

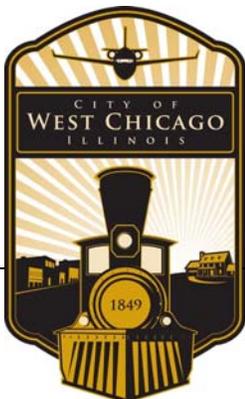
CITY OF  
WEST CHICAGO

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WHERE HISTORY & PROGRESS MEET

2015

Budget



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Michael L. Guttman  
CITY ADMINISTRATOR

DECEMBER 2014

# CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

December 5, 2014

Dear Mayor Pineda and Aldermen:

I hereby present to you the 2015 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 2015 Annual Budget totals \$41,029,100 which is a decrease of 6.60% as compared to the 2014 Budget, as amended; specifically, the General Fund reflects an increase of 3.42% as compared to the 2014 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 twelfth 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 \$155,000. The target goal for the enterprise funds was a two percent reduction. The proposed 2015 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; in 2014, the City Council eliminated the automatic annual increases to the various business licenses and liquor licenses. As the economy improves, staff will once again focus on the identification and implementation of new 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, including finding a not-for-profit agency to assume responsibility for the Pioneer School After-school Program. 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 2015 Budget. The proposed Budget includes a planned spend down of reserves, consistent with the Finance Committee's direction over the last six years, to make it a balanced budget.

**Significant Highlights – All Funds**

*Personnel Changes* – The proposed Budget reflects a slight decrease in the total number of full-time employees. The City employs 116 full-time employees and one part-time employee, with a few seasonal positions in the Public Works Department. Upon the retirement of Commander Hall in January 2015, that position will transition to a civilian professional position, a move that will not only save money, but will also bring added expertise to that Department's administrative operations.

*Insurance Costs* – The City’s general liability/workers’ compensation insurance costs will once again decrease in 2015. The premiums will increase for those employees who get their medical insurance via the Operating Engineers Health and Welfare Plan. For the plan year July 2014 through June 2015, the total premium again decreased for those employees who participate in the City’s plans through IPBC.

*Customer Impact* – There are no tax, fee or rate increases and also no service reductions proposed in the 2015 Budget. The property tax levy is proposed to remain the same for the fourth year in a row.

The following table shows the difference in budgeted amounts between 2014 and 2015 for each of the Funds:

<b>Fund</b>	<b>2014 Budget</b>	<b>2015 Budget</b>	<b>Percent Change</b>
General Fund	\$16,937,000	\$17,515,900	3.42%
Capital Equipment Replacement Fund	\$1,806,600	\$1,911,900	5.83%
Sewer Fund	\$10,532,400	\$9,009,500	-14.46%
Water Fund	\$7,307,600	\$6,139,100	-15.99%
Capital Projects Fund	\$5,438,700	\$4,884,400	-10.19%
Downtown TIF Fund	\$1,641,700	\$1,330,200	-18.97%
Public Benefit Fund	\$0	\$0	0.00%
Oliver Square TIF Fund	\$20,000	\$5,000	-75.00%
Commuter Parking Fund	\$233,100	\$220,400	-5.45%
<b>All Funds</b>	<b>\$43,917,100</b>	<b>\$41,016,400</b>	<b>-6.60%</b>

**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 69.69% of the total General Fund revenues:

Sales and Use Taxes	26.07%
Property Tax	21.97%
Income Tax	16.21%
Telecommunications Tax	5.44%

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 \$850,000 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 – In June 2014, the Finance Committee approved the RFQ to find a consultant to assist with the development of a Strategic Plan. An RFQ Review Committee will be interviewing two consultants in January 2015, and \$70,000 has been included in the budget for this project.
- Administrative Services Department – Funds have been included for the scheduled upgrade/replacement of the Camera System at City Hall, Grandlake facility and the police station (\$135,300). Funds are also budgeted for a backup system so our critical data and files would be maintained should there be a disaster in West Chicago and our local servers are destroyed or hacked (\$80,000).
- Police Department – Eight thousand dollars are included in the ESDA Program for the replacement of the light tower used during emergencies and which has exceeded its useful life. Most notably, the costs for Police Pension increased by \$420,000.
- Public Works Department – The only notable change is the additional \$148,000 plus needed due to the increase in the price of road salt.

### **Water Fund**

In 2015, there are no major changes to the operational components of the Water Fund. The primary capital projects that will be undertaken include installation of a generator for Well #3 (\$350,000) and well station security improvements (\$49,100). The Budget continues to contemplate saving for a water tower at the northwest corner of Geneva Road and Prince Crossing Road. This is the final Budget that will have the ½ cent Home Rules Sales Tax earmarked for this Fund, and in 2016 it will be directed to the Capital Projects Fund per the City Council's previous direction.

### **Sewer Fund**

In 2015, there are two major additions to the operational components of the Sewer Fund. First, per the recommendations of the Clark Dietz Report reviewed by the Infrastructure Committee in 2013, \$1,223,200 have been included to complete the repair and upgrade the City's primary lift station (LS #3), and funds have again been allocated to analyze and make repairs to the collection system to continue to reduce inflow and infiltration problems (\$620,000). The primary capital projects include design engineering to replace the lift stations behind Burger King and by the Aspen Ridge Apartment Complex (\$70,000 each), installing sanitary sewer mains in the W. Brown and W. Pomeroy neighborhood since the roadways will already be excavated to install the water mains (\$175,000), and replacement of the grit removal system at the Wastewater Treatment Plant (\$1,080,000).

### **Capital Projects Fund**

With the ¼ cent home rule sales tax in place to supplement the utility tax monies earmarked for this fund, the 2013 Capital Project Fund Budget includes maintenance of the A. Eugene Rennels Bridge (\$693,000), reconstruction of the Streets Division Parking Lot on Grandlake Blvd. (\$400,000), finishing resurfacing the Alta Vista Neighborhood (\$840,600) as well as the

reconstruction of Wood Street, south of Ann Street (\$615,500). Finally, an additional \$15,000 has been included to correct the problems with the sidewalk network in the Prairie Meadows Subdivision and another \$30,000 to install sidewalk on the east side of Lyman Avenue adjacent to Pioneer Park.

#### **Commuter Parking Fund**

Funds have been allocated to replace the security cameras that monitor the commuter station and parking lots (\$70,600) as well as to replace the landscaping and complete parking lot repairs (\$75,000).

#### **Downtown TIF Fund**

Background work on and environmental remediation for the West Washington Street Redevelopment Area (\$300,000) will continue. Also in 2015, the Downtown TIF Fund will continue to accelerate the loan repayment to the Public Benefit Fund for a portion of the costs of the property purchases made along West Washington Street (\$100,000). Finally, \$15,000 has been included to demolish the recently purchased building at 120 Chicago Avenue.

#### **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 2015: four equipped police vehicles (\$167,800); one roller (\$61,800); one lift truck (\$115,700); four large dump trucks (\$533,100); one flusher truck (\$200,000) and a television truck (\$250,000).

#### **Other Funds**

There are no anticipated projects to be paid from the Public Benefit and Oliver Square TIF Funds in 2015.

#### **Closing Remarks**

The 2015 Annual Budget and 2015-2019 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 large, sweeping flourish at the end.

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	2013 Actual	2014 Budgeted	2015 Estimated	2015 Proposed	2016 Projected	2017 Projected	
311000	Personal Property Repl. Tax	169,568	145,000	150,000	155,000	170,800	
311100	Property Taxes	3,503,184	3,430,000	3,490,000	3,430,000	3,835,600	
312000	Sales Tax	3,512,581	3,400,000	3,535,700	3,600,000	4,121,200	
313000	Income Tax	2,580,764	2,500,000	2,500,000	2,530,000	2,789,300	
314000	Motor Fuel Tax Allotments	806,014	650,000	870,900	725,000	725,000	
316000	Use Tax	467,323	425,000	470,000	470,000	518,100	
321000	Grants	150,805	30,000	57,200	30,000	30,000	
333000	Weed Cutting Fees	9,131	2,500	4,400	2,500	2,500	
335000	Brush Collection Fees	74,768	73,000	75,000	73,000	73,000	
336000	Police Counter	9,918	10,000	10,000	10,000	10,000	
336100	Police Contractual	292,622	280,000	308,900	290,000	301,800	
337000	Cemetery Fees	66,600	30,000	61,300	35,000	35,000	
345000	Building Permits	288,477	250,000	250,000	300,000	300,000	
345100	Land Cash Administration	1,603	1,000	1,700	1,500	1,500	
345200	Change of Occupancy Inspections	79,783	60,000	71,000	65,000	65,000	
345300	Rental Inspection Licensing Fee	212,560	150,000	150,000	170,000	187,500	
345500	False Alarm Fees	-	-	-	-	20,000	
347000	Liquor Licenses	111,900	100,000	100,000	100,000	110,300	
347500	Amusement Tax	109,811	105,000	105,000	105,000	105,000	
348100	Licensing Contractors	40,680	35,000	39,600	37,000	40,900	
348200	Business Registration Program	22,582	25,000	25,000	25,000	25,000	
348000	Business Licenses	74,773	75,000	65,000	65,000	65,000	
351000	Circuit Court Fines	307,902	300,000	300,000	300,000	330,000	
352000	Parking and "P" Tickets	60,824	65,000	76,300	70,000	70,000	
353000	Oversize Truck	18,555	15,000	19,300	15,000	15,000	
354000	Administrative Adjudication Fines	77,137	85,000	77,000	85,000	85,000	
354100	Traffic Signal Enforcement	550,657	400,000	300,000	400,000	400,000	
355000	Police Towing Charges	52,900	60,000	52,000	60,000	60,000	
357000	Seizures	2,206	-	3,600	-	-	
361000	Planning and Zoning Review Fees	6,100	20,000	10,000	20,000	20,000	
362000	Engineering Fees	89,086	150,000	45,000	150,000	150,000	
365000	Transfer Station Fees	556,858	545,000	560,000	550,000	550,000	
366000	Telecommunications Tax	922,803	1,000,000	863,000	850,000	850,000	
367000	Cable Franchise Fees	237,756	230,000	251,000	245,000	245,000	
371000	Interest	11,821	10,000	6,000	7,000	7,000	
386000	Other Reimbursements	114,288	50,000	93,100	50,000	50,000	
386100	Health Insurance Contributions	113,727	160,000	153,000	155,000	170,800	
386500	IRMA/IPBC Revenue Adjustment	200,000	150,000	150,000	150,000	150,000	
387800	Rental Income	175,670	175,000	190,000	185,000	195,000	
389000	Miscellaneous Revenue	164,950	100,000	100,000	100,000	100,000	
390000	Transfers	-	-	-	-	-	
<b>TOTAL</b>		<b>\$16,248,682</b>	<b>\$15,291,500</b>	<b>\$15,590,000</b>	<b>\$15,611,000</b>	<b>\$16,220,100</b>	<b>\$16,980,300</b>

# City of West Chicago

## GENERAL FUND EXPENDITURES

Department	2012 Actual	2013 Budgeted	2013 Estimated	2014 Proposed	2015 Projected	2016 Projected
City Council	189,055	179,800	148,700	169,800	169,800	169,800
City Administrator's Office	1,472,279	638,700	535,900	538,700	467,400	487,300
Administrative Services	2,474,865	2,853,500	2,442,400	2,923,100	2,838,900	2,962,500
Police	8,825,730	9,280,400	9,222,200	9,661,100	10,100,200	10,437,900
Public Works	2,497,815	2,981,400	2,979,500	3,178,700	3,341,300	3,431,200
Community Development	981,965	1,003,200	976,000	1,044,500	1,046,300	1,069,200
<b>Total</b>	<b>\$16,441,709</b>	<b>\$16,937,000</b>	<b>\$16,304,700</b>	<b>\$17,515,900</b>	<b>\$17,963,900</b>	<b>\$18,557,900</b>

# *City of West Chicago*

## CITY COUNCIL

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### Financial Summary

<b>Program</b>	<b>2013 Actual</b>	<b>2014 Budgeted</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Operations	176,255	179,800	148,700	169,800	169,800
<b>TOTAL</b>	<b>\$176,255</b>	<b>\$179,800</b>	<b>\$148,700</b>	<b>\$169,800</b>	<b>\$169,800</b>

# *City of West Chicago*

## CITY COUNCIL

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### Performance Report on FYE 2014 Major Program Objectives

As a result of a federal class action lawsuit, a large telecommunications carrier was ordered to seek refunds from the states on behalf of customers that were charged telecommunications taxes on transactions that were not properly taxable under federal and state laws. The Illinois Department of Revenue recently resolved the litigation associated with Illinois transactions, which has caused the State to refund millions of dollars' worth of telecommunications excise taxes that were collected from customers and remitted to the State. Consequently, over a six month period, \$65,871.40 will be withheld from the City of West Chicago's distribution of telecommunications taxes collected by the State.

The western portion of the West Washington Street area (the wooded "wetlands" area) was cleared of significant undergrowth and dead materials to allow USEPA surveying of this area for possible contamination. The USEPA completed its survey work, and is reviewing survey data to confirm the accuracy of previous data gathered by USEPA and IEMA. Once survey and analysis steps are completed, a contamination report and remediation plan will be completed and submitted to the Illinois EPA as part of the process to receive a No Further Remediation (NFR) determination. Other than this thorium, chemical contamination in this area primarily consists of poly-nuclear aromatic hydrocarbons (PAHs), poly-chlorinated biphenyls (PCBs), benzene, and metals. This contamination is more widespread than the radium and thorium, however, remediation is generally not as costly because it can be disposed locally, unlike much of the radiological contamination, which must be transported and disposed to Utah.

Finally, a new audio and visual system was installed in the City Council Chambers and Committee Rooms.

# *City of West Chicago*

## CITY COUNCIL

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### 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>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Liquor Licenses Issued	37	40	40	40
Block Party Permits	11	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 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4010 Aldermen-Salary	23,050	33,600	27,000	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	-	400	400	400
4050 FICA & Medicare	3,256	4,100	3,600	4,100	4,100	4,100
<b>Sub-Total</b>	<b>\$48,806</b>	<b>\$60,600</b>	<b>\$53,100</b>	<b>\$60,600</b>	<b>\$60,600</b>	<b>\$60,600</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	70,071	50,000	30,000	40,000	40,000	40,000
4105 Consultants	-	1,000	2,400	1,000	1,000	1,000
4110 Training and Tuition	44	3,000	-	3,000	3,000	3,000
4112 Memberships/Dues/Subscriptions	34,353	40,000	40,000	40,000	40,000	40,000
4200 Legal Notices	942	1,500	1,500	1,500	1,500	1,500
4211 Printing and Binding	8,567	10,000	8,000	10,000	10,000	10,000
4223 Legal Reporter Fees	175	500	500	500	500	500
<b>Sub-Total</b>	<b>\$114,152</b>	<b>\$106,000</b>	<b>\$82,400</b>	<b>\$96,000</b>	<b>\$96,000</b>	<b>\$96,000</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	292	500	500	500	500	500
4613 Postage	-	200	200	200	200	200
4650 Miscellaneous Commodities	2,527	2,000	2,000	2,000	2,000	2,000
4660 Grants	10,000	10,000	10,000	10,000	10,000	10,000
4720 Other Charges	479	500	500	500	500	500
<b>Sub-Total</b>	<b>\$13,297</b>	<b>\$13,200</b>	<b>\$13,200</b>	<b>\$13,200</b>	<b>\$13,200</b>	<b>\$13,200</b>
<b>Total</b>	<b>\$176,255</b>	<b>\$179,800</b>	<b>\$148,700</b>	<b>\$169,800</b>	<b>\$169,800</b>	<b>\$169,800</b>

*City of West Chicago*

**CITY ADMINISTRATOR'S OFFICE**

Financial Summary

<b>Program</b>	<b>2013 Actual</b>	<b>2014 Budgeted</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Administration	191,781	202,600	203,900	218,000	213,500
Special Projects	450,586	335,000	240,000	221,000	150,000
Marketing and Communications	95,572	101,100	92,000	99,700	103,900
<b>TOTAL</b>	<b>\$737,900</b>	<b>\$638,700</b>	<b>\$535,900</b>	<b>\$538,700</b>	<b>\$467,400</b>

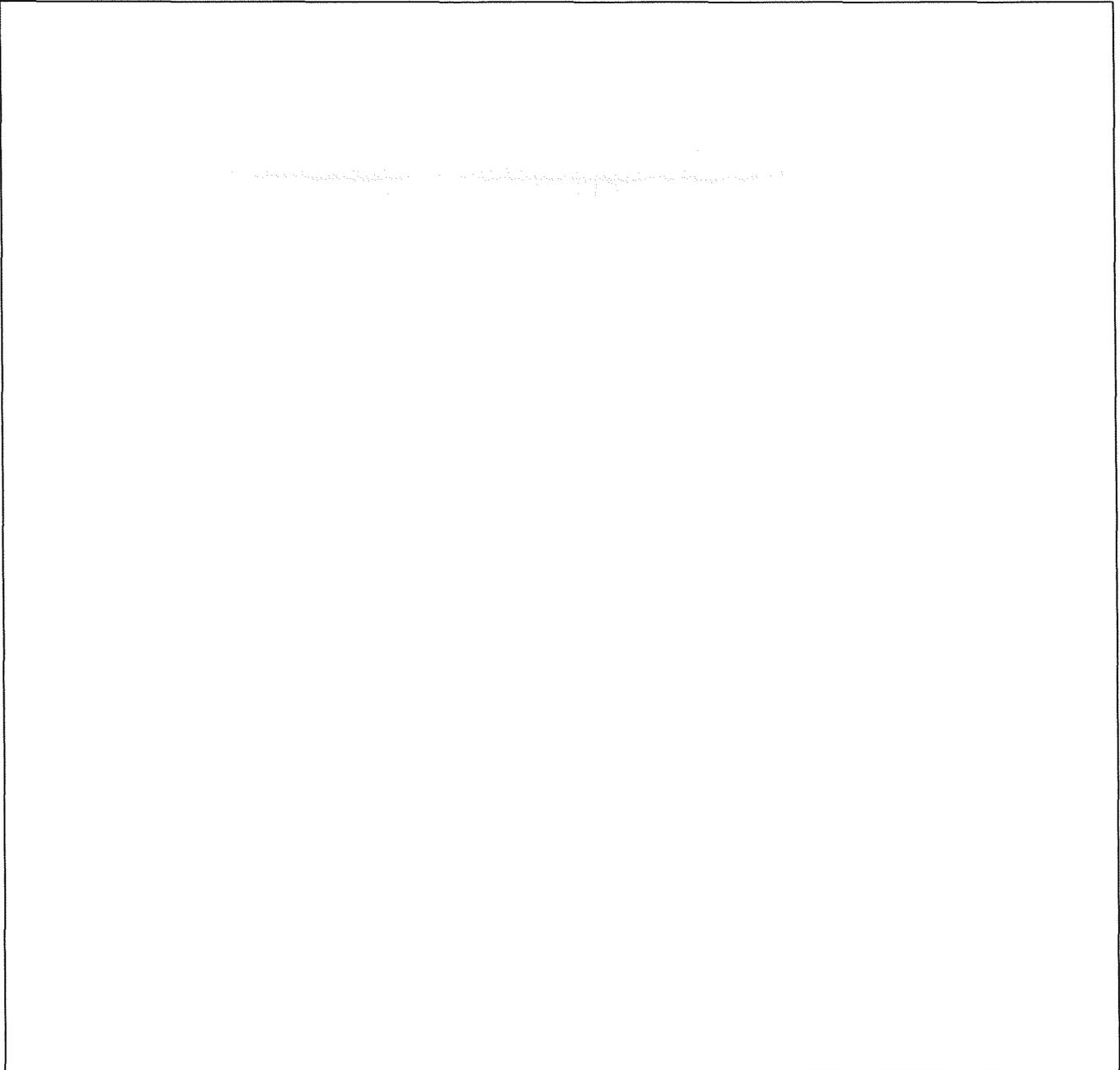
*City of West Chicago*

**CITY ADMINISTRATOR'S OFFICE**

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**Performance Report on FYE 2014 Major Program Objectives**



# 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 2015 Program Objectives

- (1) Working with the selected consultant, create a City-wide Strategic Plan that will guide decision making over the next three to five years by October 2015.
- (2) Working with an executive search firm, fill the vacant Chief of Police position by July 2015.
- (3) Research automated solutions to the agenda preparation and dissemination process by September 2015.

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Prepare Agendas and Materials for Council Meetings	24	24	24	24
FOIA Requests Processed	595	600	600	600
<b>Full Time Equivalent Positions</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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

01-02-10

Expense Item		Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	130,520	131,600	131,600	134,800	141,600	148,700
4050	FICA & Medicare	7,475	10,100	10,100	10,400	10,900	11,400
4052	ICMA - RC	8,473	9,000	9,000	9,000	9,500	10,000
4056	IMRF	17,756	17,800	17,800	18,200	19,100	20,100
	<b>Sub-Total</b>	<b>\$164,224</b>	<b>\$168,500</b>	<b>\$168,500</b>	<b>\$172,400</b>	<b>\$181,100</b>	<b>\$190,200</b>
<b>CONTRACTUAL:</b>							
4100	Legal Fees	3,147	10,000	3,000	10,000	10,000	10,000
4110	Training and Tuition	2,796	5,000	1,000	5,000	5,000	5,000
4112	Memberships/Dues/Subscriptions	1,750	3,000	2,000	2,000	2,000	2,000
4202	Telephone and Alarms	11,849	6,500	20,000	20,000	6,500	6,500
4300	IRMA General Insurance	5,200	5,100	5,100	4,300	4,600	4,900
	<b>Sub-Total</b>	<b>\$24,743</b>	<b>\$29,600</b>	<b>\$31,100</b>	<b>\$41,300</b>	<b>\$28,100</b>	<b>\$28,400</b>
<b>COMMODITIES:</b>							
4600	Computer/Office Supplies	333	200	200	200	200	200
4607	Gas and Oil	2,223	3,200	3,000	3,000	3,000	3,000
4613	Postage	45	100	100	100	100	100
4720	Other Charges	213	1,000	1,000	1,000	1,000	1,000
	<b>Sub-Total</b>	<b>\$2,814</b>	<b>\$4,500</b>	<b>\$4,300</b>	<b>\$4,300</b>	<b>\$4,300</b>	<b>\$4,300</b>
	<b>Total</b>	<b>\$191,781</b>	<b>\$202,600</b>	<b>\$203,900</b>	<b>\$218,000</b>	<b>\$213,500</b>	<b>\$222,900</b>

*City of West Chicago*

**CITY ADMINISTRATOR'S OFFICE**  
***Special Projects***

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Description of Major Activities

This program funds special projects, such as studies associated with a new city hall, the sales tax rebate to Volkswagen Group of America, 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 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>CONTRACTUAL:</b>						
4225 Other Contractual Services	44,589	50,000	20,000	110,000	50,000	50,000
4233 Lobbying Services	36,000	-	-	-	-	-
4375 Sales Tax Rebate	369,997	230,000	165,000	100,000	100,000	100,000
4376 Telecom Repayment	-	55,000	55,000	11,000	-	-
<b>Sub-Total</b>	<b>450,586</b>	<b>335,000</b>	<b>240,000</b>	<b>221,000</b>	<b>150,000</b>	<b>150,000</b>
<b>Total</b>	<b>\$450,586</b>	<b>\$335,000</b>	<b>\$240,000</b>	<b>\$221,000</b>	<b>\$150,000</b>	<b>\$150,000</b>

**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 2015 Program Objectives

- (1) Support communication and implementation of the Healthy West Chicago Strategic Plan starting in January 2015 and continuing through the rest of the year.
- (2) Conduct an internal communications audit and update the Strategic Communications Plan by August 2015.
- (3) Form a Citywide Communications Group to strengthen collaborative marketing efforts by September 2015.

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Newsletters Produced	6	6	6	6
Press Releases Prepared	115	120	125	125
E-News Releases Prepared	165	*150	150	150
Tweets	295	300	325	365
LED Messages Programmed	283	285	290	290
<b>Full Time Equivalent Positions</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>

\*Decrease in number of E-News releases due to Gallery 200's E-News being handled through People Made Visible.

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

01-02-08

Expense Item	Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	40,097	41,500	39,000	42,600	44,800	47,100
4050 FICA & Medicare	3,006	3,200	2,900	3,300	3,500	3,700
4056 IMRF	5,455	5,600	5,200	5,800	6,100	6,400
<b>Sub-Total</b>	<b>\$48,558</b>	<b>\$50,300</b>	<b>\$47,100</b>	<b>\$51,700</b>	<b>\$54,400</b>	<b>\$57,200</b>
<b>CONTRACTUAL:</b>						
4100 Legal	-	500	-	500	500	500
4110 Training and Tuition	1,749	2,500	2,000	2,500	3,000	3,000
4112 Memberships/Dues/Subscriptions	1,044	1,500	1,500	2,000	2,500	2,500
4125 Software Maintenance	462	500	500	1,000	1,000	1,000
4202 Telephone & Alarms	772	1,300	700	1,000	1,000	1,200
4204 Electric	-	1,000	700	1,000	1,000	1,000
4211 Printing & Binding	682	1,000	-	1,000	1,000	1,000
4212 Advertising	7,810	5,000	3,000	3,000	3,500	3,500
4225 Other Contractual Services	30,425	23,000	23,000	20,000	20,000	25,000
<b>Sub-Total</b>	<b>\$42,943</b>	<b>\$36,300</b>	<b>\$31,400</b>	<b>\$32,000</b>	<b>\$33,500</b>	<b>\$38,700</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	405	1,500	1,500	1,500	1,500	1,500
4628 Gallery 200	1,000	6,000	6,000	6,000	6,000	6,000
4646 Arts Programming Supplies	1,779	6,000	6,000	7,500	7,500	10,000
4680 Special Events	500	500	-	500	500	500
4700 Prospect Development	386	500	-	500	500	500
<b>Sub-Total</b>	<b>\$4,070</b>	<b>\$14,500</b>	<b>\$13,500</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$18,500</b>
<b>Total</b>	<b>\$95,572</b>	<b>\$101,100</b>	<b>\$92,000</b>	<b>\$99,700</b>	<b>\$103,900</b>	<b>\$114,400</b>

# City of West Chicago

## ADMINISTRATIVE SERVICES DEPARTMENT

### Financial Summary

<b>Program</b>	<b>2013 Actual</b>	<b>2014 Budgeted</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Human Resources	1,746,737	1,831,300	1,768,400	1,803,600	1,925,300
Accounting	219,195	210,300	192,500	207,000	214,400
Information Technology	262,912	561,800	254,600	662,300	410,900
GIS	51,355	46,200	36,600	49,500	78,700
Administration	229,895	203,900	190,300	200,700	209,600
<b>TOTAL</b>	<b>\$2,510,094</b>	<b>\$2,853,500</b>	<b>\$2,442,400</b>	<b>\$2,923,100</b>	<b>\$2,838,900</b>

*City of West Chicago*

**ADMINISTRATIVE SERVICES DEPARTMENT**

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Performance Report on FYE 2014 Major Program Objectives

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# 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 2015 Program Objectives

- (1) Update Personnel Manual and research changes in legislation and collective bargaining agreements to integrate applicable changes with City policy by December 2015.
- (2) Research alternate Employee Assistance Programs (EAP) that offer improved customer service and expanded programs and benefits for the City and its employees by April 2015.
- (3) Investigate and analyze the various plans and programs of voluntary medical insurance offered by Aflac to enhance employee benefits for coverage of accidental and disability claims and costs by March 2015.

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Positions Filled	8	17	7	5
Average Time to Fill Positions (in months)	3	3.5	3	3
IRMA Insurance Claims Processed	33	42	33	33
<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 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	73,996	78,000	76,700	78,900	82,900	87,100
4050 FICA & Medicare	5,542	6,000	5,800	6,100	6,400	6,700
4053 Health/Dental/Life Insurance	1,606,706	1,691,000	1,632,900	1,646,400	1,761,700	1,885,100
4056 IMRF	10,067	10,600	10,400	10,400	11,000	11,500
<b>Sub-Total</b>	<b>\$1,696,310</b>	<b>\$1,785,600</b>	<b>\$1,725,800</b>	<b>\$1,741,800</b>	<b>\$1,862,000</b>	<b>\$1,990,400</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	20,436	20,000	18,900	30,000	30,000	20,000
4108 Employment Exams	14,798	9,000	8,800	9,700	15,000	8,000
4110 Training and Tuition	-	2,500	-	2,500	2,500	2,500
4112 Memberships and Dues	760	800	800	800	900	900
4202 Telephone and Alarms	2,364	2,000	3,600	3,200	2,800	2,800
4212 Advertising	611	1,500	600	2,000	1,500	1,500
<b>Sub-Total</b>	<b>\$38,969</b>	<b>\$35,800</b>	<b>\$32,700</b>	<b>\$48,200</b>	<b>\$52,700</b>	<b>\$35,700</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	332	500	200	400	400	400
4650 Miscellaneous Commodities	-	200	100	200	200	200
4674 Safety Budget	6,024	3,500	4,000	7,000	4,000	7,000
4680 Employee Events	5,103	5,700	5,600	6,000	6,000	6,000
<b>Sub-Total</b>	<b>\$11,458</b>	<b>\$9,900</b>	<b>\$9,900</b>	<b>\$13,600</b>	<b>\$10,600</b>	<b>\$13,600</b>
<b>Total</b>	<b>\$1,746,737</b>	<b>\$1,831,300</b>	<b>\$1,768,400</b>	<b>\$1,803,600</b>	<b>\$1,925,300</b>	<b>\$2,039,700</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 2015 Program Objectives

- (1) Finalize Neptune meter information updates to remaining utility billing accounts by June 2015.
- (2) Execute implementation of ARB software by September 2015.
- (3) Identify industry standards and adopt solutions in adherence with the transition to chip card technology for credit card payment processing to ensure compliance and minimize liability by October 2015.

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Number of receipts processed	33,585	15,800	25,000	40,000
Number of payable checks processed	3,043	3,000	3,100	3,100
Number of payroll checks processed	3,492	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 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	139,221	126,100	127,600	129,500	136,000	142,800
4029 Overtime	-	200	-	200	200	200
4050 FICA & Medicare	10,246	9,700	9,300	10,000	10,500	11,000
4052 ICMA-RC	1,174	1,300	1,200	1,300	1,400	1,500
4056 IMRF	18,940	17,100	17,200	17,100	18,000	18,900
<b>Sub-Total</b>	<b>\$169,581</b>	<b>\$154,400</b>	<b>\$155,300</b>	<b>\$158,100</b>	<b>\$166,100</b>	<b>\$174,400</b>
<b>CONTRACTUAL:</b>						
4101 Auditing Fees	17,950	19,500	17,300	18,900	18,300	18,700
4108 Employment Exams	-	100	-	100	100	100
4110 Training and Tuition	380	2,500	-	2,500	2,500	2,500
4112 Memberships/Dues/Subscriptions	325	500	400	500	500	500
4125 Software Maintenance	8,989	9,300	2,600	12,300	14,100	14,600
4202 Telephone and Alarms	4,006	3,100	7,000	6,300	4,500	4,500
4225 Other Contractual Services	9,770	12,100	2,000	3,500	3,500	3,500
4425 Hardware Maintenance	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$41,420</b>	<b>\$47,100</b>	<b>\$29,300</b>	<b>\$44,100</b>	<b>\$43,500</b>	<b>\$44,400</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	163	500	400	500	500	500
4650 Miscellaneous Commodities	293	300	100	300	300	300
4702 Bank Fees	7,737	8,000	7,400	4,000	4,000	4,000
<b>Sub-Total</b>	<b>\$8,193</b>	<b>\$8,800</b>	<b>\$7,900</b>	<b>\$4,800</b>	<b>\$4,800</b>	<b>\$4,800</b>
<b>Total</b>	<b>\$219,195</b>	<b>\$210,300</b>	<b>\$192,500</b>	<b>\$207,000</b>	<b>\$214,400</b>	<b>\$223,600</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 2015 Program Objectives

- (1) Install new VPN clients on all users' computers, laptops, and cellular phones, internal and external hardware, to increase security and transition to new firewall by April 2015.
- (2) Upgrade all City servers that are currently on Windows 2003 server due to pending obsolescence of hardware by July 2015.
- (3) Redesign the City's backup procedure by implementing new backup appliances and replication of all City data to the cloud by December 2015.

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Number of help desk calls annually	1,324	1,400	1,400	1,400
<b>Full Time Equivalent Positions</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>

**ADMINISTRATIVE SERVICES**  
**Information Technology**

01-05-03

Expense Item	Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	55,517	56,600	55,400	55,700	58,500	61,500
4050 FICA & Medicare	4,178	4,400	4,200	4,300	4,500	4,800
4056 IMRF	7,553	7,700	7,500	7,400	7,800	8,200
<b>Sub-Total</b>	<b>\$67,248</b>	<b>\$68,700</b>	<b>\$67,100</b>	<b>\$67,400</b>	<b>\$70,800</b>	<b>\$74,500</b>
<b>CONTRACTUAL:</b>						
4105 Consultants	1,700	3,000	2,700	8,000	5,000	5,000
4109 Network Charges	12,600	13,600	11,600	13,600	14,600	14,600
4110 Training and Tuition	212	2,500	-	5,000	1,000	2,000
4112 Memberships/Dues/Subscriptions	-	400	-	400	400	400
4125 Software Maintenance	39,212	53,500	36,000	70,000	76,700	76,700
4202 Telephone and Alarms	2,394	2,800	2,300	2,800	2,800	2,800
4225 Other Contractual Services	54,009	72,800	41,000	60,000	40,000	40,000
4425 Hardware Maintenance	13,913	29,200	22,100	37,700	37,700	37,700
<b>Sub-Total</b>	<b>\$124,040</b>	<b>\$177,800</b>	<b>\$115,700</b>	<b>\$197,500</b>	<b>\$178,200</b>	<b>\$179,200</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	1,553	5,300	3,700	10,400	9,400	10,400
<b>Sub-Total</b>	<b>\$1,553</b>	<b>\$5,300</b>	<b>\$3,700</b>	<b>\$10,400</b>	<b>\$9,400</b>	<b>\$10,400</b>
<b>CAPITAL OUTLAY:</b>						
4806 Other Capital Outlay	38,065	236,500	-	275,300	60,000	50,000
4812 MIS Replacement	32,006	73,500	68,100	111,700	92,500	113,700
<b>Sub-Total</b>	<b>\$70,070</b>	<b>\$310,000</b>	<b>\$68,100</b>	<b>\$387,000</b>	<b>\$152,500</b>	<b>\$163,700</b>
<b>Total</b>	<b>\$262,912</b>	<b>\$561,800</b>	<b>\$254,600</b>	<b>\$662,300</b>	<b>\$410,900</b>	<b>\$427,800</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 2015 Program Objectives

- (1) Research and beta test ArcGIS Professional software. Determine City-wide software implementation plan by August 2015.
- (2) Continue to research, create and design web based interactive maps using ArcGIS Online software to be consumed by the general web browsing public and provide for customized web application for department specific needs. Roll out department specific web applications such as a zoning look up and trash pickup day by February 2015.
- (3) Work with City Museum to create a cemetery look up application and associated data sets. Complete final application by November 2015.

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Number of special map/data requests	220	230	240	250
<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 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	21,419	23,000	19,500	23,400	24,600	25,900
4050 FICA & Medicare	1,639	1,800	1,500	1,800	1,900	2,000
4056 IMRF	2,914	3,200	2,600	3,100	3,300	3,500
<b>Sub-Total</b>	<b>\$25,972</b>	<b>\$28,000</b>	<b>\$23,600</b>	<b>\$28,300</b>	<b>\$29,800</b>	<b>\$31,400</b>
<b>CONTRACTUAL:</b>						
4110 Training and Tuition	1,712	2,500	2,000	2,500	2,500	2,500
4112 Memberships/Dues/Subscriptions	165	100	100	100	100	200
4125 Software Maintenance	9,290	11,100	9,300	11,800	11,800	11,800
4225 Other Contractual Services	-	-	-	-	30,000	-
4425 Hardware Maintenance	2,249	400	-	2,700	400	2,700
<b>Sub-Total</b>	<b>\$13,416</b>	<b>\$14,100</b>	<b>\$11,400</b>	<b>\$17,100</b>	<b>\$44,800</b>	<b>\$17,200</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	4,156	4,000	1,500	4,000	4,000	4,000
4607 Gas and Oil	97	100	100	100	100	100
<b>Sub-Total</b>	<b>\$4,253</b>	<b>\$4,100</b>	<b>\$1,600</b>	<b>\$4,100</b>	<b>\$4,100</b>	<b>\$4,100</b>
<b>CAPITAL OUTLAY:</b>						
4806 Other Capital Outlay	7,715	-	-	-	-	-
<b>Sub-Total</b>	<b>\$7,715</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$51,355</b>	<b>\$46,200</b>	<b>\$36,600</b>	<b>\$49,500</b>	<b>\$78,700</b>	<b>\$52,700</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 2015 Program Objectives

- (1) Implement and migrate all proprietary Sungard Pentamotion software applications to most current versions of Community Plus 9.0 and Finance Plus 5.0 on a new Windows SQL Server and transition to new report writer database using Impromptu reporting by July 2015.
- (2) Update Loss Prevention Policy to align with changes in legislative acts and State Statute and incorporate appropriate guidelines for reporting accidents, injuries and property damage for on duty and off duty incidents by October 2015.
- (3) Audit and document all applications and software programs that are installed on City owned electronic devices and computers, and remove applications and software due to obsolescence or outside of the scope of departmental operations by December 2015.

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Liens and MOJ's Filed	171	110	150	150
Number of Counter Customers	11,000	8,000	11,500	10,000
Number of Telephone Calls	11,700	20,000	18,000	17,000
Number of Service Requests	141	130	140	140
<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 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4013 City Treasurer - Salary	1,500	-	-	-	-	-
4020 Administrative - Salary	164,747	136,400	133,500	133,600	140,300	147,400
4029 Overtime	-	100	-	100	100	100
4050 FICA & Medicare	11,280	10,500	8,700	10,300	10,800	11,300
4052 ICMA-RC	4,695	5,000	4,600	5,100	5,400	5,700
4056 IMRF	22,412	18,500	18,000	17,700	18,600	19,500
<b>Sub-Total</b>	<b>\$204,635</b>	<b>\$170,500</b>	<b>\$164,800</b>	<b>\$166,800</b>	<b>\$175,200</b>	<b>\$184,000</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	484	1,000	2,300	2,000	2,000	2,000
4110 Training & Tuition	380	2,500	-	2,500	2,500	2,500
4112 Memberships/Dues/Subscriptions	1,170	1,500	1,200	1,500	1,500	1,500
4202 Telephone and Alarms	1,393	700	1,200	1,300	1,400	1,400
4225 Other Contractual Services	-	2,500	-	2,200	2,200	2,200
4300 IRMA General Insurance	5,200	5,100	5,100	4,300	4,600	4,900
4501 Postage Meter Rental	1,332	1,700	1,600	1,700	1,800	1,800
4502 Copier Rental	3,874	4,600	3,800	4,800	4,800	4,800
<b>Sub-Total</b>	<b>\$13,833</b>	<b>\$19,600</b>	<b>\$15,200</b>	<b>\$20,300</b>	<b>\$20,800</b>	<b>\$21,100</b>
<b>COMMODITIES:</b>						
4600 Office Supplies	5,575	6,000	4,500	5,800	5,800	5,800
4613 Postage	5,077	7,300	5,800	7,300	7,300	7,300
4650 Miscellaneous Commodities	75	300	-	300	300	300
4720 Other Charges	700	200	-	200	200	200
<b>Sub-Total</b>	<b>\$11,427</b>	<b>\$13,800</b>	<b>\$10,300</b>	<b>\$13,600</b>	<b>\$13,600</b>	<b>\$13,600</b>
<b>Total</b>	<b>\$229,895</b>	<b>\$203,900</b>	<b>\$190,300</b>	<b>\$200,700</b>	<b>\$209,600</b>	<b>\$218,700</b>

# City of West Chicago

## POLICE DEPARTMENT

### Financial Summary

<b>Program</b>	<b>2013 Actual</b>	<b>2014 Budgeted</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Operations	9,057,514	9,230,500	9,171,300	9,595,500	10,048,400
ESDA	24,539	17,600	19,700	33,300	19,500
Grants	165,982	32,300	31,200	32,300	32,300
<b>TOTAL</b>	<b>\$9,248,035</b>	<b>\$9,280,400</b>	<b>\$9,222,200</b>	<b>\$9,661,100</b>	<b>\$10,100,200</b>

# *City of West Chicago*

## POLICE DEPARTMENT

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### Performance Report on FYE 2014 Major Program Objectives

Staff completed the evaluation of the Community Service Officer positions which included staffing levels, assignments and hours of work. Based on the analysis and the needs of the Department, the shift schedules for the position were adjusted which will provide additional manpower throughout the day to better assist those working patrol.

Upon reviewing the calls for service for the last three years, it was determined that the beat structure needed to be revised. Staff worked with DuComm to implement the beat structure which is now in place and will make the workload among the beats more equitable.

This year the City unveiled its new website. The Department staff provided input into the website and reviewed it on a regular basis to ensure the information contained in the Police Department areas is relevant and valid. Also, an Overnight Parking Program was incorporated within the website which will allow residents to electronically inform the City of a need to park on the street overnight, typically in violation of the parking ban between 2:00 and 5:00 a.m..

Training Standards are still being developed by the Emergency Management Coordinators Association of DuPage (EMCAD) and should be completed in 2015.

The additional VHF frequency to implement a "Citywide" channel repeater was not obtained in 2014. ESDA will continue researching and working on this project with DuComm.

In 2014, the City received a Traffic Grant for DUI and Safety Belt Enforcement. All grant requirements were met or exceeded. The Department was awarded a new traffic grant for 2015.

For the first time in 16 years, the Police Department entered the annual Illinois Traffic Safety Challenge. This Program is sponsored in part by the Illinois Department of Transportation - Division of Traffic Safety and is a competition designed to recognize law enforcement agencies for their traffic safety strategies and efforts. The Department finished in second place among cities of a similar population.

In 2014 the City of West Chicago was named the 90<sup>th</sup> safest City in the United States by NeighborhoodScout and the 16<sup>th</sup> safest City in Illinois by Movoto.

# *City of West Chicago*

## POLICE DEPARTMENT *Operations*

### Description of Major Activities

Operations is made up of the Administration, Investigation and Patrol Divisions. The Administration Division is responsible for record keeping, and providing Social Services as well as community outreach. The Investigation Division is responsible for follow up criminal investigations, proactive criminal investigations, undercover operations, crime prevention, 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.

### FYE 2015 Program Objectives

- (1) Complete the reorganization of the Department by reducing the number of divisions from three to two by March 2015.
- (2) Upon a retirement, replace a Commander with a civilian position to handle administrative duties, which will not only reduce expenses but also will provide increased expertise to assist with Department operations by April 2015.
- (3) Increase truck traffic enforcement by August 2015.

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Drug Arrests	114	130	145	160
Domestic Disturbances	221	200	185	170
Auto Crashes	929	965	990	1,020
DUI Arrests	95	80	70	55
Traffic Citations	5,805	6,520	6,685	6,855
Self-Initiated Activity	16,514	16,380	14,880	13,390
Calls for Service	10,258	10,300	10,065	9,825
Total Activity	33,867	34,420	33,300	32,190
Index I Crime	424	425	440	450
Animal Complaints	77	75	70	65
<b>Full Time Equivalent Positions</b>	<b>56.00</b>	<b>55.00</b>	<b>55.00</b>	<b>55.00</b>

**POLICE  
Operations**

01-06-13

Expense Item	Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	979,138	965,000	974,000	926,600	936,200	983,100
4022 Patrolmen - Salary	3,300,896	3,446,000	3,410,400	3,341,500	3,508,600	3,684,100
4023 Sergeants - Salary	654,590	674,800	671,200	668,100	701,600	736,700
4025 CSO - Salary	103,638	109,500	86,000	107,400	112,800	118,500
4026 Contract Services - Salary	12,300	15,000	15,000	15,000	15,000	15,000
4029 Administrative Overtime	-	500	-	500	500	500
4032 Officer Overtime	409,551	427,100	437,100	444,500	462,800	481,800
4035 CSO Overtime	1,554	1,500	1,800	1,700	1,700	1,700
4050 FICA & Medicare	404,608	431,500	428,100	421,200	439,100	460,700
4051 Police Pension	1,380,000	1,380,000	1,380,000	1,800,000	1,900,000	2,000,000
4054 Unemployment Insurance	-	-	-	-	-	-
4056 IMRF	62,486	57,900	53,300	59,700	62,700	65,900
<b>Sub-Total</b>	<b>\$7,308,761</b>	<b>\$7,508,800</b>	<b>\$7,456,900</b>	<b>\$7,786,200</b>	<b>\$8,141,000</b>	<b>\$8,548,000</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	118,066	138,200	120,400	139,700	145,000	145,000
4110 Training and Tuition	19,571	27,400	15,000	30,000	30,000	30,000
4111 Mileage & Travel	2,179	4,100	1,200	4,800	4,800	4,800
4112 Memberships/Dues/Subscriptions	8,559	10,000	10,000	10,000	10,000	10,000
4125 Software Maintenance	13,906	31,200	22,000	26,600	37,100	26,600
4202 Telephone and Alarms	59,319	40,000	87,500	75,000	75,000	75,000
4211 Printing and Binding	3,480	5,000	5,000	6,000	6,000	6,000
4216 Grounds Maintenance	980	2,500	1,000	1,000	1,100	1,200
4221 DuComm Quarterly	469,664	493,500	491,400	514,100	542,900	567,100
4225 Other Contractual Services	53,035	66,100	55,000	73,700	67,700	67,700
4230 Graffiti Removal-Contractual	3,405	13,500	14,000	13,500	13,500	13,500
4231 Reception Support	92,538	103,000	115,400	131,500	131,500	131,500
4232 Crossing Guards	35,399	36,500	36,500	36,500	36,500	36,500
4300 IRMA General Insurance	278,000	272,000	272,000	225,800	239,400	253,800
4301 Other Insurance	12,699	15,000	15,000	15,000	15,000	15,000
4423 Radio Equipment Maint. and Repair	22,537	20,000	15,000	20,000	20,000	20,000
4425 Hardware Maintenance	11,705	13,400	12,500	15,000	15,000	15,000
4501 Postage Meter Rental	423	1,000	1,000	1,000	1,000	1,000
4502 Copier Fees	8,595	11,000	11,000	9,300	9,300	9,300
<b>Sub-Total</b>	<b>\$1,214,061</b>	<b>\$1,303,400</b>	<b>\$1,300,900</b>	<b>\$1,348,500</b>	<b>\$1,400,800</b>	<b>\$1,429,000</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	4,388	5,000	5,000	5,000	5,000	5,000
4601 Field Equipment	4,731	6,000	6,000	47,400	12,500	5,000
4607 Gas and Oil	117,172	123,000	123,000	123,000	123,000	123,000
4613 Postage	1,832	7,000	3,000	3,000	3,000	3,000
4615 Uniforms and Safety Equipment	32,644	40,000	40,000	58,800	35,000	35,000
4616 Vehicle License Fees	724	1,700	1,400	1,000	1,000	1,000
4617 First Aid Supplies	727	3,000	3,000	4,100	1,000	1,000
4618 Ammunition and Firearms	18,645	29,100	29,100	35,000	35,000	35,000
4627 Educational Programs	6,871	3,000	5,000	6,000	6,000	6,000
4629 CERT Supplies	4,802	5,000	2,500	5,000	5,000	5,000
4650 Miscellaneous Commodities	14,248	8,900	8,900	16,500	16,500	16,500
<b>Sub-Total</b>	<b>\$206,783</b>	<b>\$231,700</b>	<b>\$226,900</b>	<b>\$304,800</b>	<b>\$243,000</b>	<b>\$235,500</b>
<b>CAPITAL OUTLAY:</b>						
4804 Vehicles	299,800	170,600	170,600	156,000	120,600	153,600
4805 Communication Equipment	936	-	-	-	-	-
4806 Other Capital Outlay	27,173	16,000	16,000	-	143,000	-
<b>Sub-Total</b>	<b>\$327,908</b>	<b>\$186,600</b>	<b>\$186,600</b>	<b>\$156,000</b>	<b>\$263,600</b>	<b>\$153,600</b>
<b>Total</b>	<b>\$9,057,514</b>	<b>\$9,230,500</b>	<b>\$9,171,300</b>	<b>\$9,595,500</b>	<b>\$10,048,400</b>	<b>\$10,366,100</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 2015 Program Objectives

- (1) Develop an ESDA Member training database and formalize member training requirements by August 2015.
- (2) Conduct at least three public education presentations on severe weather by November 2015.

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

01-06-14

Expense Item	Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>CONTRACTUAL:</b>						
4110 Training and Tuition	489	500	500	500	500	500
4202 Telephone and Alarms	2,384	1,000	2,800	3,600	3,600	3,600
4225 Other Contractual Services	1,810	3,500	3,500	4,300	4,300	4,300
4429 Radio Repair	706	800	800	3,000	-	-
<b>Sub-Total</b>	<b>\$5,389</b>	<b>\$5,800</b>	<b>\$7,600</b>	<b>\$11,400</b>	<b>\$8,400</b>	<b>\$8,400</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	23	100	100	100	100	100
4604 Tools & Equipment	12	500	500	11,800	2,000	2,000
4607 Gas and Oil	911	1,000	1,300	1,300	1,300	1,300
4615 Uniforms & Safety Equipment	5,249	4,000	4,000	2,500	1,500	1,500
4650 Miscellaneous Commodities	155	500	500	500	500	500
<b>Sub-Total</b>	<b>\$6,351</b>	<b>\$6,100</b>	<b>\$6,400</b>	<b>\$16,200</b>	<b>\$5,400</b>	<b>\$5,400</b>
<b>CAPITAL OUTLAY:</b>						
4804 Vehicles	12,800	5,700	5,700	5,700	5,700	5,700
4806 Other Capital Outlay	-	-	-	-	-	20,000
<b>Sub-Total</b>	<b>\$12,800</b>	<b>\$5,700</b>	<b>\$5,700</b>	<b>\$5,700</b>	<b>\$5,700</b>	<b>\$25,700</b>
<b>Total</b>	<b>\$24,539</b>	<b>\$17,600</b>	<b>\$19,700</b>	<b>\$33,300</b>	<b>\$19,500</b>	<b>\$39,500</b>

# *City of West Chicago*

## **POLICE DEPARTMENT Grants**

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### Description of Major Activities

The West Chicago Police Department applies for a number of grants each year. Those grants pay for personnel costs associated with the grant and/or new equipment. This year we are anticipating on receiving the following grants: Sustained Traffic Enforcement Program (STEP) (speeding autos, Impaired Drivers, Roadside Safety Checks), Bulletproof Vest Partnership Program (BVP), and "Kids Can't Buy'em Here" Tobacco Enforcement Program. Revenue for each of these grants fluctuates annually. Expenditures reflected in the expense summary are based on probable revenue, not guaranteed revenue each year.

### FYE 2015 Program Objectives

- (1) Meet grant requirements for the Traffic Grant for 2015 and submit an application for 2016 by April 2015.
- (2) Research new grant opportunities and other initiatives by November 2015.

**POLICE  
Grants**

01-06-16

Expense Item	Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	109,642	-	4,300	-	-	-
4032 Officer Overtime	17,213	30,000	24,000	30,000	30,000	30,000
4050 FICA & Medicare	9,396	2,300	2,200	2,300	2,300	2,300
4054 Unemployment Insurance	9,813	-	-	-	-	-
4056 IMRF	7,927	-	600	-	-	-
<b>Sub-Total</b>	<b>\$153,991</b>	<b>\$32,300</b>	<b>\$31,100</b>	<b>\$32,300</b>	<b>\$32,300</b>	<b>\$32,300</b>
<b>CONTRACTUAL:</b>						
4202 Telephone and Alarms	3,255	-	-	-	-	-
4225 Other Contractual Services	4,980	-	100	-	-	-
4502 Copier Rental	228	-	-	-	-	-
<b>Sub-Total</b>	<b>\$8,463</b>	<b>\$0</b>	<b>\$100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>COMMODITIES:</b>						
4600 Office Supplies	695	-	-	-	-	-
4650 Miscellaneous Commodities	2,833	-	-	-	-	-
<b>Sub-Total</b>	<b>\$3,528</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$165,982</b>	<b>\$32,300</b>	<b>\$31,200</b>	<b>\$32,300</b>	<b>\$32,300</b>	<b>\$32,300</b>

# City of West Chicago

## PUBLIC WORKS DEPARTMENT

### Financial Summary

<b>Program</b>	<b>2013 Actual</b>	<b>2014 Budgeted</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Administration	179,588	165,100	185,900	168,100	168,100
Municipal Properties	312,325	284,900	316,800	311,000	322,500
Forestry	70,056	87,000	76,400	90,300	93,900
Cemeteries	66,783	82,600	80,400	83,400	94,300
Road and Bridge	1,349,598	1,152,700	1,086,700	1,150,200	1,227,200
Maintenance Garage	278,941	295,300	385,900	313,200	326,800
Motor Fuel Tax	790,725	913,800	847,400	1,062,500	1,108,500
<b>TOTAL</b>	<b>\$3,048,016</b>	<b>\$2,981,400</b>	<b>\$2,979,500</b>	<b>\$3,178,700</b>	<b>\$3,341,300</b>

# *City of West Chicago*

## **PUBLIC WORKS DEPARTMENT**

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### Performance Report on FYE 2014 Major Program Objectives

In February 2014 the City solicited bids for its second term Electricity Aggregation Program and, with direction from the Infrastructure Committee, the City Administrator executed a three-year agreement with First Energy Solutions Corporation for the procurement of electricity at the rate of 6.51 cents per kWh; this rate is one of the best in the Chicagoland area and is anticipated to remain such over the next several years. 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 2014. The Infrastructure Committee concurred with staff's recommendations and authorized the City Administrator to include the CIP in the 2015 Proposed Budget

In 2014, Engineering Division and Administrative staff were responsible for construction oversight and facilitating completion of the Forest Avenue Rehabilitation Project and the Pearl Street Access Improvement Project. Staff also spent significant time on preparation and administration of many of the City's other annual capital improvement replacement projects including the Crack Sealing and Sidewalk Replacement Programs, and coordinating with the CN Railroad and its contractor on the George Street Underpass Project. Staff also completed utility permit reviews and assisted the Community Development Department with private development project inspections. No public improvements associated with private development projects were accepted in 2014. In addition, staff applied for Community Development Block Grant (CDBG) monies through the DuPage County Community Development Commission.

The Facility Management Division staff continued inspecting, servicing, and maintaining all municipal buildings, all City street lights, and all City-owned properties. Other planned projects including landscape, irrigation, and signage improvements at City Hall; parking lot seal coating of municipal properties and completing a citywide street light inventory were not completed, but will be a priority for 2015.

Forestry Program objectives focused on the management of the Emerald Ash Borer (EAB). The fourth year of a City-wide seven-year Ash tree EAB insecticidal treatment program was completed in July. Contractual brush pick-up was satisfactorily completed during 2014 by Kramer Tree Specialists. Removal of EAB-infested Ash trees was also completed.

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 2015.

Objectives outlined in Road & Bridge Program were not completed and are identified as priorities in 2015.

# 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 2015 Program Objectives

- (1) Re-evaluate and update the City's Capital Improvement Program (CIP), and five-year street improvement program priority list, and present to Infrastructure Committee for concurrence in November 2015.
- (2) Accept the public improvements associated with 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.

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Grant Program Applications Submitted	2	1	3	2
Stormwater Permits Issued	19	20	25	25
Acceptance of Public Improvements	1	0	10	10
<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 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>CONTRACTUAL:</b>						
4100 Legal Fees	10,285	1,000	26,900	1,000	1,000	1,000
4110 Training and Tuition	981	1,000	-	1,000	1,000	1,000
4112 Memberships/Dues/Subscriptions	809	700	700	700	700	700
4202 Telephone and Alarms	8,039	3,000	6,200	6,000	6,000	6,000
4225 Other Contractual Services	4,296	5,000	500	5,000	5,000	5,000
4365 Payments to Taxing Bodies	152,433	150,000	150,000	150,000	150,000	150,000
<b>Sub-Total</b>	<b>\$176,843</b>	<b>\$160,700</b>	<b>\$184,300</b>	<b>\$163,700</b>	<b>\$163,700</b>	<b>\$163,700</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	1,676	2,500	-	2,500	2,500	2,500
4607 Gas and Oil	678	1,000	1,600	1,000	1,000	1,000
4613 Postage	34	100	-	100	100	100
4615 Uniforms& Safety Equipment	288	300	-	300	300	300
4650 Miscellaneous Commodities	69	500	-	500	500	500
<b>Sub-Total</b>	<b>\$2,745</b>	<b>\$4,400</b>	<b>\$1,600</b>	<b>\$4,400</b>	<b>\$4,400</b>	<b>\$4,400</b>
<b>Total</b>	<b>\$179,588</b>	<b>\$165,100</b>	<b>\$185,900</b>	<b>\$168,100</b>	<b>\$168,100</b>	<b>\$168,100</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 2015 Program Objectives

- (1) Replace irrigation system, identification sign, and landscaping at City Hall by October 2015.
- (2) Inspect, assess, inventory, and log all street lights throughout the City by November 2015.
- (3) Procure services to seal coat and re-stripe the City Hall parking lot and the Police Station parking lot by November 2015.

Ongoing Activity Measures	2013 Actual	2014 Estimated	2015 Proposed	2016 Projected
Building Safety Inspections	12	12	12	12
Daily Building Inspections	250	250	250	250
Tunnel Inspections	110	76	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 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	21,618	42,000	41,400	42,300	44,500	46,800
4027 Operational - Salary	61,419	32,000	53,400	32,700	34,400	36,200
4029 Overtime	3,536	5,000	4,000	5,000	5,000	5,000
4050 FICA & Medicare	6,409	6,100	7,500	6,200	6,500	6,800
4056 IMRF	11,775	10,700	13,400	10,600	11,100	11,600
<b>Sub-Total</b>	<b>\$104,757</b>	<b>\$95,800</b>	<b>\$119,700</b>	<b>\$96,800</b>	<b>\$101,500</b>	<b>\$106,400</b>
<b>CONTRACTUAL:</b>						
4202 Telephone and Alarms	9,552	6,000	11,400	10,000	10,000	10,000
4203 Heating Gas	11,647	2,000	10,500	11,000	11,000	11,000
4204 Electric	2,423	2,000	3,500	2,500	2,500	2,500
4216 Grounds Maintenance	1,301	2,500	3,700	3,900	4,100	4,300
4219 Contract Janitorial Service	50,171	51,800	51,700	51,700	54,300	57,100
4225 Other Contractual Services	37,239	40,000	40,000	40,000	40,000	40,000
4300 IRMA General Insurance	20,800	20,400	20,300	17,000	18,100	19,200
4301 Other Insurance	10,965	3,000	2,300	3,000	3,000	3,000
<b>Sub-Total</b>	<b>\$144,098</b>	<b>\$127,700</b>	<b>\$143,400</b>	<b>\$139,100</b>	<b>\$143,000</b>	<b>\$147,100</b>
<b>COMMODITIES:</b>						
4607 Gas and Oil	5,385	7,000	5,300	7,000	7,000	7,000
4615 Uniforms & Safety Equipment	1,115	1,600	2,000	1,600	1,600	1,600
4650 Miscellaneous Commodities	50,670	50,000	43,600	50,000	50,000	50,000
<b>Sub-Total</b>	<b>\$57,170</b>	<b>\$58,600</b>	<b>\$50,900</b>	<b>\$58,600</b>	<b>\$58,600</b>	<b>\$58,600</b>
<b>CAPITAL OUTLAY:</b>						
4804 Vehicles	6,300	2,800	2,800	16,500	19,400	17,400
<b>Sub-Total</b>	<b>\$6,300</b>	<b>\$2,800</b>	<b>\$2,800</b>	<b>\$16,500</b>	<b>\$19,400</b>	<b>\$17,400</b>
<b>Total</b>	<b>\$312,325</b>	<b>\$284,900</b>	<b>\$316,800</b>	<b>\$311,000</b>	<b>\$322,500</b>	<b>\$329,500</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 2015 Program Objectives

- (1) Monitor parkway Ash Trees for continued signs of Emerald Ash Borer infestation, maintain accurate records, update inventory, and update members of the Infrastructure Committee on success of 2014 insecticidal treatment program by August 2015.
- (2) Complete removals of all EAB infested Ash Trees that are not being treated with insecticide by July 2015.
- (3) Complete fifth year of EAB insecticidal treatment program by July 2015.

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Emergency Tree Removals	2	4	6	6
Ash Tree Removals Due to EAB Damage	74	141	45	45
Average Time to Complete Brush Collection (Days)	5	5	5	5
Hornet Nest Removals	7	6	5	5

**PUBLIC WORKS**  
*Forestry*

01-09-22

Expense Item	Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>CONTRACTUAL:</b>						
4200 Legal Notices	-	-	-	100	-	-
4214 Brush Pickup	66,325	70,000	69,700	73,200	76,900	80,800
4225 Other Contractual Services	1,750	15,000	4,500	15,000	15,000	15,000
<b>Sub-Total</b>	<b>\$68,075</b>	<b>\$85,000</b>	<b>\$74,200</b>	<b>\$88,300</b>	<b>\$91,900</b>	<b>\$95,800</b>
<b>COMMODITIES:</b>						
4604 Tools and Equipment	1,981	2,000	2,200	2,000	2,000	2,000
<b>Sub-Total</b>	<b>\$1,981</b>	<b>\$2,000</b>	<b>\$2,200</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>
<b>Total</b>	<b>\$70,056</b>	<b>\$87,000</b>	<b>\$76,400</b>	<b>\$90,300</b>	<b>\$93,900</b>	<b>\$97,800</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 2015 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 2015.
- (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 2015.
- (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 2015.

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Mowings	24	25	26	26
Seal Coat Roads	0	1	0	1
Weed/Crabgrass Control Applications	3	3	3	3
Interments	30	36	40	40

**PUBLIC WORKS**  
**Cemeteries**

01-09-23

Expense Item	Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>CONTRACTUAL:</b>						
4209 Interments	18,575	26,300	23,100	27,700	29,100	30,600
4216 Grounds Maintenance	42,183	47,300	47,300	49,700	52,200	54,900
4217 Cemetery Sexton	6,000	6,000	6,000	6,000	6,000	6,000
4225 Other Contractual Services	25	3,000	4,000	-	7,000	-
<b>Sub-Total</b>	<b>\$66,783</b>	<b>\$82,600</b>	<b>\$80,400</b>	<b>\$83,400</b>	<b>\$94,300</b>	<b>\$91,500</b>
<b>Total</b>	<b>\$66,783</b>	<b>\$82,600</b>	<b>\$80,400</b>	<b>\$83,400</b>	<b>\$94,300</b>	<b>\$91,500</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 2015 Program Objectives

- (1) Reconstruct parking lot at the Street Division facility, 135 W. Grandlake Boulevard, by October 2015.
- (2) Procure services to inspect, assess, inventory, and log all parkway signs throughout the City for compliance with 2009 MUTCD and FHWA mandated signage upgrade requirements by November 2015.
- (3) Procure construction services for a comprehensive Bridge Maintenance Program on the A. Eugene Rennels (Wilson Street) Bridge by August 2015.

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Special Events Handled	5	5	5	5
Service Requests Fulfilled	344	250	250	250
Mowing Operations Completed	61	70	70	70
<b>Full Time Equivalent Positions</b>	<b>7.63</b>	<b>7.63</b>	<b>7.63</b>	<b>7.63</b>

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

01-09-24

Expense Item	Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	43,273	112,100	94,800	112,600	118,300	124,300
4027 Operational - Salary	347,151	379,100	315,100	383,300	402,500	422,700
4029 Overtime	37,660	28,000	38,000	40,000	40,000	40,000
4050 FICA & Medicare	32,280	39,800	34,000	41,000	43,000	45,000
4056 IMRF	58,214	70,000	60,400	70,700	74,000	77,400
<b>Sub-Total</b>	<b>\$518,579</b>	<b>\$629,000</b>	<b>\$542,300</b>	<b>\$647,600</b>	<b>\$677,800</b>	<b>\$709,400</b>
<b>CONTRACTUAL:</b>						
4108 Pre-Employment Exams	1,012	700	600	700	700	700
4110 Training and Tuition	318	1,000	900	1,000	1,000	1,000
4112 Memberships/Dues/Subscriptions	334	300	500	300	300	300
4202 Telephone and Alarms	11,473	6,000	10,900	12,000	12,000	12,000
4225 Other Contractual Services	1,295	4,000	4,300	4,000	4,000	4,000
4300 IRMA General Insurance	45,761	44,200	44,000	36,700	39,000	41,400
4301 Other Insurance	3,989	8,000	7,000	8,000	8,000	8,000
<b>Sub-Total</b>	<b>\$64,182</b>	<b>\$64,200</b>	<b>\$68,200</b>	<b>\$62,700</b>	<b>\$65,000</b>	<b>\$67,400</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	2,706	2,000	2,700	2,000	2,000	2,000
4604 Tools and Equipment	5,764	5,500	6,000	5,500	5,500	5,500
4607 Gas and Oil	70,651	70,000	81,000	70,000	70,000	70,000
4612 Parts - Plows and Spreaders	12,103	-	-	-	-	-
4615 Uniforms & Safety Equipment	5,344	5,000	8,500	5,000	5,000	5,000
4650 Miscellaneous Commodities	19,368	15,000	16,000	15,000	15,000	15,000
<b>Sub-Total</b>	<b>\$115,937</b>	<b>\$97,500</b>	<b>\$114,200</b>	<b>\$97,500</b>	<b>\$97,500</b>	<b>\$97,500</b>
<b>CAPITAL OUTLAY:</b>						
4804 Vehicles	650,900	362,000	362,000	342,400	386,900	393,500
<b>Sub-Total</b>	<b>\$650,900</b>	<b>\$362,000</b>	<b>\$362,000</b>	<b>\$342,400</b>	<b>\$386,900</b>	<b>\$393,500</b>
<b>Total</b>	<b>\$1,349,598</b>	<b>\$1,152,700</b>	<b>\$1,086,700</b>	<b>\$1,150,200</b>	<b>\$1,227,200</b>	<b>\$1,267,800</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 2015 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 2015.
- (2) Complete all required safety lane inspections by December 2015.
- (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 2015 seasonal needs (i.e., prior to May 2015 for mowing and forestry equipment, and prior to November 2015 for snow plowing equipment).

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Preventative Maintenance Evaluations	141	100	150	150
Vehicle & Equipment Repairs Completed	436	400	400	400
Safety Lane Inspections	51	52	60	60
 <b>Full Time Equivalent Positions</b>	 <b>0.00</b>	 <b>0.00</b>	 <b>0.00</b>	 <b>0.00</b>

**PUBLIC WORKS**  
**Maintenance Garage**

01-09-25

Expense Item	Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>CONTRACTUAL:</b>						
4202 Telephone and Alarms	2,304	3,000	2,200	2,500	2,500	2,500
4225 Other Contractual Services	131,922	132,000	132,000	132,000	145,200	159,800
4300 IRMA General Insurance	7,000	6,800	6,800	5,700	6,100	6,500
4400 Vehicle Repair	21,525	40,000	62,000	40,000	40,000	40,000
<b>Sub-Total</b>	<b>\$162,751</b>	<b>\$181,800</b>	<b>\$203,000</b>	<b>\$180,200</b>	<b>\$193,800</b>	<b>\$208,800</b>
<b>COMMODITIES:</b>						
4603 Parts for Vehicles	96,844	100,000	168,000	120,000	120,000	120,000
4604 Tools and Equipment	14,395	5,000	11,700	11,000	11,000	11,000
4607 Gas and Oil	2,460	2,500	1,000	2,000	2,000	2,000
4650 Miscellaneous Commodities	2,491	6,000	2,200	-	-	-
<b>Sub-Total</b>	<b>\$116,190</b>	<b>\$113,500</b>	<b>\$182,900</b>	<b>\$133,000</b>	<b>\$133,000</b>	<b>\$133,000</b>
<b>Total</b>	<b>\$278,941</b>	<b>\$295,300</b>	<b>\$385,900</b>	<b>\$313,200</b>	<b>\$326,800</b>	<b>\$341,800</b>

# *City of West Chicago*

## PUBLIC WORKS DEPARTMENT MOTOR FUEL TAX

### Description of Major Activities

Right-of-way maintenance operations not listed elsewhere as their own program are included in the Motor Fuel Tax Program. Examples of these activities include: snow plowing, street sweeping, pavement patching, storm sewer maintenance, street light and traffic signal maintenance, and street striping.

### FYE 2015 Program Objectives

- (1) Complete all pavement re-striping within all school zones by August 2015.
- (2) Continue storm structure and sewer line cleaning as part of a seven-year cleaning cycle, tracking progress, compliance and effectiveness through December 2015.
- (3) Track and record all pothole patching operations, documenting locations, dates patched, material used, personnel, manhours, and equipment through December 2015.

Ongoing Activity Measures	2013 Actual	2014 Estimated	2015 Proposed	2016 Projected
# of Snow Operation Call-outs	32	30	25	25
# of Days Street Sweeping Operations Performed	183	182	180	180
Cubic Yards of Debris Swept Up	3,183	3,450	3,200	3,200
# of Days Spent Performing Street Overlays/Pothole Patching	51	50	50	50
 <b>Full Time Equivalent Positions</b>	 <b>2.94</b>	 <b>2.94</b>	 <b>2.94</b>	 <b>2.94</b>

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

01-09-26

Expense Item	Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	271	33,000	31,600	33,000	34,700	36,500
4027 Operational - Salary	146,551	147,700	121,900	149,600	157,100	165,000
4029 Overtime	14,231	10,000	13,800	15,000	15,000	15,000
4050 FICA & Medicare	12,289	14,600	12,900	12,600	13,200	13,800
4056 IMRF	21,901	25,800	22,700	26,100	27,300	28,600
<b>Sub-Total</b>	<b>\$195,243</b>	<b>\$231,100</b>	<b>\$202,900</b>	<b>\$236,300</b>	<b>\$247,300</b>	<b>\$258,900</b>
<b>CONTRACTUAL:</b>						
4204 Electric	124,720	130,000	112,100	130,000	130,000	130,000
4210 Refuse Disposal	28,233	30,000	30,000	30,000	30,000	30,000
4225 Other Contractual	131,461	134,400	135,900	132,000	145,200	159,800
4226 Traffic Signal Maintenance	21,389	25,000	12,000	25,000	25,000	25,000
4227 Street Light Maintenance	15,004	18,000	13,500	15,000	15,000	15,000
4412 Street Light Materials	15,922	15,000	23,200	15,000	15,000	15,000
<b>Sub-Total</b>	<b>\$336,729</b>	<b>\$352,400</b>	<b>\$326,700</b>	<b>\$347,000</b>	<b>\$360,200</b>	<b>\$374,800</b>
<b>COMMODITIES:</b>						
4609 Street Patch Materials	-	300	300	1,000	1,000	1,000
4610 Street Paint	1,792	2,000	1,700	2,000	2,000	2,000
4611 Ice Control Materials	27,023	20,000	11,000	20,000	20,000	20,000
4639 Parts-Mains	6,547	5,000	3,800	5,000	5,000	5,000
4670 Rock Salt	179,303	250,000	252,800	398,200	420,000	420,000
4671 Bit Patch - Cold	2,625	8,000	8,000	8,000	8,000	8,000
4672 Bit Patch - Hot	41,462	45,000	40,200	45,000	45,000	45,000
<b>Sub-Total</b>	<b>\$258,753</b>	<b>\$330,300</b>	<b>\$317,800</b>	<b>\$479,200</b>	<b>\$501,000</b>	<b>\$501,000</b>
<b>Total</b>	<b>\$790,725</b>	<b>\$913,800</b>	<b>\$847,400</b>	<b>\$1,062,500</b>	<b>\$1,108,500</b>	<b>\$1,134,700</b>

# City of West Chicago

## COMMUNITY DEVELOPMENT DEPARTMENT

### Financial Summary

<b>Program</b>	<b>2013 Actual</b>	<b>2014 Budgeted</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Planning, Engineering & Economic Dev.	306,256	327,200	315,600	316,100	329,200
Building & Code Enforcement	592,137	554,900	533,300	606,400	594,900
Museum	144,808	121,100	127,100	122,000	122,200
<b>TOTAL</b>	<b>\$1,043,200</b>	<b>\$1,003,200</b>	<b>\$976,000</b>	<b>\$1,044,500</b>	<b>\$1,046,300</b>

# *City of West Chicago*

## COMMUNITY DEVELOPMENT DEPARTMENT

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### Performance Report on FYE 2014 Major Program Objectives

Through the end of October 2014, approximately 55 specific business leads were contacted and encouraged to locate or develop in West Chicago. This includes real estate investors, developers and retail stores, and ranges from small retail stores, including potential start-ups, to large-scale proposed industrial projects with sizes exceeding 300,000 square feet.

There were approximately 20 business retention visits and meetings held so far in 2014, including interaction with large local businesses Jel Sert and General Mills. Outreach also was undertaken with Fox Valley Volkswagen and other local commercial and industrial businesses from throughout the community. In general, industrial businesses are finding it more difficult to recruit potential workers for their labor force, but otherwise are satisfied due to improving economic conditions.

Several revisions to the City's Municipal Code were completed during 2014, which accomplished the following: addressed municipal access easement maintenance; addressed temporary fences and medical marijuana facilities; clarified inspections of rental properties when they are sold; and updated life safety provisions.

The Department developed additional policies and procedures for changes-of-occupancy inspections, internal filing/administration, overcrowding and Memoranda of Judgment (MOJ) processing. The MOJ procedures also include shortening the previous timeframe for filing the judgments' at the County by eliminating redundant steps. The Department is also completing those steps necessary to standardize the appearance and format of all Department-related permit applications and handouts.

The Department is in the process of digitizing files to reduce a large backlog of files and free up needed space for storage.

In Museum operations, by the end of 2014 there will be 25,000 searchable digitized images available for public research. Also, there were three new first floor exhibits designed and installed and updates were completed to the second floor exhibit space, including additional panel graphics. Finally, new public and school programming, including a mobile walking tour, have been added to the Museum's offerings.

# *City of West Chicago*

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

### Description of Major Activities

This Program is responsible for development within the City of West Chicago, 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 weekly development review meetings, explaining code requirements, reviewing plan submittals and proactively contacting developers to discuss issues that may arise.

### FYE 2015 Program Objectives

- (1) Contact a minimum of 40 businesses and real estate investors as a business attraction effort to encourage West Chicago locations through December 2015.
- (2) Contact a minimum of 12 existing local businesses as a business retention effort through December 2015.
- (3) Complete downtown planning efforts with the assistance of a CMAP developer panel, including preparation and consideration of panel recommendations, by December 2015.

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Review Plan Commission Applications	12	20	20	20
Review Commercial and Industrial Building Permit Applications	275	210	220	240
Certificates of Appropriateness Reviewed	25	19	18	20
Meetings with Potential Developers	42	40	35	35
Review Residential Permit Applications (new homes)	4	6	8	8
<b>Full Time Equivalent Positions</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>

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

01-10-28

Expense Item	Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4016 Commissions - Salary	430	800	800	800	800	800
4020 Administrative - Salary	216,562	221,400	215,000	229,100	240,600	252,700
4029 Overtime	-	-	-	-	-	-
4050 FICA & Medicare	15,643	17,000	16,200	17,600	18,500	19,400
4056 IMRF	29,296	29,900	29,200	30,200	31,800	33,400
<b>Sub-Total</b>	<b>\$261,931</b>	<b>\$269,100</b>	<b>\$261,200</b>	<b>\$277,700</b>	<b>\$291,700</b>	<b>\$306,300</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	24,836	10,000	8,400	10,000	10,000	10,000
4110 Training and Tuition	1,207	5,000	200	5,000	5,000	5,000
4112 Memberships/Dues/Subscriptions	1,177	1,800	1,100	1,500	1,800	1,800
4125 Software Maintenance	2,396	2,500	2,500	2,900	3,000	3,000
4200 Legal Notices	772	2,000	3,600	2,500	2,000	2,500
4202 Telephone and Alarms	4,023	3,000	4,700	3,000	3,000	3,000
4211 Printing & Binding	159	300	100	300	300	300
4223 Legal Reporter Fees	3,967	3,000	4,000	3,500	3,500	3,500
4225 Other Contractual Services	-	25,000	22,300	-	-	-
4300 IRMA General Insurance	2,400	2,400	2,400	1,900	2,100	2,300
<b>Sub-Total</b>	<b>\$40,937</b>	<b>\$55,000</b>	<b>\$49,300</b>	<b>\$30,600</b>	<b>\$30,700</b>	<b>\$31,400</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	1,090	700	200	2,000	1,000	1,000
4602 Maps and Plats	421	500	400	300	300	300
4613 Postage	-	300	100	500	500	500
4700 Prospect Development	1,877	1,500	1,800	5,000	5,000	5,000
4720 Other Charges	-	100	2,600	-	-	-
<b>Sub-Total</b>	<b>\$3,388</b>	<b>\$3,100</b>	<b>\$5,100</b>	<b>\$7,800</b>	<b>\$6,800</b>	<b>\$6,800</b>
<b>Total</b>	<b>\$306,256</b>	<b>\$327,200</b>	<b>\$315,600</b>	<b>\$316,100</b>	<b>\$329,200</b>	<b>\$344,500</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 2015 Program Objectives

- (1) Implement changes to the Rental Residential Licensing Program by converting all files from Excel to Access to allow more efficient monitoring and tracking of ownership, license payments and inspections by December 2015.
- (2) Amend Municipal Code by adopting 2015 editions of the International Code Council (ICC) Building and Property Maintenance Codes with local amendments by December 2015.
- (3) Digitize available and eligible building permit files and consolidate them into a single format by December 2015.

Ongoing Activity Measures	2013 Actual	2014 Estimated	2015 Proposed	2016 Projected
Building Permit Applications	901	860	850	845
Change of Occupancy Inspections	717	740	720	720
Overcrowding Investigations	34	32	30	25
Rental Inspections	1,137	1,220	1,190	1,150
<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 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	82,324	84,000	84,600	89,900	94,400	99,200
4029 Overtime	-	500	-	-	-	-
4050 FICA & Medicare	6,139	6,500	6,300	6,900	7,300	7,600
4056 IMRF	11,199	11,400	11,400	11,900	12,500	13,100
<b>Sub-Total</b>	<b>\$99,663</b>	<b>\$102,400</b>	<b>\$102,300</b>	<b>\$108,700</b>	<b>\$114,200</b>	<b>\$119,900</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	56,805	30,000	26,800	30,000	30,000	30,000
4110 Training and Tuition	695	3,000	200	3,000	4,000	4,000
4112 Memberships/Dues/Subscriptions	359	500	800	800	500	500
4113 Enforcement and Inspections	307,113	307,000	300,000	345,000	345,000	345,000
4115 Bond/Deposit Refunds	-	-	-	-	-	-
4120 Plan Review	57,800	55,000	45,000	55,000	55,000	55,000
4125 Software Maintenance	6,390	6,600	6,600	7,000	7,800	7,800
4200 Legal Notices	44	200	200	200	200	200
4202 Telephone and Alarms	9,830	5,500	11,000	5,500	5,500	5,500
4205 Weed Cutting	10,986	8,000	6,000	8,000	8,000	8,000
4211 Printing and Binding	1,440	2,000	2,500	5,000	2,000	2,000
4222 Filing Fees	4,304	5,000	2,300	4,000	5,000	5,000
4224 Microfiching	7,656	4,000	6,000	8,000	5,000	5,000
4225 Other Contractual Services	8,528	12,000	7,900	12,000	-	-
4300 IRMA General Insurance	2,400	2,400	2,400	1,900	2,100	2,300
4301 Other Insurance	4,631	-	2,900	-	-	-
<b>Sub-Total</b>	<b>\$478,981</b>	<b>\$441,200</b>	<b>\$420,600</b>	<b>\$485,400</b>	<b>\$470,100</b>	<b>\$470,300</b>
<b>COMMODITIES:</b>						
4600 Office Supplies	809	1,000	1,600	1,500	1,500	1,500
4607 Gas and Oil	1,901	3,000	3,500	3,000	3,000	3,000
4613 Postage	-	300	300	300	300	300
4615 Uniforms & Safety Equipment	-	300	-	300	300	300
4650 Miscellaneous Commodities	734	1,000	300	500	500	500
4720 Other Charges	106	300	300	300	300	300
<b>Sub-Total</b>	<b>\$3,551</b>	<b>\$5,900</b>	<b>\$6,000</b>	<b>\$5,900</b>	<b>\$5,900</b>	<b>\$5,900</b>
<b>CAPITAL OUTLAY:</b>						
4802 Office Equipment	242	1,000	-	2,000	2,000	2,000
4804 Vehicles	9,700	4,400	4,400	4,400	2,700	2,700
<b>Sub-Total</b>	<b>\$9,942</b>	<b>\$5,400</b>	<b>\$4,400</b>	<b>\$6,400</b>	<b>\$4,700</b>	<b>\$4,700</b>
<b>Total</b>	<b>\$592,137</b>	<b>\$554,900</b>	<b>\$533,300</b>	<b>\$606,400</b>	<b>\$594,900</b>	<b>\$600,800</b>

# *City of West Chicago*

## COMMUNITY DEVELOPMENT DEPARTMENT *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.

### FYE 2015 Program Objectives

- (1) Secure space for two additional local history displays in the community by December 2015.
- (2) Install a minimum of three outdoor interpretive historical signboards in various locations around the community to identify local landmarks and/or important historical information by December 2015.
- (3) Increase visibility of Museum with installation of identification signage on Turner Court entrance by December 2015.

Ongoing Activity Measures	2013 Actual	2014 Estimated	2015 Proposed	2016 Projected
Program & Museum Attendance	3,300	3,500	3,600	3,700
Information Requests	110	110	105	115
Volunteer Hours	1,500	2,500	1,700	1,600
Donations Received (lots*)	25	20	20	20
Exhibits/Programs/Events	40	50	55	60
(*each lot may contain numerous items)				
<b>Full Time Equivalent Positions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**COMMUNITY DEVELOPMENT  
MUSEUM**

01-10-30

Expense Item	Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	16,797	-	-	-	-	-
4050 FICA & Medicare	1,286	-	-	-	-	-
4056 IMRF	2,286	-	-	-	-	-
<b>Sub-Total</b>	<b>\$20,369</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CONTRACTUAL:</b>						
4202 Telephone and Alarms	6,687	3,000	9,200	3,000	3,000	3,000
4225 Other Contractual Services	35,100	35,100	35,100	36,500	36,500	38,000
4300 IRMA General Insurance	2,400	2,400	2,400	1,900	2,100	2,300
4502 Copier Lease	252	600	400	600	600	600
<b>Sub-Total</b>	<b>\$44,438</b>	<b>\$41,100</b>	<b>\$47,100</b>	<b>\$42,000</b>	<b>\$42,200</b>	<b>\$43,900</b>
<b>COMMODITIES:</b>						
4680 Special Events	80,000	80,000	80,000	80,000	80,000	80,000
<b>Sub-Total</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>
<b>Total</b>	<b>\$144,808</b>	<b>\$121,100</b>	<b>\$127,100</b>	<b>\$122,000</b>	<b>\$122,200</b>	<b>\$123,900</b>

*City of West Chicago*

**CAPITAL EQUIPMENT REPLACEMENT FUND  
PROJECTED REVENUE**

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<b>04-00</b>		<b>2013 Actual</b>	<b>2014 Budgeted</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
371000	Interest	534	500	500	500	500
387500	Asset Sales	0	0	0	0	0
389000	Miscellaneous	11,437	0	0	0	0
390000	Transfers In	1,557,400	788,000	808,600	907,900	928,000
	<b>TOTAL</b>	<b>\$1,569,371</b>	<b>\$788,500</b>	<b>\$809,100</b>	<b>\$908,400</b>	<b>\$928,500</b>

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# *City of West Chicago*

## CAPITAL EQUIPMENT REPLACEMENT FUND

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### Financial Summary

<b>Program</b>	<b>2013 Actual</b>	<b>2014 Budgeted</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Operations	306,781	1,806,600	1,349,900	1,911,900	541,000
<b>TOTAL</b>	<b>\$306,781</b>	<b>\$1,806,600</b>	<b>\$1,349,900</b>	<b>\$1,911,900</b>	<b>\$541,000</b>

# *City of West Chicago*

## **CAPITAL EQUIPMENT REPLACEMENT FUND**

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### Performance Report on FYE 2014 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 or the Suburban Purchasing Cooperative (SPC) Joint Purchasing Program. Surplus vehicles were sold through the DuPage Mayors and Managers 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

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### 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 2015 Program Objectives

- (1) Purchase vehicles and/or equipment in accordance with City policies on the replacement plan by December 2015.
- (2) Dispose of surplus vehicles and equipment through sale, trade or auction by December 2015.
- (3) Update the ten-year vehicle and equipment purchase plan by December 2015.

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Vehicles and Equipment Replaced/Purchased	12	30	24	10

**CAPITAL EQUIPMENT REPLACEMENT FUND  
OPERATIONS**

04-34-39

Expense Item	Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
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**CAPITAL OUTLAY:**

4804 Vehicles

	306,781	1,806,600	1,349,900	1,911,900	541,000	549,800
<b>Sub-Total</b>	<b>\$306,781</b>	<b>\$1,806,600</b>	<b>\$1,349,900</b>	<b>\$1,911,900</b>	<b>\$541,000</b>	<b>\$549,800</b>

<b>Total</b>	<b>\$306,781</b>	<b>\$1,806,600</b>	<b>\$1,349,900</b>	<b>\$1,911,900</b>	<b>\$541,000</b>	<b>\$549,800</b>
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# *City of West Chicago*

## **SEWER FUND Projected Revenue**

<b>05-00</b>		<b>2013 Actual</b>	<b>2014 Budgeted</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
311000	Property Tax	8,803	11,000	11,200	11,000	11,000
331000	Sewer Services	5,280,927	5,300,000	3,000,000	5,300,000	5,300,000
342000	Sewer Connection Fees	46,560	25,000	30,000	25,000	25,000
364000	Recapture Fees	535	0	0	0	0
371000	Interest	5,473	5,000	900	5,000	5,000
386000	Other Reimbursements	261,764	0	81,800	0	0
386100	Health Insurance Contributions	37,968	38,000	36,600	38,000	38,000
394001	Asset Transfer	9,959	0	0	0	0
	<b>TOTAL</b>	<b>\$5,651,989</b>	<b>\$5,379,000</b>	<b>\$3,160,500</b>	<b>\$5,379,000</b>	<b>\$5,379,000</b>

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# City of West Chicago

## SEWER FUND

### Financial Summary

<b>Program</b>	<b>2013 Actual</b>	<b>2014 Budgeted</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
SSA #2	12,308	13,700	12,900	13,800	14,400
Wastewater Treatment	3,285,150	2,687,200	2,722,000	2,793,200	2,855,600
Sanitary Collection	2,776,155	6,011,400	4,128,800	4,426,000	3,652,500
Equipment Replacement	0	1,820,100	128,300	1,776,500	3,848,000
<b>TOTAL</b>	<b>\$6,073,613</b>	<b>\$10,532,400</b>	<b>\$6,992,000</b>	<b>\$9,009,500</b>	<b>\$10,370,500</b>

# *City of West Chicago*

## SEWER FUND

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### Performance Report on FYE 2014 Major Program Objectives

The Wastewater Treatment Plant (WWTP) treated a total of 2.01 billion gallons (a monthly average of 5.51 MGD) in 2013 with nearly 1.94 billion gallons (a monthly average of 5.31MGD) estimated for 2014. Forty-seven excursions of the City's National Pollutant Discharge Elimination System (NPDES) permit were reported in 2013 with six permit excursion estimated for 2014. As a result of the Pre-Treatment Program, the City issued 14 industrial user violation notices in 2013 with 55 violation notices estimated for 2014. Jel Sert accounts for the majority of the violation notices issued in 2014.

The long-term capital improvement plan for the WWTP was re-evaluated and revised in November 2014 and such will be used to replace/upgrade critical operational equipment at the WWTP over the next ten years.

Updating the City's Sewer Use Ordinance, and conducting a Citywide Industrial Pre-Treatment Program survey of all non-residential sanitary waste customers, were planned activities not completed in 2014. These will remain a priority for 2015.

All capital improvement projects planned for the WWTP in 2014 were delayed, evaluated, and re-prioritized due to substantial increases in equipment costs. No additional roofs at the WWTP were replaced in 2014, but this program will resume in 2015.

Design-build engineering services for needed SCADA system repairs/upgrades at all sanitary lift stations will be substantially completed in 2014; minor system deficiencies remain, but will be addressed and resolved by spring 2015. Construction services for upgrades to Lift Station #3 were secured in October 2014 and the project is scheduled to be completed by July 2015.

Inflow and infiltration (I&I) reduction efforts continued in 2014 and will continue over the next several years. Contractual services for needed I&I repairs/upgrades to the older gravity flow sanitary collection system northeast of the downtown area was not completed in 2014 due to the inflated and unrealistic bids received; the project will be rebid in 2015. Contractual services were completed for the I&I evaluation study of the remaining portion of the older gravity flow sanitary collection system north of the downtown area. The data collected will be used to develop a cost effective correction plan for implementation in 2015.

# 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 2015 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 2015.

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 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 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4027 Operational - Salary	4,883	4,800	4,800	4,900	5,200	5,500
4029 Overtime	221	200	400	200	200	200
4050 FICA & Medicare	391	400	400	400	500	500
4056 IMRF	694	700	700	700	800	800
<b>Sub-Total</b>	<b>\$6,190</b>	<b>\$6,100</b>	<b>\$6,300</b>	<b>\$6,200</b>	<b>\$6,700</b>	<b>\$7,000</b>
<b>CONTRACTUAL:</b>						
4204 Electric	3,835	5,000	4,400	5,000	5,000	5,000
4216 Grounds Maintenance	2,283	2,600	2,200	2,600	2,700	2,800
<b>Sub-Total</b>	<b>\$6,118</b>	<b>\$7,600</b>	<b>\$6,600</b>	<b>\$7,600</b>	<b>\$7,700</b>	<b>\$7,800</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>\$12,308</b>	<b>\$13,700</b>	<b>\$12,900</b>	<b>\$13,800</b>	<b>\$14,400</b>	<b>\$14,800</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 2015 Program Objectives

- (1) Considering capital improvements completed during 2015, re-evaluate the ten-year Capital Improvement Plan and provide recommendations for changes and/or additions by October 2015.
- (2) Present amendments to Chapter 18, Sewer Use Ordinance, of the West Chicago City Code to the City Council for consideration by December 2015.
- (3) Send a Citywide Industrial Pre-Treatment Program survey to all non-residential sanitary waste customers for permit evaluation/consideration by November 2015.

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
NPDES Permit Excursions	47	6	20	20
Wastewater Treated (Average Daily Flow, MGD)	5.51	5.31	5.5	5.5
Biosolids Removed (Dry Tons)	997	969	1,000	1,000
<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 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	29,570	29,200	28,500	29,800	31,300	32,900
4029 Overtime	242	300	100	300	300	300
4050 FICA & Medicare	1,915	2,300	2,100	2,400	2,500	2,600
4056 IMRF	4,056	4,000	3,900	4,000	4,200	4,400
<b>Sub-Total</b>	<b>\$35,782</b>	<b>\$35,800</b>	<b>\$34,600</b>	<b>\$36,500</b>	<b>\$38,300</b>	<b>\$40,200</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	-	-	1,000	-	-	-
4101 Auditing Fees	4,040	4,700	4,100	4,700	4,700	4,700
4112 NPDES Permit	14,435	15,000	14,900	75,000	80,000	85,000
4211 Printing and Binding	130	200	-	200	200	200
4216 Grounds Maintenance	8,047	8,600	7,800	8,000	8,300	8,600
4225 Other Contractual Services	2,553,101	2,568,500	2,572,100	2,623,600	2,676,100	2,729,700
4300 IRMA General Insurance	55,700	54,400	54,100	45,200	48,000	50,900
4405 Secondary Treatment Repair	87,112	-	34,400	-	-	-
<b>Sub-Total</b>	<b>\$2,722,565</b>	<b>\$2,651,400</b>	<b>\$2,687,400</b>	<b>\$2,756,700</b>	<b>\$2,817,300</b>	<b>\$2,879,100</b>
<b>CAPITAL OUTLAY:</b>						
4808 Depreciation	526,803	-	-	-	-	-
<b>Sub-Total</b>	<b>\$526,803</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$3,285,150</b>	<b>\$2,687,200</b>	<b>\$2,722,000</b>	<b>\$2,793,200</b>	<b>\$2,855,600</b>	<b>\$2,919,300</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 2015 Program Objectives

- (1) Complete needed upgrades at Lift Station #3 by July 2015.
- (2) Procure contractual services for needed inflow and infiltration repairs/upgrades within the to the rear yard gravity flow sanitary collection system within the Alta Vista Subdivision by June 2015.
- (3) Procure engineering services to design a replacement for Lift Station #1, located adjacent to the Aspen Ridge Apartments, by March 2015, and complete design plans and bid documents by November 2015.

Ongoing Activity Measures	2013 Actual	2014 Estimated	2015 Proposed	2016 Projected
Lift Station Alarm Calls	10	19	20	20
Lift Station Overtime Hours	368	731	300	300
Sanitary Sewer Service Calls	73	44	60	60
Sanitary Sewer Main Back-ups	2	3	3	3
Sanitary Service Lines Rodded	2	2	1	1
Sanitary Service Lines Repaired	2	2	1	1
<b>Full Time Equivalent Positions</b>	<b>14.50</b>	<b>14.50</b>	<b>14.68</b>	<b>14.68</b>

**SEWER FUND  
SANITARY COLLECTION**

05-34-43

Expense Item	Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	404,656	488,900	455,000	500,400	525,500	551,800
4027 Operational - Salary	432,228	489,200	463,500	512,900	538,600	565,600
4029 Overtime	42,871	40,000	63,000	40,000	40,000	40,000
4050 FICA & Medicare	65,089	77,900	74,000	80,600	84,500	88,600
4052 I.C.M.A. - R.C.	3,879	4,200	3,800	4,200	4,500	4,800
4053 Health/Dental/Life Insurance	382,770	403,100	359,900	392,600	424,100	458,100
4054 Unemployment Insurance	6,020	-	800	-	-	-
4056 IMRF	116,459	137,300	130,100	138,900	145,600	152,600
<b>Sub-Total</b>	<b>\$1,453,972</b>	<b>\$1,640,600</b>	<b>\$1,550,100</b>	<b>\$1,669,600</b>	<b>\$1,762,800</b>	<b>\$1,861,500</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	19,298	15,000	10,300	15,000	15,000	15,000
4101 Auditing Fees	5,340	4,700	4,100	4,700	4,700	4,700
4102 JULIE System	2,154	2,800	2,800	2,800	2,800	2,800
4103 Engineering and Inspections	1,165	5,000	-	-	-	-
4105 Consultants	1,700	2,000	2,000	2,000	2,000	2,000
4110 Training and Tuition	310	500	200	500	500	500
4125 Software Maintenance	8,974	9,300	9,300	12,000	12,000	12,000
4202 Telephone and Alarms	12,000	8,000	23,400	15,000	15,000	15,000
4203 Heating Gas	7,476	8,000	6,400	8,000	8,000	8,000
4204 Electric	47,580	50,000	48,000	50,000	50,000	50,000
4216 Grounds Maintenance	3,752	3,700	3,300	3,700	3,900	4,100
4225 Other Contractual Services	127,153	160,200	106,000	155,000	155,000	155,000
4300 IRMA General Insurance	83,600	81,600	81,100	67,800	71,900	76,300
4400 Vehicle Repair	5,501	10,000	4,000	10,000	10,000	10,000
4402 Lift Station Repair	118,884	2,000,000	1,117,500	1,223,200	25,000	25,000
4410 Sewer Main Repair	435,955	610,000	350,000	620,000	620,000	620,000
4501 Postage Meter Rental	1,332	1,400	1,400	1,400	1,400	1,400
4502 Copier Fees	2,341	2,500	2,200	2,500	2,500	2,500
<b>Sub-Total</b>	<b>\$884,515</b>	<b>\$2,974,700</b>	<b>\$1,772,000</b>	<b>\$2,193,600</b>	<b>\$999,700</b>	<b>\$1,004,300</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	5,526	5,000	5,000	5,000	5,000	5,000
4603 Parts for Vehicles	11,991	15,000	10,000	15,000	15,000	15,000
4604 Tools and Equipment	7,375	20,000	20,000	20,000	20,000	20,000
4607 Gas and Oil	17,930	22,000	20,000	22,000	22,000	22,000
4613 Postage	2,323	3,000	2,500	3,000	3,000	3,000
4626 Chemicals	2,080	1,500	-	1,500	1,500	1,500
4630 Parts - Lift Stations	12,520	25,000	15,000	25,000	25,000	25,000
4638 Trench Backfill Material	1,812	5,000	5,000	5,000	5,000	5,000
4639 Parts - Mains	911	3,000	2,000	3,000	3,000	3,000
4650 Miscellaneous Commodities	7,129	6,000	6,000	6,000	6,000	6,000
4702 Bank Charges	7,677	5,000	5,000	5,000	5,000	5,000
<b>Sub-Total</b>	<b>\$77,273</b>	<b>\$110,500</b>	<b>\$90,500</b>	<b>\$110,500</b>	<b>\$110,500</b>	<b>\$110,500</b>
<b>CAPITAL OUTLAY:</b>						
4804 Vehicles	354,100	128,400	128,400	137,300	159,500	167,300
4806 Other Capital Outlay	6,294	1,157,200	587,800	315,000	620,000	620,000
4900 Transfers Out	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$360,394</b>	<b>\$1,285,600</b>	<b>\$716,200</b>	<b>\$452,300</b>	<b>\$779,500</b>	<b>\$787,300</b>
<b>Total</b>	<b>\$2,776,155</b>	<b>\$6,011,400</b>	<b>\$4,128,800</b>	<b>\$4,426,000</b>	<b>\$3,652,500</b>	<b>\$3,763,600</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 2015 Program Objectives

- (1) Prepare construction specifications, procure construction services, and replace the roofs at the WWTP administration and operations buildings by November 2015.
- (2) Procure contractual services and replace/upgrade the headworks' screening and grit removal system by December 2015.
- (3) Replace flights and chains on Primary Clarifier #1 by June 2015.

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Primary Clarifier Drive Repair (%)	0	0	25	25
Roof Replacement (%)	0	0	25	0
Sand Filter Overhaul (%)	0	0	0	100
Digester Tank Cleaning & Repair	1	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 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>CONTRACTUAL:</b>						
4225 Other Contractual Services	-	205,100	127,800	347,300	248,000	49,000
<b>Sub-Total</b>	<b>\$0</b>	<b>\$205,100</b>	<b>\$127,800</b>	<b>\$347,300</b>	<b>\$248,000</b>	<b>\$49,000</b>
<b>CAPITAL OUTLAY:</b>						
4806 Other Capital Outlay	-	1,615,000	500	1,429,200	3,600,000	645,000
<b>Sub-Total</b>	<b>\$0</b>	<b>\$1,615,000</b>	<b>\$500</b>	<b>\$1,429,200</b>	<b>\$3,600,000</b>	<b>\$645,000</b>
<b>Total</b>	<b>\$0</b>	<b>\$1,820,100</b>	<b>\$128,300</b>	<b>\$1,776,500</b>	<b>\$3,848,000</b>	<b>\$694,000</b>

**SEWER FUND 5-YEAR CAPITAL IMPROVEMENT PROGRAM**

CAPITAL EXPENDITURES (FYE)	ACTUAL 2013	BUDGETED 2014	ESTIMATED 2014	PROPOSED 2015	PROPOSED 2016	PROPOSED 2017	PROPOSED 2018	PROPOSED 2019
<b>COLLECTION SYSTEM IMPROVEMENTS, 05-34-43-4806</b>								
Aspen Ridge Lift Station Generator - Engr.								
Aspen Ridge Lift Station Generator - Constr.								
Forest Trails Lift Station Replacement - Engr.					70,000			
Forest Trails Lift Station Replacement - Constr.							500,000	
Forest Trails Lift Station Replacement - Engr. Inspect.							50,000	
Aspen Ridge Lift Station Replacement - Engr.		70,000	-	70,000				
Aspen Ridge Lift Station Replacement - Constr.					500,000			
Aspen Ridge Lift Station Replacement - Engr. Inspect.					50,000			
Burger King Lift Station Replacement - Engr.		70,000	-	70,000				
Burger King Lift Station Replacement - Constr.						500,000		
Burger King Lift Station Replacement - Engr. Inspect.						50,000		
Powis Road Lift Station Replacement - Engr.						70,000		
Powis Road Lift Station Replacement - Constr.								500,000
Powis Road Lift Station Replacement - Engr. Inspect.								50,000
Lift Station SCADA Upgrades	413,400	809,300	587,800					
Route 64 Roadway Widening Project - Utility Impacts Study - Engr.								
Route 64 Roadway Widening Project - Sewer Relocation - Constr.								
Route 64 Roadway Widening Project - Sewer Relocation - Engr. Inspect.	6,100							
Tronox - Pomeroy & Brown Utility Improvement Project		207,900	-	175,000				
Conte Parkway Sanitary Sewer Improvements - (Reimbursable to Developer)								360,000
Sanitary Collection System Expansion Phase I Engr. Study - Northeastern City Limits								
<b>05-34-43-4806 SUB-TOTAL</b>	<b>\$419,500</b>	<b>\$1,157,200</b>	<b>\$587,800</b>	<b>\$315,000</b>	<b>\$620,000</b>	<b>\$620,000</b>	<b>\$550,000</b>	<b>\$910,000</b>
<b>WASTEWATER TREATMENT PLANT EQUIPMENT REPLACEMENT, 05-34-45-4806</b>								
Headworks - Screening Equipment & Grit Removal Replacement		600,000	-	1,080,000			130,000	50,000
Primary Clarifiers - Primary Effluent Trough Replacement Program								
Primary Clarifiers - Replace Clarifier Chains and Flights	77,000	150,000	-	144,200	160,000	170,000	150,000	
Aeration Basins - Concrete Rehab.						150,000	150,000	
Aeration Basins - Replace Blower Controls								
Secondary Clarifiers - Paint Clarifiers Internal Mechanicals						100,000		
Secondary Clarifiers - Rebuild Final Clarifier Drive								125,000
Overflow Clarifier - Paint Clarifier Internal Mechanicals						25,000		
Tertiary Filters - Filtration System Replacement Project		700,000	-		3,140,000			
Solids Thickening - Upgrades to Waste Sludge Thickening	230,800							
Anaerobic Digestion - Repairs to Primary Digester Sludge Heating/Mixing System	668,300		500				700,000	
Anaerobic Digestion - Replacement of Gas Line to Flare				40,000				
Anaerobic Digestion - Gas System Upgrade								300,000
Solids Dewatering - Sludge Belt Press Upgrades	662,900							
SCADA - Upgrades / Replacement					300,000			
Buildings - Upgrades / Replacements		165,000	-	165,000		200,000	200,000	300,000
<b>05-34-45-4806 SUB-TOTAL</b>	<b>\$1,639,000</b>	<b>\$1,615,000</b>	<b>\$500</b>	<b>\$1,429,200</b>	<b>\$3,600,000</b>	<b>\$645,000</b>	<b>\$1,330,000</b>	<b>\$775,000</b>
<b>TOTAL SEWER FUND CAPITAL IMPROVEMENT PROGRAM</b>	<b>\$2,058,500</b>	<b>\$2,772,200</b>	<b>\$588,300</b>	<b>\$1,744,200</b>	<b>\$4,220,000</b>	<b>\$1,265,000</b>	<b>\$1,880,000</b>	<b>\$1,685,000</b>

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# *City of West Chicago*

## **WATER SERVICE PROJECTED REVENUE**

06-00		2013 Actual	2014 Proposed	2014 Estimated	2015 Proposed	2016 Projected
312000	Home Rule Sales Tax	1,071,655	1,100,000	1,106,200	1,100,000	0
331000	Water Services	4,181,696	4,500,000	2,500,000	4,500,000	4,500,000
332000	Hydrant Meter Fees	6,257	1,000	29,600	1,000	1,000
332500	Posting and Turn On Fees	37,681	40,000	14,400	40,000	40,000
341000	Water Connection Fees	29,556	20,000	21,700	20,000	20,000
341500	Water Capacity Fees	7,000	4,000	3,000	4,000	4,000
344000	Meter Sales	8,912	3,000	7,000	3,000	3,000
371000	Interest	661	3,000	0	3,000	3,000
386000	Reimbursements	1,062,620	413,400	17,000	0	0
386100	Health Insurance Contributions	37,968	35,000	36,600	35,000	35,000
388500	Tower Rental Fees	62,804	40,000	65,400	40,000	40,000
389000	Miscellaneous	9,434	0	400	0	0
394001	Asset Transfers	0	0	0	0	0
	<b>TOTAL</b>	<b>\$6,516,244</b>	<b>\$6,159,400</b>	<b>\$3,801,300</b>	<b>\$5,746,000</b>	<b>\$4,646,000</b>

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# City of West Chicago

## WATER FUND

### Financial Summary

<b>Program</b>	<b>2013 Actual</b>	<b>2014 Proposed</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Water Production and Distribution	2,684,718	5,153,800	4,630,900	3,266,400	3,292,400
Water Treatment Plant Operations	3,845,814	1,446,900	1,416,300	2,165,800	1,471,400
Debt Service	706,856	706,900	706,900	706,900	707,000
<b>TOTAL</b>	<b>\$7,237,388</b>	<b>\$7,307,600</b>	<b>\$6,754,100</b>	<b>\$6,139,100</b>	<b>\$5,470,800</b>

# *City of West Chicago*

## WATER FUND

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### Performance Report on FYE 2014 Major Program Objectives

The Division operated and maintained pumping facilities that produced over 1.22 billion gallons of water during 2013 with nearly 1.22 billion gallons estimated for 2014. The Division successfully completed all IEPA and USEPA required sampling and monitoring requirements with no violations.

Construction of Well Station #12 was targeted for completion in spring of 2014; however, project delays associated with ComEd and mechanical failures of the well assembly motor did prevent the project from being completed. With power supply issues resolved by ComEd, and a new well assembly motor ordered by the general contractor, construction will continue in 2015 with a targeted project completion date in the spring.

The Water Meter Replacement Program was substantially completed in 2014 with installation of 6,810 Neptune water meters, leaving approximately 64 meters to be replaced (includes 24 current vacant properties).

On-going maintenance and monitoring activities associated with the native landscape improvements within the stormwater management areas at the Water Treatment Plant were completed in 2014, and will continue thru 2015 in an effort to gain stormwater permit compliance sign-off from DuPage County.

Engineering and construction services related to the installation of stand-by generators at Well Station #3 and #9 were delayed until 2015.

No major operational changes were made to the plant during 2014; however, operational strategies to improve the treatment process and to balance water storage against demand continue to be made at the plant.

Alternative lime slurry pumping equipment was evaluated in 2014 with staff determining that the existing pumping equipment continues to be best suited for the City's plant operations; defective pumps were then rebuilt and continue to be utilized.

Evaluation of alternative methods, materials, and costs to armor/stabilize the side slopes of the waste lime storage lagoons at the Water Treatment Plant was delayed until 2017.

# *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 2015 Program Objectives

- (1) Complete construction of Well Station #12 by April 2015.
- (2) Procure construction services for installation of a stand-by generator at Well Station #3 by April 2015 and complete construction by December 2015.
- (3) Procure engineering services to design a stand-by generator at Well Station #9 by May 2015.
- (4) Complete security system improvements at all Well Stations by December 2015.
- (5) Working with WCERT and assuming non-City funding is fully available, complete the Pomeroy & Brown Utility Improvement Project by November 2015.

Ongoing Activity Measures	2013 Actual	2014 Estimated	2015 Proposed	2016 Projected
Average Daily Water Produced (MGD)	3.35	3.36	3.5	3.5
# Of Watermain Breaks Repaired	10	12	10	10
# Of Fire Hydrants Painted	0	0	500	500
# Of Major Well Station Repairs	0	0	1	1
<b>Full Time Equivalent Positions</b>	<b>12.31</b>	<b>12.31</b>	<b>12.56</b>	<b>12.56</b>

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

06-34-47

Expense Item	Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	391,280	469,100	435,600	480,600	504,700	530,000
4027 Operational - Salary	441,127	444,900	419,800	402,800	423,000	444,200
4029 Overtime	30,110	30,000	31,500	30,000	30,000	30,000
4050 FICA & Medicare	65,570	72,300	66,900	69,900	73,300	76,900
4052 I.C.M.A. - R.C.	3,879	4,200	3,800	4,200	4,500	4,800
4053 Health/Dental/Life Insurance	382,866	403,100	400,000	392,600	424,100	458,100
4054 Unemployment Insurance	6,020	-	800	-	-	-
4056 IMRF	117,549	127,300	117,500	120,400	126,300	132,400
<b>Sub-Total</b>	<b>\$1,438,399</b>	<b>\$1,550,900</b>	<b>\$1,475,900</b>	<b>\$1,500,500</b>	<b>\$1,585,900</b>	<b>\$1,676,400</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	25,237	15,000	11,000	15,000	15,000	15,000
4101 Auditing Fees	15,290	16,100	14,200	15,600	15,800	16,000
4102 JULIE System	2,154	2,800	2,800	2,800	2,800	2,800
4105 Consultants	1,101	2,000	1,500	2,000	2,000	2,000
4108 Pre-Employment Exams	752	600	600	600	600	600
4110 Training and Tuition	155	1,000	1,000	1,000	1,000	1,000
4112 Memberships/Dues/Subscriptions	222	1,000	1,100	1,000	1,000	1,000
4125 Software Maintenance	6,364	6,600	6,600	10,000	10,000	10,000
4200 Legal Notices	611	1,000	100	1,000	1,000	1,000
4202 Telephone and Alarms	31,744	25,000	41,500	35,000	35,000	35,000
4203 Heating Gas	4,250	3,000	3,000	3,000	3,000	3,000
4204 Electric	261,668	300,000	275,000	275,000	275,000	275,000
4207 Lab Services	6,924	6,000	8,400	8,500	8,500	8,500
4210 Refuse Disposal	2,130	5,000	-	5,000	5,000	5,000
4211 Printing and Binding	1,830	2,500	1,900	2,000	2,000	2,000
4216 Grounds Maintenance	7,318	7,900	7,400	7,700	8,000	8,300
4225 Other Contractual Services	140,598	210,000	100,500	200,000	200,000	200,000
4300 IRMA General Insurance	132,300	129,200	128,400	107,300	113,800	120,700
4301 Other Insurance	1,969	-	-	-	-	-
4400 Vehicle Repair	863	3,500	1,000	3,500	3,500	3,500
4401 Building Repair	703	1,000	1,000	1,000	1,000	1,000
4418 Distribution System Repair	19,921	100,000	50,000	100,000	100,000	100,000
4420 Pump Station Repair	23,718	100,000	236,700	100,000	100,000	100,000
4421 Reservoir Repair	-	500	-	25,000	500	500
4425 Hardware Maintenance	512	2,500	700	2,500	2,500	2,500
4501 Postal Meter Rental	1,332	1,400	1,400	1,400	1,400	1,400
4502 Copier Lease/Costs	2,347	3,000	2,500	3,000	3,000	3,000
<b>Sub-Total</b>	<b>\$692,010</b>	<b>\$946,600</b>	<b>\$898,300</b>	<b>\$928,900</b>	<b>\$911,400</b>	<b>\$918,800</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	5,514	7,000	7,000	7,000	7,000	7,000
4603 Parts for Vehicles	7,990	6,000	8,000	8,000	8,000	8,000
4604 Tools and Equipment	1,938	3,500	3,500	3,500	3,500	3,500
4607 Gas and Oil	23,874	25,000	23,000	25,000	25,000	25,000
4613 Postage	4,076	5,000	5,000	5,000	5,000	5,000
4615 Uniforms & Safety Equipment	7,154	7,500	12,000	7,500	7,500	7,500
4620 Parts and Equipment - Wells	7,442	4,000	4,000	4,000	4,000	4,000
4621 Parts and Equipment - Distribution	38,022	50,000	50,000	50,000	50,000	50,000
4622 Parts and Equipment - Pump Stations	6,106	10,000	7,000	10,000	10,000	10,000
4625 Lab Supplies	167	500	500	500	500	500
4626 Chemicals	3,283	-	-	-	-	-
4641 Water Meters/Parts	8,105	5,000	5,000	5,000	5,000	5,000
4650 Miscellaneous Commodities	8,588	6,000	6,000	6,000	6,000	6,000
4702 Bank Charges	7,677	8,000	8,000	8,000	8,000	8,000
<b>Sub-Total</b>	<b>\$129,937</b>	<b>\$137,500</b>	<b>\$139,000</b>	<b>\$139,500</b>	<b>\$139,500</b>	<b>\$139,500</b>
<b>CAPITAL OUTLAY:</b>						
4804 Vehicles	218,400	111,600	111,600	128,400	143,800	143,800
4806 Other Capital Outlay	199,145	2,394,500	1,993,400	544,100	486,800	5,805,800
4812 MIS Replacement	6,826	12,700	12,700	25,000	25,000	25,000
4900 Transfers Out	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$424,371</b>	<b>\$2,518,800</b>	<b>\$2,117,700</b>	<b>\$697,500</b>	<b>\$655,600</b>	<b>\$5,974,600</b>
<b>Total</b>	<b>\$2,684,718</b>	<b>\$5,153,800</b>	<b>\$4,630,900</b>	<b>\$3,266,400</b>	<b>\$3,292,400</b>	<b>\$8,709,300</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 2015 Program Objectives

- (1) Continue to evaluate operational strategies to improve the treatment process and to balance water storage against demand by December 2015.
- (2) Complete SCADA and security system improvements at the Water Treatment Plant by December 2015.
- (3) Seal Coat and re-strip Water Treatment Plant Parking Lot by October 2015.
- (4) Replace one Liquid Sodium Hypochlorite bulk storage poly tank by September 2015.
- (5) Remove waste lime sludge from lagoons by November 2015.

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Average Daily Water Treated (MGD)	3.35	3.36	3.50	3.50
<b>Full Time Equivalent Positions</b>	<b>7.88</b>	<b>7.88</b>	<b>7.88</b>	<b>7.88</b>

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

06-34-48

Expense Item	Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	29,292	172,900	135,000	173,200	181,900	191,000
4027 Operational - Salary	516,635	431,500	437,400	440,700	462,800	486,000
4029 Overtime	47,727	30,000	57,200	50,000	50,000	50,000
4050 FICA & Medicare	45,312	48,600	48,000	50,800	53,200	55,700
4056 IMRF	81,152	85,600	84,900	87,600	91,600	95,900
<b>Sub-Total</b>	<b>\$720,119</b>	<b>\$768,600</b>	<b>\$762,500</b>	<b>\$802,300</b>	<b>\$839,500</b>	<b>\$878,600</b>
<b>CONTRACTUAL:</b>						
4108 Pre-Employment Exams	-	300	-	-	-	-
4110 Training and Tuition	903	2,000	1,000	1,000	1,000	1,000
4112 Memberships/Dues/Subscriptions	536	600	600	600	600	600
4202 Telephone and Alarms	11,535	10,000	16,800	12,000	12,000	12,000
4203 Heating Gas	4,273	4,000	5,400	5,000	5,000	5,000
4204 Electric	131,312	150,000	140,000	140,000	140,000	140,000
4207 Lab Services	1,536	1,000	-	1,000	1,000	1,000
4210 Refuse Disposal	584,349	-	-	600,000	-	600,000
4216 Grounds Maintenance	10,155	10,500	9,400	24,700	10,000	10,300
4219 Contract Janitorial Services	23,514	24,400	24,400	24,400	25,700	27,000
4225 Other Contractual Services	10,055	15,000	18,000	15,000	15,000	15,000
4300 IRMA General Insurance	48,800	47,600	47,300	39,600	42,000	44,600
4401 Building Repair	11,512	10,000	10,000	10,000	10,000	10,000
4430 WTP Operations Repair	28,289	20,000	45,000	50,000	20,000	20,000
4502 Copier Lease/Costs	5,340	8,000	8,000	8,000	8,000	8,000
4503 Equipment Rental	800	1,000	1,000	1,000	1,000	1,000
<b>Sub-Total</b>	<b>\$872,907</b>	<b>\$304,400</b>	<b>\$326,900</b>	<b>\$932,300</b>	<b>\$291,300</b>	<b>\$895,500</b>
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	1,076	2,000	2,000	2,000	2,000	2,000
4603 Parts for Vehicles	150	200	200	200	200	200
4604 Tools and Equipment	3,264	3,000	3,000	3,000	3,000	3,000
4607 Gas and Oil	-	2,500	4,000	2,500	2,500	2,500
4615 Uniforms & Safety Equipment	2,396	4,000	4,000	4,000	4,000	4,000
4624 Parts - Building Repair	2,743	3,000	3,500	3,000	3,000	3,000
4625 Lab Supplies	10,492	11,000	11,000	11,000	11,000	11,000
4626 Chemicals	287,026	300,000	290,000	300,000	300,000	300,000
4642 Parts - WTP Operations	5,074	6,000	4,000	6,000	6,000	6,000
4650 Miscellaneous Commodities	985	1,500	1,500	1,500	1,500	1,500
<b>Sub-Total</b>	<b>\$313,206</b>	<b>\$333,200</b>	<b>\$323,200</b>	<b>\$333,200</b>	<b>\$333,200</b>	<b>\$333,200</b>
<b>CAPITAL OUTLAY:</b>						
4804 Vehicles	5,400	2,500	2,500	6,000	7,400	7,400
4806 Other Capital Outlay	33,997	38,200	1,200	92,000	-	175,000
4808 Depreciation	1,900,185	-	-	-	-	-
<b>Sub-Total</b>	<b>\$1,939,582</b>	<b>\$40,700</b>	<b>\$3,700</b>	<b>\$98,000</b>	<b>\$7,400</b>	<b>\$182,400</b>
<b>Total</b>	<b>\$3,845,814</b>	<b>\$1,446,900</b>	<b>\$1,416,300</b>	<b>\$2,165,800</b>	<b>\$1,471,400</b>	<b>\$2,289,700</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 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
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**COMMODITIES:**

4716	Note Principal	523,636	537,200	537,200	551,100	565,400	580,000
4717	Note Interest	183,220	169,700	169,700	155,800	141,600	127,000
	<b>Sub-Total</b>	<b>\$706,856</b>	<b>\$706,900</b>	<b>\$706,900</b>	<b>\$706,900</b>	<b>\$707,000</b>	<b>\$707,000</b>

<b>Total</b>	<b>\$706,856</b>	<b>\$706,900</b>	<b>\$706,900</b>	<b>\$706,900</b>	<b>\$707,000</b>	<b>\$707,000</b>
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**WATER FUND 5-YEAR CAPITAL IMPROVEMENT PROGRAM**

CAPITAL EXPENDITURES (FYE)	ACTUAL 2013	BUDGETED 2014	ESTIMATED 2014	PROPOSED 2015	PROPOSED 2016	PROPOSED 2017	PROPOSED 2018	PROPOSED 2019
<b>RAW WATER PRODUCTION IMPROVEMENTS</b>								
Well #3 Stand-by Generator Installation - Engr.	18,965							
Well #3 Stand-by Generator Installation - Constr.		350,000	-	350,000				
Well #3 Stand-by Generator Installation - Engr. Inspect.		35,000	-	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.		35,000	-	35,000				
Well #9 (and #8) Stand-by Generator Installation - Constr.						350,000		
Well #9 (and #8) Stand-by Generator Installation - Engr. Inspect.						35,000		
Well #8 Assembly Upgrade Project - Engr.					75,000			
Well #8 Assembly Upgrade Project - Constr.							750,000	
Well #8 Assembly Upgrade Project - Engr. Inspect.							75,000	
Well #5 Stand-by Generator Installation - Engr.						40,000		
Well #5 Stand-by Generator Installation - Constr.								400,000
Well #5 Stand-by Generator Installation - Engr. Inspect.								40,000
Well #12 Installation Project - Engr.	5,793							
Well #12 Installation Project - Constr.	655,181	645,000	1,012,000					
Well #12 Installation Project - Engr. Inspect.	94,828	15,000	18,100					
Well #13 Installation Project - Engr.								75,000
Well #13 Installation Project - Land Acquisition								75,000
Well Station Security System Improvements		49,100		49,100				
<b>SUB-TOTAL</b>	<b>\$774,767</b>	<b>\$1,129,100</b>	<b>\$1,030,100</b>	<b>\$469,100</b>	<b>\$460,000</b>	<b>\$425,000</b>	<b>\$825,000</b>	<b>\$590,000</b>
<b>FINISHED WATER DISTRIBUTION SYSTEM IMPROVEMENTS</b>								
Route 64 Roadway Widening Project - Watermain Relocation - Engr. Inspect.	16,597							
Route 38 & Kautz Road Bridge Project - Watermain Relocation - Constr.	162,162							
Route 38 & Kautz Road Bridge Project - Watermain Relocation - Engr. Inspect.	-							
South Leg - Route 59 Watermain Relocation Project - Engr.						63,000		
Tronox - Pomeroy & Brown Utility Improvement Project		413,400	-	75,000				
Water Meter Replacement Program	1,900,948	852,000	963,300					
<b>SUB-TOTAL</b>	<b>\$2,079,706</b>	<b>\$1,265,400</b>	<b>\$963,300</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$63,000</b>	<b>\$0</b>	<b>\$0</b>
<b>FINISHED WATER STORAGE TANK IMPROVEMENTS</b>								
Paint Water Storage Tank - Hawthorne Lane						200,000		
3 MG Elevated Tank Project - Engr. (Tank 1)	0				26,800			
3 MG Elevated Tank Project - Constr. (Tank 1)						5,000,000		
3 MG Elevated Tank Project - Engr. Inspect. (Tank 1)						117,800		
<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,800</b>	<b>\$5,317,800</b>	<b>\$0</b>	<b>\$0</b>
<b>WATER TREATMENT PLANT IMPROVEMENTS</b>								
Miscellaneous Professional Services	33,997	3,200	1,200	2,000		175,000		
Security System Upgrade/Modernization		35,000	-	60,000				
SCADA System Upgrade/Modernization				30,000				
<b>SUB-TOTAL</b>	<b>\$33,997</b>	<b>\$38,200</b>	<b>\$1,200</b>	<b>\$92,000</b>	<b>\$0</b>	<b>\$175,000</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL WATER FUND CAPITAL IMPROVEMENT PROGRAM</b>	<b>\$2,888,469</b>	<b>\$2,432,700</b>	<b>\$1,994,600</b>	<b>\$636,100</b>	<b>\$486,800</b>	<b>\$5,980,800</b>	<b>\$825,000</b>	<b>\$590,000</b>

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# *City of West Chicago*

## CAPITAL PROJECTS FUND PROJECTED REVENUE

08-00		2013 Actual	2014 Budgeted	2014 Estimated	2015 Proposed	2016 Projected
311100	Property Tax	0	0	0	0	0
312000	Home Rule Sales Tax	535,825	520,000	544,900	520,000	1,520,000
315000	Utility Taxes	2,051,702	2,100,000	2,175,200	2,100,000	2,100,000
321000	Grants	52,947	946,800	489,000	811,500	0
371000	Interest	2,295	2,000	2,600	2,000	2,000
386000	Reimbursements	3,600	685,200	0	685,100	400,000
386100	Health Insurance Contributions	3,674	3,300	3,300	3,400	3,600
386700	Bishop Place LOC Proceeds	179,667	0	0	0	0
389000	Miscellaneous	1,827	0	0		
390000	Transfers	0	0	0	0	0
	<b>TOTAL</b>	<b>\$2,831,537</b>	<b>\$4,257,300</b>	<b>\$3,215,000</b>	<b>\$4,122,000</b>	<b>\$4,025,600</b>

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*City of West Chicago*

**CAPITAL PROJECTS FUND**

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Financial Summary

<b>Program</b>	<b>2013 Actual</b>	<b>2014 Budgeted</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Operations	2,775,674	5,438,700	3,073,600	4,884,400	3,133,300
<b>TOTAL</b>	<b>\$2,775,674</b>	<b>\$5,438,700</b>	<b>\$3,073,600</b>	<b>\$4,884,400</b>	<b>\$3,133,300</b>

# *City of West Chicago*

## CAPITAL PROJECTS FUND

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### Performance Report on FYE 2014 Major Program Objectives

The Proactive Street Improvement Program was completed in 2014 with the resurfacing of Forest Avenue between Town Road and Pearl Road (approximately 0.32 miles). Other projects completed in 2014 include the Main Street Brick Paver Project, the Pearl Road Access Improvement Project, and LED traffic signal upgrades along Illinois Route 59.

Construction of the George Street Underpass Project commenced in October 2014 but was not completed by the CN's contractor. Construction will continue in 2015 with a targeted completion date in the spring.

Construction of the Main Street Tunnel Improvement Project continued into 2014 and the tunnel was open to pedestrians in September 2014; however, the project is not complete pending fabrication and installation of safety railings. Other projects not completed in 2014, but will become priority in 2015, include the Street Division Parking Lot Reconstruction Project, the A. Eugene Rennel's Bridge Maintenance Program, the Alta Vista Rehabilitation Project, and the Wood Street Reconstruction Project.

The 2014 Sidewalk Maintenance Program was completed with the replacement of approximately 9,000 square feet of sidewalk. The 2014 Curb Rehabilitation Program, a pilot program in the Forest Trails Subdivision which included approximately 300 feet of pneumatic shotcrete curb repair and approximately 400 feet of curb and gutter replacement, was also completed in 2014. 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.

# 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 2015 Program Objectives

- (1) Complete construction of the Alta Vista Rehabilitation Project by August 2015.
- (2) Complete the Wood Street Reconstruction Project by September 2015.
- (3) Complete the A. Eugene Rennel's Bridge Maintenance Project by September 2015.
- (4) Complete construction associated with the Street Division Parking Reconstruction Project by November 2015.

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Centerline Miles of Streets Striped	3.4	2.0	5.0	5.0
Square Feet of Sidewalk Replaced	17,800	9,000	11,000	11,000
Number of Streets Crack Sealed	7	15	10	10
Pounds of Crack Fill Material Used	31,200	34,000	34,000	34,000
Trees Removed	17	55	20	20
Parkway Trees Planted	300	130	170	170
Number of Mowings	30	30	30	30
<b>Full Time Equivalent Positions</b>	<b>0.81</b>	<b>0.81</b>	<b>0.81</b>	<b>0.81</b>

**CAPITAL PROJECTS FUND**

08-34-53

Expense Item	Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	69,614	72,600	67,500	73,800	77,500	81,400
4027 Operational - Salary	579	10,800	14,100	10,900	11,500	12,100
4029 Overtime	312	1,000	1,000	1,000	1,000	1,000
4050 FICA & Medicare	4,646	6,500	5,900	6,600	6,900	7,300
4053 Health/Dental/Life Insurance	37,042	39,000	34,900	38,000	41,100	44,400
4056 IMRF	9,591	11,400	10,600	11,300	11,900	12,500
<b>Sub-Total</b>	<b>\$121,783</b>	<b>\$141,300</b>	<b>\$134,000</b>	<b>\$141,600</b>	<b>\$149,900</b>	<b>\$158,700</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	-	-	14,000	-	-	-
4152 Wilson/Joliet Culvert Engineering	66,184	-	7,800	-	-	-
4200 Legal Notices	1,060	2,500	700	2,500	2,500	2,500
4225 Other Contractual Services	776,963	874,800	725,000	917,800	962,900	1,010,300
4300 IRMA General Insurance	7,000	6,800	6,800	5,700	6,100	6,500
<b>Sub-Total</b>	<b>\$851,206</b>	<b>\$884,100</b>	<b>\$754,300</b>	<b>\$926,000</b>	<b>\$971,500</b>	<b>\$1,019,300</b>
<b>CAPITAL OUTLAY:</b>						
4801 Building/Grounds Improvements	14,245	40,000	-	40,000	40,000	40,000
4806 Alley Program	-	-	-	-	100,000	100,000
4807 Street Improvements	476,483	4,800	78,100	-	1,269,000	566,400
4809 Land	10,063	-	-	-	-	-
4854 Tree Replacement Program	88,562	50,000	30,500	50,000	35,000	35,000
4857 Kresswood Trails Detention Pond	4,750	-	-	-	-	-
4858 Kerr McGee Area Improvements	188,595	-	-	-	-	-
4863 Sidewalk Removal and Replacement Program	111,808	75,000	50,000	123,000	75,000	75,000
4867 Wilson/Joliet Culvert Reconstruction	35	94,100	65,100	-	-	-
4868 Crack Filling Program	33,851	50,000	50,000	50,000	50,000	50,000
4869 Street Striping Program	39,284	40,000	40,000	40,000	40,000	40,000
4870 Forestry - Removals and Replacements	54,670	100,000	96,300	70,000	70,000	70,000
4871 Right-of-Way Maintenance Program	59,134	82,500	63,700	86,700	91,100	95,700
4872 Right-of-Way Sign Material & Barricades	20,806	35,000	31,300	35,000	35,000	35,000
4873 Pedestrian Tunnel Improvements	226,902	-	288,500	379,100	-	-
4876 CN Mitigation	10,332	-	-	-	-	-
4881 Great Western Bike Trail Project (STP)	32,930	151,200	151,200	-	-	-
4882 Washington Street Resurfacing Project (STP)	-	124,400	124,400	-	-	-
4885 FHWA Mandated Signage Upgrades	-	50,000	-	50,000	40,000	30,000
4886 EAB Insecticidal Treatment Program	69,788	80,000	71,700	78,900	86,800	95,500
4888 Street Division Parking Lot Reconstruction	20,438	400,000	4,600	400,000	-	-
4889 Police Station Roof Replacement	310	-	-	-	-	-
4890 City Hall Landscaping & Entrance Sign	-	25,000	-	25,000	-	-
4891 Fremont Street Parking Lot	202,984	-	4,100	-	-	-
4892 Wilson Street Bridge Maintenance Program	10,510	400,000	51,300	693,000	-	-
4894 Citywide Bench Mark Replacement Program	-	100,000	-	100,000	-	-
4895 City Hall Security Improvements	-	100,000	-	100,000	-	-
4896 Demolition of 804 Forest Avenue	565	20,000	-	20,000	-	-
4897 Bishop Place Subdivision Improvements	125,640	-	-	-	-	-
4898 Forest Avenue Rehabilitation Project	-	645,000	540,000	-	-	-
4899 Alta Vista Rehabilitation Project	-	1,050,800	414,200	840,600	-	-
4847 Wood Street Reconstruction Project	-	615,500	300	615,500	-	-
4848 Curb and Gutter Removal and Replacement	-	60,000	30,000	-	60,000	60,000
4849 Early Warning Sirens	-	20,000	-	20,000	20,000	-
<b>Sub-Total</b>	<b>\$1,802,685</b>	<b>\$4,413,300</b>	<b>\$2,185,300</b>	<b>\$3,816,800</b>	<b>\$2,011,900</b>	<b>\$1,292,600</b>
<b>Total</b>	<b>\$2,775,674</b>	<b>\$5,438,700</b>	<b>\$3,073,600</b>	<b>\$4,884,400</b>	<b>\$3,133,300</b>	<b>\$2,470,600</b>

**FY 2015-2019 Capital Improvement Program**

<b>CAPITAL EXPENDITURES (FYE)</b>	<b>ACTUAL 2013</b>	<b>BUDGETED 2014</b>	<b>ESTIMATED 2014</b>	<b>PROPOSED 2015</b>	<b>PROPOSED 2016</b>	<b>PROPOSED 2017</b>	<b>PROPOSED 2018</b>	<b>PROPOSED 2019</b>	<b>5 Yr Total</b>
<b>Expenditures</b>									
Personnel, Benefits, and Insurance Costs of Engineer to Oversee Capital Projects	128,783	148,100	140,800	147,300	156,000	165,200	175,200	185,600	829,300
<b>STREET IMPROVEMENTS</b>									
Other Contractual Services - Thomas Engineering Group (4225)	776,963	874,800	725,000	917,800	962,900	1,010,300	1,060,900	1,114,000	5,065,900
2012 Street Program - Engineering, Construction & Material Testing (4807)		4,800	4,800						0
2013 Street Program - Engineering, Construction & Material Testing (4807)	476,483								0
Annual Street Program - Engineering, Construction & Material Testing (4807)			73,300		1,269,000	566,400	883,000	874,800	3,593,200
Great Western Bike Trail Project (STP Program) (4881)	32,930	151,200	151,200						0
Washington Street Resurfacing Project (STP Program) (4882)		124,400	124,400						0
CDBG Forest Avenue Rehabilitation Project CD13-04 (4898)		645,000	540,000						0
Alta Vista Rehabilitation Project (4899)		1,050,800	414,200	840,600					840,600
Wood Street Reconstruction Project (4847)		615,500	300	615,500					615,500
<b>OTHER ROW IMPROVEMENTS</b>									
Crack Filling (4868)	33,851	50,000	50,000	50,000	50,000	50,000	50,000	50,000	250,000
Contractual Street Striping (4869)	39,284	40,000	40,000	40,000	40,000	40,000	40,000	40,000	200,000
Sidewalk Removals and Replacements (4863)	111,808	75,000	50,000	123,000	75,000	75,000	75,000	75,000	423,000
Forestry Removals and Trimmings (4870)	54,670	100,000	96,300	70,000	70,000	70,000	70,000	70,000	350,000
Right-Of-Way Maintenance (4871)	59,134	82,500	63,700	86,700	91,100	95,700	100,500	105,600	479,600
Right-Of-Way Sign Material & Barricades (4872)	20,806	35,000	31,300	35,000	35,000	35,000	35,000	35,000	175,000
Alley Program (4806)					100,000	100,000	100,000	100,000	400,000
Kerr McGee Neighborhood Improvements (4858)	188,595								0
Tree Replacement Program (4854)	88,562	50,000	30,500	50,000	35,000	35,000	35,000	35,000	190,000
ROW Signage Upgrades & 2009 MUTCD Compliance (4885)		50,000		50,000	40,000	30,000			120,000
EAB Insecticidal Treatment Program (4886)	69,788	80,000	71,700	78,900	86,800	95,500	105,100	115,700	482,000
Wilson Street Bridge Maintenance Program (4892)	10,510	400,000	51,300	693,000					693,000
Curb and Gutter Removals and Replacement (4848)		60,000	30,000		60,000	60,000	60,000	60,000	240,000
<b>MUNICIPAL PROPERTIES</b>									
Miscellaneous Major Municipal Building Repairs (4801)	14,245	40,000		40,000	40,000	40,000	40,000	40,000	200,000
Street Division Parking Lot Reconstruction (4888)	20,438	400,000	4,600	400,000					400,000
Police Department Roof Replacement (4889)	310								0
City Hall Landscape & Entrance Sign (4890)		25,000		25,000					25,000
Fremont Street Parking Lot (4891)	202,984		4,100						0
Land (4809)	10,063								0
City Hall Security Improvements (4895)		100,000		100,000					100,000
New Warning Sirens (4849)		20,000		20,000	20,000				40,000
<b>STORMWATER/WETLANDS</b>									
Wilson/Joliet Culvert Replacement - Engr. Inspect. Phase III (4152)	66,184		7,800						0
Wilson/Joliet Culvert Construction (4867)	35	94,100	65,100						0
Kresswood Trails Detention Pond Corrections (4857)	4,750								0
CN Mitigation Projects (4876)	10,332								0
<b>MISCELLANEOUS</b>									
Legal Fees (4100)			14,000						14,000
Legal Notices (4200)	1,060	2,500	700	2,500	2,500	2,500	2,500	2,500	12,500
Pedestrian Tunnel Improvements (4873)	226,902		288,500	379,100					379,100
City-wide Bench Mark Replacement Program (4894)		100,000		100,000					100,000
Demolition of 804 Forest Avenue (4896)	565	20,000		20,000					20,000
Bishop Place Subdivision Improvements (4897)	125,640								0
<b>EXPENDITURE TOTAL</b>	<b>\$2,775,674</b>	<b>\$5,436,700</b>	<b>\$3,073,600</b>	<b>\$4,884,400</b>	<b>\$3,133,300</b>	<b>\$2,470,600</b>	<b>\$2,832,200</b>	<b>\$2,903,200</b>	<b>\$16,237,700</b>

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# City of West Chicago

## DOWNTOWN TIF FUND PROJECTED REVENUE

09-00		2013 Actual	2014 Budgeted	2014 Estimated	2015 Proposed	2016 Projected
311100	Property Tax	1,014,394	1,100,000	950,000	950,000	950,000
371000	Interest	2,645	2,400	5,000	5,000	5,000
386100	Health Insurance Contributions	6,124	6,500	6,000	6,000	6,000
389000	Miscellaneous	24,781	0	2,800	0	0
390000	Transfers	0	0	0	0	0
	<b>TOTAL</b>	<b>\$1,047,944</b>	<b>\$1,108,900</b>	<b>\$963,800</b>	<b>\$961,000</b>	<b>\$961,000</b>

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# City of West Chicago

## DOWNTOWN TAX INCREMENT FINANCE DISTRICT FUND

### Financial Summary

<b>Program</b>	<b>2013 Actual</b>	<b>2014 Budgeted</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
TIF Special Projects	1,157,662	1,641,700	1,007,800	1,330,200	1,056,100
<b>TOTAL</b>	<b>\$1,157,662</b>	<b>\$1,641,700</b>	<b>\$1,007,800</b>	<b>\$1,330,200</b>	<b>\$1,056,100</b>

# *City of West Chicago*

## **DOWNTOWN TAX INCREMENT FINANCE DISTRICT**

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### Performance Report on FYE 2014 Major Program Objectives

During 2014, efforts continued to conclude the required Environmental Protection Agency (EPA) reports for the West Washington Street Project Area. This included site clearing work in the wooded/wetland areas (behind 157 W. Washington Street), and subsequent ground surveying by the EPA. It is anticipated that the site report for Remediation Planning will be submitted to the EPA prior to the end of 2014.

City staff also applied for and received a grant of services for an upcoming Developer Review Panel to be conducted by the Urban Land Institute (ULI), Chicago Metropolitan Agency for Planning (CMAP) and the Regional Transit Agency (RTA). This panel, which will take place in 2015, will bring in real estate developers from around the region to provide an independent assessment and recommendations for the City concerning future Downtown Redevelopment opportunities. The Developer Review Panel will not cost the City any funding, and will only require City participation (through staff coordination) to complete this effort.

Significant staff efforts continued on 151 W. Washington Street. During 2014, the City and the West Chicago Community Center Inc. (WCCC) completed terms for transfer of this building to the WCCC. The WCCC began exterior renovation work, and is required to complete this work by November 30, 2014.

Additional activities in the Downtown in 2014 included the following:

- Five facade funding grant applications (two more are expected before the end of 2014).
- Four new businesses opened during 2014.
- City contract with a real estate professional to market and lease the City-owned property at 103 W. Washington.
- Acquisition of 120 Chicago Street, which is the final property needed for redevelopment in accordance with the Central Main Street Redevelopment Plan.

City staff also continued to promote visibility for, and visitation to, the TIF District and its businesses through local events, including Frosty Fest, Blooming Fest and the Mexican Independence Day Festival.

# *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 2015 Program Objectives

- (1) Complete Downtown Developer Review Panel event, review and forward recommendations for City Council action by December 2015.
- (2) Assist real estate professional efforts to lease the City-owned building at 103 W. Washington Street to a viable business concern by December 2015.
- (3) Initiate cleanup efforts on West Washington Street Redevelopment Area contingent on Environmental Protection Agency (EPA) review and approval by December 2015.

Ongoing Activity Measures	2013 Actual	2014 Estimated	2015 Proposed	2016 Projected
Façade Grants	5	7	8	9
New Businesses	10	4	7	10
<b>Full Time Equivalent Positions</b>	<b>4.38</b>	<b>4.38</b>	<b>4.38</b>	<b>4.38</b>

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

09-34-54

Expense Item	Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	317,781	349,500	328,000	358,000	375,900	394,700
4027 Operational - Salary	84,889	74,100	67,000	75,300	79,100	83,100
4029 Overtime	6,853	4,000	6,500	6,500	6,500	6,500
4050 FICA & Medicare	29,153	32,800	28,000	33,700	35,400	37,100
4052 ICMA-RC	4,237	4,500	4,700	4,500	4,800	5,100
4053 Health/Dental/Life Insurance	61,746	65,000	61,400	63,400	68,500	74,000
4056 IMRF	54,906	57,700	53,000	58,000	60,900	63,900
<b>Sub-Total</b>	<b>\$559,564</b>	<b>\$587,600</b>	<b>\$548,600</b>	<b>\$599,400</b>	<b>\$631,100</b>	<b>\$664,400</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	14,680	10,000	9,000	10,000	10,000	10,000
4112 Memberships/Dues/Subscriptions	550	600	600	600	600	600
4200 Legal Notices	164	500	100	500	500	500
4202 Telephone and Alarms	3,030	1,500	3,500	1,500	1,500	1,500
4216 Grounds Maintenance	13,659	13,400	10,800	14,100	14,800	15,000
4225 Other Contractual Services	242,571	540,000	112,000	300,000	50,000	-
4365 Payments to Taxing Bodies	-	-	-	100,000	100,000	100,000
<b>Sub-Total</b>	<b>\$274,654</b>	<b>\$566,000</b>	<b>\$136,000</b>	<b>\$426,700</b>	<b>\$177,400</b>	<b>\$127,600</b>
<b>COMMODITIES:</b>						
4613 Postage	-	100	100	100	100	100
4680 Special Events	13,121	24,000	20,000	21,500	20,000	20,000
4700 Prospect Development	-	1,000	500	1,000	1,000	1,000
4714 Interfund Loan Interest	1,769	35,000	-	2,500	2,500	2,500
<b>Sub-Total</b>	<b>\$14,890</b>	<b>\$60,100</b>	<b>\$20,600</b>	<b>\$25,100</b>	<b>\$23,600</b>	<b>\$23,600</b>
<b>CAPITAL OUTLAY:</b>						
4801 Buildings/Grounds Improvements	220,567	30,000	12,700	65,000	-	-
4806 Other Capital Outlay	-	120,000	120,000	-	-	-
4809 Land	39,894	50,000	45,000	50,000	50,000	50,000
4813 Façade Program	45,219	75,000	21,200	50,000	50,000	50,000
4815 Streetscape Program	2,874	8,000	3,700	4,000	4,000	4,000
4816 Retail Grant Program	-	20,000	-	10,000	20,000	20,000
<b>Sub-Total</b>	<b>\$308,554</b>	<b>\$303,000</b>	<b>\$202,600</b>	<b>\$179,000</b>	<b>\$124,000</b>	<b>\$124,000</b>
4900 Transfers Out	-	125,000	100,000	100,000	100,000	100,000
<b>Total</b>	<b>\$1,157,662</b>	<b>\$1,641,700</b>	<b>\$1,007,800</b>	<b>\$1,330,200</b>	<b>\$1,056,100</b>	<b>\$1,039,600</b>

*City of West Chicago*

**PUBLIC BENEFIT FUND  
PROJECTED REVENUE**

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<b>13-00</b>		<b>2013 Actual</b>	<b>2014 Budgeted</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
371000	Interest	2,294	35,000	2,500	2,500	2,500
389000	Miscellaneous	0	0	0	0	0
390000	Transfers	0	125,000	100,000	100,000	100,000
	<b>TOTAL</b>	<b>\$2,294</b>	<b>\$160,000</b>	<b>\$102,500</b>	<b>\$102,500</b>	<b>\$102,500</b>

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*City of West Chicago*

PUBLIC BENEFIT FUND

Financial Summary

<b>Program</b>	<b>2013 Actual</b>	<b>2014 Budgeted</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Operations	0	0	0	0	400,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>

# *City of West Chicago*

## **PUBLIC BENEFIT FUND**

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### Performance Report on FYE 2014 Major Program Objectives

There were no projects budgeted in 2014.

# *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 (up to \$300,000); 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 storm sewer improvements related to the Kerr-McGee project.

### FYE 2015 PROGRAM OBJECTIVES

There are no projects planned for 2015.

**PUBLIC BENEFIT FUND**

13-34-56

Expense Item	Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>CAPITAL OUTLAY:</b>						
4801 Buildings/Grounds Improvements	-	-	-	-	-	-
4806 Other Capital Outlay	-	-	-	-	400,000	-
4809 Land	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$0</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</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>2013 Actual</b>	<b>2014 Budgeted</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
311100	Property Tax	17,144	20,000	13,200	15,000	15,000
371000	Interest	65	0	100	100	100
	<b>TOTAL</b>	<b>\$17,209</b>	<b>\$20,000</b>	<b>\$13,300</b>	<b>\$15,100</b>	<b>\$15,100</b>

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# City of West Chicago

## OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

### Financial Summary

<b>Program</b>	<b>2013 Actual</b>	<b>2014 Budgeted</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Operations	\$5,169	\$20,000	\$0	\$5,000	\$5,000
<b>TOTAL</b>	<b>\$5,169</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>

# *City of West Chicago*

## OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

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### Performance Report on FYE 2014 Major Program Objectives

The FY 2014 Oliver Square TIF Program Objective has been achieved with the improvements to the parking lot of this shopping center, as well as with the extension of the lease between Hobby Lobby and Mosaic Properties (shopping center owner) through at least May, 2016. This area's visibility was further enhanced by the Farmers' Market, which was organized and conducted by the Western DuPage Chamber of Commerce.

# *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 2015 Program Objectives

- (1) Work with property owners on any future shopping center upgrades and possible lease needs for available spaces by December 2015.

**OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND**

15-34-54

Expense Item	Actual 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
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**CONTRACTUAL:**

4100 Legal Fees

	5,169	-	-	-	-	-
<b>Sub-Total</b>	<b>\$5,169</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**CONTRACTUAL:**

4700 Prospect Development

	-	20,000	-	5,000	5,000	5,000
<b>Sub-Total</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>

<b>Total</b>	<b>\$5,169</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>
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*City of West Chicago*

**COMMUTER PARKING  
PROJECTED REVENUE**

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<b>43-00</b>		<b>2013 Actual</b>	<b>2014 Budgeted</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
334000	Daily Parking Fees	69,390	70,000	69,500	70,000	70,000
334500	Commuter Parking Cards	855	800	700	800	800
345600	Parking Permits	61,448	60,000	53,600	60,000	60,000
371000	Interest	7	0	0	0	0
389000	Miscellaneous	120	0	0	0	0
	<b>TOTAL</b>	<b>\$131,820</b>	<b>\$130,800</b>	<b>\$123,800</b>	<b>\$130,800</b>	<b>\$130,800</b>

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*City of West Chicago*

COMMUTER PARKING FUND

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Financial Summary

<b>Program</b>	<b>2013 Actual</b>	<b>2014 Budgeted</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Operation & Maintenance	90,901	233,100	126,800	220,400	106,300
<b>TOTAL</b>	<b>\$90,901</b>	<b>\$233,100</b>	<b>\$126,800</b>	<b>\$220,400</b>	<b>\$106,300</b>

# *City of West Chicago*

## COMMUTER PARKING FUND

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### Performance Report on FYE 2014 Major Program Objectives

Landscape maintenance services around the commuter parking lots and METRA station were performed contractually in 2014. 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.

Resulting from an unforeseen force main repair in February 2014, the entrance stairway and hand railing at the METRA station were replaced in October 2014. In addition, the station's window sills were also replaced in 2014.

In light of the sanitary sewer force main break and the time spent reengineering its design, other planned objectives for the METRA station were not completed in 2014, but will be a priority in 2015.

# 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 2015 Program Objectives

- (1) Replace security cameras at METRA by November 2015.
- (2) Evaluate parking lot and repair deficient areas of pavement, sealcoat, and stripe parking lot by November 2015.
- (3) Evaluate landscape around METRA station and replace deficient areas by November 2015.

<b>Ongoing Activity Measures</b>	<b>2013 Actual</b>	<b>2014 Estimated</b>	<b>2015 Proposed</b>	<b>2016 Projected</b>
Mowing/Weeding of Grounds	29	27	30	30
Snow Removal/Salting	32	30	25	25
Trash Removal, Sweeping & Cleaning Station	151	156	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 2013	Budgeted 2014	Estimated 2014	Proposed 2015	Projected 2016	Projected 2017
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	55	6,600	6,600	6,600	7,000	7,400
4027 Operational - Salary	15,432	10,700	9,800	10,900	11,500	12,100
4029 Overtime	875	1,500	800	1,000	1,000	1,000
4050 FICA & Medicare	1,248	1,500	1,300	1,500	1,500	1,600
4056 IMRF	2,225	2,600	2,300	2,500	2,600	2,800
<b>Sub-Total</b>	<b>19,835</b>	<b>22,900</b>	<b>20,800</b>	<b>22,500</b>	<b>23,600</b>	<b>24,900</b>
<b>CONTRACTUAL:</b>						
4101 Audit Fees	1,380	1,600	1,400	1,600	1,600	1,600
4202 Telephone and Alarms	828	4,000	1,300	2,000	2,000	2,000
4204 Electric	18,658	20,000	18,000	20,000	20,000	20,000
4211 Printing and Binding	828	900	900	900	900	900
4216 Grounds Maintenance	4,802	5,200	4,700	4,900	5,100	5,300
4219 Contract Janitorial Service	3,565	3,800	3,700	3,800	4,000	4,200
4225 Other Contractual Services	5,900	25,000	25,000	25,000	25,000	25,000
<b>Sub-Total</b>	<b>\$35,961</b>	<b>\$60,500</b>	<b>\$55,000</b>	<b>\$58,200</b>	<b>\$58,600</b>	<b>\$59,000</b>
<b>COMMODITIES:</b>						
4613 Postage	1,012	1,100	1,000	1,100	1,100	1,100
4650 Miscellaneous Commodities	2,711	3,000	4,000	3,000	3,000	3,000
<b>Sub-Total</b>	<b>\$3,724</b>	<b>\$4,100</b>	<b>\$5,000</b>	<b>\$4,100</b>	<b>\$4,100</b>	<b>\$4,100</b>
<b>CAPITAL OUTLAY:</b>						
4801 Building/Grounds Improvements	-	75,000	46,000	65,000	20,000	-
4806 Other Capital Outlay	-	70,600	-	70,600	-	-
4808 Depreciation	31,381	-	-	-	-	-
<b>Sub-Total</b>	<b>\$31,381</b>	<b>\$145,600</b>	<b>\$46,000</b>	<b>\$135,600</b>	<b>\$20,000</b>	<b>\$0</b>
<b>Total</b>	<b>\$90,901</b>	<b>\$233,100</b>	<b>\$126,800</b>	<b>\$220,400</b>	<b>\$106,300</b>	<b>\$88,000</b>