

City of Warrenville

FY 2019 BUDGET





**FY 2019
BUDGET**

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FY 2019 Citywide Work Plan

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, Glossary, and Appendix.

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 2019 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 2019 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 2019 Financial Activity Summary for all Funds, and FY 2019 Snapshot.

Budgets by Fund

The Financial Activity Summary table found on page 39 provides an overview of estimated FY 2019 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).

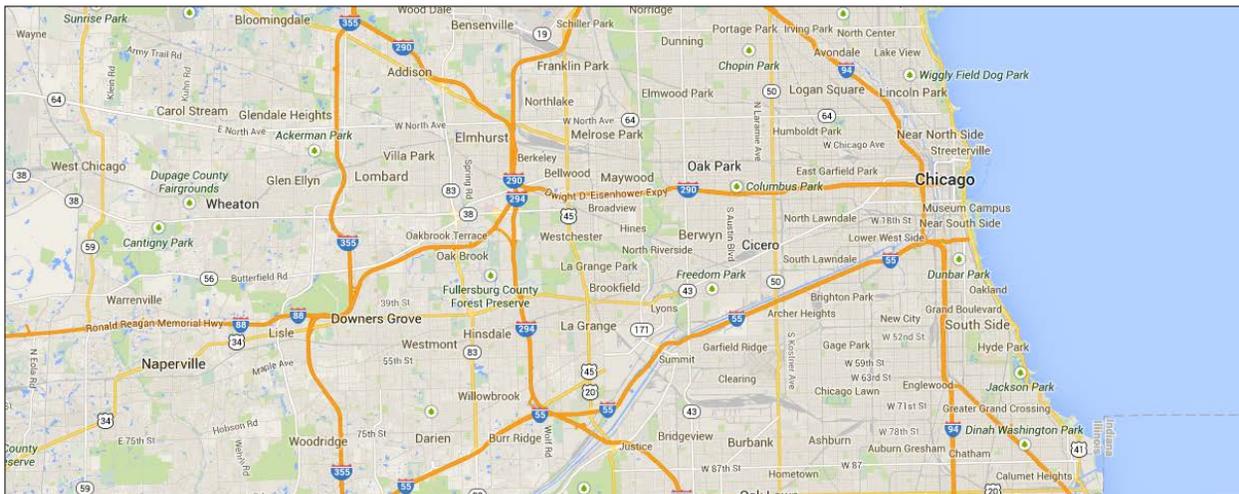
Decision Packages

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

MICHAEL HOFFMANN
ALDERMAN WARD 3

FRED BEVIER
ALDERMAN WARD 1

KATHRYN DAVOLOS
ALDERMAN WARD 3

ROBERT WILSON
ALDERMAN WARD 2

CLARE BARRY
ALDERMAN WARD 4

WILLIAM WEIDNER
ALDERMAN WARD 2

LEAH GOODMAN
ALDERMAN WARD 4

EMILY LARSON
CITY CLERK

LAWRENCE BRENNER
TREASURER

SENIOR STAFF

JOHN M. COAKLEY
CITY ADMINISTRATOR/BUDGET OFFICER

CRISTINA WHITE
ASSISTANT CITY ADMINISTRATOR

KEVIN DAHLSTRAND
DIRECTOR OF FINANCE

PHILIP KUCHLER
DEPUTY PUBLIC WORKS DIRECTOR

RONALD MENTZER
DIRECTOR OF COMMUNITY AND
ECONOMIC DEVELOPMENT

RAYMOND TURANO
CHIEF OF POLICE

HOLLAND AND KNIGHT, LLC
CITY ATTORNEY

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

MISSION/VALUE STATEMENTS

- Maintain an efficient and effective review and approval process for commercial development.
- Support and encourage special events and "social interaction" gatherings within the community that involve local businesses and commercial areas.
- Revise and enforce the City's property maintenance code as necessary to address specific property maintenance concerns.
 - ✓ Examine property maintenance codes from other communities to evaluate and determine the effectiveness and appropriateness for Warrenville.
 - ✓ Continue to identify and explore areas of support and coordination between the Police Department and code enforcement efforts.
- Support residents and subdivisions' efforts to improve property.
- Continue to provide excellent, proactive, public safety service.
- Evaluate technology demands to support current and future City service levels.
- Maintain the City's small town character and natural setting.
 - ✓ Work with other appropriate agencies to maintain, preserve, and protect the natural environmental areas, open spaces, wooded areas, and other environmental features that contribute to the City's overall character.
- Promote and support the Arts as an important component of the City's unique image, character, and charm.
- Maintain stable revenue sources.
- Maintain a balanced annual budget overall and at the fund level.
- Provide adequate funding for existing City obligations.
- Continue to provide quality City services and customer service.
- Consider the long-term implications of new and additional programs, services, and projects.
 - ✓ Maintain competitive wages and benefits to attract and retain quality employees.
 - ✓ Provide training, professional development, and educational programs to encourage and ensure a well trained, and skilled workforce at all levels.
 - ✓ Provide tools, technology, and equipment to assist and support the program or service.

Adopted by City Council in the 2011 Strategic Plan Update

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2015 Strategic Plan
Executive Summary

INTRODUCTION

The City of Warrentonville 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 Warrentonville.
- 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**

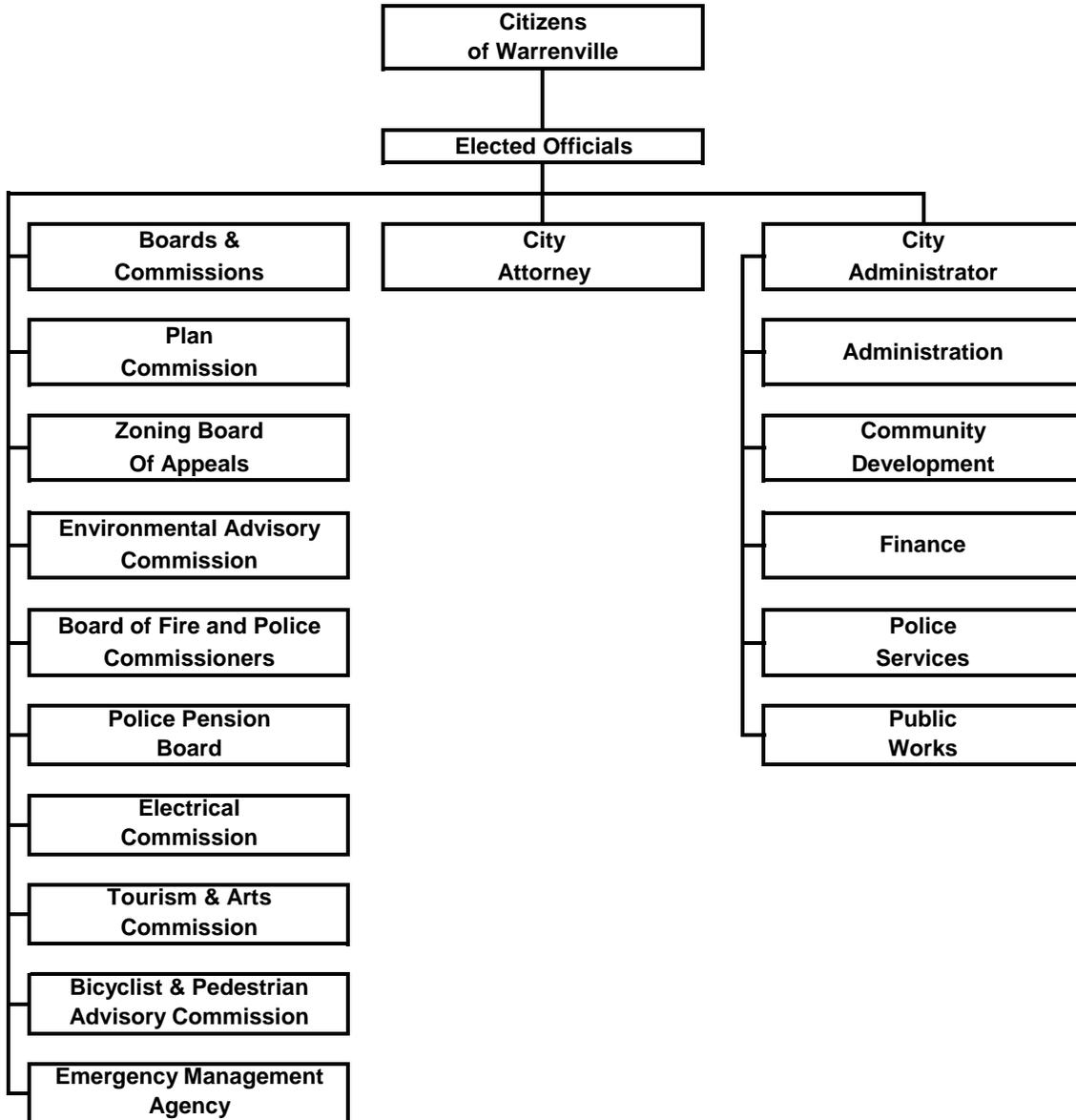
DIVERSITY

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**

CITY OF WARRENVILLE Organizational Chart



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CAPITAL EXPENDITURES

SUMMARY

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

Across all funds, Capital Expenditures comprise approximately 35% of budgeted expenditures for FY 2019.

Approximately 36% of FY 2019 capital expenditures are accounted for in the Water and Sewer Enterprise Fund. The Capital Maintenance and Replace Fund accounts for another 25%, TIF-related expenditures are another 34%, and the remaining 5% are in the General and Hotel Motel Tax funds. The following table illustrates the distribution of the capital expenditures across all City funds.

Capital Expenditure Distribution

	Actual 2015	Actual 2016	Actual 2017	Projected 2018	Budget 2019	18-19 Growth
General	72,062	546,308	55,396	103,330	170,637	65.14%
Capital Maintenance	2,287,214	1,541,272	2,027,862	1,868,682	1,162,835	-37.77%
Motor Fuel	-	422,378	-	-	-	
Hotel Motel	-	-	23,354	84,391	52,000	-38.38%
Enterprise	377,973	408,354	1,309,139	2,372,386	1,708,076	-28.00%
Special Projects	285,506	660,950	(524)	-	-	
Seized Assets	-	-	-	-	-	
TIF 3	721,253	73,090	37,691	2,000	692,000	34500.00%
TIF 4			22,093	550,000	930,000	
Totals	\$ 3,744,008	\$ 3,652,352	\$ 3,475,011	\$ 4,980,789	\$ 4,715,548	-5.33%

The General Fund is the main operating fund for the City, and for FY 2019, includes the minor capital purchases of equipment for Police Department for use in traffic enforcement efforts, including: speed carts, portable trucks scales, and traffic counters equipped with Bluetooth. Also included in the General Fund are the Streets Department purchases of a new pump for the Cerny Park Lift Station, and the replacement of a locator and metal detector. While the Community Department, has budgeted for the purchase of a large touch-screen plan review table and digital presentation monitor.

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 2019, the City will utilize the fund for the following expenditures:

- 1) Replacement of five Police vehicles - \$117,074 (see page 183)

Note: originally a total of seven Police vehicles were to be replaced during FY 2019, per the CMRP, but staff evaluation of those vehicle determined that three did not meet the established criteria for replacement and will be not be purchased during FY 2019

- 2) Replacement of a skid steer and attachments - \$48,000 (see page 183)
- 3) 2019 Road program - \$922,261 (see page 183)
- 4) Citywide crack filling, patching, sidewalk repair - \$70,000 (see page 183)

The Water and Sewer Enterprise Fund includes the following planned major capital expenditures, in addition to other smaller capital expenditures for FY 2019:

- 1) Watermain improvements project final payouts - \$112,000 (see page 230)
Including: these costs are for final project payouts due to the State of Illinois once the projects have been closed-out by the State
- 2) Sewer Main improvements - \$676,750 (see page 234)
Including: final project payouts due to the State of Illinois once the projects have been closed-out by the State, and construction of a sanitary sewer extension, and the Fox Hollow Lift Station conversion
- 3) Land Purchase - \$430,000 (see page 233)
For the purchase of a site for the installation of a sanitary sewer holding tank

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

- 1) Hotel Motel Tax Fund - \$30,000 (see page 200)
aesthetic enhancements
- 2) TIF #3 - \$692,000 (see pages 260-262)
Including potential land acquisition and Rt. 56 streetscape enhancements
- 3) TIF #4 - \$930,000 (see pages 268-271)
Including construction of a sanitary sewer extension, the Landon Avenue Sewer Main upsizing, and land acquisition of a site for the installation of a sanitary sewer holding tank

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. Expenditures are categorized according to the City asset capitalization policy, which was formulated based upon Governmental Accounting Standards Board (GASB) pronouncement #34.

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FY 2019 BUDGET MESSAGE

PROGRESS AND CHANGE THROUGH VISION AND PLANNING ...

Mayor and Aldermen: The Fiscal Year (FY) 2019 Budget is presented for City Council consideration. All funds in the proposed budget are balanced in accordance with state law, with expenses covered by revenues, and, in a few cases, by fund balance reserves.

Exciting changes and new growth are underway in the City, with new opportunities envisioned for Warrenville in the coming fiscal year. These changes are the results of many years of City planning and investment by the Mayor, City Council, staff, and the community. Specifically, there are a number of new residential and commercial developments in progress, which individually and collectively will add to the City's fiscal stability, diversity of housing options, and community culture.

The budget is a reflection of the City's existing plans and future goals. Such documents include the 2015 Strategic Plan and Economic Development Plan, Tax increment Financing District plans, the Comprehensive Plan and Subarea Plans, and Bikeway Implementation and Sidewalk Priority Plans.

In order to support the City operations into the future, the city staff embarked on a major undertaking during FY 2018 to research and determine the right operating software (Enterprise Resource Planning system, or ERP) necessary to modernize all of the city operations and departments in a more efficient and comprehensive system. The implementation of the ERP will be a very large undertaking in FY 2019. It will involve hundreds of hours of staff time and large expenditures throughout the year and into FY 2020.

While the new development and the ERP are very positive for the community overall, they are time-consuming and complex projects, which will expend a large amount of available staff time in most of the City's operating departments. In order to ensure that the City's resources are strategically focused on the City Council's highest priorities, City staff has engaged in a process with the Council to review and potentially re-prioritize the largest City projects. By doing so, the Council will be able to determine where staff should focus its time and energy with the goal of maintaining the high quality of outcomes the community has come to expect. Other projects that are deemed a lower priority by the Council will be delayed to the future when time allows them to be undertaken.

Before looking at the next fiscal year, it helps to review the City's FY 2018 accomplishments.



CITYWIDE FY 2018 ACCOMPLISHMENT HIGHLIGHTS

Economic Development

In TIF #3, the city-owned Civic Center Redevelopment Site #1 (CCRS #1), comprised mostly of the former Musselman factory site, was sold to Airhart Contraction to construct 28 single-family homes on the property. Ground breaking is expected in spring 2018, with construction following.

- *Strategic Plan Goal #1: Economic Development*

The new Amazon fulfillment center is adjacent to Warrenville's new TIF #4 and brought 1,000 new jobs to the area, the extension of Duke Parkway to the new signalized intersection at Route 59, as well as sidewalk and multi-use trail improvements. Duke Realty also extended Warrenville sanitary sewer and water utilities to its property located in the City of Warrenville at Route 59 and Duke Parkway. All of these improvements directly benefit Warrenville properties in that area.

- *Strategic Plan Goals # 1: Economic Development; #3 Open Space and Environment; and #4 City Infrastructure*

Other businesses that opened or expanded during FY 2018 include the following:

- ❖ Chuy's Restaurant (Cantera)
- ❖ Allied Roofing (Southwest District/TIF #4)
- ❖ CR Schmidt (Warrenville Industrial Park)
- ❖ Skippy's Restaurant (Cantera)
- ❖ Compass Day School (Warrenville Road and Mill Street)

Infrastructure

The extension of water and sewer utilities to Route 59 and the Duke Parkway area began during FY 2018. Those utilities will serve proposed new developments in the Southwest District and TIF #4, such as: the proposed MI Homes development (Kleinman property - east side of Route 59), Lexington Trace Townhomes (southwest sector of Route 59 and 56), and the Thornton's Gas station (northwest corner of Duke Parkway and Route 59).

- *Strategic Plan Goals #1: Economic Development; and #4: City Infrastructure*

The City also extended water and sanitary sewer utilities to Glen Drive North, Calumet Avenue East, and Williams Road (between Route 56 and Batavia Road). This project has nearly completed the goal set by the Council in the early 2000's to extend City water and sewer utilities to all residential areas of the community coinciding with the annual road program schedule. Following the completion of the Williams/Glen/Calumet project, there are only a few remaining small areas of the community without access to City utilities.

- *Strategic Plan Goals #4: City Infrastructure*

The City extended water service to the Forest Preserve District of DuPage new maintenance facility on Mack Road, which also looped the City's water system for better overall water quality in that part of the system.

- *Strategic Plan Goal #4: City Infrastructure*

City Services, Personnel, and Finances

During FY 2018, staff completed the final phase of the Compensation Philosophy and Study, which included the compensation study for the newly designated 15 comparable communities,



creation of a new compensation plan, and the assignment of all city non-union positions to the appropriate pay classification.

➤ *Strategic Plan Goal #2: Fiscal Conservatism*

The Public Works Management Analyst position was created and filled, and is assisting Public Works staff to address and implement the outstanding 34 recommendations from the 2015 Novak Study and 2016 Public Works staff recommendations.

A number of new employees were hired to fill vacancies across the City, with the total number of authorized positions increased by only one overall (Public Works Management Analyst). The City continued its efforts, with some success, to diversify its staff with skilled workers and professionals to become more representative of the community.

➤ *Strategic Plan Goal #6: Diversity*

Communications

Staff improved communication and outreach via the City's Facebook page through creative content development and more regular information updates. The Facebook page has grown significantly with 1,095 "likes" and 1,116 followers as of February 2018. Social media provides the City an opportunity to engage in two-way communication with the public.

The City continues use of traditional communicating mediums, such as *Hometown Happenings*, Council meeting replays, media releases, and programming on local Comcast cable channel 10.

The format of Hometown Happenings, the City's monthly newsletter, was revised and upgraded during FY 2018 to give it a more modern appearance and incorporate the new City branding logo and color scheme into the new design and layout.

Awards and Recognitions

The City was recognized by several outside entities for overall community safety, comfort for travelers and visitors to the community, and environmental initiatives.

- ❖ 30 years as a Tree City USA, by the Arbor Day Foundation
- ❖ 17th Best Community in Illinois to Raise a Family, by Wallethub.com
- ❖ The Community Celebrated the City's 50th Anniversary of Incorporation

Moving on from the current year's accomplishments, the next section focuses on FY 2019 goals.

CITYWIDE FY 2019 GOALS

City Staff is guided by the priorities, goals, and objectives of the City Council's Strategic Plan. Staff continuously looks for opportunities to seek grants, which would continue progress on other existing plans. During FY 2019, staff will focus on the priorities specifically identified as the highest priorities in the citywide work plan. Many new projects are delineated in the decision packages, which are included in the FY 2019 Budget book.

Economic Development Initiatives

Private development proposals

The City is working on a number of private development proposals, some of which are already moving through the planning and zoning entitlement process. The properties are located in various areas of the community, including the Southwest/Route 59 Corridor TIF District #4, Cantera, and Old Town/Civic Center Subarea/TIF District #3. The development project proposals include single-family and multi-family residential, businesses, office and warehouse uses, restaurants, and hotels. Details about these proposed development projects may be found on the City website at: <http://www.warrenville.il.us/index.aspx?nid=266>.

City-initiated economic development initiatives include:

Southwest/Route 59 Corridor TIF District #4:

- Strategic evaluation of potential uses of the five acres of vacant property along the west side of Route 59, just north of the Illinois Prairie Path donated to the City during FY 2017. City staff is reviewing uses such as public open space, wetland preservation, and possible storm water detention as both an amenity and a benefit for development in the Southwest District.
 - *Strategic Plan Goals #1: Economic Development; and #3: Open Space and Environment*

Old Town/Civic Center Subarea TIF District #3:

- Continue working to acquire the former Citgo gas station property. The process began several years ago, in response to a request from the current owners. The City is interested in the property to ensure removal of the contamination, to develop the flood plain area into public open space, and to encourage private commercial development in the area outside the floodplain, in accordance with the Old Town/Civic Center Subarea TIF #3 Plan.
 - *Strategic Plan Goals #1: Economic Development; and #3 Open Space and Environment*

Community Brand Marketing:

- Implement the City's brand marketing program to promote the community and its many attributes.
 - *Strategic Plan Goal #1: Economic Development*

City Services, Personnel, and Finances

During FY 2019, staff will implement the new compensation plan, which was developed to better benchmark and measure its employee compensation against area municipalities, which are in competition with the City for skilled and experienced personnel. The City's ultimate goal is to attract and retain highly skilled and professional employees in the most cost-effective manner.

- *Strategic Plan Goal #2: Fiscal Conservatism*



Technology

Pending Council approval, the City will purchase and implement an Enterprise Resource Planning (ERP) system during FY 2019. This very large undertaking is critical to increasing operational efficiency and reduce redundancy of processes, records, and data. Contractual services and part-time staffing will be needed to support the operations to allow employees to work on the implementation. Additionally, there will be higher-than-normal overtime pay for specific hourly City employees who will be very involved.

Replacement of the City Phone System is overdue. The project was budgeted in FY 2018, but was delayed due to staffing changes, a large number of recruitments, and several higher priority projects.

Completion of the Police Records Management System (RMS), which is being upgraded to DuPage Justice Information System (DuJIS). The operational target date is January 2019.

Public Works

FY 2019 will continue implementation of action steps identified in the 2015 Novak Public Works Service Levels and Staffing Study and 2016 Public Works Staff recommendations. Implementation of these items will focus on improving and enhancing the quality of services in a cost-effective and efficient manner.

Additional projects will involve private property drainage assistance program and the first phase of a multi-year program to reduce the infiltration and inflow of storm water into the sanitary sewer system.

Public Safety

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, the annual Shredding Day, the Comprehensive Accident Reduction Effort (CARE) program, and Problem-Oriented Policing (POP) Unit.

- *Strategic Plan Goal #5: Public Safety*

New Police initiatives include two new speed trailers for traffic safety, pro-active fireworks enforcement, and electronics recycling and prescription drop off collection events.

- *Strategic Plan Goal #5: Public Safety*

Capital Improvements and Beautification

Approximately \$4,715,548 million in capital projects are planned for FY 2019 (the 2018 construction season) from the General Fund, Capital Maintenance and Replacement Fund, Water and Sewer Utility Fund, TIF #3 Fund and TIF #4 Fund.

- *Strategic Plan Goal #4: City Infrastructure*

The first aesthetic enhancement project is anticipated to be approved before the end of FY 2018, and installed early in FY 2019 at Leone Schmidt Heritage Park. The Tourism and Arts Commission (TAC) developed the annual beautification and aesthetic enhancement program to beautify public areas of the community.

- *Strategic Plan Goal #3: Open Space and Environment*

The long-awaited streetscape enhancements for the Route 56 corridor will be completed in FY 2019. This is the third phase of the work funded under the Illinois Transportation Enhancement Program (ITEP) grant.

➤ *Strategic Plan Goals #1: Economic Development; and #3 Open Space and Environment*

Staff will work with an intergovernmental group on the design of the proposed Illinois Prairie Path trail head project in the Civic Center area, known as Albright Park.

➤ *Strategic Plan Goal #3: Open Space and Environment*

There will be a number of large and complex infrastructure projects, beyond the annual road program. They involve pathway and bridge replacement design, new well and water tower design, engineering new turn lanes for Diehl Road, and new sanitary sewer extension and sewer pipe and upsizing construction projects. Some of these projects are directly related to the new private development being proposed and constructed in the community and to support existing businesses.

➤ *Strategic Plan Goal #4: City Infrastructure*

Staff will be working with a consultant to develop a *Complete Streets Policy*, which will review and assess the future planning for pedestrian access and amenities coinciding with the annual road program. The ultimate goal would be to increase the walkability of the community and increase pedestrian safety.

➤ *Strategic Plan Goal #4: City Infrastructure*

Intergovernmental Cooperation, Projects, and Plans

The City will continue collaboration with other governmental bodies as well as private agencies on programs and projects that impact the community. Large projects during FY 2019 will include:

- The City and County collaboration on phase two engineering design for Diehl Road left turn lanes to improve access and safety to the southwest Cantera businesses
 - *Strategic Plan Goals #1: Economic Development; and #4: City Infrastructure*
- The City, Forest Preserve District of DuPage, and Winfield Township collaborative efforts for the Mack Road multi-use trail link, from Route 59 to the McKee Marsh parking lot.
 - *Strategic Plan Goal #3: Open Space and Environment*
- The Police Department will be implementing a new and upgraded Records Management System (RMS) with the DuPage Justice Information System (DuJIS). This is an intergovernmental cooperative project with DuPage County, DuPage police agencies, with partial funding from the DuPage Emergency Telephone System Board (ETSB).
 - *Strategic Plan Goal #5: Public Safety*
- 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, DuPage County, DuPage County Forest Preserve District, and Winfield Township, as well as memberships in governmental cooperatives including DU-COMM (public safety dispatching), the Intergovernmental

Personnel Benefits Cooperative (employee medical insurance), and the DuPage Mayors and Managers Conference (DMMC).

➤ *Strategic Plan Goal #2: Fiscal Conservatism*

While there are many exciting initiatives for FY 2019, there will also be some headwinds. The next section will review some concerns and challenges that lie ahead.

CONCERNS AND CHALLENGES

Limited Resources and Volume of Work

As previously noted, there are many exciting things happening in the community. While they look to be very promising for the long-term growth, fiscal health, and sustainability of the community, the complexity and volume of the external factors, i.e. private development, and internal best practices and system upgrades, i.e. the ERP will create challenges for the limited staffing resources to keep up with.

As a direct reaction to this volume of projects and initiatives, staff has recommended the following actions be taken to handle the increased work volume “bubble” over the next few fiscal years for as long as they are necessary.

- 1) *Staffing support*: Staff is requesting additional City personnel and contractual workers to assist during the peak. Specific decision packages delineate details about these employee and contractual positions. Those decision packages are included in the FY 2019 Budget booklet.
- 2) *Citywide Work Plan*: To ensure that the City’s resources are strategically focused on the City Council’s highest priorities and the Strategic Plan, staff has engaged in a process with the Council to review and potentially re-prioritize the largest City projects and initiatives. By doing so, the Council will determine where staff should focus its time and energy with the goal of maintaining the high quality of outcomes the community has come to expect. Other projects that are deemed a lower priority by the Council will be delayed to the future when time allows them to be undertaken.

State of Illinois Fiscal Challenges

The State of Illinois budget problems and growing debt continue. Until these are addressed, there is a continuing concern that the State will attempt to address its fiscal problems with local financial resources. 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 have negative fiscal consequences for Warrenville and all Illinois local governments.

As illustrated in the following table, 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.

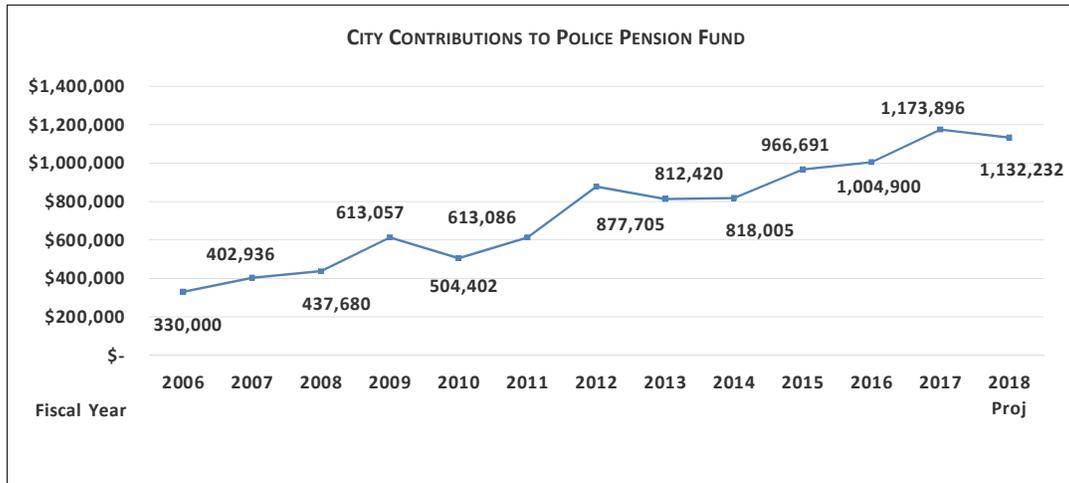
STATE SHARED REVENUES			
Fiscal Year	Income Tax	Use Tax	State Motor Fuel Tax
2012	\$1,072,510	\$191,701	\$329,441
2013	\$1,184,222	\$210,871	\$317,700
2014	\$1,280,442	\$230,536	\$324,398
2015	\$1,286,861	\$271,016	\$322,074
2016	\$1,400,362	\$304,894	\$336,107
2017	\$1,242,056	\$323,412	\$333,053
2018 (Projected)	\$1,366,560	\$332,442	\$338,355
2019 (Budgeted)	\$1,258,812	\$345,582	\$338,355

Municipal Public Safety Pensions

Local municipal public safety pensions are mandated and the benefit levels are set by the State legislature. The legislature has yet to address the problems with municipal public safety pensions. Unlike the State pension systems, the local public safety (police and fire) 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 the rules and benefits for local public safety pensions.

Over a number of decades, the State approved benefit enhancements for municipal public safety pensions, leaving the responsibility for the increased benefit costs to the local governments. All municipalities are mandated to be at a 90% funded level by 2040, and to 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 following table and graph, 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
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	\$264,105	\$754,200	\$1,004,900	62.22
2017	\$273,581	\$859,923	\$1,173,896	66.85
2018 Projected	\$279,955	\$926,044	1,132,232	Not yet Available

The DuPage Mayors and Managers Conference, Illinois Municipal League, and City of Warrenville officials are concerned about this trend as it continues to consume greater amounts of revenues. 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.

To complete the big picture context for FY 2019 Budget, the next section will provide an overview of the current economic conditions and the City’s financial outlook.



ECONOMIC OUTLOOK/TRENDS

The economy in the DuPage region and Warrenville is strong and growing.

REGIONAL ECONOMY

DuPage County Economic Indicators

According to the Choose DuPage 2017 *Fourth Quarter DuPage County Economic Indicators Report*, positive news was reported for the regional economy. Some of the highlights from the report are that the unemployment rate in DuPage County has dropped 0.6% to 3.8% in the fourth quarter of 2017, down from 4.4%, the office vacancy rate dropped to 15.8%, and the industrial vacancy rate dropped to 5.1%. The full report is available at: <http://www.choosedupage.com/business-climate>.

WARRENVILLE ECONOMY

Residential Construction

Several residential developments are in the planning stages or ready to commence construction. They include new single-family homes, townhomes, and multifamily rental complexes in Cantera, the Southwest District (TIF #4), and the Civic Center area (TIF #3) of Warrenville.

- *Strategic Plan Goals #1: Economic Development*

Commercial Development

New commercial development is proposed and in the planning stages for the southwest district (TIF #4), Old Town area of TIF #3, and Cantera. The proposed new businesses may include restaurants, a gas station, hotel, and other small businesses.

- *Strategic Plan Goals #1: Economic Development*

Support for Local Business

The City is continuing 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, in response to requests from businesses in that area. The increasing success of all of the hotels, restaurants, and entertainment venues are bringing new customers and more traffic.

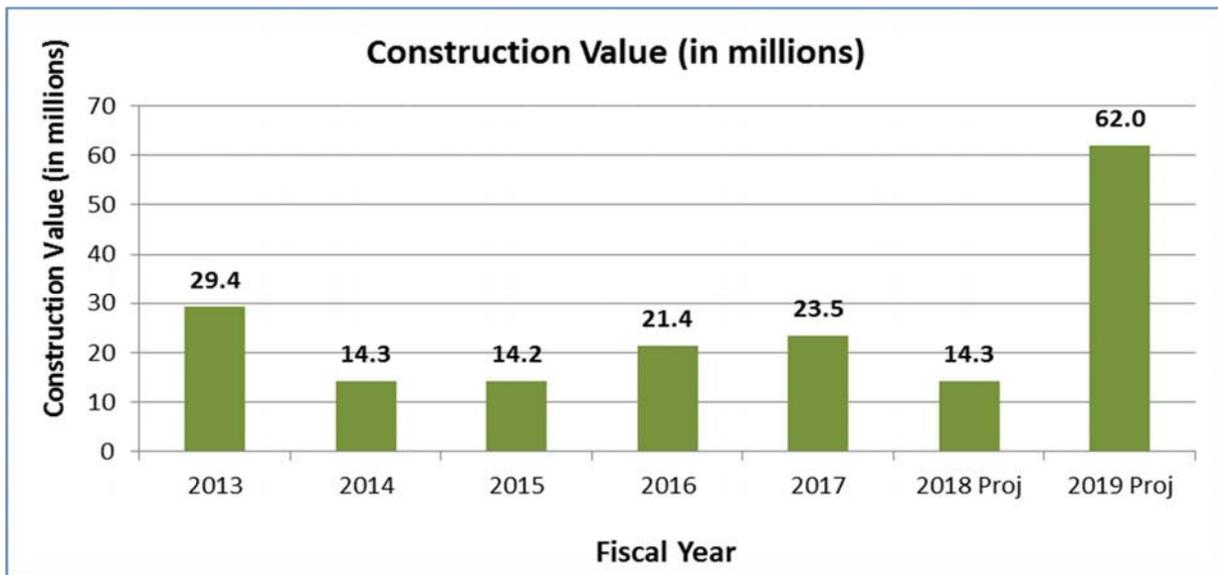
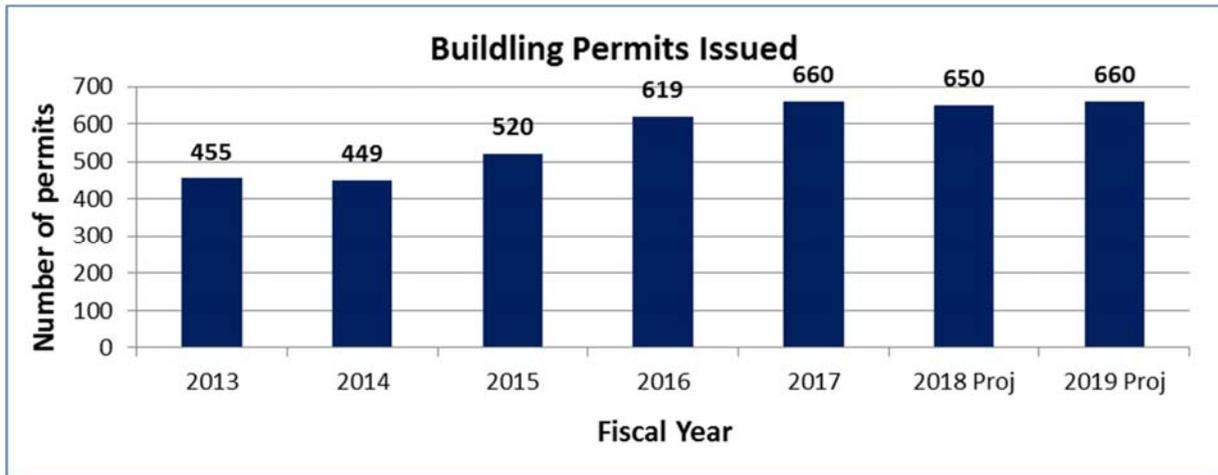
- *Strategic Plan Goals #1: Economic Development; and #4 City Infrastructure*

The new Amazon distribution facility opened at the end of calendar year 2017, and is located on Warrenville's border, adjacent to TIF #4. That development brought new jobs to the area, along with the extension of Barkley Avenue, extension of Duke Parkway, and a signalized intersection at Route 59. Under an agreement with the City of Warrenville, Duke Realty is extending water and sewer utility infrastructure to that area. The extension of City utilities and the signalized intersection at Route 59 are envisioned as key to spurring new Warrenville residential and commercial development the Southwest District.

- *Strategic Plan Goals #1: Economic Development; and #4 City Infrastructure*

Warrenville Building Permits

The number of building permits issued remained high throughout FY 2018. This pace is projected to continue through FY 2019. The following graphs illustrate these projections.



FINANCIAL OUTLOOK

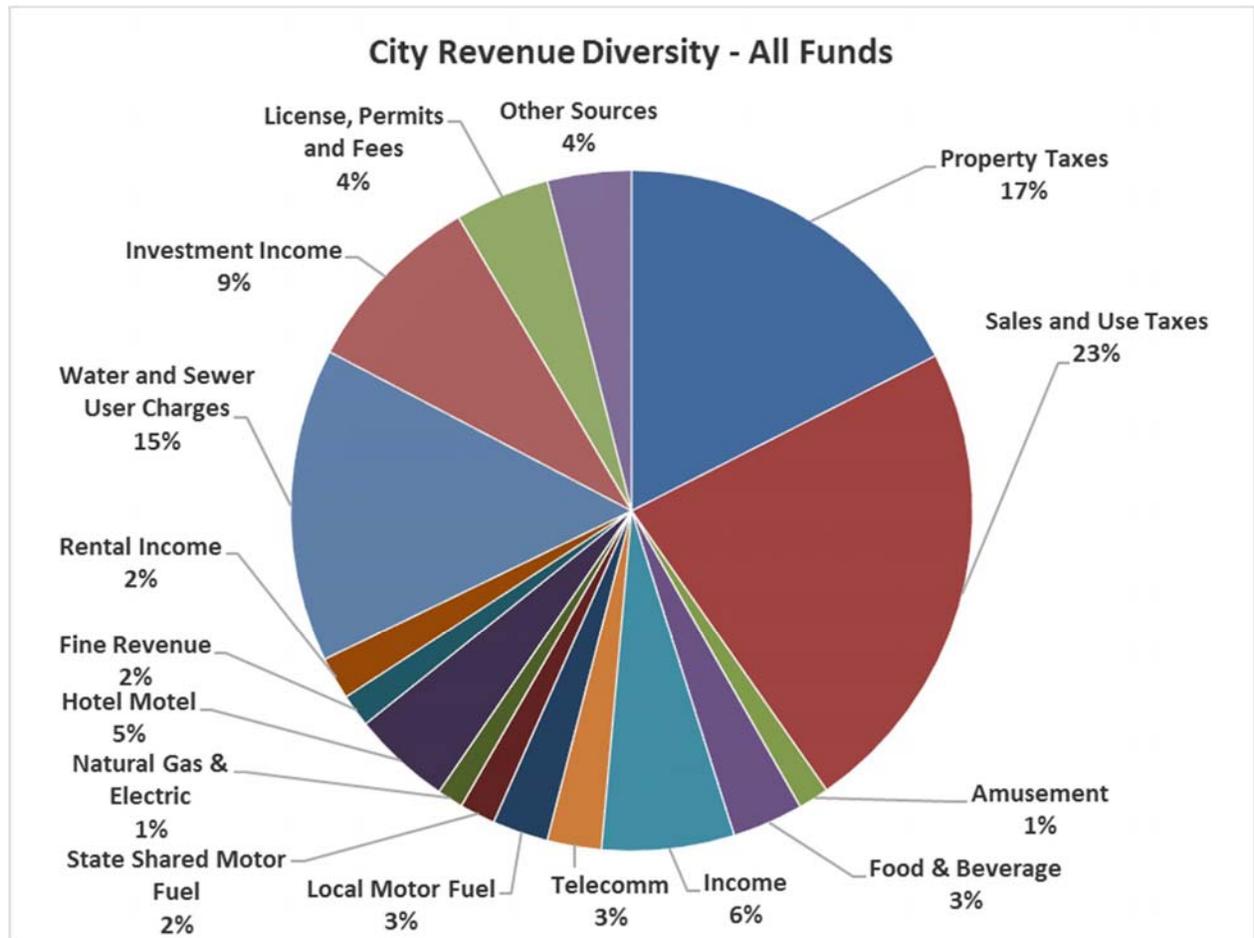
Revenues

The City continues to maintain its diversified revenue mix, which includes both stable (non-growth revenues) and others that tend to increase over time. This mix of revenues adds financial stability and provides a buffer against large fluctuations of any single source. The major City revenues, 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, fine revenue, rental income, water and sewer user charges, investment income, and license, permit and fee revenue.

The strong diverse mix of revenues is a result of many years of planning and quality development that greatly reduces the City's reliance on property tax revenue. City taxpayers will note the City portion of their property tax bill remains less than 10% of their overall tax bill.

➤ *Strategic Plan Goal #2: Fiscal Conservatism*

The graph below illustrates the diversity of major revenue sources across all funds.



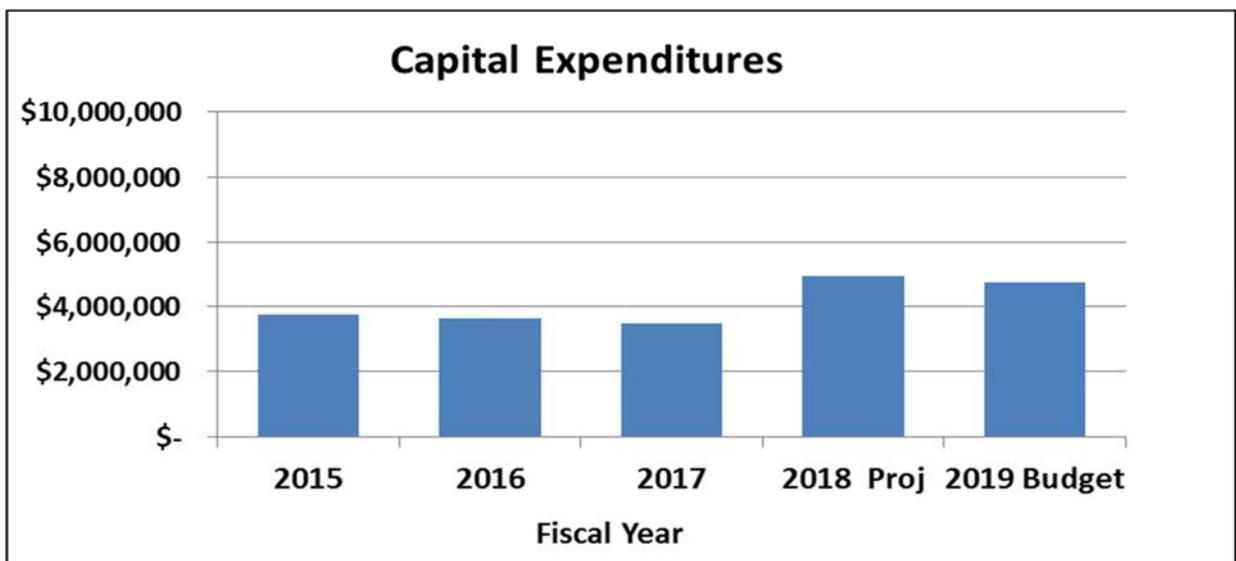
Expenses

The City's operational expenses are largely related to personnel costs, which is typical for public and private service-based organizations. City personnel-related costs make up 62% of the operating expenses in the General Fund, and 58% of the operating expenses in the Water and Sewer Enterprise Fund. Additionally, non-represented staff will receive a two-percent cost of living wage adjustment effective May 1, 2018.

The City will undertake a number of capital projects in FY 2019 (the 2018 construction season). Sufficient funding is available for all projects, through the Capital Maintenance and Replacement Fund, Water and Sewer Enterprise Fund, and Motor Fuel Tax Fund. The graph below illustrates the cost for capital projects relative to previous years.

Due to the City's fiscally conservative practices, and a pay-as-you-go method of paying for large projects, the General Fund also includes several large one-time expenditures, which will rely on the utilization of fund balance reserves. These projects are the primary reason for the deficit in the FY 2019 proposed budget. This deficit should not be of concern as there is sufficient fund balance reserves to cover the expenses and they are not ongoing expenses, which would create a more serious structural deficit.

➤ *Strategic Plan Goal #2: Fiscal Conservatism*



Water and Sewer Rates

Water operations and maintenance are primarily supported through the rates charged to water users. For FY 2019, staff is proposing a water rate increase of three percent (3%), from a current rate of \$1.50 to \$1.55 per 1,000 gallons of water used. Additionally, the bi-monthly base charge of \$9.75, would increase to \$10.04. Pending Council approval, this would be the first water rate increase since 2013.

For FY 2019, the water rate increase is due to several large maintenance expenditures. They include inspections for all elevated water storage tanks (water towers), repainting of the West Street water tower, removal of the Bower ground storage tank and the resulting system modifications.

Sewer Operations and Maintenance are primarily supported through the rates charged to sewer system user. The proposed FY 2019 Budget includes a five-percent (5%) rate increase from the current \$2.98 to \$3.13 per 1,000 gallons of water used. In addition the bi-monthly base charge of \$22.93 would increase to \$24.08. Pending Council approval, this would be the first sewer rate increase since 2014.

The proposed FY 2019 sewer rate increase is related to the following: will begin the process of funding an ongoing, storm water infiltration and inflow analysis and reduction program required by the City's intergovernmental agreement for waste water treatment. While this program could ultimately lead to operating cost reductions for waste water treatment, it will increase costs in the short-term.

Staff is reviewing both the water and sewer rate structures and will make a recommendation during FY 2019 about long-term water and sewer rates in light of projected revenues and planned expenditures

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 sales tax payer. Examples of the City's fiscally prudent actions follow:

- 1) Reserving additional General Fund balance reserves over and above the established level of 25% of annual expenditures. These additional reserves will provide ample time for City officials to make informed decisions to reduce expenditures and services, likely through attrition, without drastic cuts in services or excessive tax increases if a large revenue reduction occurs. This is important for the General Fund because it is the City's primary corporate operating fund and is the most susceptible to economic fluctuations and state actions that may reduce revenues.
 - *Strategic Plan Goal #2: Fiscal Conservatism*
- 2) Adopted the Capital Maintenance and Replacement Plan (CMRP) and established the Capital Maintenance and Replacement Fund to provide for the long-term maintenance and replacement funding 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.
 - *Strategic Plan Goals #2: Fiscal Conservatism; and #4 City Infrastructure*
- 3) Adoption of the 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. When compared to surrounding communities, the City's sewer rates are low and the water rates are the lowest in the area, saving money for residents and businesses alike.
 - *Strategic Plan Goals #2: Fiscal Conservatism and #4 City Infrastructure*



PROGRESS AND CHANGE THROUGH VISION AND PLANNING ...

The FY 2019 Budget is not only balanced, but it includes many exciting projects related to the private economic development and growth that has come to Warrenville. The progress being made on the City's strategic plan and the private investment in the community are the fruits of many years of planning and hard work by many within the City and the community.

BUDGET REVIEW AND ADOPTION

The proposed FY 2019 Budget revenues and expenses will be reviewed during a special City Council budget workshop meeting on Saturday, March 17, 2018. 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 2019 Budget and the related ordinance is scheduled for the City Council meeting on April 16, 2018.

BUDGET DESCRIPTION AND BUDGETING AUTHORITY

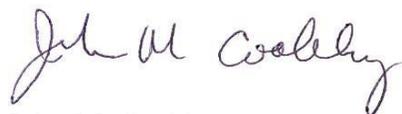
In its most basic form, a budget is an estimate of revenue and expenditures for a set period of time; the City's budget is for one fiscal year, from May 1 to April 30. Each fund includes its own description under that section of the budget. In professionally run and well-managed organizations, the budget document should be more than mere numbers. Instead, it should represent a snapshot of the plans and vision for the community for the next fiscal year.

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 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

This proposed FY 2019 Budget is the result of a great deal of planning and effort by senior staff and departmental staff, who spent significant time preparing financial projections, performing data analysis, assembling the materials, and composing narrative to aid in the users understanding of the data presented. Of specific note, the finance director and department staff put forth a large amount of time and energy in the preparation of this budget and to ensure the accuracy of the data included within it.

Respectfully submitted,

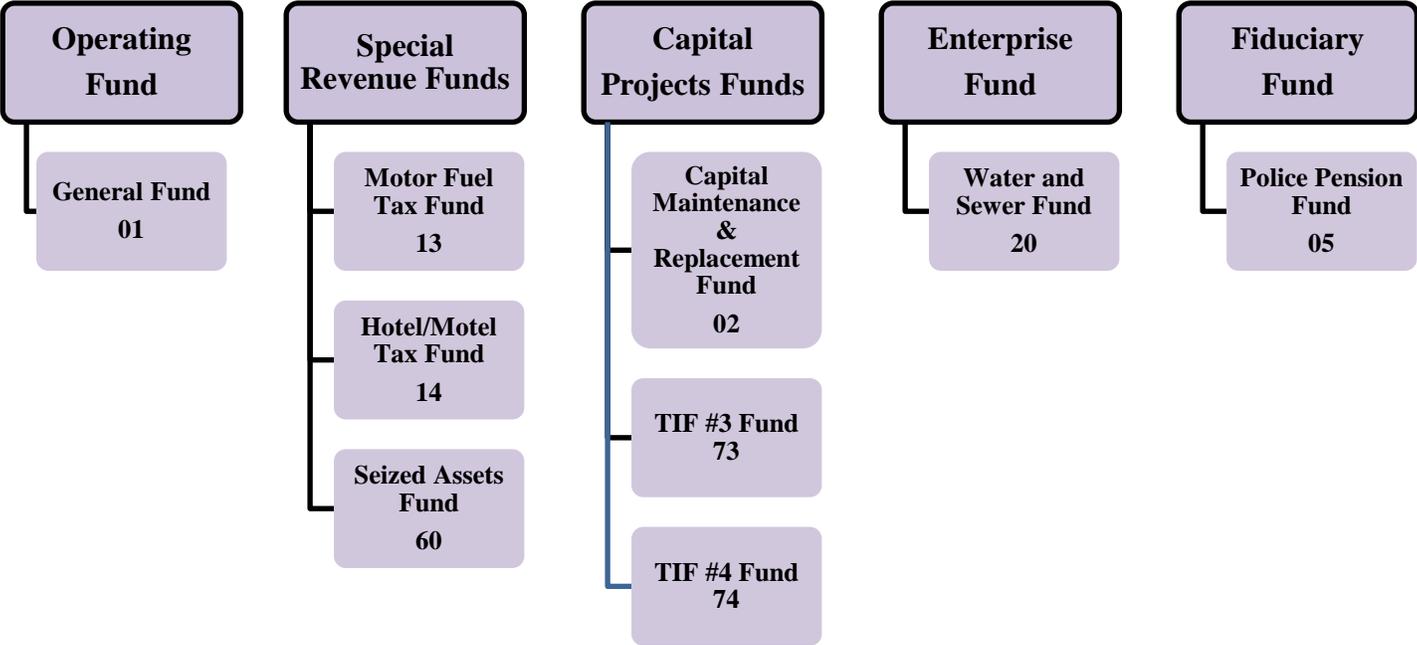


John M. Coakley
City Administrator/Budget Officer



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FUND STRUCTURE



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Fiscal Year 2019
Financial Activity Summary
All Funds

Revenue

	Actual 2015	Actual 2016	Actual 2017	Projected 2018	Budget 2019	Percent of Total
Tax Revenue	\$ 12,404,680	\$ 12,672,339	\$ 12,712,573	\$ 13,092,912	\$ 13,190,152	51.14%
License, Permit & Fee Revenue	3,461,555	3,566,008	3,438,906	3,509,226	3,881,896	15.05%
Administrative Charges & Reimbursements	40,917	-	1,460	163	1,279	0.00%
Penalties, Fines & Forfeiture Revenue	417,222	325,073	294,440	303,399	312,419	1.21%
Rental Revenue	331,846	382,837	396,576	392,761	406,200	1.57%
Transfers & Interfund Revenue	1,290,414	649,264	525,723	397,730	399,173	1.55%
Grant Revenue	197,978	365,041	48,717	25,128	20,765	0.08%
Miscellaneous Revenue	1,477,795	1,556,600	320,059	1,997,647	1,654,295	6.41%
Interest Revenue	1,282,403	(13,237)	15,863	1,890,577	1,767,002	6.85%
Totals	\$ 20,904,810	\$ 19,503,925	\$ 17,754,317	\$ 21,609,543	\$ 21,633,181	83.88%
Net (Use)/Add of Fund Bal./Retained Earnings	\$ 1,018,680	\$ 378,447	\$ (5,998,719)	\$ (218,717)	\$ (4,157,359)	16.12%
Total Resources	\$ 19,886,130	\$ 19,125,478	\$ 23,753,036	\$ 21,828,260	\$ 25,790,540	100.00%

Expenditure/Expense

	Actual 2015	Actual 2016	Actual 2017	Projected 2018	Budget 2019	Percent of Total
Capital	\$ 3,744,008	\$ 3,652,352	\$ 3,475,011	\$ 4,980,789	\$ 4,715,548	18.28%
Personnel	9,953,372	10,365,551	10,405,615	10,872,609	11,551,444	44.79%
Supplies and Services	5,153,040	4,311,080	8,655,658	4,920,233	7,381,217	28.62%
Maintenance	1,035,710	796,495	1,216,752	1,054,629	2,142,331	8.31%
Totals	\$ 19,886,130	\$ 19,125,478	\$ 23,753,036	\$ 21,828,260	\$ 25,790,540	100.00%

City of Warrenville
Fiscal Year 2019 Snapshot

General	Actual 2015	Actual 2016	Actual 2017	Projected 2018	Budget 2019	% Change '17 Actual to Projected '18	% Change Projected '18 to Budget '19
Beginning Balance	\$ 6,401,476	\$ 6,746,084	\$ 6,947,628	\$ 7,239,645	\$ 11,207,488	7.32%	54.81%
Revenues	11,066,315	11,180,783	10,968,569	11,288,128	11,635,600	0.96%	3.08%
Expenses	10,717,057	10,896,014	10,660,307	11,465,077	15,095,072	5.22%	31.66%
Add to/(Use of) Fund Balance	349,258	284,769	308,262	(176,949)	(3,459,472)		
Net Adj to Unspendable Balance	(4,650)	(83,225)	(16,245)				
Ending Unassigned Balance	\$ 6,746,084	\$ 6,947,628	\$ 7,239,645	\$ 11,207,488	\$ 7,748,016	61.31%	-30.87%
	(1)	(1)		(3)			
Capital Maintenance							
Beginning Balance	\$ 2,095,806	\$ 1,595,241	\$ 1,772,095	\$ 1,247,506	\$ 1,213,646	-21.80%	-2.71%
Revenue	1,911,657	1,840,996	1,867,285	1,942,760	1,936,400	5.53%	-0.33%
Expenses	2,412,222	1,664,142	2,391,874	1,976,620	1,247,835	18.78%	-36.87%
Add to/(Use of) Fund Balance	(500,565)	176,854	(524,589)	(33,860)	688,565		
Ending Assigned Balance	\$ 1,595,241	\$ 1,772,095	\$ 1,247,506	\$ 1,213,646	\$ 1,902,211	-31.51%	56.74%
Police Pension							
Beginning Balance	\$ 14,934,906	\$ 16,640,099	\$ 16,971,786	\$ 19,015,073	\$ 21,277,830	14.27%	11.90%
Additions	2,406,968	1,219,954	2,938,735	3,288,199	3,190,528	169.53%	-2.97%
Deductions	701,775	888,267	895,448	1,025,442	1,062,028	15.44%	3.57%
Add to/(Use of) Fund Balance	1,705,193	331,687	2,043,287	2,262,757	2,128,500		
Ending Net Position	\$ 16,640,099	\$ 16,971,786	\$ 19,015,073	\$ 21,277,830	\$ 23,406,330	25.37%	10.00%
Motor Fuel							
Beginning Balance	\$ 629,192	\$ 794,056	\$ 521,982	\$ 664,917	\$ 824,581	-16.26%	24.01%
Revenue	438,203	337,052	336,052	343,555	343,805	1.93%	0.07%
Expenses	273,339	609,126	193,117	183,891	290,025	-69.81%	57.72%
Add to/(Use of) Fund Balance	164,864	(272,074)	142,935	159,664	53,780		
Ending Restricted Fund Balance	\$ 794,056	\$ 521,982	\$ 664,917	\$ 824,581	\$ 878,361	57.97%	6.52%
Hotel Motel							
Beginning Balance	\$ 322,603	\$ 505,894	\$ 680,480	\$ 898,392	\$ 1,229,183	77.59%	36.82%
Revenue	900,843	927,844	923,303	933,232	937,898	0.58%	0.50%
Expenses	717,552	753,258	705,391	602,441	613,332	-20.02%	1.81%
Add to/(Use of) Fund Balance	183,291	174,586	217,912	330,791	324,566		
Ending Committed Fund Balance	\$ 505,894	\$ 680,480	\$ 898,392	\$ 1,229,183	\$ 1,553,749	80.63%	26.41%
Water/Sewer							
Beginning Balance	\$ 9,511,461	\$ 9,062,458	\$ 8,492,009	\$ 6,814,294	\$ 4,342,506	-24.81%	-36.27%
Revenue	3,384,382	3,561,271	3,437,592	3,401,439	3,502,334	-4.49%	2.97%
Expenses	3,265,302	3,388,429	4,547,179	5,873,227	5,335,928	73.33%	-9.15%
Add to/(Use) of Net Assets	119,080	172,842	(1,109,587)	(2,471,788)	(1,833,594)		
Net Adj for Net Capitalized Assets	(568,083)	(743,291)	(568,128)				
Ending Unrestricted Net Assets	\$ 9,062,458	\$ 8,492,009	\$ 6,814,294	\$ 4,342,506	\$ 2,508,912	-48.86%	-42.22%
	(2)	(2)	(2)				

- (1) Restated to Remove Unspendable Fund balances per GASB 54
- (2) Restated Per Audit Adjustment for Capitalized Assets
- (3) Includes net balance of Special Projects Fund (FD 49) closed into General Fund at end of FY 2017

City of Warrenville
Fiscal Year 2019 Snapshot

	Actual 2015	Actual 2016	Actual 2017	Projected 2018	Budget 2019	% Change '17 Actual to Projected '18	% Change Projected '18 to Budget '19
Special Projects Fund							
Beginning Balance	\$ 5,188,905	\$ 4,359,431	\$ 3,997,086	\$ -	\$ -	0.00%	0.00%
Revenue	98,817	403,654	159,507	-	-	0.00%	0.00%
Expenses	928,291	765,999	4,156,593	-	-	0.00%	0.00%
Add to/(Use of) Fund Balance	(829,474)	(362,345)	(3,997,086)	-	-		
Ending Assigned Fund Balance	\$ 4,359,431	\$ 3,997,086	\$ -	\$ -	\$ -	0.00%	0.00%
	(3)						
Seized Assets							
Beginning Balance	\$ 120,365	\$ 114,035	\$ 133,866	\$ 182,102	\$ 190,658	59.69%	4.70%
Revenue	50,215	28,392	57,520	17,087	21,850	-39.82%	27.87%
Expenses	56,545	8,561	9,284	8,531	11,660	-0.35%	36.68%
Add to/(Use of) Fund Balance	(6,330)	19,831	48,236	8,556	10,190		
Ending Restricted Fund Balance	\$ 114,035	\$ 133,866	\$ 182,102	\$ 190,658	\$ 200,848	42.42%	5.34%
TIF 1							
Beginning Balance	\$ (639,558)	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Revenue	639,558	-	-	-	-	0.00%	0.00%
Expenses	-	-	-	-	-	0.00%	0.00%
Add to/(Use of) Fund Balance	639,558	-	-	-	-		
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
TIF 2							
Beginning Balance	\$ (2,986)	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Revenue	2,986	-	-	-	-	0.00%	0.00%
Expenses	-	-	-	-	-	0.00%	0.00%
Add to/(Use of) Fund Balance	2,986	-	-	-	-		
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
TIF 3							
Beginning Balance	\$ (397,251)	\$ (1,206,432)	\$ (1,354,135)	\$ (1,449,920)	\$ (1,155,131)	20.18%	-20.33%
Revenue	4,866	3,979	4,737	347,431	16,052	8631.62%	-95.38%
Expenses	814,047	151,682	100,522	52,642	1,008,180	-65.29%	1815.16%
Add to/(Use of) Fund Balance	(809,181)	(147,703)	(95,785)	294,789	(992,128)		
Ending Unassigned Fund Balance	\$ (1,206,432)	\$ (1,354,135)	\$ (1,449,920)	\$ (1,155,131)	\$ (2,147,259)	-14.70%	85.89%
TIF 4							
Beginning Balance	\$ -	\$ -	\$ -	\$ (152,674)	\$ (745,351)	0.00%	0.00%
Revenue	-	-	-	47,712	48,714	0.00%	0.00%
Expenses	-	-	152,674	640,389	1,126,480	0.00%	75.91%
Add to/(Use of) Fund Balance	-	-	(152,674)	(592,677)	(1,077,766)		
Ending Spendable Fund Balances	\$ -	\$ -	\$ (152,674)	\$ (745,351)	\$ (1,823,117)	0.00%	144.60%
All Funds Beginning Balances							
Revenue	\$ 38,164,919	\$ 38,610,866	\$ 38,162,797	\$ 34,459,335	\$ 38,385,410	-10.75%	11.39%
Expenses	20,904,810	19,503,925	20,693,300	21,609,543	21,633,181	10.80%	0.11%
Add to/(Use of) Fund Balance	19,886,130	19,125,478	23,812,389	21,828,260	25,790,540	14.13%	18.15%
Total Net Fund Balance Adjustments	1,018,680	378,447	(3,119,089)	(218,717)	(4,157,359)		
Ending Fund Balances	(572,733)	(826,516)	(584,373)	-	-		
Ending Fund Balances	\$ 38,610,866	\$ 38,162,797	\$ 34,459,335	\$ 38,385,410	\$ 34,228,051	0.58%	-10.83%

CITY OF WARRENVILLE, ILLINOIS

***Transfer Matrix
FY 2019***

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

		TO						
FUND NAME	FUND #	01	02	05	14	20	60	Sub Totals
FROM	General	01		\$ 37,000				\$ 37,000
	CMRP	02						-
	Police Pension	05						-
	Hotel-Motel	14	13,033	300,000				313,033
	Water & Sewer	20	40,140					40,140
	Seized Assets	60	8,160					8,160
	SubTotals		61,333	337,000	-	-	-	-

EXPLANATION CHART

FUND NAME	FUND #	TO				
FROM	General	01	CMRP	02	\$ 37,000	To Capital Maintenance and Replacement as a capital subsidy
	Hotel-Motel	14	General	01	\$ 13,033	Staff time costs incurred during special events funded through Hotel Motel grants .
	Hotel-Motel	14	CMRP	02	\$ 300,000	To Fund the CMRP
	Water & Sewer	20	General	01	\$ 40,140	To General Fund for Administrative Charges.
	Seized Assets	60	General	01	\$ 8,160	To Cover Allowable Enforcement Activity expenditures



GENERAL

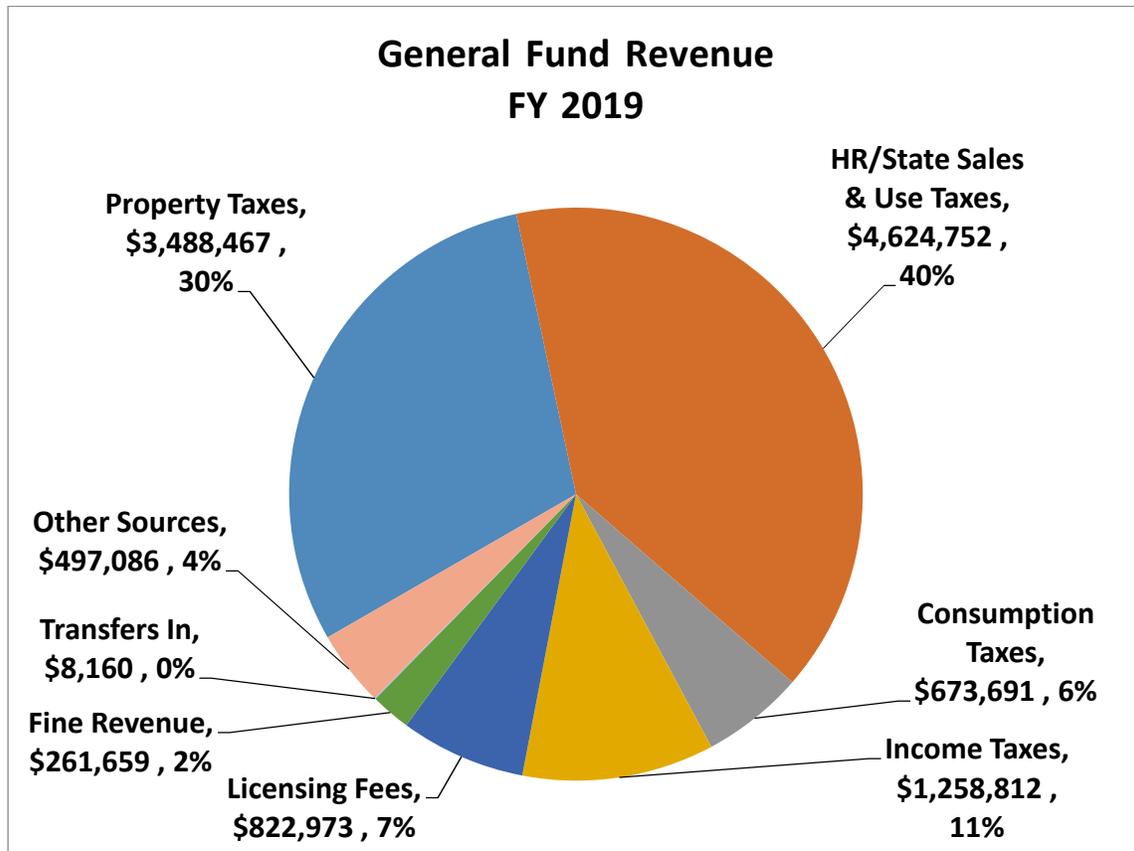
FUND 01

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

	2018 Budget	2018 Projected	2019 Budget
Revenue	\$11,229,627	\$11,288,128	\$11,635,600
Expenditures	\$13,430,049	\$11,465,077	\$15,095,072
Surplus/(Deficit)	(\$2,200,422)	(\$176,949)	(\$3,459,472)



Revenue Sources

Total General Fund revenue for FY 2019 is projected at \$11,635,600 and represents an increase of 3.08% over the FY 2018 projected total revenue of \$11,288,128.

Property Tax revenue for FY 2019 is projected at \$3,488,467, an increase of approximately 2.5% over the projected FY 2018 of \$3,404,163. Property Tax revenue represents approximately 30% of all budgeted General Fund revenue.

Despite being a home rule community since 2004, Warrenville has continued to self-impose the Property Tax Extension Limitation Law (PTELL) upon every annual property tax levy, up through and including the 2017 property tax levy, which will be collected during FY 2019.

State Shared Sales Tax revenue for FY 2018, is projected to total \$2,339,386. For FY 2019 this revenue source is projected to total \$2,386,174, which is approximately 20.5% of all General Fund revenue, and represents a budgeted increase of 2.00% over the projected FY 2018 total.

Home Rule Sales Tax revenue accounts for approximately 15.8% of all General Fund revenue for FY 2018, with projected revenue of \$1,802,937, representing a three percent increase over FY 2017. For FY 2019, it is projected that this revenue source will yield total revenue of \$1,838,995, representing a budgeted increase of 2.00% over the FY 2018 projected figure.

Use Tax revenue, which is distributed by the State on a per capita basis, is projected at \$332,442 for FY 2018. FY 2019 use tax revenue is projected to total \$345,582, representing an increase of 3.95% over the FY 2018 figure. The per capita figure for FY 2018 is projected at \$25.30 while for FY 2019 the figure is projected at \$26.30, based on Illinois Municipal League estimates.

Beginning with FY 2018, 100% of Amusement Tax revenue is directed to the Capital Maintenance and Replacement Fund, with no allocation going to the General Fund. Prior to FY 2018 this source had been split 40% to the General Fund and 60% to Capital Maintenance and Replacement Fund.

Food and Beverage Tax revenue for FY 2018 is projected to total \$663,735, an increase of approximately 4% over the FY 2017 total of \$636,359. For FY 2019 this source is projected to increase 1.5% to a budget projection of \$673,691.

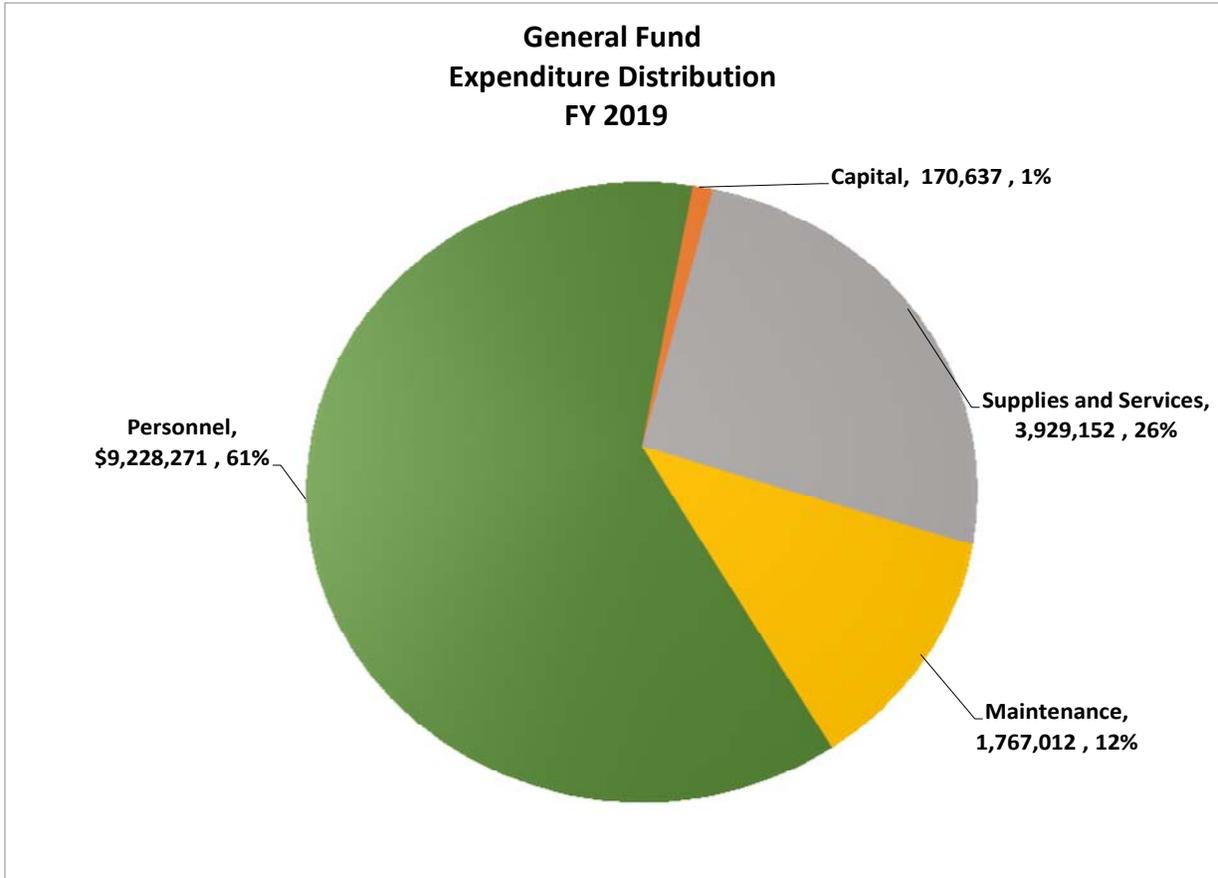
State-Shared Income Tax, also known as the Local Government Distributive Fund (LGDF), is distributed on a per capita basis and is projected to total \$104 per capita, or \$1,366,560 for FY 2018. This figure represents a slight budgetary increase over the original FY 2018 budgeted projection of \$101 per capita. This is the result of additional “catch-up” payments from the State, where the City normally realizes twelve payments from the State during the fiscal year, but for FY 2018, the City will actually receive fourteen payments. The Illinois Municipal League (IML) projects this revenue will see a per capita figure of \$95.8 for FY 2018, which would yield total revenue of \$1,258,812 if that projection holds true.

Major permit related revenue will also see an increase for FY 2019, of approximately 87% as building permit, electrical permit, and building plan revenue will expand due to new residential development projects occurring, including the 27 single family homes Stafford Place subdivision on Civic Center Redevelopment Site #1, and the 364-unit Riverview West high-end apartment complex in Cantera.

Expenditures

The 2019 Budget projects total General Fund expenditures of \$15,095,072, representing an increase of \$3,690,862 or approximately 31.7% over the projected FY 2018 year-end expenditures of \$11,465,077.

Beginning with FY 2019, expenditures for the Clerk’s Office which had been recorded in Department 41 (01-41), will be consolidated into Department 40 (01-40). The history for Department 41 before FY 2019 will be maintained with the 01-41 line items.



Personnel costs historically make up approximately 75% of the total General Fund total expenditures. However, for FY 2019, due to larger one-time costs in other categories, that percentage has fallen to just 62%, but that percentage is anticipated to return to a more typical 75% again in FY 2020, assuming no additional unplanned larger-than-normal, non-personnel expenditures. For FY 2019, three new staff positions have been proposed, a part-time Scanning Clerk and a new Civil Engineer both in Community Development and the re-establishment of the Administrative Services Coordinator position in Administration. The new Civil Engineer position would be partially funded by the General Fund, and partially funded by the Water and Sewer Fund. The proposed General Fund personnel expenditures total \$9,228,271, which also includes a \$250,000 transfer to the Police Pension Fund, over and above the actuarially determined pension levy contribution amount. Additionally, non-represented staff will receive a two-percent cost of living wage adjustment effective May 1, 2018.

Supplies and Services expenditures make up 26% of all proposed FY 2019 General Fund expenditures at a total of \$3,929,152. This category includes the cost of legal services, general liability insurance and workers compensation premiums, engineering services, and the use of professional consultant project management services and contractual temporary staffing during the implementation of a new enterprise resource planning (ERP) system.

Maintenance expenditures make up 12% of General Fund expenditures, and totals \$1,767,012. This category includes: building maintenance, equipment and vehicle maintenance, information technology (IT) systems, and computer maintenance. For FY 2019, this category also includes larger maintenance items such as: network equipment replacement, and telephone system replacement which has been re-budgeted from FY 2018.

Capital expenditures total \$170,437 and make up just 1% of budgeted expenditures for FY 2019. These expenditures include: replacement of playground equipment in Cerny Park, the purchase of speed carts, truck scales and traffic counters for the Police Department, a new pump for the Cerny Park lift station, a touch planning table and large format printer in Community Development.

Fund Balance

At the end of FY 2016, the General Fund had an unassigned fund balance totaling \$6,947,628, or 64%, of annual expenditures coverage and a total fund balance of \$9,266,951, including non-spendable balances. At the end of FY 2017, the unassigned balance was \$7,239,645 or 68% annual expenditure coverage. However, the total fund balance reached \$13,703,577, including non-spendable balances, and the addition of \$4,128,364 in “assigned” fund balance, as a result of the closure of the Special Projects Fund into the General Fund at the end of the fiscal year.

It is further projected that at the end of FY 2018, the total fund balance will be \$11,658,337, with an unassigned fund balance of \$11,539,197, or 101% expenditure coverage. The reduction in total fund balance from the end of FY 2017 to the end of FY 2018, is largely a result of the sale of Civic Center Redevelopment Site #1 (CCRS #1) during late FY 2018, and the resulting removal of the unspendable balance of \$2,200,000 in Land Held for Resale from the General Fund balance sheet.

Finally, by the end of FY 2019, the total fund balance is projected to drop back to a more normal level, currently projected at \$8,198,865, with an unassigned balance of \$8,079,725, and expenditure coverage of 54. This significant drop in fund balance is in large part, a result of planned large one-time expenditures which have been budgeted to occur during FY 2019, and which are projected to utilize approximately \$3.4 million in unassigned balance.

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*General Fund Activity**FY 2019*

Projected Beginning Fund Balance	\$ 11,539,197
Revenues	
Property Taxes	\$ 3,488,467
Sales and Use Taxes	4,624,752
Amusement Taxes	-
Consumption Taxes	673,691
Income Taxes	1,258,812
Hotel-Motel Taxes	-
Motor Fuel Taxes	-
Connection Fees	-
Administrative Charges	40,980
Consumption Fees	-
Franchise Fees	220,530
Licensing Fees	822,973
Interest Income	3,990
Financing Proceeds	-
Misc. Revenues	162,848
Grant Revenue	20,765
Rental Income	34,690
Reimbursement Revenues	13,283
Fine Revenue	261,659
Transfers In	8,160
Total FY 2019 Revenue	\$ 11,635,600
Expenses/Expenditures	
Personnel	\$ 9,228,271
Capital	170,637
Supplies and Services	3,929,152
Maintenance	1,767,012
Total FY 2019 Expenses/Expenditures	\$ 15,095,072
Variance - Add to/(Use of) Fund Balance	\$ (3,459,472)
Projected Ending Fund Balance	\$ 8,079,725
Percent Change	-29.98%

GENERAL FUND LINE ITEMS

Cost Center	Act #	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
Revenue	01-00-30100	PROPERTY TAX - GENERAL CORP	1,307,439	1,318,155	1,309,365	1,317,329	1,303,029	1,344,993	3.22%
Revenue	01-00-30102	PROPERTY TAX - POLICE PROTECTION	352,554	355,914	353,722	355,883	352,143	363,356	3.18%
Revenue	01-00-30103	PROPERTY TAXES - SOCIAL SECURITY	271,024	273,857	272,227	273,956	271,012	279,709	3.21%
Revenue	01-00-30105	PROPERTY TX - POLICE PENSION	799,173	738,249	823,895	916,365	882,324	887,304	0.56%
Revenue	01-00-30106	PROPERTY TAX - IMRF	179,612	181,573	180,329	181,192	179,277	184,997	3.19%
Revenue	01-00-30108	PROPERTY TAX - AUDIT	15,071	15,464	15,605	16,038	15,782	16,375	3.76%
Revenue	01-00-30110	PROP TAX - NON CURRENT	-	3,233	4	-	292	-	-100.00%
Revenue	01-00-30111	PROPERTY TAX - TORT & LIAB	93,388	94,279	93,880	94,497	93,461	96,482	3.23%
Revenue	01-00-30114	PROPERTY TAX - WORKERS COMP	59,541	60,608	60,192	60,686	59,924	61,961	3.40%
Revenue	01-00-30116	PROPERTY TAX - CROSSING GUARDS	37,306	37,911	36,413	36,845	36,497	37,619	3.07%
Revenue	01-00-30162	PROPERTY TAX - ROAD & BRIDGE	154,659	156,383	155,311	156,484	154,864	159,771	3.17%
Revenue	01-00-30163	PROP TX - TWNESH RD & BR	45,696	41,483	48,047	55,652	55,551	55,900	0.63%
Revenue	01-00-30164	PROP TX - NON CRNT / RD & BR	-	67	-	-	7	-	-100.00%
Revenue	01-00-30200	PERSONAL PROPERTY RPLCMNT TAX	36,750	37,232	39,110	32,618	33,438	37,384	11.80%
Revenue	01-00-30262	PPRT - TWNESH RD & BR	7,874	7,714	8,575	6,845	7,642	8,544	11.80%
Revenue	01-00-30700	SALES TAX	1,983,833	2,182,502	2,271,249	2,278,868	2,339,386	2,386,174	2.00%
Revenue	01-00-30701	HOME RULE SALES TAX	1,674,152	1,649,534	1,750,424	1,722,173	1,802,937	1,838,995	2.00%
Revenue	01-00-30702	SALES USE TAX	271,016	304,894	323,412	332,442	332,442	345,582	3.95%
Revenue	01-00-30704	AMUSEMENT TAX	102,258	115,925	107,432	-	-	-	-
Revenue	01-00-30706	SIMPLIFIED TELECOMM TAX	113,251	61,839	-	-	-	-	-
Revenue	01-00-30708	FOOD & BEVERAGE TAX	641,575	671,288	636,359	636,240	663,735	673,691	1.50%
Revenue	01-00-30709	AUTOMOBILE RENTAL TAX	7,349	6,743	8,373	7,689	8,033	8,073	0.50%
Revenue	01-00-30900	STATE INCOME TAX	1,286,861	1,400,362	1,242,056	1,327,140	1,366,560	1,258,812	-7.88%
Revenue	01-00-32000	ACORN VAN PASS	2,910	3,870	4,380	4,362	3,728	3,728	0.00%
Revenue	01-00-32100	LIQUOR LICENSE	59,750	51,800	48,110	53,510	61,800	48,600	-21.36%
Revenue	01-00-32200	BUSINESS LICENSES	5,330	3,282	4,590	3,980	4,688	4,688	0.00%
Revenue	01-00-32400	REFUSE COLLECTION LICENSES	4,500	4,500	5,250	4,500	4,500	4,500	0.00%
Revenue	01-00-32600	DOG LICENSES	1,176	1,126	1,027	868	1,148	1,148	0.00%
Revenue	01-00-32700	OTHER BUSINESS LICENSES	32,650	26,177	24,440	27,000	24,297	24,297	0.00%
Revenue	01-00-32900	BUILDING PERMIT FEES	123,425	145,467	170,945	228,172	155,289	228,142	46.91%
Revenue	01-00-32901	ELECTRIC PERMIT FEES	40,046	45,734	19,774	33,463	24,961	34,341	37.58%
Revenue	01-00-32902	PLUMBING PERMIT FEES	15,719	16,159	13,752	15,885	14,116	19,587	38.76%
Revenue	01-00-32903	BUILDING PLAN REVIEW FEES	52,500	60,323	28,523	145,349	32,102	143,066	345.66%
Revenue	01-00-32904	TRAFFIC IMPACT FEE CREDITS	-	-	-	17,376	15,000	6,000	-24.32%
Revenue	01-00-33100	OTHER PERMITS	8,085	9,295	16,751	7,860	15,340	11,610	-24.32%
Revenue	01-00-34200	OVERWEIGHT PERMIT FEE	-	6,290	-	-	7,221	6,756	1.00%
Revenue	01-00-34300	CIRCUIT CLERK FINES	234,910	188,991	167,190	175,000	178,091	179,872	1.00%
Revenue	01-00-34500	PARKING VIOLATIONS	21,831	17,622	27,304	18,967	17,944	20,137	12.22%
Revenue	01-00-34700	OTHER FINES	490	525	1,567	500	3,164	1,219	-61.47%
Revenue	01-00-34800	ADMINISTRATIVE TOWING FEES	79,515	51,000	40,660	50,000	50,880	48,217	-5.23%
Revenue	01-00-34850	BOOKING FEES	9,348	6,710	5,930	6,000	4,108	7,239	76.22%

GENERAL FUND LINE ITEMS

Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-00-35600	ADMINISTRATIVE CHARGES - WATER	40,140	40,140	40,140	40,140	40,140	40,140	0.00%
01-00-35601	ADMINISTRATIVE CHARGES - OTHER	-	1,486	200	100	847	840	-0.83%
01-00-35603	SALARY REIMB-HTL/MTL TAX GRANTS	14,552	12,478	11,682	13,396	11,583	13,033	12.52%
01-00-35605	SALARY REIMB - INTERGOVERNMENTAL	37,870	-	1,460	500	163	250	53.37%
01-00-36000	PRINTING CHARGES	2,212	2,199	1,797	1,500	2,076	2,000	-3.66%
01-00-36400	RE-INSPECTION FEES	-	-	280	300	300	300	0.00%
01-00-36500	ANNEXATION FEES	-	500	-	250	1,500	1,000	-33.33%
01-00-36600	SENIOR TAXI COUPONS	137	8	15	-	535	204	-61.87%
01-00-36602	SITE PLAN REVIEW FEES	12,000	6,600	10,800	27,580	67,119	28,880	-56.97%
01-00-36700	ENGR RVW & INSPCTN FEES	82,513	1,850	13,297	42,000	32,023	153,990	380.87%
01-00-36800	PUBLIC HEARING FEES	2,400	7,615	6,388	8,640	11,370	8,640	-24.01%
01-00-36850	RECORDING FEES	-	2,472	971	700	577	450	-22.01%
01-00-36900	STORMWATER MANAGEMENT FEES	16,350	36,544	25,700	36,000	62,747	69,850	11.32%
01-00-37000	PRELIMINARY CONSULTATIVE FEES	-	2,500	4,050	11,500	21,737	10,500	-51.70%
01-00-37000	NEW ELEVATOR REVIEW & INSPECT	13,477	20,258	14,457	16,400	14,631	15,150	3.55%
01-00-37440	VACANT BUILDING REGISTRATION	7,900	4,925	2,975	1,500	900	1,000	11.11%
01-00-37445	CODE ENFORCEMENT ADJUDICATION	16,182	9,081	345	750	3,200	750	-76.56%
01-00-37450	RENTAL REGIST& INSPECT FEE	-	-	-	-	-	-	-
01-00-37500	RENTAL INCOME-WATER FUND	11,004	11,004	11,004	11,004	11,004	11,004	0.00%
01-00-37503	RENTAL INCOME - CELL TOWERS	19,415	22,858	20,099	22,850	22,775	23,686	4.00%
01-00-37700	INTEREST INCOME	19,607	1,454	(571)	1,500	5,320	3,990	-25.00%
01-00-38000	CABLE FRANCHISE FEES	192,916	204,095	210,394	212,048	217,838	220,530	1.24%
01-00-38600	TRANSFERS IN	200,000	200,000	16,429	-	-	-	-
01-00-38660	TRANSFERS IN - Seized Assets Fund	56,178	8,160	8,160	8,160	8,160	8,160	0.00%
01-00-39309	GRANTS - (Charitable Games, Pull-tabs)	4,050	40,199	27,441	14,810	23,808	19,445	18.33%
01-00-39311	STATE GRANT-TOBACCO COMPLIANCE	-	-	2,640	1,320	1,320	1,320	0.00%
01-00-39600	PENALTY INCOME	25	1,050	345	100	53	325	513.21%
01-00-39900	MISCELLANEOUS INCOME	76,701	56,413	50,919	14,000	30,190	30,000	-0.63%
01-00-39920	SALE SURPLUS PROPERTY-M & MGR	618	-	729	700	11,520	6,117	-46.90%
01-00-39925	SALE OF LAND	-	-	-	-	331,709	-	-
01-00-39930	REIMBURSEMENT - INS/WC/LIAB	20,321	53,172	60,581	30,560	21,117	32,841	55.52%
01-00-39935	FALSE ALARM CALLS	4,200	4,100	8,800	5,500	4,050	4,650	14.81%
01-00-39940	FINGERPRINTING	5,335	5,860	3,720	4,920	2,336	4,474	91.52%
01-00-39951	SPECIAL POLICE DETAILS	3,047	-	-	-	-	-	-
01-00-39954	REFUSE STICKERS	74,598	75,972	90,859	99,166	80,476	83,212	3.40%
Totals		11,066,315	11,180,783	10,968,569	11,229,627	11,619,837	11,635,600	0.14%

GENERAL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-40-40000	Elected Officials	SALARIES-MAYOR & COUNCIL	64,800	65,200	64,800	65,000	65,000	74,800	15.08%
01-40-40100	Elected Officials	FICA EXPENSE	3,984	4,011	3,994	4,030	4,030	4,638	15.09%
01-40-40101	Elected Officials	MEDICARE EXPENSE	932	938	934	943	943	1,085	15.06%
01-40-43700	Elected Officials	NOTARY FEE						72	
01-40-44400	Elected Officials	TRAVEL & MEETINGS	2,075	3,312	2,598	4,000	3,000	7,760	158.67%
01-40-44601	Elected Officials	POSTAGE-NEWSLETTER						13,625	
01-40-44700	Elected Officials	PRINTING/PUBLISHING						1,085	
01-40-44701	Elected Officials	PRINTING NEWSLETTER						19,950	
01-40-45400	Elected Officials	OTHER PROFESSIONAL SERVICES	1,900	1,125	0	2,000	0	2,000	
01-40-46800	Elected Officials	CODIFICATION						3,000	
01-40-46900	Elected Officials	DUES, SUBSCRIPTIONS & BOOKS	3,021	3,363	3,352	3,726	3,000	4,206	40.20%
01-40-47200	Elected Officials	OTHER SUPPLIES	711	1,345	53	2,000		2,000	
01-40-48700	Elected Officials	MISCELLANEOUS EXPENSE	250,514	370	3,825	3,900		4,600	
01-40-48710	Elected Officials	EMPLOYEE & VOLUNTEER APPRECIATION	5,894	4,504	3,491	4,800	4,600	5,000	8.70%
01-40-48711	Elected Officials	COUNCIL SPONSORSHIPS	6,798	6,031	1,000	2,000	1,000	2,000	100.00%
Totals			340,629	90,199	84,047	92,399	81,573	145,821	78.76%

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-41-40000	Clerk	SALARIES-CITY CLERK	10,000	10,000	10,000	10,000	10,000	Consolidated into Elected Officials	
01-41-40100	Clerk	FICA EXPENSE	620	620	620	620	620		
01-41-40101	Clerk	MEDICARE EXPENSE	145	145	145	145	145		
01-41-41103	Clerk	MAINTENANCE - SOFTWARE	0	0	0	58			
01-41-43400	Clerk	TELEPHONE							
01-41-43700	Clerk	NOTARY FEE					72		
01-41-44400	Clerk	TRAVEL & MEETINGS	3,334	4,382	2,609	5,560	4,870		
01-41-45400	Clerk	OTHER PROFESSIONAL SERVICES	10	292	5,954	0	0		
01-41-44601	Clerk	POSTAGE - NEWSLETTER	6,777	11,390	13,620	14,328	13,425		
01-41-44700	Clerk	PRINTING/PUBLISHING	1,071	1,157	1,082	1,570	968		
01-41-44701	Clerk	PRINTING - NEWSLETTER	8,870	15,120	18,430	19,500	18,180		
01-41-45700	Clerk	TRAINING & SEMINARS							
01-41-46800	Clerk	CODIFICATION	2,670	1,660	1,869	3,000	3,300		
01-41-46900	Clerk	DUES, SUBSCRIPTIONS & BOOKS	487	450	480	505	480		
01-41-49500	Clerk	EQUIPMENT PURCHASE			22,452				
Totals			33,984	45,216	77,261	55,286	52,060	-	

GENERAL FUND LINE ITEMS

Budget 2019	18-19 Growth
222,000	30.59%
16,000	14.29%
10,000	
20,000	5.42%
268,000	32.04%

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018
01-43-45100	Legal	LEGAL - CORPORATE	121,777	128,335	132,548	150,000	170,000
01-43-45101	Legal	LEGAL - CITY PROSECUTOR	15,609	9,802	11,540	16,000	14,000
01-43-45102	Legal	LEGAL - LITIGATION	15,756	-	-	5,000	-
01-43-45103	Legal	LEGAL - LABOR RELATIONS	5,776	16,860	6,137	6,000	18,972
Totals			158,918	154,997	150,225	177,000	202,972

Budget 2019	18-19 Growth
245,963	3.04%
33,783	44351.32%
17,345	25.41%
4,056	25.38%
30,744	11.24%
1,000	1.83%
25,000	22.03%
-	-100.00%
5,225	233.65%
19,046	15.42%
273,970	457.13%
619	1.64%
-	-100.00%
250	-87.35%
435	0.00%
99,830	3.40%
757,266	60.47%

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018
01-45-40000	Finance	SALARIES - FINANCE DEPT	226,270	228,783	232,736	238,707	238,707
01-45-40001	Finance	OVERTIME - FINANCE DEPT	-	-	130	1,500	76
01-45-40100	Finance	FICA EXPENSE	12,885	13,064	13,476	14,893	13,831
01-45-40101	Finance	MEDICARE EXPENSE	3,014	3,074	3,152	3,483	3,235
01-45-40200	Finance	IMRF EXPENSE	26,682	25,842	26,743	27,864	27,637
01-45-40705	Finance	TELECOMMUNICATION TAX REBATES	1,301	1,422	917	1,595	982
01-45-42950	Finance	CREDIT CARD FEES	11,046	15,433	15,912	22,000	20,486
01-45-43700	Finance	NOTARY FEE	-	123	-	-	54
01-45-44400	Finance	TRAVEL & MEETINGS	2,057	1,132	4,912	5,625	1,566
01-45-45200	Finance	AUDIT EXPENSE	16,427	16,000	16,090	18,900	16,501
01-45-45400	Finance	OTHER PROFESSIONAL SERVICES	5,150	22,816	44,550	165,820	49,175
01-45-46900	Finance	DUES, SUBSCRIPTIONS & BOOKS	288	909	588	788	609
01-45-47200	Finance	OTHER SUPPLIES	108	150	90	270	89
01-45-48700	Finance	MISCELLANEOUS EXPENSE	37	247	14	200	1,977
01-45-48703	Finance	GFOA REVIEW FEE	435	435	435	435	435
01-45-49500	Finance	EQUIPMENT PURCHASE	-	14,745	847	-	-
01-45-49954	Finance	REFUSE STICKERS	77,040	66,800	109,421	113,040	96,548
Totals			382,740	410,975	470,013	615,120	471,908

GENERAL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-50-40000	Administration	SALARIES - ADMINISTRATION	317,712	340,461	309,210	333,816	299,788	333,891	11.38%
01-50-40001	Administration	OVERTIME - ADMINISTRATION	8,271	10,037	10,820	11,000	8,432	10,000	18.60%
01-50-40100	Administration	FICA EXPENSE	18,394	18,793	17,494	21,379	16,561	21,321	28.74%
01-50-40101	Administration	MEDICARE EXPENSE	4,623	4,950	4,531	5,000	4,451	4,987	12.04%
01-50-40200	Administration	IMRF EXPENSE	38,926	39,710	36,911	39,999	38,599	37,794	-2.09%
01-50-40500	Administration	COMMITTEES / COMMISSIONS	7,704	10,578	8,147	13,500	12,650	13,500	6.72%
01-50-44400	Administration	TRAVEL & MEETINGS	15,723	17,258	21,241	19,615	12,725	17,125	34.58%
01-50-45400	Administration	OTHER PROFESSIONAL SERVICES	45,163	18,457	39,229	55,440	11,800	17,740	50.34%
01-50-45490	Administration	EMPLOYEE ASSISTANCE PROGRAM	1,024	1,024	1,024	1,046	1,000	1,100	10.00%
01-50-45710	Administration	EDUCATION REIMBURSEMENT	-	-	-	2,500	2,500	2,500	0.00%
01-50-46600	Administration	SENIOR SERVICES	12,700	12,700	12,700	12,900	12,700	15,300	20.47%
01-50-46900	Administration	DUES, SUBSCRIPTIONS & BOOKS	15,387	9,505	15,407	16,513	15,747	16,437	4.38%
01-50-47200	Administration	OTHER SUPPLIES	319	220	106	1,000	150	1,000	566.67%
01-50-48700	Administration	MISCELLANEOUS EXPENSE	1,553	2,926	2,858	9,230	6,500	2,000	-69.23%
01-50-48706	Administration	FLEX SPENDING FEE	4,160	4,427	4,730	5,070	2,392	2,513	5.06%
01-50-49200	Administration	LAND PURCHASE - INTEREST EXPENSE	5,100	5,100	5,100	5,100	5,100	-	-100.00%
01-50-49500	Administration	EQUIPMENT PURCHASE	615	-	395	16,000	11,150	895	-91.97%
Totals			497,374	496,146	489,903	569,108	462,245	498,103	7.76%

GENERAL FUND LINE ITEMS

Cost Center	Acct #	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
Police	01-51-40000	SALARIES - POLICE SWORN	3,004,057	2,959,672	2,931,895	3,170,919	3,136,144	3,281,657	4.64%
Police	01-51-40001	OVERTIME - POLICE	198,465	247,275	278,065	250,000	265,692	250,000	-5.91%
Police	01-51-40004	SALARIES-CROSSING GUARDS	32,999	35,842	34,660	39,866	39,553	49,698	25.65%
Police	01-51-40005	POLICE-NON-SWORN	388,143	396,195	406,935	423,045	421,127	437,733	3.94%
Police	01-51-40006	UNEMPLOYMENT INSURANCE			4,335				
Police	01-51-40100	FICA EXPENSE	214,380	215,304	210,333	240,798	219,397	249,183	13.58%
Police	01-51-40101	MEDICARE EXPENSE	50,444	51,013	49,872	56,316	52,036	58,277	11.99%
Police	01-51-40200	IMRF EXPENSE	46,232	45,553	47,470	50,524	49,452	49,481	0.06%
Police	01-51-40401	CITY CONTR. TO POLICE PENSION	966,691	1,004,900	1,073,895	1,176,044	1,129,586	1,137,304	0.68%
Police	01-51-41100	MAINTENANCE - EQUIPMENT	25,803	28,167	27,211	36,703	34,043	34,043	0.00%
Police	01-51-41110	MAINTENANCE - AUTOS	74,559	26,413	53,695	73,909	57,735	56,900	-1.45%
Police	01-51-42700	MAINTENANCE - COMMUNICATIONS	4,934	-	-	12,675	12,675	-	-100.00%
Police	01-51-42800	COMMUNICATIONS SERVICES	334,065	339,671	322,624	344,795	344,795	381,106	10.53%
Police	01-51-42900	ANIMAL CONTROL	1,366	1,169	1,237	1,500	1,200	1,500	25.00%
Police	01-51-42901	CANINE UNIT	1,544	-	-	-	-	-	
Police	01-51-43400	TELEPHONE	20,915	23,675	25,743	24,306	28,714	29,296	2.03%
Police	01-51-43700	NOTARY FEE	167	108	360	300	300	180	-40.00%
Police	01-51-44300	RENT EXPENSE	1,795	1,745	1,727	5,132	5,180	5,235	1.06%
Police	01-51-44400	TRAVEL & MEETINGS	19,150	33,002	25,379	23,312	25,605	27,680	8.10%
Police	01-51-44700	PRINTING/PUBLISHING	3,936	2,288	1,850	6,249	6,249	6,500	4.02%
Police	01-51-44850	ADMINISTRATIVE TOWING EXPENSE	3,400	3,110	3,245	5,000	3,000	5,000	66.67%
Police	01-51-45400	OTHER PROFESSIONAL SERVICES	13,493	12,703	11,740	13,699	13,699	18,663	36.24%
Police	01-51-45402	PROFESSIONAL ADJUDICATION SVCS	3,196	3,183	2,620	2,500	3,186	3,200	0.44%
Police	01-51-45710	EDUCATION REIMBURSEMENT	-	-	-	18,580	12,000	11,800	-1.67%
Police	01-51-46900	DUES, SUBSCRIPTIONS & BOOKS	28,740	27,926	29,533	49,312	49,312	55,038	11.61%
Police	01-51-47200	OTHER SUPPLIES	7,760	6,814	8,590	14,500	14,500	16,500	13.79%
Police	01-51-47210	AMMUNITION & SUPPLIES	7,216	3,771	11,743	12,529	12,529	33,727	169.19%
Police	01-51-47300	UNIFORMS	35,286	47,539	41,857	45,545	45,545	44,755	-1.73%
Police	01-51-47304	UNIFORMS-CROSSING GUARDS	1,089	955	-	1,250	1,250	425	-66.00%
Police	01-51-47600	GAS/OIL EXPENSE	90,229	56,254	57,509	67,500	56,764	62,440	10.00%
Police	01-51-48401	COLLECTION AGENCY FEES	-	-	-	750	375	375	0.00%
Police	01-51-48700	MISCELLANEOUS EXPENSE	884	1,265	253	2,000	2,000	2,000	0.00%
Police	01-51-48701	INVESTIGATIONS	522	1,308	962	500	632	1,000	58.23%
Police	01-51-48702	PUBLIC RELATIONS	5,107	6,428	4,792	6,075	6,075	10,875	79.01%
Police	01-51-49500	EQUIPMENT PURCHASE	39,723	4,142	256	32,350	56,731	63,992	12.80%
Police	01-51-49503	EQUIPMENT-MAINTENANCE SUPRV	3,457	1,906	2,453	2,500	2,698	2,833	5.00%
Police	01-51-49990	BAD DEBT EXPENSE							
Totals			5,629,747	5,589,296	5,672,839	6,210,983	6,109,779	6,388,396	4.56%

GENERAL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-52-40000	Streets	SALARIES - STREETS	477,778	484,637	498,359	542,001	542,497	561,768	3.55%
01-52-40001	Streets	OVERTIME - STREETS	93,172	71,379	79,199	90,000	77,807	90,000	15.67%
01-52-40100	Streets	FICA EXPENSE	33,673	32,673	33,962	39,184	36,428	40,410	10.93%
01-52-40101	Streets	MEDICARE EXPENSE	7,875	7,684	7,943	9,164	8,520	9,451	10.93%
01-52-40200	Streets	IMRF EXPENSE	66,562	126,610	66,040	73,312	78,738	71,630	2.71%
01-52-41100	Streets	MAINTENANCE - EQUIPMENT	65,527	56,469	48,017	58,000	58,000	58,000	0.00%
01-52-41200	Streets	MAINTENANCE - STREETS	21,675	26,456	21,773	109,450	48,805	618,700	1167.70%
01-52-41300	Streets	MAINTENANCE - GROUNDS	13,729	14,558	18,621	27,000	26,000	27,000	3.85%
01-52-41315	Streets	MAINTENANCE-TREES	44,020	34,565	30,760	25,000	20,000	25,000	25.00%
01-52-41316	Streets	MAINTENANCE - STREAMS	-	-	-	4,000	4,000	4,000	0.00%
01-52-42600	Streets	GARBAGE REMOVAL	1,311	1,309	1,431	1,500	1,200	1,500	25.00%
01-52-43800	Streets	UTILITIES	11,799	14,089	23,216	34,500	19,790	21,769	10.00%
01-52-44000	Streets	MAINTENANCE - STREET LIGHTS	67,577	34,367	47,441	50,000	30,000	50,000	66.67%
01-52-44300	Streets	RENT EXPENSE	2,628	3,159	2,777	3,300	3,000	3,300	10.00%
01-52-44400	Streets	TRAVEL & MEETINGS	91	573	2,624	4,200	2,000	5,250	162.50%
01-52-45300	Streets	ENGINEERING	-	-	-	207,500	59,621	147,500	-
01-52-45400	Streets	OTHER PROFESSIONAL SERVICES	66,923	80,844	66,929	106,000	90,690	112,300	23.83%
01-52-45401	Streets	J.U.L.I.E.	1,657	1,687	1,849	6,200	6,200	16,200	161.29%
01-52-46900	Streets	DUES, SUBSCRIPTIONS & BOOKS	161	12	259	350	350	462	32.00%
01-52-47200	Streets	OTHER SUPPLIES	2,929	1,998	1,676	2,600	1,660	1,725	3.92%
01-52-47220	Streets	SMALL TOOLS	808	1,384	1,219	1,500	1,500	2,000	33.33%
01-52-47300	Streets	UNIFORMS	5,465	3,340	4,674	5,500	5,000	5,500	10.00%
01-52-47600	Streets	GAS/OIL EXPENSE	36,332	22,514	21,572	42,000	26,443	27,500	4.00%
01-52-48700	Streets	MISCELLANEOUS EXPENSE	2,157	7,754	5,749	24,500	24,500	96,500	293.88%
01-52-49500	Streets	EQUIPMENT PURCHASE	-	6,082	10,465	27,000	5,000	40,000	700.00%
01-52-49503	Streets	EQUIPMENT-MAINTENANCE.SUPRVR	1,054	1,637	1,714	1,500	2,300	1,500	-34.78%
Totals			1,024,903	1,035,780	998,269	1,495,261	1,171,049	2,038,965	74.11%

GENERAL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-53-40000	Community Dev	SALARIES - COMMUNITY DVLP MNT	568,439	558,496	625,460	619,832	618,430	749,376	21.17%
01-53-40001	Community Dev	OVERTIME - COMMUNITY DVLP MNT	99	1,952	2,099	1,000	1,383	6,303	355.75%
01-53-40003	Community Dev	SALARIES - PLAN COMMISSION	2,666	2,770	2,059	2,700	2,493	2,500	0.28%
01-53-40100	Community Dev	FICA EXPENSE	32,392	31,976	36,280	42,200	35,803	46,852	30.86%
01-53-40101	Community Dev	MEDICARE EXPENSE	7,781	7,784	8,843	9,870	8,688	10,957	26.12%
01-53-40200	Community Dev	IMRF EXPENSE	64,870	61,055	67,839	72,017	67,761	78,341	15.61%
01-53-41110	Community Dev	MAINTENANCE - AUTOS	1,879	2,214	200	2,500	750	1,000	33.33%
01-53-43700	Community Dev	NOTARY FEE	67	-	54	50	50	50	0.00%
01-53-44400	Community Dev	TRAVEL & MEETINGS	9,448	8,640	8,483	20,550	14,600	17,850	22.26%
01-53-44700	Community Dev	PRINTING / PUBLISHING	834	1,542	1,674	2,500	2,200	2,500	13.64%
01-53-45210	Community Dev	COMPUTER SOFTWARE	12,475	2,972	2,940	92,335	8,000	7,300	-8.75%
01-53-45300	Community Dev	ENGINEERING	44,843	5,378	14,548	40,000	59,000	80,000	35.59%
01-53-45400	Community Dev	OTHER PROFESSIONAL SERVICES	26,866	45,904	40,223	27,600	12,400	55,900	350.81%
01-53-45404	Community Dev	BLDG PERMIT REVIEW & INSPECT	11,625	44,150	12,510	5,000	15,500	6,500	-58.06%
01-53-45405	Community Dev	ELEVATOR INSPECTIONS	10,063	11,643	9,914	16,500	16,500	17,500	6.06%
01-53-45406	Community Dev	LANDSCAPE REVIEW & INSPECTIONS	-	3,335	399	7,500	3,500	4,500	28.57%
01-53-45701	Community Dev	TRAINING - PLAN COMMISSION	-	425	480	750	500	750	50.00%
01-53-45710	Community Dev	EDUCATION REIMBURSEMENT	-	-	-	4,000	2,000	2,000	0.00%
01-53-45900	Community Dev	STORMWATER MANAGEMENT	284	-	(1,500)	2,500	15,000	16,000	6.67%
01-53-46000	Community Dev	PRELIMINARY CONSULT	-	-	-	1,500	1,500	1,500	0.00%
01-53-46900	Community Dev	DUES, SUBSCRIPTIONS & BOOKS	2,708	5,151	4,552	6,050	6,170	6,715	8.83%
01-53-47200	Community Dev	OTHER SUPPLIES	1,510	629	205	1,100	1,000	600	-40.00%
01-53-47300	Community Dev	UNIFORMS	-	221	757	600	1,050	750	-28.57%
01-53-48700	Community Dev	MISCELLANEOUS EXPENSE	2,580	143	78	3,750	4,900	3,250	-33.67%
01-53-49200	Community Dev	LAND PURCHASE	-	458,100	5,907	-	1,400	-	-100.00%
01-53-49500	Community Dev	EQUIPMENT PURCHASE	263	15,041	2,870	1,000	500	25,600	5020.00%
Totals			801,408	1,269,805	846,874	983,404	901,078	1,144,594	27.02%

GENERAL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth	
01-54-40000	EMA	SALARIES - E.M.A.	6,000	5,800	6,000	6,000	6,000	6,000	0.00%	
01-54-40100	EMA	FICA EXPENSE	372	360	372	372	372	372	0.00%	
01-54-40101	EMA	MEDICARE EXPENSE	87	84	87	87	87	87	0.00%	
01-54-41100	EMA	MAINTENANCE - EQUIPMENT	4,044	540	1,613	3,000	790	1,401	77.34%	
01-54-41110	EMA	MAINTENANCE - AUTO	2,096	38	2,154	3,500	2,400	3,500	45.83%	
01-54-42700	EMA	MAINTENANCE - COMMUNICATIONS	-	2,827	-	1,750	410	1,750	326.83%	
01-54-43400	EMA	TELEPHONE	1,448	1,267	1,097	1,350	1,100	1,350	22.73%	
01-54-45700	EMA	TRAINING & SEMINARS	1,375	2,441	626	6,500	447	4,500	906.71%	
01-54-46900	EMA	DUES, SUBSCRIPTIONS & BOOKS	-	81	-	85	-	100	100	233.33%
01-54-47200	EMA	OTHER SUPPLIES	711	2,948	420	3,500	1,050	3,500	200	23.46%
01-54-47300	EMA	UNIFORMS	2,015	2,836	1,180	3,000	-	2,000	6,500	6400.00%
01-54-47600	EMA	GAS / OIL EXPENSE	607	791	444	1,200	972	1,200	500	138.64%
01-54-48700	EMA	MISCELLANEOUS EXPENSE	468	1,202	50	5,500	100	6,500	32,760	
01-54-49500	EMA	EQUIPMENT PURCHASE	9,595	11,026	802	31,000	-	500		
Totals			28,818	32,241	14,845	66,844	13,728	32,760	138.64%	

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-55-44400	Police Comm.	TRAVEL & MEETINGS	-	460	-	3,255	1,000	2,777	177.70%
01-55-44700	Police Comm.	PRINTING / PUBLISHING	602	3,348	348	-	348	-	-100.00%
01-55-45100	Police Comm.	LEGAL SERVICES	-	300	-	500	500	500	0.00%
01-55-45400	Police Comm.	OTHER PROFESSIONAL SERVICES	75	30	-	-	-	-	-
01-55-45800	Police Comm.	TESTING	20,502	17,147	9,315	21,750	15,250	8,750	-42.62%
01-55-46900	Police Comm.	DUES, SUBSCRIPTIONS & BOOKS	375	375	375	685	685	685	0.00%
Totals			21,554	21,660	10,038	26,190	17,783	12,712	-28.52%

GENERAL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-60-40000	Muni Van	SALARIES - MUNICIPAL VAN	26,776	28,986	28,874	30,098	29,766	30,701	3.14%
01-60-40100	Muni Van	FICA EXPENSE	1,660	1,797	1,790	1,866	1,974	1,904	-3.55%
01-60-40101	Muni Van	MEDICARE EXPENSE	388	420	419	437	462	446	-3.46%
01-60-41110	Muni Van	MAINTENANCE - AUTO	336	2,167	333	300	450	400	-11.11%
01-60-44300	Muni Van	RENT EXPENSE	7,292	7,613	8,376	8,376	8,221	6,738	-18.04%
01-60-44700	Muni Van	PRINTING/PUBLISHING	-	200	-	200	-	500	-
01-60-47200	Muni Van	OTHER SUPPLIES	-	100	-	100	100	100	0.00%
01-60-47600	Muni Van	GAS/OIL EXPENSE	2,481	2,270	2,261	3,300	2,689	3,300	22.72%
01-60-48700	Muni Van	MISCELLANEOUS EXPENSE	-	22	-	100	-	15,100	-
Totals			38,933	43,275	42,053	44,777	43,662	59,189	35.56%

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-62-40000	Streets R&B	SALARIES-ROAD & BRIDGE	61,178	63,012	64,555	66,491	66,490	68,486	3.00%
01-62-40001	Streets R&B	OVERTIME-ROAD & BRIDGE	560	148	1,040	1,800	1,186	1,800	51.77%
01-62-40100	Streets R&B	FICA EXPENSE	3,688	3,775	3,847	4,234	3,945	4,358	10.47%
01-62-40101	Streets R&B	MEDICARE EXPENSE	862	883	900	990	922	1,020	10.63%
01-62-40200	Streets R&B	IMRF EXPENSE	7,283	7,135	7,533	7,922	7,625	7,725	1.31%
01-62-44500	Streets R&B	CAPITAL FUND SUBSIDY	37,000	37,000	37,000	37,000	37,000	37,000	0.00%
Totals			110,571	111,953	114,875	118,437	117,168	120,389	2.75%

GENERAL FUND LINE ITEMS

Cost Center	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-63-41000	2,710	4,904	6,877	8,000	7,964	8,500	6.73%
01-63-41100	3,807	2,433	2,407	4,900	4,900	1,600	-67.35%
01-63-41300	11,604	13,556	22,127	20,000	17,500	29,000	65.71%
01-63-41315			-	500	500	1,000	100.00%
01-63-43800	3,723	2,792	2,334	4,378	2,686	2,767	3.02%
01-63-45400		-		3,200	4,500	4,500	0.00%
01-63-46700	3,483	3,852	1,073	5,000	5,000	5,000	0.00%
01-63-48700	294	625	688	750	750	750	0.00%
01-63-48800	18,448	9,679	9,468	6,336	5,300	10,010	88.87%
01-63-49500		23,704	1,070	-	1,036	20,000	1830.50%
Totals	44,069	61,545	46,044	53,064	50,136	83,127	65.80%

Cost Center	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-65-40000	80,275	78,706	71,580	84,374	79,431	87,360	9.98%
01-65-40001	1,426	1,661	1,618	1,750	2,379	2,700	13.49%
01-65-40100	5,060	4,862	4,415	5,340	5,271	5,584	5.94%
01-65-40101	1,160	1,137	1,032	1,249	1,233	1,306	5.92%
01-65-40200	7,538	7,500	7,821	8,146	7,901	8,048	1.86%
01-65-41000	119,310	98,054	97,581	232,125	140,575	307,625	118.83%
01-65-41110	99	20	189	150	150	150	0.00%
01-65-44400	23	-	-	1,000	1,000	1,000	0.00%
01-65-46900	181	407	34	300	300	300	0.00%
01-65-47200	3,559	3,716	3,483	8,500	6,000	4,000	-33.33%
01-65-47300	887	930	736	900	748	900	20.32%
01-65-47600	747	636	600	1,000	756	832	10.05%
01-65-49300							
01-65-49500				10,700	7,913	5,350	-32.39%
Totals	220,265	197,629	189,089	355,534	253,657	425,155	67.61%

GENERAL FUND LINE ITEMS

Acc#	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-70-40400	Central Svcs	EMPLOYEE INSURANCE	874,866	830,161	866,323	910,451	909,968	988,160	8.59%
01-70-40403	Central Svcs	INSURANCE OPT-OUT PAYMENTS	8,092	8,809	11,320	11,524	9,455	10,886	15.13%
01-70-41100	Central Svcs	MAINTENANCE - EQUIPMENT	83,274	84,495	179,443	255,210	167,720	316,320	88.60%
01-70-41103	Central Svcs	MAINTENANCE - SOFTWARE	64,126	60,108	60,542	131,811	69,037	140,042	102.85%
01-70-43301	Central Svcs	INSURANCE - LIABILITY	116,645	96,199	88,540	91,197	101,478	107,462	5.90%
01-70-43302	Central Svcs	INSURANCE - WORKERS COMP	133,573	154,899	146,691	151,475	153,544	167,010	8.77%
01-70-43303	Central Svcs	INSURANCE - EE LIFE	3,236	2,816	2,293	2,348	2,409	2,520	4.61%
01-70-43400	Central Svcs	TELEPHONE	64,255	64,948	73,564	84,901	72,204	76,205	5.54%
01-70-44300	Central Svcs	RENT EXPENSE	600	600	688	717	717	746	4.04%
01-70-44600	Central Svcs	POSTAGE	7,826	7,558	6,959	7,600	6,509	6,639	2.00%
01-70-44700	Central Svcs	PRINTING/PUBLISHING	5,178	8,536	2,726	7,000	7,000	10,000	42.86%
01-70-45210	Central Svcs	COMPUTER SOFTWARE	-	160	-	896,658	-	-	-
01-70-45400	Central Svcs	OTHER PROFESSIONAL SERVICES	-	-	-	-	-	1,279,105	-
01-70-47100	Central Svcs	OFFICE SUPPLIES	21,473	16,008	14,843	15,750	16,238	15,500	-4.54%
Totals			1,383,144	1,335,297	1,453,932	2,566,642	1,516,279	3,120,595	105.81%
Fund Total Rev			11,066,315	11,180,783	10,968,569	11,229,627	11,619,837	11,635,600	0.14%
Fund Total Exp			10,717,057	10,896,014	10,660,307	13,430,049	11,465,077	15,095,072	31.66%
Fiscal Year Variance			349,258	284,769	308,262	(2,200,422)	154,760	(3,459,472)	
Unassigned Fund Balance 4/30/15 (1)			6,746,084	6,947,628	7,239,645				
Unassigned Fund Balance 4/30/16 (1)									
Unassigned Fund Balance 4/30/17 (2)									
Projected Unassigned Fund Balance 4/30/18									
Projected Unassigned Fund Balance 4/30/19									
Note: (1)			<i>Unassigned Fund Balance adjusted to reflect implementation of GASB Statement 54 and changes in nonspendable balances</i>						
Note: (2)			<i>Unassigned Fund Balance adjusted to reflect closure of Special Projects Fund (FD 49) into the General at the end of FY 2017</i>						
Note: (3)			<i>"Assigned" Fund Balance (from closure of Special Projects Fund) redesignated as "Unassigned" at the end of FY 2018</i>						
							11,539,197	(3)	8,079,725

GENERAL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-40-40000	Elected Officials	SALARIES-MAYOR & COUNCIL	64,800	65,200	64,800	65,000	65,000	74,800	15.08%
01-40-40100	Elected Officials	FICA EXPENSE	3,984	4,011	3,994	4,030	4,030	4,638	15.09%
01-40-40101	Elected Officials	MEDICARE EXPENSE	932	938	934	943	943	1,085	15.06%
01-40-43700	Elected Officials	NOTARY FEE						72	
01-40-44400	Elected Officials	TRAVEL & MEETINGS	2,075	3,312	2,598	4,000	3,000	7,760	158.67%
01-40-44601	Elected Officials	POSTAGE-NEWSLETTER						13,625	
01-40-44700	Elected Officials	PRINTING/PUBLISHING						1,085	
01-40-44701	Elected Officials	PRINTING NEWSLETTER						19,950	
01-40-45400	Elected Officials	OTHER PROFESSIONAL SERVICES	1,900	1,125	0	2,000	0	2,000	
01-40-46800	Elected Officials	CODIFICATION						3,000	
01-40-46900	Elected Officials	DUES, SUBSCRIPTIONS & BOOKS	3,021	3,363	3,352	3,726	3,000	4,206	40.20%
01-40-47200	Elected Officials	OTHER SUPPLIES	711	1,345	53	2,000		2,000	
01-40-48700	Elected Officials	MISCELLANEOUS EXPENSE	250,514	370	3,825	3,900		4,600	
01-40-48710	Elected Officials	EMPLOYEE & VOLUNTEER APPRECIATION	5,894	4,504	3,491	4,800	4,600	5,000	8.70%
01-40-48711	Elected Officials	COUNCIL SPONSORSHIPS	6,798	6,031	1,000	2,000	1,000	2,000	100.00%
Totals			340,629	90,199	84,047	92,399	81,573	145,821	78.76%

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 NOTARY FEE - 01-40-43700

DEPARTMENT: ELECTED OFFICIALS			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -		Notary Renewal (Clerk Larson due for renewal in 11/2018 minimum \$5,000 bond, filing fee, and new self-inking stamp, and filing fee for County)	\$ 72
		Deputy Clerk Morgan (renewed in FY 2018 - Budget again in FY 2023)	
		<i>(Budgeted in 01-41-43700 prior to FY 2019)</i>	
		Total	\$ 72

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 TRAVEL & MEETINGS - 01-40-44400

DEPARTMENT: ELECTED OFFICIALS			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 2,598	\$ 3,000	Various Conferences, Training, Meetings, etc. (i.e. IML Conference, DMMC Meetings) Mayor and City Council	\$ 4,000
		<i>(The following expenditures were Budgeted in 01-41-43700 prior to FY 2019)</i>	
		Clerks Office Related Municipal Clerks of DuPage County (MCDC) Meetings (Bi-monthly - Clerk and Deputy Clerk)	300
		Municipal Clerks of IL (MCI) Quarterly District Mtgs (Overnight and mileage) (Clerk and Deputy Clerk)	750
		Northern Illinois Municipal Clerks (NIMCA) (Bi-monthly Meeting Attendance - Overnight & mileage) (Clerk Only)	600
		Municipal Clerks of Illinois (MCI) Annual Certification Seminar Springfield - October (Overnight and mileage) (Clerk and Deputy Clerk)	1,500
		Illinois Municipal League (IML) Annual Conference Chicago - September (Clerk and Deputy Clerk)	610
		Total	\$ 7,760

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 POSTAGE - NEWSLETTER - 01-40-44601

DEPARTMENT: ELECTED OFFICIALS			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
		Hometown Happenings 12 Monthly Mailings	\$ 13,400
		Annual Permit Renewal - Postmaster <i>(Budgeted in 01-41-44601 prior to FY 2019)</i>	225
\$ -	\$ -	Total	\$ 13,625

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 PRINTING/PUBLISHING - 01-40-44700

DEPARTMENT: ELECTED OFFICIALS			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
		Required Publication of Public Notices Including Bids	\$ 100
		Tax Levy Notification (Daily Herald)	260
		Treasurer's Report (Daily Herald)	725
		<i>(Budgeted in 01-41-44700 prior to FY 2019)</i>	
\$ -	\$ -	Total	\$ 1,085

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 PRINTING NEWSLETTER - 01-40-44701

DEPARTMENT: ELECTED OFFICIALS				
PROGRAM: On-Going				
2017	2018	Description of Cost	2019	
Actual	Estimated		Budget	
		Hometown Happenings 12 Monthly Printed Editions FY 18 pricing is \$1,515/mo FY 19 pricing is \$1,662.50	\$	19,950
		<i>(Budgeted in 01-41-44701 prior to FY 2019)</i>		
\$ -	\$ -	Total	\$	19,950

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OTHER PROFESSIONAL SERVICES - 01-40-45400

DEPARTMENT: ELECTED OFFICIALS				
PROGRAM: On-Going				
2017	2018	Description of Cost	2019	
Actual	Estimated		Budget	
\$ -	\$ -	Mayor's Fitness Challenge	\$	2,000
\$ -	\$ -	Total	\$	2,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 CODIFICATION - 01-40-46800

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 DUES, SUBSCRIPTIONS & BOOKS - 01-40-46900

DEPARTMENT: ELECTED OFFICIALS			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019 Budget
Actual	Estimated		
		Quarterly Code Revision/Supplements	\$ 2,500
		Sterling Codifiers annual hosting fee	500
		<i>(Budgeted in 01-41-43700 prior to FY 2019)</i>	
		Total	\$ 3,000

DEPARTMENT: ELECTED OFFICIALS			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019 Budget
Actual	Estimated		
\$ 3,352	\$ 3,000	Daily Herald	\$ 350
		Western DuPage Chamber	650
		Illinois Municipal League Membership	1,250
		Illinois Prairie Path Membership (TAC)	50
		Active Transportation Alliance (BPAC)	35
		Metropolitan Mayors Caucus	591
		Chicago Metropolitan Planning Council	500
		Arbor Day Foundation (EAC)	50
		The Conservation Foundation	250
		<i>(The following expenditures were Budgeted in 01-41-46900 prior to FY 2019)</i>	
		Municipal Clerks of DuPage County (Clerk and Deputy Clerk)	35
		NIMCA	55
		Northern Illinois Municipal Clerks (Clerk Only)	130
		Municipal Clerks of Illinois (Clerk and Deputy Clerk)	260
		IIMC	
		International Institute of Municipal Clerks (Clerk and Deputy Clerk)	
		Total	\$ 4,206

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OTHER SUPPLIES - 01-40-47200

DEPARTMENT: ELECTED OFFICIALS			
PROGRAM: On-Going			
	2017 Actual	2018 Estimated	2019 Budget
	Description of Cost		
\$ 53	\$ -		\$ 2,000
			As Needed
			Total
\$ 53	\$ -		\$ 2,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MISCELLANEOUS EXPENSE - 01-40-48700

DEPARTMENT: ELECTED OFFICIALS			
PROGRAM: On-Going			
	2017 Actual	2018 Estimated	2019 Budget
	Description of Cost		
\$ 3,825			\$ 100
			As Needed
			Community Calendars
			2017
			2018
			2019
			(Calendar Expenditure will only occur if a contributing sponsor which covers the cost cannot be located)
			For FY 2018 the cost was \$4,500 but was covered by Exelon
			4,500
			Total
\$ 3,825	\$ -		\$ 4,600

GENERAL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-41-40000	Clerk	SALARIES-CITY CLERK	10,000	10,000	10,000	10,000	10,000	Consolidated	
01-41-40100	Clerk	FICA EXPENSE	620	620	620	620	620	into	
01-41-40101	Clerk	MEDICARE EXPENSE	145	145	145	145	145	Elected	
01-41-41103	Clerk	MAINTENANCE - SOFTWARE	0	0	0	58	58	Officials	
01-41-43400	Clerk	TELEPHONE						Account	
01-41-43700	Clerk	NOTARY FEE					72	Group	
01-41-44400	Clerk	TRAVEL & MEETINGS	3,334	4,382	2,609	5,560	4,870	Above	
01-41-45400	Clerk	OTHER PROFESSIONAL SERVICES	10	292	5,954	0	0	(01-40-)	
01-41-44601	Clerk	POSTAGE - NEWSLETTER	6,777	11,390	13,620	14,328	13,425		
01-41-44700	Clerk	PRINTING/PUBLISHING	1,071	1,157	1,082	1,570	968		
01-41-44701	Clerk	PRINTING - NEWSLETTER	8,870	15,120	18,430	19,500	18,180		
01-41-45700	Clerk	TRAINING & SEMINARS							
01-41-46800	Clerk	CODIFICATION	2,670	1,660	1,869	3,000	3,300		
01-41-46900	Clerk	DUES, SUBSCRIPTIONS & BOOKS	487	450	480	505	480		
01-41-47200	Clerk	OTHER SUPPLIES							
01-41-49500	Clerk	EQUIPMENT PURCHASE			22,452				
Totals			33,984	45,216	77,261	55,286	52,060	-	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 NOTARY FEE - SOFTWARE - 01-41-43700

DEPARTMENT: Clerk			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	\$ 72	Notary Renewal (Clerk Larson due for renewal in 11/2018 minimum \$5,000 bond, filing fee, and new self-inking stamp, and filing fee for County)	Consolidated into Elected Officials Account group 01-40- beginning with FY 2019
\$ -	\$ 72	Total	\$ -

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 TRAVEL & MEETINGS - 01-41-44400

DEPARTMENT: Clerk			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 2,609	\$ 180	Municipal Clerks of DuPage County (MCDC) Meetings (Bi-monthly - Clerk and Deputy Clerk)	Consolidated into Elected Officials Account group 01-40- beginning with FY 2019
	750	Municipal Clerks of IL (MCI) Quarterly District Mtgs (Overnight and mileage) (Clerk and Deputy Clerk)	
	400	Northern Illinois Municipal Clerks (NIMCA) (Bi-monthly Meeting Attendance - Overnight & mileage) (Clerk Only)	
	1,784	Municipal Clerks of Illinois (MCI) Annual Certification Seminar Springfield - October (Overnight and mileage) (Clerk and Deputy Clerk)	
	1,756	International Institute of Municipal Clerks (IIMC) Annual Conference in Norfolk, VA - May 2018 (Overnight, airfare, and mileage) (Clerk Only)	
	-	Illinois Municipal League (IML) Annual Conference Chicago - September (Clerk and Deputy Clerk)	
\$ 2,609	\$ 4,870	Total	\$ -

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 POSTAGE - NEWSLETTER - 01-41-44601

DEPARTMENT: Clerk			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 13,620	\$ 13,200	Hometown Happenings 12 Monthly Mailings	Consolidated into Elected Officials Account group 01-40- beginning with FY 2019
	225	Annual Permit Renewal - Postmaster	
\$ 13,620	\$ 13,425	Total	\$ -

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 PRINTING/PUBLISHING - 01-41-44700

DEPARTMENT: Clerk			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 1,082	260	Required Publication of Public Notices Including Bids	Consolidated into Elected Officials Account group 01-40- beginning with FY 2019
	708	Tax Levy Notification (Daily Herald) Treasurer's Report (Daily Herald)	
\$ 1,082	\$ 968	Total	\$ -

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 PRINTING NEWSLETTER - 01-41-44701

DEPARTMENT: Clerk			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 18,430	\$ 18,180	Hometown Happenings 12 Monthly Printed Editions FY 18 pricing is \$1,515.00/mo	Consolidated into Elected Officials Account group 01-40- beginning with FY 2019
Total			\$ -
\$ 18,430	\$ 18,180		\$ -

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OTHER PROFESSIONAL SERVICES - 01-41-45400

DEPARTMENT: Clerk			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 5,954	\$ -		Consolidated into Elected Officials Account group 01-40- beginning with FY 2019
Total			\$ -
\$ 5,954	\$ -		\$ -

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 CODIFICATION - 01-41-46800

DEPARTMENT: Clerk			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 1,869	\$ 2,800	Quarterly Code Revision/Supplements	Consolidated into Elected Officials Account group 01-40- beginning with FY 2019
	\$ 500	Sterling Codifiers annual hosting fee	
		Total	\$ -
\$ 1,869	\$ 3,300		\$ -

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 DUES, SUBSCRIPTIONS & BOOKS - 01-41-46900

DEPARTMENT: Clerk			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 480	\$ 35	Municipal Clerks of DuPage County (Clerk and Deputy Clerk)	Consolidated into Elected Officials Account group 01-40- beginning with FY 2019
	\$ 55	NIMCA Northern Illinois Municipal Clerks (Clerk Only)	
	\$ 130	Municipal Clerks of Illinois (Clerk and Deputy Clerk)	
	\$ 260	IIMC International Institute of Municipal Clerks (Clerk and Deputy Clerk)	
		Total	\$ -
\$ 480	\$ 480		\$ -

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EQUIPMENT PURCHASE - 01-41-49500

DEPARTMENT: Clerk			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 22,452	\$ -		Consolidated into Elected Officials Account group 01-40- beginning with FY 2019
\$ 22,452	\$ -	Total	\$ -

GENERAL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-43-45100	Legal	LEGAL - CORPORATE	121,777	128,335	132,548	150,000	170,000	222,000	30.59%
01-43-45101	Legal	LEGAL - CITY PROSECUTOR	15,609	9,802	11,540	16,000	14,000	16,000	14.29%
01-43-45102	Legal	LEGAL - LITIGATION	15,756	-	-	5,000	-	10,000	
01-43-45103	Legal	LEGAL - LABOR RELATIONS	5,776	16,860	6,137	6,000	18,972	20,000	5.42%
Totals			158,918	154,997	150,225	177,000	202,972	268,000	32.04%

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 LEGAL - CORPORATE - 01-43-45100

DEPARTMENT: Legal			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 132,548	\$ 140,000	Monthly Legal Services (City Attorney on \$13,500/mo. Retainer)	\$ 162,000
	30,000	Administrative Legal Expenses	60,000
\$ 132,548	\$ 170,000	Total	\$ 222,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 LEGAL - CITY PROSECUTOR - 01-43-45101

DEPARTMENT: Legal			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 11,540	\$ 14,000	Fees for City Prosecutor	\$ 16,000
\$ 11,540	\$ 14,000	Total	\$ 16,000

City of Warrenville Department Overview

Finance Department

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

The Finance Department is charged with performing the following functions:

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

Services Provided

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

GENERAL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-45-40000	Finance	SALARIES - FINANCE DEPT	226,270	228,783	232,736	238,707	238,707	245,963	3.04%
01-45-40001	Finance	OVERTIME - FINANCE DEPT	-	-	130	1,500	76	33,783	44351.32%
01-45-40100	Finance	FICA EXPENSE	12,885	13,064	13,476	14,893	13,831	17,345	25.41%
01-45-40101	Finance	MEDICARE EXPENSE	3,014	3,074	3,152	3,483	3,235	4,056	25.38%
01-45-40200	Finance	IMRF EXPENSE	26,682	25,842	26,743	27,864	27,637	30,744	11.24%
01-45-40705	Finance	TELECOMMUNICATION TAX REBATES	1,301	1,422	917	1,595	982	1,000	1.83%
01-45-42950	Finance	CREDIT CARD FEES	11,046	15,433	15,912	22,000	20,486	25,000	22.03%
01-45-43700	Finance	NOTARY FEE	-	123	-	-	54	-	-100.00%
01-45-44400	Finance	TRAVEL & MEETINGS	2,057	1,132	4,912	5,625	1,566	5,225	233.65%
01-45-45200	Finance	AUDIT EXPENSE	16,427	16,000	16,090	18,900	16,501	19,046	15.42%
01-45-45400	Finance	OTHER PROFESSIONAL SERVICES	5,150	22,816	44,550	165,820	49,175	273,970	457.13%
01-45-46900	Finance	DUES, SUBSCRIPTIONS & BOOKS	288	909	588	788	609	619	1.64%
01-45-47200	Finance	OTHER SUPPLIES	108	150	90	270	89	-	-100.00%
01-45-48700	Finance	MISCELLANEOUS EXPENSE	37	247	14	200	1,977	250	-87.35%
01-45-48703	Finance	GFOA REVIEW FEE	435	435	435	435	435	435	0.00%
01-45-49500	Finance	EQUIPMENT PURCHASE	-	14,745	847	-	-	-	-
01-45-49954	Finance	REFUSE STICKERS	77,040	66,800	109,421	113,040	96,548	99,830	3.40%
Totals			382,740	410,975	470,013	615,120	471,908	757,266	60.47%

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 TELECOMMUNICATIONS TAX REBATE - 01-45-40705

DEPARTMENT: Finance				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ 519	\$ 482	Senior Citizens Telecommunication Tax Rebate Payouts	\$ 500	
398	500	Local Government Rebates	500	
\$ 917	\$ 982	Total	\$ 1,000	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 CREDIT CARD FEES - 01-45-42950

DEPARTMENT: Finance				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ 15,912	\$ 20,486	Credit Card Processing Fees	\$ 25,000	
\$ 15,912	\$ 20,486	Total	\$ 25,000	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 NOTARY FEE - 01-45-43700

DEPARTMENT: Finance			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	54	Unbudgeted for FY 2019 (See notes below for expiration dates) Accounting Clerk I Herrera (Expires 06/26/2019) (Budget Again in FY 2020) UB Clerk-Gasparas (Expires 12/09/2021) (Budget Again in FY 2022) Accounting Clerk II Weiersheuser (Expires 04/30/2020) (Budget Again in FY 2020)	\$ -
\$ -	\$ 54	Total	\$ -

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 TRAVEL & MEETINGS - 01-45-44400

DEPARTMENT: Finance			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 4,912	225	Director Conferences & Training (including State and National Conference Expenses)	\$ 2,000
	307	Daily Bank Deposit Mileage Reimbursement	425
		Senior Accountant (including State and National Conference Expenses)	1,600
	200	Technical Training Topical Training Seminars & IGFOA Luncheons (Formerly in 01-45-45700)	1,200
	834	Customer Services Skills Workshop	
\$ 4,912	\$ 1,566	Total	\$ 5,225

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 AUDIT EXPENSE - 01-45-45200

DEPARTMENT: Finance			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 16,090		<p>Annual Audit Fees CAFR Single Audit - (only if required) Cost also allocated to 20-00-45200 \$2,142 20-04-45200 \$2,142 73-00-45200 \$325 74-00-45200 \$325</p> <p>Lauterbach & Amen (beginning with FY 2015 Audit conducted summer of 2015) FY 2015 - \$22,300 FY 2016 - \$22,860 FY 2017 - \$23,420 FY 2018 - \$23,980 FY 2019 - \$24,540</p> <p>Cost also allocated to: 20-00-45200 20-04-45200 73-00-45200 74-00-45200</p> <p>Previous Auditor - Sikich, LLP <u>Contract 5-Yr Extension</u> Audit Year FY 2010 - 21,948 FY 2011 - 21,948 FY 2012 - 22,607 FY 2013 - 23,399 FY 2014 - 24,345</p> <p><u>Original 5-Yr Contract</u> FY 2005 - 19,500 FY 2006 - 20,085 FY 2007 - 20,688 FY 2008 - 21,309 FY 2009 - 21,948</p>	\$ 16,896 2,150
\$	16,501		
\$ 16,090	\$ 16,501	Total	\$ 19,046

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OTHER PROFESSIONAL SERVICES - 01-45-45400

DEPARTMENT: Finance			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 44,550	\$ -	<p>OPEB Calculation Services (Triennial - last valuation April 30, 2015)</p> <p><u>Enterprise Resource Planning (ERP) Software Evaluation</u></p> <p>Phase II Consultation Services ERP Advisory Services - System Selection (FY 17 Decision Package)</p> <p>Part-time Administrative Staffing (FY 2019 Decision Package - FIN 19.03) (for ERP Implementation backfilling)</p> <p>Contractual Project Management Services for ERP implementation (FY 2019 Decision Package - FIN 19.02)</p> <p>Open Gov (On-line financial graphical presentation)</p>	\$ 2,365
	44,275		86,000
	-		180,705
	4,900		4,900
\$ 44,550	\$ 49,175	Total	\$ 273,970

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 DUES, SUBSCRIPTIONS & BOOKS 01-45-46900

DEPARTMENT: Finance			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 588	\$ 190	GFOA Membership (200 Director) - Expires 09/30	\$ 200
	200	IGFOA Membership (Director - 200)	200
	100	(Senior Accountant - 100)	100
	119	Books and Publications: Crain's	119
\$ 588	\$ 609	Total	\$ 619

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OTHER SUPPLIES - 01-45-47200

DEPARTMENT: Finance			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 90	89	Handicapped Placards (Budget again in FY 2020)	\$ -
		Dog Tags (Budget again in FY 2020)	-
\$ 90	\$ 89	Total	\$ -

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MISCELLANEOUS EXPENSE - 01-45-48700

DEPARTMENT: Finance			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 14	\$ 1,977	Miscellaneous Expenses	\$ 250
Total			\$ 250

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 GFOA REVIEW FEE - 01-45-48703

DEPARTMENT: Finance			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 435	\$ 435	GFOA: Certificate of Achievement for Excellence in Financial Reporting Award Review Fee	\$ 435
Total			\$ 435

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.

GENERAL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-50-40000	Administration	SALARIES - ADMINISTRATION	317,712	340,461	309,210	333,816	299,788	333,891	11.38%
01-50-40001	Administration	OVERTIME - ADMINISTRATION	8,271	10,037	10,820	11,000	8,432	10,000	18.60%
01-50-40100	Administration	FICA EXPENSE	18,394	18,793	17,494	21,379	16,561	21,321	28.74%
01-50-40101	Administration	MEDICARE EXPENSE	4,623	4,950	4,531	5,000	4,451	4,987	12.04%
01-50-40200	Administration	IMRF EXPENSE	38,926	39,710	36,911	39,999	38,599	37,794	-2.09%
01-50-40500	Administration	COMMITTEES / COMMISSIONS	7,704	10,578	8,147	13,500	12,650	13,500	6.72%
01-50-44400	Administration	TRAVEL & MEETINGS	15,723	17,258	21,241	19,615	12,725	17,125	34.58%
01-50-45400	Administration	OTHER PROFESSIONAL SERVICES	45,163	18,457	39,229	55,440	11,800	17,740	50.34%
01-50-45490	Administration	EMPLOYEE ASSISTANCE PROGRAM	1,024	1,024	1,024	1,046	1,000	1,100	10.00%
01-50-45710	Administration	EDUCATION REIMBURSEMENT	-	-	-	2,500	2,500	2,500	0.00%
01-50-46600	Administration	SENIOR SERVICES	12,700	12,700	12,700	12,900	12,700	15,300	20.47%
01-50-46900	Administration	DUES, SUBSCRIPTIONS & BOOKS	15,387	9,505	15,407	16,513	15,747	16,437	4.38%
01-50-47200	Administration	OTHER SUPPLIES	319	220	106	1,000	150	1,000	566.67%
01-50-48700	Administration	MISCELLANEOUS EXPENSE	1,553	2,926	2,858	9,230	6,500	2,000	-69.23%
01-50-48706	Administration	FLEX SPENDING FEE	4,160	4,427	4,730	5,070	2,392	2,513	5.06%
01-50-49200	Administration	LAND PURCHASE - INTEREST EXPENSE	5,100	5,100	5,100	5,100	5,100	-	-100.00%
01-50-49500	Administration	EQUIPMENT PURCHASE	615	-	395	16,000	11,150	895	-91.97%
Totals			497,374	496,146	489,903	569,108	462,245	498,103	7.76%

CITY OF WARRENVILLE
FISCAL YEAR 2019
COMMITTEES AND COMMISSIONS - 01-50-40500

DEPARTMENT: Administration			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 8,147	\$ 3,000	Safety Committee Annual Safety Awards (75 employees @\$50)	\$ 3,750
	2,300	Warrenville Environmental Advisory Commission: Boxes for Battery Recycling	2,300
	1,300	Resource Newsletter	1,300
	-	Tree City USA Conference	100
	2,500	Arbor Day	2,500
	1,800	Warrenville Bicyclists and Pedestrian Advisory Commission: Bike Rodeo Supplies	1,800
	750	Printing	750
	1,000	Community Initiatives	1,000
\$ 8,147	\$ 12,650	Total	\$ 13,500

CITY OF WARRENVILLE
FISCAL YEAR 2019
TRAVEL/TRAINING - 01-50-44400

DEPARTMENT: Administration			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 21,241	\$ 3,300	City Administrator Auto Allowance Personal Auto to conduct City business	\$ 3,300
	2,200	International City/County Management Assoc Annual ICMA Conference	2,700
	400	Illinois City/County Management Assoc Summer ILCMA Conference	1,000
	400	Winter ILCMA Conference	1,000
	300	Illinois Public Labor Relations Association Employment Law Seminar	300
	50	Illinois Association of Municipal Management Assistants IAMMA Luncheons	100
	50	Metro Manager Luncheons	200
	350	DuPage Mayors and Managers Conference Meetings	350
	450	Legislative Drive Down	450
	350	Illinois Tax Increment Association Conference	350
	75	Legacy Project Conference	75
	300	Chamber Meetings and Events	300
	500	Other Professional Training	1,000
	4,000	Staff Professional Development Leadership Training/Coaching	6,000
\$ 21,241	\$ 12,725	Total	\$ 17,125

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OTHER PROFESSIONAL SERVICES - 01-50-45400

DEPARTMENT: Administration			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 39,229	\$ 3,500	Achiever Exam (Pre-employment Test)	\$ 2,500
	6,500	CDBH DOT/Non-DOT Program & Post Offer Physicals	7,000
	1,500	Flu Shots	1,500
	-	Background Checks for New Employees	1,500
	300	Language Testing Service (Per MAP 213 CBA)	240
	-	Pension Coalition for Illinois - Contribution	5,000
		Total	\$ 17,740

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EMPLOYEE ASSISTANCE PROGRAM - 01-50-45490

DEPARTMENT: Administration			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 1,024	\$ 1,000	Annual EAP Contract Est @ \$14.33 per Employee x 74 EE's	\$ 1,100
		Total	\$ 1,100

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 DUES, SUBSCRIPTIONS, & BOOKS - 01-50-46900

DEPARTMENT: Administration			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 15,407			
\$	265	<u>Illinois City/County Management Assoc</u> Legacy Project	\$ 240
	375	Metro Managers	380
	2,000	International City/County Management Assoc	2,500
	225	National Public Labor Relations Association/ Illinois Public Labor Relations Association	225
	11,668	DuPage Mayors and Managers Conference	11,668
	200	Government Management Information Science (GMIS) (not budgeted for FY 2019)	-
	199	Society for Human Resource Management (SHRM)	199
	390	Public Salary (CityTech)	390
	250	<u>Conservation Foundation</u> Membership	250
	85	<u>Chicago Wilderness</u> Membership	85
	90	Miscellaneous Books & Dues	500
\$ 15,407	\$ 15,747	Total	\$ 16,437

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OTHER SUPPLIES - 01-50-47200

DEPARTMENT: Administration			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 106	\$ 150	Anniversary Gifts - to employees	\$ 1,000
\$ 106	\$ 150	Total	\$ 1,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MISCELLANEOUS EXPENSE - 01-50-48700

DEPARTMENT: Administration				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ 2,858	\$ 1,000	Meeting and Events Food	\$ 1,000	
	200	Miscellaneous Flower Arrangements/Memorials	1,000	
	5,300	50th Anniversary of the City's Incorporation souvenir items and funding for public events (Not budgeted for FY 2019)	-	
\$ 2,858	\$ 6,500	Total	\$ 2,000	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 FLEX SPENDING FEE - 01-50-48706

DEPARTMENT: Administration				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ 4,730	\$ 792	Quarterly Administrative Fee (est @ \$792 per Quarter + 5% est. escalator)	\$ 832	
	970	Quarterly - Claim Card Fee (avg. @ \$242 per Quarter + 5% escalator)	1,019	
	630	Annual Renewal Fee (Assumes 5% escalator for 01/19 renewal and increased enrollment)	662	
\$ 4,730	\$ 2,392	Total	\$ 2,513	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 LAND PURCHASE - INTEREST EXPENSE - 01-50-49200

DEPARTMENT: Administration			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 5,100	\$ 5,100	Interest Payments on the Purchase of the Musselman Property Repayment to W&S Fund	\$ -
\$ 5,100	\$ 5,100	Total	\$ -

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EQUIPMENT PURCHASE - 01-50-49500

DEPARTMENT: Administration			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 395	\$ 350	Varidesk	-
	10,100	Replacement copier purchase (2nd floor City Hall)	-
	700	Miscellaneous	500
		Varidesk	395
\$ 395	\$ 11,150	Total	\$ 895

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, 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 used NARCAN (Naloxone) were trained in the use of NARCAN (Naloxone) on seven occasions, resulting in the resuscitation of the involved individuals. NARCAN reverses the effects of the opiate drug heroin 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 Chairman of the DuPage County Chiefs of Police training committee, as well as an Executive Board Member DuPage County Major Crimes Task Force and the DuPage County Chiefs of Police Association.
- The Warrenville Police Department instituted an Internet Safe Transaction Zone, in the lobby of the police department, during normal business hours. This service allows residents to use the lobby of the police department as a safe space to conduct internet sales transactions.
- 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.

GENERAL FUND LINE ITEMS

Cost Center	Acct #	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
Police	01-51-40000	SALARIES - POLICE SWORN	3,004,057	2,959,672	2,931,895	3,170,919	3,136,144	3,281,657	4.64%
Police	01-51-40001	OVERTIME - POLICE	198,465	247,275	278,065	250,000	265,692	250,000	-5.91%
Police	01-51-40004	SALARIES-CROSSING GUARDS	32,999	35,842	34,660	39,866	39,553	49,698	25.65%
Police	01-51-40005	POLICE-NON-SWORN	388,143	396,195	406,935	423,045	421,127	437,733	3.94%
Police	01-51-40006	UNEMPLOYMENT INSURANCE			4,335				
Police	01-51-40100	FICA EXPENSE	214,380	215,304	210,333	240,798	219,397	249,183	13.58%
Police	01-51-40101	MEDICARE EXPENSE	50,444	51,013	49,872	56,316	52,036	58,277	11.99%
Police	01-51-40200	IMRF EXPENSE	46,232	45,553	47,470	50,524	49,452	49,481	0.06%
Police	01-51-40401	CITY CONTR. TO POLICE PENSION	966,691	1,004,900	1,073,895	1,176,044	1,129,586	1,137,304	0.68%
Police	01-51-41100	MAINTENANCE - EQUIPMENT	25,803	28,167	27,211	36,703	34,043	34,043	0.00%
Police	01-51-41110	MAINTENANCE - AUTOS	74,559	26,413	53,695	73,909	57,735	56,900	-1.45%
Police	01-51-42700	MAINTENANCE - COMMUNICATIONS	4,934	-	-	12,675	12,675	-	-100.00%
Police	01-51-42800	COMMUNICATIONS SERVICES	334,065	339,671	322,624	344,795	344,795	381,106	10.53%
Police	01-51-42900	ANIMAL CONTROL	1,366	1,169	1,237	1,500	1,200	1,500	25.00%
Police	01-51-42901	CANINE UNIT	1,544	-	-	-	-	-	
Police	01-51-43400	TELEPHONE	20,915	23,675	25,743	24,306	28,714	29,296	2.03%
Police	01-51-43700	NOTARY FEE	167	108	360	300	300	180	-40.00%
Police	01-51-44300	RENT EXPENSE	1,795	1,745	1,727	5,132	5,180	5,235	1.06%
Police	01-51-44400	TRAVEL & MEETINGS	19,150	33,002	25,379	23,312	25,605	27,680	8.10%
Police	01-51-44700	PRINTING/PUBLISHING	3,936	2,288	1,850	6,249	6,249	6,500	4.02%
Police	01-51-44850	ADMINISTRATIVE TOWING EXPENSE	3,400	3,110	3,245	5,000	3,000	5,000	66.67%
Police	01-51-45400	OTHER PROFESSIONAL SERVICES	13,493	12,703	11,740	13,699	13,699	18,663	36.24%
Police	01-51-45402	PROFESSIONAL ADJUDICATION SVCS	3,196	3,183	2,620	2,500	3,186	3,200	0.44%
Police	01-51-45710	EDUCATION REIMBURSEMENT	-	-	-	18,580	12,000	11,800	-1.67%
Police	01-51-46900	DUES, SUBSCRIPTIONS & BOOKS	28,740	27,926	29,533	49,312	49,312	55,038	11.61%
Police	01-51-47200	OTHER SUPPLIES	7,760	6,814	8,590	14,500	14,500	16,500	13.79%
Police	01-51-47210	AMMUNITION & SUPPLIES	7,216	3,771	11,743	12,529	12,529	33,727	169.19%
Police	01-51-47300	UNIFORMS	35,286	47,539	41,857	45,545	45,545	44,755	-1.73%
Police	01-51-47304	UNIFORMS-CROSSING GUARDS	1,089	955	-	1,250	1,250	425	-66.00%
Police	01-51-47600	GAS/OIL EXPENSE	90,229	56,254	57,509	67,500	56,764	62,440	10.00%
Police	01-51-48401	COLLECTION AGENCY FEES	-	-	-	750	375	375	0.00%
Police	01-51-48700	MISCELLANEOUS EXPENSE	884	1,265	253	2,000	2,000	2,000	0.00%
Police	01-51-48701	INVESTIGATIONS	522	1,308	962	500	632	1,000	58.23%
Police	01-51-48702	PUBLIC RELATIONS	5,107	6,428	4,792	6,075	6,075	10,875	79.01%
Police	01-51-49500	EQUIPMENT PURCHASE	39,723	4,142	256	32,350	56,731	63,992	12.80%
Police	01-51-49503	EQUIPMENT-MAINTENANCE SUPRV	3,457	1,906	2,453	2,500	2,698	2,833	5.00%
Police	01-51-49990	BAD DEBT EXPENSE							
Totals			5,629,747	5,589,296	5,672,839	6,210,983	6,109,779	6,388,396	4.56%

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - EQUIPMENT - 01-51-41100

DEPARTMENT: Police			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 27,211	\$ 12,000	Records and Patrol Departments Maintenance and Supply Contract	\$ 12,000
	2,640	Maintenance of Equipment/Time & Material (i.e. Fire Extinguishers, Radar Units, Dictaphone, Telephone System, Workout Video Surveillance Surveillance Cameras, Miscellaneous)	2,640
	3,600	Car Washes/Detailing	3,600
	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 x12)	13,200
	200	Bike Unit bikes x2, tune-ups/repairs	200
\$ 27,211	\$ 34,043	Total	\$ 34,043

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 CITY CONTRIBUTION TO POLICE PENSION - 01-51-40401

DEPARTMENT: Police			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 723,895	\$ 879,586	City Contribution to Police Pension (Required Contribution via Property Tax Levy - As Actuarially Determined)	\$ 887,304
350,000	250,000	Additional City Contribution toward Unfunded Liability	250,000
\$ 1,073,895	\$ 1,129,586	Total	\$ 1,137,304

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - AUTOS - 01-51-41110

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 53,695	\$ 57,735	Purchase of Tires, Alignments & Balancing/Time and Material (Cost reimbursed by Transfer-In from Seized Assets Fund - See Transfer-in Revenue)	\$ 15,500
		Repair at Car Dealer or Outside Vendor	10,000
		Purchase of Parts	12,000
		Interior Equipment Lights, Parts, Graphics, and Installation x2 Squads 218 and 202 (Tauruses to Explorers)	7,700
		Lights, Parts, Graphics, and Installation Squad 210 and 213 (Explorer to Explorer)	5,000
		Removal of all existing equipment x3 (Squads: 210, 213, 218)	2,800
		Exterior Equipment Lightbars x3 (Squads 210, 213, 218)	3,900
\$ 53,695	\$ 57,735	Total	\$ 56,900

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - COMMUNICATIONS - 01-51-42700

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ -	\$ 12,675	Chicago Communications In-car stationary radio units and install	-
\$ -	\$ 12,675	Total	\$ -

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 COMMUNICATION SERVICES - 01-51-42800

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 322,624	\$ 344,795	DU-COMM Contract x32 @ \$11,337.20 (Includes full-time officers only - part-time officers not included for share calculations by DU-COMM)	\$ 362,791
		New Facility (Lease payments not anticipated prior to May, 2018) (will be recurring for approximately 5-years)	18,315
\$ 322,624	\$ 344,795	Total	\$ 381,106

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 ANIMAL CONTROL - 01-51-42900

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 1,237	\$ 1,200	General Animal Control Equipment and Veterinary Charges	\$ 1,500
\$ 1,237	\$ 1,200	Total	\$ 1,500

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 TELEPHONE- 01-51-43400

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 25,743	\$ 13,241 15,473	Verizon Wireless - MDT Signal to DuComm Sprint Cellular Phone Costs (FY19 - Estimate @ \$1,315.83/month)	\$ 13,506 15,790
		Total	\$ 29,296

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 NOTARY FEE - 01-51-43700

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 360	\$ 300	Various Costs for Bonding Fee, State Fee and the Notary Stamp x3 @ \$60	\$ 180
		Total	\$ 180

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 RENT EXPENSE - 01-51-44300

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 1,727	\$ 3,325	Suburban Law Enforcement Academy Range (x35 officers @ \$95 ea.)	3,325
	480	Postage Machine Rental (\$120 per Quarter)	480
	1,375	Airgas Cylinder Rentals (Portion of cost for torch gas for vehicle maintenance)	1,430
\$ 1,727	\$ 5,180	Total	\$ 5,235

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 TRAVEL & MEETINGS - 01-51-44400

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 25,379	\$ 25,605	Professional Dinner Functions	\$ 300
		Lodging Costs for Training	1,000
		Reimbursement for Meals and Mileage - Training, Conferences, and other Work-related Travel	10,500
		Illinois Chief of Police Conference (x3)	900
		Records Training (FOIA/NetRMS/Other)	800
		Department Training (All training - condensed)	
		I.T.O.A. - Dues/Training (x2 @ \$750)	1,500
		S.L.E.A. Command Staff Course (\$1,875 x 1)	3,900
		IL Law Enforcement Admin Professional's Conference	240
		Investigations: I.D.E.O.A. (x2)	550
		Illinois Homicide Seminar	450
		One/Two Day Seminars	1,000
		OSHA Mandated Annual Training (On-line training for Blood-borne Pathogens, hazardous materials, and CPR/AED training)	2,500
		DuPage Juvenile Officers Assoc (DJOA) Conference (x2 @ \$75)	150
		IL Assoc of Technical Accident Investigators (IATA) Conf.	340
		Advanced Evidence Technician Course (x2 @ 1275)	2,550
		Municipal Offense Violation Enforcement (MOVE) (one-time training fee - FY 2019 only)	1,000
\$ 25,379	\$ 25,605	Total	\$ 27,680

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 PRINTING/PUBLISHING - 01-51-44700

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 1,850	\$ 6,249	Advertisement	\$ 1,000
		Printing Needs: Business Cards/Envelopes	1,000
		Parking & Traffic Tickets	3,000
		Printing Fees to Update Required Forms	1,000
		Inmate Property Cards x1500 (x2 @ \$125)	250
		Crime Alert Hangers	250
\$ 1,850	\$ 6,249	Total	\$ 6,500

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 ADMINISTRATIVE TOWING EXPENSE - 01-51-44850

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 3,245	\$ 3,000	Administrative Towing Fees Paid to Contractor	\$ 5,000
\$ 3,245	\$ 3,000	Total	\$ 5,000

CITY OF WARRENVILLE
FISCAL YEAR 2019
OTHER PROFESSIONAL SERVICES - 01-51-45400

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 11,740	\$ 13,699	Destruction of Records	\$ 500
		Testing for Blood-borne Pathogens	500
		Hepatitis B Shots	200
		Medical Safety Mask Fit Tests, on-line (37 @ \$38/ea.)	1,406
		Off-site Document Shredding Service	1,000
		S.O.S. Title Fees -Seized Vehicles	2,000
		S.O.S. Title and Registration Fees Department Vehicles (Titles x4 @ \$100 ea. / LPN renewal x7 @ \$101)	1,107
		DuPage County CIJIS Monthly Fees (\$250/mo. for 12-months)	3,000
		DUI Testing (Blood Draw)	250
		WYFS COMPASS Program	850
		Part-time Officer Psychological Testing (2 @ \$550 ea.)	1,100
		Part-time Officer Polygraph Testing (5 @ \$250 ea.)	1,250
		Stericycle Medical Recycling service pick-ups	5,500
\$ 11,740	\$ 13,699	Total	\$ 18,663

CITY OF WARRENVILLE
FISCAL YEAR 2019
PROFESSIONAL ADJUDICATION SERVICES - 01-51-45402

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 2,620	\$ 3,186	Professional Adjudication Services Contractual Administrative Law Judge (Includes Adjudication of Code Violation Issues)	\$ 3,200
\$ 2,620	\$ 3,186	Total	\$ 3,200

CITY OF WARRENVILLE
FISCAL YEAR 2019
EDUCATION REIMBURSEMENT - 01-51-45710

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ -	\$ 12,000	Reimbursement Requests for Personnel Involved in Completion of Various Degrees M. Leonard (Bachelors Degree @ \$6,800) C. Maxwell (Bachelors Degree @ \$5,000)	\$ 11,800
\$ -	\$ 12,000	Total	\$ 11,800

CITY OF WARRENVILLE
FISCAL YEAR 2019
DUES, SUBSCRIPTIONS & BOOKS - 01-51-46900

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 29,533	\$ 49,312	Illinois Association Chief of Police x3 International Association Chief of Police F.I.A.T. DuPage County Children's Advocacy Center DuPage Senior Management (x2) DuPage Cty Chief's of Police Assoc (x3 @ \$275) BASSET Licensing Explorer Charter Fees (Three Fires Council) (Ofcs x4, Explorers x10 @ \$33, Insurance x14 @ \$1, Charter \$40 NEMRT Regional Training (x42 @ \$95) International Association Chiefs of Police Online.net Law Enforcement Records Mgmt Information IL Law Enforcement Admin Professionals NetRMS System (<i>Maintenance current system</i>) New RMS System (2nd capital installment of 2) DuPage Juvenile Ofcs Assoc. x2 @ \$25 Lexipol Subscription: (Annual Update @ \$2,850 + \$3900) (Daily Training Bulletin Fee \$2,700) DuPage County Major Crimes Task Force (MCTF) Northern Illinois Police Alarm System (NIPAS) IL Law Enforcement Alarm System (ILEAS) Court Smart: Legal Updates & Case Law, annual subscription Municipal Offense Violation Enforcement (MOVE) (\$325/month)	\$ 525 200 3,500 4,000 250 825 250 516 3,900 875 25 40 2,117 21,000 50 6,750 2,700 500 1,205 120 1,700 3,900
\$ 29,533	\$ 49,312	Total	\$ 55,038

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OTHER SUPPLIES - 01-51-47200

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 8,590	\$ 14,500	Evidence Technician Supplies	\$ 7,000
		Flares	1,500
		Miscellaneous Supplies	1,500
		Office Equipment	3,500
		Sanitizer Replacements	1,000
		Digital Media (DVDs/CDs/Flash Drives)	2,000
\$ 8,590	\$ 14,500	Total	\$ 16,500

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 AMMUNITION & SUPPLIES - 01-51-47210

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 11,743	\$ 12,529	Handgun - Training Rounds	\$ 600
		Duty Rounds	680
		Taser: Training (x50 cartridges)	1,100
		Replacement Tasers - x5 @ \$1,100 ea.	5,500
		Tazer Holsters - x5 @ \$56 ea.	280
		Battery packs/Pinky extenders 7 @ \$57 ea.	399
		Part Replacements: (Weapon Repair / Cleaning Equipment / Target Material / AR-15 parts)	850
		Less Than Lethal Shotgun (Bean Bag, 105 rounds)	650
		3-Volt batteries (Weapon Lights)	200
		Red Dot Sight Rifle Battery	100
		Rifles setup x3 (complete Aim-Point set-up)	4,480
		AR-15 Rifles x17	18,888
\$ 11,743	\$ 12,529	Total	\$ 33,727

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 UNIFORMS - 01-51-47300

DEPARTMENT: Police			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 41,857	\$ 45,545	Quartermaster Replacement Spring and Fall	\$ 20,000
		Footwear Replacement (x29 @ \$200 ea.)	3,750
		Clothing Allowance (Investigations x4 / POP Ofcs x2)	7,000
		Replacement Body Armor (Vests) (x3 vests @ \$660 ea.)	3,300
		Explorer Uniforms	1,000
		Uniform Cleaning Contract	5,000
		Gas Mask Replacement (x3 @ \$355 ea.)	1,065
		Gas Mask Replacement Filters (CBRN) (x40 @ \$60 ea.)	2,400
		Police Patches	540
		Bike Unit Uniforms	700
		Total	\$ 44,755

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 UNIFORMS - CROSSING GUARDS - 01-51-47304

DEPARTMENT: Police			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	\$ 1,250	Raincoats x3, Safety Vests x3, Equipment	\$ 150
		Lighted Stop Paddles - x1 @ \$275 ea.	275
		Total	\$ 425

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MISCELLANEOUS EXPENSE - 01-51-48700

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 253	\$ 2,000	Petty Cash Expenses	\$ 1,000
		Miscellaneous	500
		Awards & Recognition	500
		Total	\$ 2,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 INVESTIGATIONS - 01-51-48701

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 962	\$ 632	Major Case Investigations Costs (Travel, Subpoena Fees, Records, etc.)	\$ 500
		Background checks (Massage business licenses/renewals, cleaning personnel, etc.)	500
		Total	\$ 1,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 PUBLIC RELATIONS - 01-51-48702

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 4,792	\$ 6,075	National Night Out	\$ 4,500
		Shredding Day events x2	1,000
		Citizens Police Academy (CPA)	750
		Public Relations Materials (Crime prevention / 4th July safety / Distracted Driving)	3,000
		Shop With a Cop	125
		Stericycle Medical Recycling at City event (event TBD)	500
		Electronic Recycling at City event (event TBD)	1,000
\$ 4,792	\$ 6,075	Total	\$ 10,875

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EQUIPMENT PURCHASE - 01-51-49500

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 256	\$ 56,731	AED Replacements (x6 @ \$1500 ea.)	\$ 9,000
		LED Flashlight Replacements for Squads (x3 @ \$160 ea.)	480
		Personal Protection Equipment (PPE) Kits x72 @ \$21	1,512
		2 - Solar Powered Speed Carts	15,769
		4 - Stalker Radar Units (in-squad per State bid)	4,950
		4 - Truck Scales (portable plates)	18,235
		20 - NRS Rescue Throw Bags @ \$60 ea.	1,200
		2 - Intoximeter Alco-Sensor	900
		500 - Intoximeter mouthpieces	110
		Megaphone	149
		Thermal Vision	469
		8 - Blue Star NC350 Traffic Counters with Bluetooth	11,218
\$ 256	\$ 56,731	Total	\$ 63,992

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EQUIPMENT - MAINTENANCE SUPRVR - 01-51-49503

DEPARTMENT: Police			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 2,453	\$ 2,698	Mechanic Parts/ Supplies	\$ 2,833
\$ 2,453	\$ 2,698	Total	\$ 2,833

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 Deputy Public Works Director oversees the day-to-day operations of the Department. The Department has 16 full-time 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
- Locates the electrical (street light) and storm 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.
- 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 Annual Road Resurfacing Program in accordance with the City's Capital Maintenance and Replacement Plan (CMRP)
- 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 available on a 24-hour basis for water or sanitary sewer emergencies
- 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 sanitary 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 63 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, in accordance with the City's CMRP. 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, 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.

GENERAL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-52-40000	Streets	SALARIES - STREETS	477,778	484,637	498,359	542,001	542,497	561,768	3.55%
01-52-40001	Streets	OVERTIME - STREETS	93,172	71,379	79,199	90,000	77,807	90,000	15.67%
01-52-40100	Streets	FICA EXPENSE	33,673	32,673	33,962	39,184	36,428	40,410	10.93%
01-52-40101	Streets	MEDICARE EXPENSE	7,875	7,684	7,943	9,164	8,520	9,451	10.93%
01-52-40200	Streets	IMRF EXPENSE	66,562	126,610	66,040	73,312	78,738	71,630	2.71%
01-52-41100	Streets	MAINTENANCE - EQUIPMENT	65,527	56,469	48,017	58,000	58,000	58,000	0.00%
01-52-41200	Streets	MAINTENANCE - STREETS	21,675	26,456	21,773	109,450	48,805	618,700	1167.70%
01-52-41300	Streets	MAINTENANCE - GROUNDS	13,729	14,558	18,621	27,000	26,000	27,000	3.85%
01-52-41315	Streets	MAINTENANCE-TREES	44,020	34,565	30,760	25,000	20,000	25,000	25.00%
01-52-41316	Streets	MAINTENANCE - STREAMS	-	-	-	4,000	4,000	4,000	0.00%
01-52-42600	Streets	GARBAGE REMOVAL	1,311	1,309	1,431	1,500	1,200	1,500	25.00%
01-52-43800	Streets	UTILITIES	11,799	14,089	23,216	34,500	19,790	21,769	10.00%
01-52-44000	Streets	MAINTENANCE - STREET LIGHTS	67,577	34,367	47,441	50,000	30,000	50,000	66.67%
01-52-44300	Streets	RENT EXPENSE	2,628	3,159	2,777	3,300	3,000	3,300	10.00%
01-52-44400	Streets	TRAVEL & MEETINGS	91	573	2,624	4,200	2,000	5,250	162.50%
01-52-45300	Streets	ENGINEERING	-	-	-	207,500	59,621	147,500	-
01-52-45400	Streets	OTHER PROFESSIONAL SERVICES	66,923	80,844	66,929	106,000	90,690	112,300	23.83%
01-52-45401	Streets	J.U.L.I.E.	1,657	1,687	1,849	6,200	6,200	16,200	161.29%
01-52-46900	Streets	DUES, SUBSCRIPTIONS & BOOKS	161	12	259	350	350	462	32.00%
01-52-47200	Streets	OTHER SUPPLIES	2,929	1,998	1,676	2,600	1,660	1,725	3.92%
01-52-47220	Streets	SMALL TOOLS	808	1,384	1,219	1,500	1,500	2,000	33.33%
01-52-47300	Streets	UNIFORMS	5,465	3,340	4,674	5,500	5,000	5,500	10.00%
01-52-47600	Streets	GAS/OIL EXPENSE	36,332	22,514	21,572	42,000	26,443	27,500	4.00%
01-52-48700	Streets	MISCELLANEOUS EXPENSE	2,157	7,754	5,749	24,500	24,500	96,500	293.88%
01-52-49500	Streets	EQUIPMENT PURCHASE	-	6,082	10,465	27,000	5,000	40,000	700.00%
01-52-49503	Streets	EQUIPMENT-MAINTENANCE.SUPRVR	1,054	1,637	1,714	1,500	2,300	1,500	-34.78%
Totals			1,024,903	1,035,780	998,269	1,495,261	1,171,049	2,038,965	74.11%

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - EQUIPMENT - 01-52-41100

DEPARTMENT: Streets			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 48,017	\$ 58,000	Repair of Street Vehicles & Equipment Includes All Standard Service Costs Major Repairs	\$ 58,000
Total			\$ 58,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - STREETS - 01-52-41200

DEPARTMENT: Streets			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 21,773	\$ 15,000	Pothole Repair, Storm Inlet Repair, ROW Repair, Debris Dump Fees	\$ 25,000
	-	Williams Road Bridge Construction (Batavia Road to Morris Court) (State billed up to 80% until they close out the project which is anticipated in FY 19)	150,000
	-	IDOT Route 56 Add-Lanes Construction Project (State billed up to 80% until final invoice issues are resolved)	197,750
	20,000	Final Phase Route 56 Streetscape Enhancements (FY 2018 - Decision Package)	40,950
	13,805	Private Property Drainage Project	35,000
		<i>Reconstruction of Warren Ave Parking Spaces with Permeable Pavers</i>	95,000
		Virginia Storm Sewer Upgrade (FY 2019 - Decision Package - PUB 19.01)	75,000
Total			\$ 618,700

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - GROUNDS - 01-52-41300

DEPARTMENT: Streets			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 18,621	\$ 25,000	Grounds Maintenance (includes Contracted landscaping except parks)	\$ 25,000
	1,000	City-owned Wetland Maintenance & Inspection Landon	2,000
Total			\$ 27,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - TREES - 01-52-41315

DEPARTMENT: Streets			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 30,760	\$ 20,000	Tree Trimming , Removal, Relocation, and Replacement Throughout the City This service is shared with MFT 13-00-45410	\$ 25,000
Total			\$ 25,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - STREAMS - 01-52-41316

DEPARTMENT: Streets			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	\$ 4,000	Removal of Debris from Streams, Culverts, and Bridges Wildlife Relocation and Stream Clean Up	\$ 4,000
Total			\$ 4,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 GARBAGE REMOVAL - 01-52-42600

DEPARTMENT: Streets			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 1,431	\$ 1,200	Porta Potty - Gazebo	\$ 1,500
Total			\$ 1,500

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 UTILITIES - 01-52-43800

DEPARTMENT: Streets				
PROGRAM: On-Going				
2017	2018	Description of Cost	2019	
Actual	Estimated		Budget	Budget
\$ 23,216	\$ 19,790	Electric and Gas for Cerny Park Lift Station (Storm Water System)	\$	21,769
		Natural gas for City Buildings on "Free Therms" per franchise agreement prior to late FY 2016		
\$ 23,216	\$ 19,790	Total	\$	21,769

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - STREETS LIGHTS - 01-52-44000

DEPARTMENT: Streets				
PROGRAM: On-Going				
2017	2018	Description of Cost	2019	
Actual	Estimated		Budget	Budget
\$ 47,441	\$ 10,000	Standard Maintenance	\$	30,000
	20,000	Light pole purchases for Cantera \$5,000 each (This expense is usually reimbursed through insurance claims)		20,000
\$ 47,441	\$ 30,000	Total	\$	50,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 RENT EXPENSE - 01-52-44300

DEPARTMENT: Streets			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 2,777	\$ 3,000	Rental of Welding Tanks and Specialized Equipment Rental for additional lift for Holiday Decoration (Note: Police Station and Prairie Path Trees require use of a sixty-foot aerial lift)	\$ 1,500 1,800
\$ 2,777	\$ 3,000	Total	\$ 3,300

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 TRAVEL & MEETINGS - 01-52-44400

DEPARTMENT: Streets			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 2,624	\$ 2,000	APWA - Illinois Section Meeting Training I-Pass replenishment	\$ 2,000
		IPSI - Street Supervisor	1,400
		IAFSM Conference - DPWD	800
		Public Works Management Analyst attendance at APWA International Expo "PWX" in Kansas City (total cost of \$1,500 shared with: 20-00-44400 - \$375 20-04-44400 - \$375)	750
		Monthly APWA Meetings (total cost of \$600 shared with: 20-00-44400 - \$150 20-04-44400 - \$150)	300
\$ 2,624	\$ 2,000	Total	\$ 5,250

CITY OF WARRENVILLE
FISCAL YEAR 2019
ENGINEERING - 01-52-45300

DEPARTMENT: Streets			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	-	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
	36,000	Mack Road Bike Path & Bridge Phase I Preliminary Engineering (FY 2017 Decision Package) Total City Cost = \$59,000, FPDDC = \$22,600, STP-Bridge = \$22,400	12,000
	-	Barkley Avenue Final engineering (FY 2017 Decision Package)	35,000
	10,421	Diehl Road turn lane improvements (City share of Phase I engineering costs - Total Project Cost \$250,000 - City share 30%) (FY 2016 - Decision Package)	-
	-	Diehl Road turn lane improvements Phase II Final Engineering (FY 2018 Decision Package)	75,000
	13,200	East Side Storm Sewer (Virginia / Central) Field Survey and Analysis	
		Preliminary Design and Permitting	4,000
		Survey Emerald Green for 2019 Curb Replacement	10,000
\$ -	\$ 59,621	Total	\$ 147,500

CITY OF WARRENVILLE
FISCAL YEAR 2019
OTHER PROFESSIONAL SERVICES - 01-52-45400

DEPARTMENT: Streets			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 66,929	\$ 1,000	NPDES Permit fees Yearly (IEPA)	\$ 1,000
	80,000	Route 56 Landscape Maintenance Costs	85,000
	6,190	Private Property Drainage Project Survey / Design	5,000
	3,500	GIS Database development & utility atlas conversion (see also 20-00-45400 - 5,250 & 20-04-045400 - 5,250)	4,500
		Consultant to Facilitate Development of "Complete Streets" Policy (FY 2019 Elected Official Budget Request)	15,000
		GIS Database Support (see also 20-00-45400 - 2,100 & 20-04-045400 - 2,100)	1,800
\$ 66,929	\$ 90,690	Total	\$ 112,300

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 J.U.L.I.E. - 01-52-45401

DEPARTMENT: Streets			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 1,849	\$ 2,200	J.U.L.I.E. Locates	\$ 2,200
	4,000	Locate Flags and Paint	4,000
Total			\$ 6,200

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 DUES, SUBSCRIPTIONS & BOOKS - 01-52-46900

DEPARTMENT: Streets			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 259	\$ 350	APWA Dues (Street Supervisor and 1/2 DPWD)	\$ 300
		Professional Engineer Registration - DPWD (Every 2 years in Odd Years)	
		ILCMA membership (Management Analyst)	112
		IAMMA membership (Management Analyst)	50
Total			\$ 462

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OTHER SUPPLIES - 01-52-47200

DEPARTMENT: Streets				
PROGRAM: On-Going				
2017	2018	Description of Cost	2019	
Actual	Estimated		Budget	Budget
\$ 1,676	\$ 1,660	Hardware Supplies Coffee, paper towels, etc.	\$	1,725
			Total	
\$ 1,676	\$ 1,660		\$	1,725

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 SMALL TOOLS - 01-52-47220

DEPARTMENT: Streets				
PROGRAM: On-Going				
2017	2018	Description of Cost	2019	
Actual	Estimated		Budget	Budget
\$ 1,219	\$ 1,500	Shovels, Wrenches, Diagnostic tools, Pliers, etc.	\$	2,000
			Total	
\$ 1,219	\$ 1,500		\$	2,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 UNIFORMS - 01-52-47300

DEPARTMENT: Streets				
PROGRAM: On-Going				
2017	2018	Description of Cost	2019	
Actual	Estimated		Budget	
\$ 4,674	\$ 5,000	Per Union Contract City Supplies Uniforms on a Yearly Basis	\$	5,500
\$ 4,674	\$ 5,000	Total	\$	5,500

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 GAS/OIL EXPENSE - 01-52-47600

DEPARTMENT: Streets				
PROGRAM: On-Going				
2017	2018	Description of Cost	2019	
Actual	Estimated		Budget	
\$ 21,572	\$ 26,443	Fuel and Oil Cost for Vehicles and Equipment Fuel Costs Fluctuate with Market	\$	27,500
\$ 21,572	\$ 26,443	Total	\$	27,500

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MISCELLANEOUS EXPENSE - 01-52-48700

DEPARTMENT: Streets			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 5,749	\$ 24,500	Misc. Small Items That are Unforeseen Which Do Not Fall Into a Traditional Expense Line Item	\$ 2,000
		Holiday Decorations Replacement and expansion	17,500
		Special events	5,000
		Porta-Potty's, Dumpsters, and supplies	
		River Road Path Design and Construction Costs (Per IGA with DuPage County-2013)	72,000
\$ 5,749	\$ 24,500	Total	\$ 96,500

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EQUIPMENT PURCHASE - 01-52-49500

DEPARTMENT: Streets			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 10,465	\$ 5,000	New Pump Cerny Park Lift Station (Located by Warren Ave)	\$ 40,000
		Replace Locator & Metal Detector	10,000
\$ 10,465	\$ 5,000	Total	\$ 50,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EQUIPMENT - MAINTENANCE SUPRVR - 01-52-49503

DEPARTMENT: Streets			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 1,714	\$ 2,300	Equipment, As Needed	\$ 1,500
\$ 1,714	\$ 2,300	Total	\$ 1,500

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.

GENERAL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-53-40000	Community Dev	SALARIES - COMMUNITY DVLP MNT	568,439	558,496	625,460	619,832	618,430	749,376	21.17%
01-53-40001	Community Dev	OVERTIME - COMMUNITY DVLP MNT	99	1,952	2,099	1,000	1,383	6,303	355.75%
01-53-40003	Community Dev	SALARIES - PLAN COMMISSION	2,666	2,770	2,059	2,700	2,493	2,500	0.28%
01-53-40100	Community Dev	FICA EXPENSE	32,392	31,976	36,280	42,200	35,803	46,852	30.86%
01-53-40101	Community Dev	MEDICARE EXPENSE	7,781	7,784	8,843	9,870	8,688	10,957	26.12%
01-53-40200	Community Dev	IMRF EXPENSE	64,870	61,055	67,839	72,017	67,761	78,341	15.61%
01-53-41110	Community Dev	MAINTENANCE - AUTOS	1,879	2,214	200	2,500	750	1,000	33.33%
01-53-43700	Community Dev	NOTARY FEE	67	-	54	50	50	50	0.00%
01-53-44400	Community Dev	TRAVEL & MEETINGS	9,448	8,640	8,483	20,550	14,600	17,850	22.26%
01-53-44700	Community Dev	PRINTING / PUBLISHING	834	1,542	1,674	2,500	2,200	2,500	13.64%
01-53-45210	Community Dev	COMPUTER SOFTWARE	12,475	2,972	2,940	92,335	8,000	7,300	-8.75%
01-53-45300	Community Dev	ENGINEERING	44,843	5,378	14,548	40,000	59,000	80,000	35.59%
01-53-45400	Community Dev	OTHER PROFESSIONAL SERVICES	26,866	45,904	40,223	27,600	12,400	55,900	350.81%
01-53-45404	Community Dev	BLDG PERMIT REVIEW & INSPECT	11,625	44,150	12,510	5,000	15,500	6,500	-58.06%
01-53-45405	Community Dev	ELEVATOR INSPECTIONS	10,063	11,643	9,914	16,500	16,500	17,500	6.06%
01-53-45406	Community Dev	LANDSCAPE REVIEW & INSPECTIONS	-	3,335	399	7,500	3,500	4,500	28.57%
01-53-45701	Community Dev	TRAINING - PLAN COMMISSION	425	480	480	750	500	750	50.00%
01-53-45710	Community Dev	EDUCATION REIMBURSEMENT	-	284	(1,500)	4,000	2,000	2,000	0.00%
01-53-45900	Community Dev	STORMWATER MANAGEMENT	284	-	-	2,500	15,000	16,000	6.67%
01-53-46000	Community Dev	PRELIMINARY CONSULT	-	-	-	1,500	1,500	1,500	0.00%
01-53-46900	Community Dev	DUES, SUBSCRIPTIONS & BOOKS	2,708	5,151	4,552	6,050	6,170	6,715	8.83%
01-53-47200	Community Dev	OTHER SUPPLIES	1,510	629	205	1,100	1,000	600	-40.00%
01-53-47300	Community Dev	UNIFORMS	-	221	757	600	1,050	750	-28.57%
01-53-48700	Community Dev	MISCELLANEOUS EXPENSE	2,580	143	78	3,750	4,900	3,250	-33.67%
01-53-49200	Community Dev	LAND PURCHASE	-	458,100	5,907	-	1,400	-	-100.00%
01-53-49500	Community Dev	EQUIPMENT PURCHASE	263	15,041	2,870	1,000	500	25,600	5020.00%
Totals			801,408	1,269,805	846,874	983,404	901,078	1,144,594	27.02%

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - AUTOS - 01-53-41110

DEPARTMENT: Community Development				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ 200	\$ 750	Brakes, minor tune-up, tires, and maintenance on Building Inspector P/U, Explorer SUV, and pool car	\$ 1,000	
Total			\$ 1,000	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 NOTARY FEE - 01-53-43700

DEPARTMENT: Community Development				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ 54	\$ 10	Renewal of Notary Bond (x 1)	\$ 50	
		Administrative Secretary - Lupo (Expires 03/24/2019) (Budget in FY 2019)		
		Administrative Secretary - Swinden (Expires 07/31/2021) (Budget Again in FY 2022)		
Total			\$ 50	

CITY OF WARRENVILLE
FISCAL YEAR 2019
TRAVEL & MEETINGS - 01-53-44400

DEPARTMENT: Community Development			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 8,483	\$ 3,500	Community Development Director and Senior Planner attendance at IEDC and American Planning Association conferences/seminars and similar training opportunities	\$ 4,250
	400	Building Inspector and Code Enforcement Officer attendance at in-state training opportunities	600
	500	GIS Technician/Planner attendance at in-state training conferences and seminars	600
	1,500	Senior Civil Engineer attendance at in-state training IAFSM Conference IPSI Training	2,000
	800	Administrative Assistants attendance at in-state training opportunities.	800
	1,500	Mileage Reimbursement for Dept. Staff who use their own personal vehicles for transportation to and from City inspections and training events.	2,200
	2,000	Management Training/Coaching	2,500
	900	Misc. Professional Development	900
	2,000	Chief Code Official	2,000
	1,500	GIS Plan implementation/Training	1,500
		Civil Engineer (FY 2019 Decision Package) (See also 01-53-45210, 01-5346900 01-53-48700, 01-53-49500)	500
\$ 8,483	\$ 14,600	Total	\$ 17,850

CITY OF WARRENVILLE
FISCAL YEAR 2019
PRINTING/PUBLISHING - 01-53-44700

DEPARTMENT: Community Development			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 1,674	\$ 1,700	Reproduction Costs for Various Ordinances (Comp. Plan, Zoning Ord., Sub. Ord., Development Control Regs., Etc.) Large Format Maps, Color Exhibits, Special Reports/Plans, and Dept Forms. These expenses also include costs associated with the publication of legal notices for City initiated hearings. These expenses should, at least in part, offset by revenues collected through the sale of the same documents to the general public.	\$ 2,000
	500	Recording Fees	500
\$ 1,674	\$ 2,200	Total	\$ 2,500

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 COMPUTER SOFTWARE - 01-53-45210

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 ENGINEERING - 01-53-45300

DEPARTMENT: Community Development			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 2,940	\$ 3,200	WebQA Code Enforcement Manager Software Subscription Renewal	
		ESRI ArcGIS Licenses	
		1- New Basic Desktop	1,250
	400	1-Annual maintenance for Basic Desktop	400
	1,900	1 -Annual maintenance for Standard Desktop	1,900
	2,500	5 - Annual maintenance for Arc GIS Online	2,500
		Civil Engineer (FY 2019 Decision Package) (See also 01-53-44400, 01-53-46900 01-53-48700, 01-53-49500)	1,250
\$ 2,940	\$ 8,000	Total	\$ 7,300

DEPARTMENT: Community Development			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 14,548	\$ 59,000	Consulting engineering services Recognizes the large amount of potential one time public improvement projects which are scheduled to be coordinated by the City Senior Civil Engineer in FY 2019. This will require an increased reliance on outside engineering consultants due to the volume of new and complex private development that Community Development anticipates processing and inspecting in FY 2019. These expenses are offset by the final engineering review and inspection fees the City collects in conjunction with the review and approval of new private developments and subdivisions Initial budget figure of \$125,000 reduced by \$45,000 as a result of the addition of a new Civil Engineer position in FY 2019 (see FY 2019 Decision Package - COM 19.02)	\$ 80,000
\$ 14,548	\$ 59,000	Total	\$ 80,000

CITY OF WARRENVILLE
FISCAL YEAR 2019
OTHER PROFESSIONAL SERVICES - 01-53-45400

CITY OF WARRENVILLE
FISCAL YEAR 2019
BUILDING PERMIT REVIEW AND INSPECTION - 01-53-45404

DEPARTMENT: Community Development			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 40,223	\$ 5,000	Economic development and re-development Consultation Services (Spec. consultant assistance involving potential property acq. and due diligence activities, site planning, financial and market feasibility analysis, wetland determinations, etc.)	\$ 7,500
	2,400	Cost associated with the Administrative Law Judge that processes code violation tickets in the City's local Administrative Adjudication process.	2,400
	5,000	GIS Consulting Services	6,000
		Right-of-Way/Easement Survey and Plat Legal Assistance	2,000
		Building /Code Enforcement Consultant Assistance (FY 2019 allows for potential use of outside consultant for 6 -8 hours a week during peak building permit activity season)	8,000
		Legal/planning consultant assistance for preparation of Old Town/Civic Center Zoning Overlay District	17,500
		Preparation of concept Park Plan for west side of DuPage River north of Warrenville Road	12,500
\$ 40,223	\$ 12,400	Total	\$ 55,900

DEPARTMENT: Community Development			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 12,510	\$ 15,500	Expenses associated with the review and inspection of building permit activity - FY 18 estimated expense accounts for increased consulting costs incurred during three month vacancy in Building Inspector/ Code Enforcement Officer Position and the use of an consulting State Licensed Plumbing Inspector to perform a limited amount of required plumbing inspections 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.	\$ 6,500
\$ 12,510	\$ 15,500	Total	\$ 6,500

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 ELEVATOR INSPECTIONS - 01-53-45405

DEPARTMENT: Community Development				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ 9,914	\$ 16,500	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.	\$ 17,500	
\$ 9,914	\$ 16,500	Total	\$ 17,500	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 LANDSCAPE REVIEW & INSPECTIONS - 01-53-45406

DEPARTMENT: Community Development				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ 399	\$ 3,500	Expenses associated with the use of an outside consultant to perform limited landscape plan reviews, all as-built final landscape installation inspections, and provide expert assistance regarding Emerald Ash Borer related issues.	\$ 4,500	
\$ 399	\$ 3,500	Total	\$ 4,500	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 TRAINING - PLAN COMMISSION - 01-53-45701

DEPARTMENT: Community Development				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ 480	\$ 500	City Funded Training Opportunities (Seminars and Books) for PC/ZBA Members.	\$ 750	
\$ 480	\$ 500	Total	\$ 750	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EDUCATION REIMBURSEMENT - 01-53-45710

DEPARTMENT: Community Development				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ -	\$ -	(Through) University of Oklahoma Economic Development Institute CD Director Tuition	2,000	\$ 2,000
		(Through) University of Oklahoma Economic Development Institute Senior Planner Tuition	-	-
\$ -	\$ 2,000	Total	\$ 2,000	\$ 2,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 STORMWATER MANAGEMENT REVIEW AND INSPECTION - 01-53-45900

DEPARTMENT: Community Development			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ (1,500)	\$ 15,000	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. The vast majority of these expenses are off-set by Stormwater Management Permit application and inspection fees collected by the City	\$ 16,000
		Initial budget figure of \$22,000 reduced by \$6,000 as a result of the addition of a new <i>Civil Engineer position in FY 2019</i> <i>(see FY 2019 Decision Package - COM 19.02)</i>	
		Total	\$ 16,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 PRELIMINARY CONSULTATION - 01-53-46000

DEPARTMENT: Community Development			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	\$ 1,500	Consulting Engineering expenses associated with the review of preliminary engineering design drawings for new private development proposals.	\$ 1,500
		Total	\$ 1,500

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 DUES, SUBSCRIPTIONS & BOOKS - 01-53-46900

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OTHER SUPPLIES - 01-53-47200

DEPARTMENT: Community Development			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 4,552	\$ 300	International Code Council (building codes) Memberships	\$ 300
	1,200	American Planning Association (APA) Membership	1,400
	75	APA Monthly Zoning Newsletter	75
	500	Misc. books and reference materials	750
	75	Suburban Building Officials Council Membership	75
	50	Illinois Association of Code Enforcement	50
	1,300	DuPage River Salt Creek Workgroup City membership	1,300
		State of Illinois Plumbing Inspector Certification	250
	100	Illinois GIS Association	100
	200	Professional Engineer/AWPA Dues/Membership	200
	475	International Economic Dev. Council Membership	475
	75	Illinois Assoc. of Floodplain & Storm water Mangers.	75
	120	Illinois Association of Electrical Inspectors	120
	80	Area Building Coordinators of Illinois and Permit TechNation	80
	1,500	Two full and complete sets of most current building, fire, and life safety related codes adopted by City	
		AICP Certification Exam (Planner I)	475
		LEED Green Associate Exam (Planner I)	270
	120	Legacy Project (Sr. Planner, Sr. Civil Engineer, Planner I)	120
		International Code Council Certification Exams	400
		Civil Engineer (FY 2019 Decision Package) (See also 01-53-44400, 01-53-45210 01-53-48700, 01-53-49500)	200
\$ 4,552	\$ 6,170	Total	\$ 6,715

DEPARTMENT: Community Development			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 205	150	Misc. Office Supplies	200
	150	Specialty Printer Cartridges	200
	150	Specialty Larger Format Printer Paper	200
\$ 205	\$ 1,000	Total	\$ 600

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 UNIFORMS - 01-53-47300

DEPARTMENT: Community Development			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 757	\$ 150	New boots for one department employee who performs field inspections.	150
	120	New "City of Warrentville" shirts/coats for City Building Division employees who perform field inspections	600
\$ 757	\$ 1,050	Total	750

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MISCELLANEOUS EXPENSE - 01-53-48700

DEPARTMENT: Community Development			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 78	\$ 100	Staff and PC/ZBA Nameplates, Mounting and Matting of Large Format Maps such as the Zoning and Land Use Plan Maps.	100
	2,500	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
	1,800	Com Ed rent for years 1-5 for new City Monument Sign along Winfield Road	
	250	Misc. safety and measuring equipment	250
		Civil Engineer (FY 2019 Decision Package) (See also 01-53-44400, 01-53-45210 01-53-46900, 01-53-49500)	150
\$ 78	\$ 4,900	Total	3,250

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 LAND PURCHASE - 01-53-49200

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EQUIPMENT PURCHASE - 01-53-49500

DEPARTMENT: Community Development			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 5,907	\$ 1,400	Property taxes for donated Tortoriello Property	
\$ 5,907	\$ 1,400	Total	\$ -

DEPARTMENT: Community Development			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 2,870	\$ 500	File cabinets/shelving Desktop Scanner for Building Division Admin. Assist. Standing Desk - Planner I Larger dual computer monitors for Build. Div. Admin. Assistant	\$ 1,000 400 300 400
		I-Plan large format touch screen plan review table and related set-up costs	13,500
		Large format digital presentation monitor for large CD conf. room and related set-up costs	8,500
		Civil Engineer (FY 2019 Decision Package) (See also 01-53-44400, 01-53-45210 01-53-46900, 01-53-48700)	1,500
\$ 2,870	\$ 500	Total	\$ 25,600

GENERAL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-54-40000	EMA	SALARIES - E.M.A.	6,000	5,800	6,000	6,000	6,000	6,000	0.00%
01-54-40100	EMA	FICA EXPENSE	372	360	372	372	372	372	0.00%
01-54-40101	EMA	MEDICARE EXPENSE	87	84	87	87	87	87	0.00%
01-54-41100	EMA	MAINTENANCE - EQUIPMENT	4,044	540	1,613	3,000	790	1,401	77.34%
01-54-41110	EMA	MAINTENANCE - AUTO	2,096	38	2,154	3,500	2,400	3,500	45.83%
01-54-42700	EMA	MAINTENANCE - COMMUNICATIONS	-	2,827	-	1,750	410	1,750	326.83%
01-54-43400	EMA	TELEPHONE	1,448	1,267	1,097	1,350	1,100	1,350	22.73%
01-54-45700	EMA	TRAINING & SEMINARS	1,375	2,441	626	6,500	447	4,500	906.71%
01-54-46900	EMA	DUES, SUBSCRIPTIONS & BOOKS	-	81	-	85	-	100	-
01-54-47200	EMA	OTHER SUPPLIES	711	2,948	420	3,500	1,050	3,500	233.33%
01-54-47300	EMA	UNIFORMS	2,015	2,836	1,180	3,000	-	2,000	-
01-54-47600	EMA	GAS / OIL EXPENSE	607	791	444	1,200	972	1,200	23.46%
01-54-48700	EMA	MISCELLANEOUS EXPENSE	468	1,202	50	5,500	100	6,500	6400.00%
01-54-49500	EMA	EQUIPMENT PURCHASE	9,595	11,026	802	31,000	-	500	-
Totals			28,818	32,241	14,845	66,844	13,728	32,760	138.64%

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - EQUIPMENT - 01-54-41100

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ 1,613		General Maintenance Equipment	\$ 1,000	
	\$ 408	StarCom21 Network		
	382	Siren System monitoring fees 09/01/17-08/31/2018 09/01/18-08/31/2019	401	
\$ 1,613	\$ 790	Total	\$ 1,401	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - AUTOS - 01-54-41110

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ 2,154	\$ 2,400	General Vehicle Maintenance	\$ 3,500	
\$ 2,154	\$ 2,400	Total	\$ 3,500	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OTHER SUPPLIES - 01-54-47200

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 420	\$ 1,050	Emergency Response Supplies	\$ 1,500
		Reflective Cones	300
		Public Training, including Weather Radios, Key chains Magnets for Giveaways	1,500
		Printed Materials	200
\$ 420	\$ 1,050	Total	\$ 3,500

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 UNIFORMS - 01-54-47300

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 1,180	\$ -	Volunteer Uniforms	\$ 2,000
\$ 1,180	\$ -	Total	\$ 2,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EQUIPMENT PURCHASE - 01-54-49500

DEPARTMENT: EMERGENCY MANAGEMENT AGENCY (EMA)			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 802	\$ -	Miscellaneous Equipment	\$ 500
\$ 802	\$ -	Total	\$ 500

GENERAL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-55-44400	Police Comm.	TRAVEL & MEETINGS	-	460	-	3,255	1,000	2,777	177.70%
01-55-44700	Police Comm.	PRINTING / PUBLISHING	602	3,348	348	-	348	-	-100.00%
01-55-45100	Police Comm.	LEGAL SERVICES	-	300	-	500	500	500	0.00%
01-55-45400	Police Comm.	OTHER PROFESSIONAL SERVICES	75	30	-	-	-	-	-
01-55-45800	Police Comm.	TESTING	20,502	17,147	9,315	21,750	15,250	8,750	-42.62%
01-55-46900	Police Comm.	DUES, SUBSCRIPTIONS & BOOKS	375	375	375	685	685	685	0.00%
Totals			21,554	21,660	10,038	26,190	17,783	12,712	-28.52%

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 TRAVEL & MEETINGS - 01-55-44400

DEPARTMENT: Police Commission				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ -	\$ 1,000	IL Police Commission Annual Conference & Training Seminars (x2 per year @ \$1,250, x1 Commissioners)	\$ 2,500	
		Spring Seminar		
		Mileage (est 352 miles round trip x1 attendee) location TBD	192	
		Hotel (1 night @ \$85 ea. x1 attendee)	85	
\$ -	\$ 1,000	Total	\$ 2,777	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 PRINTING/PUBLISHING - 01-55-44700

DEPARTMENT: Police Commission				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ 348	\$ 348	Recruitment for Patrol Officer	\$ 5,000	
\$ 348	\$ 348	Total	\$ -	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 LEGAL SERVICES - 01-55-45100

DEPARTMENT: Police Commission				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ -	\$ 500	Legal Services as needed	\$ 500	
Total			\$ 500	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 TESTING - 01-55-45800

DEPARTMENT: Police Commission				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ 9,315	\$ 15,250	Patrol Poly Exam (2 @ \$250/ea.)	\$ 500	
		Patrol Psychological Exam (3 @ \$550/ea.)	1,650	
		Patrol Medical Exam (2 @ \$800/ea.)	1,600	
		Police Officer Exam	5,000	
Total			\$ 8,750	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 DUES, SUBSCRIPTIONS & BOOKS - 01-55-46900

DEPARTMENT: Police Commission			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 375	\$ 685	2018 Illinois Police Commission Manuals and Handbooks (x3 @ \$70)	\$ 210
		Annual Association Dues - IFPCA	375
		Misc. Training Manuals / Legal Updates	100
		Total	\$ 685

GENERAL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-60-40000	Muni Van	SALARIES - MUNICIPAL VAN	26,776	28,986	28,874	30,098	29,766	30,701	3.14%
01-60-40100	Muni Van	FICA EXPENSE	1,660	1,797	1,790	1,866	1,974	1,904	-3.55%
01-60-40101	Muni Van	MEDICARE EXPENSE	388	420	419	437	462	446	-3.46%
01-60-41110	Muni Van	MAINTENANCE - AUTO	336	2,167	333	300	450	400	-11.11%
01-60-44300	Muni Van	RENT EXPENSE	7,292	7,613	8,376	8,376	8,221	6,738	-18.04%
01-60-44700	Muni Van	PRINTNG/PUBLISHING	-	-	-	200	-	500	-
01-60-47200	Muni Van	OTHER SUPPLIES	-	-	-	100	100	100	0.00%
01-60-47600	Muni Van	GAS/OIL EXPENSE	2,481	2,270	2,261	3,300	2,689	3,300	22.72%
01-60-48700	Muni Van	MISCELLANEOUS EXPENSE	-	22	-	100	-	15,100	-
Totals			38,933	43,275	42,053	44,777	43,662	59,189	35.56%

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - AUTOS - 01-60-41110

DEPARTMENT: ACORN Van				
PROGRAM: On-Going				
2017	2018	Description of Cost	2019	
Actual	Estimated		Budget	Budget
\$ 333	\$ 450	General Van Maintenance City began leasing van in Dec. 2012 City pays for general maintenance	\$	400
\$ 333	\$ 450	Total	\$	400

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 RENT/LEASE EXPENSE - 01-60-44300

DEPARTMENT: ACORN Van				
PROGRAM: On-Going				
2017	2018	Description of Cost	2019	
Actual	Estimated		Budget	Budget
\$ 8,376		City Began Leasing Vehicle in December 2014 (Current Lease Expires 12/2018) (Current Lease Expires 12/2018) 2-Year Lease Agreement FY 2018 \$698 per Month - May - December 2017 \$667/month - December 2017- April 2018		6,003
	4,886			735
	3,335	FY 2019 \$667 per Month - May - March , 2019 \$667/month - December 17- December 31, 2018		
\$ 8,376	\$ 8,221	Total	\$	6,738

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 PRINTING/PUBLISHING - 01-60-44700

DEPARTMENT: ACORN Van			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	\$ -	Promotional Materials (i.e. Magnets and other printed materials- updated to include new branding)	\$ 500
		Total	\$ 500

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OTHER SUPPLIES - 01-60-47200

DEPARTMENT: ACORN Van			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	\$ 100	General Supplies - As Needed	\$ 100
		Total	\$ 100

GENERAL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-62-40000	Streets R&B	SALARIES-ROAD & BRIDGE	61,178	63,012	64,555	66,491	66,490	68,486	3.00%
01-62-40001	Streets R&B	OVERTIME-ROAD & BRIDGE	560	148	1,040	1,800	1,186	1,800	51.77%
01-62-40100	Streets R&B	FICA EXPENSE	3,688	3,775	3,847	4,234	3,945	4,358	10.47%
01-62-40101	Streets R&B	MEDICARE EXPENSE	862	883	900	990	922	1,020	10.63%
01-62-40200	Streets R&B	IMRF EXPENSE	7,283	7,135	7,533	7,922	7,625	7,725	1.31%
01-62-44500	Streets R&B	CAPITAL FUND SUBSIDY	37,000	37,000	37,000	37,000	37,000	37,000	0.00%
Totals			110,571	111,953	114,875	118,437	117,168	120,389	2.75%

General Fund Line Items
Fiscal Year 2019

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 CAPITAL FUND SUBSIDY - 01-62-44500

DEPARTMENT: ESDA			
PROGRAM: On-Going			
2017	2018	Description of Cost	2019
Actual	Estimated		Budget
\$ 37,000	\$ 37,000	General Fund Portion of Annual Road Costs	\$ 37,000
\$ 37,000	\$ 37,000	Total	\$ 37,000

GENERAL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-63-41000	Parks & Rec	MAINTENANCE - BUILDING	2,710	4,904	6,877	8,000	7,964	8,500	6.73%
01-63-41100	Parks & Rec	MAINTENANCE-EQUIPMENT	3,807	2,433	2,407	4,900	4,900	1,600	-67.35%
01-63-41300	Parks & Rec	MAINTENANCE GROUNDS	11,604	13,556	22,127	20,000	17,500	29,000	65.71%
01-63-41315	Parks & Rec	MAINTENANCE-TREES			-	500	500	1,000	100.00%
01-63-43800	Parks & Rec	UTILITIES	3,723	2,792	2,334	4,378	2,686	2,767	3.02%
01-63-45400	Parks & Rec	OTHER PROFESSIONAL SERVICES		-		3,200	4,500	4,500	0.00%
01-63-46700	Parks & Rec	VETERANS MEMORIAL	3,483	3,852	1,073	5,000	5,000	5,000	0.00%
01-63-48700	Parks & Rec	MISCELLANEOUS EXPENSE	294	625	688	750	750	750	0.00%
01-63-48800	Parks & Rec	ALBRIGHT STUDIO EXPENSES	18,448	9,679	9,468	6,336	5,300	10,010	88.87%
01-63-49500	Parks & Rec	EQUIPMENT PURCHASE		23,704	1,070	-	1,036	20,000	1830.50%
Totals			44,069	61,545	46,044	53,064	50,136	83,127	65.80%

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - BUILDING - 01-63-41000

DEPARTMENT: Public Works (Parks & Rec)			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 6,877	\$ 7,964	Maintenance and repairs Janitorial Service approx. \$458 per month	\$ 3,000 5,500
Total			\$ 8,500

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - EQUIPMENT - 01-63-41100

DEPARTMENT: Public Works (Parks & Rec)			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 2,407	\$ 4,900	Playground equip repairs (large playground) Mulch	\$ 500 1,100
Total			\$ 1,600

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - GROUNDS - 01-63-41300

DEPARTMENT: Public Works (Parks & Rec)			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 22,127	\$ 17,500	Portion of Grounds Maintenance Contract	\$ 15,000
		Mulch installation cost as needed	5,000
		Concrete Edging and Flatwork at Cerny Park	9,000
		Total	\$ 29,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - TREES - 01-63-41315

DEPARTMENT: Public Works (Parks & Rec)			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	\$ 500	Trimming, Replacement of Trees at All City Parks as needed.	\$ 500
		Adjusting Mulch around Trees	500
		Total	\$ 1,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 UTILITIES - 01-63-43800

DEPARTMENT: Public Works (Parks & Rec)			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 2,334	\$ 2,686	Cost of Electricity at Pavilion Gas heat put in storage room in FY2008 Cost for Street lights in Park Cost of Natural Gas service at Pavilion	\$ 2,767
\$ 2,334	\$ 2,686	Total	\$ 2,767

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OTHER PROFESSIONAL SERVICES - 01-63-45400

DEPARTMENT: Public Works (Parks & Rec)			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	\$ 4,500	Prairie burns and maintenance Assistance with weeding	\$ 4,500
\$ -	\$ 4,500	Total	\$ 4,500

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 VETERAN'S MEMORIAL - 01-63-46700

DEPARTMENT: Public Works (Parks & Rec)			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 1,073	\$ 5,000	General Memorial Upkeep Power Washing / Flags/ etc. sealing concrete as needed	\$ 5,000
Total			\$ 5,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MISCELLANEOUS EXPENSE - 01-63-48700

DEPARTMENT: Public Works (Parks & Rec)			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 688	\$ 750	As Needed Flowers, irrigation repair, etc. replacement plaques for memorial trees	\$ 750
Total			\$ 750

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 ALBRIGHT STUDIO EXPENSES - 01-63-48800

DEPARTMENT: Public Works (Parks & Rec)			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 9,468	\$ 5,300	Cleaning Services	\$ 1,000
		Supplies and routine Maintenance	1,750
		Cost for alarms and TV monitors	1,100
		Pest Control (4-Times per year @\$75 ea.)	300
		Fire Alarm Testing	350
		Fire extinguisher Test	150
		Fire Alarm monitoring Radio	660
		Replacement of tile entryway at Museum	4,000
		New sign at Museum	700
		Total	\$ 10,010

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EQUIPMENT PURCHASE - 01-63-49500

DEPARTMENT: Public Works (Parks & Rec)			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 1,070	\$ 1,036	Replacement of Cerny Park Playground Equipment	\$ 20,000
		Total	\$ 20,000

GENERAL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-65-40000	Bldgs & Grnds	SALARIES - BUILDINGS & GROUNDS	80,275	78,706	71,580	84,374	79,431	87,360	9.98%
01-65-40001	Bldgs & Grnds	OVERTIME - BUILDINGS & GROUNDS	1,426	1,661	1,618	1,750	2,379	2,700	13.49%
01-65-40100	Bldgs & Grnds	FICA EXPENSE	5,060	4,862	4,415	5,340	5,271	5,584	5.94%
01-65-40101	Bldgs & Grnds	MEDICARE EXPENSE	1,160	1,137	1,032	1,249	1,233	1,306	5.92%
01-65-40200	Bldgs & Grnds	IMRF EXPENSE	7,538	7,500	7,821	8,146	7,901	8,048	1.86%
01-65-41000	Bldgs & Grnds	MAINTENANCE - BUILDINGS	119,310	98,054	97,581	232,125	140,575	307,625	118.83%
01-65-41110	Bldgs & Grnds	MAINTENANCE - AUTO	99	20	189	150	150	150	0.00%
01-65-44400	Bldgs & Grnds	TRAVEL & MEETINGS	23	-	-	1,000	1,000	1,000	0.00%
01-65-46900	Bldgs & Grnds	DUES & SUBSCRIPTIONS	181	407	34	300	300	300	0.00%
01-65-47200	Bldgs & Grnds	OTHER SUPPLIES	3,559	3,716	3,483	8,500	6,000	4,000	-33.33%
01-65-47300	Bldgs & Grnds	UNIFORMS	887	930	736	900	748	900	20.32%
01-65-47600	Bldgs & Grnds	GAS/OIL EXPENSE	747	636	600	1,000	756	832	10.05%
01-65-49300	Bldgs & Grnds	BUILDING IMPROVEMENTS							
01-65-49500	Bldgs & Grnds	EQUIPMENT PURCHASE				10,700	7,913	5,350	-32.39%
Totals			220,265	197,629	189,089	355,534	253,657	425,155	67.61%

CITY OF WARRENVILLE
FISCAL YEAR 2019
MAINTENANCE - BUILDING - 01-65-41000

DEPARTMENT: Buildings & Grounds			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 97,581	\$ 40,000	Cleaning Service	\$ 35,000
	1,200	Carpet Cleaning - Police Dept. (mthly), City Hall (Qtrly)	1,650
	1,000	Cleaning of table cloths, etc.	1,000
	14,000	HVAC Maintenance / Contract and repairs	19,000
	6,500	Floor Mat Service	7,000
	9,000	Elevator Service - 2 Elevators	9,000
	3,000	Fire Alarm Service (Fire Suppression System Testing)	3,600
	7,000	Generator Service - Prev. Maint	8,000
	2,100	Fire Extinguisher Maint. - Pressure Test Older Units	2,100
		Blue Prints for potential EOC in City Hall	3,000
		Structural Storage in Public Works garage (FY 2018 Decision Package)	50,000
	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, AED)	3,300
	225	City Hall Softener salt	225
	3,000	Green Enhancement to City Buildings (Inc. Light Bulbs)	3,000
	4,000	Garage Door and Gate Inspections and Repair	4,000
		Minor Building Repair & Maintenance	8,000
	525	Co2 Sensor Calibration and testing	525
		Painting City Wide (Exterior Public Works)	50,000
	2,000	Roof Repairs and Inspections	2,500
		Police Department Entrance SW and Railing Replacement	12,000
		Mudjacking or Repair of Sidewalks	2,000
	15,000	Safety Stairs in Wash Bay	
	6,000	Police Department Security Alarm	
		Carpet Replacement in City Buildings	75,000
		Repair Irrigation System at City Hall	3,000
		Keyless Security (FY 2018 Decision Package)	
		See also 20-00-41000 and 20-04-41000	
	18,000		
\$ 97,581	\$ 140,575	Total	\$ 307,625

CITY OF WARRENVILLE
FISCAL YEAR 2019
MAINTENANCE - AUTOS - 01-65-41110

DEPARTMENT: Buildings & Grounds			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 189	\$ 150	Maintenance of Supervisors Vehicle	\$ 150
\$ 189	\$ 150	Total	\$ 150

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 TRAVEL & MEETINGS - 01-65-44400

DEPARTMENT: Buildings & Grounds			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	\$ 1,000	Training & Seminars	\$ 1,000
Total			\$ 1,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 DUES, SUBSCRIPTIONS, & BOOKS - 01-65-46900

DEPARTMENT: Buildings & Grounds			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 34	\$ 300	As Needed Certifications Etc.	\$ 300
Total			\$ 300

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OTHER SUPPLIES - 01-65-47200

DEPARTMENT: Administration			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 3,483	\$ 6,000	Tools for Building Supervisor (natural gas leak detector) (Flashlight, ladder, power tools) Other misc. expenses for buildings	2,000
		Supplies for buildings (Inc. paper products)	2,000
		Total	4,000
\$ 3,483	\$ 6,000		\$ 4,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 UNIFORMS - 01-65-47300

DEPARTMENT: Buildings & Grounds			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 736	\$ 748	Uniforms for Building Maintenance Supervisor	900
		Total	900
\$ 736	\$ 748		\$ 900

GENERAL FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected 2018	Budget 2019	18-19 Growth
01-70-40400	Central Svcs	EMPLOYEE INSURANCE	874,866	830,161	866,323	910,451	909,968	988,160	8.59%
01-70-40403	Central Svcs	INSURANCE OPT-OUT PAYMENTS	8,092	8,809	11,320	11,524	9,455	10,886	15.13%
01-70-41100	Central Svcs	MAINTENANCE - EQUIPMENT	83,274	84,495	179,443	255,210	167,720	316,320	88.60%
01-70-41103	Central Svcs	MAINTENANCE - SOFTWARE	64,126	60,108	60,542	131,811	69,037	140,042	102.85%
01-70-43301	Central Svcs	INSURANCE - LIABILITY	116,645	96,199	88,540	91,197	101,478	107,462	5.90%
01-70-43302	Central Svcs	INSURANCE - WORKERS COMP	133,573	154,899	146,691	151,475	153,544	167,010	8.77%
01-70-43303	Central Svcs	INSURANCE - EE LIFE	3,236	2,816	2,293	2,348	2,409	2,520	4.61%
01-70-43400	Central Svcs	TELEPHONE	64,255	64,948	73,564	84,901	72,204	76,205	5.54%
01-70-44300	Central Svcs	RENT EXPENSE	600	600	688	717	717	746	4.04%
01-70-44600	Central Svcs	POSTAGE	7,826	7,558	6,959	7,600	6,509	6,639	2.00%
01-70-44700	Central Svcs	PRINTING/PUBLISHING	5,178	8,536	2,726	7,000	7,000	10,000	42.86%
01-70-45210	Central Svcs	COMPUTER SOFTWARE	-	160	-	896,658	-	-	-
01-70-45400	Central Svcs	OTHER PROFESSIONAL SERVICES	-	-	-	-	-	1,279,105	-
01-70-47100	Central Svcs	OFFICE SUPPLIES	21,473	16,008	14,843	15,750	16,238	15,500	-4.54%
Totals			1,383,144	1,335,297	1,453,932	2,566,642	1,516,279	3,120,595	105.81%

General Fund Line Items
Fiscal Year 2019

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EMPLOYEE INSURANCE - 01-70-40400

DEPARTMENT: Central Services			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 866,323	\$ 909,968	General Fund Share of Group Employee Health Insurance (net of Employee Required Contributions) (Additional amounts charged to Water and Sewer Fund) Water and Sewer Fund)	\$ 988,160
\$ 866,323	\$ 909,968	Total	\$ 988,160

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 INSURANCE OPT-OUT PAYMENTS - 01-70-40403

DEPARTMENT: Central Services			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 11,320	\$ 9,455	Employee Insurance Opt-Out Payments Paid by Calendar Year (7 Opt-Outs for CY 2018)	\$ 10,886
\$ 11,320	\$ 9,455	Total	\$ 10,886

CITY OF WARRENVILLE
FISCAL YEAR 2019
MAINTENANCE - EQUIPMENT - 01-70-41100

DEPARTMENT: Central Services			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 179,443	\$ 1,800	Stafford Copier Maintenance-Biz Hub 808	\$ 2,000
	1,800	Manning Copier Maintenance-Biz Hub 754e	1,800
	96,000	Annual Network Maintenance (AIS)	96,000
	-	Additional IT Support during ERP (AIS)	25,000
	100	Miscellaneous (Keyboards, Mice, etc.)	3,000
	500	Additional Memory	500
	400	General Printers - Replacement	2,000
	13,000	Annual Computer Replacement (10)	25,000
	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
	1,100	Extron 60-429-22 (Cablecasting)	1,100
	18,600	City Hall Security Camera	5,500
	-	City Hall Security Cameras Maintenance	5,000
	-	Midco Door System Upgrade	12,000
	-	External Access Point Arbitrator	2,500
	-	8 Hard Drives	6,500
	-	Server Maintenance	3,000
	-	Telephone System Maintenance <i>(unknown until selected)</i>	5,000
	-	Telephone System Replacement (FY 2018 Decision Package)	86,000
\$ 179,443	\$ 167,720	Total	\$ 316,320

CITY OF WARRENVILLE
FISCAL YEAR 2019
MAINTENANCE - SOFTWARE - 01-70-41103

DEPARTMENT: Central Services			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 60,542	\$ 9,862	MSI/Harris Software Maintenance Agreement	\$ 10,552
	8,200	CH and PD Lock System Maintenance Agreement	8,200
	300	SSL Certificate	300
	225	Citrix FileShare	192
	100	VMWare Licenses	100
	-	Content/Internet Monitoring	4,000
	1,200	SPAM Maintenance - Barracuda	1,200
	5,000	Laserfiche	6,000
	19,000	Server Backup & Recovery	21,000
	708	BEAST Maintenance Software Agreement	708
	3,600	Pace Scheduler software (Police)	3,600
	5,700	Arbitrator Software (Squad Cameras)	5,700
	2,150	Annual ERSI (GIS) Maintenance Agreement	2,150
	2,500	ArcGIS On-line (5-User License)	2,500
	2,440	Westlaw (Code Enforcement)	2,440
	2,820	WebQA Software Maintenance	2,820
	449	Uniform Criminal Complaint (Yearly)	449
	-	Enterprise Resource Planning (ERP) software fee (Revised Decision Package for FY 2019)	43,848
	500	VPN	500
	-	Mimecast (Email Archiving Software)	13,000
	-	Mimecast Annual Service Cost (recurring)	6,500
	2,848	LEADS online	2,848
	1,000	Entersect On-Line Background/Investigations tool	1,000
	435	APBnet (critical reach)	435
	-	Itouch Maintenance	2,000
	-	CivicPlus Agenda (again in FY 20)	
\$ 60,542	\$ 69,037	Total	\$ 140,042

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 INSURANCE - LIABILITY - 01-70-43301

DEPARTMENT: Central Services			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 88,540	\$ 53,498	Property and Inland Marine * (Shared with Water & Sewer)	\$ 56,708
	9,119	Umbrella (Excess Liability) * (Shared with Water & Sewer)	9,666
	4,590	Cyber Liability *	4,865
	6,497	Fiduciary Liability *	6,887
	1,751	Crime and Public Officials	1,751
	23,616	Auto Liability & Property Damage * (Shared with Water & Sewer)	25,033
	2,407	Boiler and Machinery * (Shared with Water & Sewer)	2,552
		* CY 2019 Renewal Assumes a 6% Increase - But Actual Loss Experience will Contribute to Actual Increase	
\$ 88,540	\$ 101,478	Total	\$ 107,462

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 INSURANCE - WORKERS COMP - 01-70-43302

DEPARTMENT: Central Services			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 146,691	\$ 99,320 54,224	<u>General Fund Share</u> <u>CY 2018</u> (May through December 2017) (January - April 2018)	
		<u>CY 2019 Renewal</u> (May through December 2018)	108,448
		(January - April 2019) Assumes a 8% Increase - But Actual Loss Experience will Contribute to Actual Increase	58,562
		(See also Water & Sewer - 20-00-43302 20-04-43302)	
\$ 146,691	\$ 153,544	Total	\$ 167,010

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 INSURANCE - EE LIFE - 01-70-43303

DEPARTMENT: Central Services			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 2,293	\$ 2,409	Employee Life Insurance (Life .087 and AD&D .02) (\$25K per employee)	\$ 2,520
Total			\$ 2,520

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 TELEPHONE - 01-70-43400

DEPARTMENT: Central Services			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 73,564	\$ 1,200	Comcast - Services and IP Addresses at PW	\$ 1,200
	3,298	Comcast - Services and IP Addresses at PD	3,298
	52,673	Call-One - Telephone Services	55,307
	1,000	Upgrade Cell Phones/New Ancillary Equipment	1,000
	14,033	Cell Phone Services	15,200
	-	Conference Call Bridge Usage (Arkadin, Inc.)	200
Total			\$ 76,205

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 RENT EXPENSE - 01-70-44300

DEPARTMENT: Central Services			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 688	\$ 717	Pitney Bowes Postage Machine (1st Floor City Hall)	\$ 746
Total			\$ 746

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 POSTAGE - 01-70-44600

DEPARTMENT: Central Services			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 6,959	\$ 6,509	City Wide, Less W&S (includes 01/2018 increase) FY 17 Actual - \$6,959 FY 16 Actual - \$7,558 FY 15 Actual - \$7,826 FY 14 Actual - \$10,163 FY 13 Actual - \$12,729	\$ 6,639
Total			\$ 6,639

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 PRINTING / PUBLISHING 01-70-44700

DEPARTMENT: Central Services			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 2,726	\$ 7,000	Citywide - Letterhead, Envelopes Business Cards, and Publishing Costs	\$ 10,000
		FY 17 Actual - \$2,726 FY 16 Actual - \$8,536 FY 15 Actual - \$5,177 FY 14 Actual - \$5,153 FY 13 Actual - \$5,676 FY 12 Actual - \$2,792	
\$ 2,726	\$ 7,000	Total	\$ 10,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OFFICE PROFESSIONAL SERVICES - 01-70-45400

DEPARTMENT: Central Services			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
		ERP Contractual Implementation Services (FY 2019 Decision Package - FIN 19.01)	\$ 1,279,105
\$ -	\$ -	Total	\$ 1,279,105

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OFFICE SUPPLIES - 01-70-47100

DEPARTMENT: Central Services			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 14,843	\$ 16,238	General Fund Office Supplies	\$ 15,500
		FY17 Actual - \$14,843 FY16 Actual - \$16,008 FY15 Actual - \$21,473 FY14 Actual - \$17,625 FY13 Actual - \$20,325	
\$ 14,843	\$ 16,238	Total	\$ 15,500

City of Warrenville

General Fund Projections

Revenues	Fiscal Year					
	Actual 2016	Actual 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021
Tax Revenue	\$ 9,919,304	\$ 9,946,374	\$ 10,176,174	\$ 10,266,252	\$ 10,695,967	\$ 10,828,204
License, Permit & Fee Revenue	462,277	424,892	567,370	822,973	419,277	417,144
Fine Revenue	269,998	251,796	258,290	261,659	261,860	262,064
Reimbursement Revenue	-	1,460	163	250	250	250
Rental Revenue	33,862	31,103	33,779	34,690	35,637	36,623
Intrafund Revenue	262,264	76,611	60,730	62,173	62,173	62,173
Interest Revenue	1,454	(571)	5,320	3,990	3,990	3,990
Grant Revenue	40,199	30,081	25,128	20,765	20,765	20,765
Miscellaneous Revenue	191,425	206,823	492,883	162,848	159,677	162,603
Total Revenue	\$ 11,180,783	\$ 10,968,569	\$ 11,619,837	\$ 11,635,600	\$ 11,659,597	\$ 11,793,815
Growth from Previous Year	1.0%	-1.9%	3.9%	0.1%	0.2%	1.2%

Expenses	Fiscal Year					
	Actual 2016	Actual 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021
Total Salary & Wage Expense	\$ 5,591,012	\$ 5,660,094	\$ 5,912,381	\$ 6,324,519	\$ 6,588,245	\$ 6,917,657
Total Fringe Benefit Expense	2,562,622	2,620,671	2,736,676	2,903,752	3,039,211	3,191,172
Total Maintenance Expense	556,194	685,739	768,712	1,767,012	845,079	929,587
Total Supplies and Service Expense	1,639,878	1,638,407	1,943,978	3,929,152	1,810,385	1,882,800
Total Capital Expense	546,308	55,396	103,330	170,637	194,274	200,102
Total Expenditures	\$ 10,896,014	\$ 10,660,307	\$ 11,465,077	\$ 15,095,072	\$ 12,477,194	\$ 13,121,318
Growth from Previous Year	1.7%	-2.2%	5.2%	31.7%	-17.3%	5.2%

Revenues Greater/(Less Than) - Expenditures	\$ 284,769	\$ 308,262	\$ 154,760	\$ (3,459,472)	\$ (817,596)	\$ (1,327,503)
Personnel proportion of Total	75%	78%	75%	61%	77%	77%
Total Ending Fund Balance	\$ 9,266,951	\$ 13,703,577 *	\$ 11,658,337 **	\$ 8,198,865	\$ 5,181,269	\$ 3,853,766
Non-Spendable Fund Balance - PrePays (estimated)	119,323	119,140	119,140	119,140	119,140	119,140
Assigned Fund Balance		4,144,792	-	-		
Non-Spendable Fund Balance - Land for Resale	2,200,000	2,200,000				
Unassigned Ending Fund Balance	\$ 6,947,628	\$ 7,239,645	\$ 11,539,197	\$ 8,079,725	\$ 5,062,129	\$ 3,734,626
UFB Expenditure Coverage	64%	68%	101%	54%	41%	28%

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* Fiscal 2017 Total Ending Fund Balance includes the addition of \$4,128,364 from the closure of the Special Projects Fund at the end of Fiscal 2017
 ** Reflects the "Sale of Land for Resale" during FY 18 and reclassification of "Assigned" Fund Balance to Unassigned Fund Balance at end of FY 2018



CAPITAL MAINTENANCE AND REPLACEMENT

FUND 02

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).

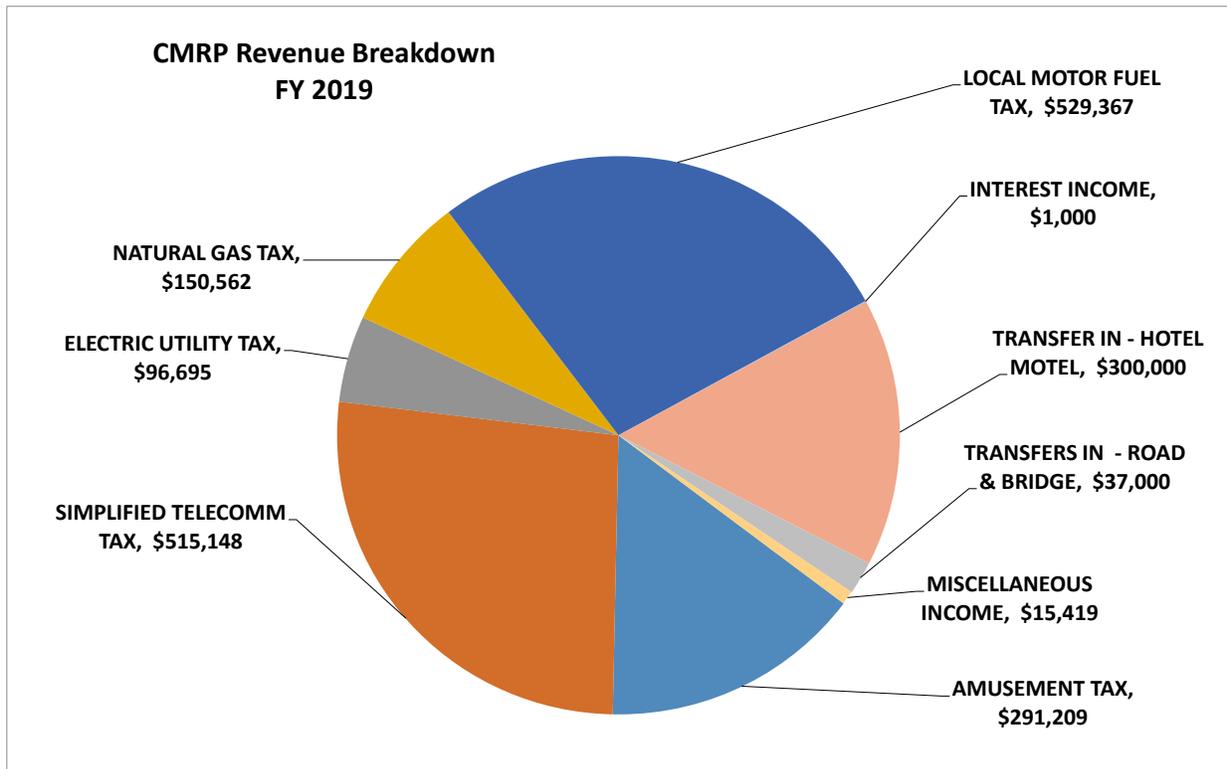
CAPITAL MAINTENANCE AND REPLACEMENT FUND HIGHLIGHTS

	2018 Budget	2018 Projected	2019 Proposed
Revenue	\$1,976,034	\$1,942,760	\$1,936,400
Expenditures	\$2,273,275	\$1,976,620	\$1,247,835
Surplus/(Deficit) ¹	(\$297,241)	(\$33,860)	\$688,565

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); a multi-year plan for all City non-enterprise infrastructure, vehicles and equipment capital assets. 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 2018 adjustments, the CMRP revised annual average expenditures total \$2,151,275.

Revenue Sources



FY 2018 is projected to end with total revenue of \$1,942,760. The revenue projected for FY 2019 is \$1,936,400, a slight decrease of .33% from the projected FY 2018 figure.

Beginning with FY 2018, 100% of Amusement tax revenue was directed to this fund, with no allocation going to the General Fund, as had previously been the case. Amusement Tax revenue for FY 2018 is projected to total \$286,200, a projected increase of 6.5% over the FY 2017 figure of \$268,581. For FY 2019, this revenue source is projected with total revenue of \$291,209, a 1.75% increase.

Warrenville imposes a 6% Telecommunication Tax on telecommunications services. As recently as FY 2013, the revenue from this source was in excess of \$630,000. However, projected revenue for FY 2018 totals \$522,993, while FY 2019 projected revenue totals \$515,148, a decrease of 1.5% from the projected FY 2018 figure. This revenue source has average fiscal-year to fiscal-year decreases of 3.9% over the past five fiscal years. The original CMRP revenue assumptions from this tax were in excess of \$670,000.

Electric Utility Tax revenue is projected to end FY 2018 with total revenue of \$92,695, a decrease of about 6.3% from the FY 2017 figure of \$98,925. The original CMRP assumption for this revenue source was \$104,600 annually, while this revenue has actually realized an average of just \$98,974, or about 95% of that original assumption, per fiscal year, since the inception of this tax. For FY 2019, this revenue is projected with anticipated revenue of \$96,695, an increase of 4.32% over the projected FY 2018 figure.

The Natural Gas Utility and Use Taxes are projected to end FY 2018 with total revenue of \$150,562. For FY 2019, this projection is projected with no change, based upon the multi-year average of this revenue source since inception in FY 2014. This revenue source has fluctuated from a high of \$175,597 for FY 2014, down to low of \$121,656 for FY 2016.

The 4¢ per gallon Local Motor Fuel Tax is projected to end Fiscal Year 2018 with total revenue of \$529,367, a decrease of about 6.2% from FY 2017. The five gas stations in Warrenville are showing average year-to-year decreases averaging 12.94%, with four out of the five station showing decreases, while the fifth station is virtually unchanged from FY 2017, on a fiscal-year to fiscal-year-to-date basis. For FY 2019, revenue is projected with no change from FY 2018. It is important to note that no revenue has been included in the FY 2019 projections, for any new gas stations which may come on-line during FY 2019. Currently the five stations average about \$96,400 per year in tax remittances to the City.

The CMRP annually receives a \$300,000 transfer from the Hotel Motel Tax Fund, which is again included in the FY 2019 proposed budget, as well as Road and Bridge funding from the property tax levy, via a transfer from the General Fund in the amount of \$37,000.

Expenditures

For FY 2018 fund expenditures are projected to total \$1,976,620, with total expenditures for FY 2019 projected at \$1,247,835, well below the aforementioned average annual expenditures of \$2,151,275. The CMRP plan is working exactly as anticipated, where some fiscal years have expenditures in excess of the annual average expenditures, while other, such as the projected FY 2019, expenditures are below the plans annual average expenditures.

The proposed FY 2019 expenditures include the following:

- 1) Replacement of four Police vehicles - \$117,074
Note: originally a total of seven Police vehicles were to be replaced during FY 2019, per the CMRP, but staff evaluation of those vehicle determined that three did not meet the established criteria for replacement and will not be replaced during FY 2019.
- 2) Skid Steer and attachments - \$48,000
- 3) Street light replacements in the square courts -\$50,000
- 4) Road program engineering, bid documents, inspections and construction program - \$942,261
- 5) Citywide crack filling, patching, sidewalk repair, and storm inlet repairs - \$90,500

CITY OF WARRENVILLE, ILLINOIS

Capital Maintenance and Replacement Fund Activity

FY 2019

Projected Beginning Fund Balance	\$ 1,213,646
Revenues	
Property Taxes	\$ -
Sales and Use Taxes	-
Amusement Taxes	291,209
Consumption Taxes	1,291,772
Income Taxes	-
Hotel-Motel Taxes	-
Motor Fuel Taxes	-
Connection Fees	-
Administrative Charges	-
Consumption Fees	-
Franchise Fees	-
Licensing Fees	-
Interest Income	1,000
Financing Proceeds	-
Misc. Revenues	15,419
Grant Revenue	-
Rental Income	-
Reimbursement Revenues	-
Fine Revenue	-
Transfers In	337,000
	<hr/>
Total FY 2019 Revenue	\$ 1,936,400
Expenses/Expenditures	
Personnel	\$ -
Capital	1,162,835
Supplies and Services	70,000
Maintenance	15,000
	<hr/>
Total FY 2019 Expenses/Expenditures	\$ 1,247,835
 Variance - Add to/(Use of) Fund Balance	 \$ 688,565
 Projected Ending Fund Balance	 \$ 1,902,211
Percent Change	56.74%

CAPITAL MAINTENANCE AND REPLACEMENT FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018	Budget 2019	18-19 Growth
02-00-30704	Revenues	AMUSEMENT TAX	153,387	173,998	161,149	252,000	286,200	291,209	1.75%
02-00-30706	Revenues	SIMPLIFIED TELECOMM TAX	569,167	556,601	545,466	506,844	522,993	515,148	-1.50%
02-00-30710	Revenues	ELECTRIC UTILITY TAX	98,956	96,208	98,925	100,929	92,695	96,695	4.32%
02-00-30711	Revenues	NATURAL GAS TAX	170,074	121,656	134,921	145,725	150,562	150,562	0.00%
02-00-30713	Revenues	LOCAL MOTOR FUEL TAX	556,213	538,175	564,478	619,003	529,367	529,367	0.00%
02-00-34600	Revenues	PHOTO ENFORCEMENT FINES							
02-00-37700	Revenues	INTEREST INCOME	6,481	2,271	1,501	1,000	1,000	1,000	0.00%
02-00-38600	Revenues	TRANSFER IN - HOTEL MOTEL	300,000	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%
02-00-39900	Revenues	MISCELLANEOUS INCOME					452		
02-00-39920	Revenues	SALE OF SURPLUS PROPERTY	20,379	15,087	23,845	13,533	2,366	15,419	551.69%
02-00-39931	Revenues	REIMBURSEMENT - POLICE AUTOS					20,125		
Totals			1,911,657	1,840,996	1,867,285	1,976,034	1,942,760	1,936,400	-0.33%

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018	Budget 2019	18-19 Growth
02-00-41000	Streets	MAINTENANCE - BUILDINGS		8,743	228,326		-		
02-00-41200	Streets	MAINTENANCE-STREETS	5,304		11,857	15,000	5,000	15,000	200.00%
02-00-41230	Streets	PAVEMENT PRESERVATION							
02-00-45300	Streets	ENGINEERING	119,704	114,127	123,829	100,000	102,938	70,000	-32.00%
02-00-49402	Streets	SIDEWALKS	672			5,500		5,500	
02-00-49476	Streets	ROAD PROJECTS	2,148,302	1,350,118	1,695,446	1,594,394	1,307,875	992,261	-24.13%
02-00-49500	Streets/Police	EQUIPMENT PURCHASE	138,240	191,154	332,416	558,381	560,807	165,074	-70.56%
Totals			2,412,222	1,664,142	2,391,874	2,273,275	1,976,620	1,247,835	-36.87%
Fund Total Rev			1,911,657	1,840,996	1,867,285	1,976,034	1,942,760	1,936,400	-0.33%
Fund Total Exp			2,412,222	1,664,142	2,391,874	2,273,275	1,976,620	1,247,835	-36.87%
Variance			(500,565)	176,854	(524,589)	(297,241)	(33,860)	688,565	
Fund Balance 4/30/15									
Fund Balance 4/30/16			1,595,241						
Fund Balance 4/30/17			1,772,095						
Projected Fund Balance 4/30/18			1,247,506			1,213,646			
Projected Fund Balance 4/30/19						1,902,211			

Capital Maintenance and Replacement Fund Line Items
Fiscal Year 2019

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 ENGINEERING - 02-00-45300

DEPARTMENT: PUBLIC WORKS			
PROGRAM: On-Going			
2017 Actual	2018 Projected	Description of Cost	2019 Budget
\$ 123,829	\$ 22,938	FY 2018 Glen Drive North / Williams / Calumet (Phase III)	
	80,000	2017 Road Program Inspections	
		FY 2019 2018 Road Program Inspections	70,000
			\$
\$ 123,829	\$ 102,938	Total	\$ 70,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 SIDEWALKS - 02-00-49402

DEPARTMENT: PUBLIC WORKS			
PROGRAM: On-Going			
2017 Actual	2018 Projected	Description of Cost	2019 Budget
\$ -	\$ -	City Wide Repairs - Included in Road Contract Installation of addition concrete at the Gazebo to allow access to the railings from the sidewalk	\$ 5,500
\$ -	\$ -	Total	\$ 5,500

CITY OF WARRENVILLE
FISCAL YEAR 2019
ROAD PROJECTS - 02-00-49476

DEPARTMENT: PUBLIC WORKS			
PROGRAM: On-Going			
2017 Actual	2018 Projected	Description of Cost	2019 Budget
\$ 1,695,446		Citywide Sidewalk	\$ 20,000
		Citywide Patching	50,000
	\$ 1,107,925	<u>FY 2018 Road Program</u>	
	199,950	Glen Drive North, Calumet Ave, Williams Road	
		<u>FY 2019 Road Program</u>	
		Burk Avenue: Warrenville Road to Wagner Drive	95,128
		Cerny Road & Cerny Circle: Batavia Road to Dead End	39,534
		Landon Drive: Butterfield Road to Dead End	16,280
		Main Street: Rockwell Street to Batavia Road (and 4 foot wide patch on both edges of pavement)	307,650
		Mignin Drive: Warrenville Road to Dead End (and 4 foot wide patch on both edges of pavement)	200,100
		Wagner Drive: Mignin Drive to Burk Avenue (and 4 foot wide patch on both edges of pavement)	51,275
		Warren Avenue: Stafford Place to Warrenville Road	162,294
		25 Street Light Replacements - Square Courts	50,000
		Total	\$ 992,261

CITY OF WARRENVILLE
FISCAL YEAR 2019
EQUIPMENT PURCHASE 02-00-49500

DEPARTMENT: PUBLIC WORKS			
PROGRAM: On-Going			
2017 Actual	2018 Projected	Description of Cost	2019 Budget
\$ 332,417		<u>to be Replaced with Ford Explorers - FY 2019</u> (#202) Taurus - VIN# 1FAHP23...1152	\$ 31,452
		(#210) Explorer VIN# 1FM5K8AR...5889	27,085
		(#213) Explorer VIN# 1FM5K8AR...5890	27,085
		(#218) Taurus VIN# 1FAHP2...4188	31,452
		<u>Replaced with Ford Explorers - FY 2018</u>	
	\$ 27,085	(#207) Taurus - VIN# 1FAHP23...3682	
	27,085	(#208) Explorer VIN# 1FMEU73...4721	
	31,452	(#211) Taurus - VIN# 1FAHP2M...4187	
	31,452	(#214) Expedition VIN# 1FMFU165...1129	
	31,452	(#216) Taurus - VIN# 1FAHP2MK...4186	
		<u>Public Works</u>	
		<u>FY 2018</u>	
	59,281	(#110) 2001 - Large snow plow truck	
	155,000	(#124) 2002 Large Snow Plow Truck (2FZA...64117)	
	190,000	(#319) Wheel Loader (DWT...73944)	
	8,000	Flat Mower Attachment for R.O.W. Mowing	
		<u>FY 2019</u>	
		(#304) Skid Steer and Attachments (A3L...741) (Replacement)	48,000
		Total	\$ 165,074

City of Warrenville
Capital Maintenance and Replacement Fund- Projections

Revenues	Actual	Projected	Projected	Projected	Projected	Projected
	2016	2017	2018	2019	2020	2021
Tax Revenue	\$ 1,486,638	\$ 1,504,939	\$ 1,581,817	\$ 1,582,981	\$ 1,693,779	\$ 1,688,050
License, Permit & Fee Revenue	-	-	-	-	-	-
Fine Revenue	-	-	-	-	-	-
Reimbursement Revenue	-	-	-	-	-	-
Rental Revenue	-	-	-	-	-	-
Intrafund Revenue	337,000	337,000	337,000	337,000	337,000	337,000
Interest Revenue	2,271	1,501	1,000	1,000	1,000	1,000
Grant Revenue	-	-	-	-	-	-
Miscellaneous Revenue	15,087	23,845	22,943	15,419	15,419	15,419

Total Revenue	\$1,840,996	\$1,867,285	\$1,942,760	\$1,936,400	\$2,047,198	\$2,041,469
	-3.7%	1.4%	4.0%	-0.3%	5.7%	-0.3%

Growth from Previous Year

Expenses	Projected	Projected	Projected	Projected	Projected	Projected
	2016	2017	2018	2019	2020	2021
Total Salary & Wage Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fringe Benefit Expense	-	-	-	-	-	-
Total Maintenance Expense	8,743	240,183	5,000	15,000	15,000	15,000
Total Supplies and Service Expense	114,127	123,829	102,938	70,000	70,000	70,000
Total Capital Expense	1,541,272	2,027,862	1,868,682	1,162,835	2,066,275	2,066,275
Total Expenses	\$ 1,664,142	\$2,391,874	\$1,976,620	\$1,247,835	\$2,151,275	\$2,151,275
	-31.0%	43.7%	-17.4%	-36.9%	72.4%	0.0%

Growth from Previous Year

Revenues Greater/(Less Than) - Expenditures	\$ 176,854	\$ (524,589)	\$ (33,860)	\$ 688,565	\$ (104,077)	\$ (109,806)
	106%	52%	61%	152%	84%	78%
Assigned Fund Balance	\$ 1,772,095	\$ 1,247,506	\$ 1,213,646	\$ 1,902,211	\$ 1,798,134	\$ 1,688,328
Expenditure Coverage	106%	52%	61%	152%	84%	78%



MOTOR FUEL TAX

FUND 13

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.

CITY OF WARRENVILLE, ILLINOIS

Motor Fuel Tax Fund Activity

FY 2019

Projected Beginning Fund Balance	\$ 824,581
Revenues	
Property Taxes	\$ -
Sales and Use Taxes	-
Amusement Taxes	-
Consumption Taxes	-
Income Taxes	-
Hotel-Motel Taxes	-
Motor Fuel Taxes	338,355
Connection Fees	-
Administrative Charges	-
Consumption Fees	-
Franchise Fees	-
Licensing Fees	-
Interest Income	5,450
Financing Proceeds	-
Misc. Revenues	-
Grant Revenue	-
Rental Income	-
Reimbursement Revenues	-
Fine Revenue	-
Transfers In	-
Total FY 2019 Revenue	\$ 343,805
Expenses/Expenditures	
Personnel	\$ -
Capital	-
Supplies and Services	66,250
Maintenance	223,775
Total FY 2019 Expenses/Expenditures	\$ 290,025
Variance - Add to/(Use of) Fund Balance	\$ 53,780
Projected Ending Fund Balance	\$ 878,361
Percent Change	6.52%

MOTOR FUEL TAX FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018	Budget 2019	18-19 Growth
13-00-31100	Revenue	MOTOR FUEL ALLOTMENT	322,024	336,107	333,053	338,355	338,355	338,355	0.00%
13-00-31101	Revenue	SUPPLEMENTAL ALLOTMENT							
13-00-31500	Revenue	INSURANCE REIMBURSEMENT							
13-00-37700	Revenue	INTEREST INCOME	117	945	2,999	740	5,200	5,450	4.81%
13-00-39309	Revenue	GRANTS	116,062	-	-	-	-	-	-
Totals			438,203	337,052	336,052	339,095	343,555	343,805	0.07%

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018	Budget 2019	18-19 Growth
13-00-41200	Streets	MAINTENANCE - STREETS	11,037	26,046	19,718	19,000	8,532	16,333	91.43%
13-00-41201	Streets	MAINTENANCE STREETS-STRIPING	8,382	14,630	16,951	19,000	18,272	18,636	1.99%
13-00-41210	Streets	MAINTENANCE STS-SALT	155,241	61,101	69,499	155,000	87,000	155,000	78.16%
13-00-44000	Streets	MAINTENANCE-STREET LIGHTS	20,111	9,349	7,563	19,000	8,000	18,556	131.95%
13-00-44010	Streets	MAINTENANCE STREET SIGNS	4,099	12,241	10,556	19,000	9,244	15,250	64.97%
13-00-44020	Streets	STREET LIGHTING-COMM ED	64,284	62,106	59,055	60,788	45,343	48,750	7.51%
13-00-45410	Streets	TREE REMOVAL	10,185	1,275	9,775	19,000	7,500	17,500	133.33%
13-00-49476	Streets	ROAD PROJECTS	422,378	-	-	-	-	-	-
Totals			273,339	609,126	193,117	310,788	183,891	290,025	57.72%

Fund Total Rev	438,203	337,052	336,052	339,095	343,555
Fund Total Exp	273,339	609,126	193,117	310,788	183,891
Variance	164,864	(272,074)	142,935	28,307	159,664
Fund Balance 4/30/15	794,056				
Fund Balance 4/30/16	521,982				
Fund Balance 4/30/17	664,917				
Projected Fund Balance 4/30/17					824,581
Projected Fund Balance 4/30/18					878,361

Motor Fuel Tax Fund Line Items
Fiscal Year 2019

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE STREETS - 13-00-41200

DEPARTMENT: PUBLIC WORKS			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 19,719	\$ 8,532	Storm Inlet Repair, Street Patching	\$ 16,333
Total			\$ 16,333

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE STREETS/STRIPING - 13-00-41201

DEPARTMENT: PUBLIC WORKS			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 16,951	\$ 18,272	Striping Costs	\$ 18,636
Total			\$ 18,636

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE STREETS/SALT - 13-00-41210

DEPARTMENT: PUBLIC WORKS			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 69,499	\$ 87,000	Rock Salt and Chloride for De-icing Roads	\$ 155,000
Total			\$ 155,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE STREETS LIGHTS - 13-00-44000

DEPARTMENT: PUBLIC WORKS			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 7,563	\$ 8,000	Cost for Maintenance contract for Traffic Signals Traffic signals that are damaged Standard Maintenance of street lights City traffic signal locations: Route 59 and Mack Road Route 59 and Batavia Road Route 59 and Continental Dr/Mack Rd Route 56 and Batavia Road	\$ 18,556
Total			\$ 18,556

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE STREET SIGNS - 13-00-44010

DEPARTMENT: PUBLIC WORKS			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 10,556	\$ 9,244	Replacement of Regulatory and Info Signs in accordance with applicable regulations.	\$ 15,250
Total			\$ 15,250

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 STREET LIGHTING - COMED - 13-00-44020

DEPARTMENT: PUBLIC WORKS			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 59,054	\$ 45,343	Electrical Cost for Street Lighting Throughout the City	\$ 48,750
Total			\$ 48,750

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 TREE REMOVAL - 13-00-45410

DEPARTMENT: PUBLIC WORKS			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 9,775	\$ 7,500	Tree Removal , Replacement, and Trimming Throughout the City	\$ 17,500
Total			\$ 17,500
\$ 9,775	\$ 7,500		

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 ROAD PROJECTS - 13-00-49476

DEPARTMENT: PUBLIC WORKS			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -		Unbudgeted for FY 2019	
Total			\$ -
\$ -	\$ -		

**City of Warrenville
Motor Fuel Tax Fund - Projections**

Revenues	Fiscal Year					
	Actual 2016	Actual 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021
Tax Revenue	\$ 336,107	\$ 333,053	\$ 338,355	\$ 338,355	\$ 334,971	\$ 334,971
License, Permit & Fee Revenue	-	-	-	-	-	-
Fine Revenue	-	-	-	-	-	-
Reimbursement Revenue	-	-	-	-	-	-
Rental Revenue	-	-	-	-	-	-
Intrafund Revenue	-	-	-	-	-	-
Interest Revenue	945	2,999	5,200	5,450	5,614	5,614
Grant Revenue	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Total Revenue	\$ 337,052	\$ 336,052	\$ 343,555	\$ 343,805	\$ 340,585	\$ 340,585
Growth from Previous Year	-23.1%	-0.3%	2.2%	0.1%	-0.9%	0.0%
Expenses	Fiscal Year					
	Actual 2016	Actual 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021
Total Salary & Wage Expense	-	-	-	-	-	-
Total Fringe Benefit Expense	-	-	-	-	-	-
Total Maintenance Expense	123,367	124,287	131,048	223,775	230,488	230,488
Total Supplies and Service Expense	63,381	68,830	52,843	66,250	66,250	66,250
Total Capital Expense	422,378	-	-	-	-	-
Total Expenses	\$ 609,126	\$ 193,117	\$ 183,891	\$ 290,025	\$ 296,738	\$ 296,738
Growth from Previous Year	122.8%	-68.3%	-4.8%	57.7%	2.3%	0.0%
Revenues - Expenditures	\$ (272,074)	\$ 142,935	\$ 159,664	\$ 53,780	\$ 43,847	\$ 43,847
Restricted Fund Balance for Roadways	\$ 521,982	\$ 664,917	\$ 824,581	\$ 878,361	\$ 922,208	\$ 966,054
Expenditure Coverage	86%	344%	448%	303%	311%	326%



HOTEL/MOTEL TAX

FUND 14

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

	2018 Budget	2018 Projected	2019 Proposed
Revenue	\$902,253	\$933,232	\$937,798
Expenditures	\$634,098	\$602,441	\$613,332
Surplus/(Deficit)	\$269,155	\$330,791	\$324,566

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 Warrentville, which collect and remit this tax on a monthly basis. For FY 2018, it is projected that the hotels will remit a total of \$933,232 in Hotel Motel Taxes. The remittances are projected with a slight increase of just 1% over the FY 2017 total of \$923,718. For FY 2019 it is projected that this revenue will increase by just .50% to a budgeted total for FY 2019 of \$937,798.

Expenditures

Interfund Transfers

The largest expenditure line items in this fund are transfers to other City funds. For FY 2018, a total of \$300,000 was budgeted to be transferred to the Capital Maintenance and Replacement Fund. This same transfer is budgeted to take place again for FY 2019.

Community Events Programming Grants

The next largest expenditures are grants. Annually, the City Council approves Hotel Motel Tax grants for the coming fiscal year, which are awarded to support local events and activities, with the goal of promoting tourism and increasing the number of stays at Warrentville hotels. A total of thirteen events were recommended and approved for FY 2019 funding totaling \$99,927.

The City also funds several long-standing community events: the Fourth of July celebration has been receiving \$24,000 in direct financial support, and up to \$11,000 for City in-kind support and services, for a total allocation of \$35,000. Beginning with FY 2019 that direct financial support figure will be increased by \$6,000 to \$30,000, making the new total budgeted support \$41,000.

The annual Summer Daze event also receives funding totaling \$41,000, with \$30,000 in direct financial support, and up to \$11,000 each for City in-kind support and services.

The City also allocates \$6,000 to support the annual Holly Daze event, and provides direct funding support, in the amount of \$15,000, to the Warrentville Historical Society for costs associated with the museum curator/director position.

Promoting Tourism

The FY 2019 expenditures include approximately \$46,905 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.

\$22,000 for the implementation of the City's new branding which was approved during FY 2018, has been proposed and budgeted for FY 2019 (see Decision Package ADM 19.05). That proposed funding includes: a new social media campaign, the purchase of promotional items for distribution, and the use of a professional photographer.

Annually, \$30,000 is budgeted for aesthetic enhancements, including community artwork, landscaping, or other beautification efforts enhancing community pride, and making Warrenville more inviting.

Fund Balance

The fund balance in this fund continues to grow with revenues outpacing expenditures on an annual basis by an average of approximately \$192,000 per year over the last three completed fiscal years. With a projected FY 2018 variance of \$330,791, that annual average actually increases to about \$226,000 per year.

The fund balance at the end of FY 2018 is projected to be \$1,229,183, an increase of \$330,791 from the FY 2017 year-end number of \$898,392. For FY 2019 the fund balance is projected to grow by an additional \$324,566, to a 2019 fiscal year-end total of \$1,553,749.

CITY OF WARRENVILLE, ILLINOIS

Hotel Motel Fund Activity

FY 2019

Projected Beginning Fund Balance	<u>\$ 1,229,183</u>
Revenues	
Property Taxes	\$ -
Sales and Use Taxes	-
Amusement Taxes	-
Consumption Taxes	-
Income Taxes	-
Hotel-Motel Taxes	937,798
Motor Fuel Taxes	-
Connection Fees	-
Administrative Charges	-
Consumption Fees	-
Franchise Fees	-
Licensing Fees	-
Interest Income	100
Financing Proceeds	-
Misc. Revenues	-
Grant Revenue	-
Rental Income	-
Reimbursement Revenues	-
Fine Revenue	-
Transfers In	-
	<u> </u>
Total FY 2019 Revenue	<u>\$ 937,898</u>
Expenses/Expenditures	
Personnel	\$ -
Capital	52,000
Supplies and Services	561,332
Maintenance	-
	<u> </u>
Total FY 2019 Expenses/Expenditures	<u>\$ 613,332</u>
Variance - Add to/(Use of) Fund Balance	\$ 324,566
Projected Ending Fund Balance	<u>\$ 1,553,749</u>
Percent Change	<u>26.41%</u>

HOTEL MOTEL TAX FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018	Budget 2019	18-19 Growth
14-00-30703	Revenue	HOTEL/MOTEL TAX	897,767	926,657	923,718	902,253	933,132	937,798	0.50%
14-00-37700	Revenue	INTEREST INCOME	3,076	1,187	(415)	1,000	100	100	0.00%
Totals			900,843	927,844	923,303	903,253	933,232	937,898	0.50%

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018	Budget 2019	18-19 Growth
14-00-46401	Finance	CITY WEB PAGE	5,486	6,812	5,991	5,500	6,500	6,500	0.00%
14-00-46810	Council	GRANTS	169,228	148,344	166,236	187,531	162,864	202,927	24.60%
14-00-48600	Council	TRANSFERS OUT	500,000	550,000	461,682	300,000	300,000	300,000	0.00%
14-00-48702	Council	PUB. RELATIONS & PROMOTION	42,838	48,102	48,128	53,067	48,686	51,905	6.61%
14-00-48735	Council	CITY PROJECTS			23,354	88,000	84,391	52,000	-38.38%
Totals			717,552	753,258	705,391	634,098	602,441	613,332	1.81%
		Fund Total Rev	900,843	927,844	923,303	903,253	933,232	937,898	0.50%
		Fund Total Exp	717,552	753,258	705,391	634,098	602,441	613,332	1.81%
		Variance	183,291	174,586	217,912	269,155	330,791	324,566	
		Fund Balance 4/30/15	505,894						
		Fund Balance 4/30/16		680,480					
		Fund Balance 4/30/17			898,392				
		Projected Fund Balance 4/30/18					1,229,183		
		Projected Fund Balance 4/30/19						1,553,749	

**Hotel Motel Tax Fund Line Items
Fiscal Year 2019**

DEPARTMENT: COUNCIL			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 5,991	\$ 6,500	Webpage Annual Support Maintenance & Hosting	\$ 6,500
		Total	\$ 6,500

DEPARTMENT: COUNCIL			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 9,101	\$ -	Grants "Big Hits" - Warrenville Athletic Association (WAA)	\$ 5,562
20,860	31,257	Beautification Program Warrenville in Bloom	27,812
13,419	14,411	"Art on Prairie" - Warrenville Park District	14,689
7,798	9,853	"Fall Family Fun Fest" -Warrenville Park District	9,704
525	525	Summer Tea-Historical Society	1,200
2,612	2,612	"Walking Tour & Public Art Survey"-Historical Society	2,200
1,380	2,300	Artist in Residency-Historical Society	1,500
	975	"Playing the Past" - Historical Society	
	-	"Traveling Exhibits"- Historical Society	2,365
15,249	8,558	Concerts in the Commons-Library District	14,155
14,207	-	"Summer Musical Theater" - WMC Productions <i>(FY 18 did not utilize - FY 19 did not apply)</i>	-
2,705	3,175	"Sunday Musical Matinees"- Library District	3,050
9,798	-	Warren Tavern Capital Maintenance - Preservationists	7,500
	-	"Healing Field of Flags " - VFW	9,965
	-	"Cemetery Walk" - Historical Society	225
14,861	15,000	Non-Grant Funding Historical Society Curator/Director	15,000
24,000	30,000	Automatic Maximum Grants - (Began FY 10) Summer Daze - Funding Increased Event Reimbursement Funding - \$30,000	30,000
4,698	7,662	City Support Expenses (up to \$11K Maximum)	11,000
24,000	24,000	4th of July (Friends of the 4th) Event Reimbursement Funding - \$30,000	30,000
6,985	6,536	City Support Expenses (up to \$11K Maximum)	11,000
5,720	6,000	Holly Daze Event Funding (reimbursement to Park District)	6,000
\$ 177,918	\$ 162,864	Total	\$ 202,927

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 TRANSFERS OUT - 14-00-48600

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 PUBLIC RELATIONS & PROMOTION - 14-00-48702

DEPARTMENT: COUNCIL			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -		To General Fund (Recommended Transfer - Considered Annually) <i>(Transfer rescinded for FY 2017 & FY 2018)</i> <i>(Transfer Not Proposed for FY 2019)</i>	
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) <i>(Eliminated beginning with FY 2018 as a result of the closure of the Special Projects Fund into the General Fund)</i>	
100,000		Additional one-time transfer for FY 2017 to the Police Pension Fund (Fund Balance Workgroup Recommendation approved by City Council)	
\$ 450,000	\$ 300,000	Total	\$ 300,000

DEPARTMENT: COUNCIL			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 48,128	\$ 2,500	TAC Visitor Guides/PR Ads	\$ 5,000
		DCVB Partnership FY 19 Contribution based upon FY 18 Projected revenue @ 01/08/2018 thru 12/2017 Fiscal Year Total Estimated = \$938,098 (25% of One-Percentage Point of Tax Revenue)	46,905
	46,186	FY 18 Contribution Total FY 17 Revenue = \$923,718	
		DCVB Pilot grant Program	
\$ 48,128	\$ 48,686	Total	\$ 51,905

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 CITY PROJECTS - 14-00-48735

DEPARTMENT: COUNCIL			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 23,354	\$ 34,891	<u>Branding and Marketing Implementation</u>	
		Branding Photographer	\$ 5,000
		Branding - Social Media Marketing Campaign	7,000
		Branding - Promotional Items	10,000
		(FY 2019 Decision Package - ADM 19.05)	
	30,000	Aesthetic Enhancements (Sculptures, Botanicals, etc.)	30,000
	19,500	Warren Tavern Roof Replacement (FY 2018 Only) <i>Warren Tavern Preservationists</i>	-
\$ 23,354	\$ 84,391	Total	\$ 52,000

City of Warrenville
Hotel Motel Tax Fund - Projections

<i>Revenues</i>	<i>Fiscal Year</i>					<i>Projected 2021</i>
	<i>Actual 2016</i>	<i>Actual 2017</i>	<i>Projected 2018</i>	<i>Projected 2019</i>	<i>Projected 2020</i>	
Tax Revenue	\$ 926,657	\$ 923,718	\$ 933,132	\$ 937,798	\$ 937,798	\$ 937,798
License, Permit & Fee Revenue	-	-	-	-	-	-
Fine Revenue	-	-	-	-	-	-
Reimbursement Revenue	-	-	-	-	-	-
Rental Revenue	-	-	-	-	-	-
Intrafund Revenue	-	-	-	-	-	-
Interest Revenue	1,187	(415)	100	100	100	100
Grant Revenue	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Total Revenue	\$ 927,844	\$ 923,303	\$ 933,232	\$ 937,898	\$ 937,898	\$ 937,898
	3.0%	-0.5%	1.1%	0.5%	0.0%	0.0%
<i>Growth from Previous Year</i>						
<i>Expenses</i>	<i>Fiscal Year</i>					<i>Projected 2021</i>
	<i>Actual 2016</i>	<i>Actual 2017</i>	<i>Projected 2018</i>	<i>Projected 2019</i>	<i>Projected 2020</i>	
Total Salary & Wage Expense	-	-	-	-	-	-
Total Fringe Benefit Expense	-	-	-	-	-	-
Total Maintenance Expense	-	-	-	-	-	-
Total Supplies and Service Expense	753,258	682,037	518,050	561,332	561,332	561,332
Total Capital Expense	-	23,354	84,391	52,000	52,000	52,000
Total Expenses	\$ 753,258	\$ 705,391	\$ 602,441	\$ 613,332	\$ 613,332	\$ 613,332
	5.0%	-6.4%	-14.6%	1.8%	0.0%	0.0%
<i>Growth from Previous Year</i>						
Revenues - Expenditures	\$ 174,586	\$ 217,912	\$ 330,791	\$ 324,566	\$ 324,566	\$ 324,566
<i>Committed Fund Balance</i>	\$ 680,480	\$ 898,392	\$ 1,229,183	\$ 1,553,749	\$ 1,878,315	\$ 2,202,881
<i>Expenditure Coverage</i>	90%	127%	204%	253%	306%	359%

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WATER AND SEWER FUND

FUND 20

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

	2018 Budget	2018 Projected	2019 Proposed
Revenue	\$3,331,595	\$3,401,439	\$3,502,334
Expenditures	\$8,335,062	\$5,873,227	\$5,335,928
Surplus/(Deficit)	(\$5,023,467)	(\$2,471,788)	(\$1,833,594)

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 cover the costs associated with the water and sewer operations with user fees, or consumption fees, charged to its customers. Additional revenues also support fund and allow the water and sewer rates (consumption fees), to be less volatile to short-term influences, with fewer needs for rate adjustments. The Water and Sewer Enterprise Fund is divided into four major areas: 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 2019 is \$3,502,334, is divided among the four major areas.

Water operations and maintenance revenue is largely comprised of water sales revenue, based on a rate charged to water users. For FY 2019, it is being proposed that the water rate increase by three-percent, from a current rate of \$1.50 per 1,000 gallons of water used, plus a bi-monthly base charge of \$9.75, to \$1.55 per 1,000 gallons of water used and a new bi-monthly base charge of \$10.04. This is the first proposed water rate increase since the last rate increase went into effect on May 1, 2013, when the rates were increased by seven-point-one percent.

The proposed rate increase is due to several large maintenance expenditures. They include inspections for all elevated water storage tanks (water towers), repainting of the West Street water tower, removal of the Bower ground storage tank and the resulting system modifications.

Water sales revenue is supplemented by rental income received from the cellular communication antennas located on City-owned water towers, with total projected cell tower rental income for FY 2019 of \$371,510. Additional minor sources of revenue in this area come from turn-on fees, processing fees, interest income, metered sales, and late payment fee income. Total FY 2019 Water Operations and Maintenance revenue is projected at \$1,380,054.

Water Capital Reserve revenue is projected to total \$30,200 for FY 2019, and is derived from water connection fees, interest income, and recapture payments.

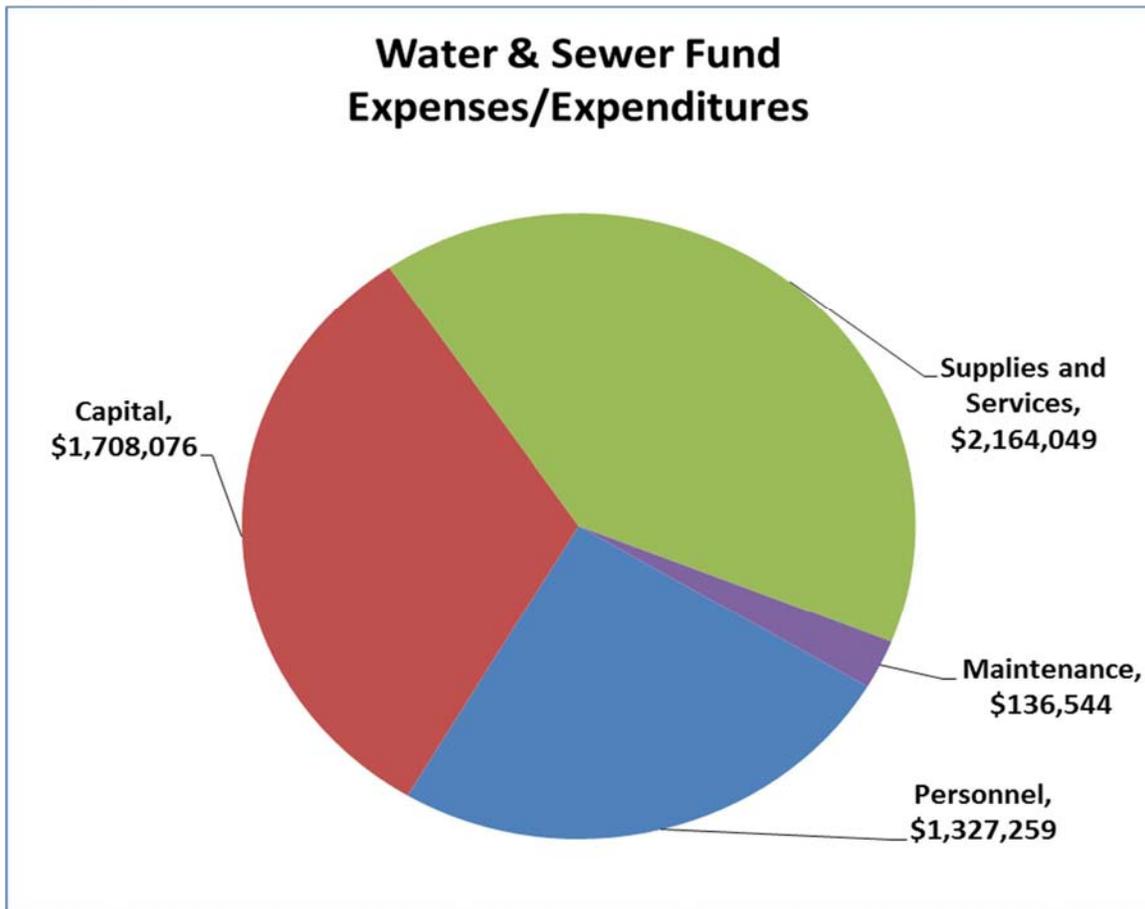
Sewer Capital Reserve revenue totals \$42,200, and is also derived from sewer connection fees, interest income, and recapture payments.

Sewer Operations and Maintenance is the final component of revenue, projected to total \$2,049,018. The largest component of this revenue comes from sewer system user fee sewer sales, which totals an estimated \$2,005,172 for FY 2019. The proposed budget includes a five-percent rate increase from the current \$2.98 per 1,000 gallons of water used, plus a bi-monthly base charge of \$22.93 to \$3.13 per 1,000 gallons of water used, plus a bi-monthly base charge of \$24.08. This is the first proposed sewer rate increase since the last rate increase went into effect on May 1, 2014, when the rates were increased by six-point-four percent.

The proposed sewer rate increase is related to the following: will begin the process of funding an ongoing, storm water infiltration and inflow analysis and reduction program required by the City's intergovernmental agreement for waste water treatment. While this program could ultimately lead to operating cost reductions for waste water treatment, it will increase costs in the short-term.

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

Expenditures



Budgeted expenditures for FY 2019, across all fund categories, are projected to total \$5,335,928, which represents a decrease of approximately 9.15% from the projected fiscal-year-end total for FY 2018 of \$5,873,227.

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 2019 are projected at \$1,449,560, an increase of 6.5%. Of this total, approximately 45% is personnel costs, including wages and benefits. The other 55% is the costs of operating the water system, including water treatment. Also included are engineering costs associated with the evaluation of the West Street 1-million gallon water tank.

Water Capital Reserve expenditures for capital projects are projected at \$487,750 for 2019, and include the following capital expenditures, and engineering costs where applicable:

- 1) Southwest District Water Tower Well Design engineering - \$250,000
- 2) Point Oak Drive final engineering - \$17,250
- 3) Planning and Capacity study engineering phase III - \$9,000
- 4) Hydrants and valve insertions - \$9,000
- 5) Main replacement projects payouts - \$103,000
- 6) Well related capital maintenance costs - \$69,000
- 7) Minor equipment purchases - \$30,500

Sewer Capital Reserve expenditures total \$1,392,400, and include the following capital expenditures, including engineering where applicable:

- 1) Glen Drive South , Williams Road (Route 56 to Batavia Road), Calumet Avenue East, and Route 56 sewer main extension payouts, including engineering - \$71,750
- 2) Update of Interceptor Capacity Analysis (FY 2019 Decision package PUB 19.06) - \$89,000
- 3) Point Oak Drive final engineering - \$17,250
- 4) Sanitary sewer extension - \$517,000
- 5) Fox Hollow lift station conversion - \$150,000
- 6) Infiltration analysis costs and overhead sewer grant funding - \$16,000
- 7) I/I Reduction Program, Basin I Phase I engineering - \$75,000
- 8) Funding for overhead sewer grants -\$2,000
- 9) Property acquisition for sanitary sewer holding tank (Decision Package (PUB 19.05) - \$430,000
- 10) On-going Capital operating costs and manhole grouting - \$15,900
- 11) Minor equipment purchases - \$8,500

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.

Sewer operation and maintenance provides funding for the City’s sanitary sewer collection and transmission system, including the cost of transmission of wastewater to the City of Naperville

treatment plant, per a contractual agreement. Projected expenditures for operating the sewer system total \$2,006,218. Of that total, personnel costs make up approximately 27%, while costs associated directly with the treatment of waste water make up approximately 53% of the expenditures at a projected total of almost \$1,057,689. These figures are based upon rates charged by the City of Naperville to Warrenville, for its 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 used annually by staff to determine water and sewer services utility rates, through analyzation of the operating costs, including capital operating costs. Analysis of the proposed budgetary costs for FY 2019, through the use of the EMRP, and as previously indicated lead staff to propose the aforementioned water and sewer rate adjustments for FY 2019.

The current intergovernmental agreement between the City of Warrenville and the City of Naperville is currently undergoing an extensive review process to determine if the sewerage capacity currently allocated to the City is sufficient, or if any adjustments need to be made by either side. Based upon the preliminary information it is likely that Warrenville's costs associated with waste water treatment will increase, leading to additional user rate increases to help cover those costs.

CITY OF WARRENVILLE, ILLINOIS

Water and Sewer Fund Activity

FY 2019

Projected Beginning Unrestricted Net Assets	<u>\$ 4,342,506</u>
Revenues	
Property Taxes	\$ -
Sales and Use Taxes	-
Amusement Taxes	-
Consumption Taxes	-
Income Taxes	-
Hotel-Motel Taxes	-
Motor Fuel Taxes	-
Connection Fees	36,000
Administrative Charges	1,029
Consumption Fees	3,022,923
Franchise Fees	-
Licensing Fees	-
Interest Income	6,412
Financing Proceeds	-
Misc. Revenues	32,000
Grant Revenue	-
Rental Income	371,510
Reimbursement Revenues	-
Fine Revenue	32,460
Transfers In	<u>-</u>
Total FY 2019 Revenue	<u>\$ 3,502,334</u>
Expenses/Expenditures	
Personnel	\$ 1,327,259
Capital	1,708,076
Supplies and Services	2,164,049
Maintenance	<u>136,544</u>
Total FY 2019 Expenses/Expenditures	<u>\$ 5,335,928</u>
Variance - Add to/(Use of) Fund Balance	\$ (1,833,594)
Projected Ending Unrestricted Net Assets	<u>\$ 2,508,912</u>
Percent Change	<u>-42.22%</u>

WATER and SEWER FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018	Budget 2019	18-19 Growth
20-00-35100	Water Revenue	WATER SALES	947,970	972,908	946,478	958,383	947,224	975,641	3.00%
20-00-35200	Water Revenue	TURN-ON FEES - WATER	4,125	2,938	2,138	3,296	2,606	2,952	13.28%
20-00-35300	Water Revenue	PROCESSING FEE - WATER	18,325	17,858	7,425	15,500	14,536	13,273	-8.69%
20-00-37503	Water Revenue	RENTAL-INCOME - CELL TOWERS	301,427	348,975	365,473	348,334	358,982	371,510	3.49%
20-00-37700	Water Revenue	INTEREST INCOME	273	2,305	(5,256)	200	(5,975)	1,000	-116.74%
20-00-37900	Water Revenue	METER SALES	6,403	6,598	7,334	5,541	4,278	6,153	43.83%
20-00-39309	Water Revenue	GRANTS	15,681	14,390	-	-	-	-	-
20-00-39600	Water Revenue	PENALTY INCOME	9,543	8,076	5,457	6,069	8,329	8,496	2.01%
20-00-39900	Water Revenue	MISCELLANEOUS INCOME	482	433	2,352	450	847	1,029	21.49%
20-00-39920	Water Revenue	SALE OF SURPLUS PROPERTY			2,326		4,971	-	-100.00%
Totals			1,304,229	1,374,481	1,333,727	1,337,773	1,335,798	1,380,054	3.31%

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018	Budget 2019	18-19 Growth
20-00-40000	WO&M Expense	SALARIES - WATER	446,264	460,769	441,666	475,294	468,877	500,731	6.79%
20-00-40001	WO&M Expense	OVERTIME - WATER	32,189	35,896	37,151	37,000	39,562	39,000	-1.42%
20-00-40100	WO&M Expense	FICA EXPENSE	28,439	29,312	28,171	31,762	30,141	33,464	11.02%
20-00-40101	WO&M Expense	MEDICARE EXPENSE	6,691	6,947	6,962	7,429	7,132	7,826	9.73%
20-00-40200	WO&M Expense	IMRF EXPENSE	82,000	136,908	110,505	59,426	56,971	59,316	4.12%
20-00-40400	WO&M Expense	EMPLOYEE INSURANCE	93,662	90,956	82,542	83,502	86,754	83,502	-3.75%
20-00-40600	WO&M Expense	ACCRUED SICK / COM TIME EXPENSE	(18,394)	(6,949)	5,090	1,000	10,190	10,394	2.00%
20-00-40601	WO&M Expense	ACCRUED OPEB EXPENSE	3,098	1,635	1,749	2,300	7,500	7,600	1.33%
20-00-41000	WO&M Expense	MAINTENANCE - BUILDING	3,612	4,563	4,230	13,000	14,000	5,000	-64.29%
20-00-41001	WO&M Expense	MAINTENANCE - WATER TOWERS	6,500	-	9,045	9,200	4,349	6,000	37.96%
20-00-41100	WO&M Expense	MAINTENANCE - EQUIPMENT	5,992	10,573	17,124	12,800	12,800	13,000	1.56%
20-00-41103	WO&M Expense	MAINTENANCE - SOFTWARE	4,911	5,182	6,546	5,561	5,640	6,035	7.00%
20-00-41400	WO&M Expense	MAINTENANCE - UTILITY SYSTEM	95,741	62,682	89,033	70,000	70,000	75,000	7.14%
20-00-42700	WO&M Expense	MAINTENANCE - COMMUNICATIONS	3,769	3,239	3,331	5,050	9,770	10,417	6.62%
20-00-43300	WO&M Expense	INSURANCE - GENERAL	2,748	3,025	3,176	3,272	3,272	3,468	5.99%
20-00-43301	WO&M Expense	INSURANCE - LIABILITY	6,542	7,200	7,560	7,787	7,787	8,254	6.00%
20-00-43302	WO&M Expense	INSURANCE - WORKERS COMP	14,920	17,623	18,335	18,934	19,191	20,878	8.79%
20-00-43400	WO&M Expense	TELEPHONE	11,568	13,057	17,297	6,000	21,146	5,919	-72.01%
20-00-43800	WO&M Expense	UTILITIES	72,164	72,346	79,041	84,415	75,436	76,945	2.00%
20-00-44300	WO&M Expense	RENT EXPENSE	6,264	6,228	6,828	7,140	6,333	6,347	0.22%
20-00-44400	WO&M Expense	TRAVEL & MEETINGS	577	364	988	2,550	1,500	2,475	65.00%

WATER and SEWER FUND LINE ITEMS

20-00-44600	WO&M Expense	POSTAGE	7,149	7,505	7,519	8,213	8,020	8,169	1.86%
20-00-44700	WO&M Expense	PRINTING/PUBLISHING	7,507	8,804	8,283	9,177	9,288	10,046	8.16%
20-00-45010	WO&M Expense	LIENS	144	169	115	100	128	160	25.00%
20-00-45100	WO&M Expense	LEGAL EXPENSE	-	-	-	1,000	-	500	
20-00-45200	WO&M Expense	AUDIT EXPENSE	3,954	2,000	2,050	2,091	2,091	2,142	2.44%
20-00-45300	WO&M Expense	ENGINEERING	400	1,213	5,988	6,000	8,000	81,000	912.50%
20-00-45400	WO&M Expense	OTHER PROFESSIONAL SERVICES	11,954	15,641	19,386	13,500	18,525	16,350	-11.74%
20-00-45401	WO&M Expense	J.U.L.I.E.	760	1,246	1,109	3,100	1,100	1,100	0.00%
20-00-45710	WO&M Expense	EDUCATION REIMBURSEMENT	142	104	48	-	-	-	
20-00-46900	WO&M Expense	DUES, SUBSCRIPTIONS & BOOKS	161	232	478	1,175	773	1,125	45.54%
20-00-47100	WO&M Expense	OFFICE SUPPLIES	-	-	-	250	250	250	0.00%
20-00-47200	WO&M Expense	OTHER SUPPLIES	1,250	932	635	1,000	765	1,000	30.72%
20-00-47220	WO&M Expense	SMALL TOOLS	364	109	52	500	915	1,000	9.29%
20-00-47300	WO&M Expense	UNIFORMS	4,261	3,248	3,208	4,000	3,000	3,450	15.00%
20-00-47600	WO&M Expense	GAS / OIL EXPENSE	10,143	7,609	7,236	8,250	7,195	7,914	9.99%
20-00-47700	WO&M Expense	CHLORINATION SUPPLIES	32,531	26,922	40,502	76,800	68,002	61,500	-9.56%
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	148,683	167,265	177,463	146,682	177,463	177,463	0.00%
20-00-48700	WO&M Expense	MISCELLANEOUS EXPENSE	2,411	748	49	1,950	250	250	0.00%
20-00-49300	WO&M Expense	BUILDING IMPROVEMENTS	-	-	-	1,000	1,000	2,000	100.00%
20-00-49500	WO&M Expense	EQUIPMENT PURCHASE	11,879	3,010	4,538	2,375	2,870	500	-82.58%
20-00-49503	WO&M Expense	EQUIPMENT-MAINTENANCE SUPRV	983	1,139	980	1,000	1,700	1,000	-41.18%
20-00-49700	WO&M Expense	METERS	73,298	39,324	35,914	71,000	71,000	71,000	0.00%
Totals			1,247,301	1,268,846	1,311,993	1,381,109	1,360,756	1,449,560	6.53%

WATER and SEWER FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Year-End 2018	Budget 2019	18-19 Growth
20-02-35400	Water	WATER CONNECTIONS	25,500	41,300	45,770	16,000	20,000	16,000	-20.00%
20-02-37700	Capital	INTEREST INCOME	28,940	7,111	3,547	5,000	4,542	4,200	-7.53%
20-02-37710	Water	INTEREST INCOME - MUSSLEMAN	2,550	2,550	2,550	2,550	250	-	-100.00%
20-02-39404	Revenue	RECAPTURE PAYMENTS - WATER	10,307	26,113	17,545	8,000	22,149	10,000	-54.85%
Totals			67,297	77,074	69,412	31,550	46,941	30,200	-35.66%
Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018	Budget 2019	18-19 Growth
20-02-45300	W. Cap Res. Expense	ENGINEERING	47,636	86,397	201,551	237,250	226,472	276,250	21.98%
20-02-49422	W. Cap Res. Expense	WATER MAIN IMPROVEMENTS	17,038	4,801	520,223	1,447,600	524,304	112,000	-78.64%
20-02-49495	W. Cap Res. Expense	CAPITAL OPERATING COSTS	-	3,200	5,785	99,000	94,299	69,000	-
20-02-49500	W. Cap Res. Expense	EQUIPMENT PURCHASE	-	-	-	-	-	30,500	-42.28%
Totals			64,674	94,398	727,559	1,783,850	845,075	487,750	-
Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018	Budget 2019	18-19 Growth
20-03-35400	Sewer Capital Reserve	SEWER CONNECTIONS	23,500	43,150	46,770	18,000	25,000	20,000	-20.00%
20-03-37700	Revenue	INTEREST INCOME	14,933	1,894	628	500	200	200	0.00%
20-03-37710	Sewer Capital Reserve	INTEREST INCOME - MUSSLEMAN	2,550	2,550	2,550	2,550	2,500	-	-100.00%
20-03-39404	Revenue	RECAPTURE PAYMENTS - SEWER	14,548	41,727	22,522	20,000	37,901	22,000	-41.95%
Totals			55,531	89,321	72,470	41,050	65,601	42,200	-35.67%
Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018	Budget 2019	18-19 Growth
20-03-45300	S. Cap Res. Expense	ENGINEERING	47,636	44,206	139,705	274,250	336,005	253,250	-24.63%
20-03-48801	S. Cap Res. Expense	OVERHEAD SEWER GRANT	-	-	-	2,000	-	2,000	-
20-03-49200	S. Cap Res. Expense	LAND PURCHASE	-	-	-	-	-	430,000	-
20-03-49401	S. Cap Res. Expense	INFILTRATION ANALYSIS	1,195	384	11,039	22,500	15,000	16,000	6.67%
20-03-49422	S. Cap Res. Expense	SEWER MAIN IMPROVEMENTS	49,636	49,394	396,975	2,780,000	1,259,214	676,750	-46.26%
20-03-49495	S. Cap Res. Expense	CAPITAL OPERATING COSTS	-	12,598	14,280	64,900	82,858	5,900	-92.88%
20-03-49500	S. Cap Res. Expense	EQUIPMENT PURCHASED	-	-	-	22,400	35,915	8,500	-76.33%
Totals			98,467	106,582	561,999	3,166,050	1,728,992	1,392,400	-19.47%

**Water and Sewer Fund Line Items
Fiscal Year 2019**

WATER and SEWER FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018	Budget 2019	18-19 Growth
20-04-35100	Sewer Revenue	SEWER SALES	1,898,150	1,965,519	1,919,149	1,890,825	1,909,688	2,005,172	5.00%
20-04-35200	Sewer Revenue	TURN-ON FEES - SEWER	4,125	2,938	2,138	3,313	2,606	2,952	13.28%
20-04-35300	Sewer Revenue	PROCESSING FEE - SEWER	18,325	14,383	7,050	18,327	11,640	10,627	-8.70%
20-04-37700	Sewer Revenue	INTEREST INCOME	585	1,815	137	500	150	150	0.00%
20-04-37900	Sewer Revenue	METER SALES - SEWER	6,239	7,672	7,294	5,473	4,278	6,153	43.83%
20-04-39600	Sewer Revenue	PENALTY INCOME	21,825	25,057	23,601	2,284	23,494	23,964	2.00%
20-04-39920	Sewer Revenue	SALE OF SURPLUS PROPERTY		752			-		
Totals			1,949,249	2,017,384	1,960,121	1,920,722	1,951,856	2,049,018	4.98%

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018	Budget 2019	18-19 Growth
20-04-40000	S O&M Expense	SALARIES - SEWER	329,690	345,315	331,049	360,462	353,641	380,307	7.54%
20-04-40001	S O&M Expense	OVERTIME - SEWER	21,564	24,033	24,936	28,000	26,543	28,000	5.49%
20-04-40100	S O&M Expense	FICA EXPENSE	20,842	21,719	20,912	24,096	22,481	25,316	12.61%
20-04-40101	S O&M Expense	MEDICARE EXPENSE	4,914	5,171	5,174	5,636	5,340	5,921	10.88%
20-04-40200	S O&M Expense	IMRF EXPENSE	58,470	122,532	96,399	45,082	42,854	44,873	4.71%
20-04-40400	S O&M Expense	EMPLOYEE INSURANCE	66,831	65,366	59,779	59,590	62,073	59,253	-4.54%
20-04-41000	S O&M Expense	MAINTENANCE - BUILDING	2,408	3,060	2,826	10,700	12,219	3,486	-71.47%
20-04-41100	S O&M Expense	MAINTENANCE - EQUIPMENT	4,503	7,030	6,163	7,000	8,000	7,000	-12.50%
20-04-41103	S O&M Expense	MAINTENANCE - SOFTWARE	3,274	3,454	4,781	3,708	3,761	4,023	6.97%
20-04-41300	S O&M Expense	MAINTENANCE - GROUNDS				300			
20-04-41400	S O&M Expense	MAINTENANCE - UTILITY SYSTEM	18,227	9,635	25,162	15,000	16,000	15,000	-6.25%
20-04-42700	S O&M Expense	MAINTENANCE - COMMUNICATIONS	652	498	457	2,450	6,600	7,200	9.09%
20-04-43300	S O&M Expense	INSURANCE - GENERAL	3,885	4,274	4,488	4,623	4,623	4,901	6.01%
20-04-43301	S O&M Expense	INSURANCE - LIABILITY	1,751	1,926	2,023	2,084	2,084	2,209	6.00%
20-04-43302	S O&M Expense	INSURANCE - WORKERS COMP	17,520	17,623	18,335	18,934	19,191	20,878	8.79%
20-04-43400	S O&M Expense	TELEPHONE	7,319	8,705	12,219	11,318	14,303	4,272	-70.13%
20-04-43800	S O&M Expense	UTILITIES	17,609	18,657	20,594	21,000	17,529	19,282	10.00%
20-04-44300	S O&M Expense	RENT EXPENSE	6,010	5,986	6,037	6,858	6,056	6,065	0.15%
20-04-44400	S O&M Expense	TRAVEL & MEETINGS	472	242	717	1,600	-	3,475	
20-04-44600	S O&M Expense	POSTAGE	7,149	7,505	7,519	8,213	8,020	8,169	1.86%
20-04-44700	S O&M Expense	PRINTING / PUBLISHING	6,361	6,878	6,401	7,200	4,581	4,814	5.09%
20-04-45010	S O&M Expense	LIENS	141	169	115	100	128	160	25.00%
20-04-45100	S O&M Expense	LEGAL SERVICES	-	-	-	1,000	-	500	
20-04-45200	S O&M Expense	AUDIT EXPENSE	3,954	2,000	2,050	2,091	2,091	2,142	2.44%
20-04-45210	S O&M Expense	COMPUTER SOFTWARE				58,454			
20-04-45300	S O&M Expense	ENGINEERING				2,500		2,500	
20-04-45400	S O&M Expense	OTHER PROFESSIONAL SERVICE	6,956	2,940	9,734	6,350	10,250	7,450	-27.32%
20-04-45401	S O&M Expense	J.U.L.I.E.	663	675	739	3,100	1,100	1,100	0.00%

Water and Sewer Fund Line Items
Fiscal Year 2019

WATER and SEWER FUND LINE ITEMS

20-04-45420	S O&M Expense	NAPERVILLE SEWAGE TREATMENT	988,134	996,376	1,032,071	1,049,576	1,007,323	5.00%
20-04-46900	S O&M Expense	DUES, SUBSCRIPTIONS & BOOKS	161	230	1,938	1,625	1,625	0.00%
20-04-47100	S O&M Expense	OFFICE SUPPLIES			-	100		
20-04-47200	S O&M Expense	OTHER SUPPLIES	863	622	426	750	510	7.84%
20-04-47220	S O&M Expense	SMALL TOOLS	291	146	100	500	500	0.00%
20-04-47300	S O&M Expense	UNIFORMS	2,841	2,145	2,138	2,500	2,000	25.00%
20-04-47600	S O&M Expense	GAS / OIL EXPENSE	6,762	5,073	4,824	8,500	4,795	10.01%
20-04-48300	S O&M Expense	ADMINISTRATIVE CHARGES	20,070	20,070	20,070	20,070	20,070	0.00%
20-04-48410	S O&M Expense	DEPRECIATION EXPENSE	148,682	167,265	177,463	148,683	177,463	0.00%
20-04-48700	S O&M Expense	MISCELLANEOUS EXPENSE	748	649	49	300	250	0.00%
20-04-49500	S O&M Expense	EQUIPMENT PURCHASE	860	437	1,373	2,000	2,000	-100.00%
20-04-49503	S O&M Expense	EQUIPMENT MAINTENANCE SPRVSR	985	873	653	1,000	1,400	-28.57%
20-04-49700	S O&M Expense	METERS	73,298	39,324	35,914	71,000	71,000	0.00%
Totals			1,854,860	1,918,603	1,945,628	2,024,053	1,938,404	3.50%
Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018	18-19 Growth
20-06-37700	Water Capital	INTEREST INCOME	4,844	1,782	1,123	250	750	-25.07%
20-06-38600	Replacement	TRANSFERS IN						
Totals			4,844	1,782	1,123	250	750	-25.07%
Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018	18-19 Growth
20-07-37700	Sewer Capital	INTEREST INCOME	3,232	1,229	739	250	493	-39.15%
20-07-38600	Replacement	TRANSFERS IN						
Totals			3,232	1,229	739	250	493	-39.15%
Fund Total Rev			3,384,382	3,561,271	3,437,592	3,331,595	3,401,439	2.97%
Fund Total Exp			3,265,302	3,388,429	4,547,179	8,355,062	5,873,227	-9.15%
Variance			119,080	172,842	(1,109,587)	(5,023,467)	(2,471,788)	
Unrestricted Net Position 4/30/15 *						9,062,458		
Unrestricted Net Position 4/30/16 *						8,492,009		
Unrestricted Net Position 4/30/17 *						6,814,294		
Projected Unrestricted Net Position 4/30/18						4,342,506		
Projected Unrestricted Net Position 4/30/19								
* (Adjusted for Net Capitalized Fixed Assets)								

*Water and Sewer Fund Line Items
Fiscal Year 2019*

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EMPLOYEE INSURANCE - 20-00-40400

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 82,543	\$ 86,754	City Share of Employee Health Insurance	\$ 83,502
Total			\$ 83,502
\$ 82,543	\$ 86,754		\$ 83,502

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 ACCRUED SICK/COMP TIME EXPENSE- 20-00-40600

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 9,990	\$ 10,190	Annual Accounting Entry for Payroll Related Accrued Expenses	\$ 10,394
Total			\$ 10,394
\$ 9,990	\$ 10,190		\$ 10,394

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 ACCRUED OPEB EXPENSE- 20-00-40601

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 1,749	\$ 2,500	Annual Accounting Entry for Payroll Related Accrued Expenses	\$ 7,600
Total			\$ 7,600

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - BUILDING - 20-00-41000

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 4,230	\$ 5,000	General Upkeep for PW Garage	\$ 5,000
	9,000	Keyless Security (FY 2018 Decision Package) See also 01-65-41000 and 20-04-41000	
Total			\$ 5,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - WATER TOWERS - 20-00-41001

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 9,045	\$ 4,349	Interior Cleaning (Bower and IMG Tank on West St) <i>Tower Maintenance</i>	\$ 6,000
Total			\$ 6,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - EQUIPMENT - 20-00-41100

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 17,124	\$ 12,800	As needed for Repairs	\$ 13,000
Total			\$ 13,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - SOFTWARE - 20-00-41103

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 6,546	\$ 5,640	Enterprise Share of Financial System Annual Maintenance Agreement	\$ 6,035
\$ 6,546	\$ 5,640	Total	\$ 6,035

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - UTILITY SYSTEM - 20-00-41400

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 89,033	\$ 70,000	Utility Repairs and General Maintenance 2016 Ongoing capital expenses removed for O&M Budget Well repair moved to capital expenses, per EMRP	\$ 65,000
		Landscape Restoration for Water Main Breaks	10,000
		Total	\$ 75,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - COMMUNICATIONS - 20-00-42700

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 3,331	\$ 2,860	Nextel Verizon machine -to-machine Other	2,917
	721 100		800 100
	6,089	Neptune Monthly Hosting Fee split with 20-04-42700 (Hosting fee is \$1,100 / month)	6,600
		Total	\$ 10,417

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 INSURANCE - GENERAL - 20-00-43300

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 3,176	\$ 3,272	General Insurance * CY 2019 Renewal Assumes a 6% Increase - But Actual Loss Experience will Contribute to Actual Increase	\$ 3,468
\$ 3,176	\$ 3,272	Total	\$ 3,468

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 INSURANCE - LIABILITY - 20-00-43301

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 7,560	\$ 7,787	Liability Insurance * CY 2019 Renewal Assumes a 6% Increase - But Actual Loss Experience will Contribute to Actual Increase	\$ 8,254
\$ 7,560	\$ 7,787	Total	\$ 8,254

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 INSURANCE - WORKERS COMP - 20-00-43302

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 TELEPHONE - 20-00-43400

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 18,335	\$ 12,412 6,779	Water Operations Share CY 2018 (May through December 2017) (January - April 2018)	
		CY 2019 Renewal (May through December 2018)	\$ 13,557
		(January - April 2019) Assumes a 8% Increase - But Actual Loss Experience will Contribute to Actual Increase	7,321
		(See also General Fund - 01-70-43302	
\$ 18,335	\$ 19,191	Total	\$ 20,878

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 17,297	\$ 21,146	Phone Costs - SCADA System FY2017 change over from Call One to Verizon FY2018 - Verizon	\$ 5,919
\$ 17,297	\$ 21,146	Total	\$ 5,919

CITY OF WARRENVILLE
FISCAL YEAR 2019
TRAVEL & MEETINGS - 20-00-44400

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 988	\$ 1,500	As Available I-Pass Expense - 1 per Water Department	\$ 50
		Training - BBP, CPR, ETC CEU Training Classes	350
		IPSI - Utility Supervisor	700
		Public Works Management Analyst attendance at APWA International Expo "PWX" in Kansas City	375
		(total cost of \$1,500 shared with: 01-52-44400 - \$750 20-04-44400 - \$375)	
		Monthly APWA Meetings (total cost of \$600 shared with: 01-52-44400 - \$300 20-04-44400 - \$150)	150
		Electrical and Motor Training (total cost of \$1,700 shared with: 20-04-44400 - \$850)	850
\$ 988	\$ 1,500	Total	\$ 2,475

CITY OF WARRENVILLE
FISCAL YEAR 2019
POSTAGE - 20-00-44600

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 7,519	\$ 7,477	General Mail Cost for Utility Bills	\$ 7,626
		<i>Eliminated late notice turn off green hangers Mailing turn off notice in 2015</i>	
	543	Annual Lock Box Fee (fee split 50/50 with 20-04-44600) (Total annual fee - \$1,086)	543
\$ 7,519	\$ 8,020	Total	\$ 8,169

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 PRINTING/PUBLISHING - 20-00-44700

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 LIENS - 20-00-45010

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 8,283	\$ 898	Public Notices, etc. Door Hangers, Boil Order Notices, Etc.	916
	1,975	Water Quality Report	2,074
	6,415	Utility Bill and Late Notice Processing (Third Millennium)	7,056
\$ 8,283	\$ 9,288	Total	\$ 10,046

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 115	\$ 128	Lien Charge for Delinquent Accounts	\$ 160
\$ 115	\$ 128	Total	\$ 160

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 ENGINEERING - 20-00-45300

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 5,988	\$ 8,000	As Needed For General Engineering Requests	6,000
		Evaluation of IMG Tank on West Street and Preparation of Bid Documents	75,000
\$ 5,988	\$ 8,000	Total	\$ 81,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OTHER PROFESSIONAL SERVICES - 20-00-45400

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 19,386	\$ 5,500	Standard Water Testing Charges	\$ 5,500
	3,500	City Sample Supplies for Testing	3,500
		IEPA Required Backflow survey consultant FY2020 - next mailing, then every 3 years	
	7,500	GIS Database development & utility atlas conversion (see also 01-52-45400 - 4,500 & 20-04-045400 - 5,250)	5,250
	2,025	Harris Assistance with Neptune Setup	
		GIS Database Support (see also 01-52-45400 - 1,800 & 20-04-045400 - 2,100)	2,100
\$ 19,386	\$ 18,525	Total	\$ 16,350

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 J.U.L.I.E. - 20-00-45401

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EDUCATION REIMBURSEMENT - 20-00-45710

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 1,109	\$ 1,100	J.U.L.I.E. Locates (25% share)	\$ 1,100
Total			\$ 1,100

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 48	-	(Unbudgeted for FY 2019) Employee Continued Education Costs State Certification Classes	\$ -
Total			\$ -

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 DUES, SUBSCRIPTIONS & BOOKS - 20-00-46900

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OFFICE SUPPLIES - 20-00-47100

DEPARTMENT: Water Operations				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ 478	\$ 214	APWA (1/2 Utility Supervisor & 1/4 DPWD)	\$ 250	
	540	AWWA (Entire Department)	375	
	-	Books for Education Reimbursement	500	
	19	Professional Engineer Registration - DPWD Every other year (next year is FY2020)	-	
\$ 478	\$ 773	Total	\$ 1,125	

DEPARTMENT: Water Operations				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ -	\$ 250	As Needed	\$ 250	
\$ -	\$ 250	Total	\$ 250	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 UNIFORMS - 20-00-47300

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 3,208	\$ 3,000	Annual Uniform Replacement	\$ 3,450
Total			\$ 3,450

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 GAS/OIL EXPENSE - 20-00-47600

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 7,236	\$ 7,195	Fuel and Oil Cost for Vehicles and Equipment Fuel Costs Fluctuate with Market	\$ 7,914
Total			\$ 7,914

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 CHLORINATION SUPPLIES - 20-00-47700

DEPARTMENT: Water Operations				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ 40,502	\$ 50,000	Open Market Trade - Price Could Fluctuate (Sodium Hypochlorite, Fluoride, Ora-Cle, Phosphate)	\$ 45,000	
	1,500	CL2 Analyzer supplies	2,000	
	2,913	In-pipe Chlorine Analyzer	3,500	
	13,589	Sodium Hypochlorite Scale & Pumps (Wells #9, 10 & 11)		
		Sodium Hypochlorite Scale & Pump (Well #12)	7,000	
		Replacement Pump	4,000	
\$ 40,502	\$ 68,002	Total	\$ 61,500	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 ADMINISTRATIVE CHARGES - 20-00-48300

DEPARTMENT: Water Operations				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ 20,070	\$ 20,070	City Overhead Charge	\$ 20,070	
\$ 20,070	\$ 20,070	Total	\$ 20,070	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 DEPRECIATION EXPENSE - 20-00-48410

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 177,463	\$ 177,463	Annual Fixed Asset Depreciation	\$ 177,463
Total			\$ 177,463

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MISCELLANEOUS EXPENSE - 20-00-48700

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 49	\$ 250	As Needed	\$ 250
Total			\$ 250

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EQUIPMENT-MAINTENANCE SPRVSR - 20-00-49503

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 980	\$ 1,700	Mechanic Tools/Expenses On line repair manual	\$ 1,000
Total			\$ 1,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 METERS - 20-00-49700

DEPARTMENT: Water Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 35,914	\$ 71,000	Meter Change-Out Program	\$ 15,000
		5-year MIU Change-Out Program from MTU (FY 2018 Decision Package)	56,000
Total			\$ 71,000

CITY OF WARRENVILLE
FISCAL YEAR 2019
ENGINEERING - 20-02-45300

DEPARTMENT: Water Capital Reserve			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 201,551		Point Oak Drive final engineering (FY 2017 Decision Package) (total cost \$46,000)	\$ 17,250
	\$ 54,564	Water and Sanitary Sewer Planning and Capacity Study, Phases I & II (FY 2017 Decision Package) (see also 20-03-45300 - 23,750)	
	88,884	FY 2018 Williams Road watermain extension engineering Route 56 to Batavia Road	
	83,024	Water and Sanitary Sewer, Phase III Planning and Capacity Study (Water Model)	9,000
		Southwest District Water Tower Well Design (FY 2019 Decision Package - PUB 19.03)	250,000
	\$ 226,472	Total	\$ 276,250

CITY OF WARRENVILLE
FISCAL YEAR 2019
WATER MAIN IMPROVEMENTS - 20-02-49422

DEPARTMENT: Water Capital Reserve			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 520,223	\$ -	IDOT Route 56 Add-Lanes Construction Project (State billed up to 80% until final invoice issues are resolved)	\$ 84,000
	-	Williams Road Water Main Extension (Batavia Road to Morris Court) (State billed up to 80% until they close out the project which is anticipated in FY 19)	15,000
	-	Valve Insertions	5,000
	-	New Hydrants	4,000
	9,141	New IEPA Sampling Stations (8) on City water mains (These are required for better control over required sampling - previously collected from private buildings and homes)	
	6,806	FY 2017 Projects Glen Drive South Water Main Iroquois Ct water main	4,000
	344,889	FY 2018 Projects Williams Road watermain extension Route 56 to Batavia Road	
	155,220	Harvard Drive - Replace 600' water main	
	8,248	Home Avenue Water Main Extension (by City staff)	
	\$ 524,304	Total	\$ 112,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 CAPITAL OPERATING COSTS - 20-02-49495

DEPARTMENT: Water Capital Reserve			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 5,785	\$ 53,691	Replace well pump and motor, add VFD (Well #12) (Modified Well #12 pump and motor for Well #11, and replaced casing at Well #11)	
	21,608	Pull / Inspect pump (Well No. 11)	
	19,000	Filter media replacement	\$ 19,000
		Install VFD (Well #10)	15,000
		Replace well pump and motor	35,000
\$ 5,785	\$ 94,299	Total	\$ 69,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EQUIPMENT PURCHASE - 20-02-49500

DEPARTMENT: Water Capital Reserve			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	\$ -	Replace Filter Controls (Well #12)	\$ 23,000
		Wireless Headsets - Construction Communications (see also 20-03-49500 - 7,500)	7,500
\$ -	\$ -	Total	\$ 30,500

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 ENGINEERING - 20-03-45300

DEPARTMENT: Sewer Capital Reserve			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 139,705		FY2017 Projects	
\$ 39,001		Glen Drive South Inspection	\$ 17,250
		Point Oak Drive final engineering (FY 2017 Decision Package) (also 20-02-45300 - 17,250)	
	18,367	Water and Sanitary Sewer Planning and Capacity Study, Phases I & II (FY 2017 Decision Package) (see also 20-02-45300 - 71,250)	
		Update Interceptor Capacity Analysis (FY 2019 Decision Package - PUB 19.06) (See also 74-00-45300)	86,000
	27,678	Water and Sanitary Sewer, Phase III Planning and Capacity Study (Interceptor Analysis)	3,000
	40,459	Sanitary Sewer Capacity Assistance	
	35,600	Rt. 59 Utility Extension engineering (FY 2017 Decision Package) (see also 20-02-45300 - 15,000)	
	174,900	FY 2018 Glen Drive North / Williams Rd (Route 56 to Batavia) Calumet Ave, East - engineering	
	-	Construction of Sanitary Sewer Extension Engineering - (TIF#4 Area - Enterprise Fund portion) (FY 2018 Decision Package)	47,000
		FY 2019 Fox Hollow Lift Station Conversion	25,000
		I / I Reduction Program, Basin 1, Phase 1	75,000
\$ 139,705	\$ 336,005	Total	\$ 253,250

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OVERHEAD SEWER GRANT - 20-03-48801

DEPARTMENT: Sewer Capital Reserve			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	\$ -	Annually Budgeted	\$ 2,000
\$ -	\$ -	Total	\$ 2,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 LAND PURCHASE - 20-03-49200

DEPARTMENT: Sewer Capital Reserve			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	-	Property Acquisition for Sanitary Sewer Holding Tank (FY 2019 Decision Package - PUB 19.05) (See also 74-00-49200)	\$ 430,000
		Total	\$ 430,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 INFILTRATION ANALYSIS - 20-03-49401

DEPARTMENT: Sewer Capital Reserve			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 11,039	\$ 15,000	Flow Monitoring	\$ 16,000
		Total	\$ 16,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 SEWER MAIN IMPROVEMENTS - 20-03-49422

DEPARTMENT: Sewer Capital Reserve			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 396,975	\$ -	IDOT Route 56 Add-Lanes Construction Project (State billed up to 80% until final invoice issues are resolved)	\$ 10,750
	-	Williams Road Sanitary Sewer (Batavia Road to Morris Court) (State billed up to 80% until they close out the project which is anticipated in FY 19)	30,000
	-	FY 2017 Projects Glen Drive South Sanitary Main	31,000
	6,143	Iroquois Ct Sanitary Sewer	
	5,000	Manhole Grouting	10,000
	1,248,071	FY 2018 Projects Glen Drive North / Williams Rd (Route 56 to Batavia) Calumet Ave, East - sewer main extension	
		Construction of Sanitary Sewer Extension (FY 2018 Decision Package)	470,000
		FY 2019 Fox Hollow Lift Station Conversion	125,000
		Total	\$ 676,750

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 CAPITAL OPERATING COSTS - 20-03-49495

DEPARTMENT: Sewer Capital Reserve			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 14,280	\$ 14,280	New pumps - Lift Stations	
	-	Materials for installing bypass pumping at Warren Avenue, Ray Street, and Stafford Lift Stations	\$ 5,900
	26,989	100KW Generator - Cantera Lift Station	
	41,589	Pickup Truck Equipped for Snow Plow for Lead Utility Supervisor	
		Total	\$ 5,900

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EQUIPMENT PURCHASE - 20-03-49500

DEPARTMENT: Sewer Capital Reserve			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	\$ 5,590	Computer w/software for Sewer Camera Truck	
	6,430	Vanguard Pathogen Protection System (Camera Truck)	
	6,995	Vanguard Pathogen Protection System (Vactor Truck)	
	-	Vanguard Disinfectant	\$ 1,000
	16,900	Sewer Camera Replacement	
		Wireless Headsets - Construction Communications (see also 20-02-49500 - 7,500)	7,500
\$ -	\$ 35,915	Total	\$ 8,500

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EMPLOYEE INSURANCE- 20-04-40400

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 59,779	\$ 62,073	City Share of Employee Health Insurance	\$ 59,253
Total			\$ 59,253

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - BUILDINGS - 20-04-41000

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 2,826	\$ 1,403	General Upkeep Percentage of cleaning at PW Garage Includes Mat Service and	\$ 1,600
	760	Janitorial Services	798
	1,056		1,088
	9,000	Keyless Security (FY 2018 Decision Package) See also 01-65-41000 and 20-00-41000	
Total			\$ 3,486

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - EQUIPMENT - 20-04-41100

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 6,163	\$ 8,000	As Needed for Repairs/Maintenance Tools	\$ 7,000
Total			\$ 7,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - SOFTWARE - 20-04-41103

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 4,781	\$ 3,761	Enterprise Share of Financial System	\$ 4,023
Total			\$ 4,023

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - UTILITY SYSTEM - 20-04-41400

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 25,162	\$ 16,000	General Utility System Maintenance As Needed	\$ 15,000
\$ 25,162	\$ 16,000	Total	\$ 15,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MAINTENANCE - COMMUNICATIONS - 20-04-42700

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 457	\$ 6,600	Verizon machine -to-machine Other	\$ 500 100
		Neptune Monthly Hosting Fee split with 20-04-42700 (Hosting fee is \$1,100 / month)	6,600
\$ 457	\$ 6,600	Total	\$ 7,200

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 INSURANCE - GENERAL - 20-04-43300

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 4,488	\$ 4,623	General Insurance * CY 2019 Renewal Assumes a 6% Increase - But Actual Loss Experience will Contribute to Actual Increase	\$ 4,901
\$ 4,488	\$ 4,623	Total	\$ 4,901

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 INSURANCE - LIABILITY - 20-04-43301

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 2,023	\$ 2,084	Liability Insurance * CY 2019 Renewal Assumes a 6% Increase - But Actual Loss Experience will Contribute to Actual Increase	\$ 2,209
\$ 2,023	\$ 2,084	Total	\$ 2,209

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 18,335	\$ 12,412 6,779	<u>Sewer Operations Share</u> CY 2018 (May through December 2017) (January - April 2018)	
		CY 2019 Renewal (May through December 2018)	\$ 13,557
		(January - April 2019) Assumes a 8% Increase - But Actual Loss Experience will Contribute to Actual Increase	7,321
		<i>(See also General Fund - 01-70-43302)</i>	
\$ 18,335	\$ 19,191	Total	\$ 20,878

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 12,219	\$ 14,303	Verizon Phone Costs - SCADA System Changed over from Call One to Verizon in FY2017	\$ 4,272
\$ 12,219	\$ 14,303	Total	\$ 4,272

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 UTILITIES - 20-04-43800

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 20,594	\$ 17,529	Electricity Costs for Pumping Station	\$ 19,282
Total			\$ 19,282

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 RENT EXPENSE - 20-04-44300

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 6,037	\$ 5,502	Rent to City (Office/Building Space Usage)	\$ 5,500
	554	Airgas - Cylinder rentals	565
Total			\$ 6,065

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 TRAVEL & MEETINGS - 20-04-44400

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 717	\$ -	Meetings and Training	700
		IPSI - Utility Supervisor	1,200
		IAFSM Conference - DPWD	200
		Public Works Management Analyst attendance at APWA International Expo "PWX" in Kansas City	375
		(total cost of \$1,500 shared with: 01-52-44400 - \$750 20-00-44400 - \$375)	
		Monthly APWA Meetings (total cost of \$600 shared with: 01-52-44400 - \$300 20-00-44400 - \$150)	150
		Electrical and Motor Training (total cost of \$1,700 shared with: 20-00-44400 - \$850)	850
\$ 717	\$ -	Total	3,475

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 POSTAGE - 20-04-44600

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 7,519	\$ 7,477	General Mail Cost for Utility Bills	\$ 7,626
		<i>Eliminated late notice turn off green hangers Mailing turn off notice in 2015</i>	
	543	Annual Lock Box Fee (fee split 50/50 with 20-04-44600) (Total annual fee - \$1,086)	543
\$ 7,519	\$ 8,020	Total	8,169

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 PRINTING/PUBLISHING - 20-04-44700

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 6,401	\$ 4,038	General Mail Cost for Utility Bills	\$ 4,271
		<i>Eliminated late notice turn off green hangers Mailing turn off notice in 2015</i>	
	543	Annual Lock Box Fee (fee split 50/50 with 20-04-44600) (Total annual fee - \$1,086)	543
\$ 6,401	\$ 4,581	Total	\$ 4,814

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 LIENS - 20-04-45010

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 115	\$ 128	Lien Charge for Delinquent Accounts	\$ 160
\$ 115	\$ 128	Total	\$ 160

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 LEGAL EXPENSE - 20-04-45100

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	\$ -	Legal Coverage (if necessary)	\$ 500
Total			\$ 500

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 AUDIT EXPENSE - 20-04-45200

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 2,050	\$ 2,091	Enterprise Share of Annual Audit	\$ 2,142
Cost also allocated to 01-00-45200 \$19,046 20-04-45200 \$2,142 73-00-45200 \$325 74-00-45200 \$325			
Total			\$ 2,142

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 ENGINEERING - 20-04-45300

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	\$ -	As Needed For General Engineering Requests	\$ 2,500
Total			\$ 2,500

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OTHER PROFESSIONAL SERVICES - 20-04-45400

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 9,734	\$ 4,000	Harris Assistance with Neptune Transition	\$ 100
	6,250	CDL Reimbursements	5,250
		GIS Database development & utility atlas conversion (see also 01-52-45400 - 10,500 & 20-00-045400 - 12,250)	
		GIS Database Support (see also 01-52-45400 - 1,800 & 20-00-045400 - 2,100)	2,100
Total			\$ 7,450

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 J.U.L.I.E. - 20-04-45401

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 NAPERVILLE SEWERAGE TREATMENT - 20-04-45420

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 740	\$ 1,100	J.U.L.I.E. Locates (25% share)	\$ 1,100
Total			\$ 1,100

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 1,032,071	\$ 1,007,323	<p>FY17 - FY18 Commodity Charge Increase 8%</p> <p>Fixed Costs - 12% decrease</p> <p>True-up costs (Historical only - coming year cannot be determined at time of budget preparation)</p> <p>Capital improvements at Naperville Treatment Plant of \$10 Million</p> <p>Naperville renewal process for NPDS permit for treatment plant was 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</p>	\$ 1,057,689
Total			\$ 1,057,689

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 DUES, SUBSCRIPTIONS & BOOKS - 20-04-46900

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 1,938	\$ 1,625	APWA (1/2 Utility Supervisor & 1/4 DPWD) Dues Salt Creek Workgroup Professional Engineer Registration - DPWD (Odd Years)	\$ 225 1,400
\$ 1,938	\$ 1,625	Total	\$ 1,625

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OTHER SUPPLIES - 20-04-47200

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 426	\$ 510	As Needed Hardware, Coffee, paper supplies	\$ 550
\$ 426	\$ 510	Total	\$ 550

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 GAS/OIL EXPENSE - 20-04-47600

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 4,824	\$ 4,795	Fuel and Oil Cost for Vehicles and Equipment Fuel Costs Fluctuate with Market	\$ 5,275
Total			
\$ 4,824	\$ 4,795		\$ 5,275

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 ADMINISTRATIVE CHARGES - 20-04-48300

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 20,070	\$ 20,070	City Overhead Charge	\$ 20,070
Total			
\$ 20,070	\$ 20,070		\$ 20,070

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 DEPRECIATION CHARGE - 20-04-48410

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 177,463	\$ 177,463	Annual Fixed Asset Depreciation	\$ 177,463
Total			\$ 177,463

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MISCELLANEOUS EXPENSE - 20-04-48700

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	\$ 250	As Needed	\$ 250
Total			\$ 250

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EQUIPMENT PURCHASE - 20-04-49500

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 1,373	\$ 2,000	Unbudgeted for FY 2019	\$ -
Total			\$ -

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EQUIPMENT- MAINT SUPRVR - 20-04-49503

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 653	\$ 1,400	Mechanic Tools/Expenses and Online service manuals	\$ 1,000
Total			\$ 1,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 METERS - 20-04-49700

DEPARTMENT: Sewer Operations			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 35,914	\$ 71,000	Meter Change-Out Program	\$ 15,000
		5-year MIU Change-Out Program from MTU (FY 2018 Decision Package)	56,000
		Total	\$ 71,000

**City of Warrenville
Water and Sewer Enterprise Fund - Projections**

Revenues	Fiscal Year						
	Actual 2015	Actual 2016	Actual 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021
Tax Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
License, Permit & Fee Revenue	2,952,662	3,075,264	2,991,546	2,941,856	3,058,923	3,211,869	3,372,463
Fine Revenue	31,368	33,133	29,058	31,823	32,460	32,460	32,460
Reimbursement Revenue	-	-	-	-	1,029	1,029	1,029
Rental Revenue	301,427	348,975	365,473	358,982	371,510	386,370	386,370
Intrafund Revenue	-	-	-	-	-	-	-
Interest Revenue	57,907	21,236	6,018	2,910	6,412	6,412	6,412
Grant Revenue	15,681	14,390	-	-	-	-	-
Miscellaneous Revenue	25,337	68,273	45,497	65,868	32,000	32,000	32,000
Total Revenue	\$ 3,384,382	\$ 3,561,271	\$ 3,437,592	\$ 3,401,439	\$ 3,502,334	\$ 3,670,141	\$ 3,830,734
Growth from Previous Year	9.9%	5.2%	-3.5%	-1.1%	3.0%	4.8%	4.4%

Expenses	Fiscal Year						
	Actual 2015	Actual 2016	Actual 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021
Total Salary & Wage Expense	\$ 829,707	\$ 866,013	\$ 834,802	\$ 888,623	\$ 948,038	\$ 1,000,180	\$ 1,055,190
Total Fringe Benefit Expense	378,993	508,843	453,953	369,818	379,221	399,320	420,484
Total Maintenance Expense	147,136	108,191	166,543	149,869	136,544	139,275	139,275
Total Supplies and Service Expense	1,531,493	1,497,028	1,782,742	2,092,531	2,164,049	1,813,569	1,813,569
Total Capital Expense	377,973	408,354	1,309,139	2,372,386	1,708,076	1,235,186	1,235,186
Total Expenses	\$ 3,265,302	\$ 3,388,429	\$ 4,547,179	\$ 5,873,227	\$ 5,335,928	\$ 4,587,530	\$ 4,663,704
Growth from Previous Year	-1.2%	3.8%	34.2%	29.2%	-9.1%	-14.0%	1.7%

Revenues - Expenditures	\$ 119,080	\$ 172,842	\$ (1,109,587)	\$ (2,471,788)	\$ (1,833,594)	\$ (917,389)	\$ (832,970)
<i>Net Adj for Net Capitalized Assets</i>	(564,275)	(743,291)	(568,128)				
Unreserved, Undesignated Fund Balance	\$ 9,062,458 *	\$ 8,492,009 *	\$ 6,814,294	\$ 4,342,506	\$ 2,508,912	\$ 1,591,523	\$ 758,553
<i>*(As adjusted for Net Capitalized Assets)</i>							
UUFEB Expenditure Coverage	278%	251%	150%	74%	47%	35%	16%

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TAX INCREMENT FINANCE DISTRICT #3

FUND 73

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

	2018 Budget	2018 Projected	2019 Proposed
Revenue	\$4,862	\$15,722	\$16,052
Expenditures	\$754,342	\$52,642	\$1,008,180
Surplus/(Deficit)	(\$749,480)	(\$36,920)	(\$992,128)

The Tax Increment Financing (TIF) District Number 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 (TIF #3), established during calendar year 2013. These funds are restricted for development of the designated area.

Revenue

The TIF fund annually receives incremental property tax revenue above the frozen valuation. For FY 2018, the incremental property tax revenue totaled \$15,722. For FY 2019, that incremental revenue is projected at \$16,052.

Expenditures

Budgeted expenditures for FY 2019 include: legal services for TIF #3 legal matters, CCRS#1 redevelopment agreements, and potential property acquisition, the annual audit expenses, and a prorated share of the Illinois Tax Increment Association (ITIA) membership dues.

Professional Services

FY 2019 budgeted expenditures include: costs of environmental consulting and investigation service related to the former Citgo Gas Station property (see FY 2019 Decision Package COM 19.03), engineering design of an Illinois Prairie Path trailhead project, off site environmental investigation and reporting services related to CCRS #1, and TIF development consultation services.

City Projects

The FY 2019 expenditures include \$300,000, for costs associated with the final phase of the Route 56 Streetscape Enhancement project, this is being re-budgeted from FY 2018.

Land Purchase

Finally, the FY2019 Budget again includes funding for the acquisition of the former Citgo Gas Station property at the intersection of Batavia and Warrenville Roads (see FY 2019 Decision Package COM 19.03) which did not occur during FY 2018 as originally planned, and for potential acquisition of open space and trail extension projects along the West Branch of the DuPage River.

Fund Balance

At the end of FY 2016, the TIF #3 fund had an audited deficit fund balance of \$1,354,135. By the end of FY 2017, the audited fund balance deficit rose to a total of \$1,449,920, and it is projected that by the end of FY 2018, that fund balance deficit will increase by \$36,920, or about 2.5%, to a new total of \$1,486,840.

To date, the City Council has authorized a total of \$2,400,000 in interfund loans to the TIF #3 fund to cover TIF #3 expenditures. These inter-fund loans will be repaid at a future date when sufficient incremental TIF property tax revenue is generated. Given, the projected fiscal year-end deficit, it may be necessary for the City Council to authorize additional interfund loans to the TIF#3 fund, in order for the planned FY 2019 expenditures to occur. Staff will present a request for the consideration of additional loans to the City Council as a result of the adoption of the FY 2019 Budget.

CITY OF WARRENVILLE, ILLINOIS

Tax Increment Finance Fund Activity -TIF #3

FY 2019

Projected Beginning Fund Balance	\$ (1,155,131)
Revenues	
Property Taxes	\$ 16,052
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 2019 Revenue	\$ 16,052
Expenses/Expenditures	
Personnel	\$ -
Capital	692,000
Supplies and Services	316,180
Maintenance	-
Total FY 2019 Expenses/Expenditures	\$ 1,008,180
Variance - Add to/(Use of) Fund Balance	\$ (992,128)
End Fund Balance	\$ (2,147,259)
Percent Change	85.89%

TIF 3 FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018	Budget 2019	18-19 Growth
73-00-30100	Revenue	PROPERTY TAX-TIF #3	3,794	3,633	4,489	4,862	15,722	16,052	2.10%
73-00-37700	Revenue	INTEREST INCOME	1,072	346	248	-	-	16,052	2.10%
Totals			4,866	3,979	4,737	4,862	15,722	16,052	2.10%

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018	Budget 2019	18-19 Growth
73-00-45100	Administration	LEGAL	11,005	5,891	27,279	20,500	28,500	15,000	-47.37%
73-00-45200	Administration	AUDIT EXPENSE	300	310	310	317	317	655	106.62%
73-00-45400	Administration	OTHER PROFESSIONAL SERVICES	81,139	71,751	34,592	99,200	21,500	300,200	1296.28%
73-00-46900	Administration	DUES, SUBSCRIPTIONS., BOOKS	650	650	650	325	325	325	0.00%
73-00-48735	Streets	CITY PROJECTS	177,225	72,343	35,691	252,000	-	300,000	19500.00%
73-00-49200	Administration	LAND PURCHASE	544,028	747	2,000	382,000	2,000	392,000	19500.00%
73-00-49476	Streets	ROAD PROJECTS	-	-	-	-	-	1,008,180	1815.16%
Totals			814,047	151,682	100,522	754,342	52,642	1,008,180	1815.16%

Fund Total Rev	4,866	3,979	4,737	4,862	15,722
Fund Total Exp	814,047	151,682	100,522	754,342	52,642
<i>Variance</i>	(809,181)	(147,703)	(95,785)	(749,480)	(36,920)
Fund Balance 4/30/15	(1,206,432)				
Fund Balance 4/30/16	(1,354,135)				
Fund Balance 4/30/17	(1,449,920)				
Projected Fund Balance 4/30/18	(1,486,840)				
Projected Fund Balance 4/30/19	(2,478,968)				

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 LEGAL - 73-00-45100

DEPARTMENT: Administration - TIF #3			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$	5,000	Legal Services - General	5,000
	11,000	Legal Services - Development (CCRS #1 Redevelopment Agreement)	
	12,500	Citigo Property Legal Services (FY 2019 Decision Package - COM 19.03)	10,000
\$ -	\$ 28,500	Total	\$ 15,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 AUDIT EXPENSE - 73-00-45200

DEPARTMENT: Administration - TIF #3			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 310	\$ 317	Share of Annual Audit Expense	\$ 325
		Annual TIF Compliance Report & Letter (If Necessary)	330
\$ 310	\$ 317	Total	\$ 655

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OTHER PROFESSIONAL SERVICES - 73-00-45400

DEPARTMENT: Administration - TIF #3			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 34,592			
	\$ 5,000	TIF Development Consultation Services	\$ 5,000
		CCRS#1	
		Off site environmental investigations, and reporting	12,000
		IEPA services expenses/invoices	8,200
	4,000	Property closing costs	
		<u>Prairie Path Trailhead Analysis</u>	
		Conceptual Design (FY 2017 Decision Package)	
		Preliminary Design Documents (FY 2018 Decision Package)	60,000
	12,500	Citgo Property Environmental Consulting and Investigation (FY 2019 Decision Package - COM 19.03)	215,000
		Total	\$ 300,200
\$ 34,592	\$ 21,500		

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 DUES, SUBSCRIPTIONS & BOOKS - 73-00-46900

DEPARTMENT: Administration - TIF #3			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 650	\$ 325	ITIA Membership Dues (Split with TIF #4)	\$ 325
		Total	\$ 325
\$ 650	\$ 325		



TAX INCREMENT FINANCE DISTRICT #4

FUND 74

FUND TYPE: Capital Projects

FUND PURPOSE – To account for the activities associated with improvements within the Tax Increment Financing (TIF) Districts #4

TAX INCREMENT FINANCING DISTRICT No. 4 FUND HIGHLIGHTS

	2018 Budget	2018 Projected	2019 Proposed
Revenue	\$0	\$47,712	\$48,714
Expenditures	\$1,717,885	\$640,389	\$1,126,480
Surplus/(Deficit)	(\$1,717,885)	(\$592,677)	(\$1,077,766)

The TIF District Number 4 (TIF #4) fund is a Capital Projects fund, utilized to account for the incremental property tax revenues received from the City's designated Southwest/Route 59 Corridor TIF district established during calendar year 2016. These funds are restricted for TIF-related expenditures within the designated area.

Revenue

The TIF fund annually receives incremental property tax revenue above the frozen valuation. By the end of FY 2018, TIF #4 will have received a total of \$47,712 in incremental property tax revenue. During FY 2019 it is currently projected that the fund will receive a little over \$48,700 in incremental property tax revenue.

Expenditures

Budgeted expenditures for FY 2019, total \$1,126,480, and include: legal services for TIF #4 redevelopment negotiations and general TIF legal assistance, a prorated share of the Illinois Tax Increment Association (ITIA) membership dues, prorated fees associated with the annual audit, and consultation services for development and wetland assistance.

Engineering Services

The FY 2019 budgeted expenditures include: engineering for construction of a sanitary sewer extension, traffic engineering analysis, engineering for the extension of Barkley Avenue, and a pro-rated share to Update the Interceptor Capacity Analysis (FY 2019 Decision Package PUB 19.06). Finally, engineering services in the amount of \$80,000 for the upsizing of the Landon Avenue sanitary sewer main originally budgeted in the FY 2018 budget as part of a decision package, has been re-budgeted for FY 2019.

City Projects

\$410,000 has been re-budgeted from FY 2018, for the construction of a sanitary sewer extension, and \$20,000 for the TIF #4 share of the Route 56 Streetscape Enhancement project. As previously mentioned, upsizing of the Landon Avenue sanitary sewer main at a cost of \$430,000 has also been re-budgeted from FY 2018.

Land Purchase

The FY 2019 budgeted expenditures include the funding the acquisition of a site, yet to be determined, to place a Sanitary Sewer Holding Tank (FY 2019 Decision Package PUB 19.05).

Fund Balance

At the end of FY 2017, the audited fund balance deficit was \$152,674. The fund balance deficit is projected to increase to a total of \$592,677 at the end of FY 2018, and \$1,670,443 by the end of FY 2019.

To date, the City Council has authorized interfund loans totaling \$1,900,000 (Ordinance O2017-32) to the TIF #4 fund to cover TIF #4 expenditures. These inter-fund loans will be repaid at a future date when sufficient incremental TIF property tax revenue is generated. Given, the projected FY 2019 fiscal year-end deficit, the City Council will not need to authorize any additional interfund loans to the TIF#4 fund, in order for the planned FY 2019 expenditures to occur.

CITY OF WARRENVILLE, ILLINOIS

Tax Increment Finance Fund Activity -TIF #4

FY 2019

Projected Beginning Fund Balance	\$ (592,677)
Revenues	
Property Taxes	\$ 48,714
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 2019 Revenue	\$ 48,714
Expenses/Expenditures	
Personnel	\$ -
Capital	930,000
Supplies and Services	196,480
Maintenance	-
Total FY 2019 Expenses/Expenditures	\$ 1,126,480
Variance - Add to/(Use of) Fund Balance	\$ (1,077,766)
End Fund Balance	\$ (1,670,443)
Percent Change	181.85%

TIF 4 FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018	Budget 2019	18-19 Growth
74-00-30100	Revenue	PROPERTY TAX-TIF #4					47,712	48,714	2.10%
74-00-37700	Revenue	INTEREST INCOME							
74-00-38600	Revenue	TRANSFERS IN							
74-00-39900	Revenue	MISCELLANEOUS							
Totals			-	-	-	-	47,712	48,714	2.10%

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018	Budget 2019	18-19 Growth
74-00-44700	Administration	PRINTING/PUBLISHING			4,093		1,400	1,500	
74-00-45100	Administration	LEGAL			44,354	17,000	26,700	26,000	
74-00-45200	Administration	AUDIT EXPENSE				-	655	655	
74-00-45300	Streets	ENGINEERING			6,453	161,000	37,000	158,000	
74-00-45400	Administration	OTHER PROFESSIONAL SERVICES			13,569	127,500	24,964	10,000	-59.94%
74-00-46900	Administration	DUES, SUBSCRIPTIONS., BOOKS				325	325	325	0.00%
74-00-48600	Finance	TRANSFERS OUT			62,112	-			
74-00-48735	Streets	CITY PROJECTS				1,162,060	300,000	860,000	
74-00-49200	Administration	LAND PURCHASE			22,093	250,000	250,000	70,000	
74-00-49476	Streets	ROAD PROJECTS							
Totals			-	-	152,674	1,717,885	640,389	1,126,480	75.91%
		Fund Total Rev	-	-	-	-	47,712	48,714	2.10%
		Fund Total Exp	-	-	152,674	1,717,885	640,389	1,126,480	75.91%
		<i>Variance</i>	-	-	(152,674)	(1,717,885)	(592,677)	(1,077,766)	
		Fund Balance 4/30/17							
		Projected Fund Balance 4/30/18			(152,674)	(1,717,885)	(745,351)		
		Projected Fund Balance 4/30/19						(1,823,117)	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 PRINTING/PUBLISHING - 74-00-44700

DEPARTMENT: Administration - TIF #4				
PROGRAM: On-Going				
2017	2018	Description of	2019	
Actual	Estimated	Cost	Budget	
\$ 4,093	\$ 1,400	Publication of legal notices	\$ 1,500	
\$ 4,093	\$ 1,400	Total	\$ 1,500	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 LEGAL - 74-00-45100

DEPARTMENT: Administration - TIF #4				
PROGRAM: On-Going				
2017	2018	Description of	2019	
Actual	Estimated	Cost	Budget	
\$ 44,354	\$ 20,000	Redevelopment/TIF Agreement Negotiations these expenses will be reimbursed by private developers	\$ 20,000	
	700	Lang Property Acquisition - Legal Assistance (FY 2018 Decision Package)		
	6,000	General TIF Legal Assistance	6,000	
\$ 44,354	\$ 26,700	Total	\$ 26,000	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 DUES, SUBSCRIPTIONS & BOOKS - 74-00-46900

DEPARTMENT: Administration - TIF #4				
PROGRAM: On-Going				
2017	2018	Description of	2019	
Actual	Estimated	Cost	Budget	
\$	325	ITIA Membership Dues (Split with TIF #3)	\$	325
\$	-		\$	325
		Total		325

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 AUDIT EXPENSE - 74-00-45200

DEPARTMENT: Administration - TIF #4				
PROGRAM: On-Going				
2017	2018	Description of	2019	
Actual	Estimated	Cost	Budget	
		Share of Annual Audit Expense	\$	325
		Annual TIF Compliance Report & Letter (If Necessary)		330
\$	-		\$	655
		Total		655

CITY OF WARRENVILLE
FISCAL YEAR 2019
ENGINEERING - 74-00-45300

DEPARTMENT: Administration - TIF#4				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ 6,453	\$ 15,000	Construction of Sanitary Sewer Extension Engineering (FY 2018 Decision Package)	\$ 26,000	
	2,000	Traffic Engineering Assistance	3,000	
	20,000	Barkley Avenue Final engineering (FY 2017 Decision Package) Duke Parkway/Barkley Connector engineering and inspection related	35,000	
		Update Interceptor Capacity Analysis (FY 2019 Decision Package - PUB 19.06) (See also 20-03-45300)	14,000	
		Landon Avenue Sewer Main Upsizing (FY 2018 Decision Package)	80,000	
\$ 6,453	\$ 37,000	Total	\$ 158,000	

CITY OF WARRENVILLE
FISCAL YEAR 2019
OTHER PROFESSIONAL SERVICES - 74-00-45400

DEPARTMENT: Administration				
PROGRAM: On-Going				
2017 Actual	2018 Estimated	Description of Cost	2019 Budget	
\$ 13,569	2,500	Development Consultation Services	\$ 5,000	
		Wetland Consultant Assistance	5,000	
	12,000	<u>Tortoriello Property - Wetland mitigation bank</u> <u>Water Tower site analysis</u> Feasibility analysis Final design (FY 2018 Decision Package)		
	1,000	Consultation services - environmental analysis (Property to accommodate new public road connection between Estes Street and Duke Parkway)		
	9,464	Barkley at Duke Parkway Construction Consultant assistance to develop RFP and market N.E. corner of Rt. 59 and Rt. 56 (FY 2018 Decision Package) (estimated \$60,000 expenditure to be re-evaluated for FY 2020)		
\$ 13,569	\$ 24,964	Total	\$ 10,000	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 CITY PROJECTS - 74-00-48735

DEPARTMENT: Administration				
PROGRAM: On-Going				
2017	2018	Description of Cost	2019	
Actual	Estimated		Budget	
\$ 62,112		Construction of Sanitary Sewer Extension (FY 2018 Decision Package)	\$ 410,000	
	\$ 300,000	Reimbursement to Duke Realty for Off-site improvements to SDRS #1		
		Final Phase Route 56 Streetscape Enhancements (FY 2018 - Decision Package)	20,000	
		Landon Avenue Sewer Main Upsizing (FY 2018 - Decision Package)	430,000	
\$ 62,112	\$ 300,000	Total	\$ 860,000	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 LAND PURCHASE - 74-00-49200

DEPARTMENT: Administration				
PROGRAM: On-Going				
2017	2018	Description of Cost	2019	
Actual	Estimated		Budget	
\$ 22,093	\$ 250,000	Lang Property Acquisition (FY 2018 Decision Package)		
		Property Acquisition for Sanitary Sewer Holding Tank (FY 2019 Decision Package - PUB 19.05) (See also 20-03-49200)		70,000
\$ 22,093	\$ 250,000	Total	\$ 70,000	

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POLICE PENSION

FUND 05

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.

CITY OF WARRENVILLE, ILLINOIS

Police Pension Fund Activity

FY 2019

Projected Beginning Fund Balance	\$ 21,277,830
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	1,750,000
Financing Proceeds	-
Misc. Revenues	1,440,528
Grant Revenue	-
Rental Income	-
Reimbursement Revenues	-
Fine Revenue	-
Transfers In	-
	<hr/>
Total FY 2019 Revenue	\$ 3,190,528
Expenses/Expenditures	
Personnel (Pension payments)	\$ 995,914
Capital	-
Supplies and Services	66,114
Maintenance	-
	<hr/>
Total FY 2019 Expenses/Expenditures	\$ 1,062,028
Variance - Add to/(Use of) Fund Balance	\$ 2,128,500
Projected Ending Fund Balance	\$ 23,406,330
Percent Change	10.00%

POLICE PENSION FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018
05-00-31900	Revenue	MEMBER CONTRIBUTIONS	273,038	264,105	273,581	290,984	279,955
05-00-31901	Revenue	CITY CONTRIBUTION	966,691	1,004,900	1,173,896	1,176,044	1,132,232
05-00-37700	Revenue	INVESTMENT INCOME	1,167,239	(49,051)	1,491,258	734,438	1,876,012
Totals			2,406,968	1,219,954	2,938,735	2,201,466	3,288,199

Budget 2019	18-19 Growth
302,473	8.04%
1,138,055	0.51%
1,750,000	-6.72%
3,190,528	-2.97%

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018
05-00-44400	Pension Admin.	TRAVEL & MEETINGS	1,972	5,297	4,041	5,000	3,353
05-00-45100	Pension Admin.	LEGAL EXPENSE	3,050	7,043	4,400	7,200	4,600
05-00-45400	Pension Admin.	OTHER PROFESSIONAL SERVICES	32,553	37,521	50,117	46,531	51,583
05-00-46900	Pension Admin.	DUES, SUBSCRIPTIONS & BOOKS	775	1,345	795	795	795
05-00-47400	Pension Admin.	PENSION REFUNDS	39,222	139,984			
05-00-47500	Pension Admin.	PENSION PAYMENTS	624,203	697,077	836,095	899,929	965,111
Totals			701,775	888,267	895,448	959,455	1,025,442

Budget 2019	18-19 Growth
5,000	49.12%
4,600	0.00%
55,719	8.02%
795	0.00%
995,914	3.19%
1,062,028	3.57%

Fund Total Rev	2,406,968	1,219,954	2,938,735	2,201,466	3,288,199
Fund Total Exp	701,775	888,267	895,448	959,455	1,025,442
Variance	1,705,193	331,687	2,043,287	1,242,011	2,262,757
Fund Balance 4/30/15	16,640,099				
Fund Balance 4/30/16		16,971,786			
Fund Balance 4/30/17			19,015,073		
Projected Fund Balance 4/30/18				20,257,084	21,277,830
Projected Fund Balance 4/30/19					

3,190,528	-2.97%
1,062,028	3.57%
2,128,500	
23,406,330	

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 OTHER PROFESSIONAL SERVICES - 05-00-45400

DEPARTMENT: FIS			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 37,521			
	\$ 2,700	Actuary Services Tax Levy Actuarial Valuation GASB 67/68 Actuarial Valuation	\$ 2,250 2,500
	600	Minute Taker	600
	35,489	Banking & Investment Services	37,405
	3,394	Compliance Fee - State of Illinois	3,564
	550	Municipal Compliance Report Preparation	550
	8,850	Accounting Services (Lauterbach and Amen) Inc. Municipal Compliance Report Preparation	8,850
		Total	\$ 55,719

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 DUES, SUBSCRIPTIONS & BOOKS - 05-00-46900

DEPARTMENT: FIS			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 1,345	\$ 795	IPPFA Dues	\$ 795
		Total	\$ 795



SEIZED ASSETS FUND

FUND 60

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.

CITY OF WARRENVILLE, ILLINOIS

Seized Assets Activity

FY 2019

Projected Beginning Fund Balance	<u>\$ 190,658</u>
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	50
Financing Proceeds	-
Misc. Revenues	3,500
Grant Revenue	-
Rental Income	-
Reimbursement Revenues	-
Fine Revenue	18,300
Transfers In	-
	<u>-</u>
Total FY 2019 Revenue	<u>\$ 21,850</u>
Expenses/Expenditures	
Personnel	\$ -
Capital	-
Supplies and Services	11,660
Maintenance	-
	<u>-</u>
Total FY 2019 Expenses/Expenditures	<u>\$ 11,660</u>
Variance - Add to/(Use of) Fund Balance	\$ 10,190
Projectd Ending Fund Balance	<u><u>\$ 200,848</u></u>
Percent Change	5.34%

SEIZED ASSETS FUND LINE ITEMS

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018
60-00-34310	Revenue	DRUG FINES	1,175	285	50		
60-00-34400	Revenue	FEDERAL FORFEITURE	4,843	1,009	454	500	1,974
60-00-34401	Revenue	STATE FORFEITURE	10,089	6,209	1,435	5,000	1,905
60-00-34404	Revenue	DUITC	19,428	14,439	11,647	16,248	9,407
60-00-34405	Revenue	COURT SUPERVISION FEE	40	40	40	35	35
60-00-37700	Revenue	INTEREST INCOME	14,640	6,410	43,894	20,693	3,766
60-00-39920	Revenue	SALE OF SURPLUS PROPERTY					
Totals			50,215	28,392	57,520	42,476	17,087

Budget 2019	18-19 Growth
2,070	4.86%
2,500	31.23%
13,730	45.96%
50	42.86%
3,500	-7.06%
21,850	27.87%

Acct #	Cost Center	Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Projected Year-End 2018
60-00-48600	Police	TRANSFERS OUT	56,178	8,160	8,160	8,160	8,160
60-00-48700	Police	MISCELLANEOUS	367	401	1,124		371
60-00-49500	Police	EQUIPMENT PURCHASE					
Totals			56,545	8,561	9,284	8,160	8,531

Budget 2019	18-19 Growth
8,160	0.00%
3,500	843.40%
11,660	36.68%

Fund Total Rev	50,215	28,392	57,520	42,476	17,087
Fund Total Exp	56,545	8,561	9,284	8,160	8,531
Variance	(6,330)	19,831	48,236	34,316	8,556
Fund Balance 4/30/15	114,035				
Fund Balance 4/30/16	133,866				
Fund Balance 4/30/17	182,102				
Projected Fund Balance 4/30/18					190,658
Projected Fund Balance 4/30/19					

Budget 2019	18-19 Growth
21,850	27.87%
11,660	36.68%
10,190	
200,848	

*Seized Assets Fund Line Items
Fiscal Year 2019*

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 TRANSFER OUT - 60-00-48600

DEPARTMENT: POLICE			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ 5,000	\$ 5,000	Transfers to General Fund Reimbursement for Police Vehicle Maintenance (Annually)	\$ 5,000
660	660	Transfers to General Fund Reimbursement for Radar Re-certification Costs (Annually)	660
2,500	2,500	Transfers to General Fund Directed patrols (10 dates)	2,500
\$ 8,160	\$ 8,160	Total	\$ 8,160

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 MISCELLANEOUS EXPENSE - 60-00-48700

DEPARTMENT: POLICE			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	-	Undercover Transactions	\$ 1,000
\$ -	\$ -	Total	\$ 1,000

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 COURT SUPERVISION EXPENSES - 60-00-48790

DEPARTMENT: POLICE			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	\$ 321	Court Supervision Expenses	\$ 500
Total			\$ 500

CITY OF WARRENVILLE
 FISCAL YEAR 2019
 EQUIPMENT PURCHASE 60-00-49500

DEPARTMENT: POLICE			
PROGRAM: On-Going			
2017 Actual	2018 Estimated	Description of Cost	2019 Budget
\$ -	\$ -	P.O.P. Vehicle Replacement (Vehicle outside of CMRP - Unbudgeted for FY 2019)	
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.

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**CITY OF WARRENVILLE
DECISION PACKAGES
SUBMISSIONS SUMMARY
FISCAL YEAR 2019**

<u>ADMINISTRATION</u> ITEM REQUESTED	DECISION PKG REF #	PG REF.	FUNDING RECOMMENDED YES	NO
Administrative Services Coordinator (Full-Time Exempt)	<i>ADM 19.01</i>		X	
Ride DuPage Pilot Program	<i>ADM 19.02</i>		X	
Construction of EOC - Employee Training Room at City Hall	<i>ADM 19.03</i>			X
Web (Cloud) Based Agenda Packet Module "Paperless" Agenda Packets	<i>ADM 19.04</i>			X
Branding and Marketing Implementation	<i>ADM 19.05</i>		X	
<u>COMMUNITY DEVELOPMENT</u>				
<u>ITEM REQUESTED</u>				
Part-time Scanning Clerk	<i>COM 19.01</i>		X	
New Civil Engineer	<i>COM 19.02</i>		X	
Purchase and Environmental Remediation of Citgo Property	<i>COM 19.03</i>		X	
<u>FINANCE</u>				
<u>ITEM REQUESTED</u>				
Enterprise Resource Planning (ERP) System acquisition and implementation	<i>FIN 19.01</i>		X	
Contractual Project Management (PM) Services for ERP Implementation	<i>FIN 19.02</i>		X	
Part-time temporary administrative staffing - to assist with ERP implementation	<i>FIN 19.03</i>		X	
<u>PUBLIC WORKS</u>				
<u>ITEM REQUESTED</u>				
Virginia Storm Sewer Upgrade	<i>PUB 19.01</i>		X	
Solar Project	<i>PUB 19.02</i>			X
Southwest District Water Tower Well Design	<i>PUB 19.03</i>		X	
Utility 6-Wheel Dump Truck (New to fleet, not replacement)	<i>PUB 19.04</i>			X
Property Acquisition for Sanitary Sewer Holding Tank	<i>PUB 19.05</i>		X	
Update Inteceptor Capacity Analysis	<i>PUB 19.06</i>		X	

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**CITY OF WARRENVILLE
DECISION PACKAGES
RECOMMENDED FOR FUNDING
SUMMARY - BY SUBMITTING DEPARTMENT
FISCAL YEAR 2019**

<u>ADMINISTRATION</u>					
<u>ITEM REQUESTED</u>	<u>DECISION PKG REF #</u>	<u>COST</u>	<u>ACCOUNT #</u>	<u>ALLOCATION</u>	<u>AMOUNT</u>
Administrative Services Coordinator (Full-Time Exempt)	<i>ADM 19.01</i>	\$ 96,192	01-50-40xxx 01-70-40400	77.1% 22.9%	\$ 74,150 22,042
Ride DuPage Pilot Program	<i>ADM 19.02</i>	45,000	01-60-48700	100.0%	15,000
Branding and Marketing Implementation	<i>ADM 19.05</i>	22,000	14-00-48735	100.0%	22,000
Department Subtotal					<u>\$ 133,192</u>
<u>COMMUNITY DEVELOPMENT</u>					
<u>ITEM REQUESTED</u>		<u>COST</u>	<u>ACCOUNT #</u>	<u>ALLOCATION</u>	<u>AMOUNT</u>
Part-time Scanning Clerk	<i>COM 19.01</i>	\$ 14,642	01-53-4xxxx	100.0%	\$ 14,642
New Civil Engineer	<i>COM 19.02</i>	82,433	01-53-40000 01-70-4xxxx 01-53-4xxxx	72.0% 23.7% 4.4%	59,320 19,513 3,600
Purchase and Environmental Remediation of Citgo Property	<i>COM 19.03</i>	565,000	73-00-45100 73-00-45400 73-00-49200	1.8% 38.1% 60.2%	10,000 215,000 340,000
Department Subtotal					<u>\$ 662,075</u>
<u>FINANCE</u>					
<u>ITEM REQUESTED</u>		<u>COST</u>	<u>ACCOUNT #</u>	<u>ALLOCATION</u>	<u>AMOUNT</u>
Enterprise Resource Planning (ERP) System acquisition and implementation	<i>FIN 19.01</i>	\$1,322,953	01-45-45400 01-70-41103	96.7% 3.3%	\$ 1,279,105 43,848
Contractual Project Management (PM) Services for ERP Implementation	<i>FIN 19.02</i>	180,705	01-45-45400	100.00%	180,705
Part-time temporary administrative staffing (to assist with ERP implementation)	<i>FIN 19.03</i>	\$ 86,000	01-45-45400	100.00%	\$ 86,000
Department Subtotal					<u>\$ 1,589,658</u>

CITY OF WARRENVILLE
 DECISION PACKAGES
 RECOMMENDED FOR FUNDING
 SUMMARY - BY SUBMITTING DEPARTMENT
 FISCAL YEAR 2019

PUBLIC WORKS

<u>ITEM REQUESTED</u>		<u>COST</u>	<u>ACCOUNT #</u>	<u>ALLOCATION</u>	<u>AMOUNT</u>
Virginia Storm Sewer Upgrade	<i>PUB 19.01</i>	\$ 75,000	01-52-41200	100.0%	\$ 75,000
Southwest District Water Tower Well Design	<i>PUB 19.03</i>	250,000	20-02-45300	100.0%	250,000
Property Acquisition for Sanitary Sewer Holding Tank	<i>PUB 19.05</i>	500,000	20-03-49200	86.0%	430,000
			74-00-49200	14.0%	70,000
Update Inteceptor Capacity Analysis	<i>PUB 19.06</i>	100,000	20-03-45300	86.0%	86,000
			74-00-45300	14.0%	14,000
Department Subtotal					<u>\$ 925,000</u>
Total Decision Packages Recommended for Funding					<u><u>\$ 3,309,925</u></u>

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
RECOMMENDED FOR FUNDING
SUMMARY - BY FUND
FISCAL YEAR 2019**

GENERAL FUND - (01)

ITEM REQUESTED		COST	ACCOUNT #	ALLOCATION	AMOUNT
Enterprise Resource Planning (ERP) System acquisition and implementation	FIN 19.01	1,322,953	01-45-45400	96.7%	1,279,105
			01-70-41103	3.3%	43,848
Contractual Project Management (PM) Services for ERP Implementation	FIN 19.02	180,705	01-45-45400	100.0%	180,705
Part-time temporary administrative staffing (to assist with ERP implementation)	FIN 19.03	\$ 86,000	01-45-45400	100.0%	\$ 86,000
Administrative Services Coordinator (Full-Time Exempt)	ADM 19.01	96,192	01-50-40xxx	77.1%	74,150
			01-70-40400	22.9%	22,042
Virginia Storm Sewer Upgrade	PUB 19.01	75,000	01-52-41200	100.0%	75,000
New Civil Engineer	COM 19.02	82,433	01-53-40000	72.0%	59,320
			01-70-4xxxx	23.7%	19,513
			01-53-4xxxx	4.4%	3,600
Part-time Scanning Clerk	COM 19.01	14,642	01-53-4xxxx	100.0%	14,642
Ride DuPage Pilot Program		45,000	01-60-48700	100.0%	15,000
				Fund Subtotal	\$ 1,872,925

WATER AND SEWER FUND - (20)

ITEM REQUESTED		COST	ACCOUNT #	ALLOCATION	AMOUNT
Southwest District Water Tower Well Design	PUB 19.03	250,000	20-02-45300	100.0%	250,000
Property Acquisition for Sanitary Sewer Holding Tank	PUB 19.05	500,000	20-03-49200	86.0%	430,000
Update Intceptor Capacity Analysis	PUB 19.06	100,000	20-03-45300	86.0%	86,000
				Fund Subtotal	\$ 766,000

HOTEL MOTEL - (14)

ITEM REQUESTED		COST	ACCOUNT #	ALLOCATION	AMOUNT
Branding and Marketing Implementation	ADM 19.05	22,000	14-00-48735	100.0%	22,000
				Fund Subtotal	\$ 22,000

CITY OF WARRENVILLE
 DECISION PACKAGES
 RECOMMENDED FOR FUNDING
 SUMMARY - BY FUND
 FISCAL YEAR 2019

TIF #3 - (73)

ITEM REQUESTED		COST	ACCOUNT #	ALLOCATION	AMOUNT
Purchase and Environmental Remediation of Citgo Property	COM 19.03	565,000	73-00-45100	1.8%	10,000
			73-00-45400	38.1%	215,000
			73-00-49200	60.2%	340,000
				Fund Subtotal	\$ 565,000

TIF #4 - (74)

ITEM REQUESTED		COST	ACCOUNT #	ALLOCATION	AMOUNT
Property Acquisition for Sanitary Sewer Holding Tank	PUB 19.05	\$ 500,000	74-00-49200	14.0%	\$ 70,000
Update Inteceptor Capacity Analysis	PUB 19.06	100,000	74-00-45300	14.0%	14,000
				Fund Subtotal	\$ 84,000

Total Decision Packages Recommended for Funding \$ 3,309,925

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
2019
DECISION PACKAGE**

ADM 19.01

Title of Request : Administrative Services Coordinator - Full Time (Exempt position)

Department: Administration Division: _____

Prepared by: Cristina White, Assistant City Administrator

Request Type : Personnel

Request Frequency: On-Going

			Savings Period
Total 2019 Request (\$):	96,192	Total Estimated Revenue/Savings (\$):	
On-going Costs (\$):	99,078	If Cost Increase over Prior FY, enter (\$):	
On-going Costs Period:	indefinite		

JUSTIFICATION

Complete the following questions that are applicable to your request

1. **Describe the organizational need/benefit of this request:**
 In the 14 years the former Administrative Services Coordinator was in the position, the work evolved significantly to include a variety of responsibilities in Information Technology, Human Resources, Purchasing, Billing, Communications, and Administrative/Clerical support. When the Administrative Services Coordinator retired, staff outsourced the Information Technology work and attempted to fill a part-time, 28 hour per week, Human Resources (HR) Coordinator position. In recent months, it has become clear that Administration was appropriately staffed with four full-time positions. The part-time HR Coordinator position proved difficult to fill and inadequate for the amount of work to meet the current needs.

2. **Describe the anticipated outcomes should this request be funded:**
 Administration will be able to keep up with the HR and risk management responsibilities and focus on the long-term projects and goals identified by the City Council, as well as advancing departmental goals to improve processes and policies for greater efficiency. This would include providing more timely public information, streamlining the recruitment process, updating performance evaluation tools, maintaining a city-wide training calendar, updating personnel policies annually, transitioning to more efficient document management (as part of the ERP project), keeping an updated technology maintenance and replacement plan, and increasing overall system security. Reinstating the full-time position that was previously funded will allow Administration staff to keep up with the day to day demands on the department and further other initiatives that have been placed on the back burner for lack of resources.

3. **Describe the impact of not funding this request:**
 One of the challenges for the Administration Department is that much of the regular duties involve responding to "fires" that cannot be predicted. Unanticipated labor, risk management, IT, and legislative issues can often become an immediate priority ("fire") taking precedence over routine work, and require a significant amount of time to resolve. In FY 2018, Administration staff recruited for 14 open positions and hired 10 new employees. Each recruitment takes 60 to 90 days to complete from posting the position to completing the new employee orientation. In FY2019, the ERP will require a minimum of 1,000 hours from Administration Department personnel to get implemented successfully. This commitment of time is in addition to normal day-to-day operations, emergencies, current ongoing projects, and any future planned initiatives. If this position is not approved, the current staff will be unable to move forward on any non-critical initiatives. Further, depending on the rate of turnover and other "emergencies" that occur in FY 2019, staff may fall further behind on other duties. There already has been an increase in the amount of time the Administration Department door is shut to the public, and a general lag in the timeliness of completing routine work such as responding to general inquiries, updating personnel policies and procedures, and document management. Administration has also fallen behind on updating the website, Channel 10 content, and the City's Facebook page with relevant information.

4. **Describe the on-going costs associated with this request:**
 As a full-time position, the ongoing costs include salary, FICA, Medicare, IMRF Pension, and Health Benefits. Note the part-time position that was approved in FY18 included ongoing salary, FICA, Medicare, and IMRF Pension costs. The on-going costs for a full-time position would expand to account for the additional 624 hours annually and the health benefit costs.

5. **Identify the relation to specific adopted plans and/or City Council priorities:**
 The City Council adopted the 2015 Strategic Plan, which includes several goals. Some of the objectives listed in the plan directly require assistance from Administration department staff to complete or require support from Administration to other departments. The Public Works Service Levels and Staffing Study also includes objectives that require support from Administration Department staff to complete. Further, as the functions of this position have an impact on every current and potential employee of the City, this position broadly impacts all adopted plans and City Council priorities.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**

Administration Department staff has observed the need for this position over the last six months with the retirement of the Administrative Services Coordinator and the realization that the position had evolved beyond a 40 hour per week job. While most of the IT function has been outsourced, many of the other duties have been reshifted to current department staff. This includes direct management of IT services, purchasing, benefits administration, risk management, and new hire onboarding. Further, the amount of work in the Administration Department has continued to expand to meet growing needs in technology, personnel, public communications, and events/activities.

7. **Does the request involve new technology or automation?**

No

If yes, explain how.

8. **Is the program/project fully or partially funded by a grant?**

No

If yes, provide the following information:

Grant Funding Source:

When will Funds be Available?

Type of fund(s) or in-kind services used for match:

9. **If request results in revenue or on-going savings:**

Describe revenue source -

Describe savings and account # -

BUDGET IMPACT

a	Total Cost or (Total Savings)	\$	96,192
b	Grant Funding Amount		
c	Grant Match Amount		

FUND NAME	FUND #	DEPT	ACCT #	LINE ITEM TITLE	PCT	2019 Amount \$	On-Going Amount \$
General	01	50	40000	Salaries - Administration	65%	62,500	65,000
General	01	50	40100	FICA Expense	4%	3,875	3,991
General	01	50	40101	Medicare Expense	1%	906	933
General	01	50	40200	IMRF Expense	7%	6,869	7,425
General	01	70	40400	Employee Insurance	23%	22,042	6,535

CITY ADMINISTRATOR'S NOTES:

Existing Administration Department staffing is insufficient to effectively meet the service needs of both internal personnel support of and external customer and resident needs. Funding this request, returns the Administration Department to previously staffing levels, which is necessary to meet not only the long-term needs, but also critical to meeting the commitment of staff time for the ERP implementation.

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

**CITY OF WARRENVILLE
2019
REVISED DECISION PACKAGE**

ADM 19.02

Title of Request : Ride DuPage Pilot Program

Department: Public Works
Coordinated by Assistant City Administrator White

Division: _____

Prepared by: Cristina White, Assistant City Administrator

Request Type : New Program

Request Frequency: One-Time

Total 2019 Request (\$):	15,000
On-going Costs (\$):	30,000
On-going Costs Period:	FY 2020

Total Estimated Revenue/Savings (\$):
If Cost Increase over Prior FY, enter (\$):

Savings Period	

JUSTIFICATION

Complete the following questions that are applicable to your request

1. Describe the organizational need/benefit of this request:

For several years, the City has been evaluating the benefits of a partnership with the Ride DuPage service. While the City currently operates its own transportation service for senior and disabled residents, a partnership with Ride DuPage would provide expanded service to those residents. However, the City Council has expressed concerns about the unknown elements of the Ride DuPage program and costs compared to the City's A.C.O.R.N van service. Therefore, a one-year pilot program, in which both services are run concurrently, would allow staff to evaluate the Ride DuPage program and potential costs without any detriment to the current City program.

2. Describe the anticipated outcomes should this request be funded:

City staff would market the availability of the program with a start date of January 1, 2019. The budget request includes funds to print announcements, and coupons to incentivize ACORN van riders to try the program and submit feedback. At the end of the pilot program, staff will have collected sufficient data to make a recommendation to the City Council on the future of the Ride Dupage and A.C.O.R.N van programs.

3. Describe the impact of not funding this request:

If this request is not funded, staff will not have the means to collect the data needed to address the City Council's concerns about the Ride DuPage program.

4. Describe the on-going costs associated with this request:

The one year pilot program would run January 1, 2019 through December 31, 2019, which would extend into two different fiscal years (FY 19 and FY 20).

5. Identify the relation to specific adopted plans and/or City Council priorities:

One of the goals of the 2015 Strategic Plan is Fiscal Conservatism, which states the following as an Ongoing Principle: "Maintain cost-effective, prudent expenditures of City finances with regular evaluation throughout the fiscal year." The Ride DuPage program provides safe, cost-effective transportation to residents within DuPage County 24 hours per day, 7 days a week. The program has performance measures and established guidelines that are reported to the City on a regular basis. All insurance requirements, training, customer service, and staffing is provided through PACE in conjunction with the program. Further, staff is working with representatives of Winfield Township and City of West Chicago in an attempt to consolidate how this service is provided. Sharing the costs of this program between the communities and the township would be a benefit to tax payers.

6. Identify the analysis done to determine the need and cost effectiveness of the request:

Staff has had many discussions with representatives of Ride DuPage and PACE to gain an understanding of the program. During those discussions, staff was able to review performance reports, program services, complaint resolution, and costs for other communities that offer the program. Further analysis of the need and cost-effectiveness will occur as part of the evaluation of the pilot program.

7. Does the request involve new technology or automation?

No

If yes, explain how.

8. Is the program/project fully or partially funded by a grant?

No

If yes, provide the following information:

Grant Funding Source:

When will Funds be Available?

Type of fund(s) or in-kind services used for match:

9. If request results in revenue or on-going savings:

Describe revenue source -

Describe savings and account # -

BUDGET IMPACT

a	Total Cost or (Total Savings)	\$	15,000
b	Grant Funding Amount		
c	Grant Match Amount		

FUND NAME	FUND #	DEPT	ACCT #	LINE ITEM TITLE	PCT	2019 Amount \$	On-Going Amount \$
General	01	60	48700	Miscellaneous Expense	100%	15,000	-

CITY ADMINISTRATOR'S NOTES:

This is being recommended for FY19 funding as it is the next step in an ongoing assessment of services currently being performed. Considerable City resources have already been expended on this assessment. Funding this request allows a potentially cost savings alternative means of providing the service to move forward for implementation and assessment.

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

**CITY OF WARRENVILLE
FY 2019
DECISION PACKAGE**

ADM 19.05

Title of Request: Warrenville Branding and Marketing Program Implementation

Department: Administration

Division: _____

Prepared by: Cristina White, Assistant City Administrator

Request Type: Project

Request Frequency: One-Time

Total FY 2019 Request (\$): 22,000

Total Estimated Revenue/Savings (\$):

On-going Costs (\$): \$ 5,000

If Cost Increase over Prior FY, enter (\$):

On-going Costs Period: Annually

Savings Period	

JUSTIFICATION

Complete the following questions that are applicable to your request

1. Describe the organizational need/benefit of this request:

In FY 2018, the City completed a branding project. In order to promote the City's new brand, an implementation strategy is necessary, which entails: a photographer to take professional pictures of natural scenes in and around Warrenville during the different seasons; hiring a social media marketing consulting firm; and finally, purchasing promotional items that can be handed out at various City events. Each of these initiatives were recommended by the City's branding consultants.

2. Describe the anticipated outcomes should this request be funded:

Outcomes include the following: 1) professional photographic images of the community in different seasons to be used on social media as well as the City website and printed promotional materials. 2) The social media consultant will be retained for a three-month period to assist City staff with the marketing campaign. 3) The social media marketing campaign and distribution of promotional items is to increase visibility of the City's new brand and create brand recognition. 4) These efforts will, in turn, promote the community.

3. Describe the impact of not funding this request:

The implementation strategy is intended to promote the new "naturally" brand and logo while it is still fresh and recent. Without the implementation strategy, the brand and logo will be unveiled slowly. The professional photographs are needed for the promotional print materials, Facebook, and the website when it is redesigned. If this request is not funded staff will rely on the images which are currently on file. However, many of the existing images are not useful because they are not of the best quality or generally applicable or do not meet the needs of the branding program.

4. Describe the on-going costs associated with this request:

The only ongoing costs would be purchasing new promotional items in future years.

5. Identify the relation to specific adopted plans and/or City Council priorities:

The City Council approved the branding initiative as part of the Fiscal Year 2018 budget, endorsed the City branding program on September 18, 2017; and approved the marketing program on November 20, 2017.

The branding and marketing program is related to the 2015 Strategic and Economic Development Plan, because it promotes the community, thereby supporting existing businesses, helping attract new development, and promotes Warrenville's natural areas, open spaces, and many trails.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**

The City went through a nine-month branding project with the guidance of a consulting group during FY 2017 and FY 2018. The implementation strategy presented above was part of the marketing program recommended by the consultants during that process.

7. **Does the request involve new technology or automation?**
If yes, explain how.

No

8. **Is the program/project fully or partially funded by a grant?**
If yes, provide the following information:

No

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)	\$	22,000
b	Grant Funding Amount		
c	Grant Match Amount		

FUND NAME	FUND #	DEPT	ACCT #	DESCRIPTION	PCT	FY 2019 Amount \$	On-Going Amount \$
Hotel Motel	14	00	48735	City Projects	32%	7,000	-
Hotel Motel	14	00	48735	City Projects	23%	5,000	
Hotel Motel	14	00	48735	City Projects	45%	10,000	5,000

CITY ADMINISTRATOR'S NOTES:

This is being recommended for FY19 funding as it is an ongoing project for which considerable City resources have already been expended. Funding this request, will allow that effort to continue.

City Administrator Use:	
Recommended:	X
Not Recommended:	
Other:	

**CITY OF WARRENVILLE
2019
DECISION PACKAGE**

COM 19.01

Title of Request : Part Time Scanning Clerk

Department: Community Development

Division: Building and Planning

Prepared by: Community and Economic Development Director Mentzer

Request Type : Personnel

Request Frequency: One-Time

		Savings Period
Total 2019 Request (\$):	14,642	Total Estimated Revenue/Savings (\$):
On-going Costs (\$):	\$ -	If Cost Increase over Prior FY, enter (\$):
On-going Costs Period:		\$ 14,642

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 laserfiche. There are currently numerous locations where paper files for the same address are kept. Some files, in file drawers, have already been scanned and are available on laserfiche. Other files, awaiting scanning into laserfiche, 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. A backlog has existed for more than five years now. Once the backlog of CDD historical paper files are scanned into laserfiche, it is anticipated that existing full-time department staff would be able to scan new files into laserfiche 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 laserfiche, the department can and will rely on the electronic system for official long term record storage and daily retrieval needs. The electronic system 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 backlog of files has been scanned into laserfiche, there will be no on-going cost except that of staff time to scan new department files into laserfiche on a regular and ongoing basis.

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 a local resident at a part time rate of \$17.00 per hour to perform this work. Based on past scanning experience, staff estimates that it will take approximately eight hours to properly scan every two feet of file drawer space. 800 hours are anticipated to accomplish the proposed workload.

7. **Does the request involve new technology or automation?**

If yes, explain how.

Complete conversion of a paper based record management system to a digital storage and retrieval system.

8. **Is the program/project fully or partially funded by a grant?**

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)	\$	14,642
b	Grant Funding Amount		
c	Grant Match Amount		

FUND NAME	FUND #	DEPT	ACCT #	LINE ITEM TITLE	PCT	2019 Amount \$	On-Going Amount \$
General	01	53	40000	Salaries - Community Development	93%	13,600	
General	01	53	40100	FICA Expense	6%	844	
General	01	53	40101	Medicare Expense	1%	198	

CITY ADMINISTRATOR'S NOTES:

Funding this request allows previous successful efforts to convert records into electronic form to resume. This is a cost effective means to continue the previous effort and has no long-term costs associated with it.

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

**CITY OF WARRENVILLE
2019
DECISION PACKAGE**

COM 19.02

Title of Request : New Civil Engineer Position

Department: Community Development

Division: _____

Prepared by: Ronald Mentzer, Community Development Director

Request Type : Personnel

Request Frequency: On-Going

		Savings Period	
Total 2019 Request (\$):	102,793	Total Estimated Revenue/Savings (\$):	
On-going Costs (\$):	Merit & COLA	If Cost Increase over Prior FY, enter (\$):	
On-going Costs Period:	Annual		

JUSTIFICATION

Complete the following questions that are applicable to your request

1. Describe the organizational need/benefit of this request:

This position is needed to assist the Senior Civil Engineer and the Community Development Department in the review of building permit, development proposals and stormwater certification applications, administration of the Countywide Stormwater Ordinance, and responding to drainage complaints. This position can also assist Public Works with the preparation and administration of the Annual Road Program, inspection of new infrastructure improvements installed in conjunction with new private development projects, administration of the new private property drainage improvement program, advancement of other capital improvement projects such as, but not limited to, new sanitary sewer, water main, well, and water tower improvements in the SW District, stormsewer improvements on the East Side, the Mack Road bridge replacement and trail improvement project, the Route 56 streetscape enhancement project, the Diehl Road turn lane improvement project, and the Illinois Prairie Path trailhead improvement project.

2. Describe the anticipated outcomes should this request be funded:

The hiring of an entry level engineer-in-training will ease the load on the Senior Civil Engineer, who is currently spread thin with responsibilities bridging the gap between the Community Development and Public Works Departments. This position will reduce the amount of consulting engineering required to assist the Senior Civil Engineer with the review and inspection of smaller private development projects and Public Works projects.

3. Describe the impact of not funding this request:

The Senior Civil Engineer currently has more work than she can handle, with additional significant and increasingly more complex additional developments and City public improvements projects continually being added to her workload. If this position is not created and filled, the City will either (i) pay more to engineering consultants to review new private development projects, inspect new private development projects, assist with the implementation of new City initiated public improvements projects and/or (ii) reduce the number of City initiated infrastructure and drainage improvement projects being advanced.

4. Describe the on-going costs associated with this request:

There will be ongoing salary and health benefit costs; travel, meetings and training expenses associated with this position's attendance at technical and professional development opportunities; and supplies and dues, subscriptions and software expenses associated with this position as long as it is filled. A relatively minor amount of additional equipment expense will be incurred to properly accommodate this new staff position in the Community Development at City Hall.

5. Identify the relation to specific adopted plans and/or City Council priorities:

This position will provide additional "in-house" resources to perform timely development reviews and inspections and to help advance important City initiated public improvement projects. These efforts will improve the City's ability to efficiently and effectively accomplish the objectives contained in the City's Economic Development Plan, the Old Town/Civic Center Subarea Plan, the Southwest District Plan, the Redevelopment Plans for TIF #3 and TIF #4, and the Bike and Pedestrian Plans. The support it will provide for public improvements projects will support Strategic Plan Goal #4 - City Infrastructure.

6. Identify the analysis done to determine the need and cost effectiveness of the request:

A significant portion of this position's compensation will be offset by the fees collected for the review and inspection of various single family stormwater certifications and medium to large development projects. Assumes an annual starting salary of \$60,000 plus the associated benefit and payroll costs and position related ancillary expenses.

7. **Does the request involve new technology or automation?**
 If yes, explain how.

8. **Is the program/project fully or partially funded by a grant?**
 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 # Reduced expenses in Stormwater Management 01-53-45900 (-\$6,000) and Engineering (-\$45,000)

BUDGET IMPACT

a	Total Cost or (Total Savings)	\$	102,793
b	Grant Funding Amount		
c	Grant Match Amount		

FUND NAME	FUND #	DEPT	ACCT #	LINE ITEM TITLE	PCT	2019 Amount \$	On-Going Amount \$
General	01	53	40xxx	Community Development	60.0%	61,695	tbd
General	01	70	40400	Employee Insurance	21.4%	22,042	tbd
General	01	70	43303	Employee Life Insurance	0.0%	34	tbd
General	01	53	44400	Travel and Meetings	0.5%	500	500
General	01	53	45210	Computer Software	1.2%	1,250	1,250
General	01	53	46900	Dues and Subscriptions	0.2%	200	200
General	01	53	48700	Misc. Expense	0.1%	150	150
General	01	53	49500	Equip	1.5%	1,500	tbd
Water-Sewer	20	00	40xxx	Water O&M	7.5%	7,711	tbd
Water-Sewer	20	04	40xxx	Sewer O&M	7.5%	7,711	tbd

CITY ADMINISTRATOR'S NOTES:

Funding is recommended because the existing staffing is insufficient to provide the engineering services necessary to meet the demands of current development-related projects, the anticipated development activities over the next few years, and all of the other daily engineering core services and tasks. Funding this request will also allow for savings through the decreased use of outside consulting engineers.

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

**CITY OF WARRENVILLE
2019
DECISION PACKAGE**

COM 19.03

Title of Request : Purchase and Environmental Remediation of Citgo Property

Department Community Development

Division: Economic Development

Prepared by Community and Economic Development Director Ronald Mentzer

Request Type : Other

Request Frequency:

One-Time

Total 2019 Request (\$): 565,000

On-going Costs (\$):

On-going Costs Period:

Total Estimated Revenue/Savings (\$):

If Cost Increase over Prior FY, enter (\$):

Savings Period

JUSTIFICATION

Complete the following questions that are applicable to your request

1. Describe the organizational need/benefit of this request:

The very dated and somewhat dilapidated condition of the existing site improvements, significant environmental contamination, and extensive amount of floodplain on this property, make it extremely unlikely in the foreseeable future that the private sector will reuse, redevelop, or improve the site in a manner that would be consistent with the Community's goals and objectives as documented in the Old Town/Civic Center Subarea Plan. The City's proposed purchase of this property would make it much more likely that it would be reused and improved in a manner that would improve both the physical and economic character and attractiveness of the Old Town Area.

2. Describe the anticipated outcomes should this request be funded:

If the City purchases this property, the existing dated and somewhat dilapidated gas station improvements would be demolished and much, if not all, of the existing environmental contamination on the property would be remediated to residential cleanup standards. The Batavia Road frontage of the property would be combined with the Batavia Road frontage of the adjacent City owned former Wangerin and Johnson Properties (collectively referred to as "Old Town Redevelopment Site #2" or "OTRS #2") and marketed for private redevelopment that would be consistent with the goals and objectives of the Old Town/Civic Center Subarea Plan. The floodplain portion of the property would be combined with the floodplain portion of adjacent OTRS #2 and improved with a new riverfront park consistent with the recommendations of the Old Town/Civic Center Subarea Plan.

3. Describe the impact of not funding this request:

The existing subsurface contamination on this property will be remediated to minimum commercial standards. This would most likely result in the existing contamination being left in place with a permanent IEPA required asphalt or concrete "cap" or "cover". It is unlikely that the property would be improved in a manner or occupied by a use the Community would generally identify as high quality and desirable. These conditions would make it significantly more difficult for the City to attract high quality and desirable private investment and development on adjacent OTRS #2, and could not be used for residential or park uses.

4. Describe the on-going costs associated with this request:

Additional City legal and environmental consulting assistance will be required to ensure the current property owner complies with the remediation and property transfer conditions contained in the City's proposed Remediation and Purchase Agreement. Once the property is demolished and remediated, ongoing City "carrying" costs would involve mowing and weed control. Additional long-term costs would be involved in the follow up process of working with the Park District and the private sector to plan, prepare the site, and implement the public park and private mixed-use redevelopment called for in the City's Old Town/Civic Center Subarea Plan.

5. Identify the relation to specific adopted plans and/or City Council priorities:

The consolidation and mixed-use/public park redevelopment of this property with adjacent OTRS #2 is clearly, and repeatedly, identified as an important priority and objective in the in the City's 2007 Old Town/Civic Center Subarea Plan, the 2013 Redevelopment Plan for TIF #3, and the 2015 Economic Development Plan.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**

The City obtained a 2016 appraisal for the property that established its value at \$820,000. The City has been working closely with an environmental consulting firm to understand the extent, IEPA clean up requirements, and estimated cost to properly remediate the environmental contamination on the property.

7. **Does the request involve new technology or automation?**
If yes, explain how.

No

8. **Is the program/project fully or partially funded by a grant?**
If yes, provide the following information:

No

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)	\$	565,000
b	Grant Funding Amount		
c	Grant Match Amount		

FUND NAMI	FUND #	DEPT	ACCT #	LINE ITEM TITLE	PCT	2019 Amount \$	On-Going Amount \$
TIF #3	73	00	40200	Land Purchase	60%	340,000	
TIF #3	73	00	45100	Legal Assistance	2%	10,000	
TIF #3	73	00	45400	Other Prof. Services (Est. SRP Remediation Costs)	24%	135,000	
TIF #3	73	00	45400	Other Prof. Services (City site plan expense)	1%	5,000	
TIF #3	73	00	45400	Other Prof. Services (City Env. Consult. exp)	3%	15,000	
TIF #3	73	00	45400	Other Prof. Services (IEPA SRP fees)	11%	60,000	

CITY ADMINISTRATOR'S NOTES:

Funding is recommended to complete the multi-year effort to acquire the property remove the structures and the contamination, and ultimately redevelop it according to the TIF #3 plans. Significant money and staff time has already been invested in this effort to date.

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

**CITY OF WARRENVILLE
FY 2019
DECISION PACKAGE**

FIN 19.01

Title of Request : Enterprise Resource Planning (ERP) system acquisition and implementation

Department Finance

Division: _____

Prepared by Kevin Dahlstrand - Finance Director

Request Type : Other

Request Frequency: One-Time

Total FY 2019 Request (\$): 1,322,953
 On-going Costs (\$): 122,564
 On-going Costs Period: Yearly-4 Yrs

Total Estimated Revenue/Savings (\$): _____
 If Cost Increase over Prior FY, enter (\$): _____

Savings Period	

JUSTIFICATION

Complete the following questions that are applicable to your request

1. Describe the organizational need/benefit of this request:

The City currently utilizes a 20+ year-old software package for the various accounting (general ledger, payroll, accounts payable, accounts receivable, utility billing, cash register, business licensing), and permitting needs which was first installed in the mid-90's, upgraded at various times over the years, but which does not offer all of the needed fully-integrated software solutions which have become standard in technologically and up-to-date software systems. Many organizations have gone to Enterprise Resource Planning (ERP) systems which allows for greater efficiencies, through greatly improved data sharing among all departments, such as the resulting ability to track all activity and for a given property (externally) or a given employee through payroll and shared human resources data.

2. Describe the anticipated outcomes should this request be funded:

City staff has been working with a consultant from the Government Finance Officers Association (GFOA) to negotiate with the preferred vendor for a new Enterprise Resource Planning (ERP) solution, following a lengthy evaluation process which resulted from the January 2017 issuance of an RFP seeking proposal for the implementation of an Enterprise Resource Planning (ERP) system. With the approval of a contract with the preferred vendor, a 14-month long process would be undertaken to implement a new ERP solution, thereby replacing the existing software environment, with the exception of the Utility Billing module, which is too specialized, and will require a separate RFP seeking a solution.

3. Describe the impact of not funding this request:

The City will continue to operate with financial and management software which is outdated, and which is having a negative impact on staff efficiency. The current software, which is updated by the vendor from time to time, does provide the City with the needed ability to perform all of the various accounting and permitting functions. However, here are efficiencies that are not currently available to all members of staff, and not funding this request would not allow those anticipated new system efficiencies to be put into place.

4. Describe the on-going costs associated with this request:

There will be annual costs associated with the newly implemented ERP system. The annual costs includes access licensing costs of \$57,564, plus as on-going support from the vendor at current estimates of \$90,000 per year, based upon the implementation of a Community Development component

5. Identify the relation to specific adopted plans and/or City Council priorities:

The City Strategic Plan has an objective of maintaining fiscal conservatism. Providing cost effective City services is a component of maintaining and improving that level of fiscal conservatism, through more cost effective use of City staff time to provide the services. It is also anticipated that through the automation of

6. Identify the analysis done to determine the need and cost effectiveness of the request:

Working with the consultant from the Government Finance Officers Association (GFOA), City staff from all departments, prepared an extensive listing of future systems requirements, which RFP responders would seek to provide in order to win the RFP process. The requirements were compiled to meet the needs of the departments which will be utilizing the new ERP system, as such the final system selection will strongly consider the system cost as one of the criteria in choosing the successful RFP. It is anticipated that resulting process changes will also significantly add to the overall cost effectiveness of a newly implemented ERP system.

7. Does the request involve new technology or automation? Yes

If yes, explain how.

The list of new system requirements includes many new automated processes, for City staff, as well the potential for residents of the City to have greater access to information and the possibility of new means of submitting payments to the City. These new system requirements may result in the use of "software as a service", meaning that it may very well be hosted "in the cloud", which while not totally new technology, it would be new technology to City of Warrenville financial and management operations. It is also anticipated that the new ERP solution may provide new self-service customer portals which would allow for City customers to submit payments and various other documents through a new on-line portal.

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)	\$	1,322,953
b	Grant Funding Amount		
c	Grant Match Amount		

UND NAM	FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2019 Amount \$	On-Going Amount \$
General	01	45	45400	Other Professional Services	96.7%	1,279,105	
General	01	70	41103	Maintenance - Software	3.3%	43,848	57,564
General	01	45	45400	Other Professional Services			42,979

CITY ADMINISTRATOR'S NOTES:

Funding is recommended because the ERP Implementation has been identified as a Tier One Priority in the FY19 Citywide Work Plan Project List. Considerable City resources have been expended over the past three years to reach this point. Any delay or postponement of this project will likely mean additional acquisition and implementation costs, and have a negative impact on the ability to effectively provide City services.

City Administrator Use:	
Recommended:	X
Not Recommended:	
Other:	

**CITY OF WARRENVILLE
FY 2019
DECISION PACKAGE**

FIN 19.02

Title of Request : Contractual Project Management (PM) Services for Enterprise Resource Planning (ERP) implementation

Department: Finance

Division: _____

Prepared by: Kevin Dahlstrand - Finance Director

Request Type : Project

Request Frequency: One-Time

			Savings Period
Total FY 2019 Request (\$):	180,705	Total Estimated Revenue/Savings (\$):	
On-going Costs (\$):	75,290	If Cost Increase over Prior FY, enter (\$):	
On-going Costs Period:	4 Mths in 2020		

JUSTIFICATION

Complete the following questions that are applicable to your request

1. Describe the organizational need/benefit of this request:

The implementation of an Enterprise Resource Planning (ERP) system, will require extensive use of City staff to serve as Subject Matter Experts (SME's) for their given area of responsibility and/or expertise. As such, existing staff will not have the availability or available time, to help coordinate the many facets and steps of the implementation, nor function as the liaison with the implementation team of the ERP system vendor, to keep the project on track. It is projected that the City will be responsible for committing a total of 7,112 hours or 3.42 full-time equivalent employees to the overall project over 14-17 months.

2. Describe the anticipated outcomes should this request be funded:

It is anticipated that by working with a professional project manager with ERP implementation experience, the project has a much greater likelihood of a successfully executed implementation, and provide City staff time to work on other aspects of the implementation. And ERP system is projected to have an average useful life of 10-12 years, so getting it implemented properly and efficiently is paramount.

3. Describe the impact of not funding this request:

If adequate resources are not dedicated, the implementation of an ERP system cannot occur effectively and efficiently, disastrous results in the form of a failed implementation could force the City to reinitiate the acquisition and implementation processes, thereby squandering taxpayer resources by essentially re-doing the entire process from scratch.

4. Describe the on-going costs associated with this request:

Use of temporary contractual assistance for project management would only occur as a part of the implementation process, and as such would not require on-going costs beyond the completion of the implementation of the ERP system, which is anticipated to take a period of 14-months, not including development of the new community development system(s), which could take an additional 2-4 months, based on current time estimates of the timing needed to develop the new software functionality.

5. Identify the relation to specific adopted plans and/or City Council priorities:

Goal 2 of the City Strategic Plan focuses on *Fiscal Conservatism*, requires that City services be delivered in as cost effective a manner as possible. The implementation of an ERP will be a significant undertaking and require a substantial commitment of City resources, both monetary and non-monetary. In order to best utilize taxpayer dollars we only want to execute an implementation once,

6. Identify the analysis done to determine the need and cost effectiveness of the request:

During the ERP systems demonstrations, evaluations, contract negotiations and discussions with the GFOA consultants, as well as the thorough and careful assessment of the project documentation, it quickly became apparent that existing City staff would be insufficient to both manage and effectively participate in a project of the size and scope planned. Management of the actual implementation is paramount to a successful implementation.

7. Does the request involve new technology or automation?
If yes, explain how.

No

8. Is the program/project fully or partially funded by a grant?
If yes, provide the following information:

No

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)	\$	180,705
b	Grant Funding Amount		
c	Grant Match Amount		

FUND NAME	FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2019 Amount \$	On-Going Amount \$
General	01	45	45400	OTHER PROFESSIONAL SERVICES	100%	180,705	75,290

CITY ADMINISTRATOR'S NOTES:

Funding is recommended because the project management services are an essential part of the ERP implementation project. The ERP is listed as a Tier One priority in the FY19 Citywide Work Plan Project List. Existing City staffing in the Finance Department is insufficient to both manage the implementation project and function as subject matter experts. Additionally, this request does not have any long-term ongoing costs associates with it.

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

**CITY OF WARRENVILLE
FY 2019
DECISION PACKAGE**

FIN 19.03

Title of Request : Contractual Temporary Personnel - Enterprise Resource Planning (ERP) implementation assistance

Department: Finance

Division: _____

Prepared by: Kevin Dahlstrand - Finance Director

Request Type : Project

Request Frequency: One-Time

Total FY 2019 Request (\$): 86,000
 On-going Costs (\$): 14,000
 On-going Costs Period: 2-mths of 2020

Total Estimated Revenue/Savings (\$): _____
 If Cost Increase over Prior FY, enter (\$): _____

Savings Period	

JUSTIFICATION

Complete the following questions that are applicable to your request

1. Describe the organizational need/benefit of this request:

The implementation of an Enterprise Resource Planning (ERP) system, will require extensive day-to-day use of Finance Department staff time to pursue a successful implementation. During the approximately 14-month implementation cycle, Finance staff will be pressed into many hours of implementation duties, which will have a direct and significant impact on the departments ability to do core departmental functions, such as: monthly bank reconciliations, invoice processing and accounts payable runs, to name some. A successful implementation, will need to provide the regular day-to-day operations will also need to continue to occur. Staffing of the Finance department is insufficient to continue to provide the current day-to-day core services, while also being deeply involved in the implementation of an ERP system.

2. Describe the anticipated outcomes should this request be funded:

Funding this request is an important consideration in achieving a successful implementation of the new ERP system, while still allowing for the regular day-to-day financial operation to continue, as unabated as possible. This will not assure that the current services will not be effected, but should provide a level of coverage for regular necessary core departmental activities of the finance department. This request anticipates the need to utilize multiple contractual employees to assist with function in various areas.

3. Describe the impact of not funding this request:

Successful implementation of the ERP will be severely hindered, as there would be insufficient staffing for the departmental staff to perform regular core functions and services and still function as Subject Matter Experts (SME's) during the planned 14-months of implementation. A failed implementation would be far more costly than funding this request, as it would be necessary to conduct contract negotiations with another ERP system provider or implementation firm.

4. Describe the on-going costs associated with this request:

Use of temporary contractual assistance would occur as a part of the projected 14-month implementation process. The first twelve months of the project would run the duration of fiscal 2019, and the final two months would occur during the beginning of fiscal 2020. Therefore, the on-going cost would run into fiscal 2020 for a short amount of time.

5. Identify the relation to specific adopted plans and/or City Council priorities:

Goal 2 of the City Strategic Plan focuses on *Fiscal Conservatism*, which would by it's very nature, would require that City services are delivered to Warrenville residents and businesses in as cost effective a manner as possible. The implementation of the ERP system will enhance the ability of staff to cost effectively deliver services by increasing automated processes thereby moving many staff processes away from paper based processes, to processes where automated workflow will increase staff productivity, thereby making those processes more cost effective.

6. Identify the analysis done to determine the need and cost effectiveness of the request:

A significant amount of staff time will be needed to achieve a successful implementation. An implementation does not occur in a vacuum and day-to-day operational needs of the City also need to continue. Contractual staffing will allow the implementation to occur while the on-going business is allowed to continue, with the goal of minimizing the amount of regular staff time needed. The documentation for the implementation indicates that a total of 7,112 hours will need to be committed by the City's to the the implementation, with staff functioning as Subject Matter Experts (SME's) for the various phases and modules of the implementation.

7. Does the request involve new technology or automation?
 If yes, explain how.

8. Is the program/project fully or partially funded by a grant?
 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)	\$	86,000
b	Grant Funding Amount		
c	Grant Match Amount		

UND NAM	FUND	DEPT	ACCT #	DESCRIPTION	PCT	FY 2019 Amount \$	On-Going Amount \$
General	01	45	45400	Other Professional Services	100%	86,000	14,000

CITY ADMINISTRATOR'S NOTES:

Funding is recommended because it is related to the ERP implementation project, which is listed as a Tier One priority in the FY19 Citywide Work Plan Project List. Existing City staffing in the Finance Department is insufficient to function as subject matter experts during the actual implementation process, while also effectively maintaining the core departmental financial functions. There are no ongoing, long-term costs associated with this request.

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

**CITY OF WARRENVILLE
2019
DECISION PACKAGE**

PUB 19.01

Title of Request : Virginia Storm Sewer Upgrade

Department Public Works

Division: Street

Prepared by Phil Kuchler, Deputy Public Works Director

Request Type : Project

Request Frequency: One-Time

		Savings Period
Total 2019 Request (\$):	75,000	Total Estimated Revenue/Savings (\$):
On-going Costs (\$):		If Cost Increase over Prior FY, enter (\$):
On-going Costs Period:		

JUSTIFICATION

Complete the following questions that are applicable to your request

1. Describe the organizational need/benefit of this request:

The storm sewer system from Warrenville Road to Virginia Avenue to Central Avenue to Wilbur Avenue is undersized and experiences frequent flooding at the low points on Virginia Avenue and at Wilbur Avenue and Central Avenue. Increasing the capacity by increasing the size of the storm sewers in this system will reduce the frequency of flooding at these locations. This project is to upgrade the downstream sections of this storm sewer system from the low point in Virginia Avenue to the outfall at Warrenville Road.

2. Describe the anticipated outcomes should this request be funded:

A reduction in frequency and depth of flooding at the low points in Virginia Avenue and at the intersection of Wilbur Avenue and Central Avenue is anticipated with the increase in sewer size and capacity.

3. Describe the impact of not funding this request:

The low points in Virginia Avenue and at the intersection of Wilbur Avenue and Central Avenue will continue to flood with the same frequency and at the same depth as they currently do. This flooding has occurred multiple times per year in recent years.

4. Describe the on-going costs associated with this request:

This storm sewer will replace existing storm sewer in the Capital Maintenance and Replacement Plan (CMRP), so no additional CMRP costs are anticipated.

5. Identify the relation to specific adopted plans and/or City Council priorities:

James J. Benes and Associates analyzed the existing storm sewer and future storm sewer needs for the east side, including the system on Virginia Avenue and Central Avenue. This project supports the City's 2015 Strategic Plan Goal #4: to repair, maintain, replace and strategically upgrade and expand the City's physical infrastructure assets in a well planned, coordinated, and timely manner which is fiscally responsible, enhances public safety, supports increased private property values and enhances quality of life for residents.

6. Identify the analysis done to determine the need and cost effectiveness of the request:

City staff utilized a consultant to survey the storm sewer system and analyze the pipe sizes proposed in the James J. Benes study of this area, and to verify that the this incremental improvement will reduce the frequency and depth of flooding at the low point in Virginia Avenue.

7. **Does the request involve new technology or automation?**
 If yes, explain how.

8. **Is the program/project fully or partially funded by a grant?**
 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)	\$	75,000
b	Grant Funding Amount		
c	Grant Match Amount		

FUND NAME	FUND #	DEPT	ACCT #	LINE ITEM TITLE	PCT	2019 Amount \$	On-Going Amount \$
General	01	52	41200	Maintenance - Streets	100%	75,000	

CITY ADMINISTRATOR'S NOTES:

Funding is recommended because this project it is part of the Comprehensive Maintenance and Replacement Plan (CMRP). Further, this storm sewer is needed to alleviate the surface flooding that results from the undersized existing pipe.

City Administrator Use:	
Recommended:	X
Not Recommended:	
Other:	

**CITY OF WARRENVILLE
2019
DECISION PACKAGE**

PUB 19.03

Title of Request : Engineering Design of Southwest District Elevated Water Tank and Well

Department: Public Works

Division: Utility

Prepared by: Phil Kuchler, Deputy Public Works Director

Request Type : Project

Request Frequency: One-Time

Total 2019 Request (\$): 250,000
 On-going Costs (\$):
 On-going Costs Period:

Total Estimated Revenue/Savings (\$):
 If Cost Increase over Prior FY, enter (\$):

Savings Period	

JUSTIFICATION

Complete the following questions that are applicable to your request

1. Describe the organizational need/benefit of this request:

A new well and elevated water storage tank are necessary to support development in the Southwest District area. There are currently multiple significant developments proposed in the Southwest District that could be constructed in the next year or two. An engineering consultant will be required to design the well and elevated water storage tank, and to create bid documents for bidding and construction. The engineering design is important for FY 2019, so the City can be prepared for the various proposals that are currently at different stages of development (conceptual, preliminary or final). It is critical that the City have these improvements designed and ready for construction should these development proposals continue to move forward.

2. Describe the anticipated outcomes should this request be funded:

Design of the elevated water storage tank and well is the next step in this process that will result in the creation of bid documents for the construction of the elevated water storage tank and well.

3. Describe the impact of not funding this request:

There may not be adequate capacity or pressure in the existing system to support and provide fire flows to the anticipated development in the Southwest District area.

4. Describe the on-going costs associated with this request:

The next step and associated costs with this course of action are estimated as \$3.9 million to construct the new elevated water storage tank in FY 2020, along with \$250,000 for construction engineering.

5. Identify the relation to specific adopted plans and/or City Council priorities:

Expansion of the water system to provide adequate capacity for anticipated development in the Southwest District area supports the Strategic Plan Goal #4: to 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.

6. Identify the analysis done to determine the need and cost effectiveness of the request:

The City hired Engineering Enterprises, Inc (EEI) to perform a capacity study for sanitary sewer and water main in the Southwest District area in 2016. One of the key conclusions of that study is that an additional well and elevated water storage tank will be required to support the development anticipated in the Southwest District area. EEI is currently in the midst of a more detailed study of the City's entire water system, to determine appropriate locations of a new elevated tank and well.

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)	\$	250,000
b	Grant Funding Amount		
c	Grant Match Amount		

FUND NAME	FUND #	DEPT	ACCT #	LINE ITEM TITLE	PCT	2019 Amount \$	On-Going Amount \$
Water-Sewer	20	02	45300	Engineering	100%	250,000	

CITY ADMINISTRATOR'S NOTES:

This project is listed as a Tier One Project in the FY19 Citywide Work Plan Project List, and as such has been recommended for funding in the FY 2019 Budget. Current and future development in the Southwest District will necessitate an additional water tower. It is necessary to begin the design work in FY 2019 so that the water tower may be constructed and operational at a future time when it is required.

City Administrator Use:	
Recommended:	X
Not Recommended:	
Other:	

**CITY OF WARRENVILLE
2019
DECISION PACKAGE**

PUB 19.05

Title of Request : Property Acquisition for Sanitary Sewer Holding Tank

Department: Public Works

Division: _____

Prepared by: Phil Kuchler, Deputy Public Works Director

Request Type : Project

Request Frequency: One-Time

		Savings Period	
Total 2019 Request (\$):	500,000	Total Estimated Revenue/Savings (\$):	
On-going Costs (\$):		If Cost Increase over Prior FY, enter (\$):	
On-going Costs Period:			

JUSTIFICATION

Complete the following questions that are applicable to your request

1. **Describe the organizational need/benefit of this request:**
Warrenville Ordinance No. 1345, Second Amendment for Wastewater Utility Service Between the City of Warrenville and the City of Naperville, dated May 17, 1994 (the "Second Amendment") has a provision giving Naperville the right to direct Warrenville to design and construct a holding tank to reduce peak wastewater output from Warrenville. While the "Second Amendment" refers to Cantera, both Naperville and Warrenville agree that it is possible the logical location could be outside of Cantera. To construct this holding tank, Warrenville will need to acquire property.

2. **Describe the anticipated outcomes should this request be funded:**
Staff will evaluate potential properties on which construction of a holding tank could occur and most efficiently reduce peak wastewater output from Warrenville. Once a property is identified, staff would begin the property acquisition process, consistent with past City property acquisition practices.

3. **Describe the impact of not funding this request:**
Warrenville would not have property on which to construct a future holding tank, which might result in Naperville not approving future Illinois Environmental Protection Agency (IEPA) permit applications for private and public sanitary sewer extensions in Warrenville.

4. **Describe the on-going costs associated with this request:**
There are some basic property maintenance costs, such as lawn mowing and vegetative maintenance, but the larger future anticipated costs relate to design and construction of the holding tank, and the future maintenance costs of that holding tank. A study is required to develop a conceptual size and estimated cost for the holding tank. That study is a separate decision package.

5. **Identify the relation to specific adopted plans and/or City Council priorities:**
The City's Strategic Plan Goal #1 is Economic Development, to 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. This property is critical for Warrenville's future construction of a holding tank, to allow continued development and redevelopment of private property in TIF#4, the Southwest District, and Cantera.

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**

Much of the anticipated development and redevelopment will require IEPA sanitary sewer permits, which must be signed by the City of Naperville. Without continued progress toward the future construction of a holding tank, Naperville will not continue to sign IEPA permit applications. Without the IEPA permits, the development and redevelopment cannot occur.

7. **Does the request involve new technology or automation?**
If yes, explain how.

No

8. **Is the program/project fully or partially funded by a grant?**
If yes, provide the following information:

No

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)	\$	500,000
b	Grant Funding Amount		
c	Grant Match Amount		

FUND NAME	FUND	DEPT	ACCT #	LINE ITEM TITLE	PCT	2019 Amount \$	On-Going Amount \$
Water-Sewer	20	03	49200	Land Purchase	86%	430,000	
TIF #4	74	00	49200	Land Purchase	14%	70,000	

CITY ADMINISTRATOR'S NOTES:

Funding is recommended because this project supports the City of Warrenville's efforts to reduce peak waste water flows and is necessary under the terms of the Wastewater Utility Service agreements with the City of Naperville. Staff time and resources already been expended on this analysis, and funding this request allows this required effort to continue.

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

**CITY OF WARRENVILLE
2019
DECISION PACKAGE**

PUB 19.06

Title of Request : Update Interceptor Capacity Analysis

Department: Public Works

Division: _____

Prepared by: Phil Kuchler, Deputy Public Works Director

Request Type : Project

Request Frequency: One-Time

		Savings Period	
Total 2019 Request (\$):	100,000	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 City of Naperville has expressed the need to better understand the current and anticipated sanitary sewer flows from the City of Warrenville. To achieve this, Warrenville will need contract with a qualified engineering consultant to update the Wastewater Study for Elmhurst-Chicago Stone Company Warrenville Quarry Development, prepared by SDI Consultants, Ltd., and dated October 12, 1990 (Wastewater Study) with current sanitary sewer flows and anticipated full buildout conditions in Warrenville and the area of Naperville tributary to the section of interceptor sanitary sewer. With the updated report, Naperville will be able to determine if and when Warrenville will be required to design and construct a holding tank to reduce peak wastewater output from Warrenville.

2. **Describe the anticipated outcomes should this request be funded:**
 Staff will contract with a qualified engineering consultant to update the Wastewater Study with current sanitary sewer flows and anticipated full buildout conditions in Warrenville and the area of Naperville tributary to the section of interceptor sanitary sewer. The updated study will provide a conceptual size and cost estimate to design and construct a holding tank to reduce peak wastewater output from the City of Warrenville.

3. **Describe the impact of not funding this request:**
 Naperville will stop approving Illinois Environmental Protection Agency (IEPA) permit applications for private and public sanitary sewer extensions in Warrenville, including those for new development.

4. **Describe the on-going costs associated with this request:**
 The next phases in this process will be design and construction of the holding tank. Without this study, staff does not know the size or estimated cost of this facility. Additionally, it is possible the City will have to acquire land on which to construct this holding tank.

5. **Identify the relation to specific adopted plans and/or City Council priorities:**
 The City's Strategic Plan Goal #1 is Economic Development, to 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. This study is a critical first step for Warrenville, with Naperville, to allow continued development and redevelopment of private property in TIF#4, the Southwest District, and Cantera.

6. Identify the analysis done to determine the need and cost effectiveness of the request:

Much of the anticipated development and redevelopment will require IEPA sanitary sewer permits, which must be signed by the City of Naperville. Without updating this study, Naperville will not continue to approve IEPA permit applications. Without the IEPA permits, the development and redevelopment cannot occur.

7. Does the request involve new technology or automation?
If yes, explain how.

No

8. Is the program/project fully or partially funded by a grant?
If yes, provide the following information:

No

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)	\$	100,000
b	Grant Funding Amount		
c	Grant Match Amount		

FUND NAME	FUND	DEPT	ACCT #	LINE ITEM TITLE	PCT	2019 Amount \$	On-Going Amount \$
Water-Sewer	20	03	45300	Engineering	86%	86,000	X
TIF #4	74	00	45300	Engineering	14%	14,000	

CITY ADMINISTRATOR'S NOTES:

Funding is recommended because this project is listed as a Tier One Project in the FY19 Citywide Work Plan Project List, and as such is being recommended for funding in the FY 2019 City Budget. The Interceptor Capacity Analysis is very important to ensure the waste water transmission system is sufficient to handle Warrenville's short and long-term future needs.

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

**CITY OF WARRENVILLE
 DECISION PACKAGES
 NOT RECOMMENDED FOR FUNDING
 FISCAL YEAR 2019**

<u>PUBLIC WORKS DEPARTMENT</u> ITEM REQUESTED	DECISION PKG REF #	COST	ACCOUNT #	ALLOCATION	AMOUNT
Construction of EOC - Employee Training Room at City Hall	ADM 19.03	\$ 225,000	01-65-49300	100.0%	\$ 225,000
Web (Cloud) Based Agenda Packet Module "Paperless" Agenda Packets	ADM 19.04	9,800	01-70-45210	100.0%	9,800
Solar Project	PUB 19.02	220,000	20-00-45300	9.0%	20,000
			20-00-49300	91.0%	200,000
Utility 6-Wheel Dump Truck (New to fleet, not replacement)	PUB 19.04	\$ 130,000	20-02-49495	100.0%	\$ 130,000
Department Subtotal					\$ 584,800
Total Decision Packages Not Recommended for Funding					\$ 584,800

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**CITY OF WARRENVILLE
FY 2019
DECISION PACKAGE**

ADM 19.03

Title of Request : Emergency Operations Center / Employee Training Room at City Hall

Department: Public Works

Division: _____

Prepared by: Cristina White, Assistant City Administrator

Request Type : **Capital Outlay**

Request Frequency: **One-Time**

Total FY 2019 Request (\$):	225,000
On-going Costs (\$):	\$ 1,000
On-going Costs Period:	indefinite

Total Estimated Revenue/Savings (\$):
If Cost Increase over Prior FY, enter (\$):

Savings Period	

JUSTIFICATION

Complete the following questions that are applicable to your request

1. **Describe the organizational need/benefit of this request:**
 The Sonny Mack room at the Police Department is the current EOC. During a tornado full scale exercise in March 2016, the room was lacking in space and was not an effective EOC for all of the personnel and equipment needed for an operational EOC. The EMA Coordinator and volunteers, EMA operations, equipment storage garage, and work space is housed in dedicated space at the north end of the public works garage on Mignin Drive. At the time it was constructed, EMA (then ESDA) was located in a metal building near the current location, and the space designed into the new building did not include specific separate work and office space for a computer secured files, and paperwork. The EMA facility works well for equipment storage and operations, but it lacks work and file storage space. This decision package proposes to construct an EOC, with EMA Coordinator office space, in the unfinished storage space on the south end of the second floor of City Hall.

2. **Describe the anticipated outcomes should this request be funded:**
 - 1) EOC with proper data and power connections that can also be utilized for staff meetings and training.
 - 2) Efficient work and office space for the EMA Coordinator adjacent to EOC
 - 3) Secure file storage for EMA records and computers;
 - 4) Private meeting space for individual or small group meetings or discussions with EMA volunteer members
 - 5) EMA computers connected to the City network and EMA provided with secure and dedicated space on the network to enable the EMA files to be backed up in the event of a computer malfunction or damage to the buildings or computers due to a large scale disaster;
 - 6) Reconfigured storage space for IT and volunteers.

3. **Describe the impact of not funding this request:**
 - 1) The inadequate Sonny Mack room will remain the EOC
 - 2) The EMA Coordinator will continue to work in an open garage space;
 - 3) The computer work stations and files will remain at the EMA building in an unsecured space (Note: the file drawers are lockable and the computers may be password protected). The current configuration of the EMA facility requires them to be stored on the side of the open garage space.

4. **Describe the on-going costs associated with this request:**
 The only ongoing costs projected are for maintenance of the IT equipment (switch, Wi-Fi access points, etc.) and cable service for the televisions.

5. **Identify the relation to specific adopted plans and/or City Council priorities:**
 This project is not specifically a part of any City Council strategic or other long-range plans. However, the City Council created the Emergency Management Agency; originally as Warrenville Civil Defense (Ordinance No. 53, 1969), then recreated as ESDA (Ordinance No. 304, 1977, and finally in its current form (Ordinance No. 2877, 2014) EMA has been continually supported by the City and City Council since its inception in 1969 and is a key component of the City's commitment to public safety overall.

6. Identify the analysis done to determine the need and cost effectiveness of the request:

Public Works Facilities Supervisor Eageny, Deputy Chief Jacobson, and EMA Coordinator Wiencek analyzed several options for this project and determined this the most efficient for creating proper EOC space as well as secure office space for the EMA Coordinator. They collectively determined that finishing the unfinished storage space was the most cost effective and least disruptive location for this work and file storage space.

7. Does the request involve new technology or automation?

Yes

If yes, explain how.

The requested amount includes the purchase and installation of an additional network switch, wifi access points, three large televisions, and running cable to the EOC for connectivity.

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)	\$	225,000
b	Grant Funding Amount		
c	Grant Match Amount		

FUND NAME	FUND #	DEPT	ACCT #	DESCRIPTION	PCT	FY 2019 Amount \$	On-Going Amount \$
General	01	65	49300	Building Improvement	100%	225,000	-

CITY ADMINISTRATOR'S NOTES:

This project has been identified as a Tier 3 Priority in the FY19 Citywide Work Plan Project List. As such, is not being recommended for funding during FY 19.

City Administrator Use:	
Recommended:	
Not Recommended:	X
Other:	

**CITY OF WARRENVILLE
2019
DECISION PACKAGE**

ADM 19.04

Title of Request : Web (Cloud) Based Agenda Packet Module (Paperless Agenda Packets)

Department: Administration

Division: _____

Prepared by: Alma Morgan, Executive Assistant and Deputy Clerk

Request Type : New Program

Request Frequency:

One-Time

Total 2019 Request (\$):	9,800
On-going Costs (\$):	\$ 8,500
On-going Costs Period:	annual

Total Estimated Revenue/Savings (\$):
If Cost Increase over Prior FY, enter (\$):

Savings Period	

JUSTIFICATION

Complete the following questions that are applicable to your request

1. Describe the organizational need/benefit of this request:

The benefit of this request would be to improve the online access and viewing capability of agendas and supporting materials on the City's website for the public and City elected officials. With this module, all Council, Committee, Board, and Commission agenda items would be accessible through a "Board Portal" or "Public Portal" via a web-based (cloud) platform. Elected Officials would have a "log in ID" to view all associated agenda materials online including closed session documents.

2. Describe the anticipated outcomes should this request be funded:

Public Users and Elected Officials would be able to view agendas and back up material via a web-based platform on any type of electronic device such as cell phones, tablets, and laptops. This system will improve access to the materials from mobile devices, allow the user to view multiple documents, and make it easier to go from one agenda a document to another (i.e. backup or summary) for review and reference purposes. **Note:** Staff time will need to be allocated for developing new processes for agenda preparation, and training on the new system.

3. Describe the impact of not funding this request:

Status Quo. Users will continue to access agendas and meeting packets from the City's existing website agenda module, with the existing limitations and challenges, especially for mobile (Smart phone) users.

4. Describe the on-going costs associated with this request:

Initial implementation and deployment of a new agenda module would range in cost approximately between \$8,000 to \$9,800, which would include the first year web hosting fee. Depending on the host (company) selected, annual costs for product enhancements, maintenance, support, and hosting could range between 6,000 to \$8,500.

5. Identify the relation to specific adopted plans and/or City Council priorities:

It is not included in the most recently adopted 2015 Strategic Plan, however, the former 2007 Strategic Plan did include the goal of: "Improve communications with City residents, businesses, neighboring communities, government entities, other organizations, and within and between the City's different departments and boards and commissions."

6. **Identify the analysis done to determine the need and cost effectiveness of the request:**

City staff contacted four agenda software companies, including DataNet, the firm that provides the system recommended by Ald. Goodman. After review, staff determined that three of the four companies contacted offered viable and possible solutions for improving the access and viewing capability of agendas and meeting packets online, and would integrate well with the City's existing website and document management software programs.

7. **Does the request involve new technology or automation?**

Yes

If yes, explain how.

- 1) The City's website would need to be upgraded to allow mobile access for cell phones, tablets, etc.
- 2) If the City were to provide devices for use during the City Council and Committee of the Whole meetings, then an additional \$11,000 would need to be budgeted to purchase eleven (11) Microsoft Surface tablets and docking (note: Laptops or stationary computers would be more expensive)
- 3) Alternative: Elected Officials could bring their own devices and connect to the City Wi-Fi. However, this option presents security concerns that staff and the IT consultant will have to evaluate further before this project is finalized.

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 - n/a

Describe savings and account # n/a

BUDGET IMPACT

a	Total Cost or (Total Savings)	\$	9,800
b	Grant Funding Amount		-
c	Grant Match Amount		-

FUND NAME	FUND #	DEPT	ACCT #	LINE ITEM TITLE	PCT	2019 Amount \$	On-Going Amount \$
General	01	70	45210	Computer Software	100%	9,800	
General	01	70	41103	Maintenance - Software			8,500

**** Optional: Elected Official Devices (Surface Tablets would add \$11,000 to the initial purchase cost; plus \$440 annually going forward for replacement of the Elected Officials' Surface (tablets)**

CITY ADMINISTRATOR'S NOTES:

This project has been identified as a Tier 3 Priority in the FY19 Citywide Work Plan Project List. As such, is not being recommended for funding during FY 19.

City Administrator Use:

Recommended:	
Not Recommended:	X
Other:	

**CITY OF WARRENVILLE
2019
DECISION PACKAGE**

PUB 19.02

Title of Request : Solar Trial Project - Well #9

Department: Public Works

Division: Utility

Prepared by: Phil Kuchler, Deputy Public Works Director

Request Type :

Project

Request Frequency:

One-Time

		Savings Period	
Total 2019 Request (\$):	220,000	Total Estimated Revenue/Savings (\$):	\$ 21,000
On-going Costs (\$):		If Cost Increase over Prior FY, enter (\$):	Indefinite
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 of Warrenville has made commitments to green and environmental enhancements a priority for the community. The City affirms this commitment through plan documents including the 2015 Strategic Plan and the ratification of the 2012 U.S. Mayors Climate Protection Agreement. The proposed Solar Trial Project will allow the show this commitment in action while also reducing the carbon footprint, reduce energy usage, and save money. The project will also give the community the ability to determine the of solar energy and potential future partnering opportunities. The solar trial project will require a significant financial commitment from the city but the project, over time, is intended to pay for itself.

2. Describe the anticipated outcomes should this request be funded:

The proposed solar project will give the community the ability to consider the feasibility and opportunities of solar energy, evaluate other partnering opportunities for potential solar projects, reduce the electrical consumption and carbon footprint of the City's municipal buildings and lower future utility costs. An investment in a solar project contributes to the perception of Warrenville striving to be a green community.

3. Describe the impact of not funding this request:

Continued electrical costs at the proposed site with unknown future energy costs.

4. Describe the on-going costs associated with this request:

The majority of the costs associated with a solar project occur in the beginning stages. Major costs would come from the purchase and installation of equipment. Once installed, the solar panels are nearly maintenance free. Although not required, a yearly inspection of the proposed solar project can be completed for a minimal fee.

5. Identify the relation to specific adopted plans and/or City Council priorities:

See Attached

6. Identify the analysis done to determine the need and cost effectiveness of the request:

Contact with a representative from WindFree Solar (Private Solar Developer) was initiated to give a rough estimate of the project scope and cost at one of the proposed sites. Based upon estimates at Well House # 9, an investment of up to \$200,000 would be needed. The investment would allow for the installation of approximately 200-300 solar panels. The installation of the solar panels could save the City approximately 35-40% on electricity costs each year for the electricity used at the facility . There would be an opportunity to offset the total cost of the project through Solar Renewable Energy Credits and other grant opportunities. Additional research is being conducted by staff.

7. Does the request involve new technology or automation?
If yes, explain how.

8. Is the program/project fully or partially funded by a grant?
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)	\$	220,000
b	Grant Funding Amount		Unknown
c	Grant Match Amount		Unknown

FUND NAME	FUND #	DEPT	ACCT #	LINE ITEM TITLE	PCT	2019 Amount \$	On-Going Amount \$
Water-Sewer	20	00	45300	Engineering	9%	20,000	
Water-Sewer	20	00	49300	Building Improvements	91%	200,000	

CITY ADMINISTRATOR'S NOTES:

This project is listed as a Tier three project within the FY19 Citywide Work Plan Project List, and as such is not being recommended for funding within the FY 2019 Budget.

City Administrator Use:	
Recommended:	
Not Recommended:	X
Other:	

**CITY OF WARRENVILLE
2019
DECISION PACKAGE**

PUB 19.04

Title of Request : Utility Division Dump Truck - (New to Fleet not replacement)

Department: Public Works

Division: Utility

Prepared by: Phil Kuchler, Deputy Public Works Director

Request Type : Capital Outlay

Request Frequency: One-Time

Total 2019 Request (\$): 130,000
 On-going Costs (\$):
 On-going Costs Period: Annually

Total Estimated Revenue/Savings (\$):
 If Cost Increase over Prior FY, enter (\$):

Savings Period	

JUSTIFICATION

Complete the following questions that are applicable to your request

1. Describe the organizational need/benefit of this request:

Currently, the Utility Division does not have a dump truck of its own. During the warmer months, this is not an issue, however during the four-plus months the existing trucks are equipped for snow removal, those trucks are not easily available for Utility Division to utilize in an emergency such as a water main break, whether it is snowing or not. Water main breaks are more frequent during the winter months, so the Utility Division has a greater need for a dump truck during the winter than the rest of the year. Since the trucks are equipped for snow during the winter, labor and equipment are needed to remove the snow equipment each time Utility Division needs the truck, and then that same labor and equipment are needed to replace the snow equipment.

2. Describe the anticipated outcomes should this request be funded:

The Utility Division can deal with emergencies in an efficient manner without needing to remove the equipment from a truck equipped for snow removal, or waiting until a vehicle is available after snow removal efforts have concluded.

3. Describe the impact of not funding this request:

The best case scenario is that the Utility Division would need to remove the snow equipment from a truck outfitted for snow plowing to use it for an emergency, and then reinstall the snow equipment on the truck when it is finished. If the emergency occurs when it is snowing, the Utility Division would not have use of a truck until it is finished with snow removal efforts.

4. Describe the on-going costs associated with this request:

The ongoing requests would be normal maintenance of the dump truck. The \$130,000 cost for a truck with an anticipated useful service life of 15 years, which works out to an annual replacement cost for the Enterprise Maintenance and Replacement Plan (EMRP) of \$8,667.

5. Identify the relation to specific adopted plans and/or City Council priorities:

This vehicle is an addition to the fleet and is not included in the EMRP. However it will support the City's Strategic Plan Goal #4 to 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.

6. Identify the analysis done to determine the need and cost effectiveness of the request:

Staff investigated leasing a truck for four-months a year and the cost is \$5,000 per month, which equals \$20,000 per year. Over the fifteen year useful life, this would cost \$300,000, assuming no increase in costs. This is more than twice the cost of a new truck. Staff considered hiring a trucking company, but is concerned about relying on a private contractor and it's personnel and equipment in emergencies.

7. **Does the request involve new technology or automation?**
 If yes, explain how.

8. **Is the program/project fully or partially funded by a grant?**
 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)	\$	130,000
b	Grant Funding Amount		
c	Grant Match Amount		

FUND NAME	FUND #	DEPT	ACCT #	LINE ITEM TITLE	PCT	2019 Amount \$	On-Going Amount \$
Water-Sewer	20	02	49495	Capital Operating Costs	100%	130,000	

CITY ADMINISTRATOR'S NOTES:

This request is not recommended for funding in the FY 19 Budget because the expenses has not been shown to be cost-effective, given that the absolute need for this vehicle only occurs a few times each year when a main break coincides with snow plowing or ice control efforts. This request may be considered in a future fiscal year, following the conclusion of a Citywide Staffing, Services, and Facilities Study, which is currently listed as a Tier Three Priority in the FY19 Citywide Work Plan Project List. The study will be considered again for FY 2020.

City Administrator Use:	
Recommended:	
Not Recommended:	X
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 Asset: City infrastructure, equipment, or other item with a life-expectancy generally exceeding three years for vehicles or ten years for infrastructure and a value equal to or greater than \$10,000

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

Consumption Taxes: a tax on the purchase of a good or service, where users are taxed based upon how much they consume rather than how much they add to the economy (income tax)

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

Enterprise Resource Planning (ERP): a process which manages and integrates the important parts of a business. An ERP management information system integrates areas such as planning, purchasing, inventory, finance and human resources

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

Tax Increment Financing (TIF): is a public financing method that is used as a subsidy for redevelopment, infrastructure, and other community-improvement projects

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

***CITY OF
WARRENVILLE***

***FINANCIAL
PRACTICES***

and

POLICIES

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 aids 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 15 comparable communities. A bi-annual salary survey of the City's 15 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".

Appendix B-1, entitled "Bi-Annual Salary Survey for Non-Represented Positions Evaluation Guidelines Policy", details 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.

Administrator Authority – Wage Adjustments

The City Administrator, with the consent of the Mayor, has the authority to adjust the wage rate of an existing employee up to 5% within their approved salary range and to grant one additional week of vacation for an existing employee or job candidate as deemed appropriate in order to attract or retain a quality employee. This authority is limited to non-union employees. Further, any adjustment to wages or vacation under this policy, is limited to one time per employee and must be reported to the City Council.

This policy is limited to special circumstances as determined by the City Administrator. Examples of special circumstances may include potential loss of a high performing employee, increase in job responsibilities, or some other unique circumstance.

For an existing employee, the department head shall provide the City Administrator 1) a brief memo identifying a special circumstance justifying the adjustment, and 2) a completed Pay Adjustment Request Form (Appendix A) or Vacation Benefit Adjustment Form (Appendix B). The City Administrator will review the request and make a recommendation to the Mayor. If both the City Administrator and Mayor approve the request, the City Administrator will initiate a payroll change form. A copy of the memo and forms will be maintained in the employee's personnel file.

If the City Administrator, with the consent of the Mayor, negotiates one additional week of vacation benefit time with a prospective employee, the Administrator will provide a copy of the completed Vacation Benefit Adjustment Form to the Assistant City Administrator. The Assistant City Administrator will note the negotiated benefit time in the employment offer letter, which will be maintained in the employee's personnel file. (Policy adopted by City Council October 4, 2010)

Revenue Policy

Revenue Diversification

The City of Warrentville 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.

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 loses 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) unassigned 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:

<u>From</u>	<u>To</u>	<u>Amount</u>
Hotel Motel Tax Fund	Capital Maintenance and Replacement Fund	\$300,000
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, 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.

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.

TIF DISTRICT #4 FUND
(Fund 74)

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 #4.

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.

FIFTEEN COMPARABLE COMMUNITIES
(Approved by City Council 02/06/2017)

Aurora

Clarendon Hills

Darien

Glen Ellyn

Lemont

Lisle

Montgomery

Naperville

North Aurora

Oakbrook Terrace

Roselle

South Elgin

West Chicago

Wheaton

Willowbrook

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 15 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 will be 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 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.

**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
- Senior Accountant
- Community Development Director
- Chief Code Official
- Senior Planner
- Senior Civil Engineer
- Police Chief
- Deputy Police Chief
- Deputy Public Works Director
- 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

**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 PROCESSPROCEDURESA. 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 Warrentville, 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.

**Receipt & Acknowledgement
Of the City of Warrentville
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 Warrentville 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 CCCPP may change from time to time and may be changed at any time at the discretion of the City of Warrentville. 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 Warrentville.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the City of Warrentville, Commercial Card Policies and Procedures.

- I have received and read a copy of the City of Warrentville 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 Warrentville at any time.
- I understand that should the content be changed in any way, the City of Warrentville 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 Warrentville 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 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 capitalized 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.	

City of Warrenville Capitalization Policy: Classes, Thresholds, and Descriptions

APPENDIX "D"

<u>Class of Asset</u>	<u>Minimum Threshold for Capitalization</u>	<u>Type of Activity Capitalized</u>	<u>Depreciable Life</u>	<u>Asset Description</u>	<u>Description of Initial Asset Analysis</u>
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.

FY 2019 Citywide Work Plan

INTRODUCTION

In preparation of the FY 2019 budget, staff created a Citywide Priority List consisting of large multi-departmental projects or initiatives, and requested the City Council provide direction on the top priorities of the City to best allocate the limited resources available. The City Council reviewed and discussed the prioritization levels, requested additional information from staff, and ultimately voted to approve the list as presented by staff outlining the top priorities of the City for Fiscal Year 2019.

LEGEND FOR STAFF RANKING/PRIORITIZATION OF WORK PLAN ELEMENTS

Tier One (Green) – These are the highest priority initiatives that may be ongoing or time sensitive initiatives. These initiatives generally cannot be delayed without significant detrimental, costly, and/or long term negative impacts. Expected to be accomplished with existing and budgeted resources.

Tier Two (Blue) – These are important initiatives that should be advanced but may be delayed pending completion of Tier One initiatives. Staff expects to accomplish/advance these priorities with existing and budgeted resources. Delaying progress on these initiatives and projects may result in undesirable impacts.

Tier Three (Red) – These are desirable and valuable initiatives, but not items that are expected to be advanced to any significant degree with existing or budgeted resources in the upcoming fiscal year. It is unlikely that the City will experience any measurable or lasting negative impacts if these items are not advanced in the upcoming fiscal year. However, if work is not initiated or suspended on Tier One or Two priority initiatives, it may be possible to reallocate staff resources and advance one or more of these initiatives and projects.

Italic font = An initiative or project for which a new FY 2019 Decision Package has been submitted.

Tier One – Highest Priority Initiatives

- *Update/Develop policies and processes related to the Enterprise Resource Planning (ERP) system (ADM) (FD 19.01)*
- *Implement the Enterprise Resource Planning (ERP) system (FNC) (FIN 19.01)*
- Preparation of TIF assistance and redevelopment agreements (CD) (SP #1)
- Implementation of DuPage Justice Information System (DuJIS) (PD) (SP #5)
- Construction of sewer main improvements from Landon Avenue to Route 59 corridor (PW) (SP #1 and #4)
- Design and re-construction of existing sewer main improvements from Landon Avenue to Ferry Creek interceptor sewer (PW) (SP #1 and #4)
- Basin 1, Phase 1 of the Sanitary Sewer Infiltration and Inflow Reduction Program (PW) (SP #1 and #4)

- Update sanitary sewer capacity analysis with current flows, conditions, and full buildout projections (PW) (SP #1 and #4)
- *Preliminary Design for new water tower/well improvements in Southwest District (PW) (PUB 19.03) (SP #1 and #4)*

Tier Two – Important Initiatives

- Evaluate Additional Building Security Needs for City Hall and Public Works Garage (ADM)
- Quiet Zone Update (ADM)
- *Administer and assess Ride DuPage Pilot Program (ADM) (ADM 19.02)*
- *Citgo Property acquisition and environmental remediation activities including preparation of concept site redevelopment plan (CD) (COM 19.03) (SP #1 and #3)*
- Participate in 2020 Census (CD)
- Oversee construction of final Phase of Route 56 Streetscape Enhancement Project (CD) (SP #1 and #3)
- Preliminary engineering design for Prairie Path Trail Head Project (CD) (SP #1 and #3)
- Final engineering design of Diehl Road turning lane improvement project (CD) (SP #1)
- Point Oak Drive Dedication (CD) (SP #4)
- Expanding the Shredding Day Initiative to Include Electronics and Prescription Drug Disposal (PD) (SP #5)
- Administration of Private Property Drainage Assistance Program (PW) (SP #4)
- Preliminary engineering design for Mack Road Bridge Replacement and Trail Improvement Project (PW) (SP #3 and #4)
- Creation of Utility Infrastructure GIS Database (PW) (SP #4)
- Preliminary design and property acquisition for sanitary sewer peak flow attenuation improvements (PW) (SP #4)
- Final engineering and reconstruction of Barkley Avenue, north of Route 56 (PW) (SP #1 and #4)
- Preparation of Complete Streets Policy (PW) (SP #4)

Tier Three – Desirable Initiatives

- *Project management and oversight of new Emergency Operations Center construction (ADM) (ADM 19.03)*
- Update Performance Evaluation Process (ADM)
- City Website Redesign (ADM)
- *Electronic Agenda Packets (ADM) (ADM 19.04)*
- Conduct a Citywide Staffing and City Building Analysis (ADM)
- Expanding City communication and outreach (expansion of social media, dedicated staff) (ADM)

- Establish action items and measurable outcomes for remaining 2015 Strategic Plan goals. (ADM) (SP #1 - #6)
- Develop and implement mandatory rental registration, inspection, and crime free housing program (CD) (SP #5)
- Preparation of new Comprehensive Plan for entire City (CD) (SP #1)
- Preparation of concept plan for proposed riverfront park on west side of DuPage River, north of Warrenville Road (CD) (SP #3)
- Preliminary Design for Warrenville Grove Forest Preserve multi-use trail (CD) (SP #3)
- Develop final design/construction drawings for Leone Schmidt Park pavilion and lookout improvements (CD) (SP #3)
- Police Officer Body Camera Program (PD) (SP #5)
- Evaluation of potential solar energy opportunities in Warrenville by a consultant (PW) (**PUB 19.02**) (SP #3)
- *Conversion of Well #9 to solar power (PW) (**PUB 19.02**) (SP #3)*
- Final engineering design for Point Oak Drive reconstruction and utility extension project (PW) (SP #4)
- Final engineering design and easement acquisition for Manning Avenue parking and pedestrian improvements (PW) (SP #4)

ADM=Administration; CD=Community Development; FNC=Finance; PD=Police Department;
PW=Public Works

Note: The Citywide Work Plan list does not include all of the ongoing, day to day operations of the City, which include:

- Maintaining City streets, sewers, infrastructure, and facilities
- Administering various licensing processes
- Visible proactive Police Patrol
- Special events coordination and support
- Recruiting and hiring for new and existing positions
- Maintaining and supporting technology, including City website and social media
- Completing the annual budget and audit
- Enforcing building and property maintenance codes
- Processing private development applications
- Preparing meeting agendas, minutes and back up material
- Maintaining City electronic and paper records and files
- Processing all financial transactions and managing city finances
- Responding to public inquiries
- Staff support for the City Council, Boards, Commissions, and Emergency Management Agency