



City of North Chicago Budget

Fiscal Year 2020

May 1, 2019 to April 30, 2020

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Introduction

City Officials

Leon Rockingham, Jr.

Mayor

Ernest Fisher

Alderman, Ward 1

Bobby Allen

Alderman, Ward 4

Bonny Mayfield

Alderman, Ward 2

Torrance Markham

Alderman, Ward 5

Carl Evans

Alderman, Ward 3

Bob Runnels, Sr.

Alderman, Ward 6

Kathy January

Alderman, Ward 7

Kenneth Robinson

City Treasurer

Lori Collins

City Clerk

Staff

Deb Waszak

Chief of Staff

Department Directors

Daniela Partipilo

Victor Barrera

Elizabeth Black

Edward Wilmes

Acting Comptroller

Economic Development Director

Human Resources Director

Public Works (Streets, Water & Sewer)

Director

Fire Chief

Chief of Police

Library Director

Dell Urban

Lazaro Perez

Joan Battley

City of North Chicago

Located 33 miles north of downtown Chicago, and 48 miles south of downtown Milwaukee, on the shores of Lake Michigan, North Chicago is home to Naval Station Great Lakes, the Lovell Federal Health Care Center, healthcare giants Abbott and AbbVie and Rosalind Franklin University. Easily accessible by road, commuter and freight rail, air and water; North Chicago has a business friendly environment well suited for economic growth and long-term prosperity. Discover all that North Chicago has to offer.

Demographics

The total population of North Chicago is 32,574 (2010 Census) with a commuting daytime population change of +10,871 (30.3%). The state of Illinois covers 56,343 square miles, Lake County is 470 and the City of North Chicago is approximately 7.8 square miles.

Age Classifications*

Age Group	Total Population	
Under 15	5,679	17.4%
15-24	13,385	41.1%
25-34	5,888	18.1%
35-44	2,566	7.9%
45-54	2,103	6.5%
55-64	1,544	4.7%
65 and over	1,409	4.3%

Racial Classifications*

Race	Total Population	
White	15,601	47.9%
Black	9,746	29.9%
American Indian, Alaska Native	231	0.7%
Asian/Hawaiian	1,267	3.9%
Hispanic Origin Of Any Race	8,857	27.2%

*2010 Census

Current Estimated Population (2014 estimates)

Illinois	12,859,995
Lake County	705,186
North Chicago	30,395

Transportation

Less than 40 miles from Downtown Chicago and 25 miles from O'Hare International airport, North Chicago has access to major highways, commuter and freight trains, and is a short distance from 6 International, regional and private airports

Major Roadways

IL 43, IL 131, IL 137	Local
US 43	Local
IL 120	1 Mi. N
IL 176	2 Mi. S
I-94	2 Mi. W

Public Transportation

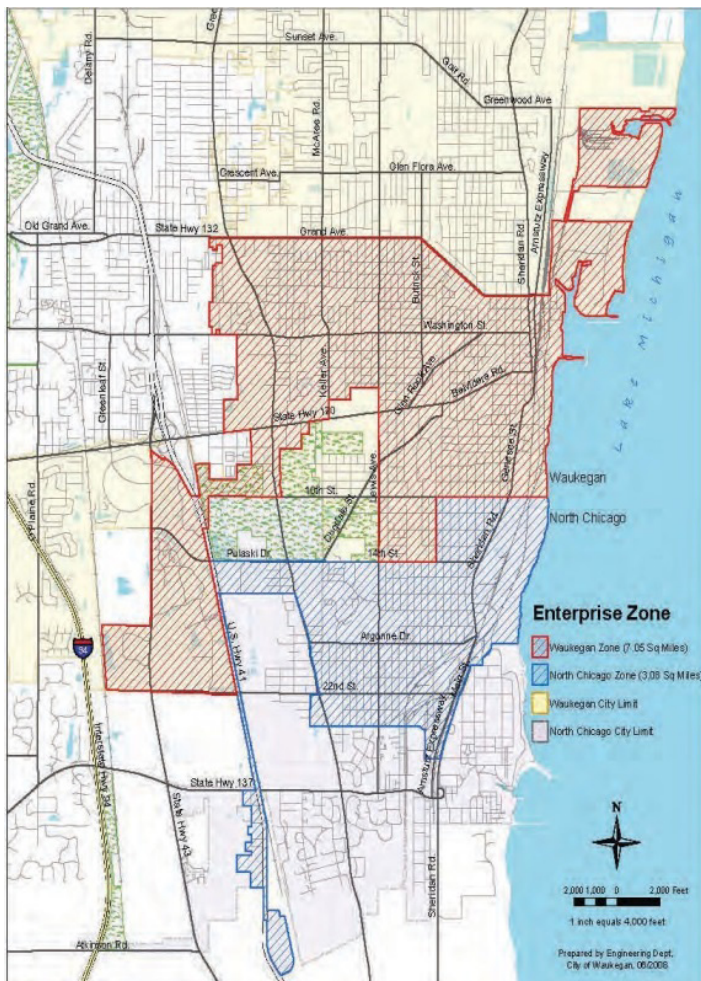
METRA Commuter Trains to Chicago
PACE Bus Routes: 563, 564, 566, 569, 573
PACE Dial-A-Ride Service

Airports

International	
Chicago - O'Hare	24 Mi. SW
Chicago - Midway	37 Mi. S
Milwaukee - Mitchell	43 Mi. N
Regional	
Waukegan Regional	7 Mi. N
Chicago Executive	14 Mi. SW
Private	
Campbell Field	11 Mi. W
	24 Mi. SW

Economic Development Incentives

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Enterprise Zone

A portion of the City of North Chicago falls within the Waukegan/North Chicago Enterprise Zone. The Illinois Department of Commerce and Economic Opportunity administers the Enterprise Zone Program, which is designed to encourage economic growth and neighborhood revitalization at the local level through various tax incentives, regulatory relief and improved governmental services. Enterprise Zones offer businesses a number of tax incentives to encourage job creation and job retention within their communities.

Investment Tax Credit

The investment tax credit allows a .5% credit against the state income tax for investments in qualified property which is placed in service in an Enterprise Zone. To qualify, a property must be newly built or have an improvement or addition made to it on or after the date the zone was designated.

Sales Tax Deduction

The cost of building materials that will be incorporated into real estate as part of a building project may be deducted from the sale receipts when calculating the tax imposed for these materials.

EZ Machinery and Equipment Sales Tax Exemption

A company in an Enterprise Zone may be able to receive a 6.25% sales tax exemption on all tangible property which is used or consumed within an Enterprise Zone in the process of manufacturing. To be eligible for this incentive the company must either, create 200 full-time jobs in Illinois or retain a minimum of 2,000 full-time jobs, or retain 90% of existing jobs when moving into the Enterprise Zone. The items and materials may be purchased anywhere in Illinois.

Job Tax Credits

A tax credit of \$500 per qualified employee may be given to an Enterprise Zone company that hires individuals who are certified as economically disadvantaged or as dislocated workers. These workers must be found through the local administrative office of the Workforce Investment Act.

Economic Development Incentives

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Utility Tax Exemption

A company in an Enterprise Zone may be eligible for a 5% state tax exemption on gas, electricity, the Illinois Commerce Commission .1% administrative charge and the excise taxes on originating telecommunications. Local units of government may also exempt their taxes on gas, electricity and water. To be eligible for these benefits, the company must meet one of three conditions: 1. The business must make an investment of at least \$5,000,000 into the Enterprise Zone and create a minimum of 200 full-time jobs; 2. Make an investment of \$175,000,000 in to the zone and create a minimum of 150 full-time jobs; 3. Make an investment of \$20,000,000 and retain at least 1,000 full-time jobs when moving into the zone. An eligible investment may be purchasing a building, the improvement/renovation of a building or investments in efficiency, capacity, product quality or competitive position.

Property Tax Incentives

A company in an Enterprise Zone may have the increase in property taxes due to new improvements or renovations abated. This is useful because every time a property is improved it is reassessed, and therefore the taxes increase. Typically, this incentive is marginally beneficial at best.

Income Tax Deduction for Financial Institutions

Financial institutions in Illinois are eligible for special deductions on their Illinois corporate income tax return. Such institutions may deduct from their taxable income an amount equal to the interest received from a loan for development in an enterprise zone. This is limited to the interest earned on loans or portions of loans secured by property which is in an Enterprise Zone.

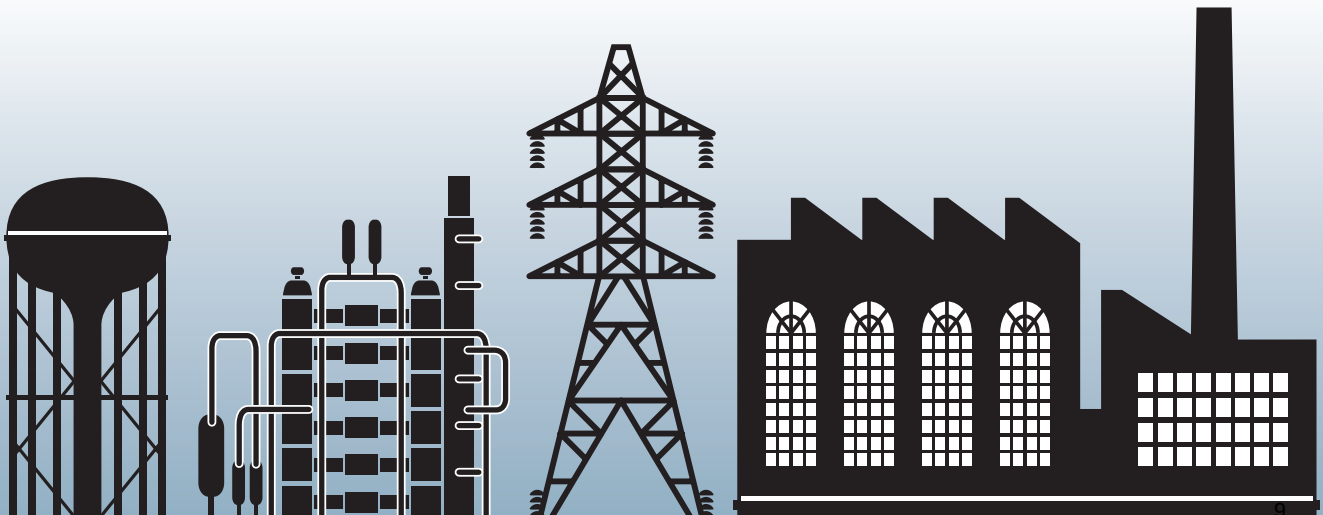
Dividend Deductions

Taxpayers may deduct from their taxable income an amount equal to those dividends which were paid to them by a corporation which conducts substantially all of its operations in an Enterprise Zone or zones.

Corporate Contribution Deductions

Corporations may make a donation to designated zone organizations for projects approved by the Illinois Department of Commerce and Economic Opportunity (DCEO), and claim an income tax deduction at double the value of their contribution as long as it is approved by the DCEO.

For more information, please contact City of North Chicago Mayor's Office: 847.596.8610 or info@northchicago.org



Tax Increment Financing/ Business Development Districts

North Chicago has created two Tax Increment Financing Districts pursuant to legislation of the State of Illinois. Tax Increment Financing (TIF) provides a governmental incentive to private developers or companies to stimulate new investment and job creation and/or retention. Property tax revenue is generated as a result of the new investment and the incremental tax revenues are used to pay for the incentives.

The Downtown TIF District, created in 2000, extends from south of 24th Street to 10th Street on the north, Broadway Avenue on the west and the Sheridan Road corridor on the east. This area also includes properties along Commonwealth and Morrow Avenues along with areas adjacent to Foss Park Avenue.

Sheridan Crossing TIF, encompassing upwards of 31 acres, was created in 2007 by extracting property from the Downtown TIF. The Sheridan Crossing TIF is bounded by Sheridan Road on the east, the E-J-E railroad on the north, Tantalum Place on the west, and Martin Luther King Jr. Drive on the south. Sheridan Crossings is an entertainment-tourism-retail destination project which will include a 40,000 square foot museum dedicated to the history of the American Sailor, a hotel, restaurants and retail establishments.

TIF assistance is offered by the City on the condition that the developer would not be able to proceed with the project at a reasonable rate of return “but for” the financial incentive. The type and amount of TIF assistance available to a developer depends on the property’s projected increase in incremental tax revenue and its impact on the surrounding area. State legislation authorizes that TIF funds may be used

for: demolition and site preparation; property acquisition; rehabilitation or renovation of existing public or private buildings; construction of public works or improvements; professional services such as architectural, engineering, legal, property marketing and financial planning; studies, survey and plans; financing costs, including interest assistance; job retraining programs; relocation; and day care services.

The City is presently exploring the possibility of creating a third TIF District, which would extend along Skokie Highway/IL Route 41 south from Buckley Road. Additionally, consideration is being given to the creation of Business Development Districts (BDD) along Skokie Highway, Martin Luther King Jr. Drive and Sheridan Road. A BDD functions much in the way a TIF does, but derives revenue not from property tax increment but rather from a special sales tax component.

If your property falls within the boundaries of either TIF District, and you are considering making improvements to your property, please contact the Economic and Community Development Department. A review of your plans and financials by the City will be necessary to determine if your project qualifies for TIF assistance.

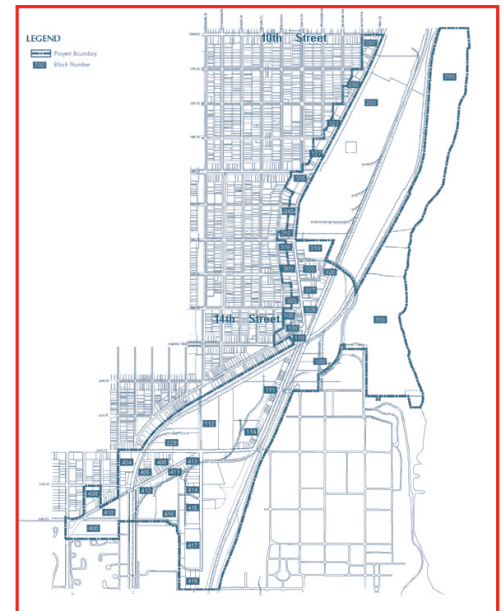


Figure 2.
Tax Increment Financing (TIF)
District Boundary Map

Lake County Partners

Lake County Partners (LCP), a 501C(3) economic development corporation, works to maintain economic vitality and quality of life in Lake County by creating and retaining jobs, stimulating capital investment, pursuing economic diversity and improving the County's business climate.

LCP offers a range of products and services to meet the needs of businesses, including:

- Site/Building Selection Assistance
- Information Clearinghouse
- Financing and Incentives
- Development Ombudsman
- Workforce
- Export Assistance
- Educational Programs and Networking Opportunities
- Business Advocacy

LCP can help you identify and secure federal, state and local resources, including:

- SBA 504 and SBA7(a) Loans
- LCP has been designated as a Certified Development Company in order to help companies access the SBA 504 Loan Program. This program offers long-term, fixed-rate, below market financing and lower equity requirements. LCP also works with partner banks to package SBA7(a) loans.
- *Industrial Revenue Bonds.* LCP serves as the processing agent for the Private Activity Bond

Clearinghouse, in conjunction with the Illinois Finance Authority. Industrial Revenue Bonds are tax exempt bonds issued to finance the capital expenditures of manufacturers, 501C(3) not-for-profit corporations and affordable housing projects. This type of financing can be used for the acquisition of fixed assets, such as land, buildings or equipment, and for renovation and new construction.

For more information, call Lake County Partners at (847) 247-0137 or visit their website at www.lakecountypartners.com.

For more information, please contact City of North Chicago Mayor's Office: 847.596.8610 or info@northchicago.org





Illinois Department of Commerce and Economic Opportunity (DECO)

The Illinois Department of Commerce and Economic Opportunity (DECO) is responsible for enhancing Illinois' economic competitiveness by providing technical and financial assistance to businesses, local governments, workers and families.

Some of the programs they offer include:

- *Business Development Public Infrastructure Program.* Helps units of local governments provide infrastructure assistance to expanding or relocating businesses.
- *EDGE (Economic Development for a Growing Economy) Tax Credit.* Tax credits are calculated from the personal income tax collected on the salaries paid to employees in the new jobs created, which may be taken as a nonrefundable credit against corporate income taxes over a period not to exceed 10 taxable years.
- *Employee Training Investment Program (ETIP).* Reimburses individual or multi companies for up to 50% of approved training costs, typically between \$250 and \$750 per employee.
- *High Impact Business Designation.* Provides approved companies with tax incentives such as a sales tax exemption for building materials, investment tax credit, exemption from the state gas and electric tax and a state sales tax exemption on manufacturing repair and equipment repair and replacement.
- *Large Business Development Program.* Provides incentive financing to large, out-of-state companies looking to relocate facilities to Illinois and encourage existing Illinois companies to undertake major job expansion or retention programs in the state.
- *Manufacturer's Modernization Program.* Designed to provide manufacturers with access to adequate and affordable financing for upgrading and modernizing their manufacturing equipment and operations.
- *Participation Loan Program.* To help provide working capital, funds to purchase land and to construct/renovate a building or buy new equipment.
- *Technology Grants and Programs for Businesses.* There are a number of technology grants and programs available for businesses.

Representatives from Lake County Partners are well-versed in these programs (see p. 6). You can also visit the DECO website (www.commerce.state.il.us/dceo) for more information.

Illinois Department of Revenue

The Illinois Department of Revenue serves as the tax collection agency for state government and for local government.

Incentive programs available through the Department of Revenue include:

- Investment Tax Credits. A state investment tax credit of .5% is allowed a taxpayer who invests in a qualified property, such as machinery, buildings and equipment.
- Manufacturers' Purchase Credit (MPC). Qualified manufacturers may earn a credit equal to half of the state 6.25% tax by purchasing manufacturing or graphic arts equipment that qualifies for existing sales/use tax exemptions. Credits may be used to pay state sales tax or use tax on future purchase of qualified production-related tangible personal property.

- Research and Development Credit. Allows eligible companies to claim a 6.5% credit against their corporate income tax for research activities, in excess of similar expenses incurred during the previous three years.

Representatives from Lake County Partners are well-versed in these programs (see p. 7). Or you can visit the IDOR website (www.revenue.state.il.us/businesses) for more information.

Illinois Department of Transportation

The Illinois Department of Transportation (IDOT) is responsible for the multi-modal transportation systems in the state.

Incentive programs available through the Department of Transportation include:

- IDOT Economic Development Program (EDP). Provides up to 50% state matching funds for eligible roadway-related construction and engineering items.
- IDOT Rail Freight Program. Provide capital assistance to communities, railroads and shippers to preserve and improve rail freight services in Illinois.

- IDOT Truck Access Route Program. To help local government agencies to upgrade roads to accommodate 80,000 pound trucks.

Representatives from Lake County Partners are well-versed in these programs (see p. 7). Or you can visit the IDOT website (www.dot.state.il.us) for more information.

Labor Force

Lake County is a preferred location for Fortune 500 corporate headquarters – including *Walgreen Co., Abbott, Baxter International, Discover Financial Services, CDW, Grainger, Tenneco, and United Stationers*. There are more than 100 biotechnology/pharmaceutical companies in Lake County, including 10 corporate headquarters

- Total sales of these companies (worldwide) exceeds \$57 billion.
- Includes chemical manufacturers, scientific research and development firms, and medical and diagnostic laboratories.
- The average wage for the bio pharma industry is \$89,636 – more than 45% higher than the overall average wage in Lake County, and more than twice the national average.
- Lake County has a highly educated and skilled workforce...41.5% of our population has at least a bachelor's degree, compared with 34.0% for the Chicago metro area and 28.2% nationwide.

Workforce

- These 100 + firms employ more than 19,000 people. In other words .5% of the businesses in Lake County employ nearly 6.3% of the workforce.

The Chicago Tribune reports that Lake County pay increases, measured by the

federal government, rose faster than all but one other large county in the nation during the third quarter of 2015.

- Wages grew 11.7 percent over the same quarter the previous year. That gain was far greater than the 2.6 percent national average tracked by the Bureau of Labor Statistics.
- Lake County's gains, which came primarily from pharmaceutical and medical manufacturing, far surpassed other Illinois counties, according to the data.

Parks and Recreation

- Foss Park District operates 7 local parks, playgrounds and skate/bike park facilities spanning 7 acres of land.
- Lighted ball fields and tennis courts.
- Special events and recreational programming for families, children and adults
- 2 local golf courses, Foss Park and Willow Glen. 43 total courses in Lake County.
- Lake County Forest Preserves operates the Greenbelt Forest Preserve, Greenbelt Cultural Center.
- Robert McClory Trail provides access to miles of trails for pedestrians, bicycling and rollerblading.

For more information, please contact City of North Chicago Mayor's Office: 847.596.8610 or info@northchicago.org



Housing

North Chicago has a variety of housing options, including single-family detached and attached dwellings, two-flats, townhouses and apartments. The 2015 Median Home Value was \$138,814.

2015 Households 6,442

2015 Average Household Size 2.99

2015 Housing Units 7,851

Owner Occupied Housing Units	29.2%
Renter Occupied Housing Units	52.9%
Vacant Housing Units	17.9%

School Info

- North Chicago is served by North Chicago Community Unit School District 187.
- Public: 1 Pre-K, 2 K-2 grade level centers, 2 3-5 schools, 1 middle school and 1 high school.
- 2 charter schools serving grade K-8.

School District Statistics (2015)

Elementary (K-8)

Pupil Teacher Ratio	18.4:1
\$ Spent per Pupil	\$12,926

High School (9-12)

Av. Class Size	17.7
\$ Spent per Pupil	\$12,926
Avg. ACT Score	15.9
% Graduated	67.8%

Income and Education

Lake County has a highly educated workforce with 41.5% of residents having a bachelor degree or higher, exceeding the national average by over 13%.

2015 Household by Income

Household Income Base 6,441

<\$15,000	16.0%
\$15,000 - \$24,999	10.1%
\$25,000 - \$34,999	12.6%
\$35,000 - \$49,999	16.6%
\$50,000 - \$74,999	19.1%
\$75,000 - \$99,999	10.9%
\$100,000 - \$149,999	9.2%
\$150,000 - \$199,999	2.9%
\$200,000+	2.7%
Average Household Income	\$59,376

2015 Population 25+ by Educational Attainment

Total 12,893

Less than 9th Grade	12.0%
9th - 12th Grade, No Diploma	9.3%
High School Graduate	21.9%
GED/Alternative Credential	3.2%
Some College, No Degree	27.1%
Associate Degree	6.5%
Bachelor's Degree	13.9%
Graduate/Professional Degree	6.1%

Community Highlights

North Chicago is home to two of the largest employers in Lake County, Naval Station Great Lakes and Abbvie.

Naval Station Great Lakes – In 1911, the Naval Station Great Lakes was built directly south of North Chicago to provide U.S. naval training in the Midwestern United States. Naval Station Great Lakes was annexed by the City in the 1960s. Due to military base closures in Orlando and San Diego, Great Lakes operates as the Navy's only recruit training center. Its training commands and schools proudly graduate more than 80,000 recruits and sailors every year. More than two million sailors have been trained here since 1911. Great Lakes host numerous visitors annually, who travel from every state in the Union and all parts of the globe.

Captain James A. Lovell Federal Health Care Center – Another major government employer in the City is the Veterans' Administration Medical Center, whose mission is: "We are a caring community, proud to provide patient centered, coordinated health care to Veterans, Navy and all VA/DoD sharing patients." It is the nation's first

fully integrated Veteran's Affairs and Department of Defense entity.

The Rosalind Franklin University of Medicine and Science – The Rosalind Franklin University of Medicine and Science is a four year university that was built around the Chicago Medical School (CMS), and has been educating physicians and furthering biomedical research for 93 years. The school trains physicians and professionals in a variety of health fields, including audiology/speech pathology, biomedical engineering, dental assisting, medical technology, pharmacy, nursing, physical therapy, podiatry, psychology, social work, and many other areas. It also provides graduate-level education for biomedical researchers and teachers.

Abbvie – The world headquarters for AbbVie, is located in the City of North Chicago. AbbVie is a research-based biopharmaceutical manufacturer with a portfolio of more than 40 medicines and is listed as one of 33 Illinois companies on the Fortune 500.

Abbott – The City's industrial base is largely characterized by the presence of Abbott World Headquarters just outside the municipal borders. Abbott specializes in diversified products including medical devices, diagnostic equipment and nutrition products. Abbott also has facilities in the municipal borders of the City of North Chicago.

Other major businesses with a presence in North Chicago include Liberty Coach (manufacturers of custom coach busses for celebrities and others), Goelitz Candy Company (parent company of Jelly Belly), Coffee Fresh (wholesale micro-technology roaster), Ivy Lane Design (manufacturers of bridal and prom assortments), West Rock (a leading global packaging company), ULINE (distributor of shipping, industrial, and packing materials), EMCO Chemical Distributors and P&G.

For more information, please contact City of North Chicago Mayor's Office: 847.596.8610 or info@northchicago.org



Letter of Transmittal

This document reflects the Fiscal Year 2019-2020 Operating Budget for the City of North Chicago (City). It echoes the City's priorities and responsibilities. Adoption of the budget is one of the most important activities undertaken by the City Council. The budget communicates the financial plan and demonstrates a commitment to excellence in responsible service delivery.

The budget is a comprehensive document containing detailed revenues and expenditures for all funds operated by the City. The details of the budget begin on page 64 of this document.

City government is divided among various functional categories: Mayor's Office, Administrative Services, Treasurer, Comptroller Office, City Clerk Office, Economic Development which include three subdivisions of building, planning and facilities management, Police, Fire and Public Works with subdivisions consisting of streets, water, and sewer.

Budget Process

The budget is prepared under the direction of the Mayor and each department director formulates that segment of the budget for which he/she is directly responsible. Following is a review of the budget by the Mayor, Chief of Staff and the Comptroller, who then recommend appropriate revisions. After this review and both revenues and expenditures are finalized, the budget is presented to the Mayor and City Council by the Comptroller and if further changes are necessary, the revisions are made and the document updated. The final step of the budget process includes a public hearing for comments from the taxpayers and subsequent adoption by the Council.

This budget is the result of the city's financial and operational planning process. The budget is a plan of action, is flexible and allows the ability to adjust expenses as unanticipated needs arise.

This budget is the product that emerged after many changes, "give and take" among departments, yet is very conservative in nature. The City Council adopted a Fund Balance Policy shaping the construction of the budget and, indeed this budget demonstrates achievement of the goal and is within the adopted fund balance policy.

To arrive at this point, it began with the Comptroller's Office projecting revenues and expenditures, fund balance available for the new budget year to determine resources available. Considerations are given to several factors:

- Relatively static revenues
- The Tax Levy remained static, but the budget allowed for additional funds to both police and fire pension from the General Fund
- No increase to the City Salary Ordinance (CSO) covering personnel not covered under other labor contracts to be mirrored

In the spring of 2018, the City's bond rating was reduced to BBB. In the fall of 2018, the City Council approved a budget amendment that incorporated reduced expenditures through personnel reductions, union concessions and consolidation of the dispatch center and committed to put those savings into the police and fire pension funds.

The City's decisions are now incorporated into the FY20 budget that has turned a deficit budget for FY19 into a positive revenue less expenditure budget in the General Fund.

The development of the Capital Improvement Plan (CIP) this past year that was also approved by the City Council set in motion a plan to address and strategy for improvement of its infrastructure, including machinery, equipment, and the City fleet. Additionally, an increase in the water rates based upon a water rate study completed in 2015 took effect. The new fiscal year budget includes a new water rate study.

City staff continues its quest to address the following:

Revenue

- Economic Development for business growth

Expenditures

- Maintaining current service levels
- Rising costs associated with labor

The annual budget intends to serve three essential purposes. First, it is designed and intended to set and become a basis for public policy in the defining and prioritizing of the delivery of key public services. Second, it is to act as a form of legislative control on taxation and spending. Third, it is to serve as a planning tool, both current and for the future. This budget development involved all departments through a process with the intent of providing quality services while minimizing costs, within the structure of anticipated available resources.

Budget Overview

General Fund

Proposed Revenues

The FY20 budget for the General Fund projected revenues from taxes, fees, fines, grants and other sources including interfund transfers for a total of \$23,463,393. This amount represents an increase of 0.11% or \$25,696 over the previous year's budget. The difference between FY19 projections and the FY20 estimated revenues is a reduction of \$566,744 and represents a reduction in the transfer from the Water and Sewer Fund as well as the Library Fund.

Discussions of major categories of City revenues follows in more detail in the appropriate section.

Revenue by Category	FY19 Budget	FY19 Projected	FY20 Budget
Property Taxes	6,715,397	6,715,397	6,665,143
Local Taxes	3,048,000	3,132,726	3,000,000
Intergovernmental Taxes	6,981,000	7,143,804	7,281,500
Grant Proceeds	74,000	144,000	155,000
Licenses & Permits	672,600	779,574	751,500
Fines & Fees	2,258,700	2,426,358	2,301,500
Interest Income	2,500	7,000	100,000
Miscellaneous Income	525,500	604,278	475,750
Transfers In	3,160,000	3,160,000	2,733,000

Total: 23,437,697 24,113,137 23,463,393

Proposed Expenditures

The FY20 expenditures in the General Fund reflect general operations of the City and is the largest fund of the City. Including transfers out the total amounts to \$23, 463,169, which is -4.73% or \$1,164,724 lower than the FY19 General Fund Budget.

As noted previously, the City Council approved a budget amendment in fall 2018, that allowed the City to decrease its operating budget through consolidation of services and reductions in staff.

Expenditure by Category	FY19 Budget	FY19 Projected	FY20 Budget
Salary & Wages	12,292,500	11,428,726	11,115,100
Fringe Benefits	5,153,268	6,304,105	5,094,931
Contractual Services	5,002,623	4,129,542	4,997,783
Commodities	513,800	424,916	480,600
Capital Programs & Projects	411,000	438,034	458,000
Debt Service	108,502	108,542	143,555
Transfer Out	75,000	75,000	75,000
Other Charges/Financing Sources	1,071,200	1,043,200	1,098,200

Total: 24,627,893 23,952,066 23,463,169

Change in Fund Balance

Although the amount is modest, this fiscal year is the first year in recent history where the City has a surplus in the General Fund. This represents the dedication and strength of its Elected Officials and City staff to make tough choices in order to achieve a balanced budget, fund police and fire pensions and implement a plan for the City's infrastructure needs.

The fund balance in the General Fund is well within the established City Fund Balance policy. Continued conservative budgeting will allow the city to have more funds for projects in the adopted CIP and or gaps between revenues and expenditures in years when the economy is not strong.

The City contributed to the police and fire pension in fiscal year 2019 an additional \$650,000 to each pension. This fiscal year above the property tax collection, each pension will have additional funds in the amount of \$50,000.

Challenges

The City faces several challenges, the uppermost is to sustain and maintain the commitment of the Elected Officials to continue to fund the police and fire pension to meet statutory requirements, continue to work on improving beautification efforts throughout the City by ensuring building codes are adhered to, demolition of vacant properties deemed to be unsafe, selling of City-owned properties so that those properties are put back on the tax rolls.

These items, while challenging, affords the city opportunities to increase property values. This, in turn, will allow the City to adjust its tax levy in the future and reduce the tax rate.

The City and its staff are committed to providing excellent service levels even though there have been reductions in personnel. The consolidation of dispatch service with the Village of Mundelein will not affect the service level the citizens of North Chicago are accustomed to having currently.

Revenue Updates

There are no new revenue streams in this fiscal year. There are three revenue changes that must be highlighted:

1. State Sharing revenues
 - a. Income tax share was increased to 6.06% and should generate an additional \$15,000
 - b. Sales tax administrative fee reduction will provide a slight increase
2. Investment Income
 - a. Consolidation of bank accounts provided the opportunity to pool all monies into one pot and increase our interest income
 - b. Engaging a financial advisor through our bank affiliation for investing in other types of investment to maximize our earnings

3. Telecom Tax

- a. Over the past 5 years, the City has seen declines in revenues for this tax. Fewer landlines and bundling of services has led to collection issues related to administering this tax.

Expenditure Updates

The major increases in the General Fund are attributable to the increased contribution to the police and fire pension from operations, increases in the anticipated hike in health insurance premiums, and salary increases for personnel governed by collective bargaining agreements (CBA).

There was one anomaly for firefighters governed by their respective CBA and providing the City with some concessions on salary and time off.

Below is a summary of the departmental percentage change for expenditures.

Expenditure by Department	Fiscal Year 2019			Fiscal Year 2020	
	Budget	Revised Budget	YTD Projected	Request	Percentage Change
Mayor's Office	444,618	444,618	423,504	440,951	-0.82%
Clerk's Office	196,855	196,855	179,630	208,855	6.10%
Legislative	193,390	193,390	183,625	186,325	-3.65%
Boards & Commissions	30,375	30,375	58,041	54,692	80.06%
Treasurer	40,219	40,219	35,482	40,152	-0.17%
ECD-Building Division	1,075,260	1,075,260	710,929	912,330	-15.15%
ECD-Facilities Mgmt Div	487,430	487,430	477,857	468,390	-3.91%
ECD-Planning Division	461,730	461,730	461,304	446,805	-3.23%
Administrative Services	6,241,452	6,241,452	7,320,507	5,815,964	-6.82%
Police	8,694,402	8,694,402	7,758,215	8,439,957	-2.93%
Fire	3,758,223	3,758,223	3,557,167	3,321,956	-11.61%
Streets	1,421,650	1,421,650	1,299,465	1,518,033	6.78%
IT	444,400	444,400	411,200	447,500	0.70%
Comptroller's Office	891,300	891,300	855,127	921,770	3.42%
Human Resources	246,589	246,589	220,013	239,489	-2.88%
Total Fund Expenditure	24,627,893	24,627,893	23,952,066	23,463,169	-4.73%

General Fund Summary

The challenges faced by the City to reduce the budget and fund pensions were addressed through the budget amendment of fall 2018. This first step, albeit difficult, has started to work as is evidenced by a

balanced budget and meeting pension obligations. A decision that was necessary in order to ensure the General Fund's long-term viability.

Special Revenue Funds

Below are the notables for each fund within this category.

1. Library Fund

The Library Fund has its own board who approve their budget led by the Library Director and the Library Finance Committee. This fiscal year the Library will be drawing down on their reserves for a total of \$203,428 to fund some improvements and outsourcing of some maintenance services.

2. Motor Fuel Tax Fund (MFT)

The MFT fund pays for the utilities and maintenance of the City street lights and for road improvements. This fiscal year the street program has been scaled back to allow for other needed projects such as pavement marking, alleys, and pavement patching.

3. Community Development Block Grant Fund (CDBG)

The fund will use available grant proceeds for various projects. The budget is net neutral.

4. E911 Emergency Fund

The City entered into a contract to consolidate its dispatch center with the Village of Mundelein and therefore will become members of the Joint Emergency Telephone System Board (JETSBS). This will necessitate the closing of the fund and providing funds to the JETSBS for the use of the City of North Chicago expenses.

5. TIF Funds

There are three (3) TIF funds, and all expenses are accounted for within the funds. The City is anticipating closing one of the funds in the near future.

6. Grant Place Operating and Grant Place Capital Funds

The City owns and operates an 18,000 square foot building. The Grant Place Operating Fund accounts for all the revenues generated from rents and common area maintenance costs. The Grant Place Capital Fund accounts for expenses associated with the construction activities of the retail center. The City has commissioned a current market appraisal to determine value with the intention of selling the building.

Internal Service Funds

The City has two (2) such funds: Dental and Vision as well as Retiree Premium. These funds in concept should be self-supporting.

The budget this fiscal year will make a one-time interfund transfer to the General Fund from the Dental and Vision Fund for excess fund balance.

Enterprise Funds

The budgetary practice for the Enterprise Fund changed due to the adoption of the CIP. Below are some notables:

1. Included an increase water rate as per Council action in 2018 to take effect in August 2019.
2. Funding only for capital projects that can be completed these include improvements to the Water Plant, water main replacement at various locations and the City's portion of the 14th Street Reconstruction project

The challenged faced by the City is a CIP list of approximately \$15.8 Million in capital expenditures already identified through FY22 of which some are currently unfunded. The City will be conducting a water rate study in the fiscal year to address rates and incorporate infrastructure improvements to fund these capital needs.

Personnel

The City's largest expense is salaries and benefits, but through the budget amendment, it has made some reductions in the number of employees through outsourcing, consolidations, and retirements.

Historical and current employee data is in a subsequent section of the budget document in more detail.

Short and Long Term

The City of North Chicago is not immune to the challenges also encountered by other communities. Common challenges across the nation are revenues not keeping up with expenses. Payroll costs associated with health and pension benefits, unfunded mandates are concerns faced by many communities not only in Illinois but nationally.

Revenue adjustments have been made with much care and conservatism, either positive or negative. The same can be said of expenditures taking into account that North Chicago continues to provide the residents' same level of service.

As detailed in a prior section, *Expenditure Updates*, 10 out of 15 or 67% of the departments in the General Fund are showing decreases in spending. The remaining departments' increases are determined by Council action, such as a new Enterprise Resource Planning (ERP) Financial software, accounting more accurately for the expenses of the Boards & Commissions in their mandate to hire police officers and make the department fully staffed, in the IT department the implementation of Microsoft 10 and training for users.

The City's long-term goals continue to increase retail business, plan for infrastructure improvements, maintain service levels, and continue to properly fund pension funds to follow statutory mandate by 2040 at the appropriate level.

To address water infrastructure, the City is working on a new water tower which will probably begin in 2021 funded through an IEPA low-cost loan. The CIP calls for annual projects to improve sewer, streets, and water mains.

Through an Illinois capital plan, the City has been awarded a \$1 million grant for the improvement of City Hall. This grant will allow the City to divert this expense to other City street projects, alley improvements, blight busting, streetscape and other projects.

Summary

The City has made a concerted effort to adopt a balanced budget this year, following the November 2018 budget amendment. Fund budgets with deficit spending are due to planned drawdown of reserves for previously deferred projects and improvements or in anticipation of closing funds.

Despite some declining revenue streams and planned increases to pension funding, the City is in a better financial position than it was previously. The City will continue to monitor both revenues and expenditures and make appropriate adjustments for this fiscal year as well as subsequent years.

We will construct our future budgets in a way to maximize the opportunities afforded us.

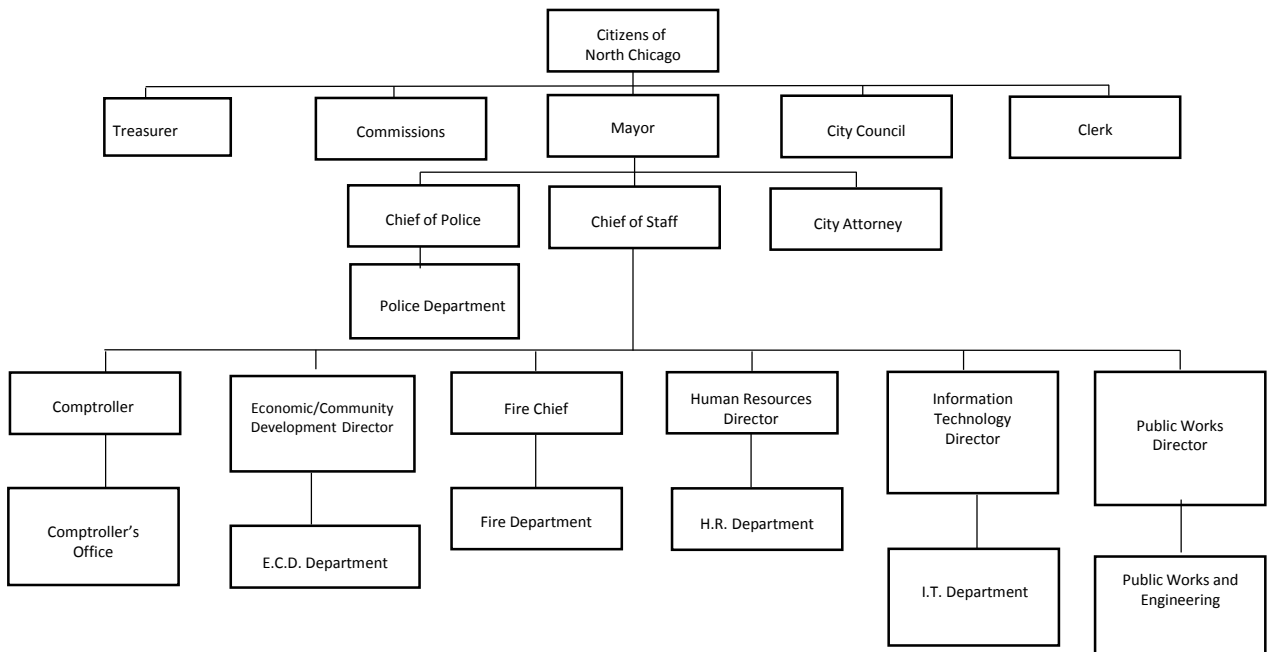
In closing, we would like to express our appreciation to all City staff who worked long hours to identify needs, and/or postpone some of their requests to allow for the implementation of more pressing projects.

FY2019-20 Budget Calendar

Budget Schedule of Dates and Events

Date	Action	Staff
September - October 2018	Project compilation	Staff compiles projects and submits the CIP template
December 2018	Meet and review projects	Submit draft CIP to departments; prioritize projects to be included
January 2019	Present to Council; adopts plan	Compile report for presentation to Council for discussion and adoption
January 2019	Operating budget template	Comptroller emails operating
January 2019	Big picture budget discussion/Training on template	Comptroller and department staff meet to talk through major issues
January - February 2019	Q & A	Comptroller reviews budgets with department staff
February 2019	Revenue review	Departments review revenue estimates
February 2019	Executive staff review	Departments meet with Mayor, Comptroller, and Chief of Staff
	Executive staff review	Comptroller provides city-wide revenue and expenditures estimates to executive staff
	Department descriptions	Departments provide text descriptions
February - March 2019	Revisions	Departments provide revised numbers after meeting with Mayor, Chief of Staff, Comptroller
April 2019	Finance Committee Review	Comptroller presents key issues to the Finance Committee
May 2019	City Council Review	Comptroller presents budget to City Council
	Budget Revisions Review	Comptroller makes revisions to budget as needed
June 2019	City Council action	City Council votes on budget or continues its evaluation
	Public Notice	Clerk files Public Notice of Hearing
	Public Hearing	General Public inputs on the proposed budget
	Filing	Clerk files document with Lake County

City of North Chicago Organizational Chart



Funds and Department Relationship

Below is a table showing the City of North Chicago department relationship to those Funds.

	Govt Funds	Special Revenue Funds								Enterprise Fund	Internal Service Funds	
Department Functional Unit	General Fund	Library	MFT Fund	CDBG Fund	Federal Forfeit (DEA)	E911 Fund	Seized Drug (State)	TIFs**	Grant Place*	Water/ Sewer & Refuse	Dental & Vision	Retiree Fund
Mayor's Office	x									x		
Clerk's Office	x											
Legislative	x											
Boards/ Commission	x											
Treasurer	x											
ECD-Bldg Div	x			x				x				
ECD-Fac Mgmt Div	x								x			
ECD-Plan Div	x			x				x				
Admin Services	x											
Police	x				x	x	x					
Fire	x											
PW- Streets	x		x	x						x		
IT	x											
Comptroller Office	x									x		
Human Resources	x									x	x	x
Library		x										

* Grant Place Funds encompass both an Operating and Capital funds.

**There are three TIF funds within the City of North Chicago



Financial Summaries

Budget Guidelines/Process

1. As per ordinance in Chapter 2 of the municipal code a budget, will be submitted annually to City Council.
2. The budget will be developed as directed by the Mayor, Chief of Staff and the City Comptroller with specific goals and objectives. The CIP adopted by the City Council will be included in the budget.
3. The Comptroller will project fund revenues and expenditures and compare the projected balances to the Fund Balance Policy adopted by Elected Officials.

The Comptroller Office will also provide the salaries and benefits for each individual department and work with Human Resources for added input on costs for all medical benefits.

4. The Comptroller will make a presentation to the City Council and the public and provide more in-depth information on what is included or excluded in the budget. The City will then hold a public hearing prior to the Council's approval of the budget.
5. The Comptroller will prepare a monthly budget report to compare actual revenues and expenditures to budgeted amounts. The monthly report will be presented and discussed during the second meeting of each month for the previous period. For example, the June budget report will be presented at the second Council meeting of July to ensure that all entries are accounted for the last day of each month.

Revenue and Expenditure Guidelines

Revenues

1. The City attempts to maintain a stable and diverse revenue stream and to not rely solely on revenues that fluctuate. The City's major sources of revenue are:
 - a) Property Taxes
 - b) Income Tax
 - c) Sales Tax

In addition, the General Fund is also supported by transfers from the Water & Sewer Fund as well as the city of North Chicago Library Fund which represents services provided by the General Fund for operations of said funds.

2. Estimating of revenues will be conservative in nature and will be based upon historical trends known changes to occur.

Illinois Municipal League (IML) provides guidance on state shared income computed on a per capita such as income tax, motor fuel tax, and use tax.

3. The City will continue to find funding through local, state, federal and private grants.
4. One-time revenues will be used for special projects.
5. Maximize our investment interest earnings and follow our investment policy approved in December 2015.
6. Enterprise and Internal Service Funds should be self-supporting.
7. Enterprise (water and Sewer Fund) fees should be based on costs to provide services and infrastructure maintenance. Water rate studies should be conducted periodically to ensure charges are commensurate with operations and capital improvements.

Expenditures

1. The CIP adopted should be incorporated into the operating budget.
2. Expenditures should be based on historical trends and analysis but allow for expenses that have been identified as a need.
3. Payment of bills will be approved by Council prior to payment unless it involves the payment of payroll, payroll taxes, garnishments and benefits such as pensions, medical and other insurance benefits.
4. All necessary internal approvals will be followed as stipulated by ordinance.

Capital Assets Guidelines

Capital assets include vehicles, equipment and machinery, property, and infrastructure such as water mains, streets, alleys, bridges, and storm sewers. The assets are reported withing the respective funds, generally governmental and business-type.

The City defines capital assets whose initial individual cost is over \$5,000 with an expected life span of more than five years. They are categorized as:

- Land Improvements – 20 years of life
 - Building and Improvements – varies by type between 20 and 25 years of life
 - Machinery an Equipment – varies between 8 and 10 years of life
 - Vehicles – 8 years of life
 - Underground Equipment – 50 years of life
1. Per the CIP, the project that meets the definition of a capital asset will also be evaluated and prioritized using an established matrix. If it meets the established criteria it will be added to the annual budget.
 2. The City utilizes an outside consultant for an inventory and calculations of depreciation, but the City provides a listing of all capitalized assets. This list will include both completed and construction in progress projects, as not all projects get completed within a fiscal year.
 3. Straight-line method of depreciation is used for these calculations.
 4. In conjunction with the City annual audit, additions and deletions are submitted to the outside consultant for inclusion or exclusion from the inventory.

Cash Management Guidelines

Cash Management is governed by the Investment Policy adopted by Elected Officials in December 2015. The City adopted policies are included in the budget document in the sectioned titles *Supplemental Information*.

The City has had multiple bank accounts invested by each individual fund. This fiscal year, the City, in order to maximize investment earnings consolidated all applicable funds into one account. Only monies from funds that are not restricted to pooling were consolidated.

The City is also taking advantage through its financial institution of investing excess funds not needed for daily operations in other investment types earning higher returns.

Interest is allocated based upon each fund's "claim to cash" as reported in the general ledger.

Procurement Guidelines

The City has a procurement guideline and process established and is described in more detail below. The methods of purchases used by the City are:

- Invoicing from vendors following a purchase of order
- Invoicing through a credit card purchase
- Use of petty cash funds

The scope to make available as many means to pay for goods and services but must always follow City Code and State Statutes.

Procedures

All methods of purchasing all activity must be appropriately documented to the Comptroller's Office. Payment or reimbursement cannot be made without an itemized receipt. In order to protect against expense account fraud or the perception of inappropriate use, original documentation is required. Expenses may not be aggregated into broad categories and they may not be reported using vague terminology. Receipts for reimbursement must be received by the Comptroller's Office no later than 30 days after the expenses are incurred.

It is illegal to engage in "bid stringing." Bid stringing is structuring an agreement in phases or several smaller contracts to avoid the City's procurement policies. An example is when a large purchase which would cost \$40,000 is broken into several contracts or invoices. As such, splitting up any purchase by any method to avoid the thresholds set by statute and/or City code is prohibited and will be investigated. Violators will be subject to disciplinary action up to and including discharge.

Regular Vendor Invoice

Timely submission of invoicing with proper documentations attached such as bills of lading, quotes submitted, and any other form used to purchase. Invoice must be stamped with the City's Accounts Payable (AP) stamp detailing the account number to be charged, description of purchase and department head signature and provided to the AP Coordinator responsible for recording to the City's general ledger.

This is the preferred method of purchase. The City is able to expedite the payment to the vendor if the vendor registers for Automated Clearing House (ACH) processing instead of receiving paper checks. Not all vendors are eligible for ACH processing.

Credit Card Purchase

The City has authorized the use of credit cards and is designated to specific employees, Elected Officials, and other designated persons to support specific and limited types of City purchasing. Credit cards are used as a supplement to other acceptable methods of procurement, and should only be used when other approved procurement methods are not available. The City strongly encourages the use of other approved methods of procurement when possible. All purchases made with credit cards are subject to the requirements and restrictions set forth in the City Code. Purchases made with credit cards are subject to public disclosure under the Freedom of Information Act (FOIA).

The credit cards are City property. In the event, a credit card is lost or stolen it should be reported immediately to my supervisor. Each person assigned a credit card will sign the Credit Card Acknowledgement Form.

Acceptable Uses and Restrictions

1. As a supplement to other methods of purchasing, the City uses credit cards as a form of payment in limited circumstances when ordinary procurement methods are not available and should not be used and intended to replace effective purchasing planning.
2. All purchases made with the credit card must conform to all City codes, including but not limited to the following:
 - a. Avoiding unauthorized purchases
 - b. Ensure purchases are within the budget limits
 - c. Ensure purchase is not split in a manner that violates threshold limits
 - d. Ensure purchase does not include any taxes such as sales tax from which the City is exempt
3. The Comptroller is responsible for enforcing City policies and procedures for all expenses and reimbursements, including enforcing policies and procedures governing the receipt, handling, custody, and disbursement of City funds and performing periodic audits of expense reimbursements.
4. Card restrictions
 - a. Cash advances
 - b. Purchases for personal benefits
 - c. Reimbursements for meal expenditures under per diem overnight travel
 - d. Alcoholic beverages
5. Every effort should be made to make purchases with effective time planning.
6. Cardholders will be held responsible for purchases made on their cards without cardholder authorization.

The use of a credit card does not absolve the cardholder from submitting the required documentation and invoice for the purchases duly stamped and approved by the authorized approver, in most cases the department head.

Current Uses Include

- City utility payments
 - Company issued cell phones
 - Electric
 - Gas
 - Cable
- City I-Pass
- City Travel and Training
 - Hotel Reservations for City-approved events when overnight is needed
 - Flights for City-approved travel
 - Taxi/Shuttle transportation for City approved event
- Fuel for City-approved vehicles to approved travel
- City-related purchases from online vendors such as Amazon, Warehouse Direct, Walmart after approval from Comptroller's office

Petty Cash

Petty cash is used to make small purchases as a supplement to other methods of purchasing. Petty cash should only be used for small incidental purchases for which there is an immediate need. Petty cash should not be used to reimburse expenses that can be processed through other approved methods.

The City strongly encourages the use of other approved methods of procurement when possible. All purchases made with petty cash are subject to the requirements and restrictions set forth in the City Code. Purchases made with petty cash are subject to public disclosure under the Freedom of Information Act (FOIA).

Petty cash is not intended and should not be used to reimburse employees for meals and transportation for training that extends overnight. Departments should use the per diem rates and submit the Per Diem Form (Exhibit B) and submitted through the regular Accounts Payable process to be included in the list of bills.

Maximum Limit for reimbursement from Petty Cash: \$50.00

No IOUs should be issued from petty cash, if you do not have available cash to reimburse incidental expenses will be needed to close out petty cash, balance and ask for replenishment through our Accounts Payable process.

The Comptroller's Office will conduct audits of petty cash account throughout the year, but departments must submit a fiscal year-end closeout of petty cash (April 30, 2019).

Accounting and Financial Reporting Guidelines

The Comptroller's Office is responsible for all financial operations of the City and makes monthly reports to the City Council including budget-to-actual, and all expenditures whether issued by check or wired to other bank accounts in the name of City of North Chicago.

Wired payments are usually reserved for the City's debt payment of principal and interest due twice a year: May 1 and November 1 of each year, it also includes for the payment of loans for the purchase of city vehicles.

The City will prepare a Comprehensive Annual Financial Report (CAFR) in conformity with Generally Accepted Accounting Principles (GAAP). These principles will be monitored and updated as needed and mandated by the Governmental Accounting Standards Board (GASB).

This report also referred to as the annual audit will be performed by an outside independent firm of certified public accountants (CPA) and comply with Generally Accepted Auditing Standards (GAAS) as set forth by the American Institute of Certified Public Accountants (AICPA) who will publicly issue an opinion that will be incorporated into the annual audit report. The auditors may also issue a management letter detailing recommended changes.

The auditors will present both the audit and management letter to the City Council upon the completion of the audit which is due within 180 days (6 months) of the end of the fiscal year, i.e. October 31st.

The City will be modified accrual accounting for the required funds and full accrual for the Water and Sewer Fund (Enterprise Fund). The glossary included in this budget document defines each type of accrual and a table located on page 38 summarizes funds by type of accounting method.

Fund Balance Guidelines

Government Finance Officers Associations (GFOA) recommends at a minimum of five to fifteen percent of its General Fund operating revenues or of no less than one to two months of General Fund operating expenditures.

The City of North Chicago has created this fund balance police to provide a reserve for the following funds: General, Water/Sewer/Refuse, and Dental & Vision. The Fund Balance Policy follows Generally Accepted Accounting Principles (GAAP) and has been developed to:

- Ensure stable service delivery
- Provide reserves to meet unanticipated nonemergency expenditures
- Smooth the effects of annual changes in tax rates and/or structure
- Provide sufficient cash flow for financial needs
- Demonstrate financial stability to preserve or improve the City's bond rating

The City has adopted the following levels of fund balance:

General Fund

The unassigned General Fund Balance will be maintained at 30%-40% of total expenditures. Total expenditures include transfer out of the fund.

The unassigned fund balance will be reviewed annually during the budget process. Balances in excess may be transferred and committed to the Capital Projects Fund to support future capital projects.

Water and Sewer Fund

The fund balance of the Utility Enterprise Fund (Water and Sewer) includes fixed assets, capital, debt, and cash. The goal of the fund is to remain self-sufficient. A reserve cash balance policy has been put in place to ensure positive cash flow for operations. This reserve balance is 60 days of operating expenditures, excluding capital and debt service.

Dental and Vision Fund

The Dental and Vision Fund should self-sufficient (expenses are covered by revenues) and routinely reviewed to incorporate new data.

Debt Guidelines

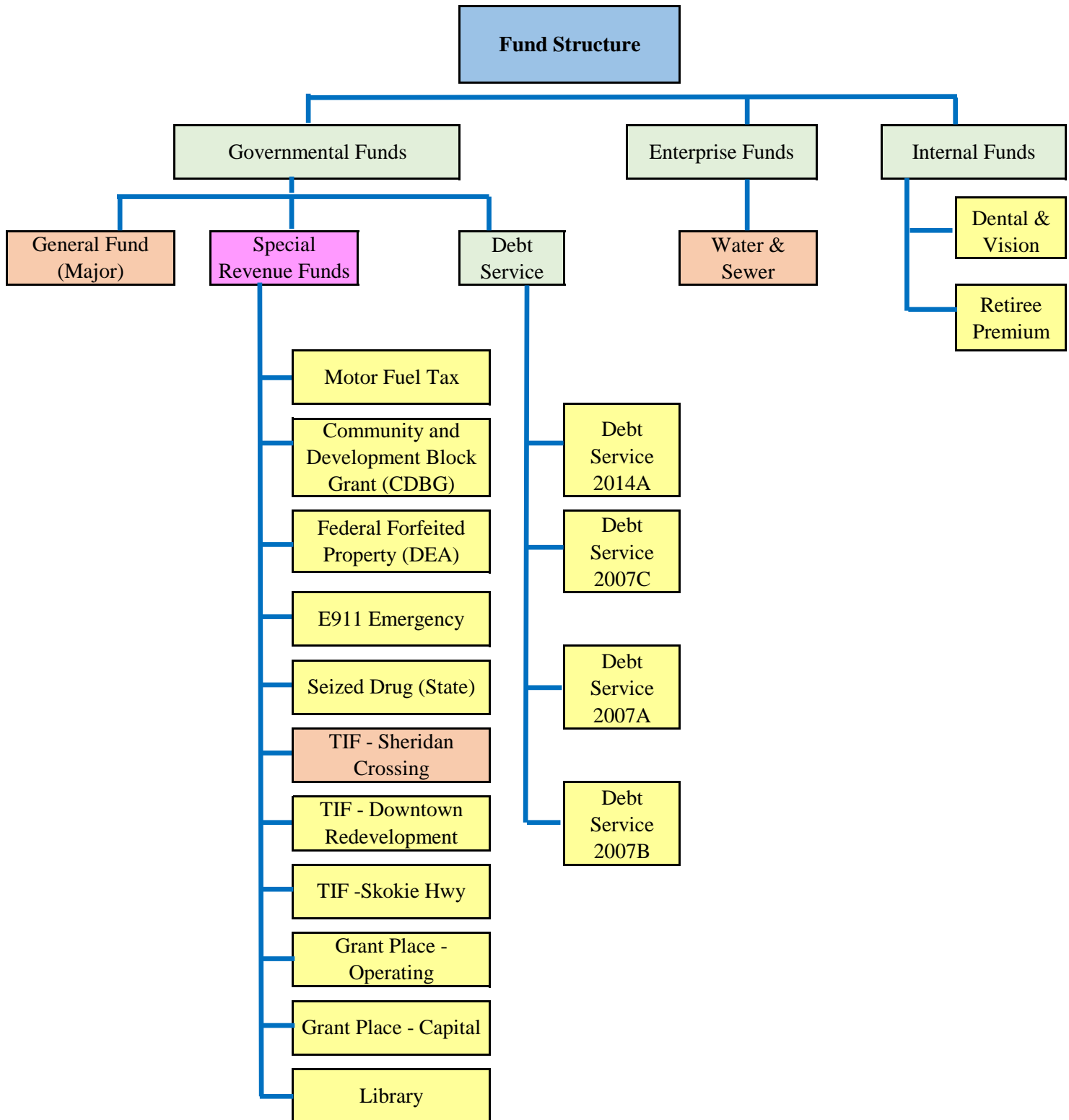
The City does not have a formal policy adopted for Debt Service, but one will be developed this fiscal year.

The City has not issued any debt since refinancing in 2014. At this time no general obligation debt is expected to be incurred. The City will be applying for an IEPA loan to fund its new water tower, which is estimated to occur in FY21. It is anticipated that this loan will have a principal forgiveness, discounted rate, with a repayment schedule of 30 years.

As a home-rule community, the City is not subject to debt limits. As of the annual audit of FY18, the outstanding general obligation bonds was \$19,275,000 in total.

The most recent bond rating with Standard & Poor's (S&P) in the spring of 2018 is BBB.

City of North Chicago



Major Funds are highlighted in salmon
Non-major Funds are highlighted in yellow.

Funds and Fund Types

The City budgets based upon Governmental Accounting Standards Board (GASB) guidelines. The City uses fund accounting to demonstrate compliance with finance-related and legal requirements. Funds are separated as follows: Special Revenue Funds, Enterprise Funds, Debt Service Funds, Capital Projects Funds, Internal Service Funds, Fiduciary Funds, and General Fund.

The day-to-day operation accounts for the majority portion of the budget and is accounted for in the General Fund. Special Revenue Funds are used to account for programs funded from specific and legally restricted financing such as grants and tax increment financing. Enterprise Funds are the business-type activities of the city. The services provided are intended to pay for themselves through user fees and charges. The City operates the Water and Sewer Fund in this manner. Internal Service Funds, such as the Dental & Vision Fund and the Retiree Premium Fund, allow the City to pay for claims and insurance premiums promptly and then charge-back the appropriate fund. Fiduciary Funds are used to account for resources held for the benefit of parties outside the government.

The City operates under the Appropriations model and an approved budget is used as the basis to prepare the Appropriations Ordinance. While the ordinance establishes the legal maximum of expenditures/expenses, the adopted budget remains the control document for elected officials and staff as they administer and manage the financial affairs of the City on a daily basis.

All the funds included in this budget proposal are appropriated by the City Council. Each fund type is presented in its own section of this document.

Fund Types and Basis of Budgeting

The City operates under an accounting standard called “fund accounting”. The budgeting for revenues and expenditures are made within general categories by fund.

Governmental Funds

These fund types are used to account for tax-supported activities. These funds use the modified accrual basis of accounting where revenues are recognized in the period in which they become available and measurable; expenditures are recognized in the accounting period in which the fund liability is incurred.

- **General Fund**

This is the main account of the City and is used to account for all financial resources except those required in another fund. The City’s departments of Mayor’s Office, Legislative, City Clerk, Treasurer, Administrative, Comptroller Office, Economic Development, Public Works Street Division, Police and Fire are all accounted for in this fund.

- **Special Revenue Funds**

These funds are used to account for unique revenues derived from specific sources. These sources are restricted by statute, ordinance, or other specific restrictions to finance certain City functions or activities. They include:

- Motor Fuel Tax
- Community Development Block Grant (CDBG)
- Grant Place Operating and Capital Funds
- E911 Emergency
- TIF Funds (3)
- Federal Forfeited Property (DEA)

- Seized Drug (State)
- Library

- **Debt Service Funds**

These funds were established by the City to set aside resources to meet current and future debt service requirements on general long-term debt. GAAP permits the use of debt service funds “to account for the accumulation of resources for, and the payment of, general long term debt principal and interest.” The city has four funds within this group.

- Debt Service – 2014A
- Debt Service – 2007C
- Debt Service – 2007A
- Debt Service – 2007B

Proprietary Funds

Unlike Governmental Funds, these funds use full accrual accounting standard that recognizes the financial effect of transactions, events and interfund transfers when they occur, regardless of the timing of related cash flows. For example, as a service is provided, that revenue is recognized as earned and conversely, the expense is recognized as soon as the liability occurs. Proprietary Funds are classified as business-type activities.

- **Enterprise Fund**

These funds are used to account for activities similar to those found in the private sector and they are supported through the use of fees and charges to customers for services provided. The City uses the enterprise format to account for revenue and expenses in the following fund:
Water/Sewer & Refuse Fund

- **Internal Service Funds**

Internal Service funds should be self-supporting with revenues equaling expenditures. The City operates two such funds: Dental and Vision and Retiree Premium

Below is a summary in table format for all funds and their basis for budgeting.

Fund Name	Modified Accrual	Full Accrual
General	X	
Library	X	
Motor Fuel Tax (MFT)	X	
Community Development Block Grant (CDBG)	X	
Federal Forfeiture (DEA)	X	
E911 Emergency	X	
Seized Drug (State)	X	
TIF-Sheridan Crossing	X	
TIF-Downtown Development	X	
TIF-Skokie Highway	X	
Grant Place-Operating	X	
Grant Place-Capital	X	
Water & Sewer & Refuse		X
Dental & Vision	X	
Retiree Premium	X	

Fund Balance Summary FY20

Fund Name	05/01/19 Projected Beginning Fund Balance	FY20 Revenues & Transfers In	FY20 Expenditures & Transfers Out	FY20 Surplus/ (Deficit)	FY20 Estimated Ending Fund Balance
General	10,720,247	23,463,393	23,463,169	224	10,720,471
Library	1,735,999	875,392	1,015,302	(139,910)	1,596,089
Motor Fuel Tax (MFT)	966,413	828,750	1,749,000	(920,250)	46,163
Community Development Block Grant (CDBG)	602,802	648,200	648,000	200	603,002
Federal Forfeiture (DEA)	64,763	0	0	0	64,763
E911 Emergency	595,518	140,150	591,400	(451,250)	144,268
Seized Drug (State)	53,506	700	0	700	54,206
TIF-Sheridan Crossing	2,898,518	1,200	18,250	(17,050)	2,881,468
TIF-Downtown Development	1,425,840	10,000	151,250	(141,250)	1,284,590
TIF-Skokie Highway	4,551	79,000	151,250	(72,250)	(67,699)
Grant Place-Operating	(28,909)	221,409	205,940	15,469	(13,440)
Grant Place-Capital	1,758,720	1,200	3,500	(2,300)	1,756,420
Water & Sewer & Refuse	20,294,626	8,375,020	13,895,688	(5,520,668)	14,773,958
Dental & Vision	134,464	75,050	119,000	(43,950)	90,514
Retiree Premium	10	163,310	163,300	10	20
Debt Service 2014A	2,816,930	1,910,200	995,950	914,250	3,731,180
Debt Service 2007C	593,623	879,227	873,978	5,249	598,872
Debt Service 2007A	378,950	283,100	282,800	300	379,250
Debt Service 2007B	119,605	207,560	205,535	2,025	121,630
Total All City Funds	45,136,176	38,162,861	44,533,312	(6,370,451)	38,765,725

Fund Balance Brief

1. The General Fund shows a balanced budget. The fund is healthy as it is within the percentage of the Fund Balance Policy adopted by City Council.

The budget amendment approved in November 2018, which encompassed budget reductions via personnel reductions, consolidation of the dispatch center, and outsourcing of fleet services, allowed the City to fund the police and fire pension funds beyond the current tax levy.

2. The Library Fund is showing a deficit budget but it is a planned drawdown for some capital projects and outsourcing of certain building maintenance work previously performed by the City.
3. The Motor Fuel Tax fund is a planned deficit for the street program, alley projects and pavement repair throughout the City.

4. The CDBG Fund is a net neutral fund, expenses are covered (reimbursed) by grants.
5. The Federal Forfeiture Fund is not budgeted as the City currently does not have any officers assigned to federal task forces.
6. The E911 Emergency Fund shows a planned drawdown as the City has contracted with the Village of Mundelein for dispatch services. The City has also joined that respective E911 Board and will transfer the accumulated funds to this board for projects specifically allocated for the benefit of the City of North Chicago. The anticipated transfer to the JESTB causes a fund balance change greater than 10%.
7. The Seized Drug Fund (State) is an active fund but currently, there are no specific expenditures budgeted for the fiscal year.
8. The Sheridan Crossing TIF Fund has minimal expenses as the City will be terminating this fund in the near future.
9. The Downtown Development TIF Fund is budgeting expenses related to the Streetscape program.
10. The Skokie Highway TIF Fund is budgeting expenses related to the expansion of the TIF, land acquisition for redevelopment and improvements that will be offset by incremental property tax revenue in the next fiscal year. This is the reason why fund balance change is over 10% at this time.
11. Grant Place – Operating Fund is used to capture the revenues associated with leased spaces in this strip center and the corresponding expenditures for the management of the center.
12. Grant Place – Capital Fund shows a slight deficit for the commissioning a market appraisal with the intent to place it on the real estate market for sale.
13. The Water and Sewer Fund capital expenditures for approximately 50% of total expenses. These are related to infrastructure projects as well as updating the water plant. The revenues for the fund are relatively static. The drawdown of fund balance is due to planned infrastructure improvement.
14. The Dental and Vision Fund has budgeted a one-time transfer to the General Fund from accumulated fund balance for good claim years. The fund balance reduction accounts for the excess transfer of funds to the General Fund.
15. The Retiree Premium fund is net neutral as the revenues are premium payments from retirees in payment of their 100% share of the premiums for medical coverages.
16. Debt Service Funds (all four) are all funded from tax levy and used to pay for principal and interest payments.

All Funds Revenue Summary

Fund Name	Actual FY2017	Actual FY2018	FY19 Budget Adopted	FY19 Budget Projections	FY20 Budget Adopted
General	23,926,434	24,663,512	23,437,697	24,113,137	23,463,393
Library	820,606	906,697	817,842	859,775	875,392
Motor Fuel Tax (MFT)	855,904	842,084	820,275	859,250	828,750
Community Development Block Grant (CDBG)	87,528	440,944	221,825	65,442	648,200
Federal Forfeiture (DEA)	122,270	32,438	0	28,300	0
E911 Emergency	122,014	149,486	136,100	150,150	140,150
Seized Drug (State)	2,120	26,990	625	4,700	700
TIF-Sheridan Crossing	30,000	0	0	1,000	1,200
TIF-Downtown Development	14,435	6,239	10,000	10,000	10,000
TIF-Skokie Highway	0	73,761	76,500	76,500	79,000
Grant Place-Operating	145,826	158,611	143,200	197,600	221,409
Grant Place-Capital	4,159	4,901	6,200	2,050	1,200
Water & Sewer & Refuse	8,240,822	7,849,464	8,286,432	8,412,832	8,375,020
Dental & Vision	133,913	130,601	150,050	75,050	75,050
Retiree Premium	167,856	143,673	170,210	157,310	163,310
Debt Service 2014A	1,616,197	1,716,041	1,691,144	1,849,871	1,910,200
Debt Service 2007C	1,005,573	1,041,868	864,416	861,048	879,227
Debt Service 2007A	268,687	268,687	270,750	271,580	283,100
Debt Service 2007B	207,647	207,647	205,360	207,392	207,560
Total All Revenues	37,771,991	38,663,644	37,308,626	38,203,359	38,162,861

Revenues budgeted for the fiscal year are reduced by 1.31%, which equals a reduction in the amount of \$504,784 in all funds over the actual amounts for FY2018.

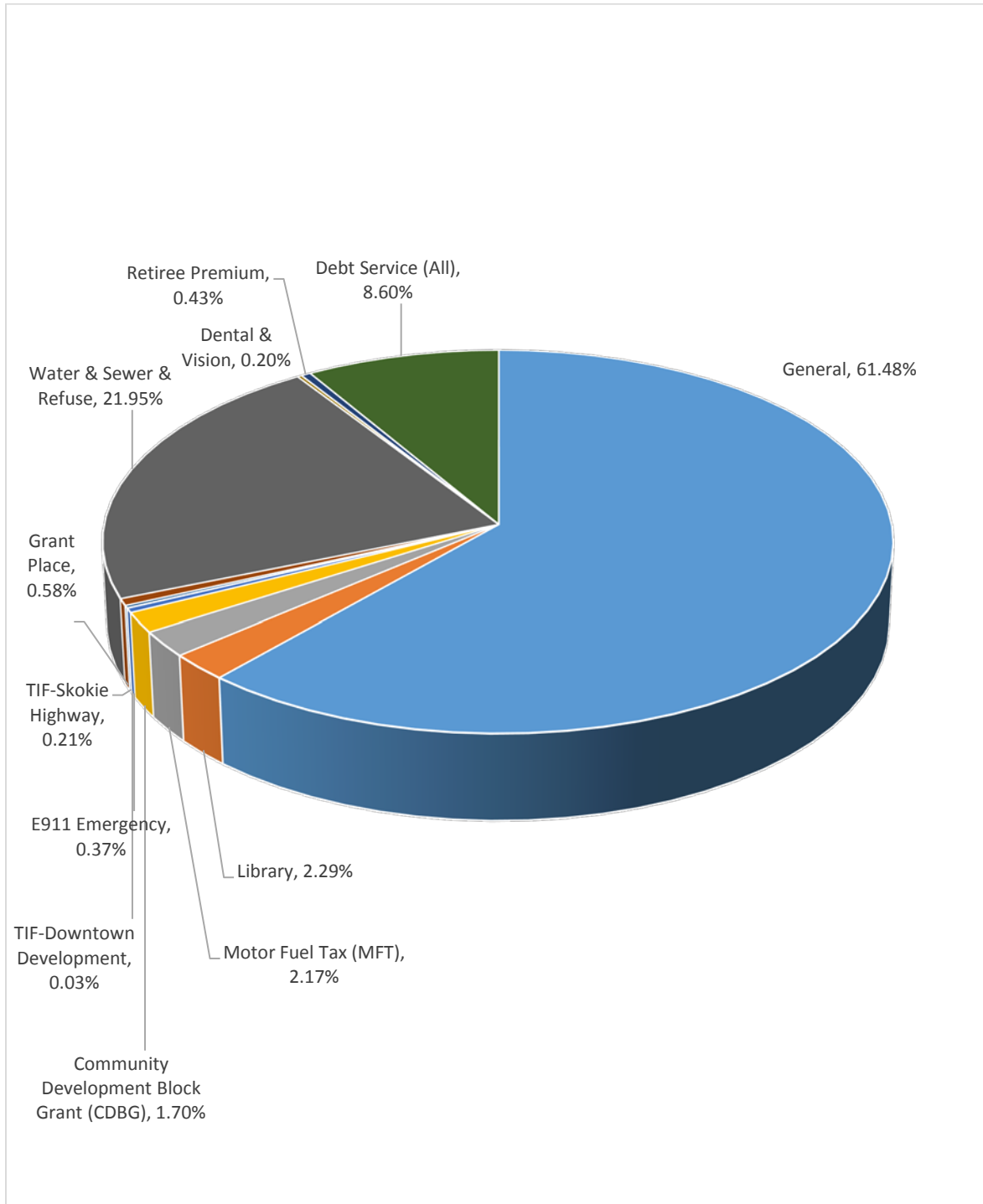
All Funds Expenditures Summary

Fund Name	Actual FY2017	Actual FY2018	FY19 Budget Adopted	FY19 Budget Projections	FY20 Budget Adopted
General	23,715,256	24,587,835	24,627,893	23,952,066	23,463,169
Library	741,553	800,116	889,077	850,300	1,015,302
Motor Fuel Tax (MFT)	1,602,419	536,379	2,426,000	1,958,364	1,749,000
Community Development Block Grant (CDBG)	97,601	610,874	0	52,266	648,000
Federal Forfeiture (DEA)	0	96,294	0	0	0
E911 Emergency	301,035	78,101	350,000	55,400	591,400
Seized Drug (State)	17,159	12,411	0	6,500	0
TIF-Sheridan Crossing	2,867,093	59,599	0	37,000	28,250
TIF-Downtown Development	315,537	1,100	0	1,150	151,250
TIF-Skokie Highway	3,403	807	1,050,000	65,000	151,250
Grant Place-Operating	166,123	172,648	191,500	194,882	205,940
Grant Place-Capital	0	0	2,500	0	3,500
Water & Sewer & Refuse	8,915,826	7,515,646	13,905,201	7,839,184	13,895,688
Dental & Vision	157,805	158,322	149,000	76,000	119,000
Retiree Premium	167,851	143,673	170,200	157,300	163,300
Debt Service 2014A	903,150	941,900	980,100	979,600	995,950
Debt Service 2007C	783,400	821,779	854,872	854,847	873,978
Debt Service 2007A	258,775	25,875	270,000	269,875	282,800
Debt Service 2007B	205,535	205,535	205,560	205,535	205,535
Total All Expenditures	41,219,317	37,001,794	46,071,903	37,555,267	44,543,312

The increases in expenditures are due to increased contributions to police and pension funds and capital projects for streets and other infrastructure throughout the City. The increase is 21.15% over the actual expenses for FY2018 or equaling an increase of \$7,776,456.

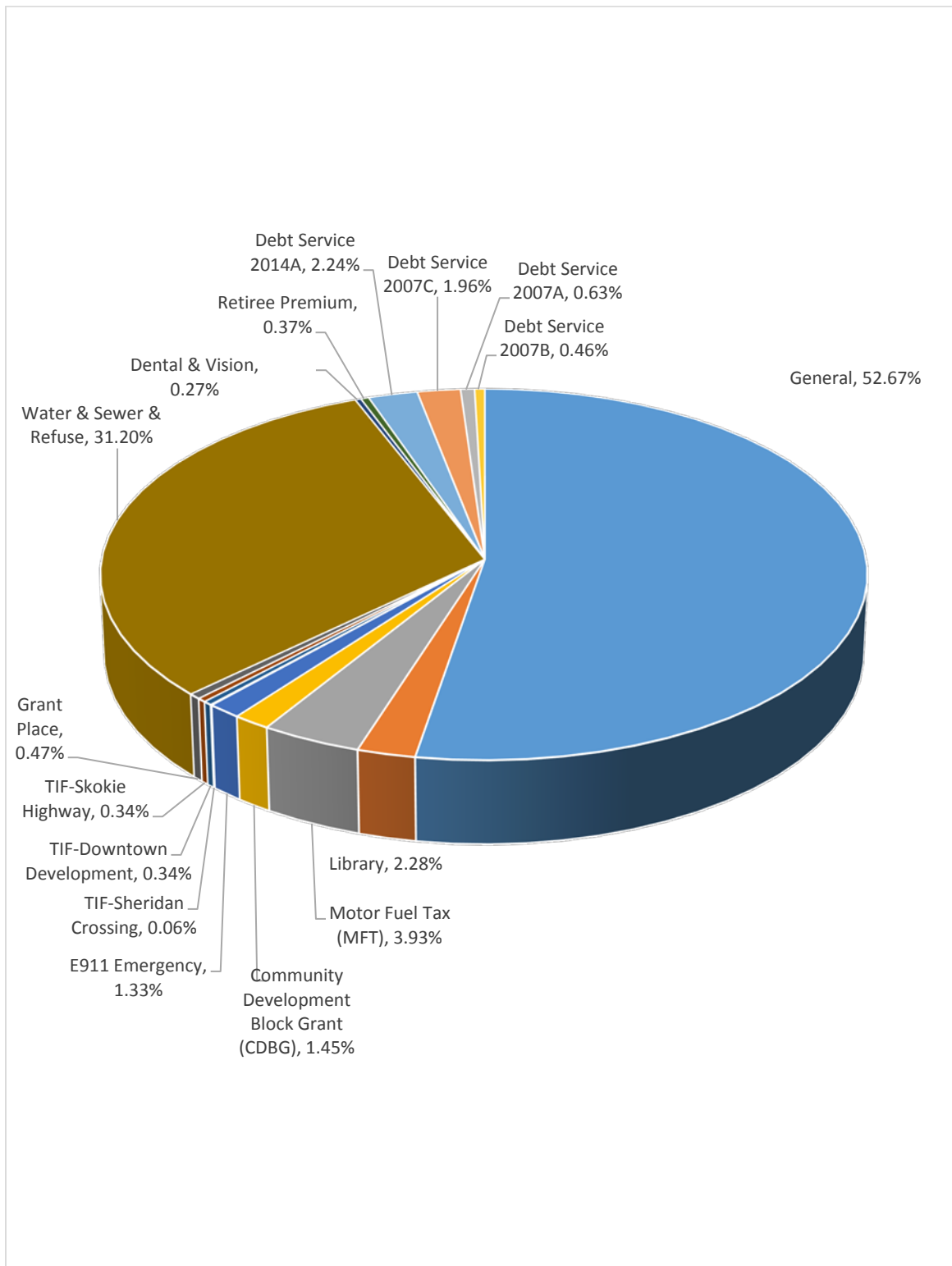
All Funds Revenue for FY20 Budget

The graph depicts the percentages of revenues estimated for all funds.



All Funds Expenditures for FY20 Budget

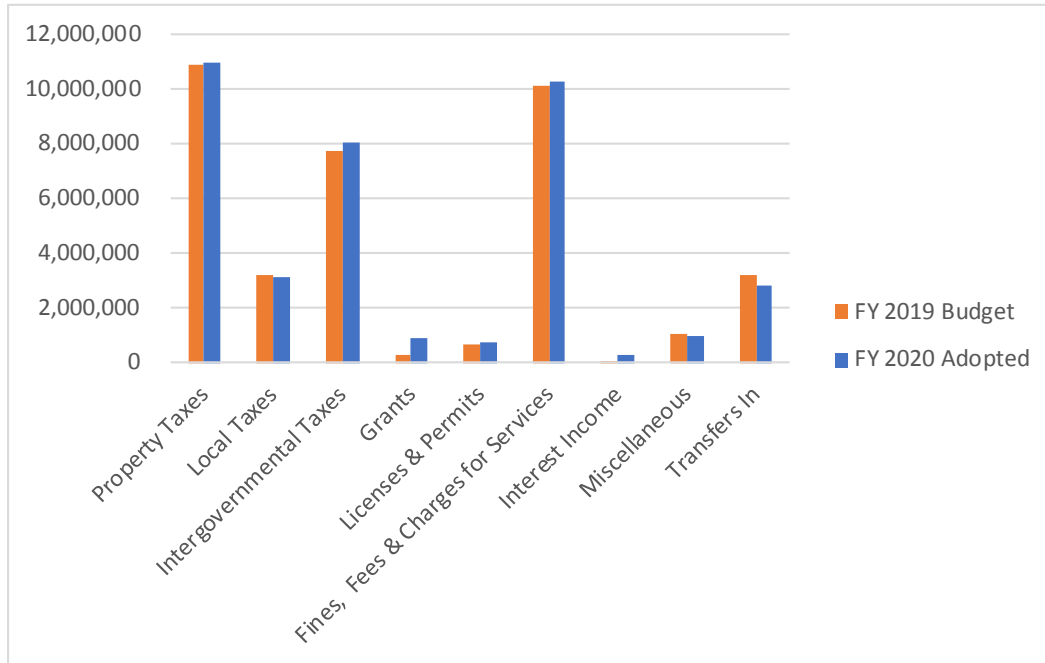
The graph illustrates the percent of expenditures for all funds.



WHERE DOES THE MONEY COME FROM?

ALL FUNDS

FY2019 Budget vs. FY2020 Budget



The major revenues for the City of North Chicago are as follows: property taxes, intergovernmental taxes followed by fines and charges for services.

The City has not increased its tax levy for two years, the small percentage increase is due to general obligation bond payments. Due to the consolidation of cash accounts of the City, interest income has increased and is expected to produce more interest income in FY20 by diversifying investments even further. Transfers to the General Fund were also reduced this year as the budget amendment in November 2018 reduced personnel costs.

Revenue	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget	
Property Taxes	10,810,355	10,940,997	10,999,042	0.53%
Local Taxes	3,297,169	3,282,726	3,140,000	(4.35%)
Intergovernmental Taxes	9,479,935	8,006,604	8,082,000	0.94%
Grants	630,700	274,528	875,000	218.73%
Licenses & Permits	725,848	779,574	751,500	(3.6%)
Fines, Fees & Charges for Services	9,835,917	10,373,293	10,260,700	(1.09%)
Interest Income	92,133	218,943	271,160	23.85%
Miscellaneous	971,187	1,091,694	970,459	(11.11%)
Other Financing Sources	0	0	5,000	100%
Transfers In	2,820,400	3,235,000	2,808,000	(13.2%)

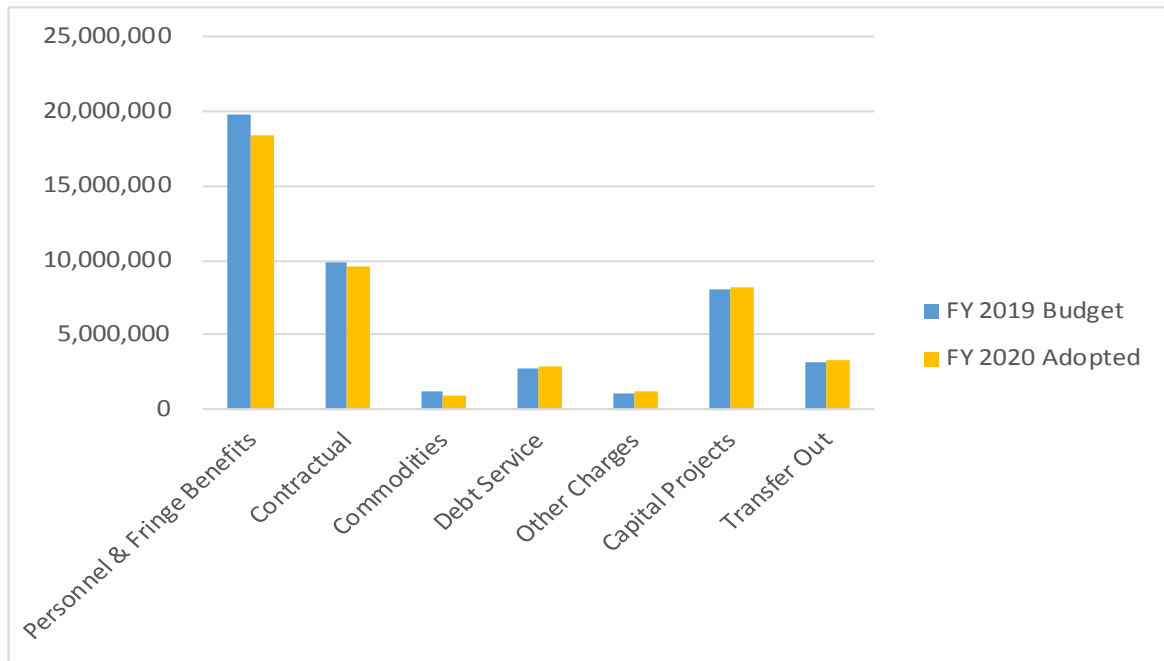
Total Revenues:

38,663,644	38,203,359	38,162,861
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WHERE DOES THE MONEY GO?

ALL FUNDS

FY2019 Budget vs. FY2020 Budget



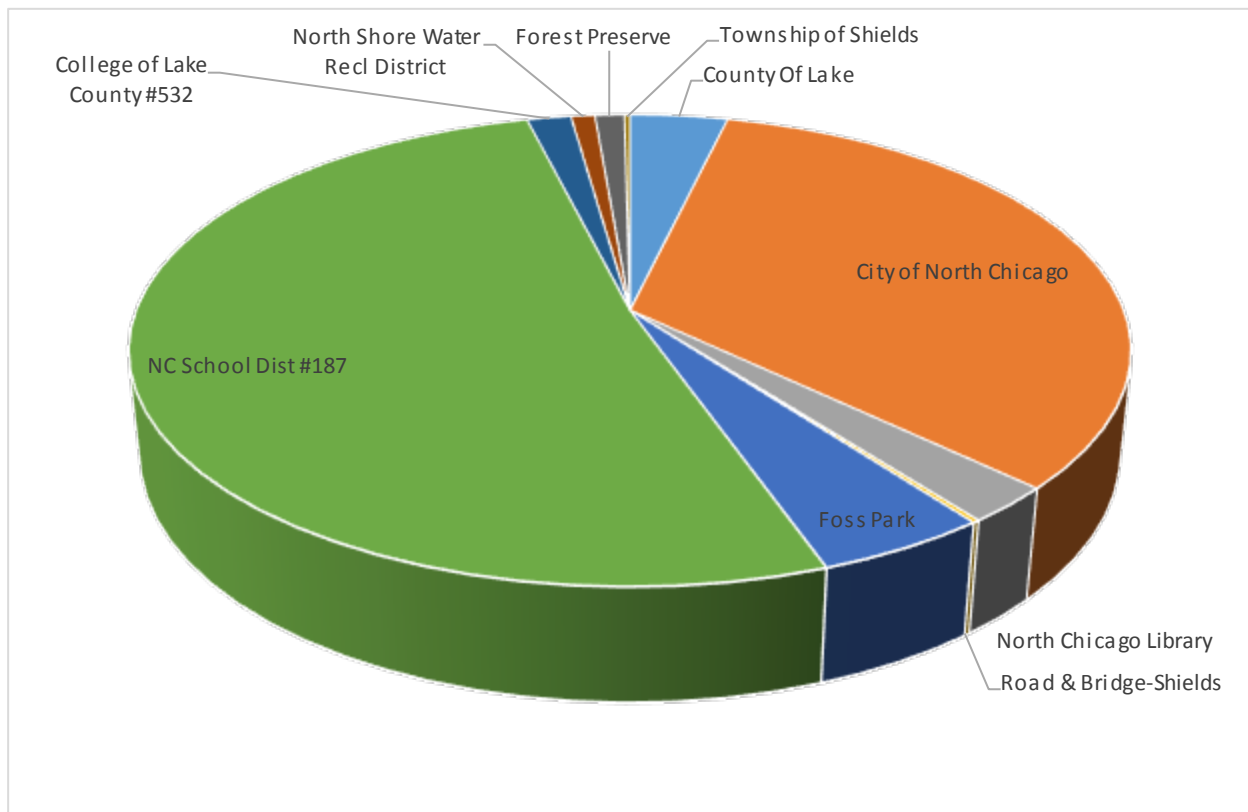
Personnel and Fringe Benefits decreased via November 2018 budget amendment adopted by the City Council over the previous year's budget. Total Transfers Out decreased from the Water & Sewer Fund to the General Fund due to a decrease in personnel from outsourcing of services, consolidation of dispatch services. On the reverse side, contractual services increased for these changes.

Overall the FY20 budget has decreased spending of 3.32% or \$1,528,591.

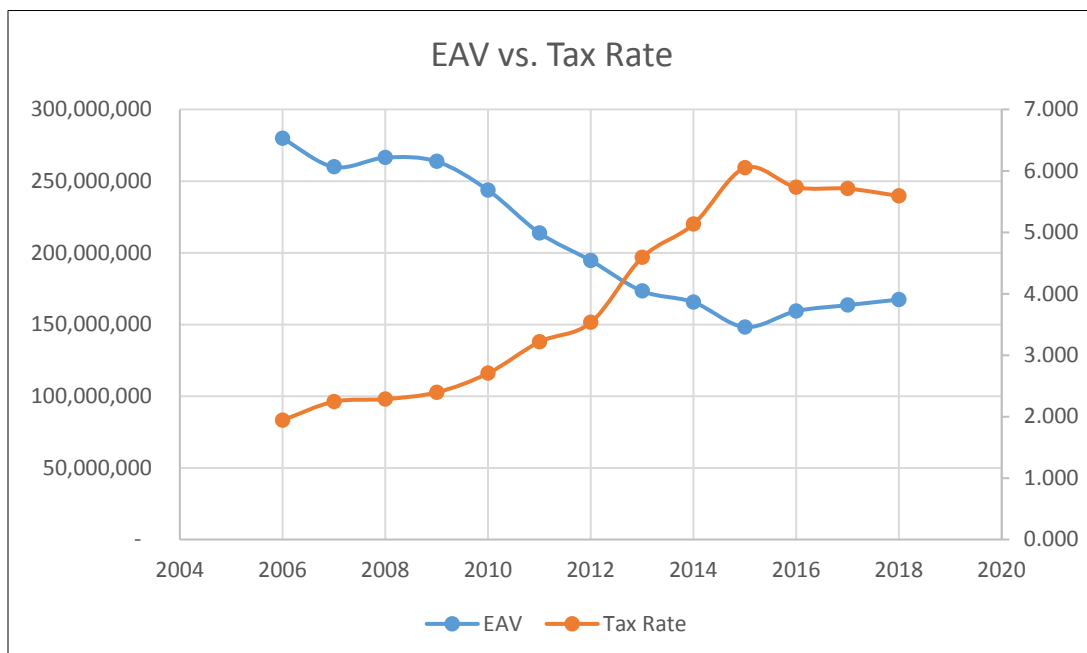
Expenditures	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget	
Personnel & Fringe Benefits	19,541,625	19,821,787	18,400,083	(0.12%)
Contractual	8,557,880	9,933,931	9,532,723	9.87%
Commodities	959,864	1,194,450	937,900	31.63%
Debt Service	2,600,195	2,755,535	2,897,274	3.16%
Other Charges	1,678,032	1,073,400	1,186,600	8.17%
	33,337,596	34,779,103	32,954,580	
Capital Projects	1,026,198	8,057,800	8,230,732	310.79%
Transfer Out	2,638,000	3,235,000	3,358,000	(12.44%)
	3,664,198	11,292,800	11,588,732	
Total Expenditures:	37,001,794	46,071,903	44,543,312	(3.32%)

Property Tax

The City of North Chicago is made up of three townships, Shields, Waukegan and Libertyville. The most common tax bill assumes Shields Township. The graph below depicts all taxing bodies portion of property tax.



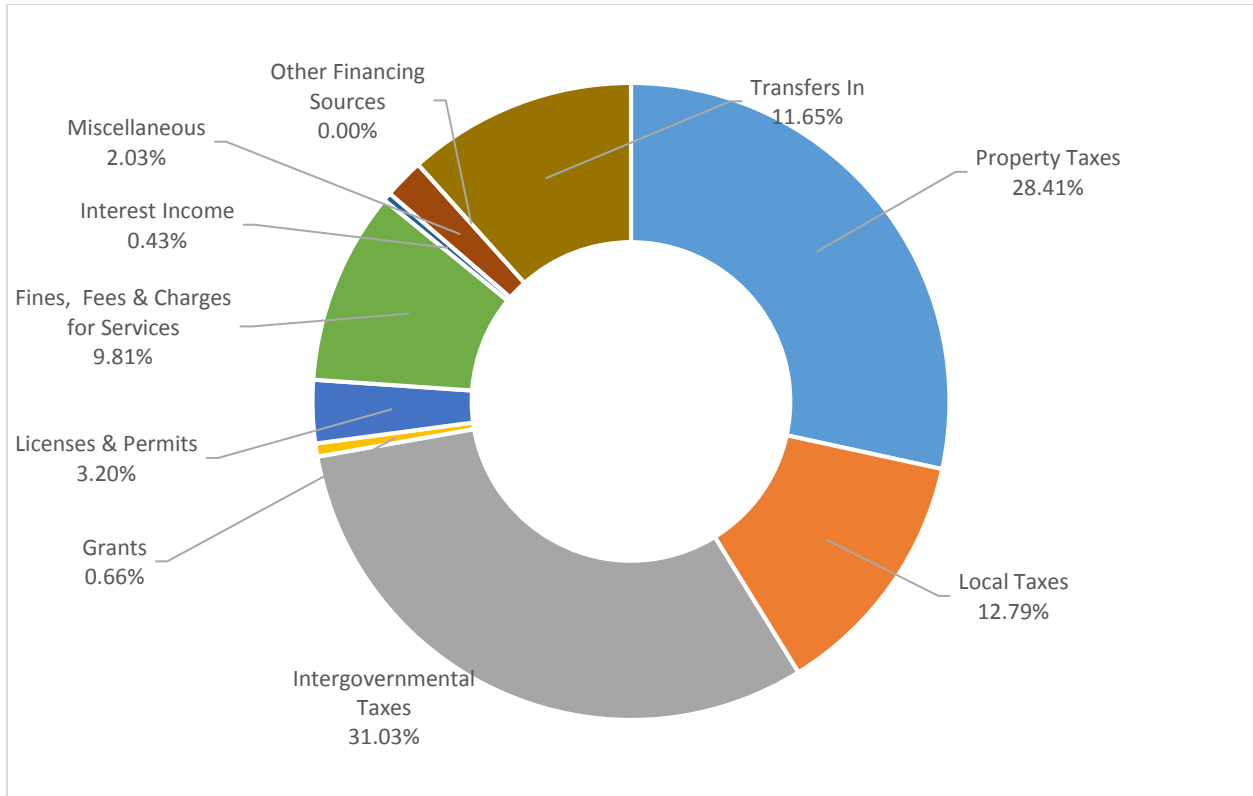
The table below displays historical Equalized Assessed Value (EAV) and the City of North Chicago Municipal Tax Rate. The 2018 tax rate shows a reduction from the prior year of 2.07%; the EAV has increased by 2.39% over the same time period.



WHERE DOES THE MONEY COME FROM?

GENERAL FUND

FY2020



The largest grouping of revenues in the General Fund is Intergovernmental Taxes and includes the following tax types and percentage of this grouping.

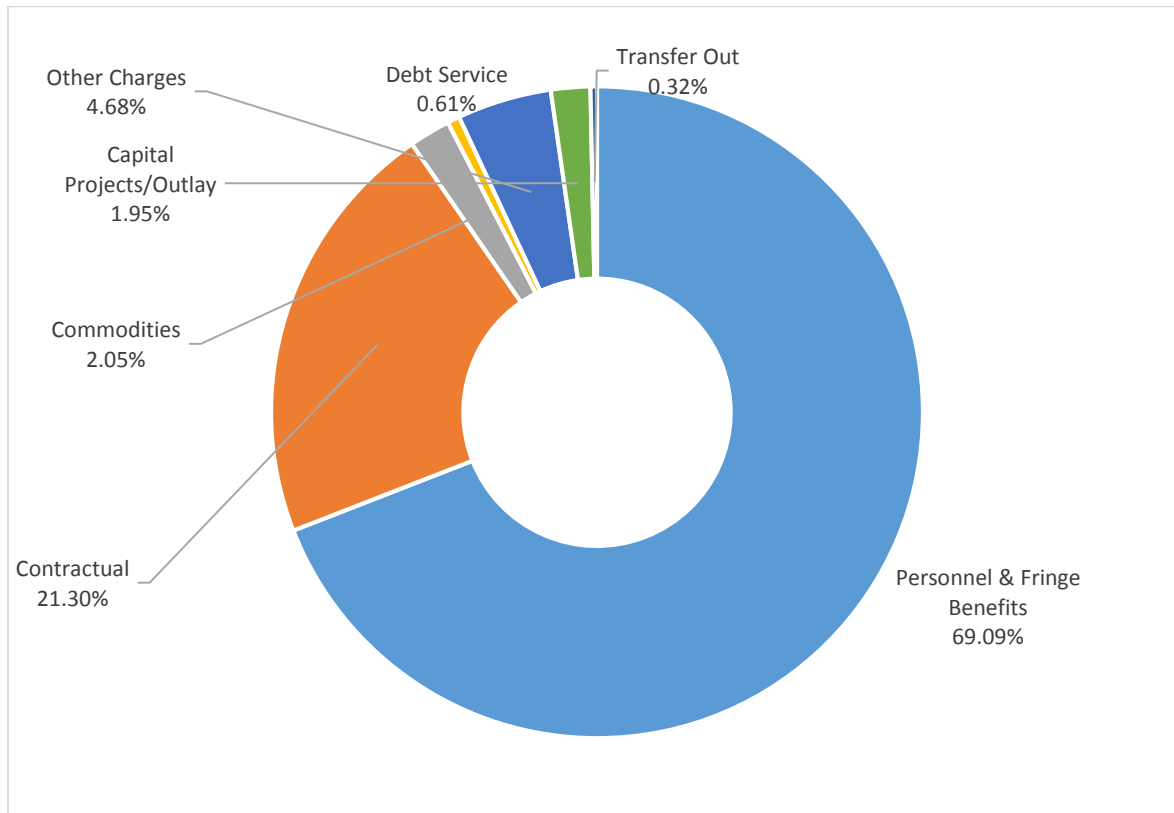
Intergovernmental Tax	FY20 Budget	Percentage
Income Tax	2,615,000	35.91%
Sales Tax	2,105,000	28.91%
Sales Tax - Abbott Purchasing Co.	200,000	2.75%
Sales Tax - AbbVie Purchasing Co	620,000	8.51%
Personal Property Replacement Tax	250,000	3.43%
Simplified Telecom Tax	600,000	8.24%
Automobile Rental Tax	8,500	0.12%
Illinois Local Use Tax	725,000	9.96%
Video Gaming Tax	155,000	2.13%
North Chicago Housing Authority	3,000	0.04%

Overall the percentage change of total revenues for the General Fund is an increase of 0.11% over the previous year. The largest increase for the Fund is interest income due to the consolidation of individual bank accounts into higher producing interest instruments.

WHERE DOES THE MONEY GO?

GENERAL FUND

FY2020



The largest portion of expenses is for personnel and fringe benefits at 69.09% of all General Fund expenses. However, due to the budget amendment of November 2018, this expense has decreased by 7.08% over the previous year's budget.

Another category that shows a substantial decrease is in the commodities, a reduction of 6.46% from the FY19 budget. This category is an expense-type that generally can be controlled by the City, while others, such as contractual are more limited.

Also below is a historical detail of General Fund expenditures.

Expenditures	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Personnel & Fringe Benefits	16,739,304	17,406,615	17,445,768	16,210,031
Contractual	4,806,502	5,026,947	5,002,623	4,997,783
Commodities	507,185	569,696	513,800	480,600
Debt Service	115,401	108,433	108,502	143,555
Other Charges	995,673	1,065,821	1,071,200	1,098,200
Capital Projects/Outlay	550,987	410,323	411,000	458,000
Transfer Out	0	0	75,000	75,000

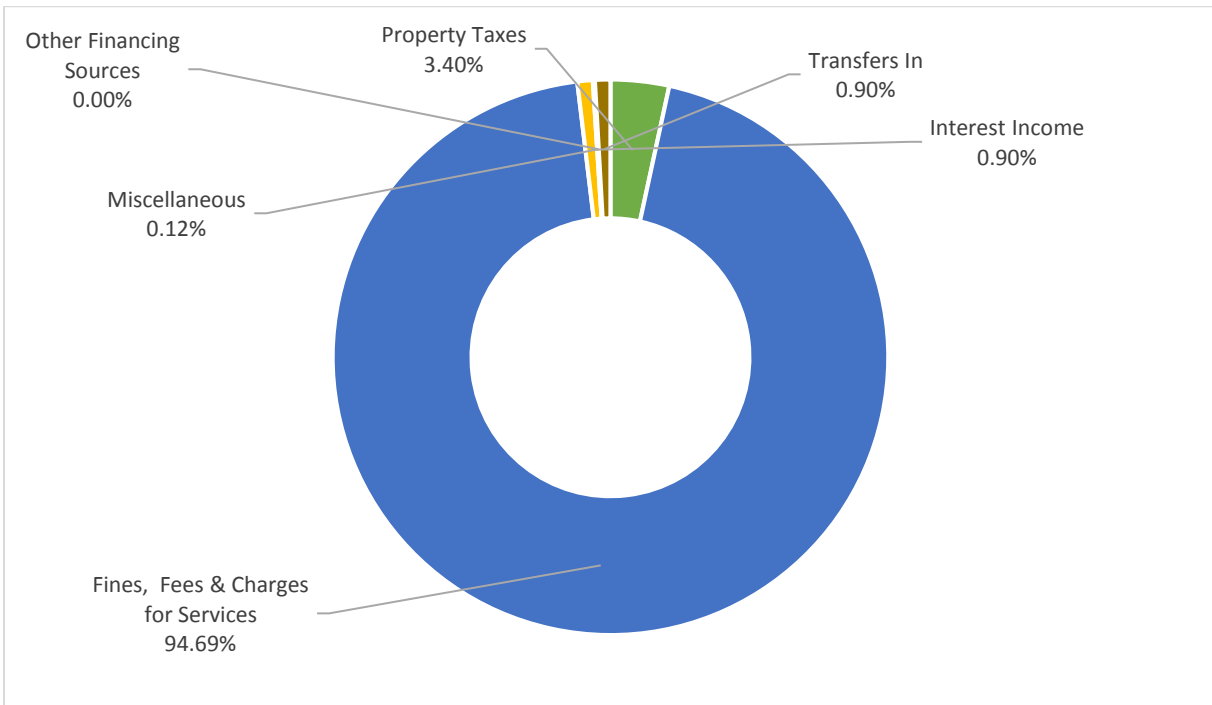
Total Expenditures:

23,715,052 24,587,835 24,627,893 23,463,169

WHERE DOES THE MONEY COME FROM?

WATER, SEWER & REFUSE FUND

FY2020



Fees and charges for services are the largest portion of revenues in this fund. Enterprise Fund types should be self-supporting and revenues are derived from fees and service charges to users for goods and services. The City charges included in this fund are water, sewer and refuse.

The City had not increased water rates for several years until City Council adopted an ordinance to reinstitute an annual water rate increased per the water rate study completed in 2010. The City also plans to conduct another water study in this fiscal year.

The table below summarizes historical financial detail.

Revenue	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Property Taxes	232,498	281,781	280,932	284,820
Fines, Fees & Charges for Services	7,924,602	7,496,557	7,880,500	7,930,200
Interest Income	27,305	64,858	40,000	75,000
Miscellaneous	56,417	6,298	10,000	10,000
Other Financing Sources	0	0	0	0
Transfers In	0	0	75,000	75,000

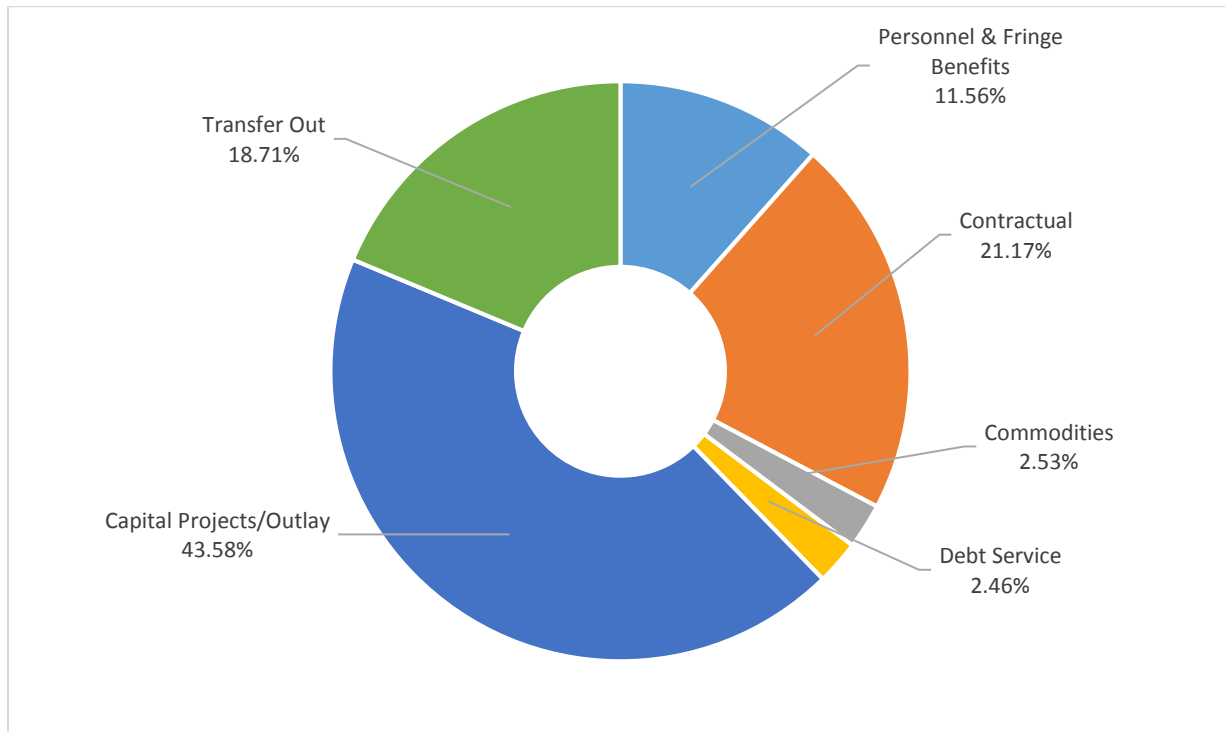
Total Revenue:

8,240,822	7,849,494	8,286,432	8,375,020
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WHERE DOES THE MONEY GO?

WATER, SEWER & REFUSE FUND

FY2020



As can be expected this fund's major portion of expenses is in the Capital Projects category. The City has budgeted expenses to improve the infrastructure of its water mains, water treatment plant, sewer television to name a few. It is the City's responsibility to maintain and enhance community infrastructure and capital assets and the funds' expenditures comply with that obligation.

The table below details historical financial information for expenditures.

Expenditures	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Personnel & Fringe Benefits	1,612,151	1,693,758	1,862,450	1,605,850
Contractual	2,392,474	2,388,613	3,378,000	2,941,350
Commodities	202,840	214,392	478,250	351,000
Debt Service	93,776	263,773	336,501	342,056
Capital Projects/Outlay	2,439,585	317,110	4,750,000	6,055,432
Transfer Out	2,175,000	2,638,000	3,100,000	2,600,000
Total Expenditures:	8,915,826	7,515,646	13,905,201	13,895,688

CAPITAL IMPROVEMENT PLAN (CIP)

The City developed its first adopted CIP in February 2019, in preparation for working on the FY20 Budget. The CIP provided a framework for moving forward on needed improvements to various categories of capital projects.

The individual projects that have been identified and included in this fiscal year's budget are within the funds that provide the revenue sources. Future enhancements to improve transparency will be establishing a Capital Projects Fund. Establishing this new fund will be introduced in the fall of 2019.

Planned projects include:

- City Hall Fire Alarm
- Keyless Entry (Phase 1)
- Comptroller Offices Renovation
- Police Evidence Drying Cabinet
- Several Water Main Replacements
- 14th Street Reconstruction
- High Lift Pump replacement
- City Street Resurfacing
- Argonne Phase I Engineering

The capital program types are as follows:

- Facilities and Improvements
- Vehicles
- Equipment
- Information Technology
- Streets, Sidewalks, Alleys
- Water & Sewer Improvements

Summary table of CIP ending FY22:

Funds	Unfunded Amount	Fiscal Year			
		2019	2020	2021	2022
Water	240,000	661,580	5,110,360	1,525,000	1,650,000
Sewer		168,338	683,147	60,000	60,000
MFT		1,889,538	132,500	950,000	82,500
Grant	6,667,800	25,000	965,000	100,000	0
Downtown TIF		25,000	175,000	250,000	50,000
Grant Place		12,000	225,000	12,000	38,000
CDBG	40,000				
General	2,357,500	342,500	789,100	687,100	318,100
Drug Money		0	72,000	0	0
IEPA Loan		130,000	1,615,180	3,090,360	1,545,180
Total by Fund:	9,305,300	3,253,956	9,767,287	6,674,460	3,743,780

Detailed on subsequent pages is the listing of all projects being contemplated with an estimated total of \$32,744,783 of which \$9,305,300 is the amount of what is unfunded.

Project/Improvement	Funding Source				Project Estimated Total	Unfunded Amount
Parkway Tree Replacements	CDBG				40,000	40,000
Property Enhancement Program	Downtown TIF				100,000	
Downtown Streetscape (Sheridan Rd)	Downtown TIF				400,000	
Surveillance Cameras	Drug Money				72,000	
Argonne Drive Reconstruction	FTP Funding				4,152,800	4,152,800
Relocation of PW Facility	General				2,000,000	2,000,000
City Hall - Windows/Door Replacement	General				365,000	
Fire Station 1 - New Women's Bathroom	General				45,000	45,000
PW - Roof Replacement	General				189,000	189,000
City Hall - North Parking Lot Resurfacing	General				187,000	
Engine Replacement	General	LowIntLoan	Grant	TradeIn	425,000	
MICU Replacement	General	LowIntLoan		TradeIn	360,000	
Replacement Personal Protective Equipment	General	Grant			50,600	
Citywide Keyless Access Control System	General	Water			74,500	
Drying Evidence Cabinet	General	Grant			11,200	
Citywide ERP System	General	Water			380,300	
Citywide Operating System Upgrades	General				32,000	
Citywide MS Office Suite Update	General				25,000	
Citywide Server and Workstation Refresh	General				151,200	
City Hall - Public Walk Replacement	General				75,000	
Citywide Private Wide Area Network	General				123,500	123,500
City Hall - Unit Ventilator Replacement	Grant				228,000	228,000
City Hall - Council Chambers Renovation	Grant				150,000	150,000
City Hall - Plumbing Infrastructure	Grant				1,500,000	1,500,000
City Hall A/C Condenser Replacement	Grant				27,000	27,000
City Hall - Roof Replacement	Grant				325,000	325,000
Blight Busting (Demolition) Program	Grant	CDBG			200,000	
North Chicago Train Station (Metra)	Grant				350,000	
Lovell Bus Stop & Shelter	Grant				520,000	
Holding Cells Restoration	Grant				200,000	200,000
City Hall - Fire Alarm System Replace	Grant				85,000	85,000
Bike Path	Grant				20,000	
Grant Place - Parking Lot Maintenance	Grant Place				165,000	
Grant Place - Exterior Maintenance	Grant Place				72,000	
Grant Place - HVAC Maintenance	Grant Place				50,000	

Project/Improvement	Funding Source				Project Estimated Total	Unfunded Amount
Water Tower #1	IEPA Loan				6,380,720	
MFT Street Resurfacing Program (2019)	MFT	Water			1,807,038	
MFT Street Resurfacing Program	MFT	Water			1,000,000	
Pavement Maintenance	MFT				247,500	
14th Street Sewer Repair	Sewer				668,467	
RJN Smoke Testing	Sewer				63,018	
Sewer Cleaning and Televising	Sewer				240,000	
Skokie Highway Box Culvert	Water				40,000	40,000
14th Street Reconstruction	Water	MFT			475,000	
2019 Water Main (Dugdale)	Water				1,031,320	
2020 Water Main Replacement	Water				1,373,520	
2021 Water Main Replacement	Water				1,770,000	
Foss Park & WTP Grounds (Phase I)	Water				2,050,000	
Foss Park & WTP Grounds (Phase II)	Water				940,000	
Foss Park & WTP Grounds (Phase III)	Water				360,000	
Foss Park & WTP Grounds (Phase IV)	Water				75,000	
Foss Park & WTP Grounds (Phase V)	Water				25,100	
MLK Reservoir	Water				200,000	200,000
Strawberry Condo Berm	Water				35,000	
Water Main Removal	Water				20,000	
Water Plant - Roof Replacement	Water				500,000	
Water System Master Plan	Water				250,000	
Develop 2020 - 2025 Water Rates E	Water				42,000	

32,744,783 9,305,300

The CIP document adopted by City Council is included in its own separate section.



Personnel and Staffing

Overview

The City of North Chicago has changed how certain staff is accounted for in the budget beginning in FY19. In addition, there are several positions that are contractually outsourced. Elected Officials are not included in the staff count; nor are the various appointees of the City boards and commissions. A summary is below:

Contractual Services

- Information Technology – 2 positions
- Comptroller's Office - 1 Comptroller
- City Engineer – 1 Engineer

Elected Officials

- Mayor
- City Clerk
- Treasurer
- Aldermen (7)

Boards & Commissions

- Fire & Police Commission (3)
- Zoning Board (7)
- Citizen's Advisory Board (7)

Budget Implications

There was a budget amendment adopted in November 2018, which eliminated three (3) mechanic positions and was replaced with a contract through Enterprise Fleet Management; dispatch services will be consolidated with the Village of Mundelein but for this fiscal year the City included in its budget a personnel and fringe benefits budget to allow for the transition that will not occur until the end of the year.

The City also offered a Voluntary Separation Plan to all non-bargaining employees, which further reduced staffing levels.

Certain staff's salaries have been allocated for the services provided to other funds.

Through attrition, some positions were not funded.

The City has in the last couple of years reduced their Personnel and Fringe Benefits costs through the strategies adopted as detailed above which has made the City provide additional funding for the police and fire pension funds as dictated by statute to be at least 90% funded by the year 2040. Although the City has made changes to reduce spending, personnel costs account for a large percent of the budget in the General Fund and the Library Fund. An eight-year summary is detailed in the pages following.

		Budget - Full Time Equivalents (FTE)								FTE
		FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	Change
<u>Mayor's Office</u>										
Mayor	Elected	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Chief of Staff	CSO	1.00	1.00	1.00	1.00	1.00	1.00	0.75	0.75	0.00
Sr. Executive Secretary	CSO	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Community Info Coordinator	CSO	1.00	1.00	1.00	1.00	1.00	1.00	0.85	0.85	0.00
Support Staff	N/A	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00
Total		4.00	4.00	4.00	4.00	4.50	4.00	3.60	3.60	0.00
<u>City Clerk's Office</u>										
City Clerk	Elected	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Deputy City Clerk	CSO	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Data Tech II	SEIU	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Total		3.00	3.00	3.00	3.00	3.00	2.00	2.00	2.00	0.00
<u>Legislative</u>										
Alderman	Elected	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	0.00
Fire & Police Commissioners	Appoint	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	0.00
Citizen's Advisory Board	Appoint	0.00	0.00	7.00	7.00	7.00	7.00	7.00	7.00	0.00
Zoning Board Members	Appoint	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	0.00
Total		17.00	17.00	24.00	24.00	24.00	24.00	24.00	24.00	0.00
<u>Treasurer's Office</u>										
Treasurer	Elected	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Clerk	N/A	0.50	0.50	0.50	0.50	0.50	0.50	0.00	0.00	0.00
Total		1.50	1.50	1.50	1.50	1.50	1.50	1.00	1.00	0.00
<u>Economic Development</u>										
Building Division										
Director	CSO	1.00	1.00	1.00	1.00	1.00	1.00	0.25	0.25	0.00
Senior Planner	CSO	0.00	0.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00
City Planner	CSO	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CDBG Administrator	CSO	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Executive Secretary	CSO	0.50	0.50	0.50	0.50	1.00	1.00	0.50	0.50	0.00
Supervising Bldg Inspector		1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Rehab Inspector		1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Senior Inspector		0.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Bldg & Facilities Mgr	CSO	1.00	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00
Building Inspector	SEIU	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Associate Planner		1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Assistant Planner		0.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Permit Coordinator	CSO	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Seasonal	N/A	1.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Records Clerk II	CSO	0.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	0.00
Data Tech II	SEIU	0.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Total		12.00	13.50	12.50	10.50	10.00	8.00	4.75	4.75	0.00
Facility Management Division										
Director		0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.25	0.00
Bldg & Facilities Mgr		0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00
Total		0.00	0.00	0.00	0.00	0.00	0.00	1.25	1.25	0.00
Planning Division										
Director		0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.50	0.00
Executive Secretary		0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.50	0.00
Sr. Planner		0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00
Total		0.00	0.00	0.00	0.00	0.00	0.00	2.00	2.00	0.00
Total All Divisions		12.00	13.50	12.50	10.50	10.00	8.00	8.00	8.00	0.00

		Budget - Full Time Equivalents (FTE)								FTE
		FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	Change
<u>Police</u>										
Chief	CSO	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Assistant/Deputy Chief	CSO	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Lieutenant	CSO	4.00	4.00	4.00	4.00	4.00	3.00	3.00	3.00	0.00
Sergeant	ICOPS	8.00	8.00	8.00	8.00	8.00	8.00	5.00	5.00	0.00
Internal Investigator	CSO	2.00	2.00	2.00	2.00	2.00	2.00	1.00	0.00	(1.00)
Communication Supervisor	CSO	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Executive Secretary	CSO	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Community Service Officer		1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Police Officers	ICOPS	51.00	60.00	60.00	60.00	60.00	41.00	43.00	41.00	(2.00)
Telecommunicators	FOP	10.00	11.00	11.00	11.00	11.00	11.00	9.00	9.00	0.00
Mechanic		0.50	0.50	0.50	0.50	0.50	0.50	0.00	0.00	0.00
Records Input Operator	SEIU	6.00	7.00	7.00	7.00	7.00	3.00	1.00	0.00	(1.00)
Fleet Coordinator		0.50	0.50	0.50	0.50	1.00	0.50	0.00	0.00	0.00
Admin Support Tech	SEIU	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Animal Control	SEIU	1.00	1.00	1.00	1.50	1.50	1.50	1.00	1.00	0.00
Crossing Guards		10.00	10.00	10.00	10.00	10.00	10.00	10.50	10.50	0.00
Total		99.00	110.00	110.00	110.50	110.00	84.50	77.50	73.50	(4.00)
<u>Fire</u>										
Chief	CSO	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	0.00
Chief/Lieutenant		1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Battalion Chief	CSO	3.00	3.00	3.00	3.00	2.00	3.00	3.00	3.00	0.00
Fire Prevention Offices	CSO	0.50	0.50	0.50	1.00	1.00	1.00	1.00	1.00	0.00
Management Analyst	CSO	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Lieutenant	IAFF	3.00	3.00	3.00	3.00	3.00	6.00	6.00	6.00	0.00
Firefighter/Paramedic	IAFF	30.00	30.00	30.00	30.00	29.00	29.00	24.00	22.00	(2.00)
Firefighter	IAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		38.50	38.50	38.50	39.00	37.00	41.00	36.00	34.00	(2.00)
<u>Information Technology</u>										
Director		1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Tech Support Specialist		1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Web Developer		1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		3.00	2.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00
<u>Comptroller Office</u>										
Comptroller		1.00	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00
Accounting Manager		1.00	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00
Budget/Purchasing Coordinator		0.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00
UB and Revenue Manager	CSO	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.75	(0.25)
Accountant		0.00	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00
Financial Analyst	CSO	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00
Accounts Payable Clerk	CSO	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Utility Billing Coordinator	SEIU	0.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00
Payroll Coordinator		1.00	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00
AP and Payroll Manager	CSO	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00
Records Input Operator	SEIU	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00
Collector/Adjudication Aide	SEIU	0.00	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00
Collector	SEIU	1.00	0.00	0.00	0.00	0.00	1.00	0.75	0.75	0.00
Total		5.00	6.00	6.00	7.00	8.00	8.00	5.75	5.50	(0.25)
<u>Human Resources</u>										
Director	CSO	1.00	1.00	1.00	1.00	1.00	1.00	0.80	0.80	0.00
Senior HR Assistant	CSO	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00
HR Assistant	CSO	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	0.00
Seasonal		0.50	0.50	0.50	0.50	0.00	0.00	0.00	0.00	0.00
Total		2.50	2.50	2.50	2.50	2.00	2.00	1.80	1.80	0.00

		Budget - Full Time Equivalents (FTE)								FTE
		FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	Change
<u>Public Works-Street Division</u>										
Director	CSO	0.50	0.50	0.50	0.50	0.50	0.30	0.30	0.30	0.00
Street Foreman	SEIU	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Crew Leader	SEIU	0.00	0.00	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Sr. Executive Secretary	CSO	0.00	0.00	0.50	0.50	0.50	0.50	0.50	0.50	0.00
Executive Secretary	CSO	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Head Mechanic	SEIU	1.00	1.00	1.00	1.00	0.50	1.00	0.50	0.00	(0.50)
Auto Mechanic	SEIU	1.00	0.50	0.50	0.50	0.50	0.00	0.50	0.00	(0.50)
Auto Mechanic II	SEIU	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	(0.50)
Maintenance Worker II	SEIU	2.00	2.00	4.00	4.00	5.00	2.00	2.00	3.00	1.00
Maintenance Worker I	SEIU	0.00	0.00	6.00	6.00	6.00	5.00	2.00	6.00	4.00
Fleet Coordinator		0.00	0.50	0.50	0.50	0.00	0.00	0.00	0.00	0.00
Seasonal		4.50	3.00	3.00	3.00	1.50	1.50	1.50	0.00	(1.50)
Total		11.00	8.50	19.00	19.00	17.50	13.30	10.80	12.80	2.00
<u>Enterprise-Water Division</u>										
Director	CSO	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.00
Chief of Staff	CSO	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.25	0.00
Community Info Coordinator	CSO	0.00	0.00	0.00	0.00	0.00	0.00	0.15	0.15	0.00
HR Director	CSO	0.00	0.00	0.00	0.00	0.00	0.00	0.20	0.20	0.00
Electrician	N/A	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Foreman - Distribution	SEIU	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Foreman - Water Operations	SEIU	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Sr. Executive Secretary	CSO	0.00	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.00
Utility Billing Coordinator	SEIU	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
UB and Collection Manager	CSO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.25
Executive Secretary	CSO	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Head Mechanic	SEIU	0.00	0.00	0.00	1.00	0.50	0.00	0.50	0.00	(0.50)
Auto Mechanic	SEIU	0.00	0.00	0.00	0.50	0.50	0.00	0.50	0.00	(0.50)
Auto Mechanic II	SEIU	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	(0.50)
Sr. Water Plant Head Mechanic	SEIU	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Sr. Water Plant Operator	SEIU	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	(1.00)
Water Plant Operator - A	SEIU	4.00	4.00	4.00	4.00	3.00	3.00	3.00	3.00	0.00
Water Plant Operator - C	SEIU	1.00	1.00	1.00	1.00	2.00	1.00	2.00	1.00	(1.00)
Water Plant Maint Worker II	SEIU	0.00	1.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00
Water Plant Maint Worker I	SEIU	1.00	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00
Meter Supervisor	SEIU	0.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00
Collector	SEIU	1.00	1.00	1.00	1.00	0.00	0.00	0.25	0.25	0.00
Meter Technician	SEIU	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	0.00
Total		13.50	14.00	14.00	15.50	15.00	12.00	14.35	11.50	(3.25)
<u>Enterprise-Sewer Division</u>										
Director	CSO	0.00	0.00	0.00	0.00	0.00	0.00	0.20	0.20	0.00
Sr. Water/Sewer Maintenance	SEIU	1.00	1.00	1.00	1.00	2.00	2.00	1.00	0.50	(0.50)
Crew Leader II	SEIU	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.50	(0.50)
Water/Sewer Maintenance	SEIU	2.00	2.00	2.00	2.00	0.00	0.00	1.00	1.00	0.00
Seasonal	SEIU	0.50	0.50	0.50	0.50	0.50	0.50	0.00	0.00	0.00
Total		4.50	4.50	4.50	4.50	3.50	3.50	3.20	2.20	(1.00)
Total-PW		29.00	27.00	37.50	39.00	36.00	28.80	28.35	26.50	
Grand Total Authorized Positions		194.50	205.00	214.50	216.00	209.00	176.80	161.00	152.90	(8.50)



General Fund

Overview

The General Fund is used to account for all financial resources except those required to be accounted for in another fund. It is the chief operating fund of the City and is comprised of 13 departments; the revenues generated are reported by type. The City classifies them as property taxes, locally imposed taxes, intergovernmental taxes, grants, licenses and permits, fines and fees, interest income, other financing sources, transfers in and miscellaneous revenues.

Budget Highlights

General Fund Revenues are relatively static for the City. The budget shows that projected revenues will be 4.73% higher than what is detailed for FY20. Primarily, due to a one-time windfall in sales tax revenue and higher real estate transfer revenue due to several large commercial property sales.

The City will also receive less interfund transfers from the Water & Sewer Fund but will receive a one-time fund transfer of \$100,000 from the Dental & Vision Fund due to the accumulation of lower claim experience over several years.

On the expenditures side, 2/3 of the departments in the General Fund will have reductions in their budgets due to lower personnel costs caused by consolidation and outsourcing services.

Historical recap of General Fund Revenues and Expenditures are detailed below.

Revenue	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Property Taxes	6,654,781	6,647,279	6,715,397	6,665,143
Local Taxes	3,211,690	3,147,785	3,048,000	3,000,000
Intergovernmental Taxes	7,199,667	8,588,766	6,981,000	7,281,500
Grants	677,146	82,562	74,000	155,000
Licenses & Permits	932,708	725,848	672,600	751,500
Fines, Fees & Charges for Services	2,414,231	328,171	2,258,700	2,301,500
Interest Income	2,639	4,983	2,500	100,000
Miscellaneous	325,837	500,117	525,500	475,750
Other Financing Sources	332,735	0	0	0
Transfers In	2,175,000	2,638,000	3,160,000	2,733,000

Total Revenue:

23,926,434	22,663,511	23,437,697	23,463,393
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Expenditures	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Personnel & Fringe Benefits	16,739,304	17,406,615	17,445,768	16,210,031
Contractual	4,806,502	5,026,947	5,002,623	4,997,783
Commodities	507,185	569,696	513,800	480,600
Debt Service	115,401	108,433	108,502	143,555
Other Charges	995,673	1,065,821	1,071,200	1,098,200
Capital Projects/Outlay	550,987	410,323	411,000	458,000
Transfer Out	0	0	75,000	75,000

Total Expenditures:

23,715,052 24,587,835 24,627,893 23,463,169

Also to note are the major sources of revenue which represent 71.36% of all generated revenues.

Major Source of Revenues	FY20 Budget	Percentage
Property Taxes	6,665,143	39.81%
Transfers In	2,733,000	16.32%
Income Tax	2,615,000	15.62%
Sales Tax	2,105,000	12.57%
Utility Tax	1,500,000	8.96%
Police Services	1,125,000	6.72%

The following pages detail “Where the money comes from” and “Where the money goes” for the General Fund by departments and divisions.

General Fund Summary

Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
	Actual	Budget	Revised Budget	YTD Projected	Approved	
Unassigned Fund Balance	10,566,507	10,642,180	10,642,180	10,642,180	10,803,252	
Revenue by Category						
Property Taxes	6,647,279	6,715,397	6,715,397	6,715,397	6,665,143	-0.75%
Local Taxes	3,147,785	3,048,000	3,048,000	3,132,726	3,000,000	-1.57%
Intergovernmental Taxes	8,588,766	6,981,000	6,981,000	7,143,804	7,281,500	4.30%
Grant Proceeds	82,562	74,000	74,000	144,000	155,000	109.46%
Licenses & Permits	725,848	672,600	672,600	779,574	751,500	11.73%
Fines & Fees	2,328,171	2,258,700	2,258,700	2,426,358	2,301,500	1.89%
Interest Income	4,983	2,500	2,500	7,000	100,000	3900.00%
Miscellaneous Income	500,117	525,500	525,500	604,278	475,750	-9.47%
Other Financing Sources	0	0	0	0	0	0.00%
Transfers In	2,638,000	3,160,000	3,160,000	3,160,000	2,733,000	-13.51%
Total Revenue	24,663,512	23,437,697	23,437,697	24,113,137	23,463,393	0.11%
						-2.69%
Expenditure by Category						
Salary & Wages	12,112,426	12,292,500	12,292,500	11,428,726	11,115,100	
Fringe Benefits	5,294,190	5,153,268	5,153,268	6,304,105	5,094,931	
Contractual Services	5,026,946	5,002,623	5,002,623	4,129,542	4,997,783	
Commodities	569,696	513,800	513,800	424,917	480,600	
Capital Programs & Project	410,324	411,000	411,000	438,034	458,000	
Debt Service	108,434	108,502	108,502	108,542	143,555	
Transfer Out	0	75,000	75,000	75,000	75,000	
Other Charges/Financing S	1,065,821	1,071,200	1,071,200	1,043,200	1,098,200	
Total Expenditures	24,587,836	24,627,893	24,627,893	23,952,066	23,463,169	
Expenditure by Department						
Mayor's Office	492,755	444,618	444,618	423,504	440,951	-0.82%
Clerk's Office	191,470	196,855	196,855	179,630	208,855	6.10%
Legislative	209,056	193,390	193,390	183,625	186,325	-3.65%
Boards & Commissions	65,428	30,375	30,375	58,041	54,692	80.06%
Treasurer	36,453	40,219	40,219	35,482	40,152	-0.17%
ECD-Building Division	2,316,886	1,075,260	1,075,260	710,929	912,330	-15.15%
ECD-Facilities Mgm Div	0	487,430	487,430	477,857	468,390	-3.91%
ECD-Planning Division	0	461,730	461,730	461,304	446,805	-3.23%
Administrative Services	6,238,888	6,241,452	6,241,452	7,320,507	5,815,964	-6.82%
Police	8,358,344	8,694,402	8,694,402	7,758,215	8,439,957	-2.93%
Fire	3,812,018	3,758,223	3,758,223	3,557,167	3,321,956	-11.61%
Streets	1,530,866	1,421,650	1,421,650	1,299,465	1,518,033	6.78%
IT	301,666	444,400	444,400	411,200	447,500	0.70%
Comptroller's Office	792,736	891,300	891,300	855,127	921,770	3.42%
Human Resources	241,271	246,589	246,589	220,013	239,489	-2.88%
Total Fund Expenditure	24,587,836	24,627,893	24,627,893	23,952,066	23,463,169	-4.73%
Net Revenue/(Net Loss)	75,673	(1,190,196)	(1,190,196)	161,071	224	
Ending Fund Balance	10,642,180	9,451,984	9,451,984	10,803,252	10,803,475	
Total Expenditures	24,587,836	24,627,893	24,627,893	23,952,066	23,463,169	
Less: Capital Investment	410,324	411,000	411,000	438,034	458,000	
	44.02%	39.03%	39.03%	45.94%	46.96%	

General Corporate Fund - Revenues (Fund 01.00)

		Fiscal Year	Fiscal Year 2019			Fiscal Year	
		2018				2020	
Account	Description	Actual	Budget	Revised Budget	YTD Projected	Approved	Percentage Change
Revenue							
3001	Real Estate Taxes - General	3,841,653	3,750,877	3,750,877	3,750,877	3,700,623	
3005	Real Estate Taxes - IMRF/FICA	617,348	608,756	608,756	608,756	608,756	
3006	Real Estate Taxes - Firefighters' Pension	851,110	913,026	913,026	913,026	913,026	
3008	Real Estate Taxes - Police Pension	1,337,168	1,442,738	1,442,738	1,442,738	1,442,738	
	SubTotal Property Taxes:	6,647,279	6,715,397	6,715,397	6,715,397	6,665,143	-0.75%
3002	Hotel/Motel Tax	228,559	220,000	220,000	220,442	224,000	
3004	Real Estate Transfer Tax	287,676	125,000	125,000	246,980	135,000	
3007	Food & Beverage Tax	287,361	270,000	270,000	287,450	270,000	
3009	Motor Fuel Tax	793,926	810,000	810,000	780,000	800,000	
3010	Self Storage Facility Tax	34,339	38,000	38,000	37,854	38,000	
3103	Utility Tax	1,484,594	1,525,000	1,525,000	1,525,000	1,500,000	
3113	Road & Bridge Tax	31,330	60,000	60,000	35,000	33,000	
	SubTotal Local Taxes:	3,147,785	3,048,000	3,048,000	3,132,726	3,000,000	-1.57%
3102	Income Tax	3,440,493	2,600,000	2,600,000	2,219,031	2,615,000	
3104	Sales Tax	2,488,143	1,780,000	1,780,000	2,339,473	2,105,000	
3105	Sales Tax - Abbott Purchasing Co.	131,717	200,000	200,000	200,000	200,000	
3106	Sales Tax - AbbVie Purchasing Co	491,852	620,000	620,000	620,000	620,000	100%
3108	Pesonal Property Replacement Tax	261,675	300,000	300,000	250,000	250,000	
3109	Simplified Telecom Tax	641,739	600,000	600,000	600,000	600,000	
3110	Automobile Rental Tax	10,323	8,000	8,000	0	8,500	
3112	Illinois Local Use Tax	924,065	725,000	725,000	725,000	725,000	
3117	Video Gaming Tax	197,414	145,000	145,000	180,000	155,000	
3203	North Chicago Housing Authority	1,344	3,000	3,000	10,300	3,000	
	SubTotal Intergovernmental Taxes:	8,588,766	6,981,000	6,981,000	7,143,804	7,281,500	4.30%
3150	Grant Proceeds	(8,039)	55,000	55,000	125,000	125,000	
3152	Grant- Student Youth Program	2,000	19,000	19,000	19,000	30,000	
3151	Grant Proceeds - FEMA	88,601	0	0	0	0	
	SubTotal Grants:	82,562	74,000	74,000	144,000	155,000	109.46%
3118	Licenses -Video Gaming Terminal	69,000	50,000	50,000	66,000	85,000	
3306	Licenses - Contractors	20,684	18,000	18,000	19,000	19,000	
3307	Licenses - Animal	560	600	600	450	500	
3314	Licenses - Liquor	13,600	54,000	54,000	52,263	55,000	
3317	Licenses - Taxi Cab B	23,186	24,000	24,000	0	0	
3320	Licenses - Business Licenses	32,711	100,000	100,000	109,332	110,000	
3321	Licenses - Landlord Licenses	45,178	30,000	30,000	60,000	55,000	
3322	Licenses - Property Vacancies Licenses	82,150	60,000	60,000	56,000	60,000	
3349	Cost Recovery	51,802	0	0	7,520	0	
3354	Permits - Signs	0	0	0	0	0	

General Corporate Fund - Revenues (Fund 01.00)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Approved	
3355	Permits - Building	228,433	210,000	210,000	245,000	225,000	
3356	Permits - Electrical	0	0	0	0	0	
3357	Permits - Plumbing	0	0	0	0	0	
3326	Permits - Demolition	0	0	0	0	0	
3358	Permits - Rezoning Variance	2,800	0	0	5,000	1,000	
3359	Permits - Other	1,600	1,000	1,000	1,600	1,000	
3363	Licenses - Truck Stickers	9,820	8,000	8,000	14,410	12,000	
3364	Permits - Abbott/AbbVie	0	5,000	5,000	0	5,000	
3367	Permits - Occupancy	104,359	85,000	85,000	75,000	75,000	
3368	Permits - Hazardous Material Permits	19,550	15,000	15,000	44,000	20,000	
3371	Licenses - Taxi Cab A Licenses	20,417	12,000	12,000	24,000	28,000	
	SubTotal Licenses & Permits:	725,848	672,600	672,600	779,574	751,500	11.73%
3350	Bid Document Purchase	0	0	0	0	0	
3500	Lien Fees	63,318	55,000	55,000	77,000	60,000	
3501	Parking/Local Ordinance Fees	27,585	21,000	21,000	27,000	24,000	
3503	Overweight Truck Fees	200	0	0	200	0	
3504	Animal Fines & Fees	2,226	2,500	2,500	150	500	
3505	Building Fines & Fees	35	0	0	16,000	10,000	
3515	Adjudication Fees	130,988	150,000	150,000	150,000	150,000	
3520	Redflex CNC Collections	15,297	40,000	40,000	380,000	300,000	
3521	Redflex Traffic System	358,097	260,000	260,000	0	0	
3525	Other Adjudication Court Fees	7,120	4,000	4,000	5,500	5,000	
3602	Photo Copies	4,365	3,200	3,200	3,200	3,000	
3603	Code Books and Zoning Maps	0	0	0	0	0	
3606	Ambulance Fees	377,738	350,000	350,000	398,308	365,000	
3615	Police Service	1,070,797	1,125,000	1,125,000	1,100,000	1,125,000	
3618	Police Revenues	-536	0	0	0	0	
3700	Alarm Service Fees	14,564	18,000	18,000	14,000	14,000	
3702	Cable Franchise Fees	144,546	130,000	130,000	150,000	140,000	
3803	Lake County Circuit Court Fines & Fees	111,830	100,000	100,000	105,000	105,000	
	SubTotal Fines & Fees:	2,328,171	2,258,700	2,258,700	2,426,358	2,301,500	1.89%
3801	Interest Income	4,983	2,500	2,500	7,000	100,000	
	SubTotal Interest Income:	4,983	2,500	2,500	7,000	100,000	3900.00%
3703	Cable Land Use	97,531	110,000	110,000	98,000	100,000	
3705	Metra Parking Passes/Lease	13,874	10,000	10,000	10,000	10,000	
3706	Metra Station Lease	0	0	0	0	0	
3707	Community Days Fees	59,390	65,000	65,000	86,228	75,000	
3711	Rental-Whole Earth Organixs	12,735	13,000	13,000	13,000	13,000	
3900	Fixed Asset Sale	3,491	2,500	2,500	0	21,500	
3901	Sale of City Property	1,000	0	0	35,000	1,000	

General Corporate Fund - Revenues (Fund 01.00)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Approved	
3904	Miscellaneous Revenue	137,388	40,000	40,000	10,000	10,000	
3902	Reimbursables - Legal Services	0	75,000	75,000	0	50,000	
3980	Reimbursables - Building Division	0	25,000	25,000	100,000	60,000	
3981	Reimbursables - Planning Division	0	50,000	50,000	200,000	125,000	
3982	Reimbursables - Facility Maintenance	0	0	0	0	0	
3983	Reimbursables - PW Streets	0	0	0	0	0	
3984	Reimbursables - Engineering	9,706	125,000	125,000	35,000	0	
3985	Reimbursables - Insurance	154,978	0	0	6,500	0	
3905	NSF Check Fee	615	0	0	550	250	
3915	Workers Comp Reimbursement	9,410	10,000	10,000	10,000	10,000	
	SubTotal Miscellaneous Income:	500,117	525,500	525,500	604,278	475,750	-9.47%
3973	IFA Ambulance Loan Proceeds	0	0	0	0	0	
3974	Capital Financing Loan Proceeds	0	0	0	0	0	
	SubTotal Other Financing Sources:	0	0	0	0	0	0.00%
3925	Transfer from Sewer	528,000	600,000	600,000	600,000	500,000	
3950	Transfer from Water	2,110,000	2,500,000	2,500,000	2,500,000	2,100,000	
3952	Transfer from Library	0	60,000	60,000	60,000	33,000	
	Transfer from Dental & Vision Fund					100,000	
3951	Transfer from CDBG Program	0	0	0	0	0	
	SubTotal Transfers In:	2,638,000	3,160,000	3,160,000	3,160,000	2,733,000	-13.51%
Total General Fund Revenue:		24,663,512	23,437,697	23,437,697	24,113,137	23,463,393	0.11%

Office of Mayor Leon Rockingham, Jr.

The Office of Mayor Leon Rockingham, Jr. provides leadership and management of the City's departments to ensure exceptional, fiscally-responsible, municipal service. The Office creates and sustains an organizational culture that is consistent with the expectations and goals of the community and its leadership. The Mayor's Office insists upon professionalism, high-minded aspirations, fairness, creative thinking, and collaboration, ethical decision-making, and radical transparency. The office provides the tools and resources to ensure departments can work boldly every day toward regaining advantages that have been lost and realizing positive transformation for the community. Attracting the right talent, inspiring them to do great things and encouraging disciplined, systematic problem-solving are keystone behaviors that will accelerate North Chicago's growth.

Along with this, the Mayor's Office is responsible for the day-to-day operations and implementation of policy decisions. The Mayor represents the City at various functions and advocates for the City to state and federal elected representatives. The Mayor and his staff manage the City's social media, websites and public relations activities including, but not limited to crafting of press releases, sending external community newsletters, conducting news conferences, planning various special events such as the Annual Tree Lighting Ceremony, Annual Public Safety Fair and Community Days. Furthermore, the Office handles special projects and assignments that do not fall within any other specific City department.

Headcount Summary

The department has three full-time staff, the staffing below is based on percentage allocation of those employees in the General Fund; the remaining percentage is allocated to the Enterprise Fund.

Department/Position/Title	Bargaining Unit /Statute	Staffing
Mayor Rockingham	Elected Official	Not included in staff count
Chief of Staff	CSO-Exempt	0.75
Community Info. Coordinator	CSO-Non Exempt	0.85
Senior Executive Secretary	CSO-Non Exempt	1.00
Total Staff:		2.60

FY 18-19 Selected Accomplishments

1. Reduced over \$1.2-million from the budget through outsourcing, concessions, leveraging technology and consolidation to properly fund police and fire pensions;
2. Work with the Complete Count Committee to ensure a "complete count" for the 2020 Census;

3. Secured two grants totaling over \$71,000 for Census outreach;
4. Continued blight-busting/neighborhood stabilization program that increased property values; value increased by nearly 80% in Shields Township.
5. Secured \$1-million from state capital bill for city hall building upgrades and renovations.
6. Secured nearly \$400,000 in grant funding for the remodel of exterior of the North Chicago Metra Station;
7. Eliminated derogatory, inaccurate information and photos from Google and other search engines;
8. Secured partnerships with businesses to enhance security in the Sheridan Road corridor;
9. Continued recruitment and staffing to meet the City's strategic goals by identifying core *competencies and needs in various areas*;
10. Reduce overtime costs by leveraging technology, improving processes and building capacity;
11. Rightsized city staffing;
12. Improved staffing, stability, and morale in City Hall;
13. Monitored legislation and advocated for the City;
14. Improved citizen accessibility and transparency;
15. Expanded student worker program to include additional training and partner funding and created the Generation United sub-program;
16. Led participation in the national Mayor's Day of Service;
17. Created various yearly municipal calendars;
18. Led and managed the successful Community Days festival, Public Safety Fair and Tree Lighting Ceremony;
19. Continued improvements to audit and budget processes to move City towards GFOA best practices;
20. Redesigned departmental work processes to improve efficiencies;
21. Continued media monitoring and clippings packet;
22. Continued relationship-building with various partners for shared services opportunities;
23. Continued process for dispatch consolidation/outourcing;
24. Managed electronic public relations outlets including Facebook, NorthChicago.org, and 60064.org.
25. Worked with counsel, insurance and other stakeholders to settle/close issues from prior years leading to a decrease in insurance premiums;
26. Coordinated City support of various special events and initiatives;

Goals FY 19-20

1. Break ground and begin development at Sheridan Crossing;
2. Continued improvements to EAV;
3. Secure funding and installation of gunshot detection technologies throughout the City;
4. Establish a culture of excellence and continuous improvement in the City workforce;
5. Improve North Chicago's image as an attractive place for employers;
6. Ensure an accurate and complete count in the 2020 Census;
7. Establish a transparent and documented capital improvement program;

8. Establish a transparent and documented vehicle and equipment replacement program;
9. Complete a water rate study and implement the recommendations;
10. Complete a payroll audit and implement the recommendations;
11. Continue budget and audit process and documentation improvements;
12. Expand water service to new customers;
13. Increase economic development;
14. Improve property values; decrease blight – both structural and nonstructural;
15. Improve ease of doing business with City government;
16. Make North Chicago a safer place for residents, businesses, and visitors;
17. Create and maintain internal communications vehicles;
18. Increase citizen and employee engagement;

Financial Summary

The majority of the Mayor's Office operations are funded through the General Fund. The FY20 approved budget is a decrease from the previous budget year. The Mayor's Student Youth Program, which employs student workers, is funded by various grants.

The Mayor's Office is requesting \$440,951 for its FY20 budget.

The table below details historical information for the department:

	FY2017 Actuals	FY2018 Actuals	FY2019 Budget	FY2019 Projection	FY2020 Budget
Expenditures					
Personnel & Fringe Benefits	371,782	404,956	298,835	354,433	352,095
Contractual	37,565	49,818	43,000	31,291	43,000
Commodities	25,674	32,694	40,000	32,014	40,000
Debt Service	3,455	5,287	5,767	5,767	5,856
Other Charges	0	0	0	0	0
<i>Total Operating Expenditures</i>	438,476	492,755	387,602	423,505	440,951
Capital Projects	0	0	0	0	0
Transfer Out	0	0	0	0	0
<i>Total Other Expenditures</i>	0	0	0	0	0
Total Expenditures:	438,476	492,755	387,602	423,505	440,951

General Corporate Fund - Mayor's Office (Fund 01.09)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Approve	
4000	Wages- Full Time	321,707	284,000	284,000	287,129	284,100	
4001	Wages - Part Time	5,033	2,500	2,500	0	0	
4007	Wages - Student Youth Program	1,706	6,000	6,000	2,500	2,500	
4002	Administrative Leave	0	0	0	0	0	
4009	Car Allowance	0	0	0	0	0	
4010	Overtime	1,745	0	0	0	0	
	SubTotal Salaries and Wages:	330,191	292,500	292,500	289,629	286,600	-2.02%
4020	IMRF Match	29,249	21,800	21,800	23,558	21,800	
4030	Employer's Health Insurance	19,313	18,700	18,700	18,157	20,050	
4035	Employer's Dental & Vision Insurance	1,333	1,160	1,160	1,179	1,060	
4070	Social Security Match	19,840	17,300	17,300	17,427	18,100	
4071	Medicare Match	4,640	4,100	4,100	4,106	4,100	
4072	Life Insurance Premiums	390	291	291	375	385	
	SubTotal Fringe Benefits:	74,765	63,351	63,351	64,802	65,495	3.38%
4110	Maintenance - Vehicles	280	1,000	1,000	156	450	
4120	Maintenance - Equipment	0	0	0	0	0	
4180	Other Maintenance	0	0	0	0	0	
4230	Telephone	912	1,000	1,000	748	700	
4310	Travel and Training	19,405	20,000	20,000	18,461	20,000	
4320	Postage	0	0	0	0	0	
4340	Printing and Publishing	77	0	0	0	0	
4400	Other Professional Services	7,852	5,000	5,000	4,753	5,350	
4440	Dues and Memberships	21,195	11,000	11,000	7,174	11,000	
4740	Public Relations	96	5,000	5,000	0	5,500	
	SubTotal Contractual Services:	49,818	43,000	43,000	31,292	43,000	0.00%
4650	Office Supplies	2,321	2,000	2,000	971	1,500	
4660	Fuel	2,369	1,500	1,500	1,752	1,800	
4710	Publications	300	1,500	1,500	0	1,400	
4850	Miscellaneous Expense	27,704	15,000	15,000	18,639	15,300	
4851	Student Youth Program Expense	0	20,000	20,000	10,652	20,000	
	SubTotal Commodities:	32,694	40,000	40,000	32,014	40,000	0.00%
4930	Vehicles	0	0	0	0	0	
4940	Equipment	0	0	0	0	0	
4960	Capital Lease	0	0	0	0	0	
	SubTotal Capital Programs:	0	0	0	0	0	100%
4870	Principal and Interest	5,287	5,767	5,767	5,767	5,856	
	SubTotal Debt Service:	5,287	5,767	5,767	5,767	5,856	1.54%
Total Mayor's Office:		492,755	444,618	444,618	423,504	440,951	-0.82%

General Corporate Fund - Mayor's Office (Fund 01.09)
Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Requested Amount	
				Detailed	Line Item
01	09	4110	Maintenance - Vehicle Hyundai G80	1,000	1,000
01	09	4230	Telephone Tablets and cell phones	900	1,000
01	09	4310	Travel & Training US Conference of Mayors, Illinois Municipal League, National League of Cities, Conference of Black Mayors, other conferences/meetings	20,000	20,000
01	09	4400	Other Professional Services Temporary help	5,000	5,000
01	09	4440	Dues & Memberships Lake County Partners U.S. Conference of Mayors Lake County Municipal League ICMA/ILCMA Metropolitan Mayors Caucus Lake County Transportation Alliance Black Chamber of Commerce Illinois Municipal League Navy League Coalition Latinos Unidos de Lake County Illinois Chamber of Commerce		11,000
01	09	4660	Fuel		1,800
01	09	4710	Publications Community Connections, newspaper articles	1,500	1,500
01	09	4740	Public Relations Communications contingency	5,000	5,000
01	09	4850	Miscellaneous Expenses Support of community organizations	15,000	15,000
01	09	4870	Principal & Interest Vehicle Lease-\$402.56x10 months New Lease - \$525x2	4,806 1,050	5,856

City Clerk's Office

The general purpose and function of the North Chicago City Clerk's Office is to (i) attend meetings, (ii) seal and attest all contracts of the City as shall require this formality, (iii) keep all submitted records of the City that are provided, (iv) provide notary services, (v) record minutes of the City Council, (vi) respond to and track freedom of information requests, (vii) serve as the custodian of the City Seal, and (viii) prepare City Council agendas and packets for distribution at meetings.

Headcount Summary

Department/Position/Title	Bargaining Unit /Statute	Staffing
City Clerk	Elected Official	Not included in staff count
Deputy City Clerk	CSO-Non Exempt	1.0
Total Staff:		1.0

Goals FY 19

1. Use of technology to create digital agendas with supplements information;
2. Digitize majority of the records that are located in the Clerk's Office;
3. Organize records within the office;
4. Digitize for purposes of research for other departments;
5. Improve communication with all departments;
6. Scan all permanent records for easier access and store the original records in a fire-proof safe;
7. Document disposal in accordance with applicable policies and laws;
8. Purchase more file cabinets and storage for better organization of most current records.

Financial Summary

The Clerk's operations are funded through the General Fund. The following sections provide more details. The Clerk's Office does not collect or generate City revenues. The Clerk expenditure budget is an increase from the previous year's budget by 6.10%. The total amount is \$208,855.

Budget

This year's budget includes capital expenditures for a program, Board Docs, a board management system including an agenda builder and a new copier.

The table below summarizes the department's historical detail:

	FY2017 Actuals	FY2018 Actuals	FY2019 Budget	FY2019 Projection	FY2020 Budget
Expenditures					
Personnel & Fringe Benefits	167,682	181,112	183,905	167,676	179,755
Contractual	11,288	6,523	9,200	8,226	9,700
Commodities	4,606	3,719	3,750	3,726	4,400
Debt Service	0	0	0	0	0
Other Charges	0	0	0	0	0
<i>Total Operating Expenditures</i>	183,576	191,354	196,855	179,628	193,855
Capital Projects	0	0	0	0	15,000
Transfer Out	0	0	0	0	0
<i>Total Other Expenditures</i>	0	0	0	0	15,000
Total Expenditures:	<u>183,576</u>	<u>191,354</u>	<u>196,855</u>	<u>179,628</u>	<u>208,855</u>

General Corporate Fund - Clerk's Office (Fund 01.10)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Approved	
4000	Full-Time Wages	142,745	143,100	143,100	143,000	143,100	
4001	Part-Time Wages	0	0	0	0	0	
4009	Car/Gas Allowance	116	0	0	129	0	
4010	Overtime	0	0	0	0	0	
	SubTotal Salaries and Wages:	142,861	143,100	143,100	143,129	143,100	0.00%
4020	IMRF Match	12,805	12,200	12,200	11,592	10,700	
4022	Sick Leave Sell Back	1,770	0	0	0	0	
4030	Employer's Health Insurance	11,711	16,100	16,100	12,750	13,650	
4035	Employer's Dental & Vision Insurance	1,296	1,300	1,300	0	1,100	
4070	Social Security Match	8,589	8,900	8,900	0	8,900	
4071	Medicare Match	2,009	2,100	2,100	0	2,100	
4072	Life Insurance Premiums	187	205	205	205	205	
	SubTotal Fringe Benefits:	38,367	40,805	40,805	24,547	36,655	-10.17%
4110	Maintenance - Vehicles	0	0	0	0	0	
4120	Maintenance - Equipment	858	1,000	1,000	1,133	1,000	
4230	Telephone	0	0	0	0	0	
4310	Travel and Training	0	1,500	1,500	1,866	1,500	
4320	Postage	0	0	0	7	0	
4340	Printing and Publishing	4,195	4,500	4,500	3,477	6,000	
4400	Other Professional Services	0	1,000	1,000	557	0	
4440	Dues and Memberships	1,471	1,200	1,200	1,187	1,200	
4740	Public Relations	0	0	0	0	0	
	SubTotal Contractual Services:	6,523	9,200	9,200	8,227	9,700	5.43%
4650	Office Supplies	1,279	2,000	2,000	598	1,200	
4660	Fuel	1,738	1,000	1,000	1,688	1,750	
4710	Publications	468	0	0	1,200	1,200	
4850	Miscellaneous Expense	234	750	750	241	250	
	SubTotal Commodities:	3,719	3,750	3,750	3,727	4,400	17.33%
4930	Vehicles	0	0	0	0	0	
4940	Equipment	0	0	0	0	0	
	Board Docs					10,000	
	Copier					5,000	
4960	Capital Lease	0	0	0	0	0	
	SubTotal Capital Programs:	0	0	0	0	15,000	0.00%
Total Clerk's Office:		191,470	196,855	196,855	179,630	208,855	6.10%

General Corporate Fund - Clerk's Office (Fund 01.10)
Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Requested Amount	
				Detailed	Line Item
01	10	4120	Maintenance-Equipment		1,000
			Contingency for equipment repair	1,000	
01	10	4310	Travel & Training		1,500
			Illinois Municipal League Training	1,000	
			Software Training	500	
01	10	4340	Printing & Publishing		4,500
			Municode Codification and Supplements	4,500	
01	10	4650	Office Supplies		2,000
			General Supplies	2,000	
01	10	4850	Miscellaneous Expense		250
			Contingency	250	

Legislative

City Council consists of seven members elected on a ward basis who serve staggered four-year terms. The Council is the legislative branch of the City's government and performs such duties and has such powers as authorized by state law and local ordinances. Legislative responsibilities include setting policy for the municipality by enacting various ordinances, resolutions, and regulations, including the policy guidelines for the administrative and fiscal operations of the City. Councilmembers are responsible for and responsive to the citizens who elected them.

Financial Summary

Legislative operations are funded through the General Fund. The following section provides more detail on expenses.

Budget

The Legislative budget accounts for the expenditures of the elected City Council. The Legislative department was approved \$186,325 for the FY20 budget. This is a decrease from the prior year of 3.65%. Historical financial information is below:

	FY2017 Actuals	FY2018 Actuals	FY2019 Budget	FY2019 Projection	FY2020 Budget
Expenditures					
Personnel & Fringe Benefits	119,737	140,664	134,200	128,075	130,775
Contractual	48,973	55,717	58,690	55,300	55,300
Commodities	11,683	12,674	500	250	250
Debt Service	0	0	0	0	0
Other Charges	0	0	0	0	0
<i>Total Operating Expenditures</i>	180,393	209,055	193,390	183,625	186,325
Capital Projects	0	0	0	0	0
Transfer Out	0	0	0	0	0
<i>Total Other Expenditures</i>	0	0	0	0	0
Total Expenditures:	<u>180,393</u>	<u>209,055</u>	<u>193,390</u>	<u>183,625</u>	<u>186,325</u>

General Corporate Fund - Legislative (Fund 01.11)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Approved	
4001	Part-Time Wages	91,667	77,000	77,000	77,000	77,000	
	SubTotal Salaries and Wages:	91,667	77,000	77,000	77,000	77,000	0.00%
4020	IMRF Match	3,653	2,100	2,100	3,100	3,300	
4030	Employer's Health Insurance	35,662	45,500	45,500	39,200	41,700	
4035	Employer's Dental & Vision Insurance	2,814	3,075	3,075	2,200	2,200	
4070	Social Security Match	5,141	4,700	4,700	4,800	4,800	
4071	Medicare Match	1,203	1,100	1,100	1,200	1,200	
4072	Life Insurance Premiums	524	725	725	575	575	
	SubTotal Fringe Benefits:	48,997	57,200	57,200	51,075	53,775	-5.99%
4310	Aldermanic Expenses	39,375	39,900	39,900	39,900	39,900	
4312	Alderman Expenses - 1st Ward	0	0	0	0	0	
4313	Alderman Expenses - 2nd Ward	0	0	0	0	0	
4314	Alderman Expenses - 3rd Ward	0	0	0	0	0	
4315	Alderman Expenses - 4th Ward	0	0	0	0	0	
4316	Alderman Expenses - 5th Ward	0	0	0	0	0	
4317	Alderman Expenses - 6th Ward	0	0	0	0	0	
4318	Alderman Expenses - 7th Ward	0	0	0	0	0	
4320	Postage	0	0	0	0	0	
4340	Printing and Publishing	1,542	600	600	500	500	
4400	Other Professional Services	10,280	12,690	12,690	10,300	10,300	
4440	Dues and Memberships	4,520	5,500	5,500	4,600	4,600	
4740	Public Relations	0	0	0	0	0	
	SubTotal Contractual Services:	55,717	58,690	58,690	55,300	55,300	-5.78%
4650	Office Supplies	249	500	500	250	250	
4660	Gasoline and Oil	0	0	0	0	0	
4710	Publications	0	0	0	0	0	
4850	Miscellaneous Expense	12,425	0	0	0	0	
	SubTotal Commodities:	12,674	500	500	250	250	-50.00%
Total Legislative:		209,056	193,390	193,390	183,625	186,325	-3.65%

Boards and Commissions

This department budget accounts for monies expended by the Boards (Fire and Police Commissioners and Zoning Board of Appeals).

Board of Fire and Police Commissioners

The Board of Fire and Police Commissioners (BFPC) is created by state law. It consists of three members appointed by the Mayor, with the consent of City Council. The term of each member shall be for three years and shall be staggered so that only one term shall expire in any one year. The Commissioners meet as needed, typically 10 times per year. The Commissioners have the authority to hire, fire, and discipline police officers and firefighters. To be considered for appointment to the BFPC, the applicant must be a citizen of the United States, be a resident of the City of North Chicago, pass a criminal background check, and be at least 18 years of age.

Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) consists of seven members appointed by the Mayor and confirmed by City Council. The members serve alternating terms: four members serve three years and three members serve two years. The chairperson holds office for a period of two years at which time the Mayor, subject to the majority consent of City Council, may either reappoint the chairperson or designate another member as chairperson. The ZBA has the responsibility for hearing and deciding upon applications for variations to the regulations of the City's Zoning Ordinance. All meetings of the ZBA are held at such times as determined by the Board.

Financial Summary

The City recently separated out Boards and Commissions from the Legislative department for better control of expenses and to provide more transparency. Previously, there was only one line item to account for a multitude of expenses attributable to this function. Detailing line items has served to advance the City's quest for best practices.

Below is the detail, but note that the change explained above became effective for the fiscal year ending April 30, 2019.

	FY2017 Actuals	FY2018 Actuals	FY2019 Budget	FY2019 Projection	FY2020 Budget
Expenditures					
Personnel & Fringe Benefits	0	0	15,375	9,865	13,092
Contractual	7,182	65,428	14,500	48,176	41,600
Commodities	0	0	500	250	0
Debt Service	0	0	0	0	0
Other Charges	0	0	0	0	0
<i>Total Operating Expenditures</i>	7,182	65,428	30,375	58,291	54,692
Capital Projects	0	0	0	0	0
Transfer Out	0	0	0	0	0
<i>Total Other Expenditures</i>	0	0	0	0	0
Total Expenditures:	<u>7,182</u>	<u>65,428</u>	<u>30,375</u>	<u>58,291</u>	<u>54,692</u>

General Corporate Fund - Boards & Commissions (Fund 01.20)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Approved	
4001	Part-Time Wages	0	14,250	14,250	9,164	12,000	
	SubTotal Salaries and Wages:	0	14,250	14,250	9,164	12,000	100.00%
4020	IMRF Match	0	0	0	0	0	
4030	Employer's Health Insurance	0	0	0	0	0	
4035	Employer's Dental & Vision Insurance	0	0	0	0	0	
4070	Social Security Match	0	900	900	568	918	
4071	Medicare Match	0	225	225	133	174	
4072	Life Insurance Premiums	0	0	0	0	0	
	SubTotal Fringe Benefits:	0	1,125	1,125	701	1,092	100.00%
4230	Telephone	0	0	0	761	0	
4310	Travel and Training	0	0	0	4,442	4,000	
4320	Postage	0	0	0	109	100	
4340	Printing and Publishing	0	0	0	458	500	
4400	Professional Services	0	4,000	4,000	15,682	12,000	
4440	Dues and Memberships	0	500	500	0	0	
4500	Legal Services	0	10,000	10,000	26,724	25,000	
4530	Boards and Commissions	65,428	0	0	0	0	
	SubTotal Contractual Services:	65,428	14,500	14,500	48,176	41,600	186.90%
4650	Office Supplies	0	0	0	0	0	
4710	Publications	0	0	0	0	0	
4850	Miscellaneous Expense	0	500	500	0	0	
	SubTotal Commodities:	0	500	500	0	0	100.00%
Total Legislative:		65,428	30,375	30,375	58,041	54,692	80.06%

General Corporate Fund - Boards & Commissions (Fund 01.20)

Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Requested Amount	
				Detailed	Line Item
01	20	4230	Telephone		750
			Fire & Police Commissioner Cell	750	
01	20	4310	Travel & Training		4,000
			One Certification Conference	2,200	
			Lodging	1,800	
01	20	4400	Professional Services		12,000
			Fire Testing	3,000	
			Police Testing	9,000	

Administrative Services

In addition to departmental budgets, the General Fund pays for two sets of City-wide expenses. These are generally termed “Administrative Services” and “Non-Operating Expenses.”

Administrative Services is a centralized funding source for City-wide functions. Examples include workers’ compensation insurance, liability insurance, legal services, utilities, and phone service. Administrative Services costs are attributable to the City as a whole and are not allocated to specific departments.

Non-Operating Expenses reflect transactions unrelated to the delivery of City services. Examples include mandatory employer transfers of property tax receipts to the City’s Firefighters’ and Police Pension Funds, contractual payments under certain City economic incentive agreements, and non-operational debt services.

Headcount Summary

There is no headcount associated with Administrative Services or Non-Operating Expenses.

Financial Summary

Administrative Services and Non-Operating Expenses are funded through the General Fund. The department has increased its expense percentage which is directly related to the following: increase to police and fire pensions, no contribution to the insurance reserve funding of this account, and a reserve for the City’s Voluntary Separation Plan to allow for the recognition of expenses due to retirements for FY19.

Budget

The department does not collect or generate City revenues but it does oversee insurance reimbursements.

Administrative Services budget approved \$5,815,964 for this fiscal year. This is a reduction of 6.82% or the amount of \$425,488. The City has allocated a percentage of its funding for liability insurance/claims based on insurance estimates to other funds (Water/Sewer and the Library). Other expenses include sales tax reimbursements to Abbott/AbbVie and the Village of Lake Bluff, as well as ongoing reimbursement payments to the Illinois Department of Revenue.

The summary table is below for this department.

	FY2017 Actuals	FY2018 Actuals	FY2019 Budget	FY2019 Projection	FY2020 Budget
Expenditures					
Personnel & Fringe Benefits	2,585,574	2,830,147	2,925,764	4,293,764	3,033,764
Contractual	2,501,478	2,332,453	2,259,488	1,971,143	1,694,000
Commodities	16,177	10,468	10,000	15,000	15,000
Debt Service	0	0	0	0	0
Other Charges	995,673	1,065,821	1,046,200	1,043,200	1,073,200
<i>Total Operating Expenditures</i>	6,098,902	6,238,889	6,241,452	7,323,107	5,795,964
Capital Projects	500	0	0	0	0
Transfer Out	0	0	0	0	0
<i>Total Other Expenditures</i>	500	0	0	0	0
Total Expenditures:	<u>6,099,402</u>	<u>6,238,889</u>	<u>6,241,452</u>	<u>7,323,107</u>	<u>5,815,964</u>

General Corporate Fund - Administrative Services (Fund 01.13)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Approved	
4050	Unemployment Insurance	8,882	10,000	10,000	8,000	10,000	
4200	Workers Comp Insurance Premiums	0	60,000	60,000	0	68,000	
4201	Workers Comp Claims & Reimbursement	632,988	200,000	200,000	630,000	200,000	
4460	Transfer to Firefighters' Pension Fund	848,114	1,063,026	1,063,026	1,563,026	1,063,026	
	<i>Addl Contribution</i>					50,000	
4465	Transfer to Police Pension Fund	1,340,164	1,592,738	1,592,738	2,092,738	1,592,738	
	<i>Addl Contribution</i>					50,000	
	SubTotal Fringe Benefits:	2,830,147	2,925,764	2,925,764	4,293,764	3,033,764	3.69%
4120	Maintenance - Equipment	70,788	0	0	0	0	
4210	Liability Insurance	735,156	650,000	650,000	694,893	387,000	
4211	Liability Claims	191,180	200,000	200,000	5,850	200,000	
4212	Duty Disability Insurance Premiums		61,200	61,200	62,000	62,000	
4213	Telephone	276,987	260,000	260,000	212,000	225,000	
4260	Utilities	4,343	10,000	10,000	4,500	10,000	
4310	Travel and Training	0	0	0	0	0	
4320	Postage	16,474	20,000	20,000	16,000	16,000	
4340	Printing and Publishing	6,886	10,000	10,000	7,000	7,000	
4350	Auditing	117,901	0	0	0	0	
4355	Payroll Services	39,045	0	0	0	0	
4360	Engineering Services	5,173	0	0	0	0	
4370	Legal Retainer	24,000	26,000	26,000	26,000	26,000	
4380	Employment Medical Testing	7,990	0	0	0	0	
4400	Other Professional Services	9,624	24,000	24,000	24,000	44,000	
4440	Dues & Memberships	288	288	288	5,300	5,500	
4410	RedFlex Traffic System Fees	159,577	150,000	150,000	150,000	150,000	
4500	Legal Services	538,466	400,000	400,000	350,000	350,000	
4740	Public Relations	36,429	20,000	20,000	35,000	35,000	
4745	Community Days	54,647	70,000	70,000	73,000	76,500	
4800	Reimbursement	37,500	30,000	30,000	20,000	0	
4898	Reserve for Voluntary Separation Plan	0	250,000	250,000	5,000	100,000	
4899	Insurance Reserve Contribution	0	78,000	78,000	278,000	0	
	SubTotal Contractual Services:	2,332,453	2,259,488	2,259,488	1,968,543	1,694,000	-25.03%
4650	Office Supplies	0	0	0	0	0	
4850	Miscellaneous Expense	10,468	10,000	10,000	15,000	15,000	
	SubTotal Commodities:	10,468	10,000	10,000	15,000	15,000	50.00%
4910	Building Improvements	0	0	0	0	0	
4930	Vehicles	0	0	0	0	0	
4940	Equipment	0	0	0	0	0	
4960	Capital Lease	0	0	0	0	0	

General Corporate Fund - Administrative Services (Fund 01.13)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Approved	
	SubTotal Capital Programs:	0	0	0	0	0	0.00%
4960	Non Bonded Debt	0	0	0	0	0	
	SubTotal Debt Service:	0	0	0	0	0	0.00%
4753	IL Department of Revenue	211,200	211,200	211,200	211,200	211,200	
	SubTotal Other Financing Sources:	211,200	211,200	211,200	211,200	211,200	0.00%
4443	Economic Incentive - Abbvie	637,714	620,000	620,000	620,000	620,000	
4444	Economic Incentive - Abbott	206,753	200,000	200,000	200,000	200,000	
	Economic Incentive - Hamptons	0	0	0	0	30,000	
4445	Lake Bluff Sales Tax Sharing	10,153	15,000	15,000	12,000	12,000	
	SubTotal Other Charges:	854,621	835,000	835,000	832,000	862,000	3.23%
Total Administrative Services:		6,238,888	6,241,452	6,241,452	7,320,507	5,815,964	-6.82%

General Corporate Fund - Administrative Services (Fund 01.13)

Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Requested Amount	
				Detailed	Line Item
1	13	4200	Workers Comp Insurance Premiums		68,000
				68,000	
			<i>All insurance coverage has been allocated to appropriate funds</i>		
1	13	4210	Liability Insurance		374,000
			All Lines	374,000	
			<i>All insurance coverage has been allocated to appropriate funds</i>		
01	13	4460	Transfer to Firefighter's Pension Fund		1,113,026
			Firefighters' Pension Fund	1,063,026	
			Offset by RE Taxes received		
			Additional Contribution	50,000	
01	13	4460	Transfer to Police Pension Fund		1,642,738
			Police Pension Fund	1,592,738	
			Offset by RE Taxes received		
			Additional Contribution	50,000	
01	13	4212	Duty Disability Insurance Premiums		62,000
			PSEBA Medical	62,000	
01	13	4260	Utilities		10,000
			Storage Building	1,000	
			Metra Station	6,500	
			Other Properties	2,500	
01	13	4745	Community Days		76,500
			Advertising/Marketing	3,500	
			Equipment & Supplies (tents, toilets, etc)	35,000	
			Parade	1,200	
			Fireworks	8,000	
			Contract Labor	7,000	
			Entertainment	16,000	
			Volunteer/Employee Hospitality	2,500	
			Car Show/Bingo/Kids Activities	1,500	
			Teen Even	800	
			5K	250	
			Miscellaneous (trash cans, ice)	750	
			<i>Balance to come from previous year revenues</i>		

General Corporate Fund - Administrative Services (Fund 01.13)

Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Requested Amount	
				Detailed	Line Item
01	13	4850	Miscellaneous Expense		15,000
			Property Taxes for city-owned properties	11,000	
			Senior Services-Shared Costs	2,800	
			Employment Verification Services	1,200	
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01	13	4740	Public Relations		35,000
			Website	5,000	
			Annual Forecast North Chicago	1,000	
			Tree Lighting	2,500	
			Display and Print Advertising	10,800	
			PR Advertising	6,500	
			Media Monitoring Services	200	
			IML-President Swearing In Events	9,000	

Treasurer's Office

The Treasurer is an elected official whose primary duties are described for him by statute or by provisions of the municipal code. They are as follows:

- Receive monies on behalf of the City
- Payout monies due from the City only on vouchers or orders properly signed by the Comptroller and Mayor
- Deposit of all funds in such depositories as may be selected from to time as is provided by law
- Provide reports to Council monthly showing the state of finances of the City

Headcount Summary

Department/Position/Title	Bargaining Unit /Statute	Staffing
Treasurer	Elected	Not included in staff count
Total:		0

Financial Summary

The Treasurer's Office has a stable budget.

Budget

The department has been approved \$40,152 for its FY20 budget. This is a decrease over the prior year's budget equivalent to 0.17%. The largest saving is accounted for in the Contractual Services section of the budget which includes office supplies, fuel, and miscellaneous expenses.

Summary table of historical details.

	FY2017 Actuals	FY2018 Actuals	FY2019 Budget	FY2019 Projection	FY2020 Budget
Expenditures					
Personnel & Fringe Benefits	18,537	27,834	27,319	27,531	27,352
Contractual	6,028	7,416	9,600	5,781	9,500
Commodities	1,056	1,203	3,300	2,170	3,300
Debt Service	0	0	0	0	0
Other Charges	0	0	0	0	0
<i>Total Operating Expenditures</i>	25,621	36,453	40,219	35,482	40,152
Capital Projects	0	0	0	0	0
Transfer Out	0	0	0	0	0
<i>Total Other Expenditures</i>	0	0	0	0	0
Total Expenditures:	25,621	36,453	40,219	35,482	40,152

General Corporate Fund - Treasurer (Fund 01.21)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Approved	
4000	Full-Time Wages	0	0	0	0	0	
4001	Part-Time Wages	23,095	23,000	23,000	23,000	23,000	
4002	Administrative Leave	0	0	0	0	0	
4009	Car Allowance	0	0	0	0	0	
4010	Overtime	0	0	0	0	0	
4017	Comp Time Used	0	0	0	0	0	
	SubTotal Salaries and Wages:	23,095	23,000	23,000	23,000	23,000	0.00%
4020	IMRF Match	2,039	1,975	1,975	1,921	1,750	
4030	Employer's Health Insurance	0	0	0	0	0	
4035	Employer's Dental & Vision Insurance	851	475	475	740	740	
4070	Social Security Match	1,432	1,425	1,425	1,425	1,425	
4071	Medicare Match	335	334	334	335	335	
4072	Life Insurance Premiums	82	110	110	110	102	
	SubTotal Fringe Benefits:	4,739	4,319	4,319	4,531	4,352	0.76%
4310	Travel and Training	5,117	6,000	6,000	3,281	6,000	
4320	Postage	0	100	100	0	0	
4340	Printing and Publishing	1,882	2,000	2,000	2,000	2,000	
4440	Dues and Memberships	417	1,500	1,500	500	1,500	
4740	Public Relations	0	0	0	0	0	
	SubTotal Contractual Services:	7,416	9,600	9,600	5,781	9,500	-1.04%
4650	Office Supplies	329	800	800	650	800	
4660	Gasoline and Oil	824	1,500	1,500	520	1,500	
4850	Miscellaneous Expense	50	1,000	1,000	1,000	1,000	
	SubTotal Commodities:	1,203	3,300	3,300	2,170	3,300	0.00%
Total Treasurer:		36,453	40,219	40,219	35,482	40,152	-0.17%

General Corporate Fund - Treasurer (Fund 01.21)

Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Requested Amount	
				Detailed	Line Item
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01	21	4310	Travel & Training		6,000
			IML Conference	1,100	
			IMTA Conference	1,200	
			APTUS & C Conference	2,500	
			IMTA Board Meeting	1,200	
<hr/>					
01	21	4340	Printing & Publishing		2,000
			Annual Treasurer Report	2,000	
<hr/>					
01	21	4440	Dues & Memberships		600
			APTUS & C	190	
			IMTA	200	
			IML	210	
<hr/>					
01	21	4650	Office Supplies		800
			File Cabinets	800	
<hr/>					
01	21	4660	Fuel		1,500
			Fuel	1,500	
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Department of Economic and Community Development

The Department of Economic and Community Development (ECD) is responsible for working with retail, industrial, office and residential companies on the construction and expansion of new facilities within the community. This is handled through marketing programs, networking operations with collaborative agencies, and face-to-face meetings with developers, and prospective and existing corporate residents. The City of North Chicago offers a full array of development assistance and incentive programs, including Tax Increment Financing, Sales Tax Sharing, Enterprise Zone Designations, and other initiatives.

ECD activities include the implementation of the City's Comprehensive Plan, administration of the North Chicago Zoning Ordinance and Development Standards regulations, conducting land use and transportation studies as needed, and application and administration of Federal and State grant programs, including Community Development Block Grant (CDBG) funds.

ECD also includes activities associated with review of plans and specifications for new construction or remodeling of existing structures; issuance of building permits, including plumbing, electrical, HVAC, and structural components; registration of rental properties and inspection of residential dwelling units as required by City ordinances; registration and inspection of vacant structures; and administration of property maintenance code regulations throughout the community.

Finally, ECD activities include facility management, maintenance and minor repairs for all City-owned buildings, as well as contract monitoring for the cleaning of City Hall and the North Chicago Train Station building.

The Economic Development Department has created three distinct divisions to better control expenses and improve transparency. They are Building Division, Facilities Management Division, and Planning Division.

Headcount Summary

Department/Position/Title	Bargaining Unit /Statute	Staffing
Director, ECD	CSO-Exempt	1.0
Senior Planner	CSO-Exempt	1.0
Building Code Enforcer	SEIU-NonExempt	2.0
Facilities Manager	CSO-NonExempt	1.0
Administrative Assistant	CSO-NonExempt	1.0
Permit Coordinator	CSO-NonExempt	1.0
Data Clerk II	CSO-NonExempt	1.0
		8.0

While the Department has a total number of personnel, there are allocations for personnel straddling one or more of the divisions and are accounted in that manner on that division's expenditure line items.

Divisions and Services

Building

The purpose and function of the Building Division is to ensure public safety (along with health and welfare, during building construction and renovation and to secure the safety of life and property from hazards incidental to the design, erection, repair and occupancy of buildings through proper inspection practices; it is also critical to preserve the appearance and property value of existing building through efficient code enforcement.

The primary responsibilities of the Building Division is to (i) adopt, administer and enforce the City's building codes and local ordinances; (ii) review building plans, issue permits and perform inspections to ensure that construction conforms to applicable codes; (iii) notify owners of properties that do not meet City code and ensure that corrections are made; (iv) investigate complaints related to building codes, zoning and local ordinances; (v) register contractors to perform work in North Chicago; (vi) administer the Registration of Rental Housing; (vii) administer the Registration of Vacant Properties and Lots. "Notice of Violation" letters are issued when citizens and others fail to comply with the City's ordinances. Non-traffic citations are issued if no cooperation is received following the "notice of violation." Building Division personnel represent the City in court on these matters.

Facility Management

This division is primarily responsible for the maintenance and minor repair for all City-owned buildings, including monitoring contractors and contract cleaning services. The Facility Management Division is also responsible for the recommendation of needed upgrades and/or updates of City-owned properties and follow City practice for bidding and awarding of contracts for said services.

Planning & Economic Development

The Planning Division helps to guide development in the City by ensuring that zoning, subdivision, and annexation applications are consistent with City's policies.

Planning responsibilities include (i) administration and review of zoning, subdivision and annexation proposals for consistency with the City of North Chicago's land use plan; (ii) enforcement of and response to questions about the City's Zoning Ordinance and other applicable ordinances; (iii) provide support to the City Council, Plan Commission, Zoning Board of Appeals; (iv) facilitate redevelopment projects.

The Economic Development division leads the City's business development activities and serves the community by attracting new businesses to North Chicago and works to retain existing businesses by offering planning tools to help businesses in North Chicago thrive.

Economic Development responsibilities include (i) attracting new businesses to North Chicago; (ii) assisting businesses in the redevelopment of the downtown and other area through tax increment financing and other planning tools; (iii) maintaining a database of available properties; (iv) providing a forum for discussion for local business leaders and property owners; (v) identifying areas for public improvements that enhance and complement private developments; and (vi) working with developers and business owners on economic incentive packages where needed throughout the City.

Pending, active and recently completed developments include:

- Sheridan Crossing, a 30 acre retail/entertainment district at the intersection of Sheridan Road and MLK Jr. Drive (Pending)
- Rosalind Franklin University Innovation and Research Park (Active)
- Brookstone & Regency at Coles Park (Active)
- Habitat for Humanity Home projects (Completed)
- Little Minds Learning Center (Active)
- Redevelopment SW of Buckley & Skokie Highway (Active)
- Facilitated the sale of 3601 Skokie Highway (Completed)

Accomplishments FY18-19

1. Continued with blight-busting efforts to stabilize neighborhoods and increase EAV.
2. Provided assistance to dozens of existing and prospective businesses and institutions in site and facility location initiatives throughout the City with increased focus on Skokie Hwy, Green Bay Road, M.L. King Drive, and Sheridan Corridors.
3. Identified, contacted, and actively marketed to targeted based upon the development vision and desires for key activity areas of the City.
4. Maintained conformance with ILEPA and USEPA requirements related to long-term environmental monitoring of remediation.
5. Managed and facilitated required improvements and repairs for the City-owned Grant Place Retail Center.
6. Refined operations processing, documentation, and reporting systems to improve response times to constituent needs, inquiries and complaints.
7. Researched, drafted, presented, and approved amendments to several Municipal Ordinances, i.e. Zoning, Landlord Registration, Subdivision, etc.
8. Issued Certificate of Occupancies for Regency & Brookstone at Coles Park and BP.
9. Awarded \$250,000 grant from IHDA via the Abandoned Properties Program.
10. Hired contractor, B&F Code Services to conduct City inspections.

Goals FY19-20

1. Continued focus on neighborhood stabilization and increased EAV.
2. Sale of Grant Place Center.
3. Increase Levels of private sector investment in North Chicago through the construction of new residential, commercial, office, medical, manufacturing, industrial and research facilities.
4. Improve transportation accessibility throughout the community, including roadway improvements, traffic signal modernization, railway improvements, directional and wayfinding signage, bikeway and pedestrian walkway improvements.
5. Enhance enforcement of Landlord Registration Program and inspection of rental properties, and elimination of blight attributable to fly dumping, illegal parking, operable vehicles, vacant buildings and vacant lots.
6. Improve departmental operations through the implementation of staff development and training programs, research of best practices, and streamlining of regulatory programs.
7. Work with Lake County Workforce development to ensure our residents obtain the necessary skills for the workforce.

Financial Summary

The Building and Planning Division will continue to monitor consultant costs and work toward recouping as much of those costs as possible. Also, staff will be evaluating blighted structures through the community to determine if they are salvageable and can be kept on the tax rolls. The City has been working with the County Clerk's office to ensure all outstanding liens are paid before to the issuance of tax deeds.

Source	FY 15-16	FY16-17	FY17-18	FY18-19
Building Permits	144,234	346,999	228,433	308,019
Landlord License	29,745	25,930	45,178	76,870
Vacant Property Registration	30,600	78,000	82,150	53,920
Occupancy Permits	59,524	105,521	104,359	74,058

Budget

The Economic and Community Development department is budgeting \$1,827,525 for this fiscal year. This is a 9.73% decrease from the previous year. It is anticipated to receive reimbursement for services provided for various projects being developed throughout the city. The recent amendments to the City's permit fee schedule will assist greatly in the recouping costs associated with the City's hiring of consultants.

The Facilities Management division's most significant expense is in the maintenance of City Hall. Additionally, there are a few capital improvements programmed for this budget year, such as a fire alarm system, Comptroller's office renovation, and keyless entry (City Hall).

The Planning Division

Summary tables for all divisions are detailed below:

Building Division

	FY2017 Actuals	FY2018 Actuals	FY2019 Budget	FY2019 Projection	FY2020 Budget
Expenditures					
Personnel & Fringe Benefits	0	0	411,960	420,119	388,960
Contractual	0	0	577,300	210,462	440,870
Commodities	0	0	11,000	5,348	7,500
<i>Total Operating Expenditures</i>	0	0	1,000,260	635,929	837,330
Transfer Out			75,000	75,000	75,000
<i>Total Other Expenditures</i>	0	0	75,000	75,000	75,000
Total Expenditures:	0	0	1,075,260	710,929	912,330

Facilities Management Division

	FY2017 Actuals	FY2018 Actuals	FY2019 Budget	FY2019 Projection	FY2020 Budget
Expenditures					
Personnel & Fringe Benefits	0	0	124,230	121,075	278,760
Contractual	0	0	151,950	181,457	182,260
Commodities	0	0	1,250	325	700
Other Charges	0	0	25,000	0	25,000
<i>Total Operating Expenditures</i>	0	0	302,430	302,857	486,720
Capital Projects			185,000	175,000	135,000
<i>Total Other Expenditures</i>	0	0	185,000	175,000	135,000
Total Expenditures:	0	0	487,430	477,857	621,720

Planning Division

	FY2017 Actuals	FY2018 Actuals	FY2019 Budget	FY2019 Projection	FY2020 Budget
Expenditures					
Personnel & Fringe Benefits	0	0	261,730	218,218	260,830
Contractual	0	0	196,700	242,686	182,300
Commodities	0	0	3,300	400	1,200
Debt Service	0	0	0	0	2,475
<i>Total Operating Expenditures</i>	0	0	461,730	461,304	446,805
Total Expenditures:	0	0	461,730	461,304	446,805

General Corporate Fund - ECD - Building Division (Fund 01.12)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Approved	
4000	Full-Time Wages	573,370	292,100	292,100	298,852	293,000	
4001	Part-Time Wages	0	0	0	0	0	
4002	Administrative Leave	0	0	0	0	0	
4005	Straight Overtime	1,622	1,300	1,300	1,200	1,000	
4009	Car Allowance	0	0	0	0	0	
4010	Overtime	24,317	10,000	10,000	6,000	6,500	
4017	Comp Time Used	4,286	0	0	0	0	
	SubTotal Salaries and Wages:	603,595	303,400	303,400	306,052	300,500	-0.96%
4020	IMRF Match	53,400	25,000	25,000	25,000	21,800	
4030	Employer's Health Insurance	61,550	56,700	56,700	61,147	38,700	
4035	Employer's Dental & Vision Insurance	6,858	4,100	4,100	5,000	5,100	
4070	Social Security Match	35,687	18,100	18,100	18,203	18,100	
4071	Medicare Match	8,346	4,200	4,200	4,257	4,300	
4072	Life Insurance Premiums	821	460	460	460	460	
	SubTotal Fringe Benefits:	166,663	108,560	108,560	114,067	88,460	-18.52%
4120	Maintenance - Building	97,336	0	0	0	0	
4130	Maintenance - Vehicle	718	0	0	500	1,320	
4230	Telephone	3,978	4,300	4,300	2,911	3,500	
4310	Travel and Training	5,017	3,000	3,000	3,482	3,000	
4320	Postage	839	1,000	1,000	180	200	
4340	Printing and Publishing	7,413	6,000	6,000	5,084	6,000	
4399	Reimbursable Bldg Division	39,722	50,000	50,000	56,110	60,000	
4360	Engineering Services	0	75,000	75,000	0	0	
4400	Other Professional Services	762,365	350,000	350,000	123,714	310,000	
4440	Dues and Memberships	7,679	3,000	3,000	773	1,850	
4540	Demolition	39,879	50,000	50,000	17,708	20,000	
4541	FastTrack Demolition	427,608	35,000	35,000	0	35,000	
4570	Pest Control	36,334	0	0	0	0	
4740	Public Relations	0	0	0	0	0	
	SubTotal Contractual Services:	1,428,889	577,300	577,300	210,462	440,870	-23.63%
4650	Office Supplies	4,609	6,000	6,000	1,712	2,500	
4660	Gasoline and Oil	6,032	2,000	2,000	3,016	3,500	
4670	Maintenance Supplies	0	500	500	0	0	
4680	Operating Supplies	340	1,000	1,000	589	1,000	
4690	Uniforms	-38	500	500	0	0	
4710	Publications	0	1,000	1,000	0	0	
4850	Miscellaneous Expense	650	0	0	30	500	
	SubTotal Commodities:	11,593	11,000	11,000	5,348	7,500	-31.82%

General Corporate Fund - ECD - Building Division (Fund 01.12)

Account	Description	Fiscal Year	Fiscal Year 2019			Fiscal Year	Percentage Change
		2018	Budget	Revised Budget	YTD Projected	2020 Approved	
4910	Building Improvements	106,147	0	0	0	0	
4930	Vehicles	0	0	0	0	0	
4940	Equipment	0	0	0	0	0	
	SubTotal Capital Programs:	106,147	0	0	0	0	100.00%
	Enterprise Fleet - Lease	0	0	0	0	0	
	SubTotal Debt Service:	0	0	0	0	0	
	Transfer to Water (Fast Track Demo)	0	75,000	75,000	75,000	75,000	
	SubTotal Transfers:	0	75,000	75,000	75,000	75,000	0.00%
Total Economic Development:		2,316,886	1,075,260	1,075,260	710,929	912,330	-15.15%

General Corporate Fund - Building Division

Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Requested Amount	
				Detailed	Line Item
1	12	4130	Maintenance - Vehicles		1,320
			Repairs & Maintenance	1,200	
			Fleet Maintenance (2)	120	
01	12	4310	Travel & Training		3,000
			Computer Training	1,500	
			ICC Building Code Training	1,500	
01	12	4340	Printing & Publishing		6,000
			Forms , Landlord Packets	4,500	
			Bid Notices	300	
			Landlord Packets	1,200	
01	12	4400	Other Professional Services		310,000
			Elevator Inspections	10,000	
			Inspections & Plan Reviews	300,000	
01	12	4440	Dues and Memberships		1,850
			ICC	1,200	
			Lake County Recorder	650	
01	12	4540	Demolition		20,000
			Refuse Pickup	10,000	
			Services	10,000	
01	12	4541	Fasttrack Demolition		35,000
			Environmental Assessment	2,000	
			Environmental Remediation	10,000	
			Demolition	23,000	

General Corporate Fund - ECD - Facilities Mgmt Division (Fund 01.37)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Approved	
4000	Full-Time Wages	0	95,000	95,000	91,227	94,000	
4010	Overtime	0	0	0	4,845	2,500	
4017	Comp Time Used	0	0	0	0	0	
	SubTotal Salaries and Wages:	0	95,000	95,000	96,072	96,500	1.58%
4020	IMRF Match	0	8,100	8,100	8,040	7,000	
4030	Employer's Health Insurance	0	12,800	12,800	9,200	13,700	
4035	Employer's Dental & Vision Insurance	0	800	800	769	700	
4070	Social Security Match	0	5,900	5,900	5,611	6,000	
4071	Medicare Match	0	1,400	1,400	1,312	1,400	
4072	Life Insurance Premiums	0	230	230	71	130	
	SubTotal Fringe Benefits:	0	29,230	29,230	25,003	28,930	-1.03%
4100	Maintenance - Building	0	125,000	125,000	91,524	72,000	
4110	Maintenance - Vehicles	0	5,000	5,000	291	1,010	
4120	Maintenance - Equipment	0	12,000	12,000	939	8,000	
4230	Telephone	0	0	0	228	300	
4310	Travel and Training	0	500	500	0	300	
4320	Postage	0	250	250	0	0	
4340	Printing and Publishing	0	250	250	0	150	
4342	Engineering	0	2,000	2,000	0	0	
4343	Janitorial Services	0	3,000	3,000	59,800	63,000	
4400	Other Professional Services	0	2,000	2,000	2,891	0	
4440	Dues and Memberships	0	750	750	0	0	
4570	Pest Control	0	1,200	1,200	25,784	37,500	
	SubTotal Contractual Services:	0	151,950	151,950	181,457	182,260	19.95%
4650	Office Supplies	0	300	300	225	200	
4660	Gasoline and Oil	0	500	500	0	500	
4710	Publications	0	200	200	0	0	
4850	Miscellaneous Expense	0	250	250	100	0	
	SubTotal Commodities:	0	1,250	1,250	325	700	-44.00%
4852	Contingency	0	25,000	25,000	0	25,000	
	SubTotal Other:	0	25,000	25,000	0	25,000	0.00%
4910	Building Improvements	0	185,000	185,000	175,000	135,000	
	SubTotal Capital Programs:	0	185,000	185,000	175,000	135,000	100.00%
Total Facility Management:		0	487,430	487,430	477,857	468,390	-3.91%

General Corporate Fund - Facilities Mgmt Division
Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Requested Amount	
				Detailed	Line Item
01	37	4100	Maintenance - Building		72,000
			Repairs and maintenance	52,500	
			Electrical repairs	10,000	
			Overhead doors	5,000	
			Lock Services	2,500	
			Engineering	2,000	
01	37	4110	Maintenance - Vehicle		1,010
			Fleet Maintenance Fees	60	
			Vehicle Repairs	950	
01	37	4120	Maintenance - Equipment		8,000
			HVAC	2,000	
			Generator Services	2,000	
			Compressor Services	2,000	
			Electrical service	2,000	
01	37	4310	Travel & Training		300
			Facilities Maintenance Training	300	
01	37	4340	Printing & Publishing		150
			Facility Signage	150	
01	37	4343	Janitorial Services		63,000
			City Hall	39,600	
			Train Station	23,400	
01	37	4570	Pest Control		37,500
			Mosquito Abatement	30,000	
			Monthly Pest Control	7,500	
01	37	4910	Building Improvements (CIP)		135,000
			City Hall Fire Alarm	85,000	
			Keyless Entry (Phase I)	35,000	
			Comptroller Offices Reno	15,000	

General Corporate Fund - ECD - Planning Division (Fund 01.39)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Approved	
4000	Full-Time Wages	0	197,300	197,300	177,954	195,000	
4001	Part-Time Wages	0	0	0	0	0	
4009	Car Allowance	0	0	0	0	0	
4010	Overtime	0	0	0	599	0	
	SubTotal Salaries and Wages:	0	197,300	197,300	178,553	195,000	-1.17%
4020	IMRF Match	0	17,900	17,900	14,910	14,500	
4030	Employer's Health Insurance	0	28,100	28,100	10,606	33,500	
4035	Employer's Dental & Vision Insurance	0	2,100	2,100	1,465	2,700	
4070	Social Security Match	0	12,200	12,200	10,236	12,000	
4071	Medicare Match	0	3,900	3,900	2,394	2,900	
4072	Life Insurance Premiums	0	230	230	54	230	
	SubTotal Fringe Benefits:	0	64,430	64,430	39,665	65,830	2.17%
4230	Telephone	0	1,200	1,200	498	1,200	
4310	Travel and Training	0	3,000	3,000	2,602	3,000	
4320	Postage	0	500	500	100	500	
4340	Printing and Publishing	0	0	0	626	600	
4360	Engineering	0	100,000	100,000	0	50,000	
4398	Reimbursable Planning Expenses	0	75,000	75,000	195,971	125,000	
4400	Other Professional Services	0	15,000	15,000	40,604	0	
4440	Dues and Memberships	0	2,000	2,000	2,285	2,000	
	SubTotal Contractual Services:	0	196,700	196,700	242,686	182,300	-7.32%
4650	Office Supplies	0	600	600	300	300	
4660	Gasoline and Oil	0	1,200	1,200	0	600	
4710	Publications	0	1,000	1,000	0	300	
4850	Miscellaneous Expense	0	500	500	100	0	
	SubTotal Commodities:	0	3,300	3,300	400	1,200	-63.64%
	Enterprise Fleet Lease	0	0	0	0	2,475	
	SubTotal Debt Service:	0	0	0	0	2,475	0.00%
Total Planning Division:		0	461,730	461,730	461,304	446,805	-3.23%

General Corporate Fund - Planning Division

Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Requested Amount	
				Detailed	Line Item
01	12	4310	Travel & Training		3,000
			ICSC (Las Vegas)	1,500	
			ICSC (Chicago)	500	
			IPELRA (Illinois)	500	
			APA (Illinois)	500	
01	12	4340	Printing & Publishing		600
			Plan Commission Legal Notices	600	
01	12	4360	Engineering		50,000
			Engineering Services	50,000	
01	12	4398	Reimbursable - Planning Division		125,000
			Legal	70,000	
			Engineering	40,000	
			Financial	15,000	
01	12	4440	Dues and Memberships		2,000
			American Planning Association	800	
			International Council of Shopping Centers	100	
			Lamba Alpha International	500	
			IL Tax Increment Association	300	
			IL Economic Development Assn	300	

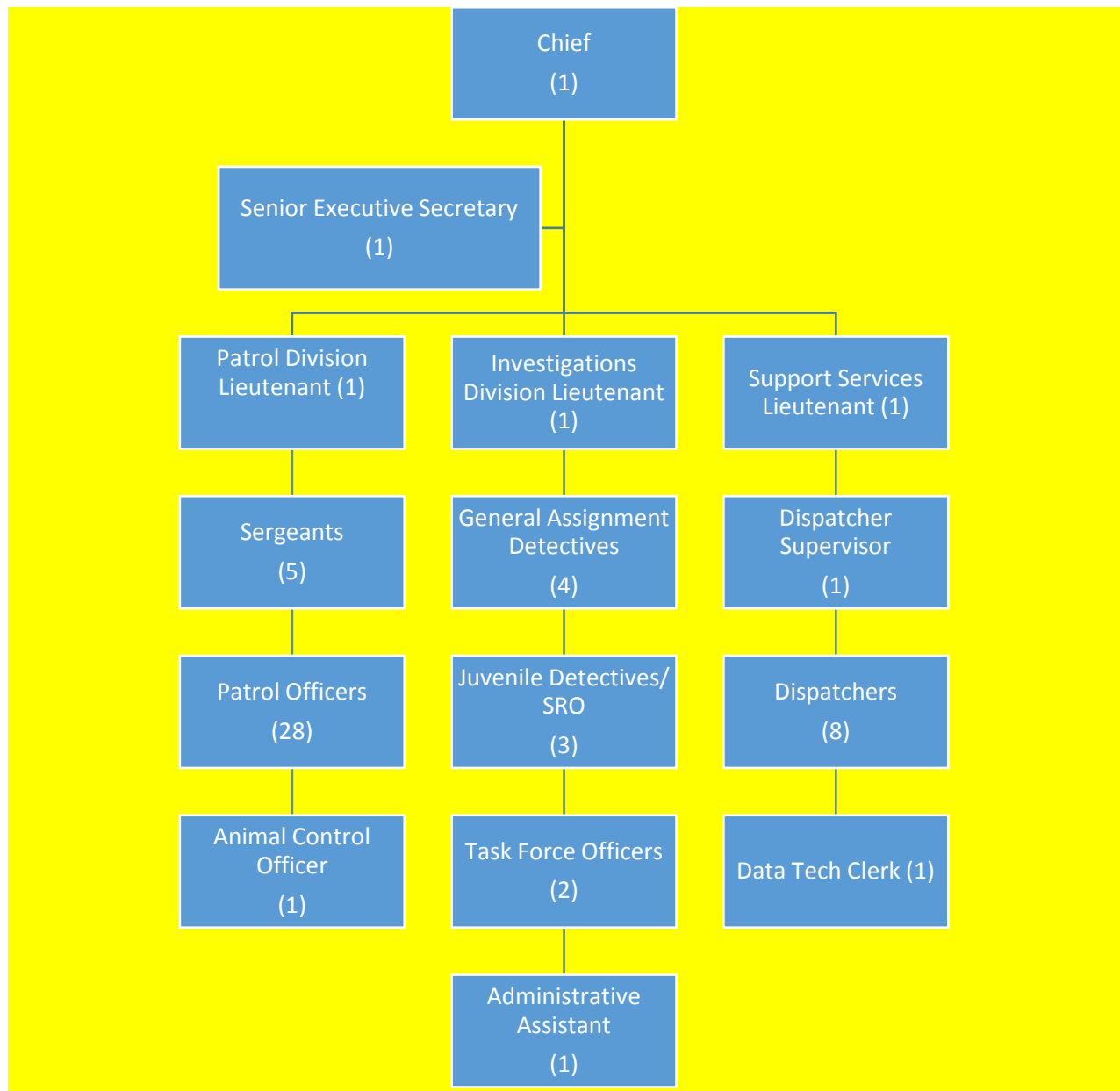
Police Department

The City of North Chicago Police Department (NCPD) is committed to providing an elite level of service to the community. It constantly looks for ways to positively engage with residents and neighbors. The NCPD adheres to the principles of Community Policing and Procedural Justice. In 2018, officers respond to over 60,817 calls for service, conducted traffic enforcement and education initiatives geared at reducing the number of traffic crashes within the city and promoted traffic safety. The Department serves a population of 29,842 residents in an area of approximately eight (8) square miles.

Headcount Summary

NCPD is currently staffed by 47 full-time sworn officers including: one (1) Chief, three (3) Lieutenants, five (5) Sergeants and thirty-five (37) Patrol Officers. Of the 37 officers, twenty-eight (28) officers are assigned to patrol, six (6) are assigned to investigations, one (1) is assigned to the Lake County Metropolitan Enforcement Group (LCMeg), one (1) is assigned to the Lake County Sheriff's Office Gang Taskforce and (1) other is assigned to the Community Unit School District 187 as a school resource officer (SRO). The Department is authorized for 61 sworn Officers and it is in the process of working with the City of North Chicago Board of Fire and Police Commission to fill the open vacancies as well as to host promotional tests.

The Department's mission is supported by nine (9) telecommunicators (including a supervisor), one (1) senior executive secretary, one (1) administrative assistant, one (1) fulltime animal control officer, one (1) data tech and twenty-one (21) part-time school crossing guards.



Divisions and Services

Patrol Division

The Patrol Division is the foundation of the Police Department. Officers assigned to the Patrol Division answer calls for service, emergency calls, enforce traffic regulations, enforce state law, enforce local ordinances and conduct directed targeted patrols. The Patrol Division is staffed by five (5) Police Sergeants, twenty-eight (28) Patrol Officers including one (1) K-9 Officer and his canine partner Yaku.

Officers assigned to the Patrol Division have received training and are certified in a number of specialties, including Critical Incident Team (CIT), juvenile officers, evidence technician, interview and interrogations, firearms and defensive tactics. The Department is currently in the process of developing and re-certifying in-house instructors. Each shift is led by two (2) Sergeants and the Division is commanded by a Lieutenant.

Investigations Division

The Detectives assigned to the Investigations Division are responsible for conducting follow-up investigations on cases. The Investigations Division is staffed by four (4) General Assignment Detectives, two (2) Juvenile Detectives, and one (1) Officer assigned to Lake County Metropolitan Enforcement Group (LCMeg). The Investigations Division is commanded by a Lieutenant.

Support Services Division

The Support Services Division is composed of the Records Department and the Dispatch Center. Records is responsible for responding to report requests from the State as well as the City Attorneys' Office. The Records staff processes and maintains departmental records, complete traffic crash reports/citation transmittals and respond to Freedom of Information Act (FOIA) requests. Records is staffed by one (1) Records Clerk.

The Dispatch Center is responsible for answering and dispatching emergency calls. This includes service calls for the City's Fire and Police Departments. The Dispatch Center is staffed by eight (8) fulltime and one (1) Supervisor. The Support Services Division is commanded by a Lieutenant, who also is responsible for the management of grants and the Crime Free Multi-Housing Program.

Police Administration Division

The Police Administration Division is responsible for developing and administering the budget, developing the mission (what we do) and the vision (why we do it). The Division also oversees twenty-one (21) Crossing Guards. The Division is staffed by the Chief of Police, and one (1) Executive Administrative Assistant.

Police Crime Offenses and Crime Arrests						
	2016	2016	2017	2017	2018	2018
Type of Crimes	Offenses	Arrests	Offenses	Arrests	Offenses	Arrests
Criminal Homicide	4	1	2	1	2	2
Rape	9	0	11	2	20	2
Robbery	21	3	25	6	20	5
AGG. Assault/AGG Battery	79	41	40	20	50	25
Burglary	69	5	36	11	29	9
Theft	190	19	76	20	78	28
Motor Vehicle Theft	14	6	8	3	7	4
Arson	30	0	2	1	1	1
Human Trafficking Sex Acts	0	0	0	0	0	0
Human Trafficking Involuntary Servitude	0	0	0	0	0	0
Violation of Cannabis	n/a	66	n/a	67	n/a	99
Violations of Controlled Substances Act	n/a	35	n/a	42	n/a	58
Violation of the Hypodermic Syringes	n/a	0	n/a	0	n/a	1
Violation of the Drugs Paraphernalia Act	n/a	23	n/a	46	n/a	92
Violation of the Methamphetamine Act	n/a	1	n/a	0	1	1

Accomplishments FY18-19

1. Attended and participated in community engagement programs (e.g., Community Days, Teen Court, Tutoring the Vision, National Night Out, Walk to School with a Cop).
2. Detective Rollins was recognized by Mother's Closet for his work with the youth around Lake County.
3. Eight additional officers became certified in the Crisis Intervention Training program, which trains officers on how to de-escalate situations involving mentally ill, as well as persons under the influence of drugs/alcohol.
4. Helped the Fire and Police Commission facilitate a Lieutenant test.
5. Hosted an animal clinic along with the Bickell Foundation where numerous dogs were vaccinated and 150 were spayed/neutered.
6. Hosted Shop-with-a-Cop, ensured 33 underprivileged families received Christmas presents.
7. Hosted a toy give-away, benefitting almost 1,000 families.
8. Added two interview rooms in a location geographically close to the cells. This will improve efficiency and safety. This goal is linked to the budget.
9. Purged hundreds of evidence items from the evidence rooms. This will be a multiyear project.
10. Continued to be proactive in dealing with narcotics and gang activities.

Goals FY19-20

1. Dispatch consolidation – Consolidate dispatch operations with the Village of Mundelein.
2. Implementation of the ShotSpotter Program.
3. Camera replacement program.

Financial Summary

The Police Department operations are mostly funded through the General Fund. However, it does have two Special Revenue Funds. These funds are detailed in a subsequent section of the budget. They include: the Federal Forfeited Property Fund and the State Seized Drug Money Fund. In future years, the Federal Forfeited Property Fund will not be as robust as it has been in the past as we currently do not have officers assigned to federal task forces.

Budget

The Police Department generates revenues from a number of different sources. For the General Fund, the Department oversees the City's red light camera ticket system in conjunction with the Comptroller's Office. The department generates General Fund revenues through various services such as alarm fees, and security services. Police services reflect agreements with the City's institutional neighbor, Naval Station Great Lakes, to provide police services for Navy housing outside the Naval base properties. This service produces significant revenues for the City and reflects an ongoing joint partnership with its closest neighbor.

Revenues				
Service	FY 15-16	FY 16-17	FY 17-18 est.	FY 18-19 est.
Parking /Local Ordinance Fines	24,256	22,575	21,000	25,000
Adjudication Fees	184,598	164,698	160,000	160,000
Redflex CNC Collections	21,707	67,616	75,000	75,000
Redflex Traffic System	280,672	175,619	225,000	275,000
Other Adjudication Court Fees	7,914	4,000	6,000	4,000
Police Services	1,120,686	1,074,805	1,112,000	1,112,000
Alarm Fees	0	0	27,980	27,000
Federal Forfeited Property	35,730	109,264	60,000	5,000

In FY 15-16, the Department secured a Department of Justice COPS grant for \$375,000 to partially pay for up to three (3) newly hired officers for a period not to exceed three (3) years. This grant was extended to allow the Department to capture unused funds.

For FY 18-19, the Department secured a \$7,748 grant from the D.A.S. Charitable Foundation. This grant is to defer some of the costs associated with the maintenance of the K9 Unit.

Grants				
Service	FY 15-16	FY 16-17	FY 17-18 est.	FY 19-20 est.
Grant Proceeds	0	51,199	173,118	150,000

As such, it is the largest department in the City. It comprises roughly 38% of total General Fund spending. In FY20, the Department is budgeting \$8,439,957. This reflects a \$738,085 decrease over last year's approved budget.

The table below summarizes historical budget information for the Police Department:

	FY2017 Actuals	FY2018 Actuals	FY2019 Budget	FY2019 Projection	FY2020 Budget
Expenditures					
Personnel & Fringe Benefits	7,826,557	7,654,112	7,681,500	6,858,118	6,791,274
Contractual	291,164	288,790	655,015	513,021	1,282,398
Commodities	215,488	234,367	236,600	224,824	236,000
Debt Service	111,946	81,287	81,287	81,287	88,285
Other Charges	0	0	0	0	0
<i>Total Operating Expenditures</i>	8,445,155	8,258,556	8,654,402	7,677,250	8,397,957
Capital Projects	254,133	96,788	40,000	80,965	42,000
Transfer Out	0	0	0	0	0
<i>Total Other Expenditures</i>	254,133	96,788	40,000	80,965	42,000
Total Expenditures:	<u>8,699,288</u>	<u>8,355,344</u>	<u>8,694,402</u>	<u>7,758,215</u>	<u>8,439,957</u>

General Corporate Fund - Police (Fund 01.18)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Approved	
4000	Full-Time Wages	4,923,497	5,015,000	5,015,000	4,583,698	4,560,000	
4001	Part-Time Wages	170,483	180,000	180,000	138,038	140,000	
4005	Voluntary Separation	12,711	20,000	20,000	16,000	20,000	
4006	Holiday Pay	124,242	190,000	190,000	0	0	
4007	Special Detail	50,517	42,000	42,000	40,665	45,000	
4009	Car Allowance	0	0	0	0	0	
4010	Overtime	109,090	100,000	100,000	110,335	100,000	
4011	Overtime-Double	9,117	7,500	7,500	6,576	7,500	
4014	Overtime-Police	988,793	990,000	990,000	989,333	1,000,000	
4025	Workers Compensation	110,439	100,000	100,000	141,867	100,000	
4017	Comp Time Used	51,377	60,000	60,000	0	0	
4022	Sick Leave Sellback	14,050	5,000	5,000	11,290	15,000	
	SubTotal Salaries and Wages:	6,564,316	6,709,500	6,709,500	6,037,802	5,987,500	-10.76%
4020	IMRF Match	64,937	85,000	85,000	80,075	33,600	
4030	Employer's Health Insurance	801,965	678,000	678,000	532,497	618,674	
4035	Employer's Dental & Vision Insurance	49,491	52,300	52,300	44,120	41,700	
4060	Uniform Allowance	9,042	10,000	10,000	10,000	10,000	
4070	Social Security Match	70,118	63,000	63,000	68,127	28,000	
4071	Medicare Match	86,141	77,000	77,000	79,434	66,000	
4072	Life Insurance Premiums	8,102	6,700	6,700	6,063	5,800	
	SubTotal Fringe Benefits:	1,089,796	972,000	972,000	820,316	803,774	-17.31%
4100	Maintenance - Building	7,074	1,000	1,000	1,600	1,000	
4110	Maintenance - Vehicles	50,134	65,000	65,000	40,432	45,000	
4120	Maintenance - Equipment	10,838	34,000	34,000	11,471	41,000	
4180	Maintenance - Other	5,235	0	0	0	0	
4230	Telephone	20,233	25,000	25,000	17,706	22,000	
4280	Rentals	1,102	500	500	583	600	
4310	Travel and Training	18,905	77,750	77,750	14,983	79,250	
4320	Postage	588	600	600	600	600	
4325	Police Special Investigations Unit	0	0	0	0	0	
4340	Printing and Publishing	7,359	15,000	15,000	4,960	11,000	
4360	Engineering	0	0	0	10	0	
4341	Software & Program Fees	65,664	171,500	171,500	132,693	101,400	
4400	Other Professional Services	59,510	171,600	171,600	222,004	149,000	
4440	Dues and Memberships	10,110	13,915	13,915	12,306	13,915	
4460	Animal Control	13,159	35,550	35,550	25,000	31,500	
4470	Other Communication Service	18,879	43,600	43,600	28,673	45,800	
	Dispatch Services	0	0	0	0	740,333	
4740	Public Relations	0	0	0	0	0	
	SubTotal Contractual Services:	288,790	655,015	655,015	513,021	1,282,398	95.78%

General Corporate Fund - Police (Fund 01.18)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Approved	
4650	Office Supplies	12,099	15,000	15,000	11,375	13,400	
4651	Reimbursables - Grants	1,943			0	0	
4660	Fuel	85,919	80,000	80,000	76,444	80,000	
4670	Maintenance Supplies	0	0	0	0	0	
4680	Operating Supplies	29,647	42,200	42,200	61,519	43,200	
4690	Uniforms	63,646	61,000	61,000	53,000	61,000	
4700	Prisoner Meals	1,381	1,500	1,500	890	1,500	
4710	Publications	0	0	0	0	0	
4800	Reimbursements	133	0	0	0	0	
4810	Investigative Expense	20,920	8,000	8,000	2,195	8,000	
4820	Crime Prevention	3,476	25,500	25,500	6,989	25,500	
4850	Miscellaneous Expense	18,203	3,400	3,400	12,412	3,400	
	SubTotal Commodities:	237,367	236,600	236,600	224,824	236,000	-0.25%
4910	Building Improvements		0	0	0	0	
4930	Vehicles	62,637	28,000	28,000	54,550	0	
4940	Equipment	34,151	12,000	12,000	26,415	42,000	
	SubTotal Capital Programs:	96,788	40,000	40,000	80,965	42,000	5.00%
	Enterprise Fleet - Lease	0	0	0	0	13,771	
4960	Principal	81,287	81,287	81,287	81,287	74,514	
	SubTotal Debt Service:	81,287	81,287	81,287	81,287	88,285	8.61%
Total Police:		8,358,344	8,694,402	8,694,402	7,758,215	8,439,957	-2.93%

General Corporate Fund - Police Department

Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Requested Amount	
				Detailed	Line Item
01	18	4100	Maintenance-Buildings		1,000
			Maintenance and repairs	1,000	
01	18	4110	Maintenance-Vehicles		45,000
			General maintenance & repair	15,000	
			Service supplies	6,000	
			Replacement tires	4,500	
			Front end alignment	3,500	
			Body repairs	3,000	
			Transmission repairs	2,500	
			Brake replacement/repair	2,500	
			Tire repair	2,500	
			Engine tune- ups	1,000	
			Radiator replacement/repair	1,500	
			Car wash	2,000	
			Miscellaneous	1,000	
01	18	4120	Maintenance-Equipment		41,000
			Maintenance-weapons	1,000	
			Portable radio maintenance	8,000	
			MDT line lease	6,000	
			Service agreements	4,000	
			Taser cartridges and maintenance	10,000	
			Camera maintenance	2,500	
			Computer/printer maintenance	2,750	
			Panic Alarms	3,000	
			Radar units	2,000	
			Preemptive lights	1,000	
			Intoxilizer	750	
01	18	4230	Telephone		22,000
			Cell phone service	22,000	
01	18	4310	Travel & Training		79,250
			Basic training-New recruits	30,000	
			K-9 Training	4,000	
			Advanced training	20,000	
			Firearms training	5,000	
			Criminal investigations & juvenile training	4,000	
			North East Multi-Regional Training (NEMRT)	3,000	
			Mileage	2,000	
			Evidence Technicians	4,000	
			State certification-LEADS	3,000	
			Seminars, Workshops, Conferences	1,250	

General Corporate Fund - Police Department

Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Requested Amount	
				Detailed	Line Item
			Animal control training	1,000	
			Traffic	1,000	
			Dispatch	1,000	
01	18	4320	Postage		600
			Postage	600	
01	18	4340	Printing & Publishing		11,000
			Forms/notices	6,000	
			Parking tickets	2,000	
			Uniform traffic tickets	1,000	
			Non-traffic tickets	1,000	
			Tow receipts	500	
			Fingerprint cards	500	
01	18	4400	Other Professional Services		179,000
			Northern Illinois Police Crime Laboratory	52,000	
			Polygraph-Physiological-The Blue Line	2,000	
			Lexipol	25,000	
			Dispatch	30,000	
			Axon - Body/car cams, evidence.com and taser	70,000	
01	18	4440	Dues & Memberships		13,915
			Lake County Major Crime Unit	1,000	
			Mid-States Crime Information Center (MOCIC)	500	
			Notary Public	200	
			Lake County Juvenile Association	150	
			Lake County Chiefs of Police	150	
			International Association of Chiefs of Police	800	
			National Organization of Black Law Executives	240	
			Illinois Association of Chief of Police	800	
			Illinois Animal Control	50	
			NMERT	9,000	
			National Internal Affairs Association	25	
			Misc Memberships	1,000	
01	18	4460	Animal Control		31,500
			Hospital(s), veterinarian care	7,000	
			Food for animals	1,750	
			Animal control equipment	1,200	
			Animal control services	20,000	
			Cat litter/pet odor control chemicals	700	
			Annual fee for BFI (animal disposal)	500	
			Bait for animal traps	300	

General Corporate Fund - Police Department

Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Requested Amount	
				Detailed	Line Item
			Annual license for animal pound	50	
01	18	4470	Other Communications		45,800
			LEADS-state computer terminal fee	23,800	
			StarCom21 monthly radio subscription cost	22,000	
01	18	4650	Office Supplies		15,000
			Office Supplies	12,250	
			Copier paper	1,250	
			Miscellaneous	1,500	
01	18	4660	Gasoline & Oil		80,000
			Fuel & oil-department vehicles	80,000	
01	18	4680	Operating Supplies		43,200
			Ammunition (practice, duty, shotgun)	17,000	
			Evidence supplies	10,000	
			Food for K-9 patrol dogs	3,800	
			Fuses/flares for accidents and traffic control	1,700	
			Portable radio batteries	2,500	
			Undercover squad registration fees	1,000	
			Intoxilizer supplies	700	
			Targets	2,000	
			Cameras	500	
			Pepper spray	500	
			Jail supplies	3,000	
			Fingerprint supplies	500	
01	18	4690	Uniforms		61,000
			Body armor-protective vests	14,000	
			New uniforms	25,000	
			Uniform replacement	6,000	
			Boot Replacement	11,000	
			Badges/Name tags	2,500	
			Leather goods-holsters, belts, radio holders	2,500	
01	18	4700	Prisoners Meals		1,500
			Food for detained prisoners	1,500	
01	18	4810	Investigative Expense		8,000
			Transcripts& other investigative expenses	8,000	

General Corporate Fund - Police Department

Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Requested Amount	
				Detailed	Line Item
01	18	4820	Crime Prevention		25,500
			Citizens Police Academy	16,600	
			Crime Stoppers	5,000	
			Community policing	3,500	
			Justice planning/development	400	
1	18	4341	Software and Programing		105,400
			Vision Air software and software updates	34,000	
			Verizon wireless connection for squads	25,000	
			US Fleet Tracking	10,800	
			Quicket - eCrash and e-Ticketing	28,800	
			Miscellaneous equipment	2,000	
			Comcast Internet	4,800	
01	18	4850	Miscellaneous Expense		3,400
			Various expenses	3,400	
01	18	4960	Non Bonded Debt Service (Vehicles)		74,514
			6 vehicles	74,514	
01	18		Dispatch Services		792,000
			1st year contract	435,000	
			Radicon - dispatch equipment transfer (reimb)	110,000	
			CAD System (reimb)	70,000	
			Fiber Optic (reimb)	15,000	
			Annual Maintenance of fiber optics	12,000	
			Changeover contingency	150,000	
01	18		Enterprise Fleet Lease		13,771
			4 police vehicles	13,771	
01	18	4940	Equipment		42,000
			2 police vehicle buildout equipment	30,000	
			Evidence Drying Cabinet	12,000	

Fire Department

The North Chicago Fire Department (NCFD) is a full-time career fire department that provides Fire, EMS, Technical Rescue, Fire Prevention, and Public and Life Safety Education services to a population of 29,842 residents across an area of approximately eight (8) square miles. These services are provided from two fire stations located at 1850 Lewis Avenue and 3501 Buckley Road.

The NCFD serves the community with a fleet of 11 pieces of apparatus including one ladder truck, three engines, three advanced life support (ALS) ambulances, one chief vehicle, one command vehicle, one fire prevention vehicle, one all-terrain vehicle and one rapid deployment craft.

Headcount Summary

NCFD personnel currently consists of one Chief, three Battalion Chiefs, six Lieutenants, twenty-four Firefighter/Paramedics, one Fire Marshal, and one Management Analyst.

Department/ Position/Title	Bargaining Unit /Statute	Staffing (FTE)
Fire Chief	CSO-Exempt	1.0
Battalion Chief	CSO-Exempt	3.0
Fire Prevention Officer	CSO-Exempt	1.0
Mgmnt Analyst	CSO-Non Exempt	1.0
Lieutenant	FFP	6.0
Firefighters/Paramedics	FF-PAR	24.0
Total		36.0

The general purpose and function of the North Chicago Fire Department is to: (i) provide prompt, high quality, cost efficient fire/ems services, (ii) educate the community, protect and serve all citizens, guests and business owners of the City of North Chicago. In order to maintain the comprehensive programs of fire suppression, emergency response, public education, fire inspection, training and maintenance, all career personnel have multiple responsibilities assigned to them outside of their primary job duties. The North Chicago Fire Department is operational 24 hours a day, 365 days per year.

Divisions and Services

Fire Suppression

Fire suppression personnel provides fire protection, hazardous material mitigation, public assistance and technical rescue services to the City of North Chicago and the surrounding communities as requested through Mutual Aid Agreements.

Fire Suppression is responsible for the preservation of life and property from the devastation of fire. All department personnel are crossed trained as Firefighter/Paramedics which provides a broad menu of emergency response services to the community. These services include fire suppression, technical rescue, hazardous material mitigation, mutual aid to surrounding communities and public assistance responses. Approximately 10-15% of the annual responses fall within these categories.

Emergency Medical Services (EMS)

All fire personnel are cross-trained as licensed paramedics through the State of Illinois. EMS provides Advance Life Support care and follows lifesaving protocols as set forth by the North Lake County Emergency Medical Services.

Emergency Medical Services (EMS) consists of approximately 85-90% of the emergency response work being performed by the North Chicago Department. In providing this service to the community the organization delivers emergency medical care at Advanced Life Support (ALS) levels. The EMS fleet is comprised of 3 Mobile Intensive Care Units (MICU) consisting of 2 personnel trained to Paramedic level.

Fire Prevention

The Fire Prevention Bureau is responsible for providing fire prevention, fire inspections, fire safety education, plan reviews and fire investigations under the mandate of local, state, and federal laws, regulations and standards.

Fire Prevention services primary focus is reducing the number of fatalities, injuries and property losses due to fire. North Chicago Fire Department's Fire Prevention program includes regular fire inspections of industrial, commercial and other public buildings within the jurisdiction of North

Chicago, to ensure compliance with local, state, and national regulations. Fire Prevention services also conducts a review of all new construction plans for projects and performs periodic inspections of both new and existing buildings to ensure that all fire code regulations are met.

Fire Investigations

Fire investigations are performed by the department's state certified fire investigators to determine origin, cause and circumstances. Fire Department personnel investigate all fires.

Public and Life Safety Education

Public and life safety education is continuously provided to the community by shift personnel. This is accomplished through various activities which include, but are not limited to: smoke detector installation, fire drills, fire prevention presentations, ward and other community events.

The Public Service and Education team provides health and fire safety information for residents through many community events each year, delivering age specific materials to promote fire safe behavior through lectures, educative programs for children, fire safety demonstrations, and CPR and first aid instruction. A very successful smoke detector program was implemented for the citizens of North Chicago which distributed hundreds of smoke detectors through local community groups, schools and neighborhood blitz campaigns.

Fire Administration Services

Fire administration services develop and implement the department's strategies, policies and a budget. These plans consider the future needs of the organization while keeping in mind the City's funding resources. Over the longer term, these plans help to fulfill the department's mission and ensure compliance. Fire administration is responsible for various support services including: paramedic billing, hazardous materials fees, false alarm fees, open burning requests, management of fire suppression/EMS operations, payroll submittal, budget development, fiscal administration, capital project planning and personnel record keeping.

METRICS										
Year	Fire	Over-pressure /Explosion /Overheat (No Fire)	Rescue /EMS	Hazardous Condition	Service Call	Good Intent	False Alarm	Special Incident	Severe Weather /Natural Disaster	Total
2015	70	6	2091	73	95	107	185	11	2	2640
2016	80	6	2264	54	78	133	201	17	0	2833
2017	68	5	2403	72	101	122	177	15	0	2963
2018	80	4	2415	67	138	139	149	15	1	3008

Accomplishments FY18-19

1. Provided prompt delivery of emergency and non-emergency, fire prevention and education services to the citizens of North Chicago.
2. Through public education and fire prevention programs achieved zero fire deaths in the City of North Chicago.
3. Submittal of Assistance to Firefighters Grant Program in the amount of \$500,000.00 for purchase of a replacement engine.
4. Recipient of Illinois Department of Public Health EMS Grant Award.
5. Recipient of the Valor Award through the 100 Club of Chicago for a life-saving response.
6. Fire Department member recognized by the Exchange Club of North Chicago for Firefighter of the Year.
7. Continued Implementation of quality Assurance program for Medical Reporting.
8. Collection of 100% of Hazardous Materials fees per ordinance.
9. Submittal and award for claims of reimbursement for training costs through the OSFM.
10. Hosted 3rd Annual Home Fire Prevention Campaign installing over 100 FREE 10-Year Lithium Ion Battery Operated Smoke Alarms in the community.
11. Continued development of a City-Wide Safety Committee in collaboration with the Owens group and PMA to reduce the liability and risk exposure to the City through proactively promoting safety and health as an integral part of operations for the benefit of employees, clients, contract workers, vendors, visitors, and the general public.
12. Participated in 4th Annual Public Safety Fair located at the Fire Department
13. Completion of updated fire department 2018-2023 5 year strategic plan.
14. Winners of the 1-800-BOARDUP Battle of the Books for the donations to our book drive.
15. Various departmental promotions from within the department.

Goals FY19-20

1. Continue to provide prompt delivery of emergency and non-emergency, fire prevention, and education services to the citizens of North Chicago maintaining the highest quality of care and core values of Customer Service, Integrity, Professionalism, Compassion, Courage, and Commitment.
2. Continued commitment to support the mission, goals, and objectives of the fire department.

3. Achieve 100% compliance with NFPA 1710 Standard: Staffing requirements relating to the organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public.
4. Through public education and fire prevention programs, strive to achieve zero Fire Deaths in the City of North Chicago.
5. Continued submission of all available state, local, federal grants and scholarships.
6. Support agencies working within the community and continue to promote active involvement in organizations, committees and boards in the City of North Chicago
7. Adhere to fire department budgets, reviewing all contracts and purchases for competitive pricing, to pursue alternative funding and increase current revenue sources.
8. Provide a resident feedback system and address community concerns.
9. Ensure newly appointed Lieutenants complete the Chief Fire Officer program, the highest certification in the State of Illinois, making all Command Staff CFO.
10. Continued development and compliance of the City-Wide Safety Committee program.
11. Host Annual Citizens Fire Academy.
12. Host Annual Public Safety Fair.
13. Host 3rd Annual Home Fire Prevention Campaign.
14. Continue 100% participation in the “TUTOR THE VISION” program.
15. Continued improvement in educational outreach programs for the community.
16. Continued review of processes & QA committee for Medical Reporting to increase billing reimbursements.
17. Promote higher educational opportunities for all personnel to assist in succession planning.
18. Work with all departments to continue NIMS compliance to new and existing staff.
19. Review of ISO rating and work with other departments to decrease from the current rating of 4 to 3.
20. Host outside training seminars through the OSFM.
21. In collaboration with the IPFFA host a free of charge department-wide hazardous materials technician certification class.
22. Collection of 100% fees per ordinance.
23. Continue to assist the Comptroller’s Office with dispersing a second application to businesses that do not apply in a timely manner.
24. Look into increasing inspection and permit fees to be more comparable with our surrounding cities to increase revenue.
25. Keep all MICU’s in service to minimize mutual aid assistance calls with the assistance of the Fleet Management Division.

Financial Summary

The Fire Department operations are funded through the General Fund. Its revenues come from a combination of fees and grant income. The following sections provide more detail on revenues and expenses.

Budget

The Fire Department generates revenue through Alarm Services fees, Hazardous Material Permit Fees and Ambulance Billing fees. The Department has worked to improve its quality control

over Ambulance Fee reimbursement submission. Given these efforts, a modest revenue increase is forecast.

Revenues					
Service	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY18-19
Alarm Services Fees	17,328	17,372	27,980	18,000	12,510
Hazardous Materials Permit Fees	28,000	48,500	48,500	48,500	48,500
Ambulance Billing Fees	361,570	417,978	427,874	430,000	469,651

In addition to fee revenues, the Fire Department brings in grant revenue. The following table summarizes this information.

Grant Revenues					
Grant	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
SAFER	426,637	293,000	506,092	57,680	0
Small Equipment	26,000	0	0	0	0
Assistance to Firefighters	175,500	0	0	0	PENDING
Illinois Dept. of Public Health EMS	2,500	0	5,000	0	5,000

The Fire Department FY20 budget is \$3,321,956. This represents a decrease of 11.61% over the prior year's budget. It reflects nondiscretionary decreases due to the anticipated retirement of (2) personnel members. Fire Department costs are largely driven by nondiscretionary labor-related expenses.

The table below summarizes historical financial information.

	FY2017 Actuals	FY2018 Actuals	FY2019 Budget	FY2019 Projection	FY2020 Budget
Expenditures					
Personnel & Fringe Benefits	3,188,447	3,421,925	3,534,750	3,392,839	3,102,200
Contractual	141,414	129,244	121,525	88,172	116,250
Commodities	82,060	79,989	80,500	54,668	78,500
Debt Service	0	21,860	21,448	21,488	25,006
Other Charges	0	0	0	0	0
<i>Total Operating Expenditures</i>	3,411,921	3,653,018	3,758,223	3,557,167	3,321,956
Capital Projects	14,653	160,000	0	0	0
Transfer Out	0	0	0	0	0
<i>Total Other Expenditures</i>	14,653	160,000	0	0	0
Total Expenditures:	3,426,574	3,813,018	3,758,223	3,557,167	3,321,956

General Corporate Fund - Fire (Fund 01.26)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Approved	
4000	Full-Time Wages	2,713,429	2,913,000	2,913,000	2,869,081	2,531,500	
4001	Part-Time Wages	1,749	5,000	5,000	1,200	1,200	
4005	Overtime	43,749	55,000	55,000	40,000	40,000	
4006	Holiday Pay	51,550	75,000	75,000	0	0	
4009	Fire Lieutenant Pay	5,411	5,000	5,000	5,500	5,500	
4009	Car Allowance	0	0	0	0	0	
4010	Overtime	36	0	0	250	0	
4011	Overtime-Double	748	0	0	0	0	
4017	Comp Time Used	0	0	0	0	0	
4018	Good Attendance Incentive	21,055	0	0	27,000	27,000	
4022	Sick Leave Sellback	14,047	25,000	25,000	0	15,000	
	SubTotal Salaries and Wages:	2,851,774	3,078,000	3,078,000	2,943,031	2,620,200	-14.87%
4020	IMRF Match	14,573	18,250	18,250	13,498	12,500	
4025	Workers Compensation	16,487	0	0	0	0	
4030	Employer's Health Insurance	452,474	348,000	348,000	348,000	387,900	
4035	Employer's Dental & Vision Insurance	33,337	33,300	33,300	35,000	31,000	
4060	Uniform Allowance	0	0	0	0	0	
4070	Social Security Match	9,391	11,500	11,500	9,027	10,500	
4071	Medicare Match	39,549	42,000	42,000	40,758	37,000	
4072	Life Insurance Premiums	4,340	3,700	3,700	3,525	3,100	
	SubTotal Fringe Benefits:	570,151	456,750	456,750	449,808	482,000	5.53%
4100	Maintenance - Building	0	0	0	0	0	
4110	Maintenance - Vehicles	40,611	32,000	32,000	36,108	32,000	
4120	Maintenance - Equipment	12,575	15,100	15,100	12,756	15,100	
4180	Maintenance - Other	0	0	0	0	0	
4230	Telephone	4,549	4,700	4,700	4,936	4,700	
4280	Rentals	1,422	1,500	1,500	1,622	1,500	
4310	Travel and Training	36,026	30,000	30,000	17,999	30,000	
4320	Postage	239	300	300	100	300	
4340	Printing and Publishing	4,892	5,300	5,300	5,000	5,600	
4380	Medical Service	11,575	11,500	11,500	400	11,500	
4400	Other Professional Services	9,396	11,700	11,700	6,890	6,125	
4440	Dues and Memberships	7,959	9,425	9,425	2,361	9,425	
4740	Public Relations	0	0	0	0	0	
	SubTotal Contractual Services:	129,244	121,525	121,525	88,172	116,250	-4.34%
4650	Office Supplies	2,422	3,500	3,500	2,000	2,500	
4660	Gasoline and Oil	22,013	23,000	23,000	25,292	23,000	
4670	Maintenance Supplies	3,780	4,000	4,000	3,500	4,000	

General Corporate Fund - Fire (Fund 01.26)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Approved	
4680	Operating Supplies	10,934	9,500	9,500	2,760	9,500	
4681	Ambulance Supplies	7,871	9,000	9,000	6,837	9,000	
4690	Uniforms	26,196	25,000	25,000	11,424	25,000	
4710	Publications	0	0	0	0	0	
4720	Hazardous Materials Enforcements	2,871	3,000	3,000	1,203	3,000	
4800	Reimbursements	497	1,000	1,000	100	0	
4850	Miscellaneous Expense	2,405	2,500	2,500	1,552	2,500	
	SubTotal Commodities:	78,989	80,500	80,500	54,668	78,500	-2.48%
4910	Building Improvements	0	0	0	0	0	
4930	Vehicles	160,000	0	0	0	0	
4940	Equipment	0	0	0	0	0	
	SubTotal Capital Programs:	160,000	0	0	0	0	100.00%
4870	Principal & Interest	21,860	21,448	21,448	21,488	21,448	
	Enterprise Fleet - Lease	0	0	0	0	3,558	
	SubTotal Debt Service:	21,860	21,448	21,448	21,488	25,006	16.59%
4753	Transfer to FEMA Grant	0	0	0	0	0	
	SubTotal Transfers To:	0	0	0	0	0	
Total Fire:		3,812,018	3,758,223	3,758,223	3,557,167	3,321,956	-11.61%

General Corporate Fund - Fire Department

Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Requested Amount	
				Detailed	Line Item
01	26	4100	Maintenance- Vehicles		32,000
			Engine 1517 Annual Service	6,000	
			Engine 1515 Annual Service	5,000	
			Engine 1514 Annual Service	5,000	
			Ladder Truck 1539 Annual Service	6,000	
			Ambulance 1546 Semi-Annual Certification	500	
			Ambulance 1547 Semi-Annual Certification	500	
			Ambulance 1548 Semi-Annual Certification	500	
			Command Vehicle 1599	500	
			Pick-Up Truck with Plow 1596	1,000	
			Chiefs Vehicle 1591	500	
			Station 1 & 2- In house Vehicle Maintenance Supplies	4,000	
			Tires- New and Repairs	2,500	
01	26	4120	Maintenance- Equipment		15,100
			Radio Equipment Servicing and Repair	2,000	
			Vehicle Extrication Equipment Maintenance	1,000	
			Oxygen Regulators, Pulse-Ox Unit Repair, Tank Testing	2,000	
			O2 and CO2 Monitor Calibrating / Maintenance/Repair	1,500	
			Truck 1539 Ladder Certification Test	1,000	
			Ground Ladder Tests	1,000	
			Small Equipment Repair - Saws, Fans, Generators	1,000	
			Firefighting Equipment Repair - Nozzles, Hose, Hand Tools	800	
			Power Tools Maintenance	800	
			City Warning Signal Maintenance	3,500	
			Miscellaneous Maintenance	500	
01	26	4230	Telephone		4,700
			Cell Phones all Vehicles and Officer Units	2,800	
			Internet Service Laptops	1,900	
01	26	4280	Rentals		1,500
			Air-Gas Oxygen Supply and Delivery	1,500	
01	26	4310	Traveling and Training		30,000
			Fire Officer and Certification Training	13,300	
			Hotel accommodations / car rental fees	5,000	
			Per Diem allowance	2,000	
			Training supplies (Books and videos)	1,000	
			FDIC Conference	1,950	
			NLC EMS Department CE	6,750	

General Corporate Fund - Fire Department

Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Requested Amount	
				Detailed	Line Item
01	26	4320	Postage		300
			General Mail, FedEx, and UPS Services	300	
01	26	4340	Printing & Publishing		5,600
			Fire Prevention Material	5,300	
			Public Safety Fair	300	
01	26	4380	Medical Service		11,500
			Annual Department Physicals	11,500	
01	26	4400	Other Professional Sevices		11,125
			Rockland FPD	5,000	
			Achievement Awards	700	
			Knox Box Sevices	500	
			Towing Services	500	
			ESO Software	4,425	
01	26	4440	Dues & Memberships		9,425
			Exchange Club of North Chicago	140	
			International Assoc. of FF's	210	
			Illinois FF Assoc.	125	
			IFCA	500	
			MABAS Division IV	5,900	
			L. C. Fire Chiefs	375	
			North Chicago Chamber	100	
			100 Club of Chicago	50	
			Metro Fire Chiefs	390	
			Fire Investigator's Task Force	75	
			LCFC & NIPET Dues	375	
			National Fire Protection Assoc.	250	
			Association Fees	735	
			Chief monthly meetings	200	
01	26	4650	Office Supplies		3,500
			Misc, Office Supplu Needs	2,900	
			Fax Machine Cartridges	100	
			Ink Jet Printer Cartridges	500	
01	26	4660	Gasoline & Oil		23,000
			Gasoline- Vehicles and Small Motirized Equiptment	23,000	
01	26	4670	Maintenance Supplies		4,000
			Janitorial Station Cleaning Supplies	4,000	

General Corporate Fund - Fire Department

Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Requested Amount	
				Detailed	Line Item
01	26	4680	Operating Supplies		9,500
			Day to Day Operations- Repair/Replacement of Operationg Su	9,500	
01	26	4681	Ambulance Operating Supplies		9,000
			Ambulance Supplies	8,000	
			Meds- Vista East Pharmacy	1,000	
01	26	4690	Uniforms		25,000
			Department Uniforms	15,000	
			Personal Protective Equipment 5x \$ 2,400= 10,000	10,000	
01	26	4720	Hazardous Material Enforcement		3,000
			Enforcement, Inspection, and Potential Emergency	3,000	
01	26	4850	Miscellaneous Expense		2,500
			Supplies for the Cooling and Warming Centers	2,500	
01	26	4870	Principal & Interest		21,488
			Illinois Finance Authority(loan payment 2 of 5) 2017 Ambulance		
			Vehicle Lease-Principle	20,000	
			Vehicle Lease- Interest	1,488	

Information Technology Department (IT)

The Information Technology (IT) Department ensures the high quality, cost-effective technology solutions. The Department continually evaluates, integrates and supports innovative technologies to help internal and external customers achieve their goals, while effectively maximizing return on resources. It provides cost effective methods for citizens, businesses, vendors and others to easily access information and conduct business with the City. While moving towards change and innovation, it never loses focus on the user's experience, needs, reliability, security and access.

Headcount Summary

The IT department is comprised of one (1) IT Director, one (1) System Administrator and other specialists as needed. These are contractual services.

Services

The services provided are essential to the way the City does business. The core services remain fairly consistent, even when specific projects are undertaken.

IT Help Desk

Description	FY 17-18	FY18-19
Work Orders Opened	420	321
Work Order Completed	390	276
Large Projects	12	12

Accomplishments FY2018-2019

1. Diversification of connectivity using AT&T, Comcast and Verizon to increase security, reliability;
2. Significant cost reduction of communications;
3. Refreshed technology hardware/software where needed across numerous departments;
4. Enhance and continually evaluate network security across all our locations;
5. Maintain and secure varied database infrastructure;
6. Appropriately updated and dispose of obsolete technology.
7. Monitor printer fleet to maintain speed and reliability as well as control cost.

Goals FY19-20

1. Seamless turnover of E911 to Village of Mundelein;
2. Maintain reliable secure communication between city of North Chicago municipal locations;
3. Continue to control cost;
4. Improve interdepartmental network connectivity;
5. Refresh aging hardware and software;
6. Remove obsolete hardware and infrastructure for proper disposal;
7. Continue to work with police, fire and water departments to maintain security compliance;
8. Work with police, fire, water and streets departments to keep systems up to date for reliability, security, efficiency and smart cost control;
9. Implement Tyler Munis ERP financial modules;
10. Implement public facing app for the Census 2020.

Financial Summary

The IT Department is funded through the General Fund. More detail is provided in the following sections.

Budget

The table below summarizes historical financial information.

	FY2017 Actuals	FY2018 Actuals	FY2019 Budget	FY2019 Projection	FY2020 Budget
Expenditures					
Personnel & Fringe Benefits	0	0	0	0	0
Contractual	284,829	275,459	400,900	376,200	404,000
Commodities	6,636	6,787	7,500	5,000	7,500
Debt Service	0	0	0	0	0
Other Charges	0	0	0	0	0
<i>Total Operating Expenditures</i>	291,465	282,246	408,400	381,200	411,500
Capital Projects	54,134	19,420	36,000	30,000	36,000
Transfer Out	0	0	0	0	0
<i>Total Other Expenditures</i>	54,134	19,420	36,000	30,000	36,000
Total Expenditures:	345,599	301,666	444,400	411,200	447,500

General Corporate Fund - IT (Fund 01.35)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Approved	
4120	Maintenance - Equipment	79,597	145,000	145,000	125,000	146,600	
4230	Telephone	5,180	6,000	6,000	5,200	6,000	
4310	Travel and Training	288	2,000	2,000	1,000	3,500	
4320	Postage	0	0	0	0	0	
4340	Printing and Publishing	0	0	0	0	0	
4400	Other Professional Services	189,895	247,900	247,900	245,000	247,900	
4401	Contractual Services	0	0	0	0	0	
4440	Dues and Memberships	499	0	0	0	0	
	SubTotal Contractual Services:	275,459	400,900	400,900	376,200	404,000	0.77%
4650	Office Supplies	0	0	0	0	0	
4680	Operating Supplies	6,787	7,500	7,500	5,000	7,500	
4710	Publications	0	0	0	0	0	
4800	Reimbursements	0	0	0	0	0	
4850	Miscellaneous Expense	0	0	0	0	0	
	SubTotal Commodities:	6,787	7,500	7,500	5,000	7,500	0.00%
4940	Equipment	19,420	36,000	36,000	30,000	36,000	
4945	Equipment <\$500.00	0	0	0	0	0	100%
4960	Capital Lease	0	0	0	0	0	
	SubTotal Capital Programs:	19,420	36,000	36,000	30,000	36,000	0.00%
4870	Principal & Interest	0	0	0	0	0	
4960	Non Bonded Debt	0	0	0	0	0	
	SubTotal Debt Service:	0	0	0	0	0	0.00%
Total IT:		301,666	444,400	444,400	411,200	447,500	0.70%

General Corporate Fund - IT Department
Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Fiscal Year 2019 -	
				Detail	Total
01	35	4120	Equipment Maintenance & Leasing		146,600
			Microsoft leases & licenses	8,000	
			Server hardware maintenance	7,400	
			Antivirus subscription	4,600	
			Microsoft support	6,300	
			APC hardware maintenance	8,700	
			Copier leases, maintenance, supplies	24,000	
			Printer maintenance, supplies	18,000	
			Phone switch maintenance	11,200	
			Network seitches & Aps maintenance	9,900	
			Firewall hardware & software maint	4,900	
			Data wiring maintenance	3,500	
			Financial hardware & software maint	23,000	
			IP configuration maintenance	1,800	
			SSL Certificate updates	2,700	
			Offsite data backup system	8,000	
			Data backup system maintenance	4,600	
01	35	4230	Telephone		6,000
			Cell phones and cable	6,000	
01	35	4310	Travel & Training		3,500
			Professional training	1,500	
			Microsoft Windows 10 Training	2,000	
01	35	4400	Other Professional Services		247,900
			Rittenhouse Group Inc	198,000	
			Overtime	25,000	
			Projects & external vendor support	24,900	
01	35	4680	Operating Supplies		7,500
			Cables, Routers & Switches	4,250	
			Internal cameras	1,600	
			UPS battery replacements	700	
			Keyboard/mouse replacements	150	
			Hard drive/memory replacements	800	
01	35	4940	Equipment		36,000
			Obsolete equipment replacement	36,000	

Comptroller's Office

The Comptroller's Office provides financial accounting and reporting for all revenues and expenditures. Comptroller functions include: payroll, accounts payable, accounts receivable, utility billing, budget preparation, internal control, audit, financial reporting, adjudication court administration, bond disclosure, grant administration, fixed asset accounting, and debt management.

Headcount Summary

Department/ Position/Title	Bargaining Unit /Statute	Staffing
Director, Comptroller	CSO-Exempt	0.0
AP & PR Manager	CSO-Exempt	1.0
AP Coordinator	CSO-NonExempt	1.0
Financial Analyst	CSO-Exempt	1.0
UB & AR Manager	CSO-Exempt	.75
Utility Billing Coordinator	SEIU (Allocate)	0.0
Collector	SEIU (Allocate)	.75
Total		5.5

Divisions and Services

Accounting

The Comptroller's Office manages the City's accounting records in compliance with Generally Accepted Accounting Principles (GAAP), as well as state/federal statutes. Staff process accounts receivables and accounts payable in coordination with the Treasurer's Office. In addition, the Comptroller's Office produces the baseline data for the Comprehensive Annual Financial Report (CAFR) in coordination with the external audit team.

Budget

The Comptroller's Office prepares the annual budget. On the expenditure side, the Comptroller's staff works closely with department directors to identify issues, summarize baseline costs, analyze new initiatives, and prioritize requests. Departmental requests are then reviewed at the executive level in the context of goals, priorities, and resources. On the revenue side, the Comptroller's staff forecasts revenue estimates based on historical trends and other relevant data. Expenditures and revenues are combined to

produce the preliminary budget. The results are presented to City Council for review, amendment, and approval.

Payment Processing

The Comptroller's Office processes payments for North Chicago residents, local businesses, builders, and developers. These services include processing payments for transfer stamps, water, wastewater, refuse, building permits, business licenses, insurance payments, library fines/fees and various other revenues. The staff also collects property tax, motor fuel, food and beverage, storage, and hotel and motel sales taxes from local businesses.

Audit

The Comptroller's Office oversees the audit process. On an annual basis, external auditors audit the City to assure compliance and internal controls. The Comptroller's Office staffs these engagements and works throughout the year to ensure that auditing recommendations are implemented. For the fiscal year ending April 30, 2018, external auditors issued an unmodified report on the City's finances.

Adjudication

The Comptroller's Office administers the adjudication process for traffic and red light cameras. This includes collecting tickets from the records department, reviewing the tickets, creating the docket, preparing the citations, and processing the notices. Staff attend court sessions and works closely with both the Police Department and respondents to reach a final resolution. The staff performs various administrative tasks for the adjudication process (i.e., responding to phone calls, maintaining court calendars, making photocopies, entering data and faxing documents). In addition, others help manage the red light camera vendor contract to oversee a seamless interface between the City and the red light camera collections agency.

Payroll

The City has a centralized payroll for all departments. The Comptroller's Office prepares bi-monthly payrolls for an average of 200 full-time and part-time employees. Comptroller staff enter information on wages, insurance, taxes, health care, pension, union dues, and various other withholdings/deductions. Payroll responsibilities include processing electronic submissions through the Paylocity system, reconciliations, reporting, and auditing.

Utility Billing

The Comptroller's Office is responsible for utility billing and meter reading systems. Comptroller staff process utility bills, administer delinquent/shut off notices, and troubleshoot service problems. In addition, staff coordinates with the City's software billing provider, prepares reports, and maintains all utility accounts.

Accomplishments FY2018-2019

1. For FY18, external auditors issued an unmodified report for the City's finances.
2. Issued a Request for Proposal (RFP) for auditing the City's finances for 5-years commencing with the fiscal year ending April 30, 2019.
3. Researched a new financial software system and made a recommendation to City Council who subsequently approved to replace a system that is over 30 years old with limited functions.
4. Re-organized the Comptroller's Office and placed three current employees in position more suited to their strengths which improved efficiencies and eliminated one position through attrition.
5. Reduced expenses in the finance department in areas of payroll, especially lowering overtime expense; reduction in office supplies and professional services.
6. By issuing an RFP for auditing services, also reduced the expenses for auditing by approximately 48%.
7. Improved our business license renewal process to be more efficient and easier for business owners to register with appropriate fees.
8. Implemented various accounts payable processes to improve efficiencies: ACH vendor payments and an email accounts for vendors to send electronic versions of invoices, set up a directory for all scanned invoices and payment information once approved by City Council.

Goals FY19-20

1. Implement Tyler Munis Financial software (Phase 1) to include accounts payable, general ledger, accounts receivable, utility billing. This is the first year of a two-year project.
2. Continue to receive an unmodified report from the City's auditors.
3. Submit the FY20 Budget to GFOA for an award
4. Complete the renovation of the Comptroller's Office.
5. Establish a staff development plan for fiscal year 2020 and beyond for the finance department.
6. Work with Police Department for the transfer of the Records Division.
7. Continue to provide City Council with alternatives to reduce budget and maintain service levels.
8. Continue to work toward processes that are more efficient.
9. Develop policies and procedures to continue the City's quest for best practices.
10. Continue to work with Fire Prevention to make progress that all businesses are properly licensed and fees collected.

Financial Summary

The Comptroller's operations are funded through the General Fund. Although many General Fund revenues have roots in other departments (e.g., Department of Public Works, Water Division), the Comptroller's Office is responsible for most collections.

Revenues

The Comptroller's Office collects a wide range of license, permits, fines, and fees.

Revenues			
	FY 16-17	FY 17-18	FY 18-19 projected
Contractor's Licenses	19,165	22,359	19,000
Pet Tag Licenses	700	622	450
Liquor Licenses	34,550	34,550	52,263
Taxi Class B Licenses	24,099	26,049	23,186
Video Gaming Terminal Licenses	60,000	53,000	66,000
Business Licenses	86,974	117,879	109,332
Landlord Licenses	42,781	25,930	60,000
Property Vacancies Licenses	51,000	78,000	56,000
Building Permits	250,00	346,999	210,000
Rezoning Variance Permits	6,200	5,000	5,000
Miscellaneous Permits	11,000	13,305	1,600
Truck Stickers	8,680	11,210	14,410
Occupancy Permits	83,841	105,521	85,000
Hazardous Material Permits	38,283	38,283	38,000
Taxi Class A Driver Licenses	16,750	13,450	24,000
Lien Fees	46,776	48,066	55,000
Parking/Local Ordinance Fines	22,575	29,050	77,000
Animal Fines and Fees	2,765	2,521	150
Adjudication Fees	164,698	169,730	150,000
Other Adjudication Court Fees	4,000	3,600	5,500
Photo Copies	3,600	3,858	3,200
Police Services	1,174,805	1,068,733	1,100,000
Alarm Service Fees	19,480	27,980	14,000
Cable Franchise Fees	120,249	158,498	150,000

Expenditures

The Comptroller's Office budget is approved for \$921,770 for FY19-20. This is an increase from the prior year's budget. The increase is mainly due to the necessity of purchasing a new Enterprise Resource Planning (ERP) System which is a financial process management software that allows an organization to use a system of integrated applications to manage the business and automate many back office functions

related to technology, services and human resources. There are also several other expenses that have been moved from the Administrative Services department that attributed to the increase.

A year-to-year budget comparison shows an increase in contractual services and is directly related to allocation of certain expenses attributable to the Office's responsibilities. These include: bank service charges, audit expenses and payroll services. ■

Budget

This fiscal year's recommended budget reflects an increase in positions due to the transfer of one (1) Records Clerk from the Police Department to the Comptroller's Office.

The table below highlights the historical detail of increases and/or decreases for the Comptroller's Office. This fiscal year, the largest percentage increase is in Capital Outlay due to the implementation costs associated with the new ERP software.

While the department shows and overall increase in expenditures of 3.42%, please note that included in the amount is Phase I for a new financial software suite. Otherwise, the department would have a decrease of 19.02%.

	FY2017 Actuals	FY2018 Actuals	FY2019 Budget	FY2019 Projection	FY2020 Budget
Expenditures					
Personnel & Fringe Benefits	596,416	623,693	476,600	453,654	498,570
Contractual	217,322	169,564	259,700	267,512	218,700
Commodities	11,491	(521)	45,000	3,961	4,500
Debt Service	0	0	0	0	0
Other Charges	0	0	0	0	0
<i>Total Operating Expenditures</i>	825,229	792,736	781,300	725,127	721,770
Capital Projects	0	0	150,000	130,000	200,000
Transfer Out	0	0	0	0	0
<i>Total Other Expenditures</i>	0	0	150,000	130,000	200,000
Total Expenditures:	<u>825,229</u>	<u>792,736</u>	<u>931,300</u>	<u>855,127</u>	<u>921,770</u>

General Corporate Fund - Comptroller (Fund 01.36)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Request	
4000	Full-Time Wages	437,630	350,000	350,000	335,000	377,000	
4001	Part-Time Wages	0	0	0		0	
4006	Holiday Pay	12,134	0	0		0	
4010	Overtime	19,447	5,000	5,000	9,781	7,500	
4017	Comp Time Used	4,953	0	0	0	0	
	SubTotal Salaries and Wages:	474,164	355,000	355,000	344,781	384,500	8.31%
4020	IMRF Match	42,028	30,000	30,000	28,719	28,100	
4030	Employer's Health Insurance	66,388	60,000	60,000	50,641	53,500	
4035	Employer's Dental & Vision Insurance	5,618	4,000	4,000	4,076	2,800	
4070	Social Security Match	27,450	22,000	22,000	20,203	23,500	
4071	Medicare Match	6,420	5,000	5,000	4,712	5,600	
4072	Life Insurance Premiums	1,625	600	600	522	570	
	SubTotal Fringe Benefits:	149,529	121,600	121,600	108,873	114,070	-6.19%
4120	Maintenance - Equipment	1,115	1,000	1,000	1,000	0	
4310	Travel and Training	2,326	2,500	2,500	2,500	3,500	
4320	Postage	101	200	200	100	500	
4340	Printing and Publishing	6,564	5,000	5,000	1,000	5,200	
4350	Auditing	0	72,000	72,000	84,000	30,000	
4355	Payroll Services	0	36,000	36,000	38,227	38,000	
4400	Other Professional Services	153,122	125,000	125,000	131,621	130,500	
4440	Dues and Memberships	588	1,000	1,000	550	1,000	
4450	Bank Service Charges	5,749	17,000	17,000	8,514	10,000	
	SubTotal Contractual Services:	169,564	259,700	259,700	267,512	218,700	-15.79%
4650	Office Supplies	6,138	4,500	4,500	3,461	4,000	
4680	Operating Supplies	0	0	0	0	0	
4710	Publications	0	0	0	0	0	
4850	Miscellaneous Expense	-6,659	500	500	500	500	
	SubTotal Commodities:	-521	5,000	5,000	3,961	4,500	-10.00%
4940	Equipment	0	0	0	0	0	
	ERP Solution - Tyler Munis	0	150,000	150,000	130,000	200,000	
4960	Capital Lease	0	0	0	0	0	
	SubTotal Capital Programs:	0	150,000	150,000	130,000	200,000	100.00%
	Non Bonded Debt	0	0	0	0	0	
	SubTotal Debt Service:	0	0	0	0	0	0.00%
Total Comptroller's Office:		792,736	891,300	891,300	855,127	921,770	3.42%

General Corporate Fund - Comptroller

Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Requested Amount	
				Detailed	Line Item
01	36	4310	Travel & Training		3,500
			Software Training	1,000	
			IGFOA/GFOA	2,000	
			Miscellaneous	500	
01	36	4320	Postage		500
			Business license and other mailings	500	
01	36	4340	Printing & Publishing		5,200
			Decals for various licenses	1,200	
			Check stock	3,500	
			Misc	500	
1	36	4350	Auditing		30,000
			Annual Audit (Sikich)	30,000	
1	36	4355	Payroll Services		38,000
			Paylocity	38,000	
1	36	4400	Professional Services		130,500
			Accounting Support	125,000	
			Opeb 75 (Menard Consulting)	2,700	
			Fixed Asset Accounting	2,800	
01	36	4650	Office Supplies		4,000
01	36	4850	Miscellaneous Expense		500
			Lunch & Learn	500	

Human Resources Department

The North Chicago Human Resources Department (HR) provides human resource services that attract, sustain, and inspire excellence in people. These services are provided to approximately 200 employees. The Human Resources Department is responsible for all issues related to employee salaries and benefits, job classifications, diversity, training, talent management, and retention. For most employees, many of these matters are determined through the collective bargaining process managed by HR. The Department complies with all applicable laws, regulations, and policies. It employs best practices while promoting fairness, equity, diversity, and inclusion.

Headcount Summary

Department/Position/Title	Bargaining Unit /Statute	Staffing
Director, HR	CSO-Exempt	0.8
HR Assistant	CSO-NonExempt	1.0
Total		1.8

Accomplishments FY18-19

1. Attract, support, and engage a healthy, productive, and diverse workforce.
2. Maximized labor negotiations and settled collective bargaining agreement for the City's ICOPs Sergeants' contract.
3. Managed employment laws to identify and address legal trends and made changes to the employee handbook.
4. Maximized HR technology by expanding current technology to streamline processes.
5. Coordinated on-site flu shots and biometric screening to provide wellness initiatives. Initiated healthy walking challenges, providing employees fitbits and HealthyWage competitions. Other wellness initiatives included reduced gym memberships for employees and mental health wellness services.
6. Facilitated and supported leadership through the professional development of supervisors.
7. Utilized various avenues to engage employee engagement activities with employee celebrations and initiatives.
8. Realized 12.48% dental rate savings and realized a zero increase renewal rate in medical coverage.
9. Reduced work compensation and liability claims paid and closed out a significant number of risk management related claims.
10. Provided oversight and coordinated the summer youth program engaging North Chicago high school students.

Goals FY19-20

1. Continue to attract, recruit and retain qualified employees to fill open positions within the City.
2. Continue to negotiate with labor organizations to ensure agreements align with the City's operational needs and continued collaboration.
3. Continue to manage complex employment laws to identify and address legal trends and employer-employee changes to determine impact to the City, and update employee handbook with information to various subjects.
4. Continue to capitalize on current HR technology to develop and incorporate current technology which offers user-friendly and self-service processes so current and future employees can access resources and information on-demand.
5. Continue to utilize wellness initiatives to support and engage a healthy, productive and diverse workforce. Find ways to promote a culture of health.
6. Coordinate annual and online training and development to create an educational partnership with employees and supervisors.
7. Continue to promote employee engagement by expanding employee reward and recognition initiatives.
8. Work with health care providers to improve health status, health care utilization and connection with employees on health care services.
9. Continue to provide leadership and administration of the City's worker compensation and risk management program.
10. Continue to provide leadership oversight and administration into the summer youth program.

Budget

Human Resources provides services for the whole City, so payroll and benefits are also allocated to other funds within the organization. The budget shows a decrease in payroll and associated benefits for this reason.

Overall, the department is showing a decrease in budget as 2.88% over the prior year. The table below shows historical detail.

	FY2017 Actuals	FY2018 Actuals	FY2019 Budget	FY2019 Projection	FY2020 Budget
Expenditures					
Personnel & Fringe Benefits	191,576	202,073	180,434	171,684	177,784
Contractual	18,998	10,695	42,555	32,867	45,405
Commodities	22,805	28,503	23,600	15,462	16,300
<i>Total Operating Expenditures</i>	233,379	241,271	246,589	220,013	239,489
 <i>Total Expenditures:</i>	 233,379	 241,271	 246,589	 220,013	 239,489

General Corporate Fund - Human Resources (Fund 01.38)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Request	
4000	Full-Time Wages	153,916	138,200	138,200	131,442	136,000	
4001	Part-Time Wages	0	0	0	0	0	
4006	Holiday Pay	0	0	0	0	0	
4010	Overtime	0	0	0	10	0	
4017	Comp Time Used	0	0	0	0	0	
	SubTotal Salaries and Wages:	153,916	138,200	138,200	131,452	136,000	-1.59%
4020	IMRF Match	13,632	11,800	11,800	10,508	8,500	
4030	Employer's Health Insurance	21,652	18,350	18,350	18,350	21,600	
4035	Employer's Dental & Vision Insurance	1,375	1,300	1,300	1,525	1,100	
4070	Social Security Match	9,155	8,600	8,600	7,830	8,400	
4071	Medicare Match	2,141	2,000	2,000	1,831	2,000	
4072	Life Insurance Premiums	201	184	184	188	184	
	SubTotal Fringe Benefits:	48,157	42,234	42,234	40,232	41,784	-1.07%
4120	Maintenance - Equipment	0	0	0	0	0	
4230	Telephone	756	700	700	592	600	
4310	Travel and Training	1,180	4,000	4,000	2,110	3,800	
4312	In-House Training	3,301	5,000	5,000	248	5,700	
4320	Postage	185	300	300	100	0	
4340	Printing and Publishing	24	100	100	100	0	
4341	Software and Program Fees	0	0	0	0	1,000	
4380	Employment Medical Testing	130	30,000	30,000	25,000	25,000	
4385	Other Employee Benefits	0	0	0	2,600	7,050	
4400	Other Professional Services	2,454	0	0	0	0	
4444	Tuition Reimbursements	0	0	0	0	0	
4440	Dues and Memberships	2,665	2,455	2,455	2,117	2,255	
4740	Public Relations	0	0	0	0	0	
	SubTotal Contractual Services:	10,695	42,555	42,555	32,867	45,405	6.70%
4650	Office Supplies	2,677	2,000	2,000	2,000	2,000	
4680	Operating Supplies	0	1,000	1,000	0	0	
4710	Publications	0	600	600	0	0	
4715	Advertisement/Recruitment	20,931	15,000	15,000	9,651	10,000	
4717	Employee Recognition Program	4,246	4,300	4,300	3,811	4,300	
4850	Miscellaneous Expense	649	700	700	0	0	
	SubTotal Commodities:	28,503	23,600	23,600	15,462	16,300	-30.93%
Total Human Resources:		241,271	246,589	246,589	220,013	239,489	-2.88%

General Corporate Fund - Human Resources (Fund 01.38)

Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Requested Amount	
				Detailed	Line Item
01	38	4310	Travel & Training		3,800
			Annual IPELRA	1,400	
			SHRM	2,200	
			IPELRA (spring conference)	200	
01	38	4312	In-House Training		5,700
			Harrassment and labor	2,000	
			Diversity	2,000	
			Lunch n' Learn	700	
			Miscellaneous Training	1,000	
01	38	4440	Dues & Memberships		2,255
			SHRM	200	
			IPELRA/NPELRA	400	
			Linked IN	1,590	
			FMLA Tracking	65	
01	38		Software & Program Fees		1,000
			Docusign	1,000	
01	38	4717	Employee Recognition Program		4,300
			Monthly & Annual Recognition	700	
			Walking Program	1,300	
			PW Service recognition & birthday	1,300	
			Ice Cream Social	1,000	
01	38	4385	Other Employee Benefits		7,050
			FSA (Discovery)	2,600	
			EAP (Perspective)	4,450	

Public Works Department

The Public Works Department provides essential services to residents and businesses of North Chicago. It is comprised of the following divisions: Streets, Utilities, and Water Production. Beginning in FY20, fleet services have been outsourced to Enterprise Fleet Management (EFM). Through EFM, the procurement and maintenance for the City's fleet of cars and light trucks will be provided. It is projected that this outsourcing effort will provide significant savings, and overall, a more modern fleet of vehicles. The department is responsible for the care and maintenance of all streets, alleys, sidewalks, medians, median and parkway trees, signs, street lights, detention ponds, water distribution mains, storm and sanitary transmission mains. In FY20, the City also outsourced the landscape care and maintenance for all City-owned properties. Public Works provides the oversight and management for these contracts.

Headcount Summary – Street Division

The budget allocates the following positions in the Street Division.

<u>Public Works-Street Division</u>	Unit	FY20	Change
Director	CSO	0.30	0.00
Street Foreman	SEIU	1.00	0.00
Crew Leader	SEIU	2.00	0.00
Sr. Executive Secretary	CSO	0.50	0.00
Executive Secretary	CSO	0.00	0.00
Head Mechanic	SEIU	0.00	(0.50)
Auto Mechanic	SEIU	0.00	(0.50)
Auto Mechanic II	SEIU	0.00	(0.50)
Maintenance Worker II	SEIU	4.00	2.00
Maintenance Worker I	SEIU	5.00	3.00
Seasonal		0.00	(1.50)
Total		12.80	

Divisions and Services

Streets

The Streets Division manages and maintains approximately 57 miles of streets, 133 alleys that total approximately 18 miles. The division provides oversight and management for many traffic signals within the City, as well as approximately 1,400 street lights. The Streets Division is also responsible for the care and maintenance of five detention ponds located throughout the City that provide temporary places for the

storage of storm water to reduce street ponding and basement flooding. Additionally, approximately 36 acres of turf are managed and approximately 5 miles of hardscape roadway median surfaces are treated in an effort to control summer weed growth and provide attractive gateways to the City. In addition, the Streets Division manages and operates the electronics recycling facility at the Public Works City Yard, located at 1421 Renken Avenue. Lastly, this Division is tasked with ensuring that a means of safe passage is provided to users of all forms of mobility (i.e., motorists, bikers, hikers, runners, and walkers).

Financial Summary

The Public Works Street Division is funded through the General Fund.

Budget

The department's budget for FY19 - 20 is 1,518,033. This is a 6.78% or \$96,383 increase from the prior year's budget. The expenses that comprise the increase are as follows:

- Capital Programs for the purchase of equipment and replacement vehicle leased through Enterprise Fleet Management,
- Additional personnel costs (mechanics) until fleet services is transitioned over to Enterprise Fleet.

The table below summarizes historical information for the Street Division of Public Works.

	FY2017 Actuals	FY2018 Actuals	FY2019 Budget	FY2019 Projection	FY2020 Budget
Expenditures					
Personnel & Fringe Benefits	1,046,126	1,149,726	1,132,150	1,115,782	1,128,150
Contractual	209,036	206,950	202,500	99,846	272,500
Commodities	97,072	146,221	87,000	61,768	65,450
Debt Service	0	0	0	0	0
Other Charges	0	0	0	0	0
<i>Total Operating Expenditures</i>	<u>1,352,234</u>	<u>1,502,897</u>	<u>1,421,650</u>	<u>1,277,396</u>	<u>1,466,100</u>
Capital Projects	25,501	27,969	0	22,069	51,933
Transfer Out	0	0	0	0	0
<i>Total Other Expenditures</i>	<u>25,501</u>	<u>27,969</u>	<u>0</u>	<u>22,069</u>	<u>51,933</u>
Total Expenditures:	<u><u>1,377,735</u></u>	<u><u>1,530,866</u></u>	<u><u>1,421,650</u></u>	<u><u>1,299,465</u></u>	<u><u>1,518,033</u></u>

General Corporate Fund - Public Works Streets (Fund 01.28)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Request	
4000	Full-Time Wages	783,084	788,000	788,000	784,703	811,700	
4001	Part-Time Wages	31,349	38,250	38,250	9,008	1,000	
4009	Car Allowance	0	0	0	0	0	
4010	Overtime	62,306	40,000	40,000	55,000	40,000	
4017	Comp Time Used	0	0	0	0	0	
4022	Sick Leave Sellback	109	0	0	350	500	
	SubTotal Salaries and Wages:	876,848	866,250	866,250	849,061	853,200	-1.51%
4020	IMRF Match	74,602	67,500	67,500	68,721	60,400	
4025	Workers Compensation	0	0	0	0	0	
4030	Employer's Health Insurance	118,883	124,500	124,500	124,000	145,800	
4035	Employer's Dental & Vision Insurance	13,176	12,000	12,000	12,000	10,000	
4060	Uniform Allowance	0	0	0	0	0	
4070	Social Security Match	52,234	48,900	48,900	49,000	46,500	
4071	Medicare Match	12,216	11,500	11,500	11,500	10,800	
4072	Life Insurance Premiums	1,767	1,500	1,500	1,500	1,450	
	SubTotal Fringe Benefits:	272,878	265,900	265,900	266,721	274,950	3.40%
4100	Maintenance - Building	42,374	20,000	20,000	9,991	15,000	
4110	Maintenance - Vehicles	63,094	75,000	75,000	31,434	25,000	
4120	Maintenance - Equipment	15,189	25,000	25,000	17,765	6,000	
4130	Maintenance - Streets	26,195	30,000	30,000	750	60,000	
4150	Maintenance - Grounds	3,563	10,000	10,000	4,000	1,500	
4160	Maintenance - Utilities	0	0	0	0	0	
4180	Maintenance - Other	0	2,500	2,500	0	0	
4230	Telephone	4,349	4,000	4,000	4,000	4,000	
4270	Street Lighting	0	0	0	0	0	
4280	Rentals	1,473	2,500	2,500	2,500	2,500	
4310	Travel and Training	4,624	5,000	5,000	3,000	2,000	
4320	Postage	95	200	200	0	100	
4340	Printing and Publishing	420	1,000	1,000	0	0	
4341	Software License & Support	0	0	0	0	4,000	
4343	Janitorial Services	0	0	0	10,000	10,200	
4360	Engineering Services	39,679	0	0	15,106	10,000	
4380	Medical Services	0	0	0	0	0	
4385	Reimbursable PW Street Expenses	0	0	0	0	0	
4400	Other Professional Services	4,554	3,000	3,000	0	131,000	
4401	Contractual Services	0	20,000	20,000	500	0	
4440	Dues and Memberships	1,340	1,300	1,300	800	1,200	
4740	Public Relations	0	3,000	3,000	0	0	
	SubTotal Contractual Services:	206,950	202,500	202,500	99,846	272,500	34.57%

General Corporate Fund - Public Works Streets (Fund 01.28)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Request	
4650	Office Supplies	898	2,000	2,000	900	900	
4660	Fuel	95,112	35,000	35,000	30,000	30,000	
4670	Maintenance Supplies	12,874	15,000	15,000	8,300	13,000	
4680	Operating Supplies	16,877	15,000	15,000	10,240	4,500	
4690	Uniforms	19,544	20,000	20,000	11,928	16,300	
4710	Publications	0	0	0	0		
4800	Reimbursements	0	0	0	0	250	
4850	Miscellaneous Expense	915	0	0	400	500	
	SubTotal Commodities:	146,221	87,000	87,000	61,768	65,450	-24.77%
4910	Building Improvements	0	0	0	0	0	
4930	Vehicles	17,355	0	0	0	0	
4940	Equipment	10,614	0	0	22,069	30,000	
	SubTotal Capital Programs:	27,969	0	0	22,069	30,000	0.00%
	Enterprise Fleet - Lease	0	0	0	0	21,933	
	SubTotal Debt Service:	0	0	0	0	21,933	100.00%
4753	Transfer to FEMA Grant						
	SubTotal Transfers To:	0	0	0	0	0	
Total PW-Streets:		1,530,866	1,421,650	1,421,650	1,299,465	1,518,033	6.78%

General Corporate Fund - PW - Streets (Fund 01.28)

Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Requested Amount	
				Detailed	Line Item
01	28	4100	Maintenance-Buildings		24,000
			Overhead Doors & Operator	5,000	
			Locker room improvements, painting,	4,000	
			Rolling Gate & Operators	2,500	
			Roof Leak Repair	5,000	
			Facility Lighting	2,500	
			Miscellaneous repairs	5,000	
01	28	4110	Maintenance-Vehicles		48,000
			Repair parts and supplies	25,000	
			Hose and tire repair	7,500	
			Glass and radiator repair	5,500	
			Truck body repairs	5,000	
			Machine shop	5,000	
01	28	4120	Maintenance-Equipment		18,500
			Parts for off-road equipment	6,000	
			Parts for mowers	6,500	
			Snow and ice control-plows, salt spreaders	6,000	
			Pre-wet systems		
			AVL vehicle GPS	0	
01	28	4130	Maintenance-Street		60,000
			Street repairs/replacement/upgrade	15,000	
			Alley repairs	30,000	
			ADA crosswalk & sidewalk rehabilitation	15,000	
01	28	4150	Maintenance-Grounds		6,500
			Weed spraying	2,500	
			Mulch	2,500	
			Sprayer tips & pump sprayers	1,500	
01	28	4310	Travel and Training		0
			NEED DETAIL		
01	28	4343	Janitorial Services		10,200
			PW Building	10,200	
01	28	4360	Engineering Services		10,000
			Engineer (Trotter)	10,000	

01	28	4400	Professional Services		35,000
			Lawn Maintenance	4,000	
			Julie Services	2,500	
			Outsourcing (Parking lot snowplow)	25,000	
			Miscellaneous services	3,500	
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01	28	4440	Dues & Memberships		
			APWA	1,200	
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01	28	4650	Office Supplies		
			General Office supplies	1,000	
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01	28	4670	Maintenance Supplies		8,300
			Tool Allowances	1,200	
			Rekeying & Lock Services	300	
			Signage/Sign Posts	3,000	
			Gravel, Durapatcher	2,500	
			Maintenance (towels, bathroom supplies)	1,300	
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01	28	4680	Operating Supplies		10,300
			Small tools	4,000	
			Safety Fencing	300	
			Signage/Sign Posts	3,000	
			Gravel, Durapatcher	2,500	
			Pump supplies and parts	500	
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01	28	4690	Uniforms		16,300
			Winter Clothing	4,000	
			Safety Boots	2,500	
			Weekly Uniforms (Cintas)	9,620	
			Miscellaneous (gloves, safety lens, etc)	180	
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01	28	4800	Reimbursements		250
			CDL License Allowance	250	
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01	28	4930	Equipment		45,000
			V-Boxes (3)	45,000	Not on CIP
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Enterprise Fund

Enterprise Funds

Enterprise Funds are used to account for those found in the private sector. These funds use the net income with a fee charged to customers for services performed. The City uses the enterprise format to account for the revenue and expenses of the water utility as well as wastewater (sewer) operations.

Although historically separate, the City merged the Water and Sewer Enterprise Funds in FY2016-17. Though the revenues are combined, the Water and Sewer Divisions operate separately. Therefore, their expenditures are tracked separately.

The Water and Sewer Fund pays for water production and water distribution costs. The City's Water Division owns and operates the North Chicago Water Treatment Plant. This treatment plant provides safe, high-quality water to homes, businesses, and schools in an efficient and effective manner. The North Chicago Water Treatment Plant meets and exceeds all standards set by the Federal Environmental Protection Agency (EPA) and State Illinois Environmental Protection Agency (IEPA). The Water Division serves both City residents and businesses as well as external customers outside our municipal boundaries. In addition to its current external customers of Abbott Park, the Sanctuary Subdivision of Lake Bluff, and the unincorporated Arden Shores neighborhood through Lake County Public Works. The City also began selling water to the United States Navy for use as irrigation water at the Veteran's Memorial Golf Course.

The Sewer Fund pays for the City's stormwater and wastewater collection. In North Chicago, these systems are fully separated. The Sewer Division maintains the sanitary sewer transmission lines and uses these funds for these costs. The City sends its wastewater to the North Shore Water Reclamation District sanitary treatment facility near the AbbVie campus for treatment and release. Similarly, the City's stormwater system is maintained by funds generated from this Enterprise operation. Stormwater is ultimately conveyed to Lake Michigan.

Additionally, the City's refuse service contract is accounted for within the overall structure of the enterprise funds for efficiency, since refuse collection charges are billed with those for water and sewer use. To provide refuse services, the City has an agreement with a private contract hauler to remove solid waste, landscape waste and recyclables for all residential customers.

It is projected that the Water and Sewer Fund revenue will total approximately \$8.4million. Over the last several years, the City has worked diligently to recover water and sewer revenues. In coordination with the Public Works (PW) Department, fiscal staff audited each water account. At the same time, PW staff visited locations where water meters appeared to be functioning improperly and fixed or replaced malfunctioning water meters.

Such efforts have helped the City capture lost water revenue. In the coming year, staff will begin work to implement “Smart” water meters, and to establish an annual water meter testing program to ensure that all water produced is properly accounted for.

Divisions and Services

Utility Distribution

The Utility Distribution Division is responsible for maintaining and repairing all water mains and isolation valves. This division also clears all stormwater inlets, as well as blockages in the storm and sanitary sewers. On an ongoing basis, the Utility Distribution Division stops and starts water service for delinquent water accounts, and ensures that all storm drains and storm sewers are well-maintained and in good working order.

Water Production

The Water Production Division produces high-quality potable (drinking) water for the City and its external customers. In total, it produces over 1,375,211,000 gallons annually for residents and businesses. Major users include pharmaceutical manufacturing companies and research laboratories. In particular, the City provides Abbott/AbbVie with 4,642,019,000 gallons of water, as well as provides water to Rosalind Franklin University of Medicine and Science and Proctor and Gamble manufacturing facility.

Finance Summary

The tables below summarize historical financial information for the fund's divisions.

	FY2017 Actuals	FY2018 Actuals	FY2019 Budget	FY2019 Projection	FY2020 Budget
Expenditures					
Personnel & Fringe Benefits	1,651,163	1,693,758	1,862,450	1,633,400	1,605,850
Contractual	2,418,507	2,388,613	3,378,000	3,228,931	2,941,350
Commodities	202,840	214,392	478,250	200,150	351,000
Debt Service	93,777	263,773	336,501	336,783	342,056
Other Charges	0	0	0	0	0
<i>Total Operating Expenditures</i>	4,366,287	4,560,536	6,055,201	5,399,264	5,240,256
Capital Projects	2,439,585	317,110	4,750,000	210,000	6,055,432
Transfer Out	2,175,000	2,638,000	3,100,000	3,100,000	2,600,000
<i>Total Other Expenditures</i>	4,614,585	2,955,110	7,850,000	3,310,000	8,655,432
Total Expenditures:	8,980,872	7,515,646	13,905,201	8,709,264	13,895,688

Enterprise Fund - Revenues (Fund 07.00)

		Fiscal Year	Fiscal Year 2019			Fiscal Year	
		2018				2020	
Account	Description	Actual	Budget	Revised Budget	YTD Projected	Request	Percent Change
Revenue							
3001	Property Tax - General	281,751	280,932	280,932	280,932	284,820	
	SubTotal Taxes:	281,751	280,932	280,932	280,932	284,820	1.38%
3401	Water Usage - Industrial	1,638,840	1,850,000	1,850,000	1,800,000	1,850,000	
3404	Water Usage - Abbott Park	740,621	750,000	750,000	725,000	750,000	
3405	Water Usage - Abbvie Raw Water	613,530	700,000	700,000	725,000	725,000	
3406	Water Usage - Residential	1,378,716	1,325,000	1,325,000	1,325,000	1,325,000	
3407	Water Usage - Commercial	297,111	400,000	400,000	300,000	300,000	
3408	Water - Penalties/Late Charges	56,218	50,000	50,000	50,000	50,000	
3410	Service Restoration Fees	17,400	18,000	18,000	18,000	18,000	
3411	Water Meter Sales	12,613	20,000	20,000	18,000	20,000	
3412	Tap-on Fees	12,225	45,000	45,000	12,000	12,000	
3415	Ordinance Violation Fees	(22)	0	0	0	0	
3416	Base Water Fees - Industrial	53,965	59,000	59,000	58,700	59,000	
3417	Base Water Fees - Abbott Park	37,656	41,000	41,000	40,500	41,000	
3418	Base Water Fees - Commercial	94,711	95,000	95,000	104,000	97,000	
3419	Base Water Fees - Residential	451,677	475,000	475,000	495,000	495,000	
3452	Sewer Usage - Residential	467,132	450,000	450,000	520,000	500,000	
3453	Sewer Usage - Industrial	587,825	615,000	615,000	700,000	650,000	
3454	Sewer - Penalties/Late Charges	16,960	16,000	16,000	16,500	16,000	
3455	Sewer Usage - Commercial	93,765	105,000	105,000	105,000	105,000	
3457	Base Sewer Fees - Residential	68,335	70,000	70,000	75,000	70,000	
3458	Base Sewer Fees - Industrial	8,005	8,500	8,500	8,500	8,500	
3459	Base Sewer Fees - Commercial	13,114	15,000	15,000	15,000	15,000	
3905	Raw Water Equipment - Abbvie	70,631	23,000	23,000	23,700	23,700	
3909	Refuse	765,529	750,000	750,000	800,000	800,000	
	SubTotal Fees:	7,496,557	7,880,500	7,880,500	7,934,900	7,930,200	0.63%
3801	Interest	40,461	25,000	25,000	74,000	25,000	
3806	Interest - Investments	24,397	15,000	15,000	38,000	50,000	
	SubTotal Interest:	64,858	40,000	40,000	112,000	75,000	87.50%
3927	Transfer from General Fund	0	75,000	75,000	75,000	75,000	
	Transfer From:	0	75,000	75,000	75,000	75,000	100.00%
3904	Miscellaneous Revenue	6,298	10,000	10,000	10,000	10,000	
	SubTotal Miscellaneous:	6,298	10,000	10,000	10,000	10,000	100.00%
Total Water Fund Revenue:		7,849,464	8,286,432	8,286,432	8,412,832	8,375,020	1.07%

EnterpriseFund - Water (Fund 07.50)

		Fiscal Year	Fiscal Year 2019			Fiscal Year	
		2018				2020	
Account	Description	Actual	Budget	Revised Budget	YTD Projected	Request	Percent Change
Expenditures							
4000	Full-Time Wages	883,735	1,018,200	1,018,200	930,000	900,000	
4001	Part-Time Wages	3,422	3,500	3,500	600	3,500	
4003	Compensated Absences	12,264					
4010	Overtime	181,008	170,000	170,000	150,000	120,000	
4017	Comp Time Used	0	0	0	0	0	
4022	Sick Leave Sellback	109	0	0	100	0	
	Salaries and Wages:	1,080,538	1,191,700	1,191,700	1,080,700	1,023,500	-14.11%
4020	IMRF Match	89,196	87,000	87,000	84,000	67,000	
4025	Workers Compensation	0	0	0	0	0	
4030	Employer's Health Insurance	103,771	176,000	176,000	118,000	188,400	
4035	Employer's Dental & Vision Insurance	9,889	16,700	16,700	8,100	10,500	
4070	Social Security Match	64,032	63,100	63,100	62,000	55,800	
4071	Medicare Match	14,975	14,800	14,800	14,500	13,000	
4072	Life Insurance Premiums	2,396	1,700	1,700	2,600	1,325	
	Fringe Benefits:	284,259	359,300	359,300	289,200	336,025	-6.48%
4100	Maintenance - Building	98,995	60,000	60,000	30,000	55,000	
4110	Maintenance - Vehicles	11,850	10,000	10,000	14,000	10,000	
4120	Maintenance - Equipment	265,838	248,500	248,500	225,000	381,500	
4160	Maintenance - Utility System	81,376	405,000	405,000	325,000	0	
4180	Maintenance - Other	0	5,000	5,000	2,400	0	
4210	Risk Management (All Insurance)	0	0	0	0	263,800	
4230	Telephone	5,404	6,000	6,000	6,000	6,000	
4260	Utilities	593,673	676,000	676,000	620,000	626,000	
4280	Rentals	348	1,000	1,000	250	750	
4310	Travel and Training	1,854	5,000	5,000	2,500	4,000	
4320	Postage	5,976	15,000	15,000	15,000	16,000	
4340	Printing and Publishing	4,868	5,500	5,500	5,500	5,500	
4341	Software and Program Fees	0	0	0	0	38,500	
4343	Janitorial Services	0	0	0	10,200	10,000	
4350	Auditing	0	0	0	0	15,000	
4360	Engineering Services	325,802	450,000	450,000	625,000	100,000	
4380	Medical Services	0	0	0	0	0	
4400	Professional Services	66,118	80,000	80,000	105,000	251,000	
4440	Dues and Memberships	332	1,500	1,500	700	1,000	
4450	Bank Service Charges	660	0	0	8,700	8,700	
4480	Sludge Services	17,089	30,000	30,000	0	15,000	
4510	Intake Inspection	7,098	92,000	92,000	300,000	92,000	
4570	Pest Control	240	0	0	0	0	
4740	Public Relations	0	0	0	0	0	

EnterpriseFund - Water (Fund 07.50)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percent Change
		Actual	Budget	Revised Budget	YTD Projected	Request	
	Contractual Services:	1,487,521	2,090,500	2,090,500	2,295,250	1,899,750	-9.12%
4650	Office Supplies	494	750	750	750	750	
4660	Gasoline and Oil	7,837	45,000	45,000	24,000	24,000	
4670	Maintenance Supplies	12,094	120,000	120,000	30,000	120,000	
4680	Operating Supplies	80,988	165,000	165,000	50,000	132,500	
4690	Uniforms	10,563	13,000	13,000	8,200	12,000	
4710	Publications	0	0	0	0	0	
4800	Reimbursements	0	0	0	0	0	
4850	Miscellaneous Expense	1,094	5,000	5,000	0	500	
	Commodities:	113,070	348,750	348,750	112,950	289,750	-16.92%
4910	Building Improvements	0	1,150,000	1,150,000	0	850,000	
4920	Other Improvements	268,929	3,135,000	3,135,000	125,000	4,296,095	
4930	Vehicles	31,527	0	0	45,000	0	
4940	Equipment	0	50,000	50,000	0	100,000	
4960	Water Meters	16,654	125,000	125,000	40,000	0	
	Fleet Lease - Enterprise	0	0	0		9,337	
	Capital Programs:	317,110	4,460,000	4,460,000	210,000	5,255,432	17.83%
4860	Interest - 2014B	62,846	36,575	36,575	36,575	33,500	
4861	Non Bonded Interest Expense	201	0	0	0	0	
4865	Principal - 2014B	100,000	102,500	102,500	102,500	107,500	
4880	Bond Service Fees - 2014B	488	238	238	500	500	
4960	Non Bonded Debt	0	0	0	0	0	
	Debt Service:	163,535	139,313	139,313	139,575	141,500	1.57%
4753	Transfer to FEMA Grant						
	Transfers To:	0	0	0	0	0	
4781	Transfer to General Fund	2,110,000	2,500,000	2,500,000	2,500,000	2,100,000	
	Transfer To:	2,110,000	2,500,000	2,500,000	2,500,000	2,100,000	-16.00%
Total Water:		5,556,033	11,089,563	11,089,563	6,627,675	11,045,957	-0.39%

Enterprise Fund - Water (Fund 07.50)

Detail of Budgeted Expenditures

				Fiscal Year 2020 - Request	
Fund	Dept	Obj	Itemized Description	Detail	Total
<hr/>					
07	50	4100	Maintenance-Buildings		55,000
			Roof Repairs	50,000	
			Windows and Doors	5,000	
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07	50	4110	Maintenance-Vehicles		10,000
			Vehicle Parts	3,000	
			Vehicle Repairs	7,000	
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07	50	4120	Maintenance-Equipment		381,500
			Electrical System Repairs & Maintenance	50,000	
			Valves	30,000	
			Filter Beds	25,000	
			Flow Meters- Repair and Calibration	50,000	
			Chemical feed equipment/parts	10,000	
			Sludge Tanks and Pumps	30,000	
			Sludge Tank chain replacement	15,000	
			Sludge Tank Flite Repair	25,000	
			Site Maintenance	30,000	
			Distribution System	50,000	
			Centrifuge Maintenance	25,000	
			Ejector pit pump repairs/replacement	30,000	
			WTP sanitary forcemain repairs	5,000	
			Safety equipment	3,000	
			Maintenance tools	2,500	
			Lubricants/grease	1,000	
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07	50	4260	Utilities		626,000
			Elec Energy	450,000	
			Electricity Delivery - ComEd	100,000	
			Gas - Heat	50,000	
			Gas Delivery	25,000	
			Sanitary - North Shore	1,000	
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07	50	4310	Travel and Training		4,000
			Safety Training	1,500	
			AWWA Operator Continuing Ed	2,500	
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07	50	4340	Printing and Publishing		5,500
			Door hangers	1,500	
			Engineer Services	2,000	
			Miscellaneous	2,000	

Enterprise Fund - Water (Fund 07.50)

Detail of Budgeted Expenditures

				Fiscal Year 2020 - Request	
Fund	Dept	Obj	Itemized Description	Detail	Total
<hr/>					
07	50	4341	Software & Program Fees		38,500
			Hach equipment/software	20,000	
			Scada System Maintenance	15,000	
			Software upgrades	3,500	
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07	50	4360	Engineering Services		100,000
			Water System	100,000	
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07	50	4400	Professional Services		251,000
			Water Rate Study	42,000	
			Water Meter Testing & Calibration	25,000	
			Sample collections samples	40,000	
			Interior Painting - Pipes and Rooms	25,000	
			Hoist Maintenance	3,000	
			Boiler Maintenance Agreement	4,000	
			Backflow Testion	2,000	
			Valve and hydrant exercising	35,000	
			Hydrant painting	20,000	
			Pump and Motor Maintenance	30,000	
			Comptroller (GovHR)	25,000	
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07	50	4510	Intake Inspections		92,000
			Drivers Intake	50,000	
			Green Bay Tank	12,000	
			Wet Well	5,000	
			Remote Operator Vehicle Line	25,000	
<hr/>					
07	50	4670	Maintence Supplies		120,000
			WM Break Repair Supplies	70,000	
			Hydrant Replacements	20,000	
			HMA (Hot Mix Asphalt) and aggregate	30,000	
<hr/>					
07	50	4680	Operating Supplies		132,500
			Water Treatment Chemicals	80,000	
			Lab Supplies - Testing	15,000	
			Meter Horns and Related Appurtances	10,000	
			Meters and Transmitters	25,000	
			Miscellaneous small tools	2,500	
<hr/>					
07	50	4910	Building Improvements		850,000
			Water Treatment Plant Rehab - Phase I	560,000	
			Water Treatment Plant Rehab - Phase II	290,000	

Enterprise Fund - Water (Fund 07.50)

Detail of Budgeted Expenditures

				Fiscal Year 2020 - Request	
Fund	Dept	Obj	Itemized Description	Detail	Total
<hr/>					
07	50	4920	Other Improvements		4,296,095
			Water Main Replacement - Dugdale	616,455	
			Water Main Replacement - Kemble	804,640	
			Water Main	2,400,000	
			14th Street Reconstruction	475,000	
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07	50	4940	Equipment		100,000
			High Lift Pump Replacements	100,000	
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7	50	4781	Transfer to General Fund		2,100,000
			Transfer	2,100,000	

EnterpriseFund - Sewer (Fund 07.51)

		Fiscal Year	Fiscal Year 2019			Fiscal Year	
		2018				2020	
Account	Description	Actual	Budget	Revised Budget	YTD Projected	Request	Percent Change
Expenditures							
4000	Full-Time Wages	219,048	219,000	219,000	172,000	161,600	
4001	Part-Time Wages	0	0	0	0	0	
4010	Overtime	32,615	27,000	27,000	25,000	25,000	
4017	Comp Time Used	0	0	0	0		
4022	Sick Leave Sellback	0	0	0	0	0	
	SubTotal Salaries and Wages:	251,662	246,000	246,000	197,000	186,600	-24.15%
4020	IMRF Match	22,289	18,300	18,300	16,000	12,100	
4025	Workers Compensation	0	0	0	0	0	
4030	Employer's Health Insurance	33,992	26,800	26,800	33,000	32,500	
4035	Employer's Dental & Vision Insurance	2,250	3,200	3,200	2,200	2,400	
4070	Social Security Match	14,967	13,600	13,600	12,000	10,100	
4071	Medicare Match	3,500	3,200	3,200	3,000	2,400	
4072	Life Insurance Premiums	300	350	350	300	225	
	SubTotal Fringe Benefits:	77,299	65,450	65,450	66,500	59,725	-8.75%
4100	Maintenance - Building	1,438	10,000	10,000	1,000	18,000	
4110	Maintenance - Vehicles	10,660	33,000	33,000	4,500	10,000	
4120	Maintenance - Equipment	839	10,000	10,000	2,500	15,000	
4150	Maintenance - Grounds	0	2,500	2,500	200	10,000	
4160	Maintenance - Utility System	25,100	0	0	3,000	0	
4180	Maintenance - Other	0	0	0	0	0	
4230	Telephone	3,844	4,000	4,000	3,700	4,100	
4260	Utilities	0	0	0	0	0	
4280	Rentals	0	1,000	1,000	0	2,500	
4310	Travel and Training	1,220	2,000	2,000	500	2,000	
4360	Engineering Services	5,772	140,000	140,000	40,000	75,000	
4380	Medical Services	0	0	0	0	0	
4400	Professional Services	73,042	50,000	50,000	8,000	105,000	
4401	Contractual Services	2,700	285,000	285,000	70,000	0	
4440	Dues and Memberships	185	0	0	0	0	
4740	Public Relations	0	0	0	0	0	
	SubTotal Contractual Services:	124,801	537,500	537,500	133,400	241,600	-55.05%
4650	Office Supplies	170	500	500	0	250	
4660	Gasoline and Oil	3,590	10,000	10,000	8,000	10,000	
4670	Maintenance Supplies	65,599	85,000	85,000	60,000	45,000	
4680	Operating Supplies	26,448	25,000	25,000	12,000	0	
4690	Uniforms	5,277	9,000	9,000	7,200	6,000	

EnterpriseFund - Sewer (Fund 07.51)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percent Change
		Actual	Budget	Revised Budget	YTD Projected	Request	
4710	Publications	0	0	0	0	0	
4800	Reimbursements	0	0	0	0	0	
4850	Miscellaneous Expense	238	0	0	0	0	
	SubTotal Commodities:	101,322	129,500	129,500	87,200	61,250	-52.70%
4910	Building Improvements	0	0	0	0	0	
4920	Other Improvements	0	0	0	0	800,000	
4930	Vehicles	0	0	0	0	0	
4940	Equipment	0	40,000	40,000	0	0	
4981	Construction Projects	0	250,000	250,000	0	0	
	SubTotal Capital Programs:	0	290,000	290,000	0	800,000	175.86%
4860	Interest - 2014B	0	36,575	36,575	36,575	33,500	
4861	Non Bonded Interest Expense	0	0	0	0	0	
4865	Principal- 2014B	100,000	102,500	102,500	102,500	107,500	
4880	Bond Service Fees - 2014B	238	238	238	238	500	
4960	Non Bonded Debt (IEPA)	0	57,875	57,875	57,875	57,875	
4961	Enterprise - Vehicle Lease	0	0	0	0	1,181	
	SubTotal Debt Service:	100,238	197,188	197,188	197,188	200,556	1.71%
4781	Transfer to General Fund	528,000	600,000	600,000	600,000	500,000	
	SubTotal Transfer To:	528,000	600,000	600,000	600,000	500,000	-16.67%
Total Sewer:		1,183,322	2,065,638	2,065,638	1,281,288	2,049,731	-0.77%

Enterprise Fund - Sewer (Fund 07.51)*Detail of Budgeted Expenditures*

Fund	Dept	Obj	Itemized Description	Fiscal Year 2020 -	
				Detail	Total
7	51	4100	Maintenance -Building & Grounds Roof and Heater Maintenance	18,000	18,000
7	51	4110	Maintenance - Vehicle Repairs and Maintenance	10,000	10,000
7	51	4120	Maintenance - Equipment Repairs and Maintenance	15,000	15,000
7	51	4150	Maintenance - Grounds Slope Maintenance	10,000	10,000
7	51	4280	Rental Equipment Rental	2,500	2,500
07	51	4360	Engineering Services 14th Street Reconstruction Assistance Detention Pond	50,000 25,000	75,000
07	51	4400	Professional Services Sewer Televising & Cleaning Manhole Adj and Repairs Root Treatments	60,000 25,000 20,000	105,000
07	51	4660	Gasoline and Oil Fuel	10,000	10,000
7	51	4670	Maintenance Supplies Sanitary sewer supplies	45,000	45,000
07	51	4781	Transfer to General Fund Transfer	500,000	500,000
07	51	4920	Other Improvements 14th Street Reconstruction	800,000	800,000

EnterpriseFund - Refuse (Fund 07.52)

		Fiscal Year	Fiscal Year 2019			Fiscal Year	Percent Change
		2018				2020	
Account	Description	Actual	Budget	Revised Budget	YTD Projected	Request	
Expenditures							
4402	Refuse Collection	776,291	750,000	750,000	800,281	800,000	
	SubTotal Contractual Services:	776,291	750,000	750,000	800,281	800,000	
Total Expenditures:		776,291	750,000	750,000	800,281	800,000	



Special Revenue Funds

Special Revenue Funds

The Special Revenue Funds are used to account for unique revenues derived from specific sources. These resources have been restricted by statute, ordinance, or other specific restrictions to finance certain City functions or activities. A Special Revenue Fund has been established for each unique funding source. The following funds are accounted for within the Special Revenue Funds:

Motor Fuel	TIF II – Sheridan Crossing
Housing and Community Block Grant (CDBG)	TIF I – Downtown Redevelopment Area
Federal Forfeited Property (DEA)	TIF III - Skokie Highway
E-911 Emergency	Grant Place Retail Center - Operating
Seized Drug Money (State)	Grant Place Retail Center - Capital

Headcount Summary

None of these funds have personnel.

Motor Fuel Tax (MFT)

The Motor Fuel Tax (MTF) gasoline tax is paid by distributors and suppliers who collect the tax from their customers. The State distributes a portion of the tax receipts to fund state and local construction projects. Localities receive 54.4% of that balance. These funds are used for construction and engineering projects.

Housing and Community Development Consolidated Action Plan

The objective for the use of funds from the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) and the Home Investment Partnerships (HOME) Program is the development of viable communities by providing safe and sanitary housing, a suitable living environment, expanding economic opportunities, and homeless assistance activities principally for persons of low and moderate income.

The CDBG Program provides funds for community development activities including public infrastructure improvements, housing activities, economic development, job training programs, and public service activities. The HOME Program provides funds for the acquisition of vacant, foreclosed, or blighted properties; demolition of dilapidated structures; the rehabilitation of existing homes; and new construction

of homes on vacant land. The vacant, rehabilitated, and new homes will be sold to low-to-moderate income first-time homebuyers.

Federal Forfeited Property (DEA)

The Forfeited Property Fund was established to receive revenue from the United States Treasury for a portion of the proceeds earned from the sale of forfeited property; the revenues must be restricted to law enforcement uses. The Police Department is not participating in the Federal Drug Enforcement Administration (DEA) program but has a balance from prior years that will be used in FY18-19.

E911 Emergency Fund

The E-911 Fund operates under the direction of the Emergency Telephone System Board (ETSB). The Board consists of seven members appointed by the Mayor, with the approval of City Council. The City Treasurer is a voting member of the Board. At least three members are from the Police Department, the Fire Department, and/or Emergency Services Management. Furthermore, at least one citizen is appointed to the Board. All members will serve a four-year term and hold office until their replacement is appointed and confirmed by City Council. The Board has oversight of the 9-1-1 system for citizens of North Chicago. This system consists of one Public Safety Answering Points (PSAPs) staffed by 10 dispatchers. North Chicago is an “early adopter” of the newly established Lake County 911 Consolidation Implementation Team which consists of several communities and/or public safety entities developing a proposed implementation plan for regional 911 consolidation in Lake County.

Seized Drug Forfeitures – State

The Seized Drug Forfeitures Fund was established to account for seized and/or forfeited drug-related funds awarded by the State of Illinois. The administration and recordkeeping of this fund is a responsibility of the Police Department as revenues must be used for law enforcement expenses.

TIF II –Sheridan Crossing Redevelopment Area

The Sheridan Crossing Redevelopment TIF Fund was originally established as part of TIF I under Ordinance No. 99, approved on February 7, 2000. That ordinance was amended on October 22, 2007, to carve out approximately 32 acres that were then designated as TIF II, with the common designation of

Sheridan Crossing. The frozen equalized and assessed valuation at the date (base EAV) for the area was \$1,940. Several series of debt has been issued (accounted within the Debt Service Funds) to provide for land acquisition and infrastructure improvements.

TIF I – Downtown Redevelopment

The Downtown Redevelopment Area TIF Fund was as part of TIF I under Ordinance No. 99, approved on February 7, 2000, and was amended as stated above. The original project area of TIF I was approximately 385 acres, and the frozen equalized and assessed valuation at the date the area was designated was \$12,712,116. Several series of debt have been issued (accounted within the Debt Service Funds) to provide for land acquisition and infrastructure improvements.

TIF III – Skokie Highway

The Skokie Highway TIF Fund was designated on November 10, 2016, as TIF III. The primary use of this redevelopment project area is a mixed-use consisting of retail, commercial and industrial component types.

The EAV at the time of designation was \$3,721,275 as of fiscal year ending April 30, 2018, the EAV rose to \$4,182,818. Improvements in the TIF area, such as the EMCO building located at 3601 Skokie Highway, for the coming year is expected to continue to have increasing EAV values.

Grant Place Operating and Grant Place Capital Funds

The Grant Place Operating Fund accounts for the receipts of tenant rents and common area maintenance costs and the expenditures associated with the operations and maintenance of the retail center.

The Grant Place Capital Development Fund was established in FY07-FY08 to account for the proceeds from the sale of Corporate GO Bond Series 2007-C that was designated for the completion of the Grant Place Retail Center. The project costs were segregated between construction reimbursement and construction completion activities. The reimbursement activities were related to the payment to claimants for expenses relating to the Five Points Economic Development Corporation (now dissolved) while the completion accounts were used to record expenses related to the completion of Grant Place remaining debt proceeds and any other funds can only be used as directed by the Mayor and City Council.

Motor Fuel Tax (Fund 06)

		Fiscal Year	Fiscal Year 2019			Fiscal Year	
		2018				2020	
Account	Description	Actual	Budget	Revised Budget	YTD Projected	Request	Percentage Change
Beginning Fund Balance		1,759,822	2,065,527	2,065,527	2,065,527	966,413	
Revenue							
3110	MFT - State	831,870	800,000	800,000	830,000	800,000	
	SubTotal Intergovernmental:	831,870	800,000	800,000	830,000	800,000	
3801	Interest	1,604	775	775	3,250	2,500	
3806	Interest - Investment	0	0	0	0	1,250	
	SubTotal Interest Income:	1,604	775	775	3,250	3,750	
3904	Miscellaneous Revenue	0	0	0	0	0	
3905	IDOT Signal Maintenance	0	4,500	4,500	0	0	
3906	IDOT Roadway Maintenance	8,610	15,000	15,000	26,000	25,000	
	SubTotal Miscellaneous Revenue:	8,610	19,500	19,500	26,000	25,000	
Total Revenue:		842,084	820,275	820,275	859,250	828,750	1.03%
Expenditures							
4130	Maintenance- Street	0	0	0	0	0	
4132	Maintenance - Signage	1,040	10,000	10,000	4,500	10,000	
4133	Maintenance - Traffic Signals	19,186	25,000	25,000	22,000	67,000	
4260	Utilities	250,597	180,000	180,000	225,000	215,000	
4270	Street Lighting	46,012	50,000	50,000	65,000	85,000	
4340	Printing & Publishing	0	0	0	0	0	
4360	Engineering	75,098	200,000	200,000	190,000	125,000	
4400	Other Professional Services	49,302	96,000	96,000	76,000	140,000	
4402	De-Icing Supplies	0	0	0	40,400	130,000	
4401	Contractual Services	0	120,000	120,000	0	0	
	SubTotal Contractual Services:	441,234	681,000	681,000	622,900	772,000	
4680	Operating Supplies	95,145	155,000	155,000	45,000	60,000	
	SubTotal Commodities:	95,145	155,000	155,000	45,000	60,000	
4920	Other Improvements	0	1,590,000	1,590,000	1,290,464	642,000	
	SubTotal Capital Programs:	0	1,590,000	1,590,000	1,290,464	642,000	
Total Expenditures:		536,379	2,426,000	2,426,000	1,958,364	1,474,000	-39.24%
Surplus/(Deficit)		305,705	(1,605,725)	(1,605,725)	(1,099,114)	(645,250)	
Ending Fund Balance		2,065,527	459,802	459,802	966,413	321,163	

Special Revenue Fund - MFT (Fund 06.48)

Detail of Budgeted Expenditures

				Fiscal Year 2019	
Fund	Dept	Obj	Itemized Description	Detail	Total
<hr/>					
06	48	4132	Maintenance - Signage		10,000
			Upgrades and replacements	10000	
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06	48	4133	Maintenance - Traffic Signals		67,000
			Traffic Signal Maintenance (Meade Electric)	36,000	
			Traffic Signal Maintenance (State of Illinois)	3,000	
			Traffic Signal Maintenance (Lake County)	3,000	
			Traffic signal knockdowns/emergency repairs	25,000	
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06	48	4260	Utilities		215,000
			Rate 23	203,000	
			Rage 25	12,000	
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06	48	4270	Street Lighting		85,000
			Knockdowns replacement assemblies	50,000	
			Outage Repairs	35,000	
<hr/>					
06	48	4360	Engineering Services		125,000
			Phase 1 McClory Path Redesign	60,000	
			Phase 1 - Lewis & Buckly	65,000	
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06	48	4400	Professional Services		140,000
			Pavement Marking (Sheridan Rd)	20,000	
			Crack Sealing	10,000	
			Pavement Patching (1500 Seymour)	6,000	
			Murray & Trettle Weather Service	6,000	
			Pavement Preservation (CIP)	60,000	
			Street Sweeping	38,000	
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06	48	4402	De-Icing Supplies		130,000
			Road Salt	130,000	
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Special Revenue Fund - MFT (Fund 06.48)

Detail of Budgeted Expenditures

06	48	4680	Operating Supplies		60,000
			Coldpatch	15000	
			Emulsion & Aggregate	30000	
			Tools and Misc supplies	15,000	
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06	48	4920	Other Improvements		917,000
			Argonne Phase 1 Engineering	275,000	
			2018 Street Program - Retainage	87,000	
			2019 MFT Street Resurface Project	555,000	
			(includes Engineering Costs)		
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Motor Fuel Tax (Fund 06)

		Fiscal Year 2019		Fiscal Year 2020
Account	Description	Budget	YTD Projected	Request
Beginning Cash and Investmens		2,101,385	2,101,385	1,002,271
Revenue				
	SubTotal Intergovernmental:	800,000	830,000	800,000
	SubTotal Interest Income:	775	3,250	3,750
	SubTotal Miscellaneous Revenue:	19,500	26,000	25,000
Total Cash Receipts		820,275	859,250	828,750
Non-Capital Cash Outlay				
Expenditures				
	SubTotal Contractual Services:	681,000	622,900	772,000
	SubTotal Commodities:	155,000	45,000	60,000
Total Non-Capital Cash Outlay		836,000	667,900	832,000
Total Net Change in Cash		(15,725)	191,350	(3,250)
Capital Cash Outlay				
	SubTotal Capital Programs:	1,590,000	1,290,464	917,000
Total Capital Cash Outlay		1,590,000	1,290,464	917,000
Total Net Change in Cash		(1,605,725)	(1,099,114)	(920,250)
Ending Cash and Investmens		495,660	1,002,271	82,021

Community Development Block Grant (Fund 15)

		Fiscal Year	Fiscal Year 2019				Fiscal Year	
		2018					2020	
Account	Description	Actual	Budget	Revised Budget	YTD Projected	YTD 1/31/19	Request	Percentage Change
Beginning Fund Balance		347,959	178,029	178,029	178,029	432,872	432,872	
Revenue								
3150	Grant Proceeds	108,414	221,750	221,750	250,000	0	448,000	
3158	Grant Proceeds - Lake County HOME	332,453	0	0	43,875	52,266	0	
	SubTotal Grant Proceeds:	440,867	221,750	221,750	293,875	52,266	448,000	
3801	Interest	77	75	0	150	92	200	
	SubTotal Interest Income:	77	75	0	150	92	200	
3932	Gain on Sale of Land	0	0	0	0	0	0	
3999	CDBG- Holding	0	0	0	13,084	13,084	0	
	SubTotal Financing Sources:	0	0	0	13,084	13,084	0	
	Total Revenue:	440,944	221,825	221,750	307,109	65,442	448,200	102.05%
Expenditures								
4302	CDBG Sidewalks/Streetscape	89,998	0	0	43,875	43,875	20,000	
4324	Water Main Maintenance Prog	144,200	0	0	0	0	15,000	
4340	CDBG Infrastructure	152,744	0	0	0	0	15,000	
4350	Emergency Rehabs/Demolition	0	0	0	8,391	8,391	0	
4351	Lake County HOME	276	0	0	0	0	0	
4365	PADS/Crisis Intervention	0	0	0	0	0	33,000	
4366	Admin/Tech Assistance Plan	0	0	0	0	0	0	
	SubTotal Other Charges:	387,218	0	0	52,266	52,266	83,000	
4780	Street & Alley Program	0	0	0	0	0	0	
4990	Uncollected Loan Expense	223,656	0	0	0	0	0	
	SubTotal Financing Sources:	223,656	0	0	0	0	0	
4920	Other Improvements	0	0	0	0	0	365,000	
	SubTotal Capital Programs:	0	0	0	0	0	365,000	
4960	Non Bonded Debt	0	0	0	0	0	0	
	SubTotal Debt Service:	0	0	0	0	0	0	
	Total Expenditures:	610,874	0	0	52,266	52,266	448,000	100.00%
Surplus/(Deficit)		(169,930)	221,825	221,750	254,843	13,176	200	
Ending Fund Balance		178,029	399,854	399,779	432,872	446,048	433,072	

Special Revenue Fund -CDBG Fund (Fund 15.15)

Detail of Budgeted Expenditures

				Fiscal Year 2019	
Fund	Dept	Obj	Itemized Description	Detail	Total
<hr/>					
06	48	4132	Maintenance - Signage		10,000
			Upgrades and replacements	10000	
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06	48	4133	Maintenance - Traffic Signals		67,000
			Traffic Signal Maintenance (Meade Electric)	36,000	
			Traffic Signal Maintenance (State of Illinois)	3,000	
			Traffic Signal Maintenance (Lake County)	3,000	
			Traffic signal knockdowns/emergency repairs	25,000	
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06	48	4260	Utilities		215,000
			Rate 23	203,000	
			Rage 25	12,000	
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06	48	4270	Street Lighting		85,000
			Knockdowns replacement assemblies	50,000	
			Outage Repairs	35,000	
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06	48	4360	Engineering Services		125,000
			Phase 1 McClory Path Redesign	60,000	
			Phase 1 - Lewis & Buckly	65,000	
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06	48	4400	Professional Services		140,000
			Pavement Marking (Sheridan Rd)	20,000	
			Crack Sealing	10,000	
			Pavement Patching (1500 Seymour)	6,000	
			Murray & Trettle Weather Service	6,000	
			Pavement Preservation (CIP)	60,000	
			Street Sweeping	38,000	
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06	48	4401	Contractual Services		120,000
			Pavement Preservation	65,000	
			Tree Replacement	5,000	

LED Street Lighting Project	50,000
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06	48	4402	De-Icing Supplies	130,000
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Road Salt	130,000
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06	48	4680	Operating Supplies	60,000
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Coldpatch	15000
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Emulsion & Aggregate	30000
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Tools and Misc supplies	15,000
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06	48	4920	Other Improvements	365,000
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NC Metra Train Station	365,000
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Federal Forfeited Property (DEA) (Fund 31)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Request	
	<i>Beginning Fund Balance</i>	100,319	36,463	36,463	36,463	64,763	
	Revenue						
3120	Federal Forfeited Property (DEA)	27,257	0	0	33,500	0	
3130	Federal Forfeited Property (DOJ)	5,180	0	0	(5,200)	0	
	SubTotal Intergovernmental:	32,437	0	0	28,300	0	
3801	Interest	1	0	0	0	0	
3806	Interest - Investment	0	0	0	0	0	
	SubTotal Interest Income:	1	0	0	0	0	
	Total Revenue:	32,439	0	0	28,300	0	0.00%
	Expenditures						
4310	Travel & Training	0	0	0	0	0	
	SubTotal Contractual:	0	0	0	0	0	
4680	Operating Supplies	0	0	0	0	0	
	SubTotal Commodities:	0	0	0	0	0	
4920	Other Improvements	0	0	0	0	0	
	SubTotal Capital Programs:	0	0	0	0	0	
4960	Non Bonded Debt	0	0	0	0	0	
	SubTotal Debt Service:	0	0	0	0	0	
4940	Equipment	96,294	0	0	0	0	
	SubTotal Capital Outlay:	96,294	0	0	0	0	
	Total Expenditure:	96,294	0	0	0	0	0.00%
	Surplus/(Deficit):	(63,855)	0	0	28,300	0	
	<i>Ending Fund Balance</i>	36,463	36,463	36,463	64,763	64,763	

E911 Emergency Fund (Fund 33)

		Fiscal Year	Fiscal Year 2019			Fiscal Year	
		2018				2020	
Account	Description	Actual	Budget	Revised Budget	YTD Projected	Request	Percentage Change
Beginning Fund Balance		429,383	500,768	500,768	500,768	595,518	
Revenue							
3111	E911 Surcharge Tax	0	16,000	16,000	0	0	
3112	E911 Wireless Receipts/State	149,384	120,000	120,000	150,000	140,000	
	SubTotal Taxes:	149,384	136,000	136,000	150,000	140,000	
3801	Interest	102	100	100	150	150	
	SubTotal Interest Income:	102	100	100	150	150	
Total Revenues:		149,486	136,100	136,100	150,150	140,150	2.98%
Expenditures							
4120	Maintenance - Equipment	30,229	43,900	43,900	30,000	33,000	
4180	Maintenance - Computer	38	44,000	44,000	0	0	
4230	Telephone	0	0	0	0	0	
4310	Travel & Training	3,547	13,400	13,400	6,200	6,200	
4340	Printing & Publications	0	0	0	0	0	
4380	Medical Service	0	0	0	0	0	
4400	Other Professional Services	6,522	3,800	3,800	1,400	1,400	
4440	Dues & Memberships	1,033	2,100	2,100	800	800	
4850	Equipment Leasing	0	0	0	0	0	
	SubTotal Contractual Services:	41,369	107,200	107,200	38,400	41,400	
4940	Equipment	14,297	1,100	1,100	0	0	
4950	Capital Improvements	9,355	92,000	92,000	17,000	0	
5001	Contingency	13,079	149,700	149,700	0	0	
	SubTotal Capital Outlay:	36,732	242,800	242,800	17,000	0	
	Transfer to Joint ETSB Board - Mundelein	0	0	0	0	550,000	
	SubTotal Transfer Out:	0	0	0	0	550,000	
Total Expenditures:		78,101	350,000	350,000	55,400	591,400	68.97%
Surplus/(Deficit):		71,385	(213,900)	(213,900)	94,750	(451,250)	
Ending Fund Balance		500,768	286,868	286,868	595,518	144,268	

Seized Drug Money - State (Fund 38)

		Fiscal Year	Fiscal Year 2019			Fiscal Year	
		2018				2020	
Account	Description	Actual	Budget	Revised Budget	YTD Projected	Request	Percentage Change
	Beginning Fund Balance	40,727	55,306	55,306	55,306	53,506	
	Revenue						
3801	Interest	128	125	125	200	200	
	SubTotal Interest Income:	128	125	125	200	200	
3810	State of Illinois Awares	26,862	500	500	4,500	500	
3804	Seizure Reimbursement	0	0	0	0	0	
	SubTotal Intergovernmental:	26,862	500	500	4,500	500	
	Total Revenue:	26,990	625	625	4,700	700	12.00%
	Expenditures						
4505	Refunded By Court Order	1,490	0	0	0	0	
4560	Program Expenditures	10,921	0	0	6,500	0	
	SubTotal Contractual Services:	12,411	0	0	6,500	0	
4940	Equipment	0	0	0	0	0	
	SubTotal Capital Outlay:	0	0	0	0	0	
4920	Other Improvements	0	0	0	0	0	
	SubTotal Capital Programs:	0	0	0	0	0	
4960	Non Bonded Debt	0	0	0	0	0	
	SubTotal Debt Service:	0	0	0	0	0	
		0					
	Total Expenditure:	12,411	0	0	6,500	0	0.00%
Surplus/(Deficit)		14,579	625	625	(1,800)	700	
Ending Fund	Ending Fund Balance	55,306	55,931	55,931	53,506	54,206	

Sheridan Crossing TIF II (Fund 64)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Request	
	Beginning Fund Balance	299,418	239,819	239,819	239,819	203,819	
	Revenue						
3801	Interest	0	0	0	1,000	1,200	
3955	Transfer from Downtown TIF I	0	0	0	0	0	
	SubTotal Contractual Services:	0	0	0	1,000	1,200	
	Total Revenue:	0	0	0	1,000	1,200	100.00%
	Expenditures						
4350	Auditing Services	0	0	0	0	250	
4440	Professional Services	59,599	0	0	37,000	18,000	
4930	Other Improvements	0	0	0	0	0	
	SubTotal Other Expenses:	59,599	0	0	37,000	18,250	
5004	Impairment Loss	0	0	0	0	0	
	SubTotal Non-recurring Expense:	0	0	0	0	0	
	Total Expenditures:	59,599	0	0	37,000	18,250	100.00%
		(59,599)	0	0	(36,000)	(17,050)	
	Beginning Fund Balance	239,819	239,819	239,819	203,819	186,769	

Downtown TIF Redevelopment Area (Fund 65)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020		Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	YTD 1/31/19	Request	
	<i>Beginning Fund Balance</i>	1,416,990	1,422,128	1,422,128	1,422,128	1,422,128	1,430,978	
	Revenue							
3801	Interest	6,239	6,000	6,000	10,000	8,092	10,000	
	SubTotal Interest Income:	6,239	6,000	6,000	10,000	8,092	10,000	
3901	Sale of Property	0	0	0	0	0	0	
	SubTotal Miscellaneous Revenue:	0	0	0	0	0	0	
	Total Revenue:	6,239	6,000	6,000	10,000	8,092	10,000	66.67%
	Expenditures							
4350	Auditig Services	0	0	0	0	0	1,250	
4400	Other Professional Services	1,100	0	0	1,150	1,140	0	
	SubTotal Contractual:	1,100	0	0	1,150	1,140	1,250	
4722	Transfer - Series 2007C	0	0	0	0	0	0	
4977	Transfer to Fund 64 (TIF Sheridan Cross)	0	0	0	0	0	0	
	SubTotal Transfer To:	0	0	0	0	0	0	
4920	Other Improvements	0	0	0	0	0	150,000	
		0	0	0	0	0	150,000	
5004	Impairment Loss	0	0	0	0	0	0	
	SubTotal Non-recurring Expense:	0						
	Total Expenditures:	1,100	0	0	1,150	1,140	151,250	100.00%
	<i>Surplus/(Deficit):</i>	5,139	6,000	6,000	8,850	6,952	(141,250)	
	<i>Ending Fund Balance</i>	1,422,128	1,428,128	1,428,128	1,430,978	1,429,080	1,289,728	

Skokie Highway TIF III (Fund 66)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			YTD 1/31/19	Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected		Request	
	Beginning Fund Balance	69,551	142,506	142,506	142,506	142,506	77,506	
	Revenue							
3007	Property Tax Tif Increment	73,761	0	0	76,500	76,576	79,000	
3801	Interest	0	0	0	0	0	0	
	SubTotal Interest Income:	73,761	0	0	0	0	79,000	
	Total Revenue:	73,761	0	0	0	0	79,000	100.00%
	Expenditures							
4350	Audit	0	0	0	0	0	1,250	
4400	Professional Services	807	50,000	50,000	65,000	46,891	150,000	
	SutTotal Contractual:	807	50,000	50,000	65,000	46,891	151,250	
4920	Other Improvements	0	1,000,000	1,000,000	0	0	0	
	SutTotal Capital Outlay:	0	1,000,000	1,000,000	0	0	0	
	Total Expenditures:	807	1,050,000	1,050,000	65,000	46,891	151,250	-85.60%
	Surplus/(Deficit)	72,955	(1,050,000)	(1,050,000)	(65,000)	(46,891)	(72,250)	
	Ending Fund Balance	142,506	(907,495)	(907,495)	77,506	95,615	5,256	

Grant Place Operating Fund (Fund 78)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percentage Change
		Actual	Budget	Revised Budget	YTD Projected	Request	
	Beginning Fund Balance	(31,627)	(45,664)	(45,664)	(45,664)	(42,946)	
	Revenue						
3401	Rent	102,718	109,600	109,600	129,000	132,780	
3402	Common Area Maintenance (CAM)	53,431	33,600	33,600	34,500	41,952	
3403	Real Estate	0	0	0	28,000	41,484	
3801	Interest Income	2,463	0	0	6,100	5,193	
3904	Miscellaneous Revenue	0	0	0	0	0	
	SubTotal Miscellaneous:	158,611	143,200	143,200	197,600	221,409	
	Total Revenue:	158,611	143,200	143,200	197,600	221,409	12.05%
	Expenditure						
4100	Maintenance - Building	61,776	20,000	20,000	30,000	30,000	
4150	Maintenance - Grounds	2,842	39,000	39,000	38,100	39,000	
4210	Building Insurance	0	12,000	12,000	12,000	16,900	
4230	Telephone	0	0	0	0	0	
4260	Utilities	26,596	18,000	18,000	16,500	16,500	
4343	Janitorial Services	0	0	0	2,955	4,140	
4401	Contractual Services	350	12,500	12,500	338	0	
4402	Refuse	0	0	0	3,200	3,200	
4444	RE Taxes	81,084	90,000	90,000	90,758	95,000	
4500	Legal Fees	0	0	0	300	300	
4570	Pest Control	0	0	0	731	900	
	SubTotal Contractual Services:	172,648	191,500	191,500	194,882	205,940	
	Total Expenditures:	172,648	191,500	191,500	194,882	205,940	5.67%
	Surplus/(Deficit)	(14,037)	(48,300)	(48,300)	2,718	15,469	
	Ending Fund Balance	(45,664)	(93,964)	(93,964)	(42,946)	(27,477)	

Grant Place Capital Fund (Fund 79)

		Fiscal Year	Fiscal Year 2019			Fiscal Year	
		2018				2020	
Account	Description	Actual	Budget	Revised Budget	YTD Projected	Request	Percentage Change
Beginning Fund Balance		1,751,769	1,756,670	1,756,670	1,756,670	1,758,720	
Revenue							
3801	Interest Income	3,231	6,200	6,200	650	0	
3904	Miscellaneous Revenue	1,670	0	0	1,400	1,200	
	SubTotal Miscellaneous:	4,901	6,200	6,200	2,050	1,200	
	Total Revenue:	4,901	6,200	6,200	2,050	1,200	-80.65%
Expenditure							
4400	Professional Services	0	0	0	0	3,500	
4850	Miscellaneous Expenses	0	2,500	2,500	0	0	
	SubTotal Contractual Services:	0	2,500	2,500	0	3,500	
	Total Expenditures:	0	2,500	2,500	0	3,500	40.00%
Surplus/(Deficit)		4,901	3,700	3,700	2,050	(2,300)	
Ending Fund Balance		1,756,670	1,760,370	1,760,370	1,758,720	1,756,420	

Special Revenue Funds - Grant Place (Fund 78 & 79)

Detail of Budgeted Expenditures

Fund	Dept	Obj	Itemized Description	Requested Amount	
				Detailed	Line Item
78	78	4110	Maintenance - Building		30,000
			General Repairs	23,000	
			Locks & Doors	2,500	
			Annual Inspections	2,000	
			Window Repair	2,500	
78	78	4120	Maintenance - Grounds		39,000
			Landscape & Snow Removal	35,000	
			Miscellaneous Grounds Improvements	4,000	
78	78	4343	Janitorial		4,140
			Cleaning Services	4,140	
79	79	4400	Professional Services		3,500
			Appraisal	3,500	



Special Revenue - Library

Library Fund (Special Revenue Fund)

The North Chicago Public Library (NCPL) connects people with resources to create a city of lifelong learners. Libraries are the memory of humankind, irreplaceable repositories of documents of human thoughts and actions. The North Chicago Public Library is a facility that strives to serve a diverse population of 29,951 in the North Chicago area. It provides a storehouse of knowledge at the heart of the world's only United States Navy recruit training command: Naval Station Great Lakes.

As its overriding mission, the NCPL seeks to provide learning resources and informational services that support and improve individual, family, and community life while enhancing educational, historical, cultural, and recreational experiences.

The Board of Library Trustees consists of nine trustees appointed by the Mayor, with the consent of City Council; no more than one trustee will be a member of the City Council. The Board of Library Trustees has the power to make any reasonable rules and regulations governing the use of the library and library facilities. The Board has charge of the operation of the library and the expenditure of all library funds.

The table below details historical financial information:

	FY2017 Actuals	FY2018 Actuals	FY2019 Budget	FY2019 Projection	FY2020 Budget
Expenditures					
Personnel & Fringe Benefits	167,682	513,569	813,569	526,248	584,202
Contractual	11,288	111,157	201,908	118,692	207,700
Commodities	4,606	80,631	4,740	42,449	46,300
Debt Service	0	0	0	53,298	53,400
Other Charges	0	1,338	2,200	1,461	5,400
<i>Total Operating Expenditures</i>	183,576	706,695	1,022,417	742,148	897,002
Capital Projects	0	165,739	64,000	48,151	85,300
Transfer Out	0	0	60,000	60,000	33,000
<i>Total Other Expenditures</i>	0	165,739	124,000	108,151	118,300
Total Expenditures:	183,576	872,434	1,146,417	850,299	1,015,302

Library Fund (Fund 03)

		Fiscal Year	Fiscal Year 2019			Fiscal Year	
		2018				2020	
Account	Description	Actual	Budget	Revised Budget	YTD Projected	Request	Percentage Change
Revenue							
3001	Property Tax - General	728,404	723,732	723,732	715,941	723,732	
3005	Property Tax - FICA/IMRF	36,164	40,660	40,660	40,123	40,660	
	SubTotal Taxes:	764,568	764,392	764,392	756,064	764,392	
3150	Grant Proceeds	107,271	30,000	30,000	78,262	30,000	
	SubTotal Grant Proceeds:	107,271	30,000	30,000	78,262	30,000	
3506	Rental Income	160	2,200	2,200	205	2,000	
3505	Fines & Fees	11,029	10,000	10,000	11,830	11,000	
	SubTotal Fines & Fees:	11,189	12,200	12,200	12,035	13,000	
3602	Photo Copies	2,694	500	500	4,410	6,000	
	SubTotal Other Charges:	2,694	500	500	4,410	6,000	
						38,000	
3801	Interest Income	342	250	250	486	400	
	SubTotal Interest Income:	342	250	250	486	400	
3903	Donations	9,219	10,000	10,000	6,825	10,000	
3904	Miscellaneous	11,355	0		850	0	
3905	Friends of NCPL	58	500	500	1,047	5,000	
	SubTotal Miscellaneous Income:	20,633	10,500	10,500	8,722	15,000	
Total Library:		906,697	817,842	817,842	859,980	828,792	

Library Fund (Fund 03)

		Fiscal Year	Fiscal Year 2019			Fiscal Year	
		2018				2020	
Account	Description	Actual	Budget	Revised Budget	YTD Projected	Request	Percentage Change
Expenditures							
4000	Full-Time Wages	276,768	328,162	328,162	325,182	338,007	
4001	Part-Time Wages	61,801	92,597	92,597	66,794	95,375	
4006	Holiday Pay	0	0	0	0	0	
4010	Overtime	0	0	0	0	0	
4017	Comp Time Used	0	0	0	0	0	
	SubTotal Salaries and Wages:	338,569	420,759	420,759	391,976	433,382	
4020	IMRF Match	24,392	28,305	28,305	22,763	23,200	
4030	Employer's Health Insurance	48,811	24,392	24,392	78,301	91,300	
4035	Employer's Dental & Vision Insurance	3,962	6,315	6,315	5,272	4,900	
4070	Social Security Match	20,516	26,825	26,825	21,898	24,700	
4071	Medicare Match	4,798	6,273	6,273	5,121	5,800	
4072	Life Insurance Premiums	204	700	700	918	920	
	SubTotal Fringe Benefits:	102,683	92,810	92,810	134,273	150,820	
4100	Maintenance - Buildings	10,456	73,298	73,298	19,034	25,000	
4110	Maintenance - Vehicles	591	2,500	2,500	204	3,000	
4120	Maintenance - Equipment	22,661	20,000	20,000	21,320	19,200	
4150	Maintenance - Grounds	4,952	25,000	25,000	3,137	18,000	
4180	Maintenance - Other	0	0	0	0	0	
4190	Snow Removal	0	1,000	1,000	0	0	
4230	Telephone	5,943	6,000	6,000	6,562	7,000	
4260	Utilities	2,116	2,500	2,500	2,211	3,000	
4280	Rentals	0	1,000	1,000	198	8,000	
4310	Travel and Training	3,901	7,000	7,000	5,494	12,000	
4320	Postage	817	2,500	2,500	657	650	
4340	Printing and Publishing	1,374	2,000	2,000	1,512	4,000	
4355	Audit	0	0	0	0	5,000	
4370	Legal Services	6,517	7,000	7,000	7,098	15,000	
4400	Other Professional Services	17,678	10,000	10,000	11,720	18,000	
4401	Contractual Services	286	360	360	68	300	
4420	Janitorial Services	2,319	4,000	4,000	4,325	10,000	
4440	Dues and Memberships	490	3,000	3,000	446	2,000	
4530	Boards & Commissions	19,471	21,000	21,000	25,640	26,000	
4450	Bank Service Charges	394	2,400	2,400	661	1,000	
4570	Pest Control	0	1,600	1,600	1,305	1,650	
4740	Public Relations	11,191	9,750	9,750	7,100	12,000	
4741	Risk Management	0	0	0	0	16,900	
	SubTotal Contractual Services:	111,157	201,908	201,908	118,692	207,700	

4650	Office Supplies	3,399	4,000	4,000	966	2,000
4660	Gasoline & Oil	82	900	900	0	1,500
4670	Maintenance Supplies	3,340	3,000	3,000	2,477	3,000
4680	Operating Supplies	5,502	4,000	4,000	7,210	4,200
4690	Uniforms	70	500	500	406	600
4710	Publications	1,656	4,000	4,000	1,745	4,000
4800	Reimbursements	0	0	0	0	0
4850	Miscellaneous Expense	8,019	1,000	1,000	639	1,000
4890	Book Purchase/Rental	58,563	30,000	30,000	29,006	30,000
	SubTotal Commodities:	80,631	47,400	47,400	42,450	46,300
4910	Building Improvements	78,222	5,000	5,000	0	25,000
4940	Equipment	38,474	10,000	10,000	592	9,300
4990	Audio Visual	4,229	4,000	4,000	3,038	6,000
5000	Computer Programming	44,814	45,000	45,000	44,521	45,000
	SubTotal Capital Programs:	165,739	64,000	64,000	48,151	85,300
4960	Non Bonded Debt	0	0	0	53,298	53,400
	SubTotal Debt Service:	0	0	0	53,298	53,400
4851	Friends of the NCPL	1,338	2,200	2,200	1,461	5,400
	SubTotal Other Charges	1,338	2,200	2,200	1,461	5,400
4781	Transfer to General Fund	0	60,000	60,000	60,000	33,000
		0	60,000	60,000	60,000	33,000
Total Library:		800,116	889,077	889,077	850,300	1,015,302



Debt Service Funds

Corporate Purpose Bond Summary - 2014-A (Fund 20)

		Fiscal Year	Fiscal Year 2019			Fiscal Year	Percent Change
		2018				2020	
Account	Description	Actual	Budget	Revised Budget	YTD Projected	Approved	
Beginning Fund Balance		1,172,518	1,946,659	1,946,659	1,946,659	2,816,930	
Revenue							
3001	Property Tax - Debt Service	961,233	989,144	989,144	976,338	995,200	
3007	Property Tax -TIF Increment	752,437	700,000	700,000	806,981	850,000	
	SubTotal Property Taxes:	1,713,669	1,689,144	1,689,144	1,783,319	1,845,200	
3801	Interest	627	500	500	65,000	65,000	
3806	Interest - Investment	1,744	1,500	1,500	1,552	0	
	SubTotal Interest Income:	2,371	2,000	2,000	66,552	65,000	
	Total Revenue:	1,716,041	1,691,144	1,691,144	1,849,871	1,910,200	
Expenses							
4860	Interest	185,675	174,350	174,350	174,350	150,200	
4870	Principal	755,000	805,000	805,000	805,000	845,000	
4880	Fiscal Agent Bond Fees	1,225	750	750	250	750	
	SubTotal Debt Service:	941,900	980,100	980,100	979,600	995,950	
	Total Expenditures:	941,900	980,100	980,100	979,600	995,950	
Surplus/(Deficit)		774,141	711,044	711,044	870,271	914,250	
Ending Fund Balance		1,946,659	2,657,703	2,657,703	2,816,930	3,731,180	

City of North Chicago
Debt Service/Tax Levy Schedule
Corporate Purpose General Obligation Bonds-Series 2014-A
Original Principal: \$6,010,000

Payment Date	Interest	Principal	Total	Annual Debt Service	Tax Levy	Tax
05/01/14	0		0			
11/01/14	0	0	0	0	0	2013
05/01/15	52,647		52,647			
11/01/15	108,925	0	108,925	161,572	161,572	2014
05/01/16	108,925		108,925			
11/01/16	108,925	695,000	803,925	912,850	912,850	2015
05/01/17	98,500		98,500			
11/01/17	98,500	755,000	853,500	952,000	952,000	2016
05/01/18	87,175		87,175			
11/01/18	87,175	805,000	892,175	979,350	979,350	2017
05/01/19	75,100		75,100			
11/01/19	75,100	845,000	920,100	995,200	995,200	2018
05/01/20	58,200		58,200			
11/01/20	58,200	905,000	963,200	1,021,400	1,021,400	2019
05/01/21	40,100		40,100			
11/01/21	40,100	970,000	1,010,100	1,050,200	1,050,200	2020
05/01/22	20,700		20,700			
11/01/22	20,700	1,035,000	1,055,700	1,076,400	1,076,400	2021

Purpose: Redevelopment project costs within the downtown tax increment financing redevelopment project area. Date of issue: February 4, 2015

Note: Refunded the Series 2005-A general obligation bonds issued to fund redevelopment project costs in the downtown tax increment financing redevelopment area

Security: City's full faith and credit with annually levied property taxes

Corporate Purpose Bond Summary - 2007-C (Fund 22)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percent Change
		Actual	Budget	Revised Budget	YTD Projected	Approved	
	Beginning Fund Balance	367,333	587,422	587,422	587,422	593,623	
	Revenue						
3001	Property Tax - Debt Service	853,938	862,916	862,916	853,046	873,227	
3007	Property Tax -TIF Increment	0	0	0	0	0	
	SubTotal Property Taxes:	853,938	862,916	862,916	853,046	873,227	
3801	Interest	5,529	1,500	1,500	8,002	6,000	
3806	Interest - Investment	0	0	0	0	0	
	SubTotal Interest Income:	5,529	1,500	1,500	8,002	6,000	
3920	Transfer from Series 2014-A	182,400	0	0	0	0	
	Transfer from Series 2014-A:	182,400	0	0	0	0	
	Total Revenue:	1,041,868	864,416	864,416	861,048	879,227	
	Expenses						
4860	Interest	416,137	404,372	404,372	404,372	378,228	
4870	Principal	405,000	450,000	450,000	450,000	495,000	
4880	Fiscal Agent Bond Fees	642	500	500	475	750	
	SubTotal Debt Service:	821,779	854,872	854,872	854,847	873,978	
	Total Expenditures:	821,779	854,872	854,872	854,847	873,978	
	Surplus/(Deficit)	220,089	9,544	9,544	6,201	5,249	
	Ending Fund Balance	587,422	596,966	596,966	593,623	598,872	

City of North Chicago
Debt Service/Tax Levy Schedule
Corporate Purpose General Obligation Bonds-Series 2007-C
Original Principal: \$8,860,000

Payment Date	Interest	Principal	Total	Annual Debt Service	Tax Levy	Tax
05/01/14	241,839		241,839			
11/01/14	241,839	290,000	531,839	773,679	773,679	2013
05/01/15	233,415		233,415			
11/01/15	233,415	325,000	558,415	791,830	791,830	2014
05/01/16	223,974		223,974			
11/01/16	223,974	345,000	568,974	792,947	802,947	2015
05/01/17	213,951		213,951			
11/01/17	213,951	405,000	618,951	832,903	832,903	2016
05/01/18	202,186		202,186			
11/01/18	202,186	450,000	652,186	854,372	854,372	2017
05/01/19	189,114		189,114			
11/01/19	189,114	495,000	684,114	873,227	873,227	2018
05/01/20	174,734		174,734			
11/01/20	174,734	550,000	724,734	899,468	899,468	2019
05/01/21	158,756		158,756			
11/01/21	158,756	600,000	758,756	917,513	917,513	2020
05/01/22	141,326		141,326			
11/01/22	141,326	660,000	801,326	942,653	942,653	2021
05/01/23	122,153		122,153			
11/01/23	122,153	720,000	842,153	964,307	964,307	2022
05/01/24	100,517		100,517			
11/01/24	100,517	765,000	865,517	966,035	966,035	2023
05/01/25	77,529		77,529			
11/01/25	77,529	810,000	887,529	965,058	965,058	2024
05/01/26	53,189		53,189			
11/01/26	53,189	860,000	913,189	966,377	966,377	2025
05/01/27	27,346		27,346			
11/01/27	27,346	910,000	937,346	964,691	964,691	2026

Purpose: Redevelopment project costs within the downtown tax increment financing
Date of Issue: August 15, 2007

Security: City's full faith and credit with annually levied property taxes

Corporate Purpose Bond Summary - 2007-A (Fund 24)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percent Change
		Actual	Budget	Revised Budget	YTD Projected	Approved	
	Beginning Fund Balance	367,333	377,245	377,245	377,245	378,950	
	Revenue						
3001	Property Tax - Debt Service	268,296	269,400	269,400	270,679	282,200	
3007	Property Tax -TIF Increment	0	0	0	0	0	
	SubTotal Property Taxes:	268,296	269,400	269,400	270,679	282,200	
3801	Interest	391	1,350	1,350	901	900	
3806	Interest - Investment	0	0	0	0	0	
	SubTotal Interest Income:	391	1,350	1,350	901	900	
	Total Revenue:	268,687	270,750	270,750	271,580	283,100	
	Expenses						
4860	Interest	63,300	59,400	59,400	59,400	42,200	
4870	Principal	195,000	210,000	210,000	210,000	240,000	
4880	Fiscal Agent Bond Fees	475	600	600	475	600	
	SubTotal Debt Service:	258,775	270,000	270,000	269,875	282,800	
	Total Expenditures:	258,775	270,000	270,000	269,875	282,800	
	Surplus/(Deficit)	9,912	750	750	1,705	300	
	Ending Fund Balance	377,245	377,995	377,995	378,950	379,250	

City of North Chicago
Debt Service/Tax Levy Schedule
Corporate Purpose General Obligation Bonds-Series 2007-A
Original Principal: \$2,475,000

Payment Date	Interest	Principal	Total	Annual Debt Service	Tax Levy	Tax
05/01/14	40,600		40,600			
11/01/14	40,600	170,000	210,600	251,200	251,200	2013
05/01/15	37,200		37,200			
11/01/15	37,200	180,000	217,200	254,400	254,400	2014
05/01/16	33,600		33,600			
11/01/16	33,600	195,000	228,600	262,200	262,200	2015
05/01/17	29,700		29,700			
11/01/17	29,700	210,000	239,700	269,400	269,400	2016
05/01/18	25,500		25,500			
11/01/18	25,500	220,000	245,500	271,000	271,000	2017
05/01/19	21,100		21,100			
11/01/19	21,100	240,000	261,100	282,200	282,200	2018
05/01/20	16,300		16,300			
11/01/20	16,300	255,000	271,300	287,600	287,600	2019
05/01/21	11,200		11,200			
11/01/21	11,200	270,000	281,200	292,400	292,400	2020
05/01/22	5,800		5,800			
11/01/22	5,800	290,000	295,800	301,600	301,600	2021

Purpose: Redevelopment project costs within the downtown tax increment financing redevelopment project area. Date of issue: May 9, 2007

Security: City's full faith and credit with annually levied property taxes

Corporate Purpose Bond Summary - 2007-B (Fund 29)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020	Percent Change
		Actual	Budget	Revised Budget	YTD Projected	Approved	
	Beginning Fund Balance	115,637	117,749	117,749	117,749	119,605	
	Revenue						
3001	Property Tax - Debt Service	207,091	205,060	205,060	204,852	205,060	
3007	Property Tax -TIF Increment	0	0	0	0	0	
	SubTotal Property Taxes:	207,091	205,060	205,060	204,852	205,060	
3801	Interest	556	300	300	2,540	2,500	
3806	Interest - Investment	0	0	0	0	0	
	SubTotal Interest Income:	556	300	300	2,540	2,500	
	Total Revenue:	207,647	205,360	205,360	207,392	207,560	
	Expenses						
4860	Interest	205,060	205,060	205,060	205,060	205,060	
4870	Principal	0	0	0	0	0	
4880	Fiscal Agent Bond Fees	475	500	500	475	475	
	SubTotal Debt Service:	205,535	205,560	205,560	205,535	205,535	
	Total Expenditures:	205,535	205,560	205,560	205,535	205,535	
	Surplus/(Deficit)	2,112	(200)	(200)	1,857	2,025	
	Ending Fund Balance	117,749	117,549	117,549	119,605	121,630	

City of North Chicago
Debt Service/Tax Levy Schedule
Corporate Purpose General Obligation Bonds-Series 2007-B
Original Principal: \$4,740,000

Payment Date	Interest	Principal	Total	Annual Debt Service	Tax Levy	Tax
05/01/14	102,530		102,530			
11/01/14	102,530	0	102,530	205,060	205,060	2013
05/01/15	102,530		102,530			
11/01/15	102,530	0	102,530	205,060	205,060	2014
05/01/16	102,530		102,530			
11/01/16	102,530	0	102,530	205,060	205,060	2015
05/01/17	102,530		102,530			
11/01/17	102,530	0	102,530	205,060	205,060	2016
05/01/18	102,530		102,530			
11/01/18	102,530	0	102,530	205,060	205,060	2017
05/01/19	102,530		102,530			
11/01/19	102,530	0	102,530	205,060	205,060	2018
05/01/20	102,530		102,530			
11/01/20	102,530	0	102,530	205,060	205,060	2019
05/01/21	102,530		102,530			
11/01/21	102,530	0	102,530	205,060	205,060	2020
05/01/22	102,530		102,530			
11/01/22	102,530	0	102,530	205,060	205,060	2021
05/01/23	102,530		102,530			
11/01/23	102,530	0	102,530	205,060	205,060	2022
05/01/24	102,530		102,530			
11/01/24	102,530	0	102,530	205,060	205,060	2023
05/01/25	102,530		102,530			
11/01/25	102,530	0	102,530	205,060	205,060	2024
05/01/26	102,530		102,530			
11/01/26	102,530	0	102,530	205,060	205,060	2025
05/01/27	102,530		102,530			
11/01/27	102,530	0	102,530	205,060	205,060	2026
05/01/28	102,530		102,530			
11/01/28	102,530	415,000	517,530	620,060	620,060	2027
05/01/29	93,608		93,608			
11/01/29	93,608	435,000	528,608	622,215	622,215	2028
05/01/30	84,255		84,255			
11/01/30	84,255	450,000	534,255	618,510	618,510	2029
05/01/31	74,580		74,580			
11/01/31	74,580	470,000	544,580	619,160	619,160	2030
05/01/32	64,475		64,475			
11/01/32	64,475	490,000	554,475	618,950	618,950	2031
05/01/33	53,940		53,940			
11/01/33	53,940	510,000	563,940	617,880	617,880	2032
05/01/34	42,848		42,848			
11/01/34	42,848	535,000	577,848	620,695	620,695	2033
05/01/35	31,211		31,211			
11/01/35	31,211	555,000	586,211	617,423	617,423	2034
05/01/36	19,140		19,140			
11/01/36	19,140	580,000	599,140	618,280	618,280	2035
05/01/37	6,525	300,000	306,525	306,525	306,525	2036

Purpose: Redevelopment project costs within the downtown tax increment financing redevelopment project area. Date of issue: May 9, 2007

Security: City's full faith and credit with annually levied property taxes



Internal Service Funds

Internal Service Funds

The Internal Service Funds are used to collect or consolidate costs in a single department. This consolidation helps the City track goods and/or services provided to various City departments. The Internal Service Funds then will charge the departments on either a cost reimbursement or fee basis using full-accrual accounting. In concept, Internal Service Funds should be self-supporting with income equal to expenditures. The City of North Chicago uses Internal Service Funds for (i) dental and vision; and (ii) retiree's health insurance.

Dental and Vision

The Dental and Vision Fund was established to account for the revenue and expenditure of funds for the City's self-insured dental and vision care program. Each participating operating department of the City makes payments into the Fund for those amounts that are necessary to fund anticipated claims.

Retiree's Insurance Premium

The Retiree's Insurance Premium Fund was established to account for the revenue and expenditure of funds intended to provide for the City's self-insured health and life insurance premium costs for retired personnel. Premiums are assessed to a retiree based upon a COBRA-based formula. Expenditures are equal to the actual charge for the elected coverage program.

Financial Summary

This fiscal year the Dental and Vision Fund will make a one-time interfund transfer in the amount of \$100,000 to the General Fund. This represents an accumulation of better claim experience over several years.

Dental and Vision Fund (Fund 36)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020
		Actual	Budget	Revised Budget	YTD Projected	Request
	Beginning Fund Balance	163,414	135,693	135,693	135,693	134,743
	Revenue					
3801	Interest Income	44	50	50	50	50
	SubTotal Interest Income:	44	50	50	50	50
3918	Employer Contributions	130,557	150,000	150,000	75,000	25,000
	SubTotal Miscellaneous Income:	130,557	150,000	150,000	75,000	25,000
	Total Revenue:	130,601	150,050	150,050	75,050	25,050
	Expenditures					
4091	Dental Expenses	131,932	125,000	125,000	58,500	0
4092	Vision Expenses	17,994	17,000	17,000	10,500	13,000
4450	Administrative Fees	8,396	7,000	7,000	7,000	6,000
	SubTotal Contractual:	158,322	149,000	149,000	76,000	19,000
	Transfer To General Fund	0	0	0	0	100,000
	SubTotal:	0	0	0	0	100,000
	Total Expenditures:	158,322	149,000	149,000	76,000	119,000
	Surplus/(Deficit):	(27,721)	1,050	1,050	(950)	(93,950)
	Ending Fund Balance	135,693	136,743	136,743	134,743	40,793

Retiree Premium Fund (Fund 40)

Account	Description	Fiscal Year 2018	Fiscal Year 2019			Fiscal Year 2020
		Actual	Budget	Revised Budget	YTD Projected	Request
	Beginning Fund Balance	0	0	0	0	10
	Revenue					
3801	Interest Income	7	10	10	10	10
	SubTotal Interest Income:	7	10	10	10	10
3911	Retiree Health & Life Premiums	143,666	170,200	170,200	157,300	163,300
3904	Miscellaneous Revenue	0	0	0	0	0
	SubTotal Miscellaneous Income:	143,666	170,200	170,200	157,300	163,300
	Total Revenue:	143,673	170,210	170,210	157,310	163,310
	Expenditures					
4031	Medical Health Premiums	141,003	167,000	167,000	144,000	150,000
4033	Dental & Vision Premiums	0	0	0	11,000	11,000
4072	Life Insurance Premiums	2,671	3,200	3,200	2,300	2,300
4850	Miscellaneous Expense	0	0	0	0	0
	SubTotal Contractual:	143,673	170,200	170,200	157,300	163,300
	Total Expenditures:	143,673	170,200	170,200	157,300	163,300
	Surplus/(Deficit):	(0)	10	10	10	10
	Ending Fund Balance	0	10	10	10	20



Capital Improvement Plan

December, 2018

Honorable Mayor
City Council

Staff is pleased to provide you with the City of North Chicago's proposed four-year Capital Improvement Plan (CIP) for the fiscal year 2019 through 2022. With this proposed CIP, the city continues to fulfill its responsibilities to maintain and enhance community infrastructure and capital assets.

The purpose of the CIP is to:

- Continue to provide quality, cost-effective public services;
- Plan, schedule and implement all first year CIP project and incorporate those projects as an integral part of the City's Annual Budget;
- Tentatively schedule all capital projects over the remaining periods with appropriate planning and implementation;
- Budget priority projects and develop a project revenue policy for proposed improvements;
- Coordinate the activities of various departments in meeting project schedules;
- Monitor and evaluate the progress of capital projects;
- Inform the public of projected capital improvements;
- Maintain the water utility system from receiving points to distribution;
- Promote traffic safety and comfort through improvement, maintenance, and reconstruction of deficient roads, including street lighting and appropriate traffic signals;
- Enhance the safety and convenience of pedestrians, school children and the disabled through the improvement of sidewalks;
- Timely repair of sanitary storm sewer systems;
- Preserve land values and other desirable characteristics to assure that the quality of life in North Chicago will be maintained in the future.

To summarize, this is a plan to protect, preserve and promote community standards. We trust you will find it a useful guide and an informative reference document.

SUMMARY OF SCOPE AND PURPOSE

The purpose of the CIP is to forecast and match projected revenues and capital needs over a fixed period, usually three to five years. It is an important management tool that strengthens the linkage between the city's infrastructure needs and the financial capacity of the City.

The definition of a capital project requiring the expenditure of public funds (over and above operating expenditures) for the purchase, construction or replacement of the physical assets of the community per the National Council on Government Accounting.

For the purposes of City's CIP, we have generally defined capital projects as projects with a life span of at least five years and value in excess of \$5,000.

City staff utilized the following criteria in establishing priorities of each project as well as projects that are deemed unfunded through the use of a prioritizing matrix shown as **Exhibit A** which will also be incorporated into our Capital Planning Policy.

- Projects that are deemed visible to the public and have an immediate impact to health or safety, or are mandated by state or federal agencies.
- Projects that have been initiated and are a completion of subsequent phases.
- Projects that provide the City reduction in maintenance and operating costs or those which result in the preservation of the City's prior investments.

OVERVIEW OF FY19-FY2022 CAPITAL IMPROVEMENT PLAN

This comprehensive program encompasses the current fiscal year through the year ending April 30, 2022. It includes not only water and sewer related projects, but also the City's buildings, equipment and vehicles. The plan also includes the funding sources for completing those projects.

Most of the projects makes some cost assumptions and are preliminary in nature. And as such, will need refinements as the City moves forward to implement those programs. Some projects will be noted that they might be contemplated if there comes a funding mechanism from a larger agency or if not, those programs may be dropped or deferred until such time there is financial assistance.

This plan is the City's commitment to maintenance and improvement to North Chicago's capital facilities. While the plan is ambitious, it is by no means frivolous. It is costly, but the mix of funding will also be affordable. The economy will also impact the timing of some projects and that is also a consideration of the priorities as they are made on the basis of need, financial conditions and other factors.

Lastly, implementing this CIP program, the city of North Chicago can be assured that no major capital investment of the City will be deferred to the point that future City Councils would have to act with a sense of urgency and under extreme pressure to construct, maintain or replace city assets, to the extent possible.

FUNDING SOURCES

The CIP is financed through various funding sources or specific revenue sources. Each individual project will indicate those specific funding sources. Source of funds are listed below:

General Fund

This is the major operating fund of the City and it provides for all activities not accounted for in other funds.

Motor Fuel Tax (MFT)

The state of Illinois has imposed a fuel tax on the privilege of operating motor vehicles on public highways in Illinois. MFT dollars are collected by Illinois and distributed to the municipality on a per capita basis.

Water and Sewer Fund

This fund is a business-type fund and the dollars generated by its users via water and sewer rates is used for Water and Sewer improvements. The fund has used IEPA loans to fund some improvements, in fact this CIP plan will include an additional loan through the IEPA for construction of a new water tower.

Capital Projects Fund

This is used to account for improvements not accounted for in other funds. The dollars are provided via cash transfers from the General Fund using the following revenues: one-time revenues, grant funding (when available) and fund balance reserves.

TIF

Projects located within the various City TIF areas will be the funding sources from increment property tax receipts. Currently the City has three TIF areas: Downtown Redevelopment Area, Skokie Highway, and Sheridan Crossing.

The program is based more on “pay-as-you-go” basis and utilize any available grants.

SUMMARY OF PROJECTS BY CATEGORY

The subsequent pages include project worksheets detailing in more depth the scope, purpose, project timeline, estimate of costs as well as which quarter they will be paid out and detailed by category as listed below.

Facilities and Improvements

City facilities include City Hall which houses Administration, Police, Fire, Economic Development, Comptroller Office, Public Works Building and Yard, additional Fire Station.

Vehicles

Replacement or acquisition of City vehicles and further subdivided by department section.

Equipment

Equipment used by Fire, Police and Public Works.

Information Technology (IT)

This may include upgrades to the wireless network, disaster recovery, storage, software upgrades or purchases, expansion of its backup processes, improvements to the network.

Streets, Sidewalks, and Alleys

The annual street program is funded through Motor Fuel Tax Fund (MFT) revenue allotment from the State of Illinois.

Water and Sewer Improvements

City annually budgets for improvements to its water system and includes sewer line, water main replacements, and improvements to its Water Plant. The water and sewer rate includes funding for these improvements. In an effort, maximize cost savings, water main replacement is scheduled to coincide with street improvements. Equipment at the Water Plant is also included in this section.

Below is a table summarizing expenses anticipated by fiscal years for each of these categories listed above.

TABLE OF EXPENSES BY CATEGORY

Equipment	208,300
Facilities & Improvements	2,044,000
IT	588,500
Streets, Sidewalks, Alleys	4,024,538
Vehicles	785,000
Water & Sewer Improvements*	15,789,145
Total of 4-Year Plan	\$ 23,439,483

TABLE OF EXPENSE BY YEAR

Fund	2019	2020	2021	2022
------	------	------	------	------

Water	661,580	5,110,360	1,525,000	1,650,000
Sewer	168,338	683,147	60,000	60,000
MFT	1,889,538	132,500	950,000	82,500
Grant	25,000	965,000	100,000	0
Downtown TIF	25,000	175,000	250,000	50,000
Grant Place	12,000	225,000	12,000	38,000
General	342,500	789,100	687,100	318,100
Drug Money	0	72,000	0	0
IEPA Loan*	130,000	1,615,180	3,090,360	1,545,180
Total by FY	3,253,956	9,767,287	6,674,460	3,743,780

**The Water Tower I project will be funded through a reimbursement of expenses and then a low interest IEPA loan.*

UNFUNDED PROJECTS

Unfunded projects are those projects identified, but did not get programmed into any particular year for a multitude of reasons. Identified projects can be programmed into a particular year, added or deleted from the unfunded list, become funded, can stay unfunded, re-prioritized, or can be dropped completely from the Plan.

Since this is the first official CIP developed, staff has developed this unfunded list in order to further develop a need assessment, define a funding source, wait for financial assistance from the larger agencies, and possibly waiting for other projects to be completed.

LIST OF UNFUNDED IDENTIFIED PROJECTS

Project/Improvement	Project Type	Amount
City Hall - A/C Condenser Replacement	Equipment	\$ 27,000
City Hall - Fire Alarm System Replacement	Equipment	\$ 85,000
Holding Cells Restoration (Public Safety Grant?)	Equipment	\$ 200,000
Skokie Highway Box Culvert	Facilities & Improvements	\$ 40,000
Parkway Tree Replacements	Facilities & Improvements	\$ 40,000
Fire Station 1 - New Women's Bathroom/Shower	Facilities & Improvements	\$ 45,000
City Hall - Council Chambers Renovation	Facilities & Improvements	\$ 150,000
PW - Roof Replacement	Facilities & Improvements	\$ 189,000
City Hall - Unit Ventilator Replacement	Facilities & Improvements	\$ 228,000
City Hall - Roof Replacement	Facilities & Improvements	\$ 325,000
City Hall - Plumbing Infrastructure Repair/Replace	Facilities & Improvements	\$ 1,500,000
Relocation of PW Facility	Facilities & Improvements	\$ 2,000,000
Citywide Private Wide Area Network	IT	\$ 123,500
Argonne Drive Reconstruction	Streets, Sidewalk, Alleys	\$ 4,152,800
MLK Reservoir	Water/Sewer Improvements	\$ 200,000

Total Unfunded: \$9,305,300

ADOPTION OF THE CAPITAL IMPROVEMENT PLAN

Staff will present the CIP each and every year to Council for approval, in conjunction with development of the City Annual Budget. Please note that while this plan is adopted and approved it **only commits the Council to those projects in the first year of the plan;** projects in the out year are identified simply for planning purposes as the CIP will be reviewed and updated annually to reflect any changes to circumstances.

It is extremely important to note as they relate to engineering costs, as those dollars are generally being spent to establish the projects for the following year. This is important as the City does not want to waste money on engineering designs, only to NOT fund that project for the following year.

Additionally, it is a best practice to not only adopt a capital improvements plan, but to also develop a Capital Improvement Planning Policy. The Government Finance Officers Association (GFOA) recommends and notes in their best practices the following:

“....capital planning policies establish a framework in which stakeholders understand their roles, responsibilities, and expectations for the process and an end result. Ideally, such policies also include guidelines for coordinating capital projects and promoting sound, long-term operations and capital financing strategies.”

CIP Calendar

September-October, 2018	Pre-CIP Planning Development of Projects by Departments
December, 2018	Submit to Departments draft of CIP 2019-2022
December, 2018	Review of all projects submitted by Chief of Staff, City Engineer and Comptroller
January 7, 2019	Introduce CIP plan to Finance Committee and City Council
January 8 – 22, 2019	Prioritize Projects using CIP Matrix
January 22, 2019	Presentation to Finance Committee project prioritized by staff Receive direction from Finance Committee and City Council for inclusion of projects into FY20 Budget
February 4, 2019	Questions and/or discussion at Council meeting (if needed)



Section 1:
Facilities and Improvements

FACILITIES & IMPROVEMENTS

Project: Skokie Highway Box Culvert (If funds are available)

Department Requesting: Public Works

Status: Previously Identified

Purpose/Need:

The storm water runoff tributary to the property drains overland in swales and through various storm sewers before reaching the Skokie River to the east. The area within the boundary of the Skokie Highway TIF Expansion has experienced multiple 100-year flooding events within the last 10 years that caused significant damage to the properties. This is evidenced by City and Lake County records, various engineering studies, and aerial topographic mapping. The most recent flood occurred on July 12, 2017, and resulted in the flooding of over 40 units of the Strawberry Condo Association and the closing of Rte 41 (Skokie Highway) for about a week until flood water could drain through the storm sewers and swales into the Skokie River, located to the east of the site.



Description:

This project is a feasibility study to investigate the possibility of constructing a larger box culvert connecting US Route 41 to the Skokie River.

Category	Facilities
Preliminary Design Engineering Costs	\$40,000.00
Estimated Schedule	None at this time.
Potential Funding Sources	Property Taxes/Enterprise Fund, SRF Water Pollution Control Loan Program, Public Works Program, Economic Adjustment Assistance Program, Community Development Assistance Program

Current Funding Source	Unfunded
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Facilities and Improvements

Project Name: Parkway Tree Replacements

Department Requesting: Public Works - Streets

Project Status: Previously Identified

Purpose/Need: Replace

Description: Replacement consists of 300+ Ash trees that have been removed due the Emerald Ash Borer.



Category	Facilities & Improvements
Description of Project	Tree Replacements
Funding Source 1	CDBG
Funding Source 2	
Funding Source 3	

Description	FY19	FY20	FY21	FY22
Cost		\$10,000	\$15,000	\$15,000

Current Funding Source	Unfunded
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Facilities and Improvements

Project Name: Relocation of PW facility

Department Requesting: Public Works - Streets

Project Status: Previously Identified

Purpose/Need: Update

Description: Relocation of the PW facilities from its current site to another suitable sight.



If the City relocates this property would be available to sell and put on the property tax rolls. Possible relocations are 24th & Commonwealth or create a municipal complex at the city hall that would house, public works, police and fire.

Category	Vehicles
Description of Project	Relocation of PW Facility
Funding Source 1	General
Funding Source 2	\$2,000,000
Funding Source 3	

Description	FY19	FY20	FY21	FY22
Cost				

Current Funding Source	Unfunded
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FACILITIES & IMPROVEMENTS

PROJECT NAME: City Hall– Window/Door Replacement

Department Requesting: ECD – Facilities Management Division

Project Status: Previously Identified

Purpose/Need:

Existing Windows and associated entry doors at City facility are exceeding their useful lifespan requiring replacement within the next 5- 8 years.



Description:

This project will account for costs associated with complete replacement of City Hall, Police and Fire Department windows, entry doors, Police entrance vestibule and front entrance curtain wall.

Many windows through-out City facility have damaged opening mechanisms deeming them inoperable. Some have been permanently screwed shut to prevent break-ins and further temporary repairs and possible injury. Some have damaged thermal seals causing fogging condition. Due to age, repair parts for these windows cannot be procured.

It has been suggested this project be completed in stages (2-3 years East side, then West etc.). Same product/color/model may not be available through a multi-year period depending on product chosen and would most likely result in increased labor and mobilization costs.

The numbers noted below are estimates at this time.

Category	Facilities & Improvements
Description of Project	City Hall –Window/Door Replacement
Funding Source 1	General Fund
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Cost		\$365,000		
Annual Maintenance				
Total:		\$365,000		

FACILITIES & IMPROVEMENTS

PROJECT NAME: City Hall Council Chambers Renovation

Department Requesting: Economic and Community Development/Mayor's Office

Project Status: Previously Identified

Purpose/Need:

Update current area which is approximately 40 years old.

Description:

This project will account for costs associated with updating interior including but not limited to:

Flooring, HVAC, Lighting, Electrical, Walls, Ceiling, Windows, Seating and Furniture, General Finishes, I.T., P.A. sound and recording system and Handicap Accessibility
The numbers noted below are estimates at this time.



Category	Facilities Management/IT
Description of Project	City Hall Council Chambers Renovation
Funding Source 1	Grant Application
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Cost		\$150,000		
Annual Maintenance				\$1,000
Total:		\$150,000		\$1,000

FACILITIES & IMPROVEMENTS

PROJECT NAME: City Hall (Original Facility)– Unit Ventilator Replacement

Department Requesting: ECD – Facilities Management Division

Project Status: Previously discussed

Purpose/Need:

Existing Unit Ventilators and associated components at City facility are exceeding their useful lifespan requiring replacement within the next 5- 10 years.



Description:

This project will account for costs associated with complete replacement of City Hall, Police and Fire Department unit ventilators and all associated controls and components which supply the original portion of city halls heating and air conditioning needs.

Due to age, repair parts (blower motors, aqua-stats drains, drain pans and control mechanisms) for these ventilators are becoming more and more difficult to find and or service as years go by.

There are a total of 57 unit ventilators needing replacement at approximately \$4,000 each. Approximate annual maintenance costs associated is \$4,000.

This project can be performed in stages in late spring after winter heating has been turned off.

The numbers noted below are estimates at this time.

Category	Facilities Maintenance
Description of Project	City Hall-Original Facility- Unit Ventilator Replacement
Funding Source 1	Grant Application
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Cost				\$228,000
Total:				\$228,000

FACILITIES & IMPROVEMENTS

PROJECT NAME: City Hall (Police Department), Public Works, Water Plant– Air Conditioning Condenser Replacement

Department Requesting: ECD – Facilities Management Division

Project Status: New

Purpose/Need:

Existing air conditioning condensing units at city hall, (Police Department), Public works, and water plant are exceeding their useful lifespan requiring replacement within the next 5- 8 years.



Description:

This project will account for costs associated with complete replacement of Police and Fire Department air conditioning condensing units and all associated controls and components which supply the Police, Public works, and Water Plant air conditioning needs.

There are independent condensing units supplying various areas of these buildings and departments and require yearly maintenance and or replacement due to their age totaling approximately 9 units.

The numbers noted below are estimates at this time.

Category	Equipment
Description of Project	City Hall, Public works, Water Plant A/C condensing unit replacement
Funding Source 1	Grant Application
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Cost				\$27,000
Annual Maintenance				\$500
Total:				\$27,500

Current Funding Source	Unfunded
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FACILITIES & IMPROVEMENTS

PROJECT NAME: City Hall,— Plumbing Infrastructure Repair/ Replacement

Department Requesting: ECD – Facilities Management Division

Project Status: Previously discussed

Purpose/Need:

Existing plumbing infrastructure for City hall is exceeding useful lifespan requiring complete replacement.

Repairs can and will be made annually to system when necessary to keep facility up and running but annual repair costs will most likely increase.



Description:

This project will account for costs associated with complete replacement (in stages) of City Hall, Police and Fire Department plumbing infrastructure.

Due to age and daily use for nearly 50 years, most or all domestic water supply and sanitary drain piping at city hall is in disrepair either causing leaks onto ceiling or in offices. Many of the original galvanized domestic water supply pipes have been reduced to more than ¾ of their original diameter and supply capabilities due to years of use and mineral deposits collecting on the inside of the pipes. Some repairs have shown only about 1/8” or less opening for water flow in a ¾” pipe

This project will also involve asbestos mitigation.

This project be completed in stages (1-2 years.).

Annual cost of repairs and maintenance to date has averaged 5,000.00 – \$10,000.00. All work repairs require “after hours” or weekend repairs due to city hall water needs for public use during normal working hours.

The numbers noted below are estimates at this time.

Category	Facilities & Improvements
Description of Project	City Hall –Plumbing Infrastructure Repair/Replacement
Funding Source 1	Grant Application
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Cost				\$1,500,000
Total:				\$1,500,000

FACILITIES & IMPROVEMENTS

PROJECT NAME: City Hall – North Parking Lot Resurfacing

Department Requesting: ECD

Project Status: Previously Identified

Purpose/Need:

Existing north police department parking lot has exceeded its useful lifespan requiring resurfacing within the next 2-3 years



Description:

North Police Department parking lot is approximately 20 years old with numerous potholes and cracking which require temporary patching.

This project will account for costs associated with complete grinding, patching and resurfacing of approximately 34,000 square feet of city hall parking lot area on the north or police department side of city hall

The numbers noted below are estimates at this time.

Category	Facilities & Improvements
Description of Project	Parking Lot Resurfacing
Funding Source 1	General Fund
Funding Sources 2	

Description	Total Cost	FY20	FY21	FY22
Construction Costs			\$187,000	
Maintenance			\$1,000	
Total:	\$188,000		\$188,000	

Current Funding Source	Unfunded
------------------------	----------

FACILITIES & IMPROVEMENTS

PROJECT NAME: Fire Station 1 – New Women’s Restroom/Shower

Department Requesting: Fire Department

Project Status: New request

Purpose/Need:

Create new women’s bathroom and shower Facility within existing fire department office area.

Currently the existing bathroom area necessitates both men and women utilizing the same bathroom and shower.

Description:

This project will account for costs associated with demolition and likely relocation of existing electrical, hvac, I.T equipment and plumbing for the new area (not yet identified) and complete installation of women’s restroom/shower area including plumbing, HVAC supply and ventilation, electrical and finishes.

This project dictates existing office area within the fire department (TBD) to be utilized for future women’s bathroom/shower needs.



The numbers noted below are estimates at this time.

Category	Facilities & Improvements
Description of Project	Fire Station 1 – New Women’s Restroom/Shower Area
Funding Source 1	General Fund
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Cost		\$45,000		
Annual Maintenance				\$1,000
Total:		\$45,000		\$1,000

Current Funding Source	Unfunded
------------------------	----------

FACILITIES & IMPROVEMENTS

PROJECT NAME: City Hall– Roof Replacement

Department Requesting: ECD – Facilities Management Division

Project Status: Previously Identified

Purpose/Need:

Existing roof at city facility is close to exceeding its lifespan requiring replacement within the next 8-10 years.



Description:

This project will account for costs associated with complete replacement of City Hall and Fire Department roof, skylights, roof drains, flashing and caps.

Currently the existing roof and skylights are in disrepair and require at least bi-annual maintenance to prevent reoccurring leaks. Currently, annual estimated maintenance costs are \$,6000- \$8,000.

The numbers noted below are estimates at this time.

Category	Facilities & Improvements
Description of Project	City Hall –Roof Replacement
Funding Source 1	Grant Application
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Cost				\$325,000
Total:				\$325,000

FACILITIES & IMPROVEMENTS

PROJECT NAME: Public Works – Roof Replacement

Department Requesting: Public Works

Project Status: Previously Identified

Purpose/Need:

Existing roof at the Public Works facility has exceeded its useful lifespan requiring replacement within the next 5 years.



Description:

This project will account for costs associated with complete replacement of public works roof and all associated components such as roof drains, skylights, flashings and caps.

Currently the existing roof and skylights are in disrepair and require at least quarterly maintenance to prevent reoccurring leaks. Currently, annual estimated maintenance costs are 5,000 - \$7,000.

The numbers noted below are estimates at this time.

Category	Facilities & Improvements
Description of Project	Public Works Facility – Roof Replacement
Funding Source 1	Grant Application
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Cost				\$189,000
Annual Maintenance				\$3,000
Total:				\$192,000

FACILITIES & IMPROVEMENTS

PROJECT NAME: Property Enhancement Grant Program

Department Requesting: ECD

Project Status: Not Previously Identified

Purpose/Need:

The redevelopment of the 33-acre brownfield site, known as Sheridan Crossing, is coming together. The developer, Structure Development, is close to reaching their minimum leasing requirements, for them to be able to obtain a construction loan, and ultimately break ground. That being the case, construction is expected to take place next Fall (19), the construction of this development will be a dramatic game changer for the Sheridan Avenue and Martin Luther King Jr. Drive. Staff would like to offer



business and property owners a grant to encourage reinvestment in their property and business. The grant offered would provide an opportunity to retain and attract jobs, as well as increase property adjacent property values.

Description:

The grant would be offered to those looking to make enhancements to their property; grants would not be provided to those looking to make repairs to their property. The grant would be a making grant that would be forgivable after five (5) years, under the current ownership. The grant would be funded by TIF funds, and would not have an impact on the City's General Fund.

Category	Facilities & Improvements
Description of Project	Property Enhancement Grant Program
Funding Source 1	Downtown TIF Funds
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Grant Year 1	\$25,000			
Grant Year 2		\$25,000		
Grant Year 3			\$25,000	
Grant Year 4				\$25,000
Total:	\$25,000	\$25,000	\$25,000	\$25,000

FACILITIES & IMPROVEMENTS

PROJECT NAME: Blight Busting - Demolition

Department Requesting: ECD – Facilities Management Division

Project Status: Not previously discussed

Purpose/Need:

The City had success in demolishing vacant structures throughout the community. Staff would like to continue with this success, without impacting the City's General or Water Fund. The City's Blight Busting efforts have had a positive impact throughout the community. We've seen an increase in the City's Equalized Assessed Value (EAV) in the past two (2) years. Reducing the blight, stabilizing the City's neighborhoods, and increasing property values, are a few of many of the City's many focuses. Staff is looking for a more creative way to fund the demolitions, outside of staff's continued pursuit to apply for grants.



Description:

T Staff will review the number of vacant/blight properties within the City's TIF districts. Once identified and evaluation, staff will pursue the acquisition and demolition of those properties.

Category	Facilities & Improvements
Description of Project	Blight Busting
Funding Source 1	CDBG
Funding Sources 2	Downtown TIF Funds

Description	FY19	FY20	FY21	FY22
Demolition (2)	\$25,000			
Demolition (3)		\$75,000		
Demolition (4)			\$100,000	
Total:	\$25,000	\$75,000	\$100,000	

FACILITIES & IMPROVEMENTS

PROJECT NAME: Grant Place Retail Center Parking Lot Maintenance

Department Requesting: Economic and Community Development/ Public Works Department

Project Status: Previously discussed

Purpose/Need:

Existing parking will be requiring grinding and resurfacing in 5 years

Description:

Parking lot is approximately 13 years old with slight potholes and cracking which require temporary patching and bi-annual sealcoating to help protect its' longevity. Unfortunately in its first 8 years, there was zero maintenance and sealcoating which has attributed to its current condition.



This project will account for costs associated with complete grinding, patching and resurfacing and striping of approximately 30,000 square feet of parking lot area.

The numbers noted below are estimates at this time.

Category	Facilities & Improvements
Description of Project	Grant Place – parking lot grinding and resurfacing
Funding Source 1	Grant Place
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
				\$165,000
Year Maintenance	\$3,000		\$3,000	
Total:	\$3,000		\$3,000	\$165,000

FACILITIES & IMPROVEMENTS

PROJECT NAME: Grant Place Retail Center – Exterior Maintenance

Department Requesting: ECD

Project Status: Previously Identified

Purpose/Need:

Exterior maintenance of building structure

Description:

This project will account for costs associated with preventive maintenance including but not limited to: Exterior brick, siding, roofing, gutters, windows, signage, railings, painting and exterior lighting including parking lot lights.



Building is approaching 14 years old. Most exterior components are in reasonable condition but still require annual maintenance and or replacement. Presently the exterior can be reasonably maintained with the exception of some areas of siding which require replacement within two years. Roof shingles still have approximately 10 years left before requiring replacement however some areas of membrane roof will need replacement within 5 years.

The numbers noted below are estimates at this time.

Category	Facilities & Improvements
Description of Project	Grant Place Retail Center- General Exterior Maintenance
Funding Source 1	Grant Place
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Exterior Maintenance				\$30,000
Year Maintenance	\$12,000	\$10,000	\$12,000	\$8,000
Hardware				
Total:	\$12,000	\$10,000	\$12,000	\$38,000

FACILITIES & IMPROVEMENTS

PROJECT NAME: Grant Place Retail Center – HVAC Maintenance

Department Requesting: ECD

Project Status: Previously Identified

Purpose/Need:

Maintenance and proper function of 11 rooftop HVAC units

Description:

This project will account for costs associated with preventive annual maintenance for all 11 rooftop HVAC units including but not limited to Motors, heat exchangers, filters and other associated components to assure proper and safe working order.



Currently approximately ½ of the existing RTU's are approaching 8-10 years old. To date, annual maintenance costs have ranged from \$3,000.00- to \$7,000.00 depending on extent of repairs and upkeep. Some units are older than others and will most likely requiring complete replacement within 3 – 5 years averaging approximately \$10,000.00/unit.

The numbers noted below are estimates at this time.

Category	Facilities & Improvements
Description of Project	HVAC
Funding Source 1	Grant Place
Funding Sources 2	

Description	Total Cost	FY20	FY20	FY21
HVAC	\$50,000			\$50,000
Year Maintenance	\$24,000	\$8,000	\$8,000	\$8,000
Total:	\$74,000	\$8,000	\$8,000	\$58,000

FACILITIES & IMPROVEMENTS

PROJECT NAME: North Chicago Train Station – Exterior Renovation

Department Requesting: ECD – Facilities Management Division Development/ Mayor’s Office

Project Status: Previously Identified

Purpose/Need:

Existing exterior components roughly 35 years old. Dated and deteriorated siding, brick, roofing and windows have exceeded useful lifespan creating water leaks and insect infiltration.

Description:

This project will account for costs associated with complete exterior renovation including but not limited to: new siding, windows, roofing, electrical and lighting, and associated components including working within the purview of Metra/Union Pacific safety and insurance guidelines



Currently, annual estimated maintenance costs are \$3,000 -\$5000 for exterior repairs

The numbers noted below are estimates at this time.

Category	Facilities & Improvements
Description of Project	NC Train Station – Exterior Renovation
Funding Source 1	Metra CIP (Grant)
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Cost		\$350,000		
Annual Maintenance				\$3,000
Total:		\$350,000		\$3,000

FACILITIES & IMPROVEMENTS

Project: Lovell Bus Stop and Shelter

Department Requesting: Public Works

Status: Previously Identified

Purpose/Need:

The intersection of Route 137 and Lewis Avenue is a difficult, and by today's standards, dangerous crossing for the many patients and employees of the Capitan James A. Lovell Federal Healthcare Center (LFHCC). Improvements at the intersection are proposed to dramatically increase pedestrian safety and will significantly upgrade both the crossings, and the traffic control signals. This project would be focused on the IL 137 (Buckley Road) and Lewis Avenue

intersection in the City of North Chicago. The targeted corridor is a major arterial that provides access to several Federal facilities including the James A. Lovell Federal Healthcare Facility.



Description:

To design and construct a sidewalk, bus shelter and pedestrian signal accommodations along IL Route 137/Buckley Road near Lewis Avenue.

Category	Facilities
Engineers Opinion of Probable Construction Costs	\$440,000
Engineering Costs	\$80,000
Funding Sources	Grant
Schedule	To Be Determined



Section 2:

Vehicles

Vehicles

Project Name: Engine Replacement

Department Requesting: Fire Department

Project Status: Previously Identified

Purpose/Need: Replace Obsolete/Unsafe

Description: This would be a replacement of Engine 1517 (1991 Pierce Pumper).



An average operational age of this apparatus is 15-20 years. This current apparatus is 27 years old; I foresee continued costly repairs to operate and we should forecast the replacement of this vehicle. We continue to apply and have submitted grant applications faithfully since 2012. 1517 has had several other repairs and maintenance since placing back in service of approximately \$52,000 in the past four years. Replacement would decrease maintenance costs on aging equipment.

This would be a complete budgetary item unless applications were being accepted and successful for a revolving interest free loan, and/or ability to secure grant funding through AFG. If successful with grant funding the city's obligation at this would be a 10% purchase price.

Category	Vehicles
Description of Project	Engine 1517 Replacement
Funding Source 1	General Fund
Funding Source 2	Grant Funding
Funding Source 3	Trade In Value
Funding Source 4	Low or No Interest Loan

Description	FY19	FY20	FY21	FY22
Cost			\$425,000	

Vehicles

Project Name: MICU Replacement

Department Requesting: Fire Department

Project Status: Previously Identified

Purpose/Need: Replace Obsolete/Unsafe

Description: This would be a replacement of 2014 Mobile Intensive Care Unit (MICU)



This is one of three MICU's in our operating fleet. In FY19/20 our current MICU will be approaching 6 years of age. MICU's are the most utilized apparatus in our fleet since 80-85% of our emergency responses are medical in nature. In addition a MICU responds to every alarm, fire and hazardous materials and other non-specified incidents. Average operations age of a MICU is 5-7 years, this would in line with replacement of our three MICU's every other year (six year rotation). Our annual income from our paramedic billing operations is approximately \$375,000 - \$405,000.

These types of vehicles are rarely if ever funded through AFG grant funding, therefore it is forecasted that this would be a complete budgetary item unless a successful loan application was awarded.

Category	Vehicles
Description of Project	MICU Replacements
Funding Source 1	General Fund
Funding Source 2	Trade In Value
Funding Source 3	Low or No Interest Loan

Description	FY19	FY20	FY21	FY22
Cost		\$170,000		\$190,000



Section 3:
Equipment

EQUIPMENT

PROJECT NAME: Holding Cells Restoration

Department Requesting: Police Department

Project Status: Previously Identified

Purpose/Need:

The City of North Chicago Police Department currently operates 11 holding cells. The holding cells currently in use by the Department were built in 1969. Other than painting and minor cosmetic work, no other work has been done to the holding since being built to bring them to modern standards.

Components of some of the cells such as toilets and water fountains are not in working and require replacement.



Description:

N/A

Category	Equipment
Description of Project	Holding Cell Restoration
Funding Source 1	Public Safety Grant
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Refurbishment	\$50,000			
Hardware	\$150,000			
Total:	\$200,000			

Current Funding Source	Unfunded
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EQUIPMENT



Project Name: Replacement Personal Protective Equipment

Department Requesting: Fire Department

Project Status: Previously Identified

Purpose/Need: Replace Obsolete/Unsafe Personal Protective Equipment

Description: Fire fighters' protective clothing (pants and jacket) is intended to protect the firefighters from radiant and thermal exposure, unexpected flashover conditions, and puncture and abrasion hazards. With factors dependent on frequency of use, exposure and maintenance being all may not have to be replaced at once. For example, gear may look acceptable, but have UV damage that could reduce its protective properties. We have established a maintenance and inspection policy to ensure replacement of needed gear has priority, this aligns with 5 sets of PPE be purchased every year, enabling us to keep the annual cost stable and our firefighters protected. Our complement of 34 personnel, getting an average of 6.8 years per set. Grant options will be explored for funding.

Category	Equipment
Description of Project	Replacement Personal Protective Equipment
Funding Source 1	General Fund
Funding Sources 2	Grant Funding

RPE	FY19	FY20	FY21	FY22
Cost	\$12,500	\$12,600	\$12,700	\$12,800

EQUIPMENT

PROJECT NAME: CityWide Keyless Access Control System

Department Requesting: ECD – Facilities Management Division

Project Status: Previously Identified

Purpose/Need:

Eliminate need for associated costs due to key recovery and replacement pertaining to exterior and interior entry doors throughout all city hall facilities.

Description:

This project will account for costs associated with implementing the system, training and any additional hardware and electrical requirements. Maintenance costs will include annual inspection and testing of new system.



This project can be staged or combined per facility to ease budget constraints throughout the next two to three years to facilitate the several facilities involved (City Hall, Public Works, Water Plant, Fire Station 2, and Water Tower storage facility) but may impact total cost rather than performing all at once.

The numbers noted below are estimates at this time.

Category	Equipment/ IT
Description of Project	City Hall –Keyless Access Control System
Funding Source 1	General Fund
Funding Sources 2	Water Fund

Description	FY19	FY20	FY21	FY22
Cost	\$35,000	\$25,000	\$14,500	
Year Maintenance			\$2,000	\$2,000
Total:	\$35,000	\$25,000	\$16,500	\$2,000

EQUIPMENT

PROJECT NAME: Drying Evidence Cabinet

Department Requesting: Police Department

Project Status: Previously Identified

Purpose/Need:

The Police Department is currently using a makeshift drying cabinet which is used to dry wet biological fluids. The cabinet in used was built by officers using an old shower stall. The cabinet does not meet industry standards and maybe posing a contamination risk.

Description:

The drying cabinet will be used to properly dry items of evidence contaminated by biologicals.



Category	Equipment
Description of Project	Drying Evidence Cabinet
Funding Source 1	General Fund
Funding Sources 2	Law Enforcement Fund

Description	FY19	FY20	FY21	FY22
Cost	\$11,200			
Total:	\$11,200			

EQUIPMENT

PROJECT NAME: City Hall Fire Alarm System Replacement

Department Requesting: Fire Department

Project Status: Previously Identified

Purpose/Need:

Update current system which is approximately 30 years old and inoperative due to faulty detection devices and dated alarm panel.

Description:

This project will account for costs associated with replacement of existing fire alarm system including:
alarm panel, strobes and annunciators, pull stations and any training or additional hardware requirements. Maintenance costs include will include annual inspection and testing of new system annually.

The numbers noted below are estimates at this time.



Category	Equipment
Description of Project	City Hall -Fire Alarm System Replacement
Funding Source 1	Grant Application
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Cost		\$85,000		
Annual Maintenance			\$500	\$500
Total:		\$85,000	\$500	\$500

EQUIPMENT

PROJECT NAME: Surveillance Cameras

Department Requesting: Police Department

Project Status: Previously Identified

Purpose/Need:

The City currently operates seven (7) street level surveillance cameras deployed in high crime areas which are monitored by the police department. Four (4) of those cameras are not working and because of their age can no longer be repaired.



Description:

The cameras will monitor and record incidents in high crime areas of the City, which will assist in the detection, prevention and documentation of criminal activities within their recording areas.

Category		Equipment	
Description of Project		Surveillance cameras	
Funding Source 1		Drug Money	
Funding Sources 2			

Description	FY19	FY20	FY21	FY22
Cost	\$72,000			
Maintenance	\$12,000	\$12,000	\$12,000	\$12,000
Total:	\$84,000	\$12,000	\$12,000	\$12,000



Section 4:

Information Technology

INFORMATION TECHNOLOGY

FINANCE

Project Name: Citywide ERP System

Department Requesting: Comptroller's Office

Project Status: Previously Identified and partially funded in FY19

Purpose/Need:

Update current system which is approximately 30 years old and runs on an AS400, is inefficient and uses countless hours of manpower to process routine transactions, a lot of manual data entry and inability to run historical reports older than three years.



Description:

This project will account for costs associated with implementing the system, training and any additional hardware requirements. Maintenance costs include upgrades and will also have citizen portal for payment or look up of the resident's outstanding amount due the city. And, hopefully, a Spanish citizen portal for our Hispanic residents. The software will also include a Work Order system to track Public Works responsibilities and be able to assign an actual cost to that order. Budgeting will no longer be accomplished through multiple Excel spreadsheets being passed back and forth making the budgeting process more efficient. Collections will be maximized because of implementation of an Accounts Receivable module as well Business Licensing.

All appropriate City staff will have access to the system for viewing enabling them to answer resident questions immediately rather than collecting information from various files, folders, departments which will allow them to concentrate on their respective responsibilities as well as addressing citizen on a timely manner.

The numbers noted below are estimates at this time.

Category	IT
Description of Project	Citywide ERP System
Funding Source 1	General Fund
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Modules: GL, Budget, AR, UB, AP	\$130,000			
Modules: Asset Maint, Permits, Code Enforcement		\$100,000		
Training and Implementation (One Time Expense)	\$83,000	\$35,000		
First Year Maintenance		\$20,300		
Hardware	\$12,000	\$5,000		
Annual Maintenance		\$15,000	\$35,000	\$35,000
Total:	\$225,000	\$155,300	\$35,000	\$35,000

INFORMATION TECHNOLOGY

PROJECT NAME: Citywide Server Operating system Updates

Department Requesting: Information Technology

Project Status: Previously Identified

Purpose/Need:

Maintain security and support levels for the of the city's server infrastructure.

Description:

This project will account for costs associated with keeping the server infrastructure up to date. In doing so each system will be able to maintain the necessary levels of support and security associated.

The numbers noted below are estimates at this time.



Category	IT
Description of Project	Citywide server operating system updates
Funding Source 1	General Fund
Funding Sources 2	

	FY19	FY20	FY21	FY22
Software	\$8,000	\$8,000	\$8,000	\$8,000
Total:	\$8,000	\$8,000	\$8,000	\$8,000

INFORMATION TECHNOLOGY

MS OFFICE SUITE UPDATE

PROJECT NAME: Citywide MS Office Suite Update

Department Requesting: Information Technology

Project Status: Previously Identified

Purpose/Need:

Maintain security and support levels for the most used productivity platform across all departments.

Description:

This project will account for costs associated with keeping the Office productivity suite up to date. In doing so each department will be able to maintain the necessary level of support and security associated.



The numbers noted below are estimates at this time.

Category	IT
Description of Project	Citywide MS Office update
Funding Source 1	General Fund
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Software	\$25,000			
Total:	\$25,000			

INFORMATION TECHNOLOGY SERVERS AND WORKSTATIONS

PROJECT NAME: Citywide Server and Workstation Refresh

Department Requesting: Information Technology

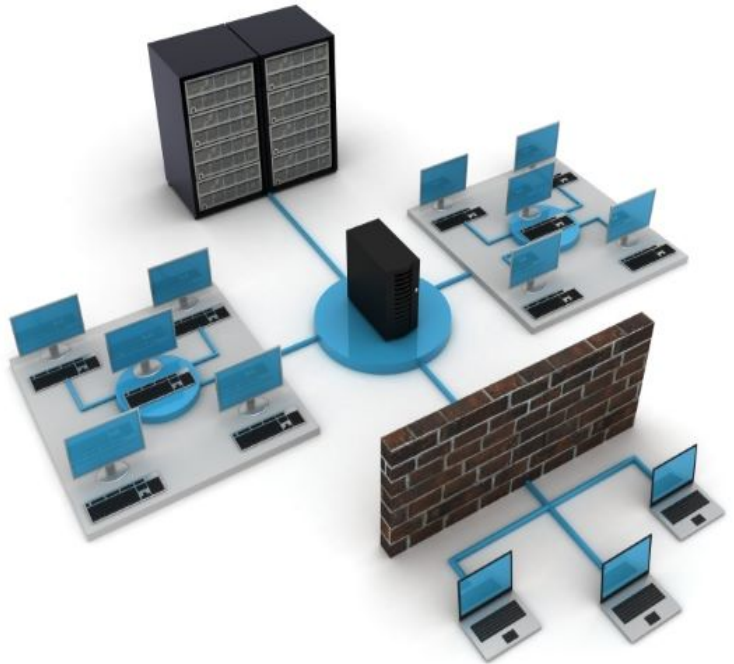
Project Status: Previously Identified

Purpose/Need:

Maintain current computing system refresh cycle. A standard refresh cycle for today's systems is 3 ~ 5 years. With the exception of a few systems, there isn't any reason why we cannot function on the higher side of that standard.

Description:

This project will account for costs associated with replacing computing systems hardware in a rolling manner. In doing so each department will be able to maintain the necessary level of productivity without having a burdensome spend in any one given year. Overall maintenance costs are reduced by taking this proactive approach.



The numbers noted below are estimates at this time.

Category	IT
Description of Project	Citywide Computer Systems
Funding Source 1	General Fund
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Hardware	\$37,000	\$42,000	\$39,900	\$32,300
Total:	\$37,000	\$42,000	\$39,900	\$32,300

INFORMATION TECHNOLOGY INTER CITY CONNECTIVITY

PROJECT NAME: Citywide Private Wide Area Network

Department Requesting: Information Technology

Project Status: Investigative

Purpose/Need:

Currently the City utilizes a variety of methods and services to connect its outlying properties, partners and services. As technologies mature and evolve we should investigate which of these methods could be replaced by a more efficient, cost effective method



Description:

This project will estimate costs associated with replacing connectivity throughout the city and beyond. There are a variety of ways we connect with the Internet, the Illinois State Police, Lake-County, the public telephone network, the police cars, fire station 2, public works, Grant Place, the train station, the water plant and the water tank. Over the past year and a half to present we have been able to improve these services and reduced costs. With a couple of the technologies that are on the horizon I believe there are opportunities to do even better.

The numbers noted below are estimates at this time.

Category	IT
Description of Project	Private Wide Area Network
Funding Source 1	General Fund
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Engineering study		\$12,500		
Hardware		\$65,000	\$30,000	\$20,000
Total:		\$73,500	\$30,000	\$20,000

Current Funding Source	Unfunded
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Section 5:

Streets, Sidewalks, Alleys

STREETS, SIDEWALKS AND ALLEYS

PROJECT NAME: City Hall– Concrete Public Walk Replacement (East, West and North Entrances)

Department Requesting: ECD – Facilities Management
Division/ Public Works Department

Project Status: Previously Identified

Purpose/Need:

Existing public concrete walkways on East or front, West and North (police department) entrances have exceeded their useful lifespan requiring replacement within the next 3-5 years.

Description:

Concrete flatwork approximately 40-50 years old with numerous trip hazards which require temporary patching.

This project will account for costs associated with complete replacement of approximately 6000 square feet of city hall concrete public walks on North, East and West entrances



The numbers noted below are estimates at this time.

Category	Streets, Sidewalks, Alleys
Description of Project	City Hall –Concrete Public Walk Replacement
Funding Source 1	General Fund
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Cost				\$75,000
Total:				\$75,000

STREETS, SIDEWALKS AND ALLEYS

PROJECT NAME: Pavement Maintenance

Department Requesting:
Public Works - Streets

Project Status: Previously Identified

Purpose/Need:

The purpose of a pavement preservation program is to maintain or restore the surface characteristics of a pavement and to extend the service life of a pavement. This will be done through the process of crack sealing, pavement patching, and applying pavement rejuvenators. The objective is to minimize structural failures and extend the structural life of the pavement to preserve the investment the City has made in the roadway work.



Description:

The City of North Chicago consists of 10 miles of street at a rating of 5 and 22 miles of streets below a rating of 5. The street network in North Chicago is responsible for economic growth and future development of the city. With roadways in poor condition of the City's growth may be negatively impacted. Poor means of transportation may cause both current and potential business/residents to relocate to areas with better access. The City has made it a priority to address this issue and implemented a yearly street improvement program aimed to rehabilitate roads with low PASER ratings.

Category	Streets, Sidewalks, Alleys
Engineers Opinion of Probable Construction Costs	\$75,000
City Share of Project Costs	\$7,500
Funding Source 1	MFT Fund
Funding Source 2	MFT Fund

Description	Total Cost	FY19	FY20	FY21	FY22
Design Engineering					
Construction Engineering		\$7,500	\$7,500		\$7,500
Construction Costs		\$75,000	\$75,000		\$75,000

STREETS, SIDEWALKS AND ALLEYS

PROJECT NAME: MFT Street Resurfacing Program

Department Requesting: Public Works - Streets

Project Status: Previously Identified

Purpose/Need:

The City of North Chicago consists of 10 miles of streets at a rating of 5 and 22 miles of streets below a rating of 5. The street network in North Chicago is responsible for economic growth and future development of the City. With roadways in poor condition the City's growth may be negatively impacted. Poor means of transportation may cause both current and potential

businesses/residents to relocate to areas with better access. The City has made it a priority to address this issue and implemented a yearly street improvement program aimed to rehabilitate roads with low PASER ratings.



Description:

This project includes the design and construction of resurfacing for streets that receive a rating of 5 or lower out of 10 on the PASER (Pavement Surface and Evaluation Rating) scale. The construction includes the grinding and overlaying of the qualifying streets and any necessary curb/gutter, sidewalk, or driveway replacements.

Category	Streets, Sidewalks, Alleys
Engineers Opinion of Probable Construction Costs	\$1,1,807,038
Design Engineering Costs (5%)	
Construction Engineering Costs (6%)	
Funding Sources 2	MFT Fund

Description	Total Cost	FY19	FY20	FY21	FY21
Design Engineering					
Construction Engineering					
Construction Costs	\$1,807,038	\$1,807,038			

STREETS, SIDEWALKS AND ALLEYS

PROJECT NAME: MFT Street Resurfacing Program

Department Requesting: Public Works - Streets

Project Status: Previously Identified

Purpose/Need:

The City of North Chicago consists of 10 miles of streets at a rating of 5 and 22 miles of streets below a rating of 5. The street network in North Chicago is responsible for economic growth and future development of the City. With roadways in poor condition the City's growth may be negatively impacted. Poor means of transportation may cause both current and potential

businesses/residents to relocate to areas with better access. The City has made it a priority to address this issue and implemented a yearly street improvement program aimed to rehabilitate roads with low PASER ratings.



Description:

This project includes the design and construction of resurfacing for streets that receive a rating of 5 or lower out of 10 on the PASER (Pavement Surface and Evaluation Rating) scale. The construction includes the grinding and overlaying of the qualifying streets and any necessary curb/gutter, sidewalk, or driveway replacements.

Category	Streets, Sidewalks, Alleys
Engineers Opinion of Probable Construction Costs	\$1,000,000
Design Engineering Costs (5%)	\$50,000
Construction Engineering Costs (6%)	\$60,000
Funding Sources 2	MFT Fund

Description	Total Cost	FY20 Q3	FY20 Q4	FY21 Q1	FY21 Q2
Design Engineering	\$50,000	\$25,000	\$25,000		
Construction Engineering	\$60,000			\$30,000	\$30,000
Construction Costs	\$1,000,000			\$445,000	\$445,000

STREETS, SIDEWALKS AND ALLEYS

PROJECT NAME: 14th Street Reconstruction

Department Requesting:
Public Works - Streets

Project Status: Previously Identified

Purpose/Need:

This project includes the reconstruction of 14th Street to provide pedestrian/bicycle accommodations, improve safety issues along 14th Street, and to improve rider quality. This street

is in too poor of quality to resurface and requires a complete reconstruction to rebuild the subbase and provide an improved and stable surface to place new pavement to ensure a better quality of construction and reduce costly annual repairs.



Description:

This is a joint project between Lake County DOT, Waukegan and North Chicago with Lake County DOT as the lead agency. This project includes the constructing a roundabout at the Dugdale intersection and improving safety issues between Lewis Avenue and Jackson Street. This project will include street reconstruction with geometric improvements, traffic control improvements, pedestrian accommodations, utility relocation, side slopes and clear zones, drainage improvements, highway lighting improvements, and it will have land use impacts.

The LCDOT (Lake County Department of Transportation) is currently in phase 2 design and will be letting the project in January 2019. Lead Agency is LCDOT and the project is being funded through STP (Surface Transportation Program) funds. The estimated cost of this project is \$14,500,000 and the City has agreed to be responsible for roughly \$475,000 of the costs.

Category	Streets, Sidewalks, Alleys & Water Improvements
Engineers Opinion of Probable Construction Costs	\$14,500,000
City Share of Project Costs	\$475,000
Funding Source 1	Water Fund
Funding Source 2	MFT Fund

Description	Total Cost	FY20 Q1	FY20 Q2	FY21 Q1	FY21 Q2
Design Engineering					
Construction Engineering					
Construction Costs	\$475,000		475,000		

STREETS, SIDEWALKS AND ALLEYS

PROJECT NAME: Argonne Drive Reconstruction – Phase I

Department Requesting: Public Works - Streets

Project Status: Previously Identified

Purpose/Need:

This project includes the reconstruction of Argonne Drive to improve safety issues along the street and to improve rider quality. This street is in too poor of quality to resurface and requires a complete reconstruction to rebuild the subbase and provide an improved and stable subbase to place new pavement to ensure a better quality of construction and reduce costly annual repairs.



Description:

The purpose of this project is to provide engineering and design services for total reconstruction of Argonne Drive from Dugdale Road to Jackson Street (apart from Lewis Avenue which is owned by the County). This project will include street reconstruction with geometric improvements, traffic control improvements, pedestrian accommodations, utility relocation, side slopes and clear zones, drainage improvements, highway lighting improvements, and it will have land use impacts.

Category	Streets, Sidewalks, Alleys & Water Improvements
Engineers Opinion of Probable Construction Costs	\$7,160,000
Design Phase 1 Engineering Costs (8-12%)	\$400,000
Design Phase 2 Engineering Costs (8%)	\$572,800
Estimated Design Schedule	2018 Q1 – 2019 Q2
Construction Engineering Costs (10%)	\$716,000
Estimated Construction Schedule	2019 Q3 – 2020 Q4
Funding Sources	Federal STP Funding (\$5,012,000)

Description	Total Cost	FY20 Q1	FY20 Q2	FY21 Q1	FY21 Q2
Design Engineering					
Construction Engineering					
Construction Costs					

Current Funding Source	Unfunded
Amount Needed	\$4,152,800

STREETS, SIDEWALKS, ALLEYS

PROJECT NAME: Downtown Streetscape – Sheridan Avenue

Department Requesting: ECD

Project Status: Not Previously Identified

Purpose/Need:

The City's downtown area has some different light fixtures and streetscape elements through the Sheridan Avenue corridor that a mix-matched and not complimenting each other. The current streetscape does not have a cohesive look. The request is to examine the Sheridan Avenue Corridor and put together a cohesive Streetscape Plan, complementing the Sheridan Crossing streetscape and extending it north to the City limits, i.e., 10th Street.



Description:

We would have Trotter & Associates review the Sheridan Crossing Streetscape, and have them review the Sheridan Avenue corridor, i.e., right-of-way, to determine the amount of streetscape that can be accomplished throughout this corridor. Trotter would examine opportunities replace and upsize water mains and sewer mains throughout the area. Additionally, we would look for grant opportunities, to relieve the financial burden from TIF and General Fund.

Category	Street, Sidewalk, Alleys
Description of Project	Downtown Streetscape
Funding Source 1	Downtown TIF Funds
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Phase 1		\$150,000		
Phase 2			\$150,00	
Conceptual Drawings			\$75,000	
Bid Documents				\$25,000
Construction				
Total:		\$150,000	\$225,000	\$25,000

Streets, Sidewalks, Alleys

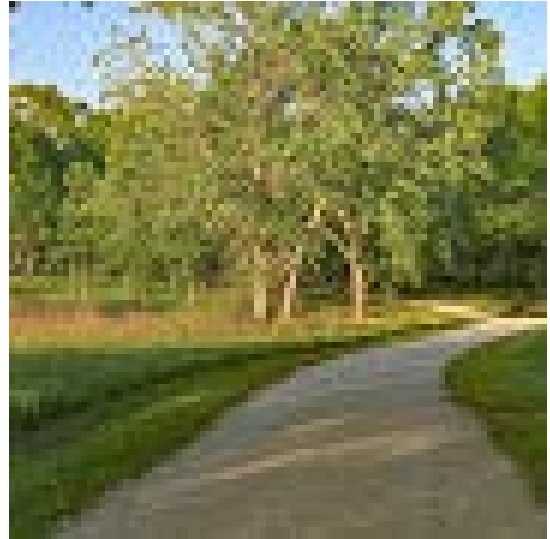
Project Name: Bike Path

Department Requesting: Public Works - Streets

Project Status: Previously Identified

Purpose/Need: Replace

Description: Realignment of the Robert McClory Bike Path parallel to Sheridan Rd from MLK Drive to 24th Street



Category	Facilities & Improvements
Description of Project	Bike Path
Funding Source 1	Grant
Funding Source 2	
Funding Source 3	

Description	FY19	FY20	FY21	FY22
Cost		\$20,000		



Section 6:

Water & Sewer Improvements

WATER & SEWER IMPROVEMENTS

Project Name: 2019 Water Main – Dugdale Extension
(Required)

Department Requesting: Public Works – Water & Sewer Fund

Status: Previously Identified

Purpose/Need:

This will improve the distribution system by increasing capacity and providing redundancy in the distribution system.

This larger pipe will assist in the distribution of a more balanced pressure system in the area and allow for larger lines to be installed down adjacent streets. This will increase fire flow throughout the City and to adequately provide services to keep up with building growth.



Description:

Install approximately 1,900 LF of new 12-inch water main south on Dugdale from Kennedy Street to 18th Street. This water main will tie into the water main on Dugdale from the Brookstone/Regency Water Main Extension project. This will include the resurfacing of the road as well.

Category	Water & Sewer Improvements
Engineers Opinion of Probable Construction Costs	\$874,000
Design Engineering Costs (8%)	\$69,920
Construction Engineering Costs (10%)	\$87,400
Funding Sources	Water Fund

Description	Total Cost	FY19 Q4	FY20 Q1	FY20 Q2	FY20 Q3
Design Engineering	\$69,920	\$34,960	\$34,960		
Construction Engineering	\$87,400			\$43,700	\$43,700
Construction Costs	\$874,000			\$437,000	\$437,000

WATER & SEWER IMPROVEMENT

SANITARY SEWER

PROJECT NAME: 14th Street Sanitary Sewer Repair

Department Requesting: PW-Water & Sewer

Project Status: Previously discussed

Purpose/Need:

14th Street is being reconstructed and the replacement of old utilities prior to the placement of new asphalt will reduce the disturbance of this new asphalt for sewer repairs. This routine maintenance will continue along the schedule of the street program to condense the areas of construction and to disturb an area one time during that construction.



Description:

The LCDOT (Lake County Department of Transportation) is currently in phase 2 of design for a 14th Street reconstruction project. In advanced of the LCDOT reconstruction project, the City is completing required inspections and repairs of the sanitary sewer system. This will involve the televising, cleaning, and CIPP lining of sanitary sewer along 14th Street. Work includes lateral reinstatement, sewer repair grouting lateral connections, replacement and/or reconstruction/adjustment of structures, and pavement removal and replacement.

Category	Water & Sewer Improvement
Engineers Opinion of Probable Construction Costs	\$566,497
Design Engineering Costs (8%)	\$45,320
Construction Engineering Costs (10%)	\$56,650
Funding Source 1	Sewer Fund

Description	Total Costs	2019 Q4	2020	2021
Design Engineering	\$45,320	\$45,320		
Construction Engineering	\$56,660		\$56,600	
Construction Costs	\$566,497		\$566,497	

2021 WATER MAIN

PROJECT NAME: 2021 Water Main Replacement **(Required)**

Department Requesting: Public Works – Water & Sewer Fund

Status: Previously Identified

Purpose/Need:

The City has a need for increasing fire flow, capacity, pressures, and reliability of the water system. The replacement of old failing and undersized water main in areas of the City will correct the inadequate fire flows and capacity in the water system. The water system master plan (to be completed in late 2018) will identify these segments of the water distribution system.



Description:

This project will ensure the proper sizing and working condition of the City's water distribution system. It will also include the removal and replacement of any lead water service lines (if found) to the properties. The City will focus on areas of concern while also coordinating with other infrastructure projects. Total estimated construction costs per foot including engineering fees is roughly \$518/LF (based on previous bid tabulations). The estimated costs allow for approximately 3,417 linear feet of water main to be replaced.

Engineers Opinion of Probable Construction Costs	\$1,500,000.00
Design Engineering Costs (8%)	\$120,000.00
Construction Engineering Costs (10%)	\$150,000.00
Funding Sources	Water Fund

Description	Total Cost	FY21 Q3	FY21 Q4	FY22 Q1	FY22 Q2
Design Engineering	\$120,000	\$60,000	\$60,000		
Construction Engineering	\$150,000			\$75,000	\$75,000
Construction Costs	\$1,500,000			\$750,000	\$750,000

Water & Sewer Improvements

Project Name: Water Rate Study for years 2020-2025

Department Requesting: Public Works-Water & Sewer

Project Status: Previously Identified

Purpose/Need: Update

Description: This study would update the previous study done more than five years ago.



A water and sewer rate study is developed utilizing data provided on usage, costs to maintain water plant facilities, current and future anticipated capital projects in the Water and Sewer Fund to provide adequate rates to be charged to the users.

Category	Water & Sewer Improvements
Description of Project	Water & Sewer Rate Study
Funding Source 1	Water & Sewer Fund
Funding Source 2	
Funding Source 3	

Description	FY19	FY20	FY21	FY22
Cost	\$15,000	\$27,000		

WATER & SEWER IMPROVEMENTS

PROJECT NAME: Foss Park (Lakeside) & WTP Grounds Improvement **(Required)**

Department Requesting: Public Works – Water & Sewer Fund

Status: Previously Identified

Purpose/Need:

The plant is striving to exceed citizen and EPA expectations by continually improving the facility prior to EPA regulations. Along with the water quality, the city must also maintain the Treatment Plant and keep it running in good order. The past floods have highlighted many issues that need to be addressed and will be included in the 4 phases of this project.



Description:

This project is intended to: correct chronic drainage and flooding issues by reconstructing the access road (Lakeview); improve the site drainage and security fencing; correct the sanitary sewer force main; and complete an inventory of the WTP facility for future surface improvements. The project has been divided into five (5) separate phases.

Category	Water & Sewer Improvements
Engineers Opinion of Probable Construction Costs (All Phases)	\$2,900,000
Design Engineering Costs (8%) (All Phases)	\$347,900
Construction Engineering Costs (10%) (All Phases)	\$290,000
Funding Sources (All Phases)	Water Fund

Phase I (Lakeside):

Phase I consists of the reconstruction of the access road (lake view) from Foss Park Road leading to the WTP.

Description	Total Cost	FY19 Q3	FY19 Q4	FY20 Q1	FY20 Q2
Design Engineering	\$153,000	\$35,000	\$35,000		
Construction Engineering	\$180,000				\$45,000
Construction Costs	\$1,800,000				\$450,000

Description	FY20 Q3	FY20 Q4	FY21 Q1
Design Engineering			
Construction Engineering	\$45,000	\$45,000	\$45,000
Construction Costs	\$450,000	\$450,000	\$450,000

Phase II:

Phase II consists of work within close proximity to the WTP, which will include: evaluation of the existing storm sewers; design of a swale/paved ditch on the slope, or next to the retaining just west of the WTP, to divert overland surface stormwater away from the WTP; extending the water main from the park down to the WTP; installing fire hydrants; site storm sewer improvements; and regarding the landscaped and paved areas around the WTP to create positive drainage. This phase also includes the design of new fencing/gates as well as potential parking improvements outside the WTP office.

Description	Total Cost	FY19 Q3	FY19 Q4	FY20 Q1	FY20 Q2
Design Engineering	\$65,500	\$30,000	\$30,000		
Construction Engineering	\$80,000				\$20,000
Construction Costs	\$800,000				\$200,000

Description	FY20 Q3	FY20 Q4	FY21 Q1
Design Engineering			
Construction Engineering	\$20,000	\$20,000	\$20,000
Construction Costs	\$200,000	\$200,000	\$200,000

Phase III:

The third phase includes the design of a new sanitary sewer force main and lift station leading from the WTP to the City sanitary sewer located in Foss Park.

Description	Total Cost	FY19 Q3	FY19 Q4	FY20 Q1	FY20 Q2
Design Engineering	\$29,300	\$15,000	\$15,000		
Construction Engineering	\$30,000				
Construction Costs	\$300,000				

Description	FY20 Q3	FY20 Q4	FY21 Q1
Design Engineering			
Construction Engineering		\$15,000	\$15,000
Construction Costs		\$150,000	\$150,000

Phase IV:

The fourth phase of the project consists of reviewing old plans and on-site investigations to estimate interior room dimensions, pipe sizes, and equipment inside the WTP so that it can be repaired or have new surface coatings installed.

Description	Total Cost	FY19 Q3	FY19 Q4
Design Engineering	\$75,000	\$37,500	\$37,500

Phase V:

The fifth phase of the project consists of a preliminary analysis for the construction of emergency backup generators for the WTP.

Description	Total Cost	FY19 Q3	FY19 Q4
Design Engineering	\$25,100	\$12,550	\$12,550

Facilities and Improvements

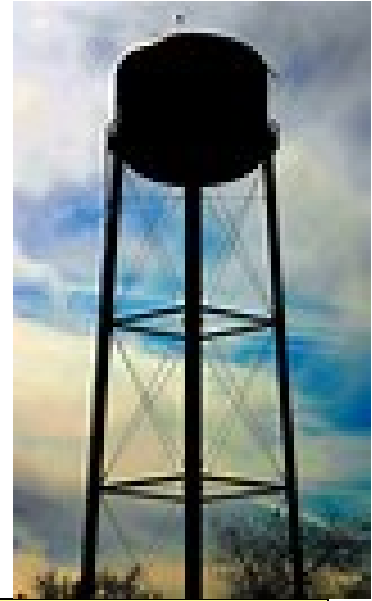
Project Name: MLK Reservoir

Department Requesting: Public Works-Water & Sewer

Project Status: Previously Identified

Purpose/Need: Demo and Sell

Description: Demo and sell reservoir.



Category	Water & Sewer Improvements
Description of Project	Demo of Reservoir on MLK
Funding Source 1	Water Fund
Funding Source 2	
Funding Source 3	

Description	FY19	FY20	FY21	FY22
Cost				

Current Funding Source	Unfunded
------------------------	----------

WATER & SEWER IMPROVEMENTS

PROJECT NAME: RJN Smoke Testing

Department Requesting: Public Works – Water & Sewer Fund

Status: Previously Identified

During wet weather flows, the City experiences excessive amounts of inflow and infiltration (I/I) into the sanitary sewers. These excess flows overwhelm the sewers and can cause sanitary sewer overflows (SSOs), basement backups and excess flow at the Wastewater Treatment Facility (WWTF). To reduce the risk of SSOs and backups, the City has decided to evaluate the potential sources of the excess flow. The most cost effective SSES methods for finding I/I sources in the public sector (City-owned system) are smoke testing, dye testing, and manhole inspections.



Description:

Perform smoke test sanitary sewer. In the smoke testing process, harmless smoke is blown into a sewer segment through manholes at both ends. Defects are identified by where smoke exits the ground or structure.

Category	Water & Sewer Improvements
Engineers Opinion of Probable Construction Costs	\$63,018
Funding Sources	Sewer Fund

Description	Total Cost	FY19 Q3
Construction Costs	\$63,018	\$63,018

Water/Sewer Improvements

Project Name: Storm Sewer and Televising

Department Requesting: Public Works

Project Status: Previously Identified

Purpose/Need: Maintenance

Description: The estimated cost for storm sewer cleaning and televising is estimated at \$4 per foot. With a budget of \$60,000 annually the City can clean and televise about 15,000 linear feet of about 2.84 miles per year.



Category	Facilities & Improvements
Description of Project	Storm Sewer and Televising
Funding Source 1	Sewer Fund
Funding Source 2	
Funding Source 3	

Description	FY19	FY20	FY21	FY22
Cost	\$60,000	\$60,000	\$60,000	\$60,000

WATER & SEWER IMPROVEMENTS

Project Name: Strawberry Condo Berm (Required)

Department Requesting: Public Works

Status: Previously Identified

Purpose/Need:

The condominiums were built on a site with a low elevation relative to the area that causes surface water from heavy rain events to overflow from the adjacent wetlands to the site. The overflow causes multiple condos to flood and incurs an avoidable repair cost to the Condo Association. The most recent flood occurred on July 12, 2017, and resulted in the flooding of over 40 units of the Strawberry Condo Association and the closing of Rte 41 (Skokie Highway) for about a week until flood water could drain through the storm sewers and swales into the Skokie River, located to the east of the site. The berm will stop and divert this water to an existing drainage location south of the site.



Description:

This project includes the construction of a berm along the west property line of the Strawberry Condo's that will divert surface water from the wetlands to the west from entering the condominium.

Engineers Opinion of Probable Construction Costs	None at this time.
Design Engineering Costs	None at this time.
Construction Engineering Costs (Part Time)	None at this time.
Estimated Schedule	None at this time.
Potential Funding Sources	Property Taxes/Enterprise Fund, SRF Water Pollution Control Loan Program, Public Works Program, Economic Adjustment Assistance Program, Community Development Assistance Program

Description	Total Cost	FY20 Q1	FY20 Q2
Construction	\$35,000	\$10,000	\$25,000

Current Funding Source	Unfunded
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Water & Sewer Improvements

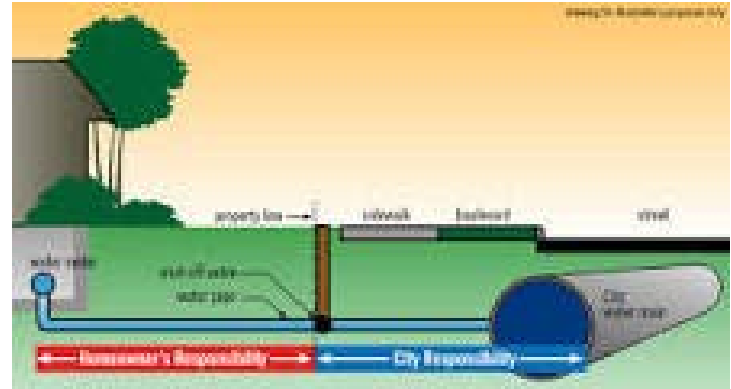
Project Name: Water Main Removal

Department Requesting: Public Works-Water & Sewer

Project Status: Previously Identified

Purpose/Need: Update

Description: Removal of 24 inch transmission water main.



Category	Water & Sewer Improvements
Description of Project	Water Main Removal
Funding Source 1	Water & Sewer Fund
Funding Source 2	
Funding Source 3	

Description	FY19	FY20	FY21	FY22
Cost	\$20,000			

WATER & SEWER IMPROVEMENT FACILITIES

PROJECT NAME: Water Plant – Roof Replacement

Department Requesting: PW-Water & Sewer

Project Status: Previously discussed but no solid date mentioned for replacement

Purpose/Need:

Existing roof at the Water Plant facility has exceeded its useful lifespan requiring replacement within the next 5-10 years.

Description:

This project will account for costs associated with complete replacement of water plant roof and all associated components such as roof drains, skylights, scuppers, flashings and caps. Currently the ½ of the existing roof and skylights are in disrepair and require at least bi-annual maintenance to prevent reoccurring leaks. The annual estimated maintenance costs are \$5,000 - \$8,000.



The numbers noted below are estimates at this time.

Category	Water & Sewer Improvement
Description of Project	Water Plant Facility – Roof Replacement
Funding Source 1	Water Fund
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Cost			\$500,000	
Annual Maintenance				\$3,000
Total:			\$500,000	\$3,000

WATER & SEWER IMPROVEMENTS

Project Name: Water Tower #1 and Transmission Main (**Required**)

Department Requesting: Public Works – Water & Sewer Fund

Status: Previously Identified

Purpose/Need:

The water distribution system includes system storage in the form of a 4 million-gallon (MG) standpipe. The 4 MG standpipe site does not include a booster pumping station. The absence of booster pumps at the standpipe site limits the usable storage capacity of the tank, as the level in the reservoir can only be drawn down about 5 feet before low system pressures are experienced, equivalent to approximately 200,000 gallons of usable storage or about 5 percent of the total volume of the standpipe. As a result, turnover of the water in the standpipe is limited, increasing the potential for water quality issues which has led to freezing of the stored water during the winter, and damage to the tank itself which needs to be repaired.



Description:

This project will include the construction of a new 2 MG elevated water tower which will allow the standpipe to be repaired, reduce pumping costs at the water treatment plants, and improve system pressures while providing needed reliability and flexibility to system operations. The design engineering has been completed for the project and IEPA permits have been obtained. We are currently in the process of securing IEPA low interest loan financing for the project.

Engineers Opinion of Probable Construction Costs	\$5,780,720
Design Engineering Costs	\$150,000
Construction Engineering Costs	\$450,000
Funding Sources	IEPA Low Interest Loan

Description	Total Cost	FY20 Q2	FY20 Q3
Design Engineering	\$150,000	\$10,000	\$10,000
Construction Engineering	\$450,000		\$50,000
Construction Costs	\$5,780,720		

Description	FY20 Q4	FY21 Q1	FY21 Q2	FY21 Q3
Design Engineering				
Construction Engineering	\$100,000	\$100,000	\$100,000	\$100,000
Construction Costs	\$1,445,180	\$1,445,180	\$1,445,180	\$1,445,180

WATER/SEWER IMPROVEMENTS

PROJECT NAME: Water System Master Plan

Department Requesting: PW
Department

Project Status: Previously
Identified



Purpose/Need:

The development of a water system master plan for the City of North Chicago is to see how the City's water system is currently providing water throughout the City and to different scenarios in which the water system could be improved to provide better services. The better services that could be upgraded include: better fire flow, more balanced water pressure, more conveniently placed shut-offs, and additional lines to provide for the City's growth.

Description:

The City has had previous issues with its water system such as water pressures being too low that certain fire hydrants weren't able to supply water to the City during an emergency. This is an extreme safety hazard to the community and needs to be addressed. The purpose for a water system master plan is to document information and perform an analysis of the City's entire water system. A water system master plan will also provide the City with recommendations for future water system improvements, identify areas of deficiencies, and aid in operational decisions by City staff.

Category	Equipment
Description of Project	Water System Master Plan
Funding Source 1	Water Fund
Funding Sources 2	

Description	FY19	FY20	FY21	FY22
Cost	\$250,000			
Annual Maintenance				
Total:	\$250,000			



Section 7:

Cash Analysis Summaries

General Fund Summary

Description	Approved	Fiscal Year			2020	2021	2022
		2019	2019 with	2019 with			
		Projection AS	IS Budget	Changes			
Beginning Cash and Investments	8,240,712	8,240,712	8,240,712	8,240,712	7,757,459	7,040,879	6,232,206
Revenue by Category							
Property Taxes	6,715,396	6,715,397	6,715,397	6,715,397	6,715,397	6,715,397	6,715,397
Local Taxes	3,048,000	2,956,000	2,956,000	3,013,920	3,072,998	3,133,258	3,133,258
Intergovernmental Taxes	6,981,000	6,970,000	6,970,000	7,109,400	7,251,588	7,396,620	7,396,620
Grant Proceeds	74,000	199,000	199,000	74,000	74,000	74,000	74,000
Licenses & Permits	672,600	693,500	693,500	710,760	722,655	729,688	729,688
Fines & Fees	2,258,700	2,101,200	2,101,200	2,166,080	2,209,258	2,253,299	2,253,299
Interest Income	2,500	6,000	6,000	6,120	6,242	6,367	6,367
Miscellaneous Income	525,500	589,500	589,500	561,230	565,545	569,945	569,945
Other Financing Sources	0	0	0	0	0	0	0
Transfers In	3,160,000	3,160,000	3,160,000	3,160,000	3,160,000	3,160,000	3,160,000
Total Cash Receipts	23,437,696	23,390,597	23,390,597	23,516,907	23,777,683	24,038,575	
Non-Capital Cash Outlays							
Salary & Wages	12,292,500	12,232,974	11,432,504	11,018,166	11,222,059	11,430,621	11,430,621
Fringe Benefits	5,153,268	5,283,532	5,090,983	5,149,019	5,496,806	5,845,948	5,845,948
Contractual Services	5,002,623	4,892,052	5,275,385	5,594,276	5,470,029	5,587,135	5,587,135
Commodities	513,800	484,550	484,550	493,270	504,172	515,400	515,400
Debt Service	108,502	101,728	101,728	27,056	26,862	26,490	26,490
Transfer Out	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Other Charges/Financing Sources	1,071,200	1,071,200	1,071,200	1,087,600	1,104,328	1,048,281	1,048,281
Total Non-Capital Cash Outlays	24,216,893	24,141,036	23,531,350	23,444,387	23,899,255	24,528,875	
SubTotal Net Change in Cash	(779,197)	(750,439)	(140,753)	72,520	(121,572)	(490,300)	
Capital Cash Expenses							
Capital Programs & Projects	411,000	342,500	342,500	789,100	687,100	318,100	318,100
Total Capital Cash Outlays	411,000	342,500	342,500	789,100	687,100	318,100	
Total Net Change in Cash	(1,190,197)	(1,092,939)	(483,253)	(716,580)	(808,672)	(808,400)	
Ending Cash and Investments	7,050,515	7,147,773	7,757,459	7,040,879	6,232,206	5,423,806	
%age of Operating Expenses	29.11%	29.61%	32.97%	30.03%	26.08%	22.11%	

Motor Fuel Tax (Fund 06)

		Fiscal Year				
		2019		2020	2021	2022
Account	Description	Approved	Projection Budget			
Beginning Cash & Investments		2,101,385	2,101,385	661,085	674,440	(133,831)
	Intergovernmental	800,000	815,000	831,300	847,926	864,885
	Interest Income	775	1,200	1,200	1,200	1,200
	Miscellaneous Revenue	15,000	15,000	15,300	15,606	15,918
	Total Cash Receipts	815,775	831,200	847,800	864,732	882,003
Non-Capital Cash Outlay						
	Expenditures					
	Contractual Services	681,000	586,500	604,095	622,218	640,884
	Commodities	155,000	95,000	97,850	100,786	103,809
	Total Non-Capital Cash Outlay	836,000	681,500	701,945	723,003	744,693
Total Net Change in Cash		(20,225)	149,700	145,855	141,729	137,309
Capital Cash Outlays						
	Capital Programs	1,590,000	1,889,538	132,500	950,000	82,500
	Total Capital Cash Outlays	1,590,000	1,889,538	132,500	950,000	82,500
Total Net Change in Cash		(1,610,225)	(1,739,838)	13,355	(808,271)	54,809
Ending Cash & Investments		491,160	361,547	674,440	(133,831)	(79,022)

Water & Sewer (Fund 07)

	Fiscal Year					
	2019	2019	2019	2020	2021	2022
	Approved	Projection AS IS Budget	With Changes			
Beginning Cash and Investments	7,835,365	7,835,365	7,835,365	7,061,396	1,963,075	352,618
Cash Receipts						
Receipts from Users	7,880,500	7,898,000	7,898,000	8,055,960	8,217,079	8,381,421
Receipt from Property Taxes	280,932	280,932	280,932	284,820	281,184	282,396
Investment Income	40,000	70,000	70,000	35,000	15,000	5,000
Transfers In	75,000	75,000	75,000	75,000	75,000	75,000
Miscellaneous	10,000	6,000	6,000	6,120	6,242	6,367
Total Cash Receipts	8,286,432	8,329,932	8,329,932	8,456,900	8,594,506	8,750,184
Non-Capital Cash Outlays						
Operating Expenses	4,969,176	4,837,958	4,837,958	4,934,717	5,033,412	5,134,080
Interest Expense	73,150	73,150	73,150	67,000	58,400	49,600
Principal Payments	205,000	205,000	205,000	215,000	220,000	230,000
Old IEPA Loan	57,875	57,875	57,875	57,875	57,875	57,875
New IEPA Loan	0	0	0	70,269	210,276	210,276
Transfers Out	3,100,000	3,100,000	3,100,000	3,100,000	3,100,000	3,100,000
Total Non-Capital Cash Outlays	8,405,201	8,273,983	8,273,983	8,444,861	8,679,963	8,781,831
Subtotal Net Change in Cash	(118,769)	55,949	55,949	12,039	(85,457)	(31,647)
Capital Cash Expenses						
Capital	4,750,000	829,918	829,918	5,110,360	1,525,000	1,650,000
Total Capital Cash Outlays	4,750,000	829,918	829,918	5,110,360	1,525,000	1,650,000
Total Net Change in Cash	(4,868,769)	(773,969)	(773,969)	(5,098,321)	(1,610,457)	(1,681,647)
Ending Cash and Investments	2,966,596	7,061,396	7,061,396	1,963,075	352,618	(1,329,029)

Capital Project Ranking Matrix

Project Name:

The following criteria are ranked numerically from 0-10, with "0" reflecting a minimum or non-applicable rank, and "10" reflecting the highest ranking and subsequent rating for that category. The maximum achievable score of 140 indicates the project is of critical need and importance.

Life Safety

Potential threats to life or safety within an existing facility or equipment are being corrected by the project. An upper ranking is provided in circumstances whereby the entire project addresses a life-safety issue and is being considered solely for this purpose. A lower ranking is indicated when the project addresses certain life-safety conditions, but the overall project has been developed for other primary purposes.

Statutory Compliance

Upper ranking is suggested for projects that seek to correct deficiencies in compliance with statutes or ordinances. This may include state or federally promulgated laws which require modification of existing conditions. A high ranking is not applied where a renovation project being undertaken requires current code compliance as a result of the renovation itself.

Deferred Maintenance

Upper ranking is achieved when 40% or more of the total project budget reduces deferred maintenance. The ranking is pro-rated from this amount to 5% or less reflecting a ranking of zero.

Critical Maintenance

Upper ranking is achieved when the project prevents the loss of a major facility system (such as a heating plant, water distribution system, etc.) or prevents the structural failure of a facility. This ranking is in addition to deferred maintenance rankings for the same system.

Program of Accreditation

An upper ranking is obtained when the project addresses a key accreditation deficiency, or clearly forwards the mission and strategic goals of the City. Documentation from an accreditation agency which specify the corrective actions as well as the specified schedule for corrections must be included with the request. For mission/strategic initiatives, the project request must include sufficient documentation to outline the strategic initiative and clearly demonstrate how the project will fulfill that goal or objective.

Partial Legislative Funding

Upper ranking suggested when the project has been partially funded and is underway, but will remain functionally incomplete without additional support. Documentation must include the history of the any action or decision processes which explain partial funding.

Significant Outside Support

An upper ranking is suggested when City funding support is less than 25% of the total, and the project ranks high in programmatic need or accreditation requirements. Upper ranking is also supported by high scores in other ranking categories.

High Priority for the City

Upper ranking is provided when the project clearly fulfills a priority need for the City. Documentation that demonstrates the need, as well as how the project fulfills that need is required. Departments must demonstrate that fulfilling this need falls within their mission alignment and strategic goals.

Urgent Infrastructure Need

Upper ranking is obtained when the project provides infrastructure for support of existing functions of the City that are currently experiencing a negative consequence from the lack of sufficient infrastructure. Examples would be IT and electrical systems that correct an inability to deliver services and/or operations efficiently.

Master Plan Consistency

Upper ranking is obtained when the project is clearly defined by the master plan goals, which have been established in response to the strategic initiatives of the City.

Existing Space Condition

Upper rankings are obtained when the project corrects an existing space condition that has been clearly demonstrated as deficient for its functional purpose as currently used. Upper ranks are not provided when the space is being repurposed.

Consolidation of Services and Efficiencies

Upper rankings are suggested by projects having the primary goal of reducing space utilization, combining departments or functions, and reducing staffing demands through efficiency of layout or location. Documentation which specifies the timeline for initiating the consolidated services once the project is completed should be provided.

Removal of Existing Facilities

Upper ranking is obtained when the project adds no new space, but removes existing facilities; by renovation of existing space that allows more efficient repurposing of existing space. Removal of existing facilities while adding an equivalent amount of space should be ranked in "Deferred Maintenance" or other appropriate areas.

Space Efficiency

Upper rankings are obtained when the project reduces the overall space inventory of City facilities or improves utilization rates. This ranking is completed in conjunction with the previous two rankings, with high rankings reflecting a concerted effort to either reduce space or increase the utilization of existing space.

Total Points:



Glossary of Terms

Glossary of Terms

A

ACCOUNT:

A term used to identify an individual asset, liability, expenditure control, revenue control or fund balance.

ACCRUAL BASIS OF ACCOUNTING:

A method of accounting that recognizes the financial effect of transactions, events and Interfund activities when they occur, regardless of the timing of related cash flows.

ACTIVITY:

A specific and distinguishable service performed by one or more organizational components of a government to accomplish a function for which a government is responsible (e.g., *police* is an activity within the *public safety* function).

ACTUAL:

The actual figures in the budget document are year-end audited totals for the fiscal year/s preceding the budget year.

ADOPTED BUDGET:

The proposed budget as initially and formally approved by the City Council.

A tax levied in proportion to the value of the property levied.

APPROPRIATION:

An act or ordinance of the City Council allowing agencies and departments to incur obligations and to make payments out of a specific budget for specified purposes.

ASSESSED VALUE:

A value set upon real estate or other property by a government, generally for the purpose of levying taxes.

ASSETS:

Resources owned or held by a government, which has monetary value.

AUDIT:

A comprehensive investigation of the manner in which the government's resources were actually utilized. A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the legislative body's appropriations. A performance audit consists of a review of how well the government met its stated goals.

B

BALANCED BUDGET:

Total expenditure allocations do not exceed the total available resources.

BENEFITS:

Payments to which participants may be entitled under a pension plan, including pension, death and those due on termination of employment.

BOND:

A written promise, generally under seal, to pay a specified sum of money called the face value, at a fixed time in the future, called the date of maturity and carrying interest at a fixed rate, usually payable periodically.

BOND REFINANCING:

The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

BONDED DEBT:

Debt for which general obligation bonds or revenue bonds are issued.

BUDGET:

A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

BUDGET ADJUSTMENT:

A legal procedure utilized by the City staff and City Council to revise a budget. This can be done at any time during the year by action of the City Council.

BUDGET AUTHORITY:

Authority provided by law that permits City departments to incur obligations requiring either immediate or future payment of money.

BUDGET CALENDAR:

The schedule of essential dates or milestones which the City follows in the preparation, adoption, and administration of the budget.

BUDGET DEFICIT:

The amount by which the government's budget outlays exceed its budget receipts for a given period, usually a fiscal year.

BUDGET DOCUMENT:

The instrument used by the budget-making authority to present a comprehensive financial program to the City Council.

BUDGET ORDINANCE:

The official enactment by the City Council to legally authorize City staff to obligate and expend resources.

BUDGETARY CONTROL:

The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitation of available appropriations and available revenues.

BUILDING PERMITS:

Revenues derived from the issuance of building permits prior to construction with the City.

C

CAPITAL IMPROVEMENTS:

A nonrecurring project including, but not limited to, construction of, and major alterations, remodeling or repair of physical facilities, buildings, structures, streets and highways, storm and sanitary sewers, fixed equipment and landscaping.

CAPITAL IMPROVEMENT PROGRAM:

A multi-year plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each

project and specifies the full resources estimated to be available to finance the projected expenditures.

CAPITAL OUTLAY:

Refers to the purchase of land, buildings, machinery, and those equipment items which have an estimated useful life of greater than one year and belong to the classes of property commonly considered as fixed assets.

CAPITAL PROJECT:

Major construction, acquisition or renovation activities which add value to a government's physical assets or significantly increases their useful life. Also called capital improvements.

CAPITAL PROJECTS FUND:

A fund used to account for the acquisition or construction of major governmental capital facilities and equipment (which are not financed by other funds).

CASH ACCOUNTING

A basis of accounting in which transactions are recorded when cash is either received or expended for goods and services.

CASH RESERVE(S):

Policy established by the City Council which requires a certain level of funds to be available for expenses caused by unforeseen emergencies or revenue declines. Year-end balances in the General Operating Fund computed on a modified accrual basis. The City's goal is to maintain a Fund Balance reserve of 30 percent to 40 percent of the annual General Operating Fund

CHART OF ACCOUNTS:

A listing of the asset, liability, equity, expenditure and revenue accounts that are used in the accounting, operations and budgeting processes.

COMMODITIES

Items which, after use, are consumed or show a material change in, or an appreciable impairment, of their physical condition, and which are generally of limited value and characterized by rapid depreciation.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR):

This official annual report presents the status of the City's finances in a standardized format. The CAFR is organized by fund and contains two basic types of information: a balance sheet that compares assets with liabilities and fund balance; and an operating statement that compares revenues and expenditures.

COMPREHENSIVE PLAN:

The overall source of information and planning for a community, which is also intended to identify a community's needs and establish a vision for the future.

CONTINGENCY:

An appropriation of funds to cover unforeseen events that occur during the fiscal year, such as emergencies, federal mandates shortfalls in revenue, and similar eventualities.

CONTRACTUAL SERVICES:

Services provided by another individual, (not on City payroll) agency, or private firm.

D

DEBT PROCEEDS – BONDS:

Funds available from the issuance of bonds.

DEBT SERVICE:

Includes principal and interest payments and handling charges on general obligation bonds, special assessment bonds, and notes.

DEBT SERVICE FUND:

A fund used to account for the accumulation of resources for and the payment of general long-term debt principal, interest, and related costs.

DEFICIT:

The excess of liabilities over assets or expenditures over revenues, in a fund over an accounting period.

DELINQUENT TAXES:

Taxes that remain unpaid on and after the date on which a penalty for nonpayment is attached.

DEPARTMENT:

The basic organizational unit of the City, which is functionally unique in its services.

DEPRECIATION:

A calculation of the estimated decrease in value of physical assets due to usage and passage of time.

DISBURSEMENT:

The expenditure of monies from an account.

DISTINGUISHED BUDGET PRESENTATION PROGRAM:

A voluntary program administered by the Government Finance Officers Association to encourage governments to publish efficiently organized and easily readable budget documents, providing peer recognition and technical assistance to the fiscal officers preparing them.

DIVISION:

A unit of an organization that reports to a department.

E**EFFICIENCY:**

The relationship between the amount of input (usually dollars or personnel time) and the amount of output, or outcome, for an activity or program.

ENCUMBRANCES:

These are obligations in the form of purchase orders or contracts which are chargeable to an appropriation and for which a part of the appropriation is reserved. The use of encumbrances is designed to prevent overspending and permits officials to be certain of how much money is available for new commitments.

ENTERPRISE FUNDS:

Enterprise Funds are used to account for operations: (a) that are financed and operated in a manner similar to private business enterprises--where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis are financed or recovered through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

EQUALIZATION RATE:

The total ratio of assessed value to full value of taxable property in a municipality.

EQUITY:

The difference between fund assets and fund liabilities. (Fund Balance).

ESTIMATE:

Revenue and expenditure estimates for the current fiscal year are developed as part of the budget preparation process.

ESTIMATED REVENUE:

The amount of projected revenue to be collected during the fiscal year. The amount of revenue appropriated is the amount approved by the Council.

EXPENDITURE:

This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. (Note: An encumbrance is not an expenditure. An encumbrance reserves funds to be expended).

EXPENSES:

Charges incurred, whether paid immediately or unpaid, for operation, maintenance, interest, and other charges. (Used primarily in Proprietary Type Funds).

F**FIDUCIARY FUNDS (TRUST AND AGENCY FUNDS):**

These funds are used to account for assets held by the City in a trust or agency capacity for individuals, private organizations, other governments and/or other funds. These include Expendable Trust, Nonexpendable Trust, Pension Trust, and Agency Funds. Nonexpendable Trust and Pension Trust Funds are accounted for essentially in the same manner as proprietary funds since capital maintenance is critical. Expendable Trust Funds are accounted for essentially in the same manner as governmental funds. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

FISCAL POLICY:

A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

FISCAL YEAR:

The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City has a fiscal year of May 1 through April 30.

FIXED ASSETS:

Assets of a long-term character, which are intended to be held or used, such as land, buildings, machinery, furniture, and other equipment.

FIXED COST:

The costs of providing goods or services that do not vary proportionately to the volume of goods or services provided.

FLEET:

The vehicles owned and operated by the City.

FORECAST:

A projection of future revenues and/or expenses based on historical and current economic, financial and demographic information.

FULL-TIME EQUIVALENT (FTE):

A part-time position converted to the decimal equivalent of a full-time position based upon 2,080 hours per year. For example, a part-time clerk working 20 hours per week, 26 weeks per year would be the equivalent to .25 of a full-time position.

FUND:

A fiscal and accounting entity with a self-balancing set of accounts, recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

FUND ACCOUNTING:

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of a fund are accounted for with separate sets of self-balancing accounts that comprise its asset, liability, fund equity, revenue and expenditure accounts, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are to be controlled.

FUND BALANCE:

The excess of assets over liabilities and is, therefore, also known as surplus funds.

FUND TRANSFER:

A budgeted transfer of funds to another fund.

G

GENERAL FUND:

The General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

GENERAL OBLIGATION BONDS:

Bonds in which the full faith and credit of the issuing government are pledged.

GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP):

Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

GOVERNMENTAL ACCOUNTING STANDARDS COUNCIL (GASB):

The independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments.

GOAL:

A statement of broad direction, purpose or intent based on the needs of the community.

GOVERNMENTAL FUND TYPE:

One of three broad fund categories which also includes proprietary funds and fiduciary funds; this fund category includes activities usually associated with a typical state or local government operation; composed of four types: general fund, special revenue fund, capital projects fund and debt service fund.

GOVERNMENTAL ACCOUNTING:

The composite of analyzing, recording, summarizing, reporting and interpreting the financial transactions of governmental units and agencies.

GOVERNMENTAL FUNDS:

General, Special Revenue, Debt Service and Capital Project funds.

GRANT:

A contribution by one governmental unit or other organization to another. The contribution is usually made to aid in the support of a specified function.

H**HOME-RULE:**

A home-rule unit may exercise any power and perform any function pertaining to its government and affairs including but not limited to the power to regulate for the protection of the public health, safety, morals, and welfare; to license; to tax; and to incur debt. The City is a home-rule municipality.

I**INFLATION:**

A substantial rise in the general level of prices related to an increase in the volume of money, resulting in the loss of value of currency.

INFRASTRUCTURE:

Public domain fixed assets including roads, bridges, curbs, gutters, sidewalks, drainage systems, lighting systems, and other items that have value only to the City.

INTERFUND TRANSFERS:

Legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended.

INTERGOVERNMENTAL REVENUE:

Revenue received from or through the Federal, State or County Government.

INTERNAL SERVICE FUND:

A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies.

INVENTORY:

A detailed listing of property currently held by the government.

L**LEVY:**

To impose or collect taxes, special assessments, or service charges for the support of City activities.

LIABILITIES:

Debt or other obligations arising in the past, which must be liquidated, renewed or refunded at some future date.

LINE ITEM BUDGET:

A budget that allocates funds to specific cost centers, accounts or objects, (e.g., salaries and office supplies.)

LIQUIDATION:

To convert assets into cash.

LONG-TERM DEBT:

Bonded debt and other long-term obligations, such as benefit accruals, due beyond one year.

M

MANDATE:

A requirement from a higher level of government that a lower level of government performs a task in a particular way or by a particular standard.

MISCELLANEOUS REVENUE:

Those revenues are small in value and not individually categorized.

MISSION STATEMENT:

The statement that identifies the particular purpose and function of a department.

MODIFIED ACCRUAL BASIS OF ACCOUNTING:

Basis of accounting in which (a) revenues are recognized in the accounting period in which they become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for un-matured interest on general long-term debt and certain similar accrued obligations, which is recognized when due.

MUNICIPAL CODE:

A collection of laws, rules, and regulations that apply to the City and its Citizens.

O

OBJECT CLASSIFICATION:

A means of identifying and analyzing the obligations incurred by the City in terms of the nature of the goods or services purchased (e.g. personnel compensations, commodities, capital outlays, contractual services and personnel benefits), regardless of the agency involved or purpose of the programs for which they are used.

OBJECTIVE:

Something to be accomplished in specific, well-defined and measurable terms and that is achievable within a specific time frame.

OPERATING BUDGET:

A financial plan that pertains to daily operations that provides basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel, and fuel. The operating budget presents proposed expenditures for the fiscal year and estimates the revenues to fund them.

OPERATING EXPENSES:

Fund expenses that are ordinary, recurring in nature and directly related to the fund's primary service activities.

OPERATING REVENUES:

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

OPERATING TRANSFER IN/OUT:

A planned transfer of monies from one fund to another to assist in financing the operations of the recipient fund.

ORDINANCE:

A formal, legislative enactment by the City that carries the full force and effect of the law, within corporate boundaries of the City, unless in conflict with any higher form of law such as state or federal.

Represents assets that are not considered “expendable available financial resources.” Examples of this category include advances to other funds and non-current loans receivable.

USER CHARGES:

The payment of a fee for direct receipt of public service by the party benefiting from the service.

Acronyms

ACH: Automated Clearing House
ADA: Americans with Disabilities Act
AP: Accounts Payable
APWA: American Public Works Association
CAD: Computer Aided Dispatch, Computer Aided Design
CAFR: Comprehensive Annual Financial Report
CIP: Capital Improvements Program
EPA: Environmental Protection Agency
FTE: Fulltime Equivalent
GAAP: Generally Accepted Accounting Principles
GASB: Governmental Accounting Standards Board
GFOA: Government Finance Officers Association
HR: Human Resources
ICMA: International City/County Management Association
IDOT: Illinois Department of Transportation
IEPA: Illinois Environment Protection Agency
IMRF: Illinois Municipal Retirement Fund
IT: Information Technology
JETSB: Joint Emergency Telephone Systems Board
J.U.L.I.E.: Joint Utility Location Information & Excavation System
RFP: Request for Proposal
RFI: Request for Information
RFQ: Request for Qualifications
TIF: Tax Increment Financing
VSP: Voluntary Separation Program



Supplemental Information

ORDINANCE NO. 2018 - 27

AN ORDINANCE FOR LEVY AND COLLECTION OF TAXES FOR THE FISCAL YEAR COMMENCING ON THE 1ST DAY OF MAY, 2018 AND ENDING ON THE 30TH DAY OF APRIL, 2019

WHEREAS, the City Council established an estimate of levy, in compliance with Section 18-60 of the Property Tax Code, at the Finance Committee meeting on November 19, 2018; and

WHEREAS, the estimate of levy determined that the proposed aggregate levy represents a 0% increase over the 2017 extension of the corporate or special purpose taxes that were levied or abated.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH CHICAGO, COUNTY OF LAKE, ILLINOIS, IN EXERCISE OF ITS HOME-RULE AUTHORITY, AS FOLLOWS:

SECTION 1. There is hereby deemed necessary to defray the expenses and liabilities for all corporate purposes of the City and levied upon all the taxable property within the corporate limits of said City of North Chicago, County of Lake, State of Illinois, the total sum of Seven Million Four Hundred Twenty-Nine Thousand Five Hundred Thirty-Three Dollars (\$7,429,533.00) for the following specific purposes:

SECTION 2. General Corporate. A tax is hereby imposed for the General Corporate purposes in this City in the amount of Three Million Seven Hundred Thousand Six Hundred Twenty-Three Dollars (\$3,700,623.00) upon all property subject to taxation within the City as that property is assessed and equalized for state and county purposes for the current year.

SECTION 3. Illinois Municipal Retirement Fund. A further tax is hereby imposed for the purpose of meeting certain employer obligations of the City for the Illinois Municipal Retirement Fund in the amount of Two Hundred Seventy-Five Thousand Eight Hundred Seventy-Eight Dollars (\$275,878.00) upon all property subject to taxation within the City as that property is assessed and equalized for state and county purposes for the current year, all in accordance with the provisions of Chapter 40, Section 5/7-171 of the Illinois Pension Code.

SECTION 4. Social Security Fund. A further tax is hereby imposed for the purpose of meeting certain employer obligations of this City for Social Security and Medicare purposes in the amount of Three Hundred Thirty-Two Thousand Eight Hundred Seventy-Eight Dollars (\$332,878.00) upon all property subject to taxation within the City as that property is assessed and equalized for state and county purposes for the current year, all in accordance with the provisions of Chapter 40, Section 5/21-110 & 110.1 of the Illinois Pension Code.

SECTION 5. Police Pension Fund. A further tax is hereby imposed for the purpose of financing the City's annual contribution to the Police Pension Fund in the amount of One Million Four Hundred Forty-Two Thousand Seven Hundred Thirty-Eight Dollars (\$1,442,738.00) upon all property subject to taxation within the City as that property is assessed and equalized for state and county purposes for the current year, in accordance with the provision of Chapter 40, Section 5/3-125 of the Illinois Pension Code.

SECTION 6. Firefighter's Pension Fund. A further tax is hereby imposed for the purpose of financing the City's annual contribution to the Firemen's Pension Fund in the amount of Nine Hundred Thirteen Thousand Twenty-Six Dollars (\$913,026.00) upon all property subject to taxation within the City as that property is assessed and equalized for state and county purposes for the current year, all in accordance with the provisions of Chapter 40, Section 5/4-118 of the Illinois Pension Code.

SECTION 7. Library General Corporate. A further tax is hereby imposed for General Corporate purposes for the North Chicago Library in the amount of Seven Hundred Twenty-Three Thousand Seven Hundred Thirty Dollars (\$723,730.00) upon all property subject to taxation within the City as that property is assessed and equalized for state and county purposes for the current year.

SECTION 8. Illinois Municipal Retirement Fund-Library. A further tax is hereby imposed for the purpose of meeting certain employer obligations of the North Chicago Library in the amount of Forty Thousand Six Hundred Sixty Dollars (\$40,660.00) upon all property subject to taxation within the City as that property is assessed and equalized for state and county purposes for the current year, all in accordance with the provisions of Chapter 40, Section 5/7-17 J of the Illinois Pension Code.

SECTION 9. A recapitulation of the foregoing levied funds is as follows:

LEVIED FUNDS:

General Corporate	\$3,700,623.00
Illinois Municipal Retirement Fund	275,878.00
Social Security Fund	332,878.00
Police Pension Fund	1,442,738.00
Firefighter's Pension Fund	913,026.00
Library General Corporate	723,730.00
Illinois Municipal Retirement Fund-Library	40,660.00

Grand Total Tax Levy \$ 7,429,533.00

SECTION 10. The City Clerk is hereby authorized to file a copy of this Ordinance, duly certified, along with any statutory representations or certifications, with the County Clerk of Lake County, Illinois, no later than the last Tuesday in December.

SECTION 11. If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remaining portion of this Ordinance.

PASSED AND APPROVED this 3rd Day of December, 2018.

AYES: FISHER, MAYFIELD, EVANS, ALLEN, RUNNEL, JANUARY

NAYS: MARKHAM

ABSENT: NONE


Mayor

ATTEST:


City Clerk

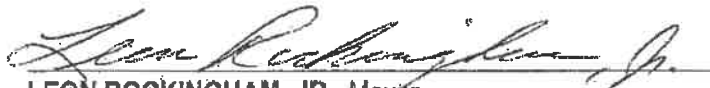
STATE OF ILLINOIS)
) SS.
COUNTY OF LAKE)

IN THE OFFICE OF THE COUNTY CLERK LAKE COUNTY, ILLINOIS
CERTIFICATE OF COMPLIANCE WITH THE TRUTH IN TAXATION LAW
35 ILCS 200/18- 60 THROUGH 200/18-85
CITY OF NORTH CHICAGO

I, Leon Rockingham, being first duly sworn on oath, hereby certify that I am the duly elected Mayor of the City of North Chicago, Lake County, Illinois; and that attached hereto is a true and correct copy of the 2018 Tax Levy Ordinance for corporate purposes of the City of North Chicago, Lake County, Illinois for the fiscal year beginning May 1, 2018 and ending April 30, 2019, as it appears of record in the Minutes of the North Chicago City Council Meeting held December 3, 2018.

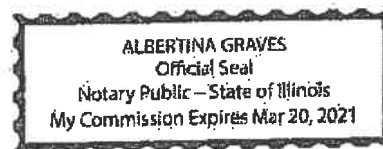
I further certify that said Ordinance was passed in compliance with the provisions of "The Truth in Taxation Law" 35 ILCS 200/18-60 through 200/18-85.

WITNESS my signature this 3rd day of December 2018.


LEON ROCKINGHAM, JR., Mayor

SUBSCRIBED AND SWORN TO BEFORE ME
This 3rd day of December, 2018


Notary Public.



CERTIFICATION

STATE OF ILLINOIS
COUNTY OF LAKE

I, Lori L. Collins, City Clerk in and for said City, in the State aforesaid, and keeper of the records and files thereof, as provided by the statute, and hereby certify the foregoing to be a true, perfect copy of **Ordinance No. 2018-27 An Ordinance for Levy and Collection of taxes for the fiscal year commencing on the 1st day of May, 2018 and ending on the 30th day of April, 2019.**

GRAND TOTAL \$7,429,533.00

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said City at my office in North Chicago, this _____ 18th _____ day of _____ December _____ A.D. 2018.




Lori L. Collins, City Clerk

RECEIVED

DEC 18 2018

**LAKE COUNTY CLERK
ROBIN M. O'CONNOR**

CERTIFICATION

I, LORI L. COLLINS, DO HEREBY CERTIFY, that I am the City Clerk of the City of North Chicago, Illinois, and that the attached is a true and exact copy of the following:

WHEREAS, This appropriation is adopted pursuant to the procedures set forth in the Illinois Municipal Code, provided any limitations in the Illinois Municipal Code in conflict with Ordinance shall be applicable to this Ordinance, pursuant to Section 6 of Article VII of the Constitution of the State of Illinois,

WHEREAS, This ordinance making appropriations for corporate purpose of the fiscal year beginning May 1, 2019 and April 30, 2020 (\$46,900,980)

I DO FURTHER CERTIFY that I am the keeper of the Records, Orders, Ordinances, Resolutions, Entries, Books and Papers of said City of North Chicago, and that the original of which the foregoing is a true and exact copy that is entrusted in my care for safekeeping and is now on file in my office.

WITNESS my hand and the corporate seal of the City of North Chicago this 19th day of June 2019, A.D.


Lori L. Collins
City Clerk



RECEIVED

JUN 26 2019

LAKE COUNTY CLERK
ROBIN M. O'CONNOR

**AN ORDINANCE MAKING APPROPRIATIONS FOR CORPORATE PURPOSES FOR
THE FISCAL YEAR BEGINNING MAY 1, 2019 AND ENDING APRIL 30, 2020**

**BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL IN THE CITY OF
NORTH CHICAGO, LAKE COUNTY, ILLINOIS AS FOLLOWS:**

2019 – 14

SECTION 1: This Appropriate Ordinance is adopted pursuant to the procedures set forth in the Illinois Municipal Code, provided any limitations in the Illinois Municipal Code in conflict with Ordinance shall be applicable to this Ordinance, pursuant to Section 6 of Article VII of the Constitution of the State of Illinois:

SECTION 2: That the appropriations herein made for any purpose shall be regarded only as the maximum amounts to be expended under the respective appropriation accounts and shall not be construed as a commitment, agreement, obligation, or liability of the City of North Chicago, and such appropriation being subject to further approval as to expenditures thereof by the City Council.

SECTION 3: The following sums of money, or as much thereof as may be authorized by law, be and the same are hereby appropriated to pay necessary expenses and liability of the City of North Chicago, Lake County, Illinois, hereinafter specified for fiscal year beginning May 1, 2019 and ending April 30, 2020, such appropriations are hereby made for the following objects and purposes:

SECTION 4: Any sums of money heretofore appropriated and not heretofore expended, and not in the City Treasury of the City of North Chicago, Lake County, Illinois is and are here appropriated by this Ordinance.

SECTION 5: That any balance, or all unexpected balances of any items or items of any appropriation made by this Ordinance may be expended in making up any insufficiency in other item or items in this Ordinance.

SECTION 6: That if any item, purpose, sentence or portion thereof this Ordinance by for any reason held invalid or unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance, and that any Ordinance or parts of any Ordinance in conflict herewith are hereby repealed.

SECTION 7: That the City Clerk is hereby ordered and directed to file a certified copy of this Ordinance with the County Clerk of Lake County, on or before the time required by law;

SECTION 8: This ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED, THIS 17TH DAY OF JUNE, 2019.

AYES: FISHER (RP), MAYFIELD, ALLEN, RUNNELS

NAYS: MARKHAM, JANUARY

ABSENT: EVANS


MAYOR

ATTEST:


CITY CLERK



City of North Chicago

1850 Lewis Avenue
North Chicago, Illinois 60064-2098

City of North Chicago
Certification of Revenues by Source

I, Daniela Partipilo, Interim Comptroller for the City of North Chicago, do hereby certify the attached FY2019-2020 Estimate of Revenue by Source, as required per 35 ILCS 200/18-50.

June 06, 2019

Daniela Partipilo

A handwritten signature in dark ink, appearing to read "Daniela Partipilo", is written over a horizontal line.

Interim Comptroller
City of North Chicago



		105%	
Account	Account Description	Budget	Appropriation
General Fund			
Mayor's Office:			
4000	Wages - Full Time	284,100	298,305
4003	Wages- Student Youth Program	2,500	2,625
4020	IMRF Match	21,800	22,890
4030	Employer's Health Insurance	20,050	21,053
4035	Employer's Dental and Vision	1,060	1,113
4070	Social Security Match	18,100	19,005
4071	Medicare Match	4,100	4,305
4212	Life Insurance Premiums	385	404
4110	Maintenance-Vehicles	450	473
4230	Telephone	700	735
4310	Travel and Training	20,000	21,000
4400	Other Professional Services	5,350	5,618
4440	Dues and Memberships	11,000	11,550
4740	Public Relations	5,500	5,775
4650	Office Supplies	1,500	1,575
4660	Fuel	1,800	1,890
4710	Publications	1,400	1,470
4850	Miscellaneous Expenses	15,300	16,065
	Student Youth Program Expense	20,000	21,000
4970	Principal and Interest	5,856	6,149
	Total-Mayor's Office	440,951	462,999
Legislative:			
4001	Part Time Wages	77,000	80,850
4020	IMRF Match	3,300	3,465
4030	Employer's Health Insurance	41,700	43,785
4035	Employer's Dental and Vision	2,200	2,310
4070	Social Security Match	4,800	5,040
4071	Medicare Match	1,200	1,260
4212	Life Insurance Premiums	575	604
4310	Alderman Expense	39,900	41,895
4340	Printing and Publishing	500	525
4400	Other Professional Services	10,300	10,815
4440	Dues and Memberships	4,600	4,830
4650	Office Supplies	250	263
	Total-Legislative	186,325	195,641
Boards & Commissions:			
4001	Part Time Wages	12,000	12,600
4070	Social Security Match	918	964
4071	Medicare Match	174	183
4310	Travel & Training	4,000	4,200
4320	Postage	100	105
4340	Printing & Publishing	500	525
4400	Professional Services	12,000	12,600
4500	Legal Services	25,000	26,250
	Total-Boards & Commissions	54,692	320,609
City Clerk's Office:			
4000	Full Time Wages	143,100	150,255
4020	IMRF Match	10,700	11,235
4030	Employer's Health Insurance	13,650	14,333
4035	Employer's Dental and Vision	1,100	1,155
4070	Social Security Match	8,900	9,345
4071	Medicare Match	2,100	2,205
4120	Maintenance-Equipment	1,000	1,050
4212	Life Insurance Premiums	205	215
4310	Travel and Training	1,500	1,575
4340	Printing and Publishing	6,000	6,300

Account	Account Description	105%	
		Budget	Appropriation
4440	Dues and Memberships	1,200	1,260
4650	Office Supplies	1,200	1,260
4660	Fuel	1,750	1,838
4710	Pulbications	1,200	1,260
4850	Miscellaneous Expenses	250	263
4940	Equipment	15,000	15,750
	Total-City Clerk's Office	208,855	219,298
City Treasurer:			
4001	Part Time Wages	23,000	24,150
4020	IMRF Match	1,750	1,838
4035	Employer's Dental and Vision	740	777
4070	Social Security Match	1,425	1,496
4071	Medicare Match	335	352
4212	Life Insurance Premiums	102	107
4310	Travel and Training	6,000	6,300
4340	Printing and Publishing	2,000	2,100
4440	Dues and Memberships	1,500	1,575
4650	Office Supplies	800	840
4660	Fuel	1,500	1,575
4850	Miscellaneous Expenses	1,000	1,050
	Total-City Treasurer	40,152	42,160
Comptroller's Office:			
4000	Full Time Wages	377,000	395,850
4010	Overtime	7,500	7,875
4020	IMRF Match	28,100	29,505
4030	Employer's Health Insurance	53,500	56,175
4035	Employer's Dental and Vision	2,800	2,940
4070	Social Security Match	23,500	24,675
4071	Medicare Match	5,600	5,880
4212	Life Insurance Premiums	570	599
4310	Travel and Training	3,500	3,675
4320	Postage	500	525
4340	Printing and Publishing	5,200	5,460
4355	Payroll Services	38,000	39,900
4350	Auditing	30,000	31,500
4400	Other Professional Services	130,500	137,025
4440	Dues & Memberships	1,000	1,050
4450	Bank Service Charges	10,000	10,500
4650	Office Supplies	4,000	4,200
4850	Miscellaneous Expenses	500	525
4940	Equipment	200,000	210,000
	Total-Comptroller's Office	921,770	967,859
Human Resources:			
4000	Full Time Wages	136,000	142,800
4020	IMRF Match	8,500	8,925
4030	Employer's Health Insurance	21,600	22,680
4035	Employer's Dental and Vision	1,100	1,155
4070	Social Security Match	8,400	8,820
4071	Medicare Match	2,000	2,100
4212	Life Insurance Premiums	184	193
4230	Telephone	600	630
4310	Travel and Training	3,800	3,990
4312	In-House Training	5,700	5,985
4341	Software & Program Fees	1,000	1,050
4380	Employment Medical Testing	25,000	26,250
4385	Other Employee Benefits	7,050	7,403
4440	Dues and Memberships	2,255	2,368
4650	Office Supplies	2,000	2,100

Account	Account Description	105%	
		Budget	Appropriation
4715	Advertising/Recruitment	10,000	10,500
4717	Employment Recognition	4,300	4,515
	Total-Human Resources	239,489	251,463
	Information Technology:		
4120	Maintenance-Equipment	146,600	153,930
4230	Telephone	6,000	6,300
4310	Travel and Training	3,500	3,675
4400	Other Professional Services	247,900	260,295
4680	Operating Supplies	7,500	7,875
4940	Equipment	36,000	37,800
	Total-Information Technology	447,500	469,875
	Police Services:		
4000	Full Time Wages	4,560,000	4,788,000
4001	Part Time Wages	140,000	147,000
4005	Voluntary Separation Plan	20,000	21,000
4007	Police Special Detail	45,000	47,250
4010	Overtime-Support Staff	100,000	105,000
4011	Overtime-Double	7,500	7,875
4014	Overtime-Sworn Staff	1,000,000	1,050,000
4020	IMRF Match	33,600	35,280
4022	Sick Leave-Sell Back	15,000	15,750
4025	Workers Compensation	100,000	105,000
4030	Employer's Health Insurance	618,674	649,608
4035	Employer's Dental and Vision	41,700	43,785
4060	Uniform Allowance	10,000	10,500
4070	Social Security Match	28,000	29,400
4071	Medicare Match	66,000	69,300
4072	Life Insurance Premiums	5,800	6,090
4100	Maintenance-Building Systems	1,000	1,050
4110	Maintenance-Vehicles	45,000	47,250
4120	Maintenance-Equipment	41,000	43,050
4230	Telephone	22,000	23,100
4280	Rentals	600	630
4310	Travel and Training	79,250	83,213
4320	Postage	600	630
4340	Printing and Publishing	11,000	11,550
4341	Software & Program Fees	101,400	106,470
4400	Other Professional Services	149,000	156,450
4440	Dues and Memberships	13,915	14,611
4460	Animal Control	31,500	33,075
4470	Other Communications	45,800	48,090
4495	Dispatch Services	740,333	777,350
4650	Office Supplies	13,400	14,070
4660	Fuel	80,000	84,000
4680	Operating Supplies	43,200	45,360
4690	Uniforms	61,000	64,050
4700	Prisoner Meals	1,500	1,575
4810	Investigative Expenses	8,000	8,400
4820	Crime Prevention	25,500	26,775
4850	Miscellaneous Expense	3,400	3,570
4940	Equipment	42,000	44,100
4999	Enterprise Fleet Lease	13,771	14,460
4960	Non Bonded Debt Service (Vehicles)	74,514	74,514
	Total-Police Services	8,439,957	8,858,229
	Fire Services:		
4000	Full Time Wages	2,531,500	2,658,075
4001	Part Time Wages	1,200	1,260
4005	Fire Overtime	40,000	42,000

Account	Account Description	Budget	105%
			Appropriation
4018	Good Attendance Incentive	27,000	28,350
4009	Lieutenant Pay	5,500	5,775
4022	Sick Leave-Sell Back	15,000	15,750
4020	IMRF Match	12,500	13,125
4030	Employer's Health Insurance	387,900	407,295
4035	Employer's Dental and Vision	31,000	32,550
4070	Social Security Match	10,500	11,025
4071	Medicare Match	37,000	38,850
4072	Life Insurance Premiums	3,100	3,255
4110	Maintenance-Vehicles	32,000	33,600
4120	Maintenance-Equipment	15,100	15,855
4230	Telephone	4,700	4,935
4280	Rentals	1,500	1,575
4310	Travel and Training	30,000	31,500
4320	Postage	300	315
4340	Printing and Publishing	5,600	5,880
4380	Medical Services	11,500	12,075
4400	Other Professional Services	6,125	6,431
4440	Dues and Memberships	9,425	9,896
4650	Office Supplies	2,500	2,625
4660	Gasoline and Oil	23,000	24,150
4670	Maintenance Cleaning Supplies	4,000	4,200
4680	Operating Supplies	9,500	9,975
4681	Ambulance Supplies	9,000	9,450
4690	Uniforms	25,000	26,250
4720	Hazardous Material Enforcement	3,000	3,150
4850	Miscellaneous Expenses	2,500	2,625
4999	Enterprise Fleet Lease	3,558	3,736
4870	Principal and Interest	21,448	21,448
	Total-Fire Services	3,321,956	3,486,981
Economic Development - Building Division			
4000	Full Time Wages	293,000	307,650
4005	Straight Overtime	1,000	1,050
4010	Overtime	6,500	6,825
4020	IMRF Match	21,800	22,890
4030	Employer's Health Insurance	38,700	40,635
4035	Employer's Dental and Vision	5,100	5,355
4070	Social Security Match	18,100	19,005
4071	Medicare Match	4,300	4,515
4072	Life Insurance Premiums	460	483
4130	Maintenance - Vehicles	1,320	1,386
4230	Telephone	3,500	3,675
4310	Travel and Training	3,000	3,150
4320	Postage	200	210
4340	Printing and Publishing	6,000	6,300
4399	Reimbursable Building Division	60,000	63,000
4400	Other Professional Services	310,000	325,500
4440	Dues and Memberships	1,850	1,943
4540	Demolition	20,000	21,000
4541	Fastrack Demolition	35,000	36,750
4650	Office Supplies	2,500	2,625
4660	Fuel	3,500	3,675
4680	Operating Supplies	1,000	1,050
4710	Publications	500	525
4960	Non Bonded Debt Service	75,000	78,750
	Total-Building Division	912,330	957,947
Economic Development - Facilities Management			
4000	Full Time Wages	94,000	98,700
4010	Overtime	2,500	2,625

Account	Account Description	Budget	105%
			Appropriation
4020	IMRF Match	7,000	7,350
4030	Employers' Health Insurance	13,700	14,385
4035	Employers' Dental & Vision Insurance	700	735
4070	Social Security Match	6,000	6,300
4071	Medicare Match	1,400	1,470
4072	Life Insurance Premiums	130	137
4100	Maintenance-Buildings	72,000	75,600
4110	Maintenance-Vehicles	1,010	1,061
4120	Maintenance-Equipment	8,000	8,400
4230	Telephone	300	315
4310	Travel and Training	300	315
4340	Printing and Publishing	150	158
4343	Janitorial Services	63,000	66,150
4570	Pest Control	37,500	39,375
4650	Office Supplies	200	210
4660	Fuel	500	525
4852	Contingency	25,000	26,250
4910	Building Improvements	135,000	141,750
	Total-Facilities Management Division	468,390	491,810
Economic Development - Planning Division			
4000	Full Time Wages	195,000	204,750
4020	IMRF Match	14,500	15,225
4030	Employers' Health Insurance	33,500	35,175
4035	Employers' Dental & Vision Insurance	2,700	2,835
4070	Social Security Match	12,000	12,600
4071	Medicare Match	2,900	3,045
4072	Life Insurance Premiums	230	242
4230	Telephone	1,200	1,260
4310	Travel and Training	3,000	3,150
4320	Postage	500	525
4340	Printing & Publishing	600	630
4360	Engineering Fees	50,000	52,500
4399	Reimbursable Building Division	125,000	131,250
4440	Dues and Memberships	2,000	2,100
4650	Office Supplies	300	315
4660	Fuel	600	630
4999	Enterprise Fleet Lease	2,475	2,599
4710	Publications	300	315
	Total-Facilities Management Division	446,805	469,145
Public Works-Streets:			
4000	Full Time Wages	811,700	852,285
4001	Part Time Wages	1,000	1,050
4010	Overtime	40,000	42,000
4022	Sick Leave Sellback	500	525
4020	IMRF Match	60,400	63,420
4030	Employer's Health Insurance	145,800	153,090
4035	Employer's Dental and Vision	10,000	10,500
4070	Social Security Match	46,500	48,825
4071	Medicare Match	10,800	11,340
4072	Life Insurance	1,450	1,523
4100	Maintenance-Building	15,000	15,750
4110	Maintenance-Vehicles	25,000	26,250
4120	Maintenance-Equipment	6,000	6,300
4130	Maintenance-Streets	60,000	63,000
4150	Maintenance-Grounds	1,500	1,575
4230	Telephone	4,000	4,200
4280	Rentals	2,500	2,625
4310	Travel and Training	2,000	2,100

Account	Account Description	Budget	105% Appropriation
4320	Postage	100	105
4341	Software & Program Fees	4,000	4,200
4343	Janitorial Services	10,200	10,710
4360	Engineering Services	10,000	10,500
4400	Other Professional Services	131,000	137,550
4440	Dues & Memberships	1,200	1,260
4650	Office Supplies	900	945
4660	Fuel	30,000	31,500
4670	Maintenance Supplies	13,000	13,650
4680	Operating Supplies	4,500	4,725
4690	Uniforms	16,300	17,115
4800	Reimbursements	250	263
4940	Equipment	30,000	31,500
4999	Enterprise Fleet Lease	21,933	23,030
4850	Miscellaneous Expense	500	525
	Total Public Works-Streets	1,518,033	1,593,935

Administrative Services:

4050	Unemployment Insurance Claims	10,000	10,500
4200	Workers Compensation Insurance	68,000	71,400
4201	Workers Compensation Deductible	200,000	210,000
4460	Transfer-Firefighter's Pension Fund	1,113,026	1,168,677
4465	Transfer-Police Pension Fund	1,642,738	1,724,875
4210	Liability/Property Insurance Premium	387,000	406,350
4211	Liability Claims	200,000	210,000
4212	Duty Disability Insurance Premiums	62,000	65,100
4230	Telephone	225,000	236,250
4260	Utilities	10,000	10,500
4320	Postage	16,000	16,800
4340	Printing and Publishing	7,000	7,350
4370	Legal Retainers	26,000	27,300
4400	Other Professional Services	44,000	46,200
4410	Redflex Traffic System Fees	150,000	157,500
4440	Dues and Memberships	5,500	5,775
4500	Legal Services	350,000	367,500
4740	Public Relations	35,000	36,750
4745	Public Relations-Community Days	76,500	80,325
	Economic Incentive-Hamptons Condo	30,000	31,500
4443	Economic Incentive-Abbvie	620,000	651,000
4444	Economic Incentive-Abbott	200,000	210,000
4445	Lake Bluff Sales Tax Sharing	12,000	12,600
4850	Miscellaneous Expenses	15,000	15,750
4898	Reserve for Voluntary Separation Plan	100,000	105,000
4753	IL Department of Revenue	211,200	221,760
		5,815,964	6,106,762

Total-General Fund

23,463,169 24,894,712

Water & Sewer Fund:

Public Works-Water:

4000	Full Time Wages	900,000	945,000
4001	Part Time Wages	3,500	3,675
4010	Overtime	120,000	126,000
4020	IMRF Match	67,000	70,350
4030	Employer's Health Insurance	188,400	197,820
4035	Employer's Dental and Vision	10,500	11,025
4070	Social Security Match	55,800	58,590
4071	Medicare Match	13,000	13,650
4072	Life Insurance Premiums	1,325	1,391
4100	Maintenance-Buildings	55,000	57,750
4110	Maintenance-Vehicles	10,000	10,500

Account	Account Description	Budget	105%
			Appropriation
4120	Maintenance-Equipment	381,500	400,575
4210	Riski Management (All Insurance)	263,800	276,990
4230	Telephone	6,000	6,300
4260	Utilities	626,000	657,300
4280	Rentals	750	788
4310	Travel and Training	4,000	4,200
4320	Postage	16,000	16,800
4340	Printing and Publishing	5,500	5,775
4341	Software & Program Fees	38,500	40,425
4343	Janitorial Services	10,000	10,500
4350	Auditing	15,000	15,750
4360	Engineering Services	100,000	105,000
4400	Professional Services	251,000	263,550
4400	Dues & Memberships	1,000	1,050
4450	Bank Service Charges	8,700	9,135
4480	Sludge Treatment	15,000	15,750
4510	Intake Inspection and Repair	92,000	96,600
4650	Office Supplies	750	788
4660	Gasoline and Oil	24,000	25,200
4670	Maintenance Supplies	120,000	126,000
4680	Operating Supplies	132,500	139,125
4690	Uniforms	12,000	12,600
4781	Transfer to General Fund	2,100,000	2,205,000
4850	Miscellaneous Expenses	500	525
4860	Principal Retirement	107,500	112,875
4865	Interest Expense	33,500	35,175
4880	Bond Service Fees - 2014B	500	525
4910	Building Improvements	850,000	892,500
4920	Other Improvements	4,296,095	4,510,900
4940	Equipment	100,000	105,000
4999	Enterprise Fleet Lease	9,337	9,804
	Total-Public Works-Water Division	11,045,957	11,598,255
Public Works-Sewer:			
4000	Full Time Wages	161,600	169,680
4010	Overtime	25,000	26,250
4020	IMRF Match	12,100	12,705
4030	Employer's Health Insurance	32,500	34,125
4035	Employer's Dental and Vision	2,400	2,520
4070	Social Security Match	10,100	10,605
4071	Medicare Match	2,400	2,520
4100	Maintenance-Buildings	18,000	18,900
4110	Maintenance-Vehicles	10,000	10,500
4120	Maintenance-Equipment	15,000	15,750
4150	Maintenance-Grounds	10,000	10,500
4072	Life Insurance Premiums	225	236
4230	Telephone	4,100	4,305
4280	Rentals	2,500	2,625
4310	Travel and Training	2,000	2,100
4360	Engineering Services	75,000	78,750
4400	Other Professional Services	105,000	110,250
4650	Office Supplies	250	263
4660	Gasoline and Oil	10,000	10,500
4670	Operating Supplies	45,000	47,250
4690	Uniforms	6,000	6,300
4781	Transfer to General Fund	500,000	525,000
4860	Principal Retirement	107,500	107,500
4865	Interest Expense	33,500	33,500
4880	Bond Service Fees - 2014B	500	500
4960	Non-Bonded Debt (IEPA)	57,875	57,875
4999	Enterprise Fleet Lease	1,181	1,240

		105%	
Account	Account Description	Budget	Appropriation
4920	Other Improvements	800,000	840,000
	Total-Public Works-Sewer Division	2,049,731	2,142,249
Garbage & Refuse Service:			
4402	Refuse Collection	800,000	840,000
	Total Refuse and Garbage Service	800,000	840,000
	Total-Water & Sewer Fund	13,895,688	14,580,504

Library Fund:

4000	Full Time Wages	338,007	354,907
4001	Part Time Wages	95,375	100,144
4020	IMRF Match	23,200	24,360
4030	Employer's Health Insurance	91,300	95,865
4035	Employer's Dental and Vision	4,900	5,145
4070	Social Security Match	24,700	25,935
4071	Medicare Match	5,800	6,090
4072	Life Insurance Premiums	920	966
4100	Maintenance-Buildings	25,000	26,250
4110	Maintenance-Vehicle	3,000	3,150
4120	Maintenance-Equipment	19,200	20,160
4150	Maintenance-Grounds	18,000	18,900
4230	Telephone	7,000	7,350
4260	Utilities	3,000	3,150
4280	Rentals	8,000	8,400
4310	Travel and Training	12,000	12,600
4320	Postage	650	683
4340	Printing and Publishing	4,000	4,200
4350	Audit	5,000	5,250
4370	Legal Services	15,000	15,750
4400	Other Professional Services	18,000	18,900
4401	Contractual	300	315
4420	Janitorial Services	10,000	10,500
4440	Dues and Memberships	2,000	2,100
4450	Bank Service Charges	1,000	1,050
4530	Boards and Commissions	26,000	27,300
4570	Pest Control	1,650	1,733
4650	Office Supplies	2,000	2,100
4660	Gasoline and Oil	1,500	1,575
4670	Maintenance Supplies	3,000	3,150
4680	Operating Supplies	4,200	4,410
4690	Uniforms	600	630
4710	Publications	4,000	4,200
4740	Public Relations	12,000	12,600
4741	Risk Management (All Insurance)	16,900	17,745
4850	Miscellaneous Expenses	1,000	1,050
4890	Books	30,000	31,500
4851	Friends of the Library	5,400	5,670
4781	Transfer to General Fund	33,000	34,650
4910	Building Renovation	25,000	26,250
4940	Equipment	9,300	9,765
4990	Audio/Visual	6,000	6,300
4960	Non Bonded Debt	53,400	56,070
5000	Computer Programming	45,000	47,250
	Total-Library Fund	1,015,302	1,066,067

Motor Fuel Tax Fund:

4132	Maintenance-Signage	10,000	10,500
4133	Maintenance-Traffic Signals	67,000	70,350
4260	Utilities	215,000	225,750
4270	Street Lighting	85,000	89,250

		105%	
Account	Account Description	Budget	Appropriation
4360	Engineering Services	125,000	131,250
4400	Professional Services	140,000	147,000
4402	De-Icing Supplies	130,000	136,500
4680	Operating Supplies	60,000	63,000
4920	Other Improvements	917,000	962,850
	Total-MFT	1,749,000	1,836,450
Housing & Community Development Fund:			
4302	CDBG Sidewalks/Streetscape	20,000	21,000
4324	CDGB Watermains	15,000	15,750
4340	CDBF Infrastructure	15,000	15,750
4365	PADS/Crisis Intervention/Youth Build	33,000	34,650
4920	Other Improvements	565,000	593,250
	Total-Housing and Community Development Fund	648,000	680,400
E-911 Fund:			
4120	Maintenance-Equipment	33,000	34,650
4310	Travel and Training	6,200	6,510
4400	Other Professional Services	1,400	1,470
4440	Dues and Memberships	800	840
	Transfer to Joint ETSB - Mundelein	550,000	577,500
	Total-E-911 Emergency Fund	591,400	620,970
Sheridan Crossing TIF II:			
4400	Professional Services	28,000	29,400
4350	Audit	250	263
	Total-Sheridan Crossing TIF II	28,250	29,663
Downtown TIF I:			
4350	Audit	1,250	1,313
4920	Other Improvements	150,000	157,500
	Total-Sheridan Crossing TIF II	151,250	158,813
Skokie Highway TIF III:			
4350	Audit	1,250	1,313
4400	Professional Services	150,000	157,500
	Total-Skokie Hwy TIF III	151,250	158,813
Grant Place Operating Fund:			
4100	Maintenance-Building	30,000	31,500
4150	Maintenance-Grounds	39,000	40,950
4260	Utilities	16,500	17,325
4210	Insurance - Building	16,900	17,745
4343	Janitorial Services	4,140	4,347
4500	Legal Fees	300	315
4570	Pest Control	900	945
4402	Refuse	3,200	3,360
4444	Real Estate Taxes	95,000	99,750
	Total-Grant Place Operating Fund	205,940	216,237
Grant Place Capital Fund:			
4400	Professional Fees	3,500	3,675
	Total-Grant Place Capital Fund	3,500	3,675
Corporate Purpose Bonds-Series 2014-A Fund:			
4860	Interest Expense	150,200	150,200
4870	Principal Payment	845,000	845,000
4880	Fiscal Agent Fees	750	750
	Total-Corporate Purpose General Obligation Bonds-Series 2014-A Fund	995,950	995,950

		105%	
Account	Account Description	Budget	Appropriation
Corporate Purpose Bonds-Series 2007-C Fund:			
4860	Interest Expense	378,228	378,228
4870	Principal Payment	495,000	495,000
4880	Fiscal Agent Fees	750	750
Total-Corporate Purpose General		873,978	873,978
Obligation Bonds-Series 2007-C Fund			
Corporate Purpose Bonds-Series 2007-A Fund:			
4860	Interest Expense	42,200	42,200
4870	Principal Payment	240,000	240,000
4880	Fiscal Agent Fees	600	600
Total-Corporate Purpose General		282,800	282,800
Obligation Bonds-Series 2007-A Fund			
Corporate Purpose Bonds-Series 2007-B Fund:			
4860	Interest Expense	205,060	205,060
4880	Fiscal Agent Fees	475	475
Total-Corporate Purpose General		205,535	205,535
Obligation Bonds-Series 2007-B Fund			
Dental and Vision Fund:			
4092	Vision Expenses	13,000	13,650
4450	Administrative Fees	6,000	6,300
	Transfer to General Fund	100,000	105,000
Total Dental and Vision Fund		119,000	124,950
Retiree's Insurance Fund:			
4031	Medical Insurance Premiums	150,000	157,500
4033	Dental & Vision	11,000	11,550
4072	Life Insurance Premiums	2,300	2,415
Total Retiree's Insurance Fund		163,300	171,465
Total Appropriations		44,543,312	46,900,980

Estimated Revenue, by Source, per 35 ILCS 200/18-50
Fiscal Year Ending April 30, 2020

Fund	Account	Description	Revenue Estimate
General Fund:			
01	3001	Real Estate Taxes-General	3,700,623
01	3002	Local Hotel/Motel Tax	224,000
01	3004	Local Real Estate Transfer Tax	135,000
01	3005	Real Estate Taxes-IMRF/FICA	608,756
01	3006	Real Estate Taxes-Fire Pension	913,026
01	3007	Local Food and Beverage Tax	270,000
01	3008	Real Estate Taxes-Police Pension	1,442,738
01	3009	Local Motor Fuel Tax	800,000
01	3010	Local Self Storage Facility Tax	38,000
01	3102	Income Tax	2,615,000
01	3103	Utility Tax	1,500,000
01	3104	Sales Tax	2,105,000
01	3105	Sales Tax-Abbott Purchasing Co.	200,000
01	3106	Sales Tax-Abbvie Purchasing Co.	620,000
01	3108	Personal Property Replacement Tax	250,000
01	3109	Simplified Telecom Tax	600,000
01	3110	Automobile Rental Tax	8,500
01	3112	Illinois Local Use Tax	725,000
01	3113	Road and Bridge Tax	33,000
01	3117	Video Gaming Tax	155,000
01	3150	Grant Proceeds	125,000
01	3152	Grant Proceeds-Student Youth Program	30,000
01	3203	North Chicago Housing Authority	3,000
01	3306	Contractor's Licenses	19,000
01	3307	Pet Tag Licenses	500
01	3314	Liquor Licenses	55,000
01	3318	Video Gaming Terminal Licenses	85,000
01	3320	Business Licenses	110,000
01	3321	Landlord Licenses	55,000
01	3322	Property Vacancies Licenses	60,000
01	3355	Building Permits	225,000
01	3358	Permits - Rezoning Variance	1,000
01	3359	Miscellaneous Permits	1,000
01	3363	Truck Stickers	12,000
01	3364	Building Permits-Abbott/Abbvie	5,000
01	3367	Occupancy Permits	75,000
01	3368	Hazardous Material Permits	20,000
01	3371	Taxi Class A Driver Licenses	28,000
01	3500	Lien Fees	60,000
01	3501	Parking/Local Ordinance Fines	24,000
01	3504	Animal Fines and Fees	500
01	3505	Building Fines & Fees	10,000
01	3515	Adjudication Fees	150,000
01	3520	Redflex CNC Collections	300,000
01	3525	Other Adjudication Court Fees	5,000
01	3602	Photo Copies	3,000
01	3606	Ambulance Fees	365,000
01	3615	Police Services	1,125,000
01	3700	Alarm Service Fees	14,000
01	3702	Cable Franchise Fees	140,000
01	3703	Cable Land Use	100,000
01	3705	Metra Parking Passes/Fees	10,000
01	3707	Community Days Fees	75,000
01	3711	Rental-Whole Earth Organics	13,000
01	3801	Interest Income	100,000
01	3803	Lake County Circuit Court Fines/Fees	105,000
01	3900	Sale of Fixed Assets	21,500
01	3901	Sale of City Property	1,000
01	3902	Reimbursables - Legal Services	50,000

Estimated Revenue, by Source, per 35 ILCS 200/18-50
Fiscal Year Ending April 30, 2020

Fund	Account	Description	Revenue Estimate
01	3904	Miscellaneous Revenue	10,000
01	3905	NSF Check Fee	250
01	3915	WC Reimbursement	10,000
01	3925	Transfer In-Sewer Operating	500,000
01	3950	Transfer In-Water Operating	2,100,000
01	3952	Transfer In-Library	33,000
		Transfer from Dental & Vision	100,000
01	3980	Reimbursables - Bldg Division	60,000
01	3981	Reimbursables - Planning Division	125,000
01	3983	Reimbursables - Engineering Services	
Total General Fund			23,463,393

Water & Sewer Fund:

07	3001	Real Estate Taxes-General	284,820
07	3801	Interest	25,000
07	3806	Interest Income - Investment	50,000
07	3401	Water Usage-Industrial	1,850,000
07	3404	Water Usage-Abbott Park	750,000
07	3405	Water Usage-Abbvie Raw Water	725,000
07	3406	Water Usage-Residential	1,325,000
07	3407	Water Usage-Commercial	300,000
07	3408	Penalties/Late Charges-Water	50,000
07	3410	Service Restoration Fees	18,000
07	3411	Water Meter Sales	20,000
07	3412	Tap-On Fees	12,000
07	3416	Base Water Fees-Industrial	59,000
07	3417	Base Water Fees-Abbott Park	41,000
07	3418	Base Water Fees-Commercial	97,000
07	3419	Base Water Fees-Residential	495,000
07	3452	Sewer Usage-Residential	500,000
07	3453	Sewer Usage-Industrial	650,000
07	3454	Penalties/Late Charges-Sewer	16,000
07	3455	Sewer Usage-Commercial	105,000
07	3457	Base Sewer Fees-Residential	70,000
07	3458	Base Sewer Fees-Industrial	8,500
07	3459	Base Sewer Fees-Commercial	15,000
07	3904	Miscellaneous Revenue	10,000
07	3927	Transfer from General	75,000
07	3905	Raw Water Equipment	23,700
07	3909	Refuse Hauling	800,000
Total Water & Sewer Fund			8,375,020

Library Fund:

03	3001	Real Estate Taxes-General	723,732
03	3006	Real Estate Taxes-IMRF/FICA	40,660
03	3150	Grant Proceeds	72,000
03	3507	Rental Income	2,000
03	3505	Fines and Fees	11,000
03	3602	Photo Copier	6,000
03	3801	Interest Income	5,000
03	3903	Donations	10,000
03	3904	Miscellaneous	0
03	3905	Friends of North Chicago Public Library	5,000
Total Library Fund			875,392

Estimated Revenue, by Source, per 35 ILCS 200/18-50
Fiscal Year Ending April 30, 2020

Fund	Account	Description	Revenue Estimate
Motor Fuel Tax Fund:			
06	3110	Motor Fuel Tax-state	800,000
06	3801	Interest	2,500
06	3806	Interest Income - Investment	1,250
06	3906	IDOT Roadway Maintenance	25,000
		Total Motor Fuel Tax Fund	828,750
Housing and Community Development Fund:			
15	3150	Grant Proceeds	648,000
15	3801	Interest Income	200
		Total Housing & Community Development Fund	648,200
E-911 Emergency Fund:			
33	3112	E-911 Wireless Emergency Surcharge	140,000
33	3801	Interest Income	150
		Total E-911 Emergency Fund	140,150
Seized Drug Forfeiture-State Fund:			
38	3801	Interest Income	200
38	3810	State of Illinois Awards	500
		Total Seized Drug Forfeiture-State Fund	700
Sheridan Crossing TIF 2 Fund:			
64	3801	Interest Income	1,200
		Total TIF I Downtown Redevelopment Area Fund	1,200
Downtown Redevelopment TIF 1 Fund:			
65	3801	Interest Income	10,000
		Total TIF I Downtown Redevelopment Area Fund	10,000
Skokie Highway TIF 3 Fund:			
66	3007	Property Tax Increment	79,000
65	3801	Interest Income	0
		Total TIF I Downtown Redevelopment Area Fund	79,000
Grant Place Retail Center Operating Fund:			
78	3401	Rental Income	132,780
78	3402	CAM	41,952
78	3403	Real Estate Taxes	41,484
78	3801	Interest	5,193
		Total Grant Place Retail Center Operating Fund	221,409
Grant Place Capital Development Fund:			
79	3904	Miscellaneous Revenue	1,200
		Total Grant Place Capital Development Fund	1,200
Corporate Purpose General Obligation Bonds-Series 2014-A Fund:			
20	3001	Property Tax-Debt Service	995,200
20	3007	Property Tax-Tax Increment	850,000
20	3801	Interest Income	65,000
		Total G.O. Bond Series 2014-A	1,910,200
Corporate Purpose General Obligation Bonds-Series 2007-C Fund:			
22	3001	Property Tax-Debt Service	873,227
22	3801	Interest Income	6,000
		Total G.O. Bond Series 2007-C	879,227

Estimated Revenue, by Source, per 35 ILCS 200/18-50
Fiscal Year Ending April 30, 2020

Fund	Account	Description	Revenue Estimate
Corporate Purpose General Obligation Bonds-Series 2007-A Fund:			
24	3001	Property Tax-Debt Service	282,200
24	3801	Interest Income	900
		Total G.O. Bond Series 2007-A	283,100
Corporate Purpose General Obligation Bonds-Series 2007-B Fund:			
29	3001	Property Tax-Debt Service	205,060
29	3801	Interest Income	2,500
		Total G.O. Bond Series 2007-B	207,560
Dental and Vision Fund:			
36	3801	Interest Income	50
36	3918	Employer Dental and Vision	75,000
		Total Dental and Vision Fund	75,050
Retiree's Insurance Fund:			
40	3801	Interest Income	10
40	3911	Health and Life Insurance Premium	163,300
		Total Retiree's Insurance Fund	163,310
		Total All Fund Revenue	38,162,861

INVESTMENT POLICY

I. PURPOSE

The City of North Chicago (“City”), as an inherent fiduciary responsibility to properly account for and manage public funds. Public funds are to be considered current operating funds, special funds, debt service and other funds of any kind or character belonging to or in the custody of any public agency (Chapter 30, paragraph 235/1 through 235/8, Public Funds Investment Act, Illinois Compiled Statutes).

II. SCOPE

This investment policy applies to all financial assets of the City except for the Police and Firefighters’ Pension Funds which are subject to those individual fund boards.

1. Pooling of Funds

Except for cash in certain restricted and special funds, the City will consolidate and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. GENERAL OBJECTIVES

The primary objectives, in priority order of investment activities shall be safety, liquidity, and yield.

1. Safety

Safety of principal is the foremost objective of the investment program. Investment shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

The City will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investment to the types of securities listed in Section VII of this Investment Policy
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and adviser with which the City will do business in accordance with section V
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

The City will minimize interest rate risk, which is the risk that the market values of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (see Section VIII).

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same day liquidity for short-term funds.

3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio
- Liquidity needs of the portfolio require that the security be sold.

IV. STANDARD OF CARE

1. Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing the overall portfolio. Investment offices acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they

conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and offices shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

3. Delegation of Authority

Authority to manage the City's investment program is derived from the following:

The establishment of investment policies is the responsibility of the City Council Board. Management and administrative responsibility for the investment program is hereby delegated to the City Treasurer, or designee, who, under the direction of the Mayor/City Council, shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. Such procedures shall include explicit delegation of authority to persons responsible for investment transaction. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Treasurer. The City Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The City Treasurer may from time to time amend the written procedures in a manner not inconsistent with this policy or state statutes.

The responsibility for investment activities of the Policy and Firefighter Pension Funds rest with the trustees of the respective fund boards.

V. AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORIES AND BROKER/DEALERS

The City Treasurer, or designee, will maintain a list of financial institutions authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by credit worthiness. These may include "primary" dealers or regional dealers that qualify under the Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except at a qualified public depository as established by state statutes.

All financial institutions and broker/dealers who desire to become qualified become qualified bidders for investment transactions must supply the City Treasurer with the following:

- Audited financial statements demonstrating compliance with state and federal capacity adequacy guidelines
- Proof of Nation Association of Security Dealers (NASD) certification (not applicable to Certificate of Deposit counterparties)
- Proof of state registration
- Completed broker/dealer questionnaire
- Certification of having read the City's Investment Policy

VI. SAFEKEEPING AND CUSTODY

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

Securities will be held by an independent third-party custodian selected by the City as evidenced by safekeeping receipts in the City's name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standard No. 70, or SAS 70).

1. Internal Controls

The City Treasurer, or designee, is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. Details of the internal controls system shall be documented in an investment procedures manual and shall be reviewed and updated annually. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls structure shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Dual authorizations of wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian

Accordingly, the City Treasurer, or designee, shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures.

VII. SUITABLE AND AUTHORIZED INVESTMENTS

The City may invest in any type of the security allowed for in Illinois Compiled Statutes (30 ILCS 235/2) regarding the investment of public funds. Approved investments include:

- Bonds, notes, certificates of indebtedness, treasury bill, or any other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest;
- Bonds, notes, debentures or other similar obligations of the United States of America or its agencies;
- Interest-bearing savings accounts, interest-bearing certificates of deposits or interest-bearing time deposits or any other investment constituting direct obligations of any bank as defined by the Illinois Banking Act; and is insured by the Federal Deposit Insurance Corporation (FDIC);

- Short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature not later than 180 days for the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations and (iii) no more than 25% of the City's funds may be investing in short-term obligations of corporations;
- Illinois Public Treasurer's Investment Pool (The Illinois Funds);
- Consistent with the GFOA Recommended Practice on Use of Derivatives by State and Local Governments, extreme caution should be exercised in the use of derivative instruments.

1. Collateralization

It is the policy of the City and in accordance with the GFOA Recommended Practice on the Collateralization of Public Deposits, the City requires that funds on deposit in excess of FDIC limits be secured with some form of collateral. The City will accept any of the following assets as collateral:

- Government Securities
- Obligations of Federal Agencies
- Obligations of Federal Instrumentalities
- Obligations of the State of Illinois

(The City reserves the right to accept/reject any form of the above named securities.)

The amount of collateral provided will not be less than 110% of the fair market value of the net amount of public funds secured. The ratio of fair market value of collateral to the amount of funds secured will be reviewed monthly, and additional collateral will be required when the ratio declines below the level required and collateral will be released if the fair market value exceeds the required level. Pledged collateral will be held in safekeeping by an independent third party depository designated by the City and evidenced by a safekeeping agreement. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the City. The City realized that there is a cost factor involved with collateralization and the City will pay any reasonable and customary fees related to collateralization.

VIII. INVESTMENT PARAMETERS

1. Diversification

In order to reduce the risk of default, the investment portfolio of the City shall be diversified by:

- Limiting investments to avoid over-concentration in securities from a specific issuer or business sector (U.S. Treasury and Agency Securities),
 - No financial institution shall hold more than 40% of the City's investment portfolio
 - Monies deposited at a financial institution shall not exceed 75% of the capital stock and surplus of that institution
 - Commercial paper shall not exceed 10% of the City's investment portfolio
 - Brokered certificates of Deposit shall not exceed 25% of the City's investment portfolio

- Investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

2. Maximum Maturities

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than three years from the date of purchase.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding three year if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as LGIPs, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

IX. REPORTING

The City Treasurer, or designee, shall prepare as investment report at least monthly, including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the month. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. This report should be provided to the Mayor and City Council. The report will include the following:

- Listing of individual securities held, by fund, at the end of the reporting period
- Average weighted yield to maturity of portfolio
- Listing of investment by maturity date
- Percentage of total portfolio which each type of investment represents

1. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to appropriate benchmarks on a regular basis. The benchmarks shall be reflective of the actual securities being purchased and risks undertaken, and the benchmark shall have similar weighted average as the portfolio.

2. Market Yield

The City's investment strategy is passive. Given this strategy, the basis used by the City Treasurer to determining whether market yield are being achieved shall be the six-month U.S. Treasury Bill.

3. Marking to Market

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA recommended Practices in “Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools”. In defining market value, consideration should be given to the GASB Statement 31 pronouncement.

X. INVESTMENT POLICY ADOPTION

The City’s Investment Policy shall be adopted by resolution of the City Council. This policy shall be reviewed on an annual basis by the City Treasurer and any modifications hereto must be approved by the City Council.

Council Approved: December 21, 2015 (Resolution No. 2015-36)
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FUND BALANCE POLICY

I. PURPOSE

The City of North Chicago has created this fund balance policy to provide a reserve for the following funds (Corporate, Water/Sewer/Refuse, and Insurance). The Fund Balance Policy follows generally accepted accounting principles (GAAP) and has been developed to:

- Ensure stable service delivery
- Provide reserves to meet unanticipated nonemergency expenditures
- Smooth the effects of annual changes in tax rates and/or structure
- Provide sufficient cash flow for financial needs
- Demonstrate financial stability and to preserve the City's bond rating

II. DEFINITIONS

Governmental Funds:

Governmental Funds are used to account for all or most of the City's general activities, including the collection and disbursement or earmarked monies (special revenue funds), the acquisition or construction of general capital assets (capital projects fund/department), and the servicing of long-term debt (debt service funds). The General Fund is used to account for all activities of the City not accounted for in some other fund.

Fund Balance:

Fund Balance is the difference between assets and liabilities in a Governmental Fund.

Nonspendable Fund Balance:

Nonspendable Fund Balance is a portion of a Governmental Fund's fund balance that are not available to be spent, either in the short-term or long-term, or through legal restrictions (e.g., inventories, prepaid items, land held for resale and endowments).

Restricted Fund Balance:

Restricted Fund Balance is a portion of a Governmental Fund's fund balance that are subject to external enforceable legal restrictions (e.g., grantor, contributor and property tax levies).

Unrestricted Fund Balance:

Unrestricted Fund Balance is made up of three components:

1. Committed Fund Balance – the portion of a Governmental Fund's fund balance with self-imposed constraints or limitations that have been placed at the highest level of decision making through formal Board action. The same action is required to remove the commitment of fund balance.
2. Assigned Fund Balance – the portion of a Governmental Fund's fund balance to denote an intended use of resources but with no formal Board action.
3. Unassigned Fund Balance – available expendable financial resources in a governmental fund that is not the object of tentative management plan.

III. CORPORATE FUND BALANCE

The unassigned Corporate Fund Balance will be maintained at 30%-40% of total expenditures. Total expenditures include transfers out of the fund.

The unassigned fund balance will be reviewed annually during the budget process. Balances in excess may be transferred and committed to the Capital Projects Fund to support future capital projects.

IV. UTILITY ENTERPRISE FUND BALANCE

The fund balance of the Utility Enterprise Funds (Water, Sewer, and North Maine) includes fixed assets, capital, debt and cash. The goal of the utility funds is to remain self-sufficient. A reserve cash balance policy has been put into place to ensure positive cash flow for operations. This reserve balance is 60 days of operating expenditures, excluding capital and debt service.

V. INSURANCE/RISK FUND BALANCE

The Insurance/Risk Fund should be self-sufficient (expenses are covered by revenues) and routinely reviewed to incorporate new data.

Council Approved: March 19, 2018 (Resolution No. 2018-6)
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ELECTED OFFICIALS EXPENSE POLICY

I. PURPOSE

Each elected official is annually allocated an amount to cover expenses related to their official duties during the budget process and approved by City Council.

Expenses related to an elected officer's official duties encompass those activities that will serve as a benefit to the community as a body, and at the same time are directly related to the functions of government.

II. SCOPE

This document serves to establish guidelines as it relates to those expenses in order to ensure no conflicts among public, political and personal interests. Permitted expenses that support elected officials duties and serving constituents include, but are not limited to:

- Travel and training that is directly related to the elected person's official duties (travel expenses are subject to the City's travel expense policy);
- Ward meetings;
- Communicating with representatives of regional, state and national government on City-adopted policy positions;
- Participating in regional, state and national organizations whose activities affect the City's interests or are directly related to the alderman's official duties, which may include limited donations or purchase of tickets to events;
- Dues and memberships to organizations directly related to the official duties;
- Attendance as a City representative at authorized meetings, seminars, conferences, City-sponsored events, or community events;
- Participating in managing emergency incidents and maintaining emergency preparedness;

In short, expense accounts are to be used directly for the advancement of the City of North Chicago.

Expenditures that lead to the direct monetary benefit of an elected official or his/her relatives is prohibited. Expenditures that are campaign-related or political are prohibited. Expenditures of public funds may never be used for a private benefit.

Prohibited expenses include:

- Political contributions;
- Personal (non-City business) meals, travel, or entertainment;
- Personal items or gifts;
- Alcoholic beverages (except for special events where that cost is included in the ticket price);
- Home expenses, including telephone or internet services;
- Traffic citations, parking fines, or penalties;
- Refreshments/supplies for non-business related special events;

- Unexplained expenses or expenses not properly substantiated by invoices, receipts, stubs, tickets, or other supporting documentation;

III. PROCEDURES

All activity must be appropriately documented to the Comptroller's Office. Payment or reimbursement cannot be made without an itemized receipt. In order to protect against expense account fraud or the perception of inappropriate use, original documentation is required. Expenses may not be aggregated into broad categories and they may not be reported using vague terminology. Receipts for reimbursement must be received by the Comptroller's Office no later than 30 days after the expenses are incurred.

IV. OVERSIGHT

Monthly updates on elected officials' expenses will be given to the Finance Committee/City Council. Should an elected official reach or exceed his/her budgeted amount, the Finance Committee members shall have oversight and authority in allocating additional monies or enforcing the budgeted amount on a case by case basis.

The Comptroller is responsible for enforcing City policies and procedures for all expense and reimbursements, including enforcing policies and procedures governing the receipt, handling, custody and disbursement of City funds and performing periodic audits of expense reimbursements.

Council Approved: May 7, 2018 (Agenda No. 7-7)
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PROCUREMENT PROCESS

I. PURPOSE

The purpose is to provide guidelines for procurement of goods and services for the City using the methods of purchases authorized.

The methods of purchases used by the City are:

- Regular invoicing from the vendors following a purchase or order
- Credit Card purchases
- Use of petty cash funds

II. SCOPE

The scope is to make available as many means to pay for goods and service but must always follow City Code and State Statutes.

III. PROCEDURES

For all methods of purchasing all activity must be appropriately documented to the Comptroller's Office. Payment or reimbursement cannot be made without an itemized receipt. In order to protect against expense account fraud or the perception of inappropriate use, original documentation is required. Expenses may not be aggregated into broad categories and they may not be reported using vague terminology. Receipts for reimbursement must be received by the Comptroller's Office no later than 30 days after the expenses are incurred.

Splitting up any purchase by any method to avoid the thresholds set by statute and/or City code is prohibited.

IV. REGULAR VENDOR INVOICE

Timely submission of invoicing with proper documentations attached such as bills of lading, quotes submitted, and any other form used to purchase. Invoice must be stamped with the City's AP stamp detailing the account number to be charged, description of purchase and Department Head signature and provided to the AP Coordinator responsible for recording into the City's financial software.

This is the preferred method of purchase. The City is able to expedite the payment to the vendor if the vendor registers for ACH processing instead of receiving paper checks. Not all vendors are eligible for ACH processing.

V. CREDIT CARD PURCHASE

The City has authorized the use of credit cards and are designated to specific employee, elected officials and other designated persons to support specific and limited types of City purchasing. Credit cards are used as a supplemented to other acceptable methods of procurement, and should only be used when other approved procurement methods are not available.

The City strongly encourages the use of other approved methods of procurement when possible. All purchases made with credit cards are subject to the requirements and restrictions set forth in the City Code. Purchases made with credit cards are subject to public disclosure under the Freedom of Information Act (FOIA).

Credit Card Procedures:

The credit cards are City property. In the event a credit card is lost or stolen it should be reported immediately to my supervisor. Each person assigned a credit card will sign the Credit Card Acknowledgement Form (See Exhibit A).

Acceptable Uses and Restrictions

1. As a supplement to other methods of purchasing, the City uses credit cards as a form of payment in limited circumstances when ordinary procurement methods are not available and should not be used and intended to replace effective purchasing planning.
2. All purchases made with the credit card must conform to all City codes, including but not limited to the following:
 - a. Avoiding unauthorized purchases
 - b. Ensure purchases are within the budget limits
 - c. Ensure purchase is not split in a manner that violates threshold limits
 - d. Ensure purchase does not include any taxes such as sales tax from which the City is exempt
3. The Comptroller is responsible for enforcing City policies and procedures for all expense and reimbursements, including enforcing policies and procedures governing the receipt, handling, custody and disbursement of City funds and performing periodic audits of expense reimbursements.
4. Card restrictions
 - a. Cash advances
 - b. Purchases for personal benefits
 - c. Reimbursements for meal expenditures under per diem overnight travel
 - d. Alcoholic beverages
5. Every effort should be made to make your purchases with effective time planning.
6. Card holders will be held responsible for purchases made on their cards without card holder authorization.

The use of credit card does not absolve the cardholder from submitting the required documentation and invoice for the purchases duly stamped and approved by authorized approver, in most cases the Department Head.

Current Uses Include

- Utility payments
 - Company issued cell phones
 - Electric
 - Gas
 - Cable
- I-Pass
- Travel and Training
 - Hotel Reservations for City approved events when overnight is needed
 - Flights for City approved events
 - Taxi/Shuttle transportation for City approved event
- Fuel for City approved vehicles to approved events
- Amazon purchases after approval from Comptroller office

No vendors using PayPal to pay for services/goods as the City does not have a PayPal account that it can control.

VI. PETTY CASH

Petty cash is used to make small purchases as a supplement to other methods of purchasing. Petty Cash should only be used for small incidental purchases for which there is an immediate need. Petty cash should not be used to reimburse expenses that can be processed through other approved methods.

The City strongly encourages the use of other approved methods of procurement when possible. All purchases made with petty cash are subject to the requirements and restrictions set forth in the City Code. Purchases made with petty cash are subject to public disclosure under the Freedom of Information Act (FOIA).

Petty cash is not intended and should not be used to reimburse employees for meals and transportation for training that extends overnight. Departments should use the per diem rates and submit the Per Diem Form (Exhibit B) and submitted through the regular Accounts Payable process to be included in the list of bills.

Maximum Limit for reimbursement from Petty Cash: \$50.00

No IOUs should be issued from petty cash, if you do not have available cash to reimburse for those incidental expenses you will need to close out your petty cash, balance and ask for replenishment through our Accounts Payable process.

The Comptroller Office will conduct audits of your petty cash account throughout the year, but Departments must submit a fiscal year-end closeout of their petty cash (April 30, 2019).