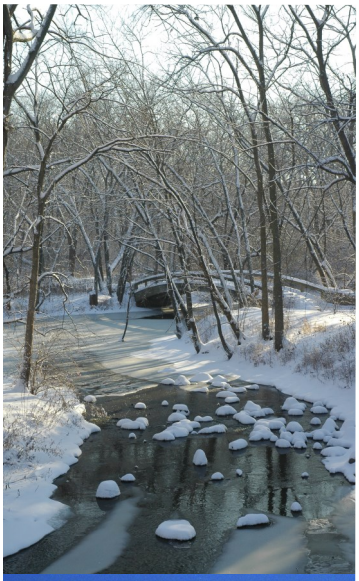
City of Warrenville

Fiscal Year 2017 Budget



Warrenville - For A Visit, Or A Lifetime…

City of Warrenville

FY 2017
BUDGET

TABLE OF CONTENTS

How to use this Document	1	
Community Profile/History	3	
Government Profile	4	
Elected Officials and Senior Staff	5	
Council Vision and Value Statements	6	
Strategic Plan Executive Summary	7	- 12
Organizational Chart	13	- 14
Capital Expenditures Summary	15	- 17
Budget Message	19	- 34
Fund Structure	35	
Financial Activity Summary - All Funds	37	
Fiscal Year Snapshot	38	- 39
Allocated Revenue Source	40	
Transfer Matrix	41	
General Fund - (01)	43	
General Fund Highlights	44	- 47
General Fund Activity	49	
General Fund Revenue	50	- 51
General Fund Expenditures	52	- 61
By Department:		
Mayor & Council - 40	62	- 66
Clerk - 41	67	- 72
Legal - 43	73	- 76
Finance - 45	77	- 84
Administration - 50	85	- 92
Police - 51	93	- 110
Streets - 52	111	- 124
Community Development - 53	125	- 138
Emergency Management Agency (EMA) - 54	139	- 145
Police Commission - 55	146	- 149
Municipal Van - 60	150	- 153
Road & Bridge - 62	154	- 155
Parks & Recreation - 63	156	- 161
Buildings & Grounds - 65	162	- 166
Central Services - 70	167	- 173
Fund Multi-Year Projections	174	
Capital Maintenance and Replacement Fund - (02)	175	
Fund Highlights	176	- 178
Fund Activity	179	
Fund Revenue and Expenditures	180	- 183
Fund Multi-Year Projections	184	

City of Warrenville

FY 2017
BUDGET

TABLE OF CONTENTS

Motor Fuel Tax Fund - (13)	185	
Fund Activity	186	
Fund Revenue and Expenditures	187	- 191
Fund Multi-Year Projections	192	
Hotel Motel Fund - (14)	193	
Fund Highlights	194	- 195
Fund Activity	196	
Fund Revenue and Expenditures	197	- 200
Fund Multi-Year Projections	201	
Water & Sewer Fund - (20)	203	
Fund Highlights	204	- 206
Fund Activity	207	
Fund Revenue and Expenditures	208	- 255
Fund Multi-Year Projections	256	
Special Projects Fund - (49)	257	
Fund Activity	258	
Fund Revenue and Expenditures	259	- 262
Tax Increment Finance Fund	263	
Fund Highlights	264	
TIF #3 Fund Activity	265	
Fund Revenue and Expenditures	266	- 270
Other Funds:		
Police Pension - (05)	271	
Fund Activity	272	
Fund Revenue and Expenditures	273	- 276
Seized Assets - (60)	277	
Fund Activity	278	
Fund Revenue and Expenditures	279	- 282
Decision Packages:	283	
Summary - by Fund	285	
by Submitting Department	286	
Decision Packages (Detail)	287	- 312
Glossary	313	- 315
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 of 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 comprised 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 2017 Budget Message from the City Administrator, which discusses the fiscal challenges facing the City as the budget was being developed and the actions being taken 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 2017 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 2017 Financial Activity Summary for all Funds, and FY 2017 Snapshot.

Budgets by Fund

The Financial Activity Summary table found on page 37 provides an overview of estimated FY 2017 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).

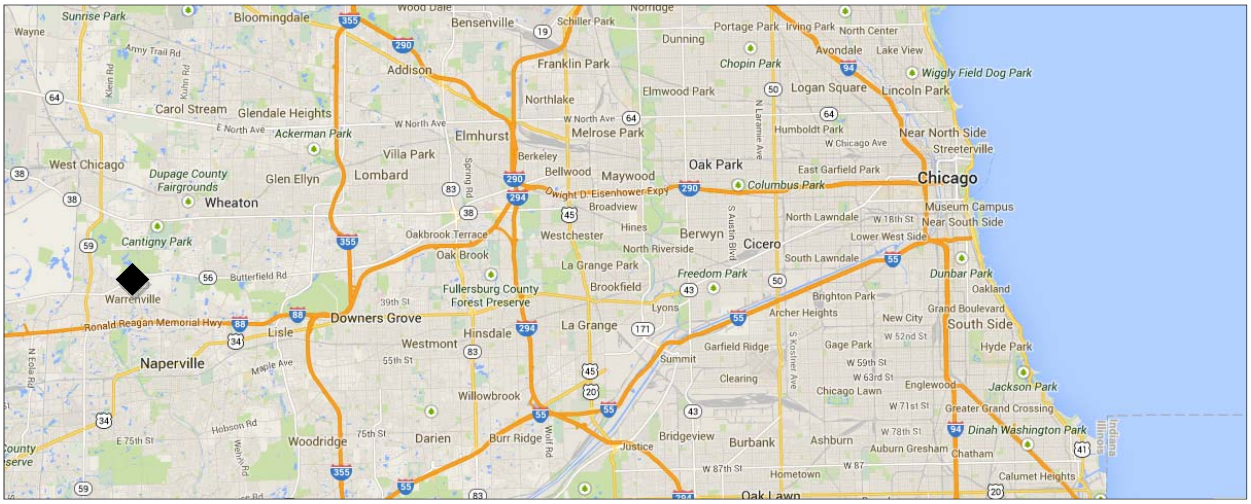
Decision Packages

Decision Packages are prepared during the budget preparation process to request funding for newly proposed programs, projects, or major expenditures in excess of $20,000, and any personnel additions, all of which require City Council approval for final inclusion within the 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 City's financial condition 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.

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

MICHAEL HOFFMANN
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/BUDGET OFFICER

JENNIFER MCMAHON
ASSISTANT CITY ADMINISTRATOR

KEVIN DAHLSTRAND
DIRECTOR OF FINANCE

MICHAEL SMITH
SUPERINTENDENT OF PUBLIC WORKS

RONALD MENTZER
DIRECTOR OF COMMUNITY DEVELOPMENT

RAYMOND TURANO
CHIEF OF POLICE

DAVID FREEMAN
CITY ATTORNEY
ROBBINS SCHWARTZ

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

City of Warrenville

2015 Strategic Plan

Executive Summary

INTRODUCTION

The City of Warrenville has an established practice of careful planning for community needs related to government finance, infrastructure, development, public services, public safety, environment, recreation, and commercial development. Together, these considerations have established a desirable quality of life enjoyed by City residents, recreation and entertainment for visitors, and a positive working environment for local businesses both large and small. The City has prepared the 2015 Strategic Plan to build on its strengths, improve where necessary, and pursue opportunities when they arise.

The original objective of the strategic planning process was to provide a Strategic and Economic Development Plan that identified and prioritized the issues, initiatives, and projects, on which the City would focus its resources on in the coming years. However, while connected, these two initiatives were separated into the 2015 Strategic Plan and the Economic Development Plan when the City Council adopted them. The 2015 Strategic Plan includes clear and concise objectives designed to achieve the City's desired outcomes and is summarized in this document.

The City's 2015 Strategic Plan is intended to be a practical guide that articulates goals and identifies objectives to move the community forward through sustainable initiatives, which are proactive, flexible, and responsive to changing forces and environments.

PROCESS

In the spring of 2012, the City began Neighborhood Dialogues, a community outreach initiative to act as a foundation for the strategic planning process. The resulting themes of the 2012 Neighborhood Dialogues were that sound fiscal management was a high priority, development and the creation of gathering places was necessary, recreation/open space was of value, and proactive policing should be maintained.

In the summer of 2013, the City's second community survey was issued. The survey responses reinforced what was learned in the Neighborhood Dialogues. Namely, residents were satisfied with City services, wanted economic development, valued the community's open space, and desired lower taxes and believed economic development was a component of this.

Following the selection of Teska Associates and Business Development Inc. in the fall of 2013, more outreach initiatives were executed including focus groups with specialized stakeholders, the hospitality group, business leaders, developers and brokers, the City's senior staff, and the City Council. Feedback from these groups reinforced the key areas of focus as articulated by the residential outreach initiatives; the City's strategic plan should focus on economic development, sound fiscal management, open space and environment, and public safety. During the final review phase, the City Council added Diversity as a sixth goal.

GOAL STATEMENTS, OBJECTIVES, AND PRIORITIZATION

A summary of the issues, concerns, projects, and priorities was prepared at each stage of the outreach process. Copies of the Strategic Input Planning Reports from each

contributing group can be found in Appendices C, D, E, and F of the full Strategic/Economic Development Report. The assessment of these input reports resulted in the establishment of six goal statements with supporting objectives and, in some cases, ongoing principles. Every comment or concern heard throughout the community outreach activities was important; and those concepts and ideas raised most consistently were incorporated into the final 2015 Strategic Plan. These goal statements, objectives, and ongoing principles serve as the Plan's foundation, and represent the strategic actions that should be undertaken over the next several years to achieve the necessary changes to most positively impact the community and the overall quality of life. The six goal statements cover the following areas:

- Economic Development
- Fiscal Conservatism
- Open Space and Environment
- City Infrastructure
- Public Safety
- Diversity

ECONOMIC DEVELOPMENT

Goal Statement #1: Enhance the City's tax base, support the growth of businesses, increase local shopping and dining opportunities, diversify the City's labor market, expand housing options, and create attractive gathering places.

Objectives

- Proactively plan and prepare for well-designed mixed use development along and continuous to the Route 59 corridor.
- Support implementation of well-designed development along and contiguous to the Route 59 corridor.
- Stimulate desirable mixed use redevelopment and new community gathering places in the Old Town/Civic Center.
- Promote the rehabilitation, improvement, and occupancy of older commercial properties throughout the community.
- Assist existing local businesses to expand, grow, and remain in Warrenville.
- Facilitate additional complimentary development in the Cantera Development.
- Plan for and encourage high quality, appropriately scaled and located, new higher density residential development including multiple-family housing.
- Establish organizational structure, staffing support, and funding commitment for effective and ongoing implementation of Economic Development Plan.

FISCAL CONSERVATISM

Goal Statement #2: Uphold the City's record of fiscal conservatism.

Ongoing Principles

- With City Council approval, strategically apply for grants for capital projects, land acquisition, and program support.

- Carefully evaluate expenditures and use debt judiciously, when prudent, with revenue backing that does not include General Obligation pledge against the property tax levy.
- Maintain a diversified revenue stream and evaluate the revenue streams for all funds, reporting back to the City Council and public.
- Maintain cost-effective, prudent expenditures of City finances with regular evaluation throughout the fiscal year.

Objectives (no ranking assigned)

- Support economic development programs that will, in the long-term, fulfill this goal statement.
- Review the City's compensation philosophy every two years and conduct any required survey work to ensure the City's compensation plan meets the philosophy's tenants.
- Establish a goal statement that will act as direction and guidance when evaluating the cost/benefit of health, dental, and vision insurance coverage.
- Annually require Boards and Commissions, with their Council and staff liaisons, to develop a work plan for the coming year that identify the required resources. The work plans will be submitted for City Council approval.

OPEN SPACE AND ENVIRONMENT

Goal #3: Strategically preserve and protect the high quality natural features, diversified natural ecosystems, and path and trail networks that contribute significantly to the City's charm, attractiveness, character, and setting.

Ongoing Principles

- Contribute to the City's charm, attractiveness, character and setting by enhancing the environment in Warrenville.
- Maintain and enhance public open spaces.

Objectives

- Seek opportunities (i.e. via developments or grants) to showcase, access, and promote these components as desirable community assets, through pedestrian and bicyclist amenities and sustainability practices. **#1 priority**
- Develop public spaces and open space amenities with partners such as the Warrenville Park District, the Forest Preserve District of DuPage County, and The Conservation Foundation within Tax Increment Financing (TIF) District #3 in accordance with the TIF #3 Plan and the 2007 Subarea Plan. **#2 priority**
- Evaluate the flood protection efforts implemented by DuPage County along the West Branch of the DuPage River to ensure that flooding has been reduced for residents and businesses along the River. **#3 priority**
- Encourage environmentally responsible development that effectively controls the volume and improves the quality of stormwater runoff, thereby addressing neighborhood drainage issues, and that considers other impacts to the environment such as light or noise pollution, or effects on the landscaping. **#4 priority**

- Follow the tenants and commitments in The U.S. Mayors Climate Protection Agreement, adopted by City Council on January 17, 2012 and the ongoing commitment to maintain the City's Tree City USA status. **#5 priority**

CITY INFRASTRUCTURE

Goal #4: 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.

Ongoing Principles

- Annually implement and update the Capital Maintenance and Replacement Plan (CMRP).
- Remain opportunistic and react to other agency infrastructure opportunities that arise.

Objectives

- Adopt and implement the Enterprise Maintenance and Replacement Plan (EMRP). **#1 priority**
- Evaluate the remaining areas in the Water and Sanitary Sewer Expansion Plan to determine the cost/benefit of extending services to all residential areas. **#2 priority**
- Define a process for implementing the Bikeway Implementation Plan and Sidewalk Priority Plan. **#3 priority**

PUBLIC SAFETY

Goal #5: Provide high quality, proactive, public safety service throughout the community.

Ongoing Principle

- Continually provide high quality, effective, and responsive public safety services that are proactive and adaptive to new and changing public safety trends and problems within the City.

Objectives

- Create partnerships between the Police and Community Development Departments to address perceptions of the lack of safety related to poorly maintained properties by developing a mandatory rental registration and crime free housing program. **#1 priority**
- Provide education and outreach to elected officials and residents on crime statistics that address the *perception* of gang activity and drug use. **#2 priority**

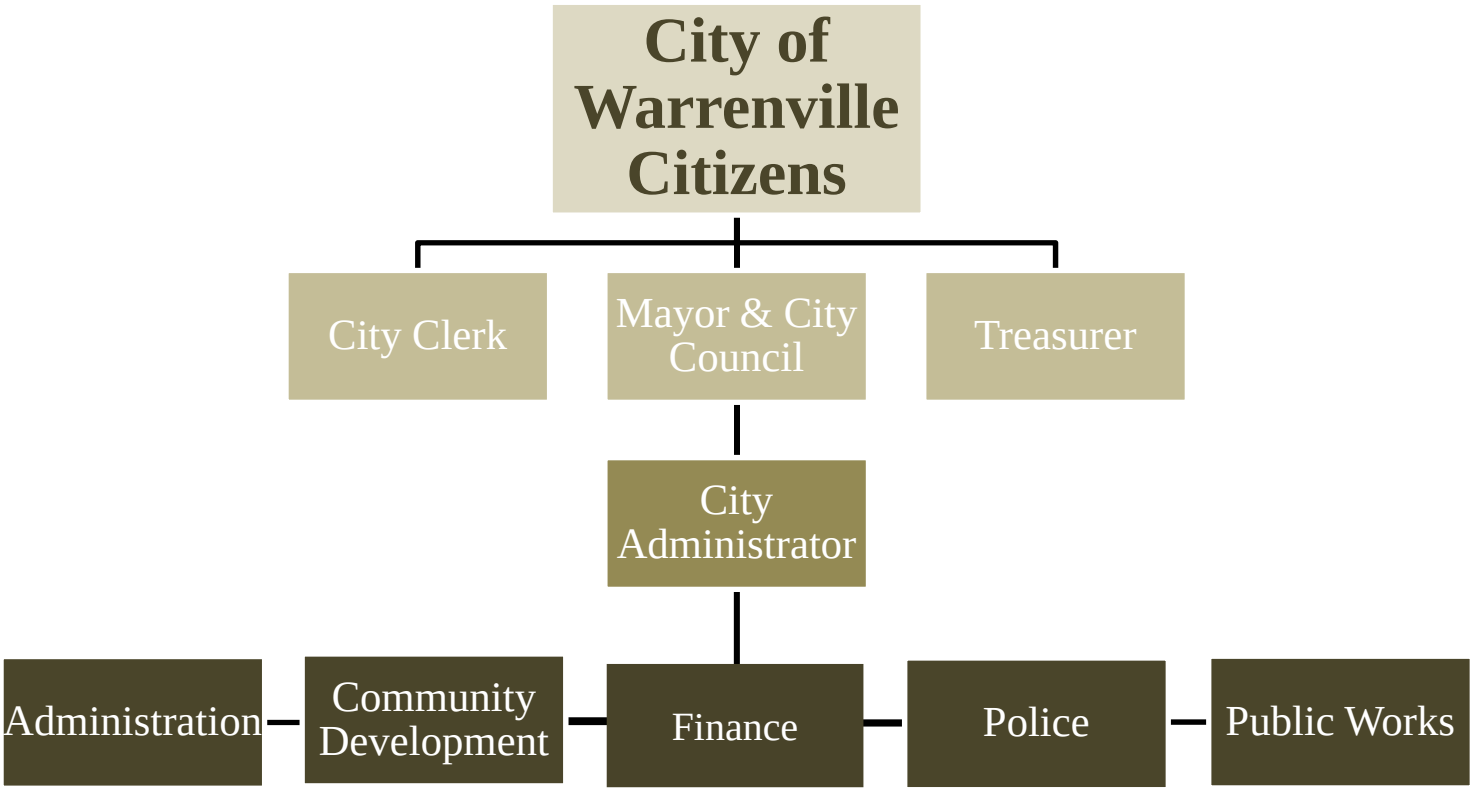
DIVERSITY

Goal #6: 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.

Objectives

- Have elected officials, with support from staff, make connections in the community that will help them recruit Latino/Hispanic residents for City boards and commissions (resource: National League of Cities' *Civic Engagement and Recent Immigrant Communities*). **#1 priority**
- Meet *with partners* in Warrenville (i.e. churches, Warrenville Youth & Family Services) who can assist with community outreach to the Latino/Hispanic immigrant community; identify participation barriers of the partners and help remove those barriers. **#2 priority**
- Find more ways to communicate in Spanish (newsletter, web, bilingual employees). **#3 priority**
- Review Chicago Metropolitan Agency for Planning's (CMAP) *Immigration Integration Toolkit* and identify programs and initiatives (i.e. Cultural Awareness Commission) that could be implemented in Warrenville and then present to City Council for consideration. **#4 priority**
- Recruit for open positions in venues that target the Latino/Hispanic population, including the Hispanic Alliance for Career Enhancement (HACE) and LatPro; work with the BOFPC to target recruitment efforts as well. **#5 priority**
- Contact overlapping taxing bodies, nearby communities, and agencies to determine if partnerships can be developed to serve the Warrenville Latino/Hispanic community. **#6 priority**
- Involve Hispanic community in City celebrations and incorporate Hispanic cultural celebrations like Cinco de Mayo and the Christmas Posada into the community. **#7 priority**

ORGANIZATION CHART



THIS
PAGE
INTENTIONALLY
LEFT
BLANK

CAPITAL EXPENDITURES SUMMARY

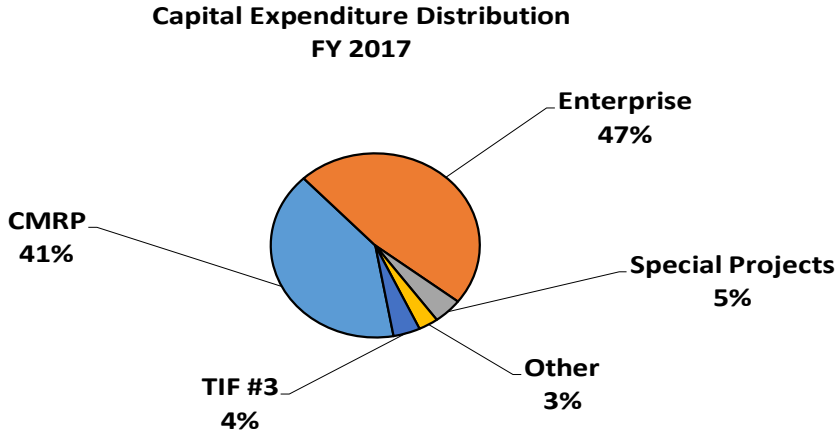
Capital expenditures are defined as any expense which results in the acquisition of capital assets, such as equipment, vehicles, or infrastructure.

Citywide Capital Expenditures comprise approximately 25% of budgeted expenditures for FY 2017 across all funds.

Approximately 41% of FY 2017 capital expenditures are accounted for in the Capital Maintenance and Replace Fund (CMRP), another 47% are accounted for in the Water and Sewer Enterprise Fund, with the remaining 13% in the Special Projects, Hotel Motel, and TIF 3 Funds, as shown in the table and chart below.

Capital Expenditure Distribution

	Actual 2013	Actual 2014	Actual 2015	Projected 2016	Budget 2017	16-17 Growth
General	174,554	50,943	72,062	517,695	99,899	-80.70%
Capital Maintenance	1,235,101	1,376,563	2,287,214	1,682,956	2,395,199	42.32%
Motor Fuel	-	51,225	-	422,378	-	
Hotel Motel	-	-	-	-	80,000	0.00%
Enterprise	383,312	500,083	377,973	1,489,727	2,791,090	87.36%
Special Projects	371,034	371,509	285,506	621,974	265,000	-57.39%
Seized Assets	-	27,388	-	-	-	
TIF 3	-	69,401	721,253	26,200	245,700	837.79%
Totals	$2,944,637	$ 2,447,112	$3,744,008	$4,760,930	$5,876,888	23.44%



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 2017, in keeping within the policies adopted by the City Council, the City will utilize the CMRP for the following capital expenditures totaling $2,395,199:

1) Replacement of two Police vehicles - $41,650 (see page 183)
   Note: originally a total of five Police vehicles were to be replaced during FY 2017, per the CMRP, but staff evaluation of those vehicle determined that three do not meet the established criteria for replacement and will be delayed until FY 2018 at the earliest

2) Replacement of one large snow plow truck - $143,000 (see page 183)

3) Replacement of one one-ton pick-up with plow - $42,000 (see page 183)

4) Replacement of one Bobcat mini-excavator, trailer, and plow - $63,900 (see page 183)

5) Replacement of Police Department building roof - $228,000 (see page 181)

6) FY 2016 road program engineering, bid documents, inspections and complete construction program - $2,204,649 (see pages 182-183)

7) Citywide crack filling, engineering - $20,500 (see pages 181 and 182)

The Water and Sewer Enterprise Fund budget for FY 2017 includes the following planned capital expenditures:

1) Watermain improvements - $1,234,000 (see page 233)
   Including: Warren Avenue, Glen Drive South, and Iroquois Court, Williams Road water main extensions, and Route 56 expansion conflicts (awaiting State invoicing)

2) Sewer Main improvements - $960,000 (see page 236)
   Including: Glen Drive South, and Iroquois Court

3) Radio communications technology upgrade - $120,000 (see pages 234 and 237)

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

1) Motor Fuel Tax Fund (see pages 185-191)
2) Hotel Motel Tax Fund (see pages 193-200)
3) Special Projects Fund (see pages 257-262)
4) TIF #3 (see pages 263-270)

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 (an accounting method used when the whole cost amount is recognized in the current year) during the fiscal year. Categorizing expenditure accordingly on adheres to the City asset capitalization policy, which was formulated based upon Governmental Accounting Standards Board (GASB) pronouncement #34.

THIS
PAGE
INTENTIONALLY
LEFT
BLANK

FY 2017 BUDGET MESSAGE

(REVISED: APRIL 27, 2016)

Mayor and Aldermen: The Fiscal Year (FY) 2017 Budget is presented for City Council consideration. All funds in the proposed budget are balanced in accordance with state law.

Fiscal year 2017 promises exciting opportunities for the community, but the year will not be without concerns. Citizens can look forward to the City maintaining its fiscal stability, a new development with diverse housing stock options, and an evolution of staffing so the City can position itself to move to the next level of quality services and programs for the community. Ever mindful of how other entities can impact the City, staff and Council will continue to monitor and address the actions of the State, which has not yet addressed its fiscal problems and the effects of those problems on the state economy, business climate, and local governments.

This budget has its foundation in the policy documents that were approved by City Council in 2015; primarily the 2015 Strategic Plan and the Economic Development Plan. These plans are rooted in citizen feedback and chart the City's course for the next five years. Warrenville has a demonstrated history of careful planning, but the City must also be agile enough to deal with expected and unforeseen challenges. This budget attempts to anticipate those challenges, which include significant changes in staffing, organizational changes in two departments, new development, large capital projects, technology upgrades, and the yet-to-be-determined impacts of State actions to deal with its financial crisis.

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 2015 Strategic Plan embodies the long-term goals and priorities of the City Council. The Plan was developed through significant input from the community, which included the 2012 Neighborhood Dialogues, the 2013 Citizen Survey, in addition to input from appointed officials, community stakeholders, City Council, and staff.

The FY 2017 Budget includes a number of initiatives related to the following long-range City planning efforts, projects, and programs:

- Implementation of the 2015 Strategic Plan
- Implementation of the Economic Development Plan
- Transition of the Public Works Department based on the staffing, operations, services, technology, and programs assessment articulated in the 2015 Novak Public Works Study
- Implementation of the Old Town/Civic Center TIF District #3 Plan for redevelopment, trails, and open space
- Planning for economic development efforts and future land uses in the Route 56/59 corridor (Southwest District subarea)

- Evaluation of a potential Southwest Area Tax Increment Financing (TIF) District #4
- Construction of capital projects and road work in accordance with the 2011 Comprehensive Capital Maintenance and Replacement Plan (CMRP)
- Construction of utility extensions funded according to the 2015 Enterprise Maintenance and Replacement Plan (EMRP)
- Maintenance of proactive policing through safety initiatives like the Comprehensive Accident Reduction Enforcement (CARE) and the Traffic Safety Enforcement Unit (TSEU)
- Evaluation and implementation of proactive code enforcement and policing efforts via the proposed crime-free housing program
- Evaluation of technology by seeking proposals for Enterprise Resource Planning (ERP) software and upgrading the City's servers

ECONOMIC OUTLOOK/TRENDS

There are a number of indicators that the economy in the DuPage region and Warrenville continue to grow.

REGIONAL ECONOMY

DuPage County Economic Indicators

Retail sales tax revenue is growing for the City and regionally. According to data from Choose DuPage, countywide retail sales are up, vacancies are down, but unemployment is up slightly. The Fourth Quarter DuPage County Economic Indicators report is below.

DuPage County Economic Indicators
Fourth Quarter 2015

INDICATOR	RATE/CHANGE	TREND
Sales Tax Receipts (percent change from same period last year)	5.7%	↑
Unemployment Rate	4.5%	↑
Office Space Vacancy Rate	16.1%	↓
Industrial Space Vacancy Rate	5.0%	↓

***Green**=positive; **Red**=negative; **Yellow**=positive/negative <2%*

DuPage County Economic Indicators Fourth Quarter 2015 report was provided by Choose DuPage. Additional information is available at: http://choosedupage.com/resources/economic-indicators

EXECUTIVE SUMMARY
DuPage County Economic Indicators
Fourth Quarter 2015

Sales Tax Receipts
DuPage County sales tax receipts were $359 million in the third quarter of 2015, compared to $339 million in the third quarter of 2014. This is an increase of 5.7%. Sales tax receipts are reported one quarter in arrears, compared year-over-year to accommodate seasonal changes.

Unemployment Rate
The unemployment rate rose to 4.5% in the fourth quarter of 2015, compared to 3.9% in the third quarter of 2015. DuPage County has the lowest unemployment rate in the region, and among the lowest in the State. It is also lower than both the State of Illinois at 5.9%, and the United States at 4.8%.

Vacancy Rates
The office vacancy rate dropped to 16.1% in the fourth quarter of 2015 compared to 16.2% in the previous quarter and 17% at the same time last year. The industrial vacancy rate also declined in the fourth quarter of 2015 to 5% from 5.4% in the previous quarter and 5.6% at the same time last year. The industrial vacancy rate in DuPage County continues to experience an almost continuous five-year decline.

DuPage County Economic Indicators Fourth Quarter 2015 report was provided by Choose DuPage. Additional information is available at: http://choosedupage.com/resources/economic-indicators.

WARRENVILLE ECONOMY

Residential Construction
New residential construction continues to increase within the City.

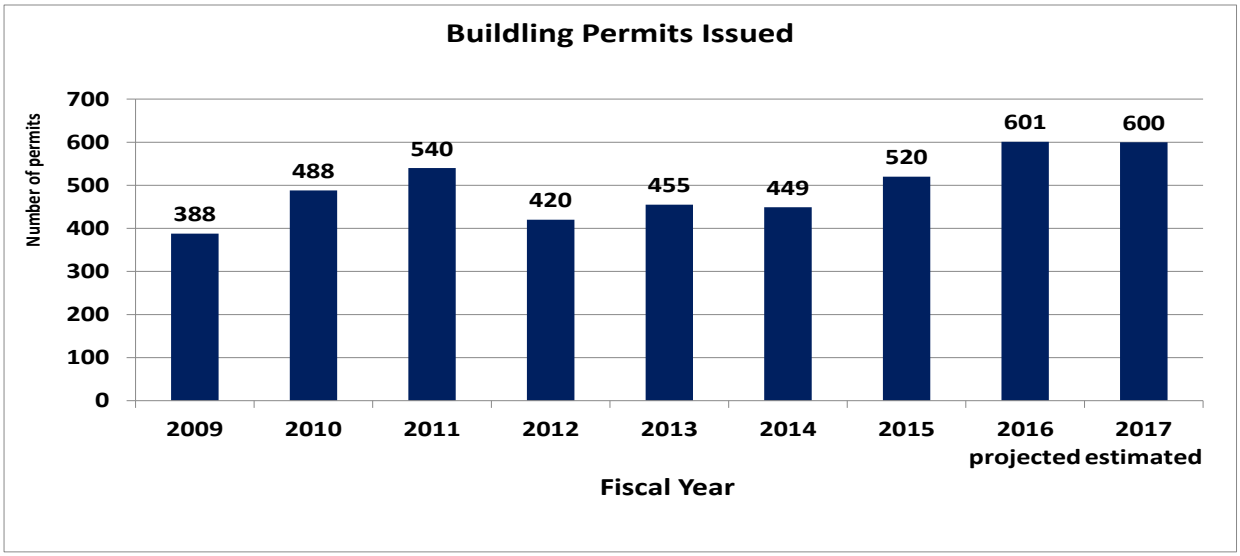
***Herrick Woods*:** Ongoing residential development continues on Herrick Road, with 74 duplexes being constructed and selling for $400,000 to $500,000. As of mid-February 2016, 18 units were already occupied with another 20 units under construction.

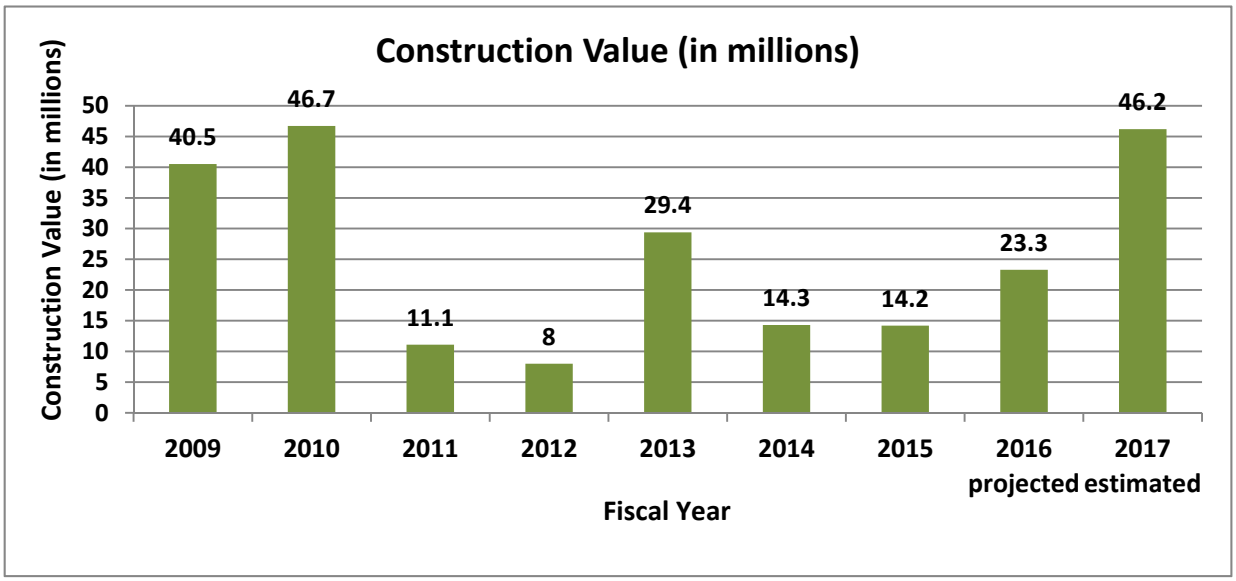
Community Development staff continues to receive inquiries about vacant land available in various parts of the community for construction of new residential units – particularly upscale multi-family rental units.

City Support for Local Business
Staff continues to work with the DuPage County Department of Transportation to improve ingress and egress for the commercial area on the south side of Diehl Road at Davis Parkway and Target, as requested by the businesses in that area during staff's 2014 outreach meetings. Preliminary engineering for a potential left turn lane for westbound Diehl Road is planned in FY 2017. This new lane would provide access to Target and the other businesses, and relieve congestion at the Davis Parkway entrance. The increasing success of all of the hotels, restaurants, and entertainment venues are bringing new customers and more traffic.

Future Development
Community Development staff continues to receive inquiries about vacant land available within Cantera for possible construction of new hotels, restaurants, and offices in both the southwest and northeast subareas.

Warrenville Building Permits
From a new construction perspective, both the number of building permits issued and the value of the construction are projected to increase by the end of FY 2016 and for FY 2017. The following graphs illustrate these increases.



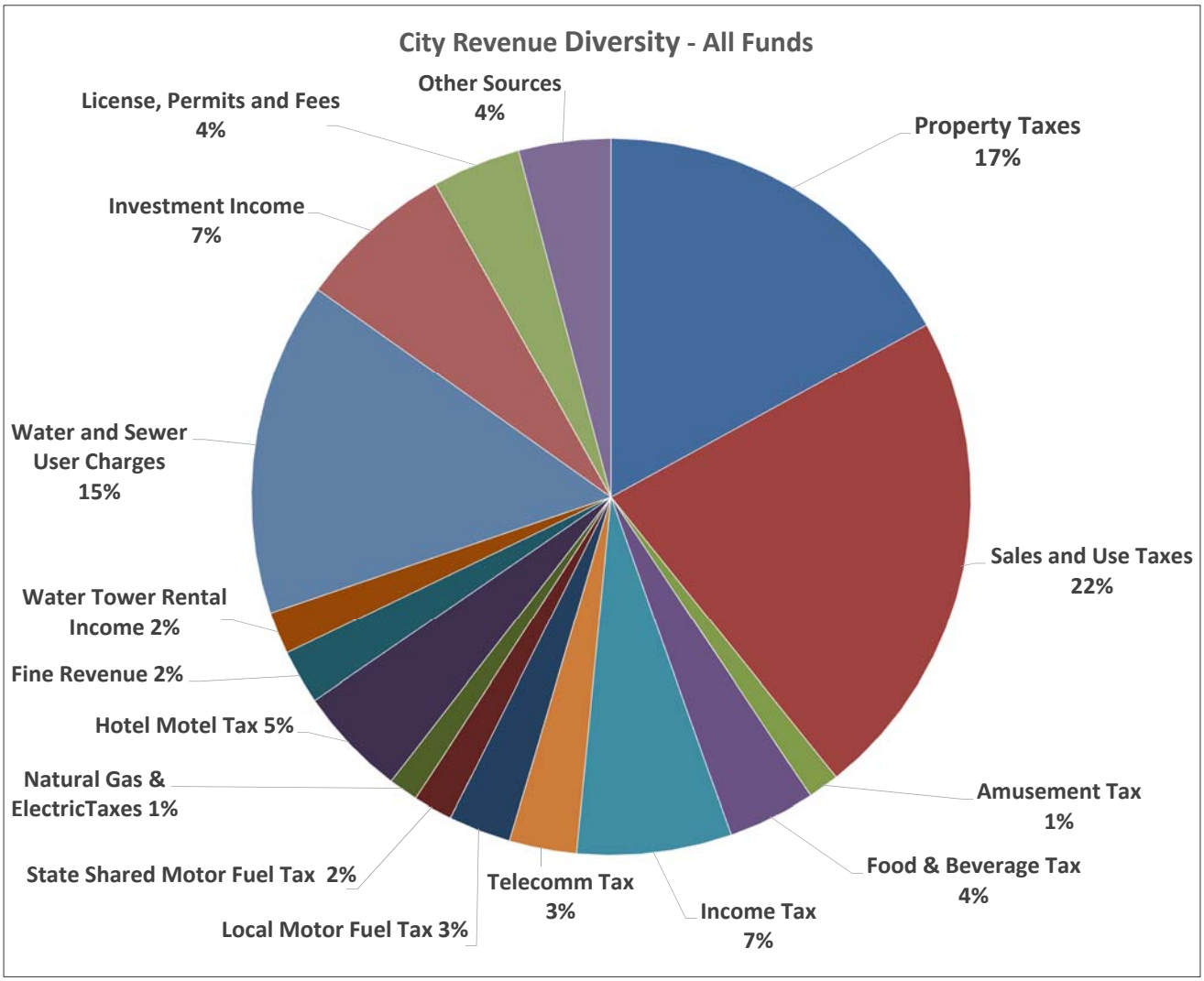


FINANCIAL OUTLOOK

Revenues

The City continues to maintain a diversified mix of revenues that include stable non-growth revenues and others that show increases over time. The major City revenue sources, those providing a minimum of $200,000 annually, are property tax, state-shared sales tax, home rule sales tax, use tax, food and beverage tax, hotel/motel tax, amusement tax, state-shared income tax, telecommunications tax, a local motor fuel tax, state-shared motor fuel tax, electric utility and natural gas utility and use taxes, fine revenue, rental income, water and sewer user charges, investment income, and license, permit and fee revenue. The Enterprise Fund (water and sewer utilities) rely on charges for services, tap on charges, and water tower rental as revenue.

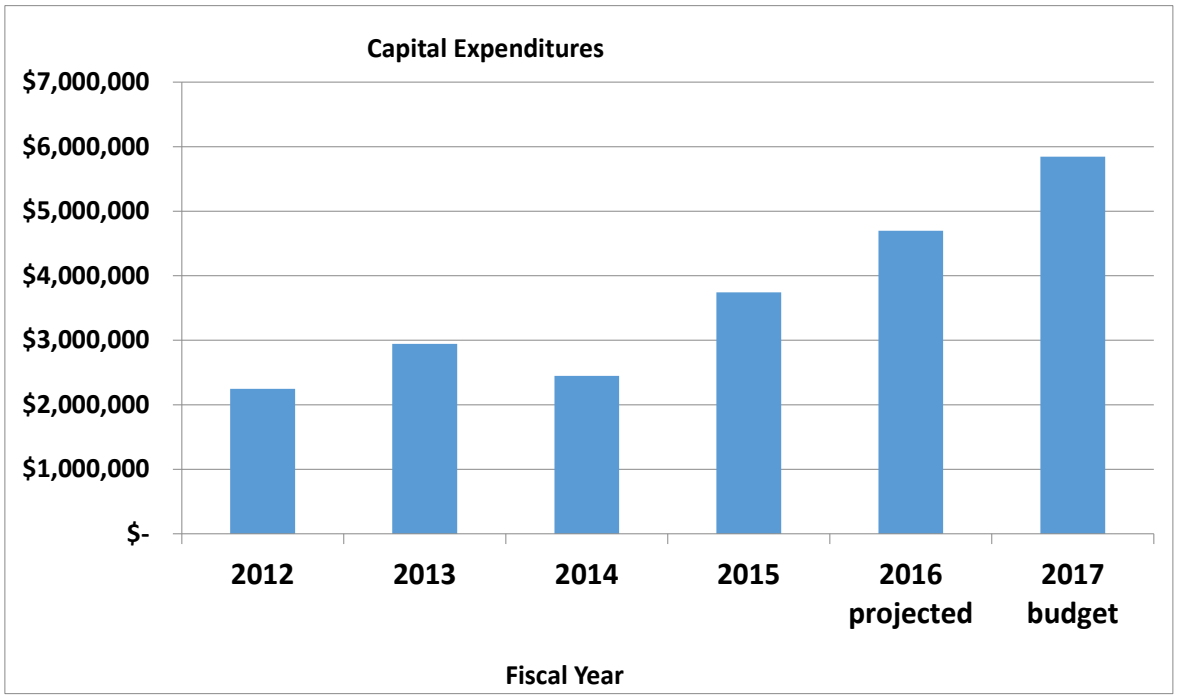
Due to this diverse mix of revenues, the City's reliance on property tax revenue is reduced. The graph below depicts the diversity of the City's major revenue sources across all funds.



Expenses
The growth of the City's operational expenses is largely related to personnel costs, which is typical for public and private service-based organizations. For the City, personnel-related costs make up 75% of the operating expenses in the General Fund and 38% of the operating expenses in the Water and Sewer Utility Fund.

There is sufficient revenue projected for the FY 2017 Budget to cover the expenses in all funds. Fund balance reserves are used for specific capital projects, in accordance with the CMRP and EMRP for infrastructure maintenance and replacement. Additionally, the Special Projects fund primarily relies on one-time revenues for new infrastructure projects and one-time studies and design work.

The City is again planning a large amount of capital projects in FY 2017. Sufficient funding is available for all projects, through the Capital Maintenance and Replacement Fund, Special Projects Fund, Water and Sewer Utility Enterprise Fund, and Motor Fuel Tax Fund. The graph below illustrates the cost for capital projects relative to previous years.



Fund Balances
The General Fund has had unallocated fund balances (reserves) far exceeding the level directed by the City Council at 25% of annual expenses. FY 2016 is projected to end with a General Fund balance of 61%. City staff and two Council-designated Aldermen will be working to analyze the long-term fiscal conditions to determine whether the fund balances are appropriate for all City accounting funds.

Long-Term Fiscal Stability
Over a number of years, the City Council has taken strong measures to ensure the City's fiscal stability, making the City of Warrenville one of the most prepared local governments in Illinois to

deal with revenue reductions, whether from State cuts, a recession, or loss of a major taxpayer. Examples of the City's fiscally prudent actions follow:

1) Setting aside additional fund balance reserves over and above the 25% of annual expenditures for the City's General Fund – the primary city operating fund. These additional reserves will provide ample time for City officials to make informed decision should a large revenue reduction occur, to reduce expenditures and services, likely through attrition, without drastic cuts in services or excessive tax increases.

2) The Capital Maintenance and Replacement funding for existing infrastructure provides for the long-term maintenance and replacement of all City infrastructure (roads, sidewalks, streetlights, etc.). The CMRP funding allocations enable the City to avoid delays of regular maintenance and replacement, which would ultimately cost more in the future. It also avoids excessive tax or fee increases to pay for delayed or unplanned projects.

3) Similar to the CMRP, the City's Enterprise Maintenance and Replacement Plan (EMRP) provides for the funding of the long-term maintenance and replacement of the water and sewer utility infrastructure and systems. The EMRP and funding allocations enable the City to avoid delays of regular utility system maintenance and replacement, which would ultimately cost more in the future. It also allows the City to have stable water and sewer rates and avoid excessive increases to pay for delayed maintenance and unplanned projects. In fact, the City sewer rates are relatively low compared with the surrounding communities, and the water rates are the lowest in the area, saving money for residents and businesses alike.

CONCERNS AND CHALLENGES

State of Illinois Fiscal Challenges

There remains a constant threat that the State will solve its fiscal issues by shifting additional 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 Warrenville.

In sharp contrast to 2015, both the governor and the legislative leadership are no longer pointing to state-shared municipal revenues as a source of funds to address the State's financial problems as of mid-February 2016. This change in discourse should not be interpreted as "smooth sailing" for local governments, as discussion of a temporary or permanent property tax freeze continues in Springfield and would impact the City and other overlapping local taxing districts, which also provide services to Warrenville residents.

As illustrated in the table on the next page, the City receives significant state-shared revenues, which return a portion of the taxes paid by Warrenville citizens back to the community for local services.

STATE SHARED REVENUES			
Fiscal Year	**Income Tax**	**Use Tax**	**State Motor Fuel Tax**
2012	$1,072,510	$191,701	$329,441
2013	$1,184,222	$210,871	$317,700
2014	$1,280,442	$230,536	$249,398
2015	$1,286.861	$271,016	$322,074
2016 (Projected)	$1,379,700	$291,708	$339,012
2017 (Budgeted)	$1,340,280	$308,790	$340,326

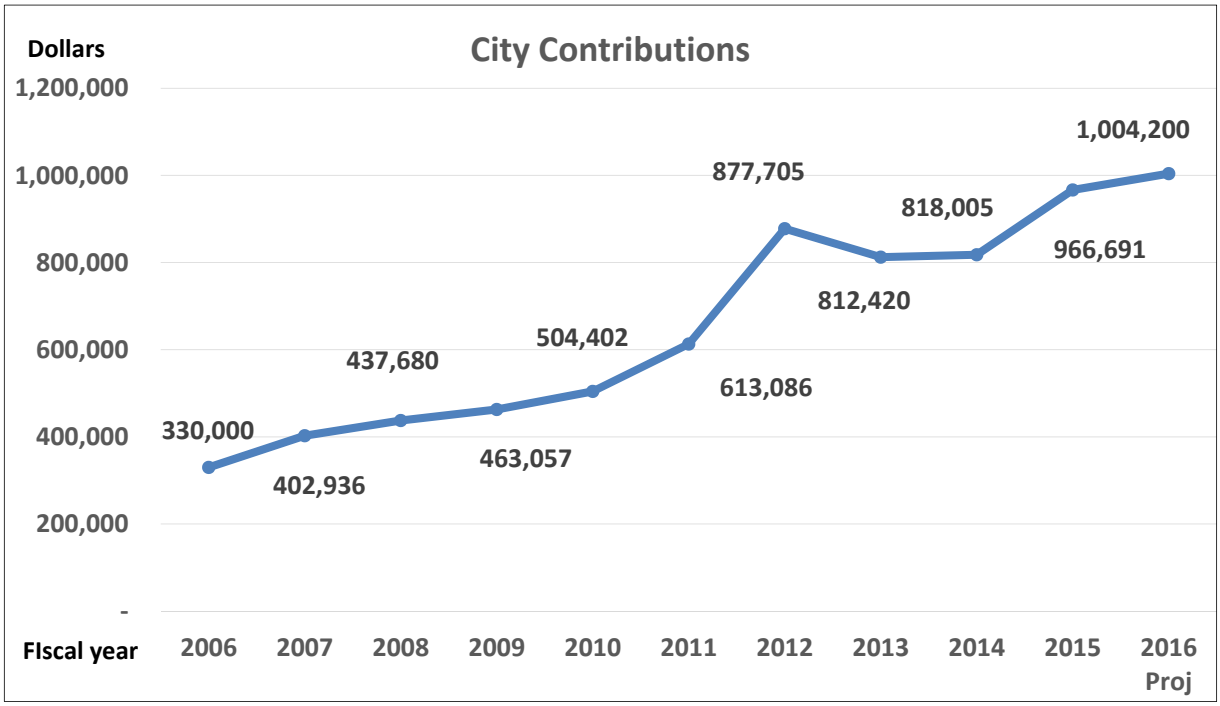
Municipal Public Safety Pensions

Municipal public safety pensions are mandated and the benefit levels are set by the State legislature. Despite regular requests by municipal officials, the legislature has yet to address the problems with municipal public safety pensions. Unlike the State pension systems, these local 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, leaving the responsibility for payment of the increased benefits to the local governments. All municipalities are mandated to be at a 90% funded level by 2040. State law mandates that the municipalities make the required annual contribution to the local pension fund or the State will automatically withhold revenues from the Local Government Distributive Funding (LGDF) to cover those costs.

The table below and the graph on the next page, shows a ten-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
2006	$230,372	$330,000	$330,000	52.77
2007	$225,109	$402,936	$402,936	56.70
2008	$229,238	$437,680	$437.680	61.23
2009	$230,168	$613,057	$613,057	57.94
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
2015	$273,038	$716,691	$966,691	67.33
2016 projected	$269,965	$754,200	$1,004,200	Not yet Available



Along with the DuPage Mayors and Managers Conference and the Illinois Municipal League, Warrenville officials are concerned about this trend because it will continue to consume greater amounts of revenues if left unabated. These organizations are working with state legislators to make basic structural changes to the local public safety pension systems because they are not sustainable in their current form.

CITYWIDE FY 2016 ACCOMPLISHMENTS HIGHLIGHTS

Many of the planned FY 2016 projects and initiatives were significantly delayed due to the concerns about possible State funding reductions. The City Council and staff re-assessed the fiscal condition mid-fiscal year, and determined there would be sufficient revenues to undertake some of the budgeted projects. Not all of those projects will be completed by the end of FY 2016, and some will need to be budgeted for FY 2017.

Long-range Planning

Implementation began on the City Council's 2015 Strategic Plan (SP), which set the City's priorities for the next five years with a focused economic development component based on what is feasible and what the community and City Council want.

Implementation steps also began for the City's Economic Development Plan as follows:

- Initiation of the Southwest District planning efforts with City staff, two Aldermen, a member of the Plan Commission, and the consultant team of Teska Associates and BDI.
- Completion of the study with Teska Associates to assess whether the potential TIF #4 area met statutory criteria to qualify as a tax increment financing district in the area along Routes

59 and 56, entailing approximately 330 acres. Efforts continue in the process to establish the potential TIF #4.

* *SP Goal #1: Economic Development; Objectives: #1: Proactively plan and prepare for well-designed mixed use development along and contiguous to the Route 59 corridor.*

In FY 2016, the Council adopted an Enterprise Maintenance and Replacement Plan (EMRP) for the long-term funding, maintenance, and replacement of the City's water and sanitary sewer utility systems.

* *SP Goal #4: City Infrastructure; Objective #1: Adopt and implement the Enterprise Maintenance and Replacement Plan (EMRP).*

Infrastructure

The City completed the Williams Road Bridge replacement project and utility extensions on Williams Road with wider traffic lanes, a higher profile above the floodway, a pedestrian sidewalk, and new lighting.

* *SP Goal #3: Open Space and the Environment; Objective #1: Seek opportunities (i.e. via developments or grants) to showcase, access, and promote these components as desirable community assets, through pedestrian and bicyclist amenities and sustainability practices.*

The City supported the County's Warrenville Road bridge replacement project and River Re-meander project. Combined, these County projects provide significant flood mitigation, and a new pathway, as well as enhancements to the river, Second Street, and Leone Schmidt Heritage Park.

* *SP Goal #3: Open Space and the Environment; Objectives #1: Seek opportunities (i.e. via developments or grants) to showcase, access, and promote these components as desirable community assets, through pedestrian and bicyclist amenities and sustainability practices*; and #3: *Develop public spaces and open space amenities with partners such as the Warrenville Park District, the Forest Preserve District of DuPage County, and The Conservation Foundation within Tax Increment Financing (TIF) District #3 in accordance with the TIF #3 Plan and the 2007 Subarea Plan.*

Environmental/Green Initiatives

City Council approved the Environmental Advisory Commission's Climate Action Plan (CAP) in January 2016. The CAP was a commitment of the Cool Cities program and provides a wealth of information about ways that residents, businesses, and local governments can reduce their carbon footprint by reducing energy consumption and use of fossil fuels. It also provides information on the value of natural areas and how to protect them.

The Public Works Department coordinated the conversion of standard street lights to LED fixtures with a State of Illinois grant. This effort will both save on monthly costs for street lighting – paying the City back for the cost of the conversion within only a few years and reduces the amount of electricity used by those streetlights, thus reducing the community's carbon footprint.

Two City entrance signs were illuminated using solar powered lights, saving thousands of dollars on the installation and using zero electricity from the electrical grid.

* *The three items listed above fall under SP Goal #3: Open Space and Environment; Objective #5: Follow the tenets and commitments in The U.S. Mayors Climate Protection Agreement,*

adopted by City Council on January 17, 2012 and the ongoing commitment to maintain the City's Tree City USA status.

Economic Development Planning and Efforts

With the adoption of a formal Economic Development Plan, Warrenville is making more proactive economic development efforts.

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 recreational space along the river frontage of these properties.

- *SP Goal #1 – Economic Development; Objectives #3: Stimulate desirable mixed use redevelopment and new community gathering places in the Old Town/Civic Center area*; and
- *SP Goal #3: Open Space and the Environment; Objectives #1: Seek opportunities (i.e. via developments or grants) to showcase, access, and promote these components as desirable community assets, through pedestrian and bicyclist amenities and sustainability practices*; and #3: *Develop public spaces and open space amenities with partners such as the Warrenville Park District, the Forest Preserve District of DuPage County, and The Conservation Foundation within Tax Increment Financing (TIF) District #3 in accordance with the TIF #3 Plan and the 2007 Subarea Plan.*

Progress on developing CCRS #1 included the Illinois Environmental Protection Agency (IEPA) issuing a comprehensive *No Further Remediation* letter for residential development.

- *SP Goal #1: Economic Development; Objectives #3: Stimulate desirable mixed use redevelopment and new community gathering places in the Old Town/Civic Center area*; and #7: *Plan for and encourage high quality, appropriately scaled and located, new higher density residential development including multiple-family housing.*

Planning began on the TIF #4/Southwest District subarea. Consultants Teska Associates and BDI worked with City staff, City Council representatives, and Plan Commission representatives to evaluate the area, which is comprised of 330 acres at the Route 59/Route 56 intersection. This intersection has huge potential for contributing positively to the future of Warrenville, but has too many challenges to redevelop on its own.

- *SP Goal #1 – Economic Development; Objectives #1: Proactively plan and prepare for well-designed mixed use development along and contiguous to the Route 59 corridor;* and #2; *Support implementation of well-designed development along and contiguous to the Route 59 corridor.*

The City purchased 3.7 acres of vacant commercial property, and is in the process of acquiring an additional 2.8 acres at the northeast corner of the Route 59 and Route 56 intersection. When combined with the two parcels acquired in 1998, the City will own a total of 7.3 acres of contiguous property for future private development. Empirical evidence through observation indicates traffic is slowly increasing on Route 56, and the increased traffic capacity, along with City projects to provide TIF assistance for public improvements, are expected to spur new development from the DuPage River to Williams Road and at the Route 56 and Route 59 intersection.

* *SP Goal #1 – Economic Development; Objectives #1: Proactively plan and prepare for well-designed mixed use development along and contiguous to the Route 59 corridor;* and #2; *Support implementation of well-designed development along and contiguous to the Route 59 corridor.*

City Services, Personnel, and Finances

During FY 2016, staff began the second phase of the Compensation Philosophy, which included the execution of a point factor analysis to establish objective ratings for all City positions. Staff is working with Sikich consultants on this project.

* *SP Goal #2: Fiscal Conservatism; Objective # 2: Review the City's compensation philosophy every two years and conduct any required survey work to ensure the City's compensation plan meets the philosophy's tenets.*

A detailed study of the Public Works Department was completed to determine the optimal level of services, operations, and staffing to deliver quality services in a cost-effective and efficient manner. The City is working on phase two of the implementation plan due to recent retirements.

Five new Police Recruits, two Public Works employees, and one Chief Code Official were hired, and recruitment began for the position of Senior Civil Engineer. The City continued its efforts, with some success, to diversify its staff so it is representative of the community.

* *SP Goal #6: Diversity; Objective #5: Recruit for open positions in venues that target the Latino/Hispanic population, including the Hispanic Alliance for Career Enhancement (HACE) and LatPro; work with the BOFPC to target recruitment efforts as well.*

Transparency and Communications

Just the Facts section was added to the City's website to clarify rumors in the community.

Staff updated the settings on the website for News Articles, *Just the Facts*, the Calendar, and the *Hometown Happeni*ngs so residents can get email and text notifications when a new item has been added to these areas of the website.

A slide show was also added to the City's homepage, featuring upcoming City events and users can click on that slide and be taken to a link with more information.

A translation button was added to the bottom of the homepage enabling the City's website to be translated into a variety of languages, including Spanish.

* *SP Goal: Diversity; Objective #3: Find more ways to communicate in Spanish (newsletter, web, bilingual employees.*

The City Facebook page was launched in late 2015, and allows subscribers to get more timely information and to interact with the City directly.

A YouTube channel now features the Council and Committee of the Whole meeting replays and cable channel 10 programming. The change will save the City about $3,000 per year in web streaming costs over the previous vendor.

Awards and Recognitions
The City achieved the Bicycle Friendly Community designation from the League of American Bicyclists, making it one of only 350 such communities across the country. For this achievement, Ride Illinois then recognized the City's efforts with their Initiative Award.

The City's 2015 National Night Out Against Crime received national recognition for the third year running, attracting 1,200 citizens to the event. Warrenville's event was ranked 30th out of 5,000 towns Warrenville's size that participated nationally.

The Williams Road bridge replacement project was recognized as the Best Public Works Project of the Year under $5 million, by the American Public Works Association, Fox Valley Chapter.

The City of Warrenville was ranked 40th out of 298 Illinois communities in the 2015 Safest Places in Illinois Study, (link: http://www.valuepenguin.com/2015-safest-cities-illinois), and 48th among the top 100 on the 2015 Safest Illinois Suburbs (link: https://local.niche.com/rankings/suburbs/safest/s/illinois).

CITYWIDE FY 2017 GOALS

Long-range Planning
Staff will continue to implement the priorities, goals, and objectives of the 2015 Strategic Plan.

Economic Development
Economic development activities will continue in accordance with the Economic Development Plan.

The City will begin marketing of the City-owned properties at the northeast corner of Routes 59 and 56 for private redevelopment with the intent to sell the property for redevelopment in accordance with the pending Southwest District subarea plan.

- *SP Goal #1 – Economic Development; Objectives #1: Proactively plan and prepare for well-designed mixed use development along and contiguous to the Route 59 corridor;* and #2; *Support implementation of well-designed development along and contiguous to the Route 59 corridor.*

The City will complete and implement the TIF #4/Southwest District subarea plan. The proposed TIF District #4 entails a slightly smaller area within the Southwest District and the City Council will formally consider establishing TIF #4 in early FY 2017.

- *SP Goal #1 – Economic Development; Objectives #1: Proactively plan and prepare for well-designed mixed use development along and contiguous to the Route 59 corridor; and #2; Support implementation of well-designed development along and contiguous to the Route 59 corridor.*

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.

* *SP Goal #3: Open Space and Environment; Objective #2: Develop public spaces and open space amenities with partners such as the Warrenville Park District, the Forest Preserve District of DuPage County, and The Conservation Foundation within Tax Increment Financing (TIF) District #3 in accordance with the TIF #3 Plan and the 2007 Subarea Plan #2 priority.*

The City will be seeking opportunities for private commercial redevelopment of the Batavia Road frontage and open space development of the riverfront/floodplain areas in accordance with the Old Town/Civic Center Subarea Tax Increment Financing District #3 Plan.

* *SP Goal #3: Open Space and Environment; Objective #2: Develop public spaces and open space amenities with partners such as the Warrenville Park District, the Forest Preserve District of DuPage County, and The Conservation Foundation within Tax Increment Financing (TIF) District #3 in accordance with the TIF #3 Plan and the 2007 Subarea Plan #2 priority.*

Employee Compensation and Benefits

During FY 2017, staff will implement Phase III of the Compensation Philosophy. This phase includes a Compensation Study; conducting market and data research based on the comparable criteria established in Phase I.

Public Works

FY 2017 will begin the implementation of specific action steps identified in the Public Works Service Levels and Staffing Study to determine the optimal level of services, operations, technology, and staffing to deliver quality services in a cost-effective and efficient manner. The new Deputy Public Works Director and consulting Public Works Administrator will work with the department staff to determine the optimal timeframe to implement the study recommendations. The first step will be developing recommendations for the optimal staffing and the organizational structure for City Council consideration during FY 2017.

Capital Improvements and Beautification

Capital projects are planned in an amount of approximately $5.8 million for FY 2017 (2016 construction season) from the Capital Maintenance and Replacement Fund, Special Projects Fund, and Water and Sewer Utility Fund.

Staff will coordinate City improvements associated with the DuPage County completion of the re-meandering of the river near Warrenville Road and Second Street. The project entailed significant changes to Leone Schmidt Heritage Park and nearby Second Street.

The Tourism and Arts Commission (TAC) will initiate the annual beautification and aesthetic enhancement program for public areas.

Design of streetscape enhancements for the Route 56 corridor Phase III of the Illinois Transportation Enhancement Program (ITEP) grant will be completed in FY 2017.

Staff will work with an intergovernmental group on the design of the proposed Illinois Prairie Path trail head in the Civic Center area located near the former City Hall site.

* *SP Goal #3: Open Space and Environment; Objective #2: Develop public spaces and open space amenities with partners such as the Warrenville Park District, the Forest Preserve District of DuPage County, and The Conservation Foundation within Tax Increment Financing (TIF) District #3 in accordance with the TIF #3 Plan and the 2007 Subarea Plan #2 priority.*

Intergovernmental Cooperation, Projects, and Plans

The City continues its collaboration with other governmental bodies as well as private agencies on programs and projects that impact the community.

During FY 2016, these included the DuPage County river improvements and flood mitigation projects. Large projects during FY 2017 will include: DuPage County's completion of the West Branch Re-meandering Project, and the Forest Preserve District of DuPage water service extension to their maintenance facility on Mack Road, which will also loop the City's water system.

The City continues working with the City of Aurora on the disconnection of a parcel of land on the west side of Route 59 and south of Estes Drive to be annexed to Warrenville for a future public roadway improvement to provide access for development in that area.

City staff will continue to seek ways to share resources and provide mutual assistance with local taxing districts to conserve existing resources, 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, and Winfield Township, as well as memberships in governmental cooperatives including DuComm, the Intergovernmental Personnel Benefits Cooperative (IPBC), and the DuPage Mayor's and Managers Conference (DMMC).

Environmental/Green Initiatives

During March 2016, the City Council approved the Smart-Ready LED Street Lighting Agreement with Commonwealth Edison (ComEd). Under this agreement, ComEd will replace all of the ComEd-owned street lights in the City with LED fixtures. The work will take place early in FY 2017, and when completed, the new LED lights will reduce the electricity used for the ComEd street lights as well as saving the City more than $7,000 annually for street lighting electricity.

The Public Works Facilities Supervisor continues the process of changing out light switches within City buildings to motion sensors and timers to ensure that lights are turned off when not needed.

* *The two items listed above fall under SP Goal #3: Open Space and Environment; Objective #5: Follow the tenets and commitments in The U.S. Mayors Climate Protection Agreement, adopted by City Council on January 17, 2012 and the ongoing commitment to maintain the City's Tree City USA status.*

Health and Safety Initiatives

During FY 2016, the City hired its first Chief Code Official (CCO) in the Community Development Department. One of the priorities for this newly created position is the development and implementation of the residential property Rental Registration and Inspection/Crime Free Housing Program. The CCO also will enable the Community Development Director to focus more on economic development efforts and less time on code enforcement matters.

* *SP Goal #1: Economic Development; Objective #8: Establish organizational structure, staffing support, and funding commitment for effective and ongoing implementation of Economic Development Plan.*
* *SP Goal #5: Public Safety; Objective #1: Create partnerships between the Police and Community Development Departments to address perceptions of the lack of safety related to poorly maintained properties by developing a mandatory rental registration and crime free housing program.*

The Police Department will continue to build on its successes and public safety programs, such as the Traffic Safety Enforcement Unit, Bike Patrol Unit, National Night Out event, Comprehensive Accident Reduction Effort (CARE) program, and Problem-Oriented Policing (POP) Unit.

* *SP Goal #5: Public Safety: Provide high quality, proactive, public safety service throughout the community*.

BUDGET REVIEW AND ADOPTION

The proposed FY 2017 Budget revenues and expenses will be reviewed during a special City Council budget workshop meeting on Saturday, March 12, 2016. 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 2017 Budget and the related ordinance is scheduled for the April 18, 2016, City Council meeting.

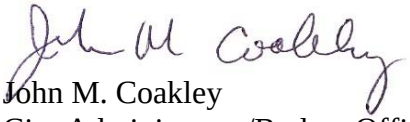
BUDGET DESCRIPTION AND BUDGETING AUTHORITY

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.

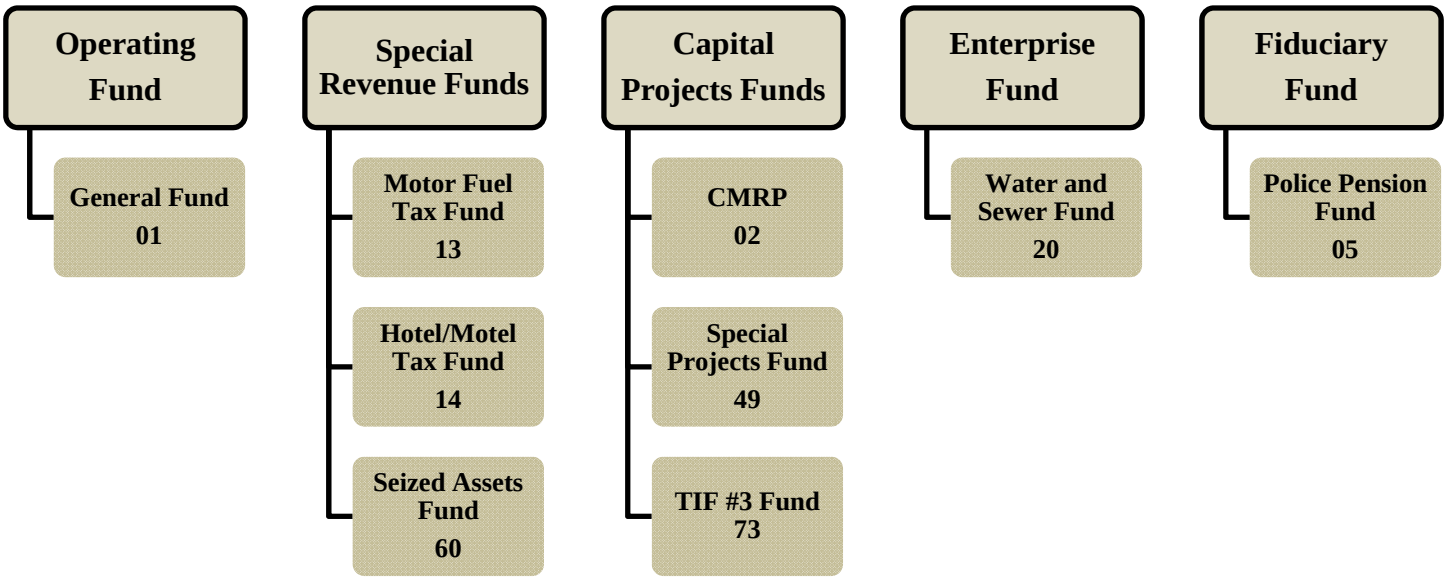
ACKNOWLEDGMENTS

The proposed FY 2017 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.



John M. Coakley
City Administrator/Budget Officer

FUND STRUCTURE



THIS
PAGE
INTENTIONALLY
LEFT
BLANK

Fiscal Year 2017
Financial Activity Summary
All Funds

Revenue

	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Projected 2016	Budget 2017	Percent of Total
Tax Revenue	$ 11,264,804	$ 11,443,224	$ 11,778,057	$ 12,404,680	$ 12,720,102	$ 12,977,795	55.74%
License, Permit & Fee Revenue	2,729,896	3,416,427	3,178,219	3,461,555	3,309,997	3,664,949	15.74%
Administrative Charges & Reimbursements	61,799	54,447	79,777	40,917	850	325	0.00%
Penalties, Fines & Forfeiture Revenue	508,312	437,747	437,495	417,221	439,667	470,533	2.02%
Rental Revenue	330,952	364,530	349,296	331,846	355,053	368,815	1.58%
Transfers & Interfund Revenue	914,633	1,020,948	630,444	1,290,414	647,778	647,778	2.78%
Grant Revenue	115,144	365,531	304,886	197,978	375,993	1,320	0.01%
Miscellaneous Revenue	1,410,630	1,224,112	1,329,566	1,477,795	1,591,744	1,642,845	7.06%
Interest Revenue	740,090	1,238,066	1,275,387	1,282,403	1,343,972	1,356,602	5.83%
Totals	$ 18,076,260	$ 19,565,032	$ 19,363,127	$ 20,904,809	$ 20,785,156	$ 21,130,962	90.75%
Net (Use)/Add of Fund Bal./Retained Earnings	$ 1,899,210	$ 1,714,675	$ 1,987,798	$ 1,018,679	$ (55,924)	$ (2,153,615)	9.25%
Total Resources	$ 16,177,050	$ 17,850,357	$ 17,375,329	$ 19,886,130	$ 20,841,080	$ 23,284,577	100.00%

Expenditure/Expense

	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Projected 2016	Budget 2017	Percent of Total
Capital	$ 2,246,261	$ 2,944,637	$ 2,447,112	$ 3,744,008	$ 4,760,930	$ 5,876,888	25.24%
Personnel	8,972,472	9,279,013	9,627,380	9,953,372	10,392,727	10,685,340	45.89%
Supplies and Services	4,126,914	4,748,020	4,372,193	5,153,040	4,714,051	5,333,206	22.90%
Maintenance	831,403	878,687	928,644	1,035,710	973,372	1,389,143	5.97%
	$ 16,177,050	$ 17,850,357	$ 17,375,329	$ 19,886,130	$ 20,841,080	$ 23,284,577	100.00%

City of Warrenville
Fiscal Year 2017 Snapshot

General	Actual 2013	Actual 2014	Actual 2015	Projected 2016	Budget 2017	% Change '15 Actual to Projected '16	% Change Projected '16 to Budget '17
Beginning Balance	$ 5,168,013	$ 5,873,707	$ 6,401,476	$ 6,746,084	$ 6,898,369	5.38%	2.26%
Revenues	10,288,610	10,491,213	11,066,315	11,393,798	11,697,256	2.96%	2.66%
Expenses	9,583,973	9,940,934	10,717,057	11,241,513	11,570,543	4.89%	2.93%
Add to/(Use of) Fund Balance	704,637	550,279	349,258	152,285	126,713		
Ending Fund Balance	$ 5,873,707	$ 6,401,476	$ 6,746,084	$ 6,898,369	$ 7,025,082	2.26%	1.84%
	(1)	(1)	(1)				
Capital Maintenance							
Beginning Balance	$ 1,558,879	$ 1,746,359	$ 2,095,806	$ 1,595,241	$ 1,632,707	-23.88%	2.35%
Revenue	1,540,991	1,884,879	1,911,657	1,833,622	1,891,025	-4.08%	3.13%
Expenses	1,353,511	1,535,432	2,412,222	1,796,156	2,764,899	-25.54%	53.93%
Add to/(Use of) Fund Balance	187,480	349,447	(500,565)	37,466	(873,874)		
Ending Fund Balance	$ 1,746,359	$ 2,095,806	$ 1,595,241	$ 1,632,707	$ 758,833	2.35%	-53.52%
Police Pension							
Beginning Balance	$ 11,460,281	$ 13,154,280	$ 14,934,906	$ 16,640,099	$18,328,505	11.42%	10.15%
Additions	2,208,050	2,394,295	2,406,968	2,574,147	2,722,698	6.95%	5.77%
Deductions	514,051	613,669	701,775	885,741	857,152	26.21%	-3.23%
Add to/(Use of) Fund Balance	1,693,999	1,780,626	1,705,193	1,688,406	1,865,546		
Ending Fund Balance	$ 13,154,280	$ 14,934,906	$ 16,640,099	$ 18,328,505	$20,194,051	10.15%	10.18%
Motor Fuel							
Beginning Balance	$ 390,974	$ 574,074	$ 629,192	$ 794,056	$ 453,519	26.20%	-42.89%
Revenue	383,151	382,582	438,203	339,363	340,526	-22.56%	0.34%
Expenses	200,051	327,464	273,339	679,900	310,000	148.74%	-54.41%
Add to/(Use of) Fund Balance	183,100	55,118	164,864	(340,537)	30,526		
Ending Fund Balance	$ 574,074	$ 629,192	$ 794,056	$ 453,519	$ 484,045	-42.89%	6.73%
Hotel Motel							
Beginning Balance	$ 593,760	$ 223,545	$ 322,603	$ 505,894	$ 679,300	56.82%	34.28%
Revenue	769,721	811,922	900,843	933,314	951,960	3.60%	2.00%
Expenses	1,139,936	712,864	717,552	759,908	880,616	5.90%	15.88%
Add to/(Use of) Fund Balance	(370,215)	99,058	183,291	173,406	71,344		
Ending Fund Balance	$ 223,545	$ 322,603	$ 505,894	$ 679,300	$ 750,644	34.28%	10.50%
Water/Sewer							
Beginning Balance	$ 9,308,979	$ 9,433,112	$ 9,511,461	$ 9,062,458	$ 7,715,526	-4.72%	-14.86%
Revenue	3,058,297	3,080,024	3,384,382	3,247,746	3,415,797	-4.04%	5.17%
Expenses	3,277,727	3,305,405	3,265,302	4,594,678	6,165,847	40.71%	34.20%
Add to/(Use) of Net Assets	(219,430)	(225,381)	119,080	(1,346,932)	(2,750,050)		
Ending Unrestricted Net Assets	$ 9,433,112	$ 9,511,461	$ 9,062,458	$ 7,715,526	$ 4,965,476	-14.86%	-35.64%
	(2)	(2)	(2)				

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

(2) Restated Per Audit Adjustment for Capitalized Assets

City of Warrenville
Fiscal Year 2017 Snapshot

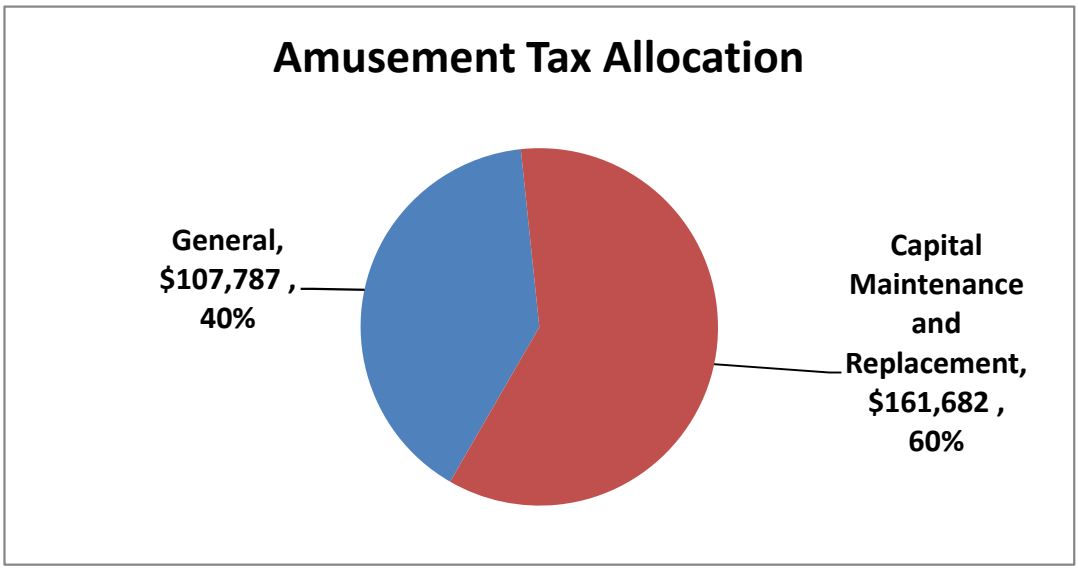
Special Projects Fund	Actual 2013	Actual 2014	Actual 2015	Projected 2016	Budget 2017	% Change '15 Actual to Projected '16	% Change Projected '16 to Budget '17
Beginning Balance	$ 5,574,059	$ 5,491,247	$ 5,188,905	$ 4,359,431	$ 4,073,087	-15.99%	-6.57%
Revenue	524,349	280,237	98,817	428,130	82,500	333.26%	-80.73%
Expenses	607,161	582,579	928,291	714,474	419,000	-23.03%	-41.36%
Add to/(Use of) Fund Balance	(82,812)	(302,342)	(829,474)	(286,344)	(336,500)		
Ending Fund Balance	$ 5,491,247	$ 5,188,905	$ 4,359,431	$ 4,073,087	$ 3,736,587	-6.57%	-8.26%
Seized Assets							
Beginning Balance	$ 117,893	$ 131,760	$ 120,365	$ 114,034	$ 130,128	-5.26%	14.11%
Revenue	37,124	36,662	50,214	30,454	25,540	-39.35%	-16.14%
Expenses	23,257	48,057	56,545	14,360	10,360	-74.60%	-27.86%
Add to/(Use of) Fund Balance	13,867	(11,395)	(6,331)	16,094	15,180		
Ending Fund Balance	$ 131,760	$ 120,365	$ 114,034	$ 130,128	$ 145,308	14.11%	11.67%
TIF #1							
Beginning Balance	$ (639,558)	$ (639,558)	$ (639,558)	$ -	$ -	-100.00%	0.00%
Revenue	-	-	639,558	-	-	-100.00%	0.00%
Expenses	-	-	-	-	-	0.00%	0.00%
Add to/(Use of) Fund Balance	-	-	639,558	-	-		
Ending Fund Balance	$ (639,558)	$ (639,558)	$ -	$ -	$ -	0.00%	0.00%
TIF 2							
Beginning Balance	$ 303,326	$ (2,986)	$ (2,986)	$ -	$ -	-100.00%	0.00%
Revenue	754,739	-	2,986	-	-	-100.00%	0.00%
Expenses	1,061,051	-	-	-	-	0.00%	0.00%
Add to/(Use of) Fund Balance	(306,312)	-	2,986	-	-		
Ending Fund Balance	$ (2,986)	$ (2,986)	$ -	$ -	$ -	0.00%	0.00%
TIF 3							
Beginning Balance	$ -	$ (89,639)	$ (397,251)	$ (1,206,432)	$ (1,357,050)	203.70%	12.48%
Revenue	-	1,313	4,866	3,732	3,661	-23.30%	-1.90%
Expenses	89,639	308,925	814,047	154,350	306,160	-81.04%	98.35%
Add to/(Use of) Fund Balance	(89,639)	(307,612)	(809,181)	(150,618)	(302,499)		
Ending Fund Balance	$ (89,639)	$ (397,251)	$ (1,206,432)	$ (1,357,050)	$ (1,659,549)	12.48%	22.29%
All Funds Beginning Balances	$ 33,836,606	$ 35,895,901	$ 38,164,919	$ 38,610,865	$ 38,554,091	1.17%	-0.15%
Revenue	19,565,032	19,363,127	20,904,809	20,784,306	21,130,962	-0.58%	1.67%
Expenses	17,850,357	17,375,329	19,886,130	20,841,080	23,284,577	4.80%	11.72%
Add to/(Use of) Fund Balance	1,714,675	1,987,798	1,018,679	(56,774)	(2,153,615)		
Ending Fund Balances	$ 35,895,901	$ 38,164,919	$ 38,610,865	$ 38,554,091	$ 36,400,476	-0.15%	-5.59%

2017
Allocated Revenue Source

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

Amusement Tax - (Rate - 5%)

Fund		2017 Budget Figure	Pct of Total
General	$	107,787	40%
Capital Maintenance and Replacement	$	161,682	60%
Total Budgeted for FY 2017	$	269,469	



CITY OF WARRENVILLE, ILLINOIS

Transfer Matrix
FY 2017

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	**212,478**	**300,000**				**50,000**		**562,478**
	Water & Sewer	20	**40,140**							**40,140**
	Special Projects	49								-
	Seized Assets	60	**8,160**							**8,160**
		SubTotals	**260,778**	**337,000**	-	-	-	**50,000**	-	**$ 647,778**

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	$ 212,478	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

THIS
PAGE
INTENTIONALLY
LEFT
BLANK

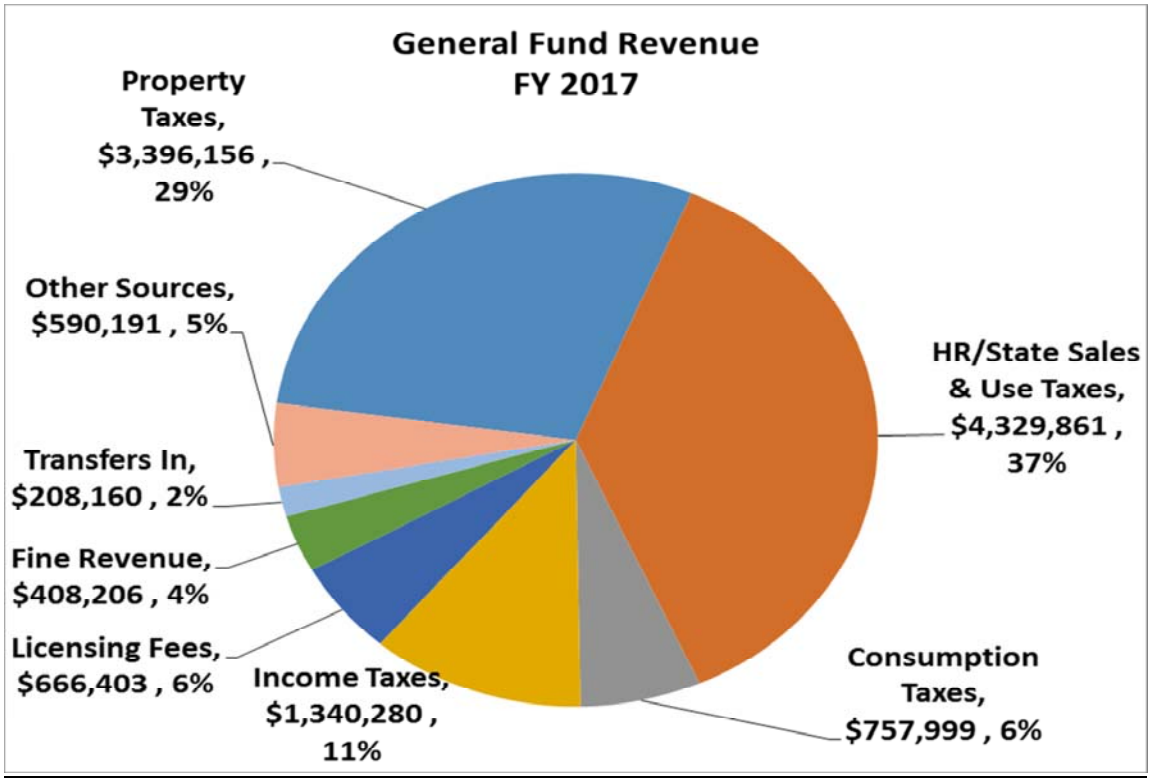
GENERAL FUND

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

	2016 Amended Budget	2016 Projected	2017 Budget
Revenue	**$10,600,244**	**$ 11,393,798**	**$ 11,697,256**
Expenditures	**$11,706,778**	**$ 11,241,513**	**$ 11,570,543**
Surplus/(Deficit)	**($ 1,106,534)**	**$ 152,285**	**$ 126,713**



Revenue Sources

Total General Fund projected revenue of $11,697,256 for FY 2017 represents an increase of 2.66% over FY 2016 projected total revenue of $11,393,798.

Property Tax revenue for FY 2017 is projected at $3,396,156, and represents approximately 29% of all General Fund revenue, a decrease of approximately four-percent from previous estimates. 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 2015 property tax levy, which will be collected during FY 2017.

For FY 2016, State Shared Sales Tax revenue is projected to make up approximately 19% of all General Fund revenue and is projected at $2,242,055. For FY 2017, it is projected that this revenue source will further increase to total revenue of $2,354,158, representing approximately 20.3% of total estimated General Fund revenue for FY 2017.

Home Rule Sales Tax revenue accounts for approximately 14.5% of all General Fund revenue for FY 2016, with projected revenue of $1,646,200. For FY 2017, it is projected that this revenue source will yield total revenue of $1,613,335, representing a decrease of 1.4% from FY 2016.

State Shared Use Tax revenue, which is distributed by the State on a per capita basis, is projected at $291,708 for FY 2016, based upon Illinois Municipal League estimates. FY 2017 revenue is projected at a total of $308,790, representing an increase of almost 6% over FY 2016. The per capita figure for FY 2016 is projected at $22.20, while for FY 2017 the figure is projected at $23.50.

Amusement Tax revenue for FY 2016 is projected to total $105,056, representing the 40% General Fund share of this revenue source. The remaining 60% share is allocated to the Capital Maintenance and Replacement Fund. This is a positive budget variance of almost $20,000. For FY 2017, this revenue source is projected with 2.6% growth from FY 2016 based upon improved performance by the Regal Theater complex, a full year of revenue from Main Event Entertainment, and the reopening of a rock climbing wall at Lifetime Fitness.

Warrenville imposes a 6% Telecommunication Tax on telecommunications services. Projected revenue for FY 2016 shows total revenue of $60,735, a decrease of $52,516 from FY 2015. However the majority of that 46% decrease is due to the FY 2016 adjustment of allocation of this revenue source between the General Fund and Capital Maintenance and Replacement Fund (CMRP). Prior to FY 2016, the General Fund share of this revenue source had been approximately 17%, with the balance funding the CMRP. For FY 2016, that allocation was adjusted downward to 10%, with additional funding balance supporting the CMRP. For FY 2017, staff is recommending that this revenue allocation again be adjusted, so that 100% of this utility tax revenue source is allocated to the Capital Maintenance and Replacement Fund. As a result no telecommunication tax revenue is being budgeted within the General Fund.

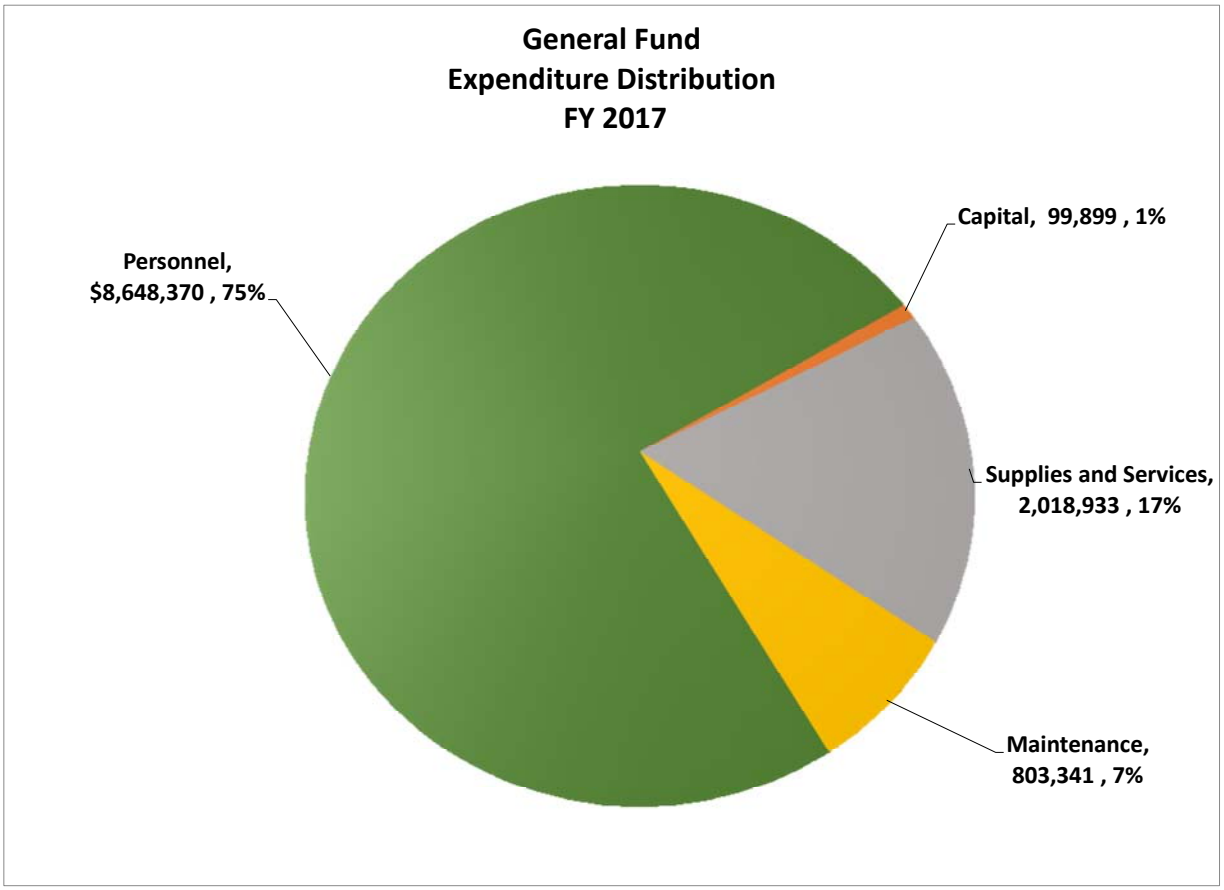
Food and Beverage Tax revenue for FY 2016 is being projected with total revenue of $711,736, an increase of almost 11% over FY 2015. Revenue from this source is projected to increase an additional 6.5% to an FY 2017 budget projection of $757,999.

State Shared Income Tax, also known as the Local Government Distributive Fund (LGDF) for FY 2016 is distributed on a per capita basis, and projected to be $1,379,700 or $105 per capita. It represents approximately 12% of all General Fund revenue. This projection is an increase of more than 100% over the FY 2016 budget figure of $650,000. However, at the time the FY 2016 budget was approved, it appeared that a 50% reduction in LGDF revenue, by the Illinois Governor was imminent. A 50% reduction of LGDF funding would have meant the loss of approximately $650,000 in revenue, having a detrimental effect on the City's ability to provide the service levels on which the residents of Warrenville rely. To date, that reduction has not materialized. FY 2017 revenue, based upon IML estimates, is projected to show a slight decrease of 2.86% or about $39,000, to a total of $1,340,280 and represents a per capita figure of $102.

Total FY 2017 General Fund revenue includes an annual transfer of $200,000 from the Hotel Motel Tax Fund in support of City operations.

Expenditures

The 2017 Budget projects total General Fund expenditures of $11,570,543, representing an increase of $329,030 or 2.93% over the FY 2016 projections, which are projected to total $11,241,513.



Personnel costs make up about 75% of the total General Fund budget for FY 2017 at $8,648,370. Two new, part-time, temporary positions are proposed in the Community Development Department, and Decision Packages are included with this document. This proposed budget also includes an additional $250,000 transfer to the Police Pension Fund, over and above the actuarially determined contribution amount, which are made on an annual basis.

Supplies and Services expenditures make up another 17% of all General Fund expenditures at a total of a little over $2,000,000. This category includes the cost of legal services, use of professional consultant services for evaluation and potential replacement of the City financial software, increased costs associated with the new garbage contract, additional consultation services for the third phase of the Compensation Philosophy, code enforcement consultation services, and City liability insurance.

The remaining 8% of General Fund expenditures are comprised of minor individual Capital and Maintenance expenditures totaling $903,240. The capital category includes $27,000 for a pump replacement at the Cerny park lift station. The maintenance category includes those expenditures

necessary for regular maintenance of City facilities, equipment (including automobile maintenance), and the annual transfer of Road and Bridge property taxes to the Capital Maintenance and Replacement Fund.

Fund Balance

At the end of FY 2015, the General Fund had an unassigned fund balance totaling $6,746,084. The City's Financial Policy articulates a minimum fund balance for the General Fund of 25% of expenditures. FY 2016 is projected to add $126,195 by fiscal year-end, resulting in an unassigned fund balance reserves of approximately 61%.

In FY 2016, the City Council designated two aldermen to work with staff to evaluate fund balances across all City funds to determine if the current fund balance policies are aligned with City financial plans.

THIS
PAGE
INTENTIONALLY
LEFT
BLANK

CITY OF WARRENVILLE, ILLINOIS

General Fund Activity	*FY 2017*
Projected Beginning Fund Balance	**$ 6,898,369**
Revenues	
Property Taxes	$ 3,396,156
Sales and Use Taxes	4,329,861
Amusement Taxes	107,787
Consumption Taxes	757,999
Income Taxes	1,340,280
Hotel-Motel Taxes	-
Motor Fuel Taxes	-
Connection Fees	-
Administrative Charges	40,140
Consumption Fees	-
Franchise Fees	209,476
Licensing Fees	666,403
Interest Income	10,050
Financing Proceeds	-
Misc. Revenues	175,062
Grant Revenue	1,320
Rental Income	33,878
Reimbursement Revenues	12,478
Fine Revenue	408,206
Transfers In	208,160
Total FY 2017 Revenue	**$ 11,697,256**
Expenses/Expenditures	
Personnel	$ 8,648,370
Capital	99,899
Supplies and Services	2,018,933
Maintenance	803,341
Total FY 2017 Expenses/Expenditures	**$ 11,570,543**
Variance - Add to/(Use of) Fund Balance	**$ 126,713**
Projected Ending Fund Balance	**$ 7,025,082**
Percent Change	1.84%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-00-30100	Revenue	PROPERTY TAX - GENERAL CORP	1,184,473	1,267,494	1,307,439	1,331,824	1,318,155	**1,321,651**	0.27%
01-00-30102	Revenue	PROPERTY TAX-POLICE PROTECTION	323,202	344,080	352,554	359,593	355,914	**357,060**	0.32%
01-00-30103	Revenue	PROPERTY TAXES-SOCIAL SECURITY	243,637	259,593	271,024	276,549	273,857	**274,787**	0.34%
01-00-30105	Revenue	PROPERTY TX - POLICE PENSION	782,311	789,734	799,173	761,882	737,269	**853,135**	15.72%
01-00-30106	Revenue	PROPERTY TAX - IMRF	159,128	169,623	179,612	183,322	181,573	**181,975**	0.22%
01-00-30108	Revenue	PROPERTY TAX- AUDIT	13,710	14,635	15,071	15,669	15,464	**15,806**	2.21%
01-00-30110	Revenue	PROP TAX - NON CURRENT	565	90	-	-	-	-	
01-00-30111	Revenue	PROPERTY TAX - TORT & LIAB	84,958	90,929	93,388	95,186	94,279	**94,838**	0.59%
01-00-30114	Revenue	PROPERTY TAX-WORKERS COMP	54,167	57,821	59,541	61,107	60,608	**60,794**	0.31%
01-00-30116	Revenue	PROPERTY TAX - CROSSING GUARDS	42,704	44,145	37,306	38,388	37,911	**36,881**	-2.72%
01-00-30162	Revenue	PROPERTY TAX - ROAD & BRIDGE	141,597	150,909	154,659	157,860	156,383	**157,847**	0.94%
01-00-30163	Revenue	PROP TX - TWNSHP RD & BR	50,500	51,393	45,696	52,786	41,382	**41,382**	0.00%
01-00-30164	Revenue	PROP TX - NON CRRNT / RD & BR	15	2	-	-	-	-	
01-00-30200	Revenue	PERSONAL PROPERTY RPLCMNT TAX	32,913	37,666	36,750	39,802	39,029	**38,194**	-2.14%
01-00-30262	Revenue	PPRT - TWNSHP RD & BR	7,052	8,070	7,874	7,584	8,362	**8,183**	-2.14%
01-00-30700	Revenue	SALES TAX	1,694,083	1,740,906	1,983,833	2,039,690	2,242,055	**2,354,158**	5.00%
01-00-30701	Revenue	HOME RULE SALES TAX	1,583,589	1,571,543	1,674,152	1,780,042	1,646,260	**1,613,335**	-2.00%
01-00-30702	Revenue	SALES USE TAX	210,871	230,536	271,016	254,916	291,708	**308,790**	5.86%
01-00-30704	Revenue	AMUSEMENT TAX	119,172	106,370	102,258	85,096	105,056	**107,787**	2.60%
01-00-30706	Revenue	SIMPLIFIED TELECOMM TAX	136,502	117,865	113,251	61,823	60,735	-	-100.00%
01-00-30708	Revenue	FOOD & BEVERAGE TAX	576,014	575,504	641,575	660,367	711,736	**757,999**	6.50%
01-00-30709	Revenue	AUTOMOBILE RENTAL TAX	4,944	5,319	7,349	8,920	7,202	**7,202**	0.00%
01-00-30900	Revenue	STATE INCOME TAX	1,184,222	1,280,442	1,286,861	650,430	1,379,700	**1,340,280**	-2.86%
01-00-32000	Revenue	ACORN VAN PASS	1,530	3,750	2,910	3,480	2,820	**2,820**	0.00%
01-00-32100	Revenue	LIQUOR LICENSE	47,300	37,350	59,750	49,800	53,800	**48,600**	-9.67%
01-00-32200	Revenue	BUSINESS LICENSES	6,156	5,550	5,330	5,625	5,440	**5,440**	0.00%
01-00-32400	Revenue	REFUSE COLLECTION LICENSES	3,750	6,000	4,500	3,750	6,000	**5,250**	-12.50%
01-00-32600	Revenue	DOG LICENSES	1,531	1,264	1,176	1,264	1,200	**1,200**	0.00%
01-00-32700	Revenue	OTHER BUSINESS LICENSES	18,980	13,920	32,650	15,594	21,033	**21,245**	1.01%
01-00-32900	Revenue	BUILDING PERMIT FEES	140,556	91,627	123,425	161,524	148,155	**206,856**	39.62%
01-00-32901	Revenue	ELECTRIC PERMIT FEES	63,638	25,416	40,046	36,207	42,091	**34,236**	-18.66%
01-00-32902	Revenue	PLUMBING PERMIT FEES	13,908	8,270	15,719	20,662	17,863	**17,487**	-2.10%
01-00-32903	Revenue	BUILDING PLAN REVIEW FEES	89,297	34,598	52,500	98,519	60,777	**89,000**	46.44%
01-00-33100	Revenue	OTHER PERMITS	7,400	8,580	8,085	5,419	13,628	**13,628**	0.00%
01-00-34300	Revenue	CIRCUIT CLERK FINES	251,281	270,520	234,910	350,000	283,366	**310,000**	9.40%
01-00-34500	Revenue	PARKING VIOLATIONS	20,622	15,982	21,831	17,386	15,174	**15,326**	1.00%
01-00-34600	Revenue	PHOTO ENFORCEMENT FINES	-		-	-	-	-	
01-00-34700	Revenue	OTHER FINES	1,485	350	490	430	540	**540**	0.00%
01-00-34800	Revenue	ADMINISTRATIVE TOWING FEES	73,125	69,030	79,515	76,948	70,900	**70,900**	0.00%
01-00-34850	Revenue	BOOKING FEES	8,820	10,101	9,348	10,329	7,840	**7,840**	0.00%

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	14,871	14,552	14,709	12,478	**12,478**	0.00%
01-00-35605	Revenue	SALARY REIMB - INTERGOVERNMENTAL	53,605	52,704	37,870	850	-	**-**	
01-00-36000	Revenue	PRINTING CHARGES	2,410	3,559	2,212	1,500	2,209	**2,200**	-0.41%
01-00-36400	Revenue	RE-INSPECTION FEES			-	250	250	**250**	0.00%
01-00-36500	Revenue	ANNEXATION FEES			-	1,000	500	**1,000**	100.00%
01-00-36600	Revenue	SENIOR TAXI COUPONS	165	325	137	325	200	**200**	0.00%
01-00-36602	Revenue	SITE PLAN REVIEW FEES	1,300	13,340	12,000	4,400	16,600	**58,080**	249.88%
01-00-36700	Revenue	ENGR RVW & INSPCTN FEES	9,808	9,878	82,513	28,500	26,000	**41,000**	57.69%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-00-36800	Revenue	PUBLIC HEARING FEES	6,720	7,680	2,400	8,160	6,325	**9,600**	51.78%
01-00-36850	Revenue	RECORDING FEES	263	(49)	-	-	1,572	**1,500**	
01-00-36900	Revenue	STORMWATER MANAGEMENT FEES	12,127	25,219	16,350	41,500	44,950	**57,075**	26.97%
01-00-37000	Revenue	PRELIMINARY CONSULTATIVE FEES	6,000	5,500	-	3,500	8,500	**14,000**	64.71%
01-00-37400	Revenue	NEW ELEVATOR REVIEW & INSPECT	16,620	16,571	13,477	14,000	15,000	**16,000**	6.67%
01-00-37440	Revenue	VACANT BUILDING REGISTRATION	17,500	16,025	7,900	6,660	5,400	**5,400**	0.00%
01-00-37445	Revenue	CODE ENFORCEMENT ADJUDICATION	4,500	16,499	16,182	16,670	14,536	**14,536**	0.00%
01-00-37450	Revenue	RENTAL REGIST& INSPECT FEE	-	-	-	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	176,763	169,146	19,415	21,992	21,994	**22,874**	4.00%
01-00-37700	Revenue	INTEREST INCOME	(3,635)	15,108	19,607	34,633	10,000	**10,050**	0.50%
01-00-38000	Revenue	CABLE FRANCHISE FEES	177,011	187,324	192,916	197,538	201,419	**209,476**	4.00%
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	56,178	21,130	8,160	**8,160**	0.00%
01-00-39308	Revenue	REIMBURSEMENT - FEMA		25,099	-		-	**-**	
01-00-39309	Revenue	GRANTS - (Charitable Games, Pull-tabs)	1,622	1,729	4,050	4,050	34,911	**-**	100.00%
01-00-39311	Revenue	STATE GRANT-TOBACCO COMPLIANCE	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	2,930	1,572	25	500	-	**200**	
01-00-39807	Revenue	CASH DONATIONS - POLICE	1,200	1,500	-		-	**-**	
01-00-39900	Revenue	MISCELLANEOUS INCOME	(3,651)	11,198	76,701	25,000	57,432	**42,242**	-26.45%
01-00-39920	Revenue	SALE SURPLUS PROPERTY-M & MGR	22,814	17,718	618	15,000	-	**-**	
01-00-39930	Revenue	REIMBURSEMENT - INS/WC/LIAB	35,912	9,013	20,321	9,670	54,208	**18,100**	-66.61%
01-00-39935	Revenue	FALSE ALARM CALLS	2,800	2,100	4,200	2,500	3,000	**3,400**	13.33%
01-00-39940	Revenue	FINGERPRINTING	4,720	5,120	5,335	4,300	4,425	**5,320**	20.23%
01-00-39951	Revenue	SPECIAL POLICE DETAILS		1,974	3,047	-	-	**-**	
01-00-39952	Revenue	RECYCLE BINS							
01-00-39954	Revenue	REFUSE STICKERS	62,284	70,530	74,598	77,170	76,000	**109,200**	43.68%
		Totals	10,288,610	10,491,213	11,066,315	10,600,244	11,393,798	**11,697,256**	2.66%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-40-40000	Elected Officials	SALARIES-MAYOR & COUNCIL	64,800	65,200	64,800	64,800	64,800	**64,800**	0.00%
01-40-40100	Elected Officials	FICA EXPENSE	3,990	4,012	3,984	3,984	3,984	**4,018**	0.85%
01-40-40101	Elected Officials	MEDICARE EXPENSE	933	938	932	932	932	**940**	0.86%
01-40-44400	Elected Officials	TRAVEL & MEETINGS	934	3,323	2,075	4,000	4,000	**4,000**	0.00%
01-40-45400	Elected Officials	OTHER PROFESSIONAL SERVICES		215	1,900	0	1,088	**2,000**	83.82%
01-40-46900	Elected Officials	DUES, SUBSCRIPTIONS & BOOKS	1,203	3,176	3,021	3,181	3,427	**3,451**	0.70%
01-40-47200	Elected Officials	OTHER SUPPLIES	35	370	711	200	1,500	**2,000**	33.33%
01-40-48700	Elected Officials	MISCELLANEOUS EXPENSE			250,514	0	376	**100**	-73.40%
01-40-48710	Elected Officials	EMPLOYEE & VOLUNTEER APPRECIATION	3,185	2,721	5,894	4,600	4,600	**4,600**	0.00%
01-40-48711	Elected Officials	COUNCIL SPONSORSHIPS	7,258	8,266	6,798	8,000	8,000	**2,000**	-75.00%
		Totals	82,338	88,221	340,629	89,697	92,707	**87,909**	-5.18%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 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	4,913	4,913	0	0			
01-41-44400	Clerk	TRAVEL & MEETINGS	1,888	3,200	3,334	4,960	4,960	**4,960**	0.00%
01-41-45400	Clerk	OTHER PROFESSIONAL SERVICES			10	8,500	0	**8,500**	
01-41-44601	Clerk	POSTAGE - NEWSLETTER	5,806	6,218	6,777	6,778	11,610	**13,656**	17.62%
01-41-44700	Clerk	PRINTING/PUBLISHING	1,168	1,185	1,071	1,550	1,476	**1,525**	3.32%
01-41-44701	Clerk	PRINTING - NEWSLETTER	8,326	8,620	8,870	8,910	15,120	**18,180**	20.24%
01-41-46800	Clerk	CODIFICATION	3,303	2,874	2,670	3,300	3,300	**3,300**	0.00%
01-41-46900	Clerk	DUES, SUBSCRIPTIONS & BOOKS	235	575	487	480	480	**480**	0.00%
01-41-49500	Clerk	EQUIPMENT PURCHASE	0	0		24,000	0	**24,000**	
		Totals	36,404	38,350	33,984	69,243	47,711	**85,366**	78.92%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-43-45100	Legal	LEGAL - CORPORATE	135,548	180,936	121,777	125,000	128,756	**128,700**	-0.04%
01-43-45101	Legal	LEGAL - CITY PROSECUTOR	13,961	14,116	15,609	16,000	14,460	**16,000**	10.65%
01-43-45102	Legal	LEGAL - LITIGATION		-	15,756	5,000	-	**5,000**	
01-43-45103	Legal	LEGAL - LABOR RELATIONS	12,881	5,635	5,776	20,000	21,695	**10,000**	-53.91%
01-43-45106	Legal	LEGAL - CN RAILROAD							
		Totals	162,390	200,687	158,918	166,000	164,911	**159,700**	-3.16%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-45-40000	Finance	SALARIES - FINANCE DEPT	210,731	205,262	226,270	227,570	228,783	**232,735**	1.73%
01-45-40001	Finance	OVERTIME - FINANCE DEPT	885	3,177	-	1,500	-	**1,500**	
01-45-40100	Finance	FICA EXPENSE	12,678	11,705	12,885	14,203	13,082	**14,523**	11.02%
01-45-40101	Finance	MEDICARE EXPENSE	2,958	2,782	3,014	3,322	3,104	**3,397**	9.44%
01-45-40200	Finance	IMRF EXPENSE	23,800	24,812	26,682	26,191	25,646	**27,172**	5.95%
01-45-40705	Finance	TELECOMMUNICATION TAX REBATES	568	578	1,301	1,353	1,400	**1,450**	3.57%
01-45-42950	Finance	CREDIT CARD FEES	7,804	10,245	11,046	12,000	15,000	**20,000**	33.33%
01-45-43700	Finance	NOTARY FEE	55	51	-	50	118	**60**	-49.15%
01-45-44400	Finance	TRAVEL & MEETINGS	1,813	667	2,057	4,739	2,000	**4,862**	143.10%
01-45-45200	Finance	AUDIT EXPENSE	13,977	15,795	16,427	18,000	16,000	**18,450**	15.31%
01-45-45400	Finance	OTHER PROFESSIONAL SERVICES	2,293	6,540	5,150	21,860	21,610	**91,390**	322.91%
01-45-46900	Finance	DUES, SUBSCRIPTIONS & BOOKS	710	1,004	288	788	610	**610**	0.00%
01-45-47200	Finance	OTHER SUPPLIES	168	116	108	364	350	**385**	10.00%
01-45-48700	Finance	MISCELLANEOUS EXPENSE	50	27,907	37	200	150	**200**	33.33%
01-45-48703	Finance	GFOA REVIEW FEE	435	435	435	435	435	**435**	0.00%
01-45-49500	Finance	EQUIPMENT PURCHASE		380	-	18,500	15,145	**500**	-96.70%
01-45-49954	Finance	REFUSE STICKERS	71,280	61,800	77,040	80,160	80,160	**109,200**	36.23%
		Totals	350,205	373,256	382,740	431,235	423,593	**526,869**	24.38%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-50-40000	Administration	SALARIES - ADMINISTRATION	321,049	295,373	317,712	330,131	324,132	**338,541**	4.45%
01-50-40001	Administration	OVERTIME - ADMINISTRATION	10,238	10,290	8,271	11,000	9,134	**11,000**	20.43%
01-50-40100	Administration	FICA EXPENSE	18,135	16,402	18,394	21,151	16,758	**21,672**	29.32%
01-50-40101	Administration	MEDICARE EXPENSE	4,627	4,246	4,623	4,947	4,689	**5,068**	8.08%
01-50-40200	Administration	IMRF EXPENSE	36,941	35,741	38,926	39,003	38,028	**40,547**	6.62%
01-50-40500	Administration	COMMITTEES / COMMISSIONS	12,089	9,931	7,704	16,050	13,992	**15,500**	10.78%
01-50-44400	Administration	TRAVEL & MEETINGS	12,337	7,112	15,723	20,015	15,730	**21,015**	33.60%
01-50-45400	Administration	OTHER PROFESSIONAL SERVICES	19,636	36,502	45,163	83,920	34,710	**55,320**	59.38%
01-50-45490	Administration	EMPLOYEE ASSISTANCE PROGRAM	969	171	1,024	1,089	1,024	**1,075**	4.98%
01-50-45710	Administration	EDUCATION REIMBURSEMENT						**3,000**	
01-50-46600	Administration	SENIOR SERVICES	13,400	12,700	12,700	13,200	12,700	**12,700**	0.00%
01-50-46900	Administration	DUES, SUBSCRIPTIONS & BOOKS	17,293	15,311	15,387	16,650	10,000	**16,412**	64.12%
01-50-47200	Administration	OTHER SUPPLIES	271	269	319	1,000	1,000	**1,000**	0.00%
01-50-48700	Administration	MISCELLANEOUS EXPENSE	2,080	2,471	1,553	2,800	2,200	**2,000**	-9.09%
01-50-48706	Administration	FLEX SPENDING FEE	2,349	4,006	4,160	4,186	4,401	**4,622**	5.02%
01-50-49200	Administration	LAND PURCHASE - INTEREST EXPENSE	50,000	5,100	5,100	5,100	5,100	**5,100**	0.00%
01-50-49500	Administration	EQUIPMENT PURCHASE	108,474	7,054	615	2,000	-	**-**	
		Totals	629,888	462,679	497,374	572,242	493,598	**554,572**	12.35%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-51-40000	Police	SALARIES - POLICE SWORN	2,769,377	2,944,522	3,004,057	3,106,075	2,960,267	**3,119,875**	5.39%
01-51-40001	Police	OVERTIME - POLICE	233,409	214,546	198,465	200,000	251,983	**200,000**	-20.63%
01-51-40004	Police	SALARIES-CROSSING GUARDS	33,972	34,274	32,999	37,112	33,718	**39,544**	17.28%
01-51-40005	Police	POLICE-NON-SWORN	363,826	373,924	388,143	398,138	394,967	**409,003**	3.55%
01-51-40006	Police	UNEMPLOYMENT INSURANCE							
01-51-40100	Police	FICA EXPENSE	202,520	208,484	214,380	228,863	218,107	**233,642**	7.12%
01-51-40101	Police	MEDICARE EXPENSE	47,592	49,892	50,444	53,526	51,669	**54,642**	5.75%
01-51-40200	Police	IMRF EXPENSE	41,423	44,365	46,232	46,378	45,238	**48,604**	7.44%
01-51-40401	Police	CITY CONTR. TO POLICE PENSION	812,420	818,005	966,691	1,004,200	1,004,200	**1,109,923**	10.53%
01-51-41100	Police	MAINTENANCE - EQUIPMENT	27,735		25,803	37,903	37,903	**36,203**	-4.49%
01-51-41110	Police	MAINTENANCE - AUTOS	34,399	15,340	74,559	46,960	46,960	**44,800**	-4.60%
01-51-42700	Police	MAINTENANCE - COMMUNICATIONS	1,115	45,270	4,934	5,000	5,000	-	-100.00%
01-51-42800	Police	COMMUNICATIONS SERVICES	288,796	301,878	334,065	339,616	339,616	**333,056**	-1.93%
01-51-42900	Police	ANIMAL CONTROL	1,228	721	1,366	2,000	2,000	**1,500**	-25.00%
01-51-42901	Police	CANINE UNIT	649	8,040	1,544	-	-	-	
01-51-43400	Police	TELEPHONE	18,879	19,393	20,915	22,169	24,306	**24,306**	0.00%
01-51-43700	Police	NOTARY FEE	350	154	167	240	240	**300**	25.00%
01-51-44300	Police	RENT EXPENSE	8,059	2,739	1,795	2,000	2,000	**2,000**	0.00%
01-51-44400	Police	TRAVEL & MEETINGS	22,262	23,418	19,150	31,025	31,025	**21,688**	-30.10%
01-51-44700	Police	PRINTING/PUBLISHING	4,123	3,465	3,936	5,210	5,210	**6,210**	19.19%
01-51-44850	Police	ADMINISTRATIVE TOWING EXPENSE	4,185	4,090	3,400	5,500	5,500	**5,000**	-9.09%
01-51-45400	Police	OTHER PROFESSIONAL SERVICES	12,611	15,235	13,493	15,884	14,884	**13,713**	-7.87%
01-51-45402	Police	PROFESSIONAL ADJUDICATION SVCS	5,847	3,288	3,196	1,000	1,000	**1,000**	0.00%
01-51-45710	Police	EDUCATION REIMBURSEMENT	8,684		-		-	**2,500**	
01-51-46900	Police	DUES, SUBSCRIPTIONS & BOOKS	27,079	25,982	28,740	31,795	30,803	**31,068**	0.86%
01-51-47200	Police	OTHER SUPPLIES	5,903	4,484	7,760	18,650	14,500	**16,268**	12.19%
01-51-47210	Police	AMMUNITION & SUPPLIES	7,978	7,929	7,216	5,164	4,964	**12,864**	159.15%
01-51-47300	Police	UNIFORMS	33,794	41,903	35,286	51,740	51,740	**49,195**	-4.92%
01-51-47304	Police	UNIFORMS-CROSSING GUARDS	206	-	1,089	1,075	250	**250**	0.00%
01-51-47600	Police	GAS/OIL EXPENSE	105,338	109,954	90,229	110,000	76,354	**90,000**	17.87%
01-51-48401	Police	COLLECTION AGENCY FEES	502	-	-	750	750	**750**	0.00%
01-51-48700	Police	MISCELLANEOUS EXPENSE	1,032	75	884	2,000	2,000	**2,000**	0.00%
01-51-48701	Police	INVESTIGATIONS	799	394	522	1,800	1,926	**500**	-74.04%
01-51-48702	Police	PUBLIC RELATIONS	5,275	4,417	5,107	7,325	7,325	**6,075**	-17.06%
01-51-49500	Police	EQUIPMENT PURCHASE	1,410	10,836	39,723	8,325	8,325	**1,799**	-78.39%
01-51-49503	Police	EQUIPMENT-MAINTENANCE SUPRV	973	2,509	3,457	2,500	2,500	**2,500**	0.00%
01-51-49990	Police	BAD DEBT EXPENSE	-						
		Totals	5,133,750	5,339,526	5,629,747	5,829,923	5,677,230	**5,920,778**	4.29%

General Fund Line Items
Fiscal Year 2017

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-52-40000	Streets	SALARIES - STREETS	452,938	466,975	477,778	494,272	480,123	**525,423**	9.44%
01-52-40001	Streets	OVERTIME - STREETS	72,486	148,794	93,172	90,000	89,996	**90,000**	0.00%
01-52-40100	Streets	FICA EXPENSE	30,334	36,441	33,673	36,225	34,357	**38,156**	11.06%
01-52-40101	Streets	MEDICARE EXPENSE	7,120	8,603	7,875	8,472	8,045	**8,924**	10.93%
01-52-40200	Streets	IMRF EXPENSE	57,622	72,709	66,562	66,802	128,459	**71,390**	-44.43%
01-52-41100	Streets	MAINTENANCE - EQUIPMENT	49,221	70,935	65,527	58,000	64,250	**58,000**	-9.73%
01-52-41200	Streets	MAINTENANCE - STREETS	15,564	14,299	21,675	23,500	22,298	**23,500**	5.39%
01-52-41210	Streets	MAINTENANCE - STS SALT				119,044	-		
01-52-41300	Streets	MAINTENANCE - GROUNDS	14,646	14,052	13,729	24,700	16,200	**25,700**	58.64%
01-52-41315	Streets	MAINTENANCE-TREES	24,576	43,958	44,020	55,000	43,215	**43,000**	-0.50%
01-52-41316	Streets	MAINTENANCE - STREAMS				4,000	-	**4,000**	
01-52-42600	Streets	GARBAGE REMOVAL	1,302	13,704	1,311	1,500	1,385	**1,500**	8.30%
01-52-43800	Streets	UTILITIES	4,830	7,718	11,799	7,500	17,147	**34,242**	99.70%
01-52-44000	Streets	MAINTENANCE - STREET LIGHTS	19,153	26,104	67,577	51,500	25,000	**50,000**	100.00%
01-52-44300	Streets	RENT EXPENSE	2,251	2,283	2,628	2,900	3,308	**3,400**	2.78%
01-52-44400	Streets	TRAVEL & MEETINGS	403	120	91	650	273	**2,000**	632.60%
01-52-45400	Streets	OTHER PROFESSIONAL SERVICES	1,060	10,420	66,923	91,000	83,900	**94,500**	12.63%
01-52-45401	Streets	J.U.L.I.E.	1,419	1,283	1,657	2,200	1,720	**2,200**	27.91%
01-52-46900	Streets	DUES, SUBSCRIPTIONS & BOOKS	138	-	161	200	200	**400**	100.00%
01-52-47200	Streets	OTHER SUPPLIES	2,329	2,306	2,929	2,600	2,350	**2,600**	10.64%
01-52-47220	Streets	SMALL TOOLS	1,662	598	808	2,000	935	**1,500**	60.43%
01-52-47300	Streets	UNIFORMS	4,980	4,495	5,465	5,320	5,320	**5,500**	3.38%
01-52-47600	Streets	GAS/OIL EXPENSE	39,033	58,022	36,332	50,000	38,560	**50,000**	29.67%
01-52-48700	Streets	MISCELLANEOUS EXPENSE	7,562	7,961	2,157	8,000	6,549	**7,000**	6.89%
01-52-49500	Streets	EQUIPMENT PURCHASE	4,016		-	27,000	-	**27,000**	
01-52-49503	Streets	EQUIPMENT-MAINTENANCE SUPRVR	1,233	940	1,054	1,000	1,358	**1,300**	-4.27%
		Totals	815,878	1,012,720	1,024,903	1,233,385	1,074,948	**1,171,235**	8.96%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-53-40000	Community Dev	SALARIES - COMMUNITY DVLPMNT	523,573	560,256	568,439	625,627	565,028	**666,358**	17.93%
01-53-40001	Community Dev	OVERTIME - COMMUNITY DVLPMNT	8	-	99	1,000	1,588	**1,000**	-37.03%
01-53-40003	Community Dev	SALARIES - PLAN COMMISSION	1,980	2,549	2,666	3,413	2,940	**3,000**	2.04%
01-53-40100	Community Dev	FICA EXPENSE	30,668	31,703	32,392	42,559	33,225	**41,377**	24.54%
01-53-40101	Community Dev	MEDICARE EXPENSE	7,255	7,713	7,781	9,954	7,998	**9,677**	20.99%
01-53-40200	Community Dev	IMRF EXPENSE	56,607	63,774	64,870	71,645	63,744	**70,477**	10.56%
01-53-41110	Community Dev	MAINTENANCE - AUTOS	1,519	2,325	1,879	2,600	1,600	**1,500**	-6.25%
01-53-43700	Community Dev	NOTARY FEE		50	67	50	50	**50**	0.00%
01-53-44400	Community Dev	TRAVEL & MEETINGS	6,458	6,165	9,448	20,450	11,750	**20,400**	73.62%
01-53-44700	Community Dev	PRINTING / PUBLISHING	1,365	1,396	834	14,750	2,250	**5,750**	155.56%
01-53-45210	Community Dev	COMPUTER SOFTWARE	3,070	5,390	12,475	2,700	2,850	**3,000**	5.26%
01-53-45300	Community Dev	ENGINEERING	1,388	4,851	44,843	20,000	12,500	**25,000**	100.00%
01-53-45400	Community Dev	OTHER PROFESSIONAL SERVICES	7,276	13,839	26,866	56,700	56,100	**54,000**	-3.74%
01-53-45404	Community Dev	BLDG PERMIT REVIEW & INSPECT	12,475	8,812	11,625	28,000	52,000	**23,500**	-54.81%
01-53-45405	Community Dev	ELEVATOR INSPECTIONS	10,179	12,067	10,063	14,000	14,000	**16,500**	17.86%
01-53-45406	Community Dev	LANDSCAPE REVIEW & INSPECTIONS	616	-	-	3,500	4,500	**7,500**	66.67%
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				750	750	**750**	0.00%
01-53-45710	Community Dev	EDUCATION REIMBURSEMENT				3,400	1,700	**15,000**	782.35%
01-53-45900	Community Dev	STORMWATER MANAGEMENT	-			2,500	2,500	**2,500**	0.00%
01-53-46000	Community Dev	PRELIMINARY CONSULT	-			1,500	1,500	**1,500**	0.00%
01-53-46900	Community Dev	DUES, SUBSCRIPTIONS & BOOKS	1,913	4,294	2,708	4,975	4,800	**5,000**	4.17%
01-53-47200	Community Dev	OTHER SUPPLIES	3,318	2,246	1,510	2,000	1,000	**1,000**	0.00%
01-53-47300	Community Dev	UNIFORMS	-	151	-	1,200	1,050	**1,200**	14.29%
01-53-48700	Community Dev	MISCELLANEOUS EXPENSE	463	903	2,580	4,150	3,000	**3,900**	30.00%
01-53-49200	Community Dev	LAND PURCHASE				250,000	441,595	**-**	-100.00%
01-53-49500	Community Dev	EQUIPMENT PURCHASE	260	9,090	263	5,000	15,041	**1,000**	-93.35%
		Totals	670,391	737,574	801,408	1,193,923	1,306,559	**982,439**	-24.81%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 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	2,520	1,785	4,044	3,000	750	**3,000**	300.00%
01-54-41110	EMA	MAINTENANCE - AUTO	264	1,565	2,096	3,500	2,100	**3,500**	66.67%
01-54-42700	EMA	MAINTENANCE - COMMUNICATIONS	822	315	-	1,750	-	**1,750**	
01-54-43400	EMA	TELEPHONE	847	849	1,448	1,250	1,264	**1,350**	6.80%
01-54-45700	EMA	TRAINING & SEMINARS	973	863	1,375	6,500	6,500	**6,500**	0.00%
01-54-46900	EMA	DUES, SUBSCRIPTIONS & BOOKS		81	-	100	81	**85**	4.94%
01-54-47200	EMA	OTHER SUPPLIES	242	2,434	711	3,500	750	**3,500**	366.67%
01-54-47300	EMA	UNIFORMS		2,327	2,015	3,000	3,000	**3,000**	0.00%
01-54-47600	EMA	GAS / OIL EXPENSE	538	1,044	607	1,500	1,200	**1,200**	0.00%
01-54-48700	EMA	MISCELLANEOUS EXPENSE	17	126	468	5,500	2,000	**5,500**	175.00%
01-54-49500	EMA	EQUIPMENT PURCHASE	404	204	9,595	31,000	-	**31,000**	
		Totals	13,086	18,052	28,818	67,059	24,104	**66,844**	177.31%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-55-44400	Police Comm.	TRAVEL & MEETINGS	350	729	-	3,256	3,256	**3,255**	-0.03%
01-55-44700	Police Comm.	PRINTING / PUBLISHING	4,706	-	602	-	-	**-**	
01-55-45100	Police Comm.	LEGAL SERVICES			-	500	500	**500**	0.00%
01-55-45400	Police Comm.	OTHER PROFESSIONAL SERVICES	480	504	75	400	400	**-**	-100.00%
01-55-45800	Police Comm.	TESTING	4,327	10,390	20,502	9,600	12,990	**7,400**	-43.03%
01-55-46900	Police Comm.	DUES, SUBSCRIPTIONS & BOOKS	456	375	375	685	685	**685**	0.00%
		Totals	10,319	11,998	21,554	14,441	17,831	**11,840**	-33.60%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-60-40000	Muni Van	SALARIES - MUNICIPAL VAN	26,896	29,445	26,776	29,072	27,924	**29,509**	5.68%
01-60-40001	Muni Van	OVERTIME - MUNICIPAL VAN			-		-	**-**	
01-60-40100	Muni Van	FICA EXPENSE	1,683	1,810	1,660	1,802	1,733	**1,830**	5.60%
01-60-40101	Muni Van	MEDICARE EXPENSE	390	427	388	422	405	**428**	5.68%
01-60-40200	Muni Van	IMRF EXPENSE	1,883	1,302	-		-	**-**	
01-60-41110	Muni Van	MAINTENANCE - AUTO	2,009	7	336	310	300	**300**	0.00%
01-60-44300	Muni Van	RENT EXPENSE	3,105	7,452	7,292	7,520	7,512	**8,376**	11.50%
01-60-44700	Muni Van	PRINTNG/PUBLISHING				200	-	**200**	
01-60-47200	Muni Van	OTHER SUPPLIES	780			100	-	**100**	
01-60-47600	Muni Van	GAS/OIL EXPENSE	5,582	2,839	2,481	3,300	2,512	**3,300**	31.37%
01-60-48700	Muni Van	MISCELLANEOUS EXPENSE				100	100	**100**	0.00%
		Totals	42,328	43,282	38,933	42,826	40,486	**44,143**	9.03%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-62-40000	Streets R&B	SALARIES-ROAD & BRIDGE	62,391	59,143	61,178	62,674	63,011	**64,555**	2.45%
01-62-40001	Streets R&B	OVERTIME-ROAD & BRIDGE	701	2,048	560	2,400	2,400	**2,400**	0.00%
01-62-40100	Streets R&B	FICA EXPENSE	3,859	3,615	3,688	4,035	3,975	**4,152**	4.45%
01-62-40101	Streets R&B	MEDICARE EXPENSE	892	856	862	944	877	**976**	11.29%
01-62-40200	Streets R&B	IMRF EXPENSE	7,089	7,198	7,283	7,441	7,260	**7,767**	6.98%
01-62-44500	Streets R&B	CAPITAL FUND SUBSIDY	37,000	37,000	37,000	37,000	37,000	**37,000**	0.00%
		Totals	111,932	109,860	110,571	114,494	114,523	**116,850**	2.03%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-63-41000	Parks & Rec	MAINTENANCE - BUILDING	4,968	4,516	2,710	7,800	4,182	**7,800**	86.51%
01-63-41100	Parks & Rec	MAINTENANCE-EQUIPMENT	3,388	2,461	3,807	2,400	1,100	**2,400**	118.18%
01-63-41300	Parks & Rec	MAINTENANCE GROUNDS	9,608	15,356	11,604	16,390	14,850	**15,890**	7.00%
01-63-41315	Parks & Rec	MAINTENANCE-TREES				500	-	**500**	
01-63-43800	Parks & Rec	UTILITIES	3,683	3,604	3,723	3,700	3,800	**3,800**	0.00%
01-63-45400	Parks & Rec	OTHER PROFESSIONAL SERVICES				1,800	2,200	**2,500**	13.64%
01-63-46700	Parks & Rec	VETERANS MEMORIAL	4,837	5,049	3,483	5,000	5,000	**5,000**	0.00%
01-63-48700	Parks & Rec	MISCELLANEOUS EXPENSE	1,409	238	294	1,500	1,125	**1,500**	33.33%
01-63-48800	Parks & Rec	ALBRIGHT STUDIO EXPENSES	5,706	13,060	18,448	5,617	8,813	**7,236**	-17.89%
01-63-49500	Parks & Rec	EQUIPMENT PURCHASE				28,500	23,704	**-**	-100.00%
		Totals	33,599	44,284	44,069	73,207	64,774	**46,626**	-28.02%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-65-40000	Bldgs & Grnds	SALARIES - BUILDINGS & GROUNDS	70,905	73,238	80,275	80,317	78,706	**82,300**	4.57%
01-65-40001	Bldgs & Grnds	OVERTIME - BUILDINGS & GROUNDS	1,439	1,857	1,426	1,920	1,920	**1,920**	0.00%
01-65-40100	Bldgs & Grnds	FICA EXPENSE	4,438	4,428	5,060	5,099	4,923	**5,222**	6.07%
01-65-40101	Bldgs & Grnds	MEDICARE EXPENSE	1,028	1,070	1,160	1,192	1,151	**1,222**	6.17%
01-65-40200	Bldgs & Grnds	IMRF EXPENSE	6,696	7,303	7,538	7,600	7,536	**7,935**	5.29%
01-65-41000	Bldgs & Grnds	MAINTENANCE - BUILDINGS	105,305	101,306	119,310	140,325	133,325	**109,625**	-17.78%
01-65-41110	Bldgs & Grnds	MAINTENANCE - AUTO	53	16	99	150	150	**150**	0.00%
01-65-44400	Bldgs & Grnds	TRAVEL & MEETINGS	314	393	23	500	500	**500**	0.00%
01-65-46900	Bldgs & Grnds	DUES & SUBSCRIPTIONS	298	387	181	300	300	**300**	0.00%
01-65-47200	Bldgs & Grnds	OTHER SUPPLIES	3,469	3,387	3,559	5,300	4,100	**4,000**	-2.44%
01-65-47300	Bldgs & Grnds	UNIFORMS	1,067	815	887	935	935	**887**	-5.13%
01-65-47600	Bldgs & Grnds	GAS/OIL EXPENSE	1,155	859	747	1,300	695	**1,000**	43.88%
		Totals	196,167	195,059	220,265	244,938	234,241	**215,061**	-8.19%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-70-40400	Central Svcs	EMPLOYEE INSURANCE	827,809	857,740	874,866	916,801	916,801	**905,378**	-1.25%
01-70-40403	Central Svcs	INSURANCE OPT-OUT PAYMENTS	10,234	9,127	8,092	7,576	8,624	**8,624**	0.00%
01-70-41100	Central Svcs	MAINTENANCE - EQUIPMENT	93,296	86,310	83,274	182,089	124,812	**195,860**	56.92%
01-70-41103	Central Svcs	MAINTENANCE - SOFTWARE	34,432	32,632	64,126	82,396	66,856	**111,751**	67.15%
01-70-42850	Central Svcs	CITY NETWORK	(362)	862		-	-	-	
01-70-43300	Central Svcs	INSURANCE - GENERAL					-	-	
01-70-43301	Central Svcs	INSURANCE - LIABILITY	99,993	131,364	116,645	121,808	96,199	**100,643**	4.62%
01-70-43302	Central Svcs	INSURANCE - WORKERS COMP	133,695	41,033	133,573	143,627	147,477	**155,445**	5.40%
01-70-43303	Central Svcs	INSURANCE - EE LIFE	3,726	3,650	3,236	3,478	3,478	**2,445**	-29.70%
01-70-43400	Central Svcs	TELEPHONE	52,463	62,647	64,255	71,265	68,065	**68,215**	0.22%
01-70-44300	Central Svcs	RENT EXPENSE	500	700	600	600	600	**600**	0.00%
01-70-44600	Central Svcs	POSTAGE	12,729	10,163	7,826	10,925	7,785	**8,100**	4.05%
01-70-44700	Central Svcs	PRINTING/PUBLISHING	5,676	5,153	5,178	7,600	7,600	**7,750**	1.97%
01-70-45210	Central Svcs	COMPUTER SOFTWARE	783	6,380	-		-	-	
01-70-47100	Central Svcs	OFFICE SUPPLIES	20,324	17,625	21,473	16,000	16,000	**15,500**	-3.13%
		Totals	1,295,298	1,265,386	1,383,144	1,564,165	1,464,297	**1,580,311**	7.92%
		Fund Total Rev	10,288,610	10,491,213	11,066,315	10,600,244	11,393,798	11,697,256	2.66%
		Fund Total Exp	9,583,973	9,940,934	10,717,057	11,706,778	11,241,513	11,570,543	2.93%
		Fiscal Year Variance	704,637	550,279	349,258	(1,106,534)	152,285	**126,713**	
		Unassigned Fund Balance 4/30/13 (1)	**5,873,707**						
		Unassigned Fund Balance 4/30/14 (1)		**6,401,476**					
		Unassigned Fund Balance 4/30/15 (1)			**6,746,084**				
		Projected Unassigned Fund Balance 4/30/16					**6,898,369**		
		Projected Unassigned Fund Balance 4/30/17						**7,025,082**	

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

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-40-40000	Elected Officials	SALARIES-MAYOR & COUNCIL	64,800	65,200	64,800	64,800	64,800	**64,800**	0.00%
01-40-40100	Elected Officials	FICA EXPENSE	3,990	4,012	3,984	3,984	3,984	**4,018**	0.85%
01-40-40101	Elected Officials	MEDICARE EXPENSE	933	938	932	932	932	**940**	0.86%
01-40-44400	Elected Officials	TRAVEL & MEETINGS	934	3,323	2,075	4,000	4,000	**4,000**	0.00%
01-40-45400	Elected Officials	OTHER PROFESSIONAL SERVICES		215	1,900	0	1,088	**2,000**	83.82%
01-40-46900	Elected Officials	DUES, SUBSCRIPTIONS & BOOKS	1,203	3,176	3,021	3,181	3,427	**3,451**	0.70%
01-40-47200	Elected Officials	OTHER SUPPLIES	35	370	711	200	1,500	**2,000**	33.33%
01-40-48700	Elected Officials	MISCELLANEOUS EXPENSE			250,514	0	376	**100**	-73.40%
01-40-48710	Elected Officials	EMPLOYEE & VOLUNTEER APPRECIATION	3,185	2,721	5,894	4,600	4,600	**4,600**	0.00%
01-40-48711	Elected Officials	COUNCIL SPONSORSHIPS	7,258	8,266	6,798	8,000	8,000	**2,000**	-75.00%
		Totals	82,338	88,221	340,629	89,697	92,707	**87,909**	-5.18%

CITY OF WARRENVILLE
FISCAL YEAR 2017
TRAVEL & MEETINGS - 01-40-44400

DEPARTMENT: MAYOR & COUNCIL

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 2,075	$ 4,000	Various Conferences, Training, Meetings, etc. (i.e. IML Conference, DMMC Meetings)	**$ 4,000**
$ 2,075	$ 4,000	**Total**	**$ 4,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER PROFESSIONAL SEREVICES - 01-40-45400

DEPARTMENT: MAYOR & COUNCIL

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,900	$ 1,088	Mayor's Fitness Challenge Website Development	$ 2,000
$ 1,900	$ 1,088	**Total**	**$ 2,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
DUES, SUBSCRIPTIONS & BOOKS - 01-40-46900

DEPARTMENT: MAYOR & COUNCIL
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 3,021	$ 326	Daily Herald	**$ 350**
	750	Western DuPage Chamber	**750**
	1,250	Illinois Municipal League Membership	**1,250**
	50	Illinois Prairie Path Membership (TAC)	**50**
	35	Active Transportation Alliance (BPAC)	**35**
	591	Metropolitan Mayors Caucus	**591**
	125	Chicago Metropolitan Planning Council	**125**
	50	Arbor Day Foundation (EAC)	**50**
	250	The Conservation Foundation	**250**
$ 3,021	$ 3,427	**Total**	**$ 3,451**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER SUPPLIES - 01-40-47200

DEPARTMENT: MAYOR & COUNCIL
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 711	$ 1,500	As Needed	**$ 2,000**
$ 711	$ 1,500	**Total**	**$ 2,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MISCELLANEOUS EXPENSE - 01-40-48700

DEPARTMENT: MAYOR & COUNCIL

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 250,514	$ 376	As Needed	**$ 100**
$ 250,514	$ 376	**Total**	**$ 100**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EMPLOYEE & VOLUNTEER APPRECIATION - 01-40-48710

DEPARTMENT: MAYOR & COUNCIL

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 5,894	**$ 2,000**	Volunteer Appreciation Dinner	**$ 2,000**
	2,000	Employee Appreciation Lunch	**2,000**
	600	Monthly Employee Luncheons	**600**
$ 5,894	$ 4,600	**Total**	**$ 4,600**

CITY OF WARRENVILLE
FISCAL YEAR 2017
COUNCIL SPONSORSHIPS - 01-40-48711

DEPARTMENT: MAYOR & COUNCIL

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 6,798		Council Sponsorships	
	$ 2,000	(eg: Operation Safe Celebration @ $500)	**$ 2,000**
	6,000	Holly Days (Reimbursement to Warrenville Park District) ***(Moved to Hotel Motel beginning - FY 2017)***	
$ 6,798	$ 8,000	**Total**	**$ 2,000**

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 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	4,913	4,913	0	0			
01-41-44400	Clerk	TRAVEL & MEETINGS	1,888	3,200	3,334	4,960	4,960	**4,960**	0.00%
01-41-45400	Clerk	OTHER PROFESSIONAL SERVICES			10	8,500	0	**8,500**	
01-41-44601	Clerk	POSTAGE - NEWSLETTER	5,806	6,218	6,777	6,778	11,610	**13,656**	17.62%
01-41-44700	Clerk	PRINTING/PUBLISHING	1,168	1,185	1,071	1,550	1,476	**1,525**	3.32%
01-41-44701	Clerk	PRINTING - NEWSLETTER	8,326	8,620	8,870	8,910	15,120	**18,180**	20.24%
01-41-46800	Clerk	CODIFICATION	3,303	2,874	2,670	3,300	3,300	**3,300**	0.00%
01-41-46900	Clerk	DUES, SUBSCRIPTIONS & BOOKS	235	575	487	480	480	**480**	0.00%
01-41-49500	Clerk	EQUIPMENT PURCHASE	0	0		24,000	0	**24,000**	
		Totals	36,404	38,350	33,984	69,243	47,711	**85,366**	78.92%

CITY OF WARRENVILLE
FISCAL YEAR 2017
NOTARY FEE - SOFTWARE - 01-41-43700

DEPARTMENT: Clerk
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 10	$ -	Notary Renewal (Deputy Clerk Morgan - budget again in FY 18)	**$ -**
$ 10	$ -	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2017
TRAVEL & MEETINGS - 01-41-44400

DEPARTMENT: Clerk
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 3,334			**$ -**
	$ 300	Municipal Clerks of DuPage County (MCDC) Meetings (Bi-monthly - Clerk and Deputy Clerk)	**$ 300**
	750	Municipal Clerks of IL (MCI) Quarterly District Mtgs (Overnight and mileage) (Clerk Only)	**750**
	700	Northern Illinois Municipal Clerks (NIMCA) (Bi-monthly Meeting Attendance - Overnight & mileage) (Clerk Only)	**700**
	1,600	Municipal Clerks of Illinois (MCI) Annual Certification Seminar Springfield - October (Overnight and mileage) (Clerk and Deputy Clerk) (Year 2 of 3 year program)	**1,600**
	1,000	International Institute of Municipal Clerks (IIMC) Annual Conference in Omaha, NE- May (Overnight and mileage) (Clerk Only)	**1,000**
	610	Illinois Municipal League (IML) Annual Conference Chicago - September (Clerk and Deputy Clerk)	**610**
$ 3,334	$ 4,960	**Total**	**$ 4,960**

CITY OF WARRENVILLE
FISCAL YEAR 2017
POSTAGE - NEWSLETTER - 01-41-44601

DEPARTMENT: Clerk

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 6,777	$ 11,390	Hometown Happenings 12 Monthly Mailings Average - $1,119.66/ea.	**$ -**
	220	Annual Permit Renewal - Postmaster	**220**
$ 6,777	$ 11,610	**Total**	**$ 220**

CITY OF WARRENVILLE
FISCAL YEAR 2017
PRINTING/PUBLISHING - 01-41-44700

DEPARTMENT: Clerk

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,071			**$ -**
	$ 500	Required Publication of Public Notices Including Bids	**$ 500**
	300	Tax Levy Notification (Daily Herald)	**300**
	676	Treasurer's Report (Daily Herald)	**725**
$ 1,071	$ 1,476	**Total**	**$ 1,525**

CITY OF WARRENVILLE
FISCAL YEAR 2017
PRINTING NEWSLETTER - 01-41-44701

DEPARTMENT: Clerk

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 8,870			$ -
	$ 15,120	Hometown Happenings 12 Monthly Mailings - Paper Edition $1,515.00 each	$ **18,180**
$ 8,870	$ 15,120	**Total**	$ **18,180**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER PROFESSIONAL SERVICES - 01-41-45400

DEPARTMENT: Clerk

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
	$ -	Reorganization and conversion of City records (part of FY 16 Decision Package) (see also 01-41-49500) ***(Re-budgeted for FY 2017)***	$ **8,500**
$ -	$ -	**Total**	$ **8,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
CODIFICATION - 01-41-46800

DEPARTMENT: Clerk
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 2,670			**$ -**
	$ 2,800	Quarterly Code Revision/Supplements	**$ 2,800**
	500	Sterling Codifiers annual hosting fee	**500**
$ 2,670	$ 3,300	**Total**	**$ 3,300**

CITY OF WARRENVILLE
FISCAL YEAR 2017
DUES, SUBSCRIPTIONS & BOOKS - 01-41-46900

DEPARTMENT: Clerk
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 487			**$ -**
	$ 60	Municipal Clerks of DuPage County (Clerk and Deputy Clerk)	**$ 60**
	55	NIMCA Northern Illinois Municipal Clerks (Clerk Only)	**55**
	115	Municipal Clerks of Illinois (Clerk and Deputy Clerk)	**115**
	250	IIMC International Institute of Municipal Clerks (Clerk and Deputy Clerk)	**250**
$ 487	$ 480	**Total**	**$ 480**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EQUIPMENT PURCHASE - 01-41-49500

DEPARTMENT: Clerk

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -	Mobile shelving system for Records Storage Vault (part of FY 16 Decision Package) (see also 01-41-45400)	**$ 24,000**
		(Re-budgeted for FY 2017)	
$ -	$ -	**Total**	**$ 24,000**

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-43-45100	Legal	LEGAL - CORPORATE	135,548	180,936	121,777	125,000	128,756	**128,700**	-0.04%
01-43-45101	Legal	LEGAL - CITY PROSECUTOR	13,961	14,116	15,609	16,000	14,460	**16,000**	10.65%
01-43-45102	Legal	LEGAL - LITIGATION		-	15,756	5,000	-	**5,000**	
01-43-45103	Legal	LEGAL - LABOR RELATIONS	12,881	5,635	5,776	20,000	21,695	**10,000**	-53.91%
01-43-45106	Legal	LEGAL - CN RAILROAD							
		Totals	162,390	200,687	158,918	166,000	164,911	**159,700**	-3.16%

CITY OF WARRENVILLE
FISCAL YEAR 2017
LEGAL - CORPORATE - 01-43-45100

DEPARTMENT: Legal

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 121,777	$ 120,000	Monthly Legal Services (City Attorney on $10,000/mo. Retainer)	**$ 120,000**
	8,756	Administrative Legal Expenses	**8,700**
$ 121,777	$ 128,756	**Total**	**$ 128,700**

CITY OF WARRENVILLE
FISCAL YEAR 2017
LEGAL - CITY PROSECUTOR - 01-43-45101

DEPARTMENT: Legal

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 15,609	$ 14,460	Fees for City Prosecutor	**$ 16,000**
$ 15,609	$ 14,460	**Total**	**$ 16,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
LEGAL - LITIGATION - 01-43-45102

DEPARTMENT: Legal

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 15,756	$ -	Litigation and Trial Expenses	**$ 5,000**
$ 15,756	$ -	**Total**	**$ 5,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
LEGAL - LABOR RELATIONS - 01-43-45103

DEPARTMENT: Legal

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 5,776	$ 21,695	Labor Relations/Personnel Legal Fees	**$ 10,000**
$ 5,776	$ 21,695	**Total**	**$ 10,000**

THIS
PAGE
INTENTIONALLY
LEFT
BLANK

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 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-45-40000	Finance	SALARIES - FINANCE DEPT	210,731	205,262	226,270	227,570	228,783	**232,735**	1.73%
01-45-40001	Finance	OVERTIME - FINANCE DEPT	885	3,177	-	1,500	-	**1,500**	
01-45-40100	Finance	FICA EXPENSE	12,678	11,705	12,885	14,203	13,082	**14,523**	11.02%
01-45-40101	Finance	MEDICARE EXPENSE	2,958	2,782	3,014	3,322	3,104	**3,397**	9.44%
01-45-40200	Finance	IMRF EXPENSE	23,800	24,812	26,682	26,191	25,646	**27,172**	5.95%
01-45-40705	Finance	TELECOMMUNICATION TAX REBATES	568	578	1,301	1,353	1,400	**1,450**	3.57%
01-45-42950	Finance	CREDIT CARD FEES	7,804	10,245	11,046	12,000	15,000	**20,000**	33.33%
01-45-43700	Finance	NOTARY FEE	55	51	-	50	118	**60**	-49.15%
01-45-44400	Finance	TRAVEL & MEETINGS	1,813	667	2,057	4,739	2,000	**4,862**	143.10%
01-45-45200	Finance	AUDIT EXPENSE	13,977	15,795	16,427	18,000	16,000	**18,450**	15.31%
01-45-45400	Finance	OTHER PROFESSIONAL SERVICES	2,293	6,540	5,150	21,860	21,610	**91,390**	322.91%
01-45-46900	Finance	DUES, SUBSCRIPTIONS & BOOKS	710	1,004	288	788	610	**610**	0.00%
01-45-47200	Finance	OTHER SUPPLIES	168	116	108	364	350	**385**	10.00%
01-45-48700	Finance	MISCELLANEOUS EXPENSE	50	27,907	37	200	150	**200**	33.33%
01-45-48703	Finance	GFOA REVIEW FEE	435	435	435	435	435	**435**	0.00%
01-45-49500	Finance	EQUIPMENT PURCHASE		380	-	18,500	15,145	**500**	-96.70%
01-45-49954	Finance	REFUSE STICKERS	71,280	61,800	77,040	80,160	80,160	**109,200**	36.23%
		Totals	350,205	373,256	382,740	431,235	423,593	**526,869**	24.38%

CITY OF WARRENVILLE
FISCAL YEAR 2017
TELECOMMUNICATIONS TAX REBATE - 01-45-40705

DEPARTMENT: Finance

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 436	$ 500	Senior Citizens Telecommunication Tax Rebate Payouts	**$ 500**
865	900	Local Government Rebates	**950**
$ 1,301	$ 1,400	**Total**	**$ 1,450**

CITY OF WARRENVILLE
FISCAL YEAR 2017
CREDIT CARD FEES - 01-45-42950

DEPARTMENT: Finance

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 11,046	$ 15,000	Credit Card Processing Fees	**$ 20,000**
$ 11,046	$ 15,000	**Total**	**$ 20,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
NOTARY FEE - 01-45-43700

DEPARTMENT: Finance

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -		
	59	Accounting Clerk I Herrera (Expires 06/26/2019) (Budget Again in FY 20)	
		UB Clerk-Gasparas (Expires 04/29/2017)	**60**
	59	Accounting Clerk II Weiersheuser (Expires 04/30/2020) (Budget Again in FY 20)	
$ -	$ 118	**Total**	**$ 60**

CITY OF WARRENVILLE
FISCAL YEAR 2017
TRAVEL & MEETINGS - 01-45-44400

DEPARTMENT: Finance

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 2,057	$ 2,000		
		Director Conferences (including State and National Conference Expenses)	**$ 2,200**
		Daily Bank Deposit Mileage Reimbursement	**562**
		Senior Accountant (including State and National Conference Expenses)	**1,600**
		Technical Training Topical Training Seminars & IGFOA Luncheons (Formerly in 01-45-45700)	**500**
$ 2,057	$ 2,000	**Total**	**$ 4,862**

CITY OF WARRENVILLE
FISCAL YEAR 2017
AUDIT EXPENSE - 01-45-45200

DEPARTMENT: Finance

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 16,427	$ 16,000		
		Annual Audit Fees	
		CAFR	**$ 16,400**
		Single Audit - (only if required)	**2,050**
		(Cost also allocated to	
		20-00-45200 $2,050	
		20-04-45200 $2,050	
		73-00-45200 $310	
		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	
		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	
$ 16,427	$ 16,000	**Total**	**$ 18,450**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER PROFESSIONAL SERVICES - 01-45-45400

DEPARTMENT: Finance

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 5,150			
	$ 2,250	OPEB Calculation Services	**$ 2,320**
		Enterprise Resource Planning	
		Software Evaluation Projects	
	14,460	Phase I (Business Case Study)	
		Phase II Consultation Services	**83,925**
		Process Establishment and RFP Development	
		(FY 17 Decision Package)	
	4,900	Open Gov	**5,145**
$ 5,150	$ 21,610	**Total**	**$ 91,390**

CITY OF WARRENVILLE
FISCAL YEAR 2017
DUES, SUBSCRIPTIONS & BOOKS 01-45-46900

DEPARTMENT: Finance
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 288			
	$ 190	GFOA Membership (200 Director) - Expires 09/30	**$ 190**
	300	IGFOA Membership (300 Director, 200 Asst) - Approx March	**300**
	120	Books and Publications (Crain's)	**120**
$ 288	$ 610	**Total**	**$ 610**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER SUPPLIES - 01-45-47200

DEPARTMENT: Finance
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 108			
	200	Handicapped Placards (Purchase next in FY 18)	**$ 225**
	150	Dog Tags	**160**
$ 108	$ 350	**Total**	**$ 385**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MISCELLANEOUS EXPENSE - 01-45-48700

DEPARTMENT: Finance

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 37	$ 150	Miscellaneous Expenses	**$ 200**
$ 37	**$ 150**	**Total**	**$ 200**

CITY OF WARRENVILLE
FISCAL YEAR 2017
GFOA REVIEW FEE - 01-45-48703

DEPARTMENT: Finance

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 435	$ 435	Audit Award Review Fee	**$ 435**
$ 435	**$ 435**	**Total**	**$ 435**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EQUIPMENT PURCHASE - 01-45-49500

DEPARTMENT: Finance

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ 15,145	**Copier Replacement** **1st Floor Copier** **last purchased 2007**	
		Wire Storage Shelving for Vault/Storage room	**500**
$ -	$ 15,145	**Total**	**$ 500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
REFUSE STICKERS - 01-45-49954

DEPARTMENT: Finance

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 77,040	$ 80,160		**$ 109,200**
		Purchase of Refuse Stickers for Re-sale to Residents - Per Contract Estimated at 24,000 Stickers Annually	
		Waste Management **Yr 1 - 05/01/16-$4.55** Yr 2 - 05/01/17-$4.71 Yr 3 - 05/01/18-$4.87 Yr 4 - 05/01/19-$5.04 Yr 5 - 05/01/20-$5.22	
		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	
$ 77,040	$ 80,160	**Total**	**$ 109,200**

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 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-50-40000	Administration	SALARIES - ADMINISTRATION	321,049	295,373	317,712	330,131	324,132	**338,541**	4.45%
01-50-40001	Administration	OVERTIME - ADMINISTRATION	10,238	10,290	8,271	11,000	9,134	**11,000**	20.43%
01-50-40100	Administration	FICA EXPENSE	18,135	16,402	18,394	21,151	16,758	**21,672**	29.32%
01-50-40101	Administration	MEDICARE EXPENSE	4,627	4,246	4,623	4,947	4,689	**5,068**	8.08%
01-50-40200	Administration	IMRF EXPENSE	36,941	35,741	38,926	39,003	38,028	**40,547**	6.62%
01-50-40500	Administration	COMMITTEES / COMMISSIONS	12,089	9,931	7,704	16,050	13,992	**15,500**	10.78%
01-50-44400	Administration	TRAVEL & MEETINGS	12,337	7,112	15,723	20,015	15,730	**21,015**	33.60%
01-50-45400	Administration	OTHER PROFESSIONAL SERVICES	19,636	36,502	45,163	83,920	34,710	**55,320**	59.38%
01-50-45490	Administration	EMPLOYEE ASSISTANCE PROGRAM	969	171	1,024	1,089	1,024	**1,075**	4.98%
01-50-45710	Administration	EDUCATION REIMBURSEMENT						**3,000**	
01-50-46600	Administration	SENIOR SERVICES	13,400	12,700	12,700	13,200	12,700	**12,700**	0.00%
01-50-46900	Administration	DUES, SUBSCRIPTIONS & BOOKS	17,293	15,311	15,387	16,650	10,000	**16,412**	64.12%
01-50-47200	Administration	OTHER SUPPLIES	271	269	319	1,000	1,000	**1,000**	0.00%
01-50-48700	Administration	MISCELLANEOUS EXPENSE	2,080	2,471	1,553	2,800	2,200	**2,000**	-9.09%
01-50-48706	Administration	FLEX SPENDING FEE	2,349	4,006	4,160	4,186	4,401	**4,622**	5.02%
01-50-49200	Administration	LAND PURCHASE - INTEREST EXPENSE	50,000	5,100	5,100	5,100	5,100	**5,100**	0.00%
01-50-49500	Administration	EQUIPMENT PURCHASE	108,474	7,054	615	2,000	-	**-**	
		Totals	629,888	462,679	497,374	572,242	493,598	**554,572**	12.35%

CITY OF WARRENVILLE
FISCAL YEAR 2017
COMMITTEES AND COMMISSIONS - 01-50-40500

DEPARTMENT: Administration

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 7,704			
	$ 3,750	**Safety Committee** Annual Safety Awards (75 employees @$50)	**$ 3,750**
		Warrenville Environmental Advisory Commission:	
	2,000	Boxes for Battery Recycling	**2,000**
	1,500	Resource Newsletter	**1,500**
	200	Tree City USA Conference	**200**
	3,000	Arbor Day	**3,000**
	1,000	New Programs for FY 2016 (Subsidized Rain Barrels, Composting , Rain Gardens)	**1,000**
	100	Cool Cities Program	**100**
		Warrenville Pedestrian and Bicyclists Advisory Commission:	
	1,800	Bike Rodeo Supplies	**2,200**
	642	Printing	**750**
	-	Bicycle Friendly Community Initiatives (e.g., bike racks, self service maintenance stations - grants to participating businesses)	**1,000**
$ 7,704	$ 13,992	**Total**	**$ 15,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
TRAVEL/TRAINING - 01-50-44400

DEPARTMENT: Administration

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 15,723			
	$ 3,300	City Administrator Auto Allowance Personal Auto to conduct City business	**$ 3,300**
	350	Annual ICMA Conference	**2,700**
	650	Summer ILCMA Conference	**700**
	-	Winter ILCMA Conference	**700**
	200	IPELRA Employment Law Seminar	**200**
	100	IAMMA Luncheons	**100**
	200	Metro Manager Luncheons	**200**
	250	DMMC Meetings	**250**
	415	DMMC Legislative Drive Down	**450**
	65	Legacy Project Conference	**65**
	300	Chamber Meetings and Events	**300**
	1,000	Other Professional Training	**1,000**
	8,000	Staff Professional Development Leadership Training/Coaching	**10,000**
	550	GMIS Conference	**700**
	350	ITIA Conference	**350**
$ 15,723	$ 15,730	**Total**	**$ 21,015**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER PROFESSIONAL SERVICES - 01-50-45400

DEPARTMENT: Administration

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 45,163			
	$ 1,160	Achiever Exam (Pre-employment Test)	**$ 1,500**
	6,500	CDBH DOT/Non-DOT Program & Post Offer Physicals	**7,000**
	1,500	Flu Shots	**1,500**
	50	Background Checks for New Employees	**200**
	120	Language Testing Service (Per MAP 213 CBA)	**120**
	300	Project Management of Strategic Plan	**5,000**
	2,000	NICOR Consortium (DMMC) (completed during FY 2016)	-
	1,000	Pension Coalition for Illinois - Contribution	**5,000**
	22,080	Compensation Philosophy Phase III (Compensation Study) (FY 16 Decision Package)	**35,000**
$ 45,163	$ 34,710	**Total**	**$ 55,320**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EMPLOYEE ASSISTANCE PROGRAM - 01-50-45490

DEPARTMENT: Administration

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,024	$ 1,024	Annual EAP Contract Est @ $14.33 per Employee x 75 EE's	**$ 1,075**
$ 1,024	$ 1,024	**Total**	**$ 1,075**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EDUCATION REIMBURSEMENT - 01-50-45710

DEPARTMENT: Administration

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -	Employee Education Reimbursement	**$ 3,000**
$ -	$ -	**Total**	**$ 3,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
SENIOR SERVICES - 01-50-46600

DEPARTMENT: Administration

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 12,700	$ 12,700	Annual Contribution to DuPage Senior Citizen's Council (Meal on Wheels and Senior Chore Days)	**$ 12,700**
	-	Taxi Fare Coupons	
$ 12,700	$ 12,700	**Total**	**$ 12,700**

CITY OF WARRENVILLE
FISCAL YEAR 2017
DUES, SUBSCRIPTIONS, & BOOKS - 01-50-46900

DEPARTMENT: Administration

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 15,387			
	$ 534	ILCMA/Legacy Project	**$ 184**
	2,092	ICMA	**2,500**
	205	NPELRA/IPELRA	**205**
	230	ILCMA/Metro Managers	**350**
	5,834	DuPage Mayors and Managers *(FY 16 dues reduced by 50% by DMMC - return to full dues for FY 2017)*	**11,668**
	175	Government Management Information Science (GMIS)	**175**
	190	Society for HR Management (SHRM)	**190**
	390	Public Salary (CityTech)	**390**
	100	Miscellaneous Books & Dues	**500**
	250	Conservation Foundation membership	**250**
$ 15,387	$ 10,000	**Total**	**$ 16,412**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER SUPPLIES - 01-50-47200

DEPARTMENT: Administration

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 319	$ 1,000	Anniversary Gifts - to employees	**$ 1,000**
$ 319	$ 1,000	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MISCELLANEOUS EXPENSE - 01-50-48700

DEPARTMENT: Administration

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,553			
	$ 1,000	Meeting and Events Food	**$ 1,000**
	1,200	Miscellaneous Flower Arrangements/Memorials	**1,000**
$ 1,553	$ 2,200	**Total**	**$ 2,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
FLEX SPENDING FEE - 01-50-48706

DEPARTMENT: Administration

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 4,160			
	$ 2,944	Quarterly Administrative Costs (avg. @ $726 per Quarter + 5% est. escalator)	**$ 3,091**
	880	Quarterly - Claim Card Fee (avg. @ $228.42 per Quarter)	**925**
	577	Annual Renewal Fee (Assumes 5% escalator for 01/17 renewal)	**606**
$ 4,160	$ 4,401	**Total**	**$ 4,622**

CITY OF WARRENVILLE
FISCAL YEAR 2017
LAND PURCHASE - INTEREST EXPENSE - 01-50-49200

DEPARTMENT: Administration

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 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 2017
EQUIPMENT PURCHASE - 01-50-49500

DEPARTMENT: Administration

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 615	$ -	Filing Cabinets/Shelving	**$ -**
$ 615	$ -	**Total**	**$ -**

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 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-51-40000	Police	SALARIES - POLICE SWORN	2,769,377	2,944,522	3,004,057	3,106,075	2,960,267	**3,119,875**	5.39%
01-51-40001	Police	OVERTIME - POLICE	233,409	214,546	198,465	200,000	251,983	**200,000**	-20.63%
01-51-40004	Police	SALARIES-CROSSING GUARDS	33,972	34,274	32,999	37,112	33,718	**39,544**	17.28%
01-51-40005	Police	POLICE-NON-SWORN	363,826	373,924	388,143	398,138	394,967	**409,003**	3.55%
01-51-40006	Police	UNEMPLOYMENT INSURANCE							
01-51-40100	Police	FICA EXPENSE	202,520	208,484	214,380	228,863	218,107	**233,642**	7.12%
01-51-40101	Police	MEDICARE EXPENSE	47,592	49,892	50,444	53,526	51,669	**54,642**	5.75%
01-51-40200	Police	IMRF EXPENSE	41,423	44,365	46,232	46,378	45,238	**48,604**	7.44%
01-51-40401	Police	CITY CONTR. TO POLICE PENSION	812,420	818,005	966,691	1,004,200	1,004,200	**1,109,923**	10.53%
01-51-41100	Police	MAINTENANCE - EQUIPMENT	27,735		25,803	37,903	37,903	**36,203**	-4.49%
01-51-41110	Police	MAINTENANCE - AUTOS	34,399	15,340	74,559	46,960	46,960	**44,800**	-4.60%
01-51-42700	Police	MAINTENANCE - COMMUNICATIONS	1,115	45,270	4,934	5,000	5,000	-	-100.00%
01-51-42800	Police	COMMUNICATIONS SERVICES	288,796	301,878	334,065	339,616	339,616	**333,056**	-1.93%
01-51-42900	Police	ANIMAL CONTROL	1,228	721	1,366	2,000	2,000	**1,500**	-25.00%
01-51-42901	Police	CANINE UNIT	649	8,040	1,544	-	-	-	
01-51-43400	Police	TELEPHONE	18,879	19,393	20,915	22,169	24,306	**24,306**	0.00%
01-51-43700	Police	NOTARY FEE	350	154	167	240	240	**300**	25.00%
01-51-44300	Police	RENT EXPENSE	8,059	2,739	1,795	2,000	2,000	**2,000**	0.00%
01-51-44400	Police	TRAVEL & MEETINGS	22,262	23,418	19,150	31,025	31,025	**21,688**	-30.10%
01-51-44700	Police	PRINTING/PUBLISHING	4,123	3,465	3,936	5,210	5,210	**6,210**	19.19%
01-51-44850	Police	ADMINISTRATIVE TOWING EXPENSE	4,185	4,090	3,400	5,500	5,500	**5,000**	-9.09%
01-51-45400	Police	OTHER PROFESSIONAL SERVICES	12,611	15,235	13,493	15,884	14,884	**13,713**	-7.87%
01-51-45402	Police	PROFESSIONAL ADJUDICATION SVCS	5,847	3,288	3,196	1,000	1,000	**1,000**	0.00%
01-51-45710	Police	EDUCATION REIMBURSEMENT	8,684		-		-	**2,500**	
01-51-46900	Police	DUES, SUBSCRIPTIONS & BOOKS	27,079	25,982	28,740	31,795	30,803	**31,068**	0.86%
01-51-47200	Police	OTHER SUPPLIES	5,903	4,484	7,760	18,650	14,500	**16,268**	12.19%
01-51-47210	Police	AMMUNITION & SUPPLIES	7,978	7,929	7,216	5,164	4,964	**12,864**	159.15%
01-51-47300	Police	UNIFORMS	33,794	41,903	35,286	51,740	51,740	**49,195**	-4.92%
01-51-47304	Police	UNIFORMS-CROSSING GUARDS	206	-	1,089	1,075	250	**250**	0.00%
01-51-47600	Police	GAS/OIL EXPENSE	105,338	109,954	90,229	110,000	76,354	**90,000**	17.87%
01-51-48401	Police	COLLECTION AGENCY FEES	502	-	-	750	750	**750**	0.00%
01-51-48700	Police	MISCELLANEOUS EXPENSE	1,032	75	884	2,000	2,000	**2,000**	0.00%
01-51-48701	Police	INVESTIGATIONS	799	394	522	1,800	1,926	**500**	-74.04%
01-51-48702	Police	PUBLIC RELATIONS	5,275	4,417	5,107	7,325	7,325	**6,075**	-17.06%
01-51-49500	Police	EQUIPMENT PURCHASE	1,410	10,836	39,723	8,325	8,325	**1,799**	-78.39%
01-51-49503	Police	EQUIPMENT-MAINTENANCE SUPRV	973	2,509	3,457	2,500	2,500	**2,500**	0.00%
01-51-49990	Police	BAD DEBT EXPENSE	-						
		Totals	5,133,750	5,339,526	5,629,747	5,829,923	5,677,230	**5,920,778**	4.29%

General Fund Line Items
Fiscal Year 2017

CITY OF WARRENVILLE
FISCAL YEAR 2017
CITY CONTRIBUTION TO POLICE PENSION - 01-51-40401

DEPARTMENT: Police
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 966,691			
	$ 754,200	City Contribution to Police Pension (Levy)	**$ 859,923**
	250,000	Additional City Contribution toward Unfunded Liability	**250,000**
$ 966,691	$ 1,004,200	**Total**	**$ 1,109,923**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - EQUIPMENT - 01-51-41100

DEPARTMENT: Police
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 25,803			
	$ 12,000	Records and Patrol Departments Maintenance and Supply Contract	**$ 12,000**
	3,160	Administrative Services Copier Lease	**3,160**
	2,640	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**
	2,800	Car Washes/Detailing	**2,800**
	1,700	Illinois State Contract Squad Light bar	-
	543	Lexmark "Live-Scan" toner cartridge	**543**
	660	Radar Recertification (Cost reimbursed by Transfer-In from Seized Assets Fund - See Transfer -in Revenue) *moved from 01-51-45400	**660**
	1,200	IL Dept of Agriculture Traffic Safety Enforcement Unit Scale Certification	**1,200**
	13,200	Maintenance Agreement - and Monthly Contractual Services Agreement (Including Data Storage & Retrieval) ($1,100 per month x 12)	**13,200**
$ 25,803	$ 37,903	**Total**	**$ 36,203**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - AUTOS - 01-51-41110

DEPARTMENT: Police

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 74,559			
	$ 15,000	Purchase of Tires, Alignments & Balancing/Time and Material (Cost reimbursed by Transfer-In from Seized Assets Fund - See Transfer-in Revenue)	**$ 15,500**
	10,000	Repair at Car Dealer or Outside Vendor	**10,000**
	12,000	Purchase of Parts	**12,000**
		Interior Equipment	**7,300**
	9,500	Striping and Installation of Radio Rack and Wiring	
	460	Remote Start System for 2007 Ford Taurus and Ford Fusion 2 @ $230	-
$ 74,559	$ 46,960	**Total**	**$ 44,800**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - COMMUNICATIONS - 01-51-42700

DEPARTMENT: Police

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 4,934	$ 5,000		
		Chicago Communications (Portable Radios, Mobile Data Terminal, Mobil Radios) Installation of Command Staff and PD Radio Base units	-
$ 4,934	$ 5,000	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2017
COMMUNICATION SERVICES - 01-51-42800

DEPARTMENT: Police

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 334,065	$ 339,616		
		DU-COMM Contract 32 x $10,408 = $333,056 *(Includes full officers only - part-time officers not included for share calculations by DU-COMM)* Second Facility Cost Figure **Project on Hold - DUCOMM**	**$ 333,056**
$ 334,065	$ 339,616	**Total**	**$ 333,056**

CITY OF WARRENVILLE
FISCAL YEAR 2017
ANIMAL CONTROL - 01-51-42900

DEPARTMENT: Police

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,366	$ 2,000		
		General Animal Control Equipment and Veterinary Charges	**$ 1,500**
$ 1,366	$ 2,000	**Total**	**$ 1,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
CANINE UNIT- 01-51-42901

DEPARTMENT: Police

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,544	$ -	Canine Program Costs (Unbudgeted for FY 2017) *(Need to be evaluated during 2018 Budget Preparation)*	**$ -**
$ 1,544	$ -	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2017
TELEPHONE- 01-51-43400

DEPARTMENT: Police

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 20,915			
	$ 10,586	Verizon Wireless - MDT Signal to DuComm	**$ 10,586**
	13,720	Nextel Cellular Phone Costs (Estimate @ $1,143.33/Month)	**13,720**
$ 20,915	$ 24,306	**Total**	**$ 24,306**

CITY OF WARRENVILLE
FISCAL YEAR 2017
NOTARY FEE - 01-51-43700

DEPARTMENT: Police

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 167	$ 240	Various Costs for Bonding Fee, State Fee and the Notary Stamp x 5 @ $60	**$ 300**
$ 167	$ 240	**Total**	**$ 300**

CITY OF WARRENVILLE
FISCAL YEAR 2017
RENT EXPENSE - 01-51-44300

DEPARTMENT: Police

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,795	$ 1,200	Indoor Range (Aurora PD)	**$ 1,200**
	800	Postage Machine Rental ($200 per Quarter)	**800**
$ 1,795	$ 2,000	**Total**	**$ 2,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
TRAVEL & MEETINGS - 01-51-44400

DEPARTMENT: Police
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 19,150			
	$ 675	DuPage Chiefs/Senior Management Meetings	**$ 675**
	300	Professional Dinner Functions	**300**
	1,000	Lodging Costs for Training	**1,000**
	4,000	Reimbursement for Meals and Mileage - Training, Conferences, and other Work-related Travel	**4,000**
	900	Illinois Chief of Police Conference (x 3)	**900**
	800	Records Training (FOIA/NetRMS/Other)	**800**
		Patrol Officers:	
	1,000	Specialized Training	**1,000**
	1,500	I.T.O.A. - Dues/Training (x2 @ 750)	**1,500**
	9,200	Suburban Law Enforcement Basic Academy	**3,113**
		Investigations:	
	550	I.D.E.O.A. (x2)	**550**
	400	Illinois Homicide Seminar	**450**
	1,000	One/Two Day Seminars	**1,000**
	2,500	OSHA Mandated Annual Training (On-line training for Blood-borne Pathogens, hazardous materials, and CPR/AED training)	**2,500**
	3,750	S.L.E.A. Command Staff Course ($1,875 x 2) (Receive 50% reimbursement upon graduation)	**3,750**
	150	DuPage Juvenile Officers Assoc (DJOA) Conference ($75 x 2)	**150**
	3,300	Forensic Science Investigating at Northwestern University	-
$ 19,150	$ 31,025	**Total**	**$ 21,688**

CITY OF WARRENVILLE
FISCAL YEAR 2017
PRINTING/PUBLISHING - 01-51-44700

DEPARTMENT: Police
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 3,936			
	$ 1,000	Advertisement	**$ 1,000**
	1,000	Printing Needs: Business Cards/Envelopes	**1,000**
	2,000	Parking & Traffic Tickets	**2,000**
	1,000	Printing Fees to Update Required Forms	**1,000**
	210	Inmate Property Cards x 1500 @ $105 x2	**210**
		Pedestrian Stop Cards required by Police / Community Relations Act Law	**1,000**
$ 3,936	$ 5,210	**Total**	**$ 6,210**

CITY OF WARRENVILLE
FISCAL YEAR 2017
ADMINISTRATIVE TOWING EXPENSE - 01-51-44850

DEPARTMENT: Police
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 3,400	$ 5,500	Administrative Towing Fees Paid to Contractor	**$ 5,000**
$ 3,400	$ 5,500	**Total**	**$ 5,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER PROFESSIONAL SERVICES - 01-51-45400

DEPARTMENT: Police
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 13,493			
	$ 500	Destruction of Records	**$ 500**
	1,000	Testing for Blood-borne Pathogens	**500**
	200	Hepatitis B Shots	**200**
	1,406	Medical Safety Mask Fit Tests, on-line (x37 @ $38)	**1,406**
	1,000	Off-site Document Shredding Service	**1,000**
	2,000	S.O.S. Title Fees -Seized Vehicles	**2,000**
	1,408	S.O.S. Title and Registration Fees Department Vehicles (Titles x2 @ $100 ea. / LPN renewal x7 @ $101 ea)	**907**
	3,000	DuPage County CIJIS Monthly Fees (x12 months @ $250)	**3,000**
	1,000	DUI Testing (Blood Draw)	**250**
	1,020	WYFS COMPASS Program	**850**
	1,100	Part-time Officer Psychological Testing (x 2 @ $550)	**550**
	1,250	Part-time Officer Polygraph Testing (x 5 @ $250)	**750**
		Supervisory training	**1,800**
$ 13,493	$ 14,884	**Total**	**$ 13,713**

CITY OF WARRENVILLE
FISCAL YEAR 2017
PROFESSIONAL ADJUDICATION SERVICES - 01-51-45402

DEPARTMENT: Police

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 3,196			
	$ 1,000	Professional Adjudication Services Contractual Administrative Law Judge (Includes Adjudication of Code Violation Issues)	**$ 1,000**
$ 3,196	$ 1,000	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EDUCATION REIMBURSEMENT - 01-51-45710

DEPARTMENT: Police

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -		
		Reimbursement Requests for Personnel Involved in Completion of Various Degrees A. Garcia - Associates Degree	**$ 2,500**
$ -	$ -	**Total**	**$ 2,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
DUES, SUBSCRIPTIONS & BOOKS - 01-51-46900

DEPARTMENT: Police
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 28,740	$ 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**
	250	DuPage Senior Management (x2)	**250**
	250	DuPage County Chief's of Police Association (x3)	**250**
	250	BASSET Licensing	**250**
	200	Explorer Charter Fee (Ofcs x4, Explorers x10 @$25 / Annual Charter $40	**390**
	3,990	NEMRT Regional Training (x42 @ $95)	**3,990**
	800	International Association Chiefs of Police Online.net	**875**
	1,000	Entersect On-line Background and Investigation tool	**1,000**
	25	Law Enforcement Records Mgmt Information	**25**
	40	Suburban Law Enforcement Admin Professionals	**40**
	5,500	NetRMS System	**5,500**
	50	DJOA x 2 @ 25	**50**
	5,550	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**
$ 28,740	$ 30,803	**Total**	**$ 31,068**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER SUPPLIES - 01-51-47200

DEPARTMENT: Police
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 7,760			
	$ 7,000	Evidence Technician Supplies	**$ 7,000**
	1,500	Flares	**1,500**
	1,500	Miscellaneous Supplies	**1,500**
	3,000	Office Equipment	**3,000**
	1,000	Sanitizer Replacements	**1,000**
	500	Digital Media (DVDs/CDs/Flash Drives)	**500**
	-	Tourniquetx for Officers x36 @ $27 (34 Ofcs / 2 training)	**972**
	-	TV - Roll Call Room, 50" Vizio @ $498 TV - Weight Trng Room, 43" Vizio @ $298 (Walmart)	**796**
$ 7,760	$ 14,500	**Total**	**$ 16,268**

CITY OF WARRENVILLE
FISCAL YEAR 2017
AMMUNITION & SUPPLIES - 01-51-47210

DEPARTMENT: Police

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 7,216			
	$ 200	Handgun - Training Rounds	**$ 700**
	100	Duty Rounds	**1,000**
	1,680	FIAT/SWAT Sniper Ammo	**1,700**
		.308(1,400 Rounds @ $1.20)	
		Taser:	
	880	Training (40 cartridges)	**880**
	324	Duty (12 cartridges)	**324**
		Replacement Tazers x5 @ $1242	**6,210**
		Tazer Holsters x5 @ $54	**270**
		Part Replacements:	
	200	Weapon repair	**200**
	200	Cleaning Equipment	**200**
	250	Target Material	**250**
	200	AR 15 parts	**200**
		Less Than Lethal Shotgun:	**630**
	630	(Bean Bag, 105 rounds)	
	200	3-Volt batteries (Weapon Lights)	**200**
	100	Red Dot Sight Rifle Battery	**100**
$ 7,216	$ 4,964	**Total**	**$ 12,864**

CITY OF WARRENVILLE
FISCAL YEAR 2017
UNIFORMS - 01-51-47300

DEPARTMENT: Police

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 35,286			
	$ 20,000	Quartermaster Replacement Spring and Fall	**$ 20,000**
	3,750	Footwear Replacement (x25 @ $150)	**3,750**
	7,500	Clothing Allowance	
		Investigations x 4	**7,000**
		POP Officers x 2	
	11,025	Replacement Body Armor (Vests)	**3,300**
		(x5 vests @ $660)	
	1,000	Explorer Uniforms	**1,000**
	5,000	Uniform Cleaning Contract	**5,000**
	1,065	Gas Mask Replacement (x3 @ $355)	**1,065**
	2,400	Gas Mask Replacement Filters (CBRN)	**2,400**
		(x 40 @ $60)	
	-	SWAT Helmet (Highland)	**675**
		SWAT Body Armor replacement (Highland)	**2,265**
	-	Police Patches (x600)	**540**
	-	Ballistic Shields (x2 @ $1100)	**2,200**
$ 35,286	$ 51,740	**Total**	**$ 49,195**

CITY OF WARRENVILLE
FISCAL YEAR 2017
UNIFORMS - CROSSING GUARDS - 01-51-47304

DEPARTMENT: Police

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,089			
	$ 250	Raincoats, Safety Vests and Equipment	**$ 250**
$ 1,089	$ 250	**Total**	**$ 250**

CITY OF WARRENVILLE
FISCAL YEAR 2017
GAS/OIL EXPENSE - 01-51-47600

DEPARTMENT: Police

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 90,229	$ 76,354	Annual Gas/Oil Expense	**$ 90,000**
$ 90,229	$ 76,354	**Total**	**$ 90,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
COLLECTION AGENCY FEES - 01-51-48401

DEPARTMENT: Police

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ 750		
		Fees Associated with Adjudication Collections	**$ 750**
$ -	$ 750	**Total**	**$ 750**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MISCELLANEOUS EXPENSE - 01-51-48700

DEPARTMENT: Police

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 884			
	$ 1,000	Petty Cash Expenses	**$ 1,000**
	500	Miscellaneous	**500**
	500	Awards & Recognition	**500**
$ 884	$ 2,000	**Total**	**$ 2,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
INVESTIGATIONS - 01-51-48701

DEPARTMENT: Police

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 522			
	$ 1,000	Major Case Investigations Costs (Travel, Subpoena Fees, Records, etc.)	**$ 500**
$ 522	$ 1,000	**Total**	**$ 500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
PUBLIC RELATIONS - 01-51-48702

DEPARTMENT: Police

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 5,107			
	$ 4,000	National Night Out	**$ 4,000**
	450	Shredding Day	**450**
	750	Citizens Police Academy (CPA) (Will re-visit in 2018 Budget)	-
	1,500	Public Relations Materials	**1,500**
	125	Shop With a Cop	**125**
	500	Home Security Review & Welcome Packages Materials	-
$ 5,107	$ 7,325	**Total**	**$ 6,075**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EQUIPMENT PURCHASE - 01-51-49500

DEPARTMENT: Police

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 39,723			
	$ 1,000	AIPPA Air Filter Replacement	**$ -**
	210	AED Replacement Pads (x 5 @ $42)	**210**
	789	AED Replacement Batteries (x 3 @ $263)	**789**
	800	LED Flashlight Replacements for Squads (x 5 @ $160)	**800**
	550	Portable Radio batteries	-
	836	Prisoner Transport belts	-
	440	Handcuffs for Prisoner belts	-
	3,700	Interview Room "A" sound deadening wall panels	-
$ 39,723	$ 8,325	**Total**	**$ 1,799**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EQUIPMENT - MAINTENANCE SUPRVR - 01-51-49503

DEPARTMENT: Police

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 3,457	$ 2,500	Mechanic Parts/ Supplies	**$ 2,500**
$ 3,457	$ 2,500	**Total**	**$ 2,500**

THIS
PAGE
INTENTIONALLY
LEFT
BLANK

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 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-52-40000	Streets	SALARIES - STREETS	452,938	466,975	477,778	494,272	480,123	**525,423**	9.44%
01-52-40001	Streets	OVERTIME - STREETS	72,486	148,794	93,172	90,000	89,996	**90,000**	0.00%
01-52-40100	Streets	FICA EXPENSE	30,334	36,441	33,673	36,225	34,357	**38,156**	11.06%
01-52-40101	Streets	MEDICARE EXPENSE	7,120	8,603	7,875	8,472	8,045	**8,924**	10.93%
01-52-40200	Streets	IMRF EXPENSE	57,622	72,709	66,562	66,802	64,433	**71,390**	10.80%
01-52-41100	Streets	MAINTENANCE - EQUIPMENT	49,221	70,935	65,527	58,000	64,250	**58,000**	-9.73%
01-52-41200	Streets	MAINTENANCE - STREETS	15,564	14,299	21,675	23,500	22,298	**23,500**	5.39%
01-52-41210	Streets	MAINTENANCE - STS SALT				119,044	-		
01-52-41300	Streets	MAINTENANCE - GROUNDS	14,646	14,052	13,729	24,700	16,200	**25,700**	58.64%
01-52-41315	Streets	MAINTENANCE-TREES	24,576	43,958	44,020	55,000	43,215	**43,000**	-0.50%
01-52-41316	Streets	MAINTENANCE - STREAMS				4,000	-	**4,000**	
01-52-42600	Streets	GARBAGE REMOVAL	1,302	13,704	1,311	1,500	1,385	**1,500**	8.30%
01-52-43800	Streets	UTILITIES	4,830	7,718	11,799	7,500	17,147	**34,242**	99.70%
01-52-44000	Streets	MAINTENANCE - STREET LIGHTS	19,153	26,104	67,577	51,500	25,000	**50,000**	100.00%
01-52-44300	Streets	RENT EXPENSE	2,251	2,283	2,628	2,900	3,308	**3,400**	2.78%
01-52-44400	Streets	TRAVEL & MEETINGS	403	120	91	650	273	**2,000**	632.60%
01-52-45400	Streets	OTHER PROFESSIONAL SERVICES	1,060	10,420	66,923	91,000	83,900	**94,500**	12.63%
01-52-45401	Streets	J.U.L.I.E.	1,419	1,283	1,657	2,200	1,720	**2,200**	27.91%
01-52-46900	Streets	DUES, SUBSCRIPTIONS & BOOKS	138	-	161	200	200	**400**	100.00%
01-52-47200	Streets	OTHER SUPPLIES	2,329	2,306	2,929	2,600	2,350	**2,600**	10.64%
01-52-47220	Streets	SMALL TOOLS	1,662	598	808	2,000	935	**1,500**	60.43%
01-52-47300	Streets	UNIFORMS	4,980	4,495	5,465	5,320	5,320	**5,500**	3.38%
01-52-47600	Streets	GAS/OIL EXPENSE	39,033	58,022	36,332	50,000	38,560	**50,000**	29.67%
01-52-48700	Streets	MISCELLANEOUS EXPENSE	7,562	7,961	2,157	8,000	6,549	**7,000**	6.89%
01-52-49500	Streets	EQUIPMENT PURCHASE	4,016		-	27,000	-	**27,000**	
01-52-49503	Streets	EQUIPMENT-MAINTENANCE SUPRVR	1,233	940	1,054	1,000	1,358	**1,300**	-4.27%
		Totals	815,878	1,012,720	1,024,903	1,233,385	1,010,922	**1,171,235**	15.86%

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - EQUIPMENT - 01-52-41100

DEPARTMENT: Streets

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 65,527	$ 64,250	Repair of Street Vehicles & Equipment Includes All Standard Service Costs Major Repairs	**$ 58,000**
$ 65,527	$ 64,250	**Total**	**$ 58,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - STREETS - 01-52-41200

DEPARTMENT: Streets

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 21,675	$ 22,298	Pothole Repair, Storm Inlet Repair, ROW Repair, Debris Dump Fees Permanent Striping Batavia Road Rt. 56 to Warrenville Road	**$ 23,500**
$ 21,675	$ 22,298	**Total**	**$ 23,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - GROUNDS - 01-52-41300

DEPARTMENT: Streets

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 13,729			
	$ 15,700	Grounds Maintenance (includes Contracted landscaping except parks) Mulch in FY 2017	**$ 24,700**
	500	Wetland Maintenance & Inspection Landon	**1,000**
$ 13,729	$ 16,200	**Total**	**$ 25,700**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - TREES - 01-52-41315

DEPARTMENT: Streets

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 44,020	$ 43,215		**$ 43,000**
		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	
$ 44,020	$ 43,215	**Total**	**$ 43,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - STREAMS - 01-52-41316

DEPARTMENT: Streets

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -	Removal of Debris from Streams, Culverts, and Bridges Wildlife Relocation and Stream Clean Up	**$ 4,000**
$ -	$ -	**Total**	**$ 4,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
GARBAGE REMOVAL - 01-52-42600

DEPARTMENT: Streets

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,311	$ 1,385	Provided Via Hauler Contract (No Cost to the City) Porta Potty - Gazebo	**$ 1,500**
$ 1,311	$ 1,385	**Total**	**$ 1,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
UTILITIES - 01-52-43800

DEPARTMENT: Streets

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 11,799	$ 8,900	Electric and Gas for Cerny Park Lift Station (Storm Water System)	**$ 9,500**
	8,247	Natural gas for City Buildings on "Free Therms" per franchise agreement prior to late FY 2016	**24,742**
		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	
$ 11,799	$ 17,147	**Total**	**$ 34,242**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - STREETS LIGHTS - 01-52-44000

DEPARTMENT: Streets

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 67,577	$ 25,000	Standard Maintenance	**$ 30,000**
		Light pole purchases for Cantera $5,000 each This expense is usually reimbursed thru insurance	**20,000**
	-	claims	
$ 67,577	$ 25,000	**Total**	**$ 50,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
RENT EXPENSE - 01-52-44300

DEPARTMENT: Streets

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 2,628	$ 1,600	Rental of Welding Tanks and Specialized Equipment	**$ 1,600**
	1,708	Rental for additional lift for Holiday Decoration *(Note: Police Station and Prairie Path Trees require use of a sixty-foot aerial lift)*	**1,800**
$ 2,628	$ 3,308	**Total**	**$ 3,400**

CITY OF WARRENVILLE
FISCAL YEAR 2017
TRAVEL & MEETINGS - 01-52-44400

DEPARTMENT: Streets

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 91	$ 273		**$ 2,000**
		APWA - Illinois Section Meeting	
	-	Training	
		I-Pass replenishment	
$ 91	$ 273	**Total**	**$ 2,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER PROFESSIONAL SERVICES - 01-52-45400

DEPARTMENT: Streets
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 66,923	$ 1,000	NPDES Permit fees Yearly	**$ 1,000**
	82,900	Route 56 Stewardship/Maintenance Costs ($60,000/Year 1 of 5 Years - $300,000 total)	**90,000**
		GIS road data base development	**3,500**
$ 66,923	$ 83,900	**Total**	**$ 94,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
J.U.L.I.E. - 01-52-45401

DEPARTMENT: Streets
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,657	$ 1,720	J.U.L.I.E. Locates	**$ 2,200**
$ 1,657	$ 1,720	**Total**	**$ 2,200**

CITY OF WARRENVILLE
FISCAL YEAR 2017
DUES, SUBSCRIPTIONS & BOOKS - 01-52-46900

DEPARTMENT: Streets

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 161	$ 200	A.P.W.A. Membership dues	**$ 400**
$ 161	$ 200	**Total**	**$ 400**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER SUPPLIES - 01-52-47200

DEPARTMENT: Streets

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 2,929	$ 2,350	Hardware Invoices Coffee, paper towels, etc.	**$ 2,600**
$ 2,929	$ 2,350	**Total**	**$ 2,600**

CITY OF WARRENVILLE
FISCAL YEAR 2017
SMALL TOOLS - 01-52-47220

DEPARTMENT: Streets

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 808	$ 935	Shovels, Wrenches, Meters, Pliers, etc	**$ 1,500**
$ 808	$ 935	**Total**	**$ 1,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
UNIFORMS - 01-52-47300

DEPARTMENT: Streets

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 5,465	$ 5,320	Per Union Contract City Supplies Uniforms on a Yearly Basis	**$ 5,500**
$ 5,465	$ 5,320	**Total**	**$ 5,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
GAS/OIL EXPENSE - 01-52-47600

DEPARTMENT: Streets
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 36,332	$ 38,560	Fuel and Oil Cost for Vehicles and Equipment Fuel Costs Fluctuate with Market	**$ 50,000**
$ 36,332	$ 38,560	**Total**	**$ 50,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MISCELLANEOUS EXPENSE - 01-52-48700

DEPARTMENT: Streets
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 2,157	$ 2,000	Misc Small Items That are Unforeseen Which Do Not Fall Into a Traditional Expense Line Item	**$ 2,000**
		Holiday Decorations Replacement	
	4,549	Special events Porta-Potty's, Dumpsters, and supplies	**5,000**
$ 2,157	$ 6,549	**Total**	**$ 7,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EQUIPMENT PURCHASE - 01-52-49500

DEPARTMENT: Streets

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -	New Pump Cerny Park Lift Station (Located by Warren Ave)	**$ 27,000**
$ -	$ -	**Total**	**$ 27,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EQUIPMENT - MAINTENANCE SUPRVR - 01-52-49503

DEPARTMENT: Streets

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,054	$ 1,358	Equipment, As Needed	**$ 1,300**
$ 1,054	$ 1,358	**Total**	**$ 1,300**

THIS
PAGE
INTENTIONALLY
LEFT
BLANK

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 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-53-40000	Community Dev	SALARIES - COMMUNITY DVLPMNT	523,573	560,256	568,439	625,627	565,028	**666,358**	17.93%
01-53-40001	Community Dev	OVERTIME - COMMUNITY DVLPMNT	8	-	99	1,000	1,588	**1,000**	-37.03%
01-53-40003	Community Dev	SALARIES - PLAN COMMISSION	1,980	2,549	2,666	3,413	2,940	**3,000**	2.04%
01-53-40100	Community Dev	FICA EXPENSE	30,668	31,703	32,392	42,559	33,225	**41,377**	24.54%
01-53-40101	Community Dev	MEDICARE EXPENSE	7,255	7,713	7,781	9,954	7,998	**9,677**	20.99%
01-53-40200	Community Dev	IMRF EXPENSE	56,607	63,774	64,870	71,645	63,744	**70,477**	10.56%
01-53-41110	Community Dev	MAINTENANCE - AUTOS	1,519	2,325	1,879	2,600	1,600	**1,500**	-6.25%
01-53-43700	Community Dev	NOTARY FEE		50	67	50	50	**50**	0.00%
01-53-44400	Community Dev	TRAVEL & MEETINGS	6,458	6,165	9,448	20,450	11,750	**20,400**	73.62%
01-53-44700	Community Dev	PRINTING / PUBLISHING	1,365	1,396	834	14,750	2,250	**5,750**	155.56%
01-53-45210	Community Dev	COMPUTER SOFTWARE	3,070	5,390	12,475	2,700	2,850	**3,000**	5.26%
01-53-45300	Community Dev	ENGINEERING	1,388	4,851	44,843	20,000	12,500	**25,000**	100.00%
01-53-45400	Community Dev	OTHER PROFESSIONAL SERVICES	7,276	13,839	26,866	56,700	56,100	**54,000**	-3.74%
01-53-45404	Community Dev	BLDG PERMIT REVIEW & INSPECT	12,475	8,812	11,625	28,000	52,000	**23,500**	-54.81%
01-53-45405	Community Dev	ELEVATOR INSPECTIONS	10,179	12,067	10,063	14,000	14,000	**16,500**	17.86%
01-53-45406	Community Dev	LANDSCAPE REVIEW & INSPECTIONS	616	-	-	3,500	4,500	**7,500**	66.67%
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				750	750	**750**	0.00%
01-53-45710	Community Dev	EDUCATION REIMBURSEMENT				3,400	1,700	**15,000**	782.35%
01-53-45900	Community Dev	STORMWATER MANAGEMENT	-			2,500	2,500	**2,500**	0.00%
01-53-46000	Community Dev	PRELIMINARY CONSULT	-			1,500	1,500	**1,500**	0.00%
01-53-46900	Community Dev	DUES, SUBSCRIPTIONS & BOOKS	1,913	4,294	2,708	4,975	4,800	**5,000**	4.17%
01-53-47200	Community Dev	OTHER SUPPLIES	3,318	2,246	1,510	2,000	1,000	**1,000**	0.00%
01-53-47300	Community Dev	UNIFORMS	-	151	-	1,200	1,050	**1,200**	14.29%
01-53-48700	Community Dev	MISCELLANEOUS EXPENSE	463	903	2,580	4,150	3,000	**3,900**	30.00%
01-53-49200	Community Dev	LAND PURCHASE				250,000	441,595	**-**	-100.00%
01-53-49500	Community Dev	EQUIPMENT PURCHASE	260	9,090	263	5,000	15,041	**1,000**	-93.35%
		Totals	670,391	737,574	801,408	1,193,923	1,306,559	**982,439**	-24.81%

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - AUTOS - 01-53-41110

DEPARTMENT: Community Development

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,879			
	$ 1,600	Brakes/minor tune-up/maintenance on Code Enforcement Officer Explorer SUV & Pool Car	**$ 1,500**
$ 1,879	$ 1,600	**Total**	**$ 1,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
NOTARY FEE - 01-53-43700

DEPARTMENT: Community Development

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 67	$ 50	Renewal of Notary Bond (x 1)	**$ 50**
$ 67	$ 50	**Total**	**$ 50**

CITY OF WARRENVILLE
FISCAL YEAR 2017
TRAVEL & MEETINGS - 01-53-44400

DEPARTMENT: Community Development
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 9,448			
	$ 4,000	Community Development Director and Senior Planner attendance at IEDC and American Planning Association conferences/seminars and similar training opportunities	**$ 4,200**
	400	Building Inspector and Code Enforcement Officer attendance at in-state training opportunities	**500**
	500	GIS Technician/Planner attendance at in-state training conferences and seminars	**500**
	2,000	Senior Civil Engineer attendance at in-state training IAFSM Conference IPSI Training	**2,000**
	600	Administrative Assistants attendance at in-state training opportunities.	**1,000**
	1,750	Mileage Reimbursement for Dept. Staff who use their own personal vehicles for transportation to and from City inspections and training events.	**2,200**
	-	Management Training/Coaching	**5,000**
	250	Plumbing Inspector training for State certification	-
	250	Chief Code Official	**2,000**
	2,000	GIS Plan implementation/Training	**2,000**
		Crime Free Housing Training	**1,000**
$ 9,448	$ 11,750	**Total**	**$ 20,400**

CITY OF WARRENVILLE
FISCAL YEAR 2017
PRINTING/PUBLISHING - 01-53-44700

DEPARTMENT: Community Development
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 834			
	$ 2,250	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**
	-	Phase I preparation Crime Free Housing Program - Printing Handbooks, Registration Certificates (Rebudgeted from FY 2015 Decision Package)	**3,500**
$ 834	$ 2,250	**Total**	**$ 5,750**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EDUCATION REIMBURSEMENT - 01-53-45710

DEPARTMENT: Community Development

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -			
	$ -	(Through) University of Oklahoma Economic Development Institute CD Director Tuition	**$ 1,800**
	1,700	(Through) University of Oklahoma Economic Development Institute Senior Planner Tuition	
		Graduate Urban Planning Program at UIC for Planner/GIS Technician Position	**13,200**
$ -	$ 1,700	**Total**	**$ 15,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
COMPUTER SOFTWARE - 01-53-45210

DEPARTMENT: Community Development

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 12,475			
	$ 2,850	WebQA Code Enforcement Manager Software Subscription Renewal	**$ 3,000**
$ 12,475	$ 2,850	**Total**	**$ 3,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
ENGINEERING - 01-53-45300

DEPARTMENT: Community Development

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 44,843	$ 12,500	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, and new Rt. 59 Development. 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 16 and 17 amounts assume the Senior Civil Engineer position will remain filled through FY 17.	**$ 25,000**
$ 44,843	$ 12,500	**Total**	$ 25,000

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER PROFESSIONAL SERVICES - 01-53-45400

DEPARTMENT: Community Development

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 26,866	$ 10,000	Economic development and re-development Consultation Services (Spec. consultant assistance, misc. property acq. due dilligence activites)	**$ 10,000**
	4,000	Cost associated with the Administrative Law Judge that processes code violation tickets in the City's local Administrative Adjudication process.	**4,000**
	-	Consulting Services Rental Property Inspection/ Crime Free Housing Program	**3,000**
	12,500	Consulting Services for GIS Data Consolidation and Software Upgrade (Part of FY 15 Decision Package)	**5,000**
	9,500	Final batch of microfiche conversion	-
	2,500	Right-of-Way/Easement Survey and Plat Legal Assistance	**5,000**
	17,600	Code Enforcement Consultant Assistance (FY 2017 assumes continued use of outside consultant for 8-10 hours a week for the entire FY)	**27,000**
$ 26,866	$ 56,100	**Total**	**$ 54,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
BUILDING PERMIT REVIEW AND INSPECTION - 01-53-45404

DEPARTMENT: Community Development

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 11,625			
	$ 52,000	Expenses associated with the review and inspection of commercial construction and to comply with the 2014 State Plumbing Code plumbing inspection requirements. (FY 2016 expenses account for vacancy in-house Bld. Insp. Position from Oct. thru April. FY Budget assumes this position is filled for entire 2017 FY) 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.	**$ 21,000**
	-	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	**2,500**
		Total	
$ 11,625	$ 52,000		**$ 23,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
ELEVATOR INSPECTIONS - 01-53-45405

DEPARTMENT: Community Development

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 10,063	$ 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.	**$ 16,500**
$ 10,063	$ 14,000	**Total**	**$ 16,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
LANDSCAPE REVIEW & INSPECTIONS - 01-53-45406

DEPARTMENT: Community Development

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ 4,500	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. FY 17 expense recognizes significant number of properties where Ash trees have died and not been replaced. These proprties will require special attention and follow up.	**$ 7,500**
$ -	$ 4,500	**Total**	**$ 7,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
WATER DEPARTMENT INSPECTION SERVICES - 01-53-45407

DEPARTMENT: Community Development

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 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 2017
TRAINING - PLAN COMMISSION - 01-53-45701

DEPARTMENT: Community Development

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ 750	City Funded Training Opportunities (Seminars and Books) for PC/ZBA Members.	**$ 750**
$ -	$ 750	**Total**	**$ 750**

CITY OF WARRENVILLE
FISCAL YEAR 2017
STORMWATER MANAGEMENT REVIEW AND INSPECTION - 01-53-45900

DEPARTMENT: Community Development

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 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 increasing NPDES and IDDE requirements and dealing with Special Management Area issues. *Note: FY 2016 and 17 budget amounts acknowledge the Senior Civil Engineer Position has been filled and will remained filled in FY 2017*	**$ 2,500**
$ -	$ 2,500	**Total**	**$ 2,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
PRELIMINARY CONSULTATION - 01-53-46000

DEPARTMENT: Community Development

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ 1,500	Consulting Engineering expenses associated with the review of preliminary engineering design drawings for new private development proposals.	**$ 1,500**
		Note: FY 2016 and 17 budget amounts acknowledge the Senior Civil Engineer Position has been filled and will remained filled in FY 2017	
$ -	$ 1,500	**Total**	**$ 1,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
DUES, SUBSCRIPTIONS & BOOKS - 01-53-46900

DEPARTMENT: Community Development

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 2,708			
	$ 300	International Code Council (building codes) Membership	**$ 300**
	1,200	American Planning Association (APA) Membership	**1,200**
	75	APA Monthly Zoning Newsletter	**75**
	500	Misc. books and reference materials	**500**
	125	Suburban Building Officials Council Membership	**125**
	100	IACE	**100**
	1,300	DuPage River Salt Creek Workgroup City membership	**1,300**
	200	State of Illinois Plumbing Inspector Certification	**200**
	100	Illinois GIS Association	**100**
	200	Professional Engineer/AWPA Dues/Membership	**200**
	425	International Economic Dev. Council Membership	**425**
	125	Illinois Assoc. of Floodplain & Stormwater Mangers.	**125**
	150	Chief Code Official	**350**
$ 2,708	$ 4,800	**Total**	**$ 5,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER SUPPLIES - 01-53-47200

DEPARTMENT: Community Development

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,510	$ 1,000	Historically, this account has been used to cover expenses such as specialty printer cartridges and specialty paper.	**$ 1,000**
		Specialty Printer Cartridges	
		Specialty Larger Format Printer Paper	
		Specialty Larger Format Printer Paper	
$ 1,510	$ 1,000	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
UNIFORMS - 01-53-47300

DEPARTMENT: Community Development

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -			
		New boots for one department employee who performs field inspections.	**$ 150**
	150	"City of Warrenville" shirts/coat for full time employees who perform field inspections	**150**
	750	"City of Warrenville" shirt for each part time electrical & plumbing inspector (5 Total)	**750**
	150	Chief Code Official	**150**
$ -	$ 1,050	**Total**	**$ 1,200**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MISCELLANEOUS EXPENSE - 01-53-48700

DEPARTMENT: Community Development

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,117			
	$ 500	Staff and PC/ZBA Nameplates, Mounting and Matting of Large Format Maps such as the Zoning and Land Use Plan Maps.	**$ 250**
	1,500	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**
	250	Food & Beverage for Special Meetings	**250**
	250	International Code Council testing certifications for inspectors	**400**
	250	Misc. safety and measuring equipment	**250**
	250	Recording Fees	**250**
$ 1,117	$ 3,000	**Total**	**$ 3,900**

CITY OF WARRENVILLE
FISCAL YEAR 2017
LAND PURCHASE - 01-53-49200

DEPARTMENT: Community Development

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
	$ 247,345	Property at Routes 59 and 56 (former Revelis properties)	**$ -**
	194,250	Property at Routes 59 and 56 (former Gentile properties)	
$ -	$ 441,595	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EQUIPMENT PURCHASE - 01-53-49500

DEPARTMENT: Community Development

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 263	$ 590	File cabinets/shelving	**$ 1,000**
	3,875	New color replacement printer/copier	
	10,576	CNG Retrofit-Inspectors vehicle	
$ 263	$ 15,041	**Total**	**$ 1,000**

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 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	2,520	1,785	4,044	3,000	750	**3,000**	300.00%
01-54-41110	EMA	MAINTENANCE - AUTO	264	1,565	2,096	3,500	2,100	**3,500**	66.67%
01-54-42700	EMA	MAINTENANCE - COMMUNICATIONS	822	315	-	1,750	-	**1,750**	
01-54-43400	EMA	TELEPHONE	847	849	1,448	1,250	1,264	**1,350**	6.80%
01-54-45700	EMA	TRAINING & SEMINARS	973	863	1,375	6,500	6,500	**6,500**	0.00%
01-54-46900	EMA	DUES, SUBSCRIPTIONS & BOOKS		81	-	100	81	**85**	4.94%
01-54-47200	EMA	OTHER SUPPLIES	242	2,434	711	3,500	750	**3,500**	366.67%
01-54-47300	EMA	UNIFORMS		2,327	2,015	3,000	3,000	**3,000**	0.00%
01-54-47600	EMA	GAS / OIL EXPENSE	538	1,044	607	1,500	1,200	**1,200**	0.00%
01-54-48700	EMA	MISCELLANEOUS EXPENSE	17	126	468	5,500	2,000	**5,500**	175.00%
01-54-49500	EMA	EQUIPMENT PURCHASE	404	204	9,595	31,000	-	**31,000**	
		Totals	13,086	18,052	28,818	67,059	24,104	**66,844**	177.31%

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - EQUIPMENT - 01-54-41100

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 4,044	$ 750	General Maintenance Equipment	**$ 1,000**
	-	Siren Maintenance including monthly IP address charges	**2,000**
$ 4,044	$ 750	**Total**	**$ 3,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - AUTOS - 01-54-41110

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 2,096	$ 100	General Vehicle Maintenance	**$ 1,500**
	2,000	Improved Emergency Vehicle Lighting	**2,000**
$ 2,096	$ 2,100	**Total**	**$ 3,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - COMMUNICATIONS - 01-54-42700

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -	Walkie-Talkies, Mobile Radios	**$ 1,750**
$ -	$ -	**Total**	**$ 1,750**

CITY OF WARRENVILLE
FISCAL YEAR 2017
TELEPHONE - 01-54-43400

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,448	$ 1,264	General Telephone	**$ 1,100**
		One Additional Nextel	**250**
$ 1,448	$ 1,264	**Total**	**$ 1,350**

CITY OF WARRENVILLE
FISCAL YEAR 2017
TRAVEL & MEETINGS - 01-54-44400

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,375	$ 1,500	Member Training, Homeland Security Training	**$ 1,500**
	5,000	Full-scale National Incident Management System (NIMS) Exercise	**5,000**
$ 1,375	$ 6,500	**Total**	**$ 6,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
DUES, SUBSCRIPTIONS & BOOKS - 01-54-46900

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ 81	As Needed	**$ 85**
$ -	$ 81	**Total**	**$ 85**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER SUPPLIES - 01-54-47200

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 711	$ 750	Emergency Response Supplies	**$ 1,500**
		Reflective Cones	**300**
		Public Training, including Weather Radios, Key chains Magnets for Giveaways	**1,500**
		Printed Materials	**200**
$ 711	$ 750	**Total**	**$ 3,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
UNIFORMS - 01-54-47300

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 2,015	$ 1,500	Volunteer Uniforms	**$ 1,500**
	1,500	Severe Weather Gear, Winter Gear, Rain Gear	**1,500**
$ 2,015	$ 3,000	**Total**	**$ 3,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
GAS/OIL EXPENSE - 01-54-47600

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 607	$ 1,200	Vehicle Use	**$ 1,200**
$ 607	$ 1,200	**Total**	**$ 1,200**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MISCELLANEOUS EXPENSE - 01-54-48700

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 468	$ 2,000	Miscellaneous	**$ 500**
	-	Moving of Siren from Community Building (a Park District Facility) to Another Location	**5,000**
$ 468	$ 2,000	**Total**	**$ 5,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EQUIPMENT PURCHASE - 01-54-49500

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 9,595	$ -	Miscellaneous Equipment	**$ 1,000**
	-	Replace Woodland siren	**30,000**
$ 9,595	$ -	**Total**	**$ 31,000**

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-55-44400	Police Comm.	TRAVEL & MEETINGS	350	729	-	3,256	3,256	**3,255**	-0.03%
01-55-44700	Police Comm.	PRINTING / PUBLISHING	4,706	-	602	-	-	**-**	
01-55-45100	Police Comm.	LEGAL SERVICES			-	500	500	**500**	0.00%
01-55-45400	Police Comm.	OTHER PROFESSIONAL SERVICES	480	504	75	400	400	**-**	-100.00%
01-55-45800	Police Comm.	TESTING	4,327	10,390	20,502	9,600	12,990	**7,400**	-43.03%
01-55-46900	Police Comm.	DUES, SUBSCRIPTIONS & BOOKS	456	375	375	685	685	**685**	0.00%
		Totals	10,319	11,998	21,554	14,441	17,831	**11,840**	-33.60%

CITY OF WARRENVILLE
FISCAL YEAR 2017
TRAVEL & MEETINGS - 01-55-44400

DEPARTMENT: Police Commission

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -		IL Police Commission	
		Annual Conference & Training	
	$ 2,500	Seminars (x 2 per year @ $1,250)	**$ 2,500**
		Spring Seminar	
	501	Mileage: (est 300 miles round trip x 3 - location TBD)	**500**
	255	Hotel (x 3 people 1 night @ 85 ea)	**255**
$ -	$ 3,256	**Total**	**$ 3,255**

CITY OF WARRENVILLE
FISCAL YEAR 2017
PRINTING/PUBLISHING - 01-55-44700

DEPARTMENT: Police Commission

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 602	$ -	Recruitment for Patrol Officer	**$ -**
$ 602	$ -	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2017
LEGAL SERVICES - 01-55-45100

DEPARTMENT: Police Commission

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ 500	Legal Services as needed	**$ 500**
$ -	$ 500	**Total**	**$ 500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER PROFESSIONAL SERVICES - 01-55-45400

DEPARTMENT: Police Commission

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 75	$ 400	**Recorder of Meetings** (12 meetings at $) To be entered by K. Dahlstrand once **A. Garcia's FY17 pay is set**	**$ -**
$ 75	$ 400	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2017
TESTING - 01-55-45800

DEPARTMENT: Police Commission

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 20,502	$ 12,990		
		Patrol Poly Exam (10 @ 250)	**$ 2,500**
		Patrol Psychological Exam (6 @ 550)	**3,300**
		Patrol Medical Exam (2 @ 800)	**1,600**
		Sergeant Promotional Exam (Current 3-Year Eligibility List Expires FY18)	
$ 20,502	$ 12,990	**Total**	**$ 7,400**

CITY OF WARRENVILLE
FISCAL YEAR 2017
DUES, SUBSCRIPTIONS & BOOKS - 01-55-46900

DEPARTMENT: Police Commission

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 375	$ 210	2015 Illinois Police Commission Manuals and Handbooks (x 3 @ $70)	**$ 210**
	375	Annual Association Dues	**375**
	100	Misc. Training Manuals / Legal Updates	**100**
$ 375	$ 685	**Total**	**$ 685**

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-60-40000	Muni Van	SALARIES - MUNICIPAL VAN	26,896	29,445	26,776	29,072	27,924	**29,509**	5.68%
01-60-40001	Muni Van	OVERTIME - MUNICIPAL VAN			-		-	**-**	
01-60-40100	Muni Van	FICA EXPENSE	1,683	1,810	1,660	1,802	1,733	**1,830**	5.60%
01-60-40101	Muni Van	MEDICARE EXPENSE	390	427	388	422	405	**428**	5.68%
01-60-40200	Muni Van	IMRF EXPENSE	1,883	1,302	-		-	**-**	
01-60-41110	Muni Van	MAINTENANCE - AUTO	2,009	7	336	310	300	**300**	0.00%
01-60-44300	Muni Van	RENT EXPENSE	3,105	7,452	7,292	7,520	7,512	**8,376**	11.50%
01-60-44700	Muni Van	PRINTNG/PUBLISHING				200	-	**200**	
01-60-47200	Muni Van	OTHER SUPPLIES	780			100	-	**100**	
01-60-47600	Muni Van	GAS/OIL EXPENSE	5,582	2,839	2,481	3,300	2,512	**3,300**	31.37%
01-60-48700	Muni Van	MISCELLANEOUS EXPENSE				100	100	**100**	0.00%
		Totals	42,328	43,282	38,933	42,826	40,486	**44,143**	9.03%

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - AUTOS - 01-60-41110

DEPARTMENT: ACORN Van

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 336	$ 300	General Van Maintenance City began leasing van in Dec. 2012 City pays for general maintenance	**$ 300**
$ 336	$ 300	**Total**	**$ 300**

CITY OF WARRENVILLE
FISCAL YEAR 2017
RENT/LEASE EXPENSE - 01-60-44300

DEPARTMENT: ACORN Van

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 7,292	$ 4,720 2,792	City Began Leasing Vehicle in December 2014 $590 Per Month - May - December 2015 $698/month - January 2016- December 31, 2018 2-Year Lease Agreement (Current Lease Expires 12/2018 new Lease assumed at 01/01/2016)	**$ 8,376**
$ 7,292	$ 7,512	**Total**	**$ 8,376**

CITY OF WARRENVILLE
FISCAL YEAR 2017
PRINTING/PUBLISHING - 01-60-44700

DEPARTMENT: ACORN Van

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -	Promotional Materials	**$ 200**
		(i.e. Magnets and other printed materials)	
$ -	$ -	**Total**	**$ 200**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER SUPPLIES - 01-60-47200

DEPARTMENT: ACORN Van

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -	General Supplies - As Needed	**$ 100**
$ -	$ -	**Total**	**$ 100**

CITY OF WARRENVILLE
FISCAL YEAR 2017
GAS/OIL EXPENSE - 01-60-47600

DEPARTMENT: ACORN Van

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 2,481	$ 2,512	Gasoline and Oil Expenses	**$ 3,300**
$ 2,481	$ 2,512	**Total**	**$ 3,300**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MISCELLANEOUS EXPENSE - 01-60-48700

DEPARTMENT: ACORN Van

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ 100	Miscellaneous Expenses as Needed	**$ 100**
$ -	$ 100	**Total**	**$ 100**

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-62-40000	Streets R&B	SALARIES-ROAD & BRIDGE	62,391	59,143	61,178	62,674	63,011	**64,555**	2.45%
01-62-40001	Streets R&B	OVERTIME-ROAD & BRIDGE	701	2,048	560	2,400	2,400	**2,400**	0.00%
01-62-40100	Streets R&B	FICA EXPENSE	3,859	3,615	3,688	4,035	3,975	**4,152**	4.45%
01-62-40101	Streets R&B	MEDICARE EXPENSE	892	856	862	944	877	**976**	11.29%
01-62-40200	Streets R&B	IMRF EXPENSE	7,089	7,198	7,283	7,441	7,260	**7,767**	6.98%
01-62-44500	Streets R&B	CAPITAL FUND SUBSIDY	37,000	37,000	37,000	37,000	37,000	**37,000**	0.00%
		Totals	111,932	109,860	110,571	114,494	114,523	**116,850**	2.03%

CITY OF WARRENVILLE
FISCAL YEAR 2017
CAPITAL FUND SUBSIDY - 01-62-44500

DEPARTMENT: ESDA

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 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 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-63-41000	Parks & Rec	MAINTENANCE - BUILDING	4,968	4,516	2,710	7,800	4,182	**7,800**	86.51%
01-63-41100	Parks & Rec	MAINTENANCE-EQUIPMENT	3,388	2,461	3,807	2,400	1,100	**2,400**	118.18%
01-63-41300	Parks & Rec	MAINTENANCE GROUNDS	9,608	15,356	11,604	16,390	14,850	**15,890**	7.00%
01-63-41315	Parks & Rec	MAINTENANCE-TREES				500	-	**500**	
01-63-43800	Parks & Rec	UTILITIES	3,683	3,604	3,723	3,700	3,800	**3,800**	0.00%
01-63-45400	Parks & Rec	OTHER PROFESSIONAL SERVICES				1,800	2,200	**2,500**	13.64%
01-63-46700	Parks & Rec	VETERANS MEMORIAL	4,837	5,049	3,483	5,000	5,000	**5,000**	0.00%
01-63-48700	Parks & Rec	MISCELLANEOUS EXPENSE	1,409	238	294	1,500	1,125	**1,500**	33.33%
01-63-48800	Parks & Rec	ALBRIGHT STUDIO EXPENSES	5,706	13,060	18,448	5,617	8,813	**7,236**	-17.89%
01-63-49500	Parks & Rec	EQUIPMENT PURCHASE				28,500	23,704	**-**	-100.00%
		Totals	33,599	44,284	44,069	73,207	64,774	**46,626**	-28.02%

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - BUILDING - 01-63-41000

DEPARTMENT: Public Works (Parks & Rec)

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 2,710	$ 798	Maintenance and repairs	**$ 3,000**
	3,384	Janitorial Service $400 per month	**4,800**
$ 2,710	$ 4,182	**Total**	**$ 7,800**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - EQUIPMENT - 01-63-41100

DEPARTMENT: Public Works (Parks & Rec)

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 3,807	$ -	Playground equip repairs	**$ 1,300**
	1,100	Mulch	**1,100**
$ 3,807	$ 1,100	**Total**	**$ 2,400**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - GROUNDS - 01-63-41300

DEPARTMENT: Public Works (Parks & Rec)

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 11,604	$ 10,890	Portion of Grounds Maintenance Contract 55% of contract applied to parks	**$ 10,890**
	3,960	Mulch installation cost as needed	**5,000**
$ 11,604	$ 14,850	**Total**	**$ 15,890**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - TREES - 01-63-41315

DEPARTMENT: Public Works (Parks & Rec)

PROGRAM: On-Going

2015 Actual	216 Estimated	Description of Cost	2017 Budget
$ -		Trimming, Replacement of Trees at All City Parks as needed.	**$ 500**
$ -	$ -	**Total**	**$ 500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
UTILITIES - 01-63-43800

DEPARTMENT: Public Works (Parks & Rec)

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 3,723	$ 3,800	Cost of Electricity at Pavilion Gas heat put in storage room in FY2008 Cost for Street lights in Park	**$ 3,800**
$ 3,723	$ 3,800	**Total**	**$ 3,800**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER PROFESSIONAL SERVICES - 01-63-45400

DEPARTMENT: Public Works (Parks & Rec)

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ 2,200	Prairie burns and maintenance Assistance with weeding	**$ 2,500**
$ -	$ 2,200	**Total**	**$ 2,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
VETERAN'S MEMORIAL - 01-63-46700

DEPARTMENT: Public Works (Parks & Rec)

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 3,483	$ 5,000	General Memorial Upkeep Power Washing / Flags/ etc. sealing concrete as needed	**$ 5,000**
$ 3,483	$ 5,000	**Total**	**$ 5,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MISCELLANEOUS EXPENSE - 01-63-48700

DEPARTMENT: Public Works (Parks & Rec)

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 294	$ 1,125	As Needed Flowers, irrigation repair, etc. replacement plaques for memorial trees	**$ 1,500**
$ 294	$ 1,125	**Total**	**$ 1,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
ALBRIGHT STUDIO EXPENSES - 01-63-48800

DEPARTMENT: Public Works (Parks & Rec)

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 18,448			
	$ 1,932	Cleaning Services	**$ 2,000**
	1,500	Supplies and routine Maintenance	**1,750**
	1,100	Cost for alarms and TV monitors	**1,100**
	300	Pest Control 4-Times per year @$75 ea.	**300**
	326	Fire Alarm Testing	**326**
	100	Fire extinguisher Test	**100**
	660	Fire Alarm monitoring Radio	**660**
	2,895	Foundation repairs	
		Carpet in office area Mold	**1,000**
		Total	
$ 18,448	$ 8,813		**$ 7,236**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EQUIPMENT PURCHASE - 01-63-49500

DEPARTMENT: Public Works (Parks & Rec)

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ 23,704		
		Playground equipment replacement Tot playground (Decision Package - FY 2016)	**$ -**
		(Unbudgeted for FY 2017)	
		Total	
$ -	$ 23,704		**$ -**

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-65-40000	Bldgs & Grnds	SALARIES - BUILDINGS & GROUNDS	70,905	73,238	80,275	80,317	78,706	**82,300**	4.57%
01-65-40001	Bldgs & Grnds	OVERTIME - BUILDINGS & GROUNDS	1,439	1,857	1,426	1,920	1,920	**1,920**	0.00%
01-65-40100	Bldgs & Grnds	FICA EXPENSE	4,438	4,428	5,060	5,099	4,923	**5,222**	6.07%
01-65-40101	Bldgs & Grnds	MEDICARE EXPENSE	1,028	1,070	1,160	1,192	1,151	**1,222**	6.17%
01-65-40200	Bldgs & Grnds	IMRF EXPENSE	6,696	7,303	7,538	7,600	7,536	**7,935**	5.29%
01-65-41000	Bldgs & Grnds	MAINTENANCE - BUILDINGS	105,305	101,306	119,310	140,325	133,325	**109,625**	-17.78%
01-65-41110	Bldgs & Grnds	MAINTENANCE - AUTO	53	16	99	150	150	**150**	0.00%
01-65-44400	Bldgs & Grnds	TRAVEL & MEETINGS	314	393	23	500	500	**500**	0.00%
01-65-46900	Bldgs & Grnds	DUES & SUBSCRIPTIONS	298	387	181	300	300	**300**	0.00%
01-65-47200	Bldgs & Grnds	OTHER SUPPLIES	3,469	3,387	3,559	5,300	4,100	**4,000**	-2.44%
01-65-47300	Bldgs & Grnds	UNIFORMS	1,067	815	887	935	935	**887**	-5.13%
01-65-47600	Bldgs & Grnds	GAS/OIL EXPENSE	1,155	859	747	1,300	695	**1,000**	43.88%
		Totals	196,167	195,059	220,265	244,938	234,241	**215,061**	-8.19%

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - BUILDING - 01-65-41000

DEPARTMENT: Buildings & Grounds
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 119,310			
	$ 38,000	Cleaning Service	**$ 40,000**
	1,250	Carpet Cleaning at PD (mthly), CH (Qtrly)	**1,650**
	13,200	HVAC Maintenance / Contract and repairs	**14,000**
	6,500	Floor Mat Service	**6,500**
	9,000	Elevator Service - 2 Elevators Began (FY 09)	**9,000**
	1,450	Fire Alarm Service (Fire Suppression System Testing) and maintenance $700 for testing and certification	**1,600**
	6,000	Generator Service - Preventative Maintenance	**6,000**
	2,100	Fire Extinguisher Maint. - Pressure Test Older Units	**2,100**
		Blue Prints for potential EOC in City Hall	**6,000**
	1,000	Pest Control	**1,000**
	2,000	Sprinkler Testing - Yrly Flushing & Cert Fee	**2,000**
	1,725	Yearly Backflow/ Certifications / testing	**1,725**
	3,300	Miscellaneous (i.e. locksmith, Medical Supplies)	**3,300**
	3,500	City Hall Softener salt	**225**
		Green Enhancement to City Buildings (Inc. Light Bulbs)	**3,000**
	4,000	Garage Door Inspections and Repair Springs and shafts on main doors at PW Garage Minor Building Repair & Maintenance	**4,000**
	800	Co2 Sensor Calibration and testing	**525**
	2,500	Painting City Wide	**5,000**
	2,000	Roof Repairs and Inspections	**2,000**
	35,000	EMA work and office Space Conversion at Public Works Garage *(FY 16 Decision Package)*	**-**
$ 119,310	$ 133,325	**Total**	**$ 109,625**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - AUTOS - 01-65-41110

DEPARTMENT: Buildings & Grounds
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 99	$ 150	Maintenance of Supervisors Vehicle	**$ 150**
$ 99	$ 150	**Total**	**$ 150**

CITY OF WARRENVILLE
FISCAL YEAR 2017
TRAVEL & MEETINGS - 01-65-44400

DEPARTMENT: Buildings & Grounds

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 23	$ 500	Training & Seminars	**$ 500**
$ 23	$ 500	**Total**	**$ 500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
DUES, SUBSCRIPTIONS, & BOOKS - 01-65-46900

DEPARTMENT: Buildings & Grounds

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 181	$ 300	As Needed Certifications Etc	**$ 300**
$ 181	$ 300	**Total**	**$ 300**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER SUPPLIES - 01-65-47200

DEPARTMENT: Administration

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 3,559	$ 1,800	Tools for Building Supervisor	
		(natural gas leak detector)	**$ 2,000**
		(Flashlight, ladder, power tools)	
		Other misc expenses for buildings	
	2,300	Supplies for buildings (inc. paper products)	**2,000**
$ 3,559	$ 4,100	**Total**	**$ 4,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
UNIFORMS - 01-65-47300

DEPARTMENT: Buildings & Grounds

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 887	$ 935	Uniforms for Building Maintenance Supervisor	**$ 887**
$ 887	$ 935	**Total**	**$ 887**

CITY OF WARRENVILLE
FISCAL YEAR 2017
GAS/OIL EXPENSE - 01-65-47600

DEPARTMENT: Buildings & Grounds

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 747	$ 695	Gas and Oil For Supervisors Vehicle	**$ 1,000**
$ 747	$ 695	**Total**	**$ 1,000**

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Budget 2017	16-17 Growth
01-70-40400	Central Svcs	EMPLOYEE INSURANCE	827,809	857,740	874,866	916,801	916,801	**905,378**	-1.25%
01-70-40403	Central Svcs	INSURANCE OPT-OUT PAYMENTS	10,234	9,127	8,092	7,576	8,624	**8,624**	0.00%
01-70-41100	Central Svcs	MAINTENANCE - EQUIPMENT	93,296	86,310	83,274	182,089	124,812	**195,860**	56.92%
01-70-41103	Central Svcs	MAINTENANCE - SOFTWARE	34,432	32,632	64,126	82,396	66,856	**111,751**	67.15%
01-70-42850	Central Svcs	CITY NETWORK	(362)	862		-	-	-	
01-70-43300	Central Svcs	INSURANCE - GENERAL					-	-	
01-70-43301	Central Svcs	INSURANCE - LIABILITY	99,993	131,364	116,645	121,808	96,199	**100,643**	4.62%
01-70-43302	Central Svcs	INSURANCE - WORKERS COMP	133,695	41,033	133,573	143,627	147,477	**155,445**	5.40%
01-70-43303	Central Svcs	INSURANCE - EE LIFE	3,726	3,650	3,236	3,478	3,478	**2,445**	-29.70%
01-70-43400	Central Svcs	TELEPHONE	52,463	62,647	64,255	71,265	68,065	**68,215**	0.22%
01-70-44300	Central Svcs	RENT EXPENSE	500	700	600	600	600	**600**	0.00%
01-70-44600	Central Svcs	POSTAGE	12,729	10,163	7,826	10,925	7,785	**8,100**	4.05%
01-70-44700	Central Svcs	PRINTING/PUBLISHING	5,676	5,153	5,178	7,600	7,600	**7,750**	1.97%
01-70-45210	Central Svcs	COMPUTER SOFTWARE	783	6,380	-		-	-	
01-70-47100	Central Svcs	OFFICE SUPPLIES	20,324	17,625	21,473	16,000	16,000	**15,500**	-3.13%
		Totals	1,295,298	1,265,386	1,383,144	1,564,165	1,464,297	**1,580,311**	7.92%

CITY OF WARRENVILLE
FISCAL YEAR 2017
EMPLOYEE INSURANCE - 01-70-40400

DEPARTMENT: Central Services

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 874,866	$ 916,801	General Fund Share of Group Employee Health Insurance (net of Employee Required Contributions)	**$ 905,378**
		(Additional amounts charged to Water and Sewer Fund)	
$ 874,866	$ 916,801	**Total**	**$ 905,378**

CITY OF WARRENVILLE
FISCAL YEAR 2017
INSURANCE OPT-OUT PAYMENTS - 01-70-40403

DEPARTMENT: Central Services

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 8,092	$ 8,624	Employee Insurance Opt-Out Payments	**$ 8,624**
$ 8,092	$ 8,624	**Total**	**$ 8,624**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - EQUIPMENT - 01-70-41100

DEPARTMENT: Central Services

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 83,274	$ 1,900	Stafford Copier Maintenance	**$ 2,000**
	1,517	Manning Copier Maint. - (Konica Minolta)	**1,800**
	44,100	Annual Network Maintenance (AIS)	**46,300**
	3,000	Miscellaneous (Keyboards, Mice, etc)	**3,000**
	500	Additional Memory	**500**
	2,000	General Printers - Replacement	**2,000**
	10,000	Annual Computer Replacement **(10)**	**10,000**
	1,320	OCE TDS400 Maintenance Agreement (Com Dev)	**1,320**
	600	Xerox Phaser Maintenance Agreement (Com Dev)	**600**
	16,500	Annual MDT Replacements **(3)**	**16,500**
	10,000	Annual Squad Car Camera Replacement **(2)**	**10,000**
	6,000	Cablecast Equipment Service Contract	**6,000**
	-	Extron 60-429-22 (Cablecasting)	**1,100**
	500	External Hard Drive	-
	-	City Hall Security Cameras	**15,000**
	-	City Hall Security Cameras Maintenance **(FY 16 Decision Package)**	**4,740**
	1,800	Council Chambers Projector and FTO Laptop (2)	-
	1,600	Tablets for PD (2)	-
	19,500	Update - Live Scan **(FY 16 Decision Package)**	-
		Wireless for Public Works	**12,000**
	3,975	C-Cure Server	-
		Network Equipment Replacement	**13,000**
	-	Server Replacement ***(FY 17 Decision Package)***	**50,000**
$ 83,274	$ 124,812	**Total**	**$ 195,860**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - SOFTWARE - 01-70-41103

DEPARTMENT: Central Services

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 64,126	$ 9,006	MSI/Harris Software Maintenance Agreement	**$ 9,128**
	8,188	CH and PD Lock System Maintenance Agreement	**8,188**
	250	SSL Certificate	**250**
	2,000	Essential Plus Anti-virus	**11,000**
	8,400	Updated Anti-virus software	-
	500	Belarc Network Tracking	**500**
		Content/Internet Monitoring - Smoothwall (3-Yr contract - Budget Again in FY19)	**4,767**
	1,200	SPAM Maintenance - Barracuda	**1,200**
	4,913	Laserfiche	**7,000**
	3,000	PEG Central	-
	4,100	Server Backup System	**5,700**
	4,420	Livescan Service Agreement (iTouch) (Budget Again in FY18)	-
	708	BEAST Maintenance Software Agreement	**708**
	3,900	Police MSI Adjudication Software	
		Pace Scheduler software (Police)	**3,600**
	5,700	Arbitrator Software (Squad Cameras)	
		(2-Yr Contract - Budget Again in FY18)	-
	1,050	Annual ERSI (GIS) Maintenance Agreement	**2,150**
		ArcGIS On-line (5-User License)	**2,500**
	2,040	Westlaw (Code Enforcement)	**2,240**
	6,220	WebQA Software Maintenance	**2,820**
	1,261	Trimble Maintenance (Seiler Instrument)	
	-	Building Permit Software Install and Data Migration **(FY 16 Decision Package)**	**50,000**
$ 64,126	$ 66,856	**Total**	**$ 111,751**

CITY OF WARRENVILLE
FISCAL YEAR 2017
INSURANCE - LIABILITY - 01-70-43301

DEPARTMENT: Central Services

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 116,645			
	$ 56,270	General Fund Share * (Shared with Water & Sewer)	**$ 59,084**
	9,612	Umbrella (Excess Liability) * (Shared with Water & Sewer)	**10,093**
	3,172	Cyber Liability *	**3,331**
	5,814	Fiduciary Liability * (New with CY2016 Renewal)	**6,105**
	1,715	Crime and Public Officials	**1,715**
	16,826	Auto Liability & Property Damage * (Shared with Water & Sewer)	**17,667**
	2,522	Boiler and Machinery * (Shared with Water & Sewer)	**2,648**
	268	2009 Min/Max Liability Payment	**-**
		** CY 2017 Renewal Assumes a 5% Increase - But Actual Loss Experience will Contribute to Actual Increase*	
$ 116,645	$ 96,199	**Total**	**$ 100,643**

CITY OF WARRENVILLE
FISCAL YEAR 2017
INSURANCE - WORKERS COMP - 01-70-43302

DEPARTMENT: Central Services

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 133,573		General Fund Share - CY 17 (Shared with Water & Sewer)	
		(May through December 2016)	**$ 97,120**
		Potential WC Audit Adjustment	**6,851**
		(January - April 2017)	**51,474**
		CY 2017 Renewal Assumes a 6% Increase - But Actual Loss Experience will Contribute to Actual Increase	
		(January - April 2017)	
		General Fund Share - CY 16 (Shared with Water & Sewer)	
	98,917	(May through December 2015)	
	48,560	(January - April 2016)	
$ 133,573	$ 147,477	**Total**	**$ 155,445**

CITY OF WARRENVILLE
FISCAL YEAR 2017
INSURANCE - EE LIFE - 01-70-43303

DEPARTMENT: Central Services

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 3,236	$ 3,478	Employee Life Insurance	**$ 2,445**
$ 3,236	$ 3,478	**Total**	**$ 2,445**

CITY OF WARRENVILLE
FISCAL YEAR 2017
TELEPHONE - 01-70-43400

DEPARTMENT: Central Services

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 64,255			
	$ 6,000	ISP Service (AT&T for Internet Access)	**$ 6,000**
	500	ISP Service (AT&T for Internet Access)	**500**
	2,300	Comcast - Services and IP Addresses at PD	**2,300**
	215	911 Locator ID Lite (AT&T)	**215**
	45,000	Call-One - Telephone Services	**45,000**
	2,000	Upgrade Cell Phones/New Ancillary Equipment	**2,000**
	12,000	Cell Phone Services	**12,000**
	50	Conference Call Bridge Usage	**200**
$ 64,255	$ 68,065	**Total**	**$ 68,215**

CITY OF WARRENVILLE
FISCAL YEAR 2017
RENT EXPENSE - 01-70-44300

DEPARTMENT: Central Services

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 600	$ 600	Pitney Bowes Postage Machine (1st Floor City Hall)	**$ 600**
$ 600	$ 600	**Total**	**$ 600**

CITY OF WARRENVILLE
FISCAL YEAR 2017
POSTAGE - 01-70-44600

DEPARTMENT: Central Services

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 7,826	$ 7,785	City Wide, Less W&S FY 15 Actual - $7,826 FY 14 Actual - $10,163 FY 13 Actual - $12,729 FY 12 Actual - $8,093 FY 11 Actual - $9,705	**$ 8,100**
$ 7,826	$ 7,785	**Total**	**$ 8,100**

CITY OF WARRENVILLE
FISCAL YEAR 2017
PRINTING / PUBLISHING 01-70-44700

DEPARTMENT: Central Services

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 5,178	$ 3,600	Citywide - Letterhead, Envelopes, Business Cards & Publishing Costs FY 15 Actual - $5,177 FY 14 Actual - $5,153 FY 13 Actual - $5,676 FY 12 Actual - $2,792 FY 11 Actual - $4,298	**$ 3,750**
	4,000	Recruitment Advertising	**4,000**
$ 5,178	$ 7,600	**Total**	**$ 7,750**

City of Warrenville - Five-Year Projections

General Fund

Revenues	Actual	Actual	Projected	Projected	Projected	Projected	Projected
Fiscal Year	2014	2015	2016	2017	2018	2019	2020
Tax Revenue	$ 9,101,993	$ 9,633,298	$ 9,966,057	$ 10,018,198	$ 10,157,779	$ 10,299,022	$10,441,907
License, Permit & Fee Revenue	350,547	499,125	514,649	666,403	433,793	433,793	433,793
Fine Revenue	369,655	350,319	380,820	408,206	408,359	408,514	408,670
Reimbursement Revenue	79,777	40,917	-	-	-	-	-
Rental Revenue	180,150	30,419	32,998	33,878	34,793	35,744	36,734
Intrafund Revenue	275,530	310,870	260,778	260,778	260,778	260,778	260,778
Interest Revenue	15,108	19,607	10,000	10,050	10,100	10,151	10,202
Grant Revenue	3,049	4,050	36,231	1,320	1,320	1,320	1,320
Miscellaneous Revenue	115,404	177,710	192,265	175,062	178,902	182,742	186,822
Total Revenue	$ 10,491,213	$ 11,066,315	$ 11,393,798	$ 11,573,895	$ 11,485,824	$ 11,632,064	$11,780,226
Growth from Previous Year	2.0%	5.5%	3.0%	1.6%	-0.8%	1.3%	1.3%

Expenses	Actual	Actual	Projected	Projected	Projected	Projected	Projected
Fiscal Year	2014	2015	2016	2017	2018	2019	2020
Total Salary & Wage Expense	$ 5,506,873	$ 5,569,086	$ 5,597,420	$ 5,899,463	$ 6,212,135	$ 6,541,378	$ 6,888,071
Total Fringe Benefit Expense	2,338,427	2,512,161	2,655,774	2,748,907	2,886,352	3,039,329	3,191,295
Total Maintenance Expense	550,652	684,400	674,746	803,341	883,675	972,043	1,069,247
Total Supplies and Service Expense	1,494,039	1,879,348	1,795,878	2,018,933	2,119,880	2,225,874	2,337,167
Total Capital Expense	50,943	72,062	517,695	99,899	102,896	105,983	109,162
Total Expenditures	$ 9,940,934	$ 10,717,057	$ 11,241,513	$ 11,570,543	$ 12,204,938	$ 12,884,606	$13,594,943
Growth from Previous Year	3.7%	7.8%	4.9%	2.9%	5.5%	5.6%	5.5%
Revenues Greater/(Less Than) - Expenditures	**$ 550,279**	**$ 349,258**		**$ 3,352**	**$ (719,114)**	**$ (1,252,541)**	**$ (1,814,717)**
Expenditures Estimated @ 96% - Beginning FY 2015				**$ 11,107,721** *	**$ 11,716,740** *	**$ 12,369,222** *	**$13,051,145** *
Revenues Greater/(Less Than) - Expenditures	**$ 550,279**	**$ 349,258**	**$ 152,285**	**$ 466,174**	**$ (230,916)**	**$ (737,157)**	**$ (1,270,919)**
Personnel proportion of Total	79%	75%	73%	75%	75%	74%	74%
Total Ending Fund Balance	**$ 8,632,924**	**$ 8,982,182**	**$ 9,134,467**	**$ 7,364,542**	**$ 7,133,626**	**$ 6,396,469**	**$ 5,125,550**
Non-Spendable Fund Balance - PrePaids (estimated)	31,448	36,098	36,098	36,098	36,098	36,098	36,098
Non-Spendable Fund Balance - Land for Resale	2,200,000	2,200,000	2,200,000	-			
Unassigned EndingFund Balance	**$ 6,401,476**	**$ 6,746,084**	**$ 6,898,369**	**$ 7,328,444**	**$ 7,097,528**	**$ 6,360,371**	**$ 5,089,452**
UFB Expenditure Coverage	***64%***	***63%***	***61%***	***63%***	***58%***	***49%***	***37%***

2/11/2016 14:23

* **Beginning with the Budget for 2012, staff attempted to more accurately reflect anticipated actual expenditures when projecting fund balances through FY 2020. Based upon recent fiscal years (FY 2007 - 2015, an dFy 2016 projected), actual General Fund expenditures averaged approximately 96% of the final budgeted expenditures for the given fiscal years. Therefore, in projecting the General Fund fund balance through FY 2020, staff has projected that actual expenditures will come in at 96% of budgeted expenditures for each fiscal year.**

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).

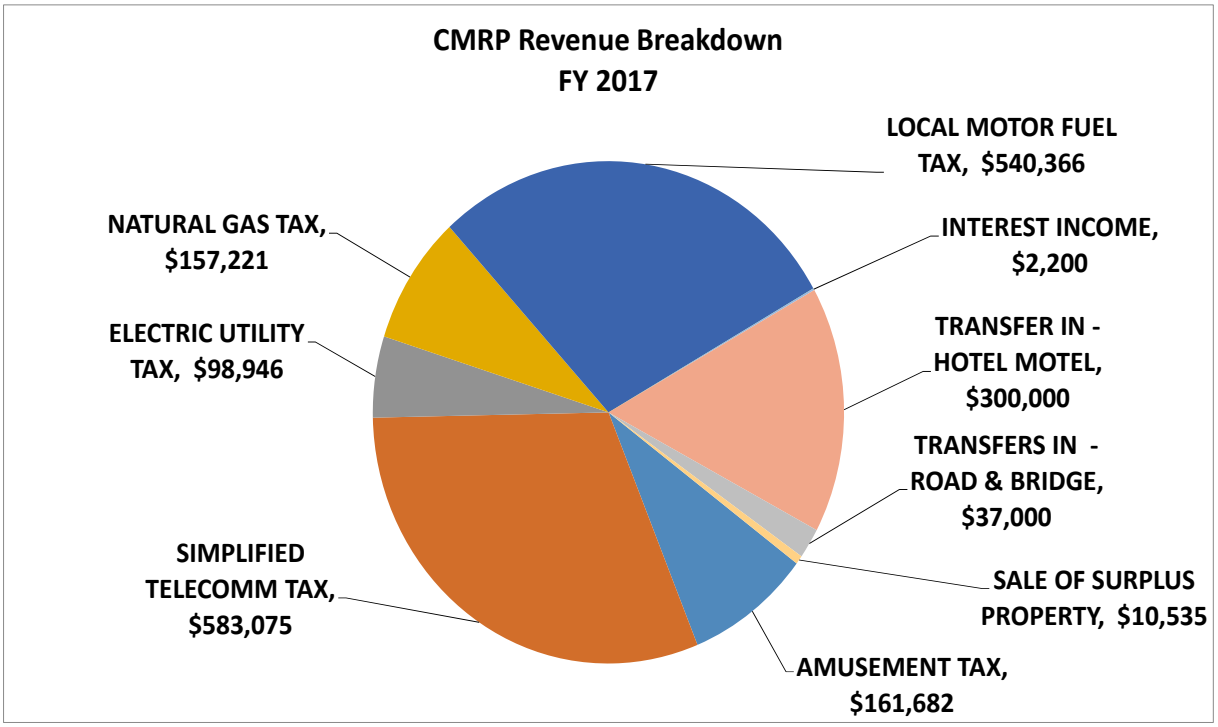
CAPITAL MAINTENANCE AND REPLACEMENT FUND HIGHLIGHTS

	2016 Budget	2016 Projected	2017 Proposed
Revenue	**$1,901,924**	**$1,833,622**	**$1,891,025**
Expenditures	**$2,515,151**	**$1,796,156**	**$2,764,899**
Surplus/(Deficit) [1]	**($613,227)**	**($37,466)**	**($873,874)**

1 – Deficits are planned and are in keeping with the CMRP plan

This fund is utilized to account for the revenues and expenditures for the Capital Maintenance and Replacement Plan (CMRP), which is a multi-year plan for all City non-enterprise capital assets (infrastructure, vehicles and equipment). The CMRP is required to be updated annually in January to account for capital expenditure commitments approved by the City Council during the current fiscal year and staff recommended adjustments for quantity and pricing adjustments. As a result of the January 2016 adjustments, the CMRP revised annual average expenditures total $2,099,856.

Revenue Sources



The FY 2016 is projected to end with total revenue of $1,833,622. The revenue is projected to total of $1,891,025 for FY 2017, an increase of 3.13%.

Amusement Tax revenue for FY 2016 is projected at a total of $157,585 (representing the 60% Capital Maintenance and Replacement Fund share of this revenue source, the remaining 40% share is allocated to the General Fund). For FY 2017, this revenue source is projected with 2% growth from FY 2016, with the share of this revenue source being $161,682 for FY 2017.

Projected Telecommunications Tax revenue for FY 2016 is $546,616. The Capital Maintenance and Replacement Fund share of this revenue source was revised to 90% beginning with FY 2016, with the balance allocated to the General Fund. For FY 2017, staff is recommending an adjustment to the Capital Maintenance and Replacement Fund share to 100%, with the General Fund no longer receiving an allocation. As a result of this re-allocation, an additional $58,306 would be allocated to this fund for the CMRP. Overall, it is projected that this revenue source will fall by 4% during FY 2017.

The Electric Utility Tax has fallen short over the last three fiscal years by about $5,000 on average each year based on the original CMRP assumption of $104,600 annually. For FY 2017, it is being projected that a modest increase of 1% will occur, yielding a total projected revenue of $98,946.

The Natural Gas Utility and Use Taxes for FY 2016 are projected to fall 12% to a fiscal year total of $149,734. This projection is based upon warmer than usual winter months during 2015 and 2016. For FY 2017, revenue growth is projected at 5%, anticipating that the winter of 2016-2017 will return with normal colder weather. As a result, the projected FY 2017 revenue is $157,221.

The 4¢ per gallon Local Motor Fuel Tax is projected to yield $527,186 in revenue for FY 2016, which is 5% less than the prior year due to the Warrenville Road Bridge reconstruction project, which minimized the ability access to two of the six gas stations in town. For FY 2017, it is projected that this revenue source will increase by approximately 2.5%, to a total of $540,366.

Additionally, the CMRP annually receives a $300,000 transfer from the Hotel Motel Tax Fund, which is again included in the FY 2017 proposed budget, as well as Road and Bridge funding from the property tax levy, via the General Fund in the amount of $37,000.

Expenditures

The FY 2017 budgeted capital expenditures, totaling $2,764,899, include the following CMRP expenditures:

1) Replacement of two Police vehicles - $41,650
   Note: Originally a total of seven police vehicles were to be replaced during FY 2016 and FY 2017, per the CMRP, but staff evaluation of those vehicles determined that four did not meet the established criteria for replacement and will be delayed until FY 2018. Only one was replaced during FY 2016 and, as indicated, two are slated to be replaced during FY 2017.

2) Replacement of one one-ton pickup with plow - $42,000

3) Replacement of one large snow plow truck - $143,000

4) Replacement of one Bobcat excavator, trailer, and snow plow (1996) - $63,900

5) Replacement of Police Department building roof - $228,000

6) FY 2017 road program engineering, bid documents, inspections, and complete resurfacing construction program - $2,155,849

7) Citywide crack filling, engineering (Second Street curb, Williams Road (Iroquois Court to City limits), and Citywide sidewalk repairs - $90,500

Capital Maintenance and Replacement Fund Activity ***FY 2017***

Projected Beginning Fund Balance	**$ 1,632,707**
Revenues	
Property Taxes	$ -
Sales and Use Taxes	-
Amusement Taxes	161,682
Consumption Taxes	1,379,607
Income Taxes	-
Hotel-Motel Taxes	-
Motor Fuel Taxes	-
Connection Fees	-
Administrative Charges	-
Consumption Fees	-
Franchise Fees	-
Licensing Fees	-
Interest Income	2,200
Financing Proceeds	-
Misc. Revenues	10,535
Grant Revenue	-
Rental Income	-
Reimbursement Revenues	-
Fine Revenue	-
Transfers In	337,000
Total FY 2017 Revenue	**$ 1,891,025**
Expenses/Expenditures	
Personnel	$ -
Capital	2,395,199
Supplies and Services	126,700
Maintenance	243,000
Total FY 2017 Expenses/Expenditures	**$ 2,764,899**
Variance - Add to/(Use of) Fund Balance	**$ (873,874)**
Projected Ending Fund Balance	**$ 758,833**
Percent Change	-53.52%

CAPITAL MAINTENANCE AND REPLACEMENT FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
02-00-30704	Revenues	AMUSEMENT TAX	156,368	159,555	153,387	127,085	157,585	**161,682**	2.60%
02-00-30706	Revenues	SIMPLIFIED TELECOMM TAX	639,235	589,182	569,167	556,405	546,616	**583,075**	6.67%
02-00-30710	Revenues	ELECTRIC UTILITY TAX		101,807	98,956	102,157	97,966	**98,946**	1.00%
02-00-30711	Revenues	NATURAL GAS TAX		175,597	170,074	226,999	149,734	**157,221**	5.00%
02-00-30713	Revenues	LOCAL MOTOR FUEL TAX		514,466	556,213	543,316	527,186	**540,366**	2.50%
02-00-34600	Revenues	PHOTO ENFORCEMENT FINES							
02-00-37700	Revenues	INTEREST INCOME	4,674	(249)	6,481	4,725	2,448	**2,200**	-10.13%
02-00-38600	Revenues	TRANSFER IN - HOTEL MOTEL	700,000	300,000	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	3,714	7,521	20,379	4,237	15,087	**10,535**	-30.17%
		Totals	1,540,991	1,884,879	1,911,657	1,901,924	1,833,622	**1,891,025**	3.13%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
02-00-41000	Streets	MAINTENANCE - BUILDINGS	18,055			195,000	10,000	**228,000**	
02-00-41200	Streets	MAINTENANCE-STREETS	15,839	18,566	5,304	15,000	6,150	**15,000**	143.90%
02-00-41230	Streets	PAVEMENT PRESERVATION					-	**-**	
02-00-45300	Streets	ENGINEERING	84,516	140,303	119,704	104,500	97,050	**126,700**	30.55%
02-00-49402	Streets	SIDEWALKS		(1,200)	672	15,000	-	**5,500**	
02-00-49476	Streets	ROAD PROJECTS	1,068,667	1,268,244	2,148,302	1,996,945	1,495,000	**2,099,149**	40.41%
02-00-49500	Streets/Police	EQUIPMENT PURCHASE	166,434	109,519	138,240	188,706	187,956	**290,550**	54.58%
		Totals	1,353,511	1,535,432	2,412,222	2,515,151	1,796,156	**2,764,899**	53.93%
		Fund Total Rev	1,540,991	1,884,879	1,911,657	1,901,924	1,833,622	1,891,025	3.13%
		Fund Total Exp	1,353,511	1,535,432	2,412,222	2,515,151	1,796,156	2,764,899	53.93%
		Variance	187,480	349,447	(500,565)	(613,227)	37,466	**(873,874)**	
		Fund Balance 4/30/13	**1,746,359**						
		Fund Balance 4/30/14		**2,095,806**					
		Fund Balance 4/30/15			**1,595,241**				
		Projected Fund Balance 4/30/16				**982,014**	**1,632,707**		
		Projected Fund Balance 4/30/17						**758,833**	

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - BUILDINGS - 02-00-41000

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2015 Actual	2016 Projected	Description of Cost	2017 Budget
$ -	$ -	Replacement Garage Doors Public Works Garage - 2 Main Doors	**$ -**
	10,000	Police Department Roof Replacement Membrane Flat Roof	**228,000**
$ -	$ 10,000	**Total**	**$ 228,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - STREETS - 02-00-41200

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2015 Actual	2016 Projected	Description of Cost	2017 Budget
$ 5,304	$ 6,150	Crack filling, Storm Inlet Repair, Street Patching Curb Repairs	**$ 15,000**
$ 5,304	$ 6,150	**Total**	**$ 15,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
ENGINEERING - 02-00-45300

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2015 Actual	2016 Projected	Description of Cost	2017 Budget
$ 119,704	$ -	**FY2016**	
		Second Street curb redesign	
	8,350		
		Williams Road - Iroquois South to City Limits	
	88,700	FY 16 - Road Program Bid Documents & Inspection	
		FY 2017	
		Glen Drive	**$ 8,500**
		Warren Avenue	**8,500**
		Road Program Inspections	**75,000**
		Iroquois North, South, and West	**34,700**
$ 119,704	$ 97,050	**Total**	**$ 126,700**

CITY OF WARRENVILLE
FISCAL YEAR 2017
SIDEWALKS - 02-00-49402

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2015 Actual	2016 Projected	Description of Cost	2017 Budget
$ 672	$ -	City Wide Repairs - Included in Road Contract	**$ 5,500**
		Installation of addition concrete at the Gazebo to allow access to the railings from the sidewalk	
$ 672	$ -	**Total**	**$ 5,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
ROAD PROJECTS - 02-00-49476

DEPARTMENT: PUBLIC WORKS
PROGRAM: On-Going

2015 Actual	2016 Projected	Description of Cost	2017 Budget
$ 2,148,302	$ 1,425,000	**FY 2016 Road Program**	
		FY 2017 Road Program	
	20,000	City Wide Sidewalk	**$ 20,000**
	50,000	City Wide Patching	**50,000**
		Malvin Albright (off Curtis Ave).	**34,323**
		Warren Avenue (Warrenville Road to Forestview South)	**136,000**
		Behr Circle (east, west, south)	**103,246**
		Steadman	**19,558**
		Glen Drive South	**125,158**
		Iroquois Ct Reconstruction storm replacement $83,600	**1,051,600**
		Main Street (Winfield Road to Second Street)	**40,480**
		Second Street (minor curb replacement)	**60,480**
		Jefferson Street	**22,000**
		Forest Lane (patching)	**85,000**
		Woodlawn	**43,032**
		River Oaks including (curb repairs)	**213,000**
		Shaw Drive	**85,272**
		200 feet of curb in front of Library (includes patching)	**10,000**
$ 2,148,302	$ 1,495,000	**Total**	**$ 2,099,149**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EQUIPMENT PURCHASE 02-00-49500

DEPARTMENT: PUBLIC WORKS
PROGRAM: On-Going

2015 Actual	2016 Projected	Description of Cost	2017 Budget
$ 138,240			
		Vehicles to be Replaced:	**$ -**
		FY 2016	
	$ 30,250	Building Maintenance Supervisor Vehicle 1995 Chevy Work Van C20 VIN# IGCEG25Z9SF210987	
	132,000	Large Snow Plow Truck Truck # 109 Year of manufacturer 2000 Freightliner	
		Police Department **Vehicle to be Replaced with Ford Explorer:**	
	25,706	Crown Vic - VIN 2FAFP…..106888 - #212	
		Vehicles to be Replaced - FY 2017	
		(#201) Fusion - VIN# 2FAHP…230263 **(Replace w/Administrative Explorer)**	**20,000**
		(#222) F-150 - VIN# 1FTRX…C87096 **(Replace w/like F-150 or Van)**	**21,650**
		Public Works	
		Vehicles to be Replaced - FY 2017	
		2004 - One-ton pickup with plow	**42,000**
		2001 - Large snow plow truck	**143,000**
		1996 - Bobcat mini excavator	**50,000**
		1996 - Bobcat trailer	**8,900**
		1998 - Nine foot snow plow Bobcat	**5,000**
$ 138,240	$ 187,956	**Total**	**$ 290,550**

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

Revenues	Actual	Actual	Projected	Projected	Projected	Projected	Projected
Fiscal Year	2014	2015	2016	2017	2018	2019	2020
Tax Revenue	$ 1,540,607	$ 1,547,797	$ 1,479,087	$ 1,541,290	$ 1,539,888	$ 1,539,060	$ 1,538,799
License, Permit & Fee Revenue	-	-	-	-	-	-	-
Fine Revenue	-	-	-	-	-	-	-
Reimbursement Revenue	-	-	-	-	-	-	-
Rental Revenue	-	-	-	-	-	-	-
Intrafund Revenue	337,000	337,000	337,000	337,000	337,000	337,000	337,000
Interest Revenue	(249)	6,481	2,448	2,200	2,200	2,200	2,200
Grant Revenue	-	-	-	-	-	-	-
Miscellaneous Revenue	7,521	20,379	15,087	10,535	10,535	10,535	10,535
Total Revenue	$ 1,884,879	$ 1,911,657	$1,833,622	$1,891,025	$1,889,623	$1,888,795	$1,888,534
Growth from Previous Year	22.3%	1.4%	-4.1%	3.1%	-0.1%	0.0%	0.0%

Expenses	Actual	Actual	Projected	Projected	Projected	Projected	Projected
Fiscal Year	2014	2015	2016	2017	2018	2019	2020
Total Salary & Wage Expense	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Fringe Benefit Expense	-	-	-	-	-	-	-
Total Maintenance Expense	18,566	5,304	16,150	243,000	50,000	50,000	50,000
Total Supplies and Service Expense	140,303	119,704	97,050	126,700	126,700	126,700	126,700
Total Capital Expense	1,376,563	2,287,214	1,682,956	2,395,199	1,923,156	1,923,156	1,923,156
Total Expenses	$ 1,535,432	$ 2,412,222	$ 1,796,156	$2,764,899	$2,099,856	$2,099,856	$2,099,856
Growth from Previous Year	13.4%	57.1%	-25.5%	53.9%	-24.1%	0.0%	0.0%
Revenues Greater/(Less Than) - Expenditures	$ 349,447	$ (500,565)	$ 37,466	$ (873,874)	$ (210,233)	$ (211,061)	$ (211,322)
Assigned Fund Balance	$ 2,095,806	$ 1,595,241	$ 1,632,707	$ 758,833	$ 548,600	$ 337,538	$ 126,216
Expenditure Coverage	*136%*	*66%*	*91%*	*27%*	*26%*	*16%*	*6%*

2/8/2016 09:22

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 2017***
Projected Beginning Fund Balance	**$ 453,519**
Revenues	
Property Taxes	$ -
Sales and Use Taxes	-
Amusement Taxes	-
Consumption Taxes	-
Income Taxes	-
Hotel-Motel Taxes	-
Motor Fuel Taxes	340,326
Connection Fees	-
Administrative Charges	-
Consumption Fees	-
Franchise Fees	-
Licensing Fees	-
Interest Income	200
Financing Proceeds	-
Misc. Revenues	-
Grant Revenue	-
Rental Income	-
Reimbursement Revenues	-
Fine Revenue	-
Transfers In	-
Total FY 2017 Revenue	**$ 340,526**
Expenses/Expenditures	
Personnel	$ -
Capital	-
Supplies and Services	79,000
Maintenance	231,000
Total FY 2017 Expenses/Expenditures	**$ 310,000**
Variance - Add to/(Use of) Fund Balance	**$ 30,526**
Projected Ending Fund Balance	**$ 484,045**
Percent Change	6.73%

MOTOR FUEL TAX FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
13-00-31100	Revenue	MOTOR FUEL ALLOTMENT	312,897	324,398	322,024	312,732	339,012	**340,326**	0.39%
13-00-31101	Revenue	SUPPLEMENTAL ALLOTMENT	4,173			-			
13-00-31500	Revenue	INSURANCE REIMBURSEMENT	7,531			-			
13-00-37700	Revenue	INTEREST INCOME	519	153	117	100	351	**200**	-43.02%
13-00-39309	Revenue	GRANTS	58,031	58,031	116,062	-			
		Totals	383,151	382,582	438,203	312,832	339,363	**340,526**	0.34%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
13-00-41200	Streets	MAINTENANCE - STREETS	8,249	11,008	11,037	19,000	15,452	**19,000**	22.96%
13-00-41201	Streets	MAINTENANCE STREETS-STRIPING	6,707	12,039	8,382	19,000	13,450	**19,000**	41.26%
13-00-41210	Streets	MAINTENANCE STS-SALT	87,670	173,586	155,241	139,043	125,000	**155,000**	24.00%
13-00-44000	Streets	MAINTENANCE-STREET LIGHTS	12,331	5,408	20,111	19,000	12,500	**19,000**	52.00%
13-00-44010	Streets	MAINTENANCE STREET SIGNS	18,973	6,716	4,099	19,000	13,500	**19,000**	40.74%
13-00-44020	Streets	STREET LIGHTING-COMM ED	52,809	65,882	64,284	68,440	65,120	**60,000**	-7.86%
13-00-45410	Streets	TREE REMOVAL	13,312	1,600	10,185	19,000	12,500	**19,000**	52.00%
13-00-49476	Streets	ROAD PROJECTS		51,225		548,775	422,378	-	-100.00%
		Totals	200,051	327,464	273,339	851,258	679,900	**310,000**	-54.41%
		Fund Total Rev	383,151	382,582	438,203	312,832	339,363	340,526	0.34%
		Fund Total Exp	200,051	327,464	273,339	851,258	679,900	310,000	-54.41%
		Variance	183,100	55,118	164,864	(538,426)	(340,537)	**30,526**	
		Fund Balance 4/30/13	**574,074**						
		Fund Balance 4/30/14		**629,192**					
		Fund Balance 4/30/15			**794,056**				
		Projected Fund Balance 4/30/16				255,630	**453,519**		
		Projected Fund Balance 4/30/17						**484,045**	

Motor Fuel Tax Fund Line Items
Fiscal Year 2017

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE STREETS - 13-00-41200

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 11,037	$ 15,452	Crack filling, Storm Inlet Repair, Street Patching	**$ 19,000**
$ 11,037	$ 15,452	**Total**	**$ 19,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE STREETS/STRIPING - 13-00-41201

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 8,382	$ 13,450	Striping Costs	**$ 19,000**
$ 8,382	$ 13,450	**Total**	**$ 19,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE STREETS/SALT - 13-00-41210

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 155,241	$ 125,000	Rock Salt and Chloride for De-icing Roads FY 2016 City joined DuPage County contract at $70.44 ton	**$ 155,000**
$ 155,241	$ 125,000	**Total**	**$ 155,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE STREETS LIGHTS - 13-00-44000

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 20,111	$ 12,500	Cost for Maintenance contract for Traffic Signals Traffic signals that are damaged Standard Maintenance of street lights	**$ 19,000**
$ 20,111	$ 12,500	**Total**	**$ 19,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE STREET SIGNS - 13-00-44010

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 4,099	$ 13,500	Replacement of Regulatory and Info Signs New Regulatory or Info Signs Mandate for upgrade materials began in 2011	**$ 19,000**
$ 4,099	$ 13,500	**Total**	**$ 19,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
STREETLIGHTING - COMED - 13-00-44020

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 64,284	$ 65,120	Electrical Cost for Street Lights Throughout the City	**$ 60,000**
$ 64,284	$ 65,120	**Total**	**$ 60,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
TREE REMOVAL - 13-00-45410

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 10,185	$ 12,500	Tree Removal , Replacement, and Trimming Throughout the City	**$ 19,000**
$ 10,185	$ 12,500	**Total**	**$ 19,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
ROAD PROJECTS - 13-00-49476

DEPARTMENT: PUBLIC WORKS

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ 122,378	City Share of Batavia Road Costs New Curb and resurface Expense is dependent on State Inspection ***(Unbudgeted for Fy 2017)***	**$ -**
	300,000	Williams Road Bridge Project Construction costs	
$ -	$ 422,378	**Total**	**$ -**

City of Warrenville - Five-Year Projection
Motor Fuel Tax

Revenues	**Actual**	**Actual**	Projected	Projected	Projected	Projected	Projected
Fiscal Year	2014	2015	2016	2017	2018	2019	2020
Tax Revenue	$ 324,398	$ 322,024	$ 340,326	$ 340,326	$ 340,326	$ 340,326	$ 340,326
License, Permit & Fee Revenue	-	-	-	-	-	-	-
Fine Revenue	-	-	-	-	-	-	-
Reimbursement Revenue	-	-	-	-	-	-	-
Rental Revenue	-	-	-	-	-	-	-
Intrafund Revenue	-	-	-	-	-	-	-
Interest Revenue	153	117	351	358	365	376	387
Grant Revenue	58,031	116,062	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-	-
Total Revenue	$ 382,582	$ 438,203	$ 340,677	$ 340,684	$ 340,691	$ 340,702	$ 340,713
Growth from Previous Year	-0.1%	14.5%	-22.3%	0.0%	0.0%	0.0%	0.0%

Expenses	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Fiscal Year	2014	2015	2016	2017	2018	2019	2020
Total Salary & Wage Expense	-	-	-	-	-	-	-
Total Fringe Benefit Expense	-	-	-	-	-	-	-
Total Maintenance Expense	208,757	198,870	179,902	231,000	237,930	245,068	252,420
Total Supplies and Service Expense	67,482	74,469	77,620	79,000	79,000	79,000	79,000
Total Capital Expense	51,225	-	422,378	-	-	-	-
Total Expenses	$ 327,464	$ 273,339	$ 679,900	$ 310,000	$ 316,930	$ 324,068	$ 331,420
Growth from Previous Year	63.7%	-16.5%	148.7%	-54.4%	2.2%	2.3%	2.3%
Revenues - Expenditures	$ 55,118	$ 164,864	$ (339,223)	$ 30,684	$ 23,761	$ 16,634	$ 9,293
Restricted Fund Balance for Roadways	$ 629,192	$ 794,056	$ 454,833	$ 485,517	$ 509,278	$ 525,912	$535,206
Expenditure Coverage	*192%*	*291%*	*67%*	*157%*	*161%*	*162%*	*161%*

2/11/2016 14:23

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.

HOTEL/MOTEL TAX FUND HIGHLIGHTS

	2016 Budget	2016 Projected	2017 Proposed
Revenue	**$891,256**	**$933,314**	**$951,960**
Expenditures	**$899,189**	**$759,908**	**$880,616**
Surplus/(Deficit)	**($ 5,733)**	**$173,406**	**$ 71,344**

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 30 days. There are currently six hotels located within Warrenville, which are collecting and remitting this tax on a monthly basis. For FY 2016, it is projected that the hotels will remit a total of $932,314 in Hotel Motel Taxes. The remittances are projected to increase by 2% during FY 2017, totaling $950,960.

Expenditures

Interfund Transfers

The largest expenditures in this fund are transfers to other City funds. For FY 2017, 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. This is consistent with what was done during FY 2016, and is in line with City Council directives.

Community Events Programming Grants

The next largest expenditures are grants. Annually, the City Council approves Hotel Motel Tax grants for the coming fiscal year. The grants are awarded to 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 2017. 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. For FY 2017, by City Council direction, $6,000 in funding for the annual Holly Daze event has been moved from the General Fund into this fund. Finally, for FY 2017 the City Council approved direct funding support for the Warrenville Historical Society, in the amount of $15,000, to aid in funding the costs associated with the museum curator/director position.

Promoting Tourism

The FY 2017 expenditures also include approximately $46,600 in funding for the renewal of the City partnership with the DuPage Convention and Visitors Bureau (DCVB) to promote tourism, including hotel stays within Warrenville.

A total of $50,000 has been re-budgeted from prior fiscal years for consultation services to assist with marketing and branding. The goal of this effort is to promote Warrenville, as a place for businesses to relocate or build a new facility.

A total of $30,000 was budgeted for aesthetic enhancements, including community artwork, landscaping, or other beautification efforts enhancing community pride, and making Warrenville more inviting.

Hotel Motel Fund Activity	***FY 2017***
Projected Beginning Fund Balance	**$ 679,300**
Revenues	
Property Taxes	$ -
Sales and Use Taxes	-
Amusement Taxes	-
Consumption Taxes	-
Income Taxes	-
Hotel-Motel Taxes	950,960
Motor Fuel Taxes	-
Connection Fees	-
Administrative Charges	-
Consumption Fees	-
Franchise Fees	-
Licensing Fees	-
Interest Income	1,000
Financing Proceeds	-
Misc. Revenues	-
Grant Revenue	-
Rental Income	-
Reimbursement Revenues	-
Fine Revenue	-
Transfers In	-
Total FY 2017 Revenue	**$ 951,960**
Expenses/Expenditures	
Personnel	$ -
Capital	80,000
Supplies and Services	800,616
Maintenance	-
Total FY 2017 Expenses/Expenditures	**$ 880,616**
Variance - Add to/(Use of) Fund Balance	**$ 71,344**
Projected Ending Fund Balance	**$ 750,644**
Percent Change	10.50%

HOTEL MOTEL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
14-00-30703	Revenue	HOTEL/MOTEL TAX	768,472	811,059	897,767	891,256	932,314	**950,960**	2.00%
14-00-37700	Revenue	INTEREST INCOME	1,249	863	3,076	2,200	1,000	**1,000**	0.00%
		Totals	769,721	811,922	900,843	893,456	933,314	**951,960**	2.00%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
14-00-46401	Finance	CITY WEB PAGE	25,705	4,758	5,486	5,500	5,318	**5,500**	3.42%
14-00-46810	Council	GRANTS	175,440	168,728	169,228	185,000	157,701	**191,000**	21.12%
14-00-48600	Council	TRANSFERS OUT	900,000	500,000	500,000	550,000	550,000	**550,000**	0.00%
14-00-48702	Council	PUB. RELATIONS & PROMOTION	38,791	39,378	42,838	48,689	46,889	**54,116**	15.41%
14-00-48735	Council	CITY PROJECTS				110,000	-	**80,000**	
		Totals	1,139,936	712,864	717,552	899,189	759,908	**880,616**	15.88%
		Fund Total Rev	769,721	811,922	900,843	893,456	933,314	951,960	2.00%
		Fund Total Exp	1,139,936	712,864	717,552	899,189	759,908	880,616	15.88%
		Variance	(370,215)	99,058	183,291	(5,733)	173,406	**71,344**	
		Fund Balance 4/30/13	**223,545**						
		Fund Balance 4/30/14		**322,603**					
		Fund Balance 4/30/15			**505,894**				
		Projected Fund Balance 4/30/16				500,161	**679,300**		
		Projected Fund Balance 4/30/17						**750,644**	

CITY OF WARRENVILLE
FISCAL YEAR 2017
CITY WEB PAGE - 14-00-46401

DEPARTMENT: FIS

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 5,486	$ 5,318	Webpage Annual Support Maintenance & Hosting	**$ 5,500**
$ 5,486	$ 5,318	**Total**	**$ 5,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
GRANTS - 14-00-46810

DEPARTMENT: COUNCIL

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 169,228		**Grants**	
	$ -	WAA	**$ 10,118**
	13,970	WGSA	**-**
	18,451	WIB Beautification Program	**20,860**
	11,352	Park District Art on Prairie	**13,419**
	8,727	Park District Fall Family Fun Fest	**8,625**
	525	Historical Society Summer Tea	**650**
	2,200	Historical Society Walking Tour-Public Art Survey	**2,700**
	1,700	Historical Society Artist in Residency	**1,574**
	14,374	Library Concerts on the Commons	**15,249**
	10,924	WMC Summer & Spring Musical Theater Productions	**14,207**
		Warren Tavern Preservationists Building Improvements	**9,798**
		Library Sunday Musical Matinees	**2,800**
	15,000	**Historical Society Curator**	**15,000**
		Automatic Maximum Grants - (Began FY 10)	
		Summer Daze	
	24,000	Event Funding	**24,000**
	3,918	City Support Expenses (up to)	**11,000**
		4th of July (Friends of the 4th)	
	24,000	Event Funding	**24,000**
	8,560	City Support Expenses (up to)	**11,000**
		Holly Daze Funding	**6,000**
		(Moved from General Fund beginning FY 2017)	
$ 169,228	$ 157,701	**Total**	**$ 191,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
TRANSFERS OUT - 14-00-48600

DEPARTMENT: COUNCIL

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 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**
	50,000	To Special Projects Fund (Fund 49) (establishment of annual funding source for the Special Projects Fund)	**50,000**
$ 500,000	$ 550,000	**Total**	**$ 550,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
PUBLIC RELATIONS & PROMOTION - 14-00-48702

DEPARTMENT: COUNCIL

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 42,838	$ 2,000	TAC Visitor Guides/PR Ads	**$ 5,000**
	44,889	DCVB Partnership FY 16 Contribution based upon FY 15 Projection @ 01/06/2016 thru 12/2015 Fiscal Year Total Estimated At $932,314 (25% o f 1 Percentage Point of Tax Revenue)	**46,616**
		DCVB Pilot grant Program	**2,500**
$ 42,838	$ 46,889	**Total**	**$ 54,116**

CITY OF WARRENVILLE
FISCAL YEAR 2017
CITY PROJECTS - 14-00-48735

DEPARTMENT: COUNCIL

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -	Development of Economic Development Branding and Marketing Strategy (Re-Budgeted FY 15 Decision Package)	**$ 50,000**
	-	Aesthetic Enhancements (Sculptures, Botanicals, etc)	**30,000**
$ -	$ -	**Total**	**$ 80,000**

City of Warrenville - Five-Year Projections
Hotel Motel

Revenues	**Actual**	**Actual**	Projected	Projected	Projected	Projected
Fiscal Year	2014	2015	2016	2017	2018	2019
Tax Revenue	$ 811,059	$ 897,767	$ 932,314	$ 950,960	$ 960,470	$ 970,075
License, Permit & Fee Revenue	-	-	-	-	-	-
Fine Revenue	-	-	-	-	-	-
Reimbursement Revenue	-	-	-	-	-	-
Rental Revenue	-	-	-	-	-	-
Intrafund Revenue	-	-	-	-	-	-
Interest Revenue	863	3,076	1,000	1,020	1,040	1,040
Grant Revenue	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Total Revenue	$ 811,922	$ 900,843	$ 933,314	$ 951,980	$ 961,510	$ 971,115
Growth from Previous Year	5.5%	11.0%	3.6%	2.0%	1.0%	1.0%

Expenses	**Actual**	**Actual**	Projected	Projected	Projected	Projected
Fiscal Year	2014	2015	2016	2017	2018	2019
Total Salary & Wage Expense	-	-	-	-	-	-
Total Fringe Benefit Expense	-	-	-	-	-	-
Total Maintenance Expense	-	-	-	-	-	-
Total Supplies and Service Expense	712,864	717,552	759,908	800,616	800,616	800,616
Total Capital Expense	-	-	80,000	80,000	80,000	80,000
Total Expenses	$ 712,864	$ 717,552	$ 839,908	$ 880,616	$ 880,616	$ 880,616
Growth from Previous Year	-37.5%	0.7%	17.1%	4.8%	0.0%	0.0%
Revenues - Expenditures	$ 99,058	$ 183,291	$ 93,406	$ 71,364	$ 80,894	$ 90,499
Committed Fund Balance	$322,603	$ 505,894	$ 599,300	$ 670,664	$ 751,559	$ 842,058
Expenditure Coverage	*45%*	*71%*	*71%*	*76%*	*85%*	*96%*

2/8/2016 08:49

THIS
PAGE
INTENTIONALLY
LEFT
BLANK

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

	2016 Budget	2016 Projected	2017 Proposed
Revenue	**$3,403,035**	**$3,247,746**	**$3,415,797**
Expenditures	**$5,386,352**	**$4,530,652**	**$6,165,847**
Surplus/(Deficit)	**($1,983,317)**	**($1,282,906)**	**($2,750,050)**

1 – *Fiscal Year deficits are planned to fund system expansion*

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

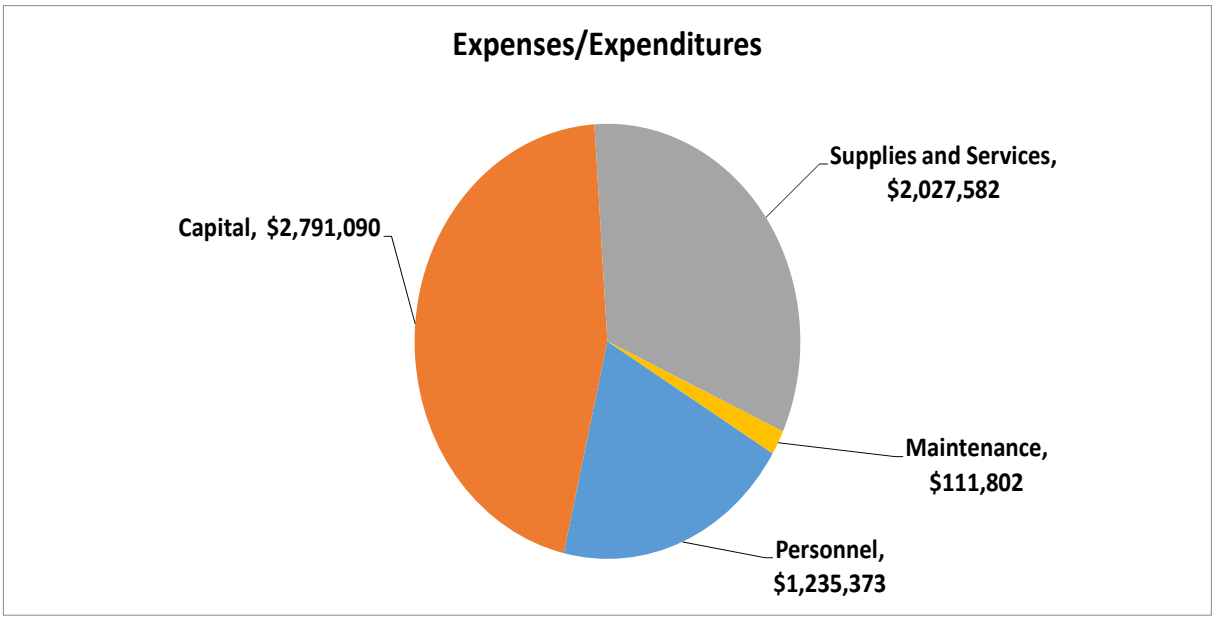
Total budgeted fund revenue for FY 2017 is $3,415,797. The largest source of water operations and maintenance revenue is water sales. Water Sales revenue is based upon a rate charged to water users. For FY 2017, the water rates charged to the users will remain unchanged at $1.50 per 1,000 gallons of 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 antennas on City-owned water towers, with total projected cell tower rental income for FY 2017 of $334,937. Additional minor sources of revenue in this area come from turn-on fees, processing fees, interest income, metered sales, and late payment fee income. Water Operations and Maintenance revenue for FY 2017 totals $1,292,690.

Water Capital Reserve revenue totals $48,284, and is derived from water connection fees, interest income, and recapture payments.

Sewer Capital Reserve revenue totals $36,995, 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 $2,033,245. The largest share of this revenue comes from sewer system user fee sewer sales, which for FY 2017 totals an estimated $1,978,578. For FY 2017, the sewer rates will remain unchanged at $2.98 per 1,000 gallons, plus a bi-monthly base charge of $22.93. Additional minor sources of revenue in this area come from turn-on fees, processing fees, interest income, metered sales, and late payment fee income.

Expenditures



Budgeted expenditures for FY 2017 total $6,165,847, which represents an increase of approximately 34% over FY 2016. This increase is due to increased capital expenditures planned for FY 2017.

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 $1,273,984. Of this total, approximately 53% is comprised of personnel costs, including wages and benefits. The remaining 47% are the costs of operating a potable water system, including treatment of the water.

Water Capital Reserve expenditures total $1,575,300, and include the following capital expenditures, including engineering where applicable:

1) Route 56 Expansion conflict resolutions - $108,000
2) Williams Road watermain extensions from Batavia Road to Morris Court - $25,000 (*awaiting State invoicing)*
3) Iroquois Court watermain extension and engineering - $447,000
4) Glen Drive South watermain extension and engineering - $271,800
5) Glen Drive North final engineering - $8,500
6) Warren Avenue watermain extension and engineering - $468,500
7) Point Oak Drive final engineering - $17,250
8) Planning and Capacity study (Southwest District) 75% share - $71,250
9) Hydrants and valve insertions - $24,000
10) Radio communications upgrade - 50% share - $60,000
11) Route 59 utility extension engineering – 50% share – $15,000
12) On-going Capital Costs - $59,000 (see EMRP note below)

Sewer Capital Reserve expenditures total $1,267,600, and include the following capital expenditures, including engineering where applicable:

1) Williams Road sewer extension
   (Morris Court to City limits - *awaiting State invoicing)* - $35,000
2) Iroquois Court sanitary sewer extension and engineering - $483,500
3) Glen Drive South sanitary sewer main extension and engineering - $509,800
4) Calumet - Glen Drive North final engineering - $8,500
5) Point Oak Drive final engineering - $17,250
6) Planning and Capacity study (Southwest District) 25% share - $23,750
7) Infiltration analysis costs and overhead sewer grant funding - $16,400
8) Radio communications upgrade - 50% share - $60,000
9) Route 59 utility extension engineering – 50% share – $15,000
10) On-going operating Capital Costs - $98,400 (see EMRP note below)

Note: the Water Capital Reserve (20-02) and Sewer Capital Reserve (20-03) account groups include expenditures not classified as "capital" expenditures, such as engineering, but these figures are included with each account group total.

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 $2,048,963. Of that total, personnel costs make up approximately 25%, while costs associated with the treatment of waste water make up approximately 58% of the expenditures at a projected total of $1,198,500. These figures are based upon rates from the City of Naperville for Warrenville's proportional share of capital system maintenance and replacement costs incurred by Naperville.

During late FY 2015 and early FY 2016, City staff and two Aldermen appointed by the City Council worked to formulate a capital maintenance and replacement plan for the Enterprise Fund (i.e. water and sewer) assets. The *Enterprise Maintenance and Replacement Plan* (EMRP), adopted in August 2015, is a working document used to determine operating costs, including operating capital-type costs, to be funded by annually-determined water and sewer services utility rates. The EMRP established the funding levels and service lives for the long-term replacement of enterprise fund capital assets.

Water and Sewer Fund Activity	*FY 2017*
Projected Beginning Unrestricted Net Assets	**$ 7,715,526**
Revenues	
Property Taxes	$ -
Sales and Use Taxes	-
Amusement Taxes	-
Consumption Taxes	-
Income Taxes	-
Hotel-Motel Taxes	-
Motor Fuel Taxes	-
Connection Fees	20,000
Administrative Charges	325
Consumption Fees	2,953,546
Franchise Fees	-
Licensing Fees	-
Interest Income	25,425
Financing Proceeds	-
Misc. Revenues	44,737
Grant Revenue	-
Rental Income	334,937
Reimbursement Revenues	-
Fine Revenue	36,827
Transfers In	-
Total FY 2017 Revenue	**$ 3,415,797**
Expenses/Expenditures	
Personnel	$ 1,235,373
Capital	2,791,090
Supplies and Services	2,027,582
Maintenance	111,802
Total FY 2017 Expenses/Expenditures	**$ 6,165,847**
Variance - Add to/(Use of) Fund Balance	**$ (2,750,050)**
Projected Ending Unrestricted Net Assets	**$ 4,965,476**
Percent Change	-35.64%

WATER and SEWER FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
20-00-35100	Water Revenue	WATER SALES	935,375	957,056	947,970	972,362	841,953	**920,589**	9.34%
20-00-35200	Water Revenue	TURN-ON FEES - WATER	2,800	3,400	4,125	5,000	3,188	**3,378**	5.96%
20-00-35300	Water Revenue	PROCESSING FEE - WATER	16,412	10,973	18,325	20,818	20,180	**16,473**	-18.37%
20-00-37503	Water Revenue	RENTAL-INCOME - CELL TOWERS	176,763	169,146	301,427	322,055	322,055	**334,937**	4.00%
20-00-37700	Water Revenue	INTEREST INCOME	333	4	273	350	300	**300**	0.00%
20-00-37900	Water Revenue	METER SALES	8,769	3,526	6,403	4,880	6,273	**6,400**	2.02%
20-00-39309	Water Revenue	GRANTS	7,500	10,875	15,681	-	-	**-**	
20-00-39600	Water Revenue	PENALTY INCOME	13,197	9,588	9,543	11,250	8,824	**10,288**	16.59%
20-00-39900	Water Revenue	MISCELLANEOUS INCOME	436	(1,604)	482	53	8,746	**325**	-96.28%
		Totals	1,161,585	1,162,964	1,304,229	1,336,768	1,211,519	**1,292,690**	6.70%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
20-00-40000	WO&M Expense	SALARIES - WATER	465,869	463,430	446,264	464,577	468,316	**457,028**	-2.41%
20-00-40001	WO&M Expense	OVERTIME - WATER	38,134	35,204	32,189	37,000	33,500	**37,000**	10.45%
20-00-40100	WO&M Expense	FICA EXPENSE	29,423	29,293	28,439	31,098	30,160	**30,630**	1.56%
20-00-40101	WO&M Expense	MEDICARE EXPENSE	7,082	6,986	6,691	7,273	7,118	**7,164**	0.65%
20-00-40200	WO&M Expense	IMRF EXPENSE	56,574	58,788	82,000	57,347	88,743	**57,308**	-35.42%
20-00-40400	WO&M Expense	EMPLOYEE INSURANCE	83,903	93,969	93,662	92,648	92,540	**88,529**	-4.33%
20-00-40600	WO&M Expense	ACCRUED SICK / COM TIME EXPENSE	(28,481)	1,554	(18,394)	2,500	500	**530**	6.00%
20-00-40601	WO&M Expense	ACCRUED OPEB EXPENSE	648	659	3,098	695	3,098	**5,000**	61.39%
20-00-41000	WO&M Expense	MAINTENANCE - BUILDING	2,825	8,582	3,612	5,500	3,950	**5,000**	26.58%
20-00-41001	WO&M Expense	MAINTENANCE - WATER TOWERS	6,000	-	6,500	7,000	5,000	**12,000**	140.00%
20-00-41100	WO&M Expense	MAINTENANCE - EQUIPMENT	6,426	6,599	5,992	6,800	7,000	**7,000**	0.00%
20-00-41103	WO&M Expense	MAINTENANCE - SOFTWARE	4,380	4,655	4,911	5,157	5,182	**5,221**	0.75%
20-00-41400	WO&M Expense	MAINTENANCE - UTILITY SYSTEM	132,910	102,237	95,741	58,000	59,000	**59,000**	0.00%
20-00-42700	WO&M Expense	MAINTENANCE - COMMUNICATIONS	3,863	4,163	3,769	4,100	3,900	**4,100**	5.13%
20-00-43300	WO&M Expense	INSURANCE - GENERAL	2,498	2,498	2,748	3,025	3,025	**3,176**	4.99%
20-00-43301	WO&M Expense	INSURANCE - LIABILITY	5,947	5,947	6,542	7,200	7,200	**7,560**	5.00%
20-00-43302	WO&M Expense	INSURANCE - WORKERS COMP	15,802	5,221	14,920	17,845	17,845	**18,916**	6.00%
20-00-43400	WO&M Expense	TELEPHONE	9,621	11,895	11,568	14,000	13,000	**13,000**	0.00%
20-00-43800	WO&M Expense	UTILITIES	59,652	65,551	72,164	64,900	72,163	**73,000**	1.16%
20-00-44300	WO&M Expense	RENT EXPENSE	6,235	6,294	6,264	6,298	6,212	**6,300**	1.42%
20-00-44400	WO&M Expense	TRAVEL & MEETINGS	5	257	577	500	100	**1,500**	1400.00%

20-00-44600	WO&M Expense	POSTAGE	5,237	6,710	7,149	7,670	7,249	**7,670**	5.81%
20-00-44700	WO&M Expense	PRINTING/PUBLISHING	6,845	6,418	7,507	7,200	8,755	**8,500**	-2.91%
20-00-45010	WO&M Expense	LIENS	21	51	144	100	140	**150**	7.14%
20-00-45100	WO&M Expense	LEGAL EXPENSE			-	1,000	-	**1,000**	
20-00-45200	WO&M Expense	AUDIT EXPENSE	3,467	3,802	3,954	2,000	2,000	**2,050**	2.50%
20-00-45210	WO&M Expense	COMPUTER SOFTWARE			-	1,000	-	**1,000**	
20-00-45300	WO&M Expense	ENGINEERING			400	2,500	2,410	**2,500**	3.73%
20-00-45400	WO&M Expense	OTHER PROFESSIONAL SERVICES	29,543	19,579	11,954	34,100	7,515	**43,850**	483.50%
20-00-45401	WO&M Expense	J.U.L.I.E.	774	770	760	1,300	1,300	**1,375**	5.77%
20-00-45710	WO&M Expense	EDUCATION REIMBURSEMENT		113	142	500	275	**500**	81.82%
20-00-46900	WO&M Expense	DUES, SUBSCRIPTIONS & BOOKS	138	-	161	400	225	**500**	122.22%
20-00-47100	WO&M Expense	OFFICE SUPPLIES		-		100	25	**250**	900.00%
20-00-47200	WO&M Expense	OTHER SUPPLIES	1,786	1,501	1,250	2,000	1,500	**1,500**	0.00%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
20-00-47220	WO&M Expense	SMALL TOOLS	244	666	364	1,200	925	**1,200**	29.73%
20-00-47300	WO&M Expense	UNIFORMS	3,769	3,248	4,261	4,000	4,120	**4,300**	4.37%
20-00-47600	WO&M Expense	GAS / OIL EXPENSE	14,783	14,915	10,143	16,000	10,650	**15,000**	40.85%
20-00-47700	WO&M Expense	CHLORINATION SUPPLIES	39,760	20,632	32,531	41,900	45,588	**63,500**	39.29%
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	168,920	148,683	171,782	146,682	**146,682**	0.00%
20-00-48700	WO&M Expense	MISCELLANEOUS EXPENSE			2,411	1,000	-	**1,000**	
20-00-49300	WO&M Expense	BUILDING IMPROVEMENTS				1,000	-	**1,000**	
20-00-49500	WO&M Expense	EQUIPMENT PURCHASE	7,117	(31,212)	11,879	3,975	1,650	**5,425**	228.79%
20-00-49503	WO&M Expense	EQUIPMENT-MAINTENANCE SUPRV	917	703	983	1,000	972	**1,000**	2.88%
20-00-49700	WO&M Expense	METERS	43,143	37,583	73,298	55,000	42,000	**45,000**	7.14%
		Totals	1,258,712	1,188,251	1,247,301	1,270,260	1,231,603	**1,273,984**	3.44%

WATER and SEWER FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
20-02-35400	Water	WATER CONNECTIONS	48,719	12,525	25,500	11,615	32,300	**10,000**	-69.04%
20-02-37700	Capital	INTEREST INCOME	11,847	8,156	28,940	20,269	16,000	**13,500**	-15.63%
20-02-37710	Water	INTEREST INCOME - MUSSLEMAN	25,000	2,550	2,550	2,550	2,550	**-**	-100.00%
20-02-39404	Revenue	RECAPTURE PAYMENTS - WATER	1,818	10,037	10,307	20,603	31,601	**24,784**	-21.57%
		Totals	87,384	33,268	67,297	55,037	82,451	**48,284**	-41.44%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
20-02-45300	W. Cap Res. Expense	ENGINEERING	66,218	39,739	47,636	180,500	99,442	**222,300**	123.55%
20-02-49422	W. Cap Res. Expense	WATER MAIN IMPROVEMENTS	8,020	131,448	17,038	923,950	678,001	**1,234,000**	82.01%
20-02-49495	W. Cap Res. Expense	CAPITAL OPERATING COSTS				40,000	-	**59,000**	
20-02-49500	W. Cap Res. Expense	EQUIPMENT PURCHASE	-	34,111	-	50,000	-	**60,000**	
		Totals	74,238	205,298	64,674	1,194,450	777,443	**1,575,300**	102.63%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
20-03-35400	Sewer Capital Reserve	SEWER CONNECTIONS	25,295	14,525	23,500	8,925	32,300	**10,000**	-69.04%
20-03-37700	Revenue	INTEREST INCOME	6,083	4,284	14,933	10,432	8,346	**7,042**	-15.62%
20-03-37710	Sewer Capital Reserve	INTEREST INCOME - MUSSLEMAN	25,000	2,550	2,550	2,550	2,550	**-**	-100.00%
20-03-39404	Revenue	RECAPTURE PAYMENTS - SEWER	6,619	17,071	14,548	10,814	41,575	**19,953**	-52.01%
		Totals	62,997	38,430	55,531	32,721	84,771	**36,995**	-56.36%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
20-03-45300	S. Cap Res. Expense	ENGINEERING	76,022	38,263	47,636	81,940	57,998	**132,800**	128.97%
20-03-48801	S. Cap Res. Expense	OVERHEAD SEWER GRANT				2,000		**2,000**	
20-03-49401	S. Cap Res. Expense	INFILTRATION ANALYSIS	15,400	2,584	1,195	4,900	3,500	**14,400**	311.43%
20-03-49422	S. Cap Res. Expense	SEWER MAIN IMPROVEMENTS	2,269	71	49,636	692,240	511,211	**960,000**	87.79%
20-03-49495	S. Cap Res. Expense	CAPITAL OPERATING COSTS				14,000		**98,400**	
20-03-49500	S. Cap Res. Expense	EQUIPMENT PURCHASED	-	15,148		50,000		**60,000**	
		Totals	93,691	56,066	98,467	845,080	572,709	**1,267,600**	121.33%

WATER and SEWER FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
20-04-35100	Sewer Revenue	SEWER SALES	1,690,948	1,792,103	1,898,150	1,916,327	1,809,564	**1,978,578**	9.34%
20-04-35200	Sewer Revenue	TURN-ON FEES - SEWER	2,800	3,425	4,125	3,932	2,657	**3,252**	22.39%
20-04-35300	Sewer Revenue	PROCESSING FEE - SEWER	18,262	22,273	18,325	20,088	19,620	**20,000**	1.94%
20-04-37700	Sewer Revenue	INTEREST INCOME	213	142	585	575	300		-100.00%
20-04-37900	Sewer Revenue	METER SALES - SEWER	4,420	3,501	6,239	4,097	5,345	**4,876**	-8.77%
20-04-39600	Sewer Revenue	PENALTY INCOME	26,406	21,651	21,825	25,736	26,019	**26,539**	2.00%
		Totals	1,743,049	1,843,095	1,949,249	1,970,755	1,863,505	**2,033,245**	9.11%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
20-04-40000	S O&M Expense	SALARIES - SEWER	349,644	341,952	329,690	345,122	350,962	**347,880**	-0.88%
20-04-40001	S O&M Expense	OVERTIME - SEWER	25,499	23,643	21,564	28,000	22,166	**28,000**	26.32%
20-04-40100	S O&M Expense	FICA EXPENSE	21,740	21,385	20,842	23,134	22,369	**23,305**	4.18%
20-04-40101	S O&M Expense	MEDICARE EXPENSE	5,278	5,112	4,914	5,410	5,296	**5,451**	2.93%
20-04-40200	S O&M Expense	IMRF EXPENSE	42,041	42,985	58,470	42,661	74,199	**43,603**	-41.24%
20-04-40400	S O&M Expense	EMPLOYEE INSURANCE	59,364	65,328	66,831	67,541	67,757	**66,113**	-2.43%
20-04-41000	S O&M Expense	MAINTENANCE - BUILDING	1,906	6,164	2,408	4,200	2,691	**2,700**	0.33%
20-04-41100	S O&M Expense	MAINTENANCE - EQUIPMENT	9,294	4,400	4,503	5,000	4,975	**5,100**	2.51%
20-04-41103	S O&M Expense	MAINTENANCE - SOFTWARE	2,920	3,104	3,274	3,437	3,454	**3,481**	0.78%
20-04-41300	S O&M Expense	MAINTENANCE - GROUNDS		-		300	-	**300**	
20-04-41400	S O&M Expense	MAINTENANCE - UTILITY SYSTEM	35,014	13,756	18,227	10,000	9,500	**10,000**	5.26%
20-04-42700	S O&M Expense	MAINTENANCE - COMMUNICATIONS	688	753	652	900	238	**600**	152.10%
20-04-43300	S O&M Expense	INSURANCE - GENERAL	3,211	3,211	3,885	4,274	4,274	**4,488**	5.01%
20-04-43301	S O&M Expense	INSURANCE - LIABILITY	1,429	1,429	1,751	1,926	1,926	**2,023**	5.04%
20-04-43302	S O&M Expense	INSURANCE - WORKERS COMP	10,536	5,221	17,520	17,845	17,845	**18,916**	6.00%
20-04-43400	S O&M Expense	TELEPHONE	6,414	7,930	7,319	8,260	8,800	**9,800**	11.36%
20-04-43800	S O&M Expense	UTILITIES	15,960	16,184	17,609	18,950	17,500	**18,500**	5.71%
20-04-44300	S O&M Expense	RENT EXPENSE	5,991	6,030	6,010	6,030	6,030	**6,030**	0.00%
20-04-44400	S O&M Expense	TRAVEL & MEETINGS	3	36	472	300	115	**1,300**	1030.43%
20-04-44600	S O&M Expense	POSTAGE	5,235	6,710	7,149	7,700	7,900	**7,900**	0.00%
20-04-44700	S O&M Expense	PRINTING / PUBLISHING	6,845	6,197	6,361	6,700	6,700	**6,800**	1.49%
20-04-45010	S O&M Expense	LIENS	22	51	141	200	110	**200**	81.82%
20-04-45100	S O&M Expense	LEGAL SERVICES			-	1,000	-	**1,000**	
20-04-45200	S O&M Expense	AUDIT EXPENSE	3,467	3,802	3,954	2,000	2,000	**2,050**	2.50%
20-04-45210	S O&M Expense	COMPUTER SOFTWARE				500	-	**500**	

20-04-45300	S O&M Expense	ENGINEERING				2,500	1,500	**2,500**	66.67%
20-04-45400	S O&M Expense	OTHER PROFESSIONAL SERVICE	15,043	4,835	6,956	1,300	1,130	**6,550**	479.65%
20-04-45401	S O&M Expense	J.U.L.I.E.	516	513	663	1,300	825	**1,200**	45.45%
20-04-45420	S O&M Expense	NAPERVILLE SEWAGE TREATMENT	982,060	1,018,812	988,134	1,198,500	1,150,000	**1,190,000**	3.48%
20-04-46900	S O&M Expense	DUES, SUBSCRIPTIONS & BOOKS	138		161	300	225	**1,600**	611.11%
20-04-47100	S O&M Expense	OFFICE SUPPLIES				100	-	**100**	
20-04-47200	S O&M Expense	OTHER SUPPLIES	1,185	977	863	1,300	910	**1,300**	42.86%
20-04-47220	S O&M Expense	SMALL TOOLS	163	444	291	720	275	**720**	161.82%
20-04-47300	S O&M Expense	UNIFORMS	2,513	2,165	2,841	-	2,810	**2,900**	3.20%
20-04-47600	S O&M Expense	GAS / OIL EXPENSE	9,855	9,493	6,762	11,000	6,700	**11,000**	64.18%
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	168,921	148,682	171,782	148,683	**148,683**	0.00%
20-04-48700	S O&M Expense	MISCELLANEOUS EXPENSE	-	24	748	300	138	**300**	117.39%
20-04-49500	S O&M Expense	EQUIPMENT PURCHASE	6,942	10,092	860		-	**-**	
20-04-49503	S O&M Expense	EQUIPMENT MAINTENANCE SPRVSR	917	469	985	1,000	850	**1,000**	17.65%
20-04-49700	S O&M Expense	METERS	27,401	33,592	73,298	55,000	42,000	**45,000**	7.14%
		Totals	1,851,086	1,855,790	1,854,860	2,076,562	2,012,923	**2,048,963**	1.79%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
20-06-37700	Water Capital	INTEREST INCOME	1,969	1,360	4,844	4,650	3,000	**2,500**	-16.67%
20-06-38600	Replacement	TRANSFERS IN							
		Totals	1,969	1,360	4,844	4,650	3,000	**2,500**	-16.67%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
20-07-37700	Sewer Capital	INTEREST INCOME	1,313	907	3,232	3,104	2,500	**2,083**	-16.68%
20-07-38600	Replacement	TRANSFERS IN							
		Totals	1,313	907	3,232	3,104	2,500	**2,083**	-16.68%
		Fund Total Rev	3,058,297	3,080,024	3,384,382	3,403,035	3,247,746	3,415,797	5.17%
		Fund Total Exp	3,277,727	3,305,405	3,265,302	5,386,352	4,594,678	6,165,847	34.20%
		Variance	(219,430)	(225,381)	119,080	(1,983,317)	**(1,346,932)**	**(2,750,050)**	
		Unrestricted Net Position 4/30/13 *	**9,433,113**						
		Unrestricted Net Position 4/30/14 *		**9,511,461**					
		Unrestricted Net Position 4/30/15 *			**9,062,458**				
		Projected Unrestricted Net Position 4/30/16				7,079,141	**7,715,526**		
		Projected Unrestricted Net Position 4/30/17						**4,965,476**	

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

CITY OF WARRENVILLE
FISCAL YEAR 2017
EMPLOYEE INSURANCE - 20-00-40400

DEPARTMENT: Water Operations
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 93,662	$ 92,540	City Share of Employee Health Insurance	**$ 88,529**
$ 93,662	$ 92,540	**Total**	**$ 88,529**

CITY OF WARRENVILLE
FISCAL YEAR 2017
ACCRUED SICK/COMP TIME EXPENSE- 20-00-40600

DEPARTMENT: Water Operations
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ (17)	$ 500	Annual Accounting Entry for Payroll Related Accrued Expenses	**$ 530**
$ (17)	$ 500	**Total**	**$ 530**

CITY OF WARRENVILLE
FISCAL YEAR 2017
ACCRUED OPEB EXPENSE- 20-00-40601

DEPARTMENT: Water Operations
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ (15,280)	$ 3,098	Annual Accounting Entry for Payroll Related Accrued Expenses	**$ 5,000**
$ (15,280)	$ 3,098	**Total**	**$ 5,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - BUILDING - 20-00-41000

DEPARTMENT: Water Operations
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 3,612	$ 3,950	General Upkeep for PW Garage	**$ 5,000**
$ 3,612	$ 3,950	**Total**	**$ 5,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - WATER TOWERS - 20-00-41001

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 6,500	$ 5,000	Washing	**$ 7,500**
		Interior Cleaning	**4,500**
$ 6,500	$ 5,000	**Total**	**$ 12,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - EQUIPMENT - 20-00-41100

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 5,992	$ 7,000	As needed for Repairs	**$ 7,000**
$ 5,992	$ 7,000	**Total**	**$ 7,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - SOFTWARE - 20-00-41103

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 4,911	$ 5,182	Enterprise Share of Financial System Annual Maintenance Agreement	**$ 5,221**
$ 4,911	$ 5,182	**Total**	**$ 5,221**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - UTILITY SYSTEM - 20-00-41400

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 95,741	$ 59,000	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 Implemented FY 2016	**$ 59,000**
$ 95,741	$ 59,000	**Total**	**$ 59,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - COMMUNICATIONS - 20-00-42700

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 3,769	$ 3,900	Nextel and Verizon	**$ 4,100**
		Broadband Mobile Computer - SCADA	
$ 3,769	$ 3,900	**Total**	**$ 4,100**

CITY OF WARRENVILLE
FISCAL YEAR 2017
INSURANCE - GENERAL - 20-00-43300

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 2,748	$ 3,025	General Insurance	**$ 3,176**
		** CY 2017 Renewal*	
		Assumes a 5% Increase- But Actual Loss	
		Experience will Contribute to Actual Increase	
$ 2,748	$ 3,025	**Total**	**$ 3,176**

CITY OF WARRENVILLE
FISCAL YEAR 2017
INSURANCE - LIABILITY - 20-00-43301

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 6,542	$ 7,200	Liability Insurance	**$ 7,560**
		** CY 2017 Renewal*	
		Assumes a 5% Increase- But Actual Loss	
		Experience will Contribute to Actual Increase	
$ 6,542	$ 7,200	**Total**	**$ 7,560**

CITY OF WARRENVILLE
FISCAL YEAR 2017
INSURANCE - WORKERS COMP - 20-00-43302

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 14,920	$ 17,845	Worker's Compensation Coverage	**$ 18,916**
		** CY 2017 Renewal*	
		Assumes a 5% Increase- But Actual Loss	
		Experience will Contribute to Actual Increase	
$ 14,920	$ 17,845	**Total**	**$ 18,916**

CITY OF WARRENVILLE
FISCAL YEAR 2017
TELEPHONE - 20-00-43400

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 11,568	$ 13,000	Phone Costs - SCADA System	**$ 13,000**
$ 11,568	$ 13,000	**Total**	**$ 13,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
UTILITIES - 20-00-43800

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 72,164	$ 72,163	Electric Costs for Pumping Station	**$ 73,000**
$ 72,164	$ 72,163	**Total**	**$ 73,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
RENT EXPENSE- 20-00-44300

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 6,264	$ 6,212	Rent to City (Office/Building Space Usage)	**$ 6,300**
$ 6,264	$ 6,212	**Total**	**$ 6,300**

CITY OF WARRENVILLE
FISCAL YEAR 2017
TRAVEL & MEETINGS - 20-00-44400

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 578	$ 100	As Available I-Pass Expense - 1 per Water Department Training - BBP, CPR, ETC CEU Training Classes	**$ 1,500**
$ 578	$ 100	**Total**	**$ 1,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
POSTAGE - 20-00-44600

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 7,149	$ 7,249	General Mail Cost for Utility Bills	**$ 7,670**
		Eliminated late notice turn off green hangers	
		Mailing turn off notice in 2015	
$ 7,149	$ 7,249	**Total**	**$ 7,670**

CITY OF WARRENVILLE
FISCAL YEAR 2017
PRINTING/PUBLISHING - 20-00-44700

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 7,507	$ 8,755	Public Notices, etc.	**$ 8,500**
		Utility Bill Processing	
$ 7,507	$ 8,755	**Total**	**$ 8,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
LIENS - 20-00-45010

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 144	$ 140	Lien Charge for Delinquent Accounts	**$ 150**
$ 144	$ 140	**Total**	**$ 150**

CITY OF WARRENVILLE
FISCAL YEAR 2017
LEGAL EXPENSE- 20-00-45100

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -	Legal Coverage	**$ 1,000**
$ -	$ -	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
AUDIT EXPENSE - 20-00-45200

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 3,954	$ 2,000	Enterprise Share of Annual Audit	**$ 2,050**
$ 3,954	$ 2,000	**Total**	**$ 2,050**

CITY OF WARRENVILLE
FISCAL YEAR 2017
COMPUTER SOFTWARE - 20-00-45210

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -	Software Applications Improvements	**$ 1,000**
$ -	$ -	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
ENGINEERING - 20-00-45300

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 400	$ 2,410	As Needed For General Engineering Requests	**$ 2,500**
$ 400	$ 2,410	**Total**	**$ 2,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER PROFESSIONAL SERVICES - 20-00-45400

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 11,954	$ 7,515	Standard Water Testing Charges	**$ 7,600**
		IEPA Required Backflow survey consultant	**25,000**
		New Backflow Software	**5,000**
		GIS Database development	**6,250**
	-		
$ 11,954	$ 7,515	**Total**	**$ 43,850**

CITY OF WARRENVILLE
FISCAL YEAR 2017
J.U.L.I.E. - 20-00-45401

DEPARTMENT: Water Operations
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 760	$ 1,300	Utility Identification Service Cost based on demand	**$ 1,375**
$ 760	$ 1,300	**Total**	**$ 1,375**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EDUCATION REIMBURSEMENT - 20-00-45710

DEPARTMENT: Water Operations
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 142	$ 275	Employee Continued Education Costs State Certification Classes	**$ 500**
$ 142	$ 275	**Total**	**$ 500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
DUES, SUBSCRIPTIONS & BOOKS - 20-00-46900

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 161	$ 225	APWA	**$ 500**
		Books for Education Reimbursement	
$ 161	$ 225	**Total**	**$ 500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OFFICE SUPPLIES - 20-00-47100

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ 25	As Needed	**$ 250**
$ -	$ 25	**Total**	**$ 250**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER SUPPLIES - 20-00-47200

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,250	$ 1,500	Hardware, parts, etc.	**$ 1,500**
$ 1,250	$ 1,500	**Total**	**$ 1,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
SMALL TOOLS - 20-00-47220

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 364	$ 925	As Needed	**$ 1,200**
$ 364	$ 925	**Total**	**$ 1,200**

CITY OF WARRENVILLE
FISCAL YEAR 2017
UNIFORMS - 20-00-47300

DEPARTMENT: Water Operations
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 4,261	$ 4,120	Annual Uniform Replacement	**$ 4,300**
$ 4,261	$ 4,120	**Total**	**$ 4,300**

CITY OF WARRENVILLE
FISCAL YEAR 2017
GAS/OIL EXPENSE - 20-00-47600

DEPARTMENT: Water Operations
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 10,143	$ 10,650	Gasoline/Oil Expenses *FY 2016 Gas prices were low*	**$ 15,000**
$ 10,143	$ 10,650	**Total**	**$ 15,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
CHLORINATION SUPPLIES - 20-00-47700

DEPARTMENT: Water Operations
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 32,531	$ 29,800	Open Market Trade - Price Could Fluctuate	**$ 34,000**
	7,900	Ora-Cle	**26,000**
	2,000	Purchase one new CL2 FY 2016	
	3,488	CL2 Analyzer supplies	**3,500**
	1,200	Fluoride pump	
	1,200	Force flow scale Fluoride	
$ 32,531	$ 45,588	**Total**	**$ 63,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
ADMINISTRATIVE CHARGES - 20-00-48300

DEPARTMENT: Water Operations
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 20,070	$ 20,070	City Overhead Charge	**$ 20,070**
$ 20,070	$ 20,070	**Total**	**$ 20,070**

CITY OF WARRENVILLE
FISCAL YEAR 2017
DEPRECIATION EXPENSE - 20-00-48410

DEPARTMENT: Water Operations
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 148,683	$ 171,052	Annual Fixed Asset Depreciation	**$ 146,682**
$ 148,683	$ 171,052	**Total**	**$ 146,682**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MISCELLANEOUS EXPENSE - 20-00-48700

DEPARTMENT: Water Operations
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,680	$ -	As Needed	**$ 1,000**
$ 1,680	$ -	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
BUILDING IMPROVEMENTS - 20-00-49300

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -	As Needed	**$ 1,000**
$ -	$ -	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EQUIPMENT PURCHASE - 20-00-49500

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 11,879	$ 1,000	B-Box Locator	**$ -**
	650	Computer - Field and on call SCADA	-
	-	gas detector sensor 5 @ $195	**975**
	-	Gas detector generator 5 @ $250	**1,250**
		Line Locator	**3,200**
$ 11,879	$ 1,650	**Total**	**$ 5,425**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EQUIPMENT-MAINTENANCE SPRVSR - 20-00-49503

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 983	$ 972	Mechanic Tools/Expenses On line repair manual	**$ 1,000**
$ 983	$ 972	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
METERS - 20-00-49700

DEPARTMENT: Water Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 73,298	$ 42,000	Meter Change-Out Program and MTU Change out	**$ 45,000**
$ 73,298	$ 42,000	**Total**	**$ 45,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
ENGINEERING - 20-02-45300

DEPARTMENT: Water Capital Reserve

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 47,636		**FY 2016**	
	34,000	Glen Drive South Utility Extension Engineering	
	13,500	Williams Road Morris Ct to City Limits Inspection	
	35,142	Warren Avenue - Main Extension Engineering	
	11,800	Curtis Ave Inspection	
	5,000	Calumet Glen Drive North area Engineering Final Phase	**8,500**
		FY 2017 Projects	
		Glen Drive South Inspection	**24,800**
		Warren Avenue Inspection	**43,500**
		Iroquois Ct Inspection	**42,000**
		Point Oak Drive final engineering ***(FY 2017 Decision Package)*** ***(also 20-03-45300 - 17,250)*** ***(also 49-00-45400 - 11,500)*** ***(total cost $46,000)***	**17,250**
		Water and Sanitary Sewer Planning and Capacity Study ***(FY 2017 Decision Package)*** ***(see also 20-03-45300 - 23,750)***	**71,250**
		Rt. 59 Utility Extension engineering ***(FY 2017 Decision Package)*** ***(see also 20-03-45300 - 15,000)***	**15,000**
$ 47,636	$ 99,442	**Total**	**$ 222,300**

CITY OF WARRENVILLE
FISCAL YEAR 2017
WATER MAIN IMPROVEMENTS - 20-02-49422

DEPARTMENT: Water Capital Reserve

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
		FY 2016	
$ 131,448	$ 107,000	Curtis Ave (Ferry to Woodland)	**$ -**
	100,000	Patterman Waterman Extension	
		Rt 56 Expansion Conflicts (Awaiting State Billing- Project Complete)	**108,000**
	197,086	Williams Road Water Main Extension (Batavia Road to Morris Court) (State bills up to 80% until they close out the project which is anticipated in FY 17)	**25,000**
	247,605	Williams Road Water Main Extension (Morris Court to City Limits)	
	7,000	Valve Insertions (2)	**14,000**
		New Hydrants - 2	**10,000**
	17,310	Forestview North / Riverside Parkway	**-**
	2,000	Portable Hydrant Flusher for Dead-ends (2 @ $2,000/ea)	
		FY 2017 Projects	
		Warren Avenue Water Main (Warrenville Road to Rogers Ave)	**425,000**
		Glen Drive South Water Main	**247,000**
		Iroquois Ct water main	**405,000**
$ 131,448	$ 678,001	**Total**	**$ 1,234,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
CAPITAL OPERATING COSTS - 20-02-49495

DEPARTMENT: Water Capital Reserve
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -	Replace well pump and motor - Well #11 (Bower Well)	**$ 40,000**
		Filter media replacement	**19,000**
$ -	$ -	**Total**	**$ 59,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EQUIPMENT PURCHASE - 20-02-49500

DEPARTMENT: Water Capital Reserve
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 34,111	$ -	Radio Upgrade Communications ***(FY 2017 Decision Package)*** ***(see also 20-03-49500 - $60,000)***	**$ 60,000**
$ 34,111	$ -	**Total**	**$ 60,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
ENGINEERING - 20-03-45300

DEPARTMENT: Sewer Capital Reserve
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 47,636	$ 6,500	Williams Road Sewer and Lift Station Inspection (Total cost $43,392 paid up front- reimbursed by State)	**$ -**
	30,000	Glen Drive South Utility Extension Engineering	
	8,500	Williams Road Iroquois Ct Inspection	
	11,798	Curtis Ave Sewer Extension Inspection	
	1,200	Patterman Sewer inspection	
		Calumet Glen Drive North Area Engineering Final Phase	**8,500**
		2017 Projects	
		Glen Drive South Inspection	**24,800**
		Iroquois Ct Inspection	**43,500**
		Point Oak Drive final engineering ***(FY 2017 Decision Package)*** ***(also 20-02-45300 - 17,250)*** ***(also 49-00-45400 - 11,500)*** ***(total cost $46,000)***	**17,250**
		Water and Sanitary Sewer Planning and Capacity Study ***(FY 2017 Decision Package)*** ***(see also 20-02-45300 - 71,250)***	**23,750**
		Rt. 50 Utility Extension engineering ***(FY 2017 Decision Package)*** ***(see also 20-02-45300 - 15,000)***	**15,000**
$ 47,636	$ 57,998	**Total**	**$ 132,800**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OVERHEAD SEWER GRANT - 20-03-48801

DEPARTMENT: Sewer Capital Reserve
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -	Annually Budgeted	**$ 2,000**
$ -	$ -	**Total**	**$ 2,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
INFILTRATION ANALYSIS - 20-03-49401

DEPARTMENT: Sewer Capital Reserve

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,195	$ 3,500	Phone Charges for remote reading of flow meters	**$ 3,500**
		Flow meter maintenance	**1,000**
		Two new Flow meters	**8,500**
		New modems for two meters	**1,400**
$ 1,195	$ 3,500	**Total**	**$ 14,400**

CITY OF WARRENVILLE
FISCAL YEAR 2017
SEWER MAIN IMPROVEMENTS - 20-03-49422

DEPARTMENT: Sewer Capital Reserve

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
		FY 2016	
$ 49,636	$ 99,000	Williams Road Sewer Main Extension (Morris Court to City Limits)	**$ -**
	22,871	Close out Forestview North Sewer	
	135,100	Curtis Ave Sewer Extension	
	20,240	Patterman Sewer Extension	
	116,000	Williams Road Lift Station (State bills up to 80% until they close out the project which is anticipated in FY 17)	-
	118,000	Williams Road Sanitary Sewer (Batavia Road to Morris Court) (State bills up to 80% until they close out the project which is anticipated in FY 17)	**35,000**
		FY 2017 Projects	
		Glen Drive South Sanitary Main	**485,000**
		Iroquois Ct Sanitary Sewer	**440,000**
$ 49,636	$ 511,211	**Total**	**$ 960,000**

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**
		Replacement of a 1997 Sewer Flatbed Truck	**45,000**
		Materials for installing bypass pumping at Warren Avenue, Ray Street, and Stafford Lift Stations	**5,900**
		100W Generator - Cantera Lift Station	**33,500**
$ -	$ -	**Total**	**$ 98,400**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EQUIPMENT PURCHASE - 20-03-49500

DEPARTMENT: Sewer Capital Reserve

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -	Radio Upgrade Communications ***(FY 2017 Decision Package)*** ***(see also 20-02-49500 - $60,000)***	**$ 60,000**
$ -	$ -	**Total**	**$ 60,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EMPLOYEE INSURANCE- 20-04-40400

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 66,831	$ 67,757	City Share of Employee Health Insurance	**$ 66,113**
$ 66,831	$ 67,757	**Total**	**$ 66,113**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - BUILDINGS - 20-04-41000

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 2,408	2,691	General Upkeep Percentage of cleaning at PW Garage	**$ 2,700**
$ 2,408	$ 2,691	**Total**	**$ 2,700**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - EQUIPMENT - 20-04-41100

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 4,503	$ 4,975	As Needed for Repairs/Maintenance Tools	**$ 5,100**
$ 4,503	$ 4,975	**Total**	**$ 5,100**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - SOFTWARE - 20-04-41103

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 3,274	$ 3,454	Enterprise Share of Financial System	**$ 3,481**
$ 3,274	$ 3,454	**Total**	**$ 3,481**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - GROUNDS - 20-04-41300

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -	As needed Seal Coating landscaping etc.	**$ 300**
$ -	$ -	**Total**	**$ 300**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - UTILITY SYSTEM - 20-04-41400

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 18,227	$ 9,500	General Utility System Maintenance As Needed	**$ 10,000**
$ 18,227	$ 9,500	**Total**	**$ 10,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MAINTENANCE - COMMUNICATIONS - 20-04-42700

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 652	$ 238	Phone-line for AMR Meter Reading	**$ 600**
$ 652	$ 238	**Total**	**$ 600**

CITY OF WARRENVILLE
FISCAL YEAR 2017
INSURANCE - GENERAL- 20-04-43300

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 3,885	$ 4,274	General Insurance ** CY 2017 Renewal* *Assumes a 5% Increase- But Actual Loss* *Experience will Contribute to Actual Increase*	**$ 4,488**
$ 3,885	$ 4,274	**Total**	**$ 4,488**

CITY OF WARRENVILLE
FISCAL YEAR 2017
INSURANCE - LIABILITY - 20-04-43301

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,751	$ 1,926	Liability Insurance	**$ 2,023**
		** CY 2017 Renewal*	
		Assumes a 5% Increase- But Actual Loss	
		Experience will Contribute to Actual Increase	
$ 1,751	$ 1,926	**Total**	**$ 2,023**

CITY OF WARRENVILLE
FISCAL YEAR 2017
INSURANCE - WORKERS COMP- 20-04-43302

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 17,516	$ 17,845	Worker's Comp Coverage	**$ 18,916**
		** CY 2017 Renewal*	
		Assumes a 6% Increase- But Actual Loss	
		Experience will Contribute to Actual Increase	
$ 17,516	$ 17,845	**Total**	**$ 18,916**

CITY OF WARRENVILLE
FISCAL YEAR 2017
TELEPHONE - 20-04-43400

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 7,319	$ 8,300	General Telephone Costs SCADA costs for sewer lift stations (Two new lift station on line in FY2016)	**$ 8,600**
	500	Flow monitoring communications 300 per unit 4 units	**1,200**
$ 7,319	$ 8,800	**Total**	**$ 9,800**

CITY OF WARRENVILLE
FISCAL YEAR 2017
UTILITIES - 20-04-43800

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 17,609	$ 17,500	Electricity Costs for Pumping Station *(locked into Three years rates in 2014 - new rates to be determined for FY 2018)*	**$ 18,500**
$ 17,609	$ 17,500	**Total**	**$ 18,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
RENT EXPENSE - 20-04-44300

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 6,030	$ 6,030	Rent to City (Office/Building Space Usage)	**$ 6,030**
$ 6,030	$ 6,030	**Total**	**$ 6,030**

CITY OF WARRENVILLE
FISCAL YEAR 2017
TRAVEL & MEETINGS - 20-04-44400

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 473	$ 115	Meetings and Training	**$ 1,300**
$ 473	$ 115	**Total**	**$ 1,300**

CITY OF WARRENVILLE
FISCAL YEAR 2017
POSTAGE - 20-04-44600

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 7,149	$ 7,900	General Mail Costs Including Share of Utility Bill Mailings	**$ 7,900**
$ 7,149	$ 7,900	**Total**	**$ 7,900**

CITY OF WARRENVILLE
FISCAL YEAR 2017
PRINTING/PUBLISHING - 20-04-44700

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 6,361	$ 6,700	Public Notices, Bills, Late Notices, etc. Utility Bill Processing	**$ 6,800**
$ 6,361	$ 6,700	**Total**	**$ 6,800**

CITY OF WARRENVILLE
FISCAL YEAR 2017
LIENS - 20-04-45010

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 141	$ 110	Lien Charges for Delinquent Accounts	**$ 200**
$ 141	$ 110	**Total**	**$ 200**

CITY OF WARRENVILLE
FISCAL YEAR 2017
LEGAL EXPENSE - 20-04-45100

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -	Legal Coverage	**$ 1,000**
$ -	$ -	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
AUDIT EXPENSE - 20-04-45200

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 3,954	$ 2,000	Enterprise Share of Annual Audit	**$ 2,050**
$ 3,954	$ 2,000	**Total**	**$ 2,050**

CITY OF WARRENVILLE
FISCAL YEAR 2017
COMPUTER SOFTWARE - 20-04-45210

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -	Software Application Improvements	**$ 500**
$ -	$ -	**Total**	**$ 500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
ENGINEERING - 20-04-45300

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ 1,500	As Needed	**$ 2,500**
$ -	$ 1,500	**Total**	**$ 2,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER PROFESSIONAL SERVICES - 20-04-45400

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 6,956	130	CDL Reimbursements	**$ 300**
		GIS Database development	**6,250**
$ 6,956	$ 130	**Total**	**$ 6,550**

CITY OF WARRENVILLE
FISCAL YEAR 2017
J.U.L.I.E. - 20-04-45401

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 663	$ 825	Utility Identification Service	**$ 1,200**
$ 663	$ 825	**Total**	**$ 1,200**

CITY OF WARRENVILLE
FISCAL YEAR 2017
NAPERVILLE SEWERAGE TREATMENT - 20-04-45420

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 988,134	$ 1,150,000	**2% increase FY16 - FY17** Commodity Charge Increase Capital improvements at Naperville Treatment Plant of $10 Million Naperville renewal process for NPDS permit for treatment plant summer of 2016 Permit will require phosphate removal at the plant estimated cost of 40 - 50 million dollars Naperville will notify Warrenville when they have the permit and all variables are known regarding treatment	**$ 1,190,000**
$ 988,134	$ 1,150,000	**Total**	**$ 1,190,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
DUES, SUBSCRIPTIONS & BOOKS - 20-04-46900

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 161	$ 225	As Needed APWA Dues	**$ 300**
	1,000	Dues Salt Creek Workgroup	**1,300**
$ 161	$ 1,225	**Total**	**$ 1,600**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OFFICE SUPPLIES - 20-04-47100

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -	As Needed	**$ 100**
$ -	$ -	**Total**	**$ 100**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER SUPPLIES - 20-04-47200

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 863	$ 910	As Needed	**$ 1,300**
		Hardware, Coffee, paper supplies	
$ 863	$ 910	**Total**	**$ 1,300**

CITY OF WARRENVILLE
FISCAL YEAR 2017
SMALL TOOLS - 20-04-47220

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 291	$ 275	As Needed	**$ 720**
$ 291	$ 275	**Total**	**$ 720**

CITY OF WARRENVILLE
FISCAL YEAR 2017
UNIFORMS - 20-04-47300

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 2,841	$ 2,810	Per Union Contract	**$ 2,900**
$ 2,841	$ 2,810	**Total**	**$ 2,900**

CITY OF WARRENVILLE
FISCAL YEAR 2017
GAS/OIL EXPENSE - 20-04-47600

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 6,762	$ 6,700	As Needed	**$ 11,000**
$ 6,762	$ 6,700	**Total**	**$ 11,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
ADMINISTRATIVE CHARGES - 20-04-48300

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 20,070	$ 20,070	City Overhead Charge	**$ 20,070**
$ 20,070	$ 20,070	**Total**	**$ 20,070**

CITY OF WARRENVILLE
FISCAL YEAR 2017
DEPRECIATION CHARGE - 20-04-48410

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 148,683	$ 148,683	Annual Fixed Asset Depreciation	**$ 148,683**
$ 148,683	$ 148,683	**Total**	**$ 148,683**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MISCELLANEOUS EXPENSE - 20-04-48700

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 14	$ 138	As Needed	**$ 300**
$ 14	$ 138	**Total**	**$ 300**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EQUIPMENT PURCHASE - 20-04-49500

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 860	$ -	**Unbudgeted for FY 2017**	**$ -**
$ 860	$ -	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EQUIPMENT- MAINT SUPRVR - 20-04-49503

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 985	$ 850	Mechanic Tools/Expenses and Online service manuals	**$ 1,000**
$ 985	$ 850	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
METERS - 20-04-49700

DEPARTMENT: Sewer Operations

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 73,298	$ 42,000	Meter Change-Out Program and MTU Change out	**$ 45,000**
$ 73,298	$ 42,000	**Total**	**$ 45,000**

City of Warrenville - Five-Year Projection
Enterprise Fund

Revenues	Actual	Projected	Projected	Projected	Projected	Projected	Projected
Fiscal Year	2014	2015	2016	2017	2018	2019	2020
Tax Revenue	$ -	$ -	$ -	$ -	$ -	$ -	$ -
License, Permit & Fee Revenue	2,823,307	2,952,662	2,773,380	2,973,546	3,092,488	3,216,187	3,344,835
Fine Revenue	31,239	31,368	34,843	36,827	36,827	36,827	36,827
Reimbursement Revenue	-	-	-	325	325	325	325
Rental Revenue	169,146	301,427	322,055	334,937	348,334	362,268	376,759
Intrafund Revenue	-	-	-	-	-	-	-
Interest Revenue	19,953	57,907	35,546	25,425	25,425	25,425	25,425
Grant Revenue	10,875	15,681	-	-	-	-	-
Miscellaneous Revenue	25,504	25,337	81,922	44,737	44,737	44,737	44,737
Total Revenue	$ 3,080,024	$ 3,384,382	$ 3,247,746	$ 3,415,797	$ 3,548,136	$ 3,685,769	$ 3,828,907
Growth from Previous Year	0.7%	9.9%	-4.0%	5.2%	3.9%	3.9%	3.9%

Expenses	Actual	Projected	Projected	Projected	Projected	Projected	Projected
Fiscal Year	2014	2015	2016	2017	2018	2019	2020
Total Salary & Wage Expense	$ 864,229	$ 829,707	$ 874,944	$ 869,908	$ 916,013	$ 964,562	$ 1,015,684
Total Fringe Benefit Expense	336,501	378,993	427,470	365,465	384,835	405,231	426,708
Total Maintenance Expense	150,669	147,136	102,574	111,802	114,038	116,319	118,645
Total Supplies and Service Expense	1,453,923	1,531,493	1,699,963	2,027,582	2,068,134	2,109,496	2,151,686
Total Capital Expense	500,083	377,973	1,489,727	2,791,090	1,257,218	1,257,218	1,257,218
Total Expenses	$ 3,305,405	$ 3,265,302	$ 4,594,678	$ 6,165,847	$ 4,740,237	$ 4,852,826	$ 4,969,941
Growth from Previous Year	0.8%	-1.2%	40.7%	34.2%	-23.1%	2.4%	2.4%
Revenues - Expenditures	$ (225,381)	$ 119,080	$ (1,346,932)	$ (2,750,050)	$ (1,192,101)	$ (1,167,057)	$ (1,141,034)
Unreserved, Undesignated Fund Balance	$ 9,511,461 *	$ 9,062,458 *	$ 7,715,526	$ 4,965,476	$ 3,773,375	$ 2,606,318	$ 1,465,285
****(As adjusted for Net Capitalized Assets)***							
UUFB Expenditure Coverage	*288%*	*278%*	*168%*	*81%*	*80%*	*54%*	*29%*

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 2017*
Projected Beginning Fund Balance	**$ 4,073,087**
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	25,000
Interest Income	7,500
Financing Proceeds	-
Misc. Revenues	-
Grant Revenue	-
Rental Income	-
Reimbursement Revenues	-
Fine Revenue	-
Transfers In	50,000
Total FY 2017 Revenue	**$ 82,500**
Expenses/Expenditures	
Personnel	$ -
Capital	265,000
Supplies and Services	154,000
Maintenance	-
Total FY 2017 Expenses/Expenditures	**$ 419,000**
Variance - Add to/(Use of) Fund Balance	**$ (336,500)**
Projected Ending Fund Balance	**$ 3,736,587**
Percent Change	-8.26%

SPECIAL PROJECTS FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
49-00-30700	Revenue	SALES TAX							
49-00-34900	Revenue	TRAFFIC IMPACT FEE CR SALES	191,333	4,365	9,768		21,968	**25,000**	13.80%
49-00-37700	Revenue	INTEREST INCOME	15,958	5,027	26,864	10,000	10,000	**7,500**	-25.00%
49-00-38600	Revenue	TRANSFERS IN		17,914		50,000	50,000	**50,000**	0.00%
49-00-39309	Revenue	GRANTS	297,058	232,931	62,185	-	339,762	-	
49-00-39920	Revenue	SALE OF SURPLUS PROPERTY							
49-00-39925	Revenue	SALE OF LAND					6,400		
49-00-39928	Revenue	COMED UNDERGROUNDING REIMB	20,000	20,000		-			
		Totals	524,349	280,237	98,817	60,000	428,130	**82,500**	-80.73%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
49-00-45400	Council	OTHER PROFESSIONAL SERVICES	236,127	211,070	241	130,000	92,500	**154,000**	66.49%
49-00-48600	Council	TRANSFER-OUT			642,544				
49-00-48735	Council	CITY PROJECTS	217,428	366,208	290,807	942,974	621,974	**265,000**	-57.39%
49-00-49200	Council	LAND PURCHASE	153,606	5,301	(5,301)				
		Totals	607,161	582,579	928,291	1,072,974	714,474	**419,000**	-41.36%
		Fund Total Rev	524,349	280,237	98,817	60,000	428,130	82,500	-80.73%
		Fund Total Exp	607,161	582,579	928,291	1,072,974	714,474	419,000	-41.36%
		Variance	(82,812)	(302,342)	(829,474)	(1,012,974)	(286,344)	**(336,500)**	
		Fund Balance 4/30/13	**5,491,247**						
		Fund Balance 4/30/14		**5,188,905**					
		Fund Balance 4/30/15			**4,359,431**				
		Projected Fund Balance 4/30/16				3,346,457	**4,073,087**		
		Projected Fund Balance 4/30/17						**3,736,587**	

Special Projects Fund Line Items
Fiscal Year 2017

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER PROFESSIONAL SERVICES - 49-00-45400

DEPARTMENT: COMMUNITY DEVELOPMENT/STREETS

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 241		Comprehensive Plan Update/Route 56-Route 59/	
	$ 70,000	Teska	**$ 15,000**
	15,000	Klein, Thorpe, Jenkins	**15,000**
	7,500	Miscellaneous	**7,500**
		Point Oak Drive final engineering ***(FY 2017 Decision Package)*** ***(also 20-02-45300 - 17,250)*** ***(also 20-03-45300 - 17,250)*** ***(total cost $46,000)***	**11,500**
		Mack Road Bike Path *Phase I Preliminary Engineering* ***(FY 2017 Decision Package)***	**70,000**
		Barkley Avenue Final engineering ***(FY 2017 Decision Package)***	**35,000**
$ 241	$ 92,500	**Total**	**$ 154,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
TRANSFERS OUT - 49-00-48600

DEPARTMENT: COMMUNITY DEVELOPMENT/STREETS

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 642,544	$ -	**Unbudgeted for FY 2017**	**$ -**
$ 642,544	$ -	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2017
CITY PROJECTS - 49-00-48735

DEPARTMENT: COMMUNITY DEVELOPMENT/STREETS

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 290,807	$ 492,000	Phase III Construction Inspection - City Share	-
	84,974	Phase III Construction Inspection 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)	**160,000**
		Diehl Road turn lane improvements (City share of Phase I engineering costs - Total Project Cost $250,000 - City share 30%) ***(FY 2016 - Decision Package)***	**75,000**
		Route 56 Streetscape Enhancements - Phase III City Share of ITEP Grant Project (carryover from FY13)	
	45,000	Preliminary Design and Permitting	
		Final Design and Permitting	**30,000**
$ 290,807	$ 621,974	**Total**	**$ 265,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
LAND PURCHASE - 49-00-49200

DEPARTMENT: COMMUNITY DEVELOPMENT/STREETS

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ (5,301)	$ -	**Unbudgeted for FY 2017**	**$** -
$ (5,301)	$ -	**Total**	**$** -

THIS
PAGE
INTENTIONALLY
LEFT
BLANK

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

	2016 Budget	2016 Projected	2017 Proposed
Revenue	**$4,351**	**$3,732**	**$3,661**
Expenditures	**$432,450**	**$154,350**	**$306,160**
Surplus/(Deficit)	**($428,099)**	**($150,618)**	**($302,499)**

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. These funds are restricted for development of the designated area.

Revenue Sources

The TIF fund annually receives incremental property tax revenue above the frozen valuation. The City Council has entered into a redevelopment and real estate sales agreement with David Weekley Homes for the purchase of Civic Center Redevelopment Site #1 (CCRS#1), and re-development of the property with 34 detached single-family homes. Construction is anticipated to begin in spring 2016. As such, no significant incremental property tax revenue will be received during City Fiscal Year 2017.

Expenditures

Professional Services

FY 2017 budgeted expenditures include off-site remediation and reporting on properties adjacent to CCRS #1, engineering conceptual design of a trailhead near the Illinois Prairie Path, and TIF development consultation services.

City Projects

The budgeted FY 2017 expenditures also include $105,700 in City share funding for costs associated with the DuPage County project to re-meander the West Branch of the DuPage River, in the area of Leone Schmidt Heritage Park. This includes installation of decorative street lights on Second Street and Warrenville Roads, and storm sewers on Second Street. A total of $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 2017*
Projected Beginning Fund Balance	**$ (1,357,050)**
Revenues	
Property Taxes	$ 3,661
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	-
Financing Proceeds	-
Misc. Revenues	-
Grant Revenue	-
Rental Income	-
Reimbursement Revenues	-
Fine Revenue	-
Transfers In	-
Total FY 2017 Revenue	**$ 3,661**
Expenses/Expenditures	
Personnel	$ -
Capital	245,700
Supplies and Services	60,460
Maintenance	-
Total FY 2017 Expenses/Expenditures	**$ 306,160**
Variance - Add to/(Use of) Fund Balance	**$ (302,499)**
End Fund Balance	**$ (1,659,549)**
Percent Change	22.29%

TIF 3 FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
73-00-30100	Revenue	PROPERTY TAX-TIF #3		-	3,794	3,851	3,632	**3,661**	0.80%
73-00-37700	Revenue	INTEREST INCOME		1,313	1,072	500	100		
73-00-38600	Revenue	TRANSFERS IN							
73-00-39900	Revenue	MISCELLANEOUS							
		Totals	-	1,313	4,866	4,351	3,732	**3,661**	-1.90%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
73-00-45100	Administration	LEGAL			11,005	17,500	17,500	**17,500**	
73-00-45200	Administration	AUDIT EXPENSE				300	300	**310**	
73-00-45400	Administration	OTHER PROFESSIONAL SERVICES	89,639	238,874	81,139	145,500	109,700	**42,000**	-61.71%
73-00-46900	Administration	DUES, SUBSCRIPTIONS., BOOKS		650	650	650	650	**650**	0.00%
73-00-48735	Streets	CITY PROJECTS			177,225	218,500	26,200	**195,700**	
73-00-49200	Administration	LAND PURCHASE			544,028	50,000	-	**50,000**	
73-00-49476	Streets	ROAD PROJECTS		69,401		-	-		
		Totals	89,639	308,925	814,047	432,450	154,350	**306,160**	98.35%
		Fund Total Rev	-	1,313	4,866	4,351	3,732	3,661	-1.90%
		Fund Total Exp	89,639	308,925	814,047	432,450	154,350	306,160	98.35%
		Variance	(89,639)	(307,612)	(809,181)	(428,099)	(150,618)	**(302,499)**	
		Fund Balance 4/30/13	**(89,639)**						
		Fund Balance 4/30/14		**(397,251)**					
		Fund Balance 4/30/15			**(1,206,432)**				
		Projected Fund Balance 4/30/16				(1,634,531)	**(1,357,050)**		
		Projected Fund Balance 4/30/17						**(1,659,549)**	

CITY OF WARRENVILLE
FISCAL YEAR 2017
LEGAL - 73-00-45100

DEPARTMENT: Administration

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 11,005	$ 7,500	Legal Services - Administrative	**$ 7,500**
	5,000	Legal Services - Development	**5,000**
	5,000	Legal Services - Other	**5,000**
$ 11,005	$ 17,500	**Total**	**$ 17,500**

CITY OF WARRENVILLE
FISCAL YEAR 2017
AUDIT EXPENSE - 73-00-45200

DEPARTMENT: FIS

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ 300	Share of Annual Audit Expense Includes Annual TIF Compliance Report	**$ 310**
$ -	$ 300	**Total**	**$ 310**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER PROFESSIONAL SERVICES - 73-00-45400

DEPARTMENT: Administration/FIS
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 81,139			$ -
		Johnson and Wangerin properties	
		Property Appraisals costs	
		Property Environmental	
	13,000	Bidding/demolition/remediation oversight	
	50,000	Demolition/remediation/restoration	
		Property Appraisals costs Butterfield & Batavia Area	
		Leone Schmidt Heritage Park Engineering	**9,000**
	5,000	TIF Development Consultation Services	**5,000**
		CCRS#1	
	4,000	Off site environmental investigations, and reporting	**6,000**
	13,000	IEPA services expenses/invoices	**2,000**
	2,500	IEPA - NFR charges	
	5,000	Property closing costs	
		Prairie Path Trailhead Analysis	
	7,200	Conceptual Design	
		Preliminary/Final Design Documents ***(FY 2017 Decision Package)***	**20,000**
		Manning Avenue Sidewalk and and Parking Improvements	
	10,000	Phase I - Engineering Phase II - Engineering	
$ 81,139	$ 109,700	**Total**	**$ 42,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
DUES, SUBSCRIPTIONS & BOOKS - 73-00-46900

DEPARTMENT: Administration
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 650	$ 650	ITIA Membership Dues	**$ 650**
$ 650	$ 650	**Total**	**$ 650**

CITY OF WARRENVILLE
FISCAL YEAR 2017
CITY PROJECTS - 73-00-48735

DEPARTMENT: Administration/FIS

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 177,225		**River re-meandering Project**	
		(City participation share)	
		(Leone Schmidt Heritage park area)	
		Second Street Improvements	**$ 20,000**
	5,300	Leone Schmidt Heritage Park - trail improvements	**7,700**
	-	Leone Schmidt Heritage Park - Amphitheater Upgrade	**3,000**
	-	Installation of Decorative Street Lights	**14,000**
		on Second Street and Warrenville Road	
		(FY 2016 Decision Package)	
	-	Light poles bases and concuit	**17,000**
		Second Street - storm sewer	**30,000**
	3,000	Leone Schmidt Heritage Park - Landscaping	**8,000**
		New Drinking Fountain	**6,000**
		Leone Schmidt Heritage park area	
		Engineering design costs	
	6,400	Repair to Warren Tavern basement stairwell	
		door and museum flashing	
		Warrenville Road bridge project	
		(City participation share)	
		Railing and stone fascia design and construction	**90,000**
	5,000	Under bridge lighting	
	6,500	Plaques on the bridge	
$ 177,225	$ 26,200	**Total**	**$ 195,700**

CITY OF WARRENVILLE
FISCAL YEAR 2017
LAND PURCHASE - 73-00-49200

DEPARTMENT: Administration/FIS

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 544,028			
	$ -	Land or Easement Acquisition for Trails and	
		Open Space Along the River	**$ 50,000**
		(carryover from prior years	
		previously budgeted in Special Projects Fund)	
$ 544,028	$ -	**Total**	**$ 50,000**

THIS
PAGE
INTENTIONALLY
LEFT
BLANK

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 2017*
Projected Beginning Fund Balance	**$ 18,328,505**
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	1,310,187
Financing Proceeds	-
Misc. Revenues	1,412,511
Grant Revenue	-
Rental Income	-
Reimbursement Revenues	-
Fine Revenue	-
Transfers In	-
Total FY 2017 Revenue	**$ 2,722,698**
Expenses/Expenditures	
Personnel (Pension payments)	$ 801,597
Capital	-
Supplies and Services	55,555
Maintenance	-
Total FY 2017 Expenses/Expenditures	**$ 857,152**
Variance - Add to/(Use of) Fund Balance	**$ 1,865,546**
Projected Ending Fund Balance	**$ 20,194,051**
Percent Change	10.18%

POLICE PENSION FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
05-00-31900	Revenue	MEMBER CONTRIBUTIONS	248,130	343,132	273,038	285,460	285,460	**302,588**	6.00%
05-00-31901	Revenue	CITY CONTRIBUTION	812,420	818,005	966,691	1,004,200	1,004,200	**1,109,923**	10.53%
05-00-37700	Revenue	INVESTMENT INCOME	1,147,500	1,233,158	1,167,239	1,284,487	1,284,487	**1,310,187**	2.00%
		Totals	2,208,050	2,394,295	2,406,968	2,574,147	2,574,147	**2,722,698**	5.77%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
05-00-44400	Pension Admin.	TRAVEL & MEETINGS	3,487	2,247	1,972	3,300	5,000	**5,000**	0.00%
05-00-45100	Pension Admin.	LEGAL EXPENSE	1,500	2,100	3,050	4,000	6,942	**7,200**	3.72%
05-00-45400	Pension Admin.	OTHER PROFESSIONAL SERVICES	26,085	26,747	32,553	25,300	35,885	**42,355**	18.03%
05-00-46900	Pension Admin.	DUES, SUBSCRIPTIONS & BOOKS	1,125	1,225	775	1,125	795	**1,000**	25.79%
05-00-47400	Pension Admin.	PENSION REFUNDS	42,325	-	39,222		139,984	**-**	-100.00%
05-00-47500	Pension Admin.	PENSION PAYMENTS	439,529	581,350	624,203	624,204	697,135	**801,597**	14.98%
		Totals	514,051	613,669	701,775	657,929	885,741	**857,152**	-3.23%
		Fund Total Rev	2,208,050	2,394,295	2,406,968	2,574,147	2,574,147	2,722,698	5.77%
		Fund Total Exp	514,051	613,669	701,775	657,929	885,741	857,152	-3.23%
		Variance	1,693,999	1,780,626	1,705,193	1,916,218	1,688,406	**1,865,546**	
		Fund Balance 4/30/13	**13,154,280**						
		Fund Balance 4/30/14		**14,934,906**					
		Fund Balance 4/30/15			**16,640,099**				
		Projected Fund Balance 4/30/16				18,556,317	**18,328,505**		
		Projected Fund Balance 4/30/17						**20,194,051**	

CITY OF WARRENVILLE
FISCAL YEAR 2017
TRAVEL & MEETINGS - 05-00-44400

DEPARTMENT: FIS

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 1,973	$ 5,000	Required Training and Travel Expenses Including Annual IPPFA Conference	**$ 5,000**
$ 1,973	$ 5,000	**Total**	**$ 5,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
LEGAL EXPENSE - 05-00-45100

DEPARTMENT: FIS

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 3,050	$ 6,942	Attorney Charges to Pension Board	**$ 7,200**
$ 3,050	$ 6,942	**Total**	**$ 7,200**

CITY OF WARRENVILLE
FISCAL YEAR 2017
OTHER PROFESSIONAL SERVICES - 05-00-45400

DEPARTMENT: FIS
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
1,900	$ 5,100	Actuary Services	**$ 300**
350	350	Minute Taker	**400**
27,672	27,448	Banking & Investment Services	**28,820**
2,631	2,987	Compliance Fee - State of Illinois	**3,435**
		Municipal Compliance Report Preparation	**550**
		Accounting Services (Lauterbach and Amen)	**8,850**
$ 32,553	$ 35,885	**Total**	**$ 42,355**

CITY OF WARRENVILLE
FISCAL YEAR 2017
DUES, SUBSCRIPTIONS & BOOKS - 05-00-46900

DEPARTMENT: FIS
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 775	$ 795	IPPFA Dues	**$ 1,000**
$ 775	$ 795	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
PENSION REFUNDS - 05-00-47400

DEPARTMENT: FIS

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 39,222	$ 139,984	**None Anticipated for FY 17**	**$ -**
$ 39,222	$ 139,984	**Total**	**$ -**

CITY OF WARRENVILLE
FISCAL YEAR 2017
PENSION PAYMENTS - 05-00-47500

DEPARTMENT: POLICE

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 627,923	$ 697,135	Annual Pension Payments to Retirees *(Includes 11 recipients as of 04/30/2016 and anticipates one additional retirement during FY 2017)*	**$ 801,597**
$ 627,923	$ 697,135	**TOTAL**	**$ 801,597**

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 2017***
Projected Beginning Fund Balance	**$**	**130,128**
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		25,500
Transfers In		-
Total FY 2017 Revenue	**$**	**25,540**
Expenses/Expenditures		
Personnel	$	-
Capital		-
Supplies and Services		10,360
Maintenance		-
Total FY 2017 Expenses/Expenditures	**$**	**10,360**
Variance - Add to/(Use of) Fund Balance	**$**	**15,180**
Projecetd Ending Fund Balance	**$**	**145,308**
Percent Change		11.67%

SEIZED ASSETS FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
60-00-34310	Revenue	DRUG FINES	50	-	1,175	600	572	**500**	-12.59%
60-00-34400	Revenue	FEDERAL FORFEITURE							
60-00-34401	Revenue	STATE FORFEITURE	-		4,842		650	**500**	-23.08%
60-00-34404	Revenue	DUITC	16,222	15,678	10,089	10,500	5,600	**7,500**	33.93%
60-00-34405	Revenue	COURT SUPERVISION FEE	20,809	20,923	19,428	20,000	17,182	**17,000**	-1.06%
60-00-37700	Revenue	INTEREST INCOME	43	61	40	40	40	**40**	0.00%
60-00-39920	Revenue	SALE OF SURPLUS PROPERTY			14,640		6,410	-	-100.00%
		Totals	37,124	36,662	50,214	31,140	30,454	**25,540**	-16.14%

Acct #	Cost Center	Description	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projected Year-End 2016	Budget 2017	16-17 Growth
60-00-48600	Police	TRANSFERS OUT	21,688	20,519	56,178	8,160	8,160	**8,160**	0.00%
60-00-48700	Police	MISCELLANEOUS	1,569	150	367	6,200	6,200	**2,200**	-64.52%
60-00-49500	Police	EQUIPMENT PURCHASE		27,388					
		Totals	23,257	48,057	56,545	14,360	14,360	**10,360**	-27.86%
		Fund Total Rev	37,124	36,662	50,214	31,140	30,454	25,540	-16.14%
		Fund Total Exp	23,257	48,057	56,545	14,360	14,360	10,360	-27.86%
		Variance	13,867	(11,395)	(6,331)	16,780	16,094	**15,180**	
		Fund Balance 4/30/13	**131,760**						
		Fund Balance 4/30/14		**120,365**					
		Fund Balance 4/30/15			**114,034**				
		Projected Fund Balance 4/30/16				130,814	**130,128**		
		Projected Fund Balance 4/30/17						**145,308**	

Seized Assets Fund Line Items
Fiscal Year 2017

CITY OF WARRENVILLE
FISCAL YEAR 2017
TRANSFER OUT - 60-00-48600

DEPARTMENT: POLICE

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 56,178	$ 5,000	**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** Directed patrols (10 dates)	**2,500**
$ 56,178	$ 8,160	**Total**	**$ 8,160**

CITY OF WARRENVILLE
FISCAL YEAR 2017
MISCELLANEOUS EXPENSE - 60-00-48700

DEPARTMENT: POLICE

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ 5,000	Undercover Transactions	**$ 1,000**
$ -	$ 5,000	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
STATE FORFEITURE EXPENSES - 60-00-48770

DEPARTMENT: POLICE
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ 1,000	State Forfeit Assets	**$ 1,000**
$ -	$ 1,000	**Total**	**$ 1,000**

CITY OF WARRENVILLE
FISCAL YEAR 2017
DUI EXPENSES - 60-00-48780

DEPARTMENT: POLICE
PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ 367	$ 200	DUI Expenses	**$ 200**
$ 367	$ 200	**Total**	**$ 200**

CITY OF WARRENVILLE
FISCAL YEAR 2017
EQUIPMENT PURCHASE 60-00-49500

DEPARTMENT: POLICE

PROGRAM: On-Going

2015 Actual	2016 Estimated	Description of Cost	2017 Budget
$ -	$ -	P.O.P. Vehicle Replacement ***(Vehicle outside of CMRP - Unbudgeted for FY 2017)***	**$ -**
$ -	$ -	**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 $20,000, 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.

THIS
PAGE
INTENTIONALLY
LEFT
BLANK

CITY OF WARRENVILLE
DECISION PACKAGES
SUMMARY - BY FUND
FISCAL YEAR 2017

GENERAL FUND - (01)

ITEM REQUESTED	COST	ACCOUNT #	ALLOCATION	AMOUNT	FUNDED
Enterprise Resource Planning (ERP) System Analysis - Phase II	$ 83,925	01-45-45400	100%	$ 83,925	**Yes**
Part-time Scanning Clerk	9,689	01-53-40xxx	100%	9,689	**Yes**
Public Works/Engineering/GIS Intern	7,105	01-53-40xxx	100%	7,105	**Yes**
Server Replacements	50,000	01-70-41100	100%	50,000	**Yes**
Building and Code Enforcement Permitting Program	50,000	01-70-41103	100%	50,000	**Yes**
			Fund Subtotal	**$ 200,719**	

CAPITAL MAINTENANCE AND REPLACEMENT FUND (02)

ITEM REQUESTED	COST	ACCOUNT #	ALLOCATION	AMOUNT	FUNDED
Police Department Roof Replacement	$ 228,000	02-00-41000	**100%**	$ 228,000	**Yes**
			Fund Subtotal	**$ 228,000**	

WATER AND SEWER FUND - (20)

ITEM REQUESTED	COST	ACCOUNT #	ALLOCATION	AMOUNT	FUNDED
Point Oak Drive Final Design Engineering	46,000	20-02-45300	**37.5%**	$ 17,250	**Yes**
(Funding Balance in Special Projects Fund)		20-02-45300	**37.5%**	17,250	
Water and Sanitary Sewer Planning and Capacity Study for TIF 4	95,000	20-02-45300	**75%**	71,250	**Yes**
		20-02-45300	**25%**	23,750	
Upgrade SCADA Communications to Radio (**S**upervisory **C**ontrol **a**nd **D**ata **A**cquisition)	$ 120,000	20-02-49500	**50%**	60,000	**Yes**
		20-03-49500	**50%**	60,000	
Route 59 Utility Extension Final Engineering	30,000	20-02-45300	**50%**	15,000	**Yes**
		20-03-45300	**50%**	15,000	
			Fund Subtotal	**$ 279,500**	

SPECIAL PROJECTS FUND - (49)

ITEM REQUESTED	COST	ACCOUNT #	ALLOCATION	AMOUNT	FUNDED
Point Oak Drive Final Design Engineering	46,000	49-00-45400	**25.0%**	$ 11,500	**Yes**
(Funding Balance in Water and Sewer Fund)					
Barkley Avenue Final Engineering	35,000	49-00-45400	100%	35,000	**Yes**
Mack Road Bike Path Project - Phase I	70,000	49-00-45400	100%	70,000	**Yes**
			Fund Subtotal	**$ 116,500**	

TIF #3 - (73)

ITEM REQUESTED	COST	ACCOUNT #	ALLOCATION	AMOUNT	FUNDED
Prairie Path Trailhead Engineering Design	20,000	**73-00-45400**	100%	$ 20,000	**Yes**
			Fund Subtotal	**$ 20,000**	
			Total Decision Packages	**$ 844,719**	

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 2017

FINANCE DEPARTMENT

ITEM REQUESTED	COST	ACCOUNT #	ALLOCATION	AMOUNT	FUNDED
Enterprise Resource Planning (ERP) System Analysis - Phase II	$ 83,925	01-45-45400	100%	$ 83,925	**Yes**
			Department Subtotal	**$ 83,925**	

ADMINISTRATION

ITEM REQUESTED	COST	ACCOUNT #	ALLOCATION	AMOUNT	FUNDED
Server Replacements	$ 50,000	01-70-41100	100%	$ 50,000	**Yes**
			Department Subtotal	**$ 50,000**	

COMMUNITY DEVELOPMENT

ITEM REQUESTED	COST	ACCOUNT #	ALLOCATION	AMOUNT	FUNDED
Part-time Scanning Clerk	$ 9,689	01-53-40xxx	100%	$ 9,689	**Yes**
Public Works/Engineering/GIS Intern	7,105	01-53-40xxx	100%	7,105	**Yes**
Point Oak Drive Final Design Engineering	46,000	20-02-45300	37.5%	17,250	**Yes**
		20-02-45300	37.5%	17,250	
		49-00-45400	25.0%	11,500	
Mack Road Bike Path Project - Phase I	70,000	49-00-45400	100%	70,000	**Yes**
Prairie Path Trailhead Engineering Design	20,000	73-00-45400	100%	20,000	**Yes**
Building and Code Enforcement Permitting Program	50,000	01-70-41103	100%	50,000	**Yes**
			Department Subtotal	**$ 202,794**	

PUBLIC WORKS

ITEM REQUESTED	COST	ACCOUNT #	ALLOCATION	AMOUNT	FUNDED
Barkley Avenue Final Engineering	35,000	49-00-45400	100%	$ 35,000	**Yes**
Police Department Roof Replacement	228,000	02-00-41000	100%	228,000	**Yes**
			Department Subtotal	**$ 263,000**	

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)	$ 120,000	20-02-49500	50%	$ 60,000	**Yes**
		20-03-49500	50%	60,000	
Water and Sanitary Sewer Planning and Capacity Study for TIF 4	95,000	20-02-45300	75%	71,250	**Yes**
		20-02-45300	25%	23,750	
Route 59 Utility Extension Final Engineering	30,000	20-02-45300	50%	15,000	**Yes**
		20-03-45300	50%	$ 15,000	
			Department Subtotal	**$ 245,000**	
			Total Decision Packages	**$ 844,719**	

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
FY 2017
DECISION PACKAGE

Request Type : *Project*

Request Frequency: *One-Time*

Title of Request : **Enterprise Resource Planning (ERP) System Analysis - Phase II**

Department: *Finance* **Division:**

Prepared by: **Kevin Dahlstrand - Finance Director**

				Savings Period
Total FY 2017 Request ($):	83,925	Total Estimated Revenue/Savings ($):		
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:

Originally for FY 2015 a Decision Package was prepared for consultation services to assist the City and the Finance Department evaluate the City's current financial software package. The current system was originally purchased in 1995 from Municipal Software Incorporated (MSI), and since the initial installation the City has continually upgraded to the most current version of the MSI software. While the original MSI company was purchased by Harris Computing of Canada, the City is currently operating on the most current version of the software. However, while the software is generally functional and allows the city staff to perform needed accounting functions, the functionality of the current version does not allow for the functionality that newer software products make a standard part of their packages. The current software does not allow for easy access by departments other than the Finance Department.

During FY 2016 the City completed the first step in this process, which consisted of a process by process analysis of each of the various departmental financial processes, and how those processes do or do not function with the current City financial software. The result was a Business Case Study presented to the Finance Committee January 25, 2016, by consultants from the Government Finance Officers Association (GFOA). The Business Case study did recommend that the City move to replace the MSI system.

2. Describe the anticipated outcomes should this request be funded:

This Decision Package will lead to Phase II of this process, and will again bring GFOA in as a consultant to assist the City staff is establishing the steps necessary to move the City toward the ultimate goal of issuing a request for proposals (RFP) for a City purchase of a new software package referred to as and Enterprise Resource Planning (ERP) system which would be used across all City departments, and allow for more departmental level financial management, and the replacement of current manual and often inefficient processes, with automated and highly efficient system processes.

3. Describe the impact of not funding this request:

If this request is not funded, the City will continue to operate the current MSI software, and continue with the inefficient processes which are currently in place. The City also runs the risk of Harris Computing ceasing to support the MSI software product, a direction which already seems to be on the near horizon.

4. Describe the on-going costs associated with this request:

This proposed expenditure is projected to last the entire length of FY 2017, but there will not be any on-going costs associated with this specific action. However, the results of this action if it is authorized to proceed, would lead to the replacement of the City's current financial software package, with a new broader use ERP system with a projected cost range of $406,180 to $1,102,900, based upon the many factors that the process this decision packages funds, determines.

5. Identify the relation to specific adopted plans and/or City Council priorities:

The City Strategic Plan lists financial management as a high, or level1 priority. In order for City staff to continue on that course it is necessary to make processes more efficient and as automated as possible, which are attributes of more modern ERP systems.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**

Phase I of the evaluation of the current City financial software systems was completed during FY 2016, but current City staff does have the experience or expertise necessary to independently determine and establish the many, and complicated next steps needed to move the City toward the ultimate issuance of a request for proposals (RFP) from companies capable of providing the City with an ERP solution to meet the City needs going forward. GFOA brings the expertise needed to help guide the City staff toward the establishment of the mechanisms needed to reach a successful implementation of a new ERP system.

7. **Does the request involve new technology or automation?** ***Yes***

If yes, explain how.

New technology or automation will likely result from replacing the City's current financial software, given that the City's current financial software was originally installed in 1995. While the City is operating on the most current version of that software, it is generally not as up-to-date, process wise as other newer ERP systems, based upon the information supplied by the GFOA Business Case Study, resulting from Phase I of this ERP evaluation project.

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 - Savings would be achieved through increased efficiencies thereby saving staff time by eliminating manual processes but the actual savings cannot be measured

Describe savings and account # -

BUDGET IMPACT

a	Total Cost or (Total Savings)	$	83,925
b	Grant Funding Amount		
c	Grant Match Amount		

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2017 Amount $	On-Going Amount $
01	45	45400	Other Professional Services	100%	83,925	

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2017
DECISION PACKAGE

Request Type : *Personnel*

Request Frequency: *One-Time*

Title of Request : **Part Time Scanning Clerk**

Department: *Community Development* **Division:**

Prepared by: **Ron Mentzer**

				Savings Period
Total FY 2017 Request ($):	9,689	Total Estimated Revenue/Savings ($):		
On-going Costs ($):		If Cost Increase over Prior FY, enter ($):	$ 9,689	
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 Community Development Department (CDD) has approximately 200 file drawer feet of historical subdivision, zoning, and building permit paper files in boxes and drawers awaiting scanning into laser fiche. There are currently numerous locations where files for the same address are kept. Some files, in file drawers, have already been scanned and are available on laser fiche. Other files, awaiting scanning into laser fiche, are kept in file drawers and paper file boxes. When the CDD receives a request for a zoning letter or FOIA, staff must search in multiple places for the required information increasing the amount of time it takes to respond to the request and also increasing the chance of error. Back-log has existed for at least 5 years now. Originally the Administrative Assistants upstairs and then a Public Works employee working light duty was scanning. It was then done by a CDD staffer on light duty. CDD staff attempted to continue scanning, but with the scanner being located outside CDD in the Finance Department, staff was away from the phones and front counter while scanning, putting additional work on staff not scanning, and reducing the ability to provide the best customer service possible. Once the backlog of CDD historical paper files are scanned into laser fiche, it is anticipated that existing full time department staff would be able to scan new files into laser fiche on a regular basis, daily or weekly depending on workload, and eliminate the need for further "catch up" scanning.

2. **Describe the anticipated outcomes should this request be funded:**

Once scanned, paper files would all be stored in one centralized address filing cabinet system in the Department until such time as they can be legally destroyed. Once the backlog of historical paper files are all scanned into laser fiche, the department can and will rely on the electronic system for official long term record storage and daily retrieval needs. The electronic system facilitates facilitates a more time efficient and accurate retrieval of official City records by eliminating the need to search multiple places. This would allow staff to devote more time to other important core responsibilities of the department and update/improve department processes all of which should result in better service to residents.

3. **Describe the impact of not funding this request:**

Since existing staff resources are not sufficient to allow for a timely scanning of all of these historical files, these files will continue to be located in multiple locations. Staff would continue to need to search multiple places for important historical information which wastes valuable staff and introduces additional opportunities for human error.

4. **Describe the on-going costs associated with this request:**

Once the current back-log of files has been scanned into laser fiche, there will be no on-going cost except that of staff time to scan new department files into laser fiche on a regular and ongoing basis. This would be a one-year position, not on-going.

5. **Identify the relation to specific adopted plans and/or City Council priorities:**

Not applicable.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
Staff anticipates hiring at a part time rate of $15.00 per hour to perform this work. Based on past scanning experience, staff estimates that it will take approximately 4-6 hours to properly scan every 2 feet of file drawer space. This position would be for one-year only..

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)	$	9,689
b	Grant Funding Amount		
c	Grant Match Amount		

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2017 Amount $	On-Going Amount $
01	53	40000	Salaries - Community Development	92.9%	9,000	
01	53	40100	FICA Expense	5.76%	558	
01	53	40101	Medicare Expense	1.35%	131	

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2017
DECISION PACKAGE

Request Type : *Personnel*

Request Frequency: *One-Time*

Title of Request : **Public Works/Engineering/GIS Intern**

Department: *Community Development* **Division:**

Prepared by: **Natalia Domevessova**

				Savings Period
Total FY 2017 Request ($):	7,105	Total Estimated Revenue/Savings ($):		
On-going Costs ($):		If Cost Increase over Prior FY, enter ($):	$ 7,105	
On-going Costs Period:				

JUSTIFICATION

Complete the following questions that are applicable to your request

1. Describe the organizational need/benefit of this request:

Currently, the City does not have digitally accurate and comprehensive data for its road and utility infrastructure. The City GIS Development and Maintenance Plan (GIS Plan) approved by the City Council in 2015 outlines the steps necessary to develop a comprehensive utility and infrastructure database. The design and framework of the database is being completed as part of the implementation of Phases I and II of the GIS Plan. However, the actual field data for these infrastructure improvements needs to be collected and populated in the database in order for it to be operational. The intern's time (up to eleven 40-hour weeks) would be used to collect roadway and street lighting infrastructure data first as this data would support day-to-day public works and engineering operation, maintenance and planning activities. Once the data is collected and integrated into the City infrastructure database, it is anticipated that existing Public Works department staff would be able to maintain the data on a regular basis.

2. Describe the anticipated outcomes should this request be funded:

The intern would collect specific infrastructure data in the field utilizing an existing mobile device and a pre-programmed data collection tool available at no charge for the City through GIS software provider ESRI. Once collected and integrated into the City database, this data will be made available for routine and emergency use by Public Works and Engineering as well as the Community Development, Finance and Administration departments. A well-organized and comprehensive database of this information would become a reliable and vital source of information that will help the City make informed decisions regarding existing and future infrastructure needs and investments. Having access to this type of database will improve Public Works Department operation efficiency.

3. Describe the impact of not funding this request:

Since existing Public Works staff resources are not sufficient to accomplish this type of field data collection, the City will not be in a position to build a strong and reliable infrastructure database. The existing data is incremental, incomplete, and not available in a single format that can be effectively shared and manipulated. Without accurate and complete infrastructure data, the Public Department's ability to develop and implement efficient maintenance programs, accurately estimate capital improvement expenses, and plan for new infrastructure will continue to be negatively impacted.

4. Describe the on-going costs associated with this request:

Once the infrastructure data is collected and integrated into the GIS database, there will be no on-going cost except that of Public Works staff time to update it with any new or modified infrastructure on a regular and ongoing basis. It is however expected that it will take more than one summer for intern's to collect all of the infrastructure data the GIS Plan recommends be integrated into the appropriate databases.

5. Identify the relation to specific adopted plans and/or City Council priorities:

Data collection is required in order to implement Phase II of the City GIS Plan, which includes design and population with data comprehensive infrastructure database.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
Data collection does not require professional knowledge or experience. A college student could be quickly trained to use the tablet and pre-programmed database to collect and enter data in the field. Both the tablet and software are existing assets of the City. The intern pay rate for this type of work is estimated at $15.00 per hour which is significantly less than what a consultant would charge to perform the same work. Staff estimates that it will take approximately 11 weeks to complete the data collection and verification for the roadway and street lighting data.

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)	$	7,105
b	Grant Funding Amount		
c	Grant Match Amount		

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2017 Amount $	On-Going Amount $
01	53	40000	Salaries - Community Development	92.9%	6,600	
01	53	40100	FICA Expense	5.76%	409	
01	53	40101	Medicare Expense	1.35%	96	

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2017
DECISION PACKAGE

Request Type : *Project*

Request Frequency: *One-Time*

Title of Request : **Server Replacements**

Department: *Administration* **Division:**

Prepared by: **Jennifer McMahon**

				Savings Period
Total FY 2017 Request ($):	**50,000**	Total Estimated Revenue/Savings ($):		
On-going Costs ($):	**200**	If Cost Increase over Prior FY, enter ($):		
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 Technology Maintenance and Replacement Plan includes the replacement of the City's servers every 5 years. The City's file share server, email server, and virtual server (which houses the lock system) and police server are all at end of life. In addition, the City is preparing to add an enterprise resource planning (ERP) software program to the City's network functions. The new servers will be designed to handle this new system requirements.

2. Describe the anticipated outcomes should this request be funded:

New servers will allow the City to be prepared for upcoming software upgrades, designed to enhance efficiency, workflow and service delivery. New servers will allow the City to avoid the disastrous effects of the existing servers no longer functioning.

3. Describe the impact of not funding this request:

Technology has become indispensable to the City's ability to function and deliver services. The pace at which technology develops is rapid and five years is the maximum amount of time a server can last before it starts having issues or fails. If the City were not to replace the servers, eventually they would stop functioning and the City would risk data loss as well as lose its ability to deliver many services, communicate electronically, or provide information in a short timeframe.

4. Describe the on-going costs associated with this request:

The City's IT consultants will monitor the health of the servers and do periodic updates for the cost of $200 per year.

5. Identify the relation to specific adopted plans and/or City Council priorities:

This complies with the Technology Maintenance and Replacement Plan.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
The City's IT consultant and staff conducted an audit of the entire network and provided the attached project analysis.

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 2017 Amount $	On-Going Amount $
01	70	41100	Maintenance - Equipment	100%	50,000	200

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2017
DECISION PACKAGE

Request Type : ***Capital Outlay***

Request Frequency: ***One-Time***

Title of Request : **Police Department Roof Replacement**

Department: ***Public Works*** **Division:**

Prepared by: **Michael Smith**

				Savings Period
Total FY 2017 Request ($):	**228,000**	Total Estimated Revenue/Savings ($):		
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 roof was inspected in 2009 and given a life expectancy to 2012 - 2014 by a consultant.

An FY2016 Decision Package did not include steep slope (shingled portion) roof

2. Describe the anticipated outcomes should this request be funded:

Continued police services

3. Describe the impact of not funding this request:

Leaks in the roof will cause structural damage to the building reduction in Police service levels

4. Describe the on-going costs associated with this request:

N/A

5. Identify the relation to specific adopted plans and/or City Council priorities:

Public safety is a high priority of the City Council

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
N/A

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)	$	228,000
b	Grant Funding Amount		
c	Grant Match Amount		

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2017 Amount $	On-Going Amount $
02	00	41000	Maintenance - Buildings	100%	228,000	

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2017
DECISION PACKAGE

Request Type : *Project*

Request Frequency: *One-Time*

Title of Request : **Point Oak Drive Final Design Engineering - PLEASE NOTE THIS IS DEPENDENT UPON RESIDENT DEDICATION OF AND CITY COUNCIL ACCEPTANCE OF POINT OAK DRIVE AS A PUBLIC ROADWAY.**

Department: *Public Works* **Division:**

Prepared by: **Phil Kuchler**

				Savings Period
Total FY 2017 Request ($):	**46,000**	Total Estimated Revenue/Savings ($):		
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:

Point Oak Drive is an existing private roadway that has not been adequately maintained. Most of the roadway is in terrible shape and requires Code Enforcement and Engineering staff time each year to work with the residents to patch the roadway. As a private roadway, some residents object to public use of the roadway as a turnaround, including school busses. Residents living on Point Oak Drive do not all maintain their section of the pavement to the same level.

2. Describe the anticipated outcomes should this request be funded:

Construction documents would be prepared for the reconstruction of Point Oak Drive roadway and the extension of sanitary sewer and water main along Point Oak Drive to serve the residents. If the roadway is dedicated as a public roadway, Public Works could maintain it in the future, including snow plowing, and the public could utilize the roadway to turn around in this neighborhood.

3. Describe the impact of not funding this request:

Point Oak Drive would remain a private roadway, regardless of whether the residents desire to dedicate it as a public roadway. The road is in too bad of shape for Public Works to adequately maintain or even snow plow. The private roadway will likely continue to involve code enforcement, due to the inadequate maintenance of some sections. It is also unlikely that City utilities would be extended to the neighborhood, due to the lack of public right-of-way.

4. Describe the on-going costs associated with this request:

There would also be construction costs estimated to be approximately $460,000, construction observation costs estimated be $46,000, and some miscellaneous professional services such as attorney and land surveyor fees estimated to be $8,000. Annual CMRP costs would increase $4,600 if this roadway becomes a public roadway.

5. Identify the relation to specific adopted plans and/or City Council priorities:

City Council passed Resolution 2005-12 approving water and sewer utility extensions / policies and process. Extension of water and sewer to this neighborhood in conjunction with the reconstruction of the roadway is consistent with that policy.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
The City had a consultant prepare preliminary engineering and cost estimates for the water and sewer extensions.
City staff has updated this cost estimate, based on recent City projects and also included the costs to reconstruct the pavement.

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)	$	46,000
b	Grant Funding Amount		
c	Grant Match Amount		

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2017 Amount $	On-Going Amount $
20	02	45300	Engineering (Water)	37.5%	17,250	
20	03	45300	Engineering (Sewer)	37.5%	17,250	
49	00	45400	Other Professional Services	25.0%	11,500	

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2017
DECISION PACKAGE

Request Type : *Project*

Request Frequency: *One-Time*

Title of Request : **Water and Sanitary Sewer Planning and Capacity Study for TIF 4**

Department: ***Public Works*** **Division:**

Prepared by: **Ron Mentzer and Michael Smith**

				Savings Period
Total FY 2017 Request ($):	**95,000**	Total Estimated Revenue/Savings ($):		
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 study is needed to define capacities and location of service lines to ensure that land planning in a proposed TIF 4 does not exceed existing capacities.

Also, the plan will aid staff and developers in defining infrastructure improvements required to development parcels located proposed TIF 4 development area.

2. Describe the anticipated outcomes should this request be funded:

Successful development that is compatible with water and sanitary sewer capacities.

3. Describe the impact of not funding this request:

Permits for water and sanitary sewer connections may be rejected by the Illinois Environmental Protection Agency (IEPA), due to unknown capacities.

4. Describe the on-going costs associated with this request:

N/A

5. Identify the relation to specific adopted plans and/or City Council priorities:

The City Council and the Strategic Plan has placed economic development as it's highest priority and as such, it is necessary to evaluate the utility capacities of the infrastructure within or needed within the proposed development area.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
N/A

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)	$	95,000
b	Grant Funding Amount		
c	Grant Match Amount		

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2017 Amount $	On-Going Amount $
20	02	45300	Engineering	75%	71,250	
20	03	45300	Engineering	25%	23,750	

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2017
DECISION PACKAGE

Request Type : ***Capital Outlay***

Request Frequency: ***One-Time***

Title of Request : **Upgrade SCADA Communications to Radio**

Department: ***Public Works*** **Division:**

Prepared by: **Michael Smith**

				Savings Period
Total FY 2017 Request ($):	**120,000**	Total Estimated Revenue/Savings ($):	**$ 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 on 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:

Communications for the City utility systems will be more reliable and less prone to sporadic performance, and less costly to operate and maintain.

3. Describe the impact of not funding this request:

Operating costs will be continue to be higher and communications will be less reliable.

4. Describe the on-going costs associated with this request:

Ongoing costs are minimal for the radio transmitters, and are significantly less than the on-going costs of the hard wired phone lines communication currently in place.

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?** ***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 - **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)	$ 120,000
b	Grant Funding Amount	
c	Grant Match Amount	

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2017 Amount $	On-Going Amount $
20	02	49500	Equipment Purchase	50%	60,000	
20	03	49500	Equipment Purchase	50%	60,000	

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2017
DECISION PACKAGE

Request Type : *Project*

Request Frequency: *One-Time*

Title of Request : **Barkley Avenue Final Engineering - PLEASE NOTE THIS IS DEPENDENT UPON THE TIMING AND SCOPE OF A DEVELOPMENT PROPOSAL FOR THE ADJACENT PROPERTY ON THE EAST SIDE OF BARKLEY AVE.**

Department: *Public Works* **Division:**

Prepared by: **Phil Kuchler**

				Savings Period
Total FY 2017 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:

If and when the vacant property on the east side of Barkley Avenue, just north of Route 56, is developed, Barkley Avenue will need to be reconstructed with curb and gutter, storm sewer, street lighting and sidewalk to handle the increased traffic from the property. When a development is proposed, City staff will evaluate the proposal and determine whether it is appropriate for the City to take the lead on the reconstruction of this City street, and make a recommendation to City Council.

2. Describe the anticipated outcomes should this request be funded:

If the vacant property is redeveloped and City staff determines it is in the City's best interest to implement the design of these improvements, City staff will make a recommendation to City Council to approve a design contract for the improvements. Construction would not likely occur until FY2018.

3. Describe the impact of not funding this request:

If the vacant property develops and the developer is not a strong construction manager, the reconstruction of a City road may not be managed to the City's standards.

4. Describe the on-going costs associated with this request:

There would also be construction costs estimated to be approximately $335,000, and construction observation costs estimated to be $35,000. Annual CMRP costs would increase $2,820 if this roadway is reconstructed with curb and gutter, storm sewer, sidewalk and street lights.

5. Identify the relation to specific adopted plans and/or City Council priorities:

This area falls within the Southwest District Planning Area and the area under consideration for TIF#4. This area is anticipated to undergo significant development / redevelopment in the future, for which City staff is planning.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
A conceptual analysis of the costs of these improvements was performed to estimate the design and construction costs.

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 2017 Amount $	On-Going Amount $
49	00	45400	Other Professional Services	100%	35,000	

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2017
DECISION PACKAGE

Request Type : *Project*

Request Frequency: *One-Time*

Title of Request : **Mack Road Bike Path Project - Phase I Preliminary Engineering**

Department: *Community Development* **Division:**

Prepared by: **Phil Kuchler**

			Savings Period
Total FY 2017 Request ($):	**70,000**	Total Estimated Revenue/Savings ($):	
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 are currently no pedestrian or bicycle facilities along Mack Road, between Route 59 and the existing Forest Preserve District trails at McKee Marsh, and the existing traffic signals at Route 59 and Mack Road do not include any pedestrian signals. City staff has received periodic requests to upgrade the traffic signals at Route 59 to add pedestrian signals. IDOT has indicated this will not be allowed because there is not a trail or sidewalk east of the intersection.

2. Describe the anticipated outcomes should this request be funded:

Construction of this project will include upgrades to the traffic signals at Route 59 and Mack Road, a trail through Forest Preserve District property on the south side of Mack Road, and the construction of a pedestrian bridge over the West Branch DuPage River. This infrastructure will provide a means for pedestrians and bicyclists from the west side of Route 59 access to the regional trail system.

3. Describe the impact of not funding this request:

Pedestrians and bicyclists will not have connectivity to the regional trail system from west of Route 59. The traffic signals will not be upgraded with pedestrian signals and pedestrian crossings will not be provided. Per the recently approved Intergovern-. mental Agreement, the Forest Preserve District is obligated to cooperate with the City to allow the path on their property where necessary and provide the local funding for the design, permitting and construction (including construction observation) of the section of path from the east side of the Mack Road bridge to the McKee Marsh parking lot.

4. Describe the on-going costs associated with this request:

Phase II Final Design Engineering ($70,000) in FY2018, Phase III Construction Engineering ($70,000), and Construction ($171,000 of total $683,000). The Forest Preserve District would be responsible for the design, permitting and construction (including construction observation) costs for a relatively short section of the path, east of the Mack Road bridge.
CMRP Costs are estimated to increase $3,600 per year.

5. Identify the relation to specific adopted plans and/or City Council priorities:

This project is identified in the City's Bikeway Implementation Plan, adopted by City Council November 15, 2010.
This project is one of the three trail Improvement projects specifically described in the Intergovernmental Agreement between the Forest Preserve District of DuPage County and the City of Warrenville which was approved when the City Council passed Ordinance No. 2976 on January 18, 2016.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
The consultant who prepared the Bikeway Implementation Plan developed some conceptual design and cost estimates for these improvements. City staff utilized those while applying for Surface Transportation Program funding in 2015.

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***
If yes, provide the following information:

Grant Funding Source: Federal Surface Transportation Program

When will Funds be Available? Funds are only available for Construction of Project

Type of fund(s) or in-kind services used for match: City is responsible for funding Phase I Preliminary Design, Phase II Final Design, and Construction Engineering. Construction will be 25% City / 75% Federal.

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)	$	70,000
b	Grant Funding Amount		
c	Grant Match Amount		

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2017 Amount $	On-Going Amount $
49	00	45400	Other Professional Services	100%	70,000	

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2017
DECISION PACKAGE

Request Type : *Project*

Request Frequency: *One-Time*

Title of Request : **Prairie Path Trailhead Engineering Design**

Department: *Community Development* **Division:**

Prepared by: **Natalia Domovessova**

				Savings Period
Total FY 2017 Request ($):	**20,000**	Total Estimated Revenue/Savings ($):		
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 request would fund the development of preliminary and final engineering/construction design plans to implement the preferred design alternative for a new City Trailhead along the section of the Illinois Prairie Path located between Stafford Place and Illinois Route 56. The preferred design plan is to be finalized during the Prairie Path Trailhead Alternatives Analysis and Conceptual Design planning project funded in FY2016 and conducted in January-April 2016. The cost of engineering design is directly related to the scope of the improvments the City will ultimately choose to implement in this area. The requested engineering design cost is based on an estimated improvement cost of approximately $150,000. The preparation of preliminary and final engineering/construction plans would bring this project to the point where it could be put out for bids and constructed. If ultimately constructed, a new trail-head 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 use visits.

2. Describe the anticipated outcomes should this request be funded:

Funding this request would allow the City to hire a qualified engineering consultant to prepare the preliminary and final engineering design documents necessary to bid out and start construction of the new Prairie Path trail head in the City of Warrenville. These design plans would be based on the conceptual plan and preferred alternatives developed in January-April 2016, and would address grading, utilities, stormwater management and best management practice components of the proposed improvement project which could include restroom, information kiosk, drinking fountain, lighting, landscaping, and/or street furniture improvements.

3. Describe the impact of not funding this request:

Without funding, the detailed design plans required for bidding and construction would not be prepared.

4. Describe the on-going costs associated with this request:

Not applicable.

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 wayfinding signage) in the community and the 2007 Old Town/Civic Center Subarea Plan's recommendatons 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)	$	20,000
b	Grant Funding Amount		
c	Grant Match Amount		

FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2017 Amount $	On-Going Amount $
73	00	45400	Other Professional Services	100%	20,000	

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2017
DECISION PACKAGE

Request Type : ***New Program***

Request Frequency: ***On-Going***

Title of Request : **New Building and Code Enforcement Division Permitting Program**

Department: ***Community Development*** **Division:**

Prepared by: **Dale Engebretson, Chief Code Official**

				Savings Period
Total FY 2017 Request ($):	**50,000**	Total Estimated Revenue/Savings ($):		
On-going Costs ($):	**2,000**	If Cost Increase over Prior FY, enter ($):	**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:

A new permit processing software program that works off the Microsoft platform will provide Community Development with the tools they need to efficiently administer and track the increasing volume of development applications, building permit applications, inspection obligations, and other code enforcement related responsibilities in the community. New software programs are designed to provide a complete history for any specific property and work in conjunction with GIS. This allows staff to populate a report for a public hearing and flag problem areas based on set criteria. This type of software works with templates that improve letter and report preparation efforts and reduce staff time and errors.

2. Describe the anticipated outcomes should this request be funded:

The implementation of a new program will significantly improve staff's ability to manipulate stored information and create reports which are currently being done via manual entry into excel spreadsheets. This will improve internal efficiencies and reduce errors. A new software program will improve the efficiency and accuracy of the permitting and inspection processes. It will also improve continuity between the department's building, zoning, and code enforcement efforts.

3. Describe the impact of not funding this request:

The current MSI program is archaic, works on COBOL, and has extremely limited capabilities. Updates are no longer available for the current MSI program. It cannot coordinate with code enforcement or zoning. Because of these limitations, staff relies on multiple resources for storing and retrieving property history. This makes it more likely that staff could provide incomplete data and potentially overlook important restrictions or prior special approvals for a specific property such as variances or flood zone limitations.

4. Describe the on-going costs associated with this request:

The largest ongoing costs would involve the annual fee associated with maintenance and future program upgrades performed by the software vendor the City ultimately selects.

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 service levels. "Implement new software program to enhance efficiency of building permit process" is also one of the high priority implementation actions listed in the City's new Economic Development Plan.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**

The current Chief Code Official has experience with a variety of software programs including LOCiS, HTE, MSI, Munis, MSI and BS&A. In his opinion, the MSI program the City currently uses is one of the more antiquated and non-user friendly of the group. Staff also contacted several other permitting departments in the Chicago area to learn about their positive and negative experiences with the software programs they use.

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 2017 Amount $	On-Going Amount $
01	70	41103	Maintenance - Software	100%	50,000	

CITY ADMINISTRATOR'S NOTES:

City Administrator Use:

Recommended:	**X**
Not Recommended:	
Other:	

CITY OF WARRENVILLE
FY 2017
DECISION PACKAGE

Request Type : *Project*

Request Frequency: *One-Time*

Title of Request : **Rt 59 Utility Extensions Final Engineering**

Department: ***Public Works*** **Division:**

Prepared by: **Phil Kuchler, Senior Civil Engineer**

				Savings Period
Total FY 2017 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:

If and when vacant property along the Route 59 corridor in the Southwest District is developed, sanitary sewer and water will need to be extended to serve the property. When a development is proposed, City staff will evaluate the proposal and determine whether it is appropriate for the City to take the lead on the utility extensions, and make a recommendation to City Council.

2. Describe the anticipated outcomes should this request be funded:

If vacant property is redeveloped and City staff determines it is in the City's best interest to implement the design of these extensions, City staff will make a recommendation to City Council to approve a design contract for the extensions. Construction would not likely occur until FY2018.

3. Describe the impact of not funding this request:

If vacant property develops and the developer is not a strong consruction manager, the extensions of City utilities may not be managed to the City's standards.

4. Describe the on-going costs associated with this request:

There would also be construction costs estimated to be approximately $250,000, and construction observation costs estimated to be $30,000.

5. Identify the relation to specific adopted plans and/or City Council priorities:

This area falls within the Southwest District Planning Area and the area under consideration for TIF#4. This area is anticipated to undergo significant development / redevelopment in the future, for which City staff is planning.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**
A conceptual analysis of the costs of these improvements was performed to estimate the design and construction costs.

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 2017 Amount $	On-Going Amount $
20	02	45300	Water Capital Reserve	50%	15,000	
20	03	45300	Sewer Capital Reserve	50%	15,000	

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

Capitalization: an accounting method used to delay the recognition of expenses by recording the expense as long-term assets

City Code: a collection of City Council approved ordinances which are currently in effect

Cost Center: any unit of activity, group of employees, or set of programs, etc. (other than specific departments) isolated in order to assign costs more clearly

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 (*See Local Government Distributive Fund*)

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 Government Distributive Fund (LGDF): the State repository of state income tax dollars that each municipality receives based on its population in proportion to the total state population.

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: taxes that are imposed on amounts paid by purchasers of goods from outside the state, for use within the state

THIS
PAGE
INTENTIONALLY
LEFT
BLANK

CITY OF WARRENVILLE

FINANCIAL PRACTICES and POLICIES

REVISED for FY 2017

Introduction

The Government Finance Officers Association (GFOA) has endorsed the National Advisory Council on State and Local Budgeting's (NACSLB) comprehensive set of recommended budget practices recommendation. GFOA recommends that, at a minimum, financial policies regarding Financial Planning, Revenues, and Expenditures be developed by professional staff and formally adopted by the jurisdiction's governing board. The adopted financial policies should then be used to frame major policy initiatives and be summarized in the budget document. It is further recommended that these policies be reviewed during the budget process. Professional staff should review the policies to ensure continued relevance and to identify any gaps that should be addressed with new policies.

A governmental entity with financial policies in place aide in the public transparency related to the use of taxpayer dollars. In addition, such policies provide the framework for a stable financial condition and allow for proactive decision-making by the governing board. Lending institutions look more favorably on any organization with comprehensive financial policies. For these reasons, the City of Warrenville has adopted a Financial Practices and Policies document, which is reviewed annually by staff and City Council.

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 and short-term 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 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 and 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

Each fund within the City Budget will be balanced, meaning that expenditures cannot exceed estimated revenues plus the use of any undesignated fund balance at the beginning of the year. Further, the operating expenditures should not exceed operating revenues, on an annualized basis, in order to maintain the structural stability of each fund.

Purpose and Objective of the Budget Process

Through the budget process, the City will seek to maintain service levels, given the financial constraints of current economic trends, the City's existing financial condition, and the priorities determined through the City Council's adopted plans and priorities. 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 any required Public Hearing, and a first reading of the adopting ordinance no later than the first City Council meeting in April. The adopting ordinance is to be presented at the second City Council meeting in April.

Submission of Requests for new Expenditures

Decision Packages

Decision Packages are requests for consideration of the addition of new or significantly expanded programs, services, personnel, projects and capital expenditures for the next year's overall budget.

Decision Package submissions are required for new expenditures of $20,000 or more, and for all proposed personnel additions. Decision Packages will be presented individually as a part of the budget proposal, for consideration of inclusion in the final budget document.

Decision Packages are initially recommended for inclusion within the proposed budget document by the City Administrator/Budget Officer, 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, for each operating fund, for no less than five years, including the budget year, and compare those projected fund balances to the fund balance policy to identify any potential issues of concern early enough to provide sufficient time to make any corrections necessary to address the specific issue.

The Finance Director, shall submit a financial update to the City Council or Finance and Personnel Committee, no less than quarterly (more often if deemed necessary). This Financial Update will include the following information:

1. Summarized revenues and expenditures, by fund
2. A narrative providing context on the overall revenues and expenditures and listing any concerns which arise and 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, including the current fiscal year, the fiscal year budget being proposed, and three additional fiscal years, for a total of five years of projections. At a minimum, these projections are to be prepared for the General Fund, Capital Maintenance and Replacement Fund, Hotel Motel Fund and Enterprise 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

Historically, 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 and represented full-time employees, as well as non-represented part-time employees.

Compensation Assumptions

The stated goal of the City's compensation plan is to pay Warrenville's employees at the 50th percentile of the City's 28 comparable communities. A bi-annual salary survey of the City's 28 comparable communities shall be conducted, in order to assess the City's non-represented, position-by-position, salary proximity to the 50th percentile. A list of the City's comparable communities is included as Appendix "B".

A new appendix, Appendix B-1, entitled "Bi-Annual Salary Survey for Non-Represented Positions Evaluation Guidelines Policy", has been added to detail how the position classification ranges are to be adjusted as a result of the bi-annual salary survey

Cost of Living Adjustment (COLA) increases for non-represented employees are to be considered annually as a part of the annual budget process. The basis for COLA increases will be the December Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) 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. The City Administrator/Budget Officer typically presents a recommendation for the non-represented employee COLA increases effective the coming May 1, annually in March during a City Council meeting closed session.

Merit increases for non-represented employees are to be based upon an annual employee performance evaluation of the prior 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. Employees who are at the top of their range effective May 1st have the ability to receive a Top of the Range cash merit bonus payment, which is not included in the base hourly rate of pay. The amount of this lump sum payment is the difference between the top step for the given employee's position and the calculated annual wages following the completion of the annual performance evaluation process.

The City's represented employee compensation plan is controlled by the collective bargaining agreements between the City and the respective unions.

Authorized Strength

Annually, and prior to the start of each fiscal year, the City Administrator/Budget Officer will present an Authorized Strength Ordinance, for City Council consideration and adoption. 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 may be revised at any time during the fiscal year when 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 become vacant due to retirement, resignation, or layoff. Department Heads are required to complete a Zero based Staffing form to justify the departmental and City-wide need for filling the vacant position. The form is submitted to the City Administrator for review and determination whether or not to authorize filling of the position. .

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 elastic (fluctuating amounts) revenues and those which are "inelastic" (static amounts).

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 expenditures, such as 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 several revenue sources which are allocated proportionally to more than one fund by City Council direction. The allocations for FY 2016 are as follows:

Amusement Tax (5%)	General Fund - 40% Capital Maintenance and Replacement - 60%
Cell Tower Rental Income	General Fund – Rent received for Mignin Ave cell tower Water & Sewer Fund – All remaining tower rents

Revenue allocations are reviewed annually as part of the budget preparation process, to determine if the existing allocations should be adjusted to meet current budgetary needs.

User Fees and Charges

The City assesses user fees and charges based upon actual City costs of providing the service or program, with a comparison to the market rates, and charges levied by other public and private organizations for similar services. These fees and charges are to be re-evaluated annually, and reviewed by staff on a continual basis, as the operating environments change.

Fixed Assets Policy

Purpose

The City shall maintain fixed assets records to comply with generally accepted accounting principles (GAAP) governmental financial reporting standards, and to provide a basis for determining appropriate insurable values.

Definition

Fixed assets shall include land, infrastructure, buildings, park shelters, machinery, mobile equipment and vehicles. Infrastructure shall include: roads (including curb and gutter), sidewalks, pedestrian and bicycle paths, bridges, water mains, sewer mains, pumping stations, lift stations, and street lights.

Capitalization Threshold

The capitalization threshold sets the limit at which a given asset will be "capitalized" (reported as an asset rather than an expense), or 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. "Straight line depreciation" is a method of calculating depreciation by taking an equal annual amount of the assets cost as an expense for each year of the assets useful service life. .

Fund Balance and Reserve Policy

Introduction

According to the Government Finance Officers Association (GFOA), "It is essential that governments maintain adequate levels of fund balance to mitigate risks and provide a back-up for revenue shortfalls." The GFOA's mission is to promote the professional management of government by identifying, developing, and advancing fiscal strategies, policies, and practices. Communities, like Warrenville, rely on the GFOA for guidance and best management practices.

Just like it is essential for individuals to have personal savings accounts if the primary income earner losses their job or unplanned expenditures come up, so it goes for municipalities. For a community, loss of state-shared revenue, closure of a large retailer, or an adverse judgement from litigation are examples of unplanned expenditures. Maintaining a fund balance also allows a community to take advantage of opportunities, such as cleaning up a brownfield for economic development in an effort to expand the tax base.

GFOA recommends that governments, regardless of size, have a fund balance in their general fund of no less than two months of operating expenditures. Twenty-five percent is a requirement of municipal bond rating agencies, so that the City can borrow money at a less expensive interest rate than those communities without a fund balance of 25%.

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, established the 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 (such as special revenue funds – State Motor Fuel Tax MFT, Seized Assets, and Hotel Motel taxes), and the acquisition or construction of capital assets (capital projects funds – such as Capital Maintenance and Replacement, Tax Increment Financing (TIF), and 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 (anything tangible or intangible that can be converted into cash) and liabilities (any claims against the assets) in a Governmental Fund.

Non-spendable Fund Balance – that portion of a the City's net assets that are not in a spendable form (i.e. land, prepaid items, etc.) or which are legally or contractually required to be maintained intact.

Restricted Fund Balance - the portion of the City'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 the City'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). An example would be the Hotel Motel fund balance committed for tourism related activities

Assigned Fund Balance - the portion of the City's net assets that are constrained by the government's intent to utilize fund balance for a specific purpose. An example would be the use of the Special Projects fund balances for one-time projects or purchases.

Unassigned Fund Balance - the portion of a Governmental Fund's net assets that are available expendable resources; generally, the remaining fund balance

Flow Assumptions

Some funds include revenues from a variety of resources, which may include both restricted and unrestricted (committed, assigned, and unassigned) sources. When restricted revenues exist, those are to be utilized first, followed by the use of unrestricted revenues. 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 shall be updated annually as a part of the annual budget process.

Authority to Encumber or Earmark Fund Balance

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 which does not require formal action of the City Council. The authority to assign fund balance may be designated to the City Budget Officer by City Council action.

Interfund Transfers of fund balance

Annually, during the budget process, the City Council will consider and can authorize the use of interfund transfers of fund balance from one fund to another, as a subsidy to the receiving fund. These subsidies are not repaid to the originating fund. The following illustrates the use of these interfund transfers of fund balance:

From	To	Amount
Hotel Motel Tax Fund	General Fund	$200,000
Hotel Motel Tax Fund	Capital Maintenance and Replacement Fund	$300,000
Hotel Motel Tax Fund	Special Projects	$50,000
General Fund	Capital Maintenance and Replacement Fund	$37,000

Additional transfers are made between funds. However, these additional transfers are reimbursements for expenditures incurred by one fund, which are eligible expenditures of another fund. For example, the Seized Assets fund reimburses the General Fund for certain public safety related expenditures, such as radar re-certifications, costs associated with directed patrols, and certain vehicle maintenance costs. These transfers are also considered during the annual budget process.

Authorized Depositories

Purpose
To identify the authorized depositories for the investing of City funds in accordance with the Illinois Public Funds Investment Act.

Title 1, Chapter 8, Section 1, of the Warrenville City Code states:

"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 City Council has designated the following 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 – The City Council shall annually allocate a minimum of 25% of the current fiscal year's operating expenditures budget to be reserved for emergencies or unplanned and significant revenue declines each fiscal year.

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 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.

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 – The City Council shall annually allocate $100,000 of the current fiscal year's Hotel Motel tax expenditures 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. This fund will not be 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. Classified as a major governmental fund for accounting 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 – None

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: 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. Classified as a non-major governmental fund for accounting 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.

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. Classified as a non-major governmental fund for accounting purposes.

PURPOSE – Account for the activities associated with improvements within the Tax Increment Financing District #3.

MINIMUM FUND BALANCE – Not applicable.

SOURCES OF REVENUE – Incremental property taxes.

TRADITIONAL AREAS OF EXPENDITURES (DESIGNATED PROJECTS) –TIF eligible redevelopment expenses, 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 "B-1"

Bi-Annual Salary Survey for Non-Represented Positions
Evaluation Guidelines Policy

City staff will conduct a salary survey of the City's accepted comparable communities (currently 28 communities), for all non-represented employee position classifications. The salary survey will be conducted on a bi-annual (every other year) basis, with the actual survey conducted during the fall of even numbered calendar years, with the range adjustments to be implemented for the coming even numbered fiscal year. For example, in fall 2014, the salary survey was conducted and implemented for the fiscal year beginning May 1, 2015, which is City Fiscal Year 2016.

In keeping with the current City policy of maintaining the 50% percentile for employee pay, the Warrenville ranges are to be compared to the mean of the comparable communities' maximum and minimum range values as of the preceding May 1st.

Where the salary survey results in a negative variance of five percent (5%) or more of the maximum salary, meaning the Warrenville maximum salary range is five-percent (5%) or more below the survey mean for a given position classification, the Warrenville position classification range maximum will be adjusted to the survey mean, and the corresponding minimum salary for that position classification will be set with a 37.5% spread.

Where the salary survey results in a positive variance of five percent (5%) or more of the maximum salary, meaning the Warrenville maximum salary range is five-percent (5%) or more above the survey mean for a given position classification, the Warrenville position classification range maximum will be frozen at its current level.

In all cases, the spread between the bottom and top of a given position classification range is to be maintained at 37.5%.

Finally, individual employee's actual salaries are not adjusted based upon the results of any range adjustments made due to the bi-annual survey, unless the individual employee's salary were to fall below the adjusted position classification range minimum. If that does occur, the employee's actual salary will be adjusted to the position classification range minimum before any merit or COLA component is factored in to the employees May 1 salary.

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 (Title 1, Chapter 8-4), but it can be used in instances where it is not advantageous or cost effective to make a purchase by other means.

The 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.

Guidelines under which cardholders may utilize their Commercial Cards are provided below. 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, or his or her expressly authorized designee 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

APPENDIX "C"

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

Only the cardholder named on the Commercial Card, or his or her expressly authorized designee 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 obtain 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

City of Warrenville Capitalization Policy: Classes, Thresholds, and Descriptions

APPENDIX "D"

Class of Asset	Minimum Threshold for Capitalization	Type of Activity Capitalized	Depreciable Life	Asset Description	Description of Initial Asset Analysis
1. Governmental Funds (General Fund, Capital Maintenance Fund, TIF Fund)					
Land	All Land	Any Purchase/Donation of Land	N/A	Includes all parcels of land owned by City, not including public Right of Way.	A list of all parcels of land owned by City was compiled. A search was conducted of City and Township Records to determine if a acquisition date and historical cost was available. If a historic cost was not available, an estimated cost was calculated by using the date of acquisition and applying the following formula (Current Price Per Square Foot x Number of Square Feet x Deflator based on the CPI). If an exact acquisition year was not available, then the year was estimated based on knowledge of City Staff.
Rights-Of-Way	All Land	Any Purchase/Donation of Right-Of-Way	N/A	The rights of way owned by the City, typically the public roads and alleys in the City along with the parkway and the sidewalks, usually a width of either 60', 66', or 80'.	A list of all segments of Rights Of Way was compiled.
Bridges	$20,000	Acquisition, Construction or Reconstruction in excess of $20,000	40 Years	All acquisitions, construction, or reconstruction of a bridge that exceeds $20,000	A list of bridges owned by the City was compiled. Historical costs were used if available from records. If a historic cost was not available, an estimated cost was calculated by using the date of construction or reconstruction and applying the following formula (Current Price for reconstruction x Deflator based on the the Federal Highway Construction Price Index). If an exact acquisition year was not available, then the year was estimated based on knowledge of City Staff.
Buildings	$20,000	Acquisition, Construction or Reconstruction in excess of $20,000	40 Years	All acquisitions, construction, or reconstruction of buildings that exceed $20,000	The historic cost to acquire or construct buildings was obtained from City records. If no historic cost was available, the original date the building was acquired or built was established, the current cost per square foot for reconstructing that building was estimated and then multiplied by the total square footage of the building to get a current replacement cost and this current replacement cost was deflated to the year of acquisition/construction using the historic trends of the US Department of Labor Consumer Price Index for Construction.
Streets	All Streets	Acquisition, Construction or Reconstruction	60 Years	All acquisitions, construction, or reconstruction of streets	A list of all City owned streets was compiled. The year of acquisition, construction, or reconstruction was determined or estimated based on City records. The square yardage of the segment of road was determined from City records and then a current cost per square yard to reconstruct that segment of road was determined by the Director of Finance or from the Capital Maintenance and Replacement Plan (CMRP) . The cost per square yard to reconstruct was multiplied by the total square yardage and a current cost to reconstruct each segment was determined. This current cost was then deflated to the estimated year of acquisition, construction, reconstruction using the historic trends of the Federal Highway Road Construction Cost Index.
Vehicles & Equipment	$20,000	Acquisition of Equipment with a cost exceeding $20,000	Variable, Depending on Item	All City owned vehicles and equipment with an acquisition cost exceeding $20,000	The cost of acquisition of each piece of equipment was determined from the City's financial records. Vehicles will be capitalized regardless of proximity to threshold. Equipment below the threshold may be capitlized upon the discretion of the Public Works Superintendent and Finance Director.
Stormsewer System	All Stormsewer Segments	Acquisition, Construction or Reconstruction	75 Years	All acquisitions, construction, or reconstruction of storm sewer segments	An average current cost to construct a linear foot of storm sewer was determined by the City Engineer. This current cost was then applied to the storm sewer segments to determine the current cost to construct the storm sewer segments in the City. This current cost was then deflated using the Federal Highway Administration's Highway Construction Price Trends Analysis
Traffic Signals	$20,000				Traffic Signals will be treated as individual units.
Sidewalk	$20,000				Sidewalks will be capitalized
Streetlights	$20,000				Streetlights will be treated as individual units.
2. Enterprise Fund					

City of Warrenville Capitalization Policy: Classes, Thresholds, and Descriptions

APPENDIX "D"

Class of Asset	Minimum Threshold for Capitalization	Type of Activity Capitalized	Depreciable Life	Asset Description	Description of Initial Asset Analysis
Water Main	All Mains	Acquisition, Construction or Reconstruction	75 Years	All acquisitions, construction, or reconstruction of Water Main or Water System Segments	Determined by the current financial records of the City. These assets are owned by an Enterprise Fund, and the City has been required to record and depreciate these capital assets since the establishment of the Water and Sewer Fund.
Sewer Main	All Mains	Acquisition, Construction or Reconstruction	75 Years	All acquisitions, construction, or reconstruction of Sewer Main or Sewer System Segments	Determined by the current financial records of the City. These assets are owned by an Enterprise Fund, and the City has been required to record and depreciate these capital assets since the establishment of the Water and Sewer Fund.

Fixed assets for the Enterprise Fund that can be classified in a category already detailed under Governmental Funds are subject to the same thresholds and classifications as those assets in the Governmental Funds.