

BUILDING ON THE MOMENTUM

# 2020 Annual Budget







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







GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Des Plaines**

**Illinois**

For the Fiscal Year Beginning

**January 1, 2019**

*Christopher P. Morill*

Executive Director



**2020 Budget**

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Honorable Mayor and Members of City Council,

I am pleased to present the 2020 Annual Budget. This budget makes significant strategic investments in our community while advancing our ultimate goal of long-term financial stability.

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

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

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

## 2020 BUDGET GOALS

The 2020 Budget uses the 2017 Strategic Plan "Roadmap to the Future; Focus 2022" adopted by the City Council on February 5, 2018 via Resolution R-31-18. The 2017 Strategic Plan was developed during the strategic planning sessions held by the City Council and facilitated by Lynn Montei Associates on August 14<sup>th</sup> and August 28<sup>th</sup> at the Des Plaines Public Library. Out of those sessions, the City Council identified four very clear goals and several strategies to achieve those goals.

The City's 2020 Budget priorities have been aligned with the goals in the 2017 Strategic Plan as follows:

1. **Community Character:** Define and establish Des Plaines as friendly, dynamic, contemporary and smart.
2. **Re-imagined Growth:** Facilitate creation of a built environment that reflects our character, and attracts the marketplace that will capitalize on our City's assets and opportunities.
3. **Infrastructure and Mobility:** Enhance our infrastructure systems and maximize our transportation assets.
4. **Municipal Excellence:** Maintain focus and stability, lead and serve to create optimal conditions for a flourishing community.

The City's 2020 budgetary focus continues to be the long-term financial stability coupled with continued investment in the City's aging infrastructure, enhanced beautification, improvements to the municipal facilities and continued economic development initiatives. In the past several years there have been minimal tax increases to residents, and the 2020 Budget continues the emphasis on keeping City services affordable to the taxpayers.

## BUDGET CHALLENGES

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

- 1. Pension Liabilities:** Municipalities across the state must continue to address the funding of pension liabilities. Based on the current State Statutes, municipalities have until 2040 to fund 90% of their respective public safety pension obligations. The City has three pension plans: Illinois Municipal Retirement Fund (IMRF), the Police Pension Fund and the Fire Pension Fund. IMRF is administered at the state level and is the retirement fund for public sector employees. The Police and Fire Pension Funds are separate funds for public safety employees.

Pension benefits are funded by a combination of employer contributions, employee contributions, and investment earnings on those contributions. When there is a gap between the assets available to fund benefits, and the assets needed to fund benefits, the City must make up the difference. As of December 31, 2018, 16.7% of the City’s General Fund goes toward paying for public safety pension benefits through levying the amount needed for funding on the Property Tax Levy, compared to 4.8% in 2000. The City’s overall funded status for its pension plans is 88.41% for IMRF, 46.17% for Police Pension and 50.67% for the Fire Pension as indicated below.

<b>Unfunded Actuarial Accrued Liability (AAL)</b>			
	<b>IMRF</b>	<b>Police Pension Fund</b>	<b>Fire Pension Fund</b>
<b>Actuarial Accrued Liability</b>	119,533,548	154,719,101	156,129,585
<b>Actuarial Value of Assets</b>	105,677,267	71,429,965	79,103,657
<b>Unfunded AAL</b>	<b>13,856,281</b>	<b>83,289,136</b>	<b>77,025,928</b>
<b>Funded Ratio</b>	<b>88.41%</b>	<b>46.17%</b>	<b>50.67%</b>

Over the last 9 years, the City has made many changes to ensure the required funding levels for the public safety pensions is met by 2040. In 2011, the City changed the actuarial assumptions by lowering the investment rate of return from 8% to 7.75%, and then adjusted it again to 7% in 2012. The 2019 Budget incorporated a change to the actuarial rate of return to 6.75% (investment rate) for both the Police and Fire Pensions. This adjustment is necessary as the 10 year rate of return for Police is 6.76% and for Fire the rate is 5.97%. Prudent long-term fiscal planning includes an ongoing monitoring of the actuarial assumptions including investment rate of returns, especially given current market conditions.

Even with the above measures taken over the past several years, the pension issue as a whole needs to be addressed at the State level. The City has continued to fund its annual obligation year over year, however, over the last 16 years the levy requirement has increased by 241.6% from \$1,948,512 to \$6,656,557 on the Police Pension side and 282.7% from \$1,644,652 to \$6,294,838 on the Fire Pension side based on the City’s actuarial reports. Given the losses incurred on investments in the fourth quarter of 2018, the required public safety pension funding has increased by \$1.1M for the 2020 Budget. This increase in pension funding would require a 4.6% levy over levy property tax increase. In order to alleviate the tax burden on the City’s residents, the 2020 Budget includes a transition plan for the police and fire pension funds with the levy requirement of \$6,115,000 for the Police Pension and \$5,796,000 for the Fire Pension. The City is not unique in facing these pension challenges as many communities face these trends across the State. This continues to be an unsustainable model not only for Des Plaines but for all Illinois municipalities to continue to fund.

2. **Revenue Sources at Risk/Unfunded Mandates:** While there is no specific threat of revenue reduction at this time, historically this has always been a threat from the State. Over the past several years state legislation has proposed reductions in revenue on several occasions.

In addition to revenue sources being at risk, local governments continue to face unfunded mandates from the State and Federal Government. A recent example is the partial replacement of lead water service connections and Metropolitan Water Reclamation District watershed management Ordinance requirements which includes reducing flows into sanitary sewers. Also as part of the 2018 infrastructure plan from the Federal government, all community water systems are required to prepare an emergency response plan for the water system along with a vulnerability assessment beginning in 2020. Beginning in January 1, 2020 Public Act 101-0031, which establishes the parking excise tax act, will be in effect and imposes a state tax on the privilege of using certain parking spaces. This mandate may have a direct effect on the City of Des Plaines if enacted. Local governments face challenges similar to these on a daily basis, and will continue to face them in the future.

3. **Underperforming TIF Districts:** The City of Des Plaines currently has six Tax Increment Financing (TIF) districts. In 2016, the City restructured TIF #6 (Mannheim/Higgins) into two separate districts (TIF #6, Mannheim/Higgins & TIF #7 Mannheim/Higgins South). In 2019, the City created TIF #8 based on the plans for the Oakton corridor. At the end of fiscal year 2018, three of the five districts (TIF #3- Wille Road, TIF #6- Mannheim/Higgins, and TIF #7 – Mannheim/Higgins South) were “in the red,” and had negative fund balances which reflect the advances made from the General Fund to support the expenditures. A majority of the expenditures are debt service costs for which insufficient revenue is received within the TIF Districts. For the 2020 Budget five of the six districts are projected to be in the red. TIF #1 (downtown TIF) is projected to be in the red given that the final closeout year for the District is 2020 with additional revenue to be received in 2021. Given that the City has significant TIF eligible expenses, a portion of the 2021 funds will be advanced to 2020. TIF #8 (new Oakton TIF) is projected to be in the red given the accounting for the TIF set-up costs which will be recouped through future increment generated in the district. Over the past several years, the City has restructured the districts with the expectation that in future years the advances will be repaid to the General Fund.

4. **Funding of Significant Capital Improvements:** The City of Des Plaines encompasses roughly 15 square miles of land area. The City is facing an on-going challenge to prioritize and address all its funding needs, especially capital improvements. The City has 144 miles of streets that require resurfacing, rehabilitation, and reconstruction as recommended in the Capital Improvement Program at a total cost replacement cost of \$95 million. Other large ticket items include 221 miles of water mains with a cost of \$1M per mile to replace, 176 miles of storm sewers and 121 miles of sanitary sewers, each costing \$850K per mile to replace. In terms of combined storm/sanitary sewers, the City has approximately 77 miles. In addition, the City owns and maintains 11 primary buildings and three parking structures with a total replacement cost of \$116M.

Annual funding is also required for sidewalk replacements, drainage improvements, and other infrastructure related projects. The City annually receives approximately \$23.5 million in wagering and admission taxes from the Casino. Of the \$24M, approximately \$5.6M to \$8.4M is the City of Des Plaines share, while the remainder is shared with the State of Illinois, which receives \$10M, and ten benefitting communities. While the gaming revenue provides great benefit towards funding of capital projects, this revenue source continues to be threatened with the recent legislation which has increased the number of licenses that will be issued within the State of Illinois.

5. **Local Economy:** The City has been fortunate over the last several years to enjoy the benefits of an economy that has flourished. The economy has been in an upward, or expansion, phase the last ten years. The consensus

among economists is that an economic plateau or slowdown is in the near future, however most agree that this will not be the case within the next 6 months. It is possible for a slowdown to occur in late 2020 or early 2021. An economic slowdown would affect consumer behavior and the performance of local government revenue sources, and as such, the City continues to monitor the current revenue to expenditure levels on an on-going basis.

## **BUDGET RECAP**

The City has taken great strides during the past eight years to ensure its fiscal stability. Some of the steps taken involved necessary reduction in expenses. The most significant reductions in operating expenditures were achieved by streamlining operations. These steps allowed us to place the City in a position to meet the new economic realities of today and place the City on a path to long-term fiscal strength. Additionally, the City has taken great strides in early debt payoff and refinancing opportunities. Between the years of 2005 and 2017, the City reduced its debt from \$102.3 million to \$27.6 million and is expecting to reduce it down to \$14.2 million by 2020. The 2020 Budget continues to be a conservative financial plan intended to hold-the-line on expenditures while making strategic investments in the City's infrastructure, maintaining the City's fiscal stability, and providing for excellence in the delivery of City services.

### **Overview of Revenues**

Total revenues for all funds excluding transfers in the 2020 Budget are \$145.5M, which is a \$4.4M or 2.9% decrease from the 2019 Budget figures, primarily due to less grant related revenue being received for the FEMA property buyout as the project is nearing completion. The 2020 General Fund revenues (the main operating fund) total \$64.1M, which are relatively flat over the 2019 Budgeted revenues of \$63.6M. The City has taken a conservative approach in estimating the 2020 revenue projections.

The total City property tax levy is \$24.5M, which is the same amount compared to the prior year's tax levy, essentially a 0% increase over the prior year. The ten-year average levy-over-extension (Cook County loss and cost amounts), including the proposed 2019 levy, is a decrease of 2.09%, and the levy-over-levy ten-year average increase is 0.88%. Over the last ten year period the Consumer Price Index increased by 12.67% which is significantly higher than the City's levy increases during that same time period. Additionally, in looking at a sample Maine Township property tax bill, the City currently receives 12.71% of the entire tax bill compared to 13.90% in 2010. This is an indicator that less money from property taxes is diverted to the City.

Sales taxes represent the third largest source of revenue for the City. These include Municipal Sales Taxes and Home Rule Sales Taxes. Total sales tax revenue is projected to generate \$16.4M in 2020 and is consistent with the 2019 Budgeted Amount. The Home Rule Sales Tax is allocated between the General Fund at \$1.45M and the Capital Projects Fund at \$4.2M.

State income tax is based on a per-capita distribution. Based on the trending in 2019, the City projects to receive \$5.5M in 2020 consistent with the 2019 projected amount. Utility taxes are expected to remain consistent with 2019 levels, coming in at \$3.3M. The following identifies other revenues of significance included in the 2020 Budget:

- Local, State, and Federal grant revenues are expected to decrease as the City finalized all three phases of the FEMA property buyouts and phase three of River Road reconstruction. The City is planning to enter into phase four of FEMA property buyouts in the near future.
- Hotel/Motel taxes of \$1.9M, which is consistent with the 2019 projected amount.
- Real Estate transfer taxes of \$650K which is a slight increase over the 2019 Budget amount due to trending.
- Food and Beverage tax receipts of \$1.2M which is consistent with the 2019 Budget.

- Personal Property Replacement tax revenues of \$1.225M which is consistent with the 2019 projected amount.
- Licensing and Permit revenues of \$2.4M, which includes vehicle licenses (\$1.3M), business licenses (\$225K), and building permits (\$850K).

### **Overview of Expenditures**

Total City spending in the 2020 Budget excluding transfers is \$172.2M, a \$6.3M, or 3.8% increase, over the 2019 Budget amount. This increase is primarily attributed to funding of the planned infrastructure projects in 2020. In looking at the overall investment in the community in terms of infrastructure projects, the 2020 Budget includes investment in infrastructure projects of \$26.3M. Over the last few years the City contributed \$4.5M in 2011, \$7.6M in 2012, \$13.2M in 2013, \$16.3M in 2014, \$24.4M in 2015, \$18.5M in 2016, \$15M in 2017, \$17.2M in 2018, \$16.4M in 2019 and budgeted \$26.3M in 2020 inclusive of the building improvement projects.

The 2020 Budget includes total General Fund (operating) expenditures of \$72M, a \$1.8M, or 2.5% increase, over 2019 budgeted General Fund expenditures. While the General Fund (operating) revenues for 2020 are projected at \$64.1M, the City will be utilizing unassigned fund balance to bridge the gap between revenues and expenditures, along with the assigned fund balance that has been set aside for the upcoming projects.

Significant General Fund expenditures include the following:

- Public Works Building Boiler Replacement \$60K
- Tyler EnerGov Software \$330K
- Fire Department Cordless Extrication Tools \$90K

Significant non-General Fund expenditures include the following:

- Civic Center Parking Garage \$15.2M
- Oakton Street North Central Service Metra Station Preliminary Engineering \$175K
- Fire Station #1 Flood Proofing Grant Match \$492K

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

The Capital Projects Fund is used to account for the financial resources to be utilized for the acquisition or construction of capital facilities. The 2020 Budget includes revenues of \$7.5M, total expenditures of \$7.3M and transfers out of \$2.4M. The \$2.3M transfer out is planned to the Grant Project Fund as the local match to the current approved grants. The 2020 Budget is the second year that the capital projects fund does not have any debt service costs and therefore the full revenue received in capital projects can be diverted into infrastructure improvements in the City.

The specific capital improvement projects approved for 2020 are identified in the City's five-year Capital Improvement Program (CIP). General categories, with their approximate funding levels for 2020, include alley improvements (\$250K), street improvements (\$4.0M), traffic improvements (\$500K), sewer system improvements (\$300K) and (\$875K) of miscellaneous improvements such as sidewalks, sewer lining and curb replacement. The building capital improvements for 2020 include the City Hall Parking Garage Reconstruction (\$15.2M) and the Des Plaines Theater Renovation (\$5.2M).

### Overview of Water/Sewer Fund

The Water/Sewer Fund is independent from the General Fund and is an enterprise fund that accounts for revenues and expenses associated with the delivery of water and maintenance of the sanitary sewer system within the City. By definition of an enterprise fund, it should operate as a business and generate sufficient revenues to pay its own expenses. The primary revenue source for the fund is the rate charged for usage, based on metered water consumption. The fund has been operating in a deficit for the past several years.

Back in 2011, the City commissioned a water rate study which yielded three rate scenarios for the City to consider. In lieu of a rate increase, the City pursued an option of trying to reduce the expenditures in the Water/Sewer Fund and as such began searching for alternatives to purchase water. In 2016 construction was completed on the alternate water source and the City began purchasing water from the Northwest Water Commission in addition to the purchase from the City of Chicago. Even with this option, the fund still continues to be in a deficit position.

The variable in water consumption is very dependent on the weather and it makes the Water/Sewer Fund susceptible, especially since it is difficult to limit expenditures as the plant must continue to operate and water mains must continue to be maintained to ensure that clean potable water is delivered to the residents. In looking at the 2020 Budget, the cost of purchasing water is equal to 46% of the operational portion of the Water Sewer Fund. At the end of 2020, the projected fund balance for the water/sewer fund is negative \$2.4M even with a transfer of funds from gaming revenue in the amount of \$750K to support capital projects. The current model has proven year over year to not be sustainable. This must be addressed with a rate restructure and adjustment and will be brought back to Council within the fourth quarter of 2019.

### FUND BALANCE

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

At the close of FY 2008, the City had a General Fund balance of \$9.3M, representing 16.7% of annual expenditures. A dangerously low 2.2% was considered unassigned funds. This balance was roughly equivalent to 8 days of operating expenditures in reserve. Projected at the close of FY 2020 is a General Fund balance of \$41.6M, which represents 56.4% of annual expenditures, however, the unassigned portion is projected to be \$18.5M, or 25.01%. While the unassigned fund balance is projected to be slightly above the recommended policy requirement of 25%, TIF 3, TIF 6, TIF 7, TIF 8, and the Water/Sewer Funds continue to place restrictions on the availability of General Fund resources. The plan for 2020 is to utilize fund balance for the deficits in the Water/Sewer Fund until the City can address a rate restructure which would be able to turn the fund balance into a positive position and refund General Fund dollars. Additionally, with the new development in TIF #7, the negative fund balance of TIF #6 will begin to turn around as revenues are received in TIF #7.

While our fund balance position has improved substantially since the 2008 fiscal year, I must caution that it is imperative that the City continue to maintain a healthy *unassigned* portion of the fund balance. Without an appropriate available fund balance, certain financial contingencies cannot adequately be maintained, which may result in the City having to assume short-term loans or take other undesirable actions to meet its financial obligations. Given the healthy fund balance position, the City has been able to undertake many capital projects over the past several years while utilizing the General Fund balance. Additionally, in 2008, 2011, 2013 and 2017 the City experienced several weather-related emergencies which required the activation of our emergency operations center. These emergencies resulted in increased overtime expenditures associated with the City's responses. In most instances, events such as these are not



reimbursed by the State or Federal governments, as was seen during the April 2013 flood which cost the City approximately \$1.3M. The City's fund balance helps act as an emergency reserve in these types of situations.

### **CONCLUSION**

As I mentioned at the outset, the 2020 Budget represents another significant step in accomplishing the City's goal of long-term financial stability. This would not be possible without the continued dedicated leadership, hard work, and tough decision-making of the City Council, which has shown its commitment to the City's financial well-being.

Staff has worked hard to align your goals with the recommended projects and operational items. This comprehensive document would not be possible without the diligent work of Assistant City Manager/Director of Finance, Dorothy Wisniewski and all of her staff. Special acknowledgment should be given to all of the City's Department Heads and the Management Team who have carefully monitored spending throughout the past year and who strive to produce the most efficient and effective services for the residents of Des Plaines.

Respectfully Submitted,



Michael G. Bartholomew

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## **Legislative**

Matthew J. Bogusz, Mayor

Jennifer Tsalapatani, City Clerk

### City Council

Mark A. Lysakowski – First Ward

Carla Brookman – Fifth Ward

Colt Moylan – Second Ward

Malcolm Chester – Sixth Ward

Denise Rodd – Third Ward

Don Smith – Seventh Ward

Artur Zadrozny – Fourth Ward

Andrew Goczkowski – Eighth Ward

## **Administration**

City Manager .....Michael G. Bartholomew

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

Assistant City Manager/Director of Finance ..... Dorothy Wisniewski

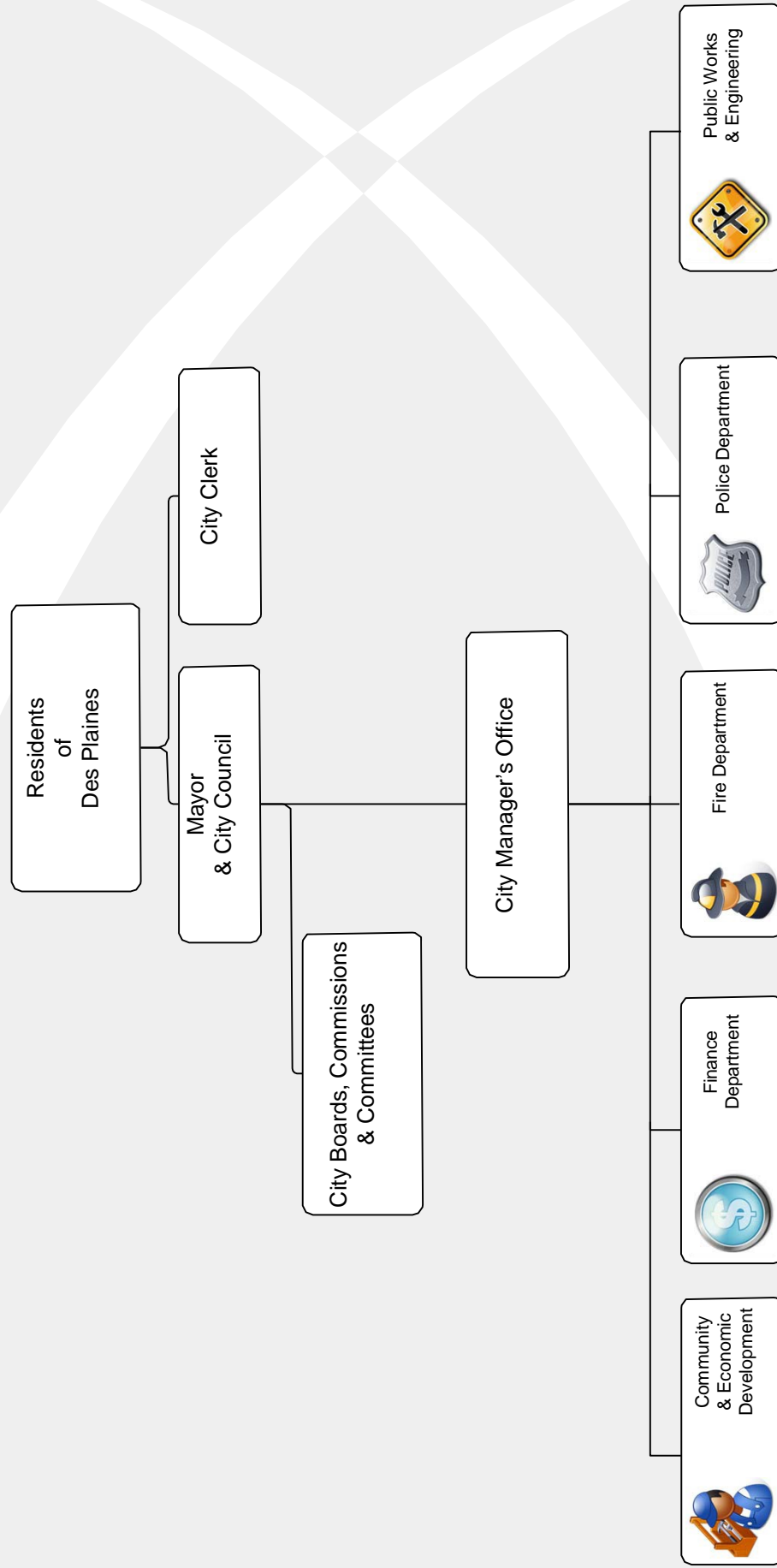
Chief of Police ..... William Kushner

Fire Chief..... Alan Wax

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

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

# City of Des Plaines



## 2020 Budget BUDGET CALENDAR

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June 25	Staff budget preparation workshop with Department Heads. Budget Team transmits budget memo with preliminary targets.
July 26	Departments submit budget to Budget Team inclusive of goals and accomplishments.
August 5-9	Initial review of budget requests by Budget Team.
August 12-16	Budget Team review with departments and conduct follow-up as needed.
August 20-22	Follow-up meetings with Departments (if necessary).
September 20	Submit Proposed 2020 Budget document to City Council for review.
October 10	<b>City Council Budget Review meeting</b> —Introduction & Overview. General Fund: Elected Office, City Manager, Finance, CED, Public Works & Engineering, Police, EMA, Fire, and BFPC.
October 16	<b>City Council Budget Review meeting</b> — General Fund Overhead & Non-General Fund: TIFs, MFT, CDBG, Grant Funded Projects, Gaming Tax, Debt Service, Capital Projects, Equipment Replacement, IT Replacement, Facilities Replacement, Water/Sewer, Parking, Risk Management, Health Benefits, and Library.
November 6	<b>City Council Budget Review meeting</b> —Final Review (as needed).
November 18	<b>Tax Levy Resolution</b> submitted to City Council (required by State law, not less than 20 days prior to the adoption of the tax levy).
November 18-22	<b>Publication of Property Tax Levy.</b> <b>Public Hearing Notice</b> (required between 7 and 14 days prior to hearing).
December 2	<b>City Council Budget Review meeting</b> —Final Approval.
December 2 & 16	<b>Public Hearing on Tax Levy</b> <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading of Tax Levy Ordinance</b> (Must be filed with County Clerk by 12/24/19)
First Qtr 2020	<b>Annual Appropriation Ordinance filed.</b> Public notice required, not less than 10 days prior to Public Hearing.

## 2020 Budget BUDGET CALENDAR

Task	Assigned Group	2019							2020		
		June	July	August	September	October	November	December	January	February	March
Departments Submit Budget Requests	Department Heads, Budget Team										
Initial Review of Budget Requests	Department Heads, Budget Team										
Collaborative Review with Department Heads	Department Heads, Budget Team										
Follow up Meetings Conducted (if necessary)	Department Heads, Budget Team										
Submit Proposed 2020 Budget to City Council	Citizens, City Council, Budget Team										
City Council Budget Review Meeting, Part 1	Citizens, City Council, Budget Team										
City Council Budget Review Meeting, Part 2	Citizens, City Council, Budget Team										
City Council Budget Review Meeting, Part 3	Citizens, City Council, Budget Team										
Tax Levy Resolution Submitted to City Council	Citizens, City Council, Budget Team										
City Council Budget Review Meeting, Final Approval	Citizens, City Council, Budget Team										
Publication of Property Tax Levy	Citizens, City Council, Budget Team										
Public Hearing Notice	Citizens, Budget Team										
Public Hearing on Tax Levy Ordinance, 1st Reading	Citizens, City Council, Budget Team										
Public Hearing on Tax Levy Ordinance, 2nd Reading and Approval	Citizens, City Council, Budget Team										
Annual Appropriation Ordinance Filed	Budget Team										

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

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

## 2020 Budget

# COMMUNITY PROFILE

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



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

## CITY GOVERNMENT

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

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

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



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

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

2020 Budget  
**COMMUNITY PROFILE**



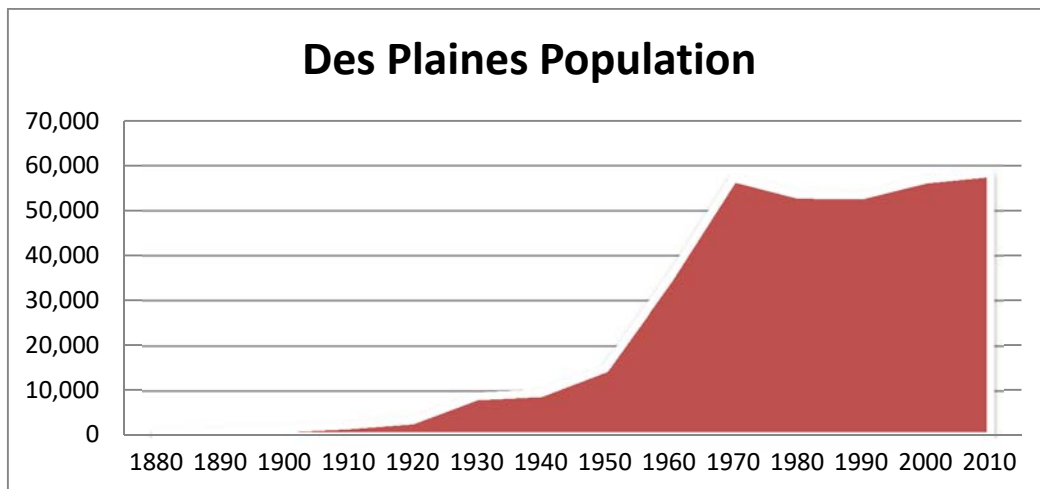
Population Characteristics	
Under 5	5.4%
18 and over	79.8%
65 and over	17.1%
Male	48.7%
Female	51.3%
Avg. Household Size	2.53
Avg. Family Size	3.19
Total Housing Units	24,075
U.S. Census Bureau, 2010, STF	

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

**POPULATION**

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

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





# 2020 Budget COMMUNITY PROFILE

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



## LAND USE AND VALUE

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

Residential	43.3%
Manufacturing	15.7%
Commercial/ Retail	7.8%
Institutional	15.9%
Streets, Alleys & Railroads	12.5%
Vacant & Open Space	4.7%

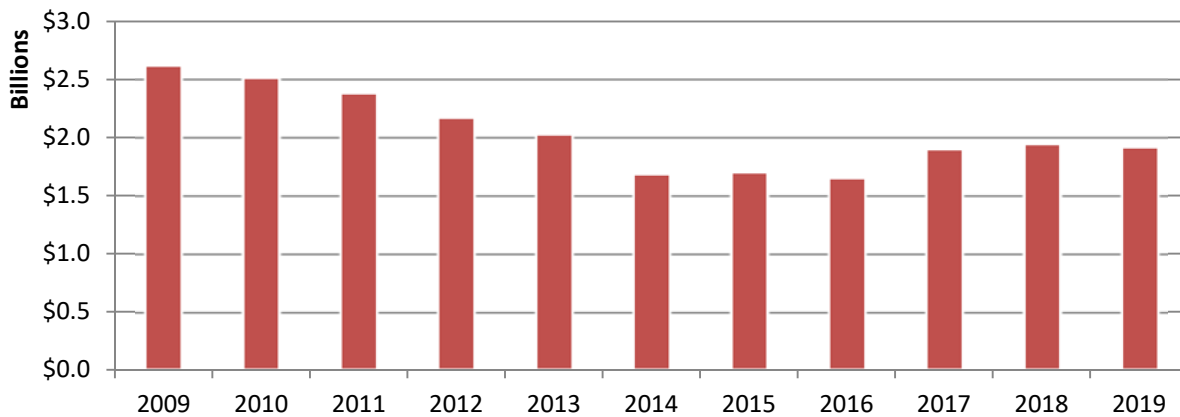
GIS Parcel Analysis, 2018

**2020 Budget**  
**COMMUNITY PROFILE**

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In 2019, the value of property in Des Plaines had an equalized assessed value (EAV) of \$1.93 billion, a decrease of \$24.1 million from the prior year. This is a 1.23% decrease from the prior year.

**Trend in Equalized Assessed Valuations**



**CONSTRUCTION ACTIVITY**

In 2018, the City’s Department of Community & Economic Development issued 3,258 permits with a total estimated value of \$123,519,182.

The table below depicts single family residential, multi-family residential and miscellaneous construction activity as well as total value of all construction in the City during the ten-year period ending December 31, 2018.

Year	No. of Single Family	Value	No. of Multi-Family	Value	Misc. Value	Total Value
2009	4	1,839,515	8	7,042,560	30,792,437	39,674,512
2010	4	1,342,000	5	5,234,000	182,559,000	189,135,000
2011	2	1,002,180	9	6,022,405	43,268,293	50,292,878
2012	2	1,153,000	4	2,860,000	25,981,000	29,994,000
2013	3	1,424,000	7	5,459,000	33,080,650	39,963,650
2014	4	2,312,000	-	-	90,188,000	92,500,000
2015	9	5,384,000	-	-	50,961,000	56,345,000
2016	28	9,083,986	2	7,915,289	74,644,185	91,643,460
2017	5	1,703,000	3	65,192,000	75,028,310	141,923,310
2018	2	800,000	1	19,658,138	103,061,044	123,519,182

Year-End Statistical Report, Community and Economic Development Department, Building and Code Enforcement Division, 2008-2017

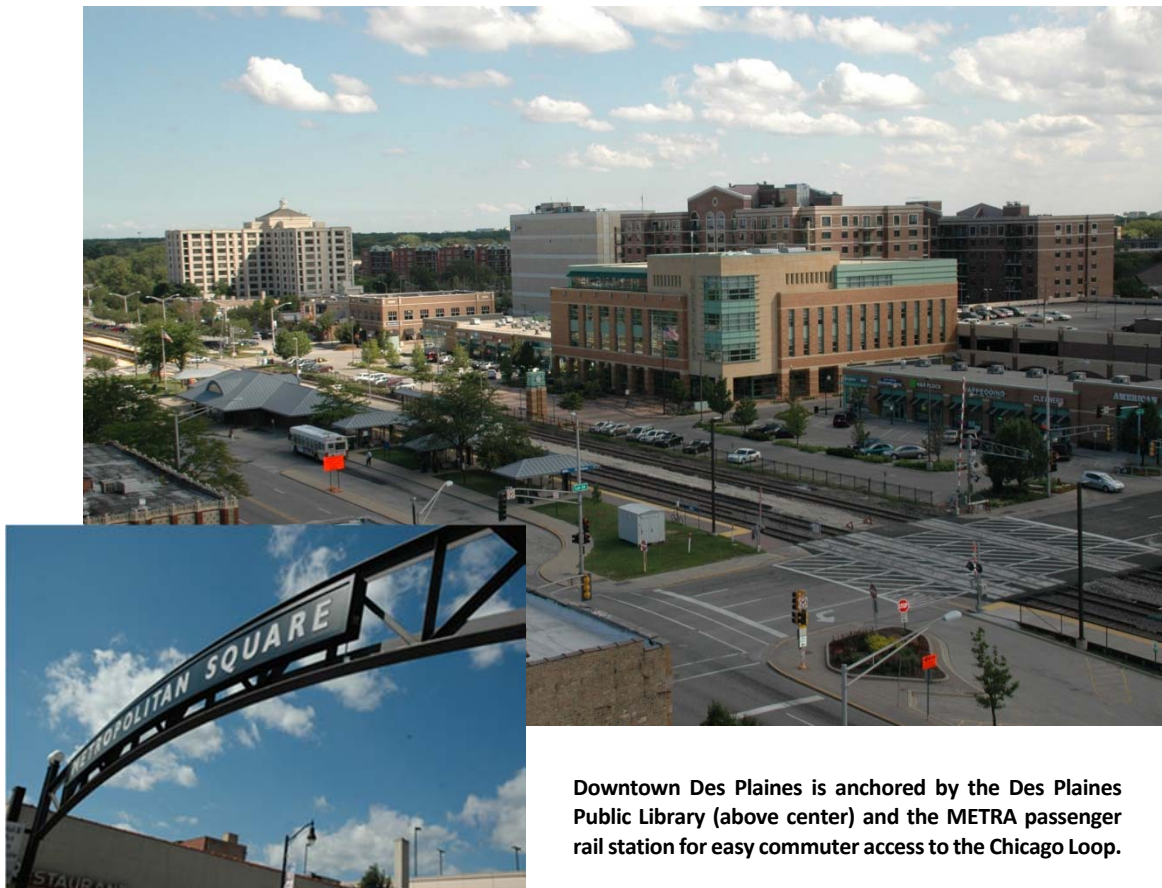
**Overall construction activity was up in 2010 due to the Rivers Casino. However, residential construction has dramatically declined during the six-year period 2008-2013.**

2020 Budget  
**COMMUNITY PROFILE**

**PRINCIPAL EMPLOYERS**

Business	Industry	Employees*
<b>Universal Oil Products, Inc.</b>	Chemical Engineering Services	1,600
<b>Rivers Casino</b>	Entertainment and Gaming	1,450
<b>Holy Family Medical Center</b>	Medical Center	1,069
<b>LSG SkyChefs</b>	Airline Catering	1000
<b>Oakton Community College</b>	Public Community College	990
<b>City of Des Plaines</b>	Municipal Government	967
<b>Sysco Food Services</b>	Food Wholesalers	715
<b>Wheels, Inc.</b>	Passenger Car and Truck Leasing	700
<b>Juno Lighting</b>	Light Fixture Manufacturer	475
<b>Warehouse Direct</b>	Workplace Solution Services	450
<b>W Diamond Group Corporation</b>	Manufacturing of Men's Tailored Clothing	400

\*Data Source: 2018 Illinois Manufacturer's Directory and 2018 Illinois Services Directory and Individual Employers Approximations



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

## 2020 Budget

# Goals of the City Council

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On August 14<sup>th</sup> and 28<sup>th</sup> of 2017, City officials met the Des Plaines Public Library to update the Strategic Plan. The City Council identified an overall long term vision as well as four very clear goals and several strategies to achieve those goals. These goals are illustrated below in more depth.

### Our Vision for the City of Des Plaines in 2022

The City of Des Plaines enjoys vibrant neighborhoods, a robust economy, and high regard in the marketplace and region.

### **Goals for Vision Attainment**

**1. Community Character:** Define and establish Des Plaines as friendly, dynamic, contemporary and smart.

1. **Persona:** Honor and build upon the community we have created so that our potential is realized.
2. **Public Spaces:** Beautify our outdoor public areas to enhance and uplift our sense of place.
3. **Neighborhoods:** Foster a City of engaged and accessible neighborhoods that embody comfort, vibrancy and connection across the City.
4. **Community Events:** Sponsor or cosponsor special events, art, music and other festivals for community building and destination experiences for visitors.
5. **Tell the Story:** Create a new narrative of Des Plaines that reflects our exciting and thriving community.

**2. Re-imagined Growth:** Facilitate creation of a built environment that reflects our character, and attracts the marketplace that will capitalize on our City's assets and opportunities.

1. **Downtown:** Enliven our City's Downtown as a destination center for shopping, entertainment, dining and living.
2. **Train Centers:** Upgrade the appearance and functionality of the City's train centers.
3. **Corridors and Districts:** Designate corridors and districts to differentiate and highlight uses and unique attractions.
4. **Underutilized Properties:** Capitalize on underutilized properties and revitalize distressed properties.

## 2020 Budget

# Goals of the City Council

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**3. Infrastructure and Mobility:** Enhance our infrastructure systems and maximize our transportation assets.

1. Infrastructure: Ensure our infrastructure systems are sound and sustainable.
2. Mobility: Take full advantage of our transportation assets.

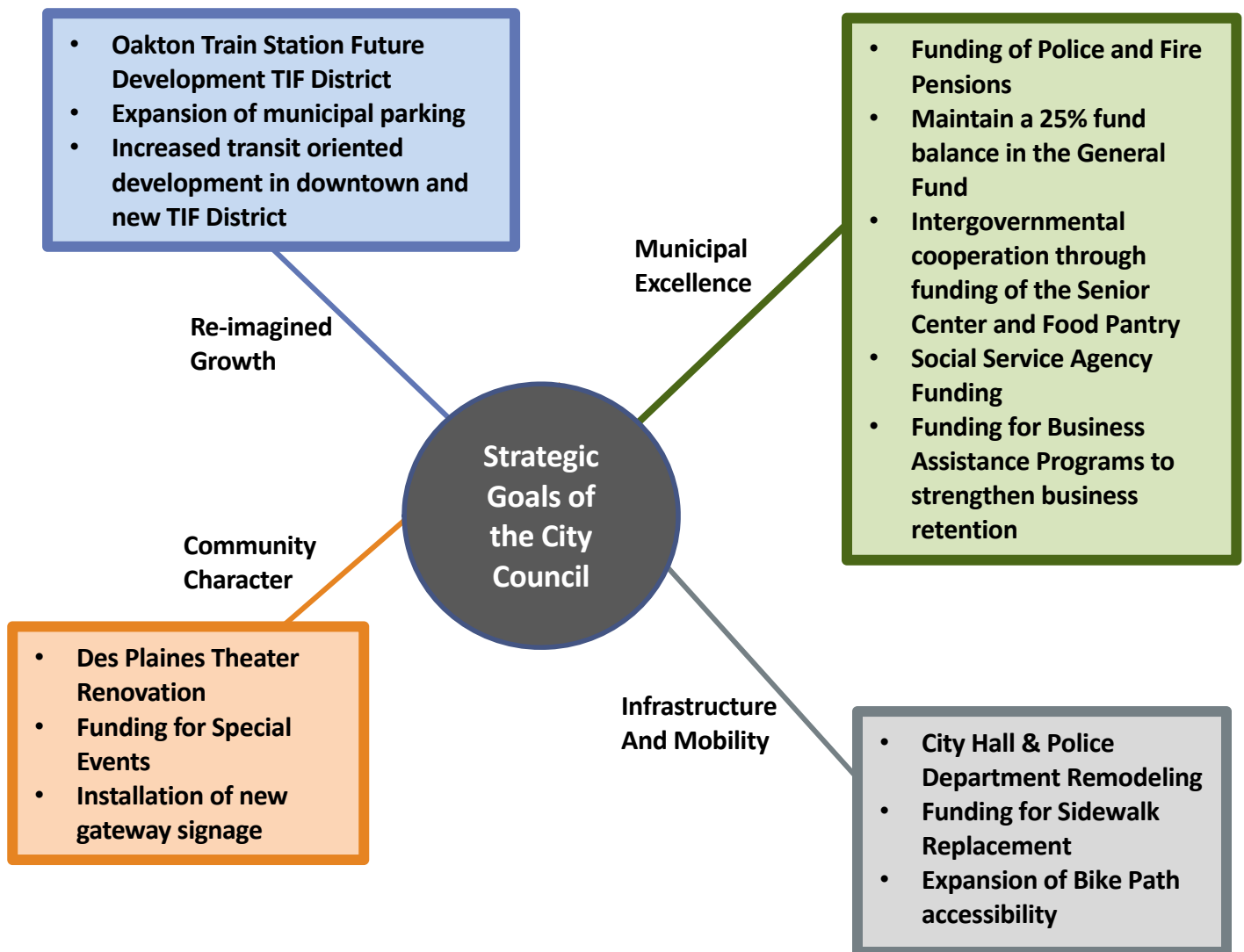
**4. Municipal Excellence:** Maintain focus and stability, lead and serve to create optimal conditions for a flourishing community.

1. Strategic Leadership: Continue to elevate our leadership capabilities as the needs of the City and its stakeholders evolve and change.
2. Financial Stability: Maintain balance between City resources and needs to achieve enduring financial stability.
3. Municipal Services: Remain dedicated to effective service delivery.
4. City Facilities: Revitalize municipal facilities to support and advance service delivery, performance and our Vision for 2022.
5. Human and Social Services: Engage community partners to ensure local availability of the needed range of human and social services.

## Goals of the City Council – Staff Implementation

As part of the 2017 Strategic Planning Sessions, the City Council identified several strategies in order to attain each of the four goals. During the budget development process City staff identified different tactics or actions that could be implemented into the 2020 Budget documents that would align with the City Council goals. These goals and priorities form the foundation of the 2020 Budget.

### 2017 STRATEGIC GOALS AS BASIS FOR THE 2020 BUDGET PRIORITIES



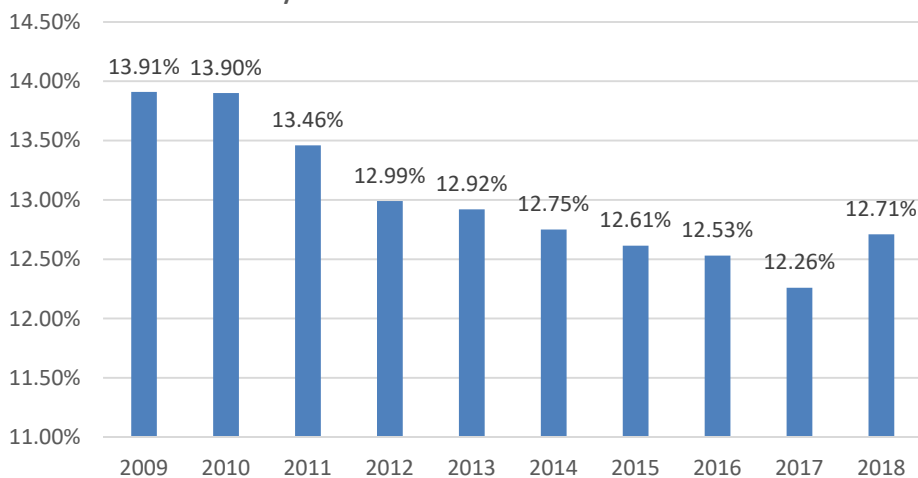
**2020 Budget**  
**PROPERTY TAX SUMMARY**

A property owner’s tax bill includes taxes that are paid to numerous taxing jurisdictions that support various public functions. The 2018 tax bill (paid in 2019) presented in detail below, which is representative of an average bill for a property owner in Maine Township, includes taxes that support thirteen different jurisdictions.<sup>1</sup>

**Maine Township<sup>2</sup>**

<b>Taxing Jurisdiction</b>	<b>Tax Amount</b>	<b>Tax Rate</b>	<b>Percent of Tax Bill</b>
NW Mosquito Abatement	4.94	0.011	0.11%
Water Reclamation District	177.72	0.396	3.85%
Des Plaines Park District	231.12	0.515	5.01%
Oakton College District	110.40	0.246	2.39%
High School District 207	1,190.16	2.652	25.81%
School District 62	1,849.42	4.121	40.11%
Des Plaines Library	146.30	0.326	3.17%
<b>City of Des Plaines</b>	<b>586.11</b>	<b>1.306</b>	<b>12.71%</b>
Road & Bridge Maine	26.93	0.060	0.58%
Maine General Assistance	-	0.000	0.00%
Town of Maine	41.29	0.092	0.90%
Forest Preserve District	26.93	0.060	0.58%
Consolidated Elections	-	0.000	0.00%
County of Cook	219.45	0.489	4.76%
<b>Total</b>	<b>\$4,610.76</b>	<b>10.274</b>	<b>100.00%</b>

City Portion of Overall Tax Bill



<sup>1</sup> Based on a 2018 Tax Bill (payable in 2019) for a Maine Township property owner.

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

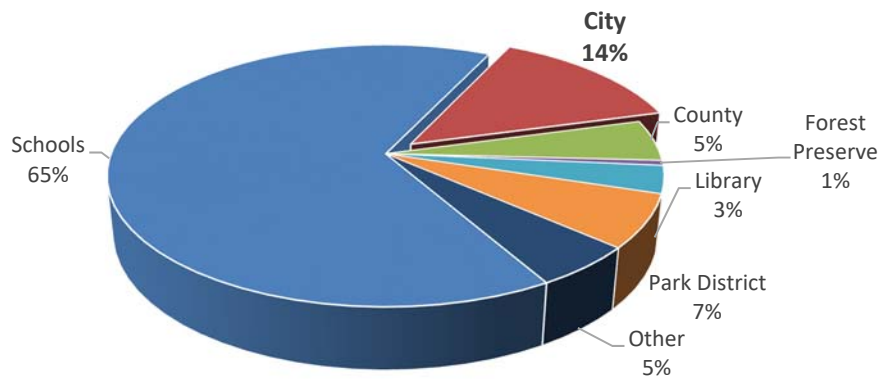
**2020 Budget**  
**PROPERTY TAX SUMMARY**

A property owner’s tax bill includes taxes that are paid to numerous taxing jurisdictions that support various public functions. The 2018 tax bill (paid in 2019) presented in detail below, which is representative of an average bill for a property owner in Elk Grove Township, includes taxes that support thirteen different jurisdictions.<sup>3</sup>

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

Taxing Jurisdiction	Tax Amount	Tax Rate	Percent of Tax Bill
NW Mosquito Abatement	4.94	0.011	0.11%
Water Reclamation District	177.72	0.396	4.12%
Mount Prospect Park District	284.08	0.633	6.59%
Harper CC District 512	198.81	0.443	4.61%
High School District 214	1,197.79	2.669	27.80%
School District 59	1,423.98	3.173	33.05%
Des Plaines Library	146.30	0.326	3.40%
<b>City of Des Plaines</b>	<b>586.11</b>	<b>1.306</b>	<b>13.60%</b>
Road & Bridge Elk Grove	7.18	0.016	0.17%
General Assistance Elk Grove	5.83	0.013	0.14%
Town of Elk Grove	29.62	0.066	0.69%
Forest Preserve District	26.93	0.060	0.62%
Consolidated Elections	-	0.000	0.00%
County of Cook	219.45	0.489	5.09%
<b>Total</b>	<b>\$4,308.74</b>	<b>9.601</b>	<b>100.00%</b>

Elk Grove Property Tax Breakdown



<sup>3</sup> Based on a 2018 Tax Bill (payable in 2019) for an Elk Grove Township property owner.

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



**2020 Budget**  
**PROPERTY TAX ALLOCATION**

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

**Maine Township**

**How Your Property Tax Dollars are Spent**

				<b>\$ 2,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 4,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 6,000.00</b>
<b>Total Annual Property Taxes Paid by a Resident</b>								
<b>Annual Property Taxes Paid to Des Plaines</b>				\$ 254.20	\$ 381.30	\$ 508.40	\$ 635.50	\$ 762.60
<b>Monthly Property Taxes Paid to Des Plaines</b>				\$ 21.18	\$ 31.78	\$ 42.37	\$ 52.96	\$ 63.55
	<b>2020 Proposed Budget</b>	<b>Monthly Budget</b>	<b>Percent of General Fund</b>	<b>Monthly Cost</b>	<b>Monthly Cost</b>	<b>Monthly Cost</b>	<b>Monthly Cost</b>	<b>Monthly Cost</b>
<b>Elected Office</b>	\$ 763,482	\$ 63,624	1.03%	\$ 0.22	\$ 0.33	\$ 0.44	\$ 0.55	\$ 0.66
<b>City Manager Dept.</b>	\$ 4,666,085	\$ 388,840	6.32%	\$ 1.34	\$ 2.01	\$ 2.68	\$ 3.35	\$ 4.02
<b>Finance Dept.</b>	\$ 1,497,809	\$ 124,817	2.03%	\$ 0.43	\$ 0.64	\$ 0.86	\$ 1.07	\$ 1.29
<b>Police Dept.</b>	\$ 25,191,718	\$ 2,099,310	34.11%	\$ 7.23	\$ 10.84	\$ 14.45	\$ 18.07	\$ 21.68
<b>Fire Dept.</b>	\$ 21,805,689	\$ 1,817,141	29.53%	\$ 6.25	\$ 9.38	\$ 12.51	\$ 15.64	\$ 18.76
<b>Police &amp; Fire Comm.</b>	\$ 45,390	\$ 3,783	0.06%	\$ 0.01	\$ 0.02	\$ 0.03	\$ 0.03	\$ 0.04
<b>EMA</b>	\$ 208,315	\$ 17,360	0.28%	\$ 0.06	\$ 0.09	\$ 0.12	\$ 0.15	\$ 0.18
<b>Comm. Development</b>	\$ 2,664,197	\$ 222,016	3.61%	\$ 0.76	\$ 1.15	\$ 1.53	\$ 1.91	\$ 2.29
<b>Public Works Dept.</b>	\$ 14,402,278	\$ 1,200,190	19.50%	\$ 4.13	\$ 6.20	\$ 8.26	\$ 10.33	\$ 12.39
<b>Overhead Exp.</b>	\$ 2,605,050	\$ 217,088	3.53%	\$ 0.75	\$ 1.12	\$ 1.49	\$ 1.87	\$ 2.24
<b>Total</b>	\$ 73,850,013	\$ 6,154,168	100.00%	\$ 21.18	\$ 31.78	\$ 42.37	\$ 52.96	\$ 63.55

<sup>1</sup> Based on a 2018 Tax Bill (payable in 2019) for a Maine Township property owner.

**2020 Budget**  
**PROPERTY TAX ALLOCATION**

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

**Elk Grove Township**

**How Your Property Tax Dollars are Spent**

Total Annual Property Taxes Paid by a Resident				\$ 2,000.00	\$ 3,000.00	\$ 4,000.00	\$ 5,000.00	\$ 6,000.00
Annual Property Taxes Paid to Des Plaines				\$ 272.00	\$ 408.00	\$ 544.00	\$ 680.00	\$ 816.00
Monthly Property Taxes Paid to Des Plaines				\$ 22.67	\$ 34.00	\$ 45.33	\$ 56.67	\$ 68.00
	2020 Proposed Budget	Monthly Budget	Percent of General Fund	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost
Elected Office	\$763,482	\$ 63,624	1.03%	\$ 0.23	\$ 0.35	\$ 0.47	\$ 0.59	\$ 0.70
City Manager Dept.	\$4,666,085	\$ 388,840	6.32%	\$ 1.43	\$ 2.15	\$ 2.86	\$ 3.58	\$ 4.30
Finance Dept.	\$1,497,809	\$ 124,817	2.03%	\$ 0.46	\$ 0.69	\$ 0.92	\$ 1.15	\$ 1.38
Police Dept.	\$25,191,718	\$ 2,099,310	34.11%	\$ 7.73	\$ 11.60	\$ 15.46	\$ 19.33	\$ 23.20
Fire Dept.	\$21,805,689	\$ 1,817,141	29.53%	\$ 6.69	\$ 10.04	\$ 13.39	\$ 16.73	\$ 20.08
Police & Fire Comm.	\$45,390	\$ 3,783	0.06%	\$ 0.01	\$ 0.02	\$ 0.03	\$ 0.03	\$ 0.04
EMA	\$208,315	\$ 17,360	0.28%	\$ 0.06	\$ 0.10	\$ 0.13	\$ 0.16	\$ 0.19
Comm. Development	\$2,664,197	\$ 222,016	3.61%	\$ 0.82	\$ 1.23	\$ 1.64	\$ 2.04	\$ 2.45
Public Works Dept.	\$14,402,278	\$ 1,200,190	19.50%	\$ 4.42	\$ 6.63	\$ 8.84	\$ 11.05	\$ 13.26
Overhead Exp.	\$2,605,050	\$ 217,088	3.53%	\$ 0.80	\$ 1.20	\$ 1.60	\$ 2.00	\$ 2.40
<b>Total</b>	<b>\$ 73,850,013</b>	<b>\$ 6,154,168</b>	<b>100.00%</b>	<b>\$ 22.67</b>	<b>\$ 34.00</b>	<b>\$ 45.33</b>	<b>\$ 56.67</b>	<b>\$ 68.00</b>

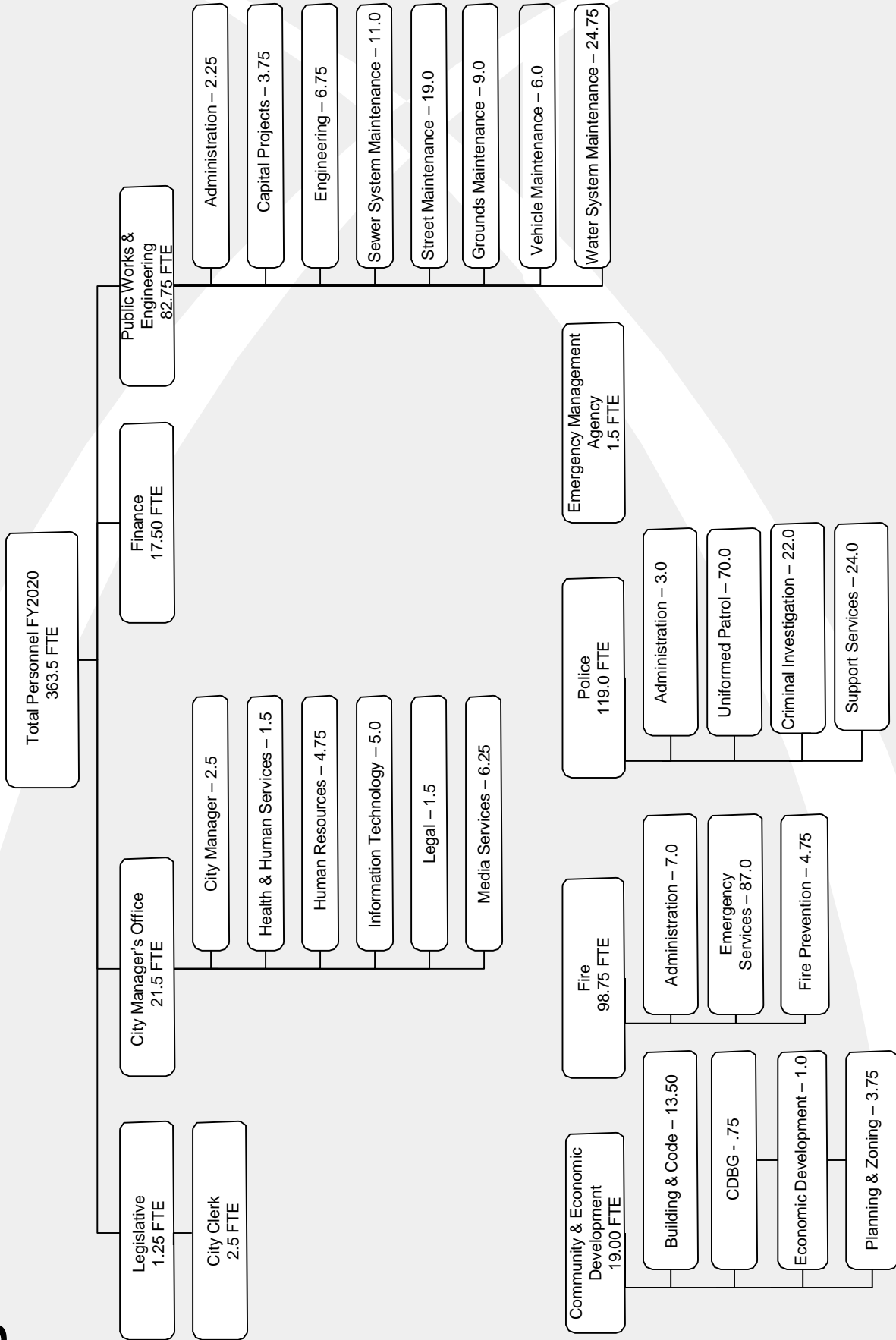
<sup>2</sup> Based on a 2018 Tax Bill (payable in 2019) for an Elk Grove Township property owner.

2020 Budget

**PROPERTY TAX LEVY (2019 Levy Extended in 2020)**

<b>2019 PROPERTY TAX LEVY</b>					
<b>(Collections to occur in the 2020 Budget)</b>					
				<b>Dollar</b>	<b>Percent</b>
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Change</b>	<b>Change</b>
<b>Purpose</b>	<b>Tax Extension</b>	<b>Tax Extension</b>	<b>Tax Levy</b>	<b>2019</b>	<b>2019</b>
Corporate	12,703,145	13,043,045	12,578,150	(464,895)	-3.56%
Police Pension	5,716,500	6,276,820	6,115,000	(161,820)	-2.58%
Firefighter Pension	5,356,000	5,903,960	5,796,000	(107,960)	-1.83%
<b>Total City</b>	<b>\$ 23,775,645</b>	<b>\$ 25,223,825</b>	<b>\$ 24,489,150</b>	<b>\$ (734,675)</b>	<b>-2.91%</b>
<b>Library</b>	<b>6,283,000</b>	<b>6,283,000</b>	<b>6,100,000</b>	<b>\$ (183,000)</b>	<b>-2.91%</b>
	<b>30,058,645</b>	<b>31,506,825</b>	<b>30,589,150</b>	<b>\$ (917,675)</b>	<b>-2.91%</b>

# Operational Organizational Chart



FY2020  
\*FTE = Full-Time Equivalent  
Employees

2020 Budget  
**PERSONNEL SUMMARY**

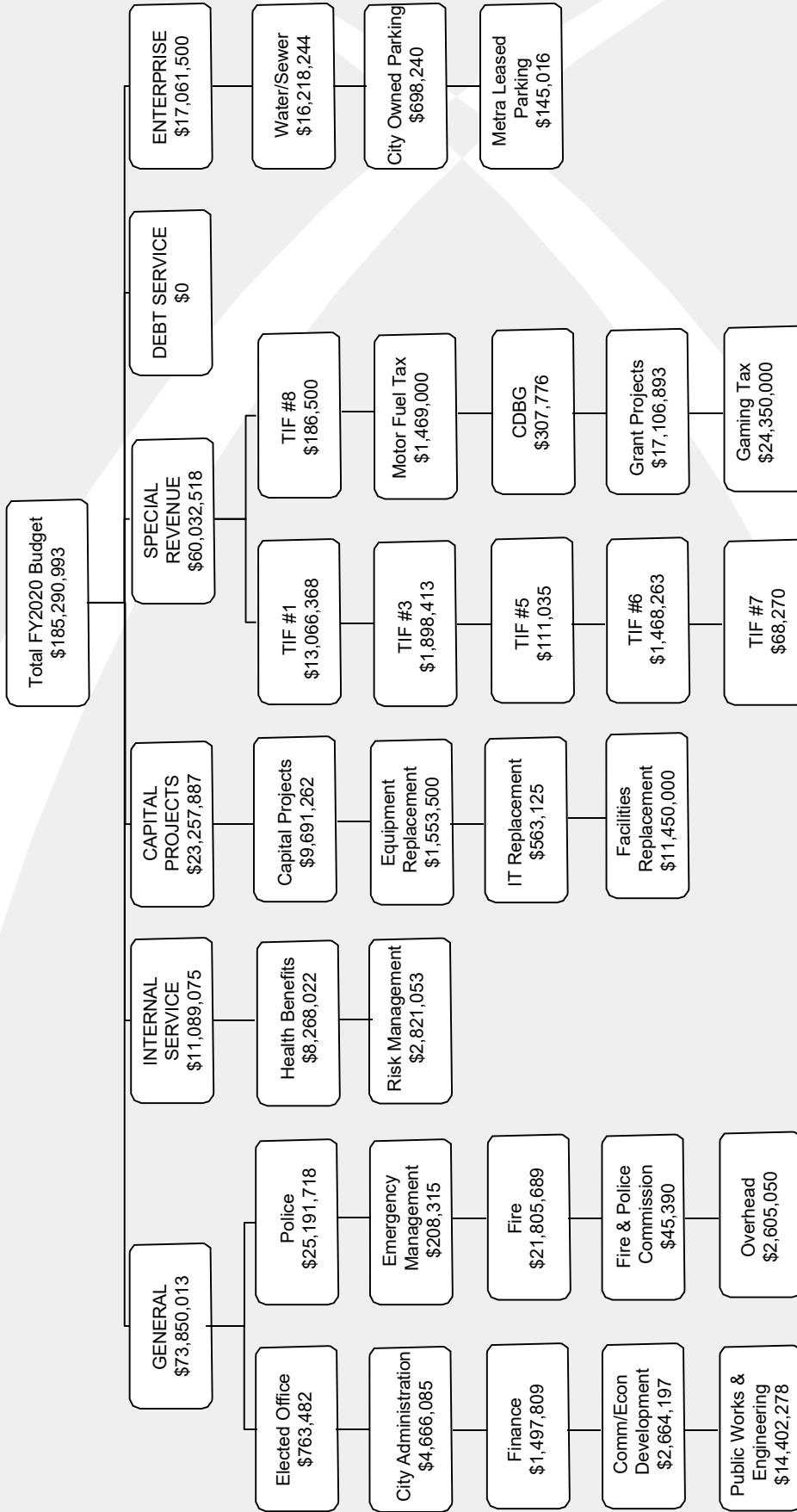
Department		FY2016 Authorized	FY2017 Authorized	FY2018 Authorized	FY2019 Budget	FY2020 Budget
<b>CITY MANAGER'S OFFICE</b>						
City Manager's Office	Full Time	2.00	2.00	2.00	2.00	2.00
	Part Time	0.50	0.50	0.50	0.50	0.50
Health & Human Services	Part Time	2.00	2.00	1.75	1.50	1.50
Human Resources	Full Time	3.00	3.00	3.00	3.00	4.00
	Part Time	0.25	0.50	0.75	0.75	0.75
Information Technology	Full Time	4.00	4.00	4.00	4.00	4.00
	Part Time	0.50	0.50	1.00	1.00	1.00
Media Services	Full Time	2.00	2.00	2.00	3.00	3.00
	Part Time	0.25	3.25	4.00	3.25	3.25
Legal	Full Time	1.00	1.00	1.00	1.00	1.00
	Part Time	0.50	0.50	1.00	0.50	0.50
<b>CITY MANAGER'S OFFICE - TOTAL</b>	<b>Full Time</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>13.00</b>	<b>14.00</b>
	<b>Part Time</b>	<b>4.00</b>	<b>7.25</b>	<b>9.00</b>	<b>7.50</b>	<b>7.50</b>
<b>COMMUNITY AND ECONOMIC DEVELOPMENT (CED)</b>						
Building/Code	Full Time	12.00	12.00	12.00	12.00	12.00
	Part Time	0.75	0.75	1.25	1.25	1.50
Economic Development	Full Time	1.00	1.00	1.00	1.00	1.00
Planning/Zoning	Full Time	3.25	3.25	3.25	3.25	3.25
	Part Time	0.50	0.50	0.50	0.50	0.50
CDBG	Full Time	0.75	0.75	0.75	0.75	0.75
<b>CED - TOTAL</b>	<b>Full Time</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>
	<b>Part Time</b>	<b>1.25</b>	<b>1.25</b>	<b>1.75</b>	<b>1.75</b>	<b>2.00</b>
<b>ELECTED OFFICE</b>						
Legislative	Full Time	1.00	1.00	1.00	1.00	1.00
	Part Time	0.25	0.25	0.25	0.25	0.25
City Clerk	Full Time	2.00	2.00	2.00	2.00	2.00
	Part Time	-	-	-	0.50	0.50
<b>ELECTED OFFICE - TOTAL</b>	<b>Full Time</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
	<b>Part Time</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.75</b>	<b>0.75</b>
<b>EMERGENCY MANAGEMENT AGENCY (EMA)</b>						
EMA	Full Time	1.00	1.00	1.00	1.00	1.00
	Part Time	-	-	0.50	0.50	0.50
<b>EMA - TOTAL</b>	<b>Full Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
	<b>Part Time</b>	<b>-</b>	<b>-</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
<b>FINANCE</b>						
Finance - General	Full Time	10.50	10.50	10.50	10.50	11.50
	Part Time	1.00	1.00	1.00	1.00	1.00
Finance -Water	Full Time	4.50	4.50	4.50	4.50	4.50
	Part Time	0.25	0.25	0.50	0.50	0.50
<b>FINANCE - TOTAL</b>	<b>Full Time</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>16.00</b>
	<b>Part Time</b>	<b>1.25</b>	<b>1.25</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>

**2020 Budget**  
**PERSONNEL SUMMARY**

<b>FIRE DEPARTMENT</b>						
Administrative	Full Time	7.00	7.00	7.00	7.00	7.00
	Part Time	-	-	-	-	-
Emergency Services	Full Time	87.00	87.00	87.00	87.00	87.00
Fire Prevention	Full Time	2.00	2.00	2.00	2.00	2.00
	Part Time	2.50	2.50	2.75	2.75	2.75
<b>FIRE - TOTAL</b>	<b>Full Time</b>	<b>96.00</b>	<b>96.00</b>	<b>96.00</b>	<b>96.00</b>	<b>96.00</b>
	<b>Part Time</b>	<b>2.50</b>	<b>2.50</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>
<b>POLICE</b>						
Administration	Full Time	4.00	4.00	4.00	3.00	3.00
Uniformed Patrol	Full Time	69.00	70.00	70.00	70.00	70.00
Criminal Investigation	Full Time	20.00	20.00	20.00	22.00	22.00
Support Services	Full Time	25.00	25.00	25.00	25.00	24.00
<b>POLICE - TOTAL</b>	<b>Full Time</b>	<b>118.00</b>	<b>119.00</b>	<b>119.00</b>	<b>120.00</b>	<b>119.00</b>
	<b>Part Time</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>PUBLIC WORKS AND ENGINEERING</b>						
Administration	Full Time	2.50	2.50	2.50	2.25	2.25
Engineering - Capital Projects	Full Time	3.00	3.00	3.00	4.00	3.00
	Part Time	0.50	0.50	0.75	0.25	0.75
Engineering - General	Full Time	5.50	5.50	5.50	5.50	5.50
Sewer System Maintenance	Full Time	10.50	10.50	10.50	10.50	10.50
	Part Time	0.50	0.50	0.50	0.50	0.50
Street Maintenance	Full Time	17.50	17.50	17.50	17.50	16.50
	Part Time	2.50	2.50	2.50	2.50	2.50
Facilities/Grounds Maintenance	Full Time	7.00	7.00	7.00	7.00	8.00
	Part Time	0.50	0.50	1.00	1.00	1.00
Vehicle Maintenance	Full Time	5.50	5.50	5.50	5.50	5.50
	Part Time				0.50	0.50
Water - Engineering	Full Time	1.00	1.00	1.00	1.00	1.00
	Part Time	0.25	0.25	0.25	-	0.25
Water System Maintenance	Full Time	22.50	22.50	22.50	22.75	22.75
	Part Time	1.75	1.75	2.00	2.00	2.00
<b>PUBLIC WORKS AND ENGINEERING - TOTAL</b>	<b>Full Time</b>	<b>75.00</b>	<b>75.00</b>	<b>75.00</b>	<b>76.00</b>	<b>75.00</b>
	<b>Part Time</b>	<b>6.00</b>	<b>6.00</b>	<b>7.00</b>	<b>6.75</b>	<b>7.50</b>
<b>TOTAL FULL AND PART TIME EMPLOYEES</b>	<b>Full Time</b>	<b>337.00</b>	<b>338.00</b>	<b>338.00</b>	<b>341.00</b>	<b>341.00</b>
	<b>Part Time</b>	<b>15.25</b>	<b>18.50</b>	<b>22.75</b>	<b>21.50</b>	<b>22.50</b>
<b>TOTAL FULL TIME EQUIVALENTS</b>		<b>352.25</b>	<b>356.50</b>	<b>360.75</b>	<b>362.50</b>	<b>363.50</b>
<b>CHANGE FROM PREVIOUS YEAR</b>	<b>Full Time</b>	<b>(20.00)</b>	<b>1.00</b>	<b>-</b>	<b>3.00</b>	<b>-</b>
	<b>Part Time</b>	<b>(0.50)</b>	<b>3.25</b>	<b>4.25</b>	<b>(1.25)</b>	<b>1.00</b>

*\*No new positions, reclassification of part-time positions based on the number of hours worked.*

# Financial Organizational Chart



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# Roadmap to the Future

# FOCUS 2022.



Des Plaines

# City of Des Plaines Strategic Plan for 2022

## Introduction to the City of Des Plaines

The City of Des Plaines is a beautiful suburban Chicago community at the center of commerce and transportation. Home to over 58,000 people, Des Plaines is a vibrant, diverse community, brimming with assets and potential in its quality of life, parks, library, schools and its strategic location near O'Hare International Airport. Ranking 35<sup>th</sup> in *Money Magazine's Best Places to Live in the US*, the City encompasses 15 square miles, and boasts of superior air transportation, rail, transit, bike and pedways, and a network of expressways. It operates under a Council-Manager form of government.

The City of Des Plaines introduces its Strategic Plan for 2022, a new and dynamic roadmap toward an even more exciting future. As we honor Des Plaines' 182 year history and all of the contributions made by its residents, businesses and community leaders, we build on past and recent achievements to take our City to the next level. The City of Des Plaines remains committed to utilizing the most progressive, sustainable and efficient service delivery and partnering to create a high quality of life with those that choose to call Des Plaines home.

## Mission Statement

*The statement of mission expresses the City's purpose, its fundamental reason for being.*

The City of Des Plaines provides focus, stability and optimal conditions for a flourishing community and quality of life.

## Des Plaines City Council Guiding Principles

*The Des Plaines City Council subscribes to these shared values regarding our conduct and the quality of our interactions.*

- Focus, first and foremost, on the interests of the City as a whole.
- Be respectful of others and their perspectives under all circumstances and at all times.
- Listen to each member with interest and open mindedness.
- Act with dignity in the performance of our duties.
- Prepare oneself, each other, and staff to enrich policy deliberations.
- Invest in the success of the Council and its shared goals.
- Maintain optimism and trust in ourselves and our process.

## Our Vision for the City of Des Plaines in 2022

The City of Des Plaines enjoys vibrant neighborhoods, a robust economy, and high regard in the marketplace and region.

### High-Level Goals

*These four Goals establish the Strategic Plan framework. Each one pertains to a distinct component of the City's health and viability. Achievement of these Goals facilitates attainment of our Vision for 2022. No prioritization is implied by the order in which they are listed.*

Community Character	Define and establish Des Plaines as friendly, dynamic, contemporary and smart.
Re-imagined Growth	Facilitate creation of a built environment that reflects our character, and attracts the marketplace that will capitalize on our City's assets and opportunities.
Infrastructure and Mobility	Enhance our infrastructure systems and maximize our transportation assets.
Municipal Excellence	Maintain focus and stability, lead and serve to create optimal conditions for a flourishing community.

## Strategic Action Plan

*The Action Plan proposes strategies and actions to achieve each of the four High-Level Goals.*

**Goal 1: Community Character: Define and establish Des Plaines as friendly, dynamic, contemporary and smart.**

**Strategy 1 – Persona: Honor and build upon the community we have created so that our potential is realized.**

Action 1. Be confident, authentic and optimistic about our community’s present and future.

Action 2. Embrace and celebrate our rich cultural, generational and socioeconomic diversity.

Action 3. Cultivate and demonstrate community pride and satisfaction, in partnership with our intergovernmental and institutional partners and entities — schools, park, nonprofits, Senior Center, Historical Society and others.

**Strategy 2 – Public Spaces: Beautify our outdoor public areas to enhance and uplift our sense of place.**

Action 1. Design and construct welcoming gateways and beautiful streetscapes.

Action 2. Maximize our natural assets – the river, woods and parks – and create more green spaces by reclaiming underutilized properties.

Action 3. Expand walkway networks as vehicles for neighborhood connection, outdoor activity and social interaction.

Action 4. Work with the Park District to plan and implement expanded recreational opportunities.

**Strategy 3 – Neighborhoods: Foster a City of engaged and accessible neighborhoods that embody comfort, vibrancy and connection across the City.**

Action 1. Reforest our neighborhoods to restore beauty and the benefits of connection with the natural environment.

Action 2. Encourage high quality housing for residents in all stages of life.

Action 3. Engage residents in the development of neighborhood pride and wellbeing.

**Strategy 4 – Community Events: Sponsor or cosponsor special events, art, music and other festivals for community building and destination experiences for visitors.**

Action 1. Hire a City event planner to facilitate spirited community events and festivals.

Action 2. Utilize Lake Opeka and other sites as venues for community events.

**Strategy 5 – Tell the Story: Create a new narrative of Des Plaines that reflects our exciting and thriving community.**

Action 1. Kickstart an external marketing plan.

Action 2. Feature the many reasons to visit and stay in Des Plaines.

Action 3. Amplify our brand, our assets and the rewards of living, playing and doing business here.

**Goal 2: Re-Imagined Growth: Facilitate creation of a built environment that reflects our character, and attracts the marketplace that will capitalize on our City’s assets and opportunities.**

**Strategy 1 – Downtown: Enliven our City’s Downtown as a destination center for shopping, entertainment, dining and living.**

Action 1. Create and institute a plan to energize and modernize the experience and feel of the Downtown, making it an entertainment, shopping and dining district.

Action 2. Expand the Downtown boundaries to the west and north to achieve scale and sustainability.

Action 3. Create a higher density residential district and entertain mixed use developments.

**Strategy 2 – Train Centers: Upgrade the appearance and functionality of the City’s train centers.**

Action 1. Rebuild the Cumberland train station.

Action 2. Add a new train station at Oakton to serve the Oakton corridor.

**Strategy 3 – Corridors and Districts: Designate corridors and districts to differentiate and highlight uses and unique attractions.**

Action 1. Revitalize the Oakton corridor by creating a TIF district.

Action 2. Encourage more entertainment and hotel expansion to enhance the Casino corridor.

Action 3. Explore creation of corridors focusing on education, science and technology.

Action 4. Attract an institution of higher learning.

Action 5. Ensure proper zoning district patterns for compatible uses.

**Strategy 4 – Underutilized Properties: Capitalize on underutilized properties and revitalize distressed properties.**

Action 1. Implement a distressed property remediation ordinance to restore visual aesthetics and facilitate future development.

Action 2. Analyze the potential of annexation to better serve the affected parties.

Goal 3: Infrastructure and Mobility: Enhance our infrastructure systems and maximize our transportation assets.

Strategy 1 – Infrastructure: Ensure our infrastructure systems are sound and sustainable.

- Action 1. Accelerate street and sidewalk replacement.
- Action 2. Invest in City water main replacement and system upgrades.
- Action 3. Continue implementation of the Stormwater Management Plan.
- Action 4. Expand green infrastructure to support stormwater management objectives.
- Action 5. Develop a Capital Improvement Plan for long term sustainability.

Strategy 2 – Mobility: Take full advantage of our transportation assets.

- Action 1. Explore the elimination of one-way streets to improve traffic flow.
- Action 2. Design our City so that walking is a viable and popular means of transportation.
- Action 3. Maximize our location and proximity to O'Hare airport.
- Action 4. Redesign the S-curve to achieve greater traffic safety and connectivity.

Goal 4: Municipal Excellence: Maintain focus and stability, lead and serve to create optimal conditions for a flourishing community.

Strategy 1 – Strategic Leadership: Continue to elevate our leadership capabilities as the needs of the City and its stakeholders evolve and change.

- Action 1. Utilize the Strategic Plan and City Council Guiding Principles to focus our direction and way of working together.
- Action 2. Focus on the City as a whole.
- Action 3. Partner with City employees as essential assets and ambassadors in fulfillment of the Strategic Plan.

Strategy 2 – Financial Stability: Maintain balance between City resources and needs to achieve enduring financial stability.

- Action 1. Adhere to financial best practices.
- Action 2. Stabilize enterprise funds.
- Action 3. Manage risk.

Strategy 3 – Municipal Services: Remain dedicated to effective service delivery.

Action 1. Share and spread best practices across departments.

Action 2. Enhance public safety response times.

Action 3. Reorganize the Economic Development Commission to strengthen retention, expansion and attraction of commercial, technology and industrial business.

Action 4. Cultivate relationships with all stakeholder groups to strengthen our partnerships.

Strategy 4 – City Facilities: Revitalize municipal facilities to support and advance service delivery, performance and our Vision for 2022.

Action 1. Create a long-term strategy that includes a needs analysis for municipal facilities.

Action 2. Develop and follow a facilities plan to address City Hall, police, fire and public works facilities.

Action 3. Explore the possibility of a joint training facility for public safety.

Strategy 5 – Human and Social Services: Engage community partners to ensure local availability of the needed range of human and social services.

Action 1. Expand our partnership with the Senior Center and Food Pantry.

Action 2. Engage the Park District to facilitate special needs recreation.

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## 2020 Budget

# BUDGET SUMMARY

### Executive Summary

The following chart provides a summary view of the 2020 Proposed Budget document. While trying to summarize a \$172.1M budget in a brief document is not an easy task, the following will at least provide a summary of the high level items and funds that have been included in the document itself.

Fund Name	2019 Projected Ending Fund Balance (Deficit)	Transfers In	Budgeted Revenues	Budgeted Expenditures	Transfers Out	2020 Projected Ending Fund Balance (Deficit)	Fund Balance %
General Fund	51,107,859	215,758	64,141,836	72,000,013	1,850,000	41,615,440	
<i>Nonspendable/ Restricted</i>	21,163,058	-	-	-	-	28,818,212	
<i>Assigned</i>	11,370,310	-	-	-	-	5,684,087	
<i>Unassigned</i>	29,944,801	-	-	-	-	18,481,315	25.03%
TIF #1	2,764,484	-	5,206,771	12,941,368	125,000	(5,095,113)	
TIF #3	(3,572,985)	-	2,077,683	1,891,413	7,000	(3,393,715)	
TIF #5	175,941	-	172,745	111,035	-	237,651	
TIF #6	(13,921,825)	-	114,239	1,465,263	3,000	(15,275,849)	
TIF #7	(2,300,485)	-	51,940	28,270	40,000	(2,316,815)	
TIF #8	(172,912)	-	-	186,500		(359,412)	
Motor Fuel Tax	491,957	-	1,410,000	1,469,000	-	432,957	29%
CDBG	17,877	-	302,509	307,776	-	12,610	4%
Grant Projects	695,575	2,329,252	14,777,641	17,106,893	-	695,575	4%
Gaming Tax	20,911,527	-	24,250,000	15,600,000	8,750,000	20,811,527	85%
Debt Service	156,614	-	-	-	-	156,614	N/A
Capital Projects	4,332,465		7,492,546	7,337,010	2,354,252	2,133,749	22%
Equipment Replacement	3,990,841	1,500,000	140,000	1,553,500	-	4,077,341	262%
IT Replacement	290,993	350,000	1,000	563,125	-	78,868	14%
Facilities Replacement	3,809,870	8,000,000	86,332	11,450,000	-	446,202	69%
Water/Sewer	(1,195,128)	770,758	14,265,029	16,218,244	-	(2,377,585)	-15%
City-Owned Parking	1,125,133	-	263,770	698,240	-	690,663	99%
Metra Parking	58,140	-	120,000	108,500	36,516	33,124	23%
Risk Management	1,179,267	-	2,646,644	2,821,053	-	1,004,858	36%
Health Benefits Fund	3,650,954	-	7,986,825	8,268,022	-	3,369,757	41%
<b>Total City Funds</b>	<b>73,596,162</b>	<b>13,165,768</b>	<b>145,507,510</b>	<b>172,125,225</b>	<b>13,165,768</b>	<b>46,978,447</b>	

The total Budget is \$172.1M compared to \$165.8M in 2019. The increase in the Budget of \$6.3M is primarily due to higher amounts being budgeted for the Civic Center Parking Garage in TIF#1 and the Facilities Replacement funds as a continuation of planned facilities projects. The total projected revenues for 2020 are \$145.5M and they are in line with the 2019 projected revenue, however, they are lower as compared to the 2020 expenditures of \$172.1M. The variance of \$26.6M in which expenditures exceed revenues is being covered by fund balance, or savings accumulated within various funds. More specifically TIF #1 expenditures exceed revenues by \$7.9M, TIF #6 expenditures exceed revenues by \$1.4M related to debt service costs, Capital Projects Fund expenses

## 2020 Budget

# BUDGET SUMMARY

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are \$2.2M higher than revenues, Facilities Replacement Fund expenses are \$3.4M higher than revenues and Water/Sewer Fund expenditures are \$1.2M higher than revenues.

In beginning the 2020 Budget process, Departments were instructed to have a 0% baseline budget and any expenditures above the 0% should be provided on a separate budget request. The only exception to the 0% flat line budget was related to salaries and benefits which follow current union contracts and any other contractual items that have been approved by the City Council such as the sanitation contract. Based on this process, Departments submitted \$29.7M in budget requests of which \$20.1M were approved at the City Manager's level. Of important note, while \$20.1M was approved for 2020, \$15.2M in expenditures relates to the civic center parking deck which has been previously discussed at the City Council level. While all of the requests submitted are important, given the funding levels available, prioritizing the most necessary items was key within the 2020 Budget process.

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

- General Fund – The expenditures exceed revenues by \$7.9M for which the City will utilize savings to bridge the gap. Additionally, some of the assigned fund balance for projects planned within the general fund will be utilized for the additional expenditures. Transfers from the General Fund are being made primarily to the Equipment Replacement Fund in the amount of \$1.5M and IT Replacement Fund in the amount of \$350K. The final unassigned fund balance is \$18.5M or 25.03% of expenditures. This is the amount that the City will have available to address any emergency situations such as revenue shortfalls or unforeseen emergency expenses that may arise.
- TIF #3 is the Wille Road TIF with a projected ending fund balance of negative \$3.4M. Based on the current projections this TIF District will continue to go negative and be expected to turn around in 2027. Currently, the expenses that are not covered by the TIF, are paid by the General Fund. Additionally, Phase I taxpayers who were granted 6B's within the TIF have begun the 6B phase out in 2016 and full revenues were received in 2018. Phase II taxpayers who were granted 6B's within the TIF had the 6B's phase out in 2019. The first time that this District is projected to have a positive fund balance and beginning paying money back to the General Fund is in 2029.
- TIF #6 has a negative \$15.3M fund balance at the end of 2020. This TIF District was amended in 2014 and realigned, by which the northern portion remained as TIF #6 and the southern portion was designated as TIF #7.
- TIF #7 has a negative fund balance of \$2.3M primarily due to the infrastructure improvements that are needed as part of the new development. Once the project is up and running, it will assist in supporting the debt service payments within the contiguous TIF #6 District.
- TIF #8 has a negative fund balance at the end of 2020. This TIF was established in 2019 and the expenses planned for this TIF are primarily for the set up and the Oakton Train Station North Central Service Metra Station preliminary engineering. Given that this TIF has just been set up, no increment has been received on the revenue side of the TIF at this point.
- Gaming Tax Fund – Within the gaming fund, from the \$8.75M available funds, \$8.0M will be transferred into a Facilities Replacement Fund for the civic center parking deck expenses and \$750K will be transferred to the Water/Sewer fund to assist with the capital expenditures planned for 2020.

## 2020 Budget

# BUDGET SUMMARY

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- Capital Projects Fund – Total capital projects included in the 2020 Budget is \$24.9M distributed between many different funds such as Capital, Facilities Replacement, Water/Sewer, Motor Fuel Tax and TIF Districts. In terms of the Capital Projects Fund, a \$2.3M transfer is planned to the Grant Project Fund as the local match to the current approved grants.
- Equipment Replacement Fund – In reviewing the upcoming 5 year replacement summary of the capital vehicle and equipment items necessary within the police, fire and public works divisions, the average level of funding needed on an annual basis is \$2.3M. Within the 2020 Budget, the proposed transfer is \$1.5M which still allows for maintenance of a fund balance that may be eroded as higher level expenditures come into discussion.
- Water/Sewer Fund – the expenditures exceed revenues by \$1.2M. In order to assist the fund with the River Road Phase III project a transfer of \$750K is being made to help cover some expenditures for 2020.

In January we will begin to implement this budget and start working on the 2021 Budget document shortly thereafter. The same funds mentioned above will continue to be critical and must be monitored closely.

**2020 Budget**  
**BUDGET SUMMARY**

**Budgetary Fund Structure**

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

Fund Name	Elected Office	City Administration	Finance	Community & Economic Development	Public Works & Engineering	Police	Fire
<b>Governmental Funds</b>							
General	X	X	X	X	X	X	X
<i>Special Revenue Funds</i>							
TIF #1			X	X	X		
TIF #3			X	X	X		
TIF #5			X	X	X		
TIF #6			X	X	X		
TIF #7			X	X	X		
TIF #8			X	X	X		
Motor Fuel Tax			X		X		
CDBG			X	X			
Grant Projects			X		X	X	
Gaming Tax			X				
Emergency Telephone			X			X	X
Debt Service			X				
<i>Capital Projects Funds</i>							
Capital Projects			X		X		
Equipment Replacement			X		X	X	X
IT Replacement		X	X				
Facilities Replacement			X				
<b>Proprietary Funds</b>							
<i>Enterprise Funds</i>							
Water/Sewer			X		X		
City-Owned Parking			X		X		
Metra Parking			X		X		
<i>Internal Service Funds</i>							
Risk Management		X	X				
Health Benefits Fund		X	X				

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

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

## 2020 Budget

# BUDGET SUMMARY

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

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

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

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

### Fund Overview

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

Fund Name	1/1/2020	2020	2020	2020	2020	12/31/2020
	Projected					Transfer's
	Fund Balance	In	Revenues	Expenditures	Out	Fund Balance
	(Deficit)					(Deficit)
General Fund	51,107,859	215,758	64,141,836	72,000,013	1,850,000	41,615,440
Nonspendable	21,163,058	-	-	-	-	28,818,212
Assigned	11,370,310	-	-	-	-	5,684,087
Unassigned	29,944,801	-	-	-	-	18,481,315
TIF #1	2,764,484	-	5,206,771	12,941,368	125,000	(5,095,113)
TIF #3	(3,572,985)	-	2,077,683	1,891,413	7,000	(3,393,715)
TIF #5	175,941	-	172,745	111,035	-	237,651
TIF #6	(13,921,825)	-	114,239	1,465,263	3,000	(15,275,849)
TIF #7	(2,300,485)	-	51,940	28,270	40,000	(2,316,815)
TIF #8	(172,912)	-	-	186,500	-	(359,412)
Motor Fuel Tax	491,957	-	1,410,000	1,469,000	-	432,957
CDBG	17,877	-	302,509	307,776	-	12,610
Grant Projects	695,575	2,329,252	14,777,641	17,106,893	-	695,575
Gaming Tax	20,911,527	-	24,250,000	15,600,000	8,750,000	20,811,527
Debt Service	156,614	-	-	-	-	156,614
Capital Projects	4,332,465	-	7,492,546	7,337,010	2,354,252	2,133,749
Equipment Replacement	3,990,841	1,500,000	140,000	1,553,500	-	4,077,341
IT Replacement	290,993	350,000	1,000	563,125	-	78,868
Facility Replacement	3,809,870	8,000,000	86,332	11,450,000	-	446,202
Water/Sewer	(1,195,128)	770,758	14,265,029	16,218,244	-	(2,377,585)
City-Owned Parking	1,125,133	-	263,770	698,240	-	690,663
Metra Parking	58,140	-	120,000	108,500	36,516	33,124
Risk Management	1,179,267	-	2,646,644	2,821,053	-	1,004,858
Health Benefits Fund	3,650,954	-	7,986,825	8,268,022	-	3,369,757
<b>Total City Funds</b>	<b>73,596,162</b>	<b>13,165,768</b>	<b>145,507,510</b>	<b>172,125,225</b>	<b>13,165,768</b>	<b>46,978,447</b>

**The General Fund** is indicating a \$7.9M deficit for Fiscal Year (FY) 2020 (i.e. excluding transfers, projected revenues are less than projected expenditures). The unassigned fund balance is projected to be at 25.03% at the end of fiscal year 2020, or equal to the 25% policy recommendation. The current level of the unassigned

## 2020 Budget

# BUDGET SUMMARY

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fund balance is primarily due to the General Fund absorbing the operating deficits in TIF #3, TIF #6, TIF #7, TIF #8 and the Water/Sewer Fund. While the total fund balance is projected at 56.4%, 39.1% of the balance is restricted as it is loaned to TIF districts and Water/Sewer Fund to pay for their expenses.

**TIF # 1 - Downtown** indicates a negative \$5.1M fund balance at the end of FY 2020 due to a higher amount budgeted for the continuation of a planned facilities project. This TIF, created in 1985, includes the majority of the downtown area and is set to expire in 2020.

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

**TIF # 5 - Lee and Perry** was created in 2001 in an area bound by Lee and Perry Streets. This TIF is adjacent to the downtown TIF #1 and was a part of the downtown Metropolitan Square project which includes the Shop and Save grocery store as well as Fifth Third Bank. In 2009 the City transferred \$854,714 from TIF #1 (the contiguous TIF). TIF #5 is projected to have a positive fund balance in 2020 in the amount of \$237.7K and will be able to pay a portion of the loaned money back to TIF #1..

**TIF # 6 - Mannheim and Higgins** was created in 2001. Currently this TIF district has an estimated deficit of \$13.9M which is projected to reach \$15.3M by 2020 FYE. This change is the result of the continuation of low property tax revenues and significant debt service obligations. In 2009, 2011, 2013, and 2014 the City restructured the debt in TIF #6 to provide the General Fund relief with the debt service payments that it covered for the TIF district due to a delayed development project. This TIF district includes a commercial strip center that includes Starbuck's and Potbelly's as major occupants of the available retail space.

**TIF # 7 - Mannheim and Higgins South** was created in 2014 as a re-structuring of TIF #6 to reset the base equalized assessed value to increase the opportunity for realized increment and extend the window for return on investment by the city. It is generally the southern half of what was TIF #6 south of Pratt Avenue to Higgins Road between Mannheim Road and the Canadian National Railroad right-of-way. TIF #7 is projected to have a negative fund balance in 2020 in the amount of \$2.3M.

**TIF # 8 - Oakton** was created in 2019. The area generally includes but is not limited to parcels along and adjacent to Mannheim Road bounded by Walnut Avenue to the north and Oakton Street to the south, and tax parcels along and adjacent to Oakton Street from Webster Lane to the west to River Road to the east in the City. TIF #8 is projected to have a negative fund balance in 2020 in the amount of \$359K as no increment has been received in this TIF currently.

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

**The Community Development Block Grant (CDBG)** is aimed to benefit low-to-moderate-income residents of the City. The CDBG program year runs from October 1, 2019 to September 30, 2020.

**The Grant Projects Fund** was created to account for the various grants that the City periodically receives from Local, State and Federal agencies. Grant revenue is considered a one-time revenue source and fluctuates significantly from year to year depending on availability. Some of the projects are fully funded by the grant amount and some require a match from the City. The City's portion of the project is reflected through a transfer from the fund that will benefit from this project. The Grant Fund balance is expected to increase in 2020 as

## 2020 Budget

# BUDGET SUMMARY

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reimbursement is received from the State of Illinois. Typically, this fund does not carry a fund balance but may fluctuate while the City waits for reimbursement.

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

***The Debt Service Fund*** accounts for the general obligation debt that is paid entirely or partially with property taxes. Debt that is paid exclusively by special revenues is budgeted in those respective funds (i.e. Water, TIF, and Capital Improvement). Currently the City does not have any property tax supported debt.

***The Capital Projects Fund*** accounts for the expenditures of special revenues dedicated for the improvement of the City's infrastructure. The primary sources of revenue are 75% of the home rule sales tax, local option gas tax and storm sewer fees.

***The Equipment Replacement Fund*** is a capital project sinking fund used to account for the replacement of large, expensive and longer lasting equipment of the City. This fund primarily accounts for replacement equipment and vehicles for police, fire, public works and other City departments. Annualized funding helps alleviate the unpredictability of high-cost items affecting future years' budgets. By funding an expense over a period of years (five to twenty years of service life), the City improves overall budgetary control and provides departments with safer and more dependable equipment at the end of the equipment's service life. For FY 2020, the City is transferring \$1.5M from the General Fund to the Equipment Replacement Fund to provide funding used towards the replacement of vehicles and equipment in future years.

***The Information Technology (IT) Replacement Fund*** provides computer operations throughout the City. The fund is used to maintain and upgrade City's communication and information networks. For FY 2020, the City is transferring \$350K from the General Fund to the IT Replacement Fund to provide for a consistent level of funding used towards the replacement and maintenance of current IT infrastructure. Sizable improvements to IT infrastructure have occurred since 2014 and reduced the fund balance significantly.

***The Facilities Replacement Fund*** is a capital project sinking fund which was established in the 2018 budget year to provide for reserves for the systematic replacement or renovation of capital assets (facilities) of the City. Funding requirements should be no less than \$500,000 from year to year in an effort to build a healthy fund. For FY 2020, the City will be transferring \$8M from the Gaming Tax Fund toward the civic center parking deck project.

***The Water/Sewer Fund*** accounts for the revenue and expenses associated with the transmission, treatment, storage and sale of water to the residential, commercial and industrial customers within the City. The maintenance of the City's sanitary sewer mains is also accounted for in this fund. The rate for sanitary sewer fees is \$0.91 per 100 cubic feet of usage. The City is a wholesale purchaser of water from the City of Chicago and the Northwest Water Commission. The water rate has two components; the City of Chicago water purchase rate (the amount Des Plaines pays Chicago for treated Lake Michigan water), and the City of Des Plaines O&M rate (operation and maintenance). These two components are used to calculate the rate Des Plaines charges its customers (retail rate). The water rates in effect for 2019 are \$2.973 for the Chicago pass through rate and \$2.20 for the O&M rate, the total water rate will remain at \$5.173. For FY 2020 the fund balance is projected to improve slightly due to the third year of the alternative water supply being available, however, it still remains negative. A discussion over the water rates will be presented to the City Council in the fourth quarter of 2019.

## 2020 Budget

# BUDGET SUMMARY

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*The City Owned Parking Fund* is used to account for the revenue and expenses associated with the maintenance of the City's three surface lots and two parking facilities. Revenue is generated from daily charges as well as lease agreements. The fund balance budgeted for 2020 is \$691K and represents a continued effort to maintain a healthy financial position. During the 2020 fiscal year the City plans on reevaluating the current rate of a \$1.50 per day.

*The METRA Lease Parking Fund* primarily accounts for the revenue and expenses associated with the maintenance of parking lots leased from Union Pacific Railroad and used exclusively for commuter parking. Revenue is generated from daily commuter charges. During the 2020 fiscal year the City plans on reevaluating the current rate of a \$1.50 per day.

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

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

*The Police and Fire Pension Funds* contributions are accounted for within the General Fund. Benefit enhancements that have been approved by the State resulted in additional funding which increase the City's overall property tax levy. Based on the City's actuarial valuation for the FYE 2018, the Police Pension was funded at 46.2% and the Fire Pension was funded at 50.6%. In 2011, the City changed the actuarial assumptions by lowering the investment rate of return from 8% to 7.75%, and then adjusted it again to 7% in 2012. The 2019 Budget incorporated a change to the actuarial rate of return to 6.75% (investment rate) for both the Police and Fire Pensions. This adjustment is necessary as the 10 year rate of return for Police is 6.76% and for Fire the rate is 5.97%. Recent legislation changed the state statute requirement of being 100% funded by the year 2033 to 90% funded by the year 2040. This budget does not include the 90% funded level as it is not GASB compliant; instead the City utilizes a 100% funding level by 2040.

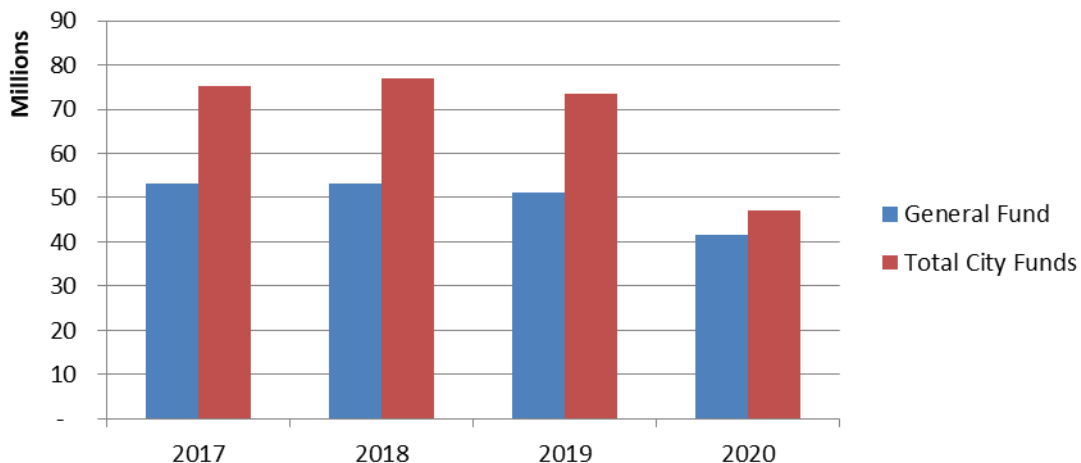


**2020 Budget  
BUDGET SUMMARY**

**All Fund Historical Fund Balances**

	12/31/2017 Actual Fund Balance	12/31/2018 Actual Fund Balance	12/31/2019 Projected Fund Balance	12/31/2020 Budgeted Fund Balance
General Fund	53,220,922	53,293,359	51,107,859	41,615,440
Nonspendable/Restricted	31,085,042	26,650,148	32,533,368	34,502,299
Unassigned	22,135,880	26,643,211	29,944,801	18,481,315
TIF #1	7,130,643	7,737,840	2,764,484	(5,095,113)
TIF #3	(3,007,016)	(3,369,967)	(3,572,985)	(3,393,715)
TIF #5	161,522	200,735	175,941	237,651
TIF #6	(11,516,126)	(12,722,267)	(13,921,825)	(15,275,849)
TIF #7	(426,848)	(1,879,311)	(2,300,485)	(2,316,815)
TIF #8	-	-	(172,912)	(359,412)
Motor Fuel Tax	879,849	1,032,957	491,957	432,957
CDBG	(37,834)	(8,087)	17,877	12,610
Grant Projects	(5,572,932)	(6,765,962)	695,575	695,575
Gaming Tax	21,356,215	20,562,715	20,911,527	20,811,527
Emergency Telephone	(220,947)	-	-	-
Debt Service	63,802	156,614	156,614	156,614
Capital Projects	8,232,821	8,017,823	4,332,465	2,133,749
Equipment Replacement	3,972,797	3,999,972	3,990,841	4,077,341
IT Replacement	344,101	273,797	290,993	78,868
Facilities Replacement	-	1,765,913	3,809,870	446,202
Water/Sewer	(5,772,716)	(1,317,813)	(1,195,128)	(2,377,585)
City-Owned Parking	911,818	994,430	1,125,133	690,663
Metra Parking	138,779	100,066	58,140	33,124
Risk Management	1,298,226	1,108,747	1,179,267	1,004,858
Health Benefits	4,083,487	3,700,654	3,650,954	3,369,757
<b>Total City Funds</b>	<b>75,240,563</b>	<b>76,882,215</b>	<b>73,596,162</b>	<b>46,978,447</b>

**Fund Balances**



**2020 Budget**  
**BUDGET SUMMARY**

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

	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget	% of Change
<b>General Fund</b>	67,662,007	69,525,814	64,013,998	64,962,946	64,357,594	0.5%
<b>Special Revenue Funds</b>						
TIF #1	5,000,019	4,711,072	5,237,047	4,812,967	5,206,771	-0.6%
TIF #3	1,371,391	1,559,724	1,718,190	1,710,439	2,077,683	20.9%
TIF #5	143,885	156,607	156,591	158,081	172,745	10.3%
TIF #6	79,473	93,207	97,558	95,623	114,239	17.1%
TIF #7	-	65,418	68,378	43,824	51,940	-24.0%
TIF #8	-	-	-	-	-	N/A
Motor Fuel Tax	1,498,691	1,515,917	1,407,500	1,418,000	1,410,000	0.2%
CDBG	450,828	427,198	300,348	300,348	302,509	0.7%
Grant Projects	9,357,917	7,211,850	19,870,981	19,406,150	17,106,893	-13.9%
Gaming Tax	25,015,006	25,632,852	24,100,000	24,348,812	24,250,000	0.6%
Emergency Telephone	2,478,099	220,947	-	-	-	N/A
	45,395,309	41,594,792	52,956,593	52,294,244	50,692,780	-4.3%
<b>Debt Service Funds</b>	99,978	92,812	-	-	-	
<b>Capital Projects Funds</b>						
Capital Projects	16,074,062	16,355,116	15,145,546	15,635,546	7,492,546	-50.5%
Equipment Replacement	1,530,841	1,772,229	1,640,000	1,640,000	1,640,000	0.0%
IT Replacement	250,739	251,660	250,350	251,200	351,000	40.2%
Facilities Replacement	-	500,000	2,030,000	2,043,957	8,086,332	298.3%
	17,855,642	18,879,005	19,065,896	19,570,703	17,569,878	-7.8%
<b>Enterprise Funds</b>						
Water/Sewer	14,145,297	22,746,823	19,652,758	20,323,480	15,035,787	-23.5%
City Owned Parking	268,203	213,791	273,720	263,770	263,770	-3.6%
Metra Leased Parking	83,319	120,985	120,000	120,175	120,000	0.0%
	14,496,819	23,081,599	20,046,478	20,707,425	15,419,557	-23.1%
<b>Internal Service Funds</b>						
Risk Management	3,070,024	2,882,444	2,892,534	2,677,616	2,646,644	-8.5%
Health Benefits	7,901,388	7,612,584	8,212,322	7,605,800	7,986,825	-2.7%
	10,971,412	10,495,028	11,104,856	10,283,416	10,633,469	-4.2%
<b>Total Revenues</b>	<b>156,481,167</b>	<b>163,669,050</b>	<b>167,187,821</b>	<b>167,818,734</b>	<b>158,673,278</b>	<b>-5.1%</b>

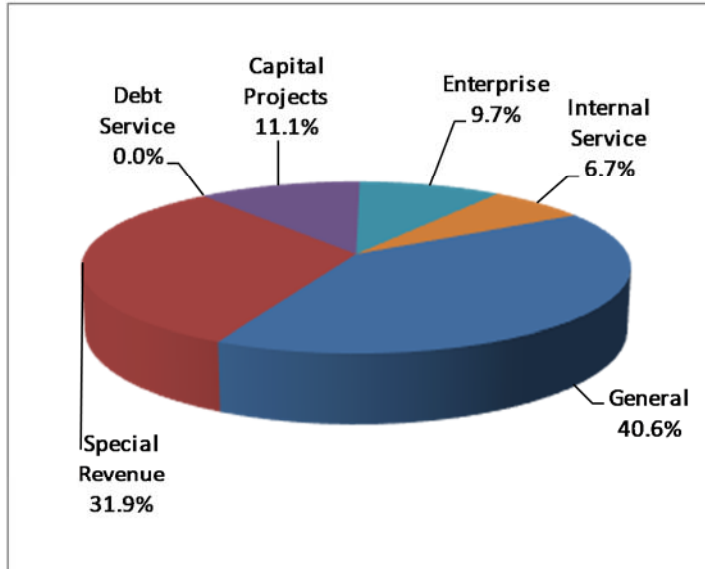
**2020 Budget**  
**BUDGET SUMMARY**

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

	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget	% of Change
<b>General Fund</b>	64,275,563	66,453,377	72,003,812	70,148,446	73,850,013	2.6%
<b>Special Revenue Funds</b>						
TIF #1	3,918,124	4,103,875	10,293,322	9,786,323	13,066,368	26.9%
TIF #3	1,371,251	2,030,196	1,923,483	1,913,457	1,898,413	-1.3%
TIF #5	114,081	117,394	183,275	182,875	111,035	-39.4%
TIF #6	1,303,048	1,299,348	1,302,231	1,295,181	1,468,263	12.7%
TIF #7	785,963	1,517,881	77,670	464,998	68,270	-12.1%
TIF #8	-	-	-	172,912	186,500	N/A
Motor Fuel Tax	1,338,474	1,362,809	1,608,455	1,959,000	1,469,000	-8.7%
CDBG	488,662	397,451	300,348	274,384	307,776	2.5%
Grant Projects	13,014,040	8,404,880	19,820,958	11,944,613	17,106,893	-13.7%
Gaming Tax	24,054,580	26,426,352	24,000,000	24,000,000	24,350,000	1.5%
Emergency Telephone	2,699,046	-	-	-	-	N/A
	49,087,269	45,660,186	59,509,742	51,993,743	60,032,518	0.9%
<b>Debt Service</b>		-	-	-	-	
<b>Capital Projects Funds</b>						
Capital Projects	13,436,310	14,500,018	16,423,982	19,320,904	9,691,262	-41.0%
Equipment Replacement	2,221,310	1,745,054	1,629,700	1,649,131	1,553,500	-4.7%
IT Replacement	277,864	321,964	239,004	234,004	563,125	135.6%
Facilities Replacement	-	-	1,500,000	-	11,450,000	663.3%
	15,935,484	16,567,036	19,792,686	21,204,039	23,257,887	17.5%
<b>Enterprise Funds</b>						
Water/Sewer	13,981,746	13,788,187	19,969,915	20,200,795	16,218,244	-18.8%
City Owned Parking	808,905	777,315	157,510	133,067	698,240	343.3%
Metra Leased Parking	82,316	167,183	180,786	162,101	145,016	-19.8%
	14,872,967	14,732,685	20,308,211	20,495,963	17,061,500	-16.0%
<b>Internal Service Funds</b>						
Risk Management	3,274,470	3,071,923	3,261,207	2,607,096	2,821,053	-13.5%
Health Benefits	8,385,622	7,995,417	8,241,022	7,655,500	8,268,022	0.3%
	11,660,092	11,067,340	11,502,229	10,262,596	11,089,075	-3.6%
<b>Total Expenditures</b>	<b>155,831,375</b>	<b>154,480,624</b>	<b>183,116,680</b>	<b>174,104,787</b>	<b>185,290,993</b>	<b>1.2%</b>

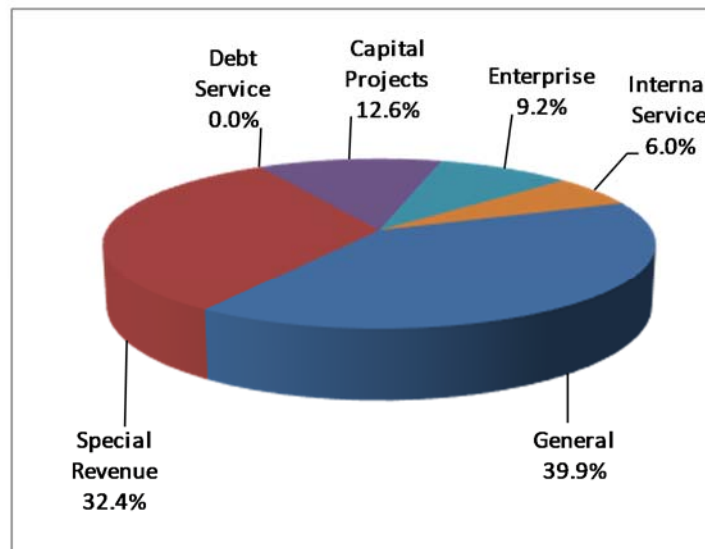
**2020 Budget**  
**BUDGET SUMMARY**

**2020 Budgeted Revenues by Fund Type**



Funds By Type	2020 Budget	% of Total
General	64,357,594	40.6%
Special Revenue	50,692,780	31.9%
Debt Service	-	0.0%
Capital Projects	17,569,878	11.1%
Enterprise	15,419,557	9.7%
Internal Service	10,633,469	6.7%
<b>Total Revenue</b>	<b>158,673,278</b>	<b>100.0%</b>

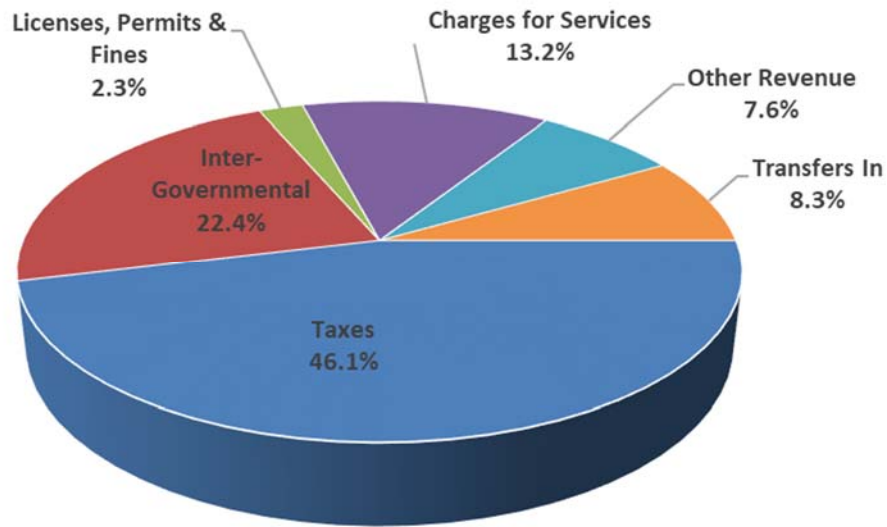
**2020 Budgeted Expenditures by Fund Type**



Funds By Type	2020 Budget	% of Total
General	73,850,013	39.9%
Special Revenue	60,032,518	32.4%
Debt Service	-	0.0%
Capital Projects	23,257,887	12.6%
Enterprise	17,061,500	9.2%
Internal Service	11,089,075	6.0%
<b>Total Expenditures</b>	<b>185,290,993</b>	<b>100.0%</b>

**2020 Budget**  
**BUDGET SUMMARY**

**2020 Budgeted Revenues by Category (All Funds)**



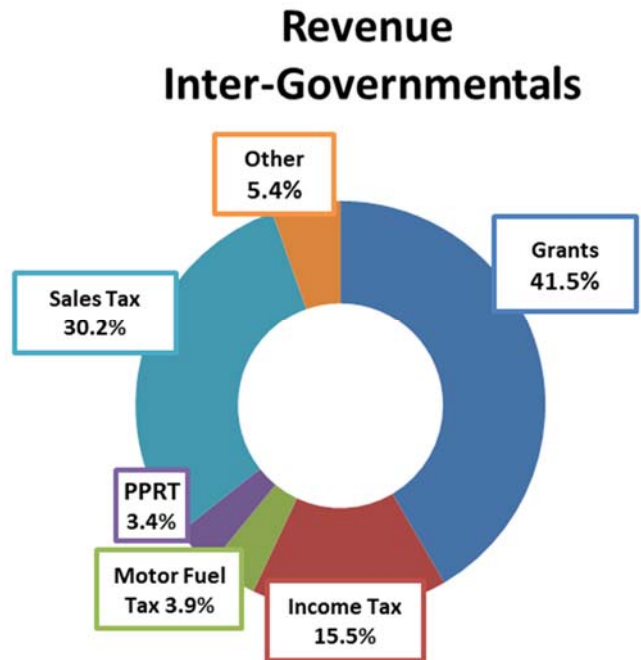
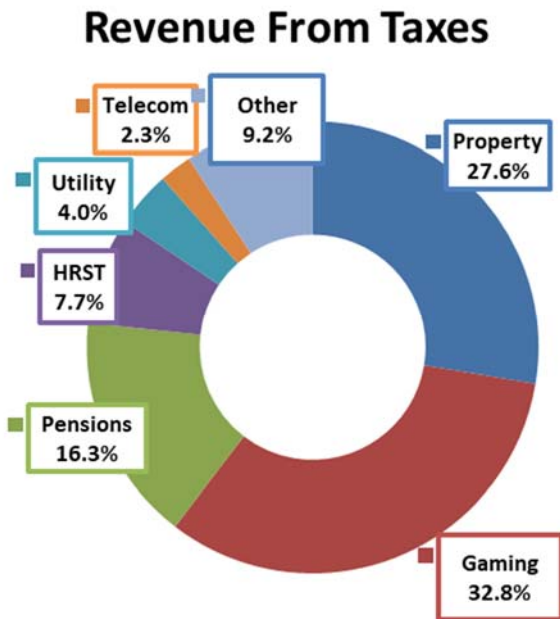
Fund	Taxes	Inter-Governmental	Licenses, Permits & Fines	Charges for Service	Other Revenue	Transfers In	Fund Total
General Fund	35,646,750	19,090,914	3,726,000	5,128,000	550,172	215,758	64,357,594
TIF Fund #1	5,196,771	-	-	-	10,000	-	5,206,771
TIF Fund #3	2,077,083	-	-	-	600	-	2,077,683
TIF Fund #5	172,645	-	-	-	100	-	172,745
TIF Fund #6	114,214	-	-	-	25	-	114,239
TIF Fund #7	51,890	-	-	-	50	-	51,940
TIF Fund #8	-	-	-	-	-	-	-
Motor Fuel Tax	-	1,400,000	-	-	10,000	-	1,410,000
CDBG	-	302,509	-	-	-	-	302,509
Grant Funded Projects	-	14,777,641	-	-	-	2,329,252	17,106,893
Gaming Tax	24,000,000	-	-	-	250,000	-	24,250,000
Emergency Telephone	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Capital Projects	5,929,546	-	-	1,355,500	207,500	-	7,492,546
Equipment Repl.	-	-	-	-	140,000	1,500,000	1,640,000
IT Replacement	-	-	-	-	1,000	350,000	351,000
Facilities Replacement	-	-	-	-	86,332	8,000,000	8,086,332
Water/Sewer Fund	-	4,750	2,500	14,049,000	208,779	770,758	15,035,787
City Owned Parking	-	-	-	263,770	-	-	263,770
Metra Leased Parking	-	-	-	120,000	-	-	120,000
Risk Management	-	-	-	-	2,646,644	-	2,646,644
Health Benefits	-	-	-	-	7,986,825	-	7,986,825
<b>Total Revenues</b>	<b>73,188,899</b>	<b>35,575,814</b>	<b>3,728,500</b>	<b>20,916,270</b>	<b>12,098,027</b>	<b>13,165,768</b>	<b>158,673,278</b>

**2020 Budget**  
**BUDGET SUMMARY**

**2019/2020 Revenue Budget Comparison**

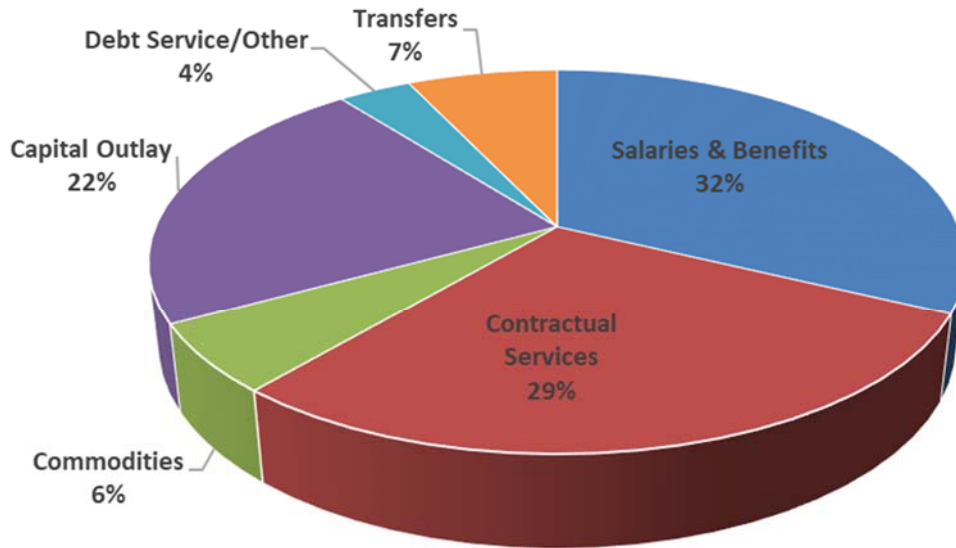
	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>Dollar Change</b>	<b>% Change</b>
Taxes	72,721,835	73,188,899	467,064	0.6%
Inter-Governmental	39,005,281	35,575,814	(3,429,467)	-8.8%
Licenses, Permits & Fines	3,865,800	3,728,500	(137,300)	-3.6%
Charges for Service	20,785,470	20,916,270	130,800	0.6%
Other Revenue	13,535,331	12,098,027	(1,437,304)	-10.6%
Transfers	17,274,104	13,165,768	(4,108,336)	-23.8%
<b>Total Revenues</b>	<b>167,187,821</b>	<b>158,673,278</b>	<b>(8,514,543)</b>	<b>-5.1%</b>

The overall 5.1% decrease in total revenues for all the funds is primarily due to lower grant revenues being received in 2020 as well as a reduced amount of transfers between the funds.



**2020 Budget**  
**BUDGET SUMMARY**

**2020 Budgeted Expenditures by Category (All Funds)**



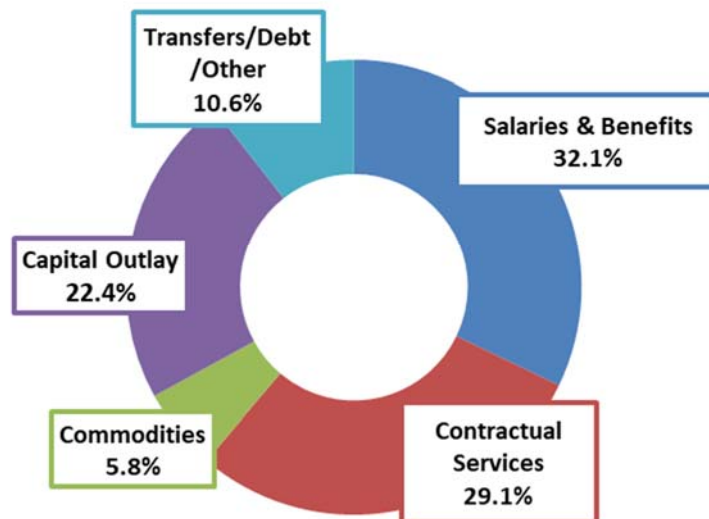
Fund	Salaries & Benefits	Contractual Services	Commodities	Capital Outlay	Debt Service /Other	Transfers	Fund Total
General Fund	54,294,858	14,501,863	1,897,592	444,200	861,500	1,850,000	73,850,013
TIF Fund #1	-	5,855,030	82,650	5,350,000	1,653,688	125,000	13,066,368
TIF Fund #3	-	10,460	-	-	1,880,953	7,000	1,898,413
TIF Fund #5	-	660	-	-	110,375	-	111,035
TIF Fund #6	-	8,040	52	-	1,457,171	3,000	1,468,263
TIF Fund #7	-	28,270	-	-	-	40,000	68,270
TIF Fund #8	-	175,000	-	11,500	-	-	186,500
Motor Fuel Tax	-	334,000	635,000	500,000	-	-	1,469,000
CDBG	58,623	-	-	-	249,153	-	307,776
Grant Funded Projects	41,600	1,711,000	-	15,354,293	-	-	17,106,893
Gaming Tax	-	15,600,000	-	-	-	8,750,000	24,350,000
Emergency Telephone	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Capital Projects	398,376	1,547,595	73,625	5,317,414	-	2,354,252	9,691,262
Equipment Repl.	-	-	-	1,503,500	50,000	-	1,553,500
IT Replacement	-	49,644	-	513,481	-	-	563,125
Facilities Replacement	-	1,600,000	750,000	9,100,000	-	-	11,450,000
Water/Sewer Fund	4,734,889	1,274,055	7,124,800	2,924,500	160,000	-	16,218,244
City Owned Parking	-	66,640	131,600	500,000	-	-	698,240
Metra Leased Parking	-	52,500	56,000	-	-	36,516	145,016
Risk Management	28,269	2,767,784	25,000	-	-	-	2,821,053
Health Benefits	-	8,268,022	-	-	-	-	8,268,022
<b>Total Expenses</b>	<b>59,556,615</b>	<b>53,850,563</b>	<b>10,776,319</b>	<b>41,518,888</b>	<b>6,422,840</b>	<b>13,165,768</b>	<b>185,290,993</b>

**2020 Budget**  
**BUDGET SUMMARY**

**2019/2020 Expenditure Budget Comparison**

	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
Salaries & Benefits	58,734,590	59,556,615	822,025	1.4%
Contractual Services	46,592,702	53,850,563	7,257,861	15.6%
Commodities	10,821,366	10,776,319	(45,047)	-0.4%
Capital Outlay	43,653,860	41,518,888	(2,134,972)	-4.9%
Transfers/Debt/Other	23,314,162	19,588,608	(3,725,554)	-16.0%
<b>Total Expenditures</b>	<b>183,116,680</b>	<b>185,290,993</b>	<b>2,174,313</b>	<b>1.2%</b>

**2020 Budgeted Expenditures**



2020 Budgeted Expenditures are expected to increase by \$2.2M or 1.2% as compared to the 2019 Budget. The increase is due to expenses being budgeted for the Civic Center Parking Garage in TIF#1 and the Facilities Replacement fund as it is a continuation of a planned facilities project.



**2020 Budget**  
**BUDGET SUMMARY**

**GENERAL FUND**

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

**Fund Balance of the General Fund**

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

<b>Fund</b>	<b>Fund Name</b>	<b>Projected Ending Fund Balance (Deficit)</b>	<b>12/31/2020 Projected Ending Fund Balance %</b>	<b>Projected Fund Balance v. Policy Requirement</b>	<b>Fund Balance Policy Requirement</b>
100	General Fund	41,615,440	56.35%	31.35%	25% of Annual Expenditures
	Non-spendable	28,818,212			
	Assigned	5,684,087			
	Unassigned	18,481,315	25.03%	0.03%	25% of Annual Expenditures

The main difference between the total fund balance and the total unassigned fund balance is that the total fund balance includes advances the General Fund has made to the TIF Funds and the Water/Sewer Fund (nonspendable portion). Once these funds begin to repay the General Fund, the total unassigned fund balance will be closer to total fund balance. The unassigned fund balance is projected to be at the recommended policy requirement at the end of the 2020 fiscal year. For the 2020 Budget year, the City is recommending to continue the transfers of \$1.5M to the Equipment Replacement Fund and \$350K to the IT Replacement fund. The City has made significant strides over the past few years in focusing on increasing the unassigned fund balance as shown in the following chart:

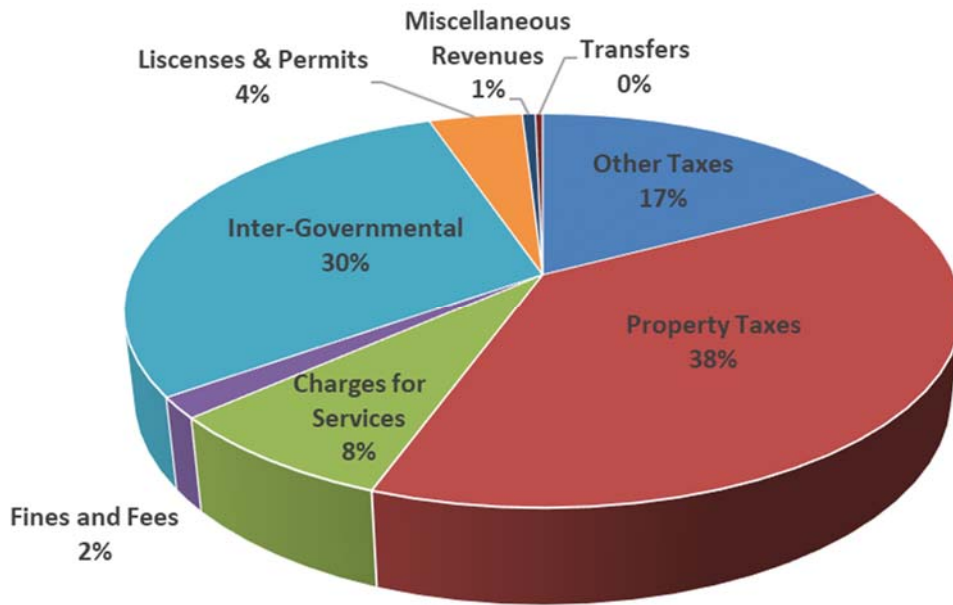
	<b>12/31/2016 Actual</b>	<b>12/31/2017 Actual</b>	<b>12/31/2018 Actual</b>	<b>12/31/2019 Budget</b>	<b>12/31/2019 Projected</b>	<b>12/31/2020 Budget</b>
<b>Total Fund Balance</b>	49,834,478	53,220,922	53,293,359	40,917,301	51,107,859	41,615,440
<b>Nonspendable</b>	20,451,434	31,085,042	26,650,148	28,644,829	21,163,058	28,818,212
<b>Unassigned</b>	21,833,793	22,135,880	26,643,211	17,797,472	29,944,801	18,481,315
<b>Expenditures</b>	57,871,619	60,731,332	64,482,430	70,228,112	67,298,509	72,000,013
<b>Transfers</b>	2,358,188	3,544,231	1,970,947	1,775,700	2,849,937	1,850,000
	60,229,807	64,275,563	66,453,377	72,003,812	70,148,446	73,850,013
<b>Total Fund Balance</b>	<b>82.74%</b>	<b>82.80%</b>	<b>80.20%</b>	<b>56.83%</b>	<b>72.86%</b>	<b>56.35%</b>
<b>Unassigned Fund Balance</b>	<b>36.25%</b>	<b>34.44%</b>	<b>40.09%</b>	<b>24.72%</b>	<b>42.69%</b>	<b>25.03%</b>

The projected 2020 unassigned fund balance is expected to meet the 25% recommended policy guideline. While the total fund balance is a healthy 56.35%, the continued deficits of the TIF 3, TIF 6, TIF 7, TIF 8, and the Water/Sewer Funds restrict the availability of General Fund balances. The fund balance is a critical component that allows the City to maintain its current bond rating as well as address any unexpected changes

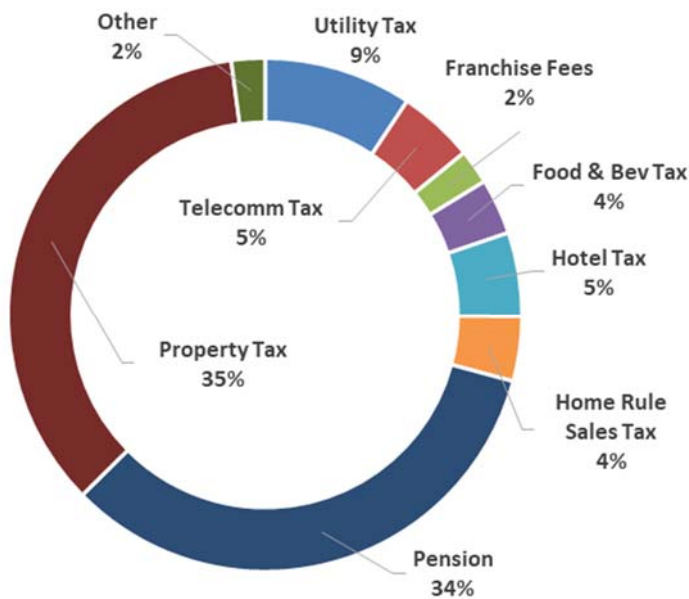
**2020 Budget**  
**BUDGET SUMMARY**

in the economy or other unanticipated expenditures. The City will continue to plan for maintaining the unassigned fund balance at or above the recommended 25% level over the next few years.

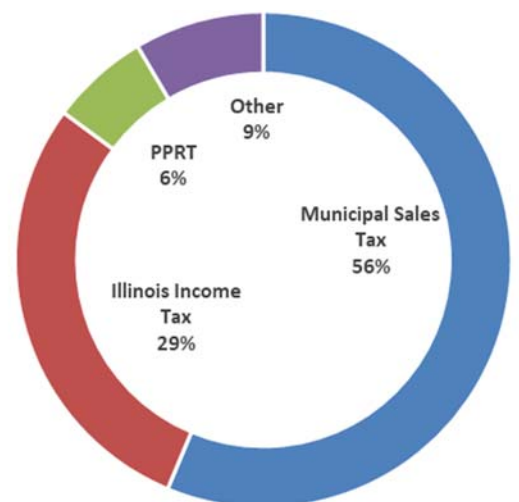
**GENERAL FUND**  
**REVENUES BY CATEGORY**



**Tax Revenue Allocation**



**Inter-Governmental Allocation**



## 2020 Budget

# BUDGET SUMMARY

### Revenue Highlights

The FY 2020 General Fund budget is based upon projected revenues from taxes, fees and other sources totaling \$64.1 million. Excluding other financing sources, the 2020 budgeted revenues represent a decrease of \$603K of the 2019 projected revenues. As a whole, Property Tax, Utility Tax, Sales Tax, State Income Tax, and Telecommunications Tax account for almost 73.4% of the revenue collected by the General Fund. The following is a discussion of the major revenue sources for the General Fund:

- **Property Tax**

The Corporate Property Tax Levy is the largest source of revenue for the City's General Fund comprising 19.54% of all receipts within the General Fund. As a "Home Rule" unit of government, the City has no limitations on its levy but the City has attempted to keep the tax levy's growth to a minimum. The City adopts its tax levy in December each year and the County collects this in two installments in March and September of the following year. Thus, the 2019 tax levy is the basis for the 2020 revenue budget.

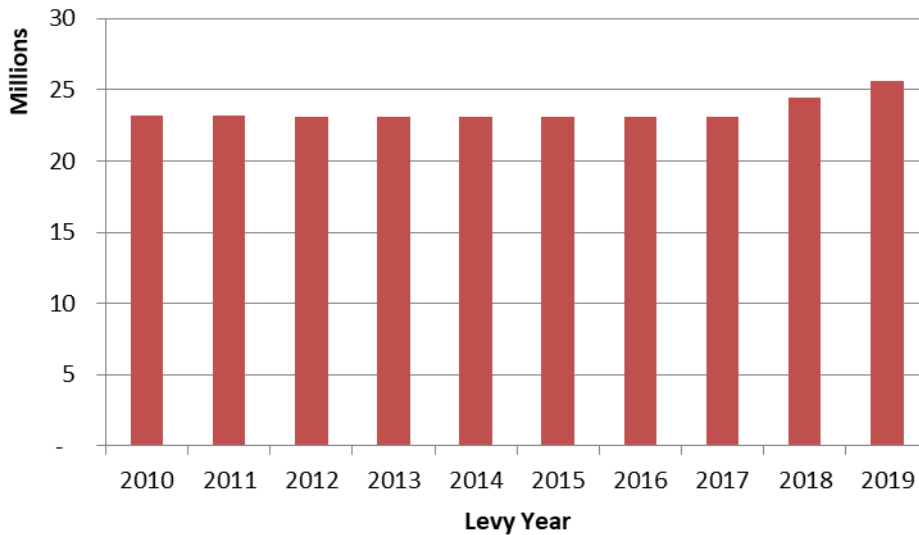
For FY 2020 the total City property tax levy is \$24,489,150, a 0.00% increase over the prior year's tax levy. The following is a 10 year trend of the property tax levies passed and excludes the additional amount added by the County for loss and cost (3% for corporate purposes and 5% for debt service).

Levy Year	Corporate	Police Pension	Fire Pension	Debt Service	Total Levy	% Change
2010	15,273,223	3,338,189	3,395,608	1,174,740	23,181,760	3.11%
2011	15,924,580	3,472,544	3,577,776	206,860	23,181,760	0.00%
2012	15,645,194	3,661,515	3,671,041	105,400	23,083,150	-0.43%
2013	14,675,600	4,150,000	4,150,000	107,550	23,083,150	0.00%
2014	14,373,640	4,300,000	4,300,000	109,510	23,083,150	0.00%
2015	13,576,870	5,000,000	4,400,000	106,280	23,083,150	0.00%
2016	12,830,100	5,250,000	4,900,000	103,050	23,083,150	0.00%
2017	12,333,150	5,550,000	5,200,000	-	23,083,150	0.00%
2018	12,663,150	6,094,000	5,732,000	-	24,489,150	6.09%
2019	12,578,150	6,115,000	5,796,000	-	24,489,150	0.00%

#### AVERAGE INCREASE (last 10 years)

	Levy over Levy	Levy over Extension
Corporate Levy	-1.67%	-4.53%
Total Levy	0.88%	-2.09%

**2020 Budget**  
**BUDGET SUMMARY**



The City of Des Plaines’ assessed value averaged a 5.36% increase per year from 2001 to 2010. The 2019 equalized assessed value (EAV) decreased by 1.23% from the 2018 EAV, or \$1,955,916,247 in 2018 to \$1,931,827,633 in 2019.

▪ **Sales Tax**

Sales Tax is the third largest source of revenue for the City. Sales tax comprises 18.96% of total receipts for the General Fund or approximately \$12.2M for FY 2020. For the Home Rule Sales Tax, 25% is remitted to the General Fund and 75% is allocated towards the Capital Projects Fund. For FY 2020, the City expects that sales tax will remain consistent with the 2019 projected amounts.

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

<b>Sales Tax Rates – as of 1/1/2019</b>	
State Sales Tax Rate	5.00%
State Municipal Tax Rate	1.00%
State Regional Transportation Authority	0.25%
Local Home Rule	1.00%
County Home Rule	1.75%
Regional Transportation Authority	1.00%
<b>Total</b>	<b>10.00%</b>

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

The “retail sales” portion of the City’s total sales tax revenues comes from many different types of businesses as the pie chart below illustrates. Agriculture and All Others contributed at 23% of the City’s sales tax receipts. This category is followed by Drugs and Miscellaneous Retail at 22% and Automotive and Filling Stations at 17%.

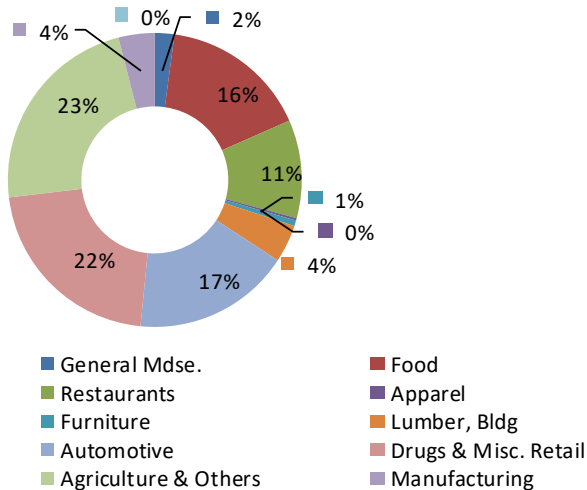
# 2020 Budget BUDGET SUMMARY

**Number of Taxpayers: 1,422**

2018 Calendar Year - Sales made during  
January 2018 through December 2018

Tax Types	MT & HMR
General Mdse.	450,809.10
Food	3,395,143.05
Restaurants	2,261,770.21
Apparel	55,508.68
Furniture	129,555.82
Lumber, Bldg	866,539.86
Automotive	3,628,653.82
Drugs & Misc. Retail	4,506,988.82
Agriculture & Others	4,797,685.70
Manufacturing	832,319.34
	<b>20,924,974.40</b>

**Sales Tax Allocation for the 12 months  
Ended 12/31/2018**

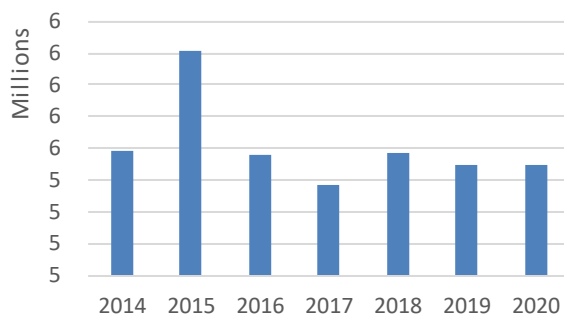


Source: <https://www.revenue.state.il.us/app/kob/index.jsp>

▪ **State Income Tax**

State income tax comprises approximately 8.55% of the General Fund revenues. The City receives a portion of the state income tax receipts on a per-capita basis. The revenue projected for FY 2020 stays consistent with the 2019 Budget amount based on recent performance.

	Year	Amount	% Change
Actual	2014	5,587,992	-4.7%
Actual	2015	6,210,116	11.1%
Actual	2016	5,556,999	-10.5%
Actual	2017	5,363,901	-3.5%
Actual	2018	5,570,605	0.2%
Projected	2019	5,500,000	-1.3%
Budget	2020	5,500,000	0.0%

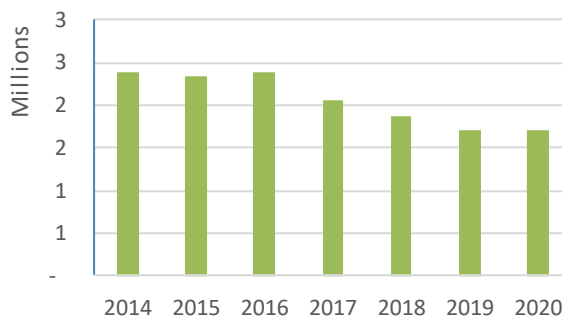


▪ **Telecommunication Tax**

Effective January 1, 2003 the simplified municipal telecommunication tax act took effect. Under this act, land based and wireless service providers remit up to 6% of their gross sales to the Illinois Department of Revenue. During the 2008 Budget process the City of Des Plaines passed an Ordinance establishing an increase to the rate in the amount of 3%, for a total of 6%. Based on State Statute, the rate became enacted on July 1, 2008. Based on trending of revenues received over the past few years, the 2020 revenue amount has been slightly decreased from prior budgets due to the decrease in land line phones where this tax is primarily imposed on.

## 2020 Budget BUDGET SUMMARY

	Year	Amount	% Inc (Dec)
Actual	2014	2,387,335	-13%
Actual	2015	2,346,924	-2%
Actual	2016	2,392,037	2%
Actual	2017	2,054,125	-14%
Actual	2018	1,869,971	-9%
Projected	2019	1,700,000	-9%
Budget	2020	1,700,000	0%



### ▪ Utility Tax

The City of Des Plaines charges a utility tax on electricity which is a tax imposed upon the privilege of using or consuming electricity acquired through the purchase at retail and used or consumed within the corporate limits of the City at rates associated with the number of kilowatt hours used. For FY 2020, the revenues are expected to increase slightly over the 2019 Budget due to trending.

Account Title	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Utility Tax: Electricity	2,616,629	2,450,000	3,082,395	2,500,000
Utility Tax: Natural Gas	504,821	450,000	450,000	450,000
Use Tax: Natural Gas	403,202	375,000	375,000	375,000
	3,524,652	3,275,000	3,907,395	3,325,000

In addition, the City of Des Plaines imposes the Natural Gas Utility Tax and Gas Use Tax. The Municipal Utility Tax (MUT) is a tax based upon the total monthly gas bill collected by the local supplier. The Gas Use Tax (GUT) is a tax based on the supply (therm usage) of gas from an alternative (third-party) supplier. The MUT is charged at a rate of 3.00% levied on the total gross receipts of Nicor customers. The GUT is at a rate of \$0.025 per therm, calculated on the total amount of therms transported through the Nicor distribution system.

### ▪ Hotel/Motel Tax

The Hotel/Motel Tax for the City of Des Plaines was increased to 7% effective February 1, 2008. The FY 2020 budgeted revenue is \$1.9M.

In addition to the regular 7% tax, the City of Des Plaines has an O'Hare Corridor Privilege tax of 4% for areas defined as the O'Hare Corridor, primarily located within TIF District #6 and TIF District #7. As no hotels have been completed in TIF District #6 and TIF District #7, the City has not seen revenues from this source, however, once the development is completed this tax will be collected.

- **Real Estate Transfer Tax:** The City of Des Plaines real estate transfer tax is \$2.00 per \$1,000 of sales price. For FY 2020, the real estate transfer tax revenues are expected to slightly increase to be at \$650K. Any major changes in the economy as well as the mortgage interest rates can have a substantial impact on home sales and the real estate transfer tax received by the City.
- **Food and Beverage Tax:** This is a 1% tax on the sale of retail food and alcoholic beverages prepared for immediate consumption. This tax is remitted to the City on a monthly basis and is deposited into the General Fund. For FY 2020, the total revenue budgeted is estimated at \$1.25M.

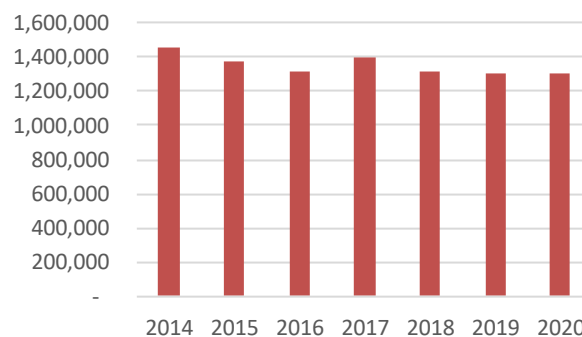
## 2020 Budget

# BUDGET SUMMARY

- Personal Property Replacement Tax:** Replacement taxes are revenues collected by the State of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away. Replacement tax revenue comes from a 2.5% corporate income tax, 1.5% partnership tax on income, and a 0.8% tax on invested capital for public utilities. The total amount budgeted for 2020 is \$1.225M.
- Licensing and Permit Revenue:** Total licensing and permit revenue consists of approximately 3.7% of all General Fund revenue, or \$2.4 million. About 64% of total licensing and permit revenue is due to the following:
  - Vehicle Licenses:** Vehicle Licenses for FY 2020 are budgeted at \$1.3 million which is slightly lower than the historical average. Vehicle stickers are issued annually and are valid from July 1 to June 30. Fees for vehicle stickers are dependent upon the license plate type.

### Vehicle

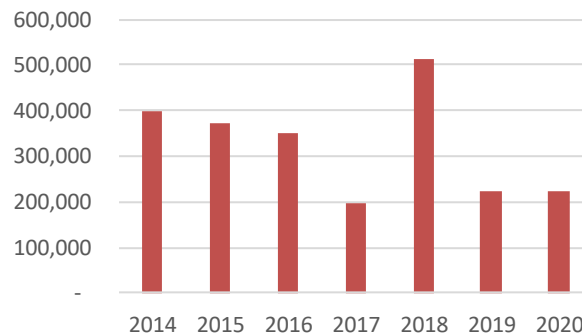
	Year	Amount
Actual	2014	1,461,240
Actual	2015	1,370,712
Actual	2016	1,312,385
Actual	2017	1,401,089
Actual	2018	1,320,281
Projected	2019	1,300,000
Budget	2020	1,300,000



- Business Licenses:** Business Licenses are issued annually and are valid from January 1<sup>st</sup> to December 31<sup>st</sup>. Business License fees depend on the type of business. The total estimated receipts for FY 2019 are \$225K and are slightly higher than the budgeted amount for 2019. The trending on business licensing is indicating higher projections based on a new Ordinance revision of registrations.

### Business

	Year	Amount
Actual	2014	400,176
Actual	2015	374,146
Actual	2016	351,577
Actual	2017	198,305
Actual	2018	514,791
Projected	2019	225,000
Budget	2020	225,000

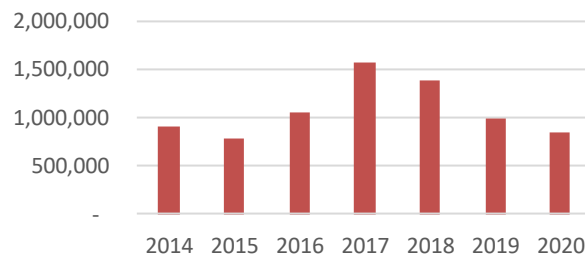


- Building Permits:** Building Permits must be purchased prior to construction. Permit fees vary depending upon the nature of the construction. The total estimated for Building permits for 2019 are expected to be \$1M and are budgeted at \$850K for 2020.

## 2020 Budget BUDGET SUMMARY

### Building

	Year	Amount
Actual	2014	904,048
Actual	2015	788,097
Actual	2016	1,049,469
Actual	2017	1,570,774
Actual	2018	1,386,517
Projected	2019	1,000,000
Budget	2020	850,000



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

Pension Expense	IMRF	Fire Pension	Police Pension	Total
2010 Actual	1,829,658	3,079,756	3,293,584	8,202,998
2011 Actual	1,731,668	3,395,608	3,338,189	8,465,465
2012 Actual	1,530,636	3,655,215	3,542,153	8,728,005
2013 Actual	1,904,274	3,693,659	3,670,675	9,268,608
2014 Actual	1,984,217	4,155,901	4,154,084	10,294,202
2015 Actual	1,509,740	4,303,994	4,304,823	10,118,557
2016 Actual	1,419,630	4,303,994	5,036,092	10,759,716
2017 Actual	1,439,382	4,916,095	5,261,880	11,617,357
2018 Actual	1,348,934	5,140,892	5,483,601	11,973,426
2019 Projected	1,076,184	5,732,000	6,094,000	12,902,184
2020 Budget	1,370,413	5,796,000	6,115,000	13,281,413
<b>Ten Year Growth</b>	<b>-25.1%</b>	<b>88.2%</b>	<b>85.7%</b>	<b>61.9%</b>

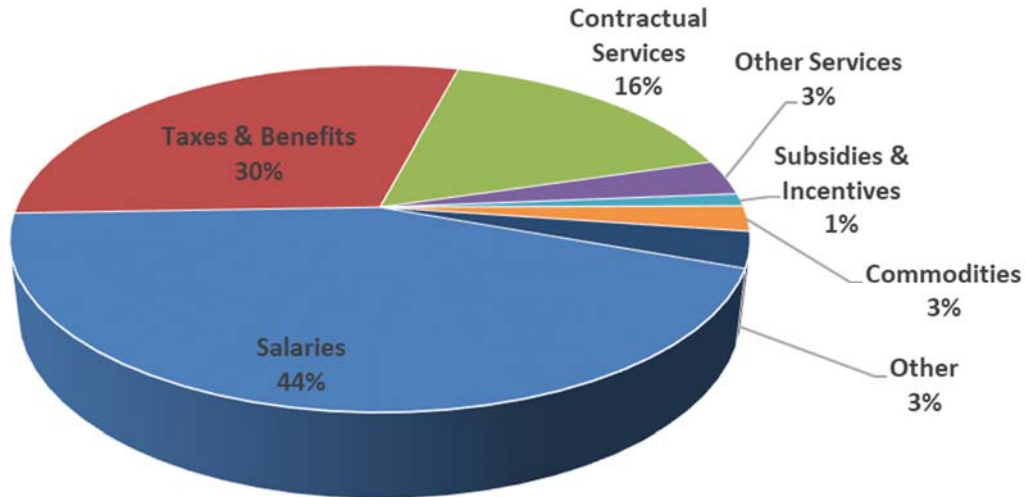
The City of Des Plaines tracks the IMRF, Police and Fire Pension Levy within the General Fund. Both the Police and Fire Pensions are levied separately; however, IMRF is included within the Corporate Levy. In regard to pension investment performance, the Police and Fire Pension Funds' investment yields for 2018 were at 9.33% and 8.46% respectively. As of December 31, 2018 the Police Pension and Fire Pension funds are funded at 46.2% and 50.6% respectively. The IMRF Pension actuarial funded ratio as of December 31, 2018 was 88.4%. The Des Plaines Library employees are included in the total IMRF pension calculation.



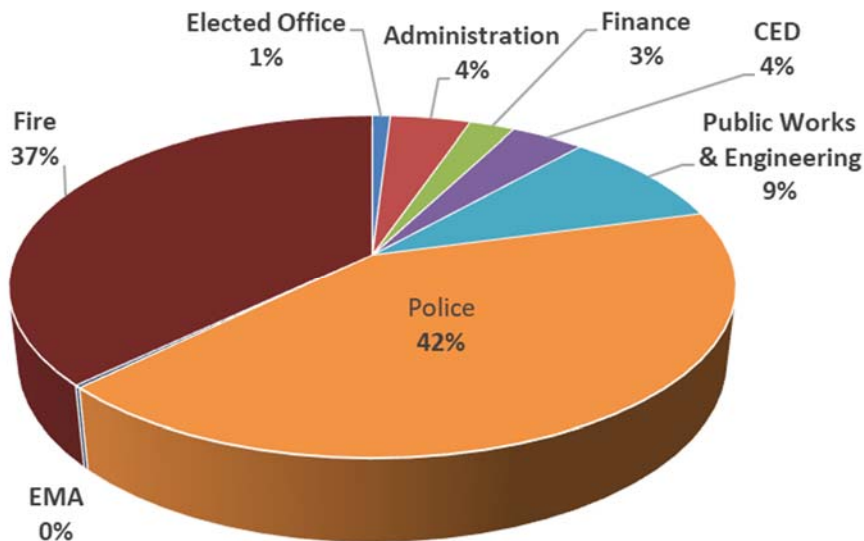
2020 Budget  
**BUDGET SUMMARY**

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**GENERAL FUND  
EXPENDITURES BY CATEGORY**



**SALARIES & BENEFITS**



**Expenditure Highlights**

General Fund Expenditures including transfers for FY 2020 total \$73,850,013 compared to the projected FY 2019 Budget of \$72,003,812 an increase of \$1,846,201. Excluding transfers from the expenditure totals, the operational portion of the 2020 budget is \$72,000,013 compared to \$70,228,112, or an increase of \$1,771,901

## **2020 Budget**

# **BUDGET SUMMARY**

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due to increase of employee's benefits. The chart above indicates how the General Fund expenditures are broken out. Salaries and benefits, in the amount of \$54.3 million, continue to consume the greatest percentage of the total General Fund expenditures at 73.52%. Breaking out the salary and benefits further into a per Department cost, Police, Fire and Public Works/Engineering are the largest departments with 88.24% of the total General Fund personnel costs. Public safety costs within the General Fund account for 79% of the total expenditures.

The FY 2020 Salaries and Benefits within the General Fund includes \$6.115 million in Police Pension expenses as well as \$5.796 million in Fire Pension expenses. These expenses are offset with the revenue for both the Police and Fire Pension that is also tracked in the General Fund; however, it is levied as a separate item on the property tax levy.

As expenditures continue to increase and major revenue sources for the City are continuing to decline, the City is closely monitoring the level of actual revenues to projected revenues and then adjusting its budgeted and potential expenditures according to sound fiscal policy. The City will continue to review all of the current expenditures to determine if any potential savings can be realized in 2020 and future fiscal years.

## 2020 Budget

# FUND BALANCES vs. FINANCIAL POLICY REQUIREMENTS

The 2020 Budget includes financial policies that establish fund balance requirements for each of the City's major funds. These fund balances are based on best practices established by the Government Finance Officers' Association (GFOA) that are utilized by thousands of municipalities throughout the nation. Healthy fund balances are necessary to ensure that city government can adequately satisfy its liabilities, especially in an environment of declining revenues or in emergency situations.

### City of Des Plaines 2020 Budget at a Glance Fund Balance vs. Financial Policy Requirements

Fund Name	Policy Requirement			Fund Balance 1/1/2020	Fund Balance 12/31/2020	2020 Fund Balance %	% over (under) Policy Requirements
	Required %	Required Years	Other Requirements				
<b>General Fund</b>	25%	Annual	Expenditures	51,107,859	41,615,440	56.35%	31.35%
<b>Nonspendable</b>	N/A	N/A		21,163,058	28,818,212		
<b>Assigned</b>				11,370,310	5,684,087		
<b>Unassigned</b>	25%	Annual	Expenditures	29,944,801	18,481,315	25.03%	0.03%
<b>TIF #1</b>	N/A	N/A		2,764,484	(5,095,113)		
<b>TIF #3</b>	N/A	N/A		(3,572,985)	(3,393,715)		
<b>TIF #5</b>	N/A	N/A		175,941	237,651		
<b>TIF #6</b>	N/A	N/A		(13,921,825)	(15,275,849)		
<b>TIF #7</b>	N/A	N/A		(2,300,485)	(2,316,815)		
<b>TIF #8</b>	N/A	N/A		(172,912)	(359,412)		
<b>Motor Fuel Tax</b>	20%	5 yr. Average	Expenditures	491,957	432,957	29.47%	9.47%
<b>CDBG</b>	0%	N/A	Pursuant to Federal Regulations	17,877	12,610		
<b>Grant Projects</b>	N/A	N/A		695,575	695,575		
<b>Gaming Tax</b>	N/A	N/A		20,911,527	20,811,527		
<b>Debt Service</b>	25%	Annual	Non-Property Tax Supported Expenditures	156,614	156,614		
<b>Capital Projects</b>	20%	5 yr. Average	Expenditure	4,332,465	2,133,749	20.18%	0.18%
<b>Equipment Replacement</b>	20%	5 yr. Total	Future Projected Expenditures	3,990,841	4,077,341	51.65%	31.65%
<b>IT Replacement</b>	20%	5 yr. Average	Expenditures	290,993	78,868	21.38%	1.38%
<b>Facilities Replacement</b>	20%	Annual	Expenditures	3,809,870	446,202		
<b>Water/Sewer</b>	20%	Annual	Expenses	(1,195,128)	(2,377,585)	-14.66%	-34.66%
<b>City-Owned Parking</b>	20%	5 yr. Average	Expenses	1,125,133	690,663	271.47%	251.47%
<b>Metra Parking</b>	20%	5 yr. Average	Expenses	58,140	33,124	28.73%	8.73%
<b>Risk Management</b>	20%	Annual	Expenditures	1,179,267	1,004,858	35.62%	15.62%
<b>Health Benefits Fund</b>	20%	Annual	Expenditures	3,650,954	3,369,757	40.76%	20.76%

Indicates that this fund meets fund balance policy requirement

Indicates that this fund does not meet fund balance policy requirement



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# Financial Policies

## Chapter I - Operating Budget

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### **1.1. Purpose**

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

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

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

### **1.3. Budget Document**

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

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

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

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

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

## Financial Policies

### Chapter I - Operating Budget

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

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

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

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

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

# Financial Policies

## Chapter I - Operating Budget

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

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

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

#### Government Funds

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

Capital Projects (CIP) Fund

#### Enterprise Funds

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

# Financial Policies

## Chapter I - Operating Budget

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

### **1.5. Budget Calendar**

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

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

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

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

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

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

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

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

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

### **1.6. Budget Process**

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



## **Financial Policies**

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

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

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

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

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

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

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

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

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

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

## **Financial Policies**

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

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

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

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

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

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

## **Financial Policies**

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

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#### **2.1. Purpose**

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

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

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

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

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

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

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

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

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

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

## **Financial Policies**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Financial Policies**

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

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#### **3.1. Purpose**

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

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

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

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

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

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

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

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

## **Financial Policies**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The financing of capital expenditures is categorized as follows:

1. Minor projects – funded from current revenues.

## **Financial Policies**

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

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

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

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

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

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

## **Financial Policies**

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

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#### **4.1. Purpose**

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

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

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

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

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

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

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

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

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

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



## **Financial Policies**

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

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

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

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

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

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

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

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

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

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

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

## **Financial Policies**

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

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

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

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

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

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

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

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

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

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

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

## **Financial Policies**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Fund Balance Policy (GASB 54)

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

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

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

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

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

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

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

#### 3. Application of Funds:

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

i. Restricted

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

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

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

4. Delegation to Assign Fund Balance:

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

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

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

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



**2020 Budget**  
**GENERAL FUND**

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**OVERVIEW**

	<b>2016 Actual</b>	<b>2018 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Beginning Balance	44,147,452	49,834,478	53,220,922	48,907,115	56,293,360	51,107,860
Revenues	65,700,175	67,442,249	69,316,059	63,796,240	64,745,188	64,141,836
Expenditures	(57,871,619)	(60,731,332)	(64,482,432)	(70,228,112)	(67,298,509)	(72,000,013)
Special Item	-	-	-	-	-	-
Transfers In	216,658	219,758	209,758	217,758	217,758	215,758
Transfers Out	(2,358,188)	(3,544,231)	(1,970,947)	(1,775,700)	(2,849,937)	(1,850,000)
<b>Ending Balance</b>	<b>49,834,478</b>	<b>53,220,922</b>	<b>56,293,360</b>	<b>40,917,301</b>	<b>51,107,860</b>	<b>41,615,440</b>
<b>Unassigned Fund Balance</b>	<b>21,833,793</b>	<b>22,135,880</b>	<b>26,643,211</b>	<b>17,797,472</b>	<b>29,944,801</b>	<b>18,481,315</b>

Note: All 2019 projected figures are derived using the 2018 actual amounts.

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

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

# 100 - General Fund

## 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Property Taxes</b>					
4000	Property Taxes - Current Year Collection	12,399,354	12,663,150	12,663,150	12,578,150
4005	Property Taxes - Last Year's Collection	101,423	-	56,644	-
4010	Property Taxes - Prior Years Collection	(631,708)	-	(199,491)	-
4020	Property Taxes Police Pension	5,483,601	6,094,000	6,094,000	6,115,000
4025	Property Taxes Fire Pension	5,140,892	5,732,000	5,732,000	5,796,000
		22,493,561	24,489,150	24,346,303	24,489,150
<b>Other Taxes</b>					
4100	Utility Taxes - Electricity	2,616,629	2,450,000	3,082,395	2,500,000
4105	Utility Taxes - Natural Gas	504,821	450,000	450,000	450,000
4110	Gas Use Tax	403,202	375,000	375,000	375,000
4115	Telecommunications Tax	1,869,971	1,900,000	1,700,000	1,700,000
4125	Franchise Fees Tax	810,571	750,000	780,000	780,000
4127	PEG Fees Tax	21,156	25,000	22,000	22,000
4140	Food & Beverage Tax	1,346,268	1,150,000	1,250,000	1,250,000
4150	Hotel Tax	1,995,330	1,900,000	1,900,000	1,900,000
4160	Real Estate Transfer Tax	808,982	550,000	650,000	650,000
4170	Home Rule Sales Tax	1,701,183	1,450,000	1,450,000	1,450,000
4190	Auto Rental Tax	82,261	80,000	80,000	80,000
4195	Parking Tax Revenue	633	500	580	600
		12,161,007	11,080,500	11,739,975	11,157,600
<b>Intergovernmental</b>					
4200	Municipal Sales Tax	14,064,699	10,750,000	10,750,000	10,750,000
4205	Illinois Income Tax	5,570,605	5,500,000	5,500,000	5,500,000
4210	Personal Property Replacement Tax	1,213,702	1,225,000	1,225,000	1,225,000
4215	Local Use Tax	1,690,313	1,200,000	1,250,000	1,250,000
4220	Road & Bridge Tax	224,419	200,000	225,000	225,000
4240	State Highway Maintenance	164,105	65,140	140,714	140,714
4290	Local - Intergovernmental	-	400	200	200
4296	Fire Training	-	-	-	-
		22,927,844	18,940,540	19,090,914	19,090,914
<b>Licenses</b>					
4300	Vehicle Licenses	1,320,281	1,325,000	1,300,000	1,300,000
4310	Pet Licenses	7,221	7,500	-	-
4320	Business Licenses	514,791	200,000	225,000	225,000
4330	Liquor Licenses	229,973	230,000	220,000	220,000
4340	Rental Property Licenses	186,810	70,000	95,000	95,000
4350	Contractor Licenses	52,725	40,000	45,000	45,000
4360	Electrical Contractor Licenses	1,175	750	750	750
4370	Taxi Cab Licenses	750	25,000	15,000	15,000
4380	Retail Gun Licenses	500	500	500	500
		2,314,225	1,898,750	1,901,250	1,901,250
<b>Permits</b>					
4400	Building Permits	1,386,517	850,000	1,000,000	850,000
4460	Sign Permits	-	-	3,000	-
4470	Occasional Sales Permits	2,720	3,250	2,750	2,750
4480	Special Load Permits	5,215	5,500	5,000	5,000
		1,394,452	858,750	1,010,750	857,750
<b>Fines and fees</b>					
4500	Court Costs, Fees & Charges	517,170	375,000	400,000	400,000
4510	Compliance Ticket Fines	137,375	135,000	135,000	135,000
4520	Compliance - Red Light	478,859	500,000	350,000	350,000

# 100 - General Fund

## 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Fines and fees</b>					
4530	Vehicle Boot	2,900	12,000	-	-
4560	Forfeitures	7,909	11,000	9,000	9,000
4570	Non-bonafide Alarms	89,500	60,000	60,000	60,000
4580	Collections	154	1,800	1,000	1,000
4599	Miscellaneous Fees	5,476	11,000	12,000	12,000
		1,239,343	1,105,800	967,000	967,000
<b>Charges for Services</b>					
4610	Refuse Collection	3,171,589	3,275,000	3,250,000	3,300,000
4615	Sanitation Fund Overhead Charges	(13)	-	-	-
4623	Late Fees	53,295	50,000	50,000	50,000
4630	Resident Ambulance Fees	1,312,894	1,050,000	1,100,000	1,100,000
4631	Nonresident Ambulance Fees	500,135	420,000	425,000	425,000
4635	Zoning & Subdivision Fees	36,847	24,000	30,000	30,000
4640	Elevator Fees	32,475	30,000	30,000	30,000
4641	Plan Review Fees	-	-	70,824	-
4650	DPPD Secondary Employment Fees	102,978	85,000	75,000	80,000
4651	School Resource Officer Fees	147,730	95,500	100,000	105,000
4655	Animal Redemption Fees	-	250	-	-
4690	Other Charges for Services	2,163	8,000	8,000	8,000
		5,360,094	5,037,750	5,138,824	5,128,000
<b>Interest Income</b>					
4700	Interest Income	440,109	125,000	400,000	400,000
		440,109	125,000	400,000	400,000
<b>Miscellaneous Revenues</b>					
4750	Rental Income	131,682	160,000	50,172	50,172
4830	Sale of Fixed Assets	-	-	-	-
4849	Miscellaneous Revenues	853,741	100,000	100,000	100,000
		985,423	260,000	150,172	150,172
<b>Other Financing Sources</b>					
4901	Transfer from TIF #1 Downtown Fund	112,000	119,000	119,000	125,000
4903	Transfer from TIF #3 Wille Road Fund	6,000	6,000	6,000	7,000
4906	Transfer from TIF #6 Mannheim/Higgins Fund	3,000	3,000	3,000	3,000
4907	Transfer from TIF #7 Mannheim/Higgins South Fund	48,000	49,000	49,000	40,000
4940	Transfer from Capital Projects Fund	25,000	25,000	25,000	25,000 *
4954	Transfer from Metra Leased Parking Fund	15,758	15,758	15,758	15,758
		209,758	217,758	217,758	215,758
<b>Fund Total: General Fund</b>		<b>69,525,817</b>	<b>64,013,998</b>	<b>64,962,946</b>	<b>64,357,594</b>

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# 100 - General Fund

## 2020 Revenue Budget Justification Worksheet

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G/L Account Number	Transaction	Total
Account: 4940 - Transfer from Capital Projects Fund	GIS Aerial Photography	25,000

**2020 Budget**  
**GENERAL FUND DEPARTMENTAL EXPENDITURES -**  
**HISTORICAL SUMMARY**

	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget	% Change
Elected Office Dept	665,019	656,632	744,043	713,837	763,482	2.6%
Legislative Dept	397,110	372,531	409,434	429,039	449,429	
City Clerk Dept	267,910	284,101	334,609	284,798	314,053	
City Manager Dept	3,488,979	3,644,221	4,114,567	3,718,376	4,666,085	13.4%
City Manager	403,805	447,320	474,105	437,643	508,038	
Legal	683,488	706,328	762,071	594,247	753,831	
Information Technology	1,019,511	1,108,851	1,115,196	1,069,018	1,633,779	
Media Services	530,659	491,790	791,996	675,361	704,632	
Human Resources	426,806	477,306	479,596	501,877	597,565	
Health & Human Services	424,711	412,626	491,603	440,230	468,240	
Finance Dept	1,187,177	1,253,419	1,338,602	1,279,072	1,497,809	11.9%
Community Development Dept	2,412,425	2,528,237	2,664,710	2,489,654	2,664,197	0.0%
Building & Code Enforcement	1,681,133	1,763,108	1,753,822	1,673,206	1,810,285	
Planning & Zoning	421,631	426,774	466,634	423,784	497,048	
Economic Development	309,661	338,355	444,254	392,664	356,864	
Public Works Dept	11,497,974	11,298,630	13,769,414	12,363,181	14,402,278	4.6%
Public Works Administration	3,519,583	3,583,190	3,666,639	3,648,950	3,677,955	
Engineering	869,655	861,460	830,030	830,530	854,814	
GIS	240,829	241,055	267,650	267,100	267,650	
Street Maintenance	3,176,483	3,126,859	3,506,071	3,622,032	3,651,093	
Facilities / Grounds Maintenance	2,253,595	2,070,499	3,901,961	2,450,511	4,274,022	
Vehicle Maintenance	1,437,829	1,415,568	1,597,063	1,544,058	1,676,744	
Police Dept	22,341,463	23,658,933	25,036,109	24,239,093	25,191,718	0.6%
Police Administration	472,649	472,185	466,161	448,684	507,682	
Uniformed Patrol	14,525,059	13,788,549	14,386,743	13,820,663	14,372,289	
Criminal Investigation	3,737,852	4,289,589	4,569,855	4,442,627	4,680,729	
Support Services	3,605,904	5,108,611	5,613,350	5,527,119	5,631,018	
Emergency Management Agency	137,960	133,764	198,693	194,281	208,315	4.8%
Fire Dept	20,269,591	20,416,197	21,715,270	21,535,990	21,805,689	0.4%
Fire Administration	1,242,981	1,184,156	1,420,160	1,508,728	1,408,091	
Emergency Services	18,425,479	18,612,069	19,598,415	19,318,769	19,679,698	
Fire Prevention	601,131	619,972	696,695	708,493	717,900	
Police & Fire Commission	52,523	63,369	83,190	86,406	45,390	-45.4%
Overhead Expenditures	2,222,442	2,799,978	2,339,214	3,528,556	2,605,050	11.4%
<b>Total Expenditures</b>	<b>64,275,555</b>	<b>66,453,380</b>	<b>72,003,812</b>	<b>70,148,446</b>	<b>73,850,013</b>	2.6%
Less Transfers	3,544,231	1,970,947	1,775,700	2,849,937	1,850,000	
<b>Total Operating Expenditures</b>	<b>60,731,324</b>	<b>64,482,432</b>	<b>70,228,112</b>	<b>67,298,509</b>	<b>72,000,013</b>	2.5%

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**2020 Budget**  
**ELECTED OFFICE**

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**Mission Statement**

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

	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Salaries	248,245	257,197	260,786	276,337	266,415	284,107
Benefits	180,299	199,159	231,947	237,546	227,076	235,745
Contractual Services	161,288	204,607	158,769	211,260	212,995	229,480
Commodities	2,542	3,271	3,214	13,900	7,351	14,150
Capital Outlay	-	786	1,916	5,000	-	-
<b>Total</b>	<b>592,374</b>	<b>665,019</b>	<b>656,632</b>	<b>744,043</b>	<b>713,837</b>	<b>763,482</b>

**Department Overview**

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

*Legislative*

**Division Overview**

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

**Performance Measures**

Service	Metric	Actual 2017	Actual 2018	Projected 2019
City Council Meetings	Meetings Held	28	27	27
	Attendance Percentage at Council Meetings	97%	97%	96%
City Ordinances	Ordinances Proposed	80	79	80
	Ordinances Adopted	79	79	80
	Percentage of Ordinances & Amendments Adopted	99%	99%	99%

## 2020 Budget

# ELECTED OFFICE

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### 2020 Goals and Objectives

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

##### a) Community Character

- Honor and build upon the community we have created so that our potential is realized.
- Beautify our outdoor public areas to enhance and uplift our sense of place.
- Foster a City of engaged and accessible neighborhoods that embody comfort, vibrancy and connection across the City.
- Sponsor or cosponsor special events, art, music and other festivals for community building and destination experiences for visitors.
- Create a new narrative of Des Plaines that reflects our exciting and thriving community.

##### b) Re-imagined Growth

- Enliven our City's Downtown as a destination center for shopping, entertainment, dining and living.
- Upgrade the appearance and functionality of the City's train centers.
- Designate corridors and districts to differentiate and highlight uses and unique attractions.
- Capitalize on underutilized properties and revitalize distressed properties.

##### c) Infrastructure and Mobility

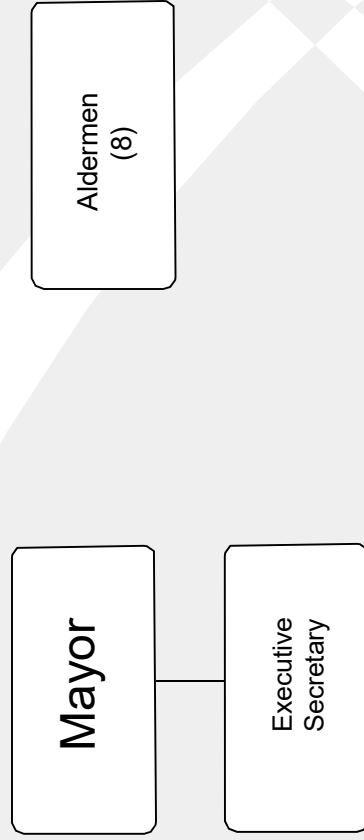
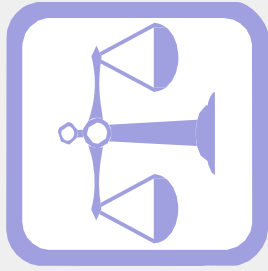
- Ensure our infrastructure systems are sound and sustainable.
- Take full advantage of our transportation assets.

##### d) Municipal Excellence

- Continue to elevate our leadership capabilities as the needs of the City and its stakeholders evolve and change.
- Maintain balance between City resources and needs to achieve enduring financial stability.
- Remain dedicated to effective service delivery.
- Revitalize municipal facilities to support and advance service delivery, performance and our Vision for 2022.
- Engage community partners to ensure local availability of the needed range of human and social services.



# Legislative



**2020 Budget**  
**ELECTED OFFICE -**  
**LEGISLATIVE**

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**PERSONNEL EXHIBIT**

Department: Elected Office		Div: Legislative		Div. No: 10 - 110
Title	Authorized Positions			
	2018 Budget	2019 Budget	2020 Budget	
Mayor*				
Aldermen*				
Executive Secretary	1.00	1.00	1.00	
Intern	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	
Total Full Time Equivalent (FTE) Employees:	1.25	1.25	1.25	

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

# 100-10-110 - Legislative

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	109,348	112,542	109,328	113,389
		109,348	112,542	109,328	113,389
<b>Taxes and Benefits</b>					
5200	FICA Contribution	8,699	9,901	9,217	9,966
5205	IMRF Contribution	8,573	7,539	6,758	8,801
5220	PPO Insurance Contribution	106,251	110,457	108,276	105,721
5230	Dental Insurance Contribution	5,377	5,991	6,014	6,217
5232	Vision Insurance Contribution	46	46	44	48
5235	Life Insurance Contribution	303	308	316	341
5240	Workers Compensation	215	218	214	220
5260	RHS Plan Payout	3,306	2,902	3,438	3,576
		132,770	137,362	134,277	134,890
<b>Other Employee Costs</b>					
5300	Mayoral Expenses	2,400	2,400	2,400	2,400 *
5305	Aldermanic Expenses	14,400	14,400	14,400	14,400 *
5310	Membership Dues	40,711	41,850	41,850	41,850 *
5320	Conferences	605	1,250	1,100	1,250 *
5335	Travel Expenses	-	1,000	100	1,000 *
		58,116	60,900	59,850	60,900
<b>Insurance</b>					
5535	Property & Liability Insurance	4,660	3,830	3,830	3,100
		4,660	3,830	3,830	3,100
<b>Contractual Services</b>					
6000	Professional Services	60,000	75,000	110,000	120,000 *
6015	Communication Services	7,048	7,500	6,500	7,500 *
		67,048	82,500	116,500	127,500
<b>Other Services</b>					
6100	Publication of Notices	-	100	-	100
6110	Printing Services	-	2,500	200	1,500 *
		-	2,600	200	1,600
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	-	100	100	100
6310	R&M Vehicles	-	100	100	100
		-	200	200	200
<b>Commodities</b>					
7000	Office Supplies	267	3,000	1,500	1,500
7120	Gasoline	-	250	100	250
7200	Other Supplies	65	150	600	500
7310	Publications	6	1,000	500	500 *
7320	Equipment < \$5,000	-	500	1,554	500
		339	4,900	4,254	3,250
<b>Other Expenses</b>					
7500	Postage & Parcel	-	100	100	100
7550	Miscellaneous Expenses	250	4,500	500	4,500 *
		250	4,600	600	4,600
<b>Division Total: Legislative</b>		<b>372,531</b>	<b>409,434</b>	<b>429,039</b>	<b>449,429</b>

## 100-10-110 - Legislative 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5300 - Mayoral Expenses	Per City Code \$200 per Month	2,400
Account: 5305 - Aldermanic Expenses	Per City Code \$150 per Month per Alderman	14,400
Account: 5310 - Membership Dues	Capital Fax	1,000
	Chamber of Commerce	350
	Chicago Metropolitan Agency for Planning	2,200
	Des Plaines Art Council	1,000
	Illinois Municipal League	3,500
	Metro Mayors Caucus	2,700
	Northwest Municipal Conference	25,600
	West Central Municipal Conference	5,500
Account: 5320 - Conferences	Additional Elected Office Conferences	1,000
	IML Conference	250
Account: 5335 - Travel Expenses	Mileage, Tolls, Parking	850
	Tollway I-Pass	150
Account: 6000 - Professional Services	Lobbyist	120,000
Account: 6015 - Communication Services	Cell Phones for Mayor and Alderman	7,500
Account: 6110 - Printing Services	Various Printing Items	1,500
Account: 7310 - Publications	IL Municipal League	500
Account: 7550 - Miscellaneous Expenses	Misc. Legislative Exp- Plaques, Certificates, Etc.	4,500

**2020 Budget**  
**ELECTED OFFICE**

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*City Clerk*

**Division Overview**

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

The main responsibilities of the City Clerk are: to retain and administer the corporate seal; maintain City records; and attend all City Council meetings while maintaining a full record of its proceedings.

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

**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Projected 2019</b>	<b>Projected 2020</b>
FOIA Requests	Requests Received	2,282	3,202	4,278	3,600	3,600
Notice of Legal Publication	Published Notices	30	32	42	34	31
BID / RFP Openings	Publicly held Openings	27	27	38	31	35
City Code Updates/Supplements	Supplements to the City Code	4	3	3	4	4
Welcome Packets	Distribution of Packets to New Residents	162	1,202	1,094	1,400	1,400

## **2020 Budget**

# **ELECTED OFFICE**

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### **2019 Major Accomplishments**

1. The City Clerk's office worked with the Cook County Clerk's office and the State Board of Elections to prepare for the Consolidated General Election of April 2, 2019 for the offices of Alderman of Wards 2, 4, 6, and 8. The City Clerk's office registered voters, provided candidate information, certified ballots, and provided election results. Staff carried out these functions in an effective manner while maintaining the day to day operation of the City Clerk's office.
2. Minutes, ordinances, resolutions and other documents were scanned and imported for retrieval of information as required by the Local Records Act. The Clerk's Office will be continue to work with all other departments and the State of Illinois to determine which documents will be disposed of in compliance with the Local Records Act.
3. Revised Article B of Chapter 7 of Title 1 of the City of Des Plaines City Code to reflect the current duties of the City Clerk and functions of the City Clerk's office.

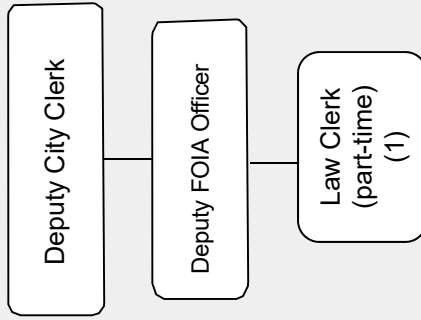
### **2020 Goals & Objectives**

1. Office staff will attend educational and professional development programs to gain experience and knowledge to increase employee competency and effectiveness and contribute to their current work performance. Several programs are offered through the International Institute of Municipal Clerks, Municipal Clerks of Illinois, and the Illinois Municipal League.
2. Collaborate with city departments to establish a city-wide Retention Policy according to the Local Records Act.

# City Clerk



City Clerk



**2020 Budget**  
**ELECTED OFFICE -**  
**CITY CLERK**

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**PERSONNEL EXHIBIT**

Department: Elected Office		Div: City Clerk		Div. No: 10 - 120	
Title	Authorized Positions				
	2018 Budget	2019 Budget	2020 Budget		
City Clerk *					
Executive Secretary	2.00	2.00	2.00		
Senior Clerk	0.00	0.00	0.00		
Part-Time Clerk	<u>0.00</u>	<u>0.50</u>	<u>0.50</u>		
Total Full Time Equivalent (FTE) Employees:	2.00	2.50	2.50		

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



# 100-10-120 - City Clerk

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	146,271	148,795	148,194	155,718
5010	Temporary Wages	5,168	15,000	8,893	15,000
		151,439	163,795	157,087	170,718
<b>Taxes and Benefits</b>					
5200	FICA Contribution	10,960	11,383	11,434	11,912
5205	IMRF Contribution	15,874	13,637	12,464	16,514
5220	PPO Insurance Contribution	47,398	49,278	43,916	46,068
5225	HMO Insurance Contribution	20,278	20,732	19,935	21,147
5230	Dental Insurance Contribution	3,958	4,446	4,342	4,491
5232	Vision Insurance Contribution	268	268	258	272
5235	Life Insurance Contribution	184	187	189	187
5240	Workers Compensation	257	253	261	264
		99,177	100,184	92,799	100,855
<b>Other Employee Costs</b>					
5310	Membership Dues	920	600	630	630 *
5320	Conferences	1,402	3,000	2,980	3,000 *
5325	Training	778	1,500	1,100	1,500 *
5335	Travel Expenses	-	150	60	150 *
		3,100	5,250	4,770	5,280
<b>Insurance</b>					
5535	Property & Liability Insurance	1,410	1,270	1,270	1,160
		1,410	1,270	1,270	1,160
<b>Contractual Services</b>					
6000	Professional Services	5,487	9,000	6,865	8,700 *
6005	Legal Fees	-	25,000	-	-
6015	Communication Services	723	725	725	725 *
		6,210	34,725	7,590	9,425
<b>Other Services</b>					
6100	Publication of Notices	5,642	6,500	5,300	6,500 *
6110	Printing Services	7,222	8,000	8,000	8,000 *
6115	Licensing/Titles	140	25	25	25 *
		13,004	14,525	13,325	14,525
<b>Repairs and Maintenance</b>					
6300	R&M Software	5,220	5,460	5,460	5,790 *
		5,220	5,460	5,460	5,790
<b>Commodities</b>					
7000	Office Supplies	1,789	2,000	845	1,750 *
7200	Other Supplies	424	750	650	3,250 *
7300	Uniforms	386	800	800	800 *
7310	Publications	-	200	72	100 *
7320	Equipment < \$5,000	27	500	-	250 *
		2,626	4,250	2,367	6,150
<b>Other Expenses</b>					
7500	Postage & Parcel	-	50	30	50 *
7550	Miscellaneous Expenses	-	100	100	100 *
		-	150	130	150
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	1,916	5,000	-	-
		1,916	5,000	-	-
<b>Division Total: City Clerk</b>		<b>284,101</b>	<b>334,609</b>	<b>284,798</b>	<b>314,053</b>

# 100-10-120 - City Clerk

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	International Institute of Municipal Clerks	420
	Municipal Clerks North & Northwest	40
	Municipal Clerks of Illinois	170
Account: 5320 - Conferences	Conferences (2 Attendees)	3,000
Account: 5325 - Training	IIMC and MCI webinars	1,000
	Municipal Clerk's Association North & Northwest	500
Account: 5335 - Travel Expenses	MCI and Seminar Training	150
Account: 6000 - Professional Services	Codification	8,200
	Hosting Fee	500
Account: 6015 - Communication Services	Cell Phone Service	725
Account: 6100 - Publication of Notices	Publication of Notices	6,500
Account: 6110 - Printing Services	City Maps, Welcome Pack Folders and Envelopes	8,000
Account: 6115 - Licensing/Titles	American Association of notary	25
Account: 6300 - R&M Software	FOIA Software Maintenance	5,790
Account: 7000 - Office Supplies	Card Stock for Welcome Packets and Envelope Labels	500
	Copy paper, binders, folders, pens	1,250
Account: 7200 - Other Supplies	Chairmats	250
	Hinkley Water	500
	Other Supplies	2,500
Account: 7300 - Uniforms	Office uniforms for four employees	800
Account: 7310 - Publications	State Statute, Notary	100
Account: 7320 - Equipment < \$5,000	Phone Equipment	250
Account: 7500 - Postage & Parcel	Parcel Postage	50
Account: 7550 - Miscellaneous Expenses	NWMC Dinner	100

**2020 Budget**  
**CITY MANAGER**

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**Mission Statement**

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

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Salaries	1,370,927	1,403,105	1,448,289	1,684,496	1,566,238	1,774,266
Benefits	442,026	474,304	423,746	491,623	461,648	542,370
Contractual Services	1,310,160	1,496,078	1,647,839	1,724,474	1,505,202	2,220,854
Commodities	96,972	88,398	86,164	95,924	80,663	84,295
Capital Outlay	7,027	20,594	38,183	118,050	104,625	44,300
<b>Total</b>	<b>3,227,111</b>	<b>3,482,479</b>	<b>3,644,221</b>	<b>4,114,567</b>	<b>3,718,376</b>	<b>4,666,085</b>

**Department Overview**

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

*City Manager*

**Division Overview**

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

**2020 Budget**  
**CITY MANAGER**

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**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Projected 2019</b>
City Manager	Number of Periodic Updates	50	47	50
	Pages of Periodic Updates	1083	677	880

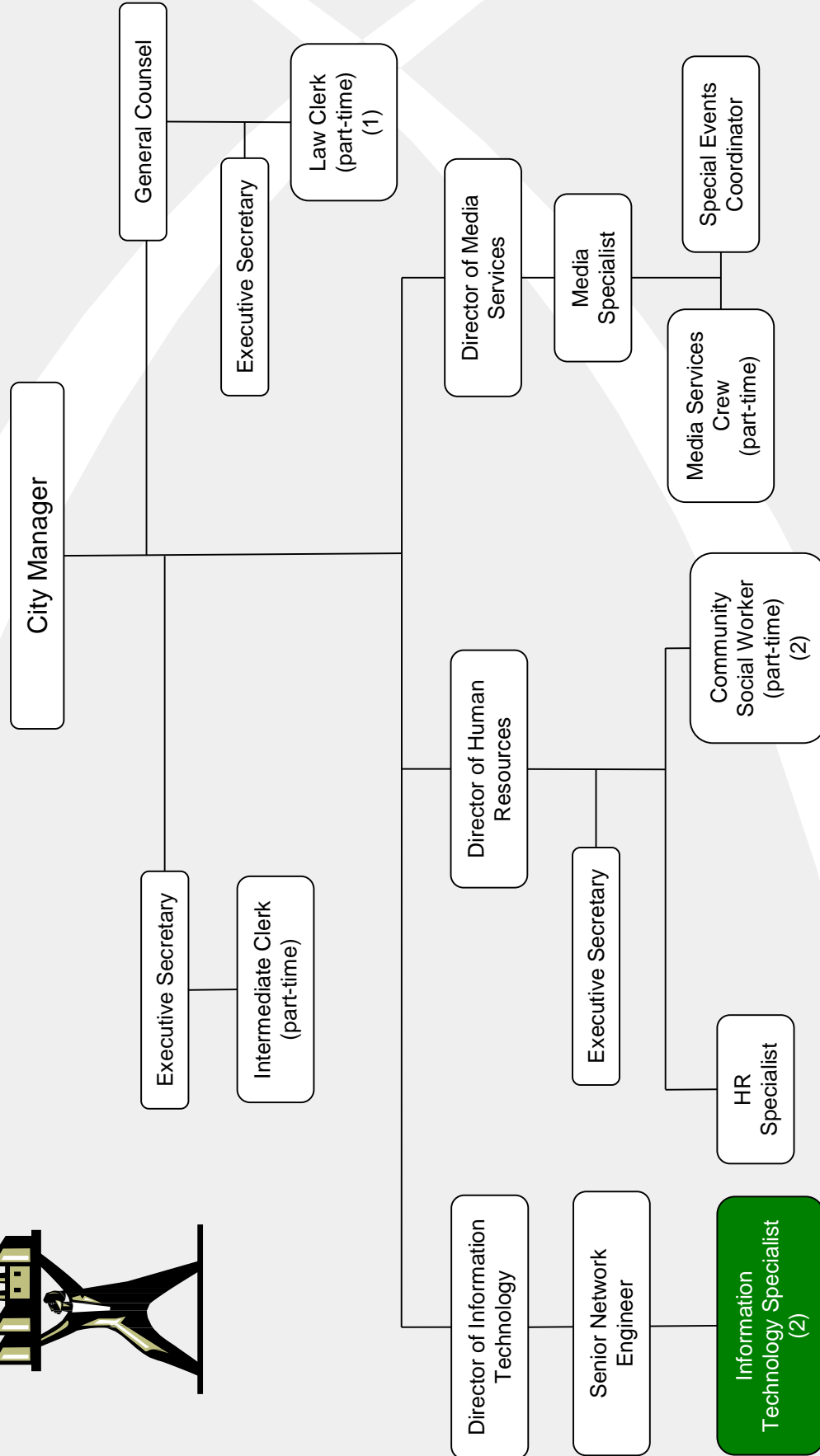
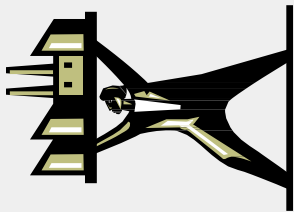
**2019 Major Accomplishments**

1. Began the renovation of the Des Plaines Theater and selected an operator.
2. Completed the Oakton Corridor TIF study and the Oakton Train Station Feasibility study.
3. Began the implementation of a facilities replacement plan.

**2020 Goals and Objectives**

1. Open the Des Plaines Theater for live performances.
2. Begin Phase I Engineering on a new Oakton train station.
3. Construct a new Civic Center parking garage.

# City Manager's Office



**2020 Budget**  
**CITY MANAGER**

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**PERSONNEL EXHIBIT**

Department: City Manager		Div: City Manager		Div. No: 20 - 210	
Title	Authorized Positions				
	2018 Budget	2019 Budget	2020 Budget		
City Manager	1.00	1.00	1.00		
Executive Secretary	1.00	1.00	1.00		
Part-Time	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>		
Total Full Time Equivalent (FTE) Employees:	2.50	2.50	2.50		

# 100-20-210 - City Manager

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	287,355	305,195	304,498	330,883
5010	Temporary Wages	-	25,250	-	25,250
		287,355	330,445	304,498	356,133
<b>Taxes and Benefits</b>					
5200	FICA Contribution	(8,990)	18,562	21,153	19,376
5205	IMRF Contribution	32,516	29,146	27,326	36,496
5220	PPO Insurance Contribution	21,500	22,655	21,784	23,108
5225	HMO Insurance Contribution	14,010	14,323	13,772	14,610
5230	Dental Insurance Contribution	2,005	2,246	2,160	2,246
5232	Vision Insurance Contribution	225	225	216	227
5235	Life Insurance Contribution	184	187	189	187
5240	Workers Compensation	488	518	500	563
5260	RHS Plan Payout	11,175	10,593	11,790	12,087
		73,113	98,455	98,890	108,900
<b>Other Employee Costs</b>					
5310	Membership Dues	2,093	4,400	2,200	2,200 *
5320	Conferences	110	1,500	1,300	1,500 *
5325	Training	-	1,000	700	1,000 *
5335	Travel Expenses	139	250	250	250 *
		2,343	7,150	4,450	4,950
<b>Insurance</b>					
5535	Property & Liability Insurance	3,520	2,980	2,980	2,480
		3,520	2,980	2,980	2,480
<b>Contractual Services</b>					
6000	Professional Services	65,104	27,500	15,500	27,500 *
6015	Communication Services	761	775	775	775 *
		65,865	28,275	16,275	28,275
<b>Other Services</b>					
6110	Printing Services	-	150	150	150 *
6195	Miscellaneous Contractual Services	567	1,000	500	1,000
		567	1,150	650	1,150
<b>Commodities</b>					
7000	Office Supplies	1,187	1,500	1,500	1,500 *
7200	Other Supplies	789	500	500	500
7300	Uniforms	-	500	450	500
7310	Publications	125	1,250	750	750 *
7320	Equipment < \$5,000	4,108	-	600	-
		6,209	3,750	3,800	3,250
<b>Other Expenses</b>					
7500	Postage & Parcel	-	150	150	150 *
7550	Miscellaneous Expenses	136	750	350	750 *
		136	900	500	900
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	8,214	1,000	5,600	2,000
		8,214	1,000	5,600	2,000
<b>Division Total: City Manager</b>		<b>447,320</b>	<b>474,105</b>	<b>437,643</b>	<b>508,038</b>

## 100-20-210 - City Manager 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Illinois City Managers Assoc (ILCMA)	550
	Illinois Metro Managers Assoc (IAMMA)	150
	International City Managers Assoc (ICMA)	1,500
Account: 5320 - Conferences	Conference	1,500
Account: 5325 - Training	Professional Development/Certification	1,000
Account: 5335 - Travel Expenses	Parking, Tolls, Train, Tickets, Etc.	250
Account: 6000 - Professional Services	Marketing Efforts	10,000
	Misc Subject Matter Experts	17,500
Account: 6015 - Communication Services	Cell Phone Service	775
Account: 6110 - Printing Services	Print Projects & Informational Packets	150
Account: 7000 - Office Supplies	Paper, Pens, Pencils, Etc	1,500
Account: 7310 - Publications	Professional Journals, Publications, Etc.	750
Account: 7500 - Postage & Parcel	Fedex, Special Delivery, Etc.	150
Account: 7550 - Miscellaneous Expenses	Misc Exp Related to City Business	750



**2020 Budget**  
**CITY MANAGER**

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*Legal*

**Division Overview**

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

**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Projected 2019</b>
Legal	Number of FOIA Requests Reviewed	3,202	4,278	3,600
	Number of Ordinances Prepared	80	79	80
	Number of Resolutions Prepared	195	197	200
	Number of Contracts/Agreements Prepared or Reviewed <sup>1</sup>	114	149	150

**2019 Major Accomplishments**

1. Resolved property maintenance complaints filed in Circuit Court for 1774 Forest Avenue and 1618 Prospect Avenue.
2. Prepared major amendments to the City Code regarding video gaming, the City Clerk, the City Council Rules, snow removal, tobacco and alternative nicotine products, small cell wireless facilities, stop work orders, and excessive noise regulations.
3. Worked with staff to prepare policies regarding stop work orders and sewer lateral repairs and reimbursements.
4. Prepared extensive amendments to the Purchasing Policy to comply with IDOT rules and regulations
5. Worked with CED and Kane McKenna to establish Oakton TIF.

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

**2020 Budget**  
**CITY MANAGER**

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6. Partnered with CED to lobby the Cook County Board and Assessor's office to establish procedures for the revocation of 6b classifications for scofflaw properties.
7. Handled numerous property transactions including donation of 400 Lee Street, purchase of Holiday lane property for Self-Help Pantry, and acquisition of Woodland/Ecks parcels in floodplain.
8. Commenced floodplain enforcement for Methodist Campground property.
9. Worked to settle long running utility tax litigation.

**2020 Goals and Objectives**

1. Continue to assist in revitalization and redevelopment efforts of City owned and acquired properties within downtown.
2. Continue to improve the management of outside counsel retained to represent the City in litigation to assure high quality representation and increase the likelihood of favorable outcomes.
3. Continue to improve the legal review process for the City Council meeting agenda package to ensure that all applicable legal and administrative procedures have been followed prior to the inclusion of any item on the agenda, enactments by the Council are valid, new ordinances clearly and effectively advance the City Council's legislative goals, contracts approved for execution by the Council protect and advance the City's best interest, and legal documents are accurate and complete before deadlines.
4. Continue to work with City Manager and Finance Director on analysis and other actions to ensure quality, accountability, and responsiveness with regard to insurance carrier representation of City and its staff and officials for covered claims.
5. Continue to provide updated training and continuing education to elected and appointed officials and staff on general governance matters including Open Meetings Act and Freedom of Information Act compliance.

**2020 Budget**  
**CITY MANAGER -**  
**LEGAL**

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**PERSONNEL EXHIBIT**

Department: City Manager		Div: Legal		Div. No: 20 - 220	
Title	Authorized Positions			2020 Budget	
	2018 Budget	2019 Budget	2020 Budget		
Executive Secretary	1.00	1.00	1.00	1.00	
Part-Time Law Clerk	0.50	0.50	0.50	0.50	
Total Full Time Equivalent (FTE) Employees:	1.50	1.50	1.50	1.50	

# 100-20-220 - Legal

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	74,415	78,193	73,732	77,706
5010	Temporary Wages	15,983	30,000	3,553	30,000
		90,397	108,193	77,285	107,706
<b>Taxes and Benefits</b>					
5200	FICA Contribution	6,624	5,982	5,742	5,945
5205	IMRF Contribution	8,423	7,467	6,635	8,571
5220	PPO Insurance Contribution	21,362	22,510	21,644	22,960
5230	Dental Insurance Contribution	1,321	1,482	1,425	1,482
5232	Vision Insurance Contribution	134	134	129	136
5235	Life Insurance Contribution	76	77	78	77
5240	Workers Compensation	154	133	125	132
5260	RHS Plan Payout	3,220	3,483	3,349	3,482
		41,314	41,268	39,127	42,785
<b>Other Employee Costs</b>					
5325	Training	-	250	250	250 *
		-	250	250	250
<b>Insurance</b>					
5535	Property & Liability Insurance	3,940	3,260	3,260	2,640
		3,940	3,260	3,260	2,640
<b>Contractual Services</b>					
6005	Legal Fees	305,937	390,000	305,000	390,000 *
6009	Legal Fees - Admin Hearings/Prosecutions	53,037	58,500	53,500	55,500 *
6010	Legal Fees - Labor & Employment	207,432	150,000	110,000	150,000 *
		566,405	598,500	468,500	595,500
<b>Other Services</b>					
6115	Licensing/Titles	-	-	875	-
6120	Recording Fees	2,860	8,400	3,500	3,500 *
6195	Miscellaneous Contractual Services	-	1,000	500	500 *
		2,860	9,400	4,875	4,000
<b>Commodities</b>					
7000	Office Supplies	362	750	500	500 *
7200	Other Supplies	6	-	-	-
7300	Uniforms	185	200	200	200
		552	950	700	700
<b>Other Expenses</b>					
7500	Postage & Parcel	281	250	250	250 *
		281	250	250	250
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	578	-	-	-
		578	-	-	-
<b>Division Total: Legal</b>		<b>706,328</b>	<b>762,071</b>	<b>594,247</b>	<b>753,831</b>

# 100-20-220 - Legal

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5325 - Training	Clerical Training	250
Account: 6005 - Legal Fees	General Counsel Billings	222,000
	Outside Counsel Billings	168,000
Account: 6009 - Legal Fees - Admin Hearings/Prosecutions	Administrative Hearing Officer	12,500
	City Prosecutor	43,000
Account: 6010 - Legal Fees - Labor & Employment	Outside Counsel for Labor & Employment Matters	150,000
Account: 6120 - Recording Fees	Misc Recording of Documents	500
	Rear Yard Drainage	500
	Recording of Consent Agreements in Zoning Cases	1,000
	Recording of Subdivisions	1,500
Account: 6195 - Miscellaneous Contractual Services	Court Reporter Fees	500
Account: 7000 - Office Supplies	Paper, Pens, Pencils, Etc	500
Account: 7500 - Postage & Parcel	Postage - Certified Mail, Fed Ex, etc.	250

*Information Technology*

**Division Overview**

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

**Performance Measures**

Service	Metric	Actual 2017	Actual 2018	Projected 2019
Infrastructure Availability	Datacenter Uptime Peak Hours	98%	98%	98%
	Datacenter Uptime Non-Peak Hours	96%	96%	96%
Application Availability	Application Uptime Peak Hours	98%	98%	98%
	Application Uptime Non-Peak Hours	96%	97%	97%
Service / Incident Requests	Service / Incidents Requests Received	2,450	2,650	2,750
	Service / Incidents Requests Completed	2,400	2,600	2,700

**2019 Major Accomplishments**

1. Successfully configured and installed new Cisco blade chassis enclosure and blade servers within the City's data center.
  - a. Once operational, IT built a new server environment in anticipation of the Logos ERP 2018 upgrades.
  - b. Migrated additional existing virtual servers from the older Cisco chassis / blade enclosure to the new blade enclosure in order to take advantage of the greater processing power and memory resources available.
  
2. Successfully completed the upgrade of the City's ERP system (New World Logos) from v.2017 to v.2018.
  - a. New server environment was created prior to the upgrade.
  - b. Successful migration of data from old v.2017 servers to the new v.2018 servers.
  
3. Successfully re-cabled the City Hall 5<sup>th</sup> floor which included:

## 2020 Budget

# CITY MANAGER

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- a. New wiring closet location cleanup of old and unused cables prior to project start.
  - b. New Cat6 cables pulled to specified locations, network jack installations, and the removal of old cabling from the environment.
  - c. Migration of equipment (switches, UPS, and 10GB fiber cable) from existing wiring closet to new wiring closet location.
4. Successfully planned and migrated the City's Microsoft Exchange (Email) server from v.2007 to v.2013 with minimal disruption and downtime to the City's employees.
    - a. New server was built and vetted prior to cutover.
    - b. Migrated all City employee's mailboxes to new server.
    - c. Migrated all City public folders to new server.
  5. Successfully configured and deployed Remedy Force IT Service Desk application to enhance customer service and business service management.
  6. Successfully installed a wireless radio antennas between the Oakton Tower and City Hall building, eliminating the need and costs of a T1 circuit.

## 2020 Goals and Objectives

1. The IT Division will continue with the Computer Replacement Program, which will focus on removing and recycling additional outdated technology, while replacing it with new technology; on a yearly basis.
2. The IT Division will continue its ongoing support services for the City of Des Plaines, and where applicable, ensure technology is current and operational, in addition to addressing the City's service / incident requests.
3. The IT Division will implement applications (Incode, Brazos, EnerGov) designed to deliver enhanced / efficient services to City employees, and provide greater customer service for the City's residents.
4. The IT Division will continue to explore Disaster Recovery options, to mitigate risk and provide operability for the City in the event the IT datacenter becomes unavailable.

**2020 Budget**  
**CITY MANAGER -**  
**INFORMATION TECHNOLOGY**

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**PERSONNEL EXHIBIT**

Department: City Manager Div: Information Technology Div. No: 20 - 230			
Title	Authorized Positions		
	2018 Budget	2019 Budget	2020 Budget
Director of Information Technology	1.00	1.00	1.00
Senior Network Engineer*	1.00	1.00	1.00
Information Technology Specialist	2.00	2.00	2.00
Part-Time Scanner**	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full Time Equivalent (FTE) Employees:	5.00	5.00	5.00



# 100-20-230 - Information Technology

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	406,338	414,971	399,944	429,490
5010	Temporary Wages	13,179	26,000	12,041	26,000
5020	Overtime - Non Supervisory	22,867	18,500	20,096	18,500
5040	Overtime - Temporary	-	-	-	-
		442,384	459,471	432,081	473,990
<b>Taxes and Benefits</b>					
5200	FICA Contribution	33,139	31,277	31,903	32,432
5205	IMRF Contribution	46,390	39,629	37,000	47,373
5220	PPO Insurance Contribution	43,000	45,310	43,567	46,216
5225	HMO Insurance Contribution	14,010	14,323	13,772	14,610
5230	Dental Insurance Contribution	3,791	4,198	4,036	4,198
5232	Vision Insurance Contribution	359	359	345	363
5235	Life Insurance Contribution	335	341	344	341
5240	Workers Compensation	740	706	709	731
5260	RHS Plan Payout	6,525	3,655	6,786	7,058
		148,289	139,798	138,462	153,322
<b>Other Employee Costs</b>					
5310	Membership Dues	114	115	140	119 *
5320	Conferences	30	-	30	1,500 *
5325	Training	3,400	10,000	7,500	10,000 *
5335	Travel Expenses	-	400	200	400
		3,544	10,515	7,870	12,019
<b>Insurance</b>					
5535	Property & Liability Insurance	7,110	6,050	6,050	4,700
		7,110	6,050	6,050	4,700
<b>Contractual Services</b>					
6000	Professional Services	45,427	30,000	30,000	435,320 *
6015	Communication Services	10,446	12,248	12,248	11,792 *
		55,873	42,248	42,248	447,112
<b>Other Services</b>					
6110	Printing Services	34,948	30,000	30,000	35,500 *
6195	Miscellaneous Contractual Services	4,629	2,232	4,200	4,711 *
		39,577	32,232	34,200	40,211
<b>Repairs and Maintenance</b>					
6300	R&M Software	244,683	270,596	270,596	328,630 *
6305	R&M Equipment	93,629	100,836	100,836	119,845 *
		338,312	371,432	371,432	448,475
<b>Commodities</b>					
7000	Office Supplies	710	1,000	1,000	1,000 *
7005	Printer Supplies	20,262	17,000	17,000	17,500 *
7035	Supplies - Equipment R&M	-	1,500	1,500	1,500 *
7200	Other Supplies	739	-	400	-
7320	Equipment < \$5,000	23,072	13,650	13,650	13,650 *
		44,783	33,150	33,550	33,650
<b>Other Expenses</b>					
7500	Postage & Parcel	-	300	150	300 *
		-	300	150	300
<b>Capital Outlay</b>					
8005	Computer Hardware	28,980	-	2,614	-

# 100-20-230 - Information Technology

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	-	20,000	361	20,000 *
		28,980	20,000	2,975	20,000
<b>Division Total: Information Technology</b>		<b>1,108,851</b>	<b>1,115,196</b>	<b>1,069,018</b>	<b>1,633,779</b>

# 100-20-230 - Information Technology

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Amazon Prime Membership	119
Account: 5320 - Conferences	Tyler Conference	1,500
Account: 5325 - Training	Cisco Training	3,500
	Microsoft Office Training	3,500
	New World Logos Training	3,000
Account: 6000 - Professional Services	Cisco UCS Blades	5,000
	Cisco Unified Communications Manager	35,000
	Firewall/ Security/ Datacenter	10,000
	Logos FIN/ HR/ CED/ PW	10,000
	Nimble Storage	35,000
	Professional Services Agreement	10,000
	Tyler Technologies EnerGov Software	292,160
	Tyler Technologies Executime Software	28,160
	Various IT Professional Services	10,000
Account: 6015 - Communication Services	AT&T	2,196
	Cell HotSpot IT Department	456
	Division Cell Phones - Verizon	4,920
	Division Replacement Cell Phones	1,400
	GX440 Wireless - IT Department	456
	Sprint	2,364
Account: 6110 - Printing Services	Page Per Copy Fee (City Wide)	35,500
Account: 6195 - Miscellaneous Contractual Services	EDC - Electronic Directory	475
	GoDaddy SSL Certificates	2,000
	GoToMeeting	236
	Network Solutions Domains	2,000
Account: 6300 - R&M Software	AutoCad Subscripitiion - CED	380
	Automate	600
	Blue Lake Laserfiche Import Utility	175
	BlueBeam Plan Review Software	1,980
	Cisco Software Maintenance	16,500
	Crush File Transfer Protocol (FTP)	500
	Laserfiche Server & User Licenses	11,930
	MAS 360 - Verizon Remote Application	2,700
	MS Enterprise Agreement Core Cal, Server, SQL	80,000
	NeoGov	7,500
	Netmotion	7,000
	RemedyForce - IT Service Desk	3,500
	Tyler Technolgies FM/HR/BA/eSuite	126,500
	Tyler Technologies EnerGov Software	38,700
Tyler Technologies Executime Software	10,665	
VMWare Hosts and Server	20,000	

# 100-20-230 - Information Technology

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6305 - R&M Equipment	Avetech - Temperature Monitoring	40
	Barracuda 995 Backup Updates / Instant Replacement	70,394
	Barracuda Archiver Updates / Instant Replacement	3,112
	Barracuda Spamfilter Update / Instant Replacement	1,704
	Bomgar - Remote Access Appliance	2,795
	Cisco Smartnet - Wireless, Switches, Blades	16,500
	Data Center Server Maintenance (SMS)	2,400
	General Fax & Copier Repairs	2,400
	Nimble Storage	6,250
	Palo Alto - Threat Prevention Subscription	3,250
	Palo Alto Premium Support	4,500
	Palo Alto URL Filtering Subscription	3,250
	Palo Alto WildFire Subscription	3,250
	Account: 7000 - Office Supplies	Office Supplies
Account: 7005 - Printer Supplies	Printer/Copier Toner & Ink	17,500
Account: 7035 - Supplies - Equipment R&M	Maintenance Parts & Supplies	1,500
Account: 7320 - Equipment < \$5,000	Cisco Polycom Phone	1,250
	Miscellaneous Network	3,000
	Replacement Keyboard, Mice, Cables	2,500
	Replacement LCD Screens	2,400
	Replacement Parts - Cell	2,000
	Replacement Parts - Cisco VOIP	1,000
	Replacement UPS Battery Packs	1,500
Account: 7500 - Postage & Parcel	Parts Returns Etc.	300
Account: 8010 - Furniture & Fixtures	IT Department Furniture (Carryover)	20,000

**2020 Budget**  
**CITY MANAGER**

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*Media Services*

**Division Overview**

The Media Services Division consists of the Director, Media Specialist, Special Events Coordinator and part-time videographers and photographers. The Division is responsible for all external communications on behalf of the City with a supporting role for internal communications. The Director of Media Services serves as the Public Information Officer (PIO) during the activation of the Emergency Operations Center (EOC). The Division is also responsible for identifying new media trends, communication enhancements, maintaining the integrity of the City’s “Brand,” and organizing City-sponsored events and festivals.

City news and communications are distributed through a variety of tools including the use of the City’s website, social media, TV Channels 17 and 24, digital and print media, news agencies, electronic signs, and additional marketing tools.

The Special Events Coordinator works proactively with the Director of Media Services to plan, strategize, and coordinate City-sponsored community events to enhance and strengthen a sense of community, support local businesses, and promote the Des Plaines as a destination for potential residents and businesses.

The Media Specialist manages and maintains a production studio on the 4th floor of City Hall. The goal is to produce televised public programs, announcements, event promotion, and employee training videos. The Division’s responsibilities also include handling cable-related complaints, film permits, and the City’s website and social media accounts. The Division responds to legislative requests for promotional initiatives and provides support to City Commissions and other local taxing bodies.

**Performance Measures**

Service	Metric	Actual 2017	Actual 2018	Projected 2019
Publications	Publications Produced	5	4	3
Meeting Broadcasts	Meetings Broadcasted	26	25	26
	Percent Broadcasted	100%	100%	100%
Public Service Programs	PSAs, Special Event Coverage, Internal Training Videos	43	36	45
City Website	Page Views	996,422	814,961	999,000
DP 311	DP 311 Submissions	575	665	900
Social Media	Active Social Media Accounts	2	3	6
Event News Subscribers	Event Emails & Event Calendar	N/A	N/A	1,700

### **2019 Major Accomplishments**

1. In 2019, Media Services teamed up with IT to install and produce video content for a new video wall display in the lobby of City Hall. This project required extensive research, testing, and software training on the part of both divisions. With the initial setup complete, Media Services continues to maintain and update the video wall content on a regular basis.
2. In 2019, Media Services expanded its reach and communication efforts to better market City-sponsored events locally and regionally. The newly hired Event Coordinator quickly developed important professional contacts, potential event sponsors, and an active social media presence on behalf of the City. All 2019 events were strategically reviewed and enhanced accordingly. These efforts lead to noticeable improvements in both the operational and the entertainment aspects of each event.

### **2020 Goals and Objectives**

1. In 2020, we plan to propose and implement additional City-sponsored community events, while increasing the City's presence at events sponsored by our inter-governmental partners.
2. In 2020, Media Services will effectively assist all City departments to ensure the successful outcome of their efforts. The Division's objectives include successful event planning and marketing, development of communication pieces that support City initiatives, documentation of theater renovations, and working to increase community awareness of our social media presence and extensive website content.

**2020 Budget**  
**CITY MANAGER -**  
**MEDIA SERVICES**

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**PERSONNEL EXHIBIT**

Department: City Manager		Div: Media Services		Div. No: 20 - 240	
Title	Authorized Positions				
	2018 Budget	2019 Budget	2020 Budget		
Director of Media Services	1.00	1.00	1.00		
Media Specialist	1.00	1.00	1.00		
Special Events Coordinator	0.50	1.00	1.00		
Intern	0.25	0.00	0.00		
Seasonal	2.50	2.50	2.50		
Part-time Media Crew	<u>0.00</u>	<u>0.75</u>	<u>0.75</u>		
Total Full Time Equivalent (FTE) Employees:	5.25	6.25	6.25		

# 100-20-240 - Media Services

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	207,001	294,254	278,748	287,079
5010	Temporary Wages	80,207	95,000	83,941	95,000
5020	Overtime - Non Supervisory	459	2,000	1,114	2,000
		287,667	391,254	363,803	384,079
<b>Taxes and Benefits</b>					
5200	FICA Contribution	21,820	22,512	24,594	21,961
5205	IMRF Contribution	23,396	30,916	26,242	31,665
5220	PPO Insurance Contribution	9,217	40,789	17,076	31,345
5225	HMO Insurance Contribution	6,870	7,024	6,754	7,164
5230	Dental Insurance Contribution	1,029	3,642	873	2,296
5232	Vision Insurance Contribution	103	274	142	232
5235	Life Insurance Contribution	184	352	190	187
5240	Workers Compensation	489	500	547	487
5260	RHS Plan Payout	2,294	2,274	2,386	2,481
		65,401	108,283	78,804	97,818
<b>Other Employee Costs</b>					
5310	Membership Dues	5,910	5,900	5,400	5,900 *
5320	Conferences	2,032	1,900	1,900	1,900 *
5325	Training	300	1,500	150	1,000 *
5335	Travel Expenses	-	180	180	180 *
		8,242	9,480	7,630	8,980
<b>Insurance</b>					
5535	Property & Liability Insurance	4,390	3,580	3,580	3,580
		4,390	3,580	3,580	3,580
<b>Contractual Services</b>					
6000	Professional Services	175	45,000	4,000	35,000 *
6015	Communication Services	2,301	2,500	2,500	2,500 *
		2,476	47,500	6,500	37,500
<b>Other Services</b>					
6100	Publication of Notices	-	200	-	200 *
6108	Public Relations & Communications	19,945	15,000	15,000	15,000 *
6110	Printing Services	21,011	23,000	22,000	23,000 *
6195	Miscellaneous Contractual Services	54,438	50,900	50,000	62,630 *
		95,394	89,100	87,000	100,830
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	584	500	500	675 *
		584	500	500	675
<b>Subsidies and Incentives</b>					
6535	Subsidy - Youth Commission	-	-	-	15,000 *
		-	-	-	15,000
<b>Commodities</b>					
7000	Office Supplies	919	600	500	600 *
7035	Supplies - Equipment R&M	-	-	36	-
7200	Other Supplies	1,668	2,000	2,000	1,000 *
7300	Uniforms	1,753	1,800	1,800	1,800 *
7310	Publications	2,692	1,850	1,400	1,400 *
7320	Equipment < \$5,000	4,939	13,499	14,058	5,000 *
		11,971	19,749	19,794	9,800
<b>Other Expenses</b>					
7500	Postage & Parcel	15,087	15,500	11,500	14,070 *



# 100-20-240 - Media Services

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Other Expenses</b>					
7550	Miscellaneous Expenses	380	10,000	200	10,000 *
		15,467	25,500	11,700	24,070
<b>Capital Outlay</b>					
8000	Computer Software	-	1,000	-	-
8010	Furniture & Fixtures	198	1,000	1,000	1,000 *
8015	Equipment	-	95,050	95,050	21,300 *
		198	97,050	96,050	22,300
<b>Division Total: Media Services</b>		<b>491,790</b>	<b>791,996</b>	<b>675,361</b>	<b>704,632</b>

# 100-20-240 - Media Services

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Society of Composers, Authors and Publishers	720
	Broadcast Music, Inc	650
	City/County Communications & Marketing Assn (3CMA)	400
	Illinois National Association of Telecommunications Officers	85
	National Association of Telecommunications Officers	2,090
	One Annual Premium Subscription to LinkedIn	580
	Sam's Club Direct	15
	SESAC, Inc	1,360
Account: 5320 - Conferences	National NATOA Conference	1,900
Account: 5325 - Training	Photography & Software Training	500
	Professional Training & Events	500
Account: 5335 - Travel Expenses	Miscellaneous Travel	180
Account: 6000 - Professional Services	Miscellaneous Professional Services	8,000
	Third-Party Graphic Design Services	7,000
	Three-Year Marketing Plan and Implementation	20,000
Account: 6015 - Communication Services	Verizon Wireless Cell Phone and Hot Spot Service	2,500
Account: 6100 - Publication of Notices	Miscellaneous Notices/Publications	200
Account: 6108 - Public Relations & Communications	Digital Advertising Campaigns	2,000
	Event & Display Enhancements	4,000
	Full-Page Special Section Journal Ads	5,000
	Public Outreach - Giveaways	4,000
Account: 6110 - Printing Services	2020 Curbside Calendar	10,000
	Des Plaines Access Point Magazine - Two Issues	9,000
	Informational Brochures, Fliers, Posters	4,000
Account: 6195 - Miscellaneous Contractual Services	Accella DP311 Request System	8,400
	Adobe Creative Cloud - Four Subscriptions	3,200
	Archive Social - Social Media Archiving Tool	2,500
	Des Plaines @ Your Service Production	5,000
	Extension for Time-Lapse Camera at the Orchards	13,100
	Hootsuite Social Media Dashboard	1,600
	iStock Images	480
	Leightronix Total Info Fees	1,300
	OmniMusic	2,500
	Site Improve Website Tracking	7,200
	Survey Monkey	350
	Website (Hosting and Support)	11,000
	Webstreaming Services	6,000
Account: 6305 - R&M Equipment	Repair & Maintenance of Media Equipment	675
Account: 6535 - Subsidy - Youth Commission	Additional Funding for Youth Commission	8,000
	Baseline Budget for Youth Commission	7,000
Account: 7000 - Office Supplies	Specialty Paper, Pens, Binders, Pencils, Etc	600
Account: 7200 - Other Supplies	Equipment Supplies - Video, Media, Connectors, etc.	1,000
Account: 7300 - Uniforms	Uniforms for Media Crew & Full-Time Event Coordinator	1,800
Account: 7310 - Publications	Technical & News Publications Subscriptions	1,400

## 100-20-240 - Media Services

### 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 7320 - Equipment < \$5,000	Miscellaneous Audio, Video, & Camera Equipment	5,000
Account: 7500 - Postage & Parcel	Access Point Magazine - Two Issues	10,000
	Curbside Calendar Postage	3,920
	Miscellaneous Shipping for Repair, Postage, Etc.	150
Account: 7550 - Miscellaneous Expenses	Miscellaneous Marketing & PR	10,000
Account: 8010 - Furniture & Fixtures	Furniture for 4th Floor Media Services Offices	1,000
Account: 8015 - Equipment	HD Switcher System for Playback Center	21,300

**2020 Budget**  
**CITY MANAGER**

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*Human Resources*

**Division Overview**

The Human Resources Division is responsible for delivering services and functions to maximize the efficiency and effectiveness of the organization’s largest operating expense, human capital. The Division also is responsible for Risk Management which means staff work to identify, analyze and treat loss exposures to mitigate the adverse effects of losses or prevent them from occurring. The Human Resources Division consists of four full-time employees and one part time employee: Director of Human Resources, two Human Resource Specialists, Executive Secretary and an Office Assistant.

**Performance Measures**

Service	Metric	Actual 2017	Actual 2018	Projected 2019
Recruitment	Job Postings	41	43	49
Recruitment	New Employee onboarding processes	-	59	67
Employee Relations	Employee off-boarding processes	-	72	75
Benefits Administration	FMLA Leaves managed	-	38	36
Claims Administration	Property, Automotive and Liability Claims filed	-	54	43
Claims Administration	Worker’s Compensation Claims Filed (workplace injuries)	-	23	20
Claims Administration	Claims reviewed internally and resolved without claim being filed	-	92	196

**2019 Major Accomplishments**

1. Drafted and implemented updates to the City Personnel Policy Manual.
2. Reconciled and cleaned up the PSEBA Recipients financial transactions & insurance enrollments.
3. Transitioned from paper to electronic Status Forms.
4. Automated the step movement process and sick leave bonus process.
5. Continued to update Job Descriptions for City Positions.
6. Reconciled and updated the voluntary life insurance options offered through the Standard Life Insurance.
7. Eliminated the wellness program which was not generating savings for the City.
8. Consolidated RHS Plans

**2020 Goals and Objectives**

1. Continue to update outdated sections of Personnel Policies.
2. Continue to update Job Descriptions.

**2020 Budget**  
**CITY MANAGER**

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3. Expand training opportunities, creating specific opportunities to effect culture, ensure compliance, decrease negative attrition and improve morale.
4. Continue to streamline and modernize the Human Resources Division.

**2020 Budget**  
**CITY MANAGER -**  
**HUMAN RESOURCES**

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**PERSONNEL EXHIBIT**

Department: City Manager		Div: Human Resources		Div. No: 20 - 250	
Title	Authorized Positions				
	2018 Budget	2019 Budget	2020 Budget		
Director of Human Resources	1.00	1.00	1.00		
Human Resource Specialist*	1.00	1.00	2.00		
Executive Secretary	1.00	1.00	1.00		
<b>Total Full Time Equivalent (FTE) Employees:</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>		

\* No new positions, reclassification from the Records Division.

# 100-20-250 - Human Resources

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	266,706	272,859	291,465	352,011
		266,706	272,859	291,465	352,011
<b>Taxes and Benefits</b>					
5200	FICA Contribution	20,198	20,873	22,142	26,927
5205	IMRF Contribution	30,187	26,058	26,075	38,827
5220	PPO Insurance Contribution	29,164	30,731	36,195	48,653
5230	Dental Insurance Contribution	1,663	1,862	2,134	2,629
5232	Vision Insurance Contribution	179	180	211	275
5235	Life Insurance Contribution	259	264	298	334
5240	Workers Compensation	453	464	464	598
5260	RHS Plan Payout	-	-	2,294	2,386
		82,104	80,432	89,813	120,629
<b>Other Employee Costs</b>					
5310	Membership Dues	757	2,000	1,500	1,500 *
5315	Tuition Reimbursements	8,178	15,000	14,000	15,000 *
5320	Conferences	30	1,500	1,500	1,500 *
5325	Training	689	4,000	4,000	4,000 *
5335	Travel Expenses	-	1,500	750	1,500 *
5340	Pre-Employment Testing	18,720	14,000	14,000	14,000 *
5345	Post-Employment Testing	5,329	5,000	2,500	5,000 *
		33,703	43,000	38,250	42,500
<b>Insurance</b>					
5530	Employee Assistance Program	6,820	7,500	7,500	7,500 *
5535	Property & Liability Insurance	3,640	2,980	2,980	2,500
5560	Unemployment Claims	30,646	30,000	30,000	30,000 *
		41,106	40,480	40,480	40,000
<b>Contractual Services</b>					
6000	Professional Services	42,060	25,000	25,000	25,000 *
6015	Communication Services	761	800	500	800 *
		42,822	25,800	25,500	25,800
<b>Other Services</b>					
6100	Publication of Notices	5,094	5,500	5,500	5,500 *
6110	Printing Services	170	250	-	250 *
6195	Miscellaneous Contractual Services	-	1,500	1,000	1,100 *
		5,264	7,250	6,500	6,850
<b>Commodities</b>					
7000	Office Supplies	2,214	4,500	4,500	4,500 *
7200	Other Supplies	909	1,200	1,200	1,200 *
7300	Uniforms	377	400	494	400 *
7310	Publications	793	850	850	850 *
7320	Equipment < \$5,000	-	800	800	800 *
		4,293	7,750	7,844	7,750
<b>Other Expenses</b>					
7500	Postage & Parcel	104	50	50	50 *
7525	Meals	-	25	25	25 *
7550	Miscellaneous Expenses	1,204	1,950	1,950	1,950 *
		1,308	2,025	2,025	2,025

# 100-20-250 - Human Resources

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	-	-	-	-
<b>Division Total: Human Resources</b>		<b>477,306</b>	<b>479,596</b>	<b>501,877</b>	<b>597,565</b>



# 100-20-250 - Human Resources

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	HR Department wide Memberships	771
	IL City/County Management Association	154
	National Public Employer Labor Relations Assoc. (NPELRA)	190
	Sam's Club Direct	15
	Society Human Resource Professionals (SHRM) (2)	370
Account: 5315 - Tuition Reimbursements	City-Wide Employee Program	15,000
Account: 5320 - Conferences	Conferences	1,500
Account: 5325 - Training	Employee Training	4,000
Account: 5335 - Travel Expenses	Candidate Airfare/Employee Travel Expense	1,500
Account: 5340 - Pre-Employment Testing	Fingerprinting Fees	1,000
	Post-Offer Employee Physicals & Drug Screens	11,000
	Written Skill/Psychological Tests for Job Applicants	2,000
Account: 5345 - Post-Employment Testing	1st Year Random Testing	1,500
	Post-Employment Testing	3,500
Account: 5530 - Employee Assistance Program	EAP-Perspectives	7,500
Account: 5560 - Unemployment Claims	Unemployment claims based on experience	30,000
Account: 6000 - Professional Services	Labor Relations Assistance	2,500
	Organization Training	2,500
	Recruitment Assistance	20,000
Account: 6015 - Communication Services	Phone Expense	800
Account: 6100 - Publication of Notices	Recruitment Advertisements	5,500
Account: 6110 - Printing Services	Printing & Lamination of City Vehicle Insurance Cards	250
Account: 6195 - Miscellaneous Contractual Services	HR Related Contractual Services	1,100
Account: 7000 - Office Supplies	Centralizing Personnel Records	2,800
	General Supplies	1,200
	Paper	500
Account: 7200 - Other Supplies	General Expenses	450
	Hinckley Spring Water Co	750
Account: 7300 - Uniforms	City Shirts & Related Apparel for HR Staff	400
Account: 7310 - Publications	G. Neil Poster Guard	410
	Thompson Publishing Group	440
Account: 7320 - Equipment < \$5,000	Miscellaneous Small Equipment	800
Account: 7500 - Postage & Parcel	Special Mailings	50
Account: 7525 - Meals	Meals	25
Account: 7550 - Miscellaneous Expenses	Public Employee Recognition Program	1,950

**2020 Budget**  
**CITY MANAGER**

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*Health and Human Services*

**Division Overview**

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

The Division plans and directs a variety of social service and community wellness programs some of which include: providing case management and social service/health referrals; providing emergency assistance to residents in crisis; coordinating the senior/disabled subsidized taxicab program; issuing 3-month handicap placards; serving as an intake site for Benefits Access and Access to Care programs; promotion of quarterly Memory Screenings; maintaining a list of special needs residents who may require additional assistance during an emergency; coordinating the review process for grant funding from the City’s social service agency funding account; providing assistance and serving as a City liaison to various community groups.

**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Projected 2019</b>
Services	Number of Service Calls Received	2,243	2,231	2,250
	Number of Taxi Rides	11,706	7,688	4,000
	Number of Handicap Placards Issued	23	17	30
	Number of Emergency Assistance	123	86	90
	Number of Home Visits	61	34	20
	Number of Access to Care Applications	5	4	0
	Number of Benefit Access Applications	33	29	18

**2020 Budget**  
**CITY MANAGER**

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**2019 Major Accomplishments**

1. In addition to the traditional community outreach responsibilities of the Health and Human Services (HHS) Division, Frisbie Senior Center staff continue to be an extension of our services by providing residents with an additional intake site to access the following city programs i.e. senior/disabled subsidized taxi cab program, 3-month handicap placards, Benefits Access, Access to Care programs and Information/Referral. HHS and Frisbie Senior Center staff continue to office the Alzheimer's Foundation of America's National Memory Screening Program on a quarterly basis.
2. Provided community outreach in a variety of ways: attended/coordinated ten (10) community events/fairs providing information on City programs and resources; completed the 2020-2024 Community Resource Directory; maintained a listing of low-cost housing options within the northwest communities and created a monthly newsletter highlighting events/programs that was promoted through attended events and e-mailing lists.

**2020 Goals and Objectives**

1. Create frequently requested information i.e. low cost housing, transportation, mental health, free/low-cost dental/medical resources/services to an individualized subject specific handout.
2. Restructure Social Service Funding procedures and modify tally system for accuracy.

**2020 Budget**  
**CITY MANAGER -**  
**HEALTH & HUMAN SERVICES**

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**PERSONNEL EXHIBIT**

Department: City Manager    Div: Health & Human Services    Div. No: 20 - 260			
Title	Authorized Positions		
	2018 Budget	2019 Budget	2020 Budget
Community Health Nurse	0.75	0.00	0.00
Community Social Worker (IPT)	1.00	1.50	1.50
Intern	0.25	0.00	0.00
Total Full Time Equivalent (FTE) Employees:	2.00	1.50	1.50

# 100-20-260 - Health & Human Services

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	68,741	122,274	94,024	100,347
5010	Temporary Wages	5,039	-	3,082	-
		73,780	122,274	97,106	100,347
<b>Taxes and Benefits</b>					
5200	FICA Contribution	5,645	9,354	6,921	7,677
5205	IMRF Contribution	7,754	13,825	9,453	11,068
5240	Workers Compensation	125	208	178	171
		13,524	23,387	16,552	18,916
<b>Other Employee Costs</b>					
5310	Membership Dues	168	495	519	519 *
5325	Training	563	1,000	360	1,000 *
5335	Travel Expenses	-	50	-	50 *
		731	1,545	879	1,569
<b>Insurance</b>					
5535	Property & Liability Insurance	2,700	2,210	2,210	1,700
		2,700	2,210	2,210	1,700
<b>Contractual Services</b>					
6015	Communication Services	773	1,242	763	763 *
		773	1,242	763	763
<b>Other Services</b>					
6110	Printing Services	1,474	3,345	3,345	3,345 *
6195	Miscellaneous Contractual Services	-	1,000	1,000	1,000 *
		1,474	4,345	4,345	4,345
<b>Subsidies and Incentives</b>					
6530	Subsidy - Community Outreach	10,097	12,500	11,525	12,500 *
6535	Subsidy - Youth Commission	14,380	15,000	15,000	-
6540	Subsidy - Senior Center	127,500	127,500	127,500	136,500 *
6545	Subsidy - Social Service Agency	150,000	150,000	150,000	160,000 *
6550	Subsidy - Senior Citizen Cab Service	16,287	30,000	14,000	30,000 *
		318,264	335,000	318,025	339,000
<b>Commodities</b>					
7000	Office Supplies	586	500	200	500 *
7200	Other Supplies	249	500	-	500 *
7300	Uniforms	75	100	75	100 *
7310	Publications	256	225	75	225 *
7320	Equipment < \$5,000	-	250	-	250 *
		1,165	1,575	350	1,575
<b>Other Expenses</b>					
7500	Postage & Parcel	-	25	-	25 *
		-	25	-	25
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	214	-	-	-
		214	-	-	-
<b>Division Total: Health &amp; Human Services</b>		<b>412,626</b>	<b>491,603</b>	<b>440,230</b>	<b>468,240</b>

# 100-20-260 - Health & Human Services

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Amer. Society on Aging - (1) Community Social Workers	268
	National Assoc. of Social Workers (1) Community Social Workers	236
	Sam's Club Membership	15
Account: 5325 - Training	Training/CEU Requirements	1,000
Account: 5335 - Travel Expenses	Mileage, Tolls, Parking	50
Account: 6015 - Communication Services	Phone for (1) CSW	763
Account: 6110 - Printing Services	Business Cards	20
	Community Resource Directories	1,800
	Memo Pads	120
	Placards	165
	Taxi Cab Vouchers	1,240
Account: 6195 - Miscellaneous Contractual Services	Update to HHS Database	1,000
Account: 6530 - Subsidy - Community Outreach	Additional Community Outreach Assistance	10,000
	Emergency Assistance	2,000
	Outreach Materials	500
Account: 6540 - Subsidy - Senior Center	Health Services	41,500
	Intergovernmental Agreement	55,000
	Meals on Wheels Program	40,000
Account: 6545 - Subsidy - Social Service Agency	Additional Social Service Funding	160,000
Account: 6550 - Subsidy - Senior Citizen Cab Service	Senior/Disabled Discount for Taxicab Fares	30,000
Account: 7000 - Office Supplies	General Supplies	500
Account: 7200 - Other Supplies	Promotional Materials	500
Account: 7300 - Uniforms	Uniform shirts for staff	100
Account: 7310 - Publications	Social Work Instructional Books	225
Account: 7320 - Equipment < \$5,000	Office Equipment	250
Account: 7500 - Postage & Parcel	Postage	25

## 2020 Budget FINANCE

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### Mission Statement

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

	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Salaries	735,429	767,304	814,691	870,643	814,274	949,054
Benefits	275,648	269,577	278,972	281,179	281,026	354,779
Contractual Services	116,015	113,453	120,038	140,980	139,160	147,426
Commodities	33,864	34,541	37,425	43,300	42,112	44,050
Capital Outlay	11,913	2,302	2,295	2,500	2,500	2,500
<b>Total</b>	<b>1,172,870</b>	<b>1,187,177</b>	<b>1,253,419</b>	<b>1,338,602</b>	<b>1,279,072</b>	<b>1,497,809</b>

### Department Overview

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

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

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

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

**2020 Budget**  
**FINANCE**

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**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Projected 2019</b>
Accounts Payable	Total Invoices Paid	12,083	11,836	12,000
	% of Total Invoices Paid via EFT	12%	39%	41%
	Purchase Orders Completed	424	434	445
Local Taxes	Total Real Estate Transfer Stamps Issued	1,165	1,150	1,125
	Total Vehicle Licenses Sold	48,374	48,766	49,150
	Total Pet Licenses Sold	2,476	2,279	0
	Food & Beverage Tax Forms Processed	1,831	2,125	2,200
Payroll	Number of W-2s Issued	494	498	505
General Ledger	Number of Journal Entries Approved	4,974	4,817	4,875
Awards	GFOA Distinguished Budget Award - Budget	Yes	Yes	Yes
	GFOA Certificate of Achievement - CAFR	Yes	Yes	Yes

**2019 Major Accomplishments**

1. Implemented updates to the vehicle sticker ordinance and eliminated pet licenses.
2. Successfully implemented Lockbox services through new banking services.
3. Restructured the City’s procurement card policy and procedures.
4. Successfully awarded Banking Services and completed the banking service implementation.

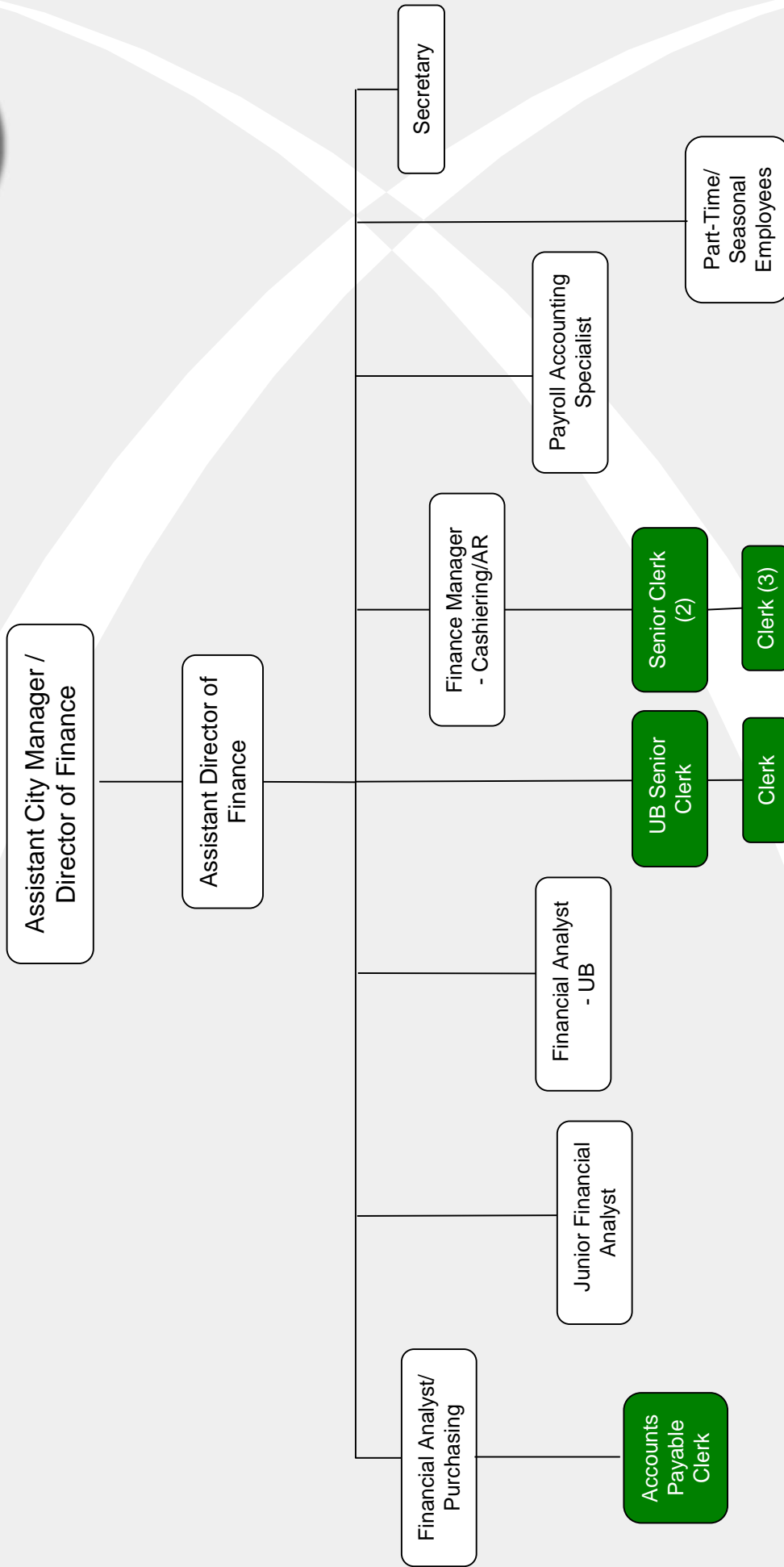
**2020 Goals and Objectives**

1. Review and update the City’s investment policies.
2. Update financial policies related to revenue collections and capital assets.
3. Revise electronic record keeping procedures.
4. Standardize the accounts receivable process throughout the organization.





# Finance Department



**2020 Budget**  
**FINANCE**

**PERSONNEL EXHIBIT**

Department: Finance		Div: Finance/General		Div. No: 30 - 000	
Title	Authorized Positions				
	2018 Budget	2019 Budget	2020 Budget		
Assistant City Manager/Director of Finance	1.00	1.00	1.00		
Assistant Director of Finance	0.50	0.50	0.50		
Finance Manager	0.00	1.00	1.00		
Purchasing Manager	1.00	1.00	0.00		
Financial Analyst/Purchasing	0.00	0.00	1.00		
Financial Analyst	1.50	0.50	0.50		
Junior Financial Analyst*	0.00	0.00	1.00		
Payroll Accounting Specialist	1.00	1.00	1.00		
Accounts Payable Clerk	1.00	1.00	1.00		
Secretary	1.00	1.00	1.00		
Senior Clerk	1.00	1.50	1.50		
Clerk	2.50	2.00	2.00		
Part-Time	0.00	0.00	0.75		
Seasonal	<u>1.00</u>	<u>1.00</u>	<u>0.25</u>		
Total Full Time Equivalent (FTE) Employees:	11.50	11.50	12.50		

\* No new positions, reclassification from the Engineering Division.

# 100-30 - Finance

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	802,336	830,143	809,491	908,554
5010	Temporary Wages	7,734	30,000	-	30,000
5020	Overtime - Non Supervisory	4,621	10,500	4,783	10,500
		814,691	870,643	814,274	949,054
<b>Taxes and Benefits</b>					
5200	FICA Contribution	58,518	60,672	60,049	66,535
5205	IMRF Contribution	91,298	79,236	72,143	100,163
5220	PPO Insurance Contribution	42,112	43,755	61,769	92,684
5225	HMO Insurance Contribution	74,099	83,681	72,092	77,910
5230	Dental Insurance Contribution	7,033	8,345	8,829	10,856
5232	Vision Insurance Contribution	788	791	823	1,029
5235	Life Insurance Contribution	898	941	953	978
5240	Workers Compensation	1,379	1,411	1,408	1,545
5260	RHS Plan Payout	2,847	2,347	2,960	3,079
		278,972	281,179	281,026	354,779
<b>Other Employee Costs</b>					
5310	Membership Dues	1,895	3,795	3,650	3,865 *
5320	Conferences	749	3,000	1,750	3,000
5325	Training	2,169	2,930	2,600	4,030 *
5335	Travel Expenses	147	150	150	150
		4,960	9,875	8,150	11,045
<b>Insurance</b>					
5535	Property & Liability Insurance	7,030	5,830	5,830	4,630
		7,030	5,830	5,830	4,630
<b>Contractual Services</b>					
6000	Professional Services	68,548	71,375	72,436	74,551 *
6015	Communication Services	1,963	2,750	2,450	2,450 *
6025	Administrative Services	31,106	38,500	38,250	41,500 *
		101,618	112,625	113,136	118,501
<b>Other Services</b>					
6110	Printing Services	6,100	12,450	11,844	13,050 *
6115	Licensing/Titles	192	200	200	200 *
6195	Miscellaneous Contractual Services	138	-	-	-
		6,430	12,650	12,044	13,250
<b>Commodities</b>					
7000	Office Supplies	3,401	5,000	5,000	5,000 *
7200	Other Supplies	16,831	11,000	10,750	10,750 *
7300	Uniforms	1,426	2,000	2,000	2,000
7310	Publications	-	300	300	300 *
7320	Equipment < \$5,000	3,182	250	312	250 *
		24,839	18,550	18,362	18,300
<b>Other Expenses</b>					
7500	Postage & Parcel	12,586	24,500	23,500	25,500 *
7550	Miscellaneous Expenses	-	250	250	250
		12,586	24,750	23,750	25,750
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	2,295	2,500	2,500	2,500
		2,295	2,500	2,500	2,500
<b>Department Total: Finance</b>		<b>1,253,419</b>	<b>1,338,602</b>	<b>1,279,072</b>	<b>1,497,809</b>

# 100-30 - Finance

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Payroll Association	250
	CFE	450
	GFOA (Standard Fee for 5 Person Membership)	750
	ICMA - Finance Director/Assistant City Manager	1,220
	IGFOA (FD, AFD, 2 FA)	750
	ILCPA Society	400
	Sam's Club	45
Account: 5325 - Training	ACFE Training Courses	1,100
	GFOA Training Courses	900
	IGFOA Training Courses	900
	Payroll Training Courses	400
	Purchasing Seminar	730
Account: 6000 - Professional Services	Actuary - Pension Calculation	5,000
	Continuing Disclosure - Municipal Advisor Fee	800
	GFOA Audit, PAFR & Budget Certificates	1,600
	Independent Auditor	57,151
	Investment Management Fee	7,500
	OPEB Calculation	2,500
Account: 6015 - Communication Services	Cell phone service (DIR, AFD), Fin Hotspot	2,450
Account: 6025 - Administrative Services	Secretary of State Vehicle Listing	500
	Vehicle License Program Fees - TMA	41,000
Account: 6110 - Printing Services	Budget Printing/Binding	3,500
	Envelopes	800
	Payroll and AP Checks	500
	Receipt Forms	500
	Transfer Stamps	500
	Vehicle License Applications	7,000
	W-2 Forms	250
Account: 6115 - Licensing/Titles	Notary Commissions	200
Account: 7000 - Office Supplies	Copy Machine Paper	3,000
	Pens, Pencils, Clips	2,000
Account: 7200 - Other Supplies	2000 Motorcycle Tags	450
	Budget Supplies	600
	Vehicles License (55k), Official (900)	8,500
	Water Supplies	1,200
Account: 7310 - Publications	Publications & GFOA Reference Materials	300
Account: 7320 - Equipment < \$5,000	Calculators, Headsets, Misc Office Equipment	250
Account: 7500 - Postage & Parcel	Office Mailings	3,500
	Vehicle Sticker Mailing Costs - TMC	8,000
	Vehicle Sticker Renewal Form - Postmaster	14,000

## 2020 Budget

# COMMUNITY AND ECONOMIC DEVELOPMENT

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### Mission Statement

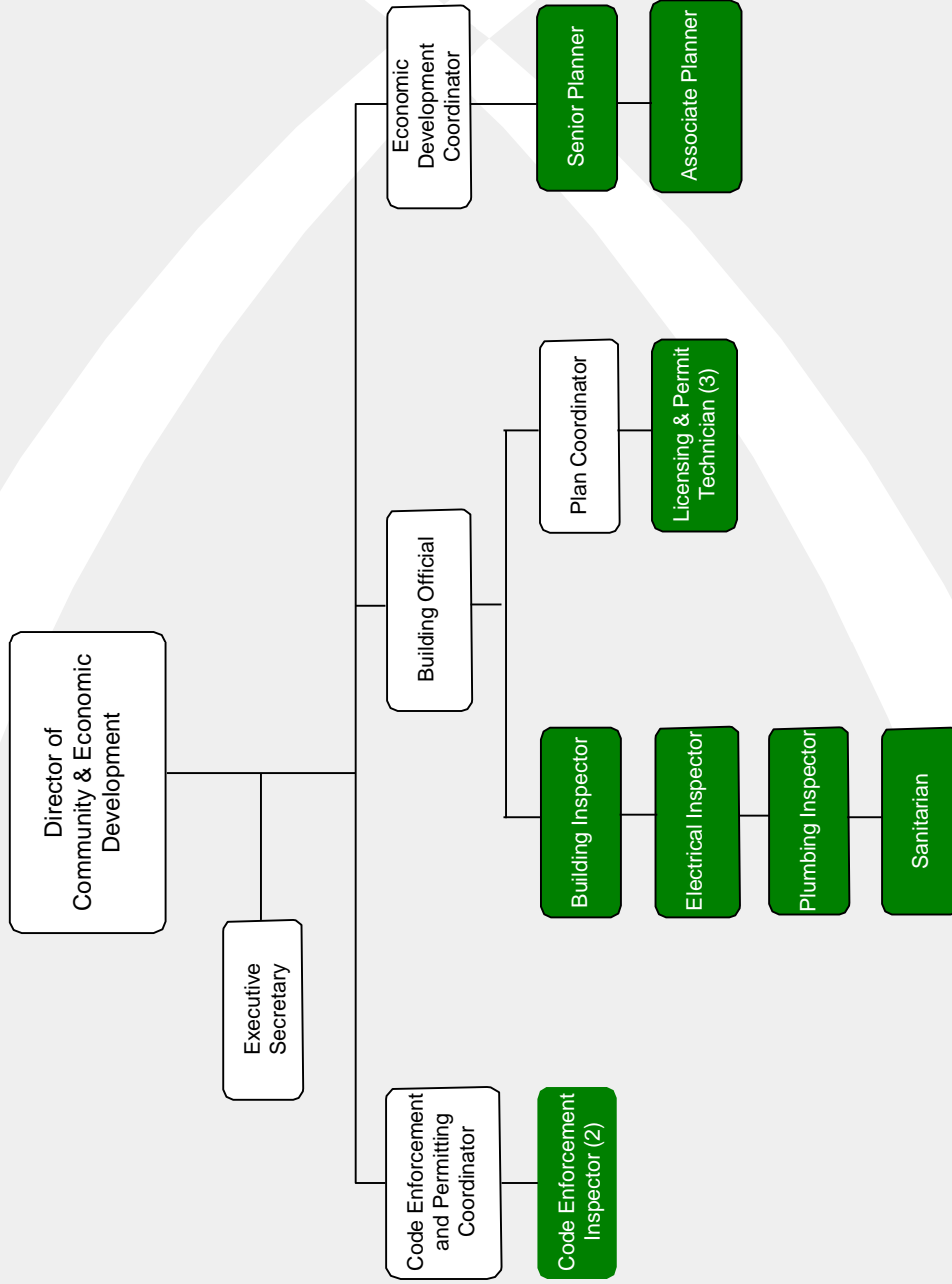
The Mission of the Community and Economic Development Department is to provide responsive, predictable and efficient administration of codes and ordinance to promote a livable and sustainable community, ensuring economic vitality for the benefit of all.

	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Proposed	2020 Budget
Salaries	1,303,758	1,410,632	1,465,935	1,494,518	1,433,504	1,575,768
Benefits	524,318	572,502	553,478	524,267	472,583	540,464
Contractual Services	357,919	409,793	498,774	617,725	562,484	519,765
Commodities	16,265	18,564	8,463	26,200	19,583	26,200
Capital Outlay	3,937	934	1,587	2,000	1,500	2,000
<b>Total</b>	<b>2,206,197</b>	<b>2,412,425</b>	<b>2,528,237</b>	<b>2,664,710</b>	<b>2,489,654</b>	<b>2,664,197</b>

### Department Overview

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

# Community & Economic Development



AFSCME

FY2020

**COMMUNITY AND ECONOMIC DEVELOPMENT**

*Building and Code Enforcement Division*

**Division Overview**

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

**Performance Measures**

Service	Metric	Actual 2017	Actual 2018	Projected 2019
Building & Code Enforcement	Building / Business License Inspections	8,480	9,262	9,500
	Housing / Code Enforcement Inspections	4,882	4,437	4,500
	Food Service / Sanitation Inspections	535	558	550
	Total Inspections Performed	13,897	14,257	14,550
	Number of Inspections per Inspector	1,986	2,036	2,078
	Number of Plan Reviews Performed	2,485	3,035	3,200
	Number of Building Permits Issued	2,994	3,414	3,800
	Value of Permitted Improvements	145,923,310	123,519,182	150,000,000
	Permitting & Licensing Phone Actions	35,411	40,584	40,000

**2019 Accomplishments**

1. Expanded electronic building plan submittals process
2. Implement new adjudication software

**2020 Goals and Objectives**

1. Implement new EnerGov CED software module
2. Complete electronic building permit submittal process

2020 Budget

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

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**PERSONNEL EXHIBIT**

Department: CED		Div: Bldg & Code Enforcement		Div. No: 40 - 410
Title	Authorized Positions			
	2018 Budget	2019 Budget	2020 Budget	
Building Official	1.00	1.00	1.00	
Plan Coordinator	1.00	1.00	1.00	
Plumbing Inspector	1.00	1.00	1.00	
Electrical Inspector	1.00	1.00	1.00	
Building Inspector	1.00	1.00	1.00	
Sanitarian	1.00	1.00	1.00	
Code Enforcement & Permitting Coordinator	1.00	1.00	1.00	
Code Enforcement Inspector	2.00	2.00	2.00	
Secretary	3.00	3.00	3.00	
*Part-Time	1.25	1.25	1.50	
Intern	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Total Full Time Equivalent (FTE) Employees:	13.25	13.25	13.50	

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



# 100-40-410 - Building & Code Enforcement

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	959,075	997,983	944,237	1,016,507
5010	Temporary Wages	80,457	70,000	65,568	70,000
5020	Overtime - Non Supervisory	52,347	7,500	39,542	25,000
5035	Acting Out of Class & Night Premium	-	1,000	-	-
		1,091,879	1,076,483	1,049,347	1,111,507
<b>Taxes and Benefits</b>					
5200	FICA Contribution	82,313	76,391	76,080	77,805
5205	IMRF Contribution	114,575	95,308	86,829	112,121
5220	PPO Insurance Contribution	133,223	145,391	129,717	139,608
5225	HMO Insurance Contribution	27,268	20,732	38,089	42,294
5230	Dental Insurance Contribution	10,045	11,072	10,784	11,912
5232	Vision Insurance Contribution	1,011	990	964	1,094
5235	Life Insurance Contribution	968	1,023	1,006	1,023
5240	Workers Compensation	34,949	35,863	33,481	36,666
5250	Uniform Allowance	600	600	867	500
5260	RHS Plan Payout	30,023	11,004	10,135	10,540
		434,976	398,374	387,952	433,563
<b>Other Employee Costs</b>					
5310	Membership Dues	1,129	1,925	1,925	1,925 *
5320	Conferences	105	275	275	275 *
5325	Training	3,350	17,675	17,675	17,675 *
5335	Travel Expenses	-	100	100	100
		4,584	19,975	19,975	19,975
<b>Insurance</b>					
5535	Property & Liability Insurance	28,350	22,090	22,090	17,840
		28,350	22,090	22,090	17,840
<b>Contractual Services</b>					
6000	Professional Services	86,179	120,000	90,000	110,000 *
6005	Legal Fees	48,570	40,000	40,000	40,000 *
6015	Communication Services	9,096	9,500	9,500	9,500 *
6025	Administrative Services	-	-	-	-
		143,844	169,500	139,500	159,500
<b>Other Services</b>					
6100	Publication of Notices	146	-	-	-
6105	Records Preservation	8,281	20,000	7,500	20,000
6110	Printing Services	3,968	1,500	3,000	1,500 *
6115	Licensing/Titles	398	-	409	500
6195	Miscellaneous Contractual Services	39,632	35,000	35,000	35,000 *
		52,425	56,500	45,909	57,000
<b>Repairs and Maintenance</b>					
6310	R&M Vehicles	50	250	250	250
		50	250	250	250
<b>Commodities</b>					
7000	Office Supplies	2,728	3,500	2,000	3,500
7200	Other Supplies	1,330	800	1,833	800
7300	Uniforms	2,075	2,000	2,000	2,000
7310	Publications	36	1,000	500	1,000
7320	Equipment < \$5,000	(115)	2,000	1,000	2,000
		6,055	9,300	7,333	9,300
<b>Other Expenses</b>					
7500	Postage & Parcel	93	250	250	250

# 100-40-410 - Building & Code Enforcement

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Other Expenses</b>					
7550	Miscellaneous Expenses	-	100	100	100
		93	350	350	350
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	852	1,000	500	1,000
		852	1,000	500	1,000
<b>Division Total: Building &amp; Code Enforcement</b>		<b>1,763,108</b>	<b>1,753,822</b>	<b>1,673,206</b>	<b>1,810,285</b>

# 100-40-410 - Building & Code Enforcement

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Department of Financial & Professional Regulation (LEHP)	450
	Illinois Association of Code Enforcement	100
	Illinois Environmental Health Association	45
	Illinois Plumbing Inspectors Association	70
	International Association of Electrical Inspectors	120
	International Code Council	765
	National Fire Protection Association	175
	NorthWest Building Officials & Code Administrators	125
	Suburban Building Officials Conference	75
Account: 5320 - Conferences	Illinois Environmental Health Association	125
	IPIA Monthly	100
	Pest Solutions	50
Account: 5325 - Training	B&F Fire Academy	4,200
	Bluebeam Revu - PDF Editor Software Training	6,000
	IACE Illinois Association of Code Enforcement (IACE)	315
	ICC Certifications (International Code Council)	2,500
	Illinois Plumbing Association (IPA)	160
	International Association of Electrical Inspectors (IAEI) (1)	100
	Northwest Building Officials and Code Admin (NWBOCA) (8)	2,400
	Suburban Building Officials (SBOC) (8)	2,000
Account: 6000 - Professional Services	Elevator Inspection Services	30,000
	Permit and Plan Data Entry Professional Services	30,000
	Plan Review and Inspection Services	50,000
Account: 6005 - Legal Fees	Property Enforcement Matters	40,000
Account: 6015 - Communication Services	Cell Phone Service	6,300
	Inspector Mobile Printer Connection	3,200
Account: 6110 - Printing Services	On-Line Professional Handouts	500
	Permit/Inspection Forms Purchase, Print Code Amendments	1,000
Account: 6195 - Miscellaneous Contractual Services	Demolition Services	5,000
	Property Maintenance Service	30,000

## COMMUNITY AND ECONOMIC DEVELOPMENT

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### *Planning & Zoning Division*

#### **Division Overview**

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

#### **Performance Measures**

Service	Metric	Actual 2017	Actual 2018	Projected 2019
Planning & Zoning	Number of zoning cases processed	105	97	80

#### **2019 Major Accomplishments**

1. Des Plaines Comprehensive Plan officially adopted
2. Undertook a review and updated various Zoning Ordinance code sections

#### **2020 Goals and Objectives**

1. Start implementing the new City Comprehensive Plan
2. Continue the thorough review and update of the current Zoning Ordinance

2020 Budget

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

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**PERSONNEL EXHIBIT**

Department: CED		Div: Planning & Zoning		Div. No: 40 - 420
Title	Authorized Positions			
	2018 Budget	2019 Budget	2020 Budget	
Director of Community and Econ Dev	1.00	1.00	1.00	
Executive Secretary	1.00	1.00	1.00	
Administrative Assistant	0.00	0.00	0.00	
Senior Planner	1.00	1.00	1.00	
Associate Planner *	0.25	0.25	0.25	
Part-Time	0.00	0.50	0.50	
Intern	<u>0.50</u>	<u>0.00</u>	<u>0.00</u>	
Total Full Time Equivalent (FTE) Employees:	3.75	3.75	3.75	

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

# 100-40-420 - Planning & Zoning

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	282,617	304,648	282,650	347,899
5010	Temporary Wages	6,057	18,000	13,145	18,000
5020	Overtime - Non Supervisory	279	7,500	3,683	7,500
		288,953	330,148	299,478	373,399
<b>Taxes and Benefits</b>					
5200	FICA Contribution	21,890	23,279	22,060	26,510
5205	IMRF Contribution	32,316	29,095	24,992	38,373
5220	PPO Insurance Contribution	25,539	31,420	-	-
5225	HMO Insurance Contribution	11,298	14,323	13,527	14,328
5230	Dental Insurance Contribution	2,271	2,893	701	760
5232	Vision Insurance Contribution	230	273	84	96
5235	Life Insurance Contribution	198	214	255	341
5240	Workers Compensation	641	519	517	591
		94,381	102,016	62,136	80,999
<b>Other Employee Costs</b>					
5310	Membership Dues	2,202	2,400	2,400	2,400 *
5320	Conferences	1,862	2,000	2,000	2,000 *
5325	Training	30	1,700	1,700	1,700 *
5335	Travel Expenses	109	1,500	750	1,500
		4,203	7,600	6,850	7,600
<b>Insurance</b>					
5535	Property & Liability Insurance	5,010	4,120	4,120	3,300
		5,010	4,120	4,120	3,300
<b>Contractual Services</b>					
6000	Professional Services	18,358	2,500	35,000	12,500 *
6005	Legal Fees	2,855	5,000	5,000	5,000
6015	Communication Services	661	900	900	900
		21,874	8,400	40,900	18,400
<b>Other Services</b>					
6100	Publication of Notices	4,592	6,000	2,500	5,000 *
6110	Printing Services	1,216	1,000	1,200	1,000
6115	Licensing/Titles	-	-	-	-
6195	Miscellaneous Contractual Services	4,045	3,000	2,000	3,000 *
		9,853	10,000	5,700	9,000
<b>Commodities</b>					
7000	Office Supplies	1,247	1,500	1,500	1,500
7200	Other Supplies	48	-	250	-
7300	Uniforms	68	500	750	500
7310	Publications	153	500	500	500 *
7320	Equipment < \$5,000	13	250	250	250
		1,530	2,750	3,250	2,750
<b>Other Expenses</b>					
7500	Postage & Parcel	24	500	250	500
7550	Miscellaneous Expenses	211	100	100	100
		235	600	350	600
<b>Capital Outlay</b>					
8000	Computer Software	-	-	-	-
8010	Furniture & Fixtures	735	1,000	1,000	1,000
		735	1,000	1,000	1,000
<b>Division Total: Planning &amp; Zoning</b>		<b>426,774</b>	<b>466,634</b>	<b>423,784</b>	<b>497,048</b>

# 100-40-420 - Planning & Zoning

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Planning Association US & IL	2,400
Account: 5320 - Conferences	American Planning Association National Conference	2,000
Account: 5325 - Training	American Planning Association Illinois CDBG Training	1,200 500
Account: 6000 - Professional Services	Environmental Site Assessments Surveys, Appraisals, Etc.	10,000 2,500
Account: 6100 - Publication of Notices	Publishing of Zoning & Building Code Variation Cases	5,000
Account: 6195 - Miscellaneous Contractual Services	PZB Secretary	3,000
Account: 7310 - Publications	Periodicals	500

**COMMUNITY AND ECONOMIC DEVELOPMENT**

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*Economic Development Division*

**Division Overview**

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

**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Projected 2019</b>
Economic Development	Number of 6b's processed	4	9	7
	Number of Business Assistance awards processed	12	12	10

**2019 Major Accomplishments**

1. Participated in the International Council of Shopping Centers' Annual Chicago Conference
2. Added an interactive "Des Plaines Dining Guide" map to City's Website

**2020 Goals and Objectives**

1. Participate in trade shows and related networking events through organizations such as ICSC
2. Continue to identify key properties for enhancement or redevelopment



**2020 Budget**

**COMMUNITY & ECONOMIC DEVELOPMENT -  
ECONOMIC DEVELOPMENT**

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**PERSONNEL EXHIBIT**

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Department: CED	Div: Economic Development	Div. No: 40 - 430
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Title	Authorized Positions		
	2018 Budget	2019 Budget	2020 Budget
Economic Development Coordinator	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full Time Equivalent (FTE) Employees:	1.00	1.00	1.00

# 100-40-430 - Economic Development

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	85,102	87,887	84,679	90,862
		85,102	87,887	84,679	90,862
<b>Taxes and Benefits</b>					
5200	FICA Contribution	6,451	6,723	6,454	6,951
5205	IMRF Contribution	9,631	8,393	7,612	10,022
5220	PPO Insurance Contribution	7,412	8,076	7,765	8,237
5230	Dental Insurance Contribution	330	380	365	380
5232	Vision Insurance Contribution	44	46	44	48
5235	Life Insurance Contribution	108	110	111	110
5240	Workers Compensation	145	149	144	154
		24,121	23,877	22,495	25,902
<b>Other Employee Costs</b>					
5310	Membership Dues	625	1,200	1,200	1,200 *
5320	Conferences	252	5,100	5,100	5,100 *
5325	Training	-	1,860	1,860	1,860 *
5335	Travel Expenses	146	1,200	1,200	1,200
		1,023	9,360	9,360	9,360
<b>Insurance</b>					
5535	Property & Liability Insurance	1,640	1,830	1,830	1,540
		1,640	1,830	1,830	1,540
<b>Contractual Services</b>					
6000	Professional Services	81,175	130,000	130,000	45,000 *
6005	Legal Fees	530	5,000	5,000	5,000
6015	Communication Services	710	600	600	600
		82,415	135,600	135,600	50,600
<b>Other Services</b>					
6100	Publication of Notices	369	-	400	400
6110	Printing Services	1,651	22,500	5,000	15,000 *
6115	Licensing/Titles	365	-	-	-
		2,385	22,500	5,400	15,400
<b>Subsidies and Incentives</b>					
6601	Incentive - Business Assistance	141,118	150,000	125,000	150,000 *
		141,118	150,000	125,000	150,000
<b>Commodities</b>					
7000	Office Supplies	516	500	500	500
7200	Other Supplies	36	10,000	5,500	10,000 *
7310	Publications	-	900	900	900 *
7320	Equipment < \$5,000	-	500	500	500
		551	11,900	7,400	11,900
<b>Other Expenses</b>					
7500	Postage & Parcel	-	500	100	500
7550	Miscellaneous Expenses	-	800	800	800
		-	1,300	900	1,300
<b>Division Total: Economic Development</b>		<b>338,355</b>	<b>444,254</b>	<b>392,664</b>	<b>356,864</b>

# 100-40-430 - Economic Development

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	CRBA - Chicago Restaurant Brokers Association	500
	ICSC - International Council of Shopping Centers	200
	IEDC - International Economic Development Council	500
Account: 5320 - Conferences	ICSC 2019 Recon	2,500
	ICSC Alliance	400
	ICSC Deal Making (Attendance)	1,000
	ICSC Deal Making (Booth)	1,000
	ICSC Retailer	200
Account: 5325 - Training	Chicago Industrial Properties	180
	Economic Development Training	1,500
	Retail Live	180
Account: 6000 - Professional Services	Business Attraction	25,000
	Costar Commercial Real Estate Service	5,000
	TIF Consulting	15,000
Account: 6110 - Printing Services	Economic Development Materials	15,000
Account: 6601 - Incentive - Business Assistance	Additional Business Assistance Grant Funding	50,000
	Business Assistance Grant	100,000
Account: 7200 - Other Supplies	Marketing and Branding Supplies	10,000
Account: 7310 - Publications	Periodicals	900

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## 2020 Budget

# PUBLIC WORKS AND ENGINEERING

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### Mission Statement

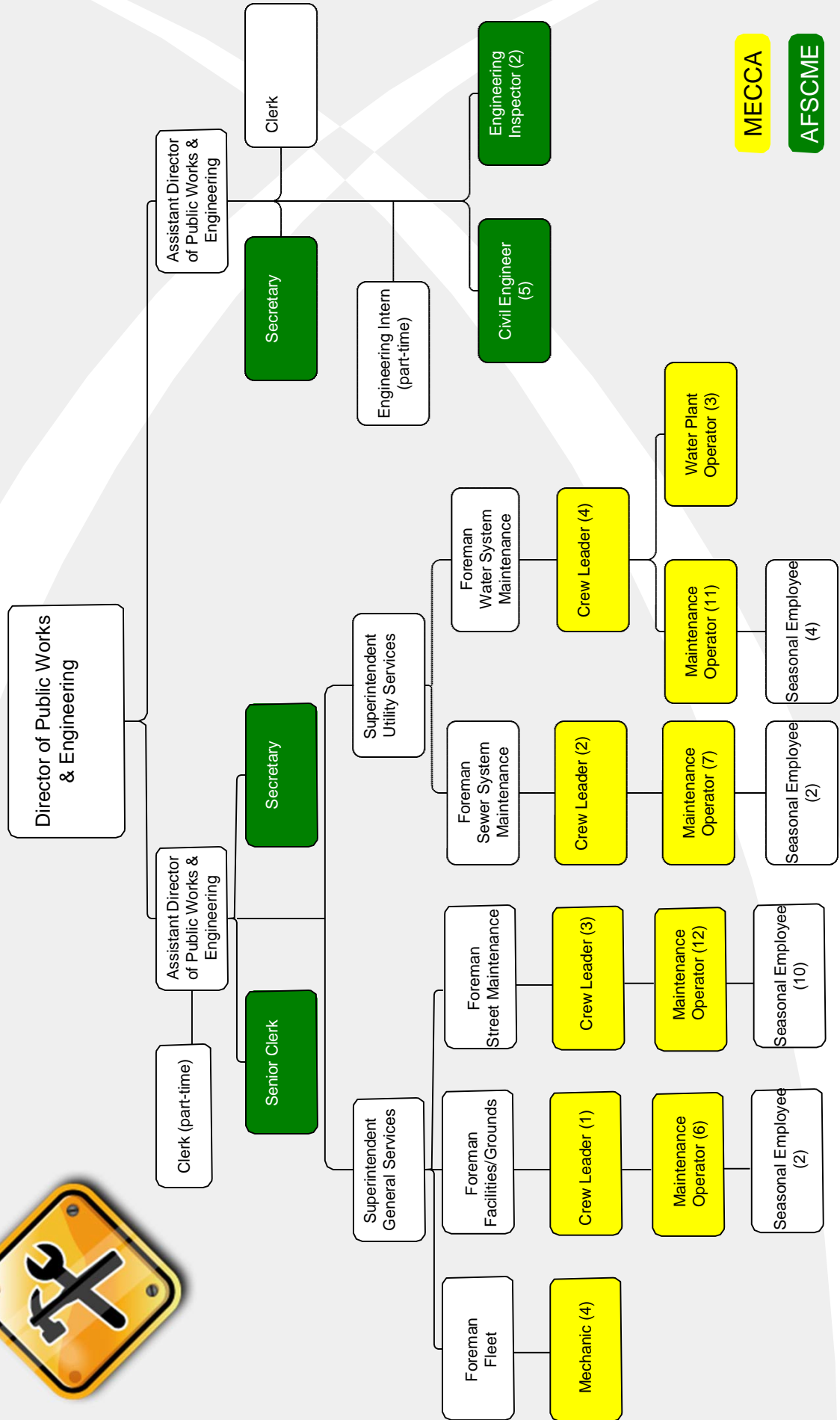
The mission of the Des Plaines Public Works and Engineering Department is to develop a consistent and cohesive system that responds to infrastructure concerns as well as proactively addresses concerns that arise with any new programs or projects.

	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Salaries	3,074,953	3,204,228	3,133,721	3,428,770	3,325,930	3,445,754
Benefits	1,488,521	1,529,288	1,454,297	1,465,371	1,465,914	1,563,561
Contractual Services	4,535,570	5,263,438	5,486,061	7,429,798	6,277,116	8,094,238
Commodities	972,096	1,040,468	1,139,913	1,311,975	1,136,467	1,156,725
Capital Outlay	128,373	460,552	84,638	133,500	157,754	142,000
<b>Total</b>	<b>10,199,513</b>	<b>11,497,974</b>	<b>11,298,630</b>	<b>13,769,414</b>	<b>12,363,181</b>	<b>14,402,278</b>

### Department Overview

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

# Public Works & Engineering



**PUBLIC WORKS AND ENGINEERING**

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*Administration Division*

**Division Overview**

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

April 1, 2019 to March 31, 2020                      \$17.27/month/residence

**2019 Major Accomplishments**

1. Continued right sizing of fleet, vehicle reduction and reduce fuel consumption.
2. Start the theater renovation project.

**2020 Goals and Objectives**

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

2020 Budget

**PUBLIC WORKS & ENGINEERING -  
ADMINISTRATION**

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**PERSONNEL EXHIBIT**

Department: PWE		Div: Administration		Div. No: 50 - 100	
Title	Authorized Positions				
	2018 Budget	2019 Budget	2020 Budget		
Director of Public Works & Engineering	0.25	0.25	0.25		
Assistant Director of PW & Engineering	0.75	0.50	0.50		
Secretary	1.00	1.00	1.00		
Senior Clerk	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>		
Total Full Time Equivalent (FTE) Employees:	2.50	2.25	2.25		



# 100-50-100 - Administration

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	239,680	243,337	234,724	215,538
5020	Overtime - Non Supervisory	-	1,000	500	1,000
		239,680	244,337	235,224	216,538
<b>Taxes and Benefits</b>					
5200	FICA Contribution	17,193	17,656	17,301	15,632
5205	IMRF Contribution	27,264	23,238	21,202	23,774
5220	PPO Insurance Contribution	34,446	36,297	34,683	31,246
5225	HMO Insurance Contribution	3,502	3,581	3,443	3,652
5230	Dental Insurance Contribution	2,204	2,447	2,336	2,017
5232	Vision Insurance Contribution	237	237	227	206
5235	Life Insurance Contribution	221	227	226	199
5240	Workers Compensation	575	588	563	544
5255	Excess Sick Hour Payout	1,213	1,232	1,261	1,312
5260	RHS Plan Payout	4,958	3,789	3,024	3,145
		91,815	89,292	84,266	81,727
<b>Other Employee Costs</b>					
5310	Membership Dues	2,096	2,630	2,630	2,630 *
5320	Conferences	878	2,000	2,000	2,000
5325	Training	973	900	900	900 *
5335	Travel Expenses	-	100	50	100 *
		3,946	5,630	5,580	5,630
<b>Insurance</b>					
5535	Property & Liability Insurance	31,210	18,180	18,180	14,360
		31,210	18,180	18,180	14,360
<b>Contractual Services</b>					
6015	Communication Services	1,523	1,600	1,600	1,600 *
6025	Administrative Services	6,247	6,000	6,000	6,000 *
6040	Waste Hauling & Debris Removal	3,187,291	3,275,000	3,275,000	3,325,000 *
		3,195,062	3,282,600	3,282,600	3,332,600
<b>Other Services</b>					
6110	Printing Services	360	1,000	500	1,000 *
6195	Miscellaneous Contractual Services	-	3,000	1,000	3,000
		360	4,000	1,500	4,000
<b>Repairs and Maintenance</b>					
6300	R&M Software	10,248	7,200	7,200	7,200 *
6305	R&M Equipment	-	1,400	500	1,400 *
		10,248	8,600	7,700	8,600
<b>Commodities</b>					
7000	Office Supplies	-	1,000	500	1,000
7200	Other Supplies	-	850	850	850
7300	Uniforms	-	350	350	350 *
7310	Publications	-	100	-	100 *
7320	Equipment < \$5,000	350	-	-	-
		350	2,300	1,700	2,300
<b>Other Expenses</b>					
7500	Postage & Parcel	10,519	11,500	12,000	12,000 *
7550	Miscellaneous Expenses	-	200	200	200 *
		10,519	11,700	12,200	12,200
<b>Division Total: Administration</b>		<b>3,583,190</b>	<b>3,666,639</b>	<b>3,648,950</b>	<b>3,677,955</b>

# 100-50-100 - Administration

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Public Works Association	1,600
	American Water Works Association	175
	Illinois Public Works Mutual Aid Network	250
	Sams Club	30
	Tree Consortium	575
Account: 5325 - Training	American Public Works Association (APWA) Expo	200
	APWA, Northwest Municipal Conference & Other Seminars	300
	PubWorks Annual Training	400
Account: 5335 - Travel Expenses	Mileage, Tolls, Parking	100
Account: 6015 - Communication Services	Cell Phones	1,600
Account: 6025 - Administrative Services	Sanitation Contract Charges for Utility Billing	6,000
Account: 6040 - Waste Hauling & Debris Removal	Electronics Recycling Program	25,000
	Refuse Franchise Agreement	3,300,000
Account: 6110 - Printing Services	Other Printings	1,000
Account: 6300 - R&M Software	Kronos Software Maintenance	2,400
	PubWorks Software Maintenance	4,800
Account: 6305 - R&M Equipment	HP Plotter	1,400
Account: 7300 - Uniforms	Admin Staff Clothing Allowance	350
Account: 7310 - Publications	Trade Publications	100
Account: 7500 - Postage & Parcel	Other Mailings	1,000
	Refuse Billing Postage	11,000
Account: 7550 - Miscellaneous Expenses	Sheriff's Work Alternative Program	200

**PUBLIC WORKS AND ENGINEERING**

*Engineering Division*

**Division Overview**

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

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

**Performance Measures**

Service	Metric	Actual 2017	Actual 2018	Projected 2019
Engineering	Value of Capital Projects Constructed (Millions)	12	15	18
	Number of Permits Reviewed	112	149	109
	Number of STAC Requests processed	91	85	80

**2019 Major Accomplishments**

1. Completed construction of Capital Improvement Program projects including Stormwater Master Plan locations and the substantial sidewalk and curb replacement program.
2. Completed or initiated construction of the following special projects:
  - The grant-funded Ballard Road Sidepath-Sidewalk project (Bender Rd to Good Ave), which closes a critical gap in the City’s and the greater region’s sidewalk/bikeway network.
  - Sign Districts 2 and 3 of the ten-year citywide sign replacement program, which involves replacement of all City-owned traffic and parking signs in compliance with federal sign retroreflectivity requirements.
  - Final Phase of the River Road Reconstruction Project which runs through the downtown, and which completes the 15+ year effort with the IDOT.
  - Phase IV of the Downtown Streetscape Project.
  - Completed a new American Disabilities Act Transition Plan for public rights-of-way as required by the federal government.

## 2020 Budget

# PUBLIC WORKS AND ENGINEERING

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## 2020 Goals and Objectives

1. Complete design and permitting of the following CMAQ/ITEP/STP grant award projects:
  - Lee-Forest Traffic Signal project. (targeted for beginning of construction in spring 2020)
  - Rand Road Sidepath project. (targeted for beginning of construction in fall 2020)
  - Mt. Prospect Road at High Ridge Knolls Trail Refuge Median project.
  - S-Curve Pedestrian/Bicycle Underpass (Complete Phase I engineering, to allow for application for federal grants to advance the project.)
  
2. Continue coordination with IDOT, the Tollway and Cook County on design and construction of proposed projects in Des Plaines:
  - Rand Road over Des Plaines River Bridge Replacement Project. Includes a sidepath to close a gap in the regional Evanston-Elgin Bikeway.
  - Elgin O-Hare Western Access Project including the Touhy Avenue Grade Separation at the Union Pacific Railroad crossing.
  - Eastbound I-90 at Lee Street off-ramp including pedestrian and vehicular improvements to the Lee-Touhy-Higgins triangle intersection.
  - S-Curve Viaduct Pump Station Replacement Project. This is a multi-million, multi-year construction project that will help ensure that the viaduct remains open after heavy rain events.

2020 Budget

**PUBLIC WORKS & ENGINEERING -  
ENGINEERING**

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**PERSONNEL EXHIBIT**

Department: PWE		Div: Engineering/General		Div. No: 50 - 510	
Title	Authorized Positions			2020 Budget	
	2018 Budget	2019 Budget	2020 Budget		
Director of Public Works and Engineering	0.50	0.50	0.50		
Civil Engineer II	4.00	4.00	4.00		
Secretary	1.00	1.00	1.00		
Total Full Time Equivalent (FTE) Employees:	5.50	5.50	5.50		

# 100-50-510 - Engineering

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	576,916	576,707	562,141	588,676
5020	Overtime - Non Supervisory	50,078	25,000	38,910	25,000
		626,994	601,707	601,051	613,676
<b>Taxes and Benefits</b>					
5200	FICA Contribution	46,305	42,834	44,147	43,817
5205	IMRF Contribution	71,275	55,076	52,814	64,932
5220	PPO Insurance Contribution	21,946	23,126	22,236	23,588
5225	HMO Insurance Contribution	48,163	49,241	47,347	50,226
5230	Dental Insurance Contribution	4,207	4,490	4,409	4,661
5232	Vision Insurance Contribution	453	454	436	460
5235	Life Insurance Contribution	432	440	444	440
5240	Workers Compensation	3,304	3,066	3,111	3,133
5250	Uniform Allowance	400	-	400	400
5255	Excess Sick Hour Payout	2,426	2,465	2,426	2,624
5260	RHS Plan Payout	9,647	12,911	14,124	15,277
		208,558	194,103	191,894	209,558
<b>Other Employee Costs</b>					
5310	Membership Dues	1,490	1,200	1,200	1,200 *
5320	Conferences	-	2,000	2,000	2,000 *
5325	Training	115	1,200	1,200	1,200 *
5335	Travel Expenses	87	200	100	200 *
		1,692	4,600	4,500	4,600
<b>Insurance</b>					
5535	Property & Liability Insurance	16,340	13,920	13,920	11,280
		16,340	13,920	13,920	11,280
<b>Contractual Services</b>					
6000	Professional Services	-	2,500	4,000	2,500 *
6015	Communication Services	4,640	5,000	4,500	5,000 *
		4,640	7,500	8,500	7,500
<b>Other Services</b>					
6110	Printing Services	360	750	700	750 *
		360	750	700	750
<b>Repairs and Maintenance</b>					
6300	R&M Software	-	-	200	-
6305	R&M Equipment	-	2,300	4,548	2,300 *
6310	R&M Vehicles	80	-	-	-
		80	2,300	4,748	2,300
<b>Commodities</b>					
7000	Office Supplies	1,104	2,500	2,000	2,500
7200	Other Supplies	278	1,250	1,000	1,250 *
7300	Uniforms	890	1,000	967	1,000 *
7310	Publications	155	250	250	250 *
7320	Equipment < \$5,000	146	-	1,000	-
		2,573	5,000	5,217	5,000
<b>Other Expenses</b>					
7500	Postage & Parcel	192	150	-	150 *
7550	Miscellaneous Expenses	30	-	-	-
		222	150	-	150
<b>Division Total: Engineering</b>		<b>861,460</b>	<b>830,030</b>	<b>830,530</b>	<b>854,814</b>

# 100-50-510 - Engineering

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Society of Flood Plain Managers	750
	American Public Works Association	200
	American Society of Civil Engineers	250
Account: 5320 - Conferences	American Public Works Association National Conference	2,000
Account: 5325 - Training	Autocad and Geographic Information Systems Training	1,200
Account: 5335 - Travel Expenses	Mileage, Tolls, Parking	200
Account: 6000 - Professional Services	Misc Engineering Services	2,500
Account: 6015 - Communication Services	Cell Phones	5,000
Account: 6110 - Printing Services	Capital Improvement Program Plan Reproduction	750
Account: 6305 - R&M Equipment	HP Plotter	1,000
	Kipp 3000 Large Format Copier Scanner	1,300
Account: 7200 - Other Supplies	Field Supplies	1,250
Account: 7300 - Uniforms	Department Shirts	1,000
Account: 7310 - Publications	Engineering Publications & Books	250
Account: 7500 - Postage & Parcel	Federal Express	150

## 2020 Budget

# PUBLIC WORKS AND ENGINEERING

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### *GIS Division*

#### **Division Overview**

This Division was created in 2007 and accounts for expenditures relating to the Geographic Information Systems (GIS) function. The City belongs to the GIS Consortium along with 33 other municipalities. The GIS Consortium encompasses over 200 square miles and has a population of over 700,000. The City has belonged to the GIS Consortium since 2001. The main expenses for this cost center are the yearly fees for membership to the consortium and the service provider fees.

#### **Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Projected 2019</b>
Geographic Information Systems	Number of MapOffice Internal Hits	96,081	101,103	125,000
	Number of MapOffice Public Hits	14,840	14,222	15,000
	Number of Community-Portal Hits	7,706	6,866	7,500
	Number of Map Gallery Hits	6,413	6,495	7,000

#### **2019 Major Accomplishments**

1. Reformed Address Stakeholder team to streamline and update Address policy procedures.
2. Integrated historic CIP utility data into GIS
3. Completed Fire Grid Map Book and Fire Grid Wall Map update
4. Completed Active Permits landing page in Community Portal
5. Completed Interactive Restaurants map for CED

#### **2020 Goals**

1. Update PubWorks application with all new integrated GIS data allowing for streamlined WO processes for the city
2. Update Granite Sewer Televising video integration into GIS



# 100-50-520 - Geographic Information Systems

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Other Employee Costs</b>					
5325	Training	-	1,000	1,000	1,000 *
5340	Pre-Employment Testing	315	-	-	-
		315	1,000	1,000	1,000
<b>Other Services</b>					
6195	Miscellaneous Contractual Services	230,671	256,900	256,900	256,900 *
		230,671	256,900	256,900	256,900
<b>Repairs and Maintenance</b>					
6300	R&M Software	9,092	9,000	8,500	9,000 *
		9,092	9,000	8,500	9,000
<b>Commodities</b>					
7000	Office Supplies	136	500	500	500
7200	Other Supplies	-	250	200	250 *
7320	Equipment < \$5,000	840	-	-	-
		976	750	700	750
<b>Division Total: Geographic Information Systems</b>		<b>241,055</b>	<b>267,650</b>	<b>267,100</b>	<b>267,650</b>

# 100-50-520 - Geographic Information Systems

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5325 - Training	Geographic Information Systems Training	1,000
Account: 6195 - Miscellaneous Contractual Services	Geographic Information Systems Aerial Photography	45,100
	Geographic Information Systems Consortium Fees- MGP, Inc.	204,000
	Geographic Information Systems Consortium Shared Fees	7,300
	Trimble Hand Held Service Agreement	500
Account: 6300 - R&M Software	ESRI Desktop (AView 6LM + 4 Single, 1 AINFO)	9,000
Account: 7200 - Other Supplies	Field Supplies	250

**PUBLIC WORKS AND ENGINEERING**

*Street Division*

**Division Overview**

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

**Performance Measures**

Service	Metric	Actual 2017	Actual 2018	Projected 2019
Street Maintenance	Number of Trees Planted	371	395	430
	Tons of Asphalt for Repairs	3,665	3,559	3,700

**2019 Major Accomplishments**

1. Completed several street repairs, which include spot patch grinding, pothole maintenance, crack sealing, and resurfacing of streets as budget allows per the 2019-patching list.
2. Continued the trip-hazard sidewalk-grinding program completing service requests for sidewalk grinding improvements. An estimated 250 hazards will be addressed in 2019.
3. Continued with the Emerald Ash Borer Plan and reforestation in the City. Due to the devastating effect of the EAB tree losses, it is important to replant trees to maintain the attraction that tree canopies provide. An estimated 430 parkway trees will be planted in 2019.

**2020 Goals and Objectives**

1. Complete roadway pothole and sidewalk trip hazard requests in a timely manner while continuing to complete in-house street resurfacing improvements.
2. Continue the tree pruning cycle and timely removal of hazard parkway trees; this process will be followed with replanting of approximately 420 new parkway trees to remain on pace to restore the City’s urban forest canopy.

**2020 Budget**  
**PUBLIC WORKS & ENGINEERING -**  
**STREET MAINTENANCE**

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**PERSONNEL EXHIBIT**

Department: PWE	Div: Street Maintenance		Div. No: 50 - 530
Title	Authorized Positions		
	2018 Budget	2019 Budget	2020 Budget
Superintendent - General Services	0.50	0.50	0.50
Foreman - Streets	1.00	1.00	1.00
Crew Leader	3.00	3.00	3.00
Maintenance Operator*	13.00	13.00	12.00
Part-Time	0.00	0.00	1.00
Seasonal Employee	<u>2.50</u>	<u>2.50</u>	<u>1.50</u>
Total Full Time Equivalent (FTE) Employees:	20.00	20.00	19.00

\* Reclassification of the position to the Facilities and Ground Maintenance Division.

# 100-50-530 - Street Maintenance

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	1,218,409	1,269,807	1,212,781	1,235,866
5010	Temporary Wages	57,434	84,500	84,500	84,500
5020	Overtime - Non Supervisory	112,269	180,000	180,000	180,000
5035	Acting Out of Class & Night Premium	387	3,000	1,726	3,000
		1,388,499	1,537,307	1,479,007	1,503,366
<b>Taxes and Benefits</b>					
5200	FICA Contribution	105,161	97,139	102,700	95,151
5205	IMRF Contribution	150,741	123,543	118,367	136,370
5220	PPO Insurance Contribution	103,480	125,595	133,788	157,559
5225	HMO Insurance Contribution	145,388	149,421	140,507	138,082
5230	Dental Insurance Contribution	16,158	19,436	18,606	20,098
5232	Vision Insurance Contribution	1,597	1,691	1,687	1,802
5235	Life Insurance Contribution	1,304	1,485	1,420	1,313
5240	Workers Compensation	148,384	137,647	140,451	134,834
5250	Uniform Allowance	8,403	-	8,320	7,980
5260	RHS Plan Payout	20,351	7,269	52,437	25,000
		700,967	663,226	718,283	718,189
<b>Other Employee Costs</b>					
5310	Membership Dues	465	1,513	1,513	1,513 *
5325	Training	5,052	5,050	5,050	5,050 *
5335	Travel Expenses	324	200	100	200
		5,841	6,763	6,663	6,763
<b>Insurance</b>					
5535	Property & Liability Insurance	100,840	97,150	97,150	79,430
		100,840	97,150	97,150	79,430
<b>Contractual Services</b>					
6000	Professional Services	100	250	-	250
6015	Communication Services	5,739	5,600	5,600	5,600 *
6040	Waste Hauling & Debris Removal	30,132	45,000	45,000	45,000 *
6045	Utility Locate Services	3,747	4,700	4,000	4,000 *
		39,718	55,550	54,600	54,850
<b>Other Services</b>					
6110	Printing Services	1,315	500	750	500 *
6115	Licensing/Titles	280	200	200	200 *
6135.030	Rentals - Equipment	5,949	8,500	8,500	8,500 *
6170	Tree Maintenance	400,617	400,000	400,000	400,000 *
6175	Tree Plantings	146,099	240,000	240,000	240,000 *
6190	Tow/Storage/Abandoned Fees	-	250	-	250
6195	Miscellaneous Contractual Services	97,858	220,900	349,000	364,020 *
		652,118	870,350	998,450	1,013,470
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	246	3,500	1,500	1,500 *
6325	R&M Street Lights	38,286	30,000	30,000	30,000
		38,532	33,500	31,500	31,500
<b>Commodities</b>					
7000	Office Supplies	671	600	450	600
7020	Supplies - Safety	3,092	3,500	3,500	3,500
7030	Supplies - Tools & Hardware	5,948	3,000	3,500	3,500 *
7035	Supplies - Equipment R&M	6,518	9,000	9,000	9,000 *
7050	Supplies - Streetscape	7,539	14,000	14,000	14,000 *
7055	Supplies - Street R&M	111,205	125,000	125,000	125,000 *

# 100-50-530 - Street Maintenance

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Commodities</b>					
7055.050	Street Light Supplies	1,493	5,000	3,000	3,000 *
7055.051	Street Sign Supplies	17,704	20,000	20,000	20,000 *
7055.052	Traffic Equipment & Material	8,134	3,700	3,700	8,200 *
7055.053	Graffiti Removal Supplies	2,745	1,500	1,200	1,500
7055.054	Other Supplies	2,484	2,500	500	2,500 *
7160	Ice Control	13,823	11,000	11,000	11,000 *
7200	Other Supplies	258	875	875	875 *
7300	Uniforms	1,000	1,100	1,100	1,100 *
7310	Publications	-	100	-	100
7320	Equipment < \$5,000	17,544	7,500	7,500	800 *
		200,157	208,375	204,325	204,675
<b>Other Expenses</b>					
7500	Postage & Parcel	-	50	-	50
7550	Miscellaneous Expenses	186	300	600	300
		186	350	600	350
<b>Capital Outlay</b>					
8015	Equipment	-	33,500	31,454	38,500 *
		-	33,500	31,454	38,500
<b>Division Total: Street Maintenance</b>		<b>3,126,859</b>	<b>3,506,071</b>	<b>3,622,032</b>	<b>3,651,093</b>

# 100-50-530 - Street Maintenance

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Public Works Association	320
	American Water Works Association	83
	Arborist License & Membership	1,110
Account: 5325 - Training	American Public Works Association (APWA) Expo	800
	APWA-Snow/Street Maintenance/Leaves/Flag School	1,000
	NIPSTA	1,250
	Snow & Ice Control Classes	1,000
	Street Sweeping Classes	1,000
Account: 6015 - Communication Services	Cellular Phones	5,600
Account: 6040 - Waste Hauling & Debris Removal	Hauling of Mud, Concrete and Storm Damage Debris	20,000
	Log and Branch Removal from Public Works Yard	25,000
Account: 6045 - Utility Locate Services	Locates for Underground Digging	4,000
Account: 6110 - Printing Services	Business Cards, Door Hangers, Work Tickets, etc	250
	Leaf Collection Posters, Street Sweeping	250
Account: 6115 - Licensing/Titles	Commercial Drivers License Renewals	200
Account: 6135.030 - Rentals - Equipment	Attachment Rental	500
	Stump Grinder	8,000
Account: 6170 - Tree Maintenance	Brush Chipping Program	100,000
	Parkway Tree Trim, Tree and Stump Removal	300,000
Account: 6175 - Tree Plantings	Late Summer Planting Program	120,000
	Spring Tree Planting Program	120,000
Account: 6195 - Miscellaneous Contractual Services	Continental Weather	900
	Contractual Street Sweeping	125,000
	Emergency Vehicle Preemption Repairs EVP	15,000
	Holiday Decorating	20,000
	Pavement Milling	75,000
	Portable Restroom Service	3,120
	Sidewalk Snow Removal	25,000
	Snowplowing	100,000
Account: 6305 - R&M Equipment	Small Generators, etc.	1,500
Account: 7030 - Supplies - Tools & Hardware	Tools, Bolts, Cables, Oil Mix, etc	3,500
Account: 7035 - Supplies - Equipment R&M	Equipment Repair Supplies & Propane	1,500
	Sidewalk Grinding Heads	7,500
Account: 7050 - Supplies - Streetscape	Banners for Street Lights	5,500
	Bushes, Flowers, Fertilizers	3,000
	Dirt, Seed and Sod for Restoration of Parkway	4,000
	Replacement Straps for Pole Banners	1,500
Account: 7055 - Supplies - Street R&M	Asphalt	125,000
Account: 7055.050 - Street Light Supplies	Light Bulbs for Street & Parking Lots	3,000
Account: 7055.051 - Street Sign Supplies	Sign Bank and Poles, Sign Making Material	20,000
Account: 7055.052 - Traffic Equipment & Material	Replacement/Repair of Barricades, Batteries & Bulbs	8,200
Account: 7055.054 - Other Supplies	Lane Marking Paint	2,500

# 100-50-530 - Street Maintenance

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 7160 - Ice Control	Geomelt Liquid Ice Control	5,000
	Granular Magnesium Chloride	2,500
	Liquid Chloride Ice Control	3,500
Account: 7200 - Other Supplies	Mailbox Replacement	500
	Rags & Other Supplies	375
Account: 7300 - Uniforms	T-shirts for Seasonal Employees	300
	Uniforms for Foreman and Superintendent	800
Account: 7320 - Equipment < \$5,000	Chainsaws	800
Account: 8015 - Equipment	Trackless Snowblower Attachment	21,000
	V-Box Spreader Stands	17,500



**PUBLIC WORKS AND ENGINEERING**

*Facilities & Grounds Division*

**Division Overview**

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

**Performance Measures**

Service	Metric	Actual 2017	Actual 2018	Projected 2019
Facilities & Grounds	Number of Remodeling Jobs	5	4	5
	Number of Maintenance Requests	502	1,094	1,000

**2019 Major Accomplishments**

1. Completed several facility improvements which include: Completed the Fire Station #63 kitchen remodeling, City Hall north stairwell, Fire Station 61 training room, City Hall work out room, City Hall breakroom, and demolition projects at the Des Plaines Theatre and 1486 and 1486.5 Miner St.
2. Bid and/or coordinated Facilities & Grounds maintenance and repair projects including: 2019 Parking Structure Repair and Maintenance, Northwest Highway Irrigation Installation Phase II project, the Library Exterior Sealants project, the Des Plaines Theatre Exterior and Masonry Façade Repairs project, Des Plaines Theatre Main Auditorium HVAC Installation project, Des Plaines Theatre North Roof Replacement, Police Department Elevator Modernization project, Metra Station Exterior Sealants, Fire Station 63 apparatus room painting, Council Chambers improvements, and painting of penthouses atop the Police Department and City Hall buildings.

**2020 Goals and Objectives**

1. Bid and coordinate building maintenance and repair projects as approved by City Council. These projects will include repairs to the Des Plaines Theater, City Hall, Public Works, Police Station, and Fire Station improvements.
2. Complete facility inspections and improvements with in-house personnel as applicable to keep costs to a minimum while providing timely response to maintenance requests.

2020 Budget

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

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**PERSONNEL EXHIBIT**

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Department: PWE		Div: Facilities & Grounds Maint.		Div. No: 50 - 535	
Title	Authorized Positions			2020 Budget	
	2018 Budget	2019 Budget	2020 Budget		
Foreman - Facilities & Grounds	1.00	1.00	1.00		
Crew Leader	1.00	1.00	1.00		
Maintenance Operator*	5.00	5.00	6.00		
Part-Time	<u>0.50</u>	<u>1.00</u>	<u>1.00</u>		
Total Full Time Equivalent (FTE) Employees:	7.50	8.00	9.00		

\* Reclassification of the position from the Street Maintenance Division.

# 100-50-535 - Facilities & Grounds Maintenance

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	415,991	471,029	461,686	535,808
5010	Temporary Wages	9,004	10,000	11,682	10,000
5020	Overtime - Non Supervisory	18,449	20,000	23,954	20,000
5035	Acting Out of Class & Night Premium	12,341	10,000	12,226	10,000
		455,785	511,029	509,548	575,808
<b>Taxes and Benefits</b>					
5200	FICA Contribution	34,398	36,263	37,552	41,257
5205	IMRF Contribution	50,614	47,369	44,485	59,155
5220	PPO Insurance Contribution	88,385	116,635	102,663	144,910
5225	HMO Insurance Contribution	20,278	20,732	11,329	-
5230	Dental Insurance Contribution	7,029	9,777	8,056	7,741
5232	Vision Insurance Contribution	625	721	670	775
5235	Life Insurance Contribution	492	660	600	595
5240	Workers Compensation	48,929	51,385	49,223	58,461
5250	Uniform Allowance	3,000	3,000	3,000	3,500
		253,751	286,542	257,578	316,394
<b>Other Employee Costs</b>					
5310	Membership Dues	-	155	155	155 *
5325	Training	1,440	3,700	3,700	3,700 *
5335	Travel Expenses	264	75	75	75
		1,704	3,930	3,930	3,930
<b>Insurance</b>					
5535	Property & Liability Insurance	35,550	18,810	18,180	18,540
		35,550	18,810	18,180	18,540
<b>Contractual Services</b>					
6000	Professional Services	18,242	116,000	130,000	125,000 *
6015	Communication Services	2,781	2,700	2,700	2,700 *
		21,023	118,700	132,700	127,700
<b>Other Services</b>					
6110	Printing Services	-	250	-	250 *
6115	Licensing/Titles	-	200	100	200 *
6135.030	Rentals - Equipment	1,076	250	250	250
6145	Custodial Services	95,760	100,000	100,000	100,000
6195	Miscellaneous Contractual Services	226,349	565,000	350,000	561,000 *
		323,185	665,700	450,350	661,700
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	-	1,500	500	1,500 *
6315	R&M Buildings & Structures	10	-	-	-
6315.001	City Hall	246,234	1,243,600	400,000	1,702,500 *
6315.002	Public Works	48,961	113,000	35,000	173,000 *
6315.003	Police	184,153	235,000	125,000	146,000 *
6315.004	Fire Station #61	28,495	60,000	30,000	80,000 *
6315.005	Fire Station #62	7,548	4,500	4,500	5,900 *
6315.006	Fire Station #63	18,098	54,000	50,000	55,000 *
6315.007	Library	3,302	5,000	2,500	5,000 *
6315.008	EMA	470	2,000	1,000	2,000 *
6315.009	Civic Center Parking Deck	-	10,000	2,000	10,000
6315.012	Historical Society	34,165	10,500	4,000	7,500 *
6315.013	Food Pantry	-	3,000	3,000	3,000 *
6315.999	Other	31,399	65,000	65,000	65,000 *
		602,835	1,807,100	722,500	2,256,400

# 100-50-535 - Facilities & Grounds Maintenance

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Commodities</b>					
7000	Office Supplies	604	600	500	600
7020	Supplies - Safety	2,656	1,500	2,500	2,000
7025	Supplies - Custodial	27,455	26,000	40,000	32,000
7030	Supplies - Tools & Hardware	4,933	2,600	4,500	4,500 *
7035	Supplies - Equipment R&M	2,037	500	3,500	500
7045	Supplies - Building R&M	991	-	-	-
7045.001	City Hall	47,567	33,000	33,000	33,000 *
7045.002	Public Works	10,481	35,000	25,000	35,000 *
7045.003	Police	12,887	152,000	5,000	10,000 *
7045.004	Fire Station #61	4,780	2,200	5,500	2,200
7045.005	Fire Station #62	3,582	2,200	2,000	2,200
7045.006	Fire Station #63	11,354	43,700	20,000	2,200 *
7045.007	Library	-	700	-	700
7045.008	EMA	251	500	150	500
7045.009	Civic Center Parking Deck	182	500	750	500
7045.010	Library Parking Deck	443	500	-	500
7045.011	Metropolitan Square Parking	64	500	-	500
7045.012	Historical Society	713	1,000	200	1,000
7045.013	Food Pantry	-	1,000	500	1,000
7045.999	Other	1,170	1,000	400	1,000
7055.054	Other Supplies	639	-	-	-
7110	Natural Gas	5,167	-	1,400	-
7140	Electricity	134,827	125,000	135,000	135,000
7200	Other Supplies	1,447	1,125	1,500	1,125
7300	Uniforms	411	575	575	575
7310	Publications	-	100	-	100
7320	Equipment < \$5,000	16,798	8,000	18,000	8,000
		291,435	439,800	299,975	274,700
<b>Other Expenses</b>					
7500	Postage & Parcel	203	50	-	50
7550	Miscellaneous Expenses	391	300	450	300
		594	350	450	350
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	22,919	-	7,500	10,000
8100	Improvements	61,719	50,000	47,800	28,500 *
		84,638	50,000	55,300	38,500
<b>Division Total: Facilities &amp; Grounds Maintenance</b>		<b>2,070,499</b>	<b>3,901,961</b>	<b>2,450,511</b>	<b>4,274,022</b>

# 100-50-535 - Facilities & Grounds Maintenance

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Public Works Association Annual Dues	155
Account: 5325 - Training	American Public Works Association (APWA) Expo	200
	Building Maintenance Programs	3,500
Account: 6000 - Professional Services	Various Consulting Services	125,000
Account: 6015 - Communication Services	Cellular Phones	2,700
Account: 6110 - Printing Services	Business Cards, Door Hangers, Work Tickets, etc.	250
Account: 6115 - Licensing/Titles	Commercial Drivers License Renewals	200
Account: 6195 - Miscellaneous Contractual Services	Contractual Landscape Maintenance	200,000
	Electrical Repair Contract	15,000
	Floor Mats (Including Police)	10,000
	Landscaping Improvements, Bushes, Flowers, etc.	50,000
	New Welcome Signs at Various Locations	235,000
	(Carryover)	
	Pest Control	5,000
	Plumbing Repair Contract	15,000
	Weed spraying, Fertilizing, etc.	30,000
	White Way	1,000
Account: 6305 - R&M Equipment	Repair of Vacuums, Scrubbers, Compressors, etc.	1,500
Account: 6315.001 - City Hall	6th Floor City Hall Window Waterproofing	28,500
	City Hall Generator Distribution Repairs (Carryover)	20,000
	City Hall HVAC Upgrades Phase 1 (Carryover)	1,400,000
	Elevator Maintenance Contract	14,000
	HVAC Maintenance Contract	50,000
	Information Technology Remodel (Carryover)	30,000
	Misc. Remodel Jobs	135,000
	Miscellaneous Flooring Throughout City Hall	25,000
Account: 6315.002 - Public Works	Misc Building Repairs	35,000
	Monument Sign & Landscaping (Carryover)	18,000
	Parking Lot Asphalt Improvements Phase 2 (Carryover)	60,000
	Public Works Building Boiler Replacement	60,000
Account: 6315.003 - Police	Air Duct Cleaning	13,000
	Misc. Repairs	10,000
	Police Department Elevator Modernization	78,000
	Police Department Fire Panel Upgrade (Carryover)	45,000
Account: 6315.004 - Fire Station #61	Fire Station #61 Condenser Replacements	50,000
	Miscellaneous Building Repairs	30,000
Account: 6315.005 - Fire Station #62	Air Duct Cleaning	1,400
	Miscellaneous Repairs	4,500
Account: 6315.006 - Fire Station #63	Air Duct Cleaning	2,000
	Fire Station #63 Apron Replacement	30,000
	Fire Station #63 Roof Repair	18,000
	Miscellaneous Repairs	5,000
Account: 6315.007 - Library	Maint. Agreement - Building Exterior	5,000
Account: 6315.008 - EMA	Emergency Management Agency Repairs	2,000
Account: 6315.012 - Historical Society	Miscellaneous Repairs	7,500
Account: 6315.013 - Food Pantry	Air Duct Cleaning at the Food Pantry	3,000

# 100-50-535 - Facilities & Grounds Maintenance

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6315.999 - Other	Carpet Cleaning, Window Washing, Electrical, etc.	15,000
	Heating, Ventilation and Air Conditioning, Misc.	50,000
Account: 7030 - Supplies - Tools & Hardware	Screws, Nails, Glue and Saws for Carpenter Shop	4,500
Account: 7045.001 - City Hall	General City Hall Repairs	25,000
	Information Technology Department Remodel (Carryover)	8,000
Account: 7045.002 - Public Works	Misc Repairs	35,000
Account: 7045.003 - Police	Misc. Repairs	10,000
Account: 7045.006 - Fire Station #63	General Fire Station Repairs	2,200
Account: 8100 - Improvements	River Trail Bike/Walking Path LED Lighting Upgrade	28,500

## PUBLIC WORKS AND ENGINEERING

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### *Vehicle Maintenance Division*

#### **Division Overview**

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

#### **Performance Measures**

Service	Metric	Actual 2017	Actual 2018	Projected 2019
Vehicle Maintenance	Number of Vehicle Repairs	1,786	1,684	2,058

#### **2019 Major Accomplishments**

1. Maintained and repaired over 355 pieces of equipment. The division provided services and support to all City departments via City mechanics, contractual services and warranty repairs.
2. Continued the process of auctioning surplus vehicles through Obenauf Auction Services. Two auctions are expected to be completed in 2019 to dispose of over 40 vehicles/equipment upon approval by the City Council.
3. Integrated a new fuel monitoring system to improve reporting of departmental fuel usage. Implementation will continue in 2020.

#### **2020 Goals and Objective**

1. Continue update fleet inventory maintenance and repairs with software to improve efficiency and improve cost tracking of fleet. These improvements will help improve service, minimize costs, and aid in the budgeting process.
2. Continue the integration of the current fuel monitoring system and/or utilizing a new system application to improve reporting of departmental fuel usage.
3. Review options for the creation of an additional building at the Public Works facility for vehicle maintenance and repair operations while converting the existing maintenance shop for a citywide vehicle washing station and additional equipment parking.

2020 Budget

**PUBLIC WORKS & ENGINEERING -  
VEHICLE MAINTENANCE**

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**PERSONNEL EXHIBIT**

Department: PWE		Div: Vehicle Maintenance		Div. No: 50 - 540	
Title		Authorized Positions			
		2018 Budget	2019 Budget	2020 Budget	
Superintendent-General Services		0.50	0.50	0.50	
Foreman - Vehicle Maintenance		1.00	1.00	1.00	
Mechanic		4.00	4.00	4.00	
Part-Time		<u>0.00</u>	<u>0.50</u>	<u>0.50</u>	
Total Full Time Equivalent (FTE) Employees:		5.50	6.00	6.00	



# 100-50-540 - Vehicle Maintenance

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	396,496	480,890	445,435	482,866
5010	Temporary Wages	3,416	30,000	30,000	30,000
5020	Overtime - Non Supervisory	15,765	17,500	19,003	17,500
5035	Acting Out of Class & Night Premium	7,085	6,000	6,662	6,000
		422,762	534,390	501,100	536,366
<b>Taxes and Benefits</b>					
5200	FICA Contribution	31,823	36,811	35,333	36,962
5205	IMRF Contribution	47,456	48,649	42,580	53,268
5220	PPO Insurance Contribution	36,409	56,499	49,999	56,440
5225	HMO Insurance Contribution	50,695	51,830	49,836	52,867
5230	Dental Insurance Contribution	5,977	8,174	6,941	7,423
5232	Vision Insurance Contribution	431	520	553	658
5235	Life Insurance Contribution	389	396	425	466
5240	Workers Compensation	22,731	25,769	24,850	25,984
5250	Uniform Allowance	240	320	320	320
5260	RHS Plan Payout	3,055	3,240	3,056	3,305
		199,207	232,208	213,893	237,693
<b>Other Employee Costs</b>					
5310	Membership Dues	-	190	190	190 *
5325	Training	2,977	9,250	6,000	9,250 *
5335	Travel Expenses	-	100	50	100
		2,977	9,540	6,240	9,540
<b>Insurance</b>					
5535	Property & Liability Insurance	18,770	21,430	21,430	17,300
		18,770	21,430	21,430	17,300
<b>Contractual Services</b>					
6015	Communication Services	1,539	1,950	1,400	1,950 *
6040	Waste Hauling & Debris Removal	1,607	2,000	2,000	2,000 *
		3,146	3,950	3,400	3,950
<b>Other Services</b>					
6110	Printing Services	-	-	-	-
6115	Licensing/Titles	1,695	4,150	2,500	2,950 *
6135.031	Rentals - Uniforms	7,188	6,500	9,000	9,000
6190	Tow/Storage/Abandoned Fees	2,168	1,000	1,500	1,000
6195	Miscellaneous Contractual Services	6,273	7,700	7,700	7,700 *
		17,324	19,350	20,700	20,650
<b>Repairs and Maintenance</b>					
6300	R&M Software	2,995	2,995	4,995	4,995 *
6305	R&M Equipment	31,905	15,000	15,000	15,000 *
6310	R&M Vehicles	83,583	65,000	75,000	110,000 *
		118,482	82,995	94,995	129,995
<b>Commodities</b>					
7000	Office Supplies	226	200	100	200
7020	Supplies - Safety	439	1,350	1,000	1,350 *
7030	Supplies - Tools & Hardware	3,998	4,900	4,900	5,200 *
7035	Supplies - Equipment R&M	7,433	15,000	5,000	15,000 *
7040	Supplies - Vehicle R&M	257,578	250,000	250,000	280,000 *
7110	Natural Gas	538	700	650	700
7120	Gasoline	217,570	225,000	225,000	225,000
7130	Diesel	113,819	120,000	120,000	120,000
7200	Other Supplies	533	500	750	650

# 100-50-540 - Vehicle Maintenance

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Commodities</b>					
7300	Uniforms	420	650	400	650
7320	Equipment < \$5,000	30,175	24,900	3,500	7,500 *
		632,727	643,200	611,300	656,250
<b>Other Expenses</b>					
7500	Postage & Parcel	43	-	-	-
7550	Miscellaneous Expenses	129	-	-	-
		172	-	-	-
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	-	-	-	-
8015	Equipment	-	50,000	71,000	65,000 *
		-	50,000	71,000	65,000
<b>Division Total: Vehicle Maintenance</b>		<b>1,415,568</b>	<b>1,597,063</b>	<b>1,544,058</b>	<b>1,676,744</b>

# 100-50-540 - Vehicle Maintenance

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Public Works Association	160
	Annual Fee - Municipal Fleet Managers Association	30
Account: 5325 - Training	American Public Works Association Expo	250
	CFA Training	3,000
	EVT & Sweeper Repair Training	4,000
	School for Auto & Truck Repair Procedures	2,000
Account: 6015 - Communication Services	Cell Phones	1,950
Account: 6040 - Waste Hauling & Debris Removal	Pick Up of Parts Cleaner Solvent	900
	Tire Disposal	500
	Waste Oil Disposal	600
Account: 6115 - Licensing/Titles	Annual Fee for Vehicle License Plates	500
	Commercial Drivers License Renewals	200
	Fee Charged for Titles on New City Vehicles	250
	Semi-Annual IL Safety Inspections on All Trucks	2,000
Account: 6195 - Miscellaneous Contractual Services	Monthly Torch Tank Rental	4,200
	Vehicle Lift Certifications	3,500
Account: 6300 - R&M Software	Annual Maintenance of Vehicle Scanner Software	2,000
	Annual Maintenance on the Fleet Software	2,995
Account: 6305 - R&M Equipment	Repairs to Air Compressors, Lifts, Diagnostic Equipment	15,000
Account: 6310 - R&M Vehicles	Fire Department Dive Van Rehabilitation	45,000
	Misc Repairs	65,000
Account: 7020 - Supplies - Safety	Generall Safety Equipment	750
	Winter Clothing per MECCA Agreement	600
Account: 7030 - Supplies - Tools & Hardware	Large Air Tools, Tire Tools, etc	2,500
	Union Contract Allowance	2,700
Account: 7035 - Supplies - Equipment R&M	Small Power Equipment, Propane for Deck Scrubber	15,000
Account: 7040 - Supplies - Vehicle R&M	Fire Department Dive Van Rehabilitation	30,000
	Other Parts & Accessories for All City Departments	250,000
Account: 7320 - Equipment < \$5,000	Various Mechanical Equipment	7,500
Account: 8015 - Equipment	Fuel System Upgrades-Phase 2	65,000

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## 2020 Budget POLICE

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### Mission Statement

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

	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Salaries	11,369,401	12,012,676	12,601,734	12,992,506	12,479,171	13,283,595
Benefits	8,287,713	8,500,951	8,883,391	9,508,952	9,255,798	9,439,047
Contractual Services	368,922	398,050	1,992,040	2,156,891	2,158,902	2,235,246
Commodities	165,975	162,410	156,680	185,160	160,697	186,730
Capital Outlay	12,500	821	25,088	192,600	184,525	47,100
Transfers	1,079,308	1,266,556	-	-	-	-
<b>Total</b>	<b>21,283,819</b>	<b>22,341,463</b>	<b>23,658,933</b>	<b>25,036,109</b>	<b>24,239,093</b>	<b>25,191,718</b>

### Department Overview

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

## 2020 Budget POLICE

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### *Administrative Division*

#### **Division Overview**

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

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

#### **Performance Measures**

Service	Metric	Actual 2016	Actual 2018	Projected 2019
Administration	# of New Police Vehicles Purchased/ Outfitted	0	8	11
	# of Arrest Videos Burned - Court Subpoena	371	327	350
	# of DUI Videos Burned – Court Subpoena	48	77	65

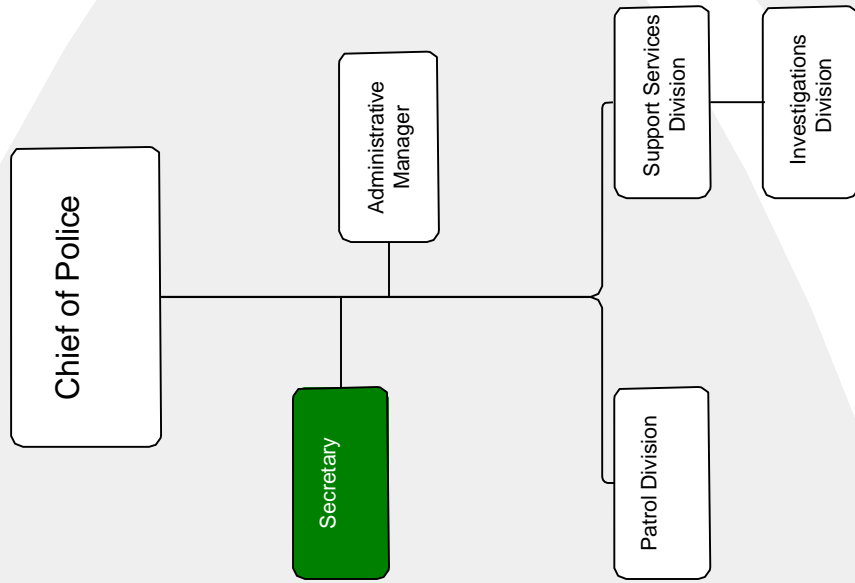
#### **2019 Major Accomplishments**

1. Hiring and training of new Executive Secretary.
2. Increased cooperation with local, state, and federal public safety agencies.

#### **2020 Goals and Objectives**

1. Implement updated body cameras for the police department.
2. Improve outreach with community groups and community events.

# Police Department - Administration



**2020 Budget**  
**POLICE -**  
**ADMINISTRATION**

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**PERSONNEL EXHIBIT**

Department: Police	Div: Administration	Div. No: 60 - 100		
Title	Authorized Positions			
	2018 Budget	2019 Budget	2020 Budget	
Chief	1.00	1.00	1.00	
Policy & Budget Coordinator/ Court Liaison	1.00	0.00	0.00	
Secretary/Police	1.00	1.00	1.00	
Administrative Manager	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	
Total Full Time Equivalent (FTE) Employees:	4.00	3.00	3.00	



# 100-60-100 - Administration

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	296,045	322,473	300,894	340,399
5020	Overtime - Non Supervisory	-	1,000	500	1,000
5025	Secondary Employment	11,305	-	11,000	11,000
		307,350	323,473	312,394	352,399
<b>Taxes and Benefits</b>					
5200	FICA Contribution	13,486	14,533	13,397	15,076
5205	IMRF Contribution	39,073	37,352	34,619	43,346
5220	PPO Insurance Contribution	47,280	54,075	48,370	56,440
5230	Dental Insurance Contribution	2,826	3,343	3,026	3,297
5232	Vision Insurance Contribution	292	316	283	318
5235	Life Insurance Contribution	273	297	280	290
5240	Workers Compensation	10,154	9,808	9,808	10,406
5250	Uniform Allowance	1,575	1,575	1,575	1,575
5260	RHS Plan Payout	33,098	7,024	11,255	11,705
		148,056	128,323	122,613	142,453
<b>Other Employee Costs</b>					
5310	Membership Dues	220	1,425	1,600	1,600 *
5320	Conferences	30	1,500	1,000	1,500 *
5325	Training	730	1,000	800	1,000 *
5335	Travel Expenses	-	100	-	100 *
		980	4,025	3,400	4,200
<b>Insurance</b>					
5535	Property & Liability Insurance	12,580	6,690	6,690	4,980
		12,580	6,690	6,690	4,980
<b>Contractual Services</b>					
6015	Communication Services	2,946	2,500	2,000	2,500 *
		2,946	2,500	2,000	2,500
<b>Commodities</b>					
7000	Office Supplies	195	500	400	500 *
7200	Other Supplies	-	500	500	500
7320	Equipment < \$5,000	-	-	587	-
		195	1,000	1,487	1,000
<b>Other Expenses</b>					
7500	Postage & Parcel	78	150	100	150 *
		78	150	100	150
<b>Division Total: Administration</b>		<b>472,185</b>	<b>466,161</b>	<b>448,684</b>	<b>507,682</b>

# 100-60-100 - Administration

## 2020 Budget Justification Worksheet

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

**2020 Budget**  
**POLICE**

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*Operations (Patrol) Division*

**Division Overview**

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

**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Projected 2019</b>
Uniformed Patrol	Total Number of Uniformed Patrol Officers	91	97	100
	Total Number of Incidents Reported	7,875	8,183	7,750
	Total Arrests	753	594	625
	Total DUI Arrests	47	79	65
	SWAT Call Outs	0	1	2
	Number of Compliance & Parking Violations Issued	10,212	13,037	12,000

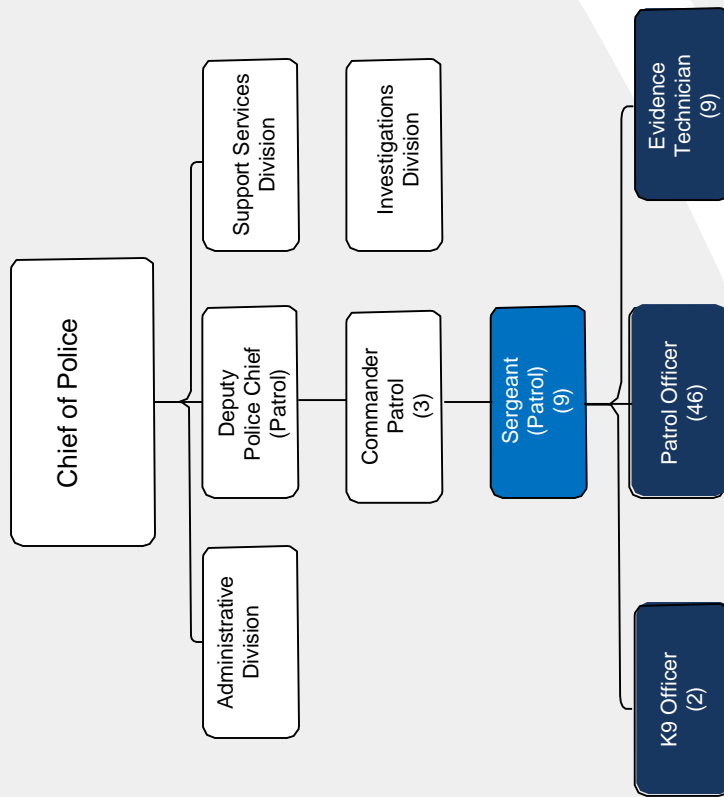
**2019 Major Accomplishments**

1. Implementation of squad printers and Lexis Nexis eCrash reporting software.
2. Implementation of the Lock It or Lose It, Drop It and Drive, and Click It or Ticket campaigns.

**2020 Goals and Objectives**

1. Update and installation of CAD software in patrol vehicles and the Watch Commanders Office.
2. Maintaining continuity of operations during facility remodel and/or construction.

# Police Department - Uniformed Patrol



MAP 240

MAP 241

FY2020

**2020 Budget**  
**POLICE -**  
**UNIFORMED PATROL**

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**PERSONNEL EXHIBIT**

Department: Police		Div: Uniformed Patrol		Div. No: 60 - 610	
Title	Authorized Positions				
	2018 Budget	2019 Budget	2020 Budget		
Deputy Chief	1.00	1.00	1.00		
Commander	3.00	3.00	3.00		
Sergeant/UP	9.00	9.00	9.00		
Patrolman/SP (9 ET)	9.00	9.00	9.00		
Patrolman/K9	1.00	2.00	2.00		
Patrolman/UP	<u>46.00</u>	<u>46.00</u>	<u>46.00</u>		
Total Full Time Equivalent (FTE) Employees:	69.00	70.00	70.00		

# 100-60-610 - Uniformed Patrol

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	7,091,755	7,229,663	6,947,087	7,406,963
5015	Overtime - Supervisory	63,519	58,000	67,901	58,000
5020	Overtime - Non Supervisory	378,596	325,000	310,000	325,000
5025	Secondary Employment	26,920	25,000	25,209	27,500
5030	Court Pay	73,367	115,000	95,000	95,000
5035	Acting Out of Class & Night Premium	35,818	69,200	40,000	40,000
		<u>7,669,976</u>	<u>7,821,863</u>	<u>7,485,197</u>	<u>7,952,463</u>
<b>Taxes and Benefits</b>					
5200	FICA Contribution	106,271	105,726	100,524	108,367
5210	Police Pension Contribution	3,948,193	4,387,680	4,387,680	4,402,800
5220	PPO Insurance Contribution	1,079,462	1,146,732	999,798	1,036,091
5225	HMO Insurance Contribution	191,541	198,200	181,387	184,758
5230	Dental Insurance Contribution	70,415	81,018	73,643	74,428
5232	Vision Insurance Contribution	765	8,074	7,013	6,938
5235	Life Insurance Contribution	5,655	6,016	6,100	5,821
5240	Workers Compensation	203,619	196,876	196,876	201,777
5250	Uniform Allowance	45,350	43,025	43,800	42,250
5260	RHS Plan Payout	179,937	123,733	110,169	114,576
		<u>5,831,208</u>	<u>6,297,080</u>	<u>6,106,990</u>	<u>6,177,806</u>
<b>Other Employee Costs</b>					
5310	Membership Dues	150	255	190	255 *
5320	Conferences	-	1,000	700	1,000
5325	Training	31,915	39,700	35,000	39,700 *
5335	Travel Expenses	102	500	-	500 *
		<u>32,167</u>	<u>41,455</u>	<u>35,890</u>	<u>41,455</u>
<b>Insurance</b>					
5535	Property & Liability Insurance	157,220	133,300	133,300	108,620
		<u>157,220</u>	<u>133,300</u>	<u>133,300</u>	<u>108,620</u>
<b>Contractual Services</b>					
6015	Communication Services	29,872	57,525	30,000	57,525 *
		<u>29,872</u>	<u>57,525</u>	<u>30,000</u>	<u>57,525</u>
<b>Other Services</b>					
6110	Printing Services	2,180	200	200	200
6195	Miscellaneous Contractual Services	310	3,600	2,086	2,500 *
		<u>2,490</u>	<u>3,800</u>	<u>2,286</u>	<u>2,700</u>
<b>Repairs and Maintenance</b>					
6300	R&M Software	43,201	2,000	2,000	2,000 *
		<u>43,201</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<b>Commodities</b>					
7000	Office Supplies	2,888	3,000	3,000	3,000 *
7120	Gasoline	70	-	-	-
7200	Other Supplies	4,464	9,120	4,500	9,120 *
7300	Uniforms	13,077	16,000	16,000	16,000 *
7310	Publications	1,050	-	-	-
7320	Equipment < \$5,000	181	1,400	1,400	1,400 *
		<u>21,729</u>	<u>29,520</u>	<u>24,900</u>	<u>29,520</u>
<b>Other Expenses</b>					
7500	Postage & Parcel	345	200	100	200

# 100-60-610 - Uniformed Patrol

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Other Expenses</b>					
7550	Miscellaneous Expenses	341	-	-	-
		686	200	100	200
<b>Division Total: Uniformed Patrol</b>		<b>13,788,549</b>	<b>14,386,743</b>	<b>13,820,663</b>	<b>14,372,289</b>

# 100-60-610 - Uniformed Patrol

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	IL Association of Technical Accident Investigators	135
	International Association of Chiefs of Police	120
Account: 5325 - Training	2 Week Sergeant's School	4,000
	Breath Alcohol Certification	300
	Defensive Driving	500
	Evidence Tech Training	6,000
	Field Training Officer School	1,000
	Interviews & Interrogations	2,400
	Police Academy Training (5)	15,000
	Report Writing Class	500
	Staff and Command School	10,000
Account: 5335 - Travel Expenses	Mileage, Tolls, Parking	500
Account: 6015 - Communication Services	AT&T GMS Data Connection (PD Tracker)	900
	Broadband Cards for Police MDC	18,000
	Cook County Radio System	29,625
	Departmental Cell Phones, iPad (Deputy Chief)	7,500
	IPSAN Mobile Data Computer	500
	Northern Illinois Police Alarm Language Line	1,000
Account: 6195 - Miscellaneous Contractual Services	Body Camera Redaction Software	2,500
Account: 6300 - R&M Software	Traffic Reconstruction Software	2,000
Account: 7000 - Office Supplies	Paper, Pens, Pencils, Etc	3,000
Account: 7200 - Other Supplies	Evidence Technician Supplies	8,520
	Vehicle Specification Sheets	600
Account: 7300 - Uniforms	Police Uniforms, New Hires (5)	10,000
	Replace Damaged Uniforms	6,000
Account: 7320 - Equipment < \$5,000	Evidence Tech Equip.- Traffic Data System (TDS)	1,400



**2020 Budget**  
**POLICE**

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*Criminal Investigations Division*

**Division Overview**

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

**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Projected 2019</b>
Criminal Investigations	Total Cases Assigned	841	722	1,300
	Total Cases Closed	766	825	1,118
	Juvenile Arrests - % of Total Arrests	20%	30%	30%
	Total Arrests	124	448	380

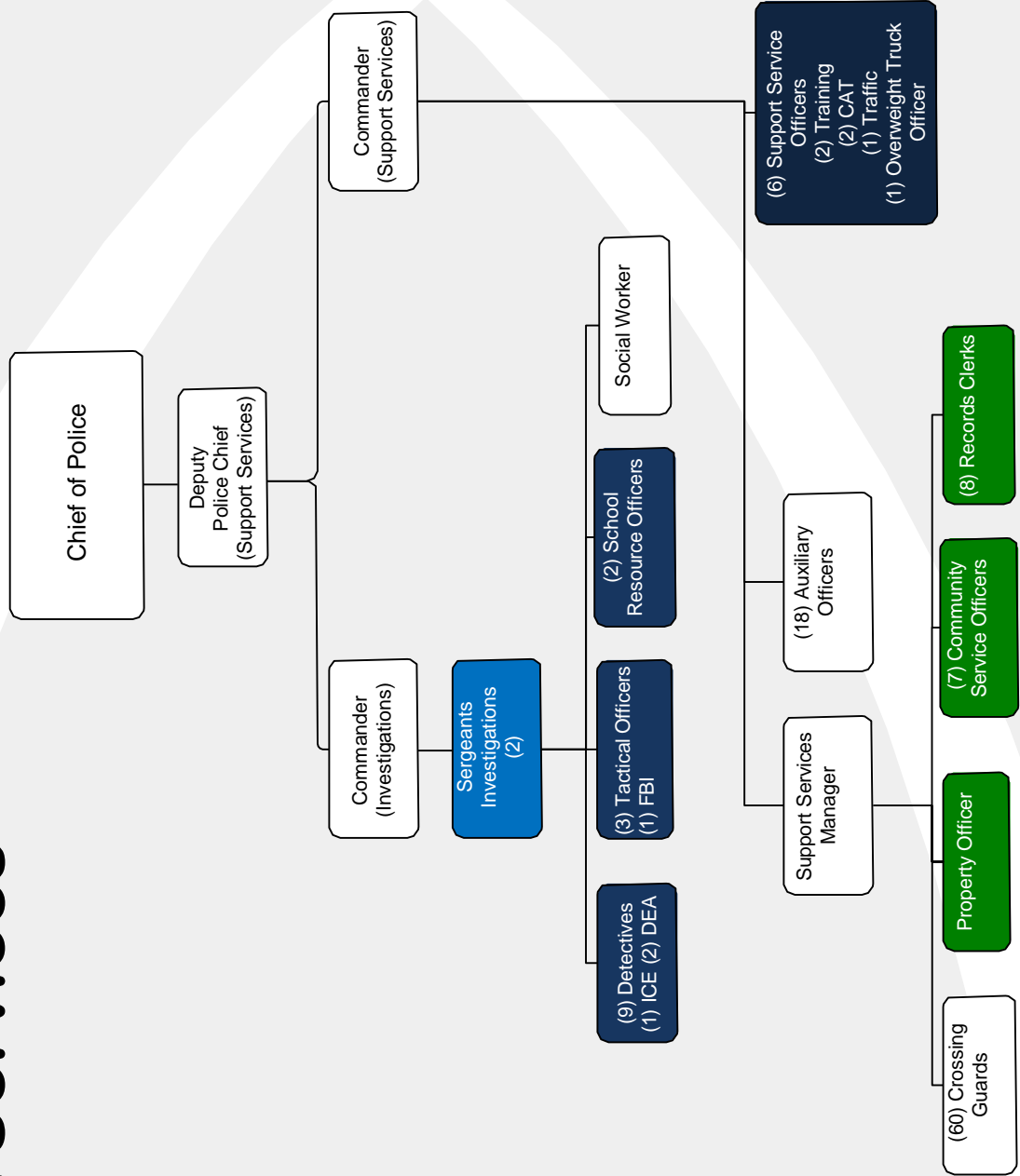
**2019 Major Accomplishments**

1. Implementation of the Tri-Tech case management system.
2. Expanded the Peer Support Program within the police department.

**2020 Goals and Objectives**

1. Conduct a successful audit of the evidence section.
2. Implement a new system for extracting data and information from electronic devices.

# Police Department – Criminal Investigation / Support Services



MAP 240

MAP 241

AFSCME

FY2020

**2020 Budget**  
**POLICE -**  
**CRIMINAL INVESTIGATION**

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**PERSONNEL EXHIBIT**

Department: Police		Div: Criminal Investigation		Div. No: 60 - 620	
Title	Authorized Positions			2020 Budget	
	2018 Budget	2019 Budget	2020 Budget		
Commander	1.00	1.00	1.00	1.00	
Detective Sergeant	2.00	2.00	2.00	2.00	
Detective (9 Detectives, 2 DEA, 1 Customs)	10.00	12.00	12.00	12.00	
Patrolman/CI (3 Delta, 1 FBI Task Force, 2 SRO's)	6.00	6.00	6.00	6.00	
Police Social Worker	1.00	1.00	1.00	1.00	
Total Full Time Equivalent (FTE) Employees:	20.00	22.00	22.00	22.00	

# 100-60-620 - Criminal Investigation

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	2,111,389	2,300,114	2,193,189	2,416,422
5015	Overtime - Supervisory	12,120	40,000	22,000	15,000
5020	Overtime - Non Supervisory	253,156	167,000	205,682	180,000
5025	Secondary Employment	-	3,300	1,650	3,300
5030	Court Pay	26,284	40,000	32,706	35,000
5035	Acting Out of Class & Night Premium	-	1,000	-	-
		2,402,950	2,551,414	2,455,227	2,649,722
<b>Taxes and Benefits</b>					
5200	FICA Contribution	40,168	39,106	39,450	40,996
5205	IMRF Contribution	9,887	8,533	7,842	10,180
5210	Police Pension Contribution	1,151,556	1,279,740	1,279,740	1,284,150
5220	PPO Insurance Contribution	304,169	357,652	315,616	335,549
5225	HMO Insurance Contribution	66,912	61,311	70,593	84,588
5230	Dental Insurance Contribution	22,003	26,851	24,466	27,069
5232	Vision Insurance Contribution	260	2,306	2,236	2,505
5235	Life Insurance Contribution	1,553	1,879	1,780	1,779
5240	Workers Compensation	61,258	60,242	60,242	63,351
5250	Uniform Allowance	14,050	14,825	14,825	16,375
5260	RHS Plan Payout	87,733	64,131	59,620	62,005
		1,759,551	1,916,576	1,876,410	1,928,547
<b>Other Employee Costs</b>					
5310	Membership Dues	3,050	4,245	3,500	4,245 *
5325	Training	12,091	8,625	9,000	8,625 *
5335	Travel Expenses	1,665	150	150	150 *
		16,806	13,020	12,650	13,020
<b>Insurance</b>					
5535	Property & Liability Insurance	65,170	53,490	53,490	44,410
		65,170	53,490	53,490	44,410
<b>Contractual Services</b>					
6015	Communication Services	17,971	16,500	16,500	16,500 *
		17,971	16,500	16,500	16,500
<b>Other Services</b>					
6115	Licensing/Titles	20	-	-	-
6135.999	Rentals - Other	1,563	1,000	1,000	1,000 *
6195	Miscellaneous Contractual Services	21,623	14,075	23,750	23,750 *
		23,206	15,075	24,750	24,750
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	-	250	250	250
		-	250	250	250
<b>Commodities</b>					
7000	Office Supplies	2,104	2,000	2,000	2,000
7120	Gasoline	240	-	-	-
7200	Other Supplies	1,108	500	500	500
7300	Uniforms	-	200	100	200
7310	Publications	-	80	-	80 *
7320	Equipment < \$5,000	434	500	500	500 *
		3,886	3,280	3,100	3,280

# 100-60-620 - Criminal Investigation

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Other Expenses</b>					
7500	Postage & Parcel	50	250	250	250
		50	250	250	250
<b>Division Total: Criminal Investigation</b>		<b>4,289,589</b>	<b>4,569,855</b>	<b>4,442,627</b>	<b>4,680,729</b>

# 100-60-620 - Criminal Investigation

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total	
Account: 5310 - Membership Dues	American Association of Financial Crimes	40	
	Association of Police Social Workers	30	
	IL Drug Enforcement Officers Association	125	
	International Association of Financial Crimes Investigators	150	
	Major Case Assist Team (MCAT)	3,300	
	Midwest Homicide Investigators Association	100	
	North Suburban Juvenile Officers Association	220	
	Professionals Against Confidence Crime	200	
	School Resource Officer Association	80	
	Account: 5325 - Training	Advanced Financial Crimes	850
		Basic Financial Crimes	850
Basic Narcotics Investigator		1,500	
Criminal Investigation		1,725	
Interviews & Interrogations		800	
Lineup Software Upgrade		800	
School Resource Officer Training		500	
Social Worker Training		1,600	
Account: 5335 - Travel Expenses	Mileage, Tolls, Parking	150	
Account: 6015 - Communication Services	Broadband Cards	1,000	
	Departmental Cell Phones, iPad (3)	15,500	
Account: 6135.999 - Rentals - Other	Rental of Surveillance Vehicles	1,000	
Account: 6195 - Miscellaneous Contractual Services	BPFC Background Checks (Transunion)	2,400	
	Cell Phone Forensics	3,000	
	Critical Reach	700	
	Leads Online (Pawnshop Database)	5,200	
	Lexis Nexis Risk	4,000	
	Outside Forensic Services	5,000	
	Thomson Reuters	3,300	
	Yahoo	150	
Account: 7310 - Publications	State's Attorney Appellate Delivery	80	
Account: 7320 - Equipment < \$5,000	Office Equipment	500	

**2020 Budget**  
**POLICE**

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*Support Services Division*

**Division Overview**

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

**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Projected 2019</b>
Support Services	# of Police Education Programs Presented	68	84	85
	# of Police Training Classes Conducted	234	214	215

**2019 Major Accomplishments**

1. The Records Management System and Report System were upgraded and are running efficiently.
2. Improved public relations through social media and police education programs.

**2020 Goals and Objectives**

1. Have every school district in Des Plaines A.L.I.C.E. or equivalent trained for active shooters in the schools.
2. Implement Tyler Technology eticket and administrative hearing software.

**2020 Budget**  
**POLICE -**  
**SUPPORT SERVICES**

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**PERSONNEL EXHIBIT**

Department: Police		Div: Support Services		Div. No: 60 - 630	
Title	Authorized Positions				
	2018 Budget	2019 Budget	2020 Budget		
Deputy Chief	1.00	1.00	1.00		
Support Services Commander	1.00	1.00	1.00		
Patrolman/SP (2 CAT, 2 Training, 1 Traffic Ofc)	5.00	5.00	5.00		
Support Services Manager	1.00	1.00	1.00		
Community Service Officer	7.00	7.00	7.00		
Records Clerk*	8.00	8.00	7.00		
Lab/Property Specialist	1.00	1.00	1.00		
Truck Enforcement Officer	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>		
Total Full Time Equivalent (FTE) Employees:	25.00	25.00	24.00		

\* Reclassification of a Records Clerk to the Human Resources Division.



# 100-60-630 - Support Services

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	1,907,012	1,967,256	1,910,461	1,986,511
5010	Temporary Wages	178,479	210,000	191,463	210,000
5015	Overtime - Supervisory	2,541	-	1,000	1,000
5020	Overtime - Non Supervisory	70,113	70,000	62,272	70,000
5025	Secondary Employment	56,805	40,000	55,000	55,000
5030	Court Pay	2,167	-	1,000	1,000
5035	Acting Out of Class & Night Premium	4,340	8,500	5,157	5,500
		2,221,458	2,295,756	2,226,353	2,329,011
<b>Taxes and Benefits</b>					
5200	FICA Contribution	112,859	96,614	102,253	94,169
5205	IMRF Contribution	126,625	104,071	96,425	115,544
5210	Police Pension Contribution	383,852	426,580	426,580	428,050
5220	PPO Insurance Contribution	262,663	285,532	267,162	273,518
5225	HMO Insurance Contribution	125,142	125,622	125,494	142,119
5230	Dental Insurance Contribution	23,512	26,674	26,078	27,206
5232	Vision Insurance Contribution	1,702	2,401	2,344	2,513
5235	Life Insurance Contribution	1,918	2,024	2,003	1,940
5240	Workers Compensation	48,924	42,846	42,846	44,662
5250	Uniform Allowance	11,225	12,000	10,600	10,600
5260	RHS Plan Payout	46,154	42,609	48,000	49,920
		1,144,577	1,166,973	1,149,785	1,190,241
<b>Other Employee Costs</b>					
5310	Membership Dues	15,704	9,450	10,525	10,525 *
5320	Conferences	30	1,000	700	1,000
5325	Training	20,281	27,090	27,090	27,090 *
5335	Travel Expenses	2,207	150	100	150 *
		38,222	37,690	38,415	38,765
<b>Insurance</b>					
5535	Property & Liability Insurance	49,430	49,330	49,330	46,330
		49,430	49,330	49,330	46,330
<b>Contractual Services</b>					
6000	Professional Services	12,050	28,125	15,000	28,125 *
6015	Communication Services	211,517	169,200	215,000	169,200 *
6035	Dispatch Services	1,141,261	1,321,351	1,321,351	1,406,205 *
		1,364,828	1,518,676	1,551,351	1,603,530
<b>Other Services</b>					
6110	Printing Services	20,696	11,500	11,500	11,500 *
6115	Licensing/Titles	60	-	-	-
6185	Animal Control	51,458	43,000	52,000	53,000 *
6190	Tow/Storage/Abandoned Fees	2,070	2,500	2,500	2,500
6195	Miscellaneous Contractual Services	33,404	34,350	34,350	44,350 *
		107,687	91,350	100,350	111,350
<b>Repairs and Maintenance</b>					
6300	R&M Software	5,186	67,665	53,000	69,811 *
6305	R&M Equipment	15,049	27,550	24,000	27,550 *
6310	R&M Vehicles	5,072	3,500	2,500	3,500 *
6345	R&M Police Range	1,958	11,500	16,750	11,500 *
		27,265	110,215	96,250	112,361
<b>Commodities</b>					
7000	Office Supplies	10,144	11,000	10,000	11,000
7010	Supplies - Community Relations	16,893	18,000	15,000	18,000 *

# 100-60-630 - Support Services

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Commodities</b>					
7015	Supplies - Police Range	62,825	63,630	63,630	63,630 *
7035	Supplies - Equipment R&M	2,474	-	613	-
7040	Supplies - Vehicle R&M	720	-	17	-
7045	Supplies - Building R&M	109	-	-	-
7055.051	Street Sign Supplies	-	200	-	200 *
7120	Gasoline	144	-	-	-
7200	Other Supplies	13,210	29,050	18,000	29,050 *
7300	Uniforms	4,531	4,900	4,900	4,900 *
7310	Publications	3,968	3,180	4,500	4,750 *
7320	Equipment < \$5,000	11,684	18,000	12,000	18,000 *
		126,702	147,960	128,660	149,530
<b>Other Expenses</b>					
7500	Postage & Parcel	285	500	100	500
7525	Meals	939	1,200	900	1,200 *
7550	Miscellaneous Expenses	2,132	1,100	1,100	1,100
		3,355	2,800	2,100	2,800
<b>Capital Outlay</b>					
8000	Computer Software	25,000	42,500	38,425	32,100 *
8005	Computer Hardware	-	5,000	1,000	-
8010	Furniture & Fixtures	88	-	-	-
8015	Equipment	-	145,100	145,100	15,000 *
		25,088	192,600	184,525	47,100
<b>Division Total: Support Services</b>		<b>5,108,611</b>	<b>5,613,350</b>	<b>5,527,119</b>	<b>5,631,018</b>

# 100-60-630 - Support Services

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Illinois Law Enforcement Alarm System (ILEAS)	360
	International Association Chief of Police	150
	Law Enforcement Records Management	25
	Law Enforcement Support Office (LESO)	900
	Northeast Multi Regional Training (NEMRT)	9,000
	Sam's Club	90
Account: 5325 - Training	Animal Control Training	200
	Child Safety Seat Install Training (2)	500
	Community Service Officer (CSO) Training	500
	CPR, Defibrillator, Gas Mask Testing	7,690
	Hazardous Materials, Bloodborne Pathogen Training	2,300
	Language Certification-Interlate	500
	Legal Training & Updates (Private Attorney)	8,200
	Police Training	7,200
Account: 5335 - Travel Expenses	Mileage, Tolls, Parking	150
Account: 6000 - Professional Services	Body Removal Service	25,000
	Training Facility Rentals	3,125
Account: 6015 - Communication Services	Backup 911 Center Communications	160,000
	Departmental Cell Phones, iPad (Commander)	9,200
Account: 6035 - Dispatch Services	Surcharge Credit (Dispatch Services)	(800,000)
	Wheeling Agreement	2,206,205
Account: 6110 - Printing Services	Neighborhood Watch/Crime Prevention	1,500
	Officer Resource Book/General Order Manuals	2,000
	Parking Tickets/Compliance Tickets	3,500
	Photo Reproduction	500
	Police Forms	1,250
	Production-Flyers-Inserts	1,000
	Stationary	1,750
Account: 6185 - Animal Control	Animal Control	10,000
	Animal Removal Services	31,000
	Veterinary Services	12,000
Account: 6195 - Miscellaneous Contractual Services	All Traffic Solutions (Speedboards)	8,750
	Audit of Police Department Evidence Section	10,000
	Battery Charger Contract	300
	Cleaning Company/ Biohazard	1,500
	Exterminator	500
	Lexipol Maintenance Fee	13,800
	Shredding	9,500
	Account: 6300 - R&M Software	Back up 911 Center Annual Firewall Maintenance
Back up 911 Center Maintenance	4,000	
Body Camera Software Annual License	3,665	
Tri-Tech Maintenance Fee	47,000	
Tyler Incode & Brazos Software - Annual Maintenance	12,146	

# 100-60-630 - Support Services

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6305 - R&M Equipment	Backup 911 Center General Repair & Maintenance	6,600
	Backup 911 Center SEPS Maintenance Contract	5,200
	Backup 911 Center SMS System Maintenance	2,400
	Chicago Comm-Back up 911 Center Service Plan	2,000
	Door Lock R & M	1,000
	Fire Extinguishers - Police Building	400
	Labor for Equip. Out of Contract (Radios, Computers)	3,000
	Microfilm Machine Maintenance - Eastman Kodak	800
	Porter Lee-Beast (Evidence & Property System)	850
	R&M of Truck Scale	2,300
	Radar & Laser Repair/Certification	2,000
	Recertification of Truck Scale	1,000
	Account: 6310 - R&M Vehicles	Squad Car Washes
Account: 6345 - R&M Police Range	Range Maintenance	6,700
	Range Maintenance (Lead removal, filters)	4,800
Account: 7010 - Supplies - Community Relations	Community Relations - Special Events	18,000
Account: 7015 - Supplies - Police Range	Ammunition	50,000
	Eye Protection	250
	Hearing Protection	250
	Misc. Range Supplies	3,250
	Outdoor Range Fees	1,880
	Range Targets	2,500
	Tasers	5,500
Account: 7055.051 - Street Sign Supplies	Traffic Signage	200
Account: 7200 - Other Supplies	Animal Control Supplies	2,700
	Community Service Officer Supplies	650
	Department and Citizen Awards/Plaques	1,500
	Fire Extinguishers	750
	First Aid Kits	500
	Flares	2,500
	Hinckley Schmidt	750
	Keg Tag Program-Keg Tags	1,000
	Locksmith Services	2,000
	Misc. Hardware	200
	Naloxone Opioids Overdose Drug Replacement	10,000
	Personal Protection Kits	200
	Photo/Lab Supplies	1,000
	Prisoner Blankets	1,500
	Replacement Batteries-Portable Radios	500
	Sign-A-Rama	200
	Snow Brushes	100
	Taxi License Stickers	1,200
	Traffic Control Supplies	1,500
	Training Aids	300
Account: 7300 - Uniforms	Police Badges-Chicago Badge	2,000
	Police Insignias	400
	Police Officer Replacement Articles	500
	Retirement Badges	1,000
	Uniform Patches	1,000

## 100-60-630 - Support Services 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 7310 - Publications	Criminal Law Books	4,500
	Legal Source Books	100
	National Directory of Law Enforcement	150
Account: 7320 - Equipment < \$5,000	Backup 911 Center Equipment	12,000
	Equipment Out of Warranty (Computers, Cameras, Radars)	4,000
	Weapons	2,000
Account: 7525 - Meals	Prisoner Meals	1,200
Account: 8000 - Computer Software	Administrative Hearings Software (Carryover)	29,100
	Replacement of Accident Reconstruction Software	3,000
Account: 8015 - Equipment	Replacement of Accident Reconstruction Equipment	15,000

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**2020 Budget**  
**HOMELAND SECURITY AND**  
**EMERGENCY MANAGEMENT AGENCY**

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**Mission Statement**

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

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Salaries	26,970	56,278	31,347	98,844	90,394	97,109
Benefits	11,753	12,924	14,324	12,589	27,632	30,254
Contractual Services	52,259	36,700	61,207	58,180	55,155	54,890
Commodities	18,824	25,007	24,760	29,080	21,100	26,062
Capital Outlay	15,255	7,050	2,126	-	-	-
<b>Total</b>	<b>125,063</b>	<b>137,960</b>	<b>133,764</b>	<b>198,693</b>	<b>194,281</b>	<b>208,315</b>

**Department Overview**

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

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

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

The National Incident Management System (NIMS) - The National Incident Management System is a joint systematic and proactive approach to an incident during which government, non-

## 2020 Budget

# HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY

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governmental organizations and the private sector work together to seamlessly manage incidents involving all threats and hazards, regardless of cause, size, location or complexity, in order to reduce the loss of life and/ or property and harm to the environment.

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

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

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



**HOMELAND SECURITY AND  
EMERGENCY MANAGEMENT AGENCY**

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**Performance Measures**

Service	Metric	Actual 2017	Actual 2018	Projected 2019
Emergency Management	Number of Emergency Responses	135	168	170
	Number of Hours Spent on Disaster Planning	900	1,200	2,000
	New Grants Applied For/Received	1	1	1
	Preparedness Outreach Events (upon requests)	2	6	6
	% of Grants Successfully Awarded	100%	100%	100%

**2019 Major Accomplishments**

**Homeland Security**

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

**Emergency Management**

1. Coordinator is in the process of meeting the IEMA new Administrative Code and National Standards for Accredited Emergency Management Programs. This includes the updating of the City’s Emergency Operation Plan for 2019.
2. Coordinator is in the process of meeting the IEMA new Administrative Code and National Standards for Accredited Emergency Management Programs. This includes the updating of the Recovery Plan for 2020.
3. Coordinator is in the process of meeting the IEMA new Administrative Code and National Standards for Accredited Emergency Management Programs. This includes the updating of the Continuity of Operations Plan.
4. Coordinator is in the process of meeting the IEMA new Administrative Code and National Standards for Accredited Emergency Management Programs. This includes the updating of the Continuity of Government Plan (COG).
5. Completed the process of the City of Des Plaines Annex to the Cook County Multi-Jurisdictional Mitigation Plan. This includes the ability for the City to continue to receive Federal Mitigation Grants.

## 2020 Budget

# HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY

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### Citizen Corps

1. The Citizen Corps members contributed as of July 17, 2019, 987 hours of volunteer service while responding to emergencies, disaster sites, special events, public education, training and daily operational functions, resulting in a monetary savings of \$25,099 to the City of Des Plaines. Citizen Corps has 12 new members as of July 1.
2. During the National Weather Service spring flood and summer excessive heat warning our volunteers logged in 405 hours in the City's Functional Needs Well-Being Program by calling residents for well-being check. This is a coordinated program between Health & Human Services Division and Emergency Management.

## 2020 Goals and Objectives

### Homeland Security

1. The Chief of Police, police command and the homeland security staff will work in conjunction with our Federal partners to identify the most efficient use of technology and resources to ensure protection from the threat of terrorist attack.

### Emergency Management

1. Incorporate the new IEMA Administrative Code and National Standards for Accredited Emergency Management Programs to meet accreditation and federal grants eligibility for 2020 grants. The requirements are the following:
  - a. Documentation of the emergency management services provided to the City by the emergency management staff and City departments, including, but not limited to, documentation of Emergency Operations Plan, NIMS compliance, Continuity of Operations Plan, City-wide Recovery Plan, training, exercises, and actual responses/recovery, during a minimum of the past 5 years.
2. Deliver quarterly emergency management training for Incident Management Team and City staff as require by the Department of Homeland Security/Emergency Management Performance Grant (EMPG).

### Citizen Corps

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

**2020 Budget**  
**HOMELAND SECURITY AND**  
**EMERGENCY MANAGEMENT AGENCY**

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**PERSONNEL EXHIBIT**

Department: EMA		Div: EMA		Div. No: 65-000	
Title	Authorized Positions				
	2018 Budget	2019 Budget	2020 Budget		
Deputy Executive Coordinator	1.00	1.00	1.00		
Part-Time EMA Coordinator*	<u>0.00</u>	<u>0.50</u>	<u>0.50</u>		
Total Full Time Equivalent (FTE) Employees:	1.00	1.50	1.50		

\*New position approved as part of 2019 Budget.

# 100-65 - Emergency Management Agency

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	26,008	71,844	67,053	70,109
5010	Temporary Wages	5,111	27,000	23,341	27,000
5040	Overtime - Temporary	228	-	-	-
		31,347	98,844	90,394	97,109
<b>Taxes and Benefits</b>					
5200	FICA Contribution	5,700	5,496	6,021	5,364
5205	IMRF Contribution	7,752	6,861	6,037	7,733
5220	PPO Insurance Contribution	604	-	14,501	16,024
5230	Dental Insurance Contribution	31	-	750	813
5232	Vision Insurance Contribution	4	-	84	91
5235	Life Insurance Contribution	108	110	111	110
5240	Workers Compensation	125	122	128	119
		14,324	12,589	27,632	30,254
<b>Other Employee Costs</b>					
5310	Membership Dues	195	300	325	360 *
5325	Training	2,833	3,500	3,500	3,500 *
5335	Travel Expenses	-	100	50	100 *
		3,028	3,900	3,875	3,960
<b>Insurance</b>					
5535	Property & Liability Insurance	27,110	19,180	19,180	15,830
		27,110	19,180	19,180	15,830
<b>Contractual Services</b>					
6015	Communication Services	7,987	11,800	8,800	11,800 *
		7,987	11,800	8,800	11,800
<b>Other Services</b>					
6110	Printing Services	2,310	3,000	3,000	3,000 *
6195	Miscellaneous Contractual Services	5,000	5,000	5,000	5,000 *
		7,310	8,000	8,000	8,000
<b>Repairs and Maintenance</b>					
6300	R&M Software	6,150	6,500	6,500	6,500 *
6305	R&M Equipment	9,050	8,800	8,800	8,800 *
6310	R&M Vehicles	573	-	-	-
		15,773	15,300	15,300	15,300
<b>Commodities</b>					
7000	Office Supplies	1,678	1,687	1,500	1,687 *
7035	Supplies - Equipment R&M	-	225	250	225 *
7200	Other Supplies	4,300	7,018	4,000	4,000 *
7300	Uniforms	9,984	10,300	8,000	10,300 *
7320	Equipment < \$5,000	6,877	7,500	5,000	7,500 *
		22,839	26,730	18,750	23,712
<b>Other Expenses</b>					
7500	Postage & Parcel	-	100	100	100 *
7550	Miscellaneous Expenses	1,920	2,250	2,250	2,250 *
		1,920	2,350	2,350	2,350
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	2,126	-	-	-
		2,126	-	-	-
<b>Department Total: Emergency Management Agency</b>		<b>133,764</b>	<b>198,693</b>	<b>194,281</b>	<b>208,315</b>

# 100-65 - Emergency Management Agency

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Illinois Emergency Services Mgmt. Assoc. (IESMA)	260
	Illinois School Resource Officers Association (ILSROA)	50
	Illinois Search and Rescue Council (ISRC)	50
Account: 5325 - Training	Employee & Volunteer National Incident Management System (NIMS)	500
	Mandated Training	2,000
	Volunteer Training	1,000
Account: 5335 - Travel Expenses	Parking, Mileage	100
Account: 6015 - Communication Services	Cell Phones	4,000
	Comcast	300
	Cook County Radio System	3,000
	Hot Spot EOC	500
	Schneider Weather Service	4,000
Account: 6110 - Printing Services	Citizen Corps Program	2,000
	Printing of Training Manuals/Pamphlets/Handouts	1,000
Account: 6195 - Miscellaneous Contractual Services	Citizen Corp/EMA Stipend	5,000
Account: 6300 - R&M Software	Siren Software Annual Fee	6,500
Account: 6305 - R&M Equipment	EOC HP Plotter	500
	Homeland Security Camera Maintenance	500
	R&M of Equipment, Light Trailers, Warning Siren, Etc	2,800
	Siren Maintenance Agreement (11)	5,000
Account: 7000 - Office Supplies	Paper, Pens, Pencils, Etc	1,687
Account: 7035 - Supplies - Equipment R&M	Repair of Emergency Mgmt. Agency Tools & Equip.	225
Account: 7200 - Other Supplies	Citizen Corps Supplies	1,000
	Disaster Supplies (Vests, Fire Boots)	900
	Emergency Management Supplies	1,000
	Emergency Operation Center Supplies	1,100
Account: 7300 - Uniforms	Director Uniforms	800
	Volunteer Uniforms	7,500
	Volunteer vests, boots, helmets, etc.	2,000
Account: 7320 - Equipment < \$5,000	Citizen Corps/ Weather Spotter Equipment	1,000
	Emergency Operations Center (EOC)	3,500
	Tools, Equipment	2,500
	Volunteer Ground Search & Rescue	500
Account: 7500 - Postage & Parcel	Grant Mailings	100
Account: 7550 - Miscellaneous Expenses	Supplies for Special Events, Incidents, EOC	1,250
	Volunteer Meals	1,000

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**2020 Budget**  
**FIRE DEPARTMENT**

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**Mission Statement**

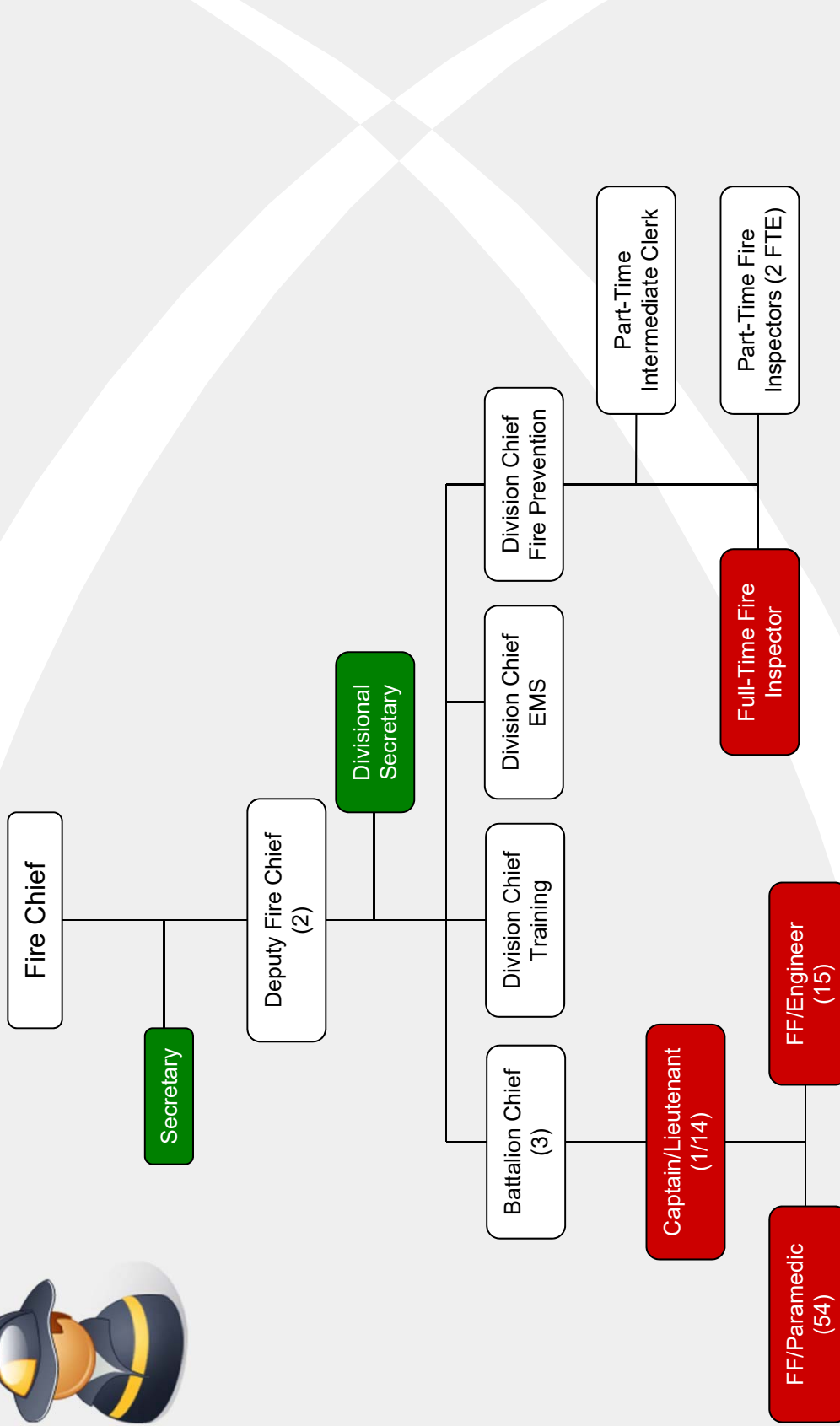
The Mission of the Des Plaines Fire Department is to protect life, property and the environment by providing services that make a positive difference every day.

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Salaries	10,631,662	10,570,239	10,516,490	10,911,509	10,741,567	11,000,723
Benefits	8,175,544	8,706,570	8,542,101	9,241,073	9,122,742	9,178,262
Contractual Services	301,632	287,689	1,077,675	1,065,948	1,187,204	1,138,324
Commodities	217,657	166,598	278,996	276,450	292,067	282,080
Capital Outlay	10,152	10,820	935	220,290	192,410	206,300
Transfers	528,880	527,675	-	-	-	-
<b>Total</b>	<b>19,865,527</b>	<b>20,269,591</b>	<b>20,416,197</b>	<b>21,715,270</b>	<b>21,535,990</b>	<b>21,805,689</b>

**Department Overview**

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

# Fire Department



IAFF

AFSCME



**2020 Budget**  
**FIRE DEPARTMENT**

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*Administration Division*

**Division Overview**

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

**Performance Measures**

Service	Metric	Actual 2017	Actual 2018	Projected 2019
Personnel	Number of Employees Hired	9	6	9
	Training Hours	39,552	35,080	35,000
Purchasing	Number of Purchase Orders Processed	46	44	50

**2019 Major Accomplishments**

1. Remodeling of facilities included Station #61’s conference room, Station #61’s classroom, and Station #63’s kitchen.
2. The Police Chief was assigned as Public Safety Director on an interim basis following the retirement of the Fire Chief and pending recruitment and placement of the next Fire Chief.
3. The Department worked with the Board of Fire and Police Commissioners and an independent testing vendor to conduct a lieutenant promotional examination process, and subsequently posted a three-year eligibility list for the position of Fire Lieutenant. The Department also worked with the Board to administer a Firefighter/Paramedic eligibility register due to the depletion of the previous register.
4. The Department implemented a post-injury management program, designed to streamline treatment of injuries, thus reducing workers’ compensation costs and overtime costs for backfill of the injured employees. This trial program in collaboration with the City’s risk management pool proved to be extremely successful.

**2020 Goals and Objectives**

1. The Department will continue to pursue options and implement programs to educate and train personnel in order to prevent injuries, thus reducing costs associated with injuries and overtime.

2020 Budget

**FIRE -**

**ADMINISTRATION**

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**PERSONNEL EXHIBIT**

Department: Fire		Div: Administration		Div. No: 70 - 100	
Title	Authorized Positions			2020 Budget	
	2018 Budget	2019 Budget	2020 Budget		
Fire Chief	1.00	1.00	1.00		
Deputy Fire Chief - Operations/Administration	1.00	2.00	2.00		
Administrative Analyst	1.00	0.00	0.00		
Division Chief - EMS	1.00	1.00	1.00		
Division Chief of Training/Safety	1.00	0.00	0.00		
Training/Safety Coordinator	0.00	1.00	1.00		
Secretary	2.00	2.00	2.00		
Total Full Time Equivalent (FTE) Employees:	7.00	7.00	7.00		

# 100-70-100 - Administration

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	609,362	803,025	777,281	822,506
		609,362	803,025	777,281	822,506
<b>Taxes and Benefits</b>					
5200	FICA Contribution	19,549	25,480	29,301	26,104
5205	IMRF Contribution	20,423	24,800	20,833	25,222
5215	Fire Pension Contribution	257,045	286,600	286,600	289,800
5220	PPO Insurance Contribution	93,240	135,066	113,249	110,997
5230	Dental Insurance Contribution	5,564	8,477	6,913	6,307
5232	Vision Insurance Contribution	581	772	712	636
5235	Life Insurance Contribution	507	725	690	631
5240	Workers Compensation	50,233	70,347	65,000	72,205
5260	RHS Plan Payout	21,132	22,151	67,151	14,701
		468,274	574,418	590,449	546,603
<b>Other Employee Costs</b>					
5310	Membership Dues	10,853	11,197	11,197	11,212 *
5320	Conferences	1,029	2,500	1,200	1,500
5325	Training	793	4,850	1,500	4,550 *
5335	Travel Expenses	-	200	100	150
		12,675	18,747	13,997	17,412
<b>Insurance</b>					
5535	Property & Liability Insurance	16,740	14,140	14,140	11,640
		16,740	14,140	14,140	11,640
<b>Contractual Services</b>					
6000	Professional Services	66,852	500	105,359	500
6015	Communication Services	3,472	3,540	3,085	3,540 *
		70,323	4,040	108,444	4,040
<b>Other Services</b>					
6195	Miscellaneous Contractual Services	869	840	840	840 *
		869	840	840	840
<b>Repairs and Maintenance</b>					
6310	R&M Vehicles	15	100	100	100 *
		15	100	100	100
<b>Commodities</b>					
7000	Office Supplies	938	1,300	1,150	1,300
7200	Other Supplies	-	250	175	250
7300	Uniforms	414	2,050	500	2,050 *
7310	Publications	(3)	100	100	100
7320	Equipment < \$5,000	3,716	300	517	500 *
		5,064	4,000	2,442	4,200
<b>Other Expenses</b>					
7500	Postage & Parcel	-	50	25	50
7550	Miscellaneous Expenses	433	800	600	700
		433	850	625	750
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	400	-	410	-
		400	-	410	-
<b>Division Total: Administration</b>		<b>1,184,156</b>	<b>1,420,160</b>	<b>1,508,728</b>	<b>1,408,091</b>

# 100-70-100 - Administration

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Amazon.com Prime	119
	Fire Accreditation	100
	Illinois Fire Chiefs Association	450
	Illinois Mutual Aid Box Alarm System (MABAS) Dues	695
	International Association Fire Chiefs	418
	Metropolitan Fire Chiefs	80
	Mutual Aid Box Alarm System Division 1 - Annual Dues	4,320
	Mutual Aid Box Alarm System Division 3 - Annual Dues	5,000
	Sam's Club	30
	Account: 5325 - Training	Mgmt/Labor, Legal, Mgmt Leadership, Incident Mgmt
National Fire Service Staff & Command Course		3,350
Account: 6015 - Communication Services	Cell Phones	3,540
Account: 6195 - Miscellaneous Contractual Services	Shredding Services	840
Account: 6310 - R&M Vehicles	Car Washes	100
Account: 7300 - Uniforms	Departmental Logo Uniforms	250
	Quartermaster System Uniforms	1,800
Account: 7320 - Equipment < \$5,000	Office Equipment	500

**2020 Budget**  
**FIRE DEPARTMENT**

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*Emergency Services Division*

**Division Overview**

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

**Performance Measures**

Service	Metric	Actual 2017	Actual 2018	Projected 2019
Emergency Responses	Total Number of Emergency Responses	8,050	8,941	9,300
Emergency Medical	Number of Emergency Medical Calls	6,130	6,721	7,100
	Number of Patients Transported by DPFD	4,481	4,857	5,100
Fire & Rescue Responses	Number of Responses to Fires	149	178	190
	Number of Structure Fire Responses	84	99	115
	Fire Loss in Des Plaines	\$1,350,085	\$5,265,005	\$3,250,000

**2019 Major Accomplishments**

1. Purchased with Federal Emergency Management Agency (FEMA) grant funds through a Mutual Aid Box Alarm System (MABAS) Division 3 joint purchase, the Department implemented a system of new digital portable radios that interface with an emergency scene accountability software.
2. The Department began the two-to-three year process of transitioning the decades-old emergency speaker system in the fire stations to a new digital system that can allow for call-based control of station lights and appliances, response timers, scrolling status boards, and other peripherals.

**2020 Goals and Objectives**

1. The Department will finalize implementation of a program to allow pre-plan documents to be edited in the field and then uploaded so that incident commanders and other officers may access them directly from the emergency response apparatus during incidents.
2. The Department will work with its mutual aid partners to coordinate the provision of backup ambulance services, and will work to modify agreements for fees associated with those services.

2020 Budget

**FIRE -**

**EMERGENCY SERVICES**

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**PERSONNEL EXHIBIT**

Department: Fire		Div: Emergency Services		Div. No: 70 - 710	
Title	Authorized Positions			2020 Budget	
	2018 Budget	2019 Budget	2020 Budget		
Battalion Chief	3.00	3.00	3.00		
Captain - Company Officer	1.00	0.00	0.00		
Lieutenant - Company Officer	14.00	15.00	15.00		
Firefighter - Paramedic	54.00	54.00	54.00		
Firefighter - Engineer	15.00	15.00	15.00		
Firefighter	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		
Total Full Time Equivalent (FTE) Employees:	87.00	87.00	87.00		

# 100-70-710 - Emergency Services

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	8,632,875	9,162,222	8,633,254	8,995,826
5015	Overtime - Supervisory	279,371	108,000	309,823	250,000
5020	Overtime - Non Supervisory	615,105	415,000	613,619	500,000
5035	Acting Out of Class & Night Premium	34,115	27,800	29,538	27,800
		9,561,466	9,713,022	9,586,234	9,773,626
<b>Taxes and Benefits</b>					
5200	FICA Contribution	133,359	132,784	136,891	130,437
5215	Fire Pension Contribution	4,729,620	5,273,440	5,273,440	5,332,320
5220	PPO Insurance Contribution	1,305,922	1,517,710	1,401,352	1,469,882
5225	HMO Insurance Contribution	226,083	235,691	204,299	198,114
5230	Dental Insurance Contribution	99,146	118,970	108,650	109,310
5232	Vision Insurance Contribution	9,151	9,706	9,000	9,334
5235	Life Insurance Contribution	7,002	8,001	7,542	7,114
5240	Workers Compensation	986,022	957,451	944,978	940,061
5260	RHS Plan Payout	333,969	147,219	148,945	154,903
		7,830,275	8,400,972	8,235,097	8,351,475
<b>Other Employee Costs</b>					
5310	Membership Dues	17,465	18,105	18,105	18,290 *
5325	Training	39,743	50,000	50,000	57,000 *
5330	In-Service Training	15,841	19,900	18,500	18,300 *
5335	Travel Expenses	-	175	-	175
5345	Post-Employment Testing	31,855	28,500	28,500	28,500 *
		104,904	116,680	115,105	122,265
<b>Insurance</b>					
5535	Property & Liability Insurance	149,580	128,090	128,090	106,470
		149,580	128,090	128,090	106,470
<b>Contractual Services</b>					
6000	Professional Services	1,735	12,175	10,000	21,759 *
6015	Communication Services	15,627	15,890	17,000	18,470 *
6035	Dispatch Services	635,726	682,872	706,200	762,604 *
		653,088	710,937	733,200	802,833
<b>Other Services</b>					
6110	Printing Services	1,336	1,500	1,500	1,150 *
6115	Licensing/Titles	1,461	1,168	1,168	1,168 *
6135.030	Rentals - Equipment	567	-	-	2,000 *
6135.031	Rentals - Uniforms	1,500	1,200	3,075	-
6195	Miscellaneous Contractual Services	5,248	700	3,000	2,500
		10,112	4,568	8,743	6,818
<b>Repairs and Maintenance</b>					
6300	R&M Software	5,400	7,395	5,600	6,195 *
6305	R&M Equipment	34,706	36,806	36,000	38,531 *
6310	R&M Vehicles	-	100	100	100
		40,106	44,301	41,700	44,826
<b>Commodities</b>					
7000	Office Supplies	3,693	2,500	2,300	2,500
7025	Supplies - Custodial	16,369	20,000	22,000	20,000
7035	Supplies - Equipment R&M	8,098	13,000	13,000	13,000 *
7040	Supplies - Vehicle R&M	36	600	300	300
7045	Supplies - Building R&M	302	2,000	1,000	1,000 *
7200	Other Supplies	32,779	33,550	40,550	34,550 *
7300	Uniforms	70,573	39,600	50,000	44,475 *

# 100-70-710 - Emergency Services

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Commodities</b>					
7310	Publications	-	100	50	100
7320	Equipment < \$5,000	127,975	146,930	146,000	147,160 *
		259,825	258,280	275,200	263,085
<b>Other Expenses</b>					
7500	Postage & Parcel	1,727	1,000	1,500	1,000
7550	Miscellaneous Expenses	451	275	1,900	1,000
		2,177	1,275	3,400	2,000
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	535	12,350	12,000	-
8015	Equipment	-	207,940	180,000	206,300 *
		535	220,290	192,000	206,300
<b>Division Total: Emergency Services</b>		<b>18,612,069</b>	<b>19,598,415</b>	<b>19,318,769</b>	<b>19,679,698</b>



# 100-70-710 - Emergency Services

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Fire Department Safety Officers Association	385
	Illinois Fire Apparatus Mechanics Association	40
	Illinois Society of Fire Service Instructors	50
	International Society of Fire Service Instructors	250
	Northeastern IL Public Safety Training Acad. (NIPSTA) Membership	17,205
	Sam's Club	60
	Survey Tool Membership for Online Training	300
	Account: 5325 - Training	24 x 7 EMS Computer-Based Training
Engine & Truck Operations		3,500
FF Academy 3 Replacement Hires		10,485
Fire Apparatus Engineer		3,000
Fire Officer/Incident Command		11,800
Peer Fitness		2,000
Regional Joint Multi-Company Drills - Spring/Fall		6,300
Special Teams		5,000
Specialized Rescue/Fire Attack		4,000
Targeted Training		2,890
Training - Fire Academics		7,000
Account: 5330 - In-Service Training		Emergency Medical - Paramedic System Continuing Education Costs
	Emergency Medical - Paramedic System Member Fixed Costs	4,600
	New Hire System Entry	300
	Account: 5345 - Post-Employment Testing	Annual Physicals
Account: 6000 - Professional Services	FireHouse Program	500
	Image Trend: Data Storage/Medical Records Fees	1,675
	Post-Injury Management Program	11,904
	Target Solutions	7,680
Account: 6015 - Communication Services	Cell Phones (Shift Commanders & Front Line Vehicles)	9,600
	Cell Phones Hotspots for ECG Transmissions	1,430
	GX440 Wireless Service for Vehicle Computers	7,440
Account: 6035 - Dispatch Services	E-24 Elevator Alarm Monitoring Fees	19,200
	RED Center Actual Fees 01/2020 - 04/2020	225,128
	RED Center Estimated Fees 05/2020 - 12/2020	491,576
	RED Center Possible True-Up	26,700
Account: 6110 - Printing Services	Forms	800
	Public CPR Program - Instructional Materials	350
Account: 6115 - Licensing/Titles	IL Dept. of Public Health (IDPH) Miscellaneous Other Fees	200
	IL Dept. of Public Health (IDPH) Re-Licensure Fees - EMT-Bs	105
	IL Dept. of Public Health (IDPH) Re-Licensure Fees - Paramedics	738
	Licensing for Ambulances	125
	Account: 6135.030 - Rentals - Equipment	Rental Gear for Fire Academy - 5 Candidates

# 100-70-710 - Emergency Services

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6300 - R&M Software	Firehouse Licenses & Support (Cloud)	4,500
	Image Trend (Patient-Reporting) Per-Ambulance Annual License	1,250
	Image Trend (Patient-Reporting) Support	50
	Target Solutions	395
Account: 6305 - R&M Equipment	Annual Upgrade/Repair Dive Equipment	4,000
	Appliance Repairs/Maintenance	1,500
	Breathing Air Compressor Annual PM	1,300
	Calibration Gas & R&M Meters	1,400
	EKG & AED Machine Annual PMs	1,400
	EMS Equipment Repairs/Maintenance	2,000
	Fire Equipment and Annual Ladder Testing	9,000
	Fire Extinguisher Maintenance	2,006
	Firefighting Equipment Repairs/Maintenance	3,500
	Gear Repairs/Maintenance	3,300
	Mobile Accessory Equipment Repair/Maintenance	1,000
	RED Center Station Alerting - Two Stations of Three	1,925
	Rescue Equipment Repairs/Maintenance	2,500
	SCBA Maintenance/Repair	700
Station Equipment Repairs/Maintenance	3,000	
Account: 7035 - Supplies - Equipment R&M	R&M Supplies for All Firefighting and Emergency Medical Equip.	13,000
Account: 7045 - Supplies - Building R&M	General Supplies for Building R&M	1,000
Account: 7200 - Other Supplies	File of Life Supplies - Program With HHS	800
	General Fire Station Supplies	5,000
	Medical Equipment & Supplies for Ambulances and Engines	13,250
	Suppression - Firefighting Foam	6,000
	Suppression - Small Tools & Equipment	4,500
	Training Supplies - Props, etc...	5,000
Account: 7300 - Uniforms	Quartermaster Replacement Uniforms	33,475
	Uniforms - New Recruits - 5 Candidates	11,000

# 100-70-710 - Emergency Services

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total	
Account: 7320 - Equipment < \$5,000	Air Masks Tanks/Parts - Annual Expense	6,000	
	Dive - Suits, Tanks & Misc Equipment	5,600	
	Dive Team Equipment	8,680	
	Firefighter Individual Tools & Equipment	15,250	
	Firefighting Helmet - Annual Replacement	7,875	
	Hazmat - Equipment	3,500	
	Portable Radios - Annual Replacement of Radios/Batteries	5,000	
	SCBA Tanks and Parts	6,000	
	Suppression - Fire Hose - Annual Replacement	6,500	
	Suppression - Nozzles, Adapters, Appliance Replacement	5,000	
	Suppression - Tools, PPV Fans, Extrication Equipment	5,800	
	Technical Rescue Team (TRT) - Equipment	3,500	
	Technical Rescue Team (TRT) New Member Equipment	3,200	
	Training - Mannequins, Other Equipment	2,330	
	Turnout Boots - Annual Replacement	5,525	
	Turnout Gear & Equipment - New Hires - 5 Candidates	20,000	
	Turnout Gear - Annual Replacement	37,400	
	Account: 8015 - Equipment	Cordless Extrication Tools	89,900
		CPR Chest Compression Mechanical Devices	56,400
		RED Center Station Alerting - Two Stations of Three	60,000

**2020 Budget**  
**FIRE DEPARTMENT**

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*Fire Prevention Division*

**Division Overview**

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

**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Projected 2019</b>
Inspection Services	Plans Reviewed	176	218	250
	Inspections & Re-Inspections	3,803	3,201	3,260
	Freedom of Information Act Requests	164	157	160
Investigational Services	Fire Investigations	11	25	14

**2019 Major Accomplishments**

1. Successfully integrated elevator response data into daily Fire Prevention Bureau activities, allowing better follow-up and tracking of incidents and issues with elevators.
2. Personnel were certified as Juvenile Firesetter Interventionist, Arson Investigator, Fire Investigator, and Basic Fire Prevention Officer.
3. Provided approximately 300 hours of public education to community groups, schools, condo associations, and others.

**2020 Goals and Objectives**

1. Work with the development of the Des Plaines Theater for Code compliance and safety.
2. Continue to assist auto body repair facilities to comply with applicable codes and standards, including new mixing and paint operational standards for health and fire safety.
3. Continue to collaborate with the Building Department and provide oversight related to major developments within the city, including numerous multi-family, senior-housing, hotels, and commercial developments.

2020 Budget

**FIRE -**

**FIRE PREVENTION**

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**PERSONNEL EXHIBIT**

Department: Fire		Div: Fire Prevention		Div. No: 70 - 720	
Title	Authorized Positions			2020 Budget	
	2018 Budget	2019 Budget	2020 Budget		
Division Chief - Fire Prevention	1.00	1.00	1.00	1.00	
Inspectors	1.00	1.00	1.00	1.00	
Part Time - Inspectors	2.00	2.00	2.00	2.00	
Part-Time Clerical	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	
Total Full Time Equivalent (FTE) Employees:	4.75	4.75	4.75	4.75	

# 100-70-720 - Fire Prevention

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	316,779	372,962	367,302	386,291
5015	Overtime - Supervisory	3,852	-	-	-
5020	Overtime - Non Supervisory	25,031	18,300	10,750	18,300
5035	Acting Out of Class & Night Premium	-	4,200	-	-
		345,663	395,462	378,052	404,591
<b>Taxes and Benefits</b>					
5200	FICA Contribution	10,026	12,196	13,298	12,803
5205	IMRF Contribution	1,853	1,744	1,534	2,069
5215	Fire Pension Contribution	154,227	171,960	171,960	173,880
5220	PPO Insurance Contribution	39,075	37,923	45,198	46,068
5230	Dental Insurance Contribution	2,292	2,246	2,796	2,964
5232	Vision Insurance Contribution	110	91	139	136
5235	Life Insurance Contribution	184	187	214	187
5240	Workers Compensation	28,237	32,858	32,858	33,912
5260	RHS Plan Payout	7,548	6,478	29,199	8,165
		243,552	265,683	297,196	280,184
<b>Other Employee Costs</b>					
5310	Membership Dues	625	625	640	640 *
5325	Training	2,825	8,000	8,000	8,000 *
		3,450	8,625	8,640	8,640
<b>Insurance</b>					
5535	Property & Liability Insurance	12,940	11,130	11,130	9,140
		12,940	11,130	11,130	9,140
<b>Contractual Services</b>					
6015	Communication Services	1,912	1,950	1,775	1,950 *
		1,912	1,950	1,775	1,950
<b>Other Services</b>					
6110	Printing Services	100	800	350	350 *
6115	Licensing/Titles	600	700	650	700 *
6135.030	Rentals - Equipment	260	250	250	250 *
		960	1,750	1,250	1,300
<b>Repairs and Maintenance</b>					
6310	R&M Vehicles	-	50	50	50 *
		-	50	50	50
<b>Commodities</b>					
7000	Office Supplies	568	775	450	775 *
7200	Other Supplies	6,317	6,150	5,800	6,150 *
7300	Uniforms	723	1,570	1,000	1,570
7310	Publications	2,147	1,800	1,800	1,800 *
7320	Equipment < \$5,000	886	1,000	750	1,000 *
		10,643	11,295	9,800	11,295
<b>Other Expenses</b>					
7550	Miscellaneous Expenses	853	750	600	750 *
		853	750	600	750
<b>Division Total: Fire Prevention</b>		<b>619,972</b>	<b>696,695</b>	<b>708,493</b>	<b>717,900</b>

# 100-70-720 - Fire Prevention

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	CPR Community Training Center Participation	275
	Fire Investigators Strike Force Dues	75
	IL Fire Inspectors Association	95
	International Association of Arson Investigators	130
	Northern Illinois Fire Inspectors Association	50
	Sam's Club	15
Account: 5325 - Training	Fire Prevention Classes (NFPA, IFIA, BFCA, etc.)	8,000
Account: 6015 - Communication Services	Cell Phones	1,950
Account: 6110 - Printing Services	Inspection Forms, Fire Prevention Booklets, etc.	350
Account: 6115 - Licensing/Titles	FireHouse Mobile Annual License Support Fee	700
Account: 6135.030 - Rentals - Equipment	Open House Equipment Rental	250
Account: 6310 - R&M Vehicles	Car Washes	50
Account: 7000 - Office Supplies	Pens, Pencils, Clips, Etc.	775
Account: 7200 - Other Supplies	Citizens Course - Supplies	1,300
	Open House Supplies & Handouts	1,650
	Promotional Items - Books, Helmets, etc.	2,000
	Public Education Supplies	1,200
Account: 7310 - Publications	Fire Inspectors Law Publication	200
	NFPA Code Subscription & 1 NFPA Membership (combined)	1,600
Account: 7320 - Equipment < \$5,000	Office Equipment, Flashlights, Investigation Gear, etc.	1,000
Account: 7550 - Miscellaneous Expenses	Prom Safety Presentation Expenses	750

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## 2020 Budget

# BOARD OF FIRE & POLICE COMMISSIONERS

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## Mission Statement

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

	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Commission Costs	91,169	50,326	59,526	71,040	81,656	38,540
Contractual Services	2,450	1,663	682	10,200	3,200	5,000
Commodities	1,327	534	3,160	1,950	1,550	1,850
<b>Total</b>	<b>94,946</b>	<b>52,523</b>	<b>63,369</b>	<b>83,190</b>	<b>86,406</b>	<b>45,390</b>

## Board Overview

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

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

## Performance Measures

Service	Metric	Actual 2017	Actual 2018	Projected 2019
Hiring	Number of Fire Department Candidates Interviewed	6	23	12
	Number of Police Department Candidates Interviewed	16	22	40
Promotion	Number of Fire Department Candidates Tested	0	0	23
	Number of Police Department Candidates Tested	0	33	0

## 2019 Major Accomplishments

1. The Board appointed eight (8) firefighter/paramedics and is expected to appoint nine (9) police officers.
2. The Board established eligibility lists for Firefighter/Paramedics, Fire Lieutenants, and Police Officers.
3. The Board updated its Rules and Regulations.

**2020 Goals and Objectives**

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

# 100-75 - Fire & Police Commission

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Other Employee Costs</b>					
5310	Membership Dues	375	400	400	400 *
5325	Training	1,500	1,000	1,000	1,000 *
5335	Travel Expenses	-	100	50	100 *
5340	Pre-Employment Testing	38,228	37,040	37,000	37,040 *
5345	Post-Employment Testing	19,423	32,500	43,206	-
		59,526	71,040	81,656	38,540
<b>Contractual Services</b>					
6010	Legal Fees - Labor & Employment	-	4,000	2,000	4,000 *
		-	4,000	2,000	4,000
<b>Other Services</b>					
6100	Publication of Notices	682	2,000	1,200	1,000
6195	Miscellaneous Contractual Services	-	4,200	-	-
		682	6,200	1,200	1,000
<b>Commodities</b>					
7000	Office Supplies	-	250	150	250 *
7200	Other Supplies	363	-	-	-
7310	Publications	397	500	250	400 *
7320	Equipment < \$5,000	1,785	600	600	600 *
		2,545	1,350	1,000	1,250
<b>Other Expenses</b>					
7500	Postage & Parcel	-	100	50	100 *
7550	Miscellaneous Expenses	615	500	500	500 *
		615	600	550	600
<b>Capital Outlay</b>					
8005	Computer Hardware	-	-	-	-
		-	-	-	-
<b>Department Total: Fire &amp; Police Commission</b>		<b>63,369</b>	<b>83,190</b>	<b>86,406</b>	<b>45,390</b>

# 100-75 - Fire & Police Commission

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Illinois Fire & Police Commissioners Association	400
Account: 5325 - Training	Various Training for Commissioners to Stay Up-to-Date	1,000
Account: 5335 - Travel Expenses	Mileage, Tolls, Parking	100
Account: 5340 - Pre-Employment Testing	Fire: Integrity Testing	240
	Fire: Physicals	4,800
	Fire: Polygraph Testing	2,400
	Fire: Psychological Testing	4,500
	Police: Candidate Testing	7,000
	Police: Integrity Testing	600
	Police: Physicals	7,000
	Police: Polygraph Testing	6,000
	Police: Psychological Testing	4,500
Account: 6010 - Legal Fees - Labor & Employment	Legal Fees	4,000
Account: 7000 - Office Supplies	Office Supplies: Binders, Folders, Etc	250
Account: 7310 - Publications	Commissioner Pamphlets, Books, Etc	400
Account: 7320 - Equipment < \$5,000	Testing Supplies (PD & FD Tests)	600
Account: 7500 - Postage & Parcel	Postage & Mailing	100
Account: 7550 - Miscellaneous Expenses	Miscellaneous Items	500

**2020 Budget**  
**GENERAL FUND OVERHEAD**

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Contractual Services	398,906	411,580	763,451	511,114	618,329	679,600
Commodities	53,039	60,862	63,210	78,100	59,970	75,450
Capital Outlay	9,238	-	2,371	-	320	-
Transfers	750,000	1,750,000	1,970,947	1,750,000	2,849,937	1,850,000
<b>Total</b>	<b>1,211,183</b>	<b>2,222,442</b>	<b>2,799,978</b>	<b>2,339,214</b>	<b>3,528,556</b>	<b>2,605,050</b>

**Department Overview**

This cost center accounts for several expenditures to the General Fund that cannot be clearly charged to a specific operational division. These expenditure items include citywide communication service, collection agency charges, postage, printing and certain office supplies. Other programs that are included in the Overhead cost center are charges for the Early Retirement Incentives (ERI) and Public Safety Employee Benefit Act (PSEBA). Starting in 2016 the PSEBA costs will be entirely recorded in the Health Benefits Fund.

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

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

The overhead cost center also accounts for the incentive agreement payments to Golf Road Ventures and Warehouse Direct.

# 100-90 - Overhead

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Other Employee Costs</b>					
5310	Membership Dues	-	50	50	50
		-	50	50	50
<b>Contractual Services</b>					
6015	Communication Services	103,612	119,764	119,500	132,400 *
6025	Administrative Services	29,369	40,000	30,446	37,500 *
6030	AMB Fee Processing Services	88,525	95,000	96,392	98,500 *
		221,506	254,764	246,338	268,400
<b>Other Services</b>					
6125	Bank & CC Fees	53,374	45,100	53,500	42,500 *
6140	Leases	3,669	4,200	3,644	4,150 *
6195	Miscellaneous Contractual Services	99	6,000	1,500	6,000
		57,142	55,300	58,644	52,650
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	150	1,000	750	1,000
		150	1,000	750	1,000
<b>Subsidies and Incentives</b>					
6500	Subsidy - Historical Museum	50,000	50,000	50,000	50,000 *
6502	Subsidy - City Sponsored Events	74,497	50,000	50,000	50,000
6625	Incentive - Warehouse Direct	34,476	60,000	15,500	60,000
6635	Incentive - Mariano's	325,680	40,000	197,047	197,500
		484,653	200,000	312,547	357,500
<b>Commodities</b>					
7000	Office Supplies	884	2,500	1,750	2,250 *
7035	Supplies - Equipment R&M	-	1,600	1,250	1,600 *
7320	Equipment < \$5,000	295	1,000	5,778	1,000
		1,179	5,100	8,778	4,850
<b>Other Expenses</b>					
7500	Postage & Parcel	37,193	48,000	39,000	45,600 *
7550	Miscellaneous Expenses	7,274	25,000	7,500	25,000 *
8350	Gain or Loss Adjustment	17,564	-	4,692	-
		62,031	73,000	51,192	70,600
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	2,371	-	320	-
		2,371	-	320	-
<b>Other Financing Uses</b>					
9260	Transfer to Grant Projects Fund	-	-	17,542	-
9280	Transfer to Emergency Telephone System Fund	220,947	-	-	-
9410	Transfer to Equipment Replacement Fund	1,500,000	1,500,000	1,500,000	1,500,000
9420	Transfer to IT Replacement Fund	250,000	250,000	250,000	350,000
9500	Transfer to Water/Sewer Fund	-	-	500,000	-
9999	Transfer to Other Funds	-	-	582,395	-
		1,970,947	1,750,000	2,849,937	1,850,000
<b>Department Total: Overhead</b>		<b>2,799,978</b>	<b>2,339,214</b>	<b>3,528,556</b>	<b>2,605,050</b>

# 100-90 - Overhead

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6015 - Communication Services	AT&T (POT lines, alarm circuits)	72,000
	Code Red Mass Notification Annual Maintenance	13,500
	Comcast Business Cable - EMA	564
	Comcast Business Cable Services - PD	204
	Comcast Business Internet Service - City Wide	6,600
	Comcast City Hall	828
	Pay Phones=Pacific Telemanagement	1,800
	T1 - Cook County WAN and CABS Maintenance	2,500
	WOW Business ISP (Email)	1,764
	WOW Long Distance Plan	1,440
	WOW Metro Fiber Intranet	14,400
	WOW PRI Local/Long Distance	16,800
Account: 6025 - Administrative Services	Collection Agency Fee for Services	37,500
Account: 6030 - AMB Fee Processing Services	Ambulance Billing Service Fee	98,500
Account: 6125 - Bank & CC Fees	CC Processing Fees for City Hall and Online	42,500
Account: 6140 - Leases	Postage Machine Lease	4,150
Account: 6500 - Subsidy - Historical Museum	Subsidy: Historical Society	50,000
Account: 7000 - Office Supplies	Batteries & Other Miscellaneous Departmental Use Supplies	2,250
Account: 7035 - Supplies - Equipment R&M	Postage Machine	600
	SBC Line Maintenance	1,000
Account: 7500 - Postage & Parcel	Citywide Postage Costs	45,600
Account: 7550 - Miscellaneous Expenses	Miscellaneous Marketing	25,000

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## 2020 Budget

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

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	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Beginning Balance	4,675,825	6,048,748	7,130,643	6,791,262	7,737,841	2,764,485
Revenues	5,084,557	5,000,018	4,711,070	5,237,047	4,812,967	5,206,771
Bond Proceeds	-	-	-	-	-	-
Expenses	(3,585,634)	(3,792,123)	(3,991,873)	(10,174,322)	(9,667,323)	(12,941,368)
Transfers	(126,000)	(126,000)	(112,000)	(119,000)	(119,000)	(125,000)
<b>Ending Balance</b>	<b>6,048,748</b>	<b>7,130,643</b>	<b>7,737,841</b>	<b>1,734,987</b>	<b>2,764,485</b>	<b>(5,095,112)</b>

### Fund Overview

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

- TIF #1: created in 1985 to comprise the downtown core. In 1986, 1992, 1994 and 1997, the City expanded the district to include a majority of the downtown area (see attached map). Additionally, state statute expanded the term of the TIF from its original 23 years to 35 years (2020). There have been six development agreements in this TIF since inception. They are: The Heritage, River Point, Library Plaza, River Mill, River Plains (Everleigh) and Metropolitan Square. During 2011, the City conducted public improvement activities including streetscape renovations and streetlight replacement in accordance with the redevelopment plan. During fiscal years 2013 through 2015, the City completed Phases I and II of the streetscape improvements in the downtown and will continue with Phase III (Des Plaines River Road) in 2017 and 2018.

**2020 Budget**

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

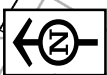
**Debt Service paid from TIF #1 includes:**

<b>Series</b>	<b>Type</b>	<b>Original Amount</b>	<b>Remaining 1/1/2020</b>	<b>Final Payout</b>
2011A	G.O. (refunding 2003A)	1,555,000	185,000	2020
2012A	G.O. (refunding 2004A)	6,400,000	495,000	2020
2013	G.O. (Refunding 2005F)	2,990,000	475,000	2020
<b>Total G.O. Bonds</b>		<b>10,945,000</b>	<b>1,155,000</b>	
River Mill	Developer Note	462,389	38,840	2020
Lab Graceland	Developer Note	471,000	41,087	2020
<b>Total Developer Notes</b>		<b>933,389</b>	<b>79,927</b>	
<b>Grand Total</b>		<b>11,878,389</b>	<b>1,234,927</b>	

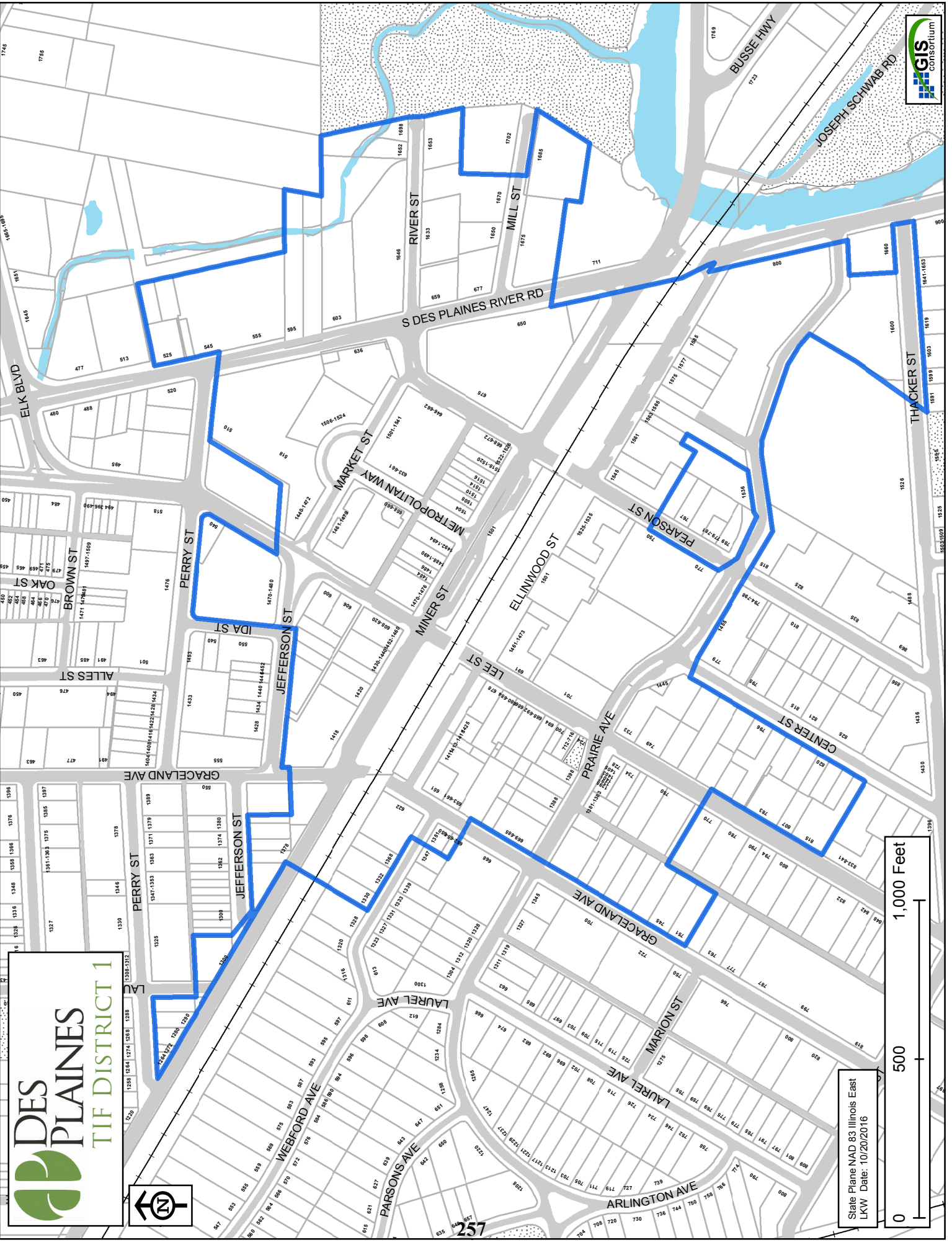
**Annual G.O. Bonds Principal and Interest Requirements**

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2020	1,155,000	28,774	1,183,774
<b>Total</b>	<b>1,155,000</b>	<b>28,774</b>	<b>1,183,774</b>

# DES PLAINES TIF DISTRICT 1



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



## 201 - TIF #1 Downtown Fund

### 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Property Taxes</b>					
4000	Property Taxes - Current Year Collection	5,019,110	5,227,047	4,782,967	5,196,771
4005	Property Taxes - Last Year's Collection	(31,948)	-	-	-
4010	Property Taxes - Prior Years Collection	(316,500)	-	-	-
		4,670,663	5,227,047	4,782,967	5,196,771
<b>Interest Income</b>					
4700	Interest Income	40,407	10,000	30,000	10,000
		40,407	10,000	30,000	10,000
<b>Fund Total: TIF #1 Downtown Fund</b>		<b>4,711,070</b>	<b>5,237,047</b>	<b>4,812,967</b>	<b>5,206,771</b>

## 201 - TIF #1 Downtown Fund 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Insurance</b>					
5535	Property & Liability Insurance	35,240	32,160	32,160	31,480
		35,240	32,160	32,160	31,480
<b>Contractual Services</b>					
6000	Professional Services	214,070	1,280,000	1,000,000	1,530,000 *
6005	Legal Fees	36,134	30,000	30,000	30,000
		250,204	1,310,000	1,030,000	1,560,000
<b>Other Services</b>					
6110	Printing Services	-	500	-	500
6115	Licensing/Titles	2,167	-	-	-
6145	Custodial Services	21,600	21,500	25,000	25,000
6150	City Maintenance	152,054	150,000	170,000	150,000 *
6195	Miscellaneous Contractual Services	161,385	44,050	44,050	63,050 *
		337,206	216,050	239,050	238,550
<b>Repairs and Maintenance</b>					
6315	R&M Buildings & Structures	668,126	317,000	2,310,000	4,000,000 *
6325	R&M Street Lights	38,045	25,000	25,000	25,000
		706,170	342,000	2,335,000	4,025,000
<b>Subsidies and Incentives</b>					
6515	Subsidy - Winter Decoration	37,727	50,000	78,000	35,000
6520	Subsidy - Economic Development	112,000	119,000	119,000	125,000 *
6601	Incentive - Business Assistance	26,428	300,000	-	350,000 *
		176,155	469,000	197,000	510,000
<b>Commodities</b>					
7045	Supplies - Building R&M	4,695	1,500	100,000	1,500
7050	Supplies - Streetscape	21,889	33,500	30,000	33,500 *
7100	Wholesale Water - Chicago	-	150	150	150
7110	Natural Gas	1,687	1,500	1,500	1,500
7140	Electricity	19,816	16,000	17,000	16,000
7200	Other Supplies	376	30,000	30,000	30,000 *
		48,463	82,650	178,650	82,650
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	8,315	5,000	-	-
8015	Equipment	-	12,000	-	-
8025	Buildings	1,257,500	-	-	-
8100	Improvements	25,820	6,550,000	4,500,000	5,350,000 *
		1,291,635	6,567,000	4,500,000	5,350,000
<b>Debt Service</b>					
8300	Principal	72,152	75,940	75,940	79,927 *
8325	Interest Charges	11,971	8,182	8,183	4,196 *
		84,123	84,122	84,123	84,123
<b>Fund Total: TIF #1 Downtown Fund</b>		<b>2,929,196</b>	<b>9,102,982</b>	<b>8,595,983</b>	<b>11,881,803</b>

## 201 - TIF #1 Downtown Fund 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6000 - Professional Services	Appraisals	2,500
	Audit Contribution	7,500
	Building Analysis	100,000
	Civic Center Parking Garage	250,000
	Civic Center Parking Garage Design	800,000
	Financial Analysis	20,000
	Streetscape Construction Inspection	350,000
Account: 6150 - City Maintenance	Annual Landscape Maintenance	100,000
	Snow Removal	50,000
Account: 6195 - Miscellaneous Contractual Services	Metropolitan Square Crack-sealing and Seal-coating	19,000
	Misc Repairs	3,000
	Parking Machine Annual Service Fees	5,050
	Pavement Markings	10,000
	Seal Coating Parking Lots	3,000
	Signage	5,000
	Street Light Repair	18,000
Account: 6315 - R&M Buildings & Structures	Parking Structure Repair & Maintenance	300,000
	Theater Renovation	3,700,000
Account: 6520 - Subsidy - Economic Development	Allocation of Employee Time on TIF Projects	125,000
Account: 6601 - Incentive - Business Assistance	Business Assistance Program	50,000
	Downtown Restaurant District Assistance Grant	100,000
	Downtown Restaurant District Assistance Grant (2019 Carryover)	200,000
Account: 7050 - Supplies - Streetscape	Streetlight Banners	8,500
	Streetscape Supplies	25,000
Account: 7200 - Other Supplies	Holiday Decorations	30,000
Account: 8100 - Improvements	Civic Center Parking Garage	5,350,000
Account: 8300 - Principal	Norwood Ptnr, Issued 2002, Matures 2020	38,840
	Walgreens, Issued 2003, Matures 2020	41,087
Account: 8325 - Interest Charges	Norwood Ptnr	2,039
	Walgreens	2,157

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

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Debt Service</b>					
8300	Principal	180,000	185,000	185,000	185,000 *
8325	Interest Charges	13,300	9,250	9,250	4,625
8375	Bank/Trust/Agency Fees	119	125	125	125
		193,418	194,375	194,375	189,750
<b>Program Total: 2011A Refunding 2003A</b>		<b>193,418</b>	<b>194,375</b>	<b>194,375</b>	<b>189,750</b>

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**201-00-000-11A0 - 2011A Refunding 2003A**  
**2020 Budget Justification Worksheet**

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 8300 - Principal	Issued 2011, Matures 2021	185,000



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

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Debt Service</b>					
8300	Principal	475,000	490,000	490,000	495,000 *
8325	Interest Charges	24,375	17,250	17,250	9,900
8375	Bank/Trust/Agency Fees	475	500	500	500
		499,850	507,750	507,750	505,400
<b>Program Total: 2012A Refunding 2004A</b>		<b>499,850</b>	<b>507,750</b>	<b>507,750</b>	<b>505,400</b>

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

## 2020 Budget Justification Worksheet

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G/L Account Number	Transaction	Total
Account: 8300 - Principal	Issued 2012, Matures 2020	495,000

**201-00-000-13A0 - 2013A Refunding 2005F/2004B**  
**2020 Budget Worksheet**

<b>Account Number</b>	<b>Description</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Projected Amount</b>	<b>2020 Adopted Budget</b>
<b>Debt Service</b>					
8300	Principal	440,000	460,000	460,000	475,000 *
8325	Interest Charges	41,250	28,050	28,050	14,250
8375	Bank/Trust/Agency Fees	158	165	165	165
		<u>481,408</u>	<u>488,215</u>	<u>488,215</u>	<u>489,415</u>
<b>Program Total: 2013A Refunding 2005F/2004B</b>		<b>481,408</b>	<b>488,215</b>	<b>488,215</b>	<b>489,415</b>

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

## 2020 Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 8300 - Principal	Refunding 2004B, Issued 2013, Expires 2020	475,000

## 2020 Budget

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

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	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Beginning Balance	(3,274,489)	(3,007,156)	(3,007,016)	(3,286,837)	(3,369,966)	(3,572,984)
Revenues	752,592	1,371,390	1,559,722	1,718,190	1,710,439	2,077,683
Bond Proceeds	-	-	12,707,149	-	-	-
Expenses	(479,259)	(1,365,249)	(2,024,194)	(1,917,483)	(1,907,457)	(1,891,413)
Transfers	(6,000)	(6,000)	(12,605,628)	(6,000)	(6,000)	(7,000)
<b>Ending Balance</b>	<b>(3,007,156)</b>	<b>(3,007,016)</b>	<b>(3,369,966)</b>	<b>(3,492,130)</b>	<b>(3,572,984)</b>	<b>(3,393,714)</b>

### Fund Overview

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

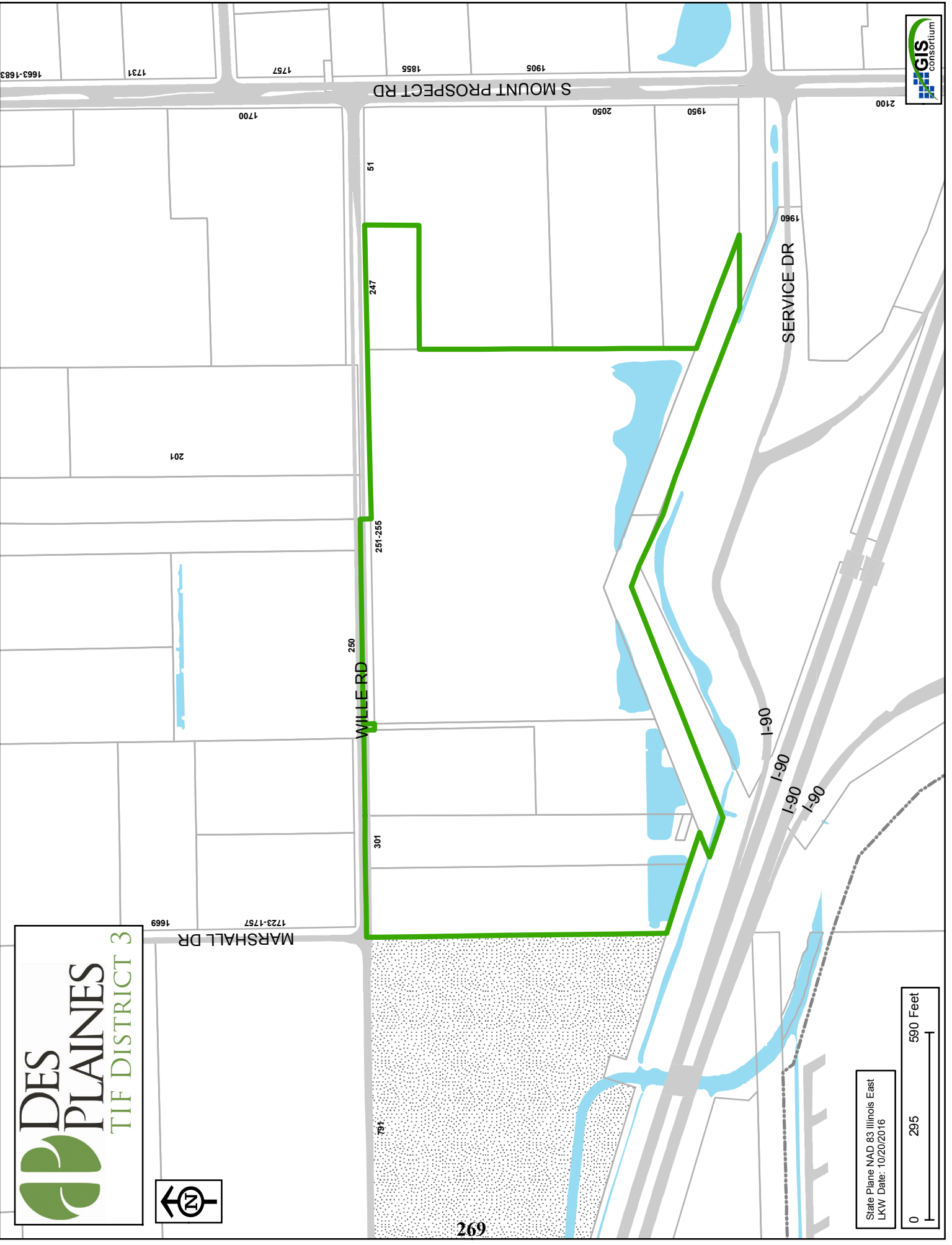
- TIF #3: created in 2000 just west of the terminated TIF #2 area of Wille Road (see attached map). Part of the City's contribution for development was improvement of utilities and Wille Road. A developer built a 411,000 square-foot industrial building, also referred to as the phase I development, which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

**2020 Budget****TAX INCREMENT FUND (TIF) #3 – Wille Road****Debt Service paid from TIF #3 includes:**

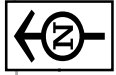
<b>Series</b>	<b>Type</b>	<b>Original Amount</b>	<b>Remaining 1/1/2020</b>	<b>Final Payout</b>
2008A	G.O. (refunding 2001C)	1,241,000	240,000	2021
2011A	G.O. (refunding 2005E)	755,000	305,000	2021
2013A	G.O. (refunding 2004B)	565,000	150,000	2021
2014B	G.O. (refunding 2005A)	2,720,000	1,365,000	2022
2018A	G.O. (refunding 2010A & 2010B)	12,410,000	11,195,000	2028
<b>Total G.O. Bonds</b>		<b>17,691,000</b>	<b>13,255,000</b>	

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

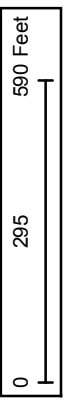
<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2020	1,490,000	389,149	1,879,149
2021	1,530,000	347,175	1,877,175
2022	1,550,000	303,566	1,853,566
2023	1,845,000	260,550	2,105,550
2024	1,905,000	205,200	2,110,200
2025	1,960,000	148,050	2,108,050
2026	2,160,000	89,250	2,249,250
2027	400,000	24,450	424,450
2028	415,000	12,450	427,450
<b>Total</b>	<b>13,255,000</b>	<b>1,779,840</b>	<b>15,034,840</b>



**DES PLAINES**  
TIF DISTRICT 3



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



## 203 - TIF #3 Wille Road Fund

### 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Property Taxes</b>					
4000	Property Taxes - Current Year Collection	1,641,893	1,718,090	1,776,896	2,077,083
4005	Property Taxes - Last Year's Collection	128	-	-	-
4010	Property Taxes - Prior Years Collection	(82,523)	-	(66,957)	-
		1,559,498	1,718,090	1,709,939	2,077,083
<b>Interest Income</b>					
4700	Interest Income	224	100	500	600
		224	100	500	600
<b>(Sources)/Uses of Revenues</b>					
4850	Bond Proceeds	12,410,000	-	-	-
4852	Bond Premium and Discount	297,149	-	-	-
		12,707,149	-	-	-
<b>Fund Total: TIF #3 Wille Road Fund</b>		<b>14,266,871</b>	<b>1,718,190</b>	<b>1,710,439</b>	<b>2,077,683</b>



## 203 - TIF #3 Wille Road Fund

### 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Insurance</b>					
5535	Property & Liability Insurance	80	70	70	60
		80	70	70	60
<b>Contractual Services</b>					
6000	Professional Services	2,163	400	-	400
		2,163	400	-	400
<b>Other Services</b>					
6130	Bond Expense	107,521	-	-	-
6195	Miscellaneous Contractual Services	-	10,000	-	10,000 *
		107,521	10,000	-	10,000
<b>Subsidies and Incentives</b>					
6520	Subsidy - Economic Development	6,000	6,000	6,000	7,000 *
		6,000	6,000	6,000	7,000
<b>Other Financing Uses</b>					
9700	Transfer to Escrow Fund	12,599,628	-	-	-
		12,599,628	-	-	-
<b>Fund Total: TIF #3 Wille Road Fund</b>		<b>12,715,392</b>	<b>16,470</b>	<b>6,070</b>	<b>17,460</b>

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## 203 - TIF #3 Wille Road Fund

### 2020 Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 6195 - Miscellaneous Contractual Services	Right of Way Maintenance	10,000
Account: 6520 - Subsidy - Economic Development	Allocation of Employee Time on TIF Projects	7,000

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

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Debt Service</b>					
8300	Principal	100,000	110,000	110,000	115,000 *
8325	Interest Charges	23,095	18,096	18,096	12,486
8375	Bank/Trust/Agency Fees	400	400	400	400
		<u>123,495</u>	<u>128,496</u>	<u>128,496</u>	<u>127,886</u>
<b>Program Total: 2008A Refunding 01C</b>		<b>123,495</b>	<b>128,496</b>	<b>128,496</b>	<b>127,886</b>

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

## 2020 Budget Justification Worksheet

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G/L Account Number	Transaction	Total
Account: 8300 - Principal	Issued 2001, Refunded 2008, Matures 2021	115,000

## 203-00-000-10A0 - 2010A Refunding 2003A/2005A 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Debt Service</b>					
8300	Principal	295,000	-	-	-
8325	Interest Charges	10,694	-	-	-
8375	Bank/Trust/Agency Fees	350	-	-	-
		306,044	-	-	-
<b>Program Total: 2010A Refunding 2003A/2005A</b>		<b>306,044</b>	-	-	-

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

**2020 Budget Worksheet**

<b>Account Number</b>	<b>Description</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Projected Amount</b>	<b>2020 Adopted Budget</b>
<b>Debt Service</b>					
8375	Bank/Trust/Agency Fees	350	-	-	-
		350	-	-	-
<b>Program Total: 2010B Refunding 2005E</b>		<b>350</b>	<b>-</b>	<b>-</b>	<b>-</b>

# 203-00-000-11A0 - 2011A Refunding 2003A

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Debt Service</b>					
8300	Principal	145,000	145,000	145,000	150,000 *
8325	Interest Charges	14,514	11,250	11,250	7,626
8375	Bank/Trust/Agency Fees	119	125	125	125
		<u>159,633</u>	<u>156,375</u>	<u>156,375</u>	<u>157,751</u>
<b>Program Total: 2011A Refunding 2003A</b>		<b>159,633</b>	<b>156,375</b>	<b>156,375</b>	<b>157,751</b>

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**203-00-000-11A0 - 2011A Refunding 2003A**  
**2020 Budget Justification Worksheet**

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 8300 - Principal	Issued 2011, Matures 2021	150,000



**203-00-000-13A0 - 2013A Refunding 2005F/2004B**  
**2020 Budget Worksheet**

<b>Account Number</b>	<b>Description</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Projected Amount</b>	<b>2020 Adopted Budget</b>
<b>Debt Service</b>					
8300	Principal	75,000	70,000	70,000	75,000 *
8325	Interest Charges	9,075	6,826	6,826	4,726
8375	Bank/Trust/Agency Fees	158	165	165	165
		<u>84,233</u>	<u>76,991</u>	<u>76,991</u>	<u>79,891</u>
<b>Program Total: 2013A Refunding 2005F/2004B</b>		<b>84,233</b>	<b>76,991</b>	<b>76,991</b>	<b>79,891</b>

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**203-00-000-13A0 - 2013A Refunding 2005F/2004B**  
**2020 Budget Justification Worksheet**

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 8300 - Principal	Issued 2013, Finished 2021	75,000

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

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Debt Service</b>					
8300	Principal	430,000	440,000	440,000	445,000 *
8325	Interest Charges	45,863	37,263	37,262	28,462
8375	Bank/Trust/Agency Fees	238	238	238	238
		476,100	477,501	477,500	473,700
<b>Program Total: 2014B Refunding 2005A/2005D</b>		<b>476,100</b>	<b>477,501</b>	<b>477,500</b>	<b>473,700</b>

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

## 2020 Budget Justification Worksheet

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G/L Account Number	Transaction	Total
Account: 8300 - Principal	Refund GO Bonds 2005A, Mature 12/1/2022	445,000

# 203-00-000-18A0 - 2018A Refunding 2010A/2010B

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Debt Service</b>					
8300	Principal	505,000	710,000	710,000	705,000 *
8325	Interest Charges	259,576	357,150	357,150	335,850
8375	Bank/Trust/Agency Fees	-	500	875	875
		764,576	1,067,650	1,068,025	1,041,725
<b>Program Total: 2018A Refunding 2010A/2010B</b>		<b>764,576</b>	<b>1,067,650</b>	<b>1,068,025</b>	<b>1,041,725</b>

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# 203-00-000-18A0 - 2018A Refunding 2010A/2010B

## 2020 Budget Justification Worksheet

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G/L Account Number	Transaction	Total
Account: 8300 - Principal	Refund GO Bonds 2010A/2010B, Matures 12/1/2028	705,000

## 2020 Budget

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

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	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Beginning Balance	136,642	131,718	161,522	202,011	200,735	175,941
Revenues	105,906	143,885	156,606	156,591	158,081	172,745
Expenses	(110,830)	(114,081)	(117,393)	(183,275)	(182,875)	(111,035)
Transfers	-	-	-	-	-	-
<b>Ending Balance</b>	<b>131,718</b>	<b>161,522</b>	<b>200,735</b>	<b>175,327</b>	<b>175,941</b>	<b>237,651</b>

#### Fund Overview

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

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

**2020 Budget**

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

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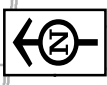
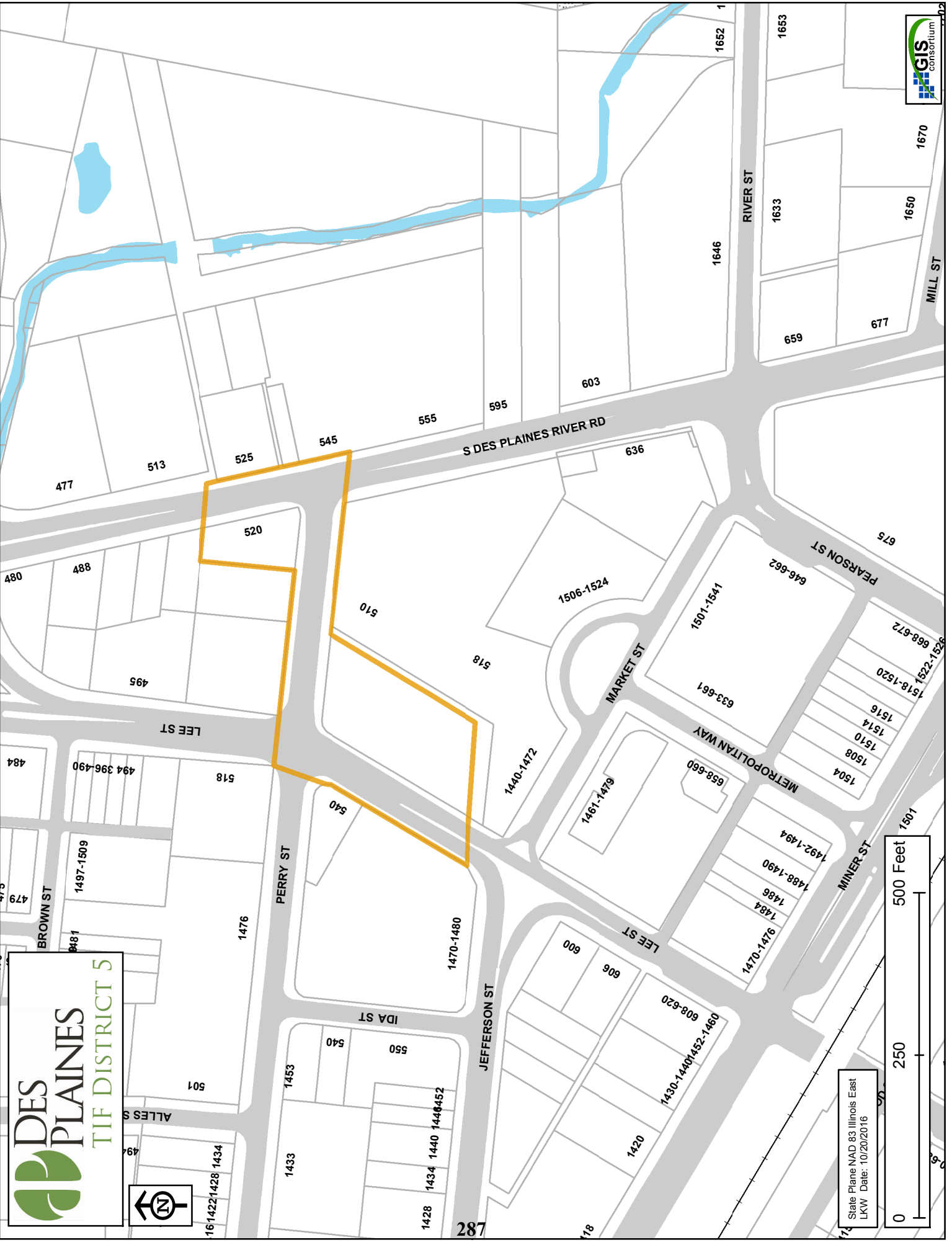
**Debt Service paid from TIF #5 includes:**

<b>Series</b>	<b>Type</b>	<b>Original Amount</b>	<b>Remaining 1/1/2020</b>	<b>Final Payout</b>
2011A	G.O. (TIF#5)	1,525,000	210,000	2021
<b>Total G.O. Bonds</b>		<b>1,525,000</b>	<b>210,000</b>	

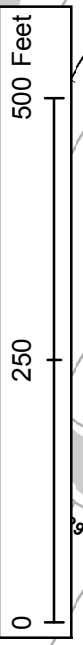
**Annual G.O. Bonds Principal and Interest Requirements**

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2020	105,000	5,250	110,250
2021	105,000	2,626	107,626
<b>Total</b>	<b>210,000</b>	<b>7,876</b>	<b>217,876</b>





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



## 205 - TIF #5 Perry/Lee Fund

### 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Property Taxes</b>					
4000	Property Taxes - Current Year Collection	156,591	156,591	157,981	172,645
		156,591	156,591	157,981	172,645
<b>Interest Income</b>					
4700	Interest Income	15	-	100	100
		15	-	100	100
<b>Fund Total: TIF #5 Perry/Lee Fund</b>		<b>156,606</b>	<b>156,591</b>	<b>158,081</b>	<b>172,745</b>

## 205 - TIF #5 Perry/Lee Fund

### 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Insurance</b>					
5535	Property & Liability Insurance	-	-	-	260
		-	-	-	260
<b>Contractual Services</b>					
6000	Professional Services	2,163	400	-	400
		2,163	400	-	400
<b>Capital Outlay</b>					
8100	Improvements	-	75,000	75,000	-
		-	75,000	75,000	-
<b>Fund Total: TIF #5 Perry/Lee Fund</b>		<b>2,163</b>	<b>75,400</b>	<b>75,000</b>	<b>660</b>

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

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Debt Service</b>					
8300	Principal	105,000	100,000	100,000	105,000 *
8325	Interest Charges	10,112	7,750	7,750	5,250
8375	Bank/Trust/Agency Fees	119	125	125	125
		115,231	107,875	107,875	110,375
<b>Program Total: 2011A Refunding 2003A</b>		<b>115,231</b>	<b>107,875</b>	<b>107,875</b>	<b>110,375</b>

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**205-00-000-11A0 - 2011A Refunding 2003A**  
**2020 Budget Justification Worksheet**

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 8300 - Principal	Issued 2011, Matures 2021	105,000

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**2020 Budget****TAX INCREMENT FUND (TIF) #6 – Mannheim & Higgins**

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Beginning Balance	(9,179,285)	(10,292,551)	(11,516,124)	(12,717,585)	(12,722,265)	(13,921,823)
Revenues	42,968	79,473	93,205	97,558	95,623	114,239
Bond Proceeds	-	-	-	-	-	-
Expenses	(1,153,334)	(1,300,048)	(1,296,347)	(1,299,231)	(1,292,181)	(1,465,263)
Transfers	(2,900)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
<b>Ending Balance</b>	<b>(10,292,551)</b>	<b>(11,516,124)</b>	<b>(12,722,265)</b>	<b>(13,922,258)</b>	<b>(13,921,823)</b>	<b>(15,275,847)</b>

**Fund Overview**

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

- TIF #6: created in 2001, north and east at the intersection of Mannheim and Higgins Roads (see attached map). Construction of a commercial strip center concluded in early 2007, with Starbucks' and Potbelly's as occupants. In 2009, the City restructured the debt in TIF #6 in order to lessen the burden on the General Fund. In 2014, the district was restructured to include only properties north of Pratt Avenue, which are generating property tax increment. Underperforming properties were included in the new TIF #7. Subsequent requests for proposals have been issued for redevelopment within that TIF district.

**2020 Budget****TAX INCREMENT FUND (TIF) #6 – Mannheim & Higgins****Debt Service paid from TIF #6 includes:**

<b>Series</b>	<b>Type</b>	<b>Original Amount</b>	<b>Remaining 1/1/2020</b>	<b>Final Payout</b>
2009A	G.O. (TIF #6, Taxable), partial refund 2003C & 2004B	5,430,000	2,764,246	2023
2011A	G.O. (Refunding 2003A)	250,000	50,000	2021
2013	G.O. (Refunding 2004B)	4,390,000	1,205,000	2021
2014A	G.O. (Refunding 2003C)	2,020,000	670,000	2021
<b>Total G.O. Bonds</b>		<b>12,090,000</b>	<b>4,689,246</b>	

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

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2020	1,187,668	56,035	1,243,703
2021	1,220,713	30,149	1,250,862
2022	750,424	-	750,424
2023	333,112	-	333,112
<b>Total</b>	<b>3,491,917</b>	<b>86,184</b>	<b>3,578,101</b>

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



# DES PLAINES

## TIF DISTRICT 6



GREENLEAF AVE

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

2579

1626 1638 1646 1656 1672 1686 1696 1708 172

LUNT AVE

1625 1645 1653 1665 1667 1671 1679 1699 1703 1709 172

2645

1640 1642 1660 1672 1686 1698 1706 1710

MORSE AVE

1651 1661 1669 1681 1697 1711

2691

2725

1666 1678 1692 1712

FARWELL AVE

1665 1677 1691 1711

2765

1678 1700 1710 1712

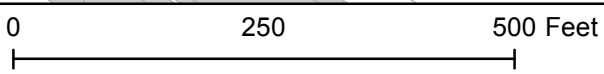
PRATT AVE

5082 5082

1705

295

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



## 206 - TIF #6 Mannheim/Higgins Fund

### 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Property Taxes</b>					
4000	Property Taxes - Current Year Collection	98,137	97,533	95,598	114,214
4005	Property Taxes - Last Year's Collection	(601)	-	-	-
4010	Property Taxes - Prior Years Collection	(4,357)	-	-	-
		93,179	97,533	95,598	114,214
<b>Interest Income</b>					
4700	Interest Income	26	25	25	25
		26	25	25	25
<b>Fund Total: TIF #6 Mannheim/Higgins Fund</b>		<b>93,205</b>	<b>97,558</b>	<b>95,623</b>	<b>114,239</b>

# 206 - TIF #6 Mannheim/Higgins Fund

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b><u>Insurance</u></b>					
5535	Property & Liability Insurance	60	50	50	40
		60	50	50	40
<b><u>Contractual Services</u></b>					
6000	Professional Services	2,163	3,000	1,000	3,000 *
6005	Legal Fees	875	5,000	-	5,000
		3,037	8,000	1,000	8,000
<b><u>Subsidies and Incentives</u></b>					
6520	Subsidy - Economic Development	3,000	3,000	3,000	3,000 *
		3,000	3,000	3,000	3,000
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	-	52	-	52
		-	52	-	52
<b>Fund Total: TIF #6 Mannheim/Higgins Fund</b>		<b>6,097</b>	<b>11,102</b>	<b>4,050</b>	<b>11,092</b>

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## 206 - TIF #6 Mannheim/Higgins Fund

### 2020 Budget Justification Worksheet

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

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

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Debt Service</b>					
8300	Principal	350,000	325,000	325,000	470,000 *
8375	Bank/Trust/Agency Fees	350	370	370	370
		<u>350,350</u>	<u>325,370</u>	<u>325,370</u>	<u>470,370</u>
<b>Program Total: 2009A Refunding 2003C/2004B</b>		<b>350,350</b>	<b>325,370</b>	<b>325,370</b>	<b>470,370</b>

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

## 2020 Budget Justification Worksheet

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G/L Account Number	Transaction	Total
Account: 8300 - Principal	Issued 2003, Matures 2023	470,000

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

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Debt Service</b>					
8300	Principal	25,000	25,000	25,000	25,000 *
8325	Interest Charges	2,438	1,874	1,874	1,250
8375	Bank/Trust/Agency Fees	119	125	125	125
		<u>27,556</u>	<u>26,999</u>	<u>26,999</u>	<u>26,375</u>
<b>Program Total: 2011A Refunding 2003A</b>		<b>27,556</b>	<b>26,999</b>	<b>26,999</b>	<b>26,375</b>

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**206-00-000-11A0 - 2011A Refunding 2003A**  
**2020 Budget Justification Worksheet**

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



**206-00-000-13A0 - 2013A Refunding 2005F/2004B  
2020 Budget Worksheet**

<b>Account Number</b>	<b>Description</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Projected Amount</b>	<b>2020 Adopted Budget</b>
<b>Debt Service</b>					
8300	Principal	555,000	570,000	570,000	590,000 *
8325	Interest Charges	71,745	55,095	55,096	37,996
8375	Bank/Trust/Agency Fees	158	165	165	165
		<u>626,903</u>	<u>625,260</u>	<u>625,261</u>	<u>628,161</u>
<b>Program Total: 2013A Refunding 2005F/2004B</b>		<b>626,903</b>	<b>625,260</b>	<b>625,261</b>	<b>628,161</b>

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**206-00-000-13A0 - 2013A Refunding 2005F/2004B**  
**2020 Budget Justification Worksheet**

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 8300 - Principal	Issued 2013, Matures 2021	590,000

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

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Debt Service</b>					
8300	Principal	260,000	290,000	290,000	315,000 *
8325	Interest Charges	27,965	23,025	23,026	16,790
8375	Bank/Trust/Agency Fees	475	475	475	475
		<u>288,440</u>	<u>313,500</u>	<u>313,501</u>	<u>332,265</u>
<b>Program Total: 2014A Refunding 2003C</b>		<b>288,440</b>	<b>313,500</b>	<b>313,501</b>	<b>332,265</b>

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

## 2020 Budget Justification Worksheet

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G/L Account Number	Transaction	Total
Account: 8300 - Principal	Refund GO Bonds 2003C Mature 12/1/2021	315,000

**2020 Budget****TAX INCREMENT FUND (TIF) #7 – Mannheim & Higgins South**

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	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Beginning Balance	(171,951)	(1,400,669)	(426,848)	(2,136,475)	(1,879,310)	(2,300,484)
Revenues	292	1,759,784	65,418	68,378	43,824	51,940
Expenses	(1,188,010)	(741,963)	(1,469,880)	(28,670)	(415,998)	(28,270)
Transfers	(41,000)	(44,000)	(48,000)	(49,000)	(49,000)	(40,000)
<b>Ending Balance</b>	<b>(1,400,669)</b>	<b>(426,848)</b>	<b>(1,879,310)</b>	<b>(2,145,767)</b>	<b>(2,300,484)</b>	<b>(2,316,814)</b>

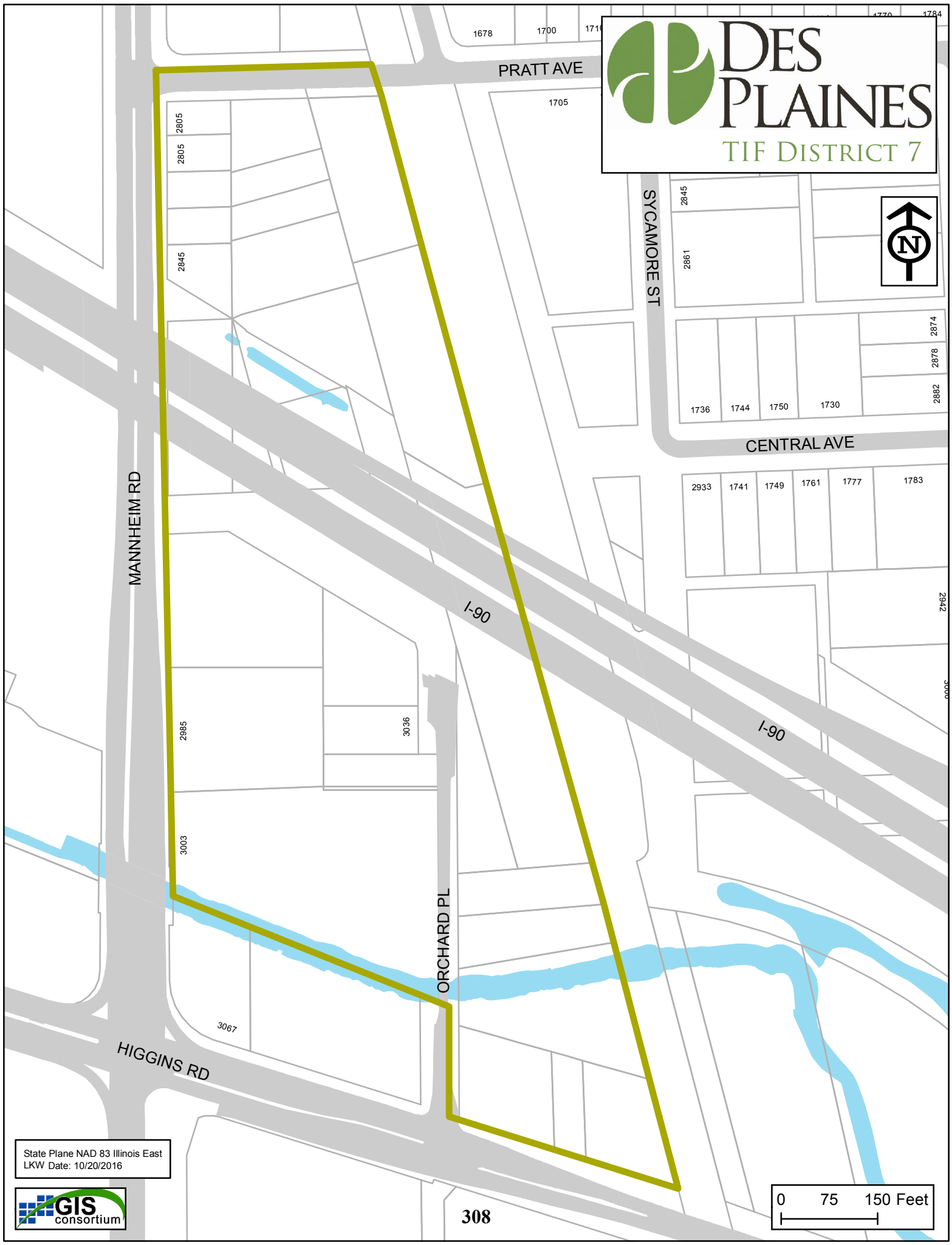
**Fund Overview**

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

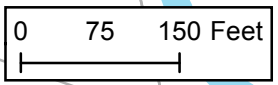


# DES PLAINES

## TIF DISTRICT 7



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



308

## 207 - TIF #7 Mannheim/Higgins South

### 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Property Taxes</b>					
4000	Property Taxes - Current Year Collection	65,816	68,378	43,774	51,890
4005	Property Taxes - Last Year's Collection	-	-	-	-
4010	Property Taxes - Prior Years Collection	(425)	-	-	-
		65,392	68,378	43,774	51,890
<b>Interest Income</b>					
4700	Interest Income	26	-	50	50
		26	-	50	50
<b>Fund Total: TIF #7 Mannheim/Higgins South</b>		<b>65,418</b>	<b>68,378</b>	<b>43,824</b>	<b>51,940</b>

## 207 - TIF #7 Mannheim/Higgins South 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Insurance</b>					
5535	Property & Liability Insurance	390	670	670	270
		390	670	670	270
<b>Contractual Services</b>					
6000	Professional Services	204,085	3,000	105,000	3,000 *
6005	Legal Fees	11,279	25,000	5,000	25,000
		215,364	28,000	110,000	28,000
<b>Subsidies and Incentives</b>					
6520	Subsidy - Economic Development	48,000	49,000	49,000	40,000 *
		48,000	49,000	49,000	40,000
<b>Other Expenses</b>					
7550	Miscellaneous Expenses	-	-	2,775	-
		-	-	2,775	-
<b>Capital Outlay</b>					
8030	Land	-	-	(287,447)	-
8100	Improvements	1,254,126	-	590,000	-
		1,254,126	-	302,553	-
<b>Fund Total: TIF #7 Mannheim/Higgins South</b>		<b>1,517,880</b>	<b>77,670</b>	<b>464,998</b>	<b>68,270</b>



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## 207 - TIF #7 Mannheim/Higgins South

### 2020 Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 6000 - Professional Services	Annual TIF Report	3,000
Account: 6520 - Subsidy - Economic Development	Allocation of Employee Time on TIF Projects	40,000

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**2020 Budget**

**TAX INCREMENT FUND (TIF) #8 – Oakton St. Corridor**

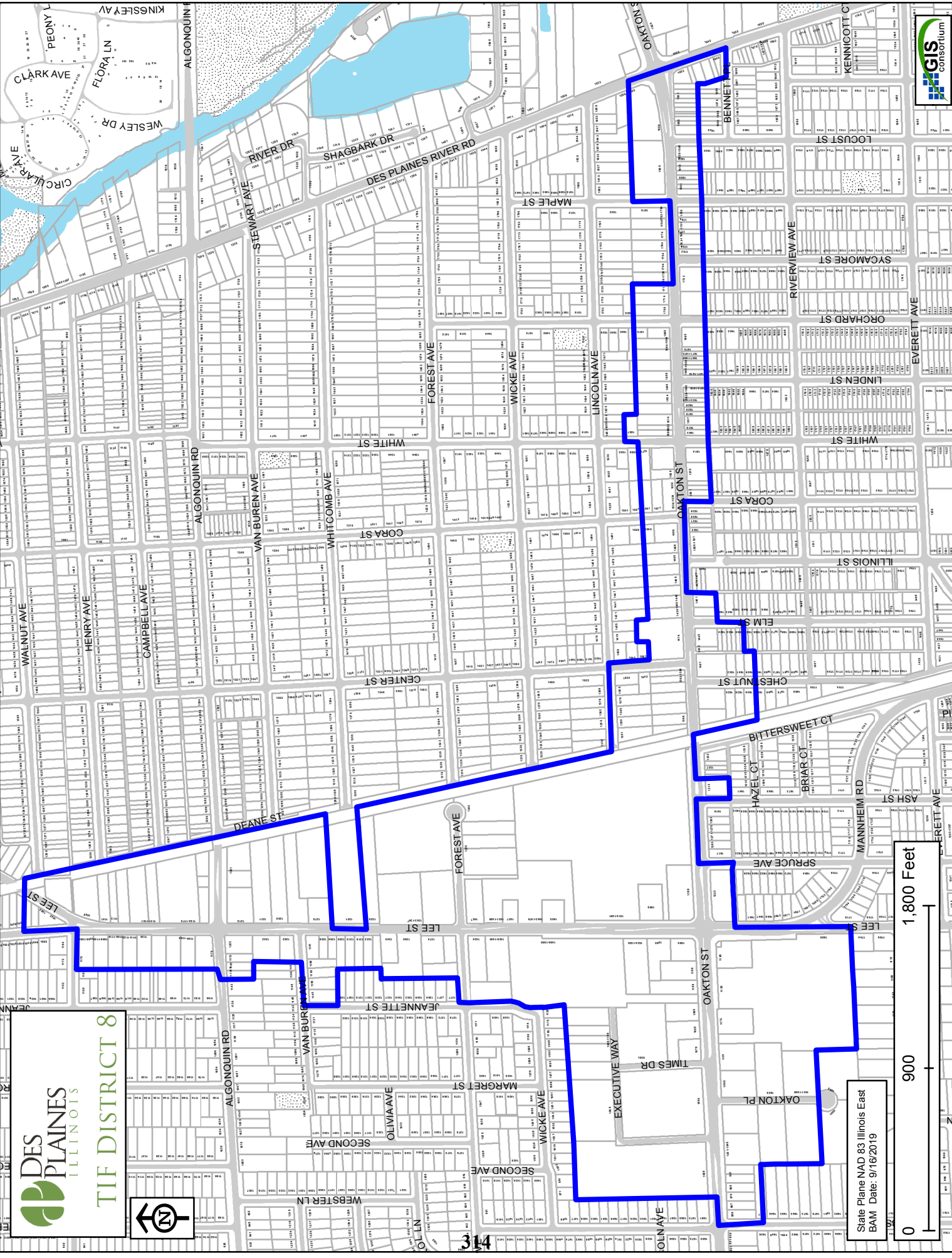
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	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Beginning Balance	-	-	-	-	-	(172,912)
Revenues	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	-
Expenses	-	-	-	-	(172,912)	(186,500)
Transfers	-	-	-	-	-	-
<b>Ending Balance</b>	-	-	-	-	<b>(172,912)</b>	<b>(359,412)</b>

**Fund Overview**

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

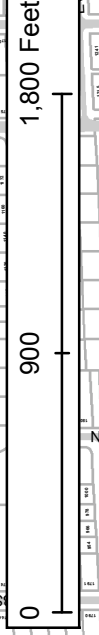
TIF #8: Created in 2019, the area generally includes but not limited to parcels along and adjacent to Mannheim Road bounded by Walnut Avenue to the north and Oakton Street to the south, and tax parcels along and adjacent to Oakton Street from Webster Lane to the west to River Road to the east in the City (see attached map). The Corporate Authorities have found and determined that it is desirable and in the best interests of the public and the City to utilize tax increment allocation financing for the Redevelopment Project Area to carry out the terms and conditions of the Redevelopment Plan and Project.



**DES PLAINES ILLINOIS**  
**TIF DISTRICT 8**



Slate Plane NAD 83 Illinois East  
BAM Date: 9/16/2019



## 208 - TIF #8 Oakton

### 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Contractual Services</b>					
6000	Professional Services	-	-	166,189	175,000 *
6005	Legal Fees	-	-	3,451	-
		-	-	169,640	175,000
<b>Other Services</b>					
6100	Publication of Notices	-	-	3,272	-
		-	-	3,272	-
<b>Capital Outlay</b>					
8100	Improvements	-	-	-	11,500 *
		-	-	-	11,500
<b>Fund Total: TIF #8 Oakton</b>		<b>-</b>	<b>-</b>	<b>172,912</b>	<b>186,500</b>

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## 208 - TIF #8 Oakton

### 2020 Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 6000 - Professional Services	Oakton Street North Central Service Metra Station	175,000
Account: 8100 - Improvements	Pedestrian Signal Upgrades at Oakton & White	11,500

**2020 Budget**  
**MOTOR FUEL TAX FUND**

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	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Beginning Balance	364,273	719,632	879,849	809,449	1,032,957	491,957
Revenues	1,488,949	1,498,691	1,515,916	1,407,500	1,418,000	1,410,000
Expenses	(1,133,590)	(1,338,474)	(1,362,808)	(1,608,455)	(1,959,000)	(1,469,000)
<b>Ending Balance</b>	<b>719,632</b>	<b>879,849</b>	<b>1,032,957</b>	<b>608,494</b>	<b>491,957</b>	<b>432,957</b>

**Fund Overview**

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

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

**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Projected 2019</b>
Motor Fuel Tax	Tons of Salt Purchased	4,707	4,689	5,947

## 230 - Motor Fuel Tax Fund

### 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Intergovernmental</b>					
4225	Motor Fuel Tax Allotment	1,493,866	1,400,000	1,400,000	1,400,000
		1,493,866	1,400,000	1,400,000	1,400,000
<b>Interest Income</b>					
4700	Interest Income	22,051	7,500	18,000	10,000
		22,051	7,500	18,000	10,000
<b>Fund Total: Motor Fuel Tax Fund</b>		<b>1,515,916</b>	<b>1,407,500</b>	<b>1,418,000</b>	<b>1,410,000</b>



# 230 - Motor Fuel Tax Fund

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Contractual Services</b>					
6000	Professional Services	33,572	40,000	30,000	40,000 *
		33,572	40,000	30,000	40,000
<b>Other Services</b>					
6155	Sidewalk Improvements	471,890	250,000	575,000	250,000 *
		471,890	250,000	575,000	250,000
<b>Repairs and Maintenance</b>					
6330	R&M Traffic Signals	54,039	44,000	44,000	44,000 *
		54,039	44,000	44,000	44,000
<b>Commodities</b>					
7140	Electricity	252,184	235,000	235,000	235,000 *
7160	Ice Control	229,478	350,000	400,000	400,000 *
		481,662	585,000	635,000	635,000
<b>Capital Outlay</b>					
8100	Improvements	321,646	689,455	675,000	500,000 *
		321,646	689,455	675,000	500,000
<b>Fund Total: Motor Fuel Tax Fund</b>		<b>1,362,808</b>	<b>1,608,455</b>	<b>1,959,000</b>	<b>1,469,000</b>

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## 230 - Motor Fuel Tax Fund

### 2020 Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 6000 - Professional Services	Soil & Material Testing	40,000
Account: 6155 - Sidewalk Improvements	Sidewalk Replacement	250,000
Account: 6330 - R&M Traffic Signals	State Treasurer, Cook County Highway	44,000
Account: 7140 - Electricity	Street Lights	200,000
	Traffic Signals	35,000
Account: 7160 - Ice Control	De-Icing Materials for Streets	400,000
Account: 8100 - Improvements	Alley Improvements	250,000
	Curb Improvements	250,000

## 2020 Budget

# COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Beginning Balance	83,006	-	(37,834)	-	(8,086)	17,878
Revenues	230,039	450,828	427,198	300,348	300,348	302,509
Expenses	(313,039)	(488,662)	(375,450)	(300,348)	(274,384)	(307,776)
<b>Ending Balance</b>	-	<b>(37,834)</b>	<b>(8,086)</b>	-	<b>17,878</b>	<b>12,611</b>

## Fund Overview

The Community Development Block Grant (CDBG) Fund is administered by the Department of Community & Economic Development. The purpose of the program is to support various projects that serve low- and moderate-income residents and areas of the City. The allocation for Program Year (PY) 2019 (October 1, 2019 - September 30, 2020) is \$302,509. Des Plaines is a U.S. Department of Housing and Urban Development (HUD) designated entitlement community and its program allocation is determined annually by a statutory dual formula that includes objective measures such as the extent of poverty, population, housing overcrowding and the age of the housing stock.

The Associate Planner manages the CDBG program. This individual prepares budgets, contracts and monitors sub-recipients, prepares CDBG plans and reports, manages program finances via HUD's Integrated Disbursement and Information System (IDIS), and acts as the program liaison with HUD, City departments, public service sub-recipients and the public.

The PY2019 budget includes funding for the following project types: public service by not-for-profit agencies that provide housing and employment counseling, homeless prevention, and senior services; housing rehabilitation and lead paint inspection; public infrastructure and public facility improvements; and planning and administration.

A "Program Income Fund" was established to receive program revenue generated by the repayment of liens for repairs made by the CDBG Home Repair Program and Minor Repair Program. Upon completion of work to qualified homes, a lien is placed on the property equal to the amount of the repairs. Repayment of the lien is required if the property is sold, or the title is transferred from the qualified homeowner within the lien period (three years for the Minor Repair Program and ten years for the Home Repair Program). Repayments of less than \$25,000 are placed into the General Fund per HUD guidelines and is not considered as Program Income.

## 2020 Budget

# COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

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### Performance Measures

Service	Metric	Actual Number of Households 2017	Actual Number of Households 2018	Projected Number of Households 2019	Completed Number of Households 2019
Housing Rehabilitation Programs	Home Repair Program	3	7	5	6
	Minor Repair Program	1	0	2	2
	Emergency Home Repair	1	1	2	1

### 2019 Major Accomplishments

1. Completed a total of eight (8) housing rehabilitation program projects through the current CDBG program year, including; six (6) Home Repair Program projects, two (2) Minor Repair Program project, and one (1) Emergency Home Repair Program project.
2. Assisted approximately 335 households/persons through the public service programs administered by the not-for-profit CDBG sub-recipients.

### 2020 Goals and Objectives

1. Under home rehabilitation complete five (6) Home Repair Program projects, two (2) Minor Repair Program projects, and two (2) Emergency Repair Program projects through the next CDBG program year.
2. Assist approximately 522 people through the public service programs administered by the non-for-profit CDBG sub-recipients.

**2020 Budget**  
**COMMUNITY DEVELOPMENT**  
**BLOCK GRANT (CDBG)**

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**PERSONNEL EXHIBIT**

Department: CED		Div: CDBG		Div. No: 240-00	
Title	Authorized Positions				
	2018 Budget	2019 Budget	2020 Budget		
Associate Planner *	0.75	0.75	0.75		
Total Full Time Equivalent (FTE) Employees:	0.75	0.75	0.75		

\*Associate Planner position is funded at 40% from General Fund Planning and Zoning

## 240 - CDBG Fund

### 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Intergovernmental</b>					
4250	CDBG	427,173	300,348	300,348	302,509 *
		427,173	300,348	300,348	302,509
<b>Fines and fees</b>					
4505	CDBG - Program Income	25	-	-	-
		25	-	-	-
<b>Fund Total: CDBG Fund</b>		<b>427,198</b>	<b>300,348</b>	<b>300,348</b>	<b>302,509</b>

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# 240 - CDBG Fund

## 2020 Revenue Budget Justification Worksheet

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G/L Account Number	Transaction	Total
Account: 4250 - CDBG	Program Year 2019 Allocation	302,509

## 240 - CDBG Fund

### 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	43,893	48,120	35,830	49,323
		43,893	48,120	35,830	49,323
<b>Taxes and Benefits</b>					
5200	FICA Contribution	3,173	3,681	2,677	3,773
5205	IMRF Contribution	4,742	4,596	3,700	5,440
5230	Dental Insurance Contribution	932	1,116	-	-
5235	Life Insurance Contribution	46	50	32	19
5240	Workers Compensation	-	82	35	68
		8,893	9,525	6,444	9,300
<b>Other Services</b>					
6125	Bank & CC Fees	150	-	-	-
		150	-	-	-
<b>Subsidies and Incentives</b>					
6555	Subsidy - Emergency Shelter for Homeless Youth	2,925	3,700	3,700	3,700 *
6560	Subsidy - Shared Housing	6,802	8,700	8,700	8,700 *
6563	Subsidy - Senior Housing and Supportive Services	8,968	10,700	10,700	10,700 *
6570	Subsidy - Residential Rehab	157,804	195,579	192,579	204,453 *
6580	Subsidy - Housing Counsel	14,538	14,900	14,900	14,900 *
6600	Subsidy - Transitional Housing	5,785	6,700	1,531	6,700 *
		196,821	240,279	232,110	249,153
<b>Capital Outlay</b>					
8100	Improvements	147,693	2,424	-	-
		147,693	2,424	-	-
<b>Fund Total: CDBG Fund</b>		<b>397,450</b>	<b>300,348</b>	<b>274,384</b>	<b>307,776</b>



## 240 - CDBG Fund

### 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6555 - Subsidy - Emergency Shelter for Homeless Youth	Emergency Shelter - The Harbour, Inc.	3,700
Account: 6560 - Subsidy - Shared Housing	Center of Concern	8,700
Account: 6563 - Subsidy - Senior Housing and Supportive Services	Center of Concern	10,700
Account: 6570 - Subsidy - Residential Rehab	Emergency Home Repair Program	6,000
	Home Repair - Minor	21,275
	Home Repair Program	177,178
Account: 6580 - Subsidy - Housing Counsel	CEDA Northwest - Fair Housing	14,900
Account: 6600 - Subsidy - Transitional Housing	Transitional Housing & Safe House Program	6,700

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**2020 Budget**  
**GRANT FUNDED PROJECTS FUND**

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	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Beginning Balance	(1,097,619)	(1,916,809)	(5,572,932)	(1,612,472)	(6,765,962)	695,575
Revenues	5,547,787	9,180,812	6,841,948	18,360,393	18,611,415	14,777,641
Expenses	(6,791,943)	(13,014,040)	(8,404,880)	(19,820,958)	(11,944,613)	(17,106,893)
Transfers	424,967	177,104	369,902	1,510,588	794,735	2,329,252
<b>Ending Balance</b>	<b>(1,916,809)</b>	<b>(5,572,932)</b>	<b>(6,765,962)</b>	<b>(1,562,449)</b>	<b>695,575</b>	<b>695,575</b>

**Fund Overview**

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

## 250 - Grant Projects Fund

### 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Intergovernmental</b>					
4260	Federal Grants	285,367	4,860,393	4,984,484	1,577,641 *
4270	State Grants	5,728,557	13,500,000	11,367,606	9,150,000 *
4280	Local Grants	816,641	-	2,252,263	4,050,000 *
		6,830,565	18,360,393	18,604,353	14,777,641
<b>Interest Income</b>					
4700	Interest Income	11,383	-	7,062	-
		11,383	-	7,062	-
<b>Other Financing Sources</b>					
4900	Transfer from General Fund	-	25,700	17,542	-
4940	Transfer from Capital Projects Fund	369,902	1,484,888	777,193	2,329,252 *
		369,902	1,510,588	794,735	2,329,252
<b>Fund Total: Grant Projects Fund</b>		<b>7,211,849</b>	<b>19,870,981</b>	<b>19,406,150</b>	<b>17,106,893</b>

## 250 - Grant Projects Fund

### 2020 Revenue Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 4260 - Federal Grants	Customs & DEA Overtime Reimbursement	41,600
	FEMA Fire Station Floodwall (ENG 5421)	1,477,241
	Lee-Forest Signal - STP Const. (ENG 5152 amt \$2.3M)	46,000
	Mt. Prospect Rd Refuge Median - CMAQ (ENG 5415)	12,800
Account: 4270 - State Grants	Des Plaines River Road Phase III - IDOT (ENG 5140)	6,000,000
	Phase 4 Hazard Mitigation Grant IDNR (ENG 5253)	1,500,000
	River Road Reconstruction (ENG 5140) Carryover Rec 2018	1,650,000
Account: 4280 - Local Grants	Invest in Cook- Oakton Street (ENG 5422)	50,000
	Phase 4 Hazard Mitigation Grant MWRD (ENG 5253)	4,000,000
Account: 4940 - Transfer from Capital Projects Fund	FEMA Fire Station Floodwall (ENG 5421)	492,414
	Invest in Cook- Oakton Street (ENG 5422)	50,000
	Lee-Forest Traffic Signal - STP (ENG 5152) (Project Amt \$2.3M)	184,000
	Lee-Forest Traffic Signal - STP Construction (ENG 5152)	25,000
	Lee-Forest Traffic Signal - STP Construction (ENG 5152)	460,000
	Mt. Prospect Rd Refuge Median - CMAQ Design (ENG 5415)	8,000
	Mt. Prospect Rd Refuge Median - CMAQ Design (ENG 5415)	3,200
	Mt. Prospect Rd Refuge Median - CMAQ Design (ENG 5415)	14,638
	Rand Road Sidepath - ITEP (ENG 5215) (Project Cost \$3.3M)	660,000
	Rand Road Sidepath - ITEP Construction (ENG 5215)	400,000
	Rand Road Sidepath - ITEP Design (ENG 5215)	32,000

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

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	42,447	-	-	-
5020	Overtime - Non Supervisory	47,749	41,600	41,600	41,600
		90,197	41,600	41,600	41,600
<b>Commodities</b>					
7320	Equipment < \$5,000	-	-	1,000	-
		-	-	1,000	-
<b>Capital Outlay</b>					
8015	Equipment	-	256,768	17,542	-
		-	256,768	17,542	-
<b>Program Total: Public Safety Grants</b>		<b>90,197</b>	<b>298,368</b>	<b>60,142</b>	<b>41,600</b>

# 250-00-000-2520 - Capital Grants

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Contractual Services</b>					
6000	Professional Services	507,524	582,400	522,499	1,686,000 *
6005	Legal Fees	68,423	10,000	153,600	25,000 *
		575,947	592,400	676,099	1,711,000
<b>Other Services</b>					
6115	Licensing/Titles	(2,636)	5,000	1,308	-
6195	Miscellaneous Contractual Services	99,920	-	13,485	-
		97,284	5,000	14,793	-
<b>Capital Outlay</b>					
8030	Land	4,090,333	1,600,000	670,450	5,500,000 *
8100	Improvements	3,551,120	17,325,190	10,523,129	9,854,293 *
		7,641,452	18,925,190	11,193,579	15,354,293
<b>Program Total: Capital Grants</b>		<b>8,314,683</b>	<b>19,522,590</b>	<b>11,884,471</b>	<b>17,065,293</b>

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

### 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6000 - Professional Services	Invest in Cook- Oakton Street (ENG 5422)	100,000
	Lee-Forest Traffic Signal - STP (ENG 5152) (Project Amt \$2.3M)	230,000
	Mt. Prospect Rd Refuge Median - CMAQ Design (ENG 5415)	8,000
	Mt. Prospect Rd Refuge Median - CMAQ Design (ENG 5415)	16,000
	Rand Road Sidepath - ITEP Construction (ENG 5215)	400,000
	Rand Road Sidepath - ITEP Design (ENG 5215)	32,000
	River Road Reconstruction Construction (ENG 5140) Carryover	900,000
	Account: 6005 - Legal Fees	Lee-Forest Traffic Signal - STP Construction (ENG 5152)
Account: 8030 - Land	Phase 4 Hazard Mitigation Grant (ENG 5253)	5,500,000
Account: 8100 - Improvements	Des Plaines River Road Phase II- IDOT (ENG 5140) Carryover	750,000
	Des Plaines River Road Phase III - IDOT (ENG 5140)	6,000,000
	FEMA Fire Station Floodwall (ENG 5421)	1,969,655
	Lee-Forest Traffic Signal - STP (ENG 5152) (Project Amt \$2.3M)	460,000
	Mt. Prospect Rd Refuge Median - CMAQ (ENG 5415)	14,638
	Rand Road Sidepath - ITEP (ENG 5215) (Proj Amt \$3.3M)	660,000



**2020 Budget**  
**GAMING TAX FUND**

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Beginning Balance	20,455,547	20,395,786	21,356,213	19,276,051	20,562,714	20,911,526
Revenues	24,804,861	25,015,007	25,632,853	24,100,000	24,348,812	24,250,000
Expenses	(15,873,250)	(15,904,580)	(16,026,352)	(15,600,000)	(15,600,000)	(15,600,000)
Transfers	(8,991,372)	(8,150,000)	(10,400,000)	(8,400,000)	(8,400,000)	(8,750,000)
<b>Ending Balance</b>	<b>20,395,786</b>	<b>21,356,213</b>	<b>20,562,714</b>	<b>19,376,051</b>	<b>20,911,526</b>	<b>20,811,526</b>

**Fund Overview**

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

<b>Annual Casino Revenue</b>				
	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Revenues *	24,762,107	25,065,880	23,448,166	23,500,000
State of Illinois Share (\$10M Annually)	(10,000,000)	(10,000,000)	(10,000,000)	(10,000,000)
Remaining Amount	14,762,107	15,065,880	13,448,166	13,500,000
Benefitting Communities Share (40%)	5,904,843	6,026,352	5,379,266	5,400,000
City of Des Plaines Share (60%)	<b>8,857,264</b>	<b>9,039,528</b>	<b>8,068,900</b>	<b>8,100,000</b>
<i>Year of Allocation</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>

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

**2020 Budget**  
**GAMING TAX FUND**

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**2020 Budgeted Projects**

The \$8.75M in Gaming revenue from 2018 is being used in the 2020 Budget on the following:

- \$8M transfer to the Facilities Replacement Fund
- \$750K transfer to the Water/Sewer Fund

2016 Revenue used in 2018		2017 Revenue used in 2019		2018 Revenue used in 2020	
Street and Drainage System Improvements	\$5.0M	Street and Drainage System Improvements	\$2.525M	Facilities Replacement Fund Transfer	\$8M
Water System Improvements	\$2.9M	Water System Improvements	\$5.375M	Water/Sewer Fund Transfer	\$750K
Facilities Fund Transfer	\$500K	Facilities Fund Transfer	\$500K		<b>\$8.75M</b>
River Rd Water Main (Carryover)	\$2.0M		<b>\$8.4M</b>		
	<b>\$10.4M</b>				

## 270 - Gaming Tax Fund

### 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Other Taxes</b>					
4130	Gaming Tax - Wagering	22,089,377	21,000,000	21,000,000	21,000,000
4135	Gaming Tax - Admissions	2,976,503	3,000,000	2,900,000	3,000,000
		25,065,880	24,000,000	23,900,000	24,000,000
<b>Interest Income</b>					
4700	Interest Income	557,295	100,000	448,812	250,000
		557,295	100,000	448,812	250,000
<b>Miscellaneous Revenues</b>					
4849	Miscellaneous Revenues	9,678	-	-	-
		9,678	-	-	-
<b>Fund Total: Gaming Tax Fund</b>		<b>25,632,853</b>	<b>24,100,000</b>	<b>24,348,812</b>	<b>24,250,000</b>

## 270 - Gaming Tax Fund

### 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Other Expenses</b>					
7600	Cont Obligation - State Payments	10,000,000	10,000,000	10,000,000	10,000,000
7650	Cont Obligation - Municipalities	6,026,352	5,600,000	5,600,000	5,600,000
		<u>16,026,352</u>	<u>15,600,000</u>	<u>15,600,000</u>	<u>15,600,000</u>
<b>Other Financing Uses</b>					
9400	Transfer to Capital Projects Fund	7,900,000	7,900,000	7,900,000	-
9500	Transfer to Water/Sewer Fund	2,000,000	-	-	750,000
9999	Transfer to Other Funds	500,000	500,000	500,000	8,000,000 *
		<u>10,400,000</u>	<u>8,400,000</u>	<u>8,400,000</u>	<u>8,750,000</u>
<b>Fund Total: Gaming Tax Fund</b>		<b><u>26,426,352</u></b>	<b><u>24,000,000</u></b>	<b><u>24,000,000</u></b>	<b><u>24,350,000</u></b>

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## 270 - Gaming Tax Fund

### 2020 Budget Justification Worksheet

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G/L Account Number	Transaction	Total
Account: 9999 - Transfer to Other Funds	Facilities Replacement Funding	8,000,000

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**2020 Budget**  
**DEBT SERVICE FUND**

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Beginning Balance	456,984	457,424	63,802	137,873	156,614	<b>156,614</b>
Revenues	106,990	99,978	92,812	-	-	-
Expenses	(106,550)	(493,600)	-	-	-	-
Transfers	-	-	-	-	-	-
<b>Ending Balance</b>	<b>457,424</b>	<b>63,802</b>	<b>156,614</b>	<b>137,873</b>	<b>156,614</b>	<b>156,614</b>

**Fund Overview**

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

**DEBT SERVICE SCHEDULE**

	<b>PROPERTY TAX SUPPORTED</b>	<b>CAPITAL PROJECTS PORTION</b>	<b>TIF SUPPORTED PORTION</b>	<b>TOTAL</b>
Total Debt Outstanding - Principal only Balance Jan. 1, 2020	-	-	19,309,246	19,309,246
2020 Debt Service				
Principal	-	-	3,937,668	3,937,668
Interest	-	-	479,208	479,208
<b>Total</b>	<b>-</b>	<b>-</b>	<b>4,416,876</b>	<b>4,416,876</b>

**2020 Budget**  
**DEBT SERVICE FUND**

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The below bond issues are paid from special revenue:

<b>YEAR OF ISSUE</b>	<b>TYPE</b>	<b>ORIGINAL AMOUNT ISSUED</b>	<b>BALANCE JAN. 1, 2020</b>
2008A	G.O. (Refunding 2001C, TIF #1, TIF #3)	2,575,000	240,000
2009A	G.O. (Partial refund 2003C, 2004B, TIF #6)	5,430,000	2,764,246
2011A	G.O. (Ref 03A, TIF #1, TIF#3, TIF #5, TIF #6)	3,540,000	750,000
2012A	G.O. (TIF #1)	3,765,000	495,000
2013	G.O. (TIF #1, TIF #3, TIF #6)	7,945,000	1,830,000
2014A	G.O. (TIF #6)	2,020,000	670,000
2014B	G.O. (TIF #3, CIP)	5,600,000	1,365,000
2018A	G.O. (TIF #3 Refund 2010A & 2010B)	12,410,000	11,195,000
Total G.O. Bonds		43,285,000	19,309,246
2002	TIF Revenue Note	462,389	38,840
2003	TIF Revenue Note	471,000	41,087
Total Revenue Notes		933,389	79,927

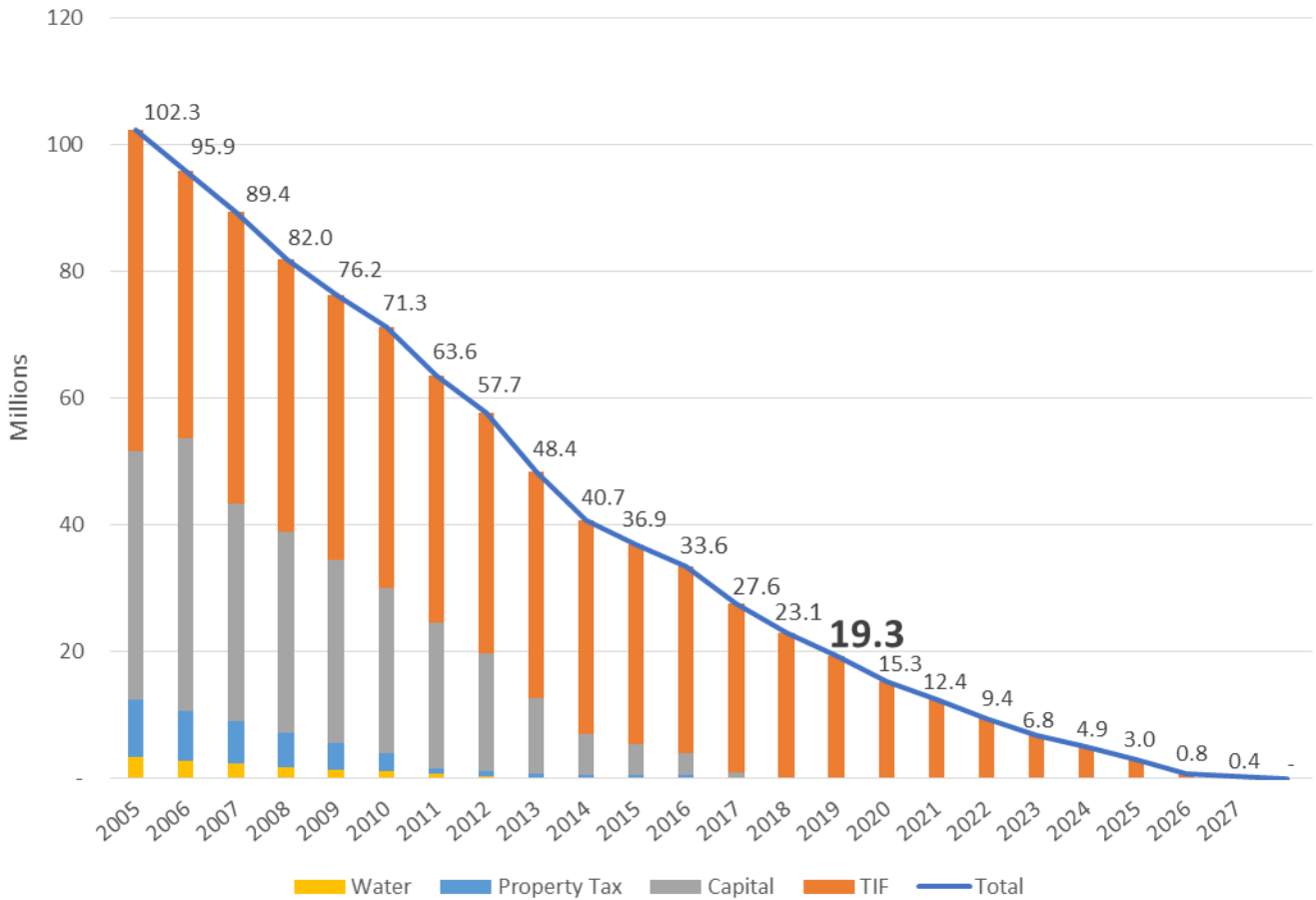
**Total Supported by Special Revenue**

**\$19,389,173**



**2020 Budget**  
**DEBT SERVICE FUND**

**Principal Amount Outstanding**



The graphic “Principal Amount Outstanding” shows the relative pace with which the City is paying its outstanding debt. Total debt of 102.3 million as of December 31, 2005 was reduced to \$19.3 million as of December 31, 2019 will reach \$12.4 million by 2021. All current debt will be retired by the end of 2028.

**2020 Budget**  
**DEBT SERVICE FUND**

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**Principal Amount Outstanding by Type**

<b>Year</b>	<b>Property Tax</b>	<b>Capital Projects</b>	<b>TIF</b>	<b>Total</b>
<b>2020</b>	-	-	19,309,246	19,309,246
<b>2021</b>	-	-	15,319,430	15,319,430
<b>2022</b>	-	-	12,387,697	12,387,697
<b>2023</b>	-	-	9,388,599	9,388,599
<b>2024</b>	-	-	6,840,000	6,840,000
<b>2025</b>	-	-	4,935,000	4,935,000
<b>2026</b>	-	-	2,975,000	2,975,000
<b>2027</b>	-	-	815,000	815,000
<b>2028</b>	-	-	415,000	415,000

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

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

Debt service requirements for all of the City's debt (inclusive of the TIF debt) for the outstanding principal and interest are included on the next page.

2020 Budget  
**DEBT SERVICE FUND**

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

**TOTAL CITY DEBT**

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2020	3,937,668	479,208	4,416,876
2021	2,855,713	379,950	3,235,663
2022	2,300,424	303,566	2,603,990
2023	2,178,112	260,550	2,438,662
2024	1,905,000	205,200	2,110,200
2025	1,960,000	148,050	2,108,050
2026	2,160,000	89,250	2,249,250
2027	400,000	24,450	424,450
2028	415,000	12,450	427,450
<b>Total</b>	<b>18,111,917</b>	<b>1,902,674</b>	<b>20,014,591</b>

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

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

## 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Property Taxes</b>					
4000	Property Taxes - Current Year Collection	96,963	-	-	-
4005	Property Taxes - Last Year's Collection	794	-	-	-
4010	Property Taxes - Prior Years Collection	(4,945)	-	-	-
		92,812	-	-	-
<b>Program Total: 2007B Refunding 01B</b>		<b>92,812</b>	<b>-</b>	<b>-</b>	<b>-</b>

**2020 Budget**  
**CAPITAL PROJECTS FUND**

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	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Beginning Balance	5,087,021	5,595,070	8,232,820	3,775,432	8,017,823	4,332,465
Revenues	7,749,064	7,924,060	8,455,116	7,245,546	7,735,546	7,492,546
Expenses	(10,295,346)	(13,234,206)	(10,525,210)	(9,539,094)	(13,143,711)	(7,337,010)
Transfers	3,054,331	7,947,896	1,855,098	1,015,112	1,722,807	(2,354,252)
<b>Ending Balance</b>	<b>5,595,070</b>	<b>8,232,820</b>	<b>8,017,823</b>	<b>2,496,996</b>	<b>4,332,465</b>	<b>2,133,749</b>

**Fund Overview**

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

## 2020 Budget

# CAPITAL PROJECTS FUND

## 5 YEAR CIP OVERVIEW

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

The separate CIP plan is completed for five fiscal years from 2020 through 2024. The document represents staff's recommendation of the City's street, utility, and drainage infrastructure project needs for the next five years given current financial resources. Proposed projects are listed by year, with anticipated cost and source of revenue to fund the improvements shown. Each project has a description, justification for the project along with a High, Medium or Low priority. Within the 2020 Budget document, a summary of the specific 2020 projects is included on the following pages. The summary is laid out by various categories of projects such as alley improvements, drainage improvements, etc., and indicates the location, total cost, funding source as well as a justification. The justification is primarily used as an indicator on recurring and nonrecurring capital projects. The items listed as annual programs are considered recurring.

In preparing the CIP, priority is given to projects based on need and condition of the infrastructure item recommended to be improved or replaced. For instance, decisions on street and alley replacements are based on the biannual pavement condition surveys of each street and alley. Likewise, water system improvements are based on the City's 2006 Water System Master Plan. In addition, storm water improvements are scheduled according the City's 2003 Storm Water Master Plan.

The capital improvements proposed for construction in 2020 are identified in the 5-Year Capital Improvement Program at a cost of approximately \$6 million. Sources of revenue for the C.I.P. presently include the Capital Projects Fund (\$5 million), Motor Fuel Tax Fund (\$750,000), Water/Sewer Fund (\$300,000).

The following types of projects and their approximate funding levels will be recommended to the City Council during C.I.P. discussions for improvements in 2020: Alley Improvements (\$250,000), Street Improvements (\$4,000,000), Traffic Improvements (\$500,000), Sewer System Improvements (\$300,000), and Miscellaneous Improvements (\$500,000).

The recommended 2020 through 2024 Capital Improvement Program proposes the expenditure of approximately \$60 million on capital improvements within the project categories of curbs/gutters, engineering services, lighting improvements, sewers/drainage, water system, alleys, sound walls, traffic signals and streetscape improvements.

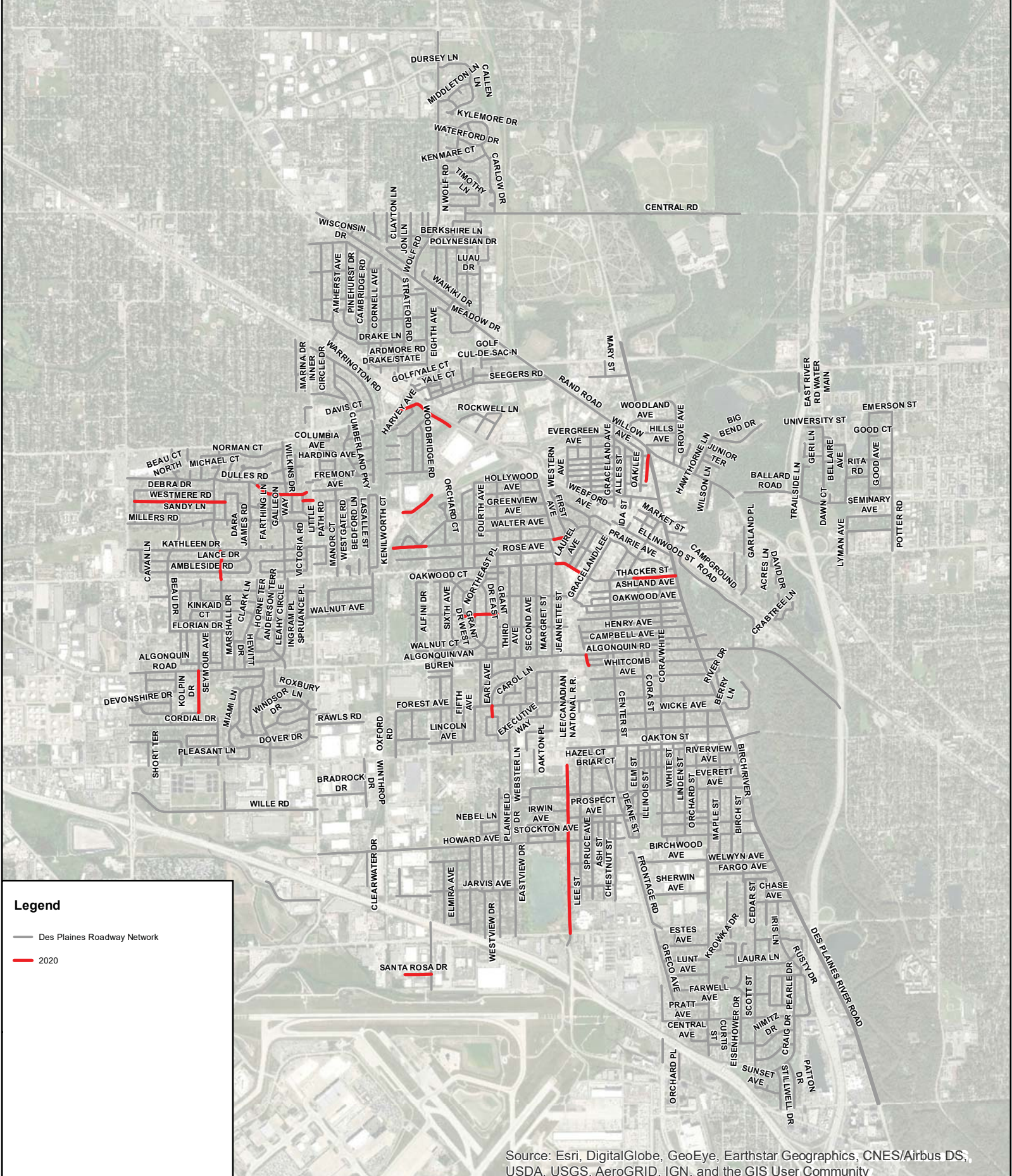


CAPITAL IMPROVEMENT PROGRAM  
2020-2024

YEAR 2020

Street	From	To	Current PCI	Work Type	Total Cost	Fund
<b>STREET IMPROVEMENTS</b>						
BRADLEY ST	DULLES	LITTLE PATH	50	RESURFACE	\$156,468	CPF
BRADLEY ST	LITTLE PATH	DEAD END	55	RESURFACE	\$78,780	CPF
DEANE ST	VAN BUREN	ALGONQUIN	56	RESURFACE	\$33,384	CPF
DENNIS PL	FOREST	HEATHER	56	RESURFACE	\$33,072	CPF
HOFFMAN PKY	VILLA E	THIRD	40	RESURFACE	\$103,116	CPF
HOFFMAN PKY	VILLA W	VILLA E	33	RESURFACE	\$51,480	CPF
KOLPIN DR	ALGONQUIN	ELIZABETH	45	RESURFACE	\$187,980	CPF
LEE STREET	HARDING	ELK	47	RESURFACE	\$172,692	CPF
LEE STREET	HOWARD	MANNHEIM	40	RESURFACE	\$338,676	CPF
LEE STREET	HOWARD	TOUHY	44	RESURFACE	\$398,180	CPF
MARSHALL DR	KATHLEEN	DEMPSTER	47	RESURFACE	\$129,324	CPF
PRAIRIE AVE	WOLF	DEAD END	55	RESURFACE	\$98,904	CPF
PRAIRIE AVE	ARLINGTON	FIRST	33	RESURFACE	\$49,816	CPF
SANTA ROSA DR	WOLF	DEAD END	50	RESURFACE	\$116,376	CPF
SEEGERS RD	GOLF	WIEBOLDT	50	RESURFACE	\$279,240	CPF
THACKER ST	FIRST	GRACELAND	58	RESURFACE	\$125,112	CPF
THACKER ST	LEE	DES PLAINES RIVER RD	35	RESURFACE	\$188,136	CPF
WESTMERE RD	LILIAN	BELL	29	RESURFACE	\$122,720	CPF
WESTMERE RD	LILIAN	BELL	55	RESURFACE	\$147,576	CPF
WESTMERE RD	LITTLE PATH	MT PROSPECT	37	RESURFACE	\$31,096	CPF
WIEBOLDT DR	WOLF	INNOVATION	54	RESURFACE	\$157,872	CPF
IDOT IMPROVEMENTS	VARIOUS			CITY MATCH	\$1,000,000	CPF
<b>ALLEY IMPROVEMENTS</b>						
ALLEY IMPROVEMENTS				ALLEY RECONSTRUCTION	\$250,000	MFT
<b>MISCELLANEOUS IMPROVEMENTS</b>						
SIDEWALK IMPROVEMENTS	CITY WIDE			SIDEWALK REPLACEMENT	\$250,000	MFT
CURB IMPROVEMENTS	CITY WIDE			CURB REPLACEMENT	\$250,000	MFT
<b>SEWER SYSTEM IMPROVEMENTS</b>						
SEWER LINING	CITY WIDE			SEWER LINING	\$300,000	WATER
<b>TRAFFIC IMPROVEMENTS</b>						
SIGN REPLACEMENT PROGRAM	CITY WIDE			SIGN REPLACEMENT	\$500,000	CPF
					<b>TOTAL</b>	<b>\$5,550,000</b>

CPF- Capital Projects Fund  
MFT- Motor Fuel Tax Fund  
GFP- Grant Funded Projects Fund  
WATER- Water/Sewer Fund  
TIF- TIF Fund



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

**Legend**

- Des Plaines Roadway Network
- 2020

0 0.25 0.5 Miles

Label Nomenclature  
Branch Name

**City of Des Plaines**  
 Pavement Management Program 2019  
 CIP Map for 2020

  
**AECOM**



**2020 Budget**  
**PUBLIC WORKS & ENGINEERING**  
**CAPITAL PROJECTS FUND**

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**PERSONNEL EXHIBIT**

Department: PW & Engineering		Div: Capital Projects		Div. No: 400-00
Title	Authorized Positions			
	2018 Budget	2019 Budget	2020 Budget	
Assistant Director of PW and Engineering	1.00	1.00	1.00	
Engineering Inspector	2.00	2.00	0.00	
Civil Engineer I	0.00	0.00	2.00	
Clerk	0.00	1.00	0.00	
Part-Time Clerk	0.25	0.00	0.50	
Seasonal	0.25	0.25	0.25	
Total Full Time Equivalent (FTE) Employees:	3.50	4.25	3.75	

## 400 - Capital Projects Fund

### 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Property Taxes</b>					
4055	Property Taxes SSA 5	3,895	-	-	-
4056	Property Taxes SSA 6	1,105	981	981	981 *
4057	Property Taxes SSA 7	11,907	12,000	12,000	12,000 *
4058	Property Taxes SSA 8	4,289	4,200	4,200	4,200 *
4059	Property Taxes SSA 9	2,045	2,315	2,315	2,315 *
4060	Property Taxes SSA 10	3,031	2,936	2,936	2,936 *
4061	Property Taxes SSA 11	2,106	2,096	2,096	2,096 *
4062	Property Taxes SSA 12	956	979	979	979 *
4063	Property Taxes SSA 13	1,615	1,566	1,566	1,566 *
4064	Property Taxes SSA 14	856	830	830	830 *
4065	Property Taxes SSA 15	1,693	1,643	1,643	1,643 *
		33,499	29,546	29,546	29,546
<b>Other Taxes</b>					
4120	Local Option Gas Tax	1,782,386	1,655,000	1,700,000	1,700,000
4170	Home Rule Sales Tax	3,826,034	4,200,000	4,200,000	4,200,000
4180	Library Home Rule Sales Tax	1,277,525	-	-	-
		6,885,945	5,855,000	5,900,000	5,900,000
<b>Charges for Services</b>					
4608	Storm Sewer	1,314,298	1,300,000	1,300,000	1,350,000
4660	Recapture Fees	8,058	6,000	5,500	5,500
		1,322,356	1,306,000	1,305,500	1,355,500
<b>Interest Income</b>					
4700	Interest Income	157,229	20,000	115,000	50,000
		157,229	20,000	115,000	50,000
<b>Miscellaneous Revenues</b>					
4823	Rear Yard Drainage Improvements	7,378	25,000	7,500	7,500
4849	Miscellaneous Revenues	48,709	10,000	378,000	150,000
		56,087	35,000	385,500	157,500
<b>Other Financing Sources</b>					
4927	Transfer from Gaming Tax Fund	7,900,000	7,900,000	7,900,000	-
		7,900,000	7,900,000	7,900,000	-
<b>Fund Total: Capital Projects Fund</b>		<b>16,355,116</b>	<b>15,145,546</b>	<b>15,635,546</b>	<b>7,492,546</b>

## 400 - Capital Projects Fund

### 2020 Revenue Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 4056 - Property Taxes SSA 6	Tax Years 2005 to 2019	981
Account: 4057 - Property Taxes SSA 7	Tax Years 2005 to 2019	12,000
Account: 4058 - Property Taxes SSA 8	Crabtree Ln, Levy Thru 2020	4,200
Account: 4059 - Property Taxes SSA 9	624-640 W Algonquin, Levy Thru 2021	2,315
Account: 4060 - Property Taxes SSA 10	642-658 W Algonquin, Levy Thru 2021	2,936
Account: 4061 - Property Taxes SSA 11	138, 158, 273, 283, 170 & 180 Drake Ln, Levy Thru 2020	2,096
Account: 4062 - Property Taxes SSA 12	948 & 956 Greenview Ave, Levy Thru 2020	979
Account: 4063 - Property Taxes SSA 13	1318,1330,1340 Phoenix Dr & 1325,1335 Miami Ln, Levy Thru 2020	1,566
Account: 4064 - Property Taxes SSA 14	2132, 2140 & 2148 Plainfield Dr, LevyThru 2021	830
Account: 4065 - Property Taxes SSA 15	345/353 Ardmore Tax Years 2014-2023	1,643

# 400 - Capital Projects Fund

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	296,775	343,054	293,589	280,143
5010	Temporary Wages	8,835	13,650	9,490	13,650
5020	Overtime - Non Supervisory	7,484	10,000	4,568	10,000
		313,094	366,704	307,647	303,793
<b>Taxes and Benefits</b>					
5200	FICA Contribution	23,411	25,518	22,256	20,905
5205	IMRF Contribution	34,492	34,487	27,312	30,900
5220	PPO Insurance Contribution	36,271	56,354	39,179	30,975
5225	HMO Insurance Contribution	13,729	14,323	4,214	-
5230	Dental Insurance Contribution	2,726	3,760	2,676	1,862
5232	Vision Insurance Contribution	315	410	280	184
5235	Life Insurance Contribution	259	340	273	264
5240	Workers Compensation	1,730	1,798	1,612	1,586
5250	Uniform Allowance	200	-	200	200
5260	RHS Plan Payout	7,409	7,921	21,856	7,707
		120,541	144,911	119,858	94,583
<b>Other Employee Costs</b>					
5320	Conferences	3,134	2,000	2,000	2,000
5325	Training	-	2,000	2,000	2,000 *
5335	Travel Expenses	4	100	100	100
		3,138	4,100	4,100	4,100
<b>Insurance</b>					
5535	Property & Liability Insurance	60,410	54,700	54,700	36,350
		60,410	54,700	54,700	36,350
<b>Contractual Services</b>					
6000	Professional Services	654,987	1,100,000	1,200,000	1,292,500 *
6005	Legal Fees	5,508	1,000	1,500	1,000 *
6015	Communication Services	3,039	2,600	2,600	2,600 *
6025	Administrative Services	3,124	2,000	2,000	2,000 *
		666,657	1,105,600	1,206,100	1,298,100
<b>Other Services</b>					
6105	Records Preservation	-	15,000	5,000	15,000 *
6110	Printing Services	955	400	400	400 *
6140	Leases	1,934	1,545	2,000	1,545 *
6155	Sidewalk Improvements	611,730	-	176,000	-
6165	Street Pavement Markings	38,266	50,000	50,000	63,000 *
6195	Miscellaneous Contractual Services	179,670	100,000	101,406	100,000 *
		832,554	166,945	334,806	179,945
<b>Repairs and Maintenance</b>					
6300	R&M Software	8,268	8,000	8,000	8,000 *
6305	R&M Equipment	-	1,100	1,000	1,100 *
6310	R&M Vehicles	35	-	-	-
6315	R&M Buildings & Structures	5,880	20,000	20,000	20,000 *
		14,183	29,100	29,000	29,100
<b>Commodities</b>					
7055.051	Street Sign Supplies	-	625	-	625
7065	Supplies - Capital Maintenance	60,469	70,000	70,000	70,000 *
7320	Equipment < \$5,000	1,561	-	-	-
		62,030	70,625	70,000	70,625

## 400 - Capital Projects Fund 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Other Expenses</b>					
7500	Postage & Parcel	7,590	3,000	3,100	3,000 *
		<u>7,590</u>	<u>3,000</u>	<u>3,100</u>	<u>3,000</u>
<b>Capital Outlay</b>					
8030	Land	-	-	14,400	-
8100	Improvements	7,487,545	7,593,409	11,000,000	5,317,414 *
		<u>7,487,545</u>	<u>7,593,409</u>	<u>11,014,400</u>	<u>5,317,414</u>
<b>Other Financing Uses</b>					
9100	Transfer to General Fund	25,000	25,000	25,000	25,000 *
9260	Transfer to Grant Projects Fund	369,902	1,484,888	777,193	2,329,252 *
9500	Transfer to Water/Sewer Fund	5,650,000	5,375,000	5,375,000	-
		<u>6,044,902</u>	<u>6,884,888</u>	<u>6,177,193</u>	<u>2,354,252</u>
<b>Fund Total: Capital Projects Fund</b>		<b><u>15,612,646</u></b>	<b><u>16,423,982</u></b>	<b><u>19,320,904</u></b>	<b><u>9,691,262</u></b>

# 400 - Capital Projects Fund

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5325 - Training	Autocad	1,000
	ESRI- Geographic Information Systems	1,000
Account: 6000 - Professional Services	2019 Engineering Services Carryover	250,000
	Design/Construction Engineering Services	875,000
	Oakton Street Ped/Bike Trail Connection	67,500
	Topographic/B.M. Surveys	100,000
Account: 6005 - Legal Fees	Levee 50	1,000
Account: 6015 - Communication Services	Cell Phones	2,100
	Data Cards	500
Account: 6025 - Administrative Services	Storm Sewer Charges for Utility Billing	2,000
Account: 6105 - Records Preservation	Document Scanning	15,000
Account: 6110 - Printing Services	Capital Improvement Program Printing	400
Account: 6140 - Leases	CN (Wisconsin Central) License Agreements	1,545
Account: 6165 - Street Pavement Markings	Pavement Reflectors	18,000
	Thermoplastic and Painting	45,000
Account: 6195 - Miscellaneous Contractual Services	Asphalt Crack Filling	50,000
	Concrete Pavement Joint Sealing	50,000
Account: 6300 - R&M Software	Autodesk Software	8,000
Account: 6305 - R&M Equipment	GPS Equipment	1,100
Account: 6315 - R&M Buildings & Structures	Bridge Maintenance	20,000
Account: 7065 - Supplies - Capital Maintenance	Pavement Patching	70,000
Account: 7500 - Postage & Parcel	Pro-rata Share - Mailing Utility Bills	3,000
Account: 8100 - Improvements	Fire Station Flood Wall - Grant Match	492,414
	IDOT Improvements (City Cost Share)	1,000,000
	Lee Street Interchange	250,000
	Neighborhood Street Lighting - LED Conversion	75,000
	Sign Retroreflectivity Replacement Program	250,000
	Sign Retroreflectivity Replacement Program (Carryover)	250,000
	Street Improvements (Resurfacing) 3 miles	3,000,000
Account: 9100 - Transfer to General Fund	GIS Aerial Photography	25,000
Account: 9260 - Transfer to Grant Projects Fund	FEMA Fire Station Floodwall (ENG 5421)	492,414
	Invest in Cook- Oakton Street (ENG 5422)	50,000
	Lee-Forest Traffic Signal - STP (ENG 5152) (Project Amt \$2.3M)	25,000
	Lee-Forest Traffic Signal - STP (ENG 5152) (Project Amt \$2.3M)	460,000
	Lee-Forest Traffic Signal - STP (ENG 5152) (Project Amt \$2.3M)	184,000
	Mt. Prospect Rd Refuge Median - CMAQ (ENG 5415)	14,638
	Mt. Prospect Rd Refuge Median - CMAQ Design (ENG 5415)	3,200
	Mt. Prospect Rd Refuge Median - CMAQ Design (ENG 5415)	8,000
	Rand Road Sidepath - ITEP (ENG 5215) (Project Cost \$3.3M)	660,000
	Rand Road Sidepath - ITEP Construction (ENG 5215)	400,000
	Rand Road Sidepath - ITEP Design (ENG 5215)	32,000

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

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Debt Service</b>					
8300	Principal	200,000	-	-	-
8325	Interest Charges	7,500	-	-	-
8375	Bank/Trust/Agency Fees	29	-	-	-
		<u>207,529</u>	-	-	-
<b>Program Total: 2009B Refunding 1999</b>		<u><b>207,529</b></u>	-	-	-

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

**2020 Budget Worksheet**

<b>Account Number</b>	<b>Description</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Projected Amount</b>	<b>2020 Adopted Budget</b>
<b>Debt Service</b>					
8300	Principal	735,000	-	-	-
8325	Interest Charges	14,700	-	-	-
8375	Bank/Trust/Agency Fees	238	-	-	-
		<u>749,938</u>	-	-	-
<b>Program Total: 2014B Refunding 2005A/2005D</b>		<b>749,938</b>	<b>-</b>	<b>-</b>	<b>-</b>



**2020 Budget**  
**EQUIPMENT REPLACEMENT FUND**

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Beginning Balance	6,015,388	4,663,265	3,972,797	3,657,059	3,999,973	3,990,842
Revenues	163,286	85,148	318,386	140,000	140,000	140,000
Expenses	(2,015,409)	(2,275,616)	(1,791,211)	(1,629,700)	(1,649,131)	(1,553,500)
Transfers	500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
<b>Ending Balance</b>	<b>4,663,265</b>	<b>3,972,797</b>	<b>3,999,973</b>	<b>3,667,359</b>	<b>3,990,842</b>	<b>4,077,342</b>

**Overview**

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

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

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

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

### 5 Year Equipment Replacement Summary

Department	Type	FY2020		FY2021		FY2022		FY2023		FY2024		5 Year Average	
		Amount	Units	Amount	Units	Amount	Units	Amount	Units	Amount	Units	Amount	Units
<b>Vehicles</b>													
Police/EMA	Vehicles	137,500	5	448,045	12	258,808	8	254,616	8	318,270	10	283,448	9
Fire	Vehicles	1,100,000	2	489,500	4	124,000	3	41,524	1	347,612	1	420,527	2
Public Works & Engineering	Vehicles	124,500	2	951,000	4	555,500	8	477,500	4	121,000	2	445,900	4
Water/Sewer	Vehicles	-	-	145,500	2	426,000	2	45,000	1	617,500	3	246,800	2
City Administration	Vehicles	37,000	2	-	-	35,000	1	-	-	-	-	14,400	1
<b>Total</b>		<b>1,399,000</b>	<b>11</b>	<b>2,034,045</b>	<b>22</b>	<b>1,399,308</b>	<b>22</b>	<b>818,640</b>	<b>14</b>	<b>1,404,382</b>	<b>16</b>	<b>1,411,075</b>	<b>17</b>
<b>Equipment</b>													
Police/EMA	Equipment	65,000	5	180,914	14	80,914	8	119,398	8	164,444	10	122,134	9
Fire	Equipment	-	-	37,400	4	130,900	4	7,300	1	53,125	1	45,745	2
Public Works & Engineering	Equipment	34,500	2	242,500	3	72,500	2	141,500	3	375,500	6	173,300	3
Water/Sewer	Equipment	56,500	2	57,500	2	36,500	2	376,500	6	12,000	2	107,800	3
City Administration	Equipment	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>		<b>156,000</b>	<b>9</b>	<b>518,314</b>	<b>23</b>	<b>320,814</b>	<b>16</b>	<b>644,698</b>	<b>18</b>	<b>605,069</b>	<b>19</b>	<b>448,979</b>	<b>17</b>
<b>Grand Total</b>	<b>Total</b>	<b>1,555,000</b>	<b>20</b>	<b>2,552,359</b>	<b>45</b>	<b>1,720,122</b>	<b>38</b>	<b>1,463,338</b>	<b>32</b>	<b>2,009,451</b>	<b>35</b>	<b>1,860,054</b>	<b>34</b>

## 410 - Equipment Replacement Fund

### 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Interest Income</b>					
4700	Interest Income	102,370	75,000	75,000	75,000
		102,370	75,000	75,000	75,000
<b>Miscellaneous Revenues</b>					
4800	Reimb Liability Claims	20,146	-	-	-
4830	Sale of Fixed Assets	148,171	65,000	65,000	65,000 *
4849	Miscellaneous Revenues	47,700	-	-	-
		216,016	65,000	65,000	65,000
<b>Other Financing Sources</b>					
4900	Transfer from General Fund	1,500,000	1,500,000	1,500,000	1,500,000
		1,500,000	1,500,000	1,500,000	1,500,000
<b>Fund Total: Equipment Replacement Fund</b>		<b>1,818,386</b>	<b>1,640,000</b>	<b>1,640,000</b>	<b>1,640,000</b>

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# 410 - Equipment Replacement Fund

## 2020 Revenue Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 4830 - Sale of Fixed Assets	Auction Sales & Trade Ins	65,000

# 410 - Equipment Replacement Fund

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Other Expenses</b>					
8350	Gain or Loss Adjustment	46,156	-	12,331	-
		46,156	-	12,331	-
<b>Capital Outlay</b>					
8015	Equipment	281,535	79,500	79,000	34,500 *
8020	Vehicles	651,310	272,000	262,000	161,500 *
		932,845	351,500	341,000	196,000
<b>Debt Service</b>					
8300	Principal	12,500	50,000	50,000	50,000 *
		12,500	50,000	50,000	50,000
<b>Fund Total: Equipment Replacement Fund</b>		<b>991,501</b>	<b>401,500</b>	<b>403,331</b>	<b>246,000</b>

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## 410 - Equipment Replacement Fund

### 2020 Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 8015 - Equipment	Asphalt Hot Box Trailer #5073	30,000
	Bobcat Lease - 80A	4,500
Account: 8020 - Vehicles	Ford F-450 dump body #5078	73,500
	Ford Fusion # 2023	18,500
	Ford Fusion # 2024	18,500
	Pick Up Truck #5064	51,000
Account: 8300 - Principal	2009 Fire Engine, Issued 2009, Matures 2029	50,000

## 410-60 - Police Department 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Capital Outlay</b>					
8015	Equipment	38,504	155,000	155,000	70,000 *
8020	Vehicles	229,770	341,000	371,600	137,500 *
		268,274	496,000	526,600	207,500
<b>Department Total: Police Department</b>		<b>268,274</b>	<b>496,000</b>	<b>526,600</b>	<b>207,500</b>

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## 410-60 - Police Department

### 2020 Budget Justification Worksheet

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G/L Account Number	Transaction	Total
Account: 8015 - Equipment	Replacement of Police Vehicle #6010	15,000
	Replacement of Police Vehicle #6012	15,000
	Replacement of Police Vehicle #6013	15,000
	Replacement of Police Vehicle #6031	10,000
	Replacement of Police Vehicle #6062	15,000
Account: 8020 - Vehicles	Replacement of Police Vehicle #6010	22,500
	Replacement of Police Vehicle #6012	22,500
	Replacement of Police Vehicle #6013	22,500
	Replacement of Police Vehicle #6031	35,000
	Replacement of Police Vehicle #6062	35,000



## 410-70 - Fire Department 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Capital Outlay</b>					
8015	Equipment	489,545	19,200	19,200	-
8020	Vehicles	41,890	713,000	700,000	1,100,000 *
		531,435	732,200	719,200	1,100,000
<b>Department Total: Fire Department</b>		<b>531,435</b>	<b>732,200</b>	<b>719,200</b>	<b>1,100,000</b>

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# 410-70 - Fire Department

## 2020 Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 8020 - Vehicles	Fire Engine #7601	325,000
	Ladder Truck #7802	775,000

**2020 Budget**  
**IT REPLACEMENT FUND**

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	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Beginning Balance	568,247	371,225	344,102	220,657	273,797	290,993
Revenues	323	740	1,661	350	1,200	1,000
Expenses	(447,345)	(277,863)	(321,965)	(239,004)	(234,004)	(563,125)
Transfers	250,000	250,000	250,000	250,000	250,000	350,000
<b>Ending Balance</b>	<b>371,225</b>	<b>344,102</b>	<b>273,797</b>	<b>232,003</b>	<b>290,993</b>	<b>78,868</b>

**Fund Overview**

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

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

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

## 420 - IT Replacement Fund

### 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Interest Income</b>					
4700	Interest Income	1,661	350	1,200	1,000
		1,661	350	1,200	1,000
<b>Other Financing Sources</b>					
4900	Transfer from General Fund	250,000	250,000	250,000	350,000
		250,000	250,000	250,000	350,000
<b>Fund Total: IT Replacement Fund</b>		<b>251,661</b>	<b>250,350</b>	<b>251,200</b>	<b>351,000</b>

## 420 - IT Replacement Fund

### 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Contractual Services</b>					
6000	Professional Services	-	18,000	18,000	-
		-	18,000	18,000	-
<b>Other Services</b>					
6140	Leases	49,644	49,644	49,644	49,644 *
6195	Miscellaneous Contractual Services	11,970	-	-	-
		61,614	49,644	49,644	49,644
<b>Capital Outlay</b>					
8000	Computer Software	16,668	44,360	39,360	247,499 *
8005	Computer Hardware	243,683	127,000	127,000	265,982 *
		260,351	171,360	166,360	513,481
<b>Fund Total: IT Replacement Fund</b>		<b>321,965</b>	<b>239,004</b>	<b>234,004</b>	<b>563,125</b>

# 420 - IT Replacement Fund

## 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6140 - Leases	Copier Building & Code	3,492
	Copier CED	3,492
	Copier City Clerk	3,744
	Copier City Mgr & Mayor	3,492
	Copier Engineering	3,492
	Copier Finance - Main Floor	3,744
	Copier Fire - Station 1 Basement	3,492
	Copier Fire - Station 1 Copy Room	3,492
	Copier Human Resources	3,492
	Copier Information Technology	3,492
	Copier Police Administrator	3,492
	Copier Police Records	3,744
	Copier Police Report Writing	3,492
	Copier Public Works	3,492
	Account: 8000 - Computer Software	Adobe Professional Licenses
Cisco UCS Blades		17,500
Malwarebytes Anti Virus Software		17,420
Miscellaneous Desktop Software		5,000
Tyler Technologies EnerGov Software		144,254
Tyler Technologies Executime Software		53,325
Account: 8005 - Computer Hardware	Annual Computer Inventory	40,000
	APC UPS	12,500
	Cisco (1GB) Phones (20)	12,000
	Cisco 3850 Switch	12,500
	Cisco UCS Blades	29,000
	City Council Computer Equipment	17,832
	Fire Department Sierra Wireless Devices	9,500
	Nimble Storage	75,000
	Police Department Sierra Wireless Devices	16,150
	QNAP Video Camera File Storage	11,500
	Server Replacement (Wireless Raid, SQL, Virtualization)	10,000
	Video Cameras	20,000

**2020 Budget**  
**FACILITIES REPLACEMENT FUND**

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	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Beginning Balance	-	-	-	500,000	1,765,913	3,809,870
Revenues	-	-	1,265,913	1,530,000	961,562	86,332
Expenses	-	-	-	(1,500,000)	-	(11,450,000)
Transfers	-	-	500,000	500,000	1,082,395	8,000,000
<b>Ending Balance</b>	-	-	<b>1,765,913</b>	<b>1,030,000</b>	<b>3,809,870</b>	<b>446,202</b>

**Fund Overview**

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

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

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

## 430 - Facilities Replacement Fund

### 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Miscellaneous Revenues</b>					
4750	Rental Income	-	-	82,220	86,332
4830	Sale of Fixed Assets	599,304	1,530,000	878,175	-
4849	Miscellaneous Revenues	666,609	-	1,167	-
		1,265,913	1,530,000	961,562	86,332
<b>Other Financing Sources</b>					
4900	Transfer from General Fund	-	-	582,395	-
4927	Transfer from Gaming Tax Fund	500,000	500,000	500,000	8,000,000
		500,000	500,000	1,082,395	8,000,000
<b>Fund Total: Facilities Replacement Fund</b>		<b>1,765,913</b>	<b>2,030,000</b>	<b>2,043,957</b>	<b>8,086,332</b>



## 430 - Facilities Replacement Fund

### 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b><u>Contractual Services</u></b>					
6000	Professional Services	-	-	-	850,000 *
		-	-	-	850,000
<b><u>Repairs and Maintenance</u></b>					
6315.014	Theater	-	750,000	-	750,000
		-	750,000	-	750,000
<b><u>Commodities</u></b>					
7045.014	Theater	-	750,000	-	750,000
		-	750,000	-	750,000
<b><u>Capital Outlay</u></b>					
8100	Improvements	-	-	-	9,100,000 *
		-	-	-	9,100,000
<b>Fund Total: Facilities Replacement Fund</b>		<b>-</b>	<b>1,500,000</b>	<b>-</b>	<b>11,450,000</b>

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## 430 - Facilities Replacement Fund

### 2020 Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 6000 - Professional Services	Police Department Addition, Design Services	850,000
Account: 8100 - Improvements	Civic Center Parking Garage	9,100,000

**2020 Budget**  
**WATER/SEWER FUND**

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	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Beginning Balance	(3,461,046)	(4,993,507)	(5,772,716)	(2,097,257)	(1,317,812)	(1,195,127)
Revenues	15,033,486	14,124,539	15,076,066	14,257,000	14,427,722	14,265,029
Expenses	(22,404,426)	(14,924,506)	(18,291,919)	(19,969,915)	(20,200,795)	(16,218,244)
Transfers	5,838,479	20,758	7,670,758	5,395,758	5,895,758	770,758
<b>Ending Balance</b>	<b>(4,993,507)</b>	<b>(5,772,716)</b>	<b>(1,317,812)</b>	<b>(2,414,414)</b>	<b>(1,195,127)</b>	<b>(2,377,584)</b>

**Overview**

The Water/Sewer Fund accounts for the revenue and expenses associated with the transmission, treatment, storage and sale of water to the residential, commercial and industrial customers within the City. In addition the Water/Sewer Fund is responsible for the maintenance of the City's sanitary sewer mains and connections to MWRDGC interceptors, including the inspection cleaning and maintenance of catch basins, drains, lift stations and manholes. There are currently more than 16,000 customers in the system. The water distribution system has a total of 221 miles of water mains. This water can be stored in eight facilities with a total capacity of 19 million gallons. The average daily water consumption is over 7 million gallons.

The fund is split into four operational divisions with the majority of the operating cost going to Finance and Water/Sewer Maintenance. The fund currently has no debt as the final payment of bond series 2005C was paid in 2013.

	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Projected Amount</b>	<b>2020 Proposed Budget</b>
Finance	475,769	479,331	463,254	509,722
Engineering	43,280	116,996	73,139	138,858
Water Systems	9,899,131	10,434,992	10,773,250	10,541,493
Sewer Systems	1,506,824	1,748,982	1,557,543	1,707,171
Equipment Replacement	139,646	353,800	327,609	61,000
CIP	6,227,270	6,835,814	7,006,000	3,260,000
<b>Total</b>	<b>18,291,919</b>	<b>19,969,915</b>	<b>20,200,795</b>	<b>16,218,244</b>

**2020 Budget**

**WATER/SEWER FUND**

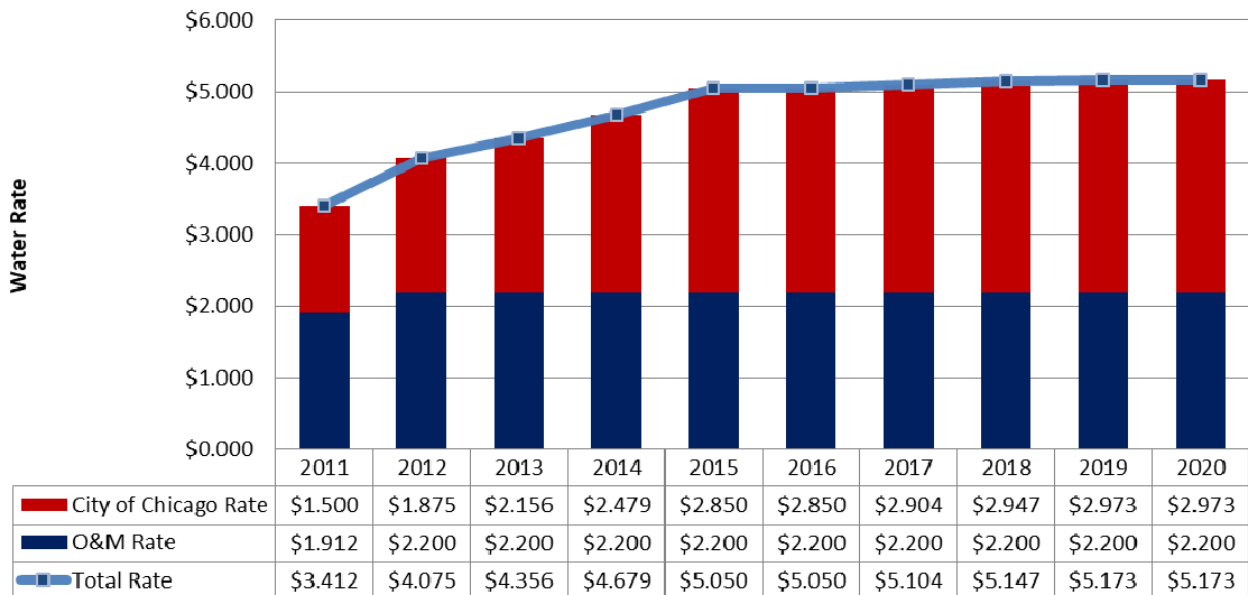
**Current Water and Sewer Rates:**

- Water - \$5.173 per 100 cubic feet, minimum charge of 500 cubic feet every billing cycle
- Sanitary Sewer - \$0.91 per 100 cubic feet
- Storm Sewer - \$0.57 per 100 cubic feet

**Historical Water Rates:**

Des Plaines is a wholesale purchaser of water from the City of Chicago and the Northwest Water Commission. The water rate has two components; the City of Chicago purchase rate (the amount Des Plaines pays Chicago for treated Lake Michigan water, or the product cost), and the City of Des Plaines O&M rate (operation and maintenance, or the delivery cost). These two components are used to calculate the rate Des Plaines charges its customers. While the City of Chicago purchase rate has increased since 2011, the City of Des Plaines delivery cost has remained constant at \$2.20. In reviewing a ten year period of the City of Chicago rate, it has increased 98.20% from 2011 to 2020.

**Historical Water Rates**



## 500 - Water/Sewer Fund

### 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Intergovernmental</b>					
4290	Local - Intergovernmental	8,870	4,000	5,411	4,750
		8,870	4,000	5,411	4,750
<b>Permits</b>					
4440	Water Permit Fees	1,950	1,000	1,000	1,000
		1,950	1,000	1,000	1,000
<b>Fines and fees</b>					
4599	Miscellaneous Fees	1,900	1,500	1,500	1,500
		1,900	1,500	1,500	1,500
<b>Charges for Services</b>					
4600	Sale of Water	12,656,025	12,000,000	12,125,000	12,000,000
4601	New Construction - Sale of Water	7,987	7,500	7,500	7,500
4605	Sanitary Sewer	1,996,292	1,900,000	1,935,000	1,900,000
4620	Sale of Water Meters	6,331	4,500	10,000	4,500
4622	Shut-off Fees	18,050	11,000	12,000	12,000
4623	Late Fees	181,930	125,000	130,919	125,000
4690	Other Charges for Services	10,557	-	-	-
		14,877,172	14,048,000	14,220,419	14,049,000
<b>Miscellaneous Revenues</b>					
4750	Rental Income	177,161	195,000	191,892	201,279
4849	Miscellaneous Revenues	9,012	7,500	7,500	7,500
		186,173	202,500	199,392	208,779
<b>Other Financing Sources</b>					
4900	Transfer from General Fund	-	-	500,000	-
4927	Transfer from Gaming Tax Fund	2,000,000	-	-	750,000
4940	Transfer from Capital Projects Fund	5,650,000	5,375,000	5,375,000	-
4999	Transfer from Other Funds	20,758	20,758	20,758	20,758
		7,670,758	5,395,758	5,895,758	770,758
<b>Fund Total: Water/Sewer Fund</b>		<b>22,746,824</b>	<b>19,652,758</b>	<b>20,323,480</b>	<b>15,035,787</b>

**2020 Budget**  
**WATER/SEWER FUND**

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*Finance*

**Division Overview**

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

**Performance Measures**

Service	Metric	Actual 2017	Actual 2018	Projected 2019
Utility Billing	Total Customer Inquiries Received	15,094	13,825	14,654
	Total Utility Bills Mailed	105,566	106,333	107,090
	Total Shut-off Notices Mailed	1,556	1,148	985
	% of Utility Bills Paid via E-Pay	18%	21%	23%

**2019 Major Accomplishments**

1. Created new utility bill design.
2. Improved security on the online portal.
3. Created UB inquiry email for the form processing.
4. Updated the billing schedule for monthly accounts to provide bills closer to the read date and transition large consumption accounts with new meters to monthly billing.

**2020 Goals and Objectives**

1. Provide the option for customers to receive bills electronically.
2. Eliminate manual read entries to help streamline the billing process.
3. Streamline and become more effective in the shut off processes.
4. Continuation of replacing meter project.

**2020 Budget**  
**FINANCE**  
**WATER**

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**PERSONNEL EXHIBIT**

Department: Finance	Div: Finance/Water	Div. No: 500-30		
Title	Authorized Positions			
	2018 Budget	2019 Budget	2020 Budget	
Assistant Director of Finance	0.50	0.50	0.50	
Financial Analyst	0.50	0.50	0.50	
Senior Utility Billing Clerk	1.00	0.00	0.00	
Senior Clerk	1.00	1.50	1.50	
Clerk	1.50	2.00	2.00	
Part-Time	0.00	0.50	0.50	
Seasonal Employee*	<u>0.25</u>	<u>0.00</u>	<u>0.00</u>	
Total Full Time Equivalent (FTE) Employees:	4.75	5.00	5.00	

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

## 500-30 - Finance

### 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	240,120	250,773	225,350	260,615
5010	Temporary Wages	8,060	7,900	7,065	7,900
5020	Overtime - Non Supervisory	1,267	2,700	1,200	2,700
5035	Acting Out of Class & Night Premium	532	-	-	-
5060	Compensated Absences	3,858	-	-	-
		253,837	261,373	233,615	271,215
<b>Taxes and Benefits</b>					
5200	FICA Contribution	18,285	19,219	17,213	19,970
5205	IMRF Contribution	27,429	23,992	19,238	28,795
5220	PPO Insurance Contribution	66,075	65,279	48,778	43,476
5225	HMO Insurance Contribution	7,005	7,161	6,740	7,305
5230	Dental Insurance Contribution	2,583	2,877	2,709	2,877
5232	Vision Insurance Contribution	293	293	275	298
5235	Life Insurance Contribution	373	380	285	303
5240	Workers Compensation	424	427	427	443
8500	Pension Expense - IMRF	(34,185)	-	-	-
		88,281	119,628	95,665	103,467
<b>Other Employee Costs</b>					
5325	Training	-	500	500	500 *
		-	500	500	500
<b>Insurance</b>					
5535	Property & Liability Insurance	2,710	2,210	2,210	1,660
		2,710	2,210	2,210	1,660
<b>Contractual Services</b>					
6000	Professional Services	10,200	10,640	19,045	14,500 *
6015	Communication Services	671	780	780	780 *
6025	Administrative Services	14,657	14,500	14,500	14,000 *
		25,529	25,920	34,325	29,280
<b>Other Services</b>					
6110	Printing Services	542	1,500	1,500	1,500 *
6125	Bank & CC Fees	78,772	31,100	58,339	65,000 *
		79,314	32,600	59,839	66,500
<b>Commodities</b>					
7000	Office Supplies	1,227	1,000	1,000	1,000
7320	Equipment < \$5,000	-	500	500	500
		1,227	1,500	1,500	1,500
<b>Other Expenses</b>					
7500	Postage & Parcel	24,872	35,600	35,600	35,600 *
		24,872	35,600	35,600	35,600
<b>Department Total: Finance</b>		<b>475,769</b>	<b>479,331</b>	<b>463,254</b>	<b>509,722</b>



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## 500-30 - Finance

### 2020 Budget Justification Worksheet

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G/L Account Number	Transaction	Total
Account: 5325 - Training	Clerical Staff	500
Account: 6000 - Professional Services	Audit Contribution (25%)	14,500
Account: 6015 - Communication Services	Cell phone - Utility Billing	780
Account: 6025 - Administrative Services	Water & Sanitary Sewer Charges for Utility Billing - Sebis	14,000
Account: 6110 - Printing Services	Disconnect Envelopes	1,500
Account: 6125 - Bank & CC Fees	CC Processing Fees for eUtilities	65,000
Account: 7500 - Postage & Parcel	Fed Ex charges to Lockbox	3,600
	Mailing Utility Bills	32,000

**2020 Budget**  
**WATER/SEWER FUND**

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*Engineering Division*

**Division Overview**

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

**Performance Measures**

<b>Service</b>	<b>Metric</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Projected 2019</b>
Construction of Water Mains	Dollar amount allocated (thousands)	2,300	2,000	5,000

**2019 Major Accomplishments**

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

**2020 Goals and Objectives**

1. Construct \$2 Million of water main improvements contingent upon water usage fee.

2020 Budget

**PUBLIC WORKS & ENGINEERING**  
**ENGINEERING - WATER**

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**PERSONNEL EXHIBIT**

Department: PWE		Div: Engineering/Water		Div. No: 500-00-510	
Title	Authorized Positions			2020 Budget	
	2018 Budget	2019 Budget	2020 Budget		
Civil Engineer II	1.00	1.00	1.00		
Part-Time Intermediate Clerk*	0.25	0.00	0.25		
Total Full Time Equivalent (FTE) Employees:	1.25	1.00	1.25		

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

# 500-00-510 - Engineering

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	55,325	78,136	48,765	95,921
5020	Overtime - Non Supervisory	-	7,000	3,500	7,000
		55,325	85,136	52,265	102,921
<b>Taxes and Benefits</b>					
5200	FICA Contribution	4,212	5,985	3,710	7,338
5205	IMRF Contribution	6,316	7,462	4,147	10,580
5220	PPO Insurance Contribution	4,412	8,076	4,250	8,237
5230	Dental Insurance Contribution	196	380	218	380
5232	Vision Insurance Contribution	26	46	22	48
5235	Life Insurance Contribution	44	77	38	77
5240	Workers Compensation	283	454	277	517
5250	Uniform Allowance	100	100	100	-
8500	Pension Expense - IMRF	(34,185)	-	-	-
		(18,595)	22,580	12,762	27,177
<b>Other Employee Costs</b>					
5310	Membership Dues	444	570	500	570 *
5325	Training	1,170	2,000	3,200	2,000 *
5335	Travel Expenses	-	100	-	100 *
		1,614	2,670	3,700	2,670
<b>Insurance</b>					
5535	Property & Liability Insurance	3,350	2,610	2,610	2,090
		3,350	2,610	2,610	2,090
<b>Contractual Services</b>					
6000	Professional Services	-	1,500	-	1,500 *
6015	Communication Services	677	1,100	800	1,100 *
		677	2,600	800	2,600
<b>Other Services</b>					
6110	Printing Services	-	100	-	100 *
		-	100	-	100
<b>Repairs and Maintenance</b>					
6310	R&M Vehicles	10	-	-	-
		10	-	-	-
<b>Commodities</b>					
7000	Office Supplies	521	250	200	250 *
7035	Supplies - Equipment R&M	-	-	52	-
7200	Other Supplies	321	500	250	500 *
7310	Publications	-	500	-	500 *
7320	Equipment < \$5,000	57	-	500	-
		899	1,250	1,002	1,250
<b>Other Expenses</b>					
7500	Postage & Parcel	-	50	-	50 *
		-	50	-	50
<b>Division Total: Engineering</b>		<b>43,280</b>	<b>116,996</b>	<b>73,139</b>	<b>138,858</b>

## 500-00-510 - Engineering

### 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	America Water Works Assoc Membership	400
	IL Assoc Floodplain Stormwater Management	170
Account: 5325 - Training	American Water Works Assoc Training	300
	Autocad	1,000
	IL Assoc Floodplain Stormwater Mgmt Annual Conf	700
Account: 5335 - Travel Expenses	Parking, Tolls and Mileage	100
Account: 6000 - Professional Services	Hydraulic Modeling	1,500
Account: 6015 - Communication Services	Data Card	550
	Phone Charges	550
Account: 6110 - Printing Services	Capital Improvement Program Plan Reproduction	100
Account: 7000 - Office Supplies	Paper, Pens, Pencils	250
Account: 7200 - Other Supplies	Field Supplies	500
Account: 7310 - Publications	American Water Works Association Standards	500
	Update	
Account: 7500 - Postage & Parcel	Federal Express	50

**2020 Budget**  
**WATER/SEWER FUND**

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*Water & Sewer System Maintenance*

**Division Overview**

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

**Performance Measures**

Service	Metric	Actual 2017	Actual 2018	Projected 2019
Water	Number of Water Main Breaks	88	122	110
	Number of Water Meters Installed	1,999	2,354	3,250
Sewer	Number of Utility Locates	10,143	4,974	7,438
	Lineal Feet of Sewers Televised	53,808	51,760	53,550

**2019 Major Accomplishments**

1. Continued accelerating the installation of water meters to reduce water loss.
2. Completed improvements to the Maple Street pumping station.
3. Completed Metropolitan Water Reclamation District Infiltration/Inflow Control Program Phase I compliance.
4. Implemented new Work Order and Asset Management Software

**2020 Goals and Objectives**

1. Continue to reduce water loss with the leak detection program and water meter replacements.
2. Complete Metropolitan Water Reclamation District Infiltration/Inflow Control Program Phase III compliance.
3. Large and critical valve inspection program.
4. Communications standardization and upgrades to allow remote monitoring and communication of Water and Sewer facilities.

**2020 Budget**  
**PUBLIC WORKS & ENGINEERING**  
**WATER SYSTEM MAINTENANCE**

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**PERSONNEL EXHIBIT**

Department: PWE		Div: Water Maint.		Div. No: 500-00-550	
Title	Authorized Positions				
	2018 Budget	2019 Budget	2020 Budget		
Director of Public Works & Engineering	0.25	0.25	0.25		
Assistant Director of PW & Engineering	0.25	0.50	0.50		
Superintendent-Utility Services	0.50	0.50	0.50		
Foreman - Water System Maintenance	1.00	1.00	1.00		
Crew Leader	4.00	4.00	4.00		
Automotive Mechanic	1.00	1.00	1.00		
Water Plant Operator	3.00	3.00	3.00		
Maintenance Operator	12.00	12.00	12.00		
Senior Clerk	0.50	0.50	0.50		
Part-Time*	0.50	1.25	1.25		
Seasonal Employee*	<u>1.25</u>	<u>0.75</u>	<u>0.75</u>		
Total Full Time Equivalent (FTE) Employees:	24.25	24.75	24.75		

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

# 500-00-550 - Water Systems

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	1,708,900	1,775,413	1,671,783	1,862,399
5010	Temporary Wages	26,757	36,750	36,750	36,750
5020	Overtime - Non Supervisory	184,582	143,000	184,630	143,000
5035	Acting Out of Class & Night Premium	39,326	35,000	36,431	35,000
5040	Overtime - Temporary	38	-	-	-
5060	Compensated Absences	(23,455)	-	-	-
		1,936,148	1,990,163	1,929,594	2,077,149
<b>Taxes and Benefits</b>					
5200	FICA Contribution	147,692	135,799	138,307	142,389
5205	IMRF Contribution	218,790	171,973	164,419	208,019
5220	PPO Insurance Contribution	215,407	243,229	227,778	276,695
5225	HMO Insurance Contribution	120,072	117,947	118,574	134,915
5230	Dental Insurance Contribution	20,991	24,420	23,089	26,297
5232	Vision Insurance Contribution	2,122	2,178	2,096	2,463
5235	Life Insurance Contribution	1,719	1,888	1,814	1,820
5240	Workers Compensation	81,925	76,862	76,224	79,187
5250	Uniform Allowance	9,705	9,580	9,580	10,080
5255	Excess Sick Hour Payout	1,213	1,233	1,261	1,312
5260	RHS Plan Payout	50,979	14,090	10,369	15,097
5263	OPEB Expense - Business-type Activities	7,136	-	-	-
8500	Pension Expense - IMRF	(34,185)	-	-	-
		843,565	799,199	773,511	898,274
<b>Other Employee Costs</b>					
5310	Membership Dues	1,530	800	800	800 *
5320	Conferences	525	2,000	2,000	2,000 *
5325	Training	3,379	4,500	4,500	4,500 *
5335	Travel Expenses	-	50	25	50 *
		5,434	7,350	7,325	7,350
<b>Insurance</b>					
5535	Property & Liability Insurance	92,280	79,120	79,120	63,010
		92,280	79,120	79,120	63,010
<b>Contractual Services</b>					
6015	Communication Services	21,185	18,060	21,000	18,060 *
6025	Administrative Services	52,989	75,000	-	-
6040	Waste Hauling & Debris Removal	40,475	65,000	75,000	90,000 *
6045	Utility Locate Services	3,748	4,700	4,000	4,000 *
		118,398	162,760	100,000	112,060
<b>Other Services</b>					
6110	Printing Services	168	2,200	2,200	2,200 *
6115	Licensing/Titles	665	300	300	300 *
6135.030	Rentals - Equipment	1,914	750	500	750 *
6140	Leases	803	800	850	850 *
6180	Water Sample Testing	23,306	16,000	16,000	16,000 *
6190	Tow/Storage/Abandoned Fees	194	-	500	-
6195	Miscellaneous Contractual Services	317,888	333,500	580,000	333,500 *
		344,939	353,550	600,350	353,600
<b>Repairs and Maintenance</b>					
6300	R&M Software	20,464	16,000	25,000	23,500 *
6305	R&M Equipment	13,723	13,900	19,000	13,900 *
6310	R&M Vehicles	10,673	4,000	30,000	4,000 *
6315.002	Public Works	8,162	15,000	5,000	15,000 *



# 500-00-550 - Water Systems

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Repairs and Maintenance</b>					
6335	R&M Water Distribution System	62,046	30,000	20,000	30,000 *
		115,067	78,900	99,000	86,400
<b>Commodities</b>					
7000	Office Supplies	822	500	500	500 *
7020	Supplies - Safety	4,006	10,000	10,000	10,000 *
7030	Supplies - Tools & Hardware	6,050	5,500	5,500	5,500 *
7035	Supplies - Equipment R&M	1,578	6,500	6,500	6,500 *
7040	Supplies - Vehicle R&M	19,045	20,000	20,000	20,000 *
7045	Supplies - Building R&M	4,242	1,500	1,500	1,500 *
7050	Supplies - Streetscape	1,978	4,000	3,000	4,000 *
7055.054	Other Supplies	-	1,000	750	1,000 *
7070.070	Water Meters	532,882	550,000	808,200	550,000 *
7070.075	Other	151,267	165,000	165,000	165,000 *
7100	Wholesale Water - Chicago	2,296,278	2,400,000	2,400,000	2,450,000 *
7105	Wholesale Water - NWWC	3,204,083	3,500,000	3,500,000	3,500,000 *
7110	Natural Gas	3,961	6,500	-	-
7120	Gasoline	32,817	40,000	40,000	40,000 *
7130	Diesel	6,246	10,000	10,000	10,000 *
7140	Electricity	125,123	160,000	125,000	160,000 *
7150	Water Treatment Chemicals	4,067	5,000	7,000	7,000 *
7200	Other Supplies	1,091	250	500	250
7300	Uniforms	1,332	1,100	2,300	1,100 *
7320	Equipment < \$5,000	7,611	10,600	10,600	10,600 *
		6,404,478	6,897,450	7,116,350	6,942,950
<b>Other Expenses</b>					
7500	Postage & Parcel	36	1,300	500	500 *
7550	Miscellaneous Expenses	399	200	200	200 *
		435	1,500	700	700
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	149	-	2,300	-
8015	Equipment	38,238	65,000	65,000	-
8205	Depreciation Expense - Business Type Activities	956	-	-	-
		39,343	65,000	67,300	-
<b>Division Total: Water Systems</b>		<b>9,900,087</b>	<b>10,434,992</b>	<b>10,773,250</b>	<b>10,541,493</b>

## 500-00-550 - Water Systems 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Water Works Assoc (AWWA)	700
	PE License Fee	100
Account: 5320 - Conferences	AWWA Conference	2,000
Account: 5325 - Training	American Public Works Assoc (APWA) Expo	750
	American Water Works Assoc (AWWA) Competent Person Training	750
	Class C PW Supply Operator's License	2,000
	Northeastern Illinois Public Safety Training Academy (NIPSTA)	1,000
Account: 5335 - Travel Expenses	Tolls for Seminars, Classes, Etc.	50
Account: 6015 - Communication Services	Cell Phone Service	9,600
	Central Pump Station Fiber	5,040
	Dedicated Phone Lines / Alarms	3,420
Account: 6040 - Waste Hauling & Debris Removal	Dirt, Clay, Rock, Asphalt, Etc.	90,000
Account: 6045 - Utility Locate Services	Locate Service Fees	4,000
Account: 6110 - Printing Services	Water Quality Report	2,000
	Water Shut Off Door Notices, Business Cards, Etc.	200
Account: 6115 - Licensing/Titles	Commercial Drivers License (CDL) Renewals	200
	Semi-Annual IL Safety Inspections on All Trucks	100
Account: 6135.030 - Rentals - Equipment	Rental of Specialized Equipment	750
Account: 6140 - Leases	RR Lease of Land for Pipe Crossing	850
Account: 6180 - Water Sample Testing	Environmental Protection Agency(EPA)Mandated Testing	16,000
Account: 6195 - Miscellaneous Contractual Services	Fire Hydrant Rejuvenation	18,500
	Installation of Water Meters	100,000
	Meter Testing	15,000
	Outside Contractors	50,000
	Water Storage Tank Cleaning	150,000
Account: 6300 - R&M Software	SCADA Software Maintenance	1,500
	Water Meter Software Maintenance	22,000
Account: 6305 - R&M Equipment	Gateway Antenna Maintenance	6,400
	Locators, Gas Detectors, Etc. Repairs	2,500
	Used for Pumps, Motors, Generator	5,000
Account: 6310 - R&M Vehicles	Alignments, Hydraulics, Pumps, Electrical Repairs, Ect.	4,000
Account: 6315.002 - Public Works	Vaults, Towers, Buildings, Reservoirs	15,000
Account: 6335 - R&M Water Distribution System	36" Trans Line from Chicago / 20"-24" to Central Watermain: Install, Restoration Work, Ect.	5,000
		25,000
Account: 7000 - Office Supplies	Misc Office Supplies	250
	Printer Paper, Ribbons, Etc.	250
Account: 7020 - Supplies - Safety	Barricade Replacement	4,000
	Ear/Eye/Hand Protection, Safety Vests, Gas Detectors	1,000
	Hard Hats, Gloves, Harnesses, Safety Rope, Etc.	1,000
	Trench Shoring	1,000
	Winter Clothing per MECCA Contract	3,000
Account: 7030 - Supplies - Tools & Hardware	Hand Tools, Nuts, Bolts, Screws, Etc.	5,500

## 500-00-550 - Water Systems

### 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 7035 - Supplies - Equipment R&M	Compressors, Jack Saw, Hammer, Etc.	1,000
	Small Equipment Repair, Locators, Etc.	5,500
Account: 7040 - Supplies - Vehicle R&M	Vehicle Parts	20,000
Account: 7045 - Supplies - Building R&M	Building Repair Supplies (Light Bulbs, Keys, Paint)	1,500
Account: 7050 - Supplies - Streetscape	Grass Seed, Dirt and Sod	4,000
Account: 7055.054 - Other Supplies	Lab Supplies such as Test Tubes, Beakers, Etc.	750
	Misc Supplies	250
Account: 7070.070 - Water Meters	Additional Water Meter Replacements	300,000
	Meters for Development and Parts	250,000
Account: 7070.075 - Other	Hydrants, Valves, Sleeves, Taps, Corps, Limestone, Etc.	165,000
Account: 7100 - Wholesale Water - Chicago	Purchase of Chicago Water	2,450,000
Account: 7105 - Wholesale Water - NWWC	Purchase of NWC Water	3,500,000
Account: 7120 - Gasoline	Gasoline Purchase	40,000
Account: 7130 - Diesel	Diesel Fuel Purchase	10,000
Account: 7140 - Electricity	Cost of Electricity to Pump Water	160,000
Account: 7150 - Water Treatment Chemicals	Chlorine, Lab Chems for Phosphate, Chlorine Residue	7,000
Account: 7300 - Uniforms	Summer Help T's, City Patches. Hats, Etc.	300
	Superintendent & Foreman Clothing	800
Account: 7320 - Equipment < \$5,000	Gas Detectors	3,000
	Hydrant Meters with Backflow Preventors	5,200
	Replacement Shoring Parts	2,400
Account: 7500 - Postage & Parcel	Package Delivery for State Samplings / Water Testing	250
	Shipping Meters, Water Reports	250
Account: 7550 - Miscellaneous Expenses	Food, Water and Gatorade for Volunteers	200

**2020 Budget**  
**PUBLIC WORKS & ENGINEERING**  
**SEWER SYSTEM MAINTENANCE**

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**PERSONNEL EXHIBIT**

Department: PWE		Div: Sewer Maint.		Div. No: 500-00-560	
Title	Authorized Positions				
	2018 Budget	2019 Budget	2020 Budget		
Superintendent - Utility Services	0.50	0.50	0.50		
Foreman - Sewer System Maintenance	1.00	1.00	1.00		
Crew Leader	2.00	2.00	2.00		
Maintenance Operator	6.00	6.00	6.00		
Automotive Mechanic	1.00	1.00	1.00		
Seasonal Employee*	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>		
Total Full Time Equivalent (FTE) Employees:	11.00	11.00	11.00		

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

# 500-00-560 - Sewer Systems

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	694,485	782,253	690,379	747,676
5010	Temporary Wages	5,151	10,500	10,500	10,500
5020	Overtime - Non Supervisory	31,241	52,000	49,095	52,000
5035	Acting Out of Class & Night Premium	530	2,000	1,000	2,000
5060	Compensated Absences	(2,647)	-	-	-
		728,760	846,753	750,974	812,176
<b>Taxes and Benefits</b>					
5200	FICA Contribution	54,800	60,153	54,791	57,470
5205	IMRF Contribution	82,234	77,050	64,889	82,469
5220	PPO Insurance Contribution	99,115	125,595	111,949	117,624
5225	HMO Insurance Contribution	70,176	72,562	59,918	74,014
5230	Dental Insurance Contribution	10,074	12,814	10,721	11,468
5232	Vision Insurance Contribution	1,002	1,105	953	1,074
5235	Life Insurance Contribution	754	946	838	858
5240	Workers Compensation	79,728	88,005	78,017	83,170
5250	Uniform Allowance	3,663	4,080	4,080	3,580
5260	RHS Plan Payout	16,199	7,764	10,369	10,783
8500	Pension Expense - IMRF	(34,185)	-	-	-
		383,560	450,074	396,525	442,510
<b>Other Employee Costs</b>					
5310	Membership Dues	83	245	245	245 *
5320	Conferences	50	2,000	1,500	2,000 *
5325	Training	1,258	1,500	2,000	2,300 *
5335	Travel Expenses	-	50	-	50
		1,391	3,795	3,745	4,595
<b>Insurance</b>					
5535	Property & Liability Insurance	37,200	32,460	32,460	26,240
		37,200	32,460	32,460	26,240
<b>Contractual Services</b>					
6015	Communication Services	8,385	9,000	10,000	10,000 *
6040	Waste Hauling & Debris Removal	4,064	10,000	10,000	10,000 *
6045	Utility Locate Services	3,747	4,700	4,000	4,000 *
		16,196	23,700	24,000	24,000
<b>Other Services</b>					
6110	Printing Services	-	1,000	500	500 *
6115	Licensing/Titles	255	300	225	300 *
6135.030	Rentals - Equipment	-	250	-	250 *
6195	Miscellaneous Contractual Services	19,719	12,000	40,414	13,500 *
		19,974	13,550	41,139	14,550
<b>Repairs and Maintenance</b>					
6300	R&M Software	-	1,800	2,850	2,850 *
6305	R&M Equipment	15,922	2,000	9,100	2,000 *
6310	R&M Vehicles	8,700	4,000	4,800	4,000 *
6340	R&M Sewer System	20,561	67,800	35,000	58,000 *
		45,183	75,600	51,750	66,850
<b>Subsidies and Incentives</b>					
6505	Subsidy - Sewer Lateral Program	35,964	60,000	35,000	60,000
6510	Subsidy - Flood Assistance	87,547	100,000	70,000	100,000
		123,511	160,000	105,000	160,000
<b>Commodities</b>					
7000	Office Supplies	343	300	350	300

# 500-00-560 - Sewer Systems

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Commodities</b>					
7020	Supplies - Safety	2,890	7,350	7,350	7,350 *
7030	Supplies - Tools & Hardware	2,445	2,000	2,000	2,000 *
7035	Supplies - Equipment R&M	3,168	6,000	6,000	6,000 *
7040	Supplies - Vehicle R&M	19,294	14,000	18,000	14,000 *
7050	Supplies - Streetscape	465	800	500	500 *
7075	Supplies - Sewer System Maintenance	48,074	50,000	40,000	50,000 *
7110	Natural Gas	123	-	-	-
7120	Gasoline	13,377	15,000	15,000	15,000
7130	Diesel	8,864	9,000	10,000	9,000
7140	Electricity	42,310	30,000	45,000	30,000 *
7200	Other Supplies	540	300	300	300 *
7300	Uniforms	1,273	600	600	600 *
7310	Publications	-	100	-	100 *
7320	Equipment < \$5,000	7,470	6,500	6,500	6,500 *
		150,635	141,950	151,600	141,650
<b>Other Expenses</b>					
7500	Postage & Parcel	-	750	-	750 *
7550	Miscellaneous Expenses	413	350	350	350
		413	1,100	350	1,100
<b>Capital Outlay</b>					
8015	Equipment	-	-	-	13,500 *
		-	-	-	13,500
<b>Division Total: Sewer Systems</b>		<b>1,506,824</b>	<b>1,748,982</b>	<b>1,557,543</b>	<b>1,707,171</b>

## 500-00-560 - Sewer Systems

### 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Public Works Association	160
	American Water Works Assoc(AWWA) Membership	85
Account: 5320 - Conferences	Water Environment Conference	2,000
Account: 5325 - Training	American Public Works Association (APWA) Expo	500
	NASSCO Certification	1,300
	Northeastern Illinois Public Safety Training Academy (NIPSTA)	500
Account: 6015 - Communication Services	Call One Lift Station Alarms	6,000
	Cellular Service	4,000
Account: 6040 - Waste Hauling & Debris Removal	Disposal of Debris / Waste from Sewer Digs	10,000
Account: 6045 - Utility Locate Services	Cost for Member Services	4,000
Account: 6110 - Printing Services	National Pollutant Discharge Elimination System (NPDES)Printing	500
Account: 6115 - Licensing/Titles	Commercial Drivers License (CDL) Renewals	200
	Semi-Annual IL Safety Inspections on All Trucks	100
Account: 6135.030 - Rentals - Equipment	Rental of Specialized Equipment	250
Account: 6195 - Miscellaneous Contractual Services	Continental Weather	900
	Contractual Repairs	1,400
	Lease with Railroad	200
	National Pollutant Discharge Elimination System (NPDES) Fees	6,000
	Water Testing	5,000
Account: 6300 - R&M Software	Granite XP Annual Maintenance Costs	2,850
Account: 6305 - R&M Equipment	Service / Repairs of Portable equipment	2,000
Account: 6310 - R&M Vehicles	Alignments, Electrical Work, Etc.	4,000
Account: 6340 - R&M Sewer System	Levee 50 Annual Megger Testing	3,000
	Levee 50 Sluice Gate Maintenance	5,000
	O'Hare Lake Generator Maintenance	5,000
	Pump Station Repairs and Maintenance	25,000
	Sanitary, Storm, Basin and Line Repairs	20,000
Account: 7020 - Supplies - Safety	Barricade Replacement	4,000
	Gloves, Vests, Hard Hats, Glasses	2,000
	Winter Clothing per MECCA Agreement	1,350
Account: 7030 - Supplies - Tools & Hardware	Shovels, Picks, Hammers, Nails, Etc.	2,000
Account: 7035 - Supplies - Equipment R&M	Parts for Small Equip Repair (Cameras, Sm Drain Rodders)	4,000
	Vehicle Supplies	2,000
Account: 7040 - Supplies - Vehicle R&M	Oil, Grease, Filters. Lights, Etc.	14,000
Account: 7050 - Supplies - Streetscape	Topsoil, Grass Seed, & Sod	500
Account: 7075 - Supplies - Sewer System Maintenance	Sewer Pipe, Cement, Parts for Lift Station, Brick, Etc.	50,000
Account: 7140 - Electricity	Operation of Lift Stations	30,000
Account: 7200 - Other Supplies	Misc Supplies	300
Account: 7300 - Uniforms	Foreman Clothing	400
	Summer Seasonal Shirts & Patches	200
Account: 7310 - Publications	Safety Publications	100

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## 500-00-560 - Sewer Systems

### 2020 Budget Justification Worksheet

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G/L Account Number	Transaction	Total
Account: 7320 - Equipment < \$5,000	Cutter Motors	1,500
	Jet Rodder Heads	5,000
Account: 7500 - Postage & Parcel	National Pollutant Discharge Elimination System (NPDES) Postage	500
	Shipping, Postage, Etc.	250
Account: 8015 - Equipment	Replacement Sewer Camera	13,500



## 500-00-570 - Equipment Replacement 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Capital Outlay</b>					
8015	Equipment	4,500	14,800	14,800	9,000 *
8020	Vehicles	135,146	339,000	312,809	52,000 *
8205	Depreciation Expense - Business Type Activities	81,692	-	-	-
		221,338	353,800	327,609	61,000
<b>Division Total: Equipment Replacement</b>		<b>221,338</b>	<b>353,800</b>	<b>327,609</b>	<b>61,000</b>

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# 500-00-570 - Equipment Replacement

## 2020 Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 8015 - Equipment	Bobcat Skid Steer Lease - 43W	4,500
	Bobcat Skid Steer Lease - 7W	4,500
Account: 8020 - Vehicles	10-Ton Dump Truck #9031	52,000

## 500-00-580 - CIP - Water/Sewer 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Contractual Services</b>					
6000	Professional Services	17,602	195,000	143,000	410,000 *
		17,602	195,000	143,000	410,000
<b>Capital Outlay</b>					
8100	Improvements	6,209,668	6,640,814	6,863,000	2,850,000 *
8205	Depreciation Expense - Business Type Activities	1,485,914	-	-	-
		7,695,582	6,640,814	6,863,000	2,850,000
<b>Division Total: CIP - Water/Sewer</b>		<b>7,713,184</b>	<b>6,835,814</b>	<b>7,006,000</b>	<b>3,260,000</b>

## 500-00-580 - CIP - Water/Sewer 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6000 - Professional Services	Annual Leak Detection	40,000
	Annual SCADA Maintenance	30,000
	Mandated Infrastructure Risk Assessment	65,000
	Maple Pump Upgrades (Carry over)	50,000
	MWRD Private Sector Program	100,000
	Oakton Tank Chlorination System	50,000
	SCADA Improvements (Carry over)	75,000
Account: 8100 - Improvements	2019 CIP Projects Carryover	1,000,000
	Algonquin Road Lift Station Rehabilitation (Carryover)	300,000
	Annual Sanitary Sewer Main Lining	300,000
	Maple Pump Upgrades (Carryover)	150,000
	Oakton Tank Chlorination System	250,000
	Oakton Water Tank Painting (Carryover)	575,000
	SCADA Improvements (Carryover)	275,000

**2020 Budget**  
**CITY OWNED PARKING FUND**

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

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Beginning Balance	689,270	806,384	911,818	1,070,591	994,430	1,125,133
Revenues	263,924	268,203	213,791	273,720	263,770	263,770
Expenses	(146,810)	(162,769)	(131,179)	(157,510)	(133,067)	(698,240)
Transfers	-	-	-	-	-	-
<b>Ending Balance</b>	<b>806,384</b>	<b>911,818</b>	<b>994,430</b>	<b>1,186,801</b>	<b>1,125,133</b>	<b>690,663</b>

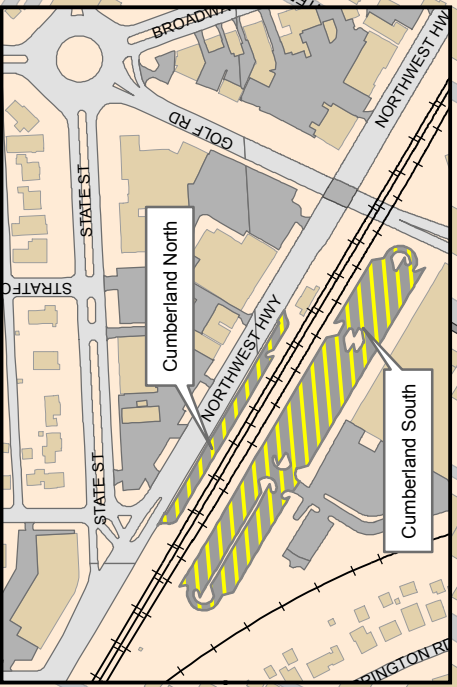
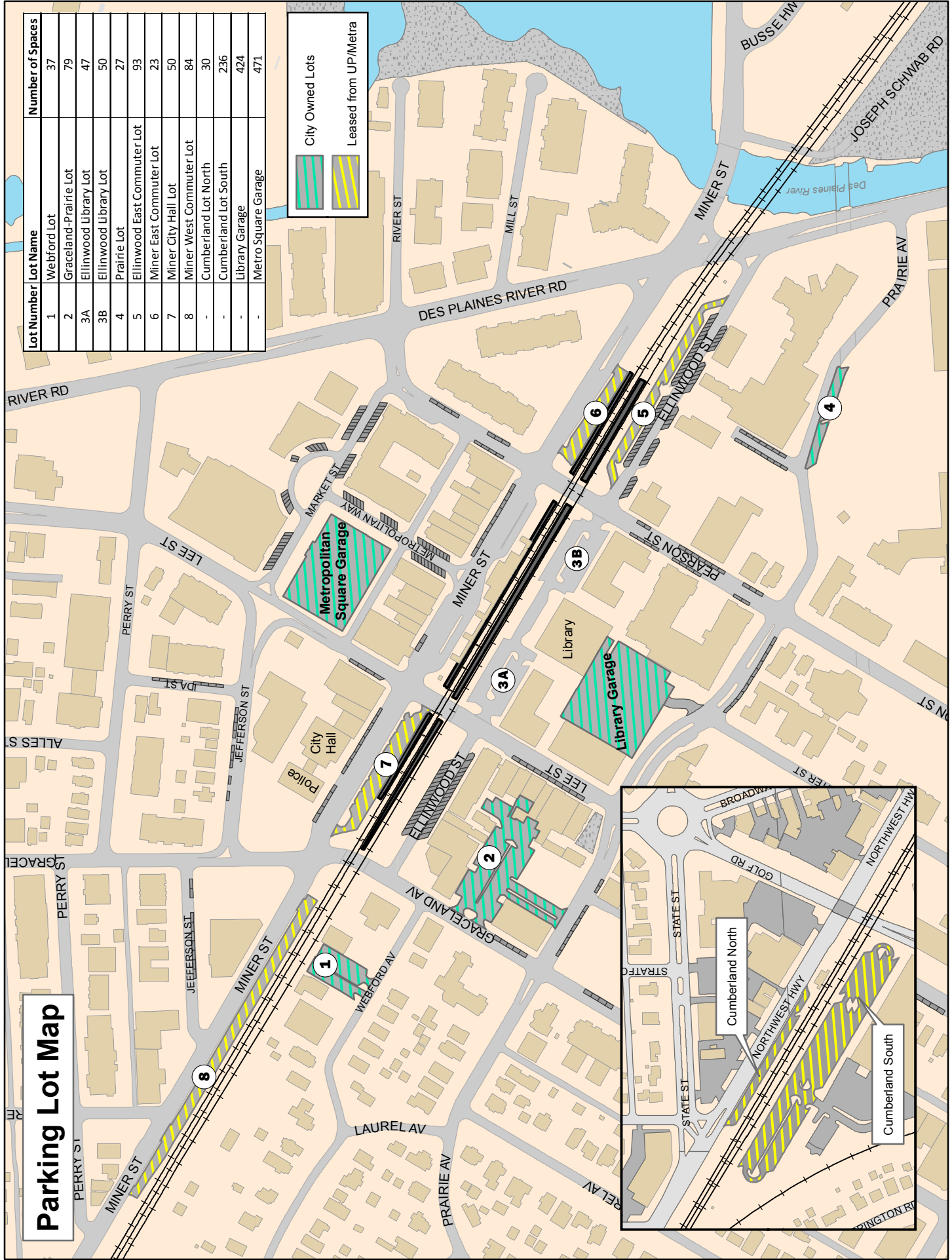
**Fund Overview**

This fund accounts for the revenue and expense associated with the maintenance of the City’s two parking facilities (Library Parking Structure, Metropolitan Square Parking Structure), as well as three surface lots (#2 – Graceland, #1 – Webford, #4 – Prairie Ave). See attached map. Revenue is generated from daily charges of \$1.50 per day, and from lease agreements in the two parking facilities. Daily fares are collected through the use of automated parking debit card machines used in the new parking facility for Metropolitan Square, or through the sale of monthly passes to business and condominium owners. Maintenance (e.g. snow removal) and revenue collection is conducted by the Public Works and Engineering Department. Enforcement is conducted by the Police Department.

# Parking Lot Map

Lot Number	Lot Name	Number of Spaces
1	Webford Lot	37
2	Graceland-Prairie Lot	79
3A	Ellinwood Library Lot	47
3B	Ellinwood Library Lot	50
4	Prairie Lot	27
5	Ellinwood East Commuter Lot	93
6	Miner East Commuter Lot	23
7	Miner City Hall Lot	50
8	Miner West Commuter Lot	84
-	Cumberland Lot North	30
-	Cumberland Lot South	236
-	Library Garage	424
-	Metro Square Garage	471

 City Owned Lots  
 Leased from UP/Metra



## 510 - City Owned Parking Fund

### 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Charges for Services</b>					
4665	Parking Fees	49,518	60,000	50,000	50,000 *
4666	Parking Garage Rent	176,940	213,420	213,420	213,420 *
4667	Reimbursement - Deck Maintenance Costs	(13,144)	-	-	-
4668	Electric Vehicle Charging Fees	478	300	350	350
		213,791	273,720	263,770	263,770
<b>Fund Total: City Owned Parking Fund</b>		<b>213,791</b>	<b>273,720</b>	<b>263,770</b>	<b>263,770</b>

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## 510 - City Owned Parking Fund

### 2020 Revenue Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 4665 - Parking Fees	Metro Square, 141 Spaces, Lots #1, #4, #10	50,000
Account: 4666 - Parking Garage Rent	(Lofts - 38 @ \$25, Condo - 71 @ \$50, Office - 45 @ \$25) X12	67,500
	Library Deck 71.2% Parking Spaces	145,920



## 510 - City Owned Parking Fund 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Insurance</b>					
5535	Property & Liability Insurance	990	810	810	540
		990	810	810	540
<b>Contractual Services</b>					
6015	Communication Services	12,388	12,500	12,500	12,500 *
6025	Administrative Services	-	-	907	-
		12,388	12,500	13,407	12,500
<b>Other Services</b>					
6125	Bank & CC Fees	5,531	5,100	5,000	5,100 *
		5,531	5,100	5,000	5,100
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	-	1,500	1,500	1,500 *
6320	R&M Parking Lots	37,405	31,000	31,000	47,000 *
		37,405	32,500	32,500	48,500
<b>Commodities</b>					
7030	Supplies - Tools & Hardware	-	100	100	100 *
7035	Supplies - Equipment R&M	118	500	250	500 *
7060	Supplies - Parking Lots	4,575	6,000	6,000	6,000 *
7140	Electricity	70,172	100,000	75,000	75,000 *
7320	Equipment < \$5,000	-	-	-	50,000 *
		74,865	106,600	81,350	131,600
<b>Capital Outlay</b>					
8100	Improvements	-	-	-	500,000 *
8205	Depreciation Expense - Business Type Activities	646,136	-	-	-
		646,136	-	-	500,000
<b>Fund Total: City Owned Parking Fund</b>		<b>777,315</b>	<b>157,510</b>	<b>133,067</b>	<b>698,240</b>

## 510 - City Owned Parking Fund 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6015 - Communication Services	Call One - Security Alarms	12,500
Account: 6125 - Bank & CC Fees	CC Processing Fees at Metro Square Terminals	5,100
Account: 6305 - R&M Equipment	Repairs to Fare Boxes, Etc.	1,500
Account: 6320 - R&M Parking Lots	Disposal of Debris & Waste	1,000
	Library Parking Deck Elevator Cab Upgrades	16,000
	Maint Contract for Elevators (Metro & Library)	7,300
	Maint Contract for Fire Alarms	2,900
	Other Repairs and Maint	800
	Parking Lot Seal Coating and Striping	16,000
	Repairs to Lighting, Restriping, Signage, Etc. (Lots 1,4,10)	3,000
	Account: 7030 - Supplies - Tools & Hardware	Tools, Brooms
Account: 7035 - Supplies - Equipment R&M	Misc Maintenance Items	500
Account: 7060 - Supplies - Parking Lots	Meter Parts	1,500
	Various Supplies used to Maintain Parking Lots	4,500
Account: 7140 - Electricity	Lighting, Heat, Fans - Both Garages	75,000
Account: 7320 - Equipment < \$5,000	Digital Parking Permit System	50,000
Account: 8100 - Improvements	Civic Center Parking Garage	500,000

**2020 Budget**  
**METRA LEASED PARKING FUND**

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

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Beginning Balance	120,330	130,291	138,779	96,558	100,066	58,140
Revenues	81,268	83,319	120,985	120,000	120,175	120,000
Expenses	(34,791)	(38,315)	(123,182)	(144,270)	(125,585)	(108,500)
Transfers	(36,516)	(36,516)	(36,516)	(36,516)	(36,516)	(36,516)
<b>Ending Balance</b>	<b>130,291</b>	<b>138,779</b>	<b>100,066</b>	<b>35,772</b>	<b>58,140</b>	<b>33,124</b>

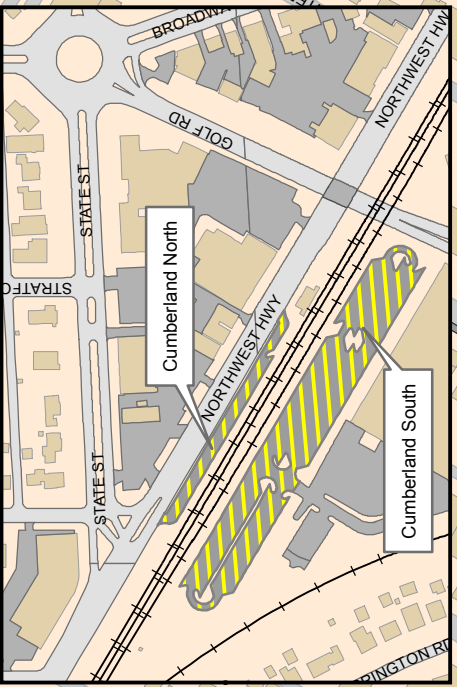
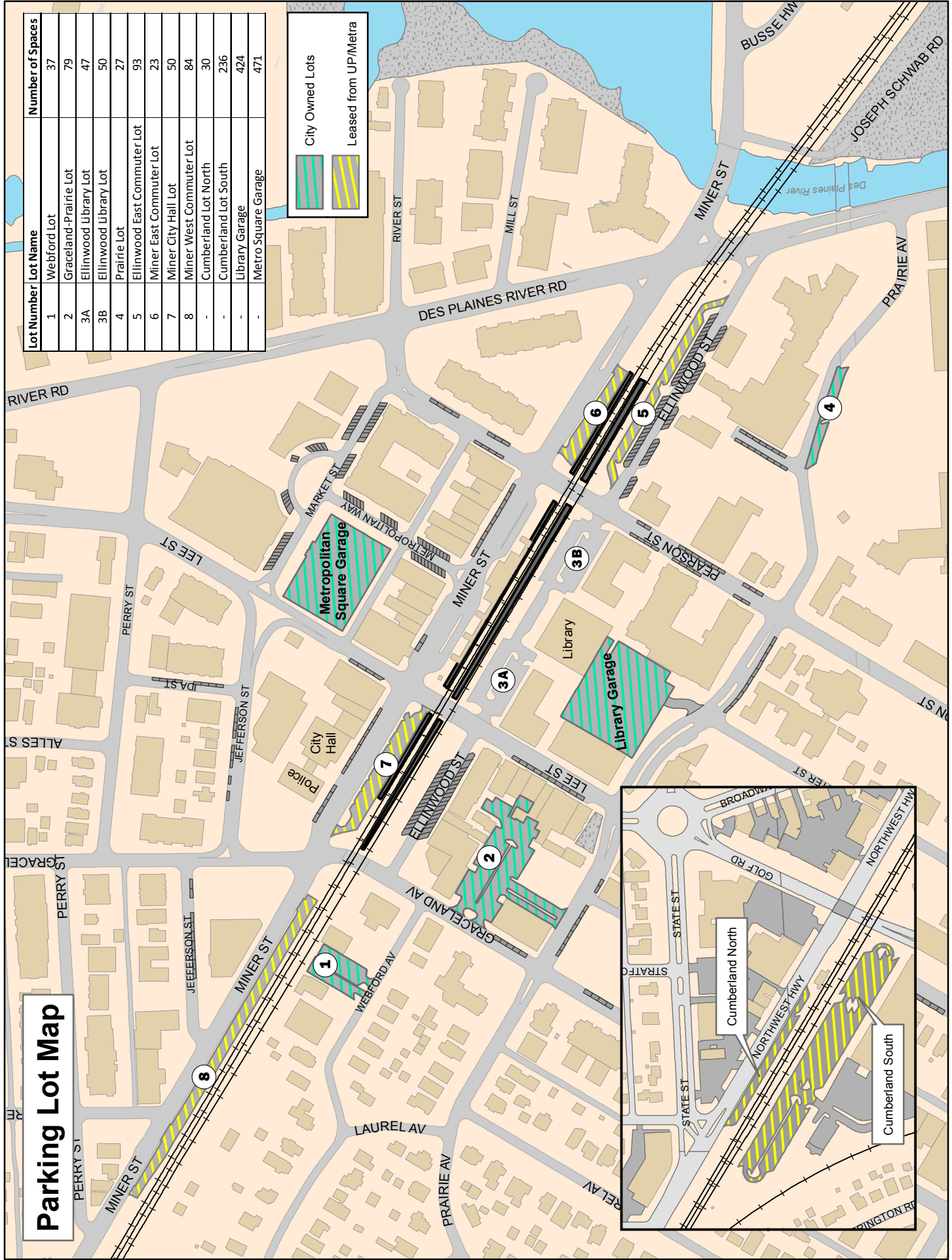
**Fund Overview**

This fund accounts for the revenue and expenses associated with the maintenance of the parking lots leased from the Union Pacific Railroad and used exclusively for commuter parking (see attached map). Revenue is generated from daily commuter charges. Current rates are \$1.50 per day. Fares are collected through the use of automated parking debit card machines. Maintenance (e.g. snow removal) and revenue collection is conducted by the Public Works and Engineering Department. Enforcement is conducted by the Police Department.

# Parking Lot Map

Lot Number	Lot Name	Number of Spaces
1	Webford Lot	37
2	Graceland-Prairie Lot	79
3A	Ellinwood Library Lot	47
3B	Ellinwood Library Lot	50
4	Prairie Lot	27
5	Ellinwood East Commuter Lot	93
6	Miner East Commuter Lot	23
7	Miner City Hall Lot	50
8	Miner West Commuter Lot	84
-	Cumberland Lot North	30
-	Cumberland Lot South	236
-	Library Garage	424
-	Metro Square Garage	471

 City Owned Lots  
 Leased from UP/Metra



## 520 - Metra Leased Parking Fund

### 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Charges for Services</b>					
4665	Parking Fees	120,985	120,000	120,000	120,000 *
		120,985	120,000	120,000	120,000
<b>Miscellaneous Revenues</b>					
4849	Miscellaneous Revenues	-	-	175	-
		-	-	175	-
<b>Fund Total: Metra Leased Parking Fund</b>		<b>120,985</b>	<b>120,000</b>	<b>120,175</b>	<b>120,000</b>

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# 520 - Metra Leased Parking Fund

## 2020 Revenue Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 4665 - Parking Fees	Cumberland - 266 Spaces	120,000

## 520 - Metra Leased Parking Fund 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Insurance</b>					
5535	Property & Liability Insurance	410	270	270	500
		410	270	270	500
<b>Contractual Services</b>					
6015	Communication Services	-	1,440	1,440	1,440 *
6025	Administrative Services	-	-	2,765	-
		-	1,440	4,205	1,440
<b>Other Services</b>					
6125	Bank & CC Fees	17,482	18,700	18,250	18,700 *
6195	Miscellaneous Contractual Services	3,840	3,360	3,360	3,360 *
		21,322	22,060	21,610	22,060
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	324	1,000	500	1,000 *
6320	R&M Parking Lots	18,329	3,500	3,500	27,500 *
		18,653	4,500	4,000	28,500
<b>Commodities</b>					
7060	Supplies - Parking Lots	1,575	2,000	1,500	2,000 *
7140	Electricity	12,414	12,000	12,000	12,000 *
7320	Equipment < \$5,000	10,905	-	-	-
		24,894	14,000	13,500	14,000
<b>Other Expenses</b>					
7540	Land Lease	40,208	42,000	42,000	42,000
		40,208	42,000	42,000	42,000
<b>Capital Outlay</b>					
8100	Improvements	17,695	60,000	40,000	-
8205	Depreciation Expense - Business Type Activities	7,485	-	-	-
		25,180	60,000	40,000	-
<b>Other Financing Uses</b>					
9100	Transfer to General Fund	15,758	15,758	15,758	15,758 *
9500	Transfer to Water/Sewer Fund	20,758	20,758	20,758	20,758 *
		36,516	36,516	36,516	36,516
<b>Fund Total: Metra Leased Parking Fund</b>		<b>167,183</b>	<b>180,786</b>	<b>162,101</b>	<b>145,016</b>

## 520 - Metra Leased Parking Fund

### 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6015 - Communication Services	Broadband Card for Metra Security Cameras	1,440
Account: 6125 - Bank & CC Fees	CC Processing Fees at Cumberland at Downtown Metra	18,700
Account: 6195 - Miscellaneous Contractual Services	Annual Parking Machine Service Fees (\$840 per unit)	3,360
Account: 6305 - R&M Equipment	Repairs to Equipment	1,000
Account: 6320 - R&M Parking Lots	Cumberland Station Crack-sealing and Seal-coating	24,000
	Repairs to Lighting, Sealcoating, Signage, Striping, Etc.	3,500
Account: 7060 - Supplies - Parking Lots	Landscape Supplies	250
	Meter Parts	500
	Ribbons, Receipt Tape, & Parts / Supplies	250
	Supplies used to Maintain Lots	1,000
Account: 7140 - Electricity	ComEd - Lights (Acct #52227-30006)	12,000
Account: 9100 - Transfer to General Fund	PW Maintenance (GF)	15,758
Account: 9500 - Transfer to Water/Sewer Fund	Charges for Meter Fare Collection (WS)	9,570
	PW Maintenance	11,188



**2020 Budget**  
**RISK MANAGEMENT FUND**

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	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Beginning Balance	1,810,991	1,502,672	1,298,226	1,113,175	1,108,747	1,179,267
Revenues	2,917,615	3,070,024	2,872,347	2,892,534	2,677,616	2,646,644
Expenses	(3,225,934)	(3,274,471)	(3,061,826)	(3,261,207)	(2,607,096)	(2,821,053)
Transfers	-	-	-	-	-	-
<b>Ending Balance</b>	<b>1,502,672</b>	<b>1,298,226</b>	<b>1,108,747</b>	<b>744,502</b>	<b>1,179,267</b>	<b>1,004,858</b>

**Fund Overview**

This fund is an internal service fund that accounts for the City's self-insured property, general liability, automobile liability, errors & omissions, workers' compensation, employer's liability, employee benefits liability, and crime loss. The departmental charges are re-evaluated annually for workers compensation and property/liability insurance based on each department's budget, number of vehicles, and employee salaries according to industry standards. The most recently completed fiscal year data is used to establish this information and to determine new allocation numbers and charges for the proposed budget.

The City is a member of one municipal insurance pools for risk management: MICA. The City joined the Municipal Insurance Cooperative Agency (MICA) in 1998. Currently there are 23 members including Des Plaines that participate in the cooperative. MICA manages and funds first party property losses, third party liability claims, workers' compensation claims, cyber liability claims and public officials' liability claims of its members. MICA provides \$2,000,000 of coverage after a \$1,000 deductible with excess coverage of \$13,000,000. The City pays an annual premium to MICA based upon the City's share of liability exposure and prior experience within the pool to cover potential claims to the total loss aggregate. Amounts paid into the pool in excess of claims for any coverage year can be returned to the members in the form of a dividend in subsequent periods. To date the City of Des Plaines has received over \$1 million of dividends from MICA. The City records such dividends as miscellaneous revenue in the Risk Management Fund in the year in which they are received. Beginning in 2018, the City has obtained excess coverage through MICA which was previously provided through the HELP Pool.

The total MICA contribution is allocated amongst its members. Of that contribution, MICA members are allocated based on their own loss history and exposures. 67% (2/3) of the member contribution is allocated to the loss experience, and 33% (1/3) is allocated to the exposures. MICA premium payments are placed into a pool wide loss fund, which if unused, is returned to participants. The City has received three such rebates since 1998.

**2020 Budget**  
**RISK MANAGEMENT**

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**PERSONNEL EXHIBIT**

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<u>Department: Risk Management</u>			
<u>Title</u>	<u>Authorized Positions</u>		
	<u>2018</u>	<u>2019</u>	<u>2020</u>
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Part-Time Risk Management Technician	0.50	0.75	0.75
Intern	0.00	0.00	0.00
Total Full Time Equivalent (FTE) Employees:	<u>0.50</u>	<u>0.75</u>	<u>0.75</u>

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

## 600 - Risk Management Fund

### 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Miscellaneous Revenues</b>					
4800	Reimb Liability Claims	53,565	100,000	10,000	50,000 *
4805	Reimb Work Comp Lost Time Claim	71,605	150,000	20,000	100,000 *
		125,170	250,000	30,000	150,000
<b>(Sources)/Uses of Revenues</b>					
4882	Transfer in Insurance P&L	1,000,000	850,000	850,000	700,000 *
4883	Transfer in Insurance W/C	1,747,178	1,782,534	1,797,616	1,796,644 *
4884	Transfer in Unemployment Insurance	-	10,000	-	-
		2,747,178	2,642,534	2,647,616	2,496,644
<b>Fund Total: Risk Management Fund</b>		<b>2,872,347</b>	<b>2,892,534</b>	<b>2,677,616</b>	<b>2,646,644</b>

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## **600 - Risk Management Fund**

### **2020 Revenue Budget Justification Worksheet**

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 4800 - Reimb Liability Claims	Reimbursement from MICA for Self Insured Losses	50,000
Account: 4805 - Reimb Work Comp Lost Time Claim	Reimbursement from MICA for WC Claims Paid	100,000
Account: 4882 - Transfer in Insurance P&L	Internal Service Charge Based on Expenditures	700,000
Account: 4883 - Transfer in Insurance W/C	Based on Projected Salary Increases and Rates	1,796,644

## 600 - Risk Management Fund

### 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Salaries</b>					
5005	Salaries	9,209	24,369	24,560	23,785
		9,209	24,369	24,560	23,785
<b>Taxes and Benefits</b>					
5200	FICA Contribution	705	1,864	1,879	1,820
5205	IMRF Contribution	1,034	2,327	2,212	2,623
5240	Workers Compensation	16	41	41	41
		1,754	4,232	4,132	4,484
<b>Other Employee Costs</b>					
5310	Membership Dues	-	1,067	1,067	1,067 *
5325	Training	16,044	10,000	16,200	10,000
5335	Travel Expenses	92	500	250	500 *
5340	Pre-Employment Testing	-	1,500	1,500	1,500
5345	Post-Employment Testing	155	12,000	5,000	12,000 *
5350	Substance Abuse Program	690	-	500	-
		16,981	25,067	24,517	25,067
<b>Insurance</b>					
5540	MICA Premium	2,829,354	2,934,750	2,390,015	2,509,516 *
5545	MICA Deductible	78,939	75,000	69,856	75,000 *
5550	Excess Insurance	5,789	15,789	17,516	16,201 *
5555	Workers' Comp Expense	-	25,000	-	25,000 *
5560	Unemployment Claims	(10,096)	-	-	-
5565	Claims Administration Fee	1,650	2,500	1,500	2,500 *
5570	Self Insured P&L Expense	59,577	75,000	15,000	75,000 *
		2,965,212	3,128,039	2,493,887	2,703,217
<b>Contractual Services</b>					
6000	Professional Services	1,800	2,500	-	2,500 *
6005	Legal Fees	66,723	50,000	35,000	35,000 *
		68,523	52,500	35,000	37,500
<b>Other Services</b>					
6195	Miscellaneous Contractual Services	-	2,000	-	2,000 *
		-	2,000	-	2,000
<b>Commodities</b>					
7000	Office Supplies	99	-	-	-
		99	-	-	-
<b>Other Expenses</b>					
7550	Miscellaneous Expenses	48	25,000	25,000	25,000 *
		48	25,000	25,000	25,000
<b>Fund Total: Risk Management Fund</b>		<b>3,061,826</b>	<b>3,261,207</b>	<b>2,607,096</b>	<b>2,821,053</b>

## 600 - Risk Management Fund 2020 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	National Safety Council	67
	Public Risk Management Association	1,000
Account: 5335 - Travel Expenses	Hotel & Mileage	500
Account: 5345 - Post-Employment Testing	Hep B Titer Vaccinations	5,000
	Random Drug Testing	2,000
	Substance Abuse Program	5,000
Account: 5540 - MICA Premium	Premium Increase Based on Experience (5% Increase)	2,509,516
Account: 5545 - MICA Deductible	City Liability for 1st \$5,000 on each claim - 15 Claims	75,000
Account: 5550 - Excess Insurance	Marsh Additional Premiums	10,000
	Tank Liability Coverage	6,201
Account: 5555 - Workers' Comp Expense	2nd Injury Loss Fund Payment to IL - % of pre-MICA WC	1,000
	Indemnity and Medical for 3 Pre-MICA Claims	24,000
Account: 5565 - Claims Administration Fee	Cambridge Fee for Unemployment Claims	2,500
Account: 5570 - Self Insured P&L Expense	Payment for Damages	75,000
Account: 6000 - Professional Services	Risk Management Training Programs	2,500
Account: 6005 - Legal Fees	Legal Fees	35,000
Account: 6195 - Miscellaneous Contractual Services	Safety Incentive Program	2,000
Account: 7550 - Miscellaneous Expenses	Safety Projects	25,000

**2020 Budget**  
**HEALTH BENEFITS FUND**

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
Beginning Balance	4,490,836	4,567,719	4,083,486	4,074,788	3,700,653	3,650,953
Revenues	7,861,202	7,901,389	7,612,584	8,212,322	7,606,800	7,986,825
Expenses	(7,784,318)	(8,385,622)	(7,995,417)	(8,241,022)	(7,655,500)	(8,268,022)
Transfers	-	-	-	-	-	-
<b>Ending Balance</b>	<b>4,567,719</b>	<b>4,083,486</b>	<b>3,700,653</b>	<b>4,046,088</b>	<b>3,650,953</b>	<b>3,369,756</b>

**Fund Overview**

This fund is an internal service fund used to account for the charges to each department for providing health insurance and other related benefits to employees, elected officials and retirees who opt-in to health care plans.

The City offers medical insurance, dental insurance, optical insurance, term life insurance, voluntary life insurance and an employee assistance program. Employees and elected officials (and their qualified spouses and dependents) currently pay 7% to 12% of their monthly medical, dental and optical insurance premiums. The specific amount varies based upon their individual elections and which structure group an individual is included in. All participating retirees pay 100% of their respective plan option monthly premiums.

Starting in 2014 the City began offering a Medicare supplement option outside of the City’s health insurance plan for the Medicare-eligible retirees (i.e. 65 and older). This is administered by Benistar and brokered through Gallagher.

Since June 1, 2003, the City has been a member of the Intergovernmental Personnel Benefit Cooperative (IPBC), a municipal pool consisting of over 130 local governments. Through the IPBC the City retains the third-party administrative services of Blue Cross/Blue Shield (BCBS) of Illinois to provide the PPO and HMO programs and ExpressScripts for the Rx program. In the IPBC, the City maintains its independence in terms of plan design and benefit levels, but pools claims experience for claims from \$30,000 to \$125,000. The City continues to eliminate underutilized and unsustainable benefit options and restructure other benefits to create a balance between what is financially responsible and the needs of our employees.

**Monthly Premium Increases:**

<b>Insurance Plans</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
PPO (Options 1- 4)	1.5%	1%	4%	3%	2% and 7%	2% and 7%	2.0%
HMO	1.5%	6%	0%	4%	3%	3%	2.0%
Dental Option 1	0%	0.05%	-4.9%	3%	5%	5%	3.0%
Dental Option 2	0%	-9%	4.6%	3%	5%	5%	3.0%
Optical	N/A	N/A	N/A	N/A	N/A	0%	2.0%

## 610 - Health Benefits Fund

### 2020 Revenue Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Interest Income</b>					
4700	Interest Income	-	300	300	300
		-	300	300	300
<b>Miscellaneous Revenues</b>					
4760	Medical PPO Employer	4,165,374	4,562,095	4,150,000	4,357,500
4762	Medical PPO Employee	393,854	343,384	335,000	351,750
4764	Medical PPO Retiree	893,255	997,500	855,000	897,750
4770	Medical HMO Employer	1,210,219	1,192,967	1,250,000	1,312,500
4772	Medical HMO Employee	91,090	89,793	95,000	99,750
4774	Medical HMO Retiree	192,664	183,333	185,000	194,250
4780	Dental Program Employer	324,252	404,059	360,000	378,000
4782	Dental Program Employee	44,209	48,488	45,000	47,250
4786	Dental Program - Retiree	119,006	116,957	112,000	117,600
4787	Vision Program - Retiree	12	-	25,000	27,000
4788	Vision Insurance Program - Employer	22,150	69,714	44,500	46,725
4789	Vision Insurance Program - Employee	5,531	13,943	9,500	9,975
4790	Life Insurance Program Employer	26,927	29,993	27,500	28,875 *
4792	Life Insurance Program Employee	101,182	138,796	112,000	117,600 *
4798	Historical Society Reimbursement	22,859	21,000	-	-
4849	Miscellaneous Revenues	-	-	-	-
		7,612,584	8,212,022	7,605,500	7,986,525
<b>Fund Total: Health Benefits Fund</b>		<b>7,612,584</b>	<b>8,212,322</b>	<b>7,605,800</b>	<b>7,986,825</b>



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# 610 - Health Benefits Fund

## 2020 Revenue Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 4790 - Life Insurance Program Employer	Basic Life Insurance	28,875
Account: 4792 - Life Insurance Program Employee	Supplemental & Dependent Life	117,600

# 610 - Health Benefits Fund

## 2020 Budget Worksheet

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2019 Projected Amount	2020 Adopted Budget
<b>Insurance</b>					
5500	PPO Insurance Premiums	4,821,426	4,905,479	4,485,000	4,905,479
5501	PPO Insurance Premiums - Retiree	963,633	997,500	855,000	997,500
5505	HMO Insurance Premiums	1,383,935	1,282,760	1,345,000	1,282,760
5506	HMO Insurance Premiums - Retiree	165,387	183,333	185,000	183,333
5510	Dental Insurance Premiums	405,412	452,547	405,000	452,547
5511	Dental Insurance Premiums - Retiree	107,145	116,957	112,000	116,957
5513	Vision Insurance Premiums	27,682	83,657	54,000	83,657
5514	Vision Insurance Premiums - Retiree	-	-	25,000	27,000
5515	Life Insurance Premiums	157,901	168,789	139,500	168,789
5575	IPBC Reserve	(38,414)	-	-	-
		7,994,107	8,191,022	7,605,500	8,218,022
<b>Contractual Services</b>					
6000	Professional Services	-	20,000	20,000	20,000 *
		-	20,000	20,000	20,000
<b>Other Services</b>					
6195	Miscellaneous Contractual Services	1,310	30,000	30,000	30,000 *
		1,310	30,000	30,000	30,000
<b>Fund Total: Health Benefits Fund</b>		<b>7,995,417</b>	<b>8,241,022</b>	<b>7,655,500</b>	<b>8,268,022</b>

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# 610 - Health Benefits Fund

## 2020 Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total</b>
Account: 6000 - Professional Services	Employee Benefit Services (EBS)	15,000
	GASB 45 Analysis	5,000
Account: 6195 - Miscellaneous Contractual Services	Annual Health & Benefits Administration Fee	15,000
	COBRA Administration, Discovery Benefits	15,000

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## 2020 Budget

# GLOSSARY

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

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

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

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

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

**Assessed Valuation:** A value established for the real property to be used as a basis for levying property taxes.

**Audit:** A comprehensive investigation of the manner in which the government's resources were actually utilized. A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the legislative body's appropriations. A performance audit consists of a review of how well the government met its stated goals.

**Available Fund Balance:** That portion of fund balance collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

**Balanced Budget:** A budget where estimated revenues equal estimated expenditures during a single fiscal period.

**Basis of Accounting:** A term used when revenues, expenditures, expenses, transfers, assets and liabilities are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on the cash, modified accrual or the accrual method.

**Basis Point:** Equal to 1/100 of one percent. If interest rates rise from 7.50 percent to 7.75 percent, the difference is referred to as an increase of 25 basis points.

**Bond:** A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayments of the principal are detailed in a bond ordinance. The most

## 2020 Budget

# GLOSSARY

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

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

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

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

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

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

**Capital Improvement Program (CIP):** A multi-year, prioritized plan for capital expenditures. The City's Capital Improvements Program addresses capital expenditures of \$25,000 or more and all proposed additions to the motor vehicle fleet. The replacement of vehicles existing in the fleet are not included in the Capital Improvements Program but are programmed for replacement through the Vehicle Replacement Fund. The City uses the designation "(CIP)" in the budget to identify those line-items which are in the CIP.

**Capital Projects Fund:** Used to account for financial resources to be used for the acquisition and/or construction of major capital facilities (other than those financed by proprietary funds).

**Carryover (C/O):** An expenditure that was budgeted in a previous year but was not actually made and has been budgeted again in the current budget year. Carryovers are usually capital items or high-cost contractual services. Because a carryover item was recognized as a valid requirement during a previous year's budget process, it is not subject to the same high degree of scrutiny as a new request and, to the extent possible, does not compete with new requests for funding. With regard to budgeted capital purchases, the ability to designate an expenditure as a carryover removes the disincentive to defer these purchases when the useful lives of items on hand can be extended.

**Cash Management:** The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the balance of the highest interest and return, liquidity and minimal risk with these temporary cash balances.

## 2020 Budget

# GLOSSARY

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**Charges for Services:** User charges for services provided by the City to those specifically benefiting from these services.

**Compensated Absences:** The expense incurred and the offsetting liability for accrued vacation time, personal time and the portion of sick leave that becomes vested and will be paid at termination.

**Component Units:** Legally separate organizations for which the elected officials of the primary government are financially accountable.

**Community Development Block Grant (CDBG):** A federal entitlement grant distributed to municipalities on the basis of a formula that considers population, housing condition, and poverty. CDBG funds are then distributed by the City for activities that benefit low and moderate-income families.

**Contingency:** The appropriations of funds for future allocation in the event specific budget allotments have been depleted and additional funds are needed.

**Contractual Services:** Expenditures for services from outside vendors that are obtained by an express or implied contract.

**Debt Service Fund:** A fund or funds established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**Deferred Charges:** Expenditures that are not chargeable to the fiscal period in which they were made but that are carried as an asset on the balance sheet, pending amortization or other disposition (e.g., bond issuance costs). Deferred charges differ from prepaid items in that they are usually extend over a long period of time (more than five years) and are not regularly recurring costs of operation.

**Deferred Compensation Plans:** Plans that offer employees the opportunity to defer a portion of their salary and the related liability for federal income taxes. Several sections of the Internal Revenue Code authorize certain state and local governments to provide deferred compensation plans for their employees.

**Deferred Revenues:** Amount for which asset recognition criteria (e.g., a valid receivable) have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, receivables that are measurable but not available are one example of deferred revenue.

**Deficit:** The excess of expenditures or expenses over revenues or income during a single accounting period.

**Department:** A major administrative division of the City with overall management responsibility for an operation or group of related operations within a functional area.

## 2020 Budget

# GLOSSARY

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**Depreciation:** (1) Expiration of the useful life of fixed assets attributable to wear and tear, deterioration and obsolescence. (2) The portion of the cost of a fixed asset charged as an expense during a particular period.

**Division:** A segment of a department which is assigned a specific operation.

**Efficiency Measures:** Performance measures which measure the cost of an activity (either in terms of dollars or work hours) per unit of output or outcome or otherwise gauge the productivity of an activity. Generally, efficiency measures in the latter category compare work successfully completed with the potential amount of work which could have been accomplished.

**Encumbrance:** The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditures.

**Enterprise Fund:** A set of self-balancing accounts used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. The Water and Sewer Fund and the Parking Fund are enterprise funds.

**Entity:** The basic unit upon which accounting and/or financial reporting activities focus. The basic governmental legal and accounting entity is the individual fund and account group.

**Equalized Assessed Valuation:** The assessed valuation of a property increased by a multiplier established by the Illinois Department of Revenue which is intended to increase the total assessed valuation of all property in the County to a level that is equal to 33-1/3% of market value.

**Equalization Factor:** A factor determined by the State which when applied to the county's assessed value will cause all property to equal one-third of its market value.

**Expenditure:** This term refers to the amount of funds paid or to be paid for obtaining an asset, good or service. For budget purposes, the term expenditure applies to all costs or expected commitments.

**Expense:** The term expense is used in full accrual accounting to report decreases in net total assets.

**Fiscal Policies:** The City's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

**Fiscal Year (FY):** The time period designated by the City signifying the beginning and ending of a period for recording financial transactions. The City of Des Plaines defines January 1 to December 31 as its fiscal year.

**Fixed Assets:** Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.



## 2020 Budget

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**Forfeiture:** The automatic loss of cash or other property as a penalty for not complying with legal provisions and/or as compensation for the resulting damages or losses.

**Franchise Fee:** A fee paid by public service businesses for use of City streets, alleys and property in providing their services to citizens of a community. Services requiring franchises include telephone, natural gas and cable television.

**Full Faith and Credit:** A pledge of the general taxing power for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full-faith-and-credit bonds.

**Full-Time Equivalent (FTE):** A standardized unit of measure used to determine the equivalent number of full-time employees. It is calculated by dividing the total hours actually worked or planned for a job class (regular and overtime) by a standard number of hours a full-time employee would work for the job class.

**Function:** A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

**Fund:** An accounting entity with a set of self-balancing accounts that is used to account for financial transactions for specific activities or government functions. Seven commonly used funds in governmental accounting are: the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, and trust and agency funds.

**Fund Balance:** Fund balance is the excess of assets over liabilities. The unreserved fund balance is the amount available for appropriation.

**Fund Type:** Any one of seven categories into which all funds are classified in government accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

**GASB 34:** The City implemented Government Accounting Standards Board (GASB) Statement No. 34 for its Fiscal Year Ended December 31, 2003. This accounting standard requires the City to report the value of its infrastructure assets in the governmental financial statements and depreciate them over their estimated useful life. Projects that do not extend the useful life of the asset (e.g. overlay of a road) are expensed rather than capitalized.

**General Fund:** The largest fund within the City, the General Fund accounts for most of the financial resources of the government. General Fund revenues include sales taxes, licenses and permits, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as fire and police protection, finance, inspection services, community development, public works and general administration.

**General Obligation Bonds (G.O. Bonds):** Bonds that finance a variety of public projects, such as streets, buildings and improvements, and which are backed by the full faith and credit of the issuing government.

## 2020 Budget

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**Governmental Fund Types:** Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except those accounted for in proprietary funds and fiduciary funds. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. The measurement focus in these fund types is on the determination of financial position and changes in financial position, rather than on net income determination. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

**Grant:** Contributions or gifts of cash or other assets from another agency to be used for a specified purpose, activity or facility. Grants may be classified as either categorical or block, depending on the amount of discretion allowed the grantee.

**Gross Bonded Debt:** The total amount of direct debt of a government represented by outstanding bonds before deduction of any assets available and earmarked for their retirement.

**Home Rule:** A status granted by the Illinois Constitution which gives cities of a certain size or by referendum broad powers not otherwise available to local municipalities. For instance, in a home rule municipality, there is no statutory limit to the property tax levy nor is there any requirement to seek referendum approval for increasing the levy or issuing debt.

**Illinois Municipal Retirement Fund (IMRF):** This retirement fund, established under State statutes, provides employees of local governments (excluding police officers and firefighters) in Illinois with a system for the payment of retirement annuities, disability, and death benefits. All employees (other than those covered by the Police or Firefighters' plans) hired in positions that meet or exceed an annual hourly standard (1,000 hours) must be enrolled in IMRF as participating members. Participating members of IMRF must contribute 4.5% of their salaries to the pension fund. The employer pays a percentage that varies each year and is dependent on a report prepared by a professional actuary.

**Income:** A term used in proprietary fund type accounting to represent (1) revenues, or (2) the excess of revenues over expenses.

**Infrastructure Assets:** Public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems and similar assets that are immovable and of value only to the governmental unit.

**Interfund Transfer:** Payment from one fund to another fund primarily for work or services provided.

**Intergovernmental Revenues:** Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

**Internal Service Fund:** Funds used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis; for example, the Risk Management Fund.

## 2020 Budget

# GLOSSARY

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**Interperiod Equity:** The measure of the extent to which current-year revenues are sufficient to pay for the services provided by the government entity during the year, and whether current-year citizens are receiving services by shifting part of the payment burden to future years' citizens or by using up previously accumulated resources.

**Investments:** Securities held for the production of revenues in the form of interest or dividends. The term does not include fixed assets used in government operations.

**Joint Venture:** A legal entity or other contractual arrangement in which a government participates in a separate activity for the benefit of the public and in which the government retains an ongoing financial interest.

**Level of Budgetary Control:** The City Manager is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that increase the total expenditures of any fund must be approved by the governing body. Expenditures may not legally exceed budgeted appropriations at the fund level.

**Levy (Verb):** To impose taxes, special assessments, or service charges for the support of governmental activities. **(Noun)** The total amount of taxes, special assessments or service charges imposed by the City.

**Liability:** Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

**Line-Item Budget:** A budget that lists each expenditure category (salaries, office supplies, telephone service, copy machine costs, etc.) separately, along with the dollar amount budgeted for each specified category.

**Long-Term Debt:** Debt with a maturity of more than one year after the date of issuance.

**Measurement Focus:** The accounting convention that determines (1) which assets and which liabilities are included on the government's balance sheet and where they are reported, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses).

**Millage:** The tax rate on real property based on \$1.00 per \$1,000 of assessed property value.

**Modified Accrual Accounting:** Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Expenditures are recorded when the related fund liability is incurred.

**Motor Fuel Tax (MFT):** The State returns a portion of the gas tax to the municipalities on a per capita basis for use in the maintenance and construction of public roads.

## 2020 Budget

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**Net Income:** Proprietary fund excess of operating revenues, non-operating revenues, and operating transfers-in over operating expenses, non-operating expenses, and operating transfers-out.

**Non-Operating Expenditures:** The costs of government services which are not directly attributable to a specific City program or operation. Examples include debt service obligations and contributions to community organizations.

**Non-Operating Revenues:** The incomes received by the government which are not directly attributable to providing a service. An example would be interest on investments.

**Offset by Revenues (RO):** Describes an expenditure which is funded by specific revenues such as charges for services or contributions which are restricted as to their use. The City uses this designation to identify expenditures of its General Fund (Fund 100) and Capital Improvement Fund (Fund 414) which are fully offset by specific revenues.

**Operating Budget:** Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. See **Budget**.

**Ordinance:** A formal legislative enactment by the governing body of a municipality. It has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. See **Resolution**.

**Organizational Unit:** A responsibility center within a government.

**Other Financing Sources:** Governmental fund debt proceeds, proceeds from the sale of general fixed assets, and operating transfers-in. Such amounts are classified separately from revenues on the governmental operating statement.

**Other Financing Uses:** Governmental fund operating transfers-out and the amount of refunding bond proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental operating statement.

**Overhead:** This refers to an interfund transfer to a particular fund or entity (e.g. Equipment Replacement Fund) from the General Fund to pay for its share of expenses that can't be allocated to a particular department or division of the general government.

**Overlapping Debt:** The proportionate share that property within each government must bear of the debts of all local governments located wholly or in part within the geographic boundaries of the reporting government. The amount of debt of each unit applicable to the reporting unit is arrived at by (1) determining what percentage of the total assessed value of the overlapping jurisdiction lies within the limits of the reporting unit, and (2) applying this percentage to the total debt of the overlapping jurisdiction.

## 2020 Budget

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**Performance Budget:** A budget that focuses on activities rather than line items. Work load and unit cost data are collected in order to assess the efficiency of services.

**Performance Measures:** Specific quantitative and qualitative measures of work performed as an objective of the department.

**Personal Services:** Includes the compensation paid to all employees as well as the City's share of pension, FICA and Medicare costs.

**Premium:** The excess of the price of a security over its face value, excluding any amount of accrued interest bought or sold.

**Program Budget:** A budget which structures budget choices and information in terms of "program and their related work activities" (i.e., repairing roads, crossing guards, etc.). A program budget provides information on what each program is committed to accomplish in the long run (goals) and in the short run (objectives) and measures the degree of achievement of program objectives (performance measures).

**Property Tax:** A tax levied on the assessed value of real property (also known as "ad valorem taxes").

**Proprietary Fund Types:** The classification used to account for a City's ongoing organizations and activities that are similar to those often found the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses, and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The Generally Accepted Accounting Principles used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the Governmental Accounting Standards Board has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

**Reserved Fund Balance:** Those portions of fund balance that are not appropriable for expenditure or that are legally segregated for a specific future use.

**Resolution:** An order of a legislative body requiring less legal formality than an ordinance or statute. See **Ordinance**.

**Revenue:** Monies that the government receives as income. It includes such items as tax payments, fees from services, receipts for other governments, fines, reimbursements, grants, share revenues and interest income.

**Revenue Bonds:** Bonds whose principal and interest are payable exclusively from earnings of an Enterprise Fund.

## 2020 Budget

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**Retained Earnings:** An equity account reflecting the accumulated earnings of the City's proprietary funds.

**RHS Plan Payout:** An incentive payment to employees who have accumulated a set number of unused sick days based on criteria set forth in the City's Personnel Handbook.

**Salary Adjustments:** An account to be approved by the City Council for employee salary increases either negotiated through contracts or other otherwise authorized by the Council.

**Self-Insurance:** A term used to describe the retention of a risk of loss arising out of the ownership of property or from some other cause, instead of transferring this risk to an independent third-party through the purchase of an insurance policy.

**Special Revenue Funds:** Funds used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes.

**Special Service Area:** A financing technique used to finance special services and special improvements desired by a specific area of the City. A tax is levied only on the particular area that will receive the special service or improvement.

**Tax Anticipation Notes (TANs):** Notes (or warrants) issued in anticipation of the collection of taxes, usually retirable only from tax collections.

**Taxes:** Compulsory charges levied by a government to finance services performed for the common benefit.

**Tax Increment Financing (TIF):** Tax increment financing is a redevelopment method, authorized by Illinois State Statutes that allows municipalities to encourage new development by using the new incremental property taxes generated by development to make public improvements, assemble property, or incur authorized costs in order to attract the development.

**Tax Levy:** The total amount to be raised by general property taxes for operating and debt service purposes.

**Tax Rate:** The amount of tax levied for each \$100 of assessed valuation.

**Value:** As used in governmental accounting, (1) the act of describing anything in terms of money or (2) to measure in terms of money.

**Voucher:** A written document that evidences the propriety of transactions and usually indicates the accounts in which they are to be recorded.

**Working Capital:** This term generally refers to current assets minus current liabilities. Some organizations may exclude certain current assets (e.g., inventory) from this general formula.



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