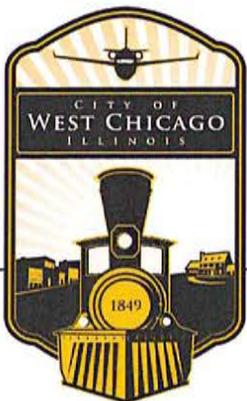


CITY OF
WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

2019
Budget



Michael L. Guttman
CITY ADMINISTRATOR

DECEMBER 2018

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

December 10, 2018

Dear Mayor Pineda and Aldermen:

I hereby present to you the 2019 Fiscal Year Budget for the City of West Chicago, in accordance with Section 2-146 of the West Chicago City Code. The Annual Budget serves as a comprehensive financial plan and strategic guide for our organization. It includes a forecast of anticipated revenues for the coming fiscal year, as well as adopted expenditures that will guide the services provided to our customers, the 27,086 residents and 800+ businesses that call West Chicago their home.

The 2019 Annual Budget totals \$47,565,600 which is an increase of 2.94% as compared to the 2018 Budget, as amended; specifically, the General Fund reflects an increase of 8.58% as compared to the 2018 Budget, as amended; if the use of reserves for the General Fund's contribution to the salt storage facility and the West Washington Street environmental remediation, the increase is less than three percent.

Background

The City has a proud history of providing exceptional services to a diverse group of stakeholders. Over the past decade, the diversity of the City has grown and with it, the challenges of meeting the needs and demands of our customers have grown as well. The departments and staff are continuously challenged to address the growth within the City and develop new and innovative ways of delivering the services that our customers expect. Through flexibility, adaptability, the use of technology, innovative staffing methods, and furthering intergovernmental and public/private partnerships, the organization continues to rise to the challenge to become one of the most efficient municipal corporations in the Chicagoland area.

Budget Strategy

This budget marks the fifteenth year of adhering to the City Council's Budget Policy and implementing a strategy that addresses the structural and cyclical budgetary challenges that were and continue to face the City of West Chicago. This strategy includes five major components:

Reduction in Operating Expenditures

To address the structural problem of rising operating costs coupled with stagnant revenues, the City annually undergoes a target budgeting process to manage the organization's expenditure and revenue patterns. Target Budgeting was initiated to instill budget discipline, establish budgetary priorities, control costs and stabilize finances. Target Budgeting is a modification of zero based budgeting in that it accepts the premise that the City provides certain basic services and attempts to "target funds" for the delivery of those services. Beyond these basic levels, services are discretionary and can be evaluated, prioritized and matched against available revenues. Patterns of services can therefore be modified to meet changing needs without disrupting basic services. Target Budgeting assigns a target goal to each fund based upon its expenditure history and

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Ruben Pineda
MAYOR
Nancy M. Smith
CITY CLERK

Michael L. Guttman
CITY ADMINISTRATOR

projected revenues as identified in September each year. This year's target for the General Fund was one percent of the initial revenue forecast, which translated into a reduction of expenditures totaling approximately \$170,000. The target goal for the enterprise funds was a two percent reduction. The proposed 2019 Budget meets the target goals.

Meet Reserve Requirements

The City has again met its reserve requirement of 35% for the operating funds as detailed in Resolution No. 02-R-0073.

Identification and Implementation of New Revenues

The Finance Committee, and ultimately the City Council, approved a series of tax and fee changes to address the \$2.8 million gap in the General Fund, created mostly by the State's siphoning money traditionally given to local governments and the revenues generated by the Police Department personnel being down about \$300,000 annually. While the latter has improved, the State still is not returning the funds we have relied upon to balance the General Fund Budget. The electric use tax revenues were moved to the General Fund, with the home rule sales tax and natural gas use tax being increased to compensate for such. A new packaged liquor tax and a new local motor fuel tax, coupled with slight increases in building permit fees, rental license charges, and change of occupancy fees, sliced the deficit in about half. Using reserves in the meantime, the Finance Committee will monitor revenues to see if additional funds need to be raised.

Increased Economic Development Focus

The City's Economic Development Program is designed to increase and diversify the City's sales tax and real estate tax bases, thereby allowing the City to become more self-sufficient, generating revenues from within the City and reducing dependency on outside revenue sources. The importance of our economic development efforts can continue to be realized when looking at our sales tax receipts. Increasing this revenue source has been a primary focus of the organization over the past several years. Mayor Pineda, the Aldermen and staff have devoted a great deal of energy into attracting new sales tax generating businesses, while at the same time, maintaining our existing businesses and helping with their expansion. New business growth is evident for 2018, with Norix, Greco and Suncast all committing to locate new facilities in the DuPage Business Center, Ditch Witch breaking ground on Atlantic Drive and a number of industrial expansions within the City.

Maintain and Improve City Services

The City has a proud history of providing exceptional services. During the implementation of this five-part budgeting strategy, it is imperative that the residents and businesses not experience a reduction in service levels unless absolutely necessary. In fact, through challenging our employees at every level of the organization, the City has been able to improve upon services during this tough economic climate. With few exceptions, the City has been able to provide excellent service with fewer employees and leaner budgets.

We are successful in achieving all of the parameters in the proposed 2019 Budget. The proposed Budget includes a planned spend down of reserves, consistent with the Finance Committee's direction over the last ten years, to make it a balanced budget.

Significant Highlights – All Funds

Personnel Changes – The City now employs 122 full-time employees and one part-time employee, with a few seasonal positions in the Public Works Department. The proposed Budget proposes no new positions and three positions in the Police Department and one in the City Administrator’s Office are not being filled at this time.

Insurance Costs – The City’s general liability/workers’ compensation insurance costs will once again decrease (slightly) in 2019. The premiums will increase by 10% for those employees who get their medical insurance via the Operating Engineers Health and Welfare Plan. For the plan year July 2018 through June 2019, the total premium again increased for those employees who participate in the City’s plans through IPBC. Preliminary figures show that the premiums for both the HMO and PPO plans will increase come July 1, 2019; a six percent increase is reflected in the Proposed Budget.

Customer Impact – There are service reductions proposed in the 2019 Budget.

The following table shows the difference in budgeted amounts between 2018 and 2019 for each of the Funds:

Fund	2018 Budget	2019 Budget	Percent Change
General Fund	\$18,845,000	\$20,461,000	8.58%
Capital Equipment Replacement Fund	\$999,900	\$1,618,300	61.85%
Sewer Fund	\$9,101,100	\$8,784,500	-3.48%
Water Fund	\$8,051,600	\$7,207,200	-10.49%
Capital Projects Fund	\$7,653,500	\$8,212,700	7.31%
Downtown TIF Fund	\$1,310,100	\$1,087,200	-17.01%
Public Benefit Fund	\$0	\$0	-
Oliver Square TIF Fund	\$0	\$0	-
Roosevelt/Fabyan TIF Fund	\$0	\$0	-
Commuter Parking Fund	\$243,800	\$194,700	-20.14%
All Funds	\$46,205,000	\$47,565,600	2.94%

General Fund

The General Fund is the all-purpose governmental fund that includes the operations of the municipality not accounted for in a separate fund. Most of the expenditures for City services are budgeted and accounted for in this Fund, except for water and sewer expenses. There are five key revenue sources, which account for 69.80% of the total General Fund revenues:

Sales and Use Taxes	25.35%
Property Tax	19.22%
Income Tax	13.71%
Electric Use Tax	7.68%
Telecommunications Tax	3.84%

The revenues listed above represent the General Fund's primary growth revenues, which traditionally have paid for annual cost increases. Note that, at one time, the Telecommunications Tax comprised a larger part of the Budget (as much as \$1.3 million), and now it generates about \$700,000 annually.

On the expenditure side, in addition to the increased costs of hardware and software maintenance contracts, service contracts, and dispatch services, among others, the following are some additional changes and highlights within the General Fund:

- City Council – Healthy West Chicago has yet to spend the City's \$30,000 grant from 2018, so no new funds are being allocated in 2019.
- City Administrator's Office – Money (\$10,000) has been included to cover the Community Open Project being led by the Community Outreach Specialist as dictated by the Strategic Plan. The remaining cost of the West Washington Street Remediation Project (\$565,000) and the General Fund contribution toward the salt storage facility (\$500,000) are budgeted here.
- Administrative Services Department – There are no major changes in this Department's budget.
- Police Department – The amount allocated for police pension is \$2,630,000 higher this year (\$130,000). Due primarily to the construction of DUCOMM's second facility, our dispatch costs have increased by \$26,300. Per the direction of the Public Affairs Committee, money has been included to equip the Department with body cameras (\$50,500). Finally, \$110,500 is budgeted to renovate the property room, which will include a new evidence vault, mobile shelving and a professional drying cabinet; restricted drug funds are covering these expenses.
- Public Works Department – Four projects are worth noting: (1) pavement patching and sealcoating the roadway at the Glen Arbor Cemetery (\$30,000); (2) removal of asbestos containing material at City Hall and 411 Main Street (\$10,000); (3) conducting a City-wide tree inventory and developing an Urban Forestry Management Plan (\$50,000); and (4) purchase of additional lift systems for the fleet maintenance garage (\$40,000).
- Community Development Department – There are no major changes in this Department's General Fund Budget.

Capital Equipment Replacement Fund

This Internal Service Fund draws its revenues from the General, Water and Sewer Funds and the following more expensive pieces of rolling stock are scheduled for replacement in 2019: chipper (\$205,700); paving machine (\$123,600); two-ton dump truck (\$123,600); and snowblower (\$110,800). Of note, there were no transfers from the General Fund accounts to the CERF in 2018 due to there being a sufficient fund balance in the latter Fund, but it does artificially result in a higher than typical increase in the percentage increase in that Fund.

Sewer Fund

In 2019, significant money is again allocated for the Inflow & Infiltration Program (\$850,000) and \$711,000 to engineer and construct improvements to the Aspen Ridge lift station.

Water Fund

In 2019, there are no major changes to the operational components of the Water Fund. The primary capital project will be the Booster Station #4 Rehabilitation Project (\$278,000) and the SCADA System Upgrade (\$250,000).

Capital Projects Fund

With the one cent home rule sales tax in place to supplement the natural gas use tax monies earmarked for this fund, the 2019 Capital Project Fund Budget includes \$1,136,200 for street resurfacing and \$911,700 for the Thomas Engineering Group. There is also money set aside for security and HVAC improvements at City Hall (\$450,000) and a new salt storage facility (\$2,486,500). The initial reimbursement to Menards (\$500,000) for the St. Andrews Square Traffic Signal is included as well. The Infrastructure Committee approved the 2019 Capital Projects Fund at its November meeting.

Downtown TIF Fund

In 2018, the Downtown TIF Fund will continue to repay the local taxing bodies for their support of the TIF extension (\$85,000). Finally, \$250,000 has been included to begin to complete structural repairs to the first floor ceiling, repair the roof as well as masonry work at 200 Main Street. As the City continues to explore re-TIFing the Downtown prior to the expiration date, the salary and benefit costs associated with 1.5 FTE were moved from this Fund to the General Fund.

Public Benefit Fund

There are no expenses forecast for this Fund.

Oliver Square TIF Fund

There are no expenses forecast for this Fund.

Roosevelt-Fabyan TIF Fund

There are no expenses forecast for this Fund.

Commuter Parking Fund

Funds have been allocated to replace the landscaping, repair a retaining wall and complete parking lot repairs (\$100,000).

Closing Remarks

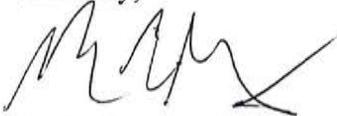
The 2019 Annual Budget and 2018-2022 Capital Improvement Program will serve as a strategic guide for our organization in the coming year. The Annual Budget reflects the service levels expected by our customers, provides dedicated revenues to support our long-term infrastructure and equipment needs, and lives within our financial means. The budget prioritizes core services and administrative functions and reflects one of the leanest and most efficient municipal corporations within the Chicagoland area. West Chicago is diligently striving towards providing

the highest quality services at one of the lowest costs. To continue in this tradition, all Departments will be challenged to continually evaluate their work teams and performance as well as benchmark their productivity with comparable communities and outside contractors, where applicable. Our employees continue to be the key to the City's operational and financial success.

The Annual Budget is the outcome of a great deal of hard work, dedication and effort of many people. All of the Department Directors and their staff are to be commended for their continued stewardship of the public dollar and assistance in the development of this document.

The support of Mayor Pineda and the Aldermen during this past year as the City continued with our budget strategy was remarkable. You remained supportive of staff, yet continually challenged us to live up to the old adage of "doing more with less". I believe this was achieved throughout the organization. Finally, I would like to thank the senior management team for its tremendous assistance with the budgeting process from preparation through implementation.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Guttman", with a long horizontal stroke extending to the right.

Michael L. Guttman
City Administrator

BUDGET PHILOSOPHY AND POLICY

Serving the public trust requires that the annual budget provide the best possible balance of allocation to meet the varied needs of all citizens. The budget is a principal management tool for the City administration and, in allocating the City's resources, it both reflects and defines the annual work plan. In this context, the budget provides a framework for us to accomplish our mission, which is:

"To assure a safe, cohesive and dynamic community that is responsive to the needs of both citizens and businesses as it strives for continuous improvement."

The budget should also reflect important organization values such as integrity, teamwork, service excellence, personal growth, and innovation.

In addition to balancing allocations to meet community needs and incorporating our mission and values, a successful annual budget preparation process requires excellent communications, citizen outreach, and a commitment to excellence. To this end, the process must be a cooperative effort of the entire City organization.

West Chicago prides itself on being an increasingly progressive community, willing to challenge the status quo and moving toward the "cutting edge". City staff has accepted this challenge by developing the budget within the context of a search for creative solutions for the delivery of City services. The budget will emphasize policy and procedure reviews to improve the productivity and effectiveness of service delivery to citizens and employees. Teamwork and efficiency enhancements will limit the amount of bureaucratic "red tape" required, both between functional areas within the City, and between City staff and our customers. The overriding goals must be to support the high standards set by the community and to provide long-term value at reasonable cost.

The budget will be based upon timely, consistent and clearly articulated policies. It will be realistic and will include adequate resources to meet assigned work programs. Once adopted, within the parameters of policy guidelines, Department Directors will be given full spending authority for their budget(s).

The budget policies of the City are rooted in a history of conservative budgeting practices. They're based on a commitment to provide quality services while maximizing the return for each dollar spent. Revenue sources are diversified as much as possible to avoid the impacts of fluctuations in a particular revenue source. The following is the Budget Policy the City Council has used as a continuing foundation for fiscal discipline:

- Revenues are conservatively projected using historical trends, reasonably expected changes in the coming year, and an analysis of anticipated economic conditions in the region, the state and the nation.

- The General Fund shall have a fund balance equal to at least 25% of revenues; the City should strive to increase this amount to 35%.
- The budget is flexible within each Department. Over expenditures in one line item should be compensated within the Departmental Budget. Each Department may not overspend its total Departmental Budget without prior approval. Department Directors may not exceed the staffing levels approved in the Budget. The City Administrator may authorize transfers within a fund.
- Major capital expenditures not related to either the water or sewer utilities for the next five years will be identified in the Capital Projects Fund Budget. This Budget will be updated on an annual basis. Smaller capital purchases may be included in each Department's operating budget.
- User fees, such as water and sewer charges, will be reviewed annually. This is done to ensure that fees cover costs, if intended to do so, meet debt service requirements, and are affordable.
- Implementation of the Budget will be monitored continuously. Purchase orders will be issued only when adequate funding is available. Based upon experience with higher prices via the bidding process and after receiving direction from the City Council, information technology equipment purchases and maintenance contracts do not have to be bid, so long as multiple written quotes are obtained to show that the price is reasonable.
- All home rule sales tax receipts and taxes from the consumption of natural gas shall be deposited in the Capital Projects Fund.

City of West Chicago

GENERAL FUND
PROJECTED REVENUE

01-00	2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected	2021 Projected
311000	Personal Property Repl. Tax	173,517	138,000	143,000	138,000	138,000
311100	Property Taxes	3,505,114	3,505,400	3,580,000	3,505,400	3,505,400
312000	Sales Tax	3,604,875	3,550,000	3,900,000	3,900,000	4,218,300
313000	Income Tax	2,487,827	2,450,000	2,550,000	2,500,000	2,704,000
314000	Motor Fuel Tax Allotments	704,074	700,000	660,000	675,000	700,000
315000	Municipal Electricity Use Tax	-	-	-	1,400,000	1,400,000
316000	Use Tax	701,142	650,000	728,000	725,000	784,200
318000	Local Motor Fuel Tax	-	-	-	250,000	250,000
319000	Packaged Liquor Tax	-	-	-	60,000	60,000
321000	Grants	3,820	4,000	23,300	4,000	4,000
333000	Weed Cutting Fees	685	2,500	2,500	2,500	2,500
335000	Brush Collection Fees	76,571	75,000	83,600	100,000	100,000
336000	Police Counter	10,584	10,000	10,000	10,000	10,000
336100	Police Contractual	369,866	390,000	400,000	448,700	509,200
337000	Cemetery Fees	66,405	45,000	42,900	45,000	45,000
345000	Building Permits	415,824	400,000	559,700	500,000	500,000
345100	Land Cash Administration	958	1,500	-	2,000	2,000
345200	Change of Occupancy Inspections	75,801	65,000	121,500	90,000	90,000
345300	Rental Inspection Licensing Fee	201,812	170,000	170,000	200,000	200,000
345500	False Alarm Fees	-	-	18,200	25,000	25,000
347000	Liquor Licenses	91,800	100,000	100,000	100,000	100,000
347500	Amusement Tax	103,978	100,000	91,000	90,000	90,000
348100	Licensing Contractors	47,770	37,000	49,100	40,000	40,000
348200	Business Registration Program	23,789	25,000	25,000	30,000	30,000
348000	Business Licenses	71,790	70,000	70,000	75,000	75,000
349500	Vacant/Foreclosed Property Registrations	-	-	-	35,000	35,000
351000	Circuit Court Fines	254,316	250,000	281,500	275,000	325,000
352000	Parking and "P" Tickets	81,479	75,000	72,000	85,000	85,000
353000	Oversize Truck	25,710	20,000	38,200	20,000	20,000
353500	Relocate/Repo Fees	-	-	1,000	3,600	3,600
354000	Administrative Adjudication Fines	102,382	85,000	65,000	85,000	85,000
354100	Traffic Signal Enforcement	297,155	300,000	325,000	300,000	300,000
354500	Administrative Adjudication Fines - Police	-	15,000	40,800	50,000	50,000
354600	Compliance Fines - PD	-	-	18,300	30,000	30,000
355000	Police Towing Charges	29,275	25,000	39,600	35,000	35,000
357000	Seizures	96,188	-	347,900	-	-
361000	Planning and Zoning Review Fees	10,150	20,000	30,500	20,000	20,000
362000	Engineering Fees	208,802	250,000	583,400	350,000	350,000
365000	Transfer Station Fees	626,144	675,000	525,000	550,000	550,000
366000	Telecommunications Tax	759,135	775,000	700,000	700,000	700,000
367000	Cable Franchise Fees	277,508	275,000	265,000	275,000	275,000
371000	Interest	9,749	5,000	5,500	5,000	5,000
386000	Other Reimbursements	118,501	50,000	53,500	50,000	50,000
386100	Health Insurance Contributions	165,871	155,000	150,000	155,000	174,100
386500	IRMA/IPBC Revenue Adjustment	106,659	200,000	200,000	100,000	100,000
387800	Rental Income	201,045	180,000	200,000	100,000	50,000
389000	Miscellaneous Revenue	105,434	100,000	109,000	100,000	100,000
TOTAL		\$16,213,502	\$15,943,400	17,379,000	\$18,239,200	\$18,925,300

City of West Chicago

GENERAL FUND EXPENDITURES

Department	2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected	2021 Projected
City Council	129,744	204,600	192,600	174,600	174,600	174,600
City Administrator's Office	457,627	1,384,100	821,300	1,582,000	591,500	602,400
Administrative Services	2,654,687	3,035,300	2,552,200	3,105,600	3,068,800	3,219,700
Police	9,990,707	10,127,000	10,037,900	10,782,200	11,020,300	11,246,500
Public Works	2,844,931	2,708,500	2,287,800	3,465,600	3,474,700	3,569,200
Community Development	1,207,817	1,385,500	1,319,500	1,351,000	1,390,000	1,410,800
Total	\$17,285,513	\$18,845,000	\$17,211,300	\$20,461,000	\$19,719,900	\$20,223,200

City of West Chicago

CITY COUNCIL

Financial Summary

Program	2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected
Operations	129,744	204,600	192,600	174,600	174,600
TOTAL	\$129,744	\$204,600	\$192,600	\$174,600	\$174,600

City of West Chicago

CITY COUNCIL

Performance Report on FYE 2018 Major Program Objectives

The City Council continued to pursue action items in the Strategic Plan, which was adopted in 2016. Throughout the proposed Budget, references will be made to accomplishments in this regard. Here, focus will be targeted on Intergovernmental Partnerships, both to enhance community image as well as to save taxpayer resources. City staff partnered with the West Chicago Fire Protection District to repair pavement at the Kress Road Training Facility; the City provided the labor at no cost to the District, while the materials were purchased by the District. A similar arrangement was devised with District 94, where City staff helped it achieve ADA compliance with its parking lot. The America in Bloom initiative was a tremendous effort spearheaded by the Administration Department staff and the Park District staff that brought together governmental agencies, local not-for-profit groups and residents/business leaders to address beautification and sustainability, resulting in the City receiving the Best Community Celebration award. The City partnered with the West Chicago Library District to install the *loveevenmore* sculpture on Library grounds.

Weston Solutions continued working on a solution to protecting the groundwater table at the Factory Site, finally developing a solution that worked in the laboratory and is being field tested through early 2019. This solution, which ensures that the remaining uranium (below clean-up standards) doesn't leach into the groundwater when it comes in contact with water. Should field testing be successful, work on the site could begin in late 2019.

Judge Popejoy granted the Defendant's Traverse Motion in the Reque Road condemnation litigation, stating that the City wasn't pursuing the land for a public purpose and that it would only serve one property owner. The City Attorney informed the City Council that the decision was contrary to the law, so an appeal of that decision was authorized.

The City Council provided direction to pursue several new funding sources as well as increase existing sources to bridge an almost \$3 million gap that would be in place for the General Fund in 2020. Recognizing that the economy is improving, the Council chose to only address \$1.5-2 million of the gap now, and monitor revenue patterns and the State's continued siphoning of local government tax dollars, and re-evaluate the budget status throughout 2019.

The City Council said goodbye to Aldermen Meissner and Garcia, and welcomed Alderman Garling in 2018.

City of West Chicago

CITY COUNCIL

Description of Major Activities

The City Council is comprised of the elected Mayor and fourteen Aldermen, two from each Ward. The Council makes policy decisions necessary to maintain and enhance the health, safety and welfare of citizens and visitors to West Chicago. These decisions include, but are not limited to the following: matters of annexation; tax impact; budgets; letting of contracts; citizens' and others' concerns; acceptance of subdivision improvements; establishment of and variations in housing, subdivision, building, drainage, zoning and traffic codes; and establishment of license fees and other charges. The City Clerk is also included here, and that position is responsible for taking meeting minutes and maintaining the City's records.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Liquor Licenses Issued	36	38	38	38
Block Party Permits	7	9	9	9
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

**CITY COUNCIL
Operations**

01-01-10

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:						
4010 Aldermen-Salary	23,983	33,600	26,000	33,600	33,600	33,600
4011 Mayor-Salary	14,375	15,000	15,000	15,000	15,000	15,000
4012 Corporation Counsel-Salary	2,875	3,000	3,000	3,000	3,000	3,000
4014 City Clerk-Salary	4,313	4,500	4,500	4,500	4,500	4,500
4015 Deputy City Clerk-Salary	-	-	-	-	-	-
4050 FICA & Medicare	3,265	4,100	3,500	4,100	4,100	4,100
Sub-Total	\$48,810	\$60,200	\$52,000	\$60,200	\$60,200	\$60,200
CONTRACTUAL:						
4100 Legal Fees	28,194	40,000	40,000	40,000	40,000	40,000
4105 Consultants	-	1,000	-	1,000	1,000	1,000
4110 Training and Tuition	101	3,000	500	3,000	3,000	3,000
4112 Memberships/Dues/Subscriptions	31,146	45,000	45,000	45,000	45,000	45,000
4200 Legal Notices	853	1,500	1,500	1,500	1,500	1,500
4211 Printing and Binding	5,986	10,000	8,000	10,000	10,000	10,000
4223 Legal Reporter Fees	907	600	600	600	600	600
Sub-Total	\$67,187	\$101,100	\$95,600	\$101,100	\$101,100	\$101,100
COMMODITIES:						
4600 Computer/Office Supplies	1,181	500	1,000	500	500	500
4613 Postage	307	300	700	300	300	300
4650 Miscellaneous Commodities	1,697	2,000	2,500	2,000	2,000	2,000
4660 Grants	10,000	40,000	40,000	10,000	10,000	10,000
4720 Other Charges	562	500	800	500	500	500
Sub-Total	\$13,748	\$43,300	\$45,000	\$13,300	\$13,300	\$13,300
Total	\$129,744	\$204,600	\$192,600	\$174,600	\$174,600	\$174,600

City of West Chicago

CITY ADMINISTRATOR'S OFFICE

Financial Summary

Program	2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected
Administration	246,693	277,300	284,500	282,700	291,700
Special Projects	44,190	925,000	410,000	1,155,000	140,000
Marketing and Communications	166,744	181,800	126,800	144,300	159,800
TOTAL	\$457,627	\$1,384,100	\$821,300	\$1,582,000	\$591,500

City of West Chicago

CITY ADMINISTRATOR'S OFFICE

Performance Report on FYE 2018 Major Program Objectives

The City is on track toward completing about 92% of the action items detailed in the Strategic Plan; some of the highlights include the following:

- (1) Work began on the West Washington Street remediation; all contamination was removed but for that which is adjacent to the buildings housing salt and the gas station property. Notice was given to the owner of the gas station that his lease will not be renewed so the work can occur there. Also, the Infrastructure Committee continues to review options for a salt dome, so that the remaining buildings may be razed for the clean-up to be completed.
- (2) CBBEL was retained to perform a more thorough stormwater analysis of the Central Main Street area. SB Friedman was retained to prepare an RFQ.
- (3) A Local Government Academy program was developed, though only two students applied; it was postponed until January 2019, and staff is working with the School Board and Board administrators to develop more interest.
- (4) Winfield Township, the City of Warrenville and the City of West Chicago are looking to partner with PACE to provide bus service to seniors and persons with disabilities.
- (5) The second year action items detailed in the Marketing Plan have been completed.

Staff researched an automated solution to the agenda preparation and dissemination process, and has found one program that should meet the City's needs. Tablets for the elected officials were also purchased in 2018, with implementation of this program to begin after the spring election.

Supplementing normal activities of the Marketing/Communications Division as outlined in its Program Description, staff managed and grew two new social media accounts, Facebook and Instagram; rebranded and promoted an existing weekly blog, At Home with Merle Burleigh, which has doubled its readership and is filling a niche for the community's stated desire to have a local news source; and began researching best practices for an updated Economic Development publication to dovetail with the City's new micro-website, www.westchicagonow.org. Additionally, staff leveraged a national revitalization program, America in Bloom, to form a wide collaboration of community stakeholders to address issues of beautification and sustainability. Among achievements beyond gaining well-deserved national exposure for West Chicago and its partnering organizations, was the landscaping of seven gateway signs, community-wide participation in a downtown planting project, the donation of 24 hanging baskets for Main Street and the creation of a Community Profile which now resides on the City's website and micro-website and serves to market the City for residential and commercial investment.

City of West Chicago

CITY ADMINISTRATOR'S OFFICE Administration

Description of Major Activities

The City Administrator and staff direct the administration and execution of policies and goals formulated by the City Council and propose alternative solutions to community problems for City Council consideration. These responsibilities include advising the Council on present and future financial, personnel and program needs, implementing immediate and long-range City priorities, establishing administrative procedures which will assist the City in serving its citizens, preparation of the annual budget, and supervision of City department heads. The office also maintains all records of the City and coordinates the completion of the Freedom of Information Act (FOIA) requests.

FYE 2019 Program Objectives

- (1) Continue to oversee implementation of the Strategic Plan through December 2019.
- (2) Begin bus service for seniors and persons with disabilities with the City of Warrenville and Winfield Township by July 2019.
- (3) Implement an automated solution to the agenda preparation and dissemination process by July 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Prepare Agendas and Materials for Council Meetings	24	24	24	24
FOIA Requests Processed	652	660	660	660
Full Time Equivalent Positions	1.50	1.50	1.50	1.50

CITY ADMINISTRATOR'S OFFICE
Administration

01-02-10

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:						
4020 Administrative - Salary	161,870	178,500	178,500	183,300	190,700	198,400
4050 FICA & Medicare	9,836	13,700	13,700	14,100	14,600	15,200
4052 ICMA - RC	9,005	9,300	9,300	9,300	9,300	9,300
4056 IMRF	20,501	22,200	22,700	22,800	23,700	24,700
Sub-Total	\$201,211	\$223,700	\$224,200	\$229,500	\$238,300	\$247,600
CONTRACTUAL:						
4100 Legal Fees	-	5,000	2,500	5,000	5,000	5,000
4110 Training and Tuition	876	4,000	4,000	4,000	4,000	4,000
4112 Memberships/Dues/Subscriptions	1,986	2,000	2,000	2,000	2,000	2,000
4125 Software Maintenance	-	6,300	6,300	6,300	6,300	6,300
4202 Telephone and Alarms	37,077	20,000	37,000	20,000	20,000	20,000
4300 IRMA General Insurance	3,795	3,700	3,700	3,300	3,500	3,700
Sub-Total	\$43,733	\$41,000	\$55,500	\$40,600	\$40,800	\$41,000
COMMODITIES:						
4600 Computer/Office Supplies	539	200	300	500	500	500
4607 Gas and Oil	1,058	1,300	1,000	1,000	1,000	1,000
4613 Postage	-	100	-	100	100	100
4650 Miscellaneous Commodities	-	10,000	3,000	10,000	10,000	10,000
4720 Other Charges	152	1,000	500	1,000	1,000	1,000
Sub-Total	\$1,749	\$12,600	\$4,800	\$12,600	\$12,600	\$12,600
Total	\$246,693	\$277,300	\$284,500	\$282,700	\$291,700	\$301,200

City of West Chicago

CITY ADMINISTRATOR'S OFFICE *Special Projects*

Description of Major Activities

This program funds special projects as well as special purchases that come up over the course of the fiscal year.

CITY ADMINISTRATOR'S OFFICE
Special Projects

01-02-07

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
CONTRACTUAL:						
4225 Other Contractual Services	16,995	875,000	350,000	1,065,000	50,000	50,000
4234 Paratransit Services	-	-	-	20,000	20,000	20,000
4375 Sales Tax Rebate	27,195	50,000	60,000	70,000	70,000	70,000
Sub-Total	44,190	925,000	410,000	1,155,000	140,000	140,000
Total	\$44,190	\$925,000	\$410,000	\$1,155,000	\$140,000	\$140,000

City of West Chicago

CITY ADMINISTRATOR'S OFFICE *Marketing and Communications*

Description of Major Activities

All efforts of this Program are directed toward promoting the City by providing strategic and creative guidance to developing and executing marketing/business/ communication plans, devising media strategies and maintaining media relations, creating and overseeing graphic designs, producing news releases and other written materials (including City newsletter), editing various publications, assisting in planning and promoting schedules, helping coordinate/marketing special events, and supporting and facilitating communication for inter-departmental initiatives. It also oversees the content and design elements of the City website and collects and prepares information for uploading. Public relations and community outreach are also within the domain of the Marketing and Communications Division. Overall emphasis is placed on monitoring and maintaining the City's image and brand as a city "*Where History and Progress Meet*".

FYE 2019 Program Objectives

- (1) Complete a Public Art Master Plan by June 2019.
- (2) Continue momentum of America in Bloom with a goal of winning designation as America in Bloom City in our population category at the Symposium in October 2019.
- (3) Make content and design updates to the City's website by fourth quarter 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Newsletters Produced	4	4	4	4
Press Releases Prepared	116	166	170	170
E-News Releases Prepared	81	50	75	
Tweets	475	600	600	600
LED Messages Programmed	186	175	175	175
Full Time Equivalent Positions	0.25	0.25	0.25	0.25

CITY ADMINISTRATOR'S OFFICE
Marketing and Communications

01-02-08

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:						
4020 Administrative - Salary	26,806	27,600	22,000	28,100	29,300	30,500
4050 FICA & Medicare	2,020	2,200	1,700	2,200	2,300	2,400
4056 IMRF	3,395	3,500	2,800	3,500	3,700	3,800
Sub-Total	\$32,221	\$33,300	\$26,500	\$33,800	\$35,300	\$36,700
CONTRACTUAL:						
4100 Legal	-	500	200	500	500	500
4107 Newsletter Creation & Distribution	14,669	25,000	20,000	25,000	28,000	28,000
4110 Training and Tuition	1,804	2,500	1,400	2,500	2,500	2,500
4112 Memberships/Dues/Subscriptions	1,083	2,500	2,300	2,500	2,500	2,500
4125 Software Maintenance	-	1,000	1,000	1,000	1,000	1,000
4202 Telephone & Alarms	628	1,000	700	1,000	1,000	1,000
4204 Electric	900	1,000	900	1,000	1,000	1,000
4211 Printing & Binding	-	5,000	-	5,000	1,000	1,000
4212 Advertising	11,042	38,500	20,000	25,000	25,000	25,000
4225 Other Contractual Services	84,454	42,000	35,000	30,000	30,000	30,000
Sub-Total	\$114,579	\$119,000	\$81,500	\$93,500	\$92,500	\$92,500
COMMODITIES:						
4600 Computer/Office Supplies	414	500	500	500	500	500
4628 Gallery 200	6,000	6,000	6,000	6,000	6,000	6,000
4646 Arts Programming Supplies	13,531	22,500	12,000	10,000	25,000	25,000
4680 Special Activities	-	500	300	500	500	500
4700 Prospect Development	-	-	-	-	-	-
Sub-Total	\$19,945	\$29,500	\$18,800	\$17,000	\$32,000	\$32,000
Total	\$166,744	\$181,800	\$126,800	\$144,300	\$159,800	\$161,200

City of West Chicago

ADMINISTRATIVE SERVICES DEPARTMENT

Financial Summary

Program	2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected
Human Resources	1,790,823	1,910,000	1,802,500	1,984,200	2,117,300
Accounting	228,359	239,100	215,500	228,300	235,200
Information Technology	382,155	627,400	327,900	659,000	485,900
GIS	51,254	57,000	49,200	69,900	58,800
Administration	202,096	201,800	157,100	164,200	171,600
TOTAL	\$2,654,687	\$3,035,300	\$2,552,200	\$3,105,600	\$3,068,800

City of West Chicago

ADMINISTRATIVE SERVICES DEPARTMENT

Performance Report on FYE 2018 Major Program Objectives

In Fiscal Year 2012, the City underwent a water meter replacement program, whereby a new meter was installed by the vendor that was contracted by the City for the 6,500 utility billing accounts of the City's utility system. During the past six years since the project began, the Department has experienced significant challenges due to limitations of the vendor's software that rendered the vendor's software incapable of billing, frequent software errors that populate when attempting to access meter readings and meter reading history, and frequent equipment failures that occur on nearly a daily basis that include meters, meter reading transmission devices (MIUs) and meter registers. To date, there have been 2,000 equipment failures which have all had to be replaced, including meter registers that result in lost revenue and lost readings that are unable to be billed for the period of time that the register has failed.

The Department has been tasked with weekly report comparisons of all 6,500 accounts to reconcile the comprehensive list of all MIU identification numbers to a comprehensive list of all MIU identification numbers that are currently registering readings, in order to identify those MIUs or registers that have failed so that the amount of time readings are unable to be obtained is mitigated. Since the inception of the water meter replacement program, the resulting challenges and equipment failures that continue, to date, has created a measurable time constraint for the Department in its ability to accomplish its objectives and related work tasks. Despite the daily amount of additional work that the water meter replacement program has created for the Department and high volume of customer calls, inquiries and concerns related to the project and billing, the Department has issued 28,635 water bills during Fiscal Year 2018.

Within the Divisions of IT and GIS, improvements, upgrades and enhancements have been made during the fiscal year with projects being completed that benefit internal and external users. The GIS Division has expanded web maps and applications that are located on the City Mapping Portal for public use by creating and implementing web applications for America in Bloom, BloomingFest and the Food Festival, to name a few, in addition to fulfilling other map and data requests.

The IT Division worked closely with the City's contracted database application development vendor, along with the City's Police Department, and developed in-house adjudication hearing programs for Police citations, local ordinance violations, administrative tows, parking tickets and code compliance. In addition to the implementation of all categories for adjudication hearings, which are conducted on a monthly basis, the Report Beam import project was completed in conjunction with operation system requirements by DuPage County.

City of West Chicago

ADMINISTRATIVE SERVICES DEPARTMENT *Human Resources*

Description of Major Activities

All human resources activities are administered and coordinated in compliance with applicable Civil Service ordinance and rules, State and Federal requirements, and Equal Employment Opportunity guidelines. Actions regarding employees of the City are reviewed and approved by the Administrative Services Department/Human Resources Division to ensure compliance with requirements and the provision of equitable treatment. The Division provides ongoing assistance to the operating departments and employees in all areas of employment, including recruitment, selection, position classification, salary administration, promotion, performance evaluation, training, benefit administration, discipline, on-the-job injuries, employee concerns and labor relations.

FYE 2019 Program Objectives

- (1) Schedule testing for Police Sergeant by June 2019.
- (2) Assist the Civil Service Commission with review and update of the Civil Service Commission Rules and Regulations to comply with current State Statutes and the Commission's vision by September 2019.
- (3) Assist the Civil Service Commission with preparation for disposal of records and files in accordance with the Illinois Local Records Disposal Act, and receive approval for disposition by December 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Positions Filled	7	7	7	7
Average Time to Fill Positions (in months)	3	3	3	3
IRMA Insurance Claims Processed	22	20	25	25
Full Time Equivalent Positions	0.75	0.75	0.75	0.75

ADMINISTRATIVE SERVICES
Human Resources

01-05-01

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:						
4020 Administrative - Salary	84,604	86,000	83,400	87,700	92,100	96,800
4050 FICA & Medicare	6,379	6,600	6,400	6,800	7,100	7,500
4053 Health/Dental/Life Insurance	1,602,071	1,715,900	1,655,100	1,790,000	1,915,300	2,049,400
4056 IMRF	10,713	10,700	10,400	10,900	11,500	12,100
Sub-Total	\$1,703,767	\$1,819,200	\$1,755,300	\$1,895,400	\$2,026,000	\$2,165,800
CONTRACTUAL:						
4100 Legal Fees	63,880	35,000	11,000	45,000	45,000	35,000
4108 Employment Exams	5,065	35,000	18,700	20,000	25,000	20,000
4110 Training and Tuition	-	2,500	-	2,500	2,500	2,500
4112 Memberships/Dues/Subscriptions	999	1,100	900	1,100	1,100	1,100
4202 Telephone and Alarms	5,735	5,500	6,600	6,500	5,500	5,500
4212 Advertising	1,547	1,500	300	1,500	1,500	1,500
Sub-Total	\$77,227	\$80,600	\$37,500	\$76,600	\$80,600	\$65,600
COMMODITIES:						
4600 Computer/Office Supplies	-	500	400	500	500	500
4650 Miscellaneous Commodities	-	200	-	200	200	200
4674 Safety Budget	4,346	3,500	3,800	5,500	4,000	5,500
4680 Employee Events	5,484	6,000	5,500	6,000	6,000	6,000
Sub-Total	\$9,830	\$10,200	\$9,700	\$12,200	\$10,700	\$12,200
Total	\$1,790,823	\$1,910,000	\$1,802,500	\$1,984,200	\$2,117,300	\$2,243,600

City of West Chicago

ADMINISTRATIVE SERVICES DEPARTMENT *Accounting*

Description of Major Activities

Activities performed within the Accounting Division include directing, recording and reporting all financial transactions and operations of the City. Technical support is provided to all departments as well as participation in the formulation and execution of the City's financial policies. The Accounting Division includes payroll processing, utility billing, accounting, collections, financial services, accounts payable and coordination of the annual audit of the City's financial records and internal controls. Internal services include the issuance of invoices on behalf of other City departments for items such as health insurance premiums for retirees and COBRA, legal fees, lot cuttings, damage to City property, police security services, fuel purchases, and deeds to cemetery plots.

FYE 2019 Program Objectives

- (1) Initiate final phase of comprehensive operating systems upgrade, including fund accounting, purchasing, cash receipts, human resources, fixed assets, utility billing, permitting, code enforcement and zoning applications and complete implementation of all application modules by July 2019.
- (2) Investigate alternative on-line payment portals to accommodate additional payment types and credit card payment options and offer enhanced payment portal by September 2019.
- (3) Complete State of Illinois mandated conversion of online payment system from EPay to JetPay, including associated training and website dashboard update, by February 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Number of receipts processed	31,462	38,000	40,000	41,000
Number of payable checks processed	2,933	3,000	3,000	3,000
Number of payroll checks processed	3,323	3,300	3,300	3,300
 Full Time Equivalent Positions	 1.38	 1.38	 1.38	 1.38

ADMINISTRATIVE SERVICES
Accounting

01-05-02

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:						
4020 Administrative - Salary	145,965	146,000	134,200	139,500	146,500	153,900
4029 Overtime	-	200	-	200	200	200
4050 FICA & Medicare	10,473	11,200	10,200	10,700	11,300	11,800
4052 ICMA-RC	1,275	1,400	1,300	1,400	1,500	1,600
4056 IMRF	18,480	18,200	16,800	17,400	18,300	19,200
Sub-Total	\$176,193	\$177,000	\$162,500	\$169,200	\$177,800	\$186,700
CONTRACTUAL:						
4101 Auditing Fees	15,960	16,400	16,200	15,200	15,700	16,100
4108 Employment Exams	-	-	-	-	-	-
4110 Training and Tuition	-	2,500	-	2,500	2,500	2,500
4112 Memberships/Dues/Subscriptions	325	500	400	500	500	500
4125 Software Maintenance	10,234	11,000	10,300	11,000	11,500	12,100
4202 Telephone and Alarms	12,676	11,000	14,600	13,500	10,000	10,000
4225 Other Contractual Services	431	3,000	1,200	2,200	3,000	2,000
4425 Hardware Maintenance	-	-	-	-	-	-
Sub-Total	\$39,626	\$44,400	\$42,700	\$44,900	\$43,200	\$43,200
COMMODITIES:						
4600 Computer/Office Supplies	258	500	100	500	500	500
4650 Miscellaneous Commodities	213	200	200	200	200	200
4702 Bank Fees	12,068	17,000	10,000	13,500	13,500	13,500
Sub-Total	\$12,539	\$17,700	\$10,300	\$14,200	\$14,200	\$14,200
Total	\$228,359	\$239,100	\$215,500	\$228,300	\$235,200	\$244,100

City of West Chicago

ADMINISTRATIVE SERVICES DEPARTMENT Information Technology

Description of Major Activities

The main purpose of the Information Technology (IT) Division is to provide services that satisfy the City's information needs effectively. As part of the service, it has the authority and responsibility for review, control and improvement in such technology areas as office automation, communications, microcomputers, telephone, video and monitoring devices and network administration. The IT element has the responsibility for a Long-Range Plan that commits to resources and a stable direction for the future. Finally, IT also keeps abreast of state-of-the-art developments in information technology.

FYE 2019 Program Objectives

- (1) Replace wireless bridge from Police Station to Water Treatment Plant that permanently failed due to storm damage including all access points, antenna, radio signal and power converter boxes by June 2019.
- (2) Install software, City Council meeting agenda management system and service data plans by July 2019.
- (3) Upgrade City-wide backup solution and off site disaster recovery plan by September 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Number of help desk calls annually	1,497	1,525	1,550	1,575
Full Time Equivalent Positions	0.50	0.50	0.50	0.50

ADMINISTRATIVE SERVICES
Information Technology

01-05-03

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:						
4020 Administrative - Salary	58,338	59,500	60,200	61,800	64,900	68,200
4050 FICA & Medicare	4,390	4,600	4,600	4,800	5,000	5,300
4056 IMRF	7,388	7,400	7,500	7,700	8,100	8,500
Sub-Total	\$70,116	\$71,500	\$72,300	\$74,300	\$78,000	\$82,000
CONTRACTUAL:						
4105 Consultants	1,133	5,000	-	4,000	3,000	3,000
4109 Network Charges	13,514	16,300	14,700	16,500	17,000	17,900
4110 Training and Tuition	-	2,500	-	2,500	2,500	2,500
4112 Memberships/Dues/Subscriptions	-	400	-	400	400	400
4125 Software Maintenance	53,206	81,000	53,400	81,900	81,600	81,900
4202 Telephone and Alarms	2,264	11,400	1,800	11,400	11,400	11,400
4225 Other Contractual Services	38,074	39,000	44,600	26,000	26,000	26,000
4425 Hardware Maintenance	16,175	58,700	34,100	57,000	60,000	60,000
Sub-Total	\$124,366	\$214,300	\$148,600	\$199,700	\$201,900	\$203,100
COMMODITIES:						
4600 Computer/Office Supplies	4,291	6,500	2,000	6,000	6,000	6,000
Sub-Total	\$4,291	\$6,500	\$2,000	\$6,000	\$6,000	\$6,000
CAPITAL OUTLAY:						
4806 Other Capital Outlay	129,105	192,200	40,000	228,500	120,000	120,000
4812 MIS Replacement	54,278	142,900	65,000	150,500	80,000	81,500
Sub-Total	\$183,383	\$335,100	\$105,000	\$379,000	\$200,000	\$201,500
Total	\$382,155	\$627,400	\$327,900	\$659,000	\$485,900	\$492,600

City of West Chicago

ADMINISTRATIVE SERVICES DEPARTMENT Geographic Information System

Description of Major Activities

The main purpose of the Geographic Information System (GIS) Division is to provide geographic data and technology that will facilitate daily department tasks. In addition to the creation and management of geographic datasets, user training is conducted by the GIS Coordinator to assist City staff with the system. Documentation of existing data, hardware, and software is maintained by the GIS Coordinator and posted to the City website where applicable. The management and implementation of all long-term projects and research and development of future projects is also the responsibility of the GIS Coordinator.

FYE 2019 Program Objectives

- (1) Update GIS server with operating system and ArcServer software with assistance from IT staff by March 2019.
- (2) Install, examine and make determination for use of ArcPro Professional GIS, including implementation for applicable users, by August 2019.
- (3) Continue to promote specified uses of ArcGIS Online and determine external and internal users to better serve out spatial data to aid in responses to inquiries and workflow efficiency. Communicate specified uses that will benefit respective departmental work objectives by December 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Number of special map/data requests	200	210	220	220
Full Time Equivalent Positions	0.25	0.25	0.25	0.25

ADMINISTRATIVE SERVICES
Geographic Information System

01-05-04

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:						
4020 Administrative - Salary	21,501	25,000	21,800	25,100	26,400	27,800
4050 FICA & Medicare	1,644	2,000	1,700	2,000	2,100	2,200
4056 IMRF	2,723	3,200	2,700	3,200	3,300	3,500
Sub-Total	\$25,868	\$30,200	\$26,200	\$30,300	\$31,800	\$33,500
CONTRACTUAL:						
4110 Training and Tuition	1,878	2,500	2,300	2,500	2,500	2,500
4112 Memberships/Dues/Subscriptions	50	200	100	500	300	300
4125 Software Maintenance	19,399	19,000	18,000	18,400	19,000	19,000
4202 Telephone and Alarms	456	600	500	1,100	1,100	1,100
4225 Other Contractual Services	-	-	-	10,000	-	-
4425 Hardware Maintenance	1,239	1,600	1,400	2,000	2,000	2,000
Sub-Total	\$23,023	\$23,900	\$22,300	\$34,500	\$24,900	\$24,900
COMMODITIES:						
4600 Computer/Office Supplies	2,306	2,800	600	5,000	2,000	2,000
4607 Gas and Oil	57	100	100	100	100	100
Sub-Total	\$2,363	\$2,900	\$700	\$5,100	\$2,100	\$2,100
CAPITAL OUTLAY:						
4806 Other Capital Outlay	-	-	-	-	-	-
Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$51,254	\$57,000	\$49,200	\$69,900	\$58,800	\$60,500

City of West Chicago

ADMINISTRATIVE SERVICES DEPARTMENT *Administration*

Description of Major Activities

The Administration Division is responsible for the City's central finance and accounting functions, human resources, information technology, GIS and risk management. Duties include providing technical support and assistance to other departments and divisions to facilitate the completion of tasks, as well as participation in the formulation and execution of the City's financial policies. Responsibilities include the administration of a cash management and investment program, issuance and monitoring of debt, preparation of the annual tax levies, annual financial reporting as required by law and the maintenance to and all upgrades of the City's financial software system.

FYE 2019 Program Objectives

- (1) Install City-wide Voice over Internet Protocol (VoIP) phone system to provide enhanced call features, call transfer capabilities, call device options and cost savings by August 2019.
- (2) Research and select telecommunications service provider for migration of all City facility phone lines and circuits that will improve call rates, line charges, features offered and service quality by June 2019.
- (3) Compel vendor of water meter replacement program to perform required push of all historical meter reading data which will provide for compilation and archiving of daily reading data by reading transmission device/customer account and require vendor to correct daily software errors related to meter reading history, both to allow for an efficient and timely billing process, by February 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Liens and MOJ's Filed	97	80	70	70
Number of Counter Customers	15,000	15,000	16,000	16,500
Number of Telephone Calls	24,000	24,000	25,200	25,700
Number of Service Requests	78	85	80	80
 Full Time Equivalent Positions	 1.25	 1.25	 1.25	 1.25

ADMINISTRATIVE SERVICES
Administration

01-05-10

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:						
4020 Administrative - Salary	147,974	138,700	110,100	109,600	115,100	120,900
4029 Overtime	-	100	-	100	100	100
4050 FICA & Medicare	10,004	10,700	8,400	8,400	8,900	9,300
4052 ICMA-RC	5,101	5,500	5,200	5,500	5,800	6,100
4056 IMRF	18,726	17,300	13,700	13,700	14,300	15,100
Sub-Total	\$181,804	\$172,300	\$137,400	\$137,300	\$144,200	\$151,500
CONTRACTUAL:						
4100 Legal Fees	100	1,500	400	1,500	1,500	1,500
4110 Training and Tuition	-	2,500	-	2,500	2,500	2,500
4112 Memberships/Dues/Subscriptions	1,205	1,500	1,300	1,500	1,500	1,500
4202 Telephone and Alarms	1,139	1,500	1,200	1,500	1,500	1,500
4225 Other Contractual Services	431	2,300	1,500	2,000	2,300	2,000
4300 IRMA General Insurance	3,795	3,700	3,700	3,300	3,500	3,800
4501 Postage Meter Rental	1,465	1,600	1,400	1,700	1,700	1,700
4502 Copier Rental	1,618	3,500	1,200	2,000	2,000	2,000
Sub-Total	\$9,753	\$18,100	\$10,700	\$16,000	\$16,500	\$16,500
COMMODITIES:						
4600 Computer/Office Supplies	5,737	5,000	3,600	4,500	4,500	4,500
4613 Postage	4,446	6,000	5,100	6,000	6,000	6,000
4650 Miscellaneous Commodities	276	200	200	200	200	200
4720 Other Charges	80	200	100	200	200	200
Sub-Total	\$10,539	11,400	\$9,000	\$10,900	\$10,900	\$10,900
Total	\$202,096	\$201,800	\$157,100	\$164,200	\$171,600	\$178,900

City of West Chicago

POLICE DEPARTMENT

Financial Summary

Program	2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected
Operations	9,976,477	10,108,000	10,026,900	10,754,000	10,998,200
ESDA	14,230	19,000	11,000	28,100	22,100
TOTAL	\$9,990,707	\$10,127,000	10,037,900	10,782,200	11,020,300

City of West Chicago

POLICE DEPARTMENT

Performance Report on FYE 2018 Major Program Objectives

The new County-wide Records Management System was scheduled to be in place by October 2018, but due to technical difficulties, the DuPage County Emergency Telephone System Board (ETSB) set a new tentative cutover date of June 2019.

The City Code with regards to the Administrative Adjudication System was amended to allow for the issuance of citations for non-moving violations. The compliance tickets offer a way for officers to issue citations holding motorists accountable without subjecting citizens to the high fines and court costs that occur in Traffic Court.

A new outdoor warning siren was installed at Lift Station #15 in the 1600 block of Shingle Oak Drive. The work was completed on May 21, 2018, bringing the total number of warning sirens within the City to eight. The outdoor warning system allows the City to warn the public of emergencies including tornados, flash floods and other severe weather. The system will allow for advance warning to those outdoors to seek shelter by issuing a loud tone. The cost of the siren was partially offset by a Powering Safe Communities grant in the amount of \$9,368.90

The City Code with regards to Licenses, Permits and Business Regulations was amended to include an article on relocating and repossessing vehicles. This was done to better distribute rights and responsibilities between vehicle owners, private property owners and relocators and repossessors. It requires posting of signs on private property lots from where vehicles can be relocated including the name, number and address of the relocater, sets a twenty-four hour requirement before a vehicle can be towed, and states the towing fee that the person may be subject to paying. Relocators and repossessors must go online and obtain a permit costing \$15.00 prior to removing a vehicle.

Members of the Department participated in a one-year trial of Axon, formerly TASER International, body cameras, software, storage, and training. The cameras, software, storage and training came at no cost to the City. The cameras are important tools that help officers to remember those little details when writing reports. In addition, the footage can be used in court, and also it's a way that the Police Department can remain transparent with the public by allowing citizens to see everything they do.

City of West Chicago

POLICE DEPARTMENT Operations

Description of Major Activities

Operations is made up of the Support Services and Patrol Divisions. The Support Services Division is responsible for record keeping, and providing Social Services as well as community outreach. In addition, the Support Services Division is also responsible for criminal investigations, proactive criminal investigations, undercover operations, evidence warehousing, school resource/liaison, and crime analysis functions. The Patrol Division is responsible for responding to calls for service, conducting proactive/preventative patrols, traffic education, enforcement and traffic crash investigations, and crime prevention.

FYE 2019 Program Objectives

- (1) Implement the new County-wide Records Management System by June 2019.
- (2) Implement a Body Camera Program by June 2019.
- (3) Conduct a Police Academy by October 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Drug Arrests	108	131	125	130
Domestic Disturbances	155	171	165	165
Auto Crashes	886	855	870	870
DUI Arrests	72	78	80	80
Traffic Citations	3,563	5,638	5,600	5,650
Self-Initiated Activity	23,472	22,200	22,500	22,750
Calls for Service	10,276	9,545	10,000	10,000
Total Activity	42,780	41,237	42,000	42,500
Index I Crime	349	300	325	325
Animal Complaints	103	70	80	80
Full Time Equivalent Positions	53.00	51.00	51.00	51.00

**POLICE
Operations**

01-06-13

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:						
4020 Administrative - Salary	724,358	568,100	583,400	528,900	550,100	572,200
4022 Patrolmen - Salary	3,309,798	3,537,100	3,510,900	3,733,400	3,882,800	4,038,200
4023 Sergeants - Salary	706,484	719,300	701,300	750,600	780,700	812,000
4025 CSO - Salary	166,535	171,600	152,300	179,100	186,300	193,800
4026 Contract Services - Salary	9,277	15,000	10,000	15,000	15,000	15,000
4029 Administrative Overtime	-	-	-	-	-	-
4032 Officer Overtime	407,485	400,000	418,200	410,000	410,000	410,000
4035 CSO Overtime	5,830	4,000	10,500	10,000	10,000	10,000
4050 FICA & Medicare	394,726	414,300	412,100	430,500	446,400	463,000
4051 Police Pension	2,358,000	2,500,000	2,500,000	2,630,000	2,682,600	2,736,300
4054 Unemployment Insurance	-	-	-	-	-	-
4056 IMRF	54,751	50,700	50,000	51,900	54,000	56,200
Sub-Total	\$8,137,244	\$8,380,100	\$8,348,700	\$8,739,400	\$9,017,900	\$9,306,700
CONTRACTUAL:						
4100 Legal Fees	152,108	130,000	110,000	113,700	113,700	113,700
4110 Training and Tuition	33,592	45,000	25,000	44,100	41,000	41,000
4111 Mileage & Travel	1,600	5,700	3,000	4,300	4,300	4,300
4112 Memberships/Dues/Subscriptions	9,971	11,000	10,000	11,600	11,600	11,600
4125 Software Maintenance	24,120	106,000	90,600	74,800	74,800	74,800
4202 Telephone and Alarms	147,896	135,000	148,100	190,300	190,300	190,300
4211 Printing and Binding	5,126	5,000	6,000	7,000	7,000	7,000
4216 Grounds Maintenance	994	1,200	1,000	1,100	1,200	1,300
4221 DuComm Quarterly	494,016	541,900	526,500	548,700	564,700	580,900
4225 Other Contractual Services	77,426	62,500	75,500	110,600	110,600	110,600
4230 Graffiti Removal-Contractual	7,679	12,000	17,500	12,000	12,000	12,000
4231 Reception Support	131,073	137,100	135,000	137,100	139,800	139,800
4232 Crossing Guards	35,913	40,400	32,000	36,000	36,000	36,000
4300 IRMA General Insurance	202,610	194,600	194,400	175,800	184,600	193,900
4301 Other Insurance	14,464	15,000	10,000	15,000	15,000	15,000
4423 Radio Equipment Maint. and Repair	10,386	17,800	13,400	17,800	17,800	17,800
4425 Hardware Maintenance	8,374	12,800	8,000	11,300	11,300	11,300
4501 Postage Meter Rental	958	1,000	1,000	1,000	1,000	1,000
4502 Copier Fees	10,161	10,000	10,000	10,000	10,000	10,000
Sub-Total	\$1,368,467	\$1,484,000	\$1,417,000	\$1,522,200	\$1,546,700	\$1,572,300
COMMODITIES:						
4600 Computer/Office Supplies	2,876	4,500	3,000	5,400	4,500	4,500
4601 Field Equipment	17,018	41,900	56,000	28,900	13,900	13,900
4607 Gas and Oil	77,303	80,000	80,000	80,000	80,000	80,000
4613 Postage	3,000	3,000	6,500	6,100	6,100	6,100
4615 Uniforms and Safety Equipment	46,022	48,400	53,500	43,700	45,000	45,000
4616 Vehicle License Fees	606	1,400	1,000	1,100	1,200	1,200
4617 First Aid Supplies	836	2,700	1,200	1,500	1,200	1,200
4618 Ammunition and Firearms	35,751	36,000	33,000	39,600	39,600	39,600
4627 Educational Programs	7,565	11,000	10,000	11,000	11,000	11,000
4629 CERT Supplies	2,109	5,000	5,000	5,000	5,000	5,000
4650 Miscellaneous Commodities	8,030	10,000	12,000	15,100	14,800	14,800
Sub-Total	\$201,116	\$243,900	\$261,200	\$237,400	\$222,300	\$222,300
CAPITAL OUTLAY:						
4804 Vehicles	155,531	-	-	144,600	211,300	123,100
4806 Other Capital Outlay	114,119	-	-	110,500	-	-
Sub-Total	\$269,650	\$0	\$0	\$255,100	\$211,300	\$123,100
Total	\$9,976,477	\$10,108,000	\$10,026,900	\$10,754,100	\$10,998,200	\$11,224,400

City of West Chicago

POLICE DEPARTMENT Emergency Services and Disaster Agency (ESDA)

Description of Major Activities

In accordance with the Illinois Emergency Management Act of January 1992, the West Chicago Emergency Services and Disaster Agency (ESDA) exists to prevent, minimize, repair, and alleviate injury or damage resulting from disaster caused by enemy attack, sabotage, or other hostile action, or from natural or man-made disasters. Its primary function continues to be one of support/relief for the West Chicago Police Department. Typically, ESDA provides assistance at major traffic accidents, protects evidence at crime scenes, and protects the public and property in the event of weather-related damage.

ESDA volunteers are trained to spot potentially hazardous weather, which may affect the City or western DuPage County. It is part of a multi-county network of weather spotters, providing first-hand information to the DuPage County Office of Emergency Management. This information is used for countywide severe weather alerts, and is passed on to the National Weather Service. Storm spotting also enables ESDA to provide warnings of potentially dangerous weather conditions to the residents of West Chicago. All members of ESDA are required to maintain certification as Severe Weather Spotters.

Since 1991, ESDA has maintained an Outdoor Warning Siren System to warn residents of approaching tornados, major emergencies, or the possible threat of an attack on the United States. The current siren system contains seven sirens. With the new telemetry system in place, all sirens are "growl tested" weekly. Sirens are fully tested by DuComm on the first Tuesday of each month. The full test consists of a three-minute steady tone. The growl test activates each siren for approximately one second, and is used to verify that all key components in the siren system are operational.

FYE 2019 Program Objectives

- (1) License and install an ESDA VHF Repeater by September 2019.
- (2) Obtain Storm Ready status by October 2019.

POLICE
Emergency Services and Disaster Agency (ESDA)

01-06-14

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
CONTRACTUAL:						
4110 Training and Tuition	40	500	100	200	200	200
4202 Telephone and Alarms	4,873	4,200	4,200	4,200	4,200	4,200
4225 Other Contractual Services	2,507	4,500	6,000	6,400	6,400	6,400
4429 Radio Repair	-	-	-	800	500	500
Sub-Total	\$7,420	\$9,200	\$10,300	\$11,600	\$11,300	\$11,300
COMMODITIES:						
4600 Computer/Office Supplies	-	100	-	100	100	100
4604 Tools & Equipment	140	500	100	300	300	300
4607 Gas and Oil	285	500	500	600	600	600
4615 Uniforms& Safety Equipment	500	2,500	-	10,800	800	800
4650 Miscellaneous Commodities	185	500	100	200	200	200
Sub-Total	\$1,110	\$4,100	\$700	\$12,000	\$2,000	\$2,000
CAPITAL OUTLAY:						
4804 Vehicles	5,700	5,700	-	4,500	8,800	8,800
4806 Other Capital Outlay	12,342	-	-	-	-	-
Sub-Total	\$5,700	\$5,700	\$0	\$4,500	\$8,800	\$8,800
Total	\$14,230	\$19,000	\$11,000	\$28,100	\$22,100	\$22,100

City of West Chicago

PUBLIC WORKS DEPARTMENT

Financial Summary

Program	2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected
Administration	184,442	184,000	154,900	154,400	154,400
Municipal Properties	301,182	301,500	292,200	405,600	414,000
Forestry	74,234	94,100	89,300	150,000	108,900
Cemeteries	64,725	82,200	66,700	107,200	77,200
Road and Bridge	1,171,355	881,500	865,600	1,340,100	1,422,800
Maintenance Garage	359,196	342,300	356,100	406,300	365,400
Motor Fuel Tax	689,797	822,900	463,000	902,000	932,000
TOTAL	\$2,844,931	\$2,708,500	\$2,287,800	\$3,465,600	\$3,474,700

City of West Chicago

PUBLIC WORKS DEPARTMENT

Performance Report on FYE 2018 Major Program Objectives

The City's long-range Capital Improvement Program (CIP) and five-year Street Improvement Program priority list were updated and presented to the Infrastructure Committee in November 2018. The Infrastructure Committee concurred with staff's recommendations and authorized the City Administrator to include the CIP in the 2019 Proposed Budget.

In 2018, engineering consultants and City staff were responsible for design services, bidding, construction oversight, and facilitating completion of the Powis Road Local Agency Functional Overlay (LAFO) Project, the 2018 Sherman Street Area Resurfacing Project, and the Roadway and Water Main Rehabilitation Project (Stimmel, Pomeroy, Weyrauch, Lester, and Hazel). The City's Street Division completed asphalt overlays on Wilson Street between Joliet Street and Illinois Route 59, and on Pilsen Road, Lee Road, and Lane Road. The Street Division also completed pavement patching on Heritage Woods Drive in October 2018.

Staff spent significant time preparing and administrating many of the City's other annual capital improvement replacement projects including the Crack Sealing Program, the Contractual Street Striping Program, Sidewalk, Curb and Gutter Replacement Program. Staff also completed utility permit reviews and assisted the Community Development Department with private development project inspections. In 2018, staff prepared and submitted two roadway improvement applications for Community Development Block Grant (CDBG) funding. Public improvements related to the Johnny Glen Williams Subdivision, located on Risch Court, were accepted in 2018.

Facility Management Division staff continued inspecting, servicing, and maintaining all municipal buildings, all City street lights, and all City-owned properties. A contract for fiscal year 2019 custodial services for eight City-owned and maintained facilities was approved by City Council in November 2018. New monument entrance signs were installed at City Hall, the Police Station, the Water Treatment Plant, and the City's Regional Wastewater Treatment Plant in August 2018. Security and HVAC improvements at City Hall were not completed as planned, but will remain a priority for 2019.

Forestry Program objectives continued to focus on the management of the Emerald Ash Borer (EAB) with soil insecticidal treatments being completed in July 2018. Contractual brush pick-up was completed during 2018 by Kramer Tree Specialists, Inc. Removal of dead or dying EAB-infested Ash trees was also completed by City staff. The City's annual contractual tree planting, and tree trimming and removal programs were also completed in 2018.

Maintenance Garage, Cemetery, and Motor Fuel Tax Program objectives were also substantially completed, with the exception of creating a digital map and electronic index of interments, entombments, or inurnments for the two City-owned cemeteries. This objective will be a priority for 2019.

City of West Chicago

PUBLIC WORKS DEPARTMENT *Administration*

Description of Major Activities

General public works department overhead expenses are charged to this program, in addition to the solid waste subsidy approved by the City Council in 2006. In 2009, the Kerr-McGee oversight expenses were added to this program.

FYE 2019 Program Objectives

- (1) Research available alternative funding sources for roadway and capital improvement projects and submit appropriate applications for funding by November 2019.
- (2) Re-evaluate and update the Capital Improvement Program and five-year Street Improvement Program priority list, and present to the Infrastructure Committee for concurrence in November 2019.
- (3) Accept the public improvements associated with the various private development projects, including, but not limited to, the St. Andrews Estates Subdivision, Pioneer Prairie Subdivision, Prairie Meadows Subdivision, Pioneer Park Improvements, Shoppes of West Chicago (191 W. North Ave.), Gateway Center 1 & 2 (515 & 540 Main St.), Educare (851 Pearl Road), and District 33 Middle School Expansion by December 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Grant Program Applications Submitted	7	2	2	5
Stormwater Permits Issued	20	20	20	20
Acceptance of Public Improvements	1	1	5	5
 Full Time Equivalent Positions	 0.00	 0.00	 0.00	 0.00

PUBLIC WORKS
Administration

01-09-10

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
CONTRACTUAL:						
4100 Legal Fees	11,134	1,000	5,000	1,000	1,000	1,000
4110 Training and Tuition	20	500	-	500	500	500
4112 Memberships/Dues/Subscriptions	941	500	900	900	900	900
4225 Other Contractual Services	-	-	-	-	-	-
4365 Payments to Taxing Bodies	170,744	180,000	147,000	150,000	150,000	150,000
Sub-Total	\$182,839	\$182,000	\$152,900	\$152,400	\$152,400	\$152,400
COMMODITIES:						
4600 Computer/Office Supplies	1,437	1,500	1,500	1,500	1,500	1,500
4613 Postage	-	100	100	100	100	100
4615 Uniforms& Safety Equipment	140	200	200	200	200	200
4650 Miscellaneous Commodities	27	200	200	200	200	200
Sub-Total	\$1,603	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Total	\$184,442	\$184,000	\$154,900	\$154,400	\$154,400	\$154,400

City of West Chicago

PUBLIC WORKS DEPARTMENT MUNICIPAL PROPERTIES

Description of Major Activities

The maintenance of all City facilities is performed under the direction of the Public Works Department. The employees' main responsibilities are the daily upkeep and repair of City Hall, Museum, Police Station, Fleet Maintenance Garage, Water Treatment Plant, Utility Facilities, and the Streets Facility. Buildings and grounds maintenance includes limited painting, light electrical and plumbing repairs, replacement of worn-out parts and other general construction, repair and maintenance work. Major maintenance and repair work is performed by independent contractors, as is the janitorial cleaning of the municipal buildings.

FYE 2019 Program Objectives

- (1) Procure contractual services and complete City Hall Security Improvements by August 2019.
- (2) Procure contractual services and complete City Hall HVAC Improvements by December 2019.
- (3) Procure contractual custodial services for eight City-owned and maintained facilities by November 2019 for fiscal year 2020.
- (4) Replace the truck storage garage doors at 135 W. Grandlake Boulevard with wider garage doors to allow ingress and egress of snow plow trucks with wing plows by November 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Building Safety Inspections	12	12	12	12
Daily Building Inspections	250	250	250	250
Tunnel Inspections	250	250	250	250
Full Time Equivalent Positions	0.94	0.94	1.75	1.75

PUBLIC WORKS
Municipal Properties

01-09-21

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:						
4020 Administrative - Salary	44,988	46,000	44,000	79,300	82,500	85,800
4027 Operational - Salary	33,268	36,600	36,500	74,300	77,300	80,400
4029 Overtime	1,362	5,000	3,700	5,000	5,000	5,000
4050 FICA & Medicare	5,871	6,800	6,500	12,200	12,700	13,100
4054 Unemployment Insurance	-	-	-	-	-	-
4056 IMRF	10,083	10,900	10,500	19,700	20,500	21,300
Sub-Total	\$95,572	\$105,300	\$101,200	\$190,500	\$198,000	\$205,600
CONTRACTUAL:						
4202 Telephone and Alarms	21,105	15,000	23,400	22,000	22,000	22,000
4203 Heating Gas	4,721	7,000	4,800	5,000	5,000	5,000
4204 Electric	4,566	5,000	4,700	5,000	5,000	5,000
4216 Grounds Maintenance	3,521	4,600	3,600	3,600	3,800	4,000
4219 Contract Janitorial Service	45,827	50,500	45,800	43,000	47,300	47,300
4225 Other Contractual Services	32,209	40,000	30,000	40,000	40,000	40,000
4300 IRMA General Insurance	15,195	14,600	14,600	13,200	14,000	14,900
4301 Other Insurance	3,100	3,000	7,000	3,000	3,000	3,000
Sub-Total	\$130,244	\$139,700	\$133,900	\$134,800	\$140,100	\$141,200
COMMODITIES:						
4607 Gas and Oil	4,470	5,000	4,400	5,000	5,000	5,000
4615 Uniforms & Safety Equipment	1,961	1,500	2,700	2,700	2,700	2,700
4650 Miscellaneous Commodities	56,535	50,000	50,000	60,000	50,000	50,000
Sub-Total	\$62,966	\$56,500	\$57,100	\$67,700	\$57,700	\$57,700
CAPITAL OUTLAY:						
4804 Vehicles	12,400	-	-	12,600	18,200	18,200
Sub-Total	\$12,400	\$0	\$0	\$12,600	\$18,200	\$18,200
Total	\$301,182	\$301,500	\$292,200	\$405,600	\$414,000	\$422,700

City of West Chicago

PUBLIC WORKS DEPARTMENT FORESTRY

Description of Major Activities

The three services included in this program are: brush collection, emergency tree removals/trimming from storm damage, and hornet nest removals. Each of these programs is handled by an independent contractor and administered by various staff in the Streets Division. The system of removing brush with a mechanized loader and chipping the brush at the contractor's site has resulted in faster brush removal. Completion time is typically less than one week, with no chipping debris left on the streets. The contractual Brush Collection Program is administered over a seven month period (May thru November), with brush collection commencing the first full week of each month.

FYE 2019 Program Objectives

- (1) Monitor parkway Ash Trees for continued signs of Emerald Ash Borer (EAB) infestation, maintain accurate records, update inventory, and update members of the Infrastructure Committee on success of 2018 Insecticidal Treatment Program by November 2019.
- (2) Complete the ninth year of EAB insecticidal treatment program by July 2019.
- (3) Procure contractual services and complete the 2019 Tree Planting Program by June 2019.
- (4) Complete the 2020 Monthly Brush Collection Program by December 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Emergency Tree Removals	2	2	6	6
Ash Tree Removals Due to EAB Damage	30	68	45	45
Average Time to Complete Brush Collection (Days)	5	5	5	5
Hornet Nest Removals	12	25	10	10

PUBLIC WORKS
Forestry

01-09-22

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
CONTRACTUAL:						
4200 Legal Notices	-	100	-	100	100	100
4214 Brush Pickup	64,645	80,000	80,000	87,900	96,800	106,500
4225 Other Contractual Services	5,470	10,000	5,300	60,000	10,000	10,000
Sub-Total	\$70,115	\$90,100	\$85,300	\$148,000	\$106,900	\$116,600
COMMODITIES:						
4604 Tools and Equipment	4,119	4,000	4,000	2,000	2,000	2,000
Sub-Total	\$4,119	\$4,000	\$4,000	\$2,000	\$2,000	\$2,000
Total	\$74,234	\$94,100	\$89,300	\$150,000	\$108,900	\$118,600

City of West Chicago

PUBLIC WORKS DEPARTMENT CEMETERIES

Description of Major Activities

The Public Works Department administers and oversees the activities of the two City-owned cemeteries (Glen Oak and Oakwood) that includes the sale of grave sites, interments, ground maintenance activities, records and reports through an independent contractor performing the duties of Cemetery Sexton.

FYE 2019 Program Objectives

- (1) Restore road edges and damaged areas of turf caused by plowing operations, grade and add gravel to Oakwood Cemetery prior to August 2019.
- (2) Develop a digital map of the two City-owned cemeteries delineating all lots or plots, blocks, sections, avenues, walks, alleys, and paths by December 2019.
- (3) Create and maintain an index that associates the identity of every deceased person interred, entombed, or inurned with their respective place of interment, entombment, or inurnment as identified on and corresponds with the cemetery map by December 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Mowings	25	25	25	25
Seal Coat Roads	1	0	1	0
Weed/Crabgrass Control				
Applications	3	3	3	3
Interments	22	25	30	30

PUBLIC WORKS
Cemeteries

01-09-23

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
CONTRACTUAL:						
4209 Interments	16,625	20,000	15,000	20,000	20,000	20,000
4216 Grounds Maintenance	40,900	50,000	44,500	50,000	50,000	50,000
4217 Cemetery Sexton	7,200	7,200	7,200	7,200	7,200	7,200
4225 Other Contractual Services	-	5,000	-	30,000	-	5,000
Sub-Total	\$64,725	\$82,200	\$66,700	\$107,200	\$77,200	\$82,200

Total	\$64,725	\$82,200	\$66,700	\$107,200	\$77,200	\$82,200
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City of West Chicago

PUBLIC WORKS DEPARTMENT ROAD & BRIDGE

Description of Major Activities

Street Division activities not listed elsewhere as their own Program are included in the Road and Bridge Program. Examples of these activities include: sign work, mowing, parkway cleanup, tree trimming/removals, sidewalk repairs, parkway restorations and landscaping, alley work, shoulder gravel, special events, and most service requests.

FYE 2019 Program Objectives

- (1) Complete all pavement re-striping within all school zones by August 2019.
- (2) Procure contractual services and complete the Forestry Maintenance Program by May 2019.
- (3) Continue storm structure and sewer line cleaning as part of a seven-year cycle, tracking progress, compliance and effectiveness through December 2019.
- (4) Track and record all street sweeping operations, documenting locations, dates swept, material picked up, personnel, manhours, and equipment used through December 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Special Events Handled	10	9	9	9
Service Requests Fulfilled	176	150	200	200
Mowing Operations Completed	33	22	30	30
 Full Time Equivalent Positions	 8.75	 8.75	 8.69	 8.69

PUBLIC WORKS
Road & Bridge

01-09-24

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:						
4020 Administrative - Salary	104,498	121,500	101,600	132,800	138,200	143,800
4027 Operational - Salary	407,142	460,200	428,500	459,700	478,100	497,300
4029 Overtime	18,844	45,500	51,100	45,500	45,500	45,500
4050 FICA & Medicare	40,213	48,000	44,500	48,900	50,700	52,600
4054 Unemployment Insurance	-	-	-	-	-	-
4056 IMRF	67,177	77,900	72,200	79,200	82,200	85,300
Sub-Total	\$637,874	\$753,100	\$697,900	\$766,100	\$794,700	\$824,500
CONTRACTUAL:						
4108 Pre-Employment Exams	485	800	200	500	500	500
4110 Training and Tuition	2,430	1,300	1,500	2,000	2,000	2,000
4112 Memberships/Dues/Subscriptions	542	400	400	400	400	400
4202 Telephone and Alarms	22,099	12,000	27,900	25,000	25,000	25,000
4225 Other Contractual Services	1,520	5,000	2,000	5,000	5,000	5,000
4300 IRMA General Insurance	32,925	31,700	31,600	28,600	30,100	31,700
4301 Other Insurance	7,351	8,000	6,000	8,000	8,000	8,000
Sub-Total	\$67,353	\$59,200	\$69,600	\$69,500	\$71,000	\$72,600
COMMODITIES:						
4600 Computer/Office Supplies	1,139	2,000	2,000	2,000	2,000	2,000
4604 Tools and Equipment	6,390	5,500	7,500	5,500	5,500	5,500
4607 Gas and Oil	41,312	40,000	65,300	50,000	50,000	50,000
4615 Uniforms & Safety Equipment	10,489	6,700	8,300	8,300	8,300	8,300
4650 Miscellaneous Commodities	19,099	15,000	15,000	15,000	15,000	15,000
Sub-Total	\$78,428	\$69,200	\$98,100	\$80,800	\$80,800	\$80,800
CAPITAL OUTLAY:						
4804 Vehicles	387,700	-	-	423,700	476,300	477,500
Sub-Total	\$387,700	\$0	\$0	\$423,700	\$476,300	\$477,500
Total	\$1,171,355	\$881,500	\$865,600	\$1,340,100	\$1,422,800	\$1,455,400

City of West Chicago

PUBLIC WORKS DEPARTMENT MAINTENANCE GARAGE

Description of Major Activities

The mission of the municipal garage is to institute and continuously improve its preventative maintenance program which minimizes the occurrence of costly emergency vehicle, truck and equipment breakdowns, and prevents prolonged fleet downtime, thereby maintaining the timely delivery of municipal services to City residents. User departments are considered consumers of fleet maintenance services and charged a user fee based on their historical usage pattern to fund capital equipment purchases, depreciation expenses and general overhead (see Capital Equipment Replacement Fund).

FYE 2019 Program Objectives

- (1) Inspect and assess the condition of each vehicle and piece of equipment within the municipal fleet and update the Capital Equipment Replacement Schedule by November 2019.
- (2) Complete all required safety lane inspections by December 2019.
- (3) During off seasons (i.e., winter for mowing and forestry equipment, summer for snow plowing equipment), inspect all equipment, including small engine equipment, and complete needed repairs prior to start of 2019 seasonal needs (i.e., prior to May 2019 for mowing and forestry equipment, and prior to November 2019 for snow plowing equipment).

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Preventative Maintenance Evaluations	150	150	150	150
Vehicle & Equipment Repairs Completed	408	550	500	500
Safety Lane Inspections	60	60	60	60
Full Time Equivalent Positions	1.50	1.50	1.50	1.50

PUBLIC WORKS
Maintenance Garage

01-09-25

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:						
4027 Operational - Salary	85,788	93,500	94,500	99,500	103,500	107,700
4029 Overtime	7,040	5,000	11,900	10,000	10,000	10,000
4050 FICA & Medicare	7,235	7,600	8,200	8,400	8,700	9,100
4056 IMRF	11,756	12,300	13,300	13,600	14,100	14,700
Sub-Total	\$111,820	\$118,400	\$127,900	\$131,500	\$136,300	\$141,500
CONTRACTUAL:						
4110 Training and Tuition	1,423	1,000	-	1,000	1,000	1,000
4202 Telephone and Alarms	2,590	2,500	3,000	3,000	3,000	3,000
4225 Other Contractual Services	-	-	-	-	-	-
4300 IRMA General Insurance	5,065	4,900	4,900	4,400	4,700	5,000
4400 Vehicle Repair	47,099	40,000	40,000	40,000	40,000	40,000
Sub-Total	\$56,177	\$48,400	\$47,900	\$48,400	\$48,700	\$49,000
COMMODITIES:						
4603 Parts for Vehicles	161,891	150,000	150,000	150,000	150,000	150,000
4604 Tools and Equipment	19,721	20,000	20,000	66,000	20,000	20,000
4607 Gas and Oil	1,351	1,500	1,400	1,500	1,500	1,500
4615 Uniforms & Safety Equipment	1,263	1,500	1,900	1,900	1,900	1,900
4650 Miscellaneous Commodities	6,973	2,500	7,000	7,000	7,000	7,000
Sub-Total	\$191,199	\$175,500	\$180,300	\$226,400	\$180,400	\$180,400
Total	\$359,196	\$342,300	\$356,100	\$406,300	\$365,400	\$370,900

City of West Chicago

PUBLIC WORKS DEPARTMENT MOTOR FUEL TAX

Description of Major Activities

Right-of-way maintenance operations not listed elsewhere as their own program are included in the Motor Fuel Tax Program. Examples of these activities include: electricity charges for street lights and traffic signals, refuse disposal, and a portion of the various street improvement programs.

FYE 2019 Program Objectives

- (1) Procure contractual services and complete the various planned roadway resurfacing projects by November 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
# of Snow Operation Call-outs	27	30	25	25
# of Days Street Sweeping	135	105	150	150
Cubic Yards of Debris Swept Up	2,767	2,092	4,000	4,000
# of Days Spent Performing Street Overlays/Pothole Patching	56	57	50	50
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

PUBLIC WORKS
Motor Fuel Tax

01-09-26

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
CONTRACTUAL:						
4204 Electric	145,435	130,000	124,000	130,000	130,000	130,000
4210 Refuse Disposal	25,142	30,000	45,000	45,000	45,000	45,000
4226 Traffic Signal Maintenance	52,975	-	-	-	-	-
4227 Street Light Maintenance	24,521	-	-	-	-	-
4412 Street Light Materials	20,695	-	-	-	-	-
Sub-Total	\$268,768	\$160,000	\$169,000	\$175,000	\$175,000	\$175,000
COMMODITIES:						
4609 Street Patch Materials	1,294	-	-	-	-	-
4610 Street Paint	1,998	-	-	-	-	-
4611 Ice Control Materials	8,411	-	-	-	-	-
4639 Parts-Mains	3,293	-	-	-	-	-
4670 Rock Salt	110,092	-	-	-	-	-
4671 Bit Patch - Cold	5,965	-	-	-	-	-
4672 Bit Patch - Hot	39,976	-	-	-	-	-
4807 Street Improvements	250,000	662,900	294,000	727,000	757,000	790,000
Sub-Total	\$421,029	\$662,900	\$294,000	\$727,000	\$757,000	\$790,000
Total	\$689,797	\$822,900	\$463,000	\$902,000	\$932,000	\$965,000

City of West Chicago

COMMUNITY DEVELOPMENT DEPARTMENT

Financial Summary

Program	2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected
Planning, Engineering & Economic Dev.	415,283	446,500	388,700	474,000	518,600
Building & Code Enforcement	645,267	766,800	750,300	705,800	708,000
Special Events and City Museum	147,267	172,200	180,500	171,200	163,400
TOTAL	\$1,207,817	\$1,385,500	1,319,009	1,351,000	1,390,000

City of West Chicago

COMMUNITY DEVELOPMENT DEPARTMENT

Performance Report on FYE 2018 Major Program Objectives

In Planning and Economic Development, due to a change in personnel in economic development, the related objectives were delayed. The economic development microsite went live during the summer and a draft Economic Development Plan was completed before the end of the year. After review, the draft will be forwarded to Development Committee in 2019.

A draft list of text amendments needed for the B-1 Central Business District and a separate set of recommendations regarding the Route 59/64 area are under staff review as of October 2018. The text amendments will be drafted in 2019 and further discussion on the Route 59/64 scenarios will be undertaken.

In Building & Code Enforcement, the shared position with Administrative Services was reevaluated and dropped. While preliminary attention was given to a succession plan, the Building Official's retirement date was moved to March 2020, so a formal succession plan will be completed in early 2019.

An informal softer approach was attempted throughout the year with the idea that it is less "what" you do than "how" you do code enforcement. However, after evaluation, additional efforts are needed and a more formal effort at the soft approach will be proposed and implemented for 2019.

One new City-sponsored event, a Food Festival, was held October 13, 2018, with 14 food vendors, along with several other information booths.

The City Museum reports staying at or better than 75% with the collection processing backlog. The Museum personnel designed five outdoor display boards, but need to coordinate placement with the Forest Preserve, County and the City; installation of at least three is anticipated by May 2019. The Museum also completed three new thematic tours and uploaded two of them, but the relevant brochure remains in the design stages.

City of West Chicago

COMMUNITY DEVELOPMENT DEPARTMENT *Planning, Engineering & Economic Development*

Description of Major Activities

This Program is responsible for development within the City, and includes business attraction and retention, short and long range planning, historic preservation, and engineering. As part of this program, staff also recommends revisions to the comprehensive plan, zoning and subdivision regulations, and the City Code to help improve the quality of development within the City and stay competitive with other communities by improving standards and clarifying the process. Staff guides developers through the review process by conducting development review meetings when appropriate, explaining code requirements, reviewing plan submittals and proactively contacting developers to discuss issues that may arise.

FYE 2019 Program Objectives

- (1) Contract for assistance to update the Zoning Ordinance regarding micro cell tower requirements and reviews in March 2019 with submitting a text amendment to the Development Committee and Council in June 2019.
- (2) Present draft Economic Development Plan to Development Committee in January 2019.
- (3) Draft formal amendments for the B-1 Central Business District and take to the Plan Commission in February 2019. Draft plan amendments to the Route 59/64 area for May 2019 Plan Commission consideration and subsequent zoning amendments as appropriate to follow approval.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Review Plan Commission Applications	13	30	25	25
Review Commercial and Industrial Building Permit Applications	351	361	350	350
Certificates of Appropriateness Reviewed	28	19	20	20
Meetings with Potential Developers	99	90	90	90
Review Residential Permit Applications (new homes)	3	4	3	3
Full Time Equivalent Positions	3.25	3.25	3.25	3.25

COMMUNITY DEVELOPMENT
Planning, Engineering & Economic Development

01-10-28

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:						
4016 Commissions - Salary	463	1,200	700	1,000	1,200	1,200
4020 Administrative - Salary	243,835	298,000	249,500	314,000	326,600	339,700
4029 Overtime	-	-	-	-	-	-
4050 FICA & Medicare	18,037	22,900	19,200	24,100	25,100	26,100
4056 IMRF	30,881	37,000	31,000	39,000	40,600	42,200
Sub-Total	\$293,215	\$359,100	\$300,400	\$378,100	\$393,500	\$409,200
CONTRACTUAL:						
4100 Legal Fees	14,106	30,000	25,800	15,000	15,000	15,000
4110 Training and Tuition	747	6,000	4,500	6,000	6,000	6,000
4112 Memberships/Dues/Subscriptions	1,821	3,000	2,700	3,000	3,000	3,000
4125 Software Maintenance	3,629	3,000	3,600	3,700	3,800	3,900
4200 Legal Notices	4,628	5,000	3,100	4,000	4,100	4,200
4202 Telephone and Alarms	15,054	10,000	16,100	17,200	17,500	17,500
4211 Printing & Binding	425	1,200	1,200	1,200	1,200	1,200
4223 Legal Reporter Fees	4,479	5,000	8,600	8,500	8,800	9,100
4225 Other Contractual Services	23,495	6,000	11,500	25,000	53,000	54,600
4300 IRMA General Insurance	1,690	1,700	1,600	1,500	1,600	1,700
Sub-Total	\$70,073	\$70,900	\$78,700	\$85,100	\$114,000	\$116,200
COMMODITIES:						
4600 Computer/Office Supplies	16,763	3,000	2,000	2,500	2,600	2,700
4602 Maps and Plats	1,030	1,000	500	800	1,000	1,000
4613 Postage	11	1,000	200	500	500	500
4700 Prospect Development	1,629	7,500	1,800	5,000	5,000	5,000
4720 Other Charges	-	2,000	100	1,000	1,000	1,000
Sub-Total	\$19,432	\$14,500	\$4,600	\$9,800	\$10,100	\$10,200
CAPITAL OUTLAY:						
4802 Office Equipment	32,563	2,000	5,000	1,000	1,000	1,000
Sub-Total	\$32,563	\$2,000	\$5,000	\$1,000	\$1,000	\$1,000
Total	\$415,283	\$446,500	\$388,700	\$474,000	\$518,600	\$536,600

City of West Chicago

COMMUNITY DEVELOPMENT DEPARTMENT *Building & Code Enforcement*

Description of Major Activities

The Building and Code Enforcement Program includes reviewing all building permit applications; conducting building, change of occupancy, overcrowding and rental inspections; investigating code violation complaints and proactively pursuing property maintenance violations by conducting routine inspections throughout the community. The code enforcement function includes issuing correction notices, inspecting for compliance, issuing "P" tickets for minor offenses, issuing Notice to Appear citations into the City's Administrative Adjudication process for more severe cases and tracking the status of all violations, citations, liens and fines. Staff also tracks temporary occupancy permits, letters of intent, letters of credit and stormwater deposits to ensure that construction is completed. Staff also proposes local amendments to the adopted national codes to improve the safety, image and appearance of the community.

FYE 2019 Program Objectives

- (1) Complete succession plan and begin transferring/sharing of appropriate Assistant Director/Building Official duties. In November 2019, initiate hiring process.
- (2) Clarify "kitchen" definition and vacant property rental registration requirement by June 2019.
- (3) Implement Code Enforcement ask-first policy except where frequent or egregious violations have occurred by February 2019.
- (4) Provide smooth transition to new inspection team, as may be needed if the selected inspection company changes based on the outcome of the Fall 2018 RFP in January 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Building Permit Applications	1047	1281	1200	1200
Change of Occupancy Inspections	594	580	580	580
Overcrowding Investigations	36	7	10	10
Rental Inspections	1252	1450	1250	1250
Full Time Equivalent Positions	1.00	1.00	1.00	1.00

COMMUNITY DEVELOPMENT
Building & Code Enforcement

01-10-29

Expense Item		Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:							
4020	Administrative - Salary	97,895	96,700	93,800	97,600	106,800	105,900
4029	Overtime	-	-	-	-	-	-
4050	FICA & Medicare	7,340	7,400	7,200	7,500	8,200	8,200
4056	IMRF	12,397	12,100	11,700	12,200	13,300	13,200
	Sub-Total	\$117,632	\$116,200	\$112,700	\$117,300	\$128,300	\$127,300
CONTRACTUAL:							
4100	Legal Fees	35,527	65,000	62,000	40,000	35,000	35,000
4110	Training and Tuition	500	2,000	550	600	600	700
4112	Memberships/Dues/Subscriptions	349	800	350	400	400	500
4113	Enforcement and Inspections	332,220	345,000	345,000	345,000	345,000	355,400
4115	Bond/Deposit Refunds	-	-	-	-	-	-
4120	Plan Review	100,938	175,000	171,500	135,000	135,000	125,000
4125	Software Maintenance	7,277	8,500	8,000	8,500	8,500	8,500
4200	Legal Notices	90	200	100	200	200	200
4202	Telephone and Alarms	25,402	15,000	25,000	25,000	25,300	25,500
4205	Weed Cutting	6,860	8,000	3,000	4,000	4,000	4,000
4211	Printing and Binding	1,101	3,000	2,500	3,000	3,000	3,000
4222	Filing Fees	3,010	3,000	2,400	3,000	3,000	3,000
4224	Microfiching	-	10,000	7,000	7,500	7,500	7,500
4300	IRMA General Insurance	1,690	1,700	1,600	1,500	1,900	2,000
4301	Other Insurance	-	-	-	-	-	-
	Sub-Total	\$514,965	\$637,200	\$629,000	\$573,700	\$569,400	\$570,300
COMMODITIES:							
4600	Office Supplies	4,235	5,000	300	2,500	2,500	2,500
4607	Gas and Oil	1,155	1,800	400	1,800	1,800	1,800
4613	Postage	-	300	100	300	300	300
4615	Uniforms & Safety Equipment	-	300	-	300	300	300
4650	Miscellaneous Commodities	-	500	100	500	500	500
4720	Other Charges	-	500	200	500	500	500
	Sub-Total	\$5,390	\$8,400	\$1,100	\$5,900	\$5,900	\$5,900
CAPITAL OUTLAY:							
4802	Office Equipment	4,580	5,000	7,500	7,500	3,000	3,000
4804	Vehicles	2,700	-	-	1,400	1,400	5,100
	Sub-Total	\$7,280	\$5,000	\$7,500	\$8,900	\$4,400	\$8,100
Total		\$645,267	\$766,800	\$750,300	\$705,800	\$708,000	\$711,600

City of West Chicago

COMMUNITY DEVELOPMENT DEPARTMENT *Special Events and City Museum*

Description of Major Activities

The Museum functions as an educational facility as well as a cultural resource center for the community by promoting the City and its rich history through a variety of outreach programs, changing exhibits, tours, publications and special events. These opportunities are designed for a wide range of audiences. The Museum also collects, stores and conserves two and three-dimensional artifacts representing the collective history of this community and its residents. It maintains extensive local history research files and reference library for use by the community. Special Events is located in the CD Department and has primary responsibility for several city-sponsored festivals and some coordination duties for other events.

FY 2019 Program Objectives

- (1) Review Special Events Policies as related to private/quasi-public events and make any needed recommendations for improvements by April 2019.
- (2) Install at least three outdoor history display boards by May 2019, with remainder installed by October 2019.
- (3) Upload the third thematic tour and complete the related brochure by May 2019.
- (4) Complete 75% of the collection processing backlog by December 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Program & Museum Attendance	4,722	4,800	4,750	4,750
Information Requests	108	115	110	110
Volunteer Hours	420	450	450	450
Donations Received (lots)*	12	10	10	10
Exhibits/Programs/Events	56	55	55	55
Full Time Equivalent Positions	0.50	0.50	0.50	0.50
(*each lot may contain numerous items)				

**COMMUNITY DEVELOPMENT
SPECIAL EVENTS AND CITY MUSEUM**

01-10-30

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:						
4020 Administrative - Salary	22,051	33,200	32,200	33,500	34,900	36,300
4050 FICA & Medicare	1,687	2,600	2,500	2,600	2,700	2,800
4056 IMRF	2,792	4,500	4,400	4,500	4,700	4,900
Sub-Total	\$26,531	\$40,300	\$39,100	\$40,600	\$42,300	\$44,000
CONTRACTUAL:						
4202 Telephone and Alarms	16,306	12,000	18,800	19,000	19,000	19,000
4225 Other Contractual Services	42,000	42,000	45,200	44,100	44,100	46,300
4300 IRMA General Insurance	1,690	1,700	1,600	1,500	1,900	2,100
4502 Copier Lease	741	1,200	800	1,000	1,100	1,200
Sub-Total	\$60,737	\$56,900	\$66,400	\$65,600	\$66,100	\$68,600
COMMODITIES:						
4680 Special Events	60,000	75,000	75,000	65,000	55,000	50,000
Sub-Total	\$60,000	\$75,000	\$75,000	\$65,000	\$55,000	\$50,000
Total	\$147,267	\$172,200	\$180,500	\$171,200	\$163,400	\$162,600

City of West Chicago

**CAPITAL EQUIPMENT REPLACEMENT FUND
PROJECTED REVENUE**

04-00		2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected
371000	Interest	957	400	1,200	400	400
387500	Asset Sales	64,663	0	1,000	0	0
389000	Miscellaneous	4,006	0	17,100	0	0
390000	Transfers In	851,100	278,500	278,100	896,500	1,047,500
	TOTAL	\$920,726	\$278,900	\$297,400	\$896,900	\$1,047,900

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City of West Chicago

CAPITAL EQUIPMENT REPLACEMENT FUND

Financial Summary

Program	2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected
Operations	880,343	999,900	680,200	1,618,300	484,100
TOTAL	\$880,343	\$999,900	\$680,200	\$1,618,300	\$484,100

City of West Chicago

CAPITAL EQUIPMENT REPLACEMENT FUND

Performance Report on FYE 2018 Major Program Objectives

An updated ten-year vehicle and equipment purchase plan was developed during the year. All vehicles were identified and evaluated as to current condition and useful life expectancy. During the budgeting process, staff identified vehicles, which were no longer serviceable. Needed, budgeted vehicles and equipment were replaced either through the bidding process or participation in the State of Illinois Joint Purchasing Program, the Suburban Purchasing Cooperative (SPC) Joint Purchasing Program, the National Joint Powers Alliance (NJPA) joint purchasing program, or other local joint purchasing opportunities. Surplus vehicles were sold through public auctions or trade in. The ten-year plan will receive annual scrutiny so that the City can more closely schedule major vehicle replacements in relation to available resources.

City of West Chicago

CAPITAL EQUIPMENT REPLACEMENT FUND

Description of Major Activities

These elements provide for the scheduled replacement of existing vehicles and equipment for all City departments. Funds for the replacement come from annual depreciation contributions charged to the department to which the vehicle or equipment is assigned.

FYE 2019 Program Objectives

- (1) Purchase vehicles and/or equipment in accordance with City policies on the Vehicle and Equipment Replacement Plan by December 2019.
- (2) Dispose of surplus vehicles and equipment through sale, trade or auction by December 2019.
- (3) Update the ten-year Vehicle and Equipment Replacement Plan by December 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Vehicles and Equipment Replaced/Purchased	11	9	32	11

**CAPITAL EQUIPMENT REPLACEMENT FUND
OPERATIONS**

04-34-39

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
CAPITAL OUTLAY:						
4804 Vehicles	880,343	999,900	680,200	1,618,300	484,100	1,298,600
Sub-Total	\$880,343	\$999,900	\$680,200	\$1,618,300	\$484,100	\$1,298,600
Total	\$880,343	\$999,900	\$680,200	\$1,618,300	\$484,100	\$1,298,600

City of West Chicago

SEWER FUND *Projected Revenue*

05-00		2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected
311100	Property Tax	8,907	9,000	9,000	9,000	9,000
331000	Sewer Services	6,276,359	5,300,000	5,751,600	5,300,000	5,300,000
342000	Sewer Connection Fees	32,600	25,000	78,900	25,000	25,000
364000	Recapture Fees	535	0	600	0	0
371000	Interest	3,077	1,000	3,000	1,000	1,000
386000	Other Reimbursements	134,816	0	26,000	38,600	40,600
386100	Health Insurance Contributions	39,224	33,000	35,900	33,000	33,000
386500	IRMA/IPBC Revenue Adjustment	25,434	0	0	0	0
	TOTAL	\$6,520,952	\$5,368,000	\$5,905,000	\$5,406,600	\$5,408,600

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City of West Chicago

SEWER FUND

Financial Summary

Program	2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected
SSA #2	12,723	13,800	12,600	24,000	14,600
Sanitary Collection	2,414,526	4,429,900	3,844,700	0	0
Treatment and Sanitary Collection**	3,634,526	4,657,400	4,174,000	8,760,500	6,485,300
TOTAL	\$6,061,775	\$9,101,100	\$8,031,300	\$8,784,500	\$6,499,900

** 2017 and 2018 include the operating and capital expenses associated with the WWTP, which become associated with the WC/WWA as of January 1, 2019.

City of West Chicago

SEWER FUND

Performance Report on FYE 2018 Major Program Objectives

The Wastewater Treatment Plant (WWTP) treated a total of 2.112 billion gallons (an average of 5.79 MGD) in 2017 with nearly 2.255 billion gallons (an average of 6.18 MGD) estimated for 2018. Three excursions of the City's National Pollutant Discharge Elimination System (NPDES) permit was reported in 2017 with 0 permit excursions estimated for 2018. As a result of the Pre-Treatment Program, the City issued 52 industrial user violation notices in 2017 with 50 violation notices estimated for 2018.

The long-term Capital Improvement Plan for the WWTP was re-evaluated and revised in October 2018 and such will be used to replace/upgrade critical operational equipment at the WWTP over the next ten years. Construction services related to the replacement of the flights and chains in Primary Clarifier #1, and replacement of the roof at the WWTP Digester Building and Sand Filter Building, was completed in November 2018. Contractual design-build services to replace/upgrade the WWTP SCADA system commenced in April 2018 with significant progress made in 2018; the anticipated completion date is May 2019. One of the existing influent pumps was rebuilt in 2018.

In 2018, proposed Ordinance revisions to the City's local limits were approved by the IEPA and U.S. EPA Region 5, and subsequently approved by City Council in July 2018. In addition, an Industrial Pre-Treatment Survey, which was distributed to all non-residential sanitary waste customers within the corporate limits of the City of West Chicago and the Village of Winfield in November 2017, was concluded with 100% response compliance. The next step will be evaluating all 219 survey responses and prioritizing which industries will require site visits

Engineering design services and easement acquisition for the replacement of Sanitary Lift Station #1 were completed in 2018 and a construction contract was awarded in November 2018; construction is scheduled to be completed by June 2019. An engineering design services contract to replace Lift Station #5 (Burger King) was approved by City Council in October 2018; construction is anticipated to begin summer 2019. Engineering design services to replace Lift Station #11 (Forest Trails) were delayed until 2021 along with construction associated with the installation of protection measures and pavement improvement at Sanitary Lift Station #4. Inflow and infiltration (I&I) reduction efforts resumed in 2018 and will continue over the next several years.

City of West Chicago

SPECIAL SERVICE AREA #2

Description of Major Activities

Personnel from the Utility Division are responsible for the operation, maintenance and repair of the pumping facility. The pumps receive preventative maintenance and repairs as needed throughout the year. The station was constructed in 1984, the pumps were overhauled in 1998, and no service interruptions have occurred during the budget period.

FYE 2019 Program Objectives

- (1) Clean and inspect the storm sewer and overland drainage conveyance system to the pumping facility weekly during the months of May through November, monthly December through April.
- (2) Perform weekly preventative maintenance operations of the stormwater lift station, including monthly cleaning of stormwater intake and pump station outlet, during 2019.
- (3) Procure contractual services to replace/upgrade the control cabinet at Stormwater Lift Station #8 using existing control cabinet to be removed from Sanitary Lift Station #1 by December 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Station Monitoring	365	365	365	365
Grounds Maintenance	30	30	30	30
Full Time Equivalent Positions	0.06	0.06	0.06	0.06

**SPECIAL SERVICE AREA #2
OPERATION AND MAINTENANCE**

05-34-40

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:						
4027 Operational - Salary	5,088	5,100	5,100	5,200	5,500	5,800
4029 Overtime	8	200	200	200	200	200
4050 FICA & Medicare	392	500	400	500	500	500
4056 IMRF	645	700	700	700	800	800
Sub-Total	\$6,133	\$6,500	\$6,400	\$6,600	\$7,000	\$7,300
CONTRACTUAL:						
4204 Electric	4,538	5,000	4,100	5,000	5,000	5,000
4216 Grounds Maintenance	2,052	2,300	2,100	2,400	2,600	2,800
Sub-Total	\$6,590	\$7,300	\$6,200	\$7,400	\$7,600	\$7,800
CAPITAL OUTLAY:						
4806 Other Capital Outlay	-	-	-	10,000	-	-
Sub-Total	\$0	\$0	\$0	\$10,000	\$0	\$0
Total	\$12,723	\$13,800	\$12,600	\$24,000	\$14,600	\$15,100

City of West Chicago

SEWER FUND *Treatment and Sanitary Collection*

Description of Major Activities

The Sanitary Collection program covers all expenditures associated with the routine operation and maintenance of the entire sanitary sewer collection system, the City's fifteen sewer lift stations and sewer lift station force mains. Program personnel provide comprehensive maintenance and operational oversight to these facilities and associated infrastructure to assure a safe reliable sewage handling and conveyance system for the businesses and residents of West Chicago.

FYE 2019 Program Objectives

- (1) Continue with the Citywide Inflow and Infiltration Reduction Program by procuring contractual services the 2019 Sanitary Sewer Evaluation Survey, and needed inflow and infiltration repairs/upgrades within the sanitary collection system, by July 2019.
- (2) Complete construction associated with the replacement of Sanitary Lift Station #1 (Aspen Ridge Apartments) by June 2019.
- (3) Procure contractual services and complete construction associated with the replacement of Sanitary Lift Station #5 (Burger King) and its associated forcemain by December 2019.
- (4) Procure contractual services and replace/upgrade the Lift Station SCADA system by November 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Lift Station Alarm Calls	4	18	10	10
Lift Station Overtime Hours	361	372	350	350
Sanitary Sewer Service Calls	30	40	30	30
Sanitary Sewer Main Back-ups	2	0	2	2
Sanitary Service Lines Repaired	4	4	1	1
Sanitary Mains Repaired	2	8	1	1
Full Time Equivalent Positions	16.31	16.06	16.69	16.69

**SEWER FUND
TREATMENT AND SANITARY COLLECTION**

05-34-43

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:						
4020 Administrative - Salary	573,134	599,000	550,300	579,400	608,400	638,900
4027 Operational - Salary	555,803	646,200	607,400	666,900	700,300	735,400
4029 Overtime	24,620	40,000	52,500	40,000	40,000	40,000
4050 FICA & Medicare	85,293	98,400	91,300	98,500	103,200	108,200
4052 I.C.M.A. - R.C.	6,415	6,600	6,600	7,000	7,400	7,800
4053 Health/Dental/Life Insurance	381,790	409,200	394,200	428,200	462,500	499,500
4054 Unemployment Insurance	-	-	8,000	-	-	-
4056 IMRF	211,840	159,500	149,600	159,700	167,400	175,600
Sub-Total	\$1,838,894	\$1,958,900	\$1,859,900	\$1,979,700	\$2,089,200	\$2,205,400
CONTRACTUAL:						
4100 Legal Fees	41,224	15,000	4,000	15,000	15,000	15,000
4101 Auditing Fees	3,780	3,900	3,900	7,200	3,900	3,900
4102 JULIE System	2,118	2,300	2,000	2,500	2,500	2,500
4105 Consultants	1,133	2,000	-	2,000	2,000	2,000
4110 Training and Tuition	60	500	500	6,000	6,000	500
4125 Software Maintenance	11,473	12,000	11,300	12,000	12,000	12,000
4202 Telephone and Alarms	42,054	41,000	51,200	50,000	50,000	50,000
4203 Heating Gas	6,329	6,000	5,800	6,000	6,000	6,000
4204 Electric	43,732	50,000	48,700	50,000	50,000	50,000
4216 Grounds Maintenance	3,287	3,800	3,300	3,700	3,900	4,100
4225 Other Contractual Services	83,531	200,000	52,200	150,000	150,000	150,000
4235 WCW Wastewater Authority	3,634,526	4,657,400	4,174,000	2,647,900	2,780,300	2,919,400
4300 IRMA General Insurance	60,785	58,400	58,400	87,900	95,000	102,600
4400 Vehicle Repair	182	10,000	8,000	10,000	10,000	10,000
4402 Lift Station Repair	21,193	94,300	80,000	140,000	25,000	25,000
4410 Sewer Main Repair	22,897	875,000	870,000	875,000	875,000	875,000
4501 Postage Meter Rental	1,465	1,400	1,400	1,400	1,400	1,400
4502 Copier Fees	567	2,500	500	2,500	2,500	2,500
Sub-Total	\$3,980,336	\$6,035,500	\$5,375,200	\$4,069,100	\$4,090,500	\$4,231,900
COMMODITIES:						
4600 Computer/Office Supplies	5,909	5,000	5,000	5,000	5,000	5,000
4603 Parts for Vehicles	22,355	15,000	10,000	15,000	15,000	15,000
4604 Tools and Equipment	7,914	45,000	20,000	20,000	20,000	20,000
4607 Gas and Oil	11,325	15,000	12,300	15,000	15,000	15,000
4613 Postage	1,748	3,000	2,100	3,000	3,000	3,000
4626 Chemicals	1,495	1,500	1,500	2,500	3,500	4,000
4630 Parts - Lift Stations	8,389	25,000	12,000	25,000	25,000	25,000
4638 Trench Backfill Material	914	5,000	5,000	5,000	5,000	5,000
4639 Parts - Mains	1,150	3,000	1,000	3,000	3,000	3,000
4650 Miscellaneous Commodities	8,337	6,000	8,000	8,000	8,000	8,000
4702 Bank Charges	15,286	13,500	13,500	13,500	13,500	13,500
Sub-Total	\$84,822	\$137,000	\$90,400	\$115,000	\$116,000	\$116,500
CAPITAL OUTLAY:						
4804 Vehicles	145,000	146,100	146,100	177,700	189,600	189,600
4806 Other Capital Outlay	-	809,800	547,100	2,419,000	-	530,000
4900 Transfers Out	-	-	-	-	-	-
Sub-Total	\$145,000	\$955,900	\$693,200	\$2,596,700	\$189,600	\$719,600
Total	\$6,049,052	\$9,087,300	\$8,018,700	\$8,760,500	\$6,485,300	\$7,273,400

CAPITAL EXPENDITURES (FY)	ACTUAL 2017	PROPOSED 2018	ESTIMATED 2018	PROPOSED 2019	PROPOSED 2020	PROPOSED 2021	PROPOSED 2022	PROPOSED 2023	5 Year Total (2019 thru 2023)
COLLECTION SYSTEM IMPROVEMENTS, 05-34-43-4806									
Forest Trails Lift Station (LS#11) Replacement - Engr.		70,000	0			70,000		500,000	70,000
Forest Trails Lift Station (LS#11) Replacement - Constr.								50,000	50,000
Forest Trails Lift Station (LS#11) Replacement - Engr. Inspect.									
Aspen Ridge Lift Station (LS#1) Replacement - Engr.	46,975	4,200	14,200						
Aspen Ridge Lift Station (LS#1) Replacement - Constr.		500,000	448,300	672,000					672,000
Aspen Ridge Lift Station (LS#1) Replacement - Engr. Inspect.		50,000	26,000	39,000					39,000
Burger King Lift Station (LS#5) & Forcemain Replacement - Engr.		100,000	58,600	58,000					58,000
Burger King Lift Station (LS#5) & Forcemain Replacement - Constr.				1,500,000					1,500,000
Burger King Lift Station (LS#5) & Forcemain Replacement - Engr. Inspect.				150,000					150,000
Powis Road Lift Station (LS#9) Replacement - Engr.							70,000		70,000
Powis Road Lift Station (LS#9) Replacement - Constr.									
Powis Road Lift Station (LS#9) Replacement - Engr. Inspect.									
Joliet Street Lift Station (LS#4) - Protection Measures and Pavement Improvements		85,600	0			100,000			100,000
Lift Station SCADA Upgrades	30,264								
Tronox - Fomeroy & Brown Utility Improvement Project									
Conite Parkway Sanitary Sewer Improvements - (Reimbursable to Developer)						360,000			360,000
05-34-43-4806 SUB-TOTAL	\$77,239	\$809,800	\$547,100	\$2,419,000	\$0	\$530,000	\$70,000	\$550,000	\$3,569,000
WASTEWATER TREATMENT PLANT EQUIPMENT REPLACEMENT, 05-34-45-4806									
Headworks - Screening Equipment & Grit Removal Replacement		59,000	-					31,000	31,000
Influent - Replace West Chicago Influent Flow Gate		30,000	-	50,000					50,000
Primary Clarifiers - Primary Effluent Trough Replacement Program									
Primary Clarifiers - Replace Clarifier Chains and Flights		319,100	293,900						
Primary Clarifiers - Scum Trough Replacement Program									
Primary Clarifiers - Concrete Rehab / Protective Wall Coating							50,000		50,000
Aeration Basins - Concrete Rehab. & Valve Replacement				175,000	175,000	150,000			100,000
Aeration Basins - Replace Blower Controls and Blowers									150,000
Aeration Basins - Replace RAS Pumps, Controls, & Valves									350,000
Secondary Clarifiers - Replace Internal Mechanicals & Clarifier Drive									1,250,000
Overflow Clarifier - Replace Internal Mechanical & Clarifier Drive						400,000			400,000
Tertiary Filters - Filtration System Replacement Project	1,450,800	210,000							
Solids Thickening - Upgrades to Waste Sludge Thickening									
Anaerobic Digestion - Repairs to Primary Digester Sludge Heating/Mixing System									
Anaerobic Digestion - Replacement of Gas Line to Flare				800,000	150,000				
Anaerobic Digestion - Gas System Upgrade									
Anaerobic Digestion - Paint Digester Lid									
Solids Dewatering - Sludge Belt Press Upgrades		750,000	471,100	200,000					200,000
SCADA - Upgrades / Replacement		200,000	423,200						
Buildings & Grounds - Upgrades / Replacements									
05-34-45-4806 SUB-TOTAL	\$1,573,000	\$1,662,100	\$1,188,200	\$1,225,000	\$925,000	\$1,085,000	\$1,300,000	\$1,331,000	\$5,866,000
TOTAL SEWER FUND CAPITAL IMPROVEMENT PROGRAM	\$1,650,239	\$2,371,900	\$1,735,300	\$3,644,000	\$925,000	\$1,615,000	\$1,370,000	\$1,881,000	\$9,435,000

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City of West Chicago

WATER SERVICE PROJECTED REVENUE

06-00		2017 Actual	2018 Proposed	2018 Estimated	2019 Proposed	2020 Projected
312000	Home Rule Sales Tax	0	0	0	0	0
331000	Water Services	4,399,356	4,500,000	4,541,200	4,500,000	4,500,000
332000	Hydrant Meter Fees	2,309	1,000	1,000	1,000	1,000
332500	Posting and Turn On Fees	36,795	20,000	40,800	20,000	20,000
341000	Water Connection Fees	20,463	20,000	36,200	20,000	20,000
341500	Water Capacity Fees	4,000	3,500	7,400	3,500	3,500
344000	Meter Sales	8,995	3,000	27,400	3,000	3,000
371000	Interest	3,803	1,000	4,100	1,000	1,000
386000	Reimbursements	184	0	1,000	0	0
386100	Health Insurance Contributions	39,224	32,000	35,900	32,000	32,000
386500	IRMA/IPBC Revenue Adjustment	25,434	0	0	0	0
388500	Tower Rental Fees	37,923	35,000	39,500	35,000	35,000
389000	Other Miscellaneous	575,189	0	0	0	0
394001	Asset Transfers	0	0	0	0	0
	TOTAL	\$5,153,675	\$4,615,500	\$4,734,500	\$4,615,500	\$4,615,500

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City of West Chicago

WATER FUND

Financial Summary

Program	2017 Actual	2018 Proposed	2018 Estimated	2019 Proposed	2020 Projected
Water Production and Distribution	2,650,593	5,053,800	3,195,300	4,544,100	3,885,900
Water Treatment Plant Operations	3,435,552	2,290,800	2,347,400	1,956,100	2,469,000
Debt Service	701,888	707,000	707,000	707,000	707,000
TOTAL	\$6,788,033	\$8,051,600	\$6,249,700	\$7,207,200	\$7,061,900

City of West Chicago

WATER FUND

Performance Report on FYE 2018 Major Program Objectives

The Division operated and maintained pumping facilities that produced over 1.252 billion gallons of water during 2017 with nearly 1.336 billion gallons estimated for 2018. The Division successfully completed all IEPA and USEPA required sampling and monitoring requirements with no violations.

Well Stations #3 and #9 experienced motor failures in 2018 and both were pulled for emergency repairs. Repairs are expected to be completed in early 2019 and the wells put back into service by May 2019. Water main improvements on Stimmel and Pomeroy Streets, between Wood Street and Joliet Street, were completed in November 2018.

Engineering design services related to the rehabilitation of Booster Station #4 were completed in 2018 and a construction contract was awarded in November 2018; construction is scheduled to be completed by July 2019.

Engineering and construction services related to the installation of stand-by generators at Well Stations #3 and #9, and security system improvements at all Well Stations were delayed until 2019. Based on 2018 performance records and other data, it has been determined that pulling and rehabilitation of Well Station #7 is not necessary at this time.

No major operational changes were made to the Plant during 2018; however, operational strategies to improve the treatment process and to balance water storage against demand continue.

Removal of waste lime sludge from lagoons at the Water Treatment Plant is anticipated to be completed in December 2019 with the removal and disposal of approximately 12,700 tons of waste lime sludge.

The Water Treatment Plant Surface Washer Supply Pipe Removal and Replacement Project was completed in June 2018. This project required entry into the Water Treatment Plant's filter washing units, removal of all three-inch diameter carbon steel supply pipe and appurtenances, and installation of new three-inch diameter stainless steel piping and appurtenances.

Planned security improvements at the Water Treatment Plant, as well as hardware replacement of all Programmable Logic Controllers at the Water Treatment Plant, were not completed in 2018, but remain a priority in fiscal year 2019.

City of West Chicago

WATER PRODUCTION AND DISTRIBUTION

Description of Major Activities

This program covers all expenditures associated with the routine operation and maintenance of the City's nine wells, two elevated storage tanks, three ground storage tanks, watermain, fire hydrants, valves, water meters, and service connections. Program personnel provide comprehensive maintenance and operational oversight to these facilities and associated infrastructure to assure a safe, plentiful and uninterrupted source of water for the businesses and residents of West Chicago.

FYE 2019 Program Objectives

- (1) Complete construction associated with the rehabilitation of Booster Station #4 by July 2019.
- (2) Procure contractual services and complete SCADA and security system improvements at all Well Stations by December 2019.
- (3) Conduct a water distribution system leak survey by July 2018; evaluate needed repairs and complete same by December 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Average Daily Water Produced (MGD)	3.43	3.66	3.50	3.50
# Of Watermain Breaks Repaired	10	17	10	10
# Of Fire Hydrants Painted	0	501	500	500
# Of Major Well Station Repairs	3	0	2	0
 Full Time Equivalent Positions	 14.09	 14.09	 14.09	 14.09

WATER FUND
Water Production and Distribution

06-34-47

Expense Item		Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:							
4020	Administrative - Salary	550,417	575,500	528,000	555,700	583,500	612,700
4027	Operational - Salary	438,818	492,900	462,200	500,800	525,900	552,200
4029	Overtime	24,608	30,000	35,100	30,000	30,000	30,000
4050	FICA & Medicare	74,075	84,100	77,100	83,200	87,200	91,500
4052	I.C.M.A. - R.C.	6,415	6,600	6,700	6,600	7,000	7,400
4053	Health/Dental/Life Insurance	381,790	409,200	343,500	428,200	462,500	499,500
4054	Unemployment Insurance	-	-	7,300	-	-	-
4056	IMRF	207,574	136,400	126,700	134,900	141,400	148,300
	Sub-Total	\$1,683,697	\$1,734,700	\$1,586,600	\$1,739,400	\$1,837,500	\$1,941,600
CONTRACTUAL:							
4100	Legal Fees	59,597	60,000	30,000	35,000	10,000	10,000
4101	Auditing Fees	13,440	13,800	13,800	14,200	14,600	15,000
4102	JULIE System	2,118	2,500	2,000	2,500	2,500	2,500
4105	Consultants	1,133	2,000	-	2,000	2,000	2,000
4108	Pre-Employment Exams	40	600	200	600	600	600
4110	Training and Tuition	1,079	1,000	800	1,000	1,000	1,000
4112	Memberships/Dues/Subscriptions	216	1,000	400	4,500	1,000	1,000
4125	Software Maintenance	10,604	10,000	8,200	10,000	10,000	1,000
4200	Legal Notices	345	1,000	100	500	500	500
4202	Telephone and Alarms	55,604	50,000	67,800	65,000	65,000	65,000
4203	Heating Gas	2,436	3,000	2,500	2,500	2,500	2,500
4204	Electric	319,128	325,000	312,700	320,000	320,000	320,000
4207	Lab Services	6,969	5,000	6,500	7,000	7,000	7,000
4210	Refuse Disposal	-	1,000	-	1,000	1,000	1,000
4211	Printing and Binding	2,130	2,000	2,000	2,000	2,000	2,000
4216	Grounds Maintenance	6,646	7,700	7,000	7,600	8,000	8,400
4225	Other Contractual Services	46,960	200,000	66,200	350,000	150,000	150,000
4300	IRMA General Insurance	96,235	92,500	92,400	83,600	87,800	92,200
4301	Other Insurance	-	-	300	-	-	-
4400	Vehicle Repair	2,160	1,000	1,200	1,500	1,500	1,500
4401	Building Repair	40	1,000	-	74,000	4,000	4,000
4418	Distribution System Repair	21,674	35,000	61,000	65,000	35,000	35,000
4420	Pump Station Repair	4,826	432,000	20,000	50,000	50,000	50,000
4421	Reservoir Repair	-	500	-	25,000	500	500
4425	Hardware Maintenance	897	2,500	2,500	2,500	2,500	2,500
4501	Postal Meter Rental	1,465	1,400	1,400	1,400	1,400	1,400
4502	Copier Lease/Costs	567	3,000	500	3,000	3,000	3,000
	Sub-Total	\$656,307	\$1,254,500	\$699,500	\$1,131,400	\$783,400	\$779,600
COMMODITIES:							
4600	Computer/Office Supplies	6,390	6,000	8,000	6,500	6,500	6,500
4603	Parts for Vehicles	5,110	5,000	12,000	12,000	12,000	12,000
4604	Tools and Equipment	10,334	32,500	15,000	10,000	3,500	3,500
4607	Gas and Oil	14,076	20,000	18,200	20,000	20,000	20,000
4613	Postage	4,125	5,000	5,000	5,000	5,000	5,000
4615	Uniforms & Safety Equipment	10,187	8,200	6,700	9,700	7,700	7,700
4620	Parts and Equipment - Wells	12,135	13,000	3,000	13,000	7,000	7,000
4621	Parts and Equipment - Distribution	35,554	30,000	30,000	30,000	30,000	30,000
4622	Parts and Equipment - Pump Stations	4,367	10,000	2,000	10,000	10,000	10,000
4625	Lab Supplies	80	500	500	500	500	500
4641	Water Meters/Parts	16,224	10,000	34,500	30,000	30,000	30,000
4650	Miscellaneous Commodities	4,277	6,000	7,500	6,000	6,000	6,000
4702	Bank Charges	15,286	15,000	13,900	15,000	15,000	15,000
	Sub-Total	\$138,144	\$161,200	\$156,300	\$167,700	\$153,200	\$153,200
CAPITAL OUTLAY:							
4804	Vehicles	141,600	127,600	127,600	127,600	136,800	136,800
4806	Other Capital Outlay	30,845	1,750,800	600,300	1,353,000	950,000	1,010,000
4812	MIS Replacement	-	25,000	25,000	25,000	25,000	25,000
4900	Transfers Out	-	-	-	-	-	-
	Sub-Total	\$172,445	\$1,903,400	\$752,900	\$1,505,600	\$1,111,800	\$1,171,800
	Total	\$2,650,593	\$5,053,800	\$3,195,300	\$4,544,100	\$3,885,900	\$4,046,200

City of West Chicago

WATER TREATMENT PLANT OPERATIONS

Description of Major Activities

This program covers all expenditures associated with the overall operation and maintenance of the Water Treatment Plant.

FYE 2019 Program Objectives

- (1) Continue to evaluate operational strategies to improve the treatment process and to balance water storage against demand by December 2019.
- (2) Procure contractual services and complete SCADA and security system improvements at the Water Treatment Plant by December 2019.
- (3) Investigate options and costs to armor the banks of sludge lagoons and to stabilize the gravel roadway around sludge lagoons by October 2019, for construction anticipated in fiscal year 2020.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Average Daily Water Treated (MGD)	3.430	3.660	3.50	3.50
Full Time Equivalent Positions	7.88	7.88	7.88	7.88

WATER FUND
Water Treatment Plant Operations

06-34-48

Expense Item	Actual 2017	Budgeted 2017	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:						
4020 Administrative - Salary	176,074	193,100	184,900	199,200	209,200	219,700
4027 Operational - Salary	454,610	453,400	412,400	461,900	485,000	509,300
4029 Overtime	66,975	60,000	95,600	60,000	60,000	60,000
4050 FICA & Medicare	53,360	54,100	52,800	55,200	57,700	60,400
4054 Unemployment Insurance	-	-	-	-	-	-
4056 IMRF	88,835	87,700	85,900	89,500	93,600	98,000
Sub-Total	\$839,854	\$848,300	\$831,600	\$865,800	\$905,500	\$947,400
CONTRACTUAL:						
4110 Training and Tuition	760	1,000	1,000	1,000	1,000	1,000
4112 Memberships/Dues/Subscriptions	969	500	400	500	500	500
4202 Telephone and Alarms	51,312	40,000	58,100	55,000	55,000	55,000
4203 Heating Gas	3,473	5,000	2,200	4,000	4,000	4,000
4204 Electric	168,125	150,000	151,900	160,000	160,000	160,000
4207 Lab Services	-	2,000	2,500	2,500	2,500	2,500
4210 Refuse Disposal	-	600,000	600,000	-	650,000	-
4216 Grounds Maintenance	9,813	30,900	9,800	27,100	7,500	7,900
4219 Contract Janitorial Services	24,120	24,200	24,200	20,900	23,000	25,300
4225 Other Contractual Services	19,471	19,000	19,000	19,000	19,000	19,000
4300 IRMA General Insurance	35,460	34,100	34,100	30,800	30,800	30,800
4401 Building Repair	3,866	10,000	170,000	10,000	10,000	10,000
4430 WTP Operations Repair	11,161	40,000	35,000	20,000	20,000	20,000
4502 Copier Lease/Costs	4,093	8,000	4,700	5,000	5,000	5,000
4503 Equipment Rental	3,540	3,000	500	3,000	3,000	3,000
Sub-Total	\$336,163	\$967,700	\$1,113,400	\$358,800	\$991,300	\$344,000
COMMODITIES:						
4600 Computer/Office Supplies	879	2,000	500	1,000	1,000	1,000
4603 Parts for Vehicles	2,750	200	1,500	2,000	2,000	2,000
4604 Tools and Equipment	962	3,000	1,000	2,000	2,000	2,000
4607 Gas and Oil	-	1,000	2,000	1,000	1,000	1,000
4615 Uniforms & Safety Equipment	4,997	3,700	2,500	4,600	4,600	4,600
4624 Parts - Building Repair	8,068	3,000	4,100	5,000	5,000	5,000
4625 Lab Supplies	16,137	15,000	9,800	15,000	15,000	15,000
4626 Chemicals	349,328	350,000	368,600	375,000	375,000	375,000
4642 Parts - WTP Operations	9,942	6,000	6,500	10,000	10,000	10,000
4650 Miscellaneous Commodities	1,695	1,500	1,500	1,500	1,500	1,500
Sub-Total	\$394,759	\$385,400	\$398,000	\$417,100	\$417,100	\$417,100
CAPITAL OUTLAY:						
4804 Vehicles	4,400	4,400	4,400	4,400	5,100	8,700
4806 Other Capital Outlay	-	85,000	-	310,000	150,000	-
4808 Depreciation	1,860,375	-	-	-	-	-
Sub-Total	\$1,864,776	\$89,400	\$4,400	\$314,400	\$155,100	\$8,700
Total	\$3,435,552	\$2,290,800	\$2,347,400	\$1,956,100	\$2,469,000	\$1,717,200

City of West Chicago

TREATMENT PLANT DEBT SERVICE

Description of Major Activities

The City issued 21.2 million dollars in alternate revenue bonds to pay for the Water Treatment Plant; this debt was paid off in 2011. The City also secured a \$10 million plus loan from the IEPA. The bonds and note are being paid off through water usage charges.

**WATER FUND
DEBT SERVICE**

06-34-49

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
COMMODITIES:						
4716 Note Principal	579,950	595,000	595,000	610,400	626,200	642,400
4717 Note Interest	121,938	112,000	112,000	96,600	80,800	64,600
Sub-Total	<u>\$701,888</u>	<u>\$707,000</u>	<u>\$707,000</u>	<u>\$707,000</u>	<u>\$707,000</u>	<u>\$707,000</u>
Total	<u>\$701,888</u>	<u>\$707,000</u>	<u>\$707,000</u>	<u>\$707,000</u>	<u>\$707,000</u>	<u>\$707,000</u>

WATER FUND 5-YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL EXPENDITURES (FYE)	ACTUAL 2017	PROPOSED 2018	ESTIMATED 2018	PROPOSED 2019	PROPOSED 2020	PROPOSED 2021	PROPOSED 2022	PROPOSED 2023
RAW WATER PRODUCTION IMPROVEMENTS								
Well #3 Stand-by Generator Installation - Engr.								
Well #3 Stand-by Generator Installation - Constr.					20,000			
Well #3 Stand-by Generator Installation - Engr. Inspect.		350,000	0		350,000			
Well #10 (and #11) Stand-by Generator Installation - Engr.		35,000	0		35,000			
Well #10 (and #11) Stand-by Generator Installation - Constr.					35,000			
Well #10 (and #11) Stand-by Generator Installation - Engr. Inspect.					350,000			
Well #9 (and #8) Stand-by Generator Installation - Engr.					35,000			
Well #9 (and #8) Stand-by Generator Installation - Constr.		35,000	0		35,000			
Well #9 (and #8) Stand-by Generator Installation - Engr. Inspect.								
Well #8 Assembly Upgrade Project - Engr.						75,000		
Well #8 Assembly Upgrade Project - Constr.								75,000
Well #8 Assembly Upgrade Project - Engr. Inspect.							35,000	
Well #5 Stand-by Generator Installation - Engr.							35,000	
Well #5 Stand-by Generator Installation - Constr.								75,000
Well #5 Stand-by Generator Installation - Engr. Inspect.								
Well #12 Installation Project - Engr.								
Well #12 Installation Project - Constr.	301,589	349,100	7,000	349,100				
Well #12 Installation Project - Engr. Inspect.								
Well #13 Installation Project - Engr.								
Well #13 Installation Project - Land Acquisition								
Well Station SCADA and Security System Improvements		49,100	0	100,000				
Booster Station #4 Rehabilitation Project - Engr.		55,000	50,100					
Booster Station #4 Rehabilitation Project - Engr. Inspect.		35,000	12,500	37,300				
Booster Station #4 Rehabilitation Project - Constr.	19,363	260,000	80,600	241,600				
SUB-TOTAL	\$320,952	\$1,168,200	\$150,200	\$728,000	\$475,000	\$460,000	\$425,000	\$825,000
FINISHED WATER DISTRIBUTION SYSTEM IMPROVEMENTS								
South Leg - Route 59 Watermain Relocation Project - Engr.								
Tronox - Pomeroy & Brown Utility Improvement Project					75,000			
Water Meter Replacement Program								
Grove Avenue Water Main Replacement Project	28,137	125,000	0	125,000				
2017 Roadway & Water Main Rehabilitation Project (part of Capital Projects Fund)	127,927	36,300						
		421,300	450,100					
SUB-TOTAL	\$156,064	\$582,600	\$450,100	\$125,000	\$75,000	\$0	\$0	\$0
FINISHED WATER STORAGE TANK IMPROVEMENTS								
Paint Water Storage Tank								
3 MG Elevated Tank Project - Engr. (Tank 1)				500,000	400,000	500,000		
3 MG Elevated Tank Project - Constr. (Tank 1)						50,000		
3 MG Elevated Tank Project - Engr. Inspect. (Tank 1)							5,000,000	
							117,800	
SUB-TOTAL	\$0	\$0	\$0	\$500,000	\$400,000	\$550,000	\$5,117,800	\$0
WATER TREATMENT PLANT IMPROVEMENTS								
Miscellaneous Professional Services		25,000	0					
Security System Upgrade/Modernization		60,000	0	60,000	150,000			
SCADA System Upgrade/Modernization				250,000				
SUB-TOTAL	\$0	\$85,000	\$0	\$310,000	\$150,000	\$0	\$0	\$0
TOTAL WATER FUND CAPITAL IMPROVEMENT PROGRAM	\$477,016	\$1,895,800	\$600,300	\$1,663,000	\$1,100,000	\$1,010,000	\$5,542,800	\$825,000

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City of West Chicago

CAPITAL PROJECTS FUND PROJECTED REVENUE

08-00		2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected
311100	Property Tax	2	0	0	0	0
312000	Home Rule Sales Tax	1,872,832	1,489,600	2,000,000	2,650,000	2,703,000
315000	Utility Taxes	1,909,065	2,100,000	2,199,900	850,000	850,000
321000	Grants	0	800,000	0	400,000	250,000
371000	Interest	583	2,000	800	2,000	2,000
386000	Reimbursements	0	0	23,700	0	0
386500	IPBC & IRMA Revenue	2,461	0	0	0	0
386100	Health Insurance Contributions	3,796	4,000	3,500	4,100	4,200
389000	Miscellaneous	0	0	0	0	0
390000	Transfers	0	500,000	0	500,000	0
	TOTAL	\$3,788,739	\$4,895,600	\$4,227,900	\$4,406,100	\$3,809,200

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City of West Chicago

CAPITAL PROJECTS FUND

Financial Summary

Program	2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected
Operations	2,910,512	7,653,500	3,653,200	8,212,700	3,612,100
TOTAL	\$2,910,512	\$7,653,500	\$3,653,200	\$8,212,700	\$3,612,100

City of West Chicago

CAPITAL PROJECTS FUND

Performance Report on FYE 2018 Major Program Objectives

The Powis Road Local Agency Functional Overlay (LAFO) Project, mainly consisting of the resurfacing of Powis Road between the Union Pacific Railroad Tracks and Smith Road (approximately 0.25 miles of roadway), was completed in June 2018. The 2018 Sherman Street Area Resurfacing Project, which consisted of approximately 0.39 miles of roadway resurfacing on Sherman Street between Stimmel Street and Ann Street, and on Stimmel Street and Blair Street between the Pearl Street right-of-way extended and the CN Railroad Tracks, was completed in November 2018. The Roadway and Water Main Rehabilitation Project (Stimmel, Pomeroy, Weyrauch, Lester, and Hazel), which consists of water main installation and roadway resurfacing of Weyrauch Street, from Lester Street to Ann Street; Pomeroy Street and Stimmel Street, both from Wood Street to Joliet Street; and Lester Street and Hazel Street, both from Weyrauch Street to Joliet Street (approximately 0.52 miles of streets), is anticipated to be completed in December 2018. The City's Street Division completed asphalt overlays on Wilson Street between Joliet Street and Illinois Route 59, and on Pilsen Road, Lee Road, and Lane Road. The Street Division also completed pavement patching on Heritage Woods Drive in October 2018.

A new emergency outdoor warning siren was installed in May 2018 at the northeast corner of Atlantic Drive and Shingle Oak Drive. New monument entrance signs were installed at City Hall, the Police Station, the Water Treatment Plant, and the City's Regional Wastewater Treatment Plant in August 2018.

The 2018 Asbestos and Lead Based Paint Abatement Project was completed at 200 Main Street in August 2018. Building structural and masonry repairs are planned for fiscal year 2019.

Other projects completed during the fiscal year included the annual Crack Sealing Program, Contractual Street Striping Program, Tree Replacement Program, Forestry Removals and Trimming Program, the Right-of-Way Maintenance Program, the Sidewalk and Curb and Gutter Replacement Program, and the EAB Insecticidal Treatment Program (soil treatment only).

Projects such as the City Hall Security Improvements Project, the City Hall HVAC Improvements Project, the 200 Main Street Renovation Project, and construction of a new salt storage facility are progressing with engineering design services and will become a priority in fiscal year 2019.

City of West Chicago

CAPITAL PROJECTS FUND

Description of Major Activities

The Capital Improvement Program covers a period of five years and consists of new construction as well as maintenance and repair to existing infrastructure. The specific projects and the financing program are described in a supplement to this program budget.

FYE 2019 Program Objectives

- (1) Complete structural repairs and masonry repairs of 200 Main Street by November 2018.
- (2) Resurface Elm Street, including the construction of a hammerhead turn-around, by August 2019.
- (3) Complete the Forest Avenue Local Agency Functional Overlay (LAFO) Project by September 2019.
- (4) Complete the Washington Street Pavement Rehabilitation Project by November 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Centerline Miles of Streets Striped	3.1	2.8	5.0	5.0
Square Feet of Sidewalk Replaced	1,949	12,008	11,000	11,000
Number of Streets Crack Sealed	20	18	15	15
Pounds of Crack Fill Material Used	35,360	27,330	35,000	35,000
Trees Removed	214	177	100	100
Parkway Trees Planted	106	110	160	130
Number of Mowings	30	30	30	30
Full Time Equivalent Positions	3.75	3.75	3.94	3.94

CAPITAL PROJECTS FUND

08-34-53

Expense Item		Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:							
4020	Administrative - Salary	109,237	110,300	106,200	139,500	146,500	153,900
4027	Operational - Salary	168,982	174,600	178,800	178,500	187,500	196,900
4029	Overtime	7,600	10,000	20,000	10,000	10,000	10,000
4050	FICA & Medicare	21,148	22,600	23,200	25,100	26,400	27,700
4053	Health/Dental/Life Insurance	36,944	39,600	30,300	41,500	44,900	48,500
4054	Unemployment Insurance	-	-	-	-	-	-
4056	IMRF	36,195	36,600	37,700	40,800	42,700	44,800
	Sub-Total	\$380,107	\$393,700	\$396,200	\$435,400	\$458,000	\$481,800
CONTRACTUAL:							
4100	Legal Fees	19,652	-	65,000	-	-	-
4101	Auditing Fees	3,780	3,900	3,900	4,100	4,300	4,500
4200	Legal Notices	895	1,000	1,200	1,000	1,000	1,000
4225	Other Contractual Services	1,042,070	880,700	884,300	911,700	943,900	964,900
4226	Traffic Signal Maintenance	-	25,000	16,700	25,000	25,000	25,000
4227	Street Light Maintenance	-	30,000	10,000	30,000	30,000	30,000
4300	IRMA General Insurance	5,063	4,900	4,900	4,400	4,700	5,000
4375	Utility Tax Rebate	24,714	60,000	60,000	60,000	60,000	60,000
	Sub-Total	\$1,096,173	\$1,005,500	\$1,046,000	\$1,036,200	\$1,068,900	\$1,090,400
COMMODITIES:							
4609	Street Patch Materials	-	1,000	1,000	1,000	1,000	1,000
4610	Street Paint	-	2,000	2,600	2,000	2,000	2,000
4611	Ice Control Materials	-	20,000	30,000	20,000	20,000	20,000
4642	Street Light Materials	-	21,000	21,000	21,000	21,000	21,000
4643	Storm Sewer Repair Materials	-	25,000	20,000	25,000	25,000	25,000
4670	Rock Salt	-	235,900	202,000	300,000	330,000	363,000
4671	Bit Patch Materials - Cold	-	8,000	13,000	8,000	8,000	8,000
4672	Bit Patch Materials - Hot	-	45,000	49,000	45,000	45,000	45,000
	Sub-Total	\$0	\$357,900	\$338,600	\$422,000	\$452,000	\$485,000
CAPITAL OUTLAY:							
4801	Building/Grounds Improvements	6,990	40,000	64,200	40,000	40,000	40,000
4807	Street Improvements	544,877	1,483,600	975,500	1,136,200	1,051,500	1,310,000
4809	Reque Road	196,230	250,000	6,500	250,000	-	-
4817	Salt Storage Facility	-	2,000,000	169,000	2,834,400	-	-
4818	200 Main Street Renovation Project	-	235,000	154,200	150,500	64,200	-
4819	City Hall HVAC Improvements	-	200,000	-	200,000	-	-
4845	St. Andrews Square/North Avenue Traffic Signal	-	500,000	-	500,000	-	-
4848	Curb and Gutter Removal and Replacement	48,503	-	-	-	-	-
4849	Early Warning Sirens	43	20,000	20,600	25,000	-	-
4854	Tree Replacement Program	31,036	35,000	29,100	48,000	35,000	35,000
4863	Sidewalk & Curb and Gutter Replacement Program	51,013	160,000	122,000	135,000	135,000	135,000
4867	Wilson/Joliet Culvert Reconstruction	18,558	-	-	-	-	-
4868	Crack Filling Program	45,641	50,000	36,100	50,000	50,000	50,000
4869	Street Striping Program	35,908	40,000	28,400	40,000	40,000	40,000
4870	Forestry - Removals and Replacements	50,524	70,000	67,300	70,000	70,000	70,000
4871	Right-of-Way Maintenance Program	78,823	91,100	76,300	75,000	82,500	90,800
4872	Right-of-Way Sign Material & Barricades	27,038	35,000	35,000	35,000	35,000	35,000
4873	Pedestrian Tunnel Improvements	185,986	371,700	800	-	-	-
4886	EAB Insecticidal Treatment Program	75,115	80,000	21,800	80,000	30,000	80,000
4888	Street Division Parking Lot Reconstruction	-	-	-	400,000	-	-
4890	City Hall Landscaping & Entrance Sign	18,496	35,000	30,600	-	-	-
4895	City Hall Security Improvements	19,452	200,000	35,000	250,000	-	-
4900	Transfers Out	-	-	-	-	-	-
	Sub-Total	\$1,434,232	\$5,896,400	\$1,872,400	\$6,319,100	\$1,633,200	\$1,885,800
	Total	\$2,910,512	\$7,653,500	\$3,653,200	\$8,212,700	\$3,612,100	\$3,943,000

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City of West Chicago

DOWNTOWN TIF FUND PROJECTED REVENUE

09-00		2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected
311100	Property Tax	969,993	950,000	950,000	950,000	950,000
371000	Interest	580	500	500	500	500
386100	Health Insurance Contributions	6,326	5,300	5,300	5,300	5,300
386500	IRMA/IPBC Revenue Adjustment	0	0	0	0	0
389000	Miscellaneous	2,535	0	3,600	0	0
	TOTAL	\$979,434	\$955,800	\$965, 400	\$955,800	\$955,800

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City of West Chicago

DOWNTOWN TAX INCREMENT FINANCE DISTRICT FUND

Financial Summary

Program	2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected
TIF Special Projects	1,279,161	1,310,100	950,200	1,087,200	840,700
TOTAL	\$1,279,161	\$1,310,100	\$950,200	\$1,087,200	\$840,700

City of West Chicago

DOWNTOWN TAX INCREMENT FINANCE DISTRICT

Performance Report on FYE 2018 Major Program Objectives

The Central Main Street Redevelopment Plan Update was completed in and adopted 2018. In an effort to work towards implementation, the City hired Christopher B. Burke Engineering Ltd. to add detail and cost estimates to the stormwater portion of the plan. The City also hired Stephen Friedman & Associates to work on a real estate marketing prospectus to entice developers to the various available sites.

Kane McKenna & Associates was hired in 2017 to determine if a smaller TIF area could qualify as a new TIF District. Their work wrapped up in early 2018. As the City moves towards implementing the Central Main Street project, the process to extinguish the current TIF District and replacing it with the smaller one will occur.

Patrick Engineering completed the remedial work associated with the West Washington Street Redevelopment Area.

City of West Chicago

DOWNTOWN TAX INCREMENT FINANCE DISTRICT

Description of Major Activities

TIF District funds are utilized to make improvements within the designated district that will revitalize the area and ultimately result in increased property values and a self-sustaining district. Specific activities conducted to accomplish revitalization include providing and promoting façade grants, creating sub-area plans for specific areas within the district and property assembly. Expenditures for promoting the downtown are also included in the TIF program.

FYE 2019 Program Objectives

- (1) Review extinguishing the current TIF District and establishing the smaller one by December 2019.
- (2) Complete structural improvements and roof work at Gallery 200 by July 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Façade Grants	6	5	5	5
New Businesses	93	90	90	90
Full Time Equivalent Positions	5.04	5.04	3.81	3.81

**DOWNTOWN TAX INCREMENT FINANCE DISTRICT FUND
SPECIAL PROJECTS**

09-34-54

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:						
4020 Administrative - Salary	317,761	361,100	329,400	304,700	316,900	329,600
4027 Operational - Salary	78,759	84,400	83,500	46,900	48,800	50,800
4029 Overtime	3,436	5,000	9,000	9,000	9,000	9,000
4050 FICA & Medicare	30,001	34,500	32,300	27,600	28,700	29,800
4053 Health/Dental/Life Insurance	61,574	66,000	64,900	70,100	75,800	81,900
4054 Unemployment Insurance	-	-	-	-	-	-
4056 IMRF	50,617	56,000	52,400	44,800	46,600	48,400
Sub-Total	\$542,148	\$607,000	\$571,500	\$503,100	\$525,800	\$549,500
CONTRACTUAL:						
4100 Legal Fees	9,400	3,000	1,000	5,000	3,000	3,000
4112 Memberships/Dues/Subscriptions	550	600	-	900	900	900
4200 Legal Notices	-	1,000	-	1,000	1,000	1,000
4202 Telephone and Alarms	8,160	6,500	8,500	8,500	8,500	8,500
4216 Grounds Maintenance	12,937	15,000	11,500	14,900	15,700	16,500
4225 Other Contractual Services	504,013	209,000	124,400	79,100	44,100	44,100
4365 Payments to Taxing Bodies	81,043	85,000	82,600	85,000	87,000	89,000
Sub-Total	\$616,103	\$320,100	\$228,000	\$194,400	\$160,200	\$163,000
COMMODITIES:						
4613 Postage	-	500	-	500	500	500
4680 Special Events	27,764	35,000	43,000	43,000	43,000	43,000
4700 Prospect Development	-	2,000	300	2,000	2,000	2,000
4714 Interfund Loan Interest	407	1,000	500	700	700	700
Sub-Total	\$28,171	\$38,500	\$43,800	\$46,200	\$46,200	\$46,200
CAPITAL OUTLAY:						
4801 Buildings/Grounds Improvements	6,847	250,000	14,800	250,000	15,000	15,000
4806 Other Capital Outlay	-	-	-	-	-	-
4809 Land	45,838	48,500	47,100	48,500	48,500	48,500
4813 Façade Program	35,766	30,000	30,000	30,000	30,000	30,000
4815 Streetscape Program	4,289	6,000	5,000	5,000	5,000	5,000
4816 Retail Grant Program	-	10,000	10,000	10,000	10,000	10,000
Sub-Total	\$92,740	\$344,500	\$106,900	\$343,500	\$108,500	\$108,500
Total	\$1,279,161	\$1,310,100	\$950,200	\$1,087,200	\$840,700	\$867,200

City of West Chicago

**PUBLIC BENEFIT FUND
PROJECTED REVENUE**

13-00		2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected
371000	Interest	1,325	800	800	800	800
389000	Miscellaneous	0	0	0	0	0
390000	Transfers	0	0	0	0	0
	TOTAL	\$1,325	\$800	\$800	\$800	\$800

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City of West Chicago

PUBLIC BENEFIT FUND

Financial Summary

Program	2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected
Operations	385,578	0	0	0	0
TOTAL	\$385,578	\$0	\$0	\$0	\$0

City of West Chicago

PUBLIC BENEFIT FUND

Performance Report on FYE 2018 Major Program Objectives

There were no projects planned for this Fund in 2018.

City of West Chicago

PUBLIC BENEFIT FUND

Description of Major Activities

This Fund holds the money obtained in the settlement with the Kerr-McGee Chemical Corporation (now Tronox). In 1998, the West Chicago City Council adopted a policy that provided for only using the accrued interest from this fund, in addition covering the costs for oversight of the Kerr-McGee clean up. To date, funding has only been allocated to five projects from this Fund: Sesquicentennial Park; monument and wayfinding signage; loan to the TIF Fund for property acquisition; property acquisition and associated expenses for the government campus and along High Street; and the music and arts venue at Reed-Keppler Park.

FYE 2019 PROGRAM OBJECTIVES

There are no projects planned for the Fund in 2019.

PUBLIC BENEFIT FUND

13-34-56

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
CAPITAL OUTLAY:						
4801 Buildings/Grounds Improvements	-	-	-	-	-	-
4806 Other Capital Outlay	385,578	-	-	-	-	-
4809 Land	-	-	-	-	-	-
Sub-Total	\$385,578	\$0	\$0	\$0	\$0	\$0
Total	\$385,578	\$0	\$0	\$0	\$0	\$0

City of West Chicago

**OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND
PROJECTED REVENUE**

15-00		2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected
311100	Property Tax	14,500	\$19,000	12,200	13,000	13,000
371000	Interest	0	0	0	0	0
	TOTAL	\$14,500	\$19,000	\$12,200	\$13,000	\$13,000

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City of West Chicago

OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

Financial Summary

Program	2017 Actual	2018 Budgeted	2018 Estimated	2019 Propose	2020 Projected
Operations	18,000	0	0	0	0
TOTAL	\$18,000	\$0	0	0	0

City of West Chicago

OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

Performance Report on FYE 2018 Major Program Objectives

There were no projects planned in this Fund in 2018.

City of West Chicago

OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

Description of Major Activities

TIF District funds are utilized to make improvements within the designated district that will revitalize the area and ultimately result in increased property values and a self-sustaining district. Specific activities conducted to accomplish revitalization include providing grants to improve the infrastructure of the district. Expenditures for promoting the district are also included in the TIF program, which includes marketing.

FYE 2019 Program Objectives

There are no projects planned in this Fund for 2019.

OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

15-34-54

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
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CONTRACTUAL:

4100 Legal Fees

Sub-Total	-	-	-	-	-	-
	\$0	\$0	\$0	\$0	\$0	\$0

CONTRACTUAL:

4700 Prospect Development

Sub-Total	18,000	-	-	-	-	-
	\$18,000	\$0	\$0	\$0	\$0	\$0

Total	\$18,000	\$0	\$0	\$0	\$0	\$0
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City of West Chicago

**COMMUTER PARKING
PROJECTED REVENUE**

43-00		2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected
334000	Daily Parking Fees	82,275	80,000	67,400	80,000	80,000
334500	Commuter Parking Cards	140	500	0	500	500
345600	Parking Permits	59,573	68,000	58,200	68,000	68,000
371000	Interest	0	0	0	0	0
389000	Miscellaneous	180	0	200	0	0
	TOTAL	\$142,168	\$135,500	\$125,800	\$135,000	\$135,000

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City of West Chicago

COMMUTER PARKING FUND

Financial Summary

Program	2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected
Operation & Maintenance	113,075	243,800	116,600	194,700	196,900
TOTAL	\$113,075	\$243,800	\$116,600	\$194,700	\$196,900

City of West Chicago

COMMUTER PARKING FUND

Performance Report on FYE 2018 Major Program Objectives

Landscape maintenance services around the commuter parking lots and METRA station were performed contractually in 2018. The grounds were maintained weekly from May through November, and included grass mowing, trimming, edging, trash and debris pickup, and weeding. In addition, all planting beds were mulched and all bushes were trimmed.

Routine maintenance was completed at the METRA Station by City staff, including painting of exterior railings and touch-up painting of both interior and exterior wood trim around all lower windows and doors. Staff also evaluated and replaced lower exterior wood trim where needed. City staff also installed ten new bike lockers on a concrete pad in November 2018 and replaced the water service line to the building in September 2018.

Electrical conduit was contractually installed in the Union Pacific's tunnel in October 2018, and security cameras should be installed in late November/early December 2018.

Replacement of deficient landscape areas around the METRA Station were not completed at METRA'S request due to future planned building and train platform ADA improvements (not anticipated until 2020 due to funding). Landscape improvements around the outer portion of the METRA station parking lot will be programmed for 2019.

City of West Chicago

COMMUTER PARKING FUND

Description of Major Activities

This program funds the maintenance of both commuter parking lots and the train station. Activities include snow removal, mowing and landscaping, trash removal, janitorial service and maintenance for the building, parking lots, and payment machines.

FYE 2019 Program Objectives

- (1) Replace exterior wood trim, siding, flashings, and windows on upper Cupola by November 2019.
- (2) Replace railings around the METRA Station platform by December 2019.
- (3) Evaluate landscaping around METRA Station parking lot, adjacent to Main Street and Wilson Avenue, and replace deficient areas by October 2019.

Ongoing Activity Measures	2017 Actual	2018 Estimated	2019 Proposed	2020 Projected
Mowing/Weeding of Grounds	30	30	30	30
Snow Removal/Salting	24	25	25	25
Trash Removal, Sweeping & Cleaning Station	150	150	150	150
Full Time Equivalent Positions	0.25	0.25	0.25	0.25

**COMMUTER PARKING FUND
OPERATION & MAINTENANCE**

43-34-76

Expense Item	Actual 2017	Budgeted 2018	Estimated 2018	Proposed 2019	Projected 2020	Projected 2021
SALARY & WAGES:						
4020 Administrative - Salary	7,494	7,200	7,500	7,900	8,300	8,800
4027 Operational - Salary	11,089	12,200	12,200	12,700	13,400	14,100
4029 Overtime	453	1,000	1,300	1,000	1,000	1,000
4050 FICA & Medicare	1,455	1,600	1,600	1,700	1,800	1,900
4056 IMRF	3,888	2,600	2,600	2,700	2,900	3,000
Sub-Total	\$24,379	\$24,600	\$25,200	\$26,000	\$27,400	\$28,800
CONTRACTUAL:						
4101 Audit Fees	1,260	1,300	1,300	1,400	1,500	1,600
4202 Telephone and Alarms	3,535	3,000	3,600	3,600	3,600	3,600
4204 Electric	20,050	20,000	15,600	20,000	20,000	20,000
4211 Printing and Binding	368	900	400	500	500	500
4216 Grounds Maintenance	4,760	5,400	4,800	4,800	5,100	5,400
4219 Contract Janitorial Service	3,540	3,600	3,600	3,400	3,800	4,200
4225 Other Contractual Services	15,730	25,000	31,300	25,000	25,000	25,000
Sub-Total	\$49,243	\$59,200	\$60,600	\$58,700	\$59,500	\$60,300
COMMODITIES:						
4613 Postage	874	1,000	1,000	1,000	1,000	1,000
4649 Miscellaneous Commodities	3,676	3,000	3,000	3,000	3,000	3,000
4702 Bank Fees	5,746	6,000	6,000	6,000	6,000	6,000
Sub-Total	\$10,296	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
CAPITAL OUTLAY:						
4801 Building/Grounds Improvements	-	100,000	2,000	100,000	100,000	-
4806 Other Capital Outlay	2,310	50,000	18,800	-	-	-
4808 Depreciation	26,847	-	-	-	-	-
Sub-Total	\$29,157	\$150,000	\$20,800	\$100,000	\$100,000	\$0
Total	\$113,075	\$243,800	\$116,600	\$194,700	\$196,900	\$99,100