



**CITY OF ELMHURST**  
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CITY CLERK  
**ELAINE LIBOVICZ**  
CITY TREASURER  
**JAMES A. GRABOWSKI**  
CITY MANAGER

To: Mayor Morley and City Council Members  
From: James Grabowski, City Manager  
Date: October 24, 2016  
Re: Fiscal Year 2017 Budget

I am pleased to submit to the City Council the Fiscal Year 2017 Budget. The budget is typically the municipality's operational plan for the year, and for Elmhurst an outlook for two years.

The budget is organized in the following manner:

- Summary information, providing a listing of actual and proposed tax rates, fund balance/net asset summary, a personnel summary, various charts and graphs depicting sources and disposition of funds, and a budget overview of the operating departments of the City.
- Line item detail of the proposed Budget for 2017 by fund, including all revenues and expenditures. Justification forms identify budget details for all items that are in excess of 5% and more than \$2,500 over the previous year's appropriation.
- Individual fund balance schedules that include prior year actuals, current year estimates and proposed revenues, expenditures and fund balance levels.
- Budget and Financial Policies and Procedures.
- Supplemental information, providing an overview of the City, detailed information on major revenue sources, allocation of interdepartmental charges, fund descriptions and a glossary.

In 2015, the City Council and staff participated in a strategic planning process which incorporated ideas and thoughts from various Elmhurst stakeholder groups. The resulting top three issues which were made priorities include stormwater (projects and policies), economic development, and sustaining the City's financial position. Additionally the goals of strengthening our communications to the community, removing barriers to the zoning process, and continuing technology upgrades in all departments were developed.

We continue to progress and address these strategic priorities and focus on providing high quality service delivery in the most cost effective manner. In FY 2017, the total number of full time employees is budgeted to decrease by two positions including the reduction of the full time second shift Equipment Maintenance Supervisor and the reduction of a full time position in the Administration Department to a contract position. We continue to review each position as it opens up in an effort to reduce future costs of pensions and other benefits that are associated with full time employees.

In addition to the strategic planning which sets the course of the City for the next 5-10 years, the City of Elmhurst has conducted an in depth citizen survey bi-annually since 1994 to gather residents opinions and determine satisfaction with community services. Results of the citizen survey are also used as a tool in developing future budgets, and in framing goals and objectives for City of Elmhurst departments. Key results of the 2016 Citizen Survey that impacted the proposed 2017 budget included improvements with street conditions, primarily due to the age and harsh winter conditions. Significant grant funds have been awarded to the City for street rehabilitation projects in 2017 and 2018, which allows the City's 2017 street resurfacing budget to be directed to those streets in most need of repair.

The 2016 Citizen Survey continues to highlight residents' concern regarding stormwater management. The City has experienced four significant flooding events in the last eight years. City staff worked with Christopher B. Burke Engineering, Ltd. to develop a comprehensive flood mitigation plan, with the goal to provide the maximum flood protection to the most people in the most cost effective manner and the quickest timeframe. Over the last four years, the City Council has approved nine (9) stormwater projects at an estimated cost of \$21.5 million. The 2017 and 2018 budgets include funding for three additional projects at an estimated cost of \$13.3 million and preliminary engineering costs for expanded stormwater infrastructure improvements in the southwest area of the City. To fund these project costs, the City Council approved a .25% sales tax which will retire the debt service on bonds necessary for these improvements.

Proposed revenues for the City of Elmhurst for fiscal year 2017 total \$127,240,371. As indicated in the chart on page 8, the largest revenue source is sales, property and utility taxes, comprising \$48,128,450 or 38% of total revenues. Services charges of \$29,445,980, or 23% of total revenues, include \$23,647,880 for water and sewer service charges. The City must continue to monitor legislative proposals that would change how revenues are distributed, especially considering the fiscal condition of the region and the State of Illinois. In addition, a

change in the economy where sales tax revenues decline would significantly affect the City's revenue.

In the General Fund, the major operating fund of the City, the proposed budget expenditures are \$62,424,894 for the 2017 fiscal year. Proposed revenues to the General Fund are \$58,819,060 for FY 2017. This requires a use of fund balance of \$3,605,834, for a projected General Fund balance at the end of FY 2017 of \$16,481,241. It should be noted that \$500,000 will be transferred for storm water purposes, specifically for the voluntary home buyout program. Another \$937,140 is G.O. debt being abated from the property tax bills and will need to be paid out of General Fund revenues or transfers. The remaining balance (\$16,481,241) falls within the City's fund balance goal policy of 25% - 33% of operating expenditures. An overview of Elmhurst's General Fund revenue sources is illustrated in the pie chart on page 91.

- Sales Taxes – FY 2017 municipal 1% sales tax (\$12,606,000) is projected to increase at the rate of 2% compared to prior year. Sales tax remains the greatest single source of revenue in the City's General Fund, excluding police and fire pension levies from total property tax receipts. The City has taken significant action to stabilize other sources of revenue to the General Fund and decrease its reliance on automotive related sales tax. We have been able to balance our reliance through economic development efforts. This reality must be recognized as a significant factor in reviewing the City's general revenues and expenditures, and in planning for the future. This fact also supports the City Council's General Fund balance goals to allow that fund balance to cushion the City's revenue loss in a struggling economy, the loss of a commercial business that generates significant sales tax, and/or should the loss of local sales tax associated with internet sales not be stopped at the federal level.
- Prepared Food and Beverage Tax – The 1% Prepared Food and Beverage Tax, including packaged alcoholic beverages, has become a consistent and significant contributor to the General Fund. FY 2017 Prepared Food and Beverage Tax is projected to increase at a rate of 3% for a proposed budget of \$1,366,000.
- Property Taxes – The 2016 tax levy, which will be collected in the summer of 2017 (FY 2017) is budgeted at no increase in the General Fund portion of the tax levy, a \$937,140 decrease in the debt service portion of the tax levy, consistent with the City Council's plan to reduce reliance on property tax to pay debt service and an increase (13.5%) in the fire and police

pension portion of the levy primarily due to changing to a more current mortality table and a flat investment return in 2015.

- State Income Tax – The City of Elmhurst Capital Improvement Fund is credited by Council policy with 80% of the City share of State income tax while the General Fund receives the remaining 20%. This ongoing source of revenue to the Capital Improvement Fund allows this Fund to respond to the City’s infrastructure requirements. Projected FY 2017 state income tax revenue reflects an increase at the rate of 2% over FY 2016.
- Local Motor Fuel Tax – The City Council approved a 1.5 cents per gallon local Motor Fuel Tax, effective October 1, 2010. The proposed FY 2017 local MFT revenue is \$366,000 and reflects a 13% increase compared to the prior year primarily due to anticipated volume increase from a new gas station facility. The funds are designated for stormwater system improvements.
- Utility Taxes – The Elmhurst telecommunications tax has been combined with the Infrastructure Maintenance Fee for a combined rate of 6% on telephone use. This tax is collected by the State and then distributed to municipalities. Elmhurst allocates the telecommunications tax revenue 75% to the General Fund and 25% to the Capital Improvement Fund. Telecommunications tax revenue continues to struggle due to the expanded use of the internet for telephone services and the reduction of land lines to homes. Telecommunications tax revenue is projected to increase 1% in FY 2017. The electric tax, not changed since 1998, is a tax on kilowatt consumption. Inflation has eroded the electric tax benefit to the City’s General Fund. A 1% increase in revenue is projected for FY 2017. The City also converted to a natural gas use tax of 1.5 cents per therm effective June 1, 2003. Gas use tax revenue is projected to increase 1% in FY 2017. Excluding any changes in the use tax rates, future revenue growth of the electric and gas use taxes is limited to increase in usage with no effect of increases in electric and natural gas rates.
- Rubbish Collection Revenue – During FY 2013, the City Council approved a five year contract with Allied Waste for curbside recycling and rubbish collection services. Projected revenues for FY 2017 reflect the terms and pricing of the contract.
- Licenses and Permits – The City’s permit fee schedule is designed to charge a fee for services used and to return a significant percentage of revenue back to the City for expenditures needed to operate the Community Development Department (Building

Department, Planning and Zoning and Economic Development Department) and portions of the Public Works and the Fire Departments relative to plan review and inspection services. Most permit fees are updated annually based on C.P.I. The permit fee budget for FY 2017 is projected at \$2,214,000, and contemplates one hundred twenty-five new homes and several commercial projects. Vehicle license fees are a significant source of revenue (\$1,225,000 annually), and all proceeds from vehicle license sales are designated for street improvements.

Other significant revenue sources recorded in other funds include the following:

- Water and Sewerage Rate Increases – The FY 2017 and FY 2018 budgets anticipate a 4% rate increase from the DuPage Water Commission. Sewerage rates will be impacted by significant infrastructure replacement and upgrades in the collection system and at the wastewater treatment plant. These are due to age of infrastructure, EPA mandates and flood mitigation. Following the comprehensive water rate and sewer rate study, completed in spring 2014, the Capital Investment Recovery Charge (CIRC), to allow for funding of debt service costs based on meter size, continues to be charged.
- Parking System – No fee increases for parking are projected at this time, and a comprehensive analysis of the City's parking fees and fines compared to surrounding communities will be completed in FY 2017. The Addison parking deck (690 spaces) opened in January, 2016 and the public parking (150 spaces) at the Elmhurst 255 redevelopment project was opened in September, 2016. Both of these parking structures are located in the City's central business district and provide additional shopper and employee parking spaces. This is consistent with the City's efforts to support downtown businesses and to support a positive customer experience. Total revenue for the Parking System is projected to be \$2,113,880 for FY 2017, of which \$853,000 is attributable to daily and permit fees including the addition of fee spaces for employee and daily fee parking in the Addison parking deck.
- Motor Fuel Tax – Funds received from the State solely from MFT are restricted by State statute for uses related to roads. The City's share of MFT is projected to be \$1,091,700 in 2017.

- Tax Increment Financing (TIF) Revenues

- 1) TIF I/Central Business District Redevelopment – The property tax revenue, collected for the express purpose of financing the public side responsibilities of the Central Business District Redevelopment Plan, decreased slightly in FY 2016 due primarily to a decrease in the tax rate. The property tax revenue is projected to increase slightly in FY 2017 due to a projected increase in the equalized assessed value combined with an anticipated tax rate decrease compared to prior year. The FY 2017 budget includes improvements (plaza, landscaping, streetscaping) to the Schiller Court parking lot, and anticipates a surplus distribution of property tax increment unless dedicated to a capital project. This TIF expires December 31, 2021.
- 2) TIF II/Lake and Walnut Industrial Development – The Tax Increment Financing revenues accruing to this fund are anticipated to decrease in 2017 due to a portion of the redevelopment project area being released in FY 2016 and included in the new Church Road/Lake Street TIF District (TIF V). Earlier in 2016, the City Council took action establishing TIF V, which will interact with TIF II for land acquisition. Based on this action, funds in TIF II will be transferred to the Church Road/Lake Street TIF Fund in FY 2016 and FY 2017. This TIF expires December 31, 2016.
- 3) TIF III/Route 83 and St. Charles Commercial Development – The Tax Increment Financing revenues projected for this area are anticipated to increase slightly in fiscal 2017 due to a projected increase in the equalized assessed value combined with an anticipated tax rate decrease compared to prior year. The City of Elmhurst, by agreement, has committed to a 3% rate of inflation increase in E.A.V. to be credited to all affected taxing districts. Increment above that 3% rate will be TIF increment credited to the City's revenue to finance expenditures. At this time, no distribution is budgeted for FY 2017 and FY 2018. This TIF expires December 31, 2019.
- 4) TIF IV/North York Redevelopment – Due to the timing of development within the TIF, a small property tax increment was received in FY 2016 and a slight increase is projected in FY 2017. Property Tax increment is projected to increase significantly in FY 2018 reflecting the completion of several redevelopment projects in 2016. Expenditures in FY 2016 include public improvement costs associated with the Hahn/York Street redevelopment project. Expenditures in FY 2017 include costs associated with the

installation of new sidewalks in the North York Corridor. This TIF was established in 2012 and expires December 31, 2035.

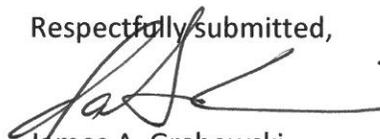
- 5) TIF V/Church Road-Lake Street Redevelopment – This redevelopment area was approved earlier in 2016 to help the area along Lake Street in under developed areas coinciding with TIF II. It is expected to see redevelopment of an auto sales project in 2017, which will include land acquisition. Funds will be designated from TIF II into this TIF specifically for this purpose.

Overall, the E.A.V. in Elmhurst is projected to increase 7.6% for the 2016 levy, which was somewhat expected due to the economy and timing of property assessments. Looking at the real estate market, it appears that home prices continue to climb, and turn over in a timely fashion.

This fiscal plan continues to follow the results of the 2015 Strategic Plan, and emphasizes stormwater relief through a number of projects and policies, economic development to continue Elmhurst's growth, and sustains the City's strong financial position. This is a sound fiscal plan for the City of Elmhurst for the next Fiscal Year and I request the Council's positive consideration.

I would like to thank the Finance Department staff, especially Tom Trosien, Julian McDonough, Ryan Bruns and Jolanta Moryl along with the Department Directors for their input and cooperation during the budget process.

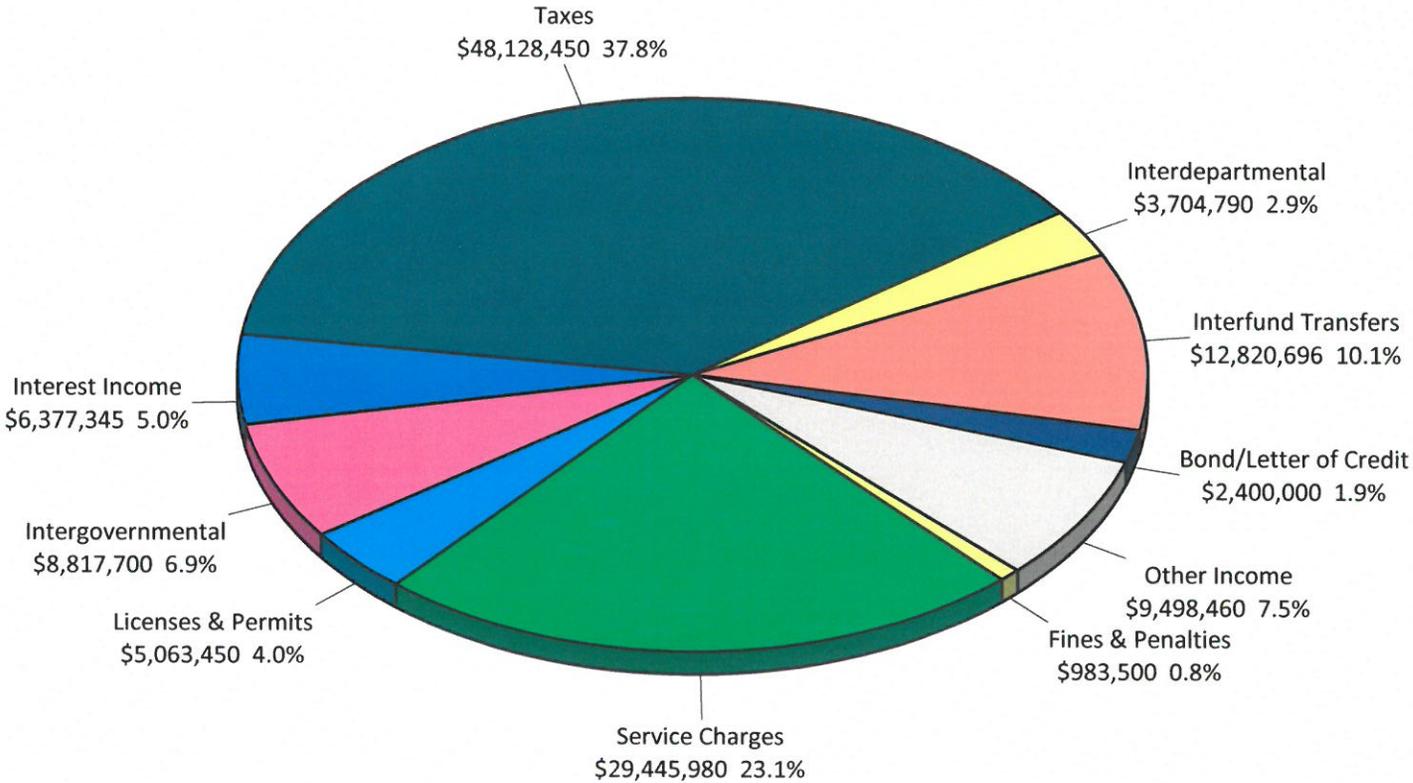
Respectfully submitted,



James A. Grabowski  
City Manager

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CITY OF ELMHURST  
TOTAL REVENUES - ALL FUNDS  
2017 PROPOSED BUDGET  
\$127,240,371



**CITY OF ELMHURST, ILLINOIS  
REVENUE SUMMARY BY TYPE BY FUND  
2017 PROPOSED BUDGET**

	2014 Actual	2015 Actual	2016		2017 Proposed	2018 Proposed
			Budget	Estimated		
<b>Summary By Fund</b>						
General Fund	52,055,742	55,619,590	61,769,414	59,366,226	58,819,060	61,590,340
Capital Improvement Fund	5,709,488	6,083,339	6,834,650	5,928,800	6,792,600	6,172,900
Library Funds (Combined)	17,004,323	9,336,993	10,971,017	10,974,810	9,521,295	9,566,135
Motor Fuel Tax Fund	1,471,114	1,080,224	1,077,200	1,083,600	1,091,700	1,103,800
Municipal Utility Fund	17,925,879	18,576,820	23,308,840	23,025,000	24,844,030	26,919,615
Parking System Fund	1,275,038	1,675,346	2,107,950	1,837,615	2,113,880	2,116,040
Corporate Purpose Series 2014A Fund	1,448,501	-	-	-	-	-
Stormwater Fund	20,276	4,276,012	17,916,330	28,809,750	2,323,000	8,126,000
Redevelopment Projects Fund	2,090,212	2,030,630	2,217,300	2,112,700	2,156,400	2,384,800
Industrial Dev. Projects Fund	682,093	685,333	678,200	630,700	445,100	-
Rt. 83 Commercial Dev. Fund	482,620	516,818	507,600	487,000	501,500	516,200
North York Redevelopment Fund	722,870	1,963,149	1,302,000	2,293,200	320,000	620,000
Church Rd/Lake St Rdvlp Fund	-	-	-	3,125,000	2,973,541	175,000
B & I-Debt Service G.O. Bond Fund	8,464,879	2,712,013	2,685,062	1,805,155	2,675,050	3,159,120
B & I-Series 2006 Revenue Bond Fund	693,393	617,291	536,400	536,645	450,365	358,685
Glos Mausoleum Fund	102	151	100	160	150	150
Firemen's Pension Fund	4,305,665	2,456,258	4,165,300	4,045,800	4,743,400	4,916,840
Police Pension Fund	6,715,921	3,919,917	6,369,160	6,321,500	7,465,300	7,645,100
Working Cash Fund	193,400	5,058	3,000	7,000	4,000	4,000
<b>Total Revenues</b>	<b>121,261,516</b>	<b>111,554,942</b>	<b>142,449,523</b>	<b>152,390,661</b>	<b>127,240,371</b>	<b>135,374,725</b>

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**CITY OF ELMHURST, ILLINOIS  
REVENUE SUMMARY BY TYPE BY FUND  
2017 PROPOSED BUDGET**

	2014	2015	2016		2017	2018
	Actual	Actual	Budget	Estimated	Proposed	Proposed
<b>TAXES</b>						
General Fund	33,062,624	33,217,198	33,432,099	33,111,480	33,298,050	34,246,680
Capital Improvement Fund	2,041,324	2,105,657	2,206,250	2,179,800	2,234,400	2,291,900
Library Funds (Combined)	7,140,577	7,200,324	7,250,000	7,250,000	7,431,000	7,579,600
Stormwater	-	-	864,330	872,750	1,771,000	1,824,000
Redevelopment Projects Fund	2,074,770	2,010,409	2,050,000	1,965,000	2,024,000	2,250,700
Industrial Dev. Projects Fund	677,141	677,414	677,700	625,000	445,000	-
Rt. 83 Commercial Dev. Fund	477,868	493,639	493,600	473,000	490,000	504,700
North York Redevelopment Fund	94,196	298,248	300,000	291,200	320,000	620,000
Church Rd/Lake St Rdvlp Fund	-	-	-	-	115,000	175,000
	<u>45,568,500</u>	<u>46,002,889</u>	<u>47,273,979</u>	<u>46,768,230</u>	<u>48,128,450</u>	<u>49,492,580</u>
<b>INTERGOVERNMENTAL</b>						
General Fund	1,707,421	1,807,088	3,225,900	2,886,550	3,459,700	3,862,650
Capital Improvement Fund	3,379,450	3,755,676	4,356,000	3,481,000	4,050,000	3,621,000
Library Funds (Combined)	291,386	278,018	285,000	285,000	218,000	130,000
Motor Fuel Tax Fund	1,469,060	1,078,644	1,075,300	1,082,000	1,090,000	1,102,000
Municipal Utility Fund	-	-	-	813,000	-	-
Parking System Fund	-	82,100	-	-	-	-
	<u>6,847,317</u>	<u>7,001,526</u>	<u>8,942,200</u>	<u>8,547,550</u>	<u>8,817,700</u>	<u>8,715,650</u>
<b>LICENSES</b>						
General Fund	<u>2,705,100</u>	<u>2,762,481</u>	<u>2,896,200</u>	<u>2,789,800</u>	<u>2,849,450</u>	<u>2,912,300</u>
	2,705,100	2,762,481	2,896,200	2,789,800	2,849,450	2,912,300
<b>PERMITS</b>						
General Fund	<u>2,027,820</u>	<u>2,090,514</u>	<u>1,860,200</u>	<u>2,198,100</u>	<u>2,214,000</u>	<u>2,229,900</u>
	2,027,820	2,090,514	1,860,200	2,198,100	2,214,000	2,229,900

**CITY OF ELMHURST, ILLINOIS  
REVENUE SUMMARY BY TYPE BY FUND  
2017 PROPOSED BUDGET**

	2014	2015	2016		2017	2018
	Actual	Actual	Budget	Estimated	Proposed	Proposed
<b>CHARGES FOR SERVICES</b>						
General Fund	4,363,041	4,637,050	4,503,800	4,658,000	4,819,100	4,985,600
Library Funds (Combined)	121,288	119,721	117,000	117,000	126,000	111,300
Municipal Utility Fund	17,329,506	18,809,248	22,795,300	21,603,700	23,647,880	25,725,185
Parking System Fund	815,419	844,918	1,050,800	855,500	853,000	853,000
	<u>22,629,254</u>	<u>24,410,937</u>	<u>28,466,900</u>	<u>27,234,200</u>	<u>29,445,980</u>	<u>31,675,085</u>
<b>FINES &amp; PENALTIES</b>						
General Fund	904,177	977,678	1,028,500	781,400	823,500	836,500
Parking System Fund	245,196	220,149	258,000	178,000	160,000	160,000
	<u>1,149,373</u>	<u>1,197,827</u>	<u>1,286,500</u>	<u>959,400</u>	<u>983,500</u>	<u>996,500</u>
<b>INTEREST INCOME</b>						
General Fund	(584,875)	54,532	38,820	60,700	62,230	63,750
Capital Improvement Fund	41,416	32,022	32,400	28,000	25,000	20,000
Library Funds (Combined)	(89,592)	20,513	21,900	19,730	16,500	16,700
Motor Fuel Tax Fund	2,054	1,580	1,900	1,600	1,700	1,800
Municipal Utility Fund	31,968	18,225	20,200	42,000	40,700	41,400
Parking System Fund	11,653	6,867	2,500	1,900	2,000	2,000
Stormwater Fund	1,689	1,364	2,000	25,000	2,000	2,000
Redevelopment Projects Fund	15,442	11,736	14,300	14,100	12,100	10,100
Industrial Dev. Projects Fund	4,952	7,919	500	5,700	100	-
Rt. 83 Commercial Dev. Fund	4,752	1,652	3,000	3,000	500	500
North York Redevelopment Fund	5	-	-	-	-	-
B & I-Series 2006 Revenue Bond Fund	693,393	617,291	536,400	536,645	450,365	358,685
Glos Mausoleum Fund	102	151	100	160	150	150
Firemen's Pension Fund	2,253,726	337,183	1,910,000	1,825,000	2,280,000	2,340,000
Police Pension Fund	3,746,737	894,709	2,780,500	2,750,100	3,480,000	3,540,000
Working Cash Fund	2,781	5,058	3,000	7,000	4,000	4,000
	<u>6,136,203</u>	<u>2,010,802</u>	<u>5,367,520</u>	<u>5,320,635</u>	<u>6,377,345</u>	<u>6,401,085</u>

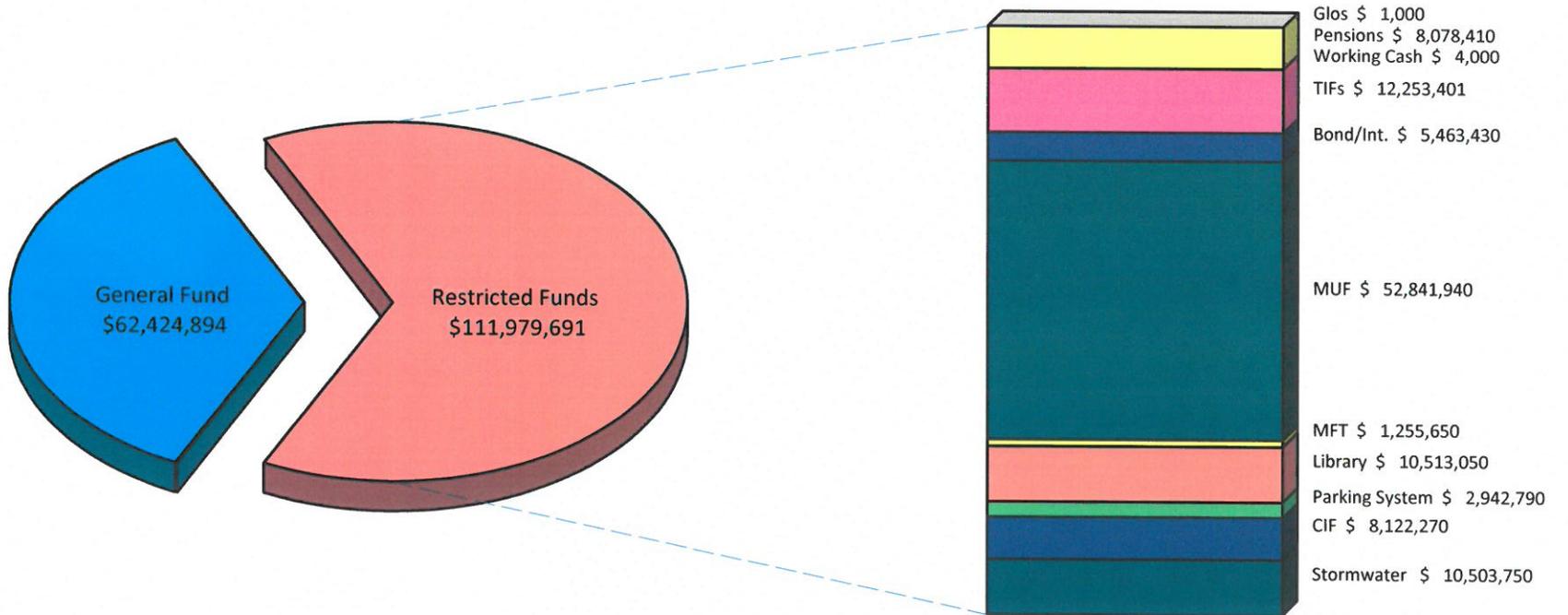
**CITY OF ELMHURST, ILLINOIS  
REVENUE SUMMARY BY TYPE BY FUND  
2017 PROPOSED BUDGET**

	2014 Actual	2015 Actual	2016		2017 Proposed	2018 Proposed
			Budget	Estimated		
<b>OTHER INCOME</b>						
General Fund	1,837,983	2,191,275	1,481,710	1,514,120	1,549,940	1,603,940
Capital Improvement Fund	247,298	189,984	240,000	240,000	483,200	240,000
Library Funds (Combined)	274,343	145,413	110,200	118,250	125,920	124,700
Municipal Utility Fund	564,405	(250,653)	493,340	566,300	597,840	601,210
Parking System Fund	123,203	368,741	108,585	114,145	111,560	111,930
Stormwater Fund	18,587	4,983	50,000	10,000	50,000	50,000
Redevelopment Projects Fund	-	8,485	153,000	133,600	120,300	124,000
Rt. 83 Commercial Dev. Fund	-	21,527	11,000	11,000	11,000	11,000
North York Redevelopment Fund	16,968	1,664,901	-	-	-	-
Firemen's Pension Fund	2,051,939	2,119,075	2,255,300	2,220,800	2,463,400	2,576,840
Police Pension Fund	2,969,184	3,025,208	3,588,660	3,571,400	3,985,300	4,105,100
	<u>8,103,910</u>	<u>9,488,939</u>	<u>8,491,795</u>	<u>8,499,615</u>	<u>9,498,460</u>	<u>9,548,720</u>
<b>INTERDEPARTMENTAL INCOME</b>						
General Fund	3,152,127	3,405,382	4,693,235	4,140,880	3,704,790	3,763,220
	<u>3,152,127</u>	<u>3,405,382</u>	<u>4,693,235</u>	<u>4,140,880</u>	<u>3,704,790</u>	<u>3,763,220</u>
<b>INTERFUND TRANSFERS</b>						
General Fund	2,880,324	4,476,392	8,608,950	7,225,196	6,038,300	6,504,550
Library Funds (Combined)	1,717,262	1,573,004	3,186,917	3,184,830	1,603,875	1,603,835
Municipal Utility Fund	-	-	-	-	557,610	551,820
Parking System Fund	79,567	152,571	688,065	688,070	987,320	989,110
Stormwater Fund	-	-	2,000,000	2,000,000	500,000	500,000
Church Rd/Lake St Rdvlp Fund	-	-	-	3,125,000	458,541	-
Corporate Purpose Series 2014A Fund	23,298	-	-	-	-	-
B & I-Debt Service G.O. Bond Fund	2,440,471	2,712,013	2,685,062	1,805,155	2,675,050	3,159,120
Working Cash Fund	190,619	-	-	-	-	-
	<u>7,331,541</u>	<u>8,913,980</u>	<u>17,168,994</u>	<u>18,028,251</u>	<u>12,820,696</u>	<u>13,308,435</u>

**CITY OF ELMHURST, ILLINOIS  
REVENUE SUMMARY BY TYPE BY FUND  
2017 PROPOSED BUDGET**

	2014 Actual	2015 Actual	2016		2017 Proposed	2018 Proposed
			Budget	Estimated		
<u>BOND/LETTER OF CR. PROCEEDS</u>						
General Fund	-	-	-	-	-	581,250
Library Funds (Combined)	7,549,059	-	-	-	-	-
Corporate Purpose Series 2014A Fund	1,425,203	-	-	-	-	-
Stormwater Fund	-	4,269,665	15,000,000	25,902,000	-	5,750,000
North York Redevelopment Fund	611,701	-	1,002,000	2,002,000	-	-
Church Rd/Lake St Rdlp Fund	-	-	-	-	2,400,000	-
B & I-Debt Service G.O. Bond Fund	6,024,408	-	-	-	-	-
	<u>15,610,371</u>	<u>4,269,665</u>	<u>16,002,000</u>	<u>27,904,000</u>	<u>2,400,000</u>	<u>6,331,250</u>
Total Revenues	<u><u>121,261,516</u></u>	<u><u>111,554,942</u></u>	<u><u>142,449,523</u></u>	<u><u>152,390,661</u></u>	<u><u>127,240,371</u></u>	<u><u>135,374,725</u></u>

**CITY OF ELMHURST  
TOTAL EXPENSES BY FUND  
2017 PROPOSED BUDGET  
\$174,404,585**



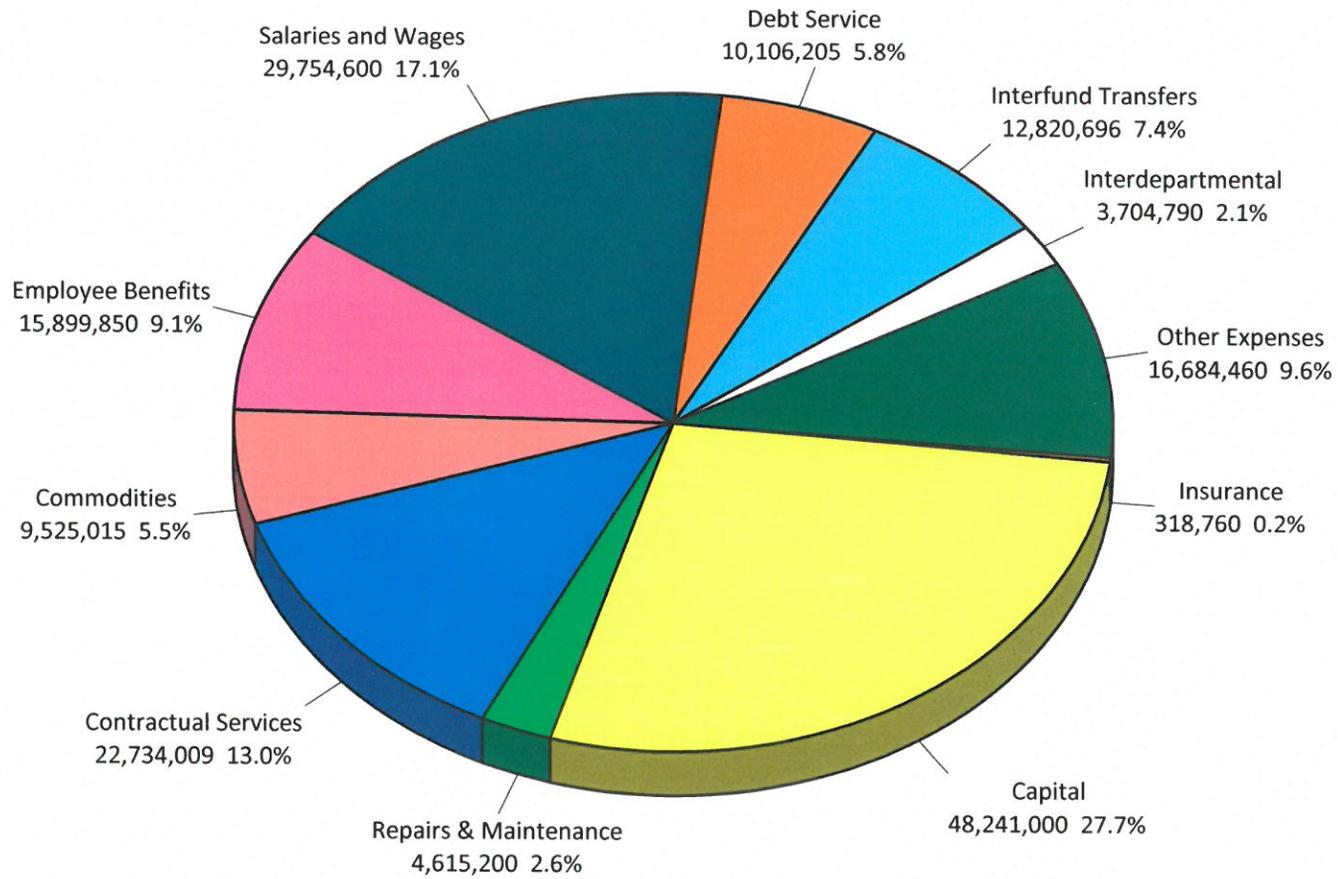
**CITY OF ELMHURST, ILLINOIS**  
**EXPENDITURES SUMMARY BY TYPE BY FUND**  
**2017 PROPOSED BUDGET**

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	2014	2015	2016		2017	2018
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Proposed</u>
<u>Summary By Fund</u>						
General Fund	48,264,524	54,179,316	67,027,117	62,338,487	<b>62,424,894</b>	64,655,901
Capital Improvement Fund	4,435,583	6,371,284	10,865,507	8,977,180	<b>8,122,270</b>	9,338,000
Library Funds (Combined)	17,135,784	10,231,562	11,182,932	11,208,105	<b>10,513,050</b>	9,596,870
Motor Fuel Tax Fund	1,280,966	1,191,102	1,381,210	1,219,180	<b>1,255,650</b>	1,352,060
Municipal Utility Fund	18,430,119	19,804,196	40,684,705	37,788,774	<b>52,841,940</b>	35,517,835
Parking System Fund	1,285,352	2,288,653	3,307,685	4,441,300	<b>2,942,790</b>	3,248,845
Corp. Purpose-Series 2014A Fund *	1,448,528	-	-	-	-	-
Stormwater Fund	119,792	1,711,475	21,349,000	21,616,500	<b>10,503,750</b>	6,727,075
Redevelopment Projects Fund	1,273,142	2,021,829	3,309,075	3,039,075	<b>4,012,995</b>	2,894,025
Industrial Dev. Project Fund	1,538	11,463	3,166,000	3,131,000	<b>463,541</b>	-
Rt. 83 Commercial Dev. Fund	1,705,029	102,648	85,020	78,520	<b>1,301,365</b>	530,000
North York Redevelopment Fund	899,484	2,373,451	1,270,500	1,682,500	<b>375,500</b>	500,500
Church Rd/Lake St Redevelopment Fund	-	-	-	50,000	<b>6,100,000</b>	190,000
B & I Debt Service G.O. Bond Fund	8,885,213	2,436,119	2,685,062	2,685,065	<b>3,623,130</b>	3,159,120
B & I-2006 Revenue Bond Fund	1,846,580	1,845,698	1,840,700	1,840,900	<b>1,840,300</b>	1,839,100
Glos Mausoleum Fund	-	-	1,000	-	<b>1,000</b>	1,000
Fire Pension Fund	2,275,579	2,476,010	2,830,500	2,771,710	<b>2,970,000</b>	3,179,000
Police Pension Fund	4,026,825	4,460,733	4,872,100	4,851,750	<b>5,108,410</b>	5,380,050
Working Cash Fund	-	-	-	6,746	<b>4,000</b>	4,000
Total Expenditures	<u>113,314,038</u>	<u>111,505,539</u>	<u>175,858,113</u>	<u>167,726,792</u>	<u><b>174,404,585</b></u>	<u>148,113,381</u>

\* Fund is inactive therefore fund balance and line item budget schedules are not included in the Capital Projects Funds section. Information is presented in summary schedules for balancing of interfund transfers.

CITY OF ELMHURST  
TOTAL EXPENDITURES BY CLASS - ALL FUNDS  
2017 PROPOSED BUDGET  
\$174,404,585



**CITY OF ELMHURST, ILLINOIS**  
**EXPENDITURES SUMMARY BY TYPE BY FUND**  
**2017 PROPOSED BUDGET**

	2014	2015	2016		2017	2018
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Proposed</u>
<b>SALARIES AND WAGES</b>						
General Fund	18,806,105	19,784,353	20,837,086	20,247,754	<b>20,638,000</b>	21,378,600
Library Funds (Combined)	3,039,320	3,080,733	3,232,000	3,232,000	<b>3,312,000</b>	3,378,000
Motor Fuel Tax Fund	816,677	770,817	823,700	812,150	<b>831,300</b>	859,700
Municipal Utility Fund	4,379,151	4,533,506	4,751,800	4,741,300	<b>4,803,800</b>	4,965,700
Parking System Fund	156,475	161,598	168,000	162,200	<b>169,500</b>	176,600
	<u>27,197,728</u>	<u>28,331,007</u>	<u>29,812,586</u>	<u>29,195,404</u>	<b><u>29,754,600</u></b>	<u>30,758,600</u>
<b>EMPLOYEE BENEFITS</b>						
General Fund	9,382,392	10,928,150	12,425,780	11,807,600	<b>12,815,060</b>	13,324,470
Library Funds (Combined)	890,463	912,472	968,000	966,000	<b>995,000</b>	1,006,000
Motor Fuel Tax Fund	174,698	206,895	172,910	170,330	<b>167,950</b>	173,860
Municipal Utility Fund	1,704,408	984,272	1,851,055	1,807,180	<b>1,838,010</b>	1,889,160
Parking System Fund	68,229	46,076	83,955	78,870	<b>83,830</b>	87,920
	<u>12,220,190</u>	<u>13,077,865</u>	<u>15,501,700</u>	<u>14,829,980</u>	<b><u>15,899,850</u></b>	<u>16,481,410</u>
<b>CONTRACTUAL SERVICES</b>						
General Fund	8,173,433	9,124,631	10,101,531	9,855,788	<b>10,859,869</b>	10,960,306
Library Funds (Combined)	420,278	424,651	459,200	473,940	<b>454,200</b>	459,100
Municipal Utility Fund	7,726,256	9,345,999	9,851,750	8,716,379	<b>10,623,620</b>	9,844,780
Parking System Fund	207,899	236,153	229,230	267,220	<b>302,620</b>	309,160
Redevelopment Projects Fund	96,006	98,827	101,000	71,000	<b>51,000</b>	51,000
Industrial Dev. Project Fund	1,538	11,463	16,000	6,000	<b>5,000</b>	-
Rt. 83 Commercial Dev. Fund	22,754	4,706	11,500	5,000	<b>5,000</b>	5,000
North York Redevelopment Fund	151,548	113,310	225,500	150,500	<b>225,500</b>	150,500
Church Rd/Lake St Redevelopment Fund	-	-	-	50,000	<b>100,000</b>	100,000
B & I-2006 Revenue Bond Fund	1,770	1,793	2,000	2,200	<b>2,200</b>	2,200
Fire Pension Fund	41,259	30,927	47,500	41,000	<b>43,000</b>	45,000
Police Pension Fund	44,832	61,187	65,100	61,500	<b>62,000</b>	63,000
	<u>16,887,573</u>	<u>19,453,647</u>	<u>21,110,311</u>	<u>19,700,527</u>	<b><u>22,734,009</u></b>	<u>21,990,046</u>

**CITY OF ELMHURST, ILLINOIS**  
**EXPENDITURES SUMMARY BY TYPE BY FUND**  
**2017 PROPOSED BUDGET**

	2014	2015	2016		2017	2018
	Actual	Actual	Budget	Estimated	Proposed	Proposed
<b>COMMODITIES</b>						
General Fund	1,564,736	1,337,429	1,820,905	1,479,955	<b>1,904,315</b>	1,754,050
Library Funds (Combined)	1,026,983	1,043,082	1,086,000	1,083,000	<b>1,111,000</b>	1,113,000
Motor Fuel Tax Fund	289,591	213,390	384,600	236,700	<b>256,400</b>	318,500
Municipal Utility Fund	457,644	559,342	3,611,850	551,650	<b>6,213,300</b>	1,485,300
Parking System Fund	6,303	53,720	49,000	35,600	<b>40,000</b>	40,000
	<u>3,345,257</u>	<u>3,206,963</u>	<u>6,952,355</u>	<u>3,386,905</u>	<b><u>9,525,015</u></b>	<u>4,710,850</u>
<b>REPAIRS &amp; MAINTENANCE</b>						
General Fund	1,085,013	1,024,742	1,223,250	1,219,050	<b>1,188,700</b>	1,111,350
Library Funds (Combined)	194,449	231,078	215,000	215,000	<b>223,000</b>	223,000
Municipal Utility Fund	335,071	572,467	1,662,200	832,340	<b>2,990,500</b>	680,000
Parking System Fund	103,287	480,410	359,000	382,500	<b>212,000</b>	400,500
Glos Mausoleum Fund	-	-	1,000	-	<b>1,000</b>	1,000
	<u>1,717,820</u>	<u>2,308,697</u>	<u>3,460,450</u>	<u>2,648,890</u>	<b><u>4,615,200</u></b>	<u>2,415,850</u>
<b>OTHER EXPENSES</b>						
General Fund	1,852,393	2,237,960	1,943,535	1,807,660	<b>1,893,300</b>	1,904,105
Library Funds (Combined)	69,590	76,000	80,100	97,600	<b>100,100</b>	100,100
Municipal Utility Fund	2,660,037	2,744,538	3,596,950	3,593,000	<b>4,028,850</b>	4,129,950
Parking System Fund	383,083	683,888	603,000	706,500	<b>683,800</b>	709,800
Redevelopment Projects Fund	380,685	502,366	2,105,000	2,065,000	<b>2,005,000</b>	2,110,000
Rt. 83 Commercial Dev. Fund	-	16,500	-	-	-	-
Fire Pension Fund	2,234,320	2,445,083	2,783,000	2,730,710	<b>2,927,000</b>	3,134,000
Police Pension Fund	3,981,993	4,399,546	4,807,000	4,790,250	<b>5,046,410</b>	5,317,050
	<u>11,562,101</u>	<u>13,105,881</u>	<u>15,918,585</u>	<u>15,790,720</u>	<b><u>16,684,460</u></b>	<u>17,405,005</u>

**CITY OF ELMHURST, ILLINOIS**  
**EXPENDITURES SUMMARY BY TYPE BY FUND**  
**2017 PROPOSED BUDGET**

	2014	2015	2016		2017	2018
	Actual	Actual	Budget	Estimated	Proposed	Proposed
<b>INSURANCE</b>						
General Fund	172,925	203,019	216,410	210,670	<b>217,640</b>	224,870
Library Funds (Combined)	31,529	34,414	36,000	36,000	<b>38,000</b>	38,000
Municipal Utility Fund	67,928	57,940	58,330	60,910	<b>63,120</b>	65,410
	<u>272,382</u>	<u>295,373</u>	<u>310,740</u>	<u>307,580</u>	<b>318,760</b>	<u>328,280</u>
<b>CAPITAL</b>						
General Fund	4,072,476	6,456,031	12,387,100	10,478,350	<b>9,084,500</b>	10,525,450
Library Funds (Combined)	707,496	1,300,584	375,000	375,000	<b>1,075,000</b>	75,000
Municipal Utility Fund	-	-	13,441,350	15,730,485	<b>19,981,500</b>	9,863,750
Parking System Fund	-	-	620,000	1,620,000	-	60,000
Stormwater Fund	119,792	1,648,703	20,970,000	20,970,000	<b>9,300,000</b>	5,350,000
Redevelopment Projects Fund	324,065	922,181	625,000	425,000	<b>1,475,000</b>	247,500
Industrial Dev. Project Fund	-	-	3,150,000	-	-	-
Rt. 83 Commercial Dev. Fund	1,600,000	-	-	-	<b>1,225,000</b>	525,000
North York Redevelopment Fund	720,162	2,230,688	1,000,000	1,500,000	<b>100,000</b>	300,000
Church Rd/Lake St Redevelopment Fund	-	-	-	-	<b>6,000,000</b>	-
	<u>7,543,991</u>	<u>12,558,187</u>	<u>52,568,450</u>	<u>51,098,835</u>	<b>48,241,000</b>	<u>26,946,700</u>
<b>DEBT SERVICE</b>						
Library Funds (Combined)	9,042,230	1,555,544	1,544,715	1,544,735	<b>1,600,875</b>	1,600,835
Municipal Utility Fund	549,620	386,775	989,300	972,890	<b>1,636,990</b>	1,907,105
Parking System Fund	288,970	533,991	1,057,930	1,057,930	<b>1,357,110</b>	1,361,025
Stormwater Fund	-	62,772	200,000	467,500	-	-
North York Redevelopment Fund	27,774	29,453	45,000	32,000	<b>50,000</b>	50,000
Church Rd/Lake St Redevelopment Fund	-	-	-	-	-	90,000
Corp. Purpose-Series 2014A Fund	15,352	-	-	-	-	-
B & I Debt Service G.O. Bond Fund	8,885,213	2,436,119	2,685,062	2,685,065	<b>3,623,130</b>	3,159,120
B & I-2006 Revenue Bond Fund	1,844,810	1,843,905	1,838,700	1,838,700	<b>1,838,100</b>	1,836,900
	<u>20,653,969</u>	<u>6,848,559</u>	<u>8,360,707</u>	<u>8,598,820</u>	<b>10,106,205</b>	<u>10,004,985</u>

**CITY OF ELMHURST, ILLINOIS**  
**EXPENDITURES SUMMARY BY TYPE BY FUND**  
**2017 PROPOSED BUDGET**

	2014	2015	2016		2017	2018
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Proposed</u>
<b>INTERDEPARTMENTAL</b>						
General Fund	2,531,016	2,693,206	3,685,545	3,227,760	<b>2,948,610</b>	2,972,700
Municipal Utility Fund	550,004	619,357	870,120	782,640	<b>662,250</b>	686,680
Parking System Fund	71,106	92,817	137,570	130,480	<b>93,930</b>	103,840
	<u>3,152,126</u>	<u>3,405,380</u>	<u>4,693,235</u>	<u>4,140,880</u>	<b><u>3,704,790</u></b>	<u>3,763,220</u>
<b>TRANSFERS TO OTHER FUNDS</b>						
General Fund	624,035	389,795	2,385,975	2,003,900	<b>874,900</b>	500,000
Capital Improvement Fund	4,435,583	6,371,284	10,865,507	8,977,180	<b>8,122,270</b>	9,338,000
Library Funds (Combined)	1,713,446	1,573,004	3,186,917	3,184,830	<b>1,603,875</b>	1,603,835
Corp. Purpose-Series 2014A Fund	1,433,176	-	-	-	-	-
Stormwater Fund	-	-	179,000	179,000	<b>1,203,750</b>	1,377,075
Redevelopment Projects Fund	472,386	498,455	478,075	478,075	<b>481,995</b>	485,525
Industrial Dev. Project Fund	-	-	-	3,125,000	<b>458,541</b>	-
Rt. 83 Commercial Dev. Fund	82,275	81,442	73,520	73,520	<b>71,365</b>	-
Working Cash Fund	-	-	-	6,746	<b>4,000</b>	4,000
	<u>8,760,901</u>	<u>8,913,980</u>	<u>17,168,994</u>	<u>18,028,251</u>	<b><u>12,820,696</u></b>	<u>13,308,435</u>
Total Expenditures	<u><u>113,314,038</u></u>	<u><u>111,505,539</u></u>	<u><u>175,858,113</u></u>	<u><u>167,726,792</u></u>	<b><u><u>174,404,585</u></u></b>	<u><u>148,113,381</u></u>

**Fund Balance and Net Asset Summary**  
**Fiscal Year 2017 Budget**

<b>Funds</b>	<b>Fiscal Year 2016 Estimates</b>					
	Beginning Fund Balance/ Net Assets	Total Revenues	Total Expenses	Ending Fund Balance/ Net Assets	Change in Fund Balance/ Net Assets	% Change
<b><u>Governmental</u></b>						
General	23,059,336	59,366,226	62,338,487	20,087,075	(2,972,261)	-12.9% (a)
Capital Improvement	8,634,147	5,928,800	8,977,180	5,585,767	(3,048,380)	-35.3% (b)
<b><u>Special Revenue</u></b>						
Library Operating	2,366,057	9,420,445	8,023,275	3,763,227	1,397,170	59.1% (c)
Library Gavin Fund	63,171	180	63,351	-	(63,171)	-100.0% (d)
Library Cap. Repl.	1,248,227	5,150	-	1,253,377	5,150	0.4%
Library Working Cash	1,569,544	4,200	1,573,744	-	(1,569,544)	-100.0% (d)
Library Emp. Appr.	26,990	100	3,000	24,090	(2,900)	-10.7%
Library G.O. Bond/Int.	1,384,491	1,544,735	1,544,735	1,384,491	-	0.0%
Motor Fuel Tax	647,719	1,083,600	1,219,180	512,139	(135,580)	-20.9% (e)
<b><u>Capital Projects</u></b>						
Stormwater Fund	2,940,813	28,809,750	21,616,500	10,134,063	7,193,250	244.6% (f)
Redevelopment Proj.	4,748,244	2,112,700	3,039,075	3,821,869	(926,375)	-19.5% (g)
Industrial Dev.	2,518,741	630,700	3,131,000	18,441	(2,500,300)	-99.3% (h)
Rt. 83 Comm. Dev.	425,865	487,000	78,520	834,345	408,480	95.9% (i)
North York Dev.	(664,593)	2,293,200	1,682,500	(53,893)	610,700	-91.9% (j)
Church Rd/Lake St Dev.	-	3,125,000	50,000	3,075,000	3,075,000	-
<b><u>Bond and Interest</u></b>						
Debt Serv. G.O. Bonds	1,827,990	1,805,155	2,685,065	948,080	(879,910)	-
2006 Rev. Refunding	9,179,543	536,645	1,840,900	7,875,288	(1,304,255)	-14.2%
<b><u>Enterprise Funds</u></b>						
Municipal Utility	51,945,395	39,405,240	37,788,774	53,561,861	1,616,466	3.1%
Parking System	11,033,768	3,457,615	4,773,800	9,717,583	(1,316,185)	-11.9%
<b><u>Trust and Agency</u></b>						
Glos Mausoleum	34,771	160	-	34,931	160	0.5%
Fire Pension	36,611,859	4,045,800	2,771,710	37,885,949	1,274,090	3.5%
Police Pension	55,217,236	6,321,500	4,851,750	56,686,986	1,469,750	2.7%
Working Cash	999,746	7,000	6,746	1,000,000	254	0.0%
<b>Total</b>	<b>215,819,060</b>	<b>170,390,901</b>	<b>168,059,292</b>	<b>218,150,669</b>	<b>2,331,609</b>	<b>1.1%</b>

**Notes/Explanation for changes in fund balance:**

- (a) Decrease due to abated property taxes for debt service, reduction in tax levy, general increases to operating expenditures, and a \$2,000,000 transfer to Stormwater for property acquisitions.
- (b) Decrease due to transfer of funds for roadway improvements, IT projects, and stormwater projects.
- (c) Increase due to transfers closing Library Gavin and Library Working cash funds to Library Operating.
- (d) Decrease reflects closing of fund with remaining balance being transferred to Library Operating.
- (e) Decrease due to reduced state shared motor fuel tax revenue, resulting from a lack of capital bill grant funds.
- (f) Increase due to receipt of G.O Bond issue and timing of capital outlay for stormwater improvements funded by the G.O. Bond.
- (g) Decrease in fund balance anticipates surplus distribution based on 2004 Intergovernmental Agreement.
- (h) Decrease reflects transfer of funds to Church Rd/Lake St Development Fund.
- (i) Change in fund balance due to timing of expenditures.
- (j) Increase in fund balance reflects capital improvements funded by letter of credit proceeds.
- (k) TIF established in 2016. Increase reflects transfer of funds from Industrial Development Fund.

**Fund Balance and Net Asset Summary**  
**Fiscal Year 2017 Budget**

<b>Funds</b>	<b>Fiscal Year 2017 Projections</b>					
	Beginning Fund Balance/ Net Assets	Total Revenues	Total Expenses	Ending Fund Balance/ Net Assets	Change in Fund Balance/ Net Assets	% Change
<b><u>Governmental</u></b>						
General	20,087,075	58,819,060	62,424,894	16,481,241	(3,605,834)	-18.0% (a)
Capital Improvement	5,585,767	6,792,600	8,122,270	4,256,097	(1,329,670)	-23.8% (b)
<b><u>Special Revenue</u></b>						
Library Operating	3,763,227	7,915,020	8,909,175	2,769,072	(994,155)	-26.4% (c)
Library Gavin Fund	-	-	-	-	-	0.0%
Library Cap. Repl.	1,253,377	5,300	-	1,258,677	5,300	0.4%
Library Working Cash	-	-	-	-	-	0.0%
Library Emp. Appr.	24,090	100	3,000	21,190	(2,900)	-12.0%
Library G.O. Bond/Int.	1,384,491	1,600,875	1,600,875	1,384,491	-	0.0%
Motor Fuel Tax	512,139	1,091,700	1,255,650	348,189	(163,950)	-32.0% (d)
<b><u>Capital Projects</u></b>						
Stormwater Fund	10,134,063	2,323,000	10,503,750	1,953,313	(8,180,750)	-80.7% (e)
Redevelopment Proj.	3,821,869	2,156,400	4,012,995	1,965,274	(1,856,595)	-48.6% (f)
Industrial Dev.	18,441	445,100	463,541	-	(18,441)	-100.0% (g)
Rt. 83 Comm. Dev.	834,345	501,500	1,301,365	34,480	(799,865)	-95.9% (h)
North York Dev.	(53,893)	320,000	375,500	(109,393)	(55,500)	103.0% (i)
Church Rd/Lake St Dev.	3,075,000	2,973,541	6,100,000	(51,459)	(3,126,459)	-101.7% (j)
<b><u>Bond and Interest</u></b>						
Debt Serv. G.O. Bonds	948,080	2,675,050	3,623,130	-	(948,080)	0.0%
2006 Rev. Refunding	7,875,288	450,365	1,840,300	6,485,353	(1,389,935)	-17.6%
<b><u>Enterprise Funds</u></b>						
Municipal Utility	53,561,861	46,035,600	52,841,940	46,755,521	(6,806,340)	-12.7%
Parking System	9,717,583	2,113,880	3,645,605	8,185,858	(1,531,725)	-15.8%
<b><u>Trust and Agency</u></b>						
Glos Mausoleum	34,931	150	1,000	34,081	(850)	-2.4%
Fire Pension	37,885,949	4,743,400	2,970,000	39,659,349	1,773,400	4.7%
Police Pension	56,686,986	7,465,300	5,108,410	59,043,876	2,356,890	4.2%
Working Cash	1,000,000	4,000	4,000	1,000,000	-	0.0%
<b>Total</b>	<b>218,150,669</b>	<b>148,431,941</b>	<b>175,107,400</b>	<b>191,475,210</b>	<b>(26,675,459)</b>	<b>-12.2%</b>

**Notes/Explanation for changes in fund balance:**

- (a) Decrease due to abated property taxes for debt service, general increases to operating expenditures, and a \$500,000 transfer to Stormwater for property acquisitions.
- (b) Decrease due to transfer of funds for roadway improvements and stormwater projects.
- (c) Decrease due to planned capital outlay expenditures.
- (d) Decrease due to reduced state shared motor fuel tax revenue, resulting from a lack of capital bill grant funds.
- (e) Anticipates capital outlay for stormwater improvements funded by the 2016 G.O. Bond issue.
- (f) Decrease in fund balance anticipates surplus distribution based on 2004 Intergovernmental Agreement.
- (g) TIF terminates - decrease reflects closing of fund via transfer of funds to Church Rd/Lake St Development Fund.
- (h) Change in fund balance due to timing of expenditures.
- (i) Change in fund balance due to timing of expenditures.
- (j) Change in fund balance due to timing of expenditures.

**Fund Balance and Net Asset Summary  
Fiscal Year 2017 Budget**

Funds	Fiscal Year 2018 Projections					
	Beginning Fund Balance/ Net Assets	Total Revenues	Total Expenses	Ending Fund Balance/ Net Assets	Change in Fund Balance/ Net Assets	% Change
<b>Governmental</b>						
General	16,481,241	61,590,340	64,655,901	13,415,680	(3,065,561)	-18.6% (a)
Capital Improvement	4,256,097	6,172,900	9,338,000	1,090,997	(3,165,100)	-74.4% (b)
<b>Special Revenue</b>						
Library Operating	2,769,072	7,959,700	7,993,035	2,735,737	(33,335)	-1.2%
Library Gavin Fund	-	-	-	-	-	0.0%
Library Cap. Repl.	1,258,677	5,500	-	1,264,177	5,500	0.4%
Library Working Cash	-	-	-	-	-	0.0%
Library Emp. Appr.	21,190	100	3,000	18,290	(2,900)	-13.7%
Library G.O. Bond/Int.	1,384,491	1,600,835	1,600,835	1,384,491	-	0.0%
Motor Fuel Tax	348,189	1,103,800	1,352,060	99,929	(248,260)	-71.3% (c)
<b>Capital Projects</b>						
Stormwater Fund	1,953,313	8,126,000	6,727,075	3,352,238	1,398,925	71.6% (d)
Redevelopment Proj.	1,965,274	2,384,800	2,894,025	1,456,049	(509,225)	-25.9% (e)
Industrial Dev.	-	-	-	-	-	0.0%
Rt. 83 Comm. Dev.	34,480	516,200	530,000	20,680	(13,800)	-40.0% (f)
North York Dev.	(109,393)	620,000	500,500	10,107	119,500	-109.2% (g)
Church Rd/Lake St Dev.	(51,459)	175,000	190,000	(66,459)	(15,000)	29.1%
<b>Bond and Interest</b>						
Debt Serv. G.O. Bonds	-	3,159,120	3,159,120	-	-	0.0%
2006 Rev. Refunding	6,485,353	358,685	1,839,100	5,004,938	(1,480,415)	-22.8%
<b>Enterprise Funds</b>						
Municipal Utility	46,755,521	38,018,275	35,517,835	49,255,961	2,500,440	5.3%
Parking System	8,185,858	2,176,040	3,975,095	6,386,803	(1,799,055)	-22.0%
<b>Trust and Agency</b>						
Glos Mausoleum	34,081	150	1,000	33,231	(850)	-2.5%
Fire Pension	39,659,349	4,916,840	3,179,000	41,397,189	1,737,840	4.4%
Police Pension	59,043,876	7,645,100	5,380,050	61,308,926	2,265,050	3.8%
Working Cash	1,000,000	4,000	4,000	1,000,000	-	0.0%
<b>Total</b>	<b>191,475,210</b>	<b>146,533,385</b>	<b>148,839,631</b>	<b>189,168,964</b>	<b>(2,306,246)</b>	<b>-1.2%</b>

Notes/Explanation for changes in fund balance:

- (a) Decrease due to changes in previous tax levies, general increases to operating expenditures, and a \$500,000 transfer to Stormwater for property acquisitions.
- (b) Decrease due to transfer of funds for roadway improvements and stormwater projects.
- (c) Decrease due to reduced state shared motor fuel tax revenue, resulting from a lack of capital bill grant funds.
- (d) Anticipates capital outlay for stormwater improvements funded by a G.O. Bond issue.
- (e) Decrease in fund balance anticipates surplus distribution based on 2004 Intergovernmental Agreement.
- (f) Change in fund balance due to timing of expenditures.
- (g) Change in fund balance due to timing of expenditures and increase in property tax increment due to development.

# CITY OF ELMHURST Equalized Assessed Valuation 2017 Proposed Budget

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Tax Levy/Assessed Values

EAV increased 1.6% for the five year period 2011 - 2016 (est.).  
 EAV increased 6.0% for the five year period 2006 - 2011.  
 EAV increased 65.3% for the five year period 2001 - 2006.

CITY OF ELMHURST  
PROPERTY TAX RATES, EXTENSIONS AND ABATEMENTS

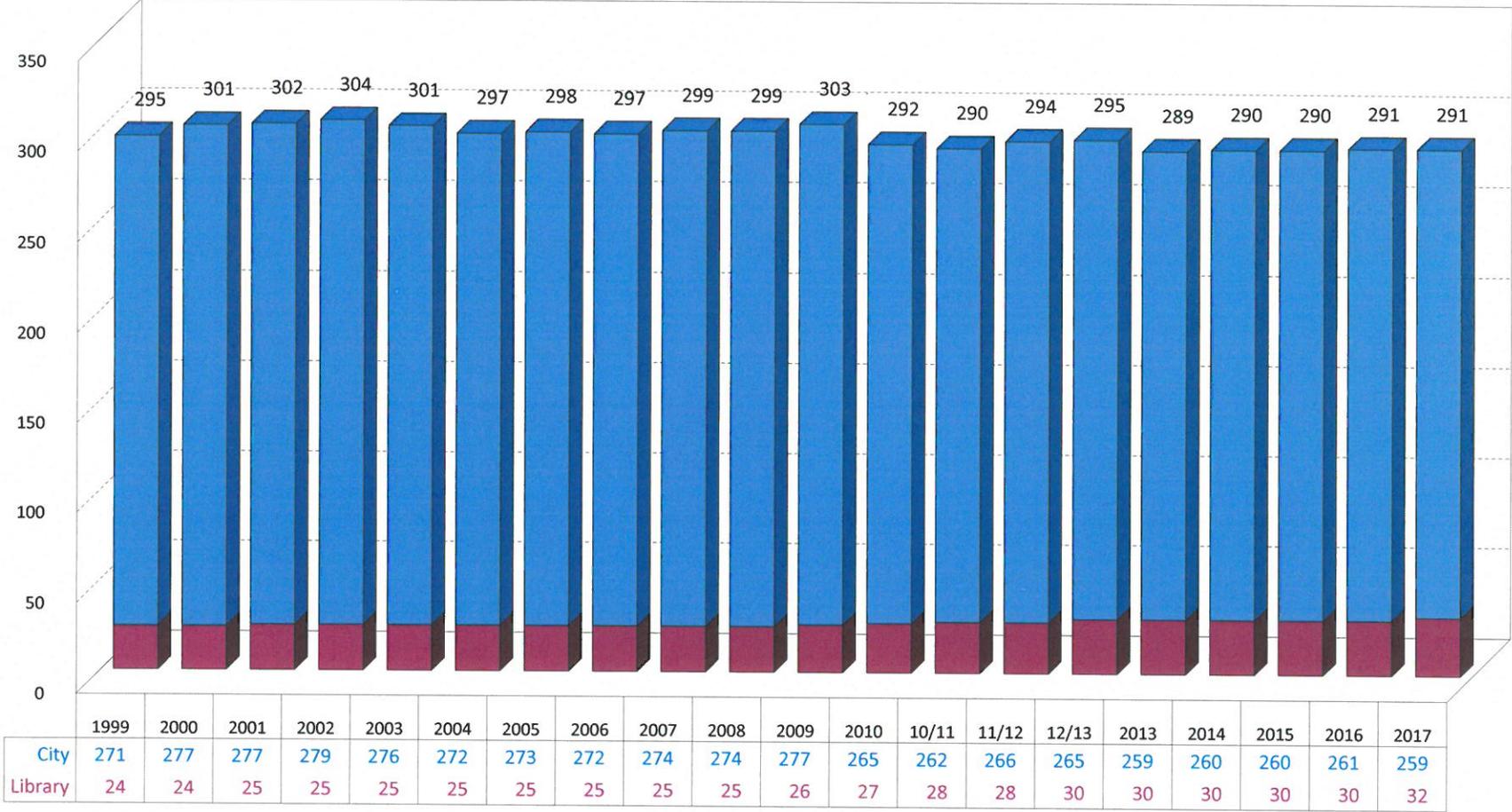
	2012 Actual Levy		2013 Actual Levy		2014 Actual Levy		2015 Actual Levy		2016 Estimated Levy	
	Rate	Amount	Rate	Amount	Rate	Amount	Rate	Amount	Rate	Amount
General Fund:										
Fire Protection	\$0.2205	\$4,253,455	0.2414	\$4,910,337.79	\$0.2229	\$4,534,027.73	\$0.1633	\$3,321,699.09	<b>\$0.1462</b>	<b>\$3,199,339</b>
Corporate										
IMRF	0.0357	\$688,655	0.0346	\$703,801.52	0.0424	\$862,461.98	0.0379	\$770,927.10	<b>0.0374</b>	<b>\$817,600</b>
Social Security	0.0284	\$547,837	0.0261	\$530,902.30	0.0322	\$654,982.92	0.0299	\$608,198.43	<b>0.0288</b>	<b>\$631,360</b>
Ambulance	0.0068	\$131,172	0.0049	\$99,671.31	0.0071	\$144,421.70	0.0070	\$142,387.59	<b>0.0065</b>	<b>\$142,700</b>
Fire Pension	0.0661	\$1,275,072	0.0901	\$1,832,731.71	0.0922	\$1,875,447.99	0.0889	\$1,808,322.41	<b>0.0922</b>	<b>\$2,018,800</b>
Police Pension	0.1009	\$1,946,365	0.1289	\$2,621,965.79	0.1292	\$2,628,068.11	0.1423	\$2,894,536.32	<b>0.1490</b>	<b>\$3,260,700</b>
Subtotal	0.4584	8,842,556	0.5260	\$10,699,410.43	0.5260	\$10,699,410.43	0.4693	\$9,546,070.94	<b>0.4601</b>	<b>10,070,499</b>
Library	0.3684	\$7,106,452	0.3956	\$8,046,933.02	0.3976	\$8,087,615.19	0.3600	\$7,322,790.41	<b>0.3395</b>	<b>\$7,430,000</b>
Debt Service	0.1203	\$2,320,592	0.1129	\$2,296,508.44	0.0851	\$1,731,026.29	0.0466	\$947,894.54	<b>0.0000</b>	<b>\$0</b>
Total	<u>\$0.9471</u>	<u>\$18,269,600</u>	<u>\$1.0345</u>	<u>\$21,042,852</u>	<u>\$1.0087</u>	<u>\$20,518,052</u>	<u>\$0.8759</u>	<u>\$17,816,756</u>	<u>\$0.7996</u>	<u>\$17,500,499</u>
Assessed Valuation		\$1,929,004,352		\$1,814,770,738		\$1,814,299,323		\$2,034,108,447		\$2,188,700,689
<u>Tax Increment Financing I:</u>										
Assessed Valuation Increment		\$25,654,358		\$23,349,215		\$21,875,978		\$23,327,763		\$23,946,000
TIF Rate Extended		6.8593/8.4822		7.5116/9.2025		7.7063/9.4316		8.7027/7.0776		8.4527/6.6527
Real Estate Tax Increment		\$2,114,478		\$2,090,568		\$2,010,409		\$1,977,527		\$2,024,000
<u>Tax Increment Financing II:</u>										
Assessed Valuation Increment		\$9,682,691		\$8,923,841		\$8,704,631		\$8,750,561		\$6,654,000
TIF Rate Extended		6.9301		7.5880		7.7858		7.1566		6.6927
Real Estate Tax Increment		\$671,020		\$677,141		\$677,725		\$626,243		\$445,000
<u>Tax Increment Financing III:</u>										
Assessed Valuation Increment		\$6,896,450		\$6,361,730		\$6,405,660		\$6,682,490		\$7,376,000
TIF Rate Extended		6.8593		7.5116		7.7063		7.0776		6.6527
Real Estate Tax Increment		\$473,048		\$477,868		\$493,639		\$472,960		\$490,000
<u>Tax Increment Financing IV:</u>										
Assessed Valuation Increment		\$681,110		\$1,241,380		\$3,830,670		\$4,045,340		\$4,780,000
TIF Rate Extended		6.9301/8.4822		7.5880/9.2025		7.7858/9.4316		8.7027/7.1566		8.4527/6.6927
Real Estate Tax Increment		\$47,202		\$94,196		\$298,248		\$291,207		\$320,000
<u>Tax Increment Financing V:</u>										
Assessed Valuation Increment										\$1,720,000
TIF Rate Extended										6.6927
Real Estate Tax Increment										\$115,000
<u>Tax Abatements for Debt Service</u>										
Q Corp Series 03		243,803		-		-		-		-
R Corp Series 04		253,508		-		-		-		-
S Corp Series 05		1,243,797		-		-		-		-
T Corp Series 06		318,082		314,597		-		-		-
U Corp Series 08		94,674		45,046		16,396		-		-
V Corp Series 09		368,578		372,240		373,077		373,140		750,880
W Corp Series 09A		97,506		99,366		97,218		218,371		268,050
X Corp Series 12		210,216		339,367		629,699		635,993		818,275
Y Corp Series 13		-		320,700		1,964,521		2,025,480		1,526,800
Z Corp Series 14A		-		1,485,993		302,439		677,163		187,263
AA Corp Series 14B		-		-		221,836		221,600		906,128
BB Corp Series 15		-		-		-		1,258,700		1,260,800
CC Corp Series 16		-		-		-		-		1,066,800
Total Abatements for Debt Service		2,830,164		2,977,309		3,605,186		5,410,447		6,784,996

# CITY OF ELMHURST

## History of Budgeted Full Time Personnel 2017 Proposed Budget

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Full Time Employees



Fiscal Year

Library City

2017 As Proposed

CITY OF ELMHURST  
PERSONNEL SUMMARY

	Actual 2014	Actual 2015	2016		2017 Proposed	2018 Proposed
			As Budgeted	Actual 10/14/16		
<u>CORPORATE</u>						
Administration	4.00	5.00	5.00	4.00	4.00	4.00
Finance	11.00	9.00	8.00	9.00	8.00	8.00
Human Resources	3.00	3.00	3.00	3.00	3.00	3.00
Information Technology	6.00	6.00	6.00	6.00	6.00	6.00
Planning & Zoning	1.00	2.00	3.00	3.00	3.00	3.00
Building	9.00	8.00	8.00	8.00	8.00	8.00
Museum	3.00	3.00	3.00	3.00	3.00	3.00
	<u>37.00</u>	<u>36.00</u>	<u>36.00</u>	<u>36.00</u>	<u>35.00</u>	<u>35.00</u>
<u>POLICE</u>						
Sworn						
Chief - Deputy Chiefs	3.00	3.00	3.00	3.00	3.00	3.00
Sergeants	10.00	10.00	10.00	10.00	10.00	10.00
Patrolmen	54.00	55.00	55.00	55.00	55.00	55.00
Subtotal	<u>67.00</u>	<u>68.00</u>	<u>68.00</u>	<u>68.00</u>	<u>68.00</u>	<u>68.00</u>
Civilian						
Service Officers	10.00	10.00	10.00	10.00	10.00	10.00
Parking Enforcement	2.00	2.00	2.00	2.00	2.00	2.00
Clerks	7.00	7.00	7.00	7.00	7.00	7.00
	<u>86.00</u>	<u>87.00</u>	<u>87.00</u>	<u>87.00</u>	<u>87.00</u>	<u>87.00</u>
<u>FIRE</u>						
Sworn						
Chief - Deputy Chief	2.00	2.00	2.00	2.00	2.00	2.00
Battalion Chiefs	3.00	3.00	3.00	3.00	3.00	3.00
Lieutenants	6.00	6.00	6.00	6.00	6.00	6.00
Firefighters	33.00	33.00	33.00	30.00	33.00	33.00
Subtotal	<u>44.00</u>	<u>44.00</u>	<u>44.00</u>	<u>41.00</u>	<u>44.00</u>	<u>44.00</u>
Civilian - Clerks						
	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
	<u>45.00</u>	<u>45.00</u>	<u>45.00</u>	<u>42.00</u>	<u>45.00</u>	<u>45.00</u>
<u>PUBLIC WORKS</u>						
Administration & Eng.	11.00	11.00	13.00	13.00	13.00	13.00
Street Maintenance	14.00	14.00	14.00	14.00	14.00	14.00
Forestry	11.00	9.00	9.00	9.00	9.00	9.00
Equipment Maintenance	10.00	10.00	10.00	9.00	9.00	9.00
Electrical	7.00	7.00	7.00	7.00	7.00	7.00
Treatment Plant	16.00	16.00	16.00	16.00	16.00	16.00
Utility Maintenance	18.00	19.00	19.00	19.00	19.00	19.00
Building Maintenance	3.00	5.00	5.00	5.00	5.00	5.00
	<u>90.00</u>	<u>91.00</u>	<u>93.00</u>	<u>92.00</u>	<u>92.00</u>	<u>92.00</u>
TOTAL FULL TIME (Excluding Library)	<u>258.00</u>	<u>259.00</u>	<u>261.00</u>	<u>257.00</u>	<u>259.00</u>	<u>259.00</u>
<u>LIBRARY</u>						
Full time	30.00	30.00	30.00	32.00	32.00	32.00
	<u>288.00</u>	<u>289.00</u>	<u>291.00</u>	<u>289.00</u>	<u>291.00</u>	<u>291.00</u>

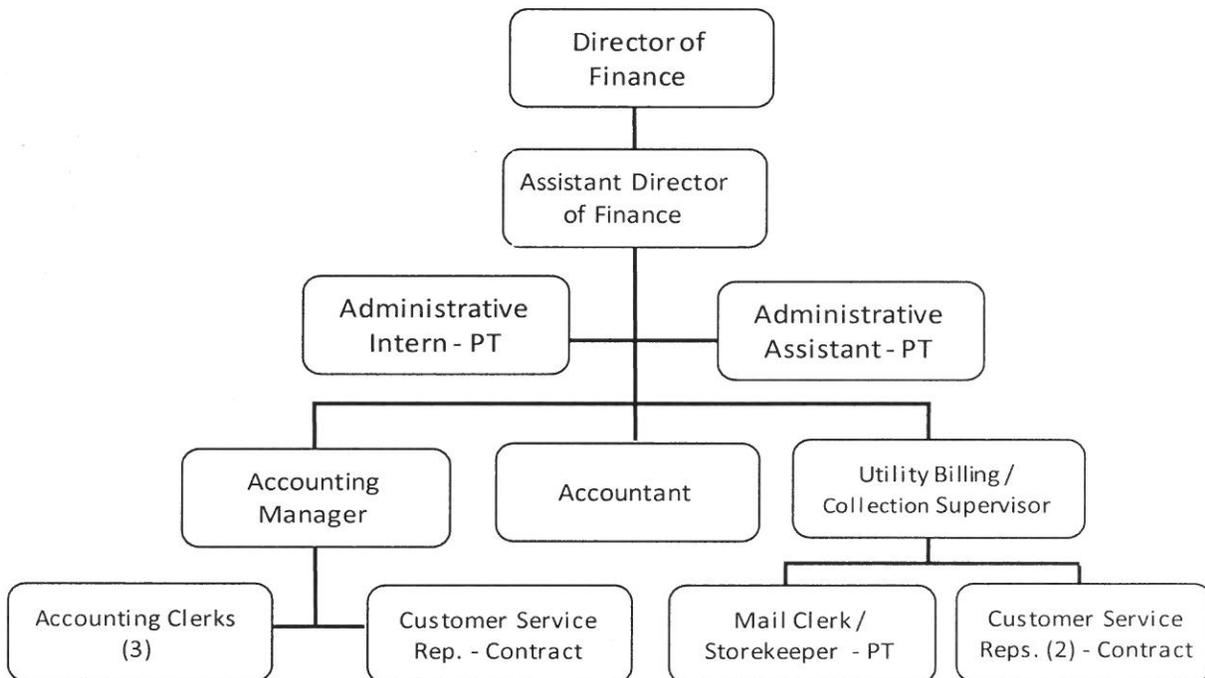
**FY 2017**  
**FINANCE DEPARTMENT**

**Mission**

The primary function of the Finance Department is to provide administrative support services to other city departments in the following areas:

- Accounting – to collect, invest and secure all city funds; to develop and maintain sound financial management information systems, policies and practices; and to safeguard city assets.
- Utility Billing- to provide general management for the utility billing, collections and administrative customer service of the City-owned water and sewer utility.
- Parking System Administration - to provide general management for the collections and administrative customer service of the City-provided public parking system.
- Budget – to coordinate the City-wide budget and prepare all budget documents.

**Organizational Chart**



## **2016 Accomplishments**

- Received the GFOA Distinguished Budget Presentation Award for the tenth consecutive year.
- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting Award for the twenty-seventh consecutive year.
- Implemented GASB Statement No. 67 Financial Reporting for Pension Plans, and GASB No. 68 Accounting and Financial Reporting for Pensions.
- Assisted with review and analysis of the TIF alternatives and the establishment of TIF V.
- Completed implementation of an automated time-entry (payroll) system at City Hall and Library facilities.
- Reviewed outsourcing of utility billing print and mailing process and of email billing of utility bills.
- Issued General Obligation Bond Series 2016 to provide new money for various stormwater management capital infrastructure projects.
- Continued implementation of a new Customer Only Parking Program.
- Continued coordination of the electric aggregation program.
- Assisted with the 2016 Community Grant Program.
- Reviewed credit card transaction process and fees.
- Began a long-term tax and revenue diversification analysis pursuant to the City of Elmhurst Strategic Plan.
- Began a financial trend analysis and contingency plan pursuant to the City of Elmhurst Strategic Plan.
- Reviewed actuarial services and contracted with a new firm.
- Assisted Water Utilities in planning for City-wide water meter change out.
- Completed Business Plan Reviews for Utility Billing, Payroll, Purchasing and General Ledger.
- Upgraded and added copiers throughout the City with a decrease in the 5-year maintenance agreement.

## **2017 Expectations**

- Receive the GFOA Certificate of Achievement for Excellence in Financial Reporting Award for the twenty-eight consecutive year.
- Receive the GFOA Distinguished Budget Presentation Award for the eleventh consecutive year.
- Continue a long-term tax and revenue diversification analysis pursuant to the City of Elmhurst Strategic Plan.
- Continue a financial trend analysis and contingency plan pursuant to the City of Elmhurst Strategic Plan.
- Continue coordination of the current electric aggregation program and establishment of a new program as appropriate.
- Assist with the 2017 Community Grant Program.
- Implement online purchase of parking permits.
- Assist with implementation of the water meter replacement program.
- Review credit card services.
- Review banking services.

- Continue review of document handling procedures in conjunction with the City's new Document Management System.
- Review Local Debt Recovery Program with State of Illinois Comptroller's Office.
- Continue review of financial policies.
- Complete review and implementation, if warranted, of lock box services.
- Complete implementation of an automated time-entry (payroll) system at Public Works facilities, and begin implementation of the system in the Police and Fire departments.
- Identify and implement improvements based on the Sunguard Business Process Review.
- Continue to review and monitor the General Fund financial position including expenditure reduction and revenue enhancement options.
- Review vehicle sticker processing procedures and options for outsourcing.
- Supplement business plan review recommendations as appropriate.

<b>Accounting Division (#110-2006)</b>					
<b>Summary of Expenditures</b>					
Description	2015	2016		2017	2018
	Actual	Budget	Estimated	Proposed	Proposed
Salaries & Wages	457,662	475,800	536,900	<b>449,800</b>	468,400
Employee Benefits	234,863	241,165	251,160	<b>212,730</b>	222,800
Contractual Services	182,314	189,770	180,920	<b>149,120</b>	159,570
Commodities	30,418	33,075	36,375	<b>32,450</b>	32,000
Repairs & Maintenance	0	500	500	<b>500</b>	500
Other Expenses	6,175	14,825	9,535	<b>15,645</b>	15,670
Interdepartmental	<u>106,295</u>	<u>162,920</u>	<u>159,290</u>	<b><u>103,590</u></b>	<u>119,620</u>
<b>Total Expenditures</b>	<b>1,017,727</b>	<b>1,118,055</b>	<b>1,174,680</b>	<b>963,835</b>	<b>1,018,560</b>

**Explanation of Expenditures**

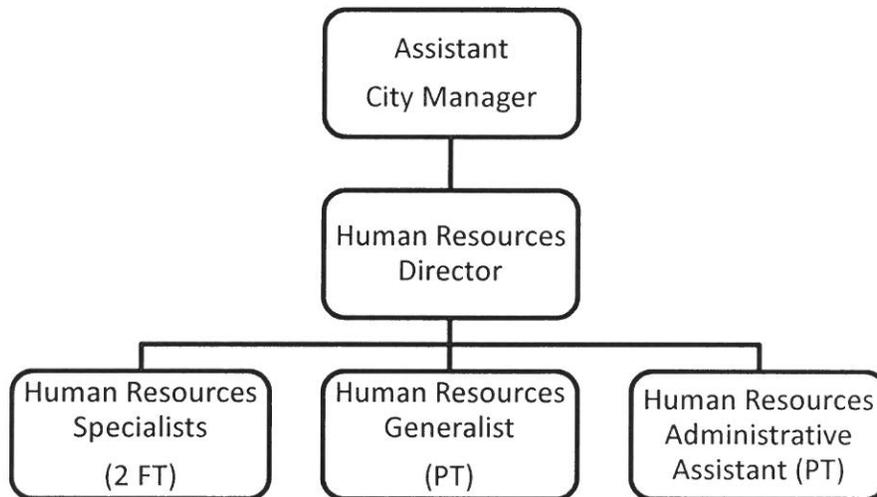
The 2017 proposed budget reflects an 18% decrease from estimated 2016 expenditures. The decrease in Salaries and Wages in the 2017 proposed budget is due to two retirements in 2016 and the final salary payouts associated with the retirements. The decrease in Contractual Services from estimated 2016 to proposed 2017 reflects additional contracting staffing expenses in 2016 due to the staffing changes. The decrease in Interdepartmental Charges in the 2017 proposed budget is due to the timing of major capital projects in the IT department (see CEB page 112). The increase in 2017 proposed Other Expenses over estimated 2016 includes additional training for new staff.

FY 2017  
HUMAN RESOURCES DEPARTMENT

**Mission**

The Human Resources Department supports the organization's mission and ongoing strategic planning by managing employee and labor relations, recruitment & staffing planning including succession planning, benefits, performance management, compensation, employee communication programs, wellness initiatives, safety and security, training and development, employee engagement initiatives, retention programs, and work/life programs. The City's loss control - risk management program is administered by Human Resources, and includes general liability, workers' compensation, and employment and property loss control. The department ensures the review and compliance of contractual, state and federal employment statutes. Human Resources also provide staff liaison support to the Board of Fire and Police Commissioners; administering the police and fire recruitment and promotional process.

**Organizational Chart**



## **2016 Accomplishments:**

### **Strategic, Operational, and Resource Planning**

- Continued identification of business strategies having human capital implications.
- Continued process improvement and project management initiatives.
- Continued implementation Document/Records Management System (Laser Fiche).

### **Recruitment**

- Conducted Police Sergeant promotional process.
- Conducted Fire Lieutenant and Battalion Chief promotional process.
- Provided Board of Fire and Police Commissioner Staff liaison support and administration.
- Administered fire and police candidate hiring.
- Recruited Police Crossing Guards and Part Time Police Officers.
- Recruited summer seasonal Public Works staff.
- Recruited for open positions with a mix of contract staffing, part time and full time employees.

### **Safety**

- Managed workers' compensation, auto and general liability claims.
- Coordinated and managed the City's third party administrators.
- Provided staff support to department safety committees.

### **Employee & Labor Relations**

- Continued administration of police, fire, and public works labor contracts.
- Provided research and analysis for the Public Works negotiations.
- Administered the employee service award program recognizing employees for milestone years of service.
- Updated and refreshed employee intranet site.

### **Compensation and Benefits**

- Managed the compensation program.
- Continued benefits administration and ongoing employee services.
- Managed the Wellness Committee to provide programs that impact the employees' wellbeing and employer benefit costs.
- Conducted monthly Insurance Committee meetings.

### **Compliance**

- Complied with Affordable Care Act mandates and prepared for future deadlines.
- Monitored legislative changes and made any necessary changes to maintain compliance.

### **Training and Development**

- Provided training and development resources and programs.
- Administered the tuition reimbursement program promoting continuing education.

## **2017 Expectations:**

### **Strategic, Operational, and Resource Planning**

- Continue identification of business strategies having human capital implications, including workforce planning, succession planning, and alternative resource options.
- Continue business process review program reviewing the enterprise software applications.
- Implement process improvement and project management initiatives.
- Continue implementation records/document management (Laser Fiche) project.

### **Recruitment**

- Provide organization wide talent development programs.
- Provide supervisor/management/leadership development.
- Continue maximizing the organizations' ability to acquire and cultivate a high performing workforce through strong interdepartmental partnerships.
- Recruit talent.
- Continue staff liaison roll for Board of Fire and Police Commission, facilitating hiring and promoting of public safety officers.

### **Safety**

- Manage workers' compensation, auto, and general liability claims.
- Provide work place safety training.
- Conduct risk assessments.
- Review departmental Safety Committees' processes.

### **Employee & Labor Relations**

- Conduct labor management meetings quarterly.
- Review and update policies and procedures.
- Administer police, fire, and public works labor contracts.
- Administer the employee service award program recognizing employees for milestone years of service.

### **Compensation and Benefits**

- Provide benefits administration and ongoing employee services.
- Look for opportunities to automate services.
- Manage Wellness Committee and providing programs impacting benefit costs.
- Conduct and manage monthly Insurance Committee meetings.
- Conduct and manage monthly Wellness Committee meetings and programs.
- Conduct performance management study and implement new program.
- Perform position audits and update position documentation.

### **Compliance**

- Monitor legislative changes and implement compliance procedures and documentation.

### **Training and Development**

- Provide annual prevention training programs.
- Provide developmental programs.
- Promote and administer tuition reimbursement program.
- Develop monthly safety training topics.

**Human Resources Department (#110-2007)  
Summary of Expenditures**

Description	2015	2016		2017	2018
	Actual	Budget	Estimated	Proposed	Proposed
Salaries & Wages	220,273	228,200	217,800	<b>234,700</b>	244,200
Employee Benefits	127,553	138,940	132,560	<b>111,660</b>	115,450
Contractual Services	65,855	167,910	171,190	<b>128,040</b>	94,130
Commodities	1,714	2,000	3,000	<b>2,000</b>	2,000
Other Expenses	49,271	51,750	69,100	<b>57,700</b>	57,700
Interdepartmental Charges	45,555	69,820	68,270	<b>44,400</b>	51,270
<b>Total Expenditures</b>	<b>510,221</b>	<b>658,620</b>	<b>661,920</b>	<b>578,500</b>	<b>564,750</b>

**Explanation of Expenditures**

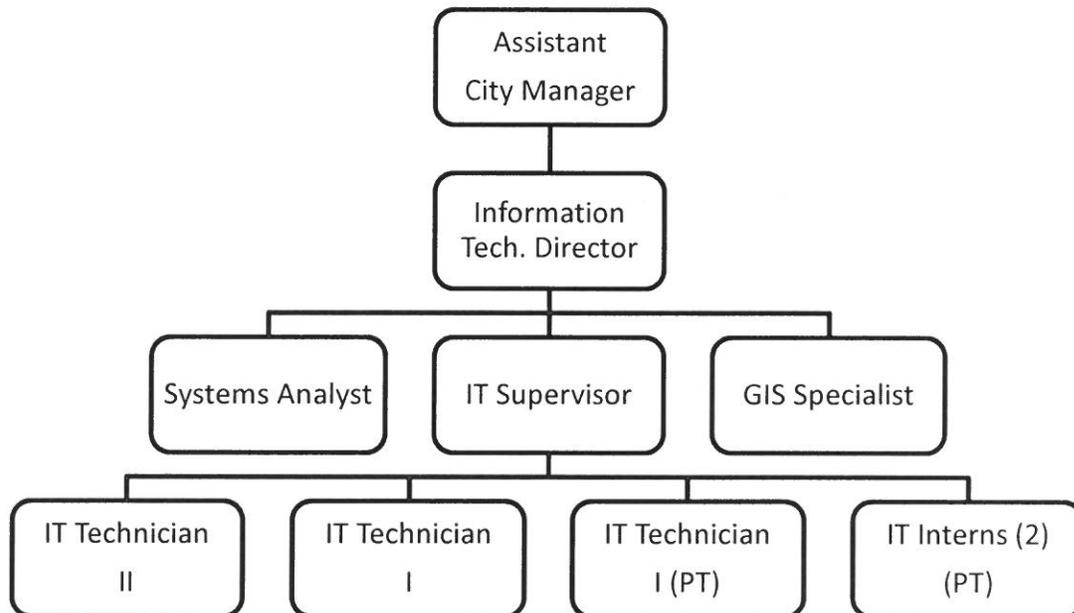
The 2017 proposed budget for Employee Benefits reflects a decrease in health insurance due to changes in staff enrollment. The 2017 proposed Contractual Services decrease reflects the completion of the development and implementation of a performance management system and the completion of the Fire Lieutenant and Battalion Chief promotional process assessment. The decrease in Interdepartmental Charges in the 2017 proposed budget is due to the timing of major capital projects in the IT department (see CEB page 112).

FY 2017  
INFORMATION TECHNOLOGY DEPARTMENT

Mission

The Information Technology (IT) Department manages the City's computer, data and voice technology systems and provides maintenance/repair services to all City departments and employees. The IT Department secures and retains all City data and provides for disaster recovery and data restoration. The IT Department also provides information and services to the citizens of Elmhurst through the City's website. The IT Department supports eight City facilities directly and other facilities, such as the Elmhurst Park District and School District indirectly. Some of the data services provided are Email, Internet, H.T.E. Financial Applications, GIS, Firehouse, NetRMS and various PC applications. The IT Department also maintains the internal telecommunication systems that include Centrex analog/digital telephones, E911 database, voicemail, Verizon cell phones, CCTV, key fob door access systems, T1/Framerelay digital data circuits and iPhone and Android smart phones.

Organizational Chart



## **2016 Accomplishments**

- Implemented a new IP Phone System City wide.
- Migrated from Centrex to IP Flex with AT&T.
- Upgraded IBM i7 ERP Server to IBM i8 Server.
- Upgraded Click2Gov, Navaline Edge and DMS Servers for Sungard ERP.
- Implemented a City wide Document Management System (DMS) solution.
- Migrated and consolidated servers from Fire Station 1 to Fire Station 2.
- Upgraded Firehouse RMS server.
- Project planned and installed new CCTV security system for Addison Deck.
- Migrated Civicplus Webserver to the Cloud with a new website re-design.
- Installed Redundant Data Center at Public Works.
- Upgraded AV systems at City Hall, Police Department and Fire Training Tower.
- Implemented ALPR system for Police Department.
- Installed and configured Executime Time and Attendance Server.
- Replaced and migrated 131 Verizon phones City wide with Verizon Service.
- Deployed citizen survey with online access and direct mailing.
- Installed new Konica Minolta Copiers City wide.
- Installed Ubiquiti wireless bridge to Library for data access.
- Upgraded tape backup to NAS storage.
- Migrated Building Department to Laserfiche.
- Installed new scanners for Laserfiche.
- Upgraded server room environmental monitors.
- Integrated EV charging station at City Hall.
- Upgraded Fire Department Inspection iPads to Verizon LTE.
- Upgraded Police Department Livescan Server.
- Conducted numerous software upgrades and enhancements city wide.
- Conducted PCI Compliance Audit for Website Ecommerce.
- Researched and met with vendors on new and future IT products for the City.
- Completed 2900 (est.) work orders to internal/external customers.
- Recycled 7000 lbs. of electronic equipment; 58 printer ink and toner cartridges and 40 Konica Minolta Copier Toners.
- Began replacement of Police and Fire MDT's

## **2017 Expectations**

- Upgrade Ticket Track Server, Software and Hand Held Devices.
- Upgraded key card access in Police Evidence Room.
- Remodel of Police Department front desk.
- Remodel of Police Video System.
- Continue replacement of Police and Fire MDT's.
- Upgrade Novell Servers City wide.
- Upgrade AV System at Fire Station 1.
- Implement integration of new DUCOMM CAD/RMS/Zetron systems.

- Install new Time Clocks for Executime Time and Attendance Server at City Garage & WWTP.
- Update City Wide Strategic Technology Plan from NIU.

<b>Information Technology Department (#110-2008)</b>					
<b>Summary of Expenditures</b>					
Description	2015 Actual	2016 Budget	2016 Estimated	2017 Proposed	2018 Proposed
Salaries & Wages	521,470	574,900	565,900	<b>595,000</b>	618,700
Employee Benefits	179,165	204,415	198,250	<b>215,540</b>	225,430
Contractual Services	104,102	134,600	123,100	<b>152,070</b>	233,530
Commodities	72,751	76,000	76,000	<b>76,000</b>	76,500
Repairs & Maintenance	174,372	178,500	203,500	<b>200,800</b>	204,200
Other Expenses	3,300	7,950	7,750	<b>10,500</b>	10,500
Capital Outlay	463,346	1,151,000	1,101,000	<b>230,000</b>	340,000
<b>Total Expenditures</b>	<b>1,518,506</b>	<b>2,327,365</b>	<b>2,275,500</b>	<b>1,479,910</b>	<b>1,708,860</b>

**Explanation of Expenditures**

2017 proposed Contractual Services includes increases associated with the City's wide area network. Proposed 2017 and estimated 2016 expenditures for Repairs and Maintenance reflect an increase over the 2016 budget amount due to the addition of several new software applications. Estimated 2016 Capital Outlay includes the purchase and installation of a new VOIP telephone system, new audio/video equipment, the purchase of ERP hardware and a back-up system in addition to the replacement of mobile data terminals in Police and Fire vehicles and the replacement of the Police Department's Live Scan System.

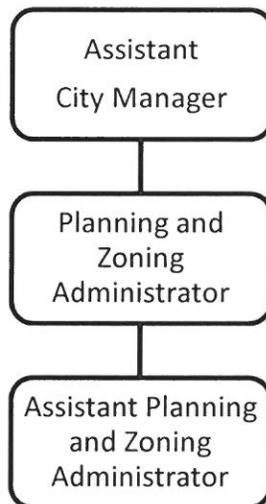
FY 2017

COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING AND ZONING DIVISION

Mission

The Planning and Zoning Division has primary responsibility for coordination of short and long-range planning activities and the administration of appropriate City ordinances to protect neighborhood character and enhance the quality of life within the context of the City’s Comprehensive Plan. Planning and Zoning Division staff serve as a resource to elected and appointed officials, as well as the community at large. Specific responsibilities include development site plan review, policy analysis, subdivision and zoning code administration and enforcement, and general information processing relative to development and redevelopment within the community.

Organizational Chart



## **2016 Accomplishments**

- Provided assistance to Zoning and Planning Commission/Zoning Board of Appeals, the Development, Planning and Zoning Committee, and the City Council relative to zoning and planning approval requests. Zoning approval requests were processed for 19 applications, including the following key requests:
  - City of Elmhurst – Sign Text Amendment
  - City of Elmhurst – Firearm Text Amendment
  - Opus Apartment Development – First & Addison
  - Roesch Auto Repair and Conditioning Center
  - Timothy Christian Expansion
  - Bad Boys Truck Repair
  - Hand and Stone Conditional Use
  - DM Merchandising Building Connection
  - Yard Variations for residential properties
  - Sign Variations for new businesses
  - Gem Car Wash (North York)
  - Redeemer Lutheran Accessible Parking Lot
  - Elmhurst Extended Care Redevelopment
  
- Assisted with adoption of an updated Downtown Plan, approved by City Council June 2016
  - a. Zoning Ordinance Amendments implementing the changes recommended by the updated Downtown Plan.
  
- Continued implementation efforts of various recommendations in 2009 Comprehensive Plan including the following:
  - a. Coordinated with consultant to complete the North York Corridor Streetscape Plan.
  - b. Assisted in the preparation of new regulatory ordinances (e.g. Signs and Firearms).
  
- Other Activities:
  - a. Worked with Human Resources and Public Works to have completed Zoning Case files digitized and uploaded to Laserfiche.
  - b. Assisted Historic Preservation Commission in coordinating architectural resources survey and presentation.

## **2017 Expectations**

- Update 2009 Comprehensive Plan.
- Provide assistance to City Manager and Assistant City Manager and other departments in the planning and review of proposed new development projects as well as redevelopment proposals in key areas of the City.
- Assist Zoning and Planning Commission/Zoning Board of Appeals in the processing and review of applications for zoning and planning approval.
- Continue to assist in development and enhancement of existing and proposed TIF districts.
- Work with business and building owners, Elmhurst City Centre and Chamber of Commerce to bring about additional retail improvements projects.
- Continue analysis of downtown parking issues/needs/alternatives as needed.

- Continue to incorporate technological enhancements, such as GIS/mapping, website updates and e-mail options, into various departmental functions.
- Continue proposing and processing Zoning Ordinance text amendments to address a variety of land use and development issues.
- Review and amend Subdivision Ordinance as needed.
- Continue implementation of the Downtown Plan.
- Continue to implement Zoning Ordinance Text Amendments recommended in the Downtown Plan update.
- Where appropriate, pursue redevelopment opportunities in key areas including North York Street, North Avenue /Route 83, York/Vallette area, and other locations.
- Assist the Sustainability Task Force in completing the Sustainability Plan.

**Planning, Zoning & Economic Development (#110-3015)  
Summary of Expenditures**

Description	2015	2016		2017	2018
	Actual	Budget	Estimated	Proposed	Proposed
Salaries & Wages	195,881	275,400	274,000	<b>285,300</b>	296,700
Employee Benefits	84,794	138,145	114,050	<b>121,620</b>	127,260
Contractual Services	223,868	384,350	312,330	<b>310,420</b>	200,540
Commodities	571	600	600	<b>600</b>	600
Other Expenses	32,048	39,000	39,000	<b>41,300</b>	42,000
Interdepartmental Charges	30,370	46,550	45,510	<b>29,600</b>	34,180
<b>Total Expenditures</b>	<b>567,532</b>	<b>884,045</b>	<b>785,490</b>	<b>788,840</b>	<b>701,280</b>

**Explanation of Expenditures**

The 2017 proposed Employee Benefits includes a 3.5% health insurance increase. The decrease in Interdepartmental Charges in the 2017 proposed budget is due to the timing of major capital projects in the IT department (see CEB page 112).

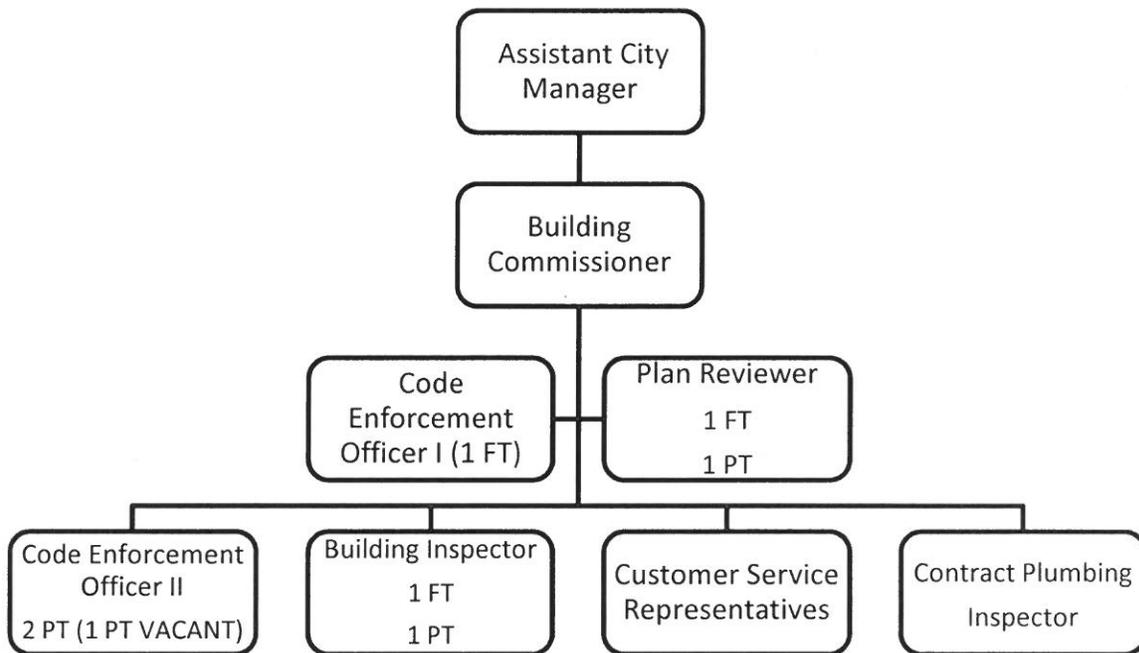
**FY 2017**

**COMMUNITY DEVELOPMENT DEPARTMENT - BUILDING AND CODE ENFORCEMENT**

**Mission**

The primary mission of the Building and Code Enforcement Division is to effect the orderly processing of permit applications and subsequent inspections for all building activity and Public Works permit activity within the community; and also to monitor and pursue compliance with standards of the adopted codes. This mission is fulfilled by: 1) Monitoring all building activity within the community by means of plan review, permit issuance and construction inspection; 2) Counseling prospective builders and developers relative to code requirements and life/safety issues; and 3) Responding to complaints for violations of the Municipal, Property Maintenance or series of adopted Building and Life Safety Codes. 4) Reviewing and issuance of Public Works permits, providing inspections and documenting that activity.

**Organizational Chart**



## **2016 Accomplishments**

- Effectively enforced the adopted ICC Series of Codes and the City of Elmhurst Code Amendments for all construction projects.
- Enforced the State mandated Energy Conservation Code.
- Utilized the Local Adjudication Hearing Process to remedy code enforcement issues and gain code compliance.
- Monitored and inspected all commercial and residential construction activity in the City.
- Received all permit applications and processed for compliance with bonding and registration requirements.
- Reviewed all construction documents prior to issuance of permit for compliance with state, federal and local codes.
- Performed permit tracking and issuance of all permits, as well as all inspections.
- Assisted Virginia Lane Townhome Association in maintaining their property through funds provided by Special Service Area #3.
- Provided code enforcement activity to gain compliance relative to the Elmhurst Municipal Code, Property Maintenance Code and all other applicable codes and ordinances.
- Conducted meetings with developers and builders as required to promote a good working relationship and an understanding of Elmhurst codes early in the planning process.
- Coordinated with Fire Prevention Bureau personnel in a team effort to insure compliance in life safety matters.
- Administered Facade Assistance Rebate Program and coordinated with the staff architectural review team for compliance with the building design guidelines of the downtown plan.
- Administered the Overhead Sewer Program and the Check Valve Reimbursement Program.

## **2017 Expectations**

This department has several major projects that are being completed, under construction or will be coming to fruition for planning sessions, plan review, permit issuance and construction and/or occupancy. The projects are as follows:

- i. Elmhurst 255 – Building with 192 Units
- ii. Lakeside Bank – 165 S. York St.
- iii. Nitti Development – New Homes at Berteau Campus
- iv. L.A. Fitness at former Waverton site – 620 N. York St.
- v. Artis 72 Bed Assisted Living Facility – 123 W. Brush Hill Rd.
- vi. FFC Fitness Center – 140 N. Addison
- vii. Addison Apartment – 120 N. Addison
- viii. One Fifty One Kitchen & Bar – 151 N. York St.
- ix. Red Arrow Tap Room – 111 E. First St.
- x. Elmhurst Brewing Company – 171 N. Addison
- xi. Beerhead Restaurant – 1<sup>st</sup> and York St.
- xii. Developments in the North York TIF District
- xiii. Construction of approximately 100 New Single Family Homes throughout the City

- Enforce Codes and Code Amendments in coordination with the adopted ICC Series of Codes and other State and Federal code mandates.
- Continue to process building permits, providing plan reviews and consulting with architects and developers.
- Perform all inspections relative to construction permits issued.
- Process all contractor registrations and bonds.
- Issue Certificates of Occupancy for completed projects.
- Coordinate with the DuPage County Health Department for all requirements relative to food handling establishments.
- Respond to complaints relative to property maintenance, nuisance, ordinance or other code violations.
- Issue citations and appear in court as necessary to gain code compliance.
- Administer the Elevator Inspection Program with consultant.
- Issue elevator certificates twice per year and review inspections of same.
- Work with real estate owners, City Centre and others to effect additional Façade Renovation projects.
- Process and issue all Public Works permits.
- Administer the Overhead Sewer Program, Check Valve Program, review drawings and applications, issue permits, and perform inspections.

<b>Building and Code Enforcement (#110-4025)</b>					
<b>Summary of Expenditures</b>					
Description	2015	2016		2017	2018
	Actual	Budget	Estimated	Proposed	Proposed
Salaries & Wages	494,645	519,000	520,900	<b>538,000</b>	559,700
Employee Benefits	247,876	258,220	246,750	<b>231,460</b>	242,350
Contractual Services	59,697	67,770	77,440	<b>84,730</b>	69,870
Commodities	5,446	9,480	9,450	<b>6,500</b>	9,500
Other Expenses	6,589	8,000	8,000	<b>8,200</b>	8,250
Interdepartmental charges	45,555	69,820	68,270	<b>44,400</b>	51,270
<b>Total Expenditures</b>	<b>859,808</b>	<b>932,290</b>	<b>930,810</b>	<b>913,290</b>	<b>940,940</b>

**Explanation of Expenditures**

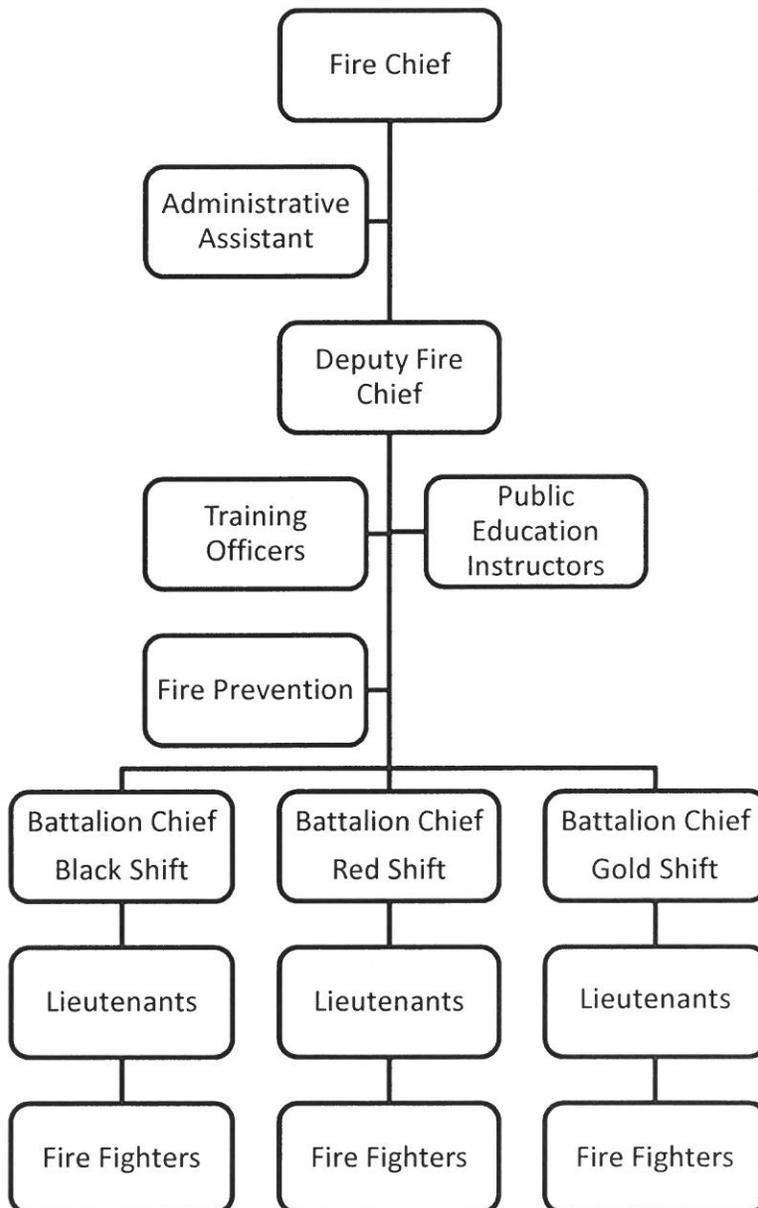
The increase in Contractual Services from estimated 2016 to proposed 2017 reflects additional contract staffing expenses in 2017 to temporarily fill a vacant position in the department. The decrease in Interdepartmental Charges in the 2017 proposed budget is due to the timing of major capital projects in the IT department (see CEB page 112).

**FY 2017**  
**FIRE DEPARTMENT**

**Mission**

The Elmhurst Fire Department consists of competent and valued professionals dedicated to providing life safety, emergency services, and educational programs for the protection of life and property in our community. The mission is accomplished by holding devotion to duty above personal safety and comfort, and continually challenging our members to enhance the quality of services provided.

**Organizational Chart**



## **2016 Accomplishments**

- Received a \$209,000.00 grant through the Federal Emergency Management Agency (FEMA) to purchase 38 self-contained breathing apparatus (SCBA).
- Purchased a new E-One 95-foot Tower Ladder for FS 2. The ladder has replaced an existing ladder truck that was purchased in 1997, had over 110,000 miles and required increased maintenance.
- Partnered with twelve suburban fire departments in DuPage County in a cooperative grant to for a Regional Driving Simulator.
- Continued to work towards the consolation of dispatch procedures with DuPage Public Safety Communications (DUCOMM).
- Chief Officers from 10 neighboring departments continue to meet on a monthly basis as a cooperative group to discuss training opportunities, group purchasing, and ideas for streamlining operations.
- Elmhurst Police, Fire and ESDA personnel participated in a Response to Active Shooter Drill at Elmhurst College.
- The Fire Department implemented a smoke detector recycling program that has been very successful. To date the fire department has recycled over 200 smoke alarms.
- Metropolitan Family Services along with representatives from Edward Elmhurst Hospital and Linden Oaks Hospital were on hand to present the Mental Health First Aid class to all fire department and EMS employees.
- Attended the Fire Service Legislative Day in Springfield to meet with Representatives and Senators.
- Firefighters and Paramedics received the Elmhurst Hospital "Run of the Month" twice in 2016 for treatment they provided.
- Chief Anaszewicz and Lieutenant Focht received their Chief Fire Certification from the State Fire Marshall the certification is the highest level of certification given by the State.
- Participated in M.A.B.A.S. 12 multi-department training at the Elmhurst Quarry.
- Participated in training with ComEd at their substations.
- Firefighters drove to New York to pick up a portion of steel PATH rail from the PATH station in the World Trade Center complex. The PATH station was very important to the evacuation of individuals from the site.
- Firefighters and paramedics gave a presentation to School District 205 Nurses which included information on what is stocked on our vehicles, response procedures, and the use of epinephrine pens for allergic reactions.
- Participated in an Active Shooter drill at Marcus Cinemas on Lake St. in Addison.
- Fire Department Paramedics received the Mission Lifeline Award presented by the American Heart Association.
- Participated in the DuPage County disaster preparedness tabletop exercise.
- Participated in the Annual Touch a Truck program presented through the Elmhurst Park District.
- Fire Department representatives met with NiCor Community Relations representative Karen Gustafson on their natural gas safety education program for school children.
- Hosted the NiCor propane emergency firefighting class at the Elmhurst Training Tower.

- Participated in the Annual Fill the Boot Day for children affected with muscular dystrophy.
- Conducted station tours as well as first aid classes and safety presentations for school children, residents and boy-scout groups in Elmhurst.
- Members of the department assisted Elmhurst Park District lifeguards at Smalley and East End Pools with a mock water rescue and gave advice on how to respond to a drowning victim.

### **Training Division**

- Developed a standard Job Performance Requirement form which will be utilized to reformat and update expired training performance objectives.
- Introduced training bulletins that are put out every month with training codes making it easier for officers to track and record training.
- Developed additional fire company drills for the officers for shift consistency.
- Training officers attended Instructor III class and both now have Training Program Manager certification.
- Participated in web-based training for Haz Mat refresher training throughout the MABAS division.
- Training officers attended Instructor III class and Training Program Manager certification.
- Repaired and serviced the training tower prop, and implemented movable wall partitions increase search/rescue training effectiveness.
- Attended and participated in disaster drill in Downers Grove.

### **Public Education**

- Attended the Elmhurst Farmers Market at York and Vallette where fire prevention and educational materials were handed out and firefighters greeted market attendees.
- Installed or checked over 120 car seats for both residents of Elmhurst and the surrounding suburbs.
- Delivered the Cool Rules for Fire Safety program to first grade students throughout the City. The program was presented at 13 schools with approximately 800 students in attendance.
- Delivered the Learn Not to Burn program to fourth grade students throughout the City.
- Conducted safety presentations at the several Elmhurst Park District locations and pre-schools throughout the City.
- The Elmhurst Public Education Division hosted Elmhurst 4th grade teachers at Fire Station 2 to judge the "Learn Not to Burn" poster contest.
- Witnessed fire drills at Elmhurst Schools, Elmhurst College buildings and dorms, Park District pre-schools, and senior living facilities.
- Delivered programs at Elmhurst College which included an extinguisher program for resident advisors and campus and dorm room safety tips.
- Conducted presentations utilizing the Fire Safety trailer during several Park district programs.
- Attended career days at Sandburg, Lincoln, and Immanuel Lutheran schools.

### **Emergency Service Disaster Agency**

- Members of the Emergency Management Agency attend the 25th Annual Severe Weather Seminar at Wheaton College
- Emergency Management Agency Coordinator attended the first tornado drill that has been done at the First Baptist Church of Elmhurst.
- City of Elmhurst staff and other agencies participated in a table top exercise at the city's Emergency Operations Center (EOC) at Fire Station 1.
- Participated in the State of Illinois 2016 Strategic National Stockpile full-scale exercise at Elmhurst Hospital.
- Developed and reviewed incident action plans for all large scale events held throughout the city.
- Representatives from fire, police, and emergency management met to develop a procedure for active shooter incidents.
- Continue to monitor the National Incident Management System Compliance Assistance Support Tool (NIMSCAST) system which is currently being revised.
- Assisted with the forecasting and tracking of several storms and provided assistance in the EOC during these severe events.
- Continue to provide National Incident Management System training to all City personnel.
- Submitted the Emergency Management Agency Grant for 2016.
- Elmhurst Fire Department representatives met with District 205 staff to discuss exit and egress requirements at three middle schools.
- Updated the City's critical infrastructure list and submitted it to the DuPage Emergency Management Agency.
- Made final recommendations and updates to the City of Elmhurst Emergency Operations Plan (EOP) which was submitted to Illinois Emergency Management Agency for approval.
- Conducted a table top exercise at the Emergency Operations Center (EOC) for all City Command Staff. The exercise covered the response to a tornado touch down in the center of our community.

### **Fire Prevention Bureau**

- Inspect all commercial occupancies, businesses, restaurants, and churches throughout the City.
- Continued efforts in fire prevention which includes consultations, inspections, and plan reviews.
- Continue to review new permits that are issued for new construction.
- Continued to review new permits that are issued for new construction, as well as, sprinkler permits for commercial buildings.
- Continue to support the wireless radio program and have coordinated the installation of several new wireless alarms bringing the total to 550 alarms.

## **2017 Expectations**

- Continue to work with Fire East Group and explore ways to reduce expenses and duplication while increasing efficiencies.
- Continue to seek additional funding and apply for grants through the Federal Emergency Management Agency to help offset the cost of new equipment and resources that are needed.
- Attend conferences and take advantage of training opportunities so that our members are better prepared to deal with emergency situations.
- Continue our partnership with Life Source as we host two blood drives a year at our Fire Station 2. The goal of each drive will be to collect over 30 units of blood to help those who are in need.
- Continue to provide and expand where possible public education efforts and programs.
- Utilize the fire-training tower for live fire training with Elmhurst and surrounding agencies.
- Continue to inspect 100% of the city's fire hydrants; pressure test 100% of fire department fire hose; conduct NFPA pump tests on all fire department pumps; replace and repair worn and outdated fire department equipment; replace worn personnel protective equipment; replace outdated tools used during medical, fire and rescue with more current and efficient equipment.

## **Public Education**

- Develop a babysitting class that covers the responsibility and importance of safety in dealing with children.
- Continue to meet with parents and students with special needs, to discuss evacuation process at York High School and Elmhurst College.
- Attend year end award ceremonies at all Elmhurst schools.
- Continue the Please Return On Monday (P.R.O.M) program at York and Immaculate Conception High Schools.
- Continue to participate in the Turn-Off the Television night at Field School.
- Continue to participate in National Fire Prevention Week by hosting several tours of both stations, deliver presentations to school students, and end the week with the Open House at Station 2.

## **Training Division**

- Continue to develop Job Performance Requirements.
- Complete a new Training Manual for new firefighters.
- Implement Class A live burns in the training tower to improve on realistic training.
- Completely re-roof the Roof simulator and improve on the design.
- Incorporate those critical training and education components to ensure firefighter safety.

### **Fire Prevention Bureau**

- Continue the use of a paperless fire inspection program for all occupancies throughout the City of Elmhurst. The form is used by both firefighters and fire prevention bureau personnel.
- Review all plans that are submitted for new occupancies and address the necessary fire protection.
- Update and monitor the Radio Fire Alarms system.
- Perform Fire Safety Inspections on 100% of all commercial, industrial and multiple family occupancies within the year.

### **Emergency Management**

- Conduct a table top drill with city personnel that will focus on a large scale disaster. The drill will give all participants a better understanding of what needs to be accomplished during the event.
- Collaborate with DuPage County on the 2017 Natural Hazards Mitigation Planning and Evaluation committee to up-date the Hazard Mitigation Manual.
- Collaborate with Du Page County Health Department to update the City's plan for distributing the Strategic National Stockpile (SNS) during Bio-Terrorism incidents.
- Train City personnel on the Emergency Operations Center (EOC), Emergency Communications Room and Mobile Command Center operations and procedures.
- Update the emergency communications room and mobile command center with new technology as it becomes available.
- Review and update the National Incident Management System Compliance Assistance Support Tool (NIMSCAST) as needed.
- Review and update the City of Elmhurst Emergency Operations Plan (EOP).

**Fire Department (#110-4020)  
Summary of Expenditures**

Description	2015	2016		2017	2018
	Actual	Budget	Estimated	Proposed	Proposed
Salaries & Wages	4,828,250	4,974,886	4,997,314	<b>4,900,200</b>	5,026,400
Employee Benefits	3,124,809	3,324,425	3,220,910	<b>3,516,510</b>	3,689,360
Contractual Services	280,753	298,078	304,198	<b>321,999</b>	346,586
Commodities	47,207	75,800	75,100	<b>77,700</b>	79,050
Repairs & Maintenance	40,267	62,000	62,000	<b>47,000</b>	42,000
Other Expenses	90,799	126,600	123,600	<b>127,500</b>	130,900
Insurance	6,042	6,630	6,690	<b>6,920</b>	7,150
Capital Outlay	959,103	950,000	950,000	<b>0</b>	38,000
Interdepartmental Charges	418,707	576,120	506,840	<b>456,660</b>	462,650
<b>Total Expenditures</b>	<b>9,795,937</b>	<b>10,394,539</b>	<b>10,246,652</b>	<b>9,454,489</b>	<b>9,822,096</b>

**Explanation of Expenditures**

The 2017 proposed Employee Benefits includes a 3.5% health insurance increase. Also, the recommended actuarial contribution for the Firefighter Pension Fund is increasing approximately \$229,000 due to changes in the mortality assumptions and the flat investment returns during 2015. The increase in Contractual Services from estimated 2016 to proposed 2017 includes \$36,000 to establish a new connection that will support the new Computer Aided Dispatch system being implemented by the ETSB in 2017. The decrease in Interdepartmental Charges in the 2017 proposed budget is due to the timing of major capital projects in the IT department (see CEB page 112).

**FY 2017**  
**POLICE DEPARTMENT**

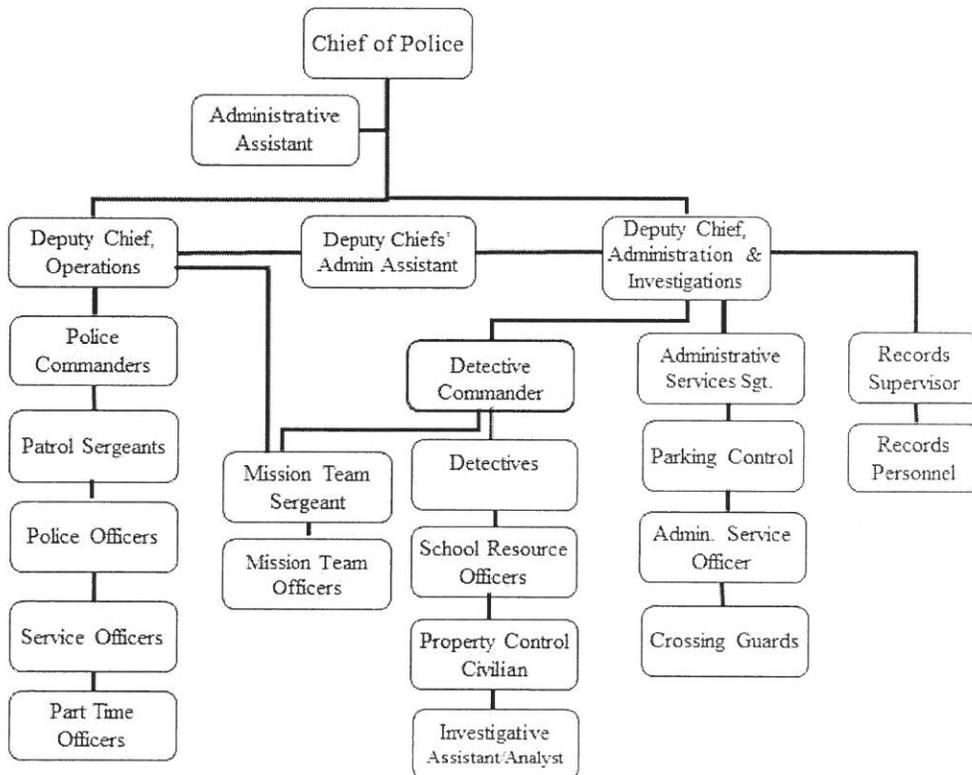
**Mission**

The primary mission of the Elmhurst Police Department is to provide effective and efficient delivery of law enforcement service to the community. The Police Department achieves this mission by a simple motto, ***“Providing the Best.”*** The mission and motto are the guiding principles in the delivery of service to the community.

**Department Overview**

The 2017 budget once again strives to continue to provide the same high level of public safety services to the Elmhurst community. The Police Department has a budgeted staff of 68 full-time sworn officers from the authorized 70 officers, 11 part-time officers from the authorized 15 officers, and 21 civilians. The Police Department is a 24/7 operation delivering superior service to the citizens of Elmhurst. The Police Department also participates in many cooperative public safety programs and mutual aid agreements to maximize efficiency and reduce costs in providing public safety to our citizens. These programs include, but are not limited to: DuComm (regional dispatch center for public safety), DEA (Drug Enforcement Administration), DuPage County Children’s Center (county-wide child sex abuse investigation unit), DuPage County Major Crimes Task Force (MCTF), DuPage County Accident Reconstruction Task Force (DUCART), Identity Theft Task Force, and both the Northern Illinois Police Alarm System (N.I.P.A.S.) and the Illinois Law Enforcement Alarm System (I.L.E.A.S.), which are multi-agency mutual aid compacts to assist in dealing with critical incidents.

Elmhurst Police Table of Organization



## 2016 Accomplishments

### January 2016 – August 2016 Accomplishments

- The Police Department handled 32,279 calls from January through August, 2016.
  - Traffic tickets issued – 4,810
  - Warning tickets issued – 4,520
    - Combined total – 9,330
- Parking tickets issued – 9,733
- In 2016, the Police Department investigated 1,126 traffic accidents
- In 2016, 115 drivers were arrested for Driving Under the Influence (DUI)
- City Prosecution of DUI cases: the City continues with DUI prosecution for misdemeanor offenders. This program continues to be very successful with a consistent professional prosecutor who can work locally with our officers.
- Vehicle-related citizen assists included:
  - 418 Lock Outs
  - 58 Motorist Assists
- The Department has responded to 1,304 residential and commercial burglar alarms this year.

### Crime Prevention Programs & Community Engagements

- Increased crime prevention and community engagement initiatives
- S.A.L.T. (Seniors and Law Enforcement Together) – held monthly meetings of its 94 members
- Peer Jury
- DARE (Drug Abuse Resistance Education) – program taught in 12 grade schools
- Beverage Alcohol Sellers and Servers Education and Training (B.A.S.S.E.T.) and Alive at 25
- Bicycle Safety
- Personal Safety Issues
- Railroad Safety
- Police Station Tours – 16 Conducted. Two Citizen’s Police Academy Sessions held.
- Block Parties – 16 Attended
- Internet Safety – child, adult, and parent sessions
- “Lock it or Lose It” – a crime prevention program that began in 2007 was continued in response to burglaries of unlocked homes and vehicles; a “Lock it or Lose It” banner was displayed on the Palmer Drive underpass.
- Prescription Drug Collection Box Program

### Community Engagement

Community engagement is vital to ensure the mission of protecting the community. In an effort to improve the partnership between the community and the police department, we continued our Neighborhood Roll Call program. The Neighborhood Roll Calls take place on residential streets at locations throughout the city. This year, 37 Neighborhood Roll Calls were held and were attended by over 600 residents. The initiative has reached approximately 2,200 residents since its start in 2014.

### Summer Mobile Patrol

In Spring 2016, the police department introduced the Summer Mobile Patrol (SMP) community policing program. SMP consists of an electric ATV, purchased with grant funds, and extra bicycle patrols of areas which are difficult to access with squad car patrols. The unit consists of 16 Officers

who ride in areas with high pedestrian and bicycle traffic to increase the safety of the community. Along with park and bicycle path patrols, the SMP Unit also participated in the Memorial Day parade, Safety Town, Park-a-Palooza, the Jaycee's Carnival, Bike Parade, Touch a Truck, Elmhurst Cycling Classic, and Rock the Block festival. The SMP Unit totaled approximately 300 hours of activity through September of 2016.

### **Training Accomplishments**

- Members of the Police Department completed a total of 10,101 hours of training from January thru September, 2016, including but not limited to firearms, legal updates, defensive tactics, first aid and annual certifications. A curriculum based roll call training program was also implemented to increase training on department policy and procedure topics.
- Five newly hired police officers attended the 480 hour Basic Police Officer Training at the Police Academy. These officers will be assigned to the patrol division for field training.
- The Department held a two day in service training program for all officers in the Spring that covered first aid, CPR AED, NarCan use, TASER recertification, harassment prevention, and defensive tactics training. In July, the Department held a one day Active Shooter Mass Casualty training exercise for all sworn offices. In October, officers will attend another one day state certified training on Mental Health Response for First Responders.

### **Crisis Negotiation Team**

Crisis Negotiators are Elmhurst Police Officers who are specifically trained in "crisis intervention" skills. They are called upon when a person in crisis who may post a threat to themselves or others is encountered. The goal of the team is to peacefully resolve crisis situations by listening and responding to the person's concerns and by the use of effective communication tactics. Some common situations that may require the skills of a negotiator include a person who is trapped in the act of committing a crime, a person involved in a domestic problem, and suicidal persons.

### **Accomplishments**

- Crisis negotiators attended the Illinois Crisis Negotiators Association's annual conference in Naperville, Illinois. This is a 4-day training conference that includes hands-on scenario training and presentations from experts in the field from around the country.
- Crisis negotiators responded along with the department's Emergency Response Team to an address on east North Ave for an impaired and mentally disturbed person who had barricaded himself and was holding another person against their will by knife point. The hostage was released with minor injuries and moments later the offender in this incident surrendered peacefully.
- After an offender broke into several businesses on west Vallette causing a significant amount of damage and then calling 911 on himself, he refused to exit the business upon request. A department crisis negotiator was requested to speak with the offender via telephone. After approximately 30 minutes the offender surrendered peacefully.

### **2017 Expectations**

- Look for additional opportunities to train with the department's ERT Team and other local negotiation teams where additional tactics and skills can be practiced.

## **Investigative Division:**

### **Investigations Goals and Accomplishments**

Approximately 346 Unified Crime Incident reports were reviewed through August, 2016. Of those, there were 181 assigned investigative cases. Investigative case assignments per month ranged from 18 to 28) and included:

Death Investigation	9
Sex Offenses	11
Robbery	6
Battery / Assault	7
Auto Theft	2
Burglary / Home Inv.	17
Thefts*	61
Property Damage	3
Financial Crimes	20
Identity Theft	26
Other	19

\* Thefts also include all burglary to motor vehicle reports.

Through August 2016, 22 comprehensive police department and liquor license applicant background investigations were completed and over 35 solicitor/charitable games backgrounds were completed.

### **Evidence Unit Accomplishments 2016**

During 2016, the Elmhurst Police Evidence Unit continued to perform complex evidence work in a thorough manner. Elmhurst Evidence Technicians (ETs) were assigned to all three patrol shifts as well as Investigations and the Mission Team. Numerous crime scenes were processed throughout the year for a variety of incidents. Evidence Technicians assisted the Detective division on criminal investigations and often linked and identified suspects using forensics. The Evidence Technicians also taught methods of evidence recovery to both the Citizen's Police Academy. Several Elmhurst ETs continue to be part of the DuPage County Major Crimes Task Force and DuPage County Accident Reconstruction Team (DUCART).

### **Mission Team**

The Mission Team is currently made up of three officers and a Sergeant who work in plain clothes to target criminal activity that a uniformed officer would be unable to investigate. During the year, the Mission Team conducted numerous narcotic investigations, developed confidential informants that led to narcotic delivery cases, and assisted other police departments by sharing information and providing assistance when needed. Mission Team members routinely assist the patrol division and investigations division when needed.

#### **TOTAL ARRESTS: 427**

Felony Charges: 43

Misdemeanor Charges: 86

Other City Ordinance Arrests: 85

City Ordinance Alcohol Arrests: 60

Warrant Arrests: 15

Traffic Arrests: 114

Juvenile Offenses: 18

DUI Arrests: 9

#### **RECOVERED DRUGS:**

Cannabis: 1,208.7 grams

Heroin: 22.2 grams

Cocaine: 17.3 grams

Controlled Pills: 130

### **Emergency Response Team Goals and Accomplishments for 2016**

Throughout the year, the ERT Team trained once a month with an emphasis on hand gun and rifle shooting, covert entries, search warrants, hostage rescue, barricaded subjects, officer survival, rapid response, and critical incident management. Several of the members participated in NIPAS training, which consisted of room entries and close-quarter combat/handgun training. Below are some highlights of our training from the year:

### **2017 Expectations**

- Continue to train monthly to enhance our skills.
- Train fellow patrol officers in tactical approaches to high risk situations.
- Conduct joint training with City departments—Fire Department, Public Works—for high-risk situations, i.e., barricaded subjects, rapid response, and high-risk arrest/search warrants.
- Send three more ERT members to the Mid-South Institute for training.
- Continue to train the new team members to full operational capacity.
- Look for opportunities to train with other police departments' ERT teams.

### **Traffic Unit Enforcement Unit**

For several years, the Elmhurst Police Department has participated in the Illinois Department of Transportation STEP grant program. Sustained Traffic Enforcement grants are designed to increase safety belt/child safety seat usage and to reduce impaired driving through hire back enforcement. This grant program provides for participation in special enforcement campaigns blocks; such as Click It or Ticket and Drive Sober or Get Pulled Over. In FY 2016 the Elmhurst Police Department conducted ten enforcement campaigns:

### **Enforcement Results**

Officers conducting enforcement during the FY 2016 grant campaigns issued a total of 632 citations and arrests, primarily for violations that endanger the motoring public.

### **2017 Expectations**

- Apply for and receive an IDOT grant for FY 2018.
- Additional specialized DUI training for officers, including “drugged” driver detection.
- Conduct a series of roadside safety checks throughout the year.
- Continue patrols for intoxicated, not seat-belted, and/or distracted drivers during overnight hours to reduce serious injury crashes.

**Police Department (#110-5030)  
Summary of Expenditures**

Description	2015	2016		2017	2018
	Actual	Budget	Estimated	Proposed	Proposed
Salaries & Wages	8,741,445	9,141,200	8,768,800	<b>9,030,500</b>	9,404,100
Employee Benefits	4,506,476	5,356,310	5,120,840	<b>5,672,650</b>	5,879,970
Contractual Services	1,035,073	1,098,803	1,111,710	<b>1,150,620</b>	1,228,540
Commodities	153,681	146,000	145,500	<b>160,000</b>	161,500
Repairs & Maintenance	76,183	112,200	107,700	<b>147,000</b>	111,000
Other Expenses	373,609	435,800	402,100	<b>426,800</b>	429,900
Insurance	6,728	6,630	6,690	<b>6,920</b>	7,150
Capital Outlay	383,263	585,000	469,000	<b>855,000</b>	561,000
Interdepartmental Charges	820,863	1,139,905	1,012,760	<b>887,550</b>	908,390
<b>Total Expenditures</b>	<b>16,097,321</b>	<b>18,021,848</b>	<b>17,145,100</b>	<b>18,337,040</b>	<b>18,691,550</b>

**Explanation of Expenditures**

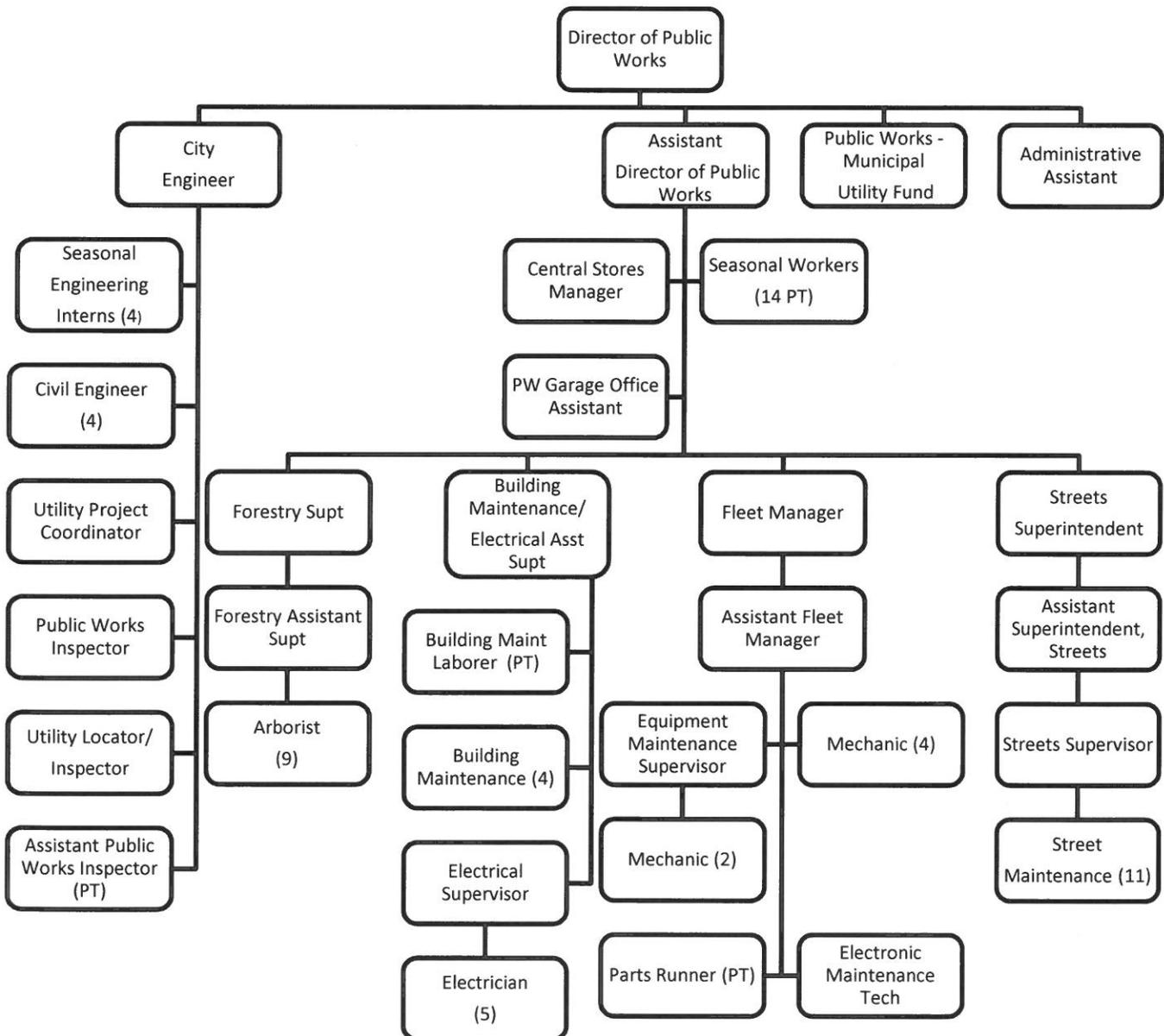
The 2017 proposed Employee Benefits includes a 3.5% health insurance increase. Also, the recommended actuarial contribution for the Police Pension Fund is increasing approximately \$396,000 due to changes in the mortality assumptions and the flat investment returns during 2015. The increase from 2016 estimated to 2017 proposed Contractual Services reflects an increase in document imaging fees and \$10,000 in warranty fees due for the live scan fingerprinting instrument used by the department. The 2017 proposed Repairs and Maintenance includes funds for renovation of the control room and for a study of the building to plan for other necessary renovations. The increase in Capital Outlay is due to replacement of the police station HVAC and renovation of the PD training room, administrative offices and for the addition of video security cameras. The decrease in Interdepartmental Charges in the 2017 proposed budget is due to the timing of major capital projects in the IT department (see CEB page 112).

**FY 2017**  
**PUBLIC WORKS & WATER/WASTEWATER –GENERAL FUND**

**Mission**

The responsibilities of the Department of Public Works are to maintain the public streets, alleys and parking lots; public buildings and grounds; street lighting and traffic signals; parkway restoration and trees; the distribution of water; the collection of sewage; the collection of solid waste and recycling, including a public awareness program on the need for recycling; and City engineering support services. In addition, Public Works maintains all City-owned equipment, including police and fire vehicles, and communications equipment. The Public Works Department operates through six divisions. A summary of each division and highlights of 2016 Accomplishments and 2017 Expectations follow.

**Organizational Chart**



### **Administration and Engineering Division**

The division is responsible for the design and/or review of plans for capital construction projects, as well as construction supervision, inspection and administration of all Public Works projects. This division also maintains utility system records and City maps, and reviews and approves all site plans for private property development.

### **2016 Accomplishments**

- Performed design and coordination of annual City Capital Improvement Projects, including contract paving, watermain replacement, sewer repairs, sidewalk replacement and slabjacking, and asphalt and concrete pavement patching.
- Coordinated the public improvements for the 255 Addison development and with Nitti Development on the redevelopment of the old Elmhurst Memorial Hospital Berteau campus; including continued new home construction. Coordinate maintenance work at the Schiller Parking Deck.
- Continued to coordinate engineering services in regards to stormwater as identified by the Comprehensive Flood Plan.
- Continued to work with identified neighborhood public stormwater mitigation projects.
- Continued work with DuPage County and FEMA to revise floodplain maps using an accurate stormwater model.
- Coordinated development efforts and inspected construction for various private development including: LA Fitness, Wilkins Hyundai/Mazda, Lakeside Bank, Artis Senior Living Street.
- Coordinated construction of roadway improvements to First Street from West Avenue to Willow Road, and on South York Street from Jackson Street to Harvard Street.
- Coordinated engineering design of roadway improvements for Industrial Drive from York Street to Church Road.
- Continued to work with the Western O'Hare Bypass work group to discuss improvements to alleviate eastbound North Avenue traffic issues.
- Made application for STP funding for roadway resurfacing for Brush Hill Road from Euclid Avenue to Salt Creek, Spring Road from St. Charles Road to Vallette Street, West Avenue from the UP Railroad to St. Charles Road, and York Street from North Avenue to First Street, and for STP funding for sidewalk improvements in Industrial Drive from York Street to Church Road and on York Street from Lake Street to Crestview Avenue.
- Continued working on traffic sign requests and performing other traffic and parking studies as needed.
- Assisted residents with drainage problems and supervised the installation of rear yard drains and sump connections, and provided technical assistance, survey and investigation work regarding street flooding and sanitary sewer back up for residential areas.
- Maintained the City's new stormwater website.
- Completed construction of the Walnut/Myrtle/Evergreen Stormwater Improvement Project; including construction at the Elmhurst Quarry.
- Completed engineering design, went out to bid, and began construction of the York/I-290 Stormwater Improvement Project.

- Completed engineering design, went out to bid, and began construction of the Pine/Avon Stormwater Improvement Project.
- Completed engineering design, went out to bid, and began construction of the Crescent/Cambridge Stormwater Improvement Project.
- Completed engineering design, went out to bid, and began construction of the Harrison Street Stormwater Improvement Project.
- Completed engineering design, went out to bid, and began construction of the Geneva Avenue Stormwater Improvement Project.
- Coordinated engineering design of the Washington Street Stormwater Improvement Project.
- Initiated engineering design of the Palmer Drive Underpass improvements and the Police Station column repair.
- Coordinated engineering design of the Police Station Rain Garden project.

### **2017 Expectations**

- Continue design and coordination of annual City Capital Improvement Projects, such as sewer repairs, contract paving, sidewalk replacement, roadway patching and watermain projects.
- Continue to coordinate engineering and construction of identified Comprehensive Flood Plan projects.
- Continue to work with identified neighborhood public stormwater mitigation projects.
- Coordinate engineering design for the Poplar Avenue Roadway improvements from Park Avenue to Vallette Street.
- Coordinated construction for roadway improvements to Industrial Drive from York Street to Church Road.
- Coordinate engineering review of drainage ditch systems to create a maintenance program for drainage ditches.
- Coordinate and review requests for new sidewalks in areas where none exist.
- Continue to work with staff of the DuPage County Stormwater group to develop/design additional flood control measures along Salt Creek.
- Continue to work with County staff and FEMA to revise floodplain maps to reflect the use of the Elmhurst Quarry and accurate modeling.
- Continue to work with Western O'Hare Bypass group, Northlake, IDOT and the Illinois Tollway to seek improvements to the eastbound North Avenue traffic issues.

**Public Works Department - Administration and Engineering (#110-6040)  
Summary of Expenditures**

Description	2015	2016		2017	2018
	Actual	Budget	Estimated	Proposed	Proposed
Salaries & Wages	729,132	780,100	776,000	<b>803,600</b>	835,100
Employee Benefits	1,579,085	1,821,525	1,649,150	<b>1,858,290</b>	1,916,310
Contractual Services	181,677	209,580	219,160	<b>222,730</b>	224,000
Commodities	34,175	38,550	37,880	<b>39,030</b>	39,700
Other Expenses	46,907	28,500	23,000	<b>28,500</b>	30,000
Insurance	10,263	9,500	9,580	<b>9,900</b>	10,230
Capital Outlay	331,847	1,086,000	1,086,000	<b>31,000</b>	193,750
Interdepartmental Charges	169,769	234,160	206,550	<b>184,740</b>	187,660
<b>Total Expenditures</b>	<b>3,082,855</b>	<b>4,207,915</b>	<b>4,007,320</b>	<b>3,177,790</b>	<b>3,436,750</b>

**Explanation of Expenditures**

The 2017 Salaries and Wages increased 3% overall and Employee Benefits' overall increase is 2%. The proposed Capital Outlay decreased with no significant projects planned for 2017 and continuation of the PW Garage Phase III proposed for 2018. Reduction in the Interdepartmental Charges is related to the IT department equipment replacement schedule.

**Public Works Department - Rubbish Disposal (#110-6045)  
Summary of Expenditures**

Description	2015	2016		2017	2018
	Actual	Budget	Estimated	Proposed	Proposed
Contractual Services	3,028,545	3,163,600	3,132,400	<b>3,307,800</b>	3,412,400
Commodities	-	2,500	-	<b>2,500</b>	2,500
Interdepartmental Charges	75,925	116,370	113,780	<b>74,000</b>	85,440
<b>Total Expenditures</b>	<b>3,104,470</b>	<b>3,282,470</b>	<b>3,246,180</b>	<b>3,384,300</b>	<b>3,500,340</b>

**Explanation of Expenditures**

Contractual Services includes a general increase per the City's agreement with Allied Waste for rubbish removal, leaf pickup and the yard waste program and a minor increase for special pickups as necessary. Reduction in the Interdepartmental Charges is related to the IT department equipment replacement schedule.

**Public Works Department - Public Benefit (#110-6048)  
Summary of Expenditures**

Description	2015	2016		2017	2018
	Actual	Budget	Estimated	Proposed	Proposed
Capital Outlay	81,143	415,000	125,000	<b>390,000</b>	1,307,500
<b>Total Expenditures</b>	<b>81,143</b>	<b>415,000</b>	<b>125,000</b>	<b>390,000</b>	<b>1,307,500</b>

**Explanation of Expenditures**

The 2017 Proposed Capital Outlay includes funds for new sidewalks and drainage system improvements.

## **Street Maintenance Division**

This Division is responsible for the repair and maintenance of all streets, alleys, sidewalks, parking lots, manhole structures, signage and pavement markings within the City of Elmhurst corporate limits, excluding Illinois Routes 83, 56, 64, and 20, Grand Avenue, and County Line Road; such roadways being maintained by other government agencies.

## **2016 Accomplishments**

City Work Crews projections:

- Repair about 700 asphalt patches and 20,000 potholes.
- Repair about 20 manholes and storm water inlets, clean numerous storm water inlets.
- Manufacture, replace, and install over 1,500 signs, paint school crosswalks and maintain striping throughout town, re-install traffic wands at railroad crossings, and conduct traffic counts.
- Maintain sidewalk brick-pavers in numerous locations in the Central Business District.
- Repair and stain/paint numerous benches and trash receptacles in the Central Business District.
- Removed and relocated flower pots throughout the Central Business District.
- Seal cracks in asphalt pavement in numerous locations.
- Ramp sidewalk trip hazards at various locations.
- Remove graffiti from numerous locations.
- Respond to numerous snow, wind, and rain storms, including debris pick-up after events.
- Clean debris from inlets prior to, during, and after numerous rain storms.
- Make and maintain a supply of sandbags for resident pickup and use during rain events.
- Perform monthly litter pick-up throughout town and remove dead animals from City right-of-way upon request.
- Inspect manholes and inlets, identify deficiencies, and recommend improvements and repairs for the Contract Paving Program.
- Operate City street sweepers to clear debris from streets, clear storm water inlets before rain storms, to support special events, and to clean debris from traffic accidents.
- Support nearly 200 block parties, numerous film productions, and over 30 special events, including: St. Patrick's Day and Memorial Day Parades, Annie Ryan Run, Jaycee's Carnival, 4 on the 4<sup>th</sup> Run Bike Race, Rock the Block, and the Turkey Trot.
- Deploy message boards as requested for meetings and special events.

Contract Work:

- Patch about 4,000 square yards of concrete pavement (including industrial and residential areas), 1,000 lineal feet of curb and gutters, 150 square yards of concrete driveways, and 250 square feet of sidewalks.
- Apply rejuvenating sealant to 140,000 square yards of asphalt pavement.
- Clean inlets and lead lines in an area equivalent to approximately one third of the City of Elmhurst.
- Sealcoat City-owned parking lots and performs hot crack filling operations on major roadways with concrete base/asphalt overlays.

- Stripe major roadways paved within the last 5 to 6 years.
- Sweep City streets seven times from May to November, Business District streets weekly, City parking lots monthly, and sweep streets twice in November to pick up leaves.
- Perform mosquito abatement throughout the City.

### **2017 Expectations**

#### City Work Crews:

- Continue to repair deteriorated asphalt and concrete pavement, curbs and gutters.
- Continue to patch potholes.
- Continue to patch street excavations from utility and home construction.
- Continue to seal cracks in asphalt pavement.
- Continue to address trip hazards as identified.
- Continue to inspect and repair storm water inlets and manholes.
- Continue to systematically clean inlets in low areas.
- Continue to maintain and repair guardrails, fencing, bollards, benches, trash receptacles, and bike racks.
- Continue to sweep streets to clean up accident, construction, and storm debris and to support special events.
- Continue to maintain traffic signs, pavement markings, and traffic wands.
- Continue to conduct traffic counts.
- Continue to provide barricades and signage for block parties and special events.
- Continue to remove graffiti, clean litter, and remove dead animals from roadways.
- Continue to clean and repair brick-paver sidewalks and perform routine maintenance in the Central Business District.
- Continue to respond to rain, snow, ice, and wind storms.

#### Contract Work:

- Continue to patch asphalt and concrete pavements, utility trenches, curbs and gutters.
- Continue to clean inlets and lead lines within the City of Elmhurst.
- Continue to seal coat, rejuvenate, and seal cracks in asphalt pavements and parking lots.
- Continue to repaint pavement markings.
- Continue to sweep City streets, business districts, and parking lots of debris and leaves.

**Public Works Department - Street Maintenance Division (#110-6041)**  
**Summary of Expenditures**

Description	2015	2016		2017	2018
	Actual	Budget	Estimated	Proposed	Proposed
Salaries & Wages	352,027	366,700	360,000	<b>374,000</b>	383,100
Employee Benefits	70,924	73,730	72,710	<b>72,560</b>	74,280
Contractual Services	1,642,278	1,574,260	1,553,390	<b>2,121,630</b>	2,122,380
Commodities	135,483	180,500	179,500	<b>188,500</b>	188,500
Repairs & Maintenance	45,482	32,850	95,850	<b>53,850</b>	53,850
Capital Outlay	3,472,739	6,770,350	5,925,350	<b>6,027,000</b>	7,320,700
Interdepartmental Charges	493,618	619,590	487,960	<b>582,510</b>	537,670
<b>Total Expenditures</b>	<b>6,212,551</b>	<b>9,617,980</b>	<b>8,674,760</b>	<b>9,420,050</b>	<b>10,680,480</b>

**Explanation of Expenditures**

The 2017 Proposed Contractual Services includes \$450,000 of designated storm line repairs and \$300,000 for annual cleaning.

**Public Works Department - Snow & Ice Removal (#110-6042)**  
**Summary of Expenditures**

Description	2015	2016		2017	2018
	Actual	Budget	Estimated	Proposed	Proposed
Salaries & Wages	297,016	325,000	175,000	<b>312,000</b>	325,000
Employee Benefits	61,081	68,400	37,000	<b>63,300</b>	65,900
Contractual Services	63,613	77,820	53,200	<b>77,820</b>	77,820
Commodities	10,594	23,500	16,250	<b>24,500</b>	24,500
Repairs & Maintenance	90,785	50,000	50,000	<b>50,000</b>	50,000
Capital Outlay	121,303	190,000	125,000	<b>8,000</b>	-
Interdepartmental Charges	10,000	10,000	10,000	<b>10,000</b>	10,000
<b>Total Expenditures</b>	<b>654,392</b>	<b>744,720</b>	<b>466,450</b>	<b>545,620</b>	<b>553,220</b>

**Explanation of Expenditures**

Overtime was reduced slightly in the Proposed 2017 Salaries and Wages and Employee Benefits based on a five year average. No major capital projects are planned for 2017.

### **Forestry and Grounds Maintenance Division**

This Division is responsible for the care of all public property trees and maintenance of public grounds. This includes the removal of undesirable trees, Dutch Elm diseased trees, and Emerald Ash Borer infested trees; tree planting; tree trimming; weed spraying; brush removal; parkway restoration; mowing and landscape maintenance.

### **2016 Accomplishments**

- Planted 650 new trees.
- Trimmed/serviced over 2,200 parkway trees.
- 1400 resident service requests were completed.
- Restored approximately 700 parkways damaged by work consisting of stump removal, main breaks, water leaks, damaged electrical cables, auto damage, etc.
- Removed approximately 700 trees (other than DED Elms) for reasons such as hazardous condition, declining health, and the EAB Ash Reduction Program, etc.
- Removed 56 parkway Dutch Elm diseased elms and continued aggressive monitoring for disease.
- Assisted the Engineering Division by completing necessary tree work on several high-profile storm water projects.

### **2017 Expectations**

- Plant 700 trees on the City's parkways.
- Continue to refine/enhance Dutch Elm Disease field detection and control techniques developed from ongoing observations made the previous DED season.
- Continue to increase the number of trees trimmed/removed by Forestry Division personnel and by contract.
- Continued peak (summer) season quick response to resident service requests.
- Continue timely restoration of all damaged parkways.
- Continue to monitor the City's 3 year contracts and closely monitor City contractors to ensure their work meets deadlines and does not compromise City standards.
- Continue the Citywide contract tree trimming and maintenance schedule based on a regular trim cycle.
- Continue parkway hydro seeding completed in-house to support the Engineering Division contracts.
- Manage the City-wide plan and response to Emerald Ash Borer (EAB) infestation.
- Continue to assist the Engineering Division by completing necessary tree work on numerous high-profile storm water projects.

**Public works Department - Forestry Division (#110-6043)  
Summary of Expenditures**

Description	2015	2016		2017	2018
	Actual	Budget	Estimated	Proposed	Proposed
Salaries & Wages	730,098	771,500	744,440	<b>777,400</b>	798,000
Employee Benefits	146,317	158,910	153,910	<b>155,090</b>	159,230
Contractual Services	492,258	672,000	609,500	<b>751,750</b>	751,750
Commodities	167,298	195,500	195,500	<b>224,250</b>	224,250
Repairs & Maintenance	4,349	4,000	4,000	<b>4,000</b>	4,000
Capital Outlay	28,955	319,000	317,000	<b>940,000</b>	605,000
Interdepartmental Charges	221,471	277,990	218,930	<b>261,360</b>	241,230
<b>Total Expenditures</b>	<b>1,790,746</b>	<b>2,398,900</b>	<b>2,243,280</b>	<b>3,113,850</b>	<b>2,783,460</b>

**Explanation of Expenditures**

The increase in 2017 Proposed Contractual Services is for additional restoration of landscape beds and maintenance for new stormwater detention areas. Capital Outlay includes replacement of two aerial bucket trucks, a dump truck and a chipper box truck.

## **Electrical Division**

This division is responsible for the maintenance of all municipal street lighting (excluding Com Ed lighting), traffic signal maintenance, and the maintenance of various control circuits, minor air conditioning repairs and electrical improvements and repairs at municipal buildings. In addition, this division with the Building Maintenance division has primary responsibility for snow removal in the business districts.

### **2016 Accomplishments**

- Installed Mondo board in City Hall's Conference room.
- Ran power to new ADA doors, new high speed doors, new vehicle lift in mechanics bay in Public Works Garage.
- Installed new UPS in Public Works Computer Room.
- Remodeled 1<sup>st</sup> and 2<sup>nd</sup> floor at the History Museum.
- Provided power for the "Rock the Block Party".
- Start up and winterization of City Centre fountain.
- Set up and take down Holiday tree.
- CBD snow removal.
- Installed two charging stations at Addison deck.
- Completed thorough cleaning of Schiller-Adelaide and First St. parking decks.
- Snow removal/haul snow off of the decks.
- Installed lights and outlets at the Fire Training Tower.
- Replaced lamps and ballast for the library parking lot lighting.
- Coordinated contractual painting of street light poles on North Ave. from York St. to West Ave. and light poles on Lake St. from Grand Ave. to York St.
- Initiated light pole replacement project.
- Completed yearly thermal scan testing of all City of Elmhurst electrical panels.
- Prepared for special events including parades and festivals.
- Completed yearly testing of all traffic signal conflict monitors.
- Installed flags on Spring Road of St. Patrick's Day Parade.
- Mounted banners on the Palmer Drive Underpass.
- Checked all street light festoon outlets for Holiday lighting.
- Repaired and maintained street lights and traffic signal systems.

### **2017 Expectations:**

- Continue street light replacement program.
- Continue street light pole painting program.
- Complete the annual thermos scan of all City electrical panels.
- Continue maintenance of the City Centre fountain Maintain the existing streetlight and traffic signal systems in an efficient manner.
- Continue to prepare for special events, parades and festivals, including Rock the Block, and set up of the Holiday Tree.

**Public Works Department - Electrical Division (#110-6044)**  
**Summary of Expenditures**

Description	2015	2016		2017	2018
	Actual	Budget	Estimated	Proposed	Proposed
Salaries & Wages	222,442	229,300	236,900	<b>246,100</b>	257,300
Employee Benefits	53,215	48,110	48,500	<b>48,830</b>	50,850
Contractual Services	225,896	371,840	213,720	<b>223,020</b>	227,560
Commodities	125,904	136,300	215,600	<b>190,300</b>	190,300
Repairs & Maintenance	2,581	7,500	24,000	<b>8,500</b>	8,500
Capital Outlay	336,982	458,000	53,000	<b>408,000</b>	10,000
Interdepartmental Charges	93,844	117,790	92,770	<b>110,740</b>	102,220
<b>Total Expenditures</b>	<b>1,060,864</b>	<b>1,368,840</b>	<b>884,490</b>	<b>1,235,490</b>	<b>846,730</b>

**Explanation of Expenditures**

The 2017 Proposed Commodities budget includes replacing streetlight poles per the multi-year schedule established in 2016. Vehicle replacements in 2017 Capital Outlay are one dump truck and one pickup truck.

## **Building Maintenance Division**

This division is responsible for the routine maintenance of municipal buildings, parking decks, decorative fountains and city-owned rental property. The building maintenance areas include heating and air conditioning, ventilation, plumbing, janitorial, roofing, and minor building repairs and improvements. This division also assists with the business district snow removal program and other duties as assigned.

## **2016 Accomplishments**

### **Police Department**

- Remodel and paint deputy chiefs area.
- Installed new flooring in evidence areas.
- Replaced domestic water heater.

### **City Hall**

- Replaced HVAC Units 1 & 4.
- Replaced remaining old duct work on RTU 2 at City Hall.
- Replaced first floor carpeting in all remaining common areas and atrium.
- Remodeled two offices.
- Painted 2<sup>nd</sup> floor east hallways.
- Installed two new drinking fountains.
- Revised cleaning contract.

### **Public Works Garage**

- Replaced gutters and downspouts on the southern exposure of the Public Works Complex.
- Installed new ADA compliant front door.
- Installed new Liebert system in computer room.
- Installed new high speed garage doors.
- Hosted the annual Community Food Drive.
- Hosted four Northern Illinois Mobile Food Pantry events.

### **Historical Museum**

- Patched and painted 1<sup>st</sup> floor gallery after each exhibit.
- Painted entrance to Churchville School House.
- Repaired and stained front porch of Churchville School House.
- Set-up parade vehicle.
- Provided supplies, tables and chairs for various Museum sponsored events.

### **Metra**

- Remodeled restroom.

### **City Wide**

- Coordinated contractual painting at the Schiller Parking Deck.
- Implemented a new snow / ice control program for all parking structures using non-corrosive ice melting products.
- Completed washing of Emroy and Myrtle at North Avenue underpasses.

- Completed an average of 69 service requests per month.
- Performed an average of 76 lamp replacements per month.
- Performed an average of 12 meeting set ups per month.
- Winterized the City Centre and the City Hall fountains.
- Tested all City owned RPZ valves.
- Completed annual fire alarm testing and repairs.
- Repair work of Adelaide parking deck was contracted and completed.
- Parking garages were pressure washed semiannually.

**2017 Expectations**

- Start process to replace upgrade HVAC System at Police Department.
- Install additional shower in men’s locker at Fire Station 1.
- Continue office carpeting at City Hall.
- Coordinate contractual painting at the Adelaide Parking Deck.
- Change current two year HVAC contract documents to a four two year agreement.
- Complete annual fire alarm testing and inspection, and annual fire extinguisher testing.
- Test all City owned RPZ valves.

<b>Public Works Department - Building Maintenance Division (#110-6046)</b>					
<b>Summary of Expenditures</b>					
Description	2015	2016		2017	2018
	Actual	Budget	Estimated	Proposed	Proposed
Salaries & Wages	350,359	381,200	374,800	<b>385,500</b>	399,100
Employee Benefits	71,103	77,630	78,900	<b>78,350</b>	81,070
Contractual Services	93,796	183,090	149,890	<b>151,600</b>	152,460
Commodities	45,591	40,200	40,100	<b>40,100</b>	40,100
Repairs & Maintenance	116,021	239,000	168,000	<b>120,000</b>	100,000
Other Expenses	210,367	30,000	30,000	<b>30,000</b>	30,000
Insurance	3,879	3,750	3,810	<b>3,940</b>	4,080
Capital Outlay	3,780	258,250	225,000	-	75,000
<b>Total Expenditures</b>	<b>894,896</b>	<b>1,213,120</b>	<b>1,070,500</b>	<b>809,490</b>	<b>881,810</b>

**Explanation of Expenditures**

The 2017 Proposed Repairs & Maintenance decreased approximately 50% due to one-time projects being completed in 2016 and no major capital projects are planned.

## **Fleet Maintenance Division**

This division is responsible for the operation of the Central Garage, coordinates all city equipment replacement lifecycles and maintenance of all city-owned mechanical equipment, including police, fire and public works vehicles; major pump and equipment repairs required for the utilities operation, and mechanical equipment for all public buildings. This division also maintains Elmhurst Park District equipment as a result of a 1993 intergovernmental agreement. In addition, this division is responsible for the operation and maintenance of a fuel dispensing station as well as ordering fuel to maintain an appropriate inventory at all times.

## **2016 Accomplishments**

- Coordinated sale of vehicles and equipment replaced by fleet upgrades for best possible return on investment through vehicle trades.
- The total Biological component of the diesel fuel consumed in FY16 budget year was 12,623.3 gallons in an effort to reducing Greenhouse Gas Emissions and our dependency on foreign oil.
- From 1/1/16 – 9/15/16, 5,660 equipment repairs were completed between the City and Park District Fleets. This includes 393 preventative maintenance procedures.
- 511 radio and computer repairs/modifications were completed.
- The Ford IDS, Alldata on line repair manuals, and the Ford Technical Resource Center have also been upgraded.
- Coordinated specifications, purchases, and repairs of Park District equipment and vehicles in accordance with intergovernmental agreement.
- Continue to reviewed Parts inventory and adjust quantities to reduce costs and meet demand.
- Replaced two worn out light duty 7.5 ft. plows.
- Replaced one Hybrid Aerial tree Trimmer truck for the Forestry Div. PW7.
- Replaced One Sign Truck for the Streets Div. PW4.
- Replaced five Dump trucks for the Streets Div. PW38, PW44, PW52, PW112 and PW113.
- Replaced one Pickup truck for the Streets Div. PW111.
- Replaced one Parking Deck Sweeper for the Building Maintenance Div. PW152.
- Replaced one Machine trailer for the Building Maintenance Div. PW52T.
- Replaced one Crash Attenuating trailer for the Distributions and Collections Div. PW174.
- Purchased one Emergency Storm trailer for the Streets Div. PW200T.
- Replaced one Ford Escape for the Electrical Div. E6.
- Replaced one All Electric vehicle for Administration Div. E9.
- Replaced one vehicle for Building Maintenance Div. E23
- Replaced one vehicle for the Fire Dept. F9.
- Replaced four Marked Squads for the Police Dept. PD3, PD5, PD8 and PD19.
- Replaced one service officer vehicle for the Police Dept. PD20.
- Replaced three Detective vehicles for the Police Dept. PD31,PD37 and PD45.
- Installation and Completion of Emergency Valve Stabilizer Brackets for the public works garage fuel island dispensers.

- The City's Fuel Island was inspected and passed its annual line leak test for 2016.
- Installation and Completion of a Stand-by Generator for the public works garage.
- Installation and Completion of a new electrical service panel for the IT backup Server room.
- All staff held ASE, and EVT Certifications were maintained or re-certified in 2016.
- Emergency Vehicle Technician (EVT) completed Pierce training on Supplemental Air Bag and Restraint systems for Fire apparatus.
- Coordinated the purchase and installation of two GE Electric vehicle chargers at the new Addison Parking deck.

### **2017 Expectations**

- Examine best practice and innovative ways to reduce cost to the City.
- Coordinate maintenance and repairs of the entire City fleet vehicles and equipment. To establish a safe and cost effective Fleet.
- Monitor changes in rules and regulations pertaining to Alternate Fuel and Hybrid vehicles. Incorporate Federal and State operational mandates.
- Purge inventory of out- dated parts and supplies in an efficient and cost savings manor.
- Continue to seek competitive bids/quotes for repairs/modifications from area vendors that are not cost effective to be done "in house".
- Expand choices of area vendors for external work to insure cost effectiveness.
- Maintain and upgrade shop equipment to keep pace with changing equipment technology.
- Assist with Bar Code Inventory System for Central Stores.
- Improve Safety Guidelines and shop requirements to reduce accidents and lost Workday cases.
- Maintain and upgrade radio communication equipment to keep pace with changing equipment technology for Narrow Band Radio's.
- Monitor and maintain equipment replacement schedule according to needs of specific user departments.
- Coordinate specifications, purchases, and repairs of Park District equipment and vehicles in accordance with existing intergovernmental agreement.
- Coordinate vehicle replacement for the 2017 CEB capital budget and vehicle salvage from sales of vehicles and equipment replaced by fleet upgrades for best possible return on investment.
- Maintain accurate and detailed records of all aspects of shop operations and personnel performance.
- Formulate contingency plan for unexpected or extended staff shortages. In order to continue providing superior service to the City's fleet and "internal customers".
- Coordinate and increase training and education in 2017 for A.S.E and E.V.T. certifications Blue Seal Certifications.
- Continue to increase technology based training to keep pace with fleet wide industry changes.
- Continue to investigate current as well as upcoming diagnostic equipment and software.

- Inventory all hard parts. (Tires, snow fighting parts, filters, etc.) Return and/or replace inventory with current inventory; and adjust levels as needed.

<b>Public Works Department - Fleet Maintenance Division (#110-6047)</b>					
<b>Summary of Expenditures</b>					
Description	2015	2016		2017	2018
	Actual	Budget	Estimated	Proposed	Proposed
Salaries & Wages	683,793	806,900	762,400	<b>733,300</b>	754,100
Employee Benefits	139,150	167,970	160,720	<b>149,100</b>	153,340
Commodities	461,186	791,000	377,300	<b>766,000</b>	606,000
Repairs & Maintenance	434,815	478,500	445,300	<b>488,500</b>	478,500
Other Expenses	4,028	4,000	4,600	<b>4,000</b>	4,000
Insurance	13,152	13,000	13,060	<b>13,480</b>	13,920
Capital Outlay	150,750	104,500	102,000	<b>70,500</b>	44,500
Total Expenditures	1,886,874	2,365,870	1,865,380	<b>2,224,880</b>	2,054,360

**Explanation of Expenditures**

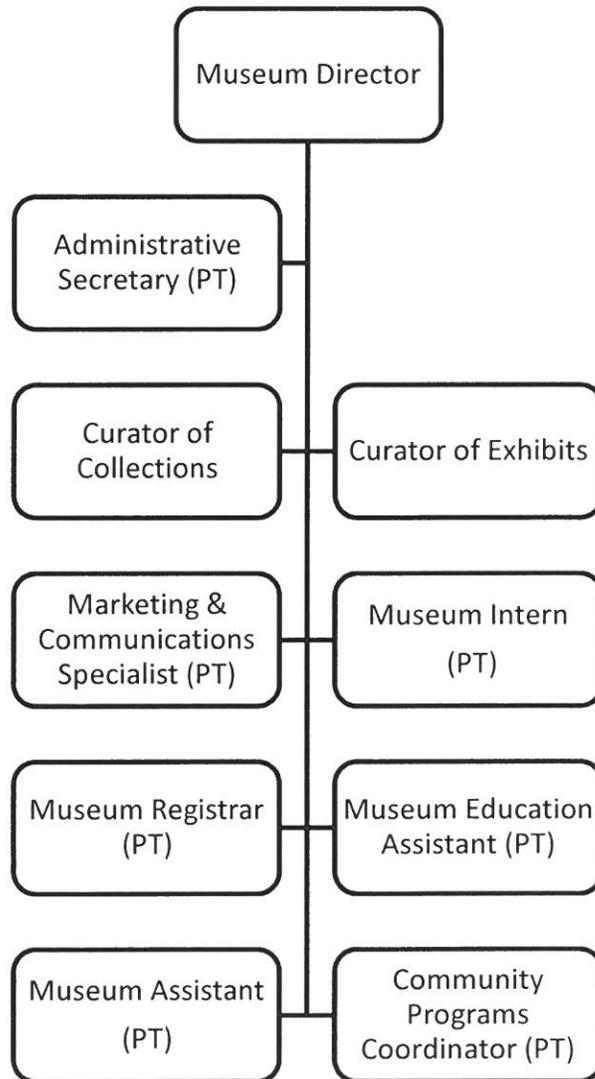
The Salaries and Wages and Employee Benefits proposed in 2017 reflect a reduction in one full time staff position. Commodities includes the purchase of a propane fueling station at the Public Works facility and the continuation of lower gasoline and diesel fuel expenditures.

**FY 2017**  
**HISTORICAL MUSEUM**

**Mission**

The primary mission of the Elmhurst Historical Museum is to serve as the community's memory by acquiring, preserving, and interpreting the original materials related to the history of Elmhurst from the settlement period to the present. Paramount to the mission is the perpetual care and preservation of the City's collection of more than 10,000 photographic images documenting community development, 12,000 artifacts demonstrating human experiences in Elmhurst, and hundreds of feet of manuscript materials ranging from Civil War letters to business and personal papers of residents. Interpretive services such as exhibits, walking tours, school class and children's activities, and family and adult programs are provided at the museum and throughout the community.

**Organizational Chart**



## 2016 Accomplishments

- Hosted *Beer Chicago* exhibit (January-February).
- Presented four public programs (January).
- Presented three public programs (February).
- Partnered with Elmhurst Heritage Foundation to host By All Accounts anniversary event for members/donors featuring four past/present mayors (February).
- Opened *Patios, Pools & the Invention of the American Backyard* exhibit (March).
- Secured 100% sponsorship for *Patios* exhibit and hosted sponsor reception with Elmhurst Heritage Foundation (March).
- Entered 19,000<sup>th</sup> record into the automated collections management system allowing greater access to records by public and staff (March).
- Presented two public programs (March).
- As part of ongoing branding project, unveiled new name and logo (March).
- Presented two public programs (April).
- Completed new inventory of museum collection (May).
- Established new POS system for museum store (May).
- Presented three public programs including the 20<sup>th</sup> Annual Elmhurst Museum Day (May).
- Opened *But Wait, There's More! The Irresistible Appeal and Spiel of Ronco and Popiel* exhibit (June).
- Elmhurst Heritage Foundation member/donor exhibit preview event (June).
- Feature article about But Wait exhibit appears in Chicago Tribune (June).
- "Summer Fun&Games" program each Tuesday attracting 222 children and 133 adults (June-July).
- Summer interns from Elmhurst College, Indiana University, and Valparaiso (June-August).
- Unveiled new website as part of ongoing branding project (July).
- "Summer Spectacular" event features the "Ronco Chef Challenge" with chefs from OMG, 151 Kitchen/Bar, and Café Amano (July).
- Initiated strategic planning project for Elmhurst Heritage Foundation (July).
- Partnered with Elmhurst Art Museum to present two public programs, including an "Architecture Walking Tour" (August).
- Implemented new fee structure for badge programs presented to scout groups (September).
- Created table top exhibit for American Legion military ball (September).
- Partnered with Elmhurst Heritage Foundation and Rotary Club of Elmhurst for "Elmhurst Craft Beer Fest" raising more than \$30,000 and attracting more than 550 guests to the museum ground (September).
- Opened *In Her Own Right: Marion Mahony Griffin* exhibit (October).
- Partnered with Elmhurst Heritage Foundation to sponsor member/donor preview event for new exhibit (October).
- Partnered with Conrad Fischer Elementary School, Village of Bensenville, and Churchville Cemetery Association to present "Churchville Schoolhouse Fall Open House (October).

- Presented four public programs, two of which were in partnership with Elmhurst Public Library and one in partnership with Elmhurst Historic Preservation Commission (October).
- Supported Elmhurst Heritage Foundation's annual fund drive (October – December)
- New landscape plan for Churchville Schoolhouse was initiated with support from The Conservation Foundation.
- Filmed/aired four "Elmhurst Time Travelers" programs with Comcast.
- Wrote and distributed four print issues of museum Calendar of Events to Elmhurst postal patrons.
- Wrote and distributed three "Heritage Connection" newsletters to donors and members of Elmhurst Heritage Foundation.
- Feature publicity was carried by Chicago Tribune, Press Publications, Suburban Life, WYCC, FOX- 32 TV, WBBM, WGN-TV, and ABC-7 TV.
- Started partnership with Bensenville Park District and Forest Preserve District of DuPage County to create an interpretive trail linking Churchville Schoolhouse and Fischer Farmstead.

### **2017 Expectations**

- Install three temporary exhibits (*House and Home*, *Disco Demolition Invades Comiskey Park*, *Dresses of Life's Moments*).
- Secure financial sponsorship for three exhibits and special projects (with Elmhurst Heritage Foundation).
- Initiate formal Sunday afternoon lecture series throughout the year.
- Continue to partner with Elmhurst organizations and businesses to promote Elmhurst.
- Complete new strategic plan for Elmhurst Heritage Foundation.
- Upgrade Education Center facility.
- Evaluate "Summer Fun&Games" program and revise as appropriate.
- Improve museum volunteer program to better serve audiences and museum needs.
- Continue to expand year-round programming (school services and public programs) at Churchville Schoolhouse.
- Continue to grow school services at museum and in classrooms throughout entire school year.
- Film three "Elmhurst Time Traveler" television programs with Comcast.
- Continue to implement fee-based programming for public.
- Integrate museum store element into museum website.

**Museum (#110-7060)  
Summary of Expenditures**

Description	2015	2016		2017	2018
	Actual	Budget	Estimated	Proposed	Proposed
Salaries & Wages	418,938	449,600	446,800	<b>465,700</b>	484,200
Employee Benefits	108,859	124,405	119,720	<b>121,090</b>	126,490
Contractual Services	66,137	83,600	75,960	<b>86,600</b>	79,050
Commodities	7,264	8,300	11,700	<b>9,700</b>	9,900
Repairs & Maintenance	36,139	51,200	51,200	<b>61,200</b>	51,200
Other Expenses	257,080	121,650	119,100	<b>122,600</b>	123,800
Insurance	4,593	5,150	5,410	<b>5,540</b>	5,680
Capital Outlay	122,820	100,000	-	<b>125,000</b>	30,000
Interdepartmental Charges	91,110	139,640	136,530	<b>88,790</b>	102,530
<b>Total Expenditures</b>	<b>1,112,940</b>	<b>1,083,545</b>	<b>966,420</b>	<b>1,086,220</b>	<b>1,012,850</b>

**Explanation of Expenditures**

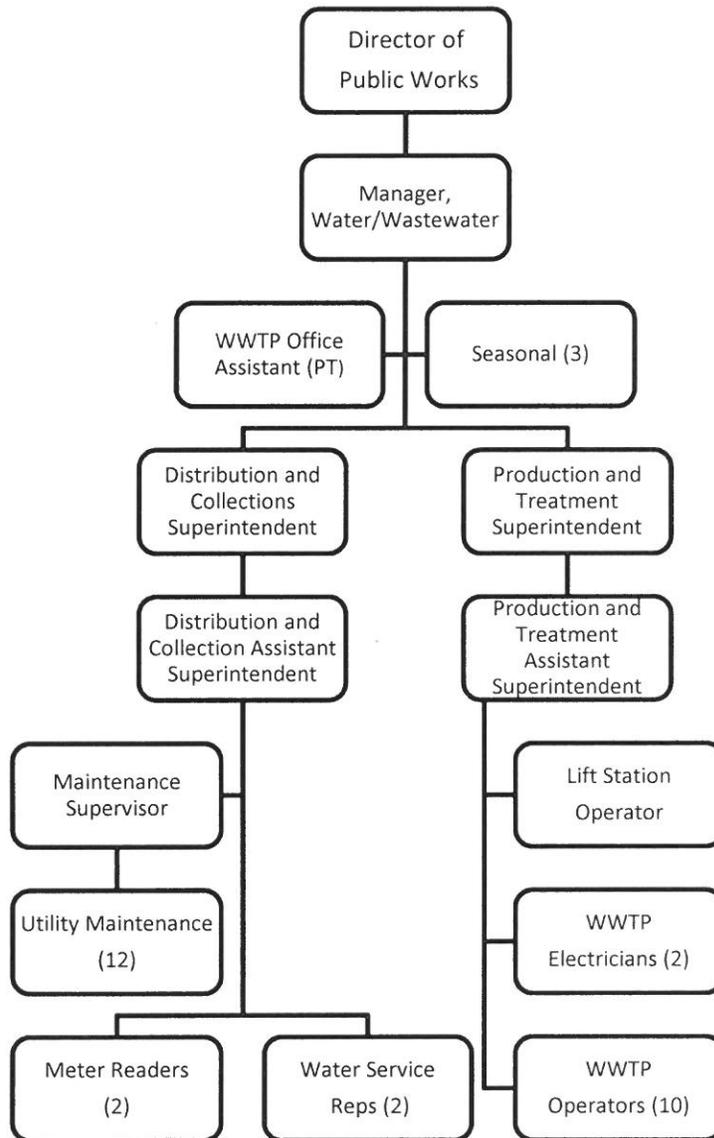
The 2017 proposed Contractual Services includes costs associated with the rebranding project. The increase from 2016 estimated to 2017 proposed for Repairs and Maintenance is due to repair and replacement of carpet, wall fabric, lighting, and windows at the Education Center. The 2017 proposed Capital Outlay is for replacement of the HVAC system at the Education Center. The decrease in Interdepartmental Charges in the 2017 Proposed budget is due to the timing of major capital projects in the IT department (see CEB page 112).

**FY 2017**  
**WATER/WASTEWATER – MUNICIPAL UTILITY FUND**

**Mission**

The City of Elmhurst operates and maintains its water programs through two divisions within the Department of Public Works.

**Organizational Chart**



## **Production and Treatment Division**

The Production and Treatment Division is responsible for the 20 million gallon per day (MGD) activated sludge wastewater treatment facility with 10 sanitary sewer lift stations and the 15.0 MG water production system which utilizes three large finished water reservoirs and three elevated storage tanks. This division is also responsible for the 12 storm water pumping stations, 4 storm water reservoirs currently (more coming on line soon) and ancillary systems.

## **2016 Accomplishments**

- Administered the annual Cross Connection Control Device CCCD program with 2,758 devices connected to the water distribution system at 1,721 locations. The program involves an annual city-wide CCCD survey and the management of the 2,758 devices connected to the water distribution system. The program is a requirement of the Illinois Department of Public Health and the Illinois Environmental Protection Agency.
- Administered Synagro on the Land Application of Biosolids contract of the WRF.
- Work with Hanover Insurance Company (the Bonding Company of Maxim), Maxim Construction and Walker Process Company on the repairs to the water tube boiler and associated equipment that was damaged as result when the boiler malfunctioned in January and turned into a steam boiler.
- Administered Boller Construction on; the two physical locations for Southwest Elmhurst Wet Weather Control Facility of Saylor & Jackson sanitary Lift Station and the 2 MG storage tank at the WRF project, the DAFT replacement project and the Effluent Gate and West Contact Tank Rehabilitation project and the Bar Screen Replacement and Screening Washer/Compactor project and the Blower and Aeration System Piping Replacement project.
- Administered Marc Kresmery Construction on the Park Street Lift Station Replacement Project.
- Administered Martam Construction Company on the Third & 83 Lift Station Replacement project.
- Continue Work with Robinson Engineering on the reengineering of the replacement Effluent Sampling Station project. The reengineering was required as result of requirements and mandates in the newly issued National Pollutant Discharge Eliminating System (NPDES) permit.
- Administered Conservation Landscape Stewardship on the maintenance of the Salt Creek Greenway Trail infrastructure at the Harrison, Jackson, Berkley & Adams and McKinley storm stations, annual mowing of the Lower Elmhurst Storm Reservoir, Harrison Storm Reservoir, Arlington Storm Reservoir, North Water Reservoir, Eldridge Storm Reservoir, Lake Street & Hwy 290 infield (south side), WRF and annual burn at the WRF.
- Worked with Christopher Burke Engineering on the design of the pumping systems for the storm water detention basin at Commons Park.
- Worked with City Engineering on the design of the pumping systems for the storm water detention basin at York Street and Crestview.
- Completed the 2016 Consumer Confidence Report and distributed notification cards of the report to customers of the water distribution system for the calendar year of 2015. This was the third year where the distribution of the Consumer Confidence Report was made available on the Cities website via the internet, thus reducing printing services and postage. The report was mailed to thirteen customers requesting a hard copy of the report.

- Completed required monitoring and sampling of the water production/distribution system and the discharges from the Wastewater Treatment Plant.
- Administered Jetco Painting on the South Elevated Tower Interior and Exterior Painting and tower enhancement project.
- Continue to administer Clark Deitz Engineering the design and bidding of the grinder and structure at the Atrium Sanitary Lift Station. Upon further analyses, investigation, construction required realigning the sanitary sewers 30 plus feet deep to the grinder new manhole plus the age of the Atrium Lift Station and replacement equipment. Replacing the existing pumping equipment with submersible pumps is being considered into the existing wet well capable of grinding up matter and replacement of the existing generator. This would abandon the dry pit and its' confined space entries.
- Continue to administer Baxter & Woodman on the design and installation of the Buildings #2 & #3 HVAC Modifications at the Wastewater Treatment Plant.
- Continue to administer the design of the Grit Removal Systems at the WRF.
- Continue to administer the Roof Replacements of West and South Water Production Reservoirs, Buildings #2, #4, #5, #6 and #11 with STR Building Resources LLC at the WRF.
- Administer the design and installation with Baxter & Woodman and Boller Construction Company of the Design/Build emergency replacement of the South Digester Cover and Mixing system at the WRF.
- Enter into contract with Baxter & Woodman, New Castle Electric and Kraft Power for the engineering and installation of resizing of the methane gas compressor of the peak-shaving generator at the WRF.
- Administered Keno Construction on the Grinder Replacement at the North Avenue and North Industrial sanitary lift station projects.
- Continue work with Baxter & Woodman for the design and structure of the Facility Planning Report for the funding of the division projects over the next ten years.
- Administer Utility Services on the inspection of the North and West Elevated Water Towers in preparation for bidding for repainting, lettering and facility enhancements for the FY2017.
- Worked with engineering firms of Baxter & Woodman, Robinson Engineering, Strand Engineering and RJN Group with resident engineering and construction oversight of projects; Park Avenue Lift Station Replacement, 83 & 3<sup>rd</sup> Lift Station Replacement, SWEWWCF, Saylor & Jackson Lift Station Enhancement, DAFT Replacement, Blower and Aeration System Replacement, Bar Screen Replacement, Grinder Replacement North Avenue Lift Station, South Elevated Water Tower Repainting and Lettering, Grinder Replacement North Industrial Lift Station.
- During 2016 and 2017, administer the design and installation with Baxter & Woodman and Dahme Mechanical Incorporated of the Design/Build emergency replacement of the natural gas piping system serving seventeen locations at the WRF. Along with the gas piping replacement we will incorporate the replacement of the non-potable water system and provide fiber optic capabilities throughout the facility.
- Continue work with Human Resources on filling the vacated Assistant Superintendent and Operator positions within the Division.
- Received draft renewal of WWTP NPDES in summer of 2016. After meeting with IEPA in September, we may have new permit by January 1st, 2017. If so we will have many action items to complete.

## **2017 Expectations**

- Continue to work with Boller Construction on: the construction of the Bar Screen and Washer-Compactor, South Digester and Mixing System, Natural Gas Piping, Non Potable Water System and Fiber Optic Projects.
- Continue to work with Robinson Engineering on: the redesign, bidding and construction of the effluent sampling station.
- Continue to work with consultants and contractors on: the redesign, bidding and construction of the Utility System Communication Network.
- Continue to work with Clark Dietz Engineering and Contractor on: the construction of the Atrium sanitary lift station.
- Administer the elevated tower interior dry area and exterior painting and facility enhancements to the West and North Elevated Storage Tanks.
- Administer the engineer on the Water Production System Evaluation.
- Work with consultants and contractors on: the construction of the Water System Improvements. Administer the contractor on the Roof Replacement at the West and South Water Production Reservoirs and Buildings #2, #4, #5, #6 and #11 at the WRF.
- Administer the installation of the Buildings #2 & #3 HVAC Modifications at the WRF.
- Administer the design and construction of the Lift Station Hardening at the North Avenue Sanitary Lift Station.
- Administer the design and construction of the Lake & Walnut Lift Station replacement.
- Administer the design and construction of the North Industrial Lift Station Generator.
- Work with consultants and contractors on: the design and construction of the Storage Pad Apron.
- Work with consultants on the engineering and design of: the Influent Screw Pump Replacements at the WRF.
- Work with consultants on the engineering and design of: the North Belt Press Replacement at the WRF.
- Work with consultants on the engineering and design of: the Emergency Power Manual Transfer Switches at the WRF.
- Work with contractor on the construction of the Grit Removal System Replacement at the WRF.
- Work with consultants and contractors on: NPDES – ESO Monitoring - Special Condition 14.
- Work with consultants on: NPDES – Industrial Survey - Special Condition 11.
- Work with consultants on: NPDES- Mixing Study – Special Condition 19.

**WATER OPERATIONS - PRODUCTION (#510-6051)**

**Summary of Expenditures**

Description	2015	2016		2017	2018
	Actual	Budget	Estimated	Proposed	Proposed
Salaries & Wages	353,086	360,100	371,800	<b>354,300</b>	368,400
Employee Benefits	71,840	76,110	78,490	<b>72,130</b>	74,950
Contractual Services	6,735,944	7,365,860	6,966,240	<b>7,213,410</b>	7,462,590
Commodities	2,202	3,000	3,500	<b>3,500</b>	3,500
Repairs & Maintenance	8,525	39,400	35,900	<b>44,700</b>	45,200
Insurance	2,850	2,870	2,890	<b>2,980</b>	3,080
<b>Total Expenditures</b>	<b>7,174,447</b>	<b>7,847,340</b>	<b>7,458,820</b>	<b>7,691,020</b>	<b>7,957,720</b>

**Explanation of Expenditures**

Increases in recent years stem from growth in Contractual Services primarily due to the DuPage Water Commission's rate increase for water purchases, which includes rate increases from the City of Chicago.

**Distribution and Collection Division**

The Distribution and Collection Division manages more than 170 miles of potable water distribution main, 160 miles of the sanitary sewer collection system, and the storm sewer collection system which includes more than 60 outfalls and flap gates discharging into local streams. Additionally, the Division operates and maintains more than 15,000 residential/commercial water meters providing first-class service through the more than 10,000 service calls made each year. This group is also responsible for the maintenance, calibration and replacement of water meters throughout the City of Elmhurst.

**2016 Accomplishments**

- The City of Elmhurst lined 18,000 feet of sanitary & storm sewer lines using the Cured-in-Place-Pipe (CIPP) process. The process resulted in the rehabilitation of structurally-deficient sewer line and the reduction of excessive clear water flows into City sanitary and storm sewers.
- The City of Elmhurst completed the annual fire hydrant flushing program flushing 859 fire hydrants throughout the city.
- Staff continued the Fats Oils and Grease (FOG) program in order to protect the sanitary system and prevent overflows. This program includes inspecting all of the food service

establishments (FSE) and automobile repair/fueling facilities in the City of Elmhurst. Staff expects to inspect 400 facilities.

- Sewer maintenance staff expects to televise 50,000 feet of sanitary sewer and 20,000 feet of storm sewer lines which include root cutting and flushing. Crews expect to repair 30 storm and sanitary sewers.
- Maintenance staff expects to remove 40 cubic yards of debris from the storm and sanitary sewer collection system. Crews will complete the annual flap-gate inspections and routine maintenance activities.
- Administered material hauling and delivery. Due to new Illinois EPA requirements, all excavations delivered to local landfills must be PH tested and soils sampled for contaminants.
- Developed the 2016 water main replacement project list using a database developed from 30 years of water main break information. This database assists staff in locating water system vulnerabilities and aids in scheduling replacement activities.
- Oversaw the contractor on the installation of 2,400 feet of new 24 inch sanitary sewer force Jackson St and the installation of a 2 million gallon storage tank location at the Elmhurst Water Reclamation Facility as part of the "South West Elmhurst Wet Weather Control Facility" (SWEWWCF) project.
- Oversaw the installation of 500 feet new 24 inch storm sewer and additional drainage inlets on Jackson St from Mitchell to Saylor.
- Staff continues to developed sanitary sewer "problem areas" database. This list properly directs sewer crews to areas of concern where sewer back-ups have occurred. The database also contains the previous fifteen (15) years of sewer back-up complaints from residents. Regular maintenance reduces customer complaints and improves system performance.
- Completed engineering plan reviews for new utility installations.
- Contractually administered the 2016 building inspection and dye testing project covering approximately 1,500 residential homes.

### **2017 Expectations**

- Administer 2017 Sewer CIPP Lining and grouting contract consisting of 20,000 feet of sanitary & storm sewer lines.
- Continue monitoring the Fats Oils and Grease (FOG) program designed to protect the sanitary system and prevent overflows. This program which includes inspecting all of the food service establishments (FSE) and automobile repair/fueling facilities in the City of Elmhurst will include further monitoring of discharges in the City of Elmhurst sanitary collection system. Another aspect of capacity, management, operation and maintenance of the sanitary system is root control and to that end, staff will continue removing roots, flushing and cleaning the sanitary sewers. In addition, treatment of the collection system with a root inhibitor to retard root growth will be a priority.
- Administer 2017 Leak Detection program. This program provides for an annual survey of the water system and emergency leak location during the year using leak detection equipment.
- Administer the 2017 Fire Hydrant and Valve material purchase.
- Administer the 2017 Fire Hydrant Flushing program.
- Administer the 2017 City of Elmhurst Fire Hydrant program.
- Administer the 2017 City of Elmhurst Water Valve Replacement program.

- Develop the 2017 water main replacement project list.
- Collaborate with the Elmhurst Fire Department to maintain the City of Elmhurst ISO fire rating.
- Conduct annual flap-gate and air relief maintenance/inspections; continue updating city base maps regarding changes in the City of Elmhurst storm sewer system.
- Administer the City of Elmhurst water metering program for both residential and commercial meters on all scheduled and manual billing cycles; locate, test, and repair B-boxes through routine maintenance and ahead of construction schedules.
- Administer a city wide water meter change out program to replace ageing water meters in residential homes and commercial buildings.
- Administer the 2017 contractual storm sewer clean & televising project to clean and televise 24 inch and smaller diameter storm sewers.
- Administer the 2017 contractual sanitary sewer clean & televising project to clean and televise large diameter sanitary sewers.
- Administer 2017 contractual sanitary sewer lateral lining project.

<b>Wastewater Operations -Wastewater Treatment Plant (#510-6057)</b>					
<b>Summary of Expenditures</b>					
Description	2015	2016		2017	2018
	Actual	Budget	Estimated	Proposed	Proposed
Salaries & Wages	1,079,003	1,128,700	1,132,400	<b>1,138,700</b>	1,169,500
Employee Benefits	218,279	236,860	237,610	<b>230,240</b>	236,570
Contractual Services	548,620	672,640	594,240	<b>622,980</b>	630,070
Commodities	92,527	155,200	113,700	<b>155,200</b>	127,200
Repairs & Maintenance	299,032	494,000	237,000	<b>1,523,000</b>	438,000
Insurance	43,691	43,970	46,470	<b>48,220</b>	50,020
Capital Outlay	-	7,630,100	9,945,000	<b>10,550,000</b>	4,140,000
Interdepartmental Charges	76,952	96,590	76,070	<b>90,810</b>	83,820
<b>Total Expenditures</b>	<b>2,358,104</b>	<b>10,458,060</b>	<b>12,382,490</b>	<b>14,359,150</b>	<b>6,875,180</b>

**Explanation of Expenditures**

The 2017 proposed Commodities reflects cost increases due to the replacement of laboratory equipment. The increase from 2016 estimated to 2017 proposed Repairs and Maintenance is due to funds for roof replacement on five buildings and for digester cleaning in conjunction with upgrades to the cover and mixing systems.

**Water Operations - Distribution (#510-6052)  
Summary of Expenditures**

Description	2015	2016		2017	2018
	Actual	Budget	Estimated	Proposed	Proposed
Salaries & Wages	1,280,819	1,341,400	1,336,400	<b>1,354,000</b>	1,389,500
Employee Benefits	264,475	280,790	278,700	<b>272,290</b>	279,430
Contractual Services	613,120	577,920	327,810	<b>719,850</b>	570,760
Commodities	336,249	3,277,500	273,000	<b>5,980,600</b>	1,280,600
Repairs & Maintenance	104,431	913,300	411,000	<b>1,233,800</b>	65,800
Insurance	8,549	8,620	8,660	<b>8,940</b>	9,230
Capital Outlay		2,120,000	2,100,000	<b>2,307,000</b>	2,753,000
Interdepartmental Charges	152,027	190,830	150,290	<b>179,410</b>	165,590
<b>Total Expenditures</b>	<b>2,759,670</b>	<b>8,710,360</b>	<b>4,885,860</b>	<b>12,055,890</b>	<b>6,513,910</b>

**Explanation of Expenditures**

The 2017 proposed Contractual Services includes painting of water operations facilities, leak detection surveys, emergency tank inspections, and watermain valve and fire hydrant repairs. The 2017 proposed Commodities includes purchase and installation of water meters as part of a two-year replacement program. The 2017 Proposed Repairs and Maintenance includes \$1,070,000 for exterior sand blasting and painting of two elevated tanks. One tank was completed in 2016.

**Wastewater Operations - Sanitary Sewer Maintenance (#510-6056)**  
**Summary of Expenditures**

Description	2015	2016		2017	2018
	Actual	Budget	Estimated	Proposed	Proposed
Salaries & Wages	454,950	477,500	451,600	<b>462,500</b>	481,200
Employee Benefits	92,508	99,450	95,370	<b>94,210</b>	98,040
Contractual Services	960,298	685,590	424,110	<b>579,480</b>	579,620
Commodities	113,168	162,000	146,000	<b>58,500</b>	58,500
Repairs & Maintenance	160,306	215,500	147,600	<b>189,000</b>	131,000
Insurance	2,850	2,870	2,890	<b>2,980</b>	3,080
Capital Outlay		3,368,500	3,362,735	<b>7,124,500</b>	2,883,500
Interdepartmental Charges	56,306	70,680	55,660	<b>66,450</b>	61,330
<b>Total Expenditures</b>	<b>1,840,386</b>	<b>5,082,090</b>	<b>4,685,965</b>	<b>8,577,620</b>	<b>4,296,270</b>

**Explanation of Expenditures**

The 2017 proposed Capital Outlay represents several projects including \$2,500,000 for sanitary sewer line maintenance and \$1,000,000 for flow monitoring as well as lift station improvements to the North Ave and Atrium lift stations. Also planned for 2017 is installation of a computerized maintenance management system (CMMS)

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