



2021

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, 2020

Christopher P. Morrill

Executive Director

2021 Budget
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Honorable Mayor and Members of City Council,

I am pleased to present the 2021 Annual Budget. Preparing a budget document for a full-service organization is never an easy task and has its share of unknown variables. Preparing a budget during a global pandemic and economic downturn raises that task to a whole new level of uncertainty.

In preparing a responsible budget, it requires reprioritizing and adapting to changes on an on-going basis. At this point, it is impossible to anticipate the depth or duration of the economic downturn. As restrictions continue to be lifted, the City will have a better idea of the revenue outlook into the future months. As such, in going into 2021 we need to have an open mind and an understanding of the complexity and uncertainty that the City is faced with. However, the City's conservative approach to budgeting has proven to be successful in the past, thus allowing for cautious optimism.

OVERVIEW

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 twelve 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.

2021 BUDGET GOALS

The 2021 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 14th and August 28th 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 2021 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 2021 budgetary focus continues to be long-term financial stability. In the past several years there have been minimal tax increases to residents, and the 2021 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. For the 2021 Budget, 21.2% 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 98.18% for IMRF, 44.59% for Police Pension and 48.82% for the Fire Pension as indicated below.

Unfunded Actuarial Accrued Liability (AAL)			
	IMRF	Police Pension Fund	Fire Pension Fund
Actuarial Accrued Liability	123,450,009	168,284,838	167,070,460
Actuarial Value of Assets	121,199,742	75,033,789	81,557,653
Unfunded AAL	2,250,267	93,251,049	85,512,807
Funded Ratio	98.18%	44.59%	48.82%

Over the last 10 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. 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 15 years the levy requirement has increased by 282.5% from \$2,054,097 to \$7,856,751 on the Police Pension side and 343.2% from \$1,658,383 to \$7,349,577 on the Fire Pension side based on the City’s actuarial reports. This increase in pension funding would require a 10.15% levy over levy property tax

increase. In order to alleviate the tax burden on the City's residents, the 2021 Budget includes a reduction of the Corporate levy in the amount of \$3.3M in order to fund Police and Fire Pensions. 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:** The COVID-19 pandemic has created severe and immediate challenges to state and local governments across the country. With the shutdown of the economy, economically sensitive revenues have already dropped significantly. While there is significant uncertainty about how much the City's revenues will decline, we are able to project some of the direct impacts on the City. For instance, the closure of retail establishments means a decline in sales tax revenue. With stay at home orders that were and continue to be in place, the hotel industry has a decrease in occupancy which in turn impacts the City's hotel/motel revenue. With people driving less, the demand for fuel is lower and local option gas tax will see a decline. This will likely continue into 2021, however no one can predict at what level or the lag that local governments may face with receiving state shared revenues. While we are currently at a 3-month lag, during the 2010 economic downturn, the City faced a delay in revenues for over 7 months.

In addition to revenue sources being at risk, local governments continue to face unfunded mandates from the State and Federal Government.

- 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 2019, 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 2021 Budget, the same three TIF Districts are projected to be in the red. TIF #1 (downtown TIF) is projected to be closed at the end of 2021 with no fund balance. The advancements made from the General Fund in 2020 to finalize projects, will be repaid in 2021 with the property tax revenues received in that year. TIF #8 (new Oakton TIF) is projected to have increment generated in 2021 which can be utilized toward future projects. Over the past several years, the City has restructured the districts (TIF#3 and TIF #6) 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 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. Due to the COVID-19 pandemic, the Casino was closed for 107 days in fiscal year 2020. Additionally, the occupancy levels allowed after the re-opening are 50%. This reduction of casino operations has had a significant impact on 2020 revenues and the City projects that revenues will be 35% less than the 2020 budget figures. 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:** With the unstable and uncertain economy, the City is faced with budgetary challenges that will continue into future fiscal years. It is now more imperative than ever to continue to monitor revenue and expenditure levels on an on-going basis. Upcoming City budgets will require priority setting, realignment of revenues and expenditures and finding more efficient ways to carry out operations.

BUDGET RECAP

The City has taken great strides during the past nine 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 \$12.4 million by the end of 2021. The 2021 Budget continues to be a conservative financial plan intended to hold-the-line on expenditures.

Overview of Revenues

Total revenues for all funds excluding transfers in the 2021 Proposed Budget are \$144.7M, which is a \$800K or 0.5% decrease from the 2020 Budget figures. The projected 2021 General Fund revenues (the main operating fund) total \$61.3M, which is \$2.8M less than the 2020 Budget, however it is \$10.2M less than the actual 2019 revenue or approximately 14.3%.

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. However, of note the 2020 Corporate Levy used to fund the General Fund has decreased by \$3.3M due to the increased funding needed for the Police Pension levy in the amount of \$1.7M and the Fire Pension levy in the amount of \$1.6M. The \$3.3M loss to the General Fund has a significant impact on operational funding needed for day to day operations. Between the years of 2011 to 2020, the Corporate levy has decreased by 41.7%, while the costs of operations have increased by 33.7%. The ten-year average levy-over-extension (Cook County loss and cost amounts), including the proposed 2020 levy, is a decrease of 2.38%, and the levy-over-levy ten-year average increase is 0.57%. Over the last ten-year period the Consumer Price Index increased by 13.3% 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 12.14% 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 \$14.8M in 2021, which is \$1.6M less than the 2020 budgeted figures or \$5.2M less than the 2019 actual sales tax revenue received. The Home Rule Sales Tax is allocated equally between the General Fund and the Capital Projects Fund.

State income tax is based on a per-capita distribution. The estimated amount for 2021 is \$5.5M which is consistent with the 2020 projected amount.

The following identifies other revenues of significance included in the 2021 Budget:

- Hotel/Motel taxes of \$1.4M, which is \$500K less than the 2020 Budget of \$1.9M.
- Real Estate transfer taxes of \$520K which is a slight decrease over the 2020 Budget.
- Food and Beverage tax receipts of \$1.0M which is \$400K less than the 2019 actual due to the reduction as a result of the COVID-19 pandemic.
- Personal Property Replacement tax revenues of \$1.0M which is \$500K less than the 2019 actual revenues.
- Licensing and Permit revenues of \$1.3M, which is \$1.5M less than the 2020 budget due to the elimination of the vehicle license revenue as well as an overall decrease in licensing and permitting revenue as a result of the COVID-19 pandemic.

Overview of Expenditures

Total proposed 2021 Budget excluding transfers is \$164M, an \$8.1M, or 4.7% decrease, over the 2020 Budget amount. The City will continue to utilize some of our existing strategies such as hiring freeze, pausing non-essential projects and initiatives as well as utilization of our current fund balance to balance the 2021 Budget. While the budget still includes capital project expenditures as well as budgeting for vacant positions, based on the trending seen in the fourth quarter of 2020 and first quarter in 2021, the City will further define which expenditures will be authorized for spending. 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, \$26.3M in 2020 and budgeted \$11.8M in 2021.

The 2021 Budget includes total General Fund (operating) expenditures of \$71.7M, a \$300K decrease, over 2020 budgeted General Fund expenditures. The City's largest General Fund expense is labor. The City has been working diligently on addressing expenditures since the news of the pandemic first came about. While the General Fund (operating) revenues for 2021 are projected at \$61.3M, 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. Given the budget deficit of \$10.3M, the City will continue to implement a hiring freeze, a hold on expenditures unless necessary for operations, as well as a monthly review of revenues impacted by the pandemic.

Position Impacts

The proposed budget includes decreases to position levels throughout the organization. While layoffs are not anticipated as part of this budget primarily due to the number of vacant positions in the organizations, certain positions that are vacant will not be funded for the 2021 fiscal year. Additionally, in response to the economic effects of the pandemic, in May 2020, the City implemented a citywide hiring freeze. Exceptions were made for public safety positions and for positions that address an immediate critical need. In June 2020, the City also offered an Early Retirement Incentive (ERI) for employees who were vested within their respective pension funds. Retirements often times offer a unique opportunity to reduce the size of the organization, however that also comes with a loss of institutional knowledge. Based on the ERI plan offered, the City has been provided an opportunity to restructure certain positions and job functions which will assist with the reduction of expenditures related to personnel costs.

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 2021 Budget includes revenues of \$4.2M, total expenditures of \$5.4M and transfers out of \$1.7M. The \$1.7M transfer out is planned to the Grant Projects Fund as the local match to the current approved grants. The 2021 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. However, due to the pandemic and the reduction of revenues within the General Fund, the home rule sales taxes which were

diverted to the Capital Projects Fund at 75% and the General Fund at 25%, have now been adjusted to 50% for each fund.

The specific capital improvement projects approved for 2021 are identified in the City's five-year Capital Improvement Program (CIP). General categories, with their approximate funding levels for 2021, include alley improvements (\$250K), street improvements (\$4.4M), traffic improvements (\$500K), water and sewer system improvements (\$5.8M) and (\$875K) of miscellaneous improvements such as sidewalks, sewer lining and curb replacement.

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.

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. The City has worked hard on creating different strategies to address the water/sewer fund deficit which has occurred annually. At the end of 2021, the water/sewer fund will achieve a fund balance of \$378K, which is a significant step in the right direction.

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 2021 is a General Fund balance of \$40.6M, which represents 55.99% of annual expenditures, however, the unassigned portion is projected to be \$18.3M, or 25.22%. While the unassigned fund balance is projected to be slightly above the recommended policy requirement of 25%, TIF 3, TIF 6, and TIF 7 continue to place restrictions on the availability of General Fund resources.

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. Based on the budget deficit faced for 2021, the City will need to utilize some of the fund balance to offset the reduced revenues received for 2020 and 2021 in addition to other strategies that will need to be implemented on the expenditure side.

CONCLUSION

As I mentioned at the outset, the 2021 Budget represents various strategies implemented to accomplish 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 Goczowski – Eighth Ward

Administration

City Manager..... Michael G. Bartholomew

General Counsel..... Peter Friedman, Elrod Friedman LLP

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

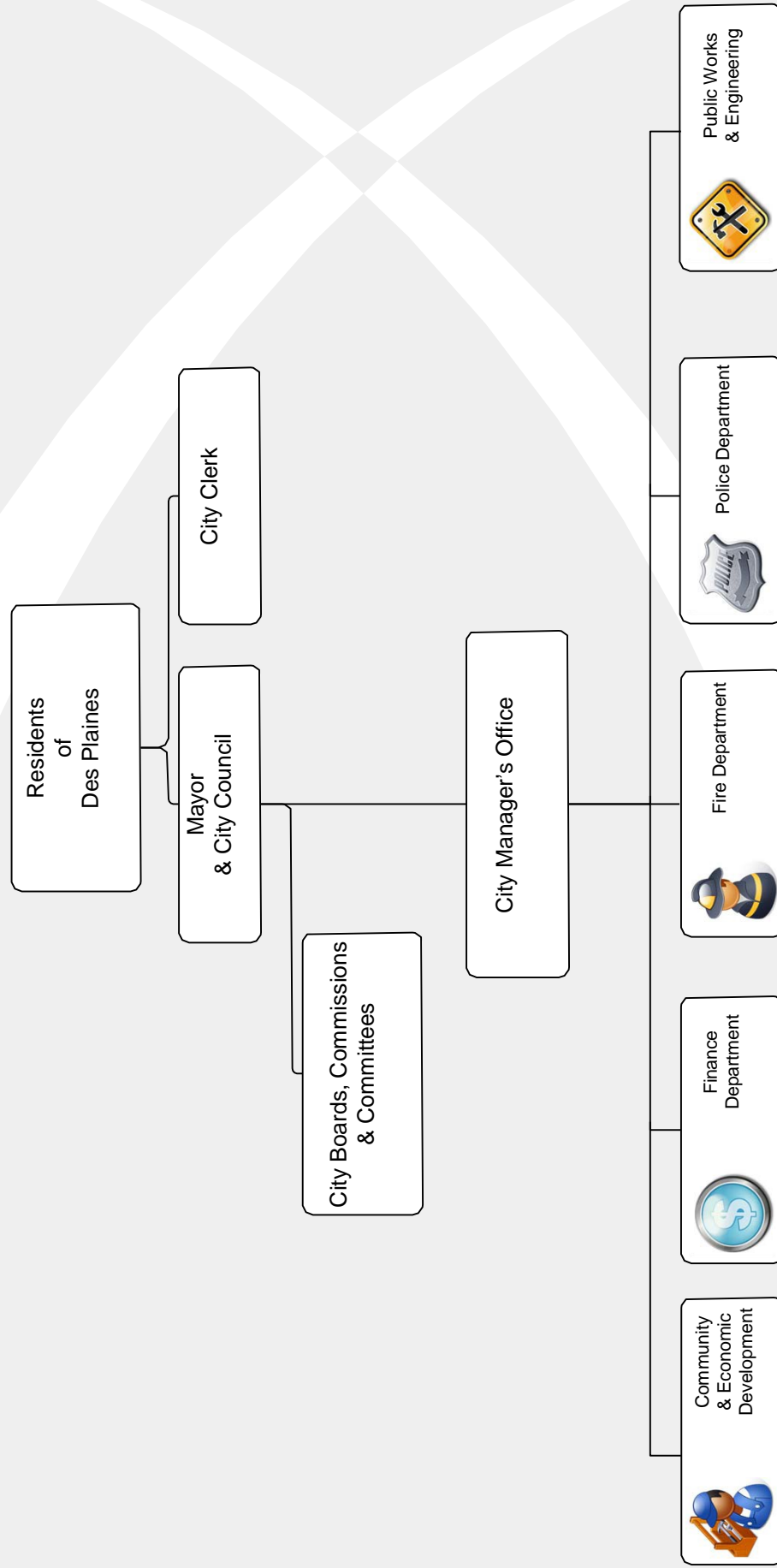
Chief of Police..... William Kushner

Fire Chief Daniel Anderson

Director of Public Works & Engineering Timothy Oakley

Director of Community & Economic Development Michael McMahon

City of Des Plaines



2021 Budget

BUDGET CALENDAR

July 2	Staff budget preparation workshop with Department Heads. Budget Team transmits budget memo with preliminary targets.
July 30	Departments submit budget to Budget Team inclusive of goals and accomplishments.
August 3-7	Initial review of budget requests by Budget Team.
August 10-14	Budget Team review with departments and conduct follow-up as needed.
August 17-21	Follow-up meetings with Departments (if necessary).
October 16	Submit Proposed 2021 Budget document to City Council for review.
October 26	City Council Budget Review meeting —Introduction & Overview. General Fund: Elected Office, City Manager, Finance, CED, Public Works & Engineering, Police, EMA, Fire, and BFPC.
October 28	City Council Budget Review meeting — General Fund Overhead & Non-General Fund: TIFs, MFT, CDBG, Grant Funded Projects, Gaming Tax, Debt Service, Capital Projects, Equipment Replacement, IT Replacement, Facilities Replacement, Water/Sewer, Parking, Risk Management, Health Benefits, and Library.
November 4	City Council Budget Review meeting —Final Review (as needed).
November 2	Tax Levy Resolution submitted to City Council (required by State law, not less than 20 days prior to the adoption of the tax levy).
November 23-30	Publication of Property Tax Levy. Public Hearing Notice (required between 7 and 14 days prior to hearing).
December 7	City Council Budget Review meeting —Final Approval.
December 7 & 21	Public Hearing on Tax Levy 1st & 2nd Reading of Tax Levy Ordinance (Must be filed with County Clerk by 12/29/20)
First Quarter 2021	Annual Appropriation Ordinance filed. Public notice required, not less than 10 days prior to Public Hearing.

**2021 Budget
BUDGET CALENDAR**

Task	Assigned Group	2020								2021		
		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

2021 Budget

COMMUNITY PROFILE

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



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

CITY GOVERNMENT

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

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

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



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

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

2021 Budget
COMMUNITY PROFILE



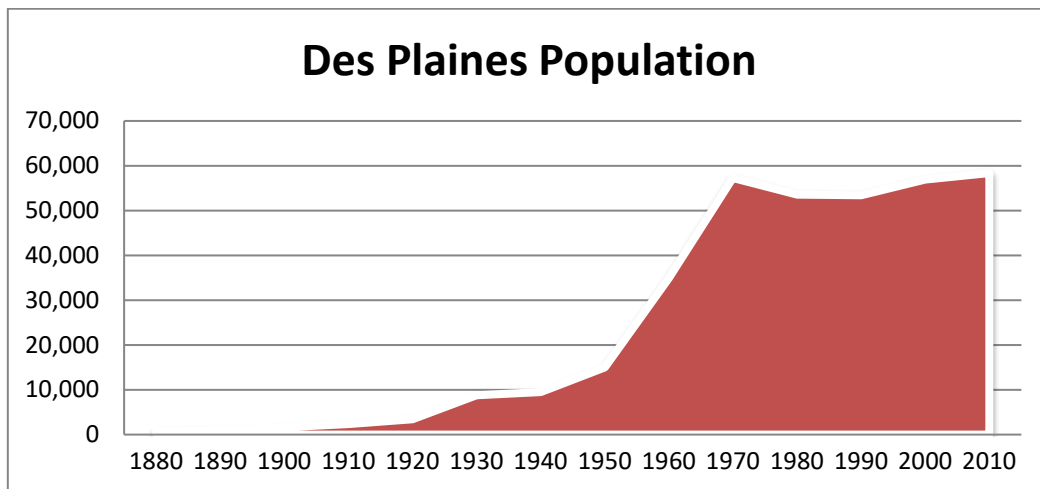
Population Characteristics	
Under 5	5.4%
18 and over	79.8%
65 and over	17.1%
Male	48.7%
Female	51.3%
Avg. Household Size	2.53
Avg. Family Size	3.19
Total Housing Units	24,075
U.S. Census Bureau, 2010, STF	

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.



2021 Budget COMMUNITY PROFILE



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



LAND USE AND VALUE

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

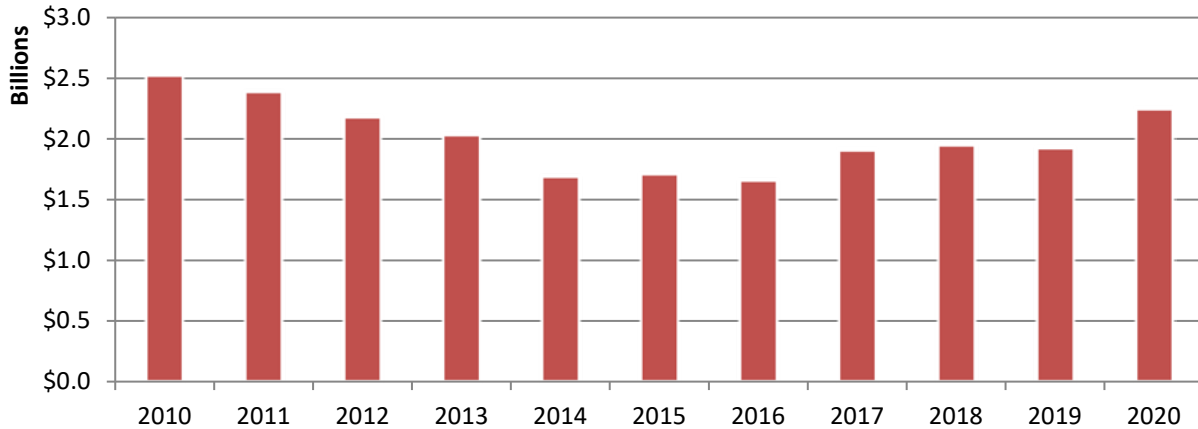
Residential	43.4%
Manufacturing	15.7%
Commercial/ Retail	7.8%
Institutional	15.9%
Streets, Alleys & Railroads	12.5%
Vacant & Open Space	4.7%

GIS Parcel Analysis, 2018

2021 Budget
COMMUNITY PROFILE

In 2020, the value of property in Des Plaines had an equalized assessed value (EAV) of \$2.25 billion, an increase of \$321 million from the prior year. This is a 16.6% increase from the prior year.

Trend in Equalized Assessed Valuations



CONSTRUCTION ACTIVITY

In 2019, the City’s Department of Community & Economic Development issued 2,831 permits with a total estimated value of \$186,627,856.

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, 2019.

Year	No. of Single Family	Value	No. of Multi-Family	Value	Misc. Value	Total Value
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	87	20,474,538	3	65,192,000	60,256,772	145,923,310
2018	97	22,064,607	1	19,658,138	81,796,437	123,519,182
2019	44	11,524,334	-	-	175,103,522	186,627,856

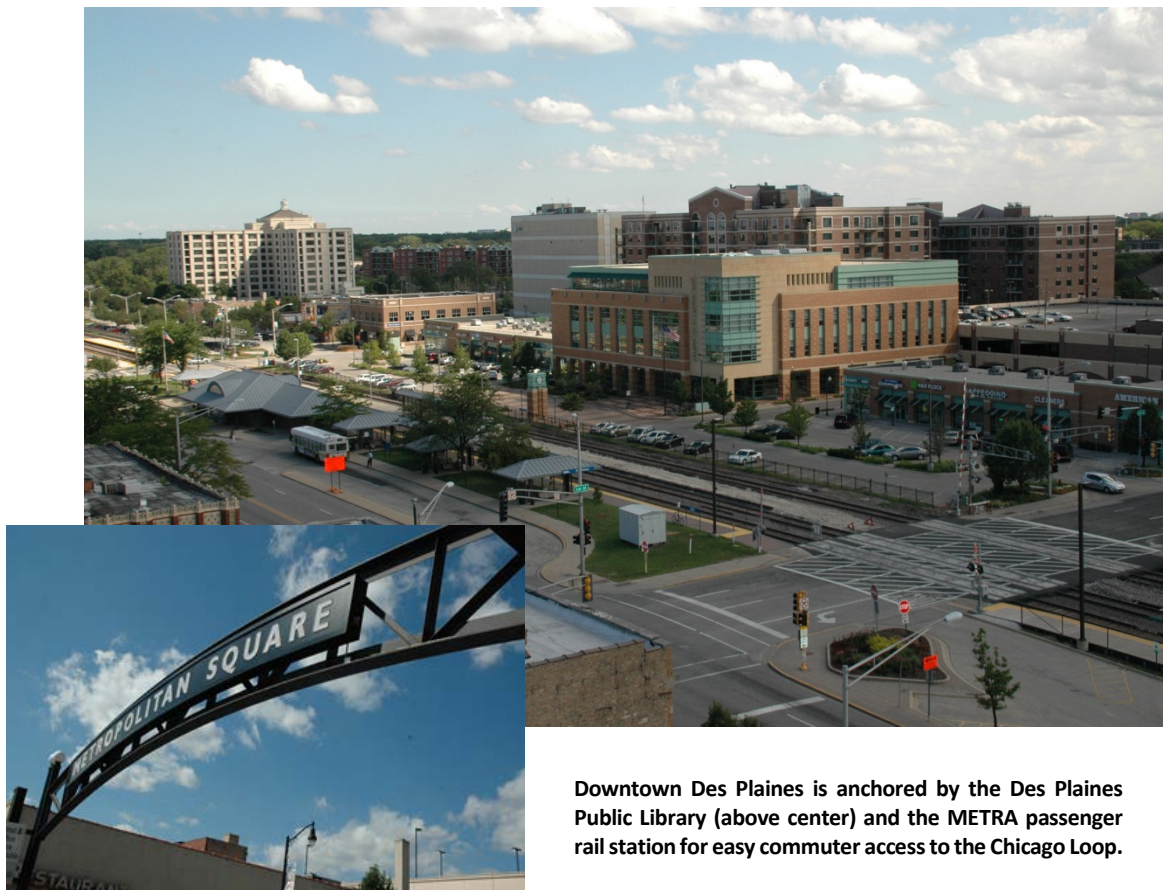
Year-End Statistical Report, Community and Economic Development Department, Building and Code Enforcement Division, 2010-2019

2021 Budget
COMMUNITY PROFILE

PRINCIPAL EMPLOYERS

Business	Industry	Employees*
Rivers Casino	Entertainment and Gaming	1,500
Universal Oil Products, Inc.	Chemical Engineering Services	1,300
Oakton Community College	Public Community College	1,200
LSG SkyChefs	Airline Catering	750
Sysco Food Services	Food Wholesalers	730
Acuity Brand Lighting	Manufacturer	700
AMITA Health Medical Center	Medical Center	600
Wheels, Inc.	Passenger Car and Truck Leasing	550
Abbott Molecular	Laboratories-Medical	500
Warehouse Direct	Workplace Solution Services	500

*Data Source: 2019 Illinois Manufacturer's Directory and 2019 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.

2021 Budget

Goals of the City Council

On August 14th and 28th of 2017, City officials met at 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.

2021 Budget

Goals of the City Council

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.

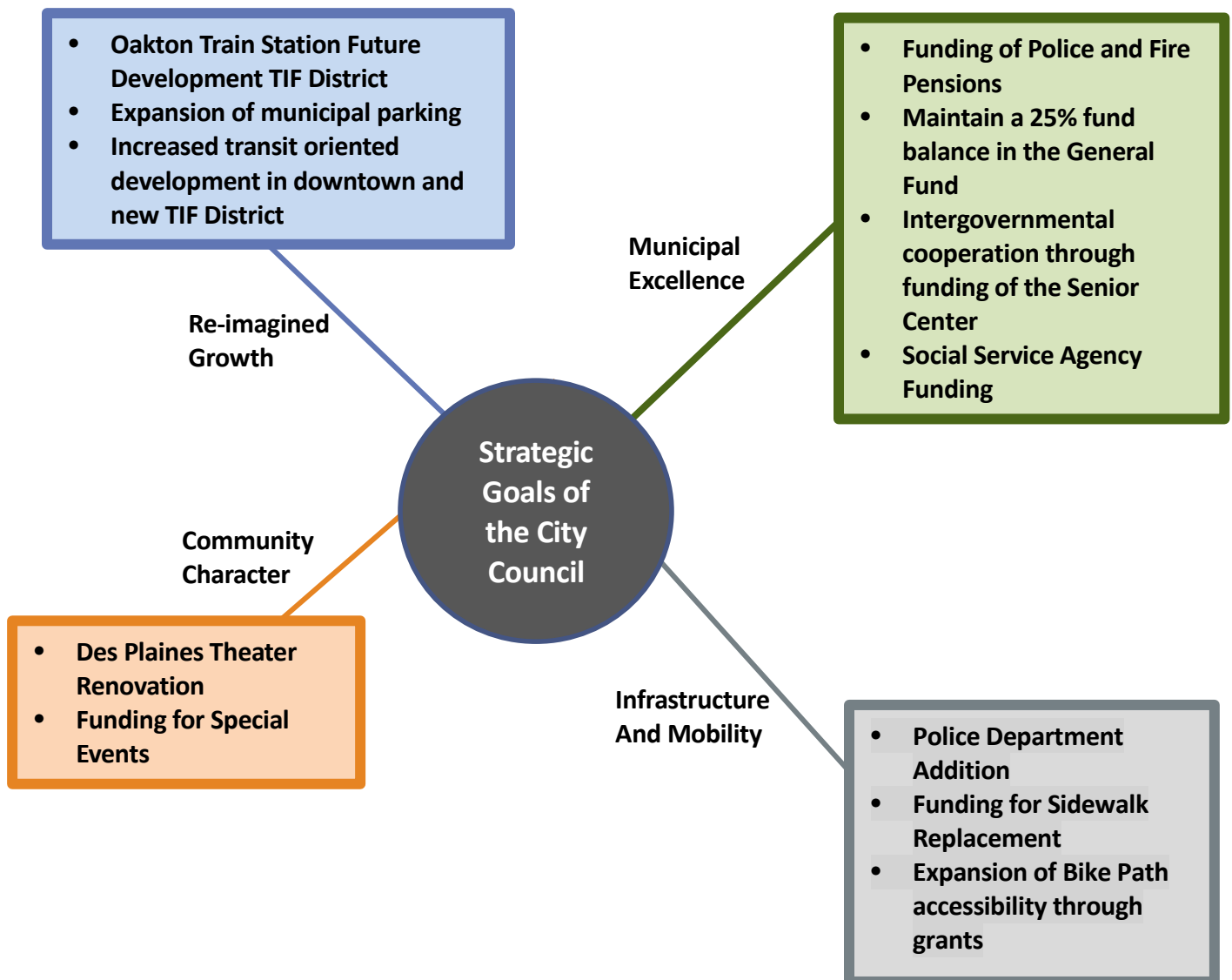
4. Municipal Excellence: Maintain focus and stability, lead and serve to create optimal conditions for a flourishing community.

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 2021 Budget documents that would align with the City Council goals. These goals and priorities form the foundation of the 2021 Budget.

2017 STRATEGIC GOALS AS BASIS FOR THE 2021 BUDGET PRIORITIES



2021 Budget

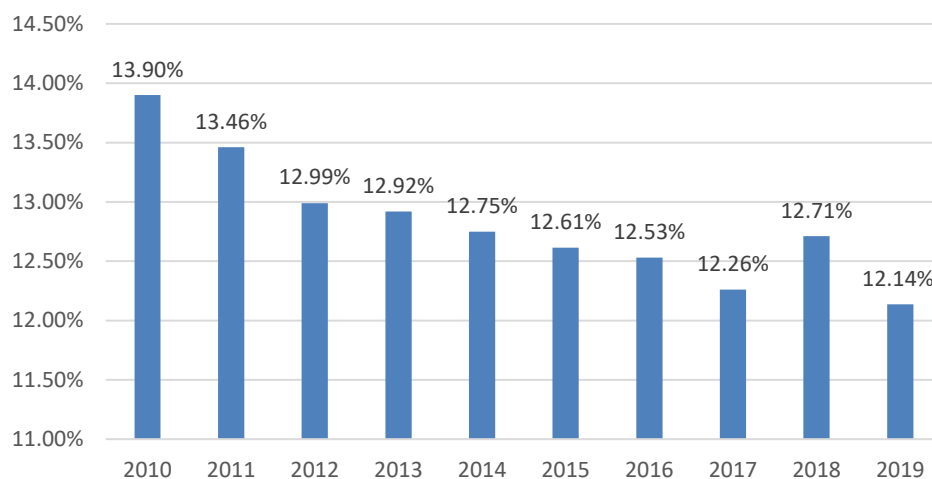
PROPERTY TAX SUMMARY

A property owner's tax bill includes taxes that are paid to numerous taxing jurisdictions that support various public functions. The 2019 tax bill (paid in 2020) presented in detail below, which is representative of an average bill for a property owner in Maine Township, includes taxes that support thirteen different jurisdictions.¹

Maine Township²

Taxing Jurisdiction	Tax Amount	Tax Rate	Percent of Tax Bill
NW Mosquito Abatement	5.18	0.010	0.11%
Water Reclamation District	201.69	0.389	4.21%
Des Plaines Park District	234.87	0.453	4.91%
Oakton College District	114.58	0.221	2.39%
High School District 207	1,323.67	2.553	27.66%
School District 62	1,853.55	3.575	38.74%
Des Plaines Library	144.65	0.279	3.02%
City of Des Plaines	580.69	1.120	12.14%
Road & Bridge Maine	27.48	0.053	0.57%
Maine General Assistance	-	0.000	0.00%
Town of Maine	17.11	0.033	0.36%
Forest Preserve District	30.59	0.059	0.64%
Consolidated Elections	15.55	0.030	0.33%
County of Cook	235.39	0.454	4.92%
Total	\$4,785.01	9.229	100.00%

City Portion of Overall Tax Bill



¹ Based on a 2019 Tax Bill (payable in 2020) for a Maine Township property owner.

² The average bill is calculated using an equalized assessed value of about \$52K. This is the residential EAV divided by the number of homes as reported by the US Census Bureau.

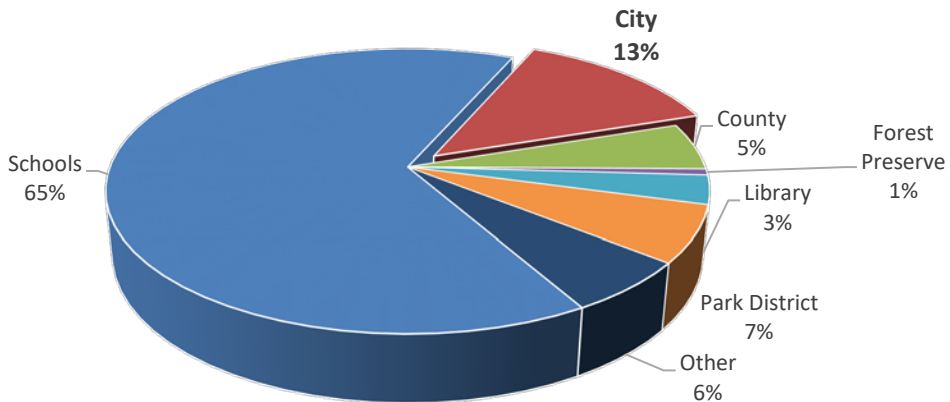
2021 Budget
PROPERTY TAX SUMMARY

A property owner’s tax bill includes taxes that are paid to numerous taxing jurisdictions that support various public functions. The 2019 tax bill (paid in 2020) presented in detail below, which is representative of an average bill for a property owner in Elk Grove Township, includes taxes that support thirteen different jurisdictions.³

Elk Grove Township⁴

Taxing Jurisdiction	Tax Amount	Tax Rate	Percent of Tax Bill
NW Mosquito Abatement	5.18	0.010	0.12%
Water Reclamation District	201.69	0.389	4.59%
Mount Prospect Park District	283.61	0.547	6.45%
Harper CC District 512	208.95	0.403	4.75%
High School District 214	1,221.53	2.356	27.79%
School District 59	1,426.33	2.751	32.45%
Des Plaines Library	144.65	0.279	3.29%
City of Des Plaines	580.69	1.120	13.21%
Road & Bridge Elk Grove	7.26	0.014	0.17%
General Assistance Elk Grove	5.70	0.011	0.13%
Town of Elk Grove	28.52	0.055	0.65%
Forest Preserve District	30.59	0.059	0.70%
Consolidated Elections	15.55	0.030	0.35%
County of Cook	235.39	0.454	5.36%
Total	\$4,395.64	8.478	100.00%

Elk Grove Property Tax Breakdown



³ Based on a 2019 Tax Bill (payable in 2020) for an Elk Grove Township property owner.

⁴ The average bill is calculated using an equalized assessed value of about \$52K. This is the residential EAV divided by the number of homes as reported by the US Census Bureau.

2021 Budget
PROPERTY TAX ALLOCATION

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

Maine Township

How Your Property Tax Dollars are Spent

				\$ 2,000.00	\$ 3,000.00	\$ 4,000.00	\$ 5,000.00	\$ 6,000.00
Total Annual Property Taxes Paid by a Resident								
Annual Property Taxes Paid to Des Plaines				\$ 254.20	\$ 381.30	\$ 508.40	\$ 635.50	\$ 762.60
Monthly Property Taxes Paid to Des Plaines				\$ 21.18	\$ 31.78	\$ 42.37	\$ 52.96	\$ 63.55
	2021 Proposed Budget	Monthly Budget	Percent of General Fund	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost
Elected Office	\$ 804,737	\$ 67,061	1.11%	\$ 0.24	\$ 0.35	\$ 0.47	\$ 0.59	\$ 0.71
City Manager Dept.	\$ 4,105,876	\$ 342,156	5.66%	\$ 1.20	\$ 1.80	\$ 2.40	\$ 3.00	\$ 3.60
Finance Dept.	\$ 1,406,537	\$ 117,211	1.94%	\$ 0.41	\$ 0.62	\$ 0.82	\$ 1.03	\$ 1.23
Police Dept.	\$ 25,756,182	\$ 2,146,349	35.51%	\$ 7.52	\$ 11.28	\$ 15.04	\$ 18.80	\$ 22.57
Fire Dept.	\$ 23,661,621	\$ 1,971,802	32.62%	\$ 6.91	\$ 10.37	\$ 13.82	\$ 17.28	\$ 20.73
Police & Fire Comm.	\$ 84,890	\$ 7,074	0.12%	\$ 0.02	\$ 0.04	\$ 0.05	\$ 0.06	\$ 0.07
Comm. Development	\$ 2,574,415	\$ 214,535	3.55%	\$ 0.75	\$ 1.13	\$ 1.50	\$ 1.88	\$ 2.26
Public Works Dept.	\$ 12,484,638	\$ 1,040,387	17.21%	\$ 3.65	\$ 5.47	\$ 7.29	\$ 9.12	\$ 10.94
Overhead Exp.	\$ 1,656,550	\$ 138,046	2.28%	\$ 0.48	\$ 0.73	\$ 0.97	\$ 1.21	\$ 1.45
Total	\$ 72,535,446	\$ 6,044,621	100.00%	\$ 21.18	\$ 31.78	\$ 42.37	\$ 52.96	\$ 63.55

¹ Based on a 2019 Tax Bill (payable in 2020) for a Maine Township property owner.

2021 Budget
PROPERTY TAX ALLOCATION

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

Elk Grove Township

How Your Property Tax Dollars are Spent

				\$ 2,000.00	\$ 3,000.00	\$ 4,000.00	\$ 5,000.00	\$ 6,000.00
Total Annual Property Taxes Paid by a Resident								
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
	2021 Proposed Budget	Monthly Budget	Percent of General Fund	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost
Elected Office	\$804,737	\$ 67,061	1.11%	\$ 0.25	\$ 0.38	\$ 0.50	\$ 0.63	\$ 0.75
City Manager Dept.	\$4,105,876	\$ 342,156	5.66%	\$ 1.28	\$ 1.92	\$ 2.57	\$ 3.21	\$ 3.85
Finance Dept.	\$1,406,537	\$ 117,211	1.94%	\$ 0.44	\$ 0.66	\$ 0.88	\$ 1.10	\$ 1.32
Police Dept.	\$25,756,182	\$ 2,146,349	35.51%	\$ 8.05	\$ 12.07	\$ 16.10	\$ 20.12	\$ 24.15
Fire Dept.	\$23,661,621	\$ 1,971,802	32.62%	\$ 7.39	\$ 11.09	\$ 14.79	\$ 18.49	\$ 22.18
Police & Fire Comm.	\$84,890	\$ 7,074	0.12%	\$ 0.03	\$ 0.04	\$ 0.05	\$ 0.07	\$ 0.08
Comm. Development	\$2,574,415	\$ 214,535	3.55%	\$ 0.80	\$ 1.21	\$ 1.61	\$ 2.01	\$ 2.41
Public Works Dept.	\$12,484,638	\$ 1,040,387	17.21%	\$ 3.90	\$ 5.85	\$ 7.80	\$ 9.75	\$ 11.70
Overhead Exp.	\$1,656,550	\$ 138,046	2.28%	\$ 0.52	\$ 0.78	\$ 1.04	\$ 1.29	\$ 1.55
Total	\$ 72,535,446	\$ 6,044,621	100.00%	\$ 22.67	\$ 34.00	\$ 45.33	\$ 56.67	\$ 68.00

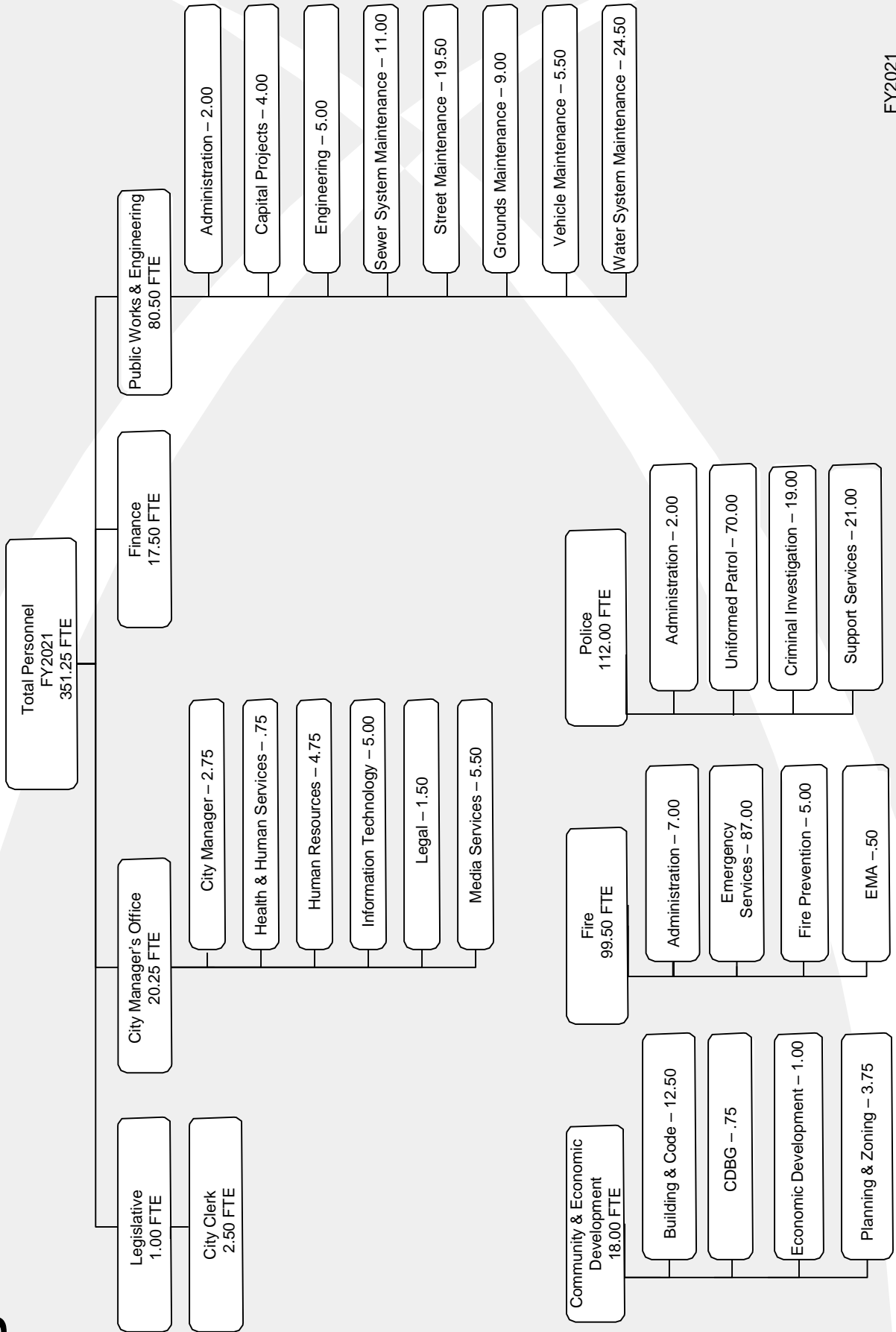
² Based on a 2019 Tax Bill (payable in 2020) for an Elk Grove Township property owner.

2021 Budget

PROPERTY TAX LEVY (2020 Levy Extended in 2021)

2020 PROPERTY TAX LEVY					
(Collections to occur in the 2021 Budget)					
				Dollar	Percent
	2018	2019	2020	Change	Change
Purpose	Tax Extension	Tax Extension	Tax Levy	2020	2020
Corporate	13,043,045	12,955,495	9,282,822	(3,672,673)	-28.35%
Police Pension	6,276,820	6,298,450	7,856,751	1,558,301	24.74%
Firefighter Pension	5,903,960	5,969,880	7,349,577	1,379,697	23.11%
Total City	\$ 25,223,825	\$ 25,223,825	\$ 24,489,150	\$ (734,675)	-2.91%
Library	6,283,000	6,283,000	6,100,000	(183,000)	-2.91%
	31,506,825	31,506,825	30,589,150	\$ (917,675)	-2.91%

Operational Organizational Chart



FY2021
*FTE = Full-Time Equivalent
Employees

2021 Budget
PERSONNEL SUMMARY

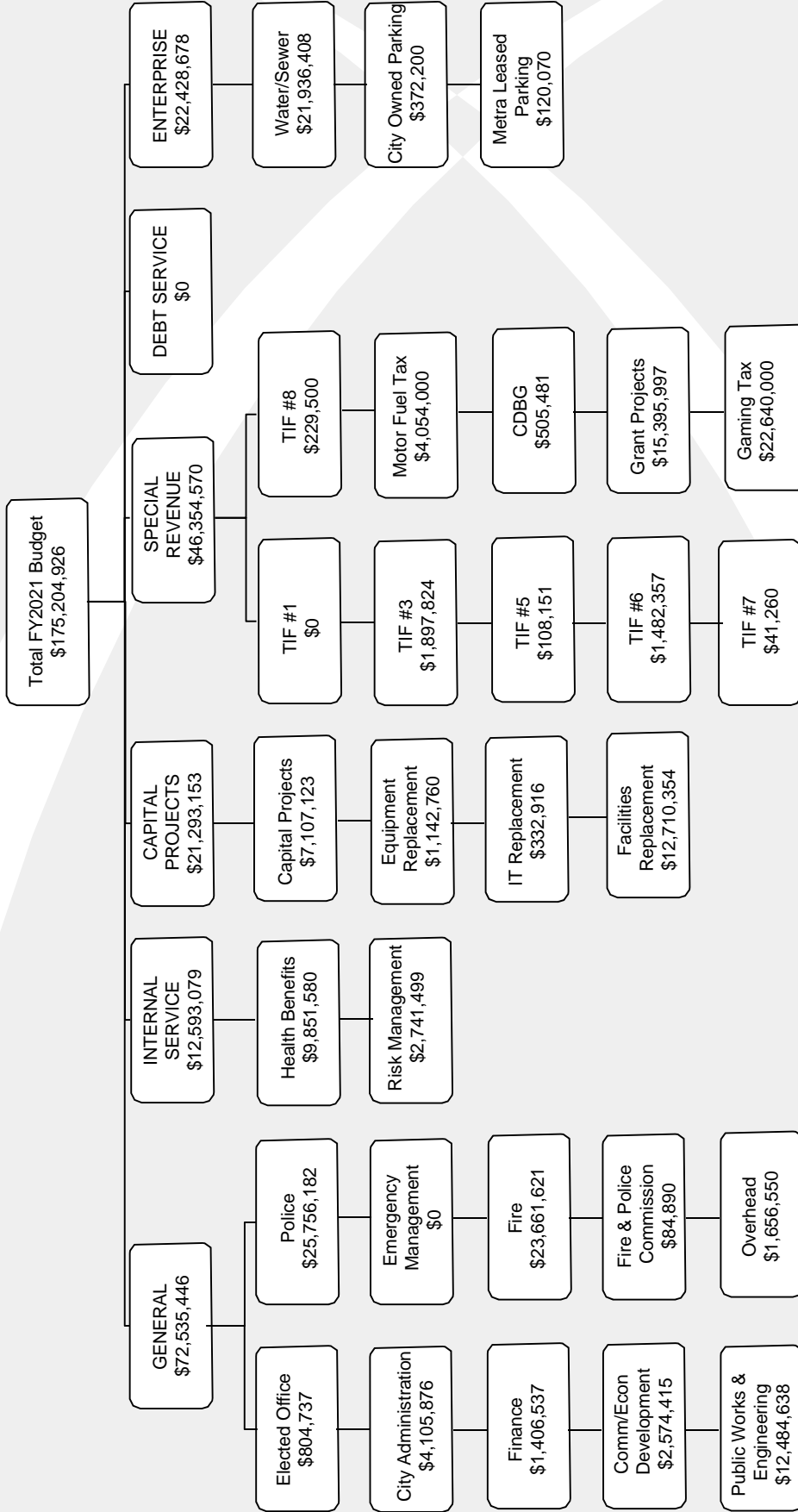
Department		FY2017 Authorized	FY2018 Authorized	FY2019 Authorized	FY2020 Budget	FY2021 Budget
CITY MANAGER'S OFFICE						
City Manager's Office	Full Time	2.00	2.00	2.00	2.00	2.00
	Part Time	0.50	0.50	0.50	0.50	0.75
Health & Human Services	Part Time	2.00	1.75	1.50	1.50	0.75
Human Resources	Full Time	3.00	3.00	3.00	4.00	4.00
	Part Time	0.50	0.75	0.75	0.75	0.75
Information Technology	Full Time	4.00	4.00	4.00	4.00	4.00
	Part Time	0.50	1.00	1.00	1.00	1.00
Media Services	Full Time	2.00	2.00	3.00	3.00	3.00
	Part Time	3.25	4.00	3.25	3.25	2.50
Legal	Full Time	1.00	1.00	1.00	1.00	1.00
	Part Time	0.50	1.00	0.50	0.50	0.50
CITY MANAGER'S OFFICE - TOTAL	Full Time	12.00	12.00	13.00	14.00	14.00
	Part Time	7.25	9.00	7.50	7.50	6.25
COMMUNITY AND ECONOMIC DEVELOPMENT (CED)						
Building/Code	Full Time	12.00	12.00	12.00	12.00	11.00
	Part Time	0.75	1.25	1.25	1.50	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
CED - TOTAL	Full Time	17.00	17.00	17.00	17.00	16.00
	Part Time	1.25	1.75	1.75	2.00	2.00
ELECTED OFFICE						
Legislative	Full Time	1.00	1.00	1.00	1.00	1.00
	Part Time	0.25	0.25	0.25	0.25	-
City Clerk	Full Time	2.00	2.00	2.00	2.00	2.00
	Part Time	-	-	0.50	0.50	0.50
ELECTED OFFICE - TOTAL	Full Time	3.00	3.00	3.00	3.00	3.00
	Part Time	0.25	0.25	0.75	0.75	0.50
EMERGENCY MANAGEMENT AGENCY (EMA)						
EMA	Full Time	1.00	1.00	1.00	1.00	-
	Part Time	-	0.50	0.50	0.50	-
EMA - TOTAL	Full Time	1.00	1.00	1.00	1.00	-
	Part Time	-	0.50	0.50	0.50	-
FINANCE						
Finance - General	Full Time	10.50	10.50	10.50	11.50	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	0.50	0.50	0.50	0.50
FINANCE - TOTAL	Full Time	15.00	15.00	15.00	16.00	16.00
	Part Time	1.25	1.50	1.50	1.50	1.50

2021 Budget
PERSONNEL SUMMARY

FIRE DEPARTMENT						
Administrative	Full Time	7.00	7.00	7.00	7.00	7.00
	Part Time	-	-	-	-	-
Emergency Services	Full Time	87.00	87.00	87.00	87.00	87.00
Fire Prevention	Full Time	2.00	2.00	2.00	2.00	2.00
	Part Time	2.50	2.75	2.75	2.75	3.00
EMA	Full Time	-	-	-	-	-
	Part Time	-	-	-	-	0.50
FIRE - TOTAL	Full Time	96.00	96.00	96.00	96.00	96.00
	Part Time	2.50	2.75	2.75	2.75	3.50
POLICE						
Administration	Full Time	4.00	4.00	3.00	3.00	2.00
Uniformed Patrol	Full Time	70.00	70.00	70.00	70.00	70.00
Criminal Investigation	Full Time	20.00	20.00	22.00	22.00	19.00
Support Services	Full Time	25.00	25.00	25.00	24.00	21.00
POLICE - TOTAL	Full Time	119.00	119.00	120.00	119.00	112.00
PUBLIC WORKS AND ENGINEERING						
Administration	Full Time	2.50	2.50	2.25	2.25	2.00
	Part Time	-	-	-	-	-
Engineering - Capital Projects	Full Time	3.00	3.00	4.00	3.00	3.00
	Part Time	0.50	0.75	0.25	0.75	1.00
Engineering - General	Full Time	5.50	5.50	5.50	5.50	3.50
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	16.50	17.00
	Part Time	2.50	2.50	2.50	2.50	2.50
Facilities/Grounds Maintenance	Full Time	7.00	7.00	7.00	8.00	8.00
	Part Time	0.50	1.00	1.00	1.00	1.00
Vehicle Maintenance	Full Time	5.50	5.50	5.50	5.50	5.00
	Part Time	-	-	0.50	0.50	0.50
Water - Engineering	Full Time	1.00	1.00	1.00	1.00	1.50
	Part Time	0.25	0.25	-	0.25	-
Water System Maintenance	Full Time	22.50	22.50	22.75	22.75	22.50
	Part Time	1.75	2.00	2.00	2.00	2.00
PUBLIC WORKS AND ENGINEERING - TOTAL	Full Time	75.00	75.00	76.00	75.00	73.00
	Part Time	6.00	7.00	6.75	7.50	7.50
TOTAL FULL AND PART TIME EMPLOYEES	Full Time	338.00	338.00	341.00	341.00	330.00
	Part Time	18.50	22.75	21.50	22.50	21.25
TOTAL FULL TIME EQUIVALENTS		356.50	360.75	362.50	363.50	351.25
CHANGE FROM PREVIOUS YEAR	Full Time	1.00	-	3.00	-	(11.00)
	Part Time	3.25	4.25	(1.25)	1.00	(1.25)

**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 35th 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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2021 Budget

BUDGET SUMMARY

Executive Summary

The following chart provides a summary view of the 2021 Proposed Budget document. While trying to summarize a \$164M 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	2020 Projected Ending Fund Balance (Deficit)	Transfers In	Budgeted Revenues	Budgeted Expenditures	Transfers Out	2021 Projected Ending Fund Balance (Deficit)	Fund Balance %
General Fund	51,134,682	719,000	61,327,020	71,655,446	900,000	40,625,256	
<i>Nonspendable/ Restricted</i>	26,646,678					22,323,666	
<i>Assigned</i>	7,517,500					-	
<i>Unassigned</i>	16,965,902					18,296,988	25.22%
TIF #1	(5,500,914)	-	5,739,482	-	-	238,568	
TIF #3	(3,290,542)	-	2,299,750	1,892,824	5,000	(2,888,616)	
TIF #5	269,490	-	183,022	108,151	-	344,361	
TIF #6	(15,241,397)	-	144,720	1,479,357	3,000	(16,579,034)	
TIF #7	(2,013,840)	-	446,288	28,260	13,000	(1,608,812)	
TIF #8	1,281,557	-	1,281,557	186,500	43,000	2,333,614	
Motor Fuel Tax	2,423,298	-	2,642,139	4,054,000	-	1,011,437	24.95%
CDBG	17,425	-	488,055	505,481	-	(1)	0.00%
Grant Projects	(121,622)	1,699,276	13,696,721	15,395,997	-	(121,622)	-0.79%
Gaming Tax	20,421,007	-	21,850,000	14,640,000	8,000,000	19,631,007	86.71%
Debt Service	-	-	-	-	-	-	N/A
Capital Projects	4,040,081	1,500,000	4,209,565	5,382,847	1,724,276	2,642,523	37.18%
Equipment Replacement	4,806,509	500,000	140,000	1,142,760	-	4,303,749	376.61%
IT Replacement	72,203	400,000	1,000	332,916	-	140,287	42.14%
Facilities Replacement	10,477,113	6,380,000	86,332	12,710,354	-	4,233,091	33.30%
Water/Sewer	4,652,731	10,000	17,651,729	21,436,408	500,000	378,052	1.72%
City-Owned Parking	703,950	-	263,670	372,200	-	595,420	159.97%
Metra-Leased Parking	53,147	-	75,000	100,070	20,000	8,077	6.73%
Risk Management	1,291,546	-	2,612,125	2,741,499	-	1,162,172	42.39%
Health Benefits	3,839,487	-	9,572,040	9,851,580	-	3,559,947	36.14%
Total City Funds	79,315,911	11,208,276	144,710,215	164,016,650	11,208,276	60,009,476	

The total Budget is \$164M compared to \$172.1M in 2020. The decrease in the Budget of \$8.1M is due to the conscious efforts of reducing expenditures for 2021 as a result of decreased revenues directly attributable to the COVID-19 pandemic. Additionally, as you will note, total projected revenues for 2021 are \$144.7M compared to expenditures of \$164M. The difference of \$19.3M in which expenditures exceed revenues is being covered by fund balance or savings accumulated within various funds. Specifically, the overall budget deficit is based on a deficit of \$10.3M within the General Fund as a result of lower revenues due to the COVID-19 pandemic, as well as planned expenditures which will be on hold until sufficient revenues are received to move forward with various projects. Additionally, Water/Sewer Fund expenditures are \$3.8M higher than revenues due to projects being put on hold in 2020 and carried over into 2021. Capital Projects Fund expenses are \$1.2M higher than revenues due to holding off on projects planned in 2020, and TIF #6 expenditures exceed revenues by \$1.3M related to debt service costs which will be covered by General Fund savings until such time that the TIF is able to repay the General Fund. Motor fuel tax fund

2021 Budget

BUDGET SUMMARY

expenditures exceed revenues in the amount of \$1.4M as an additional MFT revenue allotment was received in 2020 which will be planned for in 2021.

At the start of the 2021 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. Based on this process, Departments submitted \$2.0M in budget requests of which \$1.6M were approved at the City Manager's level. The \$2.0M in budget requests submitted is far less than the \$21.1M submitted during the 2020 budget process. Of important note the \$1.6M of the budget request approved for 2021 relates to City's operations. While all of the requests submitted are important, given the funding levels available, prioritizing the most necessary items was key within the 2021 Budget process.

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

- General Fund – The expenditures exceed revenues by \$10.3M given the reduction in revenues as a result of the COVID-19 pandemic. The City will continue to implement a hiring freeze in 2021 with positions remaining vacant as well as hold a line on expenditures and only spent on items critical to operations. The remaining deficit will be covered by fund balance. Transfers from the General Fund are being made primarily to the Equipment Replacement Fund in the amount of \$500K and IT Replacement Fund in the amount of \$400K. The final unassigned fund balance is \$18.3M or 25.22% of expenditures. This is the amount that the City will have available to address any emergency situations such as revenue shortfalls or additional unforeseen emergency expenses that may arise.
- TIF #3 is the Wille Road TIF with a projected ending fund balance of negative \$2.9M. 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. As a result, the TIF District revenues are beginning to cover the debt service costs and the TIF District will begin to pay back advances made from the General Fund.
- TIF #6 has a negative \$16.6M fund balance at the end of 2021. 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 \$1.6M 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 positive fund balance at the end of 2021. 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.

2021 Budget

BUDGET SUMMARY

- Gaming Tax Fund – Within the gaming fund, from the \$8.0M available funds, \$6.38M will be transferred into a Facilities Replacement Fund for the civic center parking deck expenses as well as other planned facility projects, \$1.5M will be transferred to the Water/Sewer fund to assist with the capital expenditures planned for 2021 and \$120K will support the lobbying services.
- Capital Projects Fund – Total capital projects included in the 2021 Budget is \$11.8M 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 \$1.7M 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 \$2.0M. Within the 2021 Budget, the proposed transfer is \$500K 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 \$3.8M. This is a result of projects from 2020 being delayed and addressed in the 2021 Budget.

In January we will begin to implement this budget and start working on the 2022 Budget document shortly thereafter. The same funds mentioned above will continue to be critical and must be monitored closely.

2021 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
Governmental Funds							
General	X	X	X	X	X	X	X
<i>Special Revenue Funds</i>							
TIF #1			X	X	X		
TIF #3			X	X	X		
TIF #5			X	X	X		
TIF #6			X	X	X		
TIF #7			X	X	X		
TIF #8			X	X	X		
Motor Fuel Tax			X		X		
CDBG			X	X			
Grant Projects			X		X	X	
Gaming Tax			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		X		
Proprietary Funds							
<i>Enterprise Funds</i>							
Water/Sewer			X		X		
City-Owned Parking			X		X		
Metra-Leased Parking			X		X		
<i>Internal Service Funds</i>							
Risk Management		X	X				
Health Benefits		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.

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.

2021 Budget

BUDGET SUMMARY

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	2020 Projected Ending Fund Balance (Deficit)	Transfers In	Budgeted Revenues	Budgeted Expenditures	Transfers Out	2021 Projected Ending Fund Balance (Deficit)	Fund Balance %
General Fund	51,134,682	719,000	61,327,020	71,655,446	900,000	40,625,256	
<i>Nonspendable/ Restricted</i>	26,646,678					22,323,666	
<i>Assigned</i>	7,517,500					-	
<i>Unassigned</i>	16,965,902					18,296,988	25.22%
TIF #1	(5,500,914)	-	5,739,482	-	-	238,568	
TIF #3	(3,290,542)	-	2,299,750	1,892,824	5,000	(2,888,616)	
TIF #5	269,490	-	183,022	108,151	-	344,361	
TIF #6	(15,241,397)	-	144,720	1,479,357	3,000	(16,579,034)	
TIF #7	(2,013,840)	-	446,288	28,260	13,000	(1,608,812)	
TIF #8	1,281,557	-	1,281,557	186,500	43,000	2,333,614	
Motor Fuel Tax	2,423,298	-	2,642,139	4,054,000	-	1,011,437	24.95%
CDBG	17,425	-	488,055	505,481	-	(1)	0.00%
Grant Projects	(121,622)	1,699,276	13,696,721	15,395,997	-	(121,622)	-0.79%
Gaming Tax	20,421,007	-	21,850,000	14,640,000	8,000,000	19,631,007	86.71%
Debt Service	-	-	-	-	-	-	N/A
Capital Projects	4,040,081	1,500,000	4,209,565	5,382,847	1,724,276	2,642,523	37.18%
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Health Benefits	3,839,487	-	9,572,040	9,851,580	-	3,559,947	36.14%
Total City Funds	79,315,911	11,208,276	144,710,215	164,016,650	11,208,276	60,009,476	

The General Fund is indicating a \$10.3M deficit for Fiscal Year (FY) 2021 (i.e. excluding transfers, projected revenues are less than projected expenditures). The unassigned fund balance is projected to be at 25.22% at the end of fiscal year 2021, slightly above the 25% policy recommendation. The current level of the unassigned fund balance is primarily due to the General Fund absorbing the operating deficits in TIF #3, TIF #6, TIF #7, TIF #8 and the Water/Sewer Fund. While the total fund balance is projected at 55.99%, 30.77% 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 fund balance of \$239K at the end of FY 2021. This TIF, created in 1985, includes the majority of the downtown area and is set to expire in 2020. All necessary expenditures will be finalized within the 2020 fiscal year.

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.

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BUDGET SUMMARY

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 2021 in the amount of \$344.4K and will pay-off the remaining debt service costs within that TIF District.

TIF # 6 - Mannheim and Higgins was created in 2001. Currently this TIF district has an estimated deficit of \$15.2M which is projected to reach \$16.6M by 2021 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 2021 in the amount of \$1.6M.

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 fund balance of \$2.3M at the end of 2021 due to the recent tri-annual reassessment of property taxes.

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, 2020 to September 30, 2021.

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 be at a negative \$121K due to the timing of reimbursement 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.

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BUDGET SUMMARY

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 50% 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 \$500K 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 2021, the City is transferring \$400K 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 2021, the City will be transferring \$6.4M from the Gaming Tax Fund toward the civic center parking deck project as well as future facilities projects that have been planned.

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 2020 are \$3.046 for the Chicago pass through rate and \$2.22 for the O&M rate, the total water rate will remain at \$5.266. For FY 2021 the fund balance is projected to improve slightly due to the fourth year of the alternative water supply being available.

The City Owned Parking Fund is used to account for the revenue and expenses associated with the maintenance of the City's three surface lots and two parking facilities. Revenue is generated from daily charges as well as lease agreements. The fund balance budgeted for 2021 is \$595K and represents a continued effort to maintain a healthy financial position. In 2020 the rate was increased from \$1.50 to \$2.00.

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. In 2020 the rate was increased from \$1.50 to \$2.00.

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.

2021 Budget

BUDGET SUMMARY

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.

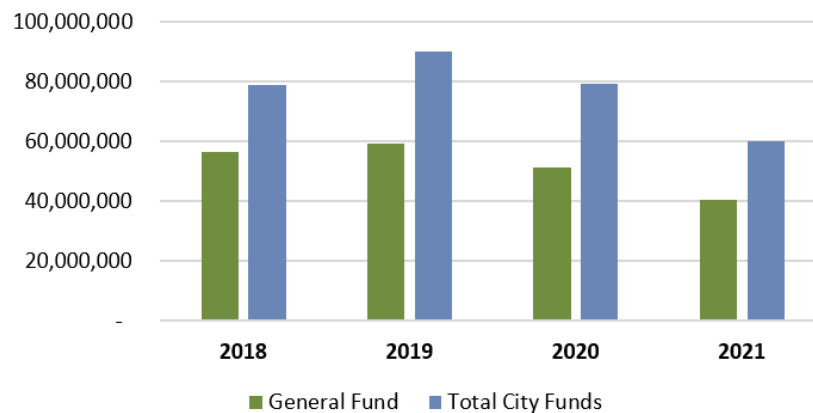
The Police and Fire Pension Funds contributions are accounted for within the General Fund. Benefit enhancements that have been approved by the State resulted in additional funding which increase the City's overall property tax levy. Based on the City's actuarial valuation for the FYE 2019, the Police Pension was funded at 46.07% and the Fire Pension was funded at 51.0%. 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. 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. For the 2021 Budget, the funding level needed for both Police and Fire Pensions has increased by \$1.7M and \$1.6M respectively. This increase has a direct impact on the General Fund, as the Corporate levy needs to be reduced by \$3.3M.

2021 Budget
BUDGET SUMMARY

All Fund Historical Fund Balances

	12/31/2018	12/31/2019	12/31/2020	12/31/2021
	Actual	Actual	Projected	Budgeted
	Fund Balance	Fund Balance	Fund Balance	Fund Balance
General Fund	56,293,360	59,489,874	51,134,682	40,625,256
Nonspendable/Restricted	29,650,149	27,657,102	34,164,178	22,323,666
Unassigned	26,643,211	31,832,772	16,970,504	18,301,590
TIF #1	7,737,840	5,848,039	(5,500,914)	238,568
TIF #3	(3,369,967)	(3,573,065)	(3,290,542)	(2,888,616)
TIF #4	-	-	-	-
TIF #5	200,735	198,403	269,490	344,361
TIF #6	(12,722,267)	(13,924,426)	(15,241,397)	(16,579,034)
TIF #7	(1,879,311)	(2,419,558)	(2,013,840)	(1,608,812)
TIF #8	-	-	1,281,557	2,333,614
Motor Fuel Tax	1,032,957	1,201,159	2,423,298	1,011,437
CDBG	(8,087)	330	17,425	(1)
Grant Projects	(6,765,962)	(73,022)	(121,622)	(121,622)
Gaming Tax	20,562,715	22,195,237	20,421,007	19,631,007
Debt Service	156,614	156,614	-	-
Capital Projects	8,017,823	5,947,086	4,040,081	2,642,523
Equipment Replacement	3,999,972	4,522,704	4,806,509	4,303,749
IT Replacement	273,797	285,013	72,203	140,287
Facilities Replacement	1,765,913	3,695,031	10,477,113	4,233,091
Water/Sewer	(2,272,845)	327,481	4,652,731	378,052
City-Owned Parking	994,430	1,111,220	703,950	595,420
Metra-Leased Parking	100,066	78,023	53,147	8,077
Risk Management	1,108,747	1,053,987	1,291,546	1,162,172
Health Benefits	3,700,654	4,042,482	3,839,487	3,559,947
Total City Funds	78,927,184	90,162,612	79,315,911	60,009,476

Fund Balance Trend



2021 Budget
BUDGET SUMMARY

Historical Revenues and Other Sources by Fund
Including Transfers In

	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget	% of Change
General Fund	69,525,817	71,788,648	64,357,594	59,988,821	62,046,020	-3.6%
Special Revenue Funds						
TIF #1	4,711,070	4,844,265	5,206,771	6,092,237	5,739,482	10.2%
TIF #3	1,559,722	1,710,532	2,077,683	2,170,461	2,299,750	10.7%
TIF #5	156,606	158,036	172,745	183,022	183,022	5.9%
TIF #6	93,205	92,625	114,239	144,720	144,720	26.7%
TIF #7	65,418	358,371	51,940	446,288	446,288	759.2%
TIF #8	-	-	-	1,281,557	1,281,557	*
Motor Fuel Tax	1,515,916	1,945,033	1,410,000	2,667,139	2,642,139	87.4%
CDBG	427,198	279,354	302,509	302,509	488,055	61.3%
Grant Projects	7,211,849	20,748,694	17,106,893	8,973,482	15,395,997	-10.0%
Gaming Tax	25,632,853	26,219,242	24,250,000	15,607,500	21,850,000	-9.9%
Emergency Telephone	220,947	-	-	-	-	*
	41,594,784	56,356,152	50,692,780	37,868,915	50,471,010	-0.4%
Debt Service Funds	92,812	-	-	-	-	*
Capital Projects Funds						
Capital Projects	16,355,116	16,376,276	7,492,546	4,187,481	5,709,565	-23.8%
Equipment Replacement	1,818,386	1,755,361	1,640,000	1,575,000	640,000	-61.0%
IT Replacement	251,661	251,960	351,000	351,000	401,000	14.2%
Facilities Replacement	1,765,913	2,127,319	8,086,332	8,087,082	6,466,332	-20.0%
	20,191,076	20,510,916	17,569,878	14,200,563	13,216,897	-24.8%
Enterprise Funds						
Water/Sewer	22,746,824	21,182,963	15,035,787	17,597,237	17,661,729	17.5%
City-Owned Parking	213,791	248,390	263,770	238,670	263,670	0.0%
Metra-Leased Parking	120,985	126,656	120,000	75,000	75,000	-37.5%
	23,081,600	21,558,009	15,419,557	17,910,907	18,000,399	16.7%
Internal Service Funds						
Risk Management	2,872,347	2,627,909	2,646,644	2,561,876	2,612,125	-1.3%
Health Benefits	7,612,584	7,689,797	7,986,825	7,972,986	9,572,040	19.8%
	10,484,931	10,317,706	10,633,469	10,534,862	12,184,165	14.6%
Total Revenues	164,971,020	180,531,431	158,673,278	140,504,068	155,918,491	-1.7%

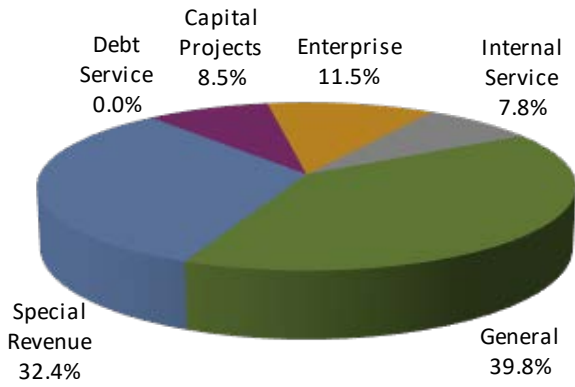
2021 Budget
BUDGET SUMMARY

Historical Expenditures by Fund
Including Transfers Out

	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget	% of Change
General Fund	66,453,380	68,592,134	73,850,013	68,344,013	72,555,446	-1.8%
Special Revenue Funds						
TIF #1	4,103,873	6,734,065	13,066,368	17,441,190	-	-100.0%
TIF #3	14,629,822	1,913,630	1,898,413	1,887,938	1,897,824	0.0%
TIF #5	117,393	160,369	111,035	111,935	108,151	-2.6%
TIF #6	1,299,347	1,294,784	1,468,263	1,461,691	1,482,357	1.0%
TIF #7	1,517,880	898,617	68,270	40,570	41,260	-39.6%
TIF #8	-	-	186,500	-	229,500	23.1%
Motor Fuel Tax	1,362,808	1,776,830	1,469,000	1,445,000	4,054,000	176.0%
CDBG	397,450	270,937	307,776	285,414	505,481	64.2%
Grant Projects	8,404,880	14,055,752	17,106,893	9,022,082	15,395,997	-10.0%
Gaming Tax	26,426,352	24,586,720	24,350,000	17,381,730	22,640,000	-7.0%
Emergency Telephone	-	-	-	-	-	*
	58,259,805	51,691,704	60,032,518	49,077,550	46,354,570	-22.8%
Debt Service	-	-	-	156,614	-	*
Capital Projects Funds						
Capital Projects	16,570,112	18,447,013	9,691,262	6,094,486	7,107,123	-26.7%
Equipment Replacement	1,791,211	1,232,630	1,553,500	1,291,195	1,142,760	-26.4%
IT Replacement	321,965	240,743	563,125	563,810	332,916	-40.9%
Facilities Replacement	-	198,201	11,450,000	1,305,000	12,710,354	11.0%
	18,683,288	20,118,587	23,257,887	9,254,491	21,293,153	-8.4%
Enterprise Funds						
Water/Sewer	13,788,184	14,535,941	16,218,244	13,271,987	21,936,408	35.3%
City-Owned Parking	777,315	777,736	698,240	645,940	372,200	-46.7%
Metra-Leased Parking	167,183	156,184	145,016	99,876	120,070	-17.2%
	14,732,682	15,469,861	17,061,500	14,017,803	22,428,678	31.5%
Internal Service Funds						
Risk Management	3,061,826	2,682,670	2,821,053	2,324,317	2,741,499	-2.8%
Health Benefits	7,995,417	7,347,970	8,268,022	8,175,981	9,851,580	19.2%
	11,057,243	10,030,640	11,089,075	10,500,298	12,593,079	13.6%
Total Expenditures	169,186,398	165,902,926	185,290,993	151,350,769	175,224,926	-5.4%

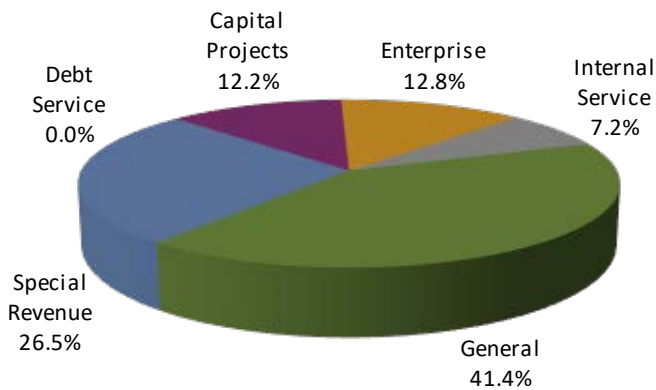
2021 Budget
BUDGET SUMMARY

2021 Budgeted Revenues by Fund Type



Funds By Type	2021 Budget	% of Total
General	62,046,020	39.8%
Special Revenue	50,471,010	32.4%
Debt Service	-	0.0%
Capital Projects	13,216,897	8.5%
Enterprise	18,000,399	11.5%
Internal Service	12,184,165	7.8%
Total Revenue	155,918,491	100.0%

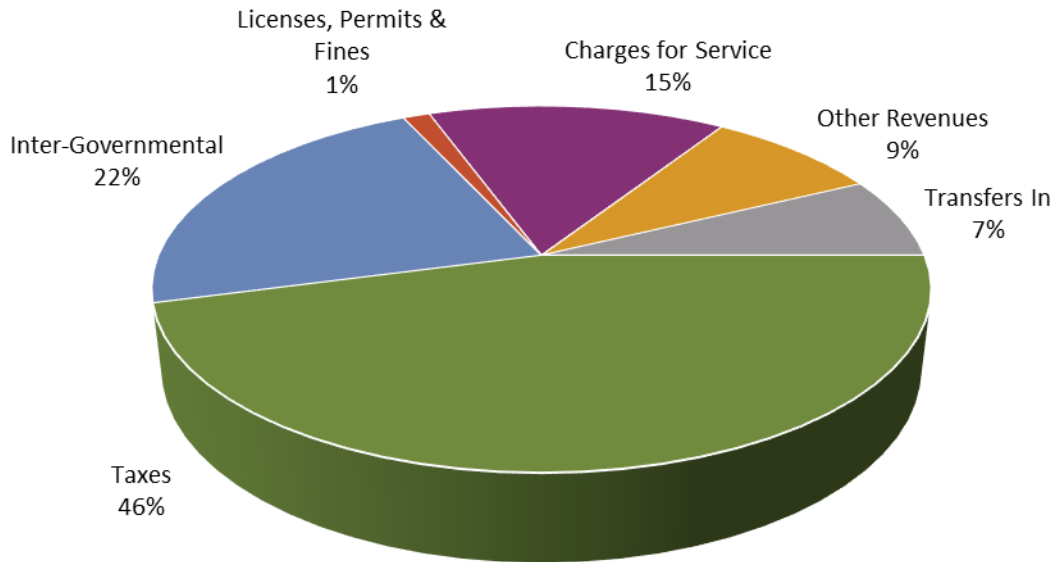
2021 Budgeted Expenditures by Fund Type



Funds By Type	2021 Budget	% of Total
General	72,555,446	41.4%
Special Revenue	46,354,570	26.5%
Debt Service	-	0.0%
Capital Projects	21,293,153	12.2%
Enterprise	22,428,678	12.8%
Internal Service	12,593,079	7.2%
Total Expenditures	175,224,926	100.0%

2021 Budget
BUDGET SUMMARY

2021 Budgeted Revenues by Category (All Funds)



Fund	Taxes	Inter-Governmental	Licenses, Permits & Fines	Charges for Service	Other Revenues	Transfers In	Fund Total
General Fund	35,683,800	17,825,048	2,075,000	5,193,000	550,172	719,000	62,046,020
TIF Fund #1	5,729,482	-	-	-	10,000	-	5,739,482
TIF Fund #3	2,299,500	-	-	-	250	-	2,299,750
TIF Fund #5	182,972	-	-	-	50	-	183,022
TIF Fund #6	144,695	-	-	-	25	-	144,720
TIF Fund #7	446,263	-	-	-	25	-	446,288
TIF Fund #8	1,281,557	-	-	-	-	-	1,281,557
Motor Fuel Tax	-	2,632,139	-	-	10,000	-	2,642,139
CDBG	-	488,055	-	-	-	-	488,055
Grant Funded Projects	-	13,696,721	-	-	-	1,699,276	15,395,997
Gaming Tax	21,600,000	-	-	-	250,000	-	21,850,000
Debt Service	-	-	-	-	-	-	-
Capital Projects	4,141,565	-	-	5,500	62,500	1,500,000	5,709,565
Equipment Replacement	-	-	-	-	140,000	500,000	640,000
IT Replacement	-	-	-	-	1,000	400,000	401,000
Facilities Replacement	-	-	-	-	86,332	6,380,000	6,466,332
Water/Sewer Fund	-	3,500	1,950	17,442,500	203,779	10,000	17,661,729
City-Owned Parking	-	-	-	263,670	-	-	263,670
Metra-Leased Parking	-	-	-	75,000	-	-	75,000
Risk Management	-	-	-	-	2,612,125	-	2,612,125
Health Benefits	-	-	-	-	9,572,040	-	9,572,040
Total Revenues	71,509,834	34,645,463	2,076,950	22,979,670	13,498,298	11,208,276	155,918,491

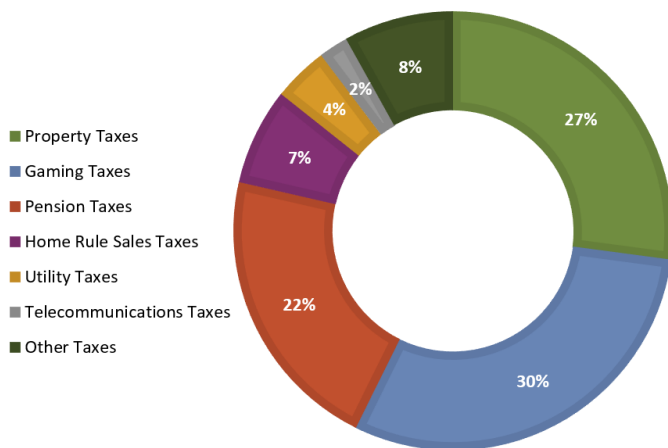
2021 Budget
BUDGET SUMMARY

2020/2021 Revenue Budget Comparison

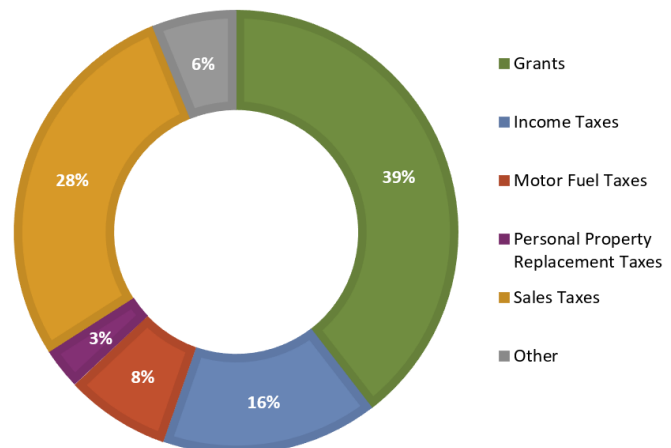
	2020 Budget	2021 Budget	Dollar Change	% Change
Taxes	73,188,899	71,509,834	(1,679,065)	-2.3%
Inter-Governmental	35,575,814	34,645,463	(930,351)	-2.6%
Licenses, Permits & Fines	3,728,500	2,076,950	(1,651,550)	-44.3%
Charges for Service	20,916,270	22,979,670	2,063,400	9.9%
Other Revenues	12,098,027	13,498,298	1,400,271	11.6%
Transfers In	13,165,768	11,208,276	(1,957,492)	-14.9%
Total Revenues	158,673,278	155,918,491	(2,754,787)	-1.7%

The 1.7% decrease in total revenues across all funds is primarily due to less license revenues being received as a result of the elimination of the City’s vehicle sticker requirement as well as a reduction of interfund transfers.

Tax Revenues

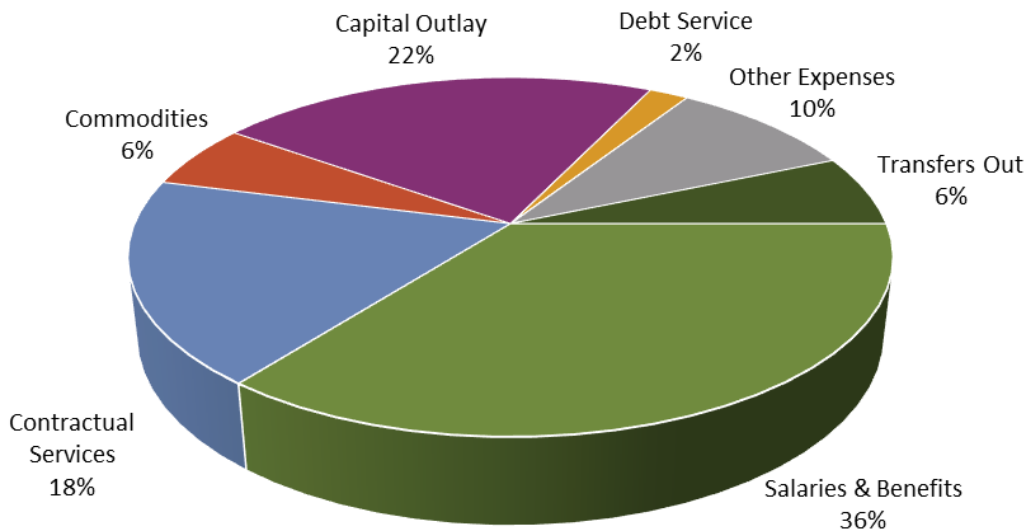


Intergovernmental Revenues



2021 Budget
BUDGET SUMMARY

2021 Budgeted Expenditures by Category (All Funds)



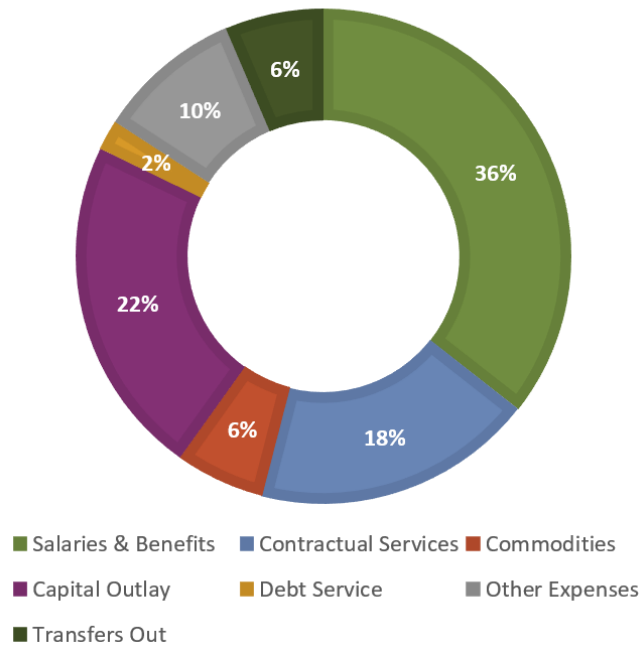
Fund	Salaries & Benefits	Contractual Services	Commodities	Capital Outlay	Debt Service	Other Expenses	Transfers Out	Fund Total
General Fund	56,785,334	11,949,932	1,689,380	207,175	-	1,023,625	900,000	72,555,446
TIF Fund #1	-	-	-	-	-	-	-	-
TIF Fund #3	-	10,470	-	-	1,882,354	-	5,000	1,897,824
TIF Fund #5	-	400	-	-	107,751	-	-	108,151
TIF Fund #6	-	8,040	-	-	1,471,265	52	3,000	1,482,357
TIF Fund #7	-	28,260	-	-	-	-	13,000	41,260
TIF Fund #8	-	175,000	-	11,500	-	-	43,000	229,500
Motor Fuel Tax	-	499,000	655,000	2,900,000	-	-	-	4,054,000
CDBG	61,457	-	-	-	-	444,024	-	505,481
Grant Funded Projects	48,600	592,006	-	14,755,391	-	-	-	15,395,997
Gaming Tax	-	-	-	-	-	14,640,000	8,000,000	22,640,000
Debt Service	-	-	-	-	-	-	-	-
Capital Projects	555,337	323,885	625	4,500,000	-	3,000	1,724,276	7,107,123
Equipment Replacement	-	-	-	1,142,760	-	-	-	1,142,760
IT Replacement	-	87,651	-	245,265	-	-	-	332,916
Facilities Replacement	-	3,960,354	750,000	8,000,000	-	-	-	12,710,354
Water/Sewer Fund	4,873,168	2,000,490	7,056,500	7,308,800	-	197,450	500,000	21,936,408
City-Owned Parking	-	290,850	81,350	-	-	-	-	372,200
Metra-Leased Parking	-	44,070	14,000	-	-	42,000	20,000	120,070
Risk Management	30,597	2,680,902	-	-	-	30,000	-	2,741,499
Health Benefits	-	9,636,039	-	-	-	215,541	-	9,851,580
Total Expenditures	62,354,493	32,287,349	10,246,855	39,070,891	3,461,370	16,595,692	11,208,276	175,224,926

2021 Budget
BUDGET SUMMARY

2020/2021 Expenditure Budget Comparison

	2020 Budget	2021 Budget	Dollar Change	% Change
Salaries & Benefits	59,556,615	62,354,493	2,797,878	4.7%
Contractual Services	38,250,563	32,287,349	(5,963,214)	-15.6%
Commodities	10,514,997	10,246,855	(268,142)	-2.6%
Capital Outlay	41,518,888	39,070,891	(2,447,997)	-5.9%
Debt Service	4,767,187	3,461,370	(1,305,817)	-27.4%
Other Expenses	17,691,975	16,595,692	(1,096,283)	-6.2%
Transfers Out	12,990,768	11,208,276	(1,782,492)	-13.7%
Total Expenditures	185,290,993	175,224,926	(10,066,067)	-5.4%

2021 Budgeted Expenditures



2021 Budgeted Expenditures are expected to decrease by \$10.1M or 5.4% as compared to the 2020 Budget. Due to the COVID-19 pandemic, the City has had to reassess which expenditures are most crucial for maintaining daily operations and which items can be suspended until a later date. As such, many expenditures were put on hold during the preparation of the 2021 Budget.

2021 Budget
BUDGET SUMMARY

GENERAL FUND

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

Fund Balance of the General Fund

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

Fund	Fund Name	12/31/2021	Percentage of Annual Expenditures	Fund Balance Policy Requirement	Above/(Below) Policy Requirement
		Projected Ending Fund Balance			
100	General Fund	40,625,256	55.99%	25% of Annual Expenditures	30.99%
	Nonspendable	22,323,666			
	Assigned	-			
	Unassigned	18,301,590	25.22%	25% of Annual Expenditures	0.22%

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 (non-spendable 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 2021 fiscal year. For the 2021 Budget year, the City is recommending to continue the transfers of \$500K to the Equipment Replacement Fund and \$400K to the IT Replacement fund. The City has made significant strides over the past few years in focusing on maintaining the 25% unassigned fund balance as shown in the following chart:

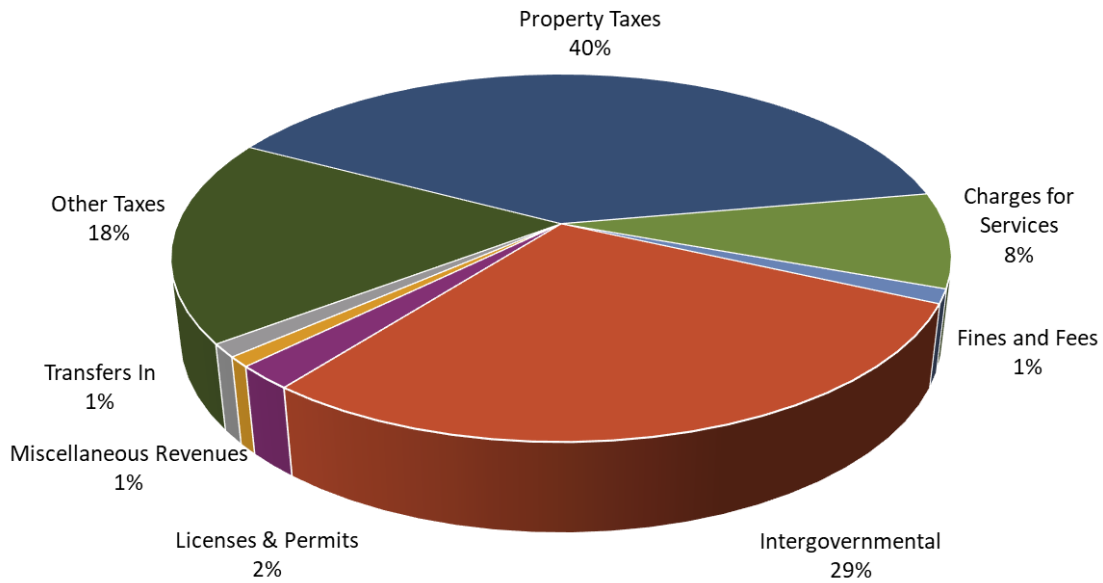
	12/31/2017 Actual	12/31/2018 Actual	12/31/2019 Actual	12/31/2020 Budget	12/31/2020 Projected	12/31/2021 Budget
Total Fund Balance	53,220,922	53,293,359	59,489,874	41,615,440	51,130,080	40,625,256
Nonspendable	31,085,042	26,650,148	27,657,102	23,134,125	34,164,178	22,323,666
Unassigned	22,135,880	26,643,211	31,832,772	18,481,315	16,965,902	18,301,590
Expenditures	60,731,332	64,482,430	65,742,198	72,000,013	66,494,013	71,655,446
Transfers	3,544,231	1,970,947	2,849,936	1,850,000	1,850,000	900,000
	64,275,563	66,453,377	68,592,134	73,850,013	68,344,013	72,555,446
Total Fund Balance	82.80%	80.20%	86.73%	56.35%	74.81%	55.99%
Unassigned Fund Balance	34.44%	40.09%	46.41%	25.03%	24.82%	25.22%

The projected 2021 unassigned fund balance is expected to meet the 25% recommended policy guideline. While the total fund balance is a healthy 55.99%, the continued deficits of the TIF 3, TIF 6, and TIF 7 Funds restrict the availability of General Fund balances. The fund balance is a critical component that allows the City to maintain its current bond rating as well as address any unexpected changes in the economy or other

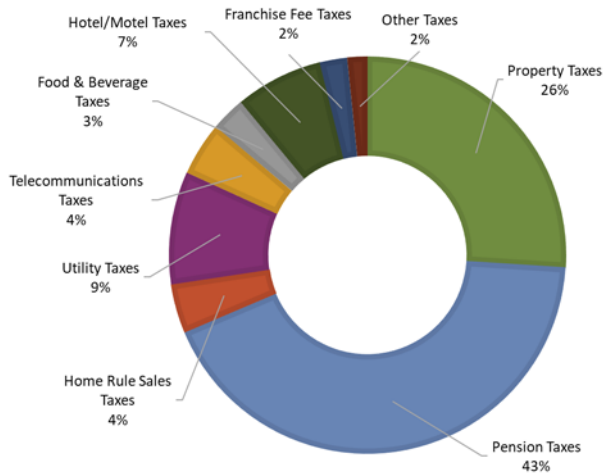
2021 Budget
BUDGET SUMMARY

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.

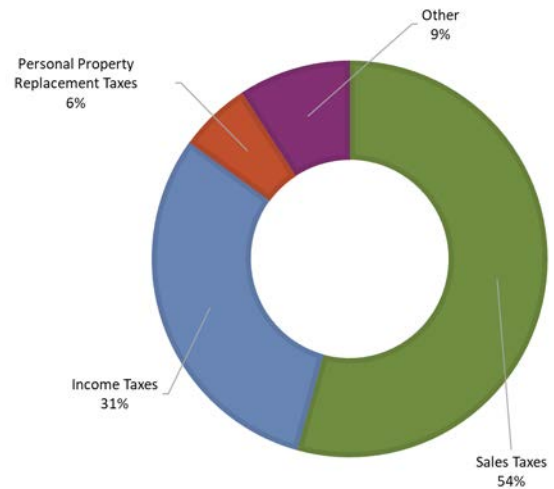
**GENERAL FUND
REVENUES BY CATEGORY**



Local Tax Revenues



Intergovernmental Revenues



2021 Budget

BUDGET SUMMARY

Revenue Highlights

The FY 2021 General Fund budget is based upon projected revenues from taxes, fees and other sources totaling \$61.3 million. Excluding other financing sources, the 2021 budgeted revenues represent an increase of \$1.7M of the 2020 projected revenues, however due to the COVID-19 pandemic, the 2021 Budget revenues are \$10.2M less than 2019 Actual receipts. As a whole, Property Tax, Utility Tax, Sales Tax, State Income Tax, and Telecommunications Tax account for almost 73.8% of the revenue collected by the General Fund. The following is a discussion of the major revenue sources for the General Fund:

- **Property Tax**

The Corporate Property Tax Levy is the largest source of revenue for the City's General Fund comprising 39.9% 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 2020 tax levy is the basis for the 2021 revenue budget.

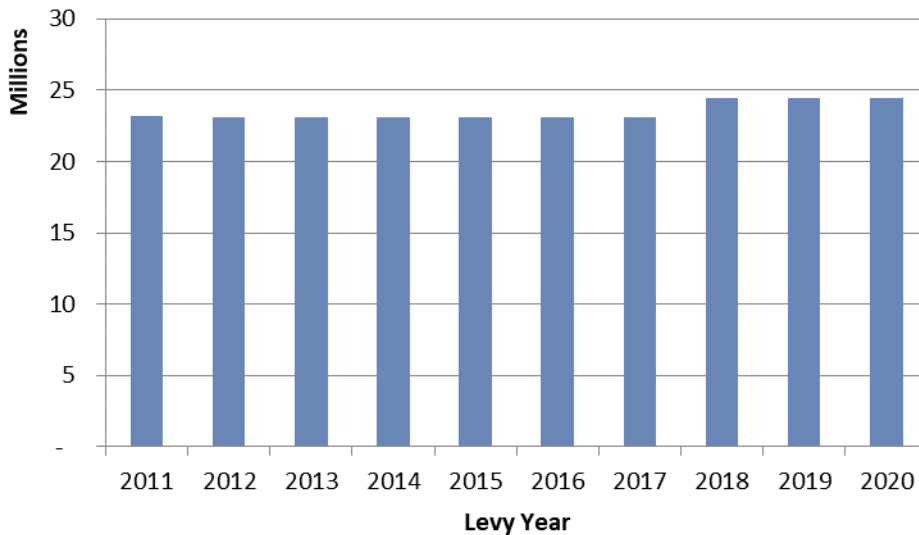
For FY 2021 the total City property tax levy is \$24,489,150, a 0.00% increase over the prior year's tax levy. The following is a 10-year trend of the property tax levies passed and excludes the additional amount added by the County for loss and cost (3% for corporate purposes and 5% for debt service).

Levy Year	Corporate	Police Pension	Fire Pension	Debt Service	Total Levy	% Change
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%
2020	9,282,822	7,856,751	7,349,577	-	24,489,150	0.00%

AVERAGE INCREASE (last 10 years)

	Levy over Levy	Levy over Extension
Corporate Levy	-4.49%	-7.27%
Total Levy	0.57%	-2.38%

2021 Budget
BUDGET SUMMARY



The City of Des Plaines’ assessed value averaged a 2.72% decrease per year from 2010 to 2019. The 2020 equalized assessed value (EAV) increased by 16.60% from the 2019 EAV, or \$1,931,827,633 in 2019 to \$2,252,496,910 in 2020. This increase is due to the tri-annual reassessment.

▪ **Sales Tax**

Sales Tax is the third largest source of revenue for the City. Sales tax comprises 19.9% of total receipts for the General Fund or approximately \$12.2M for FY 2021. For the Home Rule Sales Tax, 50% is remitted to the General Fund and 50% is allocated towards the Capital Projects Fund. This reallocation began in fiscal year 2020. Prior to this year, the allocation was 25% General Fund and 75% Capital Projects Fund. For FY 2021, the City expects that sales tax will remain consistent with the 2020 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:

Sales Tax Rates – as of 1/1/2020	
State Sales Tax Rate	5.00%
State Municipal Tax Rate	1.00%
State Regional Transportation Authority	0.25%
Local Home Rule	1.00%
County Home Rule	1.75%
Regional Transportation Authority	1.00%
Total	10.00%

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

The “retail sales” portion of the City’s total sales tax revenues comes from many different types of businesses as the pie chart below illustrates. Agriculture and All Others contributed at 24.5% of the City’s sales tax receipts. This category is followed by Automotive and Filling Stations at 19.5% and Drug and Miscellaneous Retail at 17.2%.

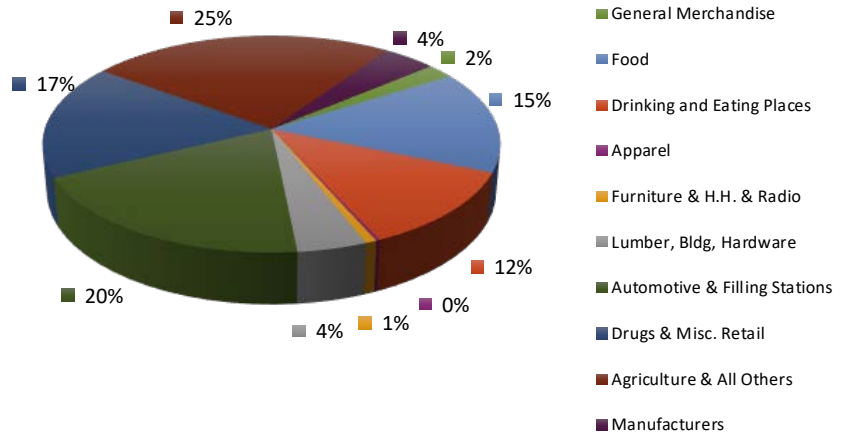
2021 Budget BUDGET SUMMARY

Number of Taxpayers: 1413

2019 Calendar Year - Sales made during
January 2019 through December 2019

Categories

Categories	MT & HMR
General Merchandise	431,259.80
Food	3,072,334.86
Drinking and Eating Places	2,369,843.83
Apparel	46,604.10
Furniture & H.H. & Radio	135,374.76
Lumber, Bldg, Hardware	872,752.49
Automotive & Filling Stations	3,903,399.75
Drugs & Misc. Retail	3,446,078.24
Agriculture & All Others	4,926,819.08
Manufacturers	858,174.03
	<u>20,062,640.94</u>



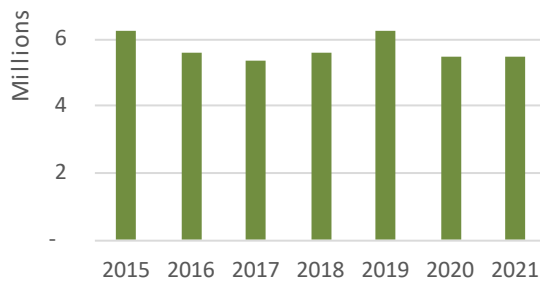
Source:

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

State Income Tax

State income tax comprises approximately 8.9% 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 2021 stays consistent with the 2020 Budget amount based on recent performance.

	Year	Amount	% Change
Actual	2015	6,210,116	11%
Actual	2016	5,556,999	-11%
Actual	2017	5,363,901	-3%
Actual	2018	5,570,605	4%
Actual	2019	6,229,784	12%
Projected	2020	5,475,000	-12%
Budget	2021	5,475,000	0%

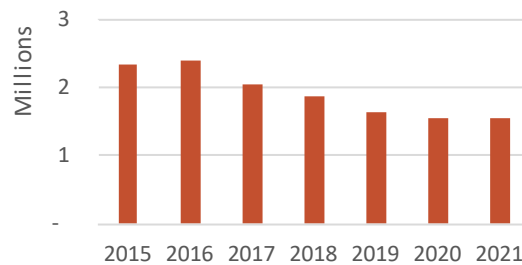


Telecommunication Tax

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. Effective July 1, 2008 the City of Des Plaines rate is 6%. Based on trending of revenues received over the past few years, the 2021 revenue amount has been slightly decreased from prior budgets due to the decrease in land line phones where this tax is primarily imposed on.

2021 Budget BUDGET SUMMARY

	Year	Amount	% Change
Actual	2015	2,346,924	-2%
Actual	2016	2,392,037	2%
Actual	2017	2,054,125	-14%
Actual	2018	1,869,971	-9%
Actual	2019	1,641,005	-12%
Projected	2020	1,567,000	-5%
Budget	2021	1,565,000	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. The FY 2021 budgeted revenue is \$2.4M.

Account Title	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Utility Tax: Electricity	3,075,632	2,500,000	2,450,000	2,450,000
Utility Tax: Natural Gas	521,700	450,000	450,000	450,000
Use Tax: Natural Gas	394,863	375,000	373,250	375,000
	<u>3,992,195</u>	<u>3,325,000</u>	<u>3,273,250</u>	<u>3,275,000</u>

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% 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 2021 budgeted revenue is \$1.42M, or \$500K less than the 2020 Budgeted amount.

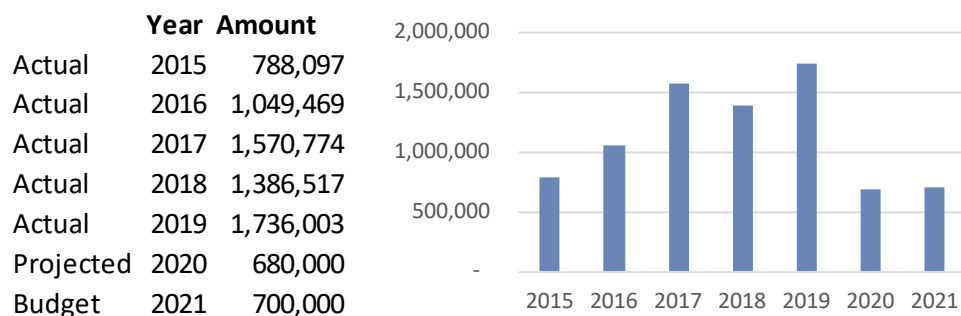
In addition to the regular 7% tax, the City of Des Plaines has an O'Hare Corridor Privilege tax of 4% for areas defined as the O'Hare Corridor, primarily located within TIF District #6 and TIF District #7.

- **Real Estate Transfer Tax:** The City of Des Plaines real estate transfer tax is \$2.00 per \$1,000 of sales price. For FY 2021, the real estate transfer tax revenues are expected to slightly decrease to be at \$520K. 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 2021, the total revenue budgeted is estimated at \$1M.

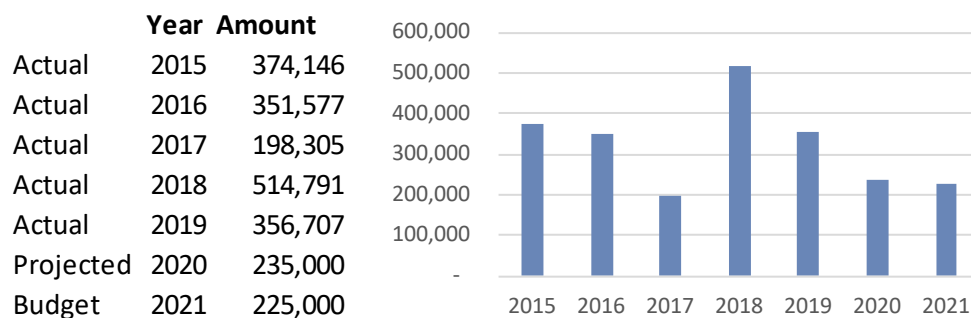
2021 Budget

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, trust and S corporation tax on income, and a 0.8% tax on invested capital of public utilities. The total amount budgeted for 2021 is \$1.04M.
- Permit and Licensing Revenue:** Total permit and licensing revenue consists of approximately 2.1% of all General Fund revenue, or \$1.30 million. The budgeted revenue is approximately \$1M lower than the historical average due to the elimination of Vehicle Licenses. About 71% of total licensing and permit revenue is due to the following:
 - 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 2020 are expected to be \$680K and are budgeted at \$700K for 2021.

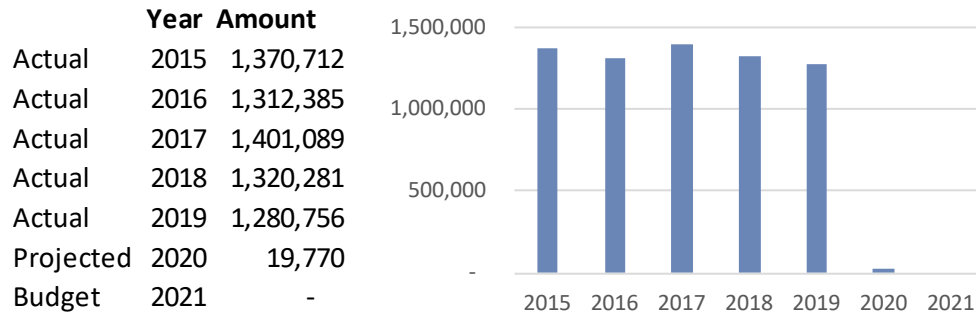


- Business Licenses:** Business Licenses are issued annually and are valid from January 1st to December 31st. Business License fees depend on the type of business. The total estimated receipts for FY 2021 are \$225K.



2021 Budget BUDGET SUMMARY

- **Vehicle Licenses:** Vehicle Licenses have been eliminated effective April 2020 and information is included for historical purposes only.



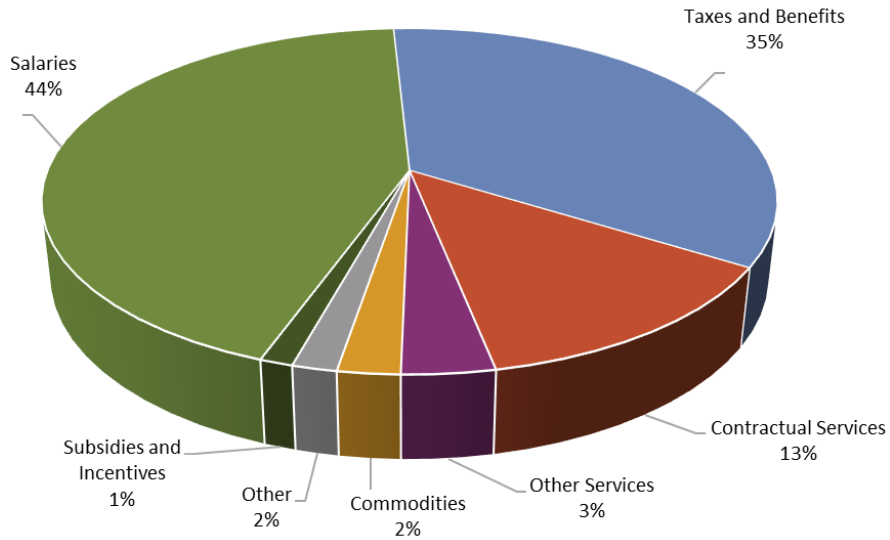
- **Pension Benefits:** The City is mandated by the State of Illinois to provide its employees with retirement pension benefits that continue to increase. As shown below, the City's expense to comply with state mandates has increased by nearly ninety percent in the last ten years.

Pension Expense	IMRF	Fire Pension	Police Pension	Total
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 Actual	1,035,352	5,707,594	6,061,301	12,804,247
2020 Projected	1,298,725	5,828,415	6,172,287	13,299,427
2021 Budget	1,233,473	7,349,577	7,856,751	16,439,801
Ten Year Growth	-28.8%	116.4%	135.4%	94.2%

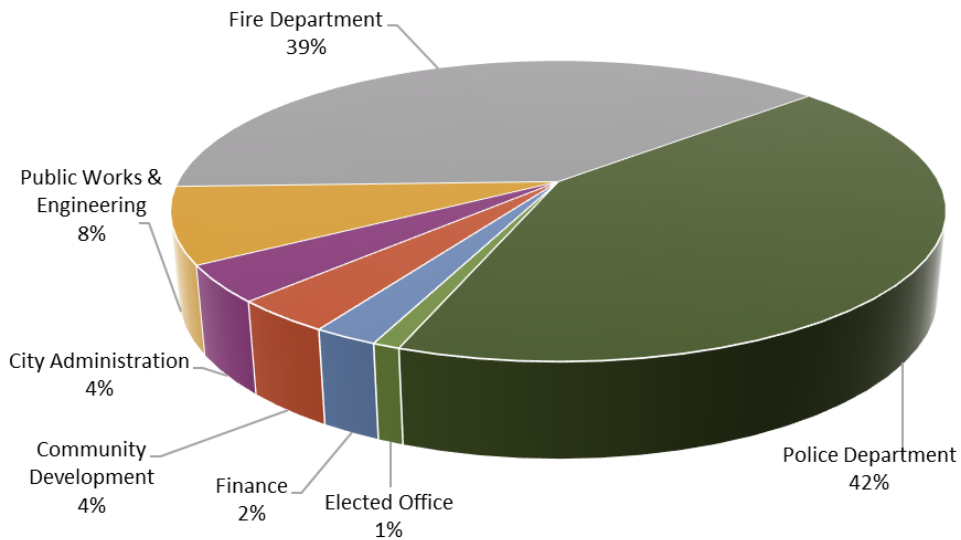
The City of Des Plaines tracks the IMRF, Police and Fire Pension Levy within the General Fund. Both the Police and Fire Pensions are levied separately; however, IMRF is included within the Corporate Levy. In regard to pension investment performance, the Police and Fire Pension Funds' investment yields for 2019 were at 19.38% and 19.88% respectively. As of December 31, 2019, the Police Pension and Fire Pension funds are funded at 46.59% and 48.82% respectively. The IMRF Pension actuarial funded ratio as of December 31, 2019 was 98.18%. The Des Plaines Library employees are included in the total IMRF pension calculation.

2021 Budget
BUDGET SUMMARY

GENERAL FUND
EXPENDITURES BY CATEGORY



SALARIES & BENEFITS



Expenditure Highlights

General Fund Expenditures including transfers for FY 2021 total \$72,555,446 compared to the projected FY 2020 Budget of \$73,850,013 a decrease of \$1,294,567. Excluding transfers from the expenditure totals, the operational portion of the 2021 budget is \$71,655,446 compared to \$72,000,013, or a decrease of \$344,567 due a hold on expenditure and reduction in salary expenditures related to the COVID-19 pandemic. The chart above

2021 Budget

BUDGET SUMMARY

indicates how the General Fund expenditures are broken out. Salaries and benefits, in the amount of \$56.8 million, continue to consume the greatest percentage of the total General Fund expenditures at 78.3%. Breaking out the salary and benefits further into a per department cost, Police, Fire and Public Works/Engineering are the largest departments with 89.3% of the total General Fund personnel costs. Public safety costs within the General Fund account for 81.1% of the total expenditures.

The FY 2021 Salaries and Benefits within the General Fund includes \$7.85 million in Police Pension expenses as well as \$7.35 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 2021 and future fiscal years.

2021 Budget

FUND BALANCES vs. FINANCIAL POLICY REQUIREMENTS

The 2021 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 2021 Budget at a Glance Fund Balance vs. Financial Policy Requirements

Fund Name	Policy Requirement			Fund Balance 1/1/2021	Fund Balance 12/31/2021	2021 Fund Balance %	% over (under) Policy Requirements
	Required %	Required Years	Other Requirements				
General Fund	25%	Annual	Expenditures	51,134,682	40,625,256	55.99%	30.99%
Nonspendable	N/A	N/A		26,646,678	22,323,666		
Assigned				7,517,500	-		
Unassigned	25%	Annual	Expenditures	16,970,504	18,301,590	25.22%	0.22%
TIF #1	N/A	N/A		(5,500,914)	238,568		
TIF #3	N/A	N/A		(3,290,542)	(2,888,616)		
TIF #5	N/A	N/A		269,490	344,361		
TIF #6	N/A	N/A		(15,241,397)	(16,579,034)		
TIF #7	N/A	N/A		(2,013,840)	(1,608,812)		
TIF #8	N/A	N/A		1,281,557	2,333,614		
Motor Fuel Tax	20%	5 yr. Average	Expenditures	2,423,298	1,011,437	24.95%	4.95%
			Pursuant to Federal Regulations				
CDBG	0%	N/A		17,425	(1)		
Grant Projects	N/A	N/A		(121,622)	(121,622)		
Gaming Tax	N/A	N/A		20,421,007	19,631,007		
			Non-Property Tax Supported Expenditures				
Debt Service	25%	Annual		-	-		
Capital Projects	20%	5 yr. Average	Expenditure	4,040,081	2,642,523	37.18%	17.18%
Equipment Replacement	20%	5 yr. Total	Future Projected Expenditures	4,806,509	4,303,749	376.61%	356.61%
IT Replacement	20%	5 yr. Average	Expenditures	72,203	140,287	42.14%	22.14%
Facilities Replacement	20%	Annual	Expenditures	10,477,113	4,233,091		
Water/Sewer	20%	Annual	Expenses	4,652,731	378,052	1.72%	-18.28%
City-Owned Parking	20%	5 yr. Average	Expenses	703,950	595,420	159.97%	139.97%
Metra Parking	20%	5 yr. Average	Expenses	53,147	8,077	6.73%	-13.27%
Risk Management	20%	Annual	Expenditures	1,291,546	1,162,172	42.39%	22.39%
Health Benefits Fund	20%	Annual	Expenditures	3,839,487	3,559,947	36.14%	16.14%

Indicates that this fund meets fund balance policy requirement

Indicates that this fund does not meet fund balance policy requirement



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Financial Policies

Chapter I - Operating Budget

1.1. Purpose

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

1.2. Financial & Strategic Plans

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

1.3. Budget Document

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

I. The Budget as a Policy Document

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

II. The Budget as a Financial Plan

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

Financial Policies

Chapter I - Operating Budget

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

III. The Budget as an Operations Guide

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

IV. The Budget as a Communications Device

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

Financial Policies

Chapter I - Operating Budget

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

1.4. Basis of Budgeting

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

Government Funds

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

Capital Projects (CIP) Fund

Enterprise Funds

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

Financial Policies

Chapter I - Operating Budget

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

1.5. Budget Calendar

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

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

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

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

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

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

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

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

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

1.6. Budget Process

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

Financial Policies

Chapter I - Operating Budget

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

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

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

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

1.7. Control Systems

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

1.8. Balanced Budget

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

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

Financial Policies

Chapter I - Operating Budget

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

1.9. Performance Measurement

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

1.10. Distinguished Budget Presentation Award

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

Financial Policies

Chapter II – Revenues & Expenditures

2.1. Purpose

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

2.2. Diversification & Stabilization of Revenue

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

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

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

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

2.3. Estimates of Revenue

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

2.4. User Fee Revenue

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

Financial Policies

Chapter II – Revenues & Expenditures

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

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

2.5. Tax Revenue

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

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

2.6. Operational Expenditures

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

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

2.7. Capital Asset Expenditures

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

2.8. Pension Expenditures

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

Financial Policies

Chapter III - Capital Improvements

3.1. Purpose

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

3.2. Capital Project Defined

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

3.3. Selecting Projects for the CIP

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

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

3.4. Responsibility for Creating the CIP

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

Financial Policies

Chapter III - Capital Improvements

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

3.5. Operating Budget Impact Statements in the CIP

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

3.6. Moving Projects from the CIP to the Capital Budget

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

3.7. Minimum and Maximum Capital Spending

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

3.8. Definition of Capital Budgeting Fiscal Year

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

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

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

3.10. Types of Financial Instruments

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

The financing of capital expenditures is categorized as follows:

1. Minor projects – funded from current revenues.

Financial Policies

Chapter III - Capital Improvements

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

3.11. Remaining Balances

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

3.12. Evaluation of Capital Projects

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

Financial Policies

Chapter IV - Fund Balances

4.1. Purpose

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

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

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

4.2. Fund Balance Defined

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

4.3. General Fund

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

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

4.4. Capital Improvement Program (CIP) Fund

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

Financial Policies

Chapter IV - Fund Balances

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

4.5. Motor Fuel Tax (MFT) Fund

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

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

4.6. Equipment Replacement Fund

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

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

4.7. Information Technology Replacement Fund

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

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

Financial Policies

Chapter IV - Fund Balances

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

4.8. Debt Service Funds

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

4.9. Pension Funds

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

4.10. Health Benefits and Risk Management Funds

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

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

4.11. Emergency Communications Fund

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

Financial Policies

Chapter IV - Fund Balances

4.12. Water - Sewer Fund

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

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

4.13. Parking Lot Funds

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

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

Fund Balance Policy (GASB 54) – Appendix D

Fund Balance Policy (GASB 54)

D.1. Purpose

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

D.2. Background

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

D.3. GASB Statement No. 54 Requirements

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

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

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

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

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

Fund Balance Policy (GASB 54) – Appendix D

Fund Balance Policy (GASB 54)

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

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

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

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

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

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

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

3. Application of Funds:

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

i. Restricted

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

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

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

4. Delegation to Assign Fund Balance:

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

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

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

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

2021 Budget
GENERAL FUND

OVERVIEW

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	49,834,478	53,220,922	56,293,360	51,107,860	59,489,874	51,134,682
Revenues	67,442,249	69,316,059	71,570,890	64,141,836	59,616,449	61,327,020
Expenditures	(60,731,332)	(64,482,432)	(65,742,198)	(72,000,013)	(66,494,013)	(71,655,446)
Special Item	-	-	-	-	-	-
Transfers In	219,758	209,758	217,758	215,758	372,372	719,000
Transfers Out	(3,544,231)	(1,970,947)	(2,849,936)	(1,850,000)	(1,850,000)	(900,000)
Ending Balance	53,220,922	56,293,360	59,489,874	41,615,441	51,134,682	40,625,256
Unassigned Fund Balance	22,135,880	26,643,211	-	18,481,315	16,970,504	18,301,590

Note: All 2020 projected figures are derived using the 2019 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

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Property Taxes					
4000	Property Taxes - Current Year Collection	12,831,312	12,578,150	11,949,243	9,282,822
4005	Property Taxes - Last Year's Collection	14,469	-	32,281	-
4010	Property Taxes - Prior Years Collection	(275,017)	-	(149,436)	-
4020	Property Taxes Police Pension	6,061,301	6,115,000	5,809,250	7,856,751
4025	Property Taxes Fire Pension	5,707,594	5,796,000	5,506,200	7,349,577
		24,339,660	24,489,150	23,147,538	24,489,150
Other Taxes					
4100	Utility Taxes - Electricity	3,075,632	2,500,000	2,450,000	2,450,000
4105	Utility Taxes - Natural Gas	521,700	450,000	450,000	450,000
4110	Gas Use Tax	394,863	375,000	373,250	375,000
4115	Telecommunications Tax	1,641,005	1,700,000	1,567,000	1,565,000
4125	Franchise Fees Tax	746,771	780,000	780,000	780,000
4127	PEG Fees Tax	19,481	22,000	19,500	19,500
4140	Food & Beverage Tax	1,415,745	1,250,000	1,000,000	1,000,000
4150	Hotel Tax	1,917,755	1,900,000	1,225,000	1,425,000
4160	Real Estate Transfer Tax	761,871	650,000	520,000	520,000
4170	Home Rule Sales Tax	1,673,611	1,450,000	2,400,000	2,550,000
4190	Auto Rental Tax	43,624	80,000	60,000	60,000
4195	Parking Tax Revenue	715	600	150	150
		12,212,773	11,157,600	10,844,900	11,194,650
Intergovernmental					
4200	Municipal Sales Tax	13,288,254	10,750,000	9,675,000	9,675,000
4205	Illinois Income Tax	6,229,784	5,500,000	5,475,000	5,475,000
4210	Personal Property Replacement Tax	1,587,468	1,225,000	1,041,250	1,041,250
4215	Local Use Tax	1,939,124	1,250,000	1,300,000	1,300,000
4217	Cannabis Use Tax	-	-	20,000	-
4220	Road & Bridge Tax	239,352	225,000	225,000	225,000
4240	State Highway Maintenance	105,536	140,714	108,798	108,798
4290	Local - Intergovernmental	-	200	-	-
4296	Fire Training	14,183	-	-	-
		23,403,699	19,090,914	17,845,048	17,825,048
Licenses					
4300	Vehicle Licenses	1,280,756	1,300,000	19,770	-
4320	Business Licenses	356,707	225,000	235,000	225,000
4330	Liquor Licenses	230,193	220,000	220,000	220,000
4340	Rental Property Licenses	134,635	95,000	95,000	95,000
4350	Contractor Licenses	48,625	45,000	40,500	40,500
4360	Electrical Contractor Licenses	600	750	750	750
4370	Taxi Cab Licenses	16,150	15,000	15,000	15,000
4380	Retail Gun Licenses	500	500	500	500
		2,068,166	1,901,250	626,520	596,750
Permits					
4400	Building Permits	1,736,003	850,000	680,000	700,000
4410	Certificate of Occupancy Permits	2,850	-	1,050	-
4460	Sign Permits	7,260	-	2,970	-
4470	Occasional Sales Permits	2,670	2,750	750	750
4480	Special Load Permits	5,705	5,000	10,500	5,000
		1,754,488	857,750	695,270	705,750
Fines and fees					
4500	Court Costs, Fees & Charges	439,517	400,000	320,000	320,000
4510	Compliance Ticket Fines	161,390	135,000	108,000	108,000

100 - General Fund

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
<u>Fines and fees</u>					
4520	Compliance - Red Light	405,014	350,000	262,500	262,500
4560	Forfeitures	5,938	9,000	4,500	9,000
4570	Non-bonafide Alarms	78,263	60,000	60,000	60,000
4580	Collections	-	1,000	1,000	1,000
4599	Miscellaneous Fees	25,819	12,000	22,500	12,000
		1,115,940	967,000	778,500	772,500
<u>Charges for Services</u>					
4610	Refuse Collection	3,238,402	3,300,000	3,257,558	3,385,000
4623	Late Fees	60,067	50,000	25,000	50,000
4630	Resident Ambulance Fees	1,425,782	1,100,000	1,150,000	1,100,000
4631	Nonresident Ambulance Fees	473,661	425,000	425,000	425,000
4632	GEMT Reimbursements	-	-	87,363	-
4635	Zoning & Subdivision Fees	40,534	30,000	15,000	15,000
4640	Elevator Fees	32,175	30,000	25,000	25,000
4641	Plan Review Fees	128,142	-	34,680	-
4650	DPPD Secondary Employment Fees	117,289	80,000	50,000	80,000
4651	School Resource Officer Fees	120,945	105,000	52,500	105,000
4690	Other Charges for Services	-	8,000	6,400	8,000
		5,636,996	5,128,000	5,128,501	5,193,000
<u>Interest Income</u>					
4700	Interest Income	766,711	400,000	400,000	400,000
		766,711	400,000	400,000	400,000
<u>Miscellaneous Revenues</u>					
4750	Rental Income	103,473	50,172	50,172	50,172
4830	Sale of Fixed Assets	(25,000)	-	-	-
4849	Miscellaneous Revenues	193,984	100,000	100,000	100,000
		272,457	150,172	150,172	150,172
<u>Other Financing Sources</u>					
4901	Transfer from TIF #1 Downtown Fund	119,000	125,000	125,000	-
4903	Transfer from TIF #3 Wille Road Fund	6,000	7,000	7,000	5,000
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	49,000	40,000	40,000	13,000
4908	Transfer from TIF #8 Oakton Fund	-	-	-	43,000
4927	Transfer from Gaming Tax Fund	-	-	-	120,000 *
4940	Transfer from Capital Projects Fund	25,000	25,000	25,000	25,000 *
4950	Transfer from Water/Sewer Fund	-	-	-	500,000
4954	Transfer from Metra Leased Parking Fund	15,758	15,758	15,758	10,000
4999	Transfer from Other Funds	-	-	156,614	-
		217,758	215,758	372,372	719,000
Fund Total: General Fund		71,788,648	64,357,594	59,988,821	62,046,020

100 - General Fund

2021 Revenue Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 4927 - Transfer from Gaming Tax Fund	Lobbyist Services Cost	120,000
Account: 4940 - Transfer from Capital Projects Fund	GIS Aerial Photography	25,000

2021 Budget
GENERAL FUND DEPARTMENTAL EXPENDITURES -
HISTORICAL SUMMARY

	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget	% Change
Elected Office Dept	656,632	724,968	763,482	736,842	804,737	5.4%
Legislative Dept	372,531	428,677	449,429	437,381	456,151	
City Clerk Dept	284,101	296,291	314,053	299,461	348,586	
City Manager Dept	3,644,221	3,726,796	4,666,085	4,206,824	4,105,876	-12.0%
City Manager	447,320	438,748	508,038	441,622	484,755	
Legal	706,328	562,773	753,831	690,727	748,858	
Information Technology	1,108,851	1,079,735	1,633,779	1,543,729	1,219,242	
Media Services	491,790	652,651	704,632	579,521	667,435	
Human Resources	477,306	542,879	597,565	558,102	588,591	
Health & Human Services	412,626	450,011	468,240	393,123	396,995	
Finance Dept	1,253,419	1,269,991	1,497,809	1,268,734	1,406,537	-6.1%
Community Development Dept	2,528,237	2,612,249	2,664,197	2,609,721	2,574,415	-3.4%
Building & Code Enforcement	1,763,108	1,822,828	1,810,285	1,778,716	1,719,384	
Planning & Zoning	426,774	406,042	497,048	432,593	438,012	
Economic Development	338,355	383,379	356,864	398,412	417,019	
Public Works Dept	11,298,630	11,577,817	14,402,278	11,908,640	12,484,638	-13.3%
Public Works Administration	3,583,190	3,554,995	3,677,955	3,647,129	3,719,443	
Engineering	861,460	870,784	854,814	819,774	496,186	
GIS	241,055	254,230	267,650	266,699	264,450	
Street Maintenance	3,126,859	3,427,689	3,651,093	3,299,421	4,492,508	
Facilities / Grounds Maintenance	2,070,499	2,029,757	4,274,022	2,391,768	1,996,430	
Vehicle Maintenance	1,415,568	1,440,362	1,676,744	1,483,849	1,515,621	
Police Dept	23,658,933	23,453,741	25,191,718	23,751,758	25,756,182	2.2%
Police Administration	472,185	418,579	507,682	488,766	369,463	
Uniformed Patrol	13,788,549	13,818,202	14,372,289	14,104,125	15,755,943	
Criminal Investigation	4,289,589	4,414,186	4,680,729	4,461,547	4,772,488	
Support Services	5,108,611	4,802,773	5,631,018	4,697,320	4,858,288	
Emergency Management Agency	133,764	127,291	208,315	168,738	-	-100.0%
Fire Dept	20,416,197	21,444,560	21,805,689	21,115,518	23,681,621	8.6%
Fire Administration	1,184,156	1,218,697	1,408,091	1,361,627	1,632,962	
Emergency Services	18,612,069	19,627,086	19,679,698	19,094,971	21,195,076	
Fire Prevention	619,972	598,777	717,900	658,920	738,393	
Emergency Management Agency	-	-	-	-	115,190	
Police & Fire Commission	63,369	95,062	45,390	25,345	84,890	87.0%
Overhead Expenditures	2,799,978	3,559,660	2,605,050	2,551,893	1,656,550	-36.4%
Total Expenditures	66,453,380	68,592,134	73,850,013	68,344,013	72,555,446	-1.8%
Less Transfers	1,970,947	2,849,936	1,850,000	1,850,000	900,000	
Total Operating Expenditures	64,482,432	65,742,198	72,000,013	66,494,013	71,655,446	-0.5%

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2021 Budget
ELECTED OFFICE

Mission Statement

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

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Salaries	257,197	260,786	280,058	284,107	275,102	294,285
Benefits	199,159	231,947	226,757	235,745	231,040	253,202
Contractual Services	204,607	158,769	213,245	229,480	223,240	249,200
Commodities	3,271	3,214	4,254	14,150	7,460	8,050
Capital Outlay	786	1,916	654	-	-	-
Total	665,019	656,632	724,968	763,482	736,842	804,737

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 2018	Actual 2019	Projected 2020
City Council Meetings	Meetings Held	27	27	27
	Attendance Percentage at Council Meetings	97%	96%	96%
City Ordinances	Ordinances Proposed	79	84	60
	Ordinances Adopted	79	82	60
	Percentage of Ordinances & Amendments Adopted	99%	99%	100%

2021 Budget

ELECTED OFFICE

2021 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.

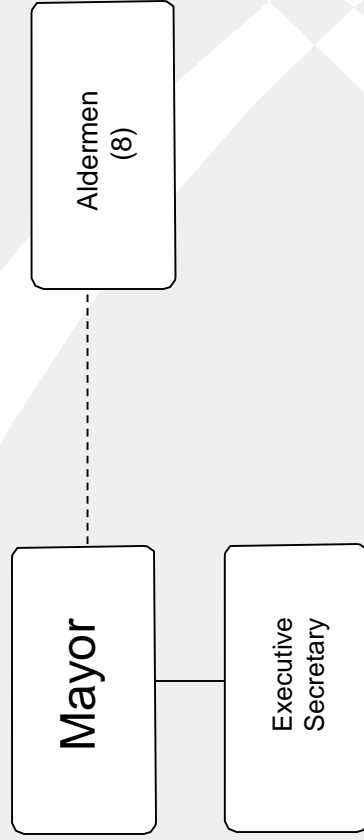
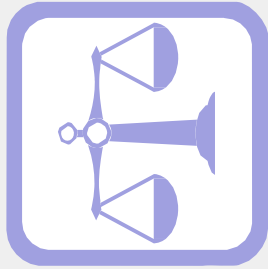
c) Infrastructure and Mobility

- 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



2021 Budget
ELECTED OFFICE -
LEGISLATIVE

PERSONNEL EXHIBIT

Department: Elected Office		Div: Legislative		Div. No: 10 - 110
Title	Authorized Positions			
	2019 Budget	2020 Budget	2021 Budget	
Mayor*				
Aldermen*				
Executive Secretary	1.00	1.00	1.00	
Intern	<u>0.25</u>	<u>0.25</u>	<u>0.00</u>	
Total Full Time Equivalent (FTE) Employees:	1.25	1.25	1.00	

* Elected officials are not counted as part of the City's FTE.
 Position reallocated to the City Manager's Budget

100-10-110 - Legislative

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	112,123	113,389	111,424	115,857
		112,123	113,389	111,424	115,857
Taxes and Benefits					
5200	FICA Contribution	9,094	9,966	9,391	10,155
5205	IMRF Contribution	6,756	8,801	8,653	8,645
5220	PPO Insurance Contribution	105,100	105,721	103,764	117,552
5230	Dental Insurance Contribution	6,016	6,217	6,157	6,326
5232	Vision Insurance Contribution	46	48	47	43
5235	Life Insurance Contribution	328	341	335	341
5240	Workers Compensation	220	220	217	224
5260	RHS Plan Payout	3,169	3,576	3,438	2,448
		130,729	134,890	132,002	145,734
Other Employee Costs					
5300	Mayoral Expenses	2,400	2,400	2,400	2,400 *
5305	Aldermanic Expenses	14,625	14,400	14,400	14,400 *
5310	Membership Dues	38,527	41,850	41,850	41,850 *
5320	Conferences	920	1,250	1,000	500 *
5335	Travel Expenses	-	1,000	200	200 *
		56,472	60,900	59,850	59,350
Insurance					
5535	Property & Liability Insurance	3,830	3,100	3,100	3,460
		3,830	3,100	3,100	3,460
Contractual Services					
6000	Professional Services	115,000	120,000	120,000	120,000 *
6015	Communication Services	6,883	7,500	7,500	7,500 *
		121,883	127,500	127,500	127,500
Other Services					
6100	Publication of Notices	-	100	-	-
6110	Printing Services	904	1,500	1,000	1,500 *
6195	Miscellaneous Contractual Services	-	-	105	-
		904	1,600	1,105	1,500
Repairs and Maintenance					
6305	R&M Equipment	-	100	-	100
6310	R&M Vehicles	-	100	-	100
		-	200	-	200
Commodities					
7000	Office Supplies	138	1,500	500	500
7120	Gasoline	-	250	-	250
7200	Other Supplies	540	500	700	700
7310	Publications	1	500	500	500 *
7320	Equipment < \$5,000	2,022	500	500	500
		2,701	3,250	2,200	2,450
Other Expenses					
7500	Postage & Parcel	-	100	100	100
7550	Miscellaneous Expenses	35	4,500	100	-
		35	4,600	200	100
Division Total: Legislative		428,677	449,429	437,381	456,151

100-10-110 - Legislative 2021 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	Elected Office Conferences	500
Account: 5335 - Travel Expenses	Mileage, Tolls, Parking	100
	Tollway I-Pass	100
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

2021 Budget
ELECTED OFFICE

City Clerk

Division Overview

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

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

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

Service	Metric	Actual 2017	Actual 2018	Actual 2019	Projected 2020	Projected 2021
FOIA Requests	Requests Received	3,202	4,278	3,973	2,500	4,000
Notice of Legal Publication	Published Notices	32	42	35	27	29
BID / RFP Openings	Publicly held Openings	27	38	33	25	27
City Code Updates/Supplements	Supplements to the City Code	3	3	3	4	4
Welcome Packets	Distribution of Packets to New Residents	1,202	1,094	1,176	750	1,000

2021 Budget

ELECTED OFFICE

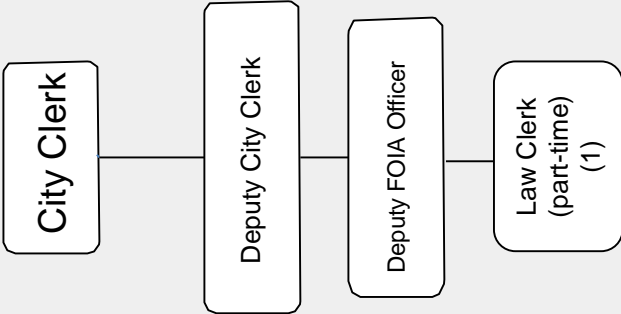
2020 Major Accomplishments

1. Office staff attended educational and professional development programs to gain experience and knowledge to increase employee competency and effectiveness and contribute to their current work performance.
2. Collaborated with city departments to establish a city-wide Retention Policy according to the Local Records Act.
3. Confirmed all executed City documents were properly labeled and accessible to the public through Public Access City Council Archives in Laserfiche.
4. Responded to the approximate 2,500 public requests for information through the Freedom of Information Act program within the legal timeframe.

2021 Goals & Objectives

1. The City Clerk's office will work with the Cook County Clerk's office and the State Board of Elections to prepare for the Consolidated General Election of April 6, 2021 for the offices of Mayor, City Clerk, Alderman of Wards 1, 3, 5, and 7. The City Clerk's office will register voters, provide candidate information, certify ballots, and provide election results. Staff will carry 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 are scanned and imported for retrieval of information as required by the Local Records Act. The Clerk's Office will 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. Assess existing technology and technological resources to provide the most effective way to interact with the public and efficiently provide services amid the restrictive COVID-19 guidelines.

City Clerk



2021 Budget
ELECTED OFFICE -
CITY CLERK

PERSONNEL EXHIBIT

Department: Elected Office		Div: City Clerk		Div. No: 10 - 120	
Title	Authorized Positions				
	2019 Budget	2020 Budget	2021 Budget		
City Clerk *					
Executive Secretary	2.00	2.00	2.00		
Senior Clerk	0.00	0.00	0.00		
Part-Time Clerk	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>		
Total Full Time Equivalent (FTE) Employees:	2.50	2.50	2.50		

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

100-10-120 - City Clerk

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	155,821	155,718	152,653	160,403
5010	Temporary Wages	12,114	15,000	11,025	18,025
		167,935	170,718	163,678	178,428
Taxes and Benefits					
5200	FICA Contribution	12,271	11,912	11,645	12,271
5205	IMRF Contribution	12,634	16,514	16,188	16,228
5220	PPO Insurance Contribution	45,182	46,068	45,215	51,223
5225	HMO Insurance Contribution	20,748	21,147	20,755	22,319
5230	Dental Insurance Contribution	4,453	4,491	4,518	4,710
5232	Vision Insurance Contribution	268	272	267	258
5235	Life Insurance Contribution	188	187	184	187
5240	Workers Compensation	285	264	266	272
		96,028	100,855	99,038	107,468
Other Employee Costs					
5310	Membership Dues	630	630	630	630 *
5320	Conferences	310	3,000	2,700	500 *
5325	Training	1,706	1,500	1,500	500 *
5335	Travel Expenses	-	150	-	50 *
		2,646	5,280	4,830	1,680
Insurance					
5535	Property & Liability Insurance	1,270	1,160	1,160	1,190
		1,270	1,160	1,160	1,190
Contractual Services					
6000	Professional Services	7,074	8,700	8,000	8,700 *
6005	Legal Fees	-	-	-	25,000
6015	Communication Services	676	725	685	720 *
		7,750	9,425	8,685	34,420
Other Services					
6100	Publication of Notices	5,820	6,500	5,240	6,500 *
6110	Printing Services	7,209	8,000	6,000	6,000 *
6115	Licensing/Titles	-	25	10	125 *
6195	Miscellaneous Contractual Services	-	-	-	1,200 *
		13,029	14,525	11,250	13,825
Repairs and Maintenance					
6300	R&M Software	5,460	5,790	5,760	6,075 *
		5,460	5,790	5,760	6,075
Commodities					
7000	Office Supplies	873	1,750	1,350	1,500 *
7200	Other Supplies	397	3,250	3,000	3,250 *
7300	Uniforms	96	800	710	300 *
7310	Publications	-	100	-	50 *
7320	Equipment < \$5,000	153	250	-	250 *
		1,518	6,150	5,060	5,350
Other Expenses					
7500	Postage & Parcel	-	50	-	50 *
7550	Miscellaneous Expenses	-	100	-	100 *
		-	150	-	150

100-10-120 - City Clerk

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Capital Outlay					
8010	Furniture & Fixtures	654	-	-	-
		654	-	-	-
Division Total: City Clerk		296,291	314,053	299,461	348,586

100-10-120 - City Clerk

2021 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	IML Conferences	500
Account: 5325 - Training	IIMC and MCI webinars	400
	Municipal Clerk's Association North & Northwest	100
Account: 5335 - Travel Expenses	MCI and Seminar Training	50
Account: 6000 - Professional Services	Codification	8,200
	Hosting Fee	500
Account: 6015 - Communication Services	Cell Phone Service	720
Account: 6100 - Publication of Notices	Publication of Notices	6,500
Account: 6110 - Printing Services	City Maps, Welcome Pack Folders and Envelopes	6,000
Account: 6115 - Licensing/Titles	Two American Association of Notaries	125
Account: 6195 - Miscellaneous Contractual Services	Shred-it Service	1,200
Account: 6300 - R&M Software	FOIA Software Maintenance	6,075
Account: 7000 - Office Supplies	Card Stock for Welcome Packets and Envelope Labels	500
	Copy paper, binders, folders, pens	750
	Sanitizer, counter wipes, masks	250
Account: 7200 - Other Supplies	Chair Mats	250
	Hinkley Water	500
	Other Supplies	2,500
Account: 7300 - Uniforms	Office uniforms for four employees	300
Account: 7310 - Publications	State Statute, Notary	50
Account: 7320 - Equipment < \$5,000	Phone Equipment	250
Account: 7500 - Postage & Parcel	Parcel Postage	50
Account: 7550 - Miscellaneous Expenses	NWMC Dinner	100

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2021 Budget
CITY MANAGER

Mission Statement

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

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Salaries	1,403,105	1,448,289	1,567,156	1,774,266	1,568,729	1,667,952
Benefits	474,304	423,746	467,649	542,370	539,959	567,669
Contractual Services	1,496,078	1,647,839	1,525,315	2,220,854	2,011,378	1,773,840
Commodities	88,398	86,164	75,408	84,295	52,608	75,665
Capital Outlay	20,594	38,183	91,268	44,300	34,150	20,750
Total	3,482,479	3,644,221	3,726,796	4,666,085	4,206,824	4,105,876

Department Overview

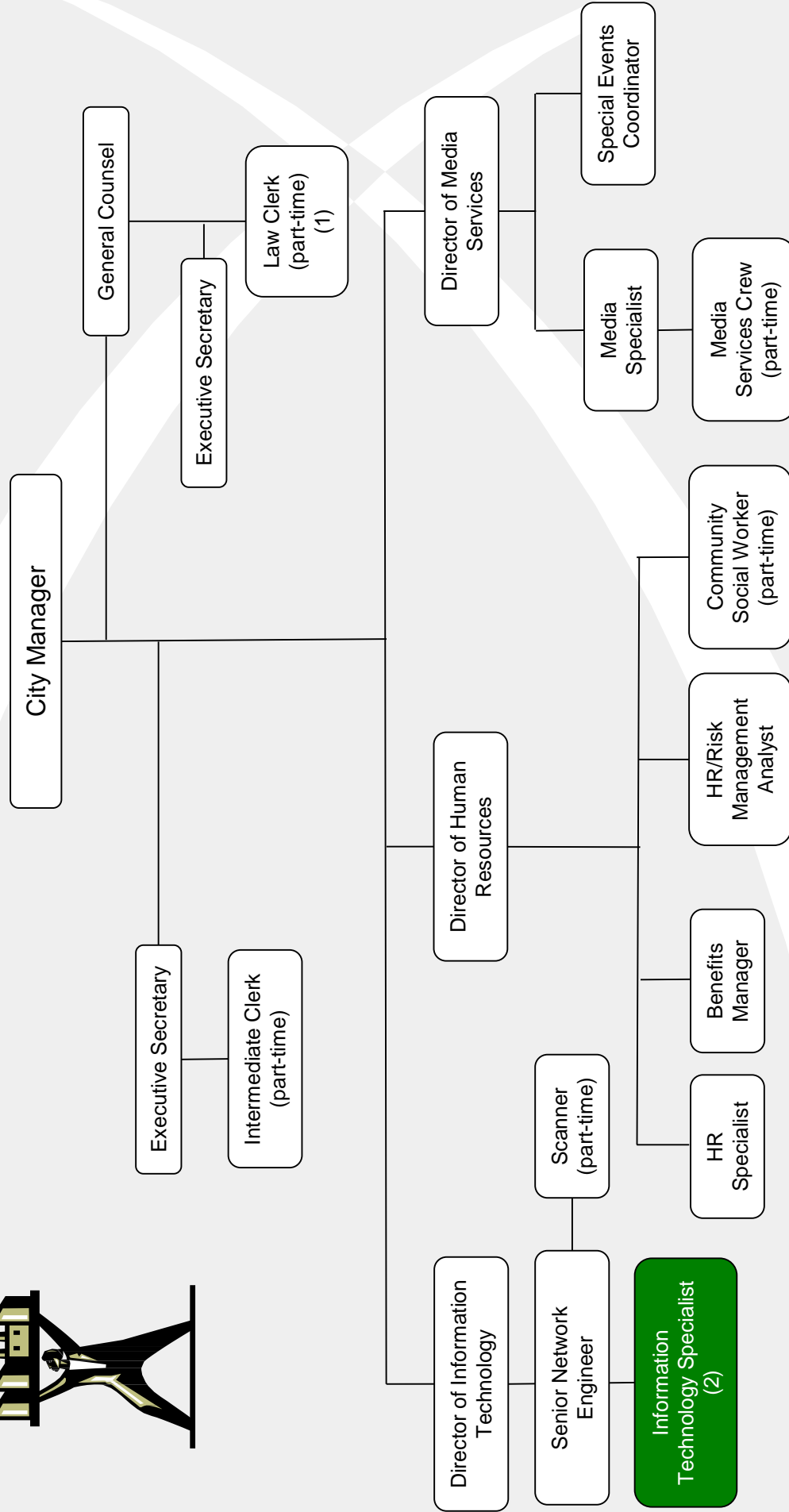
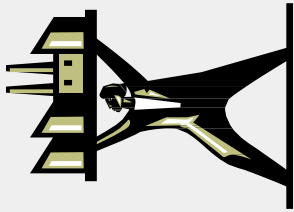
The City Manager's Office is responsible for the overall management of the City's departments and provides other administrative services. The department consists of six divisions: City Manager, Information Technology, Legal, Media Services, Human Resources, and Health and Human Services.

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.

City Manager's Office



2021 Budget
CITY MANAGER

PERSONNEL EXHIBIT

Department: City Manager		Div: City Manager		Div. No: 20 - 210	
Title	Authorized Positions				
	2019 Budget	2020 Budget	2021 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>0.75</u>		
Total Full Time Equivalent (FTE) Employees:	2.50	2.50	2.75		

* No new positions, reclassification from Elective Office.
 Position reallocated from the Legislative Budget

100-20-210 - City Manager

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	320,316	330,883	321,635	314,354
5010	Temporary Wages	-	25,250	-	31,930
		320,316	356,133	321,635	346,284
Taxes and Benefits					
5200	FICA Contribution	18,687	19,376	21,346	18,339
5205	IMRF Contribution	27,685	36,496	35,476	33,039
5220	PPO Insurance Contribution	22,672	23,108	22,680	25,694
5225	HMO Insurance Contribution	14,334	14,610	14,339	15,420
5230	Dental Insurance Contribution	2,252	2,246	2,272	2,380
5232	Vision Insurance Contribution	225	227	223	209
5235	Life Insurance Contribution	188	187	184	187
5240	Workers Compensation	527	563	547	535
5260	RHS Plan Payout	12,922	12,087	11,790	9,983
		99,493	108,900	108,857	105,786
Other Employee Costs					
5310	Membership Dues	1,877	2,200	2,150	2,200 *
5320	Conferences	30	1,500	500	500 *
5325	Training	-	1,000	550	1,000 *
5335	Travel Expenses	79	250	-	100 *
		1,985	4,950	3,200	3,800
Insurance					
5535	Property & Liability Insurance	2,980	2,480	2,480	2,810
		2,980	2,480	2,480	2,810
Contractual Services					
6000	Professional Services	4,860	27,500	-	20,000 *
6015	Communication Services	765	775	775	775 *
		5,625	28,275	775	20,775
Other Services					
6110	Printing Services	-	150	75	150 *
6195	Miscellaneous Contractual Services	2	1,000	550	1,000
		2	1,150	625	1,150
Commodities					
7000	Office Supplies	1,124	1,500	1,250	1,500 *
7200	Other Supplies	836	500	500	500
7300	Uniforms	159	500	250	500
7310	Publications	-	750	250	750 *
7320	Equipment < \$5,000	599	-	-	-
		2,718	3,250	2,250	3,250
Other Expenses					
7500	Postage & Parcel	-	150	50	150 *
7550	Miscellaneous Expenses	109	750	750	750 *
		109	900	800	900
Capital Outlay					
8010	Furniture & Fixtures	5,519	2,000	1,000	-
		5,519	2,000	1,000	-
Division Total: City Manager		438,748	508,038	441,622	484,755

100-20-210 - City Manager 2021 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	500
Account: 5325 - Training	Professional Development/Certification	1,000
Account: 5335 - Travel Expenses	Parking, Tolls, Train, Tickets, Etc.	100
Account: 6000 - Professional Services	Marketing Efforts	5,000
	Misc Subject Matter Experts	15,000
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

2021 Budget
CITY MANAGER

Legal

Division Overview

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

Performance Measures

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Legal	Number of FOIA Requests Reviewed	4,278	3973	2,500
	Number of Ordinances Prepared	79	84	60
	Number of Resolutions Prepared	197	173	175
	Number of Contracts/Agreements Prepared or Reviewed ¹	149	121	125

2020 Major Accomplishments

1. Worked with City Staff and Elected Officials on numerous proclamations, orders, and policies to respond to COVID-19 pandemic.
2. Provided comprehensive counsel and prepared Zoning Code amendments to regulate and allow cannabis business establishments within City.
3. Successfully Complete RLUIPA Settlement Agreement and Terminate Further Obligations.
4. Prepared multiple amendments to the Zoning Ordinance and other major amendments to the City Code.

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

2021 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.
6. Partner with Department of Public Works to jointly administer and complete the next round of flood buyouts in an efficient and cost-effective manner.
7. Provide legal and procedural counsel for City policy decisions on major property maintenance and control issues on significant land use parcels.

2021 Budget
CITY MANAGER -
LEGAL

PERSONNEL EXHIBIT

Department: City Manager		Div: Legal		Div. No: 20 - 220	
Title	Authorized Positions			2021 Budget	
	2019 Budget	2020 Budget	2021 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

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	75,497	77,706	80,927	82,257
5010	Temporary Wages	-	30,000	-	18,025
		75,497	107,706	80,927	100,282
Taxes and Benefits					
5200	FICA Contribution	5,459	5,945	6,043	6,293
5205	IMRF Contribution	6,527	8,571	8,926	8,645
5220	PPO Insurance Contribution	22,527	22,960	22,535	25,529
5230	Dental Insurance Contribution	1,485	1,482	1,499	1,570
5232	Vision Insurance Contribution	134	136	133	129
5235	Life Insurance Contribution	77	77	76	77
5240	Workers Compensation	128	132	138	140
5260	RHS Plan Payout	3,395	3,482	3,349	2,623
		39,733	42,785	42,699	45,006
Other Employee Costs					
5325	Training	-	250	150	250 *
		-	250	150	250
Insurance					
5535	Property & Liability Insurance	3,260	2,640	2,640	2,870
		3,260	2,640	2,640	2,870
Contractual Services					
6005	Legal Fees	301,367	390,000	375,936	390,000 *
6009	Legal Fees - Admin Hearings/Prosecutions	53,050	55,500	25,000	55,500 *
6010	Legal Fees - Labor & Employment	83,220	150,000	160,275	150,000 *
		437,636	595,500	561,211	595,500
Other Services					
6115	Licensing/Titles	875	-	-	-
6120	Recording Fees	4,475	3,500	2,500	3,500 *
6195	Miscellaneous Contractual Services	-	500	250	500 *
		5,350	4,000	2,750	4,000
Commodities					
7000	Office Supplies	564	500	150	500 *
7300	Uniforms	537	200	100	200
		1,101	700	250	700
Other Expenses					
7500	Postage & Parcel	195	250	100	250 *
		195	250	100	250
Division Total: Legal		562,773	753,831	690,727	748,858

100-20-220 - Legal

2021 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 2018	Actual 2019	Projected 2020
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	97%	97%	97%
Service / Incident Requests	Service / Incidents Requests Received	2,650	3,075	2,725
	Service / Incidents Requests Completed	2,600	2,891	2,600

2020 Major Accomplishments

1. Successfully configured and installed new Cisco blade servers within the City’s data center.
 - a. Once operational, IT built twelve new servers for the EnerGov and Incode applications.
 - 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.2018 to v.2020.
 - a. Upgraded application provides the City with the latest functionality.
 - b. Upgrade keeps the City in line with Tyler’s current application release and support model.

2021 Budget

CITY MANAGER

3. Successfully installed new infrastructure for the City Council Chambers renovation Project.
 - a. Worked with PW and AVI to purchase, configure and install new network hardware in renovated wiring closet for Room 103.
 - b. Ran a fiber connection from the 4th floor datacenter to the wiring closet in Room 103.
 - c. Worked with AVI and Media department to establish video streaming to City issued laptops for City Council meetings.
 - d. Purchased and distributed laptops for the Alderman and Senior Staff to take advantage of the new technology in Council Chambers.
 - e. Worked with AVI and Media department to establish video streaming to City issued laptops for City Council meetings.
4. Successfully established a remote “Work from Home” environment during the COVID-19 outbreak.
 - a. Built a “Remote” server and purchased necessary server and client licenses.
 - b. Quick turnaround installation of remote client licenses on numerous City laptops in order to maintain productivity during the COVID-19 pandemic.
 - c. Purchased and installed Zoom licenses for the City in order to maintain video communications for Council, staff, and vendor meetings.
5. Successfully configured and deployed video surveillance cameras to three Des Plaines Fire stations.

2021 Goals and Objectives

1. The IT Division will continue with the Computer Replacement Program, which will focus on removing and recycling additional outdated technology, while replacing it with new technology; on a yearly basis.
2. The IT Division will continue its ongoing support services for the City of Des Plaines, and where applicable, ensure technology is current and operational, in addition to addressing the City’s service / incident requests.
3. The IT Division will continue to implement applications (EnerGov and Executime) 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.

2021 Budget
CITY MANAGER -
INFORMATION TECHNOLOGY

PERSONNEL EXHIBIT

Department: City Manager Div: Information Technology Div. No: 20 - 230			
Title	Authorized Positions		
	2019 Budget	2020 Budget	2021 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

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	418,525	429,490	418,575	438,802
5010	Temporary Wages	12,649	26,000	18,927	27,810
5020	Overtime - Non Supervisory	22,692	18,500	14,401	16,650
5040	Overtime - Temporary	94	-	-	-
		453,959	473,990	451,903	483,262
Taxes and Benefits					
5200	FICA Contribution	34,044	32,432	32,372	33,568
5205	IMRF Contribution	36,307	47,373	46,775	46,118
5220	PPO Insurance Contribution	46,233	46,216	56,914	77,082
5225	HMO Insurance Contribution	14,334	14,610	14,339	15,420
5230	Dental Insurance Contribution	4,248	4,198	4,782	5,520
5232	Vision Insurance Contribution	364	363	424	467
5235	Life Insurance Contribution	342	341	335	341
5240	Workers Compensation	764	731	731	746
5260	RHS Plan Payout	7,415	7,058	6,786	5,728
		144,052	153,322	163,458	184,990
Other Employee Costs					
5310	Membership Dues	134	119	159	119 *
5320	Conferences	30	1,500	30	-
5325	Training	2,995	10,000	-	3,500 *
5335	Travel Expenses	-	400	-	-
		3,159	12,019	189	3,619
Insurance					
5535	Property & Liability Insurance	6,050	4,700	4,700	7,090
		6,050	4,700	4,700	7,090
Contractual Services					
6000	Professional Services	19,616	435,320	385,000	30,500 *
6015	Communication Services	9,246	11,792	11,792	11,792 *
		28,862	447,112	396,792	42,292
Other Services					
6110	Printing Services	37,411	35,500	35,500	-
6195	Miscellaneous Contractual Services	4,672	4,711	5,565	6,711 *
		42,083	40,211	41,065	6,711
Repairs and Maintenance					
6300	R&M Software	257,759	328,630	328,630	337,233 *
6305	R&M Equipment	102,883	119,845	119,845	102,195 *
		360,643	448,475	448,475	439,428
Commodities					
7000	Office Supplies	384	1,000	600	600 *
7005	Printer Supplies	16,551	17,500	14,000	16,500 *
7035	Supplies - Equipment R&M	-	1,500	1,000	1,000 *
7200	Other Supplies	1,113	-	250	-
7320	Equipment < \$5,000	15,876	13,650	13,650	13,650 *
		33,924	33,650	29,500	31,750
Other Expenses					
7500	Postage & Parcel	35	300	75	100 *
7550	Miscellaneous Expenses	36	-	72	-
		71	300	147	100
Capital Outlay					
8005	Computer Hardware	6,572	-	-	-

100-20-230 - Information Technology

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Capital Outlay					
8010	Furniture & Fixtures	361	20,000	7,500	20,000 *
		6,933	20,000	7,500	20,000
Division Total: Information Technology		1,079,735	1,633,779	1,543,729	1,219,242

100-20-230 - Information Technology

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Amazon Prime Membership	119
Account: 5325 - Training	IT Specialized Training	3,500
Account: 6000 - Professional Services	Cisco USC Blades	5,000
	Firewall/ Security/ Datacenter	7,500
	Logos FIN/ HR/ CED/ PW	7,500
	NeoGov Onboard Module	3,000
	Professional Services Agreement	7,500
	Account: 6015 - Communication Services	AT&T
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: 6195 - Miscellaneous Contractual Services		EDC - Electronic Directory
	GoDaddy SSL Certificates	3,000
	GoToMeeting	236
	Network Solutions Domains	3,000
Account: 6300 - R&M Software	Automate (Help Systems)	1,250
	Blue Lake Laserfiche Import Utility	175
	BlueBeam Plan Review and Prime Software	5,320
	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	3,307
	Tyler Technologies FM/HR/BA/eSuite	131,686
	Tyler Technologies EnerGov Software	38,700
	Tyler Technologies Executime Software	10,665
VMWare Hosts and Server	20,000	
Account: 6305 - R&M Equipment	Barracuda 995 Backup Updates / Instant Replacement	59,820
	Barracuda Archiver Updates / Instant Replacement	3,250
	Barracuda Spam Filter Update / Instant Replacement	1,825
	Bomgar - Remote Access Appliance	2,500
	Cisco Smartnet - Wireless, Switches, Blades	16,000
	Data Center Server Maintenance (Curvature)	1,450
	Dell Sonic Wall	2,100
	General Fax & Copier Repairs	1,000
	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	16,500
Account: 7035 - Supplies - Equipment R&M	Maintenance Parts & Supplies	1,000

100-20-230 - Information Technology

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
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.	100
Account: 8010 - Furniture & Fixtures	IT Department Furniture (Carryover)	20,000

2021 Budget
CITY MANAGER

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 2018	Actual 2019	Projected 2020
Publications	Publications Produced	4	3	2
Meeting Broadcasts	Meetings Broadcasted	25	26	27
	Percent Broadcasted	100%	100%	100%
Public Service Programs	PSAs, Special Event Coverage, Internal Training Videos	36	45	20
City Website	Page Views	814,961	999,000	850,000
DP 311	DP 311 Submissions	665	900	1,100
Social Media	Active Social Media Accounts	3	6	6
News Subscribers	Number of Subscribers to News & Announcements posted to Website	N/A	1,700	3,000

2020 Major Accomplishments

In 2020, Media Services concentrated on both technology updates and internal/external communications. Below are the results of those efforts:

1. The Media Services Division participated in upgrades to the Council Chambers, which included the integration of new audio and video equipment. These upgrades added to the capabilities of the control center during live meetings by providing the ability to control video components from the 4th Floor location. Additionally, the division was able to replace outdated and failing equipment in the control room that was outdated and no longer supported by the manufacturers.
2. In 2020, Media Services greatly increased its reach and communication efforts as a result of the circumstances that evolved from COVID-19. Staff was able to react quickly to City and State-related announcements through social media, news announcements, Zoom broadcasts, and consistent communications and updates to employees.

2021 Goals and Objectives

1. In 2021, Media Services anticipates City-sponsored events to take place should circumstances allow. As 2021 rolls out, a re-evaluation of the COVID-19 exposure trends and restrictions will determine the feasibility of our efforts. Staff is also prepared to support the theater's promotional efforts in an appropriate manner, capturing milestones and community-related events that showcase the City in a positive light.
2. In 2021, Media Services will evaluate its operations to assure continuity of services. This will include cross-training in technical operations for the 4th floor control room, content management for the City's website, and all third-party support services.

2021 Budget
CITY MANAGER -
MEDIA SERVICES

PERSONNEL EXHIBIT

Department: City Manager		Div: Media Services		Div. No: 20 - 240	
Title	Authorized Positions				
	2019 Budget	2020 Budget	2021 Budget		
Director of Media Services	1.00	1.00	1.00		
Media Specialist	1.00	1.00	1.00		
Special Events Coordinator	1.00	1.00	1.00		
Seasonal	0.75	0.75	0.00		
Part-time Media Crew	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>		
Total Full Time Equivalent (FTE) Employees:	6.25	6.25	5.50		

100-20-240 - Media Services

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	270,661	287,079	275,356	258,633
5010	Temporary Wages	77,615	95,000	55,639	79,619
5020	Overtime - Non Supervisory	304	2,000	962	1,800
		348,580	384,079	331,957	340,052
Taxes and Benefits					
5200	FICA Contribution	26,425	21,961	21,651	19,785
5205	IMRF Contribution	23,178	31,665	29,181	27,183
5220	PPO Insurance Contribution	17,311	31,345	31,068	34,853
5225	HMO Insurance Contribution	7,029	7,164	7,031	7,562
5230	Dental Insurance Contribution	1,419	2,296	2,296	2,376
5232	Vision Insurance Contribution	146	232	235	215
5235	Life Insurance Contribution	188	187	184	187
5240	Workers Compensation	600	487	484	440
5260	RHS Plan Payout	2,197	2,481	2,386	1,697
		78,492	97,818	94,516	94,298
Other Employee Costs					
5310	Membership Dues	5,537	5,900	5,900	2,690 *
5320	Conferences	2,091	1,900	170	200 *
5325	Training	99	1,000	398	300 *
5335	Travel Expenses	-	180	-	100 *
		7,727	8,980	6,468	3,290
Insurance					
5535	Property & Liability Insurance	3,580	3,580	3,580	3,550
		3,580	3,580	3,580	3,550
Contractual Services					
6000	Professional Services	20,008	35,000	4,000	35,000 *
6015	Communication Services	2,931	2,500	2,500	2,500 *
		22,938	37,500	6,500	37,500
Other Services					
6100	Publication of Notices	192	200	-	25 *
6108	Public Relations & Communications	13,890	15,000	11,000	15,000 *
6110	Printing Services	19,393	23,000	19,000	23,000 *
6115	Licensing/Titles	-	-	5,600	5,600 *
6195	Miscellaneous Contractual Services	46,105	62,630	56,000	93,570 *
		79,581	100,830	91,600	137,195
Repairs and Maintenance					
6305	R&M Equipment	1,854	675	-	2,500 *
		1,854	675	-	2,500
Subsidies and Incentives					
6535	Subsidy - Youth Commission	-	15,000	5,500	15,000 *
		-	15,000	5,500	15,000
Commodities					
7000	Office Supplies	639	600	200	400 *
7035	Supplies - Equipment R&M	36	-	-	-
7200	Other Supplies	939	1,000	700	700 *
7300	Uniforms	1,299	1,800	-	1,800 *
7310	Publications	1,411	1,400	1,400	1,400 *
7320	Equipment < \$5,000	15,638	5,000	5,000	5,000 *
		19,961	9,800	7,300	9,300
Other Expenses					
7500	Postage & Parcel	12,052	14,070	6,000	14,000 *

100-20-240 - Media Services

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Other Expenses					
7550	Miscellaneous Expenses	284	10,000	1,000	10,000 *
		12,336	24,070	7,000	24,000
Capital Outlay					
8000	Computer Software	-	-	-	-
8010	Furniture & Fixtures	293	1,000	600	750 *
8015	Equipment	77,309	21,300	24,500	-
		77,602	22,300	25,100	750
Division Total: Media Services		652,651	704,632	579,521	667,435

100-20-240 - Media Services

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	City/County Communications & Marketing Assn (3CMA)	400
	Illinois National Association of Telecommunications Officers	80
	National Association of Telecommunications Officers	2,130
	Sam's Club Direct	80
Account: 5320 - Conferences	Miscellaneous Training Conferences	200
Account: 5325 - Training	Professional Training	300
Account: 5335 - Travel Expenses	Miscellaneous Travel	100
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	25
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: 6115 - Licensing/Titles	American Society of Composers, Authors and Publishers	800
	APM Music	2,600
	Broadcast Music, Inc.	700
	SESAC, Inc.	1,500
Account: 6195 - Miscellaneous Contractual Services	Accella DP311 Request System 04/01/2021-03/31/2022	8,400
	Adobe Creative Cloud - Four Subscriptions	3,200
	Archive Social - Social Media Archiving Tool 06/01/2021-05/	2,500
	Civica Website Hosting and Support 01/01/2021-012/31/2021	11,150
	Des Plaines @ Your Service Production	5,000
	EarthCam 1-Year Extension: The Orchards 04/19/2021-04/19/2022	8,595
	EarthCam 1-Year Extension: Compass Point 05/08/2021-05/08/2022	6,195
	iStock Images	480
	Monsido Website Analytics 01/01/2021-01/01/2022	3,100
	Survey Monkey 02/27/2021-02/27/2022	350
	Upgrade Website Design/Trailblazer Platform Implementation	38,600
	Web Streaming Services	6,000
Account: 6305 - R&M Equipment	Repair & Maintenance of Media Equipment	2,500
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	400

100-20-240 - Media Services 2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 7200 - Other Supplies	Equipment Supplies - Video, Media, Connectors, etc.	700
Account: 7300 - Uniforms	Uniforms for Media Crew & Full-Time Event Coordinator	1,800
Account: 7310 - Publications	Technical & News Publications Subscriptions	1,400
Account: 7320 - Equipment < \$5,000	Miscellaneous Audio, Video, & Camera Equipment	5,000
Account: 7500 - Postage & Parcel	2021 Curbside Calendar Postage	4,000
	Access Point Magazine - Two Issues	8,000
	Miscellaneous Postage	2,000
Account: 7550 - Miscellaneous Expenses	Miscellaneous Marketing & PR	10,000
Account: 8010 - Furniture & Fixtures	Miscellaneous Replacement Furniture	750

2021 Budget
CITY MANAGER

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: Director of Human Resources, Benefit’s Manager, Management Analyst of HR/Risk and a Human Resource Specialists.

Performance Measures

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Recruitment	Job Postings	43	30	10
Recruitment	New Employee onboarding processes	59	66	30
Employee Relations	Employee off-boarding processes	72	55	75
Benefits Administration	FMLA Leaves managed	38	31	32
Claims Administration	Property, Automotive and Liability Claims filed	54	43	35
Claims Administration	Worker’s Compensation Claims Filed (workplace injuries)	23	17	25
Claims Administration	Claims reviewed internally and resolved without claim being filed	92	136	80

2020 Major Accomplishments

1. Implemented and administered an Early Retirement Incentive program.
2. Successfully introduced one City wide dental program, which resulted in administrative efficiencies and ease in employee understanding and communication.
3. Created several avenues for employees to learn more about their benefit’s through the introduction of more comprehensive open enrollment materials, video presentations and Intranet information.
4. Successfully complied and filed the State of Illinois mandated PSEBA report for the City, which is required every second year.
5. Reviewed, evaluated and updated the City’s policy regarding FMLA.

2021 Goals and Objectives

1. Review, evaluate and update the City’s policies regarding employee accrual donations and others as required.
2. Automate the City’s annual Open Enrollment process.

2021 Budget

CITY MANAGER

3. Complete an audit verifying the eligibility of dependents on the City's health and dental insurance plans.
4. Evaluate the goals of the City's wellness program and identify a wellness vendor.
5. Digitize employee personnel files resulting in the centralization of records staff time efficiencies.
6. Implement an onboarding portal for new hire paperwork completion.

2021 Budget
CITY MANAGER -
HUMAN RESOURCES

PERSONNEL EXHIBIT

Department: City Manager		Div: Human Resources		Div. No: 20 - 250	
Title	Authorized Positions				
	2019 Budget	2020 Budget	2021 Budget		
Director of Human Resources	1.00	1.00	1.00		
Benefits Manager	0.00	0.00	1.00		
Management Analyst - HR/Risk	0.00	0.00	1.00		
Human Resource Specialist	1.00	2.00	1.00		
Executive Secretary	1.00	1.00	0.00		
Total Full Time Equivalent (FTE) Employees:	3.00	4.00	4.00		

100-20-250 - Human Resources

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	302,696	352,011	319,286	337,538
		302,696	352,011	319,286	337,538
Taxes and Benefits					
5200	FICA Contribution	22,705	26,927	19,497	25,822
5205	IMRF Contribution	26,213	38,827	28,599	35,475
5220	PPO Insurance Contribution	40,295	48,653	46,710	60,547
5230	Dental Insurance Contribution	2,497	2,629	3,026	3,543
5232	Vision Insurance Contribution	236	275	274	301
5235	Life Insurance Contribution	297	334	247	231
5240	Workers Compensation	515	598	441	574
5260	RHS Plan Payout	2,465	2,386	20,014	-
		95,223	120,629	118,808	126,493
Other Employee Costs					
5310	Membership Dues	1,061	1,500	990	1,005 *
5315	Tuition Reimbursements	15,037	15,000	10,301	15,000 *
5320	Conferences	30	1,500	50	450 *
5325	Training	793	4,000	2,200	2,185 *
5335	Travel Expenses	-	1,500	-	600 *
5340	Pre-Employment Testing	16,574	14,000	8,500	14,500 *
5345	Post-Employment Testing	5,179	5,000	3,500	5,000 *
		38,673	42,500	25,541	38,740
Insurance					
5530	Employee Assistance Program	7,440	7,500	7,500	-
5535	Property & Liability Insurance	2,980	2,500	2,500	3,150
5560	Unemployment Claims	42,194	30,000	40,000	30,000
		52,614	40,000	50,000	33,150
Contractual Services					
6000	Professional Services	40,565	25,000	35,000	40,000 *
6015	Communication Services	765	800	592	1,050 *
		41,331	25,800	35,592	41,050
Other Services					
6100	Publication of Notices	6,479	5,500	2,584	5,500 *
6110	Printing Services	208	250	200	180 *
6195	Miscellaneous Contractual Services	-	1,100	1,000	1,100 *
		6,687	6,850	3,784	6,780
Commodities					
7000	Office Supplies	981	4,500	1,400	1,400 *
7200	Other Supplies	1,558	1,200	685	700 *
7300	Uniforms	494	400	481	400 *
7310	Publications	-	850	650	640 *
7320	Equipment < \$5,000	111	800	250	250 *
		3,144	7,750	3,466	3,390
Other Expenses					
7500	Postage & Parcel	5	50	75	50 *
7525	Meals	-	25	-	-
7550	Miscellaneous Expenses	1,291	1,950	1,000	1,400 *
		1,296	2,025	1,075	1,450

100-20-250 - Human Resources

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Capital Outlay					
8010	Furniture & Fixtures	1,215	-	550	-
		1,215	-	550	-
Division Total: Human Resources		542,879	597,565	558,102	588,591

100-20-250 - Human Resources

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	IL City/County Management Association	160
	International City/County Management Association	200
	National Public Employer Labor Relations Assoc. (NPELRA)	230
	PublicSalary	400
	Sam's Club Direct	15
Account: 5315 - Tuition Reimbursements	City-Wide Employee Program	15,000
Account: 5320 - Conferences	IL Public Employer Labor Relations Association Annual Conference	450
Account: 5325 - Training	Employee Training	1,000
	Employment Law Change Webinars	600
	IL Public Employer Labor Relations Association Labor Law Seminar	585
	IL Public Employer Labor Relations Association Annual Conference	600
Account: 5335 - Travel Expenses	IL Public Employer Labor Relations Association Annual Conference	600
Account: 5340 - Pre-Employment Testing	Post-Offer Employee Physicals & Background Screenings	14,500
Account: 5345 - Post-Employment Testing	Post-Employment Testing	5,000
Account: 6000 - Professional Services	ERP System Setup/Training	15,000
	Organization Training/Needs Assistance	5,000
	Recruitment Assistance	20,000
Account: 6015 - Communication Services	Director Phone Expense	1,050
Account: 6100 - Publication of Notices	Recruitment Advertisements	5,500
Account: 6110 - Printing Services	Printing Envelopes	180
Account: 6195 - Miscellaneous Contractual Services	Shredding Totter Services	1,100
Account: 7000 - Office Supplies	General Supplies	1,000
	Paper	400
Account: 7200 - Other Supplies	General Expenses	700
Account: 7300 - Uniforms	City Shirts & Related Apparel for HR Staff	400
Account: 7310 - Publications	Mandatory Employment Posters	640
Account: 7320 - Equipment < \$5,000	Miscellaneous Small Equipment	250
Account: 7500 - Postage & Parcel	Special Mailings	50
Account: 7550 - Miscellaneous Expenses	Public Employee Recognition Program	1,400

2021 Budget
CITY MANAGER

Health and Human Services

Division Overview

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

The Health and Human Resources Division refers individuals to variety of social services and community wellness programs, which include: providing case management and social service/health referrals and emergency assistance to residents in crisis. Coordinating the senior/disabled subsidized taxicab program. Maintaining a current 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 program. In addition to the above, the Division provides assistance to and serves as a City liaison to various community groups that address health and human needs in the community.

Performance Measures

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Services	Number of Service Calls Received	2,231	2726	2,300
	Number of Taxi Rides	7,688	3288	1200
	Number of Handicap Placards Issued	17	69	1
	Number of Emergency Assistance	86	54	46
	Number of Home Visits	34	18	10
	Number of Access to Care Applications	4	1	-
	Number of Benefit Access Applications	29	21	3

2020 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 senior residents with an additional intake site to access several beneficial senior programs.
2. Provided the community with several COVID-19 resources including face covering options, updated protocols created by local agencies to safely providing various resources and services to residents, advocated for residents regarding the moratorium on evictions and informing residents of emergency rental and mortgage assistance programs provided by the state and implemented an assistance program to address unpaid water bills by residents affected by COVID-19.
3. The Community Resource Directory has been modernized in a way that allows for immediate update on changes to community resources in both a digital and print format.

2021 Goals and Objectives

1. Establish a reconciliation process for both the Emergency Assistance and the Taxi Cab Voucher Programs.
2. Evaluate the Social Service Funding Application criteria for the 2021 program year.

2021 Budget
CITY MANAGER -
HEALTH & HUMAN SERVICES

PERSONNEL EXHIBIT

Department: City Manager Div: Health & Human Services Div. No: 20 - 260			
Title	Authorized Positions		
	2019 Budget	2020 Budget	2021 Budget
Community Health Nurse	0.00	0.00	0.00
Community Social Workers (2PT)	1.50	1.50	0.75
Total Full Time Equivalent (FTE) Employees:	1.50	1.50	0.75

100-20-260 - Health & Human Services

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	63,546	100,347	60,681	60,534
5010	Temporary Wages	2,562	-	2,340	-
		66,108	100,347	63,021	60,534
Taxes and Benefits					
5200	FICA Contribution	5,057	7,677	4,821	4,631
5205	IMRF Contribution	5,487	11,068	6,693	6,362
5240	Workers Compensation	112	171	107	103
		10,656	18,916	11,621	11,096
Other Employee Costs					
5310	Membership Dues	519	519	236	240 *
5325	Training	360	1,000	-	500 *
5335	Travel Expenses	-	50	-	-
		879	1,569	236	740
Insurance					
5535	Property & Liability Insurance	2,210	1,700	1,700	1,780
		2,210	1,700	1,700	1,780
Contractual Services					
6015	Communication Services	765	763	480	-
		765	763	480	-
Other Services					
6110	Printing Services	175	3,345	1,240	770 *
6195	Miscellaneous Contractual Services	-	1,000	-	-
		175	4,345	1,240	770
Subsidies and Incentives					
6530	Subsidy - Community Outreach	10,787	12,500	12,250	12,500 *
6535	Subsidy - Youth Commission	14,638	-	355	-
6540	Subsidy - Senior Center	182,500	136,500	136,500	136,500 *
6545	Subsidy - Social Service Agency	150,000	160,000	160,000	160,000 *
6550	Subsidy - Senior Citizen Cab Service	10,740	30,000	5,000	12,500 *
		368,665	339,000	314,105	321,500
Commodities					
7000	Office Supplies	424	500	350	200 *
7200	Other Supplies	11	500	250	250 *
7300	Uniforms	-	100	95	100 *
7310	Publications	117	225	-	-
7320	Equipment < \$5,000	-	250	-	-
		552	1,575	695	550
Other Expenses					
7500	Postage & Parcel	-	25	25	25 *
		-	25	25	25
Division Total: Health & Human Services		450,011	468,240	393,123	396,995

100-20-260 - Health & Human Services

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	National Assoc. of Social Workers (1) Community Social Workers	240
Account: 5325 - Training	Professional Development Training	500
Account: 6110 - Printing Services	Business Cards	20
	Taxi Cab Vouchers	750
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	Social Service Funding	160,000
Account: 6550 - Subsidy - Senior Citizen Cab Service	Senior/Disabled Discount for Taxicab Fares	12,500
Account: 7000 - Office Supplies	Copy Paper	150
	General Supplies	50
Account: 7200 - Other Supplies	Promotional Materials	250
Account: 7300 - Uniforms	Uniform shirts for staff	100
Account: 7500 - Postage & Parcel	Postage	25

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2021 Budget

FINANCE

Mission Statement

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

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Salaries	767,304	814,691	829,331	949,054	858,490	947,853
Benefits	269,577	278,972	288,351	354,779	305,252	340,749
Contractual Services	113,453	120,038	120,277	147,426	94,492	102,085
Commodities	34,541	37,425	31,036	44,050	8,000	13,350
Capital Outlay	2,302	2,295	996	2,500	2,500	2,500
Total	1,187,177	1,253,419	1,269,991	1,497,809	1,268,734	1,406,537

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.

2021 Budget
FINANCE

Performance Measures

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Accounts Payable	Total Invoices Paid	11,836	11,960	12,000
	% of Total Invoices Paid via EFT	39%	38%	40%
	Purchase Orders Completed	434	476	450
Local Taxes	Total Real Estate Transfer Stamps Issued	1,150	1,056	1,100
	Total Vehicle Licenses Sold	48,766	43,707	-
	Total Pet Licenses Sold	2,279	-	-
	Food & Beverage Tax Forms Processed	2,125	2,116	2,200
Payroll	Number of W-2s Issued	498	490	500
General Ledger	Number of Journal Entries Approved	4,817	5,094	5,000
Awards	GFOA Distinguished Budget Award - Budget	Yes	Yes	Yes
	GFOA Certificate of Achievement - CAFR	Yes	Yes	Yes

2020 Major Accomplishments

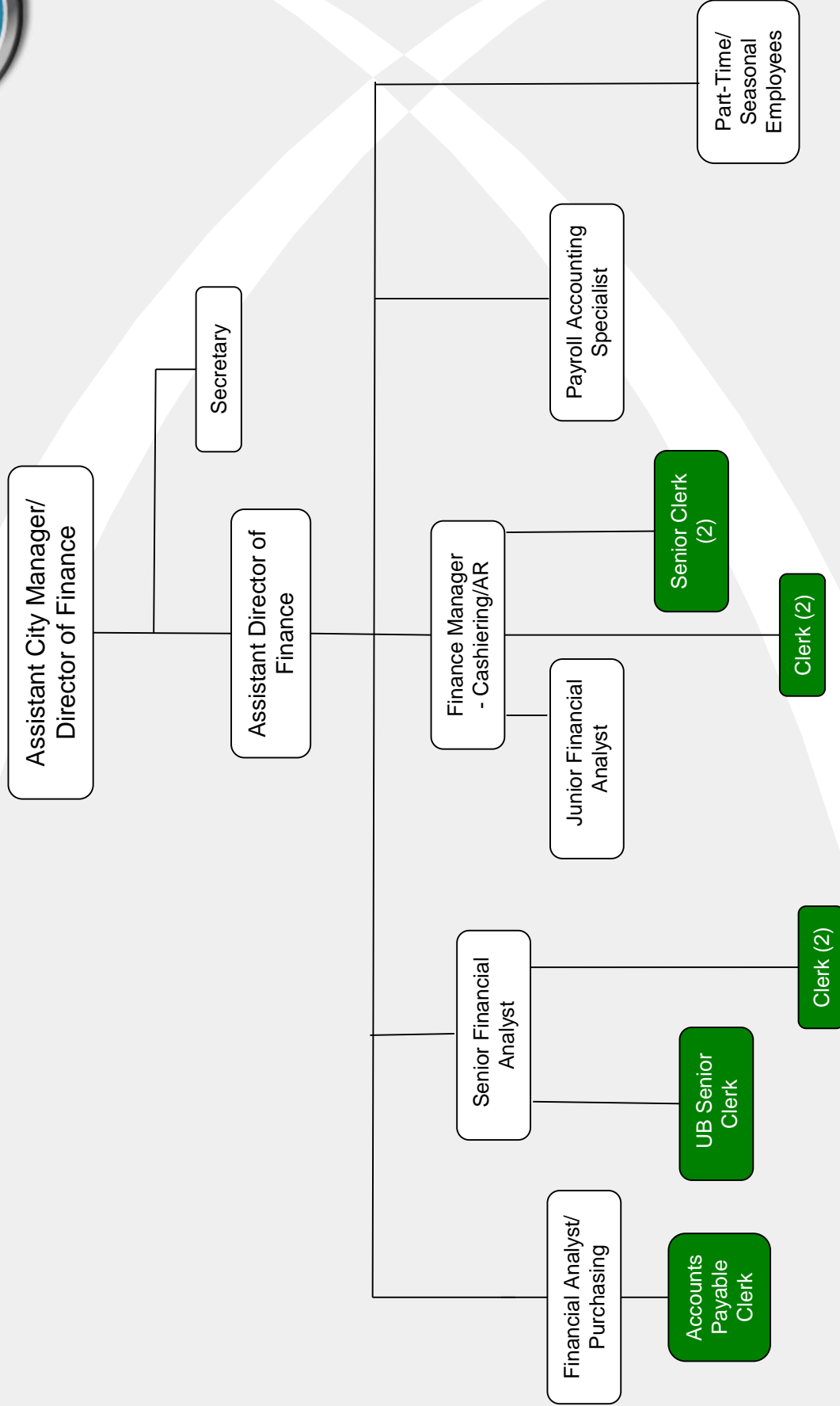
1. Revised the vehicle sticker ordinance to eliminate the license entirely.
2. Successfully issued a new procurement card for city-wide purchasing.
3. Closure of multiple bank accounts in order to consolidate funds in higher yielding accounts.

2021 Goals and Objectives

1. Increase efficiency in tracking capital asset values and depreciation schedules.
2. Transition to a paperless system for a majority of the City's financial processes.
3. Implement automated month-end bank reconciliations.
4. Enable the capability for online payment of police tickets.



Finance Department



2021 Budget
FINANCE

PERSONNEL EXHIBIT

Department: Finance		Div: Finance/General		Div. No: 30 - 000	
Title	Authorized Positions				
	2019 Budget	2020 Budget	2021 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	1.00	1.00	1.00		
Purchasing Manager	1.00	0.00	0.00		
Financial Analyst	0.50	1.50	1.00		
Senior Financial Analyst	0.00	0.00	0.50		
Junior Financial Analyst*	0.00	1.00	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	1.50	1.50	1.50		
Clerk	2.00	2.00	2.00		
Part-Time	0.00	0.75	0.75		
Seasonal	<u>1.00</u>	<u>0.25</u>	<u>0.25</u>		
Total Full Time Equivalent (FTE) Employees:	11.50	12.50	12.50		

* No new positions, reclassification from Engineering.

100-30 - Finance

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	826,884	908,554	851,643	922,953
5010	Temporary Wages	538	30,000	1,760	15,450
5020	Overtime - Non Supervisory	1,910	10,500	5,087	9,450
		829,331	949,054	858,490	947,853
Taxes and Benefits					
5200	FICA Contribution	59,339	66,535	63,886	67,843
5205	IMRF Contribution	71,624	100,163	93,399	96,955
5220	PPO Insurance Contribution	70,167	92,684	91,927	130,372
5225	HMO Insurance Contribution	69,951	77,910	45,041	29,881
5230	Dental Insurance Contribution	9,232	10,856	7,759	8,359
5232	Vision Insurance Contribution	859	1,029	806	1,021
5235	Life Insurance Contribution	918	978	1,023	1,000
5240	Workers Compensation	1,406	1,545	1,411	1,567
5260	RHS Plan Payout	4,856	3,079	-	3,751
		288,351	354,779	305,252	340,749
Other Employee Costs					
5310	Membership Dues	1,605	3,865	3,465	3,465 *
5320	Conferences	235	3,000	500	500
5325	Training	2,491	4,030	2,750	4,380 *
5335	Travel Expenses	-	150	-	150
		4,331	11,045	6,715	8,495
Insurance					
5535	Property & Liability Insurance	5,830	4,630	4,630	5,690
		5,830	4,630	4,630	5,690
Contractual Services					
6000	Professional Services	65,089	74,551	74,551	79,200 *
6015	Communication Services	1,728	2,450	1,996	2,450 *
6025	Administrative Services	33,223	41,500	-	-
		100,040	118,501	76,547	81,650
Other Services					
6110	Printing Services	10,075	13,050	6,500	6,050 *
6115	Licensing/Titles	-	200	100	200 *
		10,075	13,250	6,600	6,250
Commodities					
7000	Office Supplies	4,546	5,000	3,250	5,000 *
7200	Other Supplies	8,043	10,750	2,250	2,050 *
7300	Uniforms	1,919	2,000	2,000	2,000
7310	Publications	-	300	150	300 *
7320	Equipment < \$5,000	312	250	-	250 *
		14,819	18,300	7,650	9,600
Other Expenses					
7500	Postage & Parcel	16,195	25,500	100	3,500 *
7550	Miscellaneous Expenses	22	250	250	250
		16,217	25,750	350	3,750
Capital Outlay					
8010	Furniture & Fixtures	996	2,500	2,500	2,500
		996	2,500	2,500	2,500
Department Total: Finance		1,269,991	1,497,809	1,268,734	1,406,537

100-30 - Finance

2021 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
	Sam's Club	45
Account: 5325 - Training	ACFE Training Courses	1,100
	GFOA Training Courses	900
	IGFOA Training Courses	900
	Lorman Training	350
	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	60,800
	Investment Management Fee	7,500
	OPEB Calculation	3,500
Account: 6015 - Communication Services	Cell phone service (DIR, AFD), Fin Hotspot	2,450
Account: 6110 - Printing Services	Budget Printing/Binding	3,500
	Envelopes	800
	Payroll and AP Checks	500
	Receipt Forms	500
	Transfer Stamps	500
	W-2 Forms	250
	Account: 6115 - Licensing/Titles	Notary Commissions
Account: 7000 - Office Supplies	Copy Machine Paper	3,000
	Pens, Pencils, Clips	2,000
Account: 7200 - Other Supplies	Budget Supplies	850
	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

2021 Budget

COMMUNITY AND ECONOMIC DEVELOPMENT

Mission Statement

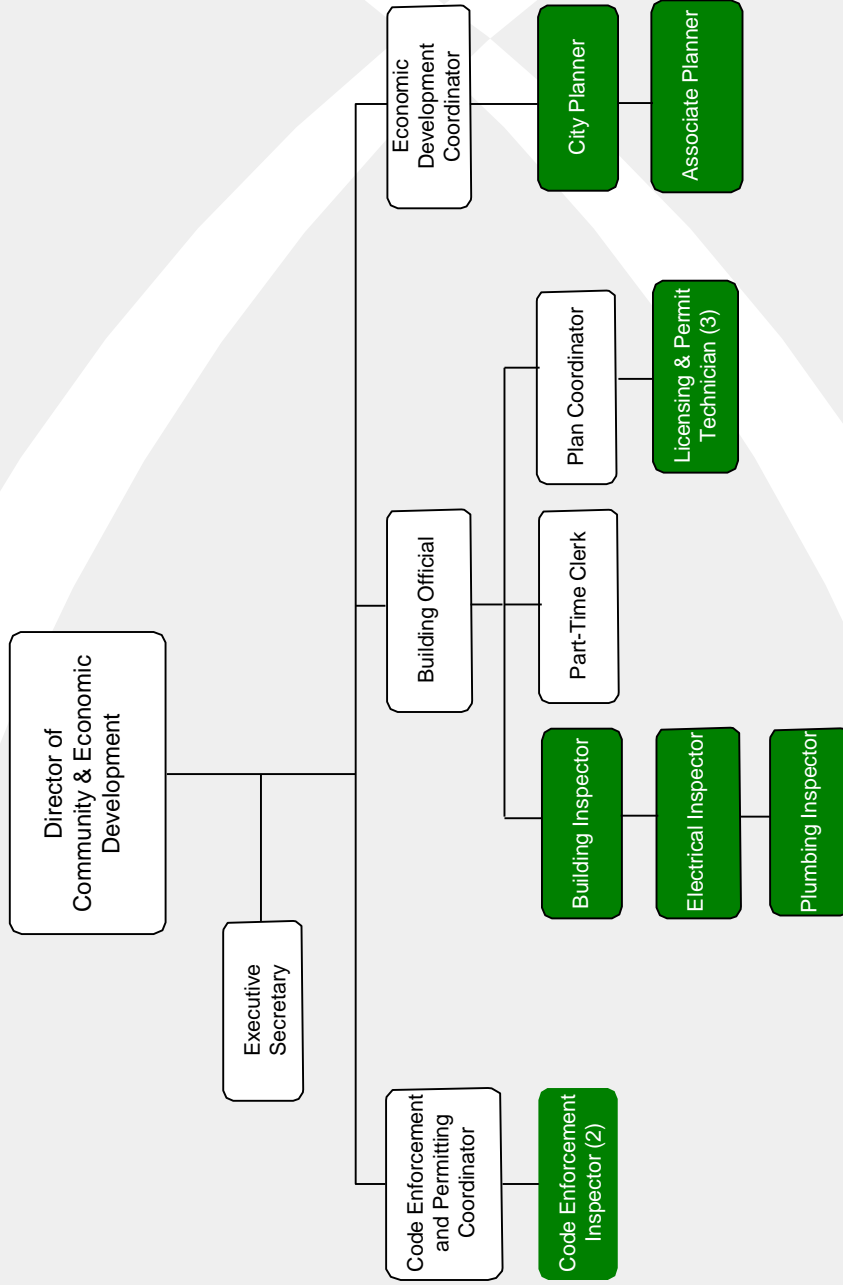
The Mission of the Community and Economic Development Department is to provide responsive, predictable and efficient administration of codes and ordinance to promote a livable and sustainable community, ensuring economic vitality for the benefit of all.

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Salaries	1,410,632	1,465,935	1,473,769	1,575,768	1,560,169	1,476,673
Benefits	572,502	553,478	488,519	540,464	542,124	547,017
Contractual Services	409,793	498,774	634,761	519,765	499,206	532,225
Commodities	18,564	8,463	14,340	26,200	7,296	16,500
Capital Outlay	934	1,587	860	2,000	926	2,000
Total	2,412,425	2,528,237	2,612,249	2,664,197	2,609,721	2,574,415

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 efficiently manage these responsibilities, the department is divided into three divisions: Building & Code Enforcement, Planning & Zoning, and Economic Development.

Community & Economic Development



AFSCME

FY2021

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 2018	Actual 2019	Projected 2020
Building & Code Enforcement	Building/Business License Inspections	9,262	12,740	9,500
	Housing/Code Enforcement Inspections	4,437	4,173	4,500
	Food Service/Sanitation Inspections	558	547	550
	Total Inspections Performed	14,257	17,460	14,550
	Number of Inspections per Inspector	2,036	2,494	2,078
	Number of Plan Reviews Performed	3,035	2,439	3,200
	Number of Building Permits Issued	3,414	2,831	3,000
	Value of Permitted Improvements	\$123,519,182	\$186,627,856	\$100,000,000
	Permitting & Licensing Phone Actions	40,584	40,850	45,000

2020 Major Accomplishments

1. Implemented an all-electronic building permit process due to COVID-19
2. Configured EnerGov CED software module
3. Amended liquor and business license procedures due to COVID-19

2021 Goals and Objectives

1. Fully Implement new EnerGov CED software module
2. Update to the 2021 ICC Building Codes

2021 Budget

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

PERSONNEL EXHIBIT

Department: CED		Div: Bldg & Code Enforcement		Div. No: 40 - 410	
Title	Authorized Positions			2021 Budget	
	2019 Budget	2020 Budget	2021 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	0.00		
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	<u>1.25</u>	<u>1.50</u>	<u>1.50</u>		
Total Full Time Equivalent (FTE) Employees:	13.25	13.50	12.50		

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

100-40-410 - Building & Code Enforcement

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	983,079	1,016,507	997,661	932,262
5010	Temporary Wages	70,205	70,000	68,672	82,400
5020	Overtime - Non Supervisory	45,855	25,000	24,397	22,500
		1,099,139	1,111,507	1,090,730	1,037,162
Taxes and Benefits					
5200	FICA Contribution	82,672	77,805	79,299	71,358
5205	IMRF Contribution	88,748	112,121	111,405	97,981
5220	PPO Insurance Contribution	132,053	139,608	140,916	157,518
5225	HMO Insurance Contribution	41,144	42,294	41,510	44,638
5230	Dental Insurance Contribution	11,624	11,912	11,863	11,603
5232	Vision Insurance Contribution	1,038	1,094	1,094	1,174
5235	Life Insurance Contribution	1,001	1,023	1,006	945
5240	Workers Compensation	35,300	36,666	35,858	31,540
5250	Uniform Allowance	500	500	600	500
5260	RHS Plan Payout	10,279	10,540	10,135	7,940
		404,359	433,563	433,686	425,197
Other Employee Costs					
5310	Membership Dues	370	1,925	1,000	850 *
5320	Conferences	160	275	-	40 *
5325	Training	10,604	17,675	10,000	665 *
5335	Travel Expenses	-	100	-	100
		11,134	19,975	11,000	1,655
Insurance					
5535	Property & Liability Insurance	22,090	17,840	17,840	19,130
		22,090	17,840	17,840	19,130
Contractual Services					
6000	Professional Services	162,800	110,000	150,000	160,000 *
6005	Legal Fees	53,703	40,000	20,000	20,000 *
6015	Communication Services	7,306	9,500	7,050	11,340 *
6025	Administrative Services	67	-	100	-
		223,877	159,500	177,150	191,340
Other Services					
6105	Records Preservation	1,837	20,000	-	-
6110	Printing Services	3,339	1,500	6,500	1,500 *
6115	Licensing/Titles	618	500	500	500
6195	Miscellaneous Contractual Services	46,261	35,000	35,000	35,000 *
		52,055	57,000	42,000	37,000
Repairs and Maintenance					
6310	R&M Vehicles	15	250	250	250
		15	250	250	250
Commodities					
7000	Office Supplies	3,371	3,500	2,000	2,000
7200	Other Supplies	2,843	800	1,010	800
7300	Uniforms	1,525	2,000	1,905	2,000
7310	Publications	27	1,000	-	500
7320	Equipment < \$5,000	1,859	2,000	467	1,000
		9,624	9,300	5,382	6,300
Other Expenses					
7500	Postage & Parcel	82	250	150	250
7550	Miscellaneous Expenses	-	100	-	100
		82	350	150	350

100-40-410 - Building & Code Enforcement

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Capital Outlay					
8010	Furniture & Fixtures	452	1,000	528	1,000
		452	1,000	528	1,000
Division Total: Building & Code Enforcement		1,822,828	1,810,285	1,778,716	1,719,384

100-40-410 - Building & Code Enforcement

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Illinois Association of Code Enforcement	195
	Illinois Plumbing Inspectors Association	70
	International Code Council (ICC)	385
	NorthWest Building Officials & Code Administrators	125
	Suburban Building Officials Conference	75
Account: 5320 - Conferences	IPIA Monthly	40
Account: 5325 - Training	IACE Illinois Association of Code Enforcement (IACE)	315
	ICC Certifications (International Code Council)	190
	Illinois Plumbing Association (IPA)	160
Account: 6000 - Professional Services	Elevator Inspection Services	30,000
	General Inspection Services	20,000
	Health 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	20,000
Account: 6015 - Communication Services	Cell Phone Service	7,500
	Inspector Mobile Devices	3,840
Account: 6110 - Printing Services	Guides, Permits, Licenses and Inspection Forms, Etc.	1,500
Account: 6195 - Miscellaneous Contractual Services	Demolition Services	5,000
	Property Maintenance Service	30,000

COMMUNITY AND ECONOMIC DEVELOPMENT

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 2018	Actual 2019	Projected 2020
Planning & Zoning	Number of zoning cases processed	97	84	75

2020 Major Accomplishments

1. Undertook a review and modernized various Zoning Ordinance code sections
2. Processed the Cumberland Crossing Mixed-Use Development

2021 Goals and Objectives

1. Fully implement new EnerGov planning module
2. Continue the thorough review and update of the current Zoning Ordinance

2021 Budget
COMMUNITY & ECONOMIC DEVELOPMENT -
PLANNING & ZONING

PERSONNEL EXHIBIT

Department: CED		Div: Planning & Zoning		Div. No: 40 - 420	
Title	Authorized Positions				
	2019 Budget	2020 Budget	2021 Budget		
Director of Community and Econ Dev	1.00	1.00	1.00		
Executive Secretary	1.00	1.00	1.00		
Planner	1.00	1.00	1.00		
Associate Planner *	0.25	0.25	0.25		
Part-Time	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>		
Total Full Time Equivalent (FTE) Employees:	3.75	3.75	3.75		

*Associate Planner position is funded at 75% from CDBG funds

100-40-420 - Planning & Zoning

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	273,793	347,899	322,444	307,414
5010	Temporary Wages	12,072	18,000	14,428	19,055
5020	Overtime - Non Supervisory	510	7,500	3,611	6,750
		286,375	373,399	340,483	333,219
Taxes and Benefits					
5200	FICA Contribution	21,978	26,510	25,093	27,351
5205	IMRF Contribution	23,424	38,373	35,666	37,568
5225	HMO Insurance Contribution	13,962	14,328	14,063	15,124
5230	Dental Insurance Contribution	757	760	769	806
5232	Vision Insurance Contribution	91	96	94	86
5235	Life Insurance Contribution	269	341	318	341
5240	Workers Compensation	576	591	587	627
		61,057	80,999	76,590	81,903
Other Employee Costs					
5310	Membership Dues	2,031	2,400	1,500	1,500 *
5320	Conferences	614	2,000	70	-
5325	Training	1,123	1,700	500	1,000 *
5335	Travel Expenses	401	1,500	91	1,000
		4,168	7,600	2,161	3,500
Insurance					
5535	Property & Liability Insurance	4,120	3,300	3,300	3,640
		4,120	3,300	3,300	3,640
Contractual Services					
6000	Professional Services	39,898	12,500	3,250	5,000 *
6005	Legal Fees	-	5,000	-	2,500
6015	Communication Services	765	900	900	900
		40,663	18,400	4,150	8,400
Other Services					
6100	Publication of Notices	2,045	5,000	3,000	3,000 *
6110	Printing Services	1,406	1,000	750	500
6195	Miscellaneous Contractual Services	2,388	3,000	236	-
		5,839	9,000	3,986	3,500
Commodities					
7000	Office Supplies	2,000	1,500	1,250	1,000
7200	Other Supplies	329	-	225	-
7300	Uniforms	683	500	-	500
7310	Publications	378	500	-	500 *
7320	Equipment < \$5,000	-	250	-	250
		3,391	2,750	1,475	2,250
Other Expenses					
7500	Postage & Parcel	20	500	-	500
7550	Miscellaneous Expenses	-	100	50	100
		20	600	50	600
Capital Outlay					
8000	Computer Software	408	-	-	-
8010	Furniture & Fixtures	-	1,000	398	1,000
		408	1,000	398	1,000
Division Total: Planning & Zoning		406,042	497,048	432,593	438,012

100-40-420 - Planning & Zoning

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Planning Association US & IL	1,500
Account: 5325 - Training	American Planning Association Illinois	1,000
Account: 6000 - Professional Services	Environmental Site Assessments Surveys, Appraisals, Etc.	2,500 2,500
Account: 6100 - Publication of Notices	Publishing of Zoning & Building Code Variation Cases	3,000
Account: 7310 - Publications	Periodicals	500

COMMUNITY AND ECONOMIC DEVELOPMENT

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

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Economic Development	Number of 6b's processed	9	4	7
	Number of Business Assistance awards processed	12	6	6

2020 Major Accomplishments

1. Updated the “Des Plaines Dining Guide” due to COVID-19
2. Processed several Mayoral supplemental orders to benefit Des Plaines Businesses
3. Expanded outdoor dining options

2021 Goals and Objectives

1. Continue to identify key properties for enhancement or redevelopment
2. Identify and process another Mixed-Use Development

2021 Budget

**COMMUNITY & ECONOMIC DEVELOPMENT -
ECONOMIC DEVELOPMENT**

PERSONNEL EXHIBIT

Department: CED		Div: Economic Development		Div. No: 40 - 430
Title	Authorized Positions			
	2019 Budget	2020 Budget	2021 Budget	
Economic Development Coordinator	1.00	1.00	0.00	
Economic Development Manager	0.00	0.00	1.00	
Total Full Time Equivalent (FTE) Employees:	1.00	1.00	1.00	

100-40-430 - Economic Development

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	88,255	90,862	128,956	106,292
		88,255	90,862	128,956	106,292
Taxes and Benefits					
5200	FICA Contribution	6,704	6,951	9,841	8,131
5205	IMRF Contribution	7,631	10,022	13,232	11,171
5220	PPO Insurance Contribution	8,082	8,237	8,085	19,158
5230	Dental Insurance Contribution	381	380	384	920
5232	Vision Insurance Contribution	46	48	47	246
5235	Life Insurance Contribution	110	110	108	110
5240	Workers Compensation	150	154	151	181
		23,103	25,902	31,848	39,917
Other Employee Costs					
5310	Membership Dues	100	1,200	625	750 *
5320	Conferences	2,319	5,100	847	2,000 *
5325	Training	-	1,860	-	-
5335	Travel Expenses	135	1,200	25	1,000
		2,554	9,360	1,497	3,750
Insurance					
5535	Property & Liability Insurance	1,830	1,540	1,540	1,360
		1,830	1,540	1,540	1,360
Contractual Services					
6000	Professional Services	142,434	45,000	25,000	40,000 *
6005	Legal Fees	3,937	5,000	-	2,500
6015	Communication Services	1,290	600	1,200	1,200
		147,660	50,600	26,200	43,700
Other Services					
6100	Publication of Notices	5,366	400	-	-
6110	Printing Services	1,067	15,000	4,000	10,000 *
		6,434	15,400	4,000	10,000
Subsidies and Incentives					
6601	Incentive - Business Assistance	112,322	150,000	204,132	205,000 *
		112,322	150,000	204,132	205,000
Commodities					
7000	Office Supplies	384	500	-	500
7200	Other Supplies	436	10,000	72	5,000 *
7310	Publications	-	900	-	500 *
7320	Equipment < \$5,000	-	500	-	500
		820	11,900	72	6,500
Other Expenses					
7500	Postage & Parcel	217	500	-	-
7550	Miscellaneous Expenses	186	800	167	500
		403	1,300	167	500
Division Total: Economic Development		383,379	356,864	398,412	417,019

100-40-430 - Economic Development

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	ICSC - International Council of Shopping Centers	250
	IEDC - International Economic Development Council	500
Account: 5320 - Conferences	ICSC Deal Making (Attendance)	1,000
	ICSC Deal Making (Booth)	1,000
Account: 6000 - Professional Services	Business Attraction	25,000
	Costar Commercial Real Estate Service	5,000
	TIF Consulting	10,000
Account: 6110 - Printing Services	Economic Development Materials	10,000
Account: 6601 - Incentive - Business Assistance	Additional Business Assistance Grant Funding	50,000
	Business Assistance (Carryover of approved projects)	55,000
	Business Assistance Grant	100,000
Account: 7200 - Other Supplies	Marketing and Branding Supplies	5,000
Account: 7310 - Publications	Periodicals	500

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2021 Budget

PUBLIC WORKS AND ENGINEERING

Mission Statement

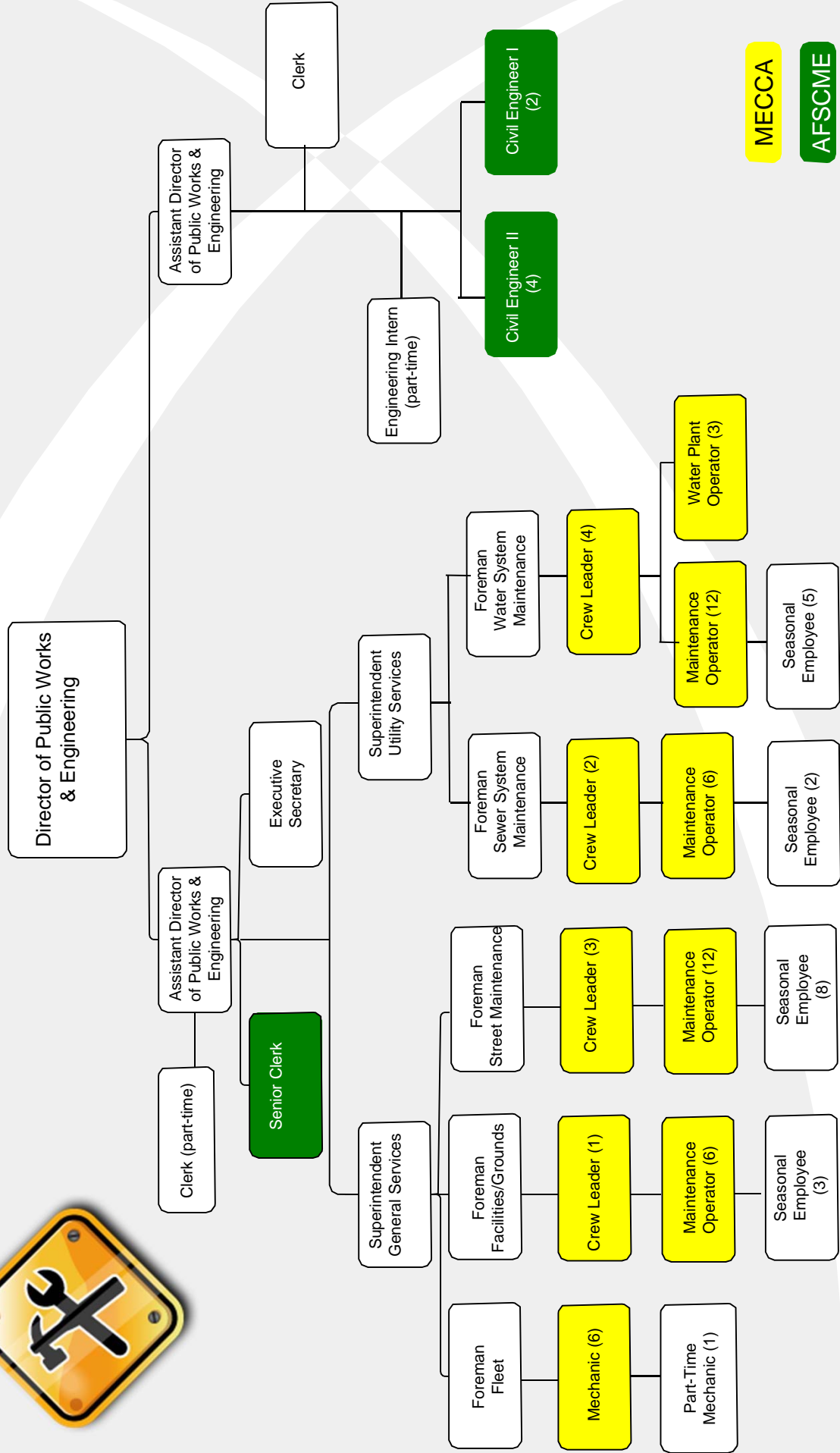
The mission of the Des Plaines Public Works and Engineering Department is to develop a consistent and cohesive system that responds to infrastructure concerns as well as proactively addresses concerns that arise with any new programs or projects.

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Salaries	3,204,228	3,133,721	3,132,828	3,445,754	3,230,205	3,148,566
Benefits	1,529,288	1,454,297	1,431,049	1,563,561	1,536,042	1,499,649
Contractual Services	5,263,438	5,486,061	5,773,947	8,094,238	6,036,792	6,546,398
Commodities	1,040,468	1,139,913	1,096,481	1,156,725	1,043,795	1,235,025
Capital Outlay	460,552	84,638	143,511	142,000	61,806	55,000
Total	11,497,974	11,298,630	11,577,816	14,402,278	11,908,640	12,484,638

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



2021 Budget
PUBLIC WORKS AND ENGINEERING

Administration Division

Division Overview

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

April 1, 2020 to March 31, 2021 \$17.71/month/residence

2020 Major Accomplishments

1. Continued right sizing of fleet, vehicle reduction and reduce fuel consumption.
2. Start the Food Pantry renovation project and continue the Theater renovation project.

2021 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.

2021 Budget

**PUBLIC WORKS & ENGINEERING -
ADMINISTRATION**

PERSONNEL EXHIBIT

Department: PWE		Div: Administration		Div. No: 50 - 100	
Title	Authorized Positions				
	2019 Budget	2020 Budget	2021 Budget		
Director of Public Works & Engineering	0.25	0.25	0.00		
Assistant Director of PW & Engineering	0.50	0.50	0.50		
Executive 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:	2.25	2.25	2.00		

* Position reallocated to the Water Maintenance Division Budget.

100-50-100 - Administration

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	212,351	215,538	215,286	178,565
5020	Overtime - Non Supervisory	-	1,000	500	900
		212,351	216,538	215,786	179,465
Taxes and Benefits					
5200	FICA Contribution	15,105	15,632	15,883	13,406
5205	IMRF Contribution	18,463	23,774	23,870	18,767
5220	PPO Insurance Contribution	30,439	31,246	30,667	36,585
5225	HMO Insurance Contribution	3,583	3,652	3,585	-
5230	Dental Insurance Contribution	2,000	2,017	1,971	1,907
5232	Vision Insurance Contribution	203	206	202	333
5235	Life Insurance Contribution	199	199	195	170
5240	Workers Compensation	530	544	539	304
5255	Excess Sick Hour Payout	1,213	1,312	1,213	1,249
5260	RHS Plan Payout	2,682	3,145	7,578	3,197
		74,417	81,727	85,703	75,918
Other Employee Costs					
5310	Membership Dues	2,208	2,630	2,630	2,630 *
5320	Conferences	1,485	2,000	-	-
5325	Training	540	900	450	900 *
5335	Travel Expenses	-	100	-	100 *
		4,233	5,630	3,080	3,630
Insurance					
5535	Property & Liability Insurance	18,180	14,360	14,360	15,730
		18,180	14,360	14,360	15,730
Contractual Services					
6015	Communication Services	1,548	1,600	1,600	1,600 *
6025	Administrative Services	4,571	6,000	6,000	6,000 *
6040	Waste Hauling & Debris Removal	3,221,434	3,325,000	3,300,000	3,410,000 *
		3,227,553	3,332,600	3,307,600	3,417,600
Other Services					
6110	Printing Services	-	1,000	-	1,000 *
6195	Miscellaneous Contractual Services	-	3,000	1,000	3,000
		-	4,000	1,000	4,000
Repairs and Maintenance					
6300	R&M Software	6,538	7,200	7,200	7,200 *
6305	R&M Equipment	-	1,400	500	1,400 *
		6,538	8,600	7,700	8,600
Commodities					
7000	Office Supplies	-	1,000	500	1,000
7200	Other Supplies	398	850	400	850
7300	Uniforms	-	350	-	350 *
7310	Publications	-	100	-	100 *
		398	2,300	900	2,300
Other Expenses					
7500	Postage & Parcel	11,282	12,000	11,000	12,000 *
7550	Miscellaneous Expenses	43	200	-	200 *
		11,325	12,200	11,000	12,200
Division Total: Administration		3,554,995	3,677,955	3,647,129	3,719,443

100-50-100 - Administration

2021 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
	Sam's 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	3,385,000
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, building permit applications and utility permit requests 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 2018	Actual 2019	Projected 2020
Engineering	Value of Capital Projects Constructed (Millions)	15	18.5	8
	Number of Building Permits Reviewed	149	172	170
	Number of Utility Permits Reviewed	132	175	150
	Number of STAC Requests processed	85	61	50

2020 Major Accomplishments

1. Achieved substantial completion of Civic Center Parking Structure. And completed design of the full roadway improvement program with construction of a portion of the program based upon budget reduction. Applied for Rebuild Illinois funds to help supplement existing budget.
2. Completed or initiated construction of the following special projects:
 - River Road Reconstruction Project – Construction completed, including the new Miner/Busse signalized intersection, which concludes the 15+ year effort with IDOT.
 - Lee-Forest Traffic Signal Project – Project construction initiated.
 - Sign Districts 2, 3 and 4 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.

2021 Budget

PUBLIC WORKS AND ENGINEERING

2021 Goals and Objectives

1. Complete design and permitting of the following CMAQ/ITEP/STP grant award projects:
 - Rand Road Sidepath project (targeted for construction start in spring 2021)
 - S-Curve Pedestrian/Bicycle Underpass (apply for grant funding for Phase II engineering and right-of-way acquisition)
 - Oakton Street Sidepath (apply for grant funding for Phase II engineering)

2. Continue coordination with IDOT, Tollway, Cook County, and PACE Bus 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.
 - PACE Pulse Dempster Arterial Rapid Transit (ART) Line. This is the second ART to be constructed in the region and will include several stops in Des Plaines including relocation and reconstruction of the westbound downtown bus hub.

2021 Budget

**PUBLIC WORKS & ENGINEERING -
ENGINEERING**

PERSONNEL EXHIBIT

Department: PWE		Div: Engineering/General		Div. No: 50 - 510	
Title	Authorized Positions				
	2019 Budget	2020 Budget	2021 Budget		
Director of Public Works and Engineering	0.50	0.50	0.50		
Civil Engineer I *	0.00	0.00	2.00		
Civil Engineer II *	4.00	4.00	1.00		
Secretary	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>		
Total Full Time Equivalent (FTE) Employees:	5.50	5.50	3.50		

* Positions reallocated between General Fund and Capital Projects Fund based on area of responsibility.

100-50-510 - Engineering

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	586,638	588,676	574,901	329,766
5020	Overtime - Non Supervisory	49,101	25,000	12,089	22,500
		635,739	613,676	586,990	352,266
Taxes and Benefits					
5200	FICA Contribution	46,824	43,817	43,280	24,180
5205	IMRF Contribution	55,113	64,932	63,685	34,659
5220	PPO Insurance Contribution	25,897	23,588	26,930	26,228
5225	HMO Insurance Contribution	49,279	50,226	49,296	7,710
5230	Dental Insurance Contribution	4,667	4,661	4,648	1,618
5232	Vision Insurance Contribution	470	460	472	163
5235	Life Insurance Contribution	442	440	433	286
5240	Workers Compensation	3,344	3,133	3,057	1,915
5250	Uniform Allowance	400	400	593	300
5255	Excess Sick Hour Payout	2,426	2,624	2,426	2,499
5260	RHS Plan Payout	11,847	15,277	14,124	9,152
		200,708	209,558	208,944	108,710
Other Employee Costs					
5310	Membership Dues	1,259	1,200	1,200	1,200 *
5320	Conferences	30	2,000	30	500 *
5325	Training	586	1,200	1,200	1,000 *
5335	Travel Expenses	-	200	60	50 *
		1,875	4,600	2,490	2,750
Insurance					
5535	Property & Liability Insurance	13,920	11,280	11,280	17,250
		13,920	11,280	11,280	17,250
Contractual Services					
6000	Professional Services	3,540	2,500	-	2,500 *
6015	Communication Services	4,631	5,000	4,800	5,000 *
		8,171	7,500	4,800	7,500
Other Services					
6110	Printing Services	360	750	50	750 *
6115	Licensing/Titles	-	-	-	260
		360	750	50	1,010
Repairs and Maintenance					
6300	R&M Software	187	-	-	-
6305	R&M Equipment	4,548	2,300	2,300	2,300 *
6310	R&M Vehicles	5	-	20	-
		4,740	2,300	2,320	2,300
Commodities					
7000	Office Supplies	1,251	2,500	1,300	2,000
7200	Other Supplies	1,052	1,250	1,000	1,000 *
7300	Uniforms	967	1,000	-	1,000 *
7310	Publications	146	250	250	250 *
7320	Equipment < \$5,000	1,736	-	200	-
		5,152	5,000	2,750	4,250
Other Expenses					
7500	Postage & Parcel	80	150	150	150 *
7550	Miscellaneous Expenses	39	-	-	-
		119	150	150	150
Division Total: Engineering		870,784	854,814	819,774	496,186

100-50-510 - Engineering

2021 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	500
Account: 5325 - Training	AutoCAD and Geographic Information Systems Training	1,000
Account: 5335 - Travel Expenses	Mileage, Tolls, Parking	50
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	1,000
Account: 7300 - Uniforms	Department Shirts	1,000
Account: 7310 - Publications	Engineering Publications & Books	250
Account: 7500 - Postage & Parcel	Federal Express	150

2021 Budget

PUBLIC WORKS AND ENGINEERING

GIS Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Geographic Information Systems	Number of MapOffice Internal Hits	101,103	105,800	95,066
	Number of MapOffice Public Hits	14,222	12,653	8,298
	Number of Community-Portal Hits	6,866	9,298	7,846
	Number of Map Gallery Hits	6,495	6,701	7,819

2020 Major Accomplishments

1. Primary Census 2020 support for all City census data requests.
2. Began release of new GIS Consortium mapping solution myGIS to city departments.
3. Assisted in support and implementation of Sign Solutions for District 2, 3, and 4 Sign Replacement Program and Assisted with District 1 Sign Audit.
4. Assisted Community Development/Buildings with initial EnerGov address verification reports and next steps for corrections.
5. Created COVID-19 Restaurant Map for Economic Development to support new restaurant statuses during the pandemic.
6. Updated roads in PubWorks to support JULIE locate workflow.
7. Streamlined CAD to GIS integrations to allow for faster CIP utility updates.
8. Created Public Temporary Road Closure Map Solution for 2020 River event.
9. Supported data collection with Damage Assessment Solution for 2020 River event.
10. Assisted with utility management using GIS Solutions for valve exercising and hydrant flushing.

2021 Goals and Objectives

1. Finalize deployment of new GIS Consortium solution myGIS to all city staff.
2. Continue to update legacy data in PubWorks.
3. Update Community Utility IDs to support a more robust utility identification.
4. Continue GraniteNet Support and streamline processes.
5. Continue Address Support for ERP implementation.

100-50-520 - Geographic Information Systems

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Other Employee Costs					
5325	Training	-	1,000	-	250 *
5340	Pre-Employment Testing	451	-	449	-
		451	1,000	449	250
Other Services					
6195	Miscellaneous Contractual Services	244,614	256,900	256,900	256,500 *
		244,614	256,900	256,900	256,500
Repairs and Maintenance					
6300	R&M Software	6,500	9,000	9,000	7,500 *
		6,500	9,000	9,000	7,500
Commodities					
7000	Office Supplies	136	500	250	100
7200	Other Supplies	-	250	100	100 *
7320	Equipment < \$5,000	2,529	-	-	-
		2,666	750	350	200
Division Total: Geographic Information Systems		254,230	267,650	266,699	264,450

100-50-520 - Geographic Information Systems

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5325 - Training	Geographic Information Systems Training	250
Account: 6195 - Miscellaneous Contractual Services	Geographic Information Systems Aerial Photography	40,000
	Geographic Information Systems Consortium Fees- MGP, Inc.	210,000
	Geographic Information Systems Consortium Shared Fees	6,500
Account: 6300 - R&M Software	ESRI Desktop (AView 6LM + 4 Single, 1 AINFO)	7,500
Account: 7200 - Other Supplies	Field Supplies	100

2021 Budget

PUBLIC WORKS AND ENGINEERING

Street Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Street Maintenance	Number of Trees Planted	395	686	335
	Tons of Asphalt for Repairs	3,559	3,547	1,800

2020 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 2020-patching list.
2. Continued the trip-hazard sidewalk-grinding program completing service requests for sidewalk grinding improvements. An estimated 125 hazards will be addressed in 2020.
3. Continued parkway tree planting throughout 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 335 parkway trees will be planted in 2020.

2021 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.

2021 Budget
PUBLIC WORKS & ENGINEERING -
STREET MAINTENANCE

PERSONNEL EXHIBIT

Department: PWE		Div: Street Maintenance		Div. No: 50 - 530
Title	Authorized Positions			
	2019 Budget	2020 Budget	2021 Budget	
Superintendent - General Services *	0.50	0.50	1.00	
Foreman - Streets	1.00	1.00	1.00	
Crew Leader	3.00	3.00	3.00	
Maintenance Operator	13.00	12.00	12.00	
Part-Time	0.00	1.00	1.00	
Seasonal Employee	<u>2.50</u>	<u>1.50</u>	<u>1.50</u>	
Total Full Time Equivalent (FTE) Employees:	20.00	19.00	19.50	

* Position reallocated from the Vehicle Maintenance Division Budget.

100-50-530 - Street Maintenance

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	1,160,250	1,235,866	1,145,263	1,321,707
5010	Temporary Wages	89,733	84,500	102,153	84,872
5020	Overtime - Non Supervisory	121,648	180,000	120,333	162,000
5035	Acting Out of Class & Night Premium	1,068	3,000	1,444	1,500
		1,372,698	1,503,366	1,369,193	1,570,079
Taxes and Benefits					
5200	FICA Contribution	103,887	95,151	94,306	101,599
5205	IMRF Contribution	110,780	136,370	129,554	138,912
5220	PPO Insurance Contribution	138,459	157,559	147,342	204,097
5225	HMO Insurance Contribution	136,558	138,082	129,597	141,476
5230	Dental Insurance Contribution	18,803	20,098	18,883	21,239
5232	Vision Insurance Contribution	1,693	1,802	1,693	2,286
5235	Life Insurance Contribution	1,267	1,313	1,217	1,296
5240	Workers Compensation	143,405	134,834	131,140	143,957
5250	Uniform Allowance	8,320	7,980	8,320	6,320
5260	RHS Plan Payout	47,323	25,000	29,692	164
		710,495	718,189	691,744	761,346
Other Employee Costs					
5310	Membership Dues	1,115	1,513	1,513	1,008 *
5325	Training	4,541	5,050	2,750	3,250 *
5335	Travel Expenses	215	200	200	200
		5,871	6,763	4,463	4,458
Insurance					
5535	Property & Liability Insurance	97,150	79,430	79,430	80,380
		97,150	79,430	79,430	80,380
Contractual Services					
6000	Professional Services	100	250	-	250
6015	Communication Services	6,154	5,600	5,600	5,600 *
6040	Waste Hauling & Debris Removal	49,904	45,000	45,000	45,000 *
6045	Utility Locate Services	3,639	4,000	4,000	4,000 *
		59,797	54,850	54,600	54,850
Other Services					
6110	Printing Services	2,048	500	500	500 *
6115	Licensing/Titles	195	200	150	200 *
6135.030	Rentals - Equipment	7,578	8,500	5,000	7,500 *
6170	Tree Maintenance	405,807	400,000	400,000	500,000 *
6175	Tree Plantings	184,482	240,000	140,000	240,000 *
6190	Tow/Storage/Abandoned Fees	-	250	-	250
6195	Miscellaneous Contractual Services	288,775	364,020	325,000	890,020 *
		888,886	1,013,470	870,650	1,638,470
Repairs and Maintenance					
6305	R&M Equipment	107	1,500	500	10,500 *
6325	R&M Street Lights	44,815	30,000	25,000	65,000 *
		44,922	31,500	25,500	75,500
Commodities					
7000	Office Supplies	592	600	600	600
7020	Supplies - Safety	3,312	3,500	2,200	3,500
7030	Supplies - Tools & Hardware	3,469	3,500	3,500	3,500 *
7035	Supplies - Equipment R&M	9,426	9,000	5,000	6,500 *
7050	Supplies - Streetscape	18,547	14,000	8,000	47,000 *
7055	Supplies - Street R&M	131,739	125,000	125,000	150,000 *

100-50-530 - Street Maintenance

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Commodities					
7055.050	Street Light Supplies	1,922	3,000	2,000	3,000 *
7055.051	Street Sign Supplies	17,843	20,000	15,000	20,000 *
7055.052	Traffic Equipment & Material	2,830	8,200	7,250	8,200 *
7055.053	Graffiti Removal Supplies	642	1,500	600	1,000
7055.054	Other Supplies	1,814	2,500	1,585	2,500 *
7160	Ice Control	11,215	11,000	12,000	11,000 *
7200	Other Supplies	750	875	300	30,875 *
7300	Uniforms	1,064	1,100	800	1,100 *
7310	Publications	-	100	-	-
7320	Equipment < \$5,000	7,638	800	3,000	800 *
		212,805	204,675	186,835	289,575
Other Expenses					
7500	Postage & Parcel	-	50	-	50
7550	Miscellaneous Expenses	710	300	200	300
		710	350	200	350
Capital Outlay					
8015	Equipment	34,354	38,500	16,806	17,500 *
		34,354	38,500	16,806	17,500
Division Total: Street Maintenance		3,427,689	3,651,093	3,299,421	4,492,508

100-50-530 - Street Maintenance

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Water Works Association	83
	Arborist License & Membership	925
Account: 5325 - Training	APWA-Snow/Street Maintenance/Leaves/Flag School	1,000
	NIPSTA Driver Training	1,250
	Snow & Ice Control 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	7,000
Account: 6170 - Tree Maintenance	Brush Chipping Program	100,000
	Parkway Tree Trim, Tree and Stump Removal	300,000
	Tree Pruning Acceleration	100,000
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 Landscape Maintenance	300,000
	Contractual Street Repairs-\$25K Capital Projects	100,000
	Contractual Street Sweeping	125,000
	Emergency Vehicle Preemption Repairs EVP	15,000
	Holiday Decorating-\$35K from TIF 1	55,000
	Landscaping Improvements, Bushes, Flowers, etc.	75,000
	Portable Restroom Service	3,120
	Seal Coating Parking Lots-\$8K TIF 1	8,000
	Sidewalk Snow Removal-\$50K TIF 1	75,000
	Snowplowing	100,000
	Weed Spraying Fertilizing	33,000
Account: 6305 - R&M Equipment	Salt Conveyor Belt Replacement and Installation	9,000
	Small Generators, etc.	1,500
Account: 6325 - R&M Street Lights	Street Light Repairs-\$35K TIF 1	65,000
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	5,000
Account: 7050 - Supplies - Streetscape	Banners for Street Lights-\$8,500 TIF 1	15,000
	Bushes, Flowers, Fertilizers-\$25K TIF 1	28,000
	Dirt, Seed and Sod for Restoration of Parkway	4,000
Account: 7055 - Supplies - Street R&M	Asphalt-\$25K Capital Projects	150,000
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

100-50-530 - Street Maintenance

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 7055.054 - Other Supplies	Lane Marking Paint	2,500
Account: 7160 - Ice Control	Geomelt Liquid Ice Control	5,000
	Granular Magnesium Chloride	2,500
	Liquid Chloride Ice Control	3,500
Account: 7200 - Other Supplies	Holiday Decorations-\$30K TIF 1	30,000
	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	V-Box Spreader Stands (Carryover)	17,500

2021 Budget

PUBLIC WORKS AND ENGINEERING

Facilities & Grounds Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Facilities & Grounds	Number of Remodeling Jobs	4	5	3
	Number of Maintenance Requests	1,094	1,339	1,500

2020 Major Accomplishments

1. Completed several facility improvements which include: Completed the City Hall Council Chambers A/V upgrades, City Hall Council Chambers remodeling, Police Department Elevator Modernization Project, 769 Holiday Lane remodeling, installed 8 of 9 gateway signage locations, and 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: 2020 Parking Structure Repair and Maintenance, City Hall HVAC upgrades phase I, multiple Des Plaines Theatre service contracts, Fire Station 63 Roof Repair, and Air Duct Cleaning at multiple City buildings.

2021 Goals and Objectives

1. Bid and coordinate building maintenance and repair projects as approved by City Council. These projects will include repairs to the 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.

2021 Budget

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

PERSONNEL EXHIBIT

Department: PWE		Div: Facilities & Grounds Maint.		Div. No: 50 - 535	
Title	Authorized Positions				
	2019 Budget	2020 Budget	2021 Budget		
Foreman - Facilities & Grounds	1.00	1.00	1.00		
Crew Leader	1.00	1.00	1.00		
Maintenance Operator	5.00	6.00	6.00		
Part-Time	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>		
Total Full Time Equivalent (FTE) Employees:	8.00	9.00	9.00		

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

100-50-535 - Facilities & Grounds Maintenance

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	420,372	535,808	502,721	529,948
5010	Temporary Wages	9,740	10,000	8,066	27,810
5020	Overtime - Non Supervisory	19,827	20,000	19,342	20,000
5035	Acting Out of Class & Night Premium	14,098	10,000	10,576	12,500
		464,037	575,808	540,705	590,258
Taxes and Benefits					
5200	FICA Contribution	34,780	41,257	39,624	40,771
5205	IMRF Contribution	39,284	59,155	57,184	55,698
5220	PPO Insurance Contribution	94,316	144,910	123,305	137,299
5225	HMO Insurance Contribution	19,657	-	26,133	29,881
5230	Dental Insurance Contribution	6,952	7,741	7,814	9,466
5232	Vision Insurance Contribution	641	775	757	811
5235	Life Insurance Contribution	508	595	593	649
5240	Workers Compensation	49,778	58,461	56,663	57,772
5250	Uniform Allowance	3,292	3,500	3,000	3,000
		249,208	316,394	315,073	335,347
Other Employee Costs					
5310	Membership Dues	-	155	40	-
5325	Training	175	3,700	1,500	3,500 *
5335	Travel Expenses	215	75	150	75
		390	3,930	1,690	3,575
Insurance					
5535	Property & Liability Insurance	18,810	18,540	18,540	21,500
		18,810	18,540	18,540	21,500
Contractual Services					
6000	Professional Services	104,260	125,000	110,000	-
6015	Communication Services	2,329	2,700	2,300	2,700 *
		106,590	127,700	112,300	2,700
Other Services					
6110	Printing Services	-	250	50	250 *
6115	Licensing/Titles	120	200	50	200 *
6135.030	Rentals - Equipment	1,353	250	1,000	250
6145	Custodial Services	92,800	100,000	110,000	110,000
6195	Miscellaneous Contractual Services	291,989	561,000	325,000	76,000 *
		386,262	661,700	436,100	186,700
Repairs and Maintenance					
6305	R&M Equipment	-	1,500	-	500 *
6315.001	City Hall	154,377	1,702,500	500,000	289,000 *
6315.002	Public Works	20,940	173,000	25,000	35,000 *
6315.003	Police	181,469	146,000	25,000	23,000 *
6315.004	Fire Station #61	10,001	80,000	30,000	58,000 *
6315.005	Fire Station #62	5,742	5,900	3,000	23,900 *
6315.006	Fire Station #63	36,087	55,000	55,000	7,000 *
6315.007	Library	2,221	5,000	1,200	5,000 *
6315.008	EMA	400	2,000	500	2,000 *
6315.009	Civic Center Parking Deck	-	10,000	-	10,000
6315.012	Historical Society	2,569	7,500	4,000	7,500 *
6315.013	Food Pantry	2,054	3,000	2,000	3,000 *
6315.014	Theater	-	-	-	20,000 *
6315.999	Other	40,597	65,000	55,000	65,000 *
		456,458	2,256,400	700,700	548,900

100-50-535 - Facilities & Grounds Maintenance

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Commodities					
7000	Office Supplies	734	600	600	600
7020	Supplies - Safety	2,541	2,000	2,000	2,000
7025	Supplies - Custodial	40,473	32,000	50,000	50,000
7030	Supplies - Tools & Hardware	3,892	4,500	4,500	4,500 *
7035	Supplies - Equipment R&M	3,433	500	500	500
7045	Supplies - Building R&M	-	-	-	-
7045.001	City Hall	34,544	33,000	25,000	33,000 *
7045.002	Public Works	20,781	35,000	20,000	35,000 *
7045.003	Police	3,838	10,000	4,000	10,000 *
7045.004	Fire Station #61	6,945	2,200	1,400	2,200
7045.005	Fire Station #62	1,280	2,200	3,750	2,200
7045.006	Fire Station #63	7,582	2,200	1,200	2,200 *
7045.007	Library	-	700	200	700
7045.008	EMA	53	500	200	500
7045.009	Civic Center Parking Deck	743	500	-	500
7045.010	Library Parking Deck	-	500	-	-
7045.011	Metropolitan Square Parking	-	500	-	-
7045.012	Historical Society	136	1,000	500	1,000
7045.013	Food Pantry	188	1,000	600	1,000
7045.014	Theater	-	-	-	3,000
7045.999	Other	259	1,000	-	1,000
7055.054	Other Supplies	151	-	-	-
7110	Natural Gas	9,182	-	4,275	-
7140	Electricity	140,210	135,000	135,000	140,000
7200	Other Supplies	2,028	1,125	1,125	1,125
7300	Uniforms	409	575	-	575
7310	Publications	-	100	-	-
7320	Equipment < \$5,000	14,241	8,000	6,000	8,000
		293,644	274,700	260,850	299,600
Other Expenses					
7500	Postage & Parcel	-	50	-	50
7550	Miscellaneous Expenses	352	300	810	300
		352	350	810	350
Capital Outlay					
8010	Furniture & Fixtures	6,207	10,000	5,000	7,500
8100	Improvements	47,800	28,500	-	-
		54,007	38,500	5,000	7,500
Division Total: Facilities & Grounds Maintenance		2,029,757	4,274,022	2,391,768	1,996,430

100-50-535 - Facilities & Grounds Maintenance

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5325 - Training	Building Maintenance Programs	3,500
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	Electrical Repair Contract	15,000
	Floor Mats (Including Police)	10,000
	New Welcome Signs at Various Locations (Carryover)	30,000
	Pest Control	6,000
	Plumbing Repair Contract	15,000
Account: 6305 - R&M Equipment	Repair of Vacuums, Scrubbers, Compressors, etc.	500
Account: 6315.001 - City Hall	City Hall Generator Distribution Repairs (Carryover)	20,000
	Elevator Maintenance Contract	14,000
	HVAC Maintenance Contract	50,000
	Information Technology Remodel (Carryover)	30,000
	Misc. Remodel Jobs	140,000
	Miscellaneous Repairs Throughout City Hall	35,000
Account: 6315.002 - Public Works	Misc Building Repairs	35,000
Account: 6315.003 - Police	Air Duct Cleaning	13,000
	Misc. Repairs	10,000
Account: 6315.004 - Fire Station #61	Air Duct Cleaning	3,000
	Fire Station #61 Condenser Replacements (Carryover)	25,000
	Miscellaneous Building Repairs	30,000
Account: 6315.005 - Fire Station #62	Air Duct Cleaning	1,400
	Fire Station #62 Electric Panel Upgrade	18,000
	Miscellaneous Repairs	4,500
Account: 6315.006 - Fire Station #63	Air Duct Cleaning	2,000
	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
Account: 6315.014 - Theater	Maintenance and Repairs	20,000
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

2021 Budget

PUBLIC WORKS AND ENGINEERING

Vehicle Maintenance Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Vehicle Maintenance	Number of Vehicle Repairs	1,684	1,672	1,615

2020 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. One auction is expected to be completed in the fall of 2020 to dispose of 21 vehicles/equipment upon approval by the City Council.
3. Continued Phase II integration of the new fuel monitoring system to improve reporting of departmental fuel usage. Implementation will continue in 2021.

2021 Goals and Objectives

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. Complete the integration of the new fuel monitoring 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.

2021 Budget
PUBLIC WORKS & ENGINEERING -
VEHICLE MAINTENANCE

PERSONNEL EXHIBIT

Department: PWE		Div: Vehicle Maintenance		Div. No: 50 - 540
Title	Authorized Positions			
	2019 Budget	2020 Budget	2021 Budget	
Superintendent-General Services *	0.50	0.50	0.00	
Foreman - Vehicle Maintenance	1.00	1.00	1.00	
Mechanic	4.00	4.00	4.00	
Part-Time	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	
Total Full Time Equivalent (FTE) Employees:	6.00	6.00	5.50	

* Position reallocated to the Street Maintenance Division Budget.

100-50-540 - Vehicle Maintenance

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	410,696	482,866	477,480	412,060
5010	Temporary Wages	10,489	30,000	17,893	20,188
5020	Overtime - Non Supervisory	19,261	17,500	14,069	15,750
5035	Acting Out of Class & Night Premium	7,557	6,000	8,089	8,500
		448,002	536,366	517,531	456,498
Taxes and Benefits					
5200	FICA Contribution	33,731	36,962	37,292	31,548
5205	IMRF Contribution	37,823	53,268	53,307	43,307
5220	PPO Insurance Contribution	38,394	56,440	55,525	69,205
5225	HMO Insurance Contribution	51,870	52,867	51,888	44,638
5230	Dental Insurance Contribution	6,259	7,423	7,228	7,090
5232	Vision Insurance Contribution	560	658	650	596
5235	Life Insurance Contribution	397	466	462	418
5240	Workers Compensation	23,838	25,984	24,850	18,804
5250	Uniform Allowance	240	320	320	320
5260	RHS Plan Payout	3,109	3,305	3,056	2,402
		196,222	237,693	234,578	218,328
Other Employee Costs					
5310	Membership Dues	30	190	190	30 *
5325	Training	1,840	9,250	5,000	9,000 *
5335	Travel Expenses	-	100	-	100
		1,870	9,540	5,190	9,130
Insurance					
5535	Property & Liability Insurance	21,430	17,300	17,300	20,370
		21,430	17,300	17,300	20,370
Contractual Services					
6015	Communication Services	1,505	1,950	1,600	1,600 *
6040	Waste Hauling & Debris Removal	1,729	2,000	3,000	3,000 *
		3,234	3,950	4,600	4,600
Other Services					
6110	Printing Services	376	-	-	-
6115	Licensing/Titles	1,470	2,950	2,000	2,950 *
6135.031	Rentals - Uniforms	8,337	9,000	9,000	9,000
6190	Tow/Storage/Abandoned Fees	1,372	1,000	1,000	1,000
6195	Miscellaneous Contractual Services	9,577	7,700	7,700	7,700 *
		21,132	20,650	19,700	20,650
Repairs and Maintenance					
6300	R&M Software	2,995	4,995	3,000	4,995 *
6305	R&M Equipment	38,332	15,000	12,000	15,000 *
6310	R&M Vehicles	82,684	110,000	50,000	110,000 *
		124,011	129,995	65,000	129,995
Commodities					
7000	Office Supplies	35	200	200	200
7020	Supplies - Safety	642	1,350	900	1,350 *
7030	Supplies - Tools & Hardware	5,461	5,200	5,200	5,200 *
7035	Supplies - Equipment R&M	11,956	15,000	15,000	15,000 *
7040	Supplies - Vehicle R&M	239,101	280,000	260,000	280,000 *
7110	Natural Gas	600	700	500	500
7120	Gasoline	202,368	225,000	190,000	215,000
7130	Diesel	101,626	120,000	100,000	100,000
7200	Other Supplies	673	650	650	650

100-50-540 - Vehicle Maintenance

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Commodities					
7300	Uniforms	395	650	-	650
7320	Equipment < \$5,000	6,434	7,500	7,500	7,500 *
		569,290	656,250	579,950	626,050
Other Expenses					
7500	Postage & Parcel	21	-	-	-
		21	-	-	-
Capital Outlay					
8010	Furniture & Fixtures	274	-	-	-
8015	Equipment	54,876	65,000	40,000	30,000 *
		55,150	65,000	40,000	30,000
Division Total: Vehicle Maintenance		1,440,362	1,676,744	1,483,849	1,515,621

100-50-540 - Vehicle Maintenance

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Annual Fee - Municipal Fleet Managers Association	30
Account: 5325 - Training	CFA Training	3,000
	EVT & Sweeper Repair Training	4,000
	School for Auto & Truck Repair Procedures	2,000
Account: 6015 - Communication Services	Cell Phones	1,600
Account: 6040 - Waste Hauling & Debris Removal	Pick Up of Parts Cleaner Solvent	900
	Tire Disposal	1,500
	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-Carryover	45,000
	Misc Repairs	65,000
Account: 7020 - Supplies - Safety	General 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 3	30,000

2021 Budget POLICE

Mission Statement

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

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Salaries	12,012,676	12,601,734	12,492,251	13,283,595	12,521,201	12,889,318
Benefits	8,500,951	8,883,391	9,209,605	9,439,047	9,338,030	11,073,717
Contractual Services	398,050	1,992,040	1,490,134	2,235,246	1,695,870	1,677,567
Commodities	162,410	156,680	156,003	186,730	135,562	115,580
Capital Outlay	821	25,088	105,747	47,100	61,095	-
Transfers	1,266,556	-	-	-	-	-
Total	22,341,463	23,658,933	23,453,741	25,191,718	23,751,758	25,756,182

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.

2021 Budget POLICE

Administrative Division

Division Overview

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

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

Performance Measures

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Administration	# of New Police Vehicles Purchased/ Outfitted	8	11	5
	# of Arrest Videos Burned - Court Subpoena	327	431	300
	# of DUI Videos Burned – Court Subpoena	77	79	40

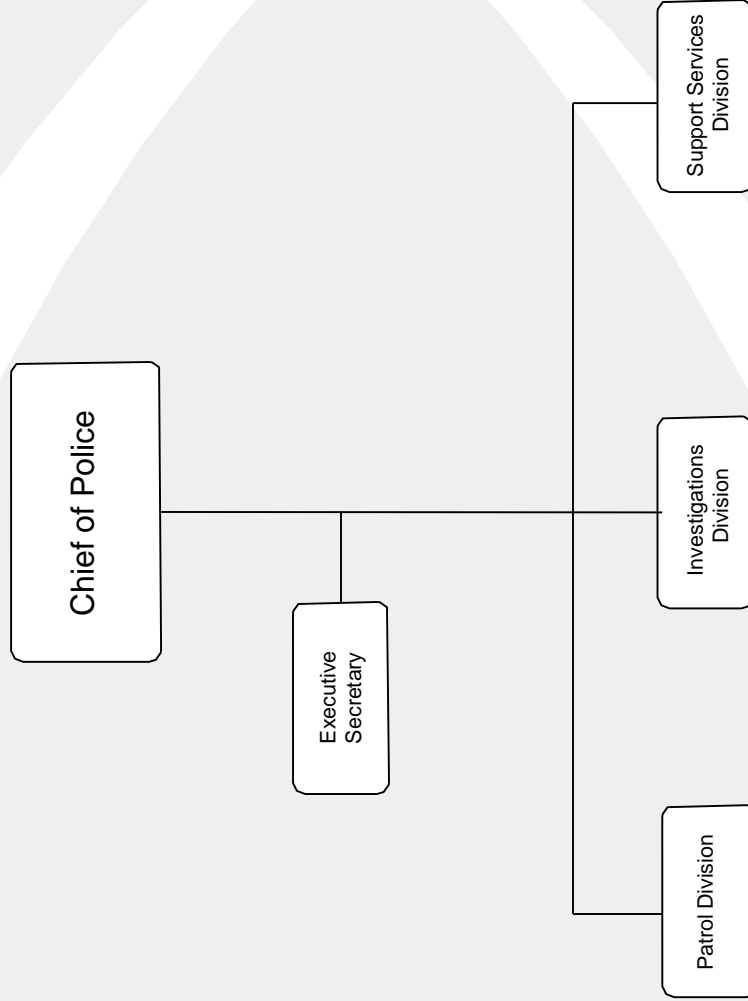
2020 Major Accomplishments

1. Implemented updated body camera system for the police department.
2. Increased cooperation with local, state, and federal public safety agencies.

2021 Goals and Objectives

1. Improve squad computers and technology in vehicles.
2. Improve outreach with community groups and community events.

Police Department - Administration



2021 Budget
POLICE -
ADMINISTRATION

PERSONNEL EXHIBIT

Department: Police	Div: Administration	Div. No: 60 - 100		
Title	Authorized Positions			
	2019 Budget	2020 Budget	2021 Budget	
Chief	1.00	1.00	1.00	
Executive Secretary	1.00	1.00	1.00	
Administrative Manager *	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	
Total Full Time Equivalent (FTE) Employees:	3.00	3.00	2.00	

* Position reallocated to the Support Services Division Budget.

100-60-100 - Administration

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	283,220	340,399	328,693	244,737
5020	Overtime - Non Supervisory	-	1,000	481	900
5025	Secondary Employment	11,305	11,000	7,500	11,500
		294,525	352,399	336,674	257,137
Taxes and Benefits					
5200	FICA Contribution	11,880	15,076	14,751	7,921
5205	IMRF Contribution	33,772	43,346	42,315	33,222
5220	PPO Insurance Contribution	39,272	56,440	58,147	43,346
5230	Dental Insurance Contribution	2,584	3,297	3,563	2,380
5232	Vision Insurance Contribution	230	318	334	209
5235	Life Insurance Contribution	247	290	289	187
5240	Workers Compensation	10,481	10,406	9,808	4,853
5250	Uniform Allowance	1,575	1,575	1,575	875
5260	RHS Plan Payout	11,104	11,705	11,255	8,578
		111,145	142,453	142,037	101,571
Other Employee Costs					
5310	Membership Dues	1,425	1,600	1,225	1,225 *
5320	Conferences	455	1,500	500	500 *
5325	Training	603	1,000	200	500 *
5335	Travel Expenses	-	100	50	-
		2,483	4,200	1,975	2,225
Insurance					
5535	Property & Liability Insurance	6,690	4,980	4,980	5,430
		6,690	4,980	4,980	5,430
Contractual Services					
6015	Communication Services	2,609	2,500	2,600	2,600 *
		2,609	2,500	2,600	2,600
Commodities					
7000	Office Supplies	75	500	200	200 *
7200	Other Supplies	56	500	200	200
7320	Equipment < \$5,000	943	-	-	-
		1,074	1,000	400	400
Other Expenses					
7500	Postage & Parcel	53	150	100	100 *
		53	150	100	100
Division Total: Administration		418,579	507,682	488,766	369,463

100-60-100 - Administration

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	International Association of Chiefs of Police-Internet	1,225
Account: 5320 - Conferences	International Assoc. of Chiefs of Police Conference	500
Account: 5325 - Training	Illinois Chief's Training	500
Account: 6015 - Communication Services	Departmental Cell Phones, iPad (2)	2,600
Account: 7000 - Office Supplies	Stationary Copy Paper, Pens, Pencils	200
Account: 7500 - Postage & Parcel	Stamps, Shipping, Package Delivery, Postage Meter	100

**2021 Budget
POLICE**

Operations (Patrol) Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Uniformed Patrol	Total Number of Uniformed Patrol Officers	97	98	98
	Total Number of Incidents Reported	35,301	33,421	33,000
	Total Arrests	594	585	250*
	Total DUI Arrests	79	77	40*
	SWAT Call Outs	1	0	2
	Number of Compliance & Parking Violations Issued	13,037	12,287	4,450*

**Minimized proactive patrol operations due to COVID-19 pandemic.*

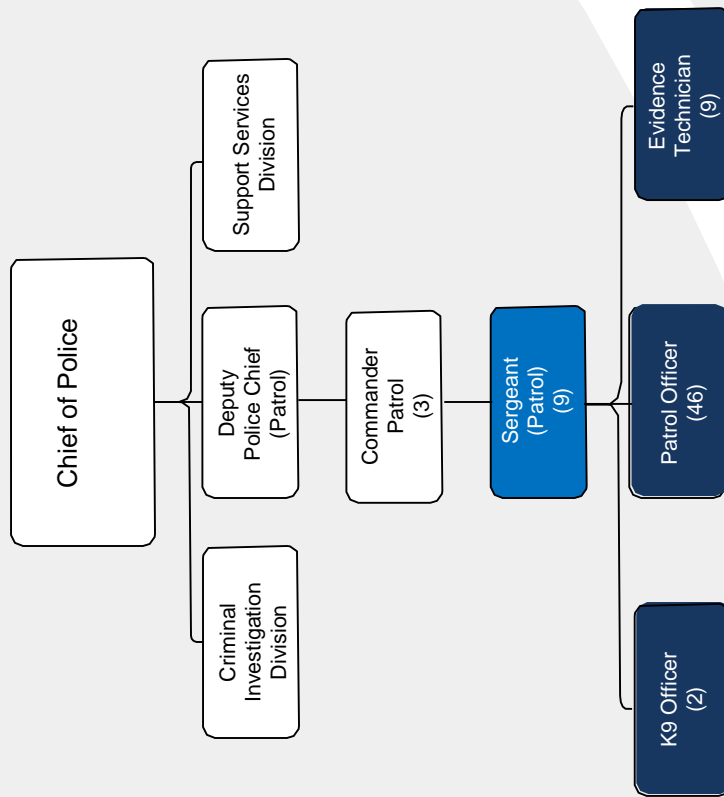
2020 Major Accomplishments

1. Implementation of Electronic Ticketing (eTicket) Program.
2. Maintained continuity of operations during parking deck construction and COVID-19 pandemic.

2021 Goals and Objectives

1. Conduct department wide use of force training.
2. Pursue cost saving measures with animal control officer and school crossing guard program.

Police Department - Uniformed Patrol



MAP 240

MAP 241

FY2021

2021 Budget
POLICE -
UNIFORMED PATROL

PERSONNEL EXHIBIT

Department: Police		Div: Uniformed Patrol		Div. No: 60 - 610	
Title	Authorized Positions				
	2019 Budget	2020 Budget	2021 Budget		
Deputy Chief	1.00	1.00	1.00		
Commander	3.00	3.00	3.00		
Sergeant/UP	9.00	9.00	9.00		
Patrol Officer/SP (9 ET)	9.00	9.00	9.00		
Patrol Officer/K9	2.00	2.00	2.00		
Patrol Officer/UP	<u>46.00</u>	<u>46.00</u>	<u>46.00</u>		
Total Full Time Equivalent (FTE) Employees:	70.00	70.00	70.00		

100-60-610 - Uniformed Patrol

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	6,945,013	7,406,963	7,322,197	7,574,793
5015	Overtime - Supervisory	93,917	58,000	45,558	52,200
5020	Overtime - Non Supervisory	351,389	325,000	310,000	310,000
5025	Secondary Employment	25,898	27,500	21,886	27,500
5030	Court Pay	72,919	95,000	30,000	85,000
5035	Acting Out of Class & Night Premium	36,120	40,000	40,000	40,000
		7,525,256	7,952,463	7,769,641	8,089,493
Taxes and Benefits					
5200	FICA Contribution	109,165	108,367	109,458	110,768
5210	Police Pension Contribution	4,364,137	4,402,800	4,439,349	5,656,860
5220	PPO Insurance Contribution	909,507	1,036,091	978,795	1,098,450
5225	HMO Insurance Contribution	182,764	184,758	187,086	165,784
5230	Dental Insurance Contribution	70,984	74,428	72,621	72,493
5232	Vision Insurance Contribution	6,417	6,938	6,726	6,550
5235	Life Insurance Contribution	5,599	5,821	5,769	5,751
5240	Workers Compensation	199,706	201,777	196,876	206,269
5250	Uniform Allowance	43,800	42,250	46,125	43,025
5260	RHS Plan Payout	168,892	114,576	110,169	78,900
		6,060,970	6,177,806	6,152,974	7,444,850
Other Employee Costs					
5310	Membership Dues	190	255	200	210 *
5320	Conferences	400	1,000	500	500
5325	Training	32,539	39,700	20,000	43,700 *
5335	Travel Expenses	159	500	100	500 *
		33,288	41,455	20,800	44,910
Insurance					
5535	Property & Liability Insurance	133,300	108,620	108,620	115,890
		133,300	108,620	108,620	115,890
Contractual Services					
6015	Communication Services	30,714	57,525	25,000	27,900 *
		30,714	57,525	25,000	27,900
Other Services					
6110	Printing Services	-	200	200	200
6195	Miscellaneous Contractual Services	2,805	2,500	2,500	2,500 *
		2,805	2,700	2,700	2,700
Repairs and Maintenance					
6300	R&M Software	-	2,000	2,000	2,000 *
		-	2,000	2,000	2,000
Commodities					
7000	Office Supplies	3,170	3,000	2,500	2,500 *
7120	Gasoline	35	-	-	-
7200	Other Supplies	7,284	9,120	3,500	12,100 *
7300	Uniforms	18,121	16,000	12,000	12,000 *
7320	Equipment < \$5,000	3,243	1,400	4,290	1,400 *
		31,854	29,520	22,290	28,000
Other Expenses					
7500	Postage & Parcel	15	200	100	200
7550	Miscellaneous Expenses	-	-	-	-
		15	200	100	200
Division Total: Uniformed Patrol		13,818,202	14,372,289	14,104,125	15,755,943

100-60-610 - Uniformed Patrol

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	IL Association of Technical Accident Investigators	90
	International Association of Chiefs of Police	120
Account: 5325 - Training	2 Week Sergeant's School	8,000
	Breath Alcohol Certification	300
	Defensive Driving	2,500
	Evidence Tech Training	4,000
	Field Training Officer School	1,000
	Interviews & Interrogations	2,400
	Police Academy Training (5)	15,000
	Report Writing Class	500
	School of Staff and Command	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
	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	2,500
Account: 7200 - Other Supplies	Evidence Technician Supplies	1,500
	Narcan for Patrol Officers	10,000
	Vehicle Specification Sheets	600
Account: 7300 - Uniforms	Police Uniforms, New Hires (5)	10,000
	Replace Damaged Uniforms	2,000
Account: 7320 - Equipment < \$5,000	Evidence Tech Equip.- Traffic Data System (TDS)	1,400

2021 Budget
POLICE

Criminal Investigations Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Criminal Investigations	Total Cases Assigned	722	902	1000
	Total Cases Closed	825	997	1100
	Juvenile Arrests - % of Total Arrests	30%	30.53%	30%
	Total Arrests	448	226	250

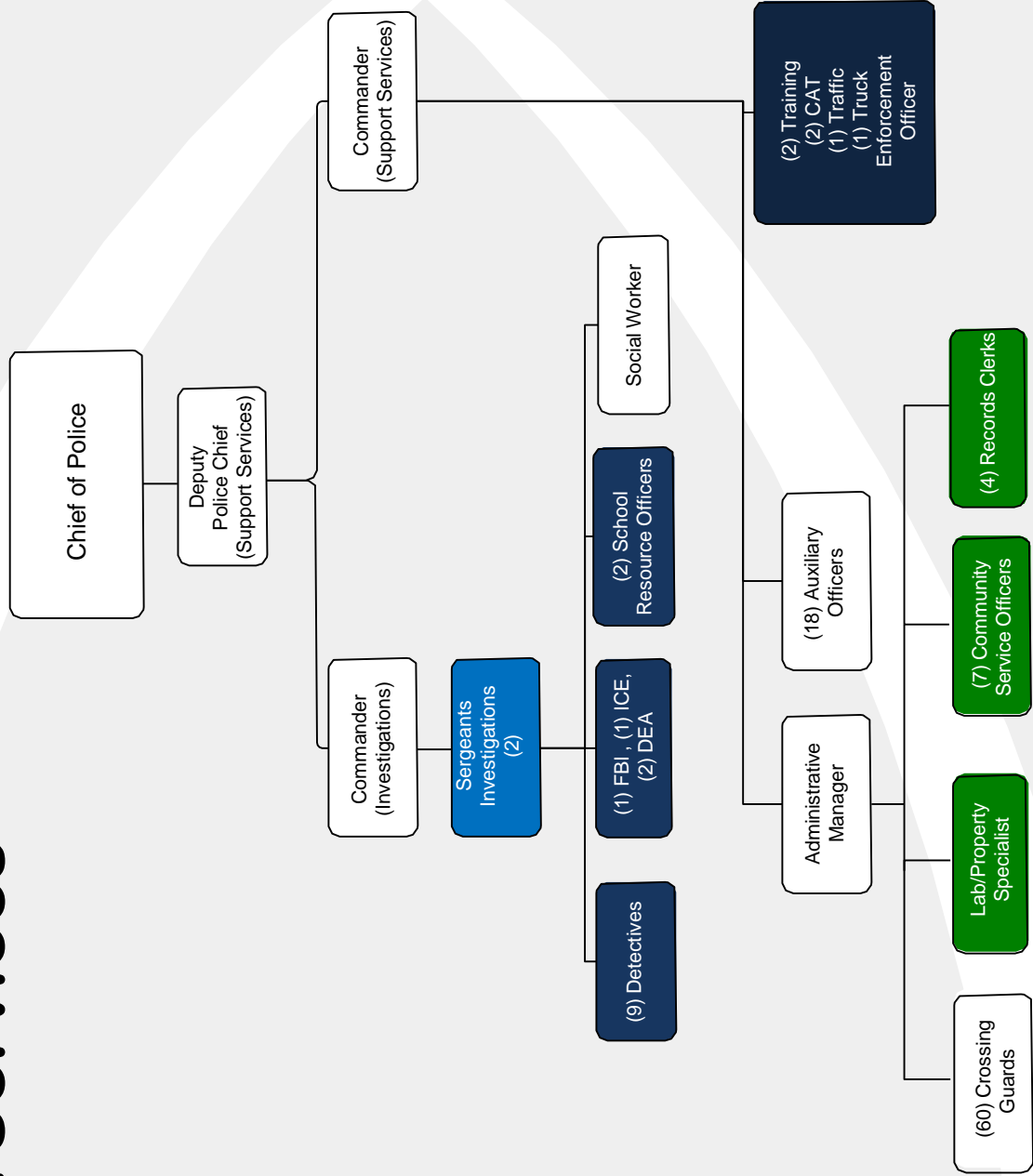
2020 Major Accomplishments

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

2021 Goals and Objectives

1. Reorganize and restructure the evidence vault and evidence storage.
2. Train and enhance the skills of new investigators coming into the division.

Police Department – Criminal Investigation / Support Services



MAP 240

MAP 241

AFSCME

FY2021

2021 Budget
POLICE -
CRIMINAL INVESTIGATION

PERSONNEL EXHIBIT

Department: Police		Div: Criminal Investigation		Div. No: 60 - 620	
Title	2019 Budget	Authorized Positions			
		2020 Budget	2021 Budget	2021 Budget	
Commander	1.00	1.00	1.00	1.00	
Detective Sergeant	2.00	2.00	2.00	2.00	
Detective	9.00	9.00	9.00	9.00	
Patrol Officer/CI (1 FBI TF, 2 DEA, 1 Customs, 2 SRO's)	9.00	9.00	9.00	6.00	
Police Social Worker	1.00	1.00	1.00	1.00	
Total Full Time Equivalent (FTE) Employees:	22.00	22.00	22.00	19.00	

100-60-620 - Criminal Investigation

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	2,148,842	2,416,422	2,252,360	2,196,374
5015	Overtime - Supervisory	9,503	15,000	22,000	17,500
5020	Overtime - Non Supervisory	252,373	180,000	156,752	162,000
5025	Secondary Employment	-	3,300	1,650	-
5030	Court Pay	28,820	35,000	23,157	30,000
		<u>2,439,537</u>	<u>2,649,722</u>	<u>2,455,919</u>	<u>2,405,874</u>
Taxes and Benefits					
5200	FICA Contribution	41,311	40,996	41,248	37,924
5205	IMRF Contribution	7,936	10,180	10,004	10,049
5210	Police Pension Contribution	1,272,873	1,284,150	1,298,035	1,649,918
5220	PPO Insurance Contribution	288,197	335,549	310,856	350,405
5225	HMO Insurance Contribution	82,991	84,588	83,021	66,957
5230	Dental Insurance Contribution	24,214	27,069	26,042	24,896
5232	Vision Insurance Contribution	2,242	2,505	2,358	2,747
5235	Life Insurance Contribution	1,609	1,779	1,647	1,558
5240	Workers Compensation	62,167	63,351	60,242	57,159
5250	Uniform Allowance	14,825	16,375	14,825	10,175
5260	RHS Plan Payout	67,699	62,005	59,620	51,611
		<u>1,866,063</u>	<u>1,928,547</u>	<u>1,907,898</u>	<u>2,263,399</u>
Other Employee Costs					
5310	Membership Dues	3,310	4,245	4,000	3,600 *
5325	Training	11,087	8,625	7,500	8,525 *
5335	Travel Expenses	102	150	-	-
		<u>14,499</u>	<u>13,020</u>	<u>11,500</u>	<u>12,125</u>
Insurance					
5535	Property & Liability Insurance	53,490	44,410	44,410	45,790
		<u>53,490</u>	<u>44,410</u>	<u>44,410</u>	<u>45,790</u>
Contractual Services					
6015	Communication Services	18,300	16,500	18,000	18,000 *
		<u>18,300</u>	<u>16,500</u>	<u>18,000</u>	<u>18,000</u>
Other Services					
6110	Printing Services	-	-	-	-
6135.999	Rentals - Other	-	1,000	-	-
6195	Miscellaneous Contractual Services	18,278	23,750	20,000	23,600 *
		<u>18,278</u>	<u>24,750</u>	<u>20,000</u>	<u>23,600</u>
Repairs and Maintenance					
6305	R&M Equipment	-	250	-	250
		<u>-</u>	<u>250</u>	<u>-</u>	<u>250</u>
Commodities					
7000	Office Supplies	2,869	2,000	2,000	2,000
7200	Other Supplies	502	500	500	500
7300	Uniforms	-	200	200	200
7310	Publications	-	80	-	-
7320	Equipment < \$5,000	531	500	1,000	500 *
		<u>3,902</u>	<u>3,280</u>	<u>3,700</u>	<u>3,200</u>
Other Expenses					
7500	Postage & Parcel	117	250	120	250
		<u>117</u>	<u>250</u>	<u>120</u>	<u>250</u>
Division Total: Criminal Investigation		4,414,186	4,680,729	4,461,547	4,772,488

100-60-620 - Criminal Investigation

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Major Case Assist Team (MCAT)	3,600
Account: 5325 - Training	Advanced Financial Crimes	500
	Criminal Investigation	1,725
	Interviews & Interrogations	800
	Investigations Division Training	3,100
	Lineup Software Upgrade	800
	Social Worker Training	1,600
Account: 6015 - Communication Services	Departmental Cell Phones, iPad (3)	18,000
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
Account: 7320 - Equipment < \$5,000	Office Equipment	500

2021 Budget POLICE

Support Services Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Support Services	# of Police Education Programs Presented	84	86	30*
	# of Police Training Classes Conducted	214	173	79*

**Lower projected numbers due to COVID-19 pandemic.*

2020 Major Accomplishments

1. Established rapid response plan for possible civil unrest.
2. Procured PPE for COVID-19 pandemic and established policy and procedure for employee ingress.

2021 Goals and Objectives

1. Prepare for wave of new hires due to the early retirement incentive program.
2. Conduct an after action review of COVID-19 pandemic. Make preparations for future pandemics to include policy, procedure, and stockpile of PPE.

2021 Budget
POLICE -
SUPPORT SERVICES

PERSONNEL EXHIBIT

Department: Police		Div: Support Services		Div. No: 60 - 630
Title	Authorized Positions			
	2019 Budget	2020 Budget	2021 Budget	
Deputy Chief	1.00	1.00	1.00	
Support Services Commander	1.00	1.00	1.00	
Administrative Manager *	0.00	0.00	1.00	
Patrol Officer/SP (2 CAT, 2 Training, 1 Traffic Ofc)	5.00	5.00	5.00	
Support Services Manager	1.00	1.00	0.00	
Community Service Officer	7.00	7.00	7.00	
Records Clerk	8.00	7.00	4.00	
Lab/Property Specialist	1.00	1.00	1.00	
Truck Enforcement Officer	1.00	1.00	1.00	
Total Full Time Equivalent (FTE) Employees:	25.00	24.00	21.00	

* Position reallocated from the Administrative Division Budget.

100-60-630 - Support Services

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	1,952,587	1,986,511	1,828,632	1,827,514
5010	Temporary Wages	179,888	210,000	80,885	185,400
5015	Overtime - Supervisory	736	1,000	-	900
5020	Overtime - Non Supervisory	65,017	70,000	30,061	63,000
5025	Secondary Employment	30,990	55,000	18,003	55,000
5030	Court Pay	2,105	1,000	1,386	2,000
5035	Acting Out of Class & Night Premium	1,611	5,500	-	3,000
		2,232,933	2,329,011	1,958,967	2,136,814
Taxes and Benefits					
5200	FICA Contribution	109,656	94,169	90,777	80,055
5205	IMRF Contribution	94,198	115,544	103,755	89,995
5210	Police Pension Contribution	424,291	428,050	434,903	549,973
5220	PPO Insurance Contribution	263,346	273,518	239,122	330,490
5225	HMO Insurance Contribution	136,760	142,119	130,767	89,939
5230	Dental Insurance Contribution	27,067	27,206	24,898	25,075
5232	Vision Insurance Contribution	2,431	2,513	2,244	2,464
5235	Life Insurance Contribution	1,928	1,940	1,735	1,714
5240	Workers Compensation	50,572	44,662	46,757	44,149
5250	Uniform Allowance	10,600	10,600	23,143	11,300
5260	RHS Plan Payout	50,578	49,920	37,020	38,743
		1,171,427	1,190,241	1,135,121	1,263,897
Other Employee Costs					
5310	Membership Dues	10,464	10,525	10,000	10,525 *
5320	Conferences	815	1,000	500	500
5325	Training	24,044	27,090	24,000	24,200 *
5335	Travel Expenses	-	150	100	150 *
		35,323	38,765	34,600	35,375
Insurance					
5535	Property & Liability Insurance	49,330	46,330	46,330	42,410
		49,330	46,330	46,330	42,410
Contractual Services					
6000	Professional Services	17,450	28,125	20,000	20,000 *
6015	Communication Services	306,373	169,200	400,000	169,200 *
6035	Dispatch Services	541,841	1,406,205	786,555	963,051 *
		865,664	1,603,530	1,206,555	1,152,251
Other Services					
6110	Printing Services	13,496	11,500	9,000	7,700 *
6115	Licensing/Titles	60	-	-	-
6185	Animal Control	94,141	53,000	40,000	53,000 *
6190	Tow/Storage/Abandoned Fees	949	2,500	3,300	2,500
6195	Miscellaneous Contractual Services	26,567	44,350	35,000	26,550 *
		135,212	111,350	87,300	89,750
Repairs and Maintenance					
6300	R&M Software	45,054	69,811	30,500	30,811 *
6305	R&M Equipment	25,615	27,550	10,500	10,050 *
6310	R&M Vehicles	1,447	3,500	1,500	2,000 *
6345	R&M Police Range	16,033	11,500	16,000	11,500 *
		88,149	112,361	58,500	54,361
Commodities					
7000	Office Supplies	9,322	11,000	9,000	11,000
7010	Supplies - Community Relations	9,871	18,000	-	10,000 *

100-60-630 - Support Services

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Commodities					
7015	Supplies - Police Range	61,496	63,630	63,000	33,630 *
7035	Supplies - Equipment R&M	731	-	478	-
7040	Supplies - Vehicle R&M	55	-	224	-
7055.051	Street Sign Supplies	-	200	-	200 *
7200	Other Supplies	14,736	29,050	13,000	13,800 *
7300	Uniforms	2,905	4,900	4,900	4,900 *
7310	Publications	4,452	4,750	1,100	1,100 *
7320	Equipment < \$5,000	13,728	18,000	6,000	6,000 *
		117,295	149,530	97,702	80,630
Other Expenses					
7500	Postage & Parcel	136	500	500	500
7525	Meals	663	1,200	1,000	1,200 *
7550	Miscellaneous Expenses	894	1,100	9,650	1,100
		1,692	2,800	11,150	2,800
Capital Outlay					
8000	Computer Software	13,896	32,100	53,000	-
8010	Furniture & Fixtures	349	-	95	-
8015	Equipment	91,502	15,000	8,000	-
		105,747	47,100	61,095	-
Division Total: Support Services		4,802,773	5,631,018	4,697,320	4,858,288

100-60-630 - Support Services

2021 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
	Hazardous Materials, Bloodborne Pathogen Training	11,500
	Language Certification-Interlate	500
	Police Law Training	12,000
Account: 5335 - Travel Expenses	Mileage, Tolls, Parking	150
Account: 6000 - Professional Services	Body Removal Service	20,000
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)	(1,331,402)
	Wheeling Agreement	2,294,453
Account: 6110 - Printing Services	Officer Resource Book/General Order Manuals	1,200
	Parking Tickets/Compliance Tickets	2,000
	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
	Battery Charger Contract	300
	Cleaning Company/ Biohazard	1,500
	Exterminator	500
	Lexipol Maintenance Fee	6,000
	Shredding	9,500
Account: 6300 - R&M Software	Body Camera Software Annual License	3,665
	Tri-Tech Maintenance Fee	15,000
	Tyler Incode & Brazos Software - Annual Maintenance	12,146
Account: 6305 - R&M Equipment	Door Lock R & M	1,000
	Fire Extinguishers - Police Building	400
	Labor for Equip. Out of Contract (Radios, Computers)	3,000
	Microfilm Machine Maintenance - Eastman Kodak	800
	Porter Lee-Beast (Evidence & Property System)	850
	R&M of Truck Scale	1,000
	Radar & Laser Repair/Certification	2,000
	Recertification of Truck Scale	1,000
	Squad Car Washes	2,000
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	10,000

100-60-630 - Support Services

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 7015 - Supplies - Police Range	Ammunition	20,000
	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	700
	Community Service Officer Supplies	650
	Department and Citizen Awards/Plaques	1,500
	Fire Extinguishers	750
	First Aid Kits	500
	Flares	2,500
	Keg Tag Program-Keg Tags	500
	Locksmith Services	2,000
	Misc. Hardware	200
	Personal Protection Kits	200
	Photo/Lab Supplies	1,000
	Prisoner Blankets	1,500
	Replacement Batteries-Portable Radios	500
	Sign-A-Rama	200
	Snow Brushes	100
	Taxi License Stickers	1,000
Account: 7300 - Uniforms	Police Badges-Chicago Badge	2,000
	Police Insignias	400
	Police Officer Replacement Articles	500
	Retirement Badges	1,000
	Uniform Patches	1,000
Account: 7310 - Publications	Criminal Law Books	1,000
	Legal Source Books	100
Account: 7320 - Equipment < \$5,000	Equipment Out of Warranty (Computers, Cameras, Radars)	4,000
	Weapons	2,000
Account: 7525 - Meals	Prisoner Meals	1,200

2021 Budget
HOMELAND SECURITY AND
EMERGENCY MANAGEMENT AGENCY

Mission Statement

The mission of Des Plaines Emergency Management Program is to protect our community by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Salaries	56,278	31,347	35,989	97,109	87,579	-
Benefits	12,924	14,324	28,550	30,254	28,834	-
Contractual Services	36,700	61,207	43,934	54,890	47,575	-
Commodities	25,007	24,760	18,818	26,062	4,050	-
Capital Outlay	7,050	2,126	-	-	-	-
Total	137,960	133,764	127,291	208,315	168,038	-

Department Overview

The City of Des Plaines Emergency Management Program is first and foremost a local Emergency Management Program that is designed, implemented and managed by the Mayor, City Manager, Emergency Management Coordinator and Department Heads (Incident Management Team). The Program operates through the four phases of emergency management in order to properly prepare for disasters, coordinate response efforts, provide timely recovery assistance, and implement projects to try to prevent and/or lessen the impacts of disasters. The Incident Management Team members works with numerous federal, state and local government agencies, public, private, nonprofit agencies and faith-based organizations and other stakeholders in order to help ensure the City of Des Plaines is a safe place to live, work, and visit.

During an emergency/disaster NIMS is a joint systematic and proactive approach to an incident during which government, non-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.

This concept of operations describes doctrine, coordination structures and processes, and roles and responsibilities related to Emergency Management Program, including Emergency Management Doctrine; the role of individuals and organizations; The role of the City Emergency Management Program; incident management field operations; interagency coordination and support; intergovernmental coordination and resource support; emergency and disaster declarations; continuity of government and continuity of operations of City services.

Beginning in January 2021 the Emergency Management Program budget will be a division of the overall Fire Department Budget as a result of streamlining operations.

2021 Budget
HOMELAND SECURITY AND
EMERGENCY MANAGEMENT AGENCY

Performance Measures

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Emergency Management	Number of Emergency Reponses	168	213	23
	Number of Hours Spent on Disaster Planning	1,200	1,521	1,000
	New Grants Applied For/Received	1	1	1
	Preparedness Outreach Events (upon requests)	6	2	COVID-19
	% of Grants Successfully Awarded	100%	100%	100%

2020 Major Accomplishments

Emergency Management

COVID-19 Incident Management Team Preparedness, Response and Recovery efforts:

- Emergency Operation Center Operations - Activated on March 10th at level 1.
- COVID-19 Emergency Proclamation March 16th.
- NIMS Delegation of Authority for COVID-19.
- Daily Sit-Reps to IEMA.
- Reviewed City and Departments COVID-19 COOP Plans.
- COVID-19 Pandemic Financial Recovery Plan.
- Table-Top Exercise on Departments COVID-19 COOP Plans.
- Weekly EOC Incident Action Plan for COVID-19.
- Revised the City’s COVID-19 Pandemic Financial Plan.
- Review FEMA COVID-19 Preparedness Grant-Supplemental information.
- Coordinating with IEMA for resources.
- Face Mask Declarations.
- Enforcement of IDPH Stay-at-Home Order.

2021 Budget
HOMELAND SECURITY AND
EMERGENCY MANAGEMENT AGENCY

PERSONNEL EXHIBIT

Department: EMA		Div: EMA		Div. No: 65-000	
Title	Authorized Positions				
	2019 Budget	2020 Budget	2021 Budget		
Deputy Executive Coordinator	1.00	1.00	0.00		
Part-Time EMA Coordinator *	<u>0.50</u>	<u>0.50</u>	<u>0.00</u>		
Total Full Time Equivalent (FTE) Employees:	1.50	1.50	0.00		

* Position reallocated to the Fire Department Budget.

100-65 - Emergency Management Agency

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	27,735	70,109	68,718	-
5010	Temporary Wages	8,254	27,000	18,861	-
		35,989	97,109	87,579	-
Taxes and Benefits					
5200	FICA Contribution	5,798	5,364	5,684	-
5205	IMRF Contribution	5,886	7,733	7,580	-
5220	PPO Insurance Contribution	15,722	16,024	14,501	-
5230	Dental Insurance Contribution	813	813	750	-
5232	Vision Insurance Contribution	91	91	84	-
5235	Life Insurance Contribution	110	110	108	-
5240	Workers Compensation	130	119	127	-
		28,550	30,254	28,834	-
Other Employee Costs					
5310	Membership Dues	325	360	325	-
5325	Training	3,487	3,500	-	-
5335	Travel Expenses	-	100	-	-
		3,812	3,960	325	-
Insurance					
5535	Property & Liability Insurance	19,180	15,830	15,830	-
		19,180	15,830	15,830	-
Contractual Services					
6015	Communication Services	8,978	11,800	10,500	-
		8,978	11,800	10,500	-
Other Services					
6110	Printing Services	974	3,000	-	-
6195	Miscellaneous Contractual Services	5,000	5,000	4,000	-
		5,974	8,000	4,000	-
Repairs and Maintenance					
6300	R&M Software	-	6,500	4,500	-
6305	R&M Equipment	5,990	8,800	12,500	-
		5,990	15,300	17,000	-
Commodities					
7000	Office Supplies	773	1,687	200	-
7035	Supplies - Equipment R&M	-	225	-	-
7200	Other Supplies	1,623	4,000	1,000	-
7300	Uniforms	6,930	10,300	620	-
7320	Equipment < \$5,000	6,021	7,500	1,000	-
		15,347	23,712	2,820	-
Other Expenses					
7500	Postage & Parcel	-	100	100	-
7550	Miscellaneous Expenses	3,471	2,250	1,750	-
		3,471	2,350	1,850	-
Department Total: Emergency Management Agency		127,291	208,315	168,738	-

2021 Budget
FIRE DEPARTMENT

Mission Statement

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

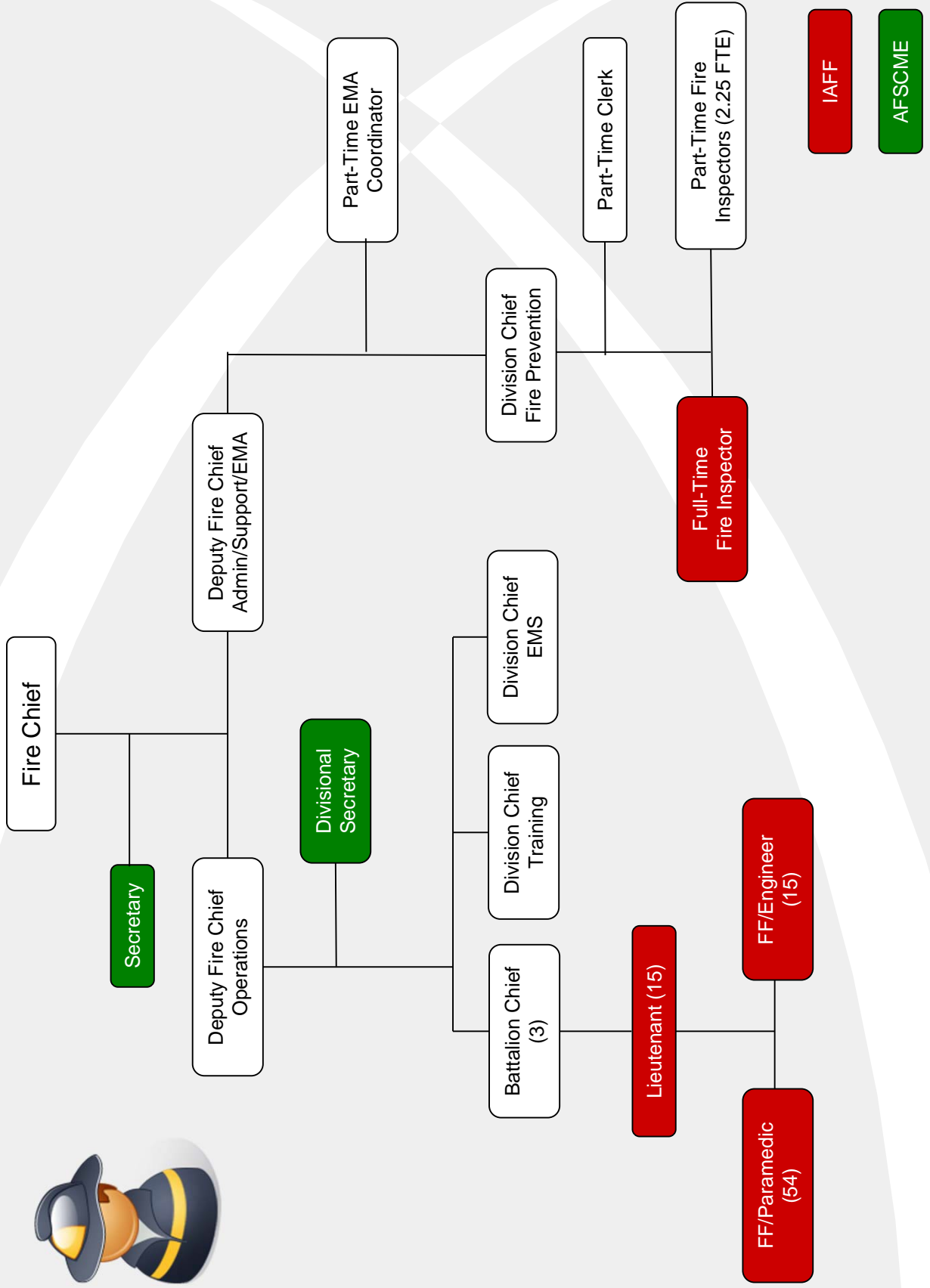
	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Salaries	10,570,239	10,516,490	10,530,026	11,000,723	10,463,235	11,211,554
Benefits	8,706,570	8,542,101	9,282,353	9,178,262	9,211,475	10,867,130
Contractual Services	287,689	1,077,675	1,130,062	1,138,324	1,078,107	1,203,477
Commodities	166,598	278,996	313,113	282,080	239,825	272,535
Capital Outlay	10,820	935	189,006	206,300	122,876	126,925
Transfers	527,675	-	-	-	-	-
Total	20,269,591	20,416,197	21,444,560	21,805,689	21,115,518	23,681,621

Department Overview

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

Beginning January 1, 2021, the Homeland Security and Emergency Management Agency will be managed by and become division of the Fire Department. The Division will be named “Emergency Management Agency” with the Deputy Fire Chief of Administration/Support/EMA having the overall responsibility for the division.

Fire Department



IAFF

AFSCME

2021 Budget
FIRE DEPARTMENT

Administration Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Personnel	Number of Employees Hired	6	8	7
	Training Hours	35,080	42,982	58,000
Purchasing	Number of Purchase Orders Processed	44	44	46

2020 Major Accomplishments

1. Began staffing a fourth ambulance as staffing permitted without incurring any overtime costs.
2. Reviewed overall department operations and developed an alternative operational plan which will modify personnel and apparatus deployment.
3. Navigated through complexities of the COVID-19 pandemic which required significant changes to how the department operated.

2021 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.

2021 Budget

FIRE -

ADMINISTRATION

PERSONNEL EXHIBIT

Department: Fire		Div: Administration		Div. No: 70 - 100	
Title	2019 Budget	Authorized Positions			
		2020 Budget	2021 Budget	2021 Budget	
Fire Chief	1.00	1.00	1.00	1.00	
Deputy Fire Chief - Operations/Administration	2.00	2.00	2.00	2.00	
Division Chief - Training/Safety	0.00	1.00	1.00	1.00	
Division Chief - EMS	1.00	1.00	1.00	1.00	
Training Safety Coordinator	1.00	0.00	0.00	0.00	
Secretary	1.00	1.00	1.00	1.00	
Divisional Secretary	1.00	1.00	1.00	1.00	
Total Full Time Equivalent (FTE) Employees:	7.00	7.00	7.00	7.00	

100-70-100 - Administration

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	594,191	822,506	720,042	906,568
		594,191	822,506	720,042	906,568
Taxes and Benefits					
5200	FICA Contribution	19,594	26,104	28,210	30,267
5205	IMRF Contribution	15,888	25,222	23,331	14,108
5215	Fire Pension Contribution	285,380	289,800	291,203	367,479
5217	ICMA 401 Pension Contribution	-	-	8,000	8,013
5220	PPO Insurance Contribution	91,146	110,997	110,424	164,779
5230	Dental Insurance Contribution	5,619	6,307	6,683	9,580
5232	Vision Insurance Contribution	538	636	640	971
5235	Life Insurance Contribution	512	631	537	561
5240	Workers Compensation	48,477	72,205	65,000	80,937
5260	RHS Plan Payout	84,906	14,701	67,151	11,200
		552,060	546,603	601,179	687,895
Other Employee Costs					
5310	Membership Dues	10,948	11,212	11,500	11,649 *
5320	Conferences	395	1,500	500	500
5325	Training	1,335	4,550	1,000	1,500 *
5335	Travel Expenses	-	150	-	150
		12,678	17,412	13,000	13,799
Insurance					
5535	Property & Liability Insurance	14,140	11,640	11,640	12,350
		14,140	11,640	11,640	12,350
Contractual Services					
6000	Professional Services	39,060	500	500	500
6015	Communication Services	3,246	3,540	3,600	4,200 *
		42,306	4,040	4,100	4,700
Other Services					
6110	Printing Services	20	-	-	-
6195	Miscellaneous Contractual Services	982	840	840	1,240 *
		1,002	840	840	1,240
Repairs and Maintenance					
6310	R&M Vehicles	-	100	150	100 *
		-	100	150	100
Commodities					
7000	Office Supplies	697	1,300	700	1,300
7200	Other Supplies	43	250	250	250
7300	Uniforms	245	2,050	1,500	2,950 *
7310	Publications	-	100	100	560 *
7320	Equipment < \$5,000	895	500	500	500 *
		1,880	4,200	3,050	5,560
Other Expenses					
7500	Postage & Parcel	-	50	50	50
7550	Miscellaneous Expenses	29	700	700	700
		29	750	750	750
Capital Outlay					
8010	Furniture & Fixtures	410	-	6,876	-
		410	-	6,876	-
Division Total: Administration		1,218,697	1,408,091	1,361,627	1,632,962

100-70-100 - Administration

2021 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	1,100
	International Association Fire Chiefs	450
	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	NFA/IFSI/IFCA Leadership Development Training
Account: 6015 - Communication Services	Cell Phones	4,200
Account: 6195 - Miscellaneous Contractual Services	Misc. Other Services	400
	Shredding Services	840
Account: 6310 - R&M Vehicles	Car Washes	100
Account: 7300 - Uniforms	Departmental Logo Uniforms	250
	Quartermaster System Uniforms	2,700
Account: 7310 - Publications	Legal Briefings for Fire Chiefs	200
	Misc. Publications	200
	Public Employment Law Report	160
Account: 7320 - Equipment < \$5,000	Office Equipment	500

2021 Budget
FIRE DEPARTMENT

Emergency Services Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Emergency Responses	Total Number of Emergency Responses	8,941	9186	9350
Emergency Medical	Number of Emergency Medical Calls	6,721	7065	7200
	Number of Patients Transported by DPFD	4,857	4948	5175
Fire & Rescue Responses	Number of Responses to Fires	178	131	130
	Number of Structure Fire Responses	99	65	75
	Fire Loss in Des Plaines	\$5,265,005	\$2,108,133	\$2,000,000

2020 Major Accomplishments

1. Received authorization for and ordered an ambulance that will be staffed as part of planned operational modifications.
2. Purchased and placed into service four mechanical CPR devices which provide a consistent chest compression which increases the effectiveness of CPR.
3. Received authorization for and ordered a new Rescue Pumper that will be placed into service in 2021 as part of planned operational modifications.

2021 Goals and Objectives

1. The Department will implement planned operational modifications that will include response plans and the deployment of apparatus and personnel.
2. The Department will work with several of our neighboring departments to enhance operations in responses, apparatus and personnel deployment, and training.

2021 Budget

FIRE -

EMERGENCY SERVICES

PERSONNEL EXHIBIT

Department: Fire	Div: Emergency Services	Div. No: 70 - 710		
Title	Authorized Positions			
	2019 Budget	2020 Budget	2021 Budget	
Battalion Chief	3.00	3.00	3.00	
Lieutenant - Company Officer	15.00	15.00	15.00	
Firefighter - Paramedic	54.00	54.00	54.00	
Firefighter - Engineer	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>	
Total Full Time Equivalent (FTE) Employees:	87.00	87.00	87.00	

100-70-710 - Emergency Services

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	8,722,825	8,995,826	8,810,542	9,377,847
5015	Overtime - Supervisory	302,965	250,000	135,512	175,000
5020	Overtime - Non Supervisory	577,823	500,000	433,702	275,000
5035	Acting Out of Class & Night Premium	32,463	27,800	28,869	30,000
		9,636,077	9,773,626	9,408,625	9,857,847
Taxes and Benefits					
5200	FICA Contribution	137,813	130,437	130,528	135,977
5215	Fire Pension Contribution	5,250,986	5,332,320	5,358,144	6,761,611
5220	PPO Insurance Contribution	1,385,820	1,469,882	1,411,350	1,544,502
5225	HMO Insurance Contribution	195,464	198,114	193,146	194,339
5230	Dental Insurance Contribution	106,612	109,310	105,054	102,271
5232	Vision Insurance Contribution	8,926	9,334	8,980	8,381
5235	Life Insurance Contribution	7,037	7,114	6,923	7,028
5240	Workers Compensation	997,005	940,061	949,804	979,977
5260	RHS Plan Payout	370,452	154,903	148,945	123,600
		8,460,117	8,351,475	8,312,874	9,857,686
Other Employee Costs					
5310	Membership Dues	17,419	18,290	16,800	1,085 *
5325	Training	60,743	57,000	27,000	73,300 *
5330	In-Service Training	15,746	18,300	14,000	18,300 *
5335	Travel Expenses	47	175	-	175
5345	Post-Employment Testing	36,130	28,500	28,500	28,500 *
		130,085	122,265	86,300	121,360
Insurance					
5535	Property & Liability Insurance	128,090	106,470	106,470	115,060
		128,090	106,470	106,470	115,060
Contractual Services					
6000	Professional Services	10,396	21,759	23,000	2,175 *
6015	Communication Services	18,402	18,470	16,000	18,470 *
6035	Dispatch Services	708,607	762,604	750,000	786,000 *
		737,405	802,833	789,000	806,645
Other Services					
6110	Printing Services	908	1,150	500	1,150 *
6115	Licensing/Titles	1,550	1,168	1,100	1,168 *
6135.030	Rentals - Equipment	-	2,000	1,500	1,200 *
6135.031	Rentals - Uniforms	3,770	-	530	-
6140	Leases	-	-	997	-
6195	Miscellaneous Contractual Services	2,496	2,500	1,425	2,500
		8,724	6,818	6,052	6,018
Repairs and Maintenance					
6300	R&M Software	5,400	6,195	6,100	14,344 *
6305	R&M Equipment	30,295	38,531	35,000	43,786 *
6310	R&M Vehicles	-	100	100	100
		35,695	44,826	41,200	58,230
Commodities					
7000	Office Supplies	2,260	2,500	2,500	2,500
7025	Supplies - Custodial	31,319	20,000	20,000	20,000
7035	Supplies - Equipment R&M	11,496	13,000	13,000	13,000 *
7040	Supplies - Vehicle R&M	-	300	300	300
7045	Supplies - Building R&M	21	1,000	1,000	1,000 *
7200	Other Supplies	47,830	34,550	27,000	48,550 *

100-70-710 - Emergency Services

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Commodities					
7300	Uniforms	63,495	44,475	43,000	38,100 *
7310	Publications	-	100	100	100
7320	Equipment < \$5,000	142,638	147,160	106,000	119,755 *
		299,058	263,085	212,900	243,305
Other Expenses					
7500	Postage & Parcel	1,471	1,000	1,150	1,000
7550	Miscellaneous Expenses	1,768	1,000	14,400	1,000
		3,239	2,000	15,550	2,000
Capital Outlay					
8010	Furniture & Fixtures	11,489	-	-	-
8015	Equipment	177,108	206,300	116,000	126,925 *
		188,596	206,300	116,000	126,925
Division Total: Emergency Services		19,627,086	19,679,698	19,094,971	21,195,076

100-70-710 - Emergency Services

2021 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
	Sam's Club	60
	Survey Tool Membership for Online Training	300
Account: 5325 - Training	Elk Grove Training Tower	10,000
	FF Academy 3 Replacement Hires	15,000
	Fire Officer/Incident Command	6,000
	IFSI, IFCA, National Fire Academy, Training Courses	30,000
	Peer Fitness	2,000
	Regional Joint Multi-Company Drills - Spring/Fall	6,300
	Special Teams	4,000
Account: 5330 - In-Service Training	Emergency Medical - Paramedic System Continuing Education Costs	13,400
	Emergency Medical - Paramedic System Member Fixed Costs	4,600
	New Hire System Entry	300
	Annual Physicals	28,500
Account: 5345 - Post-Employment Testing	Annual Physicals	28,500
Account: 6000 - Professional Services	FireHouse Program	500
	Image Trend: Data Storage/Medical Records Fees	1,675
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 Estimated Fees 01/2021 - 12/2021	753,300
	RED Center Possible True-Up	13,500
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
	Rental Gear for Fire Academy - 3 Candidates	1,200
Account: 6135.030 - Rentals - Equipment	Rental Gear for Fire Academy - 3 Candidates	1,200
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	8,544

100-70-710 - Emergency Services

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6305 - R&M Equipment	Annual Upgrade/Repair Dive Equipment	4,000
	Appliance Repairs/Maintenance	1,500
	Breathing Air Compressor Annual PM	1,300
	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	5,500
	Fire Extinguisher Maintenance	2,006
	Firefighting Equipment Repairs/Maintenance	3,500
	Gear Repairs/Maintenance	3,300
	Mobile Accessory Equipment Repair/Maintenance	1,000
	Rescue Equipment Repairs/Maintenance	2,500
	SCBA Annual Testing	6,000
	SCBA Maintenance/Repair	700
	Station Equipment Repairs/Maintenance	3,000
	TSI PortaCount Model 8048-T	4,680
	Account: 7035 - Supplies - Equipment R&M	R&M Supplies for All Firefighting and Emergency Medical Equip.
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
	N95 Respirators	10,000
	Suppression - Firefighting Foam	3,000
	Suppression - Small Tools & Equipment	4,500
	Training Supplies - Props, etc...	12,000
Account: 7300 - Uniforms	Quartermaster Replacement Uniforms	31,500
	Uniforms - New Recruits - 3 Candidates	6,600
Account: 7320 - Equipment < \$5,000	Air Masks Tanks/Parts - Annual Expense	6,000
	Dive - Suits, Tanks & Misc Equipment	4,000
	Firefighter Individual Tools & Equipment	15,250
	Firefighting Helmet - Annual Replacement	5,250
	Hazmat - Equipment	2,500
	Portable Radios - Annual Replacement of Radios/Batteries	5,000
	Rescue Task Force Ballistic Protection	3,150
	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	2,250
	Technical Rescue Team (TRT) New Member Equipment	1,500
	Training - Mannequins, Other Equipment	2,330
	Turnout Boots - Annual Replacement	4,225
	Turnout Gear & Equipment - New Hires - Candidates	12,000
	Turnout Gear - Annual Replacement	33,000

100-70-710 - Emergency Services

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8015 - Equipment	Automatic Chest Compression Device	20,000
	Cordless Extrinsication Tools (Carryover)	75,000
	Gas Washer/Extractor	18,000
	TSI PortaCount Model 8048-T	13,925

2021 Budget
FIRE DEPARTMENT

Fire Prevention Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Inspection Services	Plans Reviewed	218	234	200
	Inspections & Re-Inspections	3,201	3269	2367
	Freedom of Information Act Requests	157	182	102
Investigational Services	Fire Investigations	25	12	19

2020 Major Accomplishments

1. Bureau personnel were certified as Arson Investigator, Fire Inspector I, and Fire Inspector II. Collectively they attained over 320 hours classroom and field training to attain certification.
2. The Fire Prevention Bureau ensured code compliance on the life safety systems for numerous new construction projects including the development of a new 236 unit multi-family occupancy at 150 East River Road.
3. The Fire Prevention Bureau assisted with the integration of digital plan review to expedite the review process to better serve the business community and residents.
4. Appointed a new full-time Fire Inspector to the Fire Prevention Bureau. This person received plans examiner certification through the Building and Fire Code Academy in Elgin, Illinois.

2021 Goals and Objectives

1. Continue to collaborate with the Building Department and provide oversight to major development projects including the Des Plaines Theater, Ellison Apartments, and other related commercial developments.
2. Develop a new occupancy-based inspection program for high hazard occupancies.
3. Oversee the Maine West High School fire sprinkler installation for compliance with NFPA and the Regional Board of Education.

2021 Budget

FIRE -

FIRE PREVENTION

PERSONNEL EXHIBIT

Department: Fire	Div: Fire Prevention	Div. No: 70 - 720		
Title	Authorized Positions			
	2019 Budget	2020 Budget	2021 Budget	
Division Chief - Fire Prevention	1.00	1.00	1.00	
Inspector	1.00	1.00	1.00	
Part Time - Inspectors	2.00	2.00	2.25	
Part-Time	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	
Total Full Time Equivalent (FTE) Employees:	4.75	4.75	5.00	

100-70-720 - Fire Prevention

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	288,012	386,291	329,193	371,959
5015	Overtime - Supervisory	397	-	375	-
5020	Overtime - Non Supervisory	11,349	18,300	5,000	16,470
		299,758	404,591	334,568	388,429
Taxes and Benefits					
5200	FICA Contribution	10,421	12,803	13,043	7,899
5205	IMRF Contribution	1,499	2,069	1,869	4,247
5215	Fire Pension Contribution	171,228	173,880	179,068	220,487
5220	PPO Insurance Contribution	34,726	46,068	38,591	51,223
5230	Dental Insurance Contribution	2,283	2,964	2,462	3,140
5232	Vision Insurance Contribution	134	136	161	258
5235	Life Insurance Contribution	155	187	171	187
5240	Workers Compensation	24,402	33,912	32,858	30,095
5260	RHS Plan Payout	25,327	8,165	29,199	4,013
		270,176	280,184	297,422	321,549
Other Employee Costs					
5310	Membership Dues	315	640	2,265	640 *
5325	Training	5,920	8,000	5,000	4,000 *
		6,235	8,640	7,265	4,640
Insurance					
5535	Property & Liability Insurance	11,130	9,140	9,140	9,730
		11,130	9,140	9,140	9,730
Contractual Services					
6015	Communication Services	1,932	1,950	1,950	1,950 *
		1,932	1,950	1,950	1,950
Other Services					
6110	Printing Services	40	350	-	350 *
6115	Licensing/Titles	600	700	700	700 *
6135.030	Rentals - Equipment	-	250	250	250 *
		640	1,300	950	1,300
Repairs and Maintenance					
6310	R&M Vehicles	-	50	50	50 *
		-	50	50	50
Commodities					
7000	Office Supplies	209	775	775	775 *
7200	Other Supplies	5,805	6,150	2,500	4,850 *
7300	Uniforms	605	1,570	1,000	1,570
7310	Publications	1,575	1,800	1,800	1,800 *
7320	Equipment < \$5,000	706	1,000	750	1,000 *
		8,900	11,295	6,825	9,995
Other Expenses					
7550	Miscellaneous Expenses	6	750	750	750 *
		6	750	750	750
Division Total: Fire Prevention		598,777	717,900	658,920	738,393

100-70-720 - Fire Prevention

2021 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.)	4,000
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	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

2021 Budget

FIRE DEPARTMENT

Emergency Management Agency Division

Division Overview

The mission of the Emergency Management Agency (EMA) is to provide proactive emergency management services for our residents, business and visitors to the City. The EMA will coordinate and integrate the necessary activities to build, sustain, and improve our capability to mitigate, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, public health emergencies or other natural or man-made disasters.

Emergency Operations Center - The Emergency Operations Center (EOC) is a centralized command and control facility responsible for carrying out the principles of preparedness and 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 systematic approach and framework to managing an incident during which government, non-governmental organizations and the private sector entities may 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 Programs – EMA has the capacity to incorporate volunteers into certain components of the agency to assist the City in any number of potential activities. Volunteer roles are intended to be fluid and can be changed based upon the activity or type of incident.

Beginning in January 2021 the Emergency Management Program budget has been incorporated as part of the overall Fire Department Budget as a result of streamlining operations.

2021 Budget
FIRE DEPARTMENT

2021 Goals and Objectives

Emergency Management

1. Incorporate Emergency Management Agency as a Division within the Des Plaines Fire Department.
2. Transition the agency from an IEMA Accredited Agency to a Local Emergency Management Agency.
3. Evaluation of EMA operations, structure, training, and compliance and incorporate necessary adjustments to all components.
4. Develop an operational and training plan for EMA and the City to ensure compliance with regulations including, but not limited to the following:
 - a. 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.
5. 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).

2021 Budget

FIRE -

EMERGENCY MANAGEMENT AGENCY

PERSONNEL EXHIBIT

Department: Fire		Div: EMA		Div. No: 70 - 730	
Title	Authorized Positions			2021 Budget	
	2019 Budget	2020 Budget	2021 Budget		
Deputy Executive Coordinator	0.00	0.00	0.00		
Part-Time EMA Coordinator	0.00	0.00	0.50		
Total Full Time Equivalent (FTE) Employees:	0.00	0.00	0.50		

* Position reallocated from the EMA Department Budget.

100-70-730 - Emergency Management Agency

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5010	Temporary Wages	-	-	-	58,710
		-	-	-	58,710
Other Employee Costs					
5310	Membership Dues	-	-	-	65 *
5325	Training	-	-	-	1,000 *
5335	Travel Expenses	-	-	-	100 *
		-	-	-	1,165
Insurance					
5535	Property & Liability Insurance	-	-	-	13,040
		-	-	-	13,040
Contractual Services					
6015	Communication Services	-	-	-	11,800 *
		-	-	-	11,800
Other Services					
6110	Printing Services	-	-	-	500 *
		-	-	-	500
Repairs and Maintenance					
6300	R&M Software	-	-	-	6,500 *
6305	R&M Equipment	-	-	-	13,300 *
		-	-	-	19,800
Commodities					
7000	Office Supplies	-	-	-	600 *
7035	Supplies - Equipment R&M	-	-	-	225 *
7200	Other Supplies	-	-	-	1,000 *
7300	Uniforms	-	-	-	1,000
7320	Equipment < \$5,000	-	-	-	6,000 *
		-	-	-	8,825
Other Expenses					
7500	Postage & Parcel	-	-	-	100
7550	Miscellaneous Expenses	-	-	-	1,250 *
		-	-	-	1,350
Division Total: Emergency Management Agency		-	-	-	115,190

100-70-730 - Emergency Management Agency

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	Illinois Emergency Services Mgmt. Assoc. (IESMA)	65
Account: 5325 - Training	Mandated 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	Printing of Training Manuals/Pamphlets/Handouts	500
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	5,500
	Siren System Repair	4,000
Account: 7000 - Office Supplies	Paper, Pens, Pencils, Etc	600
Account: 7035 - Supplies - Equipment R&M	Repair of Emergency Mgmt. Agency Tools & Equipment	225
Account: 7200 - Other Supplies	Emergency Management Supplies	500
	Emergency Operation Center Supplies	500
Account: 7320 - Equipment < \$5,000	Emergency Operations Center (EOC)	3,500
	Tools, Equipment	2,500
Account: 7550 - Miscellaneous Expenses	Supplies for Special Events, Incidents, EOC	1,250

2021 Budget

BOARD OF FIRE & POLICE COMMISSIONERS

Mission Statement

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

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Commission Costs	50,326	59,526	93,497	38,540	22,695	78,040
Contractual Services	1,663	682	629	5,000	1,750	5,000
Commodities	534	3,160	935	1,850	900	1,850
Total	52,523	63,369	95,062	45,390	25,345	84,890

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 2018	Actual 2019	Projected 2020
Hiring	Number of Fire Department Candidates Interviewed	23	10	30
	Number of Police Department Candidates Interviewed	22	34	29
Promotion	Number of Fire Department Candidates Tested	0	22	0
	Number of Police Department Candidates Tested	33	0	0

2020 Major Accomplishments

1. The Board appointed five (5) Firefighter/Paramedics and appointed ten (10) Police Officers.
2. The Board promoted six (6) Firefighter/Paramedics to Lieutenants.
3. The Board promoted three (3) Police Officers to Sergeants.

2021 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 conduct testing to establish an eligibility list for Firefighter/Paramedic, Police Patrol Officer, and Police Sergeant.

100-75 - Fire & Police Commission

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Other Employee Costs					
5310	Membership Dues	375	400	250	400 *
5325	Training	-	1,000	-	500 *
5335	Travel Expenses	-	100	-	100 *
5340	Pre-Employment Testing	49,916	37,040	22,445	77,040 *
5345	Post-Employment Testing	43,206	-	-	-
		93,497	38,540	22,695	78,040
Contractual Services					
6010	Legal Fees - Labor & Employment	-	4,000	1,500	4,000 *
		-	4,000	1,500	4,000
Other Services					
6100	Publication of Notices	629	1,000	250	1,000
		629	1,000	250	1,000
Commodities					
7000	Office Supplies	-	250	150	250 *
7200	Other Supplies	105	-	-	-
7310	Publications	-	400	-	400 *
7320	Equipment < \$5,000	-	600	500	600 *
		105	1,250	650	1,250
Other Expenses					
7500	Postage & Parcel	-	100	-	100 *
7550	Miscellaneous Expenses	831	500	250	500 *
		831	600	250	600
Department Total: Fire & Police Commission		95,062	45,390	25,345	84,890

100-75 - Fire & Police Commission

2021 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	500
Account: 5335 - Travel Expenses	Mileage, Tolls, Parking	100
Account: 5340 - Pre-Employment Testing	Fire Candidate Testing	6,000
	Fire: Integrity Testing	240
	Fire: Physicals	2,400
	Fire: Polygraph Testing	2,400
	Fire: Psychological Testing	4,500
	Firefighter/Paramedic Eligibility Testing	6,000
	Police: Integrity Testing	300
	Police: Patrol Officer Written Exam	4,500
	Police: Physicals	10,500
	Police: Polygraph Testing	3,450
	Police: Psychological Testing	6,750
	Sergeant Promotional Process	30,000
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

2021 Budget
GENERAL FUND OVERHEAD

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Contractual Services	411,580	763,451	650,700	679,600	670,268	681,100
Commodities	60,862	63,210	58,704	75,450	31,625	75,450
Capital Outlay	-	2,371	320	-	-	-
Transfers	1,750,000	1,970,947	2,849,936	1,850,000	1,850,000	900,000
Total	2,222,442	2,799,978	3,559,660	2,605,050	2,551,893	1,656,550

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

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Other Employee Costs					
5310	Membership Dues	50	50	-	50
		50	50	-	50
Contractual Services					
6015	Communication Services	131,142	132,400	175,000	133,900 *
6025	Administrative Services	24,269	37,500	28,000	37,500 *
6030	AMB Fee Processing Services	93,748	98,500	99,500	98,500 *
		249,159	268,400	302,500	269,900
Other Services					
6125	Bank & CC Fees	66,075	42,500	49,800	42,500 *
6140	Leases	3,644	4,150	4,150	4,150 *
6195	Miscellaneous Contractual Services	100	6,000	2,500	6,000
		69,820	52,650	56,450	52,650
Repairs and Maintenance					
6305	R&M Equipment	-	1,000	-	1,000
		-	1,000	-	1,000
Subsidies and Incentives					
6500	Subsidy - Historical Museum	50,000	50,000	50,000	50,000 *
6502	Subsidy - City Sponsored Events	85,353	50,000	5,000	50,000
6625	Incentive - Warehouse Direct	-	60,000	60,000	60,000
6635	Incentive - Mariano's	196,318	197,500	196,318	197,500
		331,672	357,500	311,318	357,500
Commodities					
7000	Office Supplies	373	2,250	500	2,250 *
7035	Supplies - Equipment R&M	-	1,600	-	1,600 *
7200	Other Supplies	-	-	25	-
7320	Equipment < \$5,000	5,778	1,000	4,300	1,000
		6,151	4,850	4,825	4,850
Other Expenses					
7500	Postage & Parcel	42,248	45,600	24,100	45,600 *
7550	Miscellaneous Expenses	-	25,000	-	25,000 *
8350	Gain or Loss Adjustment	10,304	-	2,700	-
		52,552	70,600	26,800	70,600
Capital Outlay					
8010	Furniture & Fixtures	320	-	-	-
		320	-	-	-
Other Financing Uses					
9260	Transfer to Grant Projects Fund	17,542	-	-	-
9410	Transfer to Equipment Replacement Fund	1,500,000	1,500,000	1,500,000	500,000
9420	Transfer to IT Replacement Fund	250,000	350,000	350,000	400,000
9500	Transfer to Water/Sewer Fund	500,000	-	-	-
9999	Transfer to Other Funds	582,394	-	-	-
		2,849,936	1,850,000	1,850,000	900,000
Department Total: Overhead		3,559,660	2,605,050	2,551,893	1,656,550

100-90 - Overhead

2021 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	4,000
	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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2021 Budget

TAX INCREMENT FUND (TIF) #1 - Downtown

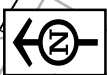
	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	6,048,748	7,130,643	7,737,841	2,764,485	5,848,039	(5,500,914)
Revenues	5,000,018	4,711,070	4,844,265	5,206,771	6,092,237	5,739,482
Bond Proceeds	-	-	-	-	-	-
Expenses	(3,792,123)	(3,991,873)	(6,615,067)	(12,941,368)	(17,316,190)	-
Transfers	(126,000)	(112,000)	(119,000)	(125,000)	(125,000)	-
Ending Balance	7,130,643	7,737,841	5,848,039	(5,095,112)	(5,500,914)	238,568

Fund Overview

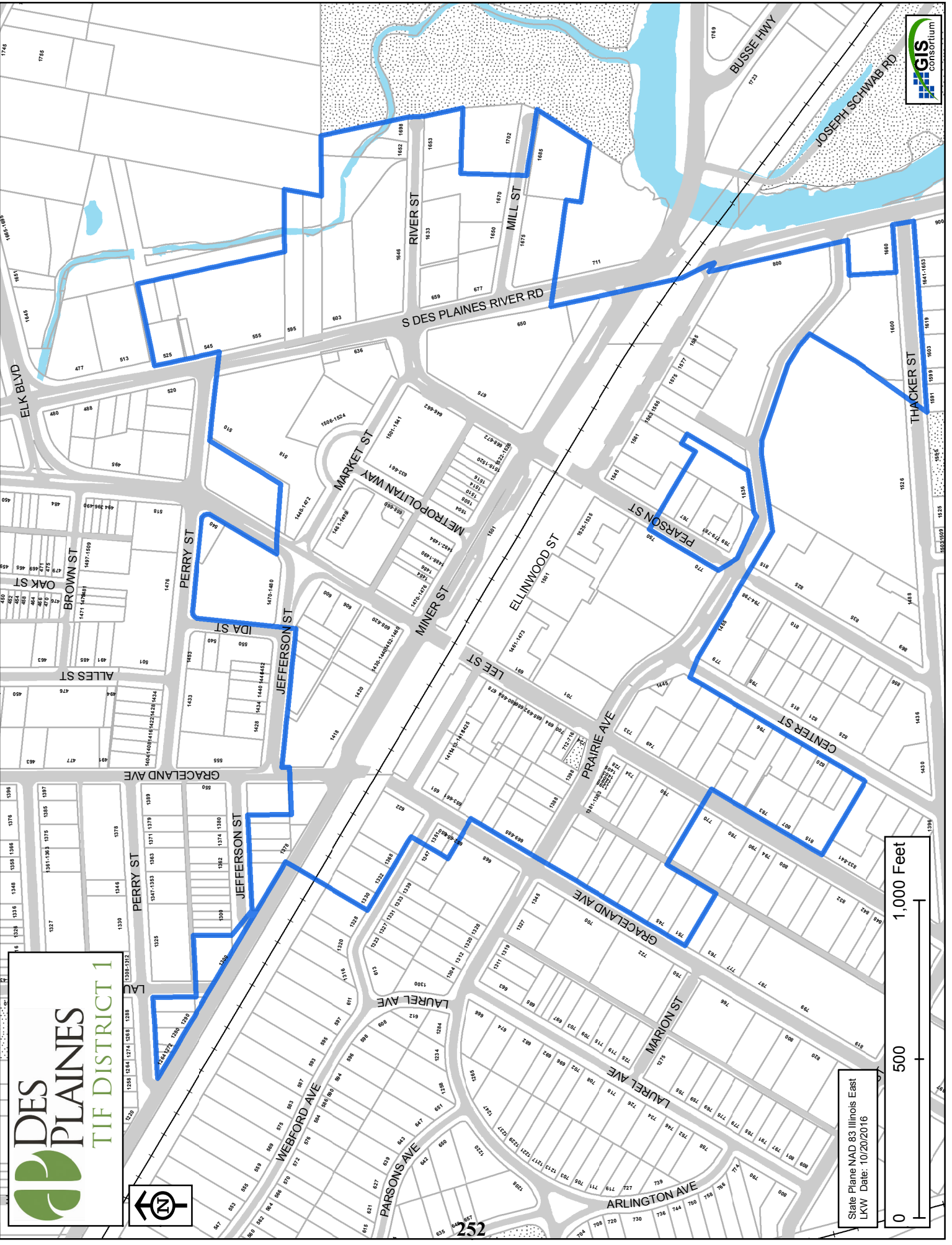
Tax increment finance (TIF) funding is an incentive method used to better the economic condition of a specified area. TIF funding freezes the assessed valuation of a given area for a period of time. The development that subsequently occurs in the area results in an increase in the valuation of the district. 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. The final year of the TIF District is December 31, 2020 with additional property tax received in 2021. The 2021 Budget does not include any expenditures within the TIF District as there will be a final closeout of the TIF.

- 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.

DES PLAINES TIF DISTRICT 1



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



201 - TIF #1 Downtown Fund

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Property Taxes					
4000	Property Taxes - Current Year Collection	4,894,583	5,196,771	6,124,534	5,729,482
4005	Property Taxes - Last Year's Collection	50,441	-	(27,190)	-
4010	Property Taxes - Prior Years Collection	(148,689)	-	(19,057)	-
		4,796,335	5,196,771	6,078,287	5,729,482
Interest Income					
4700	Interest Income	47,930	10,000	13,950	10,000
		47,930	10,000	13,950	10,000
Fund Total: TIF #1 Downtown Fund		4,844,265	5,206,771	6,092,237	5,739,482

201 - TIF #1 Downtown Fund 2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Insurance					
5535	Property & Liability Insurance	32,160	31,480	31,480	-
		32,160	31,480	31,480	-
Contractual Services					
6000	Professional Services	897,814	1,530,000	445,000	-
6005	Legal Fees	14,085	30,000	20,000	-
		911,899	1,560,000	465,000	-
Other Services					
6110	Printing Services	-	500	-	-
6145	Custodial Services	21,600	25,000	25,000	-
6150	City Maintenance	230,249	150,000	174,000	-
6195	Miscellaneous Contractual Services	133,207	63,050	300,000	-
		385,056	238,550	499,000	-
Repairs and Maintenance					
6315	R&M Buildings & Structures	1,124,553	4,000,000	4,385,000	-
6325	R&M Street Lights	21,606	25,000	25,000	-
		1,146,159	4,025,000	4,410,000	-
Subsidies and Incentives					
6515	Subsidy - Winter Decoration	77,393	35,000	30,000	-
6520	Subsidy - Economic Development	119,000	125,000	125,000	-
6601	Incentive - Business Assistance	-	350,000	153,625	-
		196,393	510,000	308,625	-
Commodities					
7045	Supplies - Building R&M	107,107	1,500	112,000	-
7050	Supplies - Streetscape	21,900	33,500	20,000	-
7100	Wholesale Water - Chicago	-	150	-	-
7110	Natural Gas	1,614	1,500	1,800	-
7140	Electricity	19,832	16,000	16,000	-
7200	Other Supplies	12,067	30,000	-	-
		162,520	82,650	149,800	-
Capital Outlay					
8015	Equipment	2,192	-	-	-
8100	Improvements	2,623,262	5,350,000	10,308,598	-
		2,625,454	5,350,000	10,308,598	-
Debt Service					
8300	Principal	75,940	79,927	79,926	-
8325	Interest Charges	8,183	4,196	4,196	-
		84,123	84,123	84,122	-
Fund Total: TIF #1 Downtown Fund		5,543,763	11,881,803	16,256,625	-

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

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Debt Service					
8300	Principal	185,000	185,000	185,000	-
8325	Interest Charges	9,250	4,625	4,625	-
8375	Bank/Trust/Agency Fees	119	125	125	-
		194,369	189,750	189,750	-
Program Total: 2011A Refunding 2003A		194,369	189,750	189,750	-

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

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Debt Service					
8300	Principal	490,000	495,000	495,000	-
8325	Interest Charges	17,250	9,900	9,900	-
8375	Bank/Trust/Agency Fees	475	500	500	-
		<u>507,725</u>	<u>505,400</u>	<u>505,400</u>	<u>-</u>
Program Total: 2012A Refunding 2004A		507,725	505,400	505,400	-

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

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Debt Service					
8300	Principal	460,000	475,000	475,000	-
8325	Interest Charges	28,050	14,250	14,250	-
8375	Bank/Trust/Agency Fees	158	165	165	-
		488,208	489,415	489,415	-
Program Total: 2013A Refunding 2005F/2004B		488,208	489,415	489,415	-

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2021 Budget

TAX INCREMENT FUND (TIF) #3 – Wille Road

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	(3,007,156)	(3,007,016)	(3,369,966)	(3,572,984)	(3,573,065)	(3,290,542)
Revenues	1,371,390	1,559,722	1,710,532	2,077,683	2,170,461	2,299,750
Bond Proceeds	-	12,707,149	-	-	-	-
Expenses	(1,365,249)	(2,024,194)	(1,907,631)	(1,891,413)	(1,880,938)	(1,892,824)
Transfers	(6,000)	(12,605,628)	(6,000)	(7,000)	(7,000)	(5,000)
Ending Balance	(3,007,016)	(3,369,966)	(3,573,065)	(3,393,714)	(3,290,542)	(2,888,616)

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.

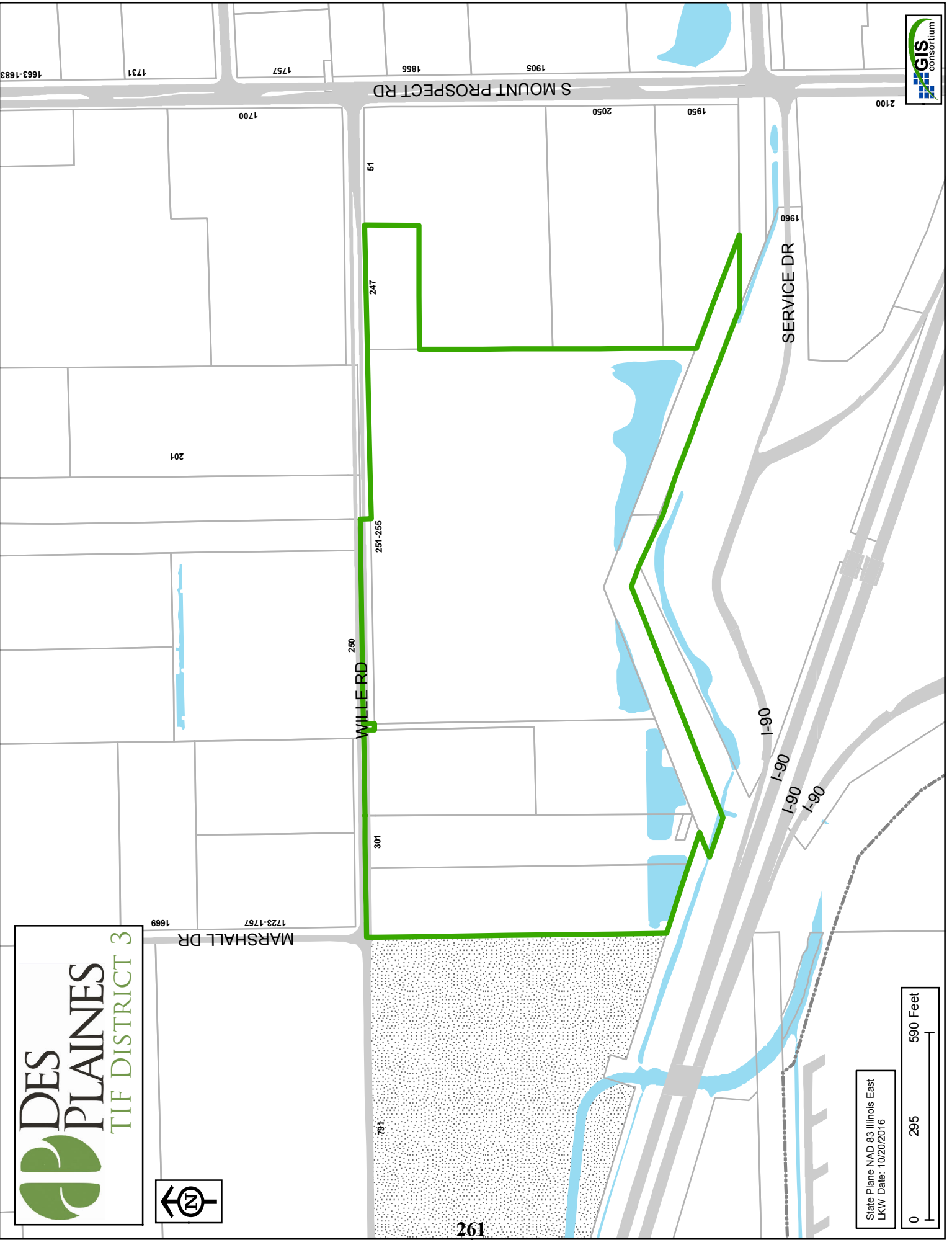
- TIF #3: created in 2000 just west of the terminated TIF #2 area of Wille Road (see attached map). Part of the City's contribution for development was improvement of utilities and Wille Road. A developer built a 411,000 square-foot industrial building, also referred to as the phase I development, which 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.

2021 Budget**TAX INCREMENT FUND (TIF) #3 – Wille Road****Debt Service paid from TIF #3 includes:**

Series	Type	Original Amount	Remaining 1/1/2021	Final Payout
2008A	G.O. (refunding 2001C)	1,241,000	125,000	2021
2011A	G.O. (refunding 2005E)	755,000	155,000	2021
2013A	G.O. (refunding 2004B)	565,000	75,000	2021
2014B	G.O. (refunding 2005A)	2,720,000	920,000	2022
2018A	G.O. (refunding 2010A & 2010B)	12,410,000	10,490,000	2028
Total G.O. Bonds		17,691,000	11,765,000	

Annual G.O. Bonds Principal and Interest Requirements

Year	Principal	Interest	Total P&I
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
Total	11,765,000	1,390,691	13,155,691



DES PLAINES
TIF DISTRICT 3



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



203 - TIF #3 Wille Road Fund

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Property Taxes					
4000	Property Taxes - Current Year Collection	1,776,896	2,077,083	2,195,456	2,299,500
4010	Property Taxes - Prior Years Collection	(66,957)	-	(25,245)	-
		1,709,939	2,077,083	2,170,211	2,299,500
Interest Income					
4700	Interest Income	594	600	250	250
		594	600	250	250
Fund Total: TIF #3 Wille Road Fund		1,710,532	2,077,683	2,170,461	2,299,750

203 - TIF #3 Wille Road Fund

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Insurance					
5535	Property & Liability Insurance	70	60	60	70
		70	60	60	70
Contractual Services					
6000	Professional Services	-	400	300	400
		-	400	300	400
Other Services					
6195	Miscellaneous Contractual Services	-	10,000	-	10,000 *
		-	10,000	-	10,000
Subsidies and Incentives					
6520	Subsidy - Economic Development	6,000	7,000	7,000	5,000 *
		6,000	7,000	7,000	5,000
Fund Total: TIF #3 Wille Road Fund		6,070	17,460	7,360	15,470

203 - TIF #3 Wille Road Fund

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6195 - Miscellaneous Contractual Services	Right of Way Maintenance	10,000
Account: 6520 - Subsidy - Economic Development	Allocation of Employee Time on TIF Projects	5,000

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

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Debt Service					
8300	Principal	110,000	115,000	115,000	125,000 *
8325	Interest Charges	18,095	12,486	12,486	6,562
8375	Bank/Trust/Agency Fees	-	400	400	400
		128,095	127,886	127,886	131,962
Program Total: 2008A Refunding 01C		128,095	127,886	127,886	131,962

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

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Issued 2001, Refunded 2008, Matures 2021	125,000

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

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Debt Service					
8375	Bank/Trust/Agency Fees	350	-	-	-
		350	-	-	-
Program Total: 2010A Refunding 2003A/2005A		350	-	-	-

203-00-000-11A0 - 2011A Refunding 2003A

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Debt Service					
8300	Principal	145,000	150,000	150,000	155,000 *
8325	Interest Charges	11,251	7,626	7,626	7,626
8375	Bank/Trust/Agency Fees	119	125	125	125
		<u>156,370</u>	<u>157,751</u>	<u>157,751</u>	<u>162,751</u>
Program Total: 2011A Refunding 2003A		156,370	157,751	157,751	162,751

203-00-000-11A0 - 2011A Refunding 2003A
2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Issued 2011, Matures 2021	155,000

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

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Debt Service					
8300	Principal	70,000	75,000	75,000	75,000 *
8325	Interest Charges	6,825	4,726	4,726	2,476
8375	Bank/Trust/Agency Fees	158	165	165	165
		<u>76,983</u>	<u>79,891</u>	<u>79,891</u>	<u>77,641</u>
Program Total: 2013A Refunding 2005F/2004B		76,983	79,891	79,891	77,641

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

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Issued 2013, Finished 2021	75,000

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

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Debt Service					
8300	Principal	440,000	445,000	445,000	455,000 *
8325	Interest Charges	37,738	28,462	28,462	19,562
8375	Bank/Trust/Agency Fees	-	238	238	238
		477,738	473,700	473,700	474,800
Program Total: 2014B Refunding 2005A/2005D		477,738	473,700	473,700	474,800

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

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Refund GO Bonds 2005A, Mature 12/1/2022	455,000

203-00-000-18A0 - 2018A Refunding 2010A/2010B

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Debt Service					
8300	Principal	710,000	705,000	705,000	720,000 *
8325	Interest Charges	357,150	335,850	335,850	314,700
8375	Bank/Trust/Agency Fees	875	875	500	500
		1,068,025	1,041,725	1,041,350	1,035,200
Program Total: 2018A Refunding 2010A/2010B		1,068,025	1,041,725	1,041,350	1,035,200

203-00-000-18A0 - 2018A Refunding 2010A/2010B

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Refund GO Bonds 2010A/2010B, Matures 12/1/2028	720,000

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2021 Budget

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

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	131,718	161,522	200,735	175,941	198,403	269,490
Revenues	143,885	156,606	158,037	172,745	183,022	183,022
Expenses	(114,081)	(117,393)	(160,369)	(111,035)	(111,935)	(108,151)
Transfers	-	-	-	-	-	-
Ending Balance	161,522	200,735	198,403	237,651	269,490	344,361

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.

2021 Budget

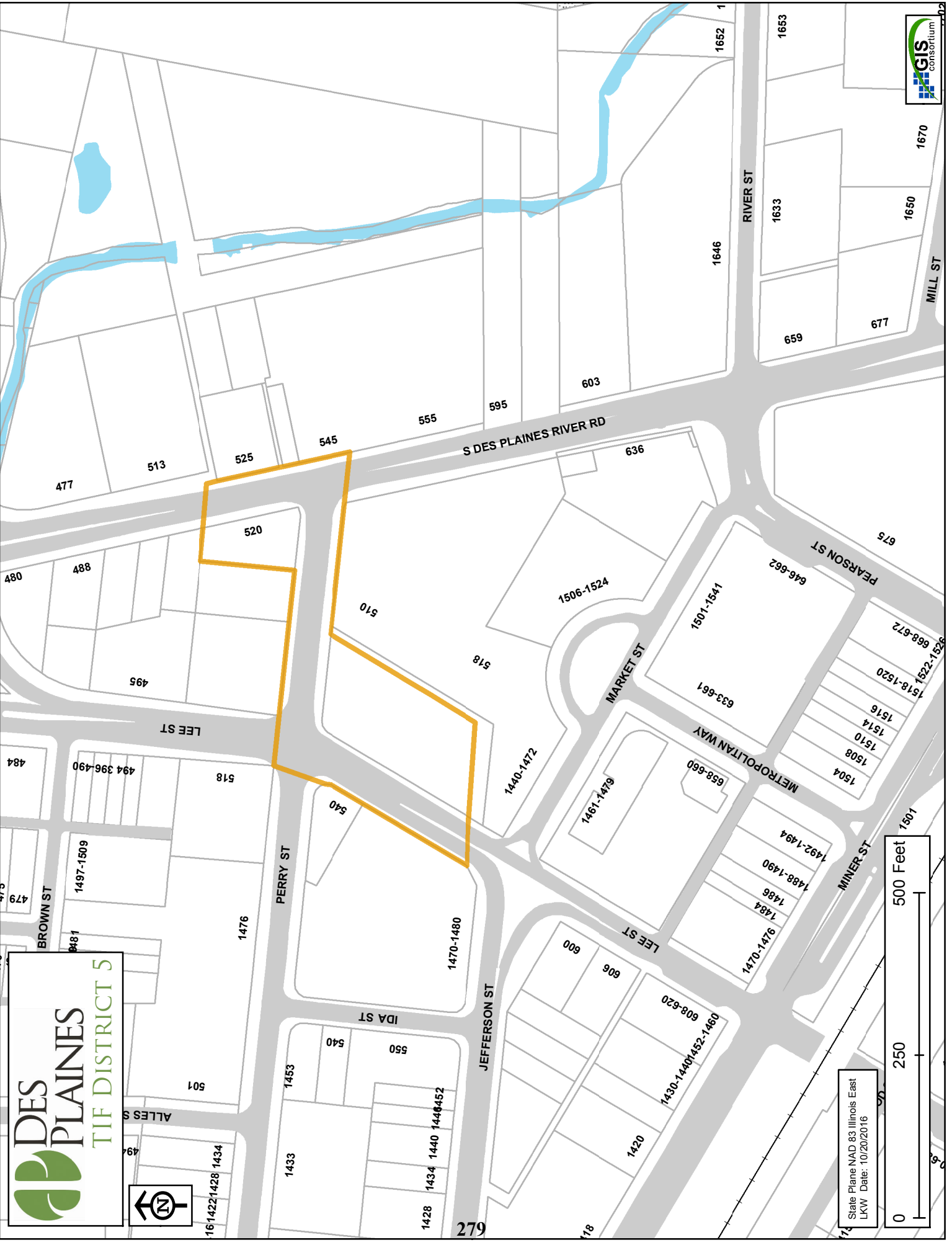
TAX INCREMENT FUND (TIF) #5 – Lee & Perry

Debt Service paid from TIF #5 includes:

Series	Type	Original Amount	Remaining 1/1/2021	Final Payout
2011A	G.O. (TIF#5)	1,525,000	105,000	2021
Total G.O. Bonds		1,525,000	105,000	

Annual G.O. Bonds Principal and Interest Requirements

Year	Principal	Interest	Total P&I
2021	105,000	2,626	107,626
Total	105,000	2,626	107,626



DES PLAINES
TIF DISTRICT 5



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



205 - TIF #5 Perry/Lee Fund

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Property Taxes					
4000	Property Taxes - Current Year Collection	157,981	172,645	182,972	182,972
4010	Property Taxes - Prior Years Collection	-	-	-	-
		157,981	172,645	182,972	182,972
Interest Income					
4700	Interest Income	55	100	50	50
		55	100	50	50
Fund Total: TIF #5 Perry/Lee Fund		158,036	172,745	183,022	183,022

205 - TIF #5 Perry/Lee Fund

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Insurance					
5535	Property & Liability Insurance	-	260	260	-
		-	260	260	-
Contractual Services					
6000	Professional Services	-	400	300	400
		-	400	300	400
Capital Outlay					
8100	Improvements	52,500	-	1,000	-
		52,500	-	1,000	-
Fund Total: TIF #5 Perry/Lee Fund		52,500	660	1,560	400

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

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Debt Service					
8300	Principal	100,000	105,000	105,000	105,000 *
8325	Interest Charges	7,750	5,250	5,250	2,626
8375	Bank/Trust/Agency Fees	119	125	125	125
		<u>107,869</u>	<u>110,375</u>	<u>110,375</u>	<u>107,751</u>
Program Total: 2011A Refunding 2003A		107,869	110,375	110,375	107,751

205-00-000-11A0 - 2011A Refunding 2003A
2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Issued 2011, Matures 2021	105,000

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2021 Budget**TAX INCREMENT FUND (TIF) #6 – Mannheim & Higgins**

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	(10,292,551)	(11,516,124)	(12,722,265)	(13,921,823)	(13,924,426)	(15,241,397)
Revenues	79,473	93,205	92,625	114,239	144,720	144,720
Bond Proceeds	-	-	-	-	-	-
Expenses	(1,300,048)	(1,296,347)	(1,291,786)	(1,465,263)	(1,458,691)	(1,479,357)
Transfers	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
Ending Balance	(11,516,124)	(12,722,265)	(13,924,426)	(15,275,847)	(15,241,397)	(16,579,034)

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.

2021 Budget**TAX INCREMENT FUND (TIF) #6 – Mannheim & Higgins****Debt Service paid from TIF #6 includes:**

Series	Type	Original Amount	Remaining 1/1/2021	Final Payout
2009A	G.O. (TIF #6, Taxable), partial refund 2003C & 2004B	5,430,000	2,454,430	2023
2011A	G.O. (Refunding 2003A)	250,000	25,000	2021
2013	G.O. (Refunding 2004B)	4,390,000	615,000	2021
2014A	G.O. (Refunding 2003C)	2,020,000	355,000	2021
Total G.O. Bonds		12,090,000	3,449,430	

Annual G.O. Bonds Principal and Interest Requirements

Year	Principal	Interest	Total P&I
2021	1,220,713	30,149	1,250,862
2022	750,424	-	750,424
2023	333,112	-	333,112
Total	2,304,249	30,149	2,334,398

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



DES PLAINES

TIF DISTRICT 6



GREENLEAF AVE

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

2579

1626 1638 1646 1656 1672 1686 1696 1708 172

LUNT AVE

1625 1645 1653 1665 1667 1671 1679 1699 1703 1709 1727

2645

1640 1642 1660 1672 1686 1698 1706 1710

MORSE AVE

1651 1661 1669 1681 1697 1711

2691

2725

1666 1678 1692 1712

FARWELL AVE

1665 1677 1691 1711

2765

1678 1700 1710 1712

PRATT AVE

5082 5082

1705

287

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

0 250 500 Feet



206 - TIF #6 Mannheim/Higgins Fund

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Property Taxes					
4000	Property Taxes - Current Year Collection	95,602	114,214	144,695	144,695
4010	Property Taxes - Prior Years Collection	(3,003)	-	-	-
		92,599	114,214	144,695	144,695
Interest Income					
4700	Interest Income	26	25	25	25
		26	25	25	25
Fund Total: TIF #6 Mannheim/Higgins Fund		92,625	114,239	144,720	144,720

206 - TIF #6 Mannheim/Higgins Fund

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
<u>Insurance</u>					
5535	Property & Liability Insurance	50	40	40	40
		50	40	40	40
<u>Contractual Services</u>					
6000	Professional Services	638	3,000	1,500	3,000 *
6005	Legal Fees	-	5,000	-	5,000
		638	8,000	1,500	8,000
<u>Subsidies and Incentives</u>					
6520	Subsidy - Economic Development	3,000	3,000	3,000	3,000 *
		3,000	3,000	3,000	3,000
<u>Other Expenses</u>					
7500	Postage & Parcel	-	52	-	52
		-	52	-	52
Fund Total: TIF #6 Mannheim/Higgins Fund		3,688	11,092	4,540	11,092

206 - TIF #6 Mannheim/Higgins Fund

2021 Budget Justification Worksheet

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

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

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Debt Service					
8300	Principal	325,000	470,000	470,000	445,000 *
8375	Bank/Trust/Agency Fees	350	370	350	350
		<u>325,350</u>	<u>470,370</u>	<u>470,350</u>	<u>445,350</u>
Program Total: 2009A Refunding 2003C/2004B		325,350	470,370	470,350	445,350

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

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Issued 2003, Matures 2023	445,000

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

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Debt Service					
8300	Principal	25,000	25,000	25,000	25,000 *
8325	Interest Charges	1,874	1,250	1,250	624
8375	Bank/Trust/Agency Fees	119	125	125	125
		26,993	26,375	26,375	25,749
Program Total: 2011A Refunding 2003A		26,993	26,375	26,375	25,749

206-00-000-11A0 - 2011A Refunding 2003A
2021 Budget Justification Worksheet

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

206-00-000-13A0 - 2013A Refunding 2005F/2004B

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Debt Service					
8300	Principal	570,000	590,000	590,000	615,000 *
8325	Interest Charges	55,095	37,996	37,996	20,296
8375	Bank/Trust/Agency Fees	158	165	165	165
		<u>625,253</u>	<u>628,161</u>	<u>628,161</u>	<u>635,461</u>
Program Total: 2013A Refunding 2005F/2004B		625,253	628,161	628,161	635,461

206-00-000-13A0 - 2013A Refunding 2005F/2004B

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Issued 2013, Matures 2021	615,000

206-00-000-14A0 - 2014A Refunding 2003C

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Debt Service					
8300	Principal	290,000	315,000	315,000	355,000 *
8325	Interest Charges	23,500	16,790	16,790	9,230
8375	Bank/Trust/Agency Fees	-	475	475	475
		<u>313,500</u>	<u>332,265</u>	<u>332,265</u>	<u>364,705</u>
Program Total: 2014A Refunding 2003C		313,500	332,265	332,265	364,705

206-00-000-14A0 - 2014A Refunding 2003C

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8300 - Principal	Refund GO Bonds 2003C Mature 12/1/2021	355,000

2021 Budget**TAX INCREMENT FUND (TIF) #7 – Mannheim & Higgins South**

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	(1,400,669)	(426,848)	(1,879,310)	(2,300,484)	(2,419,558)	(2,013,840)
Revenues	1,759,784	65,418	358,371	51,940	446,288	446,288
Expenses	(741,963)	(1,469,880)	(849,619)	(28,270)	(570)	(28,260)
Transfers	(44,000)	(48,000)	(49,000)	(40,000)	(40,000)	(13,000)
Ending Balance	(426,848)	(1,879,310)	(2,419,558)	(2,316,814)	(2,013,840)	(1,608,812)

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



3000
3003
2985
3036
3067
300

MANNHEIM RD

1678 1700 1711
PRATT AVE
1705

SYCAMORE ST

2845 2861 2874 2878 2882
1736 1744 1750 1730
CENTRAL AVE
2933 1741 1749 1761 1777 1783
2942

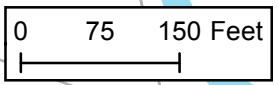
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ORCHARD PL

HIGGINS RD

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



207 - TIF #7 Mannheim/Higgins South

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Property Taxes					
4000	Property Taxes - Current Year Collection	70,857	51,890	446,263	446,263
4005	Property Taxes - Last Year's Collection	(30)	-	-	-
		70,826	51,890	446,263	446,263
Interest Income					
4700	Interest Income	67	50	25	25
		67	50	25	25
Miscellaneous Revenues					
4830	Sale of Fixed Assets	287,477	-	-	-
		287,477	-	-	-
Fund Total: TIF #7 Mannheim/Higgins South		358,371	51,940	446,288	446,288

207 - TIF #7 Mannheim/Higgins South 2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
<u>Insurance</u>					
5535	Property & Liability Insurance	670	270	270	260
		670	270	270	260
<u>Contractual Services</u>					
6000	Professional Services	117,873	3,000	300	3,000 *
6005	Legal Fees	3,881	25,000	-	25,000
		121,755	28,000	300	28,000
<u>Subsidies and Incentives</u>					
6520	Subsidy - Economic Development	49,000	40,000	40,000	13,000 *
		49,000	40,000	40,000	13,000
<u>Other Expenses</u>					
7550	Miscellaneous Expenses	2,775	-	-	-
		2,775	-	-	-
<u>Capital Outlay</u>					
8030	Land	30	-	-	-
8100	Improvements	724,388	-	-	-
		724,418	-	-	-
Fund Total: TIF #7 Mannheim/Higgins South		898,617	68,270	40,570	41,260

207 - TIF #7 Mannheim/Higgins South 2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6000 - Professional Services	Annual TIF Report	3,000
Account: 6520 - Subsidy - Economic Development	Allocation of Employee Time on TIF Projects	13,000

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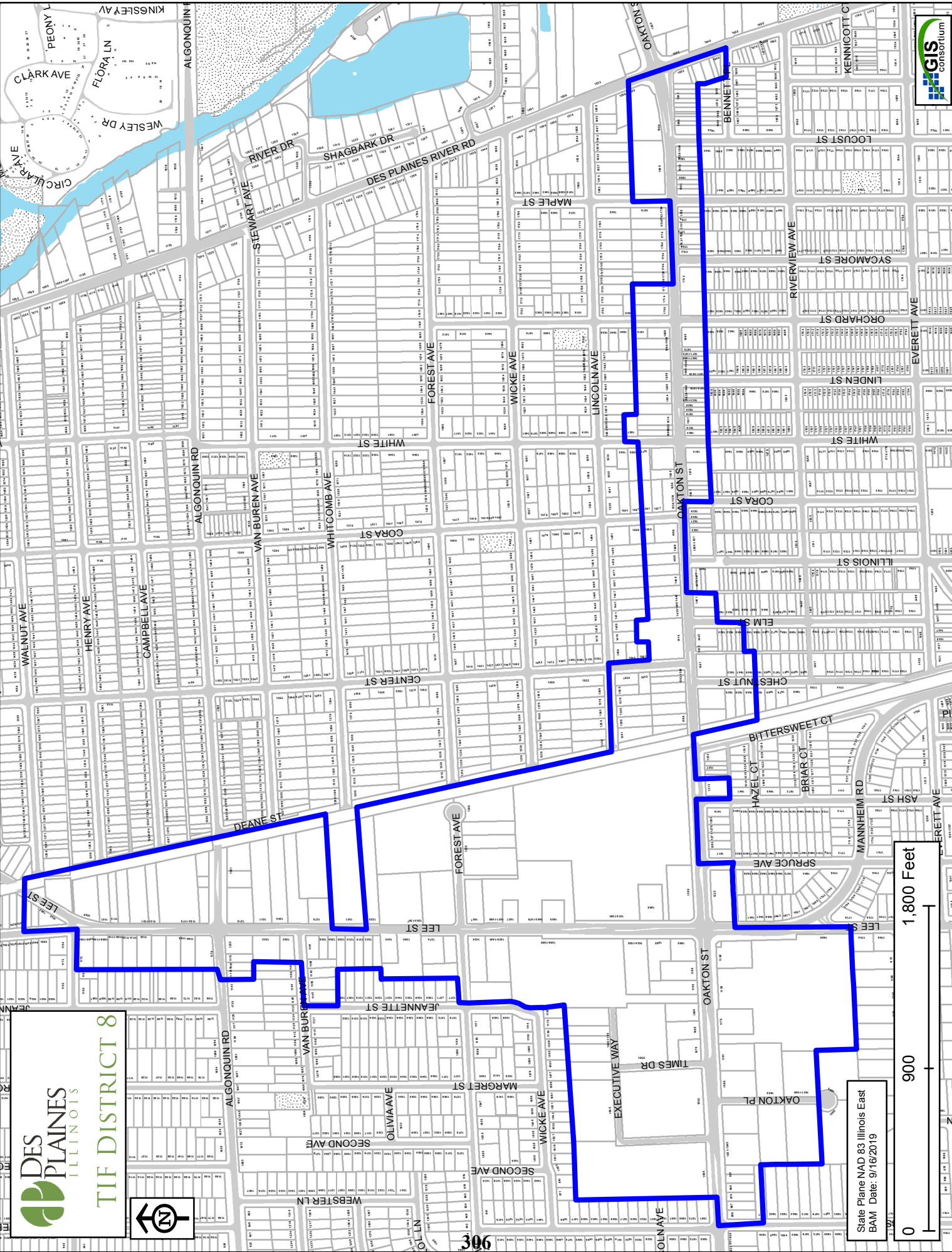
2021 Budget**TAX INCREMENT FUND (TIF) #8 – Oakton St. Corridor**

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	-	-	-	(172,912)	-	1,281,557
Revenues	-	-	-	-	1,281,557	1,281,557
Bond Proceeds	-	-	-	-	-	-
Expenses	-	-	-	(186,500)	-	(186,500)
Transfers	-	-	-	-	-	(43,000)
Ending Balance	-	-	-	(359,412)	1,281,557	2,333,614

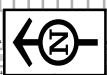
Fund Overview

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.

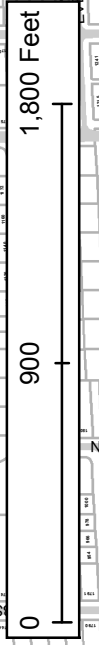
TIF #8: Created in 2019, the area generally includes but not limited to parcels along and adjacent to Mannheim Road bounded by Walnut Avenue to the north and Oakton Street to the south, and tax parcels along and adjacent to Oakton Street from Webster Lane to the west to River Road to the east in the 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

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Property Taxes					
4000	Property Taxes - Current Year Collection	-	-	1,281,557	1,281,557
		-	-	1,281,557	1,281,557
Interest Income					
4700	Interest Income	-	-	-	-
		-	-	-	-
Fund Total: TIF #8 Oakton		-	-	1,281,557	1,281,557

208 - TIF #8 Oakton

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Contractual Services					
6000	Professional Services	-	175,000	-	175,000 *
		-	175,000	-	175,000
Subsidies and Incentives					
6520	Subsidy - Economic Development	-	-	-	43,000
		-	-	-	43,000
Capital Outlay					
8100	Improvements	-	11,500	-	11,500 *
		-	11,500	-	11,500
Fund Total: TIF #8 Oakton		-	186,500	-	229,500

208 - TIF #8 Oakton

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6000 - Professional Services	Oakton Street North Central Service Metra Station	175,000
Account: 8100 - Improvements	Pedestrian Signal Upgrades at Oakton & White	11,500

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2021 Budget
MOTOR FUEL TAX FUND

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	719,632	879,849	1,032,957	491,957	1,201,159	2,423,298
Revenues	1,498,691	1,515,916	1,945,033	1,410,000	2,667,139	2,642,139
Expenses	(1,338,474)	(1,362,808)	(1,776,831)	(1,469,000)	(1,445,000)	(4,054,000)
Ending Balance	879,849	1,032,957	1,201,159	432,957	2,423,298	1,011,437

Fund Overview

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

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

Performance Measures

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Motor Fuel Tax	Tons of Salt Purchased	4,689	4,725	4,382

230 - Motor Fuel Tax Fund

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Intergovernmental					
4225	Motor Fuel Tax Allotment	1,914,684	1,400,000	1,375,000	1,350,000
4235	MFT Programs	-	-	1,282,139	1,282,139
		1,914,684	1,400,000	2,657,139	2,632,139
Interest Income					
4700	Interest Income	30,350	10,000	10,000	10,000
		30,350	10,000	10,000	10,000
Fund Total: Motor Fuel Tax Fund		1,945,033	1,410,000	2,667,139	2,642,139

230 - Motor Fuel Tax Fund

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
<u>Contractual Services</u>					
6000	Professional Services	29,057	40,000	20,000	40,000 *
		29,057	40,000	20,000	40,000
<u>Other Services</u>					
6155	Sidewalk Improvements	526,150	250,000	250,000	250,000 *
6160	Street Crack Filling	-	-	-	100,000 *
6165	Street Pavement Markings	-	-	-	65,000 *
		526,150	250,000	250,000	415,000
<u>Repairs and Maintenance</u>					
6330	R&M Traffic Signals	48,376	44,000	40,000	44,000 *
		48,376	44,000	40,000	44,000
<u>Commodities</u>					
7140	Electricity	227,259	235,000	235,000	255,000 *
7160	Ice Control	351,653	400,000	400,000	400,000 *
		578,912	635,000	635,000	655,000
<u>Capital Outlay</u>					
8100	Improvements	594,335	500,000	500,000	2,900,000 *
		594,335	500,000	500,000	2,900,000
Fund Total: Motor Fuel Tax Fund		1,776,830	1,469,000	1,445,000	4,054,000

230 - Motor Fuel Tax Fund

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6000 - Professional Services	Soil & Material Testing	40,000
Account: 6155 - Sidewalk Improvements	Sidewalk Replacement	250,000
Account: 6160 - Street Crack Filling	Asphalt Crack Filling	50,000
	Concrete Pavement Joint Sealing	50,000
Account: 6165 - Street Pavement Markings	Pavement Reflectors	15,000
	Thermoplastic and Painting	50,000
Account: 6330 - R&M Traffic Signals	State Treasurer, Cook County Highway	44,000
Account: 7140 - Electricity	Street Lights	220,000
	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
	Street Improvements (Resurfacing)	2,400,000

2021 Budget

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	-	(37,834)	(8,086)	17,878	330	17,425
Revenues	450,828	427,198	279,354	302,509	302,509	488,055
Expenses	(488,662)	(375,450)	(270,938)	(307,776)	(285,414)	(505,481)
Ending Balance	(37,834)	(8,086)	330	12,611	17,425	(1)

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) 2020 (October 1, 2020 - September 30, 2021) is \$307,288. 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 Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, makes \$5 billion available in supplemental Community Development Block Grant (CDBG) funding from the Department of Housing and Urban Development (HUD) to prevent, prepare for, and respond to the coronavirus (CDBG-CV grants). The City received \$180,767 in CDBG-CV grant funds.

The Associate Planner manages the CDBG and CDBG-CV 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 PY2020 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 are not considered as Program Income.

2021 Budget**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND****Performance Measures**

Service	Metric	Actual Number of Households 2018	Actual Number of Households 2019	Projected Number of Households 2020	Completed Number of Households 2020
Housing Rehabilitation Programs	Home Repair Program	7	5	6	6
	Minor Repair Program	0	2	2	2
	Emergency Home Repair	1	0	2	0

2020 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 projects, and zero (0) Emergency Home Repair Program project.
2. Assisted approximately 345 households/persons through the public service programs administered by the not-for-profit CDBG sub-recipients.
3. Assisted approximately 116 households/persons through the public service programs funded with CDBG-CV and administered by the not-for-profit CDBG sub-recipients.

2021 Goals and Objectives

1. Under home rehabilitation complete six (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 350 people through the public service programs administered by the non-for-profit CDBG sub-recipients.

2021 Budget
COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG)

PERSONNEL EXHIBIT

Department: CED		Div: CDBG		Div. No: 240-00	
Title	Authorized Positions				
	2019 Budget	2020 Budget	2021 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

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Intergovernmental					
4250	CDBG	279,354	302,509	302,509	307,288 *
4254	CDBG Care Act Program	-	-	-	180,767 *
		279,354	302,509	302,509	488,055
Fund Total: CDBG Fund		279,354	302,509	302,509	488,055

240 - CDBG Fund

2021 Revenue Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 4250 - CDBG	Program Year 2020 Allocation	307,288
Account: 4254 - CDBG Care Act Program	CDBG-CV Assistance Program	180,767

240 - CDBG Fund

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	52,235	49,323	46,066	50,031
		52,235	49,323	46,066	50,031
Taxes and Benefits					
5200	FICA Contribution	3,783	3,773	3,080	4,726
5205	IMRF Contribution	4,733	5,440	4,441	6,586
5235	Life Insurance Contribution	54	19	32	36
5240	Workers Compensation	-	68	68	78
		8,569	9,300	7,621	11,426
Subsidies and Incentives					
6555	Subsidy - Emergency Shelter for Homeless Youth	3,700	3,700	3,700	5,000 *
6560	Subsidy - Shared Housing & Homeless Prevention	10,293	8,700	8,700	8,700 *
6563	Subsidy - Senior Housing and Supportive Services	12,066	10,700	10,700	10,700 *
6570	Subsidy - Residential Rehab	175,768	204,453	187,027	217,257 *
6580	Subsidy - Housing Counseling	15,144	14,900	14,900	14,900 *
6600	Subsidy - Transitional Housing	1,123	6,700	6,700	6,700 *
6604	CDBG Care Act Program	-	-	-	180,767 *
		218,094	249,153	231,727	444,024
Capital Outlay					
8100	Improvements	(7,962)	-	-	-
		(7,962)	-	-	-
Fund Total: CDBG Fund		270,937	307,776	285,414	505,481

240 - CDBG Fund

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6555 - Subsidy - Emergency Shelter for Homeless Youth	The Harbour Inc.	5,000
Account: 6560 - Subsidy - Shared Housing & Homeless Prevention	Center of Concern	8,700
Account: 6563 - Subsidy - Senior Housing and Supportive Services	Center of Concern	10,700
Account: 6570 - Subsidy - Residential Rehab	DP/CED/Emergency Repair Program	6,000
	NW Housing Partnership/HRP	189,982
	NW Housing Partnership/MRP	21,275
Account: 6580 - Subsidy - Housing Counseling	Northwest Compass	14,900
Account: 6600 - Subsidy - Transitional Housing	WINGS	6,700
Account: 6604 - CDBG Care Act Program	CDBG-CV Assistance Program	180,767

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2021 Budget
GRANT FUNDED PROJECTS FUND

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	(1,916,809)	(5,572,932)	(6,765,962)	695,575	(73,022)	(121,622)
Revenues	9,180,812	6,841,948	20,035,606	14,777,641	8,594,650	13,696,721
Expenses	(13,014,040)	(8,404,880)	(14,055,754)	(17,106,893)	(9,022,082)	(15,395,997)
Transfers	177,104	369,902	713,088	2,329,252	378,832	1,699,276
Ending Balance	(5,572,932)	(6,765,962)	(73,022)	695,575	(121,622)	(121,622)

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

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Intergovernmental					
4260	Federal Grants	4,955,964	1,577,641	870,000	6,841,262 *
4270	State Grants	12,629,907	9,150,000	7,407,300	1,500,000 *
4280	Local Grants	2,424,183	4,050,000	317,350	5,355,459 *
		20,010,055	14,777,641	8,594,650	13,696,721
Interest Income					
4700	Interest Income	25,551	-	-	-
		25,551	-	-	-
Other Financing Sources					
4900	Transfer from General Fund	17,542	-	-	-
4940	Transfer from Capital Projects Fund	695,546	2,329,252	378,832	1,699,276 *
		713,088	2,329,252	378,832	1,699,276
Fund Total: Grant Projects Fund		20,748,694	17,106,893	8,973,482	15,395,997

250 - Grant Projects Fund

2021 Revenue Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 4260 - Federal Grants	Customs & DEA Overtime Reimbursement	48,600
	FEMA Fire Station Floodwall (ENG 5421)	1,477,241
	Lee-Forest Signal - STP Construction (ENG 5152)	89,981
	Phase 4 Hazard Mitigation Grant FEMA (ENG 5253)	1,565,890
	Rand Road Sidepath - ITEP (ENG 5215)	3,283,420
	Rand Road Sidepath - ITEP Construction (ENG 5215)	376,130
Account: 4270 - State Grants	Phase 5 Hazard Mitigation Grant IDNR (ENG 5254)	1,500,000
Account: 4280 - Local Grants	Phase 4 Hazard Mitigation Grant MWRD (ENG 5253)	355,459
	Phase 5 Hazard Mitigation Grant MWRD (ENG 5254)	5,000,000
Account: 4940 - Transfer from Capital Projects Fund	FEMA Fire Station Floodwall (ENG 5421)	492,414
	Lee-Forest Traffic Signal - STP (ENG 5152)	47,495
	Lee-Forest Traffic Signal - STP Construction (ENG 5152)	504,887
	Rand Road Sidepath - ITEP (ENG 5215)	128,400
	Rand Road Sidepath - ITEP Construction (ENG 5215)	526,080

250-00-000-2510 - Public Safety Grants

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	40,352	-	-	-
5020	Overtime - Non Supervisory	51,188	41,600	48,600	48,600
		91,539	41,600	48,600	48,600
Commodities					
7320	Equipment < \$5,000	1,809	-	-	-
		1,809	-	-	-
Capital Outlay					
8015	Equipment	17,542	-	-	-
		17,542	-	-	-
Program Total: Public Safety Grants		110,890	41,600	48,600	48,600

250-00-000-2520 - Capital Grants

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Contractual Services					
6000	Professional Services	1,102,486	1,686,000	1,190,827	557,006 *
6005	Legal Fees	201,777	25,000	131,555	35,000 *
		<u>1,304,263</u>	<u>1,711,000</u>	<u>1,322,382</u>	<u>592,006</u>
Other Services					
6115	Licensing/Titles	1,308	-	-	-
6195	Miscellaneous Contractual Services	13,486	-	-	-
		<u>14,794</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Outlay					
8030	Land	748,623	5,500,000	1,075,000	8,471,349 *
8100	Improvements	11,877,183	9,854,293	6,576,100	6,284,042 *
		<u>12,625,806</u>	<u>15,354,293</u>	<u>7,651,100</u>	<u>14,755,391</u>
Program Total: Capital Grants		<u>13,944,862</u>	<u>17,065,293</u>	<u>8,973,482</u>	<u>15,347,397</u>

250-00-000-2520 - Capital Grants

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6000 - Professional Services	Lee-Forest Traffic Signal - STP (ENG 5152)	112,476
	Rand Road Sidepath - ITEP Construction (ENG 5215)	444,530
Account: 6005 - Legal Fees	Lee-Forest Traffic Signal - STP Construction (ENG 5152)	25,000
	Rand Road Sidepath - ITEP (ENG 5215)	10,000
Account: 8030 - Land	Phase 4 Hazard Mitigation Grant FEMA (ENG 5253)	1,565,890
	Phase 4 Hazard Mitigation Grant MWRD (ENG 5253)	355,459
	Phase 5 Hazard Mitigation Grant (ENG 5254)	6,500,000
	Rand Road Sidepath - ITEP (ENG 5215) (Proj Amt \$3.3M)	50,000
Account: 8100 - Improvements	FEMA Fire Station Floodwall (ENG 5421)	1,969,655
	Lee-Forest Traffic Signal - STP (ENG 5152)	504,887
	Rand Road Sidepath - ITEP (ENG 5215)	3,809,500

2021 Budget
GAMING TAX FUND

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	20,395,786	21,356,213	20,562,714	20,911,526	22,195,237	20,421,007
Revenues	25,015,007	25,632,853	26,219,242	24,250,000	15,607,500	21,850,000
Expenses	(15,904,580)	(16,026,352)	(16,186,719)	(15,600,000)	(9,381,730)	(14,640,000)
Transfers	(8,150,000)	(10,400,000)	(8,400,000)	(8,750,000)	(8,000,000)	(8,000,000)
Ending Balance	21,356,213	20,562,714	22,195,237	20,811,526	20,421,007	19,631,007

Fund Overview

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

Annual Casino Revenue				
	2018 Actual	2019 Actual	2020 Projected	2021 Budget
Revenues *	25,065,880	25,466,799	15,250,000	21,600,000
State of Illinois Share (\$10M Annually)	(10,000,000)	(10,000,000)	(7,068,493)	(10,000,000)
Remaining Amount	15,065,880	15,466,799	8,181,507	11,600,000
Benefitting Communities Share (40%)	6,026,352	6,186,720	2,313,237	4,640,000
City of Des Plaines Share (60%)	9,039,528	9,280,079	5,868,270	6,960,000
<i>Year of Allocation</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>

* Revenue variances between the two tables are due to interest income.

** Due to the COVID-19 pandemic, 2020 Projected figures are prorated based upon the portion of days that the casino was open to the public.

2021 Budget
GAMING TAX FUND

2021 Budgeted Projects

The \$8.00M in Gaming revenue from 2019 is being used in the 2021 Budget on the following:

- \$120.00K transfer to the General Fund for lobbying services.
- \$1.50M transfer to the Capital Projects Fund for street and drainage system improvements.
- \$6.38M transfer to the Facilities Replacement Fund.

2017 Revenue used in 2019		2018 Revenue used in 2020		2019 Revenue used in 2021	
Street and Drainage System Improvements	\$2.53M	Facilities Replacement Fund Transfer	\$8.00M	Lobbying Services	\$120K
Water System Improvements	\$5.37M	Water/Sewer Fund Transfer	\$750K	Capital Improvements	\$1.50M
Facilities Fund Transfer	\$500K		\$8.75M	Facilities Fund Transfer	\$6.38M
	\$8.40M				\$8.00M

270 - Gaming Tax Fund

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Other Taxes					
4130	Gaming Tax - Wagering	22,523,037	21,000,000	13,500,000	19,440,000
4135	Gaming Tax - Admissions	2,943,762	3,000,000	1,750,000	2,160,000
		25,466,799	24,000,000	15,250,000	21,600,000
Interest Income					
4700	Interest Income	752,443	250,000	357,500	250,000
		752,443	250,000	357,500	250,000
Fund Total: Gaming Tax Fund		26,219,242	24,250,000	15,607,500	21,850,000

270 - Gaming Tax Fund

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Other Expenses					
7600	Cont Obligation - State Payments	10,000,000	10,000,000	7,068,493	10,000,000
7650	Cont Obligation - Municipalities	6,186,720	5,600,000	2,313,237	4,640,000
		<u>16,186,720</u>	<u>15,600,000</u>	<u>9,381,730</u>	<u>14,640,000</u>
Other Financing Uses					
9100	Transfer to General Fund	-	-	-	120,000 *
9400	Transfer to Capital Projects Fund	7,900,000	-	-	1,500,000
9500	Transfer to Water/Sewer Fund	-	750,000	-	-
9999	Transfer to Other Funds	500,000	8,000,000	8,000,000	6,380,000 *
		<u>8,400,000</u>	<u>8,750,000</u>	<u>8,000,000</u>	<u>8,000,000</u>
Fund Total: Gaming Tax Fund		<u>24,586,720</u>	<u>24,350,000</u>	<u>17,381,730</u>	<u>22,640,000</u>

270 - Gaming Tax Fund

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 9100 - Transfer to General Fund	Lobbyist Services Cost	120,000
Account: 9999 - Transfer to Other Funds	City Hall HVAC Upgrades from Gaming	1,125,000
	Facilities Replacement Funding from Gaming	2,880,000
	Fire Station Flood Wall from Gaming	492,414
	Gaming Fund Transfer	1,882,586

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2021 Budget
DEBT SERVICE FUND

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	457,424	63,802	156,614	156,614	156,614	-
Revenues	99,978	92,812	-	-	-	-
Expenses	(493,600)	-	-	-	-	-
Transfers	-	-	-	-	(156,614)	-
Ending Balance	63,802	156,614	156,614	156,614	-	-

Fund Overview

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

DEBT SERVICE SCHEDULE

	PROPERTY TAX SUPPORTED	CAPITAL PROJECTS PORTION	TIF SUPPORTED PORTION	TOTAL
Total Debt Outstanding				
- Principal only				
Balance Jan. 1, 2021	-	-	15,319,430	15,319,430
2021 Debt Service				
Principal	-	-	2,855,713	2,855,713
Interest	-	-	379,950	379,950
Total	-	-	3,235,663	3,235,663

2021 Budget
DEBT SERVICE FUND

The below bond issues are paid from special revenue:

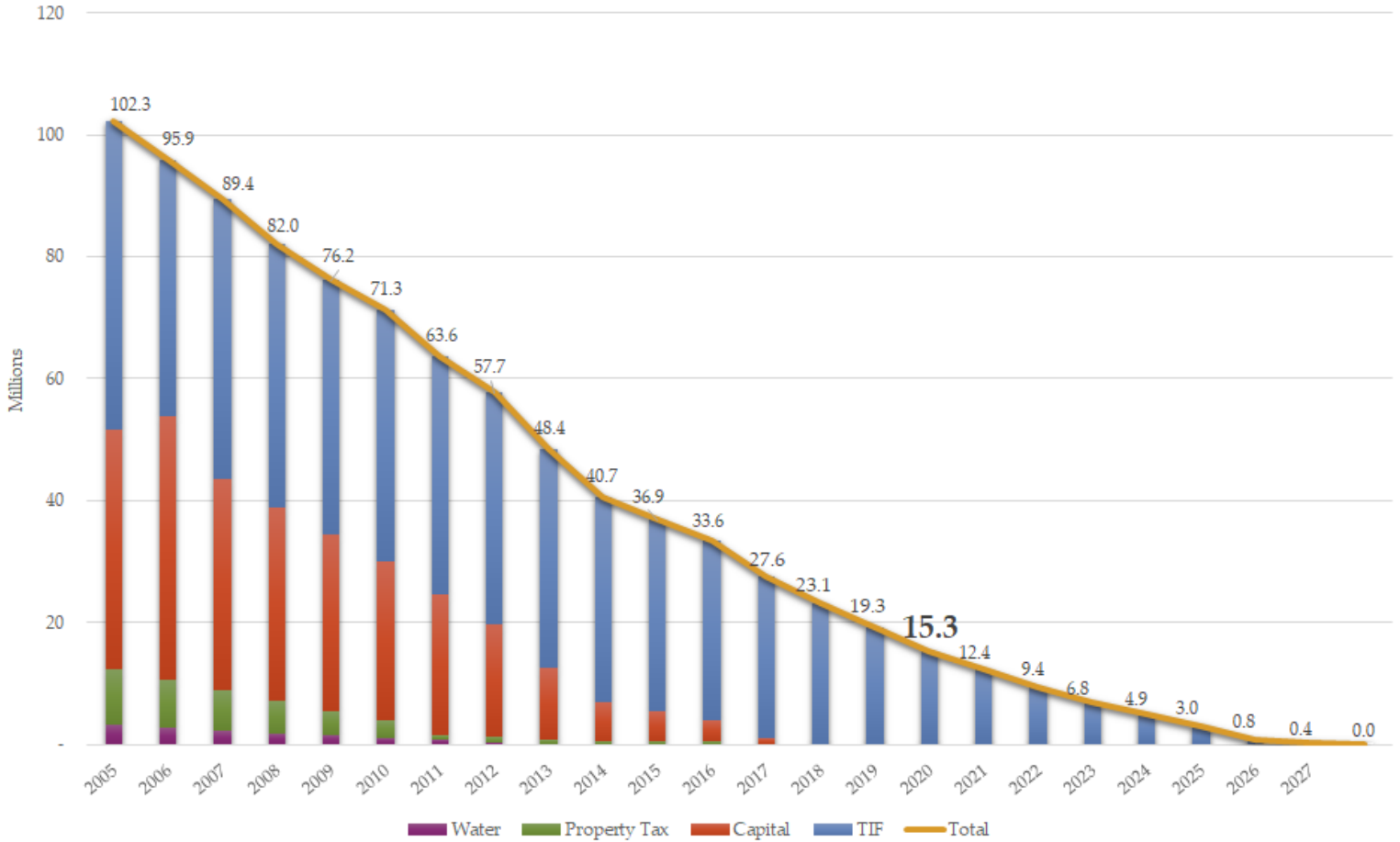
YEAR OF ISSUE	TYPE	ORIGINAL AMOUNT ISSUED	BALANCE JAN. 1, 2021
2008A	G.O. (Refunding 2001C, TIF #3)	2,575,000	125,000
2009A	G.O. (Partial refund 2003C, 2004B, TIF #6)	5,430,000	2,454,430
2011A	G.O. (Ref 03A, TIF#3, TIF #5, TIF #6)	3,540,000	285,000
2013	G.O. (TIF #3, TIF #6)	7,945,000	690,000
2014A	G.O. (TIF #6)	2,020,000	355,000
2014B	G.O. (TIF #3, CIP)	5,600,000	920,000
2018A	G.O. (TIF #3, Refund 2010A & 2010B)	12,410,000	10,490,000
Total G.O. Bonds		43,285,000	15,319,430

Total Supported by Special Revenue

\$15,319,430

2021 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 \$15.3 million as of December 31, 2020 will reach \$9.4 million by the end of 2022. All current debt will be retired by the end of 2028.

2021 Budget
DEBT SERVICE FUND

Principal Amount Outstanding by Type

Year	Property Tax	Capital Projects	TIF	Total
2021	-	-	15,319,430	15,319,430
2022	-	-	12,387,697	12,387,697
2023	-	-	9,388,599	9,388,599
2024	-	-	6,840,000	6,840,000
2025	-	-	4,935,000	4,935,000
2026	-	-	2,975,000	2,975,000
2027	-	-	815,000	815,000
2028	-	-	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.

2021 Budget
DEBT SERVICE FUND

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

TOTAL CITY DEBT

Year	Principal	Interest	Total
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
Total	14,174,249	1,423,466	15,597,715

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

300 - Debt Service Fund

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Other Financing Uses					
9100	Transfer to General Fund	-	-	156,614	-
		-	-	156,614	-
Fund Total: Debt Service Fund		-	-	156,614	-

2021 Budget
CAPITAL PROJECTS FUND

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	5,595,070	8,232,820	8,017,823	4,332,465	5,947,086	4,040,081
Revenues	7,924,060	8,455,116	8,476,276	7,492,546	4,187,481	4,209,565
Expenses	(13,234,206)	(10,525,210)	(12,351,467)	(7,337,010)	(5,690,654)	(5,382,847)
Transfers	7,947,896	1,855,098	1,804,454	(2,354,252)	(403,832)	(224,276)
Ending Balance	8,232,820	8,017,823	5,947,086	2,133,749	4,040,081	2,642,523

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.

2021 Budget

CAPITAL PROJECTS FUND

5 YEAR CIP OVERVIEW

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

The separate CIP plan is completed for five fiscal years from 2020 through 2025. 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 2021 Budget document, a summary of the specific 2021 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 2021 are identified in the 5-Year Capital Improvement Program at a cost of approximately \$12 million. Sources of revenue for the C.I.P. presently include the Capital Projects Fund (\$3,500,000), Motor Fuel Tax Fund (\$3,150,000), Water /Sewer Fund (\$5,300,000).

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 2021: Alley Improvements (\$250,000), Street Improvements (\$5,400,000), Traffic Improvements (\$500,000), Water and Sewer System Improvements (\$5,300,000), and Miscellaneous Improvements (\$875,000).

The recommended 2021 through 2025 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.

2021 Budget
CAPITAL PROJECTS FUND
5 YEAR CIP OVERVIEW

CAPITAL IMPROVEMENT PROGRAM (CIP)
IMPACT ON THE 2021 OPERATING BUDGET

Most of the Capital Improvement Projects listed in the City's CIP 5 Year Summary will not cause an increase or decrease in the City's operating expenses. Highlighted below are major capital projects included in the CIP budget that will affect operating expenses. These projects have budgeted expenditures for 2021 exceeding \$1,000,000.

MAJOR EXPENDITURES

Watermain Replacement Program

Description – Replacement of aging watermain as recommended by the City's Water Study.

2021 Expenditures – \$4,000,000

2021 Funding Source – Water and Sewer Fund

Useful Life – 50 years

Impact on Operating Budget – By increasing the annual funding of watermain replacement, the City should be able to reduce overtime expenditures with regards to watermain breaks.

Street Improvement Program

Description – Reconstruction, Rehabilitation and Resurfacing of various City Streets.

2021 Expenditures – \$5,400,000

2021 Funding Source – Capital Projects Fund and Motor Fuel Tax Fund

Useful Life – 20 years

Impact on Operating Budget – Increase in annual crack sealing expenses.

**SUMMARY
5 YEAR CAPITAL IMPROVEMENT PROGRAM
2021 THROUGH 2025**

	2021	2022	2023	2024	2025
REVENUES BY FUNDS					
Capital Projects Fund	\$3,250,000.00	\$6,250,000.00	\$6,250,000.00	\$6,250,000.00	\$6,250,000.00
Motor Fuel Tax Fund	\$3,150,000.00	\$1,950,000.00	\$750,000.00	\$750,000.00	\$750,000.00
Water Fund	\$5,300,000.00	\$5,300,000.00	\$5,300,000.00	\$5,300,000.00	\$5,300,000.00
TIF Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUE	\$11,700,000.00	\$13,500,000.00	\$12,300,000.00	\$12,300,000.00	\$12,300,000.00
EXPENDITURES BY CATEGORY					
Alley Improvements	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00
Street Improvements	\$5,400,000.00	\$7,200,000.00	\$6,000,000.00	\$6,000,000.00	\$6,000,000.00
Water System Improvements	\$4,000,000.00	\$4,000,000.00	\$4,000,000.00	\$4,000,000.00	\$4,000,000.00
Drainage System Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewer System Improvements	\$1,300,000.00	\$1,300,000.00	\$1,300,000.00	\$1,300,000.00	\$1,300,000.00
Miscellaneous Improvements	\$500,000.00	\$500,000.00	\$500,000.00	\$500,000.00	\$500,000.00
Traffic Improvements	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00
TOTAL EXPENDITURES	\$11,700,000.00	\$13,500,000.00	\$12,300,000.00	\$12,300,000.00	\$12,300,000.00



CAPITAL IMPROVEMENT PROGRAM
2021-2025

YEAR 2021

Street	From	To	Current PCI	Work Type	Total Cost	Fund
STREET IMPROVEMENTS						
CHURCH ST	LYMAN	BELLAIRE	50	RECONSTRUCTION	\$242,500	CPF
CHURCH ST	GOOD	LYMAN	55	RECONSTRUCTION	\$242,500	CPF
DANBURY LN	DOVER	ROXBURY	56	REHABILITATION	\$280,000	CPF
FOREST AVE	MARGRET	LEE	56	REHABILITATION	\$297,500	CPF
MARGRET ST	FOREST	WICKE	40	REHABILITATION	\$140,000	CPF
MARK AVE	WOLF	MADELYN	33	REHABILITATION	\$302,500	CPF
WOODLAND AVE	RIVER	DEAD END	45	RECONSTRUCTION	\$495,000	CPF
NORTHEAST PL	E GRANT	E VILLA	47	RECONSTRUCTION	\$153,000	MFT
PINE ST	HOWARD	HIGHLAND	40	RECONSTRUCTION	\$244,428	MFT
JOSEPH AVE	DAVID	FOX	44	REHABILITATION	\$287,000	MFT
PEARLE DR	DAVID	FOX	47	REHABILITATION	\$281,750	MFT
SECOND AVE	GOLF	S GOLF CUL	16	RESURFACE	\$23,608	MFT
HEATHER LN	KINGSTON	KINGSTON	24	RESURFACE	\$182,208	MFT
SUNSET AVE	STILLWELL	SCOTT	29	RESURFACE	\$115,128	MFT
SOUTH LN	SUNSET	DEAD END	46	RESURFACE	\$13,936	MFT
CRAIG DR	PATTON	PRATT	33	RESURFACE	\$214,812	MFT
DOVER DR	PENNSYLVANIA	MT PROSPECT	37	RESURFACE	\$224,640	MFT
SECOND AVE	FOREST	WICKE	39	RESURFACE	\$62,400	MFT
WALNUT AVE	MARGRET	JEANNETTE	40	RESURFACE	\$33,930	MFT
PROSPECT AVE	WHITE	MAPLE	41	RESURFACE	\$230,100	MFT
PRINCETON ST	RADCLIFFE	CAMBRIDGE	43	RESURFACE	\$209,664	MFT
LOCUST ST	EVERETT	DEAD END	40	RESURFACE	\$123,396	MFT
IDOT IMPROVEMENTS	VARIOUS			CITY MATCH	\$1,000,000	CPF
ALLEY IMPROVEMENTS						
ALLEY IMPROVEMENTS				ALLEY RECONSTRUCTION	\$250,000	MFT
MISCELLANEOUS IMPROVEMENTS						
SIDEWALK IMPROVEMENTS	CITY WIDE			SIDEWALK REPLACEMENT	\$250,000	MFT
CURB IMPROVEMENTS	CITY WIDE			CURB REPLACEMENT	\$250,000	MFT
TRAFFIC IMPROVEMENTS						
SIGN REPLACEMENT PROGRAM	CITY WIDE			SIGN REPLACEMENT	\$250,000	CPF

CPF- Capital Projects Fund
MFT- Motor Fuel Tax Fund
GFP- Grant Funded Projects Fund
WATER- Water/Sewer Fund
TIF- TIF Fund

PCI- Pavement Condition Index (2019)

10/7/2020



CAPITAL IMPROVEMENT PROGRAM
2021-2025

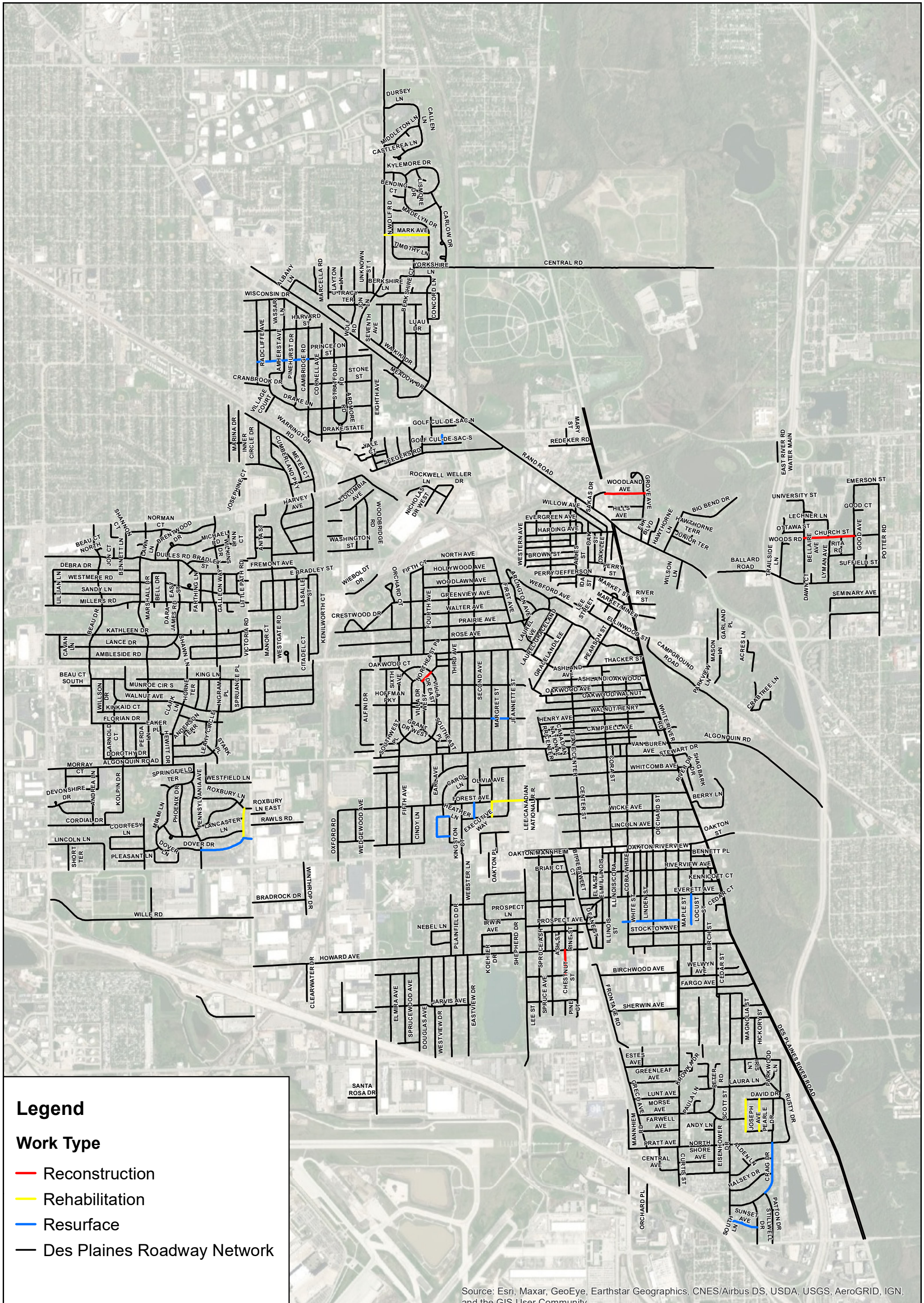
YEAR 2021

Street	From	To	Current PCI	Work Type	Total Cost	Fund
WATER AND SEWER IMPROVEMENTS						
CHURCH ST	LYMAN	BELLAIRE		12 INCH WATER MAIN	\$219,875	WATER
CHURCH ST	GOOD	LYMAN		12 INCH WATER MAIN	\$195,000	WATER
DANBURY LN	DOVER	ROXBURY		8 INCH WATER MAIN	\$220,000	WATER
FOREST AVE	MARGRET	LEE		8 INCH WATER MAIN	\$233,750	WATER
MARGRET ST	FOREST	WICKE		8 INCH WATER MAIN	\$110,000	WATER
MARK AVE	WOLF	MADELYN		8 INCH WATER MAIN	\$316,250	WATER
WOODLAND AVE	RIVER	DEAD END		8 INCH WATER MAIN	\$272,250	WATER
NORTHEAST PL	E GRANT	E VILLA		8 INCH WATER MAIN	\$293,500	WATER
PINE ST	HOWARD	HIGHLAND		8 INCH WATER MAIN	\$192,500	WATER
JOSEPH AVE	DAVID	FOX		8 INCH WATER MAIN	\$225,500	WATER
PEARLE DR	DAVID	FOX		8 INCH WATER MAIN	\$221,375	WATER
CHURCH ST	LYMAN	BELLAIRE		STORM SEWER	\$130,000	WATER
CHURCH ST	GOOD	LYMAN		STORM SEWER	\$130,000	WATER
DANBURY LN	DOVER	ROXBURY		STORM SEWER	\$20,000	WATER
FOREST AVE	MARGRET	LEE		STORM SEWER	\$170,000	WATER
MARGRET ST	FOREST	WICKE		STORM SEWER	\$20,000	WATER
MARK AVE	WOLF	MADELYN		STORM SEWER	\$20,000	WATER
WOODLAND AVE	RIVER	DEAD END		STORM SEWER	\$198,000	WATER
NORTHEAST PL	E GRANT	E VILLA		STORM SEWER	\$68,000	WATER
PINE ST	HOWARD	HIGHLAND		STORM SEWER	\$20,000	WATER
JOSEPH AVE	DAVID	FOX		STORM SEWER	\$20,000	WATER
PEARLE DR	DAVID	FOX		STORM SEWER	\$204,000	WATER
TRANSMISSION MAIN IMPROVEMENTS	CITYWIDE			WATER MAIN	\$2,000,000	WATER
SEWER LINING	CITYWIDE			SANITARY SEWER	\$300,000	WATER
				TOTAL	\$12,200,000	

CPF- Capital Projects Fund
MFT- Motor Fuel Tax Fund
GFP- Grant Funded Projects Fund
WATER- Water/Sewer Fund
TIF- TIF Fund

PCI- Pavement Condition Index (2019)

10/7/2020



Legend

Work Type

- Reconstruction
- Rehabilitation
- Resurface
- Des Plaines Roadway Network

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



0 0.25 0.5 Miles

Label Nomenclature
Branch Name

City of Des Plaines

2021 Pavement Capital Improvement Plan



2021 Budget
PUBLIC WORKS & ENGINEERING
CAPITAL PROJECTS FUND

PERSONNEL EXHIBIT

Department: PW & Engineering		Div: Capital Projects		Div. No: 400-00
Title	Authorized Positions			
	2019 Budget	2020 Budget	2021 Budget	
Assistant Director of PW and Engineering	1.00	1.00	1.00	
Engineering Inspector	2.00	0.00	0.00	
Civil Engineer I *	0.00	2.00	0.00	
Civil Engineer II *	0.00	0.00	2.00	
Clerk	1.00	0.00	0.00	
Part-Time Clerk *	0.00	0.50	0.75	
Seasonal	0.25	0.25	0.25	
Total Full Time Equivalent (FTE) Employees:	4.25	3.75	4.00	

* Positions reallocated between General Fund and Capital Projects Fund based on area of responsibility.

400 - Capital Projects Fund

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Property Taxes					
4056	Property Taxes SSA 6	978	981	981	-
4057	Property Taxes SSA 7	12,445	12,000	12,000	-
4058	Property Taxes SSA 8	4,294	4,200	4,200	4,200 *
4059	Property Taxes SSA 9	1,877	2,315	2,315	2,315 *
4060	Property Taxes SSA 10	839	2,936	2,936	2,936 *
4061	Property Taxes SSA 11	2,160	2,096	2,096	2,096 *
4062	Property Taxes SSA 12	1,009	979	979	979 *
4063	Property Taxes SSA 13	1,615	1,566	1,566	1,566 *
4064	Property Taxes SSA 14	857	830	830	830 *
4065	Property Taxes SSA 15	1,693	1,643	1,643	1,643 *
		27,765	29,546	29,546	16,565
Other Taxes					
4120	Local Option Gas Tax	1,567,933	1,700,000	1,575,000	1,575,000
4170	Home Rule Sales Tax	5,020,832	4,200,000	2,400,000	2,550,000
		6,588,765	5,900,000	3,975,000	4,125,000
Charges for Services					
4608	Storm Sewer	1,241,013	1,350,000	97,435	-
4660	Recapture Fees	4,191	5,500	5,500	5,500
		1,245,204	1,355,500	102,935	5,500
Interest Income					
4700	Interest Income	228,112	50,000	75,000	50,000
		228,112	50,000	75,000	50,000
Miscellaneous Revenues					
4823	Rear Yard Drainage Improvements	7,527	7,500	-	7,500
4849	Miscellaneous Revenues	378,902	150,000	5,000	5,000
		386,429	157,500	5,000	12,500
Other Financing Sources					
4927	Transfer from Gaming Tax Fund	7,900,000	-	-	1,500,000
		7,900,000	-	-	1,500,000
Fund Total: Capital Projects Fund		16,376,276	7,492,546	4,187,481	5,709,565

400 - Capital Projects Fund

2021 Revenue Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 4058 - Property Taxes SSA 8	Crabtree Ln, Levy Thru 2020	4,200
Account: 4059 - Property Taxes SSA 9	624-640 W Algonquin, Levy Thru 2021	2,315
Account: 4060 - Property Taxes SSA 10	642-658 W Algonquin, Levy Thru 2021	2,936
Account: 4061 - Property Taxes SSA 11	138, 158, 273, 283, 170 & 180 Drake Ln, Levy Thru 2020	2,096
Account: 4062 - Property Taxes SSA 12	948 & 956 Greenview Ave, Levy Thru 2020	979
Account: 4063 - Property Taxes SSA 13	1318,1330,1340 Phoenix Dr & 1325,1335 Miami Ln, Levy Thru 2020	1,566
Account: 4064 - Property Taxes SSA 14	2132, 2140 & 2148 Plainfield Dr, Levy Thru 2021	830
Account: 4065 - Property Taxes SSA 15	345/353 Ardmore Tax Years 2014-2023	1,643

400 - Capital Projects Fund

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	274,360	280,143	272,359	381,695
5010	Temporary Wages	7,225	13,650	7,392	23,405
5020	Overtime - Non Supervisory	5,366	10,000	4,815	9,000
		286,950	303,793	284,566	414,100
Taxes and Benefits					
5200	FICA Contribution	21,515	20,905	20,461	29,940
5205	IMRF Contribution	24,175	30,900	30,041	40,115
5220	PPO Insurance Contribution	29,376	30,975	30,401	25,529
5225	HMO Insurance Contribution	2,431	-	-	29,881
5230	Dental Insurance Contribution	1,949	1,862	1,883	3,543
5232	Vision Insurance Contribution	189	184	180	301
5235	Life Insurance Contribution	239	264	260	264
5240	Workers Compensation	1,604	1,586	1,551	2,156
5250	Uniform Allowance	300	200	296	200
5260	RHS Plan Payout	23,920	7,707	3,711	9,308
		105,700	94,583	88,784	141,237
Other Employee Costs					
5320	Conferences	2,250	2,000	-	500
5325	Training	-	2,000	-	1,000 *
5335	Travel Expenses	-	100	-	100
		2,250	4,100	-	1,600
Insurance					
5535	Property & Liability Insurance	54,700	36,350	36,350	29,640
		54,700	36,350	36,350	29,640
Contractual Services					
6000	Professional Services	941,613	1,292,500	600,000	250,000 *
6005	Legal Fees	-	1,000	2,200	1,000 *
6015	Communication Services	3,342	2,600	3,500	3,600 *
6025	Administrative Services	2,285	2,000	500	2,000 *
		947,241	1,298,100	606,200	256,600
Other Services					
6105	Records Preservation	-	15,000	10,000	5,000 *
6110	Printing Services	208	400	-	200 *
6115	Licensing/Titles	5,402	-	-	200
6140	Leases	1,980	1,545	2,100	1,545 *
6155	Sidewalk Improvements	133,438	-	-	-
6165	Street Pavement Markings	49,412	63,000	45,000	-
6195	Miscellaneous Contractual Services	105,929	100,000	100,000	-
		296,369	179,945	157,100	6,945
Repairs and Maintenance					
6300	R&M Software	10,272	8,000	8,000	8,000 *
6305	R&M Equipment	-	1,100	200	1,100 *
6310	R&M Vehicles	20	-	-	-
6315	R&M Buildings & Structures	17,742	20,000	-	20,000 *
		28,034	29,100	8,200	29,100
Commodities					
7055.051	Street Sign Supplies	-	625	-	625
7065	Supplies - Capital Maintenance	69,984	70,000	70,000	-
7320	Equipment < \$5,000	95	-	-	-
		70,079	70,625	70,000	625

400 - Capital Projects Fund

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Other Expenses					
7500	Postage & Parcel	5,676	3,000	3,000	3,000 *
		5,676	3,000	3,000	3,000
Capital Outlay					
8015	Equipment	-	-	36,454	-
8030	Land	54,400	-	-	-
8100	Improvements	10,500,068	5,317,414	4,400,000	4,500,000 *
		10,554,468	5,317,414	4,436,454	4,500,000
Other Financing Uses					
9100	Transfer to General Fund	25,000	25,000	25,000	25,000 *
9260	Transfer to Grant Projects Fund	695,546	2,329,252	378,832	1,699,276 *
9500	Transfer to Water/Sewer Fund	5,375,000	-	-	-
		6,095,546	2,354,252	403,832	1,724,276
Fund Total: Capital Projects Fund		18,447,013	9,691,262	6,094,486	7,107,123

400 - Capital Projects Fund

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5325 - Training	AutoCAD	500
	ESRI- Geographic Information Systems	500
Account: 6000 - Professional Services	Design Engineering Services	150,000
	Topographic/B.M. Surveys	100,000
Account: 6005 - Legal Fees	Levee 50	1,000
Account: 6015 - Communication Services	Cell Phones	2,100
	Data Cards	1,500
Account: 6025 - Administrative Services	Storm Sewer Charges for Utility Billing	2,000
Account: 6105 - Records Preservation	Document Scanning	5,000
Account: 6110 - Printing Services	Capital Improvement Program Printing	200
Account: 6140 - Leases	CN (Wisconsin Central) License Agreements	1,545
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: 7500 - Postage & Parcel	Pro-rata Share - Mailing Utility Bills	3,000
Account: 8100 - Improvements	2020 CIP Improvements (Carryover)	1,000,000
	IDOT Improvements (City Cost Share)	1,000,000
	Lee Street Interchange	250,000
	Sign Retroreflectivity Replacement Program (Carryover)	250,000
	Street Improvements (Reconstruction)	1,500,000
	Street Improvements (Rehabilitation)	500,000
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
	Lee-Forest Traffic Signal - STP (ENG 5152)	47,495
	Lee-Forest Traffic Signal - STP Construction (ENG 5152)	504,887
	Rand Road Sidepath - ITEP (ENG 5215)	128,400
	Rand Road Sidepath - ITEP Construction (ENG 5215)	526,080

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2021 Budget
EQUIPMENT REPLACEMENT FUND

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	4,663,265	3,972,797	3,999,973	3,990,842	4,522,704	4,806,509
Revenues	85,148	318,386	255,361	140,000	75,000	140,000
Expenses	(2,275,616)	(1,791,211)	(1,232,630)	(1,553,500)	(1,291,195)	(1,142,760)
Transfers	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	500,000
Ending Balance	3,972,797	3,999,973	4,522,704	4,077,342	4,806,509	4,303,749

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	FY2021		FY2022		FY2023		FY2024		FY2025		5 Year Average	
		Amount	Units	Amount	Units	Amount	Units	Amount	Units	Amount	Units	Amount	Units
Vehicles													
Police/EMA	Vehicles	35,000	1	411,500	12	350,000	10	210,000	6	420,000	12	285,300	8
Fire	Vehicles	225,000	1	238,000	6	41,524	1	347,612	1	2,208,369	2	612,101	2
Public Works & Engineering	Vehicles	51,000	1	488,000	7	943,000	7	121,000	2	-	-	320,600	3
Water/Sewer	Vehicles	73,500	1	499,500	3	45,000	1	622,000	4	216,500	3	291,300	2
City Administration	Vehicles	-	-	35,000	1	-	-	-	-	-	-	7,000	0
Total		384,500	4	1,672,000	29	1,379,524	19	1,300,612	13	2,844,869	17	1,516,301	16
Equipment													
Police/EMA	Equipment	20,000	1	156,000	12	145,000	10	80,000	6	175,000	12	115,200	8
Fire	Equipment	-	-	161,800	7	7,300	1	53,125	1	73,585	2	59,162	2
Public Works & Engineering	Equipment	4,500	1	242,500	3	141,500	3	375,500	6	74,500	2	167,700	3
Water/Sewer	Equipment	57,500	2	36,500	2	376,500	6	7,500	1	262,000	6	148,000	3
City Administration	Equipment	-	-	-	-	-	-	-	-	-	-	-	-
Total		82,000	4	596,800	24	670,300	20	516,125	14	585,085	22	490,062	17
Grand Total	Total	466,500	8	2,268,800	53	2,049,824	39	1,816,737	27	3,429,954	39	2,006,363	33

410 - Equipment Replacement Fund

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Interest Income					
4700	Interest Income	107,677	75,000	75,000	75,000
		107,677	75,000	75,000	75,000
Miscellaneous Revenues					
4830	Sale of Fixed Assets	147,685	65,000	-	65,000 *
		147,685	65,000	-	65,000
Other Financing Sources					
4900	Transfer from General Fund	1,500,000	1,500,000	1,500,000	500,000
		1,500,000	1,500,000	1,500,000	500,000
Fund Total: Equipment Replacement Fund		1,755,361	1,640,000	1,575,000	640,000

410 - Equipment Replacement Fund

2021 Revenue Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 4830 - Sale of Fixed Assets	Auction Sales & Trade Ins	65,000

410 - Equipment Replacement Fund

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Other Expenses					
8350	Gain or Loss Adjustment	27,074	-	-	-
		27,074	-	-	-
Capital Outlay					
8015	Equipment	102,157	34,500	-	4,500 *
8020	Vehicles	280,458	161,500	268,000	52,000 *
		382,615	196,000	268,000	56,500
Debt Service					
8300	Principal	50,000	50,000	87,500	-
		50,000	50,000	87,500	-
Fund Total: Equipment Replacement Fund		459,689	246,000	355,500	56,500

410 - Equipment Replacement Fund

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8015 - Equipment	Bobcat Lease - 80A	4,500
Account: 8020 - Vehicles	Pick Up Truck #5064 (Carryover)	52,000

410-60 - Police Department 2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Capital Outlay					
8015	Equipment	44,932	70,000	163,041	26,260 *
8020	Vehicles	34,298	137,500	469,654	35,000 *
		79,230	207,500	632,695	61,260
Department Total: Police Department		79,230	207,500	632,695	61,260

410-60 - Police Department

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8015 - Equipment	In-Car Video System for Patrol Supervisor Vehicles	6,260
	Replacement of Police Vehicle #6079	20,000
Account: 8020 - Vehicles	Replacement of Police Vehicle #6079	35,000

410-70 - Fire Department 2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Contractual Services					
6000	Professional Services	600	-	-	-
		600	-	-	-
Capital Outlay					
8015	Equipment	21,441	-	31,000	-
8020	Vehicles	671,669	1,100,000	272,000	1,025,000 *
		693,110	1,100,000	303,000	1,025,000
Department Total: Fire Department		693,710	1,100,000	303,000	1,025,000

410-70 - Fire Department

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8020 - Vehicles	Fire Squad (Carryover)	800,000
	Rescue Squad	225,000

2021 Budget
IT REPLACEMENT FUND

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	371,225	344,102	273,797	290,993	285,013	72,203
Revenues	740	1,661	1,960	1,000	1,000	1,000
Expenses	(277,863)	(321,965)	(240,744)	(563,125)	(563,810)	(332,916)
Transfers	250,000	250,000	250,000	350,000	350,000	400,000
Ending Balance	344,102	273,797	285,013	78,868	72,203	140,287

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

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Interest Income					
4700	Interest Income	1,960	1,000	1,000	1,000
		1,960	1,000	1,000	1,000
Other Financing Sources					
4900	Transfer from General Fund	250,000	350,000	350,000	400,000
		250,000	350,000	350,000	400,000
Fund Total: IT Replacement Fund		251,960	351,000	351,000	401,000

420 - IT Replacement Fund

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Other Services					
6140	Leases	50,445	49,644	49,644	87,651 *
		50,445	49,644	49,644	87,651
Commodities					
7320	Equipment < \$5,000	-	-	685	-
		-	-	685	-
Capital Outlay					
8000	Computer Software	45,197	247,499	247,499	41,465 *
8005	Computer Hardware	145,102	265,982	265,982	203,800 *
		190,299	513,481	513,481	245,265
Fund Total: IT Replacement Fund		240,743	563,125	563,810	332,916

420 - IT Replacement Fund

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6140 - Leases	Copier Building & Code	5,546
	Copier CED	5,546
	Copier City Clerk	6,000
	Copier City Mgr & Mayor	5,546
	Copier EMA	2,880
	Copier Engineering	5,546
	Copier Finance - Main Floor	6,000
	Copier Finance Back Office	2,881
	Copier Fire - Station 1 Basement	5,546
	Copier Fire - Station 1 Copy Room	5,546
	Copier Human Resources	5,546
	Copier Information Technology	5,546
	Copier Media	2,880
	Copier Police Administrator	5,546
	Copier Police Records	6,000
	Copier Police Report Writing	5,546
	Copier Public Works	5,546
	Account: 8000 - Computer Software	Adobe Professional Licenses
Cisco UCS Blades		18,000
Miscellaneous Desktop Software		5,000
NeoGov OnBoard Module		8,465
Account: 8005 - Computer Hardware	Annual Computer Inventory	40,000
	APC UPS	12,500
	CED Inspectors Mobile Equipment	3,500
	Cisco (1GB) Phones (20)	6,000
	Cisco 3850 Switch	12,500
	Cisco UCS Blades	30,000
	City Hall 3rd Floor Cat6 Cable	19,500
	Fire Department Computer Replacement - Vehicles	20,000
	Fire Department Sierra Wireless Devices	9,000
	Police Department Computer Replacement - Vehicles	25,500
	Police Department Sierra Wireless Devices	15,300
	Server Replacement (Wireless Raid, SQL, Virtualization)	10,000

2021 Budget
FACILITIES REPLACEMENT FUND

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	-	-	1,765,913	3,809,870	3,695,031	10,477,113
Revenues	-	1,265,913	1,044,925	86,332	87,082	86,332
Expenses	-	-	(198,201)	(11,450,000)	(1,305,000)	(12,710,354)
Transfers	-	500,000	1,082,394	8,000,000	8,000,000	6,380,000
Ending Balance	-	1,765,913	3,695,031	446,202	10,477,113	4,233,091

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

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Miscellaneous Revenues					
4750	Rental Income	40,520	86,332	86,332	86,332
4830	Sale of Fixed Assets	878,175	-	-	-
4849	Miscellaneous Revenues	126,230	-	750	-
		1,044,925	86,332	87,082	86,332
Other Financing Sources					
4900	Transfer from General Fund	582,394	-	-	-
4927	Transfer from Gaming Tax Fund	500,000	8,000,000	8,000,000	6,380,000
		1,082,394	8,000,000	8,000,000	6,380,000
Fund Total: Facilities Replacement Fund		2,127,319	8,086,332	8,087,082	6,466,332

430 - Facilities Replacement Fund 2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
<u>Contractual Services</u>					
6000	Professional Services	-	850,000	-	1,060,000 *
		-	850,000	-	1,060,000
<u>Repairs and Maintenance</u>					
6315.001	City Hall	-	-	-	1,405,000 *
6315.002	Public Works	-	-	-	150,000 *
6315.003	Police	-	-	-	75,000 *
6315.004	Fire Station #61	-	-	-	492,414 *
6315.006	Fire Station #63	-	-	-	27,940 *
6315.013	Food Pantry	-	-	190,000	-
6315.014	Theater	-	750,000	-	750,000
		-	750,000	190,000	2,900,354
<u>Commodities</u>					
7045.013	Food Pantry	-	-	15,000	-
7045.014	Theater	-	750,000	-	750,000
		-	750,000	15,000	750,000
<u>Capital Outlay</u>					
8025	Buildings	198,201	-	-	-
8100	Improvements	-	9,100,000	1,100,000	8,000,000 *
		198,201	9,100,000	1,100,000	8,000,000
Fund Total: Facilities Replacement Fund		198,201	11,450,000	1,305,000	12,710,354

430 - Facilities Replacement Fund

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6000 - Professional Services	City Hall HVAC Phase 2-Carryover	85,000
	Police Department Addition, Design Services (Carryover)	850,000
	Various Consulting Services	125,000
Account: 6315.001 - City Hall	City Hall 6th Floor Masonry Repairs	280,000
	City Hall HVAC Upgrades Phase 2 (Carryover)	1,125,000
Account: 6315.002 - Public Works	Parking Lot Asphalt Improvements Phase 2 (Carryover)	75,000
	Public Works Building Boiler Replacement (Carryover)	60,000
	Public Works Fire Alarm System Upgrades	15,000
Account: 6315.003 - Police	Police Department Fire Panel Upgrade (Carryover)	75,000
Account: 6315.004 - Fire Station #61	Fire Station Flood Wall - Grant Match Carryover	492,414
Account: 6315.006 - Fire Station #63	Fire Station #63 Communications Monopole	27,940
Account: 8100 - Improvements	Civic Center Parking Garage (Carryover)	8,000,000

2021 Budget
WATER/SEWER FUND

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	(4,993,507)	(5,772,716)	(2,272,845)	(1,195,127)	327,481	4,652,731
Revenues	14,124,539	14,121,032	15,287,205	14,265,029	17,576,479	17,651,729
Expenses	(14,924,506)	(18,291,919)	(18,582,637)	(16,218,244)	(13,271,987)	(21,936,408)
Transfers	20,758	7,670,758	5,895,758	770,758	20,758	10,000
Ending Balance	(5,772,716)	(2,272,845)	327,481	(2,377,584)	4,652,731	378,052

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.

	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Proposed Budget
Finance	493,763	509,722	485,409	568,309
Engineering	82,222	138,858	132,639	245,666
Water Systems	10,413,064	10,541,493	9,633,212	10,703,121
Sewer Systems	1,565,491	1,707,171	1,576,386	1,895,312
Equipment Replacement	154,071	61,000	219,341	139,000
CIP	5,874,026	3,260,000	1,225,000	8,385,000
Total	18,582,637	16,218,244	13,271,987	21,936,408

2021 Budget

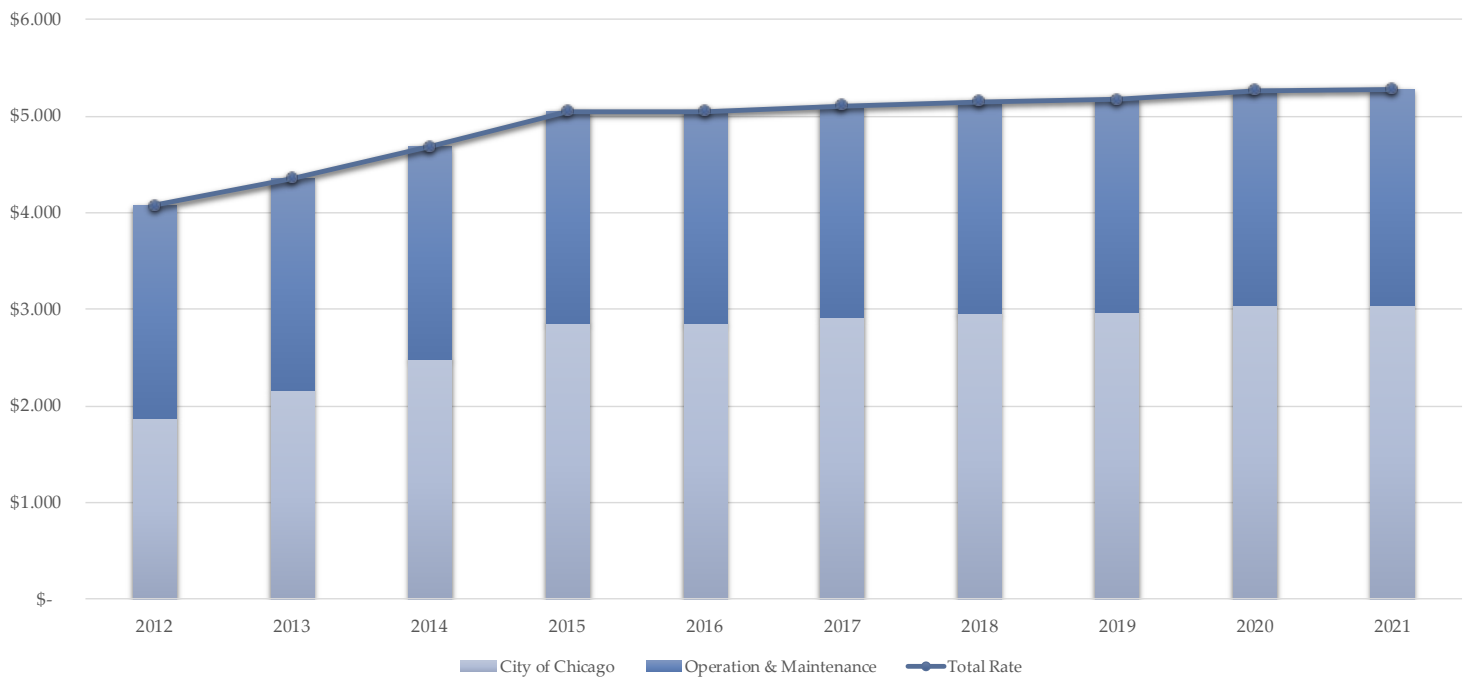
WATER/SEWER FUND

Current Water and Sewer Rates:

- Water - \$5.193 per 100 cubic feet
- Sanitary Sewer - \$0.91 per 100 cubic feet
- Capital Fee - \$0.70 per 100 cubic feet
- Fixed Facility Charge – varies per size of meter

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 approximately 62% since 2012, the City of Des Plaines delivery cost has increased by only 2 cents over that same period.



	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
City of Chicago	\$ 1.875	\$ 2.156	\$ 2.479	\$ 2.850	\$ 2.850	\$ 2.904	\$ 2.947	\$ 2.973	\$ 3.046	\$ 3.046
Operation & Maintenance	\$ 2.200	\$ 2.200	\$ 2.200	\$ 2.200	\$ 2.200	\$ 2.200	\$ 2.200	\$ 2.200	\$ 2.220	\$ 2.230
Total Rate	\$ 4.075	\$ 4.356	\$ 4.679	\$ 5.050	\$ 5.050	\$ 5.104	\$ 5.147	\$ 5.173	\$ 5.266	\$ 5.276

500 - Water/Sewer Fund

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Intergovernmental					
4290	Local - Intergovernmental	9,290	4,750	3,553	3,500
		9,290	4,750	3,553	3,500
Permits					
4440	Water Permit Fees	1,800	1,000	1,200	1,200
		1,800	1,000	1,200	1,200
Fines and fees					
4599	Miscellaneous Fees	2,200	1,500	650	750
		2,200	1,500	650	750
Charges for Services					
4600	Sale of Water	12,677,027	12,000,000	13,440,000	13,500,000
4601	New Construction - Sale of Water	8,002	7,500	1,607	5,000
4604	Fixed Facility Charges	60,120	-	800,000	800,000
4605	Sanitary Sewer	1,987,208	1,900,000	1,860,000	1,850,000
4609	Capital Fees	84,142	-	1,200,000	1,200,000
4620	Sale of Water Meters	17,413	4,500	10,000	7,500
4622	Shut-off Fees	19,825	12,000	4,925	5,000
4623	Late Fees	213,723	125,000	51,000	75,000
4690	Other Charges for Services	10,000	-	-	-
		15,077,459	14,049,000	17,367,532	17,442,500
Miscellaneous Revenues					
4750	Rental Income	189,211	201,279	201,279	201,279
4849	Miscellaneous Revenues	7,244	7,500	2,265	2,500
		196,455	208,779	203,544	203,779
Other Financing Sources					
4900	Transfer from General Fund	500,000	-	-	-
4927	Transfer from Gaming Tax Fund	-	750,000	-	-
4940	Transfer from Capital Projects Fund	5,375,000	-	-	-
4999	Transfer from Other Funds	20,758	20,758	20,758	10,000
		5,895,758	770,758	20,758	10,000
Fund Total: Water/Sewer Fund		21,182,963	15,035,787	17,597,237	17,661,729

2021 Budget
WATER/SEWER FUND

Finance

Division Overview

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

Performance Measures

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Utility Billing	Total Customer Inquiries Received	13,825	14,336	12,650
	Total Utility Bills Mailed	106,333	103,906	104,500
	Total Shut-off Notices Mailed	1,148	1,180	400
	% of Utility Bills Paid via E-Pay	21%	23%	26%

2020 Major Accomplishments

1. Updated the utility rate structure to more closely reflect the true cost of Water/Sewer fund expenses.
2. Introduced a customer portal for utility customers to track water consumption and establish high usage alerts.

2021 Goals and Objectives

1. Provide the option for customers to enroll in paperless billing.
2. Finish transitioning all customers to new water meters to increase read accuracy and billing efficiencies.

2021 Budget
FINANCE
WATER

PERSONNEL EXHIBIT

Department: Finance	Div: Finance/Water	Div. No: 500-30		
Title	Authorized Positions			
	2019 Budget	2020 Budget	2021 Budget	
Assistant Director of Finance	0.50	0.50	0.50	
Financial Analyst	0.50	0.50	0.00	
Senior Financial Analyst	0.00	0.00	0.50	
Senior Clerk	1.50	1.50	1.50	
Clerk	2.00	2.00	2.00	
Part-Time	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	
Total Full Time Equivalent (FTE) Employees:	5.00	5.00	5.00	

500-30 - Finance

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	223,397	260,615	225,000	260,985
5010	Temporary Wages	7,617	7,900	5,745	11,845
5020	Overtime - Non Supervisory	711	2,700	1,200	2,430
5060	Compensated Absences	2,708	-	-	-
		234,433	271,215	231,945	275,260
Taxes and Benefits					
5200	FICA Contribution	17,175	19,970	17,213	19,999
5205	IMRF Contribution	19,398	28,795	19,238	27,478
5220	PPO Insurance Contribution	48,320	43,476	42,671	57,920
5225	HMO Insurance Contribution	7,167	7,305	8,307	7,562
5230	Dental Insurance Contribution	2,882	2,877	2,862	3,442
5232	Vision Insurance Contribution	293	298	285	400
5235	Life Insurance Contribution	323	303	298	363
5240	Workers Compensation	393	443	427	445
8500	Pension Expense - IMRF	9,999	-	-	-
		105,950	103,467	91,301	117,609
Other Employee Costs					
5325	Training	230	500	250	500 *
		230	500	250	500
Insurance					
5535	Property & Liability Insurance	2,210	1,660	1,660	1,940
		2,210	1,660	1,660	1,940
Contractual Services					
6000	Professional Services	19,045	14,500	14,500	14,500 *
6015	Communication Services	846	780	909	900 *
6025	Administrative Services	10,724	14,000	14,890	14,000 *
		30,615	29,280	30,299	29,400
Other Services					
6110	Printing Services	1,147	1,500	-	1,500 *
6125	Bank & CC Fees	90,658	65,000	100,654	105,000 *
		91,805	66,500	100,654	106,500
Commodities					
7000	Office Supplies	1,312	1,000	500	1,000
7320	Equipment < \$5,000	14	500	-	500
		1,326	1,500	500	1,500
Other Expenses					
7500	Postage & Parcel	26,469	35,600	28,800	35,600 *
		26,469	35,600	28,800	35,600
Capital Outlay					
8010	Furniture & Fixtures	726	-	-	-
		726	-	-	-
Department Total: Finance		493,763	509,722	485,409	568,309

500-30 - Finance

2021 Budget Justification Worksheet

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	900
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	105,000
Account: 7500 - Postage & Parcel	Fed Ex charges to Lockbox	3,600
	Mailing Utility Bills	32,000

2021 Budget
WATER/SEWER FUND

Engineering Division

Division Overview

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

Performance Measures

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Construction of Water Mains	Dollar amount allocated (thousands)	2,000	5,000	0

2020 Major Accomplishments

1. Constructed \$2 Million of water main improvements.

2021 Goals and Objectives

1. Construct \$2 Million of water main improvements contingent upon water usage fee.

2021 Budget

PUBLIC WORKS & ENGINEERING
ENGINEERING - WATER

PERSONNEL EXHIBIT

Department: PWE	Div: Engineering/Water	Div. No: 500-00-510	
	Authorized Positions		
Title	2019 Budget	2020 Budget	2021 Budget
Director of Public Works & Engineering *	0.00	0.00	0.50
Civil Engineer II	1.00	1.00	1.00
Part-Time Intermediate Clerk*	<u>0.00</u>	<u>0.25</u>	<u>0.00</u>
Total Full Time Equivalent (FTE) Employees:	1.00	1.25	1.50

* Position reallocated from Water Maintenance and Administration.

500-00-510 - Engineering

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	50,460	95,921	94,600	180,306
5020	Overtime - Non Supervisory	1,086	7,000	3,428	6,300
		51,546	102,921	98,028	186,606
Taxes and Benefits					
5200	FICA Contribution	3,927	7,338	7,220	12,731
5205	IMRF Contribution	4,497	10,580	10,441	18,950
5220	PPO Insurance Contribution	3,312	8,237	8,085	9,159
5225	HMO Insurance Contribution	-	-	-	7,710
5230	Dental Insurance Contribution	156	380	384	808
5232	Vision Insurance Contribution	19	48	47	83
5235	Life Insurance Contribution	32	77	76	132
5240	Workers Compensation	268	517	518	1,047
5250	Uniform Allowance	100	-	100	100
8500	Pension Expense - IMRF	9,999	-	-	-
		22,310	27,177	26,871	50,720
Other Employee Costs					
5310	Membership Dues	426	570	2,000	570 *
5325	Training	3,125	2,000	2,000	1,625 *
5335	Travel Expenses	-	100	-	100 *
		3,551	2,670	4,000	2,295
Insurance					
5535	Property & Liability Insurance	2,610	2,090	2,090	2,280
		2,610	2,090	2,090	2,280
Contractual Services					
6000	Professional Services	-	1,500	-	1,500 *
6015	Communication Services	714	1,100	1,150	1,100 *
		714	2,600	1,150	2,600
Other Services					
6110	Printing Services	-	100	-	100 *
6115	Licensing/Titles	177	-	-	65
		177	100	-	165
Commodities					
7000	Office Supplies	219	250	250	250 *
7035	Supplies - Equipment R&M	52	-	-	-
7200	Other Supplies	113	500	250	500 *
7310	Publications	-	500	-	200 *
7320	Equipment < \$5,000	929	-	-	-
		1,313	1,250	500	950
Other Expenses					
7500	Postage & Parcel	-	50	-	50 *
		-	50	-	50
Division Total: Engineering		82,222	138,858	132,639	245,666

500-00-510 - Engineering

2021 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	AutoCAD	925
	IL Assoc Floodplain Stormwater Mgmt Annual Conf	700
Account: 5335 - Travel Expenses	Parking, Tolls and Mileage	100
Account: 6000 - Professional Services	Hydraulic Modeling	1,500
Account: 6015 - Communication Services	Data Card	550
	Phone Charges	550
Account: 6110 - Printing Services	Capital Improvement Program Plan Reproduction	100
Account: 7000 - Office Supplies	Paper, Pens, Pencils	250
Account: 7200 - Other Supplies	Field Supplies	500
Account: 7310 - Publications	American Water Works Association Standards Update	200
Account: 7500 - Postage & Parcel	Federal Express	50

2021 Budget
WATER/SEWER FUND

Water & Sewer System Maintenance

Division Overview

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

Performance Measures

Service	Metric	Actual 2018	Actual 2019	Projected 2020
Water	Number of Water Main Breaks	122	94	95
	Number of Water Meters Installed	2,354	3,503	2,100
Sewer	Number of Utility Locates	4,974	9,461	9,500
	Lineal Feet of Sewers Televised	51,760	68,472	50,000

2020 Major Accomplishments

1. Continued accelerating the installation of water meters to reduce water loss.
2. Large and critical valve inspection program.
3. Complete Metropolitan Water Reclamation District Infiltration/Inflow Control Program Phase III compliance.
4. Communications standardization and upgrades to allow remote monitoring and communication of Water and Sewer facilities.

2021 Goals and Objectives

1. Continue to reduce water loss with the leak detection program and water meter replacements.
2. Continue Water System Valve Inspection Program.
3. Continue Metropolitan Water Reclamation District Infiltration/Inflow Control Program.
4. Continue SCADA upgrades for Water and Sewer Facilities.

2021 Budget
PUBLIC WORKS & ENGINEERING
WATER SYSTEM MAINTENANCE

PERSONNEL EXHIBIT

Department: PWE		Div: Water Maint.		Div. No: 500-00-550	
Title	Authorized Positions				
	2019 Budget	2020 Budget	2021 Budget		
Director of Public Works & Engineering *	0.25	0.25	0.00		
Assistant Director of PW & Engineering	0.50	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*	1.25	1.25	1.25		
Seasonal Employee*	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>		
Total Full Time Equivalent (FTE) Employees:	24.75	24.75	24.50		

* Position reallocated to Water/Sewer Fund Engineering Division.

500-00-550 - Water Systems

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	1,673,403	1,862,399	1,752,001	1,785,719
5010	Temporary Wages	29,320	36,750	49,357	50,264
5020	Overtime - Non Supervisory	184,877	143,000	130,355	185,000
5035	Acting Out of Class & Night Premium	41,019	35,000	34,041	40,000
5060	Compensated Absences	5,837	-	-	-
		1,934,455	2,077,149	1,965,754	2,060,983
Taxes and Benefits					
5200	FICA Contribution	144,983	142,389	141,947	137,013
5205	IMRF Contribution	164,354	208,019	202,771	187,677
5220	PPO Insurance Contribution	225,417	276,695	251,473	284,638
5225	HMO Insurance Contribution	134,075	134,915	131,875	134,577
5230	Dental Insurance Contribution	23,964	26,297	24,510	24,460
5232	Vision Insurance Contribution	2,187	2,463	2,301	2,296
5235	Life Insurance Contribution	1,713	1,820	1,736	1,798
5240	Workers Compensation	79,730	79,187	77,873	77,809
5250	Uniform Allowance	9,330	10,080	9,580	8,580
5255	Excess Sick Hour Payout	1,213	1,312	1,282	1,249
5260	RHS Plan Payout	14,906	15,097	10,369	10,391
5263	OPEB Expense - Business-type Activities	22,839	-	-	-
8500	Pension Expense - IMRF	9,999	-	-	-
		834,710	898,274	855,717	870,488
Other Employee Costs					
5310	Membership Dues	799	800	700	700 *
5320	Conferences	1,406	2,000	-	-
5325	Training	644	4,500	2,000	3,750 *
5335	Travel Expenses	-	50	-	50 *
		2,849	7,350	2,700	4,500
Insurance					
5535	Property & Liability Insurance	79,120	63,010	63,010	66,320
		79,120	63,010	63,010	66,320
Contractual Services					
6015	Communication Services	23,393	18,060	35,000	31,440 *
6040	Waste Hauling & Debris Removal	66,608	90,000	90,000	90,000 *
6045	Utility Locate Services	3,749	4,000	4,000	4,000 *
		93,749	112,060	129,000	125,440
Other Services					
6110	Printing Services	1,501	2,200	1,500	1,700 *
6115	Licensing/Titles	522	300	500	600 *
6135.030	Rentals - Equipment	-	750	-	250 *
6140	Leases	909	850	850	850 *
6180	Water Sample Testing	17,260	16,000	17,000	18,000 *
6190	Tow/Storage/Abandoned Fees	402	-	-	-
6195	Miscellaneous Contractual Services	435,471	333,500	400,000	530,000 *
		456,065	353,600	419,850	551,400
Repairs and Maintenance					
6300	R&M Software	46,965	23,500	23,500	23,500 *
6305	R&M Equipment	17,482	13,900	10,000	13,900 *
6310	R&M Vehicles	21,352	4,000	3,500	4,000 *
6315.002	Public Works	2,114	15,000	5,000	35,440 *
6335	R&M Water Distribution System	9,116	30,000	20,000	30,000 *
		97,030	86,400	62,000	106,840

500-00-550 - Water Systems

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Commodities					
7000	Office Supplies	314	500	500	500 *
7020	Supplies - Safety	8,722	10,000	12,500	10,000 *
7030	Supplies - Tools & Hardware	6,250	5,500	3,000	4,500 *
7035	Supplies - Equipment R&M	6,332	6,500	7,500	6,500 *
7040	Supplies - Vehicle R&M	22,775	20,000	14,000	20,000 *
7045	Supplies - Building R&M	3,708	1,500	1,200	1,500 *
7050	Supplies - Streetscape	5,005	4,000	2,200	3,000 *
7055.054	Other Supplies	-	1,000	-	500 *
7070.070	Water Meters	797,260	550,000	650,000	550,000 *
7070.075	Other	154,487	165,000	150,000	165,000 *
7100	Wholesale Water - Chicago	2,656,975	2,450,000	1,800,000	2,450,000 *
7105	Wholesale Water - NWWC	3,078,912	3,500,000	3,250,000	3,500,000 *
7110	Natural Gas	975	-	-	-
7120	Gasoline	28,268	40,000	24,000	40,000 *
7130	Diesel	7,469	10,000	6,200	10,000 *
7140	Electricity	121,487	160,000	132,000	135,000 *
7150	Water Treatment Chemicals	6,181	7,000	10,000	8,000 *
7200	Other Supplies	660	250	500	250
7300	Uniforms	827	1,100	500	1,100 *
7320	Equipment < \$5,000	6,072	10,600	6,500	10,600 *
		6,912,679	6,942,950	6,070,600	6,916,450
Other Expenses					
7500	Postage & Parcel	31	500	-	500 *
7550	Miscellaneous Expenses	108	200	-	200 *
		139	700	-	700
Capital Outlay					
8010	Furniture & Fixtures	2,272	-	106	-
8015	Equipment	-	-	64,475	-
8205	Depreciation Expense - Business Type Activities	1,912	-	-	-
		4,184	-	64,581	-
Division Total: Water Systems		10,414,979	10,541,493	9,633,212	10,703,121

500-00-550 - Water Systems

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 5310 - Membership Dues	American Water Works Assoc (AWWA)	700
Account: 5325 - Training	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	12,000
	Central Pump Station Fiber	5,040
	Dedicated Phone Lines / Alarms	14,400
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	1,500
	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	400
Account: 6135.030 - Rentals - Equipment	Rental of Specialized Equipment	250
Account: 6140 - Leases	RR Lease of Land for Pipe Crossing	850
Account: 6180 - Water Sample Testing	Environmental Protection Agency(EPA)Mandated Testing	18,000
Account: 6195 - Miscellaneous Contractual Services	Fire Hydrant Maintenance & Flow Testing	60,000
	Fire Hydrant Rejuvenation	35,000
	Installation of Water Meters	150,000
	Meter Testing	35,000
	Outside Contractors	50,000
	Valve Maintenance & Assessments	50,000
	Water Storage Tank Cleaning-Carryover	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	Central RD. Pump Station Monopole	27,940
	Vaults, Towers, Buildings, Reservoirs	7,500
Account: 6335 - R&M Water Distribution System	36" Trans Line from Chicago / 20"-24" to Central Watermain: Install, Restoration Work, Etc.	5,000
		25,000
Account: 7000 - Office Supplies	Misc Office Supplies	250
	Printer Paper, Ribbons, Etc.	250
Account: 7020 - Supplies - Safety	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.	4,500

500-00-550 - Water Systems

2021 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	3,000
Account: 7055.054 - Other Supplies	Lab Supplies such as Test Tubes, Beakers, Etc.	500
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	135,000
Account: 7150 - Water Treatment Chemicals	Chlorine, Lab Chemicals for Phosphate, Chlorine Residue	8,000
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 Preventers	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

2021 Budget
PUBLIC WORKS & ENGINEERING
SEWER SYSTEM MAINTENANCE

PERSONNEL EXHIBIT

Department: PWE		Div: Sewer Maint.		Div. No: 500-00-560	
Title	Authorized Positions				
	2019 Budget	2020 Budget	2021 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

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	666,113	747,676	721,917	776,558
5010	Temporary Wages	11,542	10,500	7,500	13,390
5020	Overtime - Non Supervisory	34,341	52,000	38,700	46,800
5035	Acting Out of Class & Night Premium	161	2,000	1,068	1,000
5060	Compensated Absences	25,329	-	-	-
		737,486	812,176	769,185	837,748
Taxes and Benefits					
5200	FICA Contribution	53,727	57,470	56,025	59,720
5205	IMRF Contribution	60,583	82,469	81,146	81,616
5220	PPO Insurance Contribution	112,094	117,624	117,633	150,934
5225	HMO Insurance Contribution	58,371	74,014	67,356	66,957
5230	Dental Insurance Contribution	10,322	11,468	11,652	13,391
5232	Vision Insurance Contribution	947	1,074	1,056	1,084
5235	Life Insurance Contribution	774	858	825	858
5240	Workers Compensation	77,866	83,170	82,780	87,405
5250	Uniform Allowance	3,788	3,580	4,080	4,080
5260	RHS Plan Payout	9,980	10,783	14,782	7,709
8500	Pension Expense - IMRF	9,999	-	-	-
		398,449	442,510	437,335	473,754
Other Employee Costs					
5310	Membership Dues	83	245	245	245 *
5320	Conferences	1,035	2,000	250	-
5325	Training	1,860	2,300	1,950	2,375 *
5335	Travel Expenses	-	50	-	50
		2,978	4,595	2,445	2,670
Insurance					
5535	Property & Liability Insurance	32,460	26,240	26,240	25,740
		32,460	26,240	26,240	25,740
Contractual Services					
6015	Communication Services	9,667	10,000	10,000	10,000 *
6040	Waste Hauling & Debris Removal	4,626	10,000	10,000	10,000 *
6045	Utility Locate Services	3,639	4,000	4,000	4,000 *
		17,932	24,000	24,000	24,000
Other Services					
6110	Printing Services	-	500	-	500 *
6115	Licensing/Titles	272	300	225	300 *
6135.030	Rentals - Equipment	332	250	-	250 *
6195	Miscellaneous Contractual Services	58,870	13,500	30,000	78,000 *
		59,473	14,550	30,225	79,050
Repairs and Maintenance					
6300	R&M Software	2,850	2,850	2,850	2,850 *
6305	R&M Equipment	16,307	2,000	2,000	2,000 *
6310	R&M Vehicles	25,926	4,000	30,000	4,000 *
6340	R&M Sewer System	27,949	58,000	30,000	50,000 *
		73,032	66,850	64,850	58,850
Subsidies and Incentives					
6505	Subsidy - Sewer Lateral Program	26,581	60,000	30,000	60,000
6510	Subsidy - Flood Assistance	55,650	100,000	50,000	100,000
		82,231	160,000	80,000	160,000
Commodities					
7000	Office Supplies	403	300	250	250

500-00-560 - Sewer Systems

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Commodities					
7020	Supplies - Safety	7,543	7,350	7,000	4,600 *
7030	Supplies - Tools & Hardware	1,703	2,000	1,500	1,500 *
7035	Supplies - Equipment R&M	6,460	6,000	4,000	5,500 *
7040	Supplies - Vehicle R&M	15,195	14,000	9,000	14,000 *
7050	Supplies - Streetscape	946	500	250	250 *
7075	Supplies - Sewer System Maintenance	49,402	50,000	50,000	50,000 *
7110	Natural Gas	287	-	-	-
7120	Gasoline	15,818	15,000	13,000	15,000
7130	Diesel	9,547	9,000	7,000	9,000
7140	Electricity	49,162	30,000	30,000	30,000 *
7200	Other Supplies	474	300	2,500	300 *
7300	Uniforms	403	600	155	600 *
7310	Publications	-	100	-	100 *
7320	Equipment < \$5,000	3,579	6,500	5,500	6,500 *
		160,921	141,650	130,155	137,600
Other Expenses					
7500	Postage & Parcel	34	750	100	750 *
7550	Miscellaneous Expenses	495	350	-	350
		529	1,100	100	1,100
Capital Outlay					
8015	Equipment	-	13,500	11,851	94,800 *
8205	Depreciation Expense - Business Type Activities	8,169	-	-	-
		8,169	13,500	11,851	94,800
Division Total: Sewer Systems		1,573,660	1,707,171	1,576,386	1,895,312

500-00-560 - Sewer Systems

2021 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: 5325 - Training	NASSCO Certification	1,625
	Sewer Treatment Class II Training	750
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
	Levee 50 - Replacement Actuators	50,000
	National Pollutant Discharge Elimination System (NPDES) Fees	6,000
	USGS River Gauge	14,500
	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	1,500
	Levee 50 Sluice Gate Maintenance	3,500
	O'Hare Lake Generator Maintenance	5,000
	Pump Station Repairs and Maintenance	25,000
	Sanitary, Storm, Basin and Line Repairs	15,000
Account: 7020 - Supplies - Safety	Barricade Replacement	2,000
	Gloves, Vests, Hard Hats, Glasses	2,000
	Winter Clothing per MECCA Agreement	600
Account: 7030 - Supplies - Tools & Hardware	Shovels, Picks, Hammers, Nails, Etc.	1,500
Account: 7035 - Supplies - Equipment R&M	Parts for Small Equipment Repair (Cameras, Small Drain Rodders)	3,500
	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	250
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
Account: 7320 - Equipment < \$5,000	Cutter Motors	1,500
	Jet Rodder Heads	5,000

500-00-560 - Sewer Systems

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 7500 - Postage & Parcel	National Pollutant Discharge Elimination System (NPDES) Postage	500
	Shipping, Postage, Etc.	250
Account: 8015 - Equipment	Levee 50 - Replacement Actuators	58,800
	Noise Canceling Headsets	7,000
	Sewer Line Rapid Assessment Tool (SL-RAT)	29,000

500-00-570 - Equipment Replacement 2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Capital Outlay					
8015	Equipment	8,800	9,000	6,500	13,000 *
8020	Vehicles	145,271	52,000	212,841	126,000 *
8205	Depreciation Expense - Business Type Activities	121,567	-	-	-
		275,638	61,000	219,341	139,000
Division Total: Equipment Replacement		275,638	61,000	219,341	139,000

500-00-570 - Equipment Replacement

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 8015 - Equipment	Bobcat Skid Steer Lease - 43W	6,500
	Bobcat Skid Steer Lease - 7W	6,500
Account: 8020 - Vehicles	10-Ton Dump Truck #9032 (Refurbishment)	53,000
	Replacement of Ford F-450 Dump Truck Body #9034	73,000

500-00-580 - CIP - Water/Sewer 2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Contractual Services					
6000	Professional Services	156,754	410,000	275,000	810,000 *
		156,754	410,000	275,000	810,000
Capital Outlay					
8100	Improvements	5,717,272	2,850,000	950,000	7,075,000 *
8205	Depreciation Expense - Business Type Activities	1,558,899	-	-	-
		7,276,171	2,850,000	950,000	7,075,000
Other Financing Uses					
9100	Transfer to General Fund	-	-	-	500,000
		-	-	-	500,000
Division Total: CIP - Water/Sewer		7,432,925	3,260,000	1,225,000	8,385,000

500-00-580 - CIP - Water/Sewer 2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6000 - Professional Services	Annual Leak Detection	65,000
	Annual SCADA Maintenance	35,000
	Maple Pump Upgrades (Carry over)	70,000
	MWRD Private Sector Program	100,000
	Oakton Tank Chlorination System	55,000
	Oakton Tank Rehabilitation (Carryover)	45,000
	SCADA Improvements (Carry over)	100,000
	Transmission Improvement Main Design	300,000
	Water Loss Auditing	40,000
Account: 8100 - Improvements	Annual Sanitary Sewer Main Lining	300,000
	Annual Water Main Replacements	2,000,000
	Maple Pump Upgrades (Carryover)	175,000
	Oakton Tank Chlorination System (Carryover)	300,000
	Oakton Water Tank Painting (Carryover)	850,000
	SCADA Improvements (Carryover)	350,000
	Storm Water Improvements	1,000,000
	Transmission Main Improvements	2,000,000
	Water System Security Upgrades	100,000

2021 Budget
CITY OWNED PARKING FUND



	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	806,384	911,818	994,430	1,125,133	1,111,220	703,950
Revenues	268,203	213,791	248,390	263,770	238,670	263,670
Expenses	(162,769)	(131,179)	(131,600)	(698,240)	(645,940)	(372,200)
Transfers	-	-	-	-	-	-
Ending Balance	911,818	994,430	1,111,220	690,663	703,950	595,420

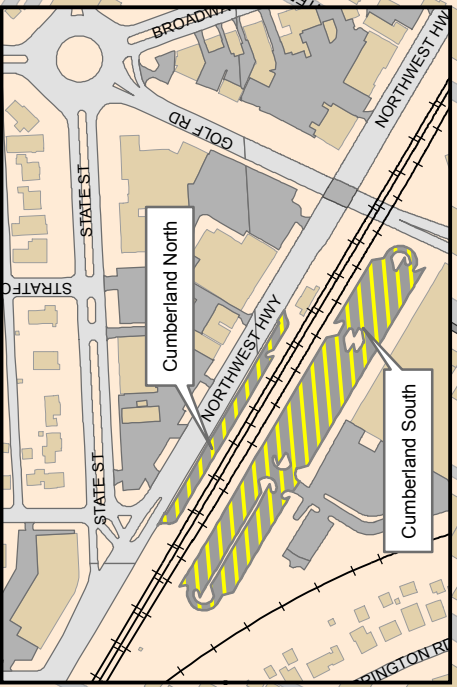
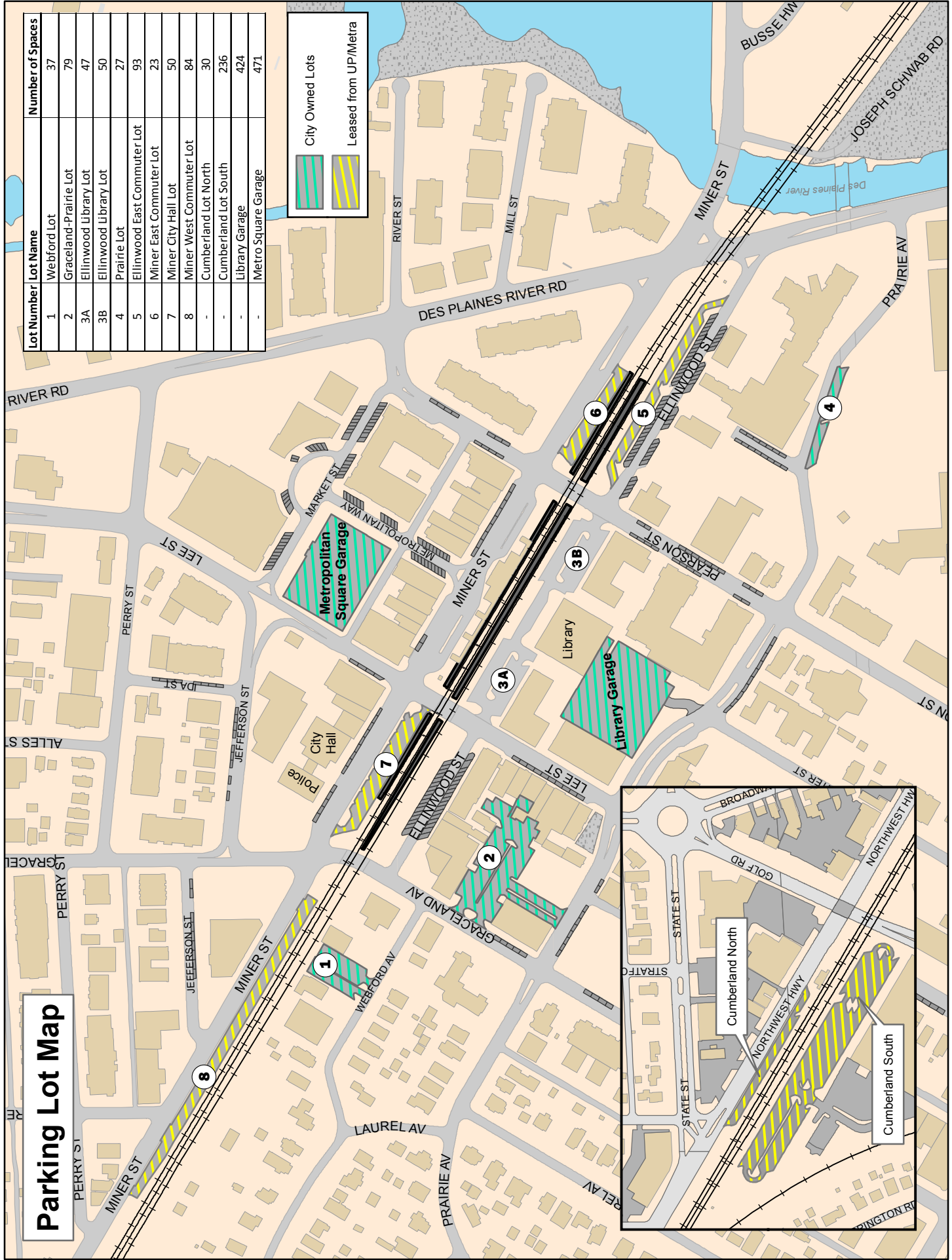
Fund Overview

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 \$2.00 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

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Charges for Services					
4665	Parking Fees	54,726	50,000	25,000	50,000 *
4666	Parking Garage Rent	213,420	213,420	213,420	213,420 *
4667	Reimbursement - Deck Maintenance Costs	(20,353)	-	-	-
4668	Electric Vehicle Charging Fees	597	350	250	250
		248,390	263,770	238,670	263,670
Fund Total: City Owned Parking Fund		248,390	263,770	238,670	263,670

510 - City Owned Parking Fund

2021 Revenue Budget Justification Worksheet

G/L Account Number	Transaction	Total
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

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Insurance					
5535	Property & Liability Insurance	810	540	540	2,650
		810	540	540	2,650
Contractual Services					
6015	Communication Services	11,721	12,500	12,500	12,500 *
6025	Administrative Services	2,259	-	2,300	2,300 *
		13,980	12,500	14,800	14,800
Other Services					
6125	Bank & CC Fees	5,599	5,100	3,100	5,100 *
6145	Custodial Services	-	-	-	15,500
6195	Miscellaneous Contractual Services	-	-	-	5,050 *
		5,599	5,100	3,100	25,650
Repairs and Maintenance					
6305	R&M Equipment	-	1,500	500	750 *
6315	R&M Buildings & Structures	-	-	-	200,000 *
6320	R&M Parking Lots	35,644	47,000	47,000	47,000 *
		35,644	48,500	47,500	247,750
Commodities					
7030	Supplies - Tools & Hardware	63	100	-	100 *
7035	Supplies - Equipment R&M	-	500	-	250 *
7060	Supplies - Parking Lots	7,617	6,000	5,000	6,000 *
7140	Electricity	67,887	75,000	75,000	75,000 *
7320	Equipment < \$5,000	-	50,000	-	-
		75,567	131,600	80,000	81,350
Capital Outlay					
8100	Improvements	-	500,000	500,000	-
8205	Depreciation Expense - Business Type Activities	646,136	-	-	-
		646,136	500,000	500,000	-
Fund Total: City Owned Parking Fund		777,736	698,240	645,940	372,200

510 - City Owned Parking Fund 2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6015 - Communication Services	Call One - Security Alarms	12,500
Account: 6025 - Administrative Services	Mobile Pay Fee	2,300
Account: 6125 - Bank & CC Fees	CC Processing Fees at Metro Square Terminals	5,100
Account: 6195 - Miscellaneous Contractual Services	Parking Machine Annual Service Fees	5,050
Account: 6305 - R&M Equipment	Repairs to Fare Boxes, Etc.	750
Account: 6315 - R&M Buildings & Structures	Parking Structure Repair and Maintenance-TIF 1	200,000
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	250
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

2021 Budget
METRA LEASED PARKING FUND

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	130,291	138,779	100,066	58,140	78,023	53,147
Revenues	83,319	120,985	126,656	120,000	75,000	75,000
Expenses	(38,315)	(123,182)	(112,183)	(108,500)	(63,360)	(100,070)
Transfers	(36,516)	(36,516)	(36,516)	(36,516)	(36,516)	(20,000)
Ending Balance	138,779	100,066	78,023	33,124	53,147	8,077

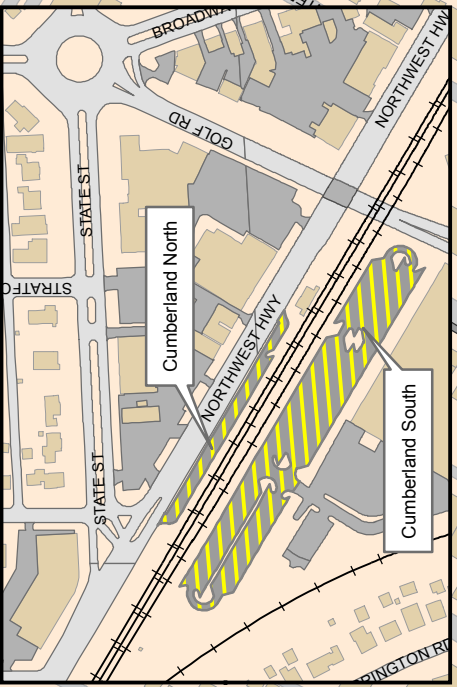
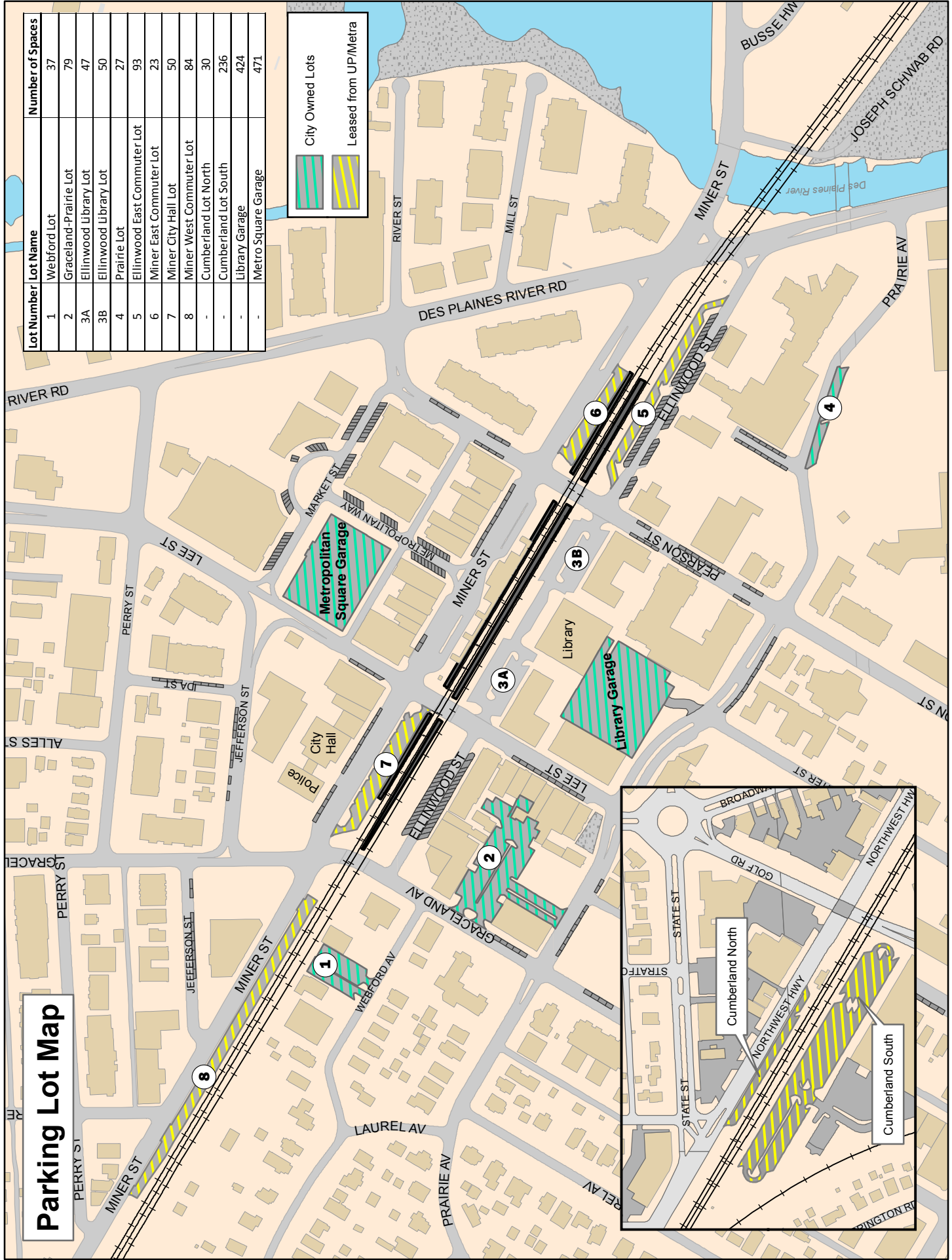
Fund Overview

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 \$2.00 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

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Charges for Services					
4665	Parking Fees	126,499	120,000	75,000	75,000 *
		126,499	120,000	75,000	75,000
Miscellaneous Revenues					
4849	Miscellaneous Revenues	157	-	-	-
		157	-	-	-
Fund Total: Metra Leased Parking Fund		126,656	120,000	75,000	75,000

520 - Metra Leased Parking Fund

2021 Revenue Budget Justification Worksheet

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

520 - Metra Leased Parking Fund

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Insurance					
5535	Property & Liability Insurance	270	500	500	410
		270	500	500	410
Contractual Services					
6015	Communication Services	159	1,440	-	600 *
6025	Administrative Services	8,178	-	5,000	5,000
		8,337	1,440	5,000	5,600
Other Services					
6125	Bank & CC Fees	18,069	18,700	12,000	18,700 *
6195	Miscellaneous Contractual Services	-	3,360	3,360	3,360 *
		18,069	22,060	15,360	22,060
Repairs and Maintenance					
6305	R&M Equipment	-	1,000	-	500 *
6320	R&M Parking Lots	-	27,500	-	15,500 *
		-	28,500	-	16,000
Commodities					
7060	Supplies - Parking Lots	857	2,000	500	2,000 *
7140	Electricity	14,291	12,000	12,000	12,000 *
		15,147	14,000	12,500	14,000
Other Expenses					
7540	Land Lease	40,383	42,000	30,000	42,000
		40,383	42,000	30,000	42,000
Capital Outlay					
8100	Improvements	29,977	-	-	-
8205	Depreciation Expense - Business Type Activities	7,485	-	-	-
		37,462	-	-	-
Other Financing Uses					
9100	Transfer to General Fund	15,758	15,758	15,758	10,000 *
9500	Transfer to Water/Sewer Fund	20,758	20,758	20,758	10,000 *
		36,516	36,516	36,516	20,000
Fund Total: Metra Leased Parking Fund		156,184	145,016	99,876	120,070

520 - Metra Leased Parking Fund

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6015 - Communication Services	Broadband Card for Metra Security Cameras	600
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	500
Account: 6320 - R&M Parking Lots	Cumberland Station Crack-sealing - Carryover	12,000
	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)	10,000
Account: 9500 - Transfer to Water/Sewer Fund	PW Maintenance	10,000

2021 Budget
RISK MANAGEMENT FUND

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	1,502,672	1,298,226	1,108,747	1,179,267	1,053,987	1,291,546
Revenues	3,070,024	2,872,347	2,627,909	2,646,644	2,561,876	2,612,125
Expenses	(3,274,471)	(3,061,826)	(2,682,669)	(2,821,053)	(2,324,317)	(2,741,499)
Transfers	-	-	-	-	-	-
Ending Balance	1,298,226	1,108,747	1,053,987	1,004,858	1,291,546	1,162,172

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 \$5,000 deductible with excess coverage of \$15,000,000. 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.

2021 Budget
RISK MANAGEMENT

PERSONNEL EXHIBIT

Department: Risk Management		Div: Risk Management		Div. No: 600-00	
Title	Authorized Positions			2021 Budget	
	2019 Budget	2020 Budget	2021 Budget		
Part-Time Risk Management Technician	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>		
Total Full Time Equivalent (FTE) Employees:	0.75	0.75	0.75		

600 - Risk Management Fund

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Miscellaneous Revenues					
4800	Reimb Liability Claims	20,325	50,000	25,000	25,000 *
4805	Reimb Work Comp Lost Time Claim	11,682	100,000	55,000	55,000 *
		32,007	150,000	80,000	80,000
(Sources)/Uses of Revenues					
4882	Transfer in Insurance P&L	850,000	700,000	700,000	700,000 *
4883	Transfer in Insurance W/C	1,745,902	1,796,644	1,781,876	1,832,125 *
		2,595,902	2,496,644	2,481,876	2,532,125
Fund Total: Risk Management Fund		2,627,909	2,646,644	2,561,876	2,612,125

600 - Risk Management Fund

2021 Revenue Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 4800 - Reimb Liability Claims	Reimbursement from MICA for Self-Insured Losses	25,000
Account: 4805 - Reimb Work Comp Lost Time Claim	Reimbursement from MICA for WC Claims Paid	55,000
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	1,832,125

600 - Risk Management Fund

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Salaries					
5005	Salaries	8,872	23,785	-	25,857
		8,872	23,785	-	25,857
Taxes and Benefits					
5200	FICA Contribution	679	1,820	-	1,978
5205	IMRF Contribution	759	2,623	-	2,718
5240	Workers Compensation	15	41	-	44
		1,452	4,484	-	4,740
Other Employee Costs					
5310	Membership Dues	-	1,067	750	1,067 *
5325	Training	16,200	10,000	10,000	20,000
5335	Travel Expenses	-	500	-	500 *
5340	Pre-Employment Testing	-	1,500	-	1,500
5345	Post-Employment Testing	75	12,000	750	12,000 *
5350	Substance Abuse Program	383	-	150	-
		16,658	25,067	11,650	35,067
Insurance					
5540	MICA Premium	2,525,273	2,509,516	2,168,205	2,385,025 *
5545	MICA Deductible	56,261	75,000	48,500	50,000 *
5550	Excess Insurance	27,402	16,201	14,462	15,810 *
5555	Workers' Comp Expense	-	25,000	-	25,000 *
5565	Claims Administration Fee	-	2,500	-	2,500 *
5570	Self Insured P&L Expense	4,318	75,000	25,000	75,000 *
		2,613,254	2,703,217	2,256,167	2,553,335
Contractual Services					
6000	Professional Services	-	2,500	20,000	52,500 *
6005	Legal Fees	21,898	35,000	12,500	35,000 *
		21,898	37,500	32,500	87,500
Other Services					
6195	Miscellaneous Contractual Services	565	2,000	1,500	5,000 *
		565	2,000	1,500	5,000
Other Expenses					
7550	Miscellaneous Expenses	19,971	25,000	22,500	30,000 *
		19,971	25,000	22,500	30,000
Fund Total: Risk Management Fund		2,682,670	2,821,053	2,324,317	2,741,499

600 - Risk Management Fund 2021 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)	2,385,025
Account: 5545 - MICA Deductible	City Liability for 1st \$1,000 on each claim - 50 Claims	50,000
Account: 5550 - Excess Insurance	Marsh Additional Premiums	8,500
	Tank Liability Coverage	7,310
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 Services	50,000
	Risk Management Training Programs	2,500
Account: 6005 - Legal Fees	Legal Fees	35,000
Account: 6195 - Miscellaneous Contractual Services	Safety Incentive Program	5,000
Account: 7550 - Miscellaneous Expenses	Safety Projects	30,000

2021 Budget
HEALTH BENEFITS FUND

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Beginning Balance	4,567,719	4,083,486	3,700,653	3,650,953	4,042,482	3,839,487
Revenues	7,901,389	7,612,584	7,689,797	7,986,825	7,972,986	9,572,040
Expenses	(8,385,622)	(7,995,417)	(7,347,968)	(8,268,022)	(8,175,981)	(9,851,580)
Transfers	-	-	-	-	-	-
Ending Balance	4,083,486	3,700,653	4,042,482	3,369,756	3,839,487	3,559,947

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 \$35,000 to \$500,000. The City continues to eliminate underutilized and unsustainable benefit options and restructure other benefits to create a balance between what is financially responsible and meets the needs of our employees.

Monthly Premium Increases:

Insurance Plans	2015	2016	2017	2018	2019	2020	2021
PPO (Options 2- 4)	1%	4%	3%	2% and 7%	2% and 7%	2.0%	11%
HMO	6%	0%	4%	3%	3%	2.0%	5.5%
Dental Option 1	0.05%	-4.9%	3%	5%	5%	3.0%	0%
Dental Option 2	-9%	4.6%	3%	5%	5%	3.0%	N/A
Optical	N/A	N/A	N/A	N/A	0%	2.0%	-9%

610 - Health Benefits Fund

2021 Revenue Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
Interest Income					
4700	Interest Income	-	300	-	-
		-	300	-	-
Miscellaneous Revenues					
4760	Medical PPO Employer	4,278,353	4,357,500	4,461,914	5,473,368
4762	Medical PPO Employee	323,665	351,750	337,522	411,974
4764	Medical PPO Retiree	802,539	897,750	742,005	825,038
4766	Medical PPO ERI	-	-	102,309	482,481
4770	Medical HMO Employer	1,239,389	1,312,500	1,248,046	1,175,514
4772	Medical HMO Employee	93,290	99,750	93,940	84,480
4774	Medical HMO Retiree	200,126	194,250	225,075	237,556
4776	Medical Employee ERI	-	-	21,149	89,289
4780	Dental Program Employer	362,086	378,000	369,887	386,945
4782	Dental Program Employee	49,316	47,250	50,455	52,765
4786	Dental Program - Retiree	125,835	117,600	128,314	128,314
4787	Vision Program - Retiree	1,621	27,000	2,476	2,476
4788	Vision Insurance Program - Employer	31,616	46,725	32,678	35,816
4789	Vision Insurance Program - Employee	7,912	9,975	8,189	8,954
4790	Life Insurance Program Employer	27,052	28,875	27,243	28,154 *
4792	Life Insurance Program Employee	92,832	117,600	121,673	148,916 *
4849	Miscellaneous Revenues	54,166	-	111	-
		7,689,797	7,986,525	7,972,986	9,572,040
Fund Total: Health Benefits Fund		7,689,797	7,986,825	7,972,986	9,572,040

610 - Health Benefits Fund

2021 Revenue Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 4790 - Life Insurance Program Employer	Basic Life Insurance	28,154
Account: 4792 - Life Insurance Program Employee	Supplemental & Dependent Life	148,916

610 - Health Benefits Fund

2021 Budget Worksheet

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2020 Projected Amount	2021 Adopted Budget
<u>Insurance</u>					
5500	PPO Insurance Premiums	4,618,522	4,905,479	4,799,436	5,885,342
5501	PPO Insurance Premiums - Retiree	916,165	997,500	742,005	825,038
5505	HMO Insurance Premiums	1,329,444	1,282,760	1,341,986	1,263,993
5506	HMO Insurance Premiums - Retiree	218,099	183,333	225,074	237,556
5510	Dental Insurance Premiums	414,113	452,547	420,342	439,710
5511	Dental Insurance Premiums - Retiree	122,951	116,957	128,314	128,314
5513	Vision Insurance Premiums	39,528	83,657	40,867	44,770
5514	Vision Insurance Premiums - Retiree	-	27,000	2,475	2,475
5515	Life Insurance Premiums	160,082	168,789	148,916	177,070
5525	Early Retirement Incentive	-	-	123,459	571,771
5575	IPBC Reserve	(477,967)	-	-	-
		7,340,935	8,218,022	7,972,874	9,576,039
<u>Contractual Services</u>					
6000	Professional Services	-	20,000	-	22,500 *
		-	20,000	-	22,500
<u>Other Services</u>					
6195	Miscellaneous Contractual Services	7,034	30,000	7,500	37,500 *
		7,034	30,000	7,500	37,500
<u>Subsidies and Incentives</u>					
6525	Subsidy - Transfer to PSEBA	-	-	195,607	215,541
		-	-	195,607	215,541
Fund Total: Health Benefits Fund		7,347,970	8,268,022	8,175,981	9,851,580

610 - Health Benefits Fund

2021 Budget Justification Worksheet

G/L Account Number	Transaction	Total
Account: 6000 - Professional Services	Employee Benefit Services (EBS)	15,000
	GASB 45 Analysis	7,500
Account: 6195 - Miscellaneous Contractual Services	Annual Health & Benefits Administration Fee	15,000
	COBRA Administration, Discovery Benefits	15,000
	EAP Program	7,500

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2021 Budget

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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

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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.

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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.

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Depreciation: (1) Expiration of the useful life of fixed assets attributable to wear and tear, deterioration and obsolescence. (2) The portion of the cost of a fixed asset charged as an expense during a particular period.

Division: A segment of a department which is assigned a specific operation.

Efficiency Measures: Performance measures which measure the cost of an activity (either in terms of dollars or work hours) per unit of output or outcome or otherwise gauge the productivity of an activity. Generally, efficiency measures in the latter category compare work successfully completed with the potential amount of work which could have been accomplished.

Encumbrance: The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditures.

Enterprise Fund: A set of self-balancing accounts used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. The Water and Sewer Fund and the Parking Fund are enterprise funds.

Entity: The basic unit upon which accounting and/or financial reporting activities focus. The basic governmental legal and accounting entity is the individual fund and account group.

Equalized Assessed Valuation: The assessed valuation of a property increased by a multiplier established by the Illinois Department of Revenue which is intended to increase the total assessed valuation of all property in the County to a level that is equal to 33-1/3% of market value.

Equalization Factor: A factor determined by the State which when applied to the county's assessed value will cause all property to equal one-third of its market value.

Expenditure: This term refers to the amount of funds paid or to be paid for obtaining an asset, good or service. For budget purposes, the term expenditure applies to all costs or expected commitments.

Expense: The term expense is used in full accrual accounting to report decreases in net total assets.

Fiscal Policies: The City's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year (FY): The time period designated by the City signifying the beginning and ending of a period for recording financial transactions. The City of Des Plaines defines January 1 to December 31 as its fiscal year.

Fixed Assets: Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

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Forfeiture: The automatic loss of cash or other property as a penalty for not complying with legal provisions and/or as compensation for the resulting damages or losses.

Franchise Fee: A fee paid by public service businesses for use of City streets, alleys and property in providing their services to citizens of a community. Services requiring franchises include telephone, natural gas and cable television.

Full Faith and Credit: A pledge of the general taxing power for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full-faith-and-credit bonds.

Full-Time Equivalent (FTE): A standardized unit of measure used to determine the equivalent number of full-time employees. It is calculated by dividing the total hours actually worked or planned for a job class (regular and overtime) by a standard number of hours a full-time employee would work for the job class.

Function: A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

Fund: An accounting entity with a set of self-balancing accounts that is used to account for financial transactions for specific activities or government functions. Seven commonly used funds in governmental accounting are: the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, and trust and agency funds.

Fund Balance: Fund balance is the excess of assets over liabilities. The unreserved fund balance is the amount available for appropriation.

Fund Type: Any one of seven categories into which all funds are classified in government accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

GASB 34: The City implemented Government Accounting Standards Board (GASB) Statement No. 34 for its Fiscal Year Ended December 31, 2003. This accounting standard requires the City to report the value of its infrastructure assets in the governmental financial statements and depreciate them over their estimated useful life. Projects that do not extend the useful life of the asset (e.g. overlay of a road) are expensed rather than capitalized.

General Fund: The largest fund within the City, the General Fund accounts for most of the financial resources of the government. General Fund revenues include sales taxes, licenses and permits, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as fire and police protection, finance, inspection services, community development, public works and general administration.

General Obligation Bonds (G.O. Bonds): Bonds that finance a variety of public projects, such as streets, buildings and improvements, and which are backed by the full faith and credit of the issuing government.

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Governmental Fund Types: Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except those accounted for in proprietary funds and fiduciary funds. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. The measurement focus in these fund types is on the determination of financial position and changes in financial position, rather than on net income determination. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

Grant: Contributions or gifts of cash or other assets from another agency to be used for a specified purpose, activity or facility. Grants may be classified as either categorical or block, depending on the amount of discretion allowed the grantee.

Gross Bonded Debt: The total amount of direct debt of a government represented by outstanding bonds before deduction of any assets available and earmarked for their retirement.

Home Rule: A status granted by the Illinois Constitution which gives cities of a certain size or by referendum broad powers not otherwise available to local municipalities. For instance, in a home rule municipality, there is no statutory limit to the property tax levy nor is there any requirement to seek referendum approval for increasing the levy or issuing debt.

Illinois Municipal Retirement Fund (IMRF): This retirement fund, established under State statutes, provides employees of local governments (excluding police officers and firefighters) in Illinois with a system for the payment of retirement annuities, disability, and death benefits. All employees (other than those covered by the Police or Firefighters' plans) hired in positions that meet or exceed an annual hourly standard (1,000 hours) must be enrolled in IMRF as participating members. Participating members of IMRF must contribute 4.5% of their salaries to the pension fund. The employer pays a percentage that varies each year and is dependent on a report prepared by a professional actuary.

Income: A term used in proprietary fund type accounting to represent (1) revenues, or (2) the excess of revenues over expenses.

Infrastructure Assets: Public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems and similar assets that are immovable and of value only to the governmental unit.

Interfund Transfer: Payment from one fund to another fund primarily for work or services provided.

Intergovernmental Revenues: Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

Internal Service Fund: Funds used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis; for example, the Risk Management Fund.

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Interperiod Equity: The measure of the extent to which current-year revenues are sufficient to pay for the services provided by the government entity during the year, and whether current-year citizens are receiving services by shifting part of the payment burden to future years' citizens or by using up previously accumulated resources.

Investments: Securities held for the production of revenues in the form of interest or dividends. The term does not include fixed assets used in government operations.

Joint Venture: A legal entity or other contractual arrangement in which a government participates in a separate activity for the benefit of the public and in which the government retains an ongoing financial interest.

Level of Budgetary Control: The City Manager is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that increase the total expenditures of any fund must be approved by the governing body. Expenditures may not legally exceed budgeted appropriations at the fund level.

Levy (Verb): To impose taxes, special assessments, or service charges for the support of governmental activities. **(Noun)** The total amount of taxes, special assessments or service charges imposed by the City.

Liability: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

Line-Item Budget: A budget that lists each expenditure category (salaries, office supplies, telephone service, copy machine costs, etc.) separately, along with the dollar amount budgeted for each specified category.

Long-Term Debt: Debt with a maturity of more than one year after the date of issuance.

Measurement Focus: The accounting convention that determines (1) which assets and which liabilities are included on the government's balance sheet and where they are reported, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses).

Millage: The tax rate on real property based on \$1.00 per \$1,000 of assessed property value.

Modified Accrual Accounting: Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Expenditures are recorded when the related fund liability is incurred.

Motor Fuel Tax (MFT): The State returns a portion of the gas tax to the municipalities on a per capita basis for use in the maintenance and construction of public roads.

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Net Income: Proprietary fund excess of operating revenues, non-operating revenues, and operating transfers-in over operating expenses, non-operating expenses, and operating transfers-out.

Non-Operating Expenditures: The costs of government services which are not directly attributable to a specific City program or operation. Examples include debt service obligations and contributions to community organizations.

Non-Operating Revenues: The incomes received by the government which are not directly attributable to providing a service. An example would be interest on investments.

Offset by Revenues (RO): Describes an expenditure which is funded by specific revenues such as charges for services or contributions which are restricted as to their use. The City uses this designation to identify expenditures of its General Fund (Fund 100) and Capital Improvement Fund (Fund 414) which are fully offset by specific revenues.

Operating Budget: Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. See **Budget**.

Ordinance: A formal legislative enactment by the governing body of a municipality. It has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. See **Resolution**.

Organizational Unit: A responsibility center within a government.

Other Financing Sources: Governmental fund debt proceeds, proceeds from the sale of general fixed assets, and operating transfers-in. Such amounts are classified separately from revenues on the governmental operating statement.

Other Financing Uses: Governmental fund operating transfers-out and the amount of refunding bond proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental operating statement.

Overhead: This refers to an interfund transfer to a particular fund or entity (e.g. Equipment Replacement Fund) from the General Fund to pay for its share of expenses that can't be allocated to a particular department or division of the general government.

Overlapping Debt: The proportionate share that property within each government must bear of the debts of all local governments located wholly or in part with the geographic boundaries of the reporting government. The amount of debt of each unit applicable to the reporting unit is arrived at by (1) determining what percentage of the total assessed value of the overlapping jurisdiction lies within the limits of the reporting unit, and (2) applying this percentage to the total debt of the overlapping jurisdiction.

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Performance Budget: A budget that focuses on activities rather than line items. Work load and unit cost data are collected in order to assess the efficiency of services.

Performance Measures: Specific quantitative and qualitative measures of work performed as an objective of the department.

Personal Services: Includes the compensation paid to all employees as well as the City's share of pension, FICA and Medicare costs.

Premium: The excess of the price of a security over its face value, excluding any amount of accrued interest bought or sold.

Program Budget: A budget which structures budget choices and information in terms of "program and their related work activities" (i.e., repairing roads, crossing guards, etc.). A program budget provides information on what each program is committed to accomplish in the long run (goals) and in the short run (objectives) and measures the degree of achievement of program objectives (performance measures).

Property Tax: A tax levied on the assessed value of real property (also known as "ad valorem taxes").

Proprietary Fund Types: The classification used to account for a City's ongoing organizations and activities that are similar to those often found the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses, and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The Generally Accepted Accounting Principles used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the Governmental Accounting Standards Board has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

Reserved Fund Balance: Those portions of fund balance that are not appropriable for expenditure or that are legally segregated for a specific future use.

Resolution: An order of a legislative body requiring less legal formality than an ordinance or statute. See **Ordinance**.

Revenue: Monies that the government receives as income. It includes such items as tax payments, fees from services, receipts for other governments, fines, reimbursements, grants, share revenues and interest income.

Revenue Bonds: Bonds whose principal and interest are payable exclusively from earnings of an Enterprise Fund.

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Retained Earnings: An equity account reflecting the accumulated earnings of the City's proprietary funds.

RHS Plan Payout: An incentive payment to employees who have accumulated a set number of unused sick days based on criteria set forth in the City's Personnel Handbook.

Salary Adjustments: An account to be approved by the City Council for employee salary increases either negotiated through contracts or other otherwise authorized by the Council.

Self-Insurance: A term used to describe the retention of a risk of loss arising out of the ownership of property or from some other cause, instead of transferring this risk to an independent third-party through the purchase of an insurance policy.

Special Revenue Funds: Funds used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes.

Special Service Area: A financing technique used to finance special services and special improvements desired by a specific area of the City. A tax is levied only on the particular area that will receive the special service or improvement.

Tax Anticipation Notes (TANs): Notes (or warrants) issued in anticipation of the collection of taxes, usually retirable only from tax collections.

Taxes: Compulsory charges levied by a government to finance services performed for the common benefit.

Tax Increment Financing (TIF): Tax increment financing is a redevelopment method, authorized by Illinois State Statutes that allows municipalities to encourage new development by using the new incremental property taxes generated by development to make public improvements, assemble property, or incur authorized costs in order to attract the development.

Tax Levy: The total amount to be raised by general property taxes for operating and debt service purposes.

Tax Rate: The amount of tax levied for each \$100 of assessed valuation.

Value: As used in governmental accounting, (1) the act of describing anything in terms of money or (2) to measure in terms of money.

Voucher: A written document that evidences the propriety of transactions and usually indicates the accounts in which they are to be recorded.

Working Capital: This term generally refers to current assets minus current liabilities. Some organizations may exclude certain current assets (e.g., inventory) from this general formula.



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