** | 38,350 | 33,984 | 45,216 | 85,366 | 77,016 | **55,286** | -28.21% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-43-45100 | Legal | LEGAL - CORPORATE | 180,936 | 121,777 | 128,335 | 128,700 | 150,000 | **150,000** | 0.00% |
| 01-43-45101 | Legal | LEGAL - CITY PROSECUTOR | 14,116 | 15,609 | 9,802 | 16,000 | 11,675 | **16,000** | 37.04% |
| 01-43-45102 | Legal | LEGAL - LITIGATION | - | 15,756 | - | 5,000 | - | **5,000** | |
| 01-43-45103 | Legal | LEGAL - LABOR RELATIONS | 5,635 | 5,776 | 16,860 | 10,000 | 11,108 | **6,000** | -45.98% |
| 01-43-45106 | Legal | LEGAL - CN RAILROAD | | | | | - | | |
| | | ***Totals*** | 200,687 | 158,918 | 154,997 | 159,700 | 172,783 | **177,000** | 2.44% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-45-40000 | Finance | SALARIES - FINANCE DEPT | 205,262 | 226,270 | 228,783 | 232,735 | 232,735 | **238,707** | 2.57% |
| 01-45-40001 | Finance | OVERTIME - FINANCE DEPT | 3,177 | - | - | 1,500 | 195 | **1,500** | 669.23% |
| 01-45-40100 | Finance | FICA EXPENSE | 11,705 | 12,885 | 13,064 | 14,523 | 13,489 | **14,893** | 10.41% |
| 01-45-40101 | Finance | MEDICARE EXPENSE | 2,782 | 3,014 | 3,074 | 3,397 | 3,156 | **3,483** | 10.36% |
| 01-45-40200 | Finance | IMRF EXPENSE | 24,812 | 26,682 | 25,842 | 27,172 | 26,686 | **27,864** | 4.41% |
| 01-45-40705 | Finance | TELECOMMUNICATION TAX REBATES | 578 | 1,301 | 1,422 | 1,450 | 1,450 | **1,595** | 10.00% |
| 01-45-42950 | Finance | CREDIT CARD FEES | 10,245 | 11,046 | 15,433 | 20,000 | 20,000 | **22,000** | 10.00% |
| 01-45-43700 | Finance | NOTARY FEE | 51 | - | 123 | 60 | 60 | **-** | -100.00% |
| 01-45-44400 | Finance | TRAVEL & MEETINGS | 667 | 2,057 | 1,132 | 4,862 | 4,860 | **5,625** | 15.74% |
| 01-45-45200 | Finance | AUDIT EXPENSE | 15,795 | 16,427 | 16,000 | 18,450 | 16,400 | **18,900** | 15.24% |
| 01-45-45400 | Finance | OTHER PROFESSIONAL SERVICES | 6,540 | 5,150 | 22,816 | 91,390 | 32,550 | **165,820** | 409.43% |
| 01-45-46900 | Finance | DUES, SUBSCRIPTIONS & BOOKS | 1,004 | 288 | 909 | 610 | 788 | **788** | 0.00% |
| 01-45-47200 | Finance | OTHER SUPPLIES | 116 | 108 | 150 | 385 | 245 | **270** | 10.20% |
| 01-45-48700 | Finance | MISCELLANEOUS EXPENSE | 27,907 | 37 | 247 | 200 | 100 | **200** | 100.00% |
| 01-45-48703 | Finance | GFOA REVIEW FEE | 435 | 435 | 435 | 435 | 435 | **435** | 0.00% |
| 01-45-49500 | Finance | EQUIPMENT PURCHASE | 380 | - | 14,745 | 500 | 847 | **-** | -100.00% |
| 01-45-49954 | Finance | REFUSE STICKERS | 61,800 | 77,040 | 66,800 | 109,200 | 107,146 | **113,040** | 5.50% |
| | | ***Totals*** | 373,256 | 382,740 | 410,975 | 526,869 | 461,142 | **615,120** | 33.39% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-50-40000 | Administration | SALARIES - ADMINISTRATION | 295,373 | 317,712 | 340,461 | 338,541 | 308,056 | **333,816** | 8.36% |
| 01-50-40001 | Administration | OVERTIME - ADMINISTRATION | 10,290 | 8,271 | 10,037 | 11,000 | 10,238 | **11,000** | 7.44% |
| 01-50-40100 | Administration | FICA EXPENSE | 16,402 | 18,394 | 18,793 | 21,672 | 15,838 | **21,379** | 34.99% |
| 01-50-40101 | Administration | MEDICARE EXPENSE | 4,246 | 4,623 | 4,950 | 5,068 | 4,281 | **5,000** | 16.80% |
| 01-50-40200 | Administration | IMRF EXPENSE | 35,741 | 38,926 | 39,710 | 40,547 | 34,777 | **39,999** | 15.02% |
| 01-50-40500 | Administration | COMMITTEES / COMMISSIONS | 9,931 | 7,704 | 10,578 | 15,500 | 13,200 | **13,500** | 2.27% |
| 01-50-44400 | Administration | TRAVEL & MEETINGS | 7,112 | 15,723 | 17,258 | 21,015 | 16,776 | **19,615** | 16.92% |
| 01-50-45400 | Administration | OTHER PROFESSIONAL SERVICES | 36,502 | 45,163 | 18,457 | 55,320 | 55,320 | **55,440** | 0.22% |
| 01-50-45490 | Administration | EMPLOYEE ASSISTANCE PROGRAM | 171 | 1,024 | 1,024 | 1,075 | 1,075 | **1,046** | -2.70% |
| 01-50-45710 | Administration | EDUCATION REIMBURSEMENT | | | | 3,000 | 1,500 | **2,500** | 66.67% |
| 01-50-46600 | Administration | SENIOR SERVICES | 12,700 | 12,700 | 12,700 | 12,700 | 12,700 | **12,900** | 1.57% |
| 01-50-46900 | Administration | DUES, SUBSCRIPTIONS & BOOKS | 15,311 | 15,387 | 9,505 | 16,412 | 16,497 | **16,513** | 0.10% |
| 01-50-47200 | Administration | OTHER SUPPLIES | 269 | 319 | 220 | 1,000 | 106 | **1,000** | 843.40% |
| 01-50-48700 | Administration | MISCELLANEOUS EXPENSE | 2,471 | 1,553 | 2,926 | 2,000 | 3,000 | **9,230** | 207.67% |
| 01-50-48706 | Administration | FLEX SPENDING FEE | 4,006 | 4,160 | 4,427 | 4,622 | 4,823 | **5,070** | 5.12% |
| 01-50-49200 | Administration | LAND PURCHASE - INTEREST EXPENSE | 5,100 | 5,100 | 5,100 | 5,100 | 5,100 | **5,100** | 0.00% |
| 01-50-49500 | Administration | EQUIPMENT PURCHASE | 7,054 | 615 | - | - | 395 | **16,000** | 3950.63% |
| | | ***Totals*** | 462,679 | 497,374 | 496,146 | 554,572 | 503,682 | **569,108** | 12.99% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-51-40000 | Police | SALARIES - POLICE SWORN | 2,944,522 | 3,004,057 | 2,959,672 | 3,119,875 | 2,931,184 | **3,170,919** | 8.18% |
| 01-51-40001 | Police | OVERTIME - POLICE | 214,546 | 198,465 | 247,275 | 200,000 | 296,140 | **250,000** | -15.58% |
| 01-51-40004 | Police | SALARIES-CROSSING GUARDS | 34,274 | 32,999 | 35,842 | 39,544 | 33,881 | **39,866** | 17.66% |
| 01-51-40005 | Police | POLICE-NON-SWORN | 373,924 | 388,143 | 396,195 | 409,003 | 406,068 | **423,045** | 4.18% |
| 01-51-40006 | Police | UNEMPLOYMENT INSURANCE | | | | | 4,335 | **-** | -100.00% |
| 01-51-40100 | Police | FICA EXPENSE | 208,484 | 214,380 | 215,304 | 233,642 | 211,959 | **240,798** | 13.61% |
| 01-51-40101 | Police | MEDICARE EXPENSE | 49,892 | 50,444 | 51,013 | 54,642 | 42,358 | **56,316** | 32.95% |
| 01-51-40200 | Police | IMRF EXPENSE | 44,365 | 46,232 | 45,553 | 48,604 | 47,432 | **50,524** | 6.52% |
| 01-51-40401 | Police | CITY CONTR. TO POLICE PENSION | 818,005 | 966,691 | 1,004,900 | 1,109,923 | 1,109,923 | **1,176,044** | 5.96% |
| 01-51-41100 | Police | MAINTENANCE - EQUIPMENT | | 25,803 | 28,167 | 36,203 | 36,203 | **36,703** | 1.38% |
| 01-51-41110 | Police | MAINTENANCE - AUTOS | 15,340 | 74,559 | 26,413 | 44,800 | 44,800 | **73,909** | 64.98% |
| 01-51-42700 | Police | MAINTENANCE - COMMUNICATIONS | 45,270 | 4,934 | - | - | | **12,675** | |
| 01-51-42800 | Police | COMMUNICATIONS SERVICES | 301,878 | 334,065 | 339,671 | 333,056 | 322,624 | **344,795** | 6.87% |
| 01-51-42900 | Police | ANIMAL CONTROL | 721 | 1,366 | 1,169 | 1,500 | 1,500 | **1,500** | 0.00% |
| 01-51-42901 | Police | CANINE UNIT | 8,040 | 1,544 | - | - | | **-** | |
| 01-51-43400 | Police | TELEPHONE | 19,393 | 20,915 | 23,675 | 24,306 | 24,306 | **24,306** | 0.00% |
| 01-51-43700 | Police | NOTARY FEE | 154 | 167 | 108 | 300 | 270 | **300** | 11.11% |
| 01-51-44300 | Police | RENT EXPENSE | 2,739 | 1,795 | 1,745 | 2,000 | 3,327 | **5,132** | 54.25% |
| 01-51-44400 | Police | TRAVEL & MEETINGS | 23,418 | 19,150 | 33,002 | 21,688 | 21,013 | **23,312** | 10.94% |
| 01-51-44700 | Police | PRINTING/PUBLISHING | 3,465 | 3,936 | 2,288 | 6,210 | 6,210 | **6,249** | 0.63% |
| 01-51-44850 | Police | ADMINISTRATIVE TOWING EXPENSE | 4,090 | 3,400 | 3,110 | 5,000 | 4,090 | **5,000** | 22.25% |
| 01-51-45400 | Police | OTHER PROFESSIONAL SERVICES | 15,235 | 13,493 | 12,703 | 13,713 | 13,713 | **13,699** | -0.10% |
| 01-51-45402 | Police | PROFESSIONAL ADJUDICATION SVCS | 3,288 | 3,196 | 3,183 | 1,000 | 2,500 | **2,500** | 0.00% |
| 01-51-45710 | Police | EDUCATION REIMBURSEMENT | | - | | 2,500 | 2,500 | **18,580** | 643.20% |
| 01-51-46900 | Police | DUES, SUBSCRIPTIONS & BOOKS | 25,982 | 28,740 | 27,926 | 31,068 | 31,068 | **49,312** | 58.72% |
| 01-51-47200 | Police | OTHER SUPPLIES | 4,484 | 7,760 | 6,814 | 16,268 | 16,268 | **14,500** | -10.87% |
| 01-51-47210 | Police | AMMUNITION & SUPPLIES | 7,929 | 7,216 | 3,771 | 12,864 | 12,864 | **12,529** | -2.60% |
| 01-51-47300 | Police | UNIFORMS | 41,903 | 35,286 | 47,539 | 49,195 | 49,195 | **45,545** | -7.42% |
| 01-51-47304 | Police | UNIFORMS-CROSSING GUARDS | - | 1,089 | 955 | 250 | 250 | **1,250** | 400.00% |
| 01-51-47600 | Police | GAS/OIL EXPENSE | 109,954 | 90,229 | 56,254 | 90,000 | 60,724 | **67,500** | 11.16% |
| 01-51-48401 | Police | COLLECTION AGENCY FEES | - | - | | 750 | 750 | **750** | 0.00% |
| 01-51-48700 | Police | MISCELLANEOUS EXPENSE | 75 | 884 | 1,265 | 2,000 | 500 | **2,000** | 300.00% |
| 01-51-48701 | Police | INVESTIGATIONS | 394 | 522 | 1,308 | 500 | 800 | **500** | -37.50% |
| 01-51-48702 | Police | PUBLIC RELATIONS | 4,417 | 5,107 | 6,428 | 6,075 | 4,662 | **6,075** | 30.31% |
| 01-51-49500 | Police | EQUIPMENT PURCHASE | 10,836 | 39,723 | 4,142 | 1,799 | 1,799 | **32,350** | 1698.22% |
| 01-51-49503 | Police | EQUIPMENT-MAINTENANCE SUPRV | 2,509 | 3,457 | 1,906 | 2,500 | 2,500 | **2,500** | 0.00% |
| 01-51-49990 | Police | BAD DEBT EXPENSE | | | | | | | |
| | | ***Totals*** | 5,339,526 | 5,629,747 | 5,589,296 | 5,920,778 | 5,747,716 | **6,210,983** | 8.06% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-52-40000 | Streets | SALARIES - STREETS | 466,975 | 477,778 | 484,637 | 525,423 | 495,927 | **542,001** | 9.29% |
| 01-52-40001 | Streets | OVERTIME - STREETS | 148,794 | 93,172 | 71,379 | 90,000 | 82,376 | **90,000** | 9.26% |
| 01-52-40100 | Streets | FICA EXPENSE | 36,441 | 33,673 | 32,673 | 38,156 | 34,640 | **39,184** | 13.12% |
| 01-52-40101 | Streets | MEDICARE EXPENSE | 8,603 | 7,875 | 7,684 | 8,924 | 8,101 | **9,164** | 13.12% |
| 01-52-40200 | Streets | IMRF EXPENSE | 72,709 | 66,562 | 126,610 | 71,390 | 66,971 | **73,312** | 9.47% |
| 01-52-41100 | Streets | MAINTENANCE - EQUIPMENT | 70,935 | 65,527 | 56,469 | 58,000 | 58,000 | **58,000** | 0.00% |
| 01-52-41200 | Streets | MAINTENANCE - STREETS | 14,299 | 21,675 | 26,456 | 23,500 | 23,500 | **109,450** | 365.74% |
| 01-52-41300 | Streets | MAINTENANCE - GROUNDS | 14,052 | 13,729 | 14,558 | 25,700 | 25,700 | **27,000** | 5.06% |
| 01-52-41315 | Streets | MAINTENANCE-TREES | 43,958 | 44,020 | 34,565 | 43,000 | 39,242 | **25,000** | -36.29% |
| 01-52-41316 | Streets | MAINTENANCE - STREAMS | | | | 4,000 | - | **4,000** | |
| 01-52-42600 | Streets | GARBAGE REMOVAL | 13,704 | 1,311 | 1,309 | 1,500 | 1,500 | **1,500** | 0.00% |
| 01-52-43800 | Streets | UTILITIES | 7,718 | 11,799 | 14,089 | 34,242 | 34,242 | **34,500** | 0.75% |
| 01-52-44000 | Streets | MAINTENANCE - STREET LIGHTS | 26,104 | 67,577 | 34,367 | 50,000 | 50,000 | **50,000** | 0.00% |
| 01-52-44300 | Streets | RENT EXPENSE | 2,283 | 2,628 | 3,159 | 3,400 | 3,128 | **3,300** | 5.50% |
| 01-52-44400 | Streets | TRAVEL & MEETINGS | 120 | 91 | 573 | 2,000 | 2,000 | **4,200** | 110.00% |
| 01-52-45300 | Streets | ENGINEERING | | | | | | **207,500** | |
| 01-52-45400 | Streets | OTHER PROFESSIONAL SERVICES | 10,420 | 66,923 | 80,844 | 94,500 | 61,500 | **106,000** | 72.36% |
| 01-52-45401 | Streets | J.U.L.I.E. | 1,283 | 1,657 | 1,687 | 2,200 | 1,752 | **6,200** | 253.88% |
| 01-52-46900 | Streets | DUES, SUBSCRIPTIONS & BOOKS | - | 161 | 12 | 400 | 155 | **350** | 125.81% |
| 01-52-47200 | Streets | OTHER SUPPLIES | 2,306 | 2,929 | 1,998 | 2,600 | 1,982 | **2,600** | 31.18% |
| 01-52-47220 | Streets | SMALL TOOLS | 598 | 808 | 1,384 | 1,500 | 1,500 | **1,500** | 0.00% |
| 01-52-47300 | Streets | UNIFORMS | 4,495 | 5,465 | 3,340 | 5,500 | 5,000 | **5,500** | 10.00% |
| 01-52-47600 | Streets | GAS/OIL EXPENSE | 58,022 | 36,332 | 22,514 | 50,000 | 21,161 | **42,000** | 98.48% |
| 01-52-48700 | Streets | MISCELLANEOUS EXPENSE | 7,961 | 2,157 | 7,754 | 7,000 | 7,000 | **24,500** | 250.00% |
| 01-52-49500 | Streets | EQUIPMENT PURCHASE | | - | 6,082 | 27,000 | 9,623 | **27,000** | 180.58% |
| 01-52-49503 | Streets | EQUIPMENT-MAINTENANCE SUPRVR | 940 | 1,054 | 1,637 | 1,300 | 1,300 | **1,500** | 15.38% |
| | | **Totals** | 1,012,720 | 1,024,903 | 1,035,780 | 1,171,235 | 1,036,300 | **1,495,261** | 44.29% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-53-40000 | Community Dev | SALARIES - COMMUNITY DVLPMNT | 560,256 | 568,439 | 558,496 | 666,358 | 624,420 | **619,832** | -0.73% |
| 01-53-40001 | Community Dev | OVERTIME - COMMUNITY DVLPMNT | - | 99 | 1,952 | 1,000 | 1,500 | **1,000** | -33.33% |
| 01-53-40003 | Community Dev | SALARIES - PLAN COMMISSION | 2,549 | 2,666 | 2,770 | 3,000 | 2,190 | **2,700** | 23.29% |
| 01-53-40100 | Community Dev | FICA EXPENSE | 31,703 | 32,392 | 31,976 | 41,377 | 40,061 | **42,200** | 5.34% |
| 01-53-40101 | Community Dev | MEDICARE EXPENSE | 7,713 | 7,781 | 7,784 | 9,677 | 8,901 | **9,870** | 10.89% |
| 01-53-40200 | Community Dev | IMRF EXPENSE | 63,774 | 64,870 | 61,055 | 70,477 | 67,581 | **72,017** | 6.56% |
| 01-53-41110 | Community Dev | MAINTENANCE - AUTOS | 2,325 | 1,879 | 2,214 | 1,500 | 1,500 | **2,500** | 66.67% |
| 01-53-43700 | Community Dev | NOTARY FEE | 50 | 67 | - | 50 | 50 | **50** | 0.00% |
| 01-53-44400 | Community Dev | TRAVEL & MEETINGS | 6,165 | 9,448 | 8,640 | 20,400 | 14,400 | **20,550** | 42.71% |
| 01-53-44700 | Community Dev | PRINTING / PUBLISHING | 1,396 | 834 | 1,542 | 5,750 | 2,500 | **2,500** | 0.00% |
| 01-53-45210 | Community Dev | COMPUTER SOFTWARE | 5,390 | 12,475 | 2,972 | 3,000 | 3,000 | **92,335** | 2977.83% |
| 01-53-45300 | Community Dev | ENGINEERING | 4,851 | 44,843 | 5,378 | 25,000 | 20,000 | **40,000** | 100.00% |
| 01-53-45400 | Community Dev | OTHER PROFESSIONAL SERVICES | 13,839 | 26,866 | 45,904 | 54,000 | 47,175 | **27,600** | -41.49% |
| 01-53-45404 | Community Dev | BLDG PERMIT REVIEW & INSPECT | 8,812 | 11,625 | 44,150 | 23,500 | 17,500 | **5,000** | -71.43% |
| 01-53-45405 | Community Dev | ELEVATOR INSPECTIONS | 12,067 | 10,063 | 11,643 | 16,500 | 16,500 | **16,500** | 0.00% |
| 01-53-45406 | Community Dev | LANDSCAPE REVIEW & INSPECTIONS | - | - | 3,335 | 7,500 | 4,000 | **7,500** | 87.50% |
| 01-53-45407 | Community Dev | WATER DEPT. INSP. SRVS. | - | | | 1,500 | - | **-** | |
| 01-53-45701 | Community Dev | TRAINING - PLAN COMMISSION | | | 425 | 750 | 750 | **750** | 0.00% |
| 01-53-45710 | Community Dev | EDUCATION REIMBURSEMENT | | | - | 15,000 | - | **4,000** | |
| 01-53-45900 | Community Dev | STORMWATER MANAGEMENT | | | 284 | 2,500 | 2,500 | **2,500** | 0.00% |
| 01-53-46000 | Community Dev | PRELIMINARY CONSULT | | | | 1,500 | 1,500 | **1,500** | 0.00% |
| 01-53-46900 | Community Dev | DUES, SUBSCRIPTIONS & BOOKS | 4,294 | 2,708 | 5,151 | 5,000 | 4,750 | **6,050** | 27.37% |
| 01-53-47200 | Community Dev | OTHER SUPPLIES | 2,246 | 1,510 | 629 | 1,000 | 1,000 | **1,100** | 10.00% |
| 01-53-47300 | Community Dev | UNIFORMS | 151 | - | 221 | 1,200 | 1,050 | **600** | -42.86% |
| 01-53-48700 | Community Dev | MISCELLANEOUS EXPENSE | 903 | 2,580 | 143 | 3,900 | 1,500 | **3,750** | 150.00% |
| 01-53-49200 | Community Dev | LAND PURCHASE | | | 458,100 | - | - | **-** | |
| 01-53-49500 | Community Dev | EQUIPMENT PURCHASE | 9,090 | 263 | 15,041 | 1,000 | 2,870 | **1,000** | -65.16% |
| | | ***Totals*** | 737,574 | 801,408 | 1,269,805 | 982,439 | 887,198 | **983,404** | 10.84% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-54-40000 | EMA | SALARIES - E.M.A. | 6,000 | 6,000 | 5,800 | 6,000 | 6,000 | **6,000** | 0.00% |
| 01-54-40100 | EMA | FICA EXPENSE | 372 | 372 | 360 | 372 | 372 | **372** | 0.00% |
| 01-54-40101 | EMA | MEDICARE EXPENSE | 87 | 87 | 84 | 87 | 87 | **87** | 0.00% |
| 01-54-41100 | EMA | MAINTENANCE - EQUIPMENT | 1,785 | 4,044 | 540 | 3,000 | 3,000 | **3,000** | 0.00% |
| 01-54-41110 | EMA | MAINTENANCE - AUTO | 1,565 | 2,096 | 38 | 3,500 | 3,500 | **3,500** | 0.00% |
| 01-54-42700 | EMA | MAINTENANCE - COMMUNICATIONS | 315 | - | 2,827 | 1,750 | 1,750 | **1,750** | 0.00% |
| 01-54-43400 | EMA | TELEPHONE | 849 | 1,448 | 1,267 | 1,350 | 1,350 | **1,350** | 0.00% |
| 01-54-45700 | EMA | TRAINING & SEMINARS | 863 | 1,375 | 2,441 | 6,500 | 6,500 | **6,500** | 0.00% |
| 01-54-46900 | EMA | DUES, SUBSCRIPTIONS & BOOKS | 81 | - | 81 | 85 | 85 | **85** | 0.00% |
| 01-54-47200 | EMA | OTHER SUPPLIES | 2,434 | 711 | 2,948 | 3,500 | 3,500 | **3,500** | 0.00% |
| 01-54-47300 | EMA | UNIFORMS | 2,327 | 2,015 | 2,836 | 3,000 | 3,000 | **3,000** | 0.00% |
| 01-54-47600 | EMA | GAS / OIL EXPENSE | 1,044 | 607 | 791 | 1,200 | 1,200 | **1,200** | 0.00% |
| 01-54-48700 | EMA | MISCELLANEOUS EXPENSE | 126 | 468 | 1,202 | 5,500 | 5,500 | **5,500** | 0.00% |
| 01-54-49500 | EMA | EQUIPMENT PURCHASE | 204 | 9,595 | 11,026 | 31,000 | 1,000 | **31,000** | 3000.00% |
| | | ***Totals*** | 18,052 | 28,818 | 32,241 | 66,844 | 36,844 | **66,844** | 81.42% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-55-44400 | Police Comm. | TRAVEL & MEETINGS | 729 | - | 460 | 3,255 | 3,255 | **3,255** | 0.00% |
| 01-55-44700 | Police Comm. | PRINTING / PUBLISHING | - | 602 | 3,348 | - | - | **-** | |
| 01-55-45100 | Police Comm. | LEGAL SERVICES | | - | 300 | 500 | 500 | **500** | 0.00% |
| 01-55-45400 | Police Comm. | OTHER PROFESSIONAL SERVICES | 504 | 75 | 30 | - | - | **-** | |
| 01-55-45800 | Police Comm. | TESTING | 10,390 | 20,502 | 17,147 | 7,400 | 7,680 | **21,750** | 183.20% |
| 01-55-46900 | Police Comm. | DUES, SUBSCRIPTIONS & BOOKS | 375 | 375 | 375 | 685 | 685 | **685** | 0.00% |
| | | ***Totals*** | 11,998 | 21,554 | 21,660 | 11,840 | 12,120 | **26,190** | 116.09% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-60-40000 | Muni Van | SALARIES - MUNICIPAL VAN | 29,445 | 26,776 | 28,986 | 29,509 | 28,380 | **30,098** | 6.05% |
| 01-60-40100 | Muni Van | FICA EXPENSE | 1,810 | 1,660 | 1,797 | 1,830 | 1,760 | **1,866** | 6.02% |
| 01-60-40101 | Muni Van | MEDICARE EXPENSE | 427 | 388 | 420 | 428 | 411 | **437** | 6.33% |
| 01-60-40200 | Muni Van | IMRF EXPENSE | 1,302 | - | - | - | - | | |
| 01-60-41110 | Muni Van | MAINTENANCE - AUTO | 7 | 336 | 2,167 | 300 | 300 | **300** | 0.00% |
| 01-60-44300 | Muni Van | RENT EXPENSE | 7,452 | 7,292 | 7,613 | 8,376 | 8,376 | **8,376** | 0.00% |
| 01-60-44700 | Muni Van | PRINTNG/PUBLISHING | | | | 200 | - | **200** | |
| 01-60-47200 | Muni Van | OTHER SUPPLIES | | | | 100 | - | **100** | |
| 01-60-47600 | Muni Van | GAS/OIL EXPENSE | 2,839 | 2,481 | 2,270 | 3,300 | 2,385 | **3,300** | 38.36% |
| 01-60-48700 | Muni Van | MISCELLANEOUS EXPENSE | | | 22 | 100 | - | **100** | |
| | | ***Totals*** | 43,282 | 38,933 | 43,275 | 44,143 | 41,612 | **44,777** | 7.61% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-62-40000 | Streets R&B | SALARIES-ROAD & BRIDGE | 59,143 | 61,178 | 63,012 | 64,555 | 63,312 | **66,491** | 5.02% |
| 01-62-40001 | Streets R&B | OVERTIME-ROAD & BRIDGE | 2,048 | 560 | 148 | 2,400 | 1,559 | **1,800** | 15.46% |
| 01-62-40100 | Streets R&B | FICA EXPENSE | 3,615 | 3,688 | 3,775 | 4,152 | 3,825 | **4,234** | 10.69% |
| 01-62-40101 | Streets R&B | MEDICARE EXPENSE | 856 | 862 | 883 | 976 | 894 | **990** | 10.74% |
| 01-62-40200 | Streets R&B | IMRF EXPENSE | 7,198 | 7,283 | 7,135 | 7,767 | 7,434 | **7,922** | 6.56% |
| 01-62-44500 | Streets R&B | CAPITAL FUND SUBSIDY | 37,000 | 37,000 | 37,000 | 37,000 | 37,000 | **37,000** | 0.00% |
| | | ***Totals*** | 109,860 | 110,571 | 111,953 | 116,850 | 114,024 | **118,437** | 3.87% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-63-41000 | Parks & Rec | MAINTENANCE - BUILDING | 4,516 | 2,710 | 4,904 | 7,800 | 8,727 | **8,000** | -8.33% |
| 01-63-41100 | Parks & Rec | MAINTENANCE-EQUIPMENT | 2,461 | 3,807 | 2,433 | 2,400 | 2,400 | **4,900** | 104.17% |
| 01-63-41300 | Parks & Rec | MAINTENANCE GROUNDS | 15,356 | 11,604 | 13,556 | 15,890 | 14,890 | **20,000** | 34.32% |
| 01-63-41315 | Parks & Rec | MAINTENANCE-TREES | | | | 500 | - | **500** | |
| 01-63-43800 | Parks & Rec | UTILITIES | 3,604 | 3,723 | 2,792 | 3,800 | 3,217 | **4,378** | 36.09% |
| 01-63-45400 | Parks & Rec | OTHER PROFESSIONAL SERVICES | | | - | 2,500 | 1,600 | **3,200** | 100.00% |
| 01-63-46700 | Parks & Rec | VETERANS MEMORIAL | 5,049 | 3,483 | 3,852 | 5,000 | 3,000 | **5,000** | 66.67% |
| 01-63-48700 | Parks & Rec | MISCELLANEOUS EXPENSE | 238 | 294 | 625 | 1,500 | 469 | **750** | 59.91% |
| 01-63-48800 | Parks & Rec | ALBRIGHT STUDIO EXPENSES | 13,060 | 18,448 | 9,679 | 7,236 | 7,316 | **6,336** | -13.40% |
| 01-63-49500 | Parks & Rec | EQUIPMENT PURCHASE | | | 23,704 | - | 1,070 | **-** | -100.00% |
| | | ***Totals*** | 44,284 | 44,069 | 61,545 | 46,626 | 42,689 | **53,064** | 24.30% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-65-40000 | Bldgs & Grnds | SALARIES - BUILDINGS & GROUNDS | 73,238 | 80,275 | 78,706 | 82,300 | 74,278 | **84,374** | 13.59% |
| 01-65-40001 | Bldgs & Grnds | OVERTIME - BUILDINGS & GROUNDS | 1,857 | 1,426 | 1,661 | 1,920 | 1,742 | **1,750** | 0.46% |
| 01-65-40100 | Bldgs & Grnds | FICA EXPENSE | 4,428 | 5,060 | 4,862 | 5,222 | 4,596 | **5,340** | 16.19% |
| 01-65-40101 | Bldgs & Grnds | MEDICARE EXPENSE | 1,070 | 1,160 | 1,137 | 1,222 | 1,075 | **1,249** | 16.19% |
| 01-65-40200 | Bldgs & Grnds | IMRF EXPENSE | 7,303 | 7,538 | 7,500 | 7,935 | 7,750 | **8,146** | 5.11% |
| 01-65-41000 | Bldgs & Grnds | MAINTENANCE - BUILDINGS | 101,306 | 119,310 | 98,054 | 109,625 | 108,125 | **232,125** | 114.68% |
| 01-65-41110 | Bldgs & Grnds | MAINTENANCE - AUTO | 16 | 99 | 20 | 150 | 150 | **150** | 0.00% |
| 01-65-44400 | Bldgs & Grnds | TRAVEL & MEETINGS | 393 | 23 | - | 500 | 500 | **1,000** | 100.00% |
| 01-65-46900 | Bldgs & Grnds | DUES & SUBSCRIPTIONS | 387 | 181 | 407 | 300 | 150 | **300** | 100.00% |
| 01-65-47200 | Bldgs & Grnds | OTHER SUPPLIES | 3,387 | 3,559 | 3,716 | 4,000 | 4,000 | **8,500** | 112.50% |
| 01-65-47300 | Bldgs & Grnds | UNIFORMS | 815 | 887 | 930 | 887 | 736 | **900** | 22.28% |
| 01-65-47600 | Bldgs & Grnds | GAS/OIL EXPENSE | 859 | 747 | 636 | 1,000 | 710 | **1,000** | 40.85% |
| 01-65-49500 | Bldgs & Grnds | EQUIPMENT PURCHASE | | | | | | **10,700** | |
| | | ***Totals*** | 195,059 | 220,265 | 197,629 | 215,061 | 203,812 | **355,534** | 74.44% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-70-40400 | Central Svcs | EMPLOYEE INSURANCE | 857,740 | 874,866 | 830,161 | 905,378 | 905,378 | **910,451** | 0.56% |
| 01-70-40403 | Central Svcs | INSURANCE OPT-OUT PAYMENTS | 9,127 | 8,092 | 8,809 | 8,624 | 8,624 | **11,524** | 33.63% |
| 01-70-41100 | Central Svcs | MAINTENANCE - EQUIPMENT | 86,310 | 83,274 | 84,495 | 195,860 | 195,860 | **255,210** | 30.30% |
| 01-70-41103 | Central Svcs | MAINTENANCE - SOFTWARE | 32,632 | 64,126 | 60,108 | 111,751 | 61,882 | **131,811** | 113.00% |
| 01-70-42850 | Central Svcs | CITY NETWORK | 862 | | | - | - | **-** | |
| 01-70-43301 | Central Svcs | INSURANCE - LIABILITY | 131,364 | 116,645 | 96,199 | 100,643 | 88,540 | **91,197** | 3.00% |
| 01-70-43302 | Central Svcs | INSURANCE - WORKERS COMP | 41,033 | 133,573 | 154,899 | 155,445 | 153,547 | **151,475** | -1.35% |
| 01-70-43303 | Central Svcs | INSURANCE - EE LIFE | 3,650 | 3,236 | 2,816 | 2,445 | 2,273 | **2,348** | 3.30% |
| 01-70-43400 | Central Svcs | TELEPHONE | 62,647 | 64,255 | 64,948 | 68,215 | 84,901 | **84,901** | 0.00% |
| 01-70-44300 | Central Svcs | RENT EXPENSE | 700 | 600 | 600 | 600 | 688 | **717** | 4.22% |
| 01-70-44600 | Central Svcs | POSTAGE | 10,163 | 7,826 | 7,558 | 8,100 | 7,220 | **7,600** | 5.26% |
| 01-70-44700 | Central Svcs | PRINTING/PUBLISHING | 5,153 | 5,178 | 8,536 | 7,750 | 6,500 | **7,000** | 7.69% |
| 01-70-45210 | Central Svcs | COMPUTER SOFTWARE | 6,380 | - | 160 | - | - | **896,658** | |
| 01-70-47100 | Central Svcs | OFFICE SUPPLIES | 17,625 | 21,473 | 16,008 | 15,500 | 15,500 | **15,750** | 1.61% |
| | | ***Totals*** | 1,265,386 | 1,383,144 | 1,335,297 | 1,580,311 | 1,530,913 | **2,566,642** | 67.65% |
| | | ***Fund Total Rev*** | 10,491,213 | 11,066,315 | 11,180,783 | 11,697,256 | 10,876,555 | 11,229,627 | 3.25% |
| | | ***Fund Total Exp*** | 9,940,934 | 10,717,057 | 10,896,014 | 11,570,543 | 10,954,776 | 13,430,049 | 22.60% |
| | | **Fiscal Year Variance** | 550,279 | 349,258 | 284,769 | 126,713 | (78,221) | **(2,200,422)** | |
| | | **Unassigned Fund Balance 4/30/14 (1)** | **6,401,476** | | | | | | |
| | | **Unassigned Fund Balance 4/30/15 (1)** | | **6,746,084** | | | | | |
| | | **Unassigned Fund Balance 4/30/16 (1)** | | | **6,947,628** | | | | |
| | | **Projected Unassigned Fund Balance 4/30/17 (2)** | | | | 7,074,341 | **10,648,174** | | |
| | | **Projected Unassigned Fund Balance 4/30/18** | | | | | | **8,447,752** | |

Note: (1) ***Unassigned Fund Balance adjusted to reflect implementation of GASB Statement 54 and changes in nonspendable balances***

Note: (2) ***Unassigned Fund Balance adjusted to reflect closure of Special Projects Fund (FD 49) into the General at the end of FY 2017***

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-40-40000 | Elected Officials | SALARIES-MAYOR & COUNCIL | 65,200 | 64,800 | 65,200 | 64,800 | 64,800 | **65,000** | 0.31% |
| 01-40-40100 | Elected Officials | FICA EXPENSE | 4,012 | 3,984 | 4,011 | 4,018 | 3,982 | **4,030** | 1.21% |
| 01-40-40101 | Elected Officials | MEDICARE EXPENSE | 938 | 932 | 938 | 940 | 932 | **943** | 1.18% |
| 01-40-44400 | Elected Officials | TRAVEL & MEETINGS | 3,323 | 2,075 | 3,312 | 4,000 | 3,600 | **4,000** | 11.11% |
| 01-40-45400 | Elected Officials | OTHER PROFESSIONAL SERVICES | 215 | 1,900 | 1,125 | 2,000 | 0 | **2,000** | |
| 01-40-46900 | Elected Officials | DUES, SUBSCRIPTIONS & BOOKS | 3,176 | 3,021 | 3,363 | 3,451 | 3,711 | **3,726** | 0.40% |
| 01-40-47200 | Elected Officials | OTHER SUPPLIES | 370 | 711 | 1,345 | 2,000 | 1,350 | **2,000** | 48.15% |
| 01-40-48700 | Elected Officials | MISCELLANEOUS EXPENSE | | 250,514 | 370 | 100 | 3,450 | **3,900** | 13.04% |
| 01-40-48710 | Elected Officials | EMPLOYEE & VOLUNTEER APPRECIATION | 2,721 | 5,894 | 4,504 | 4,600 | 4,600 | **4,800** | 4.35% |
| 01-40-48711 | Elected Officials | COUNCIL SPONSORSHIPS | 8,266 | 6,798 | 6,031 | 2,000 | 500 | **2,000** | 300.00% |
| | | ***Totals*** | 88,221 | 340,629 | 90,199 | 87,909 | 86,925 | **92,399** | 6.30% |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TRAVEL & MEETINGS - 01-40-44400**

**DEPARTMENT:** MAYOR & COUNCIL

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 3,312 | **$ 3,600** | Various Conferences, Training, Meetings, etc. (i.e. IML Conference, DMMC Meetings) | **$ 4,000** |
| $ 3,312 | $ 3,600 | **Total** | **$ 4,000** |



**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER PROFESSIONAL SERVICES - 01-40-45400**

**DEPARTMENT:** MAYOR & COUNCIL

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,125 | $ - | Mayor's Fitness Challenge | $ 2,000 |
| $ 1,125 | $ - | **Total** | **$ 2,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**DUES, SUBSCRIPTIONS & BOOKS - 01-40-46900**

**DEPARTMENT:** MAYOR & COUNCIL
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 3,363 | **$ 350** | Daily Herald | **$ 350** |
| | **635** | Western DuPage Chamber | **650** |
| | **1,250** | Illinois Municipal League Membership | **1,250** |
| | **50** | Illinois Prairie Path Membership (TAC) | **50** |
| | **35** | Active Transportation Alliance (BPAC) | **35** |
| | **591** | Metropolitan Mayors Caucus | **591** |
| | **500** | Chicago Metropolitan Planning Council | **500** |
| | **50** | Arbor Day Foundation (EAC) | **50** |
| | **250** | The Conservation Foundation | **250** |
| $ 3,363 | $ 3,711 | **Total** | **$ 3,726** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER SUPPLIES - 01-40-47200**

**DEPARTMENT:** MAYOR & COUNCIL
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,345 | **$ 1,350** | As Needed | **$ 2,000** |
| $ 1,345 | $ 1,350 | **Total** | **$ 2,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MISCELLANEOUS EXPENSE - 01-40-48700**

**DEPARTMENT:** MAYOR & COUNCIL

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 370 | | As Needed | **$ 100** |
| | | Community Calendars | |
| | **$ 3,450** | 2017 | |
| | | 2018 | **3,800** |
| $ 370 | $ 3,450 | **Total** | **$ 3,900** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EMPLOYEE & VOLUNTEER APPRECIATION - 01-40-48710**

**DEPARTMENT:** MAYOR & COUNCIL

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 4,504 | **$ 2,000** | Volunteer Appreciation Dinner | **$ 2,200** |
| | **2,000** | Employee Appreciation Lunch | **2,000** |
| | **600** | Monthly Employee Luncheons | **600** |
| $ 4,504 | $ 4,600 | **Total** | **$ 4,800** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**COUNCIL SPONSORSHIPS - 01-40-48711**

**DEPARTMENT:** MAYOR & COUNCIL

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 6,031 | | Council Sponsorships | **$ 2,000** |
| | **$ 500** | Operation Safe Celebration | |
| $ 6,031 | $ 500 | **Total** | **$ 2,000** |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-41-40000 | Clerk | SALARIES-CITY CLERK | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | **10,000** | 0.00% |
| 01-41-40100 | Clerk | FICA EXPENSE | 620 | 620 | 620 | 620 | 620 | **620** | 0.00% |
| 01-41-40101 | Clerk | MEDICARE EXPENSE | 145 | 145 | 145 | 145 | 145 | **145** | 0.00% |
| 01-41-41103 | Clerk | MAINTENANCE - SOFTWARE | 4,913 | 0 | 0 | | 0 | **58** | |
| 01-41-44400 | Clerk | TRAVEL & MEETINGS | 3,200 | 3,334 | 4,382 | 4,960 | 3,360 | **5,560** | 65.48% |
| 01-41-45400 | Clerk | OTHER PROFESSIONAL SERVICES | | 10 | 292 | 8,500 | 6,292 | **-** | -100.00% |
| 01-41-44601 | Clerk | POSTAGE - NEWSLETTER | 6,218 | 6,777 | 11,390 | 13,656 | 13,666 | **14,328** | 4.84% |
| 01-41-44700 | Clerk | PRINTING/PUBLISHING | 1,185 | 1,071 | 1,157 | 1,525 | 1,513 | **1,570** | 3.77% |
| 01-41-44701 | Clerk | PRINTING - NEWSLETTER | 8,620 | 8,870 | 15,120 | 18,180 | 16,000 | **19,500** | 21.88% |
| 01-41-46800 | Clerk | CODIFICATION | 2,874 | 2,670 | 1,660 | 3,300 | 2,800 | **3,000** | 7.14% |
| 01-41-46900 | Clerk | DUES, SUBSCRIPTIONS & BOOKS | 575 | 487 | 450 | 480 | 505 | **505** | 0.00% |
| 01-41-49500 | Clerk | EQUIPMENT PURCHASE | 0 | | | 24,000 | 22,115 | **-** | -100.00% |
| | | ***Totals*** | 38,350 | 33,984 | 45,216 | 85,366 | 77,016 | **55,286** | -28.21% |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**NOTARY FEE - SOFTWARE - 01-41-43700**

**DEPARTMENT:** Clerk
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | $ - | Notary Renewal<br>(Deputy Clerk Morgan - renewal<br>minimum $5,000 bond, filing fee,<br>and new self-inking stamp) | $ 58 |
| $ - | $ - | **Total** | $ 58 |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TRAVEL & MEETINGS - 01-41-44400**

**DEPARTMENT:** Clerk
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 4,382 | | | |
| | $ 250 | Municipal Clerks of DuPage County (MCDC) Meetings<br>(Bi-monthly - Clerk and Deputy Clerk) | $ 300 |
| | 800 | Municipal Clerks of IL (MCI) Quarterly District Mtgs<br>(Overnight and mileage)<br>(Clerk Only) | 750 |
| | 700 | Northern Illinois Municipal Clerks (NIMCA)<br>(Bi-monthly Meeting Attendance - Overnight & mileage)<br>(Clerk Only) | 700 |
| | 1,610 | Municipal Clerks of Illinois (MCI)<br>Annual Certification Seminar<br>Springfield - October<br>(Overnight and mileage)<br>(Clerk and Deputy Clerk)<br>(Year 2 of 3 year program) | 2,200 |
| | - | International Institute of Municipal Clerks (IIMC)<br>Annual Conference in Montreal, Quebec- May<br>(Overnight and mileage)<br>(Clerk Only) | 1,000 |
| | - | Illinois Municipal League (IML) Annual Conference<br>Chicago - September<br>(Clerk and Deputy Clerk) | 610 |
| $ 4,382 | $ 3,360 | **Total** | $ 5,560 |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**POSTAGE - NEWSLETTER - 01-41-44601**

**DEPARTMENT:** Clerk

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 11,390 | **$ 13,446** | Hometown Happenings<br>12 Monthly Mailings<br>Average - $1,119.66/ea. (FY 2017)<br>Average - $1,176/ea. (FY 2018) | **$ 14,108** |
| | **220** | Annual Permit Renewal - Postmaster | **220** |
| $ 11,390 | $ 13,666 | **Total** | **$ 14,328** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**PRINTING/PUBLISHING - 01-41-44700**

**DEPARTMENT:** Clerk

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,157 | | | |
| | **$ 500** | Required Publication of Public Notices Including Bids | **$ 500** |
| | **258** | Tax Levy Notification (Daily Herald) | **275** |
| | **755** | Treasurer's Report (Daily Herald) | **795** |
| $ 1,157 | $ 1,513 | **Total** | **$ 1,570** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**PRINTING NEWSLETTER - 01-41-44701**

**DEPARTMENT:** Clerk

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 15,120 | **$ 16,000** | Hometown Happenings<br>12 Monthly Mailings - Paper Edition<br>currently $1,515.00/mo (for FY 2017)<br><br>(estimating an approximate 7 - 8 %<br>increase in printing costs for contract<br>renewal for FY 2018)<br>Estimated @ $1,621.05/mo | **$ 19,500** |
| $ 15,120 | $ 16,000 | **Total** | **$ 19,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER PROFESSIONAL SERVICES - 01-41-45400**

**DEPARTMENT:** Clerk

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 292 | **$ 6,292** | Reorganization and<br>conversion of City records<br>(part of FY 16 Decision Package)<br>(see also 01-41-49500)<br><br>***Not budgeted for FY 2018*** | **$ -** |
| $ 292 | $ 6,292 | **Total** | **$ -** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**CODIFICATION - 01-41-46800**

**DEPARTMENT:** Clerk
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,660 | | | |
| | **$ 2,300** | Quarterly Code Revision/Supplements | **$ 2,500** |
| | **500** | Sterling Codifiers annual hosting fee | **500** |
| $ 1,660 | $ 2,800 | **Total** | **$ 3,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**DUES, SUBSCRIPTIONS & BOOKS - 01-41-46900**

**DEPARTMENT:** Clerk
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 450 | | | |
| | **$ 60** | Municipal Clerks of DuPage County<br>(Clerk and Deputy Clerk) | **$ 60** |
| | **55** | NIMCA<br>Northern Illinois Municipal Clerks<br>(Clerk Only) | **55** |
| | **130** | Municipal Clerks of Illinois<br>(Clerk and Deputy Clerk) | **130** |
| | **260** | IIMC<br>International Institute of Municipal Clerks<br>(Clerk and Deputy Clerk) | **260** |
| $ 450 | **$ 505** | **Total** | **$ 505** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EQUIPMENT PURCHASE - 01-41-49500**

**DEPARTMENT:** Clerk

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ 22,115** | Mobile shelving system for Records Storage Vault (part of FY 16 Decision Package) (see also 01-41-45400) | **$ -** |
| | | ***Not budgeted for FY 2018*** | |
| $ - | $ 22,115 | **Total** | **$ -** |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-43-45100 | Legal | LEGAL - CORPORATE | 180,936 | 121,777 | 128,335 | 128,700 | 150,000 | **150,000** | 0.00% |
| 01-43-45101 | Legal | LEGAL - CITY PROSECUTOR | 14,116 | 15,609 | 9,802 | 16,000 | 11,675 | **16,000** | 37.04% |
| 01-43-45102 | Legal | LEGAL - LITIGATION | - | 15,756 | - | 5,000 | - | **5,000** | |
| 01-43-45103 | Legal | LEGAL - LABOR RELATIONS | 5,635 | 5,776 | 16,860 | 10,000 | 11,108 | **6,000** | -45.98% |
| 01-43-45106 | Legal | LEGAL - CN RAILROAD | | | | | - | | |
| | | ***Totals*** | 200,687 | 158,918 | 154,997 | 159,700 | 172,783 | **177,000** | 2.44% |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**LEGAL - CORPORATE - 01-43-45100**

**DEPARTMENT:** Legal

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 128,335 | **$ 120,000** | Monthly Legal Services (City Attorney on $10,000/mo. Retainer) | **$ 120,000** |
| | **30,000** | Administrative Legal Expenses | **30,000** |
| $ 128,335 | $ 150,000 | **Total** | **$ 150,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**LEGAL - CITY PROSECUTOR - 01-43-45101**

**DEPARTMENT:** Legal

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 9,802 | **$ 11,675** | Fees for City Prosecutor | **$ 16,000** |
| $ 9,802 | $ 11,675 | **Total** | **$ 16,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**LEGAL - LITIGATION - 01-43-45102**

**DEPARTMENT:** Legal

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | $ - | Litigation and Trial Expenses | $ 5,000 |
| $ - | $ - | **Total** | $ 5,000 |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**LEGAL - LABOR RELATIONS - 01-43-45103**

**DEPARTMENT:** Legal

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 16,860 | $ 11,108 | Labor Relations/Personnel Legal Fees | $ 6,000 |
| $ 16,860 | $ 11,108 | **Total** | $ 6,000 |

# City of Warrenville Department Overview

## Finance Department

The Finance Department is located on the first floor of City Hall and is generally the first point of contact for most business conducted at City Hall, with service hours of 8:00 a.m. – 5:00 p.m. Monday through Friday.

The Finance Department is charged with performing the following functions:

- **Accounting and Revenue Collection** - The mission is to process, record, and report citywide financial transactions, and to account for the collection of all city revenue generated locally and through state or federal sources.
- **Budget and Management Analysis** - The mission is to assist the city budget officer to develop and publish the annual operating and capital budget. The objective of these budgets is to reflect city policies, goals, and priorities, and to communicate to the citizens and staff a financial action plan for the upcoming fiscal year.
- **Money Management and Treasury** - The mission of which is to safely manage the city's cash and to invest funds according to the city's investment policy and state code.
- **Purchasing and Contract Administration** - The mission to assure that city purchasing and contracting for goods and services adheres to city purchasing policies and statutory purchasing requirements.
- **Utility Billing** - The mission is to process timely and accurate utility user fee invoices to be delivered to system user, and to assure the collection and proper accounting of those collected user fees. Water and sewer bills can be paid:
  - In person with cash, check, or credit card
  - By regular mail
  - Via direct debit through the Auto Pay program
  - Online via credit card (with an associated convenience fee based upon the amount being paid, charged by the State of Illinois not the city)

### Services Provided

- Assistance with Property or Sales Tax Information
- Business and Liquor licensing
- Notary services
- Handicapped Parking Placards
- Pilot II Taxi Rider information
- Providing general information and directions
- Refuse Collection information
- Voter Registration
- Water and Sewer utility payments

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-45-40000 | Finance | SALARIES - FINANCE DEPT | 205,262 | 226,270 | 228,783 | 232,735 | 232,735 | **238,707** | 2.57% |
| 01-45-40001 | Finance | OVERTIME - FINANCE DEPT | 3,177 | - | - | 1,500 | 195 | **1,500** | 669.23% |
| 01-45-40100 | Finance | FICA EXPENSE | 11,705 | 12,885 | 13,064 | 14,523 | 13,489 | **14,893** | 10.41% |
| 01-45-40101 | Finance | MEDICARE EXPENSE | 2,782 | 3,014 | 3,074 | 3,397 | 3,156 | **3,483** | 10.36% |
| 01-45-40200 | Finance | IMRF EXPENSE | 24,812 | 26,682 | 25,842 | 27,172 | 26,686 | **27,864** | 4.41% |
| 01-45-40705 | Finance | TELECOMMUNICATION TAX REBATES | 578 | 1,301 | 1,422 | 1,450 | 1,450 | **1,595** | 10.00% |
| 01-45-42950 | Finance | CREDIT CARD FEES | 10,245 | 11,046 | 15,433 | 20,000 | 20,000 | **22,000** | 10.00% |
| 01-45-43700 | Finance | NOTARY FEE | 51 | - | 123 | 60 | 60 | **-** | -100.00% |
| 01-45-44400 | Finance | TRAVEL & MEETINGS | 667 | 2,057 | 1,132 | 4,862 | 4,860 | **5,625** | 15.74% |
| 01-45-45200 | Finance | AUDIT EXPENSE | 15,795 | 16,427 | 16,000 | 18,450 | 16,400 | **18,900** | 15.24% |
| 01-45-45400 | Finance | OTHER PROFESSIONAL SERVICES | 6,540 | 5,150 | 22,816 | 91,390 | 32,550 | **165,820** | 409.43% |
| 01-45-46900 | Finance | DUES, SUBSCRIPTIONS & BOOKS | 1,004 | 288 | 909 | 610 | 788 | **788** | 0.00% |
| 01-45-47200 | Finance | OTHER SUPPLIES | 116 | 108 | 150 | 385 | 245 | **270** | 10.20% |
| 01-45-48700 | Finance | MISCELLANEOUS EXPENSE | 27,907 | 37 | 247 | 200 | 100 | **200** | 100.00% |
| 01-45-48703 | Finance | GFOA REVIEW FEE | 435 | 435 | 435 | 435 | 435 | **435** | 0.00% |
| 01-45-49500 | Finance | EQUIPMENT PURCHASE | 380 | - | 14,745 | 500 | 847 | **-** | -100.00% |
| 01-45-49954 | Finance | REFUSE STICKERS | 61,800 | 77,040 | 66,800 | 109,200 | 107,146 | **113,040** | 5.50% |
| | | ***Totals*** | 373,256 | 382,740 | 410,975 | 526,869 | 461,142 | **615,120** | 33.39% |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TELECOMMUNICATIONS TAX REBATE - 01-45-40705**

**DEPARTMENT:** Finance
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 492 | **$ 500** | Senior Citizens Telecommunication Tax Rebate Payouts | **$ 550** |
| 930 | **950** | Local Government Rebates | **1,045** |
| $ 1,422 | $ 1,450 | **Total** | **$ 1,595** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**CREDIT CARD FEES - 01-45-42950**

**DEPARTMENT:** Finance
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 15,432 | **$ 20,000** | Credit Card Processing Fees | **$ 22,000** |
| $ 15,432 | $ 20,000 | **Total** | **$ 22,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**NOTARY FEE - 01-45-43700**

**DEPARTMENT:** Finance

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 123 | | **Unbudgeted for FY 2018** | **$ -** |
| | | (See notes below for expiration dates) | |
| | | Accounting Clerk I Herrera | |
| | | (Expires 06/26/2019) | |
| | | **(Budget Again in FY 2020)** | |
| | **$ 60** | UB Clerk-Gasparas | |
| | | (Expires 04/29/2017) | |
| | | **(Budget Again in FY 2021)** | |
| | | Accounting Clerk II | |
| | | Weiersheuser | |
| | | (Expires 04/30/2020) | |
| | | **(Budget Again in FY 2021)** | |
| $ 123 | $ 60 | **Total** | **$ -** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TRAVEL & MEETINGS - 01-45-44400**

**DEPARTMENT:** Finance

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,132 | | | |
| | **$ -** | Director Conferences | **$ 2,400** |
| | | (including State and National | |
| | | Conference Expenses) | |
| | | Daily Bank Deposit | |
| | **425** | Mileage Reimbursement | **425** |
| | **1,949** | Senior Accountant | **1,600** |
| | | (including State and National | |
| | | Conference Expenses) | |
| | **2,486** | Technical Training | **1,200** |
| | | Topical Training Seminars | |
| | | & IGFOA Luncheons | |
| | | (Formerly in 01-45-45700) | |
| $ 1,132 | $ 4,860 | **Total** | **$ 5,625** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**AUDIT EXPENSE - 01-45-45200**

**DEPARTMENT:** Finance
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 16,000 | | **Annual Audit Fees** | |
| | | CAFR | |
| | - | Single Audit - (only if required) | **$ 2,100** |
| | | **Lauterbach & Amen** | |
| | | (beginning with FY 2015 Audit | |
| | | conducted summer of 2015) | |
| | | FY 2015 - $22,300 | |
| | **$ 16,400** | FY 2016 - $22,860 | |
| | | **FY 2017 - $23,420** | **$ 16,800** |
| | | FY 2018 - $23,980 | |
| | | FY 2019 - $24,540 | |
| | | (Cost also allocated to | |
| | | 20-00-45200 $2,100 | |
| | | 20-04-45200 $2,100 | |
| | | 73-00-45200 $320 | |
| | | **Sikich, LLP** | |
| | | Contract 5-Yr Extension | |
| | | Audit Year | |
| | | FY 2010 - 21,948 | |
| | | FY 2011 - 21,948 | |
| | | FY 2012 - 22,607 | |
| | | FY 2013 - 23,399 | |
| | | FY 2014 - 24,345 | |
| | | Original 5-Yr Contract | |
| | | FY 2005 - 19,500 | |
| | | FY 2006 - 20,085 | |
| | | FY 2007 - 20,688 | |
| | | FY 2008 - 21,309 | |
| | | FY 2009 - 21,948 | |
| $ 16,000 | $ 16,400 | **Total** | **$ 18,900** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER PROFESSIONAL SERVICES - 01-45-45400**

**DEPARTMENT:** Finance
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 22,816 | | | |
| | | OPEB Calculation Services | **$ 2,400** |
| | | *(Triennial - last valuation April 30, 2015)* | |
| | | **Enterprise Resource Planning (ERP) Software Evaluation** | |
| | **27,650** | Phase II Consultation Services | **56,275** |
| | | ERP Advisory Services - System Selection | |
| | | ***(FY 17 Decision Package)*** | |
| | | ***Contractual Backfill Staffing for ERP Project*** | |
| | | ***operational support*** | **100,000** |
| | | ***(FY 18 Decision Package)*** | |
| | **4,900** | Open Gov | **5,145** |
| | | (On-line financial graphical presentation) | |
| | | Departmental DISC training | **2,000** |
| | | (3 newer employees to attend) | |
| $ 22,816 | $ 32,550 | **Total** | **$ 165,820** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**DUES, SUBSCRIPTIONS & BOOKS 01-45-46900**

**DEPARTMENT:** Finance
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 909 | | | |
| | **$ 190** | GFOA Membership (200 Director) - Expires 09/30 | **$ 190** |
| | **500** | IGFOA Membership (300 Director, 200 Asst) - Approx March | **500** |
| | **98** | Books and Publications: Crain's | **98** |
| $ 909 | $ 788 | **Total** | **$ 788** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER SUPPLIES - 01-45-47200**

**DEPARTMENT:** Finance
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 150 | | | |
| | **$ 155** | Handicapped Placards (Purchase next in FY 18) | **$ 170** |
| | **90** | Dog Tags | **100** |
| $ 150 | $ 245 | **Total** | **$ 270** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MISCELLANEOUS EXPENSE - 01-45-48700**

**DEPARTMENT:** Finance

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 247 | | | |
| | **$ 100** | Miscellaneous Expenses | **$ 200** |
| $ 247 | $ 100 | **Total** | **$ 200** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**GFOA REVIEW FEE - 01-45-48703**

**DEPARTMENT:** Finance

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 435 | | | |
| | **$ 435** | GFOA: **Certificate of Achievement for Excellence in Financial Reporting** Award Review Fee | **$ 435** |
| $ 435 | $ 435 | **Total** | **$ 435** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EQUIPMENT PURCHASE - 01-45-49500**

**DEPARTMENT:** Finance

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 14,745 | | **Unbudgeted for FY 2018** | |
| | **$ 205** | **Storage Shelving for Vault/Storage room** | |
| | **642** | **Receipt Printer Replacement (Ithaca 150)** | |
| $ 14,745 | $ 847 | **Total** | **$ -** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**REFUSE STICKERS - 01-45-49954**

**DEPARTMENT:** Finance

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 66,800 | | Purchase of Refuse Stickers for Re-sale to Residents - Per Contract Estimated at 24,000 Stickers Annually | |
| | **$ 107,146** | **Waste Management**<br>Yr 1 - 05/01/16-$4.55<br>**Yr 2 - 05/01/17-$4.71**<br>Yr 3 - 05/01/18-$4.87<br>Yr 4 - 05/01/19-$5.04<br>Yr 5 - 05/01/20-$5.22 | **113,040** |
| | | **Waste Management**<br>Yr 1 - 05/01/10-$2.75<br>Yr 2 - 05/01/11-$2.86<br>Yr 3 - 05/01/12-$2.97 | |
| | | **Approved 3-Year Extension**<br>Yr 4 - eff 05/01/13 - $3.09<br>Yr 5 - eff 05/01/14 - $3.21<br>Yr 6 - eff 05/01/15 - $3.34 | |
| $ 66,800 | $ 107,146 | **Total** | **$ 113,040** |

# City of Warrenville Department Overview

## Administration

Under the direction of the City Administrator, the Administration Department is responsible for operations of all City departments, management of capital projects, presentation and management of the City budget, Tax Increment Financing (TIF) district administration, support of elected officials, boards and commissions, public communication, research and policy recommendation, intergovernmental relations, administration of special projects, Human Resources and Labor Relations, information technology, risk management, RFP and contract negotiation, and meeting agenda preparation. The Department consists of four full time employees: the City Administrator, Assistant Administrator, Executive Assistant, and Administrative Services Coordinator.

**City Operations** – The City Administrator is the Chief Administrative Officer of the City and oversees operations and appoints all civilian staff.

**Budget** – The City Administrator is the appointed Budget Officer and TIF District Administrator and oversees the preparation, presentation, and administration of the budget.

**Council/Committee/Commission Staffing** – Administration Department staff supports the City Council, Committees of the Whole, Environmental Advisory Commission, Tourism and Arts Commission, and Employee Safety Committee as well as provides office assistance for elected officials.

**Assistance to City Clerk** – The Executive Assistant, acting as Deputy City Clerk, serves as notary and voter registrar. The position also processes FOIA requests and prepares minutes, posts meeting notices, bid openings, and public hearings notice, prepares agenda packets, and maintains City ordinances, resolutions, proclamations, and other City records.

**Media Relations** – The City Administrator is the City's official spokesperson and Public Information Officer.

**Human Resources** – Administration Department staff provides support related to training, recruitment, Family Medical Leave Act, fitness for duty, Commercial Drivers License drug testing, personnel policies, collective bargaining agreements, and employment law. The City Administrator is the final authority on hiring, promotion, and termination for all civilian staff.

**Risk Management** – The Assistant City Administrator serves as the City's Risk Manager and reviews all liability and workers compensation claims and oversees the City's risk management coverage.

**Information Technology** – Administration Department staff oversees the City's website, cable television channel, telephone system, and IT infrastructure.

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-50-40000 | Administration | SALARIES - ADMINISTRATION | 295,373 | 317,712 | 340,461 | 338,541 | 308,056 | **333,816** | 8.36% |
| 01-50-40001 | Administration | OVERTIME - ADMINISTRATION | 10,290 | 8,271 | 10,037 | 11,000 | 10,238 | **11,000** | 7.44% |
| 01-50-40100 | Administration | FICA EXPENSE | 16,402 | 18,394 | 18,793 | 21,672 | 15,838 | **21,379** | 34.99% |
| 01-50-40101 | Administration | MEDICARE EXPENSE | 4,246 | 4,623 | 4,950 | 5,068 | 4,281 | **5,000** | 16.80% |
| 01-50-40200 | Administration | IMRF EXPENSE | 35,741 | 38,926 | 39,710 | 40,547 | 34,777 | **39,999** | 15.02% |
| 01-50-40500 | Administration | COMMITTEES / COMMISSIONS | 9,931 | 7,704 | 10,578 | 15,500 | 13,200 | **13,500** | 2.27% |
| 01-50-44400 | Administration | TRAVEL & MEETINGS | 7,112 | 15,723 | 17,258 | 21,015 | 16,776 | **19,615** | 16.92% |
| 01-50-45400 | Administration | OTHER PROFESSIONAL SERVICES | 36,502 | 45,163 | 18,457 | 55,320 | 55,320 | **55,440** | 0.22% |
| 01-50-45490 | Administration | EMPLOYEE ASSISTANCE PROGRAM | 171 | 1,024 | 1,024 | 1,075 | 1,075 | **1,046** | -2.70% |
| 01-50-45710 | Administration | EDUCATION REIMBURSEMENT | | | | 3,000 | 1,500 | **2,500** | 66.67% |
| 01-50-46600 | Administration | SENIOR SERVICES | 12,700 | 12,700 | 12,700 | 12,700 | 12,700 | **12,900** | 1.57% |
| 01-50-46900 | Administration | DUES, SUBSCRIPTIONS & BOOKS | 15,311 | 15,387 | 9,505 | 16,412 | 16,497 | **16,513** | 0.10% |
| 01-50-47200 | Administration | OTHER SUPPLIES | 269 | 319 | 220 | 1,000 | 106 | **1,000** | 843.40% |
| 01-50-48700 | Administration | MISCELLANEOUS EXPENSE | 2,471 | 1,553 | 2,926 | 2,000 | 3,000 | **9,230** | 207.67% |
| 01-50-48706 | Administration | FLEX SPENDING FEE | 4,006 | 4,160 | 4,427 | 4,622 | 4,823 | **5,070** | 5.12% |
| 01-50-49200 | Administration | LAND PURCHASE - INTEREST EXPENSE | 5,100 | 5,100 | 5,100 | 5,100 | 5,100 | **5,100** | 0.00% |
| 01-50-49500 | Administration | EQUIPMENT PURCHASE | 7,054 | 615 | - | - | 395 | **16,000** | 3950.63% |
| | | ***Totals*** | 462,679 | 497,374 | 496,146 | 554,572 | 503,682 | **569,108** | 12.99% |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**COMMITTEES AND COMMISSIONS - 01-50-40500**

**DEPARTMENT:** Administration
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 10,578 | | | |
| | **$ 3,750** | **Safety Committee**<br>Annual Safety Awards<br>(75 employees @$50) | **$ 3,750** |
| | | **Warrenville Environmental Advisory Commission:** | |
| | **2,280** | Boxes for Battery Recycling | **2,300** |
| | **1,220** | Resource Newsletter | **1,300** |
| | **-** | Tree City USA Conference | **100** |
| | **2,000** | Arbor Day | **2,500** |
| | | **Warrenville Pedestrian and Bicyclists Advisory Commission:** | |
| | **2,200** | Bike Rodeo Supplies | **1,800** |
| | **750** | Printing | **750** |
| | **1,000** | Community Initiatives | **1,000** |
| $ 10,578 | $ 13,200 | **Total** | **$ 13,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TRAVEL/TRAINING - 01-50-44400**

**DEPARTMENT:** Administration
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 17,258 | | | |
| | **$ 3,300** | City Administrator Auto Allowance<br>Personal Auto to conduct City business | **$ 3,300** |
| | **250** | Annual ICMA Conference | **2,700** |
| | **971** | Summer ILCMA Conference | **700** |
| | **700** | Winter ILCMA Conference | **700** |
| | **200** | IPELRA Employment Law Seminar | **200** |
| | **100** | IAMMA Luncheons | **100** |
| | **200** | Metro Manager Luncheons | **200** |
| | **500** | DMMC Meetings | **350** |
| | **385** | DMMC Legislative Drive Down | **450** |
| | **65** | Legacy Project Conference | **65** |
| | **300** | Chamber Meetings and Events | **300** |
| | **1,000** | Other Professional Training | **1,000** |
| | **8,000** | Staff Professional Development<br>Leadership Training/Coaching | **6,000** |
| | **455** | GMIS Conference | **700** |
| | **350** | ITIA Conference | **350** |
| | **-** | NPELRA Annual Conference | **2,500** |
| $ 17,258 | $ 16,776 | **Total** | **$ 19,615** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER PROFESSIONAL SERVICES - 01-50-45400**

**DEPARTMENT:** Administration

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 18,458 | | | |
| | **$ 1,500** | Achiever Exam (Pre-employment Test) | **$ 1,500** |
| | **7,000** | CDBH DOT/Non-DOT Program & Post Offer Physicals | **7,000** |
| | **1,500** | Flu Shots | **1,500** |
| | **200** | Background Checks for New Employees | **200** |
| | **120** | Language Testing Service (Per MAP 213 CBA) | **240** |
| | **5,000** | Project Management of Strategic Plan<br>***(FY 2018 Decision Package)*** | **35,000** |
| | **5,000** | Pension Coalition for Illinois - Contribution | **5,000** |
| | **35,000** | Compensation Philosophy Phase III<br>(Compensation Study)<br>(FY 16 Decision Package) | **5,000** |
| $ 18,458 | $ 55,320 | **Total** | **$ 55,440** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EMPLOYEE ASSISTANCE PROGRAM - 01-50-45490**

**DEPARTMENT:** Administration

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,023 | | Annual EAP Contract | |
| | **$ 1,075** | Est @ $14.33 per Employee x 73 EE's | **$ 1,046** |
| $ 1,023 | $ 1,075 | **Total** | **$ 1,046** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EDUCATION REIMBURSEMENT - 01-50-45710**

**DEPARTMENT:** Administration

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ 1,500** | Employee Education Reimbursement | **$ 2,500** |
| $ - | $ 1,500 | **Total** | **$ 2,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**SENIOR SERVICES - 01-50-46600**

**DEPARTMENT:** Administration

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 12,700 | **$ 12,700** | Annual Contribution to DuPage Senior Citizen's Council (Meal on Wheels and Senior Chore Days) | **$ 12,700** |
| | | Taxi Fare Coupons (If update needed) | **200** |
| $ 12,700 | $ 12,700 | **Total** | **$ 12,900** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**DUES, SUBSCRIPTIONS, & BOOKS - 01-50-46900**

**DEPARTMENT:** Administration
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 9,505 | | | |
| | **$ 184** | ILCMA/Legacy Project | **$ 200** |
| | **2,500** | ICMA | **2,500** |
| | **205** | NPELRA/IPELRA | **205** |
| | **350** | ILCMA/Metro Managers | **350** |
| | **11,668** | DuPage Mayors and Managers | **11,668** |
| | **175** | Government Management Information Science (GMIS) | **175** |
| | **190** | Society for HR Management (SHRM) | **190** |
| | **390** | Public Salary (CityTech) | **390** |
| | **500** | Miscellaneous Books & Dues | **500** |
| | **250** | Conservation Foundation membership | **250** |
| | **85** | Chicago Wilderness membership | 85 |
| $ 9,505 | $ 16,497 | **Total** | **$ 16,513** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER SUPPLIES - 01-50-47200**

**DEPARTMENT:** Administration
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 220 | **$ 106** | Anniversary Gifts - to employees | **$ 1,000** |
| $ 220 | $ 106 | **Total** | **$ 1,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MISCELLANEOUS EXPENSE - 01-50-48700**

**DEPARTMENT:** Administration

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 2,926 | | | |
| | **$ 1,000** | Meeting and Events Food | **$ 1,000** |
| | **1,000** | Miscellaneous Flower Arrangements/Memorials | **1,000** |
| | **1,000** | 50th Anniversary of the City's Incorporation (souvenir items and funding for public events | **7,230** |
| $ 2,926 | $ 3,000 | **Total** | **$ 9,230** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**FLEX SPENDING FEE - 01-50-48706**

**DEPARTMENT:** Administration

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 4,427 | | | |
| | **$ 3,209** | Quarterly Administrative Costs (avg. @ $844 per Quarter + 5% est. escalator) | **$ 3,375** |
| | **1,000** | Quarterly - Claim Card Fee (avg. @ $250 per Quarter + 5% escalator) | **1,050** |
| | **614** | Annual Renewal Fee (Assumes 5% escalator for 01/19 renewal and increased enrollment) | **645** |
| $ 4,427 | $ 4,823 | **Total** | **$ 5,070** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**LAND PURCHASE - INTEREST EXPENSE - 01-50-49200**

**DEPARTMENT:** Administration

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 5,100 | **$ 5,100** | Interest Payments on the Purchase of the Musselman Property Repayment to W&S Fund | **$ 5,100** |
| $ 5,100 | $ 5,100 | **Total** | **$ 5,100** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EQUIPMENT PURCHASE - 01-50-49500**

**DEPARTMENT:** Administration

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ 395** | Varidesk | |
| | | Replacement copier purchase (2nd floor City Hall) | **16,000** |
| $ - | $ 395 | **Total** | **$ 16,000** |

# Police Department

The Warrenville Police Department is responsible for the delivery of law enforcement services to the community on a 24 hour, 365 days per year basis. The Patrol Division consists of uniformed officers who respond to 9-1-1 calls for service, initiate investigations, provide directed patrols, and also utilizes specialized skills such as forensic evidence collection at crime scenes. The department also provides specialized investigative services and participates in multi-jurisdictional task forces to ensure specialties such as SWAT, Major Case Investigations, Major Traffic Crash Reconstruction, and Forensic Computer Analysis are available to ensure a professional law enforcement response.

- Problem Oriented Policing (POP) Program to specifically address gang, drug and quality of life crimes and also provide assistance to the Investigations Division during surveillances and major investigations. POP officers also regularly provide tobacco and alcohol compliance checks in order to limit the availability of these products to the community's youth.

- Traffic Safety Enforcement Unit (TSEU) specializes in traffic enforcement and concentrates on reducing traffic accidents at high volume accident locations as well as providing commercial truck enforcement and providing driver education. The TSEU responds to citizen complaints and conducts directed patrols on major thoroughfares as well as neighborhood streets.

- Forensic Evidence Technicians assist the Investigations Division and processes crimes scenes for the identification, collection, and preservation of forensic evidence.

- In 2014 Warrenville Police Officers used NARCAN (Naloxone) were trained in the use of NARCAN (Naloxone) on seven occasions, resulting in the resuscitation of the involved individuals. NARCAN reverses the effects of the opiate drug heroin and allows for a better chance of survival for the overdose victim. The program, which is funded by the DuPage County Health Department, does not incur any cost to Warrenville tax payers.

- Warrenville Police Officers serve on the DuPage Felony Investigative Assistance Team (FIAT) Special Weapons and Tactics (SWAT) Team, DuPage Felony Investigative Assistance Team (FIAT) Major Case Investigations Team, DuPage Felony Investigative Assistance Team (FIAT) Major Traffic Crash Reconstruction Team, and The DuPage County Major Crimes Task Force.

- The Chief of Police currently serves as Chairman of the DuPage County Chiefs of Police training committee, as well as an Executive Board Member DuPage County Major Crimes Task Force and the DuPage County Chiefs of Police Association.

- The Warrenville Police Department instituted an Internet Safe Transaction Zone, in the lobby of the police department, during normal business hours. This service allows residents to use the lobby of the police department as a safe space to conduct internet sales transactions.

- Explorer Scout Program provides young men and women with insight and training in the law enforcement field for those interested in pursuing a criminal justice career.

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-51-40000 | Police | SALARIES - POLICE SWORN | 2,944,522 | 3,004,057 | 2,959,672 | 3,119,875 | 2,931,184 | **3,170,919** | 8.18% |
| 01-51-40001 | Police | OVERTIME - POLICE | 214,546 | 198,465 | 247,275 | 200,000 | 296,140 | **250,000** | -15.58% |
| 01-51-40004 | Police | SALARIES-CROSSING GUARDS | 34,274 | 32,999 | 35,842 | 39,544 | 33,881 | **39,866** | 17.66% |
| 01-51-40005 | Police | POLICE-NON-SWORN | 373,924 | 388,143 | 396,195 | 409,003 | 406,068 | **423,045** | 4.18% |
| 01-51-40006 | Police | UNEMPLOYMENT INSURANCE | | | | | 4,335 | - | -100.00% |
| 01-51-40100 | Police | FICA EXPENSE | 208,484 | 214,380 | 215,304 | 233,642 | 211,959 | **240,798** | 13.61% |
| 01-51-40101 | Police | MEDICARE EXPENSE | 49,892 | 50,444 | 51,013 | 54,642 | 42,358 | **56,316** | 32.95% |
| 01-51-40200 | Police | IMRF EXPENSE | 44,365 | 46,232 | 45,553 | 48,604 | 47,432 | **50,524** | 6.52% |
| 01-51-40401 | Police | CITY CONTR. TO POLICE PENSION | 818,005 | 966,691 | 1,004,900 | 1,109,923 | 1,109,923 | **1,176,044** | 5.96% |
| 01-51-41100 | Police | MAINTENANCE - EQUIPMENT | | 25,803 | 28,167 | 36,203 | 36,203 | **36,703** | 1.38% |
| 01-51-41110 | Police | MAINTENANCE - AUTOS | 15,340 | 74,559 | 26,413 | 44,800 | 44,800 | **73,909** | 64.98% |
| 01-51-42700 | Police | MAINTENANCE - COMMUNICATIONS | 45,270 | 4,934 | - | - | | **12,675** | |
| 01-51-42800 | Police | COMMUNICATIONS SERVICES | 301,878 | 334,065 | 339,671 | 333,056 | 322,624 | **344,795** | 6.87% |
| 01-51-42900 | Police | ANIMAL CONTROL | 721 | 1,366 | 1,169 | 1,500 | 1,500 | **1,500** | 0.00% |
| 01-51-42901 | Police | CANINE UNIT | 8,040 | 1,544 | - | - | | - | |
| 01-51-43400 | Police | TELEPHONE | 19,393 | 20,915 | 23,675 | 24,306 | 24,306 | **24,306** | 0.00% |
| 01-51-43700 | Police | NOTARY FEE | 154 | 167 | 108 | 300 | 270 | **300** | 11.11% |
| 01-51-44300 | Police | RENT EXPENSE | 2,739 | 1,795 | 1,745 | 2,000 | 3,327 | **5,132** | 54.25% |
| 01-51-44400 | Police | TRAVEL & MEETINGS | 23,418 | 19,150 | 33,002 | 21,688 | 21,013 | **23,312** | 10.94% |
| 01-51-44700 | Police | PRINTING/PUBLISHING | 3,465 | 3,936 | 2,288 | 6,210 | 6,210 | **6,249** | 0.63% |
| 01-51-44850 | Police | ADMINISTRATIVE TOWING EXPENSE | 4,090 | 3,400 | 3,110 | 5,000 | 4,090 | **5,000** | 22.25% |
| 01-51-45400 | Police | OTHER PROFESSIONAL SERVICES | 15,235 | 13,493 | 12,703 | 13,713 | 13,713 | **13,699** | -0.10% |
| 01-51-45402 | Police | PROFESSIONAL ADJUDICATION SVCS | 3,288 | 3,196 | 3,183 | 1,000 | 2,500 | **2,500** | 0.00% |
| 01-51-45710 | Police | EDUCATION REIMBURSEMENT | | - | | 2,500 | 2,500 | **18,580** | 643.20% |
| 01-51-46900 | Police | DUES, SUBSCRIPTIONS & BOOKS | 25,982 | 28,740 | 27,926 | 31,068 | 31,068 | **49,312** | 58.72% |
| 01-51-47200 | Police | OTHER SUPPLIES | 4,484 | 7,760 | 6,814 | 16,268 | 16,268 | **14,500** | -10.87% |
| 01-51-47210 | Police | AMMUNITION & SUPPLIES | 7,929 | 7,216 | 3,771 | 12,864 | 12,864 | **12,529** | -2.60% |
| 01-51-47300 | Police | UNIFORMS | 41,903 | 35,286 | 47,539 | 49,195 | 49,195 | **45,545** | -7.42% |
| 01-51-47304 | Police | UNIFORMS-CROSSING GUARDS | - | 1,089 | 955 | 250 | 250 | **1,250** | 400.00% |
| 01-51-47600 | Police | GAS/OIL EXPENSE | 109,954 | 90,229 | 56,254 | 90,000 | 60,724 | **67,500** | 11.16% |
| 01-51-48401 | Police | COLLECTION AGENCY FEES | - | - | | 750 | 750 | **750** | 0.00% |
| 01-51-48700 | Police | MISCELLANEOUS EXPENSE | 75 | 884 | 1,265 | 2,000 | 500 | **2,000** | 300.00% |
| 01-51-48701 | Police | INVESTIGATIONS | 394 | 522 | 1,308 | 500 | 800 | **500** | -37.50% |
| 01-51-48702 | Police | PUBLIC RELATIONS | 4,417 | 5,107 | 6,428 | 6,075 | 4,662 | **6,075** | 30.31% |
| 01-51-49500 | Police | EQUIPMENT PURCHASE | 10,836 | 39,723 | 4,142 | 1,799 | 1,799 | **32,350** | 1698.22% |
| 01-51-49503 | Police | EQUIPMENT-MAINTENANCE SUPRV | 2,509 | 3,457 | 1,906 | 2,500 | 2,500 | **2,500** | 0.00% |
| 01-51-49990 | Police | BAD DEBT EXPENSE | | | | | | | |
| | | ***Totals*** | 5,339,526 | 5,629,747 | 5,589,296 | 5,920,778 | 5,747,716 | **6,210,983** | 8.06% |



***General Fund Line Items***
***Fiscal Year 2018***

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**CITY CONTRIBUTION TO POLICE PENSION - 01-51-40401**

**DEPARTMENT:** Police
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,004,900 | | | |
| | **$ 859,923** | City Contribution to Police Pension (Levy) | **$ 926,044** |
| | **250,000** | Additional City Contribution toward Unfunded Liability | **250,000** |
| $ 1,004,900 | $ 1,109,923 | **Total** | **$ 1,176,044** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - EQUIPMENT - 01-51-41100**

**DEPARTMENT:** Police
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 28,167 | **$ 12,000** | Records and Patrol Departments Maintenance and Supply Contract | **$ 12,000** |
| | **3,160** | Administrative Services Copier Lease | **3,160** |
| | **2,640** | Maintenance of Equipment/Time & Material (i.e. Fire Extinguishers, Radar Units, Dictaphone, Telephone System, Workout Video Surveillance Surveillance Cameras, Miscellaneous) | **2,640** |
| | **2,800** | Car Washes/Detailing | **3,100** |
| | **543** | Lexmark "Live-Scan" toner cartridge | **543** |
| | **660** | Radar Recertification (Cost reimbursed by Transfer-In from Seized Assets Fund - See Transfer -in Revenue) *moved from 01-51-45400 | **660** |
| | **1,200** | IL Dept of Agriculture Traffic Safety Enforcement Unit Scale Certification | **1,200** |
| | **13,200** | Maintenance Agreement - and Monthly Contractual Services Agreement (Including Data Storage & Retrieval) ($1,100 per month x12) | **13,200** |
| | - | Bike Unit bikes x2, tune-ups/repairs | **200** |
| $ 28,167 | $ 36,203 | **Total** | **$ 36,703** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - AUTOS - 01-51-41110**

**DEPARTMENT:** Police

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 26,413 | | | |
| | **$ 15,500** | Purchase of Tires, Alignments & Balancing/Time and Material (Cost reimbursed by Transfer-In from Seized Assets Fund - See Transfer-in Revenue) | **$ 15,500** |
| | **10,000** | Repair at Car Dealer or Outside Vendor | **10,000** |
| | **12,000** | Purchase of Parts | **12,000** |
| | **7,300** | Interior Equipment<br>Lights, Parts, Graphics, and Installation x2<br>Squads 211 and 216 (Taurus's to Explorers) | **14,348** |
| | | Lights, Parts, Graphics, and Installation<br>Squad 214 (Expedition to Explorer) | **8,361** |
| | | Lights, Parts, and Installation x3<br>(Unmarked squads: Admin 202; Inv: 207 and 208) | **10,200** |
| | | Removal of all existing equipment x6<br>(Squads: 211, 216, 214;<br>unmarked squads: 202, 207, 208) | **3,500** |
| $ 26,413 | $ 44,800 | **Total** | **$ 73,909** |



**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - COMMUNICATIONS - 01-51-42700**

**DEPARTMENT:** Police

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | | | |
| | - | Chicago Communications<br>In-car stationary radio units and install<br>(Detective squads - 2) | **$ 12,675** |
| | - | | |
| $ - | $ - | **Total** | **$ 12,675** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**COMMUNICATION SERVICES - 01-51-42800**

**DEPARTMENT:** Police

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 339,671 | **$ 322,624** | DU-COMM Contract<br>32 @ $10,774.82<br>(Includes full-time officers only -<br>part-time officers not included<br>for share calculations by DU-COMM)<br><br>Second Facility<br>Cost Figure<br>**Project on Hold - DUCOMM**<br>(Lease payments not anticipated prior to May, 2018) | **$ 344,795** |
| $ 339,671 | $ 322,624 | **Total** | **$ 344,795** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**ANIMAL CONTROL - 01-51-42900**

**DEPARTMENT:** Police

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,169 | | | |
| | **$ 1,500** | General Animal Control Equipment and<br>Veterinary Charges | **$ 1,500** |
| $ 1,169 | $ 1,500 | **Total** | **$ 1,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TELEPHONE- 01-51-43400**

**DEPARTMENT:** Police

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 23,675 | | | |
| | **$ 10,586** | Verizon Wireless - MDT Signal to DuComm | **$ 10,586** |
| | **13,720** | Sprint Cellular Phone Costs (Estimate @ $1,143.33/Month) | **13,720** |
| $ 23,675 | $ 24,306 | **Total** | **$ 24,306** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**NOTARY FEE - 01-51-43700**

**DEPARTMENT:** Police

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 108 | | | |
| | **$ 270** | Various Costs for Bonding Fee, State Fee and the Notary Stamp x5 @ $60 | **$ 300** |
| $ 108 | $ 270 | **Total** | **$ 300** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**RENT EXPENSE - 01-51-44300**

**DEPARTMENT:** Police
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,745 | | | |
| | **$ 1,200** | Indoor Range (Aurora PD) | **$ -** |
| | | Suburban Law Enforcement Academy Range (35 officers @ $95/ea.) | **3,325** |
| | **800** | Postage Machine Rental ($120 per Quarter) | **480** |
| | **1,327** | Airgas Cylinder Rentals (Portion of cost for torch gas for vehicle maintenance) | **1,327** |
| $ 1,745 | $ 3,327 | **Total** | **$ 5,132** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TRAVEL & MEETINGS - 01-51-44400**

**DEPARTMENT:** Police
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 33,002 | **$ 300** | Professional Dinner Functions | **$ 300** |
| | **1,000** | Lodging Costs for Training | **1,000** |
| | **4,000** | Reimbursement for Meals and Mileage - Training, Conferences, and other Work-related Travel | **4,000** |
| | **900** | Illinois Chief of Police Conference (x3) | **900** |
| | **800** | Records Training (FOIA/NetRMS/Other) | **800** |
| | **1,000** | **Department Training** (All training - condensed) | **7,550** |
| | **1,500** | I.T.O.A. - Dues/Training (x1 @ $750) | **750** |
| | **3,113** | Suburban Law Enforcement Basic Academy | **3,113** |
| | **-** | IL Law Enforcement Admin Professional's Conference | **249** |
| | | **Investigations:** | |
| | **550** | I.D.E.O.A. (x2) | **550** |
| | **450** | Illinois Homicide Seminar | **450** |
| | **1,000** | One/Two Day Seminars | **1,000** |
| | **2,500** | OSHA Mandated Annual Training (On-line training for Blood-borne Pathogens, hazardous materials, and CPR/AED training) | **2,500** |
| | **3,750** | S.L.E.A. Command Staff Course ($1,875 x 2) (moved to Department Training) | **-** |
| | **150** | DuPage Juvenile Officers Assoc (DJOA) Conference (x2 @ $75) | **150** |
| $ 33,002 | $ 21,013 | **Total** | **$ 23,312** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**PRINTING/PUBLISHING - 01-51-44700**

**DEPARTMENT:** Police
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 2,288 | | | |
| | **$ 1,000** | Advertisement | **$ 1,000** |
| | **1,000** | Printing Needs: Business Cards/Envelopes | **1,000** |
| | **2,000** | Parking & Traffic Tickets | **2,000** |
| | **1,000** | Printing Fees to Update Required Forms | **1,000** |
| | **210** | Inmate Property Cards x1500 (x2 @ $124.50) | **249** |
| | **1,000** | Pedestrian Stop Cards required by Police / Community Relations Act Law | **1,000** |
| $ 2,288 | $ 6,210 | **Total** | **$ 6,249** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**ADMINISTRATIVE TOWING EXPENSE - 01-51-44850**

**DEPARTMENT:** Police
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 3,110 | | | |
| | **$ 4,090** | Administrative Towing Fees Paid to Contractor | **$ 5,000** |
| $ 3,110 | $ 4,090 | **Total** | **$ 5,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER PROFESSIONAL SERVICES - 01-51-45400**

**DEPARTMENT:** Police
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 12,703 | | | |
| | **$ 500** | Destruction of Records | **$ 500** |
| | **500** | Testing for Blood-borne Pathogens | **500** |
| | **200** | Hepatitis B Shots | **200** |
| | **1,406** | Medical Safety Mask Fit Tests, on-line (37 @ $38/ea.) | **1,406** |
| | **1,000** | Off-site Document Shredding Service | **1,000** |
| | **2,000** | S.O.S. Title Fees -Seized Vehicles | **2,000** |
| | **907** | S.O.S. Title and Registration Fees<br>Department Vehicles<br>(Titles x2 @ $100 ea. / LPN renewal x7 @ $101) | **907** |
| | **3,000** | DuPage County CIJIS Monthly Fees<br>($250/mo. for 12-months) | **3,000** |
| | **250** | DUI Testing (Blood Draw) | **250** |
| | **850** | WYFS COMPASS Program | **850** |
| | **550** | Part-time Officer Psychological Testing<br>(2 @ $550/ea) | **1,100** |
| | **750** | Part-time Officer Polygraph Testing<br>(5 @ $250/ea) | **1,250** |
| | **1,800** | Supervisory training<br>(moved to 01-51-44400) | - |
| | - | Narcan doses<br>(23 @ $32/ea) | **736** |
| $ 12,703 | $ 13,713 | **Total** | **$ 13,699** |



**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**PROFESSIONAL ADJUDICATION SERVICES - 01-51-45402**

**DEPARTMENT:** Police
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 3,183 | | | |
| | **$ 2,500** | Professional Adjudication Services<br>Contractual Administrative Law Judge<br><br>(Includes Adjudication of Code Violation Issues) | **$ 2,500** |
| $ 3,183 | $ 2,500 | **Total** | **$ 2,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EDUCATION REIMBURSEMENT - 01-51-45710**

**DEPARTMENT:** Police
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | | | |
| | **$ 2,500** | Reimbursement Requests for Personnel Involved in Completion of Various Degrees | **$ 18,580** |
| | | A. Garcia (Associates Degree @ $2,500) | |
| | | M. Leonard (Bachelors Degree @ $12,000) | |
| | | N. Macejak (Associates Degree @ $4,080) | |
| $ - | $ 2,500 | **Total** | **$ 18,580** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**DUES, SUBSCRIPTIONS & BOOKS - 01-51-46900**

**DEPARTMENT:** Police
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 27,926 | **$ 525** | Illinois Association Chief of Police x3 | **$ 525** |
| | **200** | International Association Chief of Police | **200** |
| | **3,500** | F.I.A.T. | **3,500** |
| | **2,848** | LEADS Online (move to Central Servs 01-70-41103 ) | **-** |
| | **4,000** | DuPage County Children's Advocacy Center | **4,000** |
| | **250** | DuPage Senior Management (x2) | **250** |
| | **250** | DuPage Cty Chief's of Police Assoc (x3 @ $275) | **825** |
| | **250** | BASSET Licensing | **250** |
| | **390** | Explorer Charter Fees<br>(4 Officers, 10 Explorers @ $25eac / Annual Charter $40 | **390** |
| | **3,990** | NEMRT Regional Training (x42 @ $95) | **3,990** |
| | **875** | International Association Chiefs of Police Online.net | **875** |
| | **1,000** | Entersect On-line Background/Investigation tool<br>**(move to Central Svcs 01-70-41103)** | **-** |
| | **25** | Law Enforcement Records Mgmt Information | **25** |
| | **40** | IL Law Enforcement Admin Professionals | **40** |
| | **5,500** | NetRMS System *(Maintenance current system)* | **2,117** |
| | | New RMS System (1st capital installment of 2) | **21,000** |
| | **50** | DJOA x 2 @ 25 | **50** |
| | **5,550** | Lexipol Subscription: | |
| | | (Annual Update @ $2,850 + $3900) | **6,750** |
| | | (Daily Training Bulletin Fee $2,700) | **2,700** |
| | **500** | DuPage County Major Crimes Task Force (MCTF) | **500** |
| | **1,205** | Northern Illinois Police Alarm System (NIPAS) | **1,205** |
| | **120** | IL Law Enforcement Alarm System (ILEAS) | **120** |
| | | APBnet (Critical Reach $435)<br>**(move to Central Svcs 01-70-41103)** | **-** |
| $ 27,926 | $ 31,068 | **Total** | **$ 49,312** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER SUPPLIES - 01-51-47200**

**DEPARTMENT:** Police
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 6,814 | | | |
| | **$ 7,000** | Evidence Technician Supplies | **$ 7,000** |
| | **1,500** | Flares | **1,500** |
| | **1,500** | Miscellaneous Supplies | **1,500** |
| | **3,000** | Office Equipment | **3,000** |
| | **1,000** | Sanitizer Replacements | **1,000** |
| | **500** | Digital Media<br>(DVDs/CDs/Flash Drives) | **500** |
| | **972** | Tourniquet for Officers - 36 @ $27/ea | - |
| | **796** | TV - Roll Call Room, 50" Vizio @ $498<br>TV - Weight Trng Room, 43" Vizio @ $298 | - |
| $ 6,814 | $ 16,268 | **Total** | **$ 14,500** |



**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**AMMUNITION & SUPPLIES - 01-51-47210**

**DEPARTMENT:** Police
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 3,771 | | | |
| | **$ 700** | Handgun - Training Rounds<br>(Budget again in FY 2019) | **$ -** |
| | **1,000** | Duty Rounds<br>(Budget again in FY 2019) | **-** |
| | **1,700** | FIAT/SWAT Sniper Ammo<br>.308(1,400 Rounds @ $1.20) | **1,700** |
| | | Taser: | |
| | **880** | Training (x50 cartridges) | **1,100** |
| | **324** | Duty (12 cartridges) | **-** |
| | **6,210** | Replacement Tazers - 5 @ $1,000/ea | **5,000** |
| | **270** | Tazer Holsters - 5 @ $56/ea | **280** |
| | | Battery packs/Pinky extenders 7 @ $57/ea | **399** |
| | | Part Replacements: | **850** |
| | **200** | Weapon repair | |
| | **200** | Cleaning Equipment | |
| | **250** | Target Material | |
| | **200** | AR 15 parts | |
| | **630** | Less Than Lethal Shotgun<br>(Bean Bag, 105 rounds)<br>(Budget again in FY 2019) | **-** |
| | **200** | 3-Volt batteries (Weapon Lights) | **200** |
| | **100** | Red Dot Sight Rifle Battery | |
| | **-** | Rifles setup completed - 3<br>(complete Aim-Point set-up) | **3,000** |
| $ 3,771 | $ 12,864 | **Total** | **$ 12,529** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**UNIFORMS - 01-51-47300**

**DEPARTMENT:** Police
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 47,539 | | | |
| | **$ 20,000** | Quartermaster Replacement Spring and Fall | **$ 20,000** |
| | **3,750** | Footwear Replacement (29 @ $200/ea) | **5,800** |
| | **7,000** | Clothing Allowance<br>Investigations - 4<br>POP Officers - 2 | **7,000** |
| | **3,300** | Replacement Body Armor (Vests)<br>(3 vests @ $660/ea) | **1,980** |
| | **1,000** | Explorer Uniforms | **1,000** |
| | **5,000** | Uniform Cleaning Contract | **5,000** |
| | **1,065** | Gas Mask Replacement (3 @ $355/ea) | **1,065** |
| | **2,400** | Gas Mask Replacement Filters (CBRN)<br>(40 @ $60/ea) | **2,400** |
| | **675** | SWAT Helmet (Highland)<br>(unbudgeted for FY 18) | **-** |
| | **2,265** | SWAT Body Armor replacement (Highland)<br>(unbudgeted for FY 18) | **-** |
| | **540** | Police Patches | **600** |
| | **2,200** | Ballistic Shields (2 @ $1,100/ea)<br>(unbudgeted for FY 18) | **-** |
| | **-** | Bike Unit Uniforms | **700** |
| $ 47,539 | $ 49,195 | **Total** | **$ 45,545** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**UNIFORMS - CROSSING GUARDS - 01-51-47304**

**DEPARTMENT:** Police
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 955 | | | |
| | **$ 250** | Raincoats, Safety Vests and Equipment | **$ 250** |
| | | Lighted Stop Paddles - 4 @ $250/ea | **1,000** |
| $ 955 | $ 250 | **Total** | **$ 1,250** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**GAS/OIL EXPENSE - 01-51-47600**

**DEPARTMENT:** Police
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 56,254 | **$ 60,724** | Annual Gas/Oil Expense | **$ 67,500** |
| $ 56,254 | $ 60,724 | **Total** | **$ 67,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**COLLECTION AGENCY FEES - 01-51-48401**

**DEPARTMENT:** Police
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ 750** | Fees Associated with Adjudication Collections | **$ 750** |
| $ - | $ 750 | **Total** | **$ 750** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MISCELLANEOUS EXPENSE - 01-51-48700**

**DEPARTMENT:** Police

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,265 | **$ 500** | | |
| | | Petty Cash Expenses | **$ 1,000** |
| | | Miscellaneous | **500** |
| | | Awards & Recognition | **500** |
| $ 1,265 | $ 500 | **Total** | **$ 2,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**INVESTIGATIONS - 01-51-48701**

**DEPARTMENT:** Police

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,308 | | | |
| | **$ 800** | Major Case Investigations Costs (Travel, Subpoena Fees, Records, etc.) | **$ 500** |
| $ 1,308 | $ 800 | **Total** | **$ 500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**PUBLIC RELATIONS - 01-51-48702**

**DEPARTMENT:** Police

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 6,428 | | | |
| | **$ 4,150** | National Night Out | **$ 4,000** |
| | **320** | Shredding Day | **450** |
| | - | Citizens Police Academy (CPA)<br>(Will re-visit in 2019 Budget) | - |
| | **67** | Public Relations Materials | **1,500** |
| | **125** | Shop With a Cop | **125** |
| $ 6,428 | $ 4,662 | **Total** | **$ 6,075** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EQUIPMENT PURCHASE - 01-51-49500**

**DEPARTMENT:** Police

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 4,142 | | | |
| | **$ 210** | AED Replacements (5 @ $1500/ea) | **$ 7,500** |
| | **789** | AED Replacement Batteries (5 @ $263/ea) | **1,315** |
| | **800** | LED Flashlight Replacements for Squads<br>(5 @ $160/ea) | - |
| | | Composite Software (update) TBD/TBA | |
| | | Total Station (measuring system upgrade) | **5,835** |
| | | Weight Room (equipment replacement/update) | **17,700** |
| $ 4,142 | $ 1,799 | **Total** | **$ 32,350** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EQUIPMENT - MAINTENANCE SUPRVR - 01-51-49503**

**DEPARTMENT:** Police

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,906 | | | |
| | **$ 2,500** | Mechanic Parts/ Supplies | **$ 2,500** |
| $ 1,906 | $ 2,500 | **Total** | **$ 2,500** |

# City of Warrenville Department Overview

# Public Works

The Warrenville Public Works Department is comprised of four divisions that are responsible for the construction, maintenance, and repair of the City's infrastructure, grounds and facilities, and the purchase, maintenance, and repair of City vehicles and equipment. The Deputy Public Works Director oversees the day-to-day operations of the Department. The Department has 16 full-time employees including four Lead Supervisors who oversee the Divisions of Utility, Street, Vehicle, and Facilities Maintenance. The remaining employees are six Utility Maintenance Workers and five Street Maintenance Workers. The Department is responsible for 59 miles of sanitary sewer main, 30.4 miles of storm sewer, 64 miles of water main, and 54 miles of municipal streets, right-of-ways, and sidewalks, 60 piece of equipment and vehicles, and five main facilities and their associated grounds, and five park and public areas.

**Street Maintenance Division**

- Maintains City streets, sidewalks, pathways, storm sewers, streetlights, and street signage
- Maintains storm water lift stations
- Locates the electrical (street light) and storm sewer lines in areas of excavation. The Department is a member of JULIE, a co-op, which allows for one phone call to notify all the utility companies of an excavation.
- Mows right-of-ways
- Roadway snow and ice control
- Performs tree trimming for parkway trees
- Performs park maintenance of City-owned parks
- Snow removal on City properties and facilities
- Performs brush pickup and storm cleanup
- Implements Annual Road Resurfacing Program in accordance with the City’s Capital Maintenance and Replacement Plan (CMRP)
- Provides support for special events Fourth of July, Summer Daze, Arbor Day, and other special events

**Utility Maintenance Division**

- Operates the water and sanitary sewer utilities within the corporate limits
- Maintains the water and sewer utilities located with the right-of-way (street area)
- Personnel available on a 24-hour basis for water or sanitary sewer emergencies
- Investigate and troubleshoot water customer concerns free of charge. High water consumption and water quality issues are the most common concerns
- Locates the water and sanitary sewer lines in areas of excavation. The Department is a member of JULIE, a co-op, which allows for one phone call to notify all the utility companies of an excavation.
- Maintains all water pumping, treatment and storage infrastructure and facilities
- Maintains automated meter reading system including all hardware and software

**Vehicle Maintenance Division**

The Vehicle Maintenance Division is responsible for the City's entire fleet, which contains 63 pieces of equipment, including Public Works trucks and small equipment and Police Department vehicles, and Code Enforcement vehicles. Additionally, this Division handles all repair work and purchases, in accordance with the City's CMRP. The Division maintains an inventory of parts and supplies in order to service the equipment.

**Facilities Maintenance Division**

The Facilities Maintenance Division is responsible for the City's facilities and public grounds, which include City Hall, Public Works Facility, Police Station, and the Albright Building (museum). Among the grounds are Cerny Park, Leone Schmidt Heritage Park, Bob Walters Commons, Plum Path Park, Albright Park (Gazebo area on Stafford Place) and the Veterans Memorial. The Division is also responsible for evaluating and implementing environmental initiatives designed to conserve energy and improve efficiency.

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-52-40000 | Streets | SALARIES - STREETS | 466,975 | 477,778 | 484,637 | 525,423 | 495,927 | **542,001** | 9.29% |
| 01-52-40001 | Streets | OVERTIME - STREETS | 148,794 | 93,172 | 71,379 | 90,000 | 82,376 | **90,000** | 9.26% |
| 01-52-40100 | Streets | FICA EXPENSE | 36,441 | 33,673 | 32,673 | 38,156 | 34,640 | **39,184** | 13.12% |
| 01-52-40101 | Streets | MEDICARE EXPENSE | 8,603 | 7,875 | 7,684 | 8,924 | 8,101 | **9,164** | 13.12% |
| 01-52-40200 | Streets | IMRF EXPENSE | 72,709 | 66,562 | 126,610 | 71,390 | 66,971 | **73,312** | 9.47% |
| 01-52-41100 | Streets | MAINTENANCE - EQUIPMENT | 70,935 | 65,527 | 56,469 | 58,000 | 58,000 | **58,000** | 0.00% |
| 01-52-41200 | Streets | MAINTENANCE - STREETS | 14,299 | 21,675 | 26,456 | 23,500 | 23,500 | **109,450** | 365.74% |
| 01-52-41300 | Streets | MAINTENANCE - GROUNDS | 14,052 | 13,729 | 14,558 | 25,700 | 25,700 | **27,000** | 5.06% |
| 01-52-41315 | Streets | MAINTENANCE-TREES | 43,958 | 44,020 | 34,565 | 43,000 | 39,242 | **25,000** | -36.29% |
| 01-52-41316 | Streets | MAINTENANCE - STREAMS | | | | 4,000 | - | **4,000** | |
| 01-52-42600 | Streets | GARBAGE REMOVAL | 13,704 | 1,311 | 1,309 | 1,500 | 1,500 | **1,500** | 0.00% |
| 01-52-43800 | Streets | UTILITIES | 7,718 | 11,799 | 14,089 | 34,242 | 34,242 | **34,500** | 0.75% |
| 01-52-44000 | Streets | MAINTENANCE - STREET LIGHTS | 26,104 | 67,577 | 34,367 | 50,000 | 50,000 | **50,000** | 0.00% |
| 01-52-44300 | Streets | RENT EXPENSE | 2,283 | 2,628 | 3,159 | 3,400 | 3,128 | **3,300** | 5.50% |
| 01-52-44400 | Streets | TRAVEL & MEETINGS | 120 | 91 | 573 | 2,000 | 2,000 | **4,200** | 110.00% |
| 01-52-45300 | Streets | ENGINEERING | | | | | | **207,500** | |
| 01-52-45400 | Streets | OTHER PROFESSIONAL SERVICES | 10,420 | 66,923 | 80,844 | 94,500 | 61,500 | **106,000** | 72.36% |
| 01-52-45401 | Streets | J.U.L.I.E. | 1,283 | 1,657 | 1,687 | 2,200 | 1,752 | **6,200** | 253.88% |
| 01-52-46900 | Streets | DUES, SUBSCRIPTIONS & BOOKS | - | 161 | 12 | 400 | 155 | **350** | 125.81% |
| 01-52-47200 | Streets | OTHER SUPPLIES | 2,306 | 2,929 | 1,998 | 2,600 | 1,982 | **2,600** | 31.18% |
| 01-52-47220 | Streets | SMALL TOOLS | 598 | 808 | 1,384 | 1,500 | 1,500 | **1,500** | 0.00% |
| 01-52-47300 | Streets | UNIFORMS | 4,495 | 5,465 | 3,340 | 5,500 | 5,000 | **5,500** | 10.00% |
| 01-52-47600 | Streets | GAS/OIL EXPENSE | 58,022 | 36,332 | 22,514 | 50,000 | 21,161 | **42,000** | 98.48% |
| 01-52-48700 | Streets | MISCELLANEOUS EXPENSE | 7,961 | 2,157 | 7,754 | 7,000 | 7,000 | **24,500** | 250.00% |
| 01-52-49500 | Streets | EQUIPMENT PURCHASE | | - | 6,082 | 27,000 | 9,623 | **27,000** | 180.58% |
| 01-52-49503 | Streets | EQUIPMENT-MAINTENANCE SUPRVR | 940 | 1,054 | 1,637 | 1,300 | 1,300 | **1,500** | 15.38% |
| | | **Totals** | 1,012,720 | 1,024,903 | 1,035,780 | 1,171,235 | 1,036,300 | **1,495,261** | 44.29% |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - EQUIPMENT - 01-52-41100**

**DEPARTMENT:** Streets
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 56,469 | **$ 58,000** | Repair of Street Vehicles & Equipment<br>Includes All Standard Service Costs<br>Major Repairs | **$ 58,000** |
| $ 56,469 | $ 58,000 | **Total** | **$ 58,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - STREETS - 01-52-41200**

**DEPARTMENT:** Streets
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 26,456 | **$ 23,500** | | |
| | | Pothole Repair, Storm Inlet Repair,<br>ROW Repair, Debris Dump Fees | **$ 23,500** |
| | | Final Phase Route 56 Streetscape Enhancements<br>***(FY 2018 - Decision Package)*** | **40,950** |
| | | Private Property Drainage Project<br>***(FY 2018 - Decision Package)*** | **45,000** |
| $ 26,456 | $ 23,500 | **Total** | **$ 109,450** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - GROUNDS - 01-52-41300**

**DEPARTMENT:** Streets
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 14,558 | | | |
| | **$ 24,700** | Grounds Maintenance<br>(includes Contracted landscaping except parks)<br>Mulch in FY 2017 | **$ 25,000** |
| | **1,000** | Wetland Maintenance & Inspection<br>Landon | **2,000** |
| $ 14,558 | $ 25,700 | **Total** | **$ 27,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - TREES - 01-52-41315**

**DEPARTMENT:** Streets
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 34,565 | **$ 39,242** | | **$ 25,000** |
| | | Tree Trimming , Removal, Relocation, and<br>Replacement Throughout the City<br>This service is shared with MFT 13-00-45410 | |
| | | Emerald Ash Borer Identified in FY 2011<br>City crew performing majority<br>of Ash tree removal and replacement<br>reduced outsourcing costs | |
| $ 34,565 | $ 39,242 | **Total** | **$ 25,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - STREAMS - 01-52-41316**

**DEPARTMENT:** Streets

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | $ - | Removal of Debris from Streams, Culverts, and Bridges<br>Wildlife Relocation and Stream Clean Up | $ 4,000 |
| $ - | $ - | **Total** | $ 4,000 |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**GARBAGE REMOVAL - 01-52-42600**

**DEPARTMENT:** Streets

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,309 | $ 1,500 | Provided Via Hauler Contract<br>(No Cost to the City)<br><br>Porta Potty - Gazebo | $ 1,500 |
| $ 1,309 | $ 1,500 | **Total** | $ 1,500 |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**UTILITIES - 01-52-43800**

**DEPARTMENT:** Streets

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 14,089 | **$ 9,500** | Electric and Gas for Cerny Park Lift Station (Storm Water System) | **$ 9,500** |
| | **24,742** | Natural gas for City Buildings on "Free Therms" per franchise agreement prior to late FY 2016 | **25,000** |
| $ 14,089 | $ 34,242 | **Total** | **$ 34,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - STREETS LIGHTS - 01-52-44000**

**DEPARTMENT:** Streets

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 34,367 | **$ 30,000** | Standard Maintenance | **$ 30,000** |
| | **20,000** | Light pole purchases for Cantera $5,000 each (This expense is usually reimbursed through insurance claims) | **20,000** |
| $ 34,367 | $ 50,000 | **Total** | **$ 50,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**RENT EXPENSE - 01-52-44300**

**DEPARTMENT:** Streets
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 3,159 | **$ 1,328** | Rental of Welding Tanks and Specialized Equipment | **$ 1,500** |
| | **1,800** | Rental for additional lift for Holiday Decoration<br>*(Note: Police Station and Prairie Path Trees require use of a sixty-foot aerial lift)* | **1,800** |
| $ 3,159 | $ 3,128 | **Total** | **$ 3,300** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TRAVEL & MEETINGS - 01-52-44400**

**DEPARTMENT:** Streets
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 573 | **$ 2,000** | | **$ 2,000** |
| | | APWA - Illinois Section Meeting<br>Training<br>I-Pass replenishment | |
| | | IPSI - Street Supervisor | **1,400** |
| | | IAFSM Conference - DPWD | **800** |
| $ 573 | $ 2,000 | **Total** | **$ 4,200** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**ENGINEERING - 01-52-45300**

**DEPARTMENT:** Streets
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| | | Point Oak Drive final engineering<br>(FY 2017 Decision Package)<br>(also 20-02-45300 - 17,250)<br>(also 20-03-45300 - 17,250)<br>(total cost $46,000) | $ 11,500 |
| | | Mack Road Bike Path<br>Phase I Preliminary Engineering<br>***(FY 2017 Decision Package)***<br>Total cost is $81,000. Forest Preserve District committed to reimburse City for 30% of these costs | 12,000 |
| | | Phase II Final Engineering<br>(FY 2018 Decision Package) | 70,000 |
| | | Barkley Avenue<br>**Final engineering**<br>(FY 2017 Decision Package) | 35,000 |
| | | Diehl Road turn lane improvements<br>(City share of Phase I engineering costs -<br>Total Project Cost $250,000 - City share 30%)<br>(FY 2016 - Decision Package) | |
| | | Diehl Road turn lane improvements<br>Phase II Final Engineering | 75,000 |
| | | Preliminary Design and Permitting | 4,000 |
| $ - | $ - | **Total** | $ 207,500 |



**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER PROFESSIONAL SERVICES - 01-52-45400**

**DEPARTMENT:** Streets
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 80,844 | $ 1,000 | NPDES Permit fees Yearly | $ 1,000 |
| | 11,000 | Gov Temp USA | |
| | 46,000 | Route 56 Landscape Maintenance Costs | 90,000 |
| | 3,500 | GIS road data base development | |
| | | Private Property Drainage Project<br>***(FY 2018 - Decision Package)*** | 5,000 |
| | | Solar Power Feasibility Study<br>and Prioritization Study | 10,000 |
| $ 80,844 | $ 61,500 | **Total** | $ 106,000 |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**J.U.L.I.E. - 01-52-45401**

**DEPARTMENT:** Streets
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,687 | **$ 1,752** | J.U.L.I.E. Locates | **$ 2,200** |
| | - | Locate Flags and Paint | **4,000** |
| $ 1,687 | $ 1,752 | **Total** | **$ 6,200** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**DUES, SUBSCRIPTIONS & BOOKS - 01-52-46900**

**DEPARTMENT:** Streets
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 161 | **$ 155** | APWA Dues (Street Supervisor and 1/2 DPWD) | **$ 300** |
| | | Professional Engineer Registration - DPWD | **50** |
| $ 161 | $ 155 | **Total** | **$ 350** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER SUPPLIES - 01-52-47200**

**DEPARTMENT:** Streets
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,998 | **$ 1,982** | Hardware Invoices<br>Coffee, paper towels, etc. | **$ 2,600** |
| $ 1,998 | $ 1,982 | **Total** | **$ 2,600** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**SMALL TOOLS - 01-52-47220**

**DEPARTMENT:** Streets
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,384 | **$ 1,500** | Shovels, Wrenches, Diagnostic tools, Pliers, etc | **$ 1,500** |
| $ 1,384 | $ 1,500 | **Total** | **$ 1,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**UNIFORMS - 01-52-47300**

**DEPARTMENT:** Streets
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 3,340 | **$ 5,000** | Per Union Contract City Supplies Uniforms on a Yearly Basis | **$ 5,500** |
| $ 3,340 | $ 5,000 | **Total** | **$ 5,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**GAS/OIL EXPENSE - 01-52-47600**

**DEPARTMENT:** Streets
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 22,514 | **$ 21,161** | Fuel and Oil Cost for Vehicles and Equipment Fuel Costs Fluctuate with Market | **$ 42,000** |
| $ 22,514 | $ 21,161 | **Total** | **$ 42,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MISCELLANEOUS EXPENSE - 01-52-48700**

**DEPARTMENT:** Streets
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 7,754 | **$ 2,100** | | **$ 2,000** |
| | | Misc Small Items That are Unforeseen Which Do Not Fall Into a Traditional Expense Line Item | |
| | - | Holiday Decorations Replacement and expansion | **17,500** |
| | | Special events | |
| | **4,900** | Porta-Potty's, Dumpsters, and supplies | **5,000** |
| $ 7,754 | $ 7,000 | **Total** | **$ 24,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EQUIPMENT PURCHASE - 01-52-49500**

**DEPARTMENT:** Streets
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 6,082 | **$ -** | | **$ 27,000** |
| | | New Pump Cerny Park Lift Station (Located by Warren Ave) | |
| | **9,165** | Toro Lawn mower | |
| | **458** | Book case | |
| $ 6,082 | $ 9,623 | **Total** | **$ 27,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EQUIPMENT - MAINTENANCE SUPRVR - 01-52-49503**

**DEPARTMENT:** Streets

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,637 | **$ 1,300** | Equipment, As Needed | **$ 1,500** |
| $ 1,637 | $ 1,300 | **Total** | **$ 1,500** |

# City of Warrenville Department Overview

## Community Development

The Community Development Department's mission is to guide and manage the development, construction, and use of property in a manner that maximizes the positive benefits for all of Warrenville, while minimizing the negative impacts on the use and enjoyment of individual properties. Coordinated, quality, managed land use and development attracts additional private investment to the City, enhances the value of existing properties within it, and makes the City of Warrenville a more desirable place to live and conduct business. The Department is comprised of five divisions:

1. Building and Code Enforcement:

The structural integrity of buildings and the safety of building occupants are paramount concerns of the Building Division. This Division coordinates with other City departments and divisions, the Warrenville Fire Protection District, and DuPage County as necessary to review and issue permits and inspect residential and commercial new construction, alterations, remodeling, additions, renovations, accessory structures, temporary structures, and certain work in City rights-of-way. The Division also enforces the City's Property Maintenance, Zoning, and Vacant Building Registration Codes in a manner that promotes and preserves a safe and desirable quality of life and working environment throughout the Community. Electrical contractor registration and assignment of new addresses are also handled by this Division.

2. Development Engineering and Stormwater/Flood Plain Management

The Engineering Division administers and enforces the countywide Stormwater and Flood Plain Ordinance, reviews private development civil engineering and photometric plans, inspects privately constructed infrastructure improvements, collects and tracks the security deposits and letters of credit developers post to guarantee the proper construction of required public improvements. The Division also works closely with the Public Works Department to manage the City's Capital Maintenance and Replacement Program and the Senior Civil Engineer represents the City on the DuPage Mayors and Managers Conference Transportation Subcommittee and Surface Transportation Program Task Force, and the Municipal Engineers Stormwater Group.

3. GIS

The City of Warrenville utilizes Geographic Information Systems (GIS) technologies to aid long term planning, zoning and building permit application review, City infrastructure design and maintenance, stormwater and floodplain management, and a variety of other important municipal operations. The GIS Division creates maps and exhibits that are used to support informed decision making by the Plan Commission, City Council, the Bicycle and Pedestrian Advisory Commission, and similar groups.

4. Planning and Zoning

The Planning and Zoning Division oversees the development, maintenance, and implementation of the City's Comprehensive Plan, Zoning Ordinance, and Subdivision Control Ordinance. This Division's work includes investigating and responding to resident, business, elected and appointed official inquiries and complaints related to these policy and regulatory documents. The Division works closely with the City Council, Plan Commission/Zoning Board of Appeals, developers, businesses, and property owners to process planned unit development, zoning map and text amendment, variation, special use, and new subdivisions applications.

5. Economic Development

The Economic Development Division's mission is to enhance the economic vitality of Warrenville and maintain its outstanding quality of life by promoting it as an ideal location for business growth and success. The Division works closely with other economic development organizations such as Choose DuPage, the DuPage Convention and Visitors Bureau, and the Western DuPage Chamber of Commerce to attract new business and help existing businesses succeed in the community.

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-53-40000 | Community Dev | SALARIES - COMMUNITY DVLPMNT | 560,256 | 568,439 | 558,496 | 666,358 | 624,420 | **619,832** | -0.73% |
| 01-53-40001 | Community Dev | OVERTIME - COMMUNITY DVLPMNT | - | 99 | 1,952 | 1,000 | 1,500 | **1,000** | -33.33% |
| 01-53-40003 | Community Dev | SALARIES - PLAN COMMISSION | 2,549 | 2,666 | 2,770 | 3,000 | 2,190 | **2,700** | 23.29% |
| 01-53-40100 | Community Dev | FICA EXPENSE | 31,703 | 32,392 | 31,976 | 41,377 | 40,061 | **42,200** | 5.34% |
| 01-53-40101 | Community Dev | MEDICARE EXPENSE | 7,713 | 7,781 | 7,784 | 9,677 | 8,901 | **9,870** | 10.89% |
| 01-53-40200 | Community Dev | IMRF EXPENSE | 63,774 | 64,870 | 61,055 | 70,477 | 67,581 | **72,017** | 6.56% |
| 01-53-41110 | Community Dev | MAINTENANCE - AUTOS | 2,325 | 1,879 | 2,214 | 1,500 | 1,500 | **2,500** | 66.67% |
| 01-53-43700 | Community Dev | NOTARY FEE | 50 | 67 | - | 50 | 50 | **50** | 0.00% |
| 01-53-44400 | Community Dev | TRAVEL & MEETINGS | 6,165 | 9,448 | 8,640 | 20,400 | 14,400 | **20,550** | 42.71% |
| 01-53-44700 | Community Dev | PRINTING / PUBLISHING | 1,396 | 834 | 1,542 | 5,750 | 2,500 | **2,500** | 0.00% |
| 01-53-45210 | Community Dev | COMPUTER SOFTWARE | 5,390 | 12,475 | 2,972 | 3,000 | 3,000 | **92,335** | 2977.83% |
| 01-53-45300 | Community Dev | ENGINEERING | 4,851 | 44,843 | 5,378 | 25,000 | 20,000 | **40,000** | 100.00% |
| 01-53-45400 | Community Dev | OTHER PROFESSIONAL SERVICES | 13,839 | 26,866 | 45,904 | 54,000 | 47,175 | **27,600** | -41.49% |
| 01-53-45404 | Community Dev | BLDG PERMIT REVIEW & INSPECT | 8,812 | 11,625 | 44,150 | 23,500 | 17,500 | **5,000** | -71.43% |
| 01-53-45405 | Community Dev | ELEVATOR INSPECTIONS | 12,067 | 10,063 | 11,643 | 16,500 | 16,500 | **16,500** | 0.00% |
| 01-53-45406 | Community Dev | LANDSCAPE REVIEW & INSPECTIONS | - | - | 3,335 | 7,500 | 4,000 | **7,500** | 87.50% |
| 01-53-45407 | Community Dev | WATER DEPT. INSP. SRVS. | - | | | 1,500 | - | **-** | |
| 01-53-45701 | Community Dev | TRAINING - PLAN COMMISSION | | | 425 | 750 | 750 | **750** | 0.00% |
| 01-53-45710 | Community Dev | EDUCATION REIMBURSEMENT | | | - | 15,000 | - | **4,000** | |
| 01-53-45900 | Community Dev | STORMWATER MANAGEMENT | | | 284 | 2,500 | 2,500 | **2,500** | 0.00% |
| 01-53-46000 | Community Dev | PRELIMINARY CONSULT | | | | 1,500 | 1,500 | **1,500** | 0.00% |
| 01-53-46900 | Community Dev | DUES, SUBSCRIPTIONS & BOOKS | 4,294 | 2,708 | 5,151 | 5,000 | 4,750 | **6,050** | 27.37% |
| 01-53-47200 | Community Dev | OTHER SUPPLIES | 2,246 | 1,510 | 629 | 1,000 | 1,000 | **1,100** | 10.00% |
| 01-53-47300 | Community Dev | UNIFORMS | 151 | - | 221 | 1,200 | 1,050 | **600** | -42.86% |
| 01-53-48700 | Community Dev | MISCELLANEOUS EXPENSE | 903 | 2,580 | 143 | 3,900 | 1,500 | **3,750** | 150.00% |
| 01-53-49200 | Community Dev | LAND PURCHASE | | | 458,100 | - | - | **-** | |
| 01-53-49500 | Community Dev | EQUIPMENT PURCHASE | 9,090 | 263 | 15,041 | 1,000 | 2,870 | **1,000** | -65.16% |
| | | ***Totals*** | 737,574 | 801,408 | 1,269,805 | 982,439 | 887,198 | **983,404** | 10.84% |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - AUTOS - 01-53-41110**

**DEPARTMENT:** Community Development

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 2,214 | | | |
| | **$ 1,500** | Brakes, minor tune-up, tires, and maintenance on Building Inspector P/U, Explorer SUV, and pool car | **$ 2,500** |
| $ 2,214 | $ 1,500 | **Total** | **$ 2,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**NOTARY FEE - 01-53-43700**

**DEPARTMENT:** Community Development

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ 50** | Renewal of Notary Bond (x 1) | **$ 50** |
| $ - | $ 50 | **Total** | **$ 50** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TRAVEL & MEETINGS - 01-53-44400**

**DEPARTMENT:** Community Development
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 8,640 | | | |
| | | Community Development Director and Senior Planner | $ 4,500 |
| | $ 3,500 | attendance at IEDC and American Planning Association conferences/seminars and similar training opportunities | |
| | 500 | Building Inspector and Code Enforcement Officer attendance at in-state training opportunities | 600 |
| | 500 | GIS Technician/Planner attendance at in-state training conferences and seminars | 500 |
| | 1,750 | Senior Civil Engineer attendance at in-state training IAFSM Conference IPSI Training | 2,000 |
| | 750 | Administrative Assistants attendance at in-state training opportunities. | 1,000 |
| | 1,900 | Mileage Reimbursement for Dept. Staff who use their own personal vehicles for transportation to and from City inspections and training events. | 2,200 |
| | 3,000 | Management Training/Coaching | 5,000 |
| | - | Plumbing Inspector training for State certification | 250 |
| | 1,500 | Chief Code Official | 2,000 |
| | 1,000 | GIS Plan implementation/Training | 1,500 |
| | | Crime Free Housing Training | 1,000 |
| $ 8,640 | $ 14,400 | **Total** | $ 20,550 |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**PRINTING/PUBLISHING - 01-53-44700**

**DEPARTMENT:** Community Development
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,542 | | | |
| | $ 2,000 | Reproduction Costs for Various Ordinances (Comp. Plan, Zoning Ord., Sub. Ord,. Development Control Regs., Etc.) Large Format Maps, Color Exhibits, Special Reports/Plans, and Dept Forms. These expenses also include costs associated with the publication of legal notices for City initiated hearings. These expenses should, at least in part, offset by revenues collected through the sale of the same documents to the general public. | $ 2,000 |
| | 500 | Recording Fees | 500 |
| $ 1,542 | $ 2,500 | **Total** | $ 2,500 |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**COMPUTER SOFTWARE - 01-53-45210**

**DEPARTMENT:** Community Development

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 2,972 | | | |
| | **$ 3,000** | WebQA Code Enforcement Manager Software Subscription Renewal | **$ 3,000** |
| | | **Enterprise Resource Planning (ERP) System Purchase (FY 2018 Decision Package)** | **89,335** |
| | | Additional Systems Purchase Costs budgeted in 01-45-45210 20-00-45210 20-04-45210 | |
| $ 2,972 | $ 3,000 | **Total** | **$ 92,335** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**ENGINEERING - 01-53-45300**

**DEPARTMENT:** Community Development

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 5,378 | | | |
| | **$ 20,000** | Consulting engineering services | **$ 40,000** |
| | | Recognizes the large amount of potential one time public improvement projects which are scheduled to be coordinated by the City Senior Civil Engineer in FY 2018. This will require an increased reliance on outside engineering consultants due to the volume of projects anticipated for FY 2018. These expenses are offset by the final engineering review and inspection fees the City collects in conjunction with the final approval of new developments and subdivisions | |
| $ 5,378 | $ 20,000 | **Total** | $ 40,000 |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER PROFESSIONAL SERVICES - 01-53-45400**

**DEPARTMENT:** Community Development

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 45,904 | **$ 24,000** | Economic development and re-development Consultation Services (Spec. consultant assistance, misc. property acq. due diligence activates and wetland mitigation feasibility analysis) | **$ 5,000** |
| | **2,400** | Cost associated with the Administrative Law Judge that processes code violation tickets in the City's local Administrative Adjudication process. | **2,400** |
| | **5,000** | Consulting Services for GIS Data Consolidation and Software Upgrade (Part of FY 15 Decision Package) | **6,200** |
| | **9,275** | Final batch of microfiche conversion | |
| | **2,500** | Right-of-Way/Easement Survey and Plat Legal Assistance | **2,000** |
| | **4,000** | Code Enforcement Consultant Assistance (FY 2018 assumes potential use of outside consultant for 8-10 hours a week during peak building permit activity season) | **12,000** |
| $ 45,904 | $ 47,175 | **Total** | **$ 27,600** |



**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**BUILDING PERMIT REVIEW AND INSPECTION - 01-53-45404**

**DEPARTMENT:** Community Development

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 44,150 | **$ 17,500** | Expenses associated with the review and inspection of commercial construction and to comply with the 2014 State Plumbing Code plumbing inspection requirements. | **$ 5,000** |
| | | All of these expenses are off-set by the Building Permit related Review and Inspection Fees the Community Development Department collects in conjunction with the issuance of building permits. | |
| | | Consulting assistance to review and adopt most current versions of the various Building, Life Safety, and Fire Codes with local amendments negotiated with the Warrenville Fire Protection District | |
| $ 44,150 | $ 17,500 | **Total** | **$ 5,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**ELEVATOR INSPECTIONS - 01-53-45405**

**DEPARTMENT:** Community Development

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 11,643 | **$ 16,500** | Expenses associated with the review and inspection of new elevators and the biannual inspection of existing elevators by an outside consultant. These expenses are off-set by the Elevator Review and Inspection Fees collected in conjunction with the issuance of building permits and distribution of the biannual elevator inspection certificates. | **$ 16,500** |
| $ 11,643 | $ 16,500 | **Total** | **$ 16,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**LANDSCAPE REVIEW & INSPECTIONS - 01-53-45406**

**DEPARTMENT:** Community Development

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 3,335 | **$ 4,000** | Expenses associated with the use of an outside consultant to perform limited landscape plan reviews, all as-builts final landscape installation inspections, and provide expert assistance regarding Emerald Ash Borer related issues. FY 18 expense recognizes significant number of properties where Ash trees have died and not been replaced. These properties will require special attention and follow up. | **$ 7,500** |
| $ 3,335 | $ 4,000 | **Total** | **$ 7,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**WATER DEPARTMENT INSPECTION SERVICES - 01-53-45407**

**DEPARTMENT:** Community Development

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | $ - | **Unbudgeted for FY 2018** and forward | $ - |
| $ - | $ - | **Total** | $ - |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TRAINING - PLAN COMMISSION - 01-53-45701**

**DEPARTMENT:** Community Development

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 425 | $ 750 | City Funded Training Opportunities (Seminars and Books) for PC/ZBA Members. | $ 750 |
| $ 425 | $ 750 | **Total** | $ 750 |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EDUCATION REIMBURSEMENT - 01-53-45710**

**DEPARTMENT:** Community Development

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | | | |
| | | (Through) University of Oklahoma | |
| | | Economic Development Institute | **2,000** |
| | | CD Director | |
| | | Tuition | |
| | | (Through) University of Oklahoma | **2,000** |
| | | Economic Development Institute | |
| | | Senior Planner | |
| | | Tuition | |
| $ - | $ - | **Total** | **$ 4,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**STORMWATER MANAGEMENT REVIEW AND INSPECTION - 01-53-45900**

**DEPARTMENT:** Community Development

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 284 | **$ 2,500** | This account covers the expenses the City incurs in the review of stormwater management permit applications, inspection of stormwater management and erosion control related improvements, inspection of stormwater and erosion control related complaints, providing input and guidance on floodplain issues, DuPage Co. Stormwater Ordinance related initiatives, and complying with the increasing NPDES and IDDE requirements and dealing with Special Management Area issues. | **$ 2,500** |
| $ 284 | $ 2,500 | **Total** | **$ 2,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**PRELIMINARY CONSULTATION - 01-53-46000**

**DEPARTMENT:** Community Development

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | $ 1,500 | Consulting Engineering expenses associated with the review of preliminary engineering design drawings for new private development proposals. | $ 1,500 |
| $ - | $ 1,500 | **Total** | $ 1,500 |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**DUES, SUBSCRIPTIONS & BOOKS - 01-53-46900**

**DEPARTMENT:** Community Development

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 5,151 | $ 300 | International Code Council (building codes) Membership | $ 150 |
| | 1,200 | American Planning Association (APA) Membership | 1,300 |
| | 75 | APA Monthly Zoning Newsletter | 75 |
| | 500 | Misc. books and reference materials | 500 |
| | 125 | Suburban Building Officials Council Membership | 75 |
| | 100 | IACE | 50 |
| | 1,300 | DuPage River Salt Creek Workgroup City membership | 1,300 |
| | 200 | State of Illinois Plumbing Inspector Certification | |
| | 100 | Illinois GIS Association | 100 |
| | 200 | Professional Engineer/AWPA Dues/Membership | 200 |
| | 425 | International Economic Dev. Council Membership | 475 |
| | 125 | Illinois Assoc. of Floodplain & Storm water Mangers. | 125 |
| | 100 | Chief Code Official | |
| | | NW Building Officials and Code Administrators | 50 |
| | | Illinois Association of Electrical Inspectors | 120 |
| | | Area Building Coordinators of Illinois and Permit TechNation | 30 |
| | | Two full and complete sets of most current building, fire, and life safety related codes adopted by City | 1,500 |
| $ 5,151 | $ 4,750 | **Total** | $ 6,050 |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER SUPPLIES - 01-53-47200**

**DEPARTMENT:** Community Development

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 629 | | | |
| | **100** | Misc. Office Supplies | **100** |
| | | Specialty Printer Cartridges | **750** |
| | **700** | | |
| | **200** | Specialty Larger Format Printer Paper | **250** |
| $ 629 | $ 1,000 | **Total** | **$ 1,100** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**UNIFORMS - 01-53-47300**

**DEPARTMENT:** Community Development

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 221 | | | |
| | **$ 150** | New boots for one department employee who performs field inspections. | **$ 150** |
| | **150** | "City of Warrenville" shirts/coat for full time employees who perform field inspections | **150** |
| | **150** | "City of Warrenville" shirt for each part time electrical & plumbing inspector (5 Total) | **150** |
| | **150** | Chief Code Official | **150** |
| $ 221 | $ 1,050 | **Total** | **$ 600** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MISCELLANEOUS EXPENSE - 01-53-48700**

**DEPARTMENT:** Community Development

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 143 | | | |
| | $ 250 | Staff and PC/ZBA Nameplates, Mounting and Matting of Large Format Maps such as the Zoning and Land Use Plan Maps. | $ 250 |
| | 500 | Lawn cutting services for Property Maintenance Code Violations. In many cases, the City is reimbursed for these expenses through liens placed on the involved property. | 2,500 |
| | 250 | Food & beverage for special meetings | 250 |
| | 250 | International Code Council testing certifications for inspectors | 500 |
| | 250 | Misc. safety and measuring equipment | 250 |
| $ 143 | $ 1,500 | **Total** | $ 3,750 |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**LAND PURCHASE - 01-53-49200**

**DEPARTMENT:** Community Development

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 458,100 | $ - | Unbudgeted for FY 2018<br>Moved to TIF#4 | $ - |
| $ 458,100 | $ - | **Total** | $ - |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EQUIPMENT PURCHASE - 01-53-49500**

**DEPARTMENT:** Community Development

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 15,041 | **$ -** | File cabinets/shelving | **$ 1,000** |
| | **2,495** | GIS Receiver/Locator | - |
| | **375** | Varidesk | - |
| $ 15,041 | $ 2,870 | **Total** | **$ 1,000** |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-54-40000 | EMA | SALARIES - E.M.A. | 6,000 | 6,000 | 5,800 | 6,000 | 6,000 | **6,000** | 0.00% |
| 01-54-40100 | EMA | FICA EXPENSE | 372 | 372 | 360 | 372 | 372 | **372** | 0.00% |
| 01-54-40101 | EMA | MEDICARE EXPENSE | 87 | 87 | 84 | 87 | 87 | **87** | 0.00% |
| 01-54-41100 | EMA | MAINTENANCE - EQUIPMENT | 1,785 | 4,044 | 540 | 3,000 | 3,000 | **3,000** | 0.00% |
| 01-54-41110 | EMA | MAINTENANCE - AUTO | 1,565 | 2,096 | 38 | 3,500 | 3,500 | **3,500** | 0.00% |
| 01-54-42700 | EMA | MAINTENANCE - COMMUNICATIONS | 315 | - | 2,827 | 1,750 | 1,750 | **1,750** | 0.00% |
| 01-54-43400 | EMA | TELEPHONE | 849 | 1,448 | 1,267 | 1,350 | 1,350 | **1,350** | 0.00% |
| 01-54-45700 | EMA | TRAINING & SEMINARS | 863 | 1,375 | 2,441 | 6,500 | 6,500 | **6,500** | 0.00% |
| 01-54-46900 | EMA | DUES, SUBSCRIPTIONS & BOOKS | 81 | - | 81 | 85 | 85 | **85** | 0.00% |
| 01-54-47200 | EMA | OTHER SUPPLIES | 2,434 | 711 | 2,948 | 3,500 | 3,500 | **3,500** | 0.00% |
| 01-54-47300 | EMA | UNIFORMS | 2,327 | 2,015 | 2,836 | 3,000 | 3,000 | **3,000** | 0.00% |
| 01-54-47600 | EMA | GAS / OIL EXPENSE | 1,044 | 607 | 791 | 1,200 | 1,200 | **1,200** | 0.00% |
| 01-54-48700 | EMA | MISCELLANEOUS EXPENSE | 126 | 468 | 1,202 | 5,500 | 5,500 | **5,500** | 0.00% |
| 01-54-49500 | EMA | EQUIPMENT PURCHASE | 204 | 9,595 | 11,026 | 31,000 | 1,000 | **31,000** | 3000.00% |
| | | ***Totals*** | 18,052 | 28,818 | 32,241 | 66,844 | 36,844 | **66,844** | 81.42% |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - EQUIPMENT - 01-54-41100**

**DEPARTMENT:** EMERGENCY MANAGEMENT AGENCY (EMA)

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 540 | **$ 1,000** | General Maintenance Equipment | **$ 1,000** |
| | **2,000** | Siren Maintenance including monthly IP address charges | **2,000** |
| $ 540 | $ 3,000 | **Total** | **$ 3,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - AUTOS - 01-54-41110**

**DEPARTMENT:** EMERGENCY MANAGEMENT AGENCY (EMA)

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 38 | **$ 1,500** | General Vehicle Maintenance | **$ 1,500** |
| | **2,000** | Improved Emergency Vehicle Lighting | **2,000** |
| $ 38 | $ 3,500 | **Total** | **$ 3,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - COMMUNICATIONS - 01-54-42700**

**DEPARTMENT:** EMERGENCY MANAGEMENT AGENCY (EMA)

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 2,827 | **$ 1,750** | Walkie-Talkies, Mobile Radios | **$ 1,750** |
| $ 2,827 | $ 1,750 | **Total** | **$ 1,750** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TELEPHONE - 01-54-43400**

**DEPARTMENT:** EMERGENCY MANAGEMENT AGENCY (EMA)

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,267 | **$ 1,100** | General Telephone | **$ 1,100** |
| | **250** | One Additional Nextel | **250** |
| $ 1,267 | $ 1,350 | **Total** | **$ 1,350** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TRAVEL & MEETINGS - 01-54-44400**

**DEPARTMENT:** EMERGENCY MANAGEMENT AGENCY (EMA)
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 2,441 | **$ 1,500** | Member Training, Homeland Security Training | **$ 1,500** |
| | **5,000** | Full-scale National Incident Management System (NIMS) Exercise | **5,000** |
| $ 2,441 | $ 6,500 | **Total** | **$ 6,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**DUES, SUBSCRIPTIONS & BOOKS - 01-54-46900**

**DEPARTMENT:** EMERGENCY MANAGEMENT AGENCY (EMA)
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 81 | **$ 85** | As Needed | **$ 85** |
| $ 81 | $ 85 | **Total** | **$ 85** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER SUPPLIES - 01-54-47200**

**DEPARTMENT:** EMERGENCY MANAGEMENT AGENCY (EMA)

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 2,948 | **$ 1,500** | Emergency Response Supplies | **$ 1,500** |
| | **300** | Reflective Cones | **300** |
| | **1,500** | Public Training, including<br>Weather Radios, Key chains<br>Magnets for Giveaways | **1,500** |
| | **200** | Printed Materials | **200** |
| $ 2,948 | $ 3,500 | **Total** | **$ 3,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**UNIFORMS - 01-54-47300**

**DEPARTMENT:** EMERGENCY MANAGEMENT AGENCY (EMA)

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 2,836 | **$ 1,500** | Volunteer Uniforms | **$ 1,500** |
| | **1,500** | Severe Weather Gear, Winter Gear, Rain Gear | **1,500** |
| $ 2,836 | $ 3,000 | **Total** | **$ 3,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**GAS/OIL EXPENSE - 01-54-47600**

**DEPARTMENT:** EMERGENCY MANAGEMENT AGENCY (EMA)

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 791 | **$ 1,200** | Vehicle Use | **$ 1,200** |
| $ 791 | $ 1,200 | **Total** | **$ 1,200** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MISCELLANEOUS EXPENSE - 01-54-48700**

**DEPARTMENT:** EMERGENCY MANAGEMENT AGENCY (EMA)

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,202 | **$ 500** | Miscellaneous | **$ 500** |
| | **5,000** | Moving of Siren from Community Building (a Park District Facility) to Another Location | **5,000** |
| $ 1,202 | $ 5,500 | **Total** | **$ 5,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EQUIPMENT PURCHASE - 01-54-49500**

**DEPARTMENT:** EMERGENCY MANAGEMENT AGENCY (EMA)

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 11,026 | **$ 1,000** | Miscellaneous Equipment | **$ 1,000** |
| | | Replace Woodland siren | **30,000** |
| $ 11,026 | $ 1,000 | **Total** | **$ 31,000** |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-55-44400 | Police Comm. | TRAVEL & MEETINGS | 729 | - | 460 | 3,255 | 3,255 | **3,255** | 0.00% |
| 01-55-44700 | Police Comm. | PRINTING / PUBLISHING | - | 602 | 3,348 | - | - | - | |
| 01-55-45100 | Police Comm. | LEGAL SERVICES | | - | 300 | 500 | 500 | **500** | 0.00% |
| 01-55-45400 | Police Comm. | OTHER PROFESSIONAL SERVICES | 504 | 75 | 30 | - | - | - | |
| 01-55-45800 | Police Comm. | TESTING | 10,390 | 20,502 | 17,147 | 7,400 | 7,680 | **21,750** | 183.20% |
| 01-55-46900 | Police Comm. | DUES, SUBSCRIPTIONS & BOOKS | 375 | 375 | 375 | 685 | 685 | **685** | 0.00% |
| | | ***Totals*** | 11,998 | 21,554 | 21,660 | 11,840 | 12,120 | **26,190** | 116.09% |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TRAVEL & MEETINGS - 01-55-44400**

**DEPARTMENT:** Police Commission

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 460 | | IL Police Commission | |
| | | Annual Conference & Training | |
| | **$ 2,500** | Seminars (x2 per year @ $1,250) | **$ 2,500** |
| | | **Spring Seminar** | |
| | **500** | Mileage: (est 300 miles round trip x 3 - location TBD) | **500** |
| | **255** | Hotel (x3 people 1 night @ $85 ea) | **255** |
| $ 460 | $ 3,255 | **Total** | **$ 3,255** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**PRINTING/PUBLISHING - 01-55-44700**

**DEPARTMENT:** Police Commission

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 3,348 | **$ -** | Recruitment for Patrol Officer | **$ -** |
| $ 3,348 | $ - | **Total** | **$ -** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**LEGAL SERVICES - 01-55-45100**

| **DEPARTMENT:** Police Commission | | | |
|---|---|---|---|
| **PROGRAM:** On-Going | | | |
| **2016 Actual** | **2017 Estimated** | **Description of Cost** | **2018 Budget** |
| $ 300 | **$ 500** | Legal Services as needed | **$ 500** |
| $ 300 | $ 500 | **Total** | **$ 500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER PROFESSIONAL SERVICES - 01-55-45400**

| **DEPARTMENT:** Police Commission | | | |
|---|---|---|---|
| **PROGRAM:** On-Going | | | |
| **2016 Actual** | **2017 Estimated** | **Description of Cost** | **2018 Budget** |
| $ 30 | **$ -** | **Recorder of Meetings**<br>(12 meetings at $ )<br><br>*(Completed by Finance)* | **$ -** |
| $ 30 | $ - | **Total** | **$ -** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TESTING - 01-55-45800**

**DEPARTMENT:** Police Commission

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 17,147 | **$ 7,680** | | |
| | | Patrol Poly Exam (2 @ $250/ea) | **$ 500** |
| | | Patrol Psychological Exam (3 @ $550/ea) | **1,650** |
| | | Patrol Medical Exam (2 @ $800/ea) | **1,600** |
| | | Sergeant Promotional Exam (Current 3-Year Eligibility List Expires FY18) | **18,000** |
| $ 17,147 | $ 7,680 | **Total** | **$ 21,750** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**DUES, SUBSCRIPTIONS & BOOKS - 01-55-46900**

**DEPARTMENT:** Police Commission

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 375 | **$ 210** | 2015 Illinois Police Commission Manuals and Handbooks (x3 @ $70) | **$ 210** |
| | **375** | Annual Association Dues - IFPCA | **375** |
| | **100** | Misc. Training Manuals / Legal Updates | **100** |
| $ 375 | $ 685 | **Total** | **$ 685** |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-60-40000 | Muni Van | SALARIES - MUNICIPAL VAN | 29,445 | 26,776 | 28,986 | 29,509 | 28,380 | **30,098** | 6.05% |
| 01-60-40100 | Muni Van | FICA EXPENSE | 1,810 | 1,660 | 1,797 | 1,830 | 1,760 | **1,866** | 6.02% |
| 01-60-40101 | Muni Van | MEDICARE EXPENSE | 427 | 388 | 420 | 428 | 411 | **437** | 6.33% |
| 01-60-40200 | Muni Van | IMRF EXPENSE | 1,302 | - | - | - | - | | |
| 01-60-41110 | Muni Van | MAINTENANCE - AUTO | 7 | 336 | 2,167 | 300 | 300 | **300** | 0.00% |
| 01-60-44300 | Muni Van | RENT EXPENSE | 7,452 | 7,292 | 7,613 | 8,376 | 8,376 | **8,376** | 0.00% |
| 01-60-44700 | Muni Van | PRINTNG/PUBLISHING | | | | 200 | - | **200** | |
| 01-60-47200 | Muni Van | OTHER SUPPLIES | | | | 100 | - | **100** | |
| 01-60-47600 | Muni Van | GAS/OIL EXPENSE | 2,839 | 2,481 | 2,270 | 3,300 | 2,385 | **3,300** | 38.36% |
| 01-60-48700 | Muni Van | MISCELLANEOUS EXPENSE | | | 22 | 100 | - | **100** | |
| | | ***Totals*** | 43,282 | 38,933 | 43,275 | 44,143 | 41,612 | **44,777** | 7.61% |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - AUTOS - 01-60-41110**

**DEPARTMENT:** ACORN Van

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 2,167 | $ 300 | General Van Maintenance<br>City began leasing van in Dec. 2012<br>City pays for general maintenance | **$ 300** |
| $ 2,167 | $ 300 | **Total** | **$ 300** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**RENT/LEASE EXPENSE - 01-60-44300**

**DEPARTMENT:** ACORN Van

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 7,613 | $ 8,376 | City Began Leasing Vehicle in December 2014<br>$590 Per Month - May - December 2015<br>$698/month - January 2016- December 31, 2018<br>2-Year Lease Agreement<br>(Current Lease Expires 12/2018) | **$ 8,376** |
| $ 7,613 | $ 8,376 | **Total** | **$ 8,376** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**PRINTING/PUBLISHING - 01-60-44700**

**DEPARTMENT:** ACORN Van

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | $ - | Promotional Materials | $ 200 |
| | | (i.e. Magnets and other printed materials) | |
| $ - | $ - | **Total** | $ 200 |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER SUPPLIES - 01-60-47200**

**DEPARTMENT:** ACORN Van

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | $ - | General Supplies - As Needed | $ 100 |
| $ - | $ - | **Total** | $ 100 |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**GAS/OIL EXPENSE - 01-60-47600**

**DEPARTMENT:** ACORN Van

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 2,270 | $ 2,385 | Gasoline and Oil Expenses | **$ 3,300** |
| $ 2,270 | $ 2,385 | **Total** | **$ 3,300** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MISCELLANEOUS EXPENSE - 01-60-48700**

**DEPARTMENT:** ACORN Van

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 22 | $ - | Miscellaneous Expenses as Needed | **$ 100** |
| $ 22 | $ - | **Total** | **$ 100** |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-62-40000 | Streets R&B | SALARIES-ROAD & BRIDGE | 59,143 | 61,178 | 63,012 | 64,555 | 63,312 | **66,491** | 5.02% |
| 01-62-40001 | Streets R&B | OVERTIME-ROAD & BRIDGE | 2,048 | 560 | 148 | 2,400 | 1,559 | **1,800** | 15.46% |
| 01-62-40100 | Streets R&B | FICA EXPENSE | 3,615 | 3,688 | 3,775 | 4,152 | 3,825 | **4,234** | 10.69% |
| 01-62-40101 | Streets R&B | MEDICARE EXPENSE | 856 | 862 | 883 | 976 | 894 | **990** | 10.74% |
| 01-62-40200 | Streets R&B | IMRF EXPENSE | 7,198 | 7,283 | 7,135 | 7,767 | 7,434 | **7,922** | 6.56% |
| 01-62-44500 | Streets R&B | CAPITAL FUND SUBSIDY | 37,000 | 37,000 | 37,000 | 37,000 | 37,000 | **37,000** | 0.00% |
| | | ***Totals*** | 109,860 | 110,571 | 111,953 | 116,850 | 114,024 | **118,437** | 3.87% |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**CAPITAL FUND SUBSIDY - 01-62-44500**

**DEPARTMENT:** ESDA

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 37,000 | $ 37,000 | General Fund Portion of Annual Road Costs | **$ 37,000** |
| $ 37,000 | $ 37,000 | **Total** | **$ 37,000** |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-63-41000 | Parks & Rec | MAINTENANCE - BUILDING | 4,516 | 2,710 | 4,904 | 7,800 | 8,727 | **8,000** | -8.33% |
| 01-63-41100 | Parks & Rec | MAINTENANCE-EQUIPMENT | 2,461 | 3,807 | 2,433 | 2,400 | 2,400 | **4,900** | 104.17% |
| 01-63-41300 | Parks & Rec | MAINTENANCE GROUNDS | 15,356 | 11,604 | 13,556 | 15,890 | 14,890 | **20,000** | 34.32% |
| 01-63-41315 | Parks & Rec | MAINTENANCE-TREES | | | | 500 | - | **500** | |
| 01-63-43800 | Parks & Rec | UTILITIES | 3,604 | 3,723 | 2,792 | 3,800 | 3,217 | **4,378** | 36.09% |
| 01-63-45400 | Parks & Rec | OTHER PROFESSIONAL SERVICES | | | - | 2,500 | 1,600 | **3,200** | 100.00% |
| 01-63-46700 | Parks & Rec | VETERANS MEMORIAL | 5,049 | 3,483 | 3,852 | 5,000 | 3,000 | **5,000** | 66.67% |
| 01-63-48700 | Parks & Rec | MISCELLANEOUS EXPENSE | 238 | 294 | 625 | 1,500 | 469 | **750** | 59.91% |
| 01-63-48800 | Parks & Rec | ALBRIGHT STUDIO EXPENSES | 13,060 | 18,448 | 9,679 | 7,236 | 7,316 | **6,336** | -13.40% |
| 01-63-49500 | Parks & Rec | EQUIPMENT PURCHASE | | | 23,704 | - | 1,070 | **-** | -100.00% |
| | | ***Totals*** | 44,284 | 44,069 | 61,545 | 46,626 | 42,689 | **53,064** | 24.30% |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - BUILDING - 01-63-41000**

**DEPARTMENT:** Public Works (Parks & Rec)

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 4,904 | **$ 3,435** | Maintenance and repairs | **$ 3,000** |
| | **5,292** | Janitorial Service $441 per month | **5,000** |
| $ 4,904 | $ 8,727 | **Total** | **$ 8,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - EQUIPMENT - 01-63-41100**

**DEPARTMENT:** Public Works (Parks & Rec)

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 2,433 | **$ 1,300** | Playground equip repairs (large playground) | **$ 3,800** |
| | **1,100** | Mulch | **1,100** |
| $ 2,433 | $ 2,400 | **Total** | **$ 4,900** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - GROUNDS - 01-63-41300**

**DEPARTMENT:** Public Works (Parks & Rec)

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 13,556 | **$ 10,890** | Portion of Grounds Maintenance Contract | **$ 15,000** |
| | **4,000** | Mulch installation cost as needed | **5,000** |
| $ 13,556 | $ 14,890 | **Total** | **$ 20,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - TREES - 01-63-41315**

**DEPARTMENT:** Public Works (Parks & Rec)

**PROGRAM:** On-Going

| 2016 Actual | 216 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ -** | Trimming, Replacement of Trees at All City Parks as needed. | **$ 500** |
| $ - | $ - | **Total** | **$ 500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**UTILITIES - 01-63-43800**

**DEPARTMENT:** Public Works (Parks & Rec)

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 2,792 | **$ 2,100** | Cost of Electricity at Pavilion<br>Gas heat put in storage room in FY2008<br>Cost for Street lights in Park | **$ 3,150** |
| | **1,117** | Cost of Natural Gas service at Pavilion | **1,228** |
| $ 2,792 | $ 3,217 | **Total** | **$ 4,378** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER PROFESSIONAL SERVICES - 01-63-45400**

**DEPARTMENT:** Public Works (Parks & Rec)

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ 1,600** | Prairie burns and maintenance<br>Assistance with weeding | **$ 3,200** |
| $ - | $ 1,600 | **Total** | **$ 3,200** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**VETERAN'S MEMORIAL - 01-63-46700**

**DEPARTMENT:** Public Works (Parks & Rec)

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 3,852 | **$ 3,000** | General Memorial Upkeep<br>Power Washing / Flags/ etc.<br>sealing concrete as needed | **$ 5,000** |
| $ 3,852 | $ 3,000 | **Total** | **$ 5,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MISCELLANEOUS EXPENSE - 01-63-48700**

**DEPARTMENT:** Public Works (Parks & Rec)

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 625 | **$ 469** | As Needed<br>Flowers, irrigation repair, etc.<br>replacement plaques for memorial trees | **$ 750** |
| $ 625 | $ 469 | **Total** | **$ 750** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**ALBRIGHT STUDIO EXPENSES - 01-63-48800**

**DEPARTMENT:** Public Works (Parks & Rec)

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 9,679 | | | |
| | **$ 2,000** | Cleaning Services | **$ 2,000** |
| | **1,750** | Supplies and routine Maintenance | **1,750** |
| | **1,100** | Cost for alarms and TV monitors | **1,100** |
| | | Pest Control | |
| | **300** | 4-Times per year @$75 ea. | **300** |
| | | | **326** |
| | **326** | Fire Alarm Testing | |
| | | | **100** |
| | **100** | Fire extinguisher Test | **100** |
| | **660** | Fire Alarm monitoring Radio | **660** |
| | **1,080** | Carpet in office area (Mold) | - |
| | | | |
| | | **Total** | |
| $ 9,679 | $ 7,316 | | **$ 6,336** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EQUIPMENT PURCHASE - 01-63-49500**

**DEPARTMENT:** Public Works (Parks & Rec)

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 23,704 | **$ 1,070** | Tunnel Section and Repair Kit | **$ -** |
| | | ***(Unbudgeted for FY 2018)*** | **$ -** |
| | | | |
| | | **Total** | |
| $ 23,704 | $ 1,070 | | **$ -** |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-65-40000 | Bldgs & Grnds | SALARIES - BUILDINGS & GROUNDS | 73,238 | 80,275 | 78,706 | 82,300 | 74,278 | **84,374** | 13.59% |
| 01-65-40001 | Bldgs & Grnds | OVERTIME - BUILDINGS & GROUNDS | 1,857 | 1,426 | 1,661 | 1,920 | 1,742 | **1,750** | 0.46% |
| 01-65-40100 | Bldgs & Grnds | FICA EXPENSE | 4,428 | 5,060 | 4,862 | 5,222 | 4,596 | **5,340** | 16.19% |
| 01-65-40101 | Bldgs & Grnds | MEDICARE EXPENSE | 1,070 | 1,160 | 1,137 | 1,222 | 1,075 | **1,249** | 16.19% |
| 01-65-40200 | Bldgs & Grnds | IMRF EXPENSE | 7,303 | 7,538 | 7,500 | 7,935 | 7,750 | **8,146** | 5.11% |
| 01-65-41000 | Bldgs & Grnds | MAINTENANCE - BUILDINGS | 101,306 | 119,310 | 98,054 | 109,625 | 108,125 | **232,125** | 114.68% |
| 01-65-41110 | Bldgs & Grnds | MAINTENANCE - AUTO | 16 | 99 | 20 | 150 | 150 | **150** | 0.00% |
| 01-65-44400 | Bldgs & Grnds | TRAVEL & MEETINGS | 393 | 23 | - | 500 | 500 | **1,000** | 100.00% |
| 01-65-46900 | Bldgs & Grnds | DUES & SUBSCRIPTIONS | 387 | 181 | 407 | 300 | 150 | **300** | 100.00% |
| 01-65-47200 | Bldgs & Grnds | OTHER SUPPLIES | 3,387 | 3,559 | 3,716 | 4,000 | 4,000 | **8,500** | 112.50% |
| 01-65-47300 | Bldgs & Grnds | UNIFORMS | 815 | 887 | 930 | 887 | 736 | **900** | 22.28% |
| 01-65-47600 | Bldgs & Grnds | GAS/OIL EXPENSE | 859 | 747 | 636 | 1,000 | 710 | **1,000** | 40.85% |
| 01-65-49500 | Bldgs & Grnds | EQUIPMENT PURCHASE | | | | | | **10,700** | |
| | | ***Totals*** | 195,059 | 220,265 | 197,629 | 215,061 | 203,812 | **355,534** | 74.44% |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - BUILDING - 01-65-41000**

**DEPARTMENT:** Buildings & Grounds
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 98,054 | **$ 40,000** | Cleaning Service | **$ 40,000** |
| | **1,650** | Carpet Cleaning - Police Dept (mthly), City Hall (Qtrly) | **1,650** |
| | **14,000** | HVAC Maintenance / Contract and repairs | **14,000** |
| | **6,500** | Floor Mat Service | **6,800** |
| | **9,000** | Elevator Service - 2 Elevators | **9,000** |
| | **1,600** | Fire Alarm Service (Fire Suppression System Testing) | **1,600** |
| | **6,000** | Generator Service - Prev. Maint (new radiator) | **8,200** |
| | **2,100** | Fire Extinguisher Maint. - Pressure Test Older Units | **2,100** |
| | **4,500** | Blue Prints for potential EOC in City Hall | |
| | | Structural Storage in Public Works garage ***(FY 2018 Decision Package)*** | **50,000** |
| | **1,000** | Pest Control | **1,000** |
| | **2,000** | Sprinkler Testing - Yrly Flushing & Cert Fee | **2,000** |
| | **1,725** | Yearly Backflow/ Certifications / testing | **1,725** |
| | **3,300** | Miscellaneous (i.e. locksmith, Medical Supplies, AED) | **3,300** |
| | **225** | City Hall Softener salt | **225** |
| | **3,000** | Green Enhancement to City Buildings (Inc. Light Bulbs) | **3,000** |
| | **4,000** | Garage Door and Gate Inspections and Repair | **4,000** |
| | | Minor Building Repair & Maintenance | **8,000** |
| | **525** | Co2 Sensor Calibration and testing | **525** |
| | **5,000** | Painting City Wide | **5,000** |
| | **2,000** | Roof Repairs and Inspections | **2,500** |
| | | Cabinet Facing - City Hall | **13,000** |
| | | Salt Shed Siding | **15,000** |
| | | Police Department Entrance Sidewalk Replacement | **2,000** |
| | | Mudjacking or Repair of Sidewalks | **2,000** |
| | | Safety Stairs in Wash Bay | **5,000** |
| | | Police Department Security Alarm | **8,000** |
| | | Police Department Glass Replacement / Safety | **2,500** |
| | | Carpet for City Council dais | **4,000** |
| | | Keyless Security **(FY 2018 Decision Package)** See also 20-00-41000 and 20-04-41000 | **16,000** |
| $ 98,054 | $ 108,125 | **Total** | **$ 232,125** |



**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - AUTOS - 01-65-41110**

**DEPARTMENT:** Buildings & Grounds
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 20 | **$ 150** | Maintenance of Supervisors Vehicle | **$ 150** |
| $ 20 | $ 150 | **Total** | **$ 150** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TRAVEL & MEETINGS - 01-65-44400**

**DEPARTMENT:** Buildings & Grounds

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ 500** | Training & Seminars | **$ 1,000** |
| $ - | $ 500 | **Total** | **$ 1,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**DUES, SUBSCRIPTIONS, & BOOKS - 01-65-46900**

**DEPARTMENT:** Buildings & Grounds

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 407 | **$ 150** | As Needed<br>Certifications Etc | **$ 300** |
| $ 407 | $ 150 | **Total** | **$ 300** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER SUPPLIES - 01-65-47200**

**DEPARTMENT:** Administration

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 3,716 | | Tools for Building Supervisor | |
| | **$ 2,000** | (natural gas leak detector) | **$ 2,000** |
| | | (Flashlight, ladder, power tools) | |
| | | Other misc expenses for buildings | |
| | **2,000** | Supplies for buildings (inc. paper products) | **2,000** |
| | | Pipe Inspection Camera | **3,500** |
| | | Replace 2 snow blowers | **1,000** |
| $ 3,716 | $ 4,000 | **Total** | **$ 8,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**UNIFORMS - 01-65-47300**

**DEPARTMENT:** Buildings & Grounds

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 930 | **$ 736** | Uniforms for Building Maintenance Supervisor | **$ 900** |
| $ 930 | $ 736 | **Total** | **$ 900** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**GAS/OIL EXPENSE - 01-65-47600**

**DEPARTMENT:** Buildings & Grounds

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 636 | **$ 710** | Gas and Oil For Supervisors Vehicle | **$ 1,000** |
| $ 636 | $ 710 | **Total** | **$ 1,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EQUIPMENT PURCHASE - 01-65-49500**

**DEPARTMENT:** Buildings & Grounds

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ -** | Replacement Furniture (Chairs at Police Department) | **$ 2,000** |
| | | Folding Chairs for City Council Chambers | **1,200** |
| | | Gallery Conference Room Chair Replacements (14-18) | **7,500** |
| $ - | $ - | **Total** | **$ 10,700** |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 01-70-40400 | Central Svcs | EMPLOYEE INSURANCE | 857,740 | 874,866 | 830,161 | 905,378 | 905,378 | **910,451** | 0.56% |
| 01-70-40403 | Central Svcs | INSURANCE OPT-OUT PAYMENTS | 9,127 | 8,092 | 8,809 | 8,624 | 8,624 | **11,524** | 33.63% |
| 01-70-41100 | Central Svcs | MAINTENANCE - EQUIPMENT | 86,310 | 83,274 | 84,495 | 195,860 | 195,860 | **255,210** | 30.30% |
| 01-70-41103 | Central Svcs | MAINTENANCE - SOFTWARE | 32,632 | 64,126 | 60,108 | 111,751 | 61,882 | **131,811** | 113.00% |
| 01-70-42850 | Central Svcs | CITY NETWORK | 862 | | | - | - | - | |
| 01-70-43301 | Central Svcs | INSURANCE - LIABILITY | 131,364 | 116,645 | 96,199 | 100,643 | 88,540 | **91,197** | 3.00% |
| 01-70-43302 | Central Svcs | INSURANCE - WORKERS COMP | 41,033 | 133,573 | 154,899 | 155,445 | 153,547 | **151,475** | -1.35% |
| 01-70-43303 | Central Svcs | INSURANCE - EE LIFE | 3,650 | 3,236 | 2,816 | 2,445 | 2,273 | **2,348** | 3.30% |
| 01-70-43400 | Central Svcs | TELEPHONE | 62,647 | 64,255 | 64,948 | 68,215 | 84,901 | **84,901** | 0.00% |
| 01-70-44300 | Central Svcs | RENT EXPENSE | 700 | 600 | 600 | 600 | 688 | **717** | 4.22% |
| 01-70-44600 | Central Svcs | POSTAGE | 10,163 | 7,826 | 7,558 | 8,100 | 7,220 | **7,600** | 5.26% |
| 01-70-44700 | Central Svcs | PRINTING/PUBLISHING | 5,153 | 5,178 | 8,536 | 7,750 | 6,500 | **7,000** | 7.69% |
| 01-70-45210 | Central Svcs | COMPUTER SOFTWARE | 6,380 | - | 160 | - | - | **896,658** | |
| 01-70-47100 | Central Svcs | OFFICE SUPPLIES | 17,625 | 21,473 | 16,008 | 15,500 | 15,500 | **15,750** | 1.61% |
| | | ***Totals*** | 1,265,386 | 1,383,144 | 1,335,297 | 1,580,311 | 1,530,913 | **2,566,642** | 67.65% |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EMPLOYEE INSURANCE - 01-70-40400**

**DEPARTMENT:** Central Services

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 830,161 | **$ 905,378** | | |
| | | General Fund Share of<br>Group Employee Health Insurance<br>(net of Employee Required Contributions) | **$ 910,451** |
| | | (Additional amounts charged to<br>Water and Sewer Fund) | |
| $ 830,161 | $ 905,378 | **Total** | **$ 910,451** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**INSURANCE OPT-OUT PAYMENTS - 01-70-40403**

**DEPARTMENT:** Central Services

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 8,809 | **$ 8,624** | Employee Insurance Opt-Out Payments | **$ 11,524** |
| $ 8,809 | $ 8,624 | **Total** | **$ 11,524** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - EQUIPMENT - 01-70-41100**

**DEPARTMENT:** Central Services

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 84,495 | **$ 2,000** | Stafford Copier Maintenance | |
| | **1,800** | Manning Copier Maint. - (Konica Minolta) | **1,800** |
| | **46,300** | Annual Network Maintenance (AIS) | **48,650** |
| | **-** | Additional IT Support during ERP (AIS) | **20,000** |
| | **3,000** | Miscellaneous (Keyboards, Mice, etc.) | **3,000** |
| | **500** | Additional Memory | **500** |
| | **2,000** | General Printers - Replacement | **2,000** |
| | **10,000** | Annual Computer Replacement **(10)** | **10,000** |
| | **1,320** | OCE TDS400 Maintenance Agreement (Com Dev) | **1,320** |
| | **600** | Xerox Phaser Maintenance Agreement (Com Dev) | **600** |
| | **16,500** | Annual MDT Replacements **(3)** | **16,500** |
| | **10,000** | Annual Squad Car Camera Replacement **(2)** | **10,000** |
| | **6,000** | Cablecast Equipment Service Contract | **6,000** |
| | **1,100** | Extron 60-429-22 (Cablecasting) | **1,100** |
| | **15,000** | City Hall Security Cameras | **-** |
| | **4,740** | City Hall Security Cameras Maintenance | **4,740** |
| | **-** | Live Scan Maintenance (budget again in FY 19) | **-** |
| | **12,000** | Wireless for Public Works | **-** |
| | **13,000** | Network Equipment Replacement | **40,000** |
| | | Annual Maintenance | **2,800** |
| | | ***(FY 2018 Decision Package)*** | |
| | **50,000** | Server Replacement | **-** |
| | | Server Maintenance | **200** |
| | | Telephone System Replacement | **86,000** |
| | | ***(FY 18 Decision Package)*** | |
| $ 84,495 | $ 195,860 | **Total** | **$ 255,210** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - SOFTWARE - 01-70-41103**

**DEPARTMENT:** Central Services

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 60,108 | **$ 9,259** | MSI/Harris Software Maintenance Agreement | **$ 9,723** |
| | **8,188** | CH and PD Lock System Maintenance Agreement | **8,188** |
| | **250** | SSL Certificate | **250** |
| | **11,000** | Essential Plus Anti-virus (Update) | **11,000** |
| | **500** | Belarc Network Tracking | **500** |
| | **4,767** | Content/Internet Monitoring - Smoothwall | **5,000** |
| | **1,200** | SPAM Maintenance - Barracuda | **1,200** |
| | **7,000** | Laserfiche | **5,000** |
| | **5,700** | Server Backup & Recovery | **1,700** |
| | **-** | Livescan Svc Agreement (iTouch) (budget in FY 19) | **-** |
| | **708** | BEAST Maintenance Software Agreement | **708** |
| | **3,600** | Pace Scheduler software (Police) | **3,600** |
| | | Arbitrator Software (Squad Cameras) | **5,700** |
| | **2,150** | Annual ERSI (GIS) Maintenance Agreement | **2,150** |
| | **2,500** | ArcGIS On-line (5-User License) | **2,500** |
| | **2,240** | Westlaw (Code Enforcement) | **2,440** |
| | **2,820** | WebQA Software Maintenance | **2,820** |
| | | Uniform Criminal Complaint (Yearly) | **449** |
| | | Building Permit Software Install and Data Migration | **50,000** |
| | | ***(FY 16 Decision Package)*** | |
| | | VPN | **200** |
| | | Mimecast (Email Archiving Software) | **6,000** |
| | | Mimecast Annual Service Cost (recurring) | **8,400** |
| | | LEADS online | **2,848** |
| | | Intersect On-Line Background/Investigations tool | **1,000** |
| | | APBnet (critical reach) | **435** |
| $ 60,108 | $ 61,882 | **Total** | **$ 131,811** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**INSURANCE - LIABILITY - 01-70-43301**

**DEPARTMENT:** Central Services

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 96,199 | | | |
| | **$ 49,845** | Property and Inland Marine * (Shared with Water & Sewer) | **$ 51,340** |
| | **7,521** | Umbrella (Excess Liability) * (Shared with Water & Sewer) | **7,747** |
| | **4,119** | Cyber Liability * | **4,243** |
| | **6,368** | Fiduciary Liability * *(New with CY2016)* | **6,559** |
| | **1,751** | Crime and Public Officials | **1,804** |
| | **16,493** | Auto Liability & Property Damage * (Shared with Water & Sewer) | **16,988** |
| | **2,443** | Boiler and Machinery * (Shared with Water & Sewer) | **2,516** |
| | | ** CY 2018 Renewal Assumes a 3% Increase - But Actual Loss Experience will Contribute to Actual Increase* | |
| $ 96,199 | $ 88,540 | **Total** | **$ 91,197** |



**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**INSURANCE - WORKERS COMP - 01-70-43302**

**DEPARTMENT:** Central Services

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 154,899 | | **General Fund Share** | |
| | | (May through December 2017) | **$ 99,328** |
| | | (January - April 2018) | **52,147** |
| | | Potential WC Audit Adjustment | |
| | | CY 2018 Renewal Assumes a 5% Increase - But Actual Loss Experience will Contribute to Actual Increase (January - April 2018) | |
| | **97,032** | (May through December 2016) | |
| | **49,664** | (January - April 2017) | |
| | **6,851** | Potential WC Audit Adjustment | |
| | | ***(See also Water & Sewer - Fund 20)*** | |
| $ 154,899 | $ 153,547 | **Total** | **$ 151,475** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**INSURANCE - EE LIFE - 01-70-43303**

**DEPARTMENT:** Central Services

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 2,816 | **$ 2,273** | Employee Life Insurance<br>(Life .087 and AD&D .02)<br>($25K per employee) | **$ 2,348** |
| $ 2,816 | $ 2,273 | **Total** | **$ 2,348** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TELEPHONE - 01-70-43400**

**DEPARTMENT:** Central Services

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 64,948 | | | |
| | **$ 6,000** | ISP Service (AT&T for Internet Access) | **$ 6,000** |
| | **500** | ISP Service (AT&T for Internet Access) | **500** |
| | **4,593** | Comcast - Services and IP Addresses at PD | **4,593** |
| | **215** | 911 Locator ID Lite (AT&T) | **215** |
| | **60,193** | Call-One - Telephone Services | **60,193** |
| | **2,000** | Upgrade Cell Phones/New Ancillary Equipment | **2,000** |
| | **11,200** | Cell Phone Services | **11,200** |
| | **200** | Conference Call Bridge Usage | **200** |
| $ 64,948 | $ 84,901 | **Total** | **$ 84,901** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**RENT EXPENSE - 01-70-44300**

**DEPARTMENT:** Central Services

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 600 | **$ 688** | Pitney Bowes Postage Machine (1st Floor City Hall) | **$ 717** |
| $ 600 | $ 688 | **Total** | **$ 717** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**POSTAGE - 01-70-44600**

**DEPARTMENT:** Central Services

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 7,558 | **$ 7,220** | City Wide, Less W&S<br><br>FY 16 Actual - $7,558<br>FY 15 Actual - $7,826<br>FY 14 Actual - $10,163<br>FY 13 Actual - $12,729<br>FY 12 Actual -$ 8,093 | **$ 7,600** |
| $ 7,558 | $ 7,220 | **Total** | **$ 7,600** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**PRINTING / PUBLISHING 01-70-44700**

**DEPARTMENT:** Central Services

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 8,536 | **$ 6,500** | Citywide - Letterhead, Envelopes, Business Cards & Publishing Costs | **$ 7,000** |
| | | FY 16 Actual - $8,536<br>FY 15 Actual - $5,177<br>FY 14 Actual - $5,153<br>FY 13 Actual - $5,676<br>FY 12 Actual - $2,792 | |
| | | Recruitment Advertising | |
| $ 8,536 | $ 6,500 | **Total** | **$ 7,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**COMPUTER SOFTWARE - 01-70-45210**

**DEPARTMENT:** Central Services

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 160 | **$ -** | **Enterprise Resource Planning (ERP) System Purchase (FY 2018 Decision Package)** | **$ 896,658** |
| | | Additional Systems Purchase Costs budgeted in<br>01-53-45210<br>20-00-45210<br>20-04-45210 | |
| $ 160 | $ - | **Total** | **$ 896,658** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OFFICE SUPPLIES - 01-70-47100**

**DEPARTMENT:** Central Services

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 16,008 | **$ 15,500** | General Fund Office Supplies | **$ 15,750** |
| | | FY16 Actual - $16,008 | |
| | | FY15 Actual - $21,473 | |
| | | FY14 Actual - $17,625 | |
| | | FY13 Actual - $20,325 | |
| | | FY12 Actual - $16,909 | |
| $ 16,008 | $ 15,500 | **Total** | **$ 15,750** |

**City of Warrenville - Five-Year Projections**

***General Fund***

| ***Revenues*** | Actual | Actual | Projected | Projected | Projected | Projected | Projected |
|---|---|---|---|---|---|---|---|
| ***Fiscal Year*** | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
| Tax Revenue | $ 9,633,298 | $ 9,919,304 | $ 9,856,159 | $ 10,020,989 | $ 10,459,402 | $10,601,849 | $10,746,891 |
| License, Permit & Fee Revenue | 499,125 | 462,277 | 504,606 | 672,069 | 393,197 | 393,197 | 393,197 |
| Fine Revenue | 350,319 | 269,998 | 242,448 | 256,067 | 256,257 | 256,448 | 256,642 |
| Reimbursement Revenue | 40,917 | - | 1,460 | 500 | 500 | 500 | 500 |
| Rental Revenue | 30,419 | 33,862 | 32,615 | 33,854 | 34,768 | 35,719 | 36,707 |
| Intrafund Revenue | 310,870 | 262,264 | 60,082 | 61,796 | 61,796 | 61,796 | 61,796 |
| Interest Revenue | 19,607 | 1,454 | 2,000 | 1,500 | 1,500 | 1,500 | 1,500 |
| Grant Revenue | 4,050 | 40,199 | 29,090 | 16,130 | 16,130 | 16,130 | 16,130 |
| Miscellaneous Revenue | 177,710 | 191,425 | 148,095 | 166,722 | 153,313 | 157,438 | 161,728 |
| ***Total Revenue*** | $ 11,066,315 | $ 11,180,783 | $ 10,876,555 | $ 11,229,627 | $ 11,376,863 | $11,524,577 | $11,675,091 |
| ***Growth from Previous Year*** | 5.5% | 1.0% | -2.7% | 3.2% | 1.3% | 1.3% | 1.3% |

| ***Expenses*** | Actual | Actual | Projected | Projected | Projected | Projected | Projected |
|---|---|---|---|---|---|---|---|
| ***Fiscal Year*** | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
| Total Salary & Wage Expense | $ 5,569,086 | $ 5,591,012 | $ 5,674,981 | $ 5,989,899 | $ 6,325,333 | $ 6,679,552 | $ 7,053,607 |
| Total Fringe Benefit Expense | 2,512,161 | 2,562,622 | 2,688,374 | 2,840,403 | 2,990,944 | 3,149,464 | 3,316,386 |
| Total Maintenance Expense | 684,400 | 556,194 | 742,406 | 1,128,453 | 803,108 | 883,419 | 971,761 |
| Total Supplies and Service Expense | 1,879,348 | 1,639,878 | 1,796,696 | 2,352,651 | 1,867,310 | 1,942,002 | 2,019,683 |
| Total Capital Expense | 72,062 | 546,308 | 52,319 | 1,118,643 | 525,000 | 540,750 | 556,973 |
| ***Total Expenditures*** | $ 10,717,057 | $ 10,896,014 | $ 10,954,776 | $ 13,430,049 | $ 12,511,696 | $13,195,188 | $13,918,409 |
| ***Growth from Previous Year*** | 7.8% | 1.7% | 0.5% | 22.6% | -6.8% | 5.5% | 5.5% |
| ***Revenues Greater/(Less Than) - Expenditures*** | **$ 349,258** | **$ 284,769** | **$ (78,221)** | **$ (2,200,422)** | **$ (1,134,834)** | **$(1,670,611)** | **$(2,243,318)** |
| **Personnel proportion of Total** | 75% | 75% | 76% | 66% | 74% | 74% | 75% |
| **Total Ending Fund Balance** | **$ 8,982,182** | **$ 9,266,951** | **$ 12,967,497** * | **$ 8,567,075** | **$ 7,432,241** | **$ 5,761,630** | **$ 3,518,312** |
| **Non-Spendable Fund Balance - PrePaids (estimated)** | 36,098 | 119,323 | 119,323 | 119,323 | 119,323 | 119,323 | 119,323 |
| **Non-Spendable Fund Balance - Land for Resale** | 2,200,000 | 2,200,000 | 2,200,000 | | | | |
| ***Unassigned EndingFund Balance*** | **$ 6,746,084** | **$ 6,947,628** | **$ 10,648,174** | **$ 8,447,752** | **$ 7,312,918** | **$ 5,642,307** | **$ 3,398,989** |
| ***UFB Expenditure Coverage*** | ***63%*** | ***64%*** | ***97%*** | ***63%*** | ***58%*** | ***43%*** | ***24%*** |

*** Fiscal 2017 Total Ending Fund Balance includes the addition of $3,778,767 from the closure of the SpecialProjects Fund at the end of Fiscal 2017**

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# CAPITAL MAINTENANCE AND REPLACEMENT FUND

***FUND TYPE: Capital Projects***

***FUND PURPOSE – To account for the acquisition and improvement of City property including infrastructure, major general assets and equipment. This is the fund that is utilized to account for the Capital Maintenance and Replacement Plan (CMRP).***

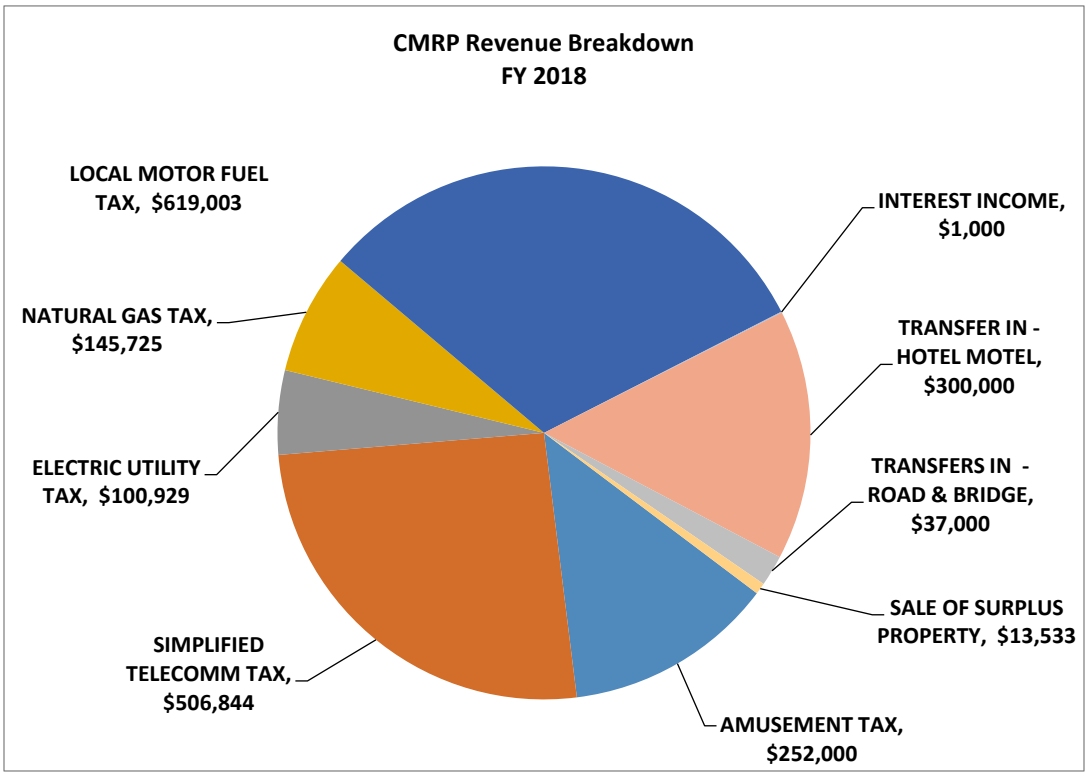
# CAPITAL MAINTENANCE AND REPLACEMENT FUND HIGHLIGHTS

| | 2017 Budget | 2017 Projected | 2018 Proposed |
|---|---|---|---|
| **Revenue** | **$1,891,025** | **$1,858,198** | **$1,976,034** |
| **Expenditures** | **$2,764,899** | **$1,358,982** | **$2,273,275** |
| **Surplus/(Deficit) [1]** | **($873,874)** | **($500,784)** | **($297,241)** |

*1 – Deficits are planned and are in keeping with the CMRP plan*

This fund is utilized to account for the revenues and expenditures for the Capital Maintenance and Replacement Plan (CMRP); a multi-year plan for all City non-enterprise infrastructure, vehicles and equipment capital assets. The CMRP is required to be updated annually in January to account for capital expenditure commitments approved by the City Council during the current fiscal year and staff recommended adjustments for quantity and pricing adjustments. As a result of the January 2017 adjustments, the CMRP revised annual average expenditures total $2,138,929.

***Revenue Sources***



FY 2017 is projected to end with total revenue of $1,858,198. The revenue projected for FY 2018 is $1,976,034, an increase of 6.34% over the projected FY2017 figure.

Amusement Tax revenue for FY 2017 is projected to total $151,568 (representing the 60% Capital Maintenance and Replacement Fund share of this revenue source, the remaining 40% share is allocated to the General Fund). However, beginning with FY 2018, 100% of Amusement tax revenue will be directed to this fund, with no allocation going to the General Fund. This is a pending recommendation of the City's Fund Balance Workgroup, assigned to address the excess fund balance in the General Fund. The FY 2018 projection for this revenue source is $252,000, remaining virtually unchanged from the FY 2017 projection.

Warrenville imposes a 6% Telecommunication Tax on telecommunications services. Projected revenue for FY 2017 totals $556,601. The Capital Maintenance and Replacement Fund receives 100% of this revenue source as of the beginning of FY 2017. It is projected that this revenue source will decline by three-percent from FY 2017, with total projected FY 2018 revenue of $506,844.

The Electric Utility Tax will be about $5,000 less than the original CMRP assumption of $104,600 annually. For FY 2017, the revenue is projected at $100,929, an increase of almost 5% over the FY 2017 budgeted revenue of $96,208.

The Natural Gas Utility and Use Taxes for FY 2017 are projected to remain virtually unchanged, over the prior year, with revenue of $120,782. For FY 2018, revenue growth is projected at 20%, anticipating that the winter of 2017 - 2018 will have more typical colder weather. As a result, the projected FY 2018 revenue is $145,725, based upon multi-year averaging.

The 4¢ per gallon Local Motor Fuel Tax is projected to end Fiscal Year 2017 with total revenue of $602,436, an increase of almost 12% over FY 2016.. This increase could be due, at least partially, to the conclusion of the Warrenville Road Bridge reconstruction project, which minimized the ability access some of the gas stations located near that project. This increase also comes despite the permanent closure of one station at Warrenville and Batavia Roads. For FY 2018, revenue is projected to increase by approximately 1%, to $619,003.

Additionally, the CMRP annually receives a $300,000 transfer from the Hotel Motel Tax Fund, which is again included in the FY 2018 proposed budget, as well as Road and Bridge funding from the property tax levy, via a transfer from the General Fund in the amount of $37,000.

***Expenditures***

The FY 2018 budgeted capital expenditures, totaling $2,058,083, include the following CMRP expenditures, which can be found on pages 169-171:

1) Replacement of five Police vehicles - $133,100
   *Note: originally a total of seven Police vehicles were to be replaced during FY 2018, per the CMRP, but staff evaluation of those vehicle determined that two did not meet the established criteria for replacement and will be delayed until FY 2019 at the earliest*

2) Replacement of large snow plow truck - $155,000

3) Outfit large snow plow cab and chassis with body - $59,281
(Cab and chassis purchased in FY 2017)

4) Replacement of one Wheel Loader - $200,000

5) Replacement of flail mower - $11,000

6) Road program engineering, bid documents, inspections
and complete construction program - $1,409,202

7) Citywide crack filling, patching, sidewalk repair - $90,500

***Capital Maintenance and Replacement Fund Activity*** ***FY 2018***

| | |
|---|---|
| **Projected Beginning Fund Balance** | **$ 1,330,592** |
| **Revenues** | |
| Property Taxes | $ - |
| Sales and Use Taxes | - |
| Amusement Taxes | 252,000 |
| Consumption Taxes | 1,372,501 |
| Income Taxes | - |
| Hotel-Motel Taxes | - |
| Motor Fuel Taxes | - |
| Connection Fees | - |
| Administrative Charges | - |
| Consumption Fees | - |
| Franchise Fees | - |
| Licensing Fees | - |
| Interest Income | 1,000 |
| Financing Proceeds | - |
| Misc. Revenues | 13,533 |
| Grant Revenue | - |
| Rental Income | - |
| Reimbursement Revenues | - |
| Fine Revenue | - |
| Transfers In | 337,000 |
| **Total FY 2018 Revenue** | **$ 1,976,034** |
| **Expenses/Expenditures** | |
| Personnel | $ - |
| Capital | 2,158,275 |
| Supplies and Services | 100,000 |
| Maintenance | 15,000 |
| **Total FY 2018 Expenses/Expenditures** | **$ 2,273,275** |
| **Variance - Add to/(Use of) Fund Balance** | **$ (297,241)** |
| **Projected Ending Fund Balance** | **$ 1,033,351** |
| **Percent Change** | -22.34% |

# CAPITAL MAINTENANCE AND REPLACEMENT FUND LINE ITEMS

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 02-00-30704 | Revenues | AMUSEMENT TAX | 159,555 | 153,387 | 173,998 | 161,682 | 151,568 | **252,000** | 66.26% |
| 02-00-30706 | Revenues | SIMPLIFIED TELECOMM TAX | 589,182 | 569,167 | 556,601 | 583,075 | 522,520 | **506,844** | -3.00% |
| 02-00-30710 | Revenues | ELECTRIC UTILITY TAX | 101,807 | 98,956 | 96,208 | 98,946 | 100,929 | **100,929** | 0.00% |
| 02-00-30711 | Revenues | NATURAL GAS TAX | 175,597 | 170,074 | 121,656 | 157,221 | 120,782 | **145,725** | 20.65% |
| 02-00-30713 | Revenues | LOCAL MOTOR FUEL TAX | 514,466 | 556,213 | 538,175 | 540,366 | 602,436 | **619,003** | 2.75% |
| 02-00-34600 | Revenues | PHOTO ENFORCEMENT FINES | | | | | | | |
| 02-00-37700 | Revenues | INTEREST INCOME | (249) | 6,481 | 2,271 | 2,200 | 2,000 | **1,000** | -50.00% |
| 02-00-38600 | Revenues | TRANSFER IN - HOTEL MOTEL | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | **300,000** | 0.00% |
| 02-00-38602 | Revenues | TRANSFERS IN - ROAD & BRIDGE | 37,000 | 37,000 | 37,000 | 37,000 | 37,000 | **37,000** | 0.00% |
| 02-00-39920 | Revenues | SALE OF SURPLUS PROPERTY | 7,521 | 20,379 | 15,087 | 10,535 | 20,963 | **13,533** | -35.44% |
| | | ***Totals*** | 1,884,879 | 1,911,657 | 1,840,996 | 1,891,025 | 1,858,198 | **1,976,034** | 6.34% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 02-00-41000 | Streets | MAINTENANCE - BUILDINGS | | | 8,743 | 228,000 | 228,810 | - | |
| 02-00-41200 | Streets | MAINTENANCE-STREETS | 18,566 | 5,304 | | 15,000 | 11,858 | **15,000** | 26.50% |
| 02-00-41230 | Streets | PAVEMENT PRESERVATION | | | | - | - | - | |
| 02-00-45300 | Streets | ENGINEERING | 140,303 | 119,704 | 114,127 | 126,700 | 108,431 | **100,000** | -7.78% |
| 02-00-49402 | Streets | SIDEWALKS | (1,200) | 672 | | 5,500 | 5,500 | **5,500** | 0.00% |
| 02-00-49476 | Streets | ROAD PROJECTS | 1,268,244 | 2,148,302 | 1,350,118 | 2,099,149 | 1,674,376 | **1,594,394** | -4.78% |
| 02-00-49500 | Streets/Police | EQUIPMENT PURCHASE | 109,519 | 138,240 | 191,154 | 290,550 | 270,726 | **558,381** | 106.25% |
| | | ***Totals*** | 1,535,432 | 2,412,222 | 1,664,142 | 2,764,899 | 2,299,701 | **2,273,275** | -1.15% |
| | | Fund Total Rev | 1,884,879 | 1,911,657 | 1,840,996 | 1,891,025 | 1,858,198 | 1,976,034 | 6.34% |
| | | Fund Total Exp | 1,535,432 | 2,412,222 | 1,664,142 | 2,764,899 | 2,299,701 | 2,273,275 | -1.15% |
| | | Variance | 349,447 | (500,565) | 176,854 | (873,874) | (441,503) | **(297,241)** | |
| | | **Fund Balance 4/30/14** | **2,095,806** | | | | | | |
| | | **Fund Balance 4/30/15** | | **1,595,241** | | | | | |
| | | **Fund Balance 4/30/16** | | | **1,772,095** | | | | |
| | | **Projected Fund Balance 4/30/17** | | | | **898,221** | **1,330,592** | | |
| | | **Projected Fund Balance 4/30/18** | | | | | | **1,033,351** | |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - BUILDINGS - 02-00-41000**

**DEPARTMENT:** PUBLIC WORKS

**PROGRAM:** On-Going

| 2016 Actual | 2017 Projected | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 8,743 | **$ 200,750** | Police Department Roof Replacement | **$ -** |
| | **3,460** | Roof Drain installation | |
| | **24,600** | Roof Replacement engineering | |
| | | ***(None Budgeted for FY 2018)*** | |
| $ 8,743 | $ 228,810 | **Total** | **$ -** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - STREETS - 02-00-41200**

**DEPARTMENT:** PUBLIC WORKS

**PROGRAM:** On-Going

| 2016 Actual | 2017 Projected | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ 11,858** | Crack filling, Storm Inlet Repair, Street Patching Curb Repairs | **$ 15,000** |
| $ - | $ 11,858 | **Total** | **$ 15,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**ENGINEERING - 02-00-45300**

**DEPARTMENT:** PUBLIC WORKS

**PROGRAM:** On-Going

| 2016 Actual | 2017 Projected | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 114,127 | | | |
| | | **FY 2018** | |
| | | Glen Drive North / Williams / Calumet (Phase III) | **$ 25,000** |
| | | 2017 Road Program Inspections | **75,000** |
| | | **FY 2017** | |
| | **$ 830** | Glen Drive | |
| | **65,000** | Road Program Inspections | |
| | **42,601** | Iroquois North, South, and West | |
| $ 114,127 | $ 108,431 | **Total** | **$ 100,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**SIDEWALKS - 02-00-49402**

**DEPARTMENT:** PUBLIC WORKS

**PROGRAM:** On-Going

| 2016 Actual | 2017 Projected | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ 5,500** | City Wide Repairs - Included in Road Contract<br>Installation of addition concrete at the Gazebo to allow access to the railings from the sidewalk | **$ 5,500** |
| $ - | $ 5,500 | **Total** | **$ 5,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**ROAD PROJECTS - 02-00-49476**

**DEPARTMENT:** PUBLIC WORKS
**PROGRAM:** On-Going

| 2016 Actual | 2017 Projected | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,350,118 | | City Wide Sidewalk | **$ 20,000** |
| | **$ -** | | |
| | | City Wide Patching | **50,000** |
| | **-** | | |
| | | **FY 2018 Road Program** | |
| | | Buckthorn Court (including curb & gutter) | **64,698** |
| | | Danbury Drive (including curb & gutter) | **52,306** |
| | | Hampton Drive (including curb & gutter) | **65,510** |
| | | Harvard Drive (including curb & gutter) | **73,646** |
| | | Mulberry Court (including curb & gutter) | **75,159** |
| | | Oakwood Court (including curb & gutter) | **77,233** |
| | | Stevens Court (including curb & gutter) | **93,737** |
| | | Wembly Drive (including curb & gutter) | **131,263** |
| | | Patching along curb and gutter for streets above | **205,000** |
| | | Grove Lane (includes sidewalk through driveways) | **115,614** |
| | | Home Avenue | **29,612** |
| | | Meadow Avenue | **62,436** |
| | | Timber Drive: Batavia - Grove (includes sidewalk through driveways) | **100,220** |
| | | Timber Drive: Grove - Home | **90,024** |
| | | Calumet Avenue | **105,600** |
| | | Glen Drive North | **44,968** |
| | | Williams Road: Rt 56 - Batavia | **137,368** |
| | **843,558** | **FY 2017 Road Program** | |
| | **830,818** | Iroquois Ct Reconstruction & & storm replacement | |
| $ 1,350,118 | $ 1,674,376 | **Total** | **$ 1,594,394** |



**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EQUIPMENT PURCHASE 02-00-49500**

**DEPARTMENT:** PUBLIC WORKS
**PROGRAM:** On-Going

| 2016 Actual | 2017 Projected | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 191,154 | | **Police Department Vehicles** | |
| | | (#201) Fusion - VIN# 2FAHP…230263 | |
| | **$ 26,495** | (Replace w/Administrative Explorer) | |
| | **27,155** | (#200) Fusion - VIN# 2FAFP…185560 | |
| | | (Replace w/Administrative Explorer) | |
| | **27,707** | (#222) F-150 - VIN# 1FTRX…C87096 | |
| | | (Replace w/like F-150 or Van - Animal Control) | |
| | | **to be Replaced with Ford Explorers - FY 2018** | |
| | | (#207) Taurus - VIN# 1FAHP23…..3682 | **$ 26,620** |
| | | (#208) Explorer VIN# 1FMEU73…4721 | **26,620** |
| | | (#211) Taurus - VIN# 1FAHP2M…..4187 | **26,620** |
| | | (#214) Expedition VIN# 1FMFU165…1129 | **26,620** |
| | | (#216) Taurus - VIN# 1FAHP2MK…4186 | **26,620** |
| | | **Public Works** | |
| | **42,000** | 2004 - One-ton pickup with plow | |
| | **83,719** | 2001 - Large snow plow truck | **59,281** |
| | **50,000** | 1996 - Bobcat mini excavator | |
| | **7,920** | 1996 - Bobcat trailer | |
| | **5,730** | 1998 - Nine foot snow plow Bobcat | |
| | | **Vehicles to be Replaced - FY 2018** | |
| | | (#124) 2002 Large Snow Plow Truck (2FZA…64117) | **155,000** |
| | | (#319) Wheel Loader (DWT…73944) | **200,000** |
| | | Flail Mower Attachment for R.O.W. Mowing | **11,000** |
| $ 191,154 | $ 270,726 | **Total** | **$ 558,381** |

**City of Warrenville - Five-Year Projection**
***Capital Maintenance and Replacement Fund***

| ***Revenues*** | Actual | Actual | Projected | Projected | Projected | Projected | Projected |
|---|---|---|---|---|---|---|---|
| ***Fiscal Year*** | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
| Tax Revenue | $ 1,547,797 | $ 1,486,638 | $ 1,498,235 | $ 1,624,501 | $ 1,606,414 | $ 1,589,171 | $1,572,749 |
| License, Permit & Fee Revenue | - | - | - | - | - | - | - |
| Fine Revenue | - | - | - | - | - | - | - |
| Reimbursement Revenue | - | - | - | - | - | - | - |
| Rental Revenue | - | - | - | - | - | - | - |
| Intrafund Revenue | 337,000 | 337,000 | 337,000 | 337,000 | 337,000 | 337,000 | 337,000 |
| Interest Revenue | 6,481 | 2,271 | 2,000 | 1,000 | 500 | 500 | 500 |
| Grant Revenue | - | - | - | - | - | - | - |
| Miscellaneous Revenue | 20,379 | 15,087 | 20,963 | 13,533 | 13,533 | 13,533 | 13,533 |
| ***Total Revenue*** | $ 1,911,657 | $1,840,996 | $1,858,198 | $1,976,034 | $1,957,447 | $1,940,204 | $1,923,782 |
| ***Growth from Previous Year*** | 1.4% | -3.7% | 0.9% | 6.3% | -0.9% | -0.9% | -0.8% |

| ***Expenses*** | Actual | Projected | Projected | Projected | Projected | Projected | Projected |
|---|---|---|---|---|---|---|---|
| ***Fiscal Year*** | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
| Total Salary & Wage Expense | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| Total Fringe Benefit Expense | - | - | - | - | - | - | - |
| Total Maintenance Expense | 5,304 | 8,743 | 240,668 | 15,000 | 15,000 | 15,000 | 15,000 |
| Total Supplies and Service Expense | 119,704 | 114,127 | 108,431 | 100,000 | 100,000 | 100,000 | 100,000 |
| Total Capital Expense | 2,287,214 | 1,541,272 | 1,950,602 | 2,158,275 | 2,023,929 | 2,023,929 | 2,023,929 |
| ***Total Expenses*** | $ 2,412,222 | $ 1,664,142 | $2,299,701 | $2,273,275 | $2,138,929 | $2,138,929 | $2,138,929 |
| ***Growth from Previous Year*** | 57.1% | -31.0% | 38.2% | -1.1% | -5.9% | 0.0% | 0.0% |
| ***Revenues Greater/(Less Than) - Expenditures*** | $ (500,565) | $ 176,854 | $ (441,503) | $ (297,241) | $ (181,482) | $ (198,725) | $ (215,147) |
| ***Assigned Fund Balance*** | $ 1,595,241 | $ 1,772,095 | $ 1,330,592 | $ 1,033,351 | $ 851,869 | $ 653,145 | $ 437,998 |
| ***Expenditure Coverage*** | *66%* | *106%* | *58%* | *45%* | *40%* | *31%* | *20%* |

# MOTOR FUEL TAX FUND

***FUND TYPE: Special Revenue***

***FUND PURPOSE – To account for the maintenance and construction of City road and bridge improvement projects as approved by the Illinois Department of Transportation. This is a statutorily required fund to account for State-shared motor-fuel tax monies.***

| ***Motor Fuel Tax Fund Activity*** | ***FY 2018*** |
|---|---|
| **Projected Beginning Fund Balance** | **$ 628,860** |
| **Revenues** | |
| Property Taxes | $ - |
| Sales and Use Taxes | - |
| Amusement Taxes | - |
| Consumption Taxes | - |
| Income Taxes | - |
| Hotel-Motel Taxes | - |
| Motor Fuel Taxes | 338,355 |
| Connection Fees | - |
| Administrative Charges | - |
| Consumption Fees | - |
| Franchise Fees | - |
| Licensing Fees | - |
| Interest Income | 740 |
| Financing Proceeds | - |
| Misc. Revenues | - |
| Grant Revenue | - |
| Rental Income | - |
| Reimbursement Revenues | - |
| Fine Revenue | - |
| Transfers In | - |
| **Total FY 2018 Revenue** | **$ 339,095** |
| **Expenses/Expenditures** | |
| Personnel | $ - |
| Capital | - |
| Supplies and Services | 79,788 |
| Maintenance | 231,000 |
| **Total FY 2018 Expenses/Expenditures** | **$ 310,788** |
| **Variance - Add to/(Use of) Fund Balance** | **$ 28,307** |
| **Projected Ending Fund Balance** | **$ 657,167** |
| **Percent Change** | 4.50% |

# MOTOR FUEL TAX FUND LINE ITEMS

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 13-00-31100 | Revenue | MOTOR FUEL ALLOTMENT | 324,398 | 322,024 | 336,107 | 340,326 | 336,384 | **338,355** | 0.59% |
| 13-00-31101 | Revenue | SUPPLEMENTAL ALLOTMENT | | | | | | | |
| 13-00-31500 | Revenue | INSURANCE REIMBURSEMENT | | | | | | | |
| 13-00-37700 | Revenue | INTEREST INCOME | 153 | 117 | 945 | 200 | 1,584 | **740** | -53.28% |
| 13-00-39309 | Revenue | GRANTS | 58,031 | 116,062 | - | - | - | - | |
| | | ***Totals*** | 382,582 | 438,203 | 337,052 | 340,526 | 337,968 | **339,095** | 0.33% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 13-00-41200 | Streets | MAINTENANCE - STREETS | 11,008 | 11,037 | 26,046 | 19,000 | 19,000 | **19,000** | 0.00% |
| 13-00-41201 | Streets | MAINTENANCE STREETS-STRIPING | 12,039 | 8,382 | 14,630 | 19,000 | 19,000 | **19,000** | 0.00% |
| 13-00-41210 | Streets | MAINTENANCE STS-SALT | 173,586 | 155,241 | 61,101 | 155,000 | 100,000 | **155,000** | 55.00% |
| 13-00-44000 | Streets | MAINTENANCE-STREET LIGHTS | 5,408 | 20,111 | 9,349 | 19,000 | 14,175 | **19,000** | 34.04% |
| 13-00-44010 | Streets | MAINTENANCE STREET SIGNS | 6,716 | 4,099 | 12,241 | 19,000 | 15,621 | **19,000** | 21.63% |
| 13-00-44020 | Streets | STREET LIGHTING-COMM ED | 65,882 | 64,284 | 62,106 | 60,000 | 59,469 | **60,788** | 2.22% |
| 13-00-45410 | Streets | TREE REMOVAL | 1,600 | 10,185 | 1,275 | 19,000 | 3,825 | **19,000** | 396.73% |
| 13-00-49476 | Streets | ROAD PROJECTS | 51,225 | | 422,378 | - | - | | |
| | | ***Totals*** | 327,464 | 273,339 | 609,126 | 310,000 | 231,090 | **310,788** | 34.49% |
| | | Fund Total Rev | 382,582 | 438,203 | 337,052 | 340,526 | 337,968 | 339,095 | 0.33% |
| | | Fund Total Exp | 327,464 | 273,339 | 609,126 | 310,000 | 231,090 | 310,788 | 34.49% |
| | | Variance | 55,118 | 164,864 | (272,074) | 30,526 | 106,878 | **28,307** | |
| | | **Fund Balance 4/30/14** | **629,192** | | | | | | |
| | | **Fund Balance 4/30/15** | | **794,056** | | | | | |
| | | **Fund Balance 4/30/16** | | | **521,982** | | | | |
| | | **Projected Fund Balance 4/30/17** | | | | 552,508 | **628,860** | | |
| | | **Projected Fund Balance 4/30/18** | | | | | | **657,167** | |



***Motor Fuel Tax Fund Line Items***
***Fiscal Year 2018***

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE STREETS - 13-00-41200**

**DEPARTMENT:** PUBLIC WORKS

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 26,046 | **$ 19,000** | Crack filling, Storm Inlet Repair, Street Patching | **$ 19,000** |
| $ 26,046 | $ 19,000 | **Total** | **$ 19,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE STREETS/STRIPING - 13-00-41201**

**DEPARTMENT:** PUBLIC WORKS

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 14,630 | **$ 19,000** | Striping Costs | **$ 19,000** |
| $ 14,630 | $ 19,000 | **Total** | **$ 19,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE STREETS/SALT - 13-00-41210**

**DEPARTMENT:** PUBLIC WORKS

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 61,101 | **$ 100,000** | Rock Salt and Chloride<br>for De-icing Roads<br>FY 2017 City participated in DuPage County<br>contract at $56.35 / ton | **$ 155,000** |
| $ 61,101 | $ 100,000 | **Total** | **$ 155,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE STREETS LIGHTS - 13-00-44000**

**DEPARTMENT:** PUBLIC WORKS

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 9,349 | **$ 14,175** | Cost for Maintenance contract for Traffic Signals<br>Traffic signals that are damaged<br>Standard Maintenance of street lights | **$ 19,000** |
| $ 9,349 | $ 14,175 | **Total** | **$ 19,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE STREET SIGNS - 13-00-44010**

**DEPARTMENT:** PUBLIC WORKS

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 12,241 | **$ 15,621** | Replacement of Regulatory and Info Signs<br>New Regulatory or Info Signs<br>Mandate for upgrade materials began in 2011 | **$ 19,000** |
| $ 12,241 | $ 15,621 | **Total** | **$ 19,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**STREET LIGHTING - COMED - 13-00-44020**

**DEPARTMENT:** PUBLIC WORKS

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 62,106 | **$ 59,469** | Electrical Cost for Street Lighting<br>Throughout the City | **$ 60,788** |
| $ 62,106 | $ 59,469 | **Total** | **$ 60,788** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TREE REMOVAL - 13-00-45410**

**DEPARTMENT:** PUBLIC WORKS

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,275 | **$ 3,825** | Tree Removal , Replacement, and Trimming Throughout the City | **$ 19,000** |
| $ 1,275 | $ 3,825 | **Total** | **$ 19,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**ROAD PROJECTS - 13-00-49476**

**DEPARTMENT:** PUBLIC WORKS

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 422,378 | **$ -** | **Unbudgeted for FY 2018** | **$ -** |
| $ 422,378 | $ - | **Total** | **$ -** |

## City of Warrenville - Five-Year Projection
### *Motor Fuel Tax*

| ***Revenues*** | **Actual** | Actual | Projected | Projected | Projected | Projected | Projected |
|---|---|---|---|---|---|---|---|
| ***Fiscal Year*** | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
| Tax Revenue | $ 322,024 | $ 336,107 | $ 336,384 | $ 338,355 | $ 334,971 | $ 331,622 | -0 $ 328,306 |
| License, Permit & Fee Revenue | - | - | - | - | - | - | - |
| Fine Revenue | - | - | - | - | - | - | - |
| Reimbursement Revenue | - | - | - | - | - | - | - |
| Rental Revenue | - | - | - | - | - | - | - |
| Intrafund Revenue | - | - | - | - | - | - | - |
| Interest Revenue | 117 | 945 | 1,584 | 740 | 762 | 785 | 785 |
| Grant Revenue | 116,062 | - | - | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - | - | - | - |
| ***Total Revenue*** | $ 438,203 | $ 337,052 | $ 337,968 | $ 339,095 | $ 335,734 | $ 332,407 | $ 329,091 |
| ***Growth from Previous Year*** | 14.5% | -23.1% | 0.3% | 0.3% | -1.0% | -1.0% | -1.0% |

| ***Expenses*** | Actual | Actual | Projected | Projected | Projected | Projected | Projected |
|---|---|---|---|---|---|---|---|
| ***Fiscal Year*** | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
| Total Salary & Wage Expense | - | - | - | - | - | - | - |
| Total Fringe Benefit Expense | - | - | - | - | - | - | - |
| Total Maintenance Expense | 198,870 | 123,367 | 167,796 | 231,000 | 237,930 | 245,068 | 245,068 |
| Total Supplies and Service Expense | 74,469 | 63,381 | 63,294 | 79,788 | 82,182 | 82,182 | 82,182 |
| Total Capital Expense | - | 422,378 | - | - | - | - | - |
| ***Total Expenses*** | $ 273,339 | $ 609,126 | $ 231,090 | $ 310,788 | $ 320,112 | $ 327,250 | $ 327,250 |
| ***Growth from Previous Year*** | -16.5% | 122.8% | -62.1% | 34.5% | 3.0% | 2.2% | 0.0% |
| ***Revenues - Expenditures*** | $ 164,864 | $ (272,074) | $ 106,878 | $ 28,307 | $ 15,622 | $ 5,157 | $ 1,841 |
| ***Restricted Fund Balance for Roadways*** | $ 794,056 | $ 521,982 | $ 628,860 | $ 657,167 | $ 672,789 | $ 677,946 | $679,787 |
| ***Expenditure Coverage*** | *291%* | *86%* | *272%* | *211%* | *210%* | *207%* | *208%* |

# HOTEL/MOTEL TAX FUND

***FUND TYPE: Special Revenue***

***FUND PURPOSE – To account for the costs of public relations, community events, civic promotion and tourism related activities.***

# HOTEL/MOTEL TAX FUND HIGHLIGHTS

| | 2017 Budget | 2017 Projected | 2018 Proposed |
|---|---|---|---|
| **Revenue** | **$951,960** | **$912,191** | **$903,253** |
| **Expenditures** | **$880,616** | **$770,015** | **$634,098** |
| **Surplus/(Deficit)** | **$71,344** | **$142,176** | **$269,155** |

The Hotel/Motel Tax Fund is a Special Revenue fund, utilized to account for the costs of public relations, community events, civic promotion, and tourism-related activities.

***Revenue Sources***

The City imposes a 5% tax on hotel stays less than 30 days. There are currently six hotels located within Warrenville, which collect and remit this tax on a monthly basis. For FY 2017 it is projected that the hotels will remit a total of $911,341 in Hotel Motel Taxes. The remittances are projected with a slight decrease of just 1% to a budgeted total for FY 2018 of $902,253.

***Expenditures***

**Interfund Transfers**

The largest expenditure line items in this fund are transfers to other City funds. For FY 2017, a total of $550,000 was budgeted to be transferred to other funds, including $300,000 to the Capital Maintenance and Replacement Fund, $200,000 to the General Fund, and $50,000 to the Special Projects Fund. However, the City Council voted mid-FY 2017 to forego the $200,000 transfer to the General Fund and instead directed $100,000 as an additional City contribution to the Warrenville Police Pension Fund. These changes were based on recommendations to address the General Fund excess fund balance. During FY 2018, the budgeted transfers decrease to a total of $300,000, with the elimination of the $50,000 transfer to the Special Projects Fund, pending the recommended closure of that fund at the end of FY 2017, and elimination of the $200,000 to the General Fund.

**Community Events Programming Grants**

The next largest expenditures are grants. Annually, the City Council approves Hotel Motel Tax grants for the coming fiscal year, which are awarded to support local events and activities, with the goal of promoting tourism and increasing the number of stays at Warrenville hotels. A total of ten events were recommended for $90,531 for FY 2018 funding. The City also funds several long-standing community events: the Fourth of July celebration receive $24,000 in direct financial support, and up to $11,000 each for City in-kind support and services, for a total allocation of $35,000. Beginning with FY 2018, Summer Daze will receive increased funding totaling $41,000, with $30,000 in direct financial support, and up to $11,000 each for City in-kind support and services. Beginning in FY 2017, $6,000 was also allocated to the annual Holly Daze event from this fund. The City Council also provides direct funding support, in the amount of $15,000, to the

Warrenville Historical Society for costs associated with the museum curator/director position, The City has provided this support since fiscal FY 2010.

**Promoting Tourism**

The FY 2018 expenditures include approximately $45,600 in funding for the renewal of the City partnership with the DuPage Convention and Visitors Bureau (DCVB) to promote tourism, including hotel stays within Warrenville.

A total of $30,000 has been budgeted for FY 2018 for consultation services to assist with the finalization of a City marketing and branding project, which began in FY 2017. The goal of this effort is to promote Warrenville as a place for businesses to relocate or build a new facility.

Another $30,000 is budgeted for aesthetic enhancements, including community artwork, landscaping, or other beautification efforts enhancing community pride, and making Warrenville more inviting.

Finally, as authorized by the City Council, $21,000 has been allocated to assist the Warren Tavern Preservations with replacement of the deteriorating roof on the Warren Tavern.

| *Hotel Motel Fund Activity* | *FY 2018* |
|---|---|
| **Projected Beginning Fund Balance** | **$ 822,656** |
| **Revenues** | |
| Property Taxes | $ - |
| Sales and Use Taxes | - |
| Amusement Taxes | - |
| Consumption Taxes | - |
| Income Taxes | - |
| Hotel-Motel Taxes | 902,253 |
| Motor Fuel Taxes | - |
| Connection Fees | - |
| Administrative Charges | - |
| Consumption Fees | - |
| Franchise Fees | - |
| Licensing Fees | - |
| Interest Income | 1,000 |
| Financing Proceeds | - |
| Misc. Revenues | - |
| Grant Revenue | - |
| Rental Income | - |
| Reimbursement Revenues | - |
| Fine Revenue | - |
| Transfers In | - |
| **Total FY 2018 Revenue** | **$ 903,253** |
| **Expenses/Expenditures** | |
| Personnel | $ - |
| Capital | 88,000 |
| Supplies and Services | 546,098 |
| Maintenance | - |
| **Total FY 2018 Expenses/Expenditures** | **$ 634,098** |
| **Variance - Add to/(Use of) Fund Balance** | **$ 269,155** |
| **Projected Ending Fund Balance** | **$ 1,091,811** |
| **Percent Change** | 32.72% |

# HOTEL MOTEL FUND LINE ITEMS

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 14-00-30703 | Revenue | HOTEL/MOTEL TAX | 811,059 | 897,767 | 926,657 | 950,960 | 911,341 | **902,253** | -1.00% |
| 14-00-37700 | Revenue | INTEREST INCOME | 863 | 3,076 | 1,187 | 1,000 | 850 | **1,000** | 17.65% |
| | | ***Totals*** | 811,922 | 900,843 | 927,844 | 951,960 | 912,191 | **903,253** | -0.98% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 14-00-46401 | Finance | CITY WEB PAGE | 4,758 | 5,486 | 6,812 | 5,500 | 5,500 | **5,500** | 0.00% |
| 14-00-46810 | Council | GRANTS | 168,728 | 169,228 | 148,344 | 191,000 | 180,683 | **187,531** | 3.79% |
| 14-00-48600 | Council | TRANSFERS OUT | 500,000 | 500,000 | 550,000 | 550,000 | 450,000 | **300,000** | -33.33% |
| 14-00-48702 | Council | PUB. RELATIONS & PROMOTION | 39,378 | 42,838 | 48,102 | 54,116 | 53,832 | **53,067** | -1.42% |
| 14-00-48735 | Council | CITY PROJECTS | | | | 80,000 | 80,000 | **88,000** | 10.00% |
| | | ***Totals*** | 712,864 | 717,552 | 753,258 | 880,616 | 770,015 | **634,098** | -17.65% |
| | | Fund Total Rev | 811,922 | 900,843 | 927,844 | 951,960 | 912,191 | 903,253 | -0.98% |
| | | Fund Total Exp | 712,864 | 717,552 | 753,258 | 880,616 | 770,015 | 634,098 | -17.65% |
| | | Variance | 99,058 | 183,291 | 174,586 | 71,344 | 142,176 | **269,155** | |
| | | **Fund Balance 4/30/14** | **322,603** | | | | | | |
| | | **Fund Balance 4/30/15** | | **505,894** | | | | | |
| | | **Fund Balance 4/30/16** | | | **680,480** | | | | |
| | | **Projected Fund Balance 4/30/17** | | | | 751,824 | **822,656** | | |
| | | **Projected Fund Balance 4/30/18** | | | | | | **1,091,811** | |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**CITY WEB PAGE - 14-00-46401**

**DEPARTMENT:** COUNCIL

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 6,812 | **$ 5,500** | Webpage Annual Support Maintenance & Hosting | **$ 5,500** |
| $ 6,812 | $ 5,500 | **Total** | **$ 5,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**GRANTS - 14-00-46810**

**DEPARTMENT:** COUNCIL

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 148,344 | | **Grants** | |
| | **10,118** | Warrenville Athletic Association (WAA)-Big Hits | **-** |
| | **20,860** | WIB Beautification Program | **31,257** |
| | **13,419** | Park District Art on Prairie | **14,675** |
| | **8,625** | Park District Fall Family Fun Fest | **9,946** |
| | **650** | Historical Society Summer Tea | **650** |
| | **2,700** | Historical Society Walking Tour & Public Art Survey | **2,612** |
| | **1,574** | Historical Society Artist in Residency | **2,300** |
| | **-** | Historical Society Playing the Past | **1,378** |
| | **15,249** | Library Concerts in the Commons | **9,538** |
| | **14,207** | WMC Summer Musical Theater Production | **15,000** |
| | **2,800** | Library Sunday Musical Matinees | **3,175** |
| | **9,798** | Tavern Preservationists | **-** |
| | **15,000** | **Historical Society Curator** | **15,000** |
| | | **Automatic Maximum Grants - (Began FY 10)** | |
| | | **Summer Daze** | |
| | **24,000** | Event Funding | **30,000** |
| | **4,698** | City Support Expenses (up to $11K Maximum) | **11,000** |
| | | **4th of July (Friends of the 4th )** | |
| | **24,000** | Event Funding | **24,000** |
| | **6,985** | City Support Expenses (up to $11K Maximum) | **11,000** |
| | **6,000** | **Holly Daze** Event Funding (reimbursement to Park District) (Moved from General Fund beginning FY 2017) | **6,000** |
| $ 148,344 | $ 180,683 | **Total** | **$ 187,531** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TRANSFERS OUT - 14-00-48600**

**DEPARTMENT:** COUNCIL

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 200,000 | $ - | To General Fund<br>(Recommended Transfer - Considered Annually)<br>***(Transfer rescinded for FY 2017 & FY 2018))*** | $ - |
| 200,000 | **200,000** | To Capital Maintenance and Replacement Fund<br>(Recurring Recommended Annual Transfer) | **200,000** |
| 100,000 | **100,000** | To Capital Maintenance and Replacement Fund<br>(Transfer of Rolled back<br>Hotel Motel Tax Grant Funding) | **100,000** |
| 50,000 | **50,000** | To Special Projects Fund (Fund 49)<br>(establishment of annual funding source<br>for the Special Projects Fund)<br>***(Eliminated beginning with FY 2018 as a result of the closure of the Special Projects Fund into the General Fund)*** | - |
| | **100,000** | Additional one-time transfer for FY 2017<br>to the Police Pension Fund<br>(Fund Balance Workgroup Recommendation<br>approved by City Council) | |
| $ 550,000 | $ 450,000 | **Total** | **$ 300,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**PUBLIC RELATIONS & PROMOTION - 14-00-48702**

**DEPARTMENT:** COUNCIL

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 48,102 | **$ 5,000** | TAC Visitor Guides/PR Ads | **$ 5,000** |
| | | **DCVB Partnership**<br>**FY 18 Contribution**<br>based upon FY 17 Projected revenue<br>@ 01/17/2017 thru 12/2016<br>Fiscal Year Total Estimated = $911,341<br>(25% of One-Percentage Point of Tax Revenue) | **45,567** |
| | **46,332** | **FY 17 Contribution**<br>Total FY 16 Revenue = $926,657 | |
| | **2,500** | DCVB Pilot grant Program | **2,500** |
| $ 48,102 | $ 53,832 | **Total** | **$ 53,067** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**CITY PROJECTS - 14-00-48735**

**DEPARTMENT:** COUNCIL

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ 50,000** | Development of Economic Development Branding and Marketing Strategy (Re-Budgeted FY 15 Decision Package) | **$ 30,000** |
| | **30,000** | Aesthetic Enhancements (Sculptures, Botanicals, etc) | **30,000** |
| | | Warren Tavern Roof Replacement | **21,000** |
| | | Additional funding for City Projects | **7,000** |
| $ - | $ 80,000 | **Total** | **$ 88,000** |

**City of Warrenville - Five-Year Projections**
***Hotel Motel***

| ***Revenues*** | **Actual** | **Actual** | Projected | Projected | Projected | Projected | Projected |
|---|---|---|---|---|---|---|---|
| ***Fiscal Year*** | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
| Tax Revenue | $ 897,767 | $ 926,657 | $ 911,341 | $ 902,253 | $ 902,253 | $ 902,253 | $ 902,253 |
| License, Permit & Fee Revenue | - | - | - | - | - | - | - |
| Fine Revenue | - | - | - | - | - | - | - |
| Reimbursement Revenue | - | - | - | - | - | - | - |
| Rental Revenue | - | - | - | - | - | - | - |
| Intrafund Revenue | - | - | - | - | - | - | - |
| Interest Revenue | 3,076 | 1,187 | 850 | 1,000 | 1,000 | 1,000 | 1,000 |
| Grant Revenue | - | - | - | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - | - | - | - |
| ***Total Revenue*** | $ 900,843 | $ 927,844 | $ 912,191 | $ 903,253 | $ 903,253 | $ 903,253 | $ 903,253 |
| ***Growth from Previous Year*** | 11.0% | 3.0% | -1.7% | -1.0% | 0.0% | 0.0% | 0.0% |

| ***Expenses*** | **Actual** | **Actual** | Projected | Projected | Projected | Projected | Projected |
|---|---|---|---|---|---|---|---|
| ***Fiscal Year*** | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
| Total Salary & Wage Expense | - | - | - | - | - | - | - |
| Total Fringe Benefit Expense | - | - | - | - | - | - | - |
| Total Maintenance Expense | - | - | - | - | - | - | - |
| Total Supplies and Service Expense | 717,552 | 753,258 | 690,015 | 546,098 | 546,098 | 546,098 | 546,098 |
| Total Capital Expense | - | - | 80,000 | 88,000 | 88,000 | 88,000 | 88,000 |
| ***Total Expenses*** | $ 717,552 | $ 753,258 | $ 770,015 | $ 634,098 | $ 634,098 | $ 634,098 | $ 634,098 |
| ***Growth from Previous Year*** | 0.7% | 5.0% | 2.2% | -17.7% | 0.0% | 0.0% | 0.0% |
| ***Revenues - Expenditures*** | $ 183,291 | $ 174,586 | $ 142,176 | $ 269,155 | $ 269,155 | $ 269,155 | $ 269,155 |
| ***Committed Fund Balance*** | $ 505,894 | $ 680,480 | $ 822,656 | $1,091,811 | $1,360,966 | $1,630,121 | $1,899,276 |
| ***Expenditure Coverage*** | *71%* | *90%* | *107%* | *172%* | *215%* | *257%* | *300%* |

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# WATER AND SEWER FUND

***FUND TYPE: Enterprise***

***FUND PURPOSE – To account for the provision of potable water and wastewater treatment services to the residents of the City. Activities necessary to provide such services in this fund are, including but not limited to, daily operations, systems maintenance, administration, billing and collection, the replacement and acquisition of fixed assets, and the long-term capital replacement of the system.***

# WATER AND SEWER (ENTERPRISE) FUND HIGHLIGHTS

| | 2017 Budget | 2017 Projected | 2018 Proposed |
|---|---|---|---|
| **Revenue** | **$3,417,797** | **$3,390,104** | **$3,331,595** |
| **Expenditures** | **$6,165,847** | **$5,453,261** | **$8,355,062** |
| **Surplus/(Deficit)** | **($2,750,050)** | **($2,063,157)** | **($5,023,467)** |

1 – *Fiscal Year deficits are planned to fund system expansion*

The Water and Sewer Fund is an enterprise fund, which must be operated like a business and cover the costs associated with the water and sewer operations with user fees, or consumption fees, charged to its customers. Additional revenues also support fund and allow the water and sewer rates (consumption fees), to be less volatile to short-term influences, with fewer needs for rate adjustments. The Water and Sewer Enterprise Fund is divided into four major areas: 1) Water Operations and Maintenance, 2) Water Capital Reserve, 3) Sewer Capital Reserve, and 4) Sewer Operations and Maintenance.

***Revenue Sources***

Total budgeted fund revenue for FY 2018 is $3,331,595, is divided among the four major areas.

Water operations and maintenance revenue is largely comprised of water sales revenue, based on a rate charged to water users. For FY 2018, the water rate charged to the users will again remain unchanged at $1.50 per 1,000 gallons of water used, plus a bi-monthly base charge of $9.75. Water sales revenue is supplemented by rental income received from the cellular communication antennas located on City-owned water towers, with total projected cell tower rental income for FY 2018 of $348,334. Additional minor sources of revenue in this area come from turn-on fees, processing fees, interest income, metered sales, and late payment fee income. Total FY 2018 Water Operations and Maintenance revenue is projected at $1,337,773.

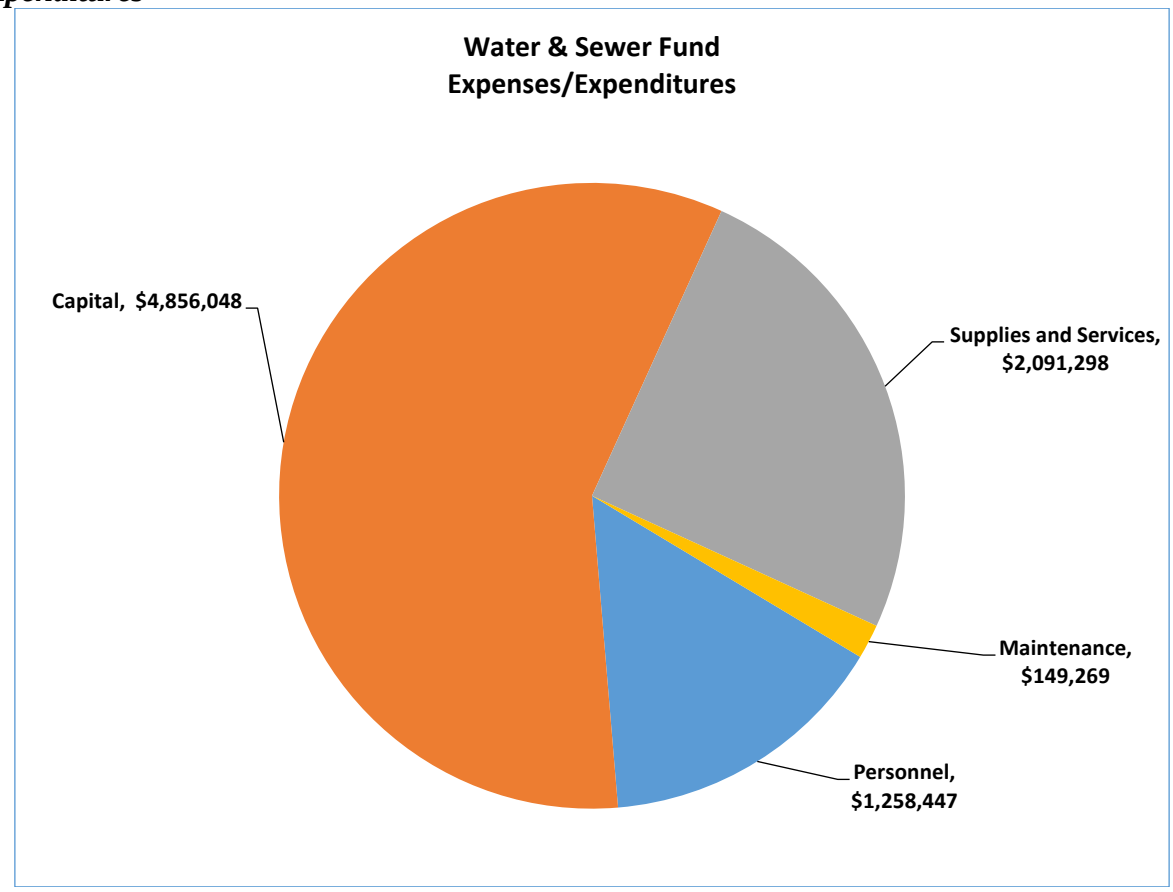
Water Capital Reserve revenue is projected to total $31,550 for FY 2018, and is derived from water connection fees, interest income, and recapture payments.

Sewer Capital Reserve revenue totals $41,050, and is derived from sewer connection fees, interest income, and recapture payments.

Sewer operations and maintenance is the final component of revenue, projected to total $1,920,722. The largest component of this revenue comes from sewer system user fee sewer sales, which totals an estimated $1,890,825 for FY 2018. The sewer rates will remain unchanged at $2.98 per 1,000 gallons, plus a bi-monthly base charge of $22.93. Additional sources of revenue in this

area come from turn-on fees, processing fees, interest income, and late payment fee penalty income.

***Expenditures***




Budgeted expenditures for FY 2018, across all fund categories, are projected to total $8,355,062, which represents an increase of approximately 53% over the fiscal-year-end total for FY 2017 of $5,453,261. This increase is due to large dollar value capital expenditures budgeted for FY 2018, which will be detailed later in this document.

Water Operations and Maintenance provides for the operations and maintenance of the potable water system within the City. The City operates a series of five water wells, located at various points around the City. The costs associated with operating that system for FY 2018 are projected at $1,381,109. Of this total, approximately 50% is comprised of personnel costs, including wages and benefits. The other 50% is the costs of operating the water system, including water treatment.

Water Capital Reserve expenditures for capital projects are projected at $1,783,850 for FY 2018, and include the following capital expenditures, and engineering costs where applicable:

1) Williams Road watermain extension, from Route 56 to Batavia Road, including the related engineering - $1,395,000
2) Harvard Drive watermain (600') replacement - $120,000
3) Point Oak Drive final engineering - $17,250

4) Planning and Capacity study (Southwest District) phase III - $125,000
5) Hydrants and valve insertions - $9,000
6) Replacement of well pump and motor - $45,000
7) Generator Replacement - Well No. 12 - $35,000
8) Other minor expenditures - $37,600
    a. Portable Hydrant Flusher for dead ends
    b. Drinking fountain (Leone Schmidt Park)
    c. Water main (installed by City staff)
    d. Filter media replacement
    e. IEPA Sampling Stations on City water mains (new IEPA requirement)

Sewer Capital Reserve expenditures total $3,166,050, and include the following capital expenditures, plus engineering where applicable:

1) Glen Drive North , Williams Road (Route 56 to Batavia Road), and Calumet Avenue East sewer main extensions, including engineering - $2,490,000
2) SDRS#1 Area sanitary sewer extension and engineering (Enterprise Fund Share) - $517,000
3) Point Oak Drive final engineering - $17,250
4) Planning and Capacity study (Southwest District) phase III - $20,000
5) Infiltration analysis costs and overhead sewer grant funding - $24,500
6) Pathogen protection systems and supplies for Camera and Vactor trucks - $13,900
7) Software – for Camera truck - $8,500
8) On-going Capital operating Costs and manhole grouting - $74,900

*Note: the Water Capital Reserve (20-02) and Sewer Capital Reserve (20-03) account groups include expenditures not classified as "capital" expenditures, such as engineering, but these figures are included with each account group.*

Sewer operation and maintenance provides funding for the City's sanitary sewer collection and transmission system, including the cost of transmission of wastewater to the City of Naperville treatment plant, per a contractual agreement. Projected expenditures for operating the sewer system total $2,024,053. Of that total, personnel costs make up approximately 26%, while costs associated with the treatment of waste water make up approximately 52% of the expenditures at a projected total of almost $1,050,000. These figures are based upon rates charged by the City of Naperville to Warrenville, for its proportional share of capital system maintenance and replacement costs incurred by Naperville.

During late FY 2015 and early FY 2016, City staff and two Aldermen appointed by the City Council worked to formulate a capital maintenance and replacement plan for the Enterprise Fund (i.e. water and sewer) assets. The *Enterprise Maintenance and Replacement Plan* (EMRP), adopted in August 2015, is used annually by staff to determine water and sewer services utility rates, through analyzation of the operating costs, including operating capital-type costs. Analysis of the proposed budgetary costs for FY 2018, through the use of the EMRP, and as previously indicated in this document, lead staff to propose no water or sewer rate adjustments for FY 2018.

| *Water and Sewer Fund Activity* | *FY 2018* |
|---|---|
| **Projected Beginning Unrestricted Net Assets** | **$ 6,428,852** |
| **Revenues** | |
| Property Taxes | $ - |
| Sales and Use Taxes | - |
| Amusement Taxes | - |
| Consumption Taxes | - |
| Income Taxes | - |
| Hotel-Motel Taxes | - |
| Motor Fuel Taxes | - |
| Connection Fees | 34,000 |
| Administrative Charges | 450 |
| Consumption Fees | 2,900,658 |
| Franchise Fees | - |
| Licensing Fees | - |
| Interest Income | 11,800 |
| Financing Proceeds | - |
| Misc. Revenues | 28,000 |
| Grant Revenue | - |
| Rental Income | 348,334 |
| Reimbursement Revenues | - |
| Fine Revenue | 8,353 |
| Transfers In | - |
| **Total FY 2018 Revenue** | **$ 3,331,595** |
| **Expenses/Expenditures** | |
| Personnel | $ 1,258,447 |
| Capital | 4,856,048 |
| Supplies and Services | 2,091,298 |
| Maintenance | 149,269 |
| **Total FY 2018 Expenses/Expenditures** | **$ 8,355,062** |
| **Variance - Add to/(Use of) Fund Balance** | **$ (5,023,467)** |
| **Projected Ending Unrestricted Net Assets** | **$ 1,405,385** |
| **Percent Change** | -78.14% |

# WATER and SEWER FUND LINE ITEMS

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 20-00-35100 | Water Revenue | WATER SALES | 957,056 | 947,970 | 972,908 | 920,589 | 955,598 | **958,383** | 0.29% |
| 20-00-35200 | Water Revenue | TURN-ON FEES - WATER | 3,400 | 4,125 | 2,938 | 3,378 | 2,721 | **3,296** | 21.13% |
| 20-00-35300 | Water Revenue | PROCESSING FEE - WATER | 10,973 | 18,325 | 17,858 | 16,473 | 15,719 | **15,500** | -1.39% |
| 20-00-37503 | Water Revenue | RENTAL-INCOME - CELL TOWERS | 169,146 | 301,427 | 348,975 | 334,937 | 334,937 | **348,334** | 4.00% |
| 20-00-37700 | Water Revenue | INTEREST INCOME | 4 | 273 | 2,305 | 300 | 250 | **200** | -20.00% |
| 20-00-37900 | Water Revenue | METER SALES | 3,526 | 6,403 | 6,598 | 6,400 | 5,637 | **5,541** | -1.70% |
| 20-00-39309 | Water Revenue | GRANTS | 10,875 | 15,681 | 14,390 | - | - | - | |
| 20-00-39600 | Water Revenue | PENALTY INCOME | 9,588 | 9,543 | 8,076 | 10,288 | 9,069 | **6,069** | -33.08% |
| 20-00-39900 | Water Revenue | MISCELLANEOUS INCOME | (1,604) | 482 | 433 | 325 | 467 | **450** | -3.64% |
| 20-00-39920 | Water Revenue | SALE OF SURPLUS PROPERTY | | | | | 2,326 | | -100.00% |
| | | ***Totals*** | 1,162,964 | 1,304,229 | 1,374,481 | 1,292,690 | 1,326,724 | **1,337,773** | 0.83% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 20-00-40000 | WO&M Expense | SALARIES - WATER | 463,430 | 446,264 | 460,769 | 457,028 | 441,764 | **475,294** | 7.59% |
| 20-00-40001 | WO&M Expense | OVERTIME - WATER | 35,204 | 32,189 | 35,896 | 37,000 | 36,183 | **37,000** | 2.26% |
| 20-00-40100 | WO&M Expense | FICA EXPENSE | 29,293 | 28,439 | 29,312 | 30,630 | 27,695 | **31,762** | 14.68% |
| 20-00-40101 | WO&M Expense | MEDICARE EXPENSE | 6,986 | 6,691 | 6,947 | 7,164 | 6,463 | **7,429** | 14.95% |
| 20-00-40200 | WO&M Expense | IMRF EXPENSE | 58,788 | 82,000 | 136,908 | 57,308 | 54,843 | **59,426** | 8.36% |
| 20-00-40400 | WO&M Expense | EMPLOYEE INSURANCE | 93,969 | 93,662 | 90,956 | 88,529 | 81,770 | **83,502** | 2.12% |
| 20-00-40600 | WO&M Expense | ACCRUED SICK / COM TIME EXPENSE | 1,554 | (18,394) | (6,949) | 530 | 530 | **1,000** | 88.68% |
| 20-00-40601 | WO&M Expense | ACCRUED OPEB EXPENSE | 659 | 3,098 | 1,635 | 5,000 | 2,000 | **2,300** | 15.00% |
| 20-00-41000 | WO&M Expense | MAINTENANCE - BUILDING | 8,582 | 3,612 | 4,563 | 5,000 | 4,100 | **13,000** | 217.07% |
| 20-00-41001 | WO&M Expense | MAINTENANCE - WATER TOWERS | - | 6,500 | - | 12,000 | 9,050 | **9,200** | 1.66% |
| 20-00-41100 | WO&M Expense | MAINTENANCE - EQUIPMENT | 6,599 | 5,992 | 10,573 | 7,000 | 15,000 | **12,800** | -14.67% |
| 20-00-41103 | WO&M Expense | MAINTENANCE - SOFTWARE | 4,655 | 4,911 | 5,182 | 5,221 | 5,296 | **5,561** | 5.00% |
| 20-00-41400 | WO&M Expense | MAINTENANCE - UTILITY SYSTEM | 102,237 | 95,741 | 62,682 | 59,000 | 70,000 | **70,000** | 0.00% |
| 20-00-42700 | WO&M Expense | MAINTENANCE - COMMUNICATIONS | 4,163 | 3,769 | 3,239 | 4,100 | 3,650 | **5,050** | 38.36% |
| 20-00-43300 | WO&M Expense | INSURANCE - GENERAL | 2,498 | 2,748 | 3,025 | 3,176 | 3,176 | **3,272** | 3.02% |
| 20-00-43301 | WO&M Expense | INSURANCE - LIABILITY | 5,947 | 6,542 | 7,200 | 7,560 | 7,560 | **7,787** | 3.00% |
| 20-00-43302 | WO&M Expense | INSURANCE - WORKERS COMP | 5,221 | 14,920 | 17,623 | 18,916 | 16,821 | **18,934** | 12.56% |
| 20-00-43400 | WO&M Expense | TELEPHONE | 11,895 | 11,568 | 13,057 | 13,000 | 15,906 | **6,000** | -62.28% |
| 20-00-43800 | WO&M Expense | UTILITIES | 65,551 | 72,164 | 72,346 | 73,000 | 80,395 | **84,415** | 5.00% |
| 20-00-44300 | WO&M Expense | RENT EXPENSE | 6,294 | 6,264 | 6,228 | 6,300 | 6,300 | **7,140** | 13.33% |
| 20-00-44400 | WO&M Expense | TRAVEL & MEETINGS | 257 | 577 | 364 | 1,500 | 1,322 | **2,550** | 92.89% |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 20-00-44600 | WO&M Expense | POSTAGE | 6,710 | 7,149 | 7,505 | 7,670 | 8,253 | **8,213** | -0.48% |
| 20-00-44700 | WO&M Expense | PRINTING/PUBLISHING | 6,418 | 7,507 | 8,804 | 8,500 | 9,083 | **9,177** | 1.03% |
| 20-00-45010 | WO&M Expense | LIENS | 51 | 144 | 169 | 150 | 100 | **100** | 0.00% |
| 20-00-45100 | WO&M Expense | LEGAL EXPENSE | | - | | 1,000 | - | **1,000** | |
| 20-00-45200 | WO&M Expense | AUDIT EXPENSE | 3,802 | 3,954 | 2,000 | 2,050 | 2,050 | **2,091** | 2.00% |
| 20-00-45210 | WO&M Expense | COMPUTER SOFTWARE | | - | | 1,000 | - | **58,454** | |
| 20-00-45300 | WO&M Expense | ENGINEERING | | 400 | 1,213 | 2,500 | 3,000 | **6,000** | 100.00% |
| 20-00-45400 | WO&M Expense | OTHER PROFESSIONAL SERVICES | 19,579 | 11,954 | 15,641 | 43,850 | 28,225 | **13,500** | -52.17% |
| 20-00-45401 | WO&M Expense | J.U.L.I.E. | 770 | 760 | 1,246 | 1,375 | 1,100 | **3,100** | 181.82% |
| 20-00-45710 | WO&M Expense | EDUCATION REIMBURSEMENT | 113 | 142 | 104 | 500 | - | - | |
| 20-00-46900 | WO&M Expense | DUES, SUBSCRIPTIONS & BOOKS | - | 161 | 232 | 500 | 633 | **1,175** | 85.62% |
| 20-00-47100 | WO&M Expense | OFFICE SUPPLIES | - | | - | 250 | 250 | **250** | 0.00% |
| 20-00-47200 | WO&M Expense | OTHER SUPPLIES | 1,501 | 1,250 | 932 | 1,500 | 1,000 | **1,000** | 0.00% |
| 20-00-47220 | WO&M Expense | SMALL TOOLS | 666 | 364 | 109 | 1,200 | 200 | **500** | 150.00% |
| 20-00-47300 | WO&M Expense | UNIFORMS | 3,248 | 4,261 | 3,248 | 4,300 | 3,450 | **4,000** | 15.94% |
| 20-00-47600 | WO&M Expense | GAS / OIL EXPENSE | 14,915 | 10,143 | 7,609 | 15,000 | 10,000 | **8,250** | -17.50% |
| 20-00-47700 | WO&M Expense | CHLORINATION SUPPLIES | 20,632 | 32,531 | 26,922 | 63,500 | 50,500 | **76,800** | 52.08% |
| 20-00-48300 | WO&M Expense | ADMINISTRATIVE CHARGES | 20,070 | 20,070 | 20,070 | 20,070 | 20,070 | **20,070** | 0.00% |
| 20-00-48410 | WO&M Expense | DEPRECIATION EXPENSE | 168,920 | 148,683 | 167,265 | 146,682 | 146,682 | **146,682** | 0.00% |
| 20-00-48700 | WO&M Expense | MISCELLANEOUS EXPENSE | | 2,411 | 748 | 1,000 | 1,750 | **1,950** | 11.43% |
| 20-00-49300 | WO&M Expense | BUILDING IMPROVEMENTS | | | | 1,000 | - | **1,000** | |
| 20-00-49500 | WO&M Expense | EQUIPMENT PURCHASE | (31,212) | 11,879 | 3,010 | 5,425 | 3,165 | **2,375** | -24.96% |
| 20-00-49503 | WO&M Expense | EQUIPMENT-MAINTENANCE SUPRV | 703 | 983 | 1,139 | 1,000 | 1,000 | **1,000** | 0.00% |
| 20-00-49700 | WO&M Expense | METERS | 37,583 | 73,298 | 39,324 | 45,000 | 27,578 | **71,000** | 157.45% |
| | | ***Totals*** | 1,188,251 | 1,247,301 | 1,268,846 | 1,273,984 | 1,207,913 | **1,381,109** | 14.34% |

# WATER and SEWER FUND LINE ITEMS

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 20-02-35400 | Water | WATER CONNECTIONS | 12,525 | 25,500 | 41,300 | 10,000 | 31,000 | **16,000** | -48.39% |
| 20-02-37700 | Capital | INTEREST INCOME | 8,156 | 28,940 | 7,111 | 13,500 | 5,000 | **5,000** | 0.00% |
| 20-02-37710 | Water | INTEREST INCOME - MUSSLEMAN | 2,550 | 2,550 | 2,550 | - | 2,550 | **2,550** | 0.00% |
| 20-02-39404 | Revenue | RECAPTURE PAYMENTS - WATER | 10,037 | 10,307 | 26,113 | 24,784 | 8,685 | **8,000** | -7.89% |
| | | ***Totals*** | 33,268 | 67,297 | 77,074 | 48,284 | 47,235 | **31,550** | -33.21% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 20-02-45300 | W. Cap Res. Expense | ENGINEERING | 39,739 | 47,636 | 86,397 | 222,300 | 206,243 | **237,250** | 15.03% |
| 20-02-49422 | W. Cap Res. Expense | WATER MAIN IMPROVEMENTS | 131,448 | 17,038 | 4,801 | 1,234,000 | 1,011,567 | **1,447,600** | 43.10% |
| 20-02-49495 | W. Cap Res. Expense | CAPITAL OPERATING COSTS | | | 3,200 | 59,000 | 59,000 | **99,000** | |
| 20-02-49500 | W. Cap Res. Expense | EQUIPMENT PURCHASE | 34,111 | - | - | 60,000 | 35,000 | - | -100.00% |
| | | ***Totals*** | 205,298 | 64,674 | 94,398 | 1,575,300 | 1,311,810 | **1,783,850** | 35.98% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 20-03-35400 | Sewer Capital Reserve | SEWER CONNECTIONS | 14,525 | 23,500 | 43,150 | 10,000 | 33,000 | **18,000** | -45.45% |
| 20-03-37700 | Revenue | INTEREST INCOME | 4,284 | 14,933 | 1,894 | 7,042 | 500 | **500** | 0.00% |
| 20-03-37710 | Sewer Capital Reserve | INTEREST INCOME - MUSSLEMAN | 2,550 | 2,550 | 2,550 | - | 2,550 | **2,550** | 0.00% |
| 20-03-39404 | Revenue | RECAPTURE PAYMENTS - SEWER | 17,071 | 14,548 | 41,727 | 19,953 | 22,400 | **20,000** | -10.71% |
| | | ***Totals*** | 38,430 | 55,531 | 89,321 | 36,995 | 58,450 | **41,050** | -29.77% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 20-03-45300 | S. Cap Res. Expense | ENGINEERING | 38,263 | 47,636 | 44,206 | 132,800 | 150,021 | **274,250** | 82.81% |
| 20-03-48801 | S. Cap Res. Expense | OVERHEAD SEWER GRANT | | | - | 2,000 | - | **2,000** | |
| 20-03-49401 | S. Cap Res. Expense | INFILTRATION ANALYSIS | 2,584 | 1,195 | 384 | 14,400 | 8,504 | **22,500** | 164.58% |
| 20-03-49422 | S. Cap Res. Expense | SEWER MAIN IMPROVEMENTS | 71 | 49,636 | 49,394 | 960,000 | 749,150 | **2,780,000** | 271.09% |
| 20-03-49495 | S. Cap Res. Expense | CAPITAL OPERATING COSTS | | | | 98,400 | 91,500 | **64,900** | -29.07% |
| 20-03-49500 | S. Cap Res. Expense | EQUIPMENT PURCHASED | 15,148 | | 12,598 | 60,000 | 75,000 | **22,400** | -70.13% |
| | | ***Totals*** | 56,066 | 98,467 | 106,582 | 1,267,600 | 1,074,175 | **3,166,050** | 194.74% |

# WATER and SEWER FUND LINE ITEMS

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 20-04-35100 | Sewer Revenue | SEWER SALES | 1,792,103 | 1,898,150 | 1,965,519 | 1,978,578 | 1,907,528 | **1,890,825** | -0.88% |
| 20-04-35200 | Sewer Revenue | TURN-ON FEES - SEWER | 3,425 | 4,125 | 2,938 | 3,252 | 2,764 | **3,313** | 19.86% |
| 20-04-35300 | Sewer Revenue | PROCESSING FEE - SEWER | 22,273 | 18,325 | 14,383 | 20,000 | 18,327 | **18,327** | 0.00% |
| 20-04-37700 | Sewer Revenue | INTEREST INCOME | 142 | 585 | 1,815 | | 500 | **500** | 0.00% |
| 20-04-37900 | Sewer Revenue | METER SALES - SEWER | 3,501 | 6,239 | 7,672 | 4,876 | 4,480 | **5,473** | 22.17% |
| 20-04-39600 | Sewer Revenue | PENALTY INCOME | 21,651 | 21,825 | 25,057 | 26,539 | 22,844 | **2,284** | -90.00% |
| 20-04-39920 | Sewer Revenue | SALE OF SURPLUS PROPERTY | | | | | 752 | | |
| | | ***Totals*** | 1,843,095 | 1,949,249 | 2,017,384 | 2,033,245 | 1,957,195 | **1,920,722** | -1.86% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 20-04-40000 | S O&M Expense | SALARIES - SEWER | 341,952 | 329,690 | 345,315 | 347,880 | 331,185 | **360,462** | 8.84% |
| 20-04-40001 | S O&M Expense | OVERTIME - SEWER | 23,643 | 21,564 | 24,033 | 28,000 | 27,440 | **28,000** | 2.04% |
| 20-04-40100 | S O&M Expense | FICA EXPENSE | 21,385 | 20,842 | 21,719 | 23,305 | 20,643 | **24,096** | 16.73% |
| 20-04-40101 | S O&M Expense | MEDICARE EXPENSE | 5,112 | 4,914 | 5,171 | 5,451 | 5,191 | **5,636** | 8.57% |
| 20-04-40200 | S O&M Expense | IMRF EXPENSE | 42,985 | 58,470 | 122,532 | 43,603 | 40,604 | **45,082** | 11.03% |
| 20-04-40400 | S O&M Expense | EMPLOYEE INSURANCE | 65,328 | 66,831 | 65,366 | 66,113 | 59,263 | **59,590** | 0.55% |
| 20-04-41000 | S O&M Expense | MAINTENANCE - BUILDING | 6,164 | 2,408 | 3,060 | 2,700 | 2,300 | **10,700** | 365.22% |
| 20-04-41100 | S O&M Expense | MAINTENANCE - EQUIPMENT | 4,400 | 4,503 | 7,030 | 5,100 | 6,153 | **7,000** | 13.77% |
| 20-04-41103 | S O&M Expense | MAINTENANCE - SOFTWARE | 3,104 | 3,274 | 3,454 | 3,481 | 3,531 | **3,708** | 5.01% |
| 20-04-41300 | S O&M Expense | MAINTENANCE - GROUNDS | - | | - | 300 | 300 | **300** | 0.00% |
| 20-04-41400 | S O&M Expense | MAINTENANCE - UTILITY SYSTEM | 13,756 | 18,227 | 9,635 | 10,000 | 20,000 | **15,000** | -25.00% |
| 20-04-42700 | S O&M Expense | MAINTENANCE - COMMUNICATIONS | 753 | 652 | 498 | 600 | 850 | **2,450** | 188.24% |
| 20-04-43300 | S O&M Expense | INSURANCE - GENERAL | 3,211 | 3,885 | 4,274 | 4,488 | 4,488 | **4,623** | 3.01% |
| 20-04-43301 | S O&M Expense | INSURANCE - LIABILITY | 1,429 | 1,751 | 1,926 | 2,023 | 2,023 | **2,084** | 3.02% |
| 20-04-43302 | S O&M Expense | INSURANCE - WORKERS COMP | 5,221 | 17,520 | 17,623 | 18,916 | 18,697 | **18,934** | 1.27% |
| 20-04-43400 | S O&M Expense | TELEPHONE | 7,930 | 7,319 | 8,705 | 9,800 | 10,724 | **11,318** | 5.54% |
| 20-04-43800 | S O&M Expense | UTILITIES | 16,184 | 17,609 | 18,657 | 18,500 | 18,500 | **21,000** | 13.51% |
| 20-04-44300 | S O&M Expense | RENT EXPENSE | 6,030 | 6,010 | 5,986 | 6,030 | 6,031 | **6,858** | 13.71% |
| 20-04-44400 | S O&M Expense | TRAVEL & MEETINGS | 36 | 472 | 242 | 1,300 | 705 | **1,600** | 126.95% |
| 20-04-44600 | S O&M Expense | POSTAGE | 6,710 | 7,149 | 7,505 | 7,900 | 8,253 | **8,213** | -0.48% |
| 20-04-44700 | S O&M Expense | PRINTING / PUBLISHING | 6,197 | 6,361 | 6,878 | 6,800 | 7,200 | **7,200** | 0.00% |
| 20-04-45010 | S O&M Expense | LIENS | 51 | 141 | 169 | 200 | 100 | **100** | 0.00% |
| 20-04-45100 | S O&M Expense | LEGAL SERVICES | | - | | 1,000 | - | **1,000** | |
| 20-04-45200 | S O&M Expense | AUDIT EXPENSE | 3,802 | 3,954 | 2,000 | 2,050 | 2,050 | **2,091** | 2.00% |
| 20-04-45210 | S O&M Expense | COMPUTER SOFTWARE | | | | 500 | - | **58,454** | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 20-04-45300 | S O&M Expense | ENGINEERING | | | | 2,500 | 2,500 | **2,500** | 0.00% |
| 20-04-45400 | S O&M Expense | OTHER PROFESSIONAL SERVICE | 4,835 | 6,956 | 2,940 | 6,550 | 9,701 | **6,350** | -34.54% |
| 20-04-45401 | S O&M Expense | J.U.L.I.E. | 513 | 663 | 675 | 1,200 | 1,200 | **3,100** | 158.33% |
| 20-04-45420 | S O&M Expense | NAPERVILLE SEWAGE TREATMENT | 1,018,812 | 988,134 | 996,376 | 1,190,000 | 1,040,433 | **1,049,576** | 0.88% |
| 20-04-46900 | S O&M Expense | DUES, SUBSCRIPTIONS & BOOKS | | 161 | 230 | 1,600 | 1,492 | **1,625** | 8.91% |
| 20-04-47100 | S O&M Expense | OFFICE SUPPLIES | | | | 100 | 100 | **100** | 0.00% |
| 20-04-47200 | S O&M Expense | OTHER SUPPLIES | 977 | 863 | 622 | 1,300 | 600 | **750** | 25.00% |
| 20-04-47220 | S O&M Expense | SMALL TOOLS | 444 | 291 | 146 | 720 | 200 | **500** | 150.00% |
| 20-04-47300 | S O&M Expense | UNIFORMS | 2,165 | 2,841 | 2,145 | 2,900 | 2,025 | **2,500** | 23.46% |
| 20-04-47600 | S O&M Expense | GAS / OIL EXPENSE | 9,493 | 6,762 | 5,073 | 11,000 | 7,500 | **8,500** | 13.33% |
| 20-04-48300 | S O&M Expense | ADMINISTRATIVE CHARGES | 20,070 | 20,070 | 20,070 | 20,070 | 20,070 | **20,070** | 0.00% |
| 20-04-48410 | S O&M Expense | DEPRECIATION EXPENSE | 168,921 | 148,682 | 167,265 | 148,683 | 148,683 | **148,683** | 0.00% |
| 20-04-48700 | S O&M Expense | MISCELLANEOUS EXPENSE | 24 | 748 | 649 | 300 | 300 | **300** | 0.00% |
| 20-04-49500 | S O&M Expense | EQUIPMENT PURCHASE | 10,092 | 860 | 437 | - | - | **2,000** | |
| 20-04-49503 | S O&M Expense | EQUIPMENT MAINTENANCE SPRVSR | 469 | 985 | 873 | 1,000 | 750 | **1,000** | 33.33% |
| 20-04-49700 | S O&M Expense | METERS | 33,592 | 73,298 | 39,324 | 45,000 | 27,578 | **71,000** | 157.45% |
| | | ***Totals*** | 1,855,790 | 1,854,860 | 1,918,603 | 2,048,963 | 1,859,363 | **2,024,053** | 8.86% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 20-06-37700 | Water Capital | INTEREST INCOME | 1,360 | 4,844 | 1,782 | 2,500 | 250 | **250** | 0.00% |
| 20-06-38600 | Replacement | TRANSFERS IN | | | | | | | |
| | | ***Totals*** | 1,360 | 4,844 | 1,782 | 2,500 | 250 | **250** | 0.00% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 20-07-37700 | Sewer Capital | INTEREST INCOME | 907 | 3,232 | 1,229 | 2,083 | 250 | **250** | 0.00% |
| 20-07-38600 | Replacement | TRANSFERS IN | | | | | | | |
| | | ***Totals*** | 907 | 3,232 | 1,229 | 2,083 | 250 | **250** | 0.00% |
| | | **Fund Total Rev** | 3,080,024 | 3,384,382 | 3,561,271 | 3,415,797 | 3,390,104 | 3,331,595 | -1.73% |
| | | **Fund Total Exp** | 3,305,405 | 3,265,302 | 3,388,429 | 6,165,847 | 5,453,261 | 8,355,062 | 53.21% |
| | | **Variance** | (225,381) | 119,080 | 172,842 | (2,750,050) | **(2,063,157)** | **(5,023,467)** | |
| | | **Unrestricted Net Position 4/30/14 *** | **9,511,461** | | | | | | |
| | | **Unrestricted Net Position 4/30/15 *** | | **9,062,458** | | | | | |
| | | **Unrestricted Net Position 4/30/16 *** | | | **8,492,009** | | | | |
| | | **Projected Unrestricted Net Position 4/30/17** | | | | 5,741,959 | **6,428,852** | | |
| | | **Projected Unrestricted Net Position 4/30/18** | | | | | | **1,405,385** | |

*** (Adjusted for Net Capitalized Fixed Assets)**

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EMPLOYEE INSURANCE - 20-00-40400**

**DEPARTMENT:** Water Operations
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 90,556 | **$ 81,770** | City Share of Employee Health Insurance | **$ 83,502** |
| $ 90,556 | $ 81,770 | **Total** | **$ 83,502** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**ACCRUED SICK/COMP TIME EXPENSE- 20-00-40600**

**DEPARTMENT:** Water Operations
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ (2,590) | **$ 530** | Annual Accounting Entry for Payroll Related Accrued Expenses | **$ 1,000** |
| $ (2,590) | $ 530 | **Total** | **$ 1,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**ACCRUED OPEB EXPENSE- 20-00-40601**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,635 | **$ 2,000** | Annual Accounting Entry for Payroll Related Accrued Expenses | **$ 2,300** |
| $ 1,635 | $ 2,000 | **Total** | **$ 2,300** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**ACCRUED VACATION TIME EXPENSE- 20-00-40604**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ (4,359) | **$ 1,000** | Annual Accounting Entry for Payroll Related Accrued Expenses | **$ 1,200** |
| $ (4,359) | $ 1,000 | **Total** | **$ 1,200** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - BUILDING - 20-00-41000**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 4,563 | **$ 4,100** | General Upkeep for PW Garage | **$ 5,000** |
| | | Keyless Security **(FY 2018 Decision Package)** | **8,000** |
| | | See also 01-65-41000 and 20-04-41000 | |
| $ 4,563 | $ 4,100 | **Total** | **$ 13,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - WATER TOWERS - 20-00-41001**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ 6,400** | Washing (1MG Tank on West Street) | **$ 3,500** |
| | **2,650** | Interior Cleaning (Bower and 1MG Tank on West St) | **5,700** |
| $ - | $ 9,050 | **Total** | **$ 9,200** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - EQUIPMENT - 20-00-41100**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 10,573 | **$ 15,000** | As needed for Repairs | **$ 12,800** |
| $ 10,573 | $ 15,000 | **Total** | **$ 12,800** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - SOFTWARE - 20-00-41103**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 5,182 | **$ 5,296** | Enterprise Share of Financial System Annual Maintenance Agreement | **$ 5,561** |
| $ 5,182 | $ 5,296 | **Total** | **$ 5,561** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - UTILITY SYSTEM - 20-00-41400**

**DEPARTMENT:** Water Operations
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 62,682 | **$ 70,000** | Utility Repairs and General Maintenance | **$ 70,000** |
| | | 2016 Ongoing capital expenses<br>removed for O&M Budget<br>Well repair moved to capital expenses, per EMRP<br>EMRP prepared in FY 2015 Implemented<br>FY 2016 | |
| $ 62,682 | $ 70,000 | **Total** | **$ 70,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - COMMUNICATIONS - 20-00-42700**

**DEPARTMENT:** Water Operations
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 3,239 | **$ 2,500** | Nextel | **$ 2,500** |
| | | Verizon | |
| | **800** | machine -to-machine | **800** |
| | **100** | Other | **100** |
| | **250** | Neptune Monthly Hosting Fee<br>split with 20-04-42700<br>(FY 18 fee based on phase in)<br>(Long-term hosting fee is $1,100 / month<br>when fully operational) | **1,650** |
| $ 3,239 | $ 3,650 | **Total** | **$ 5,050** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**INSURANCE - GENERAL - 20-00-43300**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 3,025 | **$ 3,176** | General Insurance | **$ 3,272** |
| | | ** CY 2018 Renewal* | |
| | | *Assumes a 3% Increase - But Actual Loss* | |
| | | *Experience will Contribute to Actual Increase* | |
| $ 3,025 | $ 3,176 | **Total** | **$ 3,272** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**INSURANCE - LIABILITY - 20-00-43301**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 7,200 | **$ 7,560** | Liability Insurance | **$ 7,787** |
| | | ** CY 2018 Renewal* | |
| | | *Assumes a 3% Increase - But Actual Loss* | |
| | | *Experience will Contribute to Actual Increase* | |
| $ 7,200 | $ 7,560 | **Total** | **$ 7,787** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**INSURANCE - WORKERS COMP - 20-00-43302**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 17,623 | | (May through December 2017) | **$ 12,416** |
| | | (January - April 2018) | **6,518** |
| | | Potential WC Audit Adjustment | |
| | | CY 2018 Renewal | |
| | | Assumes a 5% Increase - But Actual Loss Experience | |
| | | will Contribute to Actual Increase | |
| | | (January - April 2018) | |
| | **10,613** | (May through December 2016) | |
| | **6,208** | (January - April 2017) | |
| | | Potential WC Audit Adjustment | |
| $ 17,623 | $ 16,821 | **Total** | **$ 18,934** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TELEPHONE - 20-00-43400**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 13,057 | **$ 15,906** | Phone Costs - SCADA System | **$ 6,000** |
| | | FY2017 change over from Call One to Verizon | |
| | | FY2018 - Verizon | |
| $ 13,057 | $ 15,906 | **Total** | **$ 6,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**UTILITIES - 20-00-43800**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 72,346 | **$ 80,395** | Electric Costs (includes Pumping Stations) and Natural Gas Expenses | **$ 84,415** |
| | | *(Electric - locked into 3-year rate in 2014 - new rates to be determined for FY 2018)* | |
| $ 72,346 | $ 80,395 | **Total** | **$ 84,415** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**RENT EXPENSE- 20-00-44300**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 6,228 | **$ 5,500** | Rent to City (Office/Building Space Usage) | **$ 6,300** |
| | **800** | Airgas - Cylinder rentals | **840** |
| $ 6,228 | $ 6,300 | **Total** | **$ 7,140** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TRAVEL & MEETINGS - 20-00-44400**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 364 | **$ 1,322** | As Available | **$ 1,500** |
| | | I-Pass Expense - 1 per Water Department | |
| | | Training - BBP, CPR, ETC | **350** |
| | | CEU Training Classes | |
| | | IPSI - Utility Supervisor | **700** |
| $ 364 | $ 1,322 | **Total** | **$ 2,550** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**POSTAGE - 20-00-44600**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 7,505 | **$ 7,439** | General Mail Cost for Utility Bills | **$ 7,670** |
| | | *Eliminated late notice turn off green hangers* | |
| | | *Mailing turn off notice in 2015* | |
| | **814** | Annual Lock Box Fee | **543** |
| | | (fee split 50/50 with 20-04-44600) | |
| | | (Total annual fee - $1,086) | |
| | | (FY 17 paid 1-1/2 x annual fee ) | |
| $ 7,505 | $ 8,253 | **Total** | **$ 8,213** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**PRINTING/PUBLISHING - 20-00-44700**

**DEPARTMENT:** Water Operations
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 8,804 | **$ 7,200** | Public Notices, etc.<br>Utility Bill and Late Notice Processing | **$ 7,200** |
| | **1,883** | Water Quality Report | **1,977** |
| $ 8,804 | $ 9,083 | **Total** | **$ 9,177** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**LIENS - 20-00-45010**

**DEPARTMENT:** Water Operations
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 168 | **$ 100** | Lien Charge for Delinquent Accounts | **$ 100** |
| $ 168 | $ 100 | **Total** | **$ 100** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**LEGAL EXPENSE- 20-00-45100**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | $ - | Legal Coverage (If necessary) | $ 1,000 |
| $ - | $ - | **Total** | $ 1,000 |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**AUDIT EXPENSE - 20-00-45200**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 2,000 | $ 2,050 | Enterprise Share of Annual Audit | $ 2,091 |
| $ 2,000 | $ 2,050 | **Total** | $ 2,091 |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**COMPUTER SOFTWARE - 20-00-45210**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | $ - | Enterprise Resource Planning (ERP) System Purchase **(FY 2018 Decision Package)** | **$ 58,454** |
| | | Additional Systems Purchase Costs budgeted in 01-53-45210 01-70-45210 20-04-45210 | |
| $ - | $ - | **Total** | **$ 58,454** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**ENGINEERING - 20-00-45300**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,213 | **$ 3,000** | As Needed For General Engineering Requests | **$ 6,000** |
| $ 1,213 | $ 3,000 | **Total** | **$ 6,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER PROFESSIONAL SERVICES - 20-00-45400**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 15,641 | **$ 5,260** | Standard Water Testing Charges | **$ 5,500** |
| | **6,500** | IEPA Required Backflow survey consultant<br>FY2017 - mailing, then every 3 years | **500** |
| | **6,250** | GIS Database development | **7,500** |
| | **10,215** | Gov Temp USA<br>(FY 2017 Robin Weaver - consultant) | **-** |
| $ 15,641 | $ 28,225 | **Total** | **$ 13,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**J.U.L.I.E. - 20-00-45401**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,246 | **$ 1,100** | J.U.L.I.E. Locates (25% share) | **$ 1,100** |
| | **-** | Locate Flags and Paint | **2,000** |
| $ 1,246 | $ 1,100 | **Total** | **$ 3,100** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EDUCATION REIMBURSEMENT - 20-00-45710**

**DEPARTMENT:** Water Operations
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 104 | $ - | Employee Continued Education Costs<br>State Certification Classes | $ - |
| $ 104 | $ - | **Total** | $ - |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**DUES, SUBSCRIPTIONS & BOOKS - 20-00-46900**

**DEPARTMENT:** Water Operations
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 232 | **$ 233** | APWA (1/2 Utility Supervisor & 1/4 DPWD) | **$ 200** |
| | **400** | AWWA (2 memberships) | **450** |
| | | Books for Education Reimbursement | **500** |
| | | Professional Engineer Registration - DPWD | **25** |
| $ 232 | $ 633 | **Total** | **$ 1,175** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OFFICE SUPPLIES - 20-00-47100**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ 250** | As Needed | **$ 250** |
| $ - | $ 250 | **Total** | **$ 250** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER SUPPLIES - 20-00-47200**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 932 | **$ 1,000** | Hardware, parts, etc. | **$ 1,000** |
| $ 932 | $ 1,000 | **Total** | **$ 1,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**SMALL TOOLS - 20-00-47220**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 109 | **$ 200** | As Needed | **$ 500** |
| $ 109 | $ 200 | **Total** | **$ 500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**UNIFORMS - 20-00-47300**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 3,248 | **$ 3,450** | Annual Uniform Replacement | **$ 4,000** |
| $ 3,248 | $ 3,450 | **Total** | **$ 4,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**GAS/OIL EXPENSE - 20-00-47600**

**DEPARTMENT:** Water Operations
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 7,609 | **$ 10,000** | Fuel and Oil Cost for Vehicles and Equipment<br>Fuel Costs Fluctuate with Market | **$ 8,250** |
| $ 7,609 | $ 10,000 | **Total** | **$ 8,250** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**CHLORINATION SUPPLIES - 20-00-47700**

**DEPARTMENT:** Water Operations
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 26,922 | **$ 25,000** | Open Market Trade - Price Could Fluctuate | **$ 30,000** |
| | **16,000** | Ora-Cle | **19,000** |
| | **6,000** | Phosphate | **12,000** |
| | **3,500** | CL2 Analyzer supplies | **3,000** |
| | - | In-pipe Chlorine Analyzer | **3,500** |
| | - | **Pumps**<br>Fluoride - 2 replacement<br>Ora Cle - 2 new | **4,900** |
| | - | New Ora Cle Scale - Well #9 (measures) | **1,900** |
| | - | Replacement CL2 Scale (measures product) | **2,500** |
| $ 26,922 | $ 50,500 | **Total** | **$ 76,800** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**ADMINISTRATIVE CHARGES - 20-00-48300**

**DEPARTMENT:** Water Operations
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 20,070 | **$ 20,070** | City Overhead Charge | **$ 20,070** |
| $ 20,070 | $ 20,070 | **Total** | **$ 20,070** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**DEPRECIATION EXPENSE - 20-00-48410**

**DEPARTMENT:** Water Operations
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 167,265 | **$ 146,682** | Annual Fixed Asset Depreciation | **$ 146,682** |
| $ 167,265 | $ 146,682 | **Total** | **$ 146,682** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MISCELLANEOUS EXPENSE - 20-00-48700**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 748 | **$ 750** | As Needed | **$ 750** |
| $ 748 | $ 750 | **Total** | **$ 750** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**BUILDING IMPROVEMENTS - 20-00-49300**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ -** | As Needed | **$ 1,000** |
| $ - | $ - | **Total** | **$ 1,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EQUIPMENT PURCHASE - 20-00-49500**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 3,010 | | | |
| | **3,165** | Line Locator | - |
| | | Tablet (shared with 20-04-49500) | **500** |
| | | Trimble GPS Collector (shared with 20-04-49500) | **1,500** |
| | | Varidesk (UB Clerk) | **375** |
| $ 3,010 | $ 3,165 | **Total** | **$ 2,375** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EQUIPMENT-MAINTENANCE SPRVSR - 20-00-49503**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,139 | **$ 1,000** | Mechanic Tools/Expenses<br>On line repair manual | **$ 1,000** |
| $ 1,139 | $ 1,000 | **Total** | **$ 1,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**METERS - 20-00-49700**

**DEPARTMENT:** Water Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 39,324 | **$ 27,578** | Meter Change-Out Program | **$ 15,000** |
| | | 5-year MIU Change-Out Program from MTU ***(FY 2018 Decision Package)*** | **56,000** |
| $ 39,324 | $ 27,578 | **Total** | **$ 71,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**ENGINEERING - 20-02-45300**

**DEPARTMENT:** Water Capital Reserve
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 86,397 | | | |
| | **1,894** | Calumet Glen Drive North area Engineering Final Phase | |
| | | **FY 2017 Projects** | |
| | **23,190** | Glen Drive South Inspection | - |
| | **43,308** | Warren Avenue Inspection | - |
| | **42,601** | Iroquois Ct Inspection | - |
| | - | Point Oak Drive final engineering ***(FY 2017 Decision Package)*** ***(total cost $46,000)*** | **17,250** |
| | **71,250** | Water and Sanitary Sewer Planning and Capacity Study, Phases I & II ***(FY 2017 Decision Package)*** ***(see also 20-03-45300 - 23,750)*** | |
| | **15,000** | Rt. 59 Utility Extension engineering ***(FY 2017 Decision Package)*** ***(see also 20-03-45300 - 15,000)*** | |
| | | **FY 2018** | |
| | - | Williams Road watermain extension engineering Route 56 to Batavia Road | **95,000** |
| | **9,000** | Harvard Drive Water Main Design and Permitting | - |
| | | Water and Sanitary Sewer, Phase III Planning and Capacity Study (Water Model) | **125,000** |
| $ 86,397 | $ 206,243 | **Total** | **$ 237,250** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**WATER MAIN IMPROVEMENTS - 20-02-49422**

**DEPARTMENT:** Water Capital Reserve
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 4,800 | **$ 108,000** | Rt 56 Expansion Conflicts (Awaiting State Billing- Project Complete) | |
| | **25,000** | Williams Road Water Main Extension (Batavia Road to Morris Court) (State bills up to 80% until they close out the project) | |
| | **3,500** | Valve Insertions | **5,000** |
| | **5,000** | New Hydrants | **4,000** |
| | - | New IEPA Sampling Stations (8) on City water mains (These are required for better control over required sampling - previously collected from private buildings and homes) | **10,000** |
| | - | Portable Hydrant Flusher for Dead End | **2,600** |
| | - | Drinking Fountain (Leone Schmidt Park) | **5,000** |
| | - | Water main by City Staff | **1,000** |
| | | **FY 2017 Projects** | |
| | **308,334** | Warren Avenue Water Main (Warrenville Road to Rogers Ave) | |
| | **221,444** | Glen Drive South Water Main | - |
| | **340,289** | Iroquois Ct water main | - |
| | | **FY 2018 Projects** | |
| | | Williams Road watermain extension Route 56 to Batavia Road | **1,300,000** |
| | | Harvard Drive - Replace 600' water main | **120,000** |
| $ 4,800 | $ 1,011,567 | **Total** | **$ 1,447,600** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**CAPITAL OPERATING COSTS - 20-02-49495**

| **DEPARTMENT:** Water Capital Reserve | | | |
|---|---|---|---|
| **PROGRAM:** On-Going | | | |
| **2016 Actual** | **2017 Estimated** | **Description of Cost** | **2018 Budget** |
| $ 3,200 | **$ 40,000** | Replace well pump and motor | **$ 45,000** |
| | **19,000** | Filter media replacement | **19,000** |
| | - | Replace Well No. 12 Generator with 120 KW | **35,000** |
| $ 3,200 | $ 59,000 | **Total** | **$ 99,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EQUIPMENT PURCHASE - 20-02-49500**

| **DEPARTMENT:** Water Capital Reserve | | | |
|---|---|---|---|
| **PROGRAM:** On-Going | | | |
| **2016 Actual** | **2017 Estimated** | **Description of Cost** | **2018 Budget** |
| $ - | **$ 35,000** | Radio Upgrade Communications<br>***(FY 2017 Decision Package)***<br>***(see also 20-03-49500 - $60,000)*** | **$ -** |
| | | ***(Unbudgeted for FY 2018)*** | |
| $ - | $ 35,000 | **Total** | **$ -** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**ENGINEERING - 20-03-45300**

**DEPARTMENT:** Sewer Capital Reserve

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 44,206 | | | |
| | **$ 2,670** | Calumet Glen Drive North Area<br>Engineering Final Phase | |
| | | **FY2017 Projects** | |
| | **50,000** | Glen Drive South Inspection | |
| | **42,601** | Iroquois Ct Inspection | |
| | - | Point Oak Drive final engineering<br>***(FY 2017 Decision Package)***<br>***(also 20-02-45300 - 17,250)*** | **17,250** |
| | **23,750** | Water and Sanitary Sewer<br>Planning and Capacity Study, Phases I & II<br>***(FY 2017 Decision Package)***<br>***(see also 20-02-45300 - 71,250)*** | |
| | | Water and Sanitary Sewer, Phase III<br>Planning and Capacity Study (Interceptor Analysis) | **20,000** |
| | **31,000** | Rt. 59 Utility Extension engineering<br>***(FY 2017 Decision Package)***<br>***(see also 20-02-45300 - 15,000)*** | |
| | | **FY 2018** | |
| | | Glen Drive North / Williams Rd (Route 56 to Batavia)<br>Calumet Ave, East - engineering | **190,000** |
| | | Construction of Sanitary Sewer Extension<br>Engineering - (TIF#4 Area - Enterprise Fund portion)<br>**(FY 2018 Decision Package)** | **47,000** |
| $ 44,206 | $ 150,021 | **Total** | **$ 274,250** |



**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OVERHEAD SEWER GRANT - 20-03-48801**

**DEPARTMENT:** Sewer Capital Reserve

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ -** | Annually Budgeted | **$ 2,000** |
| $ - | $ - | **Total** | **$ 2,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**INFILTRATION ANALYSIS - 20-03-49401**

**DEPARTMENT:** Sewer Capital Reserve

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 384 | **$ -** | | |
| | | Flow meter maintenance | **1,000** |
| | | New Flow meter | **6,000** |
| | | New modem for meter | **1,000** |
| | **8,504** | Flow Monitoring<br>FY2017 - 3 meters for 9 months<br>FY2018 - 4 meters for 12 months | **14,500** |
| $ 384 | $ 8,504 | **Total** | **$ 22,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**SEWER MAIN IMPROVEMENTS - 20-03-49422**

**DEPARTMENT:** Sewer Capital Reserve

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 49,394 | **$ 35,000** | Williams Road Sanitary Sewer<br>(Batavia Road to Morris Court)<br>( State bills up to 80% until they close out<br>the project which is anticipated in FY 17) | |
| | | FY 2017 Projects | |
| | **407,000** | Glen Drive South Sanitary Main | |
| | 307,150 | Iroquois Ct Sanitary Sewer | - |
| | - | Manhole Grouting | **10,000** |
| | | FY 2018 Projects | |
| | - | Glen Drive North / Williams Rd (Route 56 to Batavia)<br>Calumet Ave, East - sewer main extension | **2,300,000** |
| | | Construction of Sanitary Sewer Extension<br>(FY 2018 Decision Package) | **470,000** |
| $ 49,394 | $ 749,150 | **Total** | **$ 2,780,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2016**
**CAPITAL OPERATING COSTS - 20-03-49495**

| **DEPARTMENT:** Water Capital Reserve | | | |
|---|---|---|---|
| **PROGRAM:** On-Going | | | |
| **2014 Actual** | **2015 Estimated** | **Description of Cost** | **2016 Budget** |
| $ - | **$ 13,000** | New pumps - Lift Stations | **$ 14,000** |
| | **45,000** | Replacement of a 1997 Sewer Flatbed Truck | |
| | **-** | Materials for installing bypass pumping at Warren Avenue, Ray Street, and Stafford Lift Stations | **5,900** |
| | **33,500** | 100KW Generator - Cantera Lift Station | |
| | | Pickup Truck Equipped for Snow Plow for Lead Utility Supervisor | **45,000** |
| $ - | $ 91,500 | **Total** | **$ 64,900** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EQUIPMENT PURCHASE - 20-03-49500**

| **DEPARTMENT:** Sewer Capital Reserve | | | |
|---|---|---|---|
| **PROGRAM:** On-Going | | | |
| **2016 Actual** | **2017 Estimated** | **Description of Cost** | **2018 Budget** |
| $ 12,598 | **$ 75,000** | Radio Upgrade Communications ***(FY 2017 Decision Package)*** ***(see also 20-02-49500 - $60,000)*** | **$ -** |
| | | Computer w/software for Sewer Camera Truck | **8,500** |
| | | Vanguard Pathogen Protection System for Camera Truck | **5,600** |
| | | Vanguard Pathogen Protection System for Vactor Truck | **7,300** |
| | | Vanguard Disinfectant | **1,000** |
| $ 12,598 | $ 75,000 | **Total** | **$ 22,400** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EMPLOYEE INSURANCE- 20-04-40400**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 65,366 | **$ 59,263** | City Share of Employee Health Insurance | **$ 59,590** |
| $ 65,366 | $ 59,263 | **Total** | **$ 59,590** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - BUILDINGS - 20-04-41000**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 3,060 | **$ 2,300** | General Upkeep<br>Percentage of cleaning at PW Garage<br>Includes Mat Service<br>and<br>Service Master Cleaning | **$ 2,700** |
| | | Keyless Security **(FY 2018 Decision Package)**<br>See also 01-65-41000 and 20-00-41000 | **8,000** |
| $ 3,060 | $ 2,300 | **Total** | **$ 10,700** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - EQUIPMENT - 20-04-41100**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 7,030 | **$ 6,153** | As Needed for Repairs/Maintenance Tools | **$ 7,000** |
| $ 7,030 | $ 6,153 | **Total** | **$ 7,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - SOFTWARE - 20-04-41103**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 3,454 | **$ 3,531** | Enterprise Share of Financial System | **$ 3,708** |
| $ 3,454 | $ 3,531 | **Total** | **$ 3,708** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - GROUNDS - 20-04-41300**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ 300** | As needed<br>Seal Coating landscaping etc. | **$ 300** |
| $ - | $ 300 | **Total** | **$ 300** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - UTILITY SYSTEM - 20-04-41400**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 9,635 | **$ 20,000** | General Utility System Maintenance<br>As Needed | **$ 15,000** |
| $ 9,635 | $ 20,000 | **Total** | **$ 15,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MAINTENANCE - COMMUNICATIONS - 20-04-42700**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 498 | **$ 600** | Phone-line for AMR Meter Reading | **$ 800** |
| | **250** | Neptune Monthly Hosting Fee ($1,100 / month) split with 20-00-42700 | **1,650** |
| $ 498 | $ 850 | **Total** | **$ 2,450** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**INSURANCE - GENERAL- 20-04-43300**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 4,274 | **$ 4,488** | General Insurance | **$ 4,623** |
| | | ** CY 2018 Renewal*<br>*Assumes a 3% Increase - But Actual Loss Experience will Contribute to Actual Increase* | |
| $ 4,274 | $ 4,488 | **Total** | **$ 4,623** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**INSURANCE - LIABILITY - 20-04-43301**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,926 | **$ 2,023** | Liability Insurance | **$ 2,084** |
| | | ** CY 2018 Renewal* | |
| | | *Assumes a 3% Increase - But Actual Loss* | |
| | | *Experience will Contribute to Actual Increase* | |
| $ 1,926 | $ 2,023 | **Total** | **$ 2,084** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**INSURANCE - WORKERS COMP- 20-04-43302**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 17,623 | | (May through December 2017) | **$ 12,416** |
| | | (January - April 2018) | **6,518** |
| | | Potential WC Audit Adjustment | |
| | | CY 2018 Renewal | |
| | | Assumes a 5% Increase - But Actual Loss Experience | |
| | | will Contribute to Actual Increase | |
| | | (January - April 2018) | |
| | **12,489** | (May through December 2016) | |
| | **6,208** | (January - April 2017) | |
| | | Potential WC Audit Adjustment | |
| $ 17,623 | $ 18,697 | **Total** | **$ 18,934** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TELEPHONE - 20-04-43400**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 8,705 | **$ 10,724** | Phone Costs - SCADA System<br>FY2017 change over from Call One to Verizon<br>FY2018 - Verizon | **$ 11,318** |
| $ 8,705 | $ 10,724 | **Total** | **$ 11,318** |



**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**UTILITIES - 20-04-43800**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 18,657 | **$ 18,500** | Electricity Costs for Pumping Station<br><br>*(Electric- locked into 3-year rate in 2014 - new rates to be determined for FY 2018)* | **$ 21,000** |
| $ 18,657 | $ 18,500 | **Total** | **$ 21,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**RENT EXPENSE - 20-04-44300**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 5,986 | **$ 5,500** | Rent to City (Office/Building Space Usage) | **$ 6,300** |
| | **531** | Airgas - Cylinder rentals | **558** |
| $ 5,986 | $ 6,031 | **Total** | **$ 6,858** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TRAVEL & MEETINGS - 20-04-44400**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 242 | **$ 705** | Meetings and Training | **$ 700** |
| | | IPSI - Utility Supervisor | **700** |
| | | IAFSM Conference - DPWD | **200** |
| $ 242 | $ 705 | **Total** | **$ 1,600** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**POSTAGE - 20-04-44600**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 7,505 | **$ 7,439** | General Mail Cost for Utility Bills | **$ 7,670** |
| | | *Eliminated late notice turn off green hangers* | |
| | | *Mailing turn off notice in 2015* | |
| | **814** | Annual Lock Box Fee | **543** |
| | | (fee split 50/50 with 20-00-44600) | |
| | | (Total annual fee - $1,086) | |
| | | (FY 17 paid 1-1/2 x annual fee ) | |
| $ 7,505 | $ 8,253 | **Total** | **$ 8,213** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**PRINTING/PUBLISHING - 20-04-44700**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 6,878 | **$ 7,200** | Public Notices, etc. | **$ 7,200** |
| | | Utility Bill and Late Notice Processing | |
| $ 6,878 | $ 7,200 | **Total** | **$ 7,200** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**LIENS - 20-04-45010**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 168 | **$ 100** | Lien Charge for Delinquent Accounts | **$ 100** |
| $ 168 | $ 100 | **Total** | **$ 100** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**LEGAL EXPENSE - 20-04-45100**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ -** | Legal Coverage (If necessary) | **$ 1,000** |
| $ - | $ - | **Total** | **$ 1,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**AUDIT EXPENSE - 20-04-45200**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 2,000 | **$ 2,050** | Enterprise Share of Annual Audit | **$ 2,091** |
| $ 2,000 | $ 2,050 | **Total** | **$ 2,091** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**COMPUTER SOFTWARE - 20-04-45210**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ -** | Enterprise Resource Planning (ERP) System Purchase<br>**(FY 2018 Decision Package)**<br><br>Additional Systems Purchase Costs budgeted in<br>01-53-45210<br>01-70-45210<br>20-00-45210 | **$ 58,454** |
| $ - | $ - | **Total** | **$ 58,454** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**ENGINEERING - 20-04-45300**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ 2,500** | As Needed<br>For General Engineering Requests | **$ 2,500** |
| $ - | $ 2,500 | **Total** | **$ 2,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER PROFESSIONAL SERVICES - 20-04-45400**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 2,940 | | CDL Reimbursements | **$ 100** |
| | | GIS Database development | **6,250** |
| | **9,701** | Gov Temp USA<br>(FY 2017 Robin Weaver - consultant) | - |
| $ 2,940 | $ 9,701 | **Total** | **$ 6,350** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**J.U.L.I.E. - 20-04-45401**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 675 | **$ 1,200** | J.U.L.I.E. Locates (25% share) | **$ 1,100** |
| | **-** | Locate Flags and Paint | **2,000** |
| $ 675 | $ 1,200 | **Total** | **$ 3,100** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**NAPERVILLE SEWERAGE TREATMENT - 20-04-45420**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 996,376 | | **FY17 - FY18** | |
| | **$ 673,286** | Commodity Charge Increase 8% | **727,149** |
| | **357,756** | Fixed Costs - 12% decrease | **322,427** |
| | **9,391** | True-up costs - (Actual FY 2017)<br>(Historical only - coming year cannot be determined at time of budget preparation) | **-** |
| | | Capital improvements at Naperville Treatment Plant of $10 Million | |
| | | Naperville renewal process for NPDS permit for treatment plant was summer of 2016<br>Permit will require phosphate removal at the plant estimated cost of 40 - 50 million dollars<br>Naperville will notify Warrenville when they have the permit and all variables are known regarding treatment | |
| $ 996,376 | $ 1,040,433 | **Total** | **$ 1,049,576** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**DUES, SUBSCRIPTIONS & BOOKS - 20-04-46900**

**DEPARTMENT:** Sewer Operations
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 230 | **$ 233** | APWA (1/2 Utility Supervisor & 1/4 DPWD) | **$ 200** |
| | **1,259** | Dues Salt Creek Workgroup | **1,400** |
| | | Professional Engineer Registration - DPWD | **25** |
| $ 230 | $ 1,492 | **Total** | **$ 1,625** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OFFICE SUPPLIES - 20-04-47100**

**DEPARTMENT:** Sewer Operations
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | **$ 100** | As Needed | **$ 100** |
| $ - | $ 100 | **Total** | **$ 100** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER SUPPLIES - 20-04-47200**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 622 | **$ 600** | As Needed | **$ 750** |
| | | Hardware, Coffee, paper supplies | |
| $ 622 | $ 600 | **Total** | **$ 750** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**SMALL TOOLS - 20-04-47220**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 146 | **$ 200** | As Needed | **$ 500** |
| $ 146 | $ 200 | **Total** | **$ 500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**UNIFORMS - 20-04-47300**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 2,145 | **$ 2,025** | Per Union Contract | **$ 2,500** |
| $ 2,145 | $ 2,025 | **Total** | **$ 2,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**GAS/OIL EXPENSE - 20-04-47600**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 5,073 | **$ 7,500** | Fuel and Oil Cost for Vehicles and Equipment<br>Fuel Costs Fluctuate with Market | **$ 8,500** |
| $ 5,073 | $ 7,500 | **Total** | **$ 8,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**ADMINISTRATIVE CHARGES - 20-04-48300**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 20,070 | **$ 20,070** | City Overhead Charge | **$ 20,070** |
| $ 20,070 | $ 20,070 | **Total** | **$ 20,070** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**DEPRECIATION CHARGE - 20-04-48410**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 167,265 | **$ 148,683** | Annual Fixed Asset Depreciation | **$ 148,683** |
| $ 167,265 | $ 148,683 | **Total** | **$ 148,683** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MISCELLANEOUS EXPENSE - 20-04-48700**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 649 | **$ 300** | As Needed | **$ 300** |
| $ 649 | $ 300 | **Total** | **$ 300** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EQUIPMENT PURCHASE - 20-04-49500**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 437 | **$ -** | Tablet (shared with 20-00-49500) | **$ 500** |
| | | Trimble GPS Collector (shared with 20-00-49500) | **1,500** |
| $ 437 | $ - | **Total** | **$ 2,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EQUIPMENT- MAINT SUPRVR - 20-04-49503**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 873 | **$ 750** | Mechanic Tools/Expenses<br>and<br>Online service manuals | **$ 1,000** |
| $ 873 | $ 750 | **Total** | **$ 1,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**METERS - 20-04-49700**

**DEPARTMENT:** Sewer Operations

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 39,324 | **$ 27,578** | Meter Change-Out Program | **$ 15,000** |
| | | 5-year MIU Change-Out Program from MTU<br>***(FY 2018 Decision Package)*** | **56,000** |
| $ 39,324 | $ 27,578 | **Total** | **$ 71,000** |

**City of Warrenville - Five-Year Projection**
***Enterprise Fund***

| ***Revenues*** | Projected | Projected | Projected | Projected | Projected | Projected | Projected |
|---|---|---|---|---|---|---|---|
| ***Fiscal Year*** | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
| Tax Revenue | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| License, Permit & Fee Revenue | 2,952,662 | 3,075,264 | 2,976,774 | 2,934,658 | 3,008,024 | 3,083,225 | 3,144,890 |
| Fine Revenue | 31,368 | 33,133 | 31,913 | 8,353 | 8,353 | 8,353 | 8,353 |
| Reimbursement Revenue | - | - | - | 450 | 450 | 450 | 450 |
| Rental Revenue | 301,427 | 348,975 | 334,937 | 348,334 | 362,268 | 376,759 | 376,759 |
| Intrafund Revenue | - | - | - | - | - | - | - |
| Interest Revenue | 57,907 | 21,236 | 11,850 | 11,800 | 11,800 | 11,800 | 11,800 |
| Grant Revenue | 15,681 | 14,390 | - | - | - | - | - |
| Miscellaneous Revenue | 25,337 | 68,273 | 34,630 | 28,000 | 28,000 | 28,000 | 28,000 |
| ***Total Revenue*** | $ 3,384,382 | $ 3,561,271 | $ 3,390,104 | $ 3,331,595 | $ 3,418,895 | $ 3,508,587 | $ 3,570,251 |
| ***Growth from Previous Year*** | 9.9% | 5.2% | -4.8% | -1.7% | 2.6% | 2.6% | 1.8% |

| ***Expenses*** | Projected | Projected | Projected | Projected | Projected | Projected | Projected |
|---|---|---|---|---|---|---|---|
| ***Fiscal Year*** | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
| Total Salary & Wage Expense | $ 829,707 | $ 866,013 | $ 836,572 | $ 900,756 | $ 950,298 | $ 1,002,564 | $ 1,057,705 |
| Total Fringe Benefit Expense | 378,993 | 508,843 | 334,520 | 357,691 | 376,649 | 396,611 | 417,631 |
| Total Maintenance Expense | 147,136 | 108,191 | 137,480 | 149,269 | 152,254 | 155,299 | 155,299 |
| Total Supplies and Service Expense | 1,531,493 | 1,497,028 | 1,816,438 | 1,574,721 | 1,606,215 | 1,638,340 | 1,638,340 |
| Total Capital Expense | 377,973 | 408,354 | 2,328,251 | 4,856,048 | 903,665 | 921,738 | 944,782 |
| ***Total Expenses*** | $ 3,265,302 | $ 3,388,429 | $ 5,453,261 | $ 7,838,485 | $ 3,989,081 | $ 4,114,552 | $ 4,213,757 |
| ***Growth from Previous Year*** | -1.2% | 3.8% | 60.9% | 43.7% | -49.1% | 3.1% | 2.4% |
| ***Revenues - Expenditures*** | $ 119,080 | $ 172,842 | $ (2,063,157) | $ (4,506,890) | $ (570,186) | $ (605,966) | $ (643,506) |
| ***Unreserved, Undesignated Fund Balance*** | $ 9,066,266 * | $ 8,492,009 * | $ 6,428,852 | $ 1,921,962 | $ 1,351,777 | $ 745,811 | $ 102,305 |
| ****(As adjusted for Net Capitalized Assets)*** | | | | | | | |
| ***UUFB Expenditure Coverage*** | *278%* | *251%* | *118%* | *25%* | *34%* | *18%* | *2%* |

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# SPECIAL PROJECTS FUND

***FUND TYPE: Capital Projects***

***FUND PURPOSE – To account for the acquisition of City property including, but not limited to land, infrastructure and major general assets, generally larger one-time purchases or one-time expenditures for specialized consultant services. The long-term sustainability of this fund remain to be determined based upon the identification of a long-term revenue source.***

| ***Special Projects Fund*** | ***FY 2018*** |
|---|---|
| **Projected Beginning Fund Balance** | **$ -** |
| **Revenues** | |
| Property Taxes | $ - |
| Sales and Use Taxes | - |
| Amusement Taxes | - |
| Consumption Taxes | - |
| Income Taxes | - |
| Hotel-Motel Taxes | - |
| Motor Fuel Taxes | - |
| Connection Fees | - |
| Administrative Charges | - |
| Consumption Fees | - |
| Franchise Fees | - |
| Licensing Fees | - |
| Interest Income | - |
| Financing Proceeds | - |
| Misc. Revenues | - |
| Grant Revenue | - |
| Rental Income | - |
| Reimbursement Revenues | - |
| Fine Revenue | - |
| Transfers In | - |
| **Total FY 2018 Revenue** | **$ -** |
| **Expenses/Expenditures** | |
| Personnel | $ - |
| Capital | - |
| Supplies and Services | - |
| Maintenance | - |
| **Total FY 2018 Expenses/Expenditures** | **$ -** |
| **Variance - Add to/(Use of) Fund Balance** | **$ -** |
| **Projected Ending Fund Balance** | **$ -** |
| **Percent Change** | 100.00% |

# SPECIAL PROJECTS FUND LINE ITEMS

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 49-00-34900 | Revenue | TRAFFIC IMPACT FEE CR SALES | 4,365 | 9,768 | 28,467 | 25,000 | 25,000 | | -100.00% |
| 49-00-37700 | Revenue | INTEREST INCOME | 5,027 | 26,864 | 8,335 | 7,500 | 6,681 | | -100.00% |
| 49-00-38600 | Revenue | TRANSFERS IN | 17,914 | | 50,000 | 50,000 | 50,000 | | -100.00% |
| 49-00-39309 | Revenue | GRANTS | 232,931 | 62,185 | 310,452 | - | - | | |
| 49-00-39920 | Revenue | SALE OF SURPLUS PROPERTY | | | | | | | |
| 49-00-39925 | Revenue | SALE OF LAND | | | 6,400 | | | | |
| 49-00-39928 | Revenue | COMED UNDERGROUNDING REIMB | 20,000 | | | | | | |
| | | ***Totals*** | 280,237 | 98,817 | 403,654 | 82,500 | 81,681 | - | -100.00% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 49-00-45400 | Council | OTHER PROFESSIONAL SERVICES | 211,070 | 241 | 105,049 | 154,000 | 45,000 | | -100.00% |
| 49-00-48600 | Council | TRANSFER-OUT | | 642,544 | | | | | |
| 49-00-48735 | Council | CITY PROJECTS | 366,208 | 290,807 | 660,950 | 265,000 | 255,000 | | -100.00% |
| 49-00-49200 | Council | LAND PURCHASE | 5,301 | (5,301) | | | | | |
| | | ***Totals*** | 582,579 | 928,291 | 765,999 | 419,000 | 300,000 | - | -100.00% |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Fund Total Rev | 280,237 | 98,817 | 403,654 | 82,500 | 81,681 | - | -100.00% |
| Fund Total Exp | 582,579 | 928,291 | 765,999 | 419,000 | 300,000 | - | -100.00% |
| Variance | (302,342) | (829,474) | (362,345) | (336,500) | (218,319) | - | |
| **Fund Balance 4/30/14** | **5,188,905** | | | | | | |
| **Fund Balance 4/30/15** | | **4,359,431** | | | | | |
| **Fund Balance 4/30/16** | | | **3,997,086** | | | | |
| **Projected Fund Balance 4/30/17 *** | | | | 3,660,586 | **3,778,767** * | | |
| **Projected Fund Balance 4/30/18** | | | | | | - | |

**** Balance to be transferred to the General Fund at fiscal year end***

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER PROFESSIONAL SERVICES - 49-00-45400**

**DEPARTMENT:** COMMUNITY DEVELOPMENT/STREETS
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 105,049 | $ - | Route 56-Route 59 Subarea and TIF Planning<br>Teska<br>Klein, Thorpe, Jenkins<br>Miscellaneous | |
| | | Point Oak Drive final engineering<br>***(FY 2017 Decision Package)***<br>***(also 20-02-45300 - 17,250)***<br>***(also 20-03-45300 - 17,250)***<br>***(total cost $46,000)***<br>***(Moved to 01-52-45300 - FY 2018)*** | |
| | **45,000** | **Mack Road Bike Path**<br>*Phase I Preliminary Engineering*<br>***(FY 2017 Decision Package)***<br>***Total cost is $81,000. Forest Preserve District*** committed to reimburse City for 30% of these costs | |
| | | Phase II Final Engineering<br>***(FY 2018 Decision Package)***<br>***(Moved to 01-52-45300 - FY 2018)*** | |
| | | Barkley Avenue<br>Final engineering<br>***(FY 2017 Decision Package)***<br>***(Moved to 01-52-45300 - FY 2018)*** | |
| $ 105,049 | $ 45,000 | **Total** | **$ -** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**CITY PROJECTS - 49-00-48735**

**DEPARTMENT:** COMMUNITY DEVELOPMENT/STREETS
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 660,950 | - | Phase III Construction Inspection - City Share<br>Phase III Construction Inspection<br>Total Cost ($313,811)<br>(City pays engineering costs and<br>is reimbursed by the State) | |
| | **160,000** | Williams Road Construction - City Share<br>(State pays construction costs up front)<br>Total Cost ($2,092,072) | |
| | **75,000** | Diehl Road turn lane improvements<br>(City share of Phase I engineering costs -<br>Total Project Cost $250,000 - City share 30%)<br>***(FY 2016 - Decision Package)*** | |
| | | Diehl Road turn lane improvements<br>Phase II Final Engineering<br>***(Moved to General Fund - FY 2018)*** | |
| | | Final Phase Route 56 Streetscape Enhancements<br>***(FY 2018 - Decision Package)***<br>***(Moved to 01-52-41200 - FY 2018)*** | |
| | **20,000** | Preliminary Design and Permitting<br>***(Moved to 01-52-45300 - FY 2018)*** | |
| $ 660,950 | $ 255,000 | **Total** | **$ -** |

# TAX INCREMENT FINANCE
# FUND #73

***FUND TYPE: Capital Projects***

***FUND PURPOSE – To account for the activities associated with improvements within Tax Increment Financing (TIF) District #3***

# TAX INCREMENT FINANCING DISTRICT NO. 3 FUND HIGHLIGHTS

| | 2017 Budget | 2017 Projected | 2018 Proposed |
|---|---|---|---|
| **Revenue** | **$3,661** | **$4,489** | **$4,862** |
| **Expenditures** | **$306,160** | **$278,160** | **$754,342** |
| **Surplus/(Deficit)** | **($302,499)** | **($273,671)** | **($749,480)** |

The TIF District Number 3 fund is a Capital Projects fund, utilized to account for the incremental property tax revenues received from the City's designated Old Town Civic Center TIF District (TIF #3), established during calendar year 2013. These funds are restricted for development of the designated area.

***Revenue***
The TIF fund annually receives incremental property tax revenue above the frozen valuation. No large increase is projected for the incremental revenue for FY 2018.

The City is in the process of negotiating a redevelopment agreement (RDA) with Airhart Builders to redevelop the site with 27 detached single-family homes at Civic Center Redevelopment Site #1 (CCRS#1). The impending incremental revenue from that development will likely be seen beginning in FY 20189. No other TIF developments are anticipated during FY 2018. Therefore, no significant incremental property tax revenue will be received during Fiscal Year 2018.

***Expenditures***
Budgeted expenditures for FY 2018 include: legal services for general TIF #3 legal matters, CCRS#1 redevelopment agreements, and potential property acquisition, the annual audit expenses, and a prorated share of the Illinois Tax Increment Association (ITIA) membership dues.

**Professional Services**
FY 2018 budgeted expenditures also include off-site remediation and reporting on properties adjacent to CCRS #1, engineering design of an Illinois Prairie Path trailhead project, and environmental consultation and investigation service related to potential property acquisition.

**City Projects**
The budgeted FY 2018 expenditures include $300,000 for costs associated with the Route 56 Streetscape Enhancement project.

**Land Purchase**

Finally, the FY2018 Budget includes funding for the acquisition of the former Citgo Gas Station property, at the intersection of Batavia and Warrenville Roads, and for potential acquisition of open space and trail extension projects along the West Branch of the DuPage River.

**Fund Balance**

At the end of FY 2016, the TIF #3 fund had an audited deficit fund balance of $1,354,135. By the end of FY 2017, the fund balance deficit is projected to rise to a total of $1,627,806. For FY 2018, that fund balance deficit is projected to rise an additional $749,480, to a fiscal year-end total of $2,377,286.

To date, the City Council has authorized a total of $1,672,544 in interfund loans to the TIF #3 fund cover TIF #3 expenditures. These inter-fund loans will be repaid at a future date when sufficient incremental TIF property tax revenue is generated. However, given the projected fiscal year-end deficits, the City Council will need to authorize additional interfund loans to the TIF#3 fund, in order for the planned FY 2018 expenditures to occur. Staff will present a request for the consideration of additional loans to the City Council as a result of the adoption of the FY 2018 Budget.

| *Tax Increment Finance Fund Activity -TIF #3* | *FY 2018* |
|---|---|
| **Projected Beginning Fund Balance** | **$ (1,627,806)** |
| **Revenues** | |
| Property Taxes | $ 4,862 |
| Sales and Use Taxes | - |
| Amusement Taxes | - |
| Consumption Taxes | - |
| Income Taxes | - |
| Hotel-Motel Taxes | - |
| Motor Fuel Taxes | - |
| Connection Fees | - |
| Administrative Charges | - |
| Consumption Fees | - |
| Franchise Fees | - |
| Licensing Fees | - |
| Interest Income | - |
| Financing Proceeds | - |
| Misc. Revenues | - |
| Grant Revenue | - |
| Rental Income | - |
| Reimbursement Revenues | - |
| Fine Revenue | - |
| Transfers In | - |
| **Total FY 2018 Revenue** | **$ 4,862** |
| **Expenses/Expenditures** | |
| Personnel | $ - |
| Capital | 634,000 |
| Supplies and Services | 120,342 |
| Maintenance | - |
| **Total FY 2018 Expenses/Expenditures** | **$ 754,342** |
| **Variance - Add to/(Use of) Fund Balance** | **$ (749,480)** |
| **End Fund Balance** | **$ (2,377,286)** |
| **Percent Change** | 46.04% |

# TIF 3 FUND LINE ITEMS

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 73-00-30100 | Revenue | PROPERTY TAX-TIF #3 | - | 3,794 | 3,633 | 3,661 | 4,489 | **4,862** | 8.31% |
| 73-00-37700 | Revenue | INTEREST INCOME | 1,313 | 1,072 | 346 | - | - | **-** | |
| | | ***Totals*** | 1,313 | 4,866 | 3,979 | 3,661 | 4,489 | **4,862** | 8.31% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 73-00-45100 | Administration | LEGAL | | 11,005 | 5,891 | 17,500 | 25,500 | **20,500** | -19.61% |
| 73-00-45200 | Administration | AUDIT EXPENSE | | | 300 | 310 | 310 | **317** | 2.26% |
| 73-00-45400 | Administration | OTHER PROFESSIONAL SERVICES | 238,874 | 81,139 | 71,751 | 42,000 | 54,000 | **99,200** | 83.70% |
| 73-00-46900 | Administration | DUES, SUBSCRIPTIONS., BOOKS | 650 | 650 | 650 | 650 | 650 | **325** | -50.00% |
| 73-00-48735 | Streets | CITY PROJECTS | | 177,225 | 72,343 | 195,700 | 195,700 | **252,000** | 28.77% |
| 73-00-49200 | Administration | LAND PURCHASE | | 544,028 | 747 | 50,000 | 2,000 | **382,000** | 0.00% |
| 73-00-49476 | Streets | ROAD PROJECTS | 69,401 | | | - | | | |
| | | ***Totals*** | 308,925 | 814,047 | 151,682 | 306,160 | 278,160 | **754,342** | 171.19% |
| | | Fund Total Rev | 1,313 | 4,866 | 3,979 | 3,661 | 4,489 | 4,862 | 8.31% |
| | | Fund Total Exp | 308,925 | 814,047 | 151,682 | 306,160 | 278,160 | 754,342 | 171.19% |
| | | *Variance* | (307,612) | (809,181) | (147,703) | (302,499) | (273,671) | **(749,480)** | |
| | | **Fund Balance 4/30/14** | **(397,251)** | | | | | | |
| | | **Fund Balance 4/30/15** | | **(1,206,432)** | | | | | |
| | | **Fund Balance 4/30/16** | | | **(1,354,135)** | | | | |
| | | **Projected Fund Balance 4/30/17** | | | | (1,656,634) | **(1,627,806)** | | |
| | | **Projected Fund Balance 4/30/18** | | | | | | **(2,377,286)** | |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**LEGAL - 73-00-45100**

**DEPARTMENT:** Administration - TIF #3

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 5,891 | **$ 7,500** | Legal Services - General | **$ 5,000** |
| | | Legal Services - Development | **2,500** |
| | **10,000** | (CCRS #1 Redevelopment Agreement) | **3,000** |
| | **8,000** | Citgo Property Legal Services<br>***(FY 2018 Decision Package)*** | **10,000** |
| $ 5,891 | $ 25,500 | **Total** | **$ 20,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**AUDIT EXPENSE - 73-00-45200**

**DEPARTMENT:** Administration - TIF #3

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 300 | **$ 310** | Share of Annual Audit Expense<br>Includes Annual TIF Compliance Report | **$ 317** |
| $ 300 | $ 310 | **Total** | **$ 317** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER PROFESSIONAL SERVICES - 73-00-45400**

**DEPARTMENT:** Administration - TIF #3
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 71,751 | **$ 9,000** | Leone Schmidt Heritage Park | **$ -** |
| | | **Engineering** | |
| | **5,000** | TIF Development Consultation Services | **5,000** |
| | | CCRS#1 | |
| | **-** | Off site environmental investigations, and reporting | **12,000** |
| | **-** | IEPA services expenses/invoices | **8,200** |
| | | Property closing costs | **4,000** |
| | | **Prairie Path Trailhead Analysis** | |
| | **20,000** | Conceptual Design | |
| | | (FY 2017 Decision Package) | |
| | | Preliminary Design Documents | |
| | | ***(FY 2018 Decision Package)*** | **60,000** |
| | **20,000** | Citgo Property Environmental | |
| | | Consulting and Investigation | **10,000** |
| | | ***(FY 2018 Decision Package)*** | |
| $ 71,751 | $ 54,000 | **Total** | **$ 99,200** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**DUES, SUBSCRIPTIONS & BOOKS - 73-00-46900**

**DEPARTMENT:** Administration - TIF #3
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 650 | **$ 650** | ITIA Membership Dues | **$ 325** |
| | | *(Split with TIF #4)* | |
| $ 650 | $ 650 | **Total** | **$ 325** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**CITY PROJECTS - 73-00-48735**

**DEPARTMENT:** Administration - TIF #3
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 72,343 | | **None budgeted for FY 2018** | **$ -** |
| | | **River re-meandering Project** | |
| | | (City participation share) | |
| | | (Leone Schmidt Heritage park area) | |
| | **$ 20,000** | Second Street Improvements | |
| | **7,700** | Leone Schmidt Heritage Park - trail improvements | |
| | **3,000** | Leone Schmidt Heritage Park - Amphitheater Upgrade | |
| | **14,000** | Installation of Decorative Street Lights on Second Street and Warrenville Road (FY 2016 Decision Package) | |
| | **17,000** | Light poles bases and conduit | |
| | **30,000** | Second Street - storm sewer | |
| | **8,000** | Leone Schmidt Heritage Park - Landscaping | |
| | **6,000** | New Drinking Fountain Leone Schmidt Heritage park area | |
| | | **Warrenville Road bridge project** | |
| | | (City participation share) | |
| | **90,000** | Railing and stone fascia design and construction | |
| | | Under bridge lighting | |
| | | Plaques on the bridge | |
| | | Final Phase Route 56 Streetscape Enhancements ***(FY 2018 - Decision Package)*** | **252,000** |
| $ 72,343 | $ 195,700 | **Total** | **$ 252,000** |



**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**LAND PURCHASE - 73-00-49200**

**DEPARTMENT:** Administration - TIF #3
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 747 | | Land or Easement Acquisition for Trails and | |
| | **$ -** | Open Space Along the River (carryover from prior years previously budgeted in Special Projects Fund) | **$ 50,000** |
| | | Aletto Property | |
| | **1,000** | Option Agreement (FY 17 Pmt 1 of 3, FY 18 Pmt 2 of 3) | **1,000** |
| | **1,000** | First Right-of-Refusal Agreement (FY 17 Pmt 1 of 3, FY 18 Pmt 2 of 3) | **1,000** |
| | | Citgo Property Land Purchase ***(FY 2018 Decision Package)*** | **330,000** |
| $ 747 | $ 2,000 | **Total** | **$ 382,000** |

# TAX INCREMENT FINANCE
# FUND #74

***FUND TYPE: Capital Projects***

***FUND PURPOSE – To account for the activities associated with improvements within Tax Increment Financing (TIF) District #4***

# TAX INCREMENT FINANCING DISTRICT NO. 4 FUND HIGHLIGHTS

| | 2017 Budget | 2017 Projected | 2018 Proposed |
|---|---|---|---|
| **Revenue** | **$0** | **$0** | **$0** |
| **Expenditures** | **$0** | **$131,823** | **$1,717,885** |
| **Surplus/(Deficit)** | **$0** | **($131,823)** | **($1,849,708)** |

The TIF District Number 4 (TIF #4) fund is a Capital Projects fund, utilized to account for the incremental property tax revenues received from the City's designated Southwest/Route 59 Corridor TIF district established during calendar year 2016. These funds are restricted for TIF-related expenditures within the designated area.

***Revenue***

The TIF fund annually receives incremental property tax revenue above the frozen valuation. During FY 2017, TIF #4 will not receive any incremental property tax revenue, due to the late 2016 establishment of the TIF district. Any incremental property tax revenue generated, would not be received by the fund until FY 2018. As of the writing of this document, that amount is not yet available from the County Clerk's Offices. Once the projected TIF incremental revenue figure is received, it will be added to this fund prior to budget adoption.

***Expenditures***

Budgeted expenditures for FY 2018, include: legal services for TIF #4 redevelopment negotiations and potential property acquisition, and a prorated share of the Illinois Tax Increment Association (ITIA) membership dues.

**Professional Services**

FY 2018 budgeted expenditures include engineering for construction of a sanitary sewer extension, traffic analysis, and the extension of Barkley Avenue. Also budgeted, are the cost of consultation services for development services, wetland assistance, design and feasibility analysis for a wetland mitigation bank on the former Tortoriello property, and assistance to develop an RFP for a real estate broker/marketing consultant the northeast corner of the intersection Route 59 and Route 56. Finally, engineering services in the amount of $80,000 for the upsizing of the Landon Avenue sanitary sewer main has also been budgeted for FY 2018.

**City Projects**

Additional budgeted projects include: $300,000 for costs associated with Duke Realty's construction of off-site public improvements for Southwest District Redevelopment Site #1 (SDRS #1), $410,000 for the construction of a sanitary sewer extension, and $18,750 for the TIF #4 share of the Route 56 Streetscape Enhancement project. Upsizing of the Landon Avenue sanitary sewer main at a cost of $430,000 has also been included for FY 2018.

**Land Purchase**

Finally, the FY 2018 budgeted expenditures include funding for the potential acquisition of the Lang property, located within the boundaries of TIF# 4, just west of Route 59, and south of Estes Street. This property could be the site of a connector roadway between Estes Avenue and Duke Parkway extension, currently under construction.

**Fund Balance**

By the end of FY 2017, the fund balance deficit is projected at $131,823. At the end of FY 2018, that deficit is projected to increase to a total of $1,336,398.

The City Council has formally declared its intent to reimburse certain TIF project costs incurred prior to the establishment of the new TIF District. Therefore, it will be necessary for the Council to authorize interfund loans to the TIF#4 fund for the expenditures incurred during FY 2017, as well as the planned expenditures for FY 2018. These interfund loans will be re-paid from future TIF incremental revenue generated from development in that TIF district. Staff will present a request for the consideration of interfund loans to TIF #4, to the City Council prior to the adoption of the FY 2018 Budget. .

| *Tax Increment Finance Fund Activity -TIF #4* | *FY 2018* |
|---|---|
| **Projected Beginning Fund Balance** | **$ (131,823)** |
| **Revenues** | |
| Property Taxes | $ - |
| Sales and Use Taxes | - |
| Amusement Taxes | - |
| Consumption Taxes | - |
| Income Taxes | - |
| Hotel-Motel Taxes | - |
| Motor Fuel Taxes | - |
| Connection Fees | - |
| Administrative Charges | - |
| Consumption Fees | - |
| Franchise Fees | - |
| Licensing Fees | - |
| Interest Income | - |
| Financing Proceeds | - |
| Misc. Revenues | - |
| Grant Revenue | - |
| Rental Income | - |
| Reimbursement Revenues | - |
| Fine Revenue | - |
| Transfers In | - |
| **Total FY 2018 Revenue** | **$ -** |
| **Expenses/Expenditures** | |
| Personnel | $ - |
| Capital | 1,412,060 |
| Supplies and Services | 305,825 |
| Maintenance | - |
| **Total FY 2018 Expenses/Expenditures** | **$ 1,717,885** |
| **Variance - Add to/(Use of) Fund Balance** | **$ (1,717,885)** |
| **End Fund Balance** | **$ (1,849,708)** |
| **Percent Change** | 1303.18% |

# TIF 4 FUND LINE ITEMS

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 74-00-30100 | Revenue | PROPERTY TAX-TIF #4 | | | | | | | |
| 74-00-37700 | Revenue | INTEREST INCOME | | | | | | | |
| | | ***Totals*** | - | - | - | - | - | - | |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 74-00-44700 | Administration | PRINTING/PUBLISHING | | | | | 4,093 | $ - | |
| 74-00-45100 | Administration | LEGAL | | | | | 37,229 | **17,000** | |
| 74-00-45200 | Administration | AUDIT EXPENSE | | | | | | | |
| 74-00-45300 | Streets | ENGINEERING | | | | | 6,453 | **161,000** | |
| 74-00-45400 | Administration | OTHER PROFESSIONAL SERVICES | | | | | 67,780 | **127,500** | 88.11% |
| 74-00-46900 | Administration | DUES, SUBSCRIPTIONS., BOOKS | | | | | | **325** | |
| 74-00-48735 | Streets | CITY PROJECTS | | | | | | **1,162,060** | |
| 74-00-49200 | Administration | LAND PURCHASE | | | | | 16,268 | **250,000** | |
| 74-00-49476 | Streets | ROAD PROJECTS | | | | | | | |
| | | ***Totals*** | - | - | - | - | 131,823 | **1,717,885** | 1203.18% |
| | | Fund Total Rev | - | - | - | - | - | - | |
| | | Fund Total Exp | - | - | - | - | 131,823 | 1,717,885 | 1203.18% |
| | | *Variance* | - | - | - | - | (131,823) | **(1,717,885)** | |
| | | **Fund Balance 4/30/14** | - | | | | | | |
| | | **Fund Balance 4/30/15** | | - | | | | | |
| | | **Fund Balance 4/30/16** | | | - | | | | |
| | | **Projected Fund Balance 4/30/17** | | | | - | **(131,823)** | | |
| | | **Projected Fund Balance 4/30/18** | | | | | | **(1,849,708)** | |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**PRINTING/PUBLISHING - 74-00-44700**

**DEPARTMENT:** Administration

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| | | **Not budgeted for FY 2018** | **$ -** |
| | **$ 4,093** | Publication of legal notices | |
| $ - | $ 4,093 | **Total** | **$ -** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**LEGAL - 74-00-45100**

**DEPARTMENT:** Administration

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| | **$ 37,229** | Redevelopment/TIF Agreement Negotiations | **$ 12,000** |
| | | Lang Property Acquisition - Legal Assistance<br>***(FY 2018 Decision Package)*** | **5,000** |
| $ - | $ 37,229 | **Total** | **$ 17,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**AUDIT EXPENSE - 74-00-45200**

| **DEPARTMENT:** Administration | | | |
|---|---|---|---|
| **PROGRAM:** On-Going | | | |
| **2016 Actual** | **2017 Estimated** | **Description of Cost** | **2018 Budget** |
| | | **Not budgeted for FY 2018** | |
| $ - | $ - | **Total** | **$ -** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**ENGINEERING - 74-00-45300**

| **DEPARTMENT:** Administration | | | |
|---|---|---|---|
| **PROGRAM:** On-Going | | | |
| **2016 Actual** | **2017 Estimated** | **Description of Cost** | **2018 Budget** |
| | **$ 6,453** | | |
| | | Construction of Sanitary Sewer Extension Engineering **(FY 2018 Decision Package)** | **$ 41,000** |
| | | Traffic Engineering Assistance | **5,000** |
| | | Barkley Avenue Final engineering ***(FY 2017 Decision Package)*** | **35,000** |
| | | Landon Avenue Sewer Main Upsizing ***(FY 2018 - Decision Package)*** | **80,000** |
| $ - | $ 6,453 | **Total** | **$ 161,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER PROFESSIONAL SERVICES - 74-00-45400**

**DEPARTMENT:** Administration
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| | **$ 49,780** | | |
| | | Development Consultation Services | **$ 7,500** |
| | | Wetland Consultant Assistance | **5,000** |
| | | **Tortoriello Property - Wetland mitigation bank** | |
| | **12,000** | Feasibility analysis | |
| | | Final design | **45,000** |
| | | ***(FY 2018 Decision Package)*** | |
| | | Lang Property Acquisition - Consultant Assistance | **10,000** |
| | | ***(FY 2018 Decision Package)*** | |
| | **6,000** | Consultation services - environmental analysis (Property to accommodate new public road connection between Estes Street and Duke Parkway) | |
| | | Consultant assistance to develop RFP and market N.E. corner of Rt. 59 and Rt. 56 | **60,000** |
| | | ***(FY 2018 Decision Package)*** | |
| $ - | $ 67,780 | **Total** | **$ 127,500** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**DUES, SUBSCRIPTIONS & BOOKS - 74-00-46900**

**DEPARTMENT:** Administration
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| | **$ -** | ITIA Membership Dues | **$ 325** |
| | | *(Split with TIF #3)* | |
| $ - | $ - | **Total** | **$ 325** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**CITY PROJECTS - 74-00-48735**

**DEPARTMENT:** Administration

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| | $ - | Construction of Sanitary Sewer Extension<br>***(FY 2018 Decision Package)*** | $ 410,000 |
| | | Reimbursement to Duke Realty<br>for Off-site improvements to SDRS #1 | 300,000 |
| | | Final Phase Route 56 Streetscape Enhancements<br>***(FY 2018 - Decision Package)*** | 22,060 |
| | | Landon Avenue Sewer Main Upsizing<br>***(FY 2018 - Decision Package)*** | 430,000 |
| $ - | $ - | **Total** | $ 1,162,060 |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**LAND PURCHASE - 74-00-49200**

**DEPARTMENT:** Administration

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| | | Lang Property Acquisition<br>***(FY 2018 Decision Package)*** | $ 250,000 |
| | $ 16,268 | Properties located north of the IPP<br>east side of Rt. 59 (former Tortoriello properties) | |
| $ - | $ 16,268 | **Total** | $ 250,000 |

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# POLICE PENSION FUND

***FUND TYPE: Fiduciary***

***FUND PURPOSE – To account for the accumulation of resources to be used for future disability or retirement annuity payments to sworn police department personnel. Resources are contributed by employees at rates fixed by law and by the City at amounts determined by an independent actuary from a specific property tax levy.***

| ***Police Pension Fund Activity*** | ***FY 2018*** |
|---|---|
| **Projected Beginning Fund Balance** | **$ 18,141,640** |
| **Revenues** | |
| Property Taxes | $ - |
| Sales and Use Taxes | - |
| Amusement Taxes | - |
| Consumption Taxes | - |
| Income Taxes | - |
| Hotel-Motel Taxes | - |
| Motor Fuel Taxes | - |
| Connection Fees | - |
| Administrative Charges | - |
| Consumption Fees | - |
| Franchise Fees | - |
| Licensing Fees | - |
| Interest Income | 734,438 |
| Financing Proceeds | - |
| Misc. Revenues | 1,467,028 |
| Grant Revenue | - |
| Rental Income | - |
| Reimbursement Revenues | - |
| Fine Revenue | - |
| Transfers In | - |
| **Total FY 2018 Revenue** | **$ 2,201,466** |
| **Expenses/Expenditures** | |
| Personnel (Pension payments) | $ 899,929 |
| Capital | - |
| Supplies and Services | 59,526 |
| Maintenance | - |
| **Total FY 2018 Expenses/Expenditures** | **$ 959,455** |
| **Variance - Add to/(Use of) Fund Balance** | **$ 1,242,011** |
| **Projected Ending Fund Balance** | **$ 19,383,651** |
| **Percent Change** | 6.85% |

# POLICE PENSION FUND LINE ITEMS

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 05-00-31900 | Revenue | MEMBER CONTRIBUTIONS | 343,132 | 273,038 | 264,105 | 302,588 | 275,952 | **290,984** | 5.45% |
| 05-00-31901 | Revenue | CITY CONTRIBUTION | 818,005 | 966,691 | 1,004,900 | 1,109,923 | 1,209,923 | **1,176,044** | -2.80% |
| 05-00-37700 | Revenue | INVESTMENT INCOME | 1,233,158 | 1,167,239 | (49,051) | 1,310,187 | 586,584 | **734,438** | 25.21% |
| | | ***Totals*** | 2,394,295 | 2,406,968 | 1,219,954 | 2,722,698 | 2,072,459 | **2,201,466** | 6.22% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 05-00-44400 | Pension Admin. | TRAVEL & MEETINGS | 2,247 | 1,972 | 5,297 | 5,000 | 5,000 | **5,000** | 0.00% |
| 05-00-45100 | Pension Admin. | LEGAL EXPENSE | 2,100 | 3,050 | 7,043 | 7,200 | 6,450 | **7,200** | 11.63% |
| 05-00-45400 | Pension Admin. | OTHER PROFESSIONAL SERVICES | 26,747 | 32,553 | 37,521 | 42,355 | 44,848 | **46,531** | 3.75% |
| 05-00-46900 | Pension Admin. | DUES, SUBSCRIPTIONS & BOOKS | 1,225 | 775 | 1,345 | 1,000 | 795 | **795** | 0.00% |
| 05-00-47400 | Pension Admin. | PENSION REFUNDS | - | 39,222 | 139,984 | - | 8,638 | **-** | -100.00% |
| 05-00-47500 | Pension Admin. | PENSION PAYMENTS | 581,350 | 624,203 | 697,077 | 801,597 | 836,874 | **899,929** | 7.53% |
| | | ***Totals*** | 613,669 | 701,775 | 888,267 | 857,152 | 902,605 | **959,455** | 6.30% |
| | | Fund Total Rev | 2,394,295 | 2,406,968 | 1,219,954 | 2,722,698 | 2,072,459 | 2,201,466 | 6.22% |
| | | Fund Total Exp | 613,669 | 701,775 | 888,267 | 857,152 | 902,605 | 959,455 | 6.30% |
| | | Variance | 1,780,626 | 1,705,193 | 331,687 | 1,865,546 | 1,169,854 | **1,242,011** | |
| | | **Fund Balance 4/30/14** | **14,934,906** | | | | | | |
| | | **Fund Balance 4/30/15** | | **16,640,099** | | | | | |
| | | **Fund Balance 4/30/16** | | | **16,971,786** | | | | |
| | | **Projected Fund Balance 4/30/17** | | | | 18,837,332 | **18,141,640** | | |
| | | **Projected Fund Balance 4/30/18** | | | | | | **19,383,651** | |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TRAVEL & MEETINGS - 05-00-44400**

**DEPARTMENT:** FIS

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 5,297 | **$ 5,000** | Required Training and Travel Expenses Including Annual IPPFA Conference | **$ 5,000** |
| $ 5,297 | $ 5,000 | **Total** | **$ 5,000** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**LEGAL EXPENSE - 05-00-45100**

**DEPARTMENT:** FIS

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 7,043 | **$ 6,450** | Attorney Charges to Pension Board | **$ 7,200** |
| $ 7,043 | $ 6,450 | **Total** | **$ 7,200** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**OTHER PROFESSIONAL SERVICES - 05-00-45400**

**DEPARTMENT:** FIS
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 37,521 | | | |
| | **$ 2,700** | Actuary Services | **$ 2,970** |
| | **600** | Minute Taker | **500** |
| | **28,820** | Banking & Investment Services | **30,000** |
| | **3,328** | Compliance Fee - State of Illinois | **3,661** |
| | **550** | Municipal Compliance Report Preparation | **550** |
| | **8,850** | Accounting Services (Lauterbach and Amen) Inc. Municipal Compliance Report Preparation | **8,850** |
| $ 37,521 | $ 44,848 | **Total** | **$ 46,531** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**DUES, SUBSCRIPTIONS & BOOKS - 05-00-46900**

**DEPARTMENT:** FIS
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 1,345 | **$ 795** | IPPFA Dues | **$ 795** |
| $ 1,345 | $ 795 | **Total** | **$ 795** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**PENSION REFUNDS - 05-00-47400**

**DEPARTMENT:** FIS

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 139,984 | **$ 8,638** | **Transferred to another agency** | |
| | | **None Anticipated for FY 2018** | **$ -** |
| $ 139,984 | $ 8,638 | **Total** | **$ -** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**PENSION PAYMENTS - 05-00-47500**

**DEPARTMENT:** POLICE

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 697,077 | **$ 836,874** | Annual Pension Payments to Retirees<br>*(Includes 13 recipients as of 04/30/2017)* | **$ 899,929** |
| $ 697,077 | $ 836,874 | **TOTAL** | **$ 899,929** |

# SEIZED ASSETS FUND

***FUND TYPE: Special Revenue***

***FUND PURPOSE – To account for the monetary and physical assets seized during drug-related arrests. This fund is statutorily required for this purpose.***

| *Seized Assets Activity* | *FY 2018* |
|---|---|
| **Projected Beginning Fund Balance** | **$161,317** |
| **Revenues** | |
| Property Taxes | $ - |
| Sales and Use Taxes | - |
| Amusement Taxes | - |
| Consumption Taxes | - |
| Income Taxes | - |
| Hotel-Motel Taxes | - |
| Motor Fuel Taxes | - |
| Connection Fees | - |
| Administrative Charges | - |
| Consumption Fees | - |
| Franchise Fees | - |
| Licensing Fees | - |
| Interest Income | 35 |
| Financing Proceeds | - |
| Misc. Revenues | 20,693 |
| Grant Revenue | - |
| Rental Income | - |
| Reimbursement Revenues | - |
| Fine Revenue | 21,748 |
| Transfers In | - |
| **Total FY 2018 Revenue** | **$ 42,476** |
| **Expenses/Expenditures** | |
| Personnel | $ - |
| Capital | - |
| Supplies and Services | 8,160 |
| Maintenance | - |
| **Total FY 2018 Expenses/Expenditures** | **$ 8,160** |
| **Variance - Add to/(Use of) Fund Balance** | **$ 34,316** |
| **Projecetd Ending Fund Balance** | **$195,633** |
| **Percent Change** | 21.27% |

# SEIZED ASSETS FUND LINE ITEMS

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 60-00-34310 | Revenue | DRUG FINES | - | 1,175 | 285 | 500 | - | - | |
| 60-00-34400 | Revenue | FEDERAL FORFEITURE | | | | | | | |
| 60-00-34401 | Revenue | STATE FORFEITURE | | 4,843 | 1,009 | 500 | 454 | **500** | 10.13% |
| 60-00-34404 | Revenue | DUITC | 15,678 | 10,089 | 6,209 | 7,500 | 4,519 | **5,000** | 10.64% |
| 60-00-34405 | Revenue | COURT SUPERVISION FEE | 20,923 | 19,428 | 14,439 | 17,000 | 10,200 | **16,248** | 59.29% |
| 60-00-37700 | Revenue | INTEREST INCOME | 61 | 40 | 40 | 40 | 34 | **35** | 2.94% |
| 60-00-39920 | Revenue | SALE OF SURPLUS PROPERTY | | 14,640 | 6,410 | - | 41,028 | **20,693** | -49.56% |
| | | ***Totals*** | 36,662 | 50,215 | 28,392 | 25,540 | 56,235 | **42,476** | -24.47% |

| Acct # | Cost Center | Description | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Projected Year-End 2017 | Budget 2018 | 17-18 Growth |
|---|---|---|---|---|---|---|---|---|---|
| 60-00-48600 | Police | TRANSFERS OUT | 20,519 | 56,178 | 8,160 | 8,160 | 8,160 | **8,160** | 0.00% |
| 60-00-48700 | Police | MISCELLANEOUS | 150 | 367 | 401 | 2,200 | 793 | | -100.00% |
| 60-00-49500 | Police | EQUIPMENT PURCHASE | 27,388 | | | | | | |
| | | ***Totals*** | 48,057 | 56,545 | 8,561 | 10,360 | 8,953 | **8,160** | -8.86% |
| | | Fund Total Rev | 36,662 | 50,215 | 28,392 | 25,540 | 56,235 | 42,476 | -24.47% |
| | | Fund Total Exp | 48,057 | 56,545 | 8,561 | 10,360 | 8,953 | 8,160 | -8.86% |
| | | Variance | (11,395) | (6,330) | 19,831 | 15,180 | 47,282 | **34,316** | |
| | | **Fund Balance 4/30/14** | **120,365** | | | | | | |
| | | **Fund Balance 4/30/15** | | **114,035** | **19,831** | | | | |
| | | **Projected Fund Balance 4/30/16** | | | | 129,215 | **161,317** | | |
| | | **Projected Fund Balance 4/30/17** | | | | | | **195,633** | |



***Seized Assets Fund Line Items***
***Fiscal Year 2018***

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**TRANSFER OUT - 60-00-48600**

**DEPARTMENT:** POLICE

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 8,160 | **$ 5,000** | **Transfers to General Fund**<br>Reimbursement for Police Vehicle Maintenance<br>(Annually) | **$ 5,000** |
| | **660** | **Transfers to General Fund**<br>Reimbursement for Radar Re-certification Costs<br>(Annually) | **660** |
| | **2,500** | **Transfers to General Fund**<br>Directed patrols<br>(10 dates) | **2,500** |
| $ 8,160 | $ 8,160 | **Total** | **$ 8,160** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**MISCELLANEOUS EXPENSE - 60-00-48700**

**DEPARTMENT:** POLICE

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | $ - | Undercover Transactions | |
| $ - | $ - | **Total** | **$ -** |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**STATE FORFEITURE EXPENSES - 60-00-48770**

**DEPARTMENT:** POLICE
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | $ - | State Forfeit Assets | |
| $ - | $ - | **Total** | $ - |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**DUI EXPENSES - 60-00-48780**

**DEPARTMENT:** POLICE
**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ 401 | $ 418 | DUI Expenses | |
| $ 401 | $ 418 | **Total** | $ - |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**COURT SUPERVISION EXPENSES - 60-00-48790**

**DEPARTMENT:** POLICE

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | $ 375 | Court Supervision Expenses | $ - |
| $ - | $ 375 | **Total** | $ - |

**CITY OF WARRENVILLE**
**FISCAL YEAR 2018**
**EQUIPMENT PURCHASE 60-00-49500**

**DEPARTMENT:** POLICE

**PROGRAM:** On-Going

| 2016 Actual | 2017 Estimated | Description of Cost | 2018 Budget |
|---|---|---|---|
| $ - | $ - | P.O.P. Vehicle Replacement<br>***(Vehicle outside of CMRP - Unbudgeted for FY 2018)*** | |
| $ - | $ - | **Total** | $ - |

# DECISION PACKAGES

The following, present requests made by City staff and individual elected officials for funding consideration. These requests are made for all personnel, programming, equipment, one-time funding requests generally exceeding $20,000, and significant modifications to existing programs or services.

The requesting party is required to answer a series of questions, and provide specific details, which allow the City Administrator the ability to review the merits of the request. Meetings with department heads, or elected official, who initiated the idea, are held with the City Administrator to discuss the request and determine if it can be recommended or if additional information is needed.

It is from the responses listed on the Decision Package sheets, the meetings with applicable personnel, and a review of the status of available funding from which the City Administrator's recommendation to fund a request, or not, is made.

Whether or not the item is recommended for inclusion in the budget – the City Council makes the final determination on all decision packages. It is with this in mind that these packages are presented, in effect to "call out" certain expenses within the budget.

A spreadsheet lists the individual requests, which summarizes all the requests that follow. Because the requests vary in detail, questions should be directed to the City Administrator.

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**CITY OF WARRENVILLE**
**DECISION PACKAGES**
**RECOMMENDED FOR FUNDING**
**SUMMARY - BY SUBMITTING DEPARTMENT**
**FISCAL YEAR 2018**

**FINANCE DEPARTMENT**

| ITEM REQUESTED | COST | ACCOUNT # | ALLOCATION | AMOUNT |
|---|---|---|---|---|
| Part-time temporary administrative staffing (to assist with ERP implementation) | $ 100,000 | 01-45-45400 | 100.00% | $ 100,000 |
| Enterprise Resource Planning (ERP) System Acquisition | 1,102,900 | 01-53-45210 | 8.1% | 89,335 |
| | | 01-70-45210 | 81.3% | 896,658 |
| | | 20-00-45210 | 5.3% | 58,454 |
| | | 20-04-45210 | 5.3% | 58,454 |
| | | | **Department Subtotal** | **$ 1,202,900** |

**ADMINISTRATION**

| ITEM REQUESTED | COST | ACCOUNT # | ALLOCATION | AMOUNT |
|---|---|---|---|---|
| Strategic Plan Project Management | $ 35,000 | 01-50-45400 | 100.0% | $ 35,000 |
| Upgrade City Network Equipment | 40,000 | 01-70-41100 | 100.0% | 40,000 |
| City Phone System Replacement | 86,000 | 01-70-41100 | 100.0% | 86,000 |
| | | | **Department Subtotal** | **$ 161,000** |

**COMMUNITY DEVELOPMENT**

| ITEM REQUESTED | COST | ACCOUNT # | ALLOCATION | AMOUNT |
|---|---|---|---|---|
| Mack Rd Multi-use Trail Improvements Phase II Final Engineering | $ 70,000 | 01-52-45300 | 100.0% | $ 70,000 |
| Diehl Road Turn Lane Improvements Phase II Final Engineering | 75,000 | 01-52-45300 | 100.0% | 75,000 |
| Construction of Rt. 56 Streetscape Enhancements | 375,000 | 01-52-42100 | 15.0% | 56,250 |
| | | 73-00-48735 | 80.0% | 300,000 |
| | | 74-00-48735 | 5.0% | 18,750 |
| Citgo Property Acquisition | 350,000 | 73-00-49200 | 94.3% | 330,000 |
| | | 73-00-45100 | 2.9% | 10,000 |
| | | 73-00-45400 | 2.9% | 10,000 |
| Prairie Path Trailhead Phase I Preliminary Engineering | 60,000 | 73-00-45400 | 100.0% | 60,000 |
| Tortoriello Wetland Mitigation Bank - Final Design | 45,000 | 74-00-45400 | 100.0% | 45,000 |
| Lang Property Acquisition | 265,000 | 74-00-49200 | 94.3% | 250,000 |
| | | 74-00-45100 | 1.9% | 5,000 |
| | | 74-00-45400 | 3.8% | 10,000 |
| Landon Avenue Sanitary Sewer Upsizing | 510,000 | 74-00-45300 | 16% | 80,000 |
| | | 74-00-48735 | 84% | 430,000 |
| Southwest Dist. Redevelopment Site #1 RFP and Marketing Assistance | 60,000 | 74-00-45400 | 100.0% | 60,000 |
| | | | **Department Subtotal** | **$ 1,810,000** |

**CITY OF WARRENVILLE**
**DECISION PACKAGES**
**RECOMMENDED FOR FUNDING**
**SUMMARY - BY SUBMITTING DEPARTMENT**
**FISCAL YEAR 2018**

**PUBLIC WORKS**

| ITEM REQUESTED | COST | ACCOUNT # | ALLOCATION | AMOUNT |
|---|---|---|---|---|
| Public Works Management Analyst | 95,695 | 01-52-4xxxx | 40.5% | 38,766 |
| | | 01-70-40400 | 9.5% | 9,081 |
| | | 20-0x-4xxxx | 50.0% | 47,848 |
| Private Property Drainage Project | 50,000 | 01-52-41200 | 10.0% | 5,000 |
| | | 01-52-45400 | 90.0% | 45,000 |
| Keyless Security Keypads - Public Works | 32,000 | 01-65-41000 | 50.0% | 16,000 |
| | | 20-00-41000 | 25.0% | 8,000 |
| | | 20-04-41000 | 25.0% | 8,000 |
| Structural Storage in Public Works Garage | 60,000 | 01-65-41000 | 100.0% | 60,000 |
| | | | **Department Subtotal** | **$ 237,695** |

**PUBLIC WORKS - WATER AND SEWER**

| ITEM REQUESTED | COST | ACCOUNT # | ALLOCATION | AMOUNT |
|---|---|---|---|---|
| 5-Year Changeout of Water Meter Transmitting Units | $ 112,000 | 20-00-49700 | 50.0% | $ 56,000 |
| | | 20-04-49700 | 50.0% | 56,000 |
| TIF #4 Sanitary Sewer Extension | 968,000 | 20-03-45300 | 4.8% | 47,000 |
| | | 20-03-49422 | 48.6% | 470,000 |
| | | 74-00-45300 | 4.2% | 41,000 |
| | | 74-00-48735 | 42.4% | 410,000 |
| | | | **Department Subtotal** | **$ 1,080,000** |
| | | | **Total Decision Packages** | **$ 4,491,595** |

Note: Where account numbers end in 4xxxx, this is an indication that multiple line items within this department are used to budget the overall expense

**CITY OF WARRENVILLE**
**DECISION PACKAGES**
**RECOMMENDED FOR FUNDING**
**SUMMARY - BY FUND**
**FISCAL YEAR 2018**

## GENERAL FUND - (01)

| ITEM REQUESTED | COST | ACCOUNT # | ALLOCATION | AMOUNT |
|---|---|---|---|---|
| Part-time temporary administrative staffing (to assist with ERP implementation) | $ 100,000 | 01-45-45400 | 100.0% | 100,000 |
| Enterprise Resource Planning (ERP) System Acquisition | 1,102,900 | 01-53-45210 | 8.1% | 89,335 |
| | | 01-70-45210 | 81.3% | 896,658 |
| Strategic Plan Project Management | 35,000 | 01-50-45400 | 100.0% | 35,000 |
| Mack Rd Multi-use Trail Improvements Phase II Final Engineering | $ 70,000 | 01-52-45300 | 100.0% | 70,000 |
| Diehl Road Turn Lane Improvements Phase II Final Engineering | 75,000 | 01-52-45300 | 100.0% | 75,000 |
| Construction of Rt. 56 Streetscape Enhancements | 375,000 | 01-52-42100 | 15.0% | 56,250 |
| Private Property Drainage Project | 50000 | 01-52-41200 | 10.0% | 5,000 |
| | | | 90.0% | 45,000 |
| Upgrade City Network Equipment | 40,000 | 01-70-41100 | 100.0% | 40,000 |
| City Phone System Replacement | 86,000 | 01-70-41100 | 100.0% | 86,000 |
| Public Works Management Analyst | 95,695 | 01-52-4xxxx | 40.5% | 38,766 |
| | | 01-70-40400 | 9.5% | 9,081 |
| Keyless Security Keypads - Public Works | 32,000 | 01-65-41000 | 50.0% | 16,000 |
| Structural Storage in Public Works Garage | 60,000 | 01-65-41000 | 100.0% | 60,000 |
| | | | **Fund Subtotal** | **$ 1,622,090** |

## WATER AND SEWER FUND - (20)

| ITEM REQUESTED | COST | ACCOUNT # | ALLOCATION | AMOUNT |
|---|---|---|---|---|
| Keyless Security Keypads - Public Works | $ 32,000 | 20-00-41000 | 25.0% | 8,000 |
| | | 20-04-41000 | 25.0% | 8,000 |
| Enterprise Resource Planning (ERP) System Acquisition | $1,102,900 | 20-00-45210 | 5.3% | 58,454 |
| | | 20-04-45210 | 5.3% | 58,454 |
| Public Works Management Analyst | 95,695 | 20-0x-4xxxx | 50.0% | 47,848 |
| 5-Year Changeout of Water Meter Transmitting Units | 112,000 | 20-00-49700 | 50.0% | 56,000 |
| | | 20-04-49700 | 50.0% | 56,000 |
| TIF #4 Sanitary Sewer Extension | 968,000 | 20-03-45300 | 4.8% | 47,000 |
| | | 20-03-49422 | 48.6% | 470,000 |
| | | | **Fund Subtotal** | **$ 809,755** |

**CITY OF WARRENVILLE**
**DECISION PACKAGES**
**RECOMMENDED FOR FUNDING**
**SUMMARY - BY FUND**
**FISCAL YEAR 2018**

**TIF #3 - (73)**

| ITEM REQUESTED | COST | ACCOUNT # | ALLOCATION | AMOUNT |
|---|---|---|---|---|
| Citgo Property Acquisition | $ 350,000 | 73-00-49200 | 94.3% | 330,000 |
| | | 73-00-45100 | 2.9% | 10,000 |
| | | 73-00-45400 | 2.9% | 10,000 |
| Prairie Path Trailhead Phase I Preliminary Engineering | 60,000 | 73-00-45400 | 100.0% | 60,000 |
| Construction of Rt. 56 Streetscape Enhancements | 375,000 | 73-00-48735 | 80.0% | 300,000 |
| | | | **Fund Subtotal** | **$ 710,000** |

**TIF #4 - (74)**

| ITEM REQUESTED | COST | ACCOUNT # | ALLOCATION | AMOUNT |
|---|---|---|---|---|
| Tortoriello Wetland Mitigation Bank - Final Design | $ 45,000 | 74-00-45400 | 100.0% | 45,000 |
| Lang Property Acquisition | 265,000 | 74-00-49200 | 94.3% | 250,000 |
| | | 74-00-45100 | 1.9% | 5,000 |
| | | 74-00-45400 | 3.8% | 10,000 |
| Landon Avenue Sanitary Sewer Upsizing | 510,000 | 74-00-45300 | 16% | 80,000 |
| | | 74-00-48735 | 84% | 430,000 |
| Southwest Dist. Redevelopment Site #1<br>RFP and Marketing Assistance | 60000 | 74-00-45400 | 100.0% | 60,000 |
| Construction of Rt. 56 Streetscape Enhancements | 375,000 | 74-00-48735 | 5.0% | 18,750 |
| TIF #4 Sanitary Sewer Extension | 968,000 | 74-00-45300 | 4.2% | 41,000 |
| | | 74-00-48735 | 42.4% | 410,000 |
| | | | **Fund Subtotal** | **$ 1,349,750** |
| | | | **Total Decision Packages** | **$ 4,491,595** |

Note: Where account numbers end in 4xxxx, this is an indication that multiple line items within this department are used to budget the overall expense

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **Contractual Temporary Personnel - Enterprise Resource Planning (ERP) implementation assistance**

**Department:** ***Finance*** **Division:**

**Prepared by:** **Kevin Dahlstrand - Finance Director**

**Request Type :** ***Project*** **Request Frequency:** ***One-Time***

| | | | | Savings Period |
|---|---|---|---|---|
| **Total FY 2018 Request ($):** | **100,000** | Total Estimated Revenue/Savings ($): | | |
| **On-going Costs ($):** | | If Cost Increase over Prior FY, enter ($): | | |
| **On-going Costs Period:** | | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1.** **Describe the organizational need/benefit of this request:**

The implementation of an new Enterprise Resource Planning (ERP), if approved, will require extensive data input and analysis, which will require a significant amount of Finance staff time to pursue a successful implementation. A successful implementation is the key to replacing the city's financial management processes, adding additional automated processes, such as human resources, and the anticipated addition of automated customer service options, will lead to greater efficiencies in City operations. A completed and successful implementation, will need to occur while the regular day-to-day operations will also need to continue to occur. The staffing of the Finance department is insufficient to continue to provide the current day-to-day services levels, while also being deeply involved in the implementation of an ERP.

**2.** **Describe the anticipated outcomes should this request be funded:**

Funding this request would be an important consideration in achieving a successful implementation of a new ERP system, while still allowing for the regular day-to-day financial operation to continue, as unabated as possible. This will not assure that the current level of service will not be effected, but should provide a level of coverage for data input and analysis. This request anticipates that it may take multiple contractual employees to assist with the data entry, balancing and analysis of data being converted and or entered into the new ERP system, but the need for this will be contingent upon the specifics of proposal made by responding vendors.

**3.** **Describe the impact of not funding this request:**

The possibility of a successful ERP implementation will be hindered, as there would need to be an increased amount of full-time regular employee time spent on data input and analyzation, leaving significantly less time for the regular full-time Finance department staff to maintain the necessary day-to-day operations of the Finance department. This would also extend the amount of time needed to complete the implementation. A failed or re-initiated implementation would be far more costly than funding this request for some temporary administrative staffing.

**4.** **Describe the on-going costs associated with this request:**

Use of temporary contractual assistance would only occur as a part of the implementation process, and as such should not require on-going costs for temporary contractual staff beyond the completion of the implementation of a new ERP system.

**5.** **Identify the relation to specific adopted plans and/or City Council priorities:**

Goal 2 of the City Strategic Plan focuses on *Fiscal Conservatism,* which would by it's very nature, would require that City services are delivered to Warrenville residents and businesses in as cost effective a manner as possible. The implementation of an ERP system will enhance the ability of staff to cost effectively, deliver services by increasing automated processes thereby moving many staff processes away from paper based processes, to processes where automated workflow will increase staff productivity, thereby making those processes more cost effective.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
The use of the Government Finance Officers Association (GFOA), as a consultant in performing the initial Phase I (Business Case Study) and Phase II (RFP Development and System selection), process they have undertaken many times, has allowed City staff to tap into their expertise with the assessment of the implementation process, and they have indicated that a significant amount of staff time will be needed to achieve a successful implementation. An implementation does not occur in a vacuum, and the day-to-day operational needs of the City also need to continue. Contractual staffing will allow the implementation to occur while the on-going business is allowed to continue, with the goal of minimizing the amount of regular staff time needed.

7. **Does the request involve new technology or automation?** *No*
**If yes, explain how.**

8. **Is the program/project fully or partially funded by a grant?** *No*
**If yes, provide the following information:**

**Grant Funding Source:**

**When will Funds be Available?**

**Type of fund(s) or in-kind services used for match:**

9. **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | | |
|---|---|---|---|
| a | Total Cost or (Total Savings) | $ | 100,000 |
| b | Grant Funding Amount | | |
| c | Grant Match Amount | | |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| General | 01 | 45 | 45400 | OTHER PROFESSIONAL SERVICES | 100% | 100,000 | |
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |

**CITY ADMINISTRATOR'S NOTES:**

**City Administrator Use:**

| | |
|---|---|
| Recommended: | X |
| Not Recommended: | |
| Other: | |

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **Enterprise Resource Planning (ERP) System acquisition**

**Department:** ***Finance*** **Division:**

**Prepared by:** **Kevin Dahlstrand - Finance Director**

**Request Type :** ***Other*** **Request Frequency:** ***One-Time***

| | | | Savings Period |
|---|---|---|---|
| **Total FY 2018 Request ($):** | **1,102,900** | Total Estimated Revenue/Savings ($): | |
| **On-going Costs ($):** | | If Cost Increase over Prior FY, enter ($): | |
| **On-going Costs Period:** | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1.** **Describe the organizational need/benefit of this request:**

The City currently utilizes a software package for all of the various accounting (general ledger, payroll, accounts payable, accounts receivable, utility billing, cash register, business licensing), and permitting needs which was first installed in the mid 1990's, up-graded at various times over the years, but which does not offer all of the needed fully-integrated software solutions which have become standard in technologically and up-to-date software systems. Many organizations have gone to Enterprise Resource Planning (ERP) systems which allows for greater efficiencies, through greatly improved data sharing among all departments, such as the resulting ability to track all activity and for a given property (externally) or a given employee through payroll and shared human resources data.

**2.** **Describe the anticipated outcomes should this request be funded:**

City staff has been working with a consultant from the Government Finance Officers Association (GFOA) on the process of evaluating the City's current financial and management software environment. That evaluation process lead to the January 2017 issuance of an RFP seeking proposal for the implementation of an Enterprise Resource Planning (ERP) system
have the expertise nor available free time to perform the needed in-depth evaluation. Therefore, it is necessary to contract with a consulting firm or individual to perform the for the necessary evaluation, and formulation of a recommendation on replacing the City's current accounting and permitting software.

**3.** **Describe the impact of not funding this request:**

The City will continue to operate with financial and management software which is outdated, and which is having a negative impact on staff efficiency. The current software, which is updated by the vendor from time to time, does provide the City with the needed ability to perform all of the various accounting and permitting functions. However, here are efficiencies that are not currently available to all members of staff, and not funding this request would not allow those anticipated new system efficiencies to be put into place. Also, the

**4.** **Describe the on-going costs associated with this request:**

There will annual maintenance costs associated with the newly implemented ERP system, as well as for the Community Development and Utility Billing components. Current estimates of the year one maintenance and support fees range from $37,180 to $97,900, which is dependent upon which provider is ultimately selected through the RFP process.

**5.** **Identify the relation to specific adopted plans and/or City Council priorities:**

The City Strategic Plan has an objective of maintaining fiscal conservatism. Providing cost effective City services is a component of maintaining and improving that level of fiscal conservatism, through more cost effective use of City staff time to provide the services.

**6.** **Identify the analysis done to determine the need and cost effectiveness of the request:**

Working with the consultant from the Government Finance Officers Association (GFOA), City staff from all departments, prepared an extensive listing of future systems requirements, which RFP responders would seek to provide in order to win the RFP process. The requirements were compiled to meet the needs of the departments which will be utilizing the new ERP system, as such the final system selection will strongly consider the system cost as one of the criteria in choosing the successful RFP. It is anticipated that resulting process changes will also significantly add to the overall cost effectiveness of a newly implemented ERP system.

**7.** **Does the request involve new technology or automation?** ***Yes***

**If yes, explain how.**

The list of new system requirements includes many new automated processes, for City staff, as well the potential for residents of the City to have greater access to information and the possibility of new means of submitting payments to the City. These new system requirements may result in the use of "software as a service", meaning that it may very well be hosted " in the cloud", which while not totally new technology, it would be new technology to City of Warrenville financial and management operations. It is also anticipated that the new ERP solution may provide new self-service customer portals which would allow for City customers to submit payments and various other documents through a new on-line portal.

**8.** **Is the program/project fully or partially funded by a grant?** ***No***

**If yes, provide the following information:**

**Grant Funding Source:**

**When will Funds be Available?**

**Type of fund(s) or in-kind services used for match:**

**9.** **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | | |
|---|---|---|---|
| a | Total Cost or (Total Savings) | $ | 1,102,900 |
| b | Grant Funding Amount | | |
| c | Grant Match Amount | | |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| General | 01 | 53 | 45210 | Computer Software | 8.10% | 89,335 | |
| General | 01 | 70 | 45210 | Computer Software | 81.30% | 896,658 | |
| Water-Sewer | 20 | 00 | 45210 | Computer Software | 5.30% | 58,454 | |
| Water-Sewer | 20 | 04 | 45210 | Computer Software | 5.30% | 58,454 | |
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**CITY ADMINISTRATOR'S NOTES:**

**City Administrator Use:**

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|---|---|
| Recommended: | X |
| Not Recommended: | |
| Other: | |

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **Strategic Plan Project Management**

**Department:** ***Administration*** **Division:**

**Prepared by:** **Cristina White, Assistant City Administrator**

**Request Type :** ***Project*** **Request Frequency:** ***On-Going***

| | | | Savings Period |
|---|---|---|---|
| **Total FY 2018 Request ($):** | **35,000** | Total Estimated Revenue/Savings ($): | |
| **On-going Costs ($):** | **$ 10,000** | If Cost Increase over Prior FY, enter ($): | |
| **On-going Costs Period:** | FY19 and FY20 | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1. Describe the organizational need/benefit of this request:**

Similar to the consulting assistance for project management services related to the 2007 and 2011 strategic plans, a consultant will provide the expertise and resources to assist City staff in developing action steps to accomplish the various objectives of the 2015 Strategic Plan. This will include establishing measurable outcomes and an overall implementation strategy. Staff is projecting roughly 200 hours of the selected consultant's time.

**2. Describe the anticipated outcomes should this request be funded:**

Once action steps and the implementation timeline are developed, the City can measure and track the completion of strategic plan goals.

**3. Describe the impact of not funding this request:**

The City has limited staff resources to dedicate to developing action steps and measurable outcomes associated with the Strategic Plan. If this request is not funded, it will likely result in little progress being made towards the completion of the Strategic Plan goals in fiscal year 2018.

**4. Describe the on-going costs associated with this request:**

Regular, ongoing review of progress facilitated by the consultant and assistance in developing status reports for the City Council. Some of the work will expand into FY 2019 and possibly FY 2020 depending on the completion of action steps.

**5. Identify the relation to specific adopted plans and/or City Council priorities:**

This project is directly related to the 2015 Strategic Plan.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
The City issued an RFP in FY 2017 which resulted in two competitive responses. Given the results of that RFP, staff reviewed the requirements and reassessed the function of the consultant to better align with available staff time related to this project.

7. **Does the request involve new technology or automation?** *No*
**If yes, explain how.**

8. **Is the program/project fully or partially funded by a grant?** *No*
**If yes, provide the following information:**

**Grant Funding Source:**

**When will Funds be Available?**

**Type of fund(s) or in-kind services used for match:**

9. **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | | |
|---|---|---|---|
| a | Total Cost or (Total Savings) | $ | 35,000 |
| b | Grant Funding Amount | | |
| c | Grant Match Amount | | |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| General | 01 | 50 | 45400 | Other Professional Services | 100% | 35,000 | 10,000 |
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**CITY ADMINISTRATOR'S NOTES:**

**City Administrator Use:**

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| Recommended: | X |
| Not Recommended: | |
| Other: | |

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **Mack Road Multi-Use Trail Improvement - Phase II Final Engineering**

**Department:** ***Community Development*** **Division:** **Engineering**

**Prepared by:** **Senior Civil Engineer Kristine Hocking**

**Request Type :** ***Project*** **Request Frequency:** ***One-Time***

| | | | | Savings Period |
|---|---|---|---|---|
| **Total FY 2018 Request ($):** | **70,000** | Total Estimated Revenue/Savings ($): | | |
| **On-going Costs ($):** | | If Cost Increase over Prior FY, enter ($): | | |
| **On-going Costs Period:** | | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1. Describe the organizational need/benefit of this request:**

There are currently no pedestrian or bicycle facilities along Mack Road, between Route 59 and the existing Forest Preserve District trails at McKee Marsh, and the existing traffic signals at Route 59 and Mack Road do not include any pedestrian signals. City staff has received periodic requests to upgrade the traffic signals at Route 59 to add pedestrian signals. IDOT has indicated this will not be allowed because there is not a trail or sidewalk east of the intersection.

**2. Describe the anticipated outcomes should this request be funded:**

Construction of this project will include upgrades to the traffic signals at Route 59 and Mack Road, an off-street, multi-use, trail along Mack Road, and the construction of a pedestrian bridge over the West Branch DuPage River. These planned infrastructure improvements will provide a means for pedestrians and bicyclists from the west side of Route 59 to access to the regional trail system.

**3. Describe the impact of not funding this request:**

Pedestrians and bicyclists will not have connectivity to the regional trail system from west of Route 59. The traffic signals will not be upgraded with pedestrian signals and pedestrian crossings will not be provided. Per the recently approved Intergovernmental Agreement, the Forest Preserve District is obligated to cooperate with the City to allow the path on their property where necessary and provide the local funding for the design, permitting and construction (including construction observation) of the section of path from the east side of the Mack Road bridge to the McKee Marsh parking lot.

**4. Describe the on-going costs associated with this request:**

Phase III Construction Engineering (~$80,000), and Construction (~$171,000). Approved for STP grant of $512,000 for a total construction cost of $683,000. Depending on the bridge alternative ultimately selected, the total construction cost could reach $1,000,000. In this case, it would be appropriate for the City to re-apply for further grant funding. The Forest Preserve District would be responsible for design, permitting and construction (including construction observation) costs for the proposed improvements located east of the Mack Road bridge. CMRP costs are estimated to increase $3,600 per year.

**5. Identify the relation to specific adopted plans and/or City Council priorities:**

This project is identified in the City's Bikeway Implementation Plan, adopted by City Council November 15, 2010.

**6.** **Identify the analysis done to determine the need and cost effectiveness of the request:**

The consultant who prepared the Bikeway Implementation Plan developed conceptual design and cost estimates for these improvements. City staff utilized those while applying for Surface Transportation Program funding in 2015. The Phase I preliminary engineering consultant has provided the estimated Phase II final engineering cost information.

**7.** **Does the request involve new technology or automation?** ***No***

**If yes, explain how.**

**8.** **Is the program/project fully or partially funded by a grant?** ***Yes*** ***-Not this phase***

**If yes, provide the following information:**

**Grant Funding Source:** $512,000 Federal Surface Transportation Program (STP) funding commitment

**When will Funds be Available?** Can only be used for construction of project. Cannot be used for engineering.

**Type of fund(s) or in-kind services used for match:** City responsible for funding 70% of the Phase II final engineering design costs. The Forest Preserve District is obligated to reimburse the City for the remaining 30% of these costs.

**9.** **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | |
|---|---|---|
| a | Total Cost or (Total Savings) | $ 70,000 |
| b | Grant Funding Amount (Forest Preserve District share) | 30,000 |
| c | Grant Match Amount (City share) | 70,000 |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| General | 01 | 53 | 45300 | Engineering | 100% | 70,000 | |
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**CITY ADMINISTRATOR'S NOTES:**

**City Administrator Use:**

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| Recommended: | X |
| Not Recommended: | |
| Other: | |

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **Diehl Road Turn Lane Improvements - Phase II Final Engineering**

**Department:** ***Community Development*** **Division:** **Engineering**

**Prepared by:** **Senior Civil Engineer Kristine Hocking**

**Request Type :** ***Project*** **Request Frequency:** ***One-Time***

| | | | | Savings Period |
|---|---|---|---|---|
| **Total FY 2018 Request ($):** | 75,000 | Total Estimated Revenue/Savings ($): | | |
| **On-going Costs ($):** | | If Cost Increase over Prior FY, enter ($): | | |
| **On-going Costs Period:** | | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1. Describe the organizational need/benefit of this request:**

This project consists of the creation of a new left-turn lane with 200-feet of storage into the existing Super Target Diehl Road right-in / right-out driveway. These improvements would help reduce congestion of westbound through traffic on Diehl Road caused by left-turn traffic backing up at the signalized Davis Parkway intersection and in the internal private road intersection of Davis Parkway and Dodge Drive. Both past and existing businesses operating in the commercial area south of Diehl Road, west of Winfield Road, have complained about the congestion that occurs at these intersections during peak hours and the negative impact that congestion has on their business business operations. DuPage County Division of Transportation (DuDOT) has adjusted the timing of the Diehl Road / Davis Parkway traffic signal as much as possible and congestion still occurs. As part of this project, an additional 100-feet of storage will be added to the dual left-turn lanes from eastbound Diehl Road to northbound Winfield Road to alleviate congestion associated with this turning movement. This project is limited to work to create a new left-turn lane and add storage to existing left turn lanes.

**2. Describe the anticipated outcomes should this request be funded:**

This project will alleviate congestion on Diehl Road at peak hours by providing an additional left-turn lane for westbound Diehl traffic and adding 100-feet of storage to a dual left-turn for eastbound Diehl traffic turning north on Winfield Road. Based on traffic counts, just over 70% of the traffic turning left from Diehl Road onto southbound Davis Parkway turns left again (toward Target) during the peak hours. This is the traffic most likely to utilize the proposed new left-turn lane. The implementation of this project would reduce traffic congestion at the Diehl Road / Davis Parkway and the Davis Parkway / Dodge Drive intersections during peak house and therefore would make it easier and more convenient for retail and restaurant customers to access the businesses in this area.

**3. Describe the impact of not funding this request:**

Traffic congestion on Diehl Road between Winfield Road and Davis Parkway and at the private intersection of Davis Parkway and Dodge Drive will continue, as DuDOT has done all they can with adjusting the Diehl Road / Davis Parkway traffic signal timing and has no plans for improvements in this corridor for the foreseeable future.

**4. Describe the on-going costs associated with this request:**

DuDOT is responsible for Diehl Road and will be responsible for these improvements after they are completed, so there will be no impact to the City's Capital Maintenance and Replacement Plan (CMRP).

The City has obtained federal Surface Transportation Program (STP) funding for 70% of the estimated $750,000 of construction costs. This funding is contingent upon demonstrating a public benefit from this project, which staff is confident can be demonstrated during the Phase I Engineering process which is ongoing.

If Phase I Engineering demonstrates operational benefits to Diehl Road, DUDOT may participate in this phase costs and future construction costs. City staff anticipates future costs for this project will be $375,000 for Phase III Construction Engineering and the local share of construction in FY2018. DuDOT cannot commit to specific dollar amounts or percentage of funding for Phase II Engineering or project construction until Phase I Engineering is completed.

**5. Identify the relation to specific adopted plans and/or City Council priorities:**

While the project will have a positive impact on the traffic flow on Diehl Road, it will also have a positive impact on the private businesses on the south side of Diehl Road, including the Super Target, the Hilton Garden Inn, various restaurants, and other businesses. It relates to Strategic Plan Goal #1: Economic Development.

**6.** **Identify the analysis done to determine the need and cost effectiveness of the request:**

Traffic congestion affects the routes people drive as well as the businesses they frequent. The inconvenience and time it takes to travel to or through this corridor will cause people to take a different route or pick a different location to spend their money, if they have a choice. People avoiding this area will result in fewer customers for the Warrenville businesses in this corridor which translates into into fewer businesses, increased vacancy, reduced success for existing businesses and reduced tax revenue to the City.

**7.** **Does the request involve new technology or automation?** ***No***

**If yes, explain how.**

**8.** **Is the program/project fully or partially funded by a grant?** ***Yes*** ***-Not this phase***

**If yes, provide the following information:**

**Grant Funding Source:** Federal Surface Transportation Program (STP)

**When will Funds be Available?** Can only be used for construction of project. Cannot be used for engineering.

**Type of fund(s) or in-kind services used for match:** Combination of Special Projects Fund and possibly DuPage County funds for Phase III Construction Engineering and construction costs.

**9.** **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | | |
|---|---|---|---|
| a | Total Cost or (Total Savings) | $ | 75,000 |
| b | Grant Funding Amount | | |
| c | Grant Match Amount | | |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| General | 01 | 52 | 45300 | Engineering | 100% | 75,000 | |
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**CITY ADMINISTRATOR'S NOTES:**

**City Administrator Use:**

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| Recommended: | X |
| Not Recommended: | |
| Other: | |

# CITY OF WARRENVILLE
# FY 2018
# DRAFT DECISION PACKAGE

**Title of Request :** **Private Property Drainage Project - *Contingent on City Council Adoption of a Program***

**Department:** ***Public Works*** **Division:**

**Prepared by:** **Phil Kuchler - Deputy Public Works Director**

**Request Type :** ***Project*** **Request Frequency:** ***One-Time***

| | | | | Savings Period |
|---|---|---|---|---|
| **Total FY 2018 Request ($):** | 50,000 | Total Estimated Revenue/Savings ($): | | |
| **On-going Costs ($):** | | If Cost Increase over Prior FY, enter ($): | | |
| **On-going Costs Period:** | | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1. Describe the organizational need/benefit of this request:**

Development of a private property drainage assistance program in FY 2018 could benefit multiple residents with private property drainage problems. The City is better equipped than individual residents to coordinate the necessary easements, design the project, and construct or bid the improvements for construction by a contractor. If the program is adopted / approved by City Council by fall of 2017, one project could be constructed in spring of 2018, near the end of FY 2018.

**2. Describe the anticipated outcomes should this request be funded:**

If a program is approved / adopted by City Council, City assistance with one project in FY 2018 would result in improved drainage on private property, resulting from poor grading, active sump pumps or offsite flows.

**3. Describe the impact of not funding this request:**

Private properties with drainage issues would remain in their current conditions unless the private property owners worked individually or together to address the issues.

**4. Describe the on-going costs associated with this request:**

This current request is a one-time request, because it is contingent on City Council adopting / approving a private property drainage assistance program. This one time expense could be used for a single project in the spring of 2018. If such a program is adopted / approved by City Council, it is anticipated that ongoing annual funding of some amount would be required for the program. Any resulting City storm sewer would also be incorporated into the City's Capital Maintenance and Replacement Plan (CMRP).

**5. Identify the relation to specific adopted plans and/or City Council priorities:**

This would be a new City program. In the past, there was a 2001 project to address drainage issues in the rear yards of many properties that was funded by outside grant funds.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
This generic request was based on the scope and magnitude of the project requested by Alderman Bevier to address drainage on private properties between Harvest Court and Lakeview Court, however, assistance with that or any project would be considered and and evaluated as part the yet to be adopted / approved private property drainage assistance program.

7. **Does the request involve new technology or automation?** *No*
**If yes, explain how.**

8. **Is the program/project fully or partially funded by a grant?** *No*
**If yes, provide the following information:**

**Grant Funding Source:**

**When will Funds be Available?**

**Type of fund(s) or in-kind services used for match:**

9. **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | | |
|---|---|---|---|
| a | Total Cost or (Total Savings) | $ | 50,000 |
| b | Grant Funding Amount | | |
| c | Grant Match Amount | | |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| General | 01 | 52 | 45400 | Other Professional Services | 10% | 5,000 | |
| General | 01 | 52 | 41200 | Maintenance - Streets | 90% | 45,000 | |
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**CITY ADMINISTRATOR'S NOTES:**

**City Administrator Use:**

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| Recommended: | X |
| Not Recommended: | |
| Other: | |

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **Construction of Route 56 Streetscape Enhancement Project**

**Department:** ***Community Development*** **Division:** **Planning**

**Prepared by:** **Ronald Mentzer**

**Request Type :** ***Project*** **Request Frequency:** ***One-time***

| | | | | Savings Period |
|---|---|---|---|---|
| **Total FY 2018 Request ($):** | **315,000** | Total Estimated Revenue/Savings ($): | | |
| **On-going Costs ($):** | **$ 33,100** | If Cost Increase over Prior FY, enter ($): | **$ 315,000** | |
| **On-going Costs Period:** | annual | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1.** **Describe the organizational need/benefit of this request:**

This request involves the construction and construction engineering of the final phase of the Rt. 56 Streetscape Enhancement Project The total estimated cost of these aesthetic, community identification and wayfinding signage, street lighting, and pedestrian lighting upgrades is approximately $1,200,000. $897,471 of this cost will be paid for by Illinois Transportation Enhancement Program funding the City obtained in 2010. The funding and construction of this project would further enhance the character of the Route 56 corridor through the center of the City.

**2.** **Describe the anticipated outcomes should this request be funded:**

Construction includes high quality landscaping, masonry monument signage, wayfinding signage, intersection street lighting, and pedestrian lighting in the section of the Route 56 corridor located in the center of the City.

**3.** **Describe the impact of not funding this request:**

If this request is not funded, the final phase of the long-planned Route 56 streetscape enhancements will not be constructed in FY 2018 and the City would risk loosing the opportunity to use $897,471 in outside funding to construct desirable and attractive street-scape improvements in the Civic Center area.

**4.** **Describe the on-going costs associated with this request:**

| | |
|---|---|
| Increased landscape maintenance costs (annually): | $5,100 |
| Increased electricity costs (annually): | $3,000 |
| Increased CMRP costs (annually) | $25,000 |

**5.** **Identify the relation to specific adopted plans and/or City Council priorities:**

Funding the construction of the last phase of Route 56 streetscape enhancements is consistent with the TIF #3 redevelopment plan objective to "provide resources for streetscaping, landscaping and a coordinated package of identification, special event, wayfinding monument signage to improve the image, attractiveness, and accessibility" for this area of the City and the Old Town/Civic Center Subarea Plan objective to support "Enhancements within and along the Butterfield Road right-of-way that improve bicycle, pedestrian, and vehicular access to the District and provide it with a distinct identity."

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**

The City Council created the Route 56 Streetscape Workgroup to evaluate and develop recommendations on the scope, cost, and design of the final phase of the Route 56 Streetscape Enhancement Project. The workgroup worked closely with Engineering Resource Associates (ERA) and Hitchcock Design Group (HDG) as it performed this evaluation and developed its recommendations. In FY 2017, the Workgroup's final phase recommendations were presented to and approved by the City Council. ERA and HDG are currently finalizing the construction documents for the approved final phase of streetscape enhancements.

7. **Does the request involve new technology or automation?** ***No***

**If yes, explain how.**

8. **Is the program/project fully or partially funded by a grant?** ***Yes***

**If yes, provide the following information:**

**Grant Funding Source:** Illinois Transportation Enhancement Program (ITEP)

**When will Funds be Available?** Now

**Type of fund(s) or in-kind services used for match:** $352,000 from TIF #3, $22,050 from TIF #4, and $40,950 from General Fund

9. **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | |
|---|---|---|
| a | Total Cost or (Total Savings) | $ 1,212,471 |
| b | Grant Funding Amount | 897,471 |
| c | Grant Match Amount | 315,000 |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| General | 01 | 52 | 41200 | Maintenance Streets | 13% | 40,950 | |
| TIF #3 | 73 | 00 | 48735 | City Projects | 80% | 252,000 | |
| TIF #4 | 74 | 00 | 48735 | City Projects | 7% | 22,050 | |
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**CITY ADMINISTRATOR'S NOTES:**

**City Administrator Use:**

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| Recommended: | X |
| Not Recommended: | |
| Other: | |

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **Upgrade City Network Equipment**

**Department:** ***Administration*** **Division:**

**Prepared by:** **Cristina White, Assistant City Administrator**

**Request Type :** ***Project*** **Request Frequency:** ***One-Time***

| | | | | Savings Period |
|---|---|---|---|---|
| **Total FY 2018 Request ($):** | **40,000** | Total Estimated Revenue/Savings ($): | | |
| **On-going Costs ($):** | **$ 3,000** | If Cost Increase over Prior FY, enter ($): | | |
| **On-going Costs Period:** | | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1.** **Describe the organizational need/benefit of this request:**

The replacement of this equipment, known as switches, control all of the flow of data within the City and is needed because the current equipment is at its end of life. The new equipment will be able to support a modern Voice over IP phone system and provide for added security.

**2.** **Describe the anticipated outcomes should this request be funded:**

New equipment will enhance the efficiency and effectiveness of the data delivery and allow the City to be prepared for upcoming upgrades including a modern VOIP phone system. Isolating certain networks will provide for added security.

**3.** **Describe the impact of not funding this request:**

There is a possibility that the current equipment will fail if not replaced.

**4.** **Describe the on-going costs associated with this request:**

The annual cost covers the equipment maintenance.

**5.** **Identify the relation to specific adopted plans and/or City Council priorities:**

This complies with the Technology Maintenance and Replacement Plan.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
The City's IT consultant and staff conducted an audit of the network and determined the equipment needs to be replaced.

7. **Does the request involve new technology or automation?** *Yes*
**If yes, explain how.**
The new switches will improve the efficiency of the City's network and the flow of information between different locations. It will also increase security of the City's Wi-Fi.

8. **Is the program/project fully or partially funded by a grant?** *No*
**If yes, provide the following information:**

**Grant Funding Source:**

**When will Funds be Available?**

**Type of fund(s) or in-kind services used for match:**

9. **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | | |
|---|---|---|---|
| a | Total Cost or (Total Savings) | $ | 40,000 |
| b | Grant Funding Amount | | |
| c | Grant Match Amount | | |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| General | 01 | 70 | 41100 | Maintenance - Equipment | 100% | 40,000 | 2,800 |
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**CITY ADMINISTRATOR'S NOTES:**

**City Administrator Use:**

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| Recommended: | X |
| Not Recommended: | |
| Other: | |

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **City Phone System Replacement**

**Department:** ***Administration*** **Division:**

**Prepared by:** **Cristina White, Assistant City Administrator**

**Request Type :** ***Project*** **Request Frequency:** ***One-Time***

| | | | | Savings Period |
|---|---|---|---|---|
| **Total FY 2018 Request ($):** | **86,000** | Total Estimated Revenue/Savings ($): | | |
| **On-going Costs ($):** | | If Cost Increase over Prior FY, enter ($): | | |
| **On-going Costs Period:** | | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1.** **Describe the organizational need/benefit of this request:**

The current phone system is no longer supported and is beginning to fail. The City is currently on a refurbished server for the phones because equipment is no longer manufactured for the 3Comm system.

**2.** **Describe the anticipated outcomes should this request be funded:**

Replacing the phone system will provide for added functionality and improved efficiency.

**3.** **Describe the impact of not funding this request:**

There is a high probability that the current system will continue to fail if not replaced. If equipment breaks down beyond repair, staff will need to locate and configure refurbished parts resulting in significant downtime. When the phone system failed calls were not received or made, and non-emergency police calls had to be answered by DuComm, the City's dispatch service.

**4.** **Describe the on-going costs associated with this request:**

Annual maintenance/warranty.

**5.** **Identify the relation to specific adopted plans and/or City Council priorities:**

This complies with the Technology Maintenance and Replacement Plan.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
City staff will issue an RFP for this project, if approved. The proposed budget was established with the assistance of the City's IT consultant.

7. **Does the request involve new technology or automation?** ***Yes***
**If yes, explain how.**
The new phone system will also be Voice over Internet Protocol (VoIP) which is recommended and will include the most up to date technology.

8. **Is the program/project fully or partially funded by a grant?** ***No***
**If yes, provide the following information:**

**Grant Funding Source:**

**When will Funds be Available?**

**Type of fund(s) or in-kind services used for match:**

9. **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | | |
|---|---|---|---|
| a | Total Cost or (Total Savings) | $ | 86,000 |
| b | Grant Funding Amount | | |
| c | Grant Match Amount | | |

| FUND NAME | FUND # | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| General | 01 | 70 | 41100 | Maintenance - Equipment | 100% | 86,000 | |
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**CITY ADMINISTRATOR'S NOTES:**

**City Administrator Use:**

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| Recommended: | X |
| Not Recommended: | |
| Other: | |

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **Public Works Management Analyst**

**Department:** ***Public Works*** **Division:**

**Prepared by:** **Phil Kuchler - Deputy Public Works Director**

**Request Type :** ***Personnel*** **Request Frequency:** ***On-Going***

| | | | Savings Period |
|---|---|---|---|
| **Total FY 2018 Request ($):** | **95,695** | Total Estimated Revenue/Savings ($): | |
| **On-going Costs ($):** | **Merit and COLA** | If Cost Increase over Prior FY, enter ($): | |
| **On-going Costs Period:** | Annual | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1.** **Describe the organizational need/benefit of this request:**

Currently, the Public Works Department receives basic administrative support from Community Development staff. This position will provide administrative assistance at the Public Works Department, as well as data collection and analysis. Additionally, in the near future, this position will be essential to assist Public Works staff in the implementation of the Enterprise Resource Planning (ERP) software under the coordination of the Finance Department and their consultant.

**2.** **Describe the anticipated outcomes should this request be funded:**

Public Works will have high level administrative support to assist staff with GIS integration, record keeping, asset management and work order software. This position will coordinate communications with residents on various public works projects and issues, as well as keep the website up to date, work with Assistant City Administrator on social media communication, and assist Deputy Public Works Director with department budget preparation.

**3.** **Describe the impact of not funding this request:**

Public Works progress to modernize department with current technology and data analysis will be extremely difficult, if not impossible, as current staff is already busy keeping up with maintenance of infrastructure and equipment.

**4.** **Describe the on-going costs associated with this request:**

There will be ongoing salary and health benefit costs; travel / meeting and training / seminar expenses associated with this position's attendance at technical and professional development opportunities; and supply and dues / subscriptions / books associated with this position as long as it is filled. Some level of equipment expense will be incurred to properly accommodate this new staff position at Public Works.

**5.** **Identify the relation to specific adopted plans and/or City Council priorities:**

City Council adopted the City of Warrenville Public Works Service Levels and Staffing Study, prepared by The Novak Consulting Group, dated August 2015, and the City of Warrenville Public Works Service Levels and Staffing Study Recommendations prepared by Deputy Public Works Director Kuchler, dated October 5, 2016. The Novak Study recommended creating, funding and filling a a Public Works Management Analyst position. The subsequent recommendations from DPWD Kuchler include establishing, budgeting and filling this position in the FY 2018 budget.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
Assistant City Administrator White has performed a salary survey to help determine the salary range for this position.

7. **Does the request involve new technology or automation?** *No*
**If yes, explain how.**

8. **Is the program/project fully or partially funded by a grant?** *No*
**If yes, provide the following information:**

**Grant Funding Source:**

**When will Funds be Available?**

**Type of fund(s) or in-kind services used for match:**

9. **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | | |
|---|---|---|---|
| a | Total Cost or (Total Savings) | $ | 95,695 |
| b | Grant Funding Amount | | |
| c | Grant Match Amount | | |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| General | 01 | 52 | 40000 | Salary | 33.96% | 32,498 | |
| General | 01 | 52 | 40100 | FICA | 2.11% | 2,019 | |
| General | 01 | 52 | 40101 | Medicare | 0.50% | 478 | |
| General | 01 | 52 | 40200 | IMRF | 3.94% | 3,770 | |
| General | 01 | 70 | 40400 | Health Insurance | 9.49% | 9,081 | |
| Water-Sewer | 20 | 0x | 40000 | Salary | 33.96% | 32,498 | |
| Water-Sewer | 20 | 0x | 40100 | FICA | 2.11% | 2,019 | |
| Water-Sewer | 20 | 0x | 40101 | Medicare | 0.50% | 478 | |
| Water-Sewer | 20 | 0x | 40200 | IMRF | 3.94% | 3,770 | |
| Water-Sewer | 20 | 0x | 40400 | Health Insurance | 9.49% | 9,081 | |

0x = multiple departments within the same fund

**CITY ADMINISTRATOR'S NOTES:**

**City Administrator Use:**

| | |
|---|---|
| Recommended: | X |
| Not Recommended: | |
| Other: | |

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **Keyless Security Keypads - Public Works Garage**

**Department:** ***Public Works*** **Division:**

**Prepared by:** **Deputy Public Works Director Phil Kuchler**

**Request Type :** ***Capital Outlay*** **Request Frequency:** ***One-Time***

| | | | | Savings Period |
|---|---|---|---|---|
| **Total FY 2018 Request ($):** | 32,000 | Total Estimated Revenue/Savings ($): | | |
| **On-going Costs ($):** | | If Cost Increase over Prior FY, enter ($): | | |
| **On-going Costs Period:** | | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1. Describe the organizational need/benefit of this request:**

Staff is requesting to install keyless security keypads on eight doors within the Public Works garage, because the current electronic key system is unreliable. Many employees have had difficulty accessing the building with the cyber keys. The keypad system would be the same as the existing system at City Hall and the Police Department.

**2. Describe the anticipated outcomes should this request be funded:**

Increased security and accountability at the Public Works garage by not issuing keys that could be lost, lock out capability for people without authorization to access the garage, and ability to track ingress and egress in the facility. It would also provide access to some City Hall and Police Department staff, who need it.

**3. Describe the impact of not funding this request:**

The existing system of cyber keys and regular keys would be maintained, with the staff frustrations continuing. Not all of the access points are controlled by cyber keys, so tracking of access to the facility will be impossible. City Hall and Police Department staff that need access to the garage would either need to be issued keys or rely on Public Works staff to let them in.

**4. Describe the on-going costs associated with this request:**

Annual maintenance and service costs.

**5. Identify the relation to specific adopted plans and/or City Council priorities:**

City Council adopted the City of Warrenville Public Works Service Levels and Staffing Study, prepared by The Novak Consulting Group, dated August 15, 2015, and the City of Warrenville Public Works Service Levels and Staffing Study Recommendations prepared by Deputy Public Works Director Kuchler, dated October 5, 2016. Staff recommendation 27 is to review the use of the Public Works building and yard for efficiency; and to cleanup and reorganize, as necessary.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
Facility Maintenance Lead Supervisor Eageny has estimated the cost of this work, based on a previous proposal for this work. The system would be the same as the existing system at City Hall and the Police Department so the future maintenance costs will be less than a new separate system.

7. **Does the request involve new technology or automation?** *No*
**If yes, explain how.**

8. **Is the program/project fully or partially funded by a grant?** *No*
**If yes, provide the following information:**

**Grant Funding Source:**

**When will Funds be Available?**

**Type of fund(s) or in-kind services used for match:**

9. **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | | |
|---|---|---|---|
| a | Total Cost or (Total Savings) | $ | 32,000 |
| b | Grant Funding Amount | | |
| c | Grant Match Amount | | |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| General | 01 | 65 | 41000 | General Fund Maintenance - Building | 50% | 16,000 | |
| Water-Sewer | 20 | 00 | 41000 | Maintenance - Building | 25% | 8,000 | |
| Water-Sewer | 20 | 04 | 41000 | Maintenance - Building | 25% | 8,000 | |
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**CITY ADMINISTRATOR'S NOTES:**

**City Administrator Use:**

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| Recommended: | X |
| Not Recommended: | |
| Other: | |

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **Structural Storage in Public Works Garage**

**Department:** ***Public Works*** **Division:**

**Prepared by:** **Phil Kuchler - Deputy Public Works Director**

**Request Type :** **Request Frequency:** ***One-Time***

| | | | | Savings Period |
|---|---|---|---|---|
| **Total FY 2018 Request ($):** | **50,000** | Total Estimated Revenue/Savings ($): | | |
| **On-going Costs ($):** | | If Cost Increase over Prior FY, enter ($): | | |
| **On-going Costs Period:** | | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1.** **Describe the organizational need/benefit of this request:**

Currently, valuable floor space is occupied by equipment that is only used seasonally, such as snow plows. During the summer winter equipment is stored on the floor and during the winter months, summer equipment is stored on the floor. Elevated storage shelving could be installed to store this offseason equipment, and allow for parking of other vehicles and equipment underneath.

**2.** **Describe the anticipated outcomes should this request be funded:**

Parking spaces currently occupied by equipment and trailers will be opened up for other vehicles and equipment that are parked in areas not intended for parking, such as the wash bay and mechanics area.

**3.** **Describe the impact of not funding this request:**

Offseason equipment will continue to be stored on the floor, causing vehicles to park in areas not intended for parking.

**4.** **Describe the on-going costs associated with this request:**

There are no anticipated on-going costs associated with this request.

**5.** **Identify the relation to specific adopted plans and/or City Council priorities:**

City Council adopted the City of Warrenville Public Works Service Levels and Staffing Study, prepared by The Novak Consulting Group, dated August 2015, and the City of Warrenville Public Works Service Levels and Staffing Study Recommendations prepared by Deputy Public Works Director Kuchler, dated October 5, 2016. Staff recommendation 27 is to review the use of the Public Works building and yard for efficiency; and to cleanup and reorganize, as necessary.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
Street Division Lead Supervisor Clark evaluated several types of structural storage, including costs. The open grated storage was determined to be the most cost effective for the City, while meeting the needs of Public Works.

7. **Does the request involve new technology or automation?** *No*
**If yes, explain how.**

8. **Is the program/project fully or partially funded by a grant?** *No*
**If yes, provide the following information:**

**Grant Funding Source:**

**When will Funds be Available?**

**Type of fund(s) or in-kind services used for match:**

9. **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | | |
|---|---|---|---|
| a | Total Cost or (Total Savings) | $ | 50,000 |
| b | Grant Funding Amount | | |
| c | Grant Match Amount | | |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| General | 01 | 65 | 41000 | Maintenance - Buildings | 100% | 50,000 | |
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**CITY ADMINISTRATOR'S NOTES:**

**City Administrator Use:**

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| Recommended: | X |
| Not Recommended: | |
| Other: | |

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **5-Year Changeout of Water Meter Transmitting Units**

**Department:** ***Public Works*** **Division:**

**Prepared by:** **Phil Kuchler - Deputy Public Works Director**

**Request Type :** ***Capital Outlay*** **Request Frequency:** ***On-Going***

| | | | | Savings Period |
|---|---|---|---|---|
| **Total FY 2018 Request ($):** | **112,000** | Total Estimated Revenue/Savings ($): | | |
| **On-going Costs ($):** | **112,000** | If Cost Increase over Prior FY, enter ($): | | |
| **On-going Costs Period:** | 5 years | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1.** **Describe the organizational need/benefit of this request:**

The proposed manufacturer also manufactures the City's water meters, and can provide better quality transmitting units for 30% less cost. The existing manufacturer is located out of state and can take months to provide the product once an order is placed.

**2.** **Describe the anticipated outcomes should this request be funded:**

Staff can install the proposed transmitting units in 7 minutes versus a 12-minute install time for the existing units. Office staff can provide better customer service with the reporting tools available with the software for the proposed units. Additionally, this system will be hosted in the cloud so City staff and consultants do not have to maintain an additional server and software onsite.

**3.** **Describe the impact of not funding this request:**

Staff will continue utilizing the existing system. Customer service will remain at its current level, with office staff unable to utilize the reporting available in the proposed software to provide information to customers. Additionally, Public Works staff will spend nearly twice the amount of time on installation of the units, making staff less efficient and taking time away from other important tasks. IT. staff and consultants will continue to spend time and money to support a server and software with the existing system.

**4.** **Describe the on-going costs associated with this request:**

Staff is proposing a 5-year period of time to change over the transmitting units, so the first five years will have a cost of $112,000 per year. The second 5-years will have an annual cost will drop to approximately $20,000 per year. After that, once the units reach their useful life, staff anticipates the annual cost will go back up to $70,000 per year, which is a little lower than the existing system.

**5.** **Identify the relation to specific adopted plans and/or City Council priorities:**

Reliable utility system and utilizing technology to reduce operating costs.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
Public Works staff knows the prices from the existing system, has obtained proposals for the proposed system, and analyzed the anticipated annual costs over the next 10 years.

7. **Does the request involve new technology or automation?** *No*
**If yes, explain how.**

8. **Is the program/project fully or partially funded by a grant?** *No*
**If yes, provide the following information:**

**Grant Funding Source:**

**When will Funds be Available?**

**Type of fund(s) or in-kind services used for match:**

9. **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | | |
|---|---|---|---|
| a | Total Cost or (Total Savings) | $ | 112,000 |
| b | Grant Funding Amount | | |
| c | Grant Match Amount | | |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| Water-Sewer | 20 | 00 | 49700 | Meters | 50% | 56,000 | |
| | | | | | | | |
| Water-Sewer | 20 | 04 | 49700 | Meters | 50% | 56,000 | |
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**CITY ADMINISTRATOR'S NOTES:**

**City Administrator Use:**

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| Recommended: | X |
| Not Recommended: | |
| Other: | |

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **TIF#4 Sanitary Sewer Extension**

**Department:** ***Public Works*** **Division:**

**Prepared by:** **Phil Kuchler - Deputy Public Works Director**

**Request Type :** ***Project*** **Request Frequency:** ***One-Time***

| | | | | Savings Period |
|---|---|---|---|---|
| **Total FY 2018 Request ($):** | **968,000** | Total Estimated Revenue/Savings ($): | | |
| **On-going Costs ($):** | | If Cost Increase over Prior FY, enter ($): | | |
| **On-going Costs Period:** | | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1.** **Describe the organizational need/benefit of this request:**

To facilitate development of property west of IL Route 59 and north of Estes Street before vacant property between IL Route 59 and Landon Avenue, extension of a sanitary sewer from Landon Avenue to IL Route 59 would be necessary to serve the upstream property.

**2.** **Describe the anticipated outcomes should this request be funded:**

A gap in the sanitary sewer between IL Route 59 and Landon Avenue would be completed, providing service to property located north of Estes and west of IL Route 59.

**3.** **Describe the impact of not funding this request:**

The developer would need to construct this significant offsite sanitary sewer to serve their development, which would greatly reduce the likelihood of development of the property north of Estes and west of IL Route 59.

**4.** **Describe the on-going costs associated with this request:**

The City would own and maintain the sanitary sewer extension which would add costs to the Enterprise Maintenance and Replacement Plan (EMRP).

**5.** **Identify the relation to specific adopted plans and/or City Council priorities:**

The City Council adopted the Southwest District Plan and established TIF#4 in 2016. This sanitary sewer will serve the Southwest District and TIF#4, and extension of the sewer will facilitate development of the property north of Estes and west of IL Route 59, and potentially other properties in this area.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**

The recently completed Southwest District Utility Capacity Analysis (December 2016) evaluated the appropriate routing and sizing of sanitary sewer to serve this property. The City has engaged an engineering firm to design the specific improvements for this project.

7. **Does the request involve new technology or automation?** *No*

**If yes, explain how.**

8. **Is the program/project fully or partially funded by a grant?** *No*

**If yes, provide the following information:**

**Grant Funding Source:**

**When will Funds be Available?**

**Type of fund(s) or in-kind services used for match:**

9. **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | |
|---|---|---|
| a | Total Cost or (Total Savings) | $ 968,000 |
| b | Grant Funding Amount | |
| c | Grant Match Amount | |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| Water-Sewer | 20 | 03 | 45300 | Engineering | 4.8% | 47,000 | |
| Water-Sewer | 20 | 03 | 49422 | Sewer Main Improvements | 48.6% | 470,000 | |
| TIF #4 | 74 | 00 | 45300 | Engineering | 4.2% | 41,000 | |
| TIF #4 | 74 | 00 | 48735 | City Projects | 42.4% | 410,000 | |
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**CITY ADMINISTRATOR'S NOTES:**

**City Administrator Use:**

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| Recommended: | X |
| Not Recommended: | |
| Other: | |

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **Citgo Property Acquisition**

**Department:** ***Community Development*** **Division:** **Planning and Economic Development**

**Prepared by:** **Ronald Mentzer**

**Request Type :** ***Other*** **Request Frequency:** ***One-time***

| | | | | Savings Period |
|---|---|---|---|---|
| **Total FY 2018 Request ($):** | **350,000** | Total Estimated Revenue/Savings ($): | | |
| **On-going Costs ($):** | | If Cost Increase over Prior FY, enter ($): | **$ 350,000** | |
| **On-going Costs Period:** | | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1.** **Describe the organizational need/benefit of this request:**

By purchasing this property, the City can ensure the existing environmental contamination on the property is properly remediated in a timely manner and ultimately redeveloped in a manner that would be coordinated with the adjacent vacant redevelopment site and consistent with the long-term plans the Community has developed for this area.

**2.** **Describe the anticipated outcomes should this request be funded:**

The existing environmental contamination on the property would be remediated to residential standards in a timely manner. The property area located outside of the 100-year floodplain along Batavia Road would become more attractive for coordinated private commercial redevelopment with the adjacent former Johnson and Wangerin Property redevelopment site. The existing gas station Improvements, including the underground fuel storage tanks, would be removed from the 100-year floodplain. The floodplain portion of the site would become available for potential use as part of a new public open space amenity along the west side of the West Branch of the DuPage River.

**3.** **Describe the impact of not funding this request:**

If the City does not acquire this property, it is likely that few improvements will be made to it in the coming years. The IEPA will likely allow the existing subsurface petroleum contamination to be left in place with the requirement that the existing asphalt and concrete paving on the property be maintained indefinitely as a "cap" over the contamination. The adjacent former Wangerin/Johnson Properties redevelopment site will not be attractive for private redevelopment so long as the existing Citgo gas station improvements remain.

**4.** **Describe the on-going costs associated with this request:**

If the property is acquired, there will ongoing costs associated with maintaining whatever site improvements exist on the property until the property is sold or conveyed to another entity.

**5.** **Identify the relation to specific adopted plans and/or City Council priorities:**

The consolidation of this site with the adjacent former Wangerin and Johnson Property redevelopment site and their coordinated redevelopment with a combination of commercial uses, a new public open space amenity, and potential roadway improvements, is. is consistent with the goals of objectives of the Old Town/Civic Center Subarea Plan. The removal of the now closed gas station related improvements from the floodplain portion of this property and the conversion of that portion of the site into some form of public open space is consistent with the goals and objectives of DuPage County's West Branch of the DuPage River Watershed Plan Remediating environmental contamination and redeveloping this property in accordance with the goals and objectives of the Old Town/Civic Center Subarea Plan is consistent with the Old Town/Civic Center TIF #3 Redevelopment Plan and the City's Economic Development Plan.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
The initial stages of this analysis was performed during the development of the City's Old Town/Civic Center Subarea Plan, the Old Town/Civic Center TIF#3 Redevelopment Plan, and the City's relatively new Economic Development Plan. The City and its consultant are currently working with the new property owner to more thoroughly evaluate the scope and estimated cost to properly remediate the existing environmental contamination on the site.

7. **Does the request involve new technology or automation?** *No*
**If yes, explain how.**

8. **Is the program/project fully or partially funded by a grant?** *No*
**If yes, provide the following information:**

**Grant Funding Source:**

**When will Funds be Available?**

**Type of fund(s) or in-kind services used for match:**

9. **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | |
|---|---|---|
| a | Total Cost or (Total Savings) | $ 350,000 |
| b | Grant Funding Amount | |
| c | Grant Match Amount | |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| TIF #3 | 73 | 00 | 49200 | Land Purchase | 94% | 330,000 | |
| TIF #3 | 73 | 00 | 45100 | Legal | 3% | 10,000 | |
| TIF #3 | 73 | 00 | 45400 | Other Professional Services | 3% | 10,000 | |
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**CITY ADMINISTRATOR'S NOTES:**

**City Administrator Use:**

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|---|---|
| Recommended: | X |
| Not Recommended: | |
| Other: | |

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **Prairie Path Trailhead Phase I Preliminary Engineering Design**

**Department:** ***Community Development*** **Division:** **Engineering**

**Prepared by:** **Senior Planner Natalia Domovessova**

**Request Type :** ***Project*** **Request Frequency:** ***One-Time***

| | | | Savings Period |
|---|---|---|---|
| **Total FY 2018 Request ($):** | **60,000** | Total Estimated Revenue/Savings ($): | |
| **On-going Costs ($):** | | If Cost Increase over Prior FY, enter ($): | |
| **On-going Costs Period:** | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1. Describe the organizational need/benefit of this request:**

This request would fund the development of the Phase I preliminary engineering design plans to implement the preferred design alternative for a new City Trailhead along the section of the Illinois Prairie Path located between Stafford Place and Illinois Route 56. The preferred concept design plan was finalized during the Prairie Path Trailhead Alternatives Analysis and Conceptual Design planning project funded in FY2016 and conducted in January-April 2016. The cost of engineering design is directly related to the scope of the improvements the City ultimately chooses to implement in this area. The requested engineering design cost is based on an estimated improvement cost of approximately $434,000-$685,00 (depends on scope of project endorsed by City Council at end of Phase I preliminary engineering design process). If ultimately constructed, a new trailhead would benefit community residents, visitors, local businesses and contribute to the local economy by making Warrenville a more attractive location for trail users to begin and end their trail use visits.

**2. Describe the anticipated outcomes should this request be funded:**

Funding this request would allow the City to hire a qualified engineering consultant to prepare the preliminary and final engineering design documents necessary to bid out and start construction of the new Prairie Path trail head in the City of Warrenville. These design plans would be based on the conceptual plan and preferred alternatives developed in January-April 2016, and would address grading, utilities, stormwater management and best management practice components of the proposed improvement project which could include restroom, information kiosk, drinking fountain, lighting, landscaping, and/or street furniture improvements.

**3. Describe the impact of not funding this request:**

Without funding, the detailed design plans required for bidding and construction would not be prepared.

**4. Describe the on-going costs associated with this request:**

Phase II final engineering (approx. $60,000), construction engineering, and construction ($434,000-$685,000 depending scope of Council endorsed option). If constructed, the project would include physical improvements that will need to be accounted for in the CMRP.

**5. Identify the relation to specific adopted plans and/or City Council priorities:**

While the construction of this type of trail head improvement is not specifically called out in the various plans the Council has adopted for this area of the community, its implementation would be consistent with the 2007 Strategic Plan and 2011 Strategic Plan Update priorities to improve pedestrian and bicycle infrastructure (including new wayfinding signage) in the community and the 2007 Old Town/Civic Center Subarea Plan's recommendations to (i) enhance the "front door" appearance and function of the Stafford Place/ /Civic Green Area and (ii) improve bicycle and pedestrian access to the area.

**6. Identify the analysis done to determine the need and cost effectiveness of the request:**

According to the 2013 Illinois Prairie Path Association survey, the Warrenville section of Prairie Path is visited by over 90,000 path users annually. The same survey indicated that trail users are frequently customers (35% of respondents reported spending money during their trail visit on the day they were surveyed) of nearby businesses and that the average expenditure was $14.29. The survey found that clean bathrooms, well-maintained drinking fountains, quality rest stops and directional signage are the most desirable amenities for the path users.

7. **Does the request involve new technology or automation?** *No*

**If yes, explain how.**

8. **Is the program/project fully or partially funded by a grant?** *Yes* ***not this phase***

**If yes, provide the following information:**

**Grant Funding Source:** $378,000 Federal Surface Transportation Program (STP)

**When will Funds be Available?** Can only be used for construction engineering and construction of project.

**Type of fund(s) or in-kind services used for match:** Special Projects Fund

9. **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | | |
|---|---|---|---|
| a | **Total Cost or (Total Savings)** | $ | 60,000 |
| b | **Grant Funding Amount** | | |
| c | **Grant Match Amount** | | |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| TIF #3 | 73 | 00 | 45400 | Other Professional Services | 100% | 60,000 | |
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**CITY ADMINISTRATOR'S NOTES:**

**City Administrator Use:**

| | |
|---|---|
| **Recommended:** | X |
| **Not Recommended:** | |
| **Other:** | |

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **Final Design of Tortoriello Wetland Mitigation Bank**

**Department:** ***Community Development*** **Division:** **Economic Development**

**Prepared by:** **Ronald Mentzer**

**Request Type :** ***Project*** **Request Frequency:** ***One-time***

| | | | | Savings Period |
|---|---|---|---|---|
| **Total FY 2018 Request ($):** | **45,000** | Total Estimated Revenue/Savings ($): | | |
| **On-going Costs ($):** | **TBD** | If Cost Increase over Prior FY, enter ($): | **$ 45,000** | |
| **On-going Costs Period:** | annually | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1. Describe the organizational need/benefit of this request:**

This expense would allow the Tortoriello Properties the City acquired in FY 2017 to be improved in a manner that would support consolidated and coordinated wetland mitigation activities and redevelopment throughout the Southwest District and provide a new, high quality, public open space amenity for existing and future Warrenville residents.

**2. Describe the anticipated outcomes should this request be funded:**

Develop final design/construction drawings for a wetland bank/open space improvement project on the Tortoriello Property assemblage located north of the Illinois Prairie Path along the west side of Route 59.

**3. Describe the impact of not funding this request:**

Wetland mitigation throughout the Southwest District will be addressed in a piecemeal manner. This would result in smaller disconnected wetland mitigation efforts scattered throughout the Southwest District and developers paying into DuPage County's fee-in-lieu of wetland mitigation program. This program funds the creation and enhancement of wetland and environmental areas outside of the City of Warrenville.

**4. Describe the on-going costs associated with this request:**

None with this request. However, if the City decides to coordinate the construction of a wetland mitigation bank on the Tortoriello Properties, there will be ongoing costs that will be incurred to monitor and maintain the wetland bank. These costs would be estimated prior to the City Council making a decision on whether or not to proceed with this project.

**5. Identify the relation to specific adopted plans and/or City Council priorities:**

The Southwest District Subarea Plan specifically encourages the enhancement of wetland areas so they can better function as an amenity for the new development that occurs in this subarea. The Subarea Plan shows portions of the Tortoriello Properties being used for open space and wetland enhancement.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
The cost effectiveness of moving forward with this project would be evaluated as part of the wetland mitigation feasibility analysis that is planned to be conducted in the last quarter of FY 2017 and first quarter of FY 2018.

7. **Does the request involve new technology or automation?** *No*
**If yes, explain how.**

8. **Is the program/project fully or partially funded by a grant?** *No*
**If yes, provide the following information:**

**Grant Funding Source:**

**When will Funds be Available?**

**Type of fund(s) or in-kind services used for match:**

9. **If request results in revenue or on-going savings:**

**Describe revenue source -** construction and maintain costs for any such wetland bank would be paid for, at least in part, by private property owners and developer interested in mitigating approved wetland impacts off-site in an approved wetland bank.

**Describe savings and account # -**

***BUDGET IMPACT***

| | | | |
|---|---|---|---|
| a | Total Cost or (Total Savings) | $ | 45,000 |
| b | Grant Funding Amount | | |
| c | Grant Match Amount | | |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| TIF #4 | 74 | 00 | 45400 | Other Professional Services | 100% | 45,000 | |
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**CITY ADMINISTRATOR'S NOTES:**

**City Administrator Use:**

| | |
|---|---|
| Recommended: | X |
| Not Recommended: | |
| Other: | |

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **Lang Property Acquisition**

**Department:** ***Community Development*** **Division:** **Economic Development**

**Prepared by:** **Ronald Mentzer**

**Request Type :** ***Other*** **Request Frequency:** ***One-time***

| | | | | Savings Period |
|---|---|---|---|---|
| **Total FY 2018 Request ($):** | **265,000** | Total Estimated Revenue/Savings ($): | | |
| **On-going Costs ($):** | | If Cost Increase over Prior FY, enter ($): | **$ 265,000** | |
| **On-going Costs Period:** | | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1. Describe the organizational need/benefit of this request:**

The acquisition of the Lange Property would allow for an important new public road connection to be built between Estes Street and proposed Duke Parkway. This connection would provide safe access from Route 59 into and out of the existing Briggs/Estes neighborhood and would accommodate the installation of new City sewer and water main improvements. These public infrastructure improvements would benefit the existing developed properties in this neighborhood and help support high quality, desirable, coordinated economic development in the southwest quadrant of the Route 59/Route 56 intersection.

**2. Describe the anticipated outcomes should this request be funded:**

The City would purchase the Lang Property and Duke Realty would construct a new public roadway connection, City water and sanitary sewer main improvements on the property during the 2018 construction season.

**3. Describe the impact of not funding this request:**

Duke Realty would not be able to construct the City desired new road connection or sewer and water mains. This, in combination with the pending conversion of the existing Estes/Route 59 access to a right-in/right-out only intersection, would have a significant negative impact on vehicular access into and out of the Briggs/Estes neighborhood.

**4. Describe the on-going costs associated with this request:**

If the various public infrastructure improvements are constructed on this property, there will be ongoing maintenance and maintenance and replacement costs incurred by the City.

**5. Identify the relation to specific adopted plans and/or City Council priorities:**

Construction of the various public infrastructure improvements planned for this property is consistent with the goals, objectives, and priorities established in the City's Economic Development Plan, Southwest District Subarea Plan, and the Southwest/Route 59 Corridor TIF #4.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
The City is having this property appraised to confirm its market value. City staff and Duke Realty are currently developing the cost estimates and cost sharing agreement for the construction of the various public improvements on this property.

7. **Does the request involve new technology or automation?** *No*
**If yes, explain how.**

8. **Is the program/project fully or partially funded by a grant?** *No*
**If yes, provide the following information:**

**Grant Funding Source:**

**When will Funds be Available?**

**Type of fund(s) or in-kind services used for match:**

9. **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | | |
|---|---|---|---|
| a | Total Cost or (Total Savings) | $ | 265,000 |
| b | Grant Funding Amount | | |
| c | Grant Match Amount | | |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| TIF #4 | 74 | 00 | 49200 | Land Purchase | 94% | 250,000 | |
| TIF #4 | 74 | 00 | 45100 | Legal | 2% | 5,000 | |
| TIF #4 | 74 | 00 | 45400 | Other Professional Services | 4% | 10,000 | |
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**CITY ADMINISTRATOR'S NOTES:**

**City Administrator Use:**

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|---|---|
| Recommended: | X |
| Not Recommended: | |
| Other: | |

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **Southwest Dist. Redevelopment Site #1 Request for Proposals and Marketing Assistance**

**Department:** ***Community Development*** **Division:** **Economic Development**

**Prepared by:** **Community Development Director Mentzer**

**Request Type :** ***Other*** **Request Frequency:** ***One-time***

| | | | | Savings Period |
|---|---|---|---|---|
| **Total FY 2018 Request ($):** | **60,000** | Total Estimated Revenue/Savings ($): | | |
| **On-going Costs ($):** | | If Cost Increase over Prior FY, enter ($): | | |
| **On-going Costs Period:** | | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1. Describe the organizational need/benefit of this request:**

The sale and private redevelopment of the City owned, 8 acre Southwest District Redevelopment Site #1 (SDRS #1) located at the northeast corner of Routes 59 and 56 would generate immediate general fund revenue and substantial TIF revenue over the remaining life of TIF #4. In addition, the sale and redevelopment of this property with new commercial uses would increase shopping and dining opportunities for Warrenville residents and generate additional sales and food and beverage taxes for the City of Warrenville.

**2. Describe the anticipated outcomes should this request be funded:**

The City would hire a qualified commercial real estate consulting or brokerage firm to develop a detailed request for proposals/ marketing package for the SDRS #1, market the property to qualified commercial real estate developers and end users, and assist the City in the evaluation of the proposals and purchase offers received. The estimated expense is intended to cover the anticipa

**3. Describe the impact of not funding this request:**

The City would either not offer this site for sale or City staff would be charged with the responsibility of developing the marketing package and presenting it the private commercial development community. City staff would be much less effective in contacting qualified commercial developers and end users than would a qualified and experienced commercial real estate firm.

**4. Describe the on-going costs associated with this request:**

This is expected to be a one-time cost.

**5. Identify the relation to specific adopted plans and/or City Council priorities:**

The coordinated commercial redevelopment of SDRS #1 is consistent with the goals, objectives, and priorities of the City's new Economic Development Plan, the Southwest District Subarea Plan, and the Southwest/Route 59 Corridor TIF #4 Redevelopment Plan.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
This type of analysis would be performed as part of the process of selecting what commercial real estate brokerage or consulting firm the City would engage to provide this assistance.

7. **Does the request involve new technology or automation?** *No*
**If yes, explain how.**

8. **Is the program/project fully or partially funded by a grant?** *No*
**If yes, provide the following information:**

**Grant Funding Source:**

**When will Funds be Available?**

**Type of fund(s) or in-kind services used for match:**

9. **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | |
|---|---|---|
| a | Total Cost or (Total Savings) | $ 60,000 |
| b | Grant Funding Amount | |
| c | Grant Match Amount | |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| TIF #4 | 74 | 00 | 45400 | Other Professional Services | 100% | 60,000 | |
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**CITY ADMINISTRATOR'S NOTES:**

**City Administrator Use:**

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|---|---|
| Recommended: | X |
| Not Recommended: | |
| Other: | |

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **Landon Avenue Sanitary Sewer Main Upsizing**

**Department:** ***Community Development*** **Division:** **Engineering**

**Prepared by:** **Kristine Hocking - Senior Civil Engineer**

**Request Type :** ***Project*** **Request Frequency:** ***One-Time***

| | | | | Savings Period |
|---|---|---|---|---|
| **Total FY 2018 Request ($):** | **510,000** | Total Estimated Revenue/Savings ($): | | |
| **On-going Costs ($):** | | If Cost Increase over Prior FY, enter ($): | | |
| **On-going Costs Period:** | | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1.** **Describe the organizational need/benefit of this request:**

To facilitate the development of the various properties within the Southwest District, the existing 8" sewer on Landon Avenue must be upsized to meet the design capacity necessary to serve these properties.

**2.** **Describe the anticipated outcomes should this request be funded:**

A larger diameter sewer main would be design and installed in FY 18 to provide the additional capacity necessary to serve the projected development of upstream properties in the Southwest District.

**3.** **Describe the impact of not funding this request:**

If proper sanitary sewer main capacity is not provided, upstream properties in the Southwest District would be not be able to be developed in accordance with the goals and objectives of the City's Economic Development Plan, Southwest District Subarea Plan, or the TIF #4 Redevelopment Plan.

**4.** **Describe the on-going costs associated with this request:**

The City would own and maintain the sanitary sewer which would add costs to the Enterprise Maintenance and Replacement Plan (EMRP).

**5.** **Identify the relation to specific adopted plans and/or City Council priorities:**

Facilitating significant high quality mixed-use development in the Southwest District is identified as a high priority and goal in the Economic Development Plan the City Council adopted in 2015, the Southwest District Plan adopted in the spring of 2016, and the TIF #4 Redevelopment Plan adopted in the Fall of 2016. This sanitary sewer would serve the new development these plans call for Southwest District and TIF#4.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
The recently completed Southwest District Utility Capacity Analysis (December 2016) determined that upsizing and extending this sewer would be the most efficient long term method of serving a large portion of the Southwest District with City sanitary sewers.

7. **Does the request involve new technology or automation?** *No*
**If yes, explain how.**

8. **Is the program/project fully or partially funded by a grant?** *No*
**If yes, provide the following information:**

**Grant Funding Source:**

**When will Funds be Available?**

**Type of fund(s) or in-kind services used for match:**

9. **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | |
|---|---|---|
| a | Total Cost or (Total Savings) | $ 510,000 |
| b | Grant Funding Amount | |
| c | Grant Match Amount | |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| TIF #4 | 74 | 00 | 45300 | Engineering | 16% | 80,000 | |
| TIF #4 | 74 | 00 | 48735 | City Projects | 84% | 430,000 | |
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**CITY ADMINISTRATOR'S NOTES:**

**City Administrator Use:**

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|---|---|
| Recommended: | |
| Not Recommended: | |
| Other: | |

# CITY OF WARRENVILLE
# DECISION PACKAGES
# NOT RECOMMENDED FOR FUNDING
# FISCAL YEAR 2018

**PUBLIC WORKS DEPARTMENT**

| ITEM REQUESTED | COST | ACCOUNT # | ALLOCATION | AMOUNT |
|---|---|---|---|---|
| Harvest Court Drainage Improvements | $ 45,000 | 01-52-41200 | 88.9% | $ 40,000 |
| | | 01-52-45400 | 11.1% | 5,000 |
| Widen sidewalk on Shaw Drive | 65,000 | 01-52-41200 | 100.0% | 65,000 |
| Construction of EOC/EMA Coordinator Office | 110,000 | 01-65-41000 | 100.0% | 165,000 |
| | | | **Department Subtotal** | **$ 275,000** |
| | | | **Total Decision Packages Not Recommended for Funding** | **$ 275,000** |

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# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **Harvest Court Drainage Improvements**

**Department:** ***Public Works*** **Division:**

**Prepared by:** **Phil Kuchler - Deputy Public Works Director**

**Request Type :** ***Project*** **Request Frequency:** ***One-Time***

| | | | Savings Period |
|---|---|---|---|
| **Total FY 2018 Request ($):** | **45,000** | Total Estimated Revenue/Savings ($): | |
| **On-going Costs ($):** | | If Cost Increase over Prior FY, enter ($): | |
| **On-going Costs Period:** | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1. Describe the organizational need/benefit of this request:**

This project would benefit multiple residents who share a drainage problem. There is an existing City storm sewer in the rear yards which could be extended to serve the residents. The City is better equipped than individual residents to obtain the necessary easements, design the project, and bid the improvements for construction.

**2. Describe the anticipated outcomes should this request be funded:**

The installation of the storm sewer would result in the rear yards between Harvest Court and Lakeview Court in Summerlakes draining properly to eliminate standing water from poor drainage and sump pumps. The storm sewer would become the responsibility of the City of Warrenville. There are other similar situations in the City, so it is likely that additional requests will be made in the future, with no dedicated funding source.

**3. Describe the impact of not funding this request:**

The rear yard conditions with exposed ComEd lines and standing water due to inadequate drainage will remain, reducing the residents' ability to enjoy their rear yards.

**4. Describe the on-going costs associated with this request:**

Since the storm sewer would become the responsibility of the City of Warrenville, it would be incorporated into the City's Capital Maintenance and Replacement Plan (CMRP).

**5. Identify the relation to specific adopted plans and/or City Council priorities:**

The City performed a Miscellaneous Drainage Improvements project to construct storm sewers draining rear yards in Summerlakes in 2001 with outside grant funding. The rear yards of Harvest Court and Lakeview Court were not included. Alderman Bevier was Street Superintendent, and discussed this possible project with residents at that time. The project never moved forward, as there were no grant funds available to fund it.

**6.** **Identify the analysis done to determine the need and cost effectiveness of the request:**

Senior Civil Engineer Hocking and Public Works Street Supervisor Clark met with Alderman Bevier onsite to discuss this project. SCE Hocking and Supervisor Clark developed an estimate of cost, based on past experiences and similar projects.

**7.** **Does the request involve new technology or automation?** ***No***

**If yes, explain how.**

**8.** **Is the program/project fully or partially funded by a grant?** ***No***

**If yes, provide the following information:**

**Grant Funding Source:**

**When will Funds be Available?**

**Type of fund(s) or in-kind services used for match:**

**9.** **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | | |
|---|---|---|---|
| a | Total Cost or (Total Savings) | $ | 45,000 |
| b | Grant Funding Amount | | |
| c | Grant Match Amount | | |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| General | 01 | 52 | 45400 | Other Professional Services | 11% | 5,000 | |
| General | 01 | 52 | 41200 | Maintenance - Streets | 89% | 40,000 | |
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**CITY ADMINISTRATOR'S NOTES:**

***This Decision Package was not recommended for FY 2018 funding due to the lack of a defined program, or dedicated funding to assess and address private property drainage problems. Staff has been directed to analyze the situation community-wide, formulate a plan, develop a program, and identify funding. Staff would then prepare recommendations to present for Council consideration once analysis is completed.***

**City Administrator Use:**

| | |
|---|---|
| Recommended: | |
| Not Recommended: | X |
| Other: | |

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **Widen Sidewalk on Shaw Drive**

*PLEASE NOTE THIS IS DEPENDENT ON STAFF GATHERING ADDITIONAL INFORMATION ABOUT PEDESTRIAN USE OF THIS SIDEWALK*

**Department:** ***Public Works*** **Division:**

**Prepared by:** **Phil Kuchler - Deputy Public Works Director**

**Request Type :** ***Project*** **Request Frequency:** ***One-Time***

| | | | | Savings Period |
|---|---|---|---|---|
| **Total FY 2018 Request ($):** | **65,000** | Total Estimated Revenue/Savings ($): | | |
| **On-going Costs ($):** | | If Cost Increase over Prior FY, enter ($): | | |
| **On-going Costs Period:** | | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1.** **Describe the organizational need/benefit of this request:**

Johnson School students utilize the sidewalk on the west side of Shaw Drive to walk and bike to school from north of Batavia Road, where they cross with a crossing guard, to Continental Drive where they again cross with a crossing guard. The existing sidewalk is 4-feet wide. Widening would give it greater capacity for the pedestrians. Additionally, this section of sidewalk is not maintained by anyone during the winter. If the path was widened to 8-feet, Public Works staff could clear the path with the same equipment used to clear the cul de sacs in this area.

**2.** **Describe the anticipated outcomes should this request be funded:**

The 4-foot wide sidewalk on the west side of Shaw Drive will become an 8-foot wide asphalt path that provides greater capacity for pedestrians, connecting the paths on Batavia Road and Continental Drive. The 8-foot wide path could easily be cleared of snow by Public Works staff during their normal snow operations. The construction could be easily incorporated into the 2017 Road Program, which will be resurfacing streets in this area.

**3.** **Describe the impact of not funding this request:**

Sidewalk will remain 4-feet wide and will likely not be cleared of snow during the winter, as no homes front this section of road, and the homeowner's association does not clear snow from it.

**4.** **Describe the on-going costs associated with this request:**

Replacing the 4-foot wide concrete sidewalk with an 8-foot wide asphalt path would result in an increase of $1,060 per year to the Capital Maintenance and Replacement Plan (CMRP).

**5.** **Identify the relation to specific adopted plans and/or City Council priorities:**

While the widening of the existing narrow sidewalk to a path is not specifically called out in the various plans adopted by City Council, its implementation would be consistent with the 2007 Strategic Plan and the 2011 Strategic Plan Update priorities to improve pedestrian and bicycle infrastructure in the community.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
Public Works staff evaluated the costs, based on recent similar projects, including road program costs, since this work would be completed as part of the 2017 Road Program.

7. **Does the request involve new technology or automation?** *No*
**If yes, explain how.**

8. **Is the program/project fully or partially funded by a grant?** *No*
**If yes, provide the following information:**

**Grant Funding Source:**

**When will Funds be Available?**

**Type of fund(s) or in-kind services used for match:**

9. **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | |
|---|---|---|
| a | Total Cost or (Total Savings) | $ 65,000 |
| b | Grant Funding Amount | |
| c | Grant Match Amount | |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| General | 01 | 52 | 41200 | Engineering | 100% | 65,000 | |
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**CITY ADMINISTRATOR'S NOTES:**

**THIS DECISION PACKAGE HAS NOT BEEN RECOMMENDED FOR FUNDING DURING FY 2018. STAFF HAS BEEN DIRECTED TO FORMULATE A PROGRAM WITH SPECIFIC CRITERIA FOR PROPER ASSESSMENT OF SIMILAR WALKWAY AND PATH SITUATIONS WITHIN THE IN THE COMMUNITY. UNTIL SUCH TIME AS A PROGRAM IS ABLE TO BE APPROVED AND IMPLEMENTED, FUNDING CANNOT BE RECOMMENDED.**

**City Administrator Use:**

| | |
|---|---|
| Recommended: | |
| Not Recommended: | X |
| Other: | |

# CITY OF WARRENVILLE
# FY 2018
# DECISION PACKAGE

**Title of Request :** **Construction of Emergency Operations Center / EMA Coordinator Office at City Hall**

**Department:** ***Public Works*** **Division:**

**Prepared by:** **Phil Kuchler - Deputy Public Works Director**

**Request Type :** ***Capital Outlay*** **Request Frequency:** ***One-Time***

| | | | | Savings Period |
|---|---|---|---|---|
| **Total FY 2018 Request ($):** | **165,000** | Total Estimated Revenue/Savings ($): | | |
| **On-going Costs ($):** | | If Cost Increase over Prior FY, enter ($): | | |
| **On-going Costs Period:** | | | | |

***JUSTIFICATION***

***Complete the following questions that are applicable to your request***

**1. Describe the organizational need/benefit of this request:**

The Sonny Mack room at the Police Department is the current EOC. During a tornado full scale exercise in March 2016, the room was lacking in space and was not an effective EOC for all of the personnel and equipment needed for an operational EOC. The EMA Coordinator and volunteers, EMA operations, equipment storage garage, and work space is housed in dedicated space at the north end of the public works garage on Mignin Drive. At the time it was constructed, EMA (then ESDA) was located in a metal building near the current location, and the space designed into the new building did not include specific separate work and office space for a computer secured files, and paperwork. The EMA facility works well for equipment storage and operations, but it lacks work and file storage space. This decision package proposes to construct an EOC, with EMA Coordinator office space, in the unfinished storage space on the south end of the second floor of City Hall.

**2. Describe the anticipated outcomes should this request be funded:**

This project would provide:1) EOC with proper data and power connections that can also be utilized for staff meetings and training.
2) Efficient work and office space for the EMA Coordinator adjacent to EOC. 3) Secure file storage for EMA records and computers
4) Private meeting space for individual or small group meetings or discussions with EMA volunteer members
5) The EMA computers will be connected to the City network and EMA provided with secure and dedicated space on the network. This will enable the EMA files to be backed up in the event of a computer malfunction or damage to the buildings or computers due to a large scale disaster. The EMA files are currently only stored on the computer hard drive.
6) Reconfigured storage space for I.T. and volunteers.

**3. Describe the impact of not funding this request:**

The following results are anticipated if this project is not funded: 1) The inadequate Sonny Mack room will remain the EOC.
2) The EMA Coordinator will continue to work in an open garage space. 3) The computer work stations and files will remain at the EMA building in an unsecured space. Note: the file drawers are lockable and the computers may be password protected.
4) The current configuration of the EMA facility requires them to be stored on the side of the open garage space.

**4. Describe the on-going costs associated with this request:**

There should not be any on-going costs with this project as it is a one-time capital improvement to unfinished storage space on the second floor of City Hall.

**5. Identify the relation to specific adopted plans and/or City Council priorities:**

This project is not specifically a part of any City Council strategic or other long-range plans. However, the City Council created the Emergency Management Agency; originally as Warrenville Civil Defense (Ordinance No. 53, 1969), then recreated as ESDA (Ordinance No. 304, 1977, and finally in its current form (Ordinance No. 2877, 2014) EMA has been continually supported by the City and City Council since its inception in 1969 and is a key component of the City's commitment to public safety overall.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
Public Works Facilities Supervisor Eageny, Deputy Chief Jacobson, and EMA Coordinator Wiencek analyzed several options for this project and determined this the most efficient for creating proper EOC space as well as secure office space for the EMA Coordinator. They collectively determined that finishing the unfinished storage space was the most cost effective and least disruptive location for this work and file storage space.

7. **Does the request involve new technology or automation?** ***No***
**If yes, explain how.**

8. **Is the program/project fully or partially funded by a grant?** ***No***
**If yes, provide the following information:**

**Grant Funding Source:**

**When will Funds be Available?**

**Type of fund(s) or in-kind services used for match:**

9. **If request results in revenue or on-going savings:**

**Describe revenue source -**

**Describe savings and account # -**

***BUDGET IMPACT***

| | | | |
|---|---|---|---|
| a | Total Cost or (Total Savings) | $ | 165,000 |
| b | Grant Funding Amount | | |
| c | Grant Match Amount | | |

| FUND NAME | FUND | DEPT | ACCT # | DESCRIPTION | PCT | FY 2018 Amount $ | On-Going Amount $ |
|---|---|---|---|---|---|---|---|
| General | 01 | 65 | 41000 | Maintenance - Building | 100% | 165,000 | - |
| | | | | | | | |
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**CITY ADMINISTRATOR'S NOTES:**

***This Decision Package was not recommended for FY 2018 funding due to limited staff time to manage the project given other higher priority initiatives. While this remains an important project, it should be delayed until staff can effectively manage it. Staff will consider presenting this project for FY 2019.***

**City Administrator Use:**

| | |
|---|---|
| Recommended: | |
| Not Recommended: | X |
| Other: | |

# GLOSSARY

**Amusement Tax:** a locally administered tax on all persons operating amusements within the corporate limits of the City, and upon all persons operating places of amusement or amusement facilities

**Balanced Budget**: a budget is balanced when planned revenues of existing fund balances equal or exceed planned expenditures, that is, total outlays or disbursements

**Budget:** a financial plan for a specific period of time, which matches projected revenue and planned expenditures to City services, goals and objectives. The City of Warrenville utilizes a budget covering one fiscal year, May 1 through the following April 30.

**Budget Message:** provides the City Council and the public with a general summary and overview of the most important aspects of the budget, and the views and recommendations of the City Administrator/Budget Officer

**Capital Asset**: City infrastructure, equipment, or other item with a life-expectancy generally exceeding three years for vehicles or ten years for infrastructure and a value equal to or greater than $10,000

**Capital Expenditure:** any expense which results in the acquisition of capital assets such as equipment, vehicles, or infrastructure

**Capital Maintenance and Replacement Plan (CMRP):** a multi-year financial plan for the systematic maintenance and replacement of City capital assets, including: equipment, vehicles, and infrastructure

**Capitalization:** an accounting method used to delay the recognition of expenses by recording the expense as long-term assets

**City Code:** a collection of City Council approved ordinances which are currently in effect

**Consumption Taxes:** a tax on the purchase of a good or service, where users are taxed based upon how much they consume rather than how much they add to the economy

**Cost Center:** any unit of activity, group of employees, or set of programs, etc. (other than specific departments) isolated in order to assign costs more clearly

**Electric Utility Tax:** a user 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

**Enterprise Resource Planning (ERP):** a process which manages and integrates the important parts of a business. An ERP management information system integrates areas such as planning, purchasing, inventory, finance and human resources

**Expenditure:** the outflow of funds paid or to be paid for an asset, good, or service obtained, without regard to when the expense is actually paid

**Fiduciary Fund:** used to account for assets held on behalf of outside parties, or on behalf of other funds within the government

**Fiscal Year:** a 12-month period of time to which the budget applies; the fiscal year for the City of Warrenville is May 1st through the following April 30th

**Fund:** a self-balancing set of accounts, which is an independent fiscal and accounting entity used to record the financial transactions related to the specific purpose for which the fund was established

**Fund Balance:** the amount of financial resources available for use, defined as the excess of assets over liabilities

**General Accepted Accounting Principles (GAAP)**: uniform minimum standards and guidelines for financial accounting and reporting

**Grant:** contributions of cash or other assets from another entity, usually governmental, to be used or expended for a specific purpose

**Hotel Motel Tax:** a tax imposed upon all persons engaged in the business of renting, leasing, or letting rooms in a hotel in the City

**Income Tax:** tax revenue collected by the State of Illinois on personal income, and distributed to municipalities on a per capita basis (*See Local Government Distributive Fund*)

**Interfund Transfers:** monies moved from one fund to another; money is transferred to provide funding for the operations of another fund or to reimburse the fund for expenses incurred

**Local Government Distributive Fund (LGDF):** the State repository of state income tax dollars that each municipality receives based on its population in proportion to the total state population.

**Local Motor Fuel Tax:** a per gallon tax imposed and collected by each dealer upon the privilege of purchasing motor fuel at retail in the City

**Modified Accrual Basis of Accounting:** an adaptation of the accrual basis of accounting for governmental fund types – revenues and other funding sources are recognized when they become available to finance expenditures of the current period

**Motor Fuel Tax (State Shared):** tax revenue collected by the State of Illinois and shared with municipalities on a per capita basis

**Natural Gas Use Tax:** a tax imposed on the privilege of using or consuming gas that is purchased is a sale at retail in the City

**Natural Gas Utility Tax:** a tax imposed on all persons engaged in the business of distributing, supplying, furnishing, or selling gas for use or consumption within the corporate limits of the City

**Operating Budget:** Annual allocation of funds for ongoing programs and services

**Ordinance**: a formal legislative enactment by the City Council, which is the full force and effect of law within the City boundaries

**Personal Property Replacement Tax:** 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. Corporations, partnerships, trusts, S corporations and public utilities pay these taxes

**Property tax:** tax assessed on real estate, which is based on the value of the property (including the land) owned

**Reserves:** the amount of financial resources available for use, defined as the excess of assets over liabilities (*see Fund Balance*)

**Revenue:** amounts received for taxes, fees, permits, licenses, interest and intergovernmental sources during the given fiscal year

**Sales Tax:** an occupation tax imposed on a seller's receipts from sales of tangible personal property for use or consumption. Tangible personal property does not include real estate, stocks, bonds, or other "paper" assets representing an interest

**Simplified Telecommunications Tax:** a tax on the act or privilege of originating or receiving telecommunications in the City, typically for cellular and land lines phones and data transmission

**Tax Increment Financing (TIF):** is a public financing method that is used as a subsidy for redevelopment, infrastructure, and other community-improvement projects

**Traffic Impact Fee Credit:** a fee charged by the County to developers at the time of building permit issuance to account for the impacts the additional traffic generated by the new development will have on the County roadway infrastructure

**Road and Bridge Property Tax:** a component of property tax revenue which is utilized to provide support funding for road and bridge work

**User Fees:** payment of a fee or direct receipt of a public service by benefitting from the service for a specific purpose and is, therefore, not available for general

**Use Tax:** taxes that are imposed on amounts paid by purchasers of goods from outside the state, for use within the state

# *CITY OF WARRENVILLE*

# *FINANCIAL PRACTICES and POLICIES*

*Proposed for FY 2018*

*The procedures and policies contained in this document are those which have been previously approved by the City Council, as well as those recommended adjustments to the practices and policies being proposed in the FY 2018 Budget at the end of February 2017. Additional changes to this document may be necessary as directed and approved by the City Council, at which time this document will be updated.*

# Introduction

The Government Finance Officers Association (GFOA) has endorsed the National Advisory Council on State and Local Budgeting's (NACSLB) comprehensive set of recommended budget practices recommendation. GFOA recommends that, at a minimum, financial policies regarding Financial Planning, Revenues, and Expenditures be developed by professional staff and formally adopted by the jurisdiction's governing board. The adopted financial policies should then be used to frame major policy initiatives and be summarized in the budget document. It is further recommended that these policies be reviewed during the budget process. Professional staff should review the policies to ensure continued relevance and to identify any gaps that should be addressed with new policies.

A governmental entity with financial policies in place aide in the public transparency related to the use of taxpayer dollars. In addition, such policies provide the framework for a stable financial condition and allow for proactive decision-making by the governing board. Lending institutions look more favorably on any organization with comprehensive financial policies. For these reasons, the City of Warrenville has adopted a Financial Practices and Policies document, which is reviewed annually by staff and City Council.

# General Financial Policies

**Independent Audit**
An audit, performed by an independent auditing firm will be conducted annually.

**Annual Financial Statements**
The City will produce an annual Comprehensive Annual Financial Report (CAFR) in accordance with generally accepted accounting principles (GAAP) as outlined by the Governmental Accounting Standards Board (GASB).

**Accounting Fund Guidelines**
See "Appendix A" for the Purpose and Use of City Funds, including a detailed description of fund names, fund types, recommended minimum and maximum fund balances, major sources of revenue, traditional areas of expenditures, and fund limitations.

**Cash Management**
In order for the City to properly manage the funds of the City, a "Concentration Account" is maintained and contains comingled cash accounts for various City "funds". From time-to-time it is necessary to utilize and short-term interfund transfers to cover negative cash balances that occur during the normal flow of everyday financial activity. The Finance Director is authorized to make such interfund transfers as necessary to eliminate negative cash balances.

**Collection Policy**
The City will take an aggressive approach when pursuing all revenues due for services, and ensure that all fines and permits due to the City are collected in a reasonable fashion. This policy will hold true for all revenue due to the City, without regard to destination fund.

**Funding for Day-to-Day Operations**
Funding for day-to-day operation shall not come from one-time revenues, but from sustainable, on-going and well diversified revenue sources.

# Budgetary Policy

## Overview

The City of Warrenville operates under the Budget Officer Act of the Illinois Municipal Code (65 ILCS 5/8-2-9). (City Ordinance 1025, March 6, 1989)

The City has designated the City Administrator as the Budget Officer.

## Balanced Budget

Each fund within the City Budget will be balanced, meaning that expenditures cannot exceed estimated revenues plus the use of any undesignated fund balance at the beginning of the year. Further, the operating expenditures should not exceed operating revenues, on an annualized basis, in order to maintain the structural stability of each fund.

## Purpose and Objective of the Budget Process

Through the budget process, the City will seek to maintain service levels, given the financial constraints of current economic trends, the City's existing financial condition, and the priorities determined through the City Council's adopted plans and priorities. Requests for new, on-going programs made outside the budget process will be discouraged, unless specifically authorized by action of the City Council.

## Budget Preparation Process

Each department and division prepares its own budget for review by the City Administrator.

The proposed budget for the coming fiscal year will be presented for any required Public Hearing, and a first reading of the adopting ordinance no later than the first City Council meeting in April. The adopting ordinance is to be presented at the second City Council meeting in April.

## Submission of Requests for new Expenditures

## Decision Packages

Decision Packages are requests for consideration of the addition of new or significantly expanded programs, services, personnel, projects and capital expenditures for the next year's overall budget.

Decision Package submissions are required for new expenditures of $20,000 or more, and for all proposed personnel additions. Decision Packages will be presented individually as a part of the budget proposal, for consideration of inclusion in the final budget document.

Decision Packages are initially recommended for inclusion within the proposed budget document by the City Administrator/Budget Officer, but any item may be removed from the budget by vote of the City Council.

**Accountability and Expenditure Monitoring**

As a part of the annual budget preparation and review process, the City will project revenue and expenditures, for each operating fund, for no less than five years, including the budget year, and compare those projected fund balances to the fund balance policy to identify any potential issues of concern early enough to provide sufficient time to make any corrections necessary to address the specific issue.

The Finance Director, shall submit a financial update to the City Council or Finance and Personnel Committee, no less than quarterly (more often if deemed necessary). This Financial Update will include the following information:

1. Summarized revenues and expenditures, by fund
2. A narrative providing context on the overall revenues and expenditures and listing any concerns which arise and explaining any significant variances from budgetary expectations.
3. No less than annually, General Fund multi-year projections, for a minimum of two years beyond the current fiscal year, including expenditures, revenues, and use of fund balance.

**Development of Budgetary Revenue Estimates**

The City will review revenue estimates no less than annually, as a part of the budgetary process. The revenue estimates should be based, in part, on past experience, current local economic conditions, current state economic conditions, and anticipated future economic trends.

The City will project revenues and expenditures for a period of five years, including the current fiscal year, the fiscal year budget being proposed, and three additional fiscal years, for a total of five years of projections. At a minimum, these projections are to be prepared for the General Fund, Capital Maintenance and Replacement Fund, Hotel Motel Fund and Enterprise fund. Other funds may be presented as well, dependent upon the financial condition of the given fund(s).

**User Fees and Charges**

The City assesses user fees and charges based upon actual costs, market rates, and charges levied by other public and private organization for similar services. These fees and charges are to be re-evaluated no less than annually, but are generally to be reviewed by staff on a continual basis, as operating environments change.

# Salary, Wage and Employee Benefit Budgeting and Management Policy

## Overview

Historically, approximately 75% of the General Fund expenditures in any given fiscal year are committed to employee wage and benefit expenditures. Budgeted payroll projections are based on estimates of authorized positions. The City employee population is comprised of non-represented and represented full-time employees, as well as non-represented part-time employees.

## Compensation Assumptions

The stated goal of the City's compensation plan is to pay Warrenville's employees at the 50th percentile of the City's 15 comparable communities. A bi-annual salary survey of the City's 15 comparable communities shall be conducted, in order to assess the City's non-represented, position-by-position, salary proximity to the 50th percentile. A list of the City's comparable communities is included as Appendix "B".

A new appendix, Appendix B-1, entitled "Bi-Annual Salary Survey for Non-Represented Positions Evaluation Guidelines Policy", has been added to detail how the position classification ranges are to be adjusted as a result of the bi-annual salary survey

Cost of Living Adjustment (COLA) increases for non-represented employees are to be considered annually as a part of the annual budget process. The basis for COLA increases will be the December Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) figure obtained from the Federal Bureau of Labor Statistics, as well as comparisons to the increases contained in the City's union agreements, and local economic conditions. The City Administrator/Budget Officer typically presents a recommendation for the non-represented employee COLA increases effective the coming May 1, annually in March during a City Council meeting closed session.

Merit increases for non-represented employees are to be based upon an annual employee performance evaluation of the prior year and the City of Warrenville Employee Compensation Plan Merit Increase Matrix, attached as Appendix "C". Merit increases are to be paid out with the regularly scheduled City pay date that encompasses May 1st. Any employee that has not completed his/her probationary period by May 1, is eligible for a non-retroactive, merit increase as of the date of the successful completion of the probationary period, utilizing the same City of Warrenville Employee Compensation Plan Merit Increase Matrix and performance evaluation. Employees who are at the top of their range effective May 1st have the ability to receive a Top of the Range cash merit bonus payment, which is not included in the base hourly rate of pay. The amount of this lump sum payment is the difference between the top step for the given employee's position and the calculated annual wages following the completion of the annual performance evaluation process.

The City's represented employee compensation plan is controlled by the collective bargaining agreements between the City and the respective unions.

**Authorized Strength**

Annually, and prior to the start of each fiscal year, the City Administrator/Budget Officer will present an Authorized Strength Ordinance, for City Council consideration and adoption. This ordinance is a listing of all city-wide positions (full-time and part-time) and the number of employees authorized to fill each position.

The Authorized Strength Ordinance may be revised at any time during the fiscal year when a position, or the number of employees for a given position, is to be permanently increased or decreased. A revised Authorized Strength Ordinance must be presented to the City Council for consideration.

**Zero Based Staffing**

During the course of a given fiscal year, a position may become vacant due to retirement, resignation, or layoff. Department Heads are required to complete a Zero based Staffing form to justify the departmental and City-wide need for filling the vacant position. The form is submitted to the City Administrator for review and determination whether or not to authorize filling of the position. .

# Revenue Policy

**Revenue Diversification**

The City of Warrenville will maintain a diversified and stable revenue stream, to the extent provided by law, in an effort to insulate the City from short-term fluctuations in any one revenue source. A balance will be sought in the revenue structure between those elastic (fluctuating amounts) revenues and those which are "inelastic" (static amounts).

**Use of One-time Revenues**

The City will not utilize one-time revenue sources to fund annual operating expenditures. One-time revenue sources will be utilized for non-recurring expenditures, such as capital improvements, capital expenditures for major equipment, or for use of outside professional services for one-time projects, generally tied to economic or capital project development and implementation.

~~**Revenue Allocations**~~

~~City revenue sources are generally accounted for within one specific fund. However, there are several revenue sources which are allocated proportionally to more than one fund by City Council direction. The allocations for FY 2016 are as follows:~~

| | |
|---|---|
| ~~Amusement Tax (5%)~~ | ~~General Fund - 40%~~<br>~~Capital Maintenance and Replacement - 60%~~ |
| ~~Cell Tower Rental Income~~ | ~~General Fund – Rent received for Mignin Ave cell tower~~<br>~~Water & Sewer Fund – All remaining tower rents~~ |

~~Revenue allocations are reviewed annually as part of the budget preparation process, to determine if the existing allocations should be adjusted to meet current budgetary needs.~~

**User Fees and Charges**

The City assesses user fees and charges based upon actual City costs of providing the service or program, with a comparison to the market rates, and charges levied by other public and private organizations for similar services. These fees and charges are to be re-evaluated annually, and reviewed by staff on a continual basis, as the operating environments change.

# Fixed Assets Policy

**Purpose**

The City shall maintain fixed assets records to comply with generally accepted accounting principles (GAAP) governmental financial reporting standards, and to provide a basis for determining appropriate insurable values.

**Definition**

Fixed assets shall include land, infrastructure, buildings, park shelters, machinery, mobile equipment and vehicles. Infrastructure shall include: roads (including curb and gutter), sidewalks, pedestrian and bicycle paths, bridges, water mains, sewer mains, pumping stations, lift stations, and street lights.

**Capitalization Threshold**

The capitalization threshold sets the limit at which a given asset will be "capitalized" (reported as an asset rather than an expense), or expensed over multiple years versus expensed immediately. See Appendix "D".

**Depreciation Method**

All assets will be depreciated using the straight-line method over the useful life of the given asset. "Straight line depreciation" is a method of calculating depreciation by taking an equal annual amount of the assets cost as an expense for each year of the assets useful service life. .

# Fund Balance and Reserve Policy

## Introduction

According to the Government Finance Officers Association (GFOA), "It is essential that governments maintain adequate levels of fund balance to mitigate risks and provide a back-up for revenue shortfalls." The GFOA's mission is to promote the professional management of government by identifying, developing, and advancing fiscal strategies, policies, and practices. Communities, like Warrenville, rely on the GFOA for guidance and best management practices.

Just like it is essential for individuals to have personal savings accounts if the primary income earner losses their job or unplanned expenditures come up, so it goes for municipalities. For a community, loss of state-shared revenue, closure of a large retailer, or an adverse judgement from litigation are examples of unplanned expenditures. Maintaining a fund balance also allows a community to take advantage of opportunities, such as cleaning up a brownfield for economic development in an effort to expand the tax base.

GFOA recommends that governments, regardless of size, have a fund balance in their general fund of no less than two months of operating expenditures. Twenty-five percent is a requirement of municipal bond rating agencies, so that the City can borrow money at a less expensive interest rate than those communities without a fund balance of 25%.

## Purpose

To establish fund balance classifications for governmental funds which establish a hierarchy based upon the extent to which the City must observe constraints imposed upon the use of the resources of those funds.

The implementation of GASB statement #54, effective with the City's 2012 fiscal year, beginning May 1, 2011, established the goal of increased disclosures which will aid readers of the City's financial statements in understanding the City's resource availability.

In keeping with the imposed requirements of GASB #54, the fund balance of Governmental Funds will be composed of three main components: 1) non-spendable fund balance, 2) restricted fund balance, and 3) unrestricted fund balance.

## Definitions

**Governmental Funds** – used to account for all or most of a government's general activities, including the collection and disbursement of earmarked monies (such as special revenue funds – State Motor Fuel Tax MFT, Seized Assets, and Hotel Motel taxes), and the acquisition or construction of capital assets (capital projects funds – such as Capital Maintenance and Replacement, Tax Increment Financing (TIF), and Special Projects). The General Fund is used to account for all activities of the City not accounted for in some other fund.

**Fund Balance –** the difference between assets (anything tangible or intangible that can be converted into cash) and liabilities (any claims against the assets) in a Governmental Fund.

**Non-spendable Fund Balance –** that portion of a the City's net assets that are not in a spendable form (i.e. land, prepaid items, etc.) or which are legally or contractually required to be maintained intact.

**Restricted Fund Balance** - the portion of the City's net assets that are subject to externally enforceable limitations by law, enabling legislation or limitations imposed by creditors or grantors.

**Unrestricted Fund Balance –**

**Committed Fund Balance** - the portion of the City's net assets that are subject to self-imposed constraints on spending due to formal action of the highest level of decision making authority (the City Council). An example would be the Hotel Motel fund balance committed for tourism related activities

**Assigned Fund Balance** - the portion of the City's net assets that are constrained by the government's intent to utilize fund balance for a specific purpose. An example would be the use of the Special Projects fund balances for one-time projects or purchases.

**Unassigned Fund Balance -** the portion of a Governmental Fund's net assets that are available expendable resources; generally, the remaining fund balance

## Flow Assumptions

Some funds include revenues from a variety of resources, which may include both restricted and unrestricted (committed, assigned, and unassigned) sources. When restricted revenues exist, those are to be utilized first, followed by the use of unrestricted revenues. From unrestricted resources, committed resources are used first followed by assigned resources, and finally unassigned resources.

## Purpose and Use of City Funds

Appendix "A" to this document entitled "Purpose and Use of City Funds", details the specific fund balance policies on a fund-by-fund basis. This document shall be updated annually as a part of the annual budget process.

## Authority to Encumber or Earmark Fund Balance

A. Committed Fund Balance – A self-imposed constraint on spending the fund balance of a Governmental Fund, which must be approved by ordinance or resolution of the City Council. Any modifications or removal of the self-imposed constraint must use the same action (ordinance or resolution) used to establish the original commitment. Any formal action to commit fund balance must occur *before the end of the fiscal year*, while the dollar amount of that commitment can be determined after year-end.

B. Assigned Fund Balance – A constraint based upon the City's intent to use the fund balance for a specific purpose which does not require formal action of the City Council. The authority to assign fund balance may be designated to the City Budget Officer by City Council action.

**Interfund Transfers of fund balance**

Annually, during the budget process, the City Council will consider and can authorize the use of interfund transfers of fund balance from one fund to another, as a subsidy to the receiving fund. These subsidies are not repaid to the originating fund. The following illustrates the use of these interfund transfers of fund balance:

| From | To | Amount |
|---|---|---|
| Hotel Motel Tax Fund | General Fund | $200,000 |
| Hotel Motel Tax Fund | Capital Maintenance and Replacement Fund | $300,000 |
| ~~Hotel Motel Tax Fund~~ | ~~Special Projects~~ | ~~$50,000~~ |
| General Fund | Capital Maintenance and Replacement Fund | $37,000 |

Additional transfers are made between funds. However, these additional transfers are reimbursements for expenditures incurred by one fund, which are eligible expenditures of another fund. For example, the Seized Assets fund reimburses the General Fund for certain public safety related expenditures, such as radar re-certifications, costs associated with directed patrols, and certain vehicle maintenance costs. These transfers are also considered during the annual budget process.

# Authorized Depositories

**Purpose**

To identify the authorized depositories for the investing of City funds in accordance with the Illinois Public Funds Investment Act.

Title 1, Chapter 8, Section 1, of the Warrenville City Code states:

"Monies received by the city shall be deposited in financial institutions approved by the city council pursuant to the public funds investment act as now existing or hereafter amended."

**Authorized Depositories**

The City Council has designated the following authorized depositories for City monies:

1) The Illinois Funds (Financial Institution: US Bank)
2) JPMorgan Chase Bank, N.A.
3) MB Financial Bank
4) Illinois Metropolitan Investment Fund (IMET)

# GENERAL CORPORATE FUND
# (Fund 01)

**FUND TYPE – GENERAL FUND –** The General Corporate Fund accounts for all revenue and expenditures of a governmental unit that are not accounted for in other funds.

**PURPOSE** – The General Fund serves to finance the day-to-day operations of all the basic City services, except the Water and Sewer Enterprise Fund operations.

**SUGGESTED MINIMUM UNASSIGNED FUND BALANCE –** The City Council shall annually allocate a minimum of 25% of the current fiscal year's operating expenditures budget to be reserved for emergencies or unplanned and significant revenue declines each fiscal year.

**MAJOR SOURCES OF REVENUE** – Local Property Taxes, Local Sales Taxes (1% of local retail sales), Home Rules Sales Tax, State Shared Taxes (on a per capita basis, including Income Tax and Use Tax), Building Permits, Fines and Fees (including Court Fines and administrative towing fees), Food and Beverage Tax, Amusement Tax, and Franchise Fees.

**TRADITIONAL AREAS OF EXPENDITURES** – Personnel Services and Benefits, Commodities, Contractual Services, Repairs and Maintenance, Equipment.

**LIMITATIONS -** Statutorily restricted to general purposes applicable to a home rule community.

## CAPITAL MAINTENANCE/REPLACEMENT FUND
## (Fund 02)

**FUND TYPE –CAPITAL PROJECTS FUND -** Capital Projects Funds are created to account for all resources used for the maintenance and replacement of major existing City owned capital and infrastructure assets. Currently classified as a non-major governmental fund for accounting classification purposes.

**PURPOSE** – Account for the acquisition and improvement of City property including infrastructure, major general assets and equipment. This fund is the fund that is utilized to account for the Capital Maintenance and Replacement Program (CMRP).

**MINIMUM FUND BALANCE –** Not Applicable**.**

**MAXIMUM FUND BALANCE** – Not Applicable.

**SOURCES OF REVENUE** – Amusement Taxes, Simplified Telecommunications Tax, Investment Income, Electric Utility Tax, Natural Gas Utility and Use Tax, Local Motor Fuel Tax, Sales of Surplus Property, and Transfers-in from the Hotel Motel Tax Fund, and General Fund.

**TRADITIONAL AREAS OF EXPENDITURES** – Street maintenance and pavement preservation, sidewalk repair and replacement, road projects, and equipment replacement purchases, includes squad cars, and Public Works utility equipment and vehicles.

**FUTURE NEEDS** – Vehicle purchases, mainly in the areas of Public Safety and Public Works. Maintenance of existing roadways, storm sewers, curb, gutter and sidewalk, and equipment located within and supporting City buildings and facilities.

**LIMITATIONS** – The use of this fund is limited to the ongoing administration of the Capital Maintenance and Replacement Program (CMRP).

## POLICE PENSION FUND
## (Fund 05)

**FUND TYPE – FIDUCIARY - PENSION TRUST –** Fiduciary Pension Trusts funds are used to report resources that are required to be held in trust for the members and beneficiaries of defined benefit pension plans, defined contribution plans, other post-employment benefits, or other employee benefit plans.

**PURPOSE** – To account for the accumulation of resources to be used for disability or retirement annuity payments to sworn police department personnel in the future. Resources are contributed by employees at rates fixed by law and by the City at amounts determined by an independent actuary from a specific property tax levy.

**MINIMUM FUND BALANCE –** Not applicable.

**MAXIMUM FUND BALANCE** – Not Applicable.

**SOURCES OF REVENUE** – Member contributions, City Contributions via Property Taxes, and Investment Income.

**TRADITIONAL AREAS OF EXPENDITURES** – Pension Benefit Payments and refunds, and Administrative Expenses.

**FUTURE NEEDS** – Based upon future unknown events which could include retirements or disability claims.

**LIMITATIONS -** Limited to disability or retirement annuity payments to sworn police department personnel in the future.

## MOTOR FUEL TAX FUND
## (Fund 13)

**FUND TYPE - SPECIAL REVENUE –** Used to account for revenue derived from specific taxes or other earmarked revenue sources which are, by law, designated to finance particular functions or activities, and which cannot be diverted to other uses. Currently classified as a non-major governmental fund for accounting classification purposes.

**PURPOSE** – The maintenance and construction of City road and bridge improvement projects as approved by the Illinois Department of Transportation.

**MINIMUM FUND BALANCE –** Not applicable.

**MAXIMUM FUND BALANCE** – Not applicable.

**SOURCES OF REVENUE** – Motor Fuel Tax Allotments (these are based on volume fuel taxes partially reapportioned by the State of Illinois to local municipalities on a per capita basis), and Investment Income.

**TRADITIONAL AREAS OF EXPENDITURES** –Road maintenance, salt for snow removal, Street light, signal and sign maintenance, Street lighting electrical costs, Tree removal and qualifying road projects.

**OTHER POSSIBLE AREAS OF EXPENDITURES** – Not applicable.

**LIMITATIONS** - All projects must be authorized and approved by the Illinois Department of Transportation.

## HOTEL MOTEL TAX FUND
(Fund 14)

**FUND TYPE – SPECIAL REVENUE -** Used to account for revenue derived from specific taxes or other earmarked revenue sources which are, by law, designated to finance particular functions or activities, and which cannot be diverted to other uses. Currently classified as a non-major governmental fund for accounting classification purposes.

**PURPOSE** – To account for the costs of public relations, community events, civic promotion and tourism related activities.

**MINIMUM FUND BALANCE** – The City Council shall annually allocate $100,000 of the current fiscal year's Hotel Motel tax expenditures equivalent to one year of grant funding and City expenditures for the coming fiscal year.

**MAXIMUM FUND BALANCE –** Not applicable.

**SOURCES OF REVENUE** – Hotel Motel Tax and investment income.

**TRADITIONAL AREAS OF EXPENDITURES –** Grants, Transfers to other City funds, as approved by the City Council, and other City projects.

**LIMITATIONS** – Limited by City ordinance to the costs of public relations, community events, civic promotion, tourism related activities and transfers to other City funds.

## WATER AND SEWER FUND
## (Fund 20)

**FUND TYPE - ENTERPRISE FUND –** Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges.

**PURPOSE** – Account for the provision of potable water and wastewater treatment services to the residents of the City. Activities necessary to provide such services in this fund are, including but not limited to, daily operations, maintenance, administration, billing and collection, the replacement and acquisition of fixed assets, and the long term capital replacement of the system.

**MINIMUM RETAINED EARNINGS –** A sufficient amount of working capital (Current Assets minus Current Liabilities) to provide for operations, fixed assets acquisition and capital projects.

**MAXIMUM FUND BALANCE** – Not applicable.

**SOURCES OF REVENUE** –Water and sewer sales, cell tower rental income, investment income, other sources including one-time non-operating revenue for Water & Sewer Connection fees and other miscellaneous income. This fund will not be supported by tax revenue in any way.

**TRADITIONAL AREAS OF EXPENDITURES** – Personnel and Benefits, Capital Investment, Supplies & Services, System Maintenance.

**FUTURE NEEDS** – Recurring replacement programs – fire hydrants, water meters, water mains, well maintenance, and operating equipment and vehicles, as well as water and sewer main extension projects.

**LIMITATIONS** – Revenue and expenditures are to be utilized exclusively for water and sewer system purposes.

## ~~SPECIAL PROJECTS FUND~~
## ~~(Fund 49)~~

~~**FUND TYPE- CAPITAL PROJECTS FUND** – Capital Project Funds are created to account for all resources used for the acquisition of major capital and infrastructure. Classified as a major governmental fund for accounting purposes.~~

~~**PURPOSE** – The acquisition of City property including, but not limited to land, infrastructure and major general assets, generally larger one-time purchases or one-time expenditures for services. The long-term uses of this fund remain to be determined based upon the identification of a long-term revenue source.~~

~~**MINIMUM FUND BALANCE –** None~~

~~**MAXIMUM FUND BALANCE** – Not Applicable.~~

~~**SOURCES OF REVENUE** – One-time revenue sources (i.e. land sales).~~

~~**TRADITIONAL AREAS OF EXPENDITURES** – Land purchases, one-time project consultation services, pathway and trail engineering and land acquisitions.~~

~~**FUTURE NEEDS** – The City Council has identified the following needs: acquisition of land for economic development activities, other special capital infrastructure amenities or projects.~~

~~**LIMITATIONS** – Currently for one-time expenditures funded with one-time revenue. Long-term funding source needed.~~

***Note: The proposed FY 2018 Budget recommends closing this fund into the General Fund at the end of Fiscal Year 2017. As a result, this fund reference section of the Accounting Fund Guidelines would be eliminated. However, at the time of initial publication of the proposed FY 2018 Budget that action is only proposed, and has not yet been approved by the City Council.***

## SEIZED ASSETS FUND
(Fund 60)

**FUND TYPE – SPECIAL REVENUE -** Used to account for revenue derived from specific taxes or other earmarked revenue sources which are, by law, designated to finance particular functions or activities, and which cannot be diverted to other uses. Classified as a non-major governmental fund for accounting purposes.

**PURPOSE** – To account for the monetary and physical assets seized during drug-related arrests.

**MINIMUM FUND BALANCE** – Not Applicable

**MAXIMUM FUND BALANCE –** Not Applicable

**SOURCES OF REVENUE** – Drug related asset seizures, and the revenue from the sale of such assets during the year.

**TRADITIONAL AREAS OF EXPENDITURES –** Purchases of specific Police vehicles outside of the CMRP, as well as minor equipment, and enforcement activity funding.

**LIMITATIONS** – All expenditures are required to be limited to items used in drug enforcement activities.

## TIF DISTRICT #3 FUND
(Fund 73)

**FUND TYPE –CAPITAL PROJECTS FUND -** Capital Project Funds are created to account for all resources used for the acquisition of major capital and infrastructure. Classified as a non-major governmental fund for accounting purposes.

**PURPOSE** – Account for the activities associated with improvements within the Tax Increment Financing District #3.

**MINIMUM FUND BALANCE –** Not applicable.

**SOURCES OF REVENUE** – Incremental property taxes.

**TRADITIONAL AREAS OF EXPENDITURES (DESIGNATED PROJECTS)** –TIF eligible redevelopment expenses, infrastructure, municipal building improvements, and land acquisition.

**FUTURE NEEDS** – Improvements within the TIF District include, but are not limited to, Engineering and Consulting services, infrastructure improvements, and possible land acquisition.

**LIMITATIONS** – Expenditures limited by the Illinois TIF Act.

## TIF DISTRICT #4 FUND
(Fund 74)

**FUND TYPE –CAPITAL PROJECTS FUND -** Capital Project Funds are created to account for all resources used for the acquisition of major capital and infrastructure. Classified as a non-major governmental fund for accounting purposes.

**PURPOSE** – Account for the activities associated with improvements within the Tax Increment Financing District #4.

**MINIMUM FUND BALANCE –** Not applicable.

**SOURCES OF REVENUE** – Incremental property taxes.

**TRADITIONAL AREAS OF EXPENDITURES (DESIGNATED PROJECTS)** –TIF eligible redevelopment expenses, infrastructure, municipal building improvements, and land acquisition.

**FUTURE NEEDS** – Improvements within the TIF District include, but are not limited to, Engineering and Consulting services, infrastructure improvements, and possible land acquisition.

**LIMITATIONS** – Expenditures limited by the Illinois TIF Act.

**APPENDIX "B"**

## FIFTEEN COMPARABLE COMMUNITIES
**(Approved by City Council 02/06/207)**

Aurora

Clarendon Hills

Darien

Glen Ellyn

Lemont

Lisle

Montgomery

Naperville

North Aurora

Oakbrook Terrace

Roselle

South Elgin

West Chicago

Wheaton

Willowbrook

**APPENDIX "B-1"**

# Bi-Annual Salary Survey for Non-Represented Positions
# Evaluation Guidelines Policy

**City staff will conduct a salary survey of the City's accepted comparable communities (currently 15 communities), for all non-represented employee position classifications. The salary survey will be conducted on a bi-annual (every other year) basis, with the actual survey conducted during the fall of even numbered calendar years, with the range adjustments to be implemented for the coming even numbered fiscal year. For example, in fall 2014, the salary survey was conducted and will be implemented for the fiscal year beginning May 1, 2015, which is City Fiscal Year 2016.**

**In keeping with the current City policy of maintaining the 50% percentile for employee pay, the Warrenville ranges are to be compared to the mean of the comparable communities' maximum and minimum range values as of the preceding May 1st.**

**Where the salary survey results in a negative variance of five percent (5%) or more of the maximum salary, meaning the Warrenville maximum salary range is five-percent (5%) or more below the survey mean for a given position classification, the Warrenville position classification range maximum will be adjusted to the survey mean, and the corresponding minimum salary for that position classification will be set with a 37.5% spread.**

**Where the salary survey results in a positive variance of five percent (5%) or more of the maximum salary, meaning the Warrenville maximum salary range is five-percent (5%) or more above the survey mean for a given position classification, the Warrenville position classification range maximum will frozen at its current level.**

**In all cases, the spread between the bottom and top of a given position classification range is to be maintained at 37.5%.**

**Finally, individual employee's actual salaries are not adjusted based upon the results of any range adjustments made due to the bi-annual survey, unless the individual employee's salary were to fall below the adjusted position classification range minimum. If that does occur, the employee's actual salary will be adjusted to the position classification range minimum before any merit or COLA component is factored in to the employees May 1 salary.**

**APPENDIX "C"**

# CITY OF WARRENVILLE
# COMMERCIAL CARD
# POLICIES AND PROCEDURES

## INTRODUCTION

The City of Warrenville utilizes a supplementary approach to purchase some products and services, through the use of a Commercial Card. The Commercial Card does not replace the normal purchasing procedures established by the City Code (Title 1, Chapter 8-4), but it can be used in instances where it is not advantageous or cost effective to make a purchase by other means.

The Commercial Card is a corporate liability charge card with certain restrictions and limitations imposed on the cardholder. Card privileges may be rescinded at any time at the discretion of the Department Head, Finance Director or City Administrator, if policies and/or procedures are not followed. Commercial Card usage will be audited by the City Administrator Department Head, Finance Director, and Accounts Payable. The cardholders will be personally liable for any unauthorized use, which occurs on their assigned Commercial Cards.

Guidelines under which cardholders may utilize their Commercial Cards are provided below. All cardholders should read it carefully. A cardholder's signature on the Cardholder Agreement or any use of the Commercial Card indicates that the cardholder understands the intent of the program and agrees to adhere to the guidelines.

Charges on the Commercial Card are billed on a Monthly Summary Invoice Statement. This cuts down on paperwork and streamlines the payment process. Each Commercial Card is assigned to a specific individual (position).

The cardholder must keep his/her assigned Commercial Card in a secure place as he/she does with their personal charge cards. Although the Commercial Card is issued in the cardholder's name, it is the property of the City of Warrenville, and is only to be used for City purchases as allowed by the program and the City's Purchasing Policies and Procedures. Remember, cardholders are committing City funds (taxpayer dollars) each time they use the Commercial Card. This is a responsibility that should not be taken lightly! The information regarding any and all purchases is subject to the Freedom of Information Act (FOIA) disclosure provisions

The attached information explains in further detail how the Commercial Card is used and how the cardholder's transactions are invoiced, as well as the many benefits of the Commercial Card.

It is the City of Warrenville's policy to maintain and practice the highest possible standards of business ethics, professional courtesy and competence in all purchases and business transactions. It is your responsibility to purchase only those goods or services that are necessary for City of Warrenville business purposes.

# PURPOSE

The Commercial Card is a charge card, which provides the City of Warrenville with an alternate method of purchasing needed goods and services, with in the provisions of the City Purchasing Procedures.

- The Commercial Card enables employees to order and receive products or services directly from any MasterCard vendor.

- The Commercial Card gives employees the power and flexibility to purchase supplies and services when the organization needs them.

- The Commercial Card means employees may get faster delivery and low cost items, because there is less paperwork.

## POLICES

A. GENERAL

City Commercial Cards are issued to the following positions with pre-approval of the Finance Director, Department Head and City Administrator:

- City Administrator
- Assistant City Administrator
- City Clerk
- Finance Director
- Senior Accountant
- Community Development Director
- Chief Code Official
- Senior Planner
- Senior Civil Engineer
- Police Chief
- Deputy Police Chief
- Deputy Public Works Director
- Streets Lead Supervisor
- Utility Lead Supervisor
- Buildings and Grounds Lead Supervisor

No person other than the person to whom the Commercial Card is issued, or his or her expressly authorized designee is authorized to use the assigned Commercial Card.

The Commercial Card is to be used for purchases within maximum various dollar limits for any single transaction, or number of transaction during a statement cycle. It is the card holder's responsibility to obtain and submit a receipt for all purchases made. The Department Head or Finance Director may set lower limits on the Commercial Card for the maximum dollar amount per transaction, as well as the maximum number of transactions that can occur within a billing period.

Any transaction over your limit for a single item will be rejected by MasterCard. All purchases must follow the City of Warrenville Purchasing Policies and Procedures.

A Monthly Statement copy, per card number, will be sent to the card holders Department Head for review and approval. The Monthly Statement will contain all charges from the previous month or billing period.

The card is to be used for official City of Warrenville **BUSINESS ONLY.**

If the cardholder needs assistance with a vendor, or unapproved/rejected transactions, please contact the Finance Director, who is the designated City Commercial Card program administrator.

## B. APPROPRIATE USE OF THE COMMERCIAL CARD

A wide variety of goods and services can be purchased using the Commercial Card, including, but not limited to:

| | |
|---|---|
| Maintenance | Flowers |
| Repairs | Rentals |
| Supplies | Training, Travel and Meetings (with appropriate pre-approval) |
| Gasoline (generally outside Warrenville) | Copying jobs |
| Subscriptions | Memberships (professional associations) |

## C. INAPPROPRIATE USES OF THE COMMERCIAL CARD

**THE CARD MUST NOT BE USED FOR:**

- Capital purchases
- Alcohol or cigarettes
- Pornographic material
- Personal use

# HOW TO OBTAIN A CITY AUTHORIZED COMMERCIAL CARD

## PROCEDURES

1. The initial step in obtaining a Commercial Card is for a Department Head to submit a request to the Finance Director.

2. Commercial Card limits will be set in accordance with the purchasing limits established by the City Code.

3. The Finance Department will forward a copy of the Policies and Procedures along with a Cardholder Agreement to the employee.

4. Once the Cardholder Agreement form has been completed and all the proper approvals obtained, the form must be returned to the Finance Department.

5. After the Finance Department receives the completed Cardholder Agreement, the Commercial Card will be delivered to Finance in accordance with the established policies and practices of the card issuing company, and generally occurs within one week.

6. Once the Finance Department receives the Commercial Card, a meeting will be scheduled with the employee and the Finance Director to review the Policies and Procedures and to answer any questions.

7. After this meeting has been completed, the Finance Department will present the card to the employee. The employee will sign the Cardholder Agreement. A copy of the Agreement will be kept with the employee personnel file and one copy of the Agreement will be given to the employee.

8. The employee can begin to use the Commercial Card., once the card activation process, as required by the Commercial Card issuer, has been completed.

**APPENDIX "C"**

# PURCHASING PROCESS

## PROCEDURES

### A. MAKING A PURCHASE

Only the cardholder named on the Commercial Card, or his or her expressly authorized designee can use that card. It is also the cardholder's responsibility to take the steps necessary to avoid payment of sales tax. A copy of the City Tax Exemption letter may be obtained from the Finance Department.

1. The cardholder will present the card at the cash register, sign, and obtain the charge receipt or cash register tape for filing and leave with the purchase. It is the responsibility of the card holder to code the purchase to the proper general ledger account number. Any incorrectly assigned general ledger account number will be corrected by the Finance Department.

2. The cardholder may also place an order over the phone. When a telephone order is placed, the cardholder should request from the vendor a receipt showing prices and quantities. When the goods are received, the cardholder should check the goods against the packing slip, and forward that packing slip to the Finance Department.

3. The cardholder may also place an order over the Internet. When an Internet order is placed, the cardholder should printout a copy of the order, and forward that copy to the Finance Department.

### B. SHIPPING/RECEIVING

1. The cardholder must provide the vendor with the appropriate shipping information or a delay in the delivery of the shipment may occur. **All goods must be shipped to the City of Warrenville, and not to the cardholder's home address.**

### C. INCORRECT SHIPMENTS OR RETURNS

1. If a shipment is incorrect, the cardholder should contact the vendor to arrange for a return, exchange or refund (credit). If the vendor agrees to issue a refund, that information should be conveyed to the Finance Department, so it can be verified that the refund (credit) is properly reflected in the next Monthly Statement.

2. It is the cardholder's responsibility to know the vendor's return policy.

## RECONCILING MONTHLY PURCHASES

### PROCEDURES

### A. CARDHOLDER RESPONSIBILITIES

1. The person named on the Commercial Card is responsible for keeping track of how the Card is used and for keeping it safe. Although the cardholder will not be responsible for actually paying the expense, the cardholder must obtain receipts for his/her purchases. And just like any credit card, the cardholder should protect against fraudulent use of the Card.

2. It is the cardholder's responsibility to make certain that any and all, receipts for any purchase or transaction, made with their assigned card, is forwarded to the Finance Department, within in one week of that purchase or transaction.

### B. MONTHLY STATEMENT/SUMMARY INVOICE STATEMENT

1. Monthly, the City receives an itemized statement, detailing all charges made by the cardholder. Submitted receipts will be reconciled to the monthly statement, by the Finance Department, and the cardholder may be contacted regarding any missing or incomplete purchase or transaction records.

2. The monthly statement will be reviewed and approved by the cardholder's department head, thereby authorizing the cardholder's transactions.

3. Following the aforementioned approval process, the monthly statement is presented to the City Council, for final payment authorization.

## DISCREPANCIES OR UNAUTHORIZED USAGE

### TYPES OF DISCREPANCIES

1. The amount of the transaction is incorrect.

2. A purchase appears on the Monthly Memo Statement that was not made by the authorized cardholder.

3. There is a product quality or service issue.

### PROCEDURES

1. If there are any discrepancies on the cardholder's Monthly Memo Statement, the vendor will need to be contacted immediately to try to resolve the issue(s) in question.

2. If the discrepancies cannot be resolved with the vendor, the cardholder will then need to contact the Finance Director within 15 days from the date of the statement on which the discrepancy appeared.

**APPENDIX "C"**

## CARD DEACTIVATION

**PROCEDURES**

A. **TERMINATION OF CARDHOLDER**

Upon voluntary or involuntary termination of employment of a cardholder, the Commercial Card must be turned in to the cardholder's Department Head and forwarded to the Finance Director

The Finance Director will immediately take the steps prescribed by the issuing company to deactivate the Commercial Card.

Upon successful deactivation of the cardholder account, the card is to be destroyed by the Finance Director.

B. **MISUSE OF THE CARD BY THE CARDHOLDER**

Whenever a Commercial Card is misused or the policies and procedures are violated, the Department Head will work with the City Administrator to determine appropriate disciplinary action. ***TERMINATION OF THE CARDHOLDER'S EMPLOYMENT IS A VIABLE OPTION.***

1. The Department Head or City Administrator may request suspension or cancellation of the Commercial Card at any time by notifying the Finance Director.

2. The Department Head along with the City Administrator or his designee will work together in determining the appropriate action. The Department Head will then inform the Finance Director if the Commercial Card should be deactivated.

3. The Finance Director may unilaterally suspend or cancel a Commercial Card if:

    a. The City of Warrenville Commercial Card Policies and Procedures are not followed.

    b. The cardholder makes unauthorized purchases, or continually tries **to exceed** the per purchase limit or the specified purchase frequency.

    c. If the cardholder continually makes purchases with the City Commercial Card, when other means for making the specific purchase have been established,( i.e. use of the Commercial Card to purchase gasoline or diesel fuel for a City vehicle, instead of using a fleet gasoline purchasing card)

**APPENDIX "C"**

## REPORTING LOST OR STOLEN CARDS

**PROCEDURES**

1. If a Commercial Card is lost or stolen, the cardholder must immediately inform the Finance Director and his/her Department Head.

2. The Finance Director will immediately suspend or deactivate the Commercial Card and will send an acknowledgement to the cardholder and Department Head informing them of this action.

4. In order to receive a replacement Commercial Card, the cardholder's Department Head must complete a new Commercial Card Request Form and the cardholder must complete a new Cardholder Agreement.

5. The Finance Director will produce a replacement Commercial Card after the proper forms have been completed and returned.

6. The cardholder is responsible for review and reconciliation of the Monthly Memo Statement of the deactivated Commercial Card as well as the Monthly Memo Statement on the new Commercial Card.

**APPENDIX "C"**

# Receipt & Acknowledgement Of the City of Warrenville Commercial Card Policies and Procedures

The Commercial Card Policies and Procedures (CCCPP) contain a general description of some of the policies and procedures concerning use of the City of Warrenville Commercial Card, a MasterCard charge card. These policies and procedures will serve as a guide, but may not be the final word in all cases.

Changes in the CCCPP may occur and as a result the contents of the CCPP may change from time to time and may be changed at any time at the discretion of the City of Warrenville. No changes will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such changes will have on the employee of the City of Warrenville.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the City of Warrenville, Commercial Card Policies and Procedures.

- I have received and read a copy of the City of Warrenville Commercial Card Policies and Procedures. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the City of Warrenville at any time.
- I understand that should the content be changed in any way, the City of Warrenville may require an additional signature from me to indicate that I am aware of and understand any new policies.
- I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the City of Warrenville Commercial Card Policies and Procedures.

| | |
|---|---|
| _____ | _____ |
| Employee's Printed Name | Position |
| _____ | _____ |
| Employee's Signature | Date |

**City of Warrenville Capitalization Policy: Classes, Thresholds, and Descriptions**

**APPENDIX "D"**

| Class of Asset | Minimum Threshold for Capitalization | Type of Activity Capitalized | Depreciable Life | Asset Description | Description of Initial Asset Analysis |
|---|---|---|---|---|---|
| ***1. Governmental Funds (General Fund, Capital Maintenance Fund, TIF Fund)*** | | | | | |
| Land | All Land | Any Purchase/Donation of Land | N/A | Includes all parcels of land owned by City, not including public Right of Way. | A list of all parcels of land owned by City was compiled. A search was conducted of City and Township Records to determine if a acquisition date and historical cost was available. If a historic cost was not available, an estimated cost was calculated by using the date of acquisition and applying the following formula (Current Price Per Square Foot x Number of Square Feet x Deflator based on the CPI). If an exact acquisition year was not available, then the year was estimated based on knowledge of City Staff. |
| Rights-Of-Way | All Land | Any Purchase/Donation of Right-Of-Way | N/A | The rights of way owned by the City, typically the public roads and alleys in the City along with the parkway and the sidewalks, usually a width of either 60', 66', or 80'. | A list of all segments of Rights Of Way was compiled. |
| Bridges | $20,000 | Acquisition, Construction or Reconstruction in excess of $20,000 | 40 Years | All acquisitions, construction, or reconstruction of a bridge that exceeds $20,000 | A list of bridges owned by the City was compiled. Historical costs were used if available from records. If a historic cost was not available, an estimated cost was calculated by using the date of construction or reconstruction and applying the following formula (Current Price for reconstruction x Deflator based on the the Federal Highway Construction Price Index). If an exact acquisition year was not available, then the year was estimated based on knowledge of City Staff. |
| Buildings | $20,000 | Acquisition, Construction or Reconstruction in excess of $20,000 | 40 Years | All acquisitions, construction, or reconstruction of buildings that exceed $20,000 | The historic cost to acquire or construct buildings was obtained from City records. If no historic cost was available, the original date the building was acquired or built was established, the current cost per square foot for reconstructing that building was estimated and then multiplied by the total square footage of the building to get a current replacement cost and this current replacement cost was deflated to the year of acquisition/construction using the historic trends of the US Department of Labor Consumer Price Index for Construction. |
| Streets | All Streets | Acquisition, Construction or Reconstruction | 60 Years | All acquisitions, construction, or reconstruction of streets | A list of all City owned streets was compiled. The year of acquisition, construction, or reconstruction was determined or estimated based on City records. The square yardage of the segment of road was determined from City records and then a current cost per square yard to reconstruct that segment of road was determined by the Director of Finance or from the Capital Maintenance and Replacement Plan (CMRP) . The cost per square yard to reconstruct was multiplied by the total square yardage and a current cost to reconstruct each segment was determined. This current cost was then deflated to the estimated year of acquisition, construction, reconstruction using the historic trends of the Federal Highway Road Construction Cost Index. |
| Vehicles & Equipment | $20,000 | Acquisition of Equipment with a cost exceeding $20,000 | Variable, Depending on Item | All City owned vehicles and equipment with an acquisition cost exceeding $20,000 | The cost of acquisition of each piece of equipment was determined from the City's financial records. Vehicles will be capitalized regardless of proximity to threshold. Equipment below the threshold may be capitlized upon the discretion of the Public Works Superintendent and Finance Director. |
| Stormsewer System | All Stormsewer Segments | Acquisition, Construction or Reconstruction | 75 Years | All acquisitions, construction, or reconstruction of storm sewer segments | An average current cost to construct a linear foot of storm sewer was determined by the City Engineer. This current cost was then applied to the storm sewer segments to determine the current cost to construct the storm sewer segments in the City. This current cost was then deflated using the Federal Highway Administration's Highway Construction Price Trends Analysis |
| Traffic Signals | $20,000 | | | | Traffic Signals will be treated as individual units. |
| Sidewalk | $20,000 | | | | Sidewalks will be capitalized |
| Streetlights | $20,000 | | | | Streetlights will be treated as individual units. |
| ***2. Enterprise Fund*** | | | | | |

**City of Warrenville Capitalization Policy: Classes, Thresholds, and Descriptions**

**APPENDIX "D"**

| Class of Asset | Minimum Threshold for Capitalization | Type of Activity Capitalized | Depreciable Life | Asset Description | Description of Initial Asset Analysis |
|---|---|---|---|---|---|
| Water Main | All Mains | Acquisition, Construction or Reconstruction | 75 Years | All acquisitions, construction, or reconstruction of Water Main or Water System Segments | Determined by the current financial records of the City. These assets are owned by an Enterprise Fund, and the City has been required to record and depreciate these capital assets since the establishment of the Water and Sewer Fund. |
| Sewer Main | All Mains | Acquisition, Construction or Reconstruction | 75 Years | All acquisitions, construction, or reconstruction of Sewer Main or Sewer System Segments | Determined by the current financial records of the City. These assets are owned by an Enterprise Fund, and the City has been required to record and depreciate these capital assets since the establishment of the Water and Sewer Fund. |

Fixed assets for the Enterprise Fund that can be classified in a category already detailed under Governmental Funds are subject to the same thresholds and classifications as those assets in the Governmental Funds.