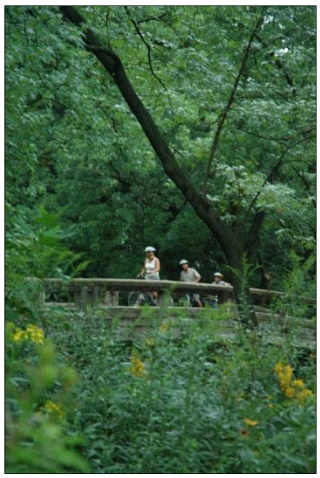


WARRENVILLE, ILLINOIS

Fiscal Year 2016 Budget

Warrenville - FOR A VISIT, OR A LIFETIME…

City of Warrenville

FY 2016
BUDGET

TABLE OF CONTENTS

How to use this Document	3	
Community Profile/History	5	
Government Profile	6	
Elected Officials and Senior Staff	7	
Council Vision and Value Statements	9	
Strategic Plan Priorities	10	
Organizational Chart	11	
Capital Expenditures Summary	13	- 15
Budget Message	17	- 28
Fund Structure	29	
Financial Activity Summary - All Funds	31	
Fiscal Year Snapshot	32	- 33
Allocated Revenue Streams	35	
Transfer Matrix	36	
General Fund - (01)	37	
General Fund Highlights	38	- 41
General Fund Activity	42	
General Fund Revenue	43	- 44
General Fund Expenditures	45	- 54
By Department:		
Mayor & Council - 40	55	- 59
Clerk - 41	60	- 65
Legal - 43	66	- 68
Finance - 45	69	- 76
Administration - 50	77	- 84
Police - 51	85	- 102
Streets - 52	103	- 116
Community Development - 53	117	- 129
Emergency Management Agency (EMA) - 54	130	- 136
Police Commission - 55	137	- 140
Municipal Van - 60	141	- 144
Road & Bridge - 62	145	- 146
Parks & Recreation - 63	147	- 152
Buildings & Grounds - 65	153	- 157
Central Services - 70	158	- 165
Fund Multi-Year Projections	166	
Capital Maintenance and Replacement Fund - (02)	167	
Fund Highlights	168	- 170
Fund Activity	171	-
Fund Revenue and Expenditures	172	- 175
Fund Multi-Year Projections	176	

City of Warrenville

FY 2016
BUDGET

TABLE OF CONTENTS

Motor Fuel Tax Fund - (13)	177	
Fund Activity	178	
Fund Revenue and Expenditures	179	- 183
Fund Multi-Year Projections	184	
Hotel Motel Fund - (14)	185	
Fund Highlights	186	- 187
Fund Activity	188	
Fund Revenue and Expenditures	189	- 192
Fund Multi-Year Projections	193	
Water & Sewer Fund - (20)	195	
Fund Highlights	196	- 198
Fund Activity	199	
Fund Revenue and Expenditures	200	- 254
Special Projects Fund - (49)	255	
Fund Activity	256	
Fund Revenue and Expenditures	257	- 260
Tax Increment Finance Fund	261	
Fund Highlights	262	
TIF #3 Fund Activity	263	
Fund Revenue and Expenditures	264	- 268
Other Funds:		
Police Pension - (05)	269	
Fund Activity	270	
Fund Revenue and Expenditures	271	- 274
Seized Assets - (60)	275	
Fund Activity	276	
Fund Revenue and Expenditures	277	- 280
Decision Packages:	281	
Summary - by Fund	282	- 283
by Submitting Department	284	- 285
Decision Packages (Detail)	287	- 320
Glossary	321	- 323
Appendix : Financial Practices and Policies		

HOW TO USE THIS DOCUMENT

The goal of the annual budget is to describe how estimated resources available to the City will be utilized to provide services to the community during the budget period, referred to as a fiscal year (FY). Warrenville's fiscal year runs from May 1 to April 30. The budget document illustrates the City's projected revenues, operating expenditures, capital expenditures, and expected fiscal year end projections for the budget period. The annual budget is adopted by ordinance and serves as the legal document that provides staff the authority to expend City funds. Lastly, the budget document includes the City goals, policies, and procedures as approved by the City Council.

The document is presented in a format that provides several levels of financial and operational detail; by fund and by department, where applicable. A fund is a collection self-balancing accounts, segregated for specific purposes in accordance with certain laws and/or regulations. Money from one fund typically cannot be used to pay expenses in another fund. In Warrenville, there are five departments; Administration, Community Development, Finance, Police, and Public Works. The document is presented with the following sections: Introduction and Overview, Budgets by Fund and Department (where applicable), Decision Packages and Glossary.

Introduction and Overview

The Introduction and Overview is made up of the Community Profile, History, Government Profile, an Organization Chart of the City, a list of Elected Officials and Senior Staff, Council Vision and Values Statements, Warrenville's Strategic Plan Priorities, a Capital Expenditures Summary, and the City's Budgetary Policy. Most importantly, it contains the FY 2016 Budget Message from the City Administrator, which discusses the fiscal challenges facing the City as the FY 2016 budget was being developed and what actions were undertaken to maintain a healthy financial position.

Capital spending in local government typically refers to public works infrastructure projects or the purchase of vehicles or equipment. These pages provide an overview of the capital spending in the FY 2016 budget, including a summary of the total dollars spent, and a breakdown of the total by fund. Additionally, a Capital Expenditure Distribution graph is provided as a graphic representation of the overall spending across all funds.

Finally, the Introduction and Overview also contains an organizational chart of the City's Fund Structure, FY 2016 Financial Activity Summary for all Funds and FY 2016 Snapshot.

Budgets by Fund

The Financial Activity Summary table found on page 31 provides an overview of estimated FY 2016 revenues, expenditures, and use of fund balance/net assets. The fund balance refers to the difference between revenue collected and money spent. Also, on the title page for each fund

section is a statement of fund purpose, which provides a brief general statement about how that specific fund is utilized.

Within each fund, the budget is broken out by department or cost center, and contains a description of the areas of operation for each department or cost center. A cost center is any unit of activity, group of employees, or set of programs, etc. (other than specific departments) isolated in order to assign costs more clearly. Within each departmental budget and each cost center budget there are detail sheets, which provide descriptions, by line item, of the anticipated expenditures for that department and type of expenditure (e.g. Other Professional Services).

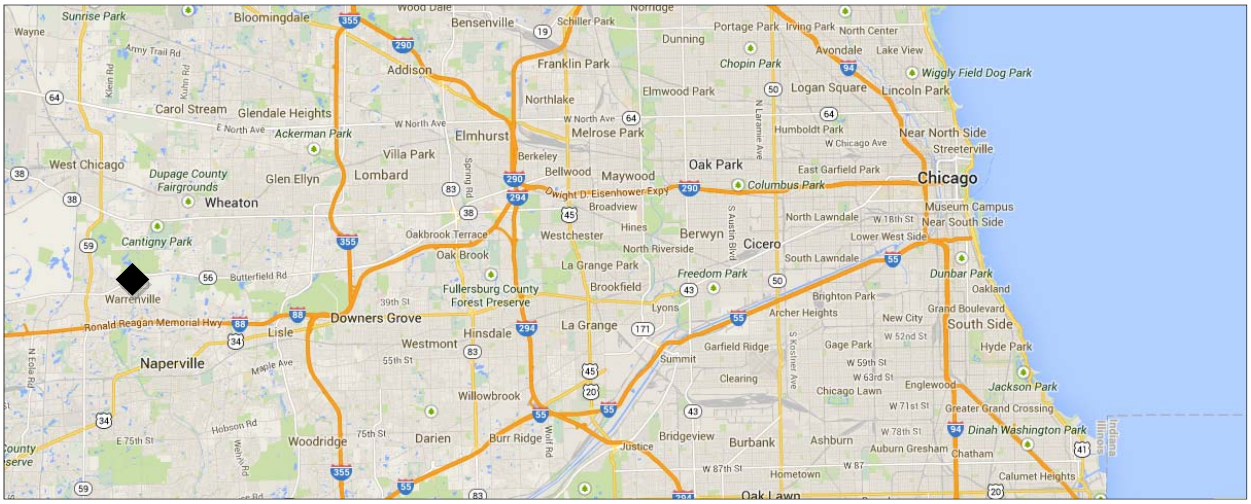
Decision Packages

Decision Packages are prepared during the budget preparation process to request funding for newly proposed programs, projects, or major expenditures in excess of $10,000, which require City Council approval for final inclusion within the proposed budget document for the fiscal year. Each Decision Package provides details of the proposal, a breakdown of how the funding for the proposal is allocated, and a recommendation from the City Administrator.

Additional information on the financial condition of the City is available in the Comprehensive Annual Financial Report (CAFR), which can be viewed at City Hall, the Warrenville Public Library, or online at www.warrenville.il.us under Departments > Finance > Budgets, Treasury, & Taxes.

COMMUNITY PROFILE

The City of Warrenville, located approximately 30 miles west of the City of Chicago, is recognized as a small, hometown refuge nestled in the center of the dynamic and nationally recognized research and development corridor that runs through DuPage County, Illinois. It's a town where families can enjoy a safe, clean, aesthetic way of life and businesses benefit from a community that is open for business. Warrenville's location at the Winfield Road interchange on I-88 connects to a network of County roads, which provide easy access to both homes and businesses. Warrenville's population of 13,140 allows the City to maintain that small-town feel and still have the advantage of drawing upon a diversified tax base to ease the financial burden off of residential property owners. While non-residential development continues to prosper, the City does not expect a significant increase in its residential population. The median age of Warrenville residents is 34 years old with a median home value of $242,755. Warrenville is 5.5 square miles with 48% residential land, 13% commercial land, 9% open space, 9% undeveloped area, and 18% tax-exempt land.



HISTORY

Settled in 1833 and incorporated in 1967, Warrenville has a history rich in the American tradition. Blazing the trails west from New York, Julius Warren came to this area with his family claiming land along the DuPage River. Carving out a niche in housing development, Julius helped new settlers by providing cut lumber for their homes as well as acting in other capacities including, surveyor, developer, land baron, mail carrier, census taker, spokesman, and innkeeper. Eventually earning the title of Colonel for his leadership in the community, Julius built an inn and tavern that became a popular gathering place for travelers and settlers alike. The town, taking on his namesake, continued to prosper with railroads and stagecoach lines crossing the community. The community remained a small, rural town for some time, surviving the toll of the Civil War. In 1967, with a population of 4,000, and after five failed incorporation attempts, Warrenville finally incorporated with the Mayor/Council form of government.

GOVERNMENT PROFILE

By law, the City of Warrenville is a Mayor/Council form of government. The Mayor chairs all City Council meetings, appoints board and commission members and chairs with the advice and consent of the City Council, and votes in the case of a tie and other statutorily required instances. The Mayor also appoints the staff positions of City Administrator, Police Chief, and Public Works Director with the advice and consent of the City Council. Sworn police officers are hired, promoted, and terminated by the Board of Fire and Police Commissioners with no approval by City Council. All other civilian positions, other than those appointed by the Mayor, are under the authority of the City Administrator by City ordinance.

The Warrenville City Council is made up of eight aldermen, two from each ward. Other elected officials who do not vote or have policy-making authority include the City Clerk and Treasurer. Committee of the Whole chairs and vice-chairs are elected by the City Council to preside over the City's three standing committees; Community Development and Planning, Finance and Personnel, and Public Safety and Legislative. It is the duty of the Aldermen to be the representatives of the people of their wards at the City Council meetings and to be responsible to the people of their wards and the citizens of the City for their actions at City Council meetings.

City of Warrenville

ELECTED OFFICIALS

DAVID L. BRUMMEL
MAYOR

STUART ASCHAUER
ALDERMAN WARD 1

FRED BEVIER
ALDERMAN WARD 1

ROBERT WILSON
ALDERMAN WARD 2

BILL WEIDNER
ALDERMAN WARD 2

DAN LEONARD
ALDERMAN WARD 3

KATHRYN DAVOLOS
ALDERMAN WARD 3

CLARE BARRY
ALDERMAN WARD 4

LEAH GOODMAN
ALDERMAN WARD 4

EMILY LARSON
CITY CLERK

ROBERT JOHNSON
TREASURER

SENIOR STAFF

JOHN M. COAKLEY
CITY ADMINISTRATOR

KEVIN DAHLSTRAND
DIRECTOR OF FINANCE

MICHAEL SMITH
SUPERINTENDENT OF PUBLIC WORKS

RONALD MENTZER
DIRECTOR OF COMMUNITY DEVELOPMENT

RAYMOND TURANO
CHIEF OF POLICE

JENNIFER MCMAHON
ASSISTANT CITY ADMINISTRATOR

DAVID FREEMAN
CITY ATTORNEY
TRESSLER, LLP

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COUNCIL VISION STATEMENT

The City of Warrenville is committed to:

- *Maintaining a safe, walkable, and friendly community for all ages*
- *Creating a variety of community resources, providing opportunities for family-friendly activities and events*
- *Enhancing the local tax base to include a mix of office, industrial, and retail businesses*
- *Promoting local economic development*
- *Fostering positive community relations*
- *Maintaining culturally diverse residential neighborhoods with a variety of housing types*
- *Preserving a clean environment and natural open spaces*
- *Continuously enhancing city services and improving local infrastructure at a fair cost*
- *Providing recreational opportunities and facilities*
- *Building an interconnecting system of bicycle and pedestrian pathways*
- *Developing public transportation modes*
- *Supporting quality schools*
- *Providing opportunities for residents and families to interact and become acquainted*
- *Maintaining a small town ambiance with a friendly, helpful atmosphere for short-term residents and long-term residents, businesses, employees, and visitors alike*

COUNCIL VALUES STATEMENT

The City of Warrenville values friendly helpful residents, plentiful parks and natural open spaces, a clean environment, cultural activities, a diverse population, quality city services, diverse housing stock, ample recreational opportunities, thriving businesses with a mix of retail, office and industrial, family-oriented community activities, entertainment and events, working closely with other units of local government.

Adopted by Warrenville City Council on June 3, 2002

STRATEGIC PLAN PRIORITIES

In 2007, the City Council engaged in its first strategic planning process and adopted the City's official Strategic Plan in October 2007. After contracting with a project management consultant, a large number of the goals in that Plan were accomplished. In 2011, the City Council updated the Strategic Plan. This Strategic Plan was brought to a close with the City Council's acceptance of the 2007/2011 Strategic Plan Project Management Final Report in June 2014. By the close of Fiscal Year 2015, the City will complete its second Strategic Plan with a focused economic development component. The draft goals of the 2015 Strategic and Economic Development Plan are as follows.

- *Enhance the City's tax base, support the growth of business, increase local shopping and dining opportunities, diversify the City's labor market, expand housing options, and create attractive gathering places.*

- *Maintain the City's record of fiscal conservatism.*

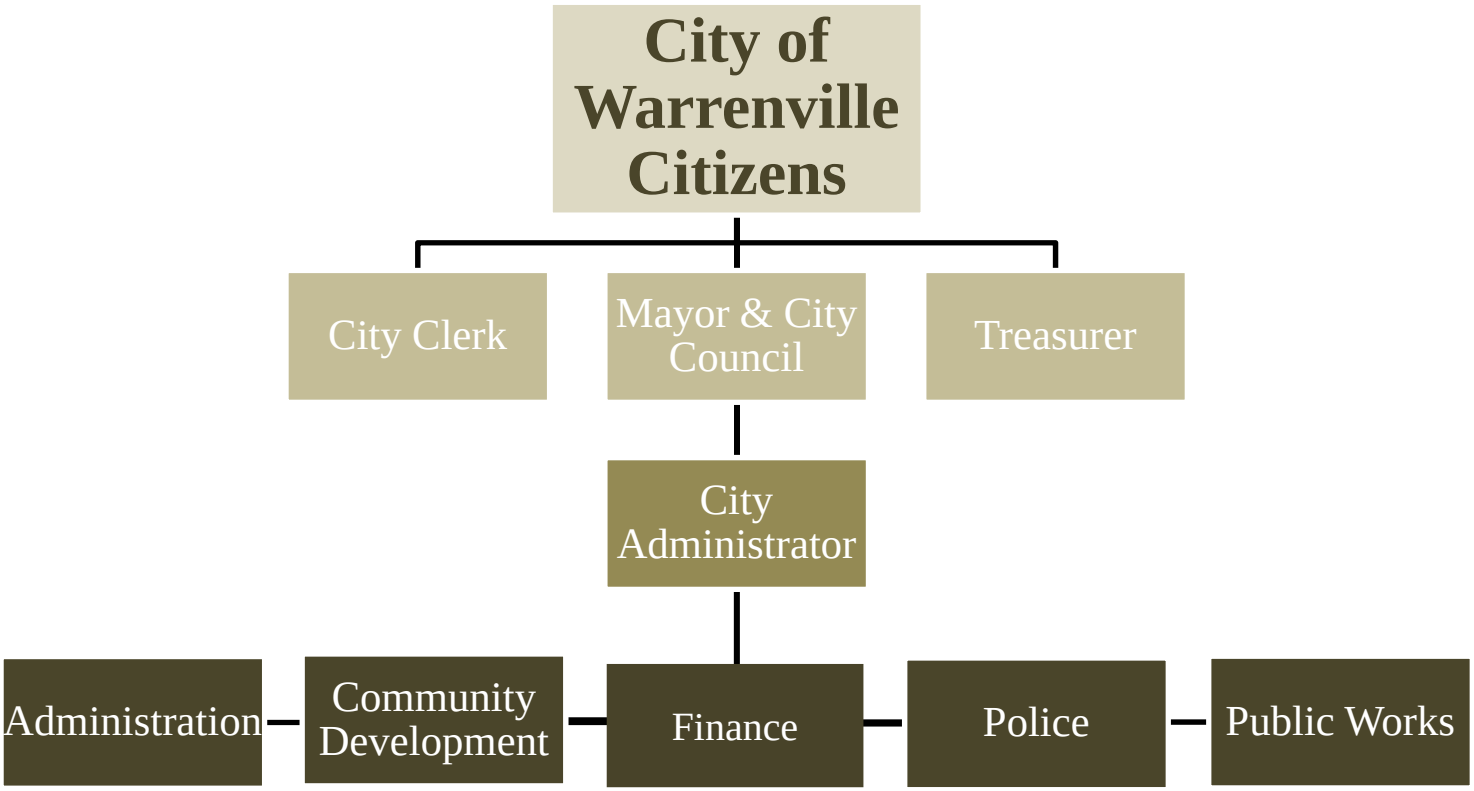
- *Strategically preserve and protect the high quality natural features, open space, wooded areas, and path and trail network that contribute significantly to the City's charm, attractiveness, character, and setting.*

- *Repair, maintain, replace, and strategically upgrade and expand the City's physical infrastructure assets in a well planned, coordinated, and timely manner that is fiscally responsible, enhances public safety, supports increased private property values and enhances quality of life for residents.*

- *Provide high quality, proactive, public safety service throughout the community.*

- *Create a culture that is inclusive of all residents of the community, with specific emphasis on outreach to the Latino/Hispanic residents to be included in City events and programs and represented on City boards and commissions.*

ORGANIZATION CHART



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CAPITAL EXPENDITURES SUMMARY

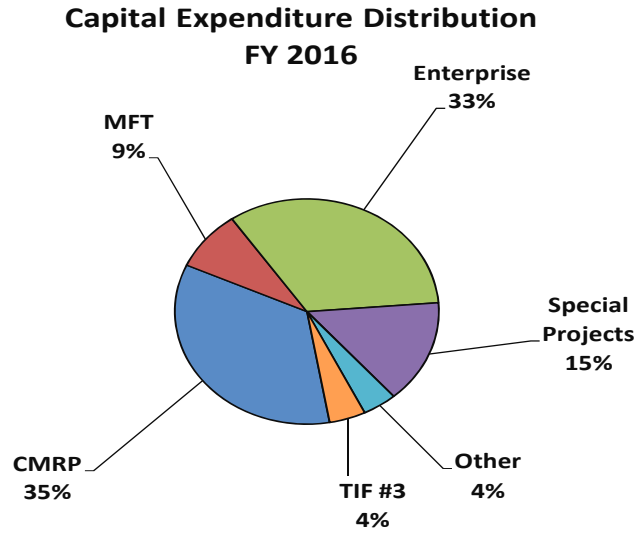
Citywide Capital Expenditures comprise approximately 27% of budgeted expenditures for FY 2016 across all funds. Capital expenditures are generally defined as follows:

> **Capital Expenditure:** any expense which results in the acquisition of capital assets, such as equipment, vehicles, or infrastructure.

As the table and graph below indicate, the vast majority, approximately 68% of FY 2016 capital expenditures, are accounted for in the Capital Maintenance and Replace Fund (CMRP) and the Water and Sewer Enterprise Fund.

Capital Expenditure Distribution

	Actual 2012	Actual 2013	Actual 2014	Projected 2015	Budget 2016	15-16 Growth
General	257,631	174,554	50,943	74,213	159,125	114.42%
Capital Maintenance	811,314	1,235,101	1,376,563	2,416,526	2,200,651	-8.93%
Motor Fuel	-	-	51,225	-	548,775	
Hotel Motel	-	-	-	-	110,000	
Enterprise	563,622	383,312	500,083	1,338,689	2,127,129	58.90%
Special Projects	188,081	371,034	371,509	94,264	942,974	900.35%
Seized Assets	-	-	27,388	-	-	
TIF 3		-	69,401	718,672	268,500	
Totals	$ 2,246,261	$ 2,944,637	$ 2,447,112	$ 4,642,364	$ 6,357,154	36.94%



The Capital Maintenance and Replacement Fund is utilized to account for the City's Capital Maintenance and Replacement Plan (CMRP), which is a multi-year financial plan for the systematic maintenance and replacement of City capital assets, including: equipment, vehicles, and infrastructure.

During FY 2016, in keeping within the policies adopted by the City Council, the City will utilize the CMRP for the following capital expenditures totaling $2,515,151:

1) Replacement of one (1) Police vehicle - $25,706 (see page 175)
   Note: originally a total of six Police Vehicles were to be replaced during FY 2016, per the CMRP, but staff evaluation of those vehicle determined that the other five do not meet the established criteria for replacement and will be delayed until FY 2017 at the earliest

2) Replacement of Building and Grounds Supervisor vehicle - $31,000 (see page 175)
   Note: held over from FY 2015

3) Replacement of large snow plow truck (#109) - $132,000 (see page 175)

4) Replacement of Public Works Garage doors (2 main doors) – $60,000 (see page 173)

5) Replacement of Police Department building roof - $135,000 (see page 173)

6) FY 2016 road program engineering, bid documents, inspections and complete construction program - $2,086,945 (see pages 174 and 175)

7) City wide crack filling, Engineering (Second street curb, Williams Road (Iroquois Ct. to City limits)), and City wide sidewalk repairs - $44,500 (see pages 173 and 174)

The Water and Sewer Enterprise Fund budget for FY 2016 includes the following planned capital expenditures:

1) Water Main Improvements - $923,950 (see page 231)
   including: Curtis Avenue extension, Patterman extension, Williams Road water main extensions, and route 56 expansion conflicts (awaiting State invoicing)

2) Sewer Main improvements $692,240 (see page 234)
   Including: Williams Road extensions and lift station, Curtis Avenue extension, Patterman extension

3) Radio communications technology upgrade - $100,000 (see pages 232 and 235)

Additionally, additional capital expenditures are accounted for in the following funds:

1) Motor Fuel Tax Fund (see pages 177 - 183)
2) Hotel Motel Tax Fund (see pages 185 - 192)
3) Special Projects Fund (see pages 255 - 260)

Finally, while some capital expenditures are capitalized (an accounting method used to delay the recognition of expenses by recording the expense as long-term assets), others are expensed during the fiscal year, based upon adherence to the City asset capitalization policy, which was formulated based upon Governmental Accounting Standards Board (GASB) pronouncement #34.

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FY 2016 Budget Message

Mayor and Aldermen: The Fiscal Year (FY) 2016 Budget is presented for City Council consideration. All funds in the proposed budget are balanced in accordance with state law.

The following information is management's view of the current and future financial conditions affecting the city, along with the significant accomplishments of the current fiscal year and the goals for the coming fiscal year, FY 2016.

PREPARING FOR THE FUTURE

The City's budget is annually driven by the City Council's goals and directives, and the budget document is a communication of those goals to the citizens of the community. The FY 2016 Budget includes a number of initiatives related to the following long-range city planning efforts, projects, and programs:

- Strategic and Economic Development Planning (to be adopted in 2015)
- Public Works Department study of the staffing, operations, services, and programs (to be completed in early 2015)
- Old Town/Civic Center TIF District #3 Plan (established June 2013) entails plans for redevelopment, trails, and open space
- Proactive economic development planning efforts for the Route 56/59 subarea and associated corridors
- Capital projects; road work, and bridge replacement from the 2011 Comprehensive Capital Maintenance and Replacement Plan (CMRP) and utility extensions from the impending Enterprise Maintenance and Replacement Plan (EMRP – anticipated in 2015)
- Proactive policing and code enforcement efforts for proposed crime-free housing program and the ongoing policing programs such as Comprehensive Accident Reduction Enforcement (CARE) and the Traffic Safety Enforcement Unit (TSEU).

Intergovernmental Cooperation, Projects, and Plans

The City works collaboratively with other governmental bodies as well as private agencies on programs and projects that impact the community and involve City coordination. During FY 2015, these included the DuPage County river improvements and flood mitigation projects. Large projects during FY 2016 will include: DuPage County's replacement of the Warrenville Road Bridge, replacement of the Williams Road Bridge, and the West Branch of the DuPage River Re-meandering Project.

City staff continues work with the Forest Preserve District of DuPage County on a potential intergovernmental agreement for water service extension to their proposed fleet maintenance facility on Mack Road.

City staff also will continue to seek ways to share resources and provide mutual assistance with local taxing districts to conserve existing, and to make the most efficient use of tax dollars. The

City has existing formal and informal cooperative relationships with the Warrenville Public Library District, Warrenville Park District, Warrenville Fire Protection District, Community Unit School District 200, Winfield Township, DuComm, and the DuPage Mayor's and Managers Conference (DMMC).

ECONOMIC OUTLOOK/TRENDS

There are a number of indicators that the DuPage regional economy continues to grow.

Residential Construction

New residential construction is slowly increasing within the City. Residential development is currently underway on Herrick Road, next to Hubble Middle School with 74 duplexes being constructed with a projected market value of $375,000 each.

As noted above, the City is working with a private developer for the redevelopment of Civic Center Redevelopment Site (CCRS) #1 for owner-occupied single family homes. Community Development staff continues to receive inquires about vacant land available for construction of new residential units – especially for possible upscale multi-family rental units.

Retail Sales

Retail sales tax revenue is growing for the City and regionally. According to data from Choose DuPage, retails sales are up and unemployment and vacancies are down countywide

DuPage County Economic Indicators

Fourth Quarter 2014

Sales Tax Receipts:

DuPage County total sales tax receipts rose 3.3% from this time last year where sales tax receipts were $328 million. Sales tax receipts are reported quarter to quarter to accommodate seasonal changes.

Unemployment:

The unemployment rate dropped from 5% in the third quarter (3Q) 2014 report to 4.2% in the fourth quarter (4Q) 2014. This number is 2.4% points lower than the rate this time last year of 6.6%. DuPage County has the lowest unemployment rate in northeastern Illinois, the third lowest of all counties in the state and the lowest of all counties with population over 15,000. The County rate of 4.2% is well below the State of Illinois rate of 5.4% and United States' rate of 5.7%.

Vacancy Rates:

The office vacancy dropped from 17.2% in the third quarter (3Q) 2014 to 17% in the fourth quarter (4Q) 2014. The industrial vacancy rate declined over a 15 month stretch but in the second quarter (2Q) 2014, rose slightly to 6.7%. However, in third quarter (3Q) 2014 the rate dropped to 6.3% and continued a downward trend into the further quarter (4Q) 2014 at 5.6%.

*DuPage County Economic Indicators Fourth Quarter 2014; r*eproduced from the Choose DuPage website: *http://choosedupage.com/wp-content/uploads/2015/02/Economic-Indicators-4Q-2014.pdf*

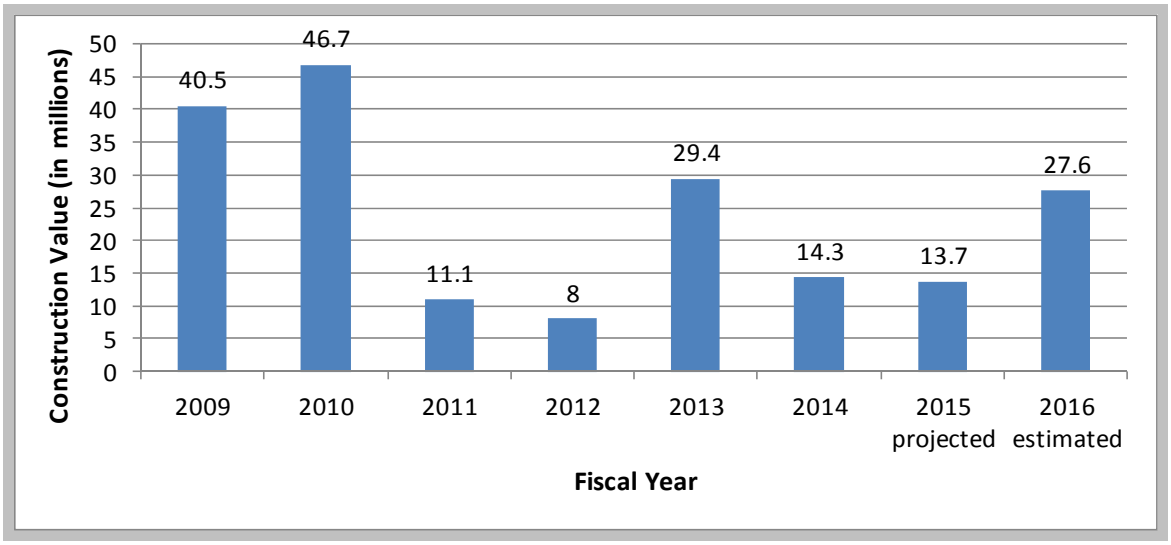
Cantera Office and Commercial

In Cantera, the office building on Weaver Parkway (formerly occupied by Phoenix University) is now occupied by Cadence Health employees. Several new restaurants opened, including Specialty's Café and Twin Peaks, along with the opening of the long-awaited Main Event Entertainment next to Regal Theater. Outside of Cantera, Orbit Family Restaurant opened on Route 59 north of Ferry Road, La Super Michoacana Ice Cream Store in Sutton Square, and Angie V's Restaurant and Bar on Meadow and Route 59.

Staff continues to work with the County Department of Transportation to improve the ingress and egress for the commercial area on the south side of Diehl Road and Davis Parkway and Target, as requested by the businesses in that area during staff's 2014 outreach meetings. Potentially the new venues on the north side of Diehl Road in Cantera will generate more evening and weekend traffic and new customers to the area, increasing the success of all of the restaurant and entertainment venues.

Warrenville Building Permits

From a new construction perspective, the Community Development Department indicates the number of building permits issued is projected to increase by the end of FY 2015. However, the construction value of those permits varies year to year and is projected to decrease approximately 4.2% by close of FY 2015. For FY 2016, the value of construction permits is projected to increase by 101.5% to a fiscal year total of approximately $27.6 million.



Route 56 and Route 59 Corridors

Traffic has been slow to increase on Route 56, although the increased traffic capacity and improved access for new business development along the north side of Route 56 should spur new development from the DuPage River to Williams Road and at the Route 56 and Route 59 intersection. Despite informal inquiries, the City has yet to see actual development in these areas.

Other Economic Impacts

While there are many positive economic indicators, there are a few concerns. The full impact on Cantera businesses from the loss of office workers from Office Max and ConAgra Foods, which

are located just east of Warrenville on Diehl Road in Naperville, is still pending due to the relatively slow pace of the layoffs and relocations of the workers over the past 12 months. Interestingly, hotel/motel tax revenue has steadily increased over the past few years, despite predictions from the DuPage Convention and Visitors Bureau (DCVB) and local hotel managers that new Naperville hotels will simply draw from the existing hotel customers, diminishing the occupancy rates.

Economic Development Planning and Efforts

As the City adapts to the realities of the post-great-recession economy, Warrenville is beginning more proactive economic development efforts, for example, the City efforts in Tax Increment Financial District #3 (TIF #3). Within TIF #3, and in accordance with the 2007 Old Town/Civic Center Subarea Plan, the City purchased two vacant properties during FY 2015 for future commercial redevelopment on the Batavia Road frontage and development of open space/recreation space along the river frontage of these properties. Additionally, the City continues to seek state and federal grants and other outside funding for long-overdue intersection improvements at the Batavia Road/River Road, and Warrenville Road intersection. First formally proposed in about 1989, the intersection improvements currently entail the potential construction of a roundabout.

In the Civic Center area of TIF #3, the City continued to work for the private redevelopment of the former Musselman Lumber property, now called Civic Center Redevelopment Site #1 (CCRS #1), and completed the soil remediation. A re-development and purchase agreement with a private residential development firm, David Weekly Homes, is currently being drafted for consideration. Construction of the new homes is anticipated to begin in late 2015, with the first occupants in 2016. This redevelopment should provide a boost to the Civic Center redevelopment efforts, and will increase TIF #3 incremental revenues and repay the City for its acquisition and remediation efforts.

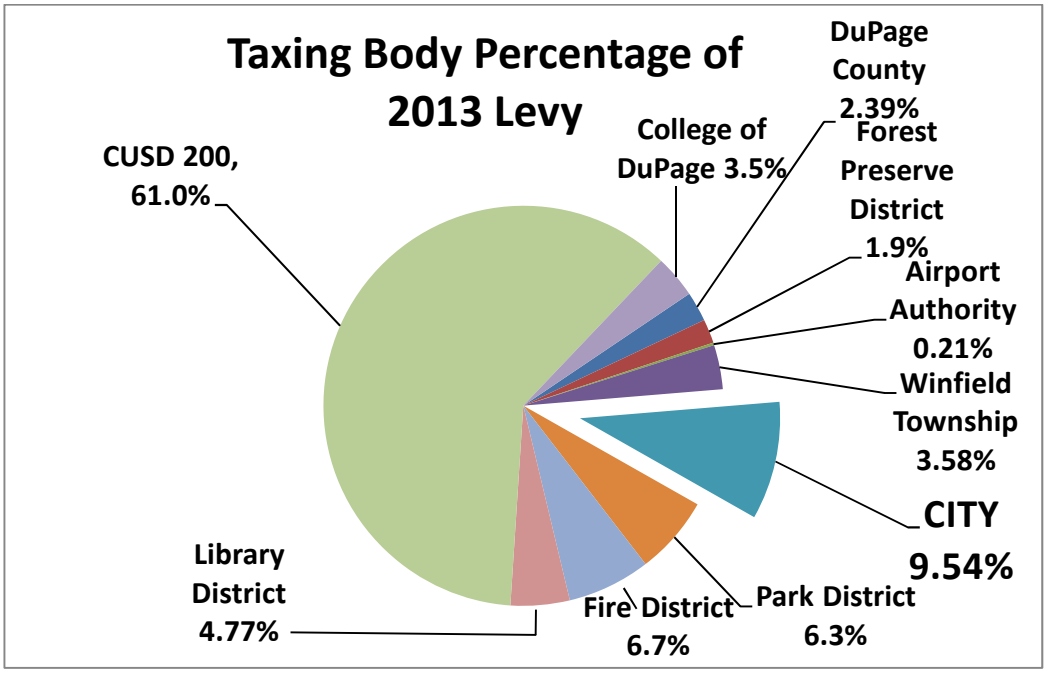
Finally, completion of the Strategic and Economic Development Plan is anticipated before the end of FY 2015. The plan establishes the City Council's priorities, initiatives, and projects to guide and direct the focus of City resources for the next five to seven years. The focused economic development component will guide the development and implementation of City policies and activities intended to strengthen the City's economic vitality.

FINANCIAL OUTLOOK

Revenues

The City has developed and maintains a diversified mix of revenues that include stable non-growth revenues and others that show increases over time. For the period of December 2013 through December 2014 the following major revenue sources: property tax, state-shared sales tax, home rule sales tax, use tax, food and beverage tax, and hotel/motel tax revenues all showed an increase over the prior year. Decreases for the same period were recorded for amusement tax, income tax, and telecommunications tax revenue.

Due to the diverse mix of revenues the City utilizes, the City's reliance on property tax revenue is reduced. The graph below compares the Warrenville assessed valuations (33.3% of property values) with the City's property tax collections. Note: the City's 2013 property tax levy comprises only 9.54% of Warrenville property owners' tax bills.



The revenue that supports the Comprehensive Capital Maintenance and Replacement Plan (CMRP) include a local motor fuel tax, telecommunications tax, electric utility tax, hotel/motel tax, natural gas utility tax, and a natural gas use tax. On balance, the Capital Maintenance and Replacement Fund revenues as a whole, are on target to meet the budgeted revenue estimates. Although several of the revenue sources are producing less revenue than projected, others were producing more than projected. For FY 2016 the allocation of telecommunications taxes between the General Fund and the Capital Maintenance and Replacement Fund have been adjusted to allocate more to the latter, to address lost revenue due to declining telecommunications tax revenue.

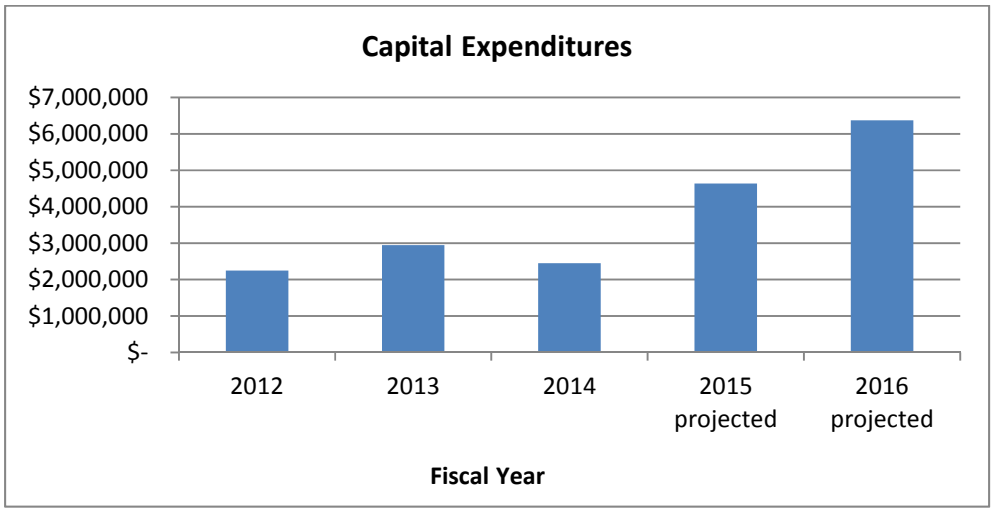
Note: the "*Concerns and Challenges*" – State of Illinois section contains information about the potential loss of 50% of the state income tax revenue, a 6% loss of City's General fund revenue.

Expenses

The City's operational expenses continue to grow, largely related to personnel costs. This is expected for a service-based governmental organization, for which personnel related costs make up 74% of its operating expenses in the General Fund and 21% of the expenses in the Water and Sewer Utility Fund.

There is sufficient revenue projected for the FY 2016 Budget to cover the expenses in all funds, including the use of fund balance reserves where applicable. The General Fund also includes the projected use of fund balance, which is due to some large one-time planned expenditures and an anticipated 50% reduction in the City's receipt of State Shared income tax revenue based upon the Governor's budget plan to begin addressing the state's severe fiscal problems.

The City is planning a significantly larger amount of capital expenditures for FY 2016 when compared to prior fiscal years, primarily attributable to the utility extensions on Williams Road (Batavia Road to the City limits), Curtis Avenue, Patterman Road, as well as the costs for the Williams Road Bridge replacement project. The estimated amount for all capital expenses is $6,357,154 for FY 2016. Sufficient funding is available for all projects, through the City's Capital Maintenance and Replacement Fund, Special Projects Fund, Water and Sewer Utility Enterprise Fund, Motor Fuel Tax Fund, and a federal bridge replacement grant. The graph below illustrates the cost for capital projects relative to previous years.



General Fund Balance

As noted above, the General Fund has had unallocated fund balances (reserves) far exceeding the level directed by the City Council at 25% of annual expenses. FY 2015 is projected to end with a General Fund balance of 58%. City staff continues to analyze the long-term fiscal condition to determine whether the excess fund balance over the 25% needs to be reduced and if so, how to best address it for the long-term.

CONCERNS AND CHALLENGES

Federal Challenges

The impact of the Affordable Care Act (ACA) has become clearer as the federal program rolls out. While the delay for the employer mandate for medium-size companies, (including the City of Warrenville) saves on staff time for notifications and reporting requirements, it does not change the fees that were instituted in 2013. These fees resulted in approximately $30,000 of additional cost to the City's employee health insurance. But even with these pass-on fees included in the premiums, the City's cost increases were statistically similar to previous years and well within budget. Future challenges include planning for the increase in the new ACA fees and analyzing the "Cadillac plan" tax to determine if the City's minimum coverage is too "rich".

State of Illinois Fiscal Challenges

While the State legislature took some modest steps during 2013 to address its pension funding crisis, the constitutionality of that legislation is still being litigated. The newly elected Governor is attempting to address the state's financial problems, which include billions of dollars in unpaid bills, rich health insurance benefits, and seriously underfunded pension benefits for state employees and Illinois teachers.

Because Illinois local governments have no constitutional standing and are not sovereign units of government, there is a real and constant threat that the State will simply shift programs and services to the local municipalities without providing revenue to pay for them (unfunded mandates). Further, the State has the authority to take or reduce current revenues that are shared with the municipalities (such as sales, income, motor fuel, and use taxes) for its own purposes. Such actions would be fiscally devastating to Illinois' municipalities, including Warrenville.

The newly elected Governor has proposed just such an action, by proposing a 50% reduction in the allocation of income tax distributed through the local government distributive fund (LGDF) As of the time of this writing, the revenue loss to the City of Warrenville, and in particular the General Fund is projected at approximately $650,000 for FY 2016. Staff is looking at ways to address the funding shortfall this reduction creates in the General Fund going forward. The following table illustrates the impact of the potential loss of this income tax revenue:

STATE SHARED INCOME TAX REVENUE		
Fiscal Year	Amount Received	Percentage of General Fund Revenue
2012	1,072,510	10.56
2013	1,184,222	11.51
2014	1,280,442	12.20
2015 (Projected)	1,274,580	11.60
2016 (Projected)	650,430	6.11

Municipal Public Safety Pensions

The State legislature has yet to address the problems with municipal public safety pensions. Unlike the State pension systems, municipal public safety pensions are paid for by the local pension fund members (at a fixed rate), and by the municipal employer, which is liable for 100% of the remainder of the necessary funding. However, the State of Illinois determines all of the rules and benefits for those local public safety pension funds. For decades, the State approved benefit enhancements for municipal public safety pensions, simply leaving the payment for such generous benefits to the local governments. Recent legislation will mandate the municipal annual contribution or the State will automatically withhold revenues from the Local Government Distributive Funding (LGDF) to cover those costs. All municipalities are already mandated to be at a 90% funded level by 2040.

The table below shows a five year history of City pension contributions and the increasing dollar amounts required from the City to fully fund the pension as mandated by statute.

INCREASING COSTS OF POLICE PENSION FUND CONTRIBUTIONS				
Fiscal Year	Sworn Police Officer Contributions	Annual Required City Contribution	Actual City Contribution	Percent Funded
2010	238,884	504,402	504,402	49.86
2011	242,226	613,086	613,086	59.30
2012	248,665	727,704	877,705	63.55
2013	248,130	668,005	812,420	63.72
2014	343,132	668,005	818,005	67.79

Water and Sewer Utility Rates

The City of Warrenville owns and operates the wastewater collection and transmission system. Wastewater treatment is done under an intergovernmental agreement with the City of Naperville. This contractual arrangement avoids the personnel and operating costs associated with operating a wastewater treatment within Warrenville, and takes advantage of the economies of scale by sharing a facility with Naperville.

Consequently, sewer rates are directly impacted by the Naperville's capital maintenance and replacement projects related to their treatment facility. Warrenville sewer rates were affected by a decision by the City of Naperville two years ago when that City decided to pay large capital improvements to its treatment plant with cash, instead of revenue bonds that would have spread the cost increases over as many as 20 years, thereby reducing rate spikes. The effect of Naperville opting to pay with cash will cost Warrenville a larger than anticipated increase in single years for its share, under the intergovernmental agreement. Warrenville sewer rates were increased during FY 2015, however, City staff will recommend no changes to either water or sewer rates for FY 2016.

CITYWIDE FY 2015 ACCOMPLISHMENTS HIGHLIGHTS

Long-range Planning

The City Council's 2015 Strategic and Economic Development Plan should be completed in early 2015. This Plan will set the City's priorities for the next five years with a focused economic development component based on what is possible and what the community and City Council want.

Staff will work to implement the priorities, goals and objectives of the 2015 Strategic and Economic Develop Plan.

Economic Development

The City will focus redevelopment efforts on implementing the Route 56/59 Subarea Plan, which will include consideration of a fourth TIF #4 in that area.

Staff will work with a consultant to develop a citywide economic development marketing and branding strategy.

On-site environmental remediation work for CCRS #1 has been completed and the City awaits the final Comprehensive No Further Remediation (NFR) Letter from the Illinois Environmental Protection Agency so the property can be actively marketed. Additional off-site contamination on adjacent properties will be addressed to complete the overall project. The City has designated a "preferred developer" for the redevelopment of the CCRS#1 site, and staff anticipates the completion of a redevelopment agreement for new residential redevelopment on the site located near the City Hall and Warrenville Public Library.

Employee Compensation and Benefits

Elected officials and staff worked to develop a new compensation philosophy through a collaborative effort with consultant assistance. That initial effort, will lead to follow-up actions during FY 2016, which will further define and formalize the City's overall compensation philosophy, and how that philosophy is translated into actual application.

A detailed study of the Public Works Department has been conducted to determine the optimal level of services, operations, and staffing to deliver quality services in a cost-effective and efficient manner. The final report of that study is expected to be presented in the coming months

All three employee union collective bargaining agreements expire and are being re-negotiated during the spring of 2015.

CITYWIDE FY 2016 GOALS

Long-range Planning

Staff will work to implement the priorities, goals and objectives of the 2015 Strategic and Economic Development Plan.

Economic Development

The City will focus redevelopment efforts on implementing the Route 56/59 Subarea Plan, which will include consideration of a fourth TIF in that area.

Staff will work with a consultant to develop a citywide economic development marketing and branding strategy.

Redevelopment of the CCRS#1 site under an agreement for new residential development on the site located near the City Hall and Library.

Employee Compensation and Benefits

During FY 2016, staff will work to further define and formalize the City's overall compensation philosophy, and how that philosophy is translated into actual application.

Public Works

Implementation of specific action steps identified in the Public Works Department conducted during FY 2015 to determine the optimal level of services, operations, and staffing to deliver quality services in a cost-effective and efficient manner.

Operations and Financial Stability

Staff will continue to provide analysis and options and work with the City Council to address the General Fund Balance. This analysis has been complicated by the aforementioned State proposed reduction in income tax revenue shared with the City, and what effect that revenue reduction representing approximately 6% of general Fund revenue could have on City operations and services.

Capital Improvements and Beautification

Capital projects in an amount of approximately $6.3 million for FY 2016 (2015 construction season) from the Capital Maintenance and Replacement Fund, Special Projects Fund, and Water and Sewer Utility Fund.

The biggest City project is the long-anticipated removal and reconstruction of a new bridge on Williams Road over the West Branch of the DuPage River.

Coordination of City improvements associated with the DuPage County reconstruction of Warrenville Road Bridge and re-meandering of the river near Warrenville Road and Second Street. This also involves the redesigning of, and changes to, Leone Schmidt Heritage Park and nearby Second Street.

FY 2016 GOALS (continued)

Design of streetscape enhancements for the Route 56 corridor Phase III of the Illinois Transportation Enhancement Program (ITEP) grant.

Anticipation of the Congestion Mitigation Air Quality (CMAQ) grant approval and funding for the proposed Old Town Roundabout.

Design of the proposed Illinois Prairie Path trail head in the Civic Center area located near the former City Hall site.

Tourism and Arts Commission (TAC) planning and creation of the annual beautification and aesthetic enhancement program for public areas.

Health and Safety Initiatives

City Council and staff will establish the long-discussed residential property Rental Registration and Inspection/Crime Free Housing Program pending City Council approval of a proposed Chief Code Official position for the Community Development Department.

TIF #3 Improvements

Staff will continue to explore coordination with intergovernmental and not-for-profit partners to acquire open space, riverfront protection efforts, and potential future land for re-development in TIF #3.

Staff will coordinate the planned demolition of the buildings currently on the former Johnson and Wangerin properties, which the City purchased during FY 2015.

The City will be seeking opportunities for private commercial redevelopment of the Batavia Road frontage and open space development of the riverfront/floodplain areas of these properties.

Other TIF #3 improvements include city projects associated with the County Warrenville Road bridge replacement and Leone Schmidt Heritage Park (noted above).

BUDGET REVIEW AND ADOPTION

The proposed FY 2016 Budget revenues and expenses will be reviewed during a special City Council budget workshop meeting on Saturday, March 14, 2015. The proposed budget will further be discussed at subsequent Committee of the Whole and City Council meetings during March and April. By statute, the municipal Budget must be adopted before the start of the new fiscal year, which begins on May 1. Adoption of the FY 2016 Budget and the related ordinance is scheduled for the April 20, 2015, City Council meeting.

BUDGET DESCRIPTION AND BUDGETING AUTHORITY

In its most basic form, a budget is an estimate of revenue and expenditures for a set period of time; the City's budget is for one fiscal year, from May 1 to April 30. Each fund includes its own description under that section of the budget.

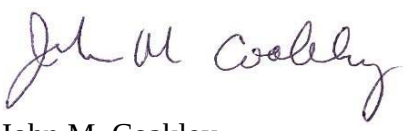
The City operates under the "Budget Officer Act" (65 ILCS 5/8-2-9.1), as approved by Ordinance No. 1025, on June 6, 1989. The budget is a compilation of nine separate funds, which provide account for the revenues and expenditures of all City operating, capital, fiduciary activities, and all City programs, services, personnel and projects. The City Administrator is also the City's appointed Budget Officer and, as such, has specific responsibilities and authority under the state statutes and the city code. The Warrenville City Code contains the specific duties of the Budget Officer (Title 1 Chapter 6-17) and of the City Administrator (Title 1 Chapter 6-11) related to the compilation and administration of the City budget.

BUDGET BOOKLET FORMAT

Staff continues making changes to the format and information contained in the proposed Budget booklet and has added new information to include: updated City Financial Practices and Policies and additional community information in an effort to make the document more user-friendly and enhance the transparency of City business.

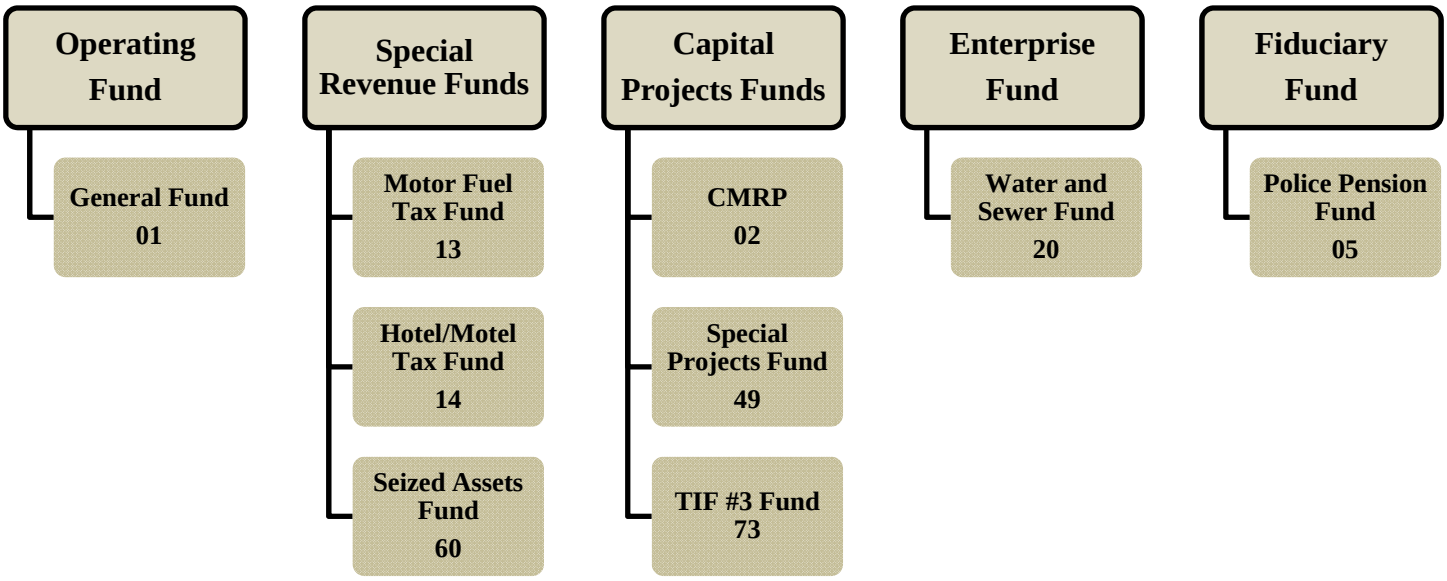
ACKNOWLEDGMENTS

The proposed FY 2016 Budget is the direct result of planning and work on the part of senior staff and departmental staff, who spent significant time analyzing revenue and expense data, preparing financial projections, performing data analysis, assembling the materials, and composing narrative to aid in the users understanding of the data presented. The Finance Director and Finance staff in particular spent many hours preparing the financial information and this budget document.



John M. Coakley
City Administrator/
Budget Officer

FUND STRUCTURE



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Fiscal Year 2016
Financial Activity Summary
All Funds

Revenue

	Actual 2012	Actual 2013	Actual 2014	Projected 2015	Budget 2016	Percent of Total
Tax Revenue	$ 11,264,804	$ 11,443,224	$ 11,778,057	$ 12,242,849	$ 11,884,175	51.26%
License, Permit & Fee Revenue	2,729,896	3,416,427	3,178,219	3,445,140	3,508,529	15.13%
Administrative Charges & Reimbursements	61,799	54,447	79,777	53,360	903	0.00%
Penalties, Fines & Forfeiture Revenue	508,312	437,747	437,495	495,302	526,178	2.27%
Rental Revenue	330,952	364,530	349,296	341,818	355,051	1.53%
Transfers & Interfund Revenue	914,633	1,020,948	630,444	1,255,366	662,979	2.86%
Grant Revenue	115,144	365,531	304,886	211,768	5,370	0.02%
Miscellaneous Revenue	1,410,630	1,224,112	1,329,566	1,477,234	1,456,779	6.28%
Interest Revenue	740,090	1,238,066	1,275,387	1,364,430	1,381,165	5.96%
Totals	$ 18,076,260	$ 19,565,032	$ 19,363,127	$ 20,887,267	$ 19,781,129	85.33%
Net (Use)/Add of Fund Bal./Retained Earnings	$ 1,899,210	$ 1,714,675	$ 1,987,798	$ 162,042	$ (3,401,375)	14.67%
Total Resources	$ 16,177,050	$ 17,850,357	$ 17,375,329	$ 20,725,225	$ 23,182,504	100.00%

Expenditure/Expense

	Actual 2012	Actual 2013	Actual 2014	Projected 2015	Budget 2016	Percent of Total
Capital	$ 2,246,261	$ 2,944,637	$ 2,447,112	$ 4,642,364	$ 6,357,154	27.42%
Personnel	8,972,472	9,279,013	9,627,380	10,056,599	10,304,696	44.45%
Supplies and Services	4,126,914	4,748,020	4,372,193	4,952,324	5,175,807	22.33%
Maintenance	831,403	878,687	928,644	1,073,938	1,344,847	5.80%
	$ 16,177,050	$ 17,850,357	$ 17,375,329	$ 20,725,225	$ 23,182,504	100.00%

City of Warrenville
Fiscal Year 2016 Snapshot

	Actual 2012	Actual 2013	Actual 2014	Projected 2015	Budget 2016	% Change '14 Actual to Projected '15	% Change Projected '15 to Budget '16
General							
Beginning Balance	$ 4,412,572	$ 5,168,013	$ 5,873,707	$ 6,401,476	$ 6,453,630	8.99%	0.81%
Revenues	10,151,601	10,288,610	10,491,213	11,043,914	10,600,244	5.27%	-4.02%
Expenses	9,466,110	9,583,973	9,940,934	10,991,760	11,442,318	10.57%	4.10%
Add to/(Use of) Fund Balance	685,491	704,637	550,279	52,154	(842,074)		
Ending Fund Balance	$ 5,168,013	$ 5,873,707	$ 6,401,476	$ 6,453,630	$ 5,611,556	0.81%	-13.05%
	(1)	(1)	(1)				
Capital Maintenance							
Start	$ 1,100,885	$ 1,558,879	$ 1,746,359	$ 2,095,806	$ 1,431,418	20.01%	-31.70%
Revenue	1,390,007	1,540,991	1,884,879	1,874,115	1,901,924	-0.57%	1.48%
Expenses	932,013	1,353,511	1,535,432	2,538,503	2,515,151	65.33%	-0.92%
Add to/(Use of) Fund Balance	457,994	187,480	349,447	(664,388)	(613,227)		
Ending Fund Balance	$ 1,558,879	$ 1,746,359	$ 2,095,806	$ 1,431,418	$ 818,191	-31.70%	-42.84%
Working Cash							
Start	$ 411,407	$ -	$ -	$ -	$ -		
Revenue	4,086	-	-	-	-		
Expenses	415,493	-	-	-	-		
Add to/(Use of) Fund Balance	(411,407)	-	-	-	-		
Ending Fund Balance	$ -	$ -	$ -	$ -	$ -		
Police Pension							
Start	$ 10,229,466	$ 11,460,281	$ 13,154,280	$ 14,934,906	$16,740,968	13.54%	12.09%
Additions	1,659,380	2,208,050	2,394,295	2,508,692	2,574,147	4.78%	2.61%
Deductions	428,565	514,051	613,669	702,630	687,496	14.50%	-2.15%
Add to/(Use of) Fund Balance	1,230,815	1,693,999	1,780,626	1,806,062	1,886,651		
Ending Fund Balance	$ 11,460,281	$ 13,154,280	$ 14,934,906	$ 16,740,968	$18,627,619	12.09%	11.27%
Motor Fuel							
Start	$ 263,068	$ 390,974	$ 574,074	$ 629,192	$ 759,519	9.60%	20.71%
Revenue	397,725	383,151	382,582	422,329	312,832	10.39%	-25.93%
Expenses	269,819	200,051	327,464	292,002	732,214	-10.83%	150.76%
Add to/(Use of) Fund Balance	127,906	183,100	55,118	130,327	(419,382)		
Ending Fund Balance	$ 390,974	$ 574,074	$ 629,192	$ 759,519	$ 340,137	20.71%	-55.22%
Hotel Motel							
Beginning Balance	$ 461,580	$ 593,760	$ 223,545	$ 322,603	$ 478,228	44.31%	48.24%
Revenues	752,849	769,721	811,922	875,897	893,456	7.88%	2.00%
Expenses	620,669	1,139,936	712,864	720,272	899,189	1.04%	24.84%
Add to/(Use of) Fund Balance	132,180	(370,215)	99,058	155,625	(5,733)		
Ending Fund Balance	$ 593,760	$ 223,545	$ 322,603	$ 478,228	$ 472,495	48.24%	-1.20%

(1) Restated to Remove Unspendible Fund balances per GASB 54

City of Warrenville
Fiscal Year 2016 Snapshot

Water/Sewer	Actual 2012	Actual 2013	Actual 2014	Projected 2015	Budget 2016	% Change '14 Actual to Projected '15	% Change Projected '15 to Budget '16
Start	$ 9,590,271	$ 9,308,979	$ 9,433,112	$ 9,511,461	$ 8,425,643	0.83%	-11.42%
Revenue	2,733,190	3,058,297	3,080,024	3,359,421	3,403,035	9.07%	1.30%
Expenses	3,056,121	3,277,727	3,305,405	4,445,239	5,386,352	34.48%	21.17%
Add to/(Use) of Net Assets	(322,931)	(219,430)	(225,381)	(1,085,818)	(1,983,317)		
Ending Unrestricted Net Assets	$ 9,308,979	$ 9,433,112	$ 9,511,461	$ 8,425,643	$ 6,442,326	-11.42%	-23.54%
	(2)	(2)	(2)				
Special Projects Fund							
Start	$ 5,684,652	$ 5,574,059	$ 5,491,247	$ 5,188,905	$ 4,531,885	-5.51%	-12.66%
Revenue	135,738	524,349	280,237	111,117	60,000	-60.35%	-46.00%
Expenses	246,331	607,161	582,579	768,137	1,072,974	31.85%	39.69%
Add to/(Use of) Fund Balance	(110,593)	(82,812)	(302,342)	(657,020)	(1,012,974)		
Ending Fund Balance	$ 5,574,059	$ 5,491,247	$ 5,188,905	$ 4,531,885	$ 3,518,911	-12.66%	-22.35%
Seized Assets							
Start	$ 93,652	$ 117,893	$ 131,760	$ 120,365	$ 107,078	-8.65%	-11.04%
Revenue	28,893	37,124	36,662	43,843	31,140	19.59%	-28.97%
Expenses	4,652	23,257	48,057	57,130	14,360	18.88%	-74.86%
Add to/(Use of) Fund Balance	24,241	13,867	(11,395)	(13,287)	16,780		
Ending Fund Balance	$ 117,893	$ 131,760	$ 120,365	$ 107,078	$ 123,858	-11.04%	15.67%
TIF #1							
Start	$ (662,451)	$ (639,558)	$ (639,558)	$ (639,558)	$ -	0.00%	-100.00%
Revenue	22,893	-	-	639,558	-		
Expenses	-	-	-	-	-		
Add to/(Use of) Fund Balance	22,893	-	-	639,558	-		
Ending Fund Balance	$ (639,558)	$ (639,558)	$ (639,558)	$ -	$ -	-100.00%	0.00%
TIF 2							
Start	$ 246,449	$ 303,326	$ (2,986)	$ (2,986)	$ -	0.00%	
Revenue	794,154	754,739	-	2,986	-		
Expenses	737,277	1,061,051	-	-	-		
Add to/(Use of) Fund Balance	56,877	(306,312)	-	2,986	-		
Ending Fund Balance	$ 303,326	$ (2,986)	$ (2,986)	$ -	$ -	-100.00%	0.00%
TIF 3							
Start		$ -	$ (89,639)	$ (397,251)	$ (1,244,445)	343.17%	213.26%
Revenue		-	1,313	4,902	4,351	273.34%	-11.24%
Expenses		89,639	308,925	852,096	432,450	175.83%	-49.25%
Add to/(Use of) Fund Balance		(89,639)	(307,612)	(847,194)	(428,099)		
Ending Fund Balance		$ (89,639)	$ (397,251)	$ (1,244,445)	$ (1,672,544)	213.26%	34.40%
All Funds Start	$ 31,831,551	$ 33,836,606	$ 35,895,901	$ 38,164,919	$ 37,683,924	6.32%	-1.26%
Revenue	18,070,516	19,565,032	19,363,127	20,886,774	19,781,129	7.87%	-5.29%
Expenses	16,177,050	17,850,357	17,375,329	21,367,769	23,182,504	22.98%	8.49%
Add to/(Use of) Fund Balance	1,893,466	1,714,675	1,987,798	(480,995)	(3,401,375)		
End Fund Balances	$ 33,836,606	$ 35,895,901	$ 38,164,919	$ 37,683,924	$ 34,282,549	-1.26%	-9.03%

(2) Restated Per Audit Adjustment for Capitalized Assets

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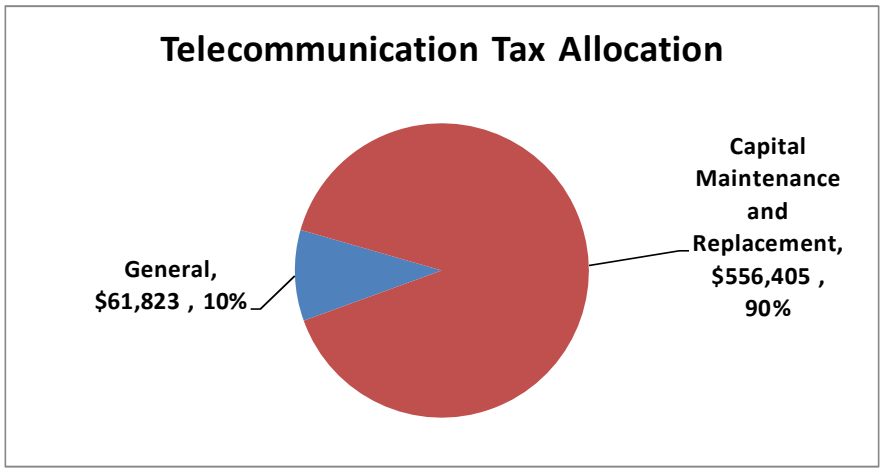
2016
Allocated Revenue Streams

The following revenue streams are allocated to multiple accounting funds at the time the revenue is received by the City, as follows:

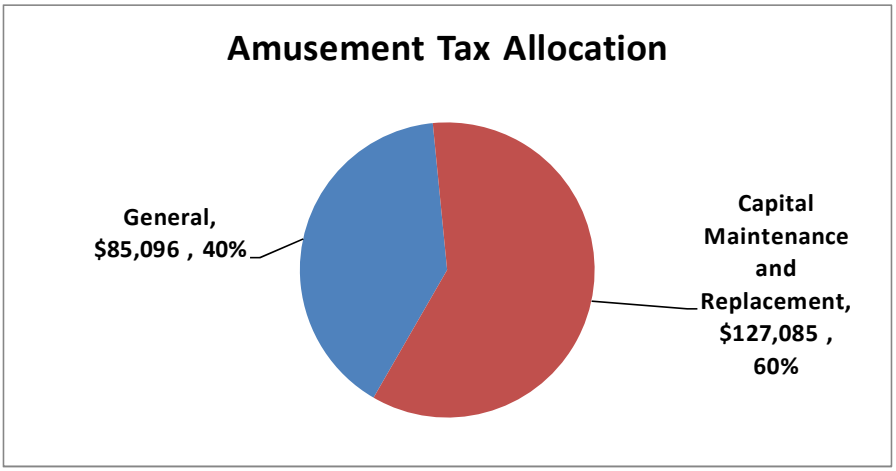
Telecommunications Tax - (Rate - 6%)

Fund	FY 2016 Budget Figure	Pct of Total
General	$ 61,823	10.00%
Capital Maintenance and Replacement	$ 556,405	90.00%
Total Budgeted for FY 2016	$ 618,228	



Amusement Tax - (Rate - 5%)

Fund	FY 2016 Budget Figure	Pct of Total
General	$ 85,096	40%
Capital Maintenance and Replacement	$ 127,085	60%
Total Budgeted for FY 2016	$ 212,181	



CITY OF WARRENVILLE, ILLINOIS

Transfer Matrix
FY 2016

This chart provides information on amounts transferred between accounting funds, for the purpose for each transfer.

			TO							
	FUND NAME	FUND #	01	02	05	14	20	49	60	Sub Totals
FROM	General	01		**$37,000**						**$ 37,000**
	Cap. Maint and Replacement	02								-
	Police Pension	05								-
	Hotel-Motel	14	**214,709**	**300,000**				**50,000**		**564,709**
	Water & Sewer	20	**40,140**							**40,140**
	Special Projects	49								-
	Seized Assets	60	**8,160**							**8,160**
		SubTotals	**263,009**	**337,000**	-	-	-	**50,000**	-	**$ 650,009**

EXPLANATION CHART

	FUND NAME	FUND #	TO			
FROM	General	01	Cap. Maint and Replacement	02	$ 37,000	To Capital Maintenance and Replacement as a capital subsidy
	Hotel-Motel	14	General	01	$ 214,709	Capital Subsidy of $200,000 to General Fund balance for estimated City costs and staff time costs incurred during special events funded through Hotel Motel grants.
	Hotel-Motel	14	Cap. Maint and Replacement	02	$ 300,000	To Fund the CMRP
	Hotel-Motel	14	Special Projects	49	$ 50,000	To fund special capital projects
	Water & Sewer	20	General	01	$ 40,140	To General Fund for Administrative Charges.
	Seized Assets	60	General	01	$ 8,160	To Cover Allowable Enforcement Activity Expenditures

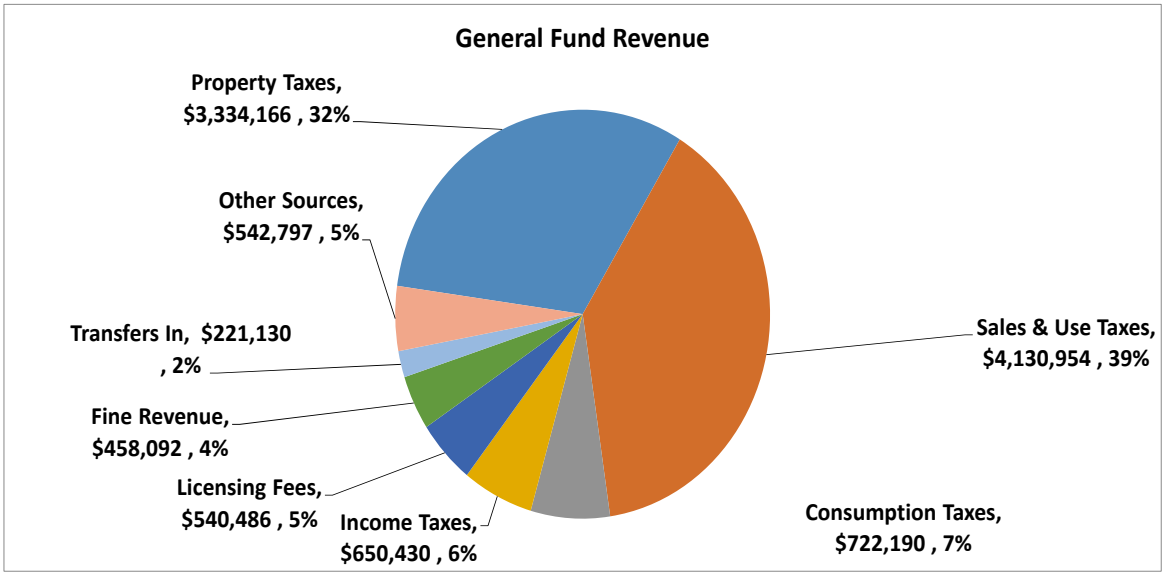
GENERAL FUND

FUND TYPE: Operating

FUND PURPOSE – To finance the day-to-day operations of all the basic City services, except for the Water and Sewer Enterprise Fund operations.

GENERAL FUND HIGHLIGHTS

	2015 Budget	2015 Projected	2016 Budget
Revenue	**$10,632,059**	**$10,986,238**	**$10,600,244**
Expenditures	**$12,343,072**	**$10,970,617**	**$11,442,318**
Surplus/(Deficit)	**($ 1,711,013)**	**$ 15,621**	**($ 842,074)**



Revenue Sources

Total General Fund projected revenue of $10,600,244 for FY 2016 represents a decrease of 3.51% from the projected FY 2015 total revenue of $10,986,238.

Property Tax revenue for FY 2016 is projected at $3,334,166, and comprises approximately 32% of all General Fund revenue. The City of Warrenville, despite being a home rule community since 2004, has self-imposed the Property Tax Extension Limitation Law (PTELL) upon every annual property tax levy, up through and including the 2014 property tax levy, which will be collected during FY 2016.

State Shared Sales Tax revenue makes up approximately 17% of all General Fund revenue and is projected at $1,924,187 for FY 2016. This represents an increase of 2.34% over the projected FY 2015 total of $1,880,178.

In March 2004, the Warrenville City Council adopted a .75% Home Rule Sales Tax, which in was increased by .50% to a total of 1.25%, in March 2006. This revenue sources accounts for approximately 15.5% of all General Fund revenue, with projected revenue for FY 2016 of $1,732,469, an increase of 4 % over the FY 2015 projected total of $1,665,836.

State Shared Use Tax revenue, which is distributed by the State on a per capita basis, is projected at $254,916 for FY 2016, an increase of 4.36% over FY 2015, based upon Illinois Municipal League estimates. FY 2015 revenue is projected at a total of $243,090, representing an increase of almost 4% over FY 2014. The per capita figure for FY 2016 is projected at $19.40, while for FY 2015 the figure is projected $18.50.

Amusement Tax revenue for FY 2015 is projected with a total of $85,096 (representing the 40% General Fund share of this revenue source, the remaining 60% share is allocated to the Capital Maintenance and Replacement Fund). For FY 2016, this revenue sources is projected with no growth from FY 2015. While a new larger family entertainment venue (Main Event Entertainment) will yield additional revenue during the fiscal year, it has only been open a few short months and no additional revenue has been projected. Additionally, the closure of a smaller amusement tax remitting recreational activity operation (Vertical Endeavors) during late FY 2015 has lead to a decrease in the FY 2015 projection for this revenue. However, Lifetime Fitness plans to reopen the facility, and thereby return to the ranks of establishments collecting and remitting this tax revenue.

Warrenville imposes a 6% Simplified Telecommunication Tax on telecommunications services. Projected Telecommunications Tax revenue for FY 2015 decreased from FY 2014 by almost 8% to a projected total of $108,483, down from $117,865, from FY 2014. The General Fund share of this revenue source has been approximately 17%, with the balance going to fund the CMRP. For FY 2016, staff has recommended adjusting the General Fund share downward to10%, with the balance going as additional funding for the Capital Maintenance and Replacement Fund to support the CMRP. Overall, it is projected that this revenue source will decrease by an additional 5% during FY 2016, in keeping with the ongoing downward trend for this revenue source.

Food and Beverage Tax revenue for FY 2015 has been projected with an increase of approximately 4.5% increase over FY 2014. Total projected revenue from this source for FY 2015 was $601,341. It is projected that this revenue source will increase an additional 8.5% for FY 2016 over FY 2015 to a total of $652,702, based upon the addition of some new restaurants, which will be collecting and remitting this tax from their patrons. While these additional new businesses are up and running, staff has estimated the likely revenue to be remitted from there restaurants based upon the trending history of similar restaurant remittances from other venues currently located within the City.

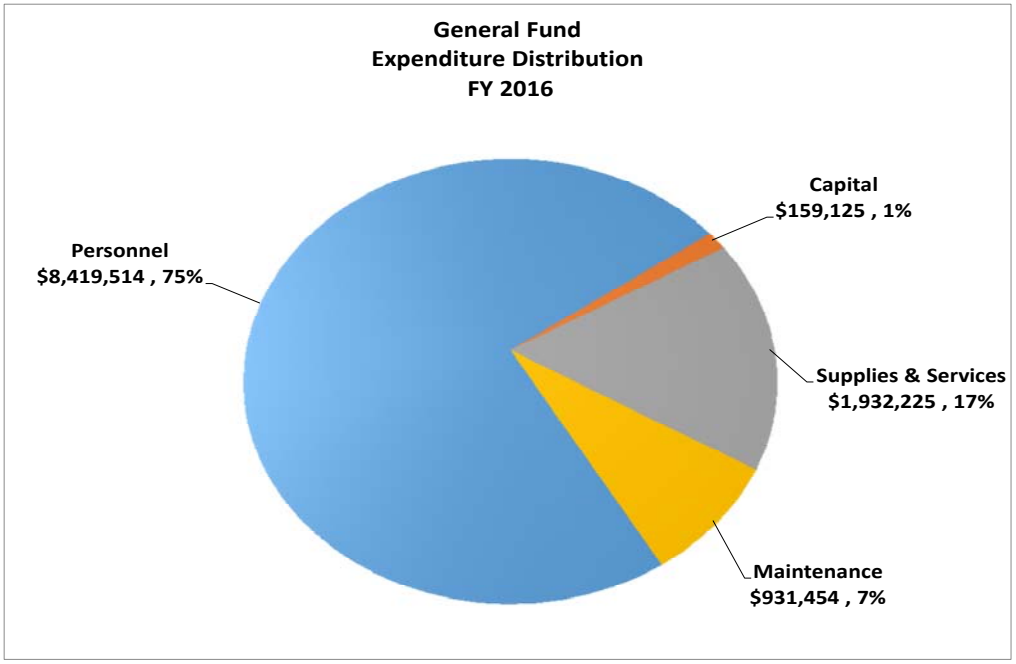
State Shared Income Tax for FY 2015, distributed by the State on a per capita basis, is projected at a total of $1,274,580 or $97 per capita. For FY 2016 this revenue source was projected to increase by $26,280 or 2.06%, to $99 per capita based upon IML estimates. However, at the time of the writing of this fund highlights summary, the newly elected Governor has proposed a 50% reduction in the Local Government Distributive Fund (LGDF) municipalities would receive beginning with the State fiscal year in July 2015. A 50% reduction to the LGDF distribution to City of Warrenville means a loss of approximately $650,000 in income tax revenue. The LGDF has been a stable and reliable funding source for municipal services for many decades, and the loss of LGDF funding would have a detrimental affect on the City's ability to provide the current service levels the residents of Warrenville rely on. The Income Tax revenue the City receives through the LGDF would have represented 12% of all FY 2016 General Fund budgeted revenue,

but following the 50% reduction, now represents on 6%. While the Illinois General Assembly has not yet taken any final action on the proposed LGDF reduction, the proposed budget does show the full budgetary effect of the proposed reduction, and thereby reflects only $650,430 in anticipated Income Tax revenue.

Total FY 2016 General Fund revenue includes a $200,000 transfer from the Hotel Motel Tax Fund in support of City operations.

Expenditures

The 2015 Budget projects $11,442,318 in General Fund expenditures, representing an increase of $471,701 or 4.30% over the FY 2015 projections, which total $10,970,617.



Personnel costs make up about 75% of the total General Fund budget FY 2016 at $8,419,514. A single new position is proposed for FY 2016, in the Community Development department, and a Decision Package is included with this document detailing the proposed Chief Code Enforcement Official position and the related costs. This proposed budget also includes an additional $250,000 as an additional transfer to the Police Pension Fund, above and beyond the actuarially determined contribution amount, which are made on an annual basis.

Supplies and Services expenditures make up 17% of all General Fund expenditures, the second highest share of General Fund expenditures at a total of approximately $1,950,000. This category of expenditures also includes the use of additional outside professional service for next step actions associated with the Compensation Philosophy Study undertaken during FY 2015, and project management of the strategic plan.

The remaining 8% of General Fund expenditures are comprised of minor individual Capital and Maintenance expenditures totaling $931,454. This capital category of expenditures includes an

expenditure of $24,000 for the installation of mobile shelving within the City Clerk's records vault. The maintenance category of expenditures includes those expenditures necessary to cover the costs of the regular maintenance of City facilities, equipment (including automobile maintenance), and the transfer of Road and Bridge property taxes to the Capital Maintenance and Replacement Fund.

Fund Balance

As of the end of FY 2014, the General Fund had an unassigned fund balance totaling $6,401,476. The City Council approved target minimum fund balance for the General Fund is 25% of expenditures, which at the end of FY 2014 would have been $2,485,234, leaving excess fund balance of almost $3,916,242. It is projected that FY 2015 will add $52,154 to unassigned fund balance at fiscal year end, while FY 2016 is projected to utilize an additional $842,074 in fund balance, most due to the aforementioned decrease in State Shared Income Tax revenue.

City staff is in the process of analyzing the long-term effect that LGDF reductions will have on the City's ability to continue to provide the services and service levels Warrenville residents have come to expect, while there is no immediate need to react to the significant decrease in the LGDF income tax distributions from the State. Due to the City Council's prudent financial planning over recent years, it is projected that at end of FY 2015 the General Fund will have reserves of approximately 55%.

General Fund Activity	*FY 2016*
Projected Beginning Fund Balance	**$ 6,453,630**
Revenues	
Property Taxes	$ 3,334,166
Sales and Use Taxes	4,130,954
Amusement Taxes	85,096
Consumption Taxes	722,190
Income Taxes	650,430
Hotel-Motel Taxes	-
Motor Fuel Taxes	-
Connection Fees	-
Administrative Charges	40,140
Consumption Fees	-
Franchise Fees	197,538
Licensing Fees	540,486
Interest Income	34,633
Financing Proceeds	-
Misc. Revenues	131,465
Grant Revenue	5,370
Rental Income	32,996
Reimbursement Revenues	15,559
Fine Revenue	458,092
Transfers In	221,130
Total FY 2016 Revenue	**$ 10,600,244**
Expenses/Expenditures	
Personnel	$ 8,419,514
Capital	159,125
Supplies and Services	1,932,225
Maintenance	931,454
Total FY 2016 Expenses/Expenditures	**$ 11,442,318**
Variance - Add to/(Use of) Fund Balance	**$ (842,074)**
Projected Ending Fund Balance	**$ 5,611,556**
Percent Change	-13.05%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-00-30100	Revenue	PROPERTY TAX - GENERAL CORP	1,186,524	1,184,473	1,267,494	1,318,411	1,307,439	**1,331,824**	1.87%
01-00-30102	Revenue	PROPERTY TAX-POLICE PROTECTION	323,680	323,202	344,080	355,666	352,554	**359,593**	2.00%
01-00-30103	Revenue	PROPERTY TAXES-SOCIAL SECURITY	244,124	243,637	259,593	273,466	271,024	**276,549**	2.04%
01-00-30105	Revenue	PROPERTY TX - POLICE PENSION	846,533	782,311	789,734	826,412	799,172	**761,882**	-4.67%
01-00-30106	Revenue	PROPERTY TAX - IMRF	159,112	159,128	169,623	181,241	179,612	**183,322**	2.07%
01-00-30108	Revenue	PROPERTY TAX- AUDIT	15,457	13,710	14,635	15,237	15,071	**15,669**	3.97%
01-00-30110	Revenue	PROP TAX - NON CURRENT	3,243	565	90	-	-	**-**	
01-00-30111	Revenue	PROPERTY TAX - TORT & LIAB	107,515	84,958	90,929	94,229	93,388	**95,186**	1.93%
01-00-30114	Revenue	PROPERTY TAX-WORKERS COMP	52,507	54,167	57,821	60,146	59,541	**61,107**	2.63%
01-00-30116	Revenue	PROPERTY TAX - CROSSING GUARDS	42,506	42,704	44,145	37,691	37,306	**38,388**	2.90%
01-00-30162	Revenue	PROPERTY TAX - ROAD & BRIDGE	141,610	141,597	150,909	155,979	154,659	**157,860**	2.07%
01-00-30163	Revenue	PROP TX - TWNSHP RD & BR	51,789	50,500	51,393	52,267	52,006	**52,786**	1.50%
01-00-30164	Revenue	PROP TX - NON CRRNT / RD & BR	83	15	2	-	-	**-**	
01-00-30200	Revenue	PERSONAL PROPERTY RPLCMNT TAX	33,197	32,913	37,666	39,214	39,214	**39,802**	1.50%
01-00-30262	Revenue	PPRT - TWNSHP RD & BR	7,113	7,052	8,070	7,472	7,472	**7,584**	1.50%
01-00-30700	Revenue	SALES TAX	1,621,115	1,694,083	1,740,906	1,814,701	1,942,562	**2,039,690**	5.00%
01-00-30701	Revenue	HOME RULE SALES TAX	1,533,654	1,583,589	1,571,543	1,615,261	1,711,579	**1,780,042**	4.00%
01-00-30702	Revenue	SALES USE TAX	191,701	210,871	230,536	233,892	243,090	**254,916**	4.86%
01-00-30704	Revenue	AMUSEMENT TAX	121,685	119,172	106,370	104,705	85,096	**85,096**	0.00%
01-00-30706	Revenue	SIMPLIFIED TELECOMM TAX	174,403	136,502	117,865	129,294	108,483	**61,823**	-43.01%
01-00-30708	Revenue	FOOD & BEVERAGE TAX	564,488	576,014	575,504	576,014	608,856	**660,367**	8.46%
01-00-30709	Revenue	AUTOMOBILE RENTAL TAX	6,018	4,944	5,319	3,955	8,920	**8,920**	0.00%
01-00-30900	Revenue	STATE INCOME TAX	1,072,510	1,184,222	1,280,442	1,285,092	1,274,580	**650,430**	-48.97%
01-00-32000	Revenue	ACORN VAN PASS		1,530	3,750	3,840	3,480	**3,480**	0.00%
01-00-32100	Revenue	LIQUOR LICENSE	45,900	47,300	37,350	40,100	49,800	**49,800**	0.00%
01-00-32200	Revenue	BUSINESS LICENSES	5,125	6,156	5,550	5,625	5,625	**5,625**	0.00%
01-00-32400	Revenue	REFUSE COLLECTION LICENSES	4,500	3,750	6,000	3,750	3,750	**3,750**	0.00%
01-00-32600	Revenue	DOG LICENSES	1,676	1,531	1,264	1,500	1,264	**1,264**	0.00%
01-00-32700	Revenue	OTHER BUSINESS LICENSES	15,425	18,980	13,920	12,800	25,560	**15,594**	-38.99%
01-00-32900	Revenue	BUILDING PERMIT FEES	66,374	140,556	91,627	76,729	122,088	**161,524**	32.30%
01-00-32901	Revenue	ELECTRIC PERMIT FEES	20,976	63,638	25,416	11,619	33,612	**36,207**	7.72%
01-00-32902	Revenue	PLUMBING PERMIT FEES	8,030	13,908	8,270	6,071	12,824	**20,662**	61.12%
01-00-32903	Revenue	BUILDING PLAN REVIEW FEES	30,785	89,297	34,598	41,303	46,080	**98,519**	113.80%
01-00-33100	Revenue	OTHER PERMITS	7,509	7,400	8,580	5,230	5,910	**5,419**	-8.31%
01-00-34300	Revenue	CIRCUIT CLERK FINES	272,795	251,281	270,520	300,000	328,000	**350,000**	6.71%
01-00-34500	Revenue	PARKING VIOLATIONS	28,556	20,622	15,982	22,755	16,558	**17,386**	5.00%
01-00-34600	Revenue	PHOTO ENFORCEMENT FINES	10,575	-		-	-	**-**	
01-00-34700	Revenue	OTHER FINES	739	1,485	350	210	435	**430**	-1.15%
01-00-34800	Revenue	ADMINISTRATIVE TOWING FEES	95,020	73,125	69,030	64,058	70,620	**76,948**	8.96%
01-00-34850	Revenue	BOOKING FEES	12,225	8,820	10,101	9,152	10,168	**10,329**	1.58%

01-00-35600	Revenue	ADMINISTRATIVE CHARGES - WATER	40,140	40,140	40,140	40,140	40,140	**40,140**	0.00%
01-00-35601	Revenue	ADMINISTRATIVE CHARGES - OTHER	-	120		-	-	-	
01-00-35603	Revenue	SALARY REIMB-HTL/MTL TAX GRANTS	22,000	22,000	14,871	14,871	14,552	**14,709**	1.08%
01-00-35605	Revenue	SALARY REIMB - INTERGOVERNMENTAL	52,756	53,605	52,704	52,704	50,210	**850**	-98.31%
01-00-36000	Revenue	PRINTING CHARGES	2,533	2,410	3,559	1,774	1,278	**1,500**	17.37%
01-00-36400	Revenue	RE-INSPECTION FEES	70			250	250	**250**	0.00%
01-00-36500	Revenue	ANNEXATION FEES	-			1,000	-	**1,000**	
01-00-36600	Revenue	SENIOR TAXI COUPONS	1,155	165	325	185	325	**325**	0.00%
01-00-36602	Revenue	SITE PLAN REVIEW FEES	12,520	1,300	13,340	8,144	15,920	**4,400**	-72.36%
01-00-36700	Revenue	ENGR RVW & INSPCTN FEES	2,880	9,808	9,878	56,500	108,513	**28,500**	-73.74%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-00-36800	Revenue	PUBLIC HEARING FEES	8,397	6,720	7,680	6,880	3,360	**8,160**	142.86%
01-00-36850	Revenue	RECORDING FEES		263	(49)	-	-	-	
01-00-36900	Revenue	STORMWATER MANAGEMENT FEES	76,608	12,127	25,219	37,250	26,600	**41,500**	56.02%
01-00-37000	Revenue	PRELIMINARY CONSULTATIVE FEES	1,500	6,000	5,500	4,000	1,000	**3,500**	250.00%
01-00-37400	Revenue	NEW ELEVATOR REVIEW & INSPECT	19,460	16,620	16,571	14,000	14,000	**14,000**	0.00%
01-00-37440	Revenue	VACANT BUILDING REGISTRATION	175	17,500	16,025	12,600	8,325	**6,660**	-20.00%
01-00-37445	Revenue	CODE ENFORCEMENT ADJUDICATION		4,500	16,499	6,000	16,342	**16,670**	2.01%
01-00-37450	Revenue	RENTAL REGIST& INSPECT FEE		-	-	12,500	-	**12,500**	
01-00-37500	Revenue	RENTAL INCOME-WATER FUND	11,004	11,004	11,004	11,004	11,004	**11,004**	0.00%
01-00-37503	Revenue	RENTAL INCOME - CELL TOWERS	159,974	176,763	169,146	20,247	21,146	**21,992**	4.00%
01-00-37700	Revenue	INTEREST INCOME	22,192	(3,635)	15,108	7,500	34,290	**34,633**	1.00%
01-00-38000	Revenue	CABLE FRANCHISE FEES	163,129	177,011	187,324	192,311	191,784	**197,538**	3.00%
01-00-38600	Revenue	TRANSFERS IN	200,000	200,000	200,000	200,000	200,000	**200,000**	0.00%
01-00-38660	Revenue	TRANSFERS IN - Seized Assets Fund		21,688	20,519	21,130	21,130	**21,130**	0.00%
01-00-39308	Revenue	REIMBURSEMENT - FEMA			25,099	-			
01-00-39309	Revenue	GRANTS - (Charitable Games, Pull-tabs)	857	1,622	1,729	1,622	4,050	**4,050**	0.00%
01-00-39311	Revenue	STATE GRANT-TOBACCO COMPLIANCE	1,540	1,320	1,320	1,320	1,320	**1,320**	0.00%
01-00-39400	Revenue	REIMBURSEMENT - POLICE TRNG		842	-	-			
01-00-39600	Revenue	PENALTY INCOME	1,750	2,930	1,572	488	488	**500**	2.46%
01-00-39807	Revenue	CASH DONATIONS - POLICE		1,200	1,500				
01-00-39900	Revenue	MISCELLANEOUS INCOME	113,012	(3,651)	11,198	20,000	69,000	**25,000**	-63.77%
01-00-39920	Revenue	SALE SURPLUS PROPERTY-M & MGR	16,076	22,814	17,718	17,718	618	**15,000**	2327.18%
01-00-39930	Revenue	REIMBURSEMENT - INS/WC/LIAB	21,991	35,912	9,013	6,816	16,117	**9,670**	-40.00%
01-00-39935	Revenue	FALSE ALARM CALLS	2,600	2,800	2,100	2,700	3,600	**2,500**	-30.56%
01-00-39940	Revenue	FINGERPRINTING	5,560	4,720	5,120	4,320	4,295	**4,300**	0.12%
01-00-39951	Revenue	SPECIAL POLICE DETAILS	3,299		1,974	-	2,657	-	-100.00%
01-00-39952	Revenue	RECYCLE BINS	15			-			
01-00-39954	Revenue	REFUSE STICKERS	61,631	62,284	70,530	70,998	74,202	**77,170**	4.00%
		Totals	10,151,601	10,288,610	10,491,213	10,632,059	11,043,914	**10,600,244**	-4.02%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-40-40000	Elected Officials	SALARIES-MAYOR & COUNCIL	64,800	64,800	65,200	64,800	64,800	**64,800**	0.00%
01-40-40100	Elected Officials	FICA EXPENSE	3,992	3,990	4,012	4,018	3,984	**3,984**	0.00%
01-40-40101	Elected Officials	MEDICARE EXPENSE	933	933	938	940	932	**932**	0.00%
01-40-44400	Elected Officials	TRAVEL & MEETINGS	752	934	3,323	4,000	4,000	**4,000**	0.00%
01-40-45400	Elected Officials	OTHER PROFESSIONAL SERVICES	1,100		215	1,500	2,000	**-**	-100.00%
01-40-46900	Elected Officials	DUES, SUBSCRIPTIONS & BOOKS	2,575	1,203	3,176	3,000	3,000	**3,181**	6.03%
01-40-47200	Elected Officials	OTHER SUPPLIES	28	35	370	200	0	**200**	
01-40-48700	Elected Officials	MISCELLANEOUS EXPENSE	216			250,000	250,514	**-**	-100.00%
01-40-48710	Elected Officials	EMPLOYEE & VOLUNTEER APPRECIATION	3,385	3,185	2,721	4,000	4,000	**4,600**	15.00%
01-40-48711	Elected Officials	COUNCIL SPONSORSHIPS	7,671	7,258	8,266	8,000	6,798	**8,000**	17.68%
		Totals	85,452	82,338	88,221	340,458	340,028	**89,697**	-73.62%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-41-40000	Clerk	SALARIES-CITY CLERK	10,000	10,000	10,000	10,000	10,000	**10,000**	0.00%
01-41-40100	Clerk	FICA EXPENSE	620	620	620	620	620	**620**	0.00%
01-41-40101	Clerk	MEDICARE EXPENSE	145	145	145	145	145	**145**	0.00%
01-41-41103	Clerk	MAINTENANCE - SOFTWARE	0	4,913	4,913	0	0	**-**	
01-41-44400	Clerk	TRAVEL & MEETINGS	3,097	1,888	3,200	2,520	3,450	**4,960**	43.77%
01-41-45400	Clerk	OTHER PROFESSIONAL SERVICES				3,500	0	**8,500**	
01-41-44601	Clerk	POSTAGE - NEWSLETTER	4,763	5,806	6,218	6,330	6,997	**6,778**	-3.13%
01-41-44700	Clerk	PRINTING/PUBLISHING	1,951	1,168	1,185	1,850	1,658	**1,550**	-6.51%
01-41-44701	Clerk	PRINTING - NEWSLETTER	6,746	8,326	8,620	8,910	8,870	**8,910**	0.45%
01-41-46800	Clerk	CODIFICATION	3,621	3,303	2,874	4,500	2,670	**3,300**	23.60%
01-41-46900	Clerk	DUES, SUBSCRIPTIONS & BOOKS	390	235	575	430	462	**480**	3.90%
01-41-49500	Clerk	EQUIPMENT PURCHASE	4,722	0	0	5,000	0	**24,000**	
		Totals	36,055	36,404	38,350	43,805	34,872	**69,243**	98.56%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-43-45100	Legal	LEGAL - CORPORATE	143,610	135,548	180,936	125,000	122,300	**125,000**	2.21%
01-43-45101	Legal	LEGAL - CITY PROSECUTOR	16,526	13,961	14,116	18,900	14,981	**16,000**	6.80%
01-43-45102	Legal	LEGAL - LITIGATION			-	100,000	15,456	**5,000**	-67.65%
01-43-45103	Legal	LEGAL - LABOR RELATIONS	4,866	12,881	5,635	10,000	10,000	**20,000**	100.00%
01-43-45106	Legal	LEGAL - CN RAILROAD	380			-			
		Totals	165,382	162,390	200,687	253,900	162,737	**166,000**	2.01%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-45-40000	Finance	SALARIES - FINANCE DEPT	218,770	210,731	205,262	228,600	221,391	**227,570**	2.79%
01-45-40001	Finance	OVERTIME - FINANCE DEPT	181	885	3,177	3,000	-	**1,500**	
01-45-40100	Finance	FICA EXPENSE	13,120	12,678	11,705	13,882	12,534	**14,203**	13.32%
01-45-40101	Finance	MEDICARE EXPENSE	3,068	2,958	2,782	3,247	2,931	**3,322**	13.34%
01-45-40200	Finance	IMRF EXPENSE	19,379	23,800	24,812	26,557	26,359	**26,191**	-0.64%
01-45-40705	Finance	TELECOMMUNICATION TAX REBATES	422	568	578	688	1,278	**1,353**	5.87%
01-45-42950	Finance	CREDIT CARD FEES	5,802	7,804	10,245	12,000	11,422	**12,000**	5.06%
01-45-43700	Finance	NOTARY FEE	55	55	51	50	50	**50**	0.00%
01-45-44400	Finance	TRAVEL & MEETINGS	733	1,813	667	4,550	1,916	**4,739**	147.34%
01-45-45200	Finance	AUDIT EXPENSE	13,368	13,977	15,795	16,426	16,427	**18,000**	9.58%
01-45-45400	Finance	OTHER PROFESSIONAL SERVICES	250	2,293	6,540	27,500	19,610	**7,400**	-62.26%
01-45-46900	Finance	DUES, SUBSCRIPTIONS & BOOKS	815	710	1,004	800	788	**788**	0.00%
01-45-47200	Finance	OTHER SUPPLIES		168	116	130	108	**364**	237.04%
01-45-48700	Finance	MISCELLANEOUS EXPENSE	1,776	50	27,907	200	75	**200**	166.67%
01-45-48703	Finance	GFOA REVIEW FEE	435	435	435	435	435	**435**	0.00%
01-45-49500	Finance	EQUIPMENT PURCHASE			380	-		**18,500**	
01-45-49954	Finance	REFUSE STICKERS	65,780	71,280	61,800	73,830	77,040	**80,160**	4.05%
		Totals	343,954	350,205	373,256	411,895	392,364	**416,775**	6.22%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-50-40000	Administration	SALARIES - ADMINISTRATION	274,566	321,049	295,373	321,708	322,022	**330,131**	2.52%
01-50-40001	Administration	OVERTIME - ADMINISTRATION	10,430	10,238	10,290	11,000	7,917	**11,000**	38.94%
01-50-40100	Administration	FICA EXPENSE	15,855	18,135	16,402	20,628	17,920	**21,151**	18.03%
01-50-40101	Administration	MEDICARE EXPENSE	3,937	4,627	4,246	4,824	4,607	**4,947**	7.38%
01-50-40200	Administration	IMRF EXPENSE	31,430	36,941	35,741	39,032	38,597	**39,003**	1.05%
01-50-40500	Administration	COMMITTEES / COMMISSIONS	8,063	12,089	9,931	15,250	15,250	**16,050**	5.25%
01-50-44400	Administration	TRAVEL & MEETINGS	5,381	12,337	7,112	12,365	15,000	**20,015**	33.43%
01-50-45400	Administration	OTHER PROFESSIONAL SERVICES	47,882	19,636	36,502	43,940	47,940	**83,920**	75.05%
01-50-45490	Administration	EMPLOYEE ASSISTANCE PROGRAM	1,024	969	171	1,130	1,032	**1,089**	5.52%
01-50-46600	Administration	SENIOR SERVICES	15,570	13,400	12,700	15,600	12,700	**13,200**	3.94%
01-50-46900	Administration	DUES, SUBSCRIPTIONS & BOOKS	18,444	17,293	15,311	16,425	16,425	**16,650**	1.37%
01-50-47200	Administration	OTHER SUPPLIES	577	271	269	1,200	675	**1,000**	48.15%
01-50-48700	Administration	MISCELLANEOUS EXPENSE	2,811	2,080	2,471	2,800	2,500	**2,800**	12.00%
01-50-48706	Administration	FLEX SPENDING FEE	3,003	2,349	4,006	4,530	4,530	**4,186**	-7.59%
01-50-49200	Administration	LAND PURCHASE - INTEREST EXPENSE	50,000	50,000	5,100	5,100	5,100	**5,100**	0.00%
01-50-49500	Administration	EQUIPMENT PURCHASE	12,166	108,474	7,054	4,000	615	**2,000**	225.20%
		Totals	501,139	629,888	462,679	519,532	512,830	**572,242**	11.59%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-51-40000	Police	SALARIES - POLICE SWORN	2,604,367	2,769,377	2,944,522	3,083,331	3,063,166	**3,106,075**	1.40%
01-51-40001	Police	OVERTIME - POLICE	243,249	233,409	214,546	150,000	203,251	**200,000**	-1.60%
01-51-40004	Police	SALARIES-CROSSING GUARDS	35,157	33,972	34,274	37,915	33,528	**37,112**	10.69%
01-51-40005	Police	POLICE-NON-SWORN	344,791	363,826	373,924	386,532	389,812	**398,138**	2.14%
01-51-40006	Police	UNEMPLOYMENT INSURANCE							
01-51-40100	Police	FICA EXPENSE	190,215	202,520	208,484	226,782	213,524	**228,863**	7.18%
01-51-40101	Police	MEDICARE EXPENSE	45,067	47,592	49,892	53,038	50,335	**53,526**	6.34%
01-51-40200	Police	IMRF EXPENSE	38,238	41,423	44,365	48,321	47,028	**46,378**	-1.38%
01-51-40401	Police	CITY CONTR. TO POLICE PENSION	877,705	812,420	818,005	1,866,691	966,691	**1,004,200**	3.88%
01-51-41100	Police	MAINTENANCE - EQUIPMENT	18,024	27,735		38,903	57,553	**37,903**	-34.14%
01-51-41110	Police	MAINTENANCE - AUTOS	43,075	34,399	15,340	30,000	48,456	**46,960**	-3.09%
01-51-42700	Police	MAINTENANCE - COMMUNICATIONS	726	1,115	45,270	5,000	5,000	**5,000**	0.00%
01-51-42800	Police	COMMUNICATIONS SERVICES	283,248	288,796	301,878	357,523	334,065	**339,616**	1.66%
01-51-42900	Police	ANIMAL CONTROL	2,281	1,228	721	2,000	1,200	**2,000**	66.67%
01-51-42901	Police	CANINE UNIT	3,828	649	8,040	3,000	1,900	-	-100.00%
01-51-43400	Police	TELEPHONE	17,072	18,879	19,393	20,195	19,300	**22,169**	14.87%
01-51-43700	Police	NOTARY FEE	249	350	154	240	231	**240**	3.90%
01-51-44300	Police	RENT EXPENSE	7,408	8,059	2,739	2,000	2,000	**2,000**	0.00%
01-51-44400	Police	TRAVEL & MEETINGS	16,675	22,262	23,418	25,045	25,045	**31,025**	23.88%
01-51-44700	Police	PRINTING/PUBLISHING	3,434	4,123	3,465	3,910	3,910	**5,210**	33.25%
01-51-44710	Police	PHOTOGRAPHS	78	-			-	-	
01-51-44850	Police	ADMINISTRATIVE TOWING EXPENSE	4,375	4,185	4,090	5,500	3,600	**5,500**	52.78%
01-51-45400	Police	OTHER PROFESSIONAL SERVICES	10,254	12,611	15,235	20,928	19,000	**15,884**	-16.40%
01-51-45402	Police	PROFESSIONAL ADJUDICATION SVCS	4,528	5,847	3,288	4,000	2,800	**1,000**	-64.29%
01-51-45710	Police	EDUCATION REIMBURSEMENT	6,685	8,684					
01-51-46900	Police	DUES, SUBSCRIPTIONS & BOOKS	38,755	27,079	25,982	29,402	28,207	**31,795**	12.72%
01-51-47200	Police	OTHER SUPPLIES	15,833	5,903	4,484	14,911	14,000	**18,650**	33.21%
01-51-47210	Police	AMMUNITION & SUPPLIES	18,724	7,978	7,929	7,251	7,251	**5,164**	-28.78%
01-51-47300	Police	UNIFORMS	25,239	33,794	41,903	44,805	44,805	**51,740**	15.48%
01-51-47304	Police	UNIFORMS-CROSSING GUARDS	288	206	-	1,075	1,085	**1,075**	-0.92%
01-51-47600	Police	GAS/OIL EXPENSE	114,525	105,338	109,954	102,500	100,428	**110,000**	9.53%
01-51-48401	Police	COLLECTION AGENCY FEES	72	502	-	750	500	**750**	50.00%
01-51-48700	Police	MISCELLANEOUS EXPENSE	(49)	1,032	75	2,000	2,000	**2,000**	0.00%
01-51-48701	Police	INVESTIGATIONS	959	799	394	1,000	3,000	**1,800**	-40.00%
01-51-48702	Police	PUBLIC RELATIONS	2,967	5,275	4,417	5,825	5,825	**7,325**	25.75%
01-51-49500	Police	EQUIPMENT PURCHASE	110,163	1,410	10,836	90,449	36,691	**8,325**	-77.31%
01-51-49503	Police	EQUIPMENT-MAINTENANCE SUPRV	3,002	973	2,509	3,000	2,500	**2,500**	0.00%
01-51-49990	Police	BAD DEBT EXPENSE	45	-					
		Totals	5,131,252	5,133,750	5,339,526	6,673,822	5,737,687	**5,829,923**	1.61%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-52-40000	Streets	SALARIES - STREETS	437,843	452,938	466,975	481,122	475,725	**494,272**	3.90%
01-52-40001	Streets	OVERTIME - STREETS	66,095	72,486	148,794	90,000	99,977	**90,000**	-9.98%
01-52-40100	Streets	FICA EXPENSE	28,825	30,334	36,441	35,410	34,144	**36,225**	6.09%
01-52-40101	Streets	MEDICARE EXPENSE	6,742	7,120	8,603	8,281	7,985	**8,472**	6.10%
01-52-40200	Streets	IMRF EXPENSE	55,777	57,622	72,709	66,876	68,129	**66,802**	-1.95%
01-52-41100	Streets	MAINTENANCE - EQUIPMENT	51,047	49,221	70,935	47,000	60,000	**58,000**	-3.33%
01-52-41200	Streets	MAINTENANCE - STREETS	24,165	15,564	14,299	23,500	19,350	**23,500**	21.45%
01-52-41210	Streets	MAINTENANCE - STS SALT						**119,044**	
01-52-41300	Streets	MAINTENANCE - GROUNDS	17,832	14,646	14,052	23,800	14,100	**24,700**	75.18%
01-52-41315	Streets	MAINTENANCE-TREES	4,376	24,576	43,958	55,000	47,600	**55,000**	15.55%
01-52-41316	Streets	MAINTENANCE - STREAMS	875			4,000	-	**4,000**	
01-52-42600	Streets	GARBAGE REMOVAL	1,197	1,302	13,704	1,300	1,481	**1,500**	1.28%
01-52-43800	Streets	UTILITIES	6,294	4,830	7,718	5,000	10,500	**7,500**	-28.57%
01-52-44000	Streets	MAINTENANCE - STREET LIGHTS	46,297	19,153	26,104	99,281	82,619	**51,500**	-37.67%
01-52-44300	Streets	RENT EXPENSE	1,010	2,251	2,283	2,700	2,782	**2,900**	4.24%
01-52-44400	Streets	TRAVEL & MEETINGS	940	403	120	850	112	**650**	480.36%
01-52-45400	Streets	OTHER PROFESSIONAL SERVICES	1,066	1,060	10,420	90,000	84,500	**91,000**	7.69%
01-52-45401	Streets	J.U.L.I.E.	1,164	1,419	1,283	1,500	2,000	**2,200**	10.00%
01-52-46900	Streets	DUES, SUBSCRIPTIONS & BOOKS	132	138	-	175	161	**200**	24.22%
01-52-47200	Streets	OTHER SUPPLIES	2,400	2,329	2,306	2,500	2,500	**2,600**	4.00%
01-52-47220	Streets	SMALL TOOLS	2,249	1,662	598	2,000	1,958	**2,000**	2.15%
01-52-47300	Streets	UNIFORMS	4,643	4,980	4,495	5,300	5,465	**5,320**	-2.65%
01-52-47600	Streets	GAS/OIL EXPENSE	38,199	39,033	58,022	45,000	49,450	**50,000**	1.11%
01-52-48700	Streets	MISCELLANEOUS EXPENSE	6,138	7,562	7,961	15,000	15,000	**8,000**	-46.67%
01-52-49500	Streets	EQUIPMENT PURCHASE	17,635	4,016		27,000	-	**27,000**	
01-52-49503	Streets	EQUIPMENT-MAINTENANCE SUPRVR	928	1,233	940	1,000	988	**1,000**	1.21%
		Totals	823,869	815,878	1,012,720	1,133,595	1,086,526	**1,233,385**	13.52%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-53-40000	Community Dev	SALARIES - COMMUNITY DVLPMNT	518,197	523,573	560,256	622,474	564,075	**625,627**	10.91%
01-53-40001	Community Dev	OVERTIME - COMMUNITY DVLPMNT		8	-	1,000	9	**1,000**	11011.11%
01-53-40003	Community Dev	SALARIES - PLAN COMMISSION	2,150	1,980	2,549	4,550	2,874	**3,413**	18.75%
01-53-40100	Community Dev	FICA EXPENSE	29,955	30,668	31,703	38,937	32,412	**42,559**	31.31%
01-53-40101	Community Dev	MEDICARE EXPENSE	7,174	7,255	7,713	9,106	7,786	**9,954**	27.84%
01-53-40200	Community Dev	IMRF EXPENSE	55,316	56,607	63,774	72,853	64,670	**71,645**	10.79%
01-53-41110	Community Dev	MAINTENANCE - AUTOS	780	1,519	2,325	2,150	2,000	**2,600**	30.00%
01-53-43700	Community Dev	NOTARY FEE	5		50	75	50	**50**	0.00%
01-53-44400	Community Dev	TRAVEL & MEETINGS	5,045	6,458	6,165	17,303	20,000	**20,450**	2.25%
01-53-44700	Community Dev	PRINTING / PUBLISHING	849	1,365	1,396	14,750	2,700	**14,750**	446.30%
01-53-45210	Community Dev	COMPUTER SOFTWARE	7,250	3,070	5,390	12,148	12,140	**2,700**	-77.76%
01-53-45300	Community Dev	ENGINEERING	5,634	1,388	4,851	6,500	48,000	**20,000**	-58.33%
01-53-45400	Community Dev	OTHER PROFESSIONAL SERVICES	-	7,276	13,839	53,189	14,500	**56,700**	291.03%
01-53-45404	Community Dev	BLDG PERMIT REVIEW & INSPECT	20,904	12,475	8,812	16,000	18,000	**28,000**	55.56%
01-53-45405	Community Dev	ELEVATOR INSPECTIONS	11,637	10,179	12,067	13,000	14,000	**14,000**	0.00%
01-53-45406	Community Dev	LANDSCAPE REVIEW & INSPECTIONS	2,737	616	-	3,000	2,500	**3,500**	40.00%
01-53-45407	Community Dev	WATER DEPT. INSP. SRVS.		-	-	1,500	1,500	**1,500**	0.00%
01-53-45701	Community Dev	TRAINING - PLAN COMMISSION	(25)			750	500	**750**	50.00%
01-53-45710	Community Dev	EDUCATION REIMBURSEMENT						**3,400**	
01-53-45900	Community Dev	STORMWATER MANAGEMENT		-		2,500	2,500	**2,500**	0.00%
01-53-46000	Community Dev	PRELIMINARY CONSULT		-		1,500	1,000	**1,500**	50.00%
01-53-46900	Community Dev	DUES, SUBSCRIPTIONS & BOOKS	2,092	1,913	4,294	4,275	4,000	**4,975**	24.38%
01-53-47200	Community Dev	OTHER SUPPLIES	3,375	3,318	2,246	2,500	1,200	**2,000**	66.67%
01-53-47300	Community Dev	UNIFORMS	153	-	151	1,300	1,000	**1,200**	20.00%
01-53-48700	Community Dev	MISCELLANEOUS EXPENSE	110	463	903	3,350	4,791	**4,150**	-13.38%
01-53-49500	Community Dev	EQUIPMENT PURCHASE	2,695	260	9,090	1,350	6,850	**5,000**	-27.01%
		Totals	676,033	670,391	737,574	906,060	829,057	**943,923**	13.86%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-54-40000	EMA	SALARIES - E.M.A.	6,000	6,000	6,000	6,000	6,000	**6,000**	0.00%
01-54-40100	EMA	FICA EXPENSE	372	372	372	372	372	**372**	0.00%
01-54-40101	EMA	MEDICARE EXPENSE	87	87	87	87	87	**87**	0.00%
01-54-41100	EMA	MAINTENANCE - EQUIPMENT	1,222	2,520	1,785	3,000	3,377	**3,000**	-11.16%
01-54-41110	EMA	MAINTENANCE - AUTO	246	264	1,565	3,500	2,500	**3,500**	40.00%
01-54-42700	EMA	MAINTENANCE - COMMUNICATIONS	-	822	315	750	750	**1,750**	133.33%
01-54-43400	EMA	TELEPHONE	955	847	849	1,250	1,250	**1,250**	0.00%
01-54-45700	EMA	TRAINING & SEMINARS	70	973	863	1,500	3,300	**6,500**	96.97%
01-54-46900	EMA	DUES, SUBSCRIPTIONS & BOOKS			81	100	100	**100**	0.00%
01-54-47200	EMA	OTHER SUPPLIES	283	242	2,434	3,250	750	**3,500**	366.67%
01-54-47300	EMA	UNIFORMS			2,327	2,000	2,000	**3,000**	50.00%
01-54-47600	EMA	GAS / OIL EXPENSE	1,011	538	1,044	1,500	1,100	**1,500**	36.36%
01-54-48700	EMA	MISCELLANEOUS EXPENSE		17	126	5,500	5,500	**5,500**	0.00%
01-54-49500	EMA	EQUIPMENT PURCHASE		404	204	38,500	8,500	**31,000**	264.71%
		Totals	10,246	13,086	18,052	67,309	35,586	**67,059**	88.44%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-55-44400	Police Comm.	TRAVEL & MEETINGS	1,089	350	729	3,774	3,778	**3,256**	-13.82%
01-55-44700	Police Comm.	PRINTING / PUBLISHING	23	4,706	-	6,000	700	**-**	-100.00%
01-55-45100	Police Comm.	LEGAL SERVICES				500	-	**500**	
01-55-45400	Police Comm.	OTHER PROFESSIONAL SERVICES		480	504		300	**400**	33.33%
01-55-45800	Police Comm.	TESTING	11,599	4,327	10,390	21,470	21,470	**9,600**	-55.29%
01-55-46900	Police Comm.	DUES, SUBSCRIPTIONS & BOOKS	375	456	375	650	650	**685**	5.38%
		Totals	13,086	10,319	11,998	32,394	26,898	**14,441**	-46.31%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-60-40000	Muni Van	SALARIES - MUNICIPAL VAN	29,869	26,896	29,445	35,337	28,094	**29,072**	3.48%
01-60-40001	Muni Van	OVERTIME - MUNICIPAL VAN	-						
01-60-40100	Muni Van	FICA EXPENSE	1,852	1,683	1,810	2,191	1,728	**1,802**	4.28%
01-60-40101	Muni Van	MEDICARE EXPENSE	433	390	427	512	404	**422**	4.46%
01-60-40200	Muni Van	IMRF EXPENSE	744	1,883	1,302	-			
01-60-41110	Muni Van	MAINTENANCE - AUTO	1,493	2,009	7	200	336	**310**	-7.74%
01-60-44300	Muni Van	RENT EXPENSE		3,105	7,452	7,452	7,452	**7,520**	0.91%
01-60-44700	Muni Van	PRINTNG/PUBLISHING				200	100	**200**	100.00%
01-60-47200	Muni Van	OTHER SUPPLIES		780		100	-	**100**	
01-60-47600	Muni Van	GAS/OIL EXPENSE	9,142	5,582	2,839	4,100	3,300	**3,300**	0.00%
01-60-48700	Muni Van	MISCELLANEOUS EXPENSE	40			100		**100**	
		Totals	43,573	42,328	43,282	50,192	41,414	**42,826**	3.41%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-62-40000	Streets R&B	SALARIES-ROAD & BRIDGE	55,293	62,391	59,143	61,027	61,342	**62,674**	2.17%
01-62-40001	Streets R&B	OVERTIME-ROAD & BRIDGE	2,781	701	2,048	2,400	1,626	**2,400**	47.60%
01-62-40100	Streets R&B	FICA EXPENSE	3,519	3,859	3,615	3,932	3,666	**4,035**	10.07%
01-62-40101	Streets R&B	MEDICARE EXPENSE	823	892	856	920	857	**944**	10.15%
01-62-40200	Streets R&B	IMRF EXPENSE	6,427	7,089	7,198	7,411	7,409	**7,441**	0.43%
01-62-44500	Streets R&B	CAPITAL FUND SUBSIDY	37,000	37,000	37,000	37,000	37,000	**37,000**	0.00%
		Totals	105,843	111,932	109,860	112,690	111,900	**114,494**	2.32%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-63-41000	Parks & Rec	MAINTENANCE - BUILDING	4,842	4,968	4,516	6,250	4,144	**7,800**	88.22%
01-63-41100	Parks & Rec	MAINTENANCE-EQUIPMENT	3,472	3,388	2,461	7,500	3,845	**2,400**	-37.58%
01-63-41300	Parks & Rec	MAINTENANCE GROUNDS	11,395	9,608	15,356	14,500	10,300	**16,390**	59.13%
01-63-41315	Parks & Rec	MAINTENANCE-TREES				500	-	**500**	
01-63-43800	Parks & Rec	UTILITIES	3,332	3,683	3,604	3,700	3,625	**3,700**	2.07%
01-63-45400	Parks & Rec	OTHER PROFESSIONAL SERVICES				1,500	1,500	**1,800**	20.00%
01-63-46700	Parks & Rec	VETERANS MEMORIAL	2,564	4,837	5,049	5,000	2,359	**5,000**	111.95%
01-63-48700	Parks & Rec	MISCELLANEOUS EXPENSE	594	1,409	238	1,500	278	**1,500**	439.57%
01-63-48800	Parks & Rec	ALBRIGHT STUDIO EXPENSES	10,631	5,706	13,060	20,800	17,232	**5,617**	-67.40%
01-63-49500	Parks & Rec	EQUIPMENT PURCHASE						**28,500**	
		Totals	36,830	33,599	44,284	61,250	43,283	**73,207**	69.14%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-65-40000	Bldgs & Grnds	SALARIES - BUILDINGS & GROUNDS	68,298	70,905	73,238	78,226	80,498	**80,317**	-0.22%
01-65-40001	Bldgs & Grnds	OVERTIME - BUILDINGS & GROUNDS	1,902	1,439	1,857	1,920	874	**1,920**	119.68%
01-65-40100	Bldgs & Grnds	FICA EXPENSE	4,184	4,438	4,428	4,969	5,042	**5,099**	1.13%
01-65-40101	Bldgs & Grnds	MEDICARE EXPENSE	978	1,028	1,070	1,162	1,156	**1,192**	3.11%
01-65-40200	Bldgs & Grnds	IMRF EXPENSE	6,393	6,696	7,303	8,074	7,643	**7,600**	-0.56%
01-65-41000	Bldgs & Grnds	MAINTENANCE - BUILDINGS	117,424	105,305	101,306	146,900	126,172	**140,325**	11.22%
01-65-41110	Bldgs & Grnds	MAINTENANCE - AUTO	228	53	16	500	275	**150**	-45.45%
01-65-44400	Bldgs & Grnds	TRAVEL & MEETINGS		314	393	500	415	**500**	20.48%
01-65-46900	Bldgs & Grnds	DUES & SUBSCRIPTIONS	204	298	387	300	285	**300**	5.26%
01-65-47200	Bldgs & Grnds	OTHER SUPPLIES	2,795	3,469	3,387	3,000	3,900	**5,300**	35.90%
01-65-47300	Bldgs & Grnds	UNIFORMS	809	1,067	815	895	886	**935**	5.53%
01-65-47600	Bldgs & Grnds	GAS/OIL EXPENSE	1,124	1,155	859	1,300	1,100	**1,300**	18.18%
		Totals	204,339	196,167	195,059	247,746	228,246	**244,938**	7.31%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-70-40400	Central Svcs	EMPLOYEE INSURANCE	857,890	827,809	857,740	937,719	869,179	**916,801**	5.48%
01-70-40403	Central Svcs	INSURANCE OPT-OUT PAYMENTS	6,863	10,234	9,127	9,822	7,654	**7,576**	-1.02%
01-70-41100	Central Svcs	MAINTENANCE - EQUIPMENT	62,544	93,296	86,310	107,890	107,890	**182,089**	68.77%
01-70-41103	Central Svcs	MAINTENANCE - SOFTWARE	26,019	34,432	32,632	72,862	69,862	**82,396**	17.94%
01-70-42850	Central Svcs	CITY NETWORK	48,086	(362)	862		-	-	
01-70-43300	Central Svcs	INSURANCE - GENERAL							
01-70-43301	Central Svcs	INSURANCE - LIABILITY	77,000	99,993	131,364	110,354	116,645	**121,808**	4.43%
01-70-43302	Central Svcs	INSURANCE - WORKERS COMP	125,770	133,695	41,033	135,371	133,967	**143,627**	7.21%
01-70-43303	Central Svcs	INSURANCE - EE LIFE	3,636	3,726	3,650	3,942	3,290	**3,478**	5.71%
01-70-43400	Central Svcs	TELEPHONE	52,702	52,463	62,647	69,803	68,155	**71,265**	4.56%
01-70-44300	Central Svcs	RENT EXPENSE	652	500	700	650	600	**600**	0.00%
01-70-44600	Central Svcs	POSTAGE	8,093	12,729	10,163	12,036	10,690	**10,925**	2.20%
01-70-44700	Central Svcs	PRINTING/PUBLISHING	2,792	5,676	5,153	7,500	3,497	**7,600**	117.33%
01-70-45210	Central Svcs	COMPUTER SOFTWARE	101	783	6,380	-	-		
01-70-47100	Central Svcs	OFFICE SUPPLIES	16,909	20,324	17,625	20,475	16,903	**16,000**	-5.34%
		Totals	1,289,057	1,295,298	1,265,386	1,488,424	1,408,332	**1,564,165**	11.07%
		Fund Total Rev	10,151,601	10,288,610	10,491,213	10,632,059	11,043,914	10,600,244	-4.02%
		Fund Total Exp	9,466,110	9,583,973	9,940,934	12,343,072	10,991,760	11,442,318	4.10%
		Fiscal Year Variance	685,491	704,637	550,279	(1,711,013)	52,154	**(842,074)**	
		Unassigned Fund Balance 4/30/12 (1)	**5,168,013**						
		Unassigned Fund Balance 4/30/13 (1)		**5,873,707**					
		Unassigned Fund Balance 4/30/14 (1)			**6,401,476**				
		Projected Unassigned Fund Balance 4/30/15				4,690,463	**6,453,630**		
		Projected Unassigned Fund Balance 4/30/16						**5,611,556**	

Note: (1) ***Unassigned Fund Balance adjusted to reflect implementation of GASB Statement 54 and changes in nonspendable balances***

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-40-40000	Elected Officials	SALARIES-MAYOR & COUNCIL	64,800	64,800	65,200	64,800	64,800	**64,800**	0.00%
01-40-40100	Elected Officials	FICA EXPENSE	3,992	3,990	4,012	4,018	3,984	**3,984**	0.00%
01-40-40101	Elected Officials	MEDICARE EXPENSE	933	933	938	940	932	**932**	0.00%
01-40-44400	Elected Officials	TRAVEL & MEETINGS	752	934	3,323	4,000	4,000	**4,000**	0.00%
01-40-45400	Elected Officials	OTHER PROFESSIONAL SERVICES	1,100		215	1,500	2,000	**-**	-100.00%
01-40-46900	Elected Officials	DUES, SUBSCRIPTIONS & BOOKS	2,575	1,203	3,176	3,000	3,000	**3,181**	6.03%
01-40-47200	Elected Officials	OTHER SUPPLIES	28	35	370	200	0	**200**	
01-40-48700	Elected Officials	MISCELLANEOUS EXPENSE	216			250,000	250,514	**-**	-100.00%
01-40-48710	Elected Officials	EMPLOYEE & VOLUNTEER APPRECIATION	3,385	3,185	2,721	4,000	4,000	**4,600**	15.00%
01-40-48711	Elected Officials	COUNCIL SPONSORSHIPS	7,671	7,258	8,266	8,000	6,798	**8,000**	17.68%
		Totals	85,452	82,338	88,221	340,458	340,028	**89,697**	-73.62%

CITY OF WARRENVILLE
FISCAL YEAR 2016
TRAVEL & MEETINGS - 01-40-44400

DEPARTMENT: MAYOR & COUNCIL

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 3,323	$ 4,000		
		Various Conferences, Training, Meetings, etc. (i.e. IML Conference, DMMC Meetings)	**$ 4,000**
$ 3,323	$ 4,000	**Total**	**$ 4,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER PROFESSIONAL SEREVICES - 01-40-45400

DEPARTMENT: MAYOR & COUNCIL

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 215	$ 2,000	Mayor's Fitness Challenge Website Development	$ -
$ 215	$ 2,000	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2016
DUES, SUBSCRIPTIONS & BOOKS - 01-40-46900

DEPARTMENT: MAYOR & COUNCIL

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 3,176	$ 3,000		
		Daily Herald	**350**
		Western DuPage Chamber	**750**
		Illinois Municipal League Membership	**1,100**
		Illinois Prairie Path Membership (TAC)	**50**
		Active Transportation Alliance (BPAC)	**35**
		Metropolitan Mayors Caucus	**591**
		Chicago Metropolitan Planning	**130**
		Chicago Metropolitan Planning Council	**125**
		Arbor Day Foundation (EAC)	**50**
$ 3,176	$ 3,000	**Total**	**$ 3,181**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER SUPPLIES - 01-40-47200

DEPARTMENT: MAYOR & COUNCIL

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ -		
		As Needed	**$ 200**
$ -	$ -	**Total**	**$ 200**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MISCELLANEOUS EXPENSE - 01-40-48700

DEPARTMENT: MAYOR & COUNCIL

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 370	$ 250,000	**Unbudgeted for FY 2016**	**$ -**
$ 370	$ 250,000	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EMPLOYEE & VOLUNTEER APPRECIATION - 01-40-48710

DEPARTMENT: MAYOR & COUNCIL

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 2,721	$ 4,000		
		Volunteer Appreciation Dinner	**$ 2,000**
		Employee Appreciation Lunch	**2,000**
		Monthly Employee Luncheons	**600**
$ 2,721	$ 4,000	**Total**	**$ 4,600**

CITY OF WARRENVILLE
FISCAL YEAR 2016
COUNCIL SPONSORSHIPS - 01-40-48711

DEPARTMENT: MAYOR & COUNCIL

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 500	$ 900	Council Sponsorships (eg: Operation Safe Celebration @ $500)	**$ 2,000**
1,000	-	DuPage County River Monitoring (FY 2014 5th year of a 5-year Commitment-$1,000/yr) (Unbudgeted beginning FY 2015)	
5,766	5,898	Holly Days	**6,000**
1,000		Pension Fairness Coalition	
$ 8,266	$ 6,798	**Total**	**$ 8,000**

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-41-40000	Clerk	SALARIES-CITY CLERK	10,000	10,000	10,000	10,000	10,000	**10,000**	0.00%
01-41-40100	Clerk	FICA EXPENSE	620	620	620	620	620	**620**	0.00%
01-41-40101	Clerk	MEDICARE EXPENSE	145	145	145	145	145	**145**	0.00%
01-41-41103	Clerk	MAINTENANCE - SOFTWARE	0	4,913	4,913	0	0	**-**	
01-41-44400	Clerk	TRAVEL & MEETINGS	3,097	1,888	3,200	2,520	3,450	**4,960**	43.77%
01-41-45400	Clerk	OTHER PROFESSIONAL SERVICES				3,500	0	**8,500**	
01-41-44601	Clerk	POSTAGE - NEWSLETTER	4,763	5,806	6,218	6,330	6,997	**6,778**	-3.13%
01-41-44700	Clerk	PRINTING/PUBLISHING	1,951	1,168	1,185	1,850	1,658	**1,550**	-6.51%
01-41-44701	Clerk	PRINTING - NEWSLETTER	6,746	8,326	8,620	8,910	8,870	**8,910**	0.45%
01-41-46800	Clerk	CODIFICATION	3,621	3,303	2,874	4,500	2,670	**3,300**	23.60%
01-41-46900	Clerk	DUES, SUBSCRIPTIONS & BOOKS	390	235	575	430	462	**480**	3.90%
01-41-49500	Clerk	EQUIPMENT PURCHASE	4,722	0	0	5,000	0	**24,000**	
		Totals	36,055	36,404	38,350	43,805	34,872	**69,243**	98.56%

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - SOFTWARE - 01-41-41103

DEPARTMENT: Clerk

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 4,913	$ -	**Expenditure moved to 01-70-41103**	**$ -**
$ 4,913	$ -	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2016
TRAVEL & MEETINGS - 01-41-44400

DEPARTMENT: Clerk

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 3,275			
	$ 280	Municipal Clerks of DuPage County (MCDC) Meetings (Bi-monthly - Clerk and Deputy Clerk)	**$ 300**
	900	Municipal Clerks of IL (MCI) Quarterly District Mtgs (Overnight and mileage) (Clerk Only)	**750**
	500	Northern Illinois Municipal Clerks (NIMCA) (Bi-monthly Meeting Attendance - Overnight & mileage) (Clerk Only)	**700**
	550	Municipal Clerks of Illinois (MCI) Annual Certification Seminar Springfield - October (Overnight and mileage) (Clerk and Deputy Clerk) (Year 1 of 3 year program)	**1,600**
	700	International Institute of Municipal Clerks (IIMC) Annual Conference in Hartford, CT - May (Overnight and mileage) (Clerk Only)	**1,000**
	520	Illinois Municipal League (IML) Annual Conference Chicago - September (Clerk and Deputy Clerk)	**610**
$ 3,275	$ 3,450	**Total**	**$ 4,960**

CITY OF WARRENVILLE
FISCAL YEAR 2016
POSTAGE - NEWSLETTER - 01-41-44601

DEPARTMENT: Clerk

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 6,218	$ 6,777	Hometown Happenings 6 Bi-Monthly Mailings Average - $1,092.85/ea	**$ 6,558**
	220	Annual Permit Renewal - Postmaster	**220**
		Paper Editions Mailed: May, July, Sept, Nov, Jan, and Mar	
		On-line Editions: June, Aug, Oct, Dec, Feb and Apr	
$ 6,218	$ 6,997	**Total**	**$ 6,778**

CITY OF WARRENVILLE
FISCAL YEAR 2016
PRINTING/PUBLISHING - 01-41-44700

DEPARTMENT: Clerk

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 1,185			
	$ 650	Required Publication of Public Notices Including Bids	**$ 500**
	258	Tax Levy Notification (Daily Herald)	**300**
	750	Treasurer's Report (Daily Herald)	**750**
$ 1,185	$ 1,658	**Total**	**$ 1,550**

CITY OF WARRENVILLE
FISCAL YEAR 2016
PRINTING NEWSLETTER - 01-41-44701

DEPARTMENT: Clerk

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 8,620			
	$ 8,870	Hometown Happenings 6 Bi-Monthly Mailings - Paper Edition $1,485/ea	**$ 8,910**
		Paper Editions: May, July, Sept, Nov, Jan, and Mar	
		On-line Editions: June, Aug, Oct, Dec, Feb and Apr	
$ 8,620	$ 8,870	**Total**	**$ 8,910**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER PROFESSIONAL SERVICES - 01-41-45400

DEPARTMENT: Clerk

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
	$ -	Reorganization and conversion of City records (part of FY 16 Decision Package (see also 01-41-49500)	**$ 8,500**
$ -	$ -	**Total**	**$ 8,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
CODIFICATION - 01-41-46800

DEPARTMENT: Clerk

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 2,874			
	$ 2,170	Quarterly Code Revision/Supplements	**$ 2,800**
	500	Sterling Codifiers annual hosting fee	**500**
$ 2,874	$ 2,670	**Total**	**$ 3,300**

CITY OF WARRENVILLE
FISCAL YEAR 2016
DUES, SUBSCRIPTIONS & BOOKS - 01-41-46900

DEPARTMENT: Clerk

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 500			
	35	Municipal Clerks of DuPage County (Clerk and Deputy Clerk)	**$ 60**
	55	NIMCA Northern Illinois Municipal Clerks (Clerk Only)	**55**
	90	Municipal Clerks of Illinois (Clerk and Deputy Clerk)	**115**
	250	IIMC International Institute of Municipal Clerks (Clerk and Deputy Clerk)	**250**
	32	Notary (budget again in FY 18)	
$ 500	$ 462	**Total**	**$ 480**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EQUIPMENT PURCHASE - 01-41-49500

DEPARTMENT: Clerk

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ -	Mobile shelving system for Records Storage Vault (part of Fey 16 Decision Package (see also 01-41-45400)	**$ 24,000**
$ -	$ -	**Total**	**$ 24,000**

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-43-45100	Legal	LEGAL - CORPORATE	143,610	135,548	180,936	125,000	122,300	**125,000**	2.21%
01-43-45101	Legal	LEGAL - CITY PROSECUTOR	16,526	13,961	14,116	18,900	14,981	**16,000**	6.80%
01-43-45102	Legal	LEGAL - LITIGATION			-	100,000	15,456	**5,000**	-67.65%
01-43-45103	Legal	LEGAL - LABOR RELATIONS	4,866	12,881	5,635	10,000	10,000	**20,000**	100.00%
01-43-45106	Legal	LEGAL - CN RAILROAD	380			-			
		Totals	165,382	162,390	200,687	253,900	162,737	**166,000**	2.01%

CITY OF WARRENVILLE
FISCAL YEAR 2016
LEGAL - CORPORATE - 01-43-45100

DEPARTMENT: Legal

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 180,936			
	$ 120,000	Monthly GF Share of Legal Services (City Attorney on $10,000/mo. Retainer)	**$ 120,000**
	2,300	Administrative Legal Expenses	**5,000**
		Legal fees Associated with CUSD 203 On-going TIF #1 Related Litigation (Beginning in FY 2015 moved to new line item 01-43-45102) Historical Expenses were as follows: FY 2006 - $21,030 FY 2007 - $14,982 FY 2008 - $13,056 FY 2009 - $ 7,474 FY 2010 - $14,580 FY 2011 - $31,572 FY 2012 - $25,180 FY 2013 - $15,774 FY 2014 - $49,023 FY 2015 - $15,374	
$ 180,936	$ 122,300	**Total**	**$ 125,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
LEGAL - CITY PROSECUTOR - 01-43-45101

DEPARTMENT: Legal

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 14,116	$ 14,981	Fees for City Prosecutor	**$ 16,000**
$ 14,116	$ 14,981	**Total**	**$ 16,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
LEGAL - LITIGATION - 01-43-45102

DEPARTMENT: Legal

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -		Litigation and Trial Expenses	**$ 5,000**
	$ 15,456	Naperville - CUSD 203 Litigation and Trial Expenses	
		Note: Prior to FY 2015 These Expenses Were Accounted for in line item 01-43-45100 Corporate Historical Expenses were as follows: FY 2006 - $21,030 FY 2007 - $14,982 FY 2008 - $13,056 FY 2009 - $ 7,474 FY 2010 - $14,580 FY 2011 - $31,572 FY 2012 - $25,180 FY 2013 - $15,774 FY 2014 - $49,023 FY 2015 - $15,456	
$ -	$ 15,456	**Total**	**$ 5,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
LEGAL - LABOR RELATIONS - 01-43-45103

DEPARTMENT: Legal

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 5,635	$ 10,000	Labor Relations/Personnel Legal Fees *3 Open Collective Bargaining Agreements*	**$ 10,000**
$ 5,635	$ 10,000	**Total**	**$ 10,000**

City of Warrenville Department Overview

Finance Department

The Finance Department is located on the first floor of City Hall and is generally the first point of contact for most business conducted at City Hall, with service hours of 8:00 a.m. – 5:00 p.m. Monday through Friday.

The Finance Department is charged with performing the following functions:

- **Accounting and Revenue Collection** - The mission is to process, record, and report citywide financial transactions, and to account for the collection of all city revenue generated locally and through state or federal sources.
- **Budget and Management Analysis** - The mission is to assist the city budget officer to develop and publish the annual operating and capital budget. The objective of these budgets is to reflect city policies, goals, and priorities, and to communicate to the citizens and staff a financial action plan for the upcoming fiscal year.
- **Money Management and Treasury** - The mission of which is to safely manage the city's cash and to invest funds according to the city's investment policy and state code.
- **Purchasing and Contract Administration** - The mission to assure that city purchasing and contracting for goods and services adheres to city purchasing policies and statutory purchasing requirements.
- **Utility Billing** - The mission is to process timely and accurate utility user fee invoices to be delivered to system user, and to assure the collection and proper accounting of those collected user fees. Water and sewer bills can be paid:
  - In person with cash, check, or credit card
  - By regular mail
  - Via direct debit through the Auto Pay program
  - Online via credit card (with an associated convenience fee based upon the amount being paid, charged by the State of Illinois not the city)

Services Provided

- Assistance with Property or Sales Tax Information
- Business and Liquor licensing
- Notary services
- Handicapped Parking Placards
- Pilot II Taxi Rider information
- Providing general information and directions
- Refuse Collection information
- Voter Registration
- Water and Sewer utility payments

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-45-40000	Finance	SALARIES - FINANCE DEPT	218,770	210,731	205,262	228,600	221,391	**227,570**	2.79%
01-45-40001	Finance	OVERTIME - FINANCE DEPT	181	885	3,177	3,000	-	**1,500**	
01-45-40100	Finance	FICA EXPENSE	13,120	12,678	11,705	13,882	12,534	**14,203**	13.32%
01-45-40101	Finance	MEDICARE EXPENSE	3,068	2,958	2,782	3,247	2,931	**3,322**	13.34%
01-45-40200	Finance	IMRF EXPENSE	19,379	23,800	24,812	26,557	26,359	**26,191**	-0.64%
01-45-40705	Finance	TELECOMMUNICATION TAX REBATES	422	568	578	688	1,278	**1,353**	5.87%
01-45-42950	Finance	CREDIT CARD FEES	5,802	7,804	10,245	12,000	11,422	**12,000**	5.06%
01-45-43700	Finance	NOTARY FEE	55	55	51	50	50	**50**	0.00%
01-45-44400	Finance	TRAVEL & MEETINGS	733	1,813	667	4,550	1,916	**4,739**	147.34%
01-45-45200	Finance	AUDIT EXPENSE	13,368	13,977	15,795	16,426	16,427	**18,000**	9.58%
01-45-45400	Finance	OTHER PROFESSIONAL SERVICES	250	2,293	6,540	27,500	19,610	**7,400**	-62.26%
01-45-46900	Finance	DUES, SUBSCRIPTIONS & BOOKS	815	710	1,004	800	788	**788**	0.00%
01-45-47200	Finance	OTHER SUPPLIES		168	116	130	108	**364**	237.04%
01-45-48700	Finance	MISCELLANEOUS EXPENSE	1,776	50	27,907	200	75	**200**	166.67%
01-45-48703	Finance	GFOA REVIEW FEE	435	435	435	435	435	**435**	0.00%
01-45-49500	Finance	EQUIPMENT PURCHASE			380	-		**18,500**	
01-45-49954	Finance	REFUSE STICKERS	65,780	71,280	61,800	73,830	77,040	**80,160**	4.05%
		Totals	343,954	350,205	373,256	411,895	392,364	**416,775**	6.22%

CITY OF WARRENVILLE
FISCAL YEAR 2016
TELECOMMUNICATIONS TAX REBATE - 01-45-40705

DEPARTMENT: Finance

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 578	$ 412	Senior Citizens Telecommunication Tax Rebate Payouts	**$ 453**
	866	Local Government Rebates	**900**
$ 578	$ 1,278	**Total**	**$ 1,353**

CITY OF WARRENVILLE
FISCAL YEAR 2016
CREDIT CARD FEES - 01-45-42950

DEPARTMENT: Finance

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 10,245	$ 11,422	Credit Card Processing Fees	**$ 12,000**
$ 10,245	$ 11,422	**Total**	**$ 12,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
NOTARY FEE - 01-45-43700

DEPARTMENT: Finance

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 51	$ -		
	50	Accounting Clerk I (Herrera - 2016)	
		UB Clerk-Gasparas (Expires 04/29/2017) (Budget Again in FY 17)	
		Accounting Clerk II Weiersheuser (Expires 04/30/2016)	**50**
$ 51	$ 50	**Total**	**$ 50**

CITY OF WARRENVILLE
FISCAL YEAR 2016
TRAVEL & MEETINGS - 01-45-44400

DEPARTMENT: Finance

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 667			
	$ -	Director Conferences (including State and National Conference Expenses)	**$ 2,200**
	312	Daily Bank Deposit Mileage Reimbursement	**339**
		IGFOA Luncheons	
	1,459	Senior Accountant (including State and National Conference Expenses)	**1,600**
	145	Technical Training Topical Training Seminars & IGFOA Luncheons (Formerly in 01-45-45700)	**600**
$ 667	$ 1,916	**Total**	**$ 4,739**

CITY OF WARRENVILLE
FISCAL YEAR 2016
AUDIT EXPENSE - 01-45-45200

DEPARTMENT: Finance

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 15,795	$ 16,427		
		Annual Audit Fees	
		CAFR	**$ 16,000**
		Single Audit - (only if required)	**2,000**
		(Cost also allocated to	
		20-00-45200 $2,000	
		20-04-45200 $2,000	
		73-00-45200 $300	
		Lauterbach & Amen	
		(beginning with FY 2015 Audit	
		conducted summer o f 2015)	
		FY 2015 - $22,300	
		FY 2016 - $22,860	
		FY 2017 - $23,420	
		FY 2018 - $23,980	
		FY 2019 - $24,540	
		Sikich, LLP	
		Allocated also to:	
		Water & Sewer	
		Contract 5-Yr Extension	
		Audit Year	
		FY 2010 - 21,948	
		FY 2011 - 21,948	
		FY 2012 - 22,607	
		FY 2013 - 23,399	
		FY 2014 - 24,345	
		Original 5-Yr Contract	
		FY 2005 - 19,500	
		FY 2006 - 20,085	
		FY 2007 - 20,688	
		FY 2008 - 21,309	
		FY 2009 - 21,948	
$ 15,795	$ 16,427	**Total**	**$ 18,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER PROFESSIONAL SERVICES - 01-45-45400

DEPARTMENT: Finance

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 6,540			
		Actuarial Services	
	$ 250	OPEB Calculation Services	**$ 2,500**
		(Bi-Annual Calculations - Full in FY 2016)	
	14,460	ERP Software Evaluation and	-
		RFP Consultation and Development	
	4,900	Open Gov	**4,900**
$ 6,540	$ 19,610	**Total**	**$ 7,400**

CITY OF WARRENVILLE
FISCAL YEAR 2016
DUES, SUBSCRIPTIONS & BOOKS 01-45-46900

DEPARTMENT: Finance

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 569			
	190	GFOA Membership (200 Director) - Expires 09/30	**$ 190**
	500	IGFOA Membership (300 Director, 200 Asst) - Approx March	**500**
	98	Books and Publications (Crain's)	**98**
$ 569	$ 788	**Total**	**$ 788**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER SUPPLIES - 01-45-47200

DEPARTMENT: Finance

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 116			
		Handicapped Placards (Purchase next in FY 16)	**$ 250**
	108	Dog Tags	**114**
$ 116	$ 108	**Total**	**$ 364**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MISCELLANEOUS EXPENSE - 01-45-48700

DEPARTMENT: Finance

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 28,342			
	$ 75	Miscellaneous Expenses	**$ 200**
$ 28,342	$ 75	**Total**	**$ 200**

CITY OF WARRENVILLE
FISCAL YEAR 2016
GFOA REVIEW FEE - 01-45-48703

DEPARTMENT: Finance

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 435	$ 435		
		Audit Award Review Fee	**$ 435**
$ 435	$ 435	**Total**	**$ 435**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EQUIPMENT PURCHASE - 01-45-49500

DEPARTMENT: Finance

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 379	$ -	**Copier Replacement** **1st Floor Copier** **last purchased 2007**	**$ 18,500**
$ 379	$ -	**Total**	**$ 18,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
REFUSE STICKERS - 01-45-49954

DEPARTMENT: Finance

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 61,800	$ 77,040	Purchase of Refuse Stickers for Re-sale to Residents - Per Contract Estimated at 24,000 Stickers Annually **Waste Management** Yr 1 - 05/01/10-$2.75 Yr 2 - 05/01/11-$2.86 Yr 3 - 05/01/12-$2.97 **Approved 3-Year Extension** Yr 4 - eff 05/01/13 - $3.09 Yr 5 - eff 05/01/14 - $3.21 **Yr 6 - eff 05/01/15 - $3.34**	**$ 80,160**
$ 61,800	$ 77,040	**Total**	**$ 80,160**

City of Warrenville Department Overview

Administration

Under the direction of the City Administrator, the Administration Department is responsible for operations of all City departments, management of capital projects, presentation and management of the City budget, Tax Increment Financing (TIF) district administration, support of elected officials, boards and commissions, public communication, research and policy recommendation, intergovernmental relations, administration of special projects, Human Resources and Labor Relations, information technology, risk management, RFP and contract negotiation, and meeting agenda preparation. The Department consists of four full time employees: the City Administrator, Assistant Administrator, Executive Assistant, and Administrative Services Coordinator.

City Operations – The City Administrator is the Chief Administrative Officer of the City and oversees operations and appoints all civilian staff.

Budget – The City Administrator is the appointed Budget Officer and TIF District Administrator and oversees the preparation, presentation, and administration of the budget.

Council/Committee/Commission Staffing – Administration Department staff supports the City Council, Committees of the Whole, Environmental Advisory Commission, Tourism and Arts Commission, and Employee Safety Committee as well as provides office assistance for elected officials.

Assistance to City Clerk – The Executive Assistant, acting as Deputy City Clerk, serves as notary and voter registrar. The position also processes FOIA requests and prepares minutes, posts meeting notices, bid openings, and public hearings notice, prepares agenda packets, and maintains City ordinances, resolutions, proclamations, and other City records.

Media Relations – The City Administrator is the City's official spokesperson and Public Information Officer.

Human Resources – Administration Department staff provides support related to training, recruitment, Family Medical Leave Act, fitness for duty, Commercial Drivers License drug testing, personnel policies, collective bargaining agreements, and employment law. The City Administrator is the final authority on hiring, promotion, and termination for all civilian staff.

Risk Management – The Assistant City Administrator serves as the City's Risk Manager and reviews all liability and workers compensation claims and oversees the City's risk management coverage.

Information Technology – Administration Department staff oversees the City's website, cable television channel, telephone system, and IT infrastructure.

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-50-40000	Administration	SALARIES - ADMINISTRATION	274,566	321,049	295,373	321,708	322,022	**330,131**	2.52%
01-50-40001	Administration	OVERTIME - ADMINISTRATION	10,430	10,238	10,290	11,000	7,917	**11,000**	38.94%
01-50-40100	Administration	FICA EXPENSE	15,855	18,135	16,402	20,628	17,920	**21,151**	18.03%
01-50-40101	Administration	MEDICARE EXPENSE	3,937	4,627	4,246	4,824	4,607	**4,947**	7.38%
01-50-40200	Administration	IMRF EXPENSE	31,430	36,941	35,741	39,032	38,597	**39,003**	1.05%
01-50-40500	Administration	COMMITTEES / COMMISSIONS	8,063	12,089	9,931	15,250	15,250	**16,050**	5.25%
01-50-44400	Administration	TRAVEL & MEETINGS	5,381	12,337	7,112	12,365	15,000	**20,015**	33.43%
01-50-45400	Administration	OTHER PROFESSIONAL SERVICES	47,882	19,636	36,502	43,940	47,940	**83,920**	75.05%
01-50-45490	Administration	EMPLOYEE ASSISTANCE PROGRAM	1,024	969	171	1,130	1,032	**1,089**	5.52%
01-50-46600	Administration	SENIOR SERVICES	15,570	13,400	12,700	15,600	12,700	**13,200**	3.94%
01-50-46900	Administration	DUES, SUBSCRIPTIONS & BOOKS	18,444	17,293	15,311	16,425	16,425	**16,650**	1.37%
01-50-47200	Administration	OTHER SUPPLIES	577	271	269	1,200	675	**1,000**	48.15%
01-50-48700	Administration	MISCELLANEOUS EXPENSE	2,811	2,080	2,471	2,800	2,500	**2,800**	12.00%
01-50-48706	Administration	FLEX SPENDING FEE	3,003	2,349	4,006	4,530	4,530	**4,186**	-7.59%
01-50-49200	Administration	LAND PURCHASE - INTEREST EXPENSE	50,000	50,000	5,100	5,100	5,100	**5,100**	0.00%
01-50-49500	Administration	EQUIPMENT PURCHASE	12,166	108,474	7,054	4,000	615	**2,000**	225.20%
		Totals	501,139	629,888	462,679	519,532	512,830	**572,242**	11.59%

CITY OF WARRENVILLE
FISCAL YEAR 2016
COMMITTEES AND COMMISSIONS - 01-50-40500

DEPARTMENT: Administration

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 9,931	$ 15,250		
		Safety Committee	**$ 3,750**
		Annual Safety Awards	
		(75 employees @$50)	
		Warrenville Environmental Advisory Commission:	
		Boxes for Battery Recycling	**2,000**
		Resource Newsletter	**1,500**
		Tree City USA Conference	**200**
		Arbor Day	**3,000**
		New Programs for FY 2016	**1,000**
		(Subsidized Rain Barrels, Composting , Rain Gardens)	
		Cool Cities Program	**100**
		Warrenville Pedestrian and Bicyclists Advisory Commission:	
		Bike Rodeo Supplies	**2,500**
		Printing	**1,000**
		New Programs for FY 2016	**1,000**
		(i.e subsidized bike racks)	
$ 9,931	$ 15,250	**Total**	**$ 16,050**

CITY OF WARRENVILLE
FISCAL YEAR 2016
TRAVEL/TRAINING - 01-50-44400

DEPARTMENT: Administration

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 7,112	$ 15,000		
		City Administrator Auto Allowance	**$ 3,300**
		Personal Auto to conduct City business	
		Annual ICMA Conference	**2,500**
		Summer ILCMA Conference	**600**
		Winter ILCMA Conference	**600**
		IPELRA Employment Law Seminar	**400**
		IAMMA Luncheons	**100**
		Metro Manager Luncheons	**200**
		DMMC Meetings	**250**
		DMMC Legislative Drive Down	**300**
		Legacy Project Conference	**65**
		Chamber Meetings and Events	**300**
		Other Professional Training	**500**
		Staff Professional Development	**10,000**
		Leadership Training/Coaching	
		GMIS Conference	**900**
$ 7,112	$ 15,000	**Total**	**$ 20,015**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER PROFESSIONAL SERVICES - 01-50-45400

DEPARTMENT: Administration

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 36,502	$ 47,940		
		Achiever Exam (Pre-employment Test)	**$ 5,000**
		CDBH DOT/Non-DOT Program & Post Offer Physicals	**6,500**
		Flu Shots	**1,500**
		Background Checks for New Employees	**500**
		Language Testing Service (Per MAP 213 CBA)	**120**
		Project Management of Strategic Plan	**30,000**
		NICOR Consortium (DMMC)	**2,000**
		Electrical Aggregation Representation at ICC	**1,000**
		Pension Coalition for Illinois - Contribution	**5,000**
		Compensation Philosophy Recommendation (i.e. Job Factor Analysis, Compensation Study) (FY 16 Decision Package)	**30,000**
		Telephone Townhall (FY 16 Decision Package)	**2,300**
$ 36,502	$ 47,940	**Total**	**$ 83,920**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EMPLOYEE ASSISTANCE PROGRAM - 01-50-45490

DEPARTMENT: Administration

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 171	$ 1,032	Annual EAP Contract Est @ $14.33 per Employee x 76 EE's	**$ 1,089**
$ 171	$ 1,032	**Total**	**$ 1,089**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EDUCATION REIMBURSEMENT - 01-50-45710

DEPARTMENT: Administration

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -		Employee Education Reimbursement	
		Unbudgeted for FY 16	
$ -	$ -	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2016
SENIOR SERVICES - 01-50-46600

DEPARTMENT: Administration

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 12,700			
	$ 12,700	Annual DuPage Seniors Contribution	**$ 12,700**
		Meal on Wheels	
		Senior Chore Day	
	-	Taxi Fare Coupons	**500**
$ 12,700	$ 12,700	**Total**	**$ 13,200**

CITY OF WARRENVILLE
FISCAL YEAR 2016
DUES, SUBSCRIPTIONS, & BOOKS - 01-50-46900

DEPARTMENT: Administration

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 15,311	$ 16,425		
		ILCMA/IAMMA/Legacy Project	**$ 200**
		ICMA	**2,500**
		NPELRA/IPELRA	**295**
		ILCMA/Metro Managers	**230**
		DuPage Mayors and Managers	**12,000**
		Government Management Information Science (GMIS)	**100**
		Society for HR Management (SHRM)	**185**
		Public Salary (CityTech)	**390**
		Miscellaneous Books & Dues	**500**
		Conservation Foundation membership	**250**
$ 15,311	$ 16,425	**Total**	**$ 16,650**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER SUPPLIES - 01-50-47200

DEPARTMENT: Administration

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 269	$ 675		
		Anniversary Gifts - to employees	**$ 1,000**
$ 269	$ 675	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MISCELLANEOUS EXPENSE - 01-50-48700

DEPARTMENT: Administration

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 2,470	$ 2,500		
		Uncategorized Expenditures	**$ 1,000**
		Meeting and Events Food	**1,000**
		Miscellaneous Flower Arrangements/Memorials	**800**
$ 2,470	$ 2,500	**Total**	**$ 2,800**

CITY OF WARRENVILLE
FISCAL YEAR 2016
FLEX SPENDING FEE - 01-50-48706

DEPARTMENT: Administration

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 4,006	$ 4,530		
		Quarterly Administrative Costs (avg. @ $676.70 per Quarter)	**$ 2,707**
		Quarterly - Claim Card Fee (avg. @ $228.42 per Quarter)	**914**
		Annual Renewal Fee	**565**
$ 4,006	$ 4,530	**Total**	**$ 4,186**

CITY OF WARRENVILLE
FISCAL YEAR 2016
LAND PURCHASE - INTEREST EXPENSE - 01-50-49200

DEPARTMENT: Administration

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 5,100	$ 5,100	Interest Payments on the Purchase of the Musselman Property Repayment to W&S Fund	**$ 5,100**
$ 5,100	$ 5,100	**Total**	**$ 5,100**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EQUIPMENT PURCHASE - 01-50-49500

DEPARTMENT: Administration

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 7,054	$ 615	Filing Cabinets/Shelving	**$ 2,000**
$ 7,054	$ 615	**Total**	**$ 2,000**

Police Department

The Warrenville Police Department is responsible for the delivery of law enforcement services to the community on a 24 hour, 365 days per year basis. The Patrol Division consists of uniformed officers who respond to 9-1-1 calls for service, initiate investigations, provide directed patrols, employs a police K-9, and also utilizes specialized skills such as forensic evidence collection at crime scenes. The department also provides specialized investigative services and participates in multi-jurisdictional task forces to ensure specialties such as SWAT, Major Case Investigations, Major Traffic Crash Reconstruction, and Forensic Computer Analysis are available to ensure a professional law enforcement response.

- Problem Oriented Policing (POP) Program to specifically address gang, drug and quality of life crimes and also provide assistance to the Investigations Division during surveillances and major investigations. POP officers also regularly provide tobacco and alcohol compliance checks in order to limit the availability of these products to the community's youth.

- Traffic Safety Enforcement Unit (TSEU) specializes in traffic enforcement and concentrates on reducing traffic accidents at high volume accident locations as well as providing commercial truck enforcement and providing driver education. The TSEU responds to citizen complaints and conducts directed patrols on major thoroughfares as well as neighborhood streets.

- Forensic Evidence Technicians assist the Investigations Division and processes crimes scenes for the identification, collection, and preservation of forensic evidence.

- In 2014 Warrenville Police Officers were trained in the use of NARCAN (Naloxone) and are able to administer this drug to victims of opiate overdoses, such as heroin. NARCAN reverses the effects of the opiate drug and allows for a better chance of survival for the overdose victim. The program, which is funded by the DuPage County Health Department, does not incur any cost to Warrenville tax payers.

- Warrenville Police Officers serve on the DuPage Felony Investigative Assistance Team (FIAT) Special Weapons and Tactics (SWAT) Team, DuPage Felony Investigative Assistance Team (FIAT) Major Case Investigations Team, DuPage Felony Investigative Assistance Team (FIAT) Major Traffic Crash Reconstruction Team, and The DuPage County Major Crimes Task Force.

- The Chief of Police currently serves as Chairmen of the Executive Board of the DuPage Felony Investigative Assistance Team (FIAT), the Chairman of the DuPage County

Chiefs of Police Association Training Committee and is also an Executive Board member of the DuPage County Major Crimes Task Force.

- The Citizen Police Academy provides a glimpse in to the operation of the department and also exposes citizens to the duties and responsibilities of police officers, as well as explaining different department programs.

- Explorer Scout Program provides young men and women with insight and training in the law enforcement field for those interested in pursuing a criminal justice career.

- Warrenville was recognized for a second consecutive year (2013, 2014) by National Night Out as one of the best National Night Out Celebrations in America. Warrenville placed 25th in communities under 15,000 residents. National Night Out involves over 37.8 million people and 16,124 communities from all fifty states, U.S. Territories, Canadian cities, and military bases worldwide.

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-51-40000	Police	SALARIES - POLICE SWORN	2,604,367	2,769,377	2,944,522	3,083,331	3,063,166	**3,106,075**	1.40%
01-51-40001	Police	OVERTIME - POLICE	243,249	233,409	214,546	150,000	203,251	**200,000**	-1.60%
01-51-40004	Police	SALARIES-CROSSING GUARDS	35,157	33,972	34,274	37,915	33,528	**37,112**	10.69%
01-51-40005	Police	POLICE-NON-SWORN	344,791	363,826	373,924	386,532	389,812	**398,138**	2.14%
01-51-40006	Police	UNEMPLOYMENT INSURANCE							
01-51-40100	Police	FICA EXPENSE	190,215	202,520	208,484	226,782	213,524	**228,863**	7.18%
01-51-40101	Police	MEDICARE EXPENSE	45,067	47,592	49,892	53,038	50,335	**53,526**	6.34%
01-51-40200	Police	IMRF EXPENSE	38,238	41,423	44,365	48,321	47,028	**46,378**	-1.38%
01-51-40401	Police	CITY CONTR. TO POLICE PENSION	877,705	812,420	818,005	1,866,691	966,691	**1,004,200**	3.88%
01-51-41100	Police	MAINTENANCE - EQUIPMENT	18,024	27,735		38,903	57,553	**37,903**	-34.14%
01-51-41110	Police	MAINTENANCE - AUTOS	43,075	34,399	15,340	30,000	48,456	**46,960**	-3.09%
01-51-42700	Police	MAINTENANCE - COMMUNICATIONS	726	1,115	45,270	5,000	5,000	**5,000**	0.00%
01-51-42800	Police	COMMUNICATIONS SERVICES	283,248	288,796	301,878	357,523	334,065	**339,616**	1.66%
01-51-42900	Police	ANIMAL CONTROL	2,281	1,228	721	2,000	1,200	**2,000**	66.67%
01-51-42901	Police	CANINE UNIT	3,828	649	8,040	3,000	1,900	-	-100.00%
01-51-43400	Police	TELEPHONE	17,072	18,879	19,393	20,195	19,300	**22,169**	14.87%
01-51-43700	Police	NOTARY FEE	249	350	154	240	231	**240**	3.90%
01-51-44300	Police	RENT EXPENSE	7,408	8,059	2,739	2,000	2,000	**2,000**	0.00%
01-51-44400	Police	TRAVEL & MEETINGS	16,675	22,262	23,418	25,045	25,045	**31,025**	23.88%
01-51-44700	Police	PRINTING/PUBLISHING	3,434	4,123	3,465	3,910	3,910	**5,210**	33.25%
01-51-44710	Police	PHOTOGRAPHS	78	-			-	-	
01-51-44850	Police	ADMINISTRATIVE TOWING EXPENSE	4,375	4,185	4,090	5,500	3,600	**5,500**	52.78%
01-51-45400	Police	OTHER PROFESSIONAL SERVICES	10,254	12,611	15,235	20,928	19,000	**15,884**	-16.40%
01-51-45402	Police	PROFESSIONAL ADJUDICATION SVCS	4,528	5,847	3,288	4,000	2,800	**1,000**	-64.29%
01-51-45710	Police	EDUCATION REIMBURSEMENT	6,685	8,684					
01-51-46900	Police	DUES, SUBSCRIPTIONS & BOOKS	38,755	27,079	25,982	29,402	28,207	**31,795**	12.72%
01-51-47200	Police	OTHER SUPPLIES	15,833	5,903	4,484	14,911	14,000	**18,650**	33.21%
01-51-47210	Police	AMMUNITION & SUPPLIES	18,724	7,978	7,929	7,251	7,251	**5,164**	-28.78%
01-51-47300	Police	UNIFORMS	25,239	33,794	41,903	44,805	44,805	**51,740**	15.48%
01-51-47304	Police	UNIFORMS-CROSSING GUARDS	288	206	-	1,075	1,085	**1,075**	-0.92%
01-51-47600	Police	GAS/OIL EXPENSE	114,525	105,338	109,954	102,500	100,428	**110,000**	9.53%
01-51-48401	Police	COLLECTION AGENCY FEES	72	502	-	750	500	**750**	50.00%
01-51-48700	Police	MISCELLANEOUS EXPENSE	(49)	1,032	75	2,000	2,000	**2,000**	0.00%
01-51-48701	Police	INVESTIGATIONS	959	799	394	1,000	3,000	**1,800**	-40.00%
01-51-48702	Police	PUBLIC RELATIONS	2,967	5,275	4,417	5,825	5,825	**7,325**	25.75%
01-51-49500	Police	EQUIPMENT PURCHASE	110,163	1,410	10,836	90,449	36,691	**8,325**	-77.31%
01-51-49503	Police	EQUIPMENT-MAINTENANCE SUPRV	3,002	973	2,509	3,000	2,500	**2,500**	0.00%
01-51-49990	Police	BAD DEBT EXPENSE	45	-					
		Totals	5,131,252	5,133,750	5,339,526	6,673,822	5,737,687	**5,829,923**	1.61%

General Fund Line Items
Fiscal Year 2016

CITY OF WARRENVILLE
FISCAL YEAR 2016
CITY CONTRIBUTION TO POLICE PENSION - 01-51-40401

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 818,005			
	$ 716,691	City Contribution to Police Pension (Levy)	**$ 754,200**
	250,000	Additional City Contribution toward Unfunded Liability	**250,000**
$ 818,005	$ 966,691	**Total**	**$ 1,004,200**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - EQUIPMENT - 01-51-41100

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 15,340	$ 57,553		
		Records and Patrol Departments Maintenance and Supply Contract	**$ 12,000**
		Administrative Services Copier Lease	**3,160**
		Maintenance of Equipment/Time & Material (i.e. Fire Extinguishers, Radar Units, Dictaphone, Telephone System, Workout Video Surveillance Surveillance Cameras, Miscellaneous, Red Hawk, Interview Rooms I & II)	**2,640**
		Car Washes/Detailing	**2,800**
		Illinois State Contract Squad Light bar	**1,700**
		Lexmark "Live-Scan" toner cartridge	**543**
		Radar Recertification (Cost reimbursed by Transfer-In from Seized Assets Fund - See Transfer -in Revenue) *moved from 01-51-45400	**660**
		IL Dept of Agriculture Traffic Safety Enforcement Unit Scale Certification	**1,200**
		Maintenance Agreement - and Monthly Contractual Services Agreement (Including Data Storage & Retrieval) ($1,100 per month x 12) (FY 15 Decision Package)	**13,200**
$ 15,340	$ 57,553	**Total**	**$ 37,903**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - AUTOS - 01-51-41110

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 45,270	$ 48,456		
		Purchase of Tires, Alignments & Balancing/Time and Material (Cost reimbursed by Transfer-In from Seized Assets Fund - See Transfer-in Revenue)	**$ 15,000**
		Repair at Car Dealer or Outside Vendor	**10,000**
		Purchase of Parts	**12,000**
		Interior Equipment Striping and Installation of Radio Rack and Wiring	**9,500**
		Remote Start System for 2007 Ford Taurus and Ford Fusion 2 @ $230	**460**
$ 45,270	$ 48,456	**Total**	**$ 46,960**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - COMMUNICATIONS - 01-51-42700

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 5,000		
		Chicago Communications (Portable Radios, Mobile Data Terminal, Mobil Radios) Installation of Command Staff and PD Radio Base units	**$ 5,000**
$ -	$ 5,000	**Total**	**$ 5,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
COMMUNICATION SERVICES - 01-51-42800

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 301,878	$ 334,065		
		DU-COMM Contract Estimate 32 x 10,613 = $339,616	**$ 339,616**
		Second Facility Cost Figures on Hold for Duration of 2016 Budget	-
$ 301,878	$ 334,065	**Total**	**$ 339,616**

CITY OF WARRENVILLE
FISCAL YEAR 2016
ANIMAL CONTROL - 01-51-42900

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 721	$ 1,200		
		General Animal Control Equipment and Veterinary Charges	**$ 2,000**
$ 721	$ 1,200	**Total**	**$ 2,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
CANINE UNIT- 01-51-42901

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 8,041	$ 1,900		
		Canine Program Costs Canine Retired on 12/10/2014 due to Injury. Program will be Re-evaluated During the 2017 Budget Preparation	**$ -**
$ 8,041	$ 1,900	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2016
TELEPHONE- 01-51-43400

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 19,393	$ 19,300		
		Fax 12 months @25/month x2	**$ -**
		Verizon Wireless - MDT Signal to DuComm	**9,869**
		Nextel Cellular Phone Costs (Estimate @ $1,025/Month)	**12,300**
$ 19,393	$ 19,300	**Total**	**$ 22,169**

CITY OF WARRENVILLE
FISCAL YEAR 2016
NOTARY FEE - 01-51-43700

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 154	$ 231		
		Various Costs for Bonding Fee, State Fee and the Notary Stamp x 4 @ $60	**$ 240**
$ 154	$ 231	**Total**	**$ 240**

CITY OF WARRENVILLE
FISCAL YEAR 2016
RENT EXPENSE - 01-51-44300

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 2,739	$ 2,000		
		Indoor Range (Aurora PD)	**$ 1,200**
		Postage Machine Rental ($200 per Quarter)	**800**
$ 2,739	$ 2,000	**Total**	**$ 2,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
TRAVEL & MEETINGS - 01-51-44400

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 23,418	$ 25,045		
		DuPage Chiefs/Senior Management Meetings	**$ 675**
		Professional Dinner Functions	**300**
		Lodging Costs for Training	**1,000**
		Reimbursement for Meals and Mileage - Training, Conferences, and other Work-related Travel	**4,000**
		Illinois Chief of Police Conference (x 3)	**900**
		Records Training (FOIA/NetRMS/Other)	**800**
		Patrol Officers:	
		Specialized Training	**1,000**
		I.T.O.A. - Dues/Training (x2 @ 750)	**1,500**
		Suburban Law Enforcement Basic Academy	**9,200**
		Investigations:	
		I.D.E.O.A. (x2)	**550**
		Illinois Homicide Seminar	**400**
		One/Two Day Seminars	**1,000**
		OSHA Mandated Annual Training (On-line training for Blood-borne Pathogens, hazardous materials, and CPR/AED training)	**2,500**
		S.L.E.A. Command Staff Course ($1,875 x 2) (Receive 50% reimbursement upon graduation)	**3,750**
		DuPage Juvenile Officers Assoc (DJOA) Conference ($75 x 2)	**150**
		Forensic Science Investigating at Northwestern University	**3,300**
$ 23,418	$ 25,045	**Total**	**$ 31,025**

CITY OF WARRENVILLE
FISCAL YEAR 2016
PRINTING/PUBLISHING - 01-51-44700

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 3,465	$ 3,910		
		Advertisement	**$ 1,000**
		Printing Needs: Business Cards/Envelopes	**1,000**
		Parking & Traffic Tickets	**2,000**
		Printing Fees to Update Required Forms	**1,000**
		Inmate Property Cards x 1500 @ $105 x2	**210**
$ 3,465	$ 3,910	**Total**	**$ 5,210**

CITY OF WARRENVILLE
FISCAL YEAR 2016
ADMINISTRATIVE TOWING EXPENSE - 01-51-44850

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 4,090	$ 3,600		
		Administrative Towing Fees Paid to Contractor	**$ 5,500**
$ 4,090	$ 3,600	**Total**	**$ 5,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER PROFESSIONAL SERVICES - 01-51-45400

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 15,235	$ 19,000		
		Destruction of Records	**$ 500**
		Testing for Blood-borne Pathogens	**1,000**
		Hepatitis B Shots	**200**
		Medical Safety Mask Fit Tests, on-line (x37 @ $38)	**1,406**
		Prisoner Hospital Costs	**1,000**
		Off-site Document Shredding Service	**1,000**
		S.O.S. Title Fees -Seized Vehicles	**2,000**
		S.O.S. Title and Registration Fees - Department Vehicles (Titles x6 vehicles @ $100 / LPN renewal x8 @ $101)	**1,408**
		DuPage County CIJIS Monthly Fees (x12 months @ $250)	**3,000**
		DUI Testing (Blood Draw)	**1,000**
		WYFS COMPASS Program	**1,020**
		Part-time Officer Psychological Testing (x 2 @ $550)	**1,100**
		Part-time Officer Polygraph Testing (x 5 @ $250)	**1,250**
$ 15,235	$ 19,000	**Total**	**$ 15,884**

CITY OF WARRENVILLE
FISCAL YEAR 2016
PROFESSIONAL ADJUDICATION SERVICES - 01-51-45402

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 3,288	$ 2,800		
		Professional Adjudication Services Contractual Administrative Law Judge (Includes Adjudication of Code Violation Issues)	**$ 1,000**
$ 3,288	$ 2,800	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EDUCATION REIMBURSEMENT - 01-51-45710

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ -		
		Reimbursement Requests for Personnel Involved in Completion of Various Degrees **(Unbudgeted for FY 2016)**	**$ -**
$ -	$ -	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2016
DUES, SUBSCRIPTIONS & BOOKS - 01-51-46900

DEPARTMENT: Police
PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 25,982			
	$ 525	Illinois Association Chief of Police x3	**$ 525**
	200	International Association Chief of Police	**200**
	3,500	F.I.A.T.	**3,500**
	2,848	L.E.A.D.S On-line	**2,848**
	4,000	DuPage County Children's Advocacy Center	**4,000**
		DuPage Senior Management (x 2)	**250**
	150	DuPage Chief's Association (x 3)	**250**
	275	BASSET Licensing	**250**
	140	Explorer Charter Fee (x 6)	**200**
	3,420	NEMRT Regional Training (x 42 @ $95)	**3,990**
	800	International Association Chiefs of Police On-line.net	**800**
	737	Entersect On-line Background and Investigation tool	**1,000**
		Law Enforcement Records Mgmt Information	**25**
		Suburban Law Enforcement Admin Professionals	**40**
	4,424	NetRMS System	**5,500**
	50	DJOA x 2 @ 25	**50**
	5,313	Lexipol Subscription: (Annual Update @ $2,850) (Daily Training Bulletin Fee $2,700)	**5,550**
	500	DuPage County Major Crimes Task Force (MCTF)	**500**
	1,205	Northern Illinois Police Alarm System (NIPAS)	**1,205**
	120	IL Law Enforcement Alarm System (ILEAS)	**120**
$ 25,982	$ 28,207	**Total**	**$ 30,803**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER SUPPLIES - 01-51-47200

DEPARTMENT: Police
PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 4,484	$ 14,000		
		Evidence Technician Supplies	**$ 7,000**
		Canon EOS 40D USLR Camera	**2,400**
		Flares	**1,500**
		Miscellaneous Supplies	**1,500**
		Office Equipment	**3,000**
		Sanitizer Replacements	**1,000**
		Digital Media (DVDs/CDs/Flash Drives)	**500**
		Office Chairs x 5 @ $350	**1,750**
$ 4,484	$ 14,000	**Total**	**$ 18,650**

CITY OF WARRENVILLE
FISCAL YEAR 2016
AMMUNITION & SUPPLIES - 01-51-47210

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 7,929	$ 7,251		
		Handgun - Training Rounds	**$ 200**
		Duty Rounds	**100**
		Rifle:	**-**
		Training 5.56 / Duty 5.56 / Duty 5.56 Bonded	
		FIAT/SWAT Sniper Ammo	**1,680**
		.308(1,400 Rounds @ $1.20)	
		Taser:	
		Training (40 cartridges)	**880**
		Duty (12 cartridges)	**324**
		Replacement Batteries (x8)	**400**
		Part Replacements:	
		Weapon repair	**200**
		Cleaning Equipment	**200**
		Target Material	**250**
		AR 15 parts	**200**
		Less Than Lethal Shotgun:	
		(Bean Bag, 105 rounds)	**630**
		3-Volt batteries (Weapon Lights)	**200**
		Red Dot Sight Rifle Battery	**100**
$ 7,929	$ 7,251	**Total**	**$ 5,164**

CITY OF WARRENVILLE
FISCAL YEAR 2016
UNIFORMS - 01-51-47300

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 41,903	$ 44,805		
		Quartermaster Replacement Spring and Fall	**$ 20,000**
		Footwear Replacement (x25 @ $150)	**3,750**
		Clothing Allowance	**7,500**
		Investigations x 4	
		POP Officers x 2	
		BATTLE Officer x 1	
		Replacement Body Armor (Vests)	**11,025**
		(x15 vests @ $735)	
		Explorer Uniforms	**1,000**
		Uniform Cleaning Contract	**5,000**
		Gas Mask Replacement (x 3 @ $355)	**1,065**
		Gas Mask Replacement Filters (CBRN)	**2,400**
		(x 40 @ $60)	
$ 41,903	$ 44,805	**Total**	**$ 51,740**

CITY OF WARRENVILLE
FISCAL YEAR 2016
UNIFORMS - CROSSING GUARDS - 01-51-47304

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
	1,085	Raincoats, Safety Vests and Equipment	**$ 250**
		Roadway signs (3 @ $275)	**825**
$ -	$ 1,085	**Total**	**$ 1,075**

CITY OF WARRENVILLE
FISCAL YEAR 2016
GAS/OIL EXPENSE - 01-51-47600

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 109,954	$ 100,428		**$ 110,000**
		Annual Gas/Oil Expense	
$ 109,954	$ 100,428	**Total**	**$ 110,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
COLLECTION AGENCY FEES - 01-51-48401

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 500		
		Fees Associated with Adjudication Collections	**$ 750**
$ -	$ 500	**Total**	**$ 750**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MISCELLANEOUS EXPENSE - 01-51-48700

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 74	$ 2,000		
		Petty Cash Expenses	**$ 1,000**
		Miscellaneous	**500**
		Awards & Recognition	**500**
$ 74	$ 2,000	**Total**	**$ 2,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
INVESTIGATIONS - 01-51-48701

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 394	$ 3,000		
		Major Case Investigations Costs (Travel, Subpoena Fees, Records, etc.)	**$ 1,000**
		Replace Investigations DVD Player & Monitor for Evidence Review	**800**
$ 394	$ 3,000	**Total**	**$ 1,800**

CITY OF WARRENVILLE
FISCAL YEAR 2016
PUBLIC RELATIONS - 01-51-48702

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 4,417	$ 5,825		
		National Night Out	**$ 4,000**
		Shredding Day	**450**
		Citizens Police Academy (CPA)	**750**
		Public Relations Materials	**1,500**
		Shop With a Cop	**125**
		Home Security Review & Welcome Packages Materials	**500**
$ 4,417	$ 5,825	**Total**	**$ 7,325**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EQUIPMENT PURCHASE - 01-51-49500

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 10,836	$ 36,691		
		AIPPA Air Filter Replacement	**$ 1,000**
		AED Replacement Pads (x 5 @ $42)	**210**
		AED Replacement Batteries (x 3 @ $263)	**789**
		LED Flashlight Replacements for Squads (x 5 @ $160)	**800**
		Portable Radio Batteries (x 5 @ $110)	**550**
		Prisoner Transport Belts (x 11 @ $76)	**836**
		Handcuffs for Prisoner Belts (x 22 @ $20)	**440**
		Interview Room "A" Sound -deadening Wall Panels	**3,700**
$ 10,836	$ 36,691	**Total**	**$ 8,325**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EQUIPMENT - MAINTENANCE SUPRVR - 01-51-49503

DEPARTMENT: Police

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 2,509	$ 2,500		
		Mechanic Parts/ Supplies	**$ 2,500**
$ 2,509	$ 2,500	**Total**	**$ 2,500**

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City of Warrenville Department Overview

Public Works

The Warrenville Public Works Department is comprised of four divisions that are responsible for the construction, maintenance, and repair of the City's infrastructure, grounds and facilities, and the purchase, maintenance, and repair of City vehicles and equipment. The Superintendent of Public Works oversees the day-to-day operations of the Department. The Department has 16 employees including four Lead Supervisors who oversee the Divisions of Utility, Street, Vehicle, and Facilities Maintenance. The remaining employees are six Utility Maintenance Workers and five Street Maintenance Workers. The Department is responsible for 59 miles of sanitary sewer main, 30.4 miles of storm sewer, 64 miles of water main, and 54 miles of municipal streets, right-of-ways, and sidewalks, 60 piece of equipment and vehicles, and five main facilities and their associated grounds, and five park and public areas.

Street Maintenance Division

- Maintains City streets, sidewalks, pathways, storm sewers, streetlights, and street signage
- Maintains storm water lift stations
- Mows right-of-ways
- Roadway snow and ice control
- Performs tree trimming for parkway trees
- Performs park maintenance of City-owned parks
- Snow removal on City properties and facilities
- Performs brush pickup and storm cleanup
- Implements Road Resurfacing Program
- Provides support for special events Fourth of July, Summer Daze, Arbor Day, and other special events

Utility Maintenance Division

- Operates the water and sanitary sewer utilities within the corporate limits
- Maintains the water and sewer utilities located with the right-of-way (street area)
- Personnel are available on a 24-hour basis for emergencies regarding water or sanitary sewer problems
- Investigate and troubleshoot water customer concerns free of charge. High water consumption and water quality issues are the most common concerns
- Locates the water and sewer lines in areas of excavation. The Department is a member of JULIE, a co-op, which allows for one phone call to notify all the utility companies of an excavation.
- Maintains all water pumping, treatment and storage infrastructure and facilities
- Maintains automated meter reading system including all hardware and software

Vehicle Maintenance Division

The Vehicle Maintenance Division is responsible for the City's entire fleet, which contains 60 pieces of equipment, including Public Works trucks and small equipment and Police Department vehicles, and Code Enforcement vehicles. Additionally, this Division handles all repair work and purchases, per the City's capital equipment replacement program. The Division maintains an inventory of parts and supplies in order to service the equipment.

Facilities Maintenance Division

The Facilities Maintenance Division is responsible for the City's facilities and public grounds, which include City Hall, Public Works Facility, Police Station, Community Building, and the Albright Building (museum). Among the grounds are Cerny Park, Leone Schmidt Heritage Park, Bob Walters Commons, Plum Path Park, Albright Park (Gazebo area on Stafford Place) and the Veterans Memorial. The Division is also responsible for evaluating and implementing environmental initiatives designed to conserve energy and improve efficiency.

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-52-40000	Streets	SALARIES - STREETS	437,843	452,938	466,975	481,122	475,725	**494,272**	3.90%
01-52-40001	Streets	OVERTIME - STREETS	66,095	72,486	148,794	90,000	99,977	**90,000**	-9.98%
01-52-40100	Streets	FICA EXPENSE	28,825	30,334	36,441	35,410	34,144	**36,225**	6.09%
01-52-40101	Streets	MEDICARE EXPENSE	6,742	7,120	8,603	8,281	7,985	**8,472**	6.10%
01-52-40200	Streets	IMRF EXPENSE	55,777	57,622	72,709	66,876	68,129	**66,802**	-1.95%
01-52-41100	Streets	MAINTENANCE - EQUIPMENT	51,047	49,221	70,935	47,000	60,000	**58,000**	-3.33%
01-52-41200	Streets	MAINTENANCE - STREETS	24,165	15,564	14,299	23,500	19,350	**23,500**	21.45%
01-52-41210	Streets	MAINTENANCE - STS SALT						**119,044**	
01-52-41300	Streets	MAINTENANCE - GROUNDS	17,832	14,646	14,052	23,800	14,100	**24,700**	75.18%
01-52-41315	Streets	MAINTENANCE-TREES	4,376	24,576	43,958	55,000	47,600	**55,000**	15.55%
01-52-41316	Streets	MAINTENANCE - STREAMS	875			4,000	-	**4,000**	
01-52-42600	Streets	GARBAGE REMOVAL	1,197	1,302	13,704	1,300	1,481	**1,500**	1.28%
01-52-43800	Streets	UTILITIES	6,294	4,830	7,718	5,000	10,500	**7,500**	-28.57%
01-52-44000	Streets	MAINTENANCE - STREET LIGHTS	46,297	19,153	26,104	99,281	82,619	**51,500**	-37.67%
01-52-44300	Streets	RENT EXPENSE	1,010	2,251	2,283	2,700	2,782	**2,900**	4.24%
01-52-44400	Streets	TRAVEL & MEETINGS	940	403	120	850	112	**650**	480.36%
01-52-45400	Streets	OTHER PROFESSIONAL SERVICES	1,066	1,060	10,420	90,000	84,500	**91,000**	7.69%
01-52-45401	Streets	J.U.L.I.E.	1,164	1,419	1,283	1,500	2,000	**2,200**	10.00%
01-52-46900	Streets	DUES, SUBSCRIPTIONS & BOOKS	132	138	-	175	161	**200**	24.22%
01-52-47200	Streets	OTHER SUPPLIES	2,400	2,329	2,306	2,500	2,500	**2,600**	4.00%
01-52-47220	Streets	SMALL TOOLS	2,249	1,662	598	2,000	1,958	**2,000**	2.15%
01-52-47300	Streets	UNIFORMS	4,643	4,980	4,495	5,300	5,465	**5,320**	-2.65%
01-52-47600	Streets	GAS/OIL EXPENSE	38,199	39,033	58,022	45,000	49,450	**50,000**	1.11%
01-52-48700	Streets	MISCELLANEOUS EXPENSE	6,138	7,562	7,961	15,000	15,000	**8,000**	-46.67%
01-52-49500	Streets	EQUIPMENT PURCHASE	17,635	4,016		27,000	-	**27,000**	
01-52-49503	Streets	EQUIPMENT-MAINTENANCE SUPRVR	928	1,233	940	1,000	988	**1,000**	1.21%
		Totals	823,869	815,878	1,012,720	1,133,595	1,086,526	**1,233,385**	13.52%

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - EQUIPMENT - 01-52-41100

DEPARTMENT: Streets
PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 65,122	$ 60,000		**$ 58,000**
		Repair of Street Vehicles & Equipment Includes All Standard Service Costs Major Repairs	
$ 65,122	$ 60,000	**Total**	**$ 58,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - AUTOS - 01-52-41110

DEPARTMENT: Streets
PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 5,813		**Budgeted within other Departments**	
$ 5,813	$ -	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - STREETS - 01-52-41200

DEPARTMENT: Streets

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 14,299	$ 19,350		**$ 23,500**
		Pothole Repair, Storm Inlet Repair, ROW Repair, Debris Dump Fees	
		Permanent Striping Batavia Road Rt. 56 to Warrenville Road	
$ 14,299	$ 19,350	**Total**	**$ 23,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - STS SALT- 01-52-41210

DEPARTMENT: Streets

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
			$ 119,044
		1,300 Ton at $70.44/ton with maximum purchase of 130% of agreed tonage (1,300*$70.44)*1.30	
$ -	$ -	**Total**	**$ 119,044**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - GROUNDS - 01-52-41300

DEPARTMENT: Streets
PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 14,052	$ 11,900		
		Grounds Maintenance (includes Contracted landscaping except parks)	**$ 22,500**
	1,000	Wetland Inspections Meadow, Sesqui	**1,000**
	1,200	Wetland Maintenance & Inspection Landon	**1,200**
		Supplemental Plantings and Maintenance for Wet Lands	
$ 14,052	$ 14,100	**Total**	**$ 24,700**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - TREES - 01-52-41315

DEPARTMENT: Streets
PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 43,958	$ 47,600		**$ 55,000**
		Tree Trimming , Removal, Relocation, and Replacement Throughout the City This service is shared with MFT 13-00-45410 Emerald Ash Borer Identified in FY 2011 City crew performing majority of Ash tree removal and replacement reduced outsourcing costs	
$ 43,958	$ 47,600	**Total**	**$ 55,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - STREAMS - 01-52-41316

DEPARTMENT: Streets

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ -		**$ 4,000**
		Removal of Debris from Streams, Culverts, and Bridges Wildlife Relocation and Stream Clean Up	
$ -	$ -	**Total**	**$ 4,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
GARBAGE REMOVAL - 01-52-42600

DEPARTMENT: Streets

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 13,704	$ 1,481		**$ 1,500**
		Provided Via Hauler Contract No Cost to the City Porta Potty - Gazebo <u>Unexpected cost</u> Flood pickup costs	
$ 13,704	$ 1,481	**Total**	**$ 1,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
UTILITIES - 01-52-43800

DEPARTMENT: Streets

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 7,718	$ 10,500		**$ 7,500**
		Electric and Gas for Cerny Park Lift Station (Storm Water System)	
		Note: This line item covers NICOR for all City buildings once the franchise allocation for therms is exceeded Therms were exceeded in FY 2015 in June of 2014 Cold winter 2013-2014	
$ 7,718	$ 10,500	**Total**	**$ 7,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - STREETS LIGHTS - 01-52-44000

DEPARTMENT: Streets

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 26,104			
	$ 24,000	Standard Maintenance	**$ 31,500**
	12,000	Light pole purchases Cantera $5,000 each This expense is usually reimbursed thru insurance claims	**20,000**
	46,619	LED Conversion of 200 Cobra Head Street Lights $89,010 Gross Cost - $29,729 DCEO Grant Net Cost - $59,281 (FY 2015 Decision Package)	
$ 26,104	$ 82,619	**Total**	**$ 51,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
RENT EXPENSE - 01-52-44300

DEPARTMENT: Streets

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 2,283			
	1,330	Rental of Welding Tanks and Specialized Equipment	**$ 1,400**
	1,452	Rental for additional lift for Holiday Decoration Note: Police Station and Prairie Path Trees requires a sixty-foot aerial lift.	**1,500**
$ 2,283	$ 2,782	**Total**	**$ 2,900**

CITY OF WARRENVILLE
FISCAL YEAR 2016
TRAVEL & MEETINGS - 01-52-44400

DEPARTMENT: Streets

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 120	$ 112		**$ 500**
		APWA - Illinois Section Meeting	
		Training	**150**
$ 120	$ 112	**Total**	**$ 650**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER PROFESSIONAL SERVICES - 01-52-45400

DEPARTMENT: Streets
PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 10,420			
	1,000	NPDES Permit fees Yearly	**$ 1,000**
		Misc Engineering costs NPDES , Drainage issue	
		Rt. 56 Landscape Maintenance Bid Preparation/ Assistance and year One Maintenance	
		Rt. 56 Landscape Installation Oversight and Inspection Services	
		GIS Development	
	71,000	Route 56 Stewardship/Maintenance Costs ($60,000/Year 1 of 5 Years - $300,000 total) Fey 15 partial year one	**90,000**
	12,500	Organizational , Structural, Services and Staffing Study (Total Cost - $30,000 General Fund Share - $17,500 See Also 01-53-45400 Water & Sewer Fund Share $12,500) (Part of FY 15 Decision Package)	-
$ 10,420	$ 84,500	**Total**	**$ 91,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
J.U.L.I.E. - 01-52-45401

DEPARTMENT: Streets
PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 1,283	$ 2,000	J.U.L.I.E. Locates	**$ 2,200**
$ 1,283	$ 2,000	**Total**	**$ 2,200**

CITY OF WARRENVILLE
FISCAL YEAR 2016
DUES, SUBSCRIPTIONS & BOOKS - 01-52-46900

DEPARTMENT: Streets
PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 161		
		A.P.W.A. Membership dues	**$ 200**
$ -	$ 161	**Total**	**$ 200**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER SUPPLIES - 01-52-47200

DEPARTMENT: Streets
PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 2,306	$ 2,500		**$ 2,600**
		Hardware Invoices Coffee, paper towels, etc.	
$ 2,306	$ 2,500	**Total**	**$ 2,600**

CITY OF WARRENVILLE
FISCAL YEAR 2016
SMALL TOOLS - 01-52-47220

DEPARTMENT: Streets

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 598	$ 1,958		**$ 2,000**
		Shovels, Wrenches, Meters, Pliers, etc	
$ 598	$ 1,958	**Total**	**$ 2,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
UNIFORMS - 01-52-47300

DEPARTMENT: Streets

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 4,495	$ 5,465		**$ 5,320**
		Per Union Contract City Supplies Uniforms on a Yearly Basis	
$ 4,495	$ 5,465	**Total**	**$ 5,320**

CITY OF WARRENVILLE
FISCAL YEAR 2016
GAS/OIL EXPENSE - 01-52-47600

DEPARTMENT: Streets
PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 58,022	$ 49,450		**$ 50,000**
		Fuel and Oil Cost for Vehicles and Equipment Fuel Costs Fluctuate with Market	
$ 58,022	$ 49,450	**Total**	**$ 50,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MISCELLANEOUS EXPENSE - 01-52-48700

DEPARTMENT: Streets
PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 7,961	$ 8,000		**$ 8,000**
		Misc Small Items That are Unforeseen Which Do Not Fall Into a Traditional Expense Line Item	
	7,000	Holiday Decorations Replacement	
		Special events Porta-Potty's, Dumpsters, and supplies	
$ 7,961	$ 15,000	**Total**	**$ 8,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EQUIPMENT PURCHASE - 01-52-49500

DEPARTMENT: Streets

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ -	New Pump Cerny Park Lift Station (Located by Warren Ave)	**$ 27,000**
$ -	$ -	**Total**	**$ 27,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EQUIPMENT - MAINTENANCE SUPRVR - 01-52-49503

DEPARTMENT: Streets

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 940	$ 988	Equipment, As Needed	**$ 1,000**
$ 940	$ 988	**Total**	**$ 1,000**

City of Warrenville Department Overview

Community Development

The Community Development Department's mission is to guide and manage the development, construction, and use of property in a manner that maximizes the positive benefits for all of Warrenville, while minimizing the negative impacts on the use and enjoyment of individual properties. Coordinated, quality, managed land use and development attracts additional private investment to the City, enhances the value of existing properties within it, and makes the City of Warrenville a more desirable place to live and conduct business. The Department is comprised of five divisions:

1. Building and Code Enforcement:

The structural integrity of buildings and the safety of building occupants are paramount concerns of the Building Division. This Division coordinates with other City departments and divisions, the Warrenville Fire Protection District, and DuPage County as necessary to review and issue permits and inspect residential and commercial new construction, alterations, remodeling, additions, renovations, accessory structures, temporary structures, and certain work in City rights-of-way. The Division also enforces the City's Property Maintenance, Zoning, and Vacant Building Registration Codes in a manner that promotes and preserves a safe and desirable quality of life and working environment throughout the Community. Electrical contractor registration and assignment of new addresses are also handled by this Division.

2. Development Engineering and Stormwater/Flood Plain Management

The Engineering Division administers and enforces the countywide Stormwater and Flood Plain Ordinance, reviews private development civil engineering and photometric plans, inspects privately constructed infrastructure improvements, collects and tracks the security deposits and letters of credit developers post to guarantee the proper construction of required public improvements. The Division also works closely with the Public Works Department to manage the City's Capital Maintenance and Replacement Program and the Senior Civil Engineer represents the City on the DuPage Mayors and Managers Conference Transportation Subcommittee and Surface Transportation Program Task Force, and the Municipal Engineers Stormwater Group.

3. GIS

The City of Warrenville utilizes Geographic Information Systems (GIS) technologies to aid long term planning, zoning and building permit application review, City infrastructure design and maintenance, stormwater and floodplain management, and a variety of other important municipal operations. The GIS Division creates maps and exhibits that are used to support informed decision making by the Plan Commission, City Council, the Bicycle and Pedestrian Advisory Commission, and similar groups.

4. Planning and Zoning

The Planning and Zoning Division oversees the development, maintenance, and implementation of the City's Comprehensive Plan, Zoning Ordinance, and Subdivision Control Ordinance. This Division's work includes investigating and responding to resident, business, elected and appointed official inquiries and complaints related to these policy and regulatory documents. The Division works closely with the City Council, Plan Commission/Zoning Board of Appeals, developers, businesses, and property owners to process planned unit development, zoning map and text amendment, variation, special use, and new subdivisions applications.

5. Economic Development

The Economic Development Division's mission is to enhance the economic vitality of Warrenville and maintain its outstanding quality of life by promoting it as an ideal location for business growth and success. The Division works closely with other economic development organizations such as Choose DuPage, the DuPage Convention and Visitors Bureau, and the Western DuPage Chamber of Commerce to attract new business and help existing businesses succeed in the community.

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-53-40000	Community Dev	SALARIES - COMMUNITY DVLPMNT	518,197	523,573	560,256	622,474	564,075	**625,627**	10.91%
01-53-40001	Community Dev	OVERTIME - COMMUNITY DVLPMNT		8	-	1,000	9	**1,000**	100.00%
01-53-40003	Community Dev	SALARIES - PLAN COMMISSION	2,150	1,980	2,549	4,550	2,874	**3,413**	18.75%
01-53-40100	Community Dev	FICA EXPENSE	29,955	30,668	31,703	38,937	32,412	**42,559**	31.31%
01-53-40101	Community Dev	MEDICARE EXPENSE	7,174	7,255	7,713	9,106	7,786	**9,954**	27.84%
01-53-40200	Community Dev	IMRF EXPENSE	55,316	56,607	63,774	72,853	64,670	**71,645**	10.79%
01-53-41110	Community Dev	MAINTENANCE - AUTOS	780	1,519	2,325	2,150	2,000	**2,600**	30.00%
01-53-43700	Community Dev	NOTARY FEE	5		50	75	50	**50**	0.00%
01-53-44400	Community Dev	TRAVEL & MEETINGS	5,045	6,458	6,165	17,303	20,000	**20,450**	2.25%
01-53-44700	Community Dev	PRINTING / PUBLISHING	849	1,365	1,396	14,750	2,700	**14,750**	446.30%
01-53-45210	Community Dev	COMPUTER SOFTWARE	7,250	3,070	5,390	12,148	12,140	**2,700**	-77.76%
01-53-45300	Community Dev	ENGINEERING	5,634	1,388	4,851	6,500	48,000	**20,000**	-58.33%
01-53-45400	Community Dev	OTHER PROFESSIONAL SERVICES	-	7,276	13,839	53,189	14,500	**56,700**	291.03%
01-53-45404	Community Dev	BLDG PERMIT REVIEW & INSPECT	20,904	12,475	8,812	16,000	18,000	**28,000**	55.56%
01-53-45405	Community Dev	ELEVATOR INSPECTIONS	11,637	10,179	12,067	13,000	14,000	**14,000**	0.00%
01-53-45406	Community Dev	LANDSCAPE REVIEW & INSPECTIONS	2,737	616	-	3,000	2,500	**3,500**	40.00%
01-53-45407	Community Dev	WATER DEPT. INSP. SRVS.		-	-	1,500	1,500	**1,500**	0.00%
01-53-45701	Community Dev	TRAINING - PLAN COMMISSION	(25)			750	500	**750**	50.00%
01-53-45710	Community Dev	EDUCATION REIMBURSEMENT						**3,400**	
01-53-45900	Community Dev	STORMWATER MANAGEMENT		-		2,500	2,500	**2,500**	0.00%
01-53-46000	Community Dev	PRELIMINARY CONSULT		-		1,500	1,000	**1,500**	50.00%
01-53-46900	Community Dev	DUES, SUBSCRIPTIONS & BOOKS	2,092	1,913	4,294	4,275	4,000	**4,975**	24.38%
01-53-47200	Community Dev	OTHER SUPPLIES	3,375	3,318	2,246	2,500	1,200	**2,000**	66.67%
01-53-47300	Community Dev	UNIFORMS	153	-	151	1,300	1,000	**1,200**	20.00%
01-53-48700	Community Dev	MISCELLANEOUS EXPENSE	110	463	903	3,350	4,791	**4,150**	-13.38%
01-53-49500	Community Dev	EQUIPMENT PURCHASE	2,695	260	9,090	1,350	6,850	**5,000**	-27.01%
		Totals	676,033	670,391	737,574	906,060	829,057	**943,923**	13.86%

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - AUTOS - 01-53-41110

DEPARTMENT: Community Development

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 2,325	$ 2,000		
		Brakes/minor tune-up/maintenance on Code Enforcement Officer Explorer SUV & Pool Car	**$ 1,200**
		Crime Free Housing Program Additional Maintenance	**1,400**
$ 2,325	$ 2,000	**Total**	**$ 2,600**

CITY OF WARRENVILLE
FISCAL YEAR 2016
NOTARY FEE - 01-53-43700

DEPARTMENT: Community Development

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 50	$ 50		
		Renewal of Notary Bond (x 1)	**$ 50**
$ 50	$ 50	**Total**	**$ 50**

CITY OF WARRENVILLE
FISCAL YEAR 2016
TRAVEL & MEETINGS - 01-53-44400

DEPARTMENT: Community Development

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 6,165	$ 20,000		
		Community Development Director and Senior Planner attendance at IEDC and American Planning Association conferences/seminars and similar training opportunities	**$ 4,200**
		Building Inspector and Code Enforcement Officer attendance at in-state training opportunities	**1,000**
		GIS Technician/Planner attendance at in-state training conferences and seminars	**500**
		Senior Civil Engineer attendance at in-state training conferences and seminars IPSI Training IAFSM Conference	**2,000**
		Administrative Assistants attendance at in-state training opportunities.	**1,000**
		Mileage Reimbursement for Dept. Staff who use their own personal vehicles for transportation to and from City inspections and training events.	**2,500**
		Management Training/Coaching	**5,000**
		Plumbing Inspector training for State certification	**250**
		Chief Code Official (part of FY 16 Decision Package)	**2,000**
		GIS Plan implementation/Training Includes DISC training	**2,000**
$ 6,165	$ 20,000	**Total**	**$ 20,450**

CITY OF WARRENVILLE
FISCAL YEAR 2016
PRINTING/PUBLISHING - 01-53-44700

DEPARTMENT: Community Development

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 1,396	$ 2,700		
		Reproduction Costs for Various Ordinances (Comp. Plan, Zoning Ord., Sub. Ord,. Development Control Regs., Etc.) Large Format Maps, Color Exhibits, Special Reports/Plans, and Dept Forms. These expenses also include costs associated with the publication of legal notices for City initiated hearings. These expenses should, at least in part, offset by revenues collected through the sale of the same documents to the general public.	**$ 2,250**
		Crime Free Housing Program - Printing Handbooks, Registration Certificates (Carryover from FY 2015)	**12,500**
$ 1,396	$ 2,700	**Total**	**$ 14,750**

CITY OF WARRENVILLE
FISCAL YEAR 2016
COMPUTER SOFTWARE - 01-53-45210

DEPARTMENT: Community Development

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 5,390			
	2,640	WebQA Code Enforcement Manager Software Subscription	**$ 2,700**
	9,500	GIS Data Consolidation and Software Upgrade (Part of FY 15 Decision Package)	
$ 5,390	$ 12,140	**Total**	**$ 2,700**

CITY OF WARRENVILLE
FISCAL YEAR 2016
ENGINEERING - 01-53-45300

DEPARTMENT: Community Development

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 4,851	$ 48,000	Consulting engineering services, as needed primarily associated with the review and inspection of public improvements associated with new and under construction developments such as the MI Homes Herrick Woods subdivision & CCRS #1 redevelopment These expenses are offset by the final engineering review and inspection fees the City collects in conjunction with the final approval of new developments and subdivisions. Note: FY 15 and 16 amounts assume the Senior Civil Engineer position will remain filled through FY 16.	**$ 20,000**
$ 4,851	$ 48,000	**Total**	$ 20,000

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER PROFESSIONAL SERVICES - 01-53-45400

DEPARTMENT: Community Development

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 13,839	$ 14,500		
		Economic development and re-development Consultation Services (outside of TIF #3)	**$ 10,000**
		1/2 of the estimated costs of the Administrative Law Judge that processes code violation tickets in the City's local Administrative Adjudication process. Other 1/2 of the estimated costs are paid for by the Police Department.	**4,000**
		Consulting Services Rental Property Inspection/ Crime Free Housing Program	**10,000**
		Consulting Services for GIS Data Consolidation and Software Upgrade (Part of FY 15 Decision Package)	**13,200**
		Final batch of microfiche conversion	**9,500**
		Right-of-Way/Easement Survey and Plat Legal Assistance	**10,000**
$ 13,839	$ 14,500	**Total**	**$ 56,700**

CITY OF WARRENVILLE
FISCAL YEAR 2016
BUILDING PERMIT REVIEW AND INSPECTION - 01-53-45404

DEPARTMENT: Community Development

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 8,812	$ 18,000		
		Expenses associated with the review and inspection of commercial construction and to comply with the 2014 State Plumbing Code plumbing inspection requirements. Residential plan review and certain commercial inspections are currently performed by the City's "in-house" Building inspector. All of these expenses are off-set by the Building Permit related Review and Inspection Fees the Community Development Department collects in conjunction with the issuance of building permits.	**$ 24,000**
		Consulting assistance to review and adopt most current versions of the various Building, Life Safety, and Fire Codes with local amendments negotiated with the Warrenville Fire Protection District	**4,000**
		Total	
$ 8,812	$ 18,000		**$ 28,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
ELEVATOR INSPECTIONS - 01-53-45405

DEPARTMENT: Community Development

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 12,067			
	$ 14,000	Expenses associated with the review and inspection of new elevators and the biannual inspection of existing elevators by an outside consultant. These expenses are off-set by the Elevator Review and Inspection Fees collected in conjunction with the issuance of building permits and distribution of the biannual elevator inspection certificates.	**$ 14,000**
$ 12,067	$ 14,000	**Total**	**$ 14,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
LANDSCAPE REVIEW & INSPECTIONS - 01-53-45406

DEPARTMENT: Community Development

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 2,500		
		Expenses associated with the use of an outside consultant to perform limited landscape plan reviews, all as-builts final landscape installation inspections, and provide expert assistance regarding Emerald Ash Borer related issues.	**$ 3,500**
$ -	$ 2,500	**Total**	**$ 3,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
WATER DEPARTMENT INSPECTION SERVICES - 01-53-45407

DEPARTMENT: Community Development

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 1,500	These expenses involve the transfer of inspection fees to the Public Works Department - Water Division to off-set Water Division staff time spent on the inspection of new water and sanitary sewer improvements.	**$ 1,500**
$ -	$ 1,500	**Total**	**$ 1,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
TRAINING - PLAN COMMISSION - 01-53-45701

DEPARTMENT: Community Development

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 500	City Funded Training Opportunities (Seminars and Books) for PC/ZBA Members.	**$ 750**
$ -	$ 500	**Total**	**$ 750**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EDUCATION REIMBURSEMENT - 01-53-45710

DEPARTMENT: Community Development

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -			
		(Through) University of Oklahoma Economic Development Institute CD Director Tuition	**$ 1,700**
		(Through) University of Oklahoma Economic Development Institute Senior Planner Tuition	**1,700**
$ -	$ -	**Total**	**$ 3,400**

CITY OF WARRENVILLE
FISCAL YEAR 2016
STORMWATER MANAGEMENT REVIEW AND INSPECTION - 01-53-45900

DEPARTMENT: Community Development

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 2,500		
		This account covers the expenses the City incurs in the review of stormwater management permit applications, inspection of stormwater management and erosion control related improvements, inspection of stormwater and erosion control related complaints, providing input and guidance on floodplain issues, DuPage Co. Stormwater Ordinance related initiatives, and complying with the with the increasing NPDES and IDDE requirements and dealing with Special Management Area issues.	**$ 2,500**
		Note: FY 2015 and 16 budget amounts acknowledge the Senior Civil Engineer Position has been filled and will remained filled in FY 2016	
$ -	$ 2,500	**Total**	**$ 2,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
PRELIMINARY CONSULTATION - 01-53-46000

DEPARTMENT: Community Development

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 1,000		
		Consulting Engineering expenses associated with the review of preliminary engineering design drawings for new private development proposals.	**$ 1,500**
		Notes: FY 15 and 16 Budget amounts acknowledge that the Senior Civil Engineer Position has been filled and will remain filled in FY 15.	
$ -	$ 1,000	**Total**	**$ 1,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
DUES, SUBSCRIPTIONS & BOOKS - 01-53-46900

DEPARTMENT: Community Development

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 4,294			
		International Code Council (building codes) Membership	**$ 300**
		American Planning Association (APA) Membership	**1,200**
		APA Monthly Zoning Newsletter	**75**
		Misc. books and reference materials	**500**
		Suburban Building Officials Council Membership	**125**
		IACE	**100**
		1/2 DuPage River Salt Creek Workgroup	**1,000**
		Campaign for Sensible Growth Membership	**100**
		Illinois Development Council	**250**
		Illinois GIS Association	**100**
		Professional Engineer/AWPA Dues/Membership	**200**
		International Economic Dev. Council Membership	**350**
		Illinois Assoc. of Floodplain & Stormwater Mangers.	**125**
		State of Illinois Plumbing Inspector Certification	**200**
		Chief Code Official (part of FY 16 Decision Package)	**350**
$ 4,294	$ 4,000	**Total**	**$ 4,975**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER SUPPLIES - 01-53-47200

DEPARTMENT: Community Development

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 2,246			
		Historically, this account has been used to cover expenses such as specialty printer cartridges and specialty paper.	**$ 2,000**
		Specialty Printer Cartridges (detailed breakdown available upon request)	
		Specialty Larger Format Printer Paper	
$ 2,246	$ 1,200	**Total**	**$ 2,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
UNIFORMS - 01-53-47300

DEPARTMENT: Community Development

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 151			
		New boots for one department employee who performs field inspections.	**$ 150**
		"City of Warrenville" shirts/coat for full time employees who perform field inspections	**150**
		"City of Warrenville" shirt for each part time electrical & plumbing inspector (5 Total)	**750**
		Chief Code Official (part of FY 16 Decision Package)	**150**
$ 151	$ 1,000	**Total**	**$ 1,200**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MISCELLANEOUS EXPENSE - 01-53-48700

DEPARTMENT: Community Development

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 903	$ 1,000		
		Staff and PC/ZBA Nameplates, Mounting and Matting of Large Format Maps such as the Zoning and Land Use Plan Maps.	**$ 500**
		Lawn cutting services for Property Maintenance Code Violations. In many cases, the City is reimbursed for these expenses through liens placed on the involved property.	**2,500**
		Food & Beverage for Special Meetings	**250**
		International Code Council testing certifications for inspectors	**400**
		Misc. safety and measuring equipment	**250**
		Recording Fees	**250**
$ 903	$ 1,000	**Total**	**$ 4,150**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EQUIPMENT PURCHASE - 01-53-49500

DEPARTMENT: Community Development

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 9,090	$ 1,350		
		File cabinets/shelving for Senior Civil Engineer office	**$ 1,000**
	5,500	CNG retrofit of new Community Development Department vehicle (FY 2015)	
		New color replacement printer	**4,000**
$ 9,090	$ 6,850	**Total**	**$ 5,000**

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-54-40000	EMA	SALARIES - E.M.A.	6,000	6,000	6,000	6,000	6,000	**6,000**	0.00%
01-54-40100	EMA	FICA EXPENSE	372	372	372	372	372	**372**	0.00%
01-54-40101	EMA	MEDICARE EXPENSE	87	87	87	87	87	**87**	0.00%
01-54-41100	EMA	MAINTENANCE - EQUIPMENT	1,222	2,520	1,785	3,000	3,377	**3,000**	-11.16%
01-54-41110	EMA	MAINTENANCE - AUTO	246	264	1,565	3,500	2,500	**3,500**	40.00%
01-54-42700	EMA	MAINTENANCE - COMMUNICATIONS	-	822	315	750	750	**1,750**	133.33%
01-54-43400	EMA	TELEPHONE	955	847	849	1,250	1,250	**1,250**	0.00%
01-54-45700	EMA	TRAINING & SEMINARS	70	973	863	1,500	3,300	**6,500**	96.97%
01-54-46900	EMA	DUES, SUBSCRIPTIONS & BOOKS			81	100	100	**100**	0.00%
01-54-47200	EMA	OTHER SUPPLIES	283	242	2,434	3,250	750	**3,500**	366.67%
01-54-47300	EMA	UNIFORMS			2,327	2,000	2,000	**3,000**	50.00%
01-54-47600	EMA	GAS / OIL EXPENSE	1,011	538	1,044	1,500	1,100	**1,500**	36.36%
01-54-48700	EMA	MISCELLANEOUS EXPENSE		17	126	5,500	5,500	**5,500**	0.00%
01-54-49500	EMA	EQUIPMENT PURCHASE		404	204	38,500	8,500	**31,000**	264.71%
		Totals	10,246	13,086	18,052	67,309	35,586	**67,059**	88.44%

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - EQUIPMENT - 01-54-41100

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 1,785	$ 3,377		
		General Maintenance Equipment	**$ 1,000**
		Siren Maintenance including monthly IP address charges	**2,000**
$ 1,785	$ 3,377	**Total**	**$ 3,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - AUTOS - 01-54-41110

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 1,565	$ 2,500		
		General Vehicle Maintenance	**$ 1,500**
		Improved Emergency Vehicle Lighting	**2,000**
$ 1,565	$ 2,500	**Total**	**$ 3,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - COMMUNICATIONS - 01-54-42700

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 315	$ 750		
		Walkie-Talkies, Mobile Radios (Increase of $1000 to Replace Supervisor Radio)	**$ 1,750**
$ 315	$ 750	**Total**	**$ 1,750**

CITY OF WARRENVILLE
FISCAL YEAR 2016
TELEPHONE - 01-54-43400

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 849	$ 1,250		
		General Telephone	**$ 1,000**
		One Additional Nextel	**250**
$ 849	$ 1,250	**Total**	**$ 1,250**

CITY OF WARRENVILLE
FISCAL YEAR 2016
TRAVEL & MEETINGS - 01-54-44400

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 863	$ 3,300		
		Member Training, Homeland Security Training	**$ 1,500**
		Full-scale National Incident Management System (NIMS) Exercise	**5,000**
$ 863	$ 3,300	**Total**	**$ 6,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
DUES, SUBSCRIPTIONS & BOOKS - 01-54-46900

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 81	$ 100		
		As Needed	**$ 100**
$ 81	$ 100	**Total**	**$ 100**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER SUPPLIES - 01-54-47200

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 2,434	$ 750		
		Emergency Response Supplies	**$ 1,500**
		Reflective Cones	**300**
		Public Training, including Weather Radios, Key chains Magnets for Giveaways	**1,500**
		Printed Materials	**200**
$ 2,434	$ 750	**Total**	**$ 3,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
UNIFORMS - 01-54-47300

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 2,327	$ 2,000		
		Volunteer Uniforms (Increase due to 6 new Members)	**$ 1,500**
		Severe Weather Gear, Winter Gear, Rain Gear (Increase due to 6 new Members)	**1,500**
$ 2,327	$ 2,000	**Total**	**$ 3,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
GAS/OIL EXPENSE - 01-54-47600

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 1,044	$ 1,100		
		Vehicle Use	**$ 1,500**
$ 1,044	$ 1,100	**Total**	**$ 1,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MISCELLANEOUS EXPENSE - 01-54-48700

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 126	$ 5,500		
		Miscellaneous	**$ 500**
		Moving of Siren from Community Building (a Park District Facility) to Another Location	**5,000**
$ 126	$ 5,500	**Total**	**$ 5,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EQUIPMENT PURCHASE - 01-54-49500

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 204	$ 8,500		
		Miscellaneous Equipment (x 6 new Members)	**$ 1,000**
		Replace Woodland siren	**30,000**
$ 204	$ 8,500	**Total**	**$ 31,000**

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-55-44400	Police Comm.	TRAVEL & MEETINGS	1,089	350	729	3,774	3,778	**3,256**	-13.82%
01-55-44700	Police Comm.	PRINTING / PUBLISHING	23	4,706	-	6,000	700	**-**	-100.00%
01-55-45100	Police Comm.	LEGAL SERVICES				500	-	**500**	
01-55-45400	Police Comm.	OTHER PROFESSIONAL SERVICES		480	504		300	**400**	33.33%
01-55-45800	Police Comm.	TESTING	11,599	4,327	10,390	21,470	21,470	**9,600**	-55.29%
01-55-46900	Police Comm.	DUES, SUBSCRIPTIONS & BOOKS	375	456	375	650	650	**685**	5.38%
		Totals	13,086	10,319	11,998	32,394	26,898	**14,441**	-46.31%

CITY OF WARRENVILLE
FISCAL YEAR 2016
TRAVEL & MEETINGS - 01-55-44400

DEPARTMENT: Police Commission

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 729	$ 3,778		
		IL Police Commission	
		Annual Conference & Training	
		Seminars (x 2 per year @ $1,250)	**2,500**
		Spring Seminar at Peoria, IL	
		Mileage: (293 miles round trip x 3)	**501**
		Hotel (x 3 people 1 night @ 85 ea)	**255**
$ 729	$ 3,778	**Total**	**$ 3,256**

CITY OF WARRENVILLE
FISCAL YEAR 2016
PRINTING/PUBLISHING - 01-55-44700

DEPARTMENT: Police Commission

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 700		
		Recruitment for Patrol Officer	**$ -**
		(Next test, FY 17)	
$ -	$ 700	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2016
LEGAL SERVICES - 01-55-45100

DEPARTMENT: Police Commission

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ -		
		Legal Services as needed	**$ 500**
$ -	$ -	**Total**	**$ 500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER PROFESSIONAL SERVICES - 01-55-45400

DEPARTMENT: Police Commission

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 504	$ 300		
		Recorder of Meetings (4 meetings at $100)	**$ 400**
$ 504	$ 300	**Total**	**$ 400**

CITY OF WARRENVILLE
FISCAL YEAR 2016
TESTING - 01-55-45800

DEPARTMENT: Police Commission

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 10,390	$ 21,470		
		Patrol Poly Exam (6 @ 250)	**$ 1,500**
		Patrol Psychological Exam (6 @ 550)	**3,300**
		Patrol Medical Exam (6 @ 800)	**4,800**
		Sergeant Promotional Exam (Current 3-Year Eligibility List Expires FY18)	
$ 10,390	$ 21,470	**Total**	**$ 9,600**

CITY OF WARRENVILLE
FISCAL YEAR 2016
DUES, SUBSCRIPTIONS & BOOKS - 01-55-46900

DEPARTMENT: Police Commission

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 375	$ 650		
		2015 Illinois Police Commission Manuals and Handbooks (x 3 @ $70)	**$ 210**
		Annual Association Dues	**375**
		Misc. Training Manuals / Legal Updates	**100**
$ 375	$ 650	**Total**	**$ 685**

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-60-40000	Muni Van	SALARIES - MUNICIPAL VAN	29,869	26,896	29,445	35,337	28,094	**29,072**	3.48%
01-60-40001	Muni Van	OVERTIME - MUNICIPAL VAN	-						
01-60-40100	Muni Van	FICA EXPENSE	1,852	1,683	1,810	2,191	1,728	**1,802**	4.28%
01-60-40101	Muni Van	MEDICARE EXPENSE	433	390	427	512	404	**422**	4.46%
01-60-40200	Muni Van	IMRF EXPENSE	744	1,883	1,302	-			
01-60-41110	Muni Van	MAINTENANCE - AUTO	1,493	2,009	7	200	336	**310**	-7.74%
01-60-44300	Muni Van	RENT EXPENSE		3,105	7,452	7,452	7,452	**7,520**	0.91%
01-60-44700	Muni Van	PRINTNG/PUBLISHING				200	100	**200**	100.00%
01-60-47200	Muni Van	OTHER SUPPLIES		780		100	-	**100**	
01-60-47600	Muni Van	GAS/OIL EXPENSE	9,142	5,582	2,839	4,100	3,300	**3,300**	0.00%
01-60-48700	Muni Van	MISCELLANEOUS EXPENSE	40			100		**100**	
		Totals	43,573	42,328	43,282	50,192	41,414	**42,826**	3.41%

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - AUTOS - 01-60-41110

DEPARTMENT: ACORN Van

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 7	$ 200		**$ 310**
		General Van Maintenance City began leasing van in Dec. 2012 City pays for general maintenance	
$ 7	$ 200	**Total**	**$ 310**

CITY OF WARRENVILLE
FISCAL YEAR 2016
RENT/LEASE EXPENSE - 01-60-44300

DEPARTMENT: ACORN Van

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 7,452	$ 7,452		
		City Began Leasing Vehicle in December 2014	
		$590 Per Month - May - December 2015	**$ 4,720**
		$700 est Per Month - January 2016- April 2016	**2,800**
		1-Year Lease Agreement (Current Lease Expires 12/2015 new Lease assumed at 01/01/2016)	
$ 7,452	$ 7,452	**Total**	**$ 7,520**

CITY OF WARRENVILLE
FISCAL YEAR 2016
PRINTING/PUBLISHING - 01-60-44700

DEPARTMENT: ACORN Van

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
	$ 100		**$ 200**
		Promotional Materials	
		(i.e. Magnets and other printed materials)	
		Punch Cards Cards are printed in house with heavy paper	
$ -	$ 100	**Total**	**$ 200**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER SUPPLIES - 01-60-47200

DEPARTMENT: ACORN Van

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
	$ -		**$ 100**
		General Supplies - As Needed	
$ -	$ -	**Total**	**$ 100**

CITY OF WARRENVILLE
FISCAL YEAR 2016
GAS/OIL EXPENSE - 01-60-47600

DEPARTMENT: ACORN Van

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 2,839	$ 3,300		**$ 3,300**
		Gasoline and Oil Expenses	
$ 2,839	$ 3,300	**Total**	**$ 3,300**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MISCELLANEOUS EXPENSE - 01-60-48700

DEPARTMENT: ACORN Van

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ -		**$ 100**
		Miscellaneous Expenses as Needed	
$ -	$ -	**Total**	**$ 100**

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-62-40000	Streets R&B	SALARIES-ROAD & BRIDGE	55,293	62,391	59,143	61,027	61,342	**62,674**	2.17%
01-62-40001	Streets R&B	OVERTIME-ROAD & BRIDGE	2,781	701	2,048	2,400	1,626	**2,400**	47.60%
01-62-40100	Streets R&B	FICA EXPENSE	3,519	3,859	3,615	3,932	3,666	**4,035**	10.07%
01-62-40101	Streets R&B	MEDICARE EXPENSE	823	892	856	920	857	**944**	10.15%
01-62-40200	Streets R&B	IMRF EXPENSE	6,427	7,089	7,198	7,411	7,409	**7,441**	0.43%
01-62-44500	Streets R&B	CAPITAL FUND SUBSIDY	37,000	37,000	37,000	37,000	37,000	**37,000**	0.00%
		Totals	105,843	111,932	109,860	112,690	111,900	**114,494**	2.32%

CITY OF WARRENVILLE
FISCAL YEAR 2016
CAPITAL FUND SUBSIDY - 01-62-44500

DEPARTMENT: ESDA

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 37,000	$ 37,000		
		General Fund Portion of Annual Road Costs	**$ 37,000**
$ 37,000	$ 37,000	**Total**	**$ 37,000**

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-63-41000	Parks & Rec	MAINTENANCE - BUILDING	4,842	4,968	4,516	6,250	4,144	**7,800**	88.22%
01-63-41100	Parks & Rec	MAINTENANCE-EQUIPMENT	3,472	3,388	2,461	7,500	3,845	**2,400**	-37.58%
01-63-41300	Parks & Rec	MAINTENANCE GROUNDS	11,395	9,608	15,356	14,500	10,300	**16,390**	59.13%
01-63-41315	Parks & Rec	MAINTENANCE-TREES				500	-	**500**	
01-63-43800	Parks & Rec	UTILITIES	3,332	3,683	3,604	3,700	3,625	**3,700**	2.07%
01-63-45400	Parks & Rec	OTHER PROFESSIONAL SERVICES				1,500	1,500	**1,800**	20.00%
01-63-46700	Parks & Rec	VETERANS MEMORIAL	2,564	4,837	5,049	5,000	2,359	**5,000**	111.95%
01-63-48700	Parks & Rec	MISCELLANEOUS EXPENSE	594	1,409	238	1,500	278	**1,500**	439.57%
01-63-48800	Parks & Rec	ALBRIGHT STUDIO EXPENSES	10,631	5,706	13,060	20,800	17,232	**5,617**	-67.40%
01-63-49500	Parks & Rec	EQUIPMENT PURCHASE						**28,500**	
		Totals	36,830	33,599	44,284	61,250	43,283	**73,207**	69.14%

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - BUILDING - 01-63-41000

DEPARTMENT: Public Works (Parks & Rec)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 4,516			
	$ 750	Maintenance and repairs	**$ 3,000**
	3,394	Janitorial Service $400 per month	**4,800**
$ 4,516	$ 4,144	**Total**	**$ 7,800**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - EQUIPMENT - 01-63-41100

DEPARTMENT: Public Works (Parks & Rec)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 2,462			
	$ 2,645	Playground equip repairs	**$ 1,300**
		Mulch	**1,100**
	1,200.00	Replace power panel - Special events	
$ 2,462	$ 3,845	**Total**	**$ 2,400**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - GROUNDS - 01-63-41300

DEPARTMENT: Public Works (Parks & Rec)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 15,356			
	$ 10,300	Portion of Grounds Maintenance Contract 55% of contract applied to parks	**$ 10,890**
		Mulch installation cost as needed	**5,500**
$ 15,356	$ 10,300	**Total**	**$ 16,390**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - TREES - 01-63-41315

DEPARTMENT: Public Works (Parks & Rec)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ -		
		Trimming, Replacement of Trees at All City Parks as needed.	**$ 500**
$ -	$ -	**Total**	**$ 500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
UTILITIES - 01-63-43800

DEPARTMENT: Public Works (Parks & Rec)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 3,604	$ 3,625		**$ 3,700**
		Cost of Electricity at Pavilion Gas heat put in storage room in FY2008 Cost for Street lights in Park	
$ 3,604	$ 3,625	**Total**	**$ 3,700**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER PROFESSIONAL SERVICES - 01-63-45400

DEPARTMENT: Public Works (Parks & Rec)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -			
	$ 1,500	Prairie burns and maintenance Assistance with weeding	**$ 1,800**
$ -	$ 1,500	**Total**	**$ 1,800**

CITY OF WARRENVILLE
FISCAL YEAR 2016
VETERAN'S MEMORIAL - 01-63-46700

DEPARTMENT: Public Works (Parks & Rec)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 5,097	$ 2,359		
		General Memorial Upkeep Power Washing / Flags/ etc. sealing concrete as needed	**$ 5,000**
$ 5,097	$ 2,359	**Total**	**$ 5,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MISCELLANEOUS EXPENSE - 01-63-48700

DEPARTMENT: Public Works (Parks & Rec)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 190	$ 278	As Needed Flowers, irrigation repair, etc. replacement plaques for memorial trees	**$ 1,500**
$ 190	$ 278	**Total**	**$ 1,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
ALBRIGHT STUDIO EXPENSES - 01-63-48800

DEPARTMENT: Public Works (Parks & Rec)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 13,060			
	$ 1,932	Cleaning Services	**$ 1,932**
	490	Supplies and routine Maintenance	**1,500**
	1,056	Cost for alarms and TV monitors	**1,100**
		Pest Control	
	300	4-Times per year @$75 ea.	**300**
	260	Fire Alarm Testing	**260**
	100	Fire extinguisher Test	**100**
	425	Fire Alarm monitoring Radio	**425**
		Fire Alarm System Upgrade	
	12,669	30 Year Old System	
		Total	
$ 13,060	$ 17,232		**$ 5,617**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EQUIPMENT PURCHASE - 01-63-49500

DEPARTMENT: Public Works (Parks & Rec)

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ -		
		Playground equipment replacement	**$ 28,500**
		Tot playground	
		(Decision Package - FY 2016)	
$ -	$ -	**Total**	**$ 28,500**

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-65-40000	Bldgs & Grnds	SALARIES - BUILDINGS & GROUNDS	68,298	70,905	73,238	78,226	80,498	**80,317**	-0.22%
01-65-40001	Bldgs & Grnds	OVERTIME - BUILDINGS & GROUNDS	1,902	1,439	1,857	1,920	874	**1,920**	119.68%
01-65-40100	Bldgs & Grnds	FICA EXPENSE	4,184	4,438	4,428	4,969	5,042	**5,099**	1.13%
01-65-40101	Bldgs & Grnds	MEDICARE EXPENSE	978	1,028	1,070	1,162	1,156	**1,192**	3.11%
01-65-40200	Bldgs & Grnds	IMRF EXPENSE	6,393	6,696	7,303	8,074	7,643	**7,600**	-0.56%
01-65-41000	Bldgs & Grnds	MAINTENANCE - BUILDINGS	117,424	105,305	101,306	146,900	126,172	**140,325**	11.22%
01-65-41110	Bldgs & Grnds	MAINTENANCE - AUTO	228	53	16	500	275	**150**	-45.45%
01-65-44400	Bldgs & Grnds	TRAVEL & MEETINGS		314	393	500	415	**500**	20.48%
01-65-46900	Bldgs & Grnds	DUES & SUBSCRIPTIONS	204	298	387	300	285	**300**	5.26%
01-65-47200	Bldgs & Grnds	OTHER SUPPLIES	2,795	3,469	3,387	3,000	3,900	**5,300**	35.90%
01-65-47300	Bldgs & Grnds	UNIFORMS	809	1,067	815	895	886	**935**	5.53%
01-65-47600	Bldgs & Grnds	GAS/OIL EXPENSE	1,124	1,155	859	1,300	1,100	**1,300**	18.18%
		Totals	204,339	196,167	195,059	247,746	228,246	**244,938**	7.31%

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - BUILDING - 01-65-41000

DEPARTMENT: Buildings & Grounds
PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 101,306			
	$ 38,200	Cleaning Service	**$ 40,000**
	1,550	Carpet Cleaning at PD (mthly), CH (Qtrly)	**1,650**
	12,000	HVAC Maintenance / Contract and repairs	**14,000**
	6,084	Floor Mat Service	**7,000**
	7,500	Elevator Service - 2 Elevators Began (FY 09)	**9,000**
	141	Fire Alarm Service (Fire Suppression System Testing) and maintenance $700 for testing and certification	**1,450**
	4,989	Generator Service - Preventative Maintenance	**6,000**
	2,000	Fire Extinguisher Maint. - Pressure Test Older Units	**2,100**
	725	Pest Control	**1,000**
	2,000	Sprinkler Testing - Yrly Flushing & Cert Fee	**2,000**
	2,417	Yearly Backflow/ Certifications / testing	**1,725**
	1,675	Miscellaneous (i.e. locksmith, Medical Supplies)	**3,300**
		City Hall Softener	**4,300**
		Green Enhancement to City Buildings (Inc. Light Bulbs)	
	2,300	Garage Door Inspections and Repair Springs and shafts on main doors at PW Garage Minor Building Repair & Maintenance	**4,000**
	1,495	Co2 Sensor Calibration and testing	**800**
	36,800	Administration Dept - Front Counter Modifications	
	5,000	Painting City Wide	**5,000**
	1,296	Roof Repairs and Inspections	**2,000**
		EMA work and office Space Conversion at Public Works Garage (FY 16 Decision Package)	**35,000**
$ 101,306	$ 126,172	**Total**	**$ 140,325**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - AUTOS - 01-65-41110

DEPARTMENT: Buildings & Grounds
PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 16	$ 275	Maintenance of Supervisors Vehicle	**$ 150**
$ 16	$ 275	**Total**	**$ 150**

CITY OF WARRENVILLE
FISCAL YEAR 2016
TRAVEL & MEETINGS - 01-65-44400

DEPARTMENT: Buildings & Grounds

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 393	$ 415		**$ 500**
		Training & Seminars	
$ 393	$ 415	**Total**	**$ 500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
DUES, SUBSCRIPTIONS, & BOOKS - 01-65-46900

DEPARTMENT: Buildings & Grounds

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 387	$ 285		**$ 300**
		As Needed Certifications Etc	
$ 387	$ 285	**Total**	**$ 300**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER SUPPLIES - 01-65-47200

DEPARTMENT: Administration

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 3,387			
	$ 1,600	Tools for Building Supervisor (natural gas leak detector) (Flashlight, ladder, power tools) Other misc expenses for buildings	**$ 3,000**
	2,300	Supplies for buildings (inc. paper products)	**2,300**
$ 3,387	$ 3,900	**Total**	**$ 5,300**

CITY OF WARRENVILLE
FISCAL YEAR 2016
UNIFORMS - 01-65-47300

DEPARTMENT: Buildings & Grounds

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 815			
	886	Uniforms for Building Maintenance Supervisor	**$ 935**
$ 815	$ 886	**Total**	**$ 935**

CITY OF WARRENVILLE
FISCAL YEAR 2016
GAS/OIL EXPENSE - 01-65-47600

DEPARTMENT: Buildings & Grounds

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 859			
	1,100	Gas and Oil For Supervisors Vehicle	**$ 1,300**
$ 859	$ 1,100	**Total**	**$ 1,300**

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected 2015	Budget 2016	15-16 Growth
01-70-40400	Central Svcs	EMPLOYEE INSURANCE	857,890	827,809	857,740	937,719	869,179	**916,801**	5.48%
01-70-40403	Central Svcs	INSURANCE OPT-OUT PAYMENTS	6,863	10,234	9,127	9,822	7,654	**7,576**	-1.02%
01-70-41100	Central Svcs	MAINTENANCE - EQUIPMENT	62,544	93,296	86,310	107,890	107,890	**182,089**	68.77%
01-70-41103	Central Svcs	MAINTENANCE - SOFTWARE	26,019	34,432	32,632	72,862	69,862	**82,396**	17.94%
01-70-42850	Central Svcs	CITY NETWORK	48,086	(362)	862		-	**-**	
01-70-43300	Central Svcs	INSURANCE - GENERAL							
01-70-43301	Central Svcs	INSURANCE - LIABILITY	77,000	99,993	131,364	110,354	116,645	**121,808**	4.43%
01-70-43302	Central Svcs	INSURANCE - WORKERS COMP	125,770	133,695	41,033	135,371	133,967	**143,627**	7.21%
01-70-43303	Central Svcs	INSURANCE - EE LIFE	3,636	3,726	3,650	3,942	3,290	**3,478**	5.71%
01-70-43400	Central Svcs	TELEPHONE	52,702	52,463	62,647	69,803	68,155	**71,265**	4.56%
01-70-44300	Central Svcs	RENT EXPENSE	652	500	700	650	600	**600**	0.00%
01-70-44600	Central Svcs	POSTAGE	8,093	12,729	10,163	12,036	10,690	**10,925**	2.20%
01-70-44700	Central Svcs	PRINTING/PUBLISHING	2,792	5,676	5,153	7,500	3,497	**7,600**	117.33%
01-70-45210	Central Svcs	COMPUTER SOFTWARE	101	783	6,380	-	-		
01-70-47100	Central Svcs	OFFICE SUPPLIES	16,909	20,324	17,625	20,475	16,903	**16,000**	-5.34%
		Totals	1,289,057	1,295,298	1,265,386	1,488,424	1,408,332	**1,564,165**	11.07%

CITY OF WARRENVILLE
FISCAL YEAR 2016
EMPLOYEE INSURANCE - 01-70-40400

DEPARTMENT: Central Services

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 857,740	$ 869,179		**$ 916,801**
		General Fund Share of Group Employee Health Insurance (net of Employee Required Contributions)	
		(Additional amounts charged to Water and Sewer Fund and reimbursed from other funds when applicable)	
$ 857,740	$ 869,179	**Total**	**$ 916,801**

CITY OF WARRENVILLE
FISCAL YEAR 2016
INSURANCE OPT-OUT PAYMENTS - 01-70-40403

DEPARTMENT: Central Services

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 9,127	$ 7,654		**$ 7,576**
		Employee Insurance Opt-Out Payments	
$ 9,127	$ 7,654	**Total**	**$ 7,576**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - EQUIPMENT - 01-70-41100

DEPARTMENT: Central Services
PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 86,310	$ 105,142	Stafford Copier Maintenance	**$ 1,900**
		Manning Copier Maint. - Copy Charges & Maint	**2,954**
	2,748	Annual Network Maintenance (AIS)	**44,100**
		Miscellaneous (Keyboards, Mice, etc)	**3,000**
		Additional Memory	**500**
		General Printers - Replacement	**2,000**
		Annual Computer Replacement **(10)**	**10,000**
		OCE TDS400 Maintenance Agreement (Com Dev)	**1,320**
		Xerox Phaser Maintenance Agreement (Com Dev)	**600**
		Annual MDT Replacements **(3)**	**16,500**
		Annual Squad Car Camera Replacement **(2)**	**10,000**
		Cablecast Equipment Service Contract	**6,000**
		Extron 60-429-22 (Cablecasting)	**1,100**
		External Hard Drive	**500**
		City Hall Security Cameras **(FY 16 Decision Package)**	**15,000**
		City Hall Security Cameras Maintenance **(FY 16 Decision Package)**	**4,740**
		Council Chambers Projector and FTO Laptop (2)	**1,800**
		Tablets for PD (2)	**1,600**
		Tablets for Council (9) **(FY 16 Decision Package)**	**15,000**
		Update - Live Scan Equipment **(FY 16 Decision Package)**	**19,500**
		C-Cure Server	**3,975**
		Server Replacement	**20,000**
$ 86,310	$ 107,890	**Total**	**$ 182,089**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - SOFTWARE - 01-70-41103

DEPARTMENT: Central Services
PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 32,632	$ 69,862	MSI/Harris Software Maintenance Agreement	**$ 9,006**
		CH and PD Lock System Maintenance Agreement	**8,188**
		SSL Certificate	**250**
		Essential Plus Anti-virus	**2,000**
		Updated Anti-virus software	**8,400**
		Belarc Network Tracking	**500**
		Content/Internet Monitoring - Barracuda (3-Yr contract - Budget Again in FY18)	**-**
		SPAM Maintenance - Barracuda	**1,200**
		Laserfiche	**4,913**
		PEG Central	**3,000**
		Exchange Server Backup - Cloud	**4,100**
		Livescan Service Agreement (MorphoTrak)	**4,420**
		BEAST Maintenance Software Agreement	**708**
		Police MSI Adjudication Software	**3,900**
		Arbitrator Software (Squad Cameras) (2-Yr Contract - Budget Again in FY18)	**5,700**
		Annual ERSI (GIS) Maintenance Agreement	**1,050**
		Westlaw (Code Enforcement)	**2,040**
		WebQA Software Maintenance	**6,220**
		Trimble Maintenance (Seiler Instrument)	**1,261**
		Building Permit Software Install and Data Migration **(FY 16 Decision Package)**	**10,140**
		Paperless Packets Software **(FY 16 Decision Package)**	**5,400**
$ 32,632	$ 69,862	**Total**	**$ 82,396**

CITY OF WARRENVILLE
FISCAL YEAR 2016
CITY NETWORK - 01-70-42850

DEPARTMENT: Central Services			
PROGRAM: On-Going			
2014 Actual	**2015 Estimated**	**Description of Cost**	**2016 Budget**
$ 862		**Unbudgeted for FY16**	
$ 862	$ -	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2016
INSURANCE - LIABILITY - 01-70-43301

DEPARTMENT: Central Services			
PROGRAM: On-Going			
2014 Actual	**2015 Estimated**	**Description of Cost**	**2016 Budget**
$ 131,364	$ 106,971	General Fund Share (Shared with Water & Sewer)	**$ 111,553**
	9,674	Cyber Liability (New with CY2015 Renewal)	**10,255**
		CY 2016 Renewal Assumes a 6% Increase - But Actual Loss Experience will Contribute to Actual Increase	
$ 131,364	$ 116,645	**Total**	**$ 121,808**

CITY OF WARRENVILLE
FISCAL YEAR 2016
INSURANCE - WORKERS COMP - 01-70-43302

DEPARTMENT: Central Services

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 41,033		General Fund Share - CY 15	
	87,336	(May - December 2014)	
	46,631	(January - April 2015)	
		General Fund Share - CY 16	
		(Shared with Water & Sewer)	
		(May through December 2015)	**93,264**
		(January - April 2016)	**50,363**
		CY 2016 Renewal	
		Assumes a 8% Increase - But Actual Loss Experience	
		will Contribute to Actual Increase	
		(January - April 2016)	
$ 41,033	$ 133,967	**Total**	**$ 143,627**

CITY OF WARRENVILLE
FISCAL YEAR 2016
INSURANCE - EE LIFE - 01-70-43303

DEPARTMENT: Central Services

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 3,650	$ 3,290		
		Employee Life Insurance	**$ 3,478**
$ 3,650	$ 3,290	**Total**	**$ 3,478**

CITY OF WARRENVILLE
FISCAL YEAR 2016
TELEPHONE - 01-70-43400

DEPARTMENT: Central Services

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 62,647	$ 68,155		
		ISP Service (AT&T for Internet Access)	**$ 6,000**
		ISP Service (AT&T for Internet Access)	**500**
		Comcast - Services and IP Addresses at PD	**2,300**
		911 Locator ID Lite (AT&T)	**215**
		Call-One - Telephone Services	**45,000**
		Upgrade Cell Phones/New Ancillary Equipment	**2,000**
		Cell Phone Services	**15,000**
		Conference Call Bridge Usage	**250**
$ 62,647	$ 68,155	**Total**	**$ 71,265**

CITY OF WARRENVILLE
FISCAL YEAR 2016
RENT EXPENSE - 01-70-44300

DEPARTMENT: Finance

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 700	$ 600		**$ 600**
		Pitney Bowes Postage Machine (1st Floor City Hall)	
$ 700	$ 600	**Total**	**$ 600**

CITY OF WARRENVILLE
FISCAL YEAR 2016
POSTAGE - 01-70-44600

DEPARTMENT: Finance

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 10,163	$ 10,690		
		City Wide, Less W&S	**$ 10,925**
		FY 14 Actual - $10,163	
		FY 13 Actual - $12,729	
		FY 12 Actual - $8,093	
		FY 11 Actual - $9,705	
		FY 10 Actual - $13,101	
		FY 09 Actual - $11,998	
		FY 08 Actual - $8,121	
		FY 07 Actual - $7,266	
		FY 06 Actual - $7,856	
		FY 05 Actual - $6,886	
		FY 04 Actual - $8,037	
		FY 03 Actual - $8,109	
		FY 02 Actual - $7,594	
		FY 01 Actual - $6,716	
$ 10,163	$ 10,690	**Total**	**$ 10,925**

CITY OF WARRENVILLE
FISCAL YEAR 2016
PRINTING / PUBLISHING 01-70-44700

DEPARTMENT: Central Services

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 5,153	$ 3,497		
		Citywide - Letterhead, Envelopes, Business Cards & Publishing Costs	**$ 3,600**
		FY 14 Actual - $5,153	
		FY 13 Actual - $5,676	
		FY 12 Actual - $2,792	
		FY 11 Actual - $4,298	
		FY'10 Actual - $11,483	
		FY'10 Actual - $11,483	
		FY'09 Actual - $10,629	
		FY'08 Actual - $9,312	
		FY'07 Actual - $9,093	
		FY'06 Actual - $12,154	
		FY'05 Actual - $9,066	
		FY'04 Actual - $11,005	
		FY'03 Actual - $12,973	
		FY'02 Actual - $22,474	
		FY'01 Actual - $14,470	
		Recruitment Advertising	**4,000**
$ 5,153	$ 3,497	**Total**	**$ 7,600**

CITY OF WARRENVILLE
FISCAL YEAR 2016
COMPUTER SOFTWARE - 01-70-45210

DEPARTMENT: Central Services

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 6,380			
		Unbudgeted for FY 2016	
$ 6,380	$ -	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OFFICE SUPPLIES - 01-70-47100

DEPARTMENT: Central Services

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 17,625	$ 16,903		
		General Fund Office Supplies	**$ 16,000**
		FY14 Actual - $17,625	
		FY13 Actual - $20,325	
		FY12 Actual - $16,909	
		FY11 Actual - $20,480	
		FY10 Actual - $25,294	
		FY09 Actual - $26,454	
		FY08 Actual - $29,724	
		FY07 Actual - $23,876	
		FY06 Actual - $24,012	
		FY05 Actual - $20,228	
		FY04 Actual - $24,691	
		FY03 Actual - $25,307	
		FY02 Actual - $25,468	
		FY01 Actual - $18,155	
$ 17,625	$ 16,903	**Total**	**$ 16,000**

City of Warrenville - Five-Year Projections

General Fund

Revenues	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected
Fiscal Year	2012	2013	2014	2015	2016 **	2017 **	2018 **	2019 **
Tax Revenue	$ 8,663,696	$ 8,807,340	$ 9,101,993	$ 9,543,408	$ 9,120,374	$ 9,324,088	$ 9,517,588	$ 9,715,455
License, Permit & Fee Revenue	330,443	471,294	350,547	505,581	540,486	540,486	540,846	540,846
Fine Revenue	424,260	361,063	369,655	429,869	458,092	458,092	458,092	461,592
Reimbursement Revenue	56,055	54,447	79,777	52,867	850	850	850	850
Rental Revenue	170,978	187,767	180,150	32,150	32,996	33,225	33,456	33,689
Intrafund Revenue	262,140	283,948	275,530	275,822	275,979	275,979	275,979	275,979
Interest Revenue	22,192	(3,635)	15,108	34,290	34,633	34,979	35,329	35,682
Grant Revenue	2,397	2,942	3,049	5,370	5,370	5,370	5,370	5,370
Miscellaneous Revenue	219,440	123,444	115,404	164,557	131,465	134,552	137,762	141,101
Total Revenue	$ 10,151,601	$ 10,288,610	$ 10,491,213	$ 11,043,914	$ 10,600,244	$ 10,807,620	$ 11,005,272	$ 11,210,564
Growth from Previous Year	21.3%	1.3%	2.0%	5.3%	-4.0%	2.0%	1.8%	1.9%

Expenses	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected
Fiscal Year	2012	2013	2014	2015	2016 **	2017 **	2018 **	2019 **
Total Salary & Wage Expense	$ 4,994,739	$ 5,237,604	$ 5,506,873	$ 5,636,981	$ 5,783,021	$ 6,072,172	$ 6,375,781	$ 6,694,570
Total Fringe Benefit Expense	2,318,058	2,264,848	2,338,427	2,506,530	2,636,493	2,518,318	2,644,234	2,776,445
Total Maintenance Expense	499,620	507,354	550,652	738,601	931,454	884,368	910,899	938,226
Total Supplies and Service Expense	1,396,062	1,399,613	1,494,039	2,035,435	1,932,225	1,913,917	1,971,334	2,030,474
Total Capital Expense	257,631	174,554	50,943	74,213	159,125	162,308	165,554	168,865
Total Expenditures	$ 9,466,110	$ 9,583,973	$ 9,940,934	$ 10,991,760	$ 11,442,318	$ 11,551,082	$ 12,067,801	$ 12,608,580
Growth from Previous Year	1.8%	1.2%	3.7%	10.6%	4.1%	1.0%	4.5%	4.5%
Revenues Greater/(Less Than) - Expenditures					**$ (842,074)**	**$ (743,461)**	**$ (1,062,529)**	**$ (1,398,015)**
Expenditures Estimated @ 95% - Beginning FY 2015					**$ 10,870,202** *	**$ 10,973,527** *	**$ 11,464,411** *	**$ 11,978,151**
Revenues Greater/(Less Than) - Expenditures	**$ 685,491**	**$ 704,637**	**$ 550,279**	**$ 52,154**	**$ (269,958)**	**$ (165,907)**	**$ (459,139)**	**$ (767,586)**
Personnel proportion of Total	77%	78%	79%	74%	74%	74%	75%	75%
Total Fund Balance	**$ 7,378,008**	**$ 8,082,645**	**$ 8,632,924**	**$ 8,685,078**	**$ 8,415,120**	**$ 8,249,212**	**$ 7,790,074**	**$ 7,022,487**
Non-Spendable Fund Balance - PrePaids (estimated)	9,995	8,938	31,448	31,448	31,448	31,448	31,448	31,448
Non-Spendable Fund Balance - Land for Resale	2,200,000	2,200,000	2,200,000	2,200,000	2,200,000	2,200,000	2,200,000	2,200,000
Unassigned Fund Balance	**$ 5,168,013**	**$ 5,873,707**	**$ 6,401,476**	**$ 6,453,630**	**$ 6,183,672**	**$ 6,017,764**	**$ 5,558,626**	**$ 4,791,039**
UFB Expenditure Coverage	***55%***	***61%***	***64%***	***59%***	***54%***	***52%***	***46%***	***38%***

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*** Beginning with the Budget for 2012, staff attempted to more accurately reflect anticipated actual expenditures when projecting fund balances through FY 2019. Based upon recent audited fiscal years (FY 2007 - 2014), actual General Fund expenditures averaged approximately 95% of the final budgeted expenditures for the given fiscal years. Therefore, in projecting the General Fund fund balance through FY 2019, staff has projected that actual expenditures will come in at 95% of budgeted expenditures for each fiscal year.**

**** Beginning with FY 2016 - revenue refects the loss of 50% of State Shared Income Tax ($650,000 for FY 2016)**

CAPITAL MAINTENANCE AND REPLACEMENT FUND

FUND TYPE: Capital Projects

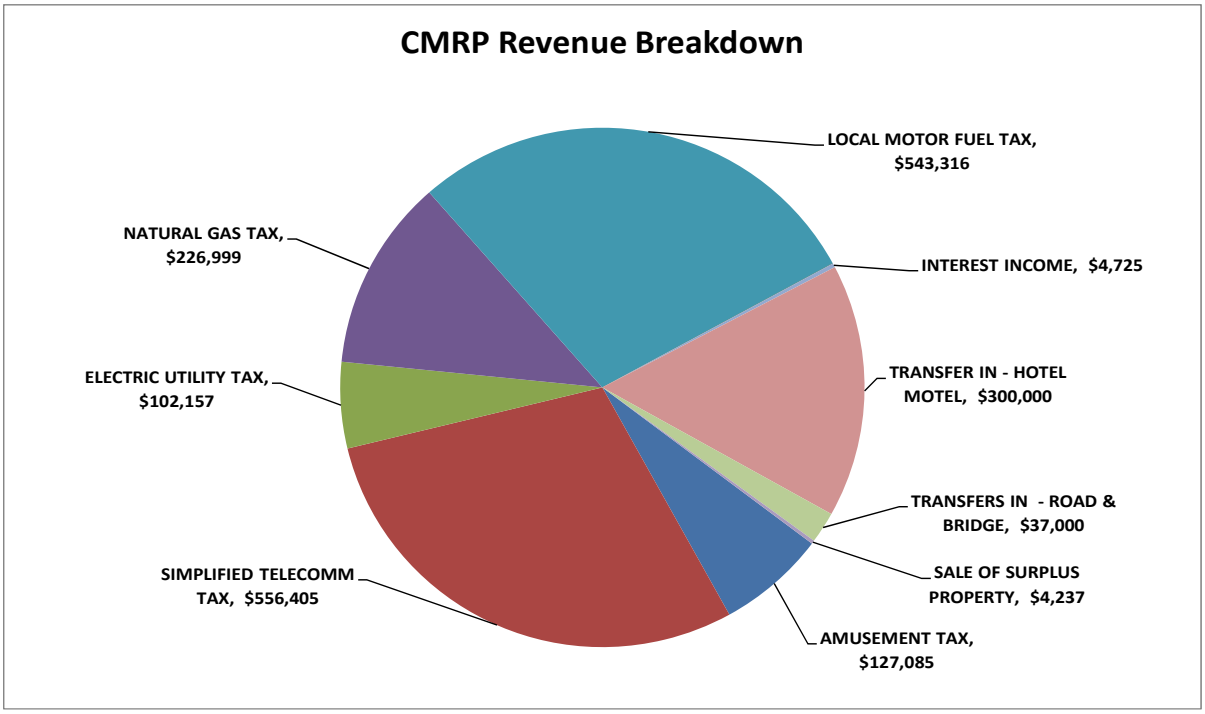
FUND PURPOSE – To account for the acquisition and improvement of City property including infrastructure, major general assets and equipment. This is the fund that is utilized to account for the Capital Maintenance and Replacement Plan (CMRP).

CAPITAL MAINTENANCE AND REPLACEMENT FUND HIGHLIGHTS

	2015 Budget	2015 Projected	2016 Proposed
Revenue	**$1,907,716**	**$1,874,115**	**$1,901,924**
Expenditures	**$2,847,808**	**$2,538,503**	**$2,515,151**
Surplus/(Deficit)	**($940,092)**	**($664,388)**	**($613,227)**

This fund entails the revenues and expenditures for the Capital Maintenance and Replacement Plan (CMRP). The CMRP, is a multi-year capital maintenance and replacement plan for all City non-enterprise capital assets (infrastructure, vehicles and equipment), originally adopted by the City Council in September 2011. The CMRP is required to be updated annually in January for the coming fiscal year, to account for capital expenditure commitments approved by the City Council during the current fiscal year, and staff recommended adjustments to the plan for quantity and pricing adjustments. As a result of the approved January 2015 adjustments to the CMRP leave the total annual average expenditures of the plan are $2,088,448.

Revenue Sources



The FY 2015 total projected Capital Maintenance and Replacement Fund revenue of $1,874,115 indicates a decline of less than 1% from FY 2014 actual total revenue of $1,884,979. For the proposed FY 2016 budget overall revenue is projected to increase by 1.48%, to a total of $1,901,924.

Amusement Tax revenue for FY 2015 is projected at a total of $127,085 (representing the sixty-percent Capital Maintenance and Replacement Fund share of this revenue source, the remaining forty percent share is allocated to the General Fund). For FY 2016, this revenue sources is projected with no growth from FY 2015. While there is the possibility that a new larger family entertainment venue will yield additional revenue during the course of the fiscal year, it is still too early to begin trending the revenue associated with this new venue, which has only been open a few short months, and as such no additional revenue has been projected. Additionally, the closure of a smaller amusement tax remitting recreational activity operation during late FY 2015 has lead to a decrease in the FY 2015 projection for this revenue. However, it is hoped this facility may reopen under new management, and thereby return to the ranks of establishments collecting and remitting this tax revenue, but as of the formulation of this budget that has not yet happened, and as such no revenue has been figured into the FY 2016 projection.

The City of Warrenville imposes a 6% Simplified Telecommunication Tax on telecommunications services. Projected Telecommunications Tax revenue for FY 2015 decreased by almost 8% to a projected total of $542,283, down from a total of $589,182, from FY 2014. The Capital Maintenance and Replacement Fund share of this revenue source has been approximately 83%, with the balance allocated to the General Fund. For FY 2016, staff has recommended adjusting the Capital Maintenance and Replacement Fund share upward to 90%, with the balance of 10% going to the General Fund. As a result of this re-allocation, an additional $41,239 is projected to flow into this fund to fund the CMRP. Overall, it is projected that this revenue source will fall by an additional five percent during FY 2016, in keeping with the ongoing downward trend for this revenue source.

The first full year, FY 2014, of the 1% Electric Utility Tax yielded at total of $101,807, slightly short of the original CMRP assumption for this revenue source of $104,600. FY 2015, this revenue source is projected to bring in $98,228, a decline of 3.5% from FY 2014. For FY 2016, it is projected that this revenue sources will see an increase of 4%, to a fiscal year total of $102,157. This projection is based upon anticipated additional electricity usage from new businesses and re-occupied commercial space within the City.

The Natural Gas Utility and Use Taxes were also approved as new a new funding mechanism for the CMRP beginning in FY 2014. The first year of this new CMRP funding revenue resulted in a FY 2014 total of $175,597, exceeding the initial CMRP assumed revenue level by over 26%. For FY 2015 it is projected that this revenue source will increase by an additional 24% to a fiscal year total of $218,268. There is not yet enough long-term history and data available to know how much the “polar vortex” experienced during the winter of 2013-2014 affected this revenue, which is projected to increase 4% over FY 15, to a FY 2016 total of $226,999.

The third and final new tax implemented to support the CMRP, was a 4¢ per gallon Local Motor Fuel Tax, which also went into effect May 1, 2013. The six Warrenville gasoline stations

remitted a total of $514,466 for FY 2014, 25% more than the original CMRP assumption of $409,116. For FY 2015 it is projected that this revenue will increase by almost 3% to a fiscal year total of $529,841, and for FY 2016 it is projected that this revenue source will increase by approximately 2.5%, to a total of $543,316.

Additionally, the CMRP annually receives a $300,000 transfer from the Hotel Motel Tax Fund, which is again included in the FY 2016 proposed budget.

Expenditures

The FY 2016 proposed budgeted capital expenditures, totaling $2,515,151, include the following CMRP expenditures:

1) Replacement of one (1) Police vehicle - $25,706
   Note: originally a total of six Police Vehicles were to be replaced during FY 2016, per the CMRP, but staff evaluation of those vehicle determined that the other five do not meet the established criteria for replacement and will be delayed until FY 2017 at the earliest

2) Replacement of one (1) Building and Grounds Supervisor vehicle - $31,000
   Note: held over from FY 2015

3) Replacement of large snow plow truck (#109) - $132,000

4) Replacement of Public Works Garage doors (2 main doors) – $60,000

5) Replacement of Police Department building roof - $135,000

6) FY 2016 road program engineering, bid documents, inspections and complete resurfacing construction program - $2,086,945

7) City wide crack filling, Engineering (Second street curb, Williams Road (Iroquois Ct. to City limits)), and City wide sidewalk repairs - $44,500

Capital Maintenance and Replacement Fund Activity	*FY 2016*
Projected Beginning Fund Balance	**$ 1,431,418**
Revenues	
Property Taxes	$ -
Sales and Use Taxes	-
Amusement Taxes	127,085
Consumption Taxes	1,428,877
Income Taxes	-
Hotel-Motel Taxes	-
Motor Fuel Taxes	-
Connection Fees	-
Administrative Charges	-
Consumption Fees	-
Franchise Fees	-
Licensing Fees	-
Interest Income	4,725
Financing Proceeds	-
Misc. Revenues	4,237
Grant Revenue	-
Rental Income	-
Reimbursement Revenues	-
Fine Revenue	-
Transfers In	337,000
Total FY 2016 Revenue	**$ 1,901,924**
Expenses/Expenditures	
Personnel	$ -
Capital	2,200,651
Supplies and Services	104,500
Maintenance	210,000
Total FY 2016 Expenses/Expenditures	**$ 2,515,151**
Variance - Add to/(Use of) Fund Balance	**$ (613,227)**
Projected Ending Fund Balance	**$ 818,191**
Percent Change	-42.84%

CAPITAL MAINTENANCE AND REPLACEMENT FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
02-00-30704	Revenues	AMUSEMENT TAX	182,528	156,368	159,555	157,058	127,085	**127,085**	0.00%
02-00-30706	Revenues	SIMPLIFIED TELECOMM TAX	523,209	639,235	589,182	646,165	542,283	**556,405**	2.60%
02-00-30710	Revenues	ELECTRIC UTILITY TAX			101,807	99,583	98,228	**102,157**	4.00%
02-00-30711	Revenues	NATURAL GAS TAX			175,597	138,675	218,268	**226,999**	4.00%
02-00-30713	Revenues	LOCAL MOTOR FUEL TAX			514,466	520,185	529,841	**543,316**	2.54%
02-00-34600	Revenues	PHOTO ENFORCEMENT FINES	21,471			-			
02-00-37700	Revenues	INTEREST INCOME	4,330	4,674	(249)	2,500	4,462	**4,725**	5.89%
02-00-38600	Revenues	TRANSFER IN - HOTEL MOTEL	615,493	700,000	300,000	300,000	300,000	**300,000**	0.00%
02-00-38602	Revenues	TRANSFERS IN - ROAD & BRIDGE	37,000	37,000	37,000	37,000	37,000	**37,000**	0.00%
02-00-39920	Revenues	SALE OF SURPLUS PROPERTY	5,976	3,714	7,521	6,550	16,948	**4,237**	-75.00%
		Totals	1,390,007	1,540,991	1,884,879	1,907,716	1,874,115	**1,901,924**	1.48%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
02-00-41000	Streets	MAINTENANCE - BUILDINGS		18,055		60,000	-	**195,000**	
02-00-41200	Streets	MAINTENANCE-STREETS	31,929	15,839	18,566	15,000	9,852	**15,000**	52.25%
02-00-41230	Streets	PAVEMENT PRESERVATION	-						
02-00-45300	Streets	ENGINEERING	88,770	84,516	140,303	106,700	112,125	**104,500**	-6.80%
02-00-49402	Streets	SIDEWALKS	605		(1,200)	10,000	-	**15,000**	
02-00-49476	Streets	ROAD PROJECTS	735,522	1,068,667	1,268,244	2,464,500	2,254,500	**1,996,945**	-11.42%
02-00-49500	Streets/Police	EQUIPMENT PURCHASE	75,187	166,434	109,519	191,608	162,026	**188,706**	16.47%
		Totals	932,013	1,353,511	1,535,432	2,847,808	2,538,503	**2,515,151**	-0.92%
		Fund Total Rev	1,390,007	1,540,991	1,884,879	1,907,716	1,874,115	1,901,924	1.48%
		Fund Total Exp	932,013	1,353,511	1,535,432	2,847,808	2,538,503	2,515,151	-0.92%
		Variance	457,994	187,480	349,447	(940,092)	(664,388)	**(613,227)**	
		Fund Balance 4/30/12	**1,558,879**						
		Fund Balance 4/30/13		**1,746,359**					
		Fund Balance 4/30/14			**2,095,806**				
		Projected Fund Balance 4/30/15				**1,155,714**	**1,431,418**		
		Projected Fund Balance 4/30/16						**818,191**	

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - BUILDINGS - 02-00-41000

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2014 Actual	2015 Projected	Description of Cost	2016 Budget
$ -			
		Replacement Garage Doors	
		Public Works Garage - 2 Main Doors	**$ 60,000**
		Police Department Roof Replacement	**135,000**
$ -	$ -	**Total**	**$ 195,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - STREETS - 02-00-41200

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2014 Actual	2015 Projected	Description of Cost	2016 Budget
$ 18,566	$ 9,852	Crack filling, Storm Inlet Repair, Street Patching	**$ 15,000**
		Curb Repairs	
$ 18,566	$ 9,852	**Total**	**$ 15,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
ENGINEERING - 02-00-45300

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2014 Actual	2015 Projected	Description of Cost	2016 Budget
$ 140,303			
		Re Construction Insp. Batavia Road	
	6,700	Bridge Inspections	-
	73,425	Road Program Bid Documents & Inspection	
	32,000	Forestview North Road Reconstruction	-
		FY2016	
		Second Street curb redesign	**$ 7,500**
		Williams Road - Iroquois South to City Limits	**7,000**
		FY 16 - Road Program Bid Documents & Inspection	**90,000**
		Bridge Inspection Not Budgeted FY 16	
		Total	
$ 140,303	$ 112,125		**$ 104,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
SIDEWALKS - 02-00-49402

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2014 Actual	2015 Projected	Description of Cost	2016 Budget
$ (1,200)		**City Wide Repairs - Included in Road Contract**	**$ 15,000**
$ (1,200)	$ -	**Total**	**$ 15,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
ROAD PROJECTS - 02-00-49476

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2014 Actual	2015 Projected	Description of Cost	2016 Budget
$ 1,268,244		**FY 2015 Road Program**	
		Burke Dead End	
	1,974,500		
	280,000	Forestview North / Riverside Parkway Recon	
		FY 2016 Road Program	
		City Wide Sidewalk	**20,000**
		City Wide Patching	**50,000**
		Forestview South (River Road to dead end)	**187,858**
		Cerny Park Paths	**8,100**
		Warren Ave (Adjacent to Cerny Park)	**54,582**
		Townline (River to dead Burk)	**149,930**
		Burk Ave (Townline to Rogers)	**31,130**
		Rogers (River to Burk)	**152,240**
		Steadman	**19,558**
		Behr Circle (east, west, south)	**103,246**
		Curtis Ave (Warrenville to Ferry)	**231,929**
		Riverview Drive (Batavia to dead end)	**46,442**
		Sipla Drive including rear parking Police Dept	**49,904**
		Aurora Way, Landon, and Townline west	**275,352**
		Main Street (Second Street east to Pathway 16' wide)	**27,000**
		Seraph Homes Ct	**24,464**
		Westbury Ct	**28,446**
		Williams Road (Morris Ct to City limits)	**152,000**
		Patterman Road (Rt 56 to Prairie Ave) 2' widening	**82,000**
		Prairie Ave 9Patterman to city limits)	**23,320**
		Lakeview Drive	**117,942**
		Lakeview Ct	**26,884**
		Bayview Ct	**19,558**
		Harvest Ct.	**22,000**
		Brookside Ct	**12,980**
		Sunset Drive	**63,074**
		Sunset Ct	**17,006**
$ 1,268,244	$ 2,254,500	**Total**	**$ 1,996,945**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EQUIPMENT PURCHASE 02-00-49500

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2014 Actual	2015 Projected	Description of Cost	2016 Budget
$ 109,519			
		FY 2015	
	138,526	**Police Department**	
		All Vehicles to be Replaced with Ford Explorers:	
		Community Development	
		Vehicles to be Replaced:	
		Building Inspector Vehicle	
	23,500	Ford F-150 - VIN 2FTRX…..09046	
		Building Maintenance Supervisor Vehicle	**31,000**
		1995 Chevy Work Van C20 - VIN IGCEG25Z9SF210987	
		(Purchase not made in FY 2015 - Held over to FY 2016)	
		FY 2016	
		Large Snow Plow Truck	**132,000**
		Truck # 109 Year of manufacturer 2000 Freightliner	
		Police Department	
		Vehicle to be Replaced with Ford Explorer:	**25,706**
		Crown Vic - VIN 2FAFP…..106888 - #212	
$ 109,519	$ 162,026	**Total**	**$ 188,706**

City of Warrenville - Five-Year Projection
Capital Maintenance and Replacement Fund

Revenues	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected
Fiscal Year	2012	2013	2014	2015	2016	2017	2018	2019
Tax Revenue	$ 705,737	$ 795,603	$ 1,540,607	$ 1,515,705	$ 1,555,962	$ 1,536,245	$ 1,518,071	$ 1,501,373
License, Permit & Fee Revenue	-	-	-	-	-	-	-	-
Fine Revenue	21,471	-	-	-	-	-	-	-
Reimbursement Revenue	-	-	-	-	-	-	-	-
Rental Revenue	-	-	-	-	-	-	-	-
Intrafund Revenue	652,493	737,000	337,000	337,000	337,000	337,000	337,000	337,000
Interest Revenue	4,330	4,674	(249)	4,462	4,725	4,725	4,725	4,725
Grant Revenue	-	-	-	-	-	-	-	-
Miscellaneous Revenue	5,976	3,714	7,521	16,948	4,237	-	-	-
Total Revenue	$ 1,390,007	$ 1,540,991	$ 1,884,879	$ 1,874,115	$1,901,924	$1,877,970	$1,859,796	$1,843,098
Growth from Previous Year	70.9%	10.9%	22.3%	-0.6%	1.5%	-1.3%	-1.0%	-0.9%

Expenses	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected
Fiscal Year	2012	2013	2014	2015	2016	2017	2018	2019
Total Salary & Wage Expense	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Fringe Benefit Expense	-	-	-	-	-	-	-	-
Total Maintenance Expense	31,929	33,894	18,566	9,852	210,000	50,000	50,000	50,000
Total Supplies and Service Expense	88,770	84,516	140,303	112,125	104,500	104,500	104,500	104,500
Total Capital Expense	811,314	1,235,101	1,376,563	2,416,526	2,200,651	1,807,210	1,807,210	1,807,210
Total Expenses	$ 932,013	$ 1,353,511	$ 1,535,432	$ 2,538,503	$ 2,515,151	$1,961,710	$1,961,710	$1,961,710
Growth from Previous Year	45.1%	45.2%	13.4%	65.3%	-0.9%	-22.0%	0.0%	0.0%
Revenues Greater/(Less Than) - Expenditures	$ 457,994	$ 187,480	$ 349,447	$ (664,388)	$ (613,227)	$ (83,740)	$ (101,914)	$ (118,612)
Assigned Fund Balance	$ 1,558,879	$ 1,746,359	$ 2,095,806	$ 1,431,418	$ 818,191	$ 734,451	$ 632,537	$ 513,925
Expenditure Coverage	*167%*	*129%*	*136%*	*56%*	*33%*	*37%*	*32%*	*26%*

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Note: The above projections are based on less than one year's remittances, and thereforeshoudl only be relied upon as a general guide., not an accurate depiciton of negative and declining fund balance. Future year's budget's will have actual trend data and therefore will be sound projections.

MOTOR FUEL TAX FUND

FUND TYPE: Special Revenue

FUND PURPOSE – To account for the maintenance and construction of City road and bridge improvement projects as approved by the Illinois Department of Transportation. This is a statutorily required fund to account for State-shared motor-fuel tax monies.

Motor Fuel Tax Fund Activity	*FY 2016*
Projected Beginning Fund Balance	**$ 759,519**
Revenues	
Property Taxes	$ -
Sales and Use Taxes	-
Amusement Taxes	-
Consumption Taxes	-
Income Taxes	-
Hotel-Motel Taxes	-
Motor Fuel Taxes	312,732
Connection Fees	-
Administrative Charges	-
Consumption Fees	-
Franchise Fees	-
Licensing Fees	-
Interest Income	100
Financing Proceeds	-
Misc. Revenues	-
Grant Revenue	-
Rental Income	-
Reimbursement Revenues	-
Fine Revenue	-
Transfers In	-
Total FY 2016 Revenue	**$ 312,832**
Expenses/Expenditures	
Personnel	$ -
Capital	548,775
Supplies and Services	87,440
Maintenance	95,999
Total FY 2016 Expenses/Expenditures	**$ 732,214**
Variance - Add to/(Use of) Fund Balance	**$ (419,382)**
Projected Ending Fund Balance	**$ 340,137**
Percent Change	-55.22%

MOTOR FUEL TAX FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
13-00-31100	Revenue	MOTOR FUEL ALLOTMENT	325,268	312,897	324,398	312,075	306,162	**312,732**	2.15%
13-00-31101	Revenue	SUPPLEMENTAL ALLOTMENT	4,173	4,173		-			
13-00-31500	Revenue	INSURANCE REIMBURSEMENT	9,925	7,531		-			
13-00-37700	Revenue	INTEREST INCOME	328	519	153	150	105	**100**	-4.76%
13-00-39309	Revenue	GRANTS	58,031	58,031	58,031	58,031	116,062	-	-100.00%
		Totals	397,725	383,151	382,582	370,256	422,329	**312,832**	-25.93%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
13-00-41200	Streets	MAINTENANCE - STREETS	11,617	8,249	11,008	19,000	15,450	**19,000**	22.98%
13-00-41201	Streets	MAINTENANCE STREETS-STRIPING	13,902	6,707	12,039	19,000	18,275	**19,000**	3.97%
13-00-41205	Streets	MAINTENANCE STR-SWEEPING	-						
13-00-41210	Streets	MAINTENANCE STS-SALT	134,056	87,670	173,586	160,000	155,000	**19,999**	-87.10%
13-00-44000	Streets	MAINTENANCE-STREET LIGHTS	38,132	12,331	5,408	19,000	12,312	**19,000**	54.32%
13-00-44010	Streets	MAINTENANCE STREET SIGNS	11,354	18,973	6,716	19,000	8,200	**19,000**	131.71%
13-00-44020	Streets	STREET LIGHTING-COMM ED	53,763	52,809	65,882	68,440	68,000	**68,440**	0.65%
13-00-45410	Streets	TREE REMOVAL	6,995	13,312	1,600	15,000	14,765	**19,000**	28.68%
13-00-48600	Streets	TRANSFER OUT							
13-00-49476	Streets	ROAD PROJECTS			51,225	248,775	-	**548,775**	
		Totals	269,819	200,051	327,464	568,215	292,002	**732,214**	150.76%
		Fund Total Rev	397,725	383,151	382,582	370,256	422,329	312,832	-25.93%
		Fund Total Exp	269,819	200,051	327,464	568,215	292,002	732,214	150.76%
		Variance	127,906	183,100	55,118	(197,959)	130,327	**(419,382)**	
		Fund Balance 4/30/12	**390,974**						
		Fund Balance 4/30/13		**574,074**					
		Fund Balance 4/30/14			**629,192**				
		Projected Fund Balance 4/30/15				431,233	**759,519**		
		Projected Fund Balance 4/30/16						**340,137**	

Motor Fuel Tax Fund Line Items
Fiscal Year 2016

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE STREETS - 13-00-41200

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 11,008	$ 15,450		**$ 19,000**
		Crack filling, Storm Inlet Repair, Street Patching	
$ 11,008	$ 15,450	**Total**	**$ 19,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE STREETS/STRIPING - 13-00-41201

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 12,039	$ 18,275		**$ 19,000**
		Striping Costs	
$ 12,039	$ 18,275	**Total**	**$ 19,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE STREETS/SALT - 13-00-41210

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 173,586	$ 155,000		
		Rock Salt and Chloride for De-icing Roads	**$ 19,999**
		(FY15 $85.14 per ton)	
$ 173,586	$ 155,000	**Total**	**$ 19,999**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE STREETS LIGHTS - 13-00-44000

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 5,408	$ 12,312		**$ 19,000**
		Cost for Maintenance contract for Traffic Signals	
		Traffic signals that are damaged	
		Standard Maintenance of street lights	
$ 5,408	$ 12,312	**Total**	**$ 19,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE STREET SIGNS - 13-00-44010

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 6,716	$ 8,200		**$ 19,000**
		Replacement of Regulatory and Info Signs New Regulatory or Info Signs Mandate for upgrade materials began in 2011	
$ 6,716	$ 8,200	**Total**	**$ 19,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
STREETLIGHTING - COMED - 13-00-44020

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 65,882			
	$ 68,000	Electrical Cost for Street Lights Throughout the City 18% Increase for electrical in FY 15	**$ 68,440**
$ 65,882	$ 68,000	**Total**	**$ 68,440**

CITY OF WARRENVILLE
FISCAL YEAR 2016
TREE REMOVAL - 13-00-45410

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 1,600	$ 14,765		
		Tree Removal , Replacement, and Trimming Throughout the City	**$ 19,000**
$ 1,600	$ 14,765	**Total**	**$ 19,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
ROAD PROJECTS - 13-00-49476

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 51,225			
		City Share of Batavia Road Costs New Curb and resurface Expense is dependent on State Inspection	**$ 248,775**
		Williams Road Bridge Project Construction costs	**300,000**
$ 51,225	$ -	**Total**	**$ 548,775**

City of Warrenville - Five-Year Projection
Motor Fuel Tax

Revenues	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected
Fiscal Year	2012	2013	2014	2015	2016	2017	2018	2019
Tax Revenue	$ 329,441	$ 317,070	$ 324,398	$ 306,162	$ 312,732	$ 315,859	$ 319,018	0 $ 322,208
License, Permit & Fee Revenue	-	-	-	-	-	-	-	-
Fine Revenue	-	-	-	-	-	-	-	-
Reimbursement Revenue	-	-	-	-	-	-	-	-
Rental Revenue	-	-	-	-	-	-	-	-
Intrafund Revenue	-	-	-	-	-	-	-	-
Interest Revenue	328	519	153	105	100	100	100	100
Grant Revenue	58,031	58,031	58,031	116,062	-	-	-	-
Miscellaneous Revenue	9,925	7,531	-	-	-	-	-	-
Total Revenue	$ 397,725	$ 383,151	$ 382,582	$ 422,329	$ 312,832	$ 315,959	$ 319,118	$ 322,308
Growth from Previous Year	-4.4%	-3.7%	-0.1%	10.4%	-25.9%	1.0%	1.0%	1.0%

Expenses	**Actual**	**Actual**	Projected	Projected	Projected	Projected	Projected	Projected
Fiscal Year	**2012**	2013	2014	2015	2016	2017	2018	2019
Total Salary & Wage Expense	-	-	-	-	-	-	-	-
Total Fringe Benefit Expense	-	-	-	-	-	-	-	-
Total Maintenance Expense	209,061	133,930	208,757	209,237	95,999	98,879	101,845	104,901
Total Supplies and Service Expense	60,758	66,121	67,482	82,765	87,440	87,440	87,440	87,440
Total Capital Expense	-	-	51,225	-	548,775	-	-	-
Total Expenses	$ 269,819	$ 200,051	$ 327,464	$ 292,002	$ 732,214	$ 186,319	$ 189,285	$ 192,341
Growth from Previous Year	-4.4%	-25.9%	63.7%	-10.8%	150.8%	-74.6%	1.6%	1.6%
Revenues - Expenditures	$ 127,906	$ 183,100	$ 55,118	$ 130,327	$(419,382)	$129,640	$129,833	$129,967
Restricted Fund Balance for Roadways	$ 390,974	$ 574,074	$ 629,192	$ 759,519	$ 340,137	$469,777	$599,610	$729,577
Expenditure Coverage	*145%*	*287%*	*192%*	*260%*	*46%*	*252%*	*317%*	*379%*

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HOTEL/MOTEL TAX FUND

FUND TYPE: Special Revenue

FUND PURPOSE – To account for the costs of public relations, community events, civic promotion and tourism related activities.

Warrenville - FOR A VISIT, OR A LIFETIME…

HOTEL/MOTEL TAX FUND HIGHLIGHTS

	2015 Budget	2015 Projected	2016 Proposed
Revenue	**$805,469**	**$875,897**	**$893,456**
Expenditures	**$813,845**	**$720,272**	**$899,189**
Surplus/(Deficit)	**($ 8,376)**	**$155,625**	**($ 5,733)**

The Hotel/Motel Tax Fund is a Special Revenue fund, utilized to account for the costs of public relations, community events, civic promotion and tourism related activities.

Revenue Sources

The City imposes a 5% tax on hotel stays less than thirty days. There are currently six hotels located within Warrenville, which are collecting and remitting this tax to the City on a monthly basis.

For FY 2015, it is projected that the six hotels will collect and remit a total of $873,780 in Hotel Motel Taxes to the City of Warrenville. For FY 2016 it has been projected that those remittances will increase by 2.0% to a total of $891,256.

Expenditures

Interfund Transfers

The largest expenditures in this fund are the supporting transfers of revenue, to other City funds. For FY 2016, a total of $550,000 is budgeted to be transferred to other funds, including $300,000 to the Capital Maintenance and Replacement Fund, $200,000 to the General Fund, and $50,000 to the Special Projects Fund.

Community Events Programming Grants

The next largest expenditures are Grants. Annually, in January, the City Council approves Hotel/Motel Tax grants for the coming fiscal year. The grants are made to financially support local events and activities, with the goal of promoting tourism in Warrenville, and increasing the number of stays at Warrenville hotels. A total of ten events were recommended for $100,000 in funding for FY 2016. Additionally, the City funds two long-standing community events: Summer Daze and the Fourth of July celebration. Each of these two events receives $24,000 in direct financial support, and up to an additional $11,000 each for City in-kind support and services. Finally, for FY 2016 the City Council approved direct funding support for the Warrenville Historical Society, in the amount of $15,000, to assist in covering the costs associated with the museum curator/director position.

Promoting Tourism

The FY 2016 expenditures also include approximately $43,700 in funding for the renewal of the City partnership with the DuPage County Visitors Bureau (DCVB) to promote tourism, including hotel stays within Warrenville.

Also, a total of $50,000 has been re-budgeted from FY 2015 for consultation services to assist with a Marketing and Branding effort to promote Warrenville, as an economic development tool to spur interest in businesses locating in Warrenville.

Finally, a total of $60,000 in funding for aesthetic enhancements, which could include community artwork and sculpture, botanicals, and other beautification efforts as a means to add to the community pride, and make Warrenville a more inviting as a community. A Decision Package for this item is included with the proposed Budget and provides additional details.

Hotel Motel Fund Activity	*FY 2016*
Projected Beginning Fund Balance	**$ 478,228**
Revenues	
Property Taxes	$ -
Sales and Use Taxes	-
Amusement Taxes	-
Consumption Taxes	-
Income Taxes	-
Hotel-Motel Taxes	891,256
Motor Fuel Taxes	-
Connection Fees	-
Administrative Charges	-
Consumption Fees	-
Franchise Fees	-
Licensing Fees	-
Interest Income	2,200
Financing Proceeds	-
Misc. Revenues	-
Grant Revenue	-
Rental Income	-
Reimbursement Revenues	-
Fine Revenue	-
Transfers In	-
Total FY 2016 Revenue	**$ 893,456**
Expenses/Expenditures	
Personnel	$ -
Capital	110,000
Supplies and Services	789,189
Maintenance	-
Total FY 2016 Expenses/Expenditures	**$ 899,189**
Variance - Add to/(Use of) Fund Balance	**$ (5,733)**
Projected Ending Fund Balance	**$ 472,495**
Percent Change	-1.20%

HOTEL MOTEL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
14-00-30703	Revenue	HOTEL/MOTEL TAX	748,883	768,472	811,059	804,269	873,780	**891,256**	2.00%
14-00-37700	Revenue	INTEREST INCOME	3,966	1,249	863	1,200	2,117	**2,200**	3.92%
14-00-39900	Revenue	MISCELLANEOUS INCOME							
		Totals	752,849	769,721	811,922	805,469	875,897	**893,456**	2.00%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
14-00-46401	Finance	CITY WEB PAGE	383	25,705	4,758	4,272	5,486	**5,500**	0.26%
14-00-46810	Council	GRANTS	218,007	175,440	168,728	185,000	172,234	**185,000**	7.41%
14-00-48600	Council	TRANSFERS OUT	400,000	900,000	500,000	500,000	500,000	**550,000**	10.00%
14-00-48702	Council	PUB. RELATIONS & PROMOTION	2,279	38,791	39,378	44,573	42,552	**48,689**	14.42%
14-00-48735	Council	CITY PROJECTS				80,000	-	**110,000**	
		Totals	620,669	1,139,936	712,864	813,845	720,272	**899,189**	24.84%
		Fund Total Rev	752,849	769,721	811,922	805,469	875,897	893,456	2.00%
		Fund Total Exp	620,669	1,139,936	712,864	813,845	720,272	899,189	24.84%
		Variance	132,180	(370,215)	99,058	(8,376)	155,625	**(5,733)**	
		Fund Balance 4/30/12	**593,760**						
		Fund Balance 4/30/13		**223,545**					
		Fund Balance 4/30/14			**322,603**				
		Projected Fund Balance 4/30/15				**314,227**	**478,228**		
		Projected Fund Balance 4/30/16						**472,495**	

CITY OF WARRENVILLE
FISCAL YEAR 2016
CITY WEB PAGE - 14-00-46401

DEPARTMENT: FIS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 4,758	$ 5,486	Webpage Annual Support Maintenance & Hosting	**$ 5,500**
$ 4,758	$ 5,486	**Total**	**$ 5,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
GRANTS - 14-00-46810

DEPARTMENT: COUNCIL

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 168,727			
	$ 90,136	**Grants**	
		WAA	**$ 14,179**
		WGSA	**13,970**
		WIB Beautification Program	**18,451**
		Park District Art on Prairie	**13,015**
		Park District Fall Family Fun Fest	**8,727**
		Historical Society Summer Tea	**700**
		Historical Society Walking Tour	**2,200**
		Historical Society Artist in Residency	**2,860**
		Library Concerts on the Commons	**14,974**
		WMC Summer & Spring Musical Theater Productions	**10,924**
	15,000	**Historical Society Curator**	**15,000**
		Automatic Maximum Grants - (Began FY 10)	
		Summer Daze	
	24,000	Event Funding	**24,000**
	9,349	City Support Expenses (up to)	**11,000**
		4th of July (Friends of the 4th)	
	24,000	Event Funding	**24,000**
	9,749	City Support Expenses (up to)	**11,000**
$ 168,727	$ 172,234	**Total**	**$ 185,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
TRANSFERS OUT - 14-00-48600

DEPARTMENT: COUNCIL

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 200,000	$ 200,000	To General Fund (Recommended Transfer - Considered Annually) (Transfer Suspended for FY 2014 Recommended for FY 2015)	**$ 200,000**
200,000	200,000	To Capital Maintenance and Replacement Fund (Recurring Recommended Annual Transfer)	**200,000**
100,000	100,000	To Capital Maintenance and Replacement Fund (Transfer of Rolled back Hotel Motel Tax Grant Funding)	**100,000**
		To Special Projects Fund (Fund 49) (establishment of annual funding source for the Special Projects Fund)	**50,000**
$ 500,000	$ 500,000	**Total**	**$ 550,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
PUBLIC RELATIONS & PROMOTION - 14-00-48702

DEPARTMENT: COUNCIL

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 39,378			
	1,999	TAC Visitor Guides/PR Ads	**$ 5,000**
	40,553	DCVB Partnership FY 16 Contribution based upon FY 15 Projection @ 01/12/2015 thru 12/2014 Estimated At $873,780 (25% o f 1 Percentage Point of Tax Revenue)	**43,689**
$ 39,378	$ 42,552	**Total**	**$ 48,689**

CITY OF WARRENVILLE
FISCAL YEAR 2016
CITY PROJECTS - 14-00-48735

DEPARTMENT: COUNCIL

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ -	Development of Economic Development Branding and Marketing Strategy **(Re-Budgeted FY 15 Decision Package)**	**$ 50,000**
		Aesthetic Enhancements (Sculptures, Botanicals, etc) **(Re-Budgeted FY 15 Decision Package - TAC developing proposal)**	**60,000**
$ -	$ -	**Total**	**$ 110,000**

City of Warrenville - Five-Year Projections
Hotel Motel

Revenues	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected
Fiscal Year	2012	2013	2014	2015	2016	2017	2018	2019
Tax Revenue	$ 748,883	$ 768,472	$ 811,059	$ 873,780	$ 891,256	$ 900,169	$ 909,170	$ 918,262
License, Permit & Fee Revenue	-	-	-	-	-	-	-	-
Fine Revenue	-	-	-	-	-	-	-	-
Reimbursement Revenue	-	-	-	-	-	-	-	-
Rental Revenue	-	-	-	-	-	-	-	-
Intrafund Revenue	-	-	-	-	-	-	-	-
Interest Revenue	3,966	1,249	863	2,117	2,200	2,244	2,289	2,289
Grant Revenue	-	-	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-	-	-
Total Revenue	$ 752,849	$ 769,721	$ 811,922	$ 875,897	$ 893,456	$ 902,413	$ 911,459	$ 920,551
Growth from Previous Year	20.3%	2.2%	5.5%	7.9%	2.0%	1.0%	1.0%	1.0%

Expenses	**Actual**	**Actual**	Projected	Projected	Projected	Projected	Projected	Projected
Fiscal Year	**2012**	2013	2014	2015	2016	2017	2018	2019
Total Salary & Wage Expense	-	-	-	-	-	-	-	-
Total Fringe Benefit Expense	-	-	-	-	-	-	-	-
Total Maintenance Expense	-	-	-	-	-	-	-	-
Total Supplies and Service Expense	620,669	1,139,936	712,864	720,272	789,189	790,000	790,000	790,000
Total Capital Expense	-	-	-	-	110,000	-	-	-
Total Expenses	$ 620,669	$ 1,139,936	$ 712,864	$ 720,272	$ 899,189	$ 790,000	$ 790,000	$ 790,000
Growth from Previous Year	-5.2%	83.7%	-37.5%	1.0%	24.8%	-12.1%	0.0%	0.0%
Revenues - Expenditures	$ 132,180	$ (370,215)	$ 99,058	$ 155,625	$ (5,733)	$ 112,413	$ 121,459	$ 130,551
Committed Fund Balance	$ 593,760	$ 223,545	$322,603	$ 478,228	$ 472,495	$ 584,908	$ 706,367	$ 836,918
Expenditure Coverage	*96%*	*20%*	*45%*	*66%*	*53%*	*74%*	*89%*	*106%*

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WATER AND SEWER FUND

FUND TYPE: Enterprise

FUND PURPOSE – To account for the provision of potable water and wastewater treatment services to the residents of the City. Activities necessary to provide such services in this fund are, including but not limited to, daily operations, systems maintenance, administration, billing and collection, the replacement and acquisition of fixed assets, and the long-term capital replacement of the system.

WATER AND SEWER (ENTERPRISE) FUND HIGHLIGHTS

	2015 Budget	2015 Projected	2016 Proposed
Revenue	**$3,236,808**	**$3,333,559**	**$3,403,035**
Expenditures	**$6,106,220**	**$4,410,070**	**$5,386,352**
Surplus/(Deficit)	**($2,869,412)**	**($1,076,511)**	**($1,983,317)**

The Water and Sewer Fund is an enterprise fund, which must be operated like a business and must cover all of the costs associated with the water and sewer operations through the charging of user fees, water tower rental fees, and connection fees as self-supporting sources of income. The fund is divided into four major components: 1) Water Operations and Maintenance, 2) Water Capital Reserve, 3) Sewer Capital Reserve, and 4) Sewer Operations and Maintenance.

Revenue Sources

Total budgeted fund revenue for FY 2016 is $3,403,035. The largest source of water operations and maintenance revenue is water sales. Water Sales revenue is based upon a rate charged to water users. For FY 2016, the water rates charged to the users will remain at $1.50 per 1,000 gallons of water used, and a bi-monthly base charge of $9.75. Water rates are supplemented by rental income received from the placement of cellular communication towers on City owned water towers, with the exception of a single mono-pole antennae not located on a water tower, with revenue estimated for FY 2016 of approximately $21,992. Additional minor sources of revenue in this area come from turn-on fees, processing fees, interest income, meter sales, and late payment fee income. Water Operations and Maintenance revenue for FY 2016 totals $1,336,768.

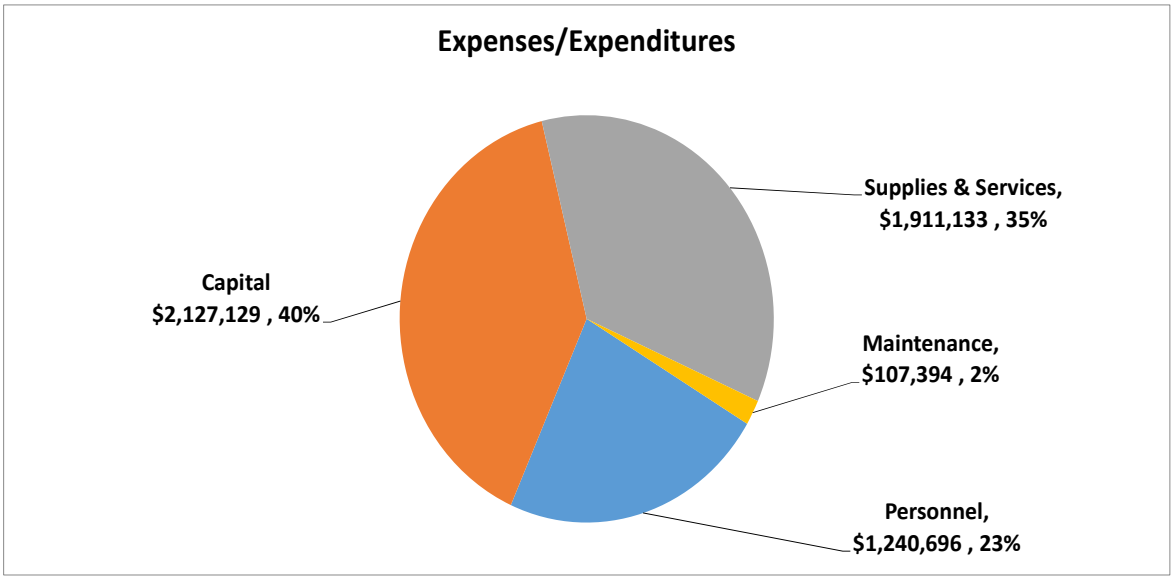
Water Capital Reserve revenue totals $55,037, and is derived from water connection fees, interest income, and recapture payments.

Sewer Capital Reserve revenue totals $32,721, and is derived from sewer connection fees, interest income, and recapture payments.

The final component of revenue is from sewer operations and maintenance, which totals $1,970,755. The largest share of that revenue comes from sewer system user fee sewer sales, which for FY 2016 totals an estimated $1,916,327. For FY 2016, the sewer rates will remain at $2.98 per 1,000 gallons, plus a bi-monthly base charge of $22.93, with no increases in these rates proposed.

Additional minor sources of revenue in this area come from turn-on fees, processing fees, interest income, meter sales, and late payment fee income.

Expenditures



Budgeted expenditures for FY 2016 total $5,386,352, which represents a 21.17% increase over FY 2015 estimated expenditures of $4,445,239. This increase is largely due to increased capital expenditures.

Water Operations and Maintenance provides for the operations and maintenance of the potable water system within the City. The City operates a series of five water wells, located at various points around the City. The costs associated with operating that system for FY 2016 are projected at $1,253,360. Of this total, approximately 55% is comprised of personnel costs, including wages and benefits. The remaining 45% are the costs of operating a potable water system, including treatment of the water.

Water Capital Reserve expenditures total $1,194,450, and include the following capital expenditures, including engineering where applicable:

1) Route 56 Expansion conflict resolutions - $108,000
2) Williams Road water main extensions
   (Batavia Rd to Morris Ct – Morris Ct. to City limits - $421,000
3) Curtis Ave (Ferry to Woodland) water main extension - $244,500
4) Calumet/Glen Drive North area final engineering - $5,000
5) Glen Drive water main extension engineering - $72,000
6) Warren Avenue main extension engineering - $43,000
7) Patterman Rd – main extension - $157,950
8) Forestview North/Riverside Parkway - $20,000
9) Hydrants, valve insertions, etc - $33,000
10) Radio communications upgrade - $50,000

11) On-going Capital Costs – $40,000 (see EMRP note below)

Sewer Capital Reserve expenditures total $845,080, and include the following capital expenditures, including engineering where applicable:

1) Williams Road lift station inspection engineering - $6,500
2) Williams Road/Iroquois Court inspection engineering - $20,000
3) Williams Road sewer extension (Morris Ct to City limits) - $185,000
4) Williams Road Lift station - $175,000
5) Williams Road sanitary sewer (Batavia Road to Morris Ct) - $170,000
6) Calumet/Glen Drive North area final engineering - $5,000
7) Curtis Avenue sewer extension - $155,200
8) Glen Drive sewer main extension engineering - $35,000
9) Patterman Rd sewer extension -$22,480
10) Radio communications upgrade - $50,000
11) Infiltration analysis costs , overhead sewer grant funding - $6,900
12) On-going Capital Costs – $14,000 (see EMRP note below)

Sewer operation and maintenance provides for the operation of the City sanitary sewer collection and transmission system, including the cost of transmission of waste water to the City of Naperville treatment plant, as per a contractual agreement. Projected expenditures for operating the sewer system total $2,078,662. Of that total, personal costs make up approximately 25%, while costs associated with the aforementioned Naperville contractual agreement for treatment of waste water make up approximately 58% of the expenditures at a projected total of $1,198,500, based upon rates from the City of Naperville for Warrenville's proportional share of capital system maintenance and replacement costs incurred by Naperville.

Finally, while not yet completed at the time of the publication of this draft budget document, City staff is working with two Aldermen, appointed by the City Council, to formulate a capital maintenance and replacement plan for the Enterprise Fund (i.e. water and sewer) assets. The document, to be entitled the Enterprise Maintenance and Replacement Plan (EMRP), while similar to Capital Maintenance and Replacement Plan (CMRP) for non-enterprise City assets, is a working document utilized to aid in the determination annul operating costing, including operating "capital" type costs, to be fund by annually determined utility rates for both water and sewer services. Additionally, the EMRP establishes the funding levels and service lives for the long-term replacement of enterprise fund capital assets. It is anticipated that the draft EMRP will be presented for consideration during the spring of 2015, possible prior to the end of the City current fiscal year, 2015.

Water and Sewer Fund Activity	*FY 2016*
Projected Beginning Unrestricted Net Assets	**$ 8,425,643**
Revenues	
Property Taxes	$ -
Sales and Use Taxes	-
Amusement Taxes	-
Consumption Taxes	-
Income Taxes	-
Hotel-Motel Taxes	-
Motor Fuel Taxes	-
Connection Fees	20,540
Administrative Charges	53
Consumption Fees	2,947,504
Franchise Fees	-
Licensing Fees	-
Interest Income	44,480
Financing Proceeds	-
Misc. Revenues	31,417
Grant Revenue	-
Rental Income	322,055
Reimbursement Revenues	-
Fine Revenue	36,986
Transfers In	-
Total FY 2016 Revenue	**$ 3,403,035**
Expenses/Expenditures	
Personnel	$ 1,240,696
Capital	2,127,129
Supplies and Services	1,911,133
Maintenance	107,394
Total FY 2016 Expenses/Expenditures	**$ 5,386,352**
Variance - Add to/(Use of) Fund Balance	**$ (1,983,317)**
Projected Ending Unrestricted Net Assets	**$ 6,442,326**
Percent Change	-23.54%

WATER and SEWER FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
20-00-35100	Water Revenue	WATER SALES	841,806	935,375	957,056	929,519	953,296	**972,362**	2.00%
20-00-35200	Water Revenue	TURN-ON FEES - WATER	2,738	2,800	3,400	2,740	5,563	**5,000**	-10.12%
20-00-35300	Water Revenue	PROCESSING FEE - WATER	20,288	16,412	10,973	18,845	21,244	**20,818**	-2.01%
20-00-37503	Water Revenue	RENTAL-INCOME - CELL TOWERS	159,974	176,763	169,146	309,668	309,668	**322,055**	4.00%
20-00-37700	Water Revenue	INTEREST INCOME	1,177	333	4	3,000	1,248	**350**	-71.96%
20-00-37900	Water Revenue	METER SALES	6,245	8,769	3,526	5,040	5,193	**4,880**	-6.03%
20-00-39309	Water Revenue	GRANTS	3,600	7,500	10,875	-			
20-00-39600	Water Revenue	PENALTY INCOME	11,670	13,197	9,588	11,112	11,029	**11,250**	2.00%
20-00-39900	Water Revenue	MISCELLANEOUS INCOME	5,744	436	(1,604)	100	493	**53**	-89.25%
20-00-39953	Water Revenue	ENGINEERING & INSPECTION							
		Totals	1,053,242	1,161,585	1,162,964	1,280,024	1,307,734	**1,336,768**	2.22%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
20-00-40000	WO&M Expense	SALARIES - WATER	430,527	465,869	463,430	459,500	458,812	**464,577**	1.26%
20-00-40001	WO&M Expense	OVERTIME - WATER	39,143	38,134	35,204	33,540	33,540	**37,000**	10.32%
20-00-40100	WO&M Expense	FICA EXPENSE	27,985	29,423	29,293	30,569	28,880	**31,098**	7.68%
20-00-40101	WO&M Expense	MEDICARE EXPENSE	6,585	7,082	6,986	7,150	6,807	**7,273**	6.85%
20-00-40200	WO&M Expense	IMRF EXPENSE	51,982	56,574	58,788	57,814	84,777	**57,347**	-32.36%
20-00-40400	WO&M Expense	EMPLOYEE INSURANCE	79,421	83,903	93,969	103,077	92,862	**92,648**	-0.23%
20-00-40600	WO&M Expense	ACCRUED SICK / COM TIME EXPENSE	(14,039)	(28,481)	1,554	500	2,000	**2,500**	25.00%
20-00-40601	WO&M Expense	ACCRUED OPEB EXPENSE	501	648	659	750	675	**695**	2.96%
20-00-41000	WO&M Expense	MAINTENANCE - BUILDING	3,584	2,825	8,582	7,700	5,400	**5,500**	1.85%
20-00-41001	WO&M Expense	MAINTENANCE - WATER TOWERS	3,500	6,000	-	7,500	6,500	**7,000**	7.69%
20-00-41100	WO&M Expense	MAINTENANCE - EQUIPMENT	6,851	6,426	6,599	6,500	6,700	**6,800**	1.49%
20-00-41103	WO&M Expense	MAINTENANCE - SOFTWARE	4,171	4,380	4,655	4,935	4,912	**5,157**	4.99%
20-00-41300	WO&M Expense	MAINTENANCE - GROUNDS				2,000	-		
20-00-41400	WO&M Expense	MAINTENANCE - UTILITY SYSTEM	45,134	132,910	102,237	120,000	58,000	**58,000**	0.00%
20-00-42700	WO&M Expense	MAINTENANCE - COMMUNICATIONS	3,377	3,863	4,163	5,100	3,950	**4,100**	3.80%
20-00-42850	WO&M Expense	CITY NETWORK			-	500	-		
20-00-43300	WO&M Expense	INSURANCE - GENERAL	2,356	2,498	2,498	2,748	2,748	**3,025**	10.08%
20-00-43301	WO&M Expense	INSURANCE - LIABILITY	5,610	5,947	5,947	6,542	6,542	**7,200**	10.06%
20-00-43302	WO&M Expense	INSURANCE - WORKERS COMP	14,740	15,802	5,221	16,182	16,223	**17,845**	10.00%
20-00-43400	WO&M Expense	TELEPHONE	12,180	9,621	11,895	12,000	13,570	**14,000**	3.17%
20-00-43800	WO&M Expense	UTILITIES	62,681	59,652	65,551	72,450	63,900	**64,900**	1.56%
20-00-44300	WO&M Expense	RENT EXPENSE	6,108	6,235	6,294	6,253	6,298	**6,298**	0.00%
20-00-44400	WO&M Expense	TRAVEL & MEETINGS	507	5	257	500	577	**500**	-13.34%

WATER and SEWER FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
20-00-44600	WO&M Expense	POSTAGE	6,522	5,237	6,710	7,000	7,100	**7,670**	8.03%
20-00-44700	WO&M Expense	PRINTING/PUBLISHING	7,126	6,845	6,418	7,000	7,164	**7,200**	0.50%
20-00-45010	WO&M Expense	LIENS	24	21	51	100	100	**100**	0.00%
20-00-45100	WO&M Expense	LEGAL EXPENSE				1,000	-	**1,000**	
20-00-45200	WO&M Expense	AUDIT EXPENSE	3,467	3,467	3,802	3,954	3,954	**2,000**	-49.42%
20-00-45210	WO&M Expense	COMPUTER SOFTWARE				1,000	958	**1,000**	4.38%
20-00-45300	WO&M Expense	ENGINEERING				2,500	400	**2,500**	525.00%
20-00-45400	WO&M Expense	OTHER PROFESSIONAL SERVICES	3,924	29,543	19,579	28,350	16,850	**34,100**	102.37%
20-00-45401	WO&M Expense	J.U.L.I.E.	698	774	770	1,000	1,300	**1,300**	0.00%
20-00-45700	WO&M Expense	TRAINING & SEMINARS				-			
20-00-45710	WO&M Expense	EDUCATION REIMBURSEMENT			113	1,000	250	**500**	100.00%
20-00-46900	WO&M Expense	DUES, SUBSCRIPTIONS & BOOKS	197	138	-	300	161	**400**	148.45%
20-00-47100	WO&M Expense	OFFICE SUPPLIES	67		-	100	50	**100**	100.00%
20-00-47200	WO&M Expense	OTHER SUPPLIES	2,294	1,786	1,501	2,000	1,712	**2,000**	16.82%
20-00-47220	WO&M Expense	SMALL TOOLS	1,574	244	666	2,080	1,213	**1,200**	-1.07%
20-00-47300	WO&M Expense	UNIFORMS	3,679	3,769	3,248	4,000	4,261	**4,000**	-6.13%
20-00-47600	WO&M Expense	GAS / OIL EXPENSE	13,309	14,783	14,915	16,000	15,740	**16,000**	1.65%
20-00-47700	WO&M Expense	CHLORINATION SUPPLIES	22,975	39,760	20,632	43,330	36,600	**41,900**	14.48%
20-00-48100	WO&M Expense	CONTINGENCY							
20-00-48300	WO&M Expense	ADMINISTRATIVE CHARGES	20,070	20,070	20,070	20,070	20,070	**20,070**	0.00%
20-00-48410	WO&M Expense	DEPRECIATION EXPENSE	171,782	171,782	168,920	171,782	171,782	**171,782**	0.00%
20-00-48700	WO&M Expense	MISCELLANEOUS EXPENSE	3,184			1,000	-	**1,000**	
20-00-49300	WO&M Expense	BUILDING IMPROVEMENTS	-			1,000	-	**1,000**	
20-00-49301	WO&M Expense	IMPROVEMENTS OTHER THAN BLDG	-						
20-00-49500	WO&M Expense	EQUIPMENT PURCHASE	(50,448)	7,117	(31,212)	15,050	11,879	**3,975**	-66.54%
20-00-49503	WO&M Expense	EQUIPMENT-MAINTENANCE SUPRV	698	917	703	1,000	825	**1,000**	21.21%
20-00-49700	WO&M Expense	METERS	20,070	43,143	37,583	50,000	73,298	**55,000**	-24.96%
		Totals	1,024,116	1,258,712	1,188,251	1,344,426	1,279,340	**1,270,260**	-0.71%

WATER and SEWER FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
20-02-35400	Water	WATER CONNECTIONS	8,000	48,719	12,525	5,000	23,500	**11,615**	-50.57%
20-02-37700	Capital	INTEREST INCOME	36,568	11,847	8,156	2,500	19,872	**20,269**	2.00%
20-02-37710	Water	INTEREST INCOME - MUSSLEMAN	25,000	25,000	2,550	2,550	2,550	**2,550**	0.00%
20-02-39404	Revenue	RECAPTURE PAYMENTS - WATER	3,738	1,818	10,037	9,020	20,603	**20,603**	0.00%
		Totals	73,306	87,384	33,268	19,070	66,525	**55,037**	-17.27%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
20-02-45300	W. Cap Res. Expense	ENGINEERING	1,668	66,218	39,739	137,000	54,692	**180,500**	230.03%
20-02-49422	W. Cap Res. Expense	WATER MAIN IMPROVEMENTS	203,736	8,020	131,448	1,082,000	380,928	**923,950**	142.55%
20-02-49495	W. Cap Res. Expense	CAPITAL OPERATING COSTS						**40,000**	
20-02-49500	W. Cap Res. Expense	EQUIPMENT PURCHASE	3,332	-	34,111	50,000	-	**50,000**	
		Totals	208,736	74,238	205,298	1,269,000	435,620	**1,194,450**	174.20%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
20-03-35400	Sewer Capital Reserve	SEWER CONNECTIONS	17,198	25,295	14,525	7,500	20,500	**8,925**	-56.46%
20-03-37700	Revenue	INTEREST INCOME	18,539	6,083	4,284		10,227	**10,432**	2.00%
20-03-37710	Sewer Capital Reserve	INTEREST INCOME - MUSSLEMAN	25,000	25,000	2,550	2,550	2,550	**2,550**	0.00%
20-03-39404	Revenue	RECAPTURE PAYMENTS - SEWER	19,437	6,619	17,071	26,080	10,602	**10,814**	2.00%
		Totals	80,174	62,997	38,430	36,130	43,879	**32,721**	-25.43%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
20-03-45300	S. Cap Res. Expense	ENGINEERING	21,035	76,022	38,263	107,000	47,636	**81,940**	72.01%
20-03-48801	S. Cap Res. Expense	OVERHEAD SEWER GRANT				1,000	2,000	**2,000**	0.00%
20-03-49401	S. Cap Res. Expense	INFILTRATION ANALYSIS	13,195	15,400	2,584	3,000	3,500	**4,900**	40.00%
20-03-49422	S. Cap Res. Expense	SEWER MAIN IMPROVEMENTS	46,911	2,269	71	1,264,000	595,000	**692,240**	16.34%
20-03-49495	S. Cap Res. Expense	CAPITAL OPERATING COSTS						**14,000**	
20-03-49500	S. Cap Res. Expense	EQUIPMENT PURCHASED	3,332	-	15,148	50,000		**50,000**	
		Totals	84,473	93,691	56,066	1,425,000	648,136	**845,080**	30.39%

WATER and SEWER FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
20-04-35100	Sewer Revenue	SEWER SALES	1,464,393	1,690,948	1,792,103	1,851,689	1,878,752	**1,916,327**	2.00%
20-04-35200	Sewer Revenue	TURN-ON FEES - SEWER	2,738	2,800	3,425	2,650	4,013	**3,932**	-2.01%
20-04-35300	Sewer Revenue	PROCESSING FEE - SEWER	20,288	18,262	22,273	19,315	19,315	**20,088**	4.00%
20-04-37700	Sewer Revenue	INTEREST INCOME	591	213	142	500	605	**575**	-4.96%
20-04-37900	Sewer Revenue	METER SALES - SEWER	5,908	4,420	3,501	3,930	5,029	**4,097**	-18.53%
20-04-39600	Sewer Revenue	PENALTY INCOME	22,131	26,406	21,651	21,000	25,231	**25,736**	2.00%
		Totals	1,516,049	1,743,049	1,843,095	1,899,084	1,932,945	**1,970,755**	1.96%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
20-04-40000	S O&M Expense	SALARIES - SEWER	317,425	349,644	341,952	340,373	337,201	**345,122**	2.35%
20-04-40001	S O&M Expense	OVERTIME - SEWER	26,289	25,499	23,643	25,540	18,656	**28,000**	50.09%
20-04-40100	S O&M Expense	FICA EXPENSE	20,437	21,740	21,385	22,687	21,065	**23,134**	9.82%
20-04-40101	S O&M Expense	MEDICARE EXPENSE	4,819	5,278	5,112	5,306	4,978	**5,410**	8.68%
20-04-40200	S O&M Expense	IMRF EXPENSE	38,071	42,041	42,985	42,959	60,333	**42,661**	-29.29%
20-04-40400	S O&M Expense	EMPLOYEE INSURANCE	56,071	59,364	65,328	75,217	66,630	**67,541**	1.37%
20-04-41000	S O&M Expense	MAINTENANCE - BUILDING	2,386	1,906	6,164	5,100	4,200	**4,200**	0.00%
20-04-41100	S O&M Expense	MAINTENANCE - EQUIPMENT	7,855	9,294	4,400	7,500	8,598	**5,000**	-41.85%
20-04-41103	S O&M Expense	MAINTENANCE - SOFTWARE	2,781	2,920	3,104	3,290	3,274	**3,437**	4.98%
20-04-41300	S O&M Expense	MAINTENANCE - GROUNDS			-	300	-	**300**	
20-04-41400	S O&M Expense	MAINTENANCE - UTILITY SYSTEM	13,045	35,014	13,756	25,000	17,246	**10,000**	-42.02%
20-04-42700	S O&M Expense	MAINTENANCE - COMMUNICATIONS	790	688	753	800	850	**900**	5.88%
20-04-43300	S O&M Expense	INSURANCE - GENERAL	3,029	3,211	3,211	3,885	3,885	**4,274**	10.01%
20-04-43301	S O&M Expense	INSURANCE - LIABILITY	1,348	1,429	1,429	1,751	1,751	**1,926**	9.99%
20-04-43302	S O&M Expense	INSURANCE - WORKERS COMP	9,827	10,536	5,221	16,194	16,223	**17,845**	10.00%
20-04-43400	S O&M Expense	TELEPHONE	6,273	6,414	7,930	8,200	8,260	**8,260**	0.00%
20-04-43800	S O&M Expense	UTILITIES	17,770	15,960	16,184	18,975	18,834	**18,950**	0.62%
20-04-44300	S O&M Expense	RENT EXPENSE	5,906	5,991	6,030	5,991	6,030	**6,030**	0.00%
20-04-44400	S O&M Expense	TRAVEL & MEETINGS		3	36	300	472	**300**	-36.44%
20-04-44600	S O&M Expense	POSTAGE	6,522	5,235	6,710	6,000	7,670	**7,700**	0.39%
20-04-44700	S O&M Expense	PRINTING / PUBLISHING	7,126	6,845	6,197	6,300	6,625	**6,700**	1.13%
20-04-45010	S O&M Expense	LIENS	18	22	51	200	100	**200**	100.00%
20-04-45100	S O&M Expense	LEGAL SERVICES				-		**1,000**	
20-04-45200	S O&M Expense	AUDIT EXPENSE	3,467	3,467	3,802	3,954	3,954	**2,000**	-49.42%
20-04-45210	S O&M Expense	COMPUTER SOFTWARE	-			500	-	**500**	

WATER and SEWER FUND LINE ITEMS

20-04-45300	S O&M Expense	ENGINEERING				2,500	-	**2,500**	
20-04-45400	S O&M Expense	OTHER PROFESSIONAL SERVICE		15,043	4,835	6,250	7,250	**1,300**	-82.07%
20-04-45401	S O&M Expense	J.U.L.I.E.	466	516	513	650	1,300	**1,300**	0.00%
20-04-45420	S O&M Expense	NAPERVILLE SEWAGE TREATMENT	958,327	982,060	1,018,812	1,175,000	1,175,000	**1,198,500**	2.00%
20-04-46900	S O&M Expense	DUES, SUBSCRIPTIONS & BOOKS	131	138		300	235	**300**	27.66%
20-04-47100	S O&M Expense	OFFICE SUPPLIES	45			100	52	**100**	92.31%
20-04-47200	S O&M Expense	OTHER SUPPLIES	1,529	1,185	977	1,300	1,150	**1,300**	13.04%
20-04-47220	S O&M Expense	SMALL TOOLS	949	163	444	720	625	**720**	15.20%
20-04-47300	S O&M Expense	UNIFORMS	2,453	2,513	2,165	-	2,841	**-**	-100.00%
20-04-47600	S O&M Expense	GAS / OIL EXPENSE	8,971	9,855	9,493	11,500	10,200	**11,000**	7.84%
20-04-48300	S O&M Expense	ADMINISTRATIVE CHARGES	20,070	20,070	20,070	20,070	20,070	**20,070**	0.00%
20-04-48410	S O&M Expense	DEPRECIATION EXPENSE	171,782	171,782	168,921	171,782	171,782	**171,782**	0.00%
20-04-48700	S O&M Expense	MISCELLANEOUS EXPENSE	2,010	-	24	300	52	**300**	476.92%
20-04-49500	S O&M Expense	EQUIPMENT PURCHASE		6,942	10,092		860		-100.00%
20-04-49503	S O&M Expense	EQUIPMENT MAINTENANCE SPRVSR	788	917	469	1,000	593	**1,000**	68.63%
20-04-49700	S O&M Expense	METERS	20,020	27,401	33,592	50,000	73,298	**55,000**	-24.96%
		Totals	1,738,796	1,851,086	1,855,790	2,067,794	2,082,143	**2,076,562**	-0.27%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
20-06-37700	Water Capital	INTEREST INCOME	6,249	1,969	1,360	1,500	5,000	**4,650**	-7.00%
20-06-38600	Replacement	TRANSFERS IN							
		Totals	6,249	1,969	1,360	1,500	5,000	**4,650**	-7.00%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
20-07-37700	Sewer Capital	INTEREST INCOME	4,170	1,313	907	1,000	3,338	**3,104**	-7.01%
20-07-38600	Replacement	TRANSFERS IN							
		Totals	4,170	1,313	907	1,000	3,338	**3,104**	-7.01%
		Fund Total Rev	2,733,190	3,058,297	3,080,024	3,236,808	3,359,421	3,403,035	1.30%
		Fund Total Exp	3,056,121	3,277,727	3,305,405	6,106,220	4,445,239	5,386,352	21.17%
		Variance	(322,931)	(219,430)	(225,381)	(2,869,412)	**(1,085,818)**	**(1,983,317)**	
		Unrestricted Net Position 4/30/12 *	**9,308,979**						
		Unrestricted Net Position 4/30/13 *		**9,433,113**					
		Unrestricted Net Position 4/30/14 *			**9,511,461**				
		Projected Unrestricted Net Position 4/30/15				**6,642,049**	**8,425,643**		
		Projected Unrestricted Net Position 4/30/16						**6,442,326**	

*** (Adjusted for Net Capitalized Fixed Assets)**

Water and Sewer Fund Line Items
Fiscal Year 2016

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CITY OF WARRENVILLE
FISCAL YEAR 2016
EMPLOYEE INSURANCE - 20-00-40400

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 93,969	$ 92,862		
		City Share of Employee Health Insurance	**$ 92,648**
$ 93,969	$ 92,862	**Total**	**$ 92,648**

CITY OF WARRENVILLE
FISCAL YEAR 2016
ACCRUED SICK/COMP TIME EXPENSE- 20-00-40600

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 1,554	$ 2,000		
		Annual Accounting Entry for Payroll Related Accrued Expenses	**$ 2,500**
$ 1,554	$ 2,000	**Total**	**$ 2,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
ACCRUED OPEB EXPENSE- 20-00-40601

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 659	$ 675		
		Annual Accounting Entry for Payroll Related Accrued Expenses	**$ 695**
$ 659	$ 675	**Total**	**$ 695**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - BUILDING - 20-00-41000

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 8,582	$ 5,400		**$ 5,500**
		General Upkeep for PW Garage	
		Security Enhancements	
$ 8,582	$ 5,400	**Total**	**$ 5,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - WATER TOWERS - 20-00-41001

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 6,500	Washing	**$ 7,000**
		Security enhancements	
$ -	$ 6,500	**Total**	**$ 7,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - EQUIPMENT - 20-00-41100

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 6,599	$ 6,700		**$ 6,800**
		As needed for Repairs	
$ 6,599	$ 6,700	**Total**	**$ 6,800**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - SOFTWARE - 20-00-41103

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 4,655	$ 4,912	Enterprise Share of Financial System Annual Maintenance Agreement	**$ 5,157**
$ 4,655	$ 4,912	**Total**	**$ 5,157**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - UTILITY SYSTEM - 20-00-41400

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 102,237	$ 58,000	Utility Repairs and General Maintenance 2016 Ongoing capital expenses removed for O&M Budget Well repair moved to capital expenses, per EMRP EMRP prepared in FY 2015 Implementation in FY 2016	**$ 58,000**
$ 102,237	$ 58,000	**Total**	**$ 58,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - COMMUNICATIONS - 20-00-42700

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 4,163	$ 3,950		**$ 4,100**
		Nextel and Verizon	
		Broadband Mobile Computer - SCADA	
$ 4,163	$ 3,950	**Total**	**$ 4,100**

CITY OF WARRENVILLE
FISCAL YEAR 2016
CITY NETWORK - 20-00-42850

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ -	Enterprise Share of Network Improvements	**$ -**
		Unbudgeted for FY16	
$ -	$ -	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2016
INSURANCE - GENERAL - 20-00-43300

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 2,498	$ 2,748	General Insurance	**$ 3,025**
$ 2,498	$ 2,748	**Total**	**$ 3,025**

CITY OF WARRENVILLE
FISCAL YEAR 2016
INSURANCE - LIABILITY - 20-00-43301

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 5,947	$ 6,542	Liability Insurance	**$ 7,200**
$ 5,947	$ 6,542	**Total**	**$ 7,200**

CITY OF WARRENVILLE
FISCAL YEAR 2016
INSURANCE - WORKERS COMP - 20-00-43302

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 5,220	$ 16,223		
		Worker's Compensation Coverage	**$ 17,845**
$ 5,220	$ 16,223	**Total**	**$ 17,845**

CITY OF WARRENVILLE
FISCAL YEAR 2016
TELEPHONE - 20-00-43400

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 11,895	$ 13,570		**$ 14,000**
		Phone Costs - SCADA System (Line Costs Increased in FY 14)	
$ 11,895	$ 13,570	**Total**	**$ 14,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
UTILITIES - 20-00-43800

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 65,551	$ 63,900	Electric Costs for Pumping Station (Electrical rates set to increase at least 15% in FY 2015)	**$ 64,900**
$ 65,551	$ 63,900	**Total**	**$ 64,900**

CITY OF WARRENVILLE
FISCAL YEAR 2016
RENT EXPENSE- 20-00-44300

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 6,294	$ 6,298	Rent to City (Office/Building Space Usage)	**$ 6,298**
$ 6,294	$ 6,298	**Total**	**$ 6,298**

CITY OF WARRENVILLE
FISCAL YEAR 2016
TRAVEL & MEETINGS - 20-00-44400

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 257	$ 577		**$ 500**
		As Available I-Pass Expense - 1 per Water Department	
		Training - BBP, CPR, ETC CEU Training Classes	
$ 257	$ 577	**Total**	**$ 500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
POSTAGE - 20-00-44600

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 6,710	$ 7,100		**$ 7,670**
		General Mail Cost for Utility Bills Eliminated late notice turn off green hangers Mailing turn off notice in 2015	
$ 6,710	$ 7,100	**Total**	**$ 7,670**

CITY OF WARRENVILLE
FISCAL YEAR 2016
PRINTING/PUBLISHING - 20-00-44700

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 6,418	$ 7,164	Public Notices, etc. Utility Bill Processing	**$ 7,200**
$ 6,418	$ 7,164	**Total**	**$ 7,200**

CITY OF WARRENVILLE
FISCAL YEAR 2016
LIENS - 20-00-45010

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 50	$ 100	Lien Charge for Delinquent Accounts	**$ 100**
$ 50	$ 100	**Total**	**$ 100**

CITY OF WARRENVILLE
FISCAL YEAR 2016
LEGAL EXPENSE- 20-00-45100

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ -		**$ 1,000**
		Legal Coverage	
$ -	$ -	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
AUDIT EXPENSE - 20-00-45200

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 3,802	$ 3,954		**$ 4,100**
		Enterprise Share of Annual Audit	
$ 3,802	$ 3,954	**Total**	**$ 4,100**

CITY OF WARRENVILLE
FISCAL YEAR 2016
COMPUTER SOFTWARE - 20-00-45210

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 958	Software Applications Improvements	**$ 1,000**
$ -	$ 958	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
ENGINEERING - 20-00-45300

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 400	As Needed For General Engineering Requests	**$ 2,500**
$ -	$ 400	**Total**	**$ 2,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER PROFESSIONAL SERVICES - 20-00-45400

DEPARTMENT: Water Operations
PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 19,579			
	7,600	Standard Water Testing Charges	**$ 7,600**
	3,000	UCMR Testing -Completed in FY15 (New Federal Mandate)	
		Biennial Back-flow Survey	**2,500**
	6,250	Organizational , Structural, Services and Staffing Study (Total Cost - $25,000 General Fund Share - $12,500 Water & Sewer Fund Share $12,500) (See 01-52-45400 & 20-04-45400)	
		Diver Inspection of West tank water tower	**5,000**
		IEPA Required Backflow survey consultant	**19,000**
$ 19,579	$ 16,850	**Total**	**$ 34,100**

CITY OF WARRENVILLE
FISCAL YEAR 2016
J.U.L.I.E. - 20-00-45401

DEPARTMENT: Water Operations
PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 770	$ 1,300		**$ 1,300**
		Utility Identification Service Cost based on demand	
$ 770	$ 1,300	**Total**	**$ 1,300**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EDUCATION REIMBURSEMENT - 20-00-45710

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 113	$ 250	Employee Continued Education Costs State Certification Classes	**$ 500**
$ 113	$ 250	**Total**	**$ 500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
DUES, SUBSCRIPTIONS & BOOKS - 20-00-46900

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 161	APWA Books for Education Reimbursement	**$ 400**
$ -	$ 161	**Total**	**$ 400**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OFFICE SUPPLIES - 20-00-47100

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 50	As Needed	**$ 100**
$ -	$ 50	**Total**	**$ 100**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER SUPPLIES - 20-00-47200

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 1,501	$ 1,712	Hardware bills, etc	**$ 2,000**
$ 1,501	$ 1,712	**Total**	**$ 2,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
SMALL TOOLS - 20-00-47220

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 666	$ 1,213		**$ 1,200**
		As Needed	
$ 666	$ 1,213	**Total**	**$ 1,200**

CITY OF WARRENVILLE
FISCAL YEAR 2016
UNIFORMS - 20-00-47300

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 3,248	$ 4,261		**$ 4,000**
		Annual Uniform Replacement	
$ 3,248	$ 4,261	**Total**	**$ 4,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
GAS/OIL EXPENSE - 20-00-47600

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 14,915	$ 15,740		**$ 16,000**
		Gasoline/Oil Expenses	
$ 14,915	$ 15,740	**Total**	**$ 16,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
CHLORINATION SUPPLIES - 20-00-47700

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 20,632			
	33,100	Open Market Trade - Price Could Fluctuate (Increased CL2 Residuals in distribution system Began FY 2013)	**$ 34,000**
		Purchase one new CL2 FY 2016	**2,000**
	3,500	CL2 Analyzer supplies	**3,500**
		Fluoride pump	**1,200**
		Force flow scale Fluoride	**1,200**
$ 20,632	$ 36,600	**Total**	**$ 41,900**

CITY OF WARRENVILLE
FISCAL YEAR 2016
ADMINISTRATIVE CHARGES - 20-00-48300

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 20,070	$ 20,070	City Overhead Charge	**$ 20,070**
$ 20,070	$ 20,070	**Total**	**$ 20,070**

CITY OF WARRENVILLE
FISCAL YEAR 2016
DEPRECIATION EXPENSE - 20-00-48410

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 168,920	$ 171,782	Annual Fixed Asset Depreciation	**$ 171,782**
$ 168,920	$ 171,782	**Total**	**$ 171,782**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MISCELLANEOUS EXPENSE - 20-00-48700

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ -	As Needed	$ 1,000
$ -	$ -	**Total**	$ 1,000

CITY OF WARRENVILLE
FISCAL YEAR 2016
BUILDING IMPROVEMENTS - 20-00-49300

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ -	As Needed	$ 1,000
$ -	$ -	**Total**	$ 1,000

CITY OF WARRENVILLE
FISCAL YEAR 2016
EQUIPMENT PURCHASE - 20-00-49500

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ (31,212)			
		New Line Locator	
		B-Box Locator	**1,000**
	9,675	Lawn Mower for Well Sites	
		Computer - Field and on call SCADA	**750**
		gas detector sensor 5 @ $195	**975**
		Gas detector generator 5 @ $250	**1,250**
	2,204	Safety equipment	
$ (31,212)	$ 11,879	**Total**	**$ 3,975**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EQUIPMENT-MAINTENANCE SPRVSR - 20-00-49503

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 703	$ 825		**$ 1,000**
		Mechanic Tools/Expenses	
		On line repair manual	
$ 703	$ 825	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
METERS - 20-00-49700

DEPARTMENT: Water Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 37,583	$ 57,298		**$ 55,000**
		Meter Change-Out Program and MTU Change out	
	16,000	Upgrade Collector Units (DCU's) (See Also 20-04-49700)	
$ 37,583	$ 73,298	**Total**	**$ 55,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
ENGINEERING - 20-02-45300

DEPARTMENT: Water Capital Reserve

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 39,739			
		FY 2015	
	-	River Road extension - Inspection	
	-	Williams Road Water Main Extension Inspection (Total cost $29,314 - City pays for engineering and is reimbursed by the State)	**6,500**
	37,500	Forestview North / Riverside Parkway area Inspection Total of $100,000 ($25,000 to Roads, $37,500 to Water, $37,500 to Sewer)	
		FY 2016	
		Water Main Extension - Patterman Rd. Inspection	**9,500**
	17,192	Water Main Extension - Patterman Rd. Engineering	
		Glen Drive Utility Extension Engineering	**72,000**
		Williams Road Morris Ct to City Limits Inspection	**25,000**
		Warren Avenue - Main Extension Engineering	**43,000**
		Curtis Ave Inspection	**19,500**
		Calumet Glen Drive North area Engineering Final Phase	**5,000**
$ 39,739	$ 54,692	**Total**	**$ 180,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
WATER MAIN IMPROVEMENTS - 20-02-49422

DEPARTMENT: Water Capital Reserve

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 131,448		Curtis Ave (Ferry to Woodland)	**$ 225,000**
		Patterman Waterman Extension	**148,450**
	-	Rt 56 Expansion Conflicts (Awaiting State Billing- Project Complete)	**108,000**
		Williams Road Water Main Extension (Batavia Road to Morris Court)	**229,000**
		Williams Road Water Main Extension (Morris Court to City Limits)	**160,500**
		Valve Insertions (3)	**21,000**
		New Hydrants - 2	**10,000**
	373,331	Forestview North / Riverside Parkway	**20,000**
	5,200	Automatic Hydrant Flusher for Dead-ends (3 @ $2,000/ea)	
	2,397	Portable Hydrant Flusher for Dead-ends (2 @ $2,000/ea)	**2,000**
$ 131,448	$ 380,928	**Total**	**$ 923,950**

CITY OF WARRENVILLE
FISCAL YEAR 2016
CAPITAL OPERATING COSTS - 20-02-49495

DEPARTMENT: Water Capital Reserve

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
		Replace well pump and motor - Well #11	**$ 40,000**
$ -	$ -	**Total**	**$ 40,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EQUIPMENT PURCHASE - 20-02-49500

DEPARTMENT: Water Capital Reserve

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 34,111		**Utility Truck**	
	-	Radio Upgrade Communications	**$ 50,000**
$ 34,111	$ -	**Total**	**$ 50,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
ENGINEERING - 20-03-45300

DEPARTMENT: Sewer Capital Reserve

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 38,263			
		FY 2015	
	44,657	Forestview North / Riverside Parkway area Insp Total of $100,000 ($25,000 to Roads $37,500 to Water, and $37,500 to Sewer)	
	2,979	Iroquois Court water and sewer engineering	
		FY 2016	
		Williams Road Sewer and Lift Station Inspection (Total cost $43,392 paid up front- reimbursed by State)	**6,500**
		Glen Drive Utility Extension Engineering	**35,000**
		Williams Road Iroquois Ct Inspection	**20,000**
		Curtis Ave Sewer Extension Inspection	**13,200**
		Patterman Sewer inspection	**2,240**
		Calumet Glen Drive North Area Engineering Final Phase	**5,000**
$ 38,263	$ 47,636	**Total**	**$ 81,940**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OVERHEAD SEWER GRANT - 20-03-48801

DEPARTMENT: Sewer Capital Reserve

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 2,000		
		Annually Budgeted	**$ 2,000**
$ -	$ 2,000	**Total**	**$ 2,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
INFILTRATION ANALYSIS - 20-03-49401

DEPARTMENT: Sewer Capital Reserve

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 2,584	$ 3,500		
			$ 3,500
		Phone Charges for remote reading of flow meters	
		Flow meter maintenance	**1,400**
$ 2,584	$ 3,500	**Total**	**$ 4,900**

CITY OF WARRENVILLE
FISCAL YEAR 2016
SEWER MAIN IMPROVEMENTS - 20-03-49422

DEPARTMENT: Sewer Capital Reserve

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 71			
		FY 15	
	595,000	Forestview North and Riverside Parkway	
		Fey 2016	
		Williams Road Sewer Main Extension (Morris Court to City Limits)	**185,000**
		Curtis Ave Sewer Extension	**142,000**
	-	Patterman Sewer Extension	**20,240**
		Williams Road Lift Station	**$ 175,000**
		Williams Road Sanitary Sewer (Batavia Road to Morris Court)	**170,000**
$ 71	$ 595,000	**Total**	**$ 692,240**

CITY OF WARRENVILLE
FISCAL YEAR 2016
CAPITAL OPERATING COSTS - 20-03-49495

DEPARTMENT: Water Capital Reserve

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
		New pump - River Oaks lift station	**$ 14,000**
$ -	$ -	**Total**	**$ 14,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EQUIPMENT PURCHASE - 20-03-49500

DEPARTMENT: Sewer Capital Reserve

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 15,148	$ -	Trailer Generator Lift Stations - 25 KW	$ -
		Radio Upgrade Communications	**50,000**
$ 15,148	$ -	**Total**	**$ 50,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EMPLOYEE INSURANCE- 20-04-40400

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 65,238	$ 66,630		
		City Share of Employee Health Insurance	**$ 67,541**
$ 65,238	$ 66,630	**Total**	**$ 67,541**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - BUILDINGS - 20-04-41000

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 6,164	4,200		**$ 4,200**
		General Upkeep Percentage of cleaning at PW Garage	
		Security Enhancements	
$ 6,164	$ 4,200	**Total**	**$ 4,200**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - EQUIPMENT - 20-04-41100

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 4,399			
	$ 3,500	As Needed for Repairs/Maintenance Tools	**$ 5,000**
	2,014	Replace hose on sewer flushing truck	
	3,084	Repair hydro excavator hoses	
$ 4,399	$ 8,598	**Total**	**$ 5,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - SOFTWARE - 20-04-41103

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 3,104	$ 3,274		
		Enterprise Share of Financial System	**$ 3,437**
$ 3,104	$ 3,274	**Total**	**$ 3,437**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - GROUNDS - 20-04-41300

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
	$ -		
		As needed Seal Coating landscaping etc.	**$ 300**
$ -	$ -	**Total**	**$ 300**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - UTILITY SYSTEM - 20-04-41400

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 13,756	$ 17,246		
		General Utility System Maintenance As Needed	**10,000**
$ 13,756	$ 17,246	**Total**	**$ 10,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MAINTENANCE - COMMUNICATIONS - 20-04-42700

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 753	$ 850	Phone-line for AMR Meter Reading	**$ 900**
$ 753	$ 850	**Total**	**$ 900**

CITY OF WARRENVILLE
FISCAL YEAR 2016
CITY NETWORK - 20-04-42850

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
		Unbudgeted in FY 2016 Enterprise Share of Network Improvements	
$ -	$ -	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2016
INSURANCE - GENERAL- 20-04-43300

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 3,211	$ 3,885	General Insurance	**$ 4,274**
$ 3,211	$ 3,885	**Total**	**$ 4,274**

CITY OF WARRENVILLE
FISCAL YEAR 2016
INSURANCE - LIABILITY - 20-04-43301

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 1,429	$ 1,751	Liability Insurance	**$ 1,926**
$ 1,429	$ 1,751	**Total**	**$ 1,926**

CITY OF WARRENVILLE
FISCAL YEAR 2016
INSURANCE - WORKERS COMP- 20-04-43302

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 5,221	$ 16,223		
		Worker's Comp Coverage	**$ 17,845**
$ 5,221	$ 16,223	**Total**	**$ 17,845**

CITY OF WARRENVILLE
FISCAL YEAR 2016
TELEPHONE - 20-04-43400

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 7,930	$ 8,260		
		General Telephone Costs SCADA costs for sewer lift stations	**$ 8,260**
		Flow monitoring communications 300 per unit 4 units	
$ 7,930	$ 8,260	**Total**	**$ 8,260**

CITY OF WARRENVILLE
FISCAL YEAR 2016
UTILITIES - 20-04-43800

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 16,184	$ 18,834		**$ 18,950**
		Electricity Costs for Pumping Station	
		(locked into Three years rates in 2014)	
$ 16,184	$ 18,834	**Total**	**$ 18,950**

CITY OF WARRENVILLE
FISCAL YEAR 2016
RENT EXPENSE - 20-04-44300

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 6,030			
	$ 6,030		**$ 6,030**
		Rent to City	
		(Office/Building Space Usage)	
$ 6,030	$ 6,030	**Total**	**$ 6,030**

CITY OF WARRENVILLE
FISCAL YEAR 2016
TRAVEL & MEETINGS - 20-04-44400

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 36	$ 472		**$ 300**
		I Pass Fees	
		Meetings	
		Training	
$ 36	$ 472	**Total**	**$ 300**

CITY OF WARRENVILLE
FISCAL YEAR 2016
POSTAGE - 20-04-44600

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 6,710	$ 7,670		**$ 7,700**
		General Mail Costs	
		Including Share of Utility Bill Mailings	
		Mailing of turn off notices started FY 2015	
		Green cards eliminated in FY 2014	
$ 6,710	$ 7,670	**Total**	**$ 7,700**

CITY OF WARRENVILLE
FISCAL YEAR 2016
PRINTING/PUBLISHING - 20-04-44700

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 6,197	$ 6,625	Public Notices, Bills, Late Notices, etc. Utility Bill Processing	**$ 6,700**
$ 6,197	$ 6,625	**Total**	**$ 6,700**

CITY OF WARRENVILLE
FISCAL YEAR 2016
LIENS - 20-04-45010

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 51	$ 100	Lien Charges for Delinquent Accounts	**$ 200**
$ 51	$ 100	**Total**	**$ 200**

CITY OF WARRENVILLE
FISCAL YEAR 2016
LEGAL EXPENSE - 20-04-45100

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ -		
		Legal Coverage	**$ 1,000**
$ -	$ -	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
AUDIT EXPENSE - 20-04-45200

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 3,802	$ 3,954		
		Enterprise Share of Annual Audit	**$ 2,000**
$ 3,802	$ 3,954	**Total**	**$ 2,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
COMPUTER SOFTWARE - 20-04-45210

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ -	Software Application Improvements	$ 500
$ -	$ -	**Total**	$ 500

CITY OF WARRENVILLE
FISCAL YEAR 2016
ENGINEERING - 20-04-45300

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ -	As Needed	$ 2,500
$ -	$ -	**Total**	$ 2,500

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER PROFESSIONAL SERVICES - 20-04-45400

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 4,835			
	$ 6,250	Organizational , Structural, Services and Staffing Study (Total Cost - $25,000 General Fund Share - $12,500 Water & Sewer Fund Share $12,500) (See 01-52-45400 & 20-00-45400)	
	1,000	Dues Salt Creek Workgroup	**$ 1,000**
		CDL Reimbursements	**300**
$ 4,835	$ 7,250	**Total**	**$ 1,300**

CITY OF WARRENVILLE
FISCAL YEAR 2016
J.U.L.I.E. - 20-04-45401

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 513	$ 1,300	Utility Identification Service	**$ 1,300**
$ 513	$ 1,300	**Total**	**$ 1,300**

CITY OF WARRENVILLE
FISCAL YEAR 2016
NAPERVILLE SEWERAGE TREATMENT - 20-04-45420

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 1,018,812	$ 1,175,000		**$ 1,198,500**
		2% increase FY 15 - FY16	
		Commodity Charge Increase	
		Capital improvements at Naperville	
		Treatment Plant of $10 Million	
		Warrenville percentage 8.3 over five-years	
		Anticipate additional capital improvements	
		at treatment plant	
		which has resulted in	
		increased fixed payments from	
$ 1,018,812	$ 1,175,000	**Total**	**$ 1,198,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
DUES, SUBSCRIPTIONS & BOOKS - 20-04-46900

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 235		**$ 300**
		As Needed	
		APWA Dues	
$ -	$ 235	**Total**	**$ 300**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OFFICE SUPPLIES - 20-04-47100

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 52	As Needed	**$ 100**
$ -	$ 52	**Total**	**$ 100**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER SUPPLIES - 20-04-47200

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 977	$ 1,150	As Needed Hardware, Coffee, paper supplies	**$ 1,300**
$ 977	$ 1,150	**Total**	**$ 1,300**

CITY OF WARRENVILLE
FISCAL YEAR 2016
SMALL TOOLS - 20-04-47220

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 444	$ 625	As Needed	**$ 720**
$ 444	$ 625	**Total**	**$ 720**

CITY OF WARRENVILLE
FISCAL YEAR 2016
UNIFORMS - 20-04-47300

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 2,166	$ 2,841	Per Union Contract	**$ 2,800**
$ 2,166	$ 2,841	**Total**	**$ 2,800**

CITY OF WARRENVILLE
FISCAL YEAR 2016
GAS/OIL EXPENSE - 20-04-47600

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 9,493	$ 10,200		**$ 11,000**
		As Needed	
$ 9,493	$ 10,200	**Total**	**$ 11,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
ADMINISTRATIVE CHARGES - 20-04-48300

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 20,070	$ 20,070		**$ 20,070**
		City Overhead Charge	
$ 20,070	$ 20,070	**Total**	**$ 20,070**

CITY OF WARRENVILLE
FISCAL YEAR 2016
DEPRECIATION CHARGE - 20-04-48410

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 168,920	$ 171,782	Annual Fixed Asset Depreciation	**$ 171,782**
$ 168,920	$ 171,782	**Total**	**$ 171,782**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MISCELLANEOUS EXPENSE - 20-04-48700

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 24	$ 52	As Needed	**$ 300**
$ 24	$ 52	**Total**	**$ 300**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EQUIPMENT PURCHASE - 20-04-49500

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 10,092	$ 860	**Unbudgeted for FY 2016**	**$ -**
$ 10,092	$ 860	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EQUIPMENT- MAINT SUPRVR - 20-04-49503

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 469	$ 593	Mechanic Tools/Expenses	**$ 1,000**
		Online service manuals	
$ 469	$ 593	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
METERS - 20-04-49700

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 33,591	$ 73,298		**$ 55,000**
		Meter Change-Out Program and MTU Change out	
		Upgrade Collector Units (DCU's) (See Also 20-00-49700)	
$ 33,591	$ 73,298	**Total**	**$ 55,000**

SPECIAL PROJECTS FUND

FUND TYPE: Capital Projects

FUND PURPOSE – To account for the acquisition of City property including, but not limited to land, infrastructure and major general assets, generally larger one-time purchases or one-time expenditures for specialized consultant services. The long-term sustainability of this fund remain to be determined based upon the identification of a long-term revenue source.

Special Projects Fund	*FY 2016*
Projected Beginning Fund Balance	**$ 4,531,885**
Revenues	
Property Taxes	$ -
Sales and Use Taxes	-
Amusement Taxes	-
Consumption Taxes	-
Income Taxes	-
Hotel-Motel Taxes	-
Motor Fuel Taxes	-
Connection Fees	-
Administrative Charges	-
Consumption Fees	-
Franchise Fees	-
Licensing Fees	-
Interest Income	10,000
Financing Proceeds	-
Misc. Revenues	-
Grant Revenue	-
Rental Income	-
Reimbursement Revenues	-
Fine Revenue	-
Transfers In	50,000
Total FY 2016 Revenue	**$ 60,000**
Expenses/Expenditures	
Personnel	$ -
Capital	942,974
Supplies and Services	130,000
Maintenance	-
Total FY 2016 Expenses/Expenditures	**$ 1,072,974**
Variance - Add to/(Use of) Fund Balance	**$ (1,012,974)**
Projected Ending Fund Balance	**$ 3,518,911**
Percent Change	-22.35%

SPECIAL PROJECTS FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
49-00-30700	Revenue	SALES TAX						-	
49-00-34900	Revenue	TRAFFIC IMPACT FEE CR SALES	9,851	191,333	4,365		3,154		-100.00%
49-00-37700	Revenue	INTEREST INCOME	54,771	15,958	5,027	10,000	17,627	**10,000**	-43.27%
49-00-38600	Revenue	TRANSFERS IN			17,914			**50,000**	
49-00-39309	Revenue	GRANTS	51,116	297,058	232,931	-	90,336	-	
49-00-39920	Revenue	SALE OF SURPLUS PROPERTY							
49-00-39928	Revenue	COMED UNDERGROUNDING REIMB	20,000	20,000	20,000	-	-		
		Totals	135,738	524,349	280,237	10,000	111,117	**60,000**	-46.00%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
49-00-45400	Council	OTHER PROFESSIONAL SERVICES	58,250	236,127	211,070	251,000	31,329	**130,000**	314.95%
49-00-48600	Council	TRANSFER-OUT					642,544	-	
49-00-48735	Council	CITY PROJECTS	180,481	217,428	366,208	780,000	99,565	**942,974**	847.09%
49-00-49200	Council	LAND PURCHASE	7,600	153,606	5,301	50,000	(5,301)		-100.00%
		Totals	246,331	607,161	582,579	1,081,000	768,137	**1,072,974**	39.69%
		Fund Total Rev	135,738	524,349	280,237	10,000	111,117	60,000	-46.00%
		Fund Total Exp	246,331	607,161	582,579	1,081,000	768,137	1,072,974	39.69%
		Variance	(110,593)	(82,812)	(302,342)	(1,071,000)	(657,020)	**(1,012,974)**	
		Fund Balance 4/30/12	**5,574,059**						
		Fund Balance 4/30/13		**5,491,247**					
		Fund Balance 4/30/14			**5,188,905**				
		Projected Fund Balance 4/30/15				**4,117,905**	**4,531,885**		
		Projected Fund Balance 4/30/16						**3,518,911**	

Special Projects Fund Line Items
Fiscal Year 2016

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER PROFESSIONAL SERVICES - 49-00-45400

DEPARTMENT: COMMUNITY DEVELOPMENT/STREETS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 211,070		Comprehensive Plan Update/Route 56-Route 59/ TIF District #4 Eligibility analysis and sub-area planning (Scope of final effort yet to be determined)	**$ 130,000**
	3,834	Old Town Roundabout Engineering	
	1,565	Continental Drive Shared use path - Engineering	
	930	Warren Avenue Sidewalks	
	10,000	Economic Development Strategic Planning (Teska)	
	15,000	Route 59 Sidewalks - alternatives analysis	
$ 211,070	$ 31,329	**Total**	**$ 130,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
TRANSFERS OUT - 49-00-48600

DEPARTMENT: COMMUNITY DEVELOPMENT/STREETS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 642,544	**Unbudgeted for FY 2016**	**$ -**
$ -	$ 642,544	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2016
CITY PROJECTS - 49-00-48735

DEPARTMENT: COMMUNITY DEVELOPMENT/STREETS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 366,208			
		Williams Rd Bridge - Phase II engineering City's Share	
	$ 42,267	Phase II engineering Total Cost ($176,343)	
		ROW purchase - City's Share	
		ROW purchase - Total Cost ($37,000)	
		Potential for City's share to be ($13,000)	
		Phase III Construction Inspection - City Share	**492,000**
		Phase III Construction Inspection	**84,974**
		Total Cost ($313,811)	
		(City pays engineering costs and	
		is reimbursed by the State)	
		Williams Road Construction - City Share	
		(State pays construction costs up front)	
		Total Cost ($2,092,072)	
		Diehl Road turn lane improvements	**75,000**
		(City share of Phase I engineering costs -	
		Total Project Cost $250,000 - City share 30%)	
		(FY 2016 - Decision Package)	
		Route 56 Streetscape Enhancements - Phase III	
		City Share of ITEP Grant Project (carryover from FY13)	
	57,298	Preliminary Design and Permitting	
		Final Design and Permitting	**28,000**
		Construction	**263,000**
$ 366,208	$ 99,565	**Total**	**$ 942,974**

CITY OF WARRENVILLE
FISCAL YEAR 2016
LAND PURCHASE - 49-00-49200

DEPARTMENT: COMMUNITY DEVELOPMENT/STREETS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 5,301	$ (5,301)	Bertram - Refund (FY15)	
		Unbudgeted for FY 2016	
$ 5,301	$ (5,301)	**Total**	**$ -**

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TAX INCREMENT FINANCE FUND

FUND TYPE: Capital Projects

FUND PURPOSE – To account for the activities associated with improvements within the Tax Increment Financing (TIF) Districts #3

TAX INCREMENT FINANCING DISTRICT NO. 3 FUND HIGHLIGHTS

	2015 Budget	2015 Projected	2016 Proposed
Revenue	**$0**	**$4,902**	**$4,351**
Expenditures	**$75,650**	**$852,096**	**$432,450**
Surplus/(Deficit)	**($75,650)**	**($847,194)**	**($428,099)**

The TIF District No. 3 fund is a Capital Projects fund, utilized to account for the incremental property tax revenues received from the City's designated Old Town Civic Center TIF district, which are restricted to be used for the development of the designated area.

Revenue Sources

The TIF fund annually receives incremental property tax revenue above the frozen valuation. The City Council has designated David Weekly Homes as the City's preferred developer for CCRS#1. The City Council designated Economic Development Representatives Group, consisting of City staff, City Administrator, Mayor and a designated Aldermen, is in the process of negotiating a re-development agreement to develop CCRS#1 with residential development. As such, it is anticipated no significant incremental property tax revenue will be received until City Fiscal Year 2017 at the earliest.

Expenditures

Professional Services

Site preparation, demolition and remediation of City properties: including the former Johnson and Wangerin properties purchased during FY 2015 at a total of $93,000. Additional off-site remediation and reporting on properties adjacent to CCRS #1 for $15,000, engineering for Phase II engineering of the Manning Avenue sidewalk and parking improvements from Main Street to the Manning Avenue entrance to City Hall, $25,000. Consulting services for the conceptual design of a trailhead to the Illinois Prairie Path $7500, and TIF development consultation services.

City Projects

The FY 2016 expenditures also include $113,500 in City share funding for costs associated with DuPage County project to re-meander the West Branch of the DuPage River, in the area of Leone Schmidt Heritage Park, including installation of decorative street lights on Second Street and Warrenville Roads. Also, $105,000 for City participation costs to be incurred with the reconstruction of the Warrenville Road Bridge. And finally, $50,000 has been budgeted for the potential acquisition of open space along the West Branch of the DuPage River for trail expansion.

Tax Increment Finance Fund Activity -TIF #3 ***FY 2016***

Projected Beginning Fund Balance	**$**	**(1,244,445)**
Revenues		
Property Taxes	$	3,851
Sales and Use Taxes		-
Amusement Taxes		-
Consumption Taxes		-
Income Taxes		-
Hotel-Motel Taxes		-
Motor Fuel Taxes		-
Connection Fees		-
Administrative Charges		-
Consumption Fees		-
Franchise Fees		-
Licensing Fees		-
Interest Income		500
Financing Proceeds		-
Misc. Revenues		-
Grant Revenue		-
Rental Income		-
Reimbursement Revenues		-
Fine Revenue		-
Transfers In		-
Total FY 2016 Revenue	**$**	**4,351**
Expenses/Expenditures		
Personnel	$	-
Capital		268,500
Supplies and Services		163,950
Maintenance		-
Total FY 2016 Expenses/Expenditures	**$**	**432,450**
Variance - Add to/(Use of) Fund Balance	**$**	**(428,099)**
End Fund Balance	**$**	**(1,672,544)**
Percent Change		34.40%

TIF 3 FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
73-00-30100	Revenue	PROPERTY TAX-TIF #3		-		3,794	**3,851**	1.50%
73-00-37700	Revenue	INTEREST INCOME		1,313		1,108	**500**	
73-00-38600	Revenue	TRANSFERS IN						
73-00-39900	Revenue	MISCELLANEOUS						
		Totals	-	1,313	-	4,902	**4,351**	-11.24%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
73-00-45100	Administration	LEGAL				25,474	**17,500**	
73-00-45200	Administration	AUDIT EXPENSE					**300**	
73-00-45400	Administration	OTHER PROFESSIONAL SERVICES	89,639	238,874	75,000	107,300	**145,500**	35.60%
73-00-46900	Administration	DUES, SUBSCRIPTIONS., BOOKS		650	650	650	**650**	0.00%
73-00-48735	Streets	CITY PROJECTS				174,672	**218,500**	
73-00-49200	Administration	LAND PURCHASE				544,000	**50,000**	
73-00-49476	Streets	ROAD PROJECTS		69,401		-	-	
		Totals	89,639	308,925	75,650	852,096	**432,450**	-49.25%
		Fund Total Rev	-	1,313	-	4,902	4,351	-11.24%
		Fund Total Exp	89,639	308,925	75,650	852,096	432,450	-49.25%
		Variance	(89,639)	(307,612)	(75,650)	(847,194)	**(428,099)**	
		Fund Balance 4/30/13	**(89,639)**					
		Fund Balance 4/30/14		**(397,251)**				
		Projected Fund Balance 4/30/15			**(472,901)**	**(1,244,445)**		
		Projected Fund Balance 4/30/16					**(1,672,544)**	

CITY OF WARRENVILLE
FISCAL YEAR 2016
LEGAL - 73-00-45100

DEPARTMENT: Administration

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
	$ 13,600	TIF Development Consultation Services	
	7,874	Legal Services - Administrative	**7,500**
		Legal Services - Development	**5,000**
	4,000	Legal Services - Other	**5,000**
$ -	$ 25,474	**Total**	**$ 17,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
AUDIT EXPENSE - 73-00-45200

DEPARTMENT: FIS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
		Share of Annual Audit Expense Includes Annual TIF Compliance Report	**$ 300**
$ -	$ -	**Total**	**$ 300**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER PROFESSIONAL SERVICES - 73-00-45400

DEPARTMENT: Administration/FIS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 238,874			
		Johnson and Wangerin properties	
	4,000	Property Appraisals costs	
	26,914	Property Environmental	
	7,500	Bidding/demolition/remediation oversight	**13,000**
		Demolition/remediation/restoration	**80,000**
	2,000	Property Appraisals costs Butterfield & Batavia Area	
	7,500	Leone Schmidt Heritage Park Engineering	
		TIF Development Consultation Services	**5,000**
		CCRS#1	
	22,386	Site remediation, restoration, and site preparation	
	5,000	Off site environmental investigations, reporting, and remediation	**10,000**
	12,000	IEPA serivces expenses/invoices	
	10,000	IEPA - NFR charges	
		Property closing costs	**5,000**
		Prairie Path Trailhead Analysis Conceptual Design	**7,500**
		Manning Avenue Sidewalk and and Parking Improvements	
	10,000	Phase I - Engineering	
		Phase II - Engineering	**25,000**
$ 238,874	$ 107,300	**Total**	**$ 145,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
DUES, SUBSCRIPTIONS & BOOKS - 73-00-46900

DEPARTMENT: Administration

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 650			
	$ 650	ITIA Membership Dues	**$ 650**
$ 650	$ 650	**Total**	**$ 650**

CITY OF WARRENVILLE
FISCAL YEAR 2016
CITY PROJECTS - 73-00-48735

DEPARTMENT: Administration/FIS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
		River re-meandering Project	
		(City participation share)	
		(Leone Schmidt Heritage park area)	
		Second Street Improvements	**$ 40,000**
		Leone Schmidt Heritage Park - trail improvements	**21,000**
		Leone Schmidt Heritage Park - Amphitheater Upgrade	**2,000**
		Installation of Decorative Street Lights on Second Street and Warrenville Road **(FY 2016 Decision Package)**	**23,500**
		Second Street - storm sewer	**16,000**
		Leone Schmidt Heritage Park - Landscaping	**11,000**
		Warrenville Road bridge project	
		(City participation share)	
		Railing and stone fascia design and construction	**100,000**
		Under bridge lighting	**5,000**
		CCRS #1	
	7,000	Fence replacement costs (Schram and Weber)	
	167,672	Site remediation, restoration, and site preparation	
$ -	$ 174,672	**Total**	**$ 218,500**

CITY OF WARRENVILLE
FISCAL YEAR 2016
LAND PURCHASE - 73-00-49200

DEPARTMENT: Administration/FIS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
	$ 275,000	Johnson Property Purchase	
	269,000	Wangerin Property Purchase	
		Land or Easement Acquisition for Trails and Open Space Along the River (carryover from prior years previously budgeted in Special Projects Fund)	**$ 50,000**
$ -	$ 544,000	**Total**	**$ 50,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
ROAD PROJECTS - 73-00-49476

DEPARTMENT: Public Works

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 69,401			
		(Unbudgeted for FY 2016)	
$ 69,401	$ -	**Total**	**$ -**

POLICE PENSION FUND

FUND TYPE: Fiduciary

FUND PURPOSE – To account for the accumulation of resources to be used for future disability or retirement annuity payments to sworn police department personnel. Resources are contributed by employees at rates fixed by law and by the City at amounts determined by an independent actuary from a specific property tax levy.

Police Pension Fund Activity	*FY 2016*
Projected Beginning Fund Balance	**$ 16,740,968**
Revenues	
Property Taxes	$ -
Sales and Use Taxes	-
Amusement Taxes	-
Consumption Taxes	-
Income Taxes	-
Hotel-Motel Taxes	-
Motor Fuel Taxes	-
Connection Fees	-
Administrative Charges	-
Consumption Fees	-
Franchise Fees	-
Licensing Fees	-
Interest Income	1,284,487
Financing Proceeds	-
Misc. Revenues	1,289,660
Grant Revenue	-
Rental Income	-
Reimbursement Revenues	-
Fine Revenue	-
Transfers In	-
Total FY 2016 Revenue	**$ 2,574,147**
Expenses/Expenditures	
Personnel (Pension payments)	$ 644,486
Capital	-
Supplies and Services	43,010
Maintenance	-
Total FY 2016 Expenses/Expenditures	**$ 687,496**
Variance - Add to/(Use of) Fund Balance	**$ 1,886,651**
Projected Ending Fund Balance	**$ 18,627,619**
Percent Change	11.27%

POLICE PENSION FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
05-00-31900	Revenue	MEMBER CONTRIBUTIONS	248,665	248,130	343,132	286,101	282,700	**285,460**	0.98%
05-00-31901	Revenue	CITY CONTRIBUTION	877,705	812,420	818,005	1,826,412	966,691	**1,004,200**	3.88%
05-00-37700	Revenue	INVESTMENT INCOME	533,010	1,147,500	1,233,158	850,000	1,259,301	**1,284,487**	2.00%
		Totals	1,659,380	2,208,050	2,394,295	2,962,513	2,508,692	**2,574,147**	2.61%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
05-00-44400	Pension Admin.	TRAVEL & MEETINGS	2,490	3,487	2,247	3,300	3,300	**5,000**	51.52%
05-00-45100	Pension Admin.	LEGAL EXPENSE	3,600	1,500	2,100	4,000	2,800	**3,152**	12.57%
05-00-45400	Pension Admin.	OTHER PROFESSIONAL SERVICES	21,960	26,085	26,747	25,300	29,698	**31,320**	5.46%
05-00-46900	Pension Admin.	DUES, SUBSCRIPTIONS & BOOKS	1,125	1,125	1,225	1,125	3,406	**3,538**	3.88%
05-00-47400	Pension Admin.	PENSION REFUNDS		42,325	-		39,222	-	-100.00%
05-00-47500	Pension Admin.	PENSION PAYMENTS	399,390	439,529	581,350	624,204	624,204	**644,486**	3.25%
		Totals	428,565	514,051	613,669	657,929	702,630	**687,496**	-2.15%
		Fund Total Rev	1,659,380	2,208,050	2,394,295	2,962,513	2,508,692	2,574,147	2.61%
		Fund Total Exp	428,565	514,051	613,669	657,929	702,630	687,496	-2.15%
		Variance	1,230,815	1,693,999	1,780,626	2,304,584	1,806,062	**1,886,651**	
		Fund Balance 4/30/12	**11,460,281**						
		Fund Balance 4/30/13		**13,154,280**					
		Fund Balance 4/30/14			**14,934,906**				
		Projected Fund Balance 4/30/15				17,239,490	**16,740,968**		
		Projected Fund Balance 4/30/16						**18,627,619**	

CITY OF WARRENVILLE
FISCAL YEAR 2016
TRAVEL & MEETINGS - 05-00-44400

DEPARTMENT: FIS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 2,247	$ 3,300	Required Training and Travel Expenses Including Annual IPPFA Conference	**$ 5,000**
$ 2,247	$ 3,300	**Total**	**$ 5,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
LEGAL EXPENSE - 05-00-45100

DEPARTMENT: FIS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 2,100	$ 2,800	Attorney Charges to Pension Board	**$ 3,152**
$ 2,100	$ 2,800	**Total**	**$ 3,152**

CITY OF WARRENVILLE
FISCAL YEAR 2016
OTHER PROFESSIONAL SERVICES - 05-00-45400

DEPARTMENT: FIS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 26,747			
	$ 1,900	Actuary Services	**$ 2,100**
	350	Minute Takers	**400**
	27,448	Banking & Investment Services	**28,820**
$ 26,747	$ 29,698	**Total**	**$ 31,320**

CITY OF WARRENVILLE
FISCAL YEAR 2016
DUES, SUBSCRIPTIONS & BOOKS - 05-00-46900

DEPARTMENT: FIS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 1,225			
	$ 775	IPPFA Dues	**$ 775**
	2,631	Annual Pension Fess - State	**2,763**
$ 1,225	$ 3,406	**Total**	**$ 3,538**

CITY OF WARRENVILLE
FISCAL YEAR 2016
PENSION REFUNDS - 05-00-47400

DEPARTMENT: FIS

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 14,836		
		None Anticipated for FY 16	**$ -**
$ -	$ 14,836	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2016
PENSION PAYMENTS - 05-00-47500

DEPARTMENT: POLICE

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 581,350	$ 624,203		
		Annual Pension Payments to Retirees (Based upon 10 recipients as of 01/01/2014)	**$ 644,486**
$ 581,350	$ 624,203	**TOTAL**	**$ 644,486**

SEIZED ASSETS FUND

FUND TYPE: Special Revenue

FUND PURPOSE – To account for the monetary and physical assets seized during drug-related arrests. This fund is statutorily required for this purpose.

Seized Assets Activity		***FY 2016***
Projected Beginning Fund Balance	**$**	**107,078**
Revenues		
Property Taxes	$	-
Sales and Use Taxes		-
Amusement Taxes		-
Consumption Taxes		-
Income Taxes		-
Hotel-Motel Taxes		-
Motor Fuel Taxes		-
Connection Fees		-
Administrative Charges		-
Consumption Fees		-
Franchise Fees		-
Licensing Fees		-
Interest Income		40
Financing Proceeds		-
Misc. Revenues		-
Grant Revenue		-
Rental Income		-
Reimbursement Revenues		-
Fine Revenue		31,100
Transfers In		-
Total FY 2016 Revenue	**$**	**31,140**
Expenses/Expenditures		
Personnel	$	-
Capital		-
Supplies and Services		14,360
Maintenance		-
Total FY 2016 Expenses/Expenditures	**$**	**14,360**
Variance - Add to/(Use of) Fund Balance	**$**	**16,780**
Projecetd Ending Fund Balance	**$**	**123,858**
Percent Change		15.67%

SEIZED ASSETS FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
60-00-34310	Revenue	DRUG FINES	1,530	50	-	500	1,175	**600**	-48.94%
60-00-34400	Revenue	FEDERAL FORFEITURE							
60-00-34401	Revenue	STATE FORFEITURE	430	-		-	4,842		-100.00%
60-00-34404	Revenue	DUITC	5,086	16,222	15,678	7,250	8,062	**10,500**	30.24%
60-00-34405	Revenue	COURT SUPERVISION FEE	21,734	20,809	20,923	21,922	15,094	**20,000**	32.50%
60-00-37700	Revenue	INTEREST INCOME	113	43	61	100	30	**40**	33.33%
60-00-39920	Revenue	SALE OF SURPLUS PROPERTY					14,640		
		Totals	28,893	37,124	36,662	29,772	43,843	**31,140**	-28.97%

Acct #	Cost Center	Description	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Projected Year-End 2015	Budget 2016	15-16 Growth
60-00-48600	Police	TRANSFERS OUT	1,727	21,688	20,519	21,130	57,130	**8,160**	-85.72%
60-00-48700	Police	MISCELLANEOUS	2,925	1,569	150	6,250	-	**6,200**	
60-00-49500	Police	EQUIPMENT PURCHASE			27,388	-			
		Totals	4,652	23,257	48,057	27,380	57,130	**14,360**	-74.86%
		Fund Total Rev	28,893	37,124	36,662	29,772	43,843	31,140	-28.97%
		Fund Total Exp	4,652	23,257	48,057	27,380	57,130	14,360	-74.86%
		Variance	24,241	13,867	(11,395)	2,392	(13,287)	**16,780**	
		Fund Balance 4/30/12	**117,893**						
		Fund Balance 4/30/13		**131,760**					
		Fund Balance 4/30/14			**120,365**				
		Projected Fund Balance 4/30/15				**122,757**	**107,078**		
		Projected Fund Balance 4/30/16						**123,858**	

CITY OF WARRENVILLE
FISCAL YEAR 2016
TRANSFER OUT - 60-00-48600

DEPARTMENT: POLICE

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 20,519			
	$ 45,323	**Transfers to General Fund** Reimbursement for Police Vehicle Maintenance (Annually)	**$ 5,000**
	660	**Transfers to General Fund** Reimbursement for Radar Re-certification Costs (Annually)	**660**
	2,500	**Transfers to General Fund** (10 dates)	**2,500**
	6,647	K-9 Officer Stipend (365 days X 27.3149) **(K9 retired in Fey 2015)**	-
	2,000	K-9 Medical Care **(K9 retired in Fey 2015)**	-
$ 20,519	$ 57,130	**Total**	**$ 8,160**

CITY OF WARRENVILLE
FISCAL YEAR 2016
MISCELLANEOUS EXPENSE - 60-00-48700

DEPARTMENT: POLICE

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 150	$ -		
		Undercover Transactions	**$ 5,000**
$ 150	$ -	**Total**	**$ 5,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
STATE FORFEITURE EXPENSES - 60-00-48770

DEPARTMENT: POLICE

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 1,930	State Forfeit Assets	**$ 1,000**
$ -	$ 1,930	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2016
DUI EXPENSES - 60-00-48780

DEPARTMENT: POLICE

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ -	$ 267	DUI Expenses	**$ 200**
$ -	$ 267	**Total**	**$ 200**

CITY OF WARRENVILLE
FISCAL YEAR 2016
EQUIPMENT PURCHASE 60-00-49500

DEPARTMENT: POLICE

PROGRAM: On-Going

2014 Actual	2015 Estimated	Description of Cost	2016 Budget
$ 27,388		P.O.P. Vehicle Replacement **(Vehicle outside of CMRP)** **Unbudgeted for FY 2016**	
$ 27,388	$ -	**Total**	**$ -**

DECISION PACKAGES

The following, present requests made by City staff and individual elected officials for funding consideration. These requests are made for all personnel, programming, equipment, one-time funding requests generally exceeding $10,000, and significant modifications to existing programs or services.

The requesting party is required to answer a series of questions, and provide specific details, which allow the City Administrator the ability to review the merits of the request. Meetings with department heads, or elected official, who initiated the idea, are held with the City Administrator to discuss the request and determine if it can be recommended or if additional information is needed.

It is from the responses listed on the Decision Package sheets, the meetings with applicable personnel, and a review of the status of available funding from which the City Administrator's recommendation to fund a request, or not, is made.

Whether or not the item is recommended for inclusion in the budget – the City Council makes the final determination on all decision packages. It is with this in mind that these packages are presented, in effect to "call out" certain expenses within the budget.

A spreadsheet lists the individual requests, which summarizes all the requests that follow. Because the requests vary in detail, questions should be directed to the City Administrator.

CITY OF WARRENVILLE
DECISION PACKAGES
SUMMARY - BY FUND
FISCAL YEAR 2016

GENERAL FUND - (01)

ITEM REQUESTED	COST	ACCOUNT #	ALLOCATION	AMOUNT	FUNDED
City Clerks Mobile Shelving System for Records Vault	$ 32,500	01-41-45400	26%	$ 8,500	**Yes**
		01-41-45900	74%	24,000	
Telephone Town Hall	2,300	01-50-45400	100%	2,300	**Yes**
Compensation Philosophy Report Recommendations	30,000	01-50-45400	100%	30,000	**Yes**
New Chief Code Official Position	121,681	01-XX-XXXX	100%	121,681	**Yes**
Replacement of Playground Equipment - Cerny Park	28,500	01-63-49500	100%	28,500	**Yes**
Emergency Management Agency (EMA) Office Conversion at the Public Works Garage	35,000	01-65-41000	100%	35,000	**Yes**
City Hall Security Cameras	19,740	01-70-41100	100%	19,740	**Yes**
Update of Live Scan Equipment	23,920	01-70-41100	82%	19,500	**Yes**
			18%	4,420	
Paperless Agenda packets	20,400	01-70-41100	74%	15,000	**Yes**
			26%	5,400	
Building Department Computer Permitting Program	10,140	01-70-41103	100%	10,140	**Yes**
			Fund Subtotal	**$ 324,181**	

CAPITAL MAINTENANCE AND REPLACEMENT FUND (02)

ITEM REQUESTED	COST	ACCOUNT #	ALLOCATION	AMOUNT	FUNDED
Police Department Roof Replacement	$ 135,000	02-00-41000	**100%**	$ 135,000	**Yes**
			Fund Subtotal	**$ 135,000**	

HOTEL MOTEL TAX FUND (14)

ITEM REQUESTED	COST	ACCOUNT #	ALLOCATION	AMOUNT	FUNDED
Development of Economic Development Branding and Marketing Strategy Consultation Services *(Re-budgeted FY 2015 Decision Package)*	$ 50,000	14-00-48735	**100%**	$ 50,000	**Yes**
			Fund Subtotal	**$ 50,000**	

CITY OF WARRENVILLE
DECISION PACKAGES
SUMMARY - BY FUND
FISCAL YEAR 2016

WATER AND SEWER FUND - (20)

ITEM REQUESTED	COST	ACCOUNT #	ALLOCATION	AMOUNT	FUNDED
Upgrade SCADA Communications to Radio	$ 100,000	20-02-49500	**50%**	$ 50,000	**Yes**
(**S**upervisory **C**ontrol **a**nd **D**ata **A**cquisition)		20-03-49500	**50%**	50,000	
			Fund Subtotal	**$ 100,000**	

SPECIAL PROJECTS FUND - (49)

ITEM REQUESTED	COST	ACCOUNT #	ALLOCATION	AMOUNT	FUNDED
Diehl Road Turn Lane Improvements - Phase I Engineering	$ 75,000	**49-00-48735**	100%	$ 75,000	**Yes**
			Fund Subtotal	**$ 75,000**	

TIF #3 - (73)

ITEM REQUESTED	COST	ACCOUNT #	ALLOCATION	AMOUNT	FUNDED
Prairie Path Trailhead Alternatives Analysis and Conceptual Design Engineering	$ 7,500	73-00-45400	100%	$ 7,500	**Yes**
Manning Avenue Sidewalk and Parking - Phase II engineering	25,000	73-00-45400	100%	$ 25,000	**Yes**
Installation of Decorative Street Lights - on Second Street and Warrenville Road	23,500	73-00-48735	100%	23,500	**Yes**
			Fund Subtotal	**$ 56,000**	
			Total Decision Packages	**$ 740,181**	

Note: Where account numbers end in 4xxxx, this is an indication that multiple line items within this department are used to budget the overall expense

CITY OF WARRENVILLE
DECISION PACKAGES
BY SUBMITTING DEPARTMENT
FISCAL YEAR 2016

COMMUNITY DEVELOPMENT

ITEM REQUESTED	COST	ACCOUNT #	ALLOCATION	AMOUNT	FUNDED
New Chief Code Official Position	$ 121,681	01-XX-XXXX	100%	121,681	**Yes**
Building Department Computer Permitting Program	10,140	01-70-41103	100%	10,140	**Yes**
Diehl Road Turn Lane Improvements - Phase I Engineering	75,000	49-00-48735	100%	75,000	**Yes**
Manning Avenue Sidewalk and Parking - Phase II engineering	25,000	73-00-45400	100%	25,000	**Yes**
Installation of Decorative Street Lights - on Second Street and Warrenville Road	23,500	73-00-48735	100%	23,500	**Yes**
Prairie Path Trailhead Alternatives Analysis and Conceptual Design Engineering	7,500	73-00-45400	100%	7,500	**Yes**
Development of Economic Development Branding and Marketing Strategy Consultation Services *(Re-budgeted FY 2015 Decision Package)*	50,000	14-00-48735	100%	50,000	**Yes**
			Department Subtotal	**$ 312,821**	

CLERKS OFFICE

ITEM REQUESTED	COST	ACCOUNT #	ALLOCATION	AMOUNT	FUNDED
City Clerks Mobile Shelving System for Records Vault	$ 32,500	01-41-45400	26%	8,500	**Yes**
		01-41-45900	74%	24,000	
			Department Subtotal	**$ 32,500**	

CITY OF WARRENVILLE
DECISION PACKAGES
BY SUBMITTING DEPARTMENT
FISCAL YEAR 2016

ADMINISTRATION

ITEM REQUESTED	COST	ACCOUNT #	ALLOCATION	AMOUNT	FUNDED
Telephone Town Hall	$ 2,300	01-50-45400	100%	2,300	**Yes**
Compensation Philosophy Report Recommendations	30,000	01-50-45400	100%	30,000	**Yes**
Emergency Management Agency (EMA) Office Conversion at the Public Works Garage	35,000	01-65-41000	100%	35,000	**Yes**
City Hall Security Cameras	19,740	01-70-41100	100%	19,740	**Yes**
Update of Live Scan Equipment	23,920	01-70-41100	82%	19,500	**Yes**
			18%	4,420	
Paperless Agenda packets	20,400	01-70-41100	74%	15,000	**Yes**
			26%	5,400	
		20-03-49500			
			Department Subtotal	**$ 131,360**	

PUBLIC WORKS - STREETS

ITEM REQUESTED	COST	ACCOUNT #	ALLOCATION	AMOUNT	FUNDED
Replacement of Playground Equipment - Cerny Park	$ 28,500	01-63-49500	100%	28,500	**Yes**
Police Department Roof Replacement	135,000	02-00-41000	100%	135,000	**Yes**
			Department Subtotal	**$ 163,500**	

PUBLIC WORKS - WATER AND SEWER

ITEM REQUESTED	COST	ACCOUNT #	ALLOCATION	AMOUNT	FUNDED
Upgrade SCADA Communications to Radio (**S**upervisory **C**ontrol **a**nd **D**ata **A**cquisition)	$ 100,000	20-02-49500	50%	50,000	**Yes**
		20-03-49500	50%	50,000	
			Department Subtotal	**$ 100,000**	
			Total Decision Packages	**$ 740,181**	

Note: Where account numbers end in 4xxxx, this is an indication that multiple line items within this department are used to budget the overall expense

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CITY OF WARRENVILLE
FY 2016
DECISION PACKAGE

Title of Request : **City Clerk's Mobile Shelving System for Records Vault**

Department: ***Clerks Office*** **Division:**

Prepared by: **Alma Morgan**

Request Type : ***Capital Outlay*** **Request Frequency:** ***One-Time***

				Savings Period
Total FY 2016 Request ($):	32,500	Total Estimated Revenue/Savings ($):		
On-going Costs ($):	$ -	If Cost Increase over Prior FY, enter ($):		
On-going Costs Period:	None			

JUSTIFICATION

Complete the following questions that are applicable to your request

1. **Describe the organizational need/benefit of this request:**

By state law, many City records must be retained in paper form. The purpose of this request is to incorporate a lockable, high-density mobile shelving system for the Clerks records storage vault to organize existing files, increase filing and storage capacity, and make the best use of the available floor space. This request will also provide items such as; a complete file inventory, purging and file shifting to improve file room efficiencies, and labeling. The Clerk's office is responsible for maintaining and organizing City records. Currently, the file room/vault is not organized in a manner that allows for organized storage of City records. Retrieving information to respond to FOIA's, subpoena's, or research of City issues is very difficult and time consuming.

2. **Describe the anticipated outcomes should this request be funded:**

A mobile shelving system, similar to the Police Department records system, would be installed inside the Clerk's file room. All existing City files and records would be reviewed, organized, labeled, and filed in the new shelving system. This will allow for the reorganization of the City files so they are retrievable in an efficient system.

3. **Describe the impact of not funding this request:**

Status quo. The current filing system consists of file cabinets, book shelves, and open shelving with banker boxes thus making it cumbersome to locate existing files and to file new ones. Excessive personnel time is spent to locate and store City records.

4. **Describe the on-going costs associated with this request:**

There are no ongoing costs. The proposed system comes with a 5-year standard warranty and 1-year scheduled maintenance with the installation.

5. **Identify the relation to specific adopted plans and/or City Council priorities:**

City records must be maintained according to state statutes. The filing system will allow the Clerk's office to be able to retrieve records more effectively and efficiently, and it will increase transparency as directed by Council. The City Clerk has budgeted in the past for new shelving for the Clerk's office however, due to the former Deputy Clerk's retirement and the temporary staffing that occurred with that position, research into a professional, high-density records shelving system was not pursued.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
Attached is a quote from Bradford Systems Corporation. This is the same company the Police Department utilized for the installation of the their records filing system. The Deputy City Clerk reviewed the Police Department's file system and discussed its benefits with the City Clerk. The Deputy Clerk also inquired as to what form of filing system a fellow Deputy Clerk uses in their respective town. The City Clerk and Deputy Clerk determined that a system similar to the Police file system would be beneficial to the Clerk's office. The existing shelving, file cabinets, and bookshelves will be relocated and reused in the large storage room to help organize the supplies used by the various City commissions for City events such as the Bike Rodeo, Arbor Day, and 4th of July.

7. **Does the request involve new technology or automation?** *No*
If yes, explain how.

8. **Is the program/project fully or partially funded by a grant?** *No*
If yes, provide the following information:

Grant Funding Source:

When will Funds be Available?

Type of fund(s) or in-kind services used for match:

9. **If request results in revenue or on-going savings:**

Describe revenue source -

Describe savings and account # -

BUDGET IMPACT

a	Total Cost or (Total Savings)	$ 32,500
b	Grant Funding Amount	
c	Grant Match Amount	

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2016 Amount $	On-Going Amount $
01	41	45400	Other Professional Services	26%	8,500	-
01	41	45900	Equipment Purchase	74%	24,000	

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2016
DECISION PACKAGE

Title of Request : **Telephone Town Hall**

Department: ***Administration*** **Division:**

Prepared by: **Jennifer McMahon, Assistant City Administrator**

Request Type : ***New Program*** **Request Frequency:** ***On-Going***

				Savings Period
Total FY 2016 Request ($):	**2,300**	Total Estimated Revenue/Savings ($):		
On-going Costs ($):	**2,300**	If Cost Increase over Prior FY, enter ($):		
On-going Costs Period:	Annual			

JUSTIFICATION

Complete the following questions that are applicable to your request

1. **Describe the organizational need/benefit of this request:**

This system would allow the City to enhance its public outreach, particularly to those residents who do not have Internet or cable television, but do have a land line. This service could be used for the State of the City Address or for important public input meetings related to a specific project, development or initiative.

Once per year, to host a telephone town hall event, to call all residents in Warrenville to make a presentation about a specific issue facing the community, or to provide more general outreach and communication about City events, programs, and achievements, as each City Council designates in that particular year.

2. **Describe the anticipated outcomes should this request be funded:**

To improve communications between the City and its residents, and to provide a new mechanism for public outreach through a non-traditional method of communication, which might reach a new cross-section of voters and help them to be informed about the City without having to make the effort of reaching out to the City.

3. **Describe the impact of not funding this request:**

The City would be limited to its current means of communication, which includes computer-based means and mailings.

4. **Describe the on-going costs associated with this request:**

The cost is based on how many times the service is used per year and what features are utilized. At this time, this DP is suggesting using the service once per year with limited features, which would result in an annual cost of about $2,300.

5. **Identify the relation to specific adopted plans and/or City Council priorities:**

2007 Strategic Plan: "Goal: Improve communications with City residents, businesses, neighboring communities, government entities, other organizations, and within and between the City's different departments and boards and commissions."
2013 Community Survey: Residents indicated that 'Resident Communication' and 'Public Outreach' were among their highest near-term (3-year) and 10-year priorities.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**

Attached is more information on this program.
Based on the consultant's experience, a city the size of Warrenville might expect 300-800 people to listen to the first ten minutes, and around 80-100 people to listen for a full hour. That is far greater outreach than has been historically attained just through public meetings.

7. **Does the request involve new technology or automation?** ***No***

If yes, explain how.

8. **Is the program/project fully or partially funded by a grant?** ***No***

If yes, provide the following information:

Grant Funding Source:

When will Funds be Available?

Type of fund(s) or in-kind services used for match:

9. **If request results in revenue or on-going savings:**

Describe revenue source -

Describe savings and account # -

BUDGET IMPACT

a	Total Cost or (Total Savings)	$	2,300
b	Grant Funding Amount		
c	Grant Match Amount		

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2016 Amount $	On-Going Amount $
01	50	45400	Other Professional Services	100%	2,300	2,300

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2016
DECISION PACKAGE

Title of Request : **Compensation Philosophy Report Recommendations**

Department: ***Administration*** **Division:**

Prepared by: **Jennifer McMahon**

Request Type : ***Project*** **Request Frequency:** ***One-Time***

				Savings Period
Total FY 2016 Request ($):	**30,000**	Total Estimated Revenue/Savings ($):		
On-going Costs ($):	-	If Cost Increase over Prior FY, enter ($):		
On-going Costs Period:				

JUSTIFICATION

Complete the following questions that are applicable to your request

1. **Describe the organizational need/benefit of this request:**

It is anticipated that once the compensation philosophy is established, the policy document or final report will include recommendations for subsequent steps, such as a compensation study and a job factor analysis. The compensation study would involve collecting salary data from the established comparable employers and determining where the City would want to be in the market. The job factor analysis would involve evaluating each job description and valuing the required skill, knowledge and abilities.

2. **Describe the anticipated outcomes should this request be funded:**

Performing one of the follow up recommendations would provide further detail, justification, and policy direction on the City's pay plan.

3. **Describe the impact of not funding this request:**

Not performing the follow up steps of this process would leave the project incomplete. Although the City would have a philosophy on pay, it would not have a framework to execute the philosophy, which would include comparable wage data and values to the requirements of each position.

4. **Describe the on-going costs associated with this request:**

This project can be completed well within the fiscal year and will require no ongoing funding.

5. **Identify the relation to specific adopted plans and/or City Council priorities:**

Both the Neighborhood Dialogues and the Community Survey listed as a high priority to maintain financial stability. Since labor costs are 75-80% of the general fund, maintaining financial stability is closely related to managing labor costs. One way to address labor costs is to have a comprehensive, defensible and accepted compensation philosophy with supporting framework The updated 2011 Strategic Plan states the following:

Consider the long-term implications of new and additional programs, services, and projects

- *Maintain competitive wages and benefits to attract and retain quality employees.*

Maintain a balanced annual budget overall and at the fund level

Provide adequate funding for existing City obligations

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
During fiscal year 15, consultants worked with designated elected officials and staff to develop a compensation philosophy. This will be presented to City Council for review, discussion, and approval. It's anticipated that recommendations to develop the framework for the philosophy will be developed.

7. **Does the request involve new technology or automation?** *No*
If yes, explain how.

8. **Is the program/project fully or partially funded by a grant?** *No*
If yes, provide the following information:

Grant Funding Source:

When will Funds be Available?

Type of fund(s) or in-kind services used for match:

9. **If request results in revenue or on-going savings:**

Describe revenue source -

Describe savings and account # -

BUDGET IMPACT

a	Total Cost or (Total Savings)	$	30,000
b	Grant Funding Amount		
c	Grant Match Amount		

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2016 Amount $	On-Going Amount $
01	50	45400	Other Professional Services	100%	30,000	

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2016
DECISION PACKAGE

Title of Request : **New Chief Code Official Position**

Department: ***Community Development*** **Division:** **Building and Code Enforcement**

Prepared by: **Community Development Director Ronald Mentzer**

Request Type : ***Personnel*** **Request Frequency:** ***On-Going***

				Savings Period
Total FY 2016 Request ($):	**121,681**	Total Estimated Revenue/Savings ($):		**Annually**
On-going Costs ($):		If Cost Increase over Prior FY, enter ($):		
On-going Costs Period:	annually			

JUSTIFICATION

Complete the following questions that are applicable to your request

1. Describe the organizational need/benefit of this request:

The Community Development Department's scope of responsibility and level of service continues to evolve and expand in response to the evolving nature of the City, expectations and concerns raised by the community and the City Council, mandates by higher governmental entities, and the City's commitment to provide high quality, professional services to the community. Over the past five years, the Community Development Department has devoted more time and resources and expanded the type of Economic Development and Code Enforcement services it provides to the community without adding additional staff. Examples of Economic Development services enhancements include: 1. quarterly hospitality group meetings, 2. DuPage Convention and Visitor's Bureau partnership, 3, regular Economic Development Workgroup meetings, 4.more business outreach meetings, 5. additional property acquisition and preparation activities, and 6. expansion of the amount of economic development related data and information provided on the City's website. Examples of Code Enforcement service enhancements include: 1. vacant building registration and inspection program and 2. local administrative adjudication program for code violations. Additional staff resources are required required in order for the Department to continue to be more proactive from an economic development perspective and implement a mandatory rental registration, inspection, and crime free housing program. The requested new Chief Code Official position would oversee the day to day operations of the department's Building and Code Enforcement Division, coordinate the implementation and administration of a new mandatory rental registration, inspection, crime free housing program, and increase the amount of time the Community Development Director spends on the management/leadership of the department and on proactive economic development activities.

2. Describe the anticipated outcomes should this request be funded:

Improved and more efficient department operations, improved customer service, implementation of a new mandatory rental property registration, inspection, and crime free hosing program, and more strategic, proactive, and coordinated economic development activities.

3. Describe the impact of not funding this request:

The Community Development Director will continue to be responsible for overseeing and attending to the day to day operational issues and demands associated with the City's building permit process and the code enforcement activities. The City will not be able to implement the mandatory rental property registration, inspection, and crime free housing program it has been discussing for the past six years. Economic Development related activities will continue to be done "when time allows" and by "committee". It will be difficult to implement and sustain a more proactive economic development program.

4. Describe the on-going costs associated with this request:

The costs associated with this request include the salary, benefits, training, dues/subscriptions, and uniform costs associated with having this position filled on an ongoing a basis.

5. Identify the relation to specific adopted plans and/or City Council priorities:

More strategic, sustained and proactive economic development related initiatives were identified as one of the highest priorities in the City's 2007 Strategic Plan. The 2007 Strategic Plan also identified the implementation of a new mandatory rental registration, inspection and crime free housing program as a high priority for the City. The ongoing 2014 strategic planning process has reaffirmed the priority of both of these initiatives.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
Detailed tracking and evaluation of the amount of time the Community Development Director devoted to building, code enforcement, economic development, and department activities over a 15 month period. Detailed interviews with four other area municipal employees responsible for overseeing the operation of Community Development Departments and coordination of economic development activities.

7. **Does the request involve new technology or automation?** *No*
If yes, explain how.

8. **Is the program/project fully or partially funded by a grant?** *No*
If yes, provide the following information:

Grant Funding Source:

When will Funds be Available?

Type of fund(s) or in-kind services used for match:

9. **If request results in revenue or on-going savings:**

Describe revenue source - Filling this position would allow the City to move forward with the adoption and implementation of a new mandatory rental registration, inspection, and crime free housing program. There are approximately 900 residential rental properties in the City of Warrenville. If this program is implemented, it is estimated that the City will collect between $40,000 to $50,000 in registration and inspection fees annually.

Describe savings and account # Depending on the qualifications of the individual hired to fill this position, it is possible that the City will be able to reduce the amount of expenses associated with outside consulting assistance for building permit review and inspection (Acct. # 01-53-45404). In addition, if building permit activity wanes in the coming years, it may be possible to transition the existing full time Building Inspector position into a part-time inspector position similar to how the City currently handles electrical inspection requirements.

BUDGET IMPACT

a	Total Cost or (Total Savings)	$	121,681
b	Grant Funding Amount		
c	Grant Match Amount		

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2016 Amount $	On-Going Amount $
01	53	40000	Wages	67%	82,130	
01	53	40100	FICA	4%	5,092	
01	53	40101	Medicare	1%	1,191	
01	53	40200	IMRF	8%	9,390	
01	70	40400	Employee Insurance	18%	21,324	
01	70	43303	Insurance EE-Life	0%	54	
01	53	44400	Travel and Meetings	2%	2,000	2,000
01	53	46900	Dues, Subscriptions, and books	0%	350	350
01	53	47300	Uniforms	0%	150	150

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2016
DECISION PACKAGE

Title of Request : **Replace Tot Preschool Playground Equipment at Cerny Park**

Department: ***Public Works*** **Division:** **Building Division**

Prepared by: **Michael Smith**

Request Type : ***Capital Outlay*** **Request Frequency:** ***On-Going***

			Savings Period
Total FY 2016 Request ($):	**28,500**	Total Estimated Revenue/Savings ($):	
On-going Costs ($):	-	If Cost Increase over Prior FY, enter ($):	
On-going Costs Period:			

JUSTIFICATION

Complete the following questions that are applicable to your request

1. **Describe the organizational need/benefit of this request:**

The current rundown condition of the playground equipment in place poses a potential safety hazard for the children using the equipment located in the City owned parks. Replacement of this equipment will reduce the City's potential liability exposure for accidents associated with faulty equipment.

2. **Describe the anticipated outcomes should this request be funded:**

Replacement of the existing equipment with Playground equipment that meets today's standards and reduces the potential risk of injury to the children utilizing the equipment.

3. **Describe the impact of not funding this request:**

Potential risk of injury to children utilizing the playground equipment, which could lead to the need to remove the existing 17 year-old tot playground equipment. In addition, given the age of that equipment replacement parts are, for the most part, are no longer available when repairs are necessary.

4. **Describe the on-going costs associated with this request:**

Once this equipment is installed, there are virtually no costs associated with the on-going maintenance of the equipment.

5. **Identify the relation to specific adopted plans and/or City Council priorities:**

The 2007 Strategic Plan and the 2011 update to that plan list a goal under the title of Parks and Recreation of "*Support a system parks and recreation facilities and services that meets the active and passive recreational needs of the Warrenville community"*

In addition public safety remains a high City Council priority.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
On-going visual and structural inspections of the equipment have been conducted by City staff during the regular routine maintenance of the City owned parks.

7. **Does the request involve new technology or automation?** *No*
If yes, explain how.

8. **Is the program/project fully or partially funded by a grant?** *No*
If yes, provide the following information:

Grant Funding Source:

When will Funds be Available?

Type of fund(s) or in-kind services used for match:

9. **If request results in revenue or on-going savings:**

Describe revenue source -

Describe savings and account # -

BUDGET IMPACT

a	Total Cost or (Total Savings)	$	28,500
b	Grant Funding Amount		
c	Grant Match Amount		

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2016 Amount $	On-Going Amount $
01	63	49500	Equipment Purchase	100%	28,500	
						-

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2016
DECISION PACKAGE

Title of Request : **Emergency Management Agency (EMA) Work and Office Space Conversion at the Public Works Garage**

Department: ***Emergency Management Agency (EMA)*** **Division:**

Prepared by: **J. Coakley, City Administrator**

Request Type : ***Capital Outlay*** **Request Frequency:** ***One-Time***

				Savings Period
Total FY 2016 Request ($):	35,000	Total Estimated Revenue/Savings ($):	$ -	
On-going Costs ($):	-	If Cost Increase over Prior FY, enter ($):	$ -	
On-going Costs Period:				

JUSTIFICATION

Complete the following questions that are applicable to your request

1. Describe the organizational need/benefit of this request:

Warrenville EMA is housed in a garage attached to the north end of the Public Works garage on Mignin Drive. At the time it was constructed, then ESDA was located in a metal building near the current location, and the space designed into the new building did not include specific separate work and office space for a computer, secured files, and paperwork. Since 2004, the EMA Coordinator and volunteers used an empty office on the lower level of City Hall. Unfortunately, that space is now needed by City Hall staff. EMA operations, equipment storage garage, and work space is housed in dedicated space at the north end of the public works garage. The EMA facility works well for equipment storage and operations, but it lacks work and file storage space. This decision package proposed to build in work and storage space within the existing EMA facility.

2. Describe the anticipated outcomes should this request be funded:

This project would provide:
1) Efficient work and office space for the EMA Coordinator, Deputy EMA coordinator, and EMA volunteers.
2) Secure file storage for EMA records and computers
3) Private meeting space for individual or small group meetings or discussions with EMA volunteer members
4) The EMA computers will be connected to the City network and EMA provided with secure and dedicated space on the network. This will enable the EMA files to be backed up in the event of a computer malfunction or damage to the buildings or computers due to a large scale disaster. The EMA files are currently only stored on the computer hard drive.

3. Describe the impact of not funding this request:

The following results are anticipated if this project is not funded:
1) EMA volunteers will continue to work in an open garage space
2) The loss of the office space at City Hall will require the computer work stations and files to remain at the EMA building in an unsecured space. Note: the file drawers are lockable and the computers may be pass work protected.
3) The current configuration of the EMA facility requires them to be stored on the side of the open garage space.

4. Describe the on-going costs associated with this request:

There should not be any ongoing costs with this project as it is a one-time capital improvement to the interior of the EMA facility.

5. Identify the relation to specific adopted plans and/or City Council priorities:

This project is not specifically a part of any City Council strategic or other long-range plans. However, the City Council created the Emergency Management Agency; originally as Warrenville Civil Defense (Ordinance No. 53, 1969), then recreated as ESDA (Ordinance No. 304, 1977, and finally in its current form (Ordinance No. 2877, 2014) EMA has been continually supported by the City and City Council since its inception in 1969 and is a key component of the City's commitment to public safety overall.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
Public Works Facilities Supervisor Eageny, Deputy Chief Jacobson, and EMA Coordinator Wiencek analyzed several options for this project and determined the most efficient. They collectively determined that building the wall around the proposed office spec in the EMA garage was the most cost effective and least disruptive location for this work and file storage space.

7. **Does the request involve new technology or automation?** *No*
If yes, explain how.

8. **Is the program/project fully or partially funded by a grant?** *No*
If yes, provide the following information:

Grant Funding Source:

When will Funds be Available?

Type of fund(s) or in-kind services used for match:

9. **If request results in revenue or on-going savings:**

Describe revenue source -

Describe savings and account # -

BUDGET IMPACT

a	Total Cost or (Total Savings)	$ 35,000
b	Grant Funding Amount	
c	Grant Match Amount	

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2016 Amount $	On-Going Amount $
01	65	41000	Maintenance - Building	100%	35,000	-

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2016
DECISION PACKAGE

Title of Request : **City Hall Security Cameras**

Department: ***Administration*** **Division:**

Prepared by: **Jennifer McMahon**

Request Type : ***Capital Outlay*** **Request Frequency:** ***One-Time***

				Savings Period
Total FY 2016 Request ($):	**19,740**	Total Estimated Revenue/Savings ($):		
On-going Costs ($):	**4,740**	If Cost Increase over Prior FY, enter ($):		
On-going Costs Period:	Annually			

JUSTIFICATION

Complete the following questions that are applicable to your request

1. **Describe the organizational need/benefit of this request:**

The purpose of this request is to further implement the recommendations of the Security Task Force, whose assessment was done in December 2010. In addition, these cameras would generally enhance security at the City's primary building of business. City Hall does financial transactions and is available for use for public purposes after business hours. Cameras would not only enhance security, but also provide recordings for investigations in the event that criminal activity did occur.

2. **Describe the anticipated outcomes should this request be funded:**

Exterior security cameras would be installed at each entrance/exit of City Hall. These would capture and record activity at those entrances/exits 24/7 365 days per year.

3. **Describe the impact of not funding this request:**

Status quo.

4. **Describe the on-going costs associated with this request:**

As part of the upkeep and maintenance of both the system hardware and software, staff would recommend the purchase of a maintenance agreement.

5. **Identify the relation to specific adopted plans and/or City Council priorities:**

The 2010 security assessment recommended the following:
Install Closed Circuit Television for all public entrances

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
Attached is a quote from the same vendor who provides the security cameras for the Police Department. Since the City is an existing client through the PD, the vendor would not be charging any labor for onsite service and software maintenance once the system is installed.

7. **Does the request involve new technology or automation?** *No*
If yes, explain how.

8. **Is the program/project fully or partially funded by a grant?** *No*
If yes, provide the following information:

Grant Funding Source:

When will Funds be Available?

Type of fund(s) or in-kind services used for match:

9. **If request results in revenue or on-going savings:**

Describe revenue source -

Describe savings and account # -

BUDGET IMPACT

a	Total Cost or (Total Savings)	$	19,740
b	Grant Funding Amount		
c	Grant Match Amount		

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2016 Amount $	On-Going Amount $
01	70	41100	Maintenance Equipment	100%	19,740	4,740

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2016
DECISION PACKAGE

Title of Request : **Update LiveScan Equipment**

Department: ***Police*** **Division:**

Prepared by: **Jennifer McMahon**

Request Type : ***Capital Outlay*** **Request Frequency:** ***On-Going***

				Savings Period
Total FY 2016 Request ($):	**23,920**	Total Estimated Revenue/Savings ($):		
On-going Costs ($):	**4,420**	If Cost Increase over Prior FY, enter ($):		
On-going Costs Period:	Annual			

JUSTIFICATION

Complete the following questions that are applicable to your request

1. **Describe the organizational need/benefit of this request:**

Approximately ten years ago the Police Department moved from ink fingerprint cards to electronic fingerprinting via LiveScan LiveScan is inkless electronic fingerprinting. Fingerprints are electronically transmitted to the Department of Justice or FBI for a criminal record check. The LiveScan technology replaces the process of recording fingerprint patterns through a rolling process using ink. Digitizing the fingerprint images enables the PD to electronically transmit fingerprints to the Department of Justice and FBI in a matter of seconds, instead of the days required to send hard copy fingerprint cards via mail. Results are obtained within 24 to 48 hours. LiveScan also helps avoid problems associated with ink prints, such as smudging, smearing, and over or under inking. The current system has reached the end of its lifecycle and the State of Illinois is no longer supporting the outdated operating system, therefore, the system needs to be replaced.

2. **Describe the anticipated outcomes should this request be funded:**

Continued efficiency and accuracy with processing fingerprints for criminal background checks on offenders, employee applicants, and liquor license applicants. The new system would make use of updated technology since 2004 and be supported by the State Police and other law enforcement agencies.

3. **Describe the impact of not funding this request:**

This technology can no longer be used and the PD would have to revert back to the outdated practice of ink fingerprinting.

4. **Describe the on-going costs associated with this request:**

This system would have a lifecycle of approximately ten years, so the replacement cost would be amortized to about $1,900 per year plus a service agreement for $4,419 per year. The service agreement is needed to stay current on any software updates as well as to provide service to any of the hardware in the event it stops functioning.

5. **Identify the relation to specific adopted plans and/or City Council priorities:**

Two points highlighted in the 2007/2011 Strategic Plan are listed below.
Continue to provide excellent, proactive, public safety service.
Evaluate technology demands to support current and future City service levels.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
The attached quote has been obtained from the current vendor. Staff will also explore the State bid contract for comparison pricing.

7. **Does the request involve new technology or automation?** *Yes*
If yes, explain how.
While this is not new technology, this is updated technology and new hardware and software.

8. **Is the program/project fully or partially funded by a grant?** *No*
If yes, provide the following information:

Grant Funding Source:

When will Funds be Available?

Type of fund(s) or in-kind services used for match:

9. **If request results in revenue or on-going savings:**

Describe revenue source -

Describe savings and account # -

BUDGET IMPACT

a	Total Cost or (Total Savings)	$ 23,920
b	Grant Funding Amount	
c	Grant Match Amount	

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2016 Amount $	On-Going Amount $
01	70	41100	Maintenance Equipment	82%	19,500	
01	70	41103	Maintenance Software	18%	4,420	4,420

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2016
DECISION PACKAGE

Title of Request : **Paperless Agenda Packets**

Department: ***Administration*** **Division:**

Prepared by: **Jennifer McMahon**

Request Type : ***New Program*** **Request Frequency:** ***On-Going***

				Savings Period
Total FY 2016 Request ($):	**20,400**	Total Estimated Revenue/Savings ($):		
On-going Costs ($):	**7,800**	If Cost Increase over Prior FY, enter ($):		
On-going Costs Period:	Annually			

JUSTIFICATION

Complete the following questions that are applicable to your request

1. **Describe the organizational need/benefit of this request:**

Many municipalities are moving to paperless agenda packets not only to save money on printing expenses, but to also be more environmentally friendly and more efficient in getting information out to the elected officials. Depending upon the software that is used, elected officials may also use paperless packets to make online notations and reference material from other agenda packets from previous meetings or other commissions.

2. **Describe the anticipated outcomes should this request be funded:**

If the City began using paperless packets with a robust web-based software, it would provide features for elected officials to better access agenda information. The goals would also be for elected officials to get their information sooner and for them to be able to access a greater amount of information beyond the packet backup if they so desire - for example minutes from a meeting in which the particular item was first discussed. The software would also allow for annotations. Elected officials would be issued tablets to use for their City related work and accessing agenda packets.

However, paperless packets would not be a cost savings. The City currently pays under $50 per month on the paper, toner for printing packets.

3. **Describe the impact of not funding this request:**

The City would continue to post the agenda in .pdf format online and issue paper packets.

4. **Describe the on-going costs associated with this request:**

There would be an annual subscription cost for the web-based software of approximately $450 per month and the tablet replacement cost of between $500 and $800 per tablet every three years.

5. **Identify the relation to specific adopted plans and/or City Council priorities:**

Highlighted in the 2007/2011 Strategic Plan is the following objective:
Evaluate technology demands to support current and future City service levels.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
Novusolutions' website provides cost information for their paperless packet software. Microsoft provides a site to create a Microsoft Surface tablet that will meet the needs of this particular task and provide a cost estimate.

7. **Does the request involve new technology or automation?** *Yes*
If yes, explain how.
Depending upon the format of the paperless packets, the City would have to invest in new web-based software in order to get the more robust features like notations, researching past items, or tracking items. However, if the system of posting .pdf files online would remain and just tablets would be issued, then no new technology would be needed.

8. **Is the program/project fully or partially funded by a grant?** *No*
If yes, provide the following information:

Grant Funding Source:

When will Funds be Available?

Type of fund(s) or in-kind services used for match:

9. **If request results in revenue or on-going savings:**

Describe revenue source -

Describe savings and account # -

BUDGET IMPACT

a	Total Cost or (Total Savings)	$ 20,400
b	Grant Funding Amount	
c	Grant Match Amount	

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2016 Amount $	On-Going Amount $
01	70	41100	Central Services/Maintenance Equipment	74%	15,000	2,400
01	70	41103	Central Services/Maintenance Software	26%	5,400	5,400

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2016
DECISION PACKAGE

Title of Request : **New Building Department Computer Permitting Program**

Department: ***Community Development Department*** **Division:** **Building Department**

Prepared by: **Community Development Director Ronald Mentzer**

Request Type : ***New Program*** **Request Frequency:** ***On-Going***

				Savings Period
Total FY 2016 Request ($):	**10,140**	Total Estimated Revenue/Savings ($):	**-**	**Annual**
On-going Costs ($):	**7,140**	If Cost Increase over Prior FY, enter ($):	**10,140**	**Annual**
On-going Costs Period:	Annual			

JUSTIFICATION

Complete the following questions that are applicable to your request

1. **Describe the organizational need/benefit of this request:**

This new web-based program is designed to allow staff advanced tools to effectively manage all cases with automated task lists, fee recording, document templates, and advanced reporting.

2. **Describe the anticipated outcomes should this request be funded:**

The implementation of a new program will provide the ability to manipulate stored information to create needed reports that are currently being done via manual entry into excel spreadsheets thus consuming more time and allowing for errors. Program will allow for ease of tracking and look-up. Will also allow continuity between building, zoning, and code enforcement.

3. **Describe the impact of not funding this request:**

Current program is archaic, works on COBOL, and is limited in ability. There are not updates available to our current program. It cannot coordinate with code enforcement or zoning.

4. **Describe the on-going costs associated with this request:**

The largest ongoing costs would involve the monthly fee associated with maintenance and upgrades of the program which is completed by the vendor.

5. **Identify the relation to specific adopted plans and/or City Council priorities:**

The 2007 Strategic Plan, Goal, City Services, D, states… Evaluate technology demands to support current and future City City service levels.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
Components of WEBQA are currently utilized by code enforcement and we have seen the ease with which one can gather and manipulate information. Since we already have WEBQA, adding another module of permitting software makes sense, and there a discount afforded us as WEBQA has utilized our code enforcement as a model for upgrades. We also interviewed other other communities using WEBQA with favorable results. Once the program is installed and we have become familiar with it hours of time will be saved that is currently used in making reports that cannot be generated by the current program.

7. **Does the request involve new technology or automation?** *No*
If yes, explain how.

8. **Is the program/project fully or partially funded by a grant?** *No*
If yes, provide the following information:

Grant Funding Source:

When will Funds be Available?

Type of fund(s) or in-kind services used for match:

9. **If request results in revenue or on-going savings:**

Describe revenue source -

Describe savings and account # -

BUDGET IMPACT

a	Total Cost or (Total Savings)	$	10,140
b	Grant Funding Amount		
c	Grant Match Amount		

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2016 Amount $	On-Going Amount $
01	70	41103	Maintenance Software	100%	10,140	7,140

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2016
DECISION PACKAGE

Title of Request : **Replace Police Department Membrane Flat Roof**

Department: ***Public Works*** **Division:** **Utility**

Prepared by: **Michael Smith**

Request Type : ***Capital Outlay*** **Request Frequency:** ***One-Time***

				Savings Period
Total FY 2016 Request ($):	135,000	Total Estimated Revenue/Savings ($):		
On-going Costs ($):	-	If Cost Increase over Prior FY, enter ($):		
On-going Costs Period:				

JUSTIFICATION

Complete the following questions that are applicable to your request

1. **Describe the organizational need/benefit of this request:**
The Police Department building is necessary for public safety operations. The building's roof was inspected by an outside consultant in 2009 and given a life-cycle that was set to reach it's limit sometime between 2012 and 2014.

2. **Describe the anticipated outcomes should this request be funded:**
The existing Police Department building membrane flat-roof will be replaced, thereby eliminating the existing leaks and returning the structural integrity to the roof.

3. **Describe the impact of not funding this request:**
Leaks in the roof will cause structural damage to the building and could leads to reduction in Police service levels

4. **Describe the on-going costs associated with this request:**
Once installed the on-going yearly maintenance is not necessary, and the roof will remain in long-term CMRP, until the new roof reaches it's life-cycle end and is again replaced.

5. **Identify the relation to specific adopted plans and/or City Council priorities:**
The CMRP includes the structural roofing components of the City's main buildings, including the Police Department building.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
The flat membrane roof was inspected by an outside roofing consultant, and the information was included in the adopted CMRP document. The costs associated with the replacement are being budgeted fro replacement during the coming fiscal year.

7. **Does the request involve new technology or automation?** *No*
If yes, explain how.

8. **Is the program/project fully or partially funded by a grant?** *No*
If yes, provide the following information:

Grant Funding Source:

When will Funds be Available?

Type of fund(s) or in-kind services used for match:

9. **If request results in revenue or on-going savings:**

Describe revenue source - CMRP revenues

Describe savings and account # -

BUDGET IMPACT

a	Total Cost or (Total Savings)	$ 135,000
b	Grant Funding Amount	
c	Grant Match Amount	

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2016 Amount $	On-Going Amount $
02	00	41000	Maintenance - Buildings	100%	135,000	
						-

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2015
DECISION PACKAGE

(Re-budgeted for FY 2016)

Title of Request : **Development of Economic Development Branding and Marketing Strategy**

Department: ***Community Development*** **Division:** **Economic Development**

Prepared by: **Community Development Director Ronald Mentzer**

Request Type : ***New Program*** **Request Frequency:** ***One-Time***

				Savings Period
Total FY 2015 Request ($):	**50,000**	Total Estimated Revenue/Savings ($):		
On-going Costs ($):		If Cost Increase over Prior FY, enter ($):	**$ 50,000**	
On-going Costs Period:				

JUSTIFICATION

Complete the following questions that are applicable to your request

1. Describe the organizational need/benefit of this request:

The City is in the process of developing an updated Strategic Plan with a specific economic development focus. Stakeholder input received in this process thus far has reaffirmed the community's desire for the City to be more proactive from an economic development perspective. The ongoing planning process will help define the detailed economic development goals and objectives the City will strive to achieve in the coming years. Once defined, the City will then begin to implement specific actions to achieve the individual goals and objectives. In order to effectively and proactively coordinate with the private sector property owners, developers, and end users involved in achieving these goals and objectives, the City will need to carefully and clearly define the "brand" and economic development message it will communicate to these private sector partners electronically via its website and in printed material. This brand and economic development message has not yet been defined and does not currently exist in the City.

2. Describe the anticipated outcomes should this request be funded:

Engage a professional consultant with experience assisting governmental agencies in the development and execution of an economic development branding and messaging campaign.

3. Describe the impact of not funding this request:

The City would not develop or implement a clear, Council endorsed, economic development brand/marketing campaign. Without this information, the City will continue to provide uncoordinated pieces of economic development related information to prospective new businesses. In addition, the City will continue to be ill equipped to effectively participate in trade show and other similar real estate development/business expansion related marketing opportunities.

4. Describe the on-going costs associated with this request:

To be determined as an outcome of the strategy development process. To be effective, it is likely that additional funds will need to be allocated to implementing the economic development marketing strategy the City Council ultimately endorses.

5. Identify the relation to specific adopted plans and/or City Council priorities:

Being more proactive from an economic development perspective is generally identified as a high priority in the City's current Strategic Plan. Based on the input and feedback received as part of the initial process of updating the City's Strategic Plan, it is clear that economic development will continue to be a high priority initiative for the City in the coming years.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
To date, staff has met and discussed this potential project with one consultant that has experience assisting local governmental agencies with this type of work. It is anticipated that an RFP/Q process would be utilized to identify the right consultant for the City to hire for this work.

7. **Does the request involve new technology or automation?** *No*
If yes, explain how.

8. **Is the program/project fully or partially funded by a grant?** *No*
If yes, provide the following information:

Grant Funding Source:

When will Funds be Available?

Type of fund(s) or in-kind services used for match:

9. **If request results in revenue or on-going savings:**

Describe revenue source -

Describe savings and account # -

BUDGET IMPACT

a	Total Cost or (Total Savings)	$	50,000
b	Grant Funding Amount		
c	Grant Match Amount		

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2015 Amount $	On-Going Amount $
14	00	48735	City Projects	100%	50,000	

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2016
DECISION PACKAGE

Title of Request : **Upgrade SCADA Communications To Radio**

Department: ***Public Works*** **Division:** **Utility**

Prepared by: **Michael Smith**

Request Type : ***Capital Outlay*** **Request Frequency:** ***One-Time***

				Savings Period
Total FY 2016 Request ($):	**100,000**	Total Estimated Revenue/Savings ($):	**19,992**	**year**
On-going Costs ($):	-	If Cost Increase over Prior FY, enter ($):		
On-going Costs Period:	-			

JUSTIFICATION

Complete the following questions that are applicable to your request

1. Describe the organizational need/benefit of this request:

The City's utility system is monitored twenty four hours a day/ three hundred and sixty five day a year. Communications between the remote sites is necessary to perform the monitoring The water system is dependent of these communications to ensure water is delivered as needed. Communications are currently transmitted over hard wire phone lines. This communication method is sporadic at times and is very costly. Radio communications are more reliable and easier to repair as outside organizations are not involved.

2. Describe the anticipated outcomes should this request be funded:

Costs will be higher and communications will be less reliable.

3. Describe the impact of not funding this request:

Higher operating costs.

4. Describe the on-going costs associated with this request:

Ongoing costs are minimal for the radio transmitters.
Significantly less costs than the phone communications.

5. Identify the relation to specific adopted plans and/or City Council priorities:

Reliable utility system and utilizing technology to reduce operating costs.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**

Yearly cost for phone lines = $19,992
Cost for installing Radios = $100,000
Investment payback = 5 years.
Yearly saving = $19,992

7. **Does the request involve new technology or automation?** [ ]
If yes, explain how.

8. **Is the program/project fully or partially funded by a grant?** *No*
If yes, provide the following information:

Grant Funding Source:

When will Funds be Available?

Type of fund(s) or in-kind services used for match:

9. **If request results in revenue or on-going savings:**

Describe revenue source - Water and Sewer Fund

Describe savings and account # - $19,992 per year 57% to Sewer 43% water
20-00-43400 20-04-43400

BUDGET IMPACT

a	**Total Cost or (Total Savings)**	$ 100,000
b	**Grant Funding Amount**	
c	**Grant Match Amount**	

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2016 Amount $	On-Going Amount $
20	02	49500	Telephone	50%	50,000	
20	03	49500	Telephone	50%	50,000	-

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2016
DECISION PACKAGE

Title of Request : **Diehl Road Turn Lane Improvements - Phase I Engineering**

Department: ***Community Development*** **Division:** **Engineering**

Prepared by: **Senior Civil Engineer Phil Kuchler**

Request Type : ***Project*** **Request Frequency:** ***One-Time***

				Savings Period
Total FY 2016 Request ($):	75,000	Total Estimated Revenue/Savings ($):		
On-going Costs ($):		If Cost Increase over Prior FY, enter ($):		
On-going Costs Period:				

JUSTIFICATION

Complete the following questions that are applicable to your request

1. Describe the organizational need/benefit of this request:

This project consists of the creation of a new left-turn lane with 200-feet of storage into the existing Super Target Diehl Road right-in/right-out driveway. These improvements would help reduce congestion of westbound through traffic on Diehl Road caused by left-turn traffic backing up at the signalized Davis Parkway intersection and in the internal private road intersection of Davis Parkway and Dodge Drive. Both past and existing businesses operating in the commercial area south of Diehl Road, west of Winfield Road, have complained about the congestion that occurs at these intersections during peak hours and the negative impact that congestion has on their business operations. DuPage County Division of Transportation (DuDOT) has adjusted the timing of the Diehl Road / Davis Parkway traffic signal as much as possible and congestion still occurs. As part of this project, an additional 100-feet of storage will be added to the dual left-turn lanes from eastbound Diehl Road to northbound Winfield Road to alleviate congestion associated with this turning movement. This project is limited to work to create a new left-turn lane and add storage to existing left turn lanes.

2. Describe the anticipated outcomes should this request be funded:

This project will alleviate congestion on Diehl Road at peak hours by providing an additional left-turn lane for westbound Diehl traffic and adding 100-feet of storage to a dual left-turn for eastbound Diehl traffic turning north on Winfield Road. Based on traffic counts, just over 70% of the traffic turning left from Diehl Road onto southbound Davis Parkway turns left again (toward Target) during the peak hours. This is the traffic most likely to utilize the proposed new left-turn lane. The implementation of this project would reduce traffic congestion at the Diehl Road / Davis Parkway and the Davis Parkway / Dodge Drive intersections during peak hours and therefore would make it easier and more convenient for retail and restaurant customers to access the businesses in this area.

3. Describe the impact of not funding this request:

Traffic congestion on Diehl Road between Winfield Road and Davis Parkway and at the private intersection of Davis Parkway and Dodge Drive will continue, as DuDOT has done all they can with adjusting the Diehl Road / Davis Parkway traffic signal timing and has no plans for improvements in this corridor for the foreseeable future.

4. Describe the on-going costs associated with this request:

DuDOT is responsible for Diehl Road and will be responsible for these improvements after they are completed, so there will be no impact to the City's Capital Maintenance and Replacement Plan (CMRP).

City staff obtained federal Surface Transportation Program (STP) funding for 70% of the estimated $750,000 of construction costs. This funding is contingent upon demonstrating a public benefit from this project, which staff is confident can be demonstrated during the Phase I Engineering process.

DuDOT does not participate in Phase I Preliminary Engineering, however, DuDOT staff indicated that they could participate in future phases of engineering and construction costs, if Phase I Engineering demonstrates operational benefits to Diehl Road. City staff anticipates future costs for this project will be $100,000 for Phase II Final Engineering in FY2017, and $375,000 for Phase III Construction Engineering and the local share of construction in FY2018. DuDOT cannot commit to specific dollar dollar amounts or percentage of funding for Phase II Engineering or project construction until Phase I Engineering is completed.

5. Identify the relation to specific adopted plans and/or City Council priorities:

While the project will have a positive impact on the traffic flow on Diehl Road, it will also have a positive impact on the private businesses on the south side of Diehl Road, including the Super Target, the Hilton Garden Inn, various restaurants, and other businesses. "Assisting and encouraging existing local businesses to expand, grow, and be successful in Warrenville" is one of the eight priority economic development objectives outlined in the updated draft Strategic / Economic Development Plan the City is currently finalizing.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**

Traffic congestion affects the routes people drive as well as the businesses they frequent. The inconvenience and time it takes to travel to or through this corridor will cause people to take a different route or pick a different location to spend their money, if they have a choice. People avoiding this area will result in fewer customers for the Warrenville businesses in this corridor which translates into fewer businesses, increased vacancy, reduced success for existing businesses and reduced tax revenue to the City.

7. **Does the request involve new technology or automation?** ***No***

If yes, explain how.

8. **Is the program/project fully or partially funded by a grant?** ***Yes*** ***-Not this phase***

If yes, provide the following information:

Grant Funding Source: Federal Surface Transportation Program (STP)

When will Funds be Available? Can only be used for Construction of Improvements. Cannot be used for engineering.

Type of fund(s) or in-kind services used for match: Special Projects Fund for Phase I Engineering and combination of Special Fund and DuPage County funds for future phases.

9. **If request results in revenue or on-going savings:**

Describe revenue source -

Describe savings and account # -

BUDGET IMPACT

a	Total Cost or (Total Savings)	$ 75,000
b	Grant Funding Amount	
c	Grant Match Amount	

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2016 Amount $	On-Going Amount $
49	00	48735	City Projects	100%	75,000	

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2016
DECISION PACKAGE

Title of Request : **Prairie Path Trailhead Alternatives Analysis and Conceptual Design**

Department: ***Community Development*** **Division:**

Prepared by: **Senior Planner Natalia Domovessova**

Request Type : ***Project*** **Request Frequency:** ***One-Time***

				Savings Period
Total FY 2016 Request ($):	7,500	Total Estimated Revenue/Savings ($):		
On-going Costs ($):	-	If Cost Increase over Prior FY, enter ($):		
On-going Costs Period:				

JUSTIFICATION

Complete the following questions that are applicable to your request

1. Describe the organizational need/benefit of this request:

This request would fund the analysis of alternatives and preparation of the conceptual design for a new trailhead along the section of the Illinois Prairie Path located between Stafford Place and Illinois Route 56. As part of the analysis and conceptual design process, the feasibility and potential cost of various trailhead amenities would be evaluated. The information generated from this process will allow the City to make more informed decisions on how and when such an improvement could be constructed, how it could be funded, and what other entities would need to be involved in the design, construction, and maintenance of such an improvement. If ultimately constructed, a new trailhead would benefit community residents, visitors, local businesses and contribute to the local economy by making Warrenville a more attractive location for trail users to begin and end their trail visits.

2. Describe the anticipated outcomes should this request be funded:

Funding this request would allow the City to hire a qualified consultant to coordinate the process associated with evaluating options and preparing a conceptual plan for a potential new Prairie Path trail head in the City of Warrenville similar to the concept plan the City Council endorsed for Leone Schmidt Heritage Park in 2012. The conceptual plan would identify the type, location, scale, character, organization, and potential cost of various trail head amenities such as way finding signage, seating and refuse collection furnishings, bike racks, restrooms, lighting, landscaping, etc. The preparation of the conceptual trailhead plan would be based on the input of key stakeholders identified by the City.

3. Describe the impact of not funding this request:

Without funding, a conceptual trailhead plan will not be prepared. This would limit the City's ability to make informed decisions on if and how to move forward with the implementation of such an improvement. In addition, it would be difficult to apply for grant funding for the implementation of such a project without a conceptual plan.

4. Describe the on-going costs associated with this request:

None.

5. Identify the relation to specific adopted plans and/or City Council priorities:

While the construction of this type of trail head improvement is not specifically called out in the various plans the Council has adopted for this area of the community, its implementation would be consistent with the 2007 Strategic Plan and 2011 Strategic Plan Update priorities to improve pedestrian and bicycle infrastructure (including new way finding signage) in the community and the 2007 Old Town/Civic Center Subarea Plan's recommendations to (i) enhance the "front door" appearance and function of the Stafford Place/Civic Green Area and (ii) improve bicycle and pedestrian access to the area.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
According to the 2013 Illinois Prairie Path Association survey, the Warrenville section of Prairie Path is visited by over 90,000 path users annually. The same survey indicated that trail users are frequently customers (35% of respondents reported spending money during their trail visit on the day they were surveyed) of nearby businesses and that the average expenditure was $14.29. The survey found that clean bathrooms, well-maintained drinking fountains, quality rest stops and directional signage are the most desirable amenities for the path users.

7. **Does the request involve new technology or automation?** ***No***
If yes, explain how.

8. **Is the program/project fully or partially funded by a grant?** ***No***
If yes, provide the following information:

Grant Funding Source:

When will Funds be Available?

Type of fund(s) or in-kind services used for match:

9. **If request results in revenue or on-going savings:**

Describe revenue source -

Describe savings and account # -

BUDGET IMPACT

a	Total Cost or (Total Savings)	$	7,500
b	Grant Funding Amount		
c	Grant Match Amount		

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2016 Amount $	On-Going Amount $
73	00	45400	Other Professional Services	100%	7,500	

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2016
DECISION PACKAGE

Title of Request : **Manning Avenue Sidewalk and Parking - Phase II Engineering**

Department: ***Community Development*** **Division:** **Engineering**

Prepared by: **Senior Civil Engineer Phil Kuchler**

Request Type : ***Project*** **Request Frequency:** ***One-Time***

				Savings Period
Total FY 2016 Request ($):	25,000	Total Estimated Revenue/Savings ($):		
On-going Costs ($):		If Cost Increase over Prior FY, enter ($):		
On-going Costs Period:				

JUSTIFICATION

Complete the following questions that are applicable to your request

1. **Describe the organizational need/benefit of this request:**

There is currently no sidewalk on either side of Manning Avenue between Warren Avenue and City Hall. Additionally, the existing parking on both sides of the street is partially in the Manning Avenue right-of-way and partially on private property, and it is steeper than standard parking spaces be and in some cases not as long as standard parking spaces. The Phase I Preliminary Engineering design / alternatives analysis for this improvement was budgeted for and will be completed prior to the end of FY 2015.

2. **Describe the anticipated outcomes should this request be funded:**

Continue working with consultant to assist in the development of final engineering design, any necessary plats of easement, and cost estimates for reworking the existing perpendicular parking and introducing new off-street pedestrian accommodations along the section of Manning just south of Warren Avenue.

3. **Describe the impact of not funding this request:**

No pedestrian improvements will be made. The existing perpendicular parking within the Manning Avenue ROW would be resurfaced in their existing configuration when Manning Avenue is resurfaced.

4. **Describe the on-going costs associated with this request:**

When the final design is completed in FY2016, there will still be construction costs to build the sidewalk and parking improvements. Phase I Engineering has just begun, so the preliminary estimate of construction cost of $190,000 would need to be included in the FY 2017 budget. This estimate will be refined as engineering continues. There will be ongoing Capital Maintenance and Replacement Plan (CMRP) costs resulting from the improvements after they are constructed. The impact to the CMRP will be calculated during Phase II Engineering in FY2016.

5. **Identify the relation to specific adopted plans and/or City Council priorities:**

This project involves very "fine grained" potential public infrastructure improvements. While these improvements are not specifically called out in any City Council adopted plans, they are consistent with the Old Town/Civic Center Subarea recommendations to make the area more pedestrian friendly and to provide high quality shared public parking improvements.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**

None.

7. **Does the request involve new technology or automation?** *No*
If yes, explain how.

8. **Is the program/project fully or partially funded by a grant?** *No*
If yes, provide the following information:

Grant Funding Source:

When will Funds be Available?

Type of fund(s) or in-kind services used for match:

9. **If request results in revenue or on-going savings:**

Describe revenue source -

Describe savings and account # -

BUDGET IMPACT

a	Total Cost or (Total Savings)	$	25,000
b	Grant Funding Amount		
c	Grant Match Amount		

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2016 Amount $	On-Going Amount $
73	00	45400	Other Professional Services	100%	25,000	

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2016
DECISION PACKAGE

Title of Request : **Installation of City Decorative Street Lights on Second Street and Warrenville Road**

Department: ***Community Development*** **Division:** **Engineering**

Prepared by: **Senior Civil Engineer Phil Kuchler**

Request Type : ***Capital Outlay*** **Request Frequency:** ***One-Time***

				Savings Period
Total FY 2016 Request ($):	**23,500**	Total Estimated Revenue/Savings ($):		
On-going Costs ($):	**450**	If Cost Increase over Prior FY, enter ($):		
On-going Costs Period:	Annual			

JUSTIFICATION

Complete the following questions that are applicable to your request

1. **Describe the organizational need/benefit of this request:**

The Schematic Plan for Leone Schmidt Heritage Park, prepared by Hitchcock Design Group was approved by City Council as the long-term plan for the park on May 21, 2012. It includes the installation of the City standard decorative street lights along the Second Street and Warrenville Road frontages of the park. DuPage County has agreed to install the foundations and conduit for these lights at the City's expense, as part of their West Branch DuPage River re-meander project in 2015. Light is currently provided for the existing perpendicular parking on Second Street, so it is appropriate to provide lighting for the additional public parking the County will construct on Second Street as replacement for the existing parking that will be removed from behind the Albright Studio.

2. **Describe the anticipated outcomes should this request be funded:**

Six (6) decorative street lights and associated wiring will be installed by City Public Works staff along the Warrenville Road and Second Street frontages of Leone Schmidt Heritage Park. The two (2) existing decorative street lights in front of the Albright Studio will be relocated and disconnected from the Historical Museum. The new and relocated street lights will be connected to the updated street lighting system DuPage County Division of Transportation intends to install on the planned new Warrenville Rd bridge The new proposed lighting is designed to provide a safe level of lighting for the existing and proposed public parking and pedestrian accommodations along Second Street between Warrenville Road and Jefferson Street.

3. **Describe the impact of not funding this request:**

Not installing the lights would mean not providing lighting for most of increased number of public parking spaces that will exist along this section of Second Street.

4. **Describe the on-going costs associated with this request:**

Using the replacement costs and life cycles in the City's Capital Maintenance and Replacement Plan (CMRP), the ongoing costs will be $450/ year and will need to be incorporated into the CMRP.

5. **Identify the relation to specific adopted plans and/or City Council priorities:**

The Schematic Plan for Leone Schmidt Heritage Park, prepared by Hitchcock Design Group, was approved by City Council as the long-term plan for the park on May 21, 2012

6. Identify the analysis done to determine the need and cost effectiveness of the request:

The need is to provide lighting for the new public parking that will be constructed along Second Street to replace the existing parking that will be removed from behind the Albright Studio. DuPage County staff has committed to a contribution of $14,000 toward the construction of the foundations and conduit by their contractor. The City will reimburse DuPage County Stormwater for the remaining amount to have their contractor install the concrete foundations and conduit for these street lights, estimated to be $4,000. City costs will be minimized by utilizing City Public Works staff to install the wiring and street lights.

7. Does the request involve new technology or automation? ***Yes***

If yes, explain how.

The City standard street lights utilize LED technology which is energy efficient.

8. Is the program/project fully or partially funded by a grant? ***No***

If yes, provide the following information:

Grant Funding Source:

When will Funds be Available?

Type of fund(s) or in-kind services used for match:

9. If request results in revenue or on-going savings:

Describe revenue source - Interfund loan from Special Projects Fund, to be paid back with incremental property tax revenue

Describe savings and account # -

BUDGET IMPACT

a	Total Cost or (Total Savings)	$ 23,500
b	Grant Funding Amount	-
c	Grant Match Amount	-

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2016 Amount $	On-Going Amount $
73	00	48735	City Projects	100%	23,500	
02	00		CMRP - with other Street Light Maintenance			450

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

GLOSSARY

Amusement Tax: a locally administered tax on all persons operating amusements within the corporate limits of the City, and upon all persons operating places of amusement or amusement facilities

Balanced Budget: a budget is balanced when planned revenues of existing fund balances equal or exceed planned expenditures, that is, total outlays or disbursements

Budget: a financial plan for a specific period of time, which matches projected revenue and planned expenditures to City services, goals and objectives. The City of Warrenville utilizes a budget covering one fiscal year, May 1 through the following April 30.

Budget Message: provides the City Council and the public with a general summary and overview of the most important aspects of the budget, and the views and recommendations of the City Administrator/Budget Officer

Capital Expenditure: any expense which results in the acquisition of capital assets such as equipment, vehicles, or infrastructure

Capital Maintenance and Replacement Plan (CMRP): a multi-year financial plan for the systematic maintenance and replacement of City capital assets, including: equipment, vehicles, and infrastructure

City Code: a collection of City Council approved ordinances which are currently in effect

Consumption Tax: taxes on items which the consumer has direct control over use

Electric Utility Tax: a user tax imposed upon the privilege of using or consuming electricity acquired in a purchase at retail and used or consumed within the corporate limits of the City

Expenditure: the outflow of funds paid or to be paid for an asset, good, or service obtained, without regard to when the expense is actually paid

Fiduciary Fund: used to account for assets held on behalf of outside parties, or on behalf of other funds within the government

Fiscal Year: a 12-month period of time to which the budget applies; the fiscal year for the City of Warrenville is May 1st through the following April 30th

Fund: a self balancing set of accounts, which is an independent fiscal and accounting entity used to record the financial transactions related to the specific purpose for which the fund was established

Fund Balance: the amount of financial resources available for use, defined as the excess of assets over liabilities

General Accepted Accounting Principles (GAAP): uniform minimum standards and guidelines for financial accounting and reporting

Grant: contributions of cash or other assets from another entity, usually governmental, to be used or expended for a specific purpose

Hotel Motel Tax: a tax imposed upon all persons engaged in the business of renting, leasing, or letting rooms in a hotel in the City

Income Tax: tax revenue collected by the State of Illinois on personal income, and distributed to municipalities on a per capita basis

Interfund Transfers: monies moved from one fund to another; money is transferred to provide funding for the operations of another fund or to reimburse the fund for expenses incurred

Local Motor Fuel Tax: a per gallon tax imposed and collected by each dealer upon the privilege of purchasing motor fuel at retail in the City

Modified Accrual Basis of Accounting: an adaptation of the accrual basis of accounting for governmental fund types – revenues and other funding sources are recognized when they become available to finance expenditures of the current period

Motor Fuel Tax (State Shared): tax revenue collected by the State of Illinois and shared with municipalities on a per capita basis

Natural Gas Use Tax: a tax imposed on the privilege of using or consuming gas that is purchased is a sale at retail in the City

Natural Gas Utility Tax: a tax imposed on all persons engaged in the business of distributing, supplying, furnishing, or selling gas for use or consumption within the corporate limits of the City

Operating Budget: Annual allocation of funds for ongoing programs and services

Ordinance: a formal legislative enactment by the City Council, which is the full force and effect of law within the City boundaries

Personal Property Replacement tax: revenues collected by the state of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away. Corporations, partnerships, trusts, S corporations and public utilities pay these taxes

Property tax: tax assessed on real estate, which is based on the value of the property (including the land) owned

Reserves: the amount of financial resources available for use, defined as the excess of assets over liabilities (see Fund Balance)

Revenue: amounts received for taxes, fees, permits, licenses, interest and intergovernmental sources during the given fiscal year

Sales Tax: an occupation tax imposed on a seller's receipts from sales of tangible personal property for use or consumption. Tangible personal property does not include real estate, stocks, bonds, or other "paper" assets representing an interest

Simplified Telecommunications Tax: a tax on the act or privilege of originating or receiving telecommunications in the City, typically for cellular and land lines phones and data transmission

Traffic Impact Fee Credit: a fee charged by the County to developers at the time of building permit issuance to account for the impacts the additional traffic generated by the new development will have on the County roadway infrastructure

Road and Bridge Property Tax: a component of property tax revenue which is utilized to provide support funding for road and bridge work

User Fees: payment of a fee or direct receipt of a public service by benefitting from the service for a specific purpose and is, therefore, not available for general

Use Tax: State required tax on purchases made outside of Illinois, when the product will be consumed or used in Illinois

CITY OF WARRENVILLE

FINANCIAL PRACTICES and POLICIES

REVISED for FY 2015
05/01/2014

Originally Approved By City Council June 7, 2010

General Financial Policies

Independent Audit
An audit, performed by an independent auditing firm will be conducted annually.

Annual Financial Statements
The City will produce an annual Comprehensive Annual Financial Report (CAFR) in accordance with generally accepted accounting principles (GAAP) as outlined by the Governmental Accounting Standards Board (GASB).

Accounting Fund Guidelines
See "Appendix A" for the Purpose and Use of City Funds, including a detailed description of fund names, fund types, recommended minimum and maximum fund balances, major sources of revenue, traditional areas of expenditures, and fund limitations.

Cash Management
In order for the City to properly manage the funds of the City, a "Concentration Account" is maintained and contains comingled cash accounts for various City "funds". From time-to-time it is necessary to utilize interfund loans and interfund transfers to cover negative cash balances that occur during the normal flow of everyday financial activity. The Finance Director is authorized to make such interfund loans and transfers as necessary to eliminate negative cash balances.

Collection Policy
The City will take an aggressive approach when pursuing all revenues due for services, and ensure that all fines and permits due to the City are collected in a reasonable fashion. This policy will hold true for all revenue due to the City, without regard to destination fund.

Funding for Day-to-Day Operations
Funding for day-to-day operation shall not come from one-time revenues, but from sustainable, on-going well diversified revenue sources.

Budgetary Policy

Overview

The City of Warrenville operates under the Budget Officer Act of the Illinois Municipal Code (65 ILCS 5/8-2-9). (City Ordinance 1025, March 6, 1989)

The City has designated the City Administrator as the Budget Officer.

Balanced Budget

It is the policy of the City of Warrenville that the budget for each fund always be balanced, in that expenditures cannot exceed estimated revenues plus the use of any undesignated fund balance at the beginning of the year. The longer term goal is that operating expenditures not exceed operating revenues, on an annualized basis, in order to maintain the structural stability within each fund.

Purpose and Objective of the Budget Process

Through the budget process, the City will seek to maintain the service levels, given the financial constraints of current economic trends, the City's existing financial condition, and the priorities determined through the 2005 Citizen's Survey, and the 2007 Strategic Plan, and 2011 Strategic Plan Update. Requests for new, on-going programs made outside the budget process will be discouraged, unless specifically authorized by action of the City Council.

Budget Preparation Process

Each department and division prepares its own budget for review by the City Administrator.

The proposed budget for the coming fiscal year will be presented for the required Public Hearing, and a first reading of the adopting ordinance no later than the first City Council meeting in April. A waiver of the second reading and final approval of the adopting ordinance is to take place at the second City Council meeting in April.

Submission of Decision Packages

Decision Packages are requests for consideration off the addition of programs or expenditures to the current year's overall budget.

Decision Package submissions of $10,000 or more will be presented individually as a part of the budget proposal, for consideration of inclusion in the final budget document.

Decision Packages of less than $10,000, will generally be included within the proposed budget document, unless the proposed program or expenditure is a significant diversion from existing programs or expenditures, as determined by the City Administrator/Budget Officer. If they are deemed to be a significant diversion, they would be presented individually as a part of the budget proposal, for consideration of inclusion in the final budget document.

Decision Pages are initially recommended for inclusion within the proposed budget document by the City Administrator/Budget Officer, regardless of dollar value, but any item may be removed from the budget by vote of the City Council.

Accountability and Expenditure Monitoring

As a part of the annual budget preparation and review process, the City will project revenue and expenditures, by fund, for no less than two years, nor more than five years, beyond the budget year, and compare those projected fund balances to the fund balance policy to identify any potential problems early enough to provide sufficient time to make any corrections necessary to address the specific problem.

The Finance Director, shall submit to the City Council or Finance and Personnel Committee, no less than quarterly (more often if deemed necessary), a Financial Update. This Financial Update will include the following information:

1. Summarized revenues and expenditures, by fund
2. A narrative explaining any significant variances from budgetary expectations
3. No less than annually, General Fund multi-year projections, for a minimum of two years beyond the current fiscal year, including expenditures, revenues, and use of fund balance.

Development of Budgetary Revenue Estimates

The City will review revenue estimates no less than annually, as a part of the budgetary process. The revenue estimates should be based, in part, on past experience, current local economic conditions, current state economic conditions, and anticipated future economic trends.

The City will project revenues and expenditures for a period of five years beyond the fiscal year budget being proposed, for a total of six years of projections. At a minimum, these projections are to be prepared for the General Fund, Capital Maintenance and Replacement Fund, and Hotel Motel Fund. Other funds may be presented as well, dependent upon the financial condition of the given fund(s).

User Fees and Charges

The City assesses user fees and charges based upon actual costs, market rates, and charges levied by other public and private organization for similar services. These fees and charges are to be re-evaluated no less than annually, but are generally to be reviewed by staff on a continual basis, as operating environments change.

Salary, Wage and Employee Benefit Budgeting and Management Policy

Overview

Approximately 75% of the General Fund expenditures in any given fiscal year are committed to employee wage and benefit expenditures. Budgeted payroll projections are based on estimates of authorized positions. The City employee population is comprised of non-represented (non-unionized) and represented (unionized) full-time employees, as well as non-represented (non-unionized) part-time employees.

Compensation Assumptions

The stated goal of the City's compensation plan is to pay Warrenville's non-represented employees at the 50th percentile of the City's 28 comparable communities. A bi-annual salary survey is to be conducted of the City's 28 comparable communities, in order to assess the City's non-represented, position-by-position, salary proximity to the 50th percentile. The effected salary ranges are to be adjusted accordingly. A list of the City's comparable communities is included as Appendix "B".

Cost of Living Allowance (COLA) increases for non-represented (non-unionized) employees are to be considered annually as a part of the annual budget process. The basis for COLA increases will be the December CPI-W (Chicago, Kenosha,-Gary) figure obtained from the Federal Bureau of Labor Statistics, as well as comparisons to the increases contained in the City's union agreements, and local economic conditions. No later than the second City Council meeting in March, the City Administrator/Budget Officer is to recommend, to the City Council, a COLA percentage that is to be effective the coming May 1. The City Council can accept the recommendation as presented or adjust it accordingly. (GFOA Best Practice)

Merit increases for non-represented (non-unionized) employees are to be based upon an annual employee performance evaluation of the prior calendar year and the City of Warrenville Employee Compensation Plan Merit Increase Matrix, attached as Appendix "C". Merit increases are to be paid out with the regularly scheduled City pay date that encompasses May 1st. Any employee that has not completed his/her probationary period by May 1, is eligible for a non-retroactive, merit increase as of the date of the successful completion of the probationary period, utilizing the same City of Warrenville Employee Compensation Plan Merit Increase Matrix and performance evaluation.

The City's represented (unionized) employee compensation plan is controlled by the negotiated contracts between the City and the respective unions.

Authorized Strength

Annually, prior to the start of each fiscal year, the City Administrator/Budget Officer will present, for City Council consideration and adoption, an "Authorized Strength Ordinance". This

ordinance is a listing of all city-wide positions (full-time and part-time) and the number of employees authorized to fill each position.

The Authorized Strength Ordinance is to be revised at any time during the fiscal year that a position, or the number of employees for a given position, is to be permanently increased or decreased. A revised Authorized Strength Ordinance must be presented to the City Council for consideration.

Zero Based Staffing

During the course of a given fiscal year, a position may experience a vacancy due to retirement, resignation, termination, etc. If the position is to receive consideration for filling of the vacancy, the City Administrator has initiated a "Zero Based Staffing" model. This model requires completion of a group of forms that aids in "justifying" the departmental and City-wide need for hiring into the vacant position. The justification forms are submitted to the City Administrator to conduct the review and hiring recommendation process.

Revenue Policy

Revenue Diversification

The City of Warrenville will maintain a diversified and stable revenue stream, to the extent provided by law, in an effort to insulate the City from short-term fluctuations in any one revenue source. A balance will be sought in the revenue structure between those revenues that are "elastic" and those which are "inelastic".

Use of One-time Revenues

The City will not utilize one-time revenue sources to fund annual operating expenditures. One time revenue sources will be utilized for non-recurring capital improvements, capital expenditures for major equipment, or for use of outside professional services for one-time projects, generally tied to economic or capital project development and implementation.

Revenue Allocations

City revenue sources are generally accounted for within one specific fund. However, there are a number of revenue sources which, per City Council direction, are allocated to more than one fund. The allocations for FY 2014 are as follows:

Amusement Tax (5%)	General Fund - 40% Capital Maintenance and Replacement - 60%
Simplified Telecommunications Tax (6%)	General Fund - 16.67% Capital Maintenance and Replacement – 83.33%
Cell Tower Rental Income	General Fund – Rent received for Mignin Ave cell tower Water & Sewer Fund – All remaining towerrents

Revenue allocations are to be revisited annually as a part of the budget preparation process, to determine if the existing allocations are in need of any adjustment to meet current budgetary needs.

User Fees and Charges

The City assesses user fees and charges based upon actual costs, market rates, and charges levied by other public and private organization for similar services. These fees and charges are to be re-evaluated no less than annually, but are generally to be reviewed by staff on a continual basis, as operating environments change.

Fixed Assets Policy

Purpose

The City shall maintain fixed assets records to comply with governmental financial reporting standards, and to provide a basis for determining appropriate insurable values.

Definition

Fixed assets shall include land, infrastructure, buildings, machinery, equipment and vehicles. Infrastructure shall include, roads (including curb and gutter were applicable), sidewalks, bridges, water mains, sewer mains, pumping stations, lift stations, etc.

Capitalization Threshold

The capitalization threshold sets the limit at which a given asset will be "capitalized", expensed over multiple years versus expensed immediately. See Appendix "D".

Depreciation Method

All assets will be depreciated using the straight-line method over the useful life of the given asset. See exhibit "B".

Fund Balance Policy

Purpose

To establish fund balance classifications for governmental funds which establish a hierarchy based upon the extent to which the City must observe constraints imposed upon the use of the resources of those funds.

The implementation of GASB statement #54, effective with the City's 2012 fiscal year, beginning May 1, 2011, has a goal of increased disclosures which will aid readers of the City's financial statements in understanding the City's resource availability.

In keeping with the imposed requirements of GASB #54, the fund balance of Governmental Funds will be composed of three main components: 1) non-spendable fund balance, 2) restricted fund balance, and 3) unrestricted fund balance.

Definitions

Governmental Funds – used to account for all or most of a government's general activities, including the collection and disbursement of earmarked monies (special revenue funds – MFT, Seized Assets, Hotel Motel), and the acquisition or construction of capital assets (capital projects funds – Capital Maintenance and Replacement, TIF, Special Projects. The General Fund is used to account for all activities of the City not accounted for in some other fund.

Fund Balance – the difference between assets and liabilities in a Governmental Fund.

Non-spendable Fund Balance – that portion of a Governmental Fund's net assets that are not in a spendable form (i.e. land, prepaid items, etc) or which are legally or contractually required to me maintained intact.

Restricted Fund Balance - the portion of a Governmental Fund's net assets that are subject to externally enforceable limitations by law, enabling legislation or limitations imposed by creditors or grantors.

Unrestricted Fund Balance –

Committed Fund Balance - the portion of a Governmental Fund's net assets that are subject to self-imposed constraints on spending due to *formal action of the highest level of decision making authority* (the City Council)

Assigned Fund Balance - the portion of a Governmental Fund's net assets that are constrained by the government's *intent* to utilize fund balance for a specific purpose

Unassigned Fund Balance - the portion of a Governmental Fund's net assets that are available expendable resources, generally the remaining fund balance

Fund Balance Policy
(continued)

Flow Assumptions

Some funds are funded by a variety of resources, which include both restricted and unrestricted (committed, assigned, and unassigned) sources. When restricted funds exist, those funds are to be utilized first, followed by the use of unrestricted resources. From unrestricted resources, committed resources are used first followed by assigned resources, and finally unassigned resources.

Purpose and Use of City Funds

Appendix "A" to this document entitled "Purpose and Use of City Funds", details the specific fund balance policies on a fund-by-fund basis. This document is to be updated annually as a part of the annual budget process

Authority

A. Committed Fund Balance – A self imposed constraint on spending the fund balance of a Governmental Fund, which must be approved by ordinance or resolution of the City Council. Any modifications or removal of the self-imposed constraint must use the same action (ordinance or resolution) used to establish the original commitment.

   Any formal action to commit fund balance must occur *before the end of the fiscal year*, while the dollar amount of that commitment can be determined after year-end.

B. Assigned Fund Balance – A constraint based upon the City's intent to use the fund balance for a specific purpose but does not require formal action of the City Council. The authority to assign fund balance may be designated to the City Budget officer.

Authorized Depositories

Purpose

Title 1, Chapter 8, Section 1, of the Warrenville City Code, required by the passage of Ordinance 2040, on 02/18/2003, and as required by 30 ILCS 235 – The Public Funds Investment Act, reads as follows**:**

> *"Monies received by the city shall be deposited in financial institutions approved by the city council pursuant to the public funds investment act as now existing or hereafter amended."*

Authorized Depositories

The following shall be official authorized depositories for City monies:

1) The Illinois Funds (Financial Institution: US Bank)
2) JPMorgan Chase Bank, N.A.
3) MB Financial Bank
4) Illinois Metropolitan Investment Fund (IMET)

GENERAL CORPORATE FUND
(Fund 01)

FUND TYPE – GENERAL FUND – The General Corporate Fund accounts for all revenue and expenditures of a governmental unit that are not accounted for in other funds.

PURPOSE – The General Fund serves to finance the day-to-day operations of all the basic City services, except the Water and Sewer Enterprise Fund operations.

SUGGESTED MINIMUM UNASSIGNED FUND BALANCE – 25% of the current fiscal year's operating expenditures budget.

SUGGESTED MAXIMUM FUND BALANCE – The greater of $3,000,000 or six months of the current fiscal year's operating budget. Any amount over the maximum fund balance could be transferred to other City governmental funds by City Council approval

MAJOR SOURCES OF REVENUE – Local Property Taxes, Local Sales Taxes (1% of local retail sales), Home Rules Sales Tax, State Shared Taxes (on a per capita basis, including Income Tax and Use Tax), Building Permits, Fines and Fees (including Court Fines and administrative towing fees), Food and Beverage Tax, Amusement Tax, Telecommunications Tax, and Franchise Fees.

TRADITIONAL AREAS OF EXPENDITURES – Personnel Services and Benefits, Commodities, Contractual Services, Repairs and Maintenance, Equipment.

LIMITATIONS - Statutorily restricted to general purposes applicable to a home rule community.

CAPITAL MAINTENANCE/REPLACEMENT FUND
(Fund 02)

FUND TYPE –CAPITAL PROJECTS FUND - Capital Projects Funds are created to account for all resources used for the maintenance and replacement of major existing City owned capital and infrastructure assets. Currently classified as a non-major governmental fund, for accounting classification purposes.

PURPOSE – Account for the acquisition and improvement of City property including infrastructure, major general assets and equipment. This fund is the fund that is utilized to account for the Capital Maintenance and Replacement Program (CMRP).

MINIMUM FUND BALANCE – Not Applicable**.**

MAXIMUM FUND BALANCE – Not Applicable.

SOURCES OF REVENUE – Amusement Taxes, Simplified Telecommunications Tax, Investment Income, Electric Utility Tax, Natural Gas Utility and Use Tax, Local Motor Fuel Tax, Sales of Surplus Property, and Transfers-in from the Hotel Motel Tax Fund), and the General Fund).

TRADITIONAL AREAS OF EXPENDITURES – Street maintenance and pavement preservation, sidewalk repair and replacement, road projects, and equipment replacement purchases, includes squad cars, and Public Works utility equipment and vehicles. CMRP quantified annual expenses of $2,028,477.

FUTURE NEEDS – Vehicle purchases, mainly in the areas of Public Safety and Public Works. Maintenance of existing roadways, storm sewers, curb, gutter and sidewalk, and equipment located within and supporting City buildings and facilities.

LIMITATIONS – The use of this fund is limited to the ongoing administration of the Capital Maintenance and Replacement Program (CMRP).

POLICE PENSION FUND
(Fund 05)

FUND TYPE – FIDUCIARY - PENSION TRUST – Fiduciary Pension Trusts funds are used to report resources that are required to be held in trust for the members and beneficiaries of defined benefit pension plans, defined contribution plans, other post employment benefits, or other employee benefit plans.

PURPOSE – To account for the accumulation of resources to be used for disability or retirement annuity payments to sworn police department personnel in the future. Resources are contributed by employees at rates fixed by law and by the City at amounts determined by an independent actuary from a specific property tax levy.

MINIMUM FUND BALANCE – Not applicable.

MAXIMUM FUND BALANCE – Not Applicable.

SOURCES OF REVENUE – Member contributions, City Contributions via Property Taxes, and Investment Income.

TRADITIONAL AREAS OF EXPENDITURES – Pension Benefit Payments and refunds, and Administrative Expenses.

FUTURE NEEDS – Based upon future unknown events which could include retirements or disability claims.

LIMITATIONS - Limited to disability or retirement annuity payments to sworn police department personnel in the future.

MOTOR FUEL TAX FUND
(Fund 13)

FUND TYPE - SPECIAL REVENUE – Used to account for revenue derived from specific taxes or other earmarked revenue sources which are, by law, designated to finance particular functions or activities, and which cannot be diverted to other uses. Currently classified as a non-major governmental fund, for accounting classification purposes.

PURPOSE – The maintenance and construction of City road and bridge improvement projects as approved by the Illinois Department of Transportation.

MINIMUM FUND BALANCE – Not applicable.

MAXIMUM FUND BALANCE – Not applicable.

SOURCES OF REVENUE – Motor Fuel Tax Allotments (these are based on volume fuel taxes partially reapportioned by the State of Illinois to local municipalities on a per capita basis), and Investment Income.

TRADITIONAL AREAS OF EXPENDITURES –Road maintenance, salt for snow removal, Street light, signal and sign maintenance, Street lighting electrical costs, Tree removal and qualifying road projects.

OTHER POSSIBLE AREAS OF EXPENDITURES – Not applicable.

LIMITATIONS - All projects must be authorized and approved by the Illinois Department of Transportation.

HOTEL MOTEL TAX FUND
(Fund 14)

FUND TYPE – SPECIAL REVENUE - Used to account for revenue derived from specific taxes or other earmarked revenue sources which are, by law, designated to finance particular functions or activities, and which cannot be diverted to other uses. Currently classified as a non-major governmental fund, for accounting classification purposes.

PURPOSE – To account for the costs of public relations, community events, civic promotion and tourism related activities.

MINIMUM FUND BALANCE – An amount equivalent to one year of grant funding and City expenditures for the coming fiscal year

MAXIMUM FUND BALANCE – Not applicable.

SOURCES OF REVENUE – Hotel Motel Tax and investment income.

TRADITIONAL AREAS OF EXPENDITURES – Grants, Transfers to other City funds, as approved by the City Council, and other City projects.

LIMITATIONS – Limited by City ordinance to the costs of public relations, community events, civic promotion, tourism related activities and transfers to other City funds.

WATER AND SEWER FUND
(Fund 20)

FUND TYPE - ENTERPRISE FUND – Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges.

PURPOSE – Account for the provision of potable water and wastewater treatment services to the residents of the City. Activities necessary to provide such services in this fund are, including but not limited to, daily operations, maintenance, administration, billing and collection, the replacement and acquisition of fixed assets, and the long term capital replacement of the system.

MINIMUM RETAINED EARNINGS – A sufficient amount of working capital (Current Assets minus Current Liabilities) to provide for operations, fixed assets acquisition and capital projects.

MAXIMUM FUND BALANCE – Not applicable.

SOURCES OF REVENUE –Water and Sewer Sales, Cell Tower Rental income, Investment Income, other sources including one-time non-operating revenue for Water & Sewer Connection fees and other miscellaneous income. Note: this fund is not supported by tax revenue in any way.

TRADITIONAL AREAS OF EXPENDITURES – Personnel and Benefits, Capital Investment, Supplies & Services, System Maintenance.

FUTURE NEEDS – Recurring replacement programs – fire hydrants, water meters, water mains, well maintenance, and operating equipment and vehicles, as well as water and sewer main extension projects.

LIMITATIONS – Revenue and expenditures are to be utilized exclusively for water and sewer system purposes.

SPECIAL PROJECTS FUND
(Fund 49)

FUND TYPE–CAPITAL PROJECTS FUND - Capital Project Funds are created to account for all resources used for the acquisition of major capital and infrastructure. Currently classified as a major governmental fund for accounting classification purposes.

PURPOSE – The acquisition of City property including, but not limited to land, infrastructure and major general assets, generally larger one-time purchases or one-time expenditures for services. The long-term uses of this fund remain to be determined based upon the identification of a long-term revenue source.

MINIMUM FUND BALANCE – TBD – based upon the identification of a long-term revenue source.

MAXIMUM FUND BALANCE – Not Applicable.

SOURCES OF REVENUE – One-time revenue sources (i.e. land sales).

TRADITIONAL AREAS OF EXPENDITURES – Land purchases, one-time project consultation services, pathway and trail engineering and land acquisitions.

FUTURE NEEDS – The City Council has identified the following needs: bicycle/pedestrian pathways, acquisition of land for economic development activities, other special capital infrastructure amenities or projects.

LIMITATIONS – Currently for one-time expenditures funded with one-time revenue. Long-term funding source needed.

SEIZED ASSETS FUND
(Fund 60)

FUND TYPE – SPECIAL REVENUE - Used to account for revenue derived from specific taxes or other earmarked revenue sources which are, by law, designated to finance particular functions or activities, and which cannot be diverted to other uses. Currently classified as a non-major governmental fund, for accounting classification purposes.

PURPOSE – To account for the monetary and physical assets seized during drug-related arrests.

MINIMUM FUND BALANCE – Not Applicable

MAXIMUM FUND BALANCE – Not Applicable

SOURCES OF REVENUE – Drug related asset seizures, and the revenue from the sale of such assets during the year.

TRADITIONAL AREAS OF EXPENDITURES – Purchases of specific Police vehicles outside of the CMRP, as well as minor equipment, and enforcement activity funding.

LIMITATIONS – All expenditures are required to be limited to items used in drug enforcement activities.

TAX ALLOCATION FUND
(Fund 72)

FUND TYPE –CAPITAL PROJECTS FUND - Capital Project Funds are created to account for all resources used for the acquisition of major capital and infrastructure. Currently classified as a major governmental fund, for accounting classification purposes.

PURPOSE – Account for the activities associated with improvements within the Tax Increment Financing Districts #1 and #2 prior to January 1, 2010. TIF#1 was statutorily closed in December 2009, with final fund activity accounted for during FY 2011.

RESTRICTED FUND BALANCE - ($639,559) at 04/30/13
.

MINIMUM FUND BALANCE – Not applicable. Fund closed in FY 2011
MAXIMUM FUND BALANCE – Not applicable. Fund closed in FY 2011
SOURCES OF REVENUE – Incremental Property Taxes, Sales and Use Taxes, and Interest Income.

TRADITIONAL AREAS OF EXPENDITURES (DESIGNATED PROJECTS) – Administrative Cost Reimbursements, Debt Service, Developer Share Payments, Infrastructure, Municipal Building Improvements, and Land Acquisition.

FUTURE NEEDS – Not applicable, fund closed during FY 2011.

LIMITATIONS – Expenditures limited by the Illinois TIF Act.

TIF DISTRICT #2 FUND
(Fund 76)

FUND TYPE –CAPITAL PROJECTS FUND - Capital Project Funds are created to account for all resources used for the acquisition of major capital and infrastructure. Currently classified as a non-major governmental fund, for accounting classification purposes.

PURPOSE – Account for the activities associated with improvements within the Tax Increment Financing District #2.

RESTRICTED FUND BALANCE - ($2,985) at 04/30/13.

BUDGETED (USE OF)/ADDITIONS TO FUND BALANCE – Not applicable. TIF district dissolved 12/31/2013.

MINIMUM FUND BALANCE – Not applicable. TIF district dissolved 12/31/2013.

MAXIMUM FUND BALANCE – Not applicable. TIF district dissolved 12/31/2013.

SOURCES OF REVENUE – Incremental Property Taxes.

TRADITIONAL AREAS OF EXPENDITURES (DESIGNATED PROJECTS) – Administrative Cost Reimbursements, Infrastructure, Municipal Building Improvements, and Land Acquisition.

FUTURE NEEDS – TIF district dissolved 12/31/2013.

LIMITATIONS – Expenditures limited by the Illinois TIF Act.

TIF DISTRICT #3 FUND
(Fund 73)

FUND TYPE –CAPITAL PROJECTS FUND - Capital Project Funds are created to account for all resources used for the acquisition of major capital and infrastructure. Currently classified as a non-major governmental fund, for accounting classification purposes.

PURPOSE – Account for the activities associated with improvements within the Tax Increment Financing District #3.

MINIMUM FUND BALANCE – Not applicable. All activities must be associated with improvements within TIF District #3.

MAXIMUM FUND BALANCE – Not applicable. All activities must be associated with improvements within TIF District #3.

SOURCES OF REVENUE – Incremental Property Taxes.

TRADITIONAL AREAS OF EXPENDITURES (DESIGNATED PROJECTS) – Infrastructure, Municipal Building Improvements, and Land Acquisition.

FUTURE NEEDS – Improvements within the TIF District include, but are not limited to, Engineering and Consulting services, infrastructure improvements, and possible land acquisition.

LIMITATIONS – Expenditures limited by the Illinois TIF Act.

APPENDIX “B”

TWENTY EIGHT COMPARABLE COMMUNITIES

Addison	Aurora	Bartlett
Batavia	Bloomingdale	Bolingbrook
Carol Stream	Clarendon Hills	Downers Grove
Geneva	Glen Ellyn	Glendale Heights
Hanover Park	Lisle	Lombard
Montgomery	Naperville	North Aurora
Oakbrook Terrace	Oak Brook	Oswego
St. Charles	Villa Park	West Chicago
Westmont	Wheaton	Winfield
Woodridge		

APPENDIX "C"

CITY OF WARRENVILLE
COMMERCIAL CARD
POLICIES AND PROCEDURES

INTRODUCTION

The City of Warrenville utilizes a supplementary approach to purchase some products and services, through the use of a Commercial Card. The Commercial Card does not replace the normal purchasing procedures established by the City Code (1-8), but it can be used in instances where it is not advantageous or cost effective to make a purchase by other means.

It's as easy to use as any MasterCard card and is widely accepted. The only difference between the Commercial Card and a credit card is a Commercial Card is a corporate liability charge card with certain restrictions and limitations imposed on the cardholder. Card privileges may be rescinded at any time at the discretion of the Department Head, Finance Director or City Administrator, if policies and/or procedures are not followed. Commercial Card usage will be audited by the City Administrator Department Head, Finance Director, and Accounts Payable. The cardholders will be personally liable for any unauthorized use, which occurs on their assigned Commercial Cards.

This memorandum provides guidelines under which cardholders may utilize their Commercial Cards. All cardholders should read it carefully. A cardholder's signature on the Cardholder Agreement or any use of the Commercial Card indicates that the cardholder understands the intent of the program and agrees to adhere to the guidelines.

Charges on the Commercial Card are billed on a Monthly Summary Invoice Statement. This cuts down on paperwork and streamlines the payment process. Each Commercial Card is assigned to a specific individual (position).

The cardholder must keep his/her assigned Commercial Card in a secure place as he/she does with their personal charge cards. Although the Commercial Card is issued in the cardholder's name, it is the property of the City of Warrenville, and is only to be used for City purchases as allowed by the program and the City's Purchasing Policies and Procedures. Remember, cardholders are committing City funds (taxpayer dollars) each time they use the Commercial Card. This is a responsibility that should not be taken lightly! The information regarding any and all purchases is subject to the Freedom of Information Act (FOIA) disclosure provisions

The attached information explains in further detail how the Commercial Card is used and how the cardholder's transactions are invoiced, as well as the many benefits of the Commercial Card.

It is the City of Warrenville's policy to maintain and practice the highest possible standards of business ethics, professional courtesy and competence in all purchases and business transactions. It is your responsibility to purchase only those goods or services that are necessary for City of Warrenville business purposes.

PURPOSE

The Commercial Card is a charge card, which provides the City of Warrenville with an alternate method of purchasing needed goods and services, with in the provisions of the City Purchasing Procedures.

- The Commercial Card enables employees to order and receive products or services directly from any MasterCard vendor.

- The Commercial Card gives employees the power and flexibility to purchase supplies and services when the organization needs them.

- The Commercial Card means employees may get faster delivery and low cost items, because there is less paperwork.

POLICES

A. GENERAL

City Commercial Cards are issued to the following positions with pre-approval of the Finance Director, Department Head and City Administrator:

- City Administrator
- Assistant City Administrator
- City Clerk
- Finance Director
- Community Development Director
- Senior Planner
- Senior Civil Engineer
- Police Chief
- Deputy Police Chief
- Public Works Superintendent
- Streets Lead Supervisor
- Utility Lead Supervisor
- Buildings and Grounds Lead Supervisor

No person other than the person to whom the Commercial Card is issued is authorized to use the assigned Commercial Card.

The Commercial Card is to be used for purchases within maximum various dollar limits for any single transaction, or number of transaction during a statement cycle. It is the card holder's responsibility to obtain and submit a receipt for all purchases made. The Department Head or Finance Director may set lower limits on the Commercial Card for the maximum dollar amount per transaction, as well as the maximum number of transactions that can occur within a billing period.

Any transaction over your limit for a single item will be rejected by MasterCard. All purchases must follow the City of Warrenville Purchasing Policies and Procedures.

A Monthly Statement copy, per card number, will be sent to the card holders Department Head for review and approval. The Monthly Statement will contain all charges from the previous month or billing period.

The card is to be used for official City of Warrenville **BUSINESS ONLY.**

If the cardholder needs assistance with a vendor, or unapproved/rejected transactions, please contact the Finance Director, who is the designated City Commercial Card program administrator.

B. **APPROPRIATE USE OF THE COMMERCIAL CARD**

A wide variety of goods and services can be purchased using the Commercial Card, including, but not limited to:

Maintenance	Flowers
Repairs	Rentals
Supplies	Training, Travel and Meetings (with appropriate pre-approval)
Gasoline (generally outside Warrenville)	Copying jobs
Subscriptions	Memberships (professional associations)

C. **INAPPROPRIATE USES OF THE COMMERCIAL CARD**

THE CARD MUST NOT BE USED FOR:

- Capital purchases
- Alcohol or cigarettes
- Pornographic material
- Personal use

HOW TO OBTAIN A CITY AUTHORIZED COMMERCIAL CARD

PROCEDURES

1. The initial step in obtaining a Commercial Card is for a Department Head to submit a request to the Finance Director.

2. Commercial Card limits will be set in accordance with the purchasing limits established by the City Code.

3. The Finance Department will forward a copy of the Policies and Procedures along with a Cardholder Agreement to the employee.

4. Once the Cardholder Agreement form has been completed and all the proper approvals obtained, the form must be returned to the Finance Department.

5. After the Finance Department receives the completed Cardholder Agreement, the Commercial Card will be delivered to Finance in accordance with the established policies and practices of the card issuing company, and generally occurs within one week.

6. Once the Finance Department receives the Commercial Card, a meeting will be scheduled with the employee and the Finance Director to review the Policies and Procedures and to answer any questions.

7. After this meeting has been completed, the Finance Department will present the card to the employee. The employee will sign the Cardholder Agreement. A copy of the Agreement will be kept with the employee personnel file and one copy of the Agreement will be given to the employee.

8. The employee can begin to use the Commercial Card., once the card activation process, as required by the Commercial Card issuer, has been completed.

PURCHASING PROCESS

PROCEDURES

A. MAKING A PURCHASE

Buying low cost goods and services is easy with the Commercial Card. Only the cardholder named on the Commercial Card can use that card. It is also the cardholder's responsibility to take the steps necessary to avoid payment of sales tax. A copy of the City Tax Exemption letter may be obtained from the Finance Department.

1. The cardholder will present the card at the cash register, sign, and obtain the charge receipt or cash register tape for filing and leave with the purchase. It is the responsibility of the card holder to code the purchase to the proper general ledger account number. Any incorrectly assigned general ledger account number will be corrected by the Finance Department.

2. The cardholder may also place an order over the phone. When a telephone order is placed, the cardholder should request from the vendor a receipt showing prices and quantities. When the goods are received, the cardholder should check the goods against the packing slip, and forward that packing slip to the Finance Department.

3. The cardholder may also place an order over the Internet. When an Internet order is placed, the cardholder should printout a copy of the order, and forward that copy to the Finance Department.

B. **SHIPPING/RECEIVING**

1. The cardholder must provide the vendor with the appropriate shipping information or a delay in the delivery of the shipment may occur. **All goods must be shipped to the City of Warrenville, and not to the cardholder's home address.**

C. **INCORRECT SHIPMENTS OR RETURNS**

1. If a shipment is incorrect, the cardholder should contact the vendor to arrange for a return, exchange or refund (credit). If the vendor agrees to issue a refund, that information should be conveyed to the Finance Department, so it can be verified that the refund (credit) is properly reflected in the next Monthly Statement.

2. It is the cardholder's responsibility to know the vendor's return policy.

RECONCILING MONTHLY PURCHASES

PROCEDURES

A. **CARDHOLDER RESPONSIBILITIES**

1. The person named on the Commercial Card is responsible for keeping track of how the Card is used and for keeping it safe. Although the cardholder will not be responsible for actually paying the expense, the cardholder must keep all receipts for his/her purchases. And just like any credit card, the cardholder should protect against fraudulent use of the Card.

2. It is the cardholder's responsibility to make certain that any and all, receipts for any purchase or transaction, made with their assigned card, is forwarded to the Finance Department, within in one week of that purchase or transaction.

B. MONTHLY STATEMENT/SUMMARY INVOICE STATEMENT

1. Monthly, the City receives an itemized statement, detailing all charges made by the cardholder. Submitted receipts will be reconciled to the monthly statement, by the Finance Department, and the cardholder may be contacted regarding any missing or incomplete purchase or transaction records.

2. The monthly statement will be reviewed and approved by the cardholder's department head, thereby authorizing the cardholder's transactions.

3. Following the aforementioned approval process, the monthly statement is presented to the City Council, for final payment authorization.

DISCREPANCIES OR UNAUTHORIZED USAGE

TYPES OF DISCREPANCIES

1. The amount of the transaction is incorrect.

2. A purchase appears on the Monthly Memo Statement that was not made by the authorized cardholder.

3. There is a product quality or service issue.

PROCEDURES

1. If there are any discrepancies on the cardholder's Monthly Memo Statement, the vendor will need to be contacted immediately to try to resolve the issue(s) in question.

2. If the discrepancies cannot be resolved with the vendor, the cardholder will then need to contact the Finance Director within 15 days from the date of the statement on which the discrepancy appeared.

CARD DEACTIVATION

PROCEDURES

A. TERMINATION OF CARDHOLDER

Upon voluntary or involuntary termination of employment of a cardholder, the Commercial Card must be turned in to the cardholder's Department Head and forwarded to the Finance Director

The Finance Director will immediately take the steps prescribed by the issuing company to deactivate the Commercial Card.

Upon successful deactivation of the cardholder account, the card is to be destroyed by the Finance Director.

B. **MISUSE OF THE CARD BY THE CARDHOLDER**

Whenever a Commercial Card is misused or the policies and procedures are violated, the Department Head will work with the City Administrator to determine appropriate disciplinary action. ***TERMINATION OF THE CARDHOLDER'S EMPLOYMENT IS A VIABLE OPTION.***

1. The Department Head or City Administrator may request suspension or cancellation of the Commercial Card at any time by notifying the Finance Director.

2. The Department Head along with the City Administrator or his designee will work together in determining the appropriate action. The Department Head will then inform the Finance Director if the Commercial Card should be deactivated.

3. The Finance Director may unilaterally suspend or cancel a Commercial Card if:

   a. The City of Warrenville Commercial Card Policies and Procedures are not followed.

   b. The cardholder makes unauthorized purchases, or continually tries **to exceed** the per purchase limit or the specified purchase frequency.

   c. If the cardholder continually makes purchases with the City Commercial Card, when other means for making the specific purchase have been established,(i.e. use of the Commercial Card to purchase gasoline or diesel fuel for a City vehicle, instead of using a fleet gasoline purchasing card)

REPORTING LOST OR STOLEN CARDS

PROCEDURES

1. If a Commercial Card is lost or stolen, the cardholder must immediately inform the Finance Director and his/her Department Head.

2. The Finance Director will immediately suspend or deactivate the Commercial Card and will send an acknowledgement to the cardholder and Department Head informing them of this action.

4. In order to receive a replacement Commercial Card, the cardholder's Department Head must complete a new Commercial Card Request Form and the cardholder must complete a new Cardholder Agreement.

5. The Finance Director will produce a replacement Commercial Card after the proper forms have been completed and returned.

6. The cardholder is responsible for review and reconciliation of the Monthly Memo Statement of the deactivated Commercial Card as well as the Monthly Memo Statement on the new Commercial Card.

APPENDIX "C"

Receipt & Acknowledgement Of the City of Warrenville Commercial Card Policies and Procedures

The Commercial Card Policies and Procedures (CCCPP) contain a general description of some of the policies and procedures concerning use of the City of Warrenville Commercial Card, a MasterCard charge card. These policies and procedures will serve as a guide, but may not be the final word in all cases.

Changes in the CCCPP may occur and as a result the contents of the CCPP may change from time to time and may be changed at any time at the discretion of the City of Warrenville. No changes will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such changes will have on the employee of the City of Warrenville.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the City of Warrenville, Commercial Card Policies and Procedures.

- I have received and read a copy of the City of Warrenville Commercial Card Policies and Procedures. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the City of Warrenville at any time.
- I understand that should the content be changed in any way, the City of Warrenville may require an additional signature from me to indicate that I am aware of and understand any new policies.
- I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the City of Warrenville Commercial Card Policies and Procedures.

_____	_____
Employee's Printed Name	Position
_____	_____
Employee's Signature	Date