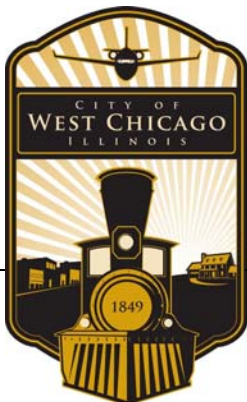


2020 Budget



Michael L. Guttman
CITY ADMINISTRATOR

DECEMBER 2019

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

December 9, 2019

Dear Mayor Pineda and Aldermen:

I hereby present to you the 2020 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 2020 Annual Budget totals \$45,058,200 which is a decrease of 12.97% as compared to the 2019 Budget, as amended; specifically, the General Fund reflects a decrease of 0.09% as compared to the 2019 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 sixteenth 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
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Nancy M. Smith
CITY CLERK

Michael L. Guttman
CITY ADMINISTRATOR

totaling approximately \$168,000. The target goal for the enterprise funds was a two percent reduction. The proposed 2020 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. In spring 2019, the City Council approved a 25% increase in the water and sewer rates, phased over two years. The property tax levy is established at an amount intended to include the over \$12,000,000 growth in Equalized Assessed Valuation over the last five years (\$3,600,000), primarily at the DuPage Business Center and other areas in Winfield Township. There is still over a one million gap that is being forecast in 2021 and beyond. This gap primarily exists for two reasons: (1) revenues generated by Police Department employees are still down \$300,000 annually; and the State of Illinois has not returned the \$325,000 annually it took from the City (mostly through lower income and personal property replacement tax distributions), and which is on top of previous takes of these revenue sources around \$400,000).

Increased Economic Development Focus

The City's Economic Development Program is designed to increase and diversify the City's sales tax and real estate tax bases, thereby allowing the City to become more self-sufficient, generating revenues from within the City and reducing dependency on outside revenue sources. The importance of our economic development efforts can continue to be realized when looking at our sales tax receipts. Increasing this revenue source has been a primary focus of the organization over the past several years. Mayor Pineda, the Aldermen and staff have devoted a great deal of energy into attracting new sales tax generating businesses, while at the same time, maintaining our existing businesses and helping with their expansion.

Maintain and Improve City Services

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

We are successful in achieving all of the parameters in the proposed 2020 Budget. The proposed Budget includes a planned spend down of reserves, consistent with the Finance Committee's direction over the last 11 years, to make it a balanced budget.

Significant Highlights – All Funds

Personnel Changes – The City employs 121 full-time employees and one part-time employee, with a few seasonal positions in the Public Works Department. The proposed Budget proposes no new positions; one position in the City Administrator's Office is not being filled at this time.

Insurance Costs – The City’s general liability/workers’ compensation insurance costs increased for the first time in three years (17.6% or about \$77,200) in 2020. The premiums will increase by 10% for those employees who get their medical insurance via the Operating Engineers Health and Welfare Plan. For the plan year July 2019 through June 2020, the total premium again increased for those employees who participate in the City’s plans through IPBC (approximately three percent or \$60,700). Preliminary figures show that the premiums for both the HMO and PPO plans will increase come July 1, 2020; a six percent increase is reflected in the Proposed Budget.

IMRF – IMRF, the Retirement Fund that covers all employees but sworn officers, decreased its interest rate assumptions for investment purposes by one percent, which will cost the City about \$60,000 more in 2020.

Customer Impact – There are no service reductions proposed in the 2020 Budget. The first of the two year water and sewer rate increases will be applied in 2020

The following table shows the difference in budgeted amounts between 2019 and 2020 for each of the Funds:

Fund	2019 Budget	2020 Budget	Percent Change
General Fund	\$20,669,700	\$20,651,400	-0.09%
Capital Equipment Replacement Fund	\$1,671,300	\$1,641,300	-1.80%
Sewer Fund	\$12,384,100	\$8,226,800	-33.57%
Water Fund	\$7,555,000	\$8,289,200	9.72%
Capital Projects Fund	\$8,212,700	\$4,940,800	-39.84%
Downtown TIF Fund	\$1,087,200	\$1,007,700	-7.31%
Public Benefit Fund	\$0	\$0	0.00%
Oliver Square TIF Fund	\$0	\$100,000	100.00%
Roosevelt/Fabyan TIF Fund	\$0	\$0	0.00%
Commuter Parking Fund	\$194,700	\$201,000	3.24%
All Funds	\$51,774,700	\$45,058,200	-12.97%

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 66.71% of the total General Fund revenues:

Sales and Use Taxes	24.88%
Property Tax	19.16%
Income Tax	15.11%
Electric Use Tax	7.56%

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 \$650,000 annually and is no longer a key revenue source in the General Fund (3.1%).

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

- City Council – Money has been allocated for the Healthy West Chicago initiative (\$50,000).
- City Administrator's Office – The remaining costs of the West Washington Street Remediation Project(\$600,000) are budgeted in the Program.
- Administrative Services Department – There are no major changes in this Department's budget.
- Police Department – There are no major changes in this Department's budget. The amount allocated for police pension is \$2,662,500
- Public Works Department – There are no major changes in this Department's General Fund Budget, except for funds for a vehicle lift system for the garage (\$50,000) and money to pavement patch and sealcoat the roadway at the Glen Oak Cemetery (\$30,000).
- Community Development Department – There are no major changes in this Department's General Fund Budget except for money is included for the first phase of the Comprehensive Plan update (\$55,000).

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 2020: two dump trucks (\$377,400); a crane (\$150,000); a pavement machine (\$127,400); and five police vehicles (\$166,900).

Sewer Fund

In 2020, significant money is again allocated to replace Lift Station #5 located adjacent to Burger King (\$1,695,000).

Water Fund

In 2020, there are no major changes to the operational components of the Water Fund other than the every two year project of cleaning out the sludge lagoons (\$700,000). The primary capital project that will be undertaken is an upgrade to the SCADA system (\$300,000).

Capital Projects Fund

With the one cent home rule sales tax in place to supplement the natural gas use tax monies earmarked for this fund, the 2020 Capital Project Fund Budget includes \$1,445,400 for street resurfacing and \$943,900 for the Thomas Engineering Group. There is also money set aside for security and HVAC improvements at City Hall (\$450,000) The Infrastructure Committee approved the 2020 Capital Projects Fund at its November meeting.

Downtown TIF Fund

In 2020, \$250,000 has been included to begin to complete structural repairs to the first floor ceiling, repair the roof as well as masonry work at 200 Main Street; the Capital Projects Fund is also contributing to this Project.

Public Benefit Fund

There are no expenses forecast for this Fund.

Oliver Square TIF Fund

The only expense included is \$100,000 for parking lot pavement improvements.

Washington/Fabyan TIF Fund

There are no expenses forecast for this Fund.

Commuter Parking Fund

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

Closing Remarks

The 2020 Annual Budget and 2020-2024 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,

/s/ Michael Guttman

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	2017 Actual	2018 Budgeted	2018 Estimated	2019 Proposed	2020 Projected	2021 Projected
311000 Personal Property Repl. Tax	173,517	138,000	190,000	180,000	180,000	180,000
311100 Property Taxes	3,505,114	3,505,400	3,550,000	3,600,000	3,708,000	3,819,300
312000 Sales Tax	3,604,875	3,900,000	3,700,000	3,811,000	3,925,400	4,043,200
313000 Income Tax	2,487,827	2,500,000	2,800,000	2,800,000	2,889,600	2,982,100
314000 Motor Fuel Tax Allotments	704,074	675,000	750,000	725,000	725,000	725,000
315000 Municipal Electricity Use Tax	-	1,400,000	1,362,000	1,400,000	1,442,000	1,485,300
316000 Use Tax	701,142	725,000	850,000	800,000	800,000	800,000
318000 Local Motor Fuel Tax	-	250,000	-	-	-	-
319000 Packaged Liquor Tax	-	60,000	-	60,000	60,000	60,000
321000 Grants	3,820	4,000	500	4,000	4,000	4,000
333000 Weed Cutting Fees	685	2,500	6,200	2,500	2,500	2,500
335000 Brush Collection Fees	76,571	100,000	106,000	106,000	106,000	106,000
336000 Police Counter	10,584	10,000	16,000	15,000	15,000	15,000
336100 Police Contractual	369,866	448,700	430,200	450,000	463,500	477,500
337000 Cemetery Fees	66,405	45,000	38,700	40,000	40,000	40,000
345000 Building Permits	415,824	500,000	686,400	500,000	500,000	500,000
345100 Land Cash Administration	958	2,000	2,400	2,000	2,000	2,000
345200 Change of Occupancy Inspections	75,801	90,000	115,100	110,000	110,000	110,000
345300 Rental Inspection Licensing Fee	201,812	200,000	160,000	160,000	160,000	160,000
345500 False Alarm Fees	-	25,000	15,500	20,000	20,000	20,000
347000 Liquor Licenses	91,800	100,000	100,000	100,000	100,000	100,000
347500 Amusement Tax	103,978	90,000	80,000	90,000	90,000	90,000
348100 Licensing Contractors	47,770	40,000	59,400	50,000	50,000	50,000
348200 Business Registration Program	23,789	30,000	30,000	30,000	30,000	30,000
348000 Business Licenses	71,790	75,000	26,200	75,000	75,000	75,000
349500 Vacant/Foreclosed Property Registrations	-	35,000	23,000	25,000	25,000	25,000
351000 Circuit Court Fines	254,316	275,000	275,000	275,000	275,000	275,000
352000 Parking and "P" Tickets	81,479	85,000	70,000	85,000	85,000	85,000
353000 Oversize Truck	25,710	20,000	40,800	25,000	25,000	25,000
353500 Relocate/Repo Fees	-	3,600	7,100	5,000	5,000	5,000
354000 Administrative Adjudication Fines	102,382	85,000	70,500	85,000	85,000	85,000
354100 Traffic Signal Enforcement	297,155	300,000	265,000	300,000	300,000	300,000
354500 Administrative Adjudication Fines - Police	-	50,000	25,000	50,000	50,000	50,000
354600 Compliance Fines - PD	-	30,000	32,000	30,000	30,000	30,000
355000 Police Towing Charges	29,275	35,000	40,200	35,000	35,000	35,000
357000 Seizures	96,188	-	51,500	-	-	-
361000 Planning and Zoning Review Fees	10,150	20,000	15,000	20,000	20,000	20,000
362000 Engineering Fees	208,802	350,000	1,251,400	400,000	400,000	400,000
365000 Transfer Station Fees	626,144	550,000	646,400	650,000	650,000	650,000
366000 Telecommunications Tax	759,135	700,000	575,000	575,000	575,000	575,000
367000 Cable Franchise Fees	277,508	275,000	267,800	275,000	275,000	275,000
371000 Interest	9,749	5,000	6,100	5,000	5,000	5,000
386000 Other Reimbursements	118,501	50,000	60,400	50,000	50,000	50,000
386100 Health Insurance Contributions	165,871	155,000	155,000	160,000	160,000	160,000
386500 IRMA/IPBC Revenue Adjustment	106,659	100,000	100,000	200,000	200,000	200,000
387800 Rental Income	201,045	100,000	180,900	100,000	-	-
389000 Miscellaneous Revenue	105,434	100,000	100,000	100,000	100,000	100,000
TOTAL	\$16,213,502	\$18,239,200	19,332,700	18,580,500	\$18,848,000	\$19,226,900

City of West Chicago

GENERAL FUND EXPENDITURES

Department	2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected	2022 Projected
City Council	177,873	174,600	161,700	225,900	175,900	175,900
City Administrator's Office	990,853	1,586,400	1,321,000	1,243,900	470,800	485,100
Administrative Services	2,536,055	3,105,600	2,743,400	3,132,200	3,218,700	3,385,100
Police	10,011,442	10,782,200	9,932,000	10,874,800	11,190,200	11,499,900
Public Works	2,262,998	3,669,900	3,391,000	3,675,100	3,683,300	3,744,400
Community Development	1,291,379	1,351,000	1,308,100	1,499,500	1,514,400	1,578,700
Total	\$17,270,600	\$20,669,700	\$18,857,200	\$20,651,400	\$20,253,300	\$20,869,100

City of West Chicago

CITY COUNCIL

Financial Summary

Program	2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected
Operations	177,871	174,600	161,700	225,900	175,900
TOTAL	\$177,871	\$174,600	\$161,700	\$225,900	\$175,900

City of West Chicago

CITY COUNCIL

Performance Report on FYE 2019 Major Program Objectives

The City Council continued to pursue action items in the Strategic Plan, which was adopted in 2016. Throughout the proposed Budget, references will be made to accomplishments in this regard. The America in Bloom initiative was a tremendous effort spearheaded by the Administration Department staff that brought together governmental agencies, local not-for-profit groups and residents/business leaders to address beautification and sustainability. Much effort has been spent on economic development efforts consistent with the Plan. Both vacant car dealerships are now occupied by higher end used car dealers. A large portion of the Hobby Lobby space will be occupied by Planet Fitness. Much development occurred in the DuPage Business Center, with Suncoast getting a Certificate of Occupancy and work underway for Norix, Midwest Industrial Funds, Greco & Sons and Scannell Properties. Ditch Witch Midwest also received a Certificate of Occupancy, and both parties are working on a Sales Tax Sharing Agreement.

Weston Solutions continued working on a solution to protecting the groundwater table at the Factory Site, finally developing a solution that worked in the laboratory and is being field tested through early 2020. This solution, which ensures that the remaining uranium (below clean-up standards) doesn't leach into the groundwater when it comes in contact with water. Should field testing be successful, work on the site could begin in late 2021.

The City was successful on appeal of Judge Popejoy's decision to grant the Motion of Traverse in the Reque Road case, and the Appellate Court returned the case to him. A significant amount of money in legal fees has been spent on this matter.

In November, the City Council voted 8-5 to prohibit adult use recreational cannabis businesses in West Chicago.

The City Council welcomed Alderman Short in 2019 and said goodbye to Alderman Gagliardi.

City of West Chicago

CITY COUNCIL

Description of Major Activities

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

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Liquor Licenses Issued	35	37	37	37
Block Party Permits	6	8	8	8
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

CITY COUNCIL
Operations

01-01-10

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:							
4010	Aldermen-Salary	25,493	33,600	27,000	33,600	33,600	33,600
4011	Mayor-Salary	15,125	15,000	15,000	15,000	15,000	15,000
4012	Corporation Counsel-Salary	2,875	3,000	3,000	3,000	3,000	3,000
4014	City Clerk-Salary	4,538	4,500	4,500	4,500	4,500	4,500
4015	Deputy City Clerk-Salary	-	-	-	-	-	-
4050	FICA & Medicare	3,455	4,100	3,600	4,100	4,100	4,100
Sub-Total		\$51,485	\$60,200	\$53,100	\$60,200	\$60,200	\$60,200
CONTRACTUAL:							
4100	Legal Fees	36,795	40,000	45,000	40,000	40,000	40,000
4105	Consultants	-	1,000	1,000	1,000	1,000	1,000
4110	Training and Tuition	290	3,000	1,000	3,000	3,000	3,000
4112	Memberships/Dues/Subscriptions	34,181	45,000	40,000	45,000	45,000	45,000
4200	Legal Notices	765	1,500	1,000	1,500	1,500	1,500
4211	Printing and Binding	9,003	10,000	6,000	10,000	10,000	10,000
4223	Legal Reporter Fees	390	600	500	500	500	500
Sub-Total		\$81,424	\$101,100	\$94,500	\$101,000	\$101,000	\$101,000
COMMODITIES:							
4600	Computer/Office Supplies	832	500	700	800	800	800
4613	Postage	630	300	700	700	700	700
4650	Miscellaneous Commodities	2,649	2,000	2,000	2,500	2,500	2,500
4660	Grants	40,000	10,000	10,000	60,000	10,000	10,000
4720	Other Charges	851	500	700	700	700	700
Sub-Total		\$44,962	\$13,300	\$14,100	\$64,700	\$14,700	\$14,700
Total		\$177,871	\$174,600	\$161,700	\$225,900	\$175,900	\$175,900

City of West Chicago

CITY ADMINISTRATOR'S OFFICE

Financial Summary

Program	2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected
Administration	286,717	287,100	287,500	237,400	244,900
Special Projects	578,094	1,155,000	911,000	820,000	70,000
Marketing and Communications	126,040	144,300	122,500	186,500	155,900
TOTAL	\$990,851	\$1,586,400	\$1,321,000	\$1,243,900	\$470,800

City of West Chicago

CITY ADMINISTRATOR'S OFFICE

Performance Report on FYE 2019 Major Program Objectives

The City is on track toward completing about 90% of the action items detailed in the Strategic Plan; some of the highlights include the following:

- (1) Work continued on the West Washington Street remediation; the lease with the gas station ended in early July, and plans and specifications are being developed for that component of the Project. Also, the Infrastructure Committee approved the design of a new salt dome, so that the remaining buildings may be razed for the clean-up to be completed. The salt dome received a temporary occupancy permit in November.
- (2) An RFP was issued for the Central Main Street Plan execution. Three companies responded, of which one withdrew and one was rejected. Staff is working with Kane McKenna to review the third company's request for public funds.
- (3) Winfield Township, the City of Warrenville and the City of West Chicago partnered with PACE to provide bus service to seniors and persons with disabilities; that program has started very slowly.
- (4) The third year action items detailed in the Marketing Plan have been completed.

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

Supplementing normal activities of the Marketing/Communications Division as outlined in its Program Description, staff created a marketing campaign to bring awareness and appreciation for the City's efforts toward Monarch conservation and the connection between the migration of Monarchs and a large demographic of the West Chicago population. The "Year of the Butterfly" was widely celebrated through art, history, and educational offerings, and earned the City national and local recognition. A successful Public Art Project, The Butterfly Effect, brought 36-artist designed butterflies to public gardens throughout the City, and a new permanent mural was dedicated and installed. Through the City's work with America in Bloom and CN Railway, the City received a \$25,000 grant for the planting of 100 parkway trees which was celebrated at the 2019 Blooming Fest. Website updates related to Accessibility Guidelines and ADA compliance began and will continue in 2020.

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 2020 Program Objectives

- (1) Continue to oversee implementation of the Strategic Plan through December 2020.
- (2) Remediate the remaining contamination on the West Washington Street Project Site by November 2020.
- (3) Implement an automated solution to the agenda preparation and dissemination process by July 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Prepare Agendas and Materials for Council Meetings	24	24	24	24
FOIA Requests Processed	699	740	740	740
Full Time Equivalent Positions	1.50	1.50	1.00	1.00

CITY ADMINISTRATOR'S OFFICE
Administration

01-02-10

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:							
4020	Administrative - Salary	180,766	183,300	165,000	149,400	155,400	161,700
4050	FICA & Medicare	11,270	14,100	12,700	11,500	11,900	12,400
4052	ICMA - RC	9,295	9,300	9,300	9,500	9,700	9,900
4056	IMRF	21,918	22,800	21,000	17,100	17,800	18,500
Sub-Total		\$223,249	\$229,500	\$208,000	\$187,500	\$194,800	\$202,500
CONTRACTUAL:							
4100	Legal Fees	-	5,000	5,000	5,000	5,000	5,000
4110	Training and Tuition	3,608	4,000	1,000	1,000	1,000	1,000
4112	Memberships/Dues/Subscriptions	2,119	2,000	2,000	2,000	2,000	2,000
4125	Software Maintenance	6,250	10,700	10,700	10,700	10,700	10,700
4202	Telephone and Alarms	44,423	20,000	50,000	20,000	20,000	20,000
4300	IRMA General Insurance	3,645	3,300	3,400	3,800	4,000	4,200
Sub-Total		\$60,045	\$45,000	\$72,100	\$42,500	\$42,700	\$42,900
COMMODITIES:							
4600	Computer/Office Supplies	341	500	800	800	800	800
4607	Gas and Oil	896	1,000	1,000	1,000	1,000	1,000
4613	Postage	-	100	100	100	100	100
4650	Miscellaneous Commodities	1,714	10,000	5,000	5,000	5,000	5,000
4720	Other Charges	472	1,000	500	500	500	500
Sub-Total		\$3,423	\$12,600	\$7,400	\$7,400	\$7,400	\$7,400
Total		\$286,717	\$287,100	\$287,500	\$237,400	\$244,900	\$252,800

City of West Chicago

CITY ADMINISTRATOR'S OFFICE *Special Projects*

Description of Major Activities

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

CITY ADMINISTRATOR'S OFFICE
Special Projects

01-02-07

Expense Item	Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
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CONTRACTUAL:

4225 Other Contractual Services	503,138	1,065,000	850,000	750,000	-	-
4234 Paratransit Services	-	20,000	1,000	10,000	10,000	10,000
4375 Sales Tax Rebate	74,956	70,000	60,000	60,000	60,000	60,000

Sub-Total	578,094	1,155,000	911,000	820,000	70,000	70,000
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Total	\$578,094	\$1,155,000	\$911,000	\$820,000	\$70,000	\$70,000
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City of West Chicago

CITY ADMINISTRATOR'S OFFICE *Marketing and Communications*

Description of Major Activities

All efforts of this Program are directed toward promoting the City by providing strategic and creative guidance to developing and executing marketing/business/ communication plans, devising media strategies and maintaining media relations, creating and overseeing graphic designs, producing news releases and other written materials (including City newsletter), editing various publications, marketing Special Events, Healthy West Chicago, projects of the Cultural Arts Commission, supporting and facilitating communication for inter-departmental initiatives, speech writing, and managing special projects like America in Bloom. Staff also curates the content and design elements of the City's primary and secondary websites, and engages in public relations and community outreach. Overall emphasis is placed on monitoring and maintaining the City's image and brand as a city "Where History and Progress Meet".

FYE 2020 Program Objectives

- (1) Begin removal process of outdated website content by June 2020.
- (2) Develop outreach strategies to solicit fresh newsletter content by August 2020.
- (3) Increase use of City Instagram account through December 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Newsletters Produced	4	4	4	4
Press Releases Prepared	133	150	150	150
E-News Releases Prepared	41	30	40	40
Tweets	261	664	600	600
LED Messages Programmed	150	150	150	150
Full Time Equivalent Positions	0.25	0.25	0.25	0.25

CITY ADMINISTRATOR'S OFFICE
Marketing and Communications

01-02-08

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:							
4020	Administrative - Salary	27,388	28,100	28,000	28,800	30,000	31,200
4050	FICA & Medicare	2,063	2,200	2,200	2,300	2,300	2,400
4056	IMRF	3,373	3,500	3,600	3,300	3,500	3,600
Sub-Total		\$32,825	\$33,800	\$33,800	\$34,400	\$35,800	\$37,200
CONTRACTUAL:							
4100	Legal	120	500	600	1,000	1,500	1,500
4107	Newsletter Creation & Distribution	17,945	25,000	22,000	30,000	30,000	30,000
4110	Training and Tuition	1,296	2,500	2,500	2,500	3,000	3,000
4112	Memberships/Dues/Subscriptions	2,280	2,500	1,900	3,600	3,600	3,600
4125	Software Maintenance	53	1,000	-	1,000	1,000	1,000
4202	Telephone & Alarms	746	1,000	800	1,000	1,000	1,000
4204	Electric	943	1,000	1,000	1,000	1,000	1,000
4211	Printing & Binding	-	5,000	-	5,000	2,000	2,000
4212	Advertising	18,998	25,000	15,500	35,000	25,000	25,000
4225	Other Contractual Services	35,715	30,000	30,000	50,000	30,000	35,000
Sub-Total		\$78,095	\$93,500	\$74,300	\$130,100	\$98,100	\$103,100
COMMODITIES:							
4600	Computer/Office Supplies	81	500	400	500	500	500
4628	Gallery 200	6,000	6,000	6,000	6,000	6,000	6,000
4646	Arts Programming Supplies	8,665	10,000	8,000	15,000	15,000	15,000
4680	Special Activities	375	500	-	500	500	500
4700	Prospect Development	-	-	-	-	-	-
Sub-Total		\$15,121	\$17,000	\$14,400	\$22,000	\$22,000	\$22,000
Total		\$126,040	\$144,300	\$122,500	\$186,500	\$155,900	\$162,300

City of West Chicago

ADMINISTRATIVE SERVICES DEPARTMENT

Financial Summary

Program	2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected
Human Resources	1,804,275	1,984,200	1,850,200	2,090,900	2,245,500
Accounting	220,112	228,300	206,100	236,300	242,200
Information Technology	304,249	659,000	492,900	570,400	486,100
GIS	49,277	69,900	54,700	68,700	71,500
Administration	158,142	164,200	139,500	165,900	173,400
TOTAL	\$2,536,055	\$3,105,600	\$2,743,400	\$3,132,200	\$3,218,700

City of West Chicago

ADMINISTRATIVE SERVICES DEPARTMENT

Performance Report on FYE 2019 Major Program Objectives

The challenges of the water meter replacement program and process which is necessary to identify the repetitive equipment failures, meter leaks, programming discrepancies and consumption exceptions have continued to be a significant encumbrance of staff's time, leaving limited time for departmental tasks and responsibilities. Utility billing work orders are generated for the purpose of investigation and resolution of the equipment issues that are identified, and during the fiscal year staff has issued, scheduled and completed 1,700 work orders, to date.

Mid-year, a change was made to the method of management of the IT Division, in that the responsibilities of IT projects, City network and performance of organizational IT requests has been contractually assigned to a professional IT consulting firm. During the latter half of the year, significant progress has been made in restructuring the City's IT network, infrastructure, hardware, data backups and software. A comprehensive data room reorganization and VMWare servers (virtual servers) replacement project was completed that included full documentation of the existing IT environment, development of a future network layout with a validation of all power sources in the data room, equipment staging, VCenter upgrade, server migration, decommissioning of obsolete hosts and domain controller and the removal of old core switches and installation/configuration of new core switches.

The GIS Division engaged extensive use of ArcGIS Online with an iPad application to collect raw water lines in addition to finding and collecting missing bbox locations. The technology has proven to be effective and useful within the Public Works department in performing JULIE locates as well. The online software was used to assist with the setup and coordination of several public events this year, most notably the Big Boy locomotive visit to the City in July.

As part of the planned transition from manually maintained data and record retention for all information related to City's Glen Oak and Oakwood cemeteries, 4,000 manual records have been added to an electronic data base that include all relevant grave information such as purchase and owner information, section, lot number, grave number, interment, cremation, deeds, information of deceased, and plot information. Completion of the electronic data base is projected to be completed by the end of the year, with the export of all data to cemetery management software to be implemented early next year. The transition to cemetery management software will yield digital mapping and electronic access and archival of detailed cemetery records.

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 2020 Program Objectives

- (1) Schedule and complete testing and recruitment process for Police Officer position by September 2020.
- (2) Complete Loss Prevention Policy revisions and update and distribute to all employees for review and acknowledgment of receipt signature by June 2020.
- (3) Assist Civil Service Commission with organization of records retention and records disposal in accordance with the Local Records Disposal Act by December 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Positions Filled	6	10	9	8
Average Time to Fill Positions (in months)	3	3	3	3
IRMA Insurance Claims Processed	22	25	25	25
Full Time Equivalent Positions	0.75	0.75	0.75	0.75

ADMINISTRATIVE SERVICES
Human Resources

01-05-01

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:							
4020	Administrative - Salary	86,403	87,700	81,800	89,900	94,400	99,200
4050	FICA & Medicare	6,514	6,800	6,200	6,900	7,300	7,600
4053	Health/Dental/Life Insurance	1,658,281	1,790,000	1,698,000	1,903,000	2,036,300	2,178,900
4056	IMRF	10,632	10,900	7,700	10,300	10,800	11,400
Sub-Total		\$1,761,830	\$1,895,400	\$1,793,700	\$2,010,100	\$2,148,800	\$2,297,100
CONTRACTUAL:							
4100	Legal Fees	6,947	45,000	15,000	35,000	55,000	35,000
4108	Employment Exams	18,706	20,000	18,800	25,000	20,000	25,000
4110	Training and Tuition	-	2,500	2,100	2,500	2,500	2,500
4112	Memberships/Dues/Subscriptions	599	1,100	600	1,000	1,000	1,000
4202	Telephone and Alarms	6,637	6,500	8,500	5,000	5,000	5,000
4212	Advertising	415	1,500	100	1,500	1,000	1,500
Sub-Total		\$33,304	\$76,600	\$45,100	\$70,000	\$84,500	\$70,000
COMMODITIES:							
4600	Computer/Office Supplies	301	500	500	500	500	500
4650	Miscellaneous Commodities	-	200	-	200	200	200
4674	Safety Budget	3,640	5,500	5,500	4,100	5,500	4,100
4680	Employee Events	5,200	6,000	5,400	6,000	6,000	6,000
Sub-Total		\$9,141	\$12,200	\$11,400	\$10,800	\$12,200	\$10,800
Total		\$1,804,275	\$1,984,200	\$1,850,200	\$2,090,900	\$2,245,500	\$2,377,900

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 2020 Program Objectives

- (1) Continue process of the comprehensive financial systems upgrade and complete implementation of all CentralSquare modules and applications by March 2020.
- (2) Implement authorized increase of water and sewer rates for utility billing accounts with billing status of current usage by June 2020.
- (3) Continue to resume bi-monthly issuance of utility bills for all residential and business customers receiving City utility services through December 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Number of receipts processed	36,954	38,000	39,000	40,000
Number of payable checks processed	3,145	2,800	3,000	3,000
Number of payroll checks processed	3,352	3,300	3,300	3,300
 Full Time Equivalent Positions	 1.38	 1.38	 1.38	 1.38

ADMINISTRATIVE SERVICES
Accounting

01-05-02

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:							
4020	Administrative - Salary	137,876	139,500	129,700	148,900	156,400	164,300
4029	Overtime	-	200	-	200	200	200
4050	FICA & Medicare	9,835	10,700	9,500	11,500	12,000	12,600
4052	ICMA-RC	1,306	1,400	1,300	1,400	1,500	1,600
4056	IMRF	17,000	17,400	12,200	17,100	18,000	18,900
Sub-Total		\$166,018	\$169,200	\$152,700	\$179,100	\$188,100	\$197,600
CONTRACTUAL:							
4101	Auditing Fees	16,200	15,200	14,400	15,500	15,800	16,200
4108	Employment Exams	-	-	-	-	-	-
4110	Training and Tuition	-	2,500	-	2,500	2,500	2,500
4112	Memberships/Dues/Subscriptions	325	500	400	500	500	500
4125	Software Maintenance	10,228	11,000	9,500	12,000	12,600	13,300
4202	Telephone and Alarms	14,760	13,500	18,900	13,000	10,000	10,000
4225	Other Contractual Services	1,200	2,200	400	3,000	2,000	3,000
4425	Hardware Maintenance	-	-	-	-	-	-
Sub-Total		\$42,714	\$44,900	\$43,600	\$46,500	\$43,400	\$45,500
COMMODITIES:							
4600	Computer/Office Supplies	354	500	200	500	500	500
4650	Miscellaneous Commodities	380	200	100	200	200	200
4702	Bank Fees	10,647	13,500	9,500	10,000	10,000	10,000
Sub-Total		\$11,381	\$14,200	\$9,800	\$10,700	\$10,700	\$10,700
Total		\$220,112	\$228,300	\$206,100	\$236,300	\$242,200	\$253,800

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 2020 Program Objectives

- (1) Migrate City Intranet off of current host server which is being deprecated in first quarter to a supported version Windows server. Integrate existing Intranet custom applications for CentralSquare and Neptune operating systems to connect to new database schema by February 2020.
- (2) Establish bundled services for internet, DSL and wireless connections to increase bandwidth, speed and connectivity for all City buildings, and to provide for adequate speed for offsite internet backup requirements by April 2020.
- (3) Implement and complete Windows 10 upgrade project to replace and reimage all personal computers and laptop computers, that are currently running Windows 7 operating system, to Windows 10 operating system by June 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Number of help desk calls annually	565	788	900	900
Full Time Equivalent Positions	0.50	0.50	0.50	0.50

ADMINISTRATIVE SERVICES
Information Technology

01-05-03

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:							
4020	Administrative - Salary	60,415	61,800	34,600	-	-	-
4050	FICA & Medicare	4,547	4,800	2,600	-	-	-
4056	IMRF	7,444	7,700	3,300	-	-	-
Sub-Total		\$72,406	\$74,300	\$40,500	\$0	\$0	\$0
CONTRACTUAL:							
4105	Consultants	-	4,000	145,700	162,000	122,000	140,000
4109	Network Charges	14,456	16,500	13,400	15,100	16,600	18,300
4110	Training and Tuition	-	2,500	-	-	-	-
4112	Memberships/Dues/Subscriptions	-	400	100	-	-	-
4125	Software Maintenance	42,205	81,900	56,000	130,000	116,000	128,000
4202	Telephone and Alarms	1,769	11,400	400	-	-	-
4225	Other Contractual Services	63,114	26,000	28,300	20,000	21,000	22,000
4425	Hardware Maintenance	21,592	57,000	17,100	20,000	22,000	24,000
Sub-Total		\$143,135	\$199,700	\$261,000	\$347,100	\$297,600	\$332,300
COMMODITIES:							
4600	Computer/Office Supplies	559	6,000	1,400	2,000	2,000	2,000
Sub-Total		\$559	\$6,000	\$1,400	\$2,000	\$2,000	\$2,000
CAPITAL OUTLAY:							
4806	Other Capital Outlay	37,638	228,500	80,000	179,300	100,000	100,000
4812	MIS Replacement	50,511	150,500	110,000	42,000	86,500	75,000
Sub-Total		\$88,149	\$379,000	\$190,000	\$221,300	\$186,500	\$175,000
Total		\$304,249	\$659,000	\$492,900	\$570,400	\$486,100	\$509,300

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 2020 Program Objectives

- (1) Migrate editing and administrative workflows from ArcMap to ArcPro desktop software by July 2020. Roll out ArcPro software to ArcMap users, as applicable.
- (2) Complete and review GIS Needs Analysis study to determine recommendations for implementation in City departments. Develop project plan for various departmental projects by April 2020.
- (3) Continue support for departmental map and web applications on ArcGIS Online for public and internal viewing while maintaining existing public facing web applications on the City website. Assist Public Works department with utility data collection using ArcGIS Online, collector app and new hardware through December 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Number of special map/data requests	207	210	220	220
Full Time Equivalent Positions	0.25	0.25	0.25	0.25

ADMINISTRATIVE SERVICES
Geographic Information System

01-05-04

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:							
4020	Administrative - Salary	22,257	25,100	22,000	25,700	27,000	28,400
4050	FICA & Medicare	1,704	2,000	1,700	2,000	2,100	2,200
4056	IMRF	2,737	3,200	2,100	3,000	3,100	3,300
Sub-Total		\$26,698	\$30,300	\$25,800	\$30,700	\$32,200	\$33,900
CONTRACTUAL:							
4110	Training and Tuition	2,293	2,500	2,500	2,500	2,500	2,500
4112	Memberships/Dues/Subscriptions	65	500	400	400	400	400
4125	Software Maintenance	17,907	18,400	18,300	18,500	18,500	18,500
4202	Telephone and Alarms	456	1,100	500	900	900	900
4225	Other Contractual Services	-	10,000	1,000	9,000	-	-
4425	Hardware Maintenance	1,325	2,000	1,500	1,600	1,900	1,900
Sub-Total		\$22,046	\$34,500	\$24,200	\$32,900	\$24,200	\$24,200
COMMODITIES:							
4600	Computer/Office Supplies	493	5,000	4,600	5,000	5,000	5,000
4607	Gas and Oil	41	100	100	100	100	100
Sub-Total		\$533	\$5,100	\$4,700	\$5,100	\$5,100	\$5,100
CAPITAL OUTLAY:							
4806	Other Capital Outlay	-	-	-	-	10,000	-
Sub-Total		\$0	\$0	\$0	\$0	\$10,000	\$0
Total		\$49,277	\$69,900	\$54,700	\$68,700	\$71,500	\$63,200

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 2020 Program Objectives

- (1) Research and install cemetery management software for Glen Oak and Oakwood cemeteries to include export of all manual records to electronic records management, plot mapping and data management of plot attributes, grave ownership, burials and cremations by June 2020.
- (2) Present recommendations for consideration and approval for collection of outstanding accounts receivables, total exceeding \$175,000, for all utility billing customers who have not remitted payment, a) after +requesting that their account be finaled to bring account to current billing status or b) changed tenant(s) or status as rental property, by August 2020.
- (3) Create an Active Shooter Emergency Action Plan and conduct training for employees by utilizing IRMA training resources that are specific to workplace prevention, preparedness and response to an active shooter event by March 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Liens and MOJ's Filed	82	98	80	80
Number of Counter Customers	15,000	16,000	17,500	18,000
Number of Telephone Calls	24,000	24,000	26,000	26,500
Number of Service Requests	71	80	85	85
Full Time Equivalent Positions	1.25	1.25	1.25	1.25

ADMINISTRATIVE SERVICES
Administration

01-05-10

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:							
4020	Administrative - Salary	112,919	109,600	100,300	112,300	118,000	123,900
4029	Overtime	-	100	-	100	100	100
4050	FICA & Medicare	7,292	8,400	6,600	8,600	9,100	9,500
4052	ICMA-RC	5,225	5,500	5,200	5,600	5,900	6,200
4056	IMRF	13,906	13,700	9,400	12,900	13,600	14,200
Sub-Total		\$139,343	\$137,300	\$121,500	\$139,500	\$146,700	\$153,900
CONTRACTUAL:							
4100	Legal Fees	160	1,500	1,200	1,500	1,500	1,500
4110	Training and Tuition	-	2,500	-	2,500	2,500	2,500
4112	Memberships/Dues/Subscriptions	1,302	1,500	1,300	1,500	1,500	1,500
4202	Telephone and Alarms	1,127	1,500	1,300	1,500	1,500	1,500
4225	Other Contractual Services	1,434	2,000	-	2,000	2,000	2,000
4300	IRMA General Insurance	3,645	3,300	3,400	3,800	4,100	4,400
4501	Postage Meter Rental	1,352	1,700	1,400	1,600	1,600	1,600
4502	Copier Rental	779	2,000	400	1,100	1,100	1,100
Sub-Total		\$9,799	\$16,000	\$9,000	\$15,500	\$15,800	\$16,100
COMMODITIES:							
4600	Computer/Office Supplies	3,998	4,500	4,200	4,500	4,500	4,500
4613	Postage	4,894	6,000	4,600	6,000	6,000	6,000
4650	Miscellaneous Commodities	-	200	100	200	200	200
4720	Other Charges	108	200	100	200	200	200
Sub-Total		\$9,000	10,900	\$9,000	\$10,900	\$10,900	\$10,900
Total		\$158,142	\$164,200	\$139,500	\$165,900	\$173,400	\$180,900

City of West Chicago

POLICE DEPARTMENT

Financial Summary

Program	2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected
Operations	9,999,921	10,754,100	9,912,000	10,849,100	11,170,000
ESDA	11,522	28,100	20,000	25,700	20,200
TOTAL	\$10,011,443	\$10,782,200	\$9,932,000	\$10,874,800	\$11,190,200

City of West Chicago

POLICE DEPARTMENT

Performance Report on FYE 2019 Major Program Objectives

Over a number of years, DuPage County and the DuPage County Emergency Telephone Safety Board (ETSB) worked together to purchase and implement a County-wide, integrated dispatch, report-writing and records management system, collectively known as DuJIS. The previous system (known as NETRMS) had become both obsolete and costly. The ETSB owns, operates and maintains the new DuJIS system. The West Chicago Police Department went live on June 18th, 2019 with DuJIS.

After a yearlong trial period in which eleven officers volunteered to utilize body worn cameras (BWCs), the West Chicago Police Department purchased body cameras for all remaining officers. Axon, the company that manufactures the body cameras, provided comprehensive training for the officers. This training will ensure adherence to Illinois law regarding BWC usage, enhance transparency and properly safeguard the privacy of people captured on camera, including children, witnesses, and bystanders. Beginning on March 8, 2019, all West Chicago police officers are equipped with and utilize BWCs.

On September 10, 2019, the first session of the West Chicago Police Department Explorer program took place. Twelve participants took part in the program. Law Enforcement Explorers is a hands-on program open to young men and woman who have completed the 8th grade and are between the ages of 14 and 20 years of age, interested in a career in law enforcement or other field related to criminal justice. The program offers participants a personal awareness of the criminal justice system through training, practical exercises and other activities. Additionally, the program promotes personal growth through character development, enhancing problem-solving skills, respect for the rule of law, good citizenship and patriotism.

On September 25, 2019, the West Chicago Citizens' Police Academy met for the first of eight sessions. The Citizens' Police Academy is a program designed to acquaint community residents who are not sworn officers with an insight into police work. The program is open to those who live and/or work in West Chicago. The program consists of nine weekly classes, during which participants learn in a classroom setting followed by the opportunity to employ what they've learned while participating in the role of police officers in hands-on scenarios.

City of West Chicago

POLICE DEPARTMENT Operations

Description of Major Activities

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

FYE 2020 Program Objectives

- (1) Complete an audit of the Property Room by April 1, 2020.
- (2) Research implementation of new Performance Evaluation System by September 1, 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Drug Arrests	151	133	50	50
Domestic Disturbances	188	162	170	180
Auto Crashes	930	867	880	880
DUI Arrests	77	86	90	110
Traffic Citations	5,928	5,000	5,100	5,900
Self-Initiated Activity	21,502	18,955	20,000	22,000
Calls for Service	9,336	8,836	8,900	8,900
Total Activity	40,713	31,615	32,500	34,500
Index I Crime	265	265	270	270
Animal Complaints	63	286	300	300
Full Time Equivalent Positions	52.00	52.00	53.00	53.00

**POLICE
Operations**

01-06-13

Expense Item	Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:						
4020 Administrative - Salary	583,415	528,900	602,000	554,100	576,300	599,400
4022 Patrolmen - Salary	3,486,477	3,733,400	3,540,000	3,872,300	4,027,200	4,188,300
4023 Sergeants - Salary	706,965	750,600	708,100	745,300	775,200	806,300
4025 CSO - Salary	152,383	179,100	154,000	169,700	176,500	183,600
4026 Contract Services - Salary	7,662	15,000	10,000	10,000	10,400	10,900
4029 Administrative Overtime	-	-	-	-	-	-
4032 Officer Overtime	407,189	410,000	525,000	430,000	447,200	465,100
4035 CSO Overtime	10,959	10,000	8,500	10,000	10,400	10,900
4050 FICA & Medicare	397,994	430,500	424,400	443,100	460,800	479,300
4051 Police Pension	2,500,000	2,630,000	2,000,000	2,662,500	2,715,800	2,770,200
4054 Unemployment Insurance	-	-	-	-	-	-
4056 IMRF	49,842	51,900	44,000	47,700	49,700	51,700
Sub-Total	\$8,302,887	\$8,739,400	\$8,016,000	\$8,944,700	\$9,249,500	\$9,565,700
CONTRACTUAL:						
4100 Legal Fees	101,806	113,700	115,000	113,000	113,000	113,000
4110 Training and Tuition	24,843	44,100	35,000	56,700	40,000	40,000
4111 Mileage & Travel	3,022	4,300	3,000	4,000	4,000	4,000
4112 Memberships/Dues/Subscriptions	9,621	11,600	12,200	18,100	18,100	18,100
4125 Software Maintenance	83,787	74,800	47,000	66,500	66,500	66,500
4202 Telephone and Alarms	171,402	190,300	190,300	101,100	101,100	101,100
4211 Printing and Binding	5,469	7,000	5,000	7,000	7,000	7,000
4216 Grounds Maintenance	960	1,100	1,100	1,200	1,400	1,600
4221 DuComm Quarterly	526,434	548,700	530,700	555,600	592,600	632,200
4225 Other Contractual Services	89,857	110,600	110,600	120,000	120,000	120,000
4230 Graffiti Removal-Contractual	17,420	12,000	12,000	12,000	12,000	12,000
4231 Reception Support	135,180	137,100	134,400	138,000	138,000	138,000
4232 Crossing Guards	35,290	36,000	36,000	36,000	36,000	36,000
4300 IRMA General Insurance	194,365	175,800	180,000	206,500	216,900	227,800
4301 Other Insurance	2,192	15,000	10,000	10,000	10,000	10,000
4423 Radio Equipment Maint. and Repair	14,346	17,800	14,000	17,800	17,800	17,800
4425 Hardware Maintenance	7,506	11,300	11,300	11,300	11,300	11,300
4501 Postage Meter Rental	1,038	1,000	1,000	1,200	1,200	1,200
4502 Copier Fees	9,931	10,000	7,700	6,700	6,700	6,700
Sub-Total	\$1,434,469	\$1,522,200	\$1,456,300	\$1,482,700	\$1,513,600	\$1,564,300
COMMODITIES:						
4600 Computer/Office Supplies	3,129	5,400	5,000	5,000	5,000	5,000
4601 Field Equipment	56,517	28,900	28,900	8,000	8,000	8,000
4607 Gas and Oil	75,564	80,000	71,000	76,300	76,300	76,300
4613 Postage	6,562	6,100	6,000	6,000	6,000	6,000
4615 Uniforms and Safety Equipment	60,802	43,700	38,000	78,000	40,000	40,000
4616 Vehicle License Fees	701	1,100	800	1,400	1,400	1,400
4617 First Aid Supplies	522	1,500	1,800	1,900	1,200	1,200
4618 Ammunition and Firearms	32,283	39,600	39,600	52,800	52,000	52,000
4627 Educational Programs	6,730	11,000	11,000	10,000	10,000	10,000
4629 CERT Supplies	3,767	5,000	5,000	5,000	5,000	5,000
4650 Miscellaneous Commodities	15,989	15,100	15,000	14,700	14,800	14,800
Sub-Total	\$262,565	\$237,400	\$222,100	\$259,100	\$219,700	\$219,700
CAPITAL OUTLAY:						
4804 Vehicles	-	144,600	144,600	162,600	187,200	130,000
4806 Other Capital Outlay	-	110,500	73,000	-	-	-
Sub-Total	\$0	\$255,100	\$217,600	\$162,600	\$187,200	\$130,000
Total	\$9,999,921	\$10,754,100	\$9,912,000	\$10,849,100	\$11,170,000	\$11,479,700

City of West Chicago

POLICE DEPARTMENT Emergency Services and Disaster Agency (ESDA)

Description of Major Activities

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

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

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

FYE 2020 Program Objectives

- (1) License and install an ESDA VHF Repeater by September 2020.
- (2) Obtain Storm Ready status by October 2020.

POLICE
Emergency Services and Disaster Agency (ESDA)

01-06-14

Expense Item	Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
CONTRACTUAL:						
4110 Training and Tuition	80	200	200	200	200	200
4202 Telephone and Alarms	5,262	4,200	5,000	3,000	3,000	3,000
4225 Other Contractual Services	5,624	6,400	6,200	6,200	6,200	6,200
4429 Radio Repair	-	800	-	-	-	-
Sub-Total	\$10,966	\$11,600	\$11,400	\$9,400	\$9,400	\$9,400
COMMODITIES:						
4600 Computer/Office Supplies	-	100	-	-	-	-
4604 Tools & Equipment	28	300	100	100	100	100
4607 Gas and Oil	511	600	800	800	800	800
4615 Uniforms & Safety Equipment	-	10,800	3,000	10,800	800	800
4650 Miscellaneous Commodities	18	200	200	100	100	100
Sub-Total	556	\$12,000	\$4,100	\$11,800	\$1,800	\$1,800
CAPITAL OUTLAY:						
4804 Vehicles	-	4,500	4,500	4,500	9,000	9,000
4806 Other Capital Outlay	-	-	-	-	-	-
Sub-Total	\$0	\$4,500	\$4,500	\$4,500	\$9,000	\$9,000
Total	\$11,522	\$28,100	\$20,000	\$25,700	\$20,200	\$20,200

City of West Chicago

PUBLIC WORKS DEPARTMENT

Financial Summary

Program	2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected
Administration	162,851	154,400	181,200	179,700	179,700
Municipal Properties	298,975	406,100	383,800	416,000	432,200
Forestry	88,663	150,000	94,900	158,900	118,600
Cemeteries	66,119	107,200	78,600	107,200	77,200
Road and Bridge	893,835	1,343,100	1,279,200	1,430,300	1,504,400
Maintenance Garage	389,477	407,100	392,200	451,000	406,200
Motor Fuel Tax	363,080	1,102,000	981,100	932,000	965,000
TOTAL	\$2,263,000	\$3,669,900	\$3,391,000	\$3,675,100	\$3,683,300

City of West Chicago

PUBLIC WORKS DEPARTMENT

Performance Report on FYE 2019 Major Program Objectives

The City's long-range Capital Improvement Program (CIP) and five-year Street Improvement Program priority list were updated and presented to the Infrastructure Committee in November 2019. The Infrastructure Committee concurred with staff's recommendations and authorized the City Administrator to include the CIP in the 2020 Proposed Budget.

In 2019, engineering consultants and City staff were responsible for design services, bidding, construction oversight, and facilitating completion of the Elm Road Resurfacing Project and the Forest Avenue Resurfacing Project. In addition, significant progress was made on the Washington Street Reconstruction Project; however, the project was not completed in 2019 as originally anticipated due to unforeseen delays associated with coordination and permitting with the Union Pacific Railroad and weather conditions (i.e., rain and early arrival of winter weather conditions). Completion of the Washington Street Reconstruction Project will be a priority in 2020. The City's Street Division completed asphalt pavement patching and overlays on Arbor Avenue between National Street and Hawthorne Lane, on York Street between Fremont Street and Garden Street, within the Forest Trails and Cornerstone Lakes Subdivisions, and within the Glen Oak Cemetery.

Staff spent significant time completing utility permit reviews and assisting the Community Development Department with private development permit review and project inspections. In 2019, staff prepared and submitted two roadway improvement applications for Community Development Block Grant (CDBG) funding. Public watermain improvements related to the Thorntons Gas Station, located at 1330 S. Neltnor Boulevard, were accepted in 2019.

Facility Management Division staff continued inspecting, servicing, and maintaining all municipal buildings, all City street lights, and all City-owned properties. A contract extension for custodial services for eight City-owned and maintained facilities was approved by City Council in November 2019 for fiscal year 2020. Security and HVAC improvements at City Hall, and replacement of truck storage area garage doors at 135 W. Grandlake Boulevard, were not completed as planned, but will remain a priority for 2020.

Forestry Program objectives continued to focus on the management of the Emerald Ash Borer (EAB) with soil insecticidal treatments being completed in July 2019. Contractual brush pick-up was completed during 2019 by Kramer Tree Specialists, Inc. Removal of dead or dying EAB-infested Ash trees, and other trees, were also completed by City staff; however, the annual Forestry Maintenance Program did not occur in 2019 due to lack of interested bidders. The City's annual contractual tree planting program was completed in 2019.

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 2020.

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 2020 Program Objectives

- (1) Research available alternative funding sources for roadway and capital improvement projects and submit appropriate applications for funding by November 2020.
- (2) Re-evaluate and update the Capital Improvement Program and five-year Street Improvement Program priority list, and present to the Infrastructure Committee for concurrence in November 2020.
- (3) Accept the public improvements associated with the various private development projects, including, but not limited to, the St. Andrews Estates Subdivision, Pioneer Prairie Subdivision, Prairie Meadows Subdivision, Pioneer Park Improvements, Shoppes of West Chicago (191 W. North Ave.), Gateway Center 1 & 2 (515 & 540 Main St.), Educare (851 Pearl Road), and District 33 Middle School Expansion by December 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Grant Program Applications Submitted	0	2	2	0
Stormwater Permits Issued	26	27	20	20
Acceptance of Public Improvements	2	1	5	5
 Full Time Equivalent Positions	 0.00	 0.00	 0.00	 0.00

PUBLIC WORKS
Administration

01-09-10

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
CONTRACTUAL:							
4100	Legal Fees	4,475	1,000	2,500	1,000	1,000	1,000
4110	Training and Tuition	-	500	-	500	500	500
4112	Memberships/Dues/Subscriptions	572	900	1,200	900	900	900
4225	Other Contractual Services	-	-	-	-	-	-
4365	Payments to Taxing Bodies	156,046	150,000	175,000	175,000	175,000	175,000
Sub-Total		\$161,093	\$152,400	\$178,700	\$177,400	\$177,400	\$177,400
COMMODITIES:							
4600	Computer/Office Supplies	1,520	1,500	1,500	1,500	1,500	1,500
4613	Postage	58	100	-	100	100	100
4615	Uniforms& Safety Equipment	170	200	900	500	500	500
4650	Miscellaneous Commodities	11	200	100	200	200	200
Sub-Total		\$1,758	\$2,000	\$2,500	\$2,300	\$2,300	\$2,300
Total		\$162,851	\$154,400	\$181,200	\$179,700	\$179,700	\$179,700

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 2020 Program Objectives

- (1) Procure contractual services and complete City Hall Security Improvements by August 2020.
- (2) Procure contractual services and complete City Hall HVAC Improvements by December 2020.
- (3) Procure contractual custodial services for eight City-owned and maintained facilities by November 2020 for fiscal year 2021.
- (4) Replace the truck storage garage doors at 135 W. Grandlake Boulevard with wider garage doors to allow ingress and egress of snow plow trucks with wing plows by November 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Building Safety Inspections	12	12	12	12
Daily Building Inspections	250	250	250	250
Tunnel Inspections	250	250	250	250
 Full Time Equivalent Positions	 0.94	 1.75	 1.75	 1.75

PUBLIC WORKS
Municipal Properties

01-09-21

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:							
4020	Administrative - Salary	46,255	79,300	88,400	81,400	84,700	88,100
4027	Operational - Salary	36,721	74,300	54,000	72,500	75,400	78,500
4029	Overtime	3,622	5,000	5,800	5,000	5,000	5,000
4050	FICA & Medicare	6,407	12,200	11,400	12,200	12,700	13,200
4054	Unemployment Insurance	-	-	-	-	-	-
4056	IMRF	10,588	19,700	13,800	18,200	18,900	19,700
Sub-Total		\$103,593	\$190,500	\$173,400	\$189,300	\$196,700	\$204,500
CONTRACTUAL:							
4202	Telephone and Alarms	22,767	22,000	28,000	22,000	22,000	22,000
4203	Heating Gas	8,813	5,000	6,500	7,000	7,000	7,000
4204	Electric	4,123	5,000	5,000	5,000	5,000	5,000
4216	Grounds Maintenance	3,162	3,600	4,800	5,000	5,300	5,600
4219	Contract Janitorial Service	45,938	43,000	39,700	41,600	43,700	43,700
4225	Other Contractual Services	28,439	40,000	22,600	40,000	40,000	40,000
4300	IRMA General Insurance	14,575	13,200	13,600	15,400	16,400	17,400
4301	Other Insurance	9,458	3,000	11,000	10,000	10,000	10,000
Sub-Total		\$137,275	\$134,800	\$131,200	\$146,000	\$149,400	\$150,700
COMMODITIES:							
4607	Gas and Oil	4,693	5,000	4,600	5,000	5,000	5,000
4615	Uniforms & Safety Equipment	1,311	3,200	2,000	3,100	2,700	2,700
4650	Miscellaneous Commodities	52,103	60,000	60,000	60,000	60,000	60,000
Sub-Total		\$58,107	\$68,200	\$66,600	\$68,100	\$67,700	\$67,700
CAPITAL OUTLAY:							
4804	Vehicles	-	12,600	12,600	12,600	18,400	18,600
Sub-Total		\$0	\$12,600	\$12,600	\$12,600	\$18,400	\$18,600
Total		\$298,975	\$406,100	\$383,800	\$416,000	\$432,200	\$441,500

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 2020 Program Objectives

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

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Emergency Tree Removals	2	3	6	6
Ash Tree Removals Due to EAB Damage	68	60	45	45
Average Time to Complete Brush Collection (Days)	5	5	5	5
Hornet Nest Removals	3	6	10	10

PUBLIC WORKS
Forestry

01-09-22

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
CONTRACTUAL:							
4200	Legal Notices	-	100	-	100	100	100
4214	Brush Pickup	79,975	87,900	87,900	96,800	106,500	117,200
4225	Other Contractual Services	5,169	60,000	5,000	60,000	10,000	10,000
Sub-Total		\$85,144	\$148,000	\$92,900	\$156,900	\$116,600	\$127,300
COMMODITIES:							
4604	Tools and Equipment	3,519	2,000	2,000	2,000	2,000	2,000
Sub-Total		\$3,519	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Total		\$88,663	\$150,000	\$94,900	\$158,900	\$118,600	\$129,300

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 2020 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 2020.
- (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 2020.
- (3) Create and maintain an index that associates the identity of every deceased person interred, entombed, or inurned with their respective place of internment, entombment, or inurnment as identified on and corresponds with the cemetery map by December 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Mowings	28	27	30	30
Seal Coat Roads	0	0	1	0
Weed/Crabgrass Control				
Applications	3	3	3	3
Interments	25	30	30	30

PUBLIC WORKS
Cemeteries

01-09-23

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
CONTRACTUAL:							
4209	Interments	16,425	20,000	20,000	20,000	20,000	20,000
4216	Grounds Maintenance	42,303	50,000	50,000	50,000	50,000	50,000
4217	Cemetery Sexton	7,200	7,200	7,200	7,200	7,200	7,200
4225	Other Contractual Services	191	30,000	1,400	30,000	-	5,000
Sub-Total		\$66,119	\$107,200	\$78,600	\$107,200	\$77,200	\$82,200
Total		\$66,119	\$107,200	\$78,600	\$107,200	\$77,200	\$82,200

City of West Chicago

PUBLIC WORKS DEPARTMENT ROAD & BRIDGE

Description of Major Activities

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

FYE 2020 Program Objectives

- (1) Complete all pavement re-striping within all school zones by August 2020.
- (2) Procure contractual services and complete the Forestry Maintenance Program by May 2020.
- (3) Continue storm structure and sewer line cleaning as part of a seven-year cycle, tracking progress, compliance and effectiveness through December 2020.
- (4) Track and record all street sweeping operations, documenting locations, dates swept, material picked up, personnel, manhours, and equipment used through December 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Special Events Handled	8	8	9	9
Service Requests Fulfilled	131	150	200	200
Mowing Operations Completed	26	28	30	30
 Full Time Equivalent Positions	 8.75	 8.69	 8.69	 8.69

PUBLIC WORKS
Road & Bridge

01-09-24

Expense Item	Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:						
4020 Administrative - Salary	108,262	132,800	112,800	136,000	141,500	147,200
4027 Operational - Salary	441,814	459,700	418,300	504,100	524,300	545,300
4029 Overtime	52,282	45,500	56,100	50,000	50,000	50,000
4050 FICA & Medicare	45,736	48,900	45,000	52,800	54,800	56,900
4054 Unemployment Insurance	-	-	-	-	-	-
4056 IMRF	74,143	79,200	55,100	79,000	81,900	85,000
Sub-Total	\$722,236	\$766,100	\$687,300	\$821,900	\$852,500	\$884,400
CONTRACTUAL:						
4108 Pre-Employment Exams	415	500	600	500	500	500
4110 Training and Tuition	1,870	2,000	3,800	2,000	2,000	2,000
4112 Memberships/Dues/Subscriptions	330	400	400	400	400	400
4202 Telephone and Alarms	29,811	25,000	30,900	25,000	25,000	25,000
4225 Other Contractual Services	1,625	5,000	3,000	5,000	5,000	5,000
4300 IRMA General Insurance	31,585	28,600	29,400	33,600	35,300	37,100
4301 Other Insurance	9,010	8,000	8,000	6,000	6,000	6,000
Sub-Total	\$74,646	\$69,500	\$76,100	\$72,500	\$74,200	\$76,000
COMMODITIES:						
4600 Computer/Office Supplies	1,305	2,000	2,000	2,000	2,000	2,000
4604 Tools and Equipment	7,055	5,500	5,500	5,500	5,500	5,500
4607 Gas and Oil	64,484	50,000	58,000	60,000	60,000	60,000
4615 Uniforms & Safety Equipment	6,246	11,300	11,600	9,400	8,400	8,400
4650 Miscellaneous Commodities	17,863	15,000	15,000	15,000	15,000	15,000
Sub-Total	\$96,952	\$83,800	\$92,100	\$91,900	\$90,900	\$90,900
CAPITAL OUTLAY:						
4804 Vehicles	-	423,700	423,700	444,000	486,800	447,500
Sub-Total	\$0	\$423,700	\$423,700	\$444,000	\$486,800	\$447,500
Total	\$893,835	\$1,343,100	\$1,279,200	\$1,430,300	\$1,504,400	\$1,498,800

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 2020 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 2020.
- (2) Complete all required safety lane inspections by December 2020.
- (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 2020 seasonal needs (i.e., prior to May 2020 for mowing and forestry equipment, and prior to November 2020 for snow plowing equipment).

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Preventative Maintenance Evaluations	246	250	250	250
Vehicle & Equipment Repairs Completed	1045	1270	1270	1270
Safety Lane Inspections	60	60	60	60
Full Time Equivalent Positions	1.50	1.50	1.50	1.50

PUBLIC WORKS
Maintenance Garage

01-09-25

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:							
4027	Operational - Salary	97,330	99,500	94,400	102,700	106,900	111,200
4029	Overtime	17,160	10,000	20,700	20,000	20,000	20,000
4050	FICA & Medicare	8,772	8,400	8,800	9,400	9,800	10,100
4056	IMRF	14,129	13,600	10,900	14,100	14,600	15,100
Sub-Total		\$137,391	\$131,500	\$134,800	\$146,200	\$151,300	\$156,400
CONTRACTUAL:							
4110	Training and Tuition	-	1,000	1,000	1,000	1,000	1,000
4202	Telephone and Alarms	2,548	3,000	3,000	3,000	3,000	3,000
4225	Other Contractual Services	-	-	-	-	-	-
4300	IRMA General Insurance	4,860	4,400	4,600	5,200	5,500	5,800
4400	Vehicle Repair	38,296	40,000	40,000	40,000	40,000	40,000
Sub-Total		\$45,704	\$48,400	\$48,600	\$49,200	\$49,500	\$49,800
COMMODITIES:							
4603	Parts for Vehicles	180,501	150,000	175,000	175,000	175,000	175,000
4604	Tools and Equipment	16,122	66,000	26,000	70,000	20,000	20,000
4607	Gas and Oil	1,652	1,500	1,200	1,500	1,500	1,500
4615	Uniforms & Safety Equipment	630	2,700	2,100	2,100	1,900	1,900
4650	Miscellaneous Commodities	7,476	7,000	4,500	7,000	7,000	7,000
Sub-Total		\$206,381	\$227,200	\$208,800	\$255,600	\$205,400	\$205,400
Total		\$389,477	\$407,100	\$392,200	\$451,000	\$406,200	\$411,600

City of West Chicago

PUBLIC WORKS DEPARTMENT MOTOR FUEL TAX

Description of Major Activities

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

FYE 2020 Program Objectives

- (1) Procure contractual services and complete the various planned roadway resurfacing projects by November 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
# of Snow Operation Call-outs	32	25	25	25
# of Days Street Sweeping	97	127	150	150
Cubic Yards of Debris Swept Up	1,500	1,700	2,000	2,000
# of Days Spent Performing Street Overlays/Pothole Patching	57	80	50	50
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

PUBLIC WORKS
Motor Fuel Tax

01-09-26

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
CONTRACTUAL:							
4204	Electric	134,350	130,000	130,000	130,000	130,000	130,000
4210	Refuse Disposal	46,111	45,000	46,200	45,000	45,000	45,000
4226	Traffic Signal Maintenance	-	-	-	-	-	-
4227	Street Light Maintenance	-	-	-	-	-	-
4412	Street Light Materials	-	-	-	-	-	-
Sub-Total		\$180,462	\$175,000	\$176,200	\$175,000	\$175,000	\$175,000
COMMODITIES:							
4609	Street Patch Materials	-	-	-	-	-	-
4610	Street Paint	-	-	-	-	-	-
4611	Ice Control Materials	-	-	-	-	-	-
4639	Parts-Mains	-	-	-	-	-	-
4670	Rock Salt	87,287	-	-	-	-	-
4671	Bit Patch - Cold	-	-	-	-	-	-
4672	Bit Patch - Hot	-	-	-	-	-	-
4807	Street Improvements	95,331	927,000	804,900	757,000	790,000	826,300
Sub-Total		\$182,618	\$927,000	\$804,900	\$757,000	\$790,000	\$826,300
Total		\$363,080	\$1,102,000	\$981,100	\$932,000	\$965,000	\$1,001,300

City of West Chicago

COMMUNITY DEVELOPMENT DEPARTMENT

Financial Summary

Program	2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected
Planning, Engineering & Economic Dev.	389,895	474,000	396,200	566,000	583,600
Building & Code Enforcement	720,975	705,800	738,700	751,400	749,500
Special Events and City Museum	180,509	171,200	173,200	182,100	181,300
TOTAL	\$1,291,379	\$1,351,000	\$1,308,100	\$1,499,500	\$1,514,400

City of West Chicago

COMMUNITY DEVELOPMENT DEPARTMENT

Performance Report on FYE 2019 Major Program Objectives

Planning. Hired and mentored new City Planner beginning March 1. The City Planner completed a memo on potential downtown zoning amendment options given the Central Main Street Redevelopment Plan Update and the developer proposal under consideration. The City Planner also prepared a memo on the North and Neltnor area given the retail market study completed for that area. The City Planner took on the Pace bus and the Complete Census programs.

Building / Code Enforcement. Meetings were held to consider revisions to the Rental Registration Program, ultimately resulting in a lower base fee, coupled with a variety of incentives. The Code Enforcement Ask-First Policy resulted in gaining compliance with fewer NTAs required.

Special Events. Held several meetings to consider improvements regarding Special Events. Clarified need for a separate Temporary Use application and the type of event to which this would apply. Established new tent permit review process.

Economic Development. Data collection was completed for inclusion in an economic development plan.

Museum. Museum staff completed and uploaded a third thematic tour. They completed archiving 50% of the collection backlog. Museum staff will purchase two outdoor history display boards in November for placement next year.

Miscellaneous. Small Cell Antenna Ordinance and an Agreement Template were drafted by a consultant. The Ordinance was taken for Council approval in December. Also, an agreement for waste collection for the buildings that back up to Turner Court was negotiated and the interrupted service, which had been handled privately, was resumed as a public service.

City of West Chicago

COMMUNITY DEVELOPMENT DEPARTMENT *Planning, Engineering & Economic Development*

Description of Major Activities

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

FYE 2020 Program Objectives

- (1) Prepare an RFP for consulting services for a Master Plan update and select one by July 1, 2020, and then begin long-range planning process.
- (2) Complete internally the Economic Development Plan by April 1, 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Review Plan Commission Applications	28	23	25	20
Review Commercial and Industrial Building Permit Applications	377	365	350	350
Certificates of Appropriateness Reviewed	21	19	20	20
Meetings with Potential Developers	90	75	75	75
Review Residential Permit Applications (new homes)	3	3	3	3
Full Time Equivalent Positions	3.25	3.25	3.75	3.75

COMMUNITY DEVELOPMENT
Planning, Engineering & Economic Development

01-10-28

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:							
4016	Commissions - Salary	638	1,000	500	1,000	1,000	800
4020	Administrative - Salary	254,293	314,000	246,600	356,000	370,300	385,200
4029	Overtime	-	-	-	-	-	-
4050	FICA & Medicare	18,717	24,100	19,000	27,400	28,500	29,600
4056	IMRF	31,024	39,000	28,300	40,800	42,400	44,100
Sub-Total		\$304,671	\$378,100	\$294,400	\$425,200	\$442,200	\$459,700
CONTRACTUAL:							
4100	Legal Fees	25,497	15,000	40,900	30,000	30,000	30,000
4110	Training and Tuition	3,010	6,000	800	4,500	4,500	4,500
4112	Memberships/Dues/Subscriptions	2,618	3,000	2,700	3,000	3,000	3,000
4125	Software Maintenance	3,735	3,700	3,800	3,800	4,000	4,200
4200	Legal Notices	4,160	4,000	1,200	3,000	3,000	3,000
4202	Telephone and Alarms	16,523	17,200	18,000	15,000	15,000	15,000
4211	Printing & Binding	793	1,200	700	700	700	700
4223	Legal Reporter Fees	9,103	8,500	6,600	8,000	8,000	8,000
4225	Other Contractual Services	9,942	25,000	22,900	65,000	65,000	10,000
4300	IRMA General Insurance	1,605	1,500	1,600	1,800	2,000	2,200
Sub-Total		\$76,985	\$85,100	\$99,200	\$134,800	\$135,200	\$80,600
COMMODITIES:							
4600	Computer/Office Supplies	2,315	2,500	2,000	2,500	2,700	3,000
4602	Maps and Plats	546	800	100	500	500	500
4613	Postage	144	500	500	500	500	500
4700	Prospect Development	371	5,000	-	1,000	1,000	1,000
4720	Other Charges	178	1,000	-	500	500	500
Sub-Total		\$3,554	\$9,800	\$2,600	\$5,000	\$5,200	\$5,500
CAPITAL OUTLAY:							
4802	Office Equipment	4,685	1,000	-	1,000	1,000	1,000
Sub-Total		\$4,685	\$1,000	\$0	\$1,000	\$1,000	\$1,000
Total		\$389,895	\$474,000	\$396,200	\$566,000	\$583,600	\$546,800

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 2020 Program Objectives

- (1) Complete succession planning. Initiate hiring process for Assistant Director/Building Official in March 2020 to have on board by June 2020 to provide a month-long overlap. This scenario may lag depending on the actual retirement date in 2020 of the Assistant Community Development Director / Building Official.
- (2) Work to assure a smooth transition with the new Assistant Community Development Director / Building Official by August 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Building Permit Applications	1352	1315	1300	1300
Change of Occupancy Inspections	760	635	600	600
Overcrowding Investigations	9	16	10	10
Rental Inspections	1306	1290	1300	1250
Full Time Equivalent Positions	1.00	1.00	1.25	1.25

COMMUNITY DEVELOPMENT
Building & Code Enforcement

01-10-29

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:							
4020	Administrative - Salary	99,498	97,600	95,000	133,500	131,100	136,400
4029	Overtime	-	-	-	-	-	-
4050	FICA & Medicare	7,484	7,500	7,300	10,300	10,100	10,500
4056	IMRF	12,278	12,200	10,900	15,300	15,000	15,700
Sub-Total		\$119,260	\$117,300	\$113,200	\$159,100	\$156,200	\$162,600
CONTRACTUAL:							
4100	Legal Fees	58,211	40,000	47,000	40,000	40,000	40,000
4110	Training and Tuition	500	600	-	300	600	700
4112	Memberships/Dues/Subscriptions	135	400	200	400	500	500
4113	Enforcement and Inspections	345,000	345,000	345,000	345,000	355,400	366,100
4115	Bond/Deposit Refunds	-	-	-	-	-	-
4120	Plan Review	136,503	135,000	167,000	150,000	140,000	144,000
4125	Software Maintenance	7,264	8,500	7,500	8,000	8,000	8,000
4200	Legal Notices	-	200	-	200	200	200
4202	Telephone and Alarms	29,543	25,000	31,600	25,000	25,000	25,000
4205	Weed Cutting	2,390	4,000	4,600	4,000	4,000	4,000
4211	Printing and Binding	2,396	3,000	2,500	2,500	2,500	2,500
4222	Filing Fees	2,554	3,000	2,600	3,000	3,000	3,000
4224	Microfiche	6,380	7,500	6,500	7,000	7,000	7,000
4300	IRMA General Insurance	1,605	1,500	1,600	1,800	1,800	1,900
4301	Other Insurance	711	-	2,500	-	-	-
Sub-Total		\$593,194	\$573,700	\$618,600	\$587,200	\$588,000	\$602,900
COMMODITIES:							
4600	Office Supplies	265	2,500	100	100	100	100
4607	Gas and Oil	548	1,800	600	1,000	1,000	1,000
4613	Postage	-	300	300	300	300	300
4615	Uniforms & Safety Equipment	-	300	-	300	300	300
4650	Miscellaneous Commodities	324	500	-	500	500	500
4720	Other Charges	-	500	-	200	200	200
Sub-Total		\$1,136	\$5,900	\$1,000	\$2,400	\$2,400	\$2,400
CAPITAL OUTLAY:							
4802	Office Equipment	7,385	7,500	4,500	1,300	1,300	300
4804	Vehicles	-	1,400	1,400	1,400	1,600	5,300
Sub-Total		\$7,385	\$8,900	\$5,900	\$2,700	\$2,900	\$5,600
Total		\$720,975	\$705,800	\$738,700	\$751,400	\$749,500	\$773,500

City of West Chicago

COMMUNITY DEVELOPMENT DEPARTMENT *Special Events and City Museum*

Description of Major Activities

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

FY 2020 Program Objectives

- (1) Install all five outdoor history display boards by December 2020.
- (2) All offsite storage should be digitized by December 2020.
- (3) Update local history curriculum for school districts, 15 school elementary school programs and four high school programs by December 2020.
- (4) Continue to seek efficiencies in Special Events throughout year.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Program & Museum Attendance	4,050	5,000	4,500	5,000
Information Requests	123	125	130	135
Volunteer Hours	445	500	500	550
Donations Received (lots)*	11	14	15	15
Exhibits/Programs/Events	62	65	70	75
Full Time Equivalent Positions	0.50	0.50	0.50	0.50
(*each lot may contain numerous items)				

**COMMUNITY DEVELOPMENT
SPECIAL EVENTS AND CITY MUSEUM**

01-10-30

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:							
4020	Administrative - Salary	33,000	33,500	33,300	35,500	37,000	38,500
4050	FICA & Medicare	2,483	2,600	2,600	2,800	2,900	3,000
4056	IMRF	4,072	4,500	4,500	4,100	4,300	4,500
Sub-Total		\$39,555	\$40,600	\$40,400	\$42,400	\$44,200	\$46,000
CONTRACTUAL:							
4202	Telephone and Alarms	18,947	19,000	21,200	17,000	17,000	17,000
4225	Other Contractual Services	45,186	44,100	44,100	44,100	46,300	46,300
4300	IRMA General Insurance	1,605	1,500	1,600	1,800	1,800	1,900
4502	Copier Lease	962	1,000	900	1,000	1,100	1,200
Sub-Total		\$66,699	\$65,600	\$67,800	\$63,900	\$66,200	\$66,400
COMMODITIES:							
4680	Special Events	74,254	65,000	65,000	75,800	70,900	146,000
Sub-Total		\$74,254	\$65,000	\$65,000	\$75,800	\$70,900	\$146,000
Total		\$180,509	\$171,200	\$173,200	\$182,100	\$181,300	\$258,400

City of West Chicago

CAPITAL EQUIPMENT REPLACEMENT FUND PROJECTED REVENUE

04-00		2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected
371000	Interest	416	400	800	400	400
387500	Asset Sales	200	0	32,000	0	0
389000	Miscellaneous	19,603	0	3,000	0	0
390000	Transfers In	278,100	896,500	896,500	953,800	1,043,200
	TOTAL	\$298,319	\$896,900	\$932,300	\$954,200	\$1,043,600

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City of West Chicago

CAPITAL EQUIPMENT REPLACEMENT FUND

Financial Summary

Program	2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected
Operations	633,111	1,671,300	255,600	1,641,300	503,700
TOTAL	\$633,111	\$1,671,300	\$255,600	\$1,641,300	\$503,700

City of West Chicago

CAPITAL EQUIPMENT REPLACEMENT FUND

Performance Report on FYE 2019 Major Program Objectives

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

City of West Chicago

CAPITAL EQUIPMENT REPLACEMENT FUND

Description of Major Activities

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

FYE 2020 Program Objectives

- (1) Purchase vehicles and/or equipment in accordance with City policies on the Vehicle and Equipment Replacement Plan by December 2020.
- (2) Dispose of surplus vehicles and equipment through sale, trade or auction by December 2020.
- (3) Update the ten-year Vehicle and Equipment Replacement Plan by December 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Vehicles and Equipment Replaced/Purchased	5	27	11	15

**CAPITAL EQUIPMENT REPLACEMENT FUND
OPERATIONS**

04-34-39

Expense Item	Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
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CAPITAL OUTLAY:

4804 Vehicles

	633,111	1,671,300	255,600	1,641,300	503,700	1,346,100
Sub-Total	\$633,111	\$1,671,300	\$255,600	\$1,641,300	\$503,700	\$1,346,100

Total	\$633,111	\$1,671,300	\$255,600	\$1,641,300	\$503,700	\$1,346,100
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City of West Chicago

SEWER FUND *Projected Revenue*

05-00		2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected
311100	Property Tax	9,046	9,000	9,000	9,000	9,000
331000	Sewer Services	3,025,259	5,300,000	5,355,000	5,300,000	5,300,000
342000	Sewer Connection Fees	81,490	25,000	54,000	25,000	25,000
364000	Recapture Fees	535	0	0	0	0
371000	Interest	3,737	1,000	1,000	1,000	1,000
386000	Other Reimbursements	25,940	38,600	105,4000	40,600	42,600
386100	Health Insurance Contributions	36,561	33,000	33,000	33,000	33,000
386500	IRMA/IPBC Revenue Adjustment	47,185	0	0	0	0
398000	Contributed Assets	276,937	0	0	0	0
	TOTAL	\$3,506,690	\$5,406,600	\$5,557,400	\$5,408,600	\$5,410,600

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City of West Chicago

SEWER FUND

Financial Summary

Program	2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected
SSA #2	12,009	24,000	12,200	63,800	14,500
Sanitary Collection	2,974,798	0	0	0	0
Treatment and Sanitary Collection**	2,942,733	12,360,100	9,445,400	8,163,000	6,755,200
TOTAL	\$5,929,540	\$12,384,100	\$9,457,600	\$8,226,800	\$6,769,700

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

City of West Chicago

SEWER FUND

Performance Report on FYE 2019 Major Program Objectives

The West Chicago/Winfield Wastewater Authority Regional Wastewater Treatment Plant (WWTP) treated a total of 2.286 billion gallons (an average of 6.27 MGD) in 2018 with nearly 2.571 billion gallons (an average of 7.05 MGD) estimated for 2019. No excursions of the City's National Pollutant Discharge Elimination System (NPDES) permit was reported in 2018 with 1 permit excursions estimated for 2019. As a result of the Pre-Treatment Program, the City issued 54 industrial user violation notices in 2018 with 6 violation notices estimated for 2019.

The long-term Capital Improvement Plan for the WWTP was re-evaluated and revised in October 2019 and such will be used to replace/upgrade critical operational equipment at the WWTP over the next ten years. Contractual design-build services to replace/upgrade the WWTP SCADA system was completed in September 2019.

Construction services associated with the replacement of Sanitary Lift Station #1 (Aspen Ridge Apartments) were completed in November 2019. Contractual services to replace/upgrade the Sanitary Lift Station SCADA system were procured in October 2019; the project is anticipated to be completed in December 2019.

Construction associated with the replacement of Sanitary Lift Station #5 (Burger King) and its associated forcemain was delayed until 2020; however, emergency repairs were made to the forcemain in October 2019. Inflow and infiltration (I&I) reduction efforts for the City's sanitary collection system were also delayed in 2019; the program will resume in 2020 and will continue over the next several years.

City of West Chicago

SPECIAL SERVICE AREA #2

Description of Major Activities

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

FYE 2020 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 2020.
- (3) Procure contractual services to replace/upgrade the control cabinet at Stormwater Lift Station #8 using existing control cabinet to be removed from Sanitary Lift Station #1 by December 2020.
- (4) Repair/replace Stormwater Lift Station #8's outfall pipe, including necessary ditch grading and restoration, by October 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Station Monitoring	365	365	365	365
Grounds Maintenance	28	27	30	30
Full Time Equivalent Positions	0.06	0.06	0.06	0.06

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

05-34-40

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:							
4027	Operational - Salary	5,346	5,200	4,700	5,000	5,300	5,600
4029	Overtime	149	200	100	200	200	200
4050	FICA & Medicare	422	500	400	400	500	500
4056	IMRF	678	700	500	600	700	700
Sub-Total		\$6,595	\$6,600	\$5,700	\$6,200	\$6,700	\$7,000
CONTRACTUAL:							
4204	Electric	3,464	5,000	4,100	5,000	5,000	5,000
4216	Grounds Maintenance	1,950	2,400	2,400	2,600	2,800	3,000
Sub-Total		\$5,414	\$7,400	\$6,500	\$7,600	\$7,800	\$8,000
CAPITAL OUTLAY:							
4806	Other Capital Outlay	-	10,000	-	50,000	-	-
Sub-Total		\$0	\$10,000	\$0	\$50,000	\$0	\$0
Total		\$12,009	\$24,000	\$12,200	\$63,800	\$14,500	\$15,000

City of West Chicago

SEWER FUND Treatment and Sanitary Collection

Description of Major Activities

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

FYE 2020 Program Objectives

- (1) Continue with the Citywide Inflow and Infiltration Reduction Program by procuring contractual services for the 2020 Sanitary Sewer Evaluation Survey, and needed inflow and infiltration repairs/upgrades within the sanitary collection system, by July 2020.
- (2) Procure contractual services and replace the Emergency Backup Generators at Sanitary Lift Station #9 (Powis Road) by August 2020.
- (3) Procure contractual services and complete construction associated with the replacement of Sanitary Lift Station #5 (Burger King) and its associated forcemain by December 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Lift Station Alarm Calls	116	200	200	200
Lift Station Overtime Hours	117	134	75	50
Sanitary Sewer Service Calls	45	15	20	20
Sanitary Sewer Main Back-ups	0	1	0	0
Sanitary Service Lines Repaired	4	1	5	5
Sanitary Mains Repaired	5	4	5	5
Full Time Equivalent Positions	16.31	16.44	16.44	16.44

**SEWER FUND
TREATMENT AND SANITARY COLLECTION**

05-34-43

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:							
4020	Administrative - Salary	583,124	579,400	610,300	582,300	611,500	642,100
4027	Operational - Salary	620,077	666,900	542,200	611,800	642,400	674,600
4029	Overtime	56,465	40,000	60,400	50,000	50,000	50,000
4050	FICA & Medicare	93,353	98,500	91,400	95,200	99,800	104,600
4052	I.C.M.A. - R.C.	6,607	7,000	6,800	6,900	7,300	7,700
4053	Health/Dental/Life Insurance	394,410	428,200	426,300	-	-	-
4054	Unemployment Insurance	3,613	-	-	-	-	-
4056	IMRF	158,611	159,700	112,800	142,400	149,200	156,400
4057	Opeb Pension	10,148	-	-	-	-	-
Sub-Total		\$1,926,408	\$1,979,700	\$1,850,200	\$1,488,600	\$1,560,200	\$1,635,400
CONTRACTUAL:							
4100	Legal Fees	3,736	15,000	11,500	15,000	15,000	15,000
4101	Auditing Fees	3,900	7,200	6,800	7,400	7,600	7,800
4102	JULIE System	1,938	2,500	1,800	2,200	2,300	2,400
4105	Consultants	-	2,000	50,600	100,000	100,000	100,000
4110	Training and Tuition	643	6,000	6,000	6,000	6,000	6,000
4125	Software Maintenance	11,260	12,000	11,200	12,000	12,000	12,000
4202	Telephone and Alarms	47,821	50,000	50,800	20,400	20,400	20,400
4203	Heating Gas	6,315	6,000	5,500	6,000	6,000	6,000
4204	Electric	47,582	50,000	43,800	50,000	50,000	50,000
4211	Printing & Binding	-	-	300	-	-	-
4216	Grounds Maintenance	3,107	3,700	3,700	3,900	4,100	4,400
4225	Other Contractual Services	54,544	150,000	26,600	250,000	125,000	125,000
4235	WCW Wastewater Authority	-	5,368,700	4,774,200	2,900,000	3,000,000	3,000,000
4300	IRMA General Insurance	58,310	87,900	91,400	103,400	111,700	120,700
4400	Vehicle Repair	8,379	10,000	7,000	10,000	10,000	10,000
4402	Lift Station Repair	60,332	156,200	151,000	105,000	75,000	25,000
4410	Sewer Main Repair	507,870	1,247,100	291,200	875,000	875,000	875,000
4501	Postage Meter Rental	1,352	1,400	1,400	1,400	1,400	1,400
4502	Copier Fees	463	2,500	200	500	500	500
Sub-Total		\$817,553	\$7,178,200	\$5,535,000	\$4,468,200	\$4,422,000	\$4,381,600
COMMODITIES:							
4600	Computer/Office Supplies	4,927	5,000	5,000	5,000	5,000	5,000
4603	Parts for Vehicles	11,129	15,000	33,500	25,000	25,000	25,000
4604	Tools and Equipment	13,042	20,000	11,000	12,000	12,000	12,000
4607	Gas and Oil	12,777	15,000	11,300	15,000	15,000	15,000
4613	Postage	2,100	3,000	2,000	2,000	2,000	2,000
4626	Chemicals	1,499	2,500	1,500	1,500	1,500	1,500
4630	Parts - Lift Stations	10,620	25,000	12,000	25,000	25,000	25,000
4638	Trench Backfill Material	4,630	5,000	3,000	5,000	5,000	5,000
4639	Parts - Mains	1,491	3,000	4,000	3,000	3,000	3,000
4650	Miscellaneous Commodities	9,097	8,000	8,000	8,000	8,000	8,000
4702	Bank Charges	13,426	13,500	11,400	13,500	13,500	13,500
Sub-Total		\$84,737	\$115,000	\$102,700	\$115,000	\$115,000	\$115,000
CAPITAL OUTLAY:							
4804	Vehicles	146,100	177,700	177,700	196,200	198,000	193,100
4806	Other Capital Outlay	-	2,909,500	1,779,800	1,895,000	460,000	195,000
4900	Transfers Out	-	-	-	-	-	-
Sub-Total		\$146,100	\$3,087,200	\$1,957,500	\$2,091,200	\$658,000	\$388,100
Total		\$2,974,798	\$12,360,100	\$9,445,400	\$8,163,000	\$6,755,200	\$6,520,100

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City of West Chicago

WATER SERVICE PROJECTED REVENUE

06-00		2018 Actual	2019 Proposed	2019 Estimated	2020 Proposed	2021 Projected
312000	Home Rule Sales Tax	0	0	0	0	0
321000	Grants	86,357	0	11,000	0	0
331000	Water Services	1,116,204	4,500,000	4,500,000	4,500,000	4,500,000
332000	Hydrant Meter Fees	547	1,000	0	1,000	1,000
332500	Posting and Turn On Fees	43,340	20,000	45,000	20,000	20,000
341000	Water Connection Fees	38,953	20,000	27,000	20,000	20,000
341500	Water Capacity Fees	8,650	3,500	10,000	3,500	3,500
344000	Meter Sales	27,791	3,000	23,000	3,000	3,000
371000	Interest	4,361	1,000	0	1,000	1,000
386000	Reimbursements	1,828	0	2,500	0	0
386100	Health Insurance Contributions	36,561	32,000	32,000	32,000	32,000
386500	IRMA/IPBC Revenue Adjustment	47,185	0	0	0	0
388500	Tower Rental Fees	39,440	35,000	41,100	35,000	35,000
389000	Other Miscellaneous	1	0	100	0	0
394001	Asset Transfers	269,220	0	0	0	0
	TOTAL	\$1,720,438	\$4,615,500	\$4,691,700	\$4,615,500	\$4,615,500

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City of West Chicago

WATER FUND

Financial Summary

Program	2018 Actual	2019 Proposed	2019 Estimated	2020 Proposed	2021 Projected
Water Production and Distribution	2,612,490	4,748,100	3,148,700	4,716,800	3,928,600
Water Treatment Plant Operations	4,217,089	2,099,900	1,712,500	2,865,400	1,807,900
Debt Service	707,000	707,000	707,000	707,000	707,000
TOTAL	\$7,536,579	\$7,555,000	\$5,568,200	\$8,289,200	\$6,443,500

City of West Chicago

WATER FUND

Performance Report on FYE 2019 Major Program Objectives

The Division operated and maintained pumping facilities that produced over 1.352 billion gallons of water during 2018 with nearly 1.322 billion gallons estimated for 2019. The Division successfully completed all IEPA and USEPA required sampling and monitoring requirements with no violations.

Construction services associated with the rehabilitation of Booster Station #4 were completed and the Station was put back into service in July 2019. The ground storage tank associated with Booster Station #4 was inspected in 2019 and repairs are planned for fiscal year 2021.

Well Station #9, which experienced a motor failure in 2018, was repaired and put back into service in May 2019. Repairs related to Well Station #3, which also experienced a motor failure in 2018, are progressing and it is anticipated that the Station will be put back into service in April 2020.

Contractual services related to SCADA and security system improvements at all Well Stations, and services associated with conducting a water distribution system leak survey, were delayed until 2020.

No major operational changes were made to the Plant during 2019; however, operational strategies to improve the treatment process and to balance water storage against demand continue.

Planned security improvements at the Water Treatment Plant, as well as hardware replacement of all Programmable Logic Controllers at the Water Treatment Plant, were not completed in 2019, but remain a priority in fiscal year 2020. Staff continues to investigate options and costs to armor and stabilize the banks of the sludge lagoons at the Water Treatment Plant.

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 2020 Program Objectives

- (1) Procure contractual services and complete SCADA and security system improvements at all Well Stations by December 2020.
- (2) Conduct a water distribution system leak survey by July 2020; evaluate needed repairs and complete same by December 2020.
- (3) Procure construction services to pull the pump and motor assembly at Well Station #8 by February 2020; evaluate needed repairs and complete same by December 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Average Daily Water Produced (MGD)	3.71	3.62	3.50	3.50
# Of Watermain Breaks Repaired	11	9	10	10
# Of Fire Hydrants Painted	500	0	500	500
# Of Major Well Station Repairs	1	1	2	0
 Full Time Equivalent Positions	 13.56	 13.56	 13.56	 13.56

WATER FUND
Water Production and Distribution

06-34-47

Expense Item	Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:						
4020 Administrative - Salary	559,406	555,700	560,500	558,000	585,900	615,200
4027 Operational - Salary	433,399	500,800	361,800	441,500	463,600	486,800
4029 Overtime	38,415	30,000	37,300	35,000	35,000	35,000
4050 FICA & Medicare	77,694	83,200	72,000	79,200	83,000	87,000
4052 I.C.M.A. - R.C.	6,607	6,600	6,800	6,900	7,300	7,700
4053 Health/Dental/Life Insurance	394,410	428,200	530,200	453,800	490,200	529,500
4054 Unemployment Insurance	3,613	-	-	-	-	-
4056 IMRF	87,576	134,900	89,100	118,400	124,100	130,100
4057 Opeb Pension Exp	10,148	-	-	-	-	-
Sub-Total	\$1,611,268	\$1,739,400	\$1,657,700	\$1,692,800	\$1,789,100	\$1,891,300
CONTRACTUAL:						
4100 Legal Fees	34,550	35,000	112,000	35,000	35,000	35,000
4101 Auditing Fees	13,800	14,200	13,600	13,100	13,500	13,800
4102 JULIE System	1,938	2,500	1,800	2,200	2,300	2,400
4105 Consultants	-	2,000	50,600	100,000	100,000	100,000
4108 Pre-Employment Exams	300	600	600	600	600	600
4110 Training and Tuition	1,131	1,000	1,800	3,000	3,000	3,000
4112 Memberships/Dues/Subscriptions	373	4,500	1,900	2,500	2,500	2,500
4125 Software Maintenance	8,176	10,000	7,900	8,000	8,000	8,000
4200 Legal Notices	205	500	-	500	500	500
4202 Telephone and Alarms	65,334	65,000	75,200	30,100	30,100	30,100
4203 Heating Gas	2,679	2,500	2,500	2,500	2,500	2,500
4204 Electric	316,812	320,000	312,500	320,000	320,000	320,000
4207 Lab Services	6,203	7,000	6,700	7,000	7,000	7,000
4210 Refuse Disposal	-	1,000	-	-	-	-
4211 Printing and Binding	2,151	2,000	2,100	2,100	2,100	2,100
4216 Grounds Maintenance	7,109	7,600	8,200	8,700	9,200	9,700
4225 Other Contractual Services	63,374	350,000	37,000	250,000	100,000	100,000
4300 IRMA General Insurance	92,326	83,600	85,900	98,200	106,100	114,600
4301 Other Insurance	1,533	-	6,400	-	-	-
4400 Vehicle Repair	11,528	1,500	5,600	8,000	8,000	8,000
4401 Building Repair	-	74,000	800	92,000	4,000	4,000
4418 Distribution System Repair	60,489	65,000	6,000	57,000	35,000	35,000
4420 Pump Station Repair	4,466	61,900	60,000	460,000	50,000	50,000
4421 Reservoir Repair	-	25,000	1,400	45,000	500	500
4425 Hardware Maintenance	-	2,500	-	-	-	-
4501 Postal Meter Rental	1,352	1,400	1,400	1,400	1,400	1,400
4502 Copier Lease/Costs	463	3,000	200	500	500	500
Sub-Total	\$696,292	\$1,143,300	\$802,100	\$1,547,400	\$841,800	\$851,200
COMMODITIES:						
4600 Computer/Office Supplies	9,494	6,500	5,100	6,500	6,500	6,500
4603 Parts for Vehicles	17,186	12,000	23,300	20,000	20,000	20,000
4604 Tools and Equipment	14,618	10,000	6,000	10,000	10,000	10,000
4607 Gas and Oil	18,311	20,000	19,500	20,000	20,000	20,000
4613 Postage	4,544	5,000	4,800	5,000	5,000	5,000
4615 Uniforms & Safety Equipment	4,346	12,300	11,500	8,700	7,700	7,700
4620 Parts and Equipment - Wells	3,888	13,000	1,500	27,000	7,000	7,000
4621 Parts and Equipment - Distribution	36,788	30,000	30,000	45,000	45,000	30,000
4622 Parts and Equipment - Pump Stations	1,971	10,000	3,000	10,000	10,000	10,000
4625 Lab Supplies	447	500	-	500	500	500
4641 Water Meters/Parts	29,995	30,000	22,100	30,000	30,000	30,000
4650 Miscellaneous Commodities	10,227	6,000	7,500	8,500	8,500	8,500
4702 Bank Charges	13,425	15,000	12,000	15,000	15,000	15,000
Sub-Total	\$165,241	\$170,300	\$146,300	\$206,200	\$185,200	\$170,200
CAPITAL OUTLAY:						
4804 Vehicles	127,600	127,600	127,600	127,900	137,500	112,500
4806 Other Capital Outlay	426	1,542,500	415,000	1,117,500	950,000	1,010,000
4812 MIS Replacement	11,664	25,000	-	25,000	25,000	25,000
4900 Transfers Out	-	-	-	-	-	-
Sub-Total	\$139,690	\$1,695,100	\$542,600	\$1,270,400	\$1,112,500	\$1,147,500
Total	\$2,612,490	\$4,748,100	\$3,148,700	\$4,716,800	\$3,928,600	\$4,060,200

City of West Chicago

WATER TREATMENT PLANT OPERATIONS

Description of Major Activities

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

FYE 2020 Program Objectives

- (1) Continue to evaluate operational strategies to improve the treatment process and to balance water storage against demand by December 2020.
- (2) Procure contractual services and complete SCADA and security system improvements at the Water Treatment Plant by December 2020.
- (3) Procure contractual service and replace galvanized duct work for Head Tank air scrubber by July 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Average Daily Water Treated (MGD)	3.71	3.62	3.50	3.50
Full Time Equivalent Positions	7.88	7.88	7.88	7.88

WATER FUND
Water Treatment Plant Operations

06-34-48

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:							
4020	Administrative - Salary	193,318	199,200	193,100	206,800	217,200	228,100
4027	Operational - Salary	435,140	461,900	430,700	470,100	493,700	518,400
4029	Overtime	92,636	60,000	65,500	70,000	70,000	7,000
4050	FICA & Medicare	54,835	55,200	52,700	57,200	59,800	57,700
4054	Unemployment Insurance	-	-	-	-	-	-
4056	IMRF	88,830	89,500	64,700	85,500	89,400	86,300
Sub-Total		\$864,759	\$865,800	\$806,700	\$889,600	\$930,100	\$897,500
CONTRACTUAL:							
4110	Training and Tuition	915	1,000	700	1,000	1,000	1,000
4112	Memberships/Dues/Subscriptions	385	500	400	500	500	500
4202	Telephone and Alarms	59,545	55,000	69,300	27,800	27,800	27,800
4203	Heating Gas	2,837	4,000	3,000	4,000	4,000	4,000
4204	Electric	149,540	160,000	135,800	150,000	150,000	150,000
4207	Lab Services	2,972	2,500	-	2,000	-	2,000
4210	Refuse Disposal	591,556	-	-	700,000	-	750,000
4216	Grounds Maintenance	9,419	27,100	-	27,500	7,500	7,900
4219	Contract Janitorial Services	24,120	20,900	20,900	22,000	23,100	24,300
4225	Other Contractual Services	19,086	19,000	19,000	19,000	19,000	19,000
4300	IRMA General Insurance	34,010	30,800	31,700	36,200	39,100	42,300
4401	Building Repair	26,385	152,600	160,700	20,000	20,000	20,000
4430	WTP Operations Repair	36,441	20,000	15,000	43,000	20,000	20,000
4502	Copier Lease/Costs	5,042	5,000	13,000	5,000	5,000	5,000
4503	Equipment Rental	1,260	3,000	-	3,000	3,000	3,000
Sub-Total		\$963,514	\$501,400	\$469,500	\$1,061,000	\$320,000	\$1,076,800
COMMODITIES:							
4600	Computer/Office Supplies	525	1,000	500	1,000	1,000	1,000
4603	Parts for Vehicles	1,649	2,000	200	2,000	2,000	2,000
4604	Tools and Equipment	915	2,000	1,500	2,000	2,000	2,000
4607	Gas and Oil	1,551	1,000	2,800	2,000	2,000	2,000
4615	Uniforms & Safety Equipment	1,677	5,800	4,100	4,700	4,100	4,100
4624	Parts - Building Repair	4,423	5,000	5,000	5,000	5,000	5,000
4625	Lab Supplies	12,386	15,000	12,300	13,000	13,000	13,000
4626	Chemicals	395,075	375,000	399,500	450,000	472,500	496,200
4642	Parts - WTP Operations	6,712	10,000	4,500	10,000	10,000	10,000
4650	Miscellaneous Commodities	1,919	1,500	1,500	1,500	1,500	1,500
Sub-Total		\$426,832	\$418,300	\$431,900	\$491,200	\$513,100	\$536,800
CAPITAL OUTLAY:							
4804	Vehicles	4,400	4,400	4,400	4,600	4,700	8,400
4806	Other Capital Outlay	-	310,000	-	419,000	40,000	150,000
4808	Depreciation	1,957,584	-	-	-	-	-
Sub-Total		\$1,961,984	\$314,400	\$4,400	\$423,600	\$44,700	\$158,400
Total		\$4,217,089	\$2,099,900	\$1,712,500	\$2,865,400	\$1,807,900	\$2,669,500

City of West Chicago

TREATMENT PLANT DEBT SERVICE

Description of Major Activities

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

**WATER FUND
DEBT SERVICE**

06-34-49

Expense Item	Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
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COMMODITIES:

4716	Note Principal	600,191	610,400	610,400	626,200	642,400	659,000
4717	Note Interest	106,809	96,600	96,600	80,800	64,600	48,000
Sub-Total		\$707,000	\$707,000	\$707,000	\$707,000	\$707,000	\$707,000

Total	\$707,000	\$707,000	\$707,000	\$707,000	\$707,000	\$707,000
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WATER FUND 5-YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL EXPENDITURES (FYE)	ACTUAL 2018	PROPOSED 2019	ESTIMATED 2019	PROPOSED 2020	PROPOSED 2021	PROPOSED 2022	PROPOSED 2023	PROPOSED 2024
RAW WATER PRODUCTION IMPROVEMENTS								
Well #3 Stand-by Generator Installation - Engr.								
Well #3 Stand-by Generator Installation - Constr.					20,000			
Well #3 Stand-by Generator Installation - Engr. Inspect.					350,000			
Well #10 (and #11) Stand-by Generator Installation - Engr.					35,000			
Well #10 (and #11) Stand-by Generator Installation - Constr.					35,000			
Well #10 (and #11) Stand-by Generator Installation - Engr. Inspect.						350,000		
Well #9 (and #8) Stand-by Generator Installation - Engr.						35,000		
Well #9 (and #8) Stand-by Generator Installation - Constr.					35,000			
Well #9 (and #8) Stand-by Generator Installation - Engr. Inspect.							350,000	
Well #8 Assembly Upgrade Project - Engr.						75,000		
Well #8 Assembly Upgrade Project - Constr.							350,000	
Well #8 Assembly Upgrade Project - Engr. Inspect.							35,000	
Well #5 Stand-by Generator Installation - Engr.								750,000
Well #5 Stand-by Generator Installation - Constr.								75,000
Well #5 Stand-by Generator Installation - Engr. Inspect.							40,000	
Well #12 Installation Project - Engr.								
Well #12 Installation Project - Constr.	340	349,100	0	349,100				
Well #12 Installation Project - Engr. Inspect.			4,400	43,400				
Well #13 Installation Project - Engr.								
Well #13 Installation Project - Land Acquisition								
Well Station SCADA and Security System Improvements		100,000	0	100,000				
Booster Station #4 Rehabilitation Project - Engr.	50,229							
Booster Station #4 Rehabilitation Project - Engr. Inspect.	4,652	49,800	45,100					
Booster Station #4 Rehabilitation Project - Constr.		322,200	319,900					
SUB-TOTAL	\$55,222	\$821,100	\$369,400	\$482,500	\$475,000	\$460,000	\$425,000	\$825,000
FINISHED WATER DISTRIBUTION SYSTEM IMPROVEMENTS								
South Leg - Route 59 Watermain Relocation Project - Engr.								
Tronox - Pomeroy & Brown Utility Improvement Project					75,000			
Water Meter Replacement Program		125,000	0	125,000				
Grove Avenue Water Main Replacement Project		96,400	45,600					
2017 Roadway & Water Main Rehabilitation Project (part of Capital Projects Fund)	313,635							
SUB-TOTAL	\$313,635	\$221,400	\$45,600	\$125,000	\$75,000	\$0	\$0	\$0
FINISHED WATER STORAGE TANK IMPROVEMENTS								
Paint Water Storage Tank								
3 MG Elevated Tank Project - Engr. (Tank 1)		500,000	0	500,000	400,000	500,000		
3 MG Elevated Tank Project - Constr. (Tank 1)						50,000		
3 MG Elevated Tank Project - Engr. Inspect. (Tank 1)							5,000,000	
SUB-TOTAL	\$0	\$500,000	\$0	\$500,000	\$400,000	\$550,000	\$5,117,800	\$0
WATER TREATMENT PLANT IMPROVEMENTS								
Miscellaneous Professional Services								
Security System Upgrade/Modernization								
SCADA System Upgrade/Modernization		60,000	0	60,000		150,000		
Replace HVAC Controller		250,000	0	300,000				
Replace HVAC Roof Top Units (2)				25,000				
Replace 24" Diameter Air Circulation Industrial Fans (2)				18,000				200,000
Surface Wash Supply Valve Replacement Project				16,000				
Paint Vertical Pipe Gallery					40,000			
SUB-TOTAL	\$0	\$310,000	\$0	\$419,000	\$40,000	\$150,000	\$0	\$200,000
TOTAL WATER FUND CAPITAL IMPROVEMENT PROGRAM	\$368,857	\$1,852,500	\$415,000	\$1,536,500	\$990,000	\$1,160,000	\$5,542,800	\$1,025,000

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City of West Chicago

CAPITAL PROJECTS FUND PROJECTED REVENUE

08-00		2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected
311100	Property Tax	0	0	0	0	0
312000	Home Rule Sales Tax	2,043,572	2,650,000	2,650,000	2,703,000	2,757,100
315000	Utility Taxes	2,070,351	850,000	850,000	850,000	850,000
321000	Grants	167,634	400,000	425,000	0	0
371000	Interest	1,657	2,000	5,000	2,000	2,000
386000	Reimbursements	23,698	0	0	0	0
386500	IPBC & IRMA Revenue	4,566	0	0	0	0
386100	Health Insurance Contributions	3,538	4,100	4,100	4,200	4,300
389000	Miscellaneous	0	0	1,400	0	0
390000	Transfers	0	500,000	500,000	0	0
	TOTAL	\$4,315,016	\$4,406,100	\$4,435,500	\$3,559,200	\$3,613,400

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City of West Chicago

CAPITAL PROJECTS FUND

Financial Summary

Program	2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected
Operations	3,192,515	8,212,700	6,146,800	4,940,800	4,688,000
TOTAL	\$3,192,515	\$8,212,700	\$6,146,800	\$4,940,800	\$4,688,000

City of West Chicago

CAPITAL PROJECTS FUND

Performance Report on FYE 2019 Major Program Objectives

The Forest Avenue Resurfacing Project, consisting of the resurfacing of Forest Avenue between Joliet Street and Illinois Route 59 (approximately 0.66 miles of roadway), was completed in December 2019. The Elm Road Resurfacing Project, which consisted of approximately 0.20 miles of roadway resurfacing and widening of Elm Road, north of Illinois Route 64, was completed in September 2019. The Washington Street Reconstruction Project, between Clara Street and Arbor Avenue (approximately 0.83 miles), was not completed in 2019 as originally anticipated due to unforeseen delays associated with coordination and permitting with the Union Pacific Railroad and weather conditions (i.e., rain and early arrival of winter weather conditions); however, substantial progress was made in 2019. The project is anticipated to be completed in spring 2020.

During 2019, the City's Street Division completed asphalt pavement patching on Arbor Avenue between National Street and Hawthorne Lane, on York Street between Fremont Street and Garden Street, within the Forest Trails and Cornerstone Lakes Subdivisions.

Construction of a 6,000 ton capacity road salt storage facility, located at 1350 W. Hawthorne Lane, was substantially completed in November 2019. Other projects completed during the fiscal year included the annual Tree Replacement Program, the Right-of-Way Maintenance Program, and the EAB Insecticidal Treatment Program (utilizing both soil treatment and trunk injection methods).

Projects such as the City Hall Security Improvements Project, the City Hall HVAC Improvements Project, the 200 Main Street Renovation Project, and construction of a new warning siren will become a priority in fiscal year 2020.

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 2020 Program Objectives

- (1) Complete structural repairs and masonry repairs of 200 Main Street by November 2020.
- (2) Complete the Washington Street Pavement Reconstruction Project by June 2020.
- (3) Complete the Hillside Addition and Roosevelt Highlands Subdivision Rehabilitation Project by November 2020.
- (4) Complete the Prince Crossing Road Local Agency Functional Overlay (LAFO) Project by September 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Centerline Miles of Streets Striped	2.8	0	5.0	5.0
Square Feet of Sidewalk Replaced	12,008	6,000	11,000	11,000
Number of Streets Crack Sealed	18	0	15	15
Pounds of Crack Fill Material Used	35,000	0	35,000	35,000
Trees Removed	179	220	100	100
Parkway Trees Planted	110	160	160	130
Number of Mowings	28	27	30	30
Full Time Equivalent Positions	3.75	3.94	3.94	3.94

CAPITAL PROJECTS FUND

08-34-53

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:							
4020	Administrative - Salary	112,089	139,500	140,200	143,600	150,800	158,400
4027	Operational - Salary	183,993	178,500	167,500	186,000	195,300	205,100
4029	Overtime	20,906	10,000	22,000	20,000	20,000	20,000
4050	FICA & Medicare	23,575	25,100	25,100	26,800	28,100	29,400
4053	Health/Dental/Life Insurance	38,167	41,500	40,000	43,300	45,900	48,700
4054	Unemployment Insurance	-	-	-	-	-	-
4056	IMRF	38,860	40,800	30,700	40,000	41,900	43,900
Sub-Total		\$417,590	\$435,400	\$425,500	\$459,700	\$482,000	\$505,500
CONTRACTUAL:							
4100	Legal Fees	58,452	-	26,200	-	-	-
4101	Auditing Fees	3,900	4,100	4,000	3,700	3,800	3,900
4200	Legal Notices	1,254	1,000	400	1,000	1,000	1,000
4225	Other Contractual Services	884,292	911,700	926,700	943,900	964,900	984,700
4226	Traffic Signal Maintenance	23,668	25,000	25,000	25,000	25,000	25,000
4227	Street Light Maintenance	14,060	30,000	21,700	30,000	30,000	30,000
4300	IRMA General Insurance	4,900	4,400	4,600	5,200	5,700	6,200
4375	Utility Tax Rebate	29,176	60,000	25,700	60,000	60,000	60,000
4412	Street Light Materials	22,898	21,000	21,000	21,000	21,000	21,000
Sub-Total		\$1,042,599	\$1,057,200	\$1,055,300	\$1,089,800	\$1,111,400	\$1,131,800
COMMODITIES:							
4609	Street Patch Materials	1,000	1,000	-	1,000	1,000	1,000
4610	Street Paint	2,522	2,000	2,000	2,000	2,000	2,000
4611	Ice Control Materials	25,042	20,000	30,000	30,000	30,000	30,000
4643	Storm Sewer Repair Materials	22,503	25,000	7,500	25,000	25,000	25,000
4650	Miscellaneous Commodities	119	-	-	-	-	-
4670	Rock Salt	201,988	300,000	343,800	415,700	500,000	500,000
4671	Bit Patch Materials - Cold	3,227	8,000	8,000	8,000	8,000	8,000
4672	Bit Patch Materials - Hot	49,000	45,000	45,000	45,000	45,000	45,000
Sub-Total		\$305,400	\$401,000	\$436,300	\$526,700	\$611,000	\$611,000
CAPITAL OUTLAY:							
4801	Building/Grounds Improvements	64,181	40,000	2,400	40,000	40,000	40,000
4807	Street Improvements	570,680	1,136,200	636,600	1,445,400	1,437,500	751,200
4809	Reque Road	6,433	250,000	500	250,000	-	-
4817	Salt Storage Facility	174,895	2,834,400	2,834,400	16,300	9,500	13,700
4818	200 Main Street Renovation Project	137,193	150,500	9,700	150,500	64,200	-
4819	City Hall HVAC Improvements	-	200,000	-	200,000	-	-
4845	St. Andrews Square/North Avenue Traffic Signal	-	500,000	500,000	-	-	-
4849	Early Warning Sirens	20,531	25,000	-	25,000	-	-
4854	Tree Replacement Program	29,139	48,000	48,100	48,000	35,000	35,000
4863	Sidewalk & Curb and Gutter Replacement Program	104,952	135,000	5,500	135,000	135,000	135,000
4868	Crack Filling Program	36,121	50,000	-	50,000	50,000	50,000
4869	Street Striping Program	28,395	40,000	-	40,000	40,000	40,000
4870	Forestry - Removals and Replacements	67,293	70,000	8,800	70,000	70,000	70,000
4871	Right-of-Way Maintenance Program	72,809	75,000	72,700	79,400	87,400	96,200
4872	Right-of-Way Sign Material & Barricades	32,792	35,000	35,000	35,000	35,000	35,000
4873	Pedestrian Tunnel Improvements	776	-	-	-	-	-
4886	EAB Insecticidal Treatment Program	21,744	80,000	76,000	30,000	80,000	30,000
4888	Street Division Parking Lot Reconstruction	-	400,000	-	-	400,000	-
4890	City Hall Landscaping & Entrance Sign	30,589	-	-	-	-	-
4895	City Hall Security Improvements	28,402	250,000	-	250,000	-	-
4900	Transfers Out	-	-	-	-	-	-
Sub-Total		\$1,426,926	\$6,319,100	\$4,229,700	\$2,864,600	\$2,483,600	\$1,296,100
Total		\$3,192,515	\$8,212,700	\$6,146,800	\$4,940,800	\$4,688,000	\$3,544,400

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City of West Chicago

DOWNTOWN TIF FUND PROJECTED REVENUE

09-00		2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected
311100	Property Tax	989,516	950,000	1,029,200	975,000	975,000
371000	Interest	724	500	1,100	700	700
386100	Health Insurance Contributions	5,897	5,300	5,300	5,300	5,300
386500	IRMA/IPBC Revenue Adjustment	7,610	0	0	0	0
389000	Miscellaneous	5,614	0	1,800	1,500	1,500
	TOTAL	\$1,009,361	\$955,800	\$1,037,400	\$982,500	\$982,500

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City of West Chicago

DOWNTOWN TAX INCREMENT FINANCE DISTRICT FUND

Financial Summary

Program	2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected
TIF Special Projects	891,405	1,087,200	760,300	1,007,700	648,600
TOTAL	\$891,405	\$1,087,200	\$760,300	\$1,007,700	\$648,600

City of West Chicago

DOWNTOWN TAX INCREMENT FINANCE DISTRICT

Performance Report on FYE 2019 Major Program Objectives

Prepared RFP and reviewed submittals from potential developers for mixed use development on land in and adjacent to the downtown.

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, implementing sub-area plans within the district and property assembly. Holding special events in the downtown and operating the City's historical museum are also a part of making the downtown vital. Expenditures for promoting the downtown are also included in the TIF program.

FYE 2020 Program Objectives

- (1) Negotiate a development agreement with the selected developer for the mixed use development downtown by April 2020.
- (2) Review extinguishing the current TIF Districts and establishing a smaller one in a timeframe appropriate for the new development by June 2020.
- (3) Complete work on Gallery 200 building by July 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Façade Grants	5	3	3	3
New Businesses	3	6	5	5
Full Time Equivalent Positions	5.04	3.81	2.81	2.81

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

09-34-54

Expense Item	Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:						
4020 Administrative - Salary	341,602	304,700	269,900	218,800	227,600	236,800
4027 Operational - Salary	85,812	46,900	51,900	50,000	52,000	54,100
4029 Overtime	9,384	9,000	6,400	8,000	8,000	8,000
4050 FICA & Medicare	32,503	27,600	25,200	21,200	22,100	22,900
4053 Health/Dental/Life Insurance	63,611	70,100	55,700	60,200	65,100	70,400
4054 Unemployment Insurance	-	-	-	-	-	-
4056 IMRF	53,265	44,800	40,800	31,700	33,000	34,200
Sub-Total	\$586,176	\$503,100	\$449,900	\$389,900	\$407,800	\$426,400
CONTRACTUAL:						
4100 Legal Fees	1,025	5,000	1,900	5,000	3,000	3,000
4112 Memberships/Dues/Subscriptions	-	900	1,100	800	800	800
4200 Legal Notices	-	1,000	-	1,000	1,000	1,000
4202 Telephone and Alarms	9,410	8,500	10,600	9,000	9,000	9,000
4216 Grounds Maintenance	12,408	14,900	14,800	15,700	16,500	17,200
4225 Other Contractual Services	75,707	79,100	60,000	74,100	51,300	51,300
4365 Payments to Taxing Bodies	83,943	85,000	85,700	88,000	-	-
Sub-Total	\$182,494	\$194,400	\$174,100	\$193,600	\$81,600	\$82,300
COMMODITIES:						
4613 Postage	-	500	-	500	500	500
4650 Miscellaneous Commodities	14	-	-	-	-	-
4680 Special Events	38,752	43,000	45,600	43,000	43,000	43,000
4700 Prospect Development	-	2,000	-	-	-	-
4714 Interfund Loan Interest	339	700	700	700	700	700
Sub-Total	\$39,106	\$46,200	\$46,300	\$44,200	\$44,200	\$44,200
CAPITAL OUTLAY:						
4801 Buildings/Grounds Improvements	11,048	250,000	3,400	250,000	15,000	15,000
4806 Other Capital Outlay	-	-	-	-	-	-
4809 Land	47,054	48,500	52,300	55,000	25,000	25,000
4813 Façade Program	20,000	30,000	30,000	30,000	30,000	30,000
4815 Streetscape Program	5,528	5,000	4,300	5,000	5,000	5,000
4816 Retail Grant Program	-	10,000	-	40,000	40,000	40,000
Sub-Total	\$83,630	\$343,500	\$90,000	\$380,000	\$115,000	\$115,000
Total	\$891,405	\$1,087,200	\$760,300	\$1,007,700	\$648,600	\$667,900

City of West Chicago

PUBLIC BENEFIT FUND PROJECTED REVENUE

13-00		2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected
371000	Interest	890	800	1,900	1,500	1,500
389000	Miscellaneous	0	0	0	0	0
390000	Transfers	0	0	0	0	0
	TOTAL	\$890	\$800	\$1,900	\$1,500	\$1,500

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City of West Chicago

PUBLIC BENEFIT FUND

Financial Summary

Program	2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected
Operations	0	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0	\$0

City of West Chicago

PUBLIC BENEFIT FUND

Performance Report on FYE 2019 Major Program Objectives

There were no projects completed using monies from this Fund.

City of West Chicago

PUBLIC BENEFIT FUND

Description of Major Activities

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

FYE 2020 PROGRAM OBJECTIVES

None

PUBLIC BENEFIT FUND

13-34-56

Expense Item	Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
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CAPITAL OUTLAY:

4801	Buildings/Grounds Improvements	-	-	-	-	-
4806	Other Capital Outlay	-	-	-	-	-
4809	Land	-	-	-	-	-
Sub-Total		\$0	\$0	\$0	\$0	\$0
Total		\$0	\$0	\$0	\$0	\$0

City of West Chicago

OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND PROJECTED REVENUE

15-00		2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected
311100	Property Tax	12,200	13,000	13,500	13,500	13,500
371000	Interest	5	0	0	0	0
	TOTAL	\$12,205	\$13,000	\$13,500	\$13,500	\$13,500

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City of West Chicago

OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

Financial Summary

Program	2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected
Operations	0	0	0	100,000	0
TOTAL	\$0	\$0	\$0	\$100,000	\$0

City of West Chicago

OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

Performance Report on FYE 2019 Major Program Objectives

There were no projects planned in this Fund in 2019.

City of West Chicago

OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

Description of Major Activities

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

FYE 2020 Program Objectives

- (1) Reconstruct and repair a portion of the Mosaic Crossing Shopping Center parking lot by April 2020.

OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

15-34-54

Expense Item	Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
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CONTRACTUAL:

4100 Legal Fees

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

CAPITAL:

4801 Buildings/Grounds Improvements

Sub-Total	-	-	-	100,000	-	-
	\$0	\$0	\$0	\$100,000	\$0	\$0

Total	\$0	\$0	\$0	\$100,000	\$0	\$0
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City of West Chicago

COMMUTER PARKING PROJECTED REVENUE

43-00		2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected
334000	Daily Parking Fees	90,138	80,000	69,100	80,000	80,000
334500	Commuter Parking Cards	0	500	0	0	0
345600	Parking Permits	68,355	68,000	61,400	68,000	68,000
371000	Interest	0	0	0	0	0
389000	Miscellaneous	210	0	12,200	0	0
	TOTAL	\$158,703	\$148,500	\$142,700	\$148,000	\$148,000

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City of West Chicago

COMMUTER PARKING FUND

Financial Summary

Program	2018 Actual	2019 Budgeted	2019 Estimated	2020 Proposed	2021 Projected
Operation & Maintenance	127,979	194,700	91,600	201,000	194,900
TOTAL	\$127,979	\$194,700	\$91,600	\$201,000	\$194,900

City of West Chicago

COMMUTER PARKING FUND

Performance Report on FYE 2019 Major Program Objectives

Landscape maintenance services around the commuter parking lots and METRA station were performed contractually in 2019. The grounds were maintained weekly from May through November, and included grass mowing, trimming, edging, trash and debris pickup, and weeding. In addition, all planting beds were mulched and all bushes were trimmed. Routine maintenance was completed at the METRA Station by City staff.

Replacement of railings around the METRA Station platform was not completed in 2019 at METRA'S request. METRA indicated a willingness to replace the railings as part of its future planned building and train platform ADA improvements (which remains unscheduled pending funding).

Planned program objectives including replacement of exterior wood trim, siding, flashings, and windows on upper Cupola, and landscape improvements around the outer portion of the METRA station parking lot, were not completed in 2019. Such will be programmed for 2020.

City of West Chicago

COMMUTER PARKING FUND

Description of Major Activities

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

FYE 2020 Program Objectives

- (1) Replace exterior wood trim, siding, flashings, and windows on upper Cupola by November 2020.
- (2) Replace all the glass in both METRA kiosks with tinted laminated safety glass by October 2020.
- (3) Evaluate landscaping around METRA Station parking lot, adjacent to Main Street and Wilson Avenue, and replace deficient areas by November 2020.

Ongoing Activity Measures	2018 Actual	2019 Estimated	2020 Proposed	2021 Projected
Mowing/Weeding of Grounds	28	27	30	30
Snow Removal/Salting	32	25	25	25
Trash Removal, Sweeping & Cleaning Station	150	150	150	150
Full Time Equivalent Positions	0.25	0.25	0.25	0.25

**COMMUTER PARKING FUND
OPERATION & MAINTENANCE**

43-34-76

Expense Item		Actual 2018	Budgeted 2019	Estimated 2019	Proposed 2020	Projected 2021	Projected 2022
SALARY & WAGES:							
4020	Administrative - Salary	7,727	7,900	9,700	8,100	8,600	9,100
4027	Operational - Salary	12,241	12,700	9,300	12,100	12,800	13,500
4029	Overtime	1,208	1,000	1,000	1,000	1,000	1,000
4050	FICA & Medicare	1,619	1,700	1,500	1,700	1,800	1,900
4056	IMRF	2,912	2,700	1,900	2,700	2,800	3,000
Sub-Total		\$25,706	\$26,000	\$23,400	\$25,600	\$27,000	\$28,500
CONTRACTUAL:							
4101	Audit Fees	1,300	1,400	1,200	1,300	1,300	1,300
4202	Telephone and Alarms	3,842	3,600	4,900	2,000	2,000	2,000
4204	Electric	16,947	20,000	18,500	20,000	20,000	20,000
4211	Printing and Binding	368	500	400	400	400	400
4216	Grounds Maintenance	4,660	4,800	4,800	5,100	5,400	5,700
4219	Contract Janitorial Service	3,540	3,400	3,400	3,600	3,800	4,000
4225	Other Contractual Services	17,988	25,000	13,000	25,000	25,000	25,000
Sub-Total		\$48,645	\$58,700	\$46,200	\$57,400	\$57,900	\$58,400
COMMODITIES:							
4613	Postage	977	1,000	900	1,000	1,000	1,000
4649	Miscellaneous Commodities	3,349	3,000	3,000	3,000	3,000	3,000
4702	Bank Fees	8,712	6,000	6,000	6,000	6,000	6,000
Sub-Total		\$13,037	\$10,000	\$9,900	\$10,000	\$10,000	\$10,000
CAPITAL OUTLAY:							
4801	Building/Grounds Improvements	1,192	100,000	-	108,000	100,000	-
4806	Other Capital Outlay	18,724	-	12,100	-	-	-
4808	Depreciation	20,674	-	-	-	-	-
Sub-Total		\$40,591	\$100,000	\$12,100	\$108,000	\$100,000	\$0
Total		\$127,979	\$194,700	\$91,600	\$201,000	\$194,900	\$96,900