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## **City of Quincy**

### **The City of Quincy Strives to Serve the Public by:**

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- Providing Quality, Affordable Services/Products And Well Maintained Facilities For All Our Customers.
- Committing To Serve In A Responsive And Efficient Manner Following The Highest Ethical Standards.
- Inquiring, Listening And Responding To Customers' Concerns In A Timely And Courteous Manner.
- Striving To Provide A Challenging And Fulfilling Work Environment That Attracts, Develops, And Retains Conscientious, Innovative And Productive Employees.
- Continuing To Be A Leader In Local Government, Making Meaningful Contributions To Our Professions.
- Working As A Partner With All Members Of The Community To Make Quincy A Better Place To Live And Work.



# CITY OF QUINCY

JOHN "SKIP" BRIGHT  
DIRECTOR OF ADMINISTRATIVE  
SERVICES

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CITY HALL - 730 MAINE  
QUINCY, IL 62301-4056  
(217) 228-7730

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TO: Mayor and Members of the Quincy City Council

From: Skip Bright

Date: March 30<sup>th</sup>, 2018

The fiscal year 2018-2019 budget is presented for your consideration, discussion and approval. The proposed budget addresses the challenging nature of our declining revenue base by implementing responsible and measured reductions in expenditures. This budget reflects the reduction in state shared revenue thanks to the budget agreement passed by the Illinois General Assembly and the reduction in local sales tax revenue due to the "Amazon effect."

Despite those challenges, this budget invests in the essential services that residents expect, while maintaining our commitment to a positive and productive work environment for our employees. This proposed budget is presented to you with a reduction in expenditures of **3.8%** when compared to the revised FY2018 budget. We are able to do this through reducing personnel by attrition and through the "roll-back" program presented to you during the budget discussions. Without the additional money allocated from reserves to fund pensions, the city would have an **operating surplus of \$8,293**.

The fiscal year 2018-2019 proposed budgets include:

- The purchase of body cameras for the Quincy Police Department
- Over \$1.1 million in neighborhood enhancement investments
- Reductions in budgets for every department within city government
- Continued delivery of essential services despite a reduction of 6 full-time positions

This document will provide you a detailed account of our city's revenues and expenditures, both from a 10,000 feet view and a line by line, "boots on the ground" look at our expenses.

While this budget maintains basic services, it is not a sustainable model to provide essential services to our residents and enhance the quality of life in our city. Many essential positions and items have been put on hold or eliminated all together in order to implement a budget that meets sound fiscal practices. We encourage and support an ongoing dialog to increase revenues and efficiencies within the City of Quincy during this budget process and through the next fiscal year to achieve a long-term solution to our budget challenges.

As I close on my first year working with the Mayor, City Council and department heads, I can't say enough about the dedicated team of professionals we have working together in the City of Quincy. The challenges we face are many, but the positive developments far outweigh them. I have the utmost confidence in your leadership and vision. I look forward to another great year in the Gem City!

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**FISCAL YEAR 2019 GENERAL FINANCIAL GOALS**

During our budget process, the City seeks to adopt a budget with long-term financial policies in mind. These policies are designed to provide a framework for the administration to plan for future budgetary needs and to improve our City's financial position.

The budget was formed utilizing the following financial goals:

**-Maintain the city's projected year end general fund unassigned balance (i.e. "Cash Reserve Fund") to 10% of the General Fund operating expenses.** An adequate level of fund balance is essential to reduce potential and current risks (i.e. shortfalls in revenues and unanticipated expenditures) and ensures a stable cash flow. During the year, the cash reserve is used to float Transit up to \$750,000 due to cash flow issues with state reimbursement.

**- The City should maintain a balanced budget under normal conditions.** A balanced budget is defined as a budget where estimated revenues equal estimated expenses during a single fiscal year. A balanced budget shows prudent use of the City's resources and helps instill fiscal stability.

**- The City is fully funding pension costs.** Each year the Illinois Department of Insurance provides an actuarial minimum required contribution for each pension plan. Additionally, the City hires TWS Actuarial, a private firm to provide the annual contribution amount. The city is funding the higher of the two recommended contribution amounts. The State amount for the Fire Pension fund is \$3.2M, an increase of \$132,763 over last year. The TWS amount is \$2.8M, which is an increase of \$20,278 over last year.

**-Set a minimum level of funding for capital spending.** Revenues derived from the City's Purchase Tax are used to fund the Capital Projects. The City goal is to set aside 22% of revenues derived from the Purchase Tax to ensure long-term investment in the City's infrastructure. However, due to the impact of State's 2% administrative fee on home rule purchase tax collections, this dollar amount and percentage has decreased.

**-Adopt a 5 Year Comprehensive Infrastructure Plan (CIP) on an annual basis.** The CIP is a statement of the City's long and short-term capital improvement plans. The short-term is the first year of the CIP, which is incorporated into our annual operating budget. The long-term goal of the CIP is to provide for adequate funding to meet long term capital needs as determined by our citizens, alderpersons and administration. This Comprehensive Infrastructure Plan can be found in the Appendix of this document.

	General Fund/ Cash Reserve Fund	Special Revenue Funds	Capital Projects Funds	Debt Service Funds	Enterprise Funds	Internal Service Funds	Total
<b>Beg Balance, May 1</b>	5,575,000	4,035,290	3,204,419	421,000	5,001,200	5,489,200	23,726,109
<b>REVENUES</b>							-
Taxes	30,031,527	2,047,850	2,390,786	1,708,822	35,000	-	36,213,985
Licenses & Permits	331,800	-	90,000	-	-	-	421,800
Charges for Services	635,250	445,625	30,000	-	12,997,650	9,262,741	23,371,266
Rent & Other Income	14,050	106,600	18,869	-	132,330	47,354	319,203
Interest Income	30,000	17,750	14,670	2,500	30,050	33,125	128,095
Debt Proceeds	-	-	-	-	11,450,000	-	11,450,000
Grants	33,000	5,184,759	-	103,142	2,982,030	-	8,302,931
Transfers In	653,249	1,475,512	520,000	626,665	801,866	2,843,437	6,920,729
Inter-Gov. Revenues	593,000	-	-	-	-	1,926,021	2,519,021
<b>TOTAL REVENUE</b>	32,321,876	9,278,096	3,064,325	2,441,129	28,428,926	14,112,678	89,647,030
Total Funds Available	37,896,876	13,313,386	6,268,744	2,862,129	33,430,126	19,601,878	113,373,139
<b>EXPENDITURES</b>							
Salaries & Benefits	22,702,646	4,163,314	-	-	4,435,623	8,937,907	40,239,490
Contracted Services	1,520,213	1,985,055	157,850	-	3,816,017	3,837,996	11,317,131
Commodities	791,500	284,845	5,000	-	2,951,330	1,115,400	5,148,075
Capital Outlay	54,600	5,236,158	4,593,731	-	17,171,631	1,175,835	28,231,955
Miscellaneous	73,805	554,524	142,500	3,100	517,091	108,145	1,399,165
Debt Service	7,514	-	12,500	2,607,158	157,624	149,523	2,934,319
Transfers	8,047,648	444,249	364,000	-	150,000	1,375	9,007,272
<b>TOTAL EXPENDITURES</b>	33,197,926	12,668,145	5,275,581	2,610,258	29,199,316	15,326,181	98,277,407
<b>Ending Balance, April 30</b>	4,698,950	645,241	993,163	251,871	4,230,810	4,275,697	15,095,732

**PURPOSE**

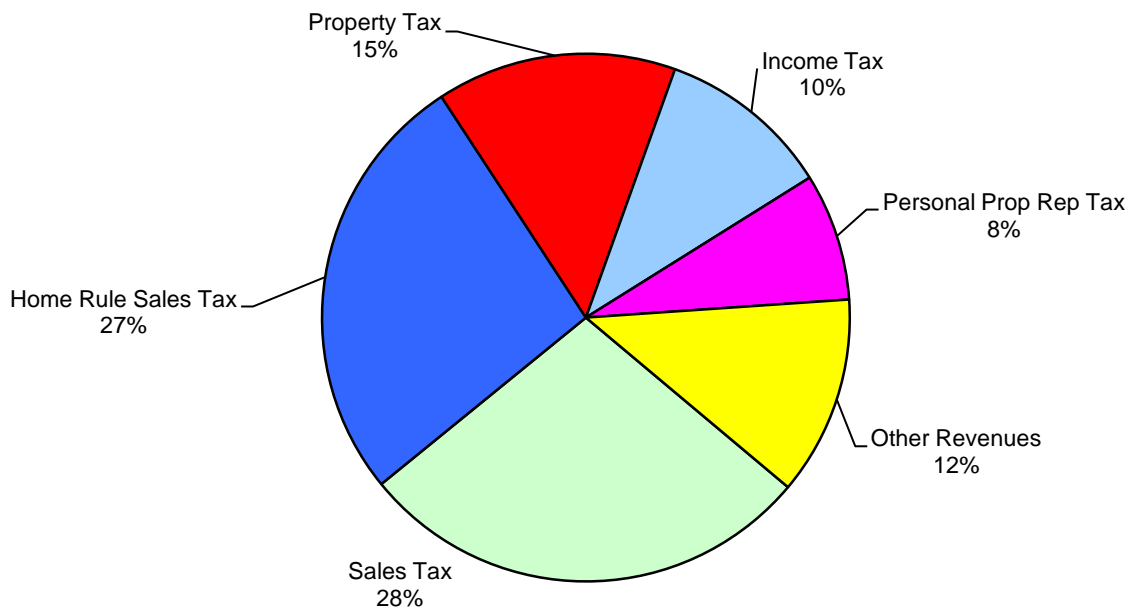
The purpose of the City of Quincy Operating revenues and expenditures is to give a view of all revenue sources available to the General Fund, Reserve Fund, and Capital Projects Fund. Even though the General Fund is the primary operating fund of the City, it is important to consider the entire revenue stream available.

**OPERATING REVENUES**

The City of Quincy's primary revenue source is sales tax, which includes the local home rule sales tax, also called "purchase tax". About 55% of the City's revenues are derived from sales tax. Since the City initially implemented the Purchase Tax in 1991, changes have occurred over the years that have allowed for the purchase tax to be used for operational needs as well as for the original intended use of capital infrastructure and debt service. The property tax revenues listed below are the General Fund revenues and do not include the property tax levy for debt service. Changes at the state level along with declining local sales tax have resulted in a decrease in operating revenue of over \$1 million from the FY 2018 projected actual. The proposed operating revenue is comparable to our FYE 2015 operating revenues.

**OPERATING REVENUES BY SOURCE**

ACCOUNT DESCRIPTION	% of Total	2018/2019	2017/2018	2017/2018	2016/2017
		PROPOSED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Sales Tax	28%	9,588,598	9,756,600	9,660,000	9,649,109
Home Rule Sales Tax	27%	9,122,786	9,666,090	9,618,000	9,572,958
Property Tax	15%	5,032,716	4,708,464	4,678,588	4,308,023
Income Tax	11%	3,636,285	4,000,000	3,868,780	4,338,717
Personal Prop Rep Tax	8%	2,670,556	3,302,000	3,295,200	3,356,477
Other Revenues	12%	4,176,721	3,756,085	4,123,056	4,224,719
<b>Totals</b>	<b>100%</b>	<b>34,227,662</b>	<b>35,189,239</b>	<b>35,243,624</b>	<b>35,450,003</b>



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**OPERATING EXPENDITURES**

The Operating Expense Summary shows the allocation resources. One chart depicts allocation by type of expenditure. The other chart depicts spending by department.

**Salaries & Benefits**

The City has six labor unions with contracts. Four of those six unions (Transit, 822, Police, and Police Supervisors) have labor contracts expiring April 30, 2018. Since these unions contracts are not negotiated for the year beginning May 1, 2018, we have projected 2% increase. The Fire Union contract effective May 1, 2017-April 30, 2020 calls for 2.50% increase effective May 1, 2018. The 9-1-1 Contract effective May 1, 2016-April 30, 2019 calls for a 1.9% increase effective May 1, 2018. The non-unionized positions are budgeted at a 2% increase. This budget contains no salary increases for Department Heads and no salary increases for non-union employees whose annual base salary exceeds \$79,999.

The group health insurance cost is increasing by 6%. All departmental contributions for health insurance are paid to the Health Insurance Fund #612 which pays claims as a self-insured plan. Citywide worker's compensation, liability and property insurance is expected to increase by 5%. All departmental contribution for Worker's Compensation and MICA Insurance are paid to the Self Insurance Fund #611 which pays the annual premium and claims.

The Police Pension increased \$20,278 or 0.71%. The Fire Pension increased \$132,763 or 4.26%. The increases were less than expected due to good stock market performances in calendar 2017. The IMRF employer rate for the 2018 calendar year is 10.69%, which is down 5.51% to the calendar 2017 rate of 11.28%.

**Contracted Services**

This category of spending represents Professional services (audit, legal, engineering), Technical services (medical, utility, cleaning), and Repair and Maintenance Services (building repairs, vehicle repairs, infrastructure repairs), Rentals (our internal fleet and vehicle replacement is included here), Insurance, and other services such as communications, travel, registrations, etc. It should be noted that while our vendors are increasing costs, our budgeted amount for Contracted Services is down nearly \$225,000 from last year, which is a 13% decrease.

**Commodities**

This category of spending represents the supplies purchased. Example include postage, office supplies, energy (gas and electric), maintenance supplies, tools, and operational supplies for the departments type of business (examples include concrete, chemicals, paint, pipe, medical supplies, amunition, etc.) For FY 2019, commodities are down over \$40,000 nearly a 5% decrease.

**Capital Outlay**

Non-recurring capital outlay has often been funded through the Capital Projects Fund #301. However, due to the diminishing Home Rule/Purchase Tax that funds Capital Projects Fund #301; we have attempted to move any capital outlay equipment into appropriate departmental budgets when appropriate. This practice will allow for the home rule funding to be used for true capital projects such as street projects and infrastructure improvements. This represents the capital outlay budgeted in both departmental budgets and the Capital Projects fund 301. Each department's narrative should reflect capital spending.

**Miscellaneous** This category represents costs like dues, taxes, employee awards, and alderman expense.

**Debt Service**

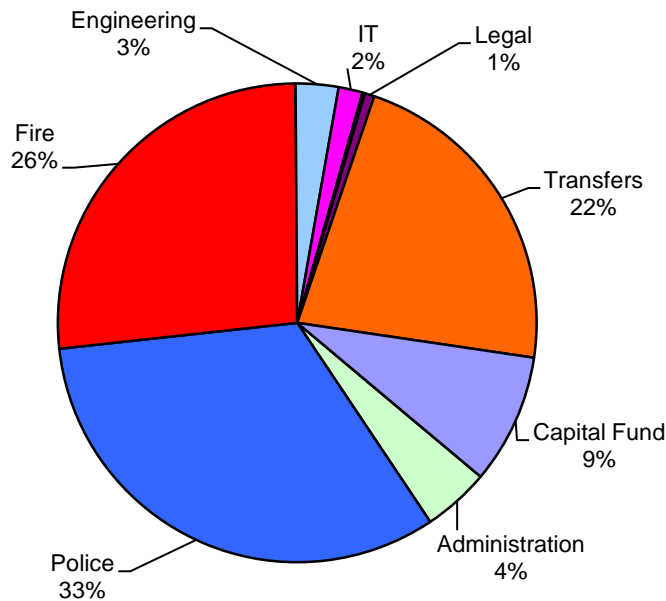
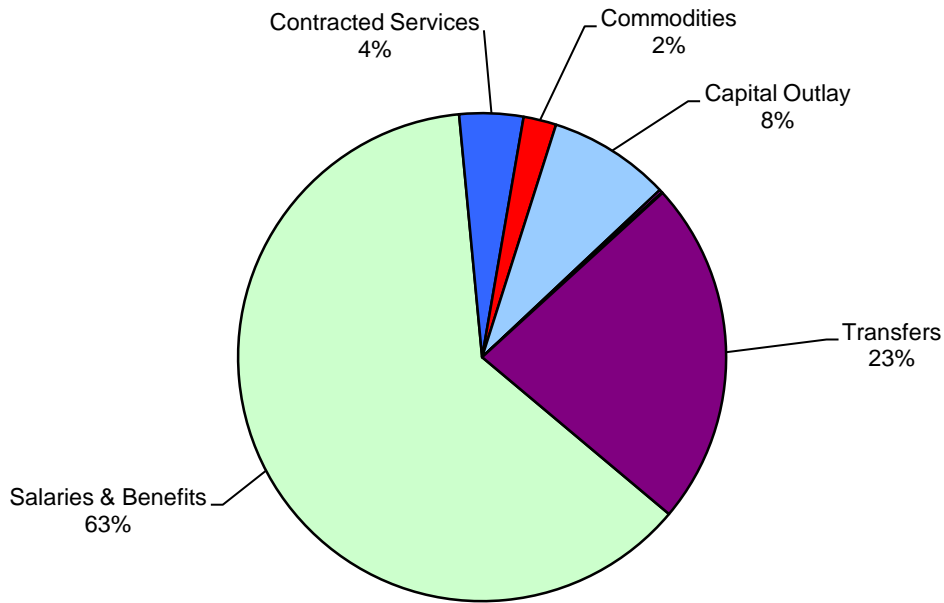
The majority of our debt service is represented in our Debt Service Funds. The only General operating debt is the Waterkotte lease of land at the Amtrak station and the Illinois Finance Authority fire truck loan.

**Non-Departmental Transfers**

The Non-Departmental Transfers is over 22% of operating expenditures. A significant amount of this funding subsidizes Central Services (garbage, recycle, and yard waste). The non-departmental transfers increased \$100,000 for the Cullinan Sales Tax Rebate. The 2016 agreement changes the rebate base to all stores which

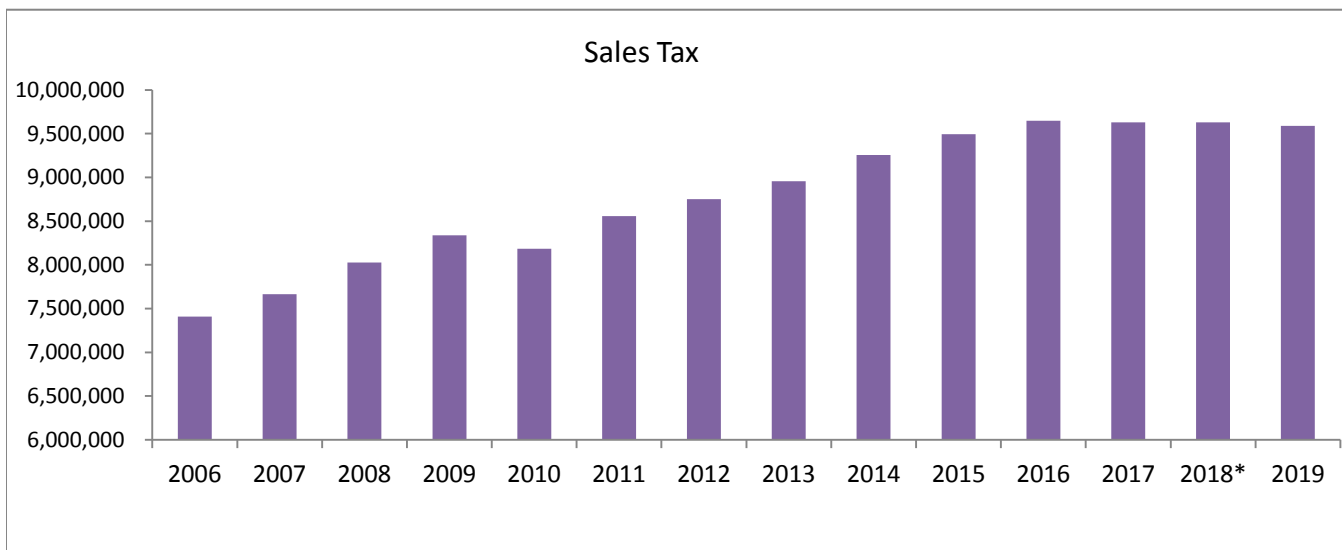


ACCOUNT DESCRIPTION	% of Total	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
Salaries & Benefits	62.4%	22,702,646	23,259,516	23,204,219	21,412,061
Contracted Services	4.2%	1,541,213	1,765,883	1,712,672	1,602,256
Commodities	2.2%	791,500	832,110	840,908	826,311
Capital Outlay	8.1%	2,942,413	4,223,527	3,589,595	1,569,072
Miscellaneous	0.2%	73,805	85,796	69,907	69,065
Debt Service	0.1%	20,014	20,014	20,013	23,971
Transfers	22.9%	8,321,648	9,426,498	8,968,990	8,972,949
<b>Totals</b>	<b>100.0%</b>	<b>36,393,239</b>	<b>39,613,344</b>	<b>38,406,304</b>	<b>34,475,685</b>



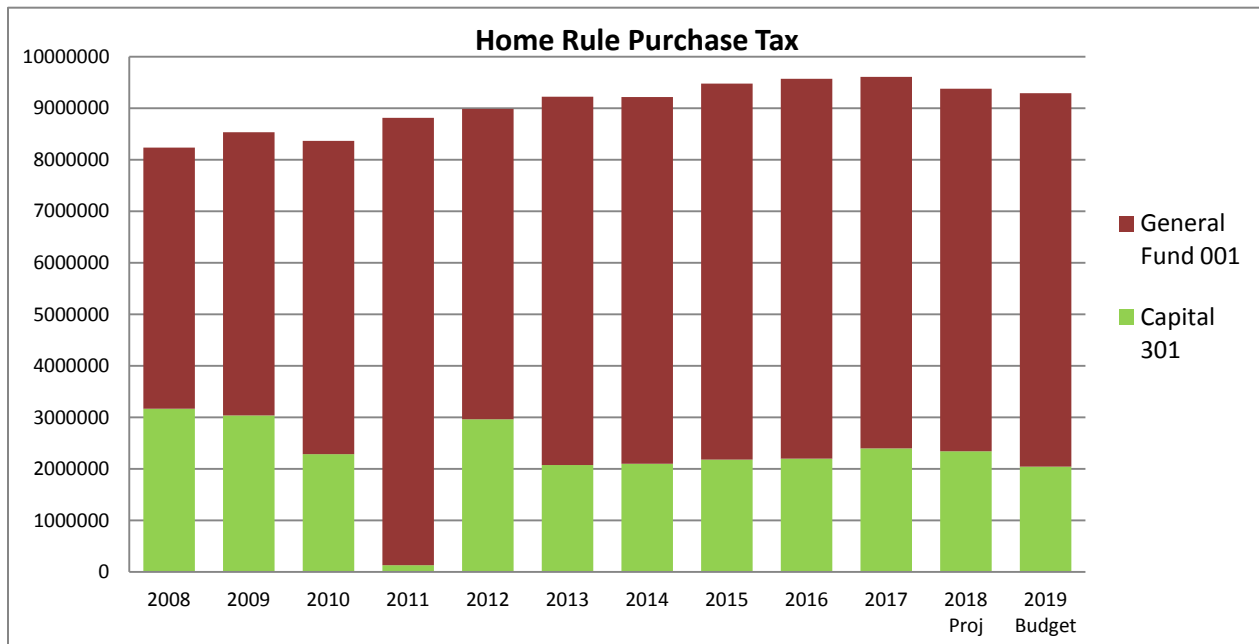
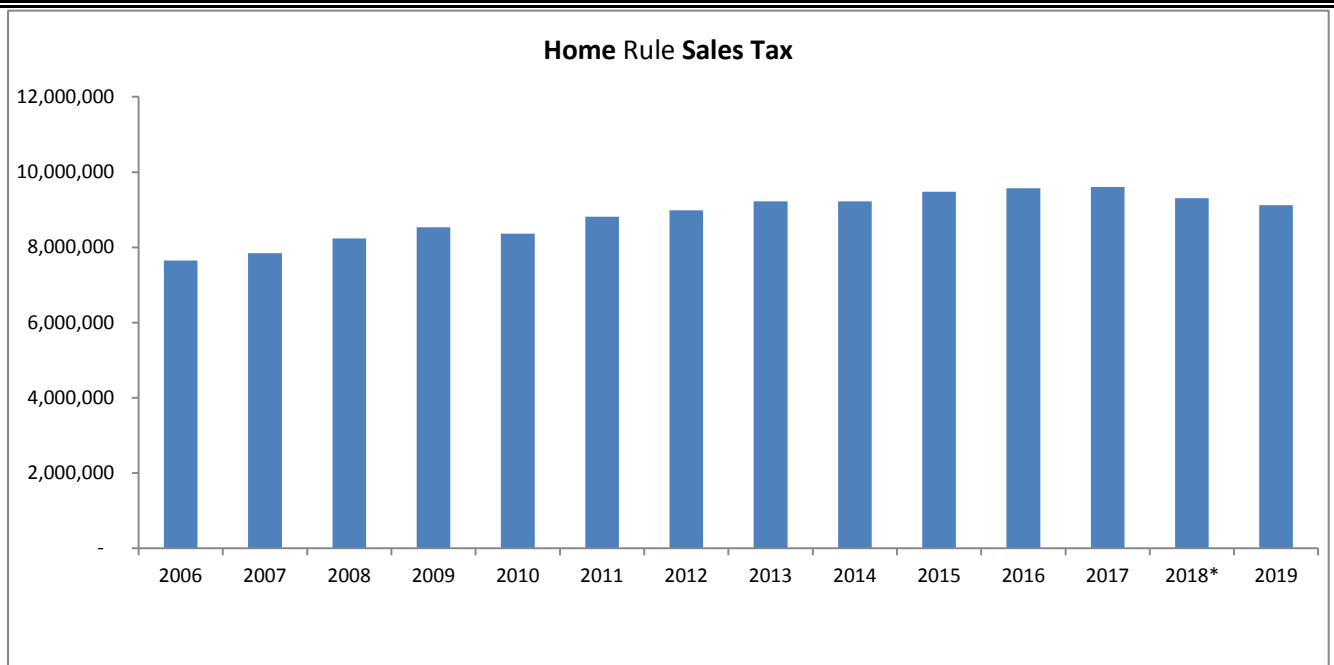
### SALES TAX

The State of Illinois collects sales tax from retailers operating within the City limits. The State keeps 5% and distributes 1% back to the City. All of the Sales Tax is used for General Fund and this collection represents 30% of General Fund Revenues. In prior years, the City reviewed the past 5-year trend to project the future 5-year trend, adjusted for any national or local economic factors. Sales Tax Revenues have only shown negative growth once from FY 2000 - FY 2017, which was the FY 2010 recession. FY 2018 is currently projected to be relatively flat to FY 2017. The growing trend has slowed likely due to on-line shopping ("Amazon effect"). FY 2019 is projected to decline half a percent (-0.50%) which is approximately a \$168,000 decrease from FY 2018 budget. The Sales Tax represents 28% of the city's operating revenue and about 30% of General Fund revenue.



### HOME RULE "PURCHASE" TAX

Home Rule units of government (cities with elected officials and more than 25,000 people) have the authority to impose a tax on those in the business of selling tangible personal property at retail in their jurisdiction. The Home Rule Sales Tax rate is decided by the City; however, the actual revenue is collected by the State. The City's Home Rule rate of 1.5% does not apply to groceries, drugs, and personal property licensed through the Secretary of State's office (vehicles, campers, trailers, motorcycles, etc). The City's current rate took effect on June 1, 2002 when the rate increased from 0.75% to 1.50%. The Home Rule tax is used for General Fund operations and for capital spending in the Capital Projects Fund #301. The funding split is approved during the budget process. The FYE 2018 split was 75% GF and 25% Capital Projects Fund. The split for FYE 2019 is planned at 79% General Fund and 21% Capital Fund. Home Rule Tax Revenues have only shown negative growth twice from FY 2003 - FY 2017. FY 2018 is projected to fall below the FY 2018 budget for a couple of reasons: 1) the 2% collection fee imposed by the State of Illinois and 2) slowing local sales due to on-line shopping. The FY 2019 projection includes the state imposed fee of 2% along with a slight decline of 0.25% from FY 2018. FY 2019 is budgeted 1.99% below FY 2018 projections, nearly a \$185,000 reduction. Home Rule "Purchase" Tax represents 27% of FY 19 Operating revenue and 22.3% of General Fund revenue.



### INCOME TAX

The State of Illinois taxes the income of individuals and corporations at the rate of 3.75% (individuals) and 5.25% (corporations). The State uses a Local Government Distributive Fund (LGDF) to distribute the respective amounts to each city/county within the state. The amount each locality receives is based on its population in proportion to the total state population. The funding formula for distributions was changed in the State's last budget passage. Public Act 100-23 reduces the income tax distribution to local governments by 10% for the State's Fiscal year 2018. All Income Tax is received by the General Fund and represents 11% of the FY2019 General Fund revenue. The change in LGDF distributions have created two additional payments for FY 2018, the city will receive 14 payments instead of 12. These two additional payments will help offset the loss created by the State's 10% reduction. However, this is only a one-time adjustment. FY 2018 is projecting to be \$339,749 ahead of FY 2017 and \$208,530 ahead of FY 2018 budget. FY 2019 is projected at \$3,636,285, which is \$572,245 less than FY 2018 projections. IML projected an original Income Tax estimate for FY 2019 at \$95.80 per capita and lowered it to \$89.00 per capita; however, the City's projection was already set slightly higher at \$89.49 per capita for FY 2019. This represents a \$689,849 reduction from the FY 2018 projection and a \$363,000 less than the FY 2018 budget.

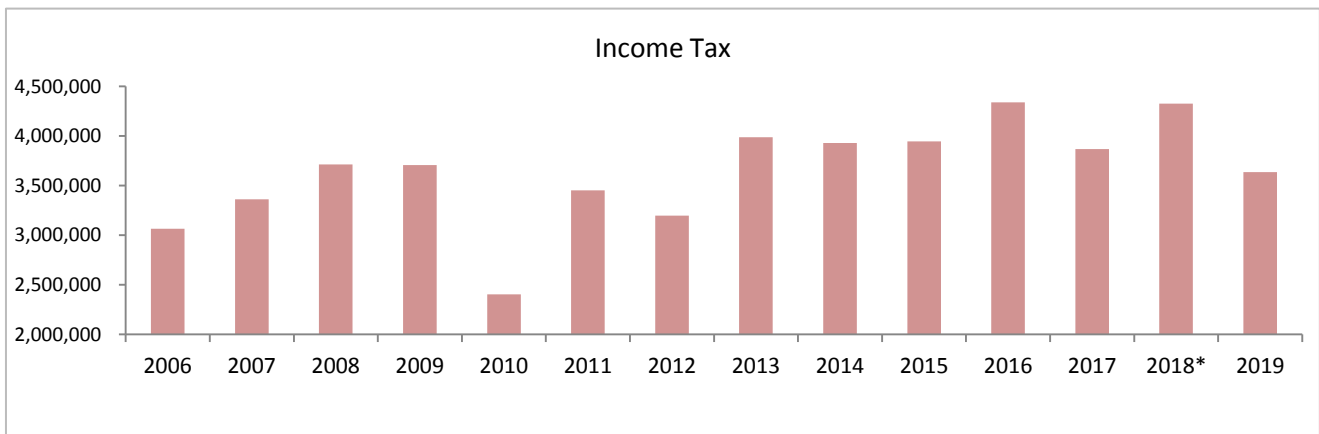
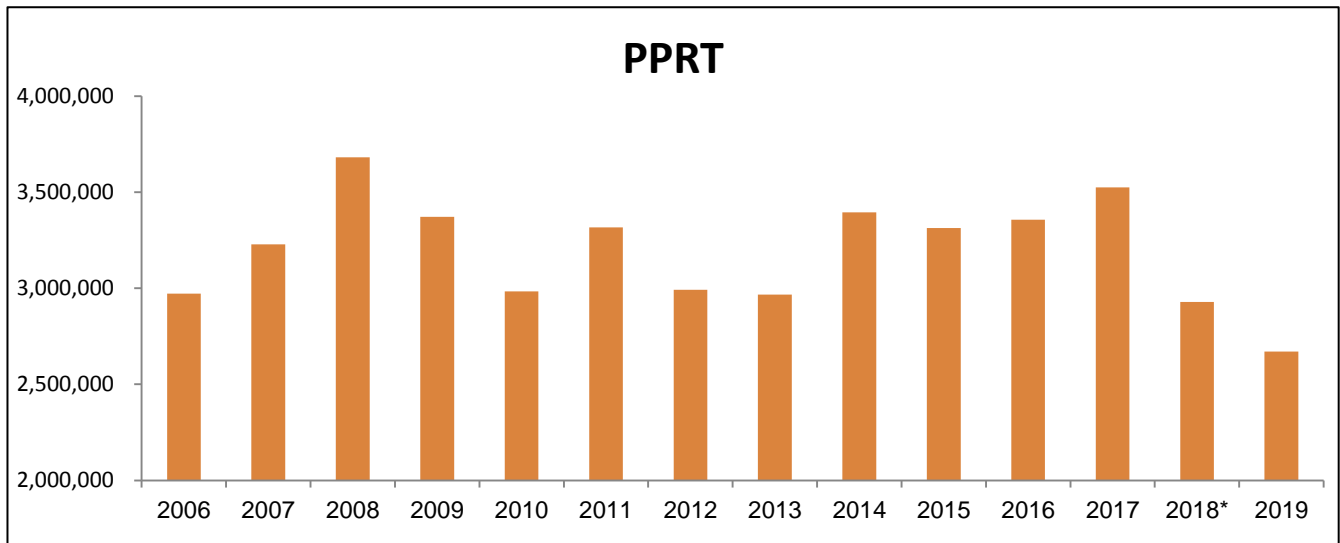


Chart Note: FY 2010 total is an accrual based amount which reflects only nine (9) disbursements due to state lag Both FY 2011 and FY 2013 reflect thirteen (13) disbursements

### PERSONAL PROPERTY REPLACEMENT TAX

The State of Illinois enacted this tax in August, 1979. Replacement Taxes are revenues collected by the State and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes were taken away. The law was enacted to provide for statewide taxes to replace monies lost to local governments. Corporations, partnerships, S corporations, and public utilities pay these taxes along with their state income tax payments. The total collections are divided to Cook County (51.65%) and Downstate (48.35%). The City's PPRT funds are distributed as follows: Police Pension 9.32%, Fire Pension 13.42%, Library 10.969%. The General Fund receives the remaining 66.29% for operations. In April 2016, the Illinois Department of Revenue identified a misallocation error. The State estimated that local taxing districts had been overpaid \$166 million in PPRT. The State made adjustments to recoup the excess distributions. However, Public Act 100-21 passed July 2017 appropriated monies to community college districts in lieu of recouping the overpayment. IML projections show FY 18 will be about 22% below FY 17. Our projections indicate FY 18 will be 18% below FY17. Since PPRT has a significant portion of pension funding, we estimate the following year's revenues while we are only six months into the current year. During the tax levy, we estimated PPRT for FY 2019 at \$2,753,696. Using the \$2.7M FY 19 projection would be approximately a 5% increase over the FY 18 projection. Since this is not likely, we are going to lower the PPRT estimate to account for the 20% reduction applied to the May & July disbursement. FY 2019 is projected at \$2,670,556, which is \$257,474 lower than FY 18 projections, down 8.79%. PPRT represents 8.26% of General Fund revenues.

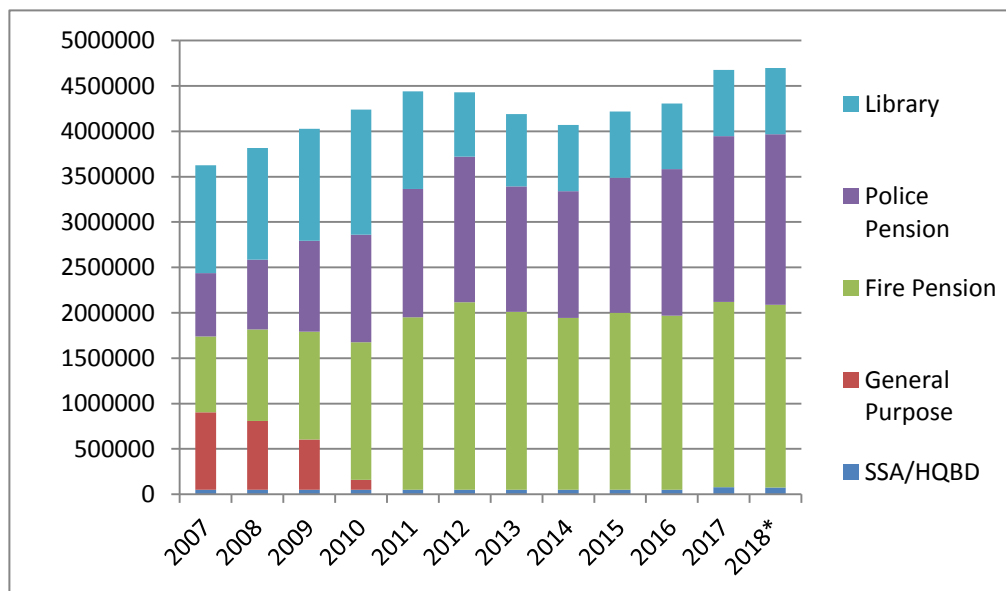


**PROPERTY TAX**

The City's property tax levy passed in December 2017 will be billed, collected, and disbursed by the County during fiscal year 2018/2019. The property tax levy consists of pensions obligations, library funding, and city and library bond debt. The bond portion of the levy is receipted into the appropriate bond funds. The Special Service Area (Historic Business District) levy is receipted by the General Fund and is also re-distributed back to the HQBD as an interfund transfer. The General Fund portion of the property tax levy makes up nearly 16% of total General Fund revenues.

The changes in property assessments have significant impact upon the General Fund. Property is assessed at 1/3 of market value less a homestead exemption for those who qualify. The tax rate is applied to each one hundred dollars of assessed valuation to determine the amount of property tax. The City projects a total tax of \$1.02837 per \$100 of assessed property value. While the City would have needed approximately \$1.104 rate to fully fund the levy, the Council chose to commit unrestricted fund balance of \$651,115 toward the pension in an effort to maintain a flat property tax rate. This attempt to maintain a low rate is only good for the short term as fund balance cannot sustain this each year.

FY	SSA /HQBD	General Purpose	Fire Pension	Police Pension	Library	GF portion	City Bonds	Library Bonds
2007	49,977	854,857	833,266	698,835	1,189,725	<b>3,626,661</b>	1,001,577	
2008	49,570	759,954	1,007,122	767,821	1,230,982	<b>3,815,449</b>	918,571	
2009	50,438	551,477	1,188,944	1,001,411	1,234,443	<b>4,026,713</b>	905,609	
2010	50,036	108,655	1,516,203	1,187,320	1,376,695	<b>4,238,910</b>	911,855	
2011	50,080	-	1,902,175	1,411,907	1,076,339	<b>4,440,501</b>	928,964	371,013
2012	49,768	-	2,067,304	1,603,824	710,787	<b>4,431,684</b>	1,041,425	233,269
2013	49,852	-	1,959,660	1,385,335	794,015	<b>4,188,862</b>	1,208,613	313,761
2014	49,514	-	1,894,126	1,395,710	731,582	<b>4,070,932</b>	1,270,697	324,654
2015	49,496	-	1,950,379	1,487,439	732,388	<b>4,219,702</b>	1,276,857	348,263
2016	49,259	-	1,919,924	1,614,869	723,971	<b>4,308,023</b>	1,268,631	355,528
2017	76,569	-	2,042,068	1,828,188	731,763	<b>4,678,588</b>	1,071,884	373,937
2018*	75,372	-	2,013,460	1,878,099	730,578	<b>4,697,510</b>	1,438,594	392,686
2019	95,000	-	2,236,336	1,969,335	732,045	<b>5,032,716</b>	1,306,564	402,258



<u>FY</u>	<u>Tax Levy</u>	<u>Sales Tax</u>		<u>PPRT</u>		<u>Income Tax</u>		<u>Use Tax</u>	
2006	3,431,814	7,407,847	3.33%	2,971,482	29.03%	3,065,402	15.08%	482,150	16.11%
2007	3,626,661	7,665,229	3.47%	3,228,811	8.66%	3,363,749	9.73%	523,805	8.64%
2008	3,815,449	8,027,543	4.73%	3,682,539	14.05%	3,712,396	10.36%	550,208	5.04%
2009	4,026,713	8,336,207	3.85%	3,371,831	-8.44%	3,708,877	-0.09%	585,373	6.39%
2010	4,238,910	8,184,065	-1.83%	2,984,580	-11.48%	2,405,267	-35.15%	482,511	-17.57%
2011	4,440,501	8,557,964	4.57%	3,317,505	11.15%	3,454,088	43.61%	556,167	15.27%
2012	4,431,684	8,749,676	2.24%	2,992,749	-9.79%	3,197,409	-7.43%	596,922	7.33%
2013	4,188,862	8,957,309	2.37%	2,967,135	-0.86%	3,987,933	24.72%	647,226	8.43%
2014	4,070,932	9,255,134	3.32%	3,395,597	14.44%	3,929,012	-1.48%	693,644	7.17%
2015	4,219,702	9,495,867	2.60%	3,313,024	-2.43%	3,945,684	0.42%	782,471	12.81%
2016	4,308,023	9,649,109	1.61%	3,356,477	1.31%	4,338,717	9.96%	935,100	19.51%
2017	4,678,588	9,630,497	-0.19%	3,525,816	5.05%	3,868,781	-10.83%	992,766	6.17%
2018*	4,697,510	9,629,644	-0.01%	2,928,030	-16.95%	4,326,134	11.82%	1,050,000	5.77%
* projected									
<u>Projected</u>									
2019	5,032,716	9,588,598	-0.43%	2,670,556	-8.79%	3,636,285	-15.95%	1,068,648	1.78%
2020	5,131,470	9,588,598	0.00%	2,670,556	0.00%	3,636,285	0.00%	1,079,334	1.00%
2021	5,232,199	9,588,598	0.00%	2,670,556	0.00%	3,636,285	0.00%	1,090,128	1.00%
2022	5,334,944	9,588,598	0.00%	2,670,556	0.00%	3,636,285	0.00%	1,101,029	1.00%
2023	5,439,743	9,588,598	0.00%	2,670,556	0.00%	3,636,285	0.00%	1,112,039	1.00%
2024	5,546,637	9,588,598	0.00%	2,670,556	0.00%	3,636,285	0.00%	1,123,160	1.00%

Assumptions:

- Tax Levy revenue based on EAV growing by 2% with no change in rate, SSA remains at \$95,000
- Sales Tax is projected to continue to decline just under .50%
- PPRT is projected to decline just under 10%, assumes no further cuts from state
- Income Tax projected at \$89.49 per capita (IML revised estimates 3/9/18; decreased from \$95.80 to only at \$89.00 per capita)
- Use Tax projected at IML projection of \$26.30 per capita

FY	Home Rule		General Fund Home Rule	% Split	Capital Fund Home Rule	Other GF revenues	Fund 301 total revenues	Total Operating Revenues
2006	7,653,239	2.34%	6,659,052	87.01%	995,911	2,244,771	1,300,325	27,562,843
2007	7,842,630	2.47%	5,592,849	71.31%	2,250,159	2,333,585	2,502,705	28,837,394
2008	8,237,377	5.03%	5,067,125	61.51%	3,170,673	2,159,506	3,254,160	30,268,926
2009	8,535,349	3.62%	5,496,965	64.40%	3,038,695	2,528,874	3,108,678	31,163,518
2010	8,363,649	-2.01%	6,076,238	72.65%	2,287,476	3,326,538	3,059,511	30,757,620
2011	8,813,517	5.38%	8,681,358	98.50%	132,203	1,218,080	883,055	31,108,718
2012	8,985,969	1.96%	6,685,624	74.40%	2,300,430	2,349,019	2,814,741	31,817,824
2013	9,221,596	2.62%	7,144,900	77.48%	2,076,706	2,322,220	2,273,663	32,489,248
2014	9,219,345	-0.02%	7,116,455	77.19%	2,102,890	2,483,710	2,742,711	33,687,195
2015	9,479,769	2.82%	7,299,483	77.00%	2,180,286	2,812,184	2,410,591	34,279,005
2016	9,572,958	0.98%	7,371,339	77.00%	2,201,619	3,281,851	2,209,388	35,450,003
2017	9,606,524	0.35%	7,204,594	75.00%		3,228,732	2,663,008	35,792,782
2018*	9,307,764	-3.11%	6,980,823	75.00%	2,326,941	2,787,859	2,331,941	34,731,941
* projected								
<b>Projected</b>								
2019	9,122,786	-1.99%	7,207,001	79.00%	1,915,785	3,103,072	1,920,785	34,227,661
2020	9,259,628	0.00%	6,944,721	75.00%	2,314,907	3,134,103	2,319,907	35,089,915
2021	9,398,522	0.00%	7,048,892	75.00%	2,349,631	3,173,279	2,354,631	35,594,410
2022	9,539,500	0.00%	7,154,625	75.00%	2,384,875	3,220,878	2,389,875	36,106,160
2023	9,682,593	0.00%	7,261,944	75.00%	2,420,648	3,277,244	2,425,648	36,625,270
2024	9,827,831	0.00%	7,370,874	75.00%	2,456,958	3,342,789	2,461,958	37,151,846

Assumptions:

- Home Rule (purchase tax) projected with 2% fee still imposed and 1.5% tax base decline
- General Fund other revenues for FY 2018-2022 project 1% growth



General Fund Expenses						
	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Revised Budget	FY 2019 Budget
Salaries/Benefits	12,807,813	13,114,836	12,921,639	13,164,483	14,253,969	13,546,218
Health Insurance	2,423,367	2,596,569	2,425,882	2,174,071	2,253,886	2,266,479
Work Comp/MICA	1,167,229	1,190,697	1,226,522	1,030,332	855,733	898,527
Police Pension	1,712,179	1,889,460	2,126,444	2,404,422	2,822,719	2,842,997
Fire Pension	2,349,815	2,517,256	2,569,115	2,762,859	3,116,182	3,248,945
IMRF	291,313	263,053	239,475	258,848	272,317	233,797
Services	1,091,323	1,037,639	951,002	1,180,557	1,393,168	1,178,296
Supplies	616,540	644,797	723,141	825,446	847,234	798,200
Capital	114,108	78,687	74,041	122,270	167,917	54,600
Misc	63,549	65,185	62,961	69,929	86,022	74,705
Non-Dept Transfer	7,755,025	8,388,836	9,026,328	8,742,949	8,441,498	8,047,648
Debt Service	17,218	15,415	15,415	11,471	7,514	7,514
	<u>30,409,480</u>	<u>31,802,430</u>	<u>32,361,965</u>	<u>32,747,637</u>	<u>34,518,159</u>	<u>33,197,926</u>
		4.58%	1.76%	1.19%	5.41%	-3.82%

General Fund Expense Projections							
PROJECTIONS							
	FY 2019 Budget	5 yr avg	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Salaries/Benefits	13,546,218	2.00%	13,817,142	14,093,485	14,375,355	14,662,862	14,956,119
Health Insurance	2,266,479	5.00%	2,379,803	2,498,793	2,623,733	2,754,919	2,892,665
Work Comp/MICA	898,527	5.00%	943,453	990,626	1,040,157	1,092,165	1,146,773
Police Pension	2,842,997	6.00%	3,013,577	3,194,391	3,386,055	3,589,218	3,804,571
Fire Pension	3,248,945	6.00%	3,443,882	3,650,515	3,869,545	4,101,718	4,347,821
IMRF	233,797	0.00%	233,797	233,797	233,797	233,797	233,797
Services	1,178,296	1.00%	1,190,079	1,201,980	1,214,000	1,226,140	1,238,401
Supplies	798,200	1.00%	806,182	814,244	822,386	830,610	838,916
Capital	54,600	4.00%	175,000	182,000	189,280	196,851	204,725
Misc	74,705	0.00%	74,705	74,705	74,705	74,705	74,705
Non-Dept Transfers	8,047,648	2.00%	8,208,601	8,372,773	8,540,228	8,711,033	8,885,254
Debt Service	7,514	1.00%	7,589	0	0	0	0
	33,197,926		34,293,810	35,307,309	36,369,242	37,474,019	38,623,749
			3.30%	2.96%	3.01%	3.04%	3.07%

Assumptions:

Salaries/Benefits assumed a 2% increase based on average contract increase over past five years

Health Insurance is expected to increase 5% although we experienced some savings in FY 2016 and FY 2017

Work Comp/MICA is based on past claims and level of risk, projecting a 5% increase

The Police and Fire pension amounts are projecting an average of 6% increase per year, the annual required contribution is based on market performance, and actuarial assumptions

Services and Supplies are both projected to grow at 1% because of restricted budget spending

Capital outlay is projected to grow by 4% to account for delayed expenditures postponed to future period

Non-Dept Transfers is projected to grow by 2%

**Operating Cash Balance Projections**

The combined overall cash flow for General Fund, Capital Projects Fund, and Cash Reserve Fund are projected below utilizing the revenue and expense projections from preceding pages. The capital projects fund rarely spends the entire appropriation; the projections show spending the entire revenues generated in that year. Additionally, we don't fully know the impact of on-line shopping and how much of a decline we may see in the next five years. This projection is optimistic and assumes flat revenues for the four major sources. The expenses are more closely projected based on known factors.

Fiscal Year Ending April 30:	2019 Projection	2020 Projection	2021 Projection	2022 Projection	2023 Projection	2024 Projection
<b>Beg Balance:</b>						
General Fund	2,250,000					
Cash Reserve Fund	3,325,000					
Capital Fund	1,350,000					
<b>Total Beg Balance</b>	<b>6,925,000</b>	<b>4,759,422</b>	<b>3,235,620</b>	<b>1,168,091</b>	<b>(1,484,865)</b>	<b>(4,759,262)</b>
<b>Revenues:</b>						
General Fund	32,306,876	32,770,008	33,239,780	33,716,285	34,199,622	34,689,888
Capital Fund	1,920,785	2,319,907	2,354,631	2,389,875	2,425,648	2,461,958
<b>Total Revenues</b>	<b>34,227,661</b>	<b>35,089,915</b>	<b>35,594,410</b>	<b>36,106,160</b>	<b>36,625,270</b>	<b>37,151,846</b>
<b>Funds Available</b>	<b>41,152,661</b>	<b>39,849,337</b>	<b>38,830,030</b>	<b>37,274,251</b>	<b>35,140,405</b>	<b>32,392,584</b>
<b>General Fund</b>	<b>(33,197,926)</b>	<b>(34,293,810)</b>	<b>(35,307,309)</b>	<b>(36,369,242)</b>	<b>(37,474,019)</b>	<b>(38,623,749)</b>
<b>Capital Fund</b>	<b>(3,195,313)</b>	<b>(2,319,907)</b>	<b>(2,354,631)</b>	<b>(2,389,875)</b>	<b>(2,425,648)</b>	<b>(2,461,958)</b>
<b>Total Expenses</b>	<b>(36,393,239)</b>	<b>(36,613,717)</b>	<b>(37,661,939)</b>	<b>(38,759,117)</b>	<b>(39,899,667)</b>	<b>(41,085,707)</b>
<b>Year End Cash Balance</b>	<b>4,759,422</b>	<b>3,235,620</b>	<b>1,168,091</b>	<b>(1,484,865)</b>	<b>(4,759,262)</b>	<b>(8,693,123)</b>

DEPARTMENT/DIVISION	4/30/15		4/30/16		FY 17 Budget		FY 18 Budget		Projected FY 19	
	Full-Time	PT	Full-Time	PT	Full-Time	PT	Full-Time	PT	Full-Time	PT
1101 <b>City Council</b>		14		14		14		14		14
1301 <b>Mayor</b>	2		2		2		2		2	
1302 <b>Treasurer</b>	4.0125		4		4		4		4	
1303 <b>City Clerk</b>	3		3		3		3		3	
1401 <b>Dir of Admin</b>	1		1		1		1		1	
1402 <b>Purchasing</b>	1		1		1		1		1	
1403 <b>Build Maint</b>	1		1		1		1		1	
1501 <b>Comptroller</b>	4		4		4		4		4	
1701 <b>Fire/Police Comm</b>		3		3		3		3		3
1901 <b>MIS</b>	5	0	6	0	5	0	4.93	0	4	0
<b>Legal</b>										
1601 Legal-Corp Counsel		1		1		1		1		1
1602 Asst Corp Counsel		1		1		1		1		1
1603 City Attorney		1		1		1		1		1
<b>Police</b>		<b>3</b>		<b>3</b>		<b>3</b>		<b>3</b>		<b>3</b>
2110 Police Admin	4		3		3		3		3	
2111 Police-Civilian	10	1	9	1	10	1	11	1	11	1
2112 Police-Patrol	71		67		70		70		69	
2114 Police Crossing Gds	0	23	0	23	0	0	0	0	0	0
2115 Evidence Tech	1	1	1	1	1	1	1	1	1	1
2116 Police-Human Officer	1	0	1	0	1	0	1	0	1	0
<b>Fire</b>	<b>87</b>	<b>25</b>	<b>81</b>	<b>25</b>	<b>85</b>	<b>2</b>	<b>86</b>	<b>2</b>	<b>85</b>	<b>2</b>
2210 Fire Dept-Admin	2		2		2		2		2	
2211 Fire - Civilian	2		2		2		2		2	
2212 Fire Fighters	58		55.3		55		57		54.06	
2214 Fire Training	1		1		1		1		1	
<b>Engineering</b>	<b>63</b>	<b>0</b>	<b>60.3</b>	<b>0</b>	<b>60</b>	<b>0</b>	<b>62</b>	<b>0</b>	<b>59.06</b>	<b>0</b>
3712 Engineering	6.25		5.5		6		5.3		4.85	
2410 Admin-Zoning	0		0		0		0		0	
2411 Protective Inspections	4		4		4		4		3	1
6311 Comm Dev-Planning	0		0		0		0		0	
<b>9-1-1</b>	<b>7.55</b>	<b>1</b>	<b>7.4</b>	<b>0</b>	<b>7.4</b>	<b>0</b>	<b>7.4</b>	<b>0</b>	<b>6.4</b>	<b>1</b>
2310 911 Admin	20	1	20	1	20	1	20	2	21	2
<b>Transit</b>	<b>20</b>	<b>1</b>	<b>20</b>	<b>1</b>	<b>20</b>	<b>1</b>	<b>20</b>	<b>2</b>	<b>21</b>	<b>2</b>
3410 Administration	0.95		1.1		1.6		1.6		1.6	
3412 Clerical	2.5		2.5		2.5		2.5		2.5	
3413 Drivers	20	17	15	17	14	21	15	19	15	20
3415 Maint Supervision	0.75		1.15		1.65		1.65		2.15	
	<b>24.2</b>	<b>17</b>	<b>19.75</b>	<b>17</b>	<b>19.75</b>	<b>21</b>	<b>20.75</b>	<b>19</b>	<b>21.25</b>	<b>20</b>

DEPARTMENT/DIVISION	4/30/15		4/30/16		FY 17 Budget		FY 18 Budget		Projected FY 19	
	Full-Time	PT	Full-Time	PT	Full-Time	PT	Full-Time	PT	Full-Time	PT
1101 City Council		14		14		14		14		14
<b>Water</b>										
3155 Water Distribution	10		10.5		9.87		11.87		12.75	
3156 Water Metering	4.67		5.17		4.17		5.00		5.00	
3310 Utilities Administration	1.75		1.5		1.5		1.570		1.5	
3312 Commercial	3.896		3.825		3.825		3		3	
3314 Purification	14		14		14		11		11	
	<b>34.32</b>	<b>0</b>	<b>35.00</b>	<b>0</b>	<b>33.37</b>	<b>0</b>	<b>32.44</b>	<b>0</b>	<b>33.25</b>	<b>0</b>
<b>Sewer</b>										
3150 Admin-Field Op/Sewer	0		0		0		0		0	
3153 Street Cleaning	2.75		2.75		2.75		1		1.5	
3157 Sewer Maint	9.55		10.55		10.3		12		11.15	
3321 Pretreatment	1		0		0		0		0.25	
3322 Waste water treatment	7		0		0		0		0	
	<b>20.3</b>	<b>0</b>	<b>13.3</b>	<b>0</b>	<b>13.05</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>12.9</b>	<b>0</b>
<b>Airport</b>										
4310 Administration	1		1		1	0	1.4	0	1.4	0
4313 Maintenance	3.25		3.25		4.25		4.25		4.25	
	<b>4.25</b>	<b>0</b>	<b>4.25</b>	<b>0</b>	<b>5.25</b>	<b>0</b>	<b>5.65</b>	<b>0</b>	<b>5.65</b>	<b>0</b>
<b>Barge Dock</b>	<b>0.5</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>	
<b>Central Garage/Services</b>										
3115 Central Garage	7.75		7.37		7.85		7.85		7.85	
3110 Administration	2.5		2.5		2.5		2.5		2.5	
3112 Forestry	4		4		4		4.75		3.75	
3113 Garbage	6.7		6.7		6.7		6.7		6.75	
3114 Recycling	4.88		4.88		4.63		4.63		4.75	
3116 Paint & Sign Shop	1		1		1		2		2	
3152 Concrete	6		6		6		6		5	
3154 Brush/Compost	0		0		0		0		0	
	<b>32.83</b>	<b>0</b>	<b>32.45</b>	<b>0</b>	<b>32.68</b>	<b>0</b>	<b>34.43</b>	<b>0</b>	<b>32.60</b>	<b>0</b>
<b>Self Insurance</b>										
3810 Self Insurance	1.9165		2		1		0.6		1.6	
3811 Risk Management	1.5		1.5		1.5		1.5		1.5	
	3.4165		3.5		2.5		2.1		3.1	
<b>TOTALS without 9-1-1</b>	<b>304.63</b>	<b>63</b>	<b>284.45</b>	<b>59.00</b>	<b>286.00</b>	<b>40.00</b>	<b>290.00</b>	<b>41.00</b>	<b>284.06</b>	<b>42.00</b>

	General Fund	Cash Reserve	Total
<b>Beginning Balance, May 1</b>	<b>2,250,000</b>	<b>3,325,000</b>	5,575,000
<b>REVENUES</b>			
Taxes	30,031,527	-	30,031,527
Licenses & Permits	331,800	-	331,800
Charges for Services	635,250	-	635,250
Rent & Other Income	14,050	-	14,050
Interest Income	15,000	15,000	30,000
Debt Proceeds	-	-	-
Grants	33,000	-	33,000
Transfers In	653,249	-	653,249
Inter-Gov. Revenues	593,000	-	593,000
<b>TOTAL REVENUE</b>	<b>32,306,876</b>	<b>15,000</b>	<b>32,321,876</b>
Total Funds Available	34,556,876	3,340,000	37,896,876
<b>EXPENDITURES</b>			
City Council	240,126	-	240,126
Mayor	217,383	-	217,383
Treasurer	268,884	-	268,884
City Clerk	227,071	-	227,071
Director of Administrative Services	106,364	-	106,364
Purchasing	74,231	-	74,231
Building Maintenance	182,970	-	182,970
Comptroller	323,231	-	323,231
Legal	236,858	-	236,858
Commissions	59,967	-	59,967
Information Technology	591,819	-	591,819
Police	11,883,632	-	11,883,632
Fire	9,685,729	-	9,685,729
Engineering	1,052,013	-	1,052,013
Subtotal	25,150,278	-	25,150,278
<u>Transfers:</u>			
Planning & Development	337,545	-	337,545
9-1-1	792,824	-	792,824
Transit Lines	285,143	-	285,143
Airport	589,455	-	589,455
2013B HVAC pymt fund	116,493	-	116,493
Capital Fund	-	-	-
Central Garage	331,002	-	331,002
Central Services	2,512,435	-	2,512,435
Regional Training Facility	62,411	-	62,411
Landfill	76,000	-	76,000
Cash Reserve Fund	-	-	-
Sister City Fund	-	-	-
Other Subsidies/tax distributions	1,136,340	-	1,136,340
Library	1,808,000	-	1,808,000
<b>TOTAL EXPENDITURES</b>	<b>33,197,926</b>	<b>-</b>	<b>33,197,926</b>
<b>Ending Balance, April 30</b>	<b>\$ 1,358,950</b>	<b>\$ 3,340,000</b>	<b>\$ 4,698,950</b>

**PURPOSE**

The General Fund is the primary operating fund of the City. It accounts for the resources used to pay for the services traditionally associated with local government. Included are general administration of the City, police and fire protection, engineering, subsidy and tax transfers, and any other activity for which a special fund has not been created.

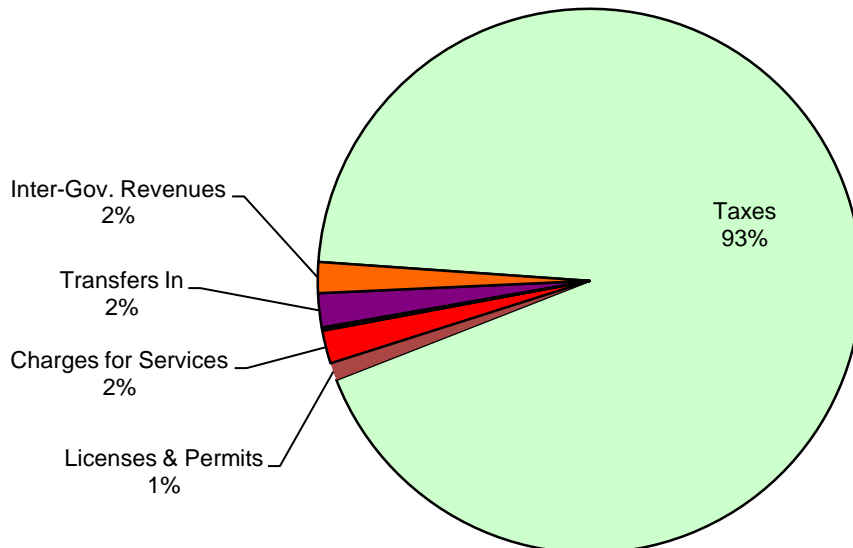
The General Fund's primary revenue source is Taxation. Public Service taxes such as sales tax and income tax makes up over 52% of general fund revenues. Property taxes are approximately 14% of revenues and fund the Library and pensions.

The Home Rule/Purchase Tax was previously a "Transfer In" from the Purchase Tax Fund. However, based on auditor recommendation, the Purchase Tax will be receipted into the General Fund and Capital Fund based on the budgeted split. This year the General Fund will recieved 79% of the home rule/ purchase tax fund rather than the previous split of 75%.

The other transfer are from the Green Energy fund and Barge Dock fund. Inter-governmental revenues represent cost share charges to other funds.

**GENERAL FUND REVENUES BY SOURCE**

ACCOUNT DESCRIPTION	% of Total	2018/2019	2017/2018	2017/2018	2016/2017
		PROPOSED BUDGET	REVISED BUDGET	YTD PROJ ACTUAL	YTD ACTUAL
Taxes	92.96%	30,031,527	23,578,803	23,393,815	23,467,343
Licenses & Permits	1.03%	331,800	145,800	193,845	151,553
Charges for Services	1.97%	635,250	657,100	607,350	821,725
Rent & Other Income	0.04%	14,050	13,670	13,292	117,786
Interest Income	0.05%	15,000	12,000	23,257	15,652
Grants	0.10%	33,000	33,000	76,029	80,202
Transfers In	2.02%	653,249	7,798,235	7,543,857	7,939,202
Inter-Gov. Revenues	1.84%	593,000	529,109	607,085	536,312
	100.00%	32,306,876	32,767,717	32,458,530	33,129,775



**CITY OF QUINCY  
GENERAL FUND**

**REVENUE DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Property Taxes</b>					
001-0000-311.01-00	General Levy	-	-	-	-
001-0000-312.03-00	Special Service Area #2	95,000	77,000	75,372	76,568
001-0000-312.04-00	Fire Pension Fund	2,236,336	2,017,537	2,013,460	2,042,068
001-0000-312.05-00	Police Pension Fund	1,969,335	1,881,882	1,878,099	1,828,188
001-0000-312.06-00	Public Library	732,045	732,045	730,578	731,763
<b>Franchise Taxes</b>					
001-0000-313.01-00	CATV Franchise	440,000	440,000	435,263	421,437
001-0000-313.02-00	Telephone Franchise	44,724	44,724	44,724	44,724
001-0000-313.03-00	Electric Utility Franchise	35,000	30,000	23,814	35,576
001-0000-313.04-00	Ameren Gas & Electric	-	-	-	-
<b>Public Service Taxes</b>					
001-0000-314.01-00	Home Rule (Purchase) Tax	7,207,000	-	-	-
001-0000-314.02-01	Income Tax	3,636,285	4,000,000	4,291,796	3,868,781
001-0000-314.02-02	Personal Prop Replac. Tax	2,670,556	3,302,000	2,928,031	3,525,816
001-0000-314.02-03	General Sales Tax	9,588,598	9,756,600	9,629,644	9,630,497
001-0000-314.02-04	Use Tax	1,068,648	1,028,015	1,049,742	992,766
001-0000-314.02-07	Auto Rental Tax	20,000	19,000	20,011	20,932
001-0000-314.02-10	Video Gaming Tax	288,000	250,000	273,281	248,227
<b>Interest Income</b>					
001-0000-331.01-01	Deposit Accounts	15,000	12,000	23,257	15,652
<b>Rent &amp; Other Income</b>					
001-0000-341.01-01	Parking Lot G	3,300	3,300	3,650	3,300
001-0000-341.01-03	Parking Lot I	700	300	1,613	600
001-0000-341.03-00	706 Maine St.	-	-	-	32,048
001-0000-341.04-00	Equipment/Facilities	1,500	1,520	1,500	1,570
001-0000-342.01-00	Sale of Maps	50	50	85	89
001-0000-342.03-00	Jury Duty Reimbursements	-	-	86	405
001-0000-342.04-00	Unclaimed Monies	-	-	-	10
001-0000-342.05-00	Refunds/Reimbursements	500	500	545	410
001-0000-342.09-00	Other	3,000	3,000	4,076	4,692
001-0000-342.10-00	Penalties-Past Due	-	-	688	(280)
001-0000-342.11-00	Donations/Contributions	-	-	-	61,800
<b>Sale of Property</b>					
001-0000-350.00-00	Sale of Property	5,000	5,000	1,049	13,142
<b>Licenses &amp; Permits</b>					
001-0000-361.01-01	Liquor License	114,000	112,000	113,245	112,048
001-0000-361.01-03	Peddlers License(Code GT)	600	200	100	160
001-0000-361.01-05	Amusements/Mach (Code GV)	11,000	5,500	5,475	5,665
001-0000-361.01-06	Circus/Carn.Perm(Code GW)	500	500	500	700
001-0000-361.01-08	Charitable Raffles	-	500	-	-
001-0000-361.01-09	Pull Tab/Jars-State Money	-	-	990	1,852
001-0000-361.01-10	Other License & Perm.(GX)	27,600	20,000	21,132	20,600
001-0000-361.01-11	Electronic Sign Messaging	1,500	-	4,500	3,000
001-0000-361.01-12	Video Gaming LL Class I	150,000	-	40,000	-
001-0000-361.01-13	Video Gaming Terminal Fee	18,500	-	-	-



**CITY OF QUINCY  
GENERAL FUND**

**REVENUE DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
001-0000-361.02-01	Non-Bus Lic. & Permits	-	-	-	-
001-0000-361.02-02	Street Opening Permits	-	-	12	42
001-0000-361.02-03	Driveway Permits	-	-	6	6
001-0000-361.02-04	Cat Tag Permits	8,000	7,000	7,810	7,315
<b>Charges for Services</b>					
001-0000-361.04-01	Freedom of Info Copies	300	500	229	427
001-0000-361.04-03	Bid Specs	500	1,000	350	670
001-0000-361.05-01	Issuing Fees	200	200	277	327
001-0000-361.05-11	NSF Check Fee	-	50	-	-
001-0000-361.07-01	Computer Services	5,000	5,000	6,909	23,816
001-0000-361.07-05	Report Fees	-	-	100	105
001-0000-361.07-08	Other Reimbursements	250	250	404	252
	<i>IT Services</i>	<i>5,250</i>	<i>5,250</i>	<i>7,413</i>	<i>24,173</i>
001-0000-362.01-01	Qcy Schl Dist. 172-QPD Liason	146,000	146,000	117,451	299,966
001-0000-362.01-02	Qcy Housing Auth.-QPD Liason	52,000	52,000	53,493	52,923
001-0000-362.01-03	Special Job Assignments	24,300	24,300	18,269	17,952
001-0000-362.01-04	False Alarms	3,000	3,000	4,740	2,790
001-0000-362.01-05	Report Fees	5,000	5,000	5,309	5,709
001-0000-362.01-06	Training	-	3,600	-	49
001-0000-362.01-07	Temp. Use of Manpower	-	5,000	296	455
001-0000-362.01-08	Other Reimbursements	-	5,000	3,847	55
001-0000-362.01-09	Witness/Subpeona Fees	5,000	5,000	5,804	6,339
001-0000-362.01-11	Police Badges & Patches	-	-	233	298
001-0000-362.01-12	Area Agency Aging - Elder	30,000	30,000	27,500	30,000
001-0000-362.01-14	School Crossing Guards	-	-	-	-
	<i>Police Services</i>	<i>265,300</i>	<i>278,900</i>	<i>236,942</i>	<i>416,536</i>
001-0000-362.02-04	False Alarms	100	100	-	180
001-0000-362.02-05	Report Fees	100	100	149	137
001-0000-362.02-06	Training	5,000	5,000	65	7,548
001-0000-362.02-08	Other Reimbursements	-	-	796	22
	<i>Fire Services</i>	<i>5,200</i>	<i>5,200</i>	<i>1,010</i>	<i>7,887</i>
001-0000-362.03-03	Tree Sales	2,000	2,000	1,520	2,120
001-0000-362.03-05	Subdivision Street Lights	-	-	5,613	-
001-0000-362.03-08	Other Reimbursements	2,000	2,000	311	3,644
	<i>Streets &amp; Hwy</i>	<i>4,000</i>	<i>4,000</i>	<i>7,444</i>	<i>5,764</i>
001-0000-362.04-01	Notice of Violations	10,000	10,000	8,290	10,529
001-0000-362.04-02	Parking Tickets	-	-	-	-
	<i>Motor Vehicles</i>	<i>10,000</i>	<i>10,000</i>	<i>8,290</i>	<i>10,529</i>
001-0000-362.05-00	Ordinance Fines	343,000	350,000	343,675	353,403
001-0000-362.05-01	Smoking Fines	-	-	100	-
001-0000-362.05-03	Failure to Appear Fines	1,500	2,000	1,620	2,009
	<i>Ordinances/Fines</i>	<i>344,500</i>	<i>352,000</i>	<i>345,395</i>	<i>355,412</i>

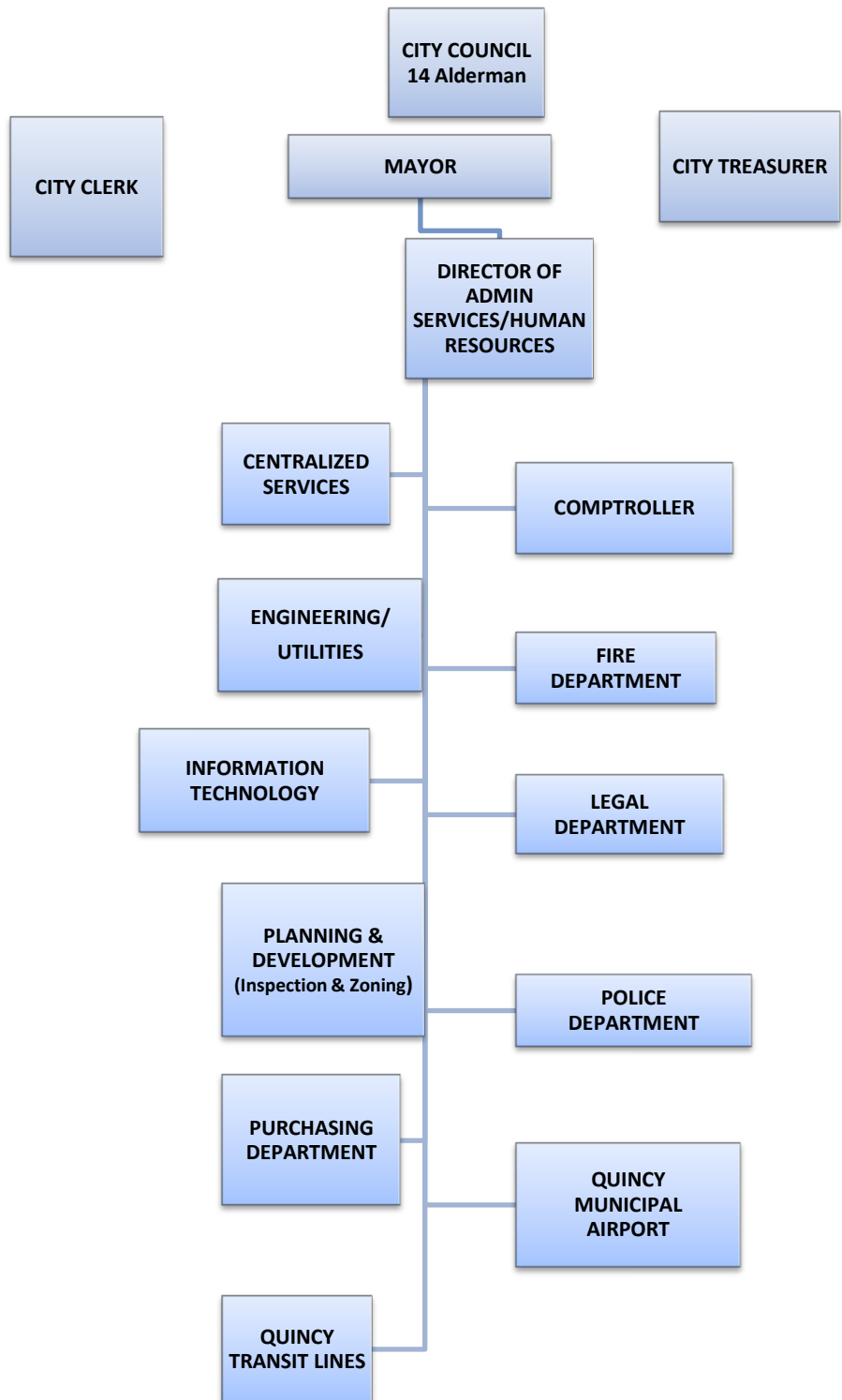
**CITY OF QUINCY  
GENERAL FUND**

**REVENUE DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Inter-Governmental Revenues</b>					
001-0000-363.09-01	Administrative Cost Share	551,000	487,433	492,744	387,110
001-0000-363.09-02	Space Cost Share	42,000	41,676	114,341	138,718
001-0000-363.09-03	Computer Cost Share	-	-	-	10,484
<b>Licenses &amp; Permits</b>					
001-0000-364.04-00	Revocable Lic/Permits	100	100	75	165
<b>Grants</b>					
001-0000-381.03-01	FEMA Reimbursements	-	-	-	-
001-0000-382.01-10	Restricted Contributions	-	-	-	-
001-0000-382.02-01	State Grants	-	-	102	-
001-0000-382.02-02	Attorney General	15,000	15,000	15,000	21,356
001-0000-382.03-04	Bureau of Justice	3,000	3,000	1,981	6,831
001-0000-382.03-06	Dept. of Transportation	-	-	26,900	40,100
001-0000-382.03-07	Dept. of Homeland Security	15,000	15,000	32,046	11,915
<b>Transfers In</b>					
001-0000-391.01-06	From Police Dept Grant Fund	-	-	1,103	1,359
001-0000-391.01-09	From Franchise Fee "Green" Fnd	413,249	398,667	398,667	383,249
001-0000-391.01-12	CDAP Grant Fund	-	-	-	-
001-0000-391.01-15	Transfer from Capital Fund	-	-	-	200,000
001-0000-391.01-20	Transfer from Fire Equip Fund 39	90,000	-	-	-
001-0000-391.01-50	Tourism Tax Fund	-	-	-	-
001-0000-391.01-51	From Purchase Tax Fund	-	7,249,568	6,994,087	7,204,594
001-0000-391.01-67	From Municipal Dock Fund	150,000	150,000	150,000	150,000
<b>Totals</b>		<b>32,306,876</b>	<b>32,767,717</b>	<b>32,458,530</b>	<b>33,129,775</b>

<b>EXPENSE SUMMARY</b>					
	2017/2018		2016/2017	2016/2017	2015/2016
ACCOUNT DESCRIPTION	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	13,171,656	-5.02%	13,867,141	13,901,911	12,818,654
Benefits	9,530,990	1.48%	9,392,375	9,302,308	8,593,407
Contractual Services	1,520,213	-11.40%	1,715,883	1,682,218	1,563,490
Commodities	791,500	-4.88%	832,110	840,908	826,311
Capital Outlay	54,600	-69.40%	178,417	119,993	122,270
Miscellaneous	73,805	-13.98%	85,796	69,907	69,065
Debt Services	7,514	0.00%	7,514	7,513	11,471
Transfers	8,047,648	-4.67%	8,441,498	8,433,990	8,492,949
<b>Totals</b>	<b>33,197,926</b>	<b>-3.83%</b>	<b>34,520,734</b>	<b>34,358,748</b>	<b>32,497,617</b>

	2017/2018		2016/2017	2016/2017	2015/2016
Totals by Dept/Division	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
City Council	240,126	1.38%	236,857	229,897	227,907
Mayor	217,383	-4.05%	226,560	215,335	211,886
Treasurer	268,884	-5.08%	283,288	261,393	262,259
City Clerk	227,071	-1.07%	229,530	220,269	226,286
Director of Admin Services	106,364	-5.81%	112,925	106,712	120,565
Purchasing	74,231	-1.90%	75,667	74,520	67,686
Building Maintenance	182,970	-34.89%	281,021	282,414	243,955
Comptroller	323,231	-5.14%	340,736	326,859	304,345
Legal	236,858	-0.80%	238,768	232,407	226,700
Commissions	59,967	-18.52%	73,598	52,446	60,109
Information Technology	591,819	-10.69%	662,671	679,588	640,299
Police	11,883,632	-0.12%	11,898,201	11,864,918	11,068,087
Fire	9,685,729	-4.61%	10,153,299	10,205,403	9,093,303
Engineering	1,052,013	-16.91%	1,266,115	1,172,597	1,251,280
Non Departmental Transfers	8,047,648	-4.67%	8,441,498	8,433,990	8,492,949
<b>Totals</b>	<b>33,197,926</b>	<b>-3.83%</b>	<b>34,520,734</b>	<b>34,358,748</b>	<b>32,497,617</b>



**PURPOSE**

The City is governed under the Mayoral/Aldermanic form of government. The legislative body of the City is the City Council. The Council is composed of fourteen aldermen, two from each of the City's seven wards, elected to serve four-year staggered terms. The City Council makes policy decisions necessary to maintain and enhance the health, safety and welfare of citizens and visitors to the City.

**BUDGET SUMMARY**

The Legislative Board is mainly made up of the salaries and benefits for the fourteen city aldermen. The main services used by the board is cell phone and I-pad communication services. Funding allocated for alderman travel to the annual Illinois Municipal League conference has been removed from the FY 2019 budget. Capital Outlay includes \$1800 for Aldermen I-pad replacement.

**EXPENSE SUMMARY**

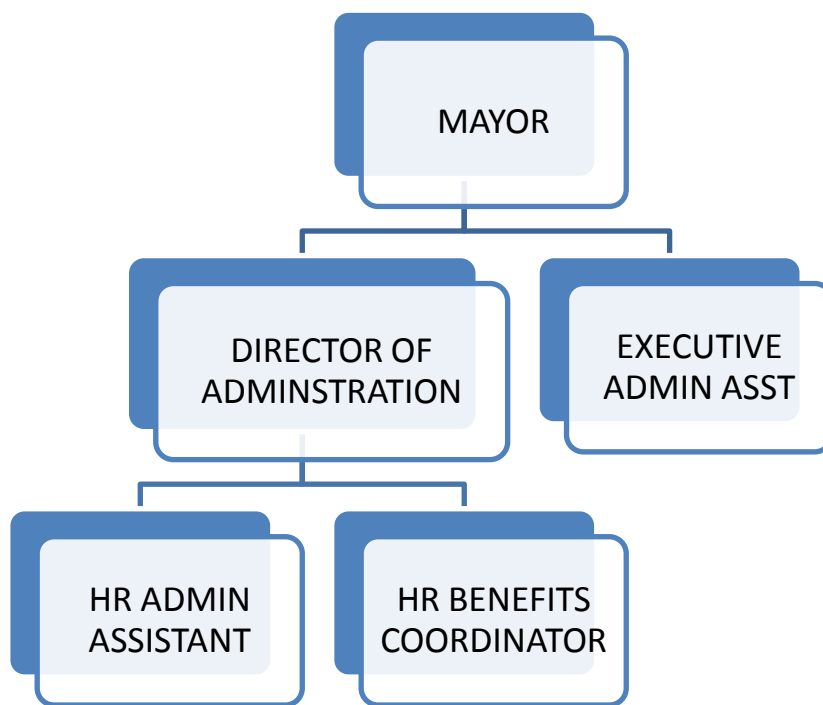
ACCOUNT DESCRIPTION	2018/2019	% Change	2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET		REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	75,600	0.00%	75,600	74,201	74,201
Benefits	127,189	9.54%	116,117	111,777	113,048
Contractual Services	12,037	-34.41%	18,353	16,193	14,188
Commodities	100	0.00%	100	92	20
Capital Outlay	-	0.00%	1,200	2,148	1,250
Miscellaneous	25,200	-1.13%	25,487	25,486	25,200
<b>Totals</b>	<b>240,126</b>	<b>1.38%</b>	<b>236,857</b>	<b>229,897</b>	<b>227,907</b>

**STAFFING**

	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Authorized Positions	14	14	14	14

EXPENDITURE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-1101-401.11-01	Regular Salary/Wages	75,600	75,600	74,201	74,201
001-1101-401.21-01	Group Insurance	112,202	100,800	97,994	98,364
001-1101-401.21-03	Board Paid Life Ins.	954	952	954	935
001-1101-401.21-04	Workers' Compensation	164	156	156	188
001-1101-401.22-01	Social Security	6,250	6,250	4,995	5,120
001-1101-401.22-02	Medicare	1,462	1,462	1,169	1,198
001-1101-401.23-01	IMRF	6,157	6,497	6,509	7,243
	<b>Subtotal</b>	<b>202,789</b>	<b>191,717</b>	<b>185,978</b>	<b>187,249</b>
<b>Contractual Services</b>					
001-1101-401.38-01	MICA	2,037	1,940	1,940	2,337
001-1101-401.38-02	Deductible		-		
001-1101-401.39-01	Communications	10,000	10,000	8,525	9,180
001-1101-401.39-04	Travel	-	6,000	4,288	2,001
001-1101-401.39-07	Regist, Schools, Meetings	-	413	1,440	670
	<b>Subtotal</b>	<b>12,037</b>	<b>18,353</b>	<b>16,193</b>	<b>14,188</b>
<b>Commodities</b>					
001-1101-401.41-02	Office Supplies	100	100	92	20
<b>Capital Outlay</b>					
001-1101-401.52-08	Controllable	-	1,200	2,148	1,250
<b>Miscellaneous</b>					
001-1101-401.61-04	Other		-		
001-1101-401.61-05	Alderman Expense	25,200	25,487	25,486	25,200
	<b>Subtotal</b>	<b>25,200</b>	<b>25,487</b>	<b>25,486</b>	<b>25,200</b>
	<b>Totals</b>	<b>240,126</b>	<b>236,857</b>	<b>229,897</b>	<b>227,907</b>



**PURPOSE**

The Executive Branch of city government is made up of the Mayor, City Treasurer and City Clerk. Each is elected at large to serve four-year terms.

**GOALS/OBJECTIVES**

- Manage city resources with a focus on gaining efficiencies
- Work with the City Council to develop long-term financial strategies for the city and city services
- Improve government operations and performance
- Bring the City Council and the community together to form a new strategic plan for Quincy
- Represent the City in various intergovernmental activities, with news media, and in public relations meetings and events

**PAST FISCAL YEAR HIGHLIGHTS**

- Raised over \$70,000 for the Quincy Promise scholarship program. Helping 47 students obtain a college education tuition free
- Worked with the Quincy Next Commission to formulate the Quincy Next Strategic Plan.
- Formed the bi-partisan Quincy Veteran's Home Steering Committee to help keep the Veteran's Home open and to promote long-term investments in the facility.

**BUDGET SUMMARY**

The Mayors budget is down \$9,177 from last year's budget. The decrease is due mainly to a reduction in contractual services of \$6,600 and reduction in miscellaneous of \$1,800.

**EXPENSE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019	% Change	2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET		REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	130,231	-0.89%	131,406	131,239	130,506
Benefits	44,371	0.98%	43,941	43,646	44,407
Contractual Services	21,981	-23.18%	28,613	25,964	23,757
Commodities	2,100	0.00%	2,100	1,852	1,264
Capital Outlay	-	0.00%	-	-	-
Miscellaneous	18,700	-8.78%	20,500	12,634	11,951
<b>Totals</b>	<b>217,383</b>	<b>-4.05%</b>	<b>226,560</b>	<b>215,335</b>	<b>211,886</b>

**STAFFING**

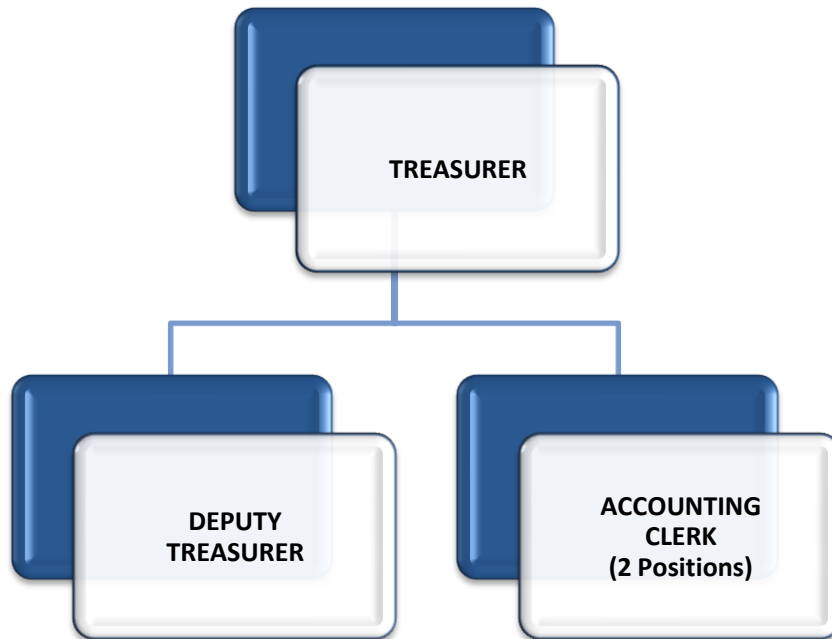
	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Full Time Positions	2	2	2	2

The staffing is as follows:

- Mayor - 1
- Executive Assistant - 1



		<b>EXPENDITURE</b>			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-1301-401.11-01	Regular Salary/Wages	128,831	128,182	127,417	126,959
001-1301-401.11-03	Sick Pay				
001-1301-401.11-03	Sick Pay			137	
001-1301-401.11-04	Holiday Pay		1,852	1,842	1,941
001-1301-401.11-15	Vacation Pay	1,400	1,372	1,843	1,606
001-1301-401.11-16	Major Medical		-		
001-1301-401.11-17	Sick Pay Buy Back		-		
001-1301-401.11-18	Vacation Pay Buy Back		-		
001-1301-401.12-01	Regular Salary/Wages				
001-1301-401.21-01	Group Insurance	18,962	17,889	17,869	18,375
001-1301-401.21-03	Board Paid Life Ins.	136	125	136	134
001-1301-401.21-04	Workers' Compensation	842	802	802	966
001-1301-401.22-01	Social Security	8,191	8,147	8,027	8,015
001-1301-401.22-02	Medicare	1,916	1,905	1,878	1,875
001-1301-401.22-03	Unemployment Compensatic	200	250	250	250
001-1301-401.23-01	IMRF	14,124	14,823	14,684	14,793
	<b>Subtotal</b>	<b>174,602</b>	<b>175,347</b>	<b>174,885</b>	<b>174,914</b>
<b>Contractual Services</b>					
001-1301-401.31-02	Contracted Legal	-	-	-	-
001-1301-401.31-05	Other	-			
001-1301-401.35-03	R&M-Office Furn & Equip	100	100		16
001-1301-401.35-04	R&M-Vehicles				
001-1301-401.36-01	Fleet Maintenance		-		
001-1301-401.36-03	Equipment and Vehicle			173	238
001-1301-401.38-01	MICA	12,981	12,363	12,363	14,895
001-1301-401.38-02	Deductible		-		
001-1301-401.38-03	Employee Bonds		-	49	
001-1301-401.39-01	Communications	1,500	1,500	1,296	1,062
001-1301-401.39-02	Advertising/Publishing	2,500	4,000	3,611	2,958
001-1301-401.39-03	Printing & Binding	400	400	146	405
001-1301-401.39-04	Travel	3,000	5,500	6,357	2,910
001-1301-401.39-05	Mileage Reimbursement	500	3,000	173	963
001-1301-401.39-07	Regist, Schools, Meetings	1,000	1,750	1,796	310
	<b>Subtotal</b>	<b>21,981</b>	<b>28,613</b>	<b>25,964</b>	<b>23,757</b>
<b>Commodities</b>					
001-1301-401.41-01	Postage	400	400	325	306
001-1301-401.41-02	Office Supplies	1,000	1,000	867	298
001-1301-401.44-00	Books & Periodicals	700	700	660	660
	<b>Subtotal</b>	<b>2,100</b>	<b>2,100</b>	<b>1,852</b>	<b>1,264</b>
<b>Miscellaneous</b>					
001-1301-401.61-01	Dues	7,000	8,000	6,919	6,067
001-1301-401.61-03	Employee Awards	10,000	10,000	4,498	4,154
001-1301-401.61-04	Other	1,700	2,500	1,217	1,730
	<b>Subtotal</b>	<b>18,700</b>	<b>20,500</b>	<b>12,634</b>	<b>11,951</b>
	<b>Totals</b>	<b>217,383</b>	<b>226,560</b>	<b>215,335</b>	<b>211,886</b>



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**PURPOSE**

The treasurer's office is responsible for tracking and collecting the monies owed the city, investing idle funds and reporting to the council the financial status of the city. Money collected by the office is deposited daily and all bank accounts are reconciled by the treasurer's office. The office manages the accounts receivable process from invoicing to collection. Idle funds are reviewed daily and invested according to anticipated need. The treasurer is the custodian of the fire and police pension funds.

The goals of the Treasurer's Office are to provide prudent investment of city funds in priority order of safety, liquidity and rate of return; deliver flexible and effective cash management; ensure accurate accounting of transactions; and provide accurate and timely financial information for the mayor and city council. The Treasurer also develops financial tools to assist department heads, the mayor, and the city council in decision-making. The office maintains highly motivated and productive employees and follows procedures to execute the objectives of the office.

**PAST FISCAL YEAR HIGHLIGHTS**

In September 2017, long-time Treasurer, Peggy Crim, retired from her position. Dr. Linda K. Moore was appointed to complete Crim's term through 2021.

Bad debts from the previous 20 years were reviewed and appropriate accounts were written off as uncollectable. Collection letters were sent to past due accounts resulting in the collection of nearly \$30,000. An additional \$25,000 of past due accounts were sent to a Collection Agency for collection. Currently, the Accounts Receivable process is under review. Efforts will be focused on obtaining payments within 120 days from invoice date and using a Collection Agency to minimize bad debt.

Research was provided to assist the Council in decision making for video gaming fees and licenses, food and beverage tax and other revenue opportunities.

Investment and bank account rates of return were reviewed with bank administrators to obtain more favorable rates. As interest rates continue to rise, the Treasurer will continue to work with banks to obtain more favorable interest rates. As of January 15, 2018, we have negotiated higher rates for most accounts.

The Treasurer received a scholarship to attend the annual Government Finance Officer's Association conference in St. Louis (to be held in May 2018).

**Budget Summary**

- The proposed budget reflects a 5% reduction in Y-O-Y budget expense for the Treasurer's Office. Specific line item increases are due to increased advertising costs for the annual report, certification requirements for the Treasurer (dues, travel, meetings) and increased efforts on collections for outstanding invoices (postage and Contracted Services). These increases are offset by reductions in IMRF contributions and capital outlay. The slight reduction in employee expenses is due to the replacement of a tenured accounting clerk with a new accounting clerk at a lower rate of pay.
- Interest income will continue provided we keep similar amounts of idle funds invested in the CDAR's program or money market accounts earning 1% or higher.
- Review of collection methods will continue. With a society that uses 70% debit/20% check/10% cash, expanding the acceptance of credit/debit cards for payments to the city will be evaluated.
- New revenue streams could minimize the effect of fewer tax dollars flowing down from the State of Illinois.

**EXPENSE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019	% Change	2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET		REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	171,825	-1.32%	174,117	167,793	167,441
Benefits	72,600	-14.55%	84,964	72,462	80,443
Contractual Services	19,259	30.74%	14,731	12,761	9,046
Commodities	4,000	11.11%	3,600	3,512	2,593
Capital Outlay	-	0.00%	4,976	3,865	2,135
Miscellaneous	1,200	33.33%	900	1,000	601
<b>Totals</b>	<b>268,884</b>	<b>-5.08%</b>	<b>283,288</b>	<b>261,393</b>	<b>262,259</b>

**STAFFING**

	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Full Time Positions	4	4	4	4

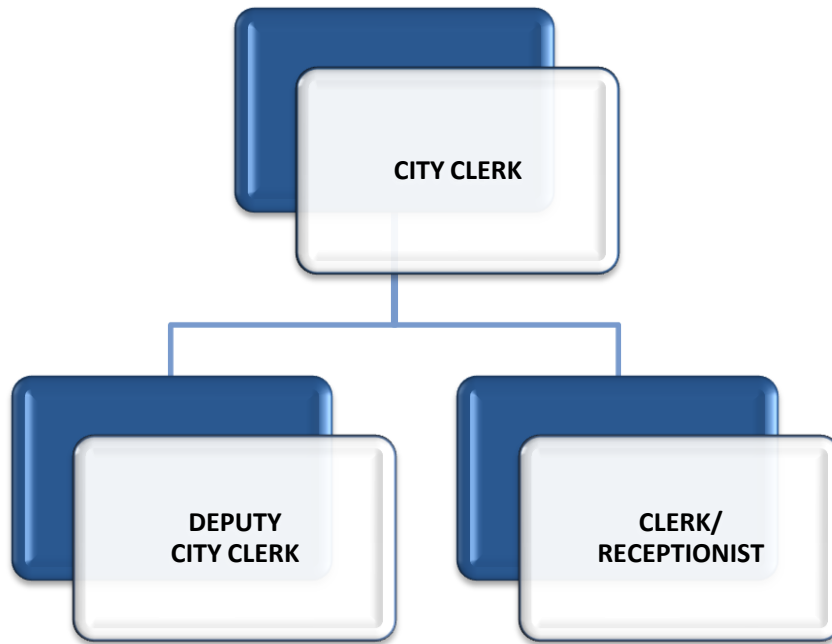
The Treasurer's Office staff is as follows:

- 1 - Treasurer
- 1 - Deputy Treasurer
- 2 - Accounting Clerks

**GENERAL FUND  
EXECUTIVE BOARD**

**TREASURER  
Detail**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-1302-401.11-01	Regular Salary/Wages	158,463	158,677	152,898	153,202
001-1302-401.11-03	Sick Pay		-	272	152
001-1302-401.11-04	Holiday Pay	5,492	5,399	4,625	5,658
001-1302-401.11-15	Vacation Pay	5,796	4,777	4,734	5,091
001-1302-401.11-16	Major Medical pay		-		
001-1302-401.11-17	Sick Pay Buy Back	2,074	5,264	5,264	3,339
001-1302-401.11-18	Vacation Pay Buy Back		-		
001-1302-401.21-01	Group Insurance	46,419	50,434	43,599	48,308
001-1302-401.21-03	Board Paid Life Ins.	272	272	271	267
001-1302-401.21-04	Workers' Compensation	837	797	797	960
001-1302-401.22-01	Social Security	10,653	10,795	9,357	9,261
001-1302-401.22-02	Medicare	2,491	2,525	2,188	2,166
001-1302-401.22-03	Unemployment Compensatic	400	500	500	500
001-1302-401.23-01	IMRF	11,528	19,641	15,750	18,981
	<b>Subtotal</b>	<b>244,425</b>	<b>259,081</b>	<b>240,255</b>	<b>247,884</b>
<b>Contractual Services</b>					
001-1302-401.35-03	R&M - Office Furn & Equip	500	500		-
001-1302-401.35-05	R&M - Other	200	200		85
001-1302-401.36-03	Rentals - Equipment & Veh	1,050	1,100	961	966
001-1302-401.38-01	MICA	2,685	2,557	2,557	3,081
001-1302-401.38-02	Deductible		-		
001-1302-401.38-03	Employee Bonds	424	424	488	130
001-1302-401.39-01	Communications	1,000	800	935	834
001-1302-401.39-02	Advertising/Publishing	3,000	2,700	2,835	2,516
001-1302-401.39-03	Printing & Binding	400	500	346	
001-1302-401.39-04	Travel	1,200	1,000	1,061	
001-1302-401.39-05	Mileage Reimbursement	500	1,000	357	249
001-1302-401.39-07	Regist, Schools, Meetings	1,100	950	360	
001-1302-401.39-08	Contracted Services	7,200	3,000	2,861	1,185
	<b>Subtotal</b>	<b>19,259</b>	<b>14,731</b>	<b>12,761</b>	<b>9,046</b>
<b>Commodities</b>					
001-1302-401.41-01	Postage	1,200	800	822	823
001-1302-401.41-02	Office Supplies	2,500	2,500	2,441	1,610
001-1302-401.44-00	Books & Periodicals	300	300	249	160
	<b>Subtotal</b>	<b>4,000</b>	<b>3,600</b>	<b>3,512</b>	<b>2,593</b>
<b>Capital Outlay</b>					
001-1302-401.52-08	Controllables	-	4,976	3,865	2,135
	<b>Subtotal</b>	<b>-</b>	<b>4,976</b>	<b>3,865</b>	<b>2,135</b>
<b>Miscellaneous</b>					
001-1302-401.61-01	Dues	900	700	835	632
001-1302-401.61-04	Other	300	200	99	
001-1302-401.61-89	Over & Short	-		66	(31)
	<b>Subtotal</b>	<b>1,200</b>	<b>900</b>	<b>1,000</b>	<b>601</b>
	<b>Totals</b>	<b>268,884</b>	<b>283,288</b>	<b>261,393</b>	<b>262,259</b>



**PURPOSE**

The City Clerk, an elected official, or her appointed deputy, attends all City Council Meetings, keeps records of its proceedings, and publishes it in booklet form weekly along with ordinances passed. The City Clerk is also responsible for Executive Session minutes and recordings. The City Clerk maintains an up-to-date copy of the Municipal Code. The Clerk also attests and seals all contracts, licenses, permits of the City, handles City elections every two years and notifies city license holders of renewal of licenses issued by the City Clerk yearly. The City Clerk also is responsible for the supervision of the City Hall Phone receptionist and those duties.

**GOALS/OBJECTIVES**

The new goal of the City Clerk is to find ways for an efficient office working within our budget.

**PAST FISCAL YEAR HIGHLIGHTS**

The City Clerk created Procedural Manuals for both Deputy City Clerk and Clerk/Receptionist.

**BUDGET SUMMARY**

The City Clerk's overall budget has decreased. The IML conference costs is included in the Clerk's budget, approximately \$1,446 has been allocated to travel/registrations/schools/meetings.

**EXPENSE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019		2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	135,206	-1.69%	137,536	135,854	142,896
Benefits	62,544	1.28%	61,752	60,333	59,880
Contractual Services	27,321	-0.35%	27,417	21,774	21,792
Commodities	1,450	-9.38%	1,600	1,208	1,175
Capital Outlay	-	0.00%	575	524	-
Miscellaneous	550	-15.38%	650	576	543
<b>Totals</b>	<b>227,071</b>	<b>-1.07%</b>	<b>229,530</b>	<b>220,269</b>	<b>226,286</b>

**STAFFING**

	FY 2018 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Full Time Positions	3	3	3	3

The City Clerks's Office staff is as follows:

- 1 - City Clerk
- 1 - Deputy City Clerk
- 1 - Clerk/Receptionist

**GENERAL FUND  
EXECUTIVE BOARD**

**CITY CLERK  
Detail**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-1303-401.11-01	Regular Salary/Wages	124,676	124,102	122,019	124,977
001-1303-401.11-03	Sick Pay	-	-	-	-
001-1303-401.11-04	Holiday Pay	3,600	3,534	3,511	3,696
001-1303-401.11-15	Vacation Pay	5,035	4,946	5,370	3,981
001-1303-401.11-16	Major Medical Pay	-	-	-	-
001-1303-401.11-17	Sick Pay Buy Back	1,895	4,954	4,954	6,594
001-1303-401.11-18	Vacation Pay buy back	-	-	-	3,647
001-1303-401.21-01	Group Insurance	36,938	34,847	34,861	32,573
001-1303-401.21-03	Board Paid Life Ins.	204	204	204	206
001-1303-401.21-04	Workers' Compensation	305	290	290	349
001-1303-401.22-01	Social Security	8,383	8,528	7,630	8,248
001-1303-401.22-02	Medicare	1,960	1,994	1,785	1,929
001-1303-401.22-03	Unemployment Compensatic	300	375	375	375
001-1303-401.23-01	IMRF	14,454	15,514	15,188	16,201
	<b>Subtotals</b>	<b>197,750</b>	<b>199,288</b>	<b>196,187</b>	<b>202,776</b>
<b>Contractual Services</b>					
001-1303-401.35-03	Repair & Maint-OfficeEquip.	400	400	279	270
001-1303-401.36-03	Equipment and Vehicle	800			
001-1303-401.38-01	MICA	2,191	2,087	2,087	2,515
001-1303-401.38-02	Deductible		-		
001-1303-401.38-03	Employee Bonds	80	80	49	
001-1303-401.39-01	Communications	350	350	288	335
001-1303-401.39-02	Advertising/Publishing	400	400	305	312
001-1303-401.39-03	Printing & Binding	12,000	12,500	11,775	10,052
001-1303-401.39-04	Travel	2,500	1,900	2,480	1,769
001-1303-401.39-05	Mileage Reimbursement	1,300	1,200	1,178	795
001-1303-401.39-07	Regist, Schools, Meetings	1,300	1,500	744	1,350
001-1303-401.39-08	Contracted Services	6,000	7,000	2,589	4,395
	<b>Subtotals</b>	<b>27,321</b>	<b>27,417</b>	<b>21,774</b>	<b>21,792</b>
<b>Commodities</b>					
001-1303-401.41-01	Postage	400	400	374	332
001-1303-401.41-02	Office Supplies	550	700	352	495
001-1303-401.44-00	Books & Periodicals	500	500	482	348
	<b>Subtotals</b>	<b>1,450</b>	<b>1,600</b>	<b>1,208</b>	<b>1,175</b>
<b>Capital Outlay</b>					
001-1303-401.52-08	Controllables	-	575	524	-
		-	575	524	-
<b>Miscellaneous</b>					
001-1303-401.61-01	Dues	550	500	480	470
001-1303-401.61-04	Other	-	150	96	73
		550	650	576	543
	<b>Totals</b>	<b>227,071</b>	<b>229,530</b>	<b>220,269</b>	<b>226,286</b>





**PURPOSE**

Working directly for the Mayor and under authority granted by the City Council, the Director oversees the daily operations of the City...creating a collaborative and collegial workplace environment; recognizing the value and contribution of each employee and their respective roles in serving the community.

**GOALS/OBJECTIVES**

- Negotiation of new operating contracts with Police, Transit and Machinists #822 which expire 4/30/2018
- Assist in budget creation and management
- Provide support for implementation of the "Quincy Next" strategic plan
- Provide support for all departments with a focus on efficiency and transparency

**PAST FISCAL YEAR HIGHLIGHTS**

- City Health Clinic RFP and implementation of new cost saving program
- Essential Air Service negotiations and implementation of new Air Service Agreement
- Negotiation and Agreement with New Fixed Base Operator
- Conducted/Coordinated Full Staff Performance Reviews

**BUDGET SUMMARY**

The FY 2019 budget has been reduced through elimination of travel/training cost associated with the IML Conference.

**EXPENSE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019	% Change	2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET		REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	75,000	0.00%	75,000	74,042	86,761
Benefits	24,374	-7.07%	26,227	23,848	26,469
Contractual Services	5,824	-41.46%	9,948	7,907	7,305
Commodities	100	-84.62%	650	200	20
Capital Outlay	-	0.00%	-	-	-
Miscellaneous	1,066	-3.09%	1,100	715	10
<b>Totals</b>	<b>106,364</b>	<b>-5.81%</b>	<b>112,925</b>	<b>106,712</b>	<b>120,565</b>

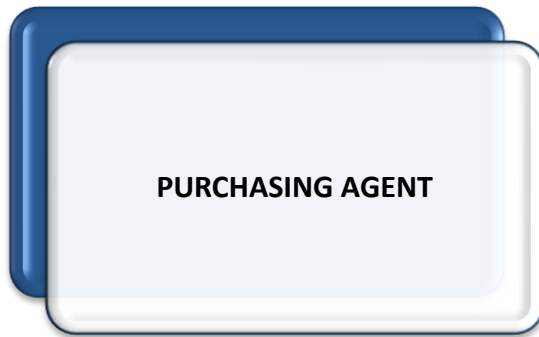
**STAFFING**

	FY 2018 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Full Time Positions	1	1	1	1

The Director of Administration's Office staff is as follows:

- 1 - Director of Administration

		<b>EXPENDITURE</b>			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-1401-401.11-01	Regular Salary/Wages	68,708	67,924	68,972	71,749
001-1401-401.11-03	Sick Pay				
001-1401-401.11-04	Holiday Pay	3,407	3,832	3,571	4,162
001-1401-401.11-15	Vacation Pay	2,885	3,244	1,499	1,995
001-1401-401.11-16	Major Medical Pay		-		
001-1401-401.11-17	Sick Pay Buy Back				4,428
001-1401-401.11-18	Vacation Pay Buy Back		-		4,427
001-1401-401.12-01	Temporary Salary		-		
001-1401-401.21-01	Group Insurance	9,481	10,859	8,970	8,857
001-1401-401.21-03	Board Paid Life Ins.	68	68	68	72
001-1401-401.21-04	Workers' Compensation	310	295	295	355
001-1401-401.22-01	Social Security	4,873	4,874	4,623	5,495
001-1401-401.22-02	Medicare	1,140	1,140	1,081	1,285
001-1401-401.22-03	Unemployment Compensatic	100	125	125	125
001-1401-401.23-01	IMRF	8,402	8,866	8,686	10,280
	<b>Subtotal</b>	<b>99,374</b>	<b>101,227</b>	<b>97,890</b>	<b>113,230</b>
<b>Contractual Services</b>					
001-1401-401.35-03	R&M-Office Furn & Equip				
001-1401-401.36-03	Equipment and Vehicle		600	489	200
001-1401-401.38-01	MICA	470	448	448	540
001-1401-401.38-02	Deductible		-		
001-1401-401.38-03	Employee Bonds		-	49	
001-1401-401.39-01	Communications	1,000	1,000	1,738	889
001-1401-401.39-03	Printing & Binding	-	100	117	
001-1401-401.39-04	Travel	354	1,100	827	1,466
001-1401-401.39-05	Mileage Reimbursement	4,000	3,600	3,879	3,900
001-1401-401.39-07	Regist, Schools, Meetings	-	3,100	360	310
001-1401-401.39-08	Contracted Services	-	-	-	-
	<b>Subtotal</b>	<b>5,824</b>	<b>9,948</b>	<b>7,907</b>	<b>7,305</b>
<b>Commodities</b>					
001-1401-401.41-01	Postage	-		6	
001-1401-401.41-02	Office Supplies	100	650	269	20
001-1401-401.44-00	Books & Periodicals	-	-	(75)	-
	<b>Subtotal</b>	<b>100</b>	<b>650</b>	<b>200</b>	<b>20</b>
<b>Miscellaneous</b>					
001-1401-401.61-01	Dues	900	900	600	
001-1401-401.61-04	Other	166	200	115	10
	<b>Subtotal</b>	<b>1,066</b>	<b>1,100</b>	<b>715</b>	<b>10</b>
	<b>Totals</b>	<b>106,364</b>	<b>112,925</b>	<b>106,712</b>	<b>120,565</b>



**PURPOSE**

The Purchasing Department is responsible for acquisition of supplies, services and construction to support the operation of the City's various departments. Purchasing verifies requests for payment with bid information submitted, verifies receipt of items by comparing actual billings with quotes offered. Authorizes payments for purchases when offered with proper authority and prepares resolutions for purchase agreements that require City Council approval.

The Purchasing Department maintains and manages the bid process in accordance with the various laws, regulations and ordinances in place.

**GOALS/OBJECTIVES**

- Review the City of Quincy's Purchasing Manual and update it according to the City's current procurement process.
- Review and manage vendor relationships to maximize City benefit.

**PAST FISCAL YEAR HIGHLIGHTS**

- In FY 2018 the Purchasing Department issued 32 Bids, 16 RFP's and 1 Request for Quotes.
- There were 32 bids issued and the total bid award amount was \$2,581,028.81
- There were 16 Request for Proposal's issued and the total RFP award amount was \$2,069,191.74.
- Vendors interested in the City of Quincy's bids and RFP's have continued to take advantage of our on-line bidding process. The Purchasing Department currently has 671 vendors registered to be notified as soon as a Bid and/or RFP is issued.

**BUDGET SUMMARY**

The Purchasing budget is down slightly and relatively stable to FY 2018 projected actual.

**EXPENSE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019		2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	45,191	-4.99%	47,562	47,363	41,634
Benefits	25,537	0.88%	25,315	24,511	23,053
Contractual Services	3,138	23.20%	2,547	2,354	2,700
Commodities	165	5400.00%	3	57	64
Capital Outlay	-	0.00%	-	-	-
Miscellaneous	200	-16.67%	240	235	235
<b>Totals</b>	<b>74,231</b>	<b>-1.90%</b>	<b>75,667</b>	<b>74,520</b>	<b>67,686</b>

**STAFFING**

	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Authorized Positions	1	1	1	1

The Purchasing's Office staff is as follows:

- 1- Purchasing Agent

**GENERAL FUND  
CITY HALL**

**PURCHASING  
Detail**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-1402-401.11-01	Regular Salary/Wages	37,631	36,893	36,706	34,711
001-1402-401.11-04	Holiday Pay	2,243	2,199	2,187	2,304
001-1402-401.11-15	Vacation Pay	3,323	3,258	3,258	2,713
001-1402-401.11-17	Sick Pay Buy Back	1,994	5,212	5,212	1,907
001-1402-401.11-18	Vacation Buy Back		-		
001-1402-401.21-01	Group Insurance	16,522	15,587	15,510	14,921
001-1402-401.21-02	Retirees Insurance		-		
001-1402-401.21-03	Board Paid Life Ins.	68	68	68	66
001-1402-401.21-04	Workers' Compensation	559	532	532	641
001-1402-401.22-01	Social Security	2,802	2,949	2,424	2,092
001-1402-401.22-02	Medicare	655	689	567	489
001-1402-401.22-03	Unemployment Compensatic	100	125	125	125
001-1402-401.23-01	IMRF	4,831	5,365	5,285	4,719
	<b>Subtotals</b>	<b>70,728</b>	<b>72,877</b>	<b>71,874</b>	<b>64,687</b>
<b>Contractual Services</b>					
001-1402-401.38-01	MICA	2,378	2,265	2,265	2,729
001-1402-401.38-02	Deductible	-			
001-1402-401.38-03	Employee Bonds	-		49	
001-1402-401.39-01	Communications	360		(180)	(165)
001-1402-401.39-02	Advertising/Publishing	400	162	220	136
001-1402-401.39-04	Travel	-			
001-1402-401.39-05	Mileage Reimbursement	-			
001-1402-401.39-07	Regist, Schools, Meetings		120		
	<b>Subtotals</b>	<b>3,138</b>	<b>2,547</b>	<b>2,354</b>	<b>2,700</b>
<b>Commodities</b>					
001-1402-401.41-01	Postage	15	3	3	9
001-1402-401.41-02	Office Supplies	150	-	54	54
001-1402-401.44-00	Books & Periodicals	-	-	-	-
	<b>Subtotals</b>	<b>165</b>	<b>3</b>	<b>57</b>	<b>64</b>
<b>Capital Outlay</b>					
001-1402-401.52-08	Controllable	-	-	-	-
	<b>Subtotals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Miscellaneous</b>					
001-1402-401.61-01	Dues	200	240	235	235
001-1402-401.61-04	Other	-	-	-	-
	<b>Subtotals</b>	<b>200</b>	<b>240</b>	<b>235</b>	<b>235</b>
	<b>Totals</b>	<b>74,231</b>	<b>75,667</b>	<b>74,520</b>	<b>67,686</b>



**PURPOSE**

The Building Maintenance division covers the maintenance of the City Hall building (including the Police Department) and the City Hall Annex. The purpose of this division is to contain all building maintenance costs in one division. One union employee performs the janitorial/custodial/maintenance duties. The other major costs are gas/electric and routine repairs and maintenance.

**GOALS/OBJECTIVES**

The following goals have been set for FY19:

- Repair roof leaks and water damage in City Hall Annex Building
- Repair City Hall boiler
- Upgrade City Hall HVAC control system to improve comfort and reduce operating expenses

**PAST FISCAL YEAR HIGHLIGHTS**

Highlights from FY19 include:

- Completion of the City Hall Window Replacement Project
- Conversion to LED lighting in the City Hall and City Hall Annex buildings

**BUDGET SUMMARY**

The FY 2019 budget is down \$98,000 from the previous fiscal year. There is a planned salary increase for one 822 laborer.

**EXPENSE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019	% Change	2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET		REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	41,254	-4.93%	43,393	42,447	40,090
Benefits	22,513	0.51%	22,399	21,822	22,844
Contractual Services	45,103	-4.72%	47,335	43,329	34,250
Commodities	74,000	-16.85%	89,000	106,490	72,104
Capital Outlay	-	-100.00%	78,794	68,294	74,637
Miscellaneous	100	0.00%	100	32	31
Debt Service	-		-	-	-
<b>Totals</b>	<b>182,970</b>	<b>-34.89%</b>	<b>281,021</b>	<b>282,414</b>	<b>243,955</b>

**STAFFING**

	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Authorized Positions	1	1	1	1

The Building Maintenance's staff is as follows:

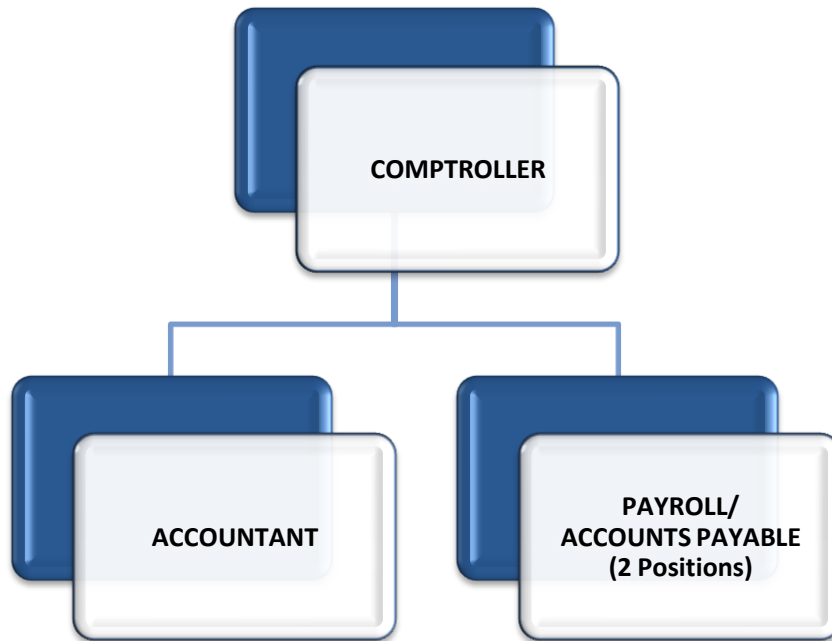
- 1 - 822 Labor Grade 1



**GENERAL FUND  
CITY HALL**

**BUILDING MAINTENANCE  
Detail**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-1403-401.11-01	Regular Salary/Wages	34,777	34,086	33,467	33,418
001-1403-401.11-02	Overtime	193	189	181	247
001-1403-401.11-03	Sick Pay	170	166		
001-1403-401.11-04	Holiday Pay	2,038	1,997	1,996	2,102
001-1403-401.11-15	Vacation Pay	2,264	2,219	2,067	2,595
001-1403-401.11-17	Sick Pay Buy Back	1,812	4,736	4,736	1,728
001-1403-401.21-01	Group Insurance	9,481	8,945	8,648	9,009
001-1403-401.21-03	Board Paid Life Ins.	68	68	66	68
001-1403-401.21-04	Workers' Compensation	5,298	5,046	5,046	6,079
001-1403-401.22-01	Social Security	2,558	2,691	2,592	2,446
001-1403-401.22-02	Medicare	598	629	606	572
001-1403-401.22-03	Unemployment Compensatic	100	125	125	125
001-1403-401.23-01	IMRF	4,410	4,895	4,739	4,544
	<b>Subtotals</b>	<b>63,767</b>	<b>65,792</b>	<b>64,269</b>	<b>62,933</b>
<b>Contractual Services</b>					
001-1403-401.31-05	Prof Svc-Other	500	-		
001-1403-401.34-03	Custodial	1,000	850	894	355
001-1403-401.35-01	R&M - Buildings	21,819	24,000	21,084	25,298
001-1403-401.35-02	R&M - Mach & Equip	17,000	18,000	17,092	3,333
001-1403-401.38-01	MICA	4,184	3,985	3,985	4,801
001-1403-401.39-01	Communications	100	-		48
001-1403-401.39-02	Advertising/Publishing	500	500	274	415
	<b>Subtotals</b>	<b>45,103</b>	<b>47,335</b>	<b>43,329</b>	<b>34,250</b>
<b>Commodities</b>					
001-1403-401.42-01	Natural Gas	7,000	10,000	9,666	7,921
001-1403-401.42-02	Electricity	60,000	65,000	81,788	57,829
001-1403-401.45-01	Building Supplies	2,500	9,000	10,356	972
001-1403-401.45-02	Custodial Supplies	3,500	4,000	2,924	4,945
001-1403-401.45-03	Equipment Consumable	500	500	1,300	382
001-1403-401.45-05	Small Tools/Small Equip.	500	500	456	54
	<b>Subtotals</b>	<b>74,000</b>	<b>89,000</b>	<b>106,490</b>	<b>72,104</b>
<b>Capital Outlay</b>					
001-1403-401.52-02	Buildings	-	76,794	131,101	74,637
001-1403-401.52-03	Improv other than Bldgs	-		(63,206)	
001-1403-401.52-08	Controllable	-	2,000	399	
	<b>Subtotals</b>	<b>-</b>	<b>78,794</b>	<b>68,294</b>	<b>74,637</b>
<b>Miscellaneous</b>					
001-1403-401.61-02	Taxes	100	100	32	31
001-1403-401.61-04	Other	-	-	-	-
	<b>Subtotals</b>	<b>100</b>	<b>100</b>	<b>32</b>	<b>31</b>
	<b>Totals</b>	<b>182,970</b>	<b>281,021</b>	<b>282,414</b>	<b>243,955</b>



**PURPOSE**

The Comptroller's Office is responsible for financial operations of the city. The office oversees the general ledger and all accounting operations, maintains all payroll records and payroll processing, verifies invoices to purchase orders, and accounts payable processing. In addition, the Comptroller's office manages fixed assets, oversees debt management and financial reporting. The Comptroller's office is responsible for preparation of the annual city budget and monitoring such budget. The annual tax levy is also the responsibility of the comptroller. All permanent records, leases, contracts, and agreements are filed by the Comptroller's office.

**GOALS/OBJECTIVES**

The Comptroller's Office goals for the next fiscal year are simple:

- Continue to find ways to promote fiscal transparency
- Continue implementation of EFT payments to save time and money.
- Cross train all staff to better serve internal and external customers.

**PAST FISCAL YEAR ACCOMPLISHMENTS**

- Worked with auditors to ensure a timely annual financial report filing
- Worked with a new actuarial firm to provide GASB 45 statements
- Started making EFT payments to payroll liability vendors
- Processed 15,700 invoices for payment: nearly 700 EFTs and over 5,800 AP checks
- Processed approximately 14,250 direct deposit payments and 830 payroll checks annually
- Produced and electronically filed 398 W-2 forms for the City and about 40 W-2 forms for the Library.
- Produced and electronically filed sixty 1099 forms for the City and the Library.
- Produced nearly 1,000 accounts payable checks for the Library.

**BUDGET SUMMARY**

The FY 2018/2019 budget is down over \$15,000 from the FY 2018 budget. Due to budget constraints, we eliminated all capital outlay.

**EXPENSE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019		2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	214,122	-4.71%	224,706	223,012	205,000
Benefits	63,682	-3.08%	65,709	64,350	58,688
Contractual Services	35,627	-7.03%	38,321	30,270	29,333
Commodities	9,400	-1.05%	9,500	8,674	9,179
Capital Outlay	-	-100.00%	2,000	-	1,791
Miscellaneous	400	-20.00%	500	553	355
<b>Totals</b>	<b>323,231</b>	<b>-5.14%</b>	<b>340,736</b>	<b>326,859</b>	<b>304,345</b>

**STAFFING**

	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Full Positions	4.00	4.00	4.00	4.00

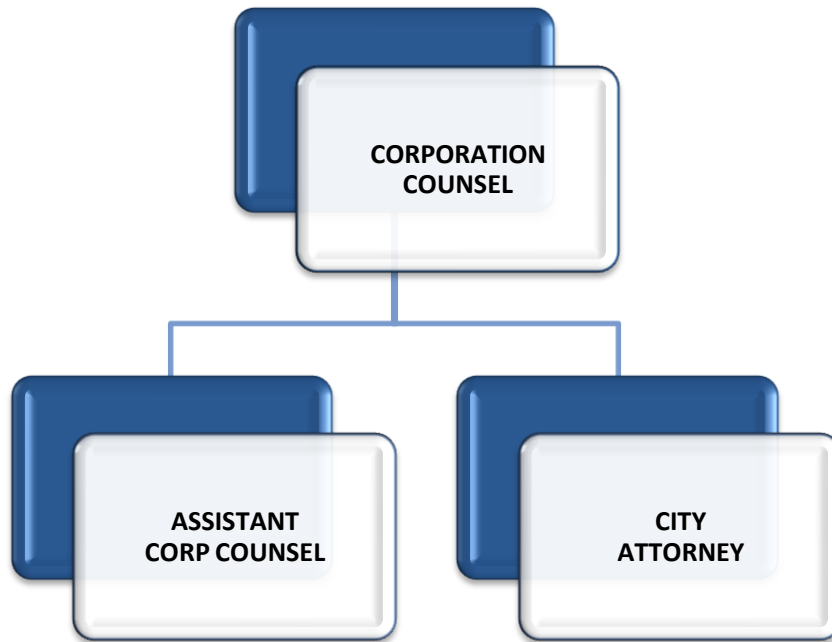
The Comptrollers Office staff is as follows:

- 1 - Comptroller
- 1 - Accountant
- 2 - Payroll/Accounts Payable Administrators

**GENERAL FUND  
FINANCIAL ADMINISTRATION**

**COMPTRROLLER  
Detail**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-1501-401.11-01	Regular Salary/Wages	181,111	179,403	178,406	160,261
001-1501-401.11-02	Overtime			13	19
001-1501-401.11-03	Sick Pay		-	135	292
001-1501-401.11-04	Holiday Pay	10,711	10,478	10,486	9,600
001-1501-401.11-15	Vacation Pay	14,464	14,143	13,290	12,099
001-1501-401.11-16	Major Medical		-		11,190
001-1501-401.11-17	Sick Pay Buy Back	7,836	20,682	20,682	9,474
001-1501-401.11-18	Vacation Pay Buy Back		-		2,064
001-1501-401.21-01	Group Insurance	23,209	21,896	21,867	19,212
001-1501-401.21-02	Retirees Insurance		-		
001-1501-401.21-03	Board Paid Life Ins.	272	272	272	259
001-1501-401.21-04	Workers' Compensation	530	505	505	608
001-1501-401.22-01	Social Security	13,276	13,964	13,220	12,050
001-1501-401.22-02	Medicare	3,105	3,226	3,092	2,818
001-1501-401.22-03	Unemployment Compensatic	400	500	500	500
001-1501-401.23-01	IMRF	22,890	25,346	24,894	23,240
	<b>Subtotals</b>	<b>277,804</b>	<b>290,415</b>	<b>287,362</b>	<b>263,688</b>
<b>Contractual Services</b>					
001-1501-401.31-01	Audit	23,000	25,349	18,506	18,477
001-1501-401.31-05	Other	6,000	6,000	5,669	5,496
001-1501-401.35-03	R&M-Office Furn & Equip	300	500	65	
001-1501-401.36-03	Equipment and Vehicle	1,000	1,000	985	715
001-1501-401.38-01	MICA	2,627	2,502	2,502	3,015
001-1501-401.38-03	Employee Bonds	50	50	49	
001-1501-401.39-01	Communications	750	720	789	788
001-1501-401.39-02	Advertising/Publishing	750	750	690	690
001-1501-401.39-03	Printing & Binding		-		
001-1501-401.39-04	Travel	300	300	236	
001-1501-401.39-05	Mileage Reimbursement	200	225	168	
001-1501-401.39-07	Regist, Schools, Meetings	500	775	460	125
001-1501-401.39-08	Contracted Services	150	150	151	28
	<b>Subtotals</b>	<b>35,627</b>	<b>38,321</b>	<b>30,270</b>	<b>29,333</b>
<b>Commodities</b>					
001-1501-401.41-01	Postage	2,900	3,500	2,568	2,741
001-1501-401.41-02	Office Supplies	6,500	6,000	6,106	6,437
001-1501-401.44-00	Books & Periodicals	-	-	-	-
	<b>Subtotals</b>	<b>9,400</b>	<b>9,500</b>	<b>8,674</b>	<b>9,179</b>
<b>Capital Outlay</b>					
001-1501-401.52-04	Office Equipment	-	-	-	-
001-1501-401.52-08	Controllable	-	2,000		1,791
	<b>Subtotals</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>1,791</b>
<b>Miscellanoues</b>					
001-1501-401.61-01	Dues	400	500	553	355
001-1501-401.61-04	Other	-	-	-	
	<b>Subtotals</b>	<b>400</b>	<b>500</b>	<b>553</b>	<b>355</b>
	<b>Totals</b>	<b>323,231</b>	<b>340,736</b>	<b>326,859</b>	<b>304,345</b>



**PURPOSE**

The Legal Department consists of three attorneys: Corporation Counsel, Assistant Corporation Counsel and City Attorney. As legal adviser to the Mayor, City Council, and all departments of the City, the Legal Department seeks to promote good, efficient and responsible government within bounds of federal and state constitutions and laws for all of the citizens of the City of Quincy. The Legal Department works to fulfill the duties and responsibilities incumbent upon local government for the citizens of the City.

**GOALS/OBJECTIVES**

- To provide excellent legal service to the various City Departments in as timely a manner as possible.
- To keep outside contractual legal services as minimal as possible.
- The Legal Department has assumed responsibility for the legal portion of the fix or flatten program.

**PAST FISCAL YEAR HIGHLIGHTS**

The legal department has worked with the Treasurer's Office to revise various city fees and update it's debt collection. Legal has also helped Quincy Regional Airport with updating it's various agreements and leases and started re-writing the pre-treatment program for the Utility department.

**BUDGET SUMMARY**

The FY 2019 budget has been reduced through elimination of hotel nights associated with the IML Conference. The continuing education received through IML is the most beneficial and cost effective.

**EXPENSE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019		2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	184,261	1.20%	182,078	181,224	177,497
Benefits	37,851	-2.16%	38,687	36,183	36,029
Contractual Services	14,736	-13.33%	17,003	14,999	13,136
Commodities	10	-99.00%	1,000	1	38
Capital	-		-	-	-
Miscellaneous	-	#DIV/0!	-	-	-
<b>Totals</b>	<b>236,858</b>	<b>-0.80%</b>	<b>238,768</b>	<b>232,407</b>	<b>226,700</b>
<b>Totals by Division</b>					
Corporation Counsel	109,761	-2.89%	113,031	107,592	104,463
Assistant Corp Counsel	70,187	1.33%	69,263	68,866	67,431
City Attorney	56,910	0.77%	56,474	55,949	54,805
	<b>236,858</b>	<b>-0.80%</b>	<b>238,768</b>	<b>232,407</b>	<b>226,700</b>

**STAFFING**

	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Authorized Positions	3	3	3	3

The Legal staff is as follows:

- 1 - Corporation Counsel
- 1 - Assistant Corporation Counsel

**GENERAL FUND  
LEGAL SERVICES**

**CORPORATION COUNSEL  
DETAIL**

		2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-1601-401.11-01	Regular Salary/Wages	74,443	74,443	74,094	72,567
001-1601-401.21-01	Group Insurance	16,522	17,259	15,510	15,587
001-1601-401.21-03	Board Paid Life Ins.	68	68	68	67
001-1601-401.21-04	Workers' Compensation	198	189	189	228
001-1601-401.22-01	Social Security	4,615	4,615	4,100	4,008
001-1601-401.22-02	Medicare	1,079	1,079	959	937
001-1601-401.22-03	Unemployment Compensatic	100	125	125	125
001-1601-401.23-01	IMRF	-	-	-	-
	<b>Subtotals</b>	<b>97,025</b>	<b>97,778</b>	<b>95,045</b>	<b>93,519</b>
<b>Contractual Services</b>					
001-1601-401.31-02	Contracted Legal	4,700	5,000	4,298	1,236
001-1601-401.38-01	MICA	6,146	5,853	5,853	7,052
001-1601-401.38-02	Deductible	-	-	-	-
001-1601-401.38-03	Employee Bonds	50	-	49	-
001-1601-401.39-01	Communications	1,000	1,000	672	708
001-1601-401.39-03	Printing & Binding	-	300	-	-
001-1601-401.39-04	Travel	460	1,500	1,043	1,329
001-1601-401.39-05	Mileage Reimbursement	-	100	96	96
001-1601-401.39-07	Regist, Schools, Meetings	370	500	535	485
001-1601-401.39-08	Contracted Services	-	-	-	-
	<b>Subtotals</b>	<b>12,726</b>	<b>14,253</b>	<b>12,546</b>	<b>10,906</b>
<b>Commodities</b>					
001-1601-401.41-01	Postage	10	-	1	38
001-1601-401.41-02	Office Supplies	-	-	-	-
001-1601-401.44-00	Books & Periodicals	-	1,000	-	-
	<b>Subtotals</b>	<b>10</b>	<b>1,000</b>	<b>1</b>	<b>38</b>
<b>Miscellaneous</b>					
001-1601-401.61-01	Dues	-	-	-	-
001-1601-401.61-04	Other	-	-	-	-
001-1601-401.61-07	Judgements/Court Costs	-	-	-	-
	<b>Subtotals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Totals</b>	<b>109,761</b>	<b>113,031</b>	<b>107,592</b>	<b>104,463</b>

**GENERAL FUND  
LEGAL SERVICES**

**ASSISTANT CORPORATION COUNSEL  
DETAIL**

		2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-1602-401.11-01	Regular Salary/Wages	58,061	56,922	56,655	55,492
001-1602-401.21-01	Group Insurance		-		
001-1602-401.21-03	Board Paid Life Ins.	68	68	68	67
001-1602-401.21-04	Workers' Compensation	129	123	123	148
001-1602-401.22-01	Social Security	3,600	3,529	3,513	3,441
001-1602-401.22-02	Medicare	842	825	821	805
001-1602-401.22-03	Unemployment Compensatic	100	125	125	125
001-1602-401.23-01	IMRF	6,207	6,421	6,339	6,290
	<b>Subtotals</b>	<b>69,007</b>	<b>68,013</b>	<b>67,644</b>	<b>66,367</b>
<b>Contractual Services</b>					
001-1602-401.39-01	Communications	350	350	289	335
001-1602-401.39-04	Travel	460	500	398	390
001-1602-401.39-07	Regist, Schools, Meetings	370	400	535	340
	<b>Subtotals</b>	<b>1,180</b>	<b>1,250</b>	<b>1,222</b>	<b>1,065</b>
<b>Miscellaneous</b>					
001-1602-401.61-04	Other	-	-	-	-
	<b>Subtotals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Totals</b>	<b>70,187</b>	<b>69,263</b>	<b>68,866</b>	<b>67,431</b>



**GENERAL FUND  
LEGAL SERVICES**

**CITY ATTORNEY  
DETAIL**

		2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-1603-401.11-01	Regular Salary/Wages	51,757	50,713	50,475	49,438
001-1603-401.21-01	Group Insurance		-		
001-1603-401.21-02	Retirees Insurance		-		
001-1603-401.21-03	Board Paid Life Ins.	68	68	68	67
001-1603-401.21-04	Workers' Compensation	198	189	189	228
001-1603-401.22-01	Social Security	3,207	3,144	3,129	3,065
001-1603-401.22-02	Medicare	750	735	732	717
001-1603-401.22-03	Unemployment Compensatic	100	125	125	125
001-1603-401.23-01	IMRF	-	-	-	-
	<b>Subtotals</b>	<b>56,080</b>	<b>54,974</b>	<b>54,718</b>	<b>53,640</b>
<b>Contractual Services</b>					
001-1603-401.39-04	Travel	460	1,000	696	680
001-1603-401.39-07	Regist, Schools, Meetings	370	500	535	485
	<b>Subtotals</b>	<b>830</b>	<b>1,500</b>	<b>1,231</b>	<b>1,165</b>
001-1603-401.41-01	Postage	-			
001-1603-401.41-02	Office Supplies	-	-	-	-
	<b>Subtotals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Totals</b>	<b>56,910</b>	<b>56,474</b>	<b>55,949</b>	<b>54,805</b>

**PURPOSE**

The Boards & Commissions consists of four divisions. Board or commission members are appointed by the Mayor. Each commission has a separate budget as follows.

**EXPENDITURES**

ACCOUNT DESCRIPTION	2018/2019	% Change	2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET		REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	17,258	-0.39%	17,326	16,989	16,981
Benefits	1,759	-1.29%	1,782	1,752	1,771
Contractual Services	39,380	2.71%	38,340	19,660	27,583
Commodities	1,570	-88.50%	13,650	13,771	13,502
Capital	-		-	-	-
Miscellaneous	-	-100.00%	2,500	274	273
<b>Totals</b>	<b>59,967</b>	<b>-18.52%</b>	<b>73,598</b>	<b>52,446</b>	<b>60,109</b>

Totals by Division	2018/2019	% Change	2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET		REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Fire & Police Commission	55,056	1.81%	54,079	34,668	42,915
Liquor Commission	4,911	-0.16%	4,919	4,925	4,922
Tree Commission	-	-100.00%	12,100	12,579	12,000
Human Rights Commission	-	-100.00%	2,500	274	273
<b>Totals</b>	<b>59,967</b>	<b>-18.52%</b>	<b>73,598</b>	<b>52,446</b>	<b>60,109</b>

**STAFFING**

	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Authorized Fire & Police Commissioners	3	3	3	3

The Board of Fire and Police Commissioners was created in May 1972. It consists of three members appointed by the Mayor. Board members are: Stephen Meckes, 3 Year Term; Kerry Anders, 3 Year Term; and Barry Cheyne 3 Year Term. The Board of Fire and Police Commissioners is charged with the responsibility of hiring and promoting sworn members of the Quincy Fire and Police Departments. Testing is a major part of the Commission's functionality and the budget is reflective of that.

The entry level testing process for both the Fire and Police Departments begin with written and agility tests and candidates eventually progress through polygraph and psychological tests and, finally, the physical exam. On the promotional level, testing costs include written tests and assessments by Illinois Chiefs' Associations. The Board of Fire and Police Commissioner's is committed to hiring and promoting the best qualified candidates and utilizes these objective testing processes to aid in the selection of such individuals. Another substantial associated cost is advertising the entry-level testing. Although the Board advertises in area newspapers costs generally increase year to year.

In summary, the bulk of the budget submitted by the Board of Fire and Police Commissioners is directly related to the testing and hiring process.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-1701-401.11-01	Regular Salary/Wages	13,758	13,826	13,489	13,481
001-1701-401.21-04	Workers' Compensation	44	42	42	51
001-1701-401.22-01	Social Security	853	857	836	836
001-1701-401.22-02	Medicare	199	200	196	195
001-1701-401.23-01	IMRF		-		
	<b>Subtotals</b>	<b>14,854</b>	<b>14,925</b>	<b>14,563</b>	<b>14,563</b>
<b>Contractual Services</b>					
001-1701-401.31-02	Contracted Legal	2,000	1,000	3,669	1,982
001-1701-401.31-05	Prof Svcs - Other	22,750	22,750	10,805	19,563
001-1701-401.32-01	Medical	9,300	9,300	3,325	4,300
001-1701-401.35-03	R&M-Office Furn & Equip		-		
001-1701-401.38-01	MICA	582	554	554	668
001-1701-401.38-02	Deductible		-		
001-1701-401.39-02	Advertising/Publishing	4,400	4,400		346
001-1701-401.39-04	Travel			165	
001-1701-401.39-05	Mileage Reimbursement	-		156	
001-1701-401.39-07	Regist,Schools, Meetings			375	375
001-1701-401.39-08	Contracted Services			375	
	<b>Subtotals</b>	<b>39,032</b>	<b>38,004</b>	<b>19,424</b>	<b>27,234</b>
<b>Commodities</b>					
001-1701-401.41-01	Postage	120	100	111	170
001-1701-401.41-02	Office Supplies	150	150	173	84
001-1701-401.61-01	Misc-Dues	800	800	397	768
001-1701-401.61-04	Misc-Other	100	100		96
	<b>Subtotals</b>	<b>1,170</b>	<b>1,150</b>	<b>681</b>	<b>1,118</b>
	<b>Totals</b>	<b>55,056</b>	<b>54,079</b>	<b>34,668</b>	<b>42,915</b>

**GENERAL FUND  
BOARDS & COMMISSIONS**

**LIQUOR COMMISSION  
Detail**

2017/2018

The Mayor acts as the Liquor Commissioner for the City of Quincy.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-1702-401.11-01	Regular Salary/Wages	3,500	3,500	3,500	3,500
001-1702-401.21-01	Group Insurance		-		
001-1702-401.21-03	Board Paid Life Ins.		-		
001-1702-401.21-04	Workers' Compensation	21	20	20	24
001-1702-401.22-01	Social Security	217	217	216	217
001-1702-401.22-02	Medicare	51	51	50	51
001-1702-401.23-01	IMRF	374	395	392	397
	<b>Subtotals</b>	<b>4,163</b>	<b>4,183</b>	<b>4,178</b>	<b>4,189</b>
<b>Contractual Services</b>					
001-1702-401.35-03	Repair & Maint Office Equip.	-	-	-	-
001-1702-401.38-01	MICA	248	236	236	284
001-1702-401.38-02	Deductible				
001-1702-401.39-03	Printing & Binding	100	100		65
	<b>Subtotals</b>	<b>348</b>	<b>336</b>	<b>236</b>	<b>349</b>
<b>Commodities</b>					
001-1702-401.41-02	Office Supplies	400	400	511	384
<b>Capital</b>					
001-1702-401.52-04	Office Equipment	-	-	-	-
	<b>Totals</b>	<b>4,911</b>	<b>4,919</b>	<b>4,925</b>	<b>4,922</b>

**BOARDS & COMMISSIONS**

**TREE COMMISSION  
Detail**

The Tree Commission's main expense is the trees purchased for the fall tree planting program. This program has been removed from the FYE 2019 budget due to revenue shortfall.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Commodities</b>					
001-1704-401.46-11	Other	-	12,100	12,579	12,000
<b>Miscellaneous</b>					
001-1704-401.-61.04	Other	-	-	-	
	<b>Totals</b>	<b>-</b>	<b>12,100</b>	<b>12,579</b>	<b>12,000</b>

The Human Rights Commission budget represents costs relating to Human Rights training or publications.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Contractual Services</b>					
001-1706-401.31-03	Instructional	-	-	-	-
001-1706-401.31-05	Other	-	-	-	-
001-1706-401.39-02	Advertising/Publishing	-	-	-	-
001-1706-401.39-04	Travel	-	-	-	-
<b>Commodities</b>					
001-1706-401.41-01	Postage	-	-	-	-
<b>Miscellaneous</b>					
001-1706-401.61-04	Other	-	2,500	274	273
<b>Totals</b>		-	<b>2,500</b>	<b>274</b>	<b>273</b>

**GENERAL FUND  
NON-DEPARTMENTAL**

**Non-Departmental Transfers  
Summary**

**PURPOSE**

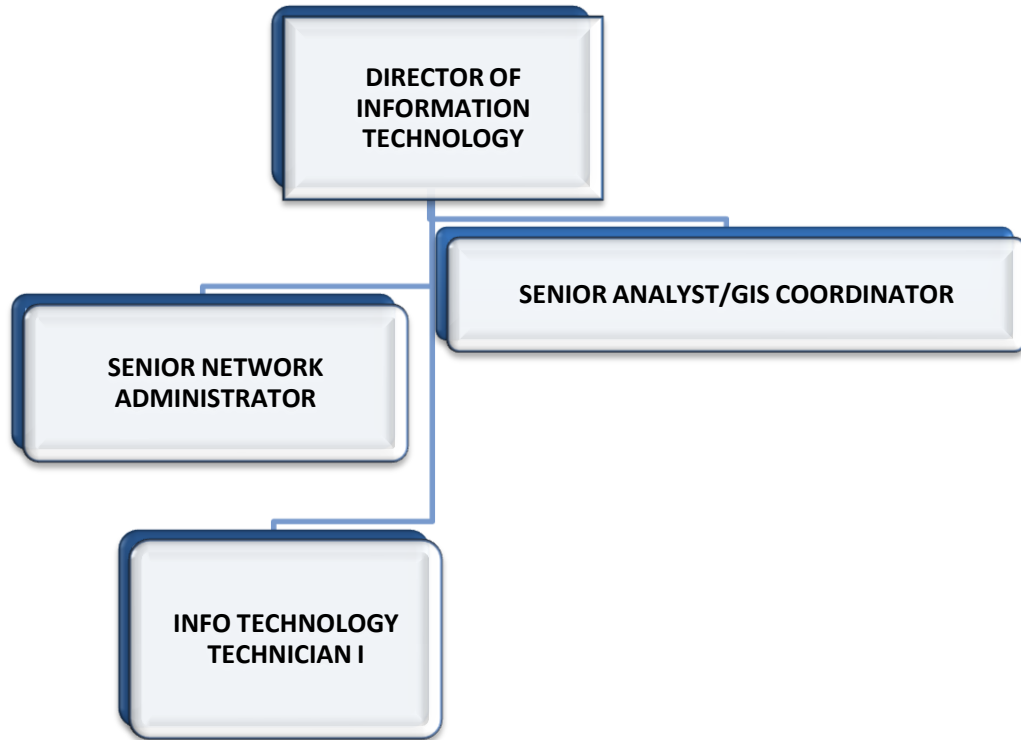
The General Fund transfers out money on a regular basis. These transfers fall into three categories:  
 1) Subsidies to other City Departments to make up the shortage between their revenues and expenditures.  
 2) Subsidies to outside organizations, including the City's component unit, Woodland Cemetery.  
 3) Transfers of tax dollars collected that are owed to or have been levied for another entity (Library).

**BUDGET SUMMARY**

One significant change for FY 2018/2019 is the shift of the \$250,000 "Garbage/Recycle" subsidy from the the Capital fund 301 to the General Fund. Even with this additional cost, the Inter-fund transfers are down \$437,490 due to the budgetary cuts in the subsidized funds. The subsidy transfer to Woodland Cemetery reflects a 2% reduction of \$4,660. The overall tax distributions are up \$86,177. While the Quincy Public Library distribution decreased by \$37,617 (2.03%), other distributions increased. The Cullinan Sales Tax Rebate (Quincy Mall) agreement was amended in 2016 and is expected to increase \$106,794 due to the expanded number of stores. The SSA-Historic Business District distribution increased \$18,000, which is tax levy pass-through. We also have not budgeted for any home rule sales tax rebates.

**EXPENDITURE**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Inter-Fund Transfers</b>					
001-1801-491.62-02	Planning & Development	337,545	476,274	420,640	265,040
001-1801-491.62-03	9-1-1	792,824	812,650	754,600	739,400
001-1801-491.62-04	Cash Reserve Fund	-	-	-	1,058,000
001-1801-491.62-10	Quincy Transit Lines	285,143	286,976	286,974	275,059
001-1801-491.62-15	Capital Projects Funds	-	-	250,000	-
001-1801-491.62-21	2013B HVAC Proj Pymt Fund	116,493	116,493	116,493	116,493
001-1801-491.62-30	Quincy Regional Airport	589,455	558,424	609,400	511,400
001-1801-491.62-31	Central Garage Fund	331,002	379,587	299,500	330,000
001-1801-491.62-32	Central Services Fund	2,512,435	2,391,703	2,285,000	2,353,500
001-1801-491.62-36	Reg. Training Facility	62,411	62,068	51,625	52,950
001-1801-491.62-41	Sister City Commission Fd	-	5,000	5,000	5,000
001-1801-491.62-60	Landfill Superfund	76,000	76,000	-	76,000
001-1801-491.62-90	Other	-	399,500	399,500	-
	<b>Subtotals</b>	<b>5,103,308</b>	<b>5,564,675</b>	<b>5,478,732</b>	<b>5,782,842</b>
<b>Subsidies</b>					
001-1802-406.62-82	Woodland Cemetery	228,340	233,000	253,000	203,300
	<b>Subtotals</b>	<b>228,340</b>	<b>233,000</b>	<b>253,000</b>	<b>203,300</b>
<b>Tax Distributions</b>					
001-1803-401.62-88	Cullinan Sales Tax Rebate	343,000	243,206	276,730	110,516
001-1803-401.62-98	H/R Sales Tax Rebate	-	3,000	-	4,391
001-1803-407.62-91	Quincy Public Library	1,808,000	1,845,617	1,877,811	1,856,766
001-1803-408.62-53	Serv Area #2-Hist Bus Dis	95,000	77,000	75,372	76,548
001-1803-491.62-89	Ltd Increm Sales Tax Fund	470,000	475,000	468,956	458,586
	<b>Subtotals</b>	<b>2,716,000</b>	<b>2,643,823</b>	<b>2,698,869</b>	<b>2,506,807</b>
<b>Miscellaneous</b>					
001-1805-401.61-08	Bad Debt Expense	-	-	3,389	-
	<b>Totals</b>	<b>8,047,648</b>	<b>8,441,498</b>	<b>8,433,990</b>	<b>8,492,949</b>



**PURPOSE**

The Department of Information Technology (DoIT) provides technology leadership for the City of Quincy, including governance, architecture, resources, and expertise in deploying modern information technologies to improve government efficiency.

DoIT is responsible for much of the technical infrastructure that makes city government run; telephones, radios, computer networks, desktop and server support, data center, web site, building and information security, INET and the municipal cable television channel.

DoIT supports all city entities including public safety, Utilities, Central Services and Quincy Municipal Airport. DoIT also supports all computer and network services for the Quincy Public Library.

**GOALS/OBJECTIVES**

- Continue implementing new information security controls in order to protect the City's computer systems and data.
- Work with Quincy Police Department on technology needs at the new Adams County Jail.
- Redevelop the City's Disaster Recovery strategy using the new QPD server room at the Adams County Jail.
- Continue implementing Criminal Justice Information Security and HIPPA guidelines including two-factor authentication.
- Provide business strategies and process management in order to enhance City operational efficiencies.

**PAST FISCAL YEAR HIGHLIGHTS**

- Replaced 20 Computer systems that were over 8 years old.
- Continued training and developing new processes for Utility billing clerks
- Developed new process for a more efficient tracking of nuisance abatement properties.
- Implementation of new QFD laptops, iPads and software in order to help firefighters be more efficient in the field
- Improved archiving of city data with Document Management System.
- Implemented new data backup solution in order to protect the integrity of city data.
- Continued configuration of security software in hopes of detecting & neutralizing any security threats

**BUDGET SUMMARY**

The Information Technology has reduced budget due to the elimination of a full-time position that is being shifted to the Self-Insurance Fund and not being replaced.

**EXPENSE SUMMARY**

ACCOUNT DESCRIPTION	2018'2019	% Change	2017'2018	2017'2018	2016'2017
	PROPOSED BUDGET		REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	271,556	-16.61%	325,665	322,114	294,099
Benefits	102,958	-14.51%	120,429	117,452	113,686
Contractual Services	188,910	-1.78%	192,331	217,266	208,905
Commodities	20,600	17.05%	17,600	16,497	13,195
Capital Outlay	7,000	19.64%	5,851	5,779	5,831
Miscellaneous	795	0.00%	795	480	625
Debt Services	-	#DIV/0!	-	-	3,957
<b>Totals</b>	<b>591,819</b>	<b>-10.69%</b>	<b>662,671</b>	<b>679,588</b>	<b>640,299</b>



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STAFFING				
	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Full Time Positions	4.00	4.93	5	5

The Information Technology's staff is as follows:  
1.00 - Director of Information Technology  
1.00 - Senior Network Administrator  
1.00 - Senior Analyst/GIS Coordinator  
1.00 - Info Technology Technician I

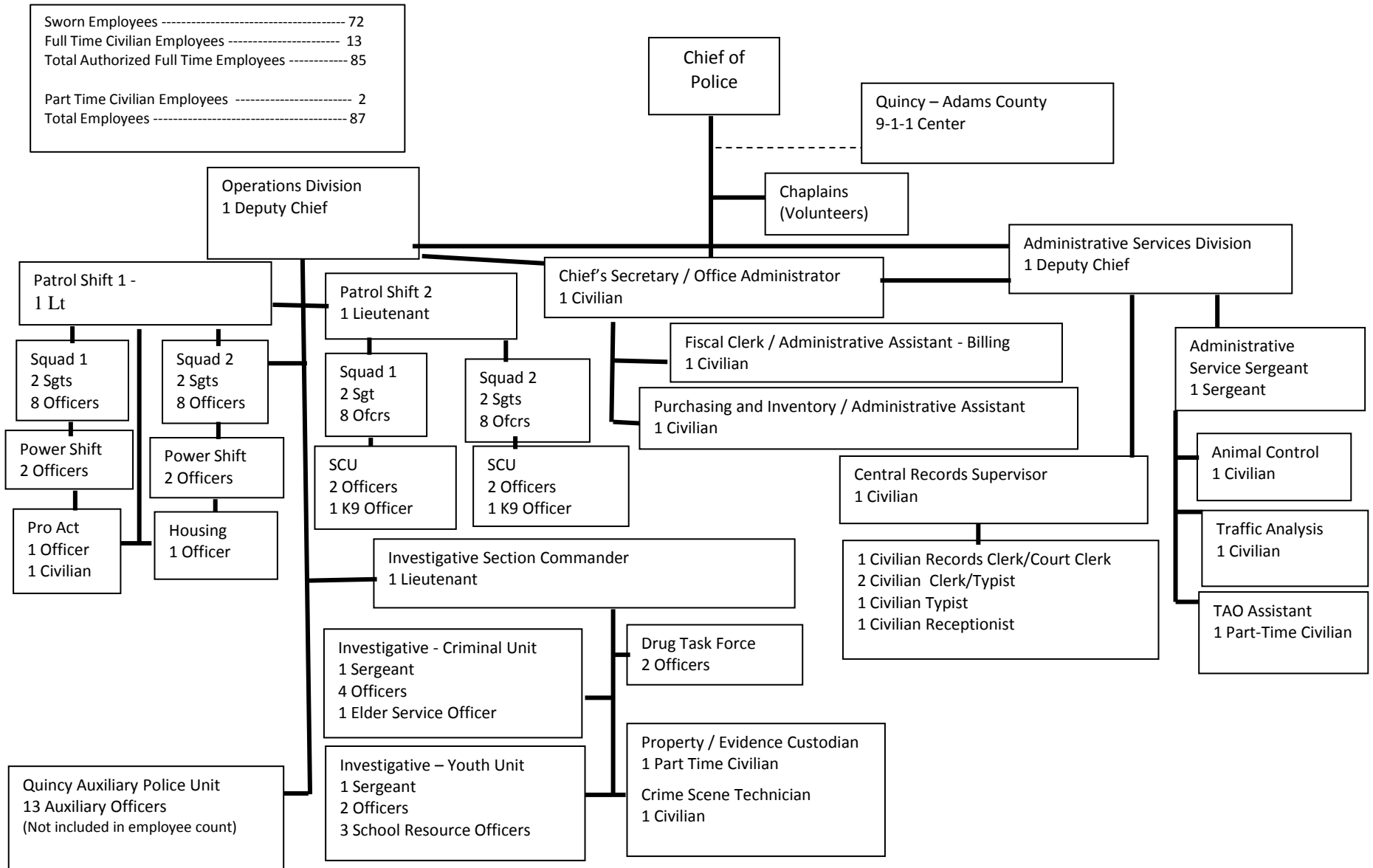
**GENERAL FUND  
TECHNOLOGY SERVICES**

**INFORMATION TECHNOLOGY  
Detail**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-1901-401.11-01	Regular Salary/Wages	230,849	264,284	260,970	251,807
001-1901-401.11-03	Sick Pay		-		412
001-1901-401.11-04	Holiday Pay	13,526	15,430	15,278	15,802
001-1901-401.11-15	Vacation Pay	16,117	17,448	18,146	16,638
001-1901-401.11-17	Sick Pay Buy Back	11,064	28,503	27,720	9,440
001-1901-401.21-01	Group Insurance	52,007	57,367	57,082	58,060
001-1901-401.21-03	Board Paid Life Ins.	272	336	336	331
001-1901-401.21-04	Workers' Compensation	476	453	453	546
001-1901-401.22-01	Social Security	16,836	20,191	18,636	16,844
001-1901-401.22-02	Medicare	3,938	4,722	4,359	3,940
001-1901-401.22-03	Unemployment Compensatic	400	625	625	625
001-1901-401.23-01	IMRF	29,029	36,735	35,961	33,340
	<b>Subtotals</b>	<b>374,514</b>	<b>446,094</b>	<b>439,566</b>	<b>407,785</b>
<b>Contractual Services</b>					
001-1901-401.32-02	Computer		100		750
001-1901-401.35-02	R&M-Machinery & Equip	43,000	43,000	43,870	44,335
001-1901-401.35-03	R&M-Office Furn & Equip	38,477	37,077	33,744	36,161
001-1901-401.35-05	Repair & Maint - Other		-	5,200	
001-1901-401.36-03	Equipment & Vehicle	2,000	2,000	1,744	2,071
001-1901-401.38-01	MICA	1,733	1,650	1,650	1,988
001-1901-401.38-02	Deductible		-		
001-1901-401.39-01	Communications	98,000	102,904	119,839	111,872
001-1901-401.39-04	Travel	500	500	1,049	357
001-1901-401.39-05	Mileage Reimbursement	600	500	813	651
001-1901-401.39-07	Regist, Schools, Meetings	600	600	1,010	2,515
001-1901-401.39-08	Contracted Services	4,000	4,000	8,347	8,206
	<b>Subtotals</b>	<b>188,910</b>	<b>192,331</b>	<b>217,266</b>	<b>208,905</b>
<b>Commodities</b>					
001-1901-401.41-01	Postage	100	100	1	17
001-1901-401.41-02	Office Supplies	1,000	1,000	561	151
001-1901-401.44-00	Books & Periodicals				
001-1901-401.46-11	Other	19,500	16,500	15,935	13,027
	<b>Subtotals</b>	<b>20,600</b>	<b>17,600</b>	<b>16,497</b>	<b>13,195</b>
<b>Capital Outlay</b>					
001-1901-401.52-03	Improv other than Bldgs	-	-	-	-
001-1901-401.52-04	Office Equipment	-		1,204	
001-1901-401.52-08	Controllable	7,000	5,851	4,575	5,831
	<b>Subtotals</b>	<b>7,000</b>	<b>5,851</b>	<b>5,779</b>	<b>5,831</b>
<b>Miscellaneous</b>					
001-1901-401.61-01	Dues	795	795	480	625
001-1901-401.61-04	Other	-			
001-1901-409.72-00	Loan/Lease Payments	-			3,957
	<b>Subtotals</b>	<b>795</b>	<b>795</b>	<b>480</b>	<b>4,582</b>
		<b>591,819</b>	<b>662,671</b>	<b>679,588</b>	<b>640,299</b>

# Quincy Police Department Organizational Chart FY 2019

Revised 3/13/2018



This does not account for the sworn position eliminated after retirement.

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**PURPOSE**

The Police Department operating budget is divided into seven divisions as follows:

2110 Administration: Management of all employees and programs of the department. These positions include: Chief of Police, Deputy Chief of Administration, and Administrative Services Sergeant.

2111 Civilian: Functions to support the operations: records, purchasing, payroll. These positions include the staff of the following offices: the Chiefs' Administrative Suite, Central Records, Traffic analysis/Fleet and the Pro-Act Unit

2112 Patrol: Responsible for carrying out the policing operations of the department. These positions include: Deputy Chief of Operations, Patrol and Detective Commanders, Patrol and Detective Sergeants, and officers of the Patrol Officer rank regardless of their assignment

2113 Training: Costs for the training of the employees of the Patrol Division. This division has no staff

2115 Evidence Tech: Responsible for the evidence collection and storage function of the department. These positions include: Crime Scene Technician and PT Evidence Custodian

2116 Humane Officers: Includes Animal Control Program for the department, as well as the costs of the Quincy Animal Shelter contract. Animal Control Officer

2117 Auxiliary: Functions to account for the Quincy Police Auxiliary Unit of the department ( unpaid volunteers who receive an annual one-time stipend to be used for equipment).

**GOALS/OBJECTIVES**

- Enhance response to, and involvement with, persons suffering from mental health issues by partnering with Clarity
- Continue policy changes and maintenance with Lexipol
- Continue and enhance crime analysis and response with Accurint (formerly Bair Analytics)
- Enhance our Digiticket efficiency by adding interface with our Records Management System

**PAST FISCAL YEAR HIGHLIGHTS**

- YTD: Responded to more than 30,497 calls for service, 1,060 traffic crashes and conducted more than 4,033 vehicle stops
- YTD: Provided more than 9,742 hours of officer training and 274 hours of DARE instruction
- Restored vacant Clerk/Typist position in Central Records, enhancing efficiency and reducing overtime
- Began the process of updating policies and maintaining them with Lexipol
- Worked full year of Digiticket
- Upgraded patrol rifles with lights and optics
- Sent 1 of 3 new lieutenants to the Northwestern University School of Police Staff and Command

**BUDGET SUMMARY**

The FY 2019 Police budget is down to the current budget by almost \$15,000. The proposed budget is 93.50% personnel/pension costs. Over \$190,000 was cut to reduce non-personnel costs. The major items cut include: reduced training (\$35,000), reduced ammunition (\$12,000), chemical munitions and distraction devices (\$6,500), our motorcycle program (\$7,500), our second "key for the Celebrite" system (\$3,400), Digiticket (\$49,000), Accurint (\$16,000).

**EXPENSE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019	% Change	2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET		REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	6,743,930	0.39%	6,717,838	6,624,361	6,379,586
Benefits	4,329,547	1.18%	4,278,944	4,236,923	3,839,202
Contractual Services	669,913	-7.13%	721,373	793,786	656,701
Commodities	120,532	-14.96%	141,729	170,415	160,104
Capital Outlay	-	-100.00%	18,582	17,632	12,032
Miscellaneous	19,710	-0.13%	19,735	21,801	20,462
Debt Services		#DIV/0!			
<b>Totals</b>	<b>11,883,632</b>	<b>-0.12%</b>	<b>11,898,201</b>	<b>11,864,918</b>	<b>11,068,087</b>

Totals by Division		% Change			
2110 Administration	417,610	2.85%	406,044	413,949	398,894
2111 Civilian	708,983	1.31%	699,787	664,333	601,270
2112 Patrol	10,340,505	0.24%	10,315,491	10,290,823	9,662,737
2113 Training	58,099	-50.31%	116,931	129,368	99,773
2114 Crossing Guards	-		-	-	-
2115 Evidence Tech	104,724	0.05%	104,674	108,844	97,769
2116 Humane Officers	243,205	-1.06%	245,816	253,597	200,035
2117 Police Auxillary	10,506	11.08%	9,458	7,629	7,609
<b>Totals</b>	<b>11,883,632</b>	<b>-0.12%</b>	<b>11,898,201</b>	<b>11,868,543</b>	<b>11,068,087</b>

**STAFFING**

	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Full Time Positions	85	86	85	81
Part Time Positions	2	2	2	25

Rank/Position	count	Dept	FT count	PT count
Chief of Police	1	2110 Admin	3	-
Deputy Chief	2	2111 Civilian	11	1
Lietenant	3	2112 Patrol	69	-
Sergeant	11	2113 Training	-	-
Patrol Officer	55	2115 Evidence	1	1
Total Sworn	72	2116 Humane Off	1	-
Civilian (full-time)	13	2116 Auxillary	-	-
Total Full-time	85		85	2

**GENERAL FUND  
PUBLIC SAFETY**

**POLICE DEPARTMENT  
ADMINISTRATION**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-2110-402.11-01	Regular Salary/Wages	233,318	230,015	232,278	224,295
001-2110-402.11-02	Overtime	4,500	4,200	3,437	2,060
001-2110-402.11-03	Sick Pay		-		
001-2110-402.11-04	Holiday Pay	13,755	12,948	10,246	10,051
001-2110-402.11-13	Training	3,000	2,100	1,665	2,997
001-2110-402.11-15	Vacation Pay	36,834	34,832	36,441	35,564
001-2110-402.11-17	Sick Pay Buy Back	12,523	12,430	12,816	12,504
001-2110-402.11-18	Vacation Day Buy Back		-		
001-2110-402.11-19	Personal Day Pay	2,201	2,072	2,696	2,143
001-2110-402.21-01	Group Insurance	42,124	46,761	46,863	47,799
001-2110-402.21-03	Board Paid Life Ins.	204	204	207	200
001-2110-402.21-04	Workers' Compensation	17,181	16,363	16,363	19,715
001-2110-402.22-01	Social Security		-		
001-2110-402.22-02	Medicare	3,265	3,122	2,466	2,374
001-2110-402.22-03	Unemployment Compensatic	300	375	375	375
	<b>Subtotal</b>	<b>369,205</b>	<b>365,422</b>	<b>365,853</b>	<b>360,078</b>
<b>Contractual Services</b>					
001-2110-402.31-05	Other	10,250	250	196	196
001-2110-402.34-01	Disposal	2,350	1,905	1,417	1,327
001-2110-402.35-03	R&M-Office Furn & Equip	-	300	93	93
001-2110-402.36-03	Equipment & Vehicle	5,420	4,747	4,527	3,541
001-2110-402.39-01	Communications	1,100	940	633	139
001-2110-402.39-02	Advertising/Publishing	-	660	1,022	2,472
001-2110-402.39-03	Printing & Binding	1,050	1,050	2,305	1,068
001-2110-402.39-04	Travel	2,500	2,100	2,061	959
001-2110-402.39-05	Mileage Reimbursement	250	250		
001-2110-402.39-07	Regist, Schools, Meetings	550	850	400	400
001-2110-402.39-08	Contracted Services	-		93	
	<b>Subtotal</b>	<b>23,470</b>	<b>13,052</b>	<b>12,747</b>	<b>10,195</b>
<b>Commodities</b>					
001-2110-402.41-01	Postage	2,700	2,700	2,856	3,173
001-2110-402.41-02	Office Supplies	16,810	18,920	22,879	16,513
001-2110-402.44-00	Books & Periodicals	370	370	408	511
001-2110-402.45-05	Small Tools/Small Equip		-		
001-2110-402.46-11	Other		75		
001-2110-402.46-13	Photo		100		
001-2110-402.47-02	Safety Equipment	200	200	16	5
	<b>Subtotal</b>	<b>20,080</b>	<b>22,365</b>	<b>26,159</b>	<b>20,201</b>
<b>Capital Outlay</b>					
001-2110-402.52-08	Controllable	-			465
	<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>465</b>
<b>Miscellaneous</b>					
001-2110-402.61-01	Dues	3,905	3,455	3,960	3,190
001-2110-402.61-03	Employee Awards	950	950	807	758
001-2110-402.61-04	Other	-	800	4,423	4,007
	<b>Subtotal</b>	<b>4,855</b>	<b>5,205</b>	<b>9,190</b>	<b>7,955</b>
	<b>Totals</b>	<b>417,610</b>	<b>406,044</b>	<b>413,949</b>	<b>398,894</b>

**GENERAL FUND  
PUBLIC SAFETY**

**POLICE DEPARTMENT  
CIVILIAN**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-2111-402.11-01	Regular Salary/Wages	421,182	413,227	388,701	335,485
001-2111-402.11-02	Overtime	10,923	10,490	12,643	27,512
001-2111-402.11-03	Sick Pay	15,495	14,608	15,557	15,420
001-2111-402.11-04	Holiday Pay	25,596	24,002	24,035	22,162
001-2111-402.11-15	Vacation Pay	30,369	28,648	24,917	22,963
001-2111-402.11-16	Major Medical Pay		-	3,769	3,769
001-2111-402.11-17	Sick Pay Buy Back	3,873	11,334	10,503	3,542
001-2111-402.12-01	Regular Salary/Wages	19,450	16,800	15,591	16,179
001-2111-402.21-01	Group Insurance	83,548	80,218	74,602	69,913
001-2111-402.21-03	Board Paid Life Ins.	749	749	726	650
001-2111-402.21-04	Workers' Compensation	982	935	935	1,127
001-2111-402.22-01	Social Security	32,691	32,184	29,358	26,259
001-2111-402.22-02	Medicare	7,645	7,528	6,866	6,141
001-2111-402.22-03	Unemployment Compensatic	1,100	1,250	1,250	1,125
001-2111-402.23-01	IMRF	54,280	56,654	53,669	48,838
	<b>Subtotals</b>	<b>707,883</b>	<b>698,627</b>	<b>663,122</b>	<b>601,086</b>
<b>Contractual Services</b>					
001-2111-402.39-01	Communications	1,100	1,160	912	(15)
001-2111-402.39-04	Travel	-	-		-
001-2111-402.39-05	Mileage Reimbursement	-			
001-2111-402.39-07	Regist, Schools, Meetings	-	1,160	299	199
	<b>Subtotals</b>	<b>1,100</b>	<b>1,160</b>	<b>1,211</b>	<b>184</b>
<b>Capital Outlay</b>					
001-2111-402.52-04	Office Equipment	-	-	-	-
	<b>Totals</b>	<b>708,983</b>	<b>699,787</b>	<b>664,333</b>	<b>601,270</b>

**GENERAL FUND  
PUBLIC SAFETY**

**POLICE DEPARTMENT  
PATROL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-2112-402.11-01	Regular Salary/Wages	4,276,442	4,250,958	4,207,132	4,017,382
001-2112-402.11-02	Overtime	375,700	365,700	420,935	410,664
001-2112-402.11-03	Sick Pay	45,000	44,226	37,062	37,903
001-2112-402.11-04	Holiday Pay	80,580	73,000	77,444	79,142
001-2112-402.11-09	Special Job Assignment	24,300	24,300	9,627	18,193
001-2112-402.11-10	Court	34,000	30,000	32,118	31,229
001-2112-402.11-12	Comp Hours Buy Back	9,871	19,936	10,174	19,436
001-2112-402.11-13	Training	110,000	99,518	112,019	96,702
001-2112-402.11-15	Vacation Pay	581,293	531,249	528,207	505,118
001-2112-402.11-17	Sick Pay Buy Back	159,389	204,859	170,299	198,711
001-2112-402.11-18	Vacation Pay Buy Back	17,659	59,214	33,237	52,726
001-2112-402.11-19	Personal Day Pay	46,000	45,491	44,063	41,041
001-2112-402.21-01	Group Insurance	793,868	768,297	748,516	736,798
001-2112-402.21-03	Board Paid Life Ins.	4,768	4,760	4,807	4,579
001-2112-402.21-04	Workers' Compensation	225,645	214,900	214,900	258,916
001-2112-402.21-08	Group Health-Disability	75,720	75,718	75,718	75,718
001-2112-402.22-01	Social Security	-	-	-	-
001-2112-402.22-02	Medicare	84,339	84,075	77,148	74,944
001-2112-402.22-03	Unemployment Compensatic	4,925	8,875	8,875	8,625
001-2112-402.23-05	Police Pension	2,842,997	2,822,719	2,820,903	2,404,422
	<b>Subtotals</b>	<b>9,792,496</b>	<b>9,727,795</b>	<b>9,633,184</b>	<b>9,072,248</b>
<b>Contractual Services</b>					
001-2112-402.31-05	Other	4,600	5,040	32,092	40,077
001-2112-402.32-01	Medical	-	500	-	1,288
001-2112-402.34-05	Uniform Cleaning	5,500	6,500	5,023	5,826
001-2112-402.35-02	R&M-Machinery & Equip	32,500	42,350	42,650	44,961
001-2112-402.35-03	R&M-Office Furn & Equip	8,050	11,140	10,233	7,428
001-2112-402.35-04	Vehicles	2,500	6,000	6,394	7,082
001-2112-402.35-05	Other	-	-	-	-
001-2112-402.36-01	Fleet Maintenance	135,000	108,200	118,653	99,435
001-2112-402.36-03	Equipment & Vehicle	-	6,000	5,850	5,400
001-2112-402.38-01	MICA	130,517	124,302	124,302	149,761
001-2112-402.38-03	Employee Bonds	300	300	133	226
001-2112-402.39-01	Communications	114,096	96,899	105,376	75,974
001-2112-402.39-03	Printing & Binding	1,960	1,760	1,516	2,090
001-2112-402.39-07	Regist, Schools, Meetings	-	-	-	96
001-2112-402.39-08	Contracted Services	15,744	45,244	48,335	2,548
	<b>Subtotals</b>	<b>450,767</b>	<b>454,235</b>	<b>500,557</b>	<b>442,192</b>
<b>Commodities</b>					
001-2112-402.41-02	Office Supplies	-	-	-	249
001-2112-402.42-01	Natural Gas	30	30	-	-
001-2112-402.42-02	Electricity	700	700	778	715
001-2112-402.43-00	Food	200	200	77	72
001-2112-402.44-00	Books & Periodicals	1,800	1,800	1,914	1,794
001-2112-402.45-03	Equipment Consumable	32,537	37,851	60,620	47,239
001-2112-402.45-04	Equip Replacement Parts	-	-	-	-
001-2112-402.46-11	Other	7,685	13,331	16,172	17,410
001-2112-402.47-01	Clothing/Uniforms	40,150	47,402	46,093	55,221
001-2112-402.47-02	Safety Equipment	11,200	11,200	11,943	12,175
	<b>Subtotals</b>	<b>94,302</b>	<b>112,514</b>	<b>137,597</b>	<b>134,875</b>



**GENERAL FUND  
POLICE DEPARTMENT**

**PATROL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Capital Outlay</b>					
001-2112-402.52-04	Office Equipment	-	-	-	-
001-2112-402.52-05	Machinery & Equipment	-	200	-	520
001-2112-402.52-06	Vehicles	-	-	-	-
001-2112-402.52-08	Controllables	-	18,382	17,632	11,047
	<b>Subtotals</b>	-	18,582	17,632	11,567
<b>Miscellaneous</b>					
001-2112-402.61-01	Dues	2,140	2,065	1,833	1,055
001-2112-402.61-04	Other	800	300	20	800
	<b>Subtotals</b>	2,940	2,365	1,853	1,855
<b>Debt Service</b>					
001-2112-402.72-00	Loan/Lease Payments	-	-	-	-
	<b>Totals</b>	<b>10,340,505</b>	<b>10,315,491</b>	<b>10,290,823</b>	<b>9,662,737</b>

**GENERAL FUND  
PUBLIC SAFETY**

**POLICE DEPARTMENT  
TRAINING**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Contractual Services</b>					
001-2113-402.31-05	Prof Services - Other	-	-		
001-2113-402.35-05	Repair & Maint/Other	-	-		
001-2113-402.36-02	Rentals - Land & Building	8,000	8,250	7,300	12,050
001-2113-402.39-04	Travel	22,649	41,992	63,631	42,344
001-2113-402.39-05	Mileage Reimbursement	1,600	1,600	904	2,520
001-2113-402.39-07	Regist, Schools, Meetings	8,875	47,164	40,825	28,099
001-2113-402.39-08	Contracted Services	-	-	-	-
	<b>Subtotals</b>	<b>41,124</b>	<b>99,006</b>	<b>112,660</b>	<b>85,012</b>
<b>Commodities</b>					
001-2113-402.41-02	Office Supplies	-	-	-	-
001-2113-402.43-00	Food	950	1,650	1,354	1,004
001-2113-402.44-00	Books & Periodicals	600	600	222	222
001-2113-402.47-01	Clothing/Uniforms				
001-2113-402.47-02	Safety Equipment				
001-2113-402.47-03	Training Supplies	3,550	3,550	4,389	2,933
	<b>Subtotals</b>	<b>5,100</b>	<b>5,800</b>	<b>5,965</b>	<b>4,159</b>
<b>Miscellaneous</b>					
001-2113-402.61-01	Dues	9,125	9,375	9,125	9,125
001-2113-402.61-03	Employee Awards	750	750	574	675
001-2113-402.61-04	Other	2,000	2,000	1,044	802
	<b>Subtotals</b>	<b>11,875</b>	<b>12,125</b>	<b>10,743</b>	<b>10,602</b>
	<b>Totals</b>	<b>58,099</b>	<b>116,931</b>	<b>129,368</b>	<b>99,773</b>

**GENERAL FUND  
PUBLIC SAFETY**

**POLICE DEPARTMENT  
SCHOOL CROSSING GUARDS**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-2114-402.11-01	Regular Salary/Wages	-	-	-	-
001-2114-402.21-04	Workers' Compensation	-	-	-	-
001-2114-402.22-01	Social Security	-	-	-	-
001-2114-402.22-02	Medicare	-	-	-	-
	<b>Subtotals</b>	-	-	-	-
<b>Contractual Services</b>					
001-2114-402.32-01	Medical	-	-	-	-
001-2114-402.38-01	MICA	-	-	-	-
001-2114-402.38-02	Deductible	-	-	-	-
	<b>Subtotals</b>	-	-	-	-
<b>Commodities</b>					
001-2114-402.47-01	Clothing/Uniforms	-	-	-	-
001-2114-402.61-04	Miscellaneous/Other	-	-	-	-
	<b>Totals</b>	-	-	-	-

**GENERAL FUND  
POLICE DEPARTMENT**

**POLICE DEPARTMENT  
EVIDENCE TECH**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-2115-402.11-01	Regular Salary/Wages	68,062	66,701	68,514	67,233
001-2115-402.11-02	Overtime	3,754	3,680	5,838	1,460
001-2115-402.11-03	Sick Pay	1,150	1,150	173	173
001-2115-402.11-04	Holiday Pay	2,435	2,387	2,374	2,501
001-2115-402.11-15	Vacation Pay	1,804	1,768	2,652	1,941
001-2115-402.11-16	Major Medical Pay				
001-2115-402.11-17	Sick Pay Buy Back	2,164	3,625	3,625	
001-2115-402.21-01	Group Insurance	7,922	7,544	7,560	7,578
001-2115-402.21-03	Board Paid Life Ins.	136	136	137	122
001-2115-402.21-04	Workers' Compensation	2,540	2,419	2,419	2,915
001-2115-402.22-01	Social Security	4,921	4,918	4,868	4,288
001-2115-402.22-02	Medicare	1,151	1,150	1,148	1,005
001-2115-402.22-03	Unemployment Compensatic	200	250	250	250
001-2115-402.23-01	IMRF	8,485	8,946	9,286	8,309
	<b>Subtotals</b>	104,724	104,674	108,844	97,775
<b>Commodities</b>					
001-2115-402.46-13	Photo		-	-	(7)
	<b>Subtotals</b>	-	-	-	(7)
	<b>Totals</b>	<b>104,724</b>	<b>104,674</b>	<b>108,844</b>	<b>97,769</b>

**GENERAL FUND  
PUBLIC SAFETY**

**POLICE DEPARTMENT  
HUMANE OFFICER**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-2116-402.11-01	Regular Salary/Wages	37,106	36,378	35,854	35,365
001-2116-402.11-02	Overtime	16,742	16,413	13,259	11,945
001-2116-402.11-04	Holiday Pay	2,262	2,217	2,204	2,318
001-2116-402.11-15	Vacation Pay	4,188	4,106	4,425	3,836
001-2116-402.11-17	Sick Pay Buy Back	2,010	5,256	5,256	1,918
001-2116-402.21-01	Group Insurance	13,599	12,951	12,887	12,951
001-2116-402.21-03	Board Paid Life Ins.	68	68	68	67
001-2116-402.21-04	Workers' Compensation	1,161	1,106	1,106	1,332
001-2116-402.22-01	Social Security	3,863	3,991	3,469	3,124
001-2116-402.22-02	Medicare	903	934	811	731
001-2116-402.22-03	Unemployment Comp.	100	125	125	125
001-2116-402.23-01	IMRF	6,661	7,261	6,813	6,279
001-2116-402.24-03	CDL Reimbursements	-	-	-	-
	<b>Subtotals</b>	<b>88,663</b>	<b>90,806</b>	<b>86,277</b>	<b>79,992</b>
<b>Contractual Services</b>					
001-2116-402.35-02	R&M-Machinery & Equip	-	-	-	-
001-2116-402.36-01	Fleet Maintenance	6,400	6,400	4,564	5,085
001-2116-402.38-01	MICA	3,827	3,645	3,645	4,392
001-2116-402.39-01	Communications	800	800	718	647
001-2116-402.39-03	Printing & Binding	-	-	-	-
001-2116-402.39-04	Travel	600	600	541	-
001-2116-402.39-05	Mileage Reimbursement	-	150	-	-
001-2116-402.39-07	Regist, Schools, Meetings	-	500	-	-
001-2116-402.39-08	Contracted Services	141,825	141,825	157,143	108,995
	<b>Subtotals</b>	<b>153,452</b>	<b>153,920</b>	<b>166,611</b>	<b>119,118</b>
<b>Commodities</b>					
001-2116-402.45-03	Equipment Consumable	450	450	385	384
001-2116-402.46-11	Other	100	100	-	49
001-2116-402.47-01	Clothing/Uniforms	500	500	309	442
	<b>Subtotals</b>	<b>1,050</b>	<b>1,050</b>	<b>694</b>	<b>875</b>
<b>Miscellaneous</b>					
001-2116-402.61-01	Dues	40	40	15	50
	<b>Totals</b>	<b>243,205</b>	<b>245,816</b>	<b>253,597</b>	<b>200,035</b>

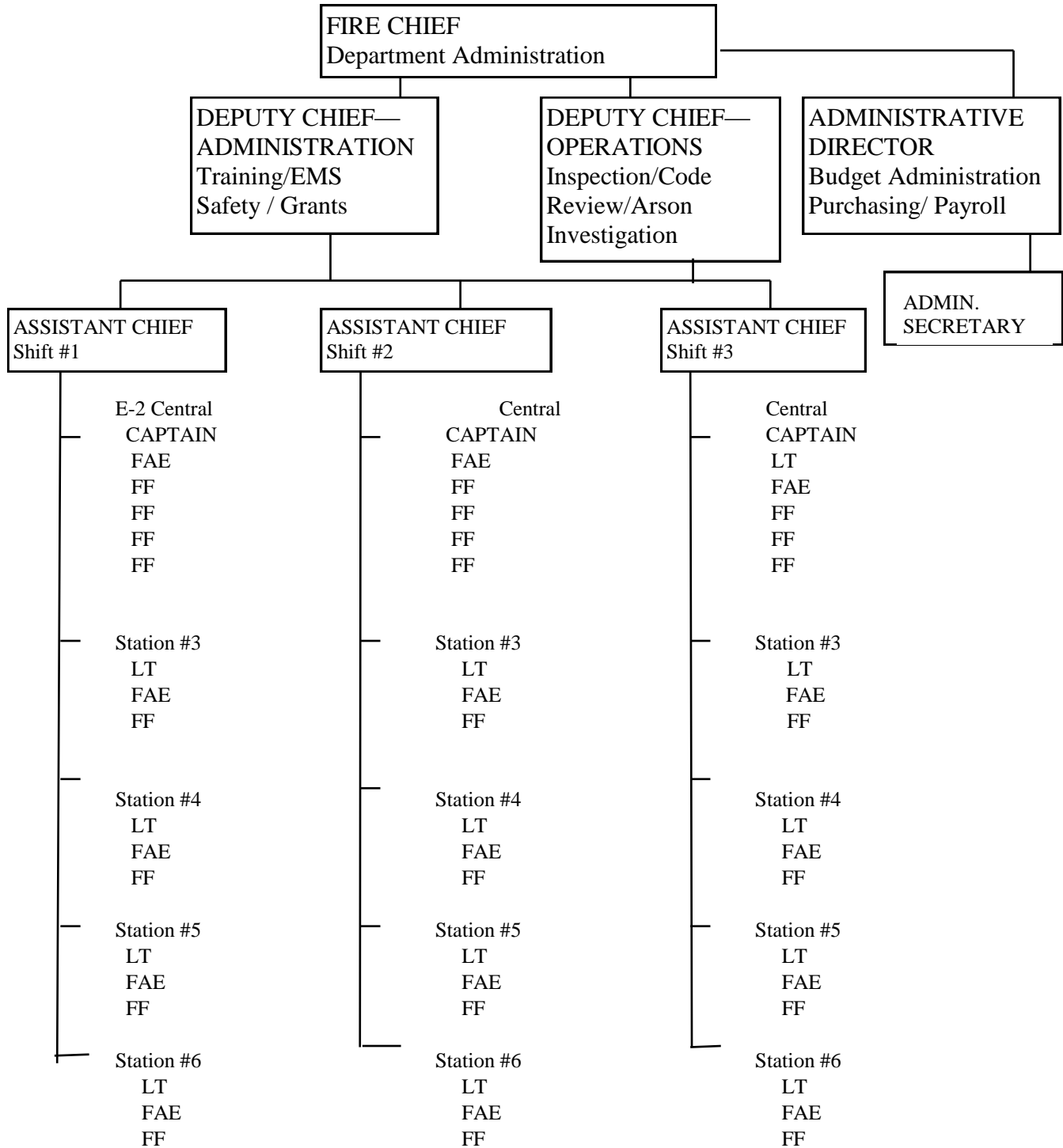
**GENERAL FUND  
PUBLIC SAFETY**

**POLICE DEPARTMENT  
AUXILLARY**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-2117-402.11-01	Regular Salary/Wages	9,000	8,000	6,200	6,000
001-2117-402.21-04	Workers' Compensation	1,003	955	955	1,150
001-2117-402.22-01	Social Security	403	403	384	372
001-2117-402.22-02	Medicare	100	100	90	87
	<b>Totals</b>	<b>10,506</b>	<b>9,458</b>	<b>7,629</b>	<b>7,609</b>

This chart does not reflect the reduction of positions that are not being filled after four mid-year retirements.

## Quincy Fire Department Organizational Chart



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### PURPOSE

The Fire Department is budgetarily broken down into six different divisions. They are as follows:

- 2210 Administrative Division – This contains the salaries and expenses associated with the positions of Fire Chief and Deputy Chief of Operations
- 2211 Civilian Division – This contains the salaries and expenses associated with the two civilian positions within the department, the Administrative Director and the Administrative Assistant.
- 2212 Suppression Division – This contains the salaries and expenses associated with the individuals assigned to suppression activities. Additionally, this division houses all of the costs associated with equipment and apparatus needed to conduct suppression activities.
- 2213 Fire Prevention Division - This contains the expenses associated with code enforcement activities of the department.
- 2214 Training Division – This contains the salary of the Deputy Chief of Administration as well as expenses associated with training all personnel.
- 2215 Building Maintenance Division – This contains the expenses associated with maintaining all five

### GOALS/OBJECTIVES

- Maintain a level of service that maximizes every available dollar to ensure the best possible fire protection for the citizens of Quincy.
- This year's budget for the fire department is based upon the assumption that four positions will be vacated this year, and subsequently not be filled. The fire department cannot maintain a fire station model with a staffing level of 56 firefighters. Sixty (60) positions are what is required to maintain the five stations. If this budget is adopted the direction the department has received is to close Station #6 effective May 1, 2018.
- The department will make every attempt to minimize the impact of the loss of a station on response times and capabilities. However, it must be understood that there will be an adverse impact.

### PAST FISCAL YEAR HIGHLIGHTS

- Purchase of two new fire apparatus to replace the oldest trucks in the fleet. Delivery is expected by January 2019
- Passed an ordinance allowing the implementation of the Compliance Engine, a third party vendor to assist with the tracking of mandatory testing of fire suppression and detection systems,
- Two (2) command level officers attended Command Officer School at the Illinois Fire Service Institute in

### BUDGET SUMMARY

The proposed budget includes the contracted labor increase of 2.5% for sworn union positions . The proposed budget also includes wage increases, as directed by Administration, of 2% for non-union personnel at 0% for sworn union personnel. **This budget reflects a reduction of over \$500,000 from what was originally requested to maintain our current service levels.** The budget is not a sustainable, long term budget. Many replacement items have been removed in an attempt to keep the budget impact low in these fiscally challenging times. **Purchases such as fire hose, automated external defibrillators, rescue equipment and self-contained breathing apparatus parts have been deferred. While the department can forego these for the upcoming year, this cannot go on indefinitely.**

The department anticipates four retirements this year and the budget figures are reflective of the costs of retirement buy-outs and not filling the vacated positions.

The department has applied for an Assistance to Firefighters Grant in the hopes of securing 90% of the costs necessary to replace the current fleet of Self-Contained Breathing Apparatus (SCBA). This budget includes the required 10% in matching funds for the grant, if awarded.

The Department has requested capital dollars to replace the roof over the garage portion of Central Fire Station. The estimated cost of that project is approximately \$22,000.

**GENERAL FUND  
PUBLIC SAFETY**

**FIRE DEPARTMENT  
SUMMARY**

**EXPENSE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019	% Change	2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET		REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	4,767,908	-10.33%	5,317,398	5,464,335	4,666,200
Benefits	4,460,298	3.28%	4,318,754	4,301,065	3,993,125
Contractual Services	256,566	-11.46%	289,778	266,226	257,896
Commodities	150,473	-1.67%	153,028	150,151	145,684
Capital Outlay	46,100	-26.54%	62,752	18,265	23,894
Miscellaneous	4,384	-62.17%	11,589	5,361	6,504
<b>Totals</b>	<b>9,685,729</b>	<b>-4.61%</b>	<b>10,153,299</b>	<b>10,205,403</b>	<b>9,093,303</b>

**Totals by Division**

2210 Administration	278,786	-10.75%	312,358	308,104	272,243
2211 Civilian	134,788	2.07%	132,053	131,162	129,148
2212 Firefighters	9,080,792	-4.08%	9,466,979	9,560,232	8,508,448
2213 Prevention	10,084	-47.52%	19,215	10,344	10,706
2214 Training	142,279	-16.06%	169,494	156,181	128,004
2215 Stations	39,000	-26.69%	53,200	39,380	44,756
<b>Totals</b>	<b>9,685,729</b>	<b>-4.61%</b>	<b>10,153,299</b>	<b>10,205,403</b>	<b>9,093,303</b>

**STAFFING**

	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Full Time Positions	62	62	60.0	60.30

This budget proposed staffing would be as follows:

- Chief – 1
- Deputy Chief – 2
- Assistant Chief – 3
- Captain – 3
- Lieutenant – 12
- Firefighter – 39
- Administrative Director (civilian) – 1
- Administrative Secretary (civilian) – 1

**GENERAL FUND  
PUBLIC SAFETY**

**FIRE DEPARTMENT  
ADMINISTRATION**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Wages</b>					
001-2210-402.11-01	Regular Salary/Wages	158,213	159,533	154,766	150,589
001-2210-402.11-03	Sick Pay		-	939	
001-2210-402.11-04	Holiday Pay	8,929	8,870	9,577	10,024
001-2210-402.11-15	Vacation Pay	18,571	18,449	19,493	18,356
001-2210-402.11-17	Sick Pay Buy Back	12,857	44,624	43,685	12,461
001-2210-402.11-19	Personal Day Pay		-		318
001-2210-402.21-01	Group Insurance	26,003	24,532	24,254	24,531
001-2210-402.21-02	Retirees Insurance				
001-2210-402.21-03	Board Paid Life Ins.	136	136	136	134
001-2210-402.21-04	Workers' Compensation	11,761	11,201	11,201	13,495
001-2210-402.22-02	Medicare	2,879	3,356	3,143	2,601
001-2210-402.22-03	Unemployment Comp.	200	250	250	250
	<b>Subtotals</b>	<b>239,549</b>	<b>270,951</b>	<b>267,444</b>	<b>232,759</b>
<b>Contractual Services</b>					
001-2210-402.31-05	Other	-	-	-	-
001-2210-402.35-02	R&M-Machinery & Equip	270	270	203	421
001-2210-402.35-03	R&M-Office Furn & Equip	-	150	436	944
001-2210-402.35-05	Other	-	-	-	-
001-2210-402.36-03	Equipment & Vehicle	1,200	1,050	631	-
001-2210-402.38-01	MICA	12,959	12,342	12,342	14,870
001-2210-402.39-01	Communications	10,400	7,216	9,776	8,170
001-2210-402.39-02	Advertising & Publishing	-	500	311	499
001-2210-402.39-03	Printing & Binding	-	500	117	220
001-2210-402.39-04	Travel	-	1,250	1,243	282
001-2210-402.39-05	Mileage Reimbursement	150	150		
001-2210-402.39-07	Regist, Schools, Meetings	-	1,000	350	350
001-2210-402.39-08	Contracted Services	-			(124)
	<b>Subtotals</b>	<b>24,979</b>	<b>24,428</b>	<b>25,409</b>	<b>25,632</b>
<b>Commodities</b>					
001-2210-402.41-01	Postage	350	350	254	148
001-2210-402.41-02	Office Supplies	3,200	4,000	3,580	2,563
001-2210-402.46-11	Other	9,229	7,700	7,313	9,115
001-2210-402.47-01	Clothing/Uniforms	-		120	381
	<b>Subtotals</b>	<b>12,779</b>	<b>12,050</b>	<b>11,267</b>	<b>12,207</b>
<b>Capital Outlay</b>					
001-2210-402.52-04	Office Equipment	-			
001-2210-402.52-08	Controllable		3,200	2,586	
	<b>Subtotals</b>	<b>-</b>	<b>3,200</b>	<b>2,586</b>	<b>-</b>
<b>Miscellaneous</b>					
001-2210-402.61-01	Dues	979	979	1,253	1,201
001-2210-402.61-04	Other	500	750	145	445
	<b>Subtotals</b>	<b>1,479</b>	<b>1,729</b>	<b>1,398</b>	<b>1,645</b>
	<b>Totals</b>	<b>278,786</b>	<b>312,358</b>	<b>308,104</b>	<b>272,243</b>



**GENERAL FUND  
PUBLIC SAFETY**

**FIRE DEPARTMENT  
ADMIN-CIVILIAN**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-2211-402.11-01	Regular Salary/Wages	80,743	79,160	77,180	75,818
001-2211-402.11-02	Overtime		-		
001-2211-402.11-03	Sick Pay	3,720	3,647	4,937	5,147
001-2211-402.11-04	Holiday Pay	5,051	4,952	4,925	5,189
001-2211-402.11-15	Vacation Pay	7,763	7,611	7,879	6,807
001-2211-402.21-01	Group Insurance	18,962	17,889	17,799	17,889
001-2211-402.21-03	Board Paid Life Ins.	136	136	136	134
001-2211-402.21-04	Workers' Compensation	372	354	354	427
001-2211-402.22-01	Social Security	6,031	5,913	5,739	5,632
001-2211-402.22-02	Medicare	1,411	1,383	1,342	1,317
001-2211-402.22-03	Unemployment Comp.	200	250	250	250
001-2211-402.23-01	IMRF	10,399	10,758	10,621	10,538
	<b>Subtotals</b>	<b>134,788</b>	<b>132,053</b>	<b>131,162</b>	<b>129,148</b>
<b>Contractual Services</b>					
001-2211-402.39-04	Travel	-	-	-	-
	<b>Totals</b>	<b>134,788</b>	<b>132,053</b>	<b>131,162</b>	<b>129,148</b>

**GENERAL FUND  
PUBLIC SAFETY**

**FIRE DEPARTMENT  
FIRE FIGHTERS**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-2212-402.11-01	Regular Salary/Wages	2,924,171	3,161,435	3,070,219	2,978,852
001-2212-402.11-02	Overtime	169,581	178,581	329,592	202,885
001-2212-402.11-03	Sick Pay	32,781	30,877	56,454	56,151
001-2212-402.11-04	Holiday Pay	166,729	131,805	164,089	127,573
001-2212-402.11-06	Educational Incentive	118,595	118,335	118,877	114,975
001-2212-402.11-07	Call-in	15,427	17,516	6,996	13,864
001-2212-402.11-08	Acting Officers	23,500	12,088	22,558	17,804
001-2212-402.11-12	Comp Hours	79,320	75,891	74,117	40,689
001-2212-402.11-15	Vacation Pay	344,313	332,133	321,109	315,480
001-2212-402.11-17	Sick Pay Buy Back	205,799	580,282	593,379	165,590
001-2212-402.11-18	Vacation Pay Buy Back	30,944	24,416	20,828	5,576
001-2212-402.11-19	Personal Day Pay	-	-	-	2,810
001-2212-402.11-20	Personal Day Pay Buy Back	-	-	-	-
001-2212-402.11-21	Kelly Days	266,766	216,631	253,781	247,483
001-2212-402.21-01	Group Insurance	702,234	708,597	689,487	691,884
001-2212-402.21-03	Board Paid Life Ins.	3,883	3,883	3,907	3,783
001-2212-402.21-04	Workers' Compensation	265,211	252,582	252,582	304,316
001-2212-402.21-08	Group Health-Disability	57,866	55,110	57,052	56,564
001-2212-402.22-02	Medicare	65,912	66,337	69,424	58,304
001-2212-402.22-03	Unemployment Comp.	5,700	7,500	7,500	7,125
001-2212-402.23-06	Firefighter's Pension	3,248,945	3,116,182	3,114,936	2,762,859
001-2212-402.24-01	Tuition	9,000	10,275	9,113	8,377
	<b>Subtotal</b>	<b>8,736,677</b>	<b>9,100,456</b>	<b>9,236,000</b>	<b>8,182,945</b>
<b>Contractual Services</b>					
001-2212-402.32-01	Medical	-	2,000		
001-2212-402.34-05	Uniform Cleaning	10,800	9,000	9,042	9,277
001-2212-402.35-02	R&M-Machinery & Equip	27,988	29,000	19,659	18,440
001-2212-402.35-04	Vehicles		-		
001-2212-402.35-05	R&M-Other	1,350	1,100	1,045	1,600
001-2212-402.36-01	Fleet Maintenance	41,000	50,010	62,039	45,869
001-2212-402.36-05	Vehicle Replacement	-	6,936	5,780	
001-2212-402.38-01	MICA	111,903	106,574	106,574	128,403
001-2212-402.38-02	Deductible		-		
001-2212-402.39-01	Communications	2,832	2,160	1,794	1,441
001-2212-402.39-07	Regist, School, Meetings		-		
001-2212-402.39-08	Contracted Services	1,460	1,460	1,598	2,020
	<b>Subtotal</b>	<b>197,333</b>	<b>208,240</b>	<b>207,531</b>	<b>207,050</b>
<b>Commodities</b>					
001-2212-402.45-02	Custodial Supplies	2,748	3,536	3,937	3,825
001-2212-402.45-03	Equipment Consumable	6,006	6,116	6,471	5,949
001-2212-402.45-04	Equip Replacement Parts	2,350	1,850	595	786
001-2212-402.45-05	Small Tools/Small Equip.	100	100		
001-2212-402.45-06	Maint Supplies-Vehicle	1,350	1,350	732	1,299
001-2212-402.46-11	Operational Supp- Other	10,081	17,831	18,054	20,251
001-2212-402.46-12	Gasoline/Diesel	25,000	25,000	25,323	21,148
001-2212-402.47-01	Clothing/Uniforms	50,857	42,258	45,069	37,942
001-2212-402.47-02	Safety Equipment	5,290	6,790	4,251	4,239
	<b>Subtotal</b>	<b>103,782</b>	<b>104,831</b>	<b>104,432</b>	<b>95,439</b>

**GENERAL FUND  
PUBLIC SAFETY**

**FIRE DEPARTMENT  
FIRE FIGHTERS**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Capital Outlay</b>					
001-2212-402.52-05	Machinery & Equipment	43,000	29,000		
001-2212-402.52-06	Vehicles				11,982
001-2212-402.52-07	Furniture & Fixtures				
001-2212-402.52-08	Controllable	-	24,452	12,269	11,032
	<b>Subtotal</b>	<b>43,000</b>	<b>53,452</b>	<b>12,269</b>	<b>23,014</b>
<b>Debt Service</b>					
001-2212-402.72-00	Loan/Lease Payments	-	-	-	-
	<b>Totals</b>	<b>9,080,792</b>	<b>9,466,979</b>	<b>9,560,232</b>	<b>8,508,448</b>

**GENERAL FUND  
PUBLIC SAFETY**

**FIRE DEPARTMENT  
FIRE PREVENTION**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Contractual Services</b>					
001-2213-402.35-02	Machinery & Equipment	-	-		
001-2213-402.38-01	MICA	1,654	1,575	1,575	1,897
001-2213-402.38-02	Deductible		-		
001-2213-402.39-01	Communications		-		
001-2213-402.39-04	Travel	1,900	1,900	296	726
001-2213-402.39-07	Regist, Schools, Meetings	3,200	3,200	1,210	1,255
	<b>Subtotals</b>	<b>6,754</b>	<b>6,675</b>	<b>3,081</b>	<b>3,878</b>
<b>Commodities</b>					
001-2213-402.44-00	Books & Periodicals	2,100	2,055	1,346	1,346
001-2213-402.46-11	Other	-	2,500	3,286	1,656
	<b>Subtotals</b>	<b>2,100</b>	<b>4,555</b>	<b>4,632</b>	<b>3,002</b>
<b>Miscellaneous</b>					
001-2213-402.61-01	Dues	1,230	1,230	1,120	1,649
001-2213-402.61-04	Other	-	6,755	1,511	2,177
	<b>Subtotals</b>	<b>1,230</b>	<b>7,985</b>	<b>2,631</b>	<b>3,826</b>
	<b>Totals</b>	<b>10,084</b>	<b>19,215</b>	<b>10,344</b>	<b>10,706</b>

**GENERAL FUND  
PUBLIC SAFETY**

**FIRE DEPARTMENT  
TRAINING**

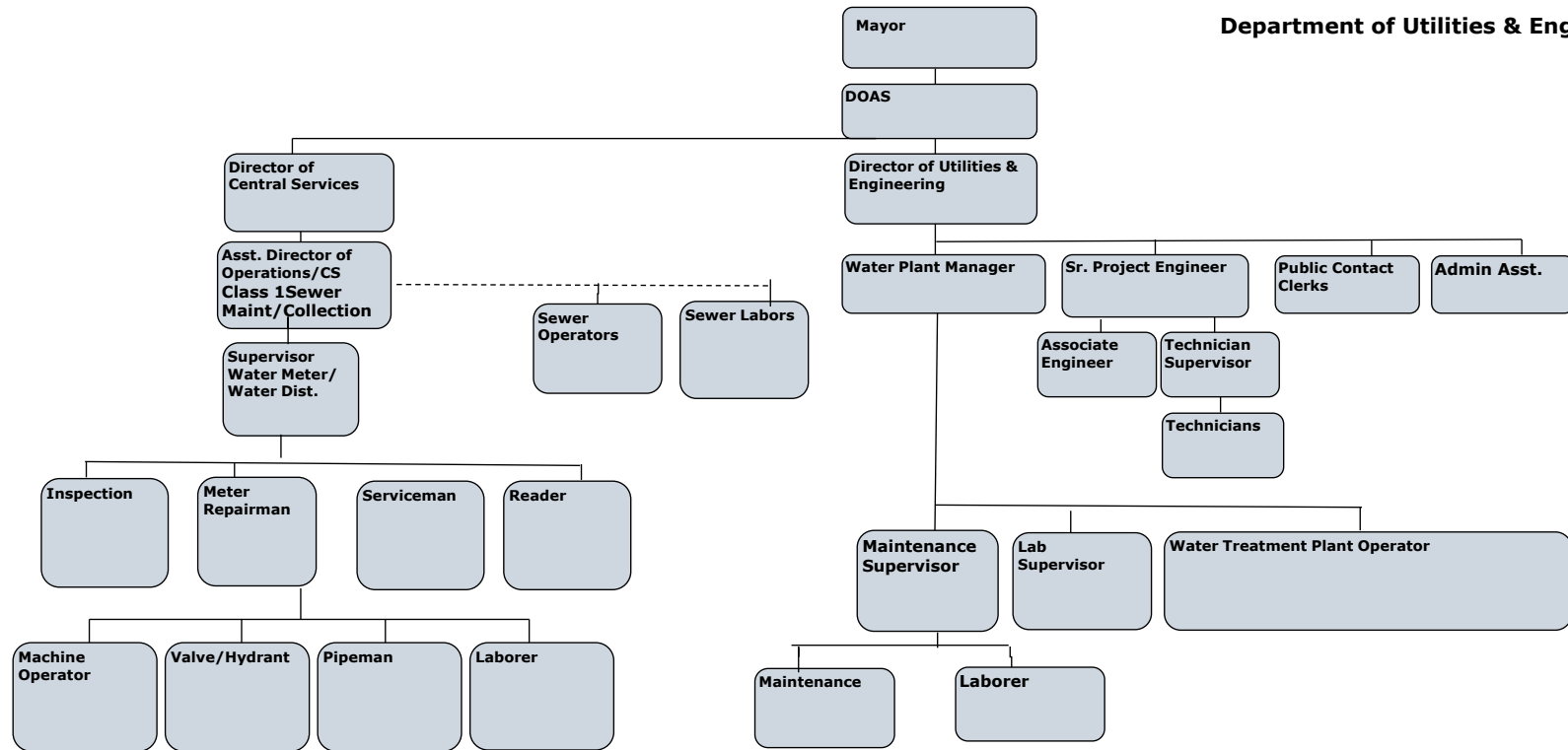
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-2214-402.11-01	Regular Salary/Wages	76,019	78,224	77,826	72,432
001-2214-402.11-04	Holiday Pay	4,571	4,233	4,547	4,790
001-2214-402.11-12	Comp Hours buyback		-		
001-2214-402.11-15	Vacation Pay	7,450	6,772	5,249	8,589
001-2214-402.11-16	Major Medical Pay		-		
001-2214-402.11-17	Sick Pay Buy Back	6,095	21,333	21,333	5,946
001-2214-402.11-19	Personal Day Pay		-		
001-2214-402.21-01	Group Insurance	16,522	15,587	15,438	15,594
001-2214-402.21-03	Board Paid Life Ins.	68	68	68	67
001-2214-402.21-04	Workers' Compensation	5,002	4,764	4,764	5,740
001-2214-402.22-02	Medicare	1,365	1,586	1,444	1,190
001-2214-402.22-03	Unemployment Comp.	100	125	125	125
	<b>Subtotal</b>	<b>117,192</b>	<b>132,692</b>	<b>130,794</b>	<b>114,474</b>
<b>Contractual Services</b>					
001-2214-402.31-03	Instructional	1,200	1,200		1,200
001-2214-402.39-01	Communications	625	625	144	144
001-2214-402.39-04	Travel	13,225	16,610	11,169	4,370
001-2214-402.39-05	Mileage Reimbursement	550	550	668	
001-2214-402.39-07	Regist, Schools, Meetings	6,300	14,650	11,835	2,108
001-2214-402.39-08	Contracted Services		-		
	<b>Subtotal</b>	<b>21,900</b>	<b>33,635</b>	<b>23,816</b>	<b>7,822</b>
<b>Commodities</b>					
001-2214-402.44-00	Books & Periodicals	1,140	945		4,418
001-2214-402.45-03	Equipment Consumable	500	500		
001-2214-402.46-11	Operational Supplies/Other	572	547	482	531
001-2214-402.47-03	Training Supplies		-		
	<b>Subtotal</b>	<b>2,212</b>	<b>1,992</b>	<b>482</b>	<b>4,949</b>
<b>Miscellaneous</b>					
001-2214-402.61-01	Dues	625	625	250	209
001-2214-402.61-04	Other	350	550	839	549
	<b>Subtotal</b>	<b>975</b>	<b>1,175</b>	<b>1,089</b>	<b>758</b>
	<b>Totals</b>	<b>142,279</b>	<b>169,494</b>	<b>156,181</b>	<b>128,004</b>

**GENERAL FUND  
PUBLIC SAFETY**

**FIRE DEPARTMENT  
FIRE STATIONS**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Contractual Services</b>					
001-2215-402.35-01	Repair & Maint - Buildings	5,100	16,300	6,389	13,514
001-2215-402.35-05	Repair & Maint - Other	500	500		
	<b>Subtotals</b>	<b>5,600</b>	<b>16,800</b>	<b>6,389</b>	<b>13,514</b>
<b>Commodities</b>					
001-2215-402.42-01	Natural Gas	13,600	13,600	10,129	7,803
001-2215-402.42-02	Electricity	13,000	13,000	17,534	20,024
001-2215-402.45-01	Building Supplies	3,000	3,000	1,675	2,262
001-2215-402.45-02	Custodial Supplies		-		
	<b>Subtotals</b>	<b>29,600</b>	<b>29,600</b>	<b>29,338</b>	<b>30,088</b>
<b>Capital Outlay</b>					
001-2215-402.52-08	Controllable	3,100	6,100	3,410	880
	<b>Subtotals</b>	<b>3,100</b>	<b>6,100</b>	<b>3,410</b>	<b>880</b>
<b>Miscellaneous</b>					
001-2215-402.61-04	Other	700	700	243	274
	<b>Totals</b>	<b>39,000</b>	<b>53,200</b>	<b>39,380</b>	<b>44,756</b>

## Department of Utilities & Engineering



\*\* Note: Left side of chart represents positions paid by the Utilities Department, but under the direction of the Director of Central Services

**PURPOSE**

The Engineering Department is responsible for the administration of public improvement within the City of Quincy. The Department duties include the plan, design, cost estimation and construction supervision of public infrastructure improvements, such as streets, alleys, traffic control devices and water and sewer mains. The Department also reviews and evaluates proposed subdivisions and site plans for private construction; maintains traffic control devices within the City; maintains City-owned street lights and parking lots; maintains three (3) City-owned landfill sites; and issues permits for improvements and excavations on City right-of-way.

**GOALS/OBJECTIVES**

The Engineering Department has set the following goals for FY19:

- Work with the IT Department to update & improve utility infrastructure mapping through GIS
- Implement a pavement management program for City streets
- Increase productivity of Engineering Department with respect to preparation of construction documents for public improvement

**PAST FISCAL YEAR ACCOMPLISHMENTS**

In the previous fiscal year, the Engineering Department:

- Designed and managed the rehabilitation of local street projects totaling over \$2.75 million, saving the City approximately \$220 thousand in consulting engineer fees
- Designed and managed various improvement projects for the City's water and sewer infrastructure totaling over \$2.22 million, saving the City Approximately \$178 thousand in consulting engineer fees

**BUDGET SUMMARY**

The proposed budget is down \$214,000 which represents a 17% decrease from the previous fiscal year budget. The budget decrease is due to cuts in professional services (Engineering and Landfill) and capital improvements at Municipal Landfill #4.



**EXPENSE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019		2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	298,314	-24.96%	397,516	396,937	395,763
Benefits	155,767	-16.86%	187,355	186,184	180,761
Contractual Services	180,418	-33.13%	269,793	209,729	256,899
Commodities	407,000	2.12%	398,550	367,988	407,370
Capital Outlay	1,500	-59.32%	3,687	3,486	699
Miscellaneous	1,500	-11.76%	1,700	760	2,275
Debt Services	7,514	0.00%	7,514	7,513	7,513
<b>Totals</b>	<b>1,052,013</b>	<b>-16.91%</b>	<b>1,266,115</b>	<b>1,172,597</b>	<b>1,251,280</b>

Totals by Division

3712 Engineering	533,186	-25.90%	719,533	690,729	650,980
3714 Amtrak	16,939	9.72%	15,439	11,856	10,729
3716 Landfill	121,888	-22.83%	157,943	123,603	200,567
3717 Parking Lot Maint	9,000	-2.17%	9,200	8,709	8,444
3718 Street Lights	371,000	1.92%	364,000	337,700	380,561
<b>Totals</b>	<b>1,052,013</b>	<b>-16.91%</b>	<b>1,266,115</b>	<b>1,172,597</b>	<b>1,251,280</b>

**STAFFING**

	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Full Time Positions	4.85	5.30	6.00	5.50

The proposed budget includes the following Engineering Department staff:

Position	Full Time Equivalents (FTE)
Director of Utilities & Engineering	0.25
Project Engineer	1.00
Engineering Technicians	1.60
Environmental Coordinator	0.75
Traffic Signal Coordinator	1.00
Administrative assistant	0.25
<b>Total</b>	<b>4.85</b>

**GENERAL FUND  
ENGINEERING**

**ENGINEERING  
Detail**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
001-3712-404.11-01	Regular Salary/Wages	257,139	343,181	324,295	317,559
001-3712-404.11-02	Overtime	4,898	3,532	7,615	6,999
001-3712-404.11-03	Sick Pay	4,939	4,883	5,801	5,456
001-3712-404.11-04	Holiday Pay	15,097	16,942	18,911	20,241
001-3712-404.11-15	Vacation Pay	13,575	15,146	16,779	16,281
001-3712-404.11-16	Major Medical Pay			9,704	7,014
001-3712-404.11-17	Sick Pay Buy Back	2,666	13,832	13,832	15,595
001-3712-404.11-18	Vacation Pay Buy Back		-		6,618
001-3712-404.21-01	Group Insurance	73,372	91,729	91,962	80,871
001-3712-404.21-03	Board Paid Life Ins.	330	361	443	426
001-3712-404.21-04	Workers' Compensation	23,441	22,325	22,325	26,897
001-3712-404.22-01	Social Security	18,469	21,306	21,347	21,791
001-3712-404.22-02	Medicare	7,789	6,684	4,992	5,096
001-3712-404.22-03	Unemployment Comp.	800	750	750	825
001-3712-404.23-01	IMRF	31,566	44,200	44,365	44,856
001-3712-404.24-03	CDL Reimbursements				
	<b>Subtotals</b>	<b>454,081</b>	<b>584,871</b>	<b>583,121</b>	<b>576,524</b>
<b>Contractual Services</b>					
001-3712-404.31-02	Contracted Legal		1,500		
001-3712-404.31-04	Engineering/Architectural	33,552	87,082	69,494	29,621
001-3712-404.31-05	Professional Servs-Other		-		
001-3712-404.35-02	R&M-Machinery & Equip	5,000	6,750	3,347	9,605
001-3712-404.35-06	Repair & Maint - Infrastructu	-	-		
001-3712-404.36-01	Fleet Maintenance	6,000	4,600	3,944	3,958
001-3712-404.36-03	Equipment	2,500	2,500	1,932	2,234
001-3712-404.38-01	MICA	15,553	14,812	14,812	17,846
001-3712-404.39-01	Communications	3,000	3,000	2,642	2,667
001-3712-404.39-03	Printing & Binding	100		105	32
001-3712-404.39-02	Advertising/Publishing	1,500	2,500	1,976	2,600
001-3712-404.39-04	Travel	1,000	1,000	138	782
001-3712-404.39-05	Mileage Reimbursement	500	1,000	239	265
001-3712-404.39-07	Regist, Schools, Meetings	2,000	2,000	3,150	703
	<b>Subtotals</b>	<b>70,705</b>	<b>126,744</b>	<b>101,779</b>	<b>70,314</b>
<b>Commodities</b>					
001-3712-404.41-01	Postage	500	400	430	322
001-3712-404.41-02	Office Supplies	1,750	2,250	2,117	1,263
001-3712-404.44-00	Books & Periodicals	200	250	160	160
001-3712-404.45-03	Equipment Consumable	150	100	278	60
001-3712-404.45-04	Equip Replacement Parts	150	100	176	240
001-3712-404.45-05	Small Tools/small Equip.	3,000	1,400	189	636
001-3712-404.46-08	Paint	300	300	210	
001-3712-404.46-11	Operational Supplies-Other	250	250		115
001-3712-404.47-02	Safety Equipment	100	100	25	
	<b>Subtotals</b>	<b>6,400</b>	<b>5,150</b>	<b>3,585</b>	<b>2,795</b>
<b>Capital Outlay</b>					
001-3712-404.52-04	Office Equipment	-	-		-
001-3712-404.52-05	Machinery & Equipment	-	-		-
001-3712-404.52-06	Vehicles				
001-3712-404.52-08	Controllable	1,500	2,268	2,067	-
	<b>Subtotals</b>	<b>1,500</b>	<b>2,268</b>	<b>2,067</b>	<b>-</b>
<b>Miscellaneous</b>					

**GENERAL FUND  
ENGINEERING**

**ENGINEERING  
Detail**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
001-3712-404.61-01	Dues	500	500	177	
001-3712-404.61-04	Other	-			1,346
		500	500	177	1,346
	<b>Totals</b>	<b>533,186</b>	<b>719,533</b>	<b>690,729</b>	<b>650,980</b>

**GENERAL FUND  
ENGINEERING**

**AMTRAK STATIONS**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Contractual Services</b>					
001-3714-403.33-01	Water/Sewerage	75	75	107	53
001-3714-403.34-04	Lawn Care		2,500		
001-3714-403.35-01	Repair & Maint - Buildings	2,250	2,250	250	50
001-3714-403.35-05	Repair & Maint - Other	-			
001-3714-403.36-02	Land & Building	-			
	<b>Subtotal</b>	<b>2,325</b>	<b>4,825</b>	<b>357</b>	<b>103</b>
<b>Commodities</b>					
001-3714-403.42-02	Electricity	3,500	3,000	3,937	3,096
001-3714-403.45-01	Building Supplies			2	
001-3714-403.45-02	Custodial Supplies	100	100	47	16
001-3714-403.45-03	Equipment Consumable				
001-3714-403.46-11	Other	3,500	-	-	-
	<b>Subtotal</b>	<b>7,100</b>	<b>3,100</b>	<b>3,986</b>	<b>3,112</b>
<b>Debt Service</b>					
001-3714-409-72-00	Loan/Lease Payments	7,514	7,514	7,513	7,513
	<b>Totals</b>	<b>16,939</b>	<b>15,439</b>	<b>11,856</b>	<b>10,729</b>

**GENERAL FUND  
ENGINEERING**

**LANDFILL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Contractual Services</b>					
001-3716-405.31-02	Contracted Legal	-	-	-	-
001-3716-405.31-04	Engineering/Architectural	-	-	6,528	5,537
001-3716-405.31-05	Prof Services - Other	50,000	82,478	58,230	121,819
001-3716-405.33-01	Utilities-Water/Sewer	500	500	294	309
001-3716-405.35-01	Repair & Maint - Buildings	250	250		610
001-3716-405.35-02	R&M - Mach & Equip	1,500	750	750	26,896
001-3716-405.35-05	Repair & Maint - Other	-	-		
001-3716-405.36-01	Fleet Maintenance	-	-		92
001-3716-405.38-01	MICA	18,738	17,846	17,846	21,501
001-3716-405.39-01	Communications	500	500	1,017	746
001-3716-405.39-02	Advertising/Publishing	400	400	262	370
001-3716-405.39-04	Travel	200	200		950
001-3716-405.39-07	Regist, Schools, Meetings	100	100	78	628
001-3716-405.39-08	Contracted Services	33,000	33,000	21,120	5,762
	<b>Subtotal</b>	<b>105,188</b>	<b>136,024</b>	<b>106,125</b>	<b>185,220</b>
<b>Commodities</b>					
001-3716-405.41-01	Postage	400	400	473	183
001-3716-405.42-01	Natural Gas	1,500	1,800	1,703	2,094
001-3716-405.42-02	Electricity	5,000	5,000	4,780	4,015
001-3716-405.42-03	Bottled Gas	200	-	207	
001-3716-405.45-01	Building Supplies	100	100	15	67
001-3716-405.45-02	Custodial Supplies	1,500	2,000	1,453	6,366
001-3716-405.45-03	Equipment Consumable	2,000	-	322	11
001-3716-405.45-04	Equip Replacement Parts	3,000	4,000	2,871	539
001-3716-405.45-05	Small Tools/Small Equip.	1,000	1,000	787	445
001-3716-405.46-11	Other	1,000	5,000	2,865	
	<b>Subtotal</b>	<b>15,700</b>	<b>19,300</b>	<b>15,476</b>	<b>13,720</b>
<b>Capital</b>					
001-3716-405.52-03	Improv Other Than Build	-	1,419	-	-
001-3716-405.52-05	Machinery	-	-		-
001-3716-405.52-08	Controllable	-	-	1,419	699
	<b>Subtotal</b>	<b>-</b>	<b>1,419</b>	<b>1,419</b>	<b>699</b>
<b>Miscellaneous</b>					
001-3716-405.61-04	Other	1,000	1,200	583	929
	<b>Totals</b>	<b>121,888</b>	<b>157,943</b>	<b>123,603</b>	<b>200,567</b>

**GENERAL FUND  
ENGINEERING**

**PARKING LOT MAINTENANCE**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Contractual Services</b>					
001-3717-403.33-01	Water/Sewerage	200	200	183	177
001-3717-403.35-06	Repair & Maint-Infrastruct	500	500	174	
	<b>Subtotals</b>	<b>700</b>	<b>700</b>	<b>357</b>	<b>177</b>
<b>Commodities</b>					
001-3717-403.42-02	Electricity	8,300	8,500	8,352	8,267
001-3717-403.45-03	Equipment Consumable	-	-		-
	<b>Subtotals</b>	<b>8,300</b>	<b>8,500</b>	<b>8,352</b>	<b>8,267</b>
	<b>Totals</b>	<b>9,000</b>	<b>9,200</b>	<b>8,709</b>	<b>8,444</b>

**GENERAL FUND  
ENGINEERING**

**STREET LIGHTS**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Contractual Services</b>					
001-3718-403.35-06	Repair & Maint-Infrastruct	1,500	1,500	1,111	1,085
<b>Commodities</b>					
001-3718-403.42-02	Electricity	367,000	360,000	334,825	377,379
001-3718-403.46-11	Other	2,500	2,500	1,764	2,097
	<b>Subtotal</b>	<b>369,500</b>	<b>362,500</b>	<b>336,589</b>	<b>379,476</b>
<b>Miscellaneous</b>					
001-3718-403.61-04	Other	-	-	-	-
	<b>Totals</b>	<b>371,000</b>	<b>364,000</b>	<b>337,700</b>	<b>380,561</b>

**CASH RESERVE FUND**

**SUMMARY**

The Cash Reserve Fund was created in FY 2002 as a "rainy day" fund. The intended purpose of having the reserve is to cover unforeseen expenses or to replace unexpected revenue shortfall. The current reserve balance is \$3.325 million which represents 10% of the FY 2019 General Fund expenditures.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenue</b>					
011-0000-331.01-01	Interest Income	15,000	10,000	18,955	
011-0000-391.01-00	Transfers from Bank 01	-			
	<b>Totals</b>	<b>15,000</b>	<b>10,000</b>	<b>18,955</b>	<b>-</b>
<b>Expenses</b>					
<b>Inter-Fund Transfers</b>					
011-1301-491.62-00	Non-Departmental Transfer	-	-	-	-
011-1301-491.62-01	General Fund	-	-	-	-
011-1301-491.62-19	Hydro Bond pymt fund 413	-	-	-	-
011-1801-491-62-31	Central Garage Fund	-	-	-	-
011-1801-491-62-32	Central Services Fund	-	-	-	-
	<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**CITY OF QUINCY**  
**SPECIAL REVENUE FUNDS**

**Revenue/Expenditures & Change in Fund Balance**  
**Summary**

	Planning & Devlpmnt 201	9-1-1 202	Housing Resource 203	9-1-1 Surcharge 204	Franchise Fee "Green" 205	Motor Fuel Tax 210
<b>Beginning Balance, May 1</b>	100	100	69,000	900,000	117,000	2,240,000
<b>REVENUES</b>						
Taxes	-	-	-	588,000	436,250	1,020,000
Licenses & Permits	-	-	-	-	-	-
Charges for Services	331,600	-	10,000	-	-	-
Rent & Other Income	30,700	-	-	-	-	-
Interest Income	-	-	250	3,600	1,000	10,000
Debt Proceeds	-	-	-	-	-	-
Grants	-	528,550	-	-	-	-
Transfers In	397,545	792,824	-	-	-	-
Inter-Gov. Revenues	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>759,845</b>	<b>1,321,374</b>	<b>10,250</b>	<b>591,600</b>	<b>437,250</b>	<b>1,030,000</b>
Total Funds Available	759,945	1,321,474	79,250	1,491,600	554,250	3,270,000
<b>EXPENDITURES</b>						
Salaries & Benefits	588,124	1,300,374	-	109,925	-	-
Contracted Services	122,918	21,000	54,743	220,567	-	220,000
Commodities	3,900	-	-	29,900	-	144,600
Capital Outlay	-	-	-	1,094,608	-	2,864,438
Miscellaneous	44,903	-	1,200	600	-	-
Debt Service	-	-	-	-	-	-
Transfers	-	-	-	-	436,249	-
<b>TOTAL EXPENDITURES</b>	<b>759,845</b>	<b>1,321,374</b>	<b>55,943</b>	<b>1,455,600</b>	<b>436,249</b>	<b>3,229,038</b>
<b>Ending Balance, April 30</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 23,307</b>	<b>\$ 36,000</b>	<b>\$ 118,001</b>	<b>\$ 40,962</b>



**CITY OF QUINCY**  
**SPECIAL REVENUE FUNDS**

**Revenue/Expenditures & Change in Fund Balance**  
**Summary**

	Traffic Signal 211	Town Road Tax 212	Police Grants 240	Police Donations 241	State Forfeiture 242	Federal Forfeiture 243
<b>Beginning Balance, May 1</b>	118,000	88,600	12,300	25,000	38,500	12,500
<b>REVENUES</b>						
Taxes	-	3,600	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	1,500	-
Rent & Other Income	2,500	-	-	10,000	-	-
Interest Income	200	300	100	200	200	100
Debt Proceeds	-	-	-	-	-	-
Grants	15,000	-	16,000	-	6,000	5,000
Transfers In	-	-	-	-	-	-
Inter-Gov. Revenues	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>17,700</b>	<b>3,900</b>	<b>16,100</b>	<b>10,200</b>	<b>7,700</b>	<b>5,100</b>
Total Funds Available	135,700	92,500	28,400	35,200	46,200	17,600
<b>EXPENDITURES</b>						
Salaries & Benefits	-	-	-	-	-	-
Contracted Services	26,660	-	-	5,000	-	-
Commodities	10,350	-	12,000	25,000	-	-
Capital Outlay	-	83,900	8,000	-	17,200	5,000
Miscellaneous	1,367	-	-	-	20,000	9,000
Debt Service	-	-	-	-	-	-
Transfers	-	-	8,000	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>38,377</b>	<b>83,900</b>	<b>28,000</b>	<b>30,000</b>	<b>37,200</b>	<b>14,000</b>
<b>Ending Cash Balance</b>	<b>\$ 97,323</b>	<b>\$ 8,600</b>	<b>\$ 400</b>	<b>\$ 5,200</b>	<b>\$ 9,000</b>	<b>\$ 3,600</b>

**CITY OF QUINCY  
SPECIAL REVENUE FUNDS**

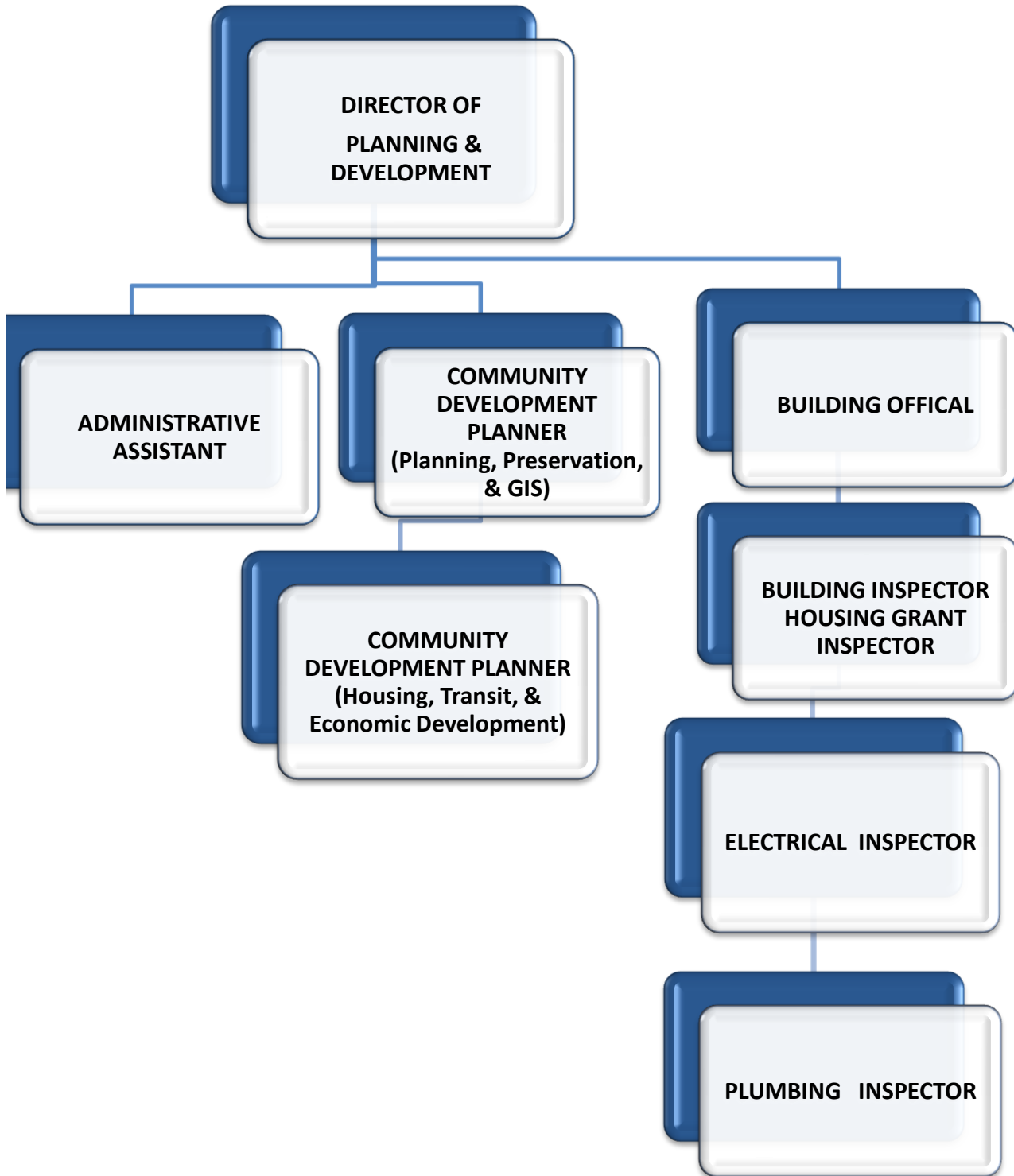
**Revenue/Expenditures & Change in Fund Balance  
Summary**

	Crime Lab 244	Fire Educ. & Apparatus 245	Fire Donations 246	Fire Grant 247	Police DUI 249	Transit Lines 250
<b>Beginning Balance, May 1</b>	36,000	9,000	10,000	90	142,000	100
<b>REVENUES</b>						
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Charges for Services	18,500	-	-	-	-	84,025
Rent & Other Income	-	-	1,000	-	-	62,400
Interest Income	100	-	-	-	500	1,200
Debt Proceeds	-	-	-	-	-	-
Grants	-	500	-	439,342	35,000	3,669,367
Transfers In	-	-	-	-	-	285,143
Inter-Gov. Revenues	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>18,600</b>	<b>500</b>	<b>1,000</b>	<b>439,342</b>	<b>35,500</b>	<b>4,102,135</b>
Total Funds Available	54,600	9,500	11,000	439,432	177,500	4,102,235
<b>EXPENDITURES</b>						
Salaries & Benefits	-	-	-	-	-	2,164,891
Contracted Services	7,750	1,000	-	-	-	984,417
Commodities	17,000	1,000	1,100	-	11,000	28,995
Capital Outlay	3,000	-	1,000	439,342	120,000	549,670
Miscellaneous	4,500	-	-	-	-	373,954
Debt Service	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>32,250</b>	<b>2,000</b>	<b>2,100</b>	<b>439,342</b>	<b>131,000</b>	<b>4,101,927</b>
<b>Ending Cash Balance</b>	<b>\$ 22,350</b>	<b>\$ 7,500</b>	<b>\$ 8,900</b>	<b>\$ 90</b>	<b>\$ 46,500</b>	<b>\$ 308</b>

**CITY OF QUINCY  
SPECIAL REVENUE FUNDS**

**Revenue/Expenditures & Change in Fund Balance  
Summary**

	DCCA Grant 252	IHDA Grant 253	HUD Grant 255	Bridge Lighting 257	Total
<b>Beginning Balance, May</b>	2,900	8,100	147,000	59,000	<b>4,035,290</b>
<b>REVENUES</b>					
Taxes	-	-	-		<b>2,047,850</b>
Licenses & Permits	-	-	-		-
Charges for Services	-	-	-		<b>445,625</b>
Rent & Other Income	-	-	-	2,400	<b>106,600</b>
Interest Income	-	-	-		<b>17,750</b>
Debt Proceeds	-	-	-		-
Grants	150,000	231,000	89,000		<b>5,184,759</b>
Transfers In	-	-	-		<b>1,475,512</b>
Inter-Gov. Revenues	-	-	-		-
<b>TOTAL REVENUE</b>	<b>150,000</b>	<b>231,000</b>	<b>89,000</b>	<b>2,400</b>	<b>9,278,096</b>
Total Funds Available	152,900	239,100	236,000	61,400	<b>13,313,386</b>
<b>EXPENDITURES</b>					
Salaries & Benefits					<b>4,163,314</b>
Contracted Services	100,000	221,000	-	1,304	<b>1,985,055</b>
Commodities				2,400	<b>284,845</b>
Capital Outlay	50,000		-	50,000	<b>5,236,158</b>
Miscellaneous		10,000	89,000		<b>554,524</b>
Debt Service					-
Transfers	-	-	-		<b>444,249</b>
<b>TOTAL EXPENDITURES</b>	<b>150,000</b>	<b>231,000</b>	<b>89,000</b>	<b>53,704</b>	<b>12,668,145</b>
<b>Ending Cash Balance</b>	<b>\$ 2,900</b>	<b>\$ 8,100</b>	<b>\$ 147,000</b>	<b>\$ 7,696</b>	<b>\$ 645,241</b>



**PURPOSE**

The Department of Planning and Development is comprised of two offices. Each office contributes to the development of the city and helps enhance the quality of life for its residents and businesses.

The Planning Office plans for short and long-range land use and development, leads economic development activities, and regulates land development activity. The office coordinates development plan reviews with other city departments and administers the Enterprise Zone, Tax Increment Finance Districts, and Economic Development Loan programs. It also administers grants for housing and transit services. The office provides staff support to seven City commissions or committees.

The Inspection Office enforces and administers zoning, building and property maintenance sections of the Municipal Code. Inspections are based upon construction benchmarks and building code standards. The office's responsibilities include building, electrical, plumbing, and sign permit reviews, field inspections and approvals. Inspection staff consults with the public, property owners and developers on proposed building projects and construction standards. Enforcement activities include code violation investigations, minimum housing, and nuisance abatement.

**GOALS/OBJECTIVES**

1. Implement Emerald Ash Bore Management Plan--field trial and treatment of street ash trees
2. Implementing Quincy Next Strategic Planning Program
3. Support Downtown Rental Rehab Program.
4. Secure IHDA (SFOR) grant for seniors.
5. Support GREDF to retain existing large industrial employer
6. Hire a nuisance abatement inspector
7. Establish Complete Count Committee for 2020 census
8. Evaluate establishment for Foreign Trade Zone
9. Establish Riverside Housing RLF program to encourage neighborhood investment.

**PAST FISCAL YEAR HIGHLIGHTS**

1. New building codes and zoning fee schedule to enhance department revenues.
2. Treated 195 and removed 77 ash trees per Emerald Ash Borer Management Plan.
3. Developed Wayfinding identification signs per City Downtown Wayfinding Program.
4. Closeout Federal Neighborhood Stabilization Program (NSP).
5. Council approved of Quincy Next Strategic Plan Program.
6. Assisted The District with SSA Renewal
7. Received \$71,000 IHDA grant for abandon property i.e. Fix or Flatten Program

**BUDGET SUMMARY**

P&D permit revenues for FY 18/19 is projected to be up due to Ordinance increasing permit fees. Council authorization of a new permit fee program will enhance Department revenues in the future. In the FY 18 budget, enterprise zone revenues of nearly \$85,000 made up for less permit fees collected. Permit fees and other revenues are expected to generate \$362,300 in FY 18/19

Planned expenditures for FY 18/19 are \$774,632 and are down 20.5% over the Revised Budget FY 17/18 budget of \$973,804. Planned expenses in landfill and demolitions were reduced from \$55,600 to \$25,500 based on FY 16/17 actual expenditures. The planned hiring of a nuisance abatement inspector has been cut from the FY 18/19 budget.

Operating subsidy from General Fund is proposed in FY 18/19 at \$337,545, which is a decline of nearly 30% from last year's budget. P&D also receives \$60,000 subsidy funding from the revolving loan funds. Staffing levels will drop by one full-time employee (Nuisance Inspector) in FY 18/19; while we continue to utilize a part-time plumbing inspector.

**REVENUE SUMMARY**

ACCOUNT NUMBER	2018/2019		2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Other Income	30,700	26.73%	24,225	5,519	8,771
Charges for Services	331,600	7.94%	307,200	294,071	425,864
Local Econ Dev/Rehab Grant	-	-100.00%	30,000	25,000	30,000
Transfers from Other Funds	397,545	-26.26%	539,153	483,520	407,160
<b>Total</b>	<b>759,845</b>	<b>-15.63%</b>	<b>900,578</b>	<b>808,110</b>	<b>871,795</b>

**EXPENSE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019		2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	411,631	-12.55%	470,700	433,894	421,662
Benefits	176,493	-9.64%	195,319	172,394	186,122
Contractual Services	122,918	-50.99%	250,800	262,066	151,952
Commodities	3,900	-48.62%	7,591	4,666	2,722
Capital Outlay	-	-100.00%	149	-	1,516
Miscellaneous	44,903	-8.82%	49,245	52,476	45,642
<b>Totals</b>	<b>759,845</b>	<b>-21.97%</b>	<b>973,804</b>	<b>925,496</b>	<b>809,616</b>

Totals by Division

2411 Protective Inspection	364,225	-20.71%	459,341	418,024	419,423
6310 Administration	379,000	-23.90%	498,023	497,681	379,309
6315 Planning Commision	7,200	-10.00%	8,000	8,233	5,914
6316 Historic Preservation	6,920	-1.70%	7,040	23	2,296
6317 Board of Appeals	2,500	78.57%	1,400	1,535	2,674
<b>Totals</b>	<b>759,845</b>	<b>-21.97%</b>	<b>973,804</b>	<b>925,496</b>	<b>809,616</b>

**STAFFING**

	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Full Time Positions	6.40	7.40	7.40	7.40
Part Time Positions	1.00	0.00	0.00	1.00

The Planning and Development Staffing is as follows:

Director of Planning and Development	1.00
Administrative Assistant	1.00
Community Development Planners	1.40
Building Official	1.00
Code Enforcement Officers	2.00 FT
Code Enforcement Officers	1.00 PT
<b>Total</b>	<b>7.40</b>

**PLANNING & DEVELOPMENT FUND**

**REVENUE  
DETAIL**

**REVENUES**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
201-0000-331.01-01	Interest Income		25	207	147
201-0000-331.04-00	Origination & Loan Fees	6,000	15,000	4,831	6,724
201-0000-342.09-00	Other	24,200	4,200		
201-0000-350.00-00	Sale of Property	500	5,000	481	1,900
201-0000-361.04-01	Freedom of Info Copies	-	-		
201-0000-364.01-00	Building Permits	174,000	150,000	129,736	164,857
201-0000-364.02-00	Electrical Lic./Permits	65,000	71,000	48,347	69,368
201-0000-364.03-00	Plumbing Lic./Permits	21,000	20,000	11,981	21,888
201-0000-364.04-00	Revocable Lic./Permits				
201-0000-364.07-00	Special Zoning Permits	21,000	16,000	15,940	15,630
201-0000-364.09-00	Zoning/Sub-division Fees	600	200	800	
201-0000-364.10-00	Waived Permit Fees				(325)
201-0000-364.11-00	Enterprise Zone Permit Fees	50,000	50,000	84,767	154,446
201-0000-365.02-00	Demolition Reimbursements		-	2,500	
201-0000-383.01-03	Local Econ Dev/Rehab Grant		-		
201-0000-383.01-04	Matching		30,000	25,000	30,000
201-0000-383.02-03	State Econ Dev/Rehab Grant		-		
201-0000-391.01-01	Trnsfr from General Fund	337,545	476,273	420,640	265,040
201-0000-391.01-03	Transfer from Hsg Resorce Fund				
201-0000-391.01-03	Trnsfr from Hsg Rsr Fnd 203		-		
201-0000-391.01-36	Trnsfr from Econ Dev RLF 701	10,000	12,880	12,880	69,620
201-0000-391.01-37	Trnsfr from CDAP RLF 702	25,000	25,000	25,000	5,500
201-0000-391.01-38	Trnsfr from CBD RLF 703	25,000	25,000	25,000	27,000
201-0000-391.01-52	Spec. Tax Alloc-TIF	-	-		40,000
	<b>Total</b>	<b>759,845</b>	<b>900,578</b>	<b>808,110</b>	<b>871,795</b>

**PLANNING & DEVELOPMENT FUND  
PROTECTIVE INSPECTIONS**

**INSPECTIONS**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
201-2411-402.11-01	Regular Salary/Wages	145,554	175,321	151,513	187,079
201-2411-402.11-03	Sick Pay		200	198	198
201-2411-402.11-04	Holiday Pay	8,376	11,273	8,287	11,813
201-2411-402.11-15	Vacation Pay	7,391	11,669	6,553	12,537
201-2411-402.11-17	Sick Pay Buy Back	4,718	22,485	22,718	4,517
201-2411-402.11-18	Vacation Pay Buy Back		6,106	6,884	
201-2411-402-12-01	Temporary Wages	15,600		7,800	
201-2411-402.21-01	Group Insurance	35,485	46,427	34,373	48,010
201-2411-402.21-03	Board Paid Life Ins.	204	272	220	267
201-2411-402.21-04	Workers' Compensation	24,813	23,631	23,631	28,471
201-2411-402.22-01	Social Security	11,727	15,389	11,940	12,242
201-2411-402.22-02	Medicare	2,743	3,599	2,792	2,863
201-2411-402.22-03	Unemployment Comp.	300	500	500	500
201-2411-402.23-01	IMRF	18,551	27,997	21,930	24,502
	<b>Subtotals</b>	<b>275,462</b>	<b>344,869</b>	<b>299,339</b>	<b>332,999</b>
<b>Contracted Services</b>					
201-2411-402.31-02	Contracted Legal	-	-	-	-
201-2411-402.31-05	Prof Svcs - Other	-	1,020	1,017	
201-2411-402.33-02	Landfill Fees	3,000	13,873	3,908	2,898
201-2411-402.36-01	Fleet Maintenance	3,500	4,000	1,969	3,436
201-2411-402.37-01	Demolitions	22,500	33,500	48,200	22,350
201-2411-402.37-02	Nuisance Abatements	500	480	294	748
201-2411-402.38-01	MICA	8,742	8,326	8,326	10,031
201-2411-402.39-01	Communications	1,700	1,800	1,094	1,619
201-2411-402.39-02	Advertising/Publishing	800	1,000	2,500	730
201-2411-402.39-03	Printing & Binding	100	200	70	67
201-2411-402.39-04	Travel	300	-	216	242
201-2411-402.39-05	Mileage Reimbursement	-	-	183	
201-2411-402.39-07	Regist, Schools, Meetings	1,500	1,500	1,168	1,262
201-2411-402.39-08	Contracted Services	14,800	10,480	10,028	10,276
	<b>Subtotals</b>	<b>57,442</b>	<b>76,179</b>	<b>78,973</b>	<b>53,658</b>
<b>Commodities</b>					
201-2411-402.41-01	Postage	800	900	650	804
201-2411-402.41-02	Office Supplies	-	468	468	
201-2411-402.44-00	Books & Periodicals	200	1,000	347	160
	<b>Subtotals</b>	<b>1,000</b>	<b>2,368</b>	<b>1,465</b>	<b>964</b>
<b>Capital Outlay</b>					
201-2411-402.52-08	Controllable		52		695
	<b>Subtotals</b>	<b>-</b>	<b>52</b>	<b>-</b>	<b>695</b>
<b>Miscellaneous</b>					
201-2411-402.61-01	Dues	500	425	210	465
201-2411-402.61-04	Other	8,500	14,127	14,719	9,321
201-2411-402.61-08	Bad Debt Expense			1,990	
201-2411-402.65-01	Administrative	9,991	9,991	9,990	9,991
201-2411-402.65-02	Space	11,330	11,330	11,338	11,330
	<b>Subtotals</b>	<b>30,321</b>	<b>35,873</b>	<b>38,247</b>	<b>31,107</b>
	<b>Totals</b>	<b>364,225</b>	<b>459,341</b>	<b>418,024</b>	<b>419,423</b>



**PLANNING & DEVELOPMENT FUND  
COMMERCIAL DEVELOPMENT**

**COMMUNITY DEVELOPMENT-ADMINISTRATION**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
201-6310-408.11-01	Regular Salary/Wages	195,593	186,262	176,381	175,957
201-6310-408.11-03	Sick Pay		1,242	2,182	1,097
201-6310-408.11-04	Holiday Pay	11,193	10,831	10,610	11,080
201-6310-408.11-15	Vacation Pay	8,785	10,266	13,725	11,515
201-6310-408.11-16	Major Medical			2,065	
201-6310-408.11-17	Sick Pay Buy Back	10,221	24,978	24,978	5,868
201-6310-408.11-18	Vacation Pay Buy Back	-	5,867		
201-6310-408.21-01	Group Insurance	39,277	30,411	31,877	27,932
201-6310-408.21-03	Board Paid Life Ins.	232	232	225	226
201-6310-408.21-04	Workers' Compensation	979	932	932	1,123
201-6310-408.22-01	Social Security	13,999	14,948	14,183	12,852
201-6310-408.22-02	Medicare	3,275	3,291	3,317	3,006
201-6310-408.22-03	Unemployment Comp.	400	425	425	425
201-6310-408.23-01	IMRF	24,138	26,895	26,049	23,705
	<b>Subtotal</b>	<b>308,092</b>	<b>316,580</b>	<b>306,949</b>	<b>274,786</b>
<b>Contractual Services</b>					
201-6310-408.31-01	Audit	5,957	5,877	5,288	5,293
201-6310-408.31-04	Engineering/Architectural		-		
201-6310-408.31-05	Other	20,000	119,250	132,707	53,375
201-6310-408.35-03	R&M-Office Furn & Equip	300	500	-	
201-6310-408.36-03	Equip and Vehicle Rental	3,500	4,000	2,690	3,254
201-6310-408.38-01	MICA	3,719	3,542	3,542	4,267
201-6310-408.38-03	Employee Bonds			49	
201-6310-408.39-01	Communications	150	500	144	145
201-6310-408.39-02	Advertising/Publishing	400	400	469	521
201-6310-408.39-03	Printing & Binding	100	200	342	61
201-6310-408.39-04	Travel	1,100	1,500	1,698	1,016
201-6310-408.39-05	Mileage Reimbursement	4,000	4,000	5,002	4,475
201-6310-408.39-07	Regist, Schools, Meetings	1,000	1,000	835	670
201-6310-408.39-08	Contracted Services	15,000	23,352	20,184	15,000
	<b>Subtotal</b>	<b>55,226</b>	<b>164,121</b>	<b>172,950</b>	<b>88,078</b>
<b>Commodities</b>					
201-6310-408.41-01	Postage	500	500	684	477
201-6310-408.41-02	Office Supplies	1,000	3,168	2,839	975
201-6310-408.44-00	Books & Periodicals	-	75	30	
201-6310-408.46-11	Other		500		(24)
	<b>Subtotal</b>	<b>1,500</b>	<b>4,243</b>	<b>3,553</b>	<b>1,428</b>
<b>Capital Outlay</b>					
201-6310-408.52-08	Controllable		97		821
<b>Miscellaneous</b>					
201-6310-408.61-01	Dues	1,000	1,800	1,868	986
201-6310-408.61-04	Other	3,500	1,500	2,680	3,520
201-6310-408.65-01	Administrative	5,665	5,665	5,664	5,675
201-6310-408.65-02	Space	4,017	4,017	4,017	4,017
	<b>Subtotal</b>	<b>14,182</b>	<b>12,982</b>	<b>14,229</b>	<b>14,198</b>
	<b>Totals</b>	<b>379,000</b>	<b>498,023</b>	<b>497,681</b>	<b>379,309</b>

**PLANNING & DEVELOPMENT FUND  
COMMERCIAL DEVELOPMENT**

**PLANNING COMMISSION**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Contractual Services</b>					
201-6315-408.31-05	Other	-	-	-	-
201-6315-408.39-02	Advertising/Publishing	5,500	6,600	7,722	5,275
201-6315-408.39-03	Printing/Binding				
201-6315-408.39-08	Contracted Services	350	500	485	315
	<b>Subtotal</b>	<b>5,850</b>	<b>7,100</b>	<b>8,207</b>	<b>5,590</b>
<b>Commodities</b>					
201-6315-408.41-01	Postage	350	900	26	324
201-6315-408.41-02	Office Supplies	-	-		
201-6315-408-61-04	Other	1,000			
	<b>Subtotal</b>	<b>1,350</b>	<b>900</b>	<b>26</b>	<b>324</b>
	<b>Totals</b>	<b>7,200</b>	<b>8,000</b>	<b>8,233</b>	<b>5,914</b>

**PLANNING & DEVELOPMENT FUND  
COMMUNITY DEVELOPMENT**

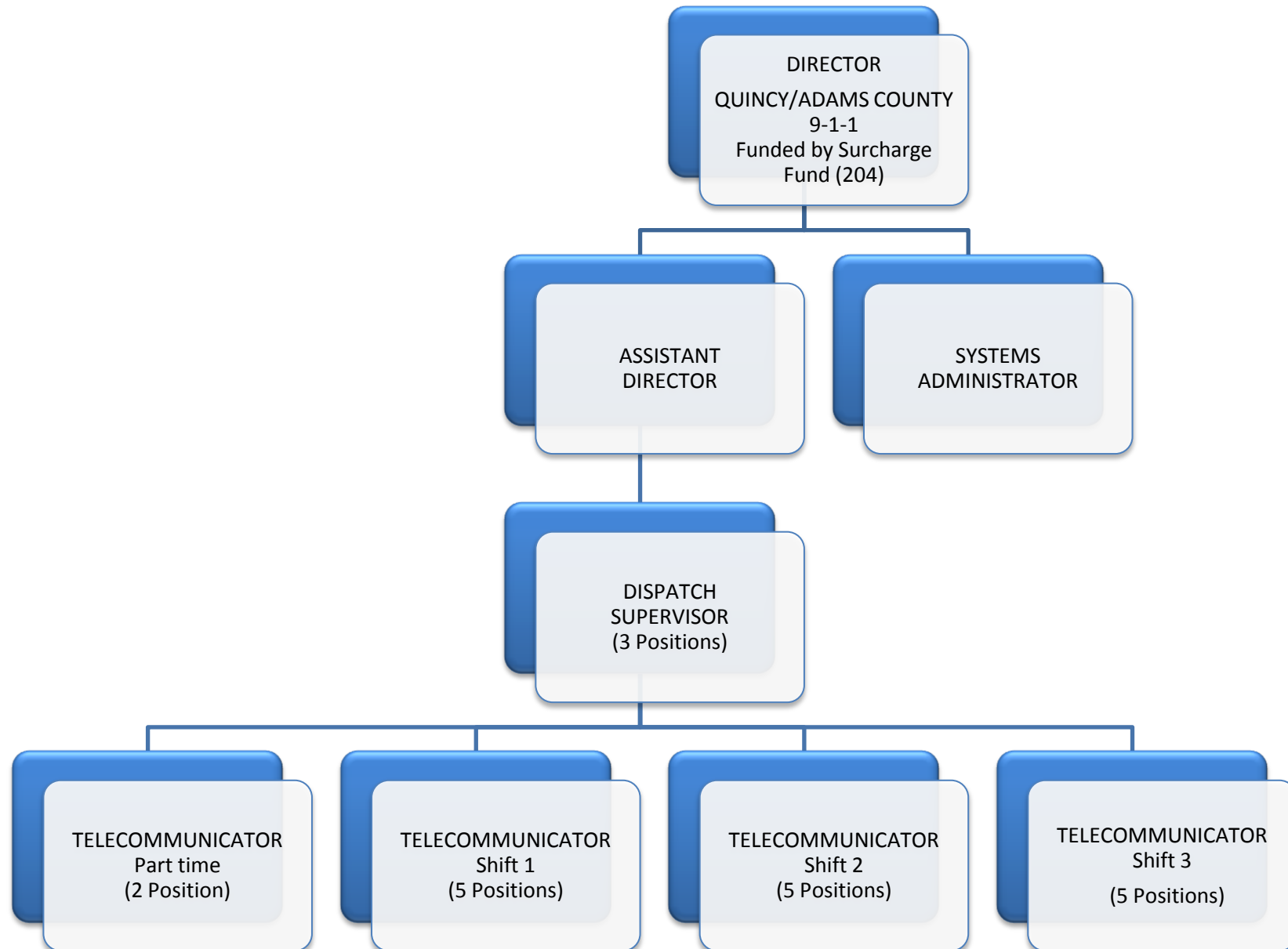
**HISTORIC PRESERVATION COMMISSION**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
201-6316-408.12-01	Temporary Salary/Wages	4,200	4,200	-	-
201-6316-408.22-01	Social Security	300	300	-	-
201-6316-408.22-02	Medicare	70	70	-	-
		<u>4,570</u>	<u>4,570</u>	-	-
<b>Contractual Services</b>					
201-6316-408.31-05	Other	-	-	-	-
201-6316-408.39-02	Advertising/Publishing	200	200	-	194
201-6316-408.39-03	Printing & Binding	1,100	1,200	1	1,085
201-6316-408.39-04	Travel	-	-	-	-
201-6316-408.39-05	Mileage Reimbursement	-	-	-	-
201-6316-408.39-07	Regist, Schools, Meetings	100	100	100	72
201-6316-408.39-08	Contracted Services	500	500	300	600
	<b>Subtotals</b>	<u>1,900</u>	<u>2,000</u>	<u>401</u>	<u>1,952</u>
<b>Commodities</b>					
201-6316-408.41-01	Postage	50	80	1	6
201-6316-408.44-00	Books/Periodicals	-	-	-	-
201-6316-408.46-11	Other	-	-	(379)	-
	<b>Subtotals</b>	<u>50</u>	<u>80</u>	<u>(378)</u>	<u>6</u>
<b>Miscellaneous</b>					
201-6316-408.61-01	Dues	-	50	-	-
201-6316-408.61-04	Other	400	340	-	338
	<b>Subtotals</b>	<u>400</u>	<u>390</u>	<u>-</u>	<u>338</u>
	<b>Totals</b>	<u><b>6,920</b></u>	<u><b>7,040</b></u>	<u><b>23</b></u>	<u><b>2,296</b></u>

**PLANNING & DEVELOPMENT  
COMMUNITY DEVELOPMENT**

**BOARD OF APPEALS**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Contractual Services</b>					
201-6317-408.39-02	Advertising/Publishing	2,500	1,400	1,535	2,674
<b>Miscellaneous</b>					
201-6317-408.61-04	Other	-	-	-	-
	<b>Totals</b>	<u><b>2,500</b></u>	<u><b>1,400</b></u>	<u><b>1,535</b></u>	<u><b>2,674</b></u>



**PURPOSE**

Quincy/Adams County 9-1-1 Center is an inter-governmental agency of both City of Quincy and the Adams County. The oversight authority is the City of Quincy and Adams County 9-1-1 Communications Systems Governing Board that consists of eleven members: three city alderman, three county board members, Quincy Police Chief, Quincy Fire Chief, Adams County Sheriff, Adams County Ambulance Director, and the Secretary of the Adams County Rural Fire Protection District Association. City of Quincy Alderman Mike Farha is the current 9-1-1 Governing Board Chairman. The City of Quincy and Adams County Joint Emergency Telephone System Board will replace the 9-1-1 governing board as oversight authority by July 1, 2018 due to changes to State Law. The 9-1-1 Director is the chief executive for Quincy/Adams County 9-1-1 System and reports directly to the 9-1-1 Governing Board. The 9-1-1 Director also functions as a department head in both the city and county governments. Funding is provided by the City of Quincy at 60% and Adams County at 40%.

**GOALS/OBJECTIVES**

It is the objective of the Quincy/Adams County 9-1-1 Communication Center Public Safety Answering Point (PSAP) to provide the citizens of the City of Quincy and Adams County with the most efficient emergency communications possible.

Center Philosophy. The Quincy/Adams County 9-1-1 Communication Center is a cooperative effort by public safety emergency service agencies including the Quincy Police Department, the Quincy Fire Department, Adams County Rural Fire Departments, the Adams County Ambulance and Emergency Service, and the Adams County Sheriff's Department. In public safety dispatching, the immediacy of many incidents cannot be overemphasized. Speedy communications can mean the difference between capturing a suspect and letting him get away, preventing a major fire and letting one escalate, or even life and death. Further, accuracy in communication is of utmost importance. Achievement of both speed and accuracy is the mark of successful public safety dispatching.

Goals. There are two primary goals for effective and efficient 9-1-1 dispatching:

- To provide 24-hour per day availability for receiving 9-1-1 and other public safety calls and dispatching law enforcement, fire protection, and emergency medical and ambulance services as needed.
- To provide an effective and efficient system that processes incoming calls and, as necessary, dispatch response units in an accurate and speedy manner.

These goals emphasize the need for emergency communications to be available to callers at all times, day or night, throughout the year, and to focus on two essential features of dispatching: doing the job well and doing it quickly.

**PAST FISCAL YEAR HIGHLIGHTS**

911 Calls

Landline 9-1-1 Calls	5,756	17.4%
Wireless 9-1-1 Calls	26,184	79.1%
VOIP 9-1-1 Calls	1,059	3.2%
Text to 9-1-1 Calls	83	.3%
<b>TOTAL 9-1-1 CALLS</b>	<b>33,082</b>	<b>100.0%</b>

ALL CALLS

9-1-1 Calls	33,082	29.8%
Non-Emergency Calls	74,665	67.3%
Alarm Line Calls	3,162	2.9%
<b>TOTAL ALL CALLS</b>	<b>110,909</b>	<b>100.0%</b>

CAD Incident Tickets

Quincy Police	36,389	59.9%
Adams Co Sheriff	11,034	18.1%
Quincy Fire	4,398	7.2%
Tri-Township Fire	638	1.0%
Ambulance	7,943	13.1%
Rural Fire Depts	394	.6%
<b>TOTAL CAD INCIDENTS</b>	<b>60,796</b>	<b>100%</b>

**REVENUE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019	% Change	2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET		REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Other Reimbursements	-		-	157	-
Public Reimbursements	-		-	-	-
Adams County	528,550	-2.44%	541,766	503,936	500,856
General Fund	792,824	-2.44%	812,650	755,905	739,400
<b>Total</b>	<b>1,321,374</b>	<b>-2.44%</b>	<b>1,354,416</b>	<b>1,259,998</b>	<b>1,240,256</b>

**EXPENSE SUMMARY**

ACCOUNT NUMBER	2018/2019	% Change	2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET		REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	922,087	3.67%	889,422	836,650	828,076
Benefits	378,287	3.02%	367,207	330,737	327,662
Contractual Services	21,000	-72.09%	75,236	68,800	60,326
Commodities	-	-100.00%	24,991	23,588	23,745
Miscellaneous	-	-100.00%	460	223	321
<b>Totals</b>	<b>1,321,374</b>	<b>-2.65%</b>	<b>1,357,316</b>	<b>1,259,998</b>	<b>1,240,131</b>

**STAFFING**

	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Full Time Positions	20	20	20	20
Part Time Positions	2	2	1	1

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019	2017/2018	2017/2018	2016/2017
		PROPOSED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
202-0000-342.09-00	Other Reimburse	-	-	157	-
202-0000-361.05-03	Public Reimbur	-	-	-	-
202-0000-382.01-01	Adams County	528,550	541,766	503,936	500,856
202-0000-391.01-01	General Fund	792,824	812,650	755,905	739,400
<b>Total</b>		<b>1,321,374</b>	<b>1,354,416</b>	<b>1,259,998</b>	<b>1,240,256</b>

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
202-2310-402.11-01	Regular Salary/Wages	706,661	670,783	660,738	638,089
202-2310-402.11-02	Overtime	74,000	74,000	61,365	72,067
202-2310-402.11-03	Sick Pay	20,230	20,863	16,392	19,715
202-2310-402.11-04	Holiday Pay	38,715	37,205	37,124	33,664
202-2310-402.11-15	Vacation Pay	50,589	50,242	44,314	47,891
202-2310-402.11-17	Sick Pay Buy Back	18,427	19,122	11,158	8,978
202-2310-402.11-18	Vacation Pay Buy Back	7,241	11,383	-	1,781
202-2310-402.11-19	Personal Day Pay	2,760	2,705	3,242	3,015
202-2310-402.11-20	Personal Day Pay Buy Back	3,464	3,119	2,317	2,876
202-2310-402.21-01	Group Insurance	197,673	187,039	164,575	161,013
202-2310-402.21-03	Board Paid Life Ins.	1,368	1,368	1,326	1,262
202-2310-402.21-04	Workers' Compensation	2,956	2,815	2,815	3,391
202-2310-402.22-01	Social Security	57,169	55,144	49,410	49,606
202-2310-402.22-02	Medicare	13,370	12,897	11,556	11,602
202-2310-402.22-03	Unemployment Comp.	2,500	2,625	2,625	2,500
202-2310-402.23-01	IMRF	98,571	100,327	93,762	94,082
202-2310-402.23-07	911 IAM National Pension	4,680	4,992	4,668	4,206
	<b>Subtotal</b>	<b>1,300,374</b>	<b>1,256,629</b>	<b>1,167,387</b>	<b>1,155,738</b>
<b>Contractual Services</b>					
202-2310-402.31-01	Audit	-	1,601	1,594	1,595
202-2310-402.31-02	Contracted Legal	-	2,900	2,900	-
202-2310-402.34-03	Custodial Services	-	3,250	4,000	3,000
202-2310-402.35-01	Repair & Maint-Buildings	-	13,500	14,606	6,719
202-2310-402.35-03	R&M-Office Furn & Equip	12,000	2,500	525	290
202-2310-402.38-01	MICA	-	12,245	12,245	14,753
202-2310-402.39-01	Communications	9,000	31,740	27,363	27,729
202-2310-402.39-02	Advertising/Publishing	-	300	606	1,285
202-2310-402.39-03	Printing & Binding	-	500	350	315
202-2310-402.39-04	Travel	-	2,300	1,325	735
202-2310-402.39-05	Mileage Reimbursement	-	1,500	1,470	1,535
202-2310-402.39-07	Regist, Schools, Meetings	-	2,900	1,816	2,370
	<b>Subtotal</b>	<b>21,000</b>	<b>75,236</b>	<b>68,800</b>	<b>60,326</b>
<b>Commodities</b>					
202-2310-402.41-01	Postage	-	300	146	286
202-2310-402.41-02	Office Supplies	-	2,091	2,719	2,008
202-2310-402.42-02	Electricity	-	19,000	18,114	18,412
202-2310-402.45-02	Custodial Supplies	-	500	442	426
202-2310-402.45-03	Equipment Consumable	-	500	133	587
202-2310-402.45-04	Equip Replacement Parts	-	500	81	466
202-2310-402.47-01	Clothing/Uniforms	-	2,100	1,953	1,560
202-2310-402.47-03	Training Supplies	-	-	-	-
	<b>Subtotal</b>	<b>-</b>	<b>24,991</b>	<b>23,588</b>	<b>23,745</b>
<b>Miscellaneous</b>					
202-2310-402.61-01	Dues	-	460	137	321
202-2310-402.61-04	Other	-	-	86	-
	<b>Subtotal</b>	<b>-</b>	<b>460</b>	<b>223</b>	<b>321</b>
	<b>Totals</b>	<b>1,321,374</b>	<b>1,357,316</b>	<b>1,259,998</b>	<b>1,240,131</b>

**FUND 203 HOUSING RESOURCE FUND**

**SUMMARY**

The Housing Resource Fund is used to fund Housing development projects when other grant sources are not available. The main source of revenue is the administrative cost share from housing grants. The Housing grants vary and are not always closed out annually, so revenue/expenses fluctuate by year. These funds are also used to loan other housing funds to cover contractor payments, etc. pending receipt of reimbursement .

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
203-0000-331.01-01	Deposit Accounts	250	250	417	243
203-0000-342.09-00	Miscellaneous Other				
203-0000-361.05-02	Admin Fees	10,000	10,000	23,998	23,998
203-0000-363.09-01	Cost Share -Administrative	-			
203-0000-391.01-53	Two Rivers Rental Rehab	-	-		-
	<b>Totals</b>	<b>10,250</b>	<b>10,250</b>	<b>24,415</b>	<b>24,241</b>

**EXPENSE SUMMARY**

	2018/2019 PROPOSED BUDGET	% Change	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
Contractual Services	54,743	0.00%	54,743	664	-
Miscellaneous	1,200	0.00%	1,200	-	-
Transfers	-	#DIV/0!	-	-	-
<b>Totals</b>	<b>55,943</b>	<b>0.00%</b>	<b>55,943</b>	<b>664</b>	<b>-</b>

**EXPENDITURE DETAIL**

**Contractual Services**

203-6313-408.31-02	Contracted Legal	500	500		
203-6313-408.31-04	Engineering/Architectural	1,000	1,000		
203-6313-408.31-05	Prof Svcs - Other	3,000	3,000	552	
203-6313-408.35-01	Repair & Maint - Buildings			112	
203-6313-408.35-06	Infrastructure	50,243	50,243		
203-6313-408.39-08	Contracted Svcs	-			
	<b>Subtotal</b>	<b>54,743</b>	<b>54,743</b>	<b>664</b>	<b>-</b>

**Miscellaneous**

203-6313-408.61-04	Miscellaneous-Other	1,200	1,200		303
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**Transfers**

203-1801-491.62-02	Planning & Development	-	-		
203-1802-408.62-96	Two Rivers Regional Cncl			-	-
	<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Totals</b>		<b>55,943</b>	<b>55,943</b>	<b>664</b>	<b>303</b>
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**PURPOSE**

The Quincy/Adams County 9-1-1 Governing Board also receives monthly revenue from the Illinois State 9-1-1 surcharge for Fund 204. Fund 204 earmarks a portion for operating expenses; the balance of the revenue is allotted for capital savings for capital equipment purchases in accordance with the 9-1-1 Governing Board's long-range Capital Equipment Replacement Plan.

**GOALS/OBJECTIVES**

To continue to allocate surcharge funding for capital projects and allowable operational expenses per Emergency Telephone Systems Act. (ETSA)

**BUDGET SUMMARY**

The capital outlay is planned as follows: \$700,000 for radio infrastructure, (9-1-1 center's contribution to the new city/county 9-1-1 radio infrastructure) \$48,500 for UPS batteries and digital logging equipment. \$361,000 will go to operation expenses.

**REVENUE SUMMARY**

DESCRIPTION	2018/2019 PROPOSED BUDGET	% Change	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
Taxes	588,000	6.52%	552,000	595,988	641,789
Interest	3,600	0.00%	3,600	5,355	2,681
Other	-	#DIV/0!	-	1,320	-
<b>Total</b>	<b>591,600</b>	<b>6.48%</b>	<b>555,600</b>	<b>602,663</b>	<b>644,470</b>

**EXPENSE SUMMARY**

ACCOUNT NUMBER	2018/2019 PROPOSED BUDGET	% Change	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
Salaries	92,643	3.07%	89,886	76,168	33,276
Benefits	17,282	17.05%	14,764	14,666	6,336
Contractual Services	220,567	47.64%	149,400	128,802	147,007
Commodities	29,900	#DIV/0!	-	4,022	4,022
Capital Outlay	1,094,608	-8.82%	1,200,549	1,045,347	156,748
Miscellaneous	600	#DIV/0!	-	-	-
<b>Totals</b>	<b>1,455,600</b>	<b>0.07%</b>	<b>1,454,599</b>	<b>1,269,005</b>	<b>347,389</b>

**STAFFING**

	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Full Time Positions	1	1	0	0

FUND 204 9-1-1 SURCHARGE FUND

SUMMARY

REVENUE DETAIL					
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
204-0000-314.02-08	IL State 9-1-1 Surcharge	588,000	552,000	595,988	641,789
204-0000-331.01-01	Interest Income	3,600	3,600	5,355	2,681
204-0000-342.09-00	Other	-	-	1,320	-
204-0000-382.01-10	Local/Restricted Contrib	-	200,000	-	-
	<b>Totals</b>	<b>591,600</b>	<b>755,600</b>	<b>602,663</b>	<b>644,470</b>

EXPENDITURE DETAIL					
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
204-2310-402.11-01	Regular Salary/Wages	65,924	64,631	64,794	25,971
204-2310-402.11-04	Holiday Pay	3,485	3,417	3,411	2,256
204-2310-402.11-15	Vacation Pay	6,099	5,979	5,686	2,793
204-2310-402.11-17	Sick Pay Buy Back	10,455	10,250	1,708	1,692
204-2310-402.11-18	Vacation Pay Buy Back	6,099	5,040	-	-
204-2310-402.11-19	Personal Day Pay	-	-	569	-
204-2310-402.11-20	Personal Day Pay Buy Back	581	569	-	564
204-2310-402.21-03	Board Paid Life Ins.	70	70	68	29
204-2310-402.21-04	Workers' Compensation	150	150	150	-
204-2310-402.22-01	Social Security	5,726	4,731	4,723	2,063
204-2310-402.22-02	Medicare	1,339	1,106	1,204	483
204-2310-402.22-03	Unemployment Comp.	125	100	-	-
204-2310-402.23-01	IMRF	9,872	8,607	8,521	3,762
	<b>Subtotal</b>	<b>109,925</b>	<b>104,650</b>	<b>90,834</b>	<b>39,612</b>
<b>Contractual Services</b>					
204-2310-402-31-01	Audit	1,601	-	-	-
204-2310-402-31-02	Contracted Legal	2,000	-	-	-
204-2310-402-34-03	Custodial	3,250	-	-	-
204-2310-402.35-01	R&Maint-Building	-	-	600	-
204-2310-402.35-03	R& Maint-Office Equip	133,059	104,000	92,944	112,515
204-2310-402.38-01	MICA	12,857	-	-	-
204-2310-402.39-01	Communications	56,000	41,000	33,832	30,296
204-2310-402.39-02	Advertising/Publishing	300	-	-	-
204-2310-402.39-03	Printing/Binding	500	-	-	-
204-2310-402.39-04	Travel/Lodging	3,000	-	611	911
204-2310-402.39-05	Mileage Reimbursmnt	2,000	-	-	-
204-2310-402.39-07	Regist,Schools,Meeting	6,000	4,400	815	3,285
	<b>Subtotal</b>	<b>220,567</b>	<b>149,400</b>	<b>128,802</b>	<b>147,007</b>
<b>Commodities</b>					
204-2310-402.41-01	Postage	300	-	-	-
204-2310-402.41-02	Office Supplies	4,000	-	4,022	4,022
204-2310-402.42-02	Electricity	22,000	-	-	-
204-2310-402.45-02	Custodial	1,500	-	-	-
204-2310-402.47-01	Clothing/Uniforms	2,100	-	-	-
		<b>29,900</b>	<b>-</b>	<b>4,022</b>	<b>4,022</b>

**FUND 204 9-1-1 SURCHARGE FUND**

**SUMMARY**

		2018/2019	2017/2018	2017/2018	2016/2017
		PROPOSED	REVISED	PROJECTED	YTD
		BUDGET	BUDGET	ACTUAL	ACTUAL
<b>Capital Outlay</b>					
204-2310-402.52-02	Buildings	-	-	-	-
204-2310-402.52-03	Improv other than Bldgs	-	-	6,412	-
204-2310-402.52-04	Office Equipment	1,094,608	1,200,549	1,010,800	153,203
204-2310-402.52-05	Machinery & Equip	-	-	-	-
204-2310-402.52-08	Controllable			28,135	3,545
	<b>Subtotal</b>	<b>1,094,608</b>	<b>1,200,549</b>	<b>1,045,347</b>	<b>156,748</b>
<b>Miscellaneous</b>					
204-2310-402.61-04	Misc/other	600	-	-	-
	<b>Totals</b>	<b>1,455,600</b>	<b>1,454,599</b>	<b>1,269,005</b>	<b>347,389</b>

**PURPOSE**

The Franchise Fee "Green Energy" Fund was created in FY 2012 following passage of a resolution on March 7, 2011. The Ameren Illinois electric and gas franchise fees are the source of revenue for this fund. The current agreement is effective 12/1/2010 and expires 12/1/2020. The franchise revenues may be used as follows: 1) To fund utility costs that were once considered "utility credits" 2) use 50% of the balance to fund energy efficiency related improvements to city facilities and 3) use 50% of the balance to pay down the city hall's HVAC debt, fund city pension liabilities, and pay down other city bond indebtedness.

**GOALS/OBJECTIVES**

In FY 2018, the fund will transfer \$398,667 to the General Fund: \$52,511 for lost utility credits, \$173,078 to Fire Pension and \$173,068 to Police Pension. In addition, \$23,000 will be transferred to the 2013B HVAC debt service fund to pay for the city hall HVAC improvement.

**PAST FISCAL YEAR HIGHLIGHTS**

During FY 2017, the Franchise Fee "Green Energy" funds addition, the Green Energy funds transferred \$330,738 towards the police/fire pensions, transferred \$52,511 to General Fund for utility credit, and transferred \$23,000 to the HVAC debt service fund.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
205-0000-313.04-00	Franchise Fees/Ameren	436,250	421,667	419,998	406,246
205-0000-331.01-01	Interest Income	1,000	700	1,340	787
	<b>Totals</b>	<b>437,250</b>	<b>422,367</b>	<b>421,338</b>	<b>407,033</b>
<b>Capital Outlay</b>					
205-1899-401.52-02	Buildings	-	-	-	-
205-1899-401.52-05	Machinery & Equipment	-	-	-	-
	<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers</b>					
205-1801-491.62-01	Transfer to General Fund	413,249	398,667	398,667	383,249
205-1801-491.62-19	Transfer to Hydro Bond Fd	-	-	-	-
205-1801-491.62-21	2013B HVAC Proj Pymt Fur	23,000	23,000	23,000	23,000
		436,249	421,667	421,667	406,249
	<b>Totals</b>	<b>436,249</b>	<b>421,667</b>	<b>421,667</b>	<b>406,249</b>

**FUND 210 MOTOR FUEL TAX**

**SUMMARY**

**PURPOSE**

The City expects to receive \$1,020,000 in Motor Fuel Tax (MFT) Funds to be used for street maintenance, street repair and construction material. Major annual MFT Projects include asphalt resurfacing, chip seal resurfacing and pavement crack sealing. Reconstruction of street intersections and major street sections are also funded by MFT Funds.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
210-0000-314.02-09	Motor Vehicle Fuel Tax	1,020,000	1,020,000	1,036,700	1,033,412
210-0000-331.01-01	Interest Income	10,000	10,000	14,170	12,100
210-0000-342.09-00	Misc Revenue/Other	-	-	(9,064)	-
210-0000-383.02-02	State Gov-Infrastruct Grant	-	-	-	133,806
	<b>Totals</b>	<b>1,030,000</b>	<b>1,030,000</b>	<b>1,041,806</b>	<b>1,179,318</b>

**Expenses**

Contractual Services	220,000	30,000	30,951	17,049
Commodities	144,600	207,150	165,678	142,229
Capital Outlay	2,864,438	2,282,398	880,588	1,141,261
Miscellaneous	-	-	24,499	-
Transfers	-	-	-	-
<b>Totals</b>	<b>3,229,038</b>	<b>2,519,548</b>	<b>1,101,716</b>	<b>1,300,539</b>

**EXPENDITURE DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Contractual Services</b>					
210-3713-403.31-04	Engineering/Architectural	16,000	18,000	20,570	15,170
210-3713-403.35-05	Repair & Maint/Other	-	10,000	8,585	-
210-3713-403.35-06	Repair & Maint/Infrastruct	200,000	-	-	1,359
210-3713-403.39-02	Advertising/Publishing	4,000	2,000	1,796	521
	<b>Subtotal</b>	<b>220,000</b>	<b>30,000</b>	<b>30,951</b>	<b>17,049</b>
<b>Commodities</b>					
210-3713-403.46-01	Concrete	41,100	52,500	52,259	28,476
210-3713-403.46-02	Asphalt	43,500	81,000	55,851	25,747
210-3713-403.46-03	Sand, Stone, Gravel	10,000	-	-	-
210-3713-403.46-04	Salt & Cinders	50,000	73,650	57,568	88,007
210-3713-403.46-05	Chemicals	-	-	-	-
	<b>Subtotal</b>	<b>144,600</b>	<b>207,150</b>	<b>165,678</b>	<b>142,229</b>
<b>Capital Outlay</b>					
210-3713-403.52-01	Land	1,500	1,350	1,350	-
210-3713-403.53-02	Streets-Replacement	2,762,938	2,176,048	879,238	1,136,432
210-3713-403.53-04	Traffic Signals	100,000	105,000	-	4,829
210-3713-403.53-09	Infrastructure-Other	-	-	-	-
	<b>Subtotal</b>	<b>2,864,438</b>	<b>2,282,398</b>	<b>880,588</b>	<b>1,141,261</b>
<b>Miscellaneous</b>					
210-3713-403.61-08	Bad Debt Expense	-	-	24,499	-
	<b>Totals</b>	<b>3,229,038</b>	<b>2,519,548</b>	<b>1,101,716</b>	<b>1,300,539</b>

FUND 211 TRAFFIC SIGNAL FUND

SUMMARY

PURPOSE

The Traffic Signal funds receives state funding to maintain the traffic signal equipment at all signalized intersections within the city of Quincy. The Engineering department oversees these operations.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
211-0000-331.01-01	Interest Income	200	100	566	247
211-0000-342.09-00	Other	500	500	869	1,044
211-0000-362.03-02	Signs/Posts/Signals	2,000	2,000	52,099	40,975
211-0000-383.02-01	State Operating Grants	15,000	15,000	18,198	16,623
	<b>Totals</b>	<b>17,700</b>	<b>17,600</b>	<b>71,732</b>	<b>58,889</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
211-3715-403.35-02	Rep & Mnt/ Mach & Equip	2,000	2,000	895	1,904
211-3715-403.35-05	Rep & Mnt/ Other		-		
211-3715-403.35-06	Rep & Mnt/Infrastructure	21,000	22,000	10,303	4,944
211-3715-403.36-01	Fleet Maintenance	2,000	2,000	2,190	2,265
211-3715-403.39-01	Communications	660	100	328	-
211-3715-403.39-04	Travel	500	500	-	-
211-3715-403.39-05	Mileage Reimbursement	250	250	-	-
211-3715-403.39-07	Regist, Schools, Meetings	250	250	825	825
	<b>Subtotal</b>	<b>26,660</b>	<b>27,100</b>	<b>14,541</b>	<b>9,938</b>
<b>Commodities</b>					
211-3715-403.45-01	Building Supplies	100	-	299	-
211-3715-403.45-03	Equipment Consumable	250	250	43	24
211-3715-403.45-04	Equip Replacement Parts	8,000	9,000	6,765	3,954
211-3715-403.45-05	Small Tools/Small Equip.	1,000	500	978	496
211-3715-403.46-11	Other	1,000	800	304	800
	<b>Subtotal</b>	<b>10,350</b>	<b>10,550</b>	<b>8,389</b>	<b>5,274</b>
<b>Miscellaneous</b>					
211-3715-403.61-04	Other	1,367	727	71	198
211-3715-403-61-08	Bad Debt Expense			3,432	
	<b>Totals</b>	<b>38,377</b>	<b>38,377</b>	<b>26,433</b>	<b>15,410</b>

FUND 212 TOWN ROAD TAX FUND

SUMMARY

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
212-0000-312.10-00	Town Road District Levy	3,600	3,600	3,937	3,639
212-0000-331.01-01	Interest Income	300	300	529	407
	<b>Totals</b>	<b>3,900</b>	<b>3,900</b>	<b>4,466</b>	<b>4,046</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
212-1899-403.35-06	Rep & Maint/Infrastructure	-	-	-	-
<b>Capital Outlay</b>					
212-1899-403.52-03	Improv other than Bldgs	-	-	-	-
212-1899-403.53-02	Streets-Replacement	83,900	83,900	-	-
	<b>Subtotal</b>	<b>83,900</b>	<b>83,900</b>	<b>-</b>	<b>-</b>
<b>Miscellaneous</b>					
212-1899-403.61-04	Other	-	-	-	-
	<b>Totals</b>	<b>83,900</b>	<b>83,900</b>	<b>-</b>	<b>-</b>

**FUND 240 POLICE DEPT GRANT FUND**

**SUMMARY**

The Police Department Grant Fund is for any revenue from grants awarded. They include, but are not limited to, Justice Authority Grant (JAG) which may be used for items specifically requested at application. Tobacco and alcohol grant, which may be used for expenses related to tobacco and alcohol stings.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
240-0000-331.01-01	Interest Income	100	100	85	99
240-0000-382.02-02	Attorney General	-	10,000	6,160	-
240-0000-382.03-03	Local Law Enforcement	16,000	11,936	15,776	-
240-0000-382.03-04	Bureau of Justice	-	-	-	-
240-0000-382.03-06	Dept of Transportation	-	-	-	-
	<b>Totals</b>	<b>16,100</b>	<b>22,036</b>	<b>22,021</b>	<b>99</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
240-2110-402.39-08	Contracted Services	-	-	-	-
<b>Commodities</b>					
240-2110-402.46-11	Other	12,000	19,409	8,579	3,126
<b>Capital Outlay</b>					
240-2110-402.52-05	Machinery & Equipment	-	-	-	7,241
240-2110-402.52-06	Vehicles	-	-	-	-
240-2110-402.52-08	Controllable	8,000	5,527	5,527	-
<b>Miscellaneous</b>					
240-2110-402.61-04	Other	-	-	-	-
240-1801-491.62-01	Transfers to General Fund	-	2,000	1,824	1,376
240-1801-402.62-80	Transfers to Adams County	8,000	8,000	7,888	-
	<b>Subtotals</b>	<b>8,000</b>	<b>10,000</b>	<b>9,712</b>	<b>1,376</b>
	<b>Totals</b>	<b>28,000</b>	<b>34,936</b>	<b>23,818</b>	<b>11,744</b>



**FUND 241 POLICE DONATIONS FUND**

**SUMMARY**

The Police Donations Fund is for any monetary donations made to the police department. They include, but are not limited to: Citizens Police Academy Alumni Association, which can be used for the specific purposes voted on by their membership. Harley Owners Group, which can be used for expenses related to the Motor Officer Program.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
241-0000-321.00-00	Donations-Not Restricted	10,000	10,000	6,693	16,377
241-0000-331.01-01	Interest Income	200	200	144	117
241-0000-342.09-00	Misc Other	-	-	500	1,250
241-0000-382.01-10	Restricted Contributions	-	-	-	-
	<b>Totals</b>	<b>10,200</b>	<b>10,200</b>	<b>7,337</b>	<b>17,744</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
241-2110-402.35-04	Vehicles	5,000	5,000	-	-
<b>Commodities</b>					
241-2110-402.46-11	Other	15,000	15,000	2,941	3,829
241-2110-402.47-02	Safety Equipment	10,000	10,000	-	-
<b>Capital Outlay</b>					
241-2110-402.52-05	Machinery & Equipment	-	-	-	9,085
241-2110-402.52-06	Vehicles	-	-	-	-
241-2110-402.52-08	Controllable	-	-	-	1,503
<b>Miscellaneous</b>					
241-2110-402.61-04	Other	-	-	-	-
	<b>Totals</b>	<b>30,000</b>	<b>30,000</b>	<b>2,941</b>	<b>14,417</b>

**FUND 242 STATE FORFEITURE FUND**

**SUMMARY**

The State Forfeiture Fund come from asset forfeiture in regard to state criminal cases. The money comes mostly through the West Central Illinois Task Force. This fund may be used to purchase equipment related to criminal enforcement.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
242-0000-331.01-01	Interest Income	200	200	314	133
242-0000-342.09.00		-	-	3,383	-
242-0000-362.05-02	Drug Fines	1,500	1,500	2,486	1,231
242-0000-382.02-01	State Grants	-	-		
242-0000-382.02-04	State Forfeitures	6,000	6,000	22,330	5,927
	<b>Totals</b>	<b>7,700</b>	<b>7,700</b>	<b>28,513</b>	<b>7,291</b>
<b>Expenses</b>					
<b>Commodities</b>					
242-2110-402.46-11	Other	-	-	329	-
<b>Capital Outlay</b>					
242-2110-402.52-05	Machinery & Equipment	2,400	1,000	-	-
242-2110-402.52-06	Vehicles	7,400	7,200	6,916	-
242-2110-402.52-08	Controllables	7,400	8,800	1,779	425
<b>Miscellaneous</b>					
242-2110-402.61-04	Other	20,000	12,000	11,804	2,309
	<b>Totals</b>	<b>37,200</b>	<b>29,000</b>	<b>20,828</b>	<b>2,734</b>

**FUND 243 FEDERAL FORFEITURE FUND**

Federal Forfeiture Fund: These funds come from asset forfeiture in regard to federal criminal cases. The money comes mostly through the West Central Illinois Task Force. This fund may be used to purchase equipment related to criminal enforcement.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
243-0000-331.01-01	Interest Income	100	100	82	87
243-0000-382.03-02	Federal Forfeiture	5,000	5,000		
	<b>Totals</b>	<b>5,100</b>	<b>5,100</b>	<b>82</b>	<b>87</b>
<b>Expenses</b>					
<b>Capital Outlay</b>					
243-2110-402.52-05	Machinery & Equipment	4,000	4,000	1,734	
243-2110-402.52-06	Vehicles	1,000	1,000	739	
<b>Miscellaneous</b>					
243-2110-402.61-04	Other	9,000	3,000	1,363	4,680
	<b>Totals</b>	<b>14,000</b>	<b>8,000</b>	<b>3,836</b>	<b>4,680</b>

**FUND 244 CRIME LAB FUND**

**SUMMARY**

The Crime Lab Fund receives funding when an offender is ordered to pay certain court cost, fees and fines. Reimbursement fees for cannabis processing done by our Crime Scene Technician are considered a crime lab fee. This fund may be used to purchase items related to crime scene/evidence processing.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
244-0000-331.01-01	Interest Income	100	100	224	137
244-0000-362.01-08	Other Reimbursements	15,000	15,000	17,600	15,472
244-0000-361.01-16	Fingerprinting Fees	1,500	1,500	2,250	2,600
244-0000-362.01-17	Electronic Tickets	2,000	2,000	3,432	3,432
	<b>Totals</b>	<b>18,600</b>	<b>18,600</b>	<b>23,506</b>	<b>21,641</b>
<b>Expenses</b>					
<b>Salaries &amp; Benefits</b>					
244-2110-402.11-02	Overtime	-	-	-	-
244-2110-402.21-01	Group Insurance	-	-	-	-
244-2110-402.22-01	Social Security	-	-	-	-
244-2110-402.22-02	Medicare	-	-	-	-
<b>Contractual Services</b>					
244-2110-402.39-04	Travel	1,000	1,000		
244-2110-402.39-05	Mileage Reimbursement	750	750		
244-2110-402.39-07	Regist, Schools, Mtngs	4,000	4,000		
244-2110-402.39-08	Contracted Services	2,000	2,000	135	150
<b>Commodities</b>					
244-2110-402.41-02	Office Supplies	1,000	1,000		967
244-2110-402.46-11	Operational Supples	14,000	8,741	13,107	10,117
244-2110-402.47-02	Safety Equipment	1,000	750	1,174	1,174
244-2110-402.47-03	Training Supplies	1,000	500		
<b>Capital Outlay</b>					
244-2110-402.52-07	Furniture & Fixtures				
244-2110-402.52-08	Controllable	3,000	2,759	2,658	
<b>Miscellaneous</b>					
244-2110-402.61-04	Other	4,500	4,000	2,386	2,386
	<b>Totals</b>	<b>32,250</b>	<b>25,500</b>	<b>19,460</b>	<b>14,795</b>

**FUND 245 FIRE DEPT EDUCATION & APPARATUS FUND**

**SUMMARY**

The Fire Dept Education and Apparatus Fund has been in existence since before FY 2000.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
245-0000-321.00-00	Donations-Not Restricted	500	500	250	-
245-0000-331.01-01	Interest Income	-	-	48	-
	<b>Totals</b>	<b>500</b>	<b>500</b>	<b>298</b>	<b>-</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
245-2210-402.35-02	Rep & Maint/Mach & Equip	1,000	1,000	-	-
<b>Commodities</b>					
245-2210-402.46-11	Other	1,000	1,000	-	2,107
	<b>Totals</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>	<b>2,107</b>

**FUND 246 FIRE DONATIONS FUND**

**SUMMARY**

The Fire Donations Fund is used for all monetary donations made for fire operations. Some of the past donations have been for thermal imaging cameras, water rescue boat, and fire rehab team.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
246-0000-321.00-00	Donations-Not Restricted	1,000	1,200		3,717
246-0000-331.01-01	Interest Income	-		64	55
246-0000-382.01-10	Restricted Contributions	-			
246-0000-391.01-90	Other				
	<b>Totals</b>	<b>1,000</b>	<b>1,200</b>	<b>64</b>	<b>3,772</b>
<b>Expenses</b>					
<b>Commodities</b>					
246-2210-402.45-06	Vehicle	100	100	-	-
246-2210-402.46-11	Other	1,000	2,396		2,107
	<b>Subtotal</b>	<b>1,100</b>	<b>2,496</b>	<b>-</b>	<b>2,107</b>
<b>Capital Outlay</b>					
246-2210-402.52-05	Machinery & Equipment				1,221
246-2210-402.52-08	Controllable	1,000	2,221		-
		<b>1,000</b>	<b>2,221</b>		<b>1,221</b>
<b>Miscellaneous</b>					
246-2210-402.61-04	Other	-			
	<b>Totals</b>	<b>2,100</b>	<b>4,717</b>	<b>-</b>	<b>3,328</b>

**FUND 247 FIRE DEPARTMENT GRANT FUND**

**SUMMARY**

The Fire Department Grant Fund is specifically for Fire Grant Funds.  
 The Fire Department applied for Federal grant funding in February 2018.  
 This application to the Assistance to Firefighter's grant program is under the umbrella of FEMA.  
 The funding requested was for the following:

- 1) Self Contained Breathing Apparatus (SCBA) with a cost of \$276,980 to replace our current supply that no longer are NFPA compliant and the air cylinders will expire in the spring of 2020.
- 2) Source Capture Vehicle Exhaust Extraction System with a cost of \$143,564. A system would be installed at each station that would be attached to each vehicle's exhaust pipe to capture the exhaust until the vehicle leaves the station. (Cancer Prevention Measure)

There is a 10% match required.

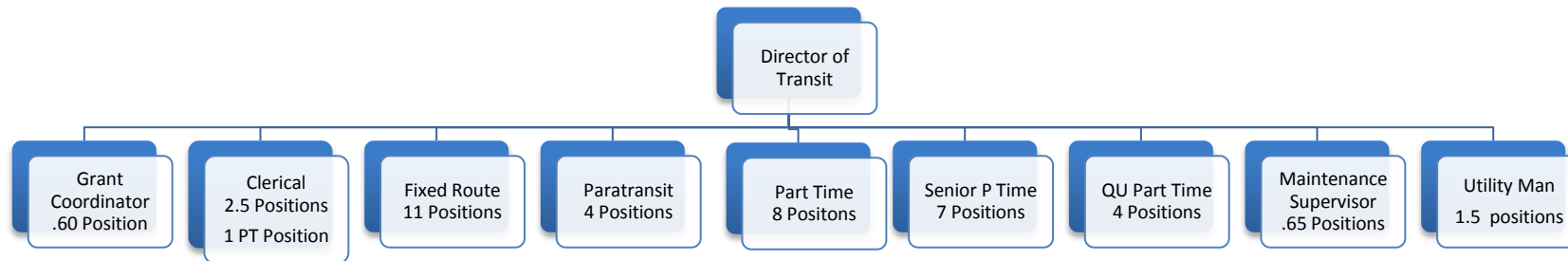
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
247-0000-331.01-01	Interest Income	-			
247-0000-342.09-00	Other	-			
247-0000-382.02-01	State Grants				2,388
247-0000-382.03-05	FEMA Grants	439,342	294,342		
247-0000-391.01-01	General Fund	-			
	<b>Totals</b>	<b>439,342</b>	<b>294,342</b>	<b>-</b>	<b>2,388</b>
<b>Expenses</b>					
<b>Commodities</b>					
247-2210-402.46-11	Operational Supplies	-	-	-	-
<b>Capital Outlay</b>					
247-2210-402.52-05	Machinery & Equipment	-		-	-
247-2210-402.52-08	Controllable	439,342	294,342		2,388
<b>Transfers</b>					
247-2210-491.62-15	To Capital Projects	-	-	-	-
	<b>Totals</b>	<b>439,342</b>	<b>294,342</b>	<b>-</b>	<b>2,388</b>

**FUND 249 POLICE DUI FUND**

**SUMMARY**

The Police DUI Fund receives funding from any person who is found or pleads guilty to Driving Under the Influence and has to pay a fee to the arresting agency. This fund may be used to purchase equipment related to the DUI/Traffic Safety.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
249-0000-331.01-01	Interest Income	500	500	884	587
249-0000-362.01-10	DUI Reimbursement	35,000	35,000	31,589	34,162
	<b>Totals</b>	<b>35,500</b>	<b>35,500</b>	<b>32,473</b>	<b>34,749</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
249-2110-402.39-07	Regist, Schools, Meetings	-	-	-	558
249-2110-402.39-08	Other Contracted Services	-	-	1,045	1,045
<b>Commodities</b>					
249-2110-402.41.01	Postage	-	-	-	-
249-2110-402.41.02	Office Supplies	5,000	5,000	3,809	-
249-2110-402.46-11	Operational Supplies-Other	6,000	6,000	4,243	2,575
		11,000	11,000	8,052	2,575
<b>Capital Outlay</b>					
249-2110-402.52-04	Office Equipment	-	-	-	-
249-2110-402.52-05	Machinery & Equipment	70,000	-	-	-
249-2110-402.52-08	Controllables	50,000	50,000	33,221	1,905
		120,000	50,000	33,221	1,905
<b>Miscellaneous</b>					
242-2110-402.61-04	Other	-	-	-	-
	<b>Totals</b>	<b>131,000</b>	<b>61,000</b>	<b>42,318</b>	<b>6,083</b>



**PURPOSE**

Quincy Transit Lines (QTL) has 8 fixed route buses operating Monday through Friday which cover the entire City of Quincy. Fixed route service also operates on Saturday, Sunday and Holidays with 2 routes. QTL provides paratransit services 7 days per week and on holidays. Monday through Friday we operate 4 paratransit buses and on Saturday, Sunday and Holidays we operate 1 bus. In addition to these operations we also provide Senior Transportation using 4 vans Monday through Friday. QTL also has several contracts with local non-profits to assist them in their need for transportation.

**GOALS/OBJECTIVES**

- For the past several years we have been working towards expanding services into the full county. This effort continues to be thwarted by the lack of a State of Illinois budget and the uncertainty that goes along with this. We would still like to move gradually into the county using buses we have retained for use.

**PAST FISCAL YEAR HIGHLIGHTS**

- Year to date ridership is down 2% from 2017; however 2017 ridership had a 13% increase over 2016 a very large one year increase.
- Para transit services have seen a drastic increase 12.5% increase in ridership
- An advertising contract was entered in to with Clean Zone Marketing. Over the next 12 months we will see income of \$49,500 from this agreement.

**Budget Summary**

Again this year the proposed budget includes \$533,450 in Capital spending which reflects a Grant that IDOT has given to us to rehabilitate the old transit Building into an automated car wash for the buses but has failed to fund year after year. We have to account for this just in case they find the money to actually fund it. I have again included \$10,000 in Capital Funds for a replacement power washer. We were able to keep the current unit in operation this past fiscal year however it is more than 10 years old and has been used extensively during that time. There is also \$6,220 in Capital for potential upgrades in computer equipment. We are in the process of replacing the Para transit scheduling system and do not at this point know what computer upgrades we might need.

**REVENUE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019		2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Other Income	63,600	5200.00%	1,200	2,307	6,716
Charges for Services	84,025	0.00%	84,025	80,267	80,245
Grants	3,669,367	0.64%	3,645,959	2,351,178	2,014,265
Transfers from General Fund	285,143	-0.64%	286,974	286,974	275,059
<b>Total</b>	<b>4,102,135</b>	<b>2.09%</b>	<b>4,018,158</b>	<b>2,720,726</b>	<b>2,376,285</b>

**EXPENSE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019		2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	1,492,928	1.04%	1,477,610	1,452,782	1,417,803
Benefits	671,963	4.26%	644,517	640,732	660,370
Contractual Services	984,417	4.24%	944,412	611,679	637,880
Commodities	28,995	3.57%	27,995	24,138	22,230
Capital Outlay	549,670	0.00%	549,670	4,000	2,475
Miscellaneous	373,954	0.00%	373,954	180,886	107,494
<b>Totals</b>	<b>4,101,927</b>	<b>2.08%</b>	<b>4,018,158</b>	<b>2,914,217</b>	<b>2,848,251</b>



**FUND 250 QUINCY TRANSIT LINES**

**SUMMARY**

Totals by Division					
3410 Administration	167,060	-1.14%	168,994	170,707	142,940
3412 Clerical	159,542	-0.16%	159,800	151,947	145,639
3413 Drivers	1,695,034	0.34%	1,689,239	1,680,298	1,696,312
3414 Operations	1,932,644	2.17%	1,891,639	816,311	765,686
3415 Maintenance Supervision	147,647	36.10%	108,486	94,954	97,674
<b>Totals</b>	<b>4,101,927</b>	<b>2.08%</b>	<b>4,018,158</b>	<b>2,914,217</b>	<b>2,848,251</b>

STAFFING				
	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Authorized Full Time Positions	21.25	20.75	19.75	19.75
Authorized Part Time Positions	20	19	21	17

The proposed budget includes the following Transit Department staff:

<b>Position</b>	<b>Full Time Equivalents (FTE)</b>
Director of Transit	1.00
Grant Administrator	0.60
Clerical	2.50
Fixed Route / Para Drivers	15.00
Utility Man	1.50
Maintenance Supervisor	0.65
<b>Total Full-Time</b>	<b>21.25</b>
Part Time	8.00
Senior Drivers	7.00
QU drivers	4.00
Part Time Clerical	1.00
<b>Total Part-Time</b>	<b>20.00</b>

FUND 250 QUINCY TRANSIT LINES

REVENUE  
DETAIL SUMMARY

		REVENUES			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
250-0000-331.01-01	Interest Income	1,200	1,200	2,307	1,691
250-0000-342.09-00	Other		-		5,025
250-0000-343.01-00	Buss Wrap Advertising	62,400			
250-0000-361.06-01	Passenger Fares	74,025	74,025	71,359	72,582
250-0000-361.06-02	Special Transit Fares	10,000	10,000	8,908	7,663
250-0000-361.06-03	Charter Service		-		
250-0000-383.01-01	Local/Operating Grants	150,000	150,000	156,198	153,081
250-0000-383.02-01	State/Operating Grants	2,385,664	2,362,256	1,630,398	1,386,357
250-0000-383.02-02	Cap Exp/Infastr Grant	533,450	533,450		
250-0000-383.03-01	Federal/Operating Grants	600,253	600,253	564,582	474,827
250-0000-383.03-02	Cap Exp/Infastr Grant		-		
250-0000-383.03-06	Dept of Transportation Grant		-		
250-0000-391.01-01	Transfer from General Fund	285,143	286,974	286,974	275,059
	<b>Totals</b>	<b>4,102,135</b>	<b>4,018,158</b>	<b>2,720,726</b>	<b>2,376,285</b>

**FUND 250 QUINCY TRANSIT LINES**

**TRANSIT  
Administration  
Detail**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
250-3410-403.11-01	Regular Salary/Wages	97,208	94,124	92,992	84,038
250-3410-403.11-03	Sick Pay		-	1,161	1,090
250-3410-403.11-04	Holiday Pay	5,235	5,205	5,669	5,751
250-3410-403.11-15	Vacation Pay	4,435	6,971	9,445	6,556
250-3410-403.11-17	Sick Pay Buy Back	6,774	13,362	13,288	3,828
250-3410-403.11-18	Vacation Pay Buy Back	4,732	-		
250-3410-403.21-01	Group Insurance	21,276	20,954	20,850	17,956
250-3410-403.21-03	Board Paid Life Insurance	109	109	109	96
250-3410-403.21-04	Workers' Compensation	437	416	416	501
250-3410-403.22-01	Social Security	7,560	7,639	6,947	5,768
250-3410-403.22-02	Medicare	1,768	1,786	1,625	1,349
250-3410-403.22-03	Unemployment Comp.	100	138	138	138
250-3410-403.23-01	IMRF	13,034	13,898	13,675	11,477
	<b>Totals</b>	<b>162,668</b>	<b>164,602</b>	<b>166,315</b>	<b>138,548</b>
<b>Commodities</b>					
250-3410-403.36-02	Rentals/Land & Building	4,392	4,392	4,392	4,392
	<b>Totals</b>	<b>167,060</b>	<b>168,994</b>	<b>170,707</b>	<b>142,940</b>

**TRANSIT  
Clerical  
Detail**

<b>Salaries &amp; Benefits</b>					
250-3412-403.11-01	Regular Salary/Wages	92,280	87,146	86,391	84,269
250-3412-403.11-02	Overtime	1,323	5,515	378	
250-3412-403.11-03	Sick Pay		-	718	240
250-3412-403.11-04	Holiday Pay	5,313	4,944	4,992	4,984
250-3412-403.11-15	Vacation Pay	4,727	4,423	4,727	2,425
250-3412-403.11-17	Sick Pay Buy Back	2,944	7,449	7,449	7,219
250-3412-403.11-18	Vacation Pay Buy Back		-		4,113
250-3412-403.12-01	Tem Emp Reg Salary Wag	6,600	5,069	2,681	199
250-3412-403.21-01	Group Insurance	25,826	24,365	24,323	22,117
250-3412-403.21-03	Board Paid Life Insurance	170	170	170	164
250-3412-403.21-04	Workers' Compensation	249	237	237	286
250-3412-403.22-01	Social Security	6,935	6,849	6,387	6,163
250-3412-403.22-02	Medicare	1,622	1,604	1,494	1,441
250-3412-403.22-03	Unemployment Comp.	300	313	313	313
250-3412-403.23-01	IMRF	11,253	11,716	11,687	11,706
	<b>Totals</b>	<b>159,542</b>	<b>159,800</b>	<b>151,947</b>	<b>145,639</b>

**FUND 250 QUINCY TRANSIT LINES**

**TRANSIT  
DRIVERS  
Detail**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
250-3413-403.11-01	Regular Salary/Wages	534,596	524,514	446,443	498,183
250-3413-403.11-02	Overtime	52,470	51,458	55,391	45,357
250-3413-403.11-03	Sick Pay	18,538	18,254	24,222	44,834
250-3413-403.11-04	Holiday Pay	19,533	19,180	18,422	20,448
250-3413-403.11-15	Vacation Pay	46,021	45,197	38,012	44,679
250-3413-403.11-16	Major Medical Pay		-	34,086	16,062
250-3413-403.11-17	Sick Pay Buy Back	56,090	55,374	9,696	15,493
250-3413-403.11-18	Vacation Pay Buy Back	19,222	19,222	899	4,847
250-3413-403.11-19	Personal Day Pay	6,823	6,707	21,221	10,453
250-3413-403.11-20	Personal Day Pay Buy Back	15,694	15,388	14,472	17,214
250-3413-403.12-01	Temporary Employee Wages	375,591	400,122	443,874	394,246
250-3413-403.12-02	Overtime	19,928	19,541	54,473	39,645
250-3413-403.21-01	Group Insurance	218,916	203,880	211,696	218,363
250-3413-403.21-03	Board Paid Life Insurance	1,567	1,567	1,504	1,484
250-3413-403.21-04	Workers' Compensation	101,953	97,098	97,098	116,985
250-3413-403.22-01	Social Security	75,544	74,351	68,490	67,311
250-3413-403.22-02	Medicare	16,514	16,236	16,017	15,742
250-3413-403.22-03	Unemployment Comp.	3,500	4,375	4,375	4,375
250-3413-403.23-01	IMRF	112,234	116,475	119,722	120,350
250-3413-403.24-03	CDL Reimbursement	300	300	185	240
<b>Totals</b>		<b>1,695,034</b>	<b>1,689,239</b>	<b>1,680,298</b>	<b>1,696,312</b>

**FUND 250 QUINCY TRANSIT LINES**

**TRANSIT  
OPERATIONS**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019	2017/2018	2017/2018	2016/2017
		PROPOSED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
<b>Contractual Services</b>					
250-3414-403.31-01	Audit	8,500	8,500	5,025	7,730
250-3414-403.31-05	Other	113,584	51,184	1,874	1,072
250-3414-403.32-01	Medical	2,150	2,150	-	-
250-3414-403.34-03	Custodial	10,000	10,000	4,655	3,711
250-3414-403.35-01	Rep & Maint-Buildings	6,000	6,000	3,238	2,495
250-3414-403.35-02	Rep & Maint-Mach&Equip	5,000	5,000	838	750
250-3414-403.35-03	R&M-Office Furn & Equip	-	-	346	-
250-3414-403.35-05	Rep & Maint -Other	5,000	5,000	2,707	1,168
250-3414-403.36-01	Fleet Maintenance	702,218	732,833	502,135	518,727
250-3414-403.36-03	Rentals/Equip & Vehicle	1,200	1,200	666	980
250-3414-403.38-01	MICA	67,610	64,390	64,390	77,578
250-3414-403.38-02	Deductible	-	-	-	-
250-3414-403.39-01	Communications	20,000	15,000	8,443	6,761
250-3414-403.39-02	Advertising/Publishing	3,145	3,145	1,469	1,538
250-3414-403.39-03	Printing & Binding	9,518	9,518	3,327	1,830
250-3414-403.39-04	Travel	2,000	2,000	676	124
250-3414-403.39-05	Mileage Reimbursement	3,500	3,500	740	183
250-3414-403.39-07	Regist, Schools, Meetings	600	600	420	50
250-3414-403.39-08	Contracted Services	20,000	20,000	6,338	8,790
	<b>Subtotal</b>	<b>980,025</b>	<b>940,020</b>	<b>607,287</b>	<b>633,488</b>
<b>Commodities</b>					
250-3414-403.41-01	Postage	350	350	199	360
250-3414-403.41-02	Office Supplies	1,500	1,500	1,342	531
250-3414-403.42-01	Natural Gas	7,000	7,000	4,115	3,892
250-3414-403.42-02	Electricity	9,000	9,000	11,290	11,069
250-3414-403.45-01	Building Supplies	-	-	50	-
250-3414-403.45-02	Custodial Supplies	1,400	1,400	1,321	1,345
250-3414-403.45-03	Equipment Consumable	-	-	11	40
250-3414-403.45-04	Equip Replacement Parts	1,000	1,000	354	-
250-3414-403.45-05	Small Tools	245	245	881	540
250-3414-403.46-08	Paint	2,000	2,000	-	-
250-3414-403.46-11	Other	1,000	-	1,211	638
250-3414-403.46-12	Gasoline/Diesel	-	-	-	175
250-3414-403.47-01	Clothing/Uniforms	5,000	5,000	3,200	3,400
250-3414-403.47-02	Safety Equipment	500	500	58	182
250-3414-403.47-03	Training Supplies	-	-	106	58
	<b>Subtotal</b>	<b>28,995</b>	<b>27,995</b>	<b>24,138</b>	<b>22,230</b>
<b>Capital Outlay</b>					
250-3414-403.52-02	Buildings	533,450	533,450	-	-
250-3414-403.52-05	Machinery & Equipment	10,000	10,000	-	-
250-3414-403.52-06	Vehicles	-	-	-	-
250-3414-403.52-08	Controllable	6,220	6,220	4,000	2,475
	<b>Subtotal</b>	<b>549,670</b>	<b>549,670</b>	<b>4,000</b>	<b>2,475</b>
<b>Miscellaneous</b>					
250-3414-403.61-01	Dues	5,280	5,280	-	4,400
250-3414-403.61-04	Other	150	150	76	315
250-3414-403.65-01	Cost Share/Administrative	368,524	368,524	180,810	102,779
	<b>Subtotal</b>	<b>373,954</b>	<b>373,954</b>	<b>180,886</b>	<b>107,494</b>
	<b>Total</b>	<b>1,932,644</b>	<b>1,891,639</b>	<b>816,311</b>	<b>765,686</b>

FUND 250 QUINCY TRANSIT LINES

TRANSIT  
SUPERVISION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
250-3415-403.11-01	Regular Salary/Wages	84,107	59,869	50,315	53,769
250-3415-403.11-02	Overtime		-	1,046	539
250-3415-403.11-03	Sick Pay	2,401	2,331	2,633	1,081
250-3415-403.11-04	Holiday Pay	4,854	3,588	2,618	3,114
250-3415-403.11-15	Vacation Pay	4,456	2,657	2,601	1,696
250-3415-403.11-16	Major Medical Pay			2,467	1,432
250-3415-403.11-17	Sick Pay Buy Back	1,033	-		
250-3415-403.21-01	Group Insurance	26,666	20,684	15,219	16,646
250-3415-403.21-02	Retirees Insurance		-		
250-3415-403.21-03	Board Paid Life Insurance	146	112	102	101
250-3415-403.21-04	Workers' Compensation	6,801	6,477	6,477	7,804
250-3415-403.22-01	Social Security	5,741	4,114	3,550	3,488
250-3415-403.22-02	Medicare	1,343	962	830	816
250-3415-403.22-03	Unemployment Comp.	200	207	207	207
250-3415-403.23-01	IMRF	9,899	7,485	6,889	6,984
	<b>Totals</b>	<b>147,647</b>	<b>108,486</b>	<b>94,954</b>	<b>97,674</b>

FUND 252 DCCA GRANT FUND

SUMMARY

Funds from Department of Commerce and Economic Opportunity's (DCEO) Community Development Assistance Program (CDAP) are placed in fund 252 to be utilized for projects that receive grant awards. Projects include: Prince Agri Products, Kroc Center Streetscape and The District Wayfinding grants.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
252-0000-383.01-04	Local/Private-Matching	-	-	-	-
252-0000-383.02-03	State Econ Dev/Rehab Grar	-	-	-	-
252-0000-383.03-01	Federal Operating Grant		150,000	-	-
252-0000-383.03-03	Federal Rehab Grant	150,000	-	-	-
	<b>Totals</b>	<b>150,000</b>	<b>150,000</b>	-	-
<b>Expenses</b>					
<b>Contractual Services</b>					
252-6312-408.31-02	Professional Svc/Legal	20,000	20,000		
252-6312-408.31-05	Professional Svc/Other				
252-6312-408.35-01	Repair & Maint-Buildings				
252-6312-408.39-08	Contracted Services	80,000	80,000		
	<b>Subtotal</b>	<b>100,000</b>	<b>100,000</b>	-	-
<b>Capital Outlay</b>					
252-6312-408.53-02	Streets-Replacement	50,000	50,000		
252-6312-408.53-09	Other	-			
	<b>Subtotal</b>	<b>50,000</b>	<b>50,000</b>	-	-
<b>Miscellaneous</b>					
252-6312-408.65-01	Administrative Cost Share	-	-	-	-
<b>Transfers</b>					
252-1804-408.62-83	Transfer to GREDF	-	-	-	-
252-1804-491.62-01	General Fund	-	-	-	-
	<b>Totals</b>	<b>150,000</b>	<b>150,000</b>	-	-

**FUND 253 IHDA GRANT FUND**

**SUMMARY**

Funds from Illinois Housing Development Authority (IHDA) are placed in Fund 253 to be utilized for projects that receive grant awards. Projects include: Single family Owner Occupied, Rental Rehab and Abandon Housing grants. We are planning to receive a \$210,000 Housing Grant and a \$71,000 abandoned Housing

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
253-0000-331.01-01	Interest Income	-		33	29
253-0000-383.01-04	Local/Private-Matching	-			
253-0000-383.02-03	State-Econ Dev/Rehab Grar	-		41,842	
253-0000-383.03-03	Fed-Econ Dev/Rehab Grant	231,000	281,525		
	<b>Totals</b>	<b>231,000</b>	<b>281,525</b>	<b>41,875</b>	<b>29</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
253-6312-408.31-02	Contracted Legal	500	500		
253-6312-408.31-05	Other	1,000	1,500		
253-6312-408.35-01	Buildings	148,500	-		
253-6312-408.37-01	Demolitions	71,000	55,000		
253-6312-408.39-08	Contracted Services		16,000		
<b>Miscellaneous</b>					
253-6312-408.61-04	Other		198,525	39,410	
253-6312-408.65-01	Administrative Cost Share	10,000	10,000	23,998	23,998
	<b>Totals</b>	<b>231,000</b>	<b>281,525</b>	<b>63,408</b>	<b>23,998</b>



**FUND 255 HUD GRANT FUND**

**SUMMARY**

Funds from DCEO for Ike federal disaster recovering program were used for the water treatment generator. Fund 255 also is used to receive funds DCEO and HUD funds for the Riverfront Connector Trail project. The NSP Grant is expecting a reimbursement of \$89,000 to be used to transfer to Fund 704.

**REVENUES**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019	2017/2018	2017/2018	2016/2017
		PROPOSED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
255-0000-383.03-01	Federal Operating Grants	-	-	-	-
255-0000-383.03-03	Federal Econ Dev/Rehab	89,000	98,000	95,000	25,096
	<b>Totals</b>	<b>89,000</b>	<b>98,000</b>	<b>95,000</b>	<b>25,096</b>

**EXPENSES**

Commercial Development

**Contractual Services**

255-6312-408.31-02	Legal	-	-	-	-
255-6312-408.31-04	Engineering/Architectural	-	-	-	-
255-6312-408.31-05	Prof Services - Other	-	-	-	-
255-6312-408.35-01	Repair & Maint - Building	-	-	-	-
255-6312-408.39-02	Advertising/Publishing	-	-	-	-
255-6312-408.39-08	Other Contracted Services	-	-	-	-
	<b>Subtotal</b>	-	-	-	-

**Commodities**

255-6312-408.41-01	Postage	-	-	-	-
255-6312-408.46-11	Operational supplies-other	-	500	-	77
	<b>Subtotal</b>	-	500	-	77

**Miscellaneous**

255-1801-491-62-39	Inter fund transfers	89,000	-	-	-
255-6312-408.65-01	Administrative	-	102,500	-	-
	<b>Subtotal</b>	89,000	102,500	-	-

	<b>Totals</b>	<b>89,000</b>	<b>103,000</b>	<b>-</b>	<b>77</b>
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**FUND 257 BRIDGE LIGHTING FUND**

**SUMMARY**

The Bridge Lighting Fund was created in FY 2013 to account for all the local donations for the Bridge Lighting project. IDOT granted the City a \$456,000 federal transportation enhancement grant, which requires a local match of \$124,000. The private sector to date has contributed \$174,500 towards the local match and operational costs. Klingner has done the engineering work and Brown Electric won the IDOT construction bid in 2014. The city has paid \$85,059 to IDOT towards the cost of project.

The fund was originally treated as a Trust and Agency Fund (fund 723). However, we have converted the fund to a Special Revenue Fund as the City owns and maintains the Bridge Lighting.

**REVENUES**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019	2017/2018	2017/2018	2016/2017
		PROPOSED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
257-0000-331-01-01	Interest Income	-	-	330	-
257-0000-342.09-00	Other	-	-	-	-
257-0000-382-01-10	Restricted Contributions	2,400	2,400	2,400	5,800
	<b>Totals</b>	<b>2,400</b>	<b>2,400</b>	<b>2,730</b>	<b>5,800</b>

**EXPENSES**

**Contractual Services**

257-6313-407-35-06	Repair & Maint - Infrastruct	1,304	2,400	128	-
	<b>Subtotal</b>	<b>1,304</b>	<b>2,400</b>	<b>128</b>	<b>-</b>

**Commodities**

257-6313-407-42.02	Electricity	2,400	2,400	1,564	-
	<b>Subtotal</b>	<b>2,400</b>	<b>2,400</b>	<b>1,564</b>	<b>-</b>

**Capital Outlay**

257-6313-407-53.06	Infrastructure-Lighting	-	50,000	(19,524)	-
257-6313-407-53.09	Infrastructure-Other	50,000	-	-	-
	<b>Subtotal</b>	<b>50,000</b>	<b>50,000</b>	<b>(19,524)</b>	<b>-</b>

	<b>Totals</b>	<b>53,704</b>	<b>54,800</b>	<b>(17,832)</b>	<b>-</b>
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**CITY OF QUINCY**  
**CAPITAL PROJECTS FUNDS**

**Revenue/Expenditures & Change in Fund Balance**

	Capital Projects 301	Arts Corridor 303	Sanitation Conn Fee 306	Special Capital 309	Special Tax Alloc TIF #2 312	Special Tax Alloc TIF #3 313
<b>Beginning Balance, May 1</b>	<b>1,350,000</b>	<b>13,680</b>	<b>387,000</b>	<b>22,540</b>	<b>1,084,000</b>	<b>34,000</b>
<b>REVENUES</b>						
Taxes	1,915,786				430,000	45,000
Licenses & Permits						
Charges for Services			30,000			
Rent & Other Income				16,000		
Interest Income	5,000	70	1,200	200	5,000	200
Debt Proceeds						
Grants						
Transfers In	-					
Inter-Gov. Revenues		-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>1,920,786</b>	<b>70</b>	<b>31,200</b>	<b>16,200</b>	<b>435,000</b>	<b>45,200</b>
Total Funds Available	3,270,786	13,750	418,200	38,740	1,519,000	79,200
<b>EXPENDITURES</b>						
Salaries & Benefits						
Contracted Services	21,000	13,000	-	9,600	99,250	15,000
Commodities				5,000		
Capital Outlay	2,887,813		382,919		1,155,000	15,200
Miscellaneous			5,000	1,600	120,900	15,000
Debt Service	12,500					
Transfers	274,000					
<b>TOTAL EXPENDITURES</b>	<b>3,195,313</b>	<b>13,000</b>	<b>387,919</b>	<b>16,200</b>	<b>1,375,150</b>	<b>45,200</b>
<b>Ending Balance, April 30</b>	<b>\$ 75,473</b>	<b>\$ 750</b>	<b>\$ 30,281</b>	<b>\$ 22,540</b>	<b>\$ 143,850</b>	<b>\$ 34,000</b>

**CITY OF QUINCY**  
**CAPITAL PROJECTS FUNDS**

**Revenue/Expenditures & Change in Fund Balance**  
**Summary**

	CDAP Capital Grant 316	Sewer Equip Replac. 394	QMEA Cap Res 395	Fire Equip/ Improv. 397	Total
<b>Beginning Balance, May 1</b>	<b>1,200</b>	<b>101,799</b>	<b>207,000</b>	<b>3,200</b>	<b>3,204,419</b>
<b>REVENUES</b>					
Taxes					<b>2,390,786</b>
Licenses & Permits				90,000	<b>90,000</b>
Charges for Services					<b>30,000</b>
Rent & Other Income				2,869	<b>18,869</b>
Interest Income		1,000	1,000	1,000	<b>14,670</b>
Debt Proceeds					-
Grants					-
Transfers In	500,000		20,000		<b>520,000</b>
Inter-Gov. Revenues	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>500,000</b>	<b>1,000</b>	<b>21,000</b>	<b>93,869</b>	<b>3,064,325</b>
Total Funds Available	501,200	102,799	228,000	97,069	<b>6,268,744</b>
<b>EXPENDITURES</b>					
Salaries & Benefits	-	-	-	-	-
Contracted Services					<b>157,850</b>
Commodities					<b>5,000</b>
Capital Outlay	-	102,799	50,000	-	<b>4,593,731</b>
Miscellaneous	-	-	-	-	<b>142,500</b>
Debt Service	-	-	-	-	<b>12,500</b>
Transfers	-	-	-	90,000	<b>364,000</b>
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>102,799</b>	<b>50,000</b>	<b>90,000</b>	<b>5,275,581</b>
<b>Ending Balance, April 30</b>	<b>\$ 501,200</b>	<b>\$ -</b>	<b>\$ 178,000</b>	<b>\$ 7,069</b>	<b>\$ 993,163</b>

**PURPOSE**

The Capital Projects Fund is the main fund for major city projects and infrastructure improvements. The revenue source for these projects is Home Rule Sales Tax. Each year a percentage of home rule sales tax is allocated to Capital.

**GOALS/OBJECTIVES**

The goal is for the Capital Projects Fund to maintain special capital projects and city infrastructure. The revenue source for Capital Projects is the City's Home Rule "Purchase Tax" of 1.5% which is declining for several reasons. The State's budget implemented a 2% administrative fee which has had a significant impact on this already slowing revenue. Additionally, the City is experiencing a down-turn in local sales tax collections due to the "Amazon effect" (on-line shopping). The City's split of the Purchase Tax has been revised for FY 2019 to allocate only 21% to the Capital Projects Fund. Additionally, the Purchase tax revenue was previously received as a "transfer from the Purchase Tax Fund"; in FY 2018/2019 the purchase tax will be directly received into the Capital fund based on the percentage split approved in the budget.

**PAST FISCAL YEAR HIGHLIGHTS**

The FY 2018 Capital Projects fund spending of \$2.7M was as follows:

- \$200,000 Radio infrastructure upgrade
- \$126,000 Four (4) new police cars
- \$96,000 Central Garage hoist
- \$890,000 Street enhancements
- \$1,300,000 Ward spending
- \$65,000 City Wide Clean up
- \$28,000 Network Storage

**Budget Summary**

Planned expenditures for next year include \$1.3 million in new funding for Street enhancements, \$50K to each ward and:

Transfer to Airport Fund	\$150,000	Fire Station Pumper Loan	\$12,500
Transfer to 2017 GO Bond Fund (jail)	\$124,000	Ward Clean Up	\$65,000
Police Cars (three vehicles outfitted)	\$100,000		
Police Body Cameras	\$65,000		

The decline in Purchase Tax and purchase tax split has restricted the ability to fully fund the necessary street projects.

**REVENUE SUMMARY**

ACCOUNT NUMBER	2018/2019		2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Taxes	1,915,786		0	0	0
Interest Income	5,000	0.00%	5,000	15,678	11,477
Debt Proceeds	0	#DIV/0!	0	0	0
Transfers from General Fund	0		0	250,000	250,000
Transfers from Purchase Tax Fund	0	-100.00%	2,416,522	2,353,833	2,401,531
<b>Total Revenues</b>	<b>1,920,786</b>	<b>-20.68%</b>	<b>2,421,522</b>	<b>2,619,511</b>	<b>2,663,008</b>

**EXPENSE SUMMARY**

Totals by Division	2018/2019		2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Contractual Services	21,000	-58.00%	50,000	30,454	38,766
Capital Outlay	2,887,813	-28.61%	4,045,110	3,469,602	1,446,802
Debt Services	12,500	0.00%	12,500	12,500	12,500
Transfers	274,000	-72.18%	985,000	535,000	480,000
<b>Totals</b>	<b>3,195,313</b>	<b>-37.26%</b>	<b>5,092,610</b>	<b>4,047,556</b>	<b>1,978,068</b>

FUND 301 CAPITAL PROJECTS FUND

DETAIL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>REVENUES</b>					
301-0000-314-01-01	Home Rule (Purchase) Tax	1,915,786	0	0	0
301-0000-331.01-01	Interest Income	5,000	5,000	15,678	11,477
301-0000-350.00-00	Sale of Property	0	0	0	0
301-0000-383.03-02	Federal Infrastructure Grant	0	0	0	0
301-0000-391.01-01	Trnsfr from General Fund	0	0	250,000	250,000
301-0000-391.01-51	Trnsfr from Purchase Tax	0	2,416,522	2,353,833	2,401,531
301-0000-391.01-59	Airport PFC Fund 512	0	0	0	0
301-0000-391.01-67	Trnsfr from Mun. Dock Fund	0	0	0	0
301-0000-392-03-00	Loan Proceeds	0	0	0	0
	<b>Totals</b>	<b>1,920,786</b>	<b>2,421,522</b>	<b>2,619,511</b>	<b>2,663,008</b>
<b>EXPENSES</b>					
<b>Building Maintenance</b>					
301-1403-401.52-02	Buildings	0	0	0	0
301-1403-401.52-05	Machinery & Equipment	0		0	0
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Interfund Transfers</b>					
301-1801-491.62-01	Transfer to General Fund	0	450,000	0	200,000
301-1801-491.62-09	Trnsfr to 2017 GO Bond Fund	124,000	95,000	95,000	0
301-1801-491.62-30	Quincy Regional Airport	150,000	190,000	190,000	30,000
301-1801-491.62-32	Central Services Fund		250,000	250,000	250,000
	<b>Subtotal</b>	<b>274,000</b>	<b>985,000</b>	<b>535,000</b>	<b>480,000</b>
<b>IT Dept.</b>					
301-1901-401.52-03	Improv other than Bldgs	0	0	2,990	2,990
301-1901-401.52-04	Office Equipment	50,000	50,000	27,705	19,434
301-1901-401.52-08	Controllable	0	0	22,391	25,012
	<b>Subtotal</b>	<b>50,000</b>	<b>50,000</b>	<b>53,086</b>	<b>47,436</b>
<b>Police Dept.</b>					
301-2110-402.52-05	Machinery & Equipment	65,000	100,000	102,581	141,991
301-2110-402.52-06	Vehicles	120,000	134,000	137,536	22,805
301-2110-402.52-08	Controllable	0	4,000	8,164	10,804
	<b>Subtotal</b>	<b>185,000</b>	<b>238,000</b>	<b>248,281</b>	<b>175,600</b>
<b>Fire Dept.</b>					
301-2210-402.52-05	Machinery & Equipment	0	100,000	100,000	0
301-2210-402.52-08	Controllable	0	0	0	0
301-2210-402.54-10	Fire Station Reserve	151,845	160,000	8,155	0
301-2210-409.72-00	Loan/Lease Payments	12,500	12,500	12,500	12,500
	<b>Subtotal</b>	<b>164,345</b>	<b>272,500</b>	<b>120,655</b>	<b>12,500</b>
<b>Forestry</b>					
301-3112-403.39-08	Contracted Services	21,000	50,000	30,454	38,766
301-3112-403.52-05	Machinery & Equipment	0	0	0	0
	<b>Subtotal</b>	<b>21,000</b>	<b>50,000</b>	<b>30,454</b>	<b>38,766</b>

FUND 301 CAPITAL PROJECTS FUND

DETAIL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Recycling</b>					
301-3114-403.52-06	Vehicles	0	0	0	0
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fleet</b>					
301-3115-403.52-02	Buildings	0	100,000	96,925	0
301-3115-403.52-06	Vehicles	0	50,000	51,157	0
	<b>Subtotal</b>	<b>0</b>	<b>150,000</b>	<b>148,082</b>	<b>0</b>
<b>Concrete(Street Maintenance)</b>					
301-3152-403.52-06	Vehicles	0	0	0	-142,830
301-3152-403.53-08	Neighborhood Enhancement	1,255,341	981,468	1,130,029	572,750
301-3152-403.53-09	Other	0	0	0	0
301-3152-403.54-01	Ward 1	26,464	416,518	411,046	29,186
301-3152-403.54-02	Ward 2	159,237	416,197	330,456	12,136
301-3152-403.54-03	Ward 3	235,489	332,602	171,276	121,597
301-3152-403.54-04	Ward 4	29,967	279,256	304,075	51,929
301-3152-403.54-05	Ward 5	321,384	301,384	286,185	72,203
301-3152-403.54-06	Ward 6	88,801	227,966	190,038	153,451
301-3152-403.54-07	Ward 7	259,285	261,719	23,150	125,131
301-3152-403.54-17	Ward Clean Up	65,000	70,000	65,743	68,120
301-3152-403.54-30	Sidewalks	0	0	0	0
301-3152-403.54-31	IDOT Matching	0	0	0	0
	<b>Subtotal</b>	<b>2,440,968</b>	<b>3,287,110</b>	<b>2,911,998</b>	<b>1,063,673</b>
<b>Landfill</b>					
301-3716-405.54-43	Landfill #1 - 36th & Wisman	0	0	0	0
301-3716-405.54-44	Landfill #4 - Burton	0			160,093
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>160,093</b>
301-4310-413.54-22	Runway Paint Reserve	0		0	
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Commercial Development</b>					
301-6310-403.52-01	Capital Outlay-Land	34,000	34,000	0	0
301-6310-403.53-01	Streets-New Construction	26,000	26,000	0	0
	<b>Subtotal</b>	<b>60,000</b>	<b>60,000</b>	<b>0</b>	<b>0</b>
	<b>Totals</b>	<b>3,195,313</b>	<b>5,092,610</b>	<b>4,047,556</b>	<b>1,978,068</b>



**FUND 303 ARTS CORRIDOR CAPITAL PROJECTS FUND**

**SUMMARY**

The Arts Corridor Capital Projects fund was established in 1998 with \$30,000 of private funds and \$50,000 Rotary Challenge grant for the Arts Corridor improvement. The funds have been used to fund projects such as:

- Relocating John Wood Statue to south west corner of Washington Park
- Moments of the Cross Road Sculpture
- Washington Theatre Feasibility Study
- Masonry work at Quincy Society of Fine Arts
- Downtown Building Murals
- Other Downtown Art/Beautification projects

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b><u>Revenue</u></b>					
303-0000-331.01-01	Interest Income	70	100	83	67
303-0000-342.09-00	Other	0	0	0	0
	<b>Total</b>	<b>70</b>	<b>100</b>	<b>83</b>	<b>67</b>
<b><u>Expenses</u></b>					
<b><u>Contractual Services</u></b>					
303-6310-407.31-04	Engineering/Architectural	13,000	13,700	0	790
303-6310-407.31-05	Other				
303-6310-407.39-08	Contracted Services	0	0	0	0
	<b>Total</b>	<b>13,000</b>	<b>13,700</b>	<b>0</b>	<b>790</b>

**FUND 306 SANITATION CONNECTION FEE/EXPANSION FUND**

**SUMMARY**

The Sanitation Connection Fee Fund was created prior to the 1960s to hold all sewer connection fees for permits for premises not within the corporate boundaries of the City of Quincy. These fees are held in a separate fund for the purpose of being used for future expansion of city sewer infrastructure. In FY 2018 we plan to spend \$350,000 to extend sewer at 36th & Harrison to serve development southeast of the intersection and \$130,000 for the Spring Lake lift station.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenue</b>					
306-0000-331.01-01	Interest Income	1,200	1,200	2,349	2,092
306-0000-372.04-00	Connection Charges	30,000	30,000	36,965	119,073
	<b>Totals</b>	<b>31,200</b>	<b>31,200</b>	<b>39,314</b>	<b>121,165</b>
<b>Expenses</b>					
306-3158-412.39-08	Contracted Services	0	0	0	0
306-3158-412.53-03	Capital/Infrastructure	0	0	0	0
306-3158-412.53-09	Infrastructure/Other	382,919	480,000	199,534	31,972
306-3158-412.61-06	Misc-Refunds	5,000	5,000		
306-3158-412.61-08	Bad Debt Expense			1,100	
	<b>Totals</b>	<b>387,919</b>	<b>485,000</b>	<b>200,634</b>	<b>31,972</b>

**FUND 309 SPECIAL CAPITAL PROJECTS FUND**

**SUMMARY**

The Special Capital Projects Fund was created in FY 2000 to track special capital projects and is now essentially the operating fund for the Washington Theatre. All project costs related to the Washington Theatre are tracked separately within this fund to make sure revenues are sufficient to cover expenses.

Revenues are generated from two tenants: Heimer Accounting and Elite Dance Studio. The expenses of the fund include basic maintenance, utilities, and taxes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
309-0000-321.00-00	Donations		0		
309-0000-331.01-01	Interest Income	200	200	152	107
309-0000-341.04-00	Rent-Washington Theatre	16,000	15,000	15,100	13,250
309-0000-342.09-00	Other	0			
	<b>Totals</b>	<b>16,200</b>	<b>15,200</b>	<b>15,252</b>	<b>13,357</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
309-1899-401.33-01	Utility Svcs-Water/Sewer	1,000	1,130	743	240
309-1899-401.35-01	Repair & Maint/Buildings	8,600	12,470	6,345	1,827
309-1899-401.39-08	Contracted Services				
	<b>Subtotal</b>	<b>9,600</b>	<b>13,600</b>	<b>7,088</b>	<b>2,067</b>
<b>Commodities</b>					
309-1899-401.42-02	Electricity	5,000	5,000	4,196	5,165
<b>Miscellaneous</b>					
309-1899-401.61-02	Taxes	1,600	1,600	1,464	1,526
	<b>Totals</b>	<b>16,200</b>	<b>20,200</b>	<b>12,748</b>	<b>8,758</b>

FUND 312 SPECIAL TAX ALLOCATION TIF #2

SUMMARY

The Tax Increment Financing (TIF) is a governmental financing tool that the City of Quincy uses to fund public infrastructure construction, promote development, and to expand the future tax base.

TIF #2, also known as TIF West, was established in 1998 and expires in 2021.

The goal is to direct TIF revenues when possible toward: 50% private investment, upper floor residential, economic development incentives to attract new business, 35% toward infrastructure needs, and 15% toward discretionary projects. These percentages were established in the TIF Investment Plan adopted by City Council 2/2/2015.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
312-0000-311.01-00	General Levy	430,000	415,000	427,239	414,768
312-0000-331.01-01	Interest Income	5,000	2,000	5,912	4,762
312-0000-331.01-02	Tax Payments	0	0	200	111
312-0000-342.09-00	Other	0	0	0	298
312-0000-382-02-03	Dept of Transportation	0	0	0	16,645
312-0000-383.01-03	Econ Dev/Rehab Grant	0	12,000	0	0
312-0000-383.02-03	Econ Dev/Rehab Grant	0	0	0	0
	<b>Totals</b>	<b>435,000</b>	<b>429,000</b>	<b>433,351</b>	<b>436,584</b>
<b>Expenses</b>					
<b>Interfund Transfers</b>					
312-1801-491.62-02	Planning & Development	0	0	0	0
<b>Contractual Services</b>					
312-3712-408.31-04	Engineering/Architectural	80,000	77,000	0	0
312-3712-408.31-05	Prof Services/Other		0	0	0
312-3712-408.39-02	Advertising/Publishing	750	750	0	592
312-3712-408.39-04	Travel	2,000	1,000	1,789	868
312-3712-408.39-07	Regist, Schools, Meetings	1,500	1,500	1,050	1,050
312-3712-408.39-08	Contracted-Other	15,000	0		
312-3712-408-46-01	Concrete		1,500	768	
312-3712-408-46-11	Other		1,500	911	
	<b>Subtotal</b>	<b>99,250</b>	<b>83,250</b>	<b>4,518</b>	<b>2,510</b>
<b>Capital Outlay</b>					
312-3712-408.53-02	Streets-Replacement	1,080,000	880,000	0	250,969
312-3712-408.53-06	Infrastructure-Lighting	0	0	0	0
312-3712-408.53-07	Rental Rehab	0	0	0	0
312-3712-408.53-09	Infrastructure-Other	75,000	75,000	0	0
	<b>Subtotal</b>	<b>1,155,000</b>	<b>955,000</b>	<b>0</b>	<b>250,969</b>
<b>Miscellaneous</b>					
312-3712-408.61-01	Dues	900	900	0	850
312-3712-408.61-04	Other	0	0	468	2,059
312-3712-408.62-87	Rental Rehab Grants	120,000	131,500	209,292	108,743
		120,900	132,400	209,760	111,652
	<b>Totals</b>	<b>1,375,150</b>	<b>1,170,650</b>	<b>214,278</b>	<b>365,131</b>

**FUND 313 SPECIAL TAX ALLOCATION TIF #3**

**SUMMARY**

The Tax Increment Financing (TIF) is a governmental financing tool that the City of Quincy uses to fund public infrastructure construction, promote development, and to expand the future tax base.

TIF #3, also known as TIF East, was established in 2010 and expires in 2033.

The goal is to direct TIF revenues when possible toward: 50% private investment, upper floor residential, economic development incentives to attract new business, 35% toward infrastructure needs, and 15% toward discretionary projects.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
313-0000-311.01-00	General Levy	45,000	26,000	43,295	26,368
313-0000-331.01-01	Interest Income	200	200	188	176
313-0000-331.01-02	Tax Payments			20	7
	<b>Totals</b>	<b>45,200</b>	<b>26,200</b>	<b>43,503</b>	<b>26,551</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
313-3712-408.31-04	Engineering/Architectural	0	0	0	0
313-3712-408.31-05	Prof Services/Other	0	0	0	0
313-3712-408.33-02	Landfill Fees	0	0	0	0
313-3712-408.39-08	Contracted-Other	15,000	15,850	15,850	0
	<b>Subtotal</b>	<b>15,000</b>	<b>15,850</b>	<b>15,850</b>	<b>0</b>
<b>Capital Outlay</b>					
313-3712-408.52-02	Buildings	0	0		
313-3712-408.53-02	Streets-Replacement	0	0		
313-3712-408.53-06	Infrastructure-Lighting	0	0		
313-3712-408.53-09	Infrastructure-Other	15,200	5,348	237	59,107
		<b>15,200</b>	<b>5,348</b>	<b>237</b>	<b>59,107</b>
<b>Miscellaneous</b>					
313-3712-408.61-04	Other	15,000	5,002	5,001	0
	<b>Totals</b>	<b>45,200</b>	<b>26,200</b>	<b>21,088</b>	<b>59,107</b>

FUND 316 CDAP CAPITAL GRANT

SUMMARY

This fund was created FY 2014 for the granting of CDAP funds for capital improvement projects. The first project was the South Quincy Sanitation Sewer Extension Project. The CDAP RLF Committee approved the disbursement to transfer CDAP loan funds to grant infrastructure improvements to promote economic development.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
316-0000-331.01-01	Deposit Accounts	0	0	1187	100
316-0000-391.01-39	Trnsfr from CDAP RLF	500,000	300,000	300,000	81,818
	<b>Totals</b>	<b>500,000</b>	<b>300,000</b>	<b>301,187</b>	<b>81,918</b>
<b>Expenses</b>					
<b>Capital Outlay</b>					
316-6310-408.53-09	Infrastructure-Other		300,000	300,000	117,685
	<b>Totals</b>	<b>0</b>	<b>300,000</b>	<b>300,000</b>	<b>117,685</b>

**FUND 394 SEWER EQUIPMENT REPLACEMENT FUND**

**SUMMARY**

The Sewer Equipment Replacement Fund was created to hold funds for the specific purpose of replacing sewer equipment. Some of the past expenses have included:

- \$584,000 for WWTP jet aeration retrofit (FY 2000-FY 2001)
- \$48,000 for a new electrical control panel on primary clarifier (FY 2003-2004)
- \$93,000 for replacement/installation of gorman rupp pumps at WWTP (FY 2007)
- \$48,000 to replace hoffman blower at WWTP (FY 2010)
- \$43,000 to replace electric motor on highwater pump, clarifier valves (FY 2011)
- \$20,000 to replace a solids handling pump (FY 2012)
- \$59,000 to replace clarifier drive assembly (FY 2013)

In FY2018 we used \$111,161 for purchase of a new vector truck and \$34,978 for Spring Lake Lift Station.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
394-0000-331.01-01	Interest Income	1,000	800	1,300	1,173
	<b>Totals</b>	<b>1,000</b>	<b>800</b>	<b>1,300</b>	<b>1,173</b>
<b>Expenses</b>					
394-3322-412.39-08	Contracted Services	0	0		
394-3322-412.52-06	Capital Outlay/Vehicles	0	130,000	111,176	
394-3322-412.53-09	Infrastructure-Other	102,799	35,000	34,978	0
	<b>Totals</b>	<b>102,799</b>	<b>165,000</b>	<b>146,154</b>	<b>0</b>

FUND 395 QMEA CAPITAL RESERVE FUND

SUMMARY

The QMEA Capital Reserve Fund was created to use excess hotel/motel tax collections for capital needs at the Oakley-Lindsey Center. Previously, the OLC received operational funds up to \$500,000 of the net disbursement. The excess collections up to \$40,000 was transferred to this fund for future capital needs. In FY 2015, the agreement was changed allowing the OLC to increase the maximum limit of disbursements from \$500,000 to \$750,000. This new agreement included the OLC forfeiture of these funds to the City of Quincy and also changed the distribution method to allow for any net distribution in excess of \$750,000 to allocate the next \$20,000 to this Capital Reserve Fund.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
395-0000-331.01-01	Interest Income	1,000	900	1,244	985
395-0000-391.01-50	From Tourism Tax Fund	20,000	20,000	5,405	0
	<b>Totals</b>	<b>21,000</b>	<b>20,900</b>	<b>6,649</b>	<b>985</b>
<b>Expenses</b>					
395-1899-401.35-05	Repair & Maint- Other	0	0	0	0
395-1899-401.52-02	Capital Outlay-building	50,000	50,000	0	0
395-1899-401.52-03	Improv other than Bldgs				
395-1899-401.62-01	General Fund Transfer	0	0	0	0
	<b>Totals</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>



**FUND 397 FIRE EQUIPMENT/IMPROVEMENT FUND**

**SUMMARY**

This fund was created in FY 2012. The purpose of the Fire Equipment Improvement Fund is to utilize the revenue from the Illinois Veteran's Home fire protection for the specific purpose of fire equipment replacement.

The FY 2018 budget funded the cost to replace two pumper trucks. A transfer/loan from the General Fund was used and will be repaid at \$90,000 per year for six years.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
397-0000-331.01-01	Interest Income	1,000	2,000	3,048	2,432
397-0000-362.02-01	Veteran's Home Protection	90,000	90,000	94,013	89,179
397-0000-362.02-09	Sale of Service	2,869	2,869	5,739	5,739
397-0000-391-01-01	General Fund		337,700	337,700	
397-0000-391.01-15	Transfer from Capital Fund	0	0		
	<b>Totals</b>	<b>93,869</b>	<b>432,569</b>	<b>440,500</b>	<b>97,350</b>
<b>Expenses</b>					
397-1801-491-62-01	Transfer to General Fund	90,000	0	0	0
397-1801-491.62-15	Transfer to Capital Fund	0	0	0	0
397-2210-402-52-02	Capital Outlay/Buildings	0	0	0	0
397-2210-402-52-05	Machinery & Equip	0	961,900	961,900	0
397-2210-402-52-06	Vehicles	0	0	0	0
	<b>Totals</b>	<b>90,000</b>	<b>961,900</b>	<b>961,900</b>	<b>0</b>

**CITY OF QUINCY  
DEBT SERVICE FUNDS**

**Revenue/Expenditures & Change in Fund Balance  
Summary**

	2013B HVAC Proj 406	1999 G/O Bond 407	2005 G/O Bond 409	2009 OLC G/O Bond 411	2009 Library G/O Fund 412	2014 G&R G/O Bond 414	2017 G/O Bond 415
<b>Beginning Balance, May</b>	<b>11,000</b>	<b>73,000</b>	<b>78,000</b>	<b>110,000</b>	<b>149,000</b>	<b>100</b>	<b>363,000</b>
<b>REVENUES</b>							
Taxes		113,780	1,192,784		402,258		-
Licenses & Permits							
Charges for Services							
Rent & Other Income							
Interest Income		400	1,000	100	1,000	-	-
Debt Proceeds							
Grants					103,142		
Transfers In	139,493	-	264,212	222,960		149,523	124,000
Inter-Gov. Revenues							
<b>TOTAL REVENUE</b>	<b>139,493</b>	<b>114,180</b>	<b>1,457,996</b>	<b>223,060</b>	<b>506,400</b>	<b>149,523</b>	<b>124,000</b>
Total Funds Available	150,493	187,180	1,535,996	333,060	655,400	149,623	487,000
<b>EXPENDITURES</b>							
Salaries & Benefits							
Contracted Services							-
Commodities							
Capital Outlay							
Miscellaneous		1,000	1,000	500	600	-	600
Debt Service	139,493	113,780	1,455,750	243,215	505,400	149,520	123,450
Transfers							156,588
<b>TOTAL EXPENDITURES</b>	<b>139,493</b>	<b>114,780</b>	<b>1,456,750</b>	<b>243,715</b>	<b>506,000</b>	<b>149,520</b>	<b>280,638</b>
<b>Ending Balance, Apr 30</b>	<b>\$ 11,000</b>	<b>\$ 72,400</b>	<b>\$ 79,246</b>	<b>\$ 89,345</b>	<b>\$ 149,400</b>	<b>\$ 103</b>	<b>\$ 206,362</b>

**FUND 403 1996 G/O BOND FUND**

**SUMMARY**

**PURPOSE**

These bonds were originally issued in 1996 and are funded in full by the City's Hotel/Motel Tax. The Tourism Tax Fund 743 transfers funds to make the payments. Following a refinance in April 2013, (Series 2013A-\$825,000), the final bond payment was made in October 2016.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
403-0000-331.01-01	Interest Income	0		67	789
403-0000-391.01-50	From Tourism Tax Fund	0			63,980
403-0000-392.03-00	Loan Proceeds		0		
	<b>Totals</b>	<b>0</b>	<b>0</b>	<b>67</b>	<b>64,769</b>
<b>Expenses</b>					
<b>Miscellaneous</b>					
403-1899-409.61-04	Other	0	0	0	0
<b>Debt Service</b>					
403-1899-409.71-01	Bond Pymnts-Pricipal	0			210,715
403-1899-409.71-02	Bond Pymnts-Interest	0			1,367
403-1899-409.72-00	Loan/Lease Pymnts				
	<b>Subtotals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>212,082</b>
	<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>212,082</b>

**FUND 406 2013B HVAC PROJECT PAYMENT FUND**

**SUMMARY**

**PURPOSE**

The City Hall HVAC upgrade expense was previously part of the General Fund - Building Maintenance division debt service (as it was originally a \$1.295M lease). After the loan was refinanced in April 2013, the auditor's recommended this to be included with the Debt Service Funds. The General Fund and the Green Energy Fund both transfer funds sufficient to make the payments on the HVAC upgrade. This \$907,000 note was refinanced in April 2013, with final payment April 2020.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenue</b>					
406-0000-391.01-01	General Fund	116,493	116,493	116,493	116,493
406-0000-391.01-09	Franchise Fee "Green" fnd	23,000	23,000	23,000	23,000
	<b>Totals</b>	<b>139,493</b>	<b>139,493</b>	<b>139,493</b>	<b>139,493</b>
<b>Debt Service</b>					
406-1899-409.71-01	Bond Pymnts-Principal	135,062	131,297	131,981	125,902
406-1899-409.71-02	Bond Pymnts-Interest	4,431	8,196	7,511	13,590
	<b>Subtotal</b>	<b>139,493</b>	<b>139,493</b>	<b>139,492</b>	<b>139,492</b>
	<b>Totals</b>	<b>139,493</b>	<b>139,493</b>	<b>139,492</b>	<b>139,492</b>

**FUND 407 2010/1999 G/O BOND FUND**

**SUMMARY**

**PURPOSE**

The 1999 G/O Bonds were issued for a broad range of projects. These bonds were partially refunded in 2005, with another refund/reissue in 2010. The final payment on this Series 2010 GO Refunding Bond will be in FY 2020. This is levied by the City of Quincy and funded through property taxes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenue</b>					
407-0000-311.01-00	General Levy	113,780	97,380	98,161	91,067
407-0000-331.01-01	Interest Income	400	400	517	372
	<b>Totals</b>	<b>114,180</b>	<b>97,780</b>	<b>98,678</b>	<b>91,439</b>
<b>Expenses</b>					
<b>Miscellaneous</b>					
407-1899-409.61-04	Other	1,000	1,000	500	500
	<b>Subtotal</b>	<b>1,000</b>	<b>1,000</b>	<b>500</b>	<b>500</b>
<b>Debt Service</b>					
407-1899-409.71-01	Principal	110,000	90,000	90,000	80,000
407-1899-409.71-02	Interest	3,780	7,380	7,380	10,200
	<b>Subtotal</b>	<b>113,780</b>	<b>97,380</b>	<b>97,380</b>	<b>90,200</b>
	<b>Totals</b>	<b>114,780</b>	<b>98,380</b>	<b>97,880</b>	<b>90,700</b>

**FUND 409 2005 G/O BOND FUND**

**SUMMARY**

**PURPOSE**

The 2015A G/O Refunding Bonds were issued to refund the 2005A Ref Bonds which were issued to refund all of Series 2000 and portions of Series 1998 and 1999. The 2015 refinance was set to put all savings of approximately \$200K in the 2016 levy collected in FY 2017. The final payment on these bonds will be FY 2020. The Utilities department transfers about \$108,000 towards the debt which is abated during levy.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenue</b>					
409-0000-311.01-00	General Levy	1,192,784	1,174,426	1,183,845	980,817
409-0000-331.01-01	Interest Income	1,000	1,000	1,381	887
409-0000-391.01-28	From Utilities-Water	53,812	53,812	53,812	53,812
409-0000-391.01-29	From Utilities-Sewer	53,812	53,812	53,812	53,812
409-0000-391.04-15	2017 G/O Bond Fund 415	156,588	0	0	0
	<b>Totals</b>	<b>1,457,996</b>	<b>1,283,050</b>	<b>1,292,850</b>	<b>1,089,328</b>
<b>Expenses</b>					
<b>Miscellaneous</b>					
409-1899-409.61-04	Other	1,000	1,000	500	500
<b>Debt Service</b>					
409-1899-409.71-01	Principal	1,415,000	1,215,000	1,215,000	990,000
409-1899-409.71-02	Interest	40,750	67,050	67,050	89,100
	<b>Subtotal</b>	<b>1,455,750</b>	<b>1,282,050</b>	<b>1,282,050</b>	<b>1,079,100</b>
	<b>Totals</b>	<b>1,456,750</b>	<b>1,283,050</b>	<b>1,282,550</b>	<b>1,079,600</b>

**FUND 411 2009B OAKLEY-LINDSAY CENTER G/O FUND**

**SUMMARY**

**PURPOSE**

The 2009B series Oakley-Lindsay Center Bonds (\$1,245,000) were issued to finance improvements to the Oakley-Lindsay Center. These bonds are also funded in full by the City's Hotel/Motel Tax. Final payment to be made FY 2023.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenue</b>					
411-0000-331.01-01	Interest Income	100	100	944	309
411-0000-391.01-50	From Tourism Tax Fund	222,960	222,960	222,960	171,860
	<b>Totals</b>	<b>223,060</b>	<b>223,060</b>	<b>223,904</b>	<b>172,169</b>
<b>Expenses</b>					
<b>Debt Service</b>					
411-1899-409.61-04	Misc-Other	500	500	500	500
411-1899-409.71-01	Principal	205,000	200,000	200,000	
411-1899-409.71-02	Interest	38,215	44,215	44,215	44,215
	<b>Totals</b>	<b>243,715</b>	<b>244,715</b>	<b>244,715</b>	<b>44,715</b>

**FUND 412 2009C LIBRARY G/O FUND**

**SUMMARY**

The Series 2009C Library G/O Bonds (\$5,533,000) were issued to finance improvements to the Quincy Public Library. The bond issue qualified as a Build America Bonds and qualifies for a stimulus rebate. The remaining is levied by the City of Quincy and funded through property taxes. The final payment will be made FY 2029.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenue</b>					
412-0000-311.01-00	General Levy	402,258	389,562	392,686	373,937
412-0000-331.01-01	Interest Income	1,000	1,000	1,267	961
412-0000-342.09-00	Misc-Other		0		
412-0000-381.03-03	Stimulus Rebate	103,142	107,838	108,011	112,176
	<b>Totals</b>	<b>506,400</b>	<b>498,400</b>	<b>501,964</b>	<b>487,074</b>
<b>Expenses</b>					
<b>Debt Service</b>					
412-1899-409.61-04	Misc-Other	600	600	600	600
412-1899-409.71-01	Principal	260,000	240,000	240,000	215,000
412-1899-409.71-02	Interest	245,400	257,400	257,400	267,613
	<b>Totals</b>	<b>506,000</b>	<b>498,000</b>	<b>498,000</b>	<b>483,213</b>

FUND 414 2009 G/O Bond G & R Trucks

SUMMARY

The Series 2014 G/O Note was issued December 2014 (Ord 2014-32) in the amount of \$973,518. The debt was issued to purchase three garbage trucks and two recycle trucks. Central Services fund 602 transfers the funds to make debt payments.

The FY 2017 budget includes an additional transfer from the Central Service fund in the amount of \$149,513 which represents one additional annual payment of principal to be applied to the outstanding balance. This additional transfer is based on revenues hitting targets for the fiscal year.

Final payment to be made January 2022 (FYE 2022).

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenue</b>					
414-0000-331.01-01	Interest Income	0	0	117	0
414-0000-391.01-09	Trnsf from Franch Fee Fnd	0	0	0	0
414-0000-391.01-15	Trnsf from Capital Proj Fund	0	0	0	0
414-0000-391.01-32	Central Services Fund	149,523	149,523	149,520	149,520
414-0000-391.01-33	Trnsfr from Vehicle Replace	0			
414-0000-391.01-66	Trnsfr from Cash Reserve	0			
414-0000-391.16-01	Trnsfr from 2009 G/O Hydro	0			
414-0000-392.03-00	Loan Proceeds	0	0		0
	<b>Totals</b>	<b>149,523</b>	<b>149,523</b>	<b>149,637</b>	<b>149,520</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
414-1899-409.31-02	Legal	0	0	0	0
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Debt Service</b>					
414-1899-409.71-01	Principal	139,920	137,056	125,353	134,235
414-1899-409.71-02	Interest	9,600	12,467	24,167	15,285
	<b>Subtotal</b>	<b>149,520</b>	<b>149,523</b>	<b>149,520</b>	<b>149,520</b>
<b>Commodities</b>					
414-1899-409.61-04	Misc-Other	0	0	0	0
414-1899-409.71-01	Principal	0	0	0	0
414-1899-409.71-02	Interest	0	0	0	0
414-1899-491.62-32	Central Services Fund	0	0	0	0
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Totals</b>	<b>149,520</b>	<b>149,523</b>	<b>149,520</b>	<b>149,520</b>

The Series 2017 G/O Note was issued February 2017 (Ord 2017- 7) in the amount of \$4,240,753. The debt was issued to fund the Adams County public safety building in exchange for a 20-year lease allowing the Quincy Police Department to relocate and occupy the new space for 20 years. The debt was structured as interest only payments for the first three years (FY 2018-FY 2020) followed by seven years of principal and interest with final payment due December, 2026 - FY 2027. The FY 2019 budget included a transfer from the Capital Projects Fund 301 fund in the amount of \$124,000 for interest payments which will be transferred from internal sources until FY 2021 when the debt service will be placed on the tax levy.

The additional bond proceeds of \$240,000 are being held to cover maintenance costs over the life of the lease.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenue</b>					
415-0000-311.01-01	Tax Levy	0	0	156,588	
415-0000-331.01-01	Interest Income	0	0	1,579	
415-0000-391.01-15	Trnsf from Capital Proj Fund	124,000	95,000	95,000	
415-0000-392.03-00	Loan Proceeds	0	0		4,204,525
	<b>Totals</b>	<b>124,000</b>	<b>95,000</b>	<b>253,167</b>	<b>4,204,525</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
415-1899-409.31-02	Legal	0	0	0	0
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Miscellaneous</b>					
415-1899-409.61-04	Misc-Other	600	600	850	350
	<b>Subtotal</b>	<b>600</b>	<b>600</b>	<b>850</b>	<b>350</b>
<b>Debt Service</b>					
415-1899-409.71-01	Principal	0			
415-1899-409.71-02	Interest	123,450	93,617	93,616	
415-1899-409.72-00	Loan/Lease payments	0	0	0	4,000,000
	<b>Subtotal</b>	<b>123,450</b>	<b>93,617</b>	<b>93,616</b>	<b>4,000,000</b>
<b>Interfund Transfers</b>					
415-1899-491-62-27	Transfers to Special Debt	156,588	0	0	0
	<b>Totals</b>	<b>280,638</b>	<b>94,217</b>	<b>94,466</b>	<b>4,000,350</b>

**CITY OF QUINCY  
ENTERPRISE FUNDS**

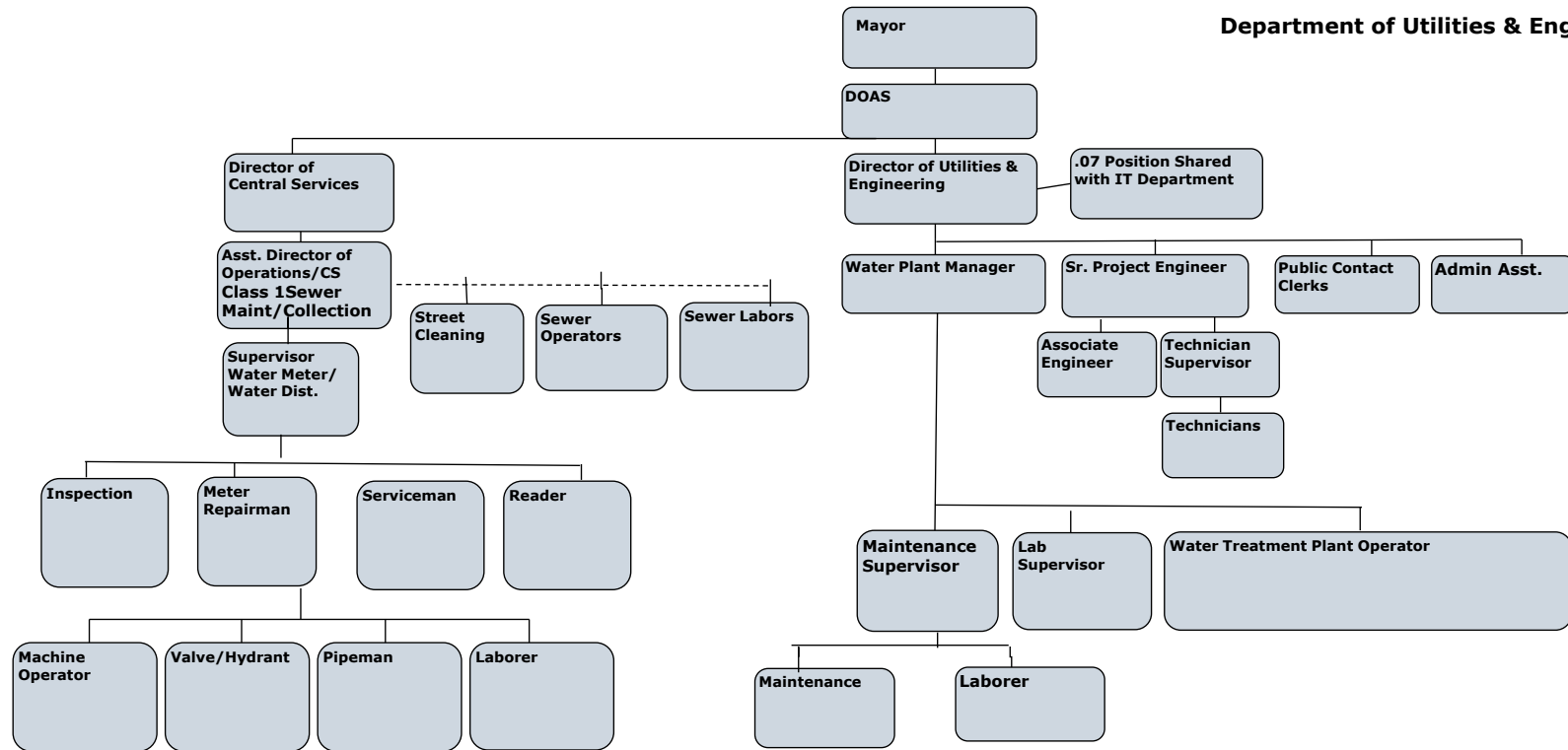
**Revenue/Expenditures & Change in Fund Balance  
Summary**

	Water Fund 501	Sewer Fund 502	Airport Fund 511	Airport PFC 512	Airport Hangar 513
<b>Beginning Balance, May 1</b>	<b>3,000,000</b>	<b>800,000</b>	<b>100</b>	<b>183,000</b>	<b>548,000</b>
<b>REVENUES</b>					
Taxes	-	-	-	35,000	-
Licenses & Permits	-	-	-	-	-
Charges for Services	6,760,000	5,733,000	192,650	-	100,000
Rent & Other Income	34,000	-	92,630	-	2,500
Interest Income	16,000	12,000	50	800	-
Debt Proceeds	5,250,000	6,200,000	-	-	-
Grants	-	-	2,981,930	-	-
Transfers In	-	-	739,455	-	-
Inter-Gov. Revenues	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>12,060,000</b>	<b>11,945,000</b>	<b>4,006,715</b>	<b>35,800</b>	<b>102,500</b>
Total Funds Available	15,060,000	12,745,000	4,006,815	218,800	650,500
<b>EXPENDITURES</b>					
Salaries & Benefits	2,708,439	1,121,373	602,037	-	-
Contracted Services	1,026,150	2,511,063	251,868	-	8,500
Commodities	2,002,850	756,200	177,080	-	1,500
Capital Outlay	6,845,000	7,320,000	2,963,630	-	-
Miscellaneous	242,000	256,491	12,100	-	6,500
Debt Service	53,812	53,812	-	-	-
Transfers	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>12,878,251</b>	<b>12,018,939</b>	<b>4,006,715</b>	<b>-</b>	<b>16,500</b>
<b>Ending Balance, April 30</b>	<b>\$ 2,181,749</b>	<b>\$ 726,061</b>	<b>\$ 100</b>	<b>\$ 218,800</b>	<b>\$ 634,000</b>



	Municipal Barge Dock 514	Reg Trng Facility 531	Total
<b>Beginning Balance, May 1</b>	<b>470,000</b>	<b>100</b>	<b>5,001,200</b>
<b>REVENUES</b>			
Taxes	-	-	<b>35,000</b>
Licenses & Permits	-	-	-
Charges for Services	200,000	12,000	<b>12,997,650</b>
Rent & Other Income	-	3,200	<b>132,330</b>
Interest Income	1,200	-	<b>30,050</b>
Debt Proceeds	-	-	<b>11,450,000</b>
Grants	-	100	<b>2,982,030</b>
Transfers In	-	62,411	<b>801,866</b>
Inter-Gov. Revenues	-	-	-
<b>TOTAL REVENUE</b>	<b>201,200</b>	<b>77,711</b>	<b>28,428,926</b>
Total Funds Available	671,200	77,811	<b>33,430,126</b>
<b>EXPENDITURES</b>			
Salaries & Benefits	-	3,774	<b>4,435,623</b>
Contracted Services	3,049	15,387	<b>3,816,017</b>
Commodities	5,150	8,550	<b>2,951,330</b>
Capital Outlay	43,001	-	<b>17,171,631</b>
Miscellaneous	-	-	<b>517,091</b>
Debt Service	-	50,000	<b>157,624</b>
Transfers	150,000	-	<b>150,000</b>
<b>TOTAL EXPENDITURES</b>	<b>201,200</b>	<b>77,711</b>	<b>29,199,316</b>
<b>Ending Balance, April 30</b>	<b>\$ 470,000</b>	<b>\$ 100</b>	<b>\$ 4,230,810</b>

## Department of Utilities & Engineering



\*\* Note: Left side of chart represents positions paid by the Utilities Department, but under the direction of the Director of Central Services

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**PURPOSE**

The Water Department is responsible for the treatment, storage and distribution of potable water to residential, commercial, industrial and other users, as well as the financial management of the water utility. The Water Department is funded by user charges for water service, which charges include fixed quarterly meter charges, fire protection charges and other miscellaneous charges; and metered consumption charges. As an enterprise fund, the fund is expected to be self-sufficient and revenues for services rendered should fund all expenses associated with the maintenance and administration of the water utility.

**GOALS/OBJECTIVES**

The Utilities Department has set the following goals for FY19:

- Continue major capital improvement program at the water treatment plant and pumping stations to improve reliability and reduce operating labor
- Reduce water losses through an active leak detection & repair program
- Reduce operating expenses through improved process control

This proposed budget plans for a rate increase which will be presented in April.

**PAST FISCAL YEAR HIGHLIGHTS**

In the previous fiscal year, the Water Enterprise Fund:

- Had a net operating profit of approximately \$160k (2.6% of operating revenues)
- Invested more than \$2.5 million in capital improvements in the public water supply
- Implemented a leak detection and repair program to reduce operating costs

**BUDGET SUMMARY**

Revenue projections for FY19 are based upon revenues generated in the preceding fiscal year. The volume of water sold in FY19 is not expected to vary appreciably from the preceding year. Operating revenues for FY19 are projected to be \$6.756 million. The operating revenues include a proposed revenue increase of \$805k generated by the proposed rate increase. Operating expenses, excluding debt service and capital improvements, are projected to be \$5.982 million, which will result in a net operating income of \$774k thousand in FY19. Operating expenses are projected to increase \$273,313 (4.8%) from the 2018 fiscal year.

A total capital expense budget of \$6.84 million is proposed. Proposed capital improvements include:

Construction of a new Solids Contact Clarifier	\$2,670,000
Chestnut Street Booster Station Replacement	1,510,000
WTP electrical system replacement	1,070,000
Water main replacement	920,000
Vehicle and equipment replacement	570,000
Industrial meter vault replacement	<u>100,000</u>
	\$6,840,000

The proposed budget assumes that \$5.25 million will be borrowed through the Illinois EPA low interest loan program (20 year, 1.74% interest). The annual repayment of \$314,000 would begin in FY20 and end in FY39.

**FUND 501 WATER FUND  
UTILITIES DEPARTMENT**

**SUMMARY**

**REVENUE SUMMARY**

ACCOUNT NUMBER	2018/2019		2017/2018		2016/2017
	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Other Income	50,000	13.64%	44,000	60,658	53,956
Charges for Services	6,760,000	13.58%	5,952,000	6,136,665	6,053,191
Debt Proceeds	5,250,000		3,800,000	-	-
<b>Total</b>	<b>12,060,000</b>	<b>23.11%</b>	<b>9,796,000</b>	<b>6,197,323</b>	<b>6,107,147</b>

**EXPENSE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019		2017/2018		2016/2017
	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	1,790,685	1.22%	1,769,180	1,764,706	1,660,380
Benefits	917,754	3.51%	886,655	857,540	868,731
Contractual Services	1,026,150	1.76%	1,008,449	1,066,339	902,427
Commodities	2,002,850	-4.77%	2,103,126	2,083,772	1,658,003
Capital Outlay	6,845,000	32.11%	5,181,367	616,759	29,180
Miscellaneous	242,000	11.42%	217,194	237,946	235,461
Debt Service	53,812	0.00%	53,812	53,812	53,812
<b>Totals</b>	<b>12,878,251</b>	<b>14.78%</b>	<b>11,219,783</b>	<b>6,680,874</b>	<b>5,407,994</b>

Totals by Division

3155 Utilities	3,006,238	12.87%	2,663,541	2,164,466	1,417,354
3156 Water Meter	931,402	8.20%	860,850	785,204	561,091
3310 Admin	563,382	5.54%	533,833	557,046	564,903
3312 Commercial	276,068	-16.16%	329,261	316,897	300,887
3313 Pump Stations	1,703,000	4.35%	1,632,000	697,949	384,243
3314 Purification	6,398,161	23.03%	5,200,298	2,217,228	2,179,515
<b>Totals</b>	<b>12,878,251</b>	<b>14.78%</b>	<b>11,219,783</b>	<b>6,738,790</b>	<b>5,407,994</b>

**STAFFING**

	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Authorized Full Time Positions	33.25	32.44	33.37	35

The proposed budget includes the following Water Department staff:

Water Distribution	1.00 Supervisor			
	1.00 Clerical (non-union)			
	10.75 822 union laborers/operators	12.75 total		
Water Metering	5.00 822 union laborers/operators	5.00 total		
Utilities Admin	0.75 Director, 0.75 Administrator	1.50 total		
Commercial	3.00 822 union laborers/operators			
Purification	5.00 Non-union supervisors			
	6.00 822 union laborers/operators	11.00 total	<b>= 33.25</b>	<b>Total FTEs</b>

**FUND 501 WATER FUND  
UTILITIES DEPARTMENT**

**REVENUE  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenue</b>					
501-0000-331.01-01	Interest Income	16,000	10,000	21,234	19,599
501-0000-341.04-00	Rent-Equipment/Facilities	34,000	34,000	34,743	34,317
501-0000-342.03-00	Jury Duty Reimb		0		
501-0000-342.09-00	Other		0	4,681	40
501-0000-371.01-00	Metered Water Sales	4,750,000	4,372,000	5,294,041	6,008,141
501-0000-371.01-01	Water Base Revenues	2,000,000	1,500,000	799,703	
501-0000-371.02-00	Fire Protection Fees	10,000	20,000	26,718	27,358
501-0000-371.03-04	Misc Water Sales	40,000	0	908	1,175
501-0000-371.04-00	Service Connection Fees		0	6,025	1,000
501-0000-371.05-00	Miscellaneous		0		
501-0000-371.05-01	Penalties - Past Due	90,000	90,000	96,829	96,832
501-0000-371.05-02	Consumer Service Chg	10,000	18,000	20,990	21,111
501-0000-371.05-03	Mdse Sales/Services	5,000	10,000	-5,885	2,187
501-0000-371.05-04	Laboratory Fees		0		35
501-0000-371.05-06	Forfeited Deposits			-45	-45
501-0000-371.05-07	Water Services In Kind	-150,000	-60,000	-120,167	-120,782
501-0000-371.05-08	Salvage Scrap Sales	4,000	1,000	15,948	14,919
501-0000-371.05-09	NSF Check Reimbursement	1,000	1,000	1,600	1,260
501-0000-371.05-10	Collect Uncollectable		0		
501-0000-371.05-11	Consumer Main Deposits		0		
501-0000-381.03-01	FEMA Reimbursements		0		
501-0000-391.01-01	General Fund		0		
501-0000-392.03-00	Loan Proceeds	5,250,000	3,800,000		
<b>Totals</b>		<b>12,060,000</b>	<b>9,796,000</b>	<b>6,197,323</b>	<b>6,107,147</b>

**FUND 501 WATER FUND  
UTILITIES DEPARTMENT**

**WATER DISTRIBUTION  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
501-3155-411.11-01	Regular Salary/Wages	551,920	470,978	448,129	442,646
501-3155-411.11-02	Overtime	50,257	47,316	75,339	68,046
501-3155-411.11-03	Sick Pay	11,866	10,852	21,706	13,550
501-3155-411.11-04	Holiday Pay	30,751	28,704	27,697	32,204
501-3155-411.11-15	Vacation	28,813	26,737	29,192	21,805
501-3155-411.11-16	Major Medical		0	13,570	4,781
501-3155-411.11-17	Sick Pay buyback	4,401	12,495	11,994	4,139
501-3155-411.11-18	Vacation Pay buyback		0		
501-3155-411-12-01	Temp Emp Reg Salary			2,916	
501-3155-411.21-01	Group Insurance	128,755	126,462	110,428	102,654
501-3155-411.21-02	Retirees Insurance		0		
501-3155-411.21-03	Board Pd Life Insurance	903	852	826	793
501-3155-411.21-04	Workers' Compensation	56,678	53,979	53,979	65,035
501-3155-411.22-01	Social Security	41,123	38,501	37,384	34,945
501-3155-411.22-02	Medicare	9,617	9,005	8,743	8,172
501-3155-411.22-03	Unemployment Comp.	1,300	1,234	1,234	1,234
501-3155-411.23-01	IMRF	70,904	70,047	70,112	66,552
501-3155-411.23-02	IMRF ERI - Employer Cont.		0		
501-3155-411.24-03	CDL Reimbursements		120		30
	<b>Subtotal</b>	<b>987,288</b>	<b>897,282</b>	<b>913,249</b>	<b>866,585</b>
<b>Contractual Services</b>					
501-3155-411.31-04	Engineering/Architectural	40,000	25,000	23,881	7,562
501-3155-411.35-02	Rep & Maint-Mach&Equip	5,000	5,000	1,150	3,133
501-3155-411.35-05	Rep & Maint-Other		200	71	71
501-3155-411.35-06	Rep & Maint-Infrastructure	50,000	60,000	39,713	107,936
501-3155-411.36-01	Fleet Maintenance	100,000	103,000	98,129	70,243
501-3155-411.36-02	Land	1,100	0		1,084
501-3155-411.36-03	Equipment & Vehicle	10,000	6,000	7,861	10,636
501-3155-411.36-05	Vehicle Replacement	60,000	52,334	49,660	28,441
501-3155-411.38-05	Boiler & Machinery Ins.		5,000	5,000	5,000
501-3155-411.39-01	Communications	5,500	5,000	5,414	5,783
501-3155-411.39-02	Advertising/Publishing	1,250	750	1,214	406
501-3155-411.39-03	Printing & Binding	1,000	0	668	306
501-3155-411.39-05	Mileage Reimbursement		0		
501-3155-411.39-06	JULIE Location Requests	4,600	4,525	4,548	4,525
501-3155-411.39-07	Regist, Schools, Meetings	1,000	0	506	
501-3155-411.39-08	Contracted Services		14,000	11,869	1,473
	<b>Subtotal</b>	<b>279,450</b>	<b>280,809</b>	<b>249,684</b>	<b>246,599</b>
<b>Commodities</b>					
501-3155-411.41-02	Office Supplies	1,000	750	811	470
501-3155-411.42-02	Electricity		3,000	2,565	1,650
501-3155-411.45-02	Custodial Supplies	3,000	3,000	3,148	3,816
501-3155-411.45-03	Equipment Consumable	3,000	2,500	3,375	2,806
501-3155-411.45-04	Equip Replacement Parts	3,000	4,000	3,531	2,246
501-3155-411.45-05	Small Tools/Small Equip.	10,000	9,000	9,504	10,522
501-3155-411.46-01	Concrete	50,000	50,000	51,291	56,995
501-3155-411.46-02	Asphalt	1,000	2,500	0	
501-3155-411.46-03	Sand, Stone & Gravel	25,000	22,000	21,408	24,271
501-3155-411.46-07	Barricades	4,000	3,700	0	
501-3155-411.46-08	Paint	1,000	1,000	1,298	1,784
501-3155-411.46-09	Pipe	2,500	10,000	1,043	1,320

**FUND 501 WATER FUND  
UTILITIES DEPARTMENT**

**WATER DISTRIBUTION  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
501-3155-411.46-10	Lumber	2,000	1,500	1,703	2,305
501-3155-411.46-11	Operational Supplies-Other	185,000	185,000	199,672	178,095
501-3155-411.46-12	Gasoline/Diesel	500	0	204	224
501-3155-411.47-01	Clothing/Uniforms	1,000	1,000	1,026	494
501-3155-411.47-02	Safety Equipment	2,500	2,500	1,798	2,460
501-3155-411.47-03	Training Supplies	0	0	0	139
	<b>Subtotal</b>	<b>294,500</b>	<b>301,450</b>	<b>302,377</b>	<b>289,598</b>
<b>Capital Outlay</b>					
501-3155-411.52-05	Machinery & Equipment	350,000	125,000	54,225	
501-3155-411.52-06	Vehicles	150,000	160,000	(124,338)	
501-3155-411.52-08	Controllable	25,000	500	14,733	14,573
501-3155-411.53-03	Utility Piping, meters, etc	920,000	898,500	789,674	
501-3155-411.53-09	Other	-	-	(35,138)	
	<b>Subtotal</b>	<b>1,445,000</b>	<b>1,184,000</b>	<b>699,156</b>	<b>14,573</b>
	<b>Totals</b>	<b>3,006,238</b>	<b>2,663,541</b>	<b>2,164,466</b>	<b>1,417,354</b>

**FUND 501 WATER FUND  
UTILITIES DEPARTMENT**

**WATER METERING  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
501-3156-411.11-01	Regular Salary/Wages	204,064	168,864	156,796	145,081
501-3156-411.11-02	Overtime	19,593	19,192	18,656	15,404
501-3156-411.11-03	Sick Pay	3,005	2,945	6,248	3,850
501-3156-411.11-04	Holiday Pay	11,928	11,693	11,456	11,895
501-3156-411.11-15	Vacation	18,552	18,186	20,082	18,477
501-3156-411.11-17	Sick Pay buyback	5,832	15,481	15,458	5,564
501-3156-411.21-01	Group Insurance	65,735	50,564	51,797	46,763
501-3156-411.21-03	Board Pd Life Insurance	341	341	295	278
501-3156-411.21-04	Workers' Compensation	40,065	38,157	38,157	45,972
501-3156-411.22-01	Social Security	15,955	16,250	12,918	11,515
501-3156-411.22-02	Medicare	3,732	3,801	3,021	2,693
501-3156-411.22-03	Unemployment Comp.	500	522	522	522
501-3156-411.23-01	IMRF	27,510	29,664	25,500	22,699
501-3156-411.24-03	CDL Reimbursements	90	90	0	60
	<b>Subtotal</b>	<b>416,902</b>	<b>375,750</b>	<b>360,906</b>	<b>330,775</b>
<b>Contractual Services</b>					
501-3156-411.35-02	Rep & Maint-Mach & Equip	500	750	3,174	3,478
501-3156-411.35-05	Rep & Maint-Other	5,000	3,000	3,520	8,820
501-3156-411.36-01	Fleet Maintenance	15,000	20,000	13,767	13,315
501-3156-411.36-05	Vehicle Replacement	20,000	12,000	11,196	9,426
501-3156-411.38-05	Boiler & Machinery Ins.		10,000	10,000	10,000
501-3156-411.39-01	Communications	500	800	120	221
501-3156-411.39-03	Printing & Binding		500		165
501-3156-411.39-08	Contracted Services	1,500	1,300	1,444	1,312
	<b>Subtotal</b>	<b>42,500</b>	<b>48,350</b>	<b>43,221</b>	<b>46,736</b>
<b>Commodities</b>					
501-3156-411.41-01	Postage	0	0	0	0
501-3156-411.41-02	Office Supplies	900	750	852	436
501-3156-411.45-01	Building Supplies	200	0	107	221
501-3156-411.45-02	Custodial Supplies	1,500	700	1,214	1,124
501-3156-411.45-03	Equipment Consumable	900	700	887	312
501-3156-411.45-04	Equip Replacement Parts	500	500	406	551
501-3156-411.45-05	Small Tools/Small Equip.	2,000	2,500	1,511	1,049
501-3156-411.46-08	Paint		0	484	
501-3156-411.46-09	Pipe	1,000	500	428	66
501-3156-411.46-11	Other	325,000	299,391	281,258	179,821
	<b>Subtotal</b>	<b>332,000</b>	<b>305,041</b>	<b>287,147</b>	<b>183,580</b>
<b>Capital Outlay</b>					
501-3156-411.52-05	Machinery & Equipment	-	45,000	35,875	-
501-3156-411.52-06	Vehicles	40,000	84,709	65,555	
501-3156-411.52-08	Controllable	-	2,000	-	-
501-3156-411.53-03	Infrastructure-Meters	100,000	0	-7,500	
	<b>Subtotal</b>	<b>140,000</b>	<b>131,709</b>	<b>93,930</b>	<b>0</b>
	<b>Totals</b>	<b>931,402</b>	<b>860,850</b>	<b>785,204</b>	<b>561,091</b>



**FUND 501 WATER FUND  
UTILITIES DEPARTMENT**

**UTILITIES-ADMINISTRATION  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Wages</b>					
501-3310-411.11-01	Regular Salary/Wages	96,777	97,618	99,942	96,381
501-3310-411.11-04	Holiday Pay	5,600	5,650	5,625	5,920
501-3310-411.11-15	Vacation	5,085	5,162	4,850	5,507
501-3310-411.11-17	Sick Pay buyback	1,499	4,316	4,316	1,572
501-3310-411.21-01	Group Insurance	22,688	22,044	21,934	22,016
501-3310-411.21-03	Board Pd Life Insurance	102	107	107	105
501-3310-411.21-04	Workers' Compensation	8,516	8,110	8,110	9,771
501-3310-411.22-01	Social Security	6,779	7,023	6,370	6,053
501-3310-411.22-02	Medicare	1,585	1,643	1,490	1,416
501-3310-411.22-03	Unemployment Comp.	150	188	188	188
501-3310-411.23-01	IMRF	11,689	12,776	12,827	12,414
	<b>Subtotal</b>	<b>160,470</b>	<b>164,637</b>	<b>165,759</b>	<b>161,482</b>
<b>Contractual Services</b>					
501-3310-411.31-01	Audit	7,500	8,000	7,031	7,039
501-3310-411.31-05	Prof Svc-Other	1,500	1,500	1,116	
501-3310-411.32-02	Technical Svc-Computer	20,000	15,000	15,366	14,656
501-3310-411.38-01	MICA	66,350	63,190	63,190	76,132
501-3310-411.39-01	Communications	400	500	3,026	78
501-3310-411.39-02	Advertising/Publishing			315	
501-3310-411.39-03	Printing & Binding	5,000	5,000	3,483	1,575
501-3310-411.39-04	Travel		-		945
501-3310-411.39-05	Mileage Reimbursement	250	250		
501-3310-411.39-07	Regist, Schools, Meetings	600	250	596	233
501-3310-411.39-08	Contracted Services	-	-	148	-
	<b>Subtotal</b>	<b>101,600</b>	<b>93,690</b>	<b>94,271</b>	<b>100,658</b>
<b>Commodities</b>					
501-3310-411.41-01	Postage	500	500	456	125
501-3310-411.41-02	Office Supplies	500	500	100	524
	<b>Subtotal</b>	<b>1,000</b>	<b>1,000</b>	<b>556</b>	<b>650</b>
<b>Capital Outlay</b>					
501-3310-411.52-04	Office Equipment	5,000	5,000	4,316	12,757
501-3310-411.52-08	Controllable			395	325
	<b>Subtotal</b>	<b>5,000</b>	<b>5,000</b>	<b>4,711</b>	<b>13,082</b>
<b>Miscellaneous</b>					
501-3310-411.61-01	Dues	500	500	-	215
501-3310-411.61-04	Other	-	-	788	-
501-3310-411.61-08	Bad Debt Expense	35,000	35,000	40,420	42,314
501-3310-411.61-09	Gain/Loss on Sale of Prop	-	-	-	-
501-3310-411.61-89	Over & Short	20,000		16,507	12,497
501-3310-411.65-01	Administrative cost share	175,000	169,585	169,614	169,585
501-3310-411.65-02	Space cost share	11,000	10,609	10,608	10,608
501-3310-491.62-26	1998 G/O Bond Fund	53,812	53,812	53,812	53,812
	<b>Subtotal</b>	<b>295,312</b>	<b>269,506</b>	<b>291,749</b>	<b>289,032</b>
	<b>Totals</b>	<b>563,382</b>	<b>533,833</b>	<b>557,046</b>	<b>564,903</b>

**FUND 501 WATER FUND  
UTILITIES DEPARTMENT**

**COMMERCIAL  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
501-3312-411.11-01	Regular Salary/Wages	116,639	140,919	146,255	151,936
501-3312-411.11-02	Overtime	2,403	2,355	93	402
501-3312-411.11-03	Sick Pay	3,294	3,229	2,233	2,196
501-3312-411.11-04	Holiday Pay	6,874	6,738	7,009	7,155
501-3312-411.11-15	Vacation	5,622	5,511	6,067	5,434
501-3312-411.11-16	Major Medical		-		
501-3312-411.11-17	Sick Pay buyback	1,973	5,299	5,299	1,882
501-3312-411.11-18	Vacation Pay buyback				
501-3312-411.21-01	Group Insurance	28,444	34,278	35,609	37,978
501-3312-411.21-03	Board Pd Life Insurance	204	204	249	261
501-3312-411.21-04	Workers' Compensation	1,033	984	984	1,186
501-3312-411.22-01	Social Security	8,479	8,521	9,667	9,833
501-3312-411.22-02	Medicare	1,983	1,993	221	2,300
501-3312-411.22-03	Unemployment Comp.	300	478	478	478
501-3312-411.23-01	IMRF	14,620	15,502	18,689	19,156
	<b>Subtotal</b>	<b>191,868</b>	<b>226,011</b>	<b>232,853</b>	<b>240,197</b>
<b>Contractual Services</b>					
501-3312-411.35-02	R&M-Machinery & Equip	1500	1500	377	1253
501-3312-411.35-03	R&M-Office Furn & Equip		500		
501-3312-411.36-03	Equipment & Vehicle	2,700	1,500	1,268	2,287
501-3312-411.38-05	Boiler & Machinery Ins.		5,000	5,000	5,000
501-3312-411.39-02	Advertising/Publishing		0		
501-3312-411.39-03	Printing & Binding	1,000	0	750	1,895
501-3312-411.39-04	Travel		500		
501-3312-411.39-05	Mileage Reimbursement		250		
501-3312-411.39-07	Regist, Schools, Meetings		0		
501-3312-411.39-08	Contracted Services	40,000	34,000	37,231	25,590
	<b>Subtotal</b>	<b>45,200</b>	<b>43,250</b>	<b>44,626</b>	<b>36,025</b>
<b>Commodities</b>					
501-3312-411.41-01	Postage	30,000	26,785	23,017	19,579
501-3312-411.41-02	Office Supplies	4,000	5,000	3,187	3,561
	<b>Subtotal</b>	<b>34,000</b>	<b>31,785</b>	<b>26,204</b>	<b>23,140</b>
<b>Capital Outlay</b>					
501-3312-411.52-04	Office Equipment		28,215	13,214	
501-3312-411.52-05	Machinery & Equipment	0			
501-3312-411.52-08	Conrollable	5,000		1,525	1,525
		<b>5,000</b>	<b>28,215</b>	<b>13,214</b>	<b>1,525</b>
<b>Miscellaneous</b>					
501-3312-411.61-04	Other	0	0	0	0
	<b>Totals</b>	<b>276,068</b>	<b>329,261</b>	<b>316,897</b>	<b>300,887</b>

**FUND 501 WATER FUND  
UTILITIES DEPARTMENT**

**PUMP STATIONS  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
501-3313-411.12-01	Regular Salary/Wages	0			2,469
501-3313-411.12-02	Overtime	0			
501-3313-411.22-01	Social Security	0			153
501-3313-411.22-02	Medicare	0			36
	<b>Subtotals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,658</b>
<b>Contractual Services</b>					
501-3313-411.35-01	Repair & Maint-Buildings	10,000	5,000	297	320
501-3313-411.35-02	R&M-Mach & Equipment	3,000	5,000	2,889	4,562
501-3313-411.35-05	Repair & Maint-Other		1,000		
501-3313-411.38-05	Boiler & Machinery Ins.	11,000	20,000	20,000	20,000
501-3313-411.39-01	Communications		-	-	-
	<b>Subtotals</b>	<b>24,000</b>	<b>31,000</b>	<b>23,186</b>	<b>24,882</b>
<b>Commodities</b>					
501-3313-411.42-01	Natural Gas	4,000	1,000	5,862	3,126
501-3313-411.42-02	Electricity	425,000	400,000	406,094	353,577
	<b>Subtotals</b>	<b>429,000</b>	<b>401,000</b>	<b>411,956</b>	<b>356,703</b>
<b>Capital Outlay</b>					
501-3313-411.52-05	Machinery & Equipment		27,500	27,500	0
501-3313-411.53-09	Other	1,250,000	1,172,500	207,807	0
	<b>Subtotals</b>	<b>1,250,000</b>	<b>1,200,000</b>	<b>235,307</b>	<b>0</b>
	<b>Totals</b>	<b>1,703,000</b>	<b>1,632,000</b>	<b>697,949</b>	<b>384,243</b>

**FUND 501 WATER FUND  
UTILITIES DEPARTMENT**

**PURIFICATION  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
501-3314-411.11-01	Regular Salary/Wages	491,763	483,840	506,026	483,994
501-3314-411.11-02	Overtime	15,166	15,318	11,513	19,516
501-3314-411.11-03	Sick Pay	16,731	46,846	7,278	8,122
501-3314-411.11-04	Holiday Pay	29,902	29,337	26,756	24,573
501-3314-411.11-15	Vacation	37,515	38,516	28,441	32,947
501-3314-411.11-17	Sick Pay buyback	12,860	45,083	45,009	15,801
501-3314-411.11-18	Vacation buyback		0	1,671	3,935
501-3314-411.12-01	Temp Emp Reg Salary/Wages		0		3,057
501-3314-411.21-01	Group Insurance	126,869	109,039	104,057	98,438
501-3314-411.21-03	Board Pd Life Insurance	749	749	761	736
501-3314-411.21-04	Workers' Compensation	108,021	102,877	102,877	123,948
501-3314-411.22-01	Social Security	37,550	38,880	37,455	35,532
501-3314-411.22-02	Medicare	8,782	9,093	8,760	8,310
501-3314-411.22-03	Unemployment Comp.	1,200	1,750	1,750	1,750
501-3314-411.23-01	IMRF	64,743	70,737	69,951	66,755
501-3314-411.24-03	CDL Reimbursements	60	90	90	
	<b>Subtotal</b>	<b>951,911</b>	<b>992,155</b>	<b>952,395</b>	<b>927,414</b>
<b>Contractual Services</b>					
501-3314-411.31-04	Engineering/Architectural	75,000	75,000	24,226	24,680
501-3314-411.31-05	Prof Svc-Other		0		1,830
501-3314-411.34-01	Cleaning Svc-Disposal	7,500	7,500	6,660	5,254
501-3314-411.34-03	Custodial	2,000	2,000	2,005	1,781
501-3314-411.35-01	Repair & Maint-Buildings	20,000	27,500	32,090	21,747
501-3314-411.35-02	R & M-Machinery & Equip	60,000	80,000	89,080	53,955
501-3314-411.35-03	Office Furniture & Equip		250		
501-3314-411.35-05	Repair & Maint - Other		0		
501-3314-411.36-01	Fleet Maintenance	5,200	5,000	5,641	4,144
501-3314-411.36-03	Equipment & Vehicle	1,500	500	1,425	480
501-3314-411.36-05	Vehicle Replacement	5,000	2,200	2,178	1,068
501-3314-411.38-05	Boiler & Machinery Ins.	99,700	76,400	100,995	60,549
501-3314-411.39-01	Communications	6,000	3,750	5,497	4,089
501-3314-411.39-02	Advertising/Publishing	1,000	1,000	522	532
501-3314-411.39-03	Printing & Binding		0	60	
501-3314-411.39-05	Mileage Reimbursement				
501-3314-411.39-07	Regist, Schools, Meetings			650	
501-3314-411.39-05	Mileage Reimbursement		0		
501-3314-411.39-07	Regist, Schools, Meetings	500	250		75
501-3314-411.39-08	Contracted Services	250,000	230,000	340,322	267,343
	<b>Subtotal</b>	<b>533,400</b>	<b>511,350</b>	<b>611,351</b>	<b>447,528</b>

**FUND 501 WATER FUND  
UTILITIES DEPARTMENT**

**PURIFICATION  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Commodities</b>					
501-3314-411.41-01	Postage	600	600	563	78
501-3314-411.41-02	Office Supplies	750	750	647	669
501-3314-411.42-01	Natural Gas	11,000	8,500	9,770	9,278
501-3314-411.42-02	Electricity	125,000	145,000	70,388	121,453
501-3314-411.45-01	Building Supplies	5,000	4,000	4,651	4,615
501-3314-411.45-02	Custodial Supplies	16,000	5,500	12,614	27,588
501-3314-411.45-03	Equipment Consumable	500	1,500	645	606
501-3314-411.45-04	Equip Replacement Parts	7,000	11,000	10,985	2,031
501-3314-411.45-05	Small Tools/Small Equip.	12,000	10,000	9,968	9,862
501-3314-411.46-05	Chemicals	650,000	815,000	870,451	580,280
501-3314-411.46-11	Operational supplies-Other	6,000	6,000	7,487	5,150
501-3314-411.46-12	Gasoline/Diesel	500	2,000	100	
501-3314-411.46-14	Laboratory	75,000	50,000	54,063	40,851
501-3314-411.47-02	Safety Equipment	3,000	3,000	3,200	1,873
	<b>Subtotal</b>	<b>912,350</b>	<b>1,062,850</b>	<b>1,055,532</b>	<b>804,332</b>
<b>Capital Outlay</b>					
501-3314-411.52-02	Buildings	0	0	0	0
501-3314-411.52-04	Office Equipment	0	0	-11,758	
501-3314-411.52-05	Machinery & Equipment	0		-279,747	
501-3314-411.52-06	Vehicles	0			
501-3314-411.53-09	Other	4,000,000	2,632,443	-110,554	0
	<b>Subtotal</b>	<b>4,000,000</b>	<b>2,632,443</b>	<b>-402,059</b>	<b>0</b>
<b>Miscellaneous</b>					
501-3314-411.61-04	Other	500	1,500	9	241
	<b>Totals</b>	<b>6,398,161</b>	<b>5,200,298</b>	<b>2,217,228</b>	<b>2,179,515</b>

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**PURPOSE**

The Sewer Department is responsible for the collection, treatment and disposal of sanitary and combined (sanitary + storm water) sewage generated in areas served by public sewers, as well as the financial management of the sewer utility. The Sewer Department is funded by user charges for sewer service, which charges are based upon metered water consumption. As an enterprise fund, the fund is expected to be self-sufficient and revenues for services rendered should fund all expenses associated with the maintenance and administration of the sewer utility.

**GOALS/OBJECTIVES**

The Utilities Department has set the following goals for FY19:

- Extend truck sewer east of 36<sup>th</sup> and Harrison Street to allow additional development
- Replace the Activated Sludge Aeration System at WWTP to improve performance and reduce energy cost
- Replace the Primary Clarification system to lower operating costs.

This proposed budget plans for a rate increase which will be presented in April.

**PAST FISCAL YEAR HIGHLIGHTS**

In the past fiscal year, the Sewer Enterprise Fund:

- Had a net operating profit of approximately \$540k (11.7% of operating revenues)
- Invested more than \$2.4 million in capital improvements to the sewage collection and treatment system

**BUDGET SUMMARY**

Revenue projections for FY19 are based upon billed units of sewer usage for the previous fiscal year, with little variation expected. Operating revenues for FY19 are projected to be \$5.733 million. The operating revenues include a proposed revenue increase of \$1.233 million generated by the proposed rate increase. Operating expenses, excluding debt service and capital improvements, are expected to be \$4.574 million, for a net operating income of \$1.159 million. Operating expenses are projected to increase \$29,079 (0.6%) from the 2018 fiscal year.

A total capital expense budget of \$7.32 million is proposed. Proposed capital improvements include:

WWTP equipment replacement	\$6,200,000
Sewer collection system replacement	1,000,000
Vehicle and equipment replacement	<u>20,000</u>
	\$7,320,000

The proposed budget assumes that \$6.20 million will be borrowed through the Illinois EPA low interest loan program (20 year, 1.76% interest). The annual repayment of \$371,000 would begin in FY20 and end in FY39.

**FUND 502 SEWER FUND  
UTILITIES DEPARTMENT**

**SUMMARY**

<b>REVENUE SUMMARY</b>					
ACCOUNT NUMBER	2018/2019		2017/2018	2017/2018	2016/2017
	PROPOSED	% Change	REVISED	PROJECTED	YTD
	BUDGET		BUDGET	ACTUAL	ACTUAL
Other Income	12,000	20.00%	10,000	12,720	22,003
Charges for Services	5,733,000	27.40%	4,500,000	4,446,071	4,329,378
Debt Proceeds	6,200,000		6,200,000	-	-
Transfers	-	0.00%	-	25,014	-
<b>Total</b>	<b>11,945,000</b>	<b>11.53%</b>	<b>10,710,000</b>	<b>4,483,805</b>	<b>4,351,381</b>

<b>EXPENSE SUMMARY</b>					
ACCOUNT DESCRIPTION	2018/2019		2017/2018	2017/2018	2016/2017
	PROPOSED	% Change	REVISED	PROJECTED	YTD
	BUDGET		BUDGET	ACTUAL	ACTUAL
Salaries	672,978	4.20%	645,825	504,846	454,295
Benefits	448,395	-4.85%	471,245	379,336	390,426
Contractual Services	2,511,063	3.73%	2,420,860	2,054,566	2,096,375
Commodities	760,700	0.84%	754,400	715,040	667,696
Capital Outlay	7,320,000	-17.24%	8,845,100	1,595,157	3,116
Miscellaneous	310,403	1.31%	306,403	301,290	313,231
Debt Service	-		-	-	-
<b>Totals</b>	<b>12,023,539</b>	<b>-10.56%</b>	<b>13,443,833</b>	<b>5,550,235</b>	<b>3,925,139</b>

Totals by Division					
3150 Administration	288,141	1.41%	284,141	263,716	282,924
3153 Street Cleaning	194,665	26.81%	153,508	143,817	-
3157 Sewer Maintenance	2,915,378	14.00%	2,557,368	834,020	1,700,393
3321 Pretreatment	32,905	277.52%	8,716	8,716	10,501
3322 Waste Water	8,592,450	-17.70%	10,440,100	4,299,966	1,931,321
<b>Totals</b>	<b>12,023,539</b>	<b>-10.56%</b>	<b>13,443,833</b>	<b>5,550,235</b>	<b>3,925,139</b>

<b>STAFFING</b>				
	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Authorized Full Time Positions	12.90	13.00	13.05	13.3

The proposed budget includes the following Sewer Department staff:

- Sewer Maintenance 3157
    - 0.75 Asst. Director
    - 0.50 Safety Coordinator
    - 8.90 822 union laborers/operators
    - 1.50 822 Street Cleaner Operator
    - 1.00 Project Engineer
  - Pretreatment 3321
    - 0.25 Environmental Coordinator
- 12.90 TOTAL FTES**

**FUND 502 SEWER FUND  
UTILITIES DEPARTMENT**

**REVENUE  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
502-0000-331.01-01	Interest Income	12,000	10,000	12,482	17,755
502-0000-342.09-00	Other		0		248
502-0000-350.00-00	Sale of Property			238	4,000
502-0000-372.01-00	User Charges	5,500,000	4,200,000	4,435,698	4,189,043
502-0000-372.01-01	User Charges/Improv surcharge	220,000	0		
502-0000-372.02-00	Surcharges	208,000	300,000	170,174	300,398
502-0000-372.03-00	Miscellaneous		0		
502-0000-372.03-01	Sewer Services In Kind	(195,000)		(159,801)	(160,063)
502-0000-372.05-00	Flat Rate Charges				
502-0000-381.03-01	FEMA Reimbursements				
502-0000-391.01-01	General Fund		0		
502-0000-392.03-00	Loan Proceeds	6,200,000	6,200,000		
	<b>Totals</b>	<b>11,945,000</b>	<b>10,710,000</b>	<b>4,458,791</b>	<b>4,351,381</b>



**FUND 502 SEWER FUND  
UTILITIES DEPARTMENT**

**ADMINISTRATION/FIELD OPERATIONS  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Contractual Services</b>					
502-3150-412.31-01	Audit	4,538	4,538	4,538	4,543
502-3150-412.31-02	Contracted Legal	5,000	5,000		
502-3150-412.31-04	Engineering/Architectural		0		
502-3150-412.31-05	Professional/Other		0		
502-3150-412.32-02	Computer	10,000	10,000	9,671	9,211
502-3150-412.35-02	Machinery & Equipment	1,500	1,500		1,253
502-3150-412.39-01	Communications	4,000	4,000	3,512	4,096
502-3150-412.39-02	Advertising/Publishing	200	200		
502-3150-412.39-04	Travel		0		
502-3150-412.39-06	JULIE Location Requests		0		
502-3150-412.39-08	Contracted Services		0		
	<b>Subtotal</b>	<b>25,238</b>	<b>25,238</b>	<b>17,721</b>	<b>19,103</b>
<b>Commodities</b>					
502-3150-412.41-01	Postage	50	50	45	45
502-3150-412.41-02	Office Supplies	50	50	46	0
502-3150-412.41-03	Shared Billing Expense	27,500	27,500	17,253	23,045
	<b>Subtotal</b>	<b>27,600</b>	<b>27,600</b>	<b>17,344</b>	<b>23,090</b>
<b>Capital Outlay</b>					
502-3150-412.52-04	Office Equipment	0	0	0	0
502-3150-412.52-05	Machinery & Equipment	0	0	0	0
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Miscellaneous</b>					
502-3150-412.61-04	Other	0	0	39	39
502-3150-412.61-06	Refunds		0	0	0
502-3150-412.61-08	Bad Debt Expense	24,000	20,000	17,311	29,389
502-3150-412.65-01	Administrative cost share	151,126	151,126	151,128	151,126
502-3150-412.65-02	Space cost share	6,365	6,365	6,361	6,365
502-3150-491.62-26	2005 G/O Bond Fund	53,812	53,812	53,812	53,812
502-3150-491.62-32	Central Services Fund				
	<b>Subtotal</b>	<b>235,303</b>	<b>231,303</b>	<b>228,651</b>	<b>240,731</b>
<b>Debt Service</b>					
502-3150-409.72-00	Loan/Lease Payments	0	0	0	0
	<b>Totals</b>	<b>288,141</b>	<b>284,141</b>	<b>263,716</b>	<b>282,924</b>

FUND 502 SEWER FUND

STREET CLEANING  
DETAIL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
502-3153-412.11-01	Regular Salary/Wages	60,224	38,242	32,301	
502-3153-412.11-02	Overtime	1,334	1,309	695	
502-3153-412.11-03	Sick Pay		-	159	
502-3153-412.11-04	Holiday Pay	2,324	2,279	1,772	
502-3153-412.11-15	Vacation Pay	3,444	3,377	3,113	
502-3153-412.11-16	Major Medical Pay		-		
502-3153-412.11-17	Sick Pay Buy Back	2,066	5,402	5,402	
502-3153-412.21-01	Group Insurance	24,994	19,107	16,148	
502-3153-412.21-03	Board Paid Life Insurance	102	68	54	
502-3153-412.21-04	Workers' Compensation	14,522	14,522	14,522	
502-3153-412.22-01	Social Security	3,644	3,137	2,464	
502-3153-412.22-02	Medicare	852	734	576	
502-3153-412.22-03	Unemployment Comp.	100	344	344	
502-3153-412.23-01	IMRF	6,283	5,709	4,839	
502-3153-412.24-03	CDL Reimbursements	35	35	35	
	<b>Subtotal</b>	<b>119,924</b>	<b>94,265</b>	<b>82,424</b>	
<b>Contractual Services</b>					
502-3153-412.36-01	Fleet Maintenance	20,000	5,000	15,579	
502-3153-412.36-05	Vehicle Replacement	40,000	40,000	33,330	
502-3153-412.38-01	MICA	10,241	10,243	10,243	
502-3153-412.38-02	Deductible	-			
502-3153-412.39-04	Travel	-	2,000	813	
	<b>Subtotal</b>	<b>70,241</b>	<b>57,243</b>	<b>59,965</b>	
<b>Commodities</b>					
502-3153-412.45-03	Equipment Consumable	-			
502-3153-412.45-04	Equip Replacement Parts	2,500	2,000	1,428	
502-3153-412.45-05	Small Tools/Small Equip.	2,000	-		
502-3153-412.47-02	Safety Equipment	-	-		
	<b>Subtotal</b>	<b>4,500</b>	<b>2,000</b>	<b>1,428</b>	
	<b>Totals</b>	<b>194,665</b>	<b>153,508</b>	<b>143,817</b>	

**FUND 502 SEWER FUND  
UTILITIES DEPARTMENT**

**SEWER MAINTENANCE & COLLECTION  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
502-3157-412.11-01	Regular Salary/Wages	459,487	458,948	346,296	338,119
502-3157-412.11-02	Overtime	56,221	55,785	40,904	40,083
502-3157-412.11-03	Sick Pay	12,368	14,122	17,572	13,924
502-3157-412.11-04	Holiday Pay	30,614	28,514	22,805	26,719
502-3157-412.11-15	Vacation	28,187	29,596	22,956	26,273
502-3157-412.11-16	Major Medical		-	1,470	7,763
502-3157-412.11-17	Sick Pay Buyback	4,654	8,251	8,088	1,415
502-3157-412.11-18	Vacation Pay buyback		-	1,313	
502-3157-412.21-01	Group Insurance	113,377	148,837	94,502	105,793
502-3157-412.21-03	Board Paid Life Ins.	760	848	645	639
502-3157-412.21-04	Workers' Compensation	167,034	159,080	159,080	191,663
502-3157-412.22-01	Social Security	37,111	37,155	26,893	26,479
502-3157-412.22-02	Medicare	9,392	13,215	6,290	6,192
502-3157-412.22-03	Unemployment Comp.	1,200	1,288	1,288	1,288
502-3157-412.23-01	IMRF	62,776	67,066	51,626	51,482
502-3157-412.24-03	CDL Reimbursements	100	100	30	160
	<b>Subtotal</b>	<b>983,281</b>	<b>1,022,805</b>	<b>801,758</b>	<b>837,992</b>
<b>Contractual Services</b>					
502-3157-412.31-04	Engineering/Architectural	200,000	236,500	314,073	326,611
502-3157-412.31-05	Other			994	
502-3157-412.35-02	Rep & Maint-Mach & Equip	15,000	20,000	12,788	18,884
502-3157-412.35-05	Repair & Maint-Other	2,000	2,000	3,812	2,450
502-3157-412.35-06	Repair & Maint - Infrastr	150,000	150,000	73,113	149,964
502-3157-412.36-01	Fleet Maintenance	125,000	135,000	117,824	144,015
502-3157-412.36-03	Equipment & Vehicle	10,000	-	3,891	6,795
502-3157-412.36-05	Vehicle Replacement	105,000	59,098	36,967	49,348
502-3157-412.38-01	MICA	22,197	21,140	21,140	25,470
502-3157-412.39-01	Communications	1,200	1,000	1,233	690
502-3157-412.39-02	Advertising/Publishing	1,500	1,500	1,635	1,376
502-3157-412.39-03	Printing & Binding	2,000	2,500		
502-3157-412.39-04	Travel	100	100	1,319	40
502-3157-412.39-05	Mileage Reimbursement	100	100		
502-3157-412.39-06	JULIE Location Requests	4,600	4,525	4,548	4,525
502-3157-412.39-07	Regist, Schools, Meetings	200	200	506	
502-3157-412.39-08	Contracted Services	2,500	5,000	350	1,475
	<b>Subtotal</b>	<b>641,397</b>	<b>638,663</b>	<b>594,193</b>	<b>731,644</b>
<b>Commodities</b>					
502-3157-412.41-01	Office Supplies	100			
502-3157-412.42-02	Electricity	60,000	58,500	57,229	38,985
502-3157-412.45-01	Building Supplies			94	
502-3157-412.45-02	Custodial Supplies	500	500	981	996
502-3157-412.45-03	Equipment Consumable	1,000	1,000	223	293
502-3157-412.45-04	Equip Replacement Parts	3,500	3,500	2,915	4,072
502-3157-412.45-05	Small Tools/Small Equip.	2,000	2,000	1,155	706
502-3157-412.46-01	Concrete	60,000	60,000	54,184	49,393
502-3157-412.46-02	Asphalt	1,000	1,000		
502-3157-412.46-03	Sand, Stone & Gravel	15,000	15,000	18,689	11,503
502-3157-412.46-07	Barricades	4,000	4,000		
502-3157-412.46-08	Paint	500	500	10	744
502-3157-412.46-09	Pipe	3,000	6,000	2,047	2,794
502-3157-412.46-10	Lumber	1,500	2,000	1,164	1,652

**FUND 502 SEWER FUND  
UTILITIES DEPARTMENT**

**SEWER MAINTENANCE & COLLECTION  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
502-3157-412.46-11	Other	15,000	12,300	15,665	13,544
502-3157-412.46-12	Gasoline/Diesel		-	2,650	274
502-3157-412.47-01	Clothing/Uniforms	500	500	427	
502-3157-412.47-02	Safety Equipment	3,000	4,000	3,240	2,685
502-3157-412.47-03	Training Supplies				
	<b>Subtotal</b>	<b>170,600</b>	<b>170,800</b>	<b>160,673</b>	<b>127,641</b>
<b>Capital Outlay</b>					
502-3157-412.52-03	Improv other than Bldgs	1,000,000	545,000	(574,880)	
502-3157-412.52-04	Office Equipment		-		
502-3157-412.52-05	Machinery & Equipment	85,000	130,000		
502-3157-412.52-06	Vehicles	35,000	50,000	(148,704)	
502-3157-412.52-08	Controllable	-		945	3,116
502-3157-412.53-03	Infrastructure	-	-	-	-
	<b>Subtotal</b>	<b>1,120,000</b>	<b>725,000</b>	<b>(722,639)</b>	<b>3,116</b>
<b>Miscellaneous</b>					
502-3157-412.61-01	Dues	100	100	-	-
502-3157-412.61-04	Other	-		35	
		100	100	35	-
	<b>Totals</b>	<b>2,915,378</b>	<b>2,557,368</b>	<b>834,020</b>	<b>1,700,393</b>

**FUND 502 SEWER FUND  
UTILITIES DEPARTMENT**

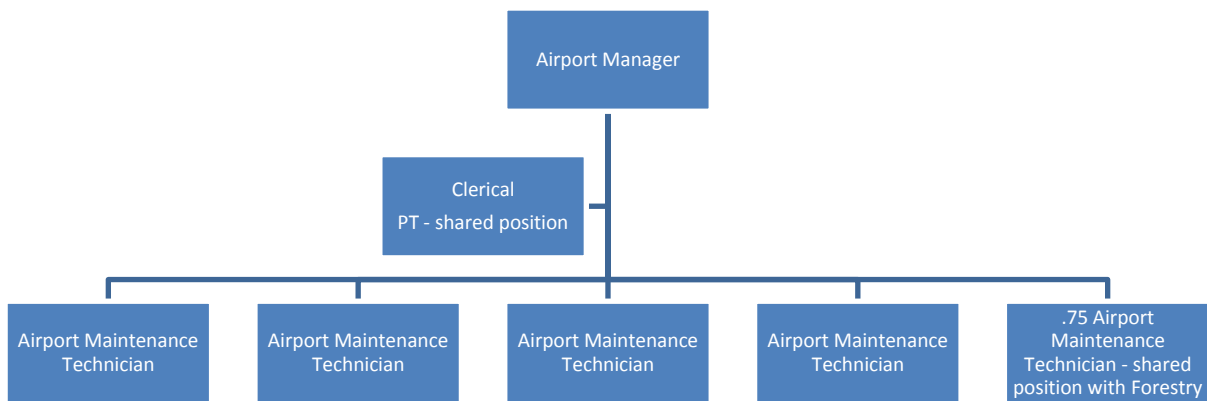
**PRETREATMENT  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
502-3321-412.11-01	Regular Salary/Wages	10,716			
502-3321-412.11-02	Overtime				
502-3321-412.11-03	Sick Pay	371			
502-3321-412.11-04	Holiday Pay	556			
502-3321-412.11-15	Vacation	412			
502-3321-412.21-01	Group Insurance	4,131			
502-3321-412.21-03	Board Paid Life Ins.	17			
502-3321-412.21-04	Workers' Compensation	0			6,729
502-3321-412.22-01	Social Security	664			
502-3321-412.22-02	Medicare	155			
502-3321-412.22-03	Unemployment Comp.				
502-3321-412.23-01	IMRF	1,146			
502-3321-412.24-03	CDL Reimbursements	0			
	<b>Subtotal</b>	<b>18,168</b>	<b>0</b>	<b>0</b>	<b>6,729</b>
<b>Contractual Services</b>					
502-3321-412.38-01	MICA	14,737	8,716	8,716	3,772
502-3321-412.38-02	Deductible	0	0	0	0
	<b>Subtotal</b>	<b>14,737</b>	<b>8,716</b>	<b>8,716</b>	<b>3,772</b>
	<b>Totals</b>	<b>32,905</b>	<b>8,716</b>	<b>8,716</b>	<b>10,501</b>

**FUND 502 SEWER FUND  
UTILITIES DEPARTMENT**

**WASTE WATER TREATMENT  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
502-3322-412.11-01	Regular Salary/Wages	0	0	0	
502-3322-412.11-02	Overtime	0	0	0	
502-3322-412.11-03	Sick Pay	0	0	0	
502-3322-412.11-04	Holiday Pay	0	0	0	
502-3322-412.11-15	Vacation	0	0	0	
502-3322-412.11-17	Sick Pay Buyback	0	0	0	
502-3322-412.11-18	Vacation Pay Buyback	0	0	0	
502-3322-412.21-01	Group Insurance	0	0	0	
502-3322-412.21-03	Board Paid Life Ins.	0	0	0	
502-3322-412.21-04	Workers' Compensation	0	0	0	
502-3322-412.22-01	Social Security	0	0	0	
502-3322-412.22-02	Medicare	0	0	0	
502-3322-412.22-03	Unemployment Comp.	0	0	0	
502-3322-412.23-01	IMRF	0	0	0	
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contractual Services</b>					
502-3322-412.31-04	Engineering/Architectural	300,000	100,000	64,020	156,808
502-3322-412.31-05	Other	820,000	795,000	796,809	721,216
502-3322-412.34-01	Disposal	4,000	4,000	5,009	2,592
502-3322-412.35-01	Buildings	50,000	50,000	16,203	9,434
502-3322-412.35-02	R&M/Machinery & Equip	75,000	150,000	71,334	132,790
502-3322-412.35-05	Other		0		1,620
502-3322-412.36-01	Fleet Maintenance	500	1,500		425
502-3322-412.36-03	Equipment & Vehicle	500	500	1,251	
502-3322-412.36-05	Vehicle Replacement		0		
502-3322-412.38-01	MICA	38,850	37,000	37,000	44,578
502-3322-412.38-05	Boiler & Machinery Ins.	166,100	175,000	135,767	174,185
502-3322-412.39-01	Communications	3,000	2,000	2,323	1,777
502-3322-412.39-02	Advertising/Publishing	1,500	1,000		1,081
502-3322-412.39-08	Contracted Services	300,000	375,000	244,255	95,349
	<b>Subtotal</b>	<b>1,759,450</b>	<b>1,691,000</b>	<b>1,373,971</b>	<b>1,341,855</b>
<b>Commodities</b>					
502-3322-412.42-01	Natural Gas	10,000	6,500	14,826	17,297
502-3322-412.42-02	Electricity	450,000	450,000	419,732	416,728
502-3322-412.45-02	Custodial Supplies		0	1,686	15,493
502-3322-412.46-05	Chemicals	6,000	5,000	5,712	2,154
502-3322-412.46-11	Other	40,000	40,000	30,355	12,432
502-3322-412.46-12	Gasoline/Diesel	50,000	50,000	63,284	52,862
502-3322-412.46-14	Laboratory	1,500	2,000		
502-3322-412.47-02	Safety Equipment	500	500		
	<b>Subtotal</b>	<b>558,000</b>	<b>554,000</b>	<b>535,595</b>	<b>516,966</b>
<b>Capital Outlay</b>					
502-3322-412.52-02	Buildings	0	0	0	0
502-3322-412.52-03	Improv other than Bldgs	6,200,000	8,120,100	2,256,611	
502-3322-412.52-05	Machinery & Equipment	0		61,185	
	<b>Subtotal</b>	<b>6,200,000</b>	<b>8,120,100</b>	<b>2,317,796</b>	<b>0</b>
<b>Miscellaneous</b>					
502-3322-412.61-01	Dues	72,500	72,500	72,500	72,500
502-3322-412.61-04	Other	2,500	2,500	104	
	<b>Subtotal</b>	<b>75,000</b>	<b>75,000</b>	<b>72,604</b>	<b>72,500</b>
	<b>Totals</b>	<b>8,592,450</b>	<b>10,440,100</b>	<b>4,299,966</b>	<b>1,931,321</b>



**PURPOSE**

The Quincy Regional Airport-Baldwin Field is owned and operated by the City of Quincy. The purpose is to provide a safe and secure infrastructure for air travel that supports private, corporate and commercial travelers. The airfield is open and available 24 hours per day, 365 days per year. There was a change in the Essential Air Service Contract in 2017. The commercial operations are now a partnership with SkyWest dba United Airlines offering daily flights to/from Chicago O'Hare. The main passenger terminal is open every day of the year. There are more than 50 privately-owned aircraft located at Quincy Regional Airport. Quincy Aviation (Fixed-Based Operator) provides corporate travel needs for the business leaders of our community that supports the growth and development of our city's local economy. The City maintains all city-owned buildings and infrastructure on the 1,100-acre facility, performs upkeep on over 1,000 visual indicators, and meets all scheduled FAA 14 CFR Part 139 requirements of airfield systems.

**GOALS/OBJECTIVES**

- Provide safety and security for aviation operations
- Meet and exceed FAA 14 CFR Part 139 requirements and TSA 49 CFR 1542 regulations
- Support SkyWest as the EAS provider and reach the enplanement goal to maintain AIP entitlement funds
- Improve the overall appearance of the airport grounds and terminal
- Support the growth of Quincy Aviation and Quincy University's flight school
- Support the development and continued patronage of Blue Haven Cafe
- Reduce amount of overtime for the maintenance staff with the implementation of a new staffing schedule that began January 1, 2018.

**Projects for FY 2019:**

- Reconstruction of Runway 13/31 (Federal/State/Local funded)

**PAST FISCAL YEAR HIGHLIGHTS**

- Wildlife mitigation project completed
- Purchased new Toro riding mower in order to stay in compliance with the Wildlife Hazard Mitigation Plan (14CFR Part 139.337)
- Security camera installation to provide increased safety at the airport in support of 49 CFR 1542 regulations

**BUDGET SUMMARY**

One of the continuing major challenges at the airport is the maintenance and improvement of a depreciating facility and aging infrastructure. One of the major concerns the FAA has had with the airport over the past several years is the maintenance and repair of the airfield. There are several areas on runways in need of repair due to the condition of the pavement. Revenue increases are attributed to consumer price index increase adjustments on lease agreements as well as a review of current leases to identify additional potential revenue sources. Additional revenue will also be received due to the reinstatement of fuel flowage fees and an increase in the landing fees. There is an increase in the budget due to the requirement of staffing the ARFF station at the airport in order to comply with FAA rules and regulations that require crash, fire and rescue coverage for scheduled airline arrivals and departures. Some of this increase will be offset by the revenue received from the fuel flowage fees and the increased landing fees. The Airport is seeking a Capital Projects Fund subsidy of \$150,000 for match on airfield projects.

The Summary of Federal projects is noted below:

<u>Federal Projects</u>	<u>FY19 Rev</u>	<u>FY 19 Exp</u>	
UN4418 Wildlife Assessment Project	8,551	3,202	project in IDOT review status-pending final payout
UN4332 Realign Taxiway D	36,257	-	project in IDOT review status-pending final payout
UN4486 Fence Skirting	11,729	-	10% retainage due us upon IDOT review
UN4615 Runway 13/31, Phase 1	2,925,393	2,780,428	local match \$6,582 due (fund 301 subsidy)
UN4697 Rnway 13/31, Phase 2	-	150,000	local match due (fund 301 subsidy)
	<b>2,981,930</b>	<b>2,933,630</b>	



REVENUE SUMMARY					
ACCOUNT NUMBER	2018/2019	% Change	2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET		REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Other Income	50	0.00%	50	195	95
Charges for Services	192,650	-19.47%	239,230	233,732	239,927
Rent & Other Income	92,630				
Grants	2,981,930	939.00%	287,000	195,847	364,721
Transfers In	739,455	-1.20%	748,424	886,605	628,605
<b>Total</b>	<b>4,006,715</b>	<b>214.33%</b>	<b>1,274,704</b>	<b>1,316,379</b>	<b>1,233,348</b>

EXPENSE SUMMARY					
ACCOUNT DESCRIPTION	2018/2019	% Change	2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET		REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	466,434	20.26%	387,870	337,488	284,194
Benefits	135,603	5.30%	128,775	129,339	116,847
Contractual Services	251,868	5.75%	238,178	191,307	168,635
Commodities	177,080	0.71%	175,830	171,816	148,689
Capital Outlay	2,963,630	789.36%	333,233	271,229	309,693
Miscellaneous	12,100	11.85%	10,818	18,548	9,444
<b>Totals</b>	<b>4,006,715</b>	<b>214.33%</b>	<b>1,274,704</b>	<b>1,119,727</b>	<b>1,037,502</b>

Totals by Division					
4310 Administration	139,044	-1.94%	141,796	135,116	97,251
4313 Maintenance	319,493	-3.36%	330,609	331,711	303,789
4314 Operations	3,384,178	357.81%	739,209	652,900	635,796
4315 Fire Protection	164,000	159.95%	63,090	-	666
<b>Totals</b>	<b>4,006,715</b>	<b>214.33%</b>	<b>1,274,704</b>	<b>1,119,727</b>	<b>1,037,502</b>

STAFFING				
	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Authorized Full Time Positions	5.65	5.65	5.25	4.25

The proposed budget includes the following staff:

Position	Full Time Equivalents (FTE)
Airport Manager	1.00
Clerical	.40
Airport Maintenance Technician	4.25
<b>Total</b>	<b>5.65</b>

FUND 511 AIRPORT FUND

REVENUE  
DETAIL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
511-0000-331.01-01	Deposit Accounts	50	50	195	95
511-0000-350.00-00	Sale of Property	0	0	0	0
511-0000-373.01-00	Farm Income	113,750	113,750	119,395	134,370
511-0000-373.02-00	Fuel Flowage Fees	40,000	8,800	3,619	0
511-0000-373.03-00	Landing Fees	30,000	20,000	11,188	7,279
511-0000-373.04-00	Use of Equip/Facilities	0	0	0	0
511-0000-373.05-02	Rents/Leases-Airline	17,880	12,020	14,004	12,067
511-0000-373.05-03	Rents/Leases-FBO	12,000	18,360	18,764	18,360
511-0000-373.05-04	Rents/Leases-Tiedowns	0	0	0	0
511-0000-373.05-05	Rents/Leases-Cargo & Han	16,000	15,750	16,029	15,730
511-0000-373.05-06	Rents/Leases-Terminal	38,000	38,000	34,792	39,617
511-0000-373.05-07	Rents/Leases-Farm House	0	0	0	0
511-0000-373.05-08	Rents/Leases-Restaurant	8,400	0	1,400	0
511-0000-373.05-09	Rents/Leases-Parking	350	350	132	693
511-0000-373.05-10	Rents/Leases-AARF Bldg		1,800	2,012	1,840
511-0000-373.06-00	Trash Disposal Fees	1,000	1,000	940	1,110
511-0000-373.07-00	Other	1,000	2,000		1,634
511-0000-373.08-00	Concessions	500	1,000	23	
511-0000-373.09-00	Utility Fees	5,500	5,500	10,804	6,440
511-0000-373.10-00	Vending	900	900	630	787
511-0000-373.12-00	Special Permit Fees	0	0	0	0
511-0000-382.01-10	Restricted Contributions	0	0	0	0
511-0000-381.03-01	FEMA Reimbursements	0	0	0	0
511-0000-382.02-03	State Gov-Dept.of Transpor	2,981,930	287,000	195,847	364,721
511-0000-391.01-01	From General Fund	589,455	558,424	609,400	511,400
511-0000-391.01-15	From Capital Projects Fund	150,000	190,000	190,000	30,000
511-0000-391.01-31	From Airport Hangar Fund	0	0	87,205	87,205
<b>Totals</b>		<b>4,006,715</b>	<b>1,274,704</b>	<b>1,316,379</b>	<b>1,233,348</b>

FUND 511 AIRPORT FUND

AIRPORT-ADMINISTRATION  
DETAIL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Wages</b>					
511-4310-413.11-01	Regular Salary/Wages	97,200	96,848	96,140	68,406
511-4310-413.11-03	Sick Pay		0	162	263
511-4310-413.11-04	Holiday Pay	5,426	5,408	5,355	4,594
511-4310-413.11-15	Vacation Pay	4,353	4,334	1,938	2,049
511-4310-413.11-17	Sick Pay Buy Back	916	3,341	2,227	20
511-4310-413.11-18	Vacation Pay Buy Back		0		
511-4310-413.12-01	Regular Salary/Wages		0		
511-4310-413.21-01	Group Insurance	9,481	8,945	8,980	7,306
511-4310-413.21-03	Board Paid Life Ins.	95	95	92	62
511-4310-413.21-04	Workers' Compensation	240	229	229	276
511-4310-413.22-01	Social Security	7,178	7,360	6,514	4,551
511-4310-413.22-02	Medicare	1,679	1,721	1,523	1,064
511-4310-413.22-03	Unemployment Comp.	100	125	125	125
511-4310-413.23-01	IMRF	12,376	13,390	11,831	8,535
	<b>Subtotal</b>	<b>139,044</b>	<b>141,796</b>	<b>135,116</b>	<b>97,251</b>
	<b>Totals</b>	<b>139,044</b>	<b>141,796</b>	<b>135,116</b>	<b>97,251</b>

FUND 511 AIRPORT FUND

MAINTENANCE/OPERATIONS  
DETAIL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
511-4313-413.11-01	Regular Salary/Wages	165,714	178,562	165,566	161,288
511-4313-413.11-02	Overtime	20,320	15,878	27,274	20,001
511-4313-413.11-03	Sick Pay	4,559	4,469	3,396	2,974
511-4313-413.11-04	Holiday Pay	9,161	8,980	9,647	7,338
511-4313-413.11-15	Vacation Pay	11,027	10,809	10,315	9,709
511-4313-413.11-16	Major Medical Pay		0		
511-4313-413.11-17	Sick Pay Buy Back	3,658	11,001	10,959	3,490
511-4313-413.11-18	Vacation Pay Buy Back			1,871	
511-4313-413.11-08	Vacation Pay Buy Back		0		
511-4313-413.11-23	Firearms Allowance/Wildlf	600		600	
511-4313-413.12-01	Temporary Employees		4,000	2,038	4,062
511-4313-413.12-02	Temporary Overtime				
511-4313-413.21-01	Group Insurance	55,904	46,317	48,295	45,169
511-4313-413.21-02	Retirees Insurance		0		
511-4313-413.21-03	Board Paid Life Ins.	289	289	294	287
511-4313-413.21-04	Workers' Compensation	9,200	8,762	8,762	10,557
511-4313-413.22-01	Social Security	13,174	13,392	13,351	12,293
511-4313-413.22-02	Medicare	3,081	3,132	3,123	2,875
511-4313-413.22-03	Unemployment Comp.	400	532	532	532
511-4313-413.23-01	IMRF	22,286	24,366	25,658	23,214
511-4313-413.24-03	CDL Reimbursements	120	120	30	
	<b>Totals</b>	<b>319,493</b>	<b>330,609</b>	<b>331,711</b>	<b>303,789</b>

FUND 511 AIRPORT FUND

OPERATIONS  
DETAIL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Contractual Services</b>					
511-4314-413.31-01	Audit	1,250	1,356	1,219	1,221
511-4314-413.31-04	Engineering/Architectural	1,200	1,200		
511-4314-413.31-05	Other	2,000	2,000	4,350	4,350
511-4314-413.33-01	Water/Sewerage	1,600	1,600	1,244	1,234
511-4314-413.34-01	Disposal	1,400	1,350	1,489	1,378
511-4314-413.34-03	Custodial	1,200	2,200	863	775
511-4314-413.34-05	Uniforms	800	800	643	747
511-4314-413.35-01	Repair & Maint-Buildings	20,000	15,000	19,959	21,791
511-4314-413.35-02	R&M-Mach & Equip	10,000	9,500	13,995	7,056
511-4314-413.35-03	R&M-Office Furn & Equip.		0	318	
511-4314-413.35-05	Repair & Maint -Other		0		
511-4314-413.35-06	Repair & Maint -Infrastructui	65,000	67,940	31,445	2,700
511-4314-413.35-08	Repair & Maint-Restaurant	600	500	522	246
511-4314-413.36-01	Fleet Maintenance	30,000	25,000	26,558	26,734
511-4314-413.36-03	Vehicle Rental	580		2,424	
511-4314-413.36-05	Vehicle Replacement	8,424	10,000	9,500	7,000
511-4314-413.38-01	MICA	47,914	45,632	45,632	54,978
511-4314-413.38-02	Deductible		0		
511-4314-413.38-06	Airport Liability	17,000	16,000	15,355	14,774
511-4314-413.39-01	Communications	5,000	3,000	4,686	6,432
511-4314-413.39-02	Advertising/Publishing	4,000	1,000		1,457
511-4314-413.39-03	Printing & Binding	100	300		20
511-4314-413.39-04	Travel	4,000	5,000	557	1,950
511-4314-413.39-05	Mileage Reimbursement	800	600	877	158
511-4314-413.39-07	Regist, Schools, Meetings	4,000	5,000	2,730	3,585
511-4314-413.39-08	Contracted Services	5,000	5,000	6,941	10,050
	<b>Subtotal</b>	<b>231,868</b>	<b>219,978</b>	<b>191,307</b>	<b>168,635</b>
<b>Supplies</b>					
511-4314-413.41-01	Postage	130	130	90	93
511-4314-413.41-02	Office Supplies	500	600	264	388
511-4314-413.42-01	Natural Gas	4,400	4,000	5,224	4,381
511-4314-413.42-02	Electricity	93,000	98,000	99,843	82,789
511-4314-413.44-00	Books & Periodicals		0		
511-4314-413.45-01	Building Supplies	3,000	1,350	2,630	2,205
511-4314-413.45-02	Custodial Supplies	2,300	2,200	2,906	1,450
511-4314-413.45-03	Equipment Consumable	1,000	1,500	546	1,754
511-4314-413.45-04	Equip Replacement Parts	5,000	3,000	7,068	3,993
511-4314-413.45-05	Small Tools/Small Equip.	3,000	4,000	1,222	1,367
511-4314-413.46-01	Concrete	12,000	13,000	3,930	11,080
511-4314-413.46-02	Asphalt		0		
511-4314-413.46-03	Sand, Stone & Gravel	2,500	2,500	1,740	1,792
511-4314-413.46-04	Salt & Cinders	350	350		255
511-4314-413.46-05	Chemicals	6,000	5,000	8,826	3,406
511-4314-413.46-06	Signs & Posts	1,000	250	2,435	38
511-4314-413.46-08	Paint	20,000	20,000	8,973	13,937
511-4314-413.46-11	Other	4,000	2,800	5,649	3,093
511-4314-413.46-12	Gasoline/Diesel	18,000	16,000	17,617	13,082
511-4314-413.47-01	Clothing/Uniforms	200	200	41	92
511-4314-413.47-02	Safety Equipment	200	300	2812	2829
	<b>Subtotal</b>	<b>176,580</b>	<b>175,180</b>	<b>171,816</b>	<b>148,023</b>

FUND 511 AIRPORT FUND

OPERATIONS  
DETAIL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Capital Outlay</b>					
511-4314-413.52-02	Buildings		0	0	0
511-4314-413.52-03	Improv other than Bldgs	3,202	81,233	40,530	
511-4314-413.52-04	Office Equipment				
511-4314-413.52-05	Machinery & Equipment	25,000	25,000	5,150	30,100
511-4314-413.52-07	Furniture & Fixtures				
511-4314-413.52-08	Controllable	5,000	5,000	4,404	1,201
511-4314-413.53-09	Infrastructure-Other	2,930,428	222,000	221,145	278,392
	<b>Subtotal</b>	<b>2,963,630</b>	<b>333,233</b>	<b>271,229</b>	<b>309,693</b>
<b>Miscellaneous</b>					
511-4314-413.61-01	Dues	1,000	1,000	725	725
511-4314-413.61-02	Taxes	9,100	8,418	8,417	7,636
511-4314-413.61-04	Other	2,000	1,400	1,328	1,084
511-4314-413-61-08	Bad Debt Expense			8,078	
511-8101-491.62-42	transfers Airport HangerFund				
	<b>Subtotal</b>	<b>12,100</b>	<b>10,818</b>	<b>18,548</b>	<b>9,444</b>
	<b>Totals</b>	<b>3,384,178</b>	<b>739,209</b>	<b>652,900</b>	<b>635,796</b>

FUND 511 AIRPORT FUND

FIRE PROTECTION SERVICES  
SUMMARY

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
511-4315-413.11-01	Regular Salary/Wages	0	0	0	
511-4315-413.11-02	Overtime	143,500	44,240	0	0
511-4315-413.21-01	Group Insurance	0	0	0	0
511-4315-413.21-03	Board Paid Life Ins.	0	0	0	0
511-4315-413.22-02	Medicare	0	0	0	0
511-4315-413.22-03	Unemployment Comp	0	0	0	0
	<b>Subtotal</b>	<b>143,500</b>	<b>44,240</b>	<b>0</b>	<b>0</b>
<b>Contractual Services</b>					
511-4315-413.39-04	Travel	0	0	0	0
511-4315-413.39-07	Regist, Schools, Meetings	0	0	0	0
511-4315-413.39-08	Other Contracted Svcs	20,000	18,200	0	0
	<b>Subtotal</b>	<b>20,000</b>	<b>18,200</b>	<b>0</b>	<b>0</b>
<b>Commodities</b>					
511-4315-413.47-01	Clothing/Uniforms	0	0	0	0
511-4315-413.47-02	Safety Equipment	0	0	0	0
511-4315-413.47-03	Training Supplies	500	650		666
	<b>Subtotal</b>	<b>500</b>	<b>650</b>	<b>0</b>	<b>666</b>
	<b>Totals</b>	<b>164,000</b>	<b>63,090</b>	<b>0</b>	<b>666</b>

**PURPOSE**

The Airport's PFC Fund collects passenger facility charge fees from airline ticket sales. The airport typically receives \$4.50 per ticketed passenger that originates from our airport. We also receive smaller amounts from other airlines as well which are very difficult to calculate so we do not include them here. These funds are used to cover the local share of capital improvement projects from state or federal grants as the fund balance allows.

For FYE 2019, there are no planned expenditures of PFC Funds.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
512-0000-314.03-01	Airport PFC Charge	35,000	35,000	30,252	32,468
512-0000-331.01-01	Deposit Accounts	800	800	1,089	876
512-0000-342.09-00	Other	-	-	-	-
512-0000-382.02-03	Dept. of Transportation	-	-	-	-
512-0000-382.03-06	Federal Dept of Transport	-	-	-	-
	<b>Totals</b>	<b>35,800</b>	<b>35,800</b>	<b>31,341</b>	<b>33,344</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
512-4310-413.31-04	Engineering/Architectural	-	-	-	-
512-4310-413.31-05	Other	-	-	-	-
	<b>Subtotal</b>	-	-	-	-
<b>Capital Outlay</b>					
512-4310-413.52-02	Buildings	-	-	-	-
512-4310-413.52-03	Improv other than Bldgs	-	120,000	52,319	-
512-4310-413.53-09	Other	-	-	-	-
	<b>Subtotal</b>	-	120,000	52,319	-
<b>Transfers</b>					
512-1801-491.62-15	Interfund Transfers	-	-	-	-
512-1801-491.62-30	Quincy Regional Airport	-	-	-	-
	<b>Totals</b>	-	120,000	52,319	-

FUND 513 AIRPORT HANGAR FUND

SUMMARY

PURPOSE

The Airport Hangar Fund collects lease revenues from tenants to cover current loan payments. The current goal of this fund is to finance the construction of new T-hangars with fees collected from airport users to avoid any expenditure of city funds to build new hangars. A continuous cycle of funding replacement and repair cost on city owned structures will help ensure a viable airport for growth and development.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
513-0000-331.01-01	Deposit Accounts	2,500	600	3,183	1,941
513-0000-341.02-00	Airport Hangar Rent	100,000	100,000	116,296	124,928
513-0000-342.09-00	Other	0	0		
513-0000-391.01-31	Airport Hangar Fund	0	0		
513-0000-392.03-00	Loan Proceeds	0	0		
	<b>Totals</b>	<b>102,500</b>	<b>100,600</b>	<b>119,479</b>	<b>126,869</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
513-4310-413.31-04	Engineering/Architectural	0	0	0	0
513-4310-413.35-01	Buildings	8,500	8,500	889	0
513-4310-413.35-05	Other	0	0	0	0
513-4310-413.35-06	Infrastructure	0	0	0	0
513-4310-413.39-02	Advertising/Publishing	0	0	0	0
	<b>Subtotal</b>	<b>8,500</b>	<b>8,500</b>	<b>889</b>	<b>0</b>
<b>Commodities</b>					
513-4310-413.45-01	Building Supplies	1,500	1,500	14	
<b>Capital Outlay</b>					
513-4310-413.52-02	Buildings	0	0	0	0
513-4310-413.52-03	Improv other than Bldgs	0	0	0	0
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Miscellaneous</b>					
513-4310-413.61-02	Taxes	6,500	8,300	6,261	5,862
513-4310-413.61-08	Bad Debt Expense			2,814	
513-1801-491-62-30	Transfer to Qcy Reg Aiport	0	0	0	0
	<b>Subtotal</b>	<b>6,500</b>	<b>8,300</b>	<b>9,075</b>	<b>5,862</b>
<b>Debt Service</b>					
513-4310-409.72-00	Loan/Lease Payments	0	0	0	0
	<b>Totals</b>	<b>16,500</b>	<b>18,300</b>	<b>9,978</b>	<b>5,862</b>

**PURPOSE**

The Quincy Regional Barge Dock is owned by the City of Quincy and has been operated by the City since May of 2000. The fund generates revenue based on charges per ton for all barges unloaded at our dock. Engineering Staff oversees Barge Dock operations.

**GOALS/OBJECTIVES**

- Achieve more income thru increased barge traffic
- Consider increasing dock fees by 10 cents a ton
- Maintain parking drive with gravel
- Install access gate for additional security

**PAST FISCAL YEAR HIGHLIGHTS**

Consistent barge traffic has allowed for dock fees to make budget. The access gate project planned for FYE 2018 was not completed and is being planned again in FYE 2019.

**BUDGET SUMMARY**

The Capital Outlay of \$43,001 is to replace manual access gate with automated slide gate to increase security.

**REVENUE SUMMARY**

ACCOUNT NUMBER	2018/2019		2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Other Income	1,200	0.00%	1,200	1,295	2,055
Charges for Services	200,000	0.00%	200,000	202,250	203,274
Grants	-	0.00%	-	-	-
<b>Total</b>	<b>201,200</b>	<b>0.00%</b>	<b>201,200</b>	<b>203,545</b>	<b>205,329</b>

**EXPENSE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019		2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Contractual Services	3,049	1.91%	2,992	3,263	3,557
Commodities	5,150	0.00%	5,150	1,557	1,155
Capital Outlay	43,001	2.16%	42,092	0	0
Transfers	150,000	0.00%	150,000	150,000	150,000
<b>Totals</b>	<b>201,200</b>	<b>0.48%</b>	<b>200,234</b>	<b>154,820</b>	<b>154,712</b>

**STAFFING**

	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Authorized Full Time Positions	0	0	0	0



FUND 514 MUNICIPAL BARGE DOCK FUND

SUMMARY

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
514-0000-331.01-01	Deposit Accounts	1,200	1,200	3,257	2,055
514-0000-374.01-00	Dock Fees	200,000	200,000	202,250	203,274
514-0000-381.03-01	FEMA Reimbursement			-	-
	<b>Totals</b>	<b>201,200</b>	<b>201,200</b>	<b>205,507</b>	<b>205,329</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
514-4410-414.31-01	Audit	600	600	469	470
514-4410-414.31-04	Engineering/Architectural		-		
514-4410-414.33-01	Water/Sewerage	250	250	172	231
514-4410-414.35-02	R&M - Mach & Equipment		-		
514-4410-414.35-06	Infrastructure	1,000	1,000	1,480	1,480
514-4410-414.38-01	MICA	1,199	1,142	1,142	1,376
514-4410-414.39-01	Communications	-	-	-	-
514-4410-414.39-02	Advertising/Publishing	-	-	-	-
514-4410-414.39-05	Mileage Reimbursement	-	-	-	-
514-4410-414.39-08	Contracted Services	-	-	-	-
	<b>Subtotal</b>	<b>3,049</b>	<b>2,992</b>	<b>3,263</b>	<b>3,557</b>
<b>Commodities</b>					
514-4410-414.42-02	Electricity	1,150	1,150	1,205	1,155
514-4410-414.46-03	Sand, Stone & Gravel	2,500	2,500		
514-4410-414.46-11	Other	1,500	1,500	352	
	<b>Subtotal</b>	<b>5,150</b>	<b>5,150</b>	<b>1,557</b>	<b>1,155</b>
<b>Capital Outlay</b>					
514-4410-414.52-03	Improv other than Bldgs	43,001	42,092	-	-
514-4410-414.52-08	Controllable	-	-	-	-
	<b>Subtotal</b>	<b>43,001</b>	<b>42,092</b>	<b>-</b>	<b>-</b>
<b>Miscellaneous</b>					
514-4410-414.61-04	Other	-	-	-	-
<b>Transfers</b>					
514-4410-491.62-01	Trnsfr to General Fund	150,000	150,000	150,000	150,000
	<b>Totals</b>	<b>201,200</b>	<b>200,234</b>	<b>154,820</b>	<b>154,712</b>

**PURPOSE**

The Quincy Regional Training Facility will begin its 13<sup>h</sup> year of operation in May of 2018. The facility continues to be used by emergency services organizations in, and around, the Quincy Area. It is the site for the annual Fire College which is hosted over a two day period in March. Additionally, the facility was used by the Adams County Ambulance Service, Tri-Township Fire Department, John Wood Community College, Adams County Sheriff and the Illinois State Police. The drill grounds are used on a constant basis and provide excellent access to hands-on training that is not otherwise easily secured.

The budget again includes dollars that are generated through a partnership with Western Illinois University (WIU). In the spring and fall semesters of each year the facility plays host to "skills days" where WIU students have a chance to put into practice concepts that have been learned in the classroom. The facility receives \$150 per day for each student that participates in this program. The program has proven to be successful and the hope is that it will continue to grow.

**PAST FISCAL YEAR HIGHLIGHTS**

- Conducted the 11th Annual Fire College which hosted firefighters from the tri-state area.
- Hosted three sessions of Western Illinois University (WIU) skill days.
- The facility has seen a large increase in law enforcement utilization, both in the classrooms and the drill ground. The drill ground provides an excellent location to allow special response team to practice their craft.

**BUDGET SUMMARY**

This budget contains dollars for an engineering assessment of the burn facilities. This assessment is done every 3-5 years to ensure structural integrity of the burn rooms. We have allowed for any necessary repairs that might be recommended. This budget contains \$50,000 for loan repay to Fund 701.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
531-0000-321.00-00	Donations-Not Restricted	100	100		
531-0000-331.01-01	Interest Income		0	47	7
531-0000-341.07-02	Rent/Fire Services	2,000	1,000	1,000	
531-0000-342.05-00	Refunds/Reimbursements	1,200			150
531-0000-342.09-00	Other		0		
531-0000-375.01-02	Tuition/Fire Services	12,000	12,000	12,869	14,309
531-0000-375.02-02	Room & Board/Fire Svcs		0		
531-0000-382.01-10	Restricted Contributions		0		
531-0000-382.02-01	State Grants		10,000	9,375	
531-0000-391.01-01	Trnsfr from General Fund	62,411	62,068	51,625	52,950
	<b>Totals</b>	<b>77,711</b>	<b>85,168</b>	<b>74,916</b>	<b>67,416</b>
<b>Expenses</b>					
	Salaries & Benefits	3,774	4,465	2,169	2,299
	Contractual Services	15,387	24,553	18,340	9,223
	Commodities	8,550	6,150	5,136	4,031
	Capital Outlay	0	0	0	0
	Miscellaneous	0	0	0	0
	Debt Service	50,000	50,000	50,000	50,000
	<b>Totals</b>	<b>77,711</b>	<b>85,168</b>	<b>75,645</b>	<b>65,553</b>

**FUND 531 REGIONAL TRAINING FACILITY**

**POLICE  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Contractual Services</b>					
531-2110-402.31-03	Instructional	0	0	0	
531-2110-402.35-02	R&M -Machinery & Equip	0	0	0	0
	<b>Subtotal</b>	0	0	0	0
<b>Debt Service</b>					
531-2110-409.72-00	Loan/Lease Payments	25,000	25,000	25,000	25,000
	<b>Totals</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>

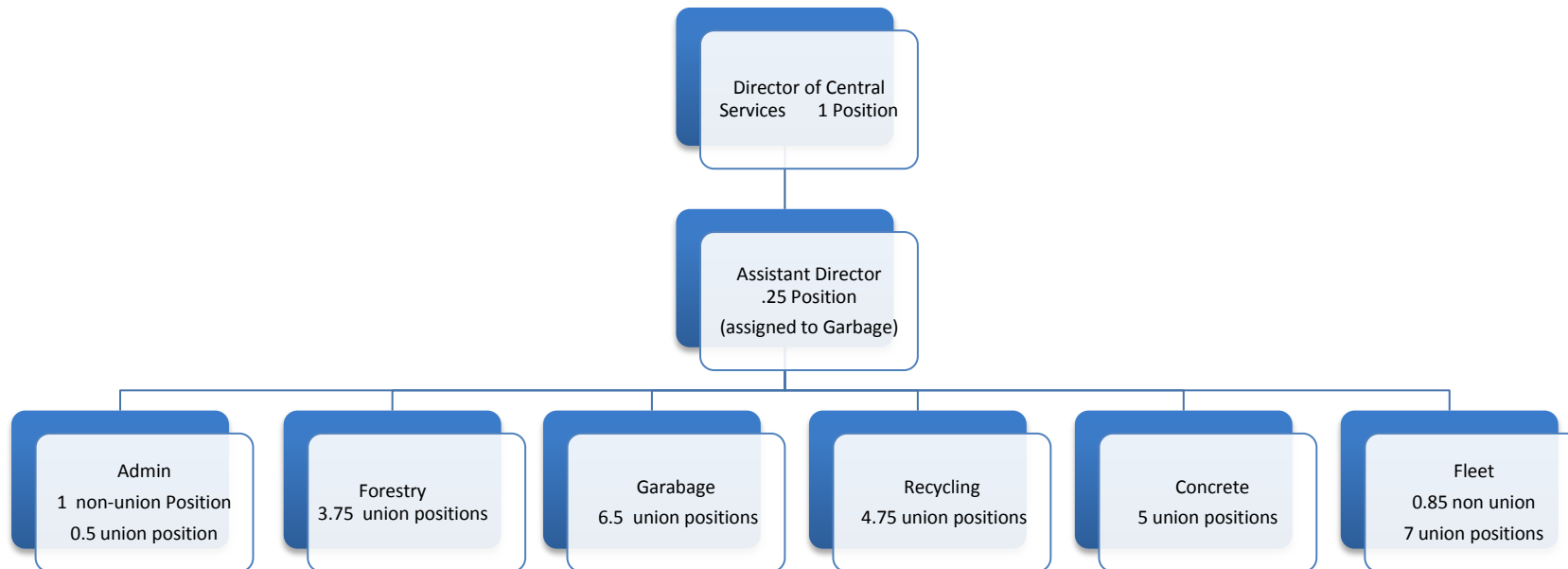
**FIRE  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
531-2210-402.11-01	Regular Salary/Wages	3,300	4,000	1,873	1,917
531-2210-402.21-01	Group Insurance	406	387	268	354
531-2210-402.21-03	Board Paid Life Ins	20	20	2	2
531-2210-402.22-02	Medicare	48	58	26	26
	<b>Subtotal</b>	3,774	4,465	2,169	2,299
<b>Contractual Services</b>					
531-2210-402.31-02	Contracted Legal	1,020	0	0	0
531-2210-402.31-03	Instructional	0	0	400	400
531-2210-402.31-04	Engineering/Architectural	1,000	1,000	0	0
531-2210-402.31-05	Other	0	0	0	0
531-2210-402.34-03	Custodial	1,800	1,880	1,415	973
531-2210-402.35-01	R&M/Buildings	1,300	1,300		294
531-2210-402.35-02	R&M/Mach & Equip	1,000	1,000	355	0
531-2210-402.35-03	Office Furniture & Equip	0	10,000	0	326
531-2210-402.35-05	R&M/Other	0	0	9,375	0
531-2210-402.36-02	Rent/Land & Building	0	0	0	0
531-2210-402.38-01	MICA	3,017	2,873	2,873	3,461
531-2210-402.38-02	Deductible	0	0	0	0
531-2210-403.39-02	Advertising/Publishing	250	500	0	0
531-2210-402.39-04	Travel/Lodging	0	0	0	0
531-2210-402.39-08	Contracted Services	6,000	6,000	3,922	3,769
	<b>Subtotal</b>	15,387	24,553	18,340	9,223
<b>Commodities</b>					
531-2210-402.42-01	Natural Gas	1,000	1,000	882	773
531-2210-402.42-02	Electricity	3,000	2,500	3,288	2,911
531-2210-402.43-03	Bottled Gas	0	0	0	0
531-2210-402.43-00	Food	500	500	-2	-2
531-2210-402.45-01	Building Supplies	450	450	0	16
531-2210-402.45-02	Custodial Supplies	250	250	0	0
531-2210-402.45-03	Equipment Consumable	100	100	290	0
531-2210-402.45-04	Equip Replacement Parts	200	200	10	0
531-2210-402.45-05	Small Tools/Small Equip	150	150	0	0
531-2210-402.46-11	Other	2,900	1,000	668	333
	<b>Subtotal</b>	8,550	6,150	5,136	4,031
<b>Debt Service</b>					
531-2210-402.72-00	Loan/Lease Payments	25,000	25,000	25,000	25,000
	<b>Totals</b>	<b>52,711</b>	<b>60,168</b>	<b>50,645</b>	<b>40,553</b>

**CITY OF QUINCY**  
**INTERNAL SERVICE FUNDS**

**Revenue/Expenditures & Change in Fund Balance**  
**Summary**

	Central Garage 601	Central Services 602	Vehicle Replcmnt 603	Self Insurance 611	Health Insurance 612	Unemp. Comp 613	<b>Total</b>
<b>Beginning Balance, May 1</b>	100	100	1,500,000	2,946,000	900,000	143,000	<b>5,489,200</b>
<b>REVENUES</b>							
Taxes	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-
Charges for Services	-	984,800		2,142,167	6,099,774	36,000	<b>9,262,741</b>
Rent & Other Income	30,300	17,054		-			<b>47,354</b>
Interest Income	75	50	9,000	13,000	10,500	500	<b>33,125</b>
Debt Proceeds							-
Grants							-
Transfers In	331,002	2,512,435					<b>2,843,437</b>
Inter-Gov. Revenues	1,526,841		399,180	-	-	-	<b>1,926,021</b>
<b>TOTAL REVENUE</b>	<b>1,888,218</b>	<b>3,514,339</b>	<b>408,180</b>	<b>2,155,167</b>	<b>6,110,274</b>	<b>36,500</b>	<b>14,112,678</b>
Total Funds Available	1,888,318	3,514,439	1,908,180	5,101,167	7,010,274	179,500	<b>19,601,878</b>
<b>EXPENDITURES</b>							
Salaries & Benefits	634,360	1,866,338		273,766	6,163,443		<b>8,937,907</b>
Contracted Services	311,058	1,332,133		2,194,805			<b>3,837,996</b>
Commodities	939,800	162,650		12,950			<b>1,115,400</b>
Capital Outlay	3,000	1,700	1,171,135				<b>1,175,835</b>
Miscellaneous		1,995	-	40,400	750	65,000	<b>108,145</b>
Debt Service		149,523					<b>149,523</b>
Transfers				1,375			<b>1,375</b>
<b>TOTAL EXPENDITURES</b>	<b>1,888,218</b>	<b>3,514,339</b>	<b>1,171,135</b>	<b>2,523,296</b>	<b>6,164,193</b>	<b>65,000</b>	<b>15,326,181</b>
<b>Ending Balance, April 30</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 737,045</b>	<b>\$ 2,577,871</b>	<b>\$ 846,081</b>	<b>\$ 114,500</b>	<b>\$ 4,275,697</b>



**PURPOSE**

The Central Garage provides all maintenance and repairs to the entire city fleet which includes the airport. This fleet consists of over three hundred (300) vehicles and pieces of equipment that are maintained by a staff of six (6) mechanics and two (2) utility personnel. We operate on a schedule of two (2) shifts: 6:00 a.m.-2:00 p.m. and 2:00 p.m.-10:00 p.m. The mechanics work under one (1) supervisor assigned to the garage. Revenue is generated by the purchase of fuel and parts, and includes billing of labor charges to other city departments.

**GOALS/OBJECTIVES**

To continue providing preventative maintenance to the city's fleet, the supervisor keeps an adequate number of parts in inventory. The day and night shift work together to provide good quality service to keep vehicles and equipment operating.

**PAST FISCAL YEAR HIGHLIGHTS**

We replaced the big hydraulic hoist, purchased a new fleet service truck, and added software to aid in providing improved service to the city's entire fleet of vehicles and equipment.

**BUDGET SUMMARY**

The FY 2018/2019 budget contains \$3,000 in capital outlay for a new compressor.

**REVENUE SUMMARY**

ACCOUNT NUMBER	2018/2019		2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Other Income	30,375	19.70%	25,375	25,310	26,754
Charges for Services	1,526,841	-14.03%	1,775,979	1,562,222	1,559,255
Transfers from General Fund	331,002	-4.49%	346,579	299,500	330,000
<b>Total</b>	<b>1,888,218</b>	<b>4.82%</b>	<b>1,801,354</b>	<b>1,587,532</b>	<b>1,586,009</b>

**EXPENSE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019		2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	417,229	2.24%	408,085	401,687	386,105
Benefits	217,131	3.49%	209,799	201,002	209,765
Contractual Services	311,058	32.76%	234,295	264,741	236,182
Commodities	939,800	-0.04%	940,175	734,549	738,393
Capital Outlay	3,000	-66.67%	9,000	7,064	3,473
<b>Totals</b>	<b>1,888,218</b>	<b>4.82%</b>	<b>1,801,354</b>	<b>1,609,043</b>	<b>1,573,918</b>

**STAFFING**

	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Authorized Full Time Positions	7.85	7.85	7.85	7.37

Staffing:

- 0.35 Supervisor (split with Transit)
- 0.50 Administration
- 6.00 Mechanics
- 1.00 Utility Man (split with Transit)
- 7.85 TOTAL

**FUND 601 CENTRAL GARAGE FUND**

**REVENUE  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
601-0000-331.01-01	Deposit Accounts	75	75	142	82
601-0000-342.08-00	Postage	30,000	25,000	25,168	26,562
601-0000-342.09-00	Other	300	300		110
601-0000-350.00-00	Sale of Property				
601-0000-350.00-00	Sale of Property	-	-		
601-0000-363.02-01	City Hall	-	-		
601-0000-363.02-02	Engineering Dept.	1,000	1,000	596	762
601-0000-363.02-03	Fire Dept.	6,000	5,500	5,549	6,002
601-0000-363.02-04	Police Dept.	8,000	8,000	7,476	6,666
601-0000-363.02-05	Transit Fund	228,000	225,200	235,774	234,018
601-0000-363.02-06	Water Fund	50,000	50,000	51,324	37,063
601-0000-363.02-07	Sewer Fund	52,000	52,000	56,334	55,026
601-0000-363.02-08	Airport Fund	1,200	1,200	2,554	2,955
601-0000-363.02-09	Central Services Fund	23,500	23,500	20,231	23,032
601-0000-363.02-90	Summary Total Charges	1,147,141	1,053,000	873,238	852,971
601-0000-363.02-99	Outside Entities	10,000	10,000	9,646	10,760
601-0000-365.07-00	Sale of Recycle Materials	-	-		
601-0000-382.02-01	State Grants				
601-0000-391.01-01	General Fund	331,002	346,579	299,500	330,000
				-	
	<b>Totals</b>	<b>1,888,218</b>	<b>1,801,354</b>	<b>1,587,532</b>	<b>1,586,009</b>

**FUND 601 CENTRAL GARAGE**

**FLEET MAINTENANCE  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
601-3115-403.11-01	Regular Salary/Wages	339,984	328,373	319,637	295,586
601-3115-403.11-02	Overtime	19,817	18,553	25,393	24,786
601-3115-403.11-03	Sick Pay	14,731	14,472	11,422	13,787
601-3115-403.11-04	Holiday Pay	20,236	19,761	17,793	18,143
601-3115-403.11-15	Vacation Pay	19,874	19,427	18,665	18,154
601-3115-403.11-16	Major Medical Pay		-	1,328	13,170
601-3115-403.11-17	Sick Pay Buy Back	2,587	7,499	7,449	2,479
601-3115-403.11-18	Vacation Pay Buy Back		-		
601-3115-403.21-01	Group Insurance	96,993	91,502	84,703	87,448
601-3115-403.21-02	Retirees Insurance		-		
601-3115-403.21-03	Board Paid Life Insurance	518	518	523	516
601-3115-403.21-04	Workers' Compensation	42,823	40,784	40,784	49,137
601-3115-403.22-01	Social Security	25,637	24,876	23,585	22,580
601-3115-403.22-02	Medicare	5,996	5,818	5,516	5,281
601-3115-403.22-03	Unemployment Comp.	900	982	982	982
601-3115-403.23-01	IMRF	44,204	45,259	44,909	43,760
601-3115-403.24-03	CDL Reimbursements	60	60		60
	<b>Subtotal</b>	<b>634,360</b>	<b>617,884</b>	<b>602,689</b>	<b>595,870</b>
<b>Contractual Services</b>					
601-3115-403.35-02	R & M - Machinery & Equip	7,000	13,500	6,112	6,012
601-3115-403.35-04	Repair & Maint - Vehicles	260,000	168,172	213,635	201,867
601-3115-403.35-05	Repair & Maint - Other	200	250		
601-3115-403.35-07	Outside Entities	-	-	373	
601-3115-403.36-01	Fleet Maintenance	4,000	4,000	4,647	2,882
601-3115-403.36-05	Vehicle Replacement	8,400			
601-3115-403.36-89	Short/Over	4,000	4,000	(4,239)	(3,422)
601-3115-403.36-90	Garage Default Expense		16,000	18,331	117
601-3115-403.38-01	MICA	17,930	17,076	17,076	20,573
601-3115-403.39-01	Communications	1,828	1,828	1,742	2,561
601-3115-403.39-02	Advertising/Publishing	200	200	122	363
601-3115-403.39-04	Travel	2,000	2,269	2,015	1,525
601-3115-403.39-05	Mileage Reimbursement	500	2,000	-	-
601-3115-403.39-07	Regist, Schools, Meetings	1,000	1,000	784	65
601-3115-403.39-08	Contracted Services	4,000	4,000	4,143	3,640
	<b>Subtotal</b>	<b>311,058</b>	<b>234,295</b>	<b>264,741</b>	<b>236,182</b>
<b>Commodities</b>					
601-3115-403.41-01	Postage	30,000	30,000	35,556	27,500
601-3115-403.41-02	Office Supplies	608	608	617	660
601-3115-403.44-00	Books & Periodicals		375		
601-3115-403.45-03	Equip Consumable		-	55	
601-3115-403.45-04	Equip Replacement Parts	240,000	240,000	245,363	280,144
601-3115-403.45-05	Small Tools/Small Equip.	9,500	9,500	6,470	20,025
601-3115-403.46-11	Other	12,551	12,551	18,353	15,416
601-3115-403.46-12	Gasoline/Diesel	647,141	647,141	428,135	394,648
601-3115-403.47-02	Safety Equipment				
	<b>Subtotal</b>	<b>939,800</b>	<b>940,175</b>	<b>734,549</b>	<b>738,393</b>



FUND 601 CENTRAL GARAGE

FLEET MAINTENANCE  
DETAIL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Capital Outlay</b>					
601-3115-403.52-04	Office Equipment	-	-	-	-
601-3115-403.52-05	Machinery & Equipment	-	-	-	-
601-3115-403.52-08	Controllable	3,000	9,000	7,064	3,473
	<b>Subtotal</b>	<b>3,000</b>	<b>9,000</b>	<b>7,064</b>	<b>3,473</b>
<b>Miscellaneous</b>					
601-3115-403.61-04	<b>Other</b>	-	-	-	-
601-3115-403-61-08	Bad Debt Expense			577	
	<b>Totals</b>	<b>1,888,218</b>	<b>1,801,354</b>	<b>1,609,043</b>	<b>1,573,918</b>

**PURPOSE**

The Department of Central Services consists of the following divisions: Administration, Forestry, Garbage, Recycle, Paint/Sign, Concrete, and Brush/Compost. Central Services is responsible for the weekly garbage and recycle pick-up, sidewalk repairs and new sidewalks, street issues, trimming and removal of trees, maintaining the right-of-ways, as well as nuisance property clean up. Roadway striping and street signage are also the responsibility of this department.

**GOALS/OBJECTIVES**

Our objective is to improve services provided to the residents of the city of Quincy. The Forestry division will continue to trim and preserve live trees, and remove those that are dead/dying. We anticipate increasing efficiency with the purchase of a mini-wheel loader for use in Forestry and Concrete. The Concrete division purchased a new backhoe that will aid with the removal of old concrete and asphalt. We will continue to address potholes and nuisance abatements. We would like to improve our facility by adding four (4) overhead doors to make easier access in and out of the parking garage (funded by the Water department). The Central Services Fund has three contracts due to expire on April 30, 2019 with Backridge Landfill (garbage disposal), Quincy Recycle (recycling disposal), and Evans Recycling (yard waste disposal). These three contacts are significant costs in our operation and we need to discuss future direction of these services as most of the fleet is beyond repair.

**PAST FISCAL YEAR HIGHLIGHTS**

The Department of Central Services was able to purchase a new wheeled loader in FY 2018. The Forestry division continues to work with private tree services and to aid in the removal of seventy-seven (77) untreated ash trees during the months of February and March. We were able to stay current with the nuisance complaints turned in by the Inspection Department. During 2018 we had to use a garbage truck on a recycle route which required two laborers rather than one causing additional salary and benefit costs to the recycling division.

**BUDGET SUMMARY**

The proposed budget for FY 2018/2019 contains capital outlay as follows:

Forestry contains \$1,200 for a new 36" saws and Administration has \$500 in capital outlay. One of the major funding changes was to eliminate the need for a subsidy from the Capital Projects Fund for the garbage/recycle subsidy. This year all subsidy transfers are from the General Fund. The Forestry division needs to address replacement of a 26-yr old bucket truck with a new 60' lift truck. The original budget proposed \$190,000 for this; however, it was cut. The Recycle division needs to address replacing 17-yr old trucks that are very expensive to maintain. The FY 2018 budget had funding for a new truck in Capital; however it was cut to fund another capital project.

**REVENUE SUMMARY**

ACCOUNT NUMBER	2018/2019		2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Other Income	17,104	22.62%	13,949	17,922	15,013
Charges for Services	984,800	0.89%	976,152	1,046,594	1,059,854
Transfers	2,512,435	-6.07%	2,674,708	2,535,000	2,603,500
<b>Total</b>	<b>3,514,339</b>	<b>-4.11%</b>	<b>3,664,809</b>	<b>3,599,516</b>	<b>3,678,367</b>

**EXPENSE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019	% Change	2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET		REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	1,224,763	-5.43%	1,295,021	1,294,511	1,327,202
Benefits	641,575	-6.60%	686,945	680,557	755,637
Contractual Services	1,332,133	0.15%	1,330,165	1,369,463	1,568,801
Commodities	162,650	38.45%	117,483	95,137	71,855
Capital Outlay	1,700	-98.61%	122,225	120,745	1,916
Miscellaneous	1,995	0.00%	1,995	201,048	201,757
Debt Service/Transfers	149,523	0.00%	149,523	149,520	149,520
<b>Totals</b>	<b>3,514,339</b>	<b>-5.10%</b>	<b>3,703,357</b>	<b>3,910,981</b>	<b>4,076,688</b>

Totals by Division

3110 Admin	334,499	19.67%	279,507	277,788	270,721
3112 Forestry	405,642	-14.72%	475,674	466,904	434,058
3113 Garbage	955,846	-1.39%	969,338	1,162,916	1,092,691
3114 Recycling	624,350	1.08%	617,664	618,510	580,863
3116 Paint & Sign	178,212	0.82%	176,765	155,850	103,423
3152 Concrete	445,517	-28.44%	622,563	584,689	506,442
3153 St Cleaning	-	-	-	37,042	279,634
3154 Brush Compost	570,273	1.50%	561,846	607,282	808,857
<b>Totals</b>	<b>3,514,339</b>	<b>-5.10%</b>	<b>3,703,357</b>	<b>3,910,981</b>	<b>4,076,688</b>

**STAFFING**

	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Authorized Full Time Positions	24.75	26.58	24.83	25.08

The proposed budget includes the following Central Services Department staff:

Position	Full Time Equivalents (FTE)
Director of Central Services	1.00
Clerical	1.00
Laborer 822	.50
Forestry 822	3.75
Garbage 822 (includes 0.25 Asst. Dir.)	6.75
Recycling 822	4.75
Paint & Sign 822	2.00
Concrete 822	5.00
<b>Total</b>	<b>24.75</b>

**FUND 602 CENTRAL SERVICES FUND**

**REVENUE  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
602-0000-331.01-01	Deposit Accounts	50	50	266	14
602-0000-341.04-00	Equipment/Facilities	17,054	13,899	15,971	14,399
602-0000-342.09-00	Other	-	-	1,685	600
602-0000-350-00-00	Sale of Property	-	38,548	38,548	-
602-0000-362.03-01	Demolition Reimb.	-	-	22,800	-
602-0000-362.03-02	Signs/Posts/Signals	-	-	-	-
602-0000-362.03-04	Weed Cleaning/Removal	15,000	15,000	34,302	83,449
602-0000-362.03-08	Other Reimbursements	-	1,000	200	351
602-0000-363.01-03	Personnel	-	-	1,000	3,700
602-0000-365.03-00	Garbage/Recycl. Stickers	1,800	1,152	1,800	1,746
602-0000-365.03-01	Garbage Sticker Sales	778,000	790,000	783,143	798,878
602-0000-365.03-02	Garbage Tote Service	140,000	126,000	142,292	130,200
602-0000-365.03-03	Garbage Tote Sales	9,000	7,000	10,438	9,480
602-0000-365.05-00	Private Hauler Licenses	3,000	3,000	4,250	4,583
602-0000-365.06-00	Disposal Fees	-	-	-	-
602-0000-365.07-00	Sale of Recycle Material	38,000	33,000	46,369	27,467
602-0000-365.08-01	Yard Waste Stickers	-	-	-	-
602-0000-365.09-00	Private Promo Revenue	-	-	20,000	-
602-0000-381.03-01	FEMA Reimb.	-	-	-	-
602-0000-391.01-01	General Fund	2,512,435	2,424,708	2,285,000	2,353,500
602-0000-391.01-15	Capital Projects Fund	-	250,000	250,000	250,000
602-0000-392.03-00	Loan Proceeds	-	-	-	-
	<b>Totals</b>	<b>3,514,339</b>	<b>3,703,357</b>	<b>3,658,064</b>	<b>3,678,367</b>

FUND 602 CENTRAL SERVICES FUND

ADMINISTRATION  
DETAIL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
602-3110-403.11-01	Regular Salary/Wages	121,345	120,440	97,327	101,699
602-3110-403.11-02	Overtime		-		
602-3110-403.11-03	Sick Pay		650	2,784	3,091
602-3110-403.11-04	Holiday Pay	7,192	7,033	6,309	6,804
602-3110-403.11-15	Vacation Pay	9,980	7,330	8,090	7,439
602-3110-403.11-16	Major Medical Pay		-	20,273	9,511
602-3110-403.11-17	Sick Pay Buy Back	3,153	3,117	3,117	2,951
602-3110-403.11-18	Vacation Pay Buy Back		-		2,107
602-3110-403-12-01	Temp. Empl-Regular Salary		515	1,049	7,351
602-3110-403.21-01	Group Insurance	27,950	26,368	26,248	26,383
602-3110-403.21-03	Board Paid Life Insurance	170	170	170	167
602-3110-403.21-04	Workers' Compensation	9,571	9,115	9,115	10,982
602-3110-403.22-01	Social Security	8,784	9,088	8,371	8,369
602-3110-403.22-02	Medicare	2,054	2,126	1,958	1,957
602-3110-403.22-03	Unemployment Comp.	200	344	344	344
602-3110-403.23-01	IMRF	15,144	15,675	15,647	15,145
	<b>Subtotals</b>	<b>205,543</b>	<b>201,971</b>	<b>200,802</b>	<b>204,300</b>
<b>Contractual Services</b>					
602-3110-403.31-05	Prof Svcs - Other	2,200	2,200	2,175	2,175
602-3110-403.34-03	Custodial	500	3,800	3,788	216
602-3110-403.34-04	Lawn Care		-		
602-3110-403.35-01	Buildings	6,000	7,400	8,331	5,512
602-3110-403.35-02	Machinery & Equipment	1,500	1,500	978	1,631
602-3110-403.35-03	R&M-Office Furn & Equip		-		
602-3110-403.35-05	R&M-Other	100	100	131	150
602-3110-403.36-01	Fleet Maintenance	300	1,000	175	267
602-3110-403.36-03	Equipment & Vehicle	700	975	652	820
602-3110-403.38-01	MICA	9,987	9,511	9,511	11,459
602-3110-403.38-02	Deductible		-		
602-3110-403.39-01	Communications	3,500	2,151	3,649	1,598
602-3110-403.39-02	Advertising/Publishing	300	300	259	162
602-3110-403.39-03	Printing & Binding	100	350		85
602-3110-403.39-04	Travel	49	49	48	913
602-3110-403.39-05	Mileage Reimb	3,600	2,700	2,100	108
602-3110-403.39-07	Regist, Schools, Meetings	600	600	282	592
602-3110-403.39-08	Contracted Services	3,500	4,000	3,063	3,225
	<b>Subtotals</b>	<b>32,936</b>	<b>36,636</b>	<b>35,142</b>	<b>28,913</b>
<b>Commodities</b>					
602-3110-403.41-01	Postage	100	100	29	35
602-3110-403.41-02	Office Supplies	1,100	1,100	728	1,033
602-3110-403.42-01	Natural Gas	5,000	4,800	6,101	4,937
602-3110-403.42-02	Electricity	20,000	17,500	19,033	19,473
602-3110-403.45-01	Building Supplies	100	425	6	109
602-3110-403.45-02	Custodial Supplies	600	700	380	697
602-3110-403.45-03	Equipment Consumable	750	650	697	332
602-3110-403.45-04	Equip Replacement Parts	100	100		
602-3110-403.45-05	Small Tools/Small Equip.		-	600	616
602-3110-403.46-04	Salt & Cinders	55,000	1,850	1,559	
602-3110-403.46-05	Chemicals	5,000	5,000	4,718	2,850
602-3110-403.46-07	Barricades		-		
602-3110-403.46-11	Other	1,150	300	474	594

**FUND 602 CENTRAL SERVICES FUND****ADMINISTRATION  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
602-3110-403.47-01	Clothing/Uniforms			-	787

FUND 602 CENTRAL SERVICES FUND

ADMINISTRATION  
DETAIL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
602-3110-403.47-02	Safety Equipment	6,200	6,955	6,482	5,612
	<b>Subtotals</b>	95,100	39,480	41,594	36,288
<b>Capital Outlay</b>					
602-3110-403.52-02	Buildings	-	-		
602-3110-403.52-04	Office Equipment	-	-	-	-
602-3110-403.52-08	Controllable	500	1,000		900
	<b>Subtotals</b>	500	1,000	-	900
<b>Miscellaneous</b>					
602-3110-403.61-01	Dues	350	350	250	320
602-3110-403.61-04	Other	70	70		
	<b>Subtotals</b>	420	420	250	320
	<b>Totals</b>	<b>334,499</b>	<b>279,507</b>	<b>277,788</b>	<b>270,721</b>

**FUND 602 CENTRAL SERVICES FUND**

**FORESTRY  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
602-3112-403.11-01	Regular Salary/Wages	147,859	161,348	160,982	167,365
602-3112-403.11-02	Overtime	15,018	15,941	11,068	11,178
602-3112-403.11-03	Sick Pay	3,381	3,314	2,028	10,945
602-3112-403.11-04	Holiday Pay	9,327	11,348	10,354	10,262
602-3112-403.11-15	Vacation Pay	13,866	16,042	14,293	13,305
602-3112-403.11-16	Major Medical Pay				822
602-3112-403.11-17	Sick Pay Buy Back	4,090	13,417	13,417	3,902
602-3112-403.11-18	Vacation Pay Buy Back		-	4,662	
602-3112-403.12-01	Part-Time Salary/Wages	14,438	14,438	14,235	12,600
602-3112-403.21-01	Group Insurance	48,110	52,518	52,459	51,594
602-3112-403.21-03	Board Paid Life Insurance	255	324	300	321
602-3112-403.21-04	Workers' Compensation	31,540	30,038	30,038	36,190
602-3112-403.22-01	Social Security	11,886	14,950	13,117	13,455
602-3112-403.22-02	Medicare	2,780	3,496	3,068	3,147
602-3112-403.22-03	Unemployment Comp.	500	594	594	500
602-3112-403.23-01	IMRF	20,432	27,199	24,221	24,690
602-3112-403.24-03	CDL Reimbursements	30	30	30	30
	<b>Subtotal</b>	<b>323,512</b>	<b>364,997</b>	<b>354,866</b>	<b>360,304</b>
<b>Contractual Services</b>					
602-3112-403.35-02	Machinery & Equipment	500	500	202	459
602-3112-403.35-05	Other	150	150		49
602-3112-403.36-01	Fleet Maintenance	43,000	43,000	48,429	42,842
602-3112-403.36-03	Equipment & Vehicle			-	
602-3112-403.36-05	Vehicle Replacement	21,780	40,016	20,880	13,272
602-3112-403.38-01	MICA	9,210	8,771	8,771	10,568
602-3112-403.39-01	Communications			-	
602-3112-403.39-02	Advertising/Publishing	150	150		
602-3112-403.39-05	Mileage Reimbursement			-	
602-3112-403.39-07	Regist, Schools, Meetngs				
602-3112-403.39-08	Contracted Services	1,000	725	170	98
	<b>Subtotal</b>	<b>75,790</b>	<b>93,312</b>	<b>78,452</b>	<b>67,287</b>
<b>Commodities</b>					
602-3112-403.45-03	Equipment Consumable	1,000	1,500	941	966
602-3112-403.45-04	Equip Replacement Parts	1,000	1,500	433	1,089
602-3112-403.45-05	Small Tools/Small Equip.	2,200	2,200	1,097	2,145
602-3112-403.46-05	Chemicals	100	100		
602-3112-403.46-07	Barricades	250	150	-	
602-3112-403.46-11	Other	1,400	1,500	980	963
602-3112-403.47-01	Clothing/Uniforms	180	180		130
602-3112-403.47-02	Safety Equipment	210	210	183	157
	<b>Subtotal</b>	<b>6,340</b>	<b>7,340</b>	<b>3,634</b>	<b>5,450</b>
<b>Capital Outlay</b>					
602-3112-403.52-05	Machinery & Equipment	-	8,000	27,100	
602-3112-403.52-06	Vehicles	-			
602-3112-403.52-08	Controllable	-	2,025	2,852	1,016
	<b>Subtotal</b>	<b>-</b>	<b>10,025</b>	<b>29,952</b>	<b>1,016</b>
	<b>Totals</b>	<b>405,642</b>	<b>475,674</b>	<b>466,904</b>	<b>434,058</b>



FUND 602 CENTRAL SERVICES FUND

GARBAGE  
DETAIL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
602-3113-403.11-01	Regular Salary/Wages	270,089	260,859	256,432	253,852
602-3113-403.11-02	Overtime	9,064	13,884	10,645	6,097
602-3113-403.11-03	Sick Pay	1,166	1,143	7,355	5,845
602-3113-403.11-04	Holiday Pay	14,194	13,915	15,868	12,948
602-3113-403.11-14	Extra Pick-up	350	650	510	320
602-3113-403.11-15	Vacation Pay	14,156	13,876	15,966	11,260
602-3113-403.11-16	Major Medical Pay				
602-3113-403.11-17	Sick Pay Buy Back	2,727	9,307	9,307	2,443
602-3113-403.11-18	Vacation Pay Buy Back		-		
602-3113-403.21-01	Group Insurance	79,170	74,863	70,591	68,823
602-3113-403.21-03	Board Paid Life Insurance	460	456	466	453
602-3113-403.21-04	Workers' Compensation	35,565	33,871	33,871	40,809
602-3113-403.22-01	Social Security	19,361	19,267	18,449	16,897
602-3113-403.22-02	Medicare	4,528	4,506	4,315	3,952
602-3113-403.22-03	Unemployment Comp.	600	838	838	838
602-3113-403.23-01	IMRF	33,381	35,051	35,301	33,184
602-3113-403.24-03	CDL Reimbursements	60	60	60	
	<b>Subtotal</b>	<b>484,871</b>	<b>482,546</b>	<b>479,974</b>	<b>457,721</b>
<b>Contractual Services</b>					
602-3113-403.33-02	Landfill Fees	200,000	200,000	198,551	191,633
602-3113-403.33-03	Taxes	25,000	25,000	22,917	22,917
602-3113-403.36-01	Fleet Maintenance	80,000	74,000	84,358	72,312
602-3113-403.36-05	Vehicle Replacement	50,000	50,000	50,000	50,000
602-3113-403.37-02	Nuisance Abatements		-		
602-3113-403.38-01	MICA	21,747	20,711	20,711	24,953
602-3113-403.38-02	Deductible		-		
602-3113-403.39-01	Communications	400	1,500	204	(23)
602-3113-403.39-02	Advertising-Publishing	330	330	416	147
602-3113-403.39-03	Printing & Binding	1,000	15,135	15,100	600
602-3113-403.39-08	Contracted Services	200	170	109	
	<b>Subtotal</b>	<b>378,677</b>	<b>386,846</b>	<b>392,366</b>	<b>362,539</b>
<b>Commodities</b>					
602-3113-403.46-11	Operational Supplies-Other	20,000	27,648	19,215	451
602-3113-403.47-01	Clothing/Uniforms	60	60		
602-3113-403.47-02	Safety Equipment	120	120	20	
	<b>Subtotal</b>	<b>20,180</b>	<b>27,828</b>	<b>19,235</b>	<b>451</b>
<b>Debt Service</b>					
602-3113-409.72-00	Loan/Lease Payments	-	-		-
<b>Capital Outlay</b>					
602-3113-403.52-06	Vehicles	-	-	-	-
	<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Miscellaneous</b>					
602-3113-403.61-08	Bad Debt Expense	1,575	1,575	200,798	201,437
<b>Transfers</b>					
602-3113-491.62-22	2014 GO Note Fund	70,543	70,543	70,543	70,543
	<b>Totals</b>	<b>955,846</b>	<b>969,338</b>	<b>1,162,916</b>	<b>1,092,691</b>

FUND 602 CENTRAL SERVICES FUND

RECYCLE  
DETAIL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
602-3114-403.11-01	Regular Salary/Wages	189,236	202,830	198,836	173,234
602-3114-403.11-02	Overtime	11,916	4,193	10,379	13,010
602-3114-403.11-03	Sick Pay	5,720	5,720	5,571	5,700
602-3114-403.11-04	Holiday Pay	8,580	8,580	7,247	5,794
602-3114-403.11-14	Extra Pick-up	350	-	290	315
602-3114-403.11-15	Vacation Pay	6,355	6,355	4,542	1,867
602-3114-403.11-17	Sick Pay Buy Back		-		
602-3114-403.11-18	Vacation Pay Buy Back		-		
602-3114-403.21-01	Group Insurance	52,077	44,413	43,976	33,998
602-3114-403.21-03	Board Paid Life Insurance	324	315	362	302
602-3114-403.21-04	Workers' Compensation	37,599	35,809	35,809	43,143
602-3114-403.22-01	Social Security	13,532	12,421	13,695	12,257
602-3114-403.22-02	Medicare	3,165	2,905	3,203	2,866
602-3114-403.22-03	Unemployment Comp.	400	579	579	579
602-3114-403.23-01	IMRF	23,332	22,598	25,357	22,657
602-3114-403.24-03	CDL Reimbursements	30	30		30
	<b>Subtotal</b>	<b>352,616</b>	<b>346,748</b>	<b>349,846</b>	<b>315,752</b>
<b>Contractual Services</b>					
602-3114-403.36-01	Fleet Maintenance	95,000	95,642	97,826	86,522
602-3114-403.36-05	Vehicle Replacement	50,000	50,000	50,000	50,000
602-3114-403.38-01	MICA	33,242	31,659	31,659	38,143
602-3114-403.39-01	Communications		-		
602-3114-403.39-02	Advertising/Publishing	150	243	111	111
602-3114-403.39-03	Printing & Binding	182	182	182	
	<b>Subtotal</b>	<b>178,574</b>	<b>177,726</b>	<b>179,778</b>	<b>174,776</b>
<b>Commodities</b>					
602-3114-403.46-11	Other	14,000	13,830	9,825	11,358
602-3114-403.47-01	Clothing/Uniforms	100	300	84	
602-3114-403.47-02	Safety Equipment	80	80		
	<b>Subtotal</b>	<b>14,180</b>	<b>14,210</b>	<b>9,909</b>	<b>11,358</b>
<b>Transfers</b>					
602-3114-491.62.22	Trnsfr to 2014 GO Note Fund	78,980	78,980	78,977	78,977
	<b>Totals</b>	<b>624,350</b>	<b>617,664</b>	<b>618,510</b>	<b>580,863</b>

FUND 602 CENTRAL SERVICES FUND

PAINT & SIGN SHOP  
DETAIL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Wages</b>					
602-3116-403.11-01	Regular Salary/Wages	76,326	74,835	65,184	36,676
602-3116-403.11-02	Overtime	3,962	3,885	2,965	2,012
602-3116-403.11-03	Sick Pay	4,187	4,105	3,545	2,629
602-3116-403.11-04	Holiday Pay	4,573	4,483	3,980	2,383
602-3116-403.11-15	Vacation Pay	6,774	6,642	7,430	3,858
602-3116-403.21-01	Group Insurance	26,003	24,532	21,451	9,817
602-3116-403.21-02	Retiree Insurance				
602-3116-403.21-03	Board Paid Life Insurance	136	136	123	73
602-3116-403.21-04	Workers' Compensation	9,568	9,112	9,112	10,978
602-3116-403.22-01	Social Security	5,941	5,786	4,646	2,878
602-3116-403.22-02	Medicare	1,389	1,353	1,086	673
602-3116-403.22-03	Unemployment Comp.	200	125	125	125
602-3116-403.23-01	IMRF	7,330	10,139	9,279	5,391
602-3116-403.24-03	CDL Reimbursements	30	30	30	30
	<b>Subtotal</b>	<b>146,419</b>	<b>145,163</b>	<b>128,956</b>	<b>77,522</b>
<b>Contractual Services</b>					
602-3116-403.35-05	Repair & Maint Other	-	-	-	-
602-3116-403.36-01	Fleet Maintenance	4,000	4,000	5,286	4,799
602-3116-403.36-03	Equipment & Vehicle		-		
602-3116-403.38-01	MICA	3,493	3,327	3,327	4,008
602-3116-403.39-03	Printing & Binding	-			
	<b>Subtotal</b>	<b>7,493</b>	<b>7,327</b>	<b>8,613</b>	<b>8,807</b>
<b>Commodities</b>					
602-3116-403.45-01	Building Supplies				
602-3116-403.45-03	Equipment Consumable	150	175	105	227
602-3116-403.45-05	Small Tools/Small Equip.	150	300		
602-3116-403.46-06	Signs & Posts	4,800	6,180	4,290	1,056
602-3116-403.46-07	Barricades		2,220	-	
602-3116-403.46-08	Paint	19,000	15,000	13,834	15,780
602-3116-403.46-11	Other	200	400	52	29
	<b>Subtotal</b>	<b>24,300</b>	<b>24,275</b>	<b>18,281</b>	<b>17,093</b>
	<b>Totals</b>	<b>178,212</b>	<b>176,765</b>	<b>155,850</b>	<b>103,423</b>

FUND 602 CENTRAL SERVICES FUND

CONCRETE (STREET MAINTENANCE)  
DETAIL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
602-3152-403.11-01	Regular Salary/Wages	200,402	227,532	216,677	213,190
602-3152-403.11-02	Overtime	10,049	5,924	6,521	5,323
602-3152-403.11-03	Sick Pay	6,243	7,916	7,620	5,076
602-3152-403.11-04	Holiday Pay	11,360	13,340	14,099	14,953
602-3152-403.11-15	Vacation Pay	12,635	14,835	15,834	16,585
602-3152-403.11-16	Major Medical Pay		-	953	1,112
602-3152-403.11-17	Sick Pay Buy Back	4,700	15,279	14,626	6,391
602-3152-403.11-18	Vacation Pay Buy Back		-		
602-3152-403.21-01	Group Insurance	62,841	68,228	66,245	69,148
602-3152-403.21-02	Retiree Insurance		-		
602-3152-403.21-03	Board Paid Life Insurance	409	409	403	405
602-3152-403.21-04	Workers' Compensation	341	31,600	31,600	38,072
602-3152-403.22-01	Social Security	14,796	17,925	16,425	15,469
602-3152-403.22-02	Medicare	3,460	4,192	3,841	3,618
602-3152-403.22-03	Unemployment Comp.	600	750	750	750
602-3152-403.23-01	IMRF	25,511	32,611	30,895	29,769
602-3152-403.24-03	CDL Reimbursements	30	-		60
	<b>Subtotal</b>	<b>353,377</b>	<b>440,541</b>	<b>426,489</b>	<b>419,920</b>
<b>Contractual Services</b>					
602-3152-403.35-02	Machinery & Equipment	-	-	-	-
602-3152-403.35-05	Other	-	30	13	-
602-3152-403.36-01	Fleet Maintenance	40,000	36,000	34,468	45,590
602-3152-403.36-05	Vehicle Replacement	30,576	13,476	13,476	19,276
602-3152-403.38-01	MICA	17,814	16,966	16,966	20,441
602-3152-403.38-02	Deductible	-	-	-	-
602-3152-403.39-08	Contracted Services	-	-	-	-
	<b>Subtotal</b>	<b>88,390</b>	<b>66,472</b>	<b>64,923</b>	<b>85,307</b>
<b>Commodities</b>					
602-3152-403.45-03	Equipment Consumable	800	200	738	177
602-3152-403.45-04	Equip Replacement Parts	200	200	116	14
602-3152-403.45-05	Small Tools/Small Equip.	400	1,000	151	344
602-3152-403.46-01	Concrete	200	1,700	41	41
602-3152-403.46-03	Sand, Stone & Gravel		-		
602-3152-403.46-07	Barricades	100	200		
602-3152-403.46-10	Lumber	300	300	121	57
602-3152-403.46-11	Other	500	500	1,285	583
602-3152-403.47-01	Clothing/Uniforms	50	250		
602-3152-403.47-02	Safety Equipment	-		32	
	<b>Subtotal</b>	<b>2,550</b>	<b>4,350</b>	<b>2,484</b>	<b>1,215</b>
<b>Capital Outlay</b>					
602-3152-403.52-05	Machinery & Equipment		90,000	89,034	-
602-3152-403.52-08	Controllable	1,200	21,200	1,759	-
602-3152-403.53-09	Other	-	0	-	-
	<b>Subtotal</b>	<b>1,200</b>	<b>111,200</b>	<b>90,793</b>	<b>-</b>
	<b>Totals</b>	<b>445,517</b>	<b>622,563</b>	<b>584,689</b>	<b>506,442</b>

**FUND 602 CENTRAL SERVICES FUND**

**STREET CLEANING  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
602-3153-403.11-01	Regular Salary/Wages	-	-	20,001	96,558
602-3153-403.11-02	Overtime	-	-	30	1,659
602-3153-403.11-03	Sick Pay	-	-	318	15,145
602-3153-403.11-04	Holiday Pay	-	-	1,148	4,526
602-3153-403.11-15	Vacation Pay	-	-	644	9,255
602-3153-403.11-16	Major Medical Pay	-	-	-	21,840
602-3153-403.11-17	Sick Pay Buy Back	-	-	-	65
602-3153-403.11-18	Vacation Pay Buy Back	-	-	-	3,953
602-3153-403.21-01	Group Insurance	-	-	8,054	48,761
602-3153-403.21-03	Board Paid Life Insurance	-	-	36	235
602-3153-403.21-04	Workers' Compensation	-	-	-	17,496
602-3153-403.22-01	Social Security	-	-	1,140	8,190
602-3153-403.22-02	Medicare	-	-	267	1,915
602-3153-403.22-03	Unemployment Comp.	-	-	-	344
602-3153-403.23-01	IMRF	-	-	2,497	17,344
602-3153-403.24-03	CDL Reimbursements	-	-	-	35
	<b>Subtotal</b>	-	-	34,135	247,320
<b>Contractual Services</b>					
602-3153-403.36-01	Fleet Maintenance	-	-	2,907	19,973
602-3153-403.38-01	MICA	-	-	-	12,341
602-3153-403.38-02	Deductible	-	-	-	-
	<b>Subtotal</b>	-	-	2,907	32,314
<b>Commodities</b>					
602-3153-403.45-05	Small Tools/Small Equip.	-	-	-	-
602-3153-403.47-02	Safety Equipment	-	-	-	-
	<b>Subtotal</b>	-	-	-	-
	<b>Totals</b>	-	-	<b>37,042</b>	<b>279,634</b>

**FUND 602 CENTRAL SERVICES FUND**

**BRUSH/COMPOST  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Contractual Services</b>					
602-3154-403.39-08	Contracted Services	570,273	561,846	607,282	808,857
	<b>Totals</b>	<b>570,273</b>	<b>561,846</b>	<b>607,282</b>	<b>808,857</b>

**FUND 603 VEHICLE REPLACEMENT FUND**

**SUMMARY**

**PURPOSE**

The Vehicle Replacement Fund was established during FY 2003. The purpose of the vehicle replacement program is for each department to set aside funds from their budget from the time a vehicle is put into service so that there is adequate funds to replace that vehicle at the end of its useful life. Nearly all city departments participated from FY 2003-2009. In FY 2010, many departments stopped participating due to budget constraints.

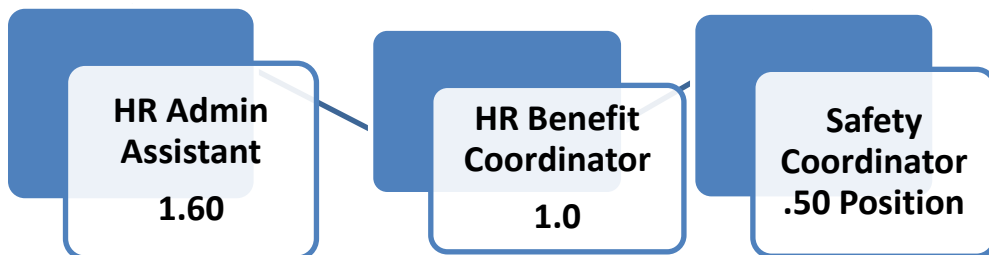
In FY 2018 the following replacements were funded:

- Central Services - Concrete division - \$67,390 backhoe/loader  
Forestry division - \$35,000 dump truck
- Sewer Fund - Sewer Maintenance division - \$254,572 new Vactor truck  
\$31,204 F350 4x4 service truck

The FY 2019 budget plans for the following replacements:

- Garbage/Recycle - explore replacing equipment - \$290,000
- Forestry - explore replacing 26 year old bucket truck - \$200,000
- Water Distribution - Replace Backhoe #5 (2006) - \$12,557 available
- Water Distribution - Replace Truck#86W (2002 Mack) \$45,541 available
- Sewer Distribution - Replace Truck #30 (2002 Mack) - \$223,042
- Sewer Distribution - Replace Backhoe #3 (1997 Backhoe) - \$200,000
- Contingency - \$200,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
603-0000-331.01-01	Deposit Accounts	9,000	6,800	10,949	7,727
603-0000-363.03-03	Fire Department			5,780	
603-0000-363.03-06	Water Fund	85,000	48,552	63,034	38,935
603-0000-363.03-07	Sewer Fund	145,000	24,912	70,297	49,348
603-0000-363.03-08	Airport Fund	8,424	7,000	9,500	7,000
603-0000-363.03-09	Central Services Fund	152,356	134,352	134,356	132,548
603-0000-363.03-10	Central Garage	8,400			
603-0000-391.01-15	From Capital Proj Fund			-	-
	<b>Totals</b>	<b>408,180</b>	<b>221,616</b>	<b>293,916</b>	<b>235,558</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
603-3115-403.31-05	Professional Services	-	-	-	-
<b>Capital Outlay</b>					
603-3115-403.52-05	Machinery & Equipment	412,552	200,000	67,390	
603-3115-403.52-06	Vehicles	758,583	372,600	245,325	
	<b>Totals</b>	<b>1,171,135</b>	<b>572,600</b>	<b>312,715</b>	<b>-</b>



**FUND 611 SELF INSURANCE FUND  
HUMAN RESOURCES**

**SUMMARY**

**PURPOSE**

The Self Insurance Fund provides liability coverage for the City's workforce and all City-owned properties having an insured value in excess of \$85,000,000. The fund consists of three divisions: Administration, Risk Management, and Premiums & Benefits.

The Administration division, which consists of a human resources administrator, provides support function for all City departments through recruiting and employee selection, the development of employee policies and procedures, compensation and benefit administration, including the administration of five Collective Bargaining Units. The Risk Management division consists of a benefits coordinator who processes worker compensation claims and liability coverage claims and a safety coordinator who investigates claims and inspects all City property for safety concerns. The Premiums and Benefits division is for the liability insurance coverage premiums and deductibles.

This fund generates revenue from charges to the other city departments with a labor force, significant property, and liability exposure.

**GOALS/OBJECTIVES**

- To maintain a fund balance to ensure funding for future claims/premiums payments
- Research transitioning weekly payrolls to bi-weekly payrolls and a compensation strategy plan
- To provide training to effectively reduce worker's compensation claims.

**BUDGET SUMMARY**

The City's MICA premium is the major component of the Self Insurance Fund. We have budgeted the FY 2019 premium at \$300,000 over last year's premium. While this represents a 16% increase, we have only passed a 5% increase onto the city departments who fund the premium. It is our intention to monitor claims and work with MICA to keep the premium at a sustainable level while maintaining a sufficient fund balance. The Self Insurance Fund budget has added a full-time position for FYE 2018/2019.

**REVENUE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019		2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Other Income	13,000	2.36%	12,700	16,070	14,130
Charges for Services	2,142,167	4.62%	2,047,477	2,037,770	2,449,217
<b>Total</b>	<b>2,155,167</b>	<b>4.61%</b>	<b>2,060,177</b>	<b>2,053,840</b>	<b>2,463,347</b>

**EXPENSE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019		2017/2018	2017/2018	2016/2017
	PROPOSED BUDGET	% Change	REVISED BUDGET	PROJECTED ACTUAL	YTD ACTUAL
Salaries	143,290	10.76%	129,368	133,189	108,078
Benefits	75,476	-17.85%	91,872	89,070	67,900
Contractual Services	2,194,805	24.60%	1,761,497	1,862,869	1,884,998
Commodities	12,950	-0.77%	13,050	14,071	13,368
Miscellaneous	40,400	0.00%	40,400	40,407	40,421
Transfers	1,375	0.00%	1,375	1,364	1,364
Insurance Claims	55,000	-28.38%	76,798	68,049	27,228
<b>Totals</b>	<b>2,523,296</b>	<b>19.34%</b>	<b>2,114,360</b>	<b>2,209,019</b>	<b>2,143,357</b>

**STAFFING**

	FY 2019 PROPOSED	FY 2018 ACTUAL	FY 2017 ACTUAL	FY 2016 ACTUAL
Authorized Full Time Positions	3.10	2.1	2.5	3.5



**Budget Summary**

The Self Insurance Fund revenues are the MICA (38-01) and Workers Compensation (21-04) charges in the other city budgets. These amounts are transferred over a four month period (May through August). The Outside Entities include Quincy Public Library, Woodland Cemetery, and Quincy Township. The City Treasurer will bill them each fiscal year for their portion.  
All City departments increased the self-insurance funding by 5%.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
611-0000-331.01-01	Interest Income	13,000	12,500	16,070	13,825
611-0000-342.06-00	Restitution		200		305
611-0000-361.04-01	Freedom of Info copies		-		
611-0000-361.05-04	Premiums	2,055,792	1,953,943	1,953,760	2,353,743
611-0000-361.05-05	Premium Rebates		-		
611-0000-361.05-08	Premiums-Outside Entities	59,727	68,534	56,883	68,534
611-0000-361.05-10	Premiums - Life Insurance	26,648	25,000	27,127	26,940
	<b>Totals</b>	<b>2,155,167</b>	<b>2,060,177</b>	<b>2,053,840</b>	<b>2,463,347</b>

**FUND 611 SELF INSURANCE FUND  
HUMAN RESOURCES**

**ADMINISTRATION  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
611-3810-401.11-01	Regular Salary/Wages	65,893	51,314	52,997	36,900
611-3810-401.11-03	Sick Pay		-	259	20
611-3810-401.11-04	Holiday Pay	3,577	1,327	2,080	2,352
611-3810-401.11-15	Vacation Pay	3,151	1,474	1,870	2,346
611-3810-401.11-16	Major Medical Pay		-		
611-3810-401.11-17	Sick Pay Buy Back	1,375	2,227	3,341	137
611-3810-401.11-18	Vacation Pay Buy Back				
611-3810-401.12-01	Temp. Emp. Regular Wages				
611-3810-401.11-18	Vacation Pay Buy Back		-		
611-3810-401.21-01	Group Insurance		12,587	11,391	
611-3810-401.21-03	Board Paid Life Ins.	109	41	94	64
611-3810-401.21-04	Workers' Compensation	843	803	803	967
611-3810-401.22-01	Social Security	4,588	4,303	3,373	2,559
611-3810-401.22-02	Medicare	1,073	456	789	599
611-3810-401.22-03	Unemployment Comp.	200	125	125	125
611-3810-401.23-01	IMRF	7,910	6,906	6,765	4,733
	<b>Subtotal</b>	<b>88,719</b>	<b>81,563</b>	<b>83,887</b>	<b>50,802</b>
<b>Contractual Services</b>					
611-3810-401.31-01	Audit	4,560	4,500	4,031	4,032
611-3810-401.31-02	Contracted Legal	40,000	19,183	10,653	3,476
611-3810-401.31-05	Prof Svc - Other	400	400	208	269
611-3810-401.32-01	Medical	4,000	4,000	3,905	3,905
611-3810-401.35-03	R&M-Office Furn & Equip		-		
611-3810-401.36-03	Equipment and Vehicle		-		
611-3810-401.38-01	MICA	2,975	2,833	2,833	3,413
611-3810-401.39-01	Communications	1,000	1,200	806	880
611-3810-401.39-02	Advertising/Publishing	200	200	599	139
611-3810-401.39-03	Printing & Binding		-		
611-3810-401.39-04	Travel	500	500	20	122
611-3810-401.39-05	Mileage Reimbursement	250	250	183	350
611-3810-401.39-07	Regist, Schools, Meetings	400	5,400	800	554
611-3810-401.39-08	Contracted Services		-		-
	<b>Subtotal</b>	<b>54,285</b>	<b>38,466</b>	<b>24,038</b>	<b>17,141</b>
611-3810-401.41-01	Postage	400	500	246	337
611-3810-401.41-02	Office Supplies	300	300	489	195
	<b>Subtotal</b>	<b>700</b>	<b>800</b>	<b>735</b>	<b>532</b>
<b>Miscellaneous</b>					
611-3810-401.61-03	Employee Awards	-	-	-	-
611-3810-401.61-04	Other	-	-	-	-
611-3810-401.65-01	Administrative Cost Share	36,000	36,000	36,008	36,050
611-3810-401.65-02	Space Cost Share	4,400	4,400	4,399	4,371
	<b>Subtotal</b>	<b>40,400</b>	<b>40,400</b>	<b>40,407</b>	<b>40,421</b>
<b>Transfers</b>					
611-1802-401.62-86	Retiree Insurance Subsidy	1,375	1,375	1,364	1,364
611-1802-402.62-85	Qcy Area Safety Council	-	-	-	-
	<b>Subtotal</b>	<b>1,375</b>	<b>1,375</b>	<b>1,364</b>	<b>1,364</b>
	<b>Totals</b>	<b>185,479</b>	<b>162,604</b>	<b>150,431</b>	<b>110,259</b>

**FUND 611 SELF INSURANCE FUND  
HUMAN RESOURCES**

**RISK MANAGEMENT  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Salaries &amp; Benefits</b>					
611-3811-401.11-01	Regular Salary/Wages	57,703	56,654	53,628	53,369
611-3811-401.11-03	Sick Pay			100	
611-3811-401.11-04	Holiday Pay	3,439	3,377	2,904	3,538
611-3811-401.11-15	Vacation Pay	5,095	5,003	4,266	5,049
611-3811-401.11-16	Major Medical Pay		-	3,752	1,437
611-3811-401.11-17	Sick Pay Buy Back	3,057	7,992	7,992	2,928
611-3811-401.21-01	Group Insurance	17,742	16,738	16,655	16,734
611-3811-401.21-03	Board Paid Life Ins.	102	102	102	100
611-3811-401.21-04	Workers' Compensation		-		
611-3811-401.22-01	Social Security	4,296	4,527	4,113	3,726
611-3811-401.22-02	Medicare	1,005	1,059	962	871
611-3811-401.22-03	Unemployment Comp.	100	188	188	188
611-3811-401.23-01	IMRF	7,408	8,237	8,106	7,519
	<b>Subtotal</b>	<b>99,947</b>	<b>103,877</b>	<b>102,768</b>	<b>95,461</b>
<b>Contractual Services</b>					
611-3811-401.36-01	Fleet Maintenance	-			
611-3811-401.39-01	Communications	-			
611-3811-401.39-04	Travel	300	500	380	592
611-3811-401.39-05	Mileage Reimbursement	150	150		
611-3811-401.39-07	Regist, Schools, Meetings	240	150	180	180
	<b>Subtotal</b>	<b>690</b>	<b>800</b>	<b>560</b>	<b>772</b>
<b>Commodities</b>					
611-3811-401.41-02	Office Supplies	150	150		15
611-3811-401.47-01	Clothing/Uniforms	12,000	12,000	13,236	12,721
611-3811-401.47-03	Training Supplies	100	100	100	100
	<b>Subtotal</b>	<b>12,250</b>	<b>12,250</b>	<b>13,336</b>	<b>12,836</b>
	<b>Totals</b>	<b>112,887</b>	<b>116,927</b>	<b>116,664</b>	<b>109,069</b>

**FUND 611 SELF INSURANCE FUND**

**PREMIUMS & BENEFITS  
DETAIL**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Insurance Premiums/Claims</b>					
611-3812-401.21-03	Board Paid Life Ins.	30,100	35,800	35,604	29,715
611-3812-401.25-01	Claims-Vehicles	25,000	50,000	39,022	20,111
611-3812-401.25-02	Claims-Property Liability	15,000	11,798	13,954	1,856
611-3812-401.25-03	Claims-Equipment	5,000	5,000	3,299	1,764
611-3812-401.25-04	Claims-Casualty	5,000	5,000	2,774	2,000
611-3812-401.25-05	Claims-Other	5,000	5,000	9,000	1,497
	<b>Subtotal</b>	<b>85,100</b>	<b>112,598</b>	<b>103,653</b>	<b>56,943</b>
<b>Contractual Services</b>					
611-3812-401.38-01	Insurance-MICA	2,139,830	1,722,231	1,838,271	1,867,085
	<b>Total</b>	<b>2,224,930</b>	<b>1,834,829</b>	<b>1,941,924</b>	<b>1,924,028</b>

**PURPOSE**

The City's health insurance coverage is a self-funded plan administered by a Third Party Administrator and utilizes a national network for accessing discounts for health care. The Health Insurance plan participants include City employees, retirees, 911, Quincy Public Library, Quincy Township, Oakley Lindsey Center and Quincy Housing Authority.

In addition, the fund revenues are defined as contributions paid by employees, employer, retirees, and outside entities; the fund expenses are the health insurance claims and fixed costs of the health plan.

**GOALS/OBJECTIVES**

- Educate employees regarding best use of benefits and health clinic options
- Implement Biometric testing under the Health Clinic contract.
- Research prescription management cost saving programs.
- Research programs that may help control the rising cost of medical health care.
- Review the health insurance plan document and suggest cost saving measures

**PAST FISCAL YEAR HIGHLIGHTS**

- Implemented the new health clinic model and monitored for cost savings.
- Entered into a 3-year contract with Quincy Medical Group effective 1/2/18-12/31/2020
- Developed monthly healthy living newsletter.
- Worked with BCBS on "Pay for Quality of Service" program.
- Implemented new HIPPA and ACA controls.

**BUDGET SUMMARY**

The Health Insurance Fund is projecting a slight increase in revenues and expenses for the FY 2018-2019 budget. Due to the new health clinic contract, the City is anticipating a slightly lower overall increase in costs compared to the national average of 8%.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
612-0000-331.01-01	Interest Income	10,500	9,300	10,715	8,791
612-0000-342.09-00	Other		2,400	936	2,403
612-0000-361.05-04	Premiums	17,000	-	19,136	36,371
612-0000-361.05-06	Premiums-City	3,893,467	3,590,569	3,482,875	3,552,749
612-0000-361.05-07	Premiums-Employee	990,280	1,028,832	976,588	931,263
612-0000-361.05-08	Premiums-Outside Entities	712,308	731,677	712,308	743,747
612-0000-361.05-09	Premiums-Retirees	486,719	407,593	450,635	394,515
	<b>Totals</b>	<b>6,110,274</b>	<b>5,770,371</b>	<b>5,653,193</b>	<b>5,669,839</b>
<b>Expenses</b>					
<b>Salaries &amp; Benefits</b>					
612-3812-401.21-01	Group Insurance	-	-	(178)	-
612-3812-401.21-05	Health Clinic	256,004	150,000	130,667	120,000
612-3812-401.21-06	Group Health-Claims	5,066,184	5,175,786	5,833,511	5,457,817
612-3812-401.21-07	Group Health-Fixed Cost	839,855	720,551	832,407	744,679
612-3812-401.21-09	ACA Costs	1,400	16,590	17,922	21,770
<b>Miscellaneous</b>					
612-3812-401.61-01	Dues	750	750	750	750
612-3812-401.61-04	Other		250	80	53
	<b>Totals</b>	<b>6,164,193</b>	<b>6,063,927</b>	<b>6,815,159</b>	<b>6,345,016</b>

**FUND 613 UNEMPLOYMENT COMPENSATION FUND  
HUMAN RESOURCES**

**SUMMARY**

**PURPOSE**

The City has established a self-funded account to pay potential unemployment claims. The funding of the plan comes from each department based on a fixed cost per employee.

**GOALS/OBJECTIVES**

- Maintain a fund balance that will cover future potential unemployment claims

**BUDGET SUMMARY**

Each department with employees recognized a \$100 per head fee that is charged to Unemp Comp (22-03) These amounts are transferred into this fund for potential unemployment claims.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
613-0000-331.01-01	Interest Income	500	400	732	
613-0000-361.05-04	Premiums	36,000	42,000	42,419	
	<b>Totals</b>	<b>36,500</b>	<b>42,400</b>	<b>43,151</b>	<b>-</b>
<b>Expenses</b>					
<b>Salaries &amp; Benefits</b>					
613-3812-401.25-06	Claims-Unemplymnt Comp.	65,000	65,000	7,007	29,555
	<b>Totals</b>	<b>65,000</b>	<b>65,000</b>	<b>7,007</b>	<b>29,555</b>

**CITY OF QUINCY  
TRUST & AGENCY FUNDS**

**Revenue/Expenditures & Change in Fund Balance  
Summary**

	Economic Dev RLF 701	CDAP RLF 702	CBD RLF 703	Nghbrhd Hsg Rehab 704	DOE Loan 705	Sister City 712
<b>Beginning Balance, May 1</b>	<b>820,000</b>	<b>740,000</b>	<b>870,000</b>	<b>59,000</b>	<b>-</b>	<b>34,000</b>
<b>REVENUES</b>						
Taxes						
Licenses & Permits						
Charges for Services						
Rent & Other Income	94,000	107,500	80,000	2,040	-	20,000
Interest Income	8,819	25,900	16,700	180	-	40
Debt Proceeds						
Grants						
Transfers In			-	89,000		-
Inter-Gov. Revenues						
<b>TOTAL REVENUE</b>	<b>102,819</b>	<b>133,400</b>	<b>96,700</b>	<b>91,220</b>	<b>-</b>	<b>20,040</b>
Total Funds Available	922,819	873,400	966,700	150,220	-	54,040
<b>EXPENDITURES</b>						
Salaries & Benefits						
Contracted Services	5,800		2,000	1,500	-	6,000
Commodities						-
Capital Outlay						
Miscellaneous	500,000	501,000	200,000	148,000	-	20,700
Debt Service						
Transfers	75,000	325,000	25,000			
<b>TOTAL EXPENDITURES</b>	<b>580,800</b>	<b>826,000</b>	<b>227,000</b>	<b>149,500</b>	<b>-</b>	<b>26,700</b>
<b>Ending Balance, April 30</b>	<b>\$ 342,019</b>	<b>\$ 47,400</b>	<b>\$ 739,700</b>	<b>\$ 720</b>	<b>\$ -</b>	<b>\$ 27,340</b>

**CITY OF QUINCY  
TRUST & AGENCY FUNDS**

**Revenue/Expenditures & Change in Fund Balance  
Summary**

	Lincoln Bicentennial 719	Human Rights 720	Landfill L/C 721	Quincy City Tree Bd 722	Animal Rescue 724	Tourism Tax 743
<b>Beginning Balance, May 1</b>	<b>400</b>	<b>650</b>	<b>333</b>	<b>-</b>	<b>56,000</b>	<b>97,000</b>
<b>REVENUES</b>						
Taxes						1,050,000
Licenses & Permits						
Charges for Services						
Rent & Other Income	-	-		-		
Interest Income	-	-		-	300	600
Debt Proceeds						
Grants	7,250					
Transfers In	-					
Inter-Gov. Revenues			76,000			-
<b>TOTAL REVENUE</b>	<b>7,250</b>	<b>-</b>	<b>76,000</b>	<b>-</b>	<b>300</b>	<b>1,050,600</b>
Total Funds Available	7,650	650	76,333	-	56,300	1,147,600
<b>EXPENDITURES</b>						
Salaries & Benefits						-
Contracted Services	7,250	628	76,000	-	56,000	-
Commodities				-	-	-
Capital Outlay						-
Miscellaneous						-
Debt Service						-
Transfers						1,016,960
<b>TOTAL EXPENDITURES</b>	<b>7,250</b>	<b>628</b>	<b>76,000</b>	<b>-</b>	<b>56,000</b>	<b>1,016,960</b>
<b>Ending Cash Balance</b>	<b>\$ 400</b>	<b>\$ 22</b>	<b>\$ 333</b>	<b>\$ -</b>	<b>\$ 300</b>	<b>\$ 130,640</b>

**CITY OF QUINCY  
TRUST & AGENCY FUNDS**

**Revenue/Expenditures & Change in Fund Balance  
Summary**

	Purchase Tax 744	Incremental Sales Tax 745	Total
<b>Beginning Balance, May 1</b>	-	25	2,677,408
<b>REVENUES</b>			
Taxes	-	-	1,050,000
Licenses & Permits	-	-	-
Charges for Services	-	-	-
Rent & Other Income	-	-	303,540
Interest Income	-	-	52,539
Debt Proceeds	-	-	-
Grants	-	-	7,250
Transfers In	-	470,000	559,000
Inter-Gov. Revenues	-	-	76,000
<b>TOTAL REVENUE</b>	-	470,000	2,048,329
Total Funds Available	-	470,025	4,725,737
<b>EXPENDITURES</b>			
Salaries & Benefits	-	-	-
Contracted Services	-	-	155,178
Commodities	-	-	-
Capital Outlay	-	-	-
Miscellaneous	-	-	1,369,700
Debt Service	-	-	-
Transfers	-	470,000	1,911,960
<b>TOTAL EXPENDITURES</b>	-	470,000	3,436,838
<b>Ending Cash Balance</b>	\$ -	\$ 25	\$ 1,288,899



FUND 701 ECONOMIC DEVELOPMENT FUND

SUMMARY

PURPOSE

Funds are used to offer low interest loan to new or expanding manufacturing, distribution, warehouse, and packaging or professional that creates or retains permanent jobs.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
701-0000-331.01-01	Interest Income	2,319	3,800	4,748	3,932
701-0000-331.01-04	Interest/Income Loans	6,500	8,900	6,046	7,094
701-0000-331.09-00	Revolving Loan Principal	94,000	140,000	85,554	116,350
701-0000-342.09-00	Other	-	-	-	-
701-0000-363.09-01	Cost Share Revenue/Admin	-	-	-	-
	<b>Totals</b>	<b>102,819</b>	<b>152,700</b>	<b>96,348</b>	<b>127,376</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
701-6319-408.31-02	Contracted Legal	3,000	3,000	96	565
701-6319-408.31-05	Other	-	-	-	-
701-6319-408.39-08	Contracted Services	2,800	2,880	-	2,880
	<b>Subtotal</b>	<b>5,800</b>	<b>5,880</b>	<b>96</b>	<b>3,445</b>
<b>Miscellaneous</b>					
701-6319-408.61-04	Miscellaneous Other	-	-	-	-
701-6319-408.63-01	Loan Disb.-Econ. Dev.	500,000	500,000	-	-
701-6319-408.63-02	Uncollectible Loans	-	-	-	410,323
	<b>Subtotal</b>	<b>500,000</b>	<b>500,000</b>	<b>-</b>	<b>410,323</b>
<b>Transfers</b>					
701-1801-491.62-02	Planning & Development	10,000	69,620	12,880	69,620
701-1801-491.62-15	Capital Projects Fund	-	-	-	-
701-1801-491.62-38	CBD Revolving Loan Fund	-	-	-	-
701-1802-408.62-83	GREDF	50,000	50,000	65,000	65,000
701-1802-408.62-84	Hist. Business District	-	15,000	15,000	15,000
701-1802-408.62-85	GREDF Economic Incentive	15,000	15,000	-	-
	<b>Subtotal</b>	<b>75,000</b>	<b>149,620</b>	<b>92,880</b>	<b>149,620</b>
	<b>Totals</b>	<b>580,800</b>	<b>655,500</b>	<b>92,976</b>	<b>563,388</b>

FUND 702 CDAP REVOLVING LOAN FUND

SUMMARY

Funds are used to offer low interest loan to new or expanding manufacturing, distribution, warehouse, and packaging or professional that creates or retains permanent jobs.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenue</b>					
702-0000-331.01-01	Interest Income	4,600	2,400	4,593	4,700
702-0000-331.01-04	Interest Income/Loans	21,300	25,000	12,536	21,457
702-0000-331.09-00	Revolving Loan Principal	107,500	92,000	87,576	96,835
	<b>Totals</b>	<b>133,400</b>	<b>119,400</b>	<b>104,705</b>	<b>122,992</b>
<b>Expenses</b>					
<b>Miscellaneous</b>					
702-6319-408.63-01	Misc Other	1,000			
702-6319-408.63-01	Loan Disb.-Econ. Dev.	500,000	557,000	-	-
702-6319-408.63-02	Uncollectible Loans	-	-	-	438,582
<b>Transfers</b>					
702-1801-491.62-02	Planning & Development	25,000	25,000	25,000	62,500
702-1801-491.62-20	CDAP Capital Grant Fund	300,000	300,000	300,000	-
	<b>Totals</b>	<b>826,000</b>	<b>882,000</b>	<b>325,000</b>	<b>501,082</b>

FUND 703 CBD REVOLVING LOAN FUND

SUMMARY

Funds are used to offer low interest loans for purchase of buildings within Quincy's downtown.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
703-0000-331.01-01	Interest Income	2,500	3,000	4,944	3,853
703-0000-331.01-04	Interest Income/Loans	14,200	19,000	12,715	14,407
703-0000-331.09-00	Revolving Loan Principal	80,000	100,000	106,972	248,216
703-0000-342.09-00	Other	-	-	23,940	-
703-0000-391.01-36	Econ Dev Rev Loan Fund	-	-	-	-
	<b>Totals</b>	<b>96,700</b>	<b>122,000</b>	<b>148,571</b>	<b>266,476</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
703-6319-408.31-02	Contracted Legal	2,000	3,000	-	-
703-6319-408.31-05	Professional Svc - Other		-		
<b>Miscellaneous</b>					
703-6319-408.63-01	Loan Disb.-Econ. Dev.	200,000	250,000	50,000	50,000
703-6319-408.63-02	Uncollectible Loans		-		
<b>Transfers</b>					
703-1801-491.62-02	Planning & Development	25,000	25,000	25,000	27,000
	<b>Totals</b>	<b>227,000</b>	<b>278,000</b>	<b>75,000</b>	<b>77,000</b>

**FUND 704 NEIGHBORHOOD HOUSING REV LOAN FUND**

**SUMMARY**

Funds are used to support housing developments that meet low income guidelines.  
 Fund 704 may receive an \$89,000 transfer from the HUD grant fund for additional housing grants.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
704-0000-331.01-01	Interest Income	180	100	348	268
704-0000-331.01-04	Interest Income/Loans		-	860	714
704-0000-331.09-00	Revolving Loan Principal	2,040	22,000	2,670	3,224
704-0000-341-08-00	Housing			-	-
704-0000-342.09-00	Other		-		
704-0000-391-18-00	Transfer from Bank 18	89,000		-	-
	<b>Totals</b>	<b>91,220</b>	<b>22,100</b>	<b>3,878</b>	<b>4,206</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
704-6319-408.31-02	Contracted Legal	500	500	-	-
704-6319-408.31-05	Professional Svc - Other	500	500	-	-
704-6319-408.35-01	Repair & Maint - Building	500	500	-	-
704-6319-408.38-09	Insurance-Liability	-	-	-	-
		1,500	1,500	-	-
<b>Miscellaneous</b>					
704-6319-408.61-02	Taxes	-	-	-	-
704-6319-408.63-01	Loan Disb.-Econ. Dev.	148,000	-	-	-
	<b>Totals</b>	<b>149,500</b>	<b>1,500</b>	<b>-</b>	<b>-</b>

FUND 705 ENERGY LOAN FUND (DOE)

SUMMARY

Funds are used to offer low interest loans for energy efficient improvements to existing buildings.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
705-0000-331.01-01	Interest Income	-	100	177	309
705-0000-331.01-04	Interest Income/Loans	-	-	-	-
705-0000-331.09-00	Revolving Loan Principal	-	-	-	-
705-0000-342.09-00	Other	-	-	-	-
705-0000-391.01-14	Trnsfr from DOE Grant Fund	-	-	-	-
	<b>Totals</b>	<b>-</b>	<b>100</b>	<b>177</b>	<b>309</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
705-6319-408.31-02	Contracted Legal	-	-	-	-
<b>Miscellaneous</b>					
705-6319-408.63-01	Loan Disbursement	-	62,700	63,206	-
	<b>Totals</b>	<b>-</b>	<b>62,700</b>	<b>63,206</b>	<b>-</b>

FUND 712 SISTER CITY COMMISSION

SUMMARY

The Sister City Commission Fund was established to hold the funds for the commission. The Sister City Commission receives a \$5,000 subsidy from the General Fund each year. The expenses are mainly related to the Hereford, Germany exchange.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenue</b>					
712-0000-321.00-00	Donations-Not Restricted	10,000	2,500	23,625	2,750
712-0000-331.01-01	Interest Income	40	30	157	42
712-0000-342.09-00	Other	10,000	15,000	13,080	11,314
712-0000-361.05-03	Public Reimbursements	-	-	-	-
712-0000-391.01-01	General Fund	-	5,000	5,000	5,000
	<b>Totals</b>	<b>20,040</b>	<b>22,530</b>	<b>41,862</b>	<b>19,106</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
712-1705-407.39-04	Travel	6,000	6,000	5,427	6,200
<b>Commodities</b>					
712-1705-407.41-01	Postage	-	-	-	-
<b>Miscellaneous</b>					
712-1705-407.61-01	Dues	700	700	690	680
712-1705-407.61-04	Other	20,000	18,300	13,477	9,214
	<b>Subtotal</b>	<b>20,700</b>	<b>19,000</b>	<b>14,167</b>	<b>9,894</b>
	<b>Totals</b>	<b>26,700</b>	<b>25,000</b>	<b>19,594</b>	<b>16,094</b>

FUND 719 LINCOLN BICENTENNIAL COMMISSION

SUMMARY

This fund was established in FY 2006 and started with local contributions for the Lincoln Bicentennial celebration and Looking for Lincoln projects.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
719-0000-321.00-00	Donations-Not Restricted	-	-	-	-
719-0000-331.01-01	Interest Income	-	3	14	4
719-0000-342.09-00	Miscellaneous Other	-	-	-	-
719-0000-361-05-03	Public Reimbursements	-	-	-	-
719-0000-382.01-10	Local Source Restricted Cor	4,500	3,778	5,113	3,227
719-0000-382.02-01	State Grant	2,750	-	-	-
719-0000-391.01-01	Trnsfr from General Fund	-	-	-	-
	<b>Totals</b>	<b>7,250</b>	<b>3,781</b>	<b>5,127</b>	<b>3,231</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
719-1707-407.31-03	Instructional	-	-	-	-
719-1707-407.31-05	Prof Svc - Other	-	-	-	-
719-1707-407.35-01	Repair & Maint - Building	-	-	-	-
719-1707-407.39-02	Advertising/Publishing	-	-	-	-
719-1707-407.39-08	Contracted Services	7,250	5,509	5,088	2,326
	<b>Subtotal</b>	<b>7,250</b>	<b>5,509</b>	<b>5,088</b>	<b>2,326</b>
<b>Commodities</b>					
719-1707-407.41-01	Postage	-	-	-	-
719-1707-407.41-02	Office Supplies	-	-	-	-
	<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Miscellaneous</b>					
719-1707-407.61-04	Other	-	-	-	-
719-1707-407.62-90	Non-Dept. Disbursements	-	-	-	-
	<b>Totals</b>	<b>7,250</b>	<b>5,509</b>	<b>5,088</b>	<b>2,326</b>

FUND 720 HUMAN RIGHTS COMMISSION

SUMMARY

This fund was created in FY 2008 to collect/disburse the Human Rights Commission donations for the African-American Cultural Fair and Human Rights Study Circles.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
720-0000-321.00-00	Donations	-	-	-	-
720-0000-331.01-01	Interest	-	-	5	4
720-0000-349.09-00	Other	-	-	-	-
	<b>Totals</b>	<b>-</b>	<b>-</b>	<b>5</b>	<b>4</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
720-1706-407.31-03	Instructional	-	-	-	-
720-1706-407.31-05	Other	-	-	-	-
720-1706-407.39-08	Contracted Services	628	642	-	-
	<b>Subtotal</b>	<b>628</b>	<b>642</b>	<b>-</b>	<b>-</b>
<b>Commodities</b>					
720-1706-407.41-01	Postage	-	-	-	-
720-1706-407.41-02	Office Supplies	-	-	-	-
	<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Miscellaneous</b>					
720-1706-407.61-04	Other	-	-	-	-
	<b>Totals</b>	<b>628</b>	<b>642</b>	<b>-</b>	<b>-</b>



FUND 721 LANDFILL SUPER FUND

SUMMARY

The Landfill Superfund was created to collect/disburse costs related to the remedial action at Landfills 2 & 3. The city entered into a Site Participation agreement in 1995 with other participating defendants to share expenses and obligations. The site participation agreement established the Quincy Landfill Remedial Design/Remedial Action "RD/RA" group. Historically, the group requests a cash call. The annual request is \$76,000; however, in FY 2013 there were two cash calls that totalled \$152,000. We have been budgeting for two cash calls; and now only plan for one.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenue</b>					
721-0000-331.01-01	Interest Income	-	-	3	2
721-0000-391.01-01	From General Fund	76,000	76,000	-	76,000
	<b>Totals</b>	<b>76,000</b>	<b>76,000</b>	<b>3</b>	<b>76,002</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
721-3716-405.39-08	Contracted Services	76,000	76,000	-	76,000
	<b>Totals</b>	<b>76,000</b>	<b>76,000</b>	<b>-</b>	<b>76,000</b>

**FUND 722 QUINCY CITY TREE BOARD**

**SUMMARY**

The City Tree Board fund was established in FY 2007 when Ameren started awarding us the Tree Replacement Grant (Right Tree, Right Place). Over the past ten years, the city has recieved nearly \$40,000 in funding:

- FY 2007 \$2,500
- FY 2008 \$10,000
- FY 2009 \$10,000
- FY 2010 \$10,000
- FY 2011 \$8,000
- FY 2012 \$6,000
- FY 2015 \$2,500

These funds are used for replanting of dead/damaged trees as well as occassional tree removal.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
722-0000-321.00-00	Donations	-		-	-
722-0000-331.01-01	Interest	-			27
	<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>27</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
722-1704-407.39-08	Contracted Services	-		153	7,653
<b>Commodities</b>					
722-1704-407.46-11	Oper. Supplies-Other	-	-	-	-
	<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Totals</b>	<b>-</b>	<b>-</b>	<b>153</b>	<b>7,653</b>

**FUND 724 ANIMAL RESCUE FUND**

**SUMMARY**

In the fall of 2016 the “Quincy Animal Shelter” was named as a beneficiary of the Lori Nazimek estate (\$61,799.60). Because the city operates the animal shelter, we receipted these funds in FY 2017 as General Fund revenue (per the auditors). At that time, it was assumed these funds were to be used for costs already being incurred by our animal shelter contract. However, it was later determined that the city contract does not cover Rescue Costs. Therefore, this fund was moved to a Trust & Agency fund and we created this fund in FYE 2018. These funds cannot be used to offset day to day animal shelter operations. The contracted animal clinic tracks their cost of animal rescue and bills the city/this fund separately as rescued animals are treated.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
724-0000-321.00-00	Donations	-	-	-	-
724-0000-331.01-01	Interest	300	-	309	-
724-0000-391-01-01	Transfers from GF	-	61,800	61,800	-
	<b>Totals</b>	<b>300</b>	<b>61,800</b>	<b>62,108</b>	<b>-</b>
<b>Expenses</b>					
<b>Contractual Services</b>					
722-1704-407.39-08	Contracted Services	56,000	61,800	5,285	-
<b>Commodities</b>					
722-1704-407.46-11	Oper. Supplies-Other	-	-	-	-
	<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Totals</b>	<b>56,000</b>	<b>61,800</b>	<b>5,285</b>	<b>-</b>

**FUND 743 TOURISM TAX FUND**

**SUMMARY**

The Tourism Tax Fund receives all City Hotel/Motel Tax revenues. These revenues are re-distributed based on the inter-governmental agreement with the Oakley-Lindsay Center.

The City administers the fund and receives a 2% administrative cost share. The amount needed for the debt repay is transferred to the appropriate debt service funds. The remaining is allowed based on the current agreement.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
743-0000-314.01-02	Hotel/Motel Tax	1,050,000	1,050,000	1,031,679	999,581
743-0000-314.01-08	Penalties on Delinq.Taxes	-	-	446	36
743-0000-331.01-01	Interest Income	600	500	743	620
743-0000-331.01-02	Interest Tax Payments	-	-	66	-
	<b>Totals</b>	<b>1,050,600</b>	<b>1,050,500</b>	<b>1,032,934</b>	<b>1,000,237</b>

**Expenses**

**Transfers**

743-1803-401.62-56	Oakley-Lindsay Center	750,000	750,000	781,972	745,304
743-1803-491.62-01	General Fund	-	20,000	-	-
743-1803-491.62-23	2009 OLC G/O Bond Fund	222,960	222,960	222,960	171,860
743-1803-491.62-25	1996 G/O (H/M) Bond Fund	-	-	-	63,980
743-1803-491.62-96	QMEA Capital Reserve Fun	20,000	-	5,405	-
743-1899-401.61-04	Other	3,000	3,000	-	-
743-1899-401.65-01	Cost Share Administrative	21,000	21,000	20,619	20,023
	<b>Totals</b>	<b>1,016,960</b>	<b>1,016,960</b>	<b>1,030,956</b>	<b>1,001,167</b>

**FUND 744 PURCHASE TAX FUND**

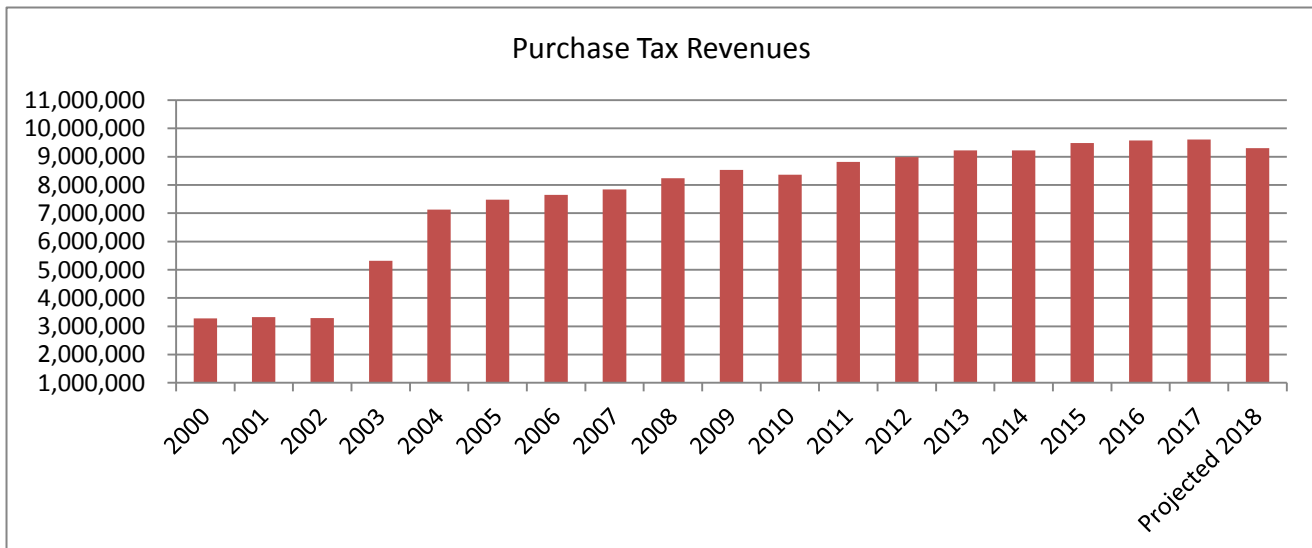
**SUMMARY**

For FY 2018/2019, the Home Rule/Purchase Tax will be receipted directly into the General Fund and Capital Projects Fund based on percentage split approved during budget. This fund will be eliminated.

The Purchase Tax Fund accounts for all of the 1.5% of the home rule sales tax collected in the City. Since the City initially implemented the Purchase Tax in 1991, changes have occurred over the years that have allowed for the purchase tax to be used for operational needs as well as for the original intended use of capital infrastructure and debt service.

The purchase tax rate increased from .75% to 1.5% effective June 1, 2002 (FY 2003). Each year a percentage is determined for General Fund operational and for Capital Projects. For FY 2019, the purchase tax split will be 79% General Fund and 21% Capital Projects.

Fiscal Year Ending	Annual Revenues	Increase (Decrease) over previous year	Capital Fund 301	General Fund 001
2000	3,280,366		63.00%	37.00%
2001	3,331,069	1.55%	58.00%	42.00%
2002	3,296,711	-1.03%	50.38%	49.62%
2003	5,313,395	61.17%	43.50%	56.50%
2004	7,126,242	34.12%	19.52%	80.48%
2005	7,478,281	4.94%	10.44%	89.56%
2006	7,653,179	2.34%	13.01%	86.99%
2007	7,842,630	2.48%	28.69%	71.31%
2008	8,237,377	5.03%	38.49%	61.51%
2009	8,535,349	3.62%	35.60%	64.40%
2010	8,363,649	-2.01%	27.35%	72.65%
2011	8,813,517	5.38%	1.50%	98.50%
2012	8,985,969	1.96%	25.60%	74.40%
2013	9,221,596	2.62%	22.52%	77.48%
2014	9,219,345	-0.02%	22.81%	77.19%
2015	9,479,769	2.82%	23.00%	77.00%
2016	9,572,958	0.98%	23.00%	77.00%
2017	9,606,524	0.35%	25.00%	75.00%
Projected 2018	9,307,764	-3.11%	25.00%	75.00%



FUND 744 PURCHASE TAX FUND

SUMMARY

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
744-0000-314.01-01	Home Rule(Purchase)Tax		9,666,090	9,307,000	9,606,102
744-0000-331.01-01	Interest Income	-	-	28	86
	<b>Totals</b>	<b>-</b>	<b>9,666,090</b>	<b>9,307,028</b>	<b>9,606,188</b>
<b>Expenses</b>					
<b>Transfers</b>					
744-1803-491.62-01	To General Fund		7,249,568	6,980,250	7,204,594
744-1803-491.62-15	To Capital Projects Fund		2,416,522	2,326,750	2,401,531
	<b>Totals</b>	<b>-</b>	<b>9,666,090</b>	<b>9,307,000</b>	<b>9,606,125</b>

**FUND 745 INCREMENTAL SALES TAX FUND**

**SUMMARY**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
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The Incremental Sales Tax Fund was set up to account for the Prairie Crossing Incremental Sales Tax per agreement. Every November, February, and June the State of Illinois sends the sales tax data and we calculate the rebate to transfer into this fund from the General Fund. All transfers are made directly to the project developer, Orix Sansone Quincy Venture Group.

**Revenues**

745-0000-331.01-01	Interest Income	-	-	26	-
745-0000-391.01-01	From General Fund	470,000	505,000	468,956	458,586
	<b>Totals</b>	<b>470,000</b>	<b>505,000</b>	<b>468,982</b>	<b>458,586</b>

**Expenses**

**Transfers**

745-1803-401.61-04	Other	470,000	505,000	459,358	458,586
	<b>Totals</b>	<b>470,000</b>	<b>505,000</b>	<b>459,358</b>	<b>458,586</b>

**Goals and Objectives**

QPL will offer a variety of high-quality services and programs to the community on-site, off-site, and electronically. The Library will maintain and improve the quality of its existing programs and services while exploring potential expansion.

QPL will offer its facility as a meeting place for the community, and will maintain and improve the experiences of community members, both at the Library and in its electronic offerings.

QPL will ensure that the community and surrounding area are well informed of everything the Library has to offer, and of opportunities to become more involved in a variety of ways.

QPL will identify and promote efficiency in operations. The Library will seek appropriate financing through taxes, grants, and other sources, in order to maintain the quality and number of services and programs offered.

QPL will employ, maintain, and develop the highest quality staff available, in order to offer the best

**REVENUE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	% Change	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
City of Quincy Funding	1,808,000	-2.04%	1,845,617	1,813,717	1,856,766
TQAPLD Funding	319,035	2.52%	311,206	311,206	372,515
Grants	40,184	-17.82%	48,895	52,784	49,395
Sales	3,000	0.00%	3,000	3,900	3,979
Fees and Services	44,000	0.00%	44,000	44,000	44,398
Donations	41,500	0.00%	41,500	41,500	39,267
Interest	800	0.00%	800	800	772
Rebates & Refunds	-	0.00%	-	-	665
Miscellaneous	-	0.00%	-	-	390
<b>Total Revenues</b>	<b>2,256,519</b>	<b>-1.68%</b>	<b>2,295,018</b>	<b>2,267,907</b>	<b>2,368,147</b>

**EXPENSE SUMMARY**

ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	% Change	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
Salaries	1,056,200	-7.92%	1,147,000	1,267,000	1,099,831
Benefits	466,126	-9.25%	513,650	516,730	472,503
Contractual Services	311,643	-46.41%	581,551	341,362	358,162
Commodities	417,200	-15.67%	494,696	431,291	389,558
Capital Outlay	5,350	0.00%	5,350	5,350	19,978
Grant Expenses	-	0.00%	9,000	12,600	55,159
<b>Totals</b>	<b>2,256,519</b>	<b>-17.98%</b>	<b>2,751,247</b>	<b>2,574,333</b>	<b>2,395,191</b>

Totals by Division

0101 Administration	1,687,644	-20.67%	2,127,376	1,983,469	1,854,394
0103 Marketing & Events	30,000	0.00%	30,000	30,000	29,728
0104 Childrens	36,750	0.00%	36,750	36,750	39,777
0105 Adult/Circulation	142,750	2.70%	139,000	142,740	137,137
0106 Outreach	41,000	0.00%	41,000	41,000	42,384
0107 Young Adult	9,200	0.00%	9,200	9,200	8,488
0108 Reference	65,550	-52.96%	139,346	75,550	56,274
0109 Audio Visual	74,700	0.00%	74,700	74,700	76,462
0110 Tech Services	37,425	5.80%	35,375	37,424	34,858
0111 Maintenance	131,500	10.97%	118,500	143,500	115,689
<b>Totals</b>	<b>2,256,519</b>	<b>-17.98%</b>	<b>2,751,247</b>	<b>2,574,333</b>	<b>2,395,191</b>



Quincy Public Library

Revenue

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Revenues</b>					
001-0000-311.00-00	Quincy Tax Funds	1,808,000	1,845,617	1,813,717	1,856,766
001-0000-311.10-00	PPRT Funds		-		
001-0000-312.00-00	QPL Per Capita	31,549	31,322	31,549	31,322
001-0000-313.00-00	TQAPLD Contract Receipts	268,785	260,956	260,956	253,355
001-0000-314.00-00	TQ Per Capita	8,635	8,573	8,635	8,573
001-0000-315.02-00	TQAPLD	50,250	50,250	50,250	119,160
001-0000-321.00-00	Grants	-	500	1,500	500
001-0000-321.02-00	LLSAP Membership	-	-	-	-
001-0000-321.05-00	Big Read	-	9,000	9,000	9,000
001-0000-321.12-00	Back to Books	-	-	-	-
001-0000-321.13-00	ILEAD USA	-	-	-	-
001-0000-321.14-00	CFQA	-	-	1,600	-
001-0000-321.15-00	Arts Quincy	-	-	500	-
001-0000-331.00-00	Lost/Damaged	3,000	3,000	3,000	3,979
001-0000-332.00-00	Used Book Sales		-		
001-0000-338.00-00	Landrum Book Sales	-	-	-	-
001-0000-341.01-00	Copier Fees	-	-	-	1,944
001-0000-341.02-00	Fax Machines	-	-	-	509
001-0000-341.03-00	Fines and Fees	36,000	36,000	36,000	26,837
001-0000-341.04-00	LAN Printers	-	-	-	6,803
001-0000-341.05-00	Genealogy Research	-	-	-	955
001-0000-341.06-00	Non Resident Cards	8,000	8,000	8,000	7,350
001-0000-341.07-00	Reader Printer	-	-	-	-
001-0000-341.09-00	Other		-		
001-0000-351.00-00	Donations & Memorials	11,500	11,500	11,500	17,241
001-0000-351.04-00	Weems Barton Foundation	5,000	5,000	5,000	5,971
001-0000-351.05-00	Friends of the Library	25,000	25,000	25,000	16,055
001-0000-351.07-00	IL Preservation Fund	-	-		
001-0000-360.01-00	Miscellaneous	-	-	-	390
001-0000-361.00-00	Interest	800	800	800	772
001-0000-362.00-00	Rebates and Refunds	-	-	-	665
001-0000-363.00-00	Miscellaneous		-		-
001-0000-370.00-00	Fund Raising		-		
		<b>2,256,519</b>	<b>2,295,518</b>	<b>2,267,007</b>	<b>2,368,147</b>

Quincy Public Library

Expenses

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018/2019 PROPOSED BUDGET	2017/2018 REVISED BUDGET	2017/2018 PROJECTED ACTUAL	2016/2017 YTD ACTUAL
<b>Administration</b>					
<b>Salaries &amp; Benefits</b>					
001-0101-451.11-01	Salary/Wages	1,056,200	1,147,000	1,267,000	1,099,489
001-0101-451.11-02	Overtime		-	-	342
001-0101-451.21-01	Health/Life	270,738	293,500	275,055	268,366
001-0101-451.22-01	FICA	80,799	87,750	96,930	80,533
001-0101-451.22-03	Unemployment	3,000	3,000	3,000	2,629
001-0101-451.23-01	IMRF	111,589	129,400	141,745	120,975
Total Salaries and Benefits		1,522,326	1,660,650	1,783,730	1,572,334
<b>Contract Services</b>					
001-0101-451.31.01	Accounting	6,000	6,000	6,000	3,000
001-0101-451.31.02	Legal	5,000	6,800	6,800	1,220
001-0101-451.31.03	Collections	-	1,500	-	814
001-0101-451.31.04	Other	1,440	1,800	1,440	2,733
001-0101-451.31.06	Computer Technician	8,485	8,000	8,000	27,769
001-0101-451.32-03	Other Equipment Contracts	23,000	23,000	23,000	23,140
001-0101-451.32-04	RSA	-	-	-	-
001-0101-451.32-05	Branch Development	-	286,328	16,210	54,108
001-0101-451.34-02	Meetings	1,000	1,000	1,000	259
001-0101-451.34-03	Conferences	4,813	5,500	5,500	3,622
001-010-451.34-04	QPL Day	1,000	1,000	1,000	682
001-0101-451.35-02	Computers	2,000	2,000	2,000	630
001-0101-451.37-01	Telephone	7,000	6,000	7,000	4,407
001-0101-451.38-01	MICA	44,780	42,648	42,648	51,383
001-0101-451.38-03	Surety Bond	-	1,650	1,650	-
001-0101-451.39-01	Legal Advertising	500	500	500	238
001-0101-451.39-03	Travel (Local)	500	500	500	892
001-0101-451.39-04	Staff Recruitment & Mntr	300	300	300	879
001-0101-451.39-07	Dues & Memberships	1,800	1,800	1,800	1,796
001-0101-451.39-08	Banking & Finance Fees	600	600	600	533
001-0101-451.39-09	Miscellaneous		-	-	212
001-0101-451.39-12	Credit Card Fees	150	150	150	-
Total Contracted Services		108,368	397,076	126,098	178,317
<b>Commodities</b>					
001-0101-451.41-01	Department	7,900	7,900	7,900	7,400
001-0101-451.41-02	Board	200	200	200	53
001-0101-451.41-03	Specialty Supplies	1,500	1,500	1,500	392
001-0101-451.41-07	Postage	4,000	3,000	4,000	3,687
001-0101-451.41-08	Donor Relations Supplies	1,000	1,000	1,000	715
001-0101-451.43-00	Books	500	200	300	424
001-0101-451.46-00	Programs	-	-	-	-
001-0101-451.48.00	Donations & Memorials	36,500	41,500	34,691	15,935
Total Commodities		51,600	55,300	49,591	28,606

**Quincy Public Library**

**Expenses**

**Grant Expenses**

001-0101-451.50-01	Big Read Grant	-	9,000	17,700	19,521
001-0101-451.50-07	LLSAP Membership	-	-	-	35,638
001-0101-451.50-08	Rails CE	-	-	-	-
001-0101-451.50-12	Back to Books	-	-	-	-
001-0101-451.50-13	ILEAD USA	-	-	-	-
001-0101-451.50-14	CFQA	-	-	-	-
001-0101-451.50-15	Arts Quincy	-	-	-	-
001-0101-451.50-19	Miscellaneous	-	-	1,000	-
Total Grant Expenses		-	9,000	18,700	55,159

**Capital**

001-0101-451.52-01	Equipment Capital Outlay	-	-	-	11,960
001-0101-451.52-02	Computers	5,350	5,350	5,350	8,018
001-0101-451.52-10	Vehicles	-	-	-	-
Total Capital		5,350	5,350	5,350	19,978

**Marketing & Events**

**Commodities**

001-0103-451.46-00	Programs	12,000	12,000	12,000	11,776
001-0103-451.47-00	Public Relations	18,000	18,000	18,000	17,952
001-0103-451.48-00	Donations & Memorials	-	-	-	-
Total Commodities		30,000	30,000	30,000	29,728

**Childrens**

**Commodities**

001-0104-451.43-00	Books	29,000	29,000	29,000	30,396
001-0104-451.43-02	Purchased From Donations	-	-	-	-
001-0104-451.44-00	Periodicals	950	950	950	975
001-0104-451.45-00	AV Materials	6,800	6,800	6,800	8,338
001-0104-451.48-00	Donations & Memorials	-	-	-	68
Total Commodities		36,750	36,750	36,750	39,777

**Adult/Circulation**

**Contract Services**

001-0105-451.32-02	Automation Sys. Serv Cont	-	-	-	43,935
001-0105-451.32-03	Other Equipment Contracts	4,500	4,500	4,500	4,013
001-0105-451.32-04	RSA	48,750	45,000	48,740	500
Total Contract Services		53,250	49,500	53,240	48,448

**Quincy Public Library**

**Expenses**

**Commodities**

001-0105-451.41-05	Dynix Supplies	6,500	6,500	6,500	7,554
001-0105-451.43-00	Books	78,000	78,000	78,000	77,076
001-0105-451.43-02	Purchased From Donations	-	-	-	-
001-0105-451.44-00	Periodicals	5,000	5,000	5,000	4,059
001-0105-451.48-00	Donations & Memorials	-	-	-	-
Total Commodities		89,500	89,500	89,500	88,689

**Outreach**

**Commodities**

001-0106-451.43-00	Books	24,750	24,750	24,750	24,997
001-0106-451.43-02	Purchased From Donations	-	-	-	-
001-0106-451.43-30	School Books	10,000	10,000	10,000	11,387
001-0106-451.44-00	Periodicals	400	400	400	535
001-0106-451.45-00	AV Materials	5,850	5,850	5,850	5,465
001-0106-451.48-00	Donations & Memorials	-	-	-	-
Total Commodities		41,000	41,000	41,000	42,384

**Young Adult**

**Commodities**

001-0107-451.43-00	Books	6,500	6,500	6,500	5,665
001-0107-451.44-00	Periodicals	500	500	500	446
001-0107-451.45-00	AV Materials	2,200	2,200	2,200	2,377
001-0107-451.48-00	Donations & Memorials	-	-	-	-
Total Commodities		9,200	9,200	9,200	8,488

**Reference**

**Commodities**

001-0108-451.41-01	Department	500	500	500	424
001-0108-451.43-00	Books	12,100	12,100	12,100	10,470
001-0108-451.43-02	Purchased from Donations	-	-	-	-
001-0108-451.44-00	Periodicals	9,750	9,750	9,750	8,802
001-0108-451.45-01	Digital/Electronic	39,600	113,396	49,600	33,125
001-0108-451.45-06	Microfilm	3,600	3,600	3,600	3,430
001-0108-451.48-00	Donations & Memorials	-	-	-	23
Total Commodities		65,550	139,346	75,550	56,274

**Capital**

001-0108-451.52-01	Equipment Capital Outlay	-	-	-	-
Total Capital		-	-	-	-

**Audio Visual**

**Commodities**

001-0109-451.41-01	Department	1,000	1,000	1,000	768
001-0109-451.45-00	AV Materials	34,900	34,900	34,900	37,174
001-0109-451.45-03	Digital/Electronic	38,800	38,800	38,800	38,520
001-0109-451.45-04	Playaway	-	-	-	-
001-0109-451.48-00	Donations & Memorials	-	-	-	-
Total Commodities		74,700	74,700	74,700	76,462

**Technical Services**

**Contracted Services**

001-0110-451.37-04 OCLC	28,525	26,475	28,524	25,607
Total Contracted Services	<u>28,525</u>	<u>26,475</u>	<u>28,524</u>	<u>25,607</u>

**Commodities**

001-0110-451.41-01 Department	8,900	8,900	8,900	9,251
Total Commodities	<u>8,900</u>	<u>8,900</u>	<u>8,900</u>	<u>9,251</u>

**Maintenance**

**Contracted Services**

001-0111-451.32-01 Building Service Contract	14,500	14,500	14,500	13,488
001-0111-451.33-01 Electricity	76,000	76,000	76,000	73,233
001-0111-451.33-02 Water	2,000	2,000	2,000	1,786
001-0111-451.35-01 Building Repair Maintenance	9,000	6,000	9,000	3,310
001-0111-451.35-03 Equipment Repair	16,000	6,000	28,000	11,680
001-0111-451.35-05 Vehicles	4,000	4,000	4,000	2,293
Total Contracted Services	<u>121,500</u>	<u>108,500</u>	<u>133,500</u>	<u>105,790</u>

**Commodities**

001-0111-451.41-03 Specialty Supplies	10,000	10,000	10,000	9,899
Total Commodities	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>9,899</u>

	<u><b>2,256,519</b></u>	<u><b>2,751,247</b></u>	<u><b>2,574,333</b></u>	<u><b>2,395,191</b></u>
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**Woodland Cemetery  
Budget  
FY 2018-2019**

Income:	
Appropriations	\$228,340.00
Burials	\$1,200.00
Div. Income	\$6,500.00
Sale of Lots	\$3,000.00

<b>Total Income</b>	<b><u><u>\$239,040.00</u></u></b>
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Expenses:		
Audit	\$1,500.00	
Capital Improvements	\$8,707.00	landscaping & stones \$7,707, wiring \$1,000
Equipment	\$25,000.00	mini skid \$25,000
Insurance	\$17,800.00	6% increase 2 FT employees
Labor	\$85,640.00	1- FT 52 wks-40 hrs @ \$14.25, 4PT 35 wks(40hrs)@\$10
Licenses	\$100.00	
Maintenance	\$3,000.00	
Mausoleum Repairs	\$0.00	
MICA	\$12,285.00	5% increase
Miscellaneous	\$1,000.00	
Mowers	\$0.00	
Office	\$500.00	
Other taxes	\$5,000.00	IDES

**PAYROLL TAXES**

Soc Sec.	\$8,620.00	
Medicare	\$2,016.00	
Total Payroll Taxes		<b>\$10,636</b>
Salaries	\$53,372.00	Eric \$48,000, Karen \$5,372
Gasoline	\$4,000.00	
Truck repairs	\$3,000.00	
Utilities:		
Electric	\$5,000.00	
Telephone	\$1,500.00	
Water	\$1,000.00	

Total Utilities	
<b>Total Expenses</b>	<b><u><u>\$239,040.00</u></u></b>

Labor Detail:

1 FT - 52 weeks 40 hrs @\$14.25 (\$29,640)  
4 PT - 35 weeks 40 hrs @ \$10.00 (\$56,000)

