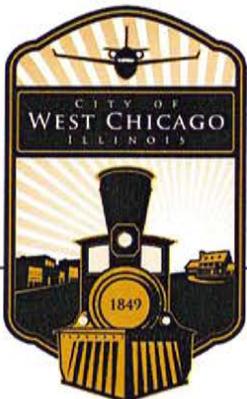


CITY OF  
WEST CHICAGO

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WHERE HISTORY & PROGRESS MEET

2018  
Budget



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Michael L. Guttman  
CITY ADMINISTRATOR

DECEMBER 2017

# CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

December 11, 2017

Dear Mayor Pineda and Aldermen:

I hereby present to you the 2018 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 2018 Annual Budget totals \$44,854,700 which is a decrease of 7.12% as compared to the 2017 Budget, as amended; specifically, the General Fund reflects a decrease of 4.90% as compared to the 2017 Budget, as amended.

## **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 fourteenth 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 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

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Ruben Pineda  
MAYOR  
Nancy M. Smith  
CITY CLERK

Michael L. Guttman  
CITY ADMINISTRATOR

totaling approximately \$152,000. The target goal for the enterprise funds was a two percent reduction. The proposed 2018 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 City Council has directed staff to do what it can to relieve the financial burden on our customers, and following such, there are no new tax, fee or rate increases included in the proposed Budget. However, as forecast last year, staff discussed increasing the daily commuter parking rate to \$1.75 (though \$2.00 was desired) and there is a 2.2% increase in the property tax to cover the large increase in police pension costs. In the first quarter of 2018, staff will return to the Finance Committee to discuss a stepped plan to increase sewer rates to cover capital improvements at the WWTP as well as various strategies to close the \$1.8 million gap that is being forecast for 2020. This gap primarily exists for three reasons: (1) increased cost of the West Washington Street clean-up due to the presence of thorium; (2) revenues generated by Police Department employees is down \$300,000 annually; and the State of Illinois is taking another \$325,000 annually from the City (mostly through lower income and personal property replacement tax distributions), and that's on top of previous takes of these revenue sources.

#### 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.

#### 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 2018 Budget. The proposed Budget includes a planned spend down of reserves, consistent with the Finance Committee's direction over the last nine years, to make it a balanced budget.

## Significant Highlights – All Funds

*Personnel Changes* – The City now employs 122 full-time employees and two part-time employees, 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 2018. 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 2017 through June 2018, 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, 2018; a six percent increase is reflected in the Proposed Budget.

*Customer Impact* – There are service reductions proposed in the 2018 Budget. The Finance Committee directed staff to include a 2.2% increase in the property tax levy and the daily rate to park at the commuter lots is increasing 0.25 cents.

The following table shows the difference in budgeted amounts between 2017 and 2018 for each of the Funds:

<b>Fund</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>Percent Change</b>
General Fund	\$19,150,500	\$18,213,000	-4.90%
Capital Equipment Replacement Fund	\$1,893,400	\$999,900	-47.19%
Sewer Fund	\$10,510,500	\$8,678,500	-17.43%
Water Fund	\$8,403,400	\$7,995,300	-4.86%
Capital Projects Fund	\$6,049,800	\$7,453,100	23.20%
Downtown TIF Fund	\$1,585,100	\$1,301,100	-17.92%
Public Benefit Fund	\$400,000	\$0	-100.00%
Oliver Square TIF Fund	\$30,000	\$0	-100.00%
Commuter Parking Fund	\$269,400	\$213,800	-20.64%
All Funds	\$48,292,100	\$44,854,700	-7.12%

### 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 four key revenue sources, which account for 68.60% of the total General Fund revenues:

Sales and Use Taxes	26.36%
Property Tax	22.00%
Income Tax	15.38%
Telecommunications Tax	4.86%

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 \$775,000 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 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. Also, a component of that Plan, additional money (\$30,000). Finally, the cost of the West Washington Street Remediation Project is being shared with the Downtown TIF Fund, with \$400,000 being budgeted here.
- Administrative Services Department – There are no major changes in this Department's budget.
- Police Department – The amount allocated for police pension is \$2,500,000 higher this year (\$142,000). Due primarily to the construction of DUCOMM's second facility, our dispatch costs have increased by \$47,900. The DUCOMM Board is still reviewing its draft Budget, so this figure may be smaller in the end. Legal fees re project to increase by allowing local Ordinances violations to be heard via the City's administrative adjudication system, though there should be offsetting revenues since the City will be able to keep 100% of the fine amounts, instead of sharing them with several County agencies.
- Public Works Department – There are no major changes in this Department's General Fund Budget, except for an anticipated increase in the brush collection contract (\$15,300) and break-even project switches between the MFT Program and the Capital Projects Fund.
- Community Development Department – There are no major changes in this Department's General Fund Budget except for money is included for fireworks (\$15,000) – last year it was funded from contingency – and the addition of \$10,000 for one new special event, both in accordance with the action items in the Strategic Plan.

### **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 2018: one dump truck (\$120,000); one street sweeper (\$320,000); one television truck (\$174,000); and five police vehicles (\$165,000). Of note, there will be no transfers from the General Fund accounts to the CERF in 2018 due to there being a sufficient fund balance in the latter Fund.

**Sewer Fund**

In 2018, significant money is again allocated for the Inflow & Infiltration Program (\$875,000) and \$550,000 to engineer and construct improvements to the Aspen Ridge lift station. The primary capital project is completing upgrades to the SCADA system at the Wastewater Treatment Plant (\$750,000).

**Water Fund**

In 2018, there are no major changes to the operational components of the Water Fund other than the every two year project of cleaning out the sludge lagoons (\$600,000). The primary capital projects that will be undertaken include installation of a generator for Well #3 (\$385,000), the Booster Station #4 Rehabilitation Project (\$350,000) and watermain work associated with the street resurfacing projects (\$421,300).

**Capital Projects Fund**

With the ¾ cent home rule sales tax in place to supplement the utility tax monies earmarked for this fund, the 2018 Capital Project Fund Budget includes \$1,283,200 for street resurfacing and \$880,700 for the Thomas Engineering Group. There is also money set aside for security and HVAC improvements at City Hall (\$400,000) and a new salt storage facility (\$2,000,000 is included and is being used as a placeholder until further direction is given by the Infrastructure Committee). The Infrastructure Committee approved the 2018 Capital Projects Fund at its November meeting.

**Downtown TIF Fund**

Background work on and environmental remediation for the West Washington Street Redevelopment Area (\$200,000) will continue (costs shared with the General Fund). Also 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; the Capital Projects Fund is also contributing to this Project.

**Public Benefit Fund**

There are no expenses forecast for this Fund.

**Oliver Square 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 2018 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. L. Guttman", with a long horizontal flourish 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 utility taxes from the consumption of gas and electricity shall be deposited in the Capital Projects Fund. Maintenance activities shall be limited within this Fund.

*City of West Chicago*

GENERAL FUND  
PROJECTED REVENUE

01-00	2016 Actual	2017 Budgeted	2017 Estimated	2018 Proposed	2019 Projected	2020 Projected
311000	160,396	160,000	170,000	138,000	138,000	138,000
311100	3,498,471	3,430,000	3,487,000	3,505,400	3,610,600	3,719,000
312000	3,272,859	3,300,000	3,480,000	3,550,000	3,692,000	3,839,700
313000	2,636,660	2,700,000	2,400,000	2,450,000	2,548,000	2,650,000
314000	716,433	700,000	690,000	700,000	700,000	700,000
316000	680,840	600,000	665,000	650,000	676,000	703,100
321000	15,150	-	3,300	4,000	4,000	4,000
333000	350	2,500	600	2,500	2,500	2,500
335000	77,576	75,000	76,600	75,000	75,000	75,000
336000	12,222	10,000	13,800	10,000	10,000	10,000
336100	360,774	330,000	370,000	390,000	417,300	446,600
337000	37,100	40,000	59,100	45,000	45,000	45,000
345000	586,801	400,000	401,400	400,000	400,000	400,000
345100	4,446	1,500	900	1,500	1,500	1,500
345200	89,900	65,000	70,000	65,000	65,000	65,000
345300	217,604	170,000	170,000	170,000	170,000	170,000
345500	-	-	-	-	50,000	50,000
347000	106,015	100,000	114,000	100,000	100,000	100,000
347500	108,211	100,000	105,000	100,000	100,000	100,000
348100	42,775	37,000	45,400	37,000	37,000	37,000
348200	22,490	25,000	25,000	25,000	25,000	25,000
348000	74,890	65,000	72,000	70,000	70,000	70,000
351000	251,949	300,000	245,000	250,000	300,000	325,000
352000	87,238	75,000	73,000	75,000	75,000	75,000
353000	28,355	20,000	23,700	20,000	20,000	20,000
354000	74,601	80,000	92,100	85,000	85,000	85,000
354100	382,225	400,000	270,000	300,000	300,000	300,000
354500	-	-	-	15,000	15,000	15,000
355000	27,600	50,000	25,000	25,000	25,000	25,000
357000	54,361	-	59,100	-	-	-
361000	9,650	20,000	9,300	20,000	20,000	20,000
362000	355,157	250,000	210,000	250,000	250,000	250,000
365000	713,942	675,000	648,700	675,000	675,000	675,000
366000	806,698	775,000	775,000	775,000	775,000	775,000
367000	279,676	275,000	280,100	275,000	275,000	275,000
371000	4,832	3,000	7,100	5,000	5,000	5,000
386000	107,423	50,000	103,600	50,000	50,000	50,000
386100	143,857	145,000	165,000	155,000	169,000	174,100
386500	149,994	200,000	200,000	200,000	200,000	200,000
387800	195,428	180,000	201,000	180,000	180,000	180,000
389000	151,160	100,000	103,000	100,000	100,000	100,000
390000	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$16,546,110</b>	<b>\$15,909,000</b>	<b>15,909,800</b>	<b>\$15,943,400</b>	<b>\$16,455,900</b>	<b>\$16,900,500</b>

*City of West Chicago*

GENERAL FUND EXPENDITURES

Department	2016 Actual	2017 Budgeted	2017 Estimated	2018 Proposed	2019 Projected	2020 Projected
City Council	172,117	236,800	149,200	174,600	174,600	174,600
City Administrator's Office	344,719	1,100,500	898,600	909,100	537,500	573,600
Administrative Services	2,518,763	2,975,900	2,786,800	3,035,300	3,014,000	3,204,100
Police	9,849,220	10,329,500	10,091,600	10,127,000	10,660,100	11,029,800
Public Works	2,761,469	3,178,000	2,943,800	2,708,500	3,278,400	3,363,500
Community Development	1,141,939	1,329,800	1,229,500	1,258,500	1,282,600	1,309,200
<b>Total</b>	<b>\$16,788,227</b>	<b>\$19,150,500</b>	<b>\$18,099,500</b>	<b>\$18,213,000</b>	<b>\$18,947,200</b>	<b>\$19,654,800</b>

# City of West Chicago

## CITY COUNCIL

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### Financial Summary

<b>Program</b>	<b>2016 Actual</b>	<b>2017 Budgeted</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Operations	172,117	236,800	149,200	174,600	174,600
<b>TOTAL</b>	<b>\$172,117</b>	<b>\$236,800</b>	<b>\$149,200</b>	<b>\$174,600</b>	<b>\$174,600</b>

# *City of West Chicago*

## CITY COUNCIL

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### Performance Report on FYE 2017 Major Program Objectives

A few highlights from the 2017 Fiscal Year:

- Property taxes account for 21% of the General Fund Budget, and are used to primarily fund police officers and their pensions.
- The City gets about five cents on the dollar from the property tax bill.
- The City hasn't raised its levy in six years.
- The City will have to do with about \$500,000 less from the State of Illinois, due to a variety of cuts/actions including there is now a handling fee for the collection of home rule sales tax and a diversion of local government income tax monies to the State's accounts.
- Revenues collected due to enforcement done by police officers and other Department staff members has declined dramatically over the last five years, accounting for an estimated \$300,000 reduction this year.

The City continues its pursuit of acquiring Reque Road from the Pietrobon family; most of 2017 was spent battling a traverse action filed by the Defendant.

The City Council decided to place a question before the voters at the March 2018 election to ascertain whether or not they want to allow video gaming in West Chicago.

Staff and the representatives of six other local taxing bodies worked on economic incentive packages for Norix Furniture and Suncast Corporation, both of which are looking to locate within the DuPage Business Center.

# 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.

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Liquor Licenses Issued	33	35	35	35
Block Party Permits	13	15	15	15
<b>Full Time Equivalent Positions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**CITY COUNCIL  
Operations**

01-01-10

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4010 Aldermen-Salary	22,853	33,600	25,000	33,600	33,600	33,600
4011 Mayor-Salary	15,000	15,000	15,000	15,000	15,000	15,000
4012 Corporation Counsel-Salary	3,000	3,000	3,000	3,000	3,000	3,000
4014 City Clerk-Salary	4,500	4,500	4,500	4,500	4,500	4,500
4015 Deputy City Clerk-Salary	-	400	-	-	-	-
4050 FICA & Medicare	3,241	4,100	3,500	4,100	4,100	4,100
<b>Sub-Total</b>	<b>\$48,594</b>	<b>\$60,600</b>	<b>\$51,000</b>	<b>\$60,200</b>	<b>\$60,200</b>	<b>\$60,200</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	38,764	72,000	27,000	40,000	40,000	40,000
4105 Consultants	-	1,000	-	1,000	1,000	1,000
4110 Training and Tuition	-	3,000	100	3,000	3,000	3,000
4112 Memberships/Dues/Subscriptions	32,647	45,000	45,000	45,000	45,000	45,000
4200 Legal Notices	890	1,500	1,500	1,500	1,500	1,500
4211 Printing and Binding	7,802	10,000	10,000	10,000	10,000	10,000
4223 Legal Reporter Fees	580	500	600	600	600	600
<b>Sub-Total</b>	<b>\$80,683</b>	<b>\$133,000</b>	<b>\$84,200</b>	<b>\$101,100</b>	<b>\$101,100</b>	<b>\$101,100</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	858	500	1,200	500	500	500
4613 Postage	71	200	300	300	300	300
4650 Miscellaneous Commodities	1,627	2,000	2,000	2,000	2,000	2,000
4660 Grants	40,000	40,000	10,000	10,000	10,000	10,000
4720 Other Charges	285	500	500	500	500	500
<b>Sub-Total</b>	<b>\$42,840</b>	<b>\$43,200</b>	<b>\$14,000</b>	<b>\$13,300</b>	<b>\$13,300</b>	<b>\$13,300</b>
<b>Total</b>	<b>\$172,117</b>	<b>\$236,800</b>	<b>\$149,200</b>	<b>\$174,600</b>	<b>\$174,600</b>	<b>\$174,600</b>

# *City of West Chicago*

## CITY ADMINISTRATOR'S OFFICE

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### Financial Summary

<b>Program</b>	<b>2016 Actual</b>	<b>2017 Budgeted</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Administration	212,952	257,900	235,100	277,300	286,800
Special Projects	45,591	575,000	486,500	450,000	50,000
Marketing and Communications	86,175	267,600	177,000	181,800	200,700
<b>TOTAL</b>	<b>\$344,718</b>	<b>\$1,100,500</b>	<b>\$898,600</b>	<b>\$909,100</b>	<b>\$537,500</b>

# *City of West Chicago*

## CITY ADMINISTRATOR'S OFFICE

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### Performance Report on FYE 2017 Major Program Objectives

The City is on track toward completing about 95% of its first year objectives detailed in the Strategic Plan. A few highlights include:

- a. Remediation will begin yet this year on the contamination part of the West Washington Street Redevelopment Area.
- b. The Central Main Street Plan update will be made public by the end of the year for comment.
- c. A Marketing Plan has been approved by the City Council, and the implementation plan component will be done by year's end.
- d. The Open Community Project, an initiative to better engage the City's Latino population, has been created, with implementation set to begin next year.

The Community Outreach Specialist/Latino Ombudsman position was filled in June 2017. An initial assessment of the barriers impeding the Latino population from engaging more in civic activities has been completed, and some recommendations were reviewed/endorsed by the Public Affairs Committee in October.

Staff researched an automated solution to the agenda preparation and dissemination process, and has found one program that should meet the City's needs. Depending on the type of tablets that are chosen for the elected officials, implementation of this program should occur in mid-2018.

Supplementing normal activities of the Marketing/Communications Division as outlined in its Program Description, staff accomplished the following implementation strategies of the West Chicago Strategic Plan: selection and hiring of a Marketing Consultant; continued ongoing efforts to promote West Chicago through Move with the Mayor, Viva Mexico Independence Day Festival, Brilliance in Business Awards and Downtown Halloween events; secured feature community profile in West Suburban Magazine, Mayor on the Move segment on 95.9 The River Radio which showcased three residents touring their individual neighborhoods and three separate West Chicago-connected artist interviews on WGN Radio. Also, staff supported collaborations with the West Chicago Park District on The Shell, People Made Visible and Gallery Theater to find a new home for the theater and DuPage Airport Authority for a Back to School event. Another met objective is elevating current online economic development tools through a new section which celebrates business success stories and a dedicated micro-site.

# 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 2018 Program Objectives

- (1) Continue to oversee implementation of the Strategic Plan through December 2018.
- (2) Create a Civics Academy by September 2018.
- (3) Implement an automated solution to the agenda preparation and dissemination process by September 2018.

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Prepare Agendas and Materials for Council Meetings	24	24	24	24
FOIA Requests Processed	635	640	640	640
<b>Full Time Equivalent Positions</b>	<b>1.00</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>

**CITY ADMINISTRATOR'S OFFICE**  
**Administration**

01-02-10

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	139,652	175,100	156,000	178,500	185,700	193,200
4050 FICA & Medicare	7,827	13,400	12,000	13,700	14,300	14,800
4052 ICMA - RC	8,663	9,000	9,000	9,300	9,800	10,300
4056 IMRF	18,734	22,200	19,800	22,200	23,100	24,000
<b>Sub-Total</b>	<b>\$174,876</b>	<b>\$219,700</b>	<b>\$196,800</b>	<b>\$223,700</b>	<b>\$232,900</b>	<b>\$242,300</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	-	5,000	-	5,000	5,000	5,000
4110 Training and Tuition	-	4,000	1,000	4,000	4,000	4,000
4112 Memberships/Dues/Subscriptions	1,802	2,000	2,000	2,000	2,000	2,000
4125 Software Maintenance	-	-	-	6,300	6,300	6,300
4202 Telephone and Alarms	30,085	20,000	30,000	20,000	20,000	20,000
4300 IRMA General Insurance	4,230	3,900	3,800	3,700	4,000	4,300
<b>Sub-Total</b>	<b>\$36,117</b>	<b>\$34,900</b>	<b>\$36,800</b>	<b>\$41,000</b>	<b>\$41,300</b>	<b>\$41,600</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	78	200	200	200	200	200
4607 Gas and Oil	1,014	2,000	1,000	1,300	1,300	1,300
4613 Postage	-	100	-	100	100	100
4650 Miscellaneous Commodities	-	-	-	10,000	10,000	10,000
4720 Other Charges	868	1,000	300	1,000	1,000	1,000
<b>Sub-Total</b>	<b>\$1,960</b>	<b>\$3,300</b>	<b>\$1,500</b>	<b>\$12,600</b>	<b>\$12,600</b>	<b>\$12,600</b>
<b>Total</b>	<b>\$212,952</b>	<b>\$257,900</b>	<b>\$235,100</b>	<b>\$277,300</b>	<b>\$286,800</b>	<b>\$296,500</b>

# *City of West Chicago*

## CITY ADMINISTRATOR'S OFFICE *Special Projects*

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### 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 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>CONTRACTUAL:</b>						
4225 Other Contractual Services	45,591	525,000	461,500	400,000	-	-
4375 Sales Tax Rebate	-	50,000	25,000	50,000	50,000	50,000
<b>Sub-Total</b>	<b>45,591</b>	<b>575,000</b>	<b>486,500</b>	<b>450,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Total</b>	<b>\$45,591</b>	<b>\$575,000</b>	<b>\$486,500</b>	<b>\$450,000</b>	<b>\$50,000</b>	<b>\$50,000</b>

# *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 2018 Program Objectives

- (1) Maintain two new City social media platforms: Facebook & Instagram by January 2018
- (2) Reinvent an existing weekly blog into a digital Community News Publication by March 2018
- (3) Support creation of new print marketing collateral for economic development by August 2018

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Newsletters Produced	6	4	4	4
Press Releases Prepared	143	170	175	175
E-News Releases Prepared	151	150	160	175
Tweets	469	500	600	600
LED Messages Programmed	275	200	250	300
<b>Full Time Equivalent Positions</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>

**CITY ADMINISTRATOR'S OFFICE**  
**Marketing and Communications**

01-02-08

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	26,485	43,300	27,000	27,600	28,800	30,000
4050 FICA & Medicare	1,997	3,400	2,100	2,200	2,300	2,300
4056 IMRF	3,551	5,400	3,500	3,500	3,600	3,800
<b>Sub-Total</b>	<b>\$32,034</b>	<b>\$52,100</b>	<b>\$32,600</b>	<b>\$33,300</b>	<b>\$34,700</b>	<b>\$36,100</b>
<b>CONTRACTUAL:</b>						
4100 Legal	-	500	-	500	500	500
4107 Newsletter Creation & Distribution	10,330	20,000	20,000	25,000	25,000	28,000
4110 Training and Tuition	-	3,000	2,000	2,500	2,500	3,000
4112 Memberships/Dues/Subscriptions	851	2,500	1,200	2,500	2,500	2,500
4125 Software Maintenance	1,973	2,000	-	1,000	1,500	2,000
4202 Telephone & Alarms	752	1,000	700	1,000	1,000	1,500
4204 Electric	865	1,000	1,000	1,000	1,500	1,500
4211 Printing & Binding	-	5,000	-	5,000	1,000	1,500
4212 Advertising	5,762	50,000	15,000	38,500	40,000	44,000
4225 Other Contractual Services	24,294	105,000	85,000	42,000	66,000	81,000
<b>Sub-Total</b>	<b>\$44,826</b>	<b>\$190,000</b>	<b>\$124,900</b>	<b>\$119,000</b>	<b>\$141,500</b>	<b>\$165,500</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	210	1,500	-	500	500	500
4628 Gallery 200	6,000	6,000	6,000	6,000	6,000	7,000
4646 Arts Programming Supplies	2,665	17,500	13,500	22,500	17,500	17,500
4680 Special Activities	-	500	-	500	500	500
4700 Prospect Development	440	-	-	-	-	-
<b>Sub-Total</b>	<b>\$9,315</b>	<b>\$25,500</b>	<b>\$19,500</b>	<b>\$29,500</b>	<b>\$24,500</b>	<b>\$25,500</b>
<b>Total</b>	<b>\$86,175</b>	<b>\$267,600</b>	<b>\$177,000</b>	<b>\$181,800</b>	<b>\$200,700</b>	<b>\$227,100</b>

	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
Human Resources	\$1,709,903	\$1,788,700	\$1,795,100	\$1,910,000	\$2,007,200	\$2,174,500
Accounting	\$221,606	\$239,400	\$230,300	\$239,100	\$239,400	\$250,800
IT	\$342,761	\$676,400	\$503,900	\$627,400	\$490,400	\$497,800
GIS	\$47,955	\$58,400	\$50,500	\$57,000	\$67,000	\$60,700
Administration	\$196,538	\$213,000	\$207,000	\$201,800	\$210,000	\$220,300
Total	\$2,518,763	\$2,975,900	\$2,786,800	\$3,035,300	\$3,014,000	\$3,204,100

**ADMINISTRATIVE SERVICES**  
*Human Resources*

01-05-01

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	83,439	85,400	82,200	86,000	90,300	94,900
4050 FICA & Medicare	6,297	6,600	6,200	6,600	7,000	7,300
4053 Health/Dental/Life Insurance	1,530,513	1,605,800	1,604,700	1,715,900	1,836,100	1,964,700
4056 IMRF	11,185	10,900	10,400	10,700	11,300	11,800
<b>Sub-Total</b>	<b>\$1,631,434</b>	<b>\$1,708,700</b>	<b>\$1,703,500</b>	<b>\$1,819,200</b>	<b>\$1,944,700</b>	<b>\$2,078,700</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	34,485	38,000	70,700	35,000	35,000	40,000
4108 Employment Exams	28,854	20,000	3,500	35,000	5,000	35,000
4110 Training and Tuition	-	2,500	-	2,500	2,500	2,500
4112 Memberships and Dues	785	900	800	1,100	1,100	1,100
4202 Telephone and Alarms	5,371	5,500	5,400	5,500	5,500	5,500
4212 Advertising	680	1,200	1,600	1,500	1,500	1,500
<b>Sub-Total</b>	<b>\$70,175</b>	<b>\$68,100</b>	<b>\$82,000</b>	<b>\$80,600</b>	<b>\$50,600</b>	<b>\$85,600</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	238	500	100	500	500	500
4650 Miscellaneous Commodities	-	200	-	200	200	200
4674 Safety Budget	3,469	5,200	4,400	3,500	5,200	3,500
4680 Employee Events	4,587	6,000	5,100	6,000	6,000	6,000
<b>Sub-Total</b>	<b>\$8,294</b>	<b>\$11,900</b>	<b>\$9,600</b>	<b>\$10,200</b>	<b>\$11,900</b>	<b>\$10,200</b>
<b>Total</b>	<b>\$1,709,903</b>	<b>\$1,788,700</b>	<b>\$1,795,100</b>	<b>\$1,910,000</b>	<b>\$2,007,200</b>	<b>\$2,174,500</b>

**ADMINISTRATIVE SERVICES**  
**Accounting**

01-05-02

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	141,306	145,500	143,500	146,000	153,300	161,000
4029 Overtime	-	200	-	200	200	200
4050 FICA & Medicare	9,846	11,200	11,000	11,200	11,800	12,400
4052 ICMA-RC	1,197	1,400	1,300	1,400	1,500	1,600
4056 IMRF	18,944	18,500	18,100	18,200	19,100	20,100
<b>Sub-Total</b>	<b>\$171,294</b>	<b>\$176,800</b>	<b>\$173,900</b>	<b>\$177,000</b>	<b>\$185,900</b>	<b>\$195,300</b>
<b>CONTRACTUAL:</b>						
4101 Auditing Fees	15,580	17,700	16,000	16,400	15,300	15,700
4108 Employment Exams	-	100	-	-	-	-
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	9,822	10,300	10,500	11,000	11,500	12,100
4202 Telephone and Alarms	10,230	11,000	11,800	11,000	6,000	6,000
4225 Other Contractual Services	3,000	3,000	500	3,000	2,000	3,000
4425 Hardware Maintenance	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$38,958</b>	<b>\$45,100</b>	<b>\$39,200</b>	<b>\$44,400</b>	<b>\$37,800</b>	<b>\$39,800</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	256	500	400	500	500	500
4650 Miscellaneous Commodities	-	200	-	200	200	200
4702 Bank Fees	11,099	16,800	16,800	17,000	15,000	15,000
<b>Sub-Total</b>	<b>\$11,355</b>	<b>\$17,500</b>	<b>\$17,200</b>	<b>\$17,700</b>	<b>\$15,700</b>	<b>\$15,700</b>
<b>Total</b>	<b>\$221,606</b>	<b>\$239,400</b>	<b>\$230,300</b>	<b>\$239,100</b>	<b>\$239,400</b>	<b>\$250,800</b>

**ADMINISTRATIVE SERVICES**  
*Information Technology*

01-05-03

Expense Item		Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	56,715	58,100	156,900	59,500	62,400	65,500
4050	FICA & Medicare	4,272	4,500	4,400	4,600	4,800	5,100
4056	IMRF	7,603	7,400	7,100	7,400	7,800	8,200
	<b>Sub-Total</b>	<b>\$68,590</b>	<b>\$70,000</b>	<b>\$168,400</b>	<b>\$71,500</b>	<b>\$75,000</b>	<b>\$78,800</b>
<b>CONTRACTUAL:</b>							
4105	Consultants	3,583	3,800	1,200	5,000	5,000	5,000
4109	Network Charges	12,609	13,200	13,700	16,300	16,900	16,900
4110	Training and Tuition	-	2,500	-	2,500	2,500	2,500
4112	Memberships/Dues/Subscriptions	-	400	-	400	400	400
4125	Software Maintenance	72,327	95,000	60,000	81,000	81,300	81,300
4202	Telephone and Alarms	1,939	11,400	2,300	11,400	11,400	11,400
4225	Other Contractual Services	22,738	79,500	40,500	39,000	30,000	30,000
4425	Hardware Maintenance	11,970	27,200	16,200	58,700	62,000	62,000
	<b>Sub-Total</b>	<b>\$125,165</b>	<b>\$233,000</b>	<b>\$133,900</b>	<b>\$214,300</b>	<b>\$209,500</b>	<b>\$209,500</b>
<b>COMMODITIES:</b>							
4600	Computer/Office Supplies	2,294	6,500	4,600	6,500	6,500	6,500
	<b>Sub-Total</b>	<b>\$2,294</b>	<b>\$6,500</b>	<b>\$4,600</b>	<b>\$6,500</b>	<b>\$6,500</b>	<b>\$6,500</b>
<b>CAPITAL OUTLAY:</b>							
4806	Other Capital Outlay	55,430	243,800	132,000	192,200	120,000	120,000
4812	MIS Replacement	91,282	123,100	65,000	142,900	79,400	83,000
	<b>Sub-Total</b>	<b>\$146,713</b>	<b>\$366,900</b>	<b>\$197,000</b>	<b>\$335,100</b>	<b>\$199,400</b>	<b>\$203,000</b>
	<b>Total</b>	<b>\$342,761</b>	<b>\$676,400</b>	<b>\$503,900</b>	<b>\$627,400</b>	<b>\$490,400</b>	<b>\$497,800</b>

**ADMINISTRATIVE SERVICES**  
*Geographic Information System*

01-05-04

Expense Item		Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	20,598	24,400	21,000	25,000	26,300	27,700
4050	FICA & Medicare	1,576	1,900	1,600	2,000	2,100	2,200
4056	IMRF	2,762	3,100	2,600	3,200	3,300	3,500
	<b>Sub-Total</b>	<b>\$24,935</b>	<b>\$29,400</b>	<b>\$25,200</b>	<b>\$30,200</b>	<b>\$31,700</b>	<b>\$33,400</b>
<b>CONTRACTUAL:</b>							
4110	Training and Tuition	2,499	2,500	1,900	2,500	2,500	2,500
4112	Memberships/Dues/Subscriptions	55	100	100	200	100	100
4125	Software Maintenance	19,290	19,500	19,400	19,000	19,500	19,500
4202	Telephone and Alarms	431	600	500	600	600	600
4425	Hardware Maintenance	-	2,700	1,300	1,600	1,700	1,700
	<b>Sub-Total</b>	<b>\$22,276</b>	<b>\$25,400</b>	<b>\$23,200</b>	<b>\$23,900</b>	<b>\$24,400</b>	<b>\$24,400</b>
<b>COMMODITIES:</b>							
4600	Computer/Office Supplies	706	3,500	2,000	2,800	2,800	2,800
4607	Gas and Oil	39	100	100	100	100	100
	<b>Sub-Total</b>	<b>\$745</b>	<b>\$3,600</b>	<b>\$2,100</b>	<b>\$2,900</b>	<b>\$2,900</b>	<b>\$2,900</b>
<b>CAPITAL OUTLAY:</b>							
4806	Other Capital Outlay	-	-	-	-	8,000	-
	<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$0</b>
	<b>Total</b>	<b>\$47,955</b>	<b>\$58,400</b>	<b>\$50,500</b>	<b>\$57,000</b>	<b>\$67,000</b>	<b>\$60,700</b>

**ADMINISTRATIVE SERVICES**  
*Administration*

01-05-10

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	142,126	145,500	149,900	138,700	145,600	153,000
4029 Overtime	-	100	-	100	100	100
4050 FICA & Medicare	9,228	11,200	11,500	10,700	11,200	11,800
4052 ICMA-RC	4,789	5,300	5,200	5,500	5,800	6,100
4056 IMRF	19,052	18,500	18,700	17,300	18,100	19,000
<b>Sub-Total</b>	<b>\$175,195</b>	<b>\$180,600</b>	<b>\$185,300</b>	<b>\$172,300</b>	<b>\$180,800</b>	<b>\$190,000</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	-	1,500	100	1,500	1,500	1,500
4110 Training & Tuition	-	2,500	-	2,500	2,500	2,500
4112 Memberships/Dues/Subscriptions	1,200	1,500	1,200	1,500	1,500	1,500
4202 Telephone and Alarms	1,699	1,500	1,100	1,500	1,500	1,500
4225 Other Contractual Services	-	1,700	500	2,300	1,500	2,300
4300 IRMA General Insurance	4,230	3,900	3,800	3,700	4,000	4,300
4501 Postage Meter Rental	1,508	1,800	1,500	1,600	1,800	1,800
4502 Copier Rental	2,934	6,000	1,900	3,500	3,500	3,500
<b>Sub-Total</b>	<b>\$11,571</b>	<b>\$20,400</b>	<b>\$10,100</b>	<b>\$18,100</b>	<b>\$17,800</b>	<b>\$18,900</b>
<b>COMMODITIES:</b>						
4600 Office Supplies	3,839	5,300	5,700	5,000	5,000	5,000
4613 Postage	5,812	6,300	5,500	6,000	6,000	6,000
4650 Miscellaneous Commodities	-	200	-	200	200	200
4720 Other Charges	121	200	400	200	200	200
<b>Sub-Total</b>	<b>\$9,772</b>	<b>12,000</b>	<b>\$11,600</b>	<b>\$11,400</b>	<b>\$11,400</b>	<b>\$11,400</b>
<b>Total</b>	<b>\$196,538</b>	<b>\$213,000</b>	<b>\$207,000</b>	<b>\$201,800</b>	<b>\$210,000</b>	<b>\$220,300</b>

# City of West Chicago

## ADMINISTRATIVE SERVICES DEPARTMENT

### Financial Summary

<b>Program</b>	<b>2016 Actual</b>	<b>2017 Budgeted</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Human Resources		1,788,700			
Accounting		230,600			
Information Technology		676,400			
GIS		58,400			
Administration		213,000			
<b>TOTAL</b>		<b>\$2,967,100</b>			

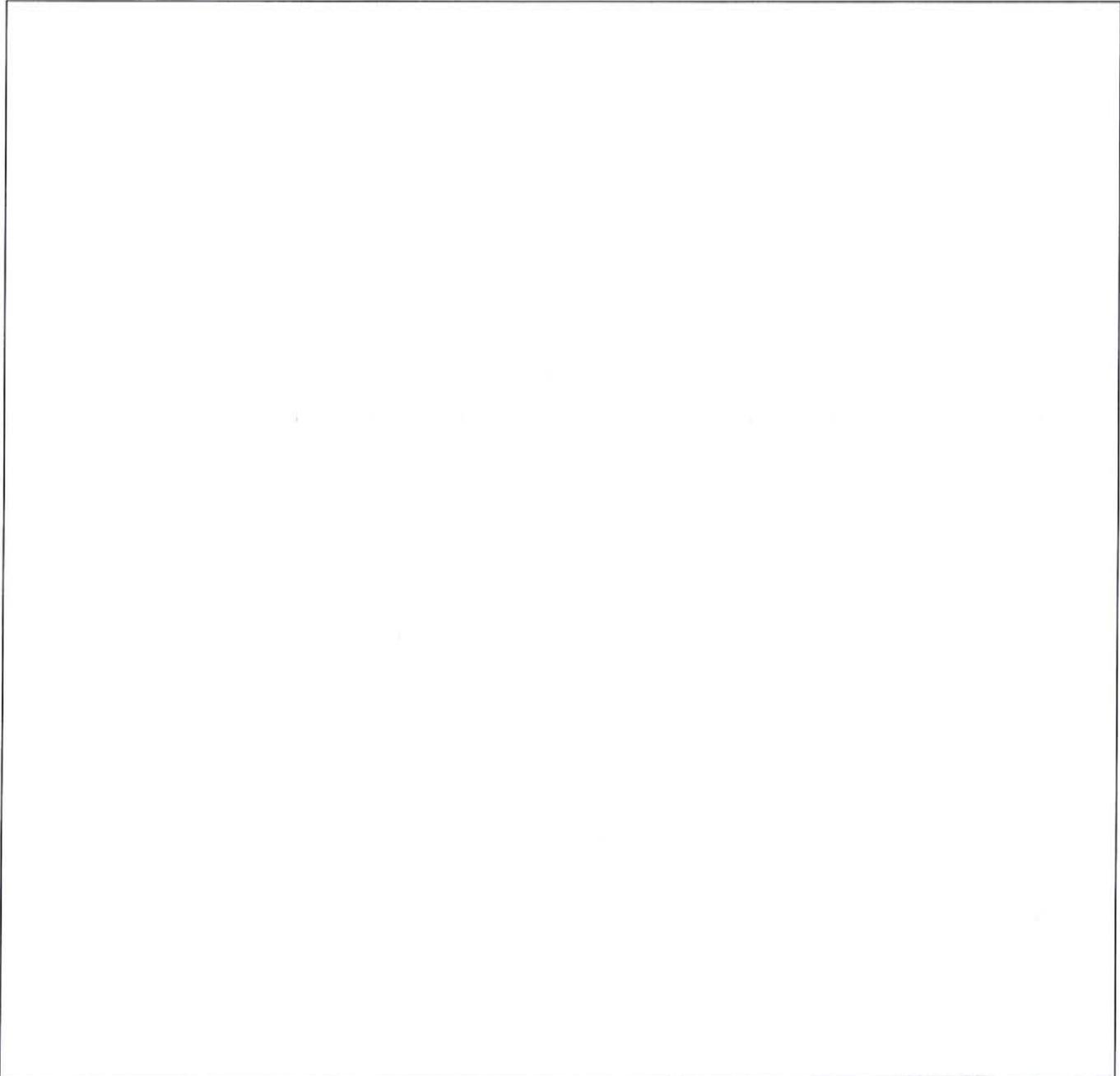
*City of West Chicago*

ADMINISTRATIVE SERVICES DEPARTMENT

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Performance Report on FYE 2017 Major Program Objectives



# *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 2018 Program Objectives

- (1)
- (2)
- (3)

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Positions Filled	5	14	7	7
Average Time to Fill Positions (in months)	3	3	3	3
IRMA Insurance Claims Processed	45	29	30	30
 <b>Full Time Equivalent Positions</b>	 <b>0.75</b>	 <b>0.75</b>	 <b>0.75</b>	 <b>0.75</b>

**ADMINISTRATIVE SERVICES**  
*Human Resources*

01-05-01

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	83,439	85,400		82,800	87,000	91,400
4050 FICA & Medicare	6,297	6,600		6,400	6,700	7,000
4053 Health/Dental/Life Insurance	1,530,513	1,605,800		1,715,900	1,836,100	1,964,700
4056 IMRF	11,185	10,900		10,300	10,800	11,400
<b>Sub-Total</b>	<b>\$1,631,434</b>	<b>\$1,708,700</b>	<b>\$0</b>	<b>\$1,815,400</b>	<b>\$1,940,600</b>	<b>\$2,074,500</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	34,485	38,000				
4108 Employment Exams	28,854	20,000				
4110 Training and Tuition	-	2,500	-			
4112 Memberships and Dues	785	900				
4202 Telephone and Alarms	5,371	5,500				
4212 Advertising	680	1,200				
<b>Sub-Total</b>	<b>\$70,175</b>	<b>\$68,100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	238	500				
4650 Miscellaneous Commodities	-	200	-			
4674 Safety Budget	3,469	5,200				
4680 Employee Events	4,587	6,000				
<b>Sub-Total</b>	<b>\$8,294</b>	<b>\$11,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$1,709,903</b>	<b>\$1,788,700</b>	<b>\$0</b>	<b>\$1,815,400</b>	<b>\$1,940,600</b>	<b>\$2,074,500</b>

# *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 2018 Program Objectives

- (1)
- (2)
- (3)

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Number of receipts processed	18,444	29,400	35,000	40,000
Number of payable checks processed	3,096	2,900	3,000	3,100
Number of payroll checks processed	3,178	3,300	3,400	3,400
 <b>Full Time Equivalent Positions</b>	 <b>1.38</b>	 <b>1.38</b>	 <b>1.38</b>	 <b>1.38</b>

**ADMINISTRATIVE SERVICES**  
*Accounting*

01-05-02

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	141,306	145,500		138,300	143,900	149,700
4029 Overtime	-	200				
4050 FICA & Medicare	9,846	11,200		10,600	11,100	11,500
4052 ICMA-RC	1,197	1,400		1,400	1,500	1,600
4056 IMRF	18,944	18,500		17,200	17,900	18,600
<b>Sub-Total</b>	<b>\$171,294</b>	<b>\$176,800</b>	<b>\$0</b>	<b>\$167,500</b>	<b>\$174,400</b>	<b>\$181,400</b>
<b>CONTRACTUAL:</b>						
4101 Auditing Fees	15,580	17,700		16,400	16,900	17,400
4108 Employment Exams	-	100				
4110 Training and Tuition	-	2,500				
4112 Memberships/Dues/Subscriptions	325	500				
4125 Software Maintenance	9,822	10,300				
4202 Telephone and Alarms	10,230	11,000				
4225 Other Contractual Services	3,000	3,000				
4425 Hardware Maintenance	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$38,958</b>	<b>\$45,100</b>	<b>\$0</b>	<b>\$16,400</b>	<b>\$16,900</b>	<b>\$17,400</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	256	500				
4650 Miscellaneous Commodities	-	200	-			
4702 Bank Fees	11,099	16,800				
<b>Sub-Total</b>	<b>\$11,355</b>	<b>\$17,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$221,606</b>	<b>\$239,400</b>	<b>\$0</b>	<b>\$183,900</b>	<b>\$191,300</b>	<b>\$198,800</b>

# 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 2018 Program Objectives

- (1)
- (2)
- (3)

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Number of help desk calls annually	1,422	1,475	1,500	1,600
Full Time Equivalent Positions	0.50	0.50	0.50	0.50

**ADMINISTRATIVE SERVICES**  
*Information Technology*

01-05-03

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	56,715	58,100		58,400	60,800	63,300
4050 FICA & Medicare	4,272	4,500		4,500	4,700	4,900
4056 IMRF	7,603	7,400		7,300	7,600	7,900
<b>Sub-Total</b>	<b>\$68,590</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$70,200</b>	<b>\$73,100</b>	<b>\$76,100</b>
<b>CONTRACTUAL:</b>						
4105 Consultants	3,583	3,800				
4109 Network Charges	12,609	13,200				
4110 Training and Tuition	-	2,500	-			
4112 Memberships/Dues/Subscriptions	-	400	-			
4125 Software Maintenance	72,327	95,000				
4202 Telephone and Alarms	1,939	11,400				
4225 Other Contractual Services	22,738	79,500				
4425 Hardware Maintenance	11,970	27,200				
<b>Sub-Total</b>	<b>\$125,165</b>	<b>\$233,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	2,294	6,500				
<b>Sub-Total</b>	<b>\$2,294</b>	<b>\$6,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CAPITAL OUTLAY:</b>						
4806 Other Capital Outlay	55,430	243,800				
4812 MIS Replacement	91,282	123,100				
<b>Sub-Total</b>	<b>\$146,713</b>	<b>\$366,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$342,761</b>	<b>\$676,400</b>	<b>\$0</b>	<b>\$70,200</b>	<b>\$73,100</b>	<b>\$76,100</b>

# 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 2018 Program Objectives

- (1)
- (2)
- (3)

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Number of special map/data requests	210	200	220	220
<b>Full Time Equivalent Positions</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>

**ADMINISTRATIVE SERVICES**  
*Geographic Information System*

01-05-04

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	20,598	24,400		24,600	25,900	27,200
4050 FICA & Medicare	1,576	1,900		1,900	2,000	2,100
4056 IMRF	2,762	3,100		3,100	3,300	3,400
<b>Sub-Total</b>	<b>\$24,935</b>	<b>\$29,400</b>	<b>\$0</b>	<b>\$29,600</b>	<b>\$31,200</b>	<b>\$32,700</b>
<b>CONTRACTUAL:</b>						
4110 Training and Tuition	2,499	2,500				
4112 Memberships/Dues/Subscriptions	55	100				
4125 Software Maintenance	19,290	19,500				
4202 Telephone and Alarms	431	600				
4425 Hardware Maintenance	-	2,700				
<b>Sub-Total</b>	<b>\$22,276</b>	<b>\$25,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	706	3,500				
4607 Gas and Oil	39	100				
<b>Sub-Total</b>	<b>\$745</b>	<b>\$3,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CAPITAL OUTLAY:</b>						
4806 Other Capital Outlay	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$47,955</b>	<b>\$58,400</b>	<b>\$0</b>	<b>\$29,600</b>	<b>\$31,200</b>	<b>\$32,700</b>

# *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 2018 Program Objectives

- (1)
- (2)
- (3)

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Liens and MOJ's Filed	119	100	100	100
Number of Counter Customers	12,000	13,500	15,000	13,000
Number of Telephone Calls	19,500	23,000	24,000	20,000
Number of Service Requests	78	100	100	100
 <b>Full Time Equivalent Positions</b>	 <b>1.25</b>	 <b>1.25</b>	 <b>1.25</b>	 <b>1.25</b>

**ADMINISTRATIVE SERVICES**  
*Administration*

01-05-10

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	142,126	145,500		132,400	137,700	143,300
4029 Overtime	-	100	-			
4050 FICA & Medicare	9,228	11,200		10,200	10,600	11,000
4052 ICMA-RC	4,789	5,300		5,500	5,800	6,100
4056 IMRF	19,052	18,100		16,500	17,100	17,800
<b>Sub-Total</b>	<b>\$175,195</b>	<b>\$180,200</b>	<b>\$0</b>	<b>\$164,600</b>	<b>\$171,200</b>	<b>\$178,200</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	-	1,500	-			
4110 Training & Tuition	-	2,500	-			
4112 Memberships/Dues/Subscriptions	1,200	1,500				
4202 Telephone and Alarms	1,699	1,500				
4225 Other Contractual Services	-	1,700	-			
4300 IRMA General Insurance	4,230	3,900		3,700	4,000	4,300
4501 Postage Meter Rental	1,508	1,800				
4502 Copier Rental	2,934	6,000				
<b>Sub-Total</b>	<b>\$11,571</b>	<b>\$20,400</b>	<b>\$0</b>	<b>\$3,700</b>	<b>\$4,000</b>	<b>\$4,300</b>
<b>COMMODITIES:</b>						
4600 Office Supplies	3,839	5,300				
4613 Postage	5,812	6,300				
4650 Miscellaneous Commodities	-	200	-			
4720 Other Charges	121	200	-			
<b>Sub-Total</b>	<b>\$9,772</b>	<b>\$6,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$196,538</b>	<b>\$207,300</b>	<b>\$0</b>	<b>\$168,300</b>	<b>\$175,200</b>	<b>\$182,500</b>

# *City of West Chicago*

## POLICE DEPARTMENT

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### Financial Summary

<b>Program</b>	<b>2016 Actual</b>	<b>2017 Budgeted</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Operations	9,835,037	10,303,000	10,065,100	10,108,000	10,642,300
ESDA	14,181	26,500	26,500	19,000	17,800
<b>TOTAL</b>	<b>\$9,849,217</b>	<b>\$10,329,500</b>	<b>\$10,091,600</b>	<b>\$10,127,000</b>	<b>\$10,660,100</b>

# *City of West Chicago*

## POLICE DEPARTMENT

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### Performance Report on FYE 2017 Major Program Objectives

To build a partnership with the Faith-Based Community of West Chicago, staff met with a group of representatives on July 24<sup>th</sup>. The goals of this initial meeting were to introduce staff to the attendees and discuss how this partnership could work. It was decided this is a good idea and that additional meetings would be beneficial with a structured format. The future goals of this Program are:

- Strengthen partnerships between law enforcement and the Faith-Based Community.
- Further the Faith-Based Community's role as a partner in crime reduction.
- Identify and address social issues that diminish the quality of life for their members.

Upon researching the implementation of a Police Explorer Post, staff learned that this is a hands-on program open to young men and women who are interested in a career in law enforcement or a related field in the criminal justice system. The program offers young adults a personal awareness of the criminal justice system through training, practical experiences, competition and other activities. Additionally, the program promotes personal growth through character development, respect for the rule of law, physical fitness, good citizenship and patriotism, but most importantly, it enhances the relationship between law enforcement and community youths. Therefore, the City will be starting the first ever West Chicago Police Explorer Post in early 2018.

Two Illinois Law Enforcement Accreditation Program (ILEAP) assessors reviewed the Department on October 12<sup>th</sup> and 13<sup>th</sup> to ensure that it is in compliance with its policies and procedures. The on-site assessment went well, and staff fully expects to receive notice that the Department will be accredited by the end of 2017.

The City of West Chicago received a grant from ComEd's 2017 Green Region and Powering Safe Communities Grant Program in the amount of \$9,368.90 for the purchase and installation of a new outdoor warning siren. There are currently seven warning sirens in the City. The City is proposing to install a new siren in the area of Atlantic Drive and Illinois Route 64. At approximately fifteen square miles, the City of West Chicago needs additional coverage from the outdoor warning system. West Chicago will leverage this generous grant with approximately \$15,000 of City funds to meet the estimated total project cost of \$25,000. The siren should be installed and operational in early 2018.

# *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 2018 Program Objectives

- (1) Implement the new County-wide Records Management System by October 2018.
- (2) Host a Citizen Police Academy by October 2018.
- (3) Implement a Police Explorer Post by March 2018.
- (4) Evaluate the use of Body Worn Cameras after a One year Field Test beginning in January 2018.

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Drug Arrests	99	100	100	100
Domestic Disturbances	298	300	300	300
Auto Crashes	1,000	1000	900	900
DUI Arrests	59	100	100	100
Traffic Citations	2,829	3,500	3,600	3,700
Self-Initiated Activity	21,186	22,700	23,000	23,000
Calls for Service	10,073	10,600	10,600	10,600
<b>Total Activity</b>	<b>40,241</b>	<b>42,200</b>	<b>42,300</b>	<b>42,300</b>
Index I Crime	336	400	400	400
Animal Complaints	347	400	400	400
<b>Full Time Equivalent Positions</b>	<b>52.50</b>	<b>53.00</b>	<b>50.00</b>	<b>50.00</b>

**POLICE  
Operations**

01-06-13

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	712,717	767,300	725,000	568,100	536,100	502,800
4022 Patrolmen - Salary	3,522,375	3,480,700	3,202,200	3,537,100	3,805,300	4,005,000
4023 Sergeants - Salary	587,607	696,900	881,600	719,300	748,100	778,100
4025 CSO - Salary	214,789	172,000	165,000	171,600	178,500	185,700
4026 Contract Services - Salary	12,477	15,000	12,000	15,000	15,000	15,000
4029 Administrative Overtime	-	500	-	-	-	-
4032 Officer Overtime	357,525	395,000	422,700	400,000	400,000	400,000
4035 CSO Overtime	3,617	3,900	3,700	4,000	4,000	4,000
4050 FICA & Medicare	393,713	423,200	414,100	414,300	435,100	450,700
4051 Police Pension	2,174,000	2,358,000	2,358,000	2,500,000	2,575,000	2,652,300
4054 Unemployment Insurance	-	-	-	-	-	-
4056 IMRF	54,128	61,100	55,000	50,700	52,800	55,000
<b>Sub-Total</b>	<b>\$8,032,949</b>	<b>\$8,373,600</b>	<b>\$8,239,300</b>	<b>\$8,380,100</b>	<b>\$8,749,900</b>	<b>\$9,048,600</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	126,331	120,000	146,400	130,000	130,000	130,000
4110 Training and Tuition	47,965	42,600	35,000	45,000	40,000	35,700
4111 Mileage & Travel	1,645	3,000	1,600	5,700	2,000	2,000
4112 Memberships/Dues/Subscriptions	8,960	14,800	10,000	11,000	11,000	11,000
4125 Software Maintenance	21,093	97,700	29,500	106,000	83,000	79,500
4202 Telephone and Alarms	129,712	144,100	140,000	135,000	135,000	135,000
4211 Printing and Binding	5,135	6,000	5,200	5,000	5,000	5,000
4216 Grounds Maintenance	989	1,200	1,000	1,200	1,400	1,600
4221 DuComm Quarterly	496,885	491,100	494,000	541,900	542,400	569,300
4225 Other Contractual Services	96,699	53,600	57,600	62,500	88,200	85,700
4230 Graffiti Removal-Contractual	12,780	13,500	8,500	12,000	12,000	12,000
4231 Reception Support	128,052	133,200	131,000	137,100	139,800	142,600
4232 Crossing Guards	35,050	38,000	36,000	40,400	40,400	40,400
4300 IRMA General Insurance	225,520	207,000	202,700	194,600	206,300	218,700
4301 Other Insurance	22,008	15,000	15,000	15,000	15,000	15,000
4423 Radio Equipment Maint. and Repair	11,296	21,800	13,000	17,800	17,800	17,800
4425 Hardware Maintenance	3,672	8,100	8,500	12,800	14,800	14,800
4501 Postage Meter Rental	958	1,000	1,000	1,000	1,000	1,000
4502 Copier Fees	9,777	10,000	10,000	10,000	10,000	10,000
<b>Sub-Total</b>	<b>\$1,384,524</b>	<b>\$1,421,700</b>	<b>\$1,346,000</b>	<b>\$1,484,000</b>	<b>\$1,495,100</b>	<b>\$1,527,100</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	17,720	6,500	3,000	4,500	4,500	4,500
4601 Field Equipment	98,721	24,900	24,900	41,900	52,700	25,000
4607 Gas and Oil	75,287	90,000	83,600	80,000	80,000	80,000
4613 Postage	2,540	3,000	3,000	3,000	3,000	3,000
4615 Uniforms and Safety Equipment	43,118	60,500	43,000	48,400	45,000	45,000
4616 Vehicle License Fees	9,174	1,000	1,400	1,400	1,400	1,400
4617 First Aid Supplies	676	3,700	1,000	2,700	1,000	1,000
4618 Ammunition and Firearms	36,490	35,300	36,000	36,000	31,600	31,600
4627 Educational Programs	4,316	12,600	8,500	11,000	11,000	11,000
4629 CERT Supplies	2,116	5,000	5,000	5,000	5,000	5,000
4650 Miscellaneous Commodities	7,686	13,600	7,000	10,000	10,000	10,000
<b>Sub-Total</b>	<b>\$297,843</b>	<b>\$256,100</b>	<b>\$216,400</b>	<b>\$243,900</b>	<b>\$245,200</b>	<b>\$217,500</b>
<b>CAPITAL OUTLAY:</b>						
4804 Vehicles	119,720	151,600	151,600	-	152,100	214,500
4806 Other Capital Outlay	-	100,000	111,800	-	-	-
<b>Sub-Total</b>	<b>\$119,720</b>	<b>\$251,600</b>	<b>\$263,400</b>	<b>\$0</b>	<b>\$152,100</b>	<b>\$214,500</b>
<b>Total</b>	<b>\$9,835,037</b>	<b>\$10,303,000</b>	<b>\$10,065,100</b>	<b>\$10,108,000</b>	<b>\$10,642,300</b>	<b>\$11,007,700</b>

# *City of West Chicago*

## **POLICE DEPARTMENT** *Emergency Services and Disaster Agency (ESDA)*

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### 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 2018 Program Objectives

- (1) Add a new Tornado Warning Siren by December 2018 in the area of the Airport. This addition would bring the City's total to nine warning sirens

**POLICE**  
**Emergency Services and Disaster Agency (ESDA)**

01-06-14

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>CONTRACTUAL:</b>						
4110 Training and Tuition	80	500	500	500	500	500
4202 Telephone and Alarms	4,205	2,900	4,200	4,200	4,200	4,200
4225 Other Contractual Services	1,955	2,900	2,000	4,500	4,500	4,500
4429 Radio Repair	65	-	-	-	-	-
<b>Sub-Total</b>	<b>\$6,305</b>	<b>\$6,300</b>	<b>\$6,700</b>	<b>\$9,200</b>	<b>\$9,200</b>	<b>\$9,200</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	-	100	-	100	100	100
4604 Tools & Equipment	1,831	500	100	500	500	500
4607 Gas and Oil	345	900	500	500	500	500
4615 Uniforms & Safety Equipment	-	2,500	1,000	2,500	2,500	2,500
4650 Miscellaneous Commodities	-	500	100	500	500	500
<b>Sub-Total</b>	<b>\$2,176</b>	<b>\$4,500</b>	<b>\$1,700</b>	<b>\$4,100</b>	<b>\$4,100</b>	<b>\$4,100</b>
<b>CAPITAL OUTLAY:</b>						
4804 Vehicles	5,700	5,700	5,700	5,700	4,500	8,800
4806 Other Capital Outlay	-	10,000	12,400	-	-	-
<b>Sub-Total</b>	<b>\$5,700</b>	<b>\$15,700</b>	<b>\$18,100</b>	<b>\$5,700</b>	<b>\$4,500</b>	<b>\$8,800</b>
<b>Total</b>	<b>\$14,181</b>	<b>\$26,500</b>	<b>\$26,500</b>	<b>\$19,000</b>	<b>\$17,800</b>	<b>\$22,100</b>

# City of West Chicago

## PUBLIC WORKS DEPARTMENT

### Financial Summary

<b>Program</b>	<b>2016 Actual</b>	<b>2017 Budgeted</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Administration	208,126	211,100	189,800	184,000	184,000
Municipal Properties	305,899	310,900	312,900	301,500	324,600
Forestry	68,486	83,800	74,700	94,100	100,100
Cemeteries	65,270	82,200	77,200	82,200	107,200
Road and Bridge	1,219,444	1,293,500	1,160,800	881,500	1,368,800
Maintenance Garage	348,054	373,700	347,500	342,300	347,200
Motor Fuel Tax	546,192	822,800	780,900	822,900	846,500
<b>TOTAL</b>	<b>\$2,761,471</b>	<b>\$3,178,000</b>	<b>\$2,943,800</b>	<b>\$2,708,500</b>	<b>\$3,278,400</b>

# *City of West Chicago*

## **PUBLIC WORKS DEPARTMENT**

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### Performance Report on FYE 2017 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 2017. The Infrastructure Committee concurred with staff's recommendations and authorized the City Administrator to include the CIP in the 2018 Proposed Budget.

In 2017, engineering consultants and City staff were responsible for design services, bidding, construction oversight, and facilitating completion of the Willow Creek Subdivision Resurfacing Project, the Meadow Wood Subdivision Resurfacing Project, the 2017 Hillside Addition Resurfacing Project, and a portion of the Powis Road LAFO Project. Staff spent significant time on preparation and administration of many of the City's other annual capital improvement replacement projects including the Crack Sealing Program, the Contractual Street Striping Program, Sidewalk Replacement Program, and the Curb and Gutter Rehabilitation Program. Staff also completed utility permit reviews and assisted the Community Development Department with private development project inspections. In 2017 staff prepared and submitted two roadway improvement applications for Community Development Block Grant (CDBG) funding and five roadway improvement applications for Surface Transportation Program (STP) funding. Public improvements related to the K. Hoving Recycling Redevelopment Project, located at 1655 Powis Road, were accepted in 2017.

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 2018 custodial services for six City-owned and maintained facilities was approved by City Council in November 2017. Landscape and irrigation system improvements at City Hall were completed in 2017, along with the establishment of a Monarch Butterfly Waystation. Security and signage improvements at City Hall were not completed as planned, but will remain a priority for 2018.

Forestry Program objectives focused on the management of the Emerald Ash Borer (EAB). The seventh and final year of a City-wide seven-year Ash tree EAB insecticidal treatment program was completed in July. Contractual brush pick-up was completed during 2017 by Kramer Tree Specialists, Inc., as a sub-contractor to Arborworks LLC. Removal of dead or dying EAB-infested Ash trees was also completed by City staff. The City's annual contractual tree trimming and removal programs were also completed in 2017.

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 2018.

# *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 2018 Program Objectives

- (1) Research available alternative funding sources for roadway and capital improvement projects and submit appropriate applications for funding by November 2018.
- (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 2018.
- (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), District 33 Middle School Expansion, and Johnny Glen Williams Subdivision by December 2018.

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Grant Program Applications Submitted	7	7	2	2
Stormwater Permits Issued	24	20	20	20
Acceptance of Public Improvements	0	1	5	5
 <b>Full Time Equivalent Positions</b>	 <b>0.00</b>	 <b>0.00</b>	 <b>0.00</b>	 <b>0.00</b>

**PUBLIC WORKS**  
**Administration**

01-09-10

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>CONTRACTUAL:</b>						
4100 Legal Fees	10,579	1,000	9,200	1,000	1,000	1,000
4110 Training and Tuition	34	1,000	100	500	500	500
4112 Memberships/Dues/Subscriptions	384	700	700	500	500	500
4225 Other Contractual Services	494	5,000	-	-	-	-
4365 Payments to Taxing Bodies	194,946	200,000	178,000	180,000	180,000	180,000
<b>Sub-Total</b>	<b>\$206,437</b>	<b>\$207,700</b>	<b>\$188,000</b>	<b>\$182,000</b>	<b>\$182,000</b>	<b>\$182,000</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	1,388	2,500	1,500	1,500	1,500	1,500
4613 Postage	16	100	-	100	100	100
4615 Uniforms & Safety Equipment	132	300	200	200	200	200
4650 Miscellaneous Commodities	153	500	100	200	200	200
<b>Sub-Total</b>	<b>\$1,689</b>	<b>\$3,400</b>	<b>\$1,800</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>
<b>Total</b>	<b>\$208,126</b>	<b>\$211,100</b>	<b>\$189,800</b>	<b>\$184,000</b>	<b>\$184,000</b>	<b>\$184,000</b>

# *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 2018 Program Objectives

- (1) Replace identification sign at City Hall by October 2018.
- (2) Procure services to complete City Hall Security Improvements by December 2018.
- (3) Procure services to complete City Hall HVAC Improvements by August 2018.
- (4) Procure contractual custodial services for six City-owned and maintained facilities by November 2018 for fiscal year 2019.

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Building Safety Inspections	12	12	12	12
Daily Building Inspections	250	250	250	250
Tunnel Inspections	250	250	250	250
 <b>Full Time Equivalent Positions</b>	 <b>0.94</b>	 <b>0.94</b>	 <b>0.94</b>	 <b>0.94</b>

**PUBLIC WORKS**  
*Municipal Properties*

01-09-21

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	46,473	43,800	43,300	46,000	47,900	49,900
4027 Operational - Salary	28,170	35,000	33,700	36,600	38,100	39,700
4029 Overtime	2,022	5,000	1,300	5,000	5,000	5,000
4050 FICA & Medicare	5,524	6,500	6,000	6,800	7,000	7,300
4054 Unemployment Insurance	712	-	-	-	-	-
4056 IMRF	9,965	10,700	9,800	10,900	11,300	11,800
<b>Sub-Total</b>	<b>\$92,866</b>	<b>\$101,000</b>	<b>\$94,100</b>	<b>\$105,300</b>	<b>\$109,300</b>	<b>\$113,700</b>
<b>CONTRACTUAL:</b>						
4202 Telephone and Alarms	18,758	15,000	23,400	15,000	15,000	15,000
4203 Heating Gas	4,687	11,000	4,700	7,000	7,000	7,000
4204 Electric	4,640	4,000	5,800	5,000	5,000	5,000
4216 Grounds Maintenance	3,808	4,600	3,600	4,600	5,100	5,700
4219 Contract Janitorial Service	45,855	45,900	45,800	50,500	55,600	55,600
4225 Other Contractual Services	38,571	40,800	40,800	40,000	40,000	40,000
4300 IRMA General Insurance	16,915	15,600	15,200	14,600	15,500	16,500
4301 Other Insurance	1,027	3,000	10,000	3,000	3,000	3,000
<b>Sub-Total</b>	<b>\$134,261</b>	<b>\$139,900</b>	<b>\$149,300</b>	<b>\$139,700</b>	<b>\$146,200</b>	<b>\$147,800</b>
<b>COMMODITIES:</b>						
4607 Gas and Oil	3,924	5,000	5,000	5,000	5,000	5,000
4615 Uniforms & Safety Equipment	1,350	2,600	2,100	1,500	1,500	1,500
4650 Miscellaneous Commodities	59,098	50,000	50,000	50,000	50,000	50,000
<b>Sub-Total</b>	<b>\$64,373</b>	<b>\$57,600</b>	<b>\$57,100</b>	<b>\$56,500</b>	<b>\$56,500</b>	<b>\$56,500</b>
<b>CAPITAL OUTLAY:</b>						
4804 Vehicles	14,400	12,400	12,400	-	12,600	18,200
<b>Sub-Total</b>	<b>\$14,400</b>	<b>\$12,400</b>	<b>\$12,400</b>	<b>\$0</b>	<b>\$12,600</b>	<b>\$18,200</b>
<b>Total</b>	<b>\$305,899</b>	<b>\$310,900</b>	<b>\$312,900</b>	<b>\$301,500</b>	<b>\$324,600</b>	<b>\$336,200</b>

# *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 2018 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 2017 Insecticidal Treatment Program by November 2018.
- (2) Complete eighth year of EAB insecticidal treatment program by July 2018.
- (3) Procure contractual services and complete the 2018 Tree Planting Program by June 2018.
- (4) Procure contractual services and complete the 2018 Monthly Brush Collection Program by December 2018.

Ongoing Activity Measures	2016 Actual	2017 Estimated	2018 Proposed	2019 Projected
Emergency Tree Removals	2	6	6	6
Ash Tree Removals Due to EAB Damage	132	40	45	45
Average Time to Complete Brush Collection (Days)	5	5	5	5
Hornet Nest Removals	12	11	5	5

**PUBLIC WORKS**  
*Forestry*

01-09-22

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>CONTRACTUAL:</b>						
4200 Legal Notices	-	100	-	100	100	100
4214 Brush Pickup	62,841	64,700	64,700	80,000	88,000	96,800
4225 Other Contractual Services	3,988	15,000	6,000	10,000	10,000	10,000
<b>Sub-Total</b>	<b>\$66,829</b>	<b>\$79,800</b>	<b>\$70,700</b>	<b>\$90,100</b>	<b>\$98,100</b>	<b>\$106,900</b>
<b>COMMODITIES:</b>						
4604 Tools and Equipment	1,656	4,000	4,000	4,000	2,000	2,000
<b>Sub-Total</b>	<b>\$1,656</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$2,000</b>	<b>\$2,000</b>
<b>Total</b>	<b>\$68,486</b>	<b>\$83,800</b>	<b>\$74,700</b>	<b>\$94,100</b>	<b>\$100,100</b>	<b>\$108,900</b>

# 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 2018 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 2018.
- (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 2018.
- (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 2018.

Ongoing Activity Measures	2016 Actual	2017 Estimated	2018 Proposed	2019 Projected
Mowings	25	25	25	25
Seal Coat Roads	1	0	1	0
Weed/Crabgrass Control Applications	3	3	3	3
Interments	20	25	30	30

**PUBLIC WORKS**  
***Cemeteries***

01-09-23

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>CONTRACTUAL:</b>						
4209 Interments	13,825	25,000	20,000	20,000	20,000	20,000
4216 Grounds Maintenance	41,518	50,000	50,000	50,000	50,000	50,000
4217 Cemetery Sexton	6,000	7,200	7,200	7,200	7,200	7,200
4225 Other Contractual Services	3,927	-	-	5,000	30,000	5,000
<b>Sub-Total</b>	<b>\$65,270</b>	<b>\$82,200</b>	<b>\$77,200</b>	<b>\$82,200</b>	<b>\$107,200</b>	<b>\$82,200</b>
<b>Total</b>	<b>\$65,270</b>	<b>\$82,200</b>	<b>\$77,200</b>	<b>\$82,200</b>	<b>\$107,200</b>	<b>\$82,200</b>

# City of West Chicago

## PUBLIC WORKS DEPARTMENT ROAD & BRIDGE

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### 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 2018 Program Objectives

- (1) Complete all pavement re-striping within all school zones by August 2018.
- (2) Procure contractual services and complete the 2018 Forestry Maintenance Program by May 2018.
- (3) Continue storm structure and sewer line cleaning as part of a seven-year cleaning cycle, tracking progress, compliance and effectiveness through December 2018.
- (4) Track and record all street sweeping operations, documenting locations, dates swept, material picked up, personnel, manhours, and equipment used through December 2018.

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Special Events Handled	5	4	5	5
Service Requests Fulfilled	343	250	250	250
Mowing Operations Completed	51	33	60	60
<b>Full Time Equivalent Positions</b>	<b>8.75</b>	<b>8.75</b>	<b>8.75</b>	<b>8.75</b>

**PUBLIC WORKS**  
**Road & Bridge**

01-09-24

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	106,120	119,700	99,400	121,500	126,400	131,500
4027 Operational - Salary	373,478	448,200	410,600	460,200	478,700	497,900
4029 Overtime	34,601	45,500	20,700	45,500	45,500	45,500
4050 FICA & Medicare	38,798	47,000	40,600	48,000	49,800	51,700
4054 Unemployment Insurance	2,550	-	-	-	-	-
4056 IMRF	68,343	77,800	65,900	77,900	80,800	83,800
<b>Sub-Total</b>	<b>\$623,889</b>	<b>\$738,200</b>	<b>\$637,200</b>	<b>\$753,100</b>	<b>\$781,200</b>	<b>\$810,400</b>
<b>CONTRACTUAL:</b>						
4108 Pre-Employment Exams	973	800	600	800	800	800
4110 Training and Tuition	1,692	1,300	2,500	1,300	1,300	1,300
4112 Memberships/Dues/Subscriptions	79	400	600	400	400	400
4202 Telephone and Alarms	20,737	12,000	22,700	12,000	12,000	12,000
4225 Other Contractual Services	77,776	30,000	2,000	5,000	5,000	5,000
4300 IRMA General Insurance	36,650	33,700	33,000	31,700	33,700	35,800
4301 Other Insurance	5,888	8,000	5,800	8,000	8,000	8,000
<b>Sub-Total</b>	<b>\$143,795</b>	<b>\$86,200</b>	<b>\$67,200</b>	<b>\$59,200</b>	<b>\$61,200</b>	<b>\$63,300</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	2,184	2,000	2,000	2,000	2,000	2,000
4604 Tools and Equipment	6,039	5,500	5,500	5,500	5,500	5,500
4607 Gas and Oil	35,149	50,000	37,300	40,000	40,000	40,000
4615 Uniforms & Safety Equipment	7,112	8,900	8,900	6,700	6,700	6,700
4650 Miscellaneous Commodities	17,876	15,000	15,000	15,000	15,000	15,000
<b>Sub-Total</b>	<b>\$68,360</b>	<b>\$81,400</b>	<b>\$68,700</b>	<b>\$69,200</b>	<b>\$69,200</b>	<b>\$69,200</b>
<b>CAPITAL OUTLAY:</b>						
4804 Vehicles	383,400	387,700	387,700	-	457,200	484,400
<b>Sub-Total</b>	<b>\$383,400</b>	<b>\$387,700</b>	<b>\$387,700</b>	<b>\$0</b>	<b>\$457,200</b>	<b>\$484,400</b>
<b>Total</b>	<b>\$1,219,444</b>	<b>\$1,293,500</b>	<b>\$1,160,800</b>	<b>\$881,500</b>	<b>\$1,368,800</b>	<b>\$1,427,300</b>

# *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 2018 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 2018.
- (2) Complete all required safety lane inspections by December 2018.
- (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 2018 seasonal needs (i.e., prior to May 2018 for mowing and forestry equipment, and prior to November 2018 for snow plowing equipment).

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Preventative Maintenance Evaluations	115	119	150	150
Vehicle & Equipment Repairs Completed	385	311	350	350
Safety Lane Inspections	56	46	60	60
 <b>Full Time Equivalent Positions</b>	 <b>1.50</b>	 <b>1.50</b>	 <b>1.50</b>	 <b>1.50</b>

**PUBLIC WORKS**  
*Maintenance Garage*

01-09-25

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4027 Operational - Salary	79,662	89,300	86,600	93,500	97,300	101,200
4029 Overtime	4,620	5,000	5,200	5,000	5,000	5,000
4050 FICA & Medicare	6,323	7,300	7,100	7,600	7,900	8,200
4056 IMRF	11,307	12,000	11,400	12,300	12,700	13,200
<b>Sub-Total</b>	<b>\$101,912</b>	<b>\$113,600</b>	<b>\$110,300</b>	<b>\$118,400</b>	<b>\$122,900</b>	<b>\$127,600</b>
<b>CONTRACTUAL:</b>						
4110 Training and Tuition	332	1,000	1,500	1,000	1,000	1,000
4202 Telephone and Alarms	2,177	2,500	2,900	2,500	2,500	2,500
4225 Other Contractual Services	-	-	-	-	-	-
4300 IRMA General Insurance	5,640	5,200	5,100	4,900	5,300	5,800
4400 Vehicle Repair	39,900	40,000	44,000	40,000	40,000	40,000
<b>Sub-Total</b>	<b>\$48,049</b>	<b>\$48,700</b>	<b>\$53,500</b>	<b>\$48,400</b>	<b>\$48,800</b>	<b>\$49,300</b>
<b>COMMODITIES:</b>						
4603 Parts for Vehicles	171,624	140,000	152,200	150,000	150,000	150,000
4604 Tools and Equipment	21,095	60,000	20,000	20,000	20,000	20,000
4607 Gas and Oil	1,555	1,000	1,400	1,500	1,500	1,500
4615 Uniforms & Safety Equipment	1,335	1,800	1,500	1,500	1,500	1,500
4650 Miscellaneous Commodities	2,485	8,600	8,600	2,500	2,500	2,500
<b>Sub-Total</b>	<b>\$198,093</b>	<b>\$211,400</b>	<b>\$183,700</b>	<b>\$175,500</b>	<b>\$175,500</b>	<b>\$175,500</b>
<b>Total</b>	<b>\$348,054</b>	<b>\$373,700</b>	<b>\$347,500</b>	<b>\$342,300</b>	<b>\$347,200</b>	<b>\$352,400</b>

# City of West Chicago

## PUBLIC WORKS DEPARTMENT MOTOR FUEL TAX

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### 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 2018 Program Objectives

- (1) Procure contractual services and complete the various planned roadway resurfacing projects by November 2018.

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
# of Snow Operation Call-outs	25	22	25	25
# of Days Street Sweeping	124	140	150	150
Cubic Yards of Debris Swept Up	2,000	3,500	4,000	4,000
# of Days Spent Performing Street Overlays/Pothole Patching	66	50	50	50
<b>Full Time Equivalent Positions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**PUBLIC WORKS**  
**Motor Fuel Tax**

01-09-26

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>CONTRACTUAL:</b>						
4204 Electric	133,449	130,000	132,000	130,000	130,000	130,000
4210 Refuse Disposal	19,494	30,000	30,000	30,000	30,000	30,000
4226 Traffic Signal Maintenance	27,978	25,000	60,000	-	-	-
4227 Street Light Maintenance	27,323	30,000	30,000	-	-	-
4412 Street Light Materials	19,800	21,000	21,000	-	-	-
<b>Sub-Total</b>	<b>\$228,045</b>	<b>\$236,000</b>	<b>\$273,000</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$160,000</b>
<b>COMMODITIES:</b>						
4609 Street Patch Materials	293	1,000	1,300	-	-	-
4610 Street Paint	2,352	2,000	2,000	-	-	-
4611 Ice Control Materials	28,027	20,000	20,000	-	-	-
4639 Parts-Mains	1,014	5,000	5,000	-	-	-
4670 Rock Salt	237,458	255,800	176,600	-	-	-
4671 Bit Patch - Cold	7,716	8,000	8,000	-	-	-
4672 Bit Patch - Hot	41,287	45,000	45,000	-	-	-
4807 Street Improvements	-	250,000	250,000	662,900	686,500	712,500
<b>Sub-Total</b>	<b>\$318,147</b>	<b>\$586,800</b>	<b>\$507,900</b>	<b>\$662,900</b>	<b>\$686,500</b>	<b>\$712,500</b>
<b>Total</b>	<b>\$546,192</b>	<b>\$822,800</b>	<b>\$780,900</b>	<b>\$822,900</b>	<b>\$846,500</b>	<b>\$872,500</b>

# City of West Chicago

## COMMUNITY DEVELOPMENT DEPARTMENT

### Financial Summary

<b>Program</b>	<b>2016 Actual</b>	<b>2017 Budgeted</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Planning, Engineering & Economic Dev.	358,627	468,100	409,100	426,500	441,200
Building & Code Enforcement	650,241	706,100	674,200	659,800	675,300
Special Events and City Museum	133,070	155,600	146,200	172,200	166,100
<b>TOTAL</b>	<b>\$1,141,938</b>	<b>\$1,329,800</b>	<b>\$1,229,500</b>	<b>\$1,258,500</b>	<b>\$1,282,600</b>

# *City of West Chicago*

## COMMUNITY DEVELOPMENT DEPARTMENT

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### Performance Report on FYE 2017 Major Program Objectives

In accordance with the Strategic Plan, the City hired a new Special Events Coordinator in April, which allowed the Business Outreach Coordinator to focus solely on economic development initiatives. Substantial work was completed on an updated Economic Development Plan, which will be presented to the City Council in the second calendar quarter of 2018. Staff is nearly complete creating a microsite for the City's economic development initiatives.

A 5k run was added to the Frosty Fest event in an attempt to draw an ever larger crowd. Also, CMAP and Teska completed the HOMES for a Changing Region Project, which (together with Glendale Heights and Hanover Park) included recommendations on improving the City's residential housing stock.

Staff expanded information on the City's website for Department services, specifically regarding code enforcement and rental residential resource information. A new filing system was purchased to improve the efficiency and effectiveness of obtaining data. Coupled with digitizing paper records, 18 file cabinets were removed from the back hallway of City Hall, which will allow for another conference room.

The City and the Western DuPage Chamber of Commerce entered into an Agreement regarding Railroad Days that calls for reduced public funding for each of the next five years, with the goal for the event to be self-sustaining at the end.

At the City Museum, contractual staff anticipates addressing about 40% of the collection processing backlog by the end of December 2017. They will also have added about 20,000 files on the research computer within the self-serve area by the end of the year. Three exhibits were designed and installed on the first floor of the Museum, and the second floor semi-permanent exhibit was updated. Space was secured for two additional local history displays in the community. Finally, two outdoor display boards at Sesquicentennial Park and near the CB&Q Depot are in process, but will not be installed until 2018.

The City filled its vacant Director of Community Development position; Tom Dabareiner started on November 15<sup>th</sup>.

# *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 2018 Program Objectives

- (1) Present an updated Economic Development Plan to the Development Committee and City Council by May 2018.
- (2) Launch the economic development microsite by February 2017.
- (3) Review the zoning requirements in the B Classifications in light of the findings and recommendations in the Central Main Street Update and the Market Study completed for the Route 59/64 intersection by June 2017.

Ongoing Activity Measures	2016 Actual	2017 Estimated	2018 Proposed	2019 Projected
Review Plan Commission Applications	16	18	18	18
Review Commercial and Industrial Building Permit Applications	244	220	230	240
Certificates of Appropriateness Reviewed	19	19	19	19
Meetings with Potential Developers	65	65	45	45
Review Residential Permit Applications (new homes)	3	4	3	3
<b>Full Time Equivalent Positions</b>	<b>2.75</b>	<b>3.25</b>	<b>3.25</b>	<b>3.25</b>

**COMMUNITY DEVELOPMENT**  
*Planning, Engineering & Economic Development*

01-10-28

Expense Item		Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>							
4016	Commissions - Salary	581	2,000	800	1,200	1,200	1,200
4020	Administrative - Salary	246,846	301,900	250,000	298,000	310,000	322,400
4029	Overtime	-	-	-	-	-	-
4050	FICA & Medicare	17,641	23,300	20,000	22,900	23,900	24,800
4056	IMRF	33,112	40,600	33,000	37,000	38,500	40,100
	<b>Sub-Total</b>	<b>\$298,180</b>	<b>\$367,800</b>	<b>\$303,800</b>	<b>\$359,100</b>	<b>\$373,600</b>	<b>\$388,500</b>
<b>CONTRACTUAL:</b>							
4100	Legal Fees	25,270	14,000	10,000	15,000	15,000	15,000
4110	Training and Tuition	493	6,000	2,000	6,000	6,000	6,000
4112	Memberships/Dues/Subscriptions	1,003	3,000	2,400	3,000	3,000	3,000
4125	Software Maintenance	2,618	3,000	3,000	3,000	3,000	3,000
4200	Legal Notices	5,377	5,000	5,000	5,000	5,000	5,000
4202	Telephone and Alarms	11,288	10,000	15,000	10,000	10,000	10,000
4211	Printing & Binding	130	500	500	1,200	1,200	1,200
4223	Legal Reporter Fees	5,408	5,000	4,500	5,000	5,000	5,000
4225	Other Contractual Services	-	3,000	18,000	3,000	3,000	3,000
4300	IRMA General Insurance	1,860	1,800	1,700	1,700	1,900	2,100
	<b>Sub-Total</b>	<b>\$53,447</b>	<b>\$51,300</b>	<b>\$62,100</b>	<b>\$52,900</b>	<b>\$53,100</b>	<b>\$53,300</b>
<b>COMMODITIES:</b>							
4600	Computer/Office Supplies	2,943	18,000	18,000	3,000	3,000	3,000
4602	Maps and Plats	1,405	500	700	1,000	1,000	1,000
4613	Postage	-	1,000	1,000	1,000	1,000	1,000
4700	Prospect Development	2,653	7,500	3,000	7,500	7,500	7,500
4720	Other Charges	-	2,000	500	2,000	2,000	2,000
	<b>Sub-Total</b>	<b>\$7,001</b>	<b>\$29,000</b>	<b>\$23,200</b>	<b>\$14,500</b>	<b>\$14,500</b>	<b>\$14,500</b>
<b>CAPITAL OUTLAY:</b>							
4802	Office Equipment	-	20,000	20,000	-	-	-
	<b>Sub-Total</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>Total</b>	<b>\$358,627</b>	<b>\$468,100</b>	<b>\$409,100</b>	<b>\$426,500</b>	<b>\$441,200</b>	<b>\$456,300</b>

# *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 2018 Program Objectives

- (1) Restructure duties using a shared position with the Department of Administrative Services to allow for more effective and efficient use of Department staff time by April 2018.
- (2) Create a succession plan for when the Assistant Director position eventually becomes vacant by December 2018.
- (3) Review code enforcement policies, procedures and approaches with customers to ensure the City is striving to achieve compliance as effectively and customer-centric as possible by August 2018.

Ongoing Activity Measures	2016 Actual	2017 Estimated	2018 Proposed	2019 Projected
Building Permit Applications	1,003	1,100	1,200	1,200
Change of Occupancy Inspections	658	520	625	650
Overcrowding Investigations	20	10	15	15
Rental Inspections	1,443	1,450	1,450	1,450
<b>Full Time Equivalent Positions</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

**COMMUNITY DEVELOPMENT**  
**Building & Code Enforcement**

01-10-29

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	95,415	96,100	89,000	96,700	100,600	104,700
4029 Overtime	-	-	-	-	-	-
4050 FICA & Medicare	7,013	7,400	6,900	7,400	7,700	8,100
4056 IMRF	12,794	13,000	11,300	12,100	12,500	13,000
<b>Sub-Total</b>	<b>\$115,223</b>	<b>\$116,500</b>	<b>\$107,200</b>	<b>\$116,200</b>	<b>\$120,800</b>	<b>\$125,800</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	34,950	35,000	28,000	35,000	35,000	35,000
4110 Training and Tuition	210	3,000	1,000	2,000	2,000	2,000
4112 Memberships/Dues/Subscriptions	775	1,000	800	800	800	800
4113 Enforcement and Inspections	345,000	345,000	345,000	345,000	358,800	373,200
4115 Bond/Deposit Refunds	-	-	-	-	-	-
4120 Plan Review	99,132	100,000	85,000	100,000	100,000	100,000
4125 Software Maintenance	6,982	7,800	7,800	8,500	8,500	8,500
4200 Legal Notices	-	200	200	200	200	200
4202 Telephone and Alarms	21,878	15,000	24,000	15,000	15,000	15,000
4205 Weed Cutting	7,535	10,000	8,000	8,000	8,000	8,000
4211 Printing and Binding	1,862	3,000	1,000	3,000	3,000	3,000
4222 Filing Fees	2,864	3,000	2,500	3,000	3,000	3,000
4224 Microfiching	5,393	32,000	32,000	10,000	10,000	10,000
4300 IRMA General Insurance	1,860	1,800	1,700	1,700	1,900	2,100
4301 Other Insurance	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$528,441</b>	<b>\$556,800</b>	<b>\$537,000</b>	<b>\$532,200</b>	<b>\$546,200</b>	<b>\$560,800</b>
<b>COMMODITIES:</b>						
4600 Office Supplies	1,382	2,500	5,000	5,000	2,500	2,500
4607 Gas and Oil	1,615	3,000	1,300	1,800	1,800	1,800
4613 Postage	-	300	-	300	300	300
4615 Uniforms & Safety Equipment	-	300	-	300	300	300
4650 Miscellaneous Commodities	-	1,000	-	500	500	500
4720 Other Charges	-	1,000	-	500	500	500
<b>Sub-Total</b>	<b>\$2,996</b>	<b>\$8,100</b>	<b>\$6,300</b>	<b>\$8,400</b>	<b>\$5,900</b>	<b>\$5,900</b>
<b>CAPITAL OUTLAY:</b>						
4802 Office Equipment	872	22,000	21,000	3,000	1,000	1,000
4804 Vehicles	2,709	2,700	2,700	-	1,400	1,400
<b>Sub-Total</b>	<b>\$3,581</b>	<b>\$24,700</b>	<b>\$23,700</b>	<b>\$3,000</b>	<b>\$2,400</b>	<b>\$2,400</b>
<b>Total</b>	<b>\$650,241</b>	<b>\$706,100</b>	<b>\$674,200</b>	<b>\$659,800</b>	<b>\$675,300</b>	<b>\$694,900</b>

# *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.

### FY 2018 Program Objectives

- (1) Add one new City-sponsored special event by December 2018.
- (2) Complete 75% of the collection processing backlog by December 2018.
- (3) Install five outdoor display boards along the "Rail Trail" and Prairie Path, highlighting local history and local history resources by November 2018.
- (4) Design three new thematic historic tours that will be added to the online digital platform, presented as public events, and made available in a new historic West Chicago brochure by December 2018.

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Program & Museum Attendance	2,918	3,050	3,300	3,600
Information Requests	89	80	85	90
Volunteer Hours	1,340	1,200	1,500	1,800
Donations Received (lots)*	25	28	30	35
Exhibits/Programs/Events	40	45	50	50
<b>Full Time Equivalent Positions</b>	<b>0.00</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>

(\*each lot may contain numerous items)

**COMMUNITY DEVELOPMENT  
SPECIAL EVENTS AND CITY MUSEUM**

01-10-30

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	-	31,800	21,000	33,200	34,600	36,000
4050 FICA & Medicare	-	2,500	1,700	2,600	2,700	2,800
4056 IMRF	-	4,300	2,600	4,500	4,700	4,900
<b>Sub-Total</b>	<b>\$0</b>	<b>\$38,600</b>	<b>\$25,300</b>	<b>\$40,300</b>	<b>\$42,000</b>	<b>\$43,700</b>
<b>CONTRACTUAL:</b>						
4202 Telephone and Alarms	13,209	12,000	16,000	12,000	12,000	12,000
4225 Other Contractual Services	36,750	42,000	42,000	42,000	44,000	44,000
4300 IRMA General Insurance	1,860	1,800	1,700	1,700	1,900	2,100
4502 Copier Lease	1,251	1,200	1,200	1,200	1,200	1,200
<b>Sub-Total</b>	<b>\$53,070</b>	<b>\$57,000</b>	<b>\$60,900</b>	<b>\$56,900</b>	<b>\$59,100</b>	<b>\$59,300</b>
<b>COMMODITIES:</b>						
4680 Special Events	80,000	60,000	60,000	75,000	65,000	55,000
<b>Sub-Total</b>	<b>\$80,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$75,000</b>	<b>\$65,000</b>	<b>\$55,000</b>
<b>Total</b>	<b>\$133,070</b>	<b>\$155,600</b>	<b>\$146,200</b>	<b>\$172,200</b>	<b>\$166,100</b>	<b>\$158,000</b>

*City of West Chicago*

**CAPITAL EQUIPMENT REPLACEMENT FUND  
PROJECTED REVENUE**

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<b>04-00</b>		<b>2016 Actual</b>	<b>2017 Budgeted</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
371000	Interest	416	400	800	400	400
387500	Asset Sales	56,369	0	65,000	0	0
389000	Miscellaneous	9,336	0	0	0	0
390000	Transfers In	780,800	842,400	851,100	278,500	937,500
	<b>TOTAL</b>	<b>\$846,921</b>	<b>\$842,800</b>	<b>\$916,900</b>	<b>\$278,500</b>	<b>\$937,900</b>

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# City of West Chicago

## CAPITAL EQUIPMENT REPLACEMENT FUND

### Financial Summary

<b>Program</b>	<b>2016 Actual</b>	<b>2017 Budgeted</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Operations	768,106	1,893,400	876,300	999,900	1,370,400
<b>TOTAL</b>	<b>\$768,106</b>	<b>\$1,893,400</b>	<b>\$876,300</b>	<b>\$999,900</b>	<b>\$1,370,400</b>

# *City of West Chicago*

## CAPITAL EQUIPMENT REPLACEMENT FUND

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### Performance Report on FYE 2017 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 2018 Program Objectives

- (1) Purchase vehicles and/or equipment in accordance with City policies on the Vehicle and Equipment Replacement Plan by December 2018.
- (2) Dispose of surplus vehicles and equipment through sale, trade or auction by December 2018.
- (3) Update the ten-year Vehicle and Equipment Replacement Plan by December 2018.

Ongoing Activity Measures	2016 Actual	2017 Estimated	2018 Proposed	2019 Projected
Vehicles and Equipment Replaced/Purchased	6	11	10	30

**CAPITAL EQUIPMENT REPLACEMENT FUND  
OPERATIONS**

04-34-39

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>CAPITAL OUTLAY:</b>						
4804      Vehicles	768,106	1,893,400	876,300	999,900	1,370,400	484,100
<b>Sub-Total</b>	<b>\$768,106</b>	<b>\$1,893,400</b>	<b>\$876,300</b>	<b>\$999,900</b>	<b>\$1,370,400</b>	<b>\$484,100</b>
<b>Total</b>	<b>\$768,106</b>	<b>\$1,893,400</b>	<b>\$876,300</b>	<b>\$999,900</b>	<b>\$1,370,400</b>	<b>\$484,100</b>

# *City of West Chicago*

## SEWER FUND *Projected Revenue*

05-00		2016 Actual	2017 Budgeted	2017 Estimated	2018 Proposed	2019 Projected
311100	Property Tax	8,894	9,000	9,000	9,000	9,000
331000	Sewer Services	6,022,740	5,300,000	6,227,700	5,300,000	5,300,000
342000	Sewer Connection Fees	48,080	25,000	38,700	25,000	25,000
364000	Recapture Fees	12,932	0	600	0	0
371000	Interest	1,377	1,000	1,400	1,000	1,000
386000	Other Reimbursements	174	0	134,800	0	0
386100	Health Insurance Contributions	33,204	33,000	33,000	33,000	33,000
386500	IRMA/IPBC Revenue Adjustment	35,768	0	0	0	0
	<b>TOTAL</b>	<b>\$6,163,169</b>	<b>\$5,368,000</b>	<b>\$6,445,520</b>	<b>\$5,368,000</b>	<b>\$5,368,000</b>

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# City of West Chicago

## SEWER FUND

### Financial Summary

<b>Program</b>	<b>2016 Actual</b>	<b>2017 Budgeted</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
SSA #2	12,933	13,800	13,100	13,800	14,400
Wastewater Treatment	3,489,019	3,002,600	2,908,400	2,913,100	3,103,200
Sanitary Collection	3,050,452	4,593,600	2,514,700	4,411,400	4,850,700
Equipment Replacement	0	2,900,500	1,825,300	1,340,200	1,339,500
<b>TOTAL</b>	<b>\$6,552,404</b>	<b>\$10,510,500</b>	<b>\$7,261,500</b>	<b>\$8,678,500</b>	<b>\$9,307,800</b>

# *City of West Chicago*

## SEWER FUND

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### Performance Report on FYE 2017 Major Program Objectives

The Wastewater Treatment Plant (WWTP) treated a total of 2.146 billion gallons (a monthly average of 5.88 MGD) in 2016 with nearly 2.152 billion gallons (a monthly average of 5.90 MGD) estimated for 2017. One excursion of the City's National Pollutant Discharge Elimination System (NPDES) permit was reported in 2016 with three permit excursion estimated for 2017. As a result of the Pre-Treatment Program, the City issued 71 industrial user violation notices in 2016 with 55 violation notices estimated for 2017. Jel Sert accounts for the majority of the violation notices issued in 2017.

The long-term Capital Improvement Plan for the WWTP was re-evaluated and revised in October 2017 and such will be used to replace/upgrade critical operational equipment at the WWTP over the next ten years. Construction for the replacement of the WWTP's Tertiary Sand Filters with a Disk Filtration System was completed in November 2017. Flights and chains in Primary Clarifier #3 were also replaced in 2017. Contractual services to replace/upgrade the WWTP SCADA system and to replace the WWTP Digester Building roof were not secured in 2017, but will become a priority in fiscal year 2018

In 2017, comments were received from the Illinois Environmental Protection Agency (IEPA) on proposed Sewer Use Ordinance revisions and said comments/suggestions are under consideration by City staff and CH2M staff. With contractual assistance from Baxter & Woodman Inc., the City conducted a technical re-evaluation of its wastewater discharge local limitations, as required per Special Condition 11 of the IEPA NPDES Permit No. IL0023469 issued on October 1, 2015, and proposed Ordinance revisions to the City's local limits were submitted to the IEPA and U.S. EPA Region 5 for review and approval. All sewer use and local limits Ordinance amendments will be presented to the City Council in 2018. In addition, an Industrial Pre-Treatment Survey 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. The survey is expected to continue thru the first quarter of 2018. A Phosphorus Optimization Plan & Phosphorous Treatment Facility Study was completed by CH2M HILL OMI and submitted to the IEPA in September 2017, as required per Special Condition 18 of the NPDES Permit.

Engineering design services for the replacement of Sanitary Lift Station #1 were substantially completed in 2017 with construction scheduled to be completed in 2018, pending appropriate construction easements being secured. Engineering design services to replace Lift Station #11 (Forest Trails) and Lift Station #5 (Burger King) were delayed until 2018, 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 were also delayed in 2017, but will resume again in 2018 and will continue over the next several years.

# City of West Chicago

## SPECIAL SERVICE AREA #2

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### 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 2018 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 2018.

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Station Monitoring	365	365	365	365
Grounds Maintenance	30	30	30	30
<b>Full Time Equivalent Positions</b>	<b>0.06</b>	<b>0.06</b>	<b>0.06</b>	<b>0.06</b>

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

05-34-40

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4027 Operational - Salary	5,032	5,100	5,000	5,100	5,400	5,700
4029 Overtime	187	200	-	200	200	200
4050 FICA & Medicare	401	500	400	500	500	500
4056 IMRF	700	700	700	700	700	800
<b>Sub-Total</b>	<b>\$6,320</b>	<b>\$6,500</b>	<b>\$6,100</b>	<b>\$6,500</b>	<b>\$6,800</b>	<b>\$7,200</b>
<b>CONTRACTUAL:</b>						
4204 Electric	4,495	5,000	4,900	5,000	5,000	5,000
4216 Grounds Maintenance	2,118	2,300	2,100	2,300	2,600	2,900
<b>Sub-Total</b>	<b>\$6,613</b>	<b>\$7,300</b>	<b>\$7,000</b>	<b>\$7,300</b>	<b>\$7,600</b>	<b>\$7,900</b>
<b>CAPITAL OUTLAY:</b>						
4806 Other Capital Outlay	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$12,933</b>	<b>\$13,800</b>	<b>\$13,100</b>	<b>\$13,800</b>	<b>\$14,400</b>	<b>\$15,100</b>

# *City of West Chicago*

## SEWER FUND *Wastewater Treatment*

### Description of Major Activities

Wastewater treatment facilities operate continuously and thereby demand large amounts of electricity for its hardware. The consultants monitor eight separate processes throughout a treatment day to optimize overall treatment efficiency. Collection, solids separation, sludge wasting, aeration, digestion, sand filtration, chlorination/dechlorination and laboratory sampling and analysis require continuous staff monitoring.

### FYE 2018 Program Objectives

- (1) Considering capital improvements completed during 2018, re-evaluate the ten-year Capital Improvement Plan and provide recommendations for changes and/or additions by November 2018.
- (2) Present amendments to Chapter 18, Sewer Use Ordinance, of the West Chicago City Code to the City Council for consideration by October 2018.
- (3) Based on the results of a City-wide survey mailed to all non-residential sanitary waste customers, evaluate and implement needed changes to the Industrial Pre-Treatment Program by October 2018.

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
NPDES Permit Excursions	0	3	5	5
Wastewater Treated (Average Daily Flow, MGD)	5.88	5.90	6.00	6.00
Biosolids Removed (Dry Tons)	879	803	900	900
<b>Full Time Equivalent Positions</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>

**SEWER FUND  
WASTEWATER TREATMENT**

05-34-42

Expense Item		Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	31,871	28,200	26,400	28,600	30,100	31,700
4029	Overtime	14	100	100	100	100	100
4050	FICA & Medicare	1,988	2,200	2,000	2,200	2,400	2,500
4054	Unemployment Insurance	1,418	-	-	-	-	-
4056	IMRF	3,640	3,600	3,400	3,600	3,800	4,000
	<b>Sub-Total</b>	<b>\$38,930</b>	<b>\$34,100</b>	<b>\$31,900</b>	<b>\$34,500</b>	<b>\$36,400</b>	<b>\$38,300</b>
<b>CONTRACTUAL:</b>							
4100	Legal Fees	48,927	-	-	-	-	-
4101	Auditing Fees	3,690	4,200	3,800	3,900	4,000	4,100
4112	NPDES Permit	64,551	93,900	93,900	96,700	147,300	151,800
4211	Printing and Binding	246	200	200	200	200	200
4216	Grounds Maintenance	8,377	8,100	11,400	8,100	9,000	9,900
4225	Other Contractual Services	2,648,684	2,820,700	2,726,600	2,730,700	2,867,300	3,010,700
4300	IRMA General Insurance	45,105	41,400	40,600	39,000	39,000	39,000
4405	Secondary Treatment Repair	-	-	-	-	-	-
	<b>Sub-Total</b>	<b>\$2,819,580</b>	<b>\$2,968,500</b>	<b>\$2,876,500</b>	<b>\$2,878,600</b>	<b>\$3,066,800</b>	<b>\$3,215,700</b>
<b>CAPITAL OUTLAY:</b>							
4806	Other Capital	29	-	-	-	-	-
4808	Depreciation	630,480	-	-	-	-	-
	<b>Sub-Total</b>	<b>\$630,509</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>		<b>\$3,489,019</b>	<b>\$3,002,600</b>	<b>\$2,908,400</b>	<b>\$2,913,100</b>	<b>\$3,103,200</b>	<b>\$3,254,000</b>

# *City of West Chicago*

## SEWER FUND *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 2018 Program Objectives

- (1) Procure contractual services for needed inflow and infiltration repairs/upgrades within the rear yard gravity flow sanitary collection system in the Roosevelt Highlands Subdivision by July 2018.
- (2) Complete construction associated with the replacement of Sanitary Lift Station #1 (Aspen Ridge Apartments) by December 2018.
- (3) Complete construction associated with the installation of protection measures and pavement improvements at Sanitary Lift Station #4 (1689 South Joliet Street) by October 2018.
- (4) Procure engineering design services to replace Lift Station #11 (Forest Trails) and Lift Station #5 (Burger King) by April 2018.

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Lift Station Alarm Calls	9	4	10	10
Lift Station Overtime Hours	354	361	350	350
Sanitary Sewer Service Calls	32	30	30	30
Sanitary Sewer Main Back-ups	4	2	3	3
Sanitary Service Lines Repaired	3	4	1	1
Sanitary Mains Repaired	1	2	1	1
<b>Full Time Equivalent Positions</b>	<b>16.31</b>	<b>16.06</b>	<b>16.06</b>	<b>16.06</b>

**SEWER FUND  
SANITARY COLLECTION**

05-34-43

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	537,856	592,900	554,100	599,000	629,000	660,500
4027 Operational - Salary	554,757	627,700	551,200	646,200	678,600	712,600
4029 Overtime	35,427	40,000	20,600	40,000	40,000	40,000
4050 FICA & Medicare	83,077	96,500	86,200	98,400	103,100	108,200
4052 I.C.M.A. - R.C.	4,290	4,300	6,500	6,600	7,000	7,400
4053 Health/Dental/Life Insurance	364,686	383,000	412,000	409,200	442,000	477,400
4054 Unemployment Insurance	2,504	-	-	-	-	-
4056 IMRF	532,146	159,800	139,800	159,500	167,300	175,400
<b>Sub-Total</b>	<b>\$2,114,744</b>	<b>\$1,904,200</b>	<b>\$1,770,400</b>	<b>\$1,958,900</b>	<b>\$2,067,000</b>	<b>\$2,181,500</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	32,461	15,000	40,000	15,000	15,000	15,000
4101 Auditing Fees	3,690	4,200	3,800	3,900	4,000	4,100
4102 JULIE System	2,259	2,300	2,200	2,300	2,300	2,300
4105 Consultants	3,583	2,000	1,200	2,000	2,000	2,000
4110 Training and Tuition	83	500	100	500	500	500
4125 Software Maintenance	10,600	12,000	1,500	12,000	12,000	12,000
4202 Telephone and Alarms	41,642	25,000	40,900	41,000	41,000	41,000
4203 Heating Gas	5,838	6,500	5,900	6,000	6,000	6,000
4204 Electric	45,752	50,000	50,400	50,000	50,000	50,000
4216 Grounds Maintenance	3,418	3,800	3,300	3,800	4,200	4,700
4225 Other Contractual Services	147,854	160,000	25,000	200,000	200,000	200,000
4300 IRMA General Insurance	67,660	62,100	60,800	58,400	63,100	68,200
4400 Vehicle Repair	354	10,000	-	10,000	10,000	10,000
4402 Lift Station Repair	41,706	80,000	30,000	80,000	25,000	25,000
4410 Sewer Main Repair	95,675	1,072,000	175,000	875,000	875,000	875,000
4501 Postage Meter Rental	1,508	1,400	1,400	1,400	1,400	1,400
4502 Copier Fees	1,526	2,500	600	2,500	2,500	2,500
<b>Sub-Total</b>	<b>\$505,608</b>	<b>\$1,509,300</b>	<b>\$442,100</b>	<b>\$1,363,800</b>	<b>\$1,314,000</b>	<b>\$1,319,700</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	5,456	5,000	5,000	5,000	5,000	5,000
4603 Parts for Vehicles	5,629	15,000	11,400	15,000	15,000	15,000
4604 Tools and Equipment	17,273	45,000	10,000	45,000	20,000	20,000
4607 Gas and Oil	12,294	15,000	12,100	15,000	15,000	15,000
4613 Postage	2,186	3,000	3,000	3,000	3,000	3,000
4626 Chemicals	1,495	1,500	1,500	1,500	1,500	1,500
4630 Parts - Lift Stations	14,558	25,000	10,000	25,000	25,000	25,000
4638 Trench Backfill Material	1,417	5,000	1,000	5,000	5,000	5,000
4639 Parts - Mains	3,361	3,000	2,000	3,000	3,000	3,000
4650 Miscellaneous Commodities	8,594	6,000	6,000	6,000	6,000	6,000
4702 Bank Charges	13,192	13,800	13,800	13,500	13,500	13,500
<b>Sub-Total</b>	<b>\$85,455</b>	<b>\$137,300</b>	<b>\$75,800</b>	<b>\$137,000</b>	<b>\$112,000</b>	<b>\$112,000</b>
<b>CAPITAL OUTLAY:</b>						
4804 Vehicles	118,700	145,000	145,000	146,100	177,700	189,600
4806 Other Capital Outlay	225,946	897,800	81,400	805,600	1,180,000	550,000
4900 Transfers Out	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$344,646</b>	<b>\$1,042,800</b>	<b>\$226,400</b>	<b>\$951,700</b>	<b>\$1,357,700</b>	<b>\$739,600</b>
<b>Total</b>	<b>\$3,050,452</b>	<b>\$4,593,600</b>	<b>\$2,514,700</b>	<b>\$4,411,400</b>	<b>\$4,850,700</b>	<b>\$4,352,800</b>

# *City of West Chicago*

## SEWER FUND *Plant Equipment Replacement*

### Description of Major Activities

The expenditures in this element, funded through set-aside contributions from both West Chicago and Winfield, are for the replacement of existing equipment at the Wastewater Treatment Plant.

### FYE 2018 Program Objectives

- (1) Prepare construction specifications, procure construction services, and replace the roof at the WWTP Digester Building by October 2018.
- (2) Replace flights and chains on Primary Clarifier #1 by August 2018.
- (3) Procure contractual services and replace/upgrade the WWTP SCADA system by November 2018.
- (4) Rebuild one existing influent pump by October 2018.

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Primary Clarifier Drive Repair (%)	0	0	0	0
Roof Replacement (%)	37.5	0	12.5	12.5
Sand Filter Overhaul (%)	0	100	0	0
Digester Tank Cleaning & Repair	0	0	0	0
 <b>Full Time Equivalent Positions</b>	 <b>0.00</b>	 <b>0.00</b>	 <b>0.00</b>	 <b>0.00</b>

**SEWER FUND**  
**SEWER PLANT EQUIPMENT REPLACEMENT**

05-34-45

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>CONTRACTUAL:</b>						
4225 Other Contractual Services	-	229,300	96,400	137,200	164,500	150,500
<b>Sub-Total</b>	<b>\$0</b>	<b>\$229,300</b>	<b>\$96,400</b>	<b>\$137,200</b>	<b>\$164,500</b>	<b>\$150,500</b>
<b>CAPITAL OUTLAY:</b>						
4806 Other Capital Outlay	-	2,671,200	1,728,900	1,203,000	1,175,000	1,075,000
<b>Sub-Total</b>	<b>\$0</b>	<b>\$2,671,200</b>	<b>\$1,728,900</b>	<b>\$1,203,000</b>	<b>\$1,175,000</b>	<b>\$1,075,000</b>
<b>Total</b>	<b>\$0</b>	<b>\$2,900,500</b>	<b>\$1,825,300</b>	<b>\$1,340,200</b>	<b>\$1,339,500</b>	<b>\$1,225,500</b>

SEWER FUND 5-YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL EXPENDITURES (FYE)	ACTUAL 2016	PROPOSED 2017	ESTIMATED 2017	PROPOSED 2018	PROPOSED 2019	PROPOSED 2020	PROPOSED 2021	PROPOSED 2022	5 Year Total (2018 thru 2022)
<b>COLLECTION SYSTEM IMPROVEMENTS, 05-34-43-4806</b>									
Forest Trails Lift Station (LS#11) Replacement - Engr.		70,000		70,000					70,000
Forest Trails Lift Station (LS#11) Replacement - Constr.						500,000			500,000
Forest Trails Lift Station (LS#11) Replacement - Engr. Inspect.						50,000			50,000
Aspen Ridge Lift Station (LS#1) Replacement - Engr.	8,075	61,900	51,100						-
Aspen Ridge Lift Station (LS#1) Replacement - Constr.		500,000		500,000					500,000
Aspen Ridge Lift Station (LS#1) Replacement - Engr. Inspect.		50,000		50,000					50,000
Burger King Lift Station (LS#5) & Foremain Replacement - Engr.	0	100,000		100,000					100,000
Burger King Lift Station (LS#5) & Foremain Replacement - Constr.					1,000,000				1,000,000
Burger King Lift Station (LS#5) & Foremain Replacement - Engr. Inspect.					110,000				110,000
Powis Road Lift Station (LS#9) Replacement - Engr.					70,000				70,000
Powis Road Lift Station (LS#9) Replacement - Constr.							500,000		500,000
Powis Road Lift Station (LS#9) Replacement - Engr. Inspect.							50,000		50,000
Joliet Street Lift Station (LS#4) - Protection Measures and Pavement Improvements	0	85,600		85,600					85,600
Lift Station SCADA Upgrades	0	30,300	30,300						60,600
Tronox - Pomeroy & Brown Utility Improvement Project	259,351								-
Contie Parkway Sanitary Sewer Improvements - (Reimbursable to Developer)							360,000		360,000
<b>05-34-43-4806 SUB-TOTAL</b>	<b>\$267,426</b>	<b>\$897,800</b>	<b>\$81,400</b>	<b>\$805,600</b>	<b>\$1,180,000</b>	<b>\$550,000</b>	<b>\$910,000</b>	<b>\$0</b>	<b>\$3,506,200</b>
<b>WASTEWATER TREATMENT PLANT EQUIPMENT REPLACEMENT, 05-34-45-4806</b>									
Headworks - Screening Equipment & Gril Removal Replacement									
Influent - Replace West Chicago Influent Flow Gate	1,072,245			53,000					53,000
Primary Clarifiers - Primary Effluent Trough Replacement Program				30,000					30,000
Primary Clarifiers - Replace Clarifier Chains and Flights									
Primary Clarifiers - Scum Trough Replacement Program	124,585	160,000	149,100	170,000					170,000
Primary Clarifiers - Concrete Rehab / Protective Wall Coating							150,000		150,000
Aeration Basins - Concrete Rehab. & Valve Replacement								50,000	50,000
Aeration Basins - Replace Blower Controls					175,000				175,000
Aeration Basins - Replace RAS Pumps, Controls, & Valves								500,000	500,000
Secondary Clarifiers - Paint Clarifiers Internal Mechanicals		140,000					400,000		400,000
Secondary Clarifiers - Replace Internal Mechanicals & Clarifier Drive									
Overflow Clarifier - Replace Internal Mechanicals & Clarifier Drive						200,000			200,000
Tertiary Filters - Filtration System Replacement Project		35,000				250,000			250,000
Solids Thickening - Upgrades to Waste Sludge Thickening	683,485	1,707,200	1,457,600						
Anaerobic Digestion - Repairs to Primary Digester Sludge Heating/Mixing System									
Anaerobic Digestion - Replacement of Gas Line to Flare	131	47,200	47,300		800,000				800,000
Anaerobic Digestion - Gas System Upgrade									
Anaerobic Digestion - Paint Digester Lid								250,000	250,000
Solids Dewatering - Sludge Belt Press Upgrades		300,000		750,000					750,000
SCADA - Upgrades / Replacement	80,132	281,800	74,900	200,000	200,000	300,000	100,000		900,000
Buildings & Grounds - Upgrades / Replacements									
<b>05-34-45-4806 SUB-TOTAL</b>	<b>\$1,960,578</b>	<b>\$2,671,200</b>	<b>\$1,728,900</b>	<b>\$1,203,000</b>	<b>\$1,175,000</b>	<b>\$1,075,000</b>	<b>\$1,100,000</b>	<b>\$1,100,000</b>	<b>\$5,653,000</b>
<b>TOTAL SEWER FUND CAPITAL IMPROVEMENT PROGRAM</b>	<b>\$2,228,003</b>	<b>\$3,569,000</b>	<b>\$1,810,300</b>	<b>\$2,008,600</b>	<b>\$2,355,000</b>	<b>\$1,625,000</b>	<b>\$2,010,000</b>	<b>\$1,100,000</b>	<b>\$9,159,200</b>

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# *City of West Chicago*

## **WATER SERVICE PROJECTED REVENUE**

06-00		2016 Actual	2017 Proposed	2017 Estimated	2018 Proposed	2019 Projected
312000	Home Rule Sales Tax	1,185,841	0	0	0	0
331000	Water Services	4,396,255	4,500,000	4,606,100	4,500,000	4,500,000
332000	Hydrant Meter Fees	279	1,000	0	1,000	1,000
332500	Posting and Turn On Fees	37,940	20,000	34,600	20,000	20,000
341000	Water Connection Fees	26,500	20,000	19,800	20,000	20,000
341500	Water Capacity Fees	7,700	3,500	4,100	3,500	3,500
344000	Meter Sales	13,596	3,000	10,100	3,000	3,000
371000	Interest	1,275	1,000	2,600	1,000	1,000
386000	Reimbursements	345	0	0	0	0
386100	Health Insurance Contributions	33,204	32,000	32,000	32,000	32,000
386500	IRMA/IPBC Revenue Adjustment	35,768	0	0	0	0
388500	Tower Rental Fees	36,465	35,000	37,900	35,000	35,000
394001	Asset Transfers	0	0	0	0	0
	<b>TOTAL</b>	<b>\$5,775,168</b>	<b>\$4,615,500</b>	<b>\$4,747,200</b>	<b>\$4,615,500</b>	<b>\$4,615,500</b>

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# City of West Chicago

## WATER FUND

### Financial Summary

<b>Program</b>	<b>2016 Actual</b>	<b>2017 Proposed</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Water Production and Distribution	3,130,830	5,402,500	3,539,100	5,017,500	3,773,300
Water Treatment Plant Operations	3,656,131	2,293,900	1,584,300	2,270,800	1,750,300
Debt Service	136,686	707,000	707,000	707,000	707,000
<b>TOTAL</b>	<b>\$6,923,647</b>	<b>\$8,403,400</b>	<b>\$5,830,400</b>	<b>\$7,995,300</b>	<b>\$6,230,600</b>

# *City of West Chicago*

## WATER FUND

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### Performance Report on FYE 2017 Major Program Objectives

The Division operated and maintained pumping facilities that produced over 1.282 billion gallons of water during 2016 with nearly 1.249 billion gallons estimated for 2017. The Division successfully completed all IEPA and USEPA required sampling and monitoring requirements with no violations.

Well Station #12 was completed and put into service in November 2017. The rehabilitation of Well Station #3 was completed and the well was put back into service in November 2017. Emergency repairs to Well Station #9 and water main improvements associated with the Grove Avenue Water Main Replacement Project were completed in September 2017.

Engineering and construction services related to the rehabilitation of Booster Station #4, the pulling and rehabilitation of Well Station #7, installation of stand-by generators at Well Stations #3 and #9, and security system improvements at all Well Stations were delayed until 2018. Water main improvements associated with the 2017 Roadway and Water Main Rehabilitation Project (Stimmel and Pomeroy Streets between Wood Street and Joliet Street) were not completed in 2017 for reasons directly related to Community Development Block Grant funding through DuPage County; this Project will become a priority for fiscal year 2018.

No major operational changes were made to the Plant during 2017; however, operational strategies to improve the treatment process and to balance water storage against demand continue.

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 2017 but remain a priority in fiscal year 2018. Removal of waste lime sludge from lagoons at the Water Treatment Plant was not necessary in 2017, but will need to be completed in 2018.

# *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 2018 Program Objectives

- (1) Procure construction services for the replacement of water main on Stimmel and Pomerory Streets, between Wood Street and Joliet Street, and complete construction by November 2018.
- (2) Procure engineering design services for the rehabilitation of Booster Station #4 by March 2018 and complete construction by December 2018.
- (3) Complete security system improvements at all Well Stations by December 2018.
- (4) Procure construction services to pull the pump and motor assembly at Well Station #7 by June 2018; evaluate needed repairs and complete same by December 2018.

Ongoing Activity Measures	2016 Actual	2017 Estimated	2018 Proposed	2019 Projected
Average Daily Water Produced (MGD)	3.512	3.423	3.50	3.50
# Of Watermain Breaks Repaired	9	11	10	10
# Of Fire Hydrants Painted	340	0	500	500
# Of Major Well Station Repairs	0	2	1	1
<b>Full Time Equivalent Positions</b>	<b>14.34</b>	<b>14.09</b>	<b>14.09</b>	<b>14.09</b>

**WATER FUND**  
**Water Production and Distribution**

06-34-47

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	515,984	570,400	532,500	575,500	604,300	634,600
4027 Operational - Salary	446,909	479,300	427,100	492,900	517,600	543,500
4029 Overtime	26,310	30,000	18,900	30,000	30,000	30,000
4050 FICA & Medicare	72,099	82,600	74,900	84,100	88,200	92,500
4052 I.C.M.A. - R.C.	4,290	4,300	6,500	6,600	7,000	7,400
4053 Health/Dental/Life Insurance	364,679	383,000	412,100	409,200	442,000	477,400
4054 Unemployment Insurance	2,127	-	-	-	-	-
4056 IMRF	699,487	136,800	121,500	136,400	143,000	150,000
<b>Sub-Total</b>	<b>\$2,131,885</b>	<b>\$1,686,400</b>	<b>\$1,593,500</b>	<b>\$1,734,700</b>	<b>\$1,832,100</b>	<b>\$1,935,400</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	76,562	15,000	56,900	60,000	15,000	15,000
4101 Auditing Fees	13,120	14,600	13,500	13,800	14,200	14,600
4102 JULIE System	2,259	2,500	2,200	2,500	2,500	2,500
4105 Consultants	3,583	2,000	1,200	2,000	2,000	2,000
4108 Pre-Employment Exams	933	600	100	600	600	600
4110 Training and Tuition	458	1,000	1,100	1,000	1,000	1,000
4112 Memberships/Dues/Subscriptions	200	1,000	200	1,000	1,000	1,000
4125 Software Maintenance	7,748	10,000	3,500	10,000	10,000	10,000
4200 Legal Notices	-	1,000	300	1,000	1,000	1,000
4202 Telephone and Alarms	50,510	35,000	57,000	50,000	50,000	50,000
4203 Heating Gas	2,552	3,000	2,400	3,000	3,000	3,000
4204 Electric	331,487	325,000	319,900	325,000	325,000	325,000
4207 Lab Services	5,132	8,500	5,000	5,000	5,000	5,000
4210 Refuse Disposal	-	1,000	-	1,000	1,000	1,000
4211 Printing and Binding	2,432	2,000	2,000	2,000	2,000	2,000
4216 Grounds Maintenance	7,334	7,700	6,700	7,700	8,500	9,400
4225 Other Contractual Services	36,295	200,000	34,500	200,000	200,000	200,000
4300 IRMA General Insurance	107,170	98,400	96,300	92,500	97,200	102,100
4301 Other Insurance	3,070	-	-	-	-	-
4400 Vehicle Repair	62	1,000	1,400	1,000	1,000	1,000
4401 Building Repair	191	1,000	-	1,000	1,000	1,000
4418 Distribution System Repair	27,194	100,000	21,700	35,000	35,000	35,000
4420 Pump Station Repair	24,413	648,700	543,800	432,000	100,000	100,000
4421 Reservoir Repair	49,165	500	-	500	500	500
4425 Hardware Maintenance	-	2,500	-	2,500	2,500	2,500
4501 Postal Meter Rental	1,508	1,400	1,500	1,400	1,400	1,400
4502 Copier Lease/Costs	1,526	3,000	600	3,000	3,000	3,000
<b>Sub-Total</b>	<b>\$754,905</b>	<b>\$1,486,400</b>	<b>\$1,171,800</b>	<b>\$1,254,500</b>	<b>\$883,400</b>	<b>\$889,600</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	5,550	6,000	6,000	6,000	6,000	6,000
4603 Parts for Vehicles	744	5,000	3,400	5,000	5,000	5,000
4604 Tools and Equipment	3,005	38,500	15,000	32,500	11,500	3,500
4607 Gas and Oil	13,780	20,000	13,300	20,000	20,000	20,000
4613 Postage	4,349	5,000	5,000	5,000	5,000	5,000
4615 Uniforms & Safety Equipment	6,200	10,100	7,800	8,200	6,200	6,200
4620 Parts and Equipment - Wells	6,611	13,000	13,000	13,000	7,000	7,000
4621 Parts and Equipment - Distribution	23,200	50,000	30,000	30,000	30,000	30,000
4622 Parts and Equipment - Pump Stations	2,340	10,000	5,000	10,000	10,000	10,000
4625 Lab Supplies	434	500	-	500	500	500
4641 Water Meters/Parts	17,710	10,000	16,000	10,000	10,000	10,000
4650 Miscellaneous Commodities	5,556	6,000	5,000	6,000	6,000	6,000
4702 Bank Charges	12,659	16,800	16,800	15,000	15,000	15,000
<b>Sub-Total</b>	<b>\$102,139</b>	<b>\$190,900</b>	<b>\$136,300</b>	<b>\$161,200</b>	<b>\$132,200</b>	<b>\$124,200</b>
<b>CAPITAL OUTLAY:</b>						
4804 Vehicles	132,900	141,600	141,600	127,600	127,600	136,800
4806 Other Capital Outlay	9,001	1,872,200	470,900	1,714,500	773,000	675,000
4812 MIS Replacement	-	25,000	25,000	25,000	25,000	25,000
4900 Transfers Out	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$141,901</b>	<b>\$2,038,800</b>	<b>\$637,500</b>	<b>\$1,867,100</b>	<b>\$925,600</b>	<b>\$836,800</b>
<b>Total</b>	<b>\$3,130,830</b>	<b>\$5,402,500</b>	<b>\$3,539,100</b>	<b>\$5,017,500</b>	<b>\$3,773,300</b>	<b>\$3,786,000</b>

# City of West Chicago

## WATER TREATMENT PLANT OPERATIONS

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### Description of Major Activities

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

### FYE 2018 Program Objectives

- (1) Continue to evaluate operational strategies to improve the treatment process and to balance water storage against demand by December 2018.
- (2) Complete security system improvements at the Water Treatment Plant by December 2018.
- (3) Investigate hardware alternatives for the replacement of all Programmable Logic Controllers and appurtenances for aging infrastructure at the Water Treatment Plant by October 2018.
- (4) Remove waste lime sludge from lagoons by November 2018.

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Average Daily Water Treated (MGD)	3.512	3.423	3.50	3.50
<b>Full Time Equivalent Positions</b>	<b>8.88</b>	<b>8.88</b>	<b>8.88</b>	<b>8.88</b>

**WATER FUND**  
**Water Treatment Plant Operations**

06-34-48

Expense Item		Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	180,294	186,000	174,500	193,100	202,800	213,000
4027	Operational - Salary	463,463	468,300	466,700	453,400	476,100	500,000
4029	Overtime	61,183	60,000	62,000	60,000	60,000	60,000
4050	FICA & Medicare	53,196	54,700	53,800	54,100	56,600	59,200
4054	Unemployment Insurance	709	-	-	-	-	-
4056	IMRF	93,803	90,600	87,300	87,700	91,700	96,000
	<b>Sub-Total</b>	<b>\$852,647</b>	<b>\$859,600</b>	<b>\$844,300</b>	<b>\$848,300</b>	<b>\$887,200</b>	<b>\$928,200</b>
<b>CONTRACTUAL:</b>							
4110	Training and Tuition	896	1,000	800	1,000	1,000	1,000
4112	Memberships/Dues/Subscriptions	410	500	700	500	500	500
4202	Telephone and Alarms	38,701	20,000	47,000	40,000	40,000	40,000
4203	Heating Gas	3,109	5,000	3,300	5,000	5,000	5,000
4204	Electric	154,372	150,000	151,700	150,000	150,000	150,000
4207	Lab Services	-	2,000	-	2,000	-	2,000
4210	Refuse Disposal	363,381	600,000	-	600,000	-	600,000
4216	Grounds Maintenance	29,800	30,900	9,800	30,900	12,000	33,200
4219	Contract Janitorial Services	24,120	24,200	24,200	24,200	26,700	29,400
4225	Other Contractual Services	27,388	22,000	20,000	19,000	19,000	19,000
4300	IRMA General Insurance	39,465	36,300	35,500	34,100	34,100	34,100
4401	Building Repair	12,409	10,000	2,500	10,000	10,000	1,000
4430	WTP Operations Repair	18,980	20,000	30,200	20,000	20,000	20,000
4502	Copier Lease/Costs	7,955	8,000	4,100	8,000	8,000	8,000
4503	Equipment Rental	1,720	3,000	1,300	3,000	1,000	1,000
	<b>Sub-Total</b>	<b>\$722,705</b>	<b>\$932,900</b>	<b>\$331,100</b>	<b>\$947,700</b>	<b>\$327,300</b>	<b>\$944,200</b>
<b>COMMODITIES:</b>							
4600	Computer/Office Supplies	4,483	2,000	1,000	2,000	2,000	2,000
4603	Parts for Vehicles	-	200	-	200	200	200
4604	Tools and Equipment	2,042	3,000	1,500	3,000	3,000	3,000
4607	Gas and Oil	1,015	1,000	-	1,000	1,000	1,000
4615	Uniforms & Safety Equipment	2,949	5,300	3,800	3,700	3,700	3,700
4624	Parts - Building Repair	6,820	3,000	8,000	3,000	3,000	3,000
4625	Lab Supplies	12,248	15,000	15,000	15,000	11,000	11,000
4626	Chemicals	352,057	350,000	333,700	350,000	350,000	350,000
4642	Parts - WTP Operations	8,341	31,000	40,000	6,000	6,000	6,000
4650	Miscellaneous Commodities	1,374	1,500	1,500	1,500	1,500	1,500
	<b>Sub-Total</b>	<b>\$391,328</b>	<b>\$412,000</b>	<b>\$404,500</b>	<b>\$385,400</b>	<b>\$381,400</b>	<b>\$381,400</b>
<b>CAPITAL OUTLAY:</b>							
4804	Vehicles	4,400	4,400	4,400	4,400	4,400	5,100
4806	Other Capital Outlay	-	85,000	-	85,000	150,000	-
4808	Depreciation	1,685,050	-	-	-	-	-
	<b>Sub-Total</b>	<b>\$1,689,450</b>	<b>\$89,400</b>	<b>\$4,400</b>	<b>\$89,400</b>	<b>\$154,400</b>	<b>\$5,100</b>
	<b>Total</b>	<b>\$3,656,131</b>	<b>\$2,293,900</b>	<b>\$1,584,300</b>	<b>\$2,270,800</b>	<b>\$1,750,300</b>	<b>\$2,258,900</b>

# *City of West Chicago*

## TREATMENT PLANT DEBT SERVICE

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### 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 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
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**COMMODITIES:**

4716	Note Principal	-	580,000	580,000	595,000	610,400	626,200
4717	Note Interest	136,686	127,000	127,000	112,000	96,600	80,800
	<b>Sub-Total</b>	<b>\$136,686</b>	<b>\$707,000</b>	<b>\$707,000</b>	<b>\$707,000</b>	<b>\$707,000</b>	<b>\$707,000</b>

<b>Total</b>	<b>\$136,686</b>	<b>\$707,000</b>	<b>\$707,000</b>	<b>\$707,000</b>	<b>\$707,000</b>	<b>\$707,000</b>
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WATER FUND 5-YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL EXPENDITURES (FYE)	ACTUAL 2016	PROPOSED 2017	ESTIMATED 2017	PROPOSED 2018	PROPOSED 2019	PROPOSED 2020	PROPOSED 2021	PROPOSED 2022
<b>RAW WATER PRODUCTION IMPROVEMENTS</b>								
Well #3 Stand-by Generator Installation - Engr.								
Well #3 Stand-by Generator Installation - Constr.	0	350,000	0	350,000				
Well #3 Stand-by Generator Installation - Engr. Inspect.	0	35,000	0	35,000				
Well #10 (and #11) Stand-by Generator Installation - Constr.					350,000			
Well #10 (and #11) Stand-by Generator Installation - Engr. Inspect.					35,000			
Well #9 (and #8) Stand-by Generator Installation - Engr.	0	35,000	0	35,000		350,000		
Well #9 (and #8) Stand-by Generator Installation - Constr.						35,000		
Well #9 (and #8) Stand-by Generator Installation - Engr. Inspect.						350,000		
Well #8 Assembly Upgrade Project - Engr.					75,000			
Well #8 Assembly Upgrade Project - Constr.						35,000		
Well #8 Assembly Upgrade Project - Engr. Inspect.							750,000	
Well #5 Stand-by Generator Installation - Engr.							75,000	
Well #5 Stand-by Generator Installation - Constr.						40,000		400,000
Well #5 Stand-by Generator Installation - Engr. Inspect.								40,000
Well #12 Installation Project - Engr.	0	320,000	311,100	349,100				
Well #12 Installation Project - Constr.	0							
Well #12 Installation Project - Engr. Inspect.								
Well #13 Installation Project - Engr.								75,000
Well #13 Installation Project - Land Acquisition								75,000
Well Station Security System Improvements	0	49,100	0	49,100				
Booster Station #4 Rehabilitation Project - Engr.		55,000	0	55,000				
Booster Station #4 Rehabilitation Project - Engr. Inspect.		35,000	0	35,000				
Booster Station #4 Rehabilitation Project - Constr.		260,000	19,500	260,000				
<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$1,139,100</b>	<b>\$330,600</b>	<b>\$1,168,200</b>	<b>\$460,000</b>	<b>\$425,000</b>	<b>\$825,000</b>	<b>\$590,000</b>
<b>FINISHED WATER DISTRIBUTION SYSTEM IMPROVEMENTS</b>								
South Leg - Route 59 Watermain Relocation Project - Engr.								
Tronox - Pomeroy & Brown Utility Improvement Project					63,000			
Water Meter Replacement Program	9,001	125,000		125,000				
Grove Avenue Water Main Replacement Project		160,000	140,300					
2017 Roadway & Water Main Rehabilitation Project (part of Capital Projects Fund)		421,300		421,300				
<b>SUB-TOTAL</b>	<b>\$9,001</b>	<b>\$706,300</b>	<b>\$140,300</b>	<b>\$546,300</b>	<b>\$63,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FINISHED WATER STORAGE TANK IMPROVEMENTS</b>								
Paint Water Storage Tank								
3 MG Elevated Tank Project - Engr. (Tank 1)		26,800	0		250,000	250,000		
3 MG Elevated Tank Project - Constr. (Tank 1)							26,800	5,000,000
3 MG Elevated Tank Project - Engr. Inspect. (Tank 1)								117,800
<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$26,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$26,800</b>	<b>\$5,117,800</b>
<b>WATER TREATMENT PLANT IMPROVEMENTS</b>								
Miscellaneous Professional Services	0	25,000	0	25,000				
Security System Upgrade/Modernization	0	60,000	0	60,000				
SCADA System Upgrade/Modernization								
<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$85,000</b>	<b>\$0</b>	<b>\$85,000</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL WATER FUND CAPITAL IMPROVEMENT PROGRAM</b>	<b>\$9,001</b>	<b>\$1,957,200</b>	<b>\$470,900</b>	<b>\$1,799,500</b>	<b>\$923,000</b>	<b>\$675,000</b>	<b>\$885,800</b>	<b>\$5,707,800</b>

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## *City of West Chicago*

### CAPITAL PROJECTS FUND PROJECTED REVENUE

08-00		2016 Actual	2017 Budgeted	2017 Estimated	2018 Proposed	2019 Projected
311100	Property Tax	289	0	300	0	0
312000	Home Rule Sales Tax	590,910	1,520,000	1,692,200	1,489,600	1,489,600
315000	Utility Taxes	1,994,900	2,100,000	1,987,700	2,100,000	2,100,000
321000	Grants	0	0	0	800,000	250,000
371000	Interest	439	2,000	500	2,000	2,000
386000	Reimbursements	1,464,585	800,000	17,200	0	0
386500	IPBC & IRMA Revenue	3,461	0	0	0	0
386100	Health Insurance Contributions	3,213	3,800	3,900	4,000	4,200
389000	Miscellaneous	0	0	0	0	0
390000	Transfers	0	0	0	500,000	0
	<b>TOTAL</b>	<b>\$4,057,797</b>	<b>\$4,425,800</b>	<b>\$3,701,800</b>	<b>\$4,895,600</b>	<b>\$3,845,800</b>

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# City of West Chicago

## CAPITAL PROJECTS FUND

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### Financial Summary

Program	2016 Actual	2017 Budgeted	2017 Estimated	2018 Proposed	2019 Projected
Operations	3,980,349	6,049,800	2,927,100	7,453,100	4,477,800
<b>TOTAL</b>	<b>\$3,980,349</b>	<b>\$6,049,800</b>	<b>\$2,927,100</b>	<b>\$7,453,100</b>	<b>\$4,477,800</b>

# *City of West Chicago*

## CAPITAL PROJECTS FUND

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### Performance Report on FYE 2017 Major Program Objectives

The Willow Creek Subdivision Resurfacing Project, the Meadow Wood Subdivision Resurfacing Project, and the 2017 Hillside Addition Resurfacing Project were all completed in October 2017. As part of the Willow Creek Subdivision Resurfacing Project, Thomas Drive, Sassafras Drive, Lakeside Drive, Long Oak Drive, and Acron Hill Lane were resurfaced (approximately 1.12 miles of streets within the Willow Creek Subdivision not completed in FY 2010). As part of the Meadow Wood Subdivision Resurfacing Project, all streets within the subdivision were resurfaced (approximately 1.10 miles of streets). The 2017 Hillside Addition Resurfacing Project included the roadway resurfacing of Elizabeth Street, Gates Street, and Oak Street, all between Brown Street and Forest Avenue, and Lester Street between Bishop Street and Illinois Route 59 (approximately 0.94 miles of streets).

Construction for 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, commenced in late October 2017. However, the project's contractor was not able to obtain a UP railroad flagger prior to the closing of asphalt plants for the winter season; the project was suspended in November 2017. The Powis Road LAFO Project will start again in Spring 2018 with a target completion date of mid-June 2018.

The 2017 Main Street and METRA Station Sidewalk Project, consisting of the installation of pedestrian stairs on City property between 447 and 461 Main Street and sidewalk improvements on the ramp from Main Street to the METRA station, was completed in November 2017. 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, and the EAB Insecticidal Treatment Program. Also, the Curb and Gutter Rehabilitation Program was completed in July 2017 with the repair of 372 lineal feet of curb and gutter within the Willow Creek, Meadow Wood, and Cornerstone Lakes Subdivisions.

# *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 2018 Program Objectives

- (1) Complete the 2018 Sidewalk Replacement Program by July 2018.
- (2) Resurface Elm Street, including the construction of a hammerhead turn-around, by August 2018.
- (3) Complete the 2017 Roadway and Water Main Rehabilitation Project, which includes the resurfacing of Weyrauch Street between Blair Street and Lester Street; Stimmel Street and Pomeroy Street between Wood Street and Joliet Street; Hazel and Lester Streets between Weyrauch Street and Joliet Street, by November 2018.
- (4) Complete the 2018 Roadway Resurfacing Project, which includes Sherman Street, Stimmel Street, and Blair Street west of the CN railroad tracks, south of Ann Street, by September 2018.

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Centerline Miles of Streets Striped	4.6	3.1	5.0	5.0
Square Feet of Sidewalk Replaced	11,142	1,949	11,000	11,000
Number of Streets Crack Sealed	14	20	15	15
Pounds of Crack Fill Material Used	32,050	35,360	35,000	35,000
Trees Removed	185	188	50	50
Parkway Trees Planted	135	106	130	130
Number of Mowings	30	30	30	30
<b>Full Time Equivalent Positions</b>	<b>0.81</b>	<b>3.75</b>	<b>3.75</b>	<b>3.75</b>

**CAPITAL PROJECTS FUND**

08-34-53

Expense Item		Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	116,150	108,500	103,700	110,300	115,900	121,700
4027	Operational - Salary	152,832	168,400	169,800	174,600	183,400	192,600
4029	Overtime	13,465	10,000	5,100	10,000	10,000	10,000
4050	FICA & Medicare	20,593	35,000	21,400	22,600	23,700	24,900
4053	Health/Dental/Life Insurance	35,299	37,100	39,900	39,600	42,800	46,300
4054	Unemployment Insurance	3,213	-	-	-	-	-
4056	IMRF	36,615	36,400	34,600	36,600	38,400	40,300
	<b>Sub-Total</b>	<b>\$378,166</b>	<b>\$395,400</b>	<b>\$374,500</b>	<b>\$393,700</b>	<b>\$414,200</b>	<b>\$435,800</b>
<b>CONTRACTUAL:</b>							
4100	Legal Fees	4,640	-	8,000	-	-	-
4101	Auditing Fees	3,690	4,000	3,800	3,900	4,000	4,100
4200	Legal Notices	537	1,000	1,000	1,000	1,000	1,000
4225	Other Contractual Services	830,743	1,020,300	1,046,700	880,700	911,700	943,900
4226	Traffic Signal Maintenance	-	-	-	25,000	25,000	25,000
4227	Street Light Maintenance	-	-	-	30,000	30,000	30,000
4300	IRMA General Insurance	5,640	5,200	5,100	4,900	5,200	5,600
4375	Utility Tax Rebate	10,994	62,000	60,000	60,000	60,000	60,000
	<b>Sub-Total</b>	<b>\$856,244</b>	<b>\$1,092,500</b>	<b>\$1,124,600</b>	<b>\$1,005,500</b>	<b>\$1,036,900</b>	<b>\$1,069,600</b>
<b>COMMODITIES:</b>							
4609	Street Patch Materials	-	-	-	1,000	1,000	1,000
4610	Street Paint	-	-	-	2,000	2,000	2,000
4611	Ice Control Materials	-	-	-	20,000	20,000	20,000
4642	Street Light Materials	-	-	-	21,000	21,000	21,000
4643	Storm Sewer Repair Materials	-	-	-	25,000	25,000	25,000
4670	Rock Salt	-	-	-	235,900	259,500	285,500
4671	Bit Patch Materials - Cold	-	-	-	8,000	8,000	8,000
4672	Bit Patch Materials - Hot	-	-	-	45,000	45,000	45,000
	<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$357,900</b>	<b>\$381,500</b>	<b>\$407,500</b>
<b>CAPITAL OUTLAY:</b>							
4801	Building/Grounds Improvements	59,378	40,000	10,000	40,000	40,000	40,000
4807	Street Improvements	959,390	2,909,100	673,800	1,283,200	1,639,900	1,011,200
4809	Reque Road	15,269	450,000	200,000	250,000	-	-
4817	Salt Storage Facility	-	-	-	2,000,000	-	-
4818	200 Main Street Renovation Project	-	-	-	235,000	-	-
4819	City Hall HVAC Improvements	-	-	-	200,000	-	-
4845	St. Andrews Square/North Avenue Traffic Signal	-	-	-	500,000	-	-
4846	Powis Road Resurfacing Project	19,584	-	-	-	-	-
4847	Wood Street Reconstruction Project	56,749	-	-	-	-	-
4848	Curb and Gutter Removal and Replacement	48,481	60,000	48,600	-	-	-
4849	Early Warning Sirens	-	20,000	-	20,000	20,000	-
4854	Tree Replacement Program	42,362	35,000	31,100	35,000	35,000	35,000
4863	Sidewalk & Curb and Gutter Replacement Program	66,307	75,000	51,100	160,000	135,000	135,000
4867	Wilson/Joliet Culvert Reconstruction	11,708	-	18,600	-	-	-
4868	Crack Filling Program	38,254	50,000	45,700	50,000	50,000	50,000
4869	Street Striping Program	36,638	40,000	36,000	40,000	40,000	40,000
4870	Forestry - Removals and Replacements	80,147	70,000	50,600	70,000	70,000	70,000
4871	Right-of-Way Maintenance Program	77,468	91,100	82,100	91,100	100,300	110,400
4872	Right-of-Way Sign Material & Barricades	45,063	35,000	35,000	35,000	35,000	35,000
4873	Pedestrian Tunnel Improvements	-	371,700	10,200	371,700	-	-
4876	CN Mitigation Projects (4876)	29	-	-	-	-	-
4886	EAB Insecticidal Treatment Program	72,493	80,000	75,200	80,000	80,000	80,000
4888	Street Division Parking Lot Reconstruction	27,660	-	-	-	400,000	-
4890	City Hall Landscaping & Entrance Sign	-	35,000	18,500	35,000	-	-
4892	Wilson Street Bridge Maintenance Program	1,073,276	-	-	-	-	-
4894	Citywide Bench Mark Replacement Program	-	100,000	-	-	-	-
4895	City Hall Security Improvements	2,782	100,000	41,500	200,000	-	-
4896	Demolition of 804 Forest Avenue	12,900	-	-	-	-	-
4900	Transfers Out	-	-	-	-	-	-
	<b>Sub-Total</b>	<b>\$2,745,939</b>	<b>\$4,561,900</b>	<b>\$1,428,000</b>	<b>\$5,696,000</b>	<b>\$2,645,200</b>	<b>\$1,606,600</b>
	<b>Total</b>	<b>\$3,980,349</b>	<b>\$6,049,800</b>	<b>\$2,927,100</b>	<b>\$7,453,100</b>	<b>\$4,477,800</b>	<b>\$3,519,500</b>

FY 2018-2022 Capital Improvement Program

	PROPOSED 2018	ESTIMATED 2016	ACTUAL 2016	BUDGETED 2017	ESTIMATED 2017	PROPOSED 2018	PROPOSED 2019	PROPOSED 2020	PROPOSED 2021	PROPOSED 2022	5 Yr Total
<b>CAPITAL EXPENDITURES (FYE)</b>											
Beginning Balance (January 1st)											
Revenues	3,256,200	2,691,795	2,691,795	2,401,895	2,784,885	3,559,585	1,002,085	370,085	146,485	378,285	10,524,525
Expenditures	3,243,100	4,147,000	4,057,796	4,425,800	3,701,800	4,895,600	3,845,800	3,595,900	3,596,000	3,596,100	19,554,500
Transfers	6,664,100	4,426,900	4,005,992	6,049,800	2,927,100	7,453,100	4,477,800	3,519,500	3,765,200	3,828,803	23,045,403
Ending Balance	-164,800	2,401,895	2,784,885	777,895	3,559,585	1,002,085	370,085	446,485	276,285	43,582	2,138,522
<b>Revenues</b>											
Utility Tax	2,100,000	2,100,000	1,694,900	2,100,000	1,897,700	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000	10,500,000
Home Rule Sales Tax	500,000	500,000	500,000	1,520,000	1,692,200	1,489,600	1,489,600	1,489,600	1,489,600	1,489,600	7,448,000
Interest	2,000	300	439	2,000	500	2,000	2,000	2,000	2,000	2,000	10,000
Special Service Area #23 Collections											
Grants and Misc.	553,800	1,448,700	1,471,548	803,800	21,400	1,304,000	254,200	4,300	4,400	4,600	1,571,400
<b>REVENUE TOTAL</b>	<b>\$3,243,100</b>	<b>\$4,147,000</b>	<b>\$4,057,797</b>	<b>\$4,425,800</b>	<b>\$3,701,800</b>	<b>\$4,895,600</b>	<b>\$3,845,800</b>	<b>\$3,595,900</b>	<b>\$3,596,000</b>	<b>\$3,596,100</b>	<b>\$19,579,400</b>
<b>Expenditures</b>											
Personnel, Benefits, and Insurance Costs of Engineer to Oversee Capital Projects	440,200	371,500	393,806	400,600	379,600	398,600	419,400	441,400	464,600	488,803	2,212,903
<b>STREET IMPROVEMENTS</b>											
Other Contractual Services - Thomas Engineering Group (4225)	962,900	860,000	830,743	1,020,300	1,046,700	860,700	911,700	943,900	964,500	984,700	4,685,900
Annual Street Program - Engineering, Construction & Material Testing (4807)	1,522,000	1,139,000	959,390	2,909,100	673,800	1,283,300	1,639,900	1,011,200	1,173,900	1,148,600	6,256,800
Alta Vista Rehabilitation Project (4899)	304,200		19,664								
Powis Road Resurfacing Project (4946)	160,500	96,800	58,749								
Wood Street Reconstruction Project (4847)											
<b>OTHER ROW IMPROVEMENTS</b>											
Creek Filling (4888)	50,000	50,000	38,254	50,000	45,700	50,000	50,000	50,000	50,000	50,000	250,000
Contractual Street Striping (4892)	40,000	40,000	36,638	40,000	36,000	40,000	40,000	40,000	40,000	40,000	200,000
Sidewalk & Curb and Gutter Removals and Replacements (4893)	75,000	75,000	66,307	75,000	51,100	160,000	135,000	135,000	135,000	135,000	700,000
Forestry Removals and Trimmings (4970)	80,000	80,000	80,147	80,000	50,600	70,000	70,000	70,000	70,000	70,000	350,000
Right-Of-Way Maintenance (4971)	91,100	77,300	77,468	91,100	82,100	91,100	100,300	110,400	121,500	133,700	557,000
Right-Of-Way Signage (4872)	42,200	42,200	45,093	42,200	35,000	35,000	35,000	35,000	35,000	35,000	175,000
Tree Replacement Program (4854)	50,000	50,000	42,400	50,000	31,100	35,000	35,000	35,000	35,000	35,000	175,000
ROW Signage Upgrades & 2009 MUTCD Compliance (4885)	88,800	73,500	72,903	80,000	75,200	80,000	80,000	80,000	80,000	80,000	400,000
EAB Insecticidal Treatment Program (4886)	1,312,100	1,074,300	1,074,276	60,000	48,600						0
Wilson Street Bridge Maintenance Program (4892)			48,481								0
Curb and Gutter Removals and Replacement (4848)											
<b>MUNICIPAL PROPERTIES</b>											
Miscellaneous Major Municipal Building Repairs (4801)	58,000	58,000	59,378	40,000	10,000	40,000	40,000	40,000	40,000	40,000	200,000
Street Division Parking Lot Reconstruction (4888)	400,000	27,700	27,660								400,000
City Hall Landscape & Entrance Sign (4890)	35,000			35,000	18,500	35,000	35,000	35,000	35,000	35,000	175,000
Land (4869)	200,000	200,000	15,269	450,000	200,000	250,000	200,000	200,000	200,000	200,000	1,000,000
New York Security Improvements (4895)	100,000		2,782	100,000	41,500	200,000	200,000	200,000	200,000	200,000	1,000,000
New York Security Signage (4846)	20,000			20,000							20,000
Salt Storage Facility (4817)											
200 Main Street Renovation Project (4818)											
City Hall HVAC Improvements (4819)											
<b>STORMWATER/WETLANDS</b>											
Wilson/Joliet Culvert Construction (4867)	11,800	100	11,708		18,600						200,000
CN Mitigation Projects (4876)	29										40,000
<b>MISCELLANEOUS</b>											
Legal Fees (4100)	8,000	8,000	4,640	4,000	8,000	3,900	4,000	4,100	4,200	4,300	20,500
Audit Fees (4101)	4,000	3,700	3,690								5,000
Legal Notices (4200)	2,500	400	537								1,000
Professional Services (4873)	371,700			371,700	10,200	371,700	1,000	1,000	1,000	1,000	371,700
Citywide Bench Mark Replacement Program (4894)	100,000			100,000							0
Demolition of 604 Forest Avenue (4895)	20,000										0
Utility Tax Rebate (4375)		12,900	12,900	62,000	60,000	60,000	60,000	60,000	60,000	60,000	300,000
Menards Traffic Signal (4845)		15,000	10,394			500,000					500,000
<b>PREVIOUS FY EXPENDITURES</b>											
Traffic Signal Maintenance - Contractual (4228)											25,000
Street Light Maintenance - Contractual (4227)											30,000
Street Light Materials (4642)											30,000
Street Patch Materials (4609)											21,000
Street Patch Materials (4511)											1,000
Street Patch Materials (4511)											2,000
Storm Sewer Regular Materials (4643)											20,000
Storm Sewer Regular Materials (4643)											20,000
Rock Salt (4670)											25,000
Bit Patch Materials - Cold (4671)											314,100
Bit Patch Materials - Hot (4672)											8,000
Bit Patch Materials - Hot (4672)											8,000
Bit Patch Materials - Hot (4672)											45,000
<b>EXPENDITURE TOTAL</b>	<b>\$6,684,100</b>	<b>\$4,425,900</b>	<b>\$3,980,349</b>	<b>\$6,049,800</b>	<b>\$2,927,100</b>	<b>\$7,453,100</b>	<b>\$4,477,800</b>	<b>\$3,519,500</b>	<b>\$3,766,200</b>	<b>\$3,828,803</b>	<b>\$23,045,403</b>

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*City of West Chicago*

**DOWNTOWN TIF FUND  
PROJECTED REVENUE**

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<b>09-00</b>		<b>2016 Actual</b>	<b>2017 Budgeted</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
311100	Property Tax	937,910	950,000	950,000	950,000	950,000
371000	Interest	287	500	500	500	500
386100	Health Insurance Contributions	5,355	5,300	5,300	5,300	5,300
386500	IRMA/IPBC Revenue Adjustment	5,769	0	0	0	0
389000	Miscellaneous	2,674	0	600	0	0
	<b>TOTAL</b>	<b>\$951,995</b>	<b>\$955,800</b>	<b>\$956,400</b>	<b>\$955,800</b>	<b>\$955,800</b>

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# City of West Chicago

## DOWNTOWN TAX INCREMENT FINANCE DISTRICT FUND

### Financial Summary

<b>Program</b>	<b>2016 Actual</b>	<b>2017 Budgeted</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
TIF Special Projects	955,134	1,585,100	1,200,400	1,301,100	882,200
<b>TOTAL</b>	<b>\$955,134</b>	<b>\$1,585,100</b>	<b>\$1,200,400</b>	<b>\$1,301,100</b>	<b>\$882,200</b>

# *City of West Chicago*

## DOWNTOWN TAX INCREMENT FINANCE DISTRICT

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### Performance Report on FYE 2017 Major Program Objectives

The City retained Farr Associates to undertake an update to the Central Main Street Redevelopment Plan. A final draft has been presented to the Development Committee, which will review it at its January 2018 meeting.

Work continued on the West Washington Street Redevelopment Area contamination remediation. Patrick Engineering was awarded a contract to complete the Remedial Action Plan, and remove all contamination except for that which is located adjacent to the buildings (until a new salt dome is constructed) and on the site of the Marathon gas station; physical cleanup efforts began in November. The remaining remediation is expected to occur in 2018.

Sharp Architects completed a study of potential rehabilitation and reuse options for the Depot at 119 West Washington Street. After reviewing the options provided, the Development Committee decided that the building should be used for a museum or some other indoor public space (e.g. meeting rooms).

Structural repairs and roof work were not completed at Gallery 200, due to additional information being needed to do the specifications (e.g. remove part of the ceilings in the basement and other floors) and the environmental review revealed asbestos. The gallery continues to occupy 103 West Washington Street while the design, bidding and work proceeds.

Kane McKenna & Associates was hired to do an analysis of this TIF District to determine if a smaller area would now qualify as a new TIF District, thereby freeing up the assessed valuation of the newer buildings on the eastern and western boundaries of the current District for capture by the other taxing bodies. That Study, which preliminarily says that the new, smaller Downtown TIF District would qualify as a conservation area, will be reviewed by the Development Committee in early 2018.

The City entered into an Economic Incentive Agreement with H&H Specialty to rebate up to \$75,000 in eligible costs for the interior and exterior improvements being undertaken at 146-148 West Washington Street. A coffee shop is expected to open by the end of 2017.

# 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 2018 Program Objectives

- (1) Approve the update to the Central Main Street Redevelopment Plan by April 2018.
- (2) Review the concept of extinguishing the current TIF District and creating a smaller one covering the lot east of City Hall through the West Washington Street Redevelopment site by August 2018.
- (3) Complete all remediation associated with the West Washington Street Redevelopment site by December 2018.
- (4) Complete the structural improvements and roof work at Gallery 200 by December 2018.

Ongoing Activity Measures	2016 Actual	2017 Estimated	2018 Proposed	2019 Projected
Façade Grants	4	1	4	4
New Businesses	11	8	7	7
<b>Full Time Equivalent Positions</b>	<b>4.38</b>	<b>5.04</b>	<b>5.04</b>	<b>5.04</b>

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

09-34-54

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	339,195	377,500	310,000	361,100	375,600	390,700
4027 Operational - Salary	73,316	79,500	75,000	84,400	87,800	91,400
4029 Overtime	5,823	6,500	3,000	5,000	5,000	5,000
4050 FICA & Medicare	29,248	35,500	29,700	34,500	35,900	37,300
4052 ICMA-RC	3,675	4,400	-	-	-	-
4053 Health/Dental/Life Insurance	58,822	61,800	61,800	66,000	71,300	77,100
4054 Unemployment Insurance	126	-	-	-	-	-
4056 IMRF	55,647	58,800	50,000	56,000	58,200	60,500
<b>Sub-Total</b>	<b>\$565,851</b>	<b>\$624,000</b>	<b>\$529,500</b>	<b>\$607,000</b>	<b>\$633,800</b>	<b>\$662,000</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	420	5,000	2,500	3,000	3,000	3,000
4112 Memberships/Dues/Subscriptions	550	600	600	600	600	600
4200 Legal Notices	-	1,000	-	1,000	1,000	1,000
4202 Telephone and Alarms	6,693	6,500	7,700	6,500	6,500	6,500
4216 Grounds Maintenance	12,692	15,000	13,000	15,000	15,000	15,000
4225 Other Contractual Services	168,693	405,000	405,000	200,000	-	-
4365 Payments to Taxing Bodies	80,146	93,000	81,100	85,000	85,000	85,000
<b>Sub-Total</b>	<b>\$269,193</b>	<b>\$526,100</b>	<b>\$509,900</b>	<b>\$311,100</b>	<b>\$111,100</b>	<b>\$111,100</b>
<b>COMMODITIES:</b>						
4613 Postage	-	500	-	500	500	500
4680 Special Events	22,520	30,000	30,000	35,000	37,800	40,900
4700 Prospect Development	-	2,000	1,000	2,000	2,000	2,000
4714 Interfund Loan Interest	518	1,500	1,000	1,000	1,000	1,000
<b>Sub-Total</b>	<b>\$23,038</b>	<b>\$34,000</b>	<b>\$32,000</b>	<b>\$38,500</b>	<b>\$41,300</b>	<b>\$44,400</b>
<b>CAPITAL OUTLAY:</b>						
4801 Buildings/Grounds Improvements	36,995	300,000	50,000	250,000	-	-
4806 Other Capital Outlay	-	-	-	-	-	-
4809 Land	44,998	50,000	46,000	48,500	50,000	50,000
4813 Façade Program	5,741	35,000	30,000	30,000	30,000	30,000
4815 Streetscape Program	9,319	6,000	3,000	6,000	6,000	6,000
4816 Retail Grant Program	-	10,000	-	10,000	10,000	10,000
<b>Sub-Total</b>	<b>\$97,052</b>	<b>\$401,000</b>	<b>\$129,000</b>	<b>\$344,500</b>	<b>\$96,000</b>	<b>\$96,000</b>
<b>Total</b>	<b>\$955,134</b>	<b>\$1,585,100</b>	<b>\$1,200,400</b>	<b>\$1,301,100</b>	<b>\$882,200</b>	<b>\$913,500</b>

# City of West Chicago

## PUBLIC BENEFIT FUND PROJECTED REVENUE

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13-00		2016 Actual	2017 Budgeted	2017 Estimated	2018 Proposed	2019 Projected
371000	Interest	918	100	800	800	800
389000	Miscellaneous	0	0	0	0	0
390000	Transfers	0	0	0	0	0
	<b>TOTAL</b>	<b>\$918</b>	<b>\$100</b>	<b>\$800</b>	<b>\$800</b>	<b>\$800</b>

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# City of West Chicago

## PUBLIC BENEFIT FUND

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### Financial Summary

<b>Program</b>	<b>2016 Actual</b>	<b>2017 Budgeted</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Operations	176,387	400,000	386,000	0	0
<b>TOTAL</b>	<b>\$176,387</b>	<b>\$400,000</b>	<b>\$386,000</b>	<b>\$0</b>	<b>\$0</b>

# *City of West Chicago*

## PUBLIC BENEFIT FUND

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### Performance Report on FYE 2017 Major Program Objectives

The Shell was completed in June, and a full season of programming began that month.

# *City of West Chicago*

## PUBLIC BENEFIT FUND

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### 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 2018 PROGRAM OBJECTIVES

There are no projects planned for 2018.

**PUBLIC BENEFIT FUND**

13-34-56

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>CAPITAL OUTLAY:</b>						
4801 Buildings/Grounds Improvements	-	-	-	-	-	-
4806 Other Capital Outlay	176,387	400,000	386,000	-	-	-
4809 Land	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$176,387</b>	<b>\$400,000</b>	<b>\$386,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$176,387</b>	<b>\$400,000</b>	<b>\$386,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

*City of West Chicago*

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

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<b>15-00</b>		<b>2016 Actual</b>	<b>2017 Budgeted</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
311100	Property Tax	\$12,449	12,500	\$19,300	\$19,000	\$19,000
371000	Interest	0	0	0	0	0
	<b>TOTAL</b>	<b>\$12,449</b>	<b>\$12,500</b>	<b>\$19,300</b>	<b>\$19,000</b>	<b>\$19,000</b>

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*City of West Chicago*

OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

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Financial Summary

<b>Program</b>	<b>2016 Actual</b>	<b>2017 Budgeted</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Operations	0	30,000	18,000	0	0
<b>TOTAL</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$18,000</b>	<b>\$0</b>	<b>\$0</b>

# *City of West Chicago*

## OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

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### Performance Report on FYE 2017 Major Program Objectives

The City retained Valerie Kretchmer and Associates to complete a Market Study for the Route 59/64 intersection. The results of the Study indicated that the market in general was over-retailed in addition to there not be a sufficient number of people within the trade area of the intersection (density) to get the kind of retail that residents are wanting; another recommendation in the Study was to consider non-traditional land uses in this area. The Development Committee began discussing these results in 2017, and has currently decided not to make any changes to the Zoning Ordinance, Zoning Map or Comprehensive Plan.

# *City of West Chicago*

## OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

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### 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 2018 Program Objectives

There are no projects planned for 2018.

**OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND**

15-34-54

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
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**CONTRACTUAL:**

4100 Legal Fees

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

**CONTRACTUAL:**

4700 Prospect Development

Sub-Total	-	30,000	18,000	-	-	-
	\$0	\$30,000	\$18,000	\$0	\$0	\$0

Total	\$0	\$30,000	\$18,000	\$0	\$0	\$0
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# City of West Chicago

## COMMUTER PARKING PROJECTED REVENUE

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43-00		2016 Actual	2017 Budgeted	2017 Estimated	2018 Proposed	2098 Projected
334000	Daily Parking Fees	80,962	75,000	70,500	80,000	80,000
334500	Commuter Parking Cards	790	500	200	500	500
345600	Parking Permits	58,095	60,000	54,000	68,000	68,000
371000	Interest	0	0	0	0	0
389000	Miscellaneous	130	0	200	0	0
	<b>TOTAL</b>	<b>\$139,977</b>	<b>\$135,500</b>	<b>\$124,900</b>	<b>\$135,500</b>	<b>\$135,500</b>

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*City of West Chicago*

COMMUTER PARKING FUND

Financial Summary

<b>Program</b>	<b>2016 Actual</b>	<b>2017 Budgeted</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Operation & Maintenance	99,937	269,400	141,600	213,800	96,200
<b>TOTAL</b>	<b>\$99,937</b>	<b>\$269,400</b>	<b>\$141,600</b>	<b>\$213,800</b>	<b>\$96,200</b>

# *City of West Chicago*

## COMMUTER PARKING FUND

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### Performance Report on FYE 2017 Major Program Objectives

Landscape maintenance services around the commuter parking lots and METRA station were performed contractually in 2017. 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. Sill plates under windows were replaced and security cameras were installed on the premises.

Planned activities for the METRA Station parking lot, which included pavement patching, sealcoating, and pavement striping, and repair/replacement of the water service line, were not completed in 2017. Said activities were suspended until installation of the new sanitary force main for Sanitary Lift Station #5, which will be constructed beneath the parking lot's main drive aisle in front of the METRA station and will disturb portions of the parking lot, is completed.

Landscaping around the METRA station was evaluated in 2017 but replacement of deficient landscape areas were not completed at METRA'S request due to future planned building and train platform ADA improvements (anticipated late 2018). Landscape improvements around the METRA station will be programed for 2018 pending METRA'S completion of planned improvements.

# City of West Chicago

## COMMUTER PARKING FUND

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### 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 2018 Program Objectives

- (1) Replace interior and exterior wood trim as necessary around all windows and doors by November 2018.
- (2) Painting of exterior railings and touch-up painting of both interior and exterior wood trim around all lower windows and doors by November 2018.
- (3) Repair/replace water service line by December 2018.
- (4) Evaluate landscape around METRA station and replace deficient areas by November 2017.

<b>Ongoing Activity Measures</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Proposed</b>	<b>2019 Projected</b>
Mowing/Weeding of Grounds	30	30	30	30
Snow Removal/Salting	24	25	25	25
Trash Removal, Sweeping & Cleaning Station	150	150	150	150
<b>Full Time Equivalent Positions</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>

**COMMUTER PARKING FUND  
OPERATION & MAINTENANCE**

43-34-76

Expense Item	Actual 2016	Budgeted 2017	Estimated 2017	Proposed 2018	Projected 2019	Projected 2020
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	7,300	7,200	7,300	7,200	7,600	8,000
4027 Operational - Salary	9,446	11,700	11,300	12,200	12,900	13,600
4029 Overtime	672	1,000	500	1,000	1,000	1,000
4050 FICA & Medicare	1,327	1,600	1,500	1,600	1,700	1,800
4056 IMRF	7,884	2,600	2,400	2,600	2,700	2,900
<b>Sub-Total</b>	<b>\$26,629</b>	<b>\$24,100</b>	<b>\$23,000</b>	<b>\$24,600</b>	<b>\$25,900</b>	<b>\$27,300</b>
<b>CONTRACTUAL:</b>						
4101 Audit Fees	1,230	1,500	1,300	1,300	1,400	1,500
4202 Telephone and Alarms	2,785	2,000	3,500	3,000	3,000	3,000
4204 Electric	17,686	20,000	19,500	20,000	20,000	20,000
4211 Printing and Binding	711	900	600	900	900	900
4216 Grounds Maintenance	4,874	5,400	4,800	5,400	6,000	6,600
4219 Contract Janitorial Service	3,540	3,600	3,600	3,600	4,000	4,000
4225 Other Contractual Services	5,780	28,900	20,000	25,000	25,000	25,000
<b>Sub-Total</b>	<b>\$36,605</b>	<b>\$62,300</b>	<b>\$53,300</b>	<b>\$59,200</b>	<b>\$60,300</b>	<b>\$61,000</b>
<b>COMMODITIES:</b>						
4613 Postage	1,093	1,000	1,000	1,000	1,000	1,000
4649 Miscellaneous Commodities	3,468	3,000	3,000	3,000	3,000	3,000
4702 Bank Fees	-	6,000	5,500	6,000	6,000	6,000
<b>Sub-Total</b>	<b>\$4,561</b>	<b>\$10,000</b>	<b>\$9,500</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>CAPITAL OUTLAY:</b>						
4801 Building/Grounds Improvements	5,872	100,000	-	100,000	-	20,000
4806 Other Capital Outlay	-	73,000	55,800	20,000	-	-
4808 Depreciation	26,269	-	-	-	-	-
<b>Sub-Total</b>	<b>\$32,141</b>	<b>\$173,000</b>	<b>\$55,800</b>	<b>\$120,000</b>	<b>\$0</b>	<b>\$20,000</b>
<b>Total</b>	<b>\$99,937</b>	<b>\$269,400</b>	<b>\$141,600</b>	<b>\$213,800</b>	<b>\$96,200</b>	<b>\$118,300</b>