

**The City of Des Plaines**

# **2011 Annual Budget**



**For the Fiscal Year**

**January 1, 2011 – December 31, 2011**

**City of Des Plaines, Illinois**  
**1420 Miner Street**  
**Des Plaines, Illinois 60016**

**[www.desplaines.org](http://www.desplaines.org)**



**The mission of the City of Des Plaines is to continually enhance the quality of life enjoyed by the residents and businesses of the community through the development and delivery of reliable and efficient services.**



GOVERNMENT FINANCE OFFICERS ASSOCIATION


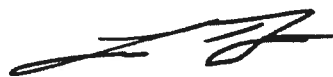
*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Des Plaines  
Illinois**

For the Fiscal Year Beginning

**January 1, 2010**



President

Executive Director



## **Legislative**

Martin J. Moylan, Mayor

Gloria J. Ludwig, City Clerk

### City Council

Patricia Haugeberg – First Ward

James Brookman – Fifth Ward

John Robinson – Second Ward

Mark Walsten – Sixth Ward

Matthew Bogusz – Third Ward

Dan W. Wilson – Seventh Ward

Jean Higgason – Fourth Ward

Rosemary Argus – Eighth Ward

## **Administration**

Assistant City Manager/Acting City Manager.....Jason Slowinski

City Attorney .....David R. Wiltse

Director of Finance ..... Dorothy Wisniewski

Chief of Police ..... Jim Prandini

Fire Chief ..... Alan Wax

Director of Public Works & Engineering ..... Timothy Oakley

Director of Community & Economic Development.....Michael Bartholomew



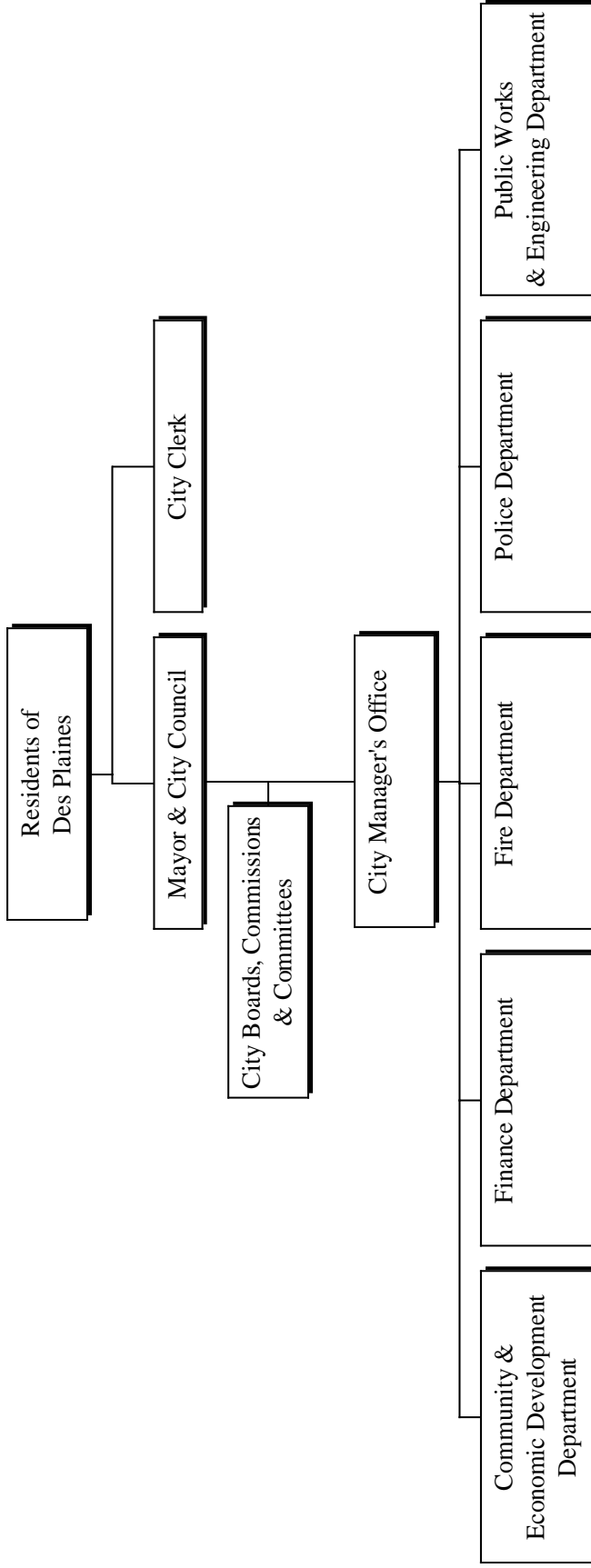
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# City of Des Plaines





## 2011 Budget BUDGET CALENDAR

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June 30	Staff budget preparation workshop with Department Heads. Budget Team transmits budget memo with preliminary targets.
July 12-16	Budget Team meets with City Manager to discuss the strategic goals.
July 28	Departments submit budget to Budget Team inclusive of goals and accomplishments.
August 2-5	Initial review of budget requests by Budget Team.
August 6-13	Budget Team review with departments and conduct follow-up as needed. Meeting schedule to be provided.
August 25-27	Follow-up meetings with Departments (if necessary).
September 17	Submit draft 2010 Budget document to City Council for review.
September 28	<b>City Council Budget Review meeting</b> —Introduction & Overview. General Fund: Elected Office, City Manager, Finance, CED (CDBG), and General Fund Overhead.
September 29	<b>City Council Budget Review meeting</b> —General Fund (cont.): Police, Fire, EMA, BFPC, and Public Works & Engineering, GIS.
September 30	<b>City Council Budget Review meeting</b> —Non-General Fund: TIFs, MFT, Grant Funded Projects, Capital Projects, Debt Service, Equipment Replacement, IT Replacement, Parking, Water/Sewer, Risk Management, Health Benefits, and Library.
October 20	<b>City Council Budget Review meeting</b> —Additional Review (as needed).
October 25	<b>City Council Budget Review meeting</b> —Final Review and Approval.
November 1	<b>Tax Levy Resolution</b> submitted to City Council (required by State law, not less than 20 days prior to the adoption of the tax levy).
November 1-8	<b>Publication of Property Tax Levy.</b> <b>Public Hearing Notice</b> (required between 7 and 14 days prior to hearing).
November 15	<b>Public Hearing on Tax Levy</b> <b>1<sup>st</sup> Reading of Tax Levy Ordinance</b>
December 6	<b>2<sup>nd</sup> Reading and Approval of Tax Levy Ordinance.</b> (Must be filed with County Clerk by 12/28/10)
First Qtr 2011	<b>Annual Appropriation Ordinance filed.</b> Public notice required, not less than 10 days prior to Public Hearing.



**City of Des Plaines**  
**City Manager's Office**  
1420 Miner Street  
Des Plaines, IL 60016  
Tel: 847-391-5488  
Fax: 847-391-5451

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**MEMORANDUM**

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Date: February 1, 2011  
To: Mayor and Aldermen of the City Council  
From: Jason T. Slowinski, Acting City Manager  
Subject: FY 2011 Budget

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I am pleased to present the 2011 Annual Budget covering the City's fiscal year period from January 1, 2011, through December 31, 2011, as adopted by the City Council on December 6<sup>th</sup>, 2010. This budget represents another significant step forward in accomplishing our ultimate goal of long-term financial stability.

The budget process is arguably the most important annual consideration made by the City Council, as it determines the level of service, the size of programs, and the scope of capital projects for the community. The Annual Budget provides the spending authority for all City departments for the given fiscal year and, therefore, becomes the basis for virtually every City activity during the upcoming fiscal year. Moreover, the budget process provides a gauge for measuring the success of City services and programs and/or the methods employed for their delivery.

As a culmination of the budget process, the budget document is a concrete record of the City Council's objectives and provides the means by which these stated objectives will be accomplished. Therefore, during the course of the fiscal year the budget document becomes the City Council's primary statement of its public policy and an essential management tool for City staff.

Each year, the City's budget team continues to identify improvements to the budget document to make the document a more readable and understandable instrument in which to convey the City's spending priorities. Our success in that effort has been recognized. In 2009, the City was a recipient of the Government Finance Officers Association's *Distinguished Budget Presentation Award* for the first time in the City's history in recognition of the City's budget document. We achieved that distinction again in 2010.

**BUDGET PROCESS**

**Staff Budget Process:** The City's budget has been prepared using a "target level" approach that requires each department to determine increases to contractual services, commodities, and capital expenditures within an established dollar limit. This approach is designed to eliminate unnecessary



and duplicate costs in the budget, provide elected officials with a variety of program and service options, and aid in evaluating the benefits of funding certain service requests.

The target level for each department is determined by reviewing the previous year's budget, eliminating all one-time expenditures, and then applying a percentage increase to the remaining expenditures as necessary to provide for current operations. The percentage used in determining the target level for the 2011 Budget was 0%. Expenditures relating to salaries, benefits, risk management concerns (i.e. worker's compensation, property/liability, and unemployment), and significant service contracts (e.g. garbage, recycling and yard waste contract) are not included in this target-level approach, but rather, are adjusted according to contractual obligations or financial trend.

Operating departments that desire to include a product or service that cannot be allocated within their target level are required to propose the item via a specific "budget request." After each department completes their initial budgets according to the provisions described above, the City Manager and Finance Director meet with each department to review all proposed expenditures. Expenditures and additional budget requests are scrutinized based upon need, financial trend, or other opportunities to reduce expenditures and save costs while still maintaining or expanding upon City services. In conjunction with the review of current and proposed expenditures, the City Manager and Finance Director also review current and projected revenues, in addition to projected fund balances. The result of this process culminates with the City Manager presenting the proposed budget to the City Council in a "balanced" package, i.e. the recommended revenues meet or exceed the recommended expenditures.

**City Council Budget Review & Approval Process:** The City Council uses the proposed budget as a starting point to begin several months of deliberation and citizen input before they vote on a final budget. The City Council begins its review of the proposed budget in September by meeting and discussing individual funds within the budget. Several meetings are held to cover all funds of the budget. The process culminates in a final review and approval of the proposed budget. Staff prepares a final proposed budget incorporating all of the City Council's specific recommendations and a formal adoption of the budget occurs in December.

The steps described above may seem quite simple, but in reality the budget development process is extremely complex. Considerable time, energy, and thought are expended even before the City Council begins their thorough deliberations. The preparation process and the City Council's review set the tone for the upcoming year's activities, the community's expectations, and the ultimate implementation of City services and programs. Within the pages of this budget document, a complete budget calendar can be found that describes in detail all of the meetings that are held throughout the process that ultimately led to the development of the approved budget.

## **2011 BUDGET GOALS**

During the summer/fall of 2009, the City engaged in a strategic planning process which defined broad, overarching goals for the City. These goals include financial stability for City government, continued investment in the City's aging infrastructure, enhanced beautification, and flood mitigation projects.

In addition to the above goals that were outlined during this process, both elected officials and residents alike have noted an increasing concern about the cost of conducting business, particularly in this challenging economy, and the burden it places on the taxpayers of our City. During the strategic planning process, the Council identified as a short term goal keeping tax increases to a minimum and, in fact, the Council reached consensus that the 2011 Budget should include no property tax increase. The 2011 Budget continues to focus on the goals established during the strategic planning process and places emphasis on keeping City services affordable to the average taxpayer.

### **BUDGET CHALLENGES**

Responsible municipal budgets take into account a number of internal and external environmental factors that pose significant challenges. They include:

- 1. Instability of the National and Local Economy:** The national and local economies are again at center stage during the development of the 2011 Budget. While some experts point to signs that the recession is over and the economy is in a state of recovery, there exists a continued credible doubt regarding the stability of the employment sector, consumer spending, and housing.
- 2. Rising Pension Costs:** While pension investments have made some gains during the past year, overall pension costs continue to rise. A significant point worth mention in all discussions related to police and fire pension reform is the actuarial rate at which pension investments are assumed to grow and upon which future investment requirements will be calculated. Investment returns can significantly fluctuate depending upon market conditions. Currently, the State of Illinois conducts an actuarial study of police and fire pension funds and assumes a 7% actuarial rate. In past years, in assessing the level of funding required by the pension funds, the City has assumed an 8% actuarial rate. While this difference might seem small on its face, it is significant as it relates to the overall funding level of the pensions and the City's progress in fully funding the police and fire pensions.

Much discussion has been had on this point during pension reform talks. In fact, many of the proposals that have been discussed have included language *mandating* a specific actuarial rate. Prudent long term fiscal planning suggests that a lower actuarial rate be utilized going forward to plan for likely changes in this area as well as the possibility of incurring investment losses similar to those seen during the 2008 fiscal year. In acknowledgement of this, the 2011 Budget provides for an actuarial rate of 7.75% for Police and Fire pensions.

- 3. Unstable Revenue Sources:** During the past two fiscal years, revenues have declined dramatically in almost every single category.

Most concerning are intergovernmental revenues received from other governmental agencies. The City receives income taxes from the State of Illinois, which has been experiencing significant financial issues of its own. The State is currently 5 months behind on making payments to municipalities generated by income taxes. The delay in these payments creates cash flow problems and makes it very difficult to adequately plan for the fiscal year. Similarly, revenue from property tax receipts, which are collected and distributed to municipalities by Cook County, are in flux as the billing and payment deadline dates are often delayed and the source of much speculation.

4. **Continued High Debt Load:** The City continues to carry a significantly high debt load as compared to its peer communities which complicates an already tenuous cash flow situation by creating large singular debt payments. These payments come due in June and December of each year and if some of the City's larger revenues sources—i.e. property and income taxes—are delayed, a short term bridge loan becomes necessary.
5. **Funding of Significant Capital Equipment Purchases:** Prior to the development of the 2011 Budget, there existed no reliable funding mechanism for significant capital equipment purchases that are required by the City to conduct day-to-day operations. These purchases include critical pieces of equipment such as fire engines, ladder trucks, police squad cars, dump trucks, etc. This equipment represents the tools by which City employees provide vital services to the residents of our community. In years past, purchases of equipment of this nature were done by the issuance of general obligation bonds—often issued to fund several pieces of expensive equipment at the same time.

There are several concerns that arise with the issuance of debt to pay for significant capital equipment purchases:

- i. The cost of financing the bond issue can be significant and it represents an added cost to the purchase of the equipment that the City otherwise would not have. For a typical 15-year bond issue of \$3M to purchase equipment, the City could anticipate an additional \$770K in interest costs.
- ii. The issuance of bonds to fund capital equipment purchases increases the City's overall debt load, placing greater pressure on the General Fund to support such issues and the associated borrowing costs. At the end of the 2011 fiscal year, the City will still have \$70.9M in outstanding debt, with an additional \$24.2M (25.4%) in interest costs for a total \$95.1M in total borrowing costs. The City cannot afford to sustain this practice.
- iii. In many instances, the life cycle of the equipment being purchased does not exceed the term of the bond. For example, the City may issue a bond to pay for a new dump truck that is expected to last 12 years, yet the debt payments extend over 15 years. This places the City in the position of having to pay for equipment that is no longer being utilized.
- iv. Without establishing a true capital equipment replacement schedule, the City has not been able to adequately plan for future purchases.

Best practices in funding significant capital equipment purchases suggest that equipment be funded on a pay-as-you-go depreciation type schedule, such that each year the City sets aside a portion of the cost of a piece of equipment so that in the year the equipment is to be purchased, the money is available. The proposed 2011 Budget provides for the implementation of this type of funding structure by committing \$1.25M to the Capital Equipment Replacement Fund (CERF).

## **BUDGET RECAP**

The City has taken great strides during the past two years to ensure its fiscal stability by significantly reducing its operating expenditures, most notably by eliminating numerous staff positions. Taking hints from the continued dismal economic outlook, we acted early. Coupled with specific revenue adjustments, this course of action has placed the City on a path to long term fiscal strength. Now, as many other municipalities throughout our region have exhausted reserves and are in the midst of planning significant layoffs, the City is poised to continue to weather the economic recession. The proposed 2011 Budget continues to be a conservative financial plan intended to hold the line on expenditures, position the City for fiscal stability, and provide for excellence in the delivery of City services.

### **Overview of Revenues**

Total revenues in the proposed 2011 Budget are \$95.2M, a 4.7% decrease from 2010 budget figures. The proposed 2011 General Fund revenues (the main operating fund) total \$55.2M, an \$1.3M decrease over 2010 projected revenues, or 2.4%. This is primarily due to continuing economic realities and the one time revenue generated by Casino permitting in 2010.

The total City property tax levy is \$23.2M or a 0% increase over the prior year's extension. While the City's corporate levy actually *decreased* by 1.01%, the full levy remained neutral which is attributable to funding the Police and Fire pensions. The 10-year average total levy increase (levy over extension) is 3.21%. The proposed 2011 increase of 0% is well below the 10-year average.

Sales taxes—the second largest source of revenue, of which the General Fund receives approximately one-quarter—is expected to increase 6.7% from 2010 Budget figures. State income tax is based on a per capita distribution, which the City expects a decrease of \$157K or 3.8%. Telecommunications taxes and Utility taxes will remain fairly constant from 2010 levels, coming in at \$3.2M and \$3.5M, respectively. Other revenues of significance are:

- Hotel/Motel taxes of \$981K, a \$3K decrease from 2010 projected revenues.
- Real Estate transfer taxes of \$230K—a \$30K decrease from 2010 projected figures.
- Food and Beverage tax receipts of \$810K, a \$40K decrease from 2010 projected revenues.
- Personal Property Replacement tax revenues of \$1.07M.
- Licensing and Permit revenue of \$2.6M, consisting of vehicle licenses (\$1.15M), business licenses (\$450K), and building permits (\$450K).
- Emergency Telephone Surcharges of \$756K, down from \$816K in 2010.

### **Overview of Expenditures**

Total City spending for the proposed 2011 Budget is \$96.3M, a 4.9% decrease over the 2010 budget amount. The proposed 2011 Budget includes total General Fund expenditures of \$53.7M, a \$386K decrease over 2010 budgeted General Fund expenditures or 0.7%.

Significant General Fund expenditures include:

- Narrowbanding of Police radios through Cook County at a cost of \$31K as mandated by the Federal Communications Commission prior to January of 2013.
- The addition of one (1) PT Law Clerk at a cost of \$20K to assist the City Attorney's Office with the significant increase in reviewing and preparing FOIA requests. This position does not qualify for benefits and it is anticipated that a reduction in outside legal fees will help offset this costs.
- The addition of one (1) Maintenance Operator position in the Public Works & Engineering Department at a total cost of \$76K (inclusive of benefits). This position will allow the department to maintain a third shift operating during the winter season to cover overnight snow and ice control, street light outages, and other critical response items. The cost of this position will be offset by the reduction of overtime expenses and the elimination of seasonal positions.

Other significant non-General Fund expenditures include:

- Purchase of a 10-ton Asphalt Recycler which will allow the City to recycle asphalt to use in permanent patching that can occur at any time throughout the year. The piece of equipment has numerous environmental benefits and is projected to pay for itself within five years. (\$175K)
- Narrowbanding of Fire department radios as mandated by the Federal Communications Commission prior to January of 2013. (\$40K)
- Replacement of the emergency generator at Fire Station #2, which was originally purchased in 1964. This generator has recently experienced malfunctions which can cause delays in emergency response. (\$32K)
- Upgrades to the City's existing water meter infrastructure to include new technologically advanced equipment. (\$120K)
- Pearson Street improvements, payable from TIF#1. (\$175K)

In addition, in order to achieve its goal for 2011 of not increasing property taxes, the City Council reached consensus to further reduce personnel costs by eliminating several staff positions for a total cost savings of \$535K.

### **Overview of Capital Projects Fund**

The Capital Projects Fund is a fund used to account for financial resources to be used for the acquisition or construction of capital facilities. The proposed 2011 Budget includes total Capital Projects revenues of \$6.8M and total expenditures of \$7.3M. Of concern to the overall fiscal health of the Capital Projects Fund are shrinking revenues that support the fund. It is expected that once

the City begins receiving gaming tax revenues related to the Casino currently under construction (anticipated in 2012), much of the revenues received will help support this fund.

The capital improvements proposed for construction in 2011 are identified in the City's 5-Year Capital Improvement Program (CIP). Approximate funding levels for proposed CIP improvements include: Storm Water Master Plan (\$1.6M), Rear Yard Drainage (\$300K), Street Rehabilitation (\$369K), Sewer/Drainage System Improvements (\$250K), Water System Improvements (\$730K), Sidewalk/Trail improvements (\$810K) of which \$648 is grant funded, Curb and Gutter replacement (\$150K), Engineering Services (\$125K), and Alley Reconstruction (\$281K).

### **Overview of Water/Sewer Fund**

The Water/Sewer Fund is an enterprise fund that accounts for revenues and expenses associated with the sale of water and the sanitary sewer system within the City. No change in the water rate is proposed as part of the 2011 Budget process, however, of particular concern is the unbalanced position of the fund. In 2008 expenditures began outpacing revenues. For the past several years, the City relied on the sufficient fund balance within the Water/Sewer Fund to help defray expenses. However, at the conclusion of 2011, the fund balance is expected to decrease to \$1.8M. In response, the City has begun a Water/Sewer Fund Rate Study in the 4<sup>th</sup> quarter of 2010 in an effort to structure the financing of the fund in such a manner that will help ensure the fund's long-term fiscal health.

### **FUND BALANCE**

The City's General Fund balance requires special mention as it continues to be an important factor in the City's overall climb to a position of fiscal strength. Financial policies adopted by the City include a General Fund balance requirement of 25% of annual expenditures.

At the close of FY 2008, the City had a total General Fund balance of \$9.3M, representing 16.7% of annual expenditures. A dangerously low 2.2% were unreserved (non-committed) funds. This balance was roughly equivalent to 8 days of operating expenditures in reserve. At the close of FY 2011, the City is projecting to have a total General Fund balance of \$18.3M, which represents 32.96% of annual expenditures. The unreserved fund balance will improve to 15.83%. This represents a substantial improvement in just a few short years.

While our fund balance position has improved substantially, I must caution that it is imperative that the City continue to strive to reach the 25% fund balance requirement as it relates to the *unreserved* portion of the fund balance. Without an appropriate unreserved fund balance, delays in property tax receipts or other financial contingencies cannot adequately be addressed and may result in the City having to assume short term loans or take other drastic actions to meet its financial obligations. Realizing an increase in the unreserved portion of the fund balance will be a product of a continued reduction in expenditures (or increase in revenues) and the retirement of the City's outstanding debt.

**RE: FY 2011 Budget**

February 1, 2011

## **CONCLUSION**

As I mentioned at the outset, the proposed 2011 Budget represents another significant step forward in accomplishing the City's goal of long-term financial stability. This would not be possible without the continued dedicated leadership, hard work, and tough decision making of the City Council, which has shown its commitment to the City's financial well-being.

I also wish to extend my sincere gratitude to Finance Director Dorothy Wisniewski for her diligent work in preparing this budget and to all of those staff members who have assisted in the research and development of this important effort. Special acknowledgment is required for all of the City's Department Heads who have carefully monitored spending throughout the past year.



## 2011 Budget COMMUNITY PROFILE

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The City of Des Plaines is located approximately 17 miles northwest of downtown Chicago near O'Hare International Airport. It is a vibrant, diverse collection of residential, commercial, and industrial land uses, encompassing roughly 15 square miles of land area. Des Plaines' neighboring communities include Park Ridge, Glenview, Mount Prospect, Rosemont, and Chicago.



Residents and visitors can interact with city government and take a video tour of the City by visiting the City of Des Plaines' official website at <http://www.desplaines.org>.

### CITY GOVERNMENT

The City of Des Plaines was incorporated in 1857 and operates under the statutory City Manager form of government. The City Manager serves as the City's Chief Administrative Officer and is responsible to the Mayor and City Council for the efficient management and operation of all of the affairs of the City and its departments.

The City Council is comprised of the Mayor and eight Aldermen. The City is divided into eight wards, with the residents of each ward electing an Alderman to represent the ward. The Council is the legislative body of the City, setting policy direction and enacting legislation affecting the City.

The City is a full-service City and its operations are concentrated within six major operating departments—City Manager's Office, Community & Economic Development, Finance, Fire, Police, and Public Works & Engineering.



The Des Plaines Civic Center is home to the six-story City Hall and adjacent Police Department Headquarters at 1420 Miner Street in downtown.

On an annual basis, the City Manager's Office prepares and submits a budget for consideration by the City Council. The annual budget establishes the spending parameters for city government operations.



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**2011 Budget  
COMMUNITY PROFILE**



Miner Street offers residents and visitors a variety of shops and restaurants in downtown Des Plaines.

**Population Characteristics**

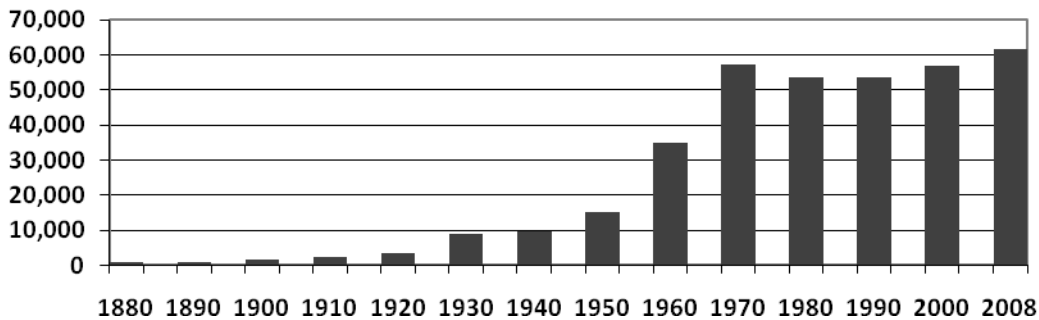
Under 5	5.9%
18 and over	77.7%
65 and over	17.2%
Male	48.4%
Female	51.6%
Avg. Household Size	2.58
Avg. Family Size	3.21
Total Housing Units	23,666

**POPULATION**

Des Plaines is home to an estimated 61,626 people (2008 Estimate, U.S. Census Bureau). The City has grown dramatically from its inception in 1857, characterized by a rapid growth period from 1950 to 1970. During the last forty years, Des Plaines' population has remained relatively constant, increasing slightly during this period.

Below is an historical depiction of the overall population of the City.

**Des Plaines Population**



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## 2011 Budget COMMUNITY PROFILE

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The Metropolitan Square development in the heart of Des Plaines serves as the centerpiece of the downtown area. The 8.7 acre development, constructed in 2007, consists of 114,000 square feet of retail space, 27,000 square feet of office space, and 142 housing units. It has added an estimated \$ 20M in assessed value to the property tax base of the City.



### LAND USE AND VALUE

The principal uses of land in the City breakdown as follows:

Residential	43.0%	3,953 acres
Manufacturing	16.0%	1,469 acres
Commercial/ Retail	07.5%	695 acres
Education & Recreation	15.7%	1,447 acres
Streets, Alleys & Railroads	13.3%	1,222 acres
Vacant	04.5%	413 acres

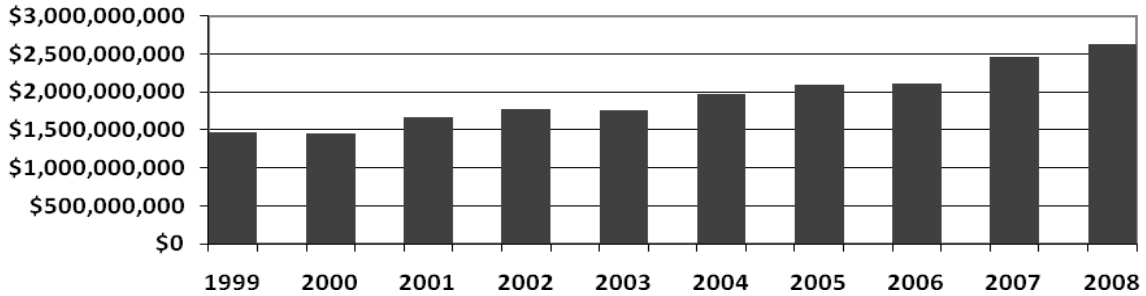
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**2011 Budget  
COMMUNITY PROFILE**

In 2008, the value of property in Des Plaines had an estimated actual value of over \$7.8 billion and an equalized assessed value (EAV) of over \$2.6 billion.

**Trend of Equalized Assessed Valuations**



The City's equalized assessed value has increased steadily over the past 10 years to more than \$2.6 billion.

**CONSTRUCTION ACTIVITY**

In 2009, the City's Department of Community & Economic Development issued 2,756 permits with a total estimated value of \$39,674,512.

The table below depicts single family residential, multi-family residential and miscellaneous construction activity as well as total value of all construction in the City during the ten-year period ending December 31, 2009.

Year	No. of Single Family	Value	No. of Multi-Family	Value	Misc. Value	Total Value
2000	27	\$5,447,895	0	\$0	\$26,202,482	\$31,650,377
2001	23	\$5,249,146	105	\$14,740,000	\$50,690,837	\$70,679,983
2002	24	\$6,856,000	6	\$17,856,925	\$30,775,148	\$55,488,073
2003	26	\$9,198,365	14	\$22,941,620	\$63,710,885	\$95,850,870
2004	47	\$17,010,034	29	\$63,454,601	\$93,697,068	\$174,161,703
2005	47	\$18,994,100	153	\$64,714,192	\$55,363,011	\$139,071,303
2006	36	\$14,536,330	10	\$20,080,720	\$84,829,879	\$119,447,329
2007	19	\$7,158,615	5	\$26,616,685	\$80,469,290	\$114,244,590
2008	3	\$1,077,050	7	\$4,873,920	\$63,160,534	\$69,111,504
2009	4	\$1,839,515	8	\$7,042,560	\$30,792,437	\$39,674,512

Overall construction activity is down in 2009 and has dramatically declined during the five-year period 2005-2009.

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## 2011 Budget COMMUNITY PROFILE

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### PRINCIPAL EMPLOYERS

Business	Industry	Employees
Universal Oil Products, Inc.	Chemical Engineering Services	1,900
Holy Family Medical Center	Medical Center	1,036
Oakton Community College	Public Community College	990
School District 62	School District	760
Juno Lighting, Inc.	Lighting Fixtures	650
Sysco Food Services-Chicago, Inc.	Food Wholesalers	650
City of Des Plaines	Municipal Employer	626
Wheels, Inc.	Passenger Car and Truck Leasing	550
Hart Schaffner & Marx	Man's Apparel	500
Abbott Laboratories, Molecular Diagnosis Div.	Medical Laboratories	500



Downtown Des Plaines is anchored by the Des Plaines Public Library (above center) and the METRA passenger rail station for easy commuter access to the Chicago Loop.

The fast food giant McDonald's opened its first restaurant in 1955 at 400 Lee Street in Des Plaines. (left)



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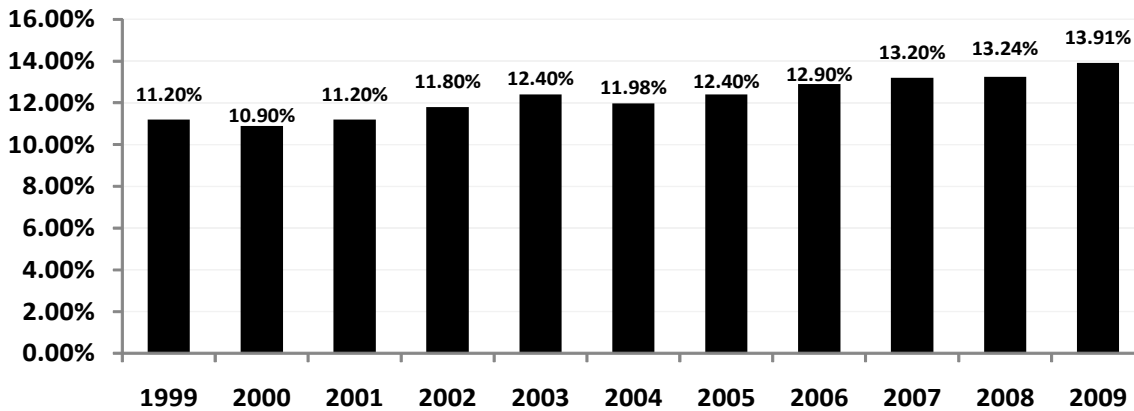


**2011 Budget**  
**PROPERTY TAX SUMMARY**

A property owner’s tax bill includes taxes that are paid to numerous taxing jurisdictions that support various public functions. The 2009 tax bill (paid in 2010) presented in detail below, which is representative of an average bill for a property owner in Maine Township, includes taxes that support sixteen different jurisdictions.<sup>1</sup>

<b>Taxing Jurisdiction</b>	<b>Tax Amt</b>	<b>Tax Rate</b>	<b>Percent of Tax Bill</b>
NW Mosquito Abatement	\$6.91	0.008	0.12%
Water Reclamation District	\$225.37	0.261	3.96%
Des Plaines Park District	\$273.72	0.317	4.81%
Oakton College District	\$120.89	0.140	2.12%
High School District 207	\$1,396.23	1.617	24.54%
School District 62	\$2,151.77	2.492	37.81%
Des Plaines Library	\$221.91	0.257	3.90%
<b>City of Des Plaines</b>	<b>\$791.80</b>	<b>0.917</b>	<b>13.91%</b>
Road & Bridge Maine	\$29.36	0.034	0.52%
Maine General Assistance	\$13.82	0.016	0.24%
Town of Maine	\$57.85	0.067	1.02%
Forest Preserve District	\$42.31	0.049	0.74%
Consolidated Elections	\$18.13	0.021	0.32%
County of Cook	\$169.23	0.196	2.97%
Cook County Public Safety	\$98.44	0.114	1.73%
Cook County Health	\$72.53	0.084	1.27%
<b>Total</b>	<b>\$5,690.27</b>	<b>6.590</b>	<b>100.00%</b>

**City Portion of Overall Tax Bill**



<sup>1</sup> Based on a 2009 Tax Bill (payable in 2010) for a Maine Township property owner .

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**2011 Budget**  
**PROPERTY TAX LEVY (2010 Levy Extended in 2011)**

**2010 PROPERTY TAX LEVY**  
 (Collections to occur in the 2011 Budget)

Purpose	2008 Tax Extension	2009 Tax Extension	2010 Tax Levy	Dollar Change From 2009	Percent Change From 2009
<b>Corporate</b>	\$15,627,057	\$15,428,429	\$15,273,223	(\$155,206)	-1.01%
<b>Police Pension</b>	\$2,690,360	\$3,338,189	\$3,338,189	\$0	0.00%
<b>Firefighter Pension</b>	\$2,188,750	\$3,133,584	\$3,395,608	\$262,024	8.36%
2001 Bond (risk)	\$102,809	\$104,090	\$0	(\$104,090)	-100.00%
2002 A Bond (refund 93)	\$997,160	\$950,888	\$864,015	(\$86,873)	-9.14%
2003 A Bond (fire station land-arch fees)	\$105,389	\$108,591	\$101,015	(\$7,576)	-6.98%
2007A (2000 & 2001 Refunding) Risk Mgt.	\$3,990	\$3,990	\$103,800	\$99,810	2501.50%
2007B (2001B Refunding) Fire Sta. Land	\$111,342	\$113,999	\$105,910	(\$8,089)	-7.10%
<b>Total Debt Service</b>	\$1,320,690	\$1,281,558	\$1,174,740	(\$106,818)	-8.34%
<b>Total City:</b>	<b>\$ 21,826,857</b>	<b>\$ 23,181,760</b>	<b>\$ 23,181,760</b>	<b>\$ -</b>	<b>0.0000%</b>
<b>Library:</b>	<b>\$ 6,822,264</b>	<b>\$ 6,499,096</b>	<b>\$ 6,499,096</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Total:</b>	<b>\$ 28,649,121</b>	<b>\$ 29,680,856</b>	<b>\$ 29,680,856</b>	<b>\$ -</b>	<b>0.0000%</b>

(Collections to occur in the 2011 Budget)

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## 2011 Budget PROPERTY TAX ALLOCATION

The table below displays a theoretical monthly “bill” in an attempt to quantify what residents receive in the form of City services each month and the cost of those services. Since individuals are familiar with paying bills for things such as a mortgage, utilities, car, and mobile phone on a monthly basis, this analysis compares City services to typical monthly expenses.<sup>1</sup>

### How Your Property Tax Dollars are Spent

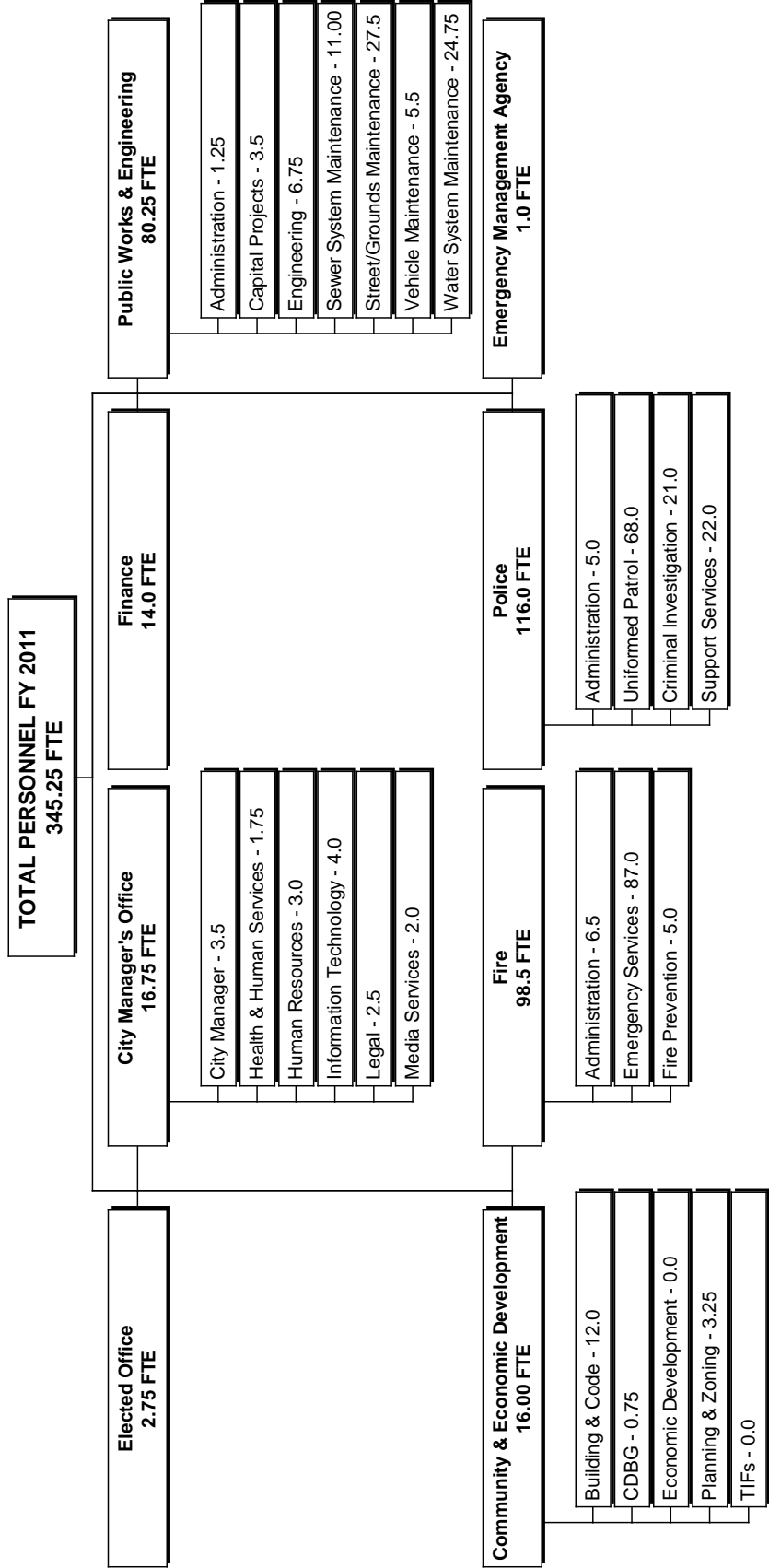
Total Annual Property Taxes Paid by a Resident				\$ 2,000.00	\$ 3,000.00	\$ 4,000.00	\$ 5,000.00	\$ 6,000.00
Annual Property Taxes Paid to Des Plaines				\$ 278.20	\$ 417.30	\$ 556.40	\$ 695.50	\$ 834.60
Monthly Property Taxes Paid to Des Plaines				\$ 23.18	\$ 34.78	\$ 46.37	\$ 57.96	\$ 69.55
	2011 Annual Budget	Monthly Budget	Percent of General Fund	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost
Elected Office	\$ 535,995	\$ 44,666	1.00%	\$ 0.23	\$ 0.35	\$ 0.46	\$ 0.58	\$ 0.69
City Manager Dept.	\$ 2,866,956	\$ 238,913	5.34%	\$ 1.24	\$ 1.86	\$ 2.47	\$ 3.09	\$ 3.71
Finance Dept.	\$ 1,000,745	\$ 83,395	1.86%	\$ 0.43	\$ 0.65	\$ 0.86	\$ 1.08	\$ 1.30
Police Dept.	\$ 19,311,215	\$ 1,609,268	35.95%	\$ 8.34	\$ 12.50	\$ 16.67	\$ 20.84	\$ 25.01
Fire Dept.	\$ 16,683,778	\$ 1,390,315	31.06%	\$ 7.20	\$ 10.80	\$ 14.40	\$ 18.00	\$ 21.60
Police & Fire Comm.	\$ 18,580	\$ 1,548	0.03%	\$ 0.01	\$ 0.01	\$ 0.02	\$ 0.02	\$ 0.02
EMA	\$ 108,793	\$ 9,066	0.20%	\$ 0.05	\$ 0.07	\$ 0.09	\$ 0.12	\$ 0.14
GIS	\$ 235,450	\$ 19,621	0.44%	\$ 0.10	\$ 0.15	\$ 0.20	\$ 0.25	\$ 0.30
Comm. Development	\$ 1,874,960	\$ 156,247	3.49%	\$ 0.81	\$ 1.21	\$ 1.62	\$ 2.02	\$ 2.43
Public Works Dept.	\$ 10,232,583	\$ 852,715	19.05%	\$ 4.42	\$ 6.62	\$ 8.83	\$ 11.04	\$ 13.25
Overhead Exp.	\$ 843,248	\$ 70,271	1.57%	\$ 0.36	\$ 0.55	\$ 0.73	\$ 0.91	\$ 1.09
<b>Total</b>	<b>\$ 53,712,303</b>	<b>\$ 4,476,025</b>	<b>100.00%</b>	<b>\$ 23.18</b>	<b>\$ 34.78</b>	<b>\$ 46.37</b>	<b>\$ 57.96</b>	<b>\$ 69.55</b>

<sup>1</sup> Based on a 2009 Tax Bill (payable in 2010) for a Maine Township property owner .

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# Operational Organizational Chart





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2011 Budget  
**PERSONNEL SUMMARY**

Department		FY2007 Authorized	FY2008 Authorized	FY2009 Authorized	FY2010 Budgeted	FY2011 Proposed
<b>CITY MANAGER'S OFFICE</b>						
City Manager's Office	Full Time	2.00	3.00	3.00	3.00	3.00
	Part Time	1.00	1.00	0.50	0.50	0.50
Health & Human Services	Full Time	2.00	2.00	2.00	-	-
	Part Time	0.75	0.75	0.75	1.75	1.75
Human Resources	Full Time	4.00	4.00	4.00	3.00	3.00
	Part Time	-	-	-	-	-
Information Technology	Full Time	4.00	5.00	5.00	4.00	4.00
	Part Time	-	-	-	-	-
Media Services	Full Time	-	1.00	2.00	2.00	2.00
	Part Time	-	-	-	-	-
Legal	Full Time	3.00	3.00	3.00	2.00	2.00
	Part Time	0.25	0.25	0.25	0.25	0.50
<b>CITY MANAGER'S OFFICE - TOTAL</b>	<b>Full Time</b>	<b>15.00</b>	<b>18.00</b>	<b>19.00</b>	<b>14.00</b>	<b>14.00</b>
	<b>Part Time</b>	<b>2.00</b>	<b>2.00</b>	<b>1.50</b>	<b>2.50</b>	<b>2.75</b>
<b>COMMUNITY AND ECONOMIC DEVELOPMENT (CED)</b>						
Building/Code	Full Time	14.00	15.00	14.00	13.00	12.00
	Part Time	-	-	-	-	-
Economic Development	Full Time	0.75	1.00	0.25	0.25	-
	Part Time	-	-	-	-	-
Planning/Zoning	Full Time	3.00	5.00	4.00	3.00	3.25
	Part Time	-	-	-	-	-
CDBG	Full Time	1.00	1.00	1.00	1.00	0.75
	Part Time	-	-	-	-	-
TIF#1, TIF # 4, TIF #6	Full Time	-	-	0.75	0.75	-
	Part Time	-	-	-	-	-
<b>CED - TOTAL</b>	<b>Full Time</b>	<b>18.75</b>	<b>22.00</b>	<b>20.00</b>	<b>18.00</b>	<b>16.00</b>
	<b>Part Time</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ELECTED OFFICE</b>						
Legislative	Full Time	1.00	1.00	1.00	-	-
	Part Time	-	-	-	-	-
Elected Office	Full Time	2.00	2.00	1.00	2.00	2.00
	Part Time	1.00	1.00	1.00	0.75	0.75
<b>ELECTED OFFICE - TOTAL</b>	<b>Full Time</b>	<b>3.00</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
	<b>Part Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.75</b>	<b>0.75</b>
<b>EMERGENCY MANAGEMENT AGENCY (EMA)</b>						
EMA	Full Time	-	-	1.00	1.00	1.00
	Part Time	1.00	1.00	-	-	-
<b>EMA - TOTAL</b>	<b>Full Time</b>	<b>-</b>	<b>-</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
	<b>Part Time</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FINANCE</b>						
Finance - General	Full Time	11.50	9.25	8.00	8.00	8.00
	Part Time	0.50	0.50	0.75	0.75	0.75
Finance -Water	Full Time	3.50	4.00	5.00	5.00	5.00
	Part Time	0.25	0.75	0.25	0.25	0.25
<b>FINANCE - TOTAL</b>	<b>Full Time</b>	<b>15.00</b>	<b>13.25</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>
	<b>Part Time</b>	<b>0.75</b>	<b>1.25</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

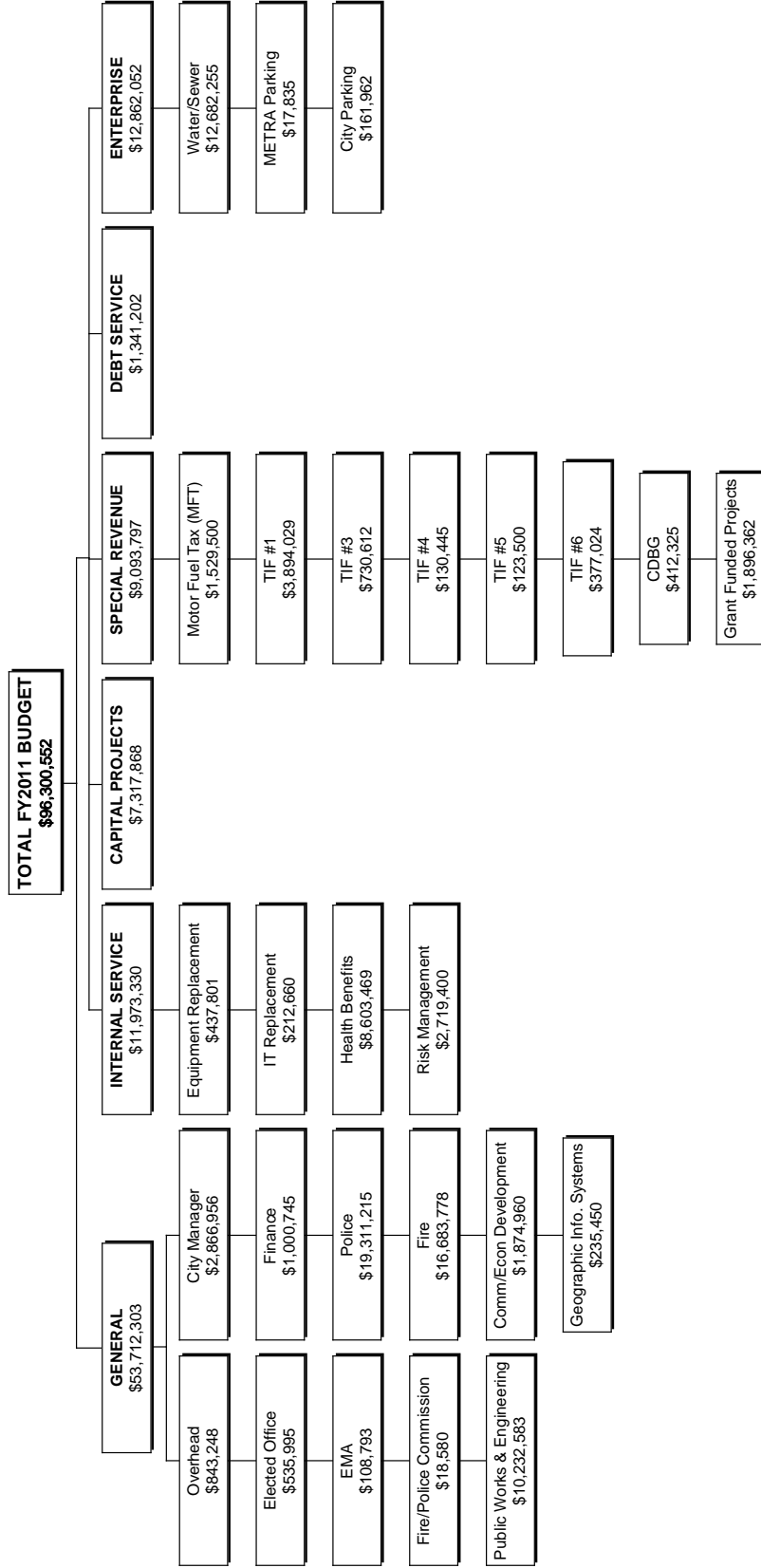


2011 Budget  
**PERSONNEL SUMMARY**

Department		FY2007 Authorized	FY2008 Authorized	FY2009 Authorized	FY2010 Budgeted	FY2011 Proposed
<b>FIRE DEPARTMENT</b>						
Administrative	Full Time	6.50	6.50	6.00	6.00	6.00
	Part Time	-	-	0.50	0.50	0.50
Emergency Services	Full Time	93.00	93.00	93.00	87.00	87.00
	Part Time	-	-	-	-	-
Fire Prevention	Full Time	4.00	5.00	5.00	5.00	4.00
	Part Time	-	-	-	-	1.00
<b>FIRE - TOTAL</b>	<b>Full Time</b>	<b>103.50</b>	<b>104.50</b>	<b>104.00</b>	<b>98.00</b>	<b>97.00</b>
	<b>Part Time</b>	<b>-</b>	<b>-</b>	<b>0.50</b>	<b>0.50</b>	<b>1.50</b>
<b>POLICE</b>						
Administration	Full Time	8.00	8.00	6.00	6.00	5.00
	Part Time	-	-	-	-	-
Uniformed Patrol	Full Time	69.00	68.00	68.00	67.00	68.00
	Part Time	-	-	-	-	-
Criminal Investigation	Full Time	24.00	24.00	25.00	21.00	21.00
	Part Time	-	-	-	-	-
Support Services	Full Time	30.50	30.50	31.00	22.00	22.00
	Part Time	0.75	0.75	-	-	-
<b>POLICE - TOTAL</b>	<b>Full Time</b>	<b>131.50</b>	<b>130.50</b>	<b>130.00</b>	<b>116.00</b>	<b>116.00</b>
	<b>Part Time</b>	<b>0.75</b>	<b>0.75</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PUBLIC WORKS AND ENGINEERING</b>						
Administration	Full Time	2.50	2.50	3.00	2.25	1.25
	Part Time	-	-	-	-	-
Building /Grounds	Full Time	5.50	5.50	-	-	-
	Part Time	-	-	-	-	-
Engineering - Capital Projects	Full Time	3.00	3.00	3.00	3.00	3.00
	Part Time	0.75	0.75	0.50	0.50	0.50
Engineering - General	Full Time	8.00	8.00	6.00	5.50	5.50
	Part Time	0.50	0.50	-	-	-
Environmental Services	Full Time	1.00	1.00	1.00	-	-
	Part Time	-	-	-	-	-
Facilities/Forestry	Full Time	18.00	18.00	18.00	-	-
	Part Time	1.50	1.50	1.50	-	-
Sewer System Maintenance	Full Time	11.00	11.00	11.00	10.50	10.50
	Part Time	0.75	0.75	0.75	0.75	0.50
Streets /Grounds Maintenance	Full Time	15.00	15.00	15.00	23.50	24.50
	Part Time	1.50	1.50	1.50	5.50	3.00
Vehicle Maintenance	Full Time	6.00	6.00	6.00	5.50	5.50
	Part Time	-	-	-	-	-
Water - Engineering	Full Time	1.00	1.00	1.00	1.00	1.00
	Part Time	0.25	0.25	0.25	0.25	0.25
Water Plant	Full Time	7.00	7.00	7.00	-	-
	Part Time	0.25	0.25	0.25	-	-
Water System Maintenance	Full Time	19.50	19.50	19.50	23.75	23.75
	Part Time	1.00	1.00	1.00	1.25	1.00
<b>PUBLIC WORKS AND ENGINEERING - TOTAL</b>	<b>Full Time</b>	<b>97.50</b>	<b>97.50</b>	<b>90.50</b>	<b>75.00</b>	<b>75.00</b>
	<b>Part Time</b>	<b>6.50</b>	<b>6.50</b>	<b>5.75</b>	<b>8.25</b>	<b>5.25</b>
<b>TOTAL FULL AND PART TIME EMPLOYEES</b>	<b>Full Time</b>	<b>384.25</b>	<b>388.75</b>	<b>379.50</b>	<b>337.00</b>	<b>334.00</b>
	<b>Part Time</b>	<b>12.00</b>	<b>12.50</b>	<b>9.75</b>	<b>13.00</b>	<b>11.25</b>
<b>TOTAL FULL TIME EQUIVALENTS</b>		<b>396.25</b>	<b>401.25</b>	<b>389.25</b>	<b>350.00</b>	<b>345.25</b>
<b>CHANGE FROM PREVIOUS YEAR</b>			<b>5.00</b>	<b>(12.00)</b>	<b>(39.25)</b>	<b>(4.75)</b>



# Financial Organizational Chart



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## 2011 Budget BUDGET SUMMARY

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### Fund Structure

A fund is a separate fiscal entity with revenues and expenses that are segregated for the purpose of carrying out a specific purpose or activity. Fund accounting demonstrates legal compliance and aids financial management by segregating transactions related to certain government functions or activities. The City's budget is divided into several different funds. Each fund is considered a separate accounting entity. The budgeted funds are classified into six categories:

**General Fund** - This Fund represents a substantial portion of the City's activities. It is used to account for activities that are not accounted for in the other funds. The General Fund supports the day to day operations of the City and may also be referred to as a Governmental Fund.

**Internal Service Funds** - Internal Service Funds are used to account for the financing of goods and services provided by one department or agency of a government to other departments or agencies on a cost reimbursement basis.

**Capital Project Funds** - Capital Projects Funds are governmental funds used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by the Enterprise funds).

**Special Revenue Funds** - Special Revenue Funds are governmental funds used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes. The City budgets for eight Special Revenue Funds: Motor Fuel Tax Fund, TIF #1, TIF #3, TIF #4, TIF #5, TIF #6, Community Development Block Grant and Grant Funded Projects. The City has additional Special Revenue Funds that are not included in the budget. These funds are the Asset Seizure Fund and the Foreign Fire Insurance. Special Revenue Funds may also be referred to as Governmental Funds.

**Debt Service Funds** - A Debt Service Fund accounts for accumulation of resources and the payment of long-term debt principal, interest, and related costs. A Debt Service Fund may also be referred to as a Governmental Fund.

**Enterprise Funds** - Enterprise Funds are proprietary funds established to account for the financing of self-supporting activities of governmental units that render services on a user charge basis to the general public. The significant attribute of Enterprise Funds is that they are financed primarily by charges to consumers and that the accounting for them makes it possible to show whether they are operated at a profit or loss similar to comparable private enterprises. The City has three Enterprise Funds: Water/Sewer Fund, Parking System Fund, and the Emergency Communications Fund. Depreciation expenses are recorded in Enterprise Funds, but the City excludes this non-cash expense from its budget. The Emergency Communications fund is used to account for surcharges as well as contractual fees for services provided to Des Plaines, Niles, Morton Grove and Park Ridge. The City does not budget for the Emergency Communications Fund, however it includes the cost of dispatch services within the Police and Fire Budgets based on percentage of call volume.

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# 2011 Budget BUDGET SUMMARY

Fund Name	1/1/2011 Estimated Fund Balance (Deficit)	2011 Transfer's In/Other	2011 Budgeted Revenues	2011 Budgeted Expenditures	2011 Transfer's Out/Other	12/31/2011 Projected Ending Fund Balance (Deficit)
General Fund	18,015,045	498,228	55,203,630	53,712,303	1,729,872	18,274,728
Reserved	8,918,006					9,495,600
Unreserved	9,097,039					8,779,128
CDBG	71,963		412,325	412,325		71,963
TIF #1	1,876,211		5,009,567	3,894,029	208,919	2,782,830
TIF #3	(3,119,464)		444,427	730,612	2,030	(3,407,679)
TIF #4	562,259		463,700	130,445	35,746	859,768
TIF #5	69,378		152,166	123,500		98,044
TIF #6	(5,269,715)		115,635	377,024	27,990	(5,559,094)
Debt Service	346,213	165,310	1,174,741	1,341,202		345,062
Motor Fuel Tax	187,910		1,503,476	1,529,500		161,886
Grant Funded Projects	-	232,394	1,663,968	1,896,362		-
Capital Projects	1,050,048		6,805,714	7,317,868	187,000	350,894
Equipment Replacement	1,658,680	1,250,000	55,000	437,801		2,525,879
IT Replacement	206,731	250,000	100	212,660		244,171
Metra Parking *	74,744		75,850	17,835	36,414	96,345
City-Owned Parking *	77,222		222,850	161,962	27,895	110,215
Water/Sewer *	3,920,278		10,781,000	12,682,255	196,780	1,822,243
Risk Management *	965,425		2,545,738	2,719,400		791,763
Health Benefits Fund *	523,440	80,183	8,619,153	8,603,469		619,307
IPBC Reserve	2,100,000					1,700,000
<b>Total City Funds</b>	<b>23,316,368</b>	<b>2,476,115</b>	<b>95,249,040</b>	<b>96,300,552</b>	<b>2,452,646</b>	<b>21,888,325</b>

\* fund balance equivalent

Note: The difference of \$23,469 between the transfers in and transfers out is related to the transfer in from the Library for the debt service costs.

## Fund Overview

1. The General Fund is indicating a \$1.49M surplus for Fiscal Year (FY) 2011 (i.e. excluding transfers, projected revenues are above projected expenditures). When taking into account the transfers in/out, the General Fund revenues exceed expenditures by \$260K. The unreserved fund balance is projected to be at 15.83% at the end of fiscal year 2011, or 9.17% below the 25% policy recommendation. The total fund balance, however, is projected at 32.96%.
2. The Community Development Block Grant (CDBG) Fund is aimed at benefiting low-to-moderate-income residents of the City. The CDBG program year is October 1, 2010 to September 30, 2011 and the fund is projected to have a positive balance at the City's 2011 FYE.
3. TIF # 1 indicates a positive \$2,782,830 fund balance at the end of FY 2011. This TIF, created in 1985, includes the majority of the downtown area and is set to expire in 2020.
4. TIF # 3, Wille Road, was created in 2000 and continues to have a deficit fund balance. In 2009, the life of this TIF district was extended to 2035. The City made significant strides in restructuring the debt within TIF #3 during the fourth quarter of 2009 which became effective in 2010. This debt



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## 2011 Budget BUDGET SUMMARY

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restructuring was done primarily to bring the TIF district to a positive fund balance position. By 2012 the TIF District is expected to have a revenue surplus, (i.e. revenues will exceed projected expenditures and debt service payments within the TIF). In addition beginning in 2012, the TIF will begin to pay back the balance due to the General Fund.

5. TIF # 4, Five Corners, was created in 2006. In 2011, the City will continue to work on the planning process in determining priority areas for redevelopment. There is no debt currently issued or paid for by this TIF District.
6. TIF # 5 was created in 2001 in an area bounded by Lee and Perry Streets. This TIF is adjacent to the downtown TIF #1. This TIF was a part of the downtown Metropolitan Square project and includes the Shop and Save grocery store as well as Fifth Third Bank. Due to a transfer completed in 2009 from TIF #1 (the contiguous TIF), in the amount of \$854,714, this TIF is projected to have a positive fund balance in 2011 in the amount of \$98,044.
7. TIF # 6, the Mannheim and Higgins TIF District, was created in 2001. Currently the TIF District has a deficit of \$5.3 million which is projected to reach \$5.6 million by the end of the 2011 fiscal year. In 2007, the City executed a redevelopment agreement for two hotels north of I-90 and is in discussion for redevelopment agreement for the land south of I-90 and two additional hotels and restaurants are contemplated for that area. In 2009, the City restructured the debt in TIF #6 in order to provide the General Fund with relief in terms of the debt service payments that it covered for the TIF District due to a delay in the project. This TIF District includes a commercial strip center, with Starbuck's and Potbelly's as occupants who occupy a majority of the space.
8. The Debt Service Fund accounts for the general obligation debt that is paid entirely or partially with property taxes. Debt that is paid exclusively by special revenue is budgeted in those respective funds (i.e. Water, TIF, and Capital Improvement).
9. The Motor Fuel Tax Fund accounts for the revenues and expenditures of the City's portion of the state tax on the sale of motor fuel. Annually, planned expenditures include funding for street improvement, alley reconstruction, sidewalk replacement, road de-icing, etc.
10. The Grant Funded Projects was created to account for the various grants that the City periodically receives from State and Federal agencies. Grant revenue is considered a one-time revenue source and fluctuates significantly from year to year depending on availability. Some of the projects are fully funded by the grant amount and some require a match from the City. The City's portion of the project is reflected through a transfer from the fund that will benefit from this project. The Grant Fund will not accumulate a fund balance.
11. The Capital Projects Fund accounts for the expenditures of special revenues dedicated for the improvement of the City's infrastructure. The primary sources of revenue are the ½ cent home rule sales tax and ¼ cent home rule sales tax for debt service on the new library building, local option gas tax and storm sewer fees. For the 2010 fiscal year, the City approved a \$0.02 increase to the local option gas tax to be used towards rear yard storm sewer and drainage improvements. In addition, the City also approved an increase to the storm sewer fee in the amount of \$0.33, from a rate of \$0.57 to \$0.90, in order to accelerate the storm water master plan. No changes have been recommended for 2011.

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## 2011 Budget BUDGET SUMMARY

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12. The Equipment Replacement Fund is a capital project sinking fund used to account for the replacement of large, expensive and longer lasting equipment of the City. This fund primarily accounts for replacement equipment and vehicles for police, fire, public works and other City departments. Annualized funding helps alleviate the unpredictability of high-cost items affecting future years' budgets. By funding an expense over a period of years (five to twenty years of service life), the City improves overall budgetary control and provides departments with safer and more dependable equipment at the end of the equipment's service life. For FY 2011, the City is transferring \$1.25M from the General Fund to the Equipment Replacement Fund to provide for a flat line funding level used towards the replacement of vehicles and equipment in future years.
13. The Information Technology (IT) Replacement Fund provides computer operations throughout the City. The fund is used to maintain and upgrade City's communication and information networks. For FY 2011, the City is transferring \$250K from the General Fund to the IT Replacement Fund to provide for a flat line funding level used towards the replacement and maintenance of current IT infrastructure.
14. The Metra Parking Fund primarily accounts for the revenue and expenses associated with the maintenance of parking lots leased from Union Pacific Railroad and used exclusively for commuter parking. Revenue is generated from daily commuter charges. Rates for 2011 will remain the same as for 2010 at \$1.50 per day. The fund balance projected for 2011 is \$96K, or \$22K above the 2010 projected amount.
15. The City Owned Parking Fund is used to account for the revenue and expense associated with the maintenance of the City's three surface lots and two parking facilities. Revenue is generated from daily charges as well as lease agreements. In addition, transfers are made from the Metra Parking Fund or the General Fund to maintain a positive fund balance. The fund balance projected for 2011 is \$110K, or \$33K above the 2010 projected amount.
16. The Water/Sewer Fund accounts for the revenue and expenses associated with the transmission, treatment, storage and sale of water to the residential, commercial and industrial customers within the City. In addition, the Water/Sewer Fund is responsible for the maintenance of the City's sanitary sewer mains. The rate for sanitary sewer is \$0.70 per 100 cubic feet of usage. The City is a wholesale purchaser of water from the City of Chicago. The Des Plaines water rate has two components; the City of Chicago water purchase rate (the amount Des Plaines pays Chicago for treated Lake Michigan water), and the City of Des Plaines O&M rate (operation and maintenance). These two components are used to calculate the rate Des Plaines charges its customers (Des Plaines retail rate). The water rates in effect for 2011 are \$1.50 for the Chicago pass through rate (the same as in 2010) and \$1.912 for the operation and maintenance rate for a total water rate of \$3.412. For FY 2011 the fund balance is projected at \$1.8M, or 14.37%, which is 5.63% below the recommended 20% of annual expenditures. During the 4<sup>th</sup> quarter of 2010 and the 1<sup>st</sup> quarter of 2011 the City is completing a water/sewer rate study in order to arrive at recommended rates that will allow for this fund to be self sufficient.
17. The Risk Management Fund is an internal service fund that accounts for the City's self-insured property, general liability, automobile liability, errors and omissions, worker's compensation, employer's liability, employee benefits liability, and crime loss. The 2011 projected fund balance is \$792K, or 29.12% of the projected expenditures.

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## 2011 Budget BUDGET SUMMARY

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18. The Health Benefits fund is an internal service fund used to account for the charges to each department for providing health insurance and other related benefits to their employees. Since June 1, 2003 the City has also been a member of the Intergovernmental Personnel Benefit Cooperative (IPBC). The City maintains a fund balance in the Health Benefits fund as well as the IPBC terminal reserve account.
19. Police and Fire Pensions for the City of Des Plaines are accounted for within the General Fund. Benefit enhancements that have been approved by the State in prior years have required additional funding via the property tax levy to be made by the City. In addition, the investment losses experienced in 2008 have significantly decreased the funding levels for both Pensions. As of 12/31/09, based on the City's actuarial valuation, the Police Pension was funded at 49.6% and the Fire Pension was funded at 57.6%. For the 2010 fiscal year, the Police Pension funding level increased from 49.6% to 53.1% primarily due to higher than expected investment returns during the 2009 fiscal year. The Fire Pension funded percentage for the same fiscal year decreased slightly from 57.6% to 56.9% due to a change in the actuarial rate assumption which increased the accrued liability. For the 2011 fiscal year, the City changed the actuarial assumption from an 8% to a 7.75% rate of return on investments in order to try to align the actuarial assumption to the 7% level utilized by the State. For the Police Pension, the change in the interest rate assumption increased the Normal Cost by \$86,432, increased the accrued liability by \$2,430,816, and increased the Tax Levy Requirement by \$172,495. For the Fire Pension, the change in the interest rate assumption increased the Normal Cost by \$97,197, increased the accrued liability by \$2,291,776, and increased the Tax Levy Requirement by \$181,146. Recent legislation changed the state statute requirement of being 100% funded by the year 2033 to 90% funded by the year 2040. By implementing a lower interest rate assumption which is more in line with the State's 7% rate, the City will be able to fund the Police and Fire Pensions to the State's required level.

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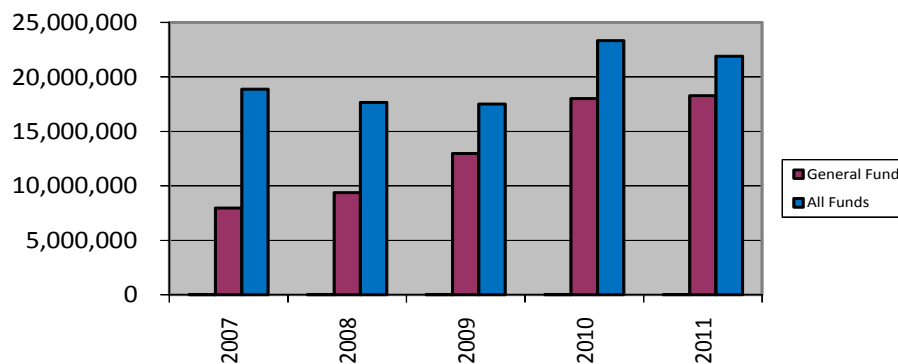


# 2011 Budget BUDGET SUMMARY

## All Fund Historical Fund Balances

	12/31/2007 Actual Fund Balance	12/31/2008 Actual Fund Balance	12/31/2009 Actual Fund Balance	12/31/2010 Estimated Fund Balance	12/31/2011 Projected Fund Balance	12/31/2011 Projected Ending Fund Balance %
General Fund	7,956,822	9,370,311	12,986,225	18,015,045	18,274,728	32.96%
Reserved				8,918,006	9,495,600	
Unreserved				9,097,039	8,779,128	15.83%
CDBG	168,802	112,745	71,963	71,963	71,963	N/A
TIF #1	2,863,462	1,454,833	1,023,593	1,876,211	2,782,830	N/A
TIF #3	(1,259,570)	(2,185,045)	(3,027,908)	(3,119,464)	(3,407,679)	N/A
TIF #4	(206,717)	25,225	341,418	562,257	859,768	N/A
TIF #5	(903,300)	(854,714)	52,742	69,378	98,044	N/A
TIF #6	(4,293,929)	(5,102,861)	(5,255,259)	(5,269,714)	(5,559,094)	N/A
Debt Service	384,521	330,946	345,602	346,213	345,062	25.73%
Motor Fuel Tax	247,313	323,051	152,203	187,909	161,886	9.95%
Grant Funded Projects				-	-	N/A
Capital Projects	2,050,794	903,099	(474,896)	1,050,048	350,894	4.52%
Building Replacement	1,046,028	884,893	939,034	-	-	N/A
Equipment Replacement	1,294,201	1,561,672	1,863,897	1,658,680	2,525,879	39.83%
IT Replacement	33,972	119,441	465,131	206,731	244,171	111.26%
Metra Parking	135,844	149,339	46,347	74,744	96,345	201.56%
City-Owned Parking	(110,284)	(192,945)	39,398	77,222	110,215	48.15%
Water/Sewer	6,627,064	6,864,523	5,537,957	3,920,278	1,822,243	14.37%
Risk Management	932,193	1,983,703	1,357,516	965,425	791,763	29.12%
Health Benefits Fund	1,497,107	1,920,685	1,047,652	523,440	619,307	26.96%
IPBC Terminal Reserve				2,100,000	1,700,000	
<b>Total City Funds</b>	<b>18,862,593</b>	<b>17,668,901</b>	<b>17,512,615</b>	<b>23,316,366</b>	<b>21,888,325</b>	<b>22.34%</b>

Fund Balances





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## 2011 Budget BUDGET SUMMARY

### All Fund Historical Revenues Including Transfers In

Revenues	2007 Actual	2008 Actual	2009 Actual	2010 Budgeted	2010 Projected	2011 Budgeted	% Change
General Fund	52,872,222	57,545,060	58,800,286	57,072,592	58,157,482	55,701,858	-4.2%
CDBG	1,149,160	191,990	451,649	652,885	602,381	412,325	-31.6%
TIF #1	4,829,873	6,495,308	5,283,516	4,708,147	4,624,504	5,009,567	8.3%
TIF #3	2,587,003	1,615,315	763,360	10,427,923	10,428,673	444,427	-95.7%
TIF #4	-	395,192	447,997	304,285	343,815	463,700	34.9%
TIF #5	80,469	170,154	1,031,160	161,569	137,922	152,166	10.3%
TIF #6	63,100	148,120	3,314,739	118,655	124,908	115,635	-7.4%
Debt Service	1,528,066	1,494,126	1,454,988	1,393,800	1,395,620	1,340,051	-4.0%
Grant Funded Projects	-	-	-	3,538,170	2,238,476	1,503,476	N/A
Motor Fuel Tax	1,705,560	1,580,614	1,534,631	2,269,976	2,558,251	1,896,362	-25.9%
Capital Projects	7,701,024	6,865,914	10,884,899	8,047,105	8,439,720	6,805,714	-19.4%
Building Replacement	167,387	35,621	86,551	-	-	-	N/A
Equipment Replacement	2,614,099	1,249,084	1,020,727	80,000	55,000	1,305,000	2272.7%
IT Replacement	200,616	351,148	515,045	75	500	250,100	49920.0%
9-1-1 Emergency Comm	5,096,287	6,252,933	-	-	-	-	N/A
Metra Parking	86,254	63,416	71,705	75,850	80,320	75,850	-5.6%
City-Owned Parking Lots	270,492	251,867	446,007	222,300	236,275	222,850	-5.7%
Water/Sewer	10,112,710	11,973,257	10,990,834	11,270,000	10,782,173	10,781,000	0.0%
Risk Management	2,419,924	3,110,907	3,188,666	2,998,000	2,759,500	2,545,738	-7.7%
Health Benefits Fund	8,635,486	8,885,790	9,171,430	9,746,036	8,914,213	8,699,336	-2.4%
<b>Total Revenues</b>	<b>102,119,732</b>	<b>108,675,816</b>	<b>109,458,190</b>	<b>113,087,368</b>	<b>111,879,733</b>	<b>97,725,155</b>	<b>-12.7%</b>
Less Transfers In				13,139,361	12,946,662	2,476,115	
<b>Operating Revenues</b>	<b>102,119,732</b>	<b>108,675,816</b>	<b>109,458,190</b>	<b>99,948,007</b>	<b>98,933,071</b>	<b>95,249,040</b>	<b>-3.7%</b>

### All Fund Historical Expenditures Including Transfers Out

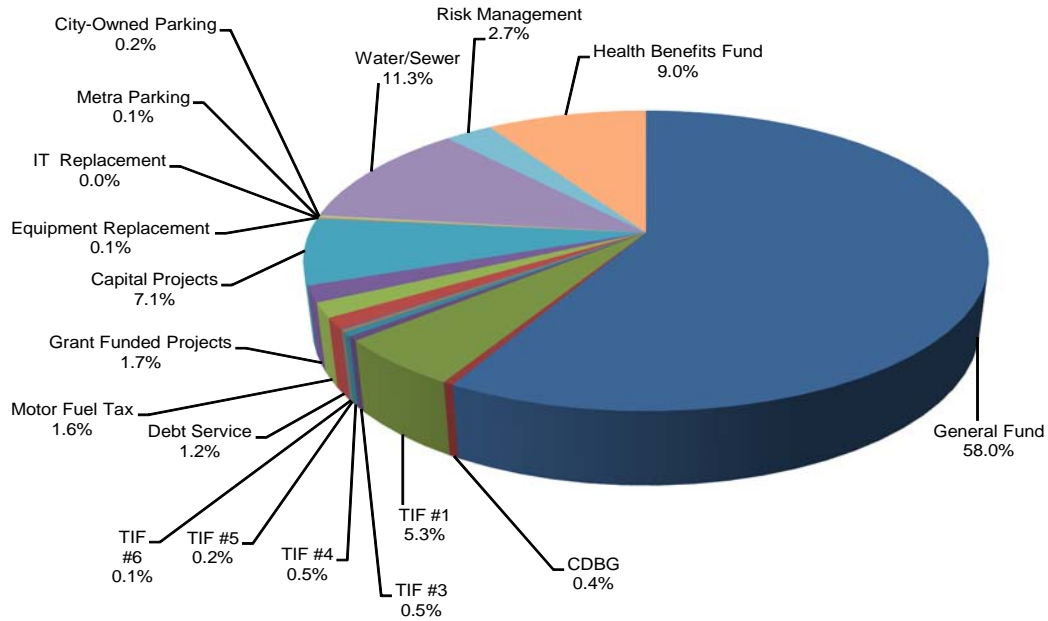
Expenditures	2007 Actual	2008 Actual	2009 Actual	2010 Budgeted	2010 Projected	2011 Budgeted	% Change
General Fund	52,393,159	56,131,571	55,184,372	54,325,093	53,116,162	55,442,175	4.4%
CDBG	1,085,718	247,749	492,431	652,885	602,381	412,325	-31.6%
TIF #1	3,479,429	7,903,937	5,714,759	4,592,542	3,771,886	4,102,948	8.8%
TIF #3	969,933	2,540,790	1,606,223	10,539,964	10,520,229	732,642	-93.0%
TIF #4	74,201	163,250	131,806	555,080	122,974	166,191	35.1%
TIF #5	125,443	121,568	123,704	121,286	121,286	123,500	1.8%
TIF #6	9,562,744	957,052	3,467,136	512,970	139,364	405,014	190.6%
Debt Service	1,565,877	1,547,701	1,440,332	1,395,049	1,395,009	1,341,202	-3.9%
Motor Fuel Tax	1,190,046	1,504,879	1,705,477	2,234,500	2,202,769	1,529,500	-30.6%
Grant Funded Projects	-	-	-	3,538,170	2,558,251	1,896,362	N/A
Capital Projects	8,779,727	8,013,609	12,262,894	7,719,192	6,917,919	7,504,868	8.5%
Building Replacement	471,463	196,756	32,409	935,891	939,034	-	-100.0%
Equipment Replacement	2,592,171	981,613	718,502	272,406	260,217	437,801	68.2%
IT Replacement	190,681	265,679	169,355	277,513	258,900	212,660	-17.9%
9-1-1 Emergency Comm	4,874,537	5,443,901	-	-	-	-	N/A
Metra Parking	69,621	49,921	174,697	52,673	51,923	54,249	4.5%
City-Owned Parking Lots	287,839	334,528	213,664	231,107	198,451	189,857	-4.3%
Water/Sewer	9,548,528	11,735,798	12,317,400	12,928,052	12,399,852	12,879,035	3.9%
Risk Management	2,532,766	2,059,397	3,814,853	3,443,400	3,151,591	2,719,400	-13.7%
Health Benefits Fund	7,728,569	8,462,212	10,466,276	10,091,988	9,438,257	8,603,469	-8.8%
<b>Total Expenditures</b>	<b>107,522,452</b>	<b>108,661,911</b>	<b>110,036,290</b>	<b>114,419,761</b>	<b>108,166,455</b>	<b>98,753,198</b>	<b>-8.7%</b>
Less Transfers Out				13,114,762	12,922,064	2,452,646	
<b>Operating Expenditures</b>	<b>107,522,452</b>	<b>108,661,911</b>	<b>110,036,290</b>	<b>101,304,999</b>	<b>95,244,391</b>	<b>96,300,552</b>	<b>1.1%</b>

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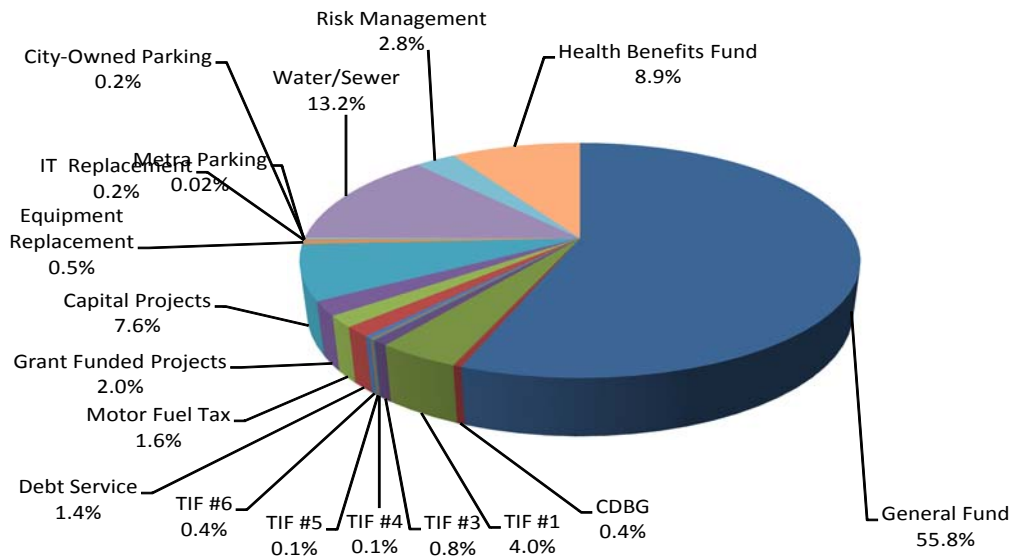


# 2011 Budget BUDGET SUMMARY

## ALL FUND OPERATING REVENUES



## ALL FUND OPERATING EXPENDITURES



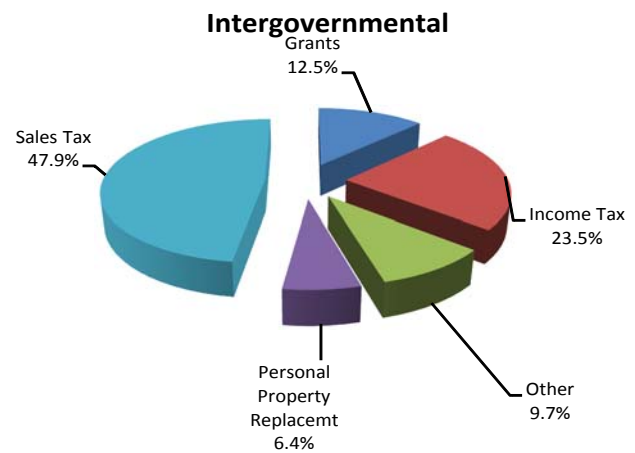
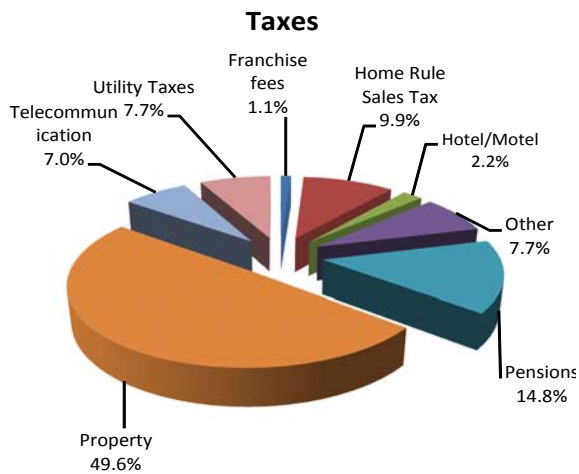
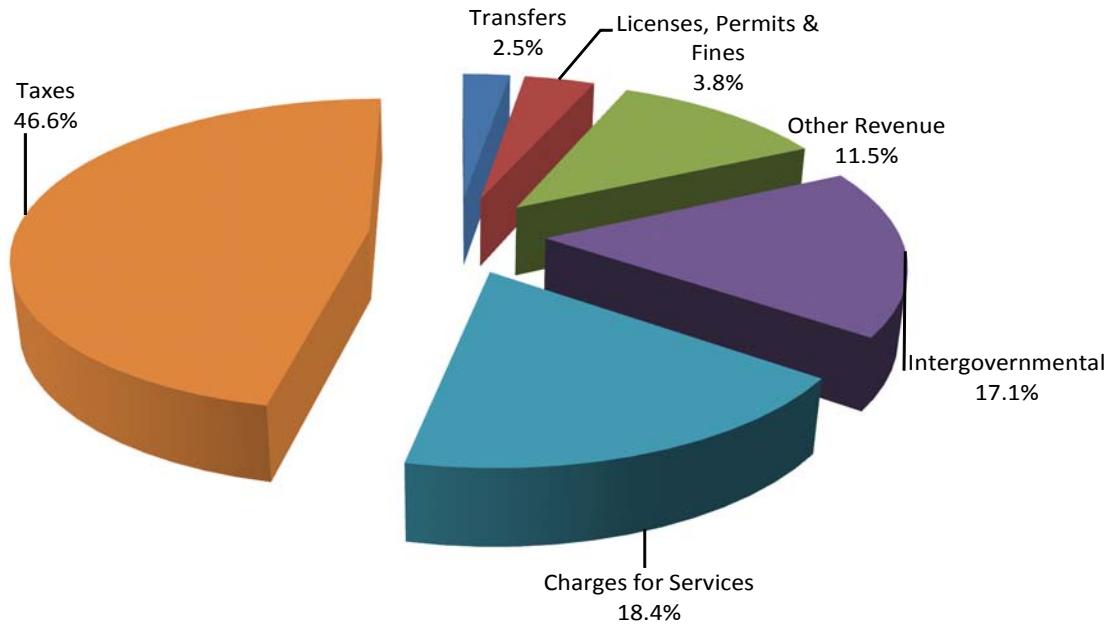
Note: The above graphs do not incorporate transfers in/out.

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# 2011 Budget BUDGET SUMMARY

## ALL FUNDS REVENUES BY CATEGORY



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## 2011 Budget BUDGET SUMMARY

### 2011 Revenues by Category

	Taxes	Inter-governmental	Licenses, Permits & Fines*	Charges for Service	Other Revenue	Revenue Total	Transfers/Other	Fund Total
General Fund	33,341,120	13,129,247	3,409,300	5,268,963	55,000	55,203,630	498,228	55,701,858
Motor Fuel Tax	-	1,502,976	-	-	500	1,503,476	-	1,503,476
CDBG	-	412,325	-	-	-	412,325	-	412,325
TIF Fund #1	5,006,567	-	-	-	3,000	5,009,567	-	5,009,567
TIF Fund #3	444,227	-	-	-	200	444,427	-	444,427
TIF Fund #4	463,520	-	-	-	180	463,700	-	463,700
TIF Fund #5	152,146	-	-	-	20	152,166	-	152,166
TIF Fund #6	80,610	-	-	35,000	25	115,635	-	115,635
Debt Service	1,174,741	-	-	-	-	1,174,741	165,310	1,340,051
Grant Funded Projects	-	1,663,968	-	-	-	1,663,968	232,394	1,896,362
Capital Projects	4,903,214	-	-	1,900,000	2,500	6,805,714	-	6,805,714
Building Replacement	-	-	-	-	-	-	-	-
Equipment Replacement	-	-	-	-	55,000	55,000	1,250,000	1,305,000
IT Replacement	-	-	-	-	100	100	250,000	250,100
Water/Sewer Fund	-	-	-	10,779,500	1,500	10,781,000	-	10,781,000
Metra Leased Parking	-	-	75,750	-	100	75,850	-	75,850
City-owned Parking	-	-	222,850	-	-	222,850	-	222,850
Risk Management	-	-	-	-	2,545,738	2,545,738	-	2,545,738
Health Benefits Fund	-	-	-	-	8,619,153	8,619,153	80,183	8,699,336
<b>Total Revenues</b>	<b>45,566,145</b>	<b>16,708,516</b>	<b>3,707,900</b>	<b>17,983,463</b>	<b>11,283,016</b>	<b>95,249,040</b>	<b>2,476,115</b>	<b>97,725,155</b>

\* Fines accumulates to \$801,500 or 0.8% of total revenue.

### 2010/2011 Revenue Budget Comparison

	2010 Budget	2011 Budget	Dollar Change	% Change
Taxes	44,997,861	45,566,145	568,284	1.2%
Intergovernmental	19,317,196	16,708,516	(2,608,680)	-15.6%
Licenses & Permits	3,067,150	2,906,400	(160,750)	-5.5%
Charges for Service	18,798,793	17,983,463	(815,330)	-4.5%
Fines	937,000	801,500	(135,500)	-16.9%
Other Revenue	12,830,007	11,283,016	(1,546,991)	-13.7%
Other Financing Sources	13,139,361	2,476,115	(10,663,246)	-430.6%
<b>Total Revenues</b>	<b>113,087,368</b>	<b>97,725,155</b>	<b>(15,362,213)</b>	<b>-15.7%</b>

**Note:** The overall \$15.4M decrease in total revenues for all the funds is primarily attributable to the \$10.6M decrease in other financing sources which relates to the Bond Proceeds from the 2010A and 2010B debt refunding which was included in the 2010 Budget. In addition, the overall decrease in total revenues is also attributed to the \$2.6M decrease in intergovernmental revenue as well as a \$1.5M decrease in other revenue. The \$2.6M variance in intergovernmental revenue year over year is related to a \$600K decrease in state income tax and a \$2.0M decrease of state and federal grants as grants are typically considered a one-time revenue source. The \$1.5M decrease in other revenue is primarily due to a reduction in the internal service fund transfer for workers compensation within the Risk Management Fund from \$2.2M to \$1.7M. In



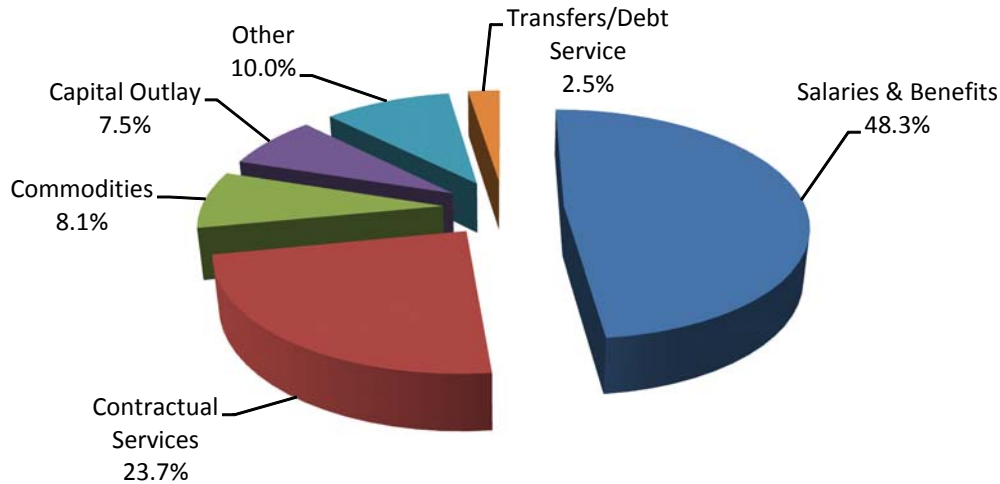
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## 2011 Budget BUDGET SUMMARY

addition, the 2010 Budget included a transfer in for \$500K related to Early Retirement Incentive program offered for the 2010 Budget year which is not included in 2011 as it is being paid through the terminal reserve at the IPBC.

### ALL FUNDS EXPENDITURES BY CATEGORY



### 2011 Expenditures by Category

	Salaries	Benefits	Contractual Services	Commodities	Capital Outlay	Other/Debt Service	Expenditure Total	Transfers	Fund Total
General Fund	26,746,073	15,784,943	9,565,128	1,607,659	8,500	-	53,712,303	1,729,872	55,442,175
Motor Fuel Tax Fund	-	-	147,500	582,000	800,000	-	1,529,500	-	1,529,500
CDBG	54,354	17,116	295,240	0	45,615	-	412,325	-	412,325
TIF Fund #1	-	-	337,691	99,150	485,000	2,972,188	3,894,029	208,919	4,102,948
TIF Fund #3	-	-	5,066	-	-	725,546	730,612	2,030	732,642
TIF Fund #4	-	-	55,445	50,000	25,000	-	130,445	35,746	166,191
TIF Fund #5	-	-	-	-	-	123,500	123,500	-	123,500
TIF Fund #6	-	-	140,198	-	200,000	36,826	377,024	27,990	405,014
Grant Funded Projects	36,000	-	155,743	5,900	1,698,719	-	1,896,362	-	1,896,362
Debt Service	-	-	-	-	-	1,341,202	1,341,202	-	1,341,202
Capital Projects Fund	283,065	124,513	357,734	73,000	2,300,000	4,179,556	7,317,868	187,000	7,504,868
Building Replacement	-	-	-	-	-	-	-	-	0
Equipment Replacement	-	-	33,813	-	302,839	101,149	437,801	-	437,801
IT Replacement	-	-	37,200	3,360	172,100	-	212,660	-	212,660
Water/Sewer Fund	3,086,231	1,516,578	893,003	5,398,850	1,374,069	413,524	12,682,255	196,780	12,879,035
Metra-leased Parking	-	-	14,660	3,175	-	-	17,835	36,414	54,249
City-owned Parking	-	-	28,362	133,600	-	-	161,962	27,895	189,857
Risk Management	-	-	2,719,400	-	-	-	2,719,400	-	2,719,400
Health Benefits Fund	-	-	8,603,469	-	-	-	8,603,469	-	8,603,469
<b>Total City Funds</b>	<b>30,205,723</b>	<b>17,443,150</b>	<b>23,389,652</b>	<b>7,956,694</b>	<b>7,411,842</b>	<b>9,893,491</b>	<b>96,300,552</b>	<b>2,452,646</b>	<b>98,753,198</b>

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**2011 Budget  
BUDGET SUMMARY**

**2010/2011 Expenditure Budget Comparison**

	<b>2010 Budget</b>	<b>2011 Budget</b>	<b>Dollar Change</b>	<b>% Change</b>
Salaries	30,636,030	30,205,723	(430,307)	-1.4%
Benefits	16,974,345	17,443,150	468,805	2.8%
Contractual Services	25,331,172	23,389,652	(1,941,520)	-7.7%
Commodities	8,115,605	7,956,694	(158,911)	-2.0%
Capital Outlay	10,428,005	7,411,842	(3,016,163)	-28.9%
Other/Transfers	22,934,604	12,346,137	(10,588,467)	-46.2%
<b>Total Expenditures</b>	<b>114,419,761</b>	<b>98,753,198</b>	<b>(15,666,563)</b>	<b>-13.7%</b>

**Note:** The overall expenditures for FY 2011 decreased by \$15.7M or 13.7% as compared to the 2010 Budget. The decrease is attributed to the cuts of contractual services of \$1.9M, reduced capital outlay spending of \$2.0M and the reduction of other/transfers of \$10.6M. The following is a detail explanation of the material variances in each of the categories:

- Contractual services have decreased by \$1.9 million primarily due to the following:
  - \$160K decrease in the Risk Management Fund for unemployment claims included in the 2010 Budget as the City reduced its workforce and given that the Federal guidelines for unemployment changed, the City used a conservative estimate of \$275K for 2010 budgeted expenditures. Also, the City currently has 9 months of trending data available, and therefore the 2011 estimate of \$115K is a more realistic assumption given that the 2010 projected amount is \$135K.
  - \$100K of the total decrease is also related to a lower amount being budgeted for TIF #6 contractual services primarily related to the environmental cleanup.
  - The Health Benefits fund has decreased by a total of \$968K for 2011 consisting of a \$452K reduction in the PPO expenses related to the reduction in the City’s workforce as a result of the 2010 Budget process. In addition, within the 2010 Budget the City included \$516K in expenditures for the Early Retirement Incentive program which has been paid through the IPBC terminal reserve and is not budgeted in this fund for 2011.
  - \$138K decrease in expenditures for the City’s E911 dispatch services is based on the reduction in call volume the City has received in comparison to the previous year.
  - In addition, a \$105K decrease across the TIF Funds in economic development subsidy expenditures related to fewer capital projects and the corresponding reduction of City Staff time related to administering projects.
  
- Capital Outlay reduction of \$3.0 million is primarily related to the following:
  - \$1.6M less in Capital Grants received in 2011 related to the ITEP Pedestrian Lighting and the CMAQ Sidewalk/Trail Improvements as a majority of the work will be completed in 2010.
  - \$735K budgeted in 2010 for the ERP Grant through Motor Fuel tax funds for street rehabilitation which was a one-time grant received by the City and therefore is not budgeted in 2011.
  - \$241K less in HUD Improvements budgeted in 2011 dues to less funding received.
  - \$410K less in TIF #1 Improvements budgeted in 2011 as compared to 2010 primarily related to the Lee/Perry Traffic signal.

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## 2011 Budget **BUDGET SUMMARY**

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- The decrease of \$10.6 million in other/transfers is related to the debt restructuring completed for TIF #3 during the fourth quarter of 2009 which did not become effective until January 1, 2010 and accounts for a majority of the variance between 2010 and 2011.

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**2011 Budget**  
**BUDGET SUMMARY**

**GENERAL FUND**

The General Fund accounts for the majority of the City’s revenues and expenditures and is the primary operating fund of the City. Police, Fire, Public Works/Engineering, Community and Economic Development (consisting of Building and Code Enforcement, Economic Development, Planning and Zoning), Legal and General Administration are accounted for in this fund.

**Fund Balance of the General Fund**

The City will strive to maintain a minimum total fund balance of 25% of annual operating expenditures. Reserve balances at this level give the City the ability to maintain current operations during down economic cycles and address unexpected emergencies. The following is a table depicting the current state of the General Fund:

<b>Fund</b>	<b>Fund Name</b>	<b>Projected Ending Fund Balance (Deficit)</b>	<b>12/31/2011 Projected Ending Fund Balance %</b>	<b>Projected Fund Balance v. Policy Requirement</b>	<b>Fund Balance Policy Requirement</b>
100	General Fund	\$18,274,728	32.96%	6.50%	25% of Annual Expenditures
	Reserved	9,495,600	17.13%		
	Unreserved	8,779,128	15.83%	-9.17%	25% of Annual Expenditures

The main difference between the total fund balance and the total unreserved fund balance is that the total fund balance includes advances the General Fund has made to the TIF Funds (reserved portion). Once the TIF Funds begin to repay the General Fund, the total unreserved fund balance will be closer to total fund balance. The unreserved fund balance is below the recommended policy requirement. At the end of 2011, the unreserved fund balance has decreased by 1.29% over the 2010 projected balance primarily due to the transfers recommended to fund Equipment Replacement and IT Replacement Funds. If the transfer of \$1.25 million to Equipment Replacement and \$250 thousand to IT Replacement were not included in the 2011 Budget, the unreserved fund balance would have increased by 1.93% over the 2010 projected levels to a total unreserved balance of 19.06%. However, with the recommended transfers included, the General Fund unreserved fund balance is projected at 15.83% for the end of the 2011 fiscal year. The City has made significant strides over the past few years in focusing on increasing the unreserved fund balance as shown in the following chart:

	<b>12/31/2007 Actual</b>	<b>12/31/2008 Actual</b>	<b>12/31/2009 Actual</b>	<b>12/31/2010 Budget</b>	<b>12/31/2010 Estimated</b>	<b>12/31/2011 Proposed</b>
<b>Total Fund Balance</b>	7,956,822	9,370,311	12,986,225	15,385,024	18,015,045	18,274,728
<b>Reserved</b>	6,881,187	8,140,055	8,811,994	8,353,998	8,918,006	9,495,600
<b>Unreserved</b>	1,075,635	1,230,256	4,174,231	7,031,026	9,097,039	8,779,128
<b>Total Fund Balance %</b>	15.24%	16.69%	23.53%	28.32%	33.92%	32.96%
<b>Unreserved Fund Balance</b>	2.06%	2.19%	7.56%	12.94%	17.13%	15.83%

Although, the unreserved fund balance is still below the 25% recommended policy, the City is headed in the right direction towards increasing the fund balance on an annual basis. In addition, the 2011 Budget accomplishes the objective of striking a balance between the funding for the replacement of our equipment as well as increasing the fund balance on the General Fund. The fund balance is a critical component for the



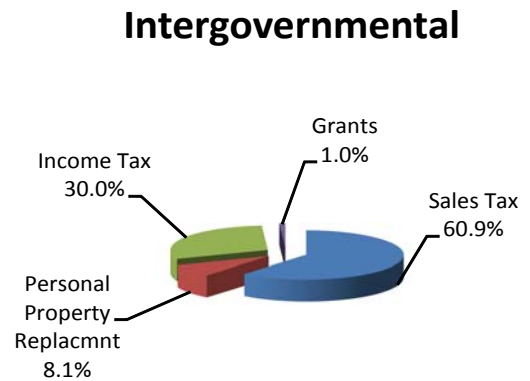
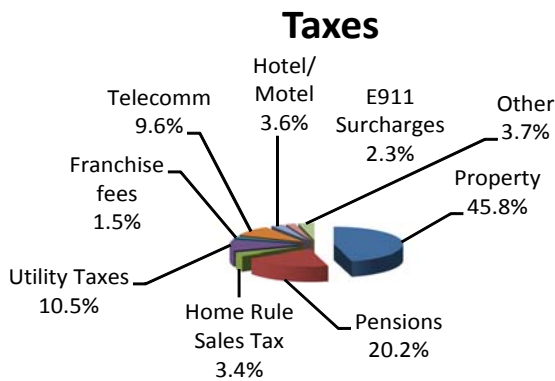
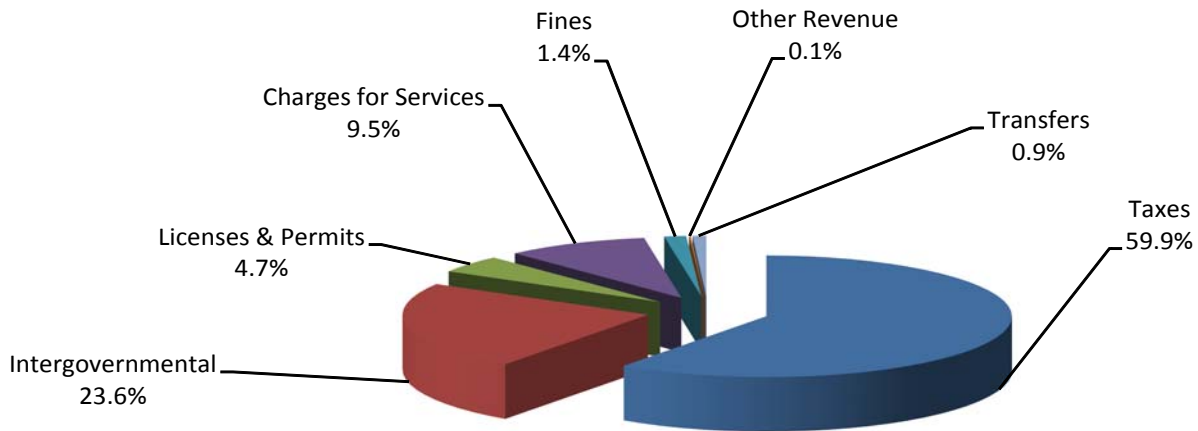
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**2011 Budget  
BUDGET SUMMARY**

City to be able to maintain its current bond rating as well as address any unexpected changes in the economy or other unanticipated expenditures. The City will continue to plan for increasing the unreserved fund balance in an effort to achieve the recommended 25% level over the next few years.

**GENERAL FUND  
REVENUES BY CATEGORY**



**Revenue Highlights**

The FY 2011 General Fund budget is based upon projected revenues from taxes, fees and other sources totaling \$55.7 million. Excluding other financing sources, the 2011 revenues represent a decrease of \$1.3M or 2.4% over the 2010 projected revenues, primarily due to the one-time revenue receive from the Casino permitting. As a whole, Property Tax, Utility Tax, Sales Tax, State Income Tax, and Telecommunications Tax account for almost 60% of the revenue collected by the General Fund. The following is a discussion of the major revenue sources for the General Fund:

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## 2011 Budget BUDGET SUMMARY

### Property Tax

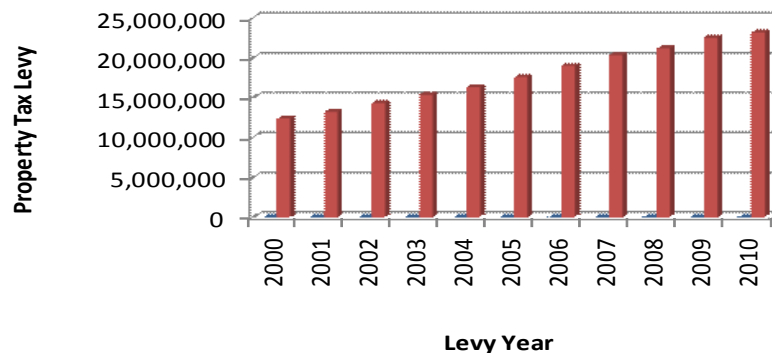
The Corporate Property Tax Levy is the largest source of revenue for the City's General Fund comprising 27% of all receipts within the General Fund. As a "Home Rule" unit of government, the City has no limitations on its levy but the City has attempted to keep the tax levy's growth to a minimum. The City adopts its tax levy in December each year and the County collects this in two installments in March and September of the following year. Thus, the 2010 tax levy is the basis for the 2011 revenue budget.

For FY 2011 the total City property tax levy is \$23,181,760, a 0% increase over the prior year's tax extension. The Corporate Levy will have a 1.01% decrease and the amount of the decrease on the Corporate Levy as well as the Debt Service Levy is fully applied to the Police and Fire Pensions. The following is a 10 year trend of the property tax levies passed and excludes the additional amount added by the County for loss and cost (3% for corporate purposes and 5% for debt service).

Levy Year	Corporate	Police Pension	Fire Pension	Debt Service	Total Levy	Extension	% Change
2001	9,535,258	1,236,304	963,374	1,478,105	13,213,041	13,638,994	6.78%
2002	10,045,854	1,524,107	1,308,873	1,408,012	14,286,846	14,743,612	8.13%
2003	10,004,310	1,945,678	1,826,990	1,483,395	15,260,373	15,747,852	6.81%
2004	11,296,604	1,994,905	1,615,305	1,392,234	16,299,048	16,815,864	6.81%
2005	12,374,001	2,035,189	1,644,081	1,530,676	17,583,947	18,142,079	7.88%
2006	13,637,232	2,250,487	1,772,574	1,319,530	18,979,823	19,575,608	7.94%
2007	14,730,000	2,450,000	1,875,000	1,267,682	20,322,682	20,957,716	7.08%
2008	15,171,900	2,612,000	2,125,000	1,257,799	21,166,699	21,826,856	4.15%
2009	14,979,057	3,240,960	3,042,315	1,220,531	22,482,863	23,181,760	6.22%
2010	15,273,223	3,338,189	3,395,608	1,174,740	23,181,760	23,900,708	3.11%

#### AVERAGE INCREASE (last 10 years)

	Levy over Levy	Levy over Extension
Corporate Levy	5.86%	2.78%
Total Levy	6.49%	3.21%



The City of Des Plaines' assessed value has averaged at 5.82% increase per year over the last ten years. The 2009 equalized assessed value (EAV) was reduced by (3.81%) from a 2008 EAV, or \$2,628,588,594 in 2008 to \$2,528,425,146 in 2009, following the decline in market value of property in Cook County.

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## 2011 Budget BUDGET SUMMARY

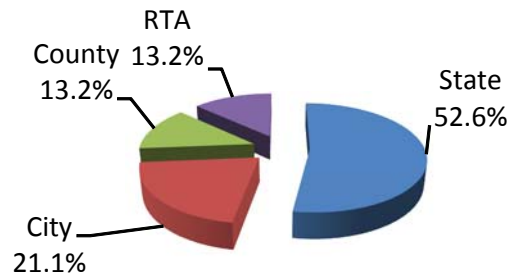
### ■ Sales Tax

Sales Tax is the second largest source of revenue for the City. Sales tax comprises 16% of total receipts for the General Fund or approximately \$9.12 million for FY 2011. For the Home Rule Sales Tax, 25% is remitted to the General Fund and 75% is allocated towards the Capital Projects Fund. For FY 2011, the City expects that sales tax will increase by approximately 6.7% from the 2010 Budget.

The sales tax rate for the City of Des Plaines is 9.5%, of which the City receives 2% within the corporate limits of the municipality. The total sales tax rate consists of the following:

#### Effective July 1, 2010

State	5.00%
City	2.00%
County	1.25%
RTA	1.25%
<b>Total Sales Tax Rate</b>	<b>9.50%</b>



RTA - Regional Transportation Authority

Sales tax is sub-divided into three categories: retail sales, auto rental tax, and use tax. The auto rental tax is 1% of the gross receipts from renting automobiles. The use tax applies to the privilege of using in the City tangible personal property purchased at retail from a retailer outside the state of Illinois.

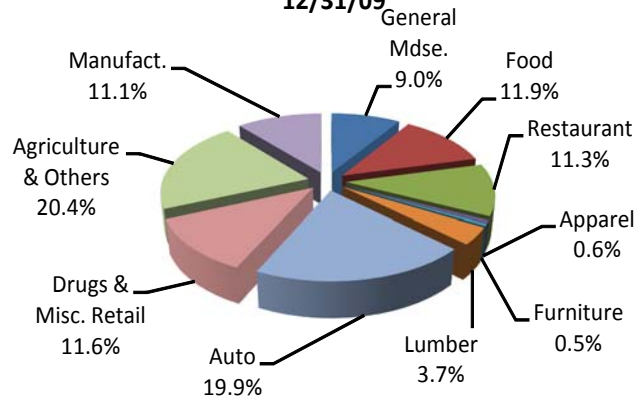
The “retail sales” portion of the City’s total sales tax revenues comes from many different types of businesses as the pie chart below illustrates. Automotive and filling stations contribute 24% of the City’s sales tax receipts. This category is followed by Agriculture and Others (15.8%), and Food (15.7%).

#### Number of Taxpayers: 1,153

2009 Calendar Year - Sales made during  
January 2009 through December 2009

Tax Types	MT & HMR
General Mdse.	1,107,065.78
Food	1,462,640.68
Restaurants	1,384,711.98
Apparel	73,349.23
Furniture	65,075.50
Lumber	451,505.18
Automotive	2,433,994.44
Drugs & Misc. Retail	1,422,304.43
Agriculture & Others	2,495,130.98
Manufacture	1,365,176.16
	<b>12,260,954.36</b>

#### Sales Tax Allocation for the 12 months Ended 12/31/09



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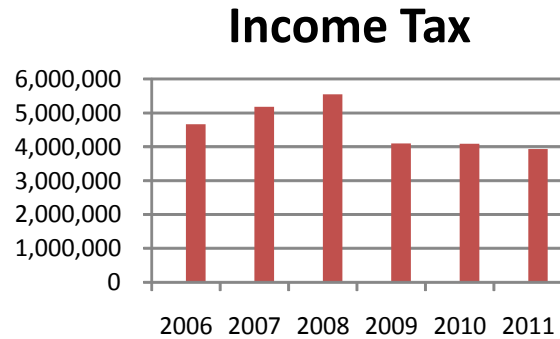


## 2011 Budget BUDGET SUMMARY

### State Income Tax

State income tax comprises approximately 7% of the General Fund revenues. The City receives a portion of the state income tax receipts on a per-capita basis. The revenue projected for FY 2011 was decreased from FY 2010 actual by 3.8% or approximately \$156,560. Based upon data received from the Illinois Municipal League, the City is estimating to receive a per-capita distribution of \$67.00 for FY 2011 (based on a population of 58,710), or \$3.9 million.

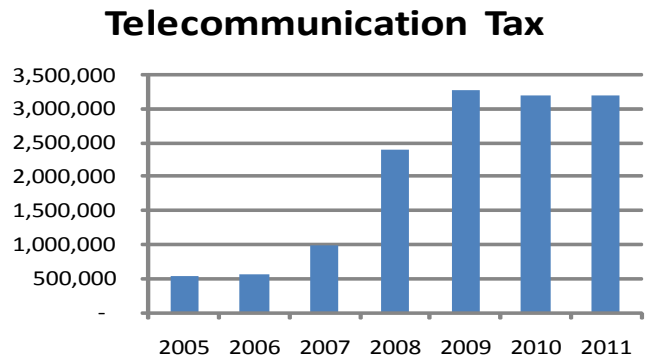
Year	Amount	% Inc (Dec)
2006	4,665,694	28.0%
2007	5,177,900	11.0%
2008	5,551,206	7.2%
2009	4,091,933	-26.3%
2010	4,090,130	0.0%
2011	3,933,570	-3.8%



### Telecommunication Tax

Effective January 1, 2003 the simplified municipal telecommunication tax act took effect. Under this act, land based and wireless service providers remit up to 6% of their gross sales to the Illinois Department of Revenue. During the 2008 Budget process the City of Des Plaines passed an Ordinance establishing an increase to the rate in the amount of 3%, for a total of 6%. Based on State Statute, the rate became enacted on July 1, 2008. For 2011, the City of Des Plaines is estimating to receive approximately \$3.2 million of the telecommunication tax revenue.

Year	Amount	% Inc (Dec)
2005	534,720	
2006	554,347	4%
2007	986,102	78%
2008	2,407,669	144%
2009	3,271,360	36%
2010	3,200,000	-2%
2011	3,200,000	0%



### Utility Tax

The City of Des Plaines charges a utility tax on electricity which is a tax imposed upon the privilege of using or consuming electricity acquired in a purchase at retail and used or consumed within the corporate limits of the City at rates associated with the number of kilowatt hours used. For FY 2011, the City is projecting the revenue to increase by 1% over the estimated level of the 2010 projected revenues. In addition, for the 2010 fiscal year the City decided to increase the electricity tax rate which will generate approximately \$1.040 million in additional revenue on an annual basis. For the



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**2011 Budget  
BUDGET SUMMARY**

2011 fiscal year, the City of Des Plaines is estimating to receive \$2,425,000 of utility tax revenue for electricity.

<b>Account</b>	<b>Account Title</b>	<b>2009 Actual</b>	<b>2010 Budget</b>	<b>2010 Projected</b>	<b>2011 Budget</b>
810107	Utility Tax: Electricity	1,582,629	2,560,000	2,400,000	2,425,000
810108	Utility Tax: Natural Gas	602,156	625,000	700,000	625,000
810110	Use Tax: Natural Gas	376,783	450,000	450,000	450,000
		<b>2,561,568</b>	<b>3,635,000</b>	<b>3,550,000</b>	<b>3,500,000</b>

In addition, the City of Des Plaines imposes the Natural Gas Utility Tax and Gas Use Tax. The Municipal Utility Tax (MUT) is a tax based upon the total monthly gas bill collected by the local supplier. The Gas Use Tax (GUT) is a tax based on the supply (therm usage) of gas from an alternative (third-party) supplier. The MUT is charged at a rate of 3.09% levied on the total gross receipts of Nicor customers. The GUT is at a rate of \$0.025 per therm, calculated on the total amount of therms transported through the Nicor distribution system. Due to the significant decline in the price of natural gas, the City expects the 2011 Budget to be 6.5% below the 2010 Projected figures with receipts for 2010 estimated at \$700K and \$450K for the MUT and GUT respectively.

▪ **Hotel/Motel Tax**

The Hotel/Motel Tax for the City of Des Plaines was increased to 7% effective February 1, 2008, however the FY 2011 budgeted revenue is reduced by approximately \$3K from the 2010 fiscal year projected revenue to reflect the downturn in the economy. For FY 2011, the City is budgeting \$1.0 million in hotel/motel tax which is consistent with trend in comparison to projected 2010 revenues.

In addition to the regular 7% tax, the City of Des Plaines has an O’Hare Corridor Privilege tax of 4% for areas defined as the O’Hare Corridor, primarily located within TIF District #6. As the hotels are still in the planning phase of TIF District #6 development, the City has not seen revenues from this source.

▪ **Real Estate Transfer Tax**

The City of Des Plaines real estate transfer tax is \$2.00 per \$1,000 of sales price. For FY 2011, the real estate transfer tax revenues are expected to be at \$230K or 11.5% below FY 2010 projected amount of 260K, since the housing market continues to struggle and there has been a decline in home sales, the City has seen a significant decline in real estate transfer tax revenue. Any major changes in the economy as well as the mortgage interest rates can have a substantial impact on home sales and the real estate transfer tax received by the City.

▪ **Food and Beverage Tax**

This is a 1% tax on the sale of retail food and alcoholic beverages prepared for immediate consumption. This tax is remitted to the City on a monthly basis and is deposited into the General Fund. For FY 2010, the total revenue is projected to decline by \$48K from FY 2009 actual receipts and for the FY 2011 it is projected to decline an additional \$40K to \$810K.

▪ **Personal Property Replacement Tax**

Replacement taxes are revenues collected by the state of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away. Replacement tax revenue comes from a 2.5% corporate income tax, 1.5% partnership tax on income, and a 0.8% tax on invested capital for public utilities. The total amount budgeted for 2011 is \$1.07 million.

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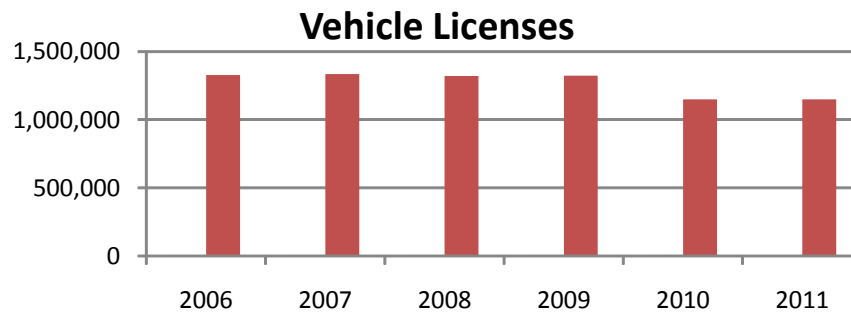


## 2011 Budget BUDGET SUMMARY

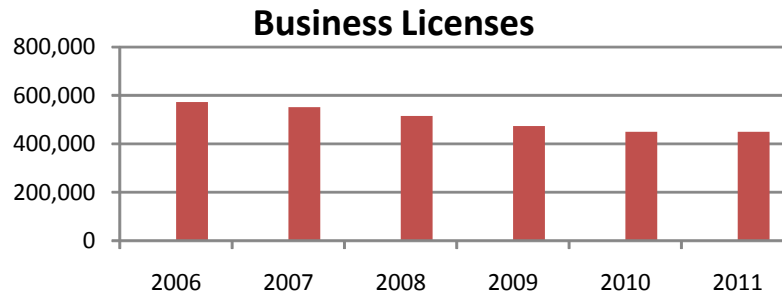
- **Licensing and Permit Revenue**

Total licensing and permit revenue consists of approximately 4.5% of all General Fund revenue, or \$2.6 million. 44% of total licensing and permit revenue is due to the following:

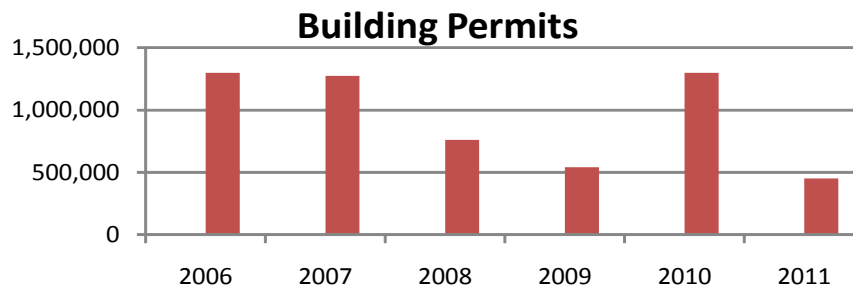
- **Vehicle Licenses:** Vehicle Licenses for FY 2011 are budgeted at \$1.15 million which is in line with the 2009 and 2010 revenue received. Vehicle stickers are issued annually and are valid from July 1 to June 30. Fees for vehicle stickers are dependent upon the license plate type.



- **Business Licenses:** Business Licenses are issued annually and are valid from January 1<sup>st</sup> to December 31<sup>st</sup>. Business License fees depend on the type of business. The total estimated receipts for FY 2010 are \$450K and are budgeted at \$450K for 2011.



- **Building Permits:** Building Permits must be purchased prior to construction. Permit fees vary depending upon the nature of the construction. Building permits increased by \$758K in FY 2010 or 140% from FY 2009. The 2010 casino development is responsible for the one time increase and future revenues for building permits are expected to follow trend projections. For FY 2011, the City expects revenues to be in line with trends for a normal year, and therefore, budgeted \$450K primarily due to the current state of the economy, where the housing market is down and construction has seen a significant decline.



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**2011 Budget**  
**BUDGET SUMMARY**

▪ **Emergency Telephone Surcharge**

This is a \$1.00 monthly surcharge on telephone bills. The money partially funds the operation of a fully enhanced emergency 911 telephone system. Total 2011 budgeted revenue is \$756,000, compared to \$816,000 projected for the FY 2010. To increase the amount of the surcharge, the City would have to successfully pass a referendum. The state imposes an emergency telephone surcharge of \$.75 per cellular phone and remits approximately \$.48 per phone to the City. Besides Des Plaines, Park Ridge, Niles and Morton Grove are members of the Joint Emergency Telephone System Board.

This revenue source continues to be under severe stress. More and more households are eliminating telephone land lines. The City of Des Plaines experiences a delay in receiving E-911 money because the State of Illinois is six months behind in remitting the money owed for the cellular phone surcharge.

▪ **Pension Benefits**

The City is mandated by the State of Illinois to provide its employees with retirement pension benefits that continue to increase. As shown below, the City's expense to comply with state mandates has increased over two hundred percent in the last ten years.

Pension Expense	Total IMRF	IMRF	Fire Pension	Police Pension	Total
2002 Actual	669,303	561,675	963,255	1,234,495	2,759,425
2003 Actual	660,768	553,456	1,295,714	1,510,086	3,359,256
2004 Actual	1,062,451	888,446	1,797,264	1,918,428	4,604,138
2005 Actual	1,528,555	1,275,075	1,644,652	1,948,512	4,868,239
2006 Actual	1,729,057	1,448,345	1,658,383	2,054,097	5,160,825
2007 Actual	1,865,369	1,578,986	1,765,453	2,210,169	5,554,608
2008 Actual	1,822,178	1,553,255	1,923,800	2,509,278	5,986,333
2009 Actual	1,836,521	1,233,904	2,158,314	2,624,670	6,016,888
2010 Estimated	1,954,936	1,261,280	3,042,315	3,240,960	7,544,555
2011 Proposed	1,802,981	1,363,519	3,395,608	3,338,189	8,097,316
<b>Ten Year Growth</b>		<b>142.8%</b>	<b>252.5%</b>	<b>170.4%</b>	<b>193.4%</b>

The City of Des Plaines tracks the IMRF, Police and Fire Pension Levy within the General Fund. Prior to FY 2010, both the Police and Fire Pensions were levied separately; however, IMRF was included within the Corporate Levy. In regard to pension investment performance, the Police and Fire Pension Funds' investment yields for 2009 were at 16.25% and 11.55% respectively. As of December 31, 2010 the Fire Pension and Police Pension funds are funded at 56.9% and 53.1% respectively. The IMRF Pension actuarial funding ratio as of December 31, 2009 is 83.2%.

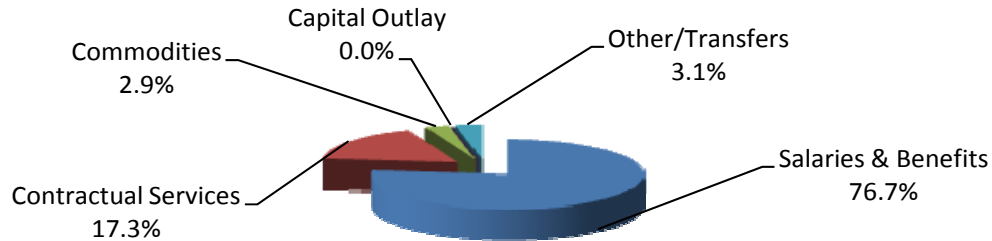
The City historically has been including the Emergency Communications services employees in the City's total IMRF pension calculations, starting with FY 2009, the E911 Services will be accounted for separately, therefore, the City's IMRF contribution for FY 2009, FY 2010, and FY 2011 has been adjusted by approximately \$335K for the FY 2009 and \$356K for the FY 2010 and \$439K for the FY 2011.

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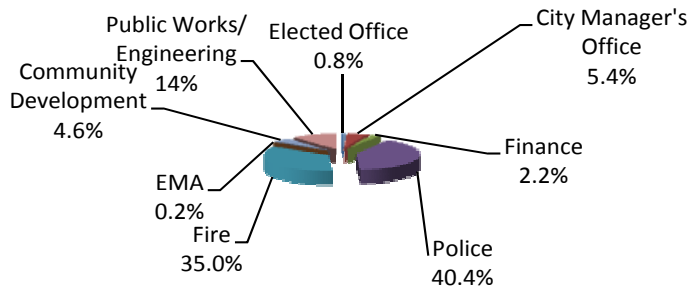


**2011 Budget  
BUDGET SUMMARY**

**GENERAL FUND  
EXPENDITURES BY CATEGORY**



**Salaries & Benefits**



**Expenditure Highlights**

General Fund Expenditures including transfers for FY 2011 total \$55,442,175 compared to the proposed FY 2010 Budget of \$54,325,093 an increase of \$1,117,082 or 2.1%. Excluding transfers from the expenditure totals, the operational portion of the 2011 budget was \$53,712,303 compared to \$54,098,584, or a decrease of \$386,281. The chart above indicates how the General Fund expenditures are broken out. Salaries and benefits, in the amount of \$42.5 million, continue to consume the greatest percentage of the total General Fund expenditures at 76.7%. Breaking out the salary and benefits further into a per Department cost, Police, Fire and Public Works/Engineering are the largest departments with 89.4% of the total General Fund personnel costs.

The FY 2011 Salaries and Benefits within the General Fund includes \$3.338 million in Police Pension expenses as well as \$3.395 million in Fire Pension expenses. These expenses are offset with the revenue for both the Police and Fire Pension that is also tracked in the General Fund; however, it is levied as a separate item.

As expenditures continue to increase and major revenue sources for the City are continuing to decline, the City is closely monitoring the level of actual revenues to projected revenues and then adjusting its budgeted and potential expenditures according to sound fiscal policy. Concerns with City revenue sources are presently related to the decline in State shared revenue sources due to the State of Illinois fiscal problems and the reduced portion of revenue the City is expecting to receive in 2011. In addition, due to the current state of economy, the City has also experienced a decline in all other major sources of revenue, including real estate transfer tax revenue, permit revenue, as well as a decrease in the sales tax. The City will continue to review all of the current expenditures to determine if any potential savings can be realized.



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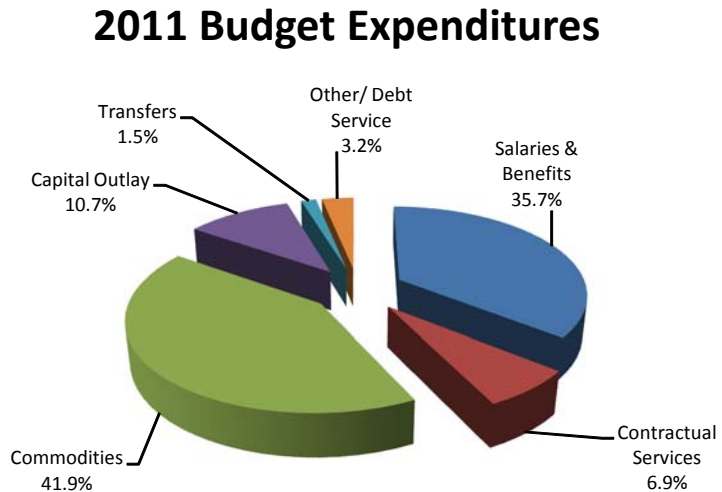
**2011 Budget  
BUDGET SUMMARY**

**WATER/SEWER FUND**

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	5,376,111	6,627,064	6,864,523	5,231,616	5,537,957	3,920,278
Revenues	10,095,710	11,973,257	10,990,834	11,270,000	10,782,173	10,781,000
Expenses	(9,548,528)	(11,735,798)	(12,317,400)	(12,731,272)	(12,204,307)	(12,682,255)
Transfers	17,000	-	-	(196,780)	(195,545)	(196,780)
Ending Balance*	6,627,064	6,864,523	5,537,957	3,573,564	3,920,278	1,822,243

\* fund balance equivalent

	<b>2011 Budget Expenditures</b>
Salaries & Benefits	4,602,809
Contractual Services	893,003
Commodities	5,398,850
Capital Outlay	1,374,069
Transfers	196,780
Other/ Debt Service	413,524
<b>Total Expenditures</b>	<b>12,879,035</b>



**Note:** The Water/Sewer Fund revenues are dependant on water usage and the associated water rate charged. The FY 2011 budget revenues are projected to be in line with the 2010 estimated amounts. The expenditures for FY 2011 are \$478K higher than the 2010 projected amount, however, they are \$49K lower than the 2010 budget. In the fourth quarter of 2010 and into the first quarter of 2011, the City will complete a water/sewer rate study in order to obtain a 5 year plan of what the water/sewer rates should be for the next 5 years which will ensure that the fund will continue to be self sufficient.

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## 2011 Budget FUND BALANCES vs. FINANCIAL POLICY REQUIREMENTS

The 2011 Budget includes financial policies that establish fund balance requirements for each of the City's major funds. These fund balances are based on best practices established by the Government Finance Officers' Association (GFOA) that are utilized by thousands of municipalities throughout the nation. Healthy fund balances are necessary to ensure that city government can adequately satisfy its liabilities, especially in an environment of declining revenues or in emergency situations.

Fund	Policy Requirement	Beg. Fund Balance (Jan 1, 2011)	Ending Fund Balance (Dec 31, 2011)	2011		Fund Balance vs. Policy Requirement
				Projected Fund Balance (%)	Fund Balance (%)	
General Fund	25 % of Annual Expenditures	\$18,015,045	\$18,274,728	32.96%		7.96%
Reserved		\$8,918,006	\$9,495,600	17.13%		
Unreserved		\$9,097,039	\$8,779,128	15.83%		-9.17%
CDBG	0 % (Pursuant to Federal Requirement)	\$71,963	\$71,963	N/A		N/A
TIF #1	N/A					
TIF #3	N/A					
TIF #4	N/A					
TIF #5	N/A					
TIF #6	N/A					
Debt Service	25% of Annual Non-Property Tax Supported Debt Service	\$346,213	\$345,062	25.73%		0.73%
Motor Fuel Tax	20% of Five-year Expenditure Average	\$187,910	\$161,886	9.95%		-10.05%
Capital Projects	20% of Five-year Expenditure Average	\$1,050,048	\$350,894	4.52%		-15.48%
Building Replacement	20% of Five-year Expenditure Average	N/A	N/A	N/A		N/A
Equipment Replacement	20% of Future Five-year Expenditure Total	\$1,658,680	\$2,525,879	39.83%		14.83%
IT Replacement	20% of Five-year Expenditure Average	\$206,731	\$244,171	111.26%		91.26%
Metra Parking	20% of Five-year Expenditure Average	\$74,744	\$96,345	201.56%		181.56%
City-Owned Parking Lots	20% of Five-year Expenditure Average	\$77,222	\$110,215	48.15%		28.15%
Water/Sewer	20% of Annual Expenditures	\$3,920,278	\$1,822,243	14.37%		-5.63%
Risk Management	20% of Annual Expenditures	\$965,425	\$791,763	29.12%		9.12%
Health Benefits Fund	20% of Annual Expenditures	\$2,623,440	\$2,319,308	26.96%		6.96%

City meets fund balance policy requirement

City does not meet fund balance policy requirement

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## **Financial Policies**

### **Chapter I - Operating Budget**

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#### **1.1. Purpose**

The purpose of the City's Operating Budget Policy is to clarify the roles and responsibilities within the annual budget process for City management and elected officials, while outlining the required information and formatting within the budget document. This policy establishes guidelines in formulating and adopting the annual operating budget and incorporates the recommended practices of the Government Finance Officers Association (GFOA) where appropriate.

#### **1.2. Financial & Strategic Plans**

The City's annual operating budget will be developed along the objectives set forth in the Strategic Plan and Long-Term Financial Plan, with project and service level priorities established accordingly.

#### **1.3. Budget Document**

The City's annual operating budget shall incorporate the criteria set forth by the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Awards Program, as follows:

##### **I. The Budget as a Policy Document**

1. The document should include a coherent statement of City-wide long-term financial policies.
2. The document should include a coherent statement of City-wide, non-financial goals and objectives that address long-term concerns and issues.
3. The document should describe the City's short-term initiatives that guide the development of the budget for the upcoming year.
4. The document shall include a budget message that articulates budget priorities and issues for the new year. The message should describe significant changes in priorities from the current year and explain the factors that led to those changes. The message may take one of several forms (*e.g., transmittal letter, budget summary section*).
5. The document should include clearly stated goals and objectives of organizational units (*e.g., departments, divisions, offices or programs*).

##### **II. The Budget as a Financial Plan**

1. The document should include and describe all funds that are subject to appropriation.
2. The document shall present a summary of major revenues and expenditures, as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization.



## Financial Policies

### Chapter I - Operating Budget

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3. The document must include summaries of revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and/or estimated current year actual, and the proposed budget year.
4. The document shall describe major revenue sources, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends.
5. The document shall include projected changes in fund balances, as defined by the entity in the document, for appropriated governmental funds included in the budget presentation (fund equity if no governmental funds are included in the document).
6. The document should include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget.
7. The document should describe if and to what extent significant non-routine capital expenditures will affect the entity's current and future operating budget and the services that the entity provides.
8. The document shall include financial data on current debt obligations, describe the relationship between current debt levels and legal debt limits, and explain the effects of existing debt levels on current operations.
9. The document shall explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis.

#### III. The Budget as an Operations Guide

1. The document shall describe activities, services or functions carried out by organizational units.
2. The document shall provide objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific units and programs.
3. The document shall include an organization chart(s) for the entire entity.
4. A schedule or summary table of personnel or position counts for prior, current and budgeted years shall be provided.

#### IV. The Budget as a Communications Device

1. The document should provide summary information, including an overview of significant budgetary issues, trends, and resource choices. Summary information should be presented within the budget document either in a separate section (*e.g., executive summary*) or integrated within the transmittal letter or other overview sections, or as a separate budget-in-brief document.
2. The document should explain the effect, if any, of other planning processes (*e.g., strategic plans, long-range financial plans, and capital improvement plans*) upon the budget and the budget process.



## Financial Policies

### Chapter I - Operating Budget

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3. The document shall describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. It also should describe the procedures for amending the budget after adoption.
4. Charts and graphs should be used, where appropriate, to highlight financial and statistical information. Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident.
5. The document should provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and non-major funds in the aggregate.
6. The document shall include a table of contents to make it easy to locate information in the document.
7. A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader.
8. The document should include statistical and supplemental data that describe the organization, its community, and population. It should also furnish other pertinent background information related to the services provided.
9. The document should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent, and oriented to the reader's needs.

#### **1.4. Basis of Budgeting**

The basis of budgeting refers to when revenues and expenditures are recognized in the City's accounts. The annual operating budget is prepared on the same basis as the City's Comprehensive Annual Financial Report (CAFR). Government funds use the modified accrual basis of accounting: revenues are recognized when they become measurable and available, and expenditures are generally recognized when the related liability is incurred. Enterprise funds use the accrual basis of accounting: revenues are recognized when they are earned, and expenses are recognized when incurred. The table below lists the Government and Enterprise funds of the City.

#### Government Funds

- General Fund (w/ internal service funds)
- Building Replacement Fund
  - Equipment Replacement Fund
  - IT Replacement Fund
  - Health Benefits Fund
  - Risk Management Fund

#### Enterprise Funds

- Water - Sewer Fund
- Motor Fuel Tax (MFT) Fund
- Metra-Leased Parking Fund
- City-Owned Parking Fund





## **Financial Policies**

### **Chapter I - Operating Budget**

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- Emergency Communications Fund

Capital Projects (CIP) Fund

Debt Service Fund

CDBG Fund

TIF #1 Fund (Downtown)

TIF #3 Fund (Willie Road)

TIF #4 Fund (Five Corners)

TIF #5 Fund (Perry - Lee)

TIF #6 Fund (Mannheim - Higgins)

#### **1.5. Budget Calendar**

The budget process coincides within the fiscal/calendar year (i.e. January 1 to December 31). The City Council and City staff shall observe the following dates to ensure the successful preparation and execution of its operating budget:

March 15 - The City Council shall adopt an Appropriation Ordinance for the current year's budget.

June 15 - The City Council and City staff shall conduct a strategic planning and goal setting review.

August 1 - The City Manager and Finance Director shall conduct a six-month review of the City's budget and fiscal position.

August 15 - The Finance Director shall present the previous fiscal year's Comprehensive Annual Financial Report (CAFR) to the City Council.

August 15 - Documents for budget preparations, which include budget instructions and forms, shall be distributed to City staff.

September 15 - City staff shall submit their budget proposals to the City Manager and Finance Director.

October 15 - The City Manager's proposed budget shall be prepared and distributed to the City Council.

December 15 - The City Council shall adopt a Tax Levy Ordinance for the following year's budget.

#### **1.6. Budget Process**

City staff uses a "funding level" approach for budgeting, requiring each department to determine increases to contractual services, commodities and capital expenditures within an established dollar limit. The funding level for each department is determined by reviewing



## **Financial Policies**

### **Chapter I - Operating Budget**

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the previous year's budget, eliminating all one-time expenditures, and then applying a percentage increase or decrease as necessary. Expenditures relating to salaries, benefits, risk management concerns (i.e. worker's compensation, property/liability, and unemployment), and significant service contracts (e.g. garbage, recycling and yard waste contract) are not included in this funding-level approach, but rather, are adjusted according to contractual obligations or financial trend. Department's wishing to include a product or service that can not be allocated within their funding level are required to propose the item via a "budget request."

After each department completes their initial budgets according to the provisions described above, the City Manager and Finance Director meet with each department to review all proposed expenditures. Funding-level and budget-request expenditures are scrutinized based upon need, financial trend, or other opportunities to reduce expenditures and save costs while still providing for City services.

In conjunction with the review of current and proposed expenditures, the City Manager and Finance Director also review current and projected revenues, and projected fund balances. The result of this process culminates with the City Manager presenting the proposed budget to the City Council in a "balanced" package, i.e. the recommended revenues meet or exceeds the recommended expenditures.

The City Council shall determine whether the proposed budget adequately addresses the priorities set in the City's strategic plan and has the final responsibility for adopting the proposed budget and for making the necessary appropriations.

#### **1.7. Control Systems**

The Finance Director shall be responsible for maintaining a budgetary control system to ensure the adherence to the adopted budget. The Finance Director will prepare summary reports that compare actual revenues and expenditures to budgeted amounts. These reports shall be provided to the City Manager and City Staff on a monthly basis to assist in the management of day-to-day operations of the City. These same reports shall be sent to the City Council on a quarterly basis to keep them informed of the City's overall financial performance.

#### **1.8. Balanced Budget**

The City Council shall annually adopt a balanced budget where operating revenues are at least equal to, or exceed, operating expenses. Any increases in expenses, decreases in revenues, or combination of the two that would result in an unbalanced budget shall require a revision to achieve a balanced budget position. The City Council shall consider the revenues derived from the three following sources in achieving a balanced budget:

1. Existing Revenue
2. Increases to Existing Revenue



## **Financial Policies**

### **Chapter I - Operating Budget**

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#### 3. New Revenue

The City Council shall only consider unreserved, undesignated fund balances as a source of revenue in achieving a balanced budget in accordance with the City's Fund Balance Policy.

#### **1.9. Performance Measurement**

Where possible, the City will integrate performance measurement, service level, and productivity indicators within the City's budget document.

#### **1.10. Distinguished Budget Presentation Award**

Annually, the City shall seek the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award through the submittal and review of the City's Annual Budget Document.



## **Financial Policies**

### **Chapter II – Revenues & Expenditures**

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#### **2.1. Purpose**

As revenues and expenditures are the key drivers of City operations, the purpose of the City's Revenue and Expenditures Policy is to maintain a consistent provision of public services, provide financial stability in times of economic fluctuation, and ensure revenue and expenditure practices are equitable to those they affect. This policy establishes guidelines in formulating and implementing revenues and expenditures decisions, and incorporates the recommended practices of the Government Finance Officers Association (GFOA) where appropriate.

#### **2.2. Diversification & Stabilization of Revenue**

The City shall offset revenue shortfalls through the management of a stable and diverse revenue base. Revenue stability and diversity shall be monitored by measuring performance indicators such as the percent of revenue received from cyclical taxes, the percent of revenue received from any one source, and other related indicators.

The City shall apply non-recurring, one-time revenues only toward the purpose for which the revenue was intended or toward some other non-recurring expenditure (i.e., capital expenditures), and not toward recurring, operational expenditures.

The City Council shall review the following criteria when considering the implementation of a new revenue source:

1. Community Acceptability.
2. Competitiveness – the revenue or tax burden of the City relative to comparable communities.
3. Diversity – the balance of revenue sources that can withstand changes in the business cycle.
4. Efficiency – the cost of administering a tax or fee should bear a reasonable relation to revenues collected, and any new tax or fee should have a minimal effect on private economic decisions.
5. Fairness – the distribution of the City's revenue burden as measured by ability to pay, the benefits received, or the community's definition of the resident's fair share of the revenue burden.

#### **2.3. Estimates of Revenue**

The City shall estimate revenues conservatively, using an objective and analytical methodology with the purpose of predicting revenues as accurately as possible while erring on the side of caution. The consistency and reliability of revenue estimates shall be maintained through the use of historical trending and economic forecasting, and by annually comparing estimates to actual year-end results.



## **Financial Policies**

### **Chapter II – Revenues & Expenditures**

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#### **2.4. User Fee Revenue**

The City implements user fees to cover the cost of services provided for a unique or narrow segment of City services. User fees are typically set at levels to cover 100% of the cost of providing the service, however, the City Council may choose to set a user fee at less than 100% of the service cost and subsidize that service with other revenue, as it deems necessary.

City staff will annually re-evaluate all user fees in relation to the cost of providing the service and recommend to the City Council whether the user fee needs to be increased, decreased, or unchanged based upon the cost of the service.

#### **2.5. Tax Revenue**

The City shall seek to keep the property tax rate stable or reduce reliance on the property tax if possible by:

1. Expanding and diversifying the City's tax base through economic development activities.
2. Seeking and developing additional revenue sources.
3. Seeking legislative support for local option taxes.

#### **2.6. Operational Expenditures**

The City shall seek to more productively and creatively use its resources, avoid duplication of effort, and control personnel costs as a proportion of the total budget wherever and whenever greater efficiency can be achieved. Examples of how City resources can be maximized are:

1. Encourage the delivery of services by private organizations (privatization) or in concert with other public organizations (intergovernmental cooperation).
2. Seek the implementation of technology and other productivity advancements.
3. Develop and implement effective risk management programs to minimize losses and reduce costs.

#### **2.7. Capital Asset Expenditures**

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City's investment, minimize future replacement and maintenance costs, and to continue service levels. The replacement and maintenance of capital assets shall not be deferred to future years as a method to expand existing services.



## **Financial Policies**

### **Chapter II – Revenues & Expenditures**

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#### **2.8. Pension Expenditures**

The City shall fully fund its pension obligations within the resources available each year. Pension contributions shall not be deferred to future years as a method to expand existing services.



## **Financial Policies**

### **Chapter III - Capital Improvements**

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#### **3.1. Purpose**

The purpose of the City's Capital Improvements Policy is to facilitate the prioritization, financing, coordination, and technical design of major infrastructure projects. This policy establishes guidelines in formulating and adopting the annual Capital Improvement Program (CIP) and Capital Budget, and incorporates the recommended practices of the Government Finance Officers Association (GFOA) where appropriate.

#### **3.2. Capital Project Defined**

The CIP includes those projects, which by definition, are expected to have a useful life greater than 10 years and an estimated cost of \$100,000 or more. Typically, capital projects include the construction, purchase, or major renovation of buildings, streets, utility systems, purchase of land, or major landscaping projects. Projects meeting the above definition are typically included in the Capital Projects Fund rather than in the General Fund of the Operating Budgets.

#### **3.3. Selecting Projects for the CIP**

The following criteria shall be used for evaluating, recommending, and approving CIP projects:

1. Overall fiscal impact of the project.
2. The health and safety impacts of the project.
3. The influence a project has on the City's economic development efforts.
4. The environmental, aesthetic, and social effects on the quality of life in the community.
5. Disruption and inconvenience the project may cause.
6. Equitable distribution of resources in the community.
7. Feasibility.
8. Implications if the project is deferred.
9. Amount of uncertainty of key assumptions used to develop the scope/success of the project.
10. Impact on other capital projects.
11. Legal obligations and mandates.

#### **3.4. Responsibility for Creating the CIP**

The CIP is a "snap-shot" representing a five-year period of the Capital Improvement Program. The Director of Engineering, in conjunction with the City Manager and Director



## **Financial Policies**

### **Chapter III - Capital Improvements**

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of Finance, shall conduct a review of the CIP on an annual basis during the City's annual budget preparation. Each year, this document shall be updated to represent the next five-year window. Completed projects, and projects scheduled to be completed before the end of the fiscal year, will drop from the document, new projects will be added, and other previously programmed projects may be reprioritized.

#### **3.5. Operating Budget Impact Statements in the CIP**

The operating impact of proposed capital projects, including personnel, operating expenditures, capital outlay, and debt service, as applicable, shall be considered in preparing the five-year plan.

#### **3.6. Moving Projects from the CIP to the Capital Budget**

The Capital Budget, as expressed through the Capital Project Fund, is the current-year spending authority for capital projects and reflects implementation of the CIP. The CIP, in itself, does not impart any spending authority. Projects in the CIP are often developed on project assumptions and rough estimates. City staff shall review key information, such as estimated costs, potential funding sources, and project schedule for each capital proposal prior to submitting them to the City Council for approval as part of the Operating Budget.

#### **3.7. Minimum and Maximum Capital Spending**

Decisions made with respect to the minimum and maximum amount spent on the CIP in any given year shall be made in light of the City's overall fiscal condition, the current economic climate (both locally and nationally), and the existing condition of the City's capital assets.

#### **3.8. Definition of Capital Budgeting Fiscal Year**

The capital budget fiscal year shall coincide with the City's Operating Budget, which is established as beginning January 1<sup>st</sup> of each year and ending December 31<sup>st</sup> of each year.

#### **3.9. Pay-as-you-go vs. Pay-as-you-use**

Incurring debt must be taken seriously as it obligates the City to minimum future payments and it may affect the City's ability to issue future debt. The City shall give strong consideration to utilizing current revenues as well as future debt in making capital project decisions.

#### **3.10. Types of Financial Instruments**

The nature and amount of the capital projects under consideration generally determines the financing options available, as do projected revenues.





## **Financial Policies**

### **Chapter III - Capital Improvements**

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The financing of capital expenditures is categorized as follows:

1. Minor projects – funded from current revenues.
2. Moderate projects – funded from current revenues and reserves, in accordance with fund balance policies.
3. Major projects – funded from bond proceeds, in accordance with debt service policies.

#### **3.11. Remaining Balances**

After a project is complete, any remaining balance previously designated for the project shall remain a part of the Capital Projects fund balance in accordance with established fund balance policies.

#### **3.12. Evaluation of Capital Projects**

The City shall strive to conduct a post-implementation evaluation of capital projects as a means of identifying valuable lessons learned that might aid in future project implementation efforts. Success as well as failure should be considered. This evaluation process may prove helpful in suggesting improvements that can maximize future returns.



## **Financial Policies**

### **Chapter IV - Fund Balances**

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#### **4.1. Purpose**

It shall be the objective of the City to maintain an adequate level of financial reserves to guard against disruptions in service and/or dramatic revenue increases through the use of fund balances. Properly maintained fund balances provide the capacity to:

1. Offset unplanned revenues shortfalls.
2. Offset unplanned expenditure increases.
3. Provide a sufficient cash flow for daily financial needs at all times.
4. Reduce debt costs by maintaining (and possibly upgrading) the City's bond rating.
5. Provide greater investment earnings to support annual expenditures.

The City's Fund Balance Policy establishes guidelines in maintaining fund balances in the General Fund, Capital Improvement Program (CIP) Fund, and other operating and capital funds of the City, and also incorporates the recommended practices of the Government Finance Officers Association (GFOA) where appropriate.

#### **4.2. Fund Balance Defined**

Fund Balance is defined as the excess of assets over liabilities, which is an unreserved, undesignated resource that remains part of the General Government budget.

#### **4.3. General Fund**

The City shall maintain a General Fund balance equal to at least 25% of annually budgeted expenditures. The City Council may designate surplus funds above the 25% level to remain in the General Fund balance or be transferred to other funds based upon fund balance policy requirements or other financial need.

The General Fund balance may drop below the 25% level due to unplanned revenue shortfalls or expenditure increases; or by a planned decision of the City Council to cover extraordinary expenditures or significant revenue shortfalls. Whether planned or unplanned, reductions in the General Fund balance below the minimum 25% level shall be resolved within the shortest feasible period of time through expenditure reductions and/or revenue increases.

#### **4.4. Capital Improvement Program (CIP) Fund**

The Capital Improvement Program (CIP) Fund balance shall be maintained at 20% of the five-year average for capital expenditures occurring out of this fund. The City Council may designate surplus funds above the 20% level to remain in the CIP Fund balance to cover anticipated high-cost projects in future years or be transferred to other funds based upon fund balance policy requirements or other financial need.



## **Financial Policies**

### **Chapter IV - Fund Balances**

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The CIP Fund balance may drop below the 20% level due to unplanned revenue shortfalls or expenditure increases; or by a planned decision of the City Council to cover extraordinary expenditures or significant revenue shortfalls. Whether planned or unplanned, reductions in the CIP Fund balance below the minimum 20% level shall be resolved within the shortest feasible period of time through expenditure reductions and/or revenue increases.

#### **4.5. Motor Fuel Tax (MFT) Fund**

The Motor Fuel Tax (MFT) Fund balance shall be maintained at 20% of the five-year average of annual expenditures occurring out of this fund. The City Council may designate surplus funds above the 20% level to remain in the MFT Fund balance to cover anticipated high-cost projects in future years or be transferred to other funds based upon fund balance policy requirements or other financial need.

The MFT Fund balance may drop below the 20% level due to unplanned revenue shortfalls or expenditure increases; or by a planned decision of the City Council to cover extraordinary expenditures or significant revenue shortfalls. Whether planned or unplanned, reductions in the MFT Fund balance below the minimum 20% level shall be resolved within the shortest feasible period of time through expenditure reductions and/or revenue increases.

#### **4.6. Equipment Replacement Fund**

The Equipment Replacement Fund balance shall be maintained at 20% of the future 5 year expenditure total for the purchase of vehicles and equipment. The City Council may designate surplus funds above the 20% level to remain in these fund balances to cover anticipated high-cost purchases in future years or be transferred to other funds based upon fund balance policy requirements or other financial need.

The fund balances may drop below the 20% level due to unplanned revenue shortfalls or expenditure increases; or by a planned decision of the City Council to cover extraordinary expenditures or significant revenue shortfalls. Whether planned or unplanned, reductions in these fund balances below the minimum 20% level shall be resolved within the shortest feasible period of time through expenditure reductions and/or revenue increases.

#### **4.7. Information Technology Replacement Fund**

The balance for the fund supporting the purchase of information technology components shall be maintained at 20% of the five-year average of annual expenditures. The City Council may designate surplus funds above the 20% level to remain in these fund balances to cover anticipated high-cost projects in future years or be transferred to other funds based upon fund balance policy requirements or other financial need.



## **Financial Policies**

### **Chapter IV - Fund Balances**

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These fund balances may drop below the 20% level due to unplanned revenue shortfalls or expenditure increases; or by a planned decision of the City Council to cover extraordinary expenditures or significant revenue shortfalls. Whether planned or unplanned, reductions in these fund balances below the minimum 20% level shall be resolved within the shortest feasible period of time through expenditure reductions and/or revenue increases.

#### **4.8. Debt Service Funds**

The Debt Service Fund balance for non-property tax-supported debt shall be maintained at 25% of annually budgeted debt-service expenditures. The City Council may designate surplus funds above the minimum level in the Debt Service Fund to reduce the Debt Service portion of the non-property tax revenue required to meet the annually budgeted debt-service expenditures.

#### **4.9. Pension Funds**

State statute requires that the City's Police and Firefighter Pension Funds be 100% funded by 2033. The City shall annually levy, at a minimum, the full amount determined by an annual actuarial study of both the Police and Fire Pension Funds. The Illinois Municipal Retirement Fund (IMRF) is 100% funded annually by the City based upon an annual actuarial study of the IMRF.

#### **4.10. Health Benefits and Risk Management Funds**

The Health Benefits and Risk Management Fund balances shall be equal to at least 20% of annually budgeted expenditures. The City Council may designate surplus funds above the 20% level to remain in these fund balances or be transferred to other funds based upon fund balance policy requirements or other financial need.

The Health Benefits and Risk Management Fund balances may drop below the 20% level due to unplanned revenue shortfalls or expenditure increases; or by a planned decision of the City Council to cover extraordinary expenditures or significant revenue shortfalls. Whether planned or unplanned, reductions in these balances below the minimum 20% level shall be resolved within the shortest feasible period of time through expenditure reductions and/or revenue increases.

#### **4.11. Emergency Communications Fund**

The Emergency Communications Fund balance shall be equal to at least 20% of annually budgeted expenditures. The Emergency Communications Fund balance may drop below the 20% level due to unplanned revenue shortfalls or expenditure increases; or by a planned decision of the City Council to cover extraordinary expenditures or significant



## **Financial Policies**

### **Chapter IV - Fund Balances**

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revenue shortfalls. Whether planned or unplanned, reductions in the Emergency Communications Fund balances below the minimum 20% level shall be resolved within the shortest feasible period of time through expenditure reductions and/or revenue increases.

#### **4.12. Water - Sewer Fund**

The Water - Sewer Fund balance shall be maintained at 20% of annually budgeted expenditures. The City Council may designate surplus funds above the 20% level to remain in the Water - Sewer Fund balance to cover anticipated high-cost projects in future years or be transferred to other funds based upon fund balance policy requirements or other financial need.

The Water - Sewer Fund balance may drop below the 20% level due to unplanned revenue shortfalls or expenditure increases; or by a planned decision of the City Council to cover extraordinary expenditures or significant revenue shortfalls. Whether planned or unplanned, reductions in the Water - Sewer Fund balance below the minimum 20% level shall be resolved within the shortest feasible period of time through expenditure reductions and/or revenue increases.

#### **4.13. Parking Lot Funds**

The City-Owned and Metra-Leased Parking Fund balances shall be maintained at 20% of the five-year average of annual expenditures occurring out of these funds. The City Council may designate surplus funds above the 20% level to remain in the City-Owned and Metra-Leased Parking Fund balances to cover anticipated high-cost projects in future years or be transferred to other funds based upon fund balance policy requirements or other financial need.

The City-Owned and Metra-Leased Parking Fund balances may drop below the 20% level due to unplanned revenue shortfalls or expenditure increases; or by a planned decision of the City Council to cover extraordinary expenditures or significant revenue shortfalls. Whether planned or unplanned, reductions in the City-Owned and Metra-Leased Parking Fund balances below the minimum 20% level shall be resolved within the shortest feasible period of time through expenditure reductions and/or revenue increases.



**2011 Budget**  
**GENERAL FUND**

**OVERVIEW**

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	7,477,768	7,956,822	9,370,311	12,637,525	12,986,225	18,015,045
Revenues	52,692,222	57,529,280	56,250,286	55,469,019	56,553,909	55,203,630
Expenditures	(51,133,901)	(55,307,021)	(53,824,372)	(54,098,584)	(52,890,995)	(53,712,303)
Contra Expenses	330,241	364,150		-		-
Transfers In	180,000	15,780	2,550,000	1,603,573	1,591,073	498,228
Transfers Out	(1,589,508)	(1,188,700)	(1,360,000)	(226,509)	(225,167)	(1,729,872)
Ending Balance	7,956,822	9,370,311	12,986,225	15,385,024	18,015,045	18,274,728

The General Fund is the principal operating fund of the City. It accounts for all revenues and expenditures of the City, which are not specifically earmarked for special purposes. Departments that receive their funding for operations from the General Fund include the Elected Office (Mayor, City Council and the City Clerks Office), City Manager, Legal, Finance, Police, Fire, Public Works and Engineering, and Community and Economic Development. Also contained in the General Fund are budgets to fund the operations of the Fire & Police Commission and Overhead Division.

City Code 1-13-06 requires there be a balanced budget, i.e., the beginning fund balance plus revenues minus expenditures must leave a minimum fund balance equal to at least 12% of the total General Fund expenditures.

**City of Des Plaines, IL**  
**Revenue by Fund**  
**100 - GENERAL FUND**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>TAXES</b>						
810022	PROPERTY TAXES 2005	-143,793	0	0	0	----
810023	PROPERTY TAXES 2006	-150,442	0	0	0	----
810024	PROPERTY TAXES 2007	235,067	0	-150,000	0	----
810025	PROPERTY TAXES 2008	15,164,786	0	617,000	0	----
810026	PROPERTY TAXES 2009	0	14,979,057	14,979,057	0	----
810027	PROPERTY TAXES 2010	0	0	0	15,273,223	----
810090	PROPERTY TAXES POLICE PEN	2,624,670	3,240,960	3,240,960	3,338,189	DETERMINED BY ACTUARY
810095	PROPERTY TAXES FIRE PEN	2,158,314	3,042,315	3,042,315	3,395,608	DETERMINED BY ACTUARY
810105	SALES TAX:HOME RULE	1,193,816	1,050,000	1,125,000	1,125,000	----
810107	UTILITY TAX:ELECTRICITY	1,582,629	2,560,000	2,400,000	2,425,000	----
810108	UTILITY TAX:NATURAL GAS	602,156	625,000	700,000	625,000	----
810110	USE TAX:NATURAL GAS	376,783	450,000	450,000	450,000	----
810202	FRANCHISE FEES-COMCAST	395,625	384,000	385,000	384,000	----
810204	FRANCHISE FEES-FOX VALLEY	25,702	12,000	12,000	12,000	----
810205	FRANCHISE FEES-WD OPEN WS	91,505	90,000	90,000	90,000	----
810206	FRANCHISE FEES-WOW SUPPRT	18,301	18,100	18,000	18,100	----
810300	AUTO RENTAL TAX	69,243	55,000	55,000	55,000	----
810500	REAL ESTATE TRANSFER TAX	341,949	260,000	260,000	230,000	----
810510	TELECOMMUNICATION TAX	3,271,360	3,300,000	3,200,000	3,200,000	6% LOCAL TELECOM TAX
810515	FOOD/BEVERAGE TAX	897,541	887,000	850,000	810,000	----
810610	HOTEL TAX:WESTERN	32,029	26,000	23,000	23,000	----
810615	HOTEL TAX:STUDIO PLUS	49,743	35,000	30,000	30,000	----
810620	HOTEL TAX:DRURY NORTHWSTN	323	500	0	0	----
810650	HOTEL TAX:EXTENDED STAY	63,137	45,000	35,000	35,000	----
810660	HOTEL TAX:RAND MANOR	4,573	5,000	4,000	4,000	----
810670	HOTEL TAX:COMFORT O'HARE	53,373	53,000	45,000	42,000	----
810680	HOTEL TAX:MARRIOTT CRTYRD	326,908	290,000	250,000	250,000	----
810690	HOTEL TAX:DOUBLETREE	275,387	280,000	245,000	245,000	----
810695	HOTEL TAX:HILTON	437,922	410,000	375,000	375,000	----
810700	ROAD & BRIDGE TAX	186,481	150,000	150,000	150,000	----
810900	911 TELEPHONE SURCHARGE	440,641	400,000	400,000	350,000	----
810901	911 CELL PHONE SURCHARGE	457,019	390,000	410,000	400,000	----
810902	911 VOIP SURCHARGE	7,627	6,000	6,000	6,000	----
<b>TOTAL TAXES</b>		<b>31,090,376</b>	<b>33,043,932</b>	<b>33,247,332</b>	<b>33,341,120</b>	

**INTERGOVERNMENTAL REVENUE**

810103	SALES TAX	7,548,845	6,750,000	7,400,000	7,250,000	----
810104	SALES TAX:LOCAL USE TAX	721,137	745,617	700,000	745,617	----
810800	PERSONAL PROP REPL TAX	1,229,867	1,157,947	1,100,000	1,070,000	----
820200	ILLINOIS INCOME TAX	4,091,933	4,520,670	4,090,130	3,933,570	----
821030	LOCAL GRANT:XING GUARDS	8,145	0	0	0	----
821050	INTERGOVERNMENTAL - LOCAL	120	0	200	0	----
822020	STATE GRANT:POLICE TRNG	12,200	4,000	0	4,000	----
822030	STATE GRANT:FIRE TRNG	3,981	4,000	0	4,000	----
822045	STATE GRANT:MISC	32,977	0	0	0	TOBACCO GRANT
822050	STATE GRANT:MAINT OF HWYS	102,468	104,560	104,560	104,560	----
823010	FED GRANT:US CUSTOMS	30,637	36,000	17,500	17,500	REIMBURSEMENT FOR OT
823050	FED GRANT: OTHER	647,868	102,400	193,712	0	FAA GRANT - LAND USE STUDY
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>14,430,177</b>	<b>13,425,194</b>	<b>13,606,102</b>	<b>13,129,247</b>	

**LICENSES**

**City of Des Plaines, IL**  
**Revenue by Fund**  
**100 - GENERAL FUND**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
830100	VEHICLE LICENSES	1,323,660	1,300,000	1,150,000	1,150,000	----
830200	LIQUOR LICENSES	203,935	205,000	196,760	195,000	----
830300	BUSINESS LICENSES	473,385	450,000	450,000	450,000	----
830350	RETAIL GUN SALES LICENSE	1,500	1,500	1,000	1,000	----
830400	PET LICENSES	8,603	8,300	7,500	7,500	----
830500	ELECTRICAL CONTR LICENSES	1,600	1,000	600	1,000	----
830550	CONTRACTOR LICENSE	44,051	30,000	40,000	30,000	----
830600	CHAUFFEUR LICENSE	7,386	5,300	4,000	5,300	----
830800	RENTAL UNIT LICENSE	89,475	70,000	60,000	70,000	----
<b>TOTAL LICENSES</b>		<b>2,153,593</b>	<b>2,071,100</b>	<b>1,909,860</b>	<b>1,909,800</b>	
<b>PERMITS</b>						
830700	OCCASIONAL SALE PERMITS	5,652	3,500	3,000	3,500	CITYWIDE GARAGE SALE REDUCED NO. OF PERMITS
840100	BUILDING PERMITS	541,746	450,000	1,300,000	450,000	----
840200	ELECTRICAL PERMITS	123,230	125,000	125,000	125,000	----
840300	PLUMBING PERMITS	67,750	50,000	50,000	50,000	----
840400	SEWER PERMITS	95,148	60,000	60,000	60,000	----
840500	SPECIAL LOAD PERMITS	5,180	4,500	4,000	4,500	----
840600	CERT OF OCCUPANCY PERMITS	11,750	5,000	17,775	5,000	----
840700	STREET/UTILITY PERMITS	7,500	0	0	0	----
<b>TOTAL PERMITS</b>		<b>857,956</b>	<b>698,000</b>	<b>1,559,775</b>	<b>698,000</b>	
<b>FINES</b>						
850101	ORD FINES:DIRECT REMIT	396,151	325,000	250,000	250,000	----
850103	COMPLIANCE TICKET FINES	89,600	35,000	50,000	35,000	----
850104	ORD FINES:CIRCUIT COURT	227,212	265,000	250,000	250,000	----
850105	NON-BONAFIDE POLICE ALARM	32,313	33,000	17,500	17,500	----
850106	COLLECTIONS:ORD FINES (P)	1,337	3,000	3,000	3,000	----
850107	COLLECTIONS:COMPLIANCE(C)	0	0	64	0	----
850109	COLLECTIONS:MISCELLANEOUS	0	0	39	0	----
850110	NON-BONAFIDE FIRE ALARMS	15,125	6,000	6,000	6,000	----
850113	VEHICLE BOOT-TICKET FINES	132,723	60,000	75,000	60,000	----
850115	VEHICLE BOOT-BOOT FEE	14,500	5,000	10,000	5,000	----
850117	ORD FINES: ADMIN ADJ	84,888	80,000	80,000	80,000	----
850118	SEIZURE & IMPOUNDING FINE	94,155	100,000	70,000	70,000	----
850119	COURT SUPERVISION FEES	30,460	25,000	25,000	25,000	----
<b>TOTAL FINES</b>		<b>1,118,463</b>	<b>937,000</b>	<b>836,603</b>	<b>801,500</b>	
<b>FEES AND SERVICES</b>						
850201	COPYING FEE	425	500	500	500	----
850202	PUBLIC HEALTH TESTING FEE	1,743	2,000	2,000	2,000	----
850203	SUBDIVISION/ENGIN, FEE	0	0	47,267	0	----
850204	ZONING FEE	10,996	15,000	15,000	15,000	----
850205	ELEVATOR FEE	73,158	68,400	67,500	67,500	----
850207	SALE OF MAPS, CODES, ETC	124	50	25	50	----
850210	POLICE REPORT COPY FEE	10,710	10,000	7,500	7,500	----
850212	ANIMAL REDEMPTION FEE	3,427	3,000	3,000	3,000	----
850214	NONRESIDENT AMBULANCE FEE	281,445	300,000	200,000	200,000	----
850218	RESIDENT AMBULANCE FEE	1,001,491	950,000	845,000	845,000	RESIDENT SERVICE FEE
850219	DPPD SECONDARY EMPLOYMENT	55,753	35,000	0	35,000	----
850220	CREDIT CARD PROC FEE	3,074	2,200	2,200	2,200	----
860100	REFUSE COLLECTION	3,537,886	3,450,000	3,550,000	3,600,000	----



**City of Des Plaines, IL**  
**Revenue by Fund**  
**100 - GENERAL FUND**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
860800	SANI FUND OVERHEAD CHARGE	43,422	42,000	42,000	42,000	----
890030	RENT	18,876	13,000	9,831	9,000	----
890031	RENT-CROWN CASTLE	47,150	25,358	25,358	26,625	----
890032	RENT- T MOBILE	66,939	71,567	71,567	75,145	----
890035	RENT-PRIMCO PCS/US CELL	234,924	60,375	95,104	122,608	----
890036	RENT-AT&T WIRELESS	12,445	12,445	12,793	26,625	----
890037	RENT-TRANSIT CENTER	2,176	2,898	2,898	2,910	----
890038	RENT-NEXTEL	61,841	60,000	64,172	71,200	----
890039	RENT-NEXTEL ELECTRIC	4,891	5,000	5,000	5,100	----
890046	DPPD SECURITY SERV REIMB	73,230	110,000	135,000	110,000	SCHOOL RESOURCE OFFICER REIMBURSEMENT
<b>TOTAL FEES AND SERVICES</b>		<b>5,546,125</b>	<b>5,238,793</b>	<b>5,203,715</b>	<b>5,268,963</b>	
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	15,498	10,000	15,000	10,000	----
890020	VACATION OF STREETS	100,000	0	90,000	0	----
890040	PROPERTY DAMAGE CLAIMS	7,924	5,000	7,500	5,000	----
890055	REBATE FUEL TAX	13,078	0	11,578	0	1% COOK COUNTY REBATE PROGRAM
890090	OVER AND SHORT	56	0	0	0	----
899900	MISCELLANEOUS REVENUE	126,714	40,000	66,444	40,000	----
<b>TOTAL OTHER REVENUE</b>		<b>263,269</b>	<b>55,000</b>	<b>190,522</b>	<b>55,000</b>	
<b>OTHER FINANCING SOURCES</b>						
898205	TRANSFER FROM TIF #1	0	239,723	239,723	174,268	ALLOCATION OF EMPLOYEE TIME SPENT ON PROJECTS
898206	TRANSFER FROM E911	790,323	0	0	0	TRANSFER REVENUE FROM 2002-2008 E911 DP BALANCE
898210	TRANSFER FROM TIF #3	0	7,756	7,756	2,030	ALLOCATION OF EMPLOYEE TIME SPENT ON PROJECTS
898213	TRANSFER FROM TIF #6	0	38,482	38,482	27,990	ALLOCATION OF EMPLOYEE TIME SPENT ON PROJECTS
898214	TRANSFER FROM TIF #4	0	59,418	59,418	35,746	ALLOCATION OF EMPLOYEE TIME SPENT ON PROJECTS
898501	TRANSFER FROM METRA PRKG	0	36,414	36,414	36,414	STAFF ADMIN FEE - 3% CPI INDEX
898502	TRANSFER FROM WATER ADMIN	0	196,780	196,780	196,780	STAFF ADMIN FEE - 3% CPI INDEX
898900	TRANSFER FROM OTHER FUNDS	2,500,000	1,000,000	1,000,000	0	TRF FROM RISK MNG \$550K & HEALTH BENF \$450K
898904	TRANSFER FROM GEN IMPR FD	50,000	25,000	12,500	25,000	GIS AERIAL PHOTOGRAPHY
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>3,340,323</b>	<b>1,603,573</b>	<b>1,591,073</b>	<b>498,228</b>	
<b>FUND TOTAL</b>		<b>58,800,282</b>	<b>57,072,592</b>	<b>58,144,982</b>	<b>55,701,858</b>	



## 2011 Budget GENERAL FUND SUMMARY

	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Operating</u>	<u>2011 Transfers Out</u>	<u>2011 Proposed</u>	<u>% Change</u>
Legislative Dept	338,410	-	-	-	-	-	
Elected Office	-	499,844	501,742	535,995	-	535,995	7.2%
City Clerk Dept	164,870	-	-	-	-	-	
City Manager Dept	<u>2,937,032</u>	<u>3,035,535</u>	<u>2,880,727</u>	<u>2,866,956</u>	<u>5,743</u>	<u>2,872,699</u>	-5.4%
City Manager	477,401	492,594	428,223	336,326	-	336,326	
Information Technology	640,898	849,941	800,470	844,910	-	844,910	
Legal	612,509	557,789	572,584	554,794	-	554,794	
Media Services	301,948	299,172	293,439	309,095	-	309,095	
Human Resources	466,433	425,072	391,234	419,904	-	419,904	
Health & Human Services	437,843	410,967	394,777	401,927	5,743	407,670	
Finance Dept	972,890	971,277	965,072	1,000,745	-	1,000,745	3.0%
Police Dept	<u>17,599,013</u>	<u>19,256,212</u>	<u>19,037,567</u>	<u>19,311,215</u>	<u>-</u>	<u>19,311,215</u>	0.3%
Police Administration	807,964	883,053	757,891	815,195	-	815,195	
Uniformed Patrol	9,344,851	11,809,926	11,994,642	11,794,112	-	11,794,112	
Criminal Investigation	3,502,139	3,422,954	3,347,431	3,338,009	-	3,338,009	
Support Services	3,944,059	3,140,279	2,937,603	3,363,899	-	3,363,899	
Fire Dept	<u>15,216,933</u>	<u>16,516,000</u>	<u>16,223,610</u>	<u>16,683,778</u>	<u>-</u>	<u>16,683,778</u>	1.0%
Fire Administration	1,148,240	1,175,233	1,131,406	1,170,630	-	1,170,630	
Emergency Services	13,369,253	14,579,036	14,354,311	14,834,999	-	14,834,999	
Fire Prevention	699,440	761,731	737,893	678,149	-	678,149	
Emergency Management Agency	99,213	112,388	107,441	108,793	-	108,793	-3.2%
Police & Fire Commission	40,683	44,805	24,713	18,580	-	18,580	-58.5%
Engineering Dept	-	-	-	-	-	-	
Community Development Dept	<u>2,178,293</u>	<u>1,991,891</u>	<u>2,045,578</u>	<u>1,874,960</u>	<u>30,000</u>	<u>1,904,960</u>	-4.4%
Building & Code Enforcement	1,529,415	1,535,973	1,550,776	1,444,271	-	1,444,271	
Planning & Zoning	591,333	424,879	463,169	426,745	30,000	456,745	
Economic Development	57,545	31,039	31,633	3,944	-	3,944	
Public Works and Engineering Dept	<u>10,972,849</u>	<u>10,445,222</u>	<u>10,099,919</u>	<u>10,232,583</u>	<u>-</u>	<u>10,232,583</u>	-2.0%
Engineering	848,342	714,535	718,005	745,155	-	745,155	
Street / Grounds Maint	2,003,246	4,394,504	4,134,135	4,107,899	-	4,107,899	
Building & Grounds	667,616	-	-	-	-	-	
Facilities / Grounds	2,230,659	-	-	-	-	-	
Vehicle Maintenance	1,370,237	1,370,725	1,339,523	1,435,568	-	1,435,568	
Public Works Administration	223,813	3,965,458	3,908,256	3,943,961	-	3,943,961	
Environmental Services	3,628,936	-	-	-	-	-	
GIS	225,676	236,200	214,450	235,450	-	235,450	-0.3%
Overhead Expenditures	<u>4,438,508</u>	<u>1,215,719</u>	<u>1,015,343</u>	<u>843,248</u>	<u>1,694,129</u>	<u>2,537,377</u>	108.7%
<b>Total General Fund Expenditures</b>	<b>55,184,370</b>	<b>54,325,093</b>	<b>53,116,162</b>	<b>53,712,303</b>	<b>1,729,872</b>	<b>55,442,175</b>	<b>2.1%</b>

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# 2011 Budget GENERAL FUND HISTORICAL SUMMARY

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	% Change
Legislative Dept	405,793	390,628	338,410	-	-	-	
Elected Office	-	-	-	499,844	501,742	535,995	7.2%
City Clerk Dept	371,708	376,099	164,870	-	-	-	
City Manager Dept	2,673,350	2,489,035	2,937,032	3,035,535	2,880,727	2,872,699	-5.4%
City Manager	347,040	347,779	477,401	492,594	428,223	336,326	
Information Technology	464,743	580,791	640,898	849,941	800,470	844,910	
Legal	477,624	479,611	612,509	557,789	572,584	554,794	
Media Services	81,402	134,273	301,948	299,172	293,439	309,095	
Human Resources	817,210	505,341	466,433	425,072	391,234	419,904	
Health & Human Services	485,331	441,240	437,843	410,967	394,777	407,670	
Finance Dept	1,026,400	990,107	972,890	971,277	965,072	1,000,745	3.0%
Police Dept	15,279,202	17,524,707	17,599,013	19,256,212	19,037,567	19,311,215	0.3%
Police Administration	798,583	980,038	807,964	883,053	757,891	815,195	
Uniformed Patrol	8,276,362	9,326,136	9,344,851	11,809,926	11,994,642	11,794,112	
Criminal Investigation	2,812,860	3,295,237	3,502,139	3,422,954	3,347,431	3,338,009	
Support Services	3,391,397	3,923,296	3,944,059	3,140,279	2,937,603	3,363,899	
Fire Dept	13,567,771	15,086,068	15,216,933	16,516,000	16,223,610	16,683,778	1.0%
Fire Administration	942,203	1,042,536	1,148,240	1,175,233	1,131,406	1,170,630	
Emergency Services	12,027,910	13,337,291	13,369,253	14,579,036	14,354,311	14,834,999	
Fire Prevention	597,658	706,241	699,440	761,731	737,893	678,149	
Emergency Management Agency	52,833	56,668	99,213	112,388	107,441	108,793	-3.2%
Police & Fire Commission	126,286	47,777	40,683	44,805	24,713	18,580	-58.5%
Engineering Dept	973,313	1,267,169	-	-	-	-	
Community Development Dept	2,685,213	2,986,810	2,178,293	1,991,891	2,045,578	1,904,960	-4.4%
Building & Code Enforcement	1,470,405	1,535,107	1,529,415	1,535,973	1,550,776	1,444,271	
Planning & Zoning	436,414	707,641	591,333	424,879	463,169	456,745	
Economic Development	778,394	744,062	57,545	31,039	31,633	3,944	
Public Works and Engineering Dept	11,689,068	11,456,984	10,972,849	10,445,222	10,099,919	10,232,583	-2.0%
Engineering	-	-	848,342	714,535	718,005	745,155	
Streets / Grounds Maint	1,728,025	1,944,669	2,003,246	4,394,504	4,134,135	4,107,899	
Building & Grounds	831,280	933,511	667,616	-	-	-	
Sewers	1,448,704	-	-	-	-	-	
Facilities / Forestry	2,600,659	2,905,524	2,230,659	-	-	-	
Vehicle Maintenance	1,411,054	1,708,062	1,370,237	1,370,725	1,339,523	1,435,568	
Public Works Administration	257,505	305,738	223,813	3,965,458	3,908,256	3,943,961	
Environmental Services	3,411,841	3,659,480	3,628,936	-	-	-	
GIS	245,315	214,822	225,676	236,200	214,450	235,450	-0.3%
Overhead Expenditures	3,296,907	3,260,474	4,438,509	1,215,719	1,015,343	2,537,377	108.7%
<b>Total General Fund Expenditures</b>	<b>52,393,159</b>	<b>56,147,348</b>	<b>55,184,371</b>	<b>54,325,093</b>	<b>53,116,162</b>	<b>55,442,175</b>	<b>2.1%</b>
Less Transfers			1,360,000	226,509	225,167	1,729,872	
<b>Total Operating General Fund</b>	<b>52,393,159</b>	<b>56,147,348</b>	<b>53,824,371</b>	<b>54,098,584</b>	<b>52,890,995</b>	<b>53,712,303</b>	<b>-0.7%</b>

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## 2011 Budget GENERAL FUND EXPENDITURES BY CATEGORY

	Salaries	Benefits	Contractual Services	Commodities	Capital Outlay	Transfers	Div Total	Total Without Transfers
Elected Office	218,956	151,775	153,914	11,350	-	-	535,995	535,995
City Manager	1,436,768	522,999	786,079	113,610	7,500	5,743	2,872,699	2,866,956
City Manager	248,727	76,537	8,512	2,550	-	-	336,326	
Information Technology	375,794	163,071	251,820	54,225	-	-	844,910	
Legal	240,698	85,577	220,619	7,900	-	-	554,794	
Media Services	155,333	58,698	51,404	36,160	7,500	-	309,095	
Human Resources	266,440	92,838	55,426	5,200	-	-	419,904	
Health & Human Services	149,776	46,278	198,298	7,575	-	5,743	407,670	
Finance Department	601,202	256,641	109,192	32,710	1,000	-	1,000,745	1,000,745
Police Department	10,809,395	6,185,588	2,142,707	173,525	-	-	19,311,215	19,311,215
Police Admin	434,194	331,441	32,260	17,300	-	-	815,195	
Uniformed Patrol	6,403,452	3,460,514	1,912,396	17,750	-	-	11,794,112	
Criminal Investigation	2,102,226	1,162,602	68,776	4,405	-	-	3,338,009	
Support Services	1,869,523	1,231,031	129,275	134,070	-	-	3,363,899	
Fire Department	9,356,674	6,720,349	463,741	143,014	-	-	16,683,778	16,683,778
Fire Admin	642,605	495,381	28,494	4,150	-	-	1,170,630	
Emergency Services	8,329,438	5,956,383	417,369	131,809	-	-	14,834,999	
Fire Prevention	384,631	268,585	17,878	7,055	-	-	678,149	
Police & Fire Commission	-	-	17,730	850	-	-	18,580	18,580
Emerg MGMT Agency	51,621	10,418	27,604	19,150	-	-	108,793	108,793
GIS	-	-	234,700	750	-	-	235,450	235,450
Community Development	1,226,890	541,582	92,788	13,700	-	30,000	1,904,960	1,874,960
Building & Code	936,447	427,643	70,931	9,250	-	-	1,444,271	
Planning & Zoning	290,443	113,939	20,013	2,350	-	30,000	456,745	
Economic Development	-	-	1,844	2,100	-	-	3,944	
Public Works & Engineering	3,044,567	1,395,591	4,758,975	1,033,450	-	-	10,232,583	10,232,583
Engineering	525,392	191,243	23,820	4,700	-	-	745,155	
Streets / Ground Maint	1,906,169	917,502	922,628	361,600	-	-	4,107,899	
Vehicle Maintenance	480,667	234,938	82,213	637,750	-	-	1,435,568	
Public Works Admin	132,339	51,908	3,730,314	29,400	-	-	3,943,961	
Overhead Expenditures	-	-	777,698	65,550	-	1,694,129	2,537,377	843,248
<b>Total General Fund Expenditures</b>	<b>26,746,073</b>	<b>15,784,943</b>	<b>9,565,128</b>	<b>1,607,659</b>	<b>8,500</b>	<b>1,729,872</b>	<b>55,442,175</b>	<b>53,712,303</b>

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**2011 Budget**  
**ELECTED OFFICE**

**OVERVIEW**

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Legislative	<b>\$405,793</b>	<b>\$390,628</b>	<b>\$338,410</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
City Clerk	<b>\$371,708</b>	<b>\$376,099</b>	<b>\$164,870</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Elected Office	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$499,844</b>	<b>\$501,742</b>	<b>\$535,995</b>

The Elected Office budget consists of the City Clerk’s Office and the Legislative Department.

City Clerk

The City Clerk’s mission is to provide high quality customer service in a timely manner to the City Council, City staff, general public and other governmental agencies.

The Des Plaines City Clerk’s Office is a multi-faceted department serving the entire community, including residents and all municipal departments. In addition to specified duties, the City Clerk’s Office operates as the municipal resource center of Des Plaines.

The City Clerk retains and administers the corporate seal, keeps all records, attends all meetings of the City Council and maintains a full record of its proceedings as specified in the City Code and the State Statute. The City Clerk is also responsible for distributing the bi-monthly City Council agenda packets. State Statute also specifies that the City Clerk serve on the Board of Local Improvements, which meets when necessary.

In addition, the office is responsible for distributing and retaining meeting agendas and minutes; maintaining files of ordinances, resolutions, contracts, agreements, deeds, easements, annexations, vacations, legal documents, petitions and bonds; registering voters and carrying out election proceedings; maintaining and distributing the City street key; developing and arranging for the publication of legal notices; codifying ordinances, and proofing and distributing supplements; administering oaths of office; advertising for, developing and recapping bid materials, as well as ensuring bid documents conform to legal requirements; updating a listing of those persons required to file Statements of Economic Interest for the Cook County Clerk’s Office along with maintaining a permanent file of Disclosure Statements for all elected officials and pertinent commission and board members as mandated by the City of Des Plaines Ethics Ordinance; updating and selling all code books; microfilming and computerizing records; processing and distributing Freedom of Information requests; and handling citizen inquiries and complaints.

Various requests directed to the City Clerk’s Office from the public and City Departments remain consistent throughout the year, with voter registrations and inquiries peaking in major election years. In 2009, the Clerk’s Office registered 46 voters; processed 700 Freedom of





## 2011 Budget **ELECTED OFFICE**

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Information requests (up from 506 in 2008); updated and distributed two (2) City Code supplements; and published 27 legal notices. In addition, the Office maintains a mailing list of approximately 1,500 vendors divided into specific categories for bidding purposes and a list of some 125 individuals and businesses that receive information regarding City meetings a minimum of twice a month.

### Legislative

The Legislative Department is composed of the Mayor, eight Aldermen, and the Mayor's secretary. Throughout the year, the Legislative Department works to identify community problems and concerns; consider and act on administrative recommendations; and adopt an annual operating and capital budget used to guide the City's day-to-day affairs. In addition, the Legislative Department considers and adopts ordinances and resolutions where appropriate, and holds public hearings when necessary. The Legislative Department is ultimately responsible for establishing goals and policies to address community needs.



**2011 Budget**  
**ELECTED OFFICE**

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**2010 MAJOR ACCOMPLISHMENTS**

1. With both a General Primary on February 2, 2010 and a General Election on November 2, 2010 for the offices of Senator, Governor, Lieutenant Governor, Attorney General, Representatives, Senators, County offices, etc., the City Clerk's Office was faced with an influx in the number of voter registrations, absentee voters, referendum petitions and election results. Staff carried out these functions in an effective manner while maintaining day-to-day operations.
2. As of January 1, 2010, the Freedom of Information Act laws changed and as a result doubled the number of requests. Over the last six years, the number of Freedom of Information requests processed by the City Clerk's Office has risen from 359 in 2003 to 700 in 2009, an increase of 94%.
3. The Clerk's Office continued to provide and maintain a high level of service to the City Departments and the public while always pursuing new and innovative means of meeting the needs of the community.



**2011 Budget**  
**ELECTED OFFICE**

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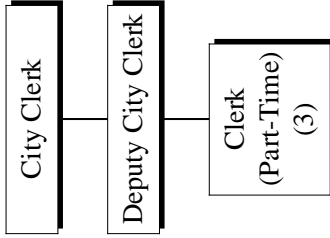
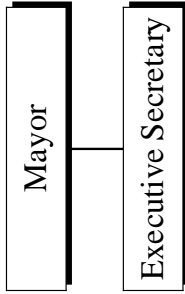
**2011 GOALS AND OBJECTIVES**

1. Minutes, ordinances, resolutions and other documents will be scanned and imported with assistance from the Information Technology Department for retrieval of information as required by the Local Records Act. Historic files previously microfilmed will be scanned and then digitalized to preserve the quality of the documents and maintained off-site for security reasons.



# Elected Offices

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2011 Budget  
**LEGISLATIVE**

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**PERSONNEL EXHIBIT**

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Department: Legislative                      Div: Legislative                      Div. No: 0610

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Executive Secretary*	1.00	0.00	0.00
Mayor**			
Aldermen**			
<hr/>			
Total Full Time Equivalent (FTE) Employees:	1.00	0.00	0.00

\*\* This Division has been combined with Clerk's Office and re-named to Elected Office (Div. No. 0620)

\*Elected Officials are not counted as part of the City's FTE

## FY 2011 Budget WorkSheet

### 0610 - LEGISLATIVE

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	93,213	0	0	0		
910500 - VACATION PAY	4,629	0	0	0		
910600 - SICK PAY	951	0	0	0		
910700 - HOLIDAY PAY	2,760	0	0	0		
910970 - COMPENSATED ABSENCES	-1,079	0	0	0		
<b>TOTAL SALARIES</b>	<b>100,475</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	43	0	0	0		
918020 - EMPLOYER CONTR-F.I.C.A.	7,857	0	0	0		
918021 - EMPLOYER CONTR-I.M.R.F.	6,675	0	0	0		
918030 - EAP PROGRAM	20	0	0	0		
918040 - LIFE INS PREMIUMS	673	0	0	0		
918050 - PPO INSURANCE PREMIUMS	90,936	0	0	0		
918055 - DENTAL INSURANCE PREMIUMS	5,875	0	0	0		
918070 - WORKERS COMPENSATION	405	0	0	0		
<b>TOTAL BENEFITS</b>	<b>112,485</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CONTRACTUAL SERVICES</b>						
920010 - EXPENSES OF THE MAYOR	2,485	0	0	0		
920020 - EXPENSES OF THE ALDERMEN	14,820	0	0	0		
920110 - PROFESSIONAL SERVICES	60,000	0	0	0		
920120 - COMMUNICATION SERVICES	9,663	0	0	0		
920202 - CONFERENCES	164	0	0	0		
920220 - MEMBERSHIP DUES	27,460	0	0	0		
920900 - PROPERTY/LIAB CONTRIBUTIO	2,952	0	0	0		
930030 - R & M VEHICLES	115	0	0	0		
930590 - MISCELLANEOUS EXPENSES	2,378	0	0	0		
960070 - TRAVEL EXPENSES	233	0	0	0		
960990 - MISC CONTRACTUAL SVCS	5	0	0	0		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>120,275</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	2,155	0	0	0		
970110 - MEALS (PRISONERS)	95	0	0	0		
970260 - POSTAGE AND PARCEL	378	0	0	0		
970270 - PRINTING-REPROD-BINDING	2,462	0	0	0		
970620 - SUBSCRIPTIONS & BOOKS	86	0	0	0		
<b>TOTAL COMMODITIES</b>	<b>5,175</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Division Totals</b>	<b>338,410</b>	<b>0</b>	<b>0</b>	<b>0</b>		



**2011 Budget**  
**ELECTED OFFICE**

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**PERSONNEL EXHIBIT**

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Department: Elected Office      Div: Elected Office      Div. No: 0620

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Mayor*			
Aldermen*			
City Clerk *			
Public Relations Officer	0.00	0.00	0.00
Executive Secretary	1.00	2.00	2.00
Clerk (3 PT)	1.00	0.75	0.75
Total Full Time Equivalent (FTE) Employees:	2.00	2.75	2.75

\* Elected officials are not counted as part of the City's FTE.



**FY 2011 Budget WorkSheet**

**0620 - ELECTED OFFICE**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	83,386	176,997	169,108	218,956		
910200 - TEMPORARY WAGES	31,793	32,691	31,941	0		
910500 - VACATION PAY	6,281	0	0	0		
910600 - SICK PAY	74	0	0	0		
910700 - HOLIDAY PAY	2,817	0	0	0		
910970 - COMPENSATED ABSENCES	-26,318	0	0	0		
<b>TOTAL SALARIES</b>	<b>98,033</b>	<b>209,688</b>	<b>201,049</b>	<b>218,956</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	100	547	547	660		
918020 - EMPLOYER CONTR-F.I.C.A.	9,465	15,984	15,380	16,750		
918021 - EMPLOYER CONTR-I.M.R.F.	9,094	15,154	14,414	16,575		
918030 - EAP PROGRAM	47	69	69	0		
918040 - LIFE INS PREMIUMS	247	1,039	898	761		
918050 - PPO INSURANCE PREMIUMS	15,392	91,083	89,526	108,366		
918055 - DENTAL INSURANCE PREMIUMS	614	6,553	5,896	5,654		
918070 - WORKERS COMPENSATION	432	639	639	217		
918085 - RHS PLAN PAYOUT	2,430	2,321	2,792	2,792		
<b>TOTAL BENEFITS</b>	<b>37,821</b>	<b>133,389</b>	<b>130,161</b>	<b>151,775</b>		
<b>CONTRACTUAL SERVICES</b>						
920010 - EXPENSES OF THE MAYOR	0	2,400	2,500	2,400	PER CITY CODE \$200 PER MONTH	2,400
920020 - EXPENSES OF THE ALDERMEN	0	14,400	14,400	14,400	PER CITY CODE \$150 PER MONTH	14,400
920110 - PROFESSIONAL SERVICES	0	70,000	70,000	70,000	CODIFICATION OF CITY CODE LOBBYIST	10,000 60,000
920120 - COMMUNICATION SERVICES	778	9,960	8,900	10,080	CELL PHONES FOR MAYOR/ALD	10,080
920202 - CONFERENCES	0	1,750	1,750	950	IML CONFERENCE CLERK'S CONFERENCES	250 700
920204 - TRAINING	2,155	400	500	500	MUNICIPAL CLERKS ASSOCIATION - NORTH AND NORTHWEST	500
920220 - MEMBERSHIP DUES	130	32,350	32,000	32,300	INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS MUNICIPAL CLERKS OF ILLINOIS NORTHWEST MUNICIPAL CONFERENCE CHAMBER OF COMMERCE METRO MAYORS CAUCUS DES PLAINES ART COUNCIL CMAP IML	250 100 25,000 350 2,100 1,000 750 2,750
920230 - PUBLICATION OF NOTICES	7,603	7,500	15,000	15,000	LEGAL NOTICES, BIDS, ETC. IN LOCAL NEWSPAPER	15,000
920900 - PROPERTY/LIAB CONTRIBUTIO	1,461	4,257	4,257	2,914	INTERNAL SERVICE FUND CHARGE	2,914
930010 - R & M EQUIPMENT	199	100	0	100	R & M MISCELLANEOUS	100
930030 - R & M VEHICLES	10	100	50	100	CITY VEHICLE CLEANINGS AND ROUTINE MAINTENANCE	100
930590 - MISCELLANEOUS EXPENSES	105	1,500	1,500	4,770	MISC. LEGISLATIVE EXPENSES -PLAQUES, CERTIFICATES, ETC. UPHOLSTERY CLEANING	4,500 270
960070 - TRAVEL EXPENSES	18	400	100	400	MILEAGE, PARKING, TOLLS	250

**FY 2011 Budget WorkSheet**

**0620 - ELECTED OFFICE**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
960070 - TRAVEL EXPENSES...	18...	400...	100...	400...	TOLLWAY I-PASS	150
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>12,458</b>	<b>145,117</b>	<b>150,957</b>	<b>153,914</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	4,585	6,500	5,500	5,500	OFFICE SUPPLIES AND COPY PAPER	5,500
970115 - SUPPLIES: DEPT/OTHER	0	0	500	0		
970260 - POSTAGE AND PARCEL	79	2,000	500	500	DAILY POSTAGE AND MISC MAILINGS	500
970270 - PRINTING-REPROD-BINDING	11,821	2,800	5,000	5,000	PRINTING COMMUNITY CLUB BOOKLETS ETC.	2,000
					VARIOUS PRINTING ITEMS	3,000
970620 - SUBSCRIPTIONS & BOOKS	72	350	300	350	ILLINOIS MUNICIPAL LEAGUE, STATE STATUTES, NOTARY AND OTHER MISCELLANEOUS MUNICIPAL PUBLICATIONS	350
						0
970900 - EQUIPMENT <\$5,000	0	0	1,775	0		
<b>TOTAL COMMODITIES</b>	<b>16,557</b>	<b>11,650</b>	<b>13,575</b>	<b>11,350</b>		
<b>CAPITAL EXPENDITURES</b>						
980600 - FURNITURE & FIXTURES	0	0	6,000	0		
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>0</b>		
<b>Division Totals</b>	<b>164,870</b>	<b>499,844</b>	<b>501,742</b>	<b>535,995</b>		

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## 2011 Budget CITY MANAGER

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### OVERVIEW

2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
\$2,673,350	\$2,489,035	\$2,937,031	\$3,035,535	\$2,880,727	\$2,872,699

The City Manager's Office is responsible for the overall management of the City's departments and provides other administrative services. The department consists of six divisions: City Manager, Information Technology, Legal, Media Services, Human Resources, and Health and Human Services. Specifically, each division performs the following functions:

#### City Manager

This division consists of the City Manager, the Assistant City Manager, an Executive Secretary, and an Intermediate Clerk (part-time). The City Manager ensures the implementation of the City Council's goals, policies, and directives; advises and makes recommendations to the Council concerning policy issues; works with all departments to ensure that goals are met and that services are provided within budget and time allocations; establishes and implements management policies that enhance the effectiveness and efficiency of the organization; and provides leadership and support to the department heads and other City staff. This division is also responsible for the preparation, submission and administration of the City's operating and capital budgets; monitoring and evaluating the performance of department heads; responding to citizen complaints and requests for service; and coordinating the preparation of City Council meeting agendas.

#### Information Technology

This division consists of the Director of Information Technology (IT) and three IT Specialists. The IT division provides day to day support and also long term strategic planning for the enhancement of citywide computer and communication systems. These systems include Public Safety applications (Police & Fire Departments), Financial and Revenue based applications (Pentamation), Citywide Voice over IP in a LAN/WAN environment, Electronic Mail, Utility, and Code Enforcement Payment system, and a variety of specialized applications used throughout various City departments. The City's network topology consists of a fiber optic backbone supporting over 200 workstations and servers. Remote locations are homed to City Hall via point-to-point T1 communication. On the software end is a blend of Novell, Microsoft and Unix operating systems. This division also supports a fleet of approximately 200 Nextel cellular telephones and 35 cellular broadband mobile applications.

#### Legal

This division consists of the City Attorney, an Executive Secretary and a Law Clerk (part-time). This division operates as an in-house law firm, serving the elected officials



## 2011 Budget CITY MANAGER

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and professional staff by rendering advice, opinion letters, preparing ordinances and resolutions, and conducting the defense of the City in various courts and other disputes. The Legal Division also coordinates the Administrative Hearing Program consisting of hearing building code and non-moving violations (“P” Tickets) and acts as the liaison to the Consumer Protection Commission.

### Media Services

This division consists of the Director of Media Services and Media Specialist and is responsible for managing the City’s public relations and media operations. In a public relations capacity, this division prepares informative publications such as the annual *Community Clubs and Service Organizations* booklet; *A Guide to Des Plaines Government*; the *Des Plaines Dialer*; the *Directory of Officials and Offices of the City of Des Plaines*; the *Welcome to a Meeting of the Des Plaines City Council* brochure; the quarterly City-wide newsletter, the *Des Plaines Digest*, and the compact informational City of Des Plaines street map with historic and demographic data. In addition, City news releases (often with accompanying photographs) are developed, composed and distributed from this division. Approximately 500 news items are distributed each year. Several databases of media contacts, as well as other pertinent contacts, are maintained and continuously updated. In a media capacity, this division coordinates the government channel and production facility, handles cable-related complaints, and acts as the webmaster for the City’s external and internal web sites.

### Human Resources

The Human Resources division is responsible for administering the City's personnel programs which include: job analysis and position classification, recruitment and selection of employees; compensation plan and employee evaluation program; employee fringe benefits including health and dental insurance; risk management and employee safety; personnel record keeping; labor contract negotiations and development and administration of personnel policies to comply with federal, state and administrative requirements. The Human Resources division consists of three full-time employees: Director of Human Resources, Human Resource Specialist and Executive Secretary.

### Health and Human Services

The Health and Human Services division is responsible for promoting the general health and wellness of Des Plaines residents, and linking residents in need with available health and social community resources. The division consists of two part-time Community Social Workers and a part-time Community Health Nurse.

The division plans and directs a variety of social service and community health programs some of which include: coordinating the senior/disabled taxicab program; serving as an intake site for ALL KIDS and Access to Care state programs; maintaining two emergency/disaster lists - one for special needs residents who may require additional assistance during an emergency and the Medical Reserve Corps (MRC) comprised of



## **2011 Budget CITY MANAGER**

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registered medical professionals and non-medical volunteers and assist first responders during emergency and community events; coordinating the review process for grant funding from the City's social service agency funding account; providing consultation to private schools, conducting hearing and vision screening programs; providing assistance and serving as City liaison to various community groups; and providing blood pressure and cholesterol screenings to adult residents.



## **2010 MAJOR ACCOMPLISHMENTS**

### City Manager

1. Successfully managed the effective delivery of City government services following the elimination of numerous City staff positions at the beginning of the year.
2. Conducted a review and analysis of the City's risk management function, implementing an Executive Safety Committee to review losses and recommend methods to reduce the City's liability and exposure.
3. In conjunction with the Finance Department, improved the 2010 Budget document and earned the *Distinguished Budget Presentation Award* from the Government Officers' Finance Association for the second consecutive year.

### Information Technology

4. Replaced core router and voice gateway in data center. Replaced voice gateway in police department.
5. Upgraded Cisco CallManager (City Phone System) from version 4.x to 7.1.
6. Expanded on the use of virtual servers through deployment of VMware. Migrated existing standalone servers (P2V) to VMware.
7. Transitioned Police Detectives, Finance, City Clerk and Department Secretaries to Windows 7 using a combination of new and rebuilt workstations.
8. Expanded disk-2-disk backup schema to keep 30 days online to allow for restoration of files within a few minutes.
9. Upgraded Blackberry Enterprise Server to Version 5.0.
10. Moved e-documents from legacy document management systems to Laserfiche.
11. Developed in-house initiative to scan warrant register and backup materials into Laserfiche on a bi-weekly basis.
12. Developed FIOA request document preservation process for City Clerk.



## 2011 Budget CITY MANAGER

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13. Engineered and deployed multi-media experience in EOC.
14. Information Technology Division and responded to over 6,000 requests for assistance through the HelpDesk system.
15. Trained Police Department on in-station and mobile reporting system.

### Legal

16. Continued to improve service and turnaround on projects, depending on complexity, most projects are completed within two to three weeks of receipt. Many are completed within two days.
17. Increased service levels to Mayor, Council, City Manager, and Department heads while achieving new volume levels of work. (To date: 675 memoranda and letters, 149 ordinances and resolutions, hundreds of substantive emails to date.)
18. Completed new Illinois Supreme Court mandatory continuing legal education requirements for City Attorney.
19. Economic Development: Conducted in-depth assistance in the coordination of economic development projects involving redevelopment agreements, economic disclosure statements, etc., to ensure and protect the interests of the City.
20. Restructured approach to bankruptcy notices. Set up process to scan foreclosure notices to make the information available to City Staff.

### Media Services

21. Completed a City-wide Media Services survey involving the distribution of 2000 printed surveys throughout the City's eight wards and, also, an electronic version to the City's email subscribers (approximately 500). The survey resulted in an approximate 10% return on written surveys and approximately 20% on email surveys. Major communication tools identified were the *Des Plaines Digest*, the City's website and local newspapers.
22. Successfully completed publicity on the 2010 Complete Count Census Campaign.
23. Continued to increase and enhance programming on Channel 17 (including the televising of Council Committee meetings and requested Commission and Board Meetings).
24. Completed several video productions for Channel 17 including features on Recycling, Green Initiatives, the Flood Victim Program, the Taste of Des Plaines including the Chase to the Taste, Independence Day events, the Tour of "De Villas" Bicycle Race,





## 2011 Budget CITY MANAGER

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Flood Awareness, Water Meter Readings, the I-GO Car Program, the Annual State of the City Address, and a special commentary on the construction of the flood wall along River Road.

25. Enhanced internal training video library for individual departments including instructional productions for Human Resources (Employee Assistance, Workplace Harassment, Accident Reporting, etc...) and two productions for the Legal and Police Departments regarding the Crime Free Housing Program.

26. Developed a 5 year equipment replacement plan for cable programming and related equipment.

27. Continued to provide emergency communication support during situations such as the storm of June 18, 2010, whereby the Media Services Division becomes an active player in the emergency action team.

### Human Resources

28. Working with staff review teams, drafted and coordinated the review, approval and implementation of new personnel policies and procedures concerning customer service and workplace safety.

29. Coordinated the establishment of an Executive Safety Committee, comprised of representatives from all City operating departments and is responsible for reviewing employee accidents and managing the City's overall safety program.

30. Assumed transfer of responsibility from the Finance Department for the processing, recording, and managing of workers' compensation and liability insurance claims.

31. Assisted in the successful negotiation of a volunteer three-year collective labor agreement with the Des Plaines Professional Firefighter's Union - International Association of Firefighters Local 4211.

32. Introduced and implemented a new quarterly employee newsletter called *E-News*. *E-News* provides information about employee benefits, workplace safety, employee wellness, employee milestones, and items of general interest.

33. Assisted in the research and development of an improved performance evaluation form for union represented employees in the Public Works and Engineering Department.

34. Coordinated presentation of supervisory development programs on the following subjects: accident investigation, drug and alcohol awareness, EAP supervisory referrals, effective performance evaluations and workplace harassment.



2011 Budget  
**CITY MANAGER**

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35. Coordinated employee training programs on the following subjects: defensive driving, time management, and proper lifting techniques.

Health & Human Services

36. Provided for an effective transfer of the *Meals on Wheels* program from City Hall to the Frisbie Senior Center.
37. Successfully transitioned from a division consisting of a full-time Director, Secretary and part-time Community Health Nurse to a division consisting of two part-time Community Social Workers and a part-time Community Health Nurse.
38. Provided social service referrals to an average of over 200 residents on a monthly basis. The top five referrals concern: transportation/taxi cab assistance, housing, employment, food pantry services, and health and mental health needs.
39. Coordinated employee charity events including *Bring Your Can to Work Day* collecting 623 items for the local food pantry, and American Cancer Society's Relay for Life's City team, *Destined to Relay*, raising over \$900.
40. Conducted outreach programs through participation in the *Spring Community Fair* sponsored by the Des Plaines Park District, and promoted the Division's social services to three new outreach locations: Des Plaines Self Help Closet and Pantry, Public Library and the Frisbie Senior Center.
41. Achieved state certification as an *All Kids* Application Agency registration intake site for the state's universal health insurance program for uninsured children.
42. Revised, updated and promoted the *Directory of Community Resources* for the years 2011-2014.
43. Conducted an educational summer outreach program to children at the YMCA called *Healthy Kids Monday*, presented a program with the Des Plaines Park District for *National Women's Health and Fitness Day*, and coordinated a program for the Diabetes Support Group called *Sit and Be Fit*.



**2011 Budget**  
**CITY MANAGER**

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44. Continued to provide staff support and assistance for programs and activities coordinated by the following community groups: Healthy Community Partnership, Des Plaines Senior Center, Diabetes Support Group, Community Paint-A-Thon, Seasons of Service, Intergenerational Program Committee, the American Cancer Society (Relay for Life and Health Initiative), Ministerial Association, Des Plaines Community Foundation, Senior Celebration Committee, Northwest Suburban SNAP (Special Needs Assistance Program), Northwest Suburban Nurses Association, and the Cook County Department of Public Health.
45. Continued (Community Health Nurse) co-coordination of the City's medical reserve corps (MRC) volunteers with Citizen Corps Director Bruce Ahlmann. MRC volunteer nurses were utilized at the first aid station at the *Taste of Des Plaines*, the *Race to the Taste* and *Fall Fest*.
46. Coordinated the offering of training programs for continuing educational units (CEU's) through Oakton Community College for the volunteer members of the Medical Reserve Corp.



## 2011 GOALS AND OBJECTIVES

### City Manager

1. Continue the development and implementation of an effective organization-wide performance measurement system.
2. Continue to research and develop citizen request for service tracking system to better manage requests for information or service made to the City Manager's Office.
3. Continue to assess the delivery of core City services and identify methods for improving operational efficiencies and/or reducing overall costs.

### Information Technology

4. Develop implementation strategy for the City's next generation Enterprise Resource Planning (ERP) application.
5. Replace end-of-life network equipment and uninterruptable power supplies at City Hall, Police Department and remote municipal buildings.
6. Expand electronic document program to reduce the amount of physical documents created by staff.
7. Upgrade core servers to Windows 2008 R2 and plan for server replacement at the end of 2011.
8. Upgrade remaining workstations from Windows XP to Windows 7.
9. Plan and implement transition to Office 2010 and Exchange 2010

### Legal

10. Continue to represent the City in court cases, with the exception of federal cases, Worker's Compensation matters, and tort matters which our MICA risk pool attorneys handle.
11. Continue to improve flow of agenda package and memoranda to insure all documents are accurate and completed before deadlines.
12. Continue to work on completing the mandatory continuing legal education requirements of the Illinois Supreme Court. City Attorney Dave Wiltse must



## 2011 Budget CITY MANAGER

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complete 24 hours of MCLE by June 30, 2011. An additional 30 hours of continuing legal education will be required for each subsequent two year period.

### Media Services

13. Continue to define the City and community image and market and publicize it locally, regionally, and nationally.
14. Enhance the City's website making it more user-friendly and navigable. Further investigate the initiation of a content management system for the City's website and, if warranted, implement a system thereby providing a more spontaneous and up-to-date site at a substantial cost savings.
15. Continue to work collaboratively with the Mayor's Office in regards to marketing Des Plaines through Chicago's North Convention and Visitors Bureau and enhance work with Community and Economic Development on the promotion and marketing of the City on a statewide/national basis.
16. Produce a cable access program on the Clinical Government Program, a cooperative City/High School District 207 thirty plus year venue, exposing local high school students to the inner workings of local government.
17. Continue to assess and enhance information outlets and analyze delivery costs.
18. Assure the maintenance of contractual crew assistants by maintaining a roster of active, trained personnel.

### Human Resources

19. Continue to use services of EAP provider and risk management consultant to provide organization-wide training programs for City employees.
20. Assist applicable City Departments in preparing for and participating in negotiations for successor collective bargaining agreements that expire on December 31, 2011. These include: MAP 240 (police officers), AFSCME (clerical, technical and inspection personnel) and MAP 282 (emergency communications personnel).
21. Work with Executive Safety Committee and City Manager/Department Heads to administer City's safety program. This will include the creation of safety goals and objectives consistent with the safety and risk management needs of the organization.
22. Assist the Employee Wellness Team by serving as an informational resource and liaison to health benefit vendors.



## 2011 Budget CITY MANAGER

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23. Develop quarterly issues of *E-news*, an employee newsletter that provides regular information about employee benefits, workplace safety, employee wellness, employee milestones, and items of general interest submitted from City departments.
24. Develop programs and activities to recognize and celebrate Public Service Recognition Week - May 2-8, 2011.

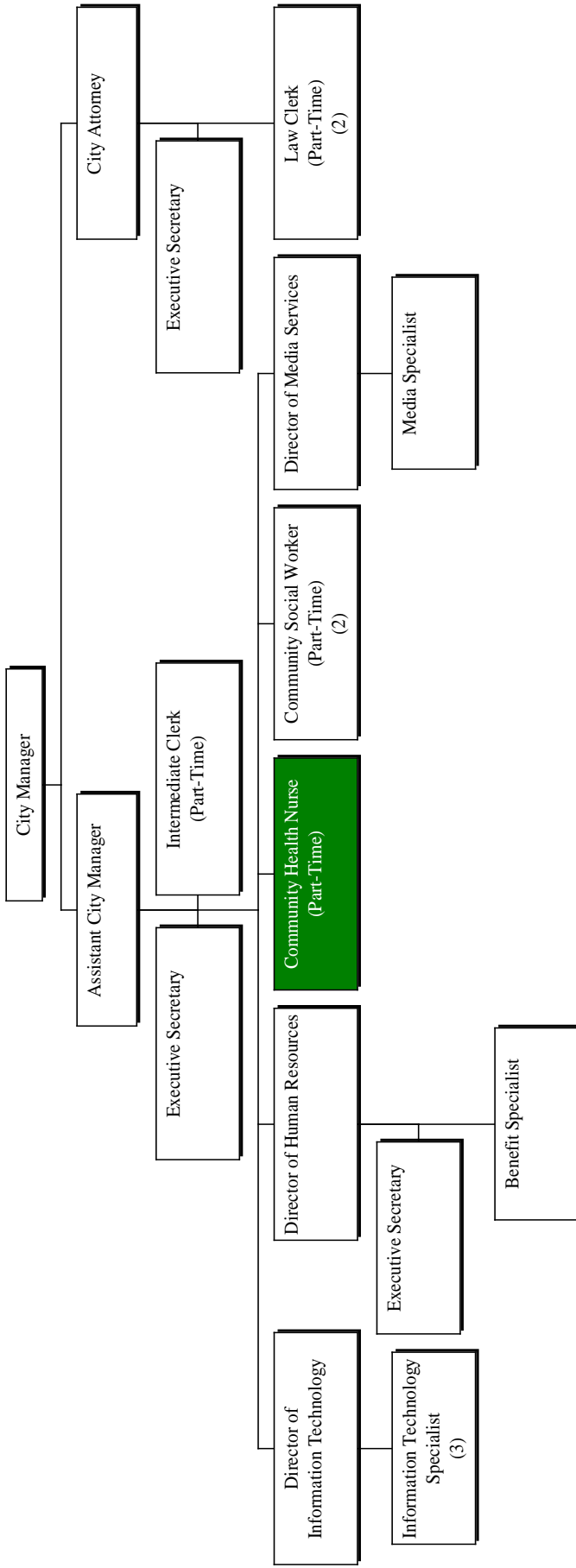
### Health and Human Services

25. Ensure Community Health Nurse is trained as a back-up Designated Infection Control Officer (DICO) to the Fire Department's EMS Coordinator. This action is necessary to achieve City compliance with the Federal HIV/AIDS Treatment Extension Act of 2009.
26. Chair (Community Health Nurse) the Employee Wellness Team. The purpose of this staff initiative is to promote healthy lifestyle choices by providing health related programs, activities and education.
27. Conduct a user satisfaction survey of the City's subsidized taxi-cab discount program.
28. Continue the development of public service announcements, informational programs, and character generated messages on various health/social topics for broadcast on Channel 17.
29. Maintain, promote and enhance the list of names for residents who have special needs in the event of a local weather emergency or disaster; assist the City's Homeland Security/Emergency Management Agency with mass sheltering.
30. Develop, coordinate, and present programs on the following topics: fall prevention, osteoporosis, and stress management/healthy living; and develop a senior caregiver support group.

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# City Manager's Office





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**2011 Budget**  
**CITY MANAGER**

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**PERSONNEL EXHIBIT**

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Department: City Manager                      Div: City Manager                      Div No: 0631

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
City Manager	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00
Intermediate Clerk	0.50	0.50	0.50
Total Full Time Equivalent (FTE) Employees:	3.50	3.50	3.50

## FY 2011 Budget WorkSheet

### 0631 - CITY MANAGER

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	329,519	371,855	327,000	248,727		
910500 - VACATION PAY	19,800	0	0	0		
910600 - SICK PAY	6,242	0	0	0		
910700 - HOLIDAY PAY	13,529	0	0	0		
910970 - COMPENSATED ABSENCES	-11,833	0	0	0		
<b>TOTAL SALARIES</b>	<b>357,257</b>	<b>371,855</b>	<b>327,000</b>	<b>248,727</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	101	420	420	1,188		
918020 - EMPLOYER CONTR-F.I.C.A.	23,583	24,334	23,682	15,675		
918021 - EMPLOYER CONTR-I.M.R.F.	36,265	41,016	36,386	26,075		
918030 - EAP PROGRAM	48	49	49	0		
918040 - LIFE INS PREMIUMS	551	551	346	184		
918050 - PPO INSURANCE PREMIUMS	12,296	12,432	500	0		
918051 - HMO INSURANCE PREMIUMS	25,979	28,018	28,018	31,000		
918055 - DENTAL INSURANCE PREMIUMS	1,924	2,265	1,750	1,638		
918070 - WORKERS COMPENSATION	1,256	1,138	1,456	777		
<b>TOTAL BENEFITS</b>	<b>102,002</b>	<b>110,223</b>	<b>92,607</b>	<b>76,537</b>		
<b>CONTRACTUAL SERVICES</b>						
920120 - COMMUNICATION SERVICES	1,964	850	850	1,800	NEXTEL PHONES (2)	1,800
920204 - TRAINING	550	750	500	500	PROFESSIONAL DEVELOPMENT/CERTIFICATION	500
920220 - MEMBERSHIP DUES	4,083	3,500	3,100	3,500	ICMA/ILCMA (2), IAMMA (2)	3,500
920900 - PROPERTY/LIAB CONTRIBUTIO	1,364	1,316	1,316	1,612	INTERNAL SERVICE FUND CHARGE	1,612
930590 - MISCELLANEOUS EXPENSES	1,531	500	100	500	MISC EXP RELATED TO CITY BUSINESS	500
960070 - TRAVEL EXPENSES	0	100	0	100	PARKING, TOLLS, TRAIN TICKETS, ETC.	100
960990 - MISC CONTRACTUAL SVCS	6,000	0	500	500		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>15,493</b>	<b>7,016</b>	<b>6,366</b>	<b>8,512</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	1,729	1,500	1,000	1,000	PAPER, PENS, PENCILS, ETC.	1,000
970260 - POSTAGE AND PARCEL	14	250	150	150	FEDEX, SPECIAL DELIVERY, ETC.	150
970270 - PRINTING-REPROD-BINDING	0	250	100	150	PRINT PROJECTS & INFORMATION PACKETS	150
970620 - SUBSCRIPTIONS & BOOKS	906	1,500	1,000	1,250	PROFESSIONAL JOURNALS, PUBLICATIONS, ETC.	1,250
<b>TOTAL COMMODITIES</b>	<b>2,649</b>	<b>3,500</b>	<b>2,250</b>	<b>2,550</b>		
<b>Division Totals</b>	<b>477,401</b>	<b>492,594</b>	<b>428,223</b>	<b>336,326</b>		



2011 Budget

## CITY MANAGER - INFORMATION TECHNOLOGY

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### PERSONNEL EXHIBIT

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Department: City Manager                      Div: Information Technology                      Div. No: 0632

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Director of Information Technology	1.00	1.00	1.00
Information Technology Specialist	4.00	3.00	3.00
Total Full Time Equivalent (FTE) Employees:	5.00	4.00	4.00

FY 2011 Budget WorkSheet

**0632 - INFORMATION TECHNOLOGY**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	312,042	355,716	355,597	365,444		
910200 - TEMPORARY WAGES	0	10,000	10,000	10,350	RECORD PRESERVATION	10,350
910500 - VACATION PAY	18,934	0	0	0		
910600 - SICK PAY	2,102	0	0	0		
910700 - HOLIDAY PAY	14,161	0	0	0		
910970 - COMPENSATED ABSENCES	4,970	0	0	0		
<b>TOTAL SALARIES</b>	<b>352,209</b>	<b>365,716</b>	<b>365,597</b>	<b>375,794</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	138	496	496	1,172		
918020 - EMPLOYER CONTR-F.I.C.A.	25,214	27,092	27,491	28,184		
918021 - EMPLOYER CONTR-I.M.R.F.	34,466	39,235	39,539	44,431		
918030 - EAP PROGRAM	65	67	67	0		
918040 - LIFE INS PREMIUMS	621	632	632	410		
918050 - PPO INSURANCE PREMIUMS	45,738	60,762	60,763	62,417		
918051 - HMO INSURANCE PREMIUMS	12,019	16,579	16,579	18,333		
918055 - DENTAL INSURANCE PREMIUMS	3,716	4,416	5,093	4,856		
918070 - WORKERS COMPENSATION	1,188	1,119	1,250	768		
918085 - RHS PLAN PAYOUT	0	0	456	2,500		
<b>TOTAL BENEFITS</b>	<b>123,164</b>	<b>150,398</b>	<b>152,366</b>	<b>163,071</b>		
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	2,587	8,060	2,750	4,120	CISCO CALLMANAGER	2,000
					FIREHOUSE SOFTWARE	500
					IMAGE TREND:DATA	1,620
					STORAGE/MEDICAL RECORDS	
					FEES(.27)	
920120 - COMMUNICATION SERVICES	29,426	65,645	65,000	73,010	NEXTEL PHONES (4 BB)	4,200
					3G BROADBAND FOR MDC (30	16,200
					@ \$540)	
					WOW BUSINESS ISP	1,100
					COMCAST BUSINESS ISP	1,260
					3G/4G BROADBAND CARD FOR	720
					IT (1 @ \$720)	
					3G BROADBAND CARD FOR	1,080
					CED (2 @ \$540)	
					3G BROADBAND CARD FOR PD	1,300
					PROJECT SHIELD	
					DS1 - COOK COUNTY PUBLIC	7,000
					SAFETY NETWORK	
					AT&T GSM DATA CONNECTION	600
					(PD TRACKER)	
					MOBILE DATA COMPUTER	22,000
					IPSAN (POLICE)	
					MOBILE DATA COMPUTER	7,200
					IPSAN (FIRE)	
					3G BROADBAND CARD FOR	540
					FLOATER	
					EOC PORTABLE HOTSPOT	1,200
					CELL BROADBAND BAT 9 (FIRE)	540
					VOICENATION (CNS VOICEMAIL	150
					FORWARDING)	
					3G/4G BROADBAND ROUTER	7,920
					FOR FIRE (11 @ 720)	
920204 - TRAINING	384	10,000	6,000	10,000	IT TRAINING (4 @ 2500.00)	10,000

FY 2011 Budget WorkSheet

0632 - INFORMATION TECHNOLOGY

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
920220 - MEMBERSHIP DUES	30	30	30	30	SAMS CLUB	30
920240 - RECORDS PRESERVATION	1,705	20,000	20,000	20,000	PLANNING & ZONING BLDG & CODE	1,000 15,000
920900 - PROPERTY/LIAB CONTRIBUTIO	1,826	1,762	1,762	2,165	POLICE SUPPORT INTERNAL SERVICE FUND CHARGE	4,000 2,165
930010 - R & M EQUIPMENT	13,423	27,050	25,000	36,150	CISCO SMARTNET (CITY-WIDE PHONE) CISCO SMARTNET (ROUTERS) HP PLOTTER (GIS) KIPP 3000 LARGE FORMAT COPIER SCANNER (ENGINEERING) COPIER MAINTENANCE FEES (POLICE REPORT WRITING) COPIER MAINTENANCE FEES (PUBLIC WORKS) PLOTTER (PUBLIC WORKS) BARRACUDA SPAMFILTER (12 MONTHS) GENERAL FAX, COPIER REPAIRS	25,000 3,200 1,200 1,300 1,600 1,200 1,700 500 450
930110 - R & M SOFTWARE	82,689	111,535	111,500	106,205	SYMANTEC CORP ANTIVIRUS (200 @ 23) INFORMIX MAINTENANCE (3/41) GENERO (40 CAL) GENERO COMPILER FINPLUS (FA-PR-FX-PUR-PCTL-ST-SRC CODE) COMMUNITY PLUS(BL-CR-CE) COGNOS REPORT WRITER EZSPOOLER SCO UNIX OPTIO BACKUP EXEC SERVER & REMOTE AGENTS CITY CLERK MINUTES INDEXING APPLICATION ESRI DESKTOP (AVIEW 6 LM + 4 SINGLE, 1 AINFO) ESRI ARCGIS SERVER AUTODESK AUTOCAD (ENGINEERING/CIP) CFA SOFTWARE & SCANNER UPDATES (VEHICLE MAINT) FIREHOUSE UPDATES/TECH SUPPORT (FIRE) FIREHOUSE CAD INTERFACE TECH SUPPORT (FIRE) FIREHOUSE USER LICENSE (7 USERS) FIREHOUSE MOBILE PREPLAN HR OSHA COMPLIANCE (1 USER) TRACKIT SOFTWARE SUPPORT IMAGETREND FIELD BRIDGE SUPPORT (9 @ \$225) TELREX VOICE RECORDING SOFTWARE BLACKBERRY ENTERPRISE SERVER (70 USERS)	4,600 4,500 3,150 1,375 25,500 21,000 1,250 750 1,375 1,425 1,300 600 9,500 2,300 7,800 1,100 895 1,245 1,300 85 125 1,900 2,025 930 3,000

FY 2011 Budget WorkSheet

**0632 - INFORMATION TECHNOLOGY**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
930110 - R & M SOFTWARE...	82,689...	111,535...	111,500...	106,205...	24-7 EMS COMPUTER BASED TRAINING	1,025
					LASERFICHE SERVER & USER LICENSES	2,500
					MICROSOFT SQL SERVER 1-CPU 1-YR SA	700
					MS TERMINAL SERVER CAL	2,000
					COLDFUSION STANDARD	950
960065 - BANK FEES	110	120	140	140		
960990 - MISC CONTRACTUAL SVCS	70	1,150	0	0		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>132,250</b>	<b>245,352</b>	<b>232,182</b>	<b>251,820</b>		

**COMMODITIES**

970100 - OFFICE SUPPLIES	246	1,500	1,000	1,000	OFFICE SUPPLIES	1,000
970115 - SUPPLIES: DEPT/OTHER	27,150	30,000	22,000	24,000	PRINTER/COPIER TONER & INK	24,000
970260 - POSTAGE AND PARCEL	83	100	75	100	PARTS RETURNS ETC	100
970270 - PRINTING-REPROD-BINDING	362	50,000	21,000	22,000	PAGE PER COPY FEE (CITY WIDE)	22,000
970310 - SUPPLIES: EQUIP R/M	1,047	1,000	500	1,000	MAINTENANCE PARTS & SUPPLIES	1,000
970620 - SUBSCRIPTIONS & BOOKS	0	0	250	250	DOMAIN REGISTRATIONS & SSL CERTIFICATES	250
970900 - EQUIPMENT <\$5,000	4,387	5,875	5,500	5,875	RPLCMNT LCD SCREENS (8 @ \$225)	1,800
					RPLCMNT UPS BATTERY PACKS	350
					RPLCMNT PARTS CELL	475
					RPLCMNT PARTS CISCO VOIP	650
					RPLCMNT KEYBOARD, MICE, CABLES	1,100
					MISC NETWORK	1,500
<b>TOTAL COMMODITIES</b>	<b>33,275</b>	<b>88,475</b>	<b>50,325</b>	<b>54,225</b>		

<b>Division Totals</b>	<b>640,898</b>	<b>849,941</b>	<b>800,470</b>	<b>844,910</b>
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**2011 Budget**  
**CITY MANAGER - LEGAL**

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**PERSONNEL EXHIBIT**

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Department: City Manager                      Div: Legal    Div. No: 0634

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
City Attorney	1.00	1.00	1.00
Assistant City Attorney	1.00	0.00	0.00
Executive Secretary	1.00	1.00	1.00
Part time Law Clerk	0.25	0.25	0.50
Total Full Time Equivalent (FTE) Employees:	3.25	2.25	2.50



# FY 2011 Budget WorkSheet

## 0634 - LEGAL

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	271,930	223,311	221,500	238,384		
910200 - TEMPORARY WAGES	5,653	0	17,000	0		
910400 - NON-SUPERVISORY OVERTIME	847	2,153	1,750	2,314		
910500 - VACATION PAY	29,229	0	0	0		
910600 - SICK PAY	2,921	0	0	0		
910700 - HOLIDAY PAY	12,476	0	0	0		
910970 - COMPENSATED ABSENCES	12,185	0	0	0		
<b>TOTAL SALARIES</b>	<b>335,241</b>	<b>225,464</b>	<b>240,250</b>	<b>240,698</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	138	494	494	1,115		
918020 - EMPLOYER CONTR-F.I.C.A.	21,452	15,360	19,327	16,753		
918021 - EMPLOYER CONTR-I.M.R.F.	32,338	24,869	29,749	29,437		
918030 - EAP PROGRAM	65	67	67	0		
918040 - LIFE INS PREMIUMS	551	364	364	184		
918050 - PPO INSURANCE PREMIUMS	40,114	33,630	33,582	33,867		
918055 - DENTAL INSURANCE PREMIUMS	1,763	1,721	1,550	1,639		
918070 - WORKERS COMPENSATION	1,021	605	900	476		
918085 - RHS PLAN PAYOUT	8,194	7,825	38,000	2,106		
<b>TOTAL BENEFITS</b>	<b>105,636</b>	<b>84,935</b>	<b>124,033</b>	<b>85,577</b>		
<b>CONTRACTUAL SERVICES</b>						
920100 - LEGAL FEES	55,665	120,000	110,000	110,000	OUTSIDE COUNSEL BILLINGS	110,000
920103 - LEGAL FEES: LABOR & EMPL	96,281	100,000	80,000	90,000	OUTSIDE COUNSEL FEES FOR LABOR & EMPLY MATTERS	75,000
					FIRE & POLICE COMMISSION	15,000
920110 - PROFESSIONAL SERVICES	3,600	3,900	3,900	11,100	ADMINISTRATIVE HEARING OFFICER (\$300.00 PER SESSION)	3,900
					ADMIN HEARING JUDGE, 2 CALLS PER MONTH	7,200
920120 - COMMUNICATION SERVICES	961	1,000	720	720	COST OF NEXTEL PHONE (1) BLACKBERRY	720
920202 - CONFERENCES	0	2,059	0	1,000	IMLA ANNUAL CONFERENCE	1,000
920204 - TRAINING	442	1,320	1,320	1,330	ILLINOIS MUNICIPAL LEAGUE ANNUAL LAW REVIEW	250
					BLOOMINGTON IL - ONE DAY SEMINAR	80
					CLE ELIGIBLE SEMINARS	1,000
920220 - MEMBERSHIP DUES	2,214	2,300	1,650	1,650	IMLA ANNUAL DUES FOR CITY ATTORNEY	900
					CHICAGO BAR ASSOCIATION FOR CITY ATTORNEY	250
					NORTHWEST SUBURBAN BAR ASSOCIATION FOR CITY ATTORNEY	200
					ARDC FOR CITY ATTORNEY	300
920235 - RECORDING FEES	464	5,000	0	1,500	COST OF RECORDING DOCUMENTS	1,500
920900 - PROPERTY/LIAB CONTRIBUTIO	1,877	1,811	1,811	2,069	INTERNAL SERVICE FUND CHARGE	2,069
930590 - MISCELLANEOUS EXPENSES	25	0	0	0		
960070 - TRAVEL EXPENSES	145	250	250	250	TRAIN TICKETS FOR DOWNTOWN COURT APPEARANCES FOR	250

## FY 2011 Budget WorkSheet

### 0634 - LEGAL

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
960070 - TRAVEL EXPENSES...	145...	250...	250...	250...	VARIOUS ITEMS ASSOCIATED WITH LITIGATION	0
					MILEAGE FOR COURT APPEARANCES AND MEETINGS	0
960990 - MISC CONTRACTUAL SVCS	1,961	1,500	750	1,000	COURT REPORTER FEES	1,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>163,634</b>	<b>239,140</b>	<b>200,401</b>	<b>220,619</b>		

#### COMMODITIES

970100 - OFFICE SUPPLIES	807	1,500	1,200	1,200	PAPER, PENS, PENCILS, ETC.	1,200
970260 - POSTAGE AND PARCEL	280	250	200	200	USUAL POSTAGE SUCH AS CERTIFIED MAIL OR FED EX	200
970620 - SUBSCRIPTIONS & BOOKS	6,911	6,500	6,500	6,500	MONTHLY WESTLAW ACCESS FEE - UNLIMITED USAGE IN DB	5,500
					PERIODIC REPLACEMENT OF OBSOLETE BOOKS	860
					LAWYER'S HANDBOOK	70
					SULLIVAN'S LAW DIRECTORY	70
<b>TOTAL COMMODITIES</b>	<b>7,998</b>	<b>8,250</b>	<b>7,900</b>	<b>7,900</b>		

<b>Division Totals</b>	<b>612,509</b>	<b>557,789</b>	<b>572,584</b>	<b>554,794</b>
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**2011 Budget**  
**CITY MANAGER - MEDIA SERVICES**

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**PERSONNEL EXHIBIT**

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Department: City Manager                      Div: Media Services                      Div No: 0635

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Director of Media Services	1.00	1.00	1.00
Media Specialist	1.00	1.00	1.00
Total Full Time Equivalent (FTE) Employees:	2.00	2.00	2.00

# FY 2011 Budget WorkSheet

## 0635 - MEDIA SERVICES

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	132,578	153,778	146,532	155,333		
910200 - TEMPORARY WAGES	14	0	0	0		
910500 - VACATION PAY	3,958	0	0	0		
910600 - SICK PAY	915	0	0	0		
910700 - HOLIDAY PAY	5,872	0	0	0		
910950 - EXCESS SICK HRS PAY OUT	1,465	1,517	0	0		
910970 - COMPENSATED ABSENCES	28,005	0	0	0		
<b>TOTAL SALARIES</b>	<b>172,806</b>	<b>155,295</b>	<b>146,532</b>	<b>155,333</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	12	70	70	575		
918020 - EMPLOYER CONTR-F.I.C.A.	10,982	11,764	11,210	11,883		
918021 - EMPLOYER CONTR-I.M.R.F.	14,615	16,962	16,309	18,671		
918030 - EAP PROGRAM	6	6	6	0		
918040 - LIFE INS PREMIUMS	286	347	286	184		
918050 - PPO INSURANCE PREMIUMS	22,372	24,729	26,630	25,333		
918055 - DENTAL INSURANCE PREMIUMS	1,661	2,015	1,955	1,729		
918070 - WORKERS COMPENSATION	490	471	523	323		
<b>TOTAL BENEFITS</b>	<b>50,424</b>	<b>56,364</b>	<b>56,989</b>	<b>58,698</b>		
<b>CONTRACTUAL SERVICES</b>						
920120 - COMMUNICATION SERVICES	1,928	1,950	1,635	1,440	NEXTEL PHONE	1,440
920204 - TRAINING	0	500	500	850	PROFESSIONAL CERTIFICATION PROGRAMS & EVENTS	850
920220 - MEMBERSHIP DUES	2,211	3,995	4,000	3,665	NATOA	1,500
					IL NATOA	60
					ASCAP	600
					BMI	600
					SESAC	540
					PRSA	365
920230 - PUBLICATION OF NOTICES	0	0	1,655	1,665	JOURNAL PROGRESS EDITION AD	1,665
920900 - PROPERTY/LIAB CONTRIBUTIO	1,677	1,618	1,618	2,234	INTERNAL SERVICE FUND CHARGE	2,234
930010 - R & M EQUIPMENT	558	1,000	500	500	CAMERA, EQUIPMENT REPAIR	500
930200 - RENTALS & LEASES	0	250	0	0		
960070 - TRAVEL EXPENSES	0	50	50	50	PARKING, TOLLS, ETC.	50
960990 - MISC CONTRACTUAL SVCS	35,736	37,000	39,000	41,000	CREW FOR MEETINGS & SPECIAL EVENTS WEBSITE MAINT (MUNIWEB)	11,000 30,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>42,109</b>	<b>46,363</b>	<b>48,958</b>	<b>51,404</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	173	500	450	500	PENS, PENCILS, PAPER	500
970115 - SUPPLIES: DEPT/OTHER	1,907	2,000	1,800	2,000	VIDEO, MEDIA, CONNECTORS, ETC.	2,000
970190 - UNIFORMS/APPAREL/CLOTHING	451	250	300	250	UNIFORMS FOR VIDEO CREW	250
970260 - POSTAGE AND PARCEL	14,726	16,150	16,150	16,150	MISCELLAENOUS SHIPPING FOR REPAIR, POSTAGE, ETC	150
					DES PLAINES DIGEST	16,000
970270 - PRINTING-REPROD-BINDING	14,811	16,000	16,000	16,000	DES PLAINES DIGEST PRINTING	16,000

## FY 2011 Budget WorkSheet

### 0635 - MEDIA SERVICES

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
970270 - PRINTING-REPROD-BINDING...	14,811...	16,000...	16,000...	16,000...	SUBJECT TO RESULTS OF BID PROCESS AUGUST 2010	0
970620 - SUBSCRIPTIONS & BOOKS	673	250	260	260	TECHNICAL & TRADE PUBLICATIONS	260
970900 - EQUIPMENT <\$5,000	1,043	6,000	6,000	1,000	MISC MEDIA EQUIPMENT	1,000
<b>TOTAL COMMODITIES</b>	<b>33,784</b>	<b>41,150</b>	<b>40,960</b>	<b>36,160</b>		

#### **CAPITAL EXPENDITURES**

980400 - EQUIPMENT	0	0	0	7,500	VIDEO CAMERA	7,500
980600 - FURNITURE & FIXTURES	2,825	0	0	0		
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>2,825</b>	<b>0</b>	<b>0</b>	<b>7,500</b>		

<b>Division Totals</b>	<b>301,948</b>	<b>299,172</b>	<b>293,439</b>	<b>309,095</b>
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**2011 Budget**  
**CITY MANAGER - HUMAN RESOURCES**

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**PERSONNEL EXHIBIT**

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Department: City Manager                      Div: Human Resources                      Div. No: 0637

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Human Resources Director	1.00	1.00	1.00
Human Resource Specialist	2.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00
Total Full Time Equivalent (FTE) Employees:	4.00	3.00	3.00

## FY 2011 Budget WorkSheet

### 0637 - HUMAN RESOURCES

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	251,285	265,940	254,000	266,440		
910500 - VACATION PAY	16,232	0	0	0		
910600 - SICK PAY	2,712	0	0	0		
910700 - HOLIDAY PAY	11,261	0	0	0		
910970 - COMPENSATED ABSENCES	6,893	0	0	0		
<b>TOTAL SALARIES</b>	<b>288,383</b>	<b>265,940</b>	<b>254,000</b>	<b>266,440</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	135	242	242	959		
918020 - EMPLOYER CONTR-F.I.C.A.	20,986	20,344	19,431	20,383		
918021 - EMPLOYER CONTR-I.M.R.F.	28,584	29,333	28,270	32,026		
918030 - EAP PROGRAM	63	65	65	0		
918040 - LIFE INS PREMIUMS	539	490	490	259		
918050 - PPO INSURANCE PREMIUMS	19,906	21,557	15,119	15,432		
918051 - HMO INSURANCE PREMIUMS	0	0	11,505	18,333		
918055 - DENTAL INSURANCE PREMIUMS	912	1,159	1,354	1,743		
918070 - WORKERS COMPENSATION	965	814	860	553		
918085 - RHS PLAN PAYOUT	2,335	2,230	3,150	3,150		
<b>TOTAL BENEFITS</b>	<b>74,425</b>	<b>76,234</b>	<b>80,486</b>	<b>92,838</b>		
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	41,488	15,000	5,000	5,000	COBRA ADMINISTRATION & ORGANIZATION TRAINING	5,000
920120 - COMMUNICATION SERVICES	1,032	1,200	1,200	1,200	PHONE EXPENSE	1,200
920204 - TRAINING	1,480	1,000	1,000	2,000	EMPLOYEE TRAINING	2,000
920205 - TUITION REIMBURSEMENTS	22,834	20,000	20,000	20,000	CITY-WIDE EMPLOYEE PROGRAM	20,000
920220 - MEMBERSHIP DUES	1,666	1,800	2,200	2,300	INDIVIDUAL AND CITY MEMBERSHIPS	2,300
920230 - PUBLICATION OF NOTICES	6,998	10,000	5,000	5,000	RECRUITMENT ADVERTISEMENTS	5,000
920900 - PROPERTY/LIAB CONTRIBUTIO	3,211	3,098	3,098	1,576	INTERNAL SERVICE FUND CHARGE	1,576
930010 - R & M EQUIPMENT	329	0	0	0		
930110 - R & M SOFTWARE	100	100	100	100	SOFTWARE LICENSE	100
930590 - MISCELLANEOUS EXPENSES	60	0	3,000	5,000	PUBLIC EMPLOYEE RECOG. PROGRAM	5,000
960040 - EMPLOYEE PHYSICALS	6,956	10,000	6,500	8,000	POST-OFFER EMPLOYEE PHYSICALS & DRUG SCREENS	7,750
					FINGERPRINTING FEES	250
960050 - EMPLOYEE EXAMINATIONS	6,850	7,000	2,500	3,000	WRITTEN SKILL/PSYCHOLOGICAL TESTS FOR JOB APPLICANTS	3,000
960070 - TRAVEL EXPENSES	1,772	2,000	2,000	2,000	CANDIDATE AIRFARE, EMPLOYEE TRAVEL EXPENSE	2,000
960990 - MISC CONTRACTUAL SVCS	390	500	250	250	RECORDS DISPOSAL	250
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>95,166</b>	<b>71,698</b>	<b>51,848</b>	<b>55,426</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	2,270	2,500	1,800	2,000	GENERAL OFFICE SUPPLIES	2,000
970115 - SUPPLIES: DEPT/OTHER	1,894	3,500	0	0		
970190 - UNIFORMS/APPAREL/CLOTHING	0	300	300	300	CITY SHIRTS & RELATED APPAREL FOR HR STAFF	300

FY 2011 Budget WorkSheet

**0637 - HUMAN RESOURCES**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
970260 - POSTAGE AND PARCEL	105	400	400	400	POSTAGE FOR SPECIAL MAILINGS	400
970270 - PRINTING-REPROD-BINDING	2,321	2,000	1,100	1,000	PRINTING OF APPLICANT HEALTH BENEFITS DOCUMENTS, ETC.	650
970620 - SUBSCRIPTIONS & BOOKS	1,868	2,500	1,300	1,500	VARIOUS PERSONNEL REPORTS	1,500
<b>TOTAL COMMODITIES</b>	<b>8,458</b>	<b>11,200</b>	<b>4,900</b>	<b>5,200</b>		
<b>Division Totals</b>	<b>466,432</b>	<b>425,072</b>	<b>391,234</b>	<b>419,904</b>		





**2011 Budget**  
**CITY MANAGER – HEALTH & HUMAN SERVICES**

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**PERSONNEL EXHIBIT**

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Department: City Manager      Div: Health & Human Services      Div. No: 0639

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Director of Health and Human Services	1.00	0.00	0.00
Divisional Secretary	1.00	0.00	0.00
Community Health Nurse	0.75	0.75	0.75
Community Social Workers (2 PT)	0.00	1.00	1.00
Total Full Time Equivalent (FTE) Employees:	2.75	1.75	1.75

FY 2011 Budget WorkSheet

**0639 - HEALTH & HUMAN SERVICES**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	162,905	70,579	70,579	149,776		
910200 - TEMPORARY WAGES	0	80,000	70,000	0		
910500 - VACATION PAY	15,118	0	0	0		
910600 - SICK PAY	2,785	0	0	0		
910700 - HOLIDAY PAY	7,837	0	0	0		
910970 - COMPENSATED ABSENCES	-17,157	0	0	0		
<b>TOTAL SALARIES</b>	<b>171,489</b>	<b>150,579</b>	<b>140,579</b>	<b>149,776</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	70	338	338	570		
918020 - EMPLOYER CONTR-F.I.C.A.	13,391	5,399	11,197	11,458		
918021 - EMPLOYER CONTR-I.M.R.F.	19,155	7,785	16,291	18,003		
918030 - EAP PROGRAM	33	34	34	0		
918040 - LIFE INS PREMIUMS	490	347	205	184		
918050 - PPO INSURANCE PREMIUMS	50,098	17,705	17,475	15,089		
918055 - DENTAL INSURANCE PREMIUMS	2,696	973	862	663		
918070 - WORKERS COMPENSATION	647	216	572	311		
918085 - RHS PLAN PAYOUT	2,118	2,023	2,342	0		
<b>TOTAL BENEFITS</b>	<b>88,699</b>	<b>34,820</b>	<b>49,316</b>	<b>46,278</b>		
<b>CONTRACTUAL SERVICES</b>						
920120 - COMMUNICATION SERVICES	1,559	1,500	1,486	1,680	NEXTEL PHONE SERVICE FOR (2) CSW AND (1) CHN	1,680
920204 - TRAINING	664	600	560	2,000	TRAINING/CEU REQUIREMENTS	2,000
920220 - MEMBERSHIP DUES	590	750	600	900	H/V, CLIA, IDP REG AND (3) MEMBERSHIP DUES	900
920341 - INSURANCE PREMIUMS (LIAB)	98	100	99	100	PROFESSIONAL LIABILITY INSURANCE FOR CHN	100
920520 - SUBSIDY:COMMUNTY OUTREACH	5,039	6,500	3,700	2,000	ER ASSIST	2,000
920540 - SUBSIDY:YOUTH COMMISSION	7,075	7,000	7,000	7,000	ACTIVITIES SPONSORED BY DP YOUTH COMMISSION	7,000
920545 - SUBSIDY:PARK DIST SEN CEN	47,300	80,000	80,000	80,000	FRISBIE INTERGOV. AGRMNTS (2) @\$40K/EACH	80,000
920550 - SUBSIDY:SOCIAL SERV AGENCY	75,000	75,000	75,000	75,000	SOCIAL SERVICE FUNDING	75,000
920650 - SUBSIDY:SR CTZEN CAB SERV	19,034	30,000	21,500	22,500	SENIOR DISCOUNT FOR TAXICAB FARES	22,500
920900 - PROPERTY/LIAB CONTRIBUTIO	3,264	3,150	3,150	2,693	INTERNAL SERVICE FUND CHARGE	2,693
930010 - R & M EQUIPMENT	25	250	40	125	R & M / BI YEARLY CALIBRATION	125
960070 - TRAVEL EXPENSES	8	100	75	100	MILEAGE, TOLLS, PARKING- DEC. CONF.	100
960989 - GRANT CONTRACTUAL SRVS.	7,000	0	0	0		
960990 - MISC CONTRACTUAL SVCS	4,222	1,000	852	4,200	STERICYCLE/PROG/LCSW CONSULTANT/EXAM & FEE	4,200
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>170,877</b>	<b>205,950</b>	<b>194,062</b>	<b>198,298</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	1,777	2,000	1,600	1,500	PENS, PENCILS, PAPER, ETC.	1,500
970115 - SUPPLIES: DEPT/OTHER	4,438	3,500	1,000	3,500	CHOLESTEROL SUPPLIES/MRC SUPPLIES	2,000
					PROMOTIONAL MATERIALS	1,500
970190 - UNIFORMS/APPAREL/CLOTHING	253	500	500	500	SHIRTS FOR STAFF & INTERNS	500

FY 2011 Budget WorkSheet

**0639 - HEALTH & HUMAN SERVICES**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
970260 - POSTAGE AND PARCEL	10	75	30	25	POSTAGE	25
970270 - PRINTING-REPROD-BINDING	0	2,000	2,000	1,500	BROCHURES,BP, TAXI ID CARDS, HHS DIRECTORY	1,500
970620 - SUBSCRIPTIONS & BOOKS	183	300	250	300	CHN MAGAZINE, RX BOOK, SW INSTRUCT	300
970900 - EQUIPMENT <\$5,000	117	250	190	250	MISC MEDICAL EQUIPMENT	250
<b>TOTAL COMMODITIES</b>	<b>6,779</b>	<b>8,625</b>	<b>5,570</b>	<b>7,575</b>		

**TRANSFER TO OTHER FUNDS**

991230 - TRANSFER TO GRANT FUND	0	10,993	5,250	5,743	TAGS GRANT	5,743
<b>TOTAL TRANSFER TO OTHER FUNDS</b>	<b>0</b>	<b>10,993</b>	<b>5,250</b>	<b>5,743</b>		

<b>Division Totals</b>	<b>437,843</b>	<b>410,967</b>	<b>394,777</b>	<b>407,670</b>		
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## 2011 Budget FINANCE

### OVERVIEW

2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
<b>\$1,026,400</b>	<b>\$990,107</b>	<b>\$972,890</b>	<b>\$971,277</b>	<b>\$965,072</b>	<b>\$1,000,745</b>

The Finance Department's mission is to manage all the City's programs related to general finance, accounting and revenue collection functions. The Department compiles accurate accounting of the City's revenues and expenditures, establishes purchasing policies and procedures for all City Departments, and provides financial analysis on various funds. The Department's goal is to provide the City Council and City Management with the financial information they need to perform their functions efficiently and effectively.

The funding for the Finance Department's two divisions is split between the General Fund and the Water Fund. The General Fund's Fiscal Service Division provides the majority of the financial and accounting support to the City. The Water Fund's Fiscal Service Division directs the City's utility related programs.

Reception and initial contact for those calling or visiting City Hall is typically handled by the Finance Department and is one of its many designated responsibilities to assist the public. Also included, but not limited to, are the following duties: administration of over 16,900 utility billing accounts, vehicle and pet licensing, commuter parking permit administration and real estate transfer tax processing.

The Finance Department also manages and monitors many of the rules and regulations governing local business. Examples of some of those responsibilities are the following: hotel and motel tax collection, food and beverage tax collection and motor fuel tax collection.

In addition to providing services and information to City's residents and businesses, the Finance Department primary responsibility is to manage all the City's programs related to general accounting functions. Among those duties are the following: revenue collection, cash and investment management of City funds, debt issuance and administration, accounts payable processing, payroll processing, preparation of the annual audit, preparation of the annual budget, appropriation and tax levy ordinances.



## 2011 Budget FINANCE

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### 2010 MAJOR ACCOMPLISHMENTS

- 1) Received the Certificate of Excellence from GFOA for financial reporting in conjunction with the 2008 Comprehensive Annual Financial Report (CAFR).
- 2) Completed audit and preparation of the 2009 Comprehensive Annual Financial Report (CAFR) by June 30th.
- 3) Enhanced accounting control procedures in order to help ensure the accuracy and integrity of information reported to end-users such as residents, City Council, and lending institutions.
- 4) Assisted with the creation and implementation of Formal Financial Policies for the City.
- 5) Completed the 2010 Budget process on schedule (i.e. December) and in accordance with all regulatory filing requirements. In addition, staff provided the City Council with the most extensive documentation of budget information and conducted more presentations on budget material than in any previous budget process.
- 6) Received the prestigious Government Finance Officers' Association (GFOA) *Distinguished Budget Presentation Award* for the first time in the City's history, recognizing the presentation and content of the City's 2010 budget document.
- 7) Developed procedure manuals for all Finance Department positions to provide a clear set of guidelines based on current audit standards.
- 8) Took over the Payroll function from the Human Resources Department.
- 9) Transferred accounting and payroll functions for the Des Plaines Library from the City to an independent consultant.
- 10) Sent out RFP for the Water Rate Study.
- 11) Completed banking services conversion and selection of a new banking services provider.
- 12) Transferred lock box services to a new banking institution.



## 2011 Budget **FINANCE**

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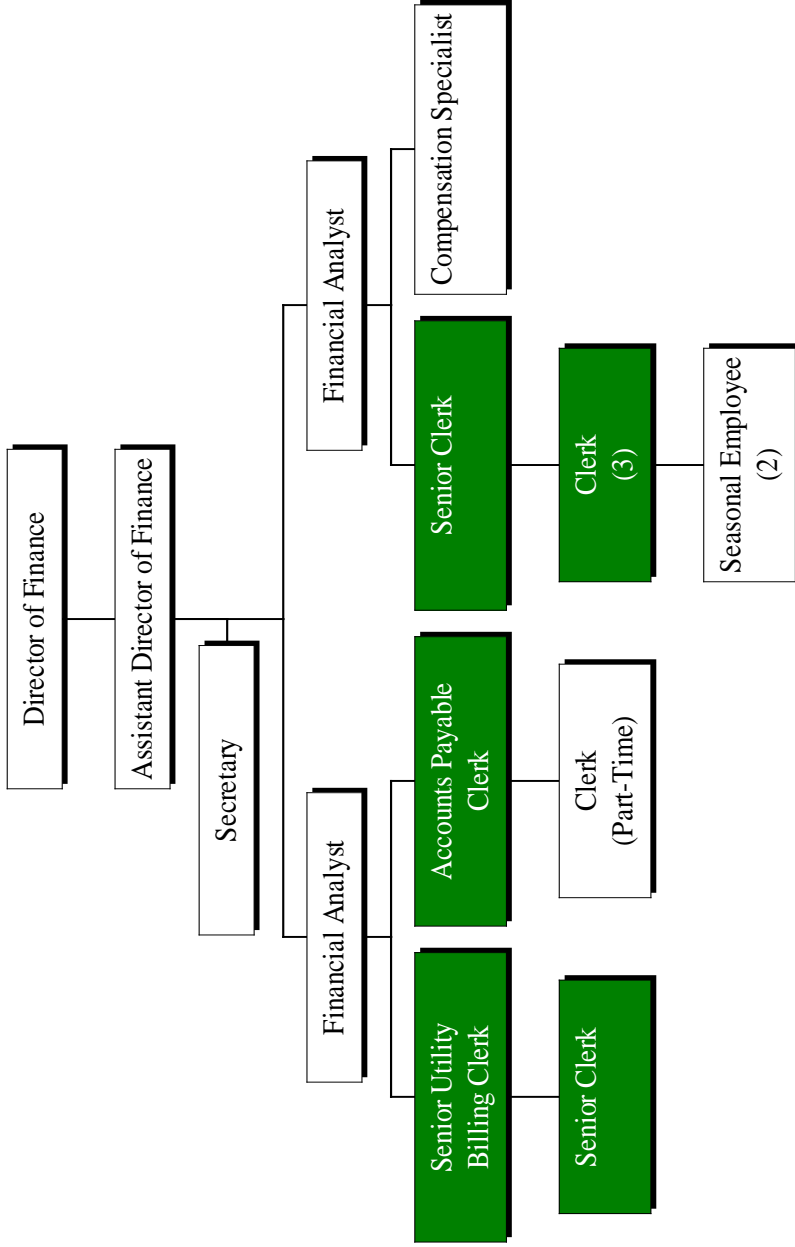
### **2011 GOALS AND OBJECTIVES**

1. Conduct the annual audit.
  - a. Provide the auditors with the timely and accurate information to reduce audit time of issuance of 2010 Comprehensive Annual Financial Report (CAFR).
  - b. Continue to receive the GFOA Certificate of Excellence.
2. Participate in selection of the new city wide financial reporting system.
3. Consolidate the City's utility billing customer database to eliminate redundant information and improve service efficiency.
4. Provide City Council and the Management team with timely and accurate financial information including quarterly analysis of expenditures, revenues and budget forecasts.
5. Analyze markets for possible refinancing of bonds to ensure the City's debt service maintains its lowest possible cost.
6. Continue to work with investment consultants on maximizing City's investment returns.
7. Continue cross-training the Department staff to increase staff efficiency and maintain adequate coverage of functional areas.
8. Increase the scope of information provided by the Finance Department on the City's Website.
9. Work with IT to increase the convenience for residents to access city services, resources and information.
10. Review current contractual obligations on a cost/benefit basis and research possible alternatives that are more economical.
11. Prepare the 2012 Annual Budget.
12. Complete audit and preparation of the 2010 Comprehensive Annual Financial Report (CAFR) by June 30<sup>th</sup>.
13. Receive the GFOA Distinguished Budget Award for the 2011 Budget.
14. Receive the GFOA Certificate of Achievement for Excellence in Financial Reporting for the 2010 CAFR.
15. Insure the Finance Department Staff develops and maintains the needed skill sets for current and future responsibilities.

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# Finance Department





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2011 Budget  
**FINANCE**

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**PERSONNEL EXHIBIT**

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Department: Finance                      Div: Fiscal Services/General                      Div No: 0651

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Director of Finance	1.00	1.00	1.00
Assistant Director of Finance	0.50	0.50	0.50
Financial Analyst	1.50	1.50	1.50
Compensation Specialist	0.00	1.00	1.00
Accounts Payable Clerk	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Senior Clerk	1.50	0.50	0.50
Clerk	1.50	1.50	1.50
P/T Clerk	0.25	0.25	0.25
Summer Help	0.50	0.50	0.50
Total Full Time Equivalent (FTE) Employees:	8.75	8.75	8.75

## FY 2011 Budget WorkSheet

### 0651 - FISCAL SERVICES

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	472,723	574,615	570,000	583,621		
910200 - TEMPORARY WAGES	16,123	10,091	10,000	10,444		
910400 - NON-SUPERVISORY OVERTIME	4,573	5,383	5,000	5,787		
910500 - VACATION PAY	28,261	0	0	0		
910600 - SICK PAY	7,629	0	0	0		
910700 - HOLIDAY PAY	20,793	0	0	0		
910900 - OUT OF CLASS / INCENTIVE	1,350	1,350	1,350	1,350		
910970 - COMPENSATED ABSENCES	9,167	0	0	0		
<b>TOTAL SALARIES</b>	<b>560,620</b>	<b>591,439</b>	<b>586,350</b>	<b>601,202</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	236	842	842	1,865		
918020 - EMPLOYER CONTR-F.I.C.A.	39,921	44,066	43,673	45,085		
918021 - EMPLOYER CONTR-I.M.R.F.	52,065	63,974	63,278	71,275		
918030 - EAP PROGRAM	111	114	114	0		
918040 - LIFE INS PREMIUMS	1,233	1,683	1,350	815		
918050 - PPO INSURANCE PREMIUMS	82,415	97,316	97,316	99,838		
918051 - HMO INSURANCE PREMIUMS	38,526	24,868	24,868	27,500		
918055 - DENTAL INSURANCE PREMIUMS	6,840	8,851	7,500	7,304		
918070 - WORKERS COMPENSATION	1,883	1,789	1,900	1,241		
918085 - RHS PLAN PAYOUT	2,056	1,964	1,718	1,718		
<b>TOTAL BENEFITS</b>	<b>225,286</b>	<b>245,467</b>	<b>242,559</b>	<b>256,641</b>		
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	88,631	44,450	46,385	49,175	INDEPENDENT AUDITOR	36,375
					ACTUARY	4,800
					GFOA AUDIT & BUDGET CERTIFICATES	1,200
					INVESTMENT MANAGEMENT FEE	6,800
920120 - COMMUNICATION SERVICES	1,806	2,000	2,000	1,876	NEXTEL (DIR, AFD, RECEPTION)	1,876
920156 - VEHICLE/PET LICENSE SERV	28,445	26,100	32,292	33,370	SEC OF STATE VEH LISTING	600
					ANNUAL RENEWAL PRINTING	17,270
					CONTRACT- 3RD MILLENNIUM SOS PROCESSING - 3RD MILLENNIUM	11,500
					LOCK BOX SERVICE	4,000
920204 - TRAINING	1,600	2,000	1,000	1,500	CLERK TRAINING	400
					IGFOA TRAINING	1,100
920220 - MEMBERSHIP DUES	1,064	1,895	1,185	1,235	GFOA (STANDARD FEE FOR 3 PERSON MEMBERSHIP)	600
					IGFOA (FD, AFD)	600
					SAM'S CLUB MEMBERSHIP	35
920900 - PROPERTY/LIAB CONTRIBUTIO	4,033	3,891	3,891	3,286	INTERNAL SERVICE FUND CHARGE	3,286
930590 - MISCELLANEOUS EXPENSES	25	0	0	0		
960065 - BANK FEES	26,877	16,500	18,000	18,000	50% OF CC PROCESSING FEES, USAGE INCREASES	18,000
960070 - TRAVEL EXPENSES	1,243	1,300	100	250	MILEAGE, TOLLS, PARKING	250
960990 - MISC CONTRACTUAL SVCS	245	0	315	500	SHRED-IT DOCUMENT DISTRUCTION	500
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>153,968</b>	<b>98,136</b>	<b>105,168</b>	<b>109,192</b>		

**FY 2011 Budget WorkSheet**

**0651 - FISCAL SERVICES**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	5,721	6,000	3,500	4,000	COPY MACHINE PAPER - 100 BOXES	2,000
					PENS, PENCILS, CLIPS	2,000
970115 - SUPPLIES: DEPT/OTHER	215	350	350	400	BUDGET SUPPLIES	400
970180 - VEHICLE/PET LICENSES	8,453	9,285	8,285	8,500	2000 MOTORCYCLE AND 3500 PET LICENSES	700
					55,000 VEHICLE LICENSES, 900 OFFICIAL, 200 WEIGHTS	7,500
					CITY STICKER DESIGN	300
970190 - UNIFORMS/APPAREL/CLOTHING	471	500	500	550	UNIFORMS	550
970260 - POSTAGE AND PARCEL	14,629	14,550	13,020	13,460	VEHICLE STICKER RENEWAL FORM - POSTMASTER	8,960
					VEHICLE STICKER MAILING COSTS - TMC	3,900
					OFFICE MAILINGS	600
970270 - PRINTING-REPROD-BINDING	2,607	3,550	4,340	5,050	BUDGET PRINTING/BINDING	2,300
					A/P CHECKS	850
					P/R CHEKCS	100
					W-2 FORMS	550
					TIME SHEETS	550
					RECEIPT FORMS - 3,300	350
					TRANSFER STAMPS - 2,000	350
970620 - SUBSCRIPTIONS & BOOKS	24	1,000	500	750	PUBLICATIONS & GFOA REFERENCE MATERIALS	750
<b>TOTAL COMMODITIES</b>	<b>32,119</b>	<b>35,235</b>	<b>30,495</b>	<b>32,710</b>		
<b>CAPITAL EXPENDITURES</b>						
980600 - FURNITURE & FIXTURES	897	1,000	500	1,000	OFFICE FURNITURE	1,000
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>897</b>	<b>1,000</b>	<b>500</b>	<b>1,000</b>		
<b>Division Totals</b>	<b>972,890</b>	<b>971,277</b>	<b>965,072</b>	<b>1,000,745</b>		

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## 2011 Budget **POLICE**

### OVERVIEW

2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
\$15,279,202	\$17,524,707	\$17,599,013	\$19,256,212	\$19,037,567	\$19,311,215

The primary function of the Police Department is to preserve the peace in a manner consistent with the freedoms secured by the Constitution. The Des Plaines Police Department accomplishes this effort to reduce crime and maintain order by adopting a Community Based Policing philosophy. This philosophy has the Police Department interacting with inter-governmental agencies and forming partnerships with the community to ensure a safe environment for the citizens of Des Plaines.

### Police Objectives

#### Mission

The mission of the Des Plaines Police Department, in cooperation with our community, is to protect people and property, and enhance the quality of life for all of our citizens.

#### Administrative Division

The Administrative Division makes policy, gives direction, and is responsible for the overall management and philosophy of the Des Plaines Police Department. It is also responsible for the fiscal management of the Police Department, in that the security and safety of the public is provided in an efficient and effective manner.

The Administrative Division is responsible for the policies and procedures that guide Police Department personnel while carrying out their varied functions and duties. The Community Policing / Court Liaison Coordinator is responsible for updating the Police Department's Manual of Orders, Policies and Procedures, and keeps the department current with the latest court and legislative decisions. The Coordinator also researches, procures, and manages grants, which allow the Police Department to purchase essential equipment for its officers at no extra cost to the taxpayers.

Additionally, the Community Policing/ Court Liaison Coordinator ensures that all Community Based Policing programs are delivered in an efficient manner. This encompasses initiatives such as the Citizen Police Academy, Citizens on Patrol, and Volunteers in Police Service. The Coordinator also oversees the preparation of the annual budget for the Police Department, updates court files, and attends court on a regular basis to monitor the effectiveness of the officers' testimony.



## 2011 Budget **POLICE**

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The Fleet / Technical Services Coordinator manages the entire fleet of police vehicles, from their initial purchase and set-up to routine maintenance and repairs. This includes all electronic equipment such as radios, squad computers, video cameras and radar units.

### Patrol Division

The Patrol Division is comprised of uniformed patrol officers. This division is the largest in the Police Department and provides highly visible twenty-four hour police service. Patrol officers are the department's number one contact with the public and play a major role in Community Based Policing.

Patrol officers perform a variety of tasks besides answering calls for service. These tasks include initiatives that are designed to reduce crime, improve traffic safety and provide high visibility patrol to infrastructures that are considered threats to Homeland Security. Patrol officers work in conjunction with investigators / officers assigned to other divisions in order to achieve optimal success. Mission Teams are routinely established to target crimes that plague residential or commercial areas of the City, while seatbelt and school zone traffic initiatives improve safety throughout the community.

### Criminal Investigations Division

The Criminal Investigations Division conducts follow-up investigations for crimes that have been reported to the Police Department. This division consists of Detectives, Youth Detectives, Tactical Officers, School Resource Officers, and a Social Worker. Additionally, two detectives from this division are assigned to Immigration and Customs Enforcement (ICE) and the Drug Enforcement Administration (DEA) as federal drug task force officers.

Detectives work closely with patrol officers and investigators from other communities to exchange information and develop leads to help resolve pending cases. Tactical Officers primarily focus on gang and narcotics investigations through aggressive enforcement initiatives.

### Support Services Division

The Support Services Division provides 'behind the scenes' services that assist in the overall operation of the Police Department. The division is divided into various sections: Records, Training, Community Service (which also encompasses Parking Enforcement and Animal Control), Traffic / Special Events, and the Bicycle Unit / Community Action Team.

The Records Section provides statistical data and maintains records for every facet of the Police Department, and coordinates the school crossing guard program, as well. The Training Section is responsible for all department-wide training, including firearms



## 2011 Budget **POLICE**

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qualification. This section also coordinates the testing and hiring process for new officers. Community Service Officers provide essential services to the City through parking enforcement and animal control.

The Traffic Unit monitors citizen complaints of traffic problems and is responsible for several initiatives that improve overall traffic safety in the City. Truck overweight enforcement is essential to traffic safety and the overall maintenance of our streets. Additionally, all special events are coordinated through the Traffic/ Special Events Unit to ensure that proper police and volunteer staffing is consistent with traffic control and security needs.

The Bicycle Unit / Community Action Team is a visible presence in the City from an enforcement and public relations perspective. Chronic nuisance abatement investigations are also coordinated by this unit to help improve the quality of life for our residents. Crime Prevention programs such as the Senior Citizen Police Academy and Neighborhood Watch have been integrated into this division. This interaction with the community improves communication with our citizens and helps achieve a reduction in crime.





## 2011 Budget **POLICE**

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### **2010 MAJOR ACCOMPLISHMENTS**

The Police Department and City are no longer pursuing the construction of a new police facility. The poor economy that the City is currently facing has forced the Department to restructure its programs and refurbish existing infrastructure. With the loss of many officers in the 2010 budget, office space has been consolidated, and upgrades to the shooting range are being financed through federal asset forfeiture funds.

A new wireless reporting network has been developed that allows officers to generate reports from their squad car. This has been integrated into the records section to improve the collection of pertinent data while reducing staff time. Grant funding has been obtained with the assistance of EMA / Homeland Security for the installation of surveillance cameras in the downtown area. This will improve our ability to monitor critical infrastructure that may be vulnerable to terrorist acts.

The Police Department continues to work with Human Resources to assess preventable workplace injuries and offer solutions to improve safety, and has assisted with a city-wide risk management policy development project as well. High risk – low frequency training for response to critical incidents continues to be the focus of in-service and roll call training on a regular basis.

The Police Department has been restructured, due to the retirement of several officers in 2010. With the elimination of several positions, all programs were evaluated for their effectiveness and associated expenditures. Based on this evaluation, job functions were consolidated within the Administrative and Support Services Divisions. Staffing levels were also reduced in the Traffic Unit, Community Action Team and Detective Division. A reduction in the overall crime rate and number of calls for service have allowed these changes to be made without a noticeable difference in our ability to respond promptly. Staffing levels within the Patrol Division, however, have remained consistent.

Comprehensive gang enforcement initiatives continue to effectively diminish the influence that gang crime can have within our community. Throughout the summer, Gang Suppression Teams target problem areas and generate arrests for a variety of crimes associated with gang activity, including underage drinking, curfew, weapons offenses, narcotics, battery and mob action. Maintaining contact with residents through the Neighborhood Watch Program allows the Department to monitor the effectiveness of these initiatives.



## 2011 Budget **POLICE**

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### **2011 GOALS AND OBJECTIVES**

#### Continue Information Technology Development for Police Operations

- Upgrade wireless reporting network to interface with other projects
- Implement downtown surveillance camera network to monitor critical areas
- Upgrade current information technology programs to assist staff with records management

#### Review Deployment of Personnel for Optimal Service Delivery

- Continued assessment of programs for effectiveness
- Assess future consolidation of job functions

#### Prepare for Casino's Impact on Police Operations

- Establish departmental training with Illinois Gaming Board to understand expectations
- Create safety plan in conjunction with representatives from Midwest Gaming
- Establish departmental protocols for the visibility of uniformed officers on property while on patrol and in response to calls for service
- Assess impact of casino traffic on main arterial roadways

#### Refurbish Existing Police Facility Infrastructure as Warranted

- Upgrade working conditions and equipment throughout department with asset forfeiture funds as needed

#### Upgrade Radio Frequency Infrastructure

- Test new equipment and begin purchasing technology in preparation for radio frequency re-banding that is mandated for implementation by the year 2013

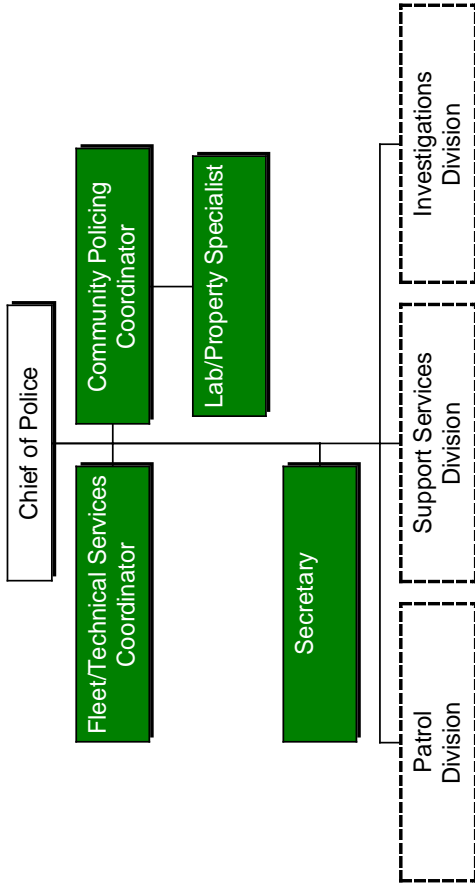
#### Maintain Strong Gang Enforcement Initiatives

- Continue to develop new strategies for the deployment of Gang Suppression Teams
- Maintain strong interaction with residents in affected areas

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# Police Department – Administration



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**2011 Budget**  
**POLICE - POLICE ADMINISTRATION**

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**PERSONNEL EXHIBIT**

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Department: Police                      Div: Police Administration                      Div. No: 1211

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Chief	1.00	1.00	1.00
Administrative Commander	1.00	1.00	0.00
Community Policing Coordinator/ Court Liaison	1.00	1.00	1.00
Secretary/Police	1.00	1.00	1.00
Fleet Technical Services Manager	1.00	1.00	1.00
Lab/Property Specialist	1.00	1.00	1.00
Total Full Time Equivalent (FTE) Employees:	<hr/> 6.00	<hr/> 6.00	<hr/> 5.00

FY 2011 Budget WorkSheet

**1211 - POLICE ADMINISTRATION**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	449,017	526,078	425,000	424,358		
910400 - NON-SUPERVISORY OVERTIME	997	9,150	8,000	9,836		
910450 - SECONDARY EMPLOYMENT	4,240	0	0	0		
910500 - VACATION PAY	41,953	0	0	0		
910600 - SICK PAY	5,972	0	0	0		
910700 - HOLIDAY PAY	21,641	0	0	0		
910970 - COMPENSATED ABSENCES	17,904	0	0	0		
<b>TOTAL SALARIES</b>	<b>541,725</b>	<b>535,228</b>	<b>433,000</b>	<b>434,194</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	232	1,023	1,023	1,802		
918020 - EMPLOYER CONTR-F.I.C.A.	20,315	21,299	21,707	22,431		
918021 - EMPLOYER CONTR-I.M.R.F.	27,900	30,709	31,581	35,244		
918022 - EMPLOYER CONTR-POLICE PEN	73,608	94,172	94,172	163,954		
918030 - EAP PROGRAM	109	113	113	0		
918040 - LIFE INS PREMIUMS	979	991	991	410		
918050 - PPO INSURANCE PREMIUMS	74,344	93,663	69,760	67,088		
918051 - HMO INSURANCE PREMIUMS	15,372	16,579	16,579	18,333		
918055 - DENTAL INSURANCE PREMIUMS	5,083	3,403	4,520	4,258		
918070 - WORKERS COMPENSATION	10,350	10,538	8,030	6,171		
918080 - UNIFORM ALLOWANCE	2,450	2,250	2,450	1,575		
918085 - RHS PLAN PAYOUT	15,688	14,520	31,875	10,175		
<b>TOTAL BENEFITS</b>	<b>246,429</b>	<b>289,260</b>	<b>282,801</b>	<b>331,441</b>		
<b>CONTRACTUAL SERVICES</b>						
920120 - COMMUNICATION SERVICES	4,758	5,500	3,000	3,100	DEPARTMENTAL CELL PHONES	3,100
920204 - TRAINING	690	1,800	1,800	1,800	NORTHWEST POLICE ACADEMY	1,000
					SENIOR MANAGEMENT LEADERSHIP PROGRAM	800
920220 - MEMBERSHIP DUES	1,653	1,990	1,990	2,090	NORTH SUBURBAN ASSOCIATION OF CHIEFS LAKE COUNTY CHIEFS OF POLICE	50 25
					INTERNATIONAL ASSOC OF CHIEFS OF POLICE - INTERNET	1,100
					ILLINOIS ASSOC OF CHIEFS OF POLICE (CHIEF OF POLICE)	225
					SAM'S CLUB (1 OFFICER)	15
					INT ASSOC OF CHIEFS OF POLICE (CHIEF OF POLICE)	100
					NORTHERN DIVISION FBI ASSOCIATION	75
					NATL. ASSOC. OF FLEET ADMINISTRATORS-FLEET MGR.	450
					CITIZEN POLICE ACADEMY ASSN.	50
920900 - PROPERTY/LIAB CONTRIBUTIO	9,923	9,575	9,575	6,370	INTERNAL SERVICE FUND CHARGE	6,370
930010 - R & M EQUIPMENT	0	16,000	8,000	11,000	POLICE EQUIP OUT OF CONTRACT(RADIOS & SQUAD COMPUTERS)	10,000
					DOOR LOCK R & M - ANDERSON LOCK	1,000
930030 - R & M VEHICLES	0	7,800	5,000	7,800	AUCTION PREPARATION MISC. SQUAD REPAIRS	600 3,000

FY 2011 Budget WorkSheet

**1211 - POLICE ADMINISTRATION**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
930030 - R & M VEHICLES...	0...	7,800...	5,000...	7,800...	SEMI-ANNUAL SQUAD DETAIL - DETAIL ONE	2,700
					SQUAD BODY REPAIR	1,500
930590 - MISCELLANEOUS EXPENSES	25	0	0	0		
960070 - TRAVEL EXPENSES	4	100	75	100	MILEAGE, TOLLS, PARKING	100
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>17,053</b>	<b>42,765</b>	<b>29,440</b>	<b>32,260</b>		

**COMMODITIES**

970100 - OFFICE SUPPLIES	2,664	3,000	2,500	2,500	STATIONERY COPY PAPER, PENS, PENCILS	2,500
970115 - SUPPLIES: DEPT/OTHER	3	7,500	7,500	12,000	PHOTO/LAB SUPPLIES	500
					PRISONER BLANKETS	2,500
					FIRE EXTINGUISHERS	1,000
					FIRST AID KITS	800
					BATTERY CHARGER	200
					PERSONAL PROTECTION KITS	1,000
					SNOW BRUSHES	100
					WINDSHIELD WASHER FLUID	200
					REPLACEMENT BATTERIES - PORTABLE RADIOS	700
					KEG TAG PROGRAM - TAGS	1,000
					ANDERSON LOCK	1,000
					FLARES	3,000
970260 - POSTAGE AND PARCEL	65	300	150	300	STAMPS, SHIPPING, PACKAGE DELIVERY, POSTAGE METER	300
970850 - GASOLINE	25	0	0	0		
970900 - EQUIPMENT <\$5,000	0	5,000	2,500	2,500	RADIO REPLACEMENT	2,500
<b>TOTAL COMMODITIES</b>	<b>2,757</b>	<b>15,800</b>	<b>12,650</b>	<b>17,300</b>		

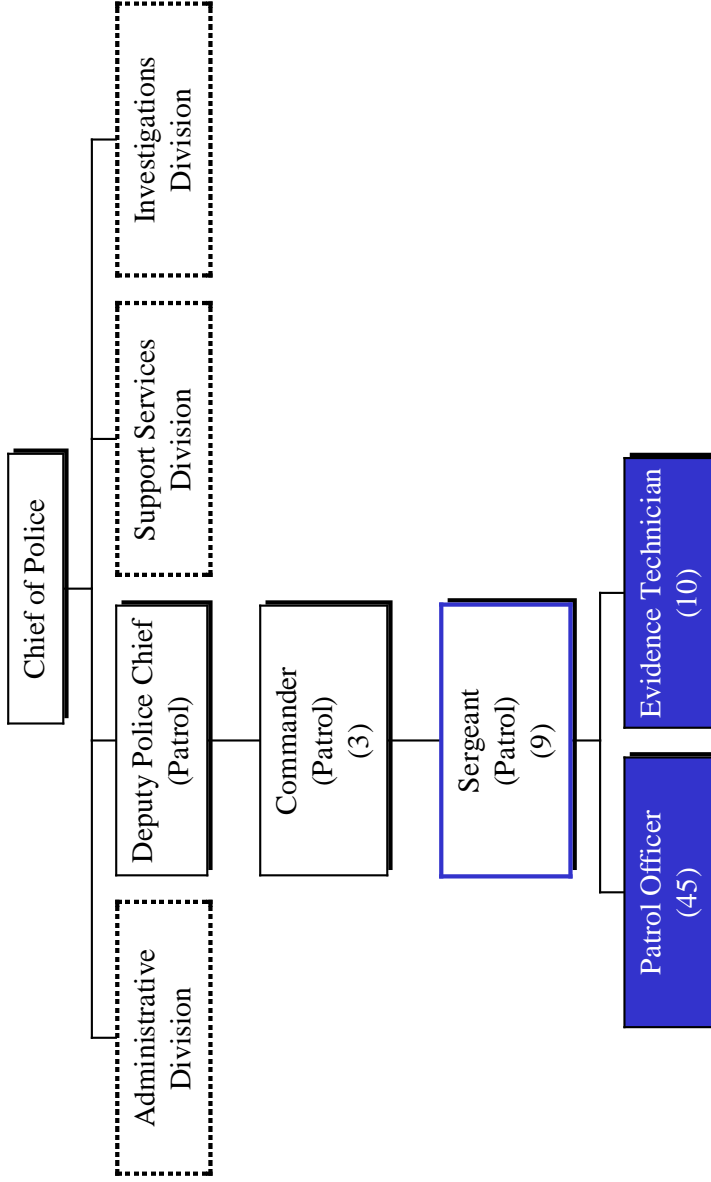
<b>Division Totals</b>	<b>807,964</b>	<b>883,053</b>	<b>757,891</b>	<b>815,195</b>		
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# Police Department – Uniformed Patrol



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**2011 Budget**  
**POLICE - UNIFORMED PATROL**

**PERSONNEL EXHIBIT**

Department: Police                      Div: Uniformed Patrol                      Div. No: 1212

Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Deputy Chief	1.00	1.00	1.00
Commander	3.00	3.00	3.00
Sergeant/UP	9.00	9.00	9.00
Patrolman/SP (9 ET)	10.00	10.00	10.00
Patrolman/UP	45.00	44.00	45.00
Total Full Time Equivalent (FTE) Employees:	68.00	67.00	68.00

**FY 2011 Budget WorkSheet**

**1212 - POLICE UNIFORMED PATROL**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	4,685,758	5,740,240	5,791,729	5,900,027		
910300 - SUPERVISORY OVERTIME	40,340	58,042	54,000	70,000		OT 40,000
					GANG ACTIVITY SUPPRESSION	30,000
					OT	
910400 - NON-SUPERVISORY OVERTIME	277,753	331,539	280,000	383,425		OT 318,425
					GANG ACTIVITY SUPPRESSION	65,000
					OT	
910450 - SECONDARY EMPLOYMENT	10,515	0	22,000	0		
910500 - VACATION PAY	379,768	0	0	0		
910600 - SICK PAY	145,239	0	0	0		
910700 - HOLIDAY PAY	321,985	0	0	0		
910800 - COURT PAY	156,928	0	0	0		
910900 - OUT OF CLASS / INCENTIVE	53,506	54,645	50,000	50,000		
910970 - COMPENSATED ABSENCES	-6,350	0	0	0		
<b>TOTAL SALARIES</b>	<b>6,065,443</b>	<b>6,184,466</b>	<b>6,197,729</b>	<b>6,403,452</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	2,341	9,711	9,711	20,176		
918020 - EMPLOYER CONTR-F.I.C.A.	72,640	78,181	82,452	84,331		
918022 - EMPLOYER CONTR-POLICE PEN	1,664,065	2,169,647	2,169,647	1,941,688		
918030 - EAP PROGRAM	1,103	1,136	1,136	0		
918040 - LIFE INS PREMIUMS	10,220	10,261	10,261	5,562		
918050 - PPO INSURANCE PREMIUMS	807,554	852,682	871,823	904,465		
918051 - HMO INSURANCE PREMIUMS	127,934	139,775	162,101	177,968		
918055 - DENTAL INSURANCE PREMIUMS	53,173	34,098	61,856	59,684		
918070 - WORKERS COMPENSATION	176,912	148,784	185,340	130,574		
918080 - UNIFORM ALLOWANCE	51,725	51,925	52,025	53,000		
918085 - RHS PLAN PAYOUT	163,965	83,648	158,364	83,066		
<b>TOTAL BENEFITS</b>	<b>3,131,633</b>	<b>3,579,848</b>	<b>3,764,716</b>	<b>3,460,514</b>		
<b>CONTRACTUAL SERVICES</b>						
920120 - COMMUNICATION SERVICES	11,852	12,100	12,100	46,000	DEPARTMENTAL CELL PHONES	11,800
					NORTHERN ILLINOIS POLICE	3,000
					ALARM LANGUAGE LINE	
					COOK COUNTY RADIO SYSTEM	31,200
920135 - DISPATCH SERVICES	0	1,894,551	1,894,551	1,768,939	DISPATCH SERVICES 90% OF CITY'S CALL VOLUME	1,768,939
920202 - CONFERENCES	40	0	0	0		
920204 - TRAINING	35,333	41,115	29,000	27,675		
					BREATH ALCOHOL CERTIFICATION	300
					DEFENSIVE DRIVING	7,500
					INTERVIEWS AND INTERROGATIONS	6,000
					NORTH SUBURBAN CAPTAINS ASSOCIATION	250
					NORTH SUBURBAN CHIEFS ASSOCIATION	250
					NORTHWEST POLICE ACADEMY	250
					REPORT WRITING CLASS	500
					2 WEEK SERGEANT'S SCHOOL	4,400
					FIRE/ARSON INVESTIGATION MODULE 1	350
					FIRE/ ARSON INVESTIGATION MODULE 2	350

FY 2011 Budget WorkSheet

**1212 - POLICE UNIFORMED PATROL**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
920204 - TRAINING...	35,333...	41,115...	29,000...	27,675...	DEATH INVESTIGATION	950
					EVENT DATA RECORDER TECH	1,125
					IATAI RECONSTRUCTION TRAINING	1,500
					INVESTIGATIVE PHOTOGRAPHY 2	1,100
					PHOTOGAMMETRY FOR ACCIDENT	950
					RECONSTRUCTIONISTS TRAFFIC CRASH	1,900
					RECONSTRUCTION TRAINING	
920220 - MEMBERSHIP DUES	455	1,015	1,015	2,035	ILETA	100
					ILLINOIS ASSOCIATION OF CHIEFS OF POLICE	85
					ILLINOIS ASSOCIATION OF TECHNICAL ACCIDENT INV	45
					INTL ASSOCIATION OF CHIEFS OF POLICE	120
					COOK COUNTY CAPTAINS ASSOCIATION	80
					NORTH SUBURBAN CHIEFS ASSOCIATION	50
					NORTH SUBURBAN JUVENILE OFFICERS ASSOCIATION	250
					THE ACCREDITATION COMMISSION FOR TRAFFIC ACC. RECON (3)	600
					FBI ASSOCIATION	85
					ILEETA	50
					ILLINOIS ASSOCIATION OF TECH. ACCIDENT INVESTIGATORS	45
					THE ACCIDENT RECONSTRUCTION NETWORK (3)	525
920900 - PROPERTY/LIAB CONTRIBUTIO	82,734	79,831	79,831	65,547	INTERNAL SERVICE FUND CHARGE	65,547
930010 - R & M EQUIPMENT	154	0	0	0		
930590 - MISCELLANEOUS EXPENSES	25	0	0	0		
960070 - TRAVEL EXPENSES	340	500	400	500	MILEAGE, TOLLS, PARKING	500
960990 - MISC CONTRACTUAL SVCS	149	1,700	1,500	1,700	BOARD-UP SERVICES	500
					INTERGOVT. RADIO AGREEMENT - COOK COUNTY	1,200

**TOTAL CONTRACTUAL SERVICES                    131,082   2,030,812   2,018,397   1,912,396**

**COMMODITIES**

970100 - OFFICE SUPPLIES	3,490	5,000	4,500	4,000	PAPER, PENS, PENCILS	4,000
970115 - SUPPLIES: DEPT/OTHER	12,699	8,800	8,800	8,550	EVIDENCE TECH SUPPLIES	7,800
					VEHICLE SPECIFICATION SHEETS	750
970190 - UNIFORMS/APPAREL/CLOTHING	70	1,000	500	1,000	REPLACE DAMAGED UNIFORMS	1,000
970260 - POSTAGE AND PARCEL	64	0	0	0		
970900 - EQUIPMENT <\$5,000	371	0	0	4,200	EVIDENCE TECH EQUIPMENT	4,200

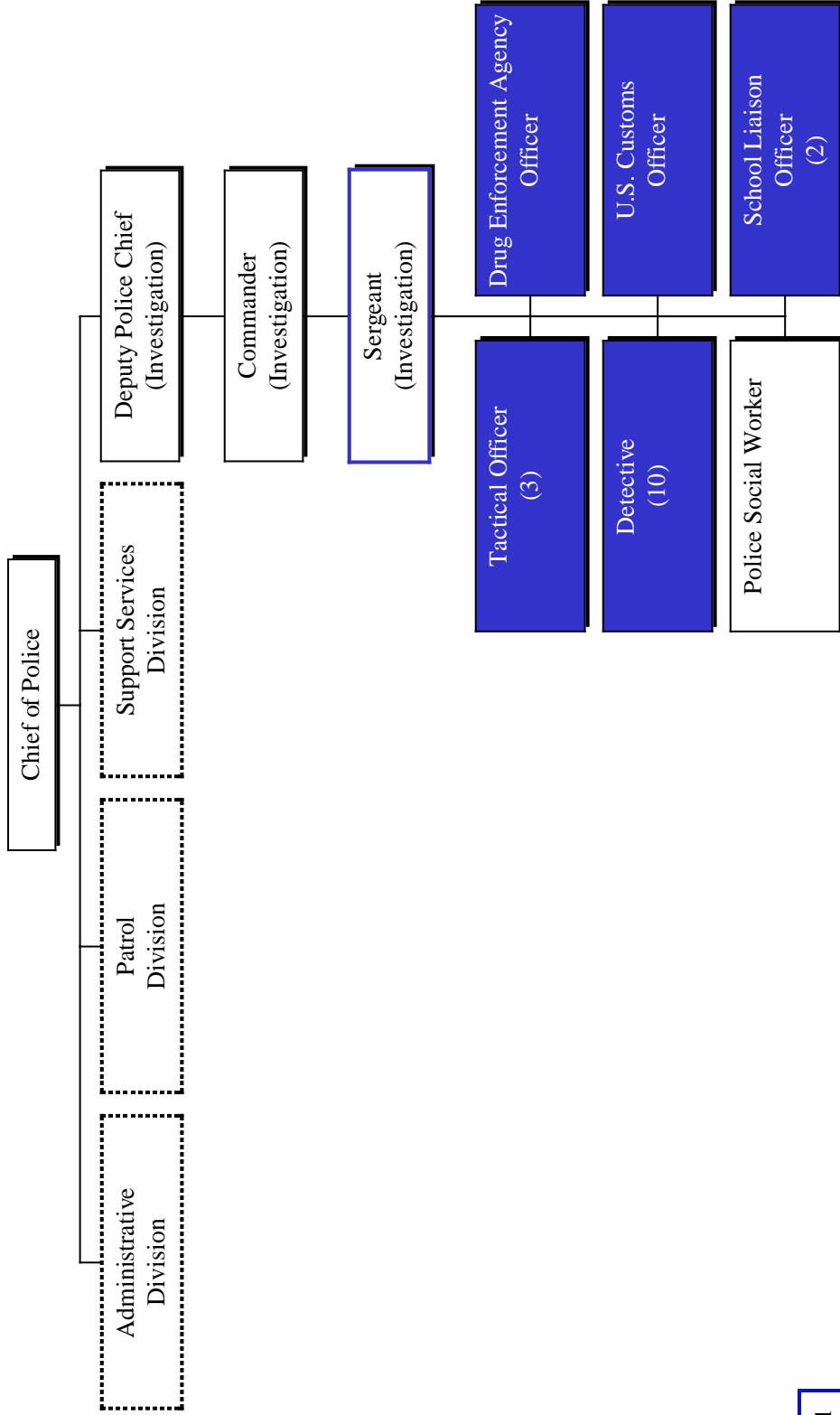
**TOTAL COMMODITIES                                16,694   14,800   13,800   17,750**

**Division Totals                                        9,344,851   11,809,926   11,994,642   11,794,112**

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# Police Department – Criminal Investigation



MAP 241

MAP 240

AFSCME



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**2011 Budget**  
**POLICE - CRIMINAL INVESTIGATION**

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**PERSONNEL EXHIBIT**

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Department: Police                      Div: Criminal Investigation                      Div. No: 1213

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Deputy Chief	1.00	1.00	1.00
Commander	1.00	1.00	1.00
Delta Sergeant	1.00	1.00	1.00
Detective (10 Detectives, 1 DEA, 1 Customs)	14.00	12.00	12.00
Patrolman/CI (3 Delta, 2 SRO's)	6.00	5.00	5.00
Police Divisional Secretary	1.00	0.00	0.00
Police Social Worker	1.00	1.00	1.00
Total Full Time Equivalent (FTE) Employees:	25.00	21.00	21.00

FY 2011 Budget WorkSheet

**1213 - POLICE CRIMINAL INVEST**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	1,828,748	1,948,640	1,874,516	1,918,651		
910300 - SUPERVISORY OVERTIME	7,659	15,070	25,000	25,000		
910400 - NON-SUPERVISORY OVERTIME	120,715	145,000	150,000	152,075		
910450 - SECONDARY EMPLOYMENT	4,820	0	3,000	0		
910500 - VACATION PAY	155,457	0	0	0		
910600 - SICK PAY	19,903	0	0	0		
910700 - HOLIDAY PAY	84,793	0	0	0		
910800 - COURT PAY	41,445	0	0	0		
910900 - OUT OF CLASS / INCENTIVE	2,320	3,760	7,500	6,500		
910970 - COMPENSATED ABSENCES	-20,167	0	0	0		
<b>TOTAL SALARIES</b>	<b>2,245,694</b>	<b>2,112,470</b>	<b>2,060,016</b>	<b>2,102,226</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	778	3,292	3,292	7,470		
918020 - EMPLOYER CONTR-F.I.C.A.	37,495	33,893	31,259	32,026		
918021 - EMPLOYER CONTR-I.M.R.F.	13,263	9,237	8,941	10,066		
918022 - EMPLOYER CONTR-POLICE PEN	578,348	717,929	717,929	663,764		
918030 - EAP PROGRAM	367	378	378	0		
918040 - LIFE INS PREMIUMS	3,563	3,194	3,000	1,609		
918050 - PPO INSURANCE PREMIUMS	313,978	285,016	230,489	268,996		
918051 - HMO INSURANCE PREMIUMS	72,094	61,176	61,177	67,667		
918055 - DENTAL INSURANCE PREMIUMS	21,123	11,131	17,741	18,088		
918070 - WORKERS COMPENSATION	63,128	48,259	60,862	40,621		
918080 - UNIFORM ALLOWANCE	18,000	16,700	16,575	15,002		
918085 - RHS PLAN PAYOUT	61,070	35,244	62,597	37,293		
<b>TOTAL BENEFITS</b>	<b>1,183,207</b>	<b>1,225,449</b>	<b>1,214,240</b>	<b>1,162,602</b>		
<b>CONTRACTUAL SERVICES</b>						
920120 - COMMUNICATION SERVICES	16,225	15,450	10,000	9,650	DEPARTMENTAL CELL PHONES	9,650
920204 - TRAINING	4,795	9,460	7,500	7,210	ILLINOIS ASSOCIATION OF CHIEFS OF POLICE	85
					CRIMINAL INVESTIGATION (NEW INVESTIGATOR)	1,725
					SOCIAL WORKER TRAINING	800
					INTERVIEWS AND INTERROGATIONS	400
					BASIC FINANCIAL CRIMES	850
					ADVANCED FINANCIAL CRIMES	850
					NORTHWEST POLICE ACADEMY	250
					NORTH SUBURBAN CHIEF'S ASSOCIATION	200
					NORTH SUBURBAN CAPTAIN'S ASSOCIATION	250
					VOICE STRESS ANALYZER	800
					SCHOOL RESOURCE OFFICER TRAINING	1,000
920220 - MEMBERSHIP DUES	3,225	5,530	5,530	4,330	ASSOCIATION OF POLICE SOCIAL WORKERS	30
					NATIONAL ASSOCIATION OF BUNCO INVESTIGATORS	60
					ILLINOIS DRUG ENFORCEMENT OFFICERS ASSOCIATION	125

FY 2011 Budget WorkSheet

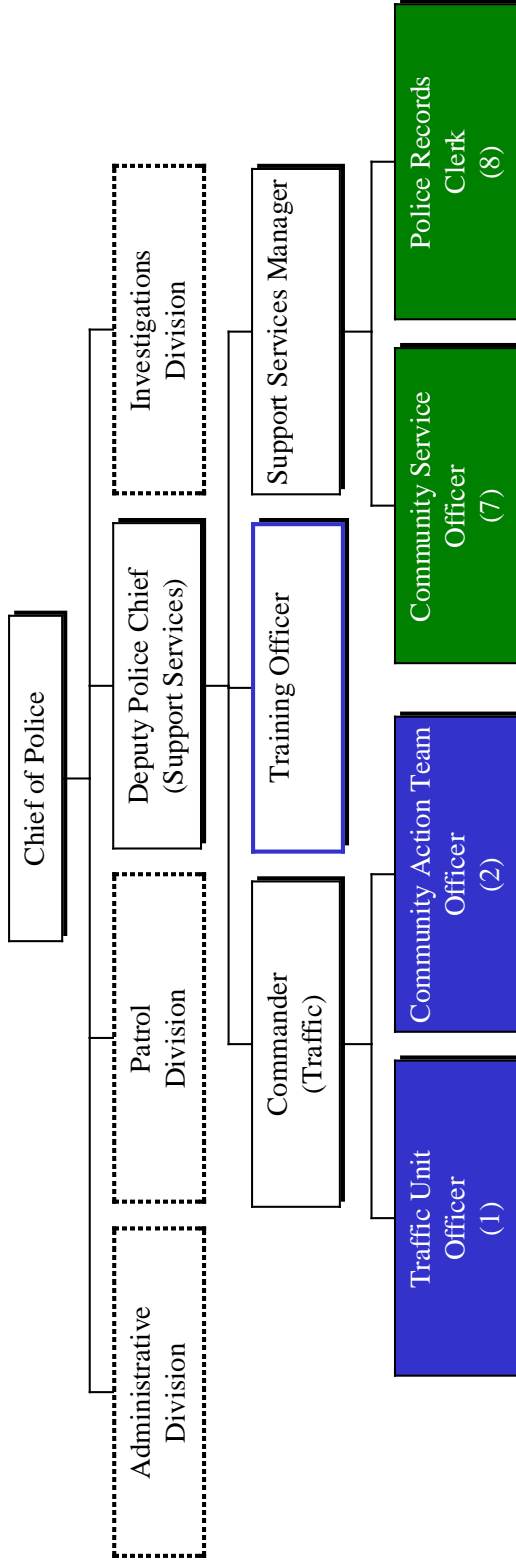
**1213 - POLICE CRIMINAL INVEST**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
920220 - MEMBERSHIP DUES...	3,225...	5,530...	5,530...	4,330...	INTL NARCOTIC ENFORCEMENT OFFICERS ASSOCIATION	40
					PROFESSIONALS AGAINST CONFIDENCE CRIME	200
					NORTH SUBURBAN JUVENILE OFFICERS ASSOCIATION	220
					INTL ASSOC OF FINANCIAL CRIMES INVESTIGATORS	150
					MAJOR CASE ASSIST TEAM (MCAT)	3,300
					MIDWEST HOMICIDE INVESTIGATORS ASSOCIATION	50
					AMERICAN ASSOCIATION OF FINANCIAL CRIMES	25
					NORTH SUBURBAN CHIEFS ASSOCIATION	50
					COOK COUNTY CAPTAINS ASSOCIATION	80
920900 - PROPERTY/LIAB CONTRIBUTIO	36,838	35,545	35,545	32,461	INTERNAL SERVICE FUND CHARGE	32,461
930010 - R & M EQUIPMENT	163	500	250	250	R/M OFFICE EQUIPMENT	250
930220 - RENTAL OF VEHICLES	0	1,000	250	500	RENTAL OF SURVEILLANCE VEHICLES	500
960070 - TRAVEL EXPENSES	44	500	250	500	MILEAGE, TOLLS, PARKING	500
960990 - MISC CONTRACTUAL SVCS	8,998	12,025	10,000	13,875	LEXISNEXIS RISK	4,200
					CERTIFION CORP.	1,400
					CRITICAL REACH	725
					ACCURINT	4,000
					TRANSUNION	1,300
					OMNISCOUT	600
					YAHOO	150
					WEST GOVERNMENT	1,500
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>70,288</b>	<b>80,010</b>	<b>69,325</b>	<b>68,776</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	2,669	3,000	2,500	2,500	PAPER, PENS, PENCILS	2,500
970115 - SUPPLIES: DEPT/OTHER	105	0	0	0		
970190 - UNIFORMS/APPAREL/CLOTHING	0	300	100	300	REPLACEMENT OF DAMAGED UNIFORMS/APPAREL/CLOTHING	300
970260 - POSTAGE AND PARCEL	177	250	200	250	FUNDS PURCHASE OF STAMPS, SHIPPING, PACKAGE DELIVERY	250
970620 - SUBSCRIPTIONS & BOOKS	0	725	550	605	NEW ENGLAND PRESS/E-FIT COMPUTERIZED COMPOSITE	525
					STATES ATTORNEY APPELLATE PROSECUTOR	80
970900 - EQUIPMENT <\$5,000	0	750	500	750	OFFICE EQUIPMENT	750
<b>TOTAL COMMODITIES</b>	<b>2,950</b>	<b>5,025</b>	<b>3,850</b>	<b>4,405</b>		
<b>Division Totals</b>	<b>3,502,139</b>	<b>3,422,954</b>	<b>3,347,431</b>	<b>3,338,009</b>		

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# Police Department – Support Services



MAP 241

MAP 240

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2011 Budget  
**POLICE - SUPPORT SERVICES**

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**PERSONNEL EXHIBIT**

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Department: Police                      Div: Support Services                      Div. No: 1214

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Deputy Chief	1.00	1.00	1.00
Training Sergeant	1.00	0.00	0.00
Training Officer	1.00	0.00	1.00
Traffic Commander	1.00	1.00	1.00
Patrolman/SP (1 Traffic, 2 Comm. Action Team)	8.00	4.00	3.00
Support Services Manager	1.00	1.00	1.00
Community Service Officer	7.00	7.00	7.00
Records Clerk	10.00	8.00	8.00
Court Liaison	1.00	0.00	0.00
Total Full Time Equivalent (FTE) Employees:	31.00	22.00	22.00



FY 2011 Budget WorkSheet

**1214 - POLICE SUPPORT SERVICES**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	1,817,864	1,622,873	1,444,997	1,559,730		
910200 - TEMPORARY WAGES	245,942	257,000	264,000	265,000	INCLUDES CROSSING GUARDS	265,000
910300 - SUPERVISORY OVERTIME	3,971	8,000	5,000	8,000		OT 8,000
910400 - NON-SUPERVISORY OVERTIME	54,507	64,857	55,000	28,293		OT 28,293
910450 - SECONDARY EMPLOYMENT	43,400	0	20,000	0		
910500 - VACATION PAY	136,812	0	0	0		
910600 - SICK PAY	27,904	0	0	0		
910700 - HOLIDAY PAY	93,446	0	0	0		
910800 - COURT PAY	27,209	0	0	0		
910900 - OUT OF CLASS / INCENTIVE	8,878	7,797	8,000	8,500		
910950 - EXCESS SICK HRS PAY OUT	0	1,784	0	0		
910970 - COMPENSATED ABSENCES	31,114	0	0	0		
<b>TOTAL SALARIES</b>	<b>2,491,048</b>	<b>1,962,311</b>	<b>1,796,997</b>	<b>1,869,523</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	840	3,919	3,919	8,286		
918020 - EMPLOYER CONTR-F.I.C.A.	113,786	86,108	85,000	84,231		
918021 - EMPLOYER CONTR-I.M.R.F.	106,860	109,375	104,000	118,434		
918022 - EMPLOYER CONTR-POLICE PEN	312,834	259,212	259,212	568,783		
918030 - EAP PROGRAM	395	407	407	0		
918040 - LIFE INS PREMIUMS	4,529	3,565	3,565	1,869		
918050 - PPO INSURANCE PREMIUMS	347,815	247,864	230,525	287,723		
918051 - HMO INSURANCE PREMIUMS	87,217	88,945	67,605	73,334		
918055 - DENTAL INSURANCE PREMIUMS	25,411	12,435	18,792	20,841		
918070 - WORKERS COMPENSATION	58,581	43,024	40,808	32,866		
918080 - UNIFORM ALLOWANCE	14,825	10,950	9,775	10,450		
918085 - RHS PLAN PAYOUT	37,560	32,172	50,536	24,214		
<b>TOTAL BENEFITS</b>	<b>1,110,652</b>	<b>897,976</b>	<b>874,144</b>	<b>1,231,031</b>		
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	7,200	19,800	16,200	10,000	IN SERVICE TRAINING COSTS	10,000
920120 - COMMUNICATION SERVICES	12,018	11,400	10,000	7,100	DEPARTMENTAL CELL PHONES	7,100
920204 - TRAINING	27,548	29,830	27,000	15,380	DVD TRAINING	1,400
					GREATER COOK COUNTY CAPTAIN'S ASSOCIATION	180
					NORTHERN COOK COUNTY CHIEFS OF POLICE	150
					NORTHWEST POLICE ACADEMY	250
					CROSSING GUARD TRAINING	1,000
					POLICE ACADEMY (3)	8,400
					LANGUAGE CERTIFICATION - INTERLATE	800
					ATV TRAINING	200
					IN THE LINE OF DUTY	1,000
					POLICE ONE.COM	1,000
					ON-LINE TRAINING	1,000
920220 - MEMBERSHIP DUES	1,130	1,780	1,780	9,610	ILETA	40
					ILLINOIS ASSOCIATION OF POLICE CHIEFS	85
					ILLINOIS POLICE ASSOCIATION	50
					COOK COUNTY CAPTAINS ASSOCIATION	80

FY 2011 Budget WorkSheet

**1214 - POLICE SUPPORT SERVICES**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
920220 - MEMBERSHIP DUES...	1,130...	1,780...	1,780...	9,610...	NORTH SUBURBAN CHIEFS ASSOCIATION	50
					NORTHWESTERN ILLINOIS ALUMNI - DEPUTY CHIEF	60
					SAM'S CLUB	45
					CRIME-FREE HOUSING	200
					ILLINOIS CRIME PREVENTION ASSN.	200
					ILEAS	150
					NEMRT TRAINING	8,500
					ANIMAL EUTHANASIA TECHNICIAN	150
920900 - PROPERTY/LIAB CONTRIBUTIO	30,968	29,882	29,882	41,235	INTERNAL SERVICE FUND CHARGE	41,235
930010 - R & M EQUIPMENT	27,999	16,900	16,900	13,050	POLICE RANGE MAINTENANCE	6,000
					MICROFILM MACHINE	550
					MAINTENANCE - EASTMAN KODAK	
					PORTER LEE - BEAST (EVIDENCE & PROPERTY SYSTEM)	600
					RADAR AND LASER REPAIR/ CERTIFICATION	2,000
					RECERTIFICATION OF TRUCK SCALE	1,000
					REPAIR AND MAINTENANCE OF TRUCK SCALE	2,500
					FREDRIKSEN - FIRE EXTINGUISHERS - POLICE BLDG	400
930030 - R & M VEHICLES	22,408	5,700	5,700	5,700	SQUAD CAR WASHES	5,700
930110 - R & M SOFTWARE	499	0	0	0		
930590 - MISCELLANEOUS EXPENSES	25	0	0	0		
960020 - DISPOSITION OF ANIMALS	18,278	16,000	16,000	16,000	CONTRACT FOR SKUNK REMOVAL- ABC ANIMAL WILDLIFE	2,000
					NW ANIMAL HOSPITAL - ANIMAL STORAGE & DISPOSAL COSTS	14,000
960030 - TOW/STORAGE/ABANDONED FEE	4,271	5,000	5,000	5,000	TOWING, STORAGE FEES	5,000
960070 - TRAVEL EXPENSES	50	200	100	200	MILEAGE, TOLLS, PARKING	50
					PARKING REIMBURSEMENT	100
					GAS REIMBURSEMENT	50
960990 - MISC CONTRACTUAL SVCS	5,992	5,000	5,000	6,000	CLEANING COMPANY - AFTERMATH	500
					EXTERMINATOR - WB MCCLOUD	300
					SHREDDING	3,500
					SAFEGUARD SELF-STORAGE	1,700
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>158,385</b>	<b>141,492</b>	<b>133,562</b>	<b>129,275</b>		

**COMMODITIES**

970100 - OFFICE SUPPLIES	12,211	10,000	10,000	10,000	PAPER & OFFICE SUPPLIES	9,000
					ADMINISTRATIVE HEARING SUPPLIES	1,000
970110 - MEALS (PRISONERS)	6,794	5,500	6,000	6,000	PRISONER MEALS	6,000
970115 - SUPPLIES: DEPT/OTHER	5,099	6,200	6,000	7,490	CAR SEAT INSTALLATION SUPPLIES	250
					CROSSING GUARD STOP SIGNS	1,000
					TRAFFIC CONTROL SUPPLIES	3,800
					TRAINING AIDS	300

FY 2011 Budget WorkSheet

1214 - POLICE SUPPORT SERVICES

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
970115 - SUPPLIES: DEPT/OTHER...	5,099...	6,200...	6,000...	7,490...	SIGN-A-RAMA	200
					DEPT. AND CITIZEN AWARDS/ PLAQUES	1,500
					HINCKLEY SCHMIDT	440
970140 - POLICE RANGE	41,638	65,000	65,000	65,000	AMMUNITION	55,000
					EYE PROTECTION	500
					HEARING PROTECTION	500
					OUTDOOR RANGE FEES	3,000
					MISC RANGE SUPPLIES	3,500
					TARGETS	2,500
970150 - COMMUNITY RELATIONS	17,916	10,000	10,000	10,000	COMM RELATIONS: CAT UNIT	10,000
970170 - JANITORIAL	6	0	0	0		
970190 - UNIFORMS/APPAREL/CLOTHING	21,034	19,900	16,000	14,900	EQUIPMENT FOR NEW OFFICERS (3)	4,500
					POLICE BADGES - CHICAGO BADGE	2,000
					POLICE INSIGNIAS	400
					REPLACEMENT ARTICLES	500
					AUXILIARY OFFICERS	3,000
					RETIREMENT BADGES	1,000
					UNIFORM PATCHES	1,000
					HELMETS	500
					CROSSING GUARD SAFETY VESTS	1,000
					CROSSING GUARD RAINCOATS	1,000
970240 - STREET AND TRAFFIC SIGNS	1,767	2,000	2,000	2,000	MISC TRAFFIC DISPLAYS - EMPCO-LITE	400
					TRAFFIC SIGNS - ROAD TECH	200
					NO PARKING SIGNS (ENGLISH AND SPANISH)	300
					SIGNS FOR DUI/SAFETY ROADBLOCKS	300
					SIGNS FOR EMERGENCY TRAFFIC SITUATIONS	800
970260 - POSTAGE AND PARCEL	132	400	400	600	CERTIFIED MAIL	400
					SHIPPING/DELIVERY CHARGES - FEDEX	100
					SHIPPING/MAILING CHARGES - US POST OFFICE	100
970270 - PRINTING-REPROD-BINDING	22,862	17,500	16,000	16,500	OFFICER RESOURCE BOOK/GENERAL ORDER MANUALS	3,000
					PARKING TICKETS/CC TICKETS	3,500
					POLICE FORMS	3,000
					PRODUCTION - FLYERS - INSERTS	1,000
					STATIONERY	1,500
					PHOTO REPRODUCTION	500
					CRIME FREE MULTI-HOUSING UNIT PROGRAM	3,000
					ANNUAL REPORT	1,000
970320 - SUPPLIES: BLDG R/M	105	0	0	0		
970620 - SUBSCRIPTIONS & BOOKS	2,084	2,000	1,500	1,580	APPELLATE COURT UPDATES - STATES ATTORNEY APPELATE FORUM - CHIEF	500
					ILLINOIS LAW ENFORCEMENT AND TRAINING BOARD - CHIEF	40
					LAW UPDATE - ILLINOIS LAW ENFORCEMENT	100
					NATIONAL DIRECTORY - CHIEF	300

FY 2011 Budget WorkSheet

**1214 - POLICE SUPPORT SERVICES**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
970620 - SUBSCRIPTIONS & BOOKS...	2,084...	2,000...	1,500...	1,580...	UPDATED LEGAL MATERIAL - QUINLAN PUBLISHING	600
970900 - EQUIPMENT <\$5,000	2,287	0	0	0		
970987 - GRANT SUPPLIES	50,040	0	0	0		
<b>TOTAL COMMODITIES</b>	<b>183,974</b>	<b>138,500</b>	<b>132,900</b>	<b>134,070</b>		
<b>Division Totals</b>	<b>3,944,059</b>	<b>3,140,279</b>	<b>2,937,603</b>	<b>3,363,899</b>		

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**2011 Budget**  
**FIRE**

**OVERVIEW**

2007	Actual	2008	Actual	2009	2010	2010	2011
				Actual	Budget	Projected	Proposed
	<b>\$13,567,771</b>		<b>\$15,086,068</b>	<b>\$15,216,933</b>	<b>\$16,516,000</b>	<b>\$16,223,610</b>	<b>\$16,683,778</b>

The Fire Department’s mission is to protect life, property, and the environment by providing services that make a positive difference every day.

The responsibility of the Fire Department is to prevent fires and accidents through prevention and education programs; protect the lives and property of the people of Des Plaines from fires and other emergencies; provide emergency medical services to treat and transport the sick and injured; and to provide a work environment that values health, wellness, and cultural diversity.

The Department consists of three divisions, which perform the following functions:

Emergency Services Division

This Division, in addition to firefighting and providing emergency medical services, also provides hazardous materials response, water/ice rescue and recovery, vehicle accident extrication, hazard mitigation, and technical rescue services. Division personnel consist of 3 Battalion Chiefs that are assigned as shift commanders, 1 Captain and 14 Lieutenants assigned as company officers, 15 Fire Apparatus Engineers, 51 Paramedics, and 3 Firefighters. This Division staffs three Advanced Life Support (paramedic) engine companies, two truck companies and three ambulances/mobile intensive care units. A fourth ambulance is occasionally staffed when on-duty manpower allows. Each company, when not responding to emergencies, participates in extensive daily training, conducts fire inspections of businesses, performs hydrant maintenance, and is responsible for the maintenance of firefighting apparatus, tools, and equipment.

For over twenty years, the Department has been involved in automatic- and mutual-aid response agreements with neighboring communities. These agreements provide all participants with a method to better utilize equipment and personnel and provide better, more efficient, and cost-effective services and responses within their communities. At present, Des Plaines has automatic response agreements with the North Maine Fire Protection District, Rosemont Department of Public Safety, Mount Prospect Fire Department, Park Ridge Fire Department, and Elk Grove Village Fire Department.

The Fire Department ambulances usually transport patients to three area hospitals: Lutheran General Hospital in Park Ridge, Northwest Community Hospital in Arlington Heights, and Alexian Brothers Hospital in Elk Grove Village. On occasion, when one of the above hospitals is on by-pass (when they cannot take any patients) or during incidents involving multiple



## 2011 Budget **FIRE**

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patients, Des Plaines ambulances transport patients to Resurrection Hospital in Chicago or Glenbrook Hospital in Glenview.

### Fire Prevention Division

This Division reviews building plans for life safety hazards in remodeling and new construction projects; presents fire prevention programs to schools, institutions, multi-family residences, churches and civic organizations; and conducts voluntary home fire safety surveys. In addition, the Fire Prevention Bureau inspects businesses, hospitals, schools, nursing homes, multi-family residences, etc. for fire hazards and code violations; investigates causes and origins of fires; investigates and prosecutes arsons in conjunction with the Police Department; performs building plan reviews for all mercantile occupancies; and coordinates fire-safety activities and fire prevention practices with Federal, State, County and local fire officials. Division personnel consist of one Division Chief, three Firefighter/Inspector/Investigators, and one Divisional Secretary.

### Administration Division

This Division provides the planning, coordination, and control of the many functions performed by the Department. The Division is headed by the Fire Chief and supported by the Deputy Chief of Operations and the Deputy Chief of Administration and Support Services. The Division Chief of Training and the Division Chief of Emergency Medical Services (EMS) also fall within this area of the Department. A full-time Secretary and a part-time Intermediate Clerk support the staff functions and Departmental operations.

This Division establishes the goals of the Department and coordinates the training of personnel in all aspects of fire fighting, fire and accident prevention, emergency medical service, and other rescue and administrative services. The Division also develops practices and procedures for emergency and non-emergency operations; and plans for, researches, budgets and purchases all equipment, supplies and services used by the Department. It also coordinates the maintenance and repair of fire stations, equipment, and all vehicles and emergency apparatus. The Administration develops mutual aid agreements with neighboring departments and serves as liaison between the Department and the various branches of City government, as well as other governments and the public. In this regard, members sit on many committees and governing boards of various regional organizations. This Division also participates in the City's Disaster Response/Emergency Management Team.



## **2010 MAJOR ACCOMPLISHMENTS**

1. Developed and implemented an Infectious Disease Prevention Program. This Infection Control program involves monitoring of quality care for patients and employees, and includes policies and procedures for working with medical facilities, departments of public health and allied healthcare agencies. The program ensures compliance with Federal, State, and Local laws pertaining to exposures and all associated programs for notification, employee treatment and follow-up. In 2010, implementation of new laws resulted in policy updates and the creation of a Designated Infection Control Officer for not only the Fire Department, but for all potentially-exposed City employee groups.
2. Insurance Services Organization (ISO) grade improvement - In 2009, the Fire Department underwent an ISO grading survey. The results yielded an improvement in the City's fire suppression protection rating from 3 to 2. In Illinois, there are only 61 jurisdictions with ISO ratings of 2 or better.
3. Following several retirements in 2009 due to an economy-driven reduction of positions, promotion processes for lieutenant, battalion chief, and deputy chief were all conducted in 2010, with all positions being filled during the year.
4. The Fire Department dramatically improved its statistical tracking and reporting capabilities with the implementation of software that allows for advanced analysis, trending, and presentation of incident response data.
5. In conjunction with the Human Resources Division, the Fire Department and the Firefighters Union (International Association of Firefighters Local 4211) successfully negotiated a renewal employment contract that recognizes the quality of work performed by the firefighters while also accounting for the current economic realities and challenges in the country and in the local community. This contract also provided for the restructuring of the staffing system for the Fire Prevention Bureau to allow a continued high level of service while creating cost savings.
6. The Department received a FEMA grant for \$52,600 to assist in flood prevention/mitigation initiatives at the Headquarters Station, located at 405 S. River Rd. If steps aren't taken to mitigate the situation, high costs for flood-related activities and repairs will continue to be experienced each time there is river flooding above certain levels.
7. The Department fully-implemented use of the City's new communications system (Everbridge) for notifying off-duty personnel and for notifying the public of emergent or on-going situations. This implementation provides significant savings, improves efficiency, and enhances service.
8. The Department was creative in generating additional sources of revenue by implementing fees to reimburse the Department (which is supported by local tax dollars) for services provided to non-residents and non-local-businesses. Additional revenue is anticipated by increased ambulance service fees, however there are associated reduced out-of-pocket costs for Des Plaines residents.





## 2011 Budget **FIRE**

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### **2011 GOALS AND OBJECTIVES**

1. Strategic Planning

The Department's first long-range Strategic Plan was developed in 2006. The organization will update, and expand on, this initial plan.

2. Grants

Continue to actively research and pursue grant opportunities.

3. Risk Management

Proactively seek opportunities to enhance risk management programs by reviewing past firefighter injuries, identifying safety issues, and addressing them through training and policy changes. Enhancements to the Department's safety and accident review committees' activities are planned.

4. Officer Development

Continue plans for officer development, to include long-term Department administration, as well as development of acting officers.

5. Casino

Meet the response, fire prevention, and administrative challenges created by the anticipated autumn 2011 opening of the casino at the southeast corner of the City.

6. Narrow Banding of Radios

Continue to prepare for the Federal Communications Commission requirement that all radios must be switched to narrow band operations by January 1, 2013.

7. Paramedic Student Ride-a-Long Program

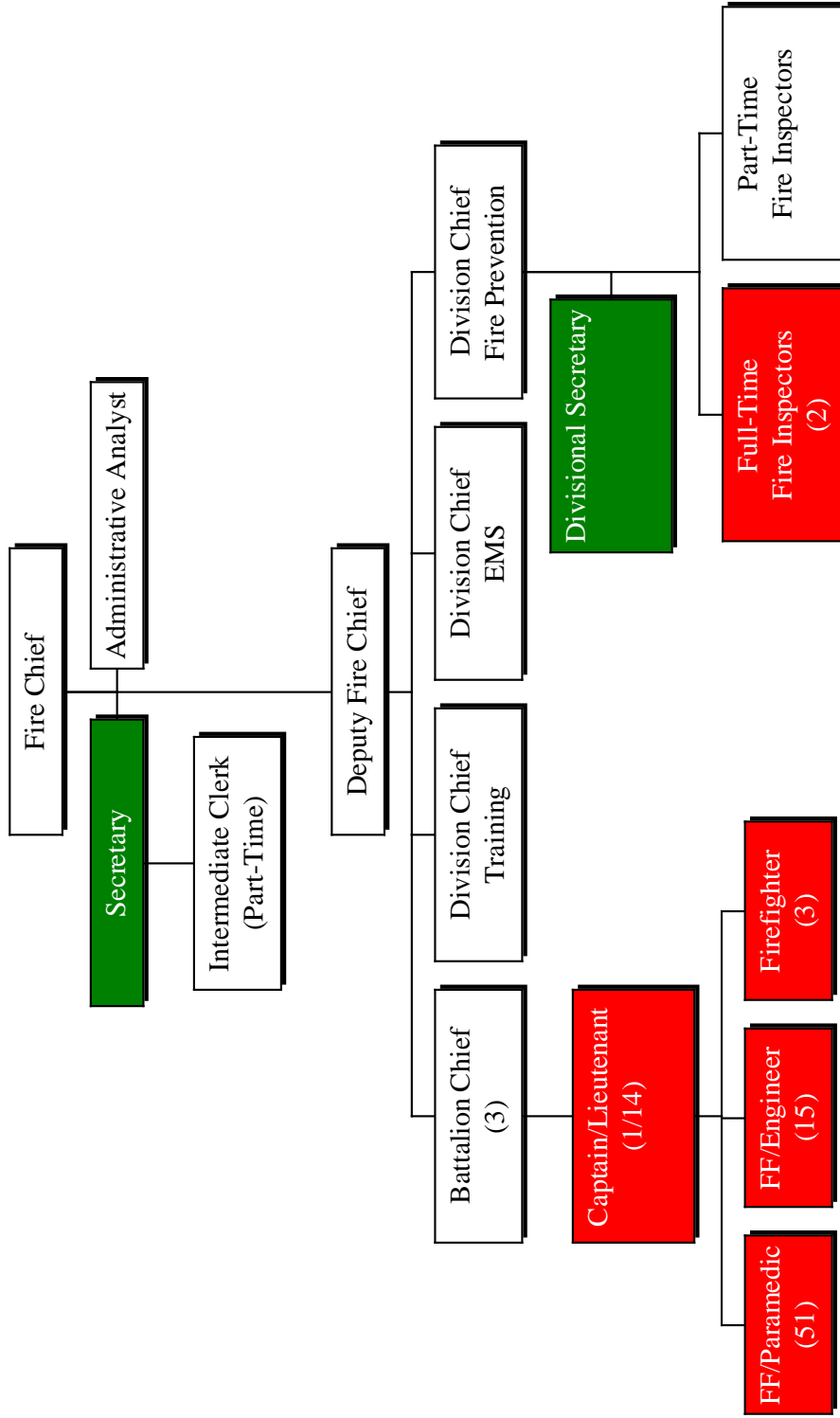
Implement an independent paramedic student ride-a-long program in conjunction with the Northwest Community Emergency Medical Services System.

8. Response Plan Redevelopment

Update the Department's response plans for all incident types. This includes redevelopment of local response plans, as well as the enhanced use of automatic aid and mutual aid resources.



# Fire Department



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AFSCME

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**2011 Budget**  
**FIRE - ADMINISTRATION**

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**PERSONNEL EXHIBIT**

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Department: Fire                                      Div: Fire Administration                                      Div. No: 1221

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Fire Chief	1.00	1.00	1.00
Deputy Fire Chief - Operations	1.00	1.00	1.00
Deputy Fire Chief - Support Services	1.00	1.00	0.00
Project Analyst	0.00	0.00	1.00
Division Chief - Training	1.00	1.00	1.00
Division Chief - EMS	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Intermediate Clerk	0.50	0.50	0.50
Total Full Time Equivalent (FTE) Employees:	6.50	6.50	6.50

FY 2011 Budget WorkSheet

**1221 - FIRE ADMINISTRATION**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	559,361	692,013	664,000	641,447		
910200 - TEMPORARY WAGES	2,072	0	0	0		
910400 - NON-SUPERVISORY OVERTIME	0	1,077	1,077	1,158		
910500 - VACATION PAY	45,161	0	0	0		
910600 - SICK PAY	1,156	0	0	0		
910700 - HOLIDAY PAY	25,492	0	0	0		
910970 - COMPENSATED ABSENCES	-69,424	0	0	0		
<b>TOTAL SALARIES</b>	<b>563,817</b>	<b>693,090</b>	<b>665,077</b>	<b>642,605</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	250	1,069	1,069	1,875		
918020 - EMPLOYER CONTR-F.I.C.A.	8,886	9,317	10,717	16,591		
918021 - EMPLOYER CONTR-I.M.R.F.	6,007	6,911	6,775	16,128		
918023 - EMPLOYER CONTR-FIRE PEN	151,083	212,685	212,685	237,383		
918030 - EAP PROGRAM	118	121	121	0		
918040 - LIFE INS PREMIUMS	1,078	1,306	1,100	691		
918050 - PPO INSURANCE PREMIUMS	89,906	98,409	97,585	115,104		
918055 - DENTAL INSURANCE PREMIUMS	4,757	5,908	5,458	6,073		
918070 - WORKERS COMPENSATION	82,665	90,360	82,215	83,088		
918080 - UNIFORM ALLOWANCE	3,000	3,750	2,250	3,000		
918085 - RHS PLAN PAYOUT	205,856	18,358	15,450	15,448		
<b>TOTAL BENEFITS</b>	<b>553,605</b>	<b>448,194</b>	<b>435,425</b>	<b>495,381</b>		
<b>CONTRACTUAL SERVICES</b>						
920120 - COMMUNICATION SERVICES	4,052	5,340	4,000	5,100	5 CELL PHONES: CHIEF, 2-D/C'S, TRAINING & EMS CHIEF\5BB	5,100
920204 - TRAINING	912	1,000	1,000	1,000	MGMT/LABOR, LEGAL, MGMT LEADERSHIP, INCIDENT MGMT ETC.	1,000
920220 - MEMBERSHIP DUES	7,895	9,920	9,065	9,920	INTERNATIONAL ASSOCIATION FIRE CHIEFS X 3 ILLINOIS FIRE CHIEFS ASSOCIATION X 3 METROPOLITAN FIRE CHIEFS X 3 NOTARY FEE AND BONDING FOR NANCY KELSO MABAS DIVISION I: ANNUAL DUES SAMS CLUB MABAS DIVISION III: ANNUAL DUES FD SAFETY OFFICER'S ASSN. /TRAINING NETWORK- FIRE ACCREDITATION MANAGERS NW ASSOC. OF EMS-D/C DYER CPSE REGISTERED AGENCY(3YRS)	570 340 120 400 2,500 15 5,000 325 100 50 500
920900 - PROPERTY/LIAB CONTRIBUTIO	13,202	12,739	12,739	12,374	INTERNAL SERVICE FUND CHARGE	12,374
930030 - R & M VEHICLES	24	0	0	0		
930590 - MISCELLANEOUS EXPENSES	25	0	0	0		

FY 2011 Budget WorkSheet

**1221 - FIRE ADMINISTRATION**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
960070 - TRAVEL EXPENSES	45	200	150	100	GAS, TOLLS, PARKING, MILEAGE	100
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>26,155</b>	<b>29,199</b>	<b>26,954</b>	<b>28,494</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	2,116	2,500	2,200	2,200	PAPER, PENS, PENCILS	2,200
970115 - SUPPLIES: DEPT/OTHER	392	250	250	250	DEPT SPECIFIC SUPPLIES	250
970190 - UNIFORMS/APPAREL/CLOTHING	217	500	500	500	BADGES, PATCHES, ETC.	500
970260 - POSTAGE AND PARCEL	0	100	100	100	POSTAGE & SHIPPING CHARGES	100
970270 - PRINTING-REPROD-BINDING	1,390	300	150	200	ANNUAL REPORT	200
970620 - SUBSCRIPTIONS & BOOKS	548	800	550	600	NFPA UPDATES, ETC.	600
970900 - EQUIPMENT <\$5,000	0	300	200	300	OFFICE EQUIPMENT	300
<b>TOTAL COMMODITIES</b>	<b>4,663</b>	<b>4,750</b>	<b>3,950</b>	<b>4,150</b>		
<b>Division Totals</b>	<b>1,148,240</b>	<b>1,175,233</b>	<b>1,131,406</b>	<b>1,170,630</b>		



**2011 Budget**  
**FIRE - EMERGENCY SERVICES**

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**PERSONNEL EXHIBIT**

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Department: Fire	Div: Emergency Services	Div. No: 1222
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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Battalion Chief	3.00	3.00	3.00
Captain - Company Officer	1.00	1.00	1.00
Lieutenant - Company Officer	14.00	14.00	14.00
Firefighter - Paramedic	54.00	51.00	51.00
Firefighter - Engineer	15.00	15.00	15.00
Firefighter	6.00	3.00	3.00
Total Full Time Equivalent (FTE) Employees:	93.00	87.00	87.00

FY 2011 Budget WorkSheet

**1222 - FIRE EMERGENCY SERVICES**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	5,778,191	7,530,698	7,405,000	7,582,688		
910300 - SUPERVISORY OVERTIME	238,413	261,771	225,000	225,000		
910400 - NON-SUPERVISORY OVERTIME	344,461	560,800	450,000	495,000		
910500 - VACATION PAY	645,195	0	0	0		
910600 - SICK PAY	240,118	0	0	0		
910700 - HOLIDAY PAY	904,114	0	0	0		
910900 - OUT OF CLASS / INCENTIVE	27,957	26,062	26,740	26,750		
910970 - COMPENSATED ABSENCES	-147,461	0	0	0		
<b>TOTAL SALARIES</b>	<b>8,030,989</b>	<b>8,379,331</b>	<b>8,106,740</b>	<b>8,329,438</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	3,370	13,414	13,414	26,714		
918020 - EMPLOYER CONTR-F.I.C.A.	96,507	103,289	105,706	109,096		
918023 - EMPLOYER CONTR-FIRE PEN	1,918,752	2,703,079	2,703,079	3,016,978		
918030 - EAP PROGRAM	1,587	1,635	1,635	0		
918040 - LIFE INS PREMIUMS	14,370	13,464	13,464	7,201		
918050 - PPO INSURANCE PREMIUMS	1,323,178	1,263,041	1,282,290	1,342,691		
918051 - HMO INSURANCE PREMIUMS	179,258	194,161	182,150	190,090		
918055 - DENTAL INSURANCE PREMIUMS	87,154	99,534	88,370	86,470		
918070 - WORKERS COMPENSATION	1,194,623	1,104,753	1,121,044	1,030,813		
918080 - UNIFORM ALLOWANCE	63,950	61,800	62,450	62,600		
918085 - RHS PLAN PAYOUT	93,016	72,004	131,475	83,730		
<b>TOTAL BENEFITS</b>	<b>4,975,765</b>	<b>5,630,174</b>	<b>5,705,077</b>	<b>5,956,383</b>		
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	0	0	0	500	FIREHOUSE PROGRAM	500
920120 - COMMUNICATION SERVICES	17,975	17,500	11,200	7,000	NEXTEL PHONES : BC'S & FRONT LINE VEHICLES	7,000
920135 - DISPATCH SERVICES	0	210,506	210,506	197,606	DISPATCH SERVICES 9.2% OF CITY'S CALL VOLUME	197,606
920204 - TRAINING	40,046	40,000	40,000	42,725	FIRE OFFICER/INCIDENT COMMAND	11,800
					FF ACADEMY X3	8,025
					REPLACEMENT HIRES	
					SPECIAL TEAMS	5,000
					SPECIALIZED RESCUE/FIRE ATTACK	4,000
					NIPSTA SPRING/FALL	5,400
					FIRE APPARATUS ENGINEER	3,000
					PEER FITNESS	2,000
					ENGINE & TRUCK OPS	3,500
920210 - IN-SERVICE TRAINING	14,121	14,000	14,000	14,000	EMS: NWCH PARAMEDIC TRAINING (MONTHLY CON-ED) AND NWCH ADMIN. AND I.T. (ANNUAL FEES)	14,000
920220 - MEMBERSHIP DUES	23,388	23,388	23,159	22,014	NIPSTA MEMBERSHIP (96 MEMBERS AT \$229)	21,984
					SAM'S CLUB (2 MEMBERS AT \$15)	30
920225 - LICENSING/TITLES	125	125	125	1,505	LICENSING FOR AMBULANCES	125
					IDPH RE-LICENSURE FEES	1,380
920341 - INSURANCE PREMIUMS (LIAB)	992	1,000	992	1,000	DIVE: PADI INSURANCE FOR DIVE MASTER	1,000
920900 - PROPERTY/LIAB CONTRIBUTIO	75,760	73,102	73,102	68,219	INTERNAL SERVICE FUND CHARGE	68,219



FY 2011 Budget WorkSheet

**1222 - FIRE EMERGENCY SERVICES**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
930010 - R & M EQUIPMENT	27,997	29,000	27,000	29,000	FIRE EQUIPMENT AND ANNUAL LADDER TESTING	15,000
					MISC EQUIPMENT REPAIR	10,000
					ANNUAL UPGRADE\REPAIR DIVE EQUIPMENT	4,000
930030 - R & M VEHICLES	1,568	0	0	0		
930110 - R & M SOFTWARE	899	850	0	0		
930200 - RENTALS & LEASES	1,200	1,200	1,200	1,200	DISHWASHER LEASE	1,200
930590 - MISCELLANEOUS EXPENSES	0	0	0	250	MISC ITEMS	250
960040 - EMPLOYEE PHYSICALS	30,773	33,000	29,100	32,000	ANNUAL PHYSICALS FOR ALL FIREFIGHTERS, FLU SHOTS,VACC.	32,000
960070 - TRAVEL EXPENSES	15	500	250	350	GAS, TOLLS, PARKING, MILEAGE	350
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>234,858</b>	<b>444,171</b>	<b>430,634</b>	<b>417,369</b>		

**COMMODITIES**

970100 - OFFICE SUPPLIES	1,358	2,500	2,200	2,200	NOTEBOOKS, PENS, PENCILS, CALENDARS, LOG BOOKS	2,200
970110 - MEALS (PRISONERS)	0	250	100	0		
970115 - SUPPLIES: DEPT/OTHER	29,492	30,000	30,000	33,484	EMS:EQUIPMENT AND SUPPLIES FOR AMBS. AND ENGINES	14,000
					SUPPRESSION: SMALL TOOLS AND EQUIPMENT	4,484
					SUPPRESSION: FIREFIGHTING FOAM	5,000
					GENERAL FIRE STATION SUPPLIES	5,000
					TRAINING SUPPLIES: ROOF/LOCK SIMULATOR, SMOKE OIL,	5,000
970170 - JANITORIAL	14,889	14,000	14,000	14,000	STATION SUPPLIES: TOLIET PAPER, PAPER TOWELS, VACUUM	14,000
					CLEANERS/BAGS, MOPS, BROOMS, CLEANERS, ETC. FOR ALL THREE STATIONS	0
970190 - UNIFORMS/APPAREL/CLOTHING	22,464	25,000	20,000	25,000	SUPPRESSION: FIRE GEAR AND UNIFORMS AND R/M FIRE GEAR: HELMETS, GLOVES, BOOTS, ETC.... DIVE: DIVE SUITS	25,000
970260 - POSTAGE AND PARCEL	738	900	900	900	POSTAGE TO MAIL EQUIPMENT FOR REPAIRS, RETURNS	900
970270 - PRINTING-REPROD-BINDING	2,261	2,200	2,200	2,200	FORMS	1,600
					PUBLIC CPR PROGRAM: INSTRUCTIONAL MATERIALS	600
970310 - SUPPLIES: EQUIP R/M	7,874	20,000	12,000	18,000	R/M SUPPLIES FOR ALL FIREFIGHTING AND EMS EQUIPMENT	18,000
970810 - NATURAL GAS	564	0	0	0		
970850 - GASOLINE	36	200	150	200	GASOLINE FOR SMALL TOOLS, EMERGENCY PURCHASES	200
970900 - EQUIPMENT <\$5,000	47,964	30,310	30,310	35,825	SUPPRESSION: NOZZLES, ADAPTERS, APPLIANCE REPLACEMENT	5,000
					SUPPRESSION: TOOLS, PPV FANS, EXTRICATION EQUIPMENT	10,325

FY 2011 Budget WorkSheet

**1222 - FIRE EMERGENCY SERVICES**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
970900 - EQUIPMENT <\$5,000...	47,964...	30,310...	30,310...	35,825...	DIVE:SWIFT WATER SUPPLIES(3 SETS) AND MISC. EQUIP	5,800
					TRT: EQUIPMENT	3,500
					SUPPRESSION: FIRE HOSE	6,500
					HAZMAT: EQUIPMENT	2,500
					TRAINING:MANIKINS, SMOKE MACHINE	2,200

**TOTAL COMMODITIES**                      **127,641**    **125,360**    **111,860**    **131,809**

**Division Totals**                      **13,369,253**    **14,579,036**    **14,354,311**    **14,834,999**



**2011 Budget**  
**FIRE - FIRE PREVENTION**

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**PERSONNEL EXHIBIT**

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Department: Fire                      Div: Fire Prevention                      Div. No: 1223

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Division Chief - Fire Prevention	1.00	1.00	1.00
Inspectors	3.00	3.00	2.00
Part Time - Inspectors	0.00	0.00	1.00
Secretary	1.00	1.00	1.00
Total Full Time Equivalent (FTE) Employees:	5.00	5.00	5.00

FY 2011 Budget WorkSheet

**1223 - FIRE PREVENTION SERVICES**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	366,971	422,845	420,000	376,331		
910300 - SUPERVISORY OVERTIME	974	1,734	0	0		
910400 - NON-SUPERVISORY OVERTIME	625	4,046	4,000	4,300		
910500 - VACATION PAY	28,440	0	0	0		
910600 - SICK PAY	568	0	0	0		
910700 - HOLIDAY PAY	17,482	0	0	0		
910900 - OUT OF CLASS / INCENTIVE	92	0	4,500	4,000		
910970 - COMPENSATED ABSENCES	-3,704	0	0	0		
<b>TOTAL SALARIES</b>	<b>411,448</b>	<b>428,625</b>	<b>428,500</b>	<b>384,631</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	171	672	672	1,369		
918020 - EMPLOYER CONTR-F.I.C.A.	7,076	7,893	7,900	6,894		
918021 - EMPLOYER CONTR-I.M.R.F.	4,700	5,902	5,900	7,001		
918023 - EMPLOYER CONTR-FIRE PEN	88,491	126,551	126,551	141,247		
918030 - EAP PROGRAM	81	83	83	0		
918040 - LIFE INS PREMIUMS	775	775	775	322		
918050 - PPO INSURANCE PREMIUMS	98,972	100,289	79,053	60,599		
918055 - DENTAL INSURANCE PREMIUMS	4,440	5,225	5,010	4,230		
918070 - WORKERS COMPENSATION	54,347	55,175	55,260	38,342		
918080 - UNIFORM ALLOWANCE	3,000	3,000	3,000	2,188		
918085 - RHS PLAN PAYOUT	7,452	7,452	6,400	6,393		
<b>TOTAL BENEFITS</b>	<b>269,505</b>	<b>313,017</b>	<b>290,604</b>	<b>268,585</b>		
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	0	0	0	1,200	AUDIO SYSTEM FOR PROM NIGHT	1,200
920120 - COMMUNICATION SERVICES	2,553	3,000	1,900	2,250	NEXTEL CELL PHONES X 41BB	2,250
920204 - TRAINING	2,491	2,500	2,500	8,000	FIRE PREVENTION CLASSES(NFPA,IFIA,BFCA,ETC.)	8,000
920220 - MEMBERSHIP DUES	355	425	375	375	FIRE INVESTIGATORS STRIKE FORCE DUES	75
					NFPA MEMBERSHIP	150
					ILL. FIRE INSPECTORS ASSOC.	150
920900 - PROPERTY/LIAB CONTRIBUTIO	6,420	6,194	6,194	6,003	INTERNAL SERVICE FUND CHARGE	6,003
930030 - R & M VEHICLES	16	100	50	50	CAR WASHES	50
930210 - RENTAL OF EQUIPMENT	0	400	300	0	OPEN HOUSE	0
					ACTIVITIES-RENTAL OF CHILD ACTIVITY STATION	
960990 - MISC CONTRACTUAL SVCS	960	0	0	0		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>12,795</b>	<b>12,619</b>	<b>11,319</b>	<b>17,878</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	1,281	1,200	1,200	1,200	COPY PAPER, PENS, PAPER CLIPS ETC.	1,200
970110 - MEALS (PRISONERS)	0	700	700	0		
970115 - SUPPLIES: DEPT/OTHER	1,567	1,600	1,600	1,500	PROMOTIONAL ITEMS: BOOKS, HELMETS, ETC. MISC. SUPPLIES	1,500
					OPEN HOUSE	0
					ACTIVITIES-GIVEAWAY PRODUCTS	
970190 - UNIFORMS/APPAREL/CLOTHING	0	0	0	500	APPAREL PT INSPECTORS	500

FY 2011 Budget WorkSheet

**1223 - FIRE PREVENTION SERVICES**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
970270 - PRINTING-REPROD-BINDING	815	695	695	800	INSPECTION FORMS, FIRE PREVENTION BOOKLETS, ETC.	800
970320 - SUPPLIES: BLDG R/M	65	0	0	0		
970620 - SUBSCRIPTIONS & BOOKS	1,152	1,775	1,775	1,755	CODE UPDATES,BOOKS,MANUALS	1,755
970900 - EQUIPMENT <\$5,000	811	1,500	1,500	1,300	OFFICE EQUIPMENT, FLASHLIGHTS, INVESTIGATION GEAR, ETC.	1,300
<b>TOTAL COMMODITIES</b>	<b>5,692</b>	<b>7,470</b>	<b>7,470</b>	<b>7,055</b>		
<b>Division Totals</b>	<b>699,440</b>	<b>761,731</b>	<b>737,893</b>	<b>678,149</b>		



**2011 Budget**  
**HOMELAND SECURITY AND**  
**EMERGENCY MANAGEMENT AGENCY**

**OVERVIEW**

2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
<b>\$52,833</b>	<b>\$56,668</b>	<b>\$99,213</b>	<b>\$112,388</b>	<b>\$107,441</b>	<b>\$108,793</b>

The role of the Homeland Security and Emergency Management Agency is to protect the citizens of Des Plaines with a coordinated effort between City Departments and non-governmental organizations to prepare for, respond to, recover from and mitigate against terrorist attacks, along with natural or man-made disasters. This Agency also works with various federal, state, county and township departments in providing mutual aid to them during emergencies. This Agency has over 170 volunteers who are trained to provide support to the Emergency Operations Center, as well as support the police, fire, and public works departments during an emergency. During severe weather conditions, this Agency provides the City with advanced warning of approaching storms using on-line computer link-ups with the National Weather Service, weather satellites, and trained “weather spotters”. This Agency also is responsible for maintaining the City’s 11 outdoor warning sirens.

**Homeland Security and Emergency Management Objectives**

Mission

The mission of the Homeland Security and Emergency Management Agency is to save lives, prevent injuries and protect property and the environment if an emergency occurs.

Citizens On Patrol (Volunteers in Police Service) - Citizens on Patrol are a trained group of volunteers (currently 27 members) who patrol the streets of Des Plaines and handle 911 dispatched non-emergency calls. Volunteers taking dispatched non-emergency calls allow more time for police officers to respond to the more important and emergency calls. These volunteers also respond during emergencies and disasters to assist the police department as needed.

Des Plaines Medical Reserve Corps (MRC) - The MRC strives to improve the health and safety of our City by organizing and utilizing medical and non-medical volunteers to prepare for and respond to emergencies. Over 117 nurses and other volunteer medical professionals support the MRC unit to accomplish this mission by supplementing existing emergency and public health resources during public events, local emergencies, and have planned for the distribution of medication and other care during public health emergencies such as a pandemic. Volunteer’s At Large - are volunteers with no medical background that help the MRC in an administrative capacity.

Des Plaines Community Emergency Response Teams (CERT) – CERT is a program that prepares people to help themselves, their families and their neighbors in the event of a disaster.



## 2011 Budget

# HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY

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CERT training includes disaster preparedness, disaster fire suppression, basic disaster medical operations, and light search and rescue operations. Over 60 residents are certified under this program.

Neighborhood Watch - The Neighborhood Watch Program is administered by the police department and is intended for residents who would like to feel safer in their neighborhoods. It is not a vigilante program, nor is it a program of citizens on patrol in their neighborhoods. It is a program that encourages neighbors to get to know each other, and to call the police when something just does not seem right. This program utilizes Sub-Beat Captains, and Co-Captains to coordinate an effective crime prevention and neighborhood support program in the City. Currently there are 85 Captains, and Co-Captains assigned to this program.

Fire Corps - The Fire Corps Program is a way of bringing citizens into the fire department and emergency service to assist in non-operational roles, allowing firefighters and emergency medical responders to focus on critical, life-threatening situations.

Weather Spotter - The National Weather Service relies on trained volunteers to supplement information on severe storms and tornadoes. Their valuable cooperation is important in the warning process. Weather reports from trained spotters are used along with Doppler radar data to issue warnings of approaching, tornadoes, severe thunderstorms, and flash floods.

Emergency Operations Center – An Emergency Operations Center (EOC) is a central command and control facility responsible for carrying out the principles of Emergency Preparedness and Emergency Management, or Disaster Management functions under the National Incident Management System at a strategic level in an emergency situation, and ensuring the continuity of operation of the City. The function of the EOC is to collect, gather and analyze data; make decisions that protect life and property, maintain continuity of the organization, within the scope of applicable laws; and disseminate those decisions to all concerned agencies and individuals.



## 2011 Budget

# HOMELAND SECURITY AND EMERGENCY MANAGEMENT

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## 2010 MAJOR ACCOMPLISHMENTS

### Citizen Corps

1. Secured three Citizen Corps Grants totaling \$15,500, the grants were used to purchase supplies for Citizens On Patrol and the Medical Reserve Corp.
2. The Medical Reserve Corps worked in conjunction with the Des Plaines Health and Human Services and Cook County Public Health Department to develop emergency plans for the medical distribution of pharmaceuticals. Nurses from the Medical Reserve Corps assisted Cook County in the distribution of the H1N1 vaccine in Des Plaines schools and suburban Cook County schools. The Medical Reserve Corps also provided volunteers that worked the First Aid Station for several City events.
3. Increased the Citizens On Patrol Program by over 20% with new members.

### Emergency Management

4. Secured four Emergency Management Grants totaling approximately \$100,000 the grants were used to purchase equipment along with other miscellaneous expenses.
  - FEMA/Fire Corps grant (\$500) for smoke detectors.
  - Illinois Emergency Services Management Association grant (\$1300) for National Weather Service radios.
  - Illinois Emergency Management Assistance grant (\$28,095.55) for the administration of being accredited.
  - Illinois Emergency Services Management Association, EOC grant (\$70,074.06) for the purchase of computers, and video cameras.
5. The City of Des Plaines Emergency Management Program was re-accredited by the Illinois Emergency Management Agency.
6. The City's Storm Ready Program became accredited through the National Weather Service.
7. All of the City's special events have been integrated into the National Incident Management System (NIMS) compliance requirements.
8. The Agency has completed phase two in the Emergency Operation Center modernization plan for NIMS compliance.





## 2011 Budget

# HOMELAND SECURITY AND EMERGENCY MANAGEMENT

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9. Developed the Pandemic Influenza Continuity of Operations Plan (PICOOP) that provides policy and guidance to ensure that the City's essential functions are done during a Pandemic event.
  
10. The Deputy Executive Coordinator is a member of the Federal Emergency Management Agency's Regional Catastrophic Planning Committee.



## 2011 Budget

# HOMELAND SECURITY AND EMERGENCY MANAGEMENT

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## 2011 GOALS AND OBJECTIVES

### Citizen Corps

1. Continue to receive training to further support the Citizen Corps Program and volunteer development.
2. Continue to maintain standing at the State level by attending program meetings and participating as a member of the State's Citizen Corps Subcommittee on Guidance, and continue to participate in Cook County's Medical Corps consortium.
3. Continue to review and apply for Citizen Corps and Medical Reserve Corps grants as appropriate.
4. Continue to grow Citizen Corps membership as needed to provide the City with volunteers capable of responding to emergencies.

### Emergency Management

5. Develop a Des Plaines Citizen's Fire Academy.
6. Continue to grow Fire Corps membership as needed to provide the City with volunteers capable of responding to emergencies.
7. Continue to review and apply for Homeland Security and Emergency Management grants.



**2011 Budget**  
**HOMELAND SECURITY AND**  
**EMERGENCY MANAGEMENT AGENCY**

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**PERSONNEL EXHIBIT**

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Department: HS/EMA                      Div: EMA                                      Div. No: 1224

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Deputy Executive Coordinator	1.00	1.00	1.00
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Total Full Time Equivalent (FTE) Employees:	1.00	1.00	1.00

# FY 2011 Budget WorkSheet

## 1224 - EMA

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	47,317	49,875	48,500	51,621		
<b>TOTAL SALARIES</b>	<b>47,317</b>	<b>49,875</b>	<b>48,500</b>	<b>51,621</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	0	15	15	157		
918020 - EMPLOYER CONTR-F.I.C.A.	3,625	3,815	3,635	3,949		
918021 - EMPLOYER CONTR-I.M.R.F.	4,793	5,501	5,300	6,205		
918070 - WORKERS COMPENSATION	162	153	162	107		
<b>TOTAL BENEFITS</b>	<b>8,581</b>	<b>9,484</b>	<b>9,112</b>	<b>10,418</b>		
<b>CONTRACTUAL SERVICES</b>						
920120 - COMMUNICATION SERVICES	4,681	3,500	3,500	7,750	NEXTEL PHONES X 8/1BB	3,500
					METEORLOGIX WEATHER ALERT	1,850
					COOK COUNTY RADIO SYSTEM	2,400
920204 - TRAINING	559	500	500	685	IESMA, IEMA	685
920220 - MEMBERSHIP DUES	65	100	100	100	IESMA	65
					NIMEC	35
920900 - PROPERTY/LIAB CONTRIBUTIO	5,636	5,438	5,438	6,403	INTERNAL SERVICE FUND CHARGE	6,403
930010 - R & M EQUIPMENT	604	14,891	14,891	6,630	R & M OF EQUIPMENT, LIGHT TRAILERS, WARNING SIREN, ETC	3,000
					MAINTENANCE AGREEMENT	3,630
930030 - R & M VEHICLES	325	0	0	0		
930590 - MISCELLANEOUS EXPENSES	0	0	0	800		
960040 - EMPLOYEE PHYSICALS	34	0	0	136	BACKGROUND CHECKS	136
960070 - TRAVEL EXPENSES	82	100	100	100	PARKING, MILEAGE, TOLLS	100
960990 - MISC CONTRACTUAL SVCS	5,000	5,000	5,000	5,000	EMA STIPEND	2,500
					CITIZEN CORP STIPEND	2,500
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>16,986</b>	<b>29,529</b>	<b>29,529</b>	<b>27,604</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	1,256	1,500	1,500	1,500	PAPER, PENS, PENCILS, ETC.	1,500
970110 - MEALS (PRISONERS)	341	800	800	0		
970115 - SUPPLIES: DEPT/OTHER	9,360	3,000	3,000	3,000	DISASTER SUPPLIES, (FLASHLIGHTS, VESTS, FIRE BOOTS)	3,000
970190 - UNIFORMS/APPAREL/CLOTHING	2,073	6,250	6,250	6,000	UNIFORMS FOR VOLUNTEER PERSONNEL	6,000
970270 - PRINTING-REPROD-BINDING	4,650	0	0	0		
970310 - SUPPLIES: EQUIP R/M	0	250	250	250	REPAIR EMA TOOLS & EQUIPMENT.	250
970320 - SUPPLIES: BLDG R/M	898	0	0	0		
970330 - SUPPLIES: VEHICLE R/M	252	0	0	0		
970900 - EQUIPMENT <\$5,000	7,500	8,500	8,500	8,400	TOOLS, EQUIPMENT	4,300
					EOC	4,100
<b>TOTAL COMMODITIES</b>	<b>26,329</b>	<b>20,300</b>	<b>20,300</b>	<b>19,150</b>		

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FY 2011 Budget WorkSheet

**1224 - EMA**

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Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CAPITAL EXPENDITURES</b>						
980410 - COMPUTER HARDWARE	0	3,200	0	0		
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>0</b>	<b>3,200</b>	<b>0</b>	<b>0</b>		
<b>Division Totals</b>	<b>99,213</b>	<b>112,388</b>	<b>107,441</b>	<b>108,793</b>		



**2011 Budget**  
**BOARD OF FIRE & POLICE COMMISSIONERS**

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**OVERVIEW**

2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
<b>\$126,286</b>	<b>\$47,777</b>	<b>\$40,693</b>	<b>\$44,805</b>	<b>\$23,588</b>	<b>\$18,580</b>

The mission of the Board of Fire & Police Commissioners is to provide the citizens of Des Plaines with professional Fire & Police Departments through fair and impartial hiring, promotional, and disciplinary processes.

The Board of Fire & Police Commissioners is composed of three non-paid members appointed by the Mayor, with consent of the City Council. The Board has three primary responsibilities:

- To establish eligibility lists for the employment of firefighters and police officers,
- To establish eligibility lists for the promotion of fire lieutenants and police sergeants,
- To conduct hearings, and take resulting actions, related to disciplinary matters for Fire and Police Department employees within the Board's jurisdiction.



**2011 Budget**

## **BOARD OF FIRE & POLICE COMMISSIONERS**

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### **2010 MAJOR ACCOMPLISHMENTS**

1. Conducted a promotional examination for fire lieutenants and established a new eligibility list that will expire on March 16, 2013
2. Placed one new Fire and Police Commissioner in 2010.



2011 Budget

## BOARD OF FIRE & POLICE COMMISSIONERS

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### 2011 GOALS AND OBJECTIVES

1. Establish eligibility lists for entry-level Police and Fire Department positions by conducting entrance examinations.
2. Conferences & Seminars
  - a. Maintain the high quality of the hiring processes for new recruits in the Fire and Police Departments by participation by the commissioners in continuing education related to interviewing methods, proper testing methods, and application of State and City laws and ordinances.



FY 2011 Budget WorkSheet

**1241 - POLICE & FIRE COMMISSION**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	0	2,000	2,000	2,000	LEGAL ADVICE	2,000
920204 - TRAINING	315	1,500	1,500	1,500	VARIOUS TRAINING FOR COMMISSIONERS TO STAY UP-TO-DATE	1,500
					WITH CURRENT LAWS, TESTING PROCEDURES, ETC.	0
920220 - MEMBERSHIP DUES	375	400	400	400	THE ILLINOIS FIRE & POLICE COMMISSIONERS ASSOCIATION	400
920230 - PUBLICATION OF NOTICES	4,115	0	0	0		
930590 - MISCELLANEOUS EXPENSES	0	0	0	600	MISC ITEMS	600
960040 - EMPLOYEE PHYSICALS	3,522	8,485	0	7,075	FIRE: 5 CANDIDATES @ \$755.00 EACH	3,775
					POLICE: 3 CANDIDATES @ \$1,100.00 EACH	3,300
960050 - EMPLOYEE EXAMINATIONS	29,669	29,420	20,336	5,955	POLICE: PSYCHOLOGICAL TESTING, \$525 EACH X 3	1,575
					POLICE: POLYGRAPH TESTING, \$200 EACH X 3	600
					FIRE: PSYCHOLOGICAL TESTING, \$345.00 EACH X 5	1,725
					FIRE: POLYGRAPH TESTING, \$135.00 EACH X 5	675
					FIRE: BACKGROUND INVESTIGATIONS, \$150.00 EACH X 5	750
					FIRE: INTEGRITY TEST, \$19.00 EACH X 30 MINIMUM	570
960070 - TRAVEL EXPENSES	0	200	200	200	POLICE: PEP \$20 EACH X 3 MILEAGE, TOLLS, PARKING, GAS, AIRFARE	60
						200
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>37,996</b>	<b>42,005</b>	<b>24,436</b>	<b>17,730</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	244	400	100	250	OFFICE SUPPLIES: BINDERS, FOLDERS, ETC.	250
970110 - MEALS (PRISONERS)	295	900	177	0		
970115 - SUPPLIES: DEPT/OTHER	232	400	0	0		
970260 - POSTAGE AND PARCEL	0	100	0	100	POSTAGE & MAILING	100
970270 - PRINTING-REPROD-BINDING	950	0	0	0		
970620 - SUBSCRIPTIONS & BOOKS	0	1,000	0	500	COMMISSIONER PAMPHLETS, BOOKS, ETC.	500
970900 - EQUIPMENT <\$5,000	966	0	0	0		
<b>TOTAL COMMODITIES</b>	<b>2,687</b>	<b>2,800</b>	<b>277</b>	<b>850</b>		
<b>Division Totals</b>	<b>40,683</b>	<b>44,805</b>	<b>24,713</b>	<b>18,580</b>		



**2011 Budget**  
**COMMUNITY AND ECONOMIC DEVELOPMENT**

**OVERVIEW**

2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
<b>\$2,685,213</b>	<b>\$2,986,810</b>	<b>\$2,178,293</b>	<b>\$1,991,891</b>	<b>\$2,045,578</b>	<b>\$1,904,960</b>

The Community and Economic Development Department is responsible for current and long-range planning functions, the administration of the City’s Zoning Code, the enforcement of the Building Code and the administration of the federally funded Community Development Block Grant program. Staff advises the Mayor and City Council and Council Committees on all matters affecting the growth, development, redevelopment and overall current and long-range planning of the community. The Department provides support for the Architectural Review Commission, Plan Commission, Economic Development Commission and the Zoning Board of Appeals.

Building and Code Enforcement Division

Through its Building Division, which consists of twelve (12) full-time employees, the Department issues building permits and performs inspections of construction projects in process. It interacts with citizens, architects, builders and developers at every step of the building process, from initial the design to the final inspection of completed projects. It is estimated that in 2010, approximately 4,500 permits will have been issued, and that approximately \$1.7 Million in permit fees will have been collected. Based on projected activity, it is estimated that in 2011, staff will conduct roughly 14,000 inspections and 1,000 plan reviews. The division also provides staff support to the Building Code Committee and the Architectural Review Commission.

Planning and Zoning Division

The Planning & Zoning division consists of four (4) full-time employees shared with Economic Development, who are involved with subdivision, zoning, current and long-range planning and Community Development Block Grant activities. Staff provides assistance to property and business owners and developers involving subdivisions, zoning, planning and other development activities. The division provides support to the Community Development Committee, the Plan Commission, and Zoning Board of Appeals and conducts specialized planning projects. Staff also processes requests for zoning relief (variations, text and map amendments, conditional uses and PUD’s), building code variations and subdivision approval.

Economic Development Division

Through its Economic Development Division, the Department serves as a conduit between the business community and the City. It assists existing businesses and works to attract new development and businesses to the community. It provides staff support to the Economic Development Commission, whose mission is to create and maintain a favorable environment for the growth of business, industry and commerce within the City.



## 2011 Budget COMMUNITY AND ECONOMIC DEVELOPMENT

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### 2010 MAJOR ACCOMPLISHMENTS

During 2010, the Department of Community & Economic Development completed one major project and continued to work on another one, both of which will transcend departmental impact and help shape the community for years to come: (1) the land use planning and regulatory approvals that allowed the construction of the Des Plaines Casino; and the beginning of the process of conversion of the zoning code to a Unified Development Ordinance utilizing form-based principles that will guide the future growth and development of the city.

#### Building & Code Enforcement

1. Implementation of the enforcement of the International Energy Conservation Code as mandated by the State of Illinois.
2. Expanded a wireless data exchange system to allow inspectors in the field to respond to code, permit and constituent issues immediately.
3. Successfully transitioned the business licensing function from the Finance Department to the Division in order to consolidate business and contractor licensing.

#### Planning & Zoning

4. Began the process of implementing a major comprehensive zoning code conversion to a form-based Unified Development Ordinance.
5. Completed the Five Corners redevelopment planning process.
6. Began the public planning process for the Cumberland Transit-Oriented Development study, which is being fully funded by the RTA.
7. Completed a framework plan for the Downtown Beautification Program.
8. Completed the Community Development Block Grant (CDBG) 5-Year Consolidated Plan (Program Yr 2010-14) and the Program Year 2008 Consolidated Annual Performance And Evaluation Report.
9. Continued implementation of the FAA Vision 100 planning process, and expanding its scope to recognize new development initiatives within the area influenced by the expansion of O'Hare Airport.



## 2011 Budget

# COMMUNITY AND ECONOMIC DEVELOPMENT

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10. Began the implementation of the Oakton Street / Elmhurst Road commercial corridor design guidelines.

### Economic Development

11. Staff continued to act as liaison to brokers and developers regarding potential development opportunities within the City.
12. Worked with the Office of the City Attorney, the Finance Department and the City Manager's office to complete the restructuring of TIF #3 finances.
13. Coordinated efforts with the Economic Development Commission to enhance the Façade Rebate program with the addition of the downtown awning initiative.
14. Began coordinated efforts with the Economic Development Commission to implement the downtown Business Assistance Program after recent Council approval.
15. Coordinated relocation efforts for those businesses within the Casino development footprint.



## 2011 Budget COMMUNITY AND ECONOMIC DEVELOPMENT

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### 2011 GOALS AND OBJECTIVES

#### Departmental

1. To continue to advise the Mayor, City Council and City Manager on matters related to the orderly development of the community by maintaining an effective and responsive regulatory environment.
2. To conduct major planning initiatives that will guide future redevelopment and resource allocation decisions.
3. To enhance the professional support of citizen advisory bodies to ensure transparent and inclusive planning processes.
4. To increase the responsiveness of the permitting process through the adoption of best practices in building codes.

#### Building & Code Enforcement

5. Assuming that the Unified Development Ordinance is adopted by the City Council, to complete the transition of Building Code review to a Form-Based process.
6. To install software to create a seamless interface between the Building Division, Finance and Engineering Departments for the sharing of building permit applications.
7. To install software to allow residents and building contractors to track the permit application process on the City webpage.
8. To improve the disposition reporting system to provide elected officials with the results of permit violation citations and housing court decisions.
9. To initiate 'green building' code requirements under the provisions of the 2009 International Energy Conservation Code as mandated by the State of Illinois.

#### Planning & Zoning

10. To assist the City Council in its review of the Unified Development Ordinance, and assuming its approval, complete the transitional implementation of the Form-based Code system.



## 2011 Budget

# COMMUNITY AND ECONOMIC DEVELOPMENT

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11. To continue to staff the Plan Commission and the Zoning Board of Appeals while implementing continual process improvements to the staff support function.
12. To continue implementation of the design guidelines developed in the Oakton / Elmhurst Road Commercial Corridor Study.
13. To continue to coordinate the Cumberland Transit-Oriented Development projects, based upon market factors and private investment availability.
14. To continue to coordinate the FAA Airport Land Use Compatibility project.
15. To initiate new redevelopment planning efforts, particularly in transitional commercial areas such as the Lee & Oakton nexus district.
16. To continue the redevelopment planning for the Five Corners area.
17. To expand the capacity of the Community Development Block Grant program to respond to critical infrastructure, housing affordability and mortgage foreclosure issues.

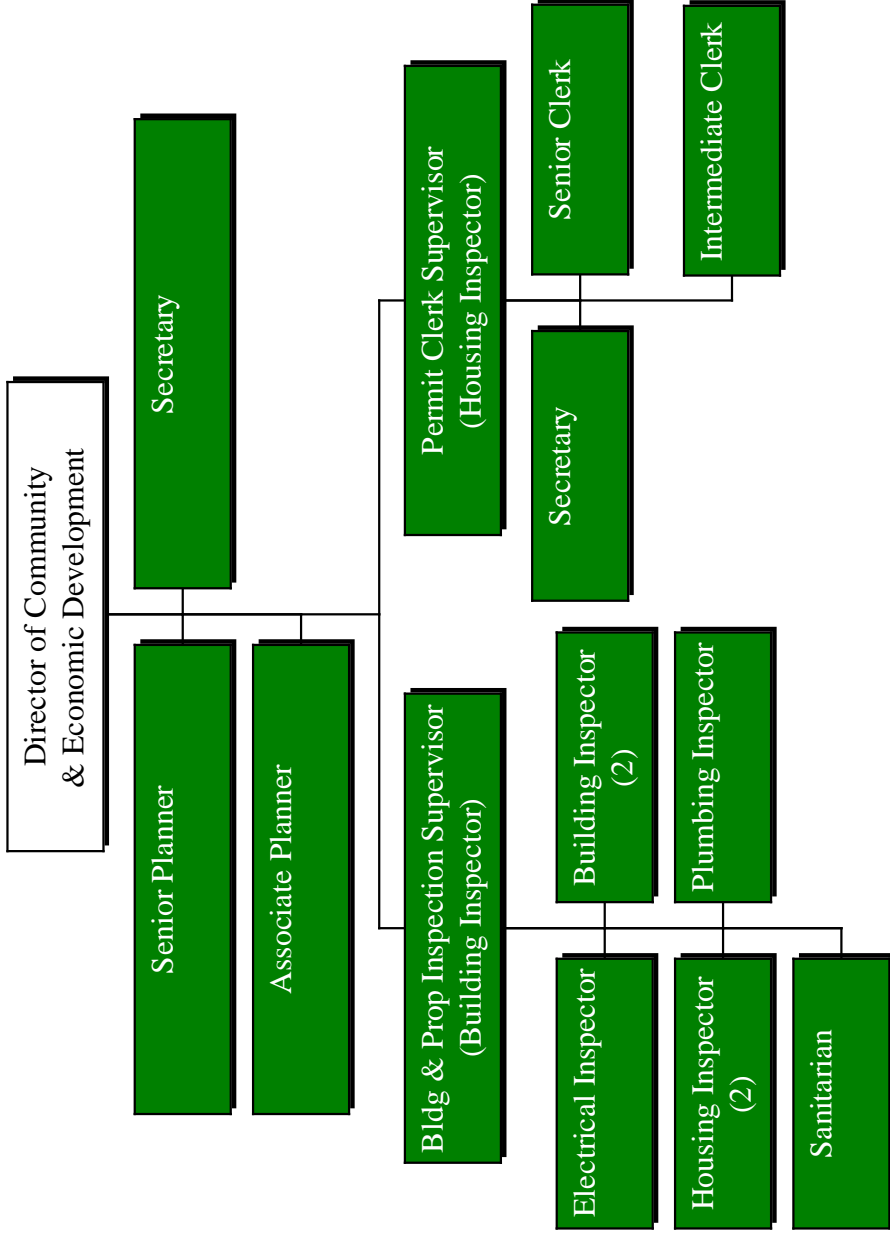
### Economic Development

18. To increase media coverage for economic development purposes.
19. To continue to update & enhance the economic development pages on the City's website.
20. To continue to strengthen business attraction efforts.
21. To continue to plan for ancillary development around the Casino site.
22. To continue to promote the Façade Program and any other incentives available for business improvement in TIF #1.
23. Coordinate efforts with the Economic Development Commission to fully implement the downtown Business Assistance Program recently approved by the City Council.

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# Community & Economic Development Department





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**2011 Budget**  
**COMMUNITY AND ECONOMIC DEVELOPMENT -**  
**BUILDING AND CODE ENFORCEMENT**

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**PERSONNEL EXHIBIT**

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Department: CED	Div: Bldg & Code Enforcement	Div. No. 1820	
	Authorized Positions		
	2009	2010	2011
Title	Authorized	Budget	Proposed
Director of Building & Code	1.00	1.00	0.00
Plumbing Inspector	1.00	1.00	1.00
Electrical Inspector	1.00	1.00	1.00
Building Inspector	4.00	3.00	3.00
Sanitarian	1.00	1.00	1.00
Housing Inspector	3.00	3.00	3.00
Secretary	1.00	1.00	1.00
Senior Clerk	2.00	2.00	2.00
Total Full Time Equivalent (FTE) Employees:	14.00	13.00	12.00

FY 2011 Budget WorkSheet

**1820 - BLDG & CODE ENFORCEMENT**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	827,243	999,685	999,685	931,975		
910400 - NON-SUPERVISORY OVERTIME	1,246	3,230	3,000	3,472		
910500 - VACATION PAY	70,150	0	0	0		
910600 - SICK PAY	33,568	0	0	0		
910700 - HOLIDAY PAY	39,566	0	0	0		
910900 - OUT OF CLASS / INCENTIVE	969	780	2,117	1,000		
910970 - COMPENSATED ABSENCES	-1,402	0	0	0		
<b>TOTAL SALARIES</b>	<b>971,341</b>	<b>1,003,695</b>	<b>1,004,802</b>	<b>936,447</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	431	1,679	1,679	3,231		
918020 - EMPLOYER CONTR-F.I.C.A.	72,294	76,247	76,589	71,667		
918021 - EMPLOYER CONTR-I.M.R.F.	98,356	110,622	111,701	112,945		
918030 - EAP PROGRAM	203	209	209	0		
918040 - LIFE INS PREMIUMS	1,930	2,060	1,950	907		
918050 - PPO INSURANCE PREMIUMS	140,682	140,213	147,775	151,667		
918051 - HMO INSURANCE PREMIUMS	41,101	55,787	50,596	36,667		
918055 - DENTAL INSURANCE PREMIUMS	11,130	13,735	11,921	10,179		
918070 - WORKERS COMPENSATION	40,203	42,281	40,100	33,388		
918080 - UNIFORM ALLOWANCE	720	720	720	720		
918085 - RHS PLAN PAYOUT	7,753	7,404	20,403	6,272		
<b>TOTAL BENEFITS</b>	<b>414,801</b>	<b>450,957</b>	<b>463,643</b>	<b>427,643</b>		
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	55,496	42,980	42,980	42,980	ENGINEERING CONSULTING	1,500
					ELEVATOR INSPECTIONS	41,480
920120 - COMMUNICATION SERVICES	6,861	7,000	6,400	5,450	CELL PHONE SERVICE (11)	5,450
920202 - CONFERENCES	20	0	0	0		
920204 - TRAINING	4,545	5,590	5,000	5,590	HOUSING INSPECTOR (3 CLASSES)	570
					HOUSING INSPECTOR (1 CLASS)	190
					HOUSING INSPECTOR (1 CLASS)	190
					SANITARIAN (1 CLASS)	190
					PLUMBING INSPECTOR (1 CLASS)	190
					BUILDING INSPECTOR (2-3 CLASSES)	570
					BUILDING INSPECTOR (2-3 CLASSES)	570
					BUIDING INSPECTOR (2-3 CLASSES)	570
					ELECTRICAL INSPECTOR (2-3 CLASSES)	380
					MIKE SPIEL (2-3 CLASSES)	570
					ILLINOIS ASSOCIATION OF ELECTRICAL INSPECTORS SEMINAR	0
					TESTING OF 10 INSPECTORS	1,600
920220 - MEMBERSHIP DUES	867	850	850	850	IL ENVIRONMENTAL HEALTH ASS'N	95
					NORTH WEST BLDG. OFFICIALS & CODE ADMINISTRATORS	335

FY 2011 Budget WorkSheet

**1820 - BLDG & CODE ENFORCEMENT**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
920220 - MEMBERSHIP DUES...	867...	850...	850...	850...	IL ASS'N OF CODE ENFORCEMENT	100
					INT'L. ASS'N OF ELECTRICAL INSPECTORS	70
					INT'L. PLUMBING INSPECTORS ASS'N	70
					INT'L. CODE COUNCIL	180
920410 - SUBSIDY:FLOOD ASSISTANCE	51,288	0	0	0		
920900 - PROPERTY/LIAB CONTRIBUTIO	16,635	16,051	16,051	13,661	INTERNAL SERVICE FUND CHARGE	13,661
930030 - R & M VEHICLES	228	0	300	300	CAR WASHES	300
960070 - TRAVEL EXPENSES	25	500	100	100	PARKING, TOLLS, TRAINS	100
960990 - MISC CONTRACTUAL SVCS	1,060	1,000	2,500	2,000	MINUTES, ETC.	2,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>137,026</b>	<b>73,971</b>	<b>74,181</b>	<b>70,931</b>		

**COMMODITIES**

970100 - OFFICE SUPPLIES	3,027	3,000	3,000	3,000	PAPER, PENS, PENCILS, ETC.	3,000
970115 - SUPPLIES: DEPT/OTHER	7	0	800	800	BUSINESS LICENSE CERTIFICATES	800
970190 - UNIFORMS/APPAREL/CLOTHING	1,743	2,000	0	2,000	SHIRTS FOR INSPECTORS	2,000
970260 - POSTAGE AND PARCEL	22	100	100	100	POSTAGE	100
970270 - PRINTING-REPROD-BINDING	852	1,500	3,500	2,000	PERMIT/INSPECTION FORMS PURCHASE, PRINT CODE AMENDMENTS	2,000
970620 - SUBSCRIPTIONS & BOOKS	127	250	250	850	BUILDING CODE PUBLICATIONS-NEW SET OF ICC BOOKS	850
970900 - EQUIPMENT <\$5,000	470	500	500	500	CAMERAS, METERS, ETC.	500
<b>TOTAL COMMODITIES</b>	<b>6,248</b>	<b>7,350</b>	<b>8,150</b>	<b>9,250</b>		

<b>Division Totals</b>	<b>1,529,415</b>	<b>1,535,973</b>	<b>1,550,776</b>	<b>1,444,271</b>
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FY 2011 Budget WorkSheet  
**1830 - PLANNING & ZONING**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	283,627	269,565	265,320	290,443		
910500 - VACATION PAY	14,570	0	0	0		
910600 - SICK PAY	1,769	0	0	0		
910700 - HOLIDAY PAY	12,437	0	0	0		
910900 - OUT OF CLASS / INCENTIVE	69	0	3,000	0		
910970 - COMPENSATED ABSENCES	-17,149	0	0	0		
<b>TOTAL SALARIES</b>	<b>295,323</b>	<b>269,565</b>	<b>268,320</b>	<b>290,443</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	126	539	539	1,006		
918020 - EMPLOYER CONTR-F.I.C.A.	22,326	19,474	19,575	20,802		
918021 - EMPLOYER CONTR-I.M.R.F.	30,933	29,733	29,530	34,787		
918030 - EAP PROGRAM	59	61	61	0		
918040 - LIFE INS PREMIUMS	573	490	490	269		
918050 - PPO INSURANCE PREMIUMS	29,848	33,000	18,290	34,758		
918051 - HMO INSURANCE PREMIUMS	18,633	16,579	16,579	18,333		
918055 - DENTAL INSURANCE PREMIUMS	3,280	4,030	3,627	3,381		
918070 - WORKERS COMPENSATION	7,056	825	925	603		
918085 - RHS PLAN PAYOUT	20,703	0	0	0		
<b>TOTAL BENEFITS</b>	<b>133,537</b>	<b>104,731</b>	<b>89,616</b>	<b>113,939</b>		
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	145,067	0	50,000	0		
920120 - COMMUNICATION SERVICES	833	1,000	1,000	1,100	CELL PHONE SERVICE	1,100
920204 - TRAINING	1,288	1,250	500	1,000	LAND USE/PLANNING TRAINING	1,000
920220 - MEMBERSHIP DUES	1,882	2,100	1,700	1,175	APA MEMBERSHIP DIRECTOR	750
					APA MEMBERSHIP SENIOR PLANNER	425
920225 - LICENSING/TITLES	10	0	0	0		
920230 - PUBLICATION OF NOTICES	2,168	4,000	6,600	4,000	PUBLISHING OF ZONING AND BUILDING CODE VARIATION CASES	4,000
					(2010 EXPENDITURES HIGH DUE TO CASINO)	0
920235 - RECORDING FEES	178	2,000	2,000	2,000	RECORDING OF SUBDIVISIONS	2,000
920900 - PROPERTY/LIAB CONTRIBUTIO	5,786	5,583	5,583	5,638	INTERNAL SERVICE FUND CHARGE	5,638
930590 - MISCELLANEOUS EXPENSES	0	0	100	0		
960070 - TRAVEL EXPENSES	43	300	100	100	PARKING, TOLLS, TRAIN	100
960990 - MISC CONTRACTUAL SVCS	4,330	5,000	5,500	5,000	SECRETARY FOR ZBA AND PC	5,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>161,585</b>	<b>21,233</b>	<b>73,083</b>	<b>20,013</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	629	2,000	1,000	1,000	PAPER, PENS, FOLDERS, ETC. -	1,000
970260 - POSTAGE AND PARCEL	98	400	100	300	FED EX AND SPECIAL MAILING CHARGES	300
970270 - PRINTING-REPROD-BINDING	0	600	800	800	REPORTS, PLANS	800
970620 - SUBSCRIPTIONS & BOOKS	162	750	250	250	PLANNING LITERATURE	250
<b>TOTAL COMMODITIES</b>	<b>889</b>	<b>3,750</b>	<b>2,150</b>	<b>2,350</b>		

FY 2011 Budget WorkSheet  
**1830 - PLANNING & ZONING**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>TRANSFER TO OTHER FUNDS</b>						
991230 - TRANSFER TO GRANT FUND	0	25,600	30,000	30,000	CITY'S 20% MATCH FAA GRANT	30,000
<b>TOTAL TRANSFER TO OTHER FUNDS</b>	<b>0</b>	<b>25,600</b>	<b>30,000</b>	<b>30,000</b>		
<b>Division Totals</b>	<b>591,333</b>	<b>424,879</b>	<b>463,169</b>	<b>456,745</b>		





FY 2011 Budget WorkSheet

**1840 - ECONOMIC DEVELOPMENT**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	40,284	18,430	20,151	0		
910500 - VACATION PAY	8,758	0	0	0		
910600 - SICK PAY	317	0	0	0		
910700 - HOLIDAY PAY	830	0	0	0		
910970 - COMPENSATED ABSENCES	-8,383	0	0	0		
<b>TOTAL SALARIES</b>	<b>41,806</b>	<b>18,430</b>	<b>20,151</b>	<b>0</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	50	266	266	0		
918020 - EMPLOYER CONTR-F.I.C.A.	3,830	1,410	1,542	0		
918021 - EMPLOYER CONTR-I.M.R.F.	4,925	2,033	2,243	0		
918030 - EAP PROGRAM	24	24	24	0		
918040 - LIFE INS PREMIUMS	36	151	36	0		
918050 - PPO INSURANCE PREMIUMS	3,613	3,108	3,108	0		
918055 - DENTAL INSURANCE PREMIUMS	182	193	130	0		
918070 - WORKERS COMPENSATION	1,222	56	65	0		
<b>TOTAL BENEFITS</b>	<b>13,882</b>	<b>7,241</b>	<b>7,414</b>	<b>0</b>		
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	0	500	500	500	CONSULTING SERVICES	500
920120 - COMMUNICATION SERVICES	270	400	300	300	NEXTEL PHONE	300
920204 - TRAINING	355	500	400	400	LOCAL PLANNING AND ECONOMIC DEVELOPMENT TRAINING	400
920220 - MEMBERSHIP DUES	344	400	400	400	PROFESSIONAL ASSOCIATION DUES FOR ED COORD.	400
920230 - PUBLICATION OF NOTICES	82	0	0	0		
920900 - PROPERTY/LIAB CONTRIBUTIO	744	718	718	194	INTERNAL SERVICE FUND CHARGE	194
960070 - TRAVEL EXPENSES	0	100	50	50	MILEAGE, TOLLS, PARKING, ETC.	50
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>1,795</b>	<b>2,618</b>	<b>2,368</b>	<b>1,844</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	62	500	250	250	GENERAL OFFICE SUPPLIES	250
970260 - POSTAGE AND PARCEL	0	250	0	100	RFP MAILINGS	100
970270 - PRINTING-REPROD-BINDING	0	1,500	1,200	1,500	COLOR PRINTING, ETC	1,500
970620 - SUBSCRIPTIONS & BOOKS	0	500	250	250	PLANNING AND ECONOMIC DEVELOPMENT	250
<b>TOTAL COMMODITIES</b>	<b>62</b>	<b>2,750</b>	<b>1,700</b>	<b>2,100</b>		
<b>Division Totals</b>	<b>57,545</b>	<b>31,039</b>	<b>31,633</b>	<b>3,944</b>		



**2011 Budget  
CDBG FUND**

**OVERVIEW**

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	105,062	168,504	112,745	112,745	71,963	71,963
Revenues	1,149,160	191,990	451,649	652,885	602,381	412,325
Expenses	(1,085,718)	(247,749)	(492,431)	(652,885)	(602,381)	(412,325)
Ending Balance	168,504	112,745	71,963	112,745	71,963	71,963

The Community Development Block Grant (CDBG) Fund is administered through the Department of Community & Economic Development. The purpose of the program is to fund various activities aimed at low-to moderate-income residents of the city. The fund allocation for the program year 2010 (October 1, 2010 – September 30, 2011) totals \$361,100. The City is an entitlement community and its program allocation is determined by the U.S. Department of Housing and Urban Development (HUD) based on population and housing statistics obtained through the U.S. Census.

The CDBG Associate Planner manages the CDBG program. This individual prepares budgets, monitors contracts with sub-recipients, prepares community development plans, manages program finances, and acts as program liaison with HUD, City departments, social service agencies and the public.

The Program Year 2010 budget includes funding for the following activities: social service agencies providing housing assistance, employment counseling and child care services; housing rehabilitation and code enforcement; administration and planning; fair housing counseling and rental assistance; and infrastructure improvements.

A “Revolving Loan Fund” was established, in accordance with HUD Guidelines, to receive program income generated by the repayment of liens for repairs made by the CDBG Home Repair Program. Upon completion of repairs to qualified homes, a lien is placed on the property equal to the amount of the repairs. If the property is sold, or title is transferred from the qualified homeowner within the lien period (10 years), repayment of the lien is required. Monies received from the repayment of liens on property rehabilitated through the CDBG program must be utilized/reused to make additional loans for home repairs to qualified low-income and moderate-income homeowners, who reside in their homes, in accordance and compliance with HUD Guidelines.

**City of Des Plaines, IL**  
**Revenue by Fund**  
**204 - HUD:COM DEV BLOCK GRANT**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>INTERGOVERNMENTAL REVENUE</b>						
820500	COMM DEVLPMNT BLOCK GRANT	451,423	562,725	512,190	412,325	2011 ALLOCATION \$361,100 -- 2010 ALLOCATION \$51,225
823065	CDBG-R GRANT	0	90,160	90,160	0	----
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>451,423</b>	<b>652,885</b>	<b>602,350</b>	<b>412,325</b>	
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	229	0	31	0	----
<b>TOTAL OTHER REVENUE</b>		<b>229</b>	<b>0</b>	<b>31</b>	<b>0</b>	
<b>FUND TOTAL</b>		<b>451,652</b>	<b>652,885</b>	<b>602,381</b>	<b>412,325</b>	



FY 2011 Budget WorkSheet

**204F - HUD:COM DEV BLOCK GRANT**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	48,583	57,926	57,926	54,354		
910500 - VACATION PAY	2,660	0	0	0		
910700 - HOLIDAY PAY	2,258	0	0	0		
910970 - COMPENSATED ABSENCES	84	0	0	0		
<b>TOTAL SALARIES</b>	<b>53,585</b>	<b>57,926</b>	<b>57,926</b>	<b>54,354</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	18	79	79	154		
918020 - EMPLOYER CONTR-F.I.C.A.	4,016	4,258	4,258	4,158		
918021 - EMPLOYER CONTR-I.M.R.F.	5,375	6,139	6,139	6,658		
918030 - EAP PROGRAM	8	9	9	0		
918040 - LIFE INS PREMIUMS	143	143	143	65		
918050 - PPO INSURANCE PREMIUMS	6,368	6,438	6,438	5,664		
918055 - DENTAL INSURANCE PREMIUMS	328	386	386	304		
918070 - WORKERS COMPENSATION	184	170	170	113		
<b>TOTAL BENEFITS</b>	<b>16,440</b>	<b>17,622</b>	<b>17,622</b>	<b>17,116</b>		
<b>CONTRACTUAL SERVICES</b>						
920230 - PUBLICATION OF NOTICES	641	400	400	400	LEGAL NOTICES	400
920235 - RECORDING FEES	418	0	350	350		
920440 - SUBSIDY:EMERGENCY SHELTER	3,672	3,000	3,000	1,000	EMERGENCY SHELTER - THE HARBOR, INC.	1,000
920450 - SUBSIDY:SHARED HOUSING	14,566	14,566	14,566	7,500	CENTER OF CONCERN	7,500
920460 - SUBSIDY:DAY CARE ASSIST	7,664	7,664	7,664	7,664	CEDA NORTHWEST	7,664
920480 - SUBSIDY:RESIDENTIAL REHAB	168,251	239,700	188,475	240,325	HOME REPAIR PROGRAM - SINGLE FAMILY	165,600
					EMERGENCY/HANDYMAN REPAIR GRANTS	12,500
					LEAD BASED PAINT INSPECTIONS	5,000
					HOME REPAIR INSPECTIONS	6,000
					HOME REPAIR PROGRAM - SINGLE FAMILY - PY09	49,400
					LEAD BASED PAINT INSPECTIONS - PY09	1,825
920485 - SUBSIDY: PUBLIC FAC REHAB	158	747	500	500	EMERGENCY SHELTER - CITY OF DES PLAINES	500
920500 - SUBSIDY:HOUSING COUNSEL	4,900	5,000	5,000	5,000	CEDA NORTHWEST - FAIR HOUSING	5,000
920505 - SUBSIDY:HOMELESS PREVENTI	0	0	0	7,500	CENTER OF CONCERN - HOMELESS PREVENTION	7,500
920515 - SUBSIDY:RENTAL ASSISTANCE	0	0	0	5,770	CEDA NORTHWEST - RENTAL ASSISTANCE	5,770
920690 - SUBSIDY:EMPLOYMENT COUNSL	7,040	7,791	7,791	7,791	CEDA NORTHWEST - EMPLOYMENT COUNSELING	7,791
920800 - SUBSIDY:AFFORDBLE HOUSING	1,940	1,940	1,940	1,940	TRANSITIONAL HOUSING COUNSELING - CEDA NORTHWEST	1,940
920805 - SUBSIDY: HOMEBUYER ASSIST	10,000	0	0	0	HOMEBUYER ASSIST	0
920820 - SUBSIDY:TRANSTNAL HOUSING	9,662	9,500	9,500	9,500	WOMEN IN NEED GROWING STRONGER	9,500
960990 - MISC CONTRACTUAL SVCS	0	0	618	0		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>228,912</b>	<b>290,308</b>	<b>239,804</b>	<b>295,240</b>		

FY 2011 Budget WorkSheet

**204F - HUD:COM DEV BLOCK GRANT**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	65	0	0	0		
970260 - POSTAGE AND PARCEL	20	0	0	0		
970270 - PRINTING-REPROD-BINDING	70	0	0	0		
<b>TOTAL COMMODITIES</b>	<b>155</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURES</b>						
980300 - IMPROVEMENTS	193,339	287,029	287,029	45,615	PUBLIC FACILITIES PROJECTS - CDBG	45,615
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>193,339</b>	<b>287,029</b>	<b>287,029</b>	<b>45,615</b>		
<b>Division Totals</b>	<b>492,432</b>	<b>652,885</b>	<b>602,381</b>	<b>412,325</b>		

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**2011 Budget**  
**PUBLIC WORKS AND ENGINEERING**

**OVERVIEW**

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Public Works (PW)	\$11,689,068	\$11,456,984	\$10,124,507			
Engineering	\$973,313	\$1,267,169	\$848,342			
PW & Engineering	\$12,662,381	\$12,724,153	\$10,972,849	\$10,445,222	\$10,099,919	\$10,232,583

The Public Works and Engineering Department serves the City by providing capital infrastructure design, construction, operation and maintenance within one consolidated Department. The Department strives to develop a consistent, cohesive system that responds to infrastructure concerns as well as proactively addresses concerns that arise with any new programs or projects.

PUBLIC WORKS

The Public Works branch of the Department is responsible for the maintenance and operation of all publicly owned infrastructure, equipment, property and facilities. Public Works is further broken down into two main service groups: General and Utility Services. Both categories have Superintendents responsible for the functions within the divisions they oversee. The Superintendents oversee the day-to-day operations for the Department and report to the Assistant Director of Public Works and Engineering. The Utility Services group is within the Water/Sewer enterprise fund. The General Services group utilizes the general fund and is further separated into divisions.

PUBLIC WORKS—GENERAL SERVICES

The General Services group is organized into three general fund cost centers for purposes of operational activities and budgeting: Administration, Streets and Grounds Maintenance, and Vehicle Maintenance. Each division includes either administrative or supervisory staff to prepare reports, document projects and tasks as well as operational staff to complete service requests, projects, or other tasks as assigned.

Administration

The Administration Division is responsible for the general oversight and coordination of the Department. The Assistant to the Director is budgeted in this cost center, as well as portions of the Director, Assistant Director, and Public Works Secretary salaries. The employees within this division respond to community requests as well as internal requests for service, maintenance, and the like. The Administrative Division routes all requests, projects, tasks, etc. to the appropriate division for scheduling and completion. Staff attributed to this division handles the refuse contract and other projects involving environmental management or community outreach. The oversight of the refuse contract is one of the primary functions of this division, with the following rates negotiated within the current contract:





## 2011 Budget PUBLIC WORKS AND ENGINEERING

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April 1, 2010 to March 31, 2011	\$19.58/month/residence
April 1, 2011 to March 31, 2012	\$20.32/month/residence
April 1, 2012 to March 31, 2013	\$21.09/month/residence
April 1, 2013 to March 31, 2014	\$21.89/month/residence

Environmental management encompasses solid waste, hazardous waste, environmental management, litter control, beautification efforts and volunteer programs. The City's residential solid waste contract and holiday decorations contracts, as well as Illinois Environmental Protection Agency reports, are funded through this cost center. The community outreach is accomplished through such initiatives as the Curbside Calendar, electronic recycling events, website updates, and target mailings.

### Streets and Grounds Maintenance

The Street and Grounds Maintenance Division annually maintains approximately 144 miles of roadway and 10 miles of alleys. The maintenance activities include street cleaning and sweeping, patching and repair of streets and alleys, repair of street lights and street/traffic signs, posting of zoning signs, pavement striping, leaf pickup, emergency road cleanups, and snowplowing and salting all city streets and parking lots. There is also a carpenter's shop in this division which builds and maintains traffic control barricades.

Crews of this division are also responsible for the maintenance and repair of interior spaces of all City facilities. The facilities include City Hall, Police Department, Fire Stations #1-3, Metra Train Station, Public Works garage, three parking decks, and various other City-owned structures. Maintenance and minor repairs, such as plumbing, electrical, and carpentry are performed by Public Works crews. Larger or specialized repairs are provided through contractual services. Custodial services are also provided through a private sector contract.

Employees budgeted to this cost center are also responsible for the maintenance and repair of City facilities and outdoor public spaces. Some of these responsibilities include branch collection, mowing of City-owned lots, weed control application, leaf collection, snowplowing operations, annual pickup of Christmas trees, litter control, graffiti removal, and miscellaneous facility maintenance, including parking facilities.

The Forestry crew of this division is responsible for the maintenance of approximately 50,000 trees on City property including the removal of dead trees and tree limbs, pickup of debris from storm damage, and disease and insect control. In addition, this section is responsible for the installation and maintenance of flowerbeds and planters throughout the City, including the downtown areas.

### Vehicle Maintenance

This Division is responsible for the maintenance and repair of more than 450 pieces of equipment, including maintenance of police and fire vehicles. The division also fabricates specialized equipment for other City departments, maintains the generators at City Hall, Public Works facility,



## 2011 Budget PUBLIC WORKS AND ENGINEERING

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water treatment plant, Police Station and all three Fire Stations. The division coordinates EPA and truck safety inspections and emission testing of vehicles. The mechanics also respond to after-hours requests from 3:00 PM to 11:30 PM, Monday through Friday.

### PUBLIC WORKS—UTILITY SERVICES

The Superintendent of Utility Services is budgeted within the cost centers for Sewer and Water system maintenance. Utility Services is responsible for the maintenance, operation, and rehabilitation of the City's storm, sanitary, and water main networks.

All of the costs attributed to these divisions fall outside the purview of the General Fund, using revenues generated by water sales and user fees. A discussion of the details on these divisions can be found within the Water/Sewer Fund section of this budget document.

### ENGINEERING

One of the primary responsibilities of the Engineering Division is the administration of public improvements within the City. The Division prepares the 5-Year Capital Improvement Program (C.I.P.) and implements the program by producing designs, plans and specifications and managing construction of the improvements. The C.I.P., updated on an annual basis, addresses the City's infrastructure needs which include street, alley, sidewalk, curb & gutter, water system, drainage, sewer and streetscape improvements. A component to the C.I.P. process is the pavement condition index that evaluates the condition of all City streets and alleys.

The Division also reviews development plans and building permit applications as they pertain to site drainage, traffic, and the construction of public improvements. Department personnel also perform construction inspections relative to these improvements.

Civil engineering consultants are occasionally retained to work on major capital improvement projects, engineering reports and designs requiring unusual expertise. Accordingly, the Division recommends the employment of consultants and manages their performance on projects.

The Division interfaces with various outside agencies such as the Army Corps of Engineers, Metropolitan Water Reclamation District, Illinois Department of Transportation, Illinois Tollway, Illinois Department of Natural Resources, Cook County Highway Department, private utility companies and railroads and reviews and coordinates their permits and plans.

The Division disseminates public information such as floodplain data, benchmark elevations, locations of City utilities, and miscellaneous engineering data. Citizen requests pertaining to drainage, floodplain, public improvements, utilities, and traffic concerns are investigated by the Division.

Funding for the Engineering Division is primarily from the General Fund with some exceptions. The Assistant Director of Public Works and Engineering and two Engineering Inspectors are funded from the Capital Projects Fund and one Civil Engineer is funded by the Water/Sewer Fund.



**2011 Budget**  
**PUBLIC WORKS AND ENGINEERING**

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**2010 MAJOR ACCOMPLISHMENTS**

Water Division

1. Coordinated repainting and multi-year maintenance program of Miner Street water tower.
2. Continued improvements to Maple Street Treatment Plant SCADA software by establishing short term, mid-range, and long term operational strategy with City's consultant. Began work on short term projects such as radio replacement.
3. Prepared Energy Performance Contract Specifications for full-scale replacement of City water meters.
4. Recommended to Council upgrading to advanced metering infrastructure (AMI) through fixed-base network system.
5. Work with GIS in water main and valve mapping and data entry for mapping of water meters.
6. Administered Howard Avenue tank cable mounting installations for wireless carriers to be placed on tank.
7. Replaced altitude valve at Oakton Street facility.
8. Repaired main break under Farmer's Creek with in-house staff.

Sewer Division

9. Completed Weller Creek cleanup initiative with MWRD.
10. Continued pump repairs at O'Hare Lake facility by repairing pumps #2 and #3.
11. Coordinated and completed sewer rehabilitation program via contractual slip lining.
12. Managed contractual pump repair of Levee 50 pump station.



## 2011 Budget PUBLIC WORKS AND ENGINEERING

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### Streets and Grounds Maintenance Division

13. Completed the 2010 leaf collection program with a reduction in overall cost from previous year.
14. Implemented contractual snow plowing service in northwest section of the City.
15. Initiated a pre-wetting system for trucks capable of such application during deicing operation.
16. Prepared 5-year capital maintenance plan for City Hall.
17. Performed patching on Civic Center parking deck.
18. Installed air conditioning units in train station.
19. Completed first crack sealing program since 2008 for local roads.
20. Procured lane marking services through Northwest Municipal Conference joint purchasing program.
21. Renovated Fire Station #1 sanitary sewer system to prevent future clogging.
22. Continued annual in-house permanent patching program in conjunction with Engineering and Capital Improvement Program schedule.
23. Worked with contractor to ensure proper placement of downtown pedestrian and roadway lighting.
24. Completed spring tree planting program with Suburban Tree Consortium through West Central Municipal Conference.
25. Created third shift for winter season to reduce seasonal overtime.
26. Installed new benches and receptacles at Paroubek Park.
27. Continued City-wide beautification effort by installing new landscape beds at Cumberland train station and several gateway locations.
28. Worked with contractor on enhancing Ellinwood landscape islands with more plantings.
29. Assisted GIS with data entry for City-wide tree inventory.
30. Installed landscape fencing and planters throughout downtown district.



## 2011 Budget PUBLIC WORKS AND ENGINEERING

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31. Participated in Arbor Day celebration at Terrace Elementary School with staff and elected officials.
32. Installed new, MUTCD compliant “Idle Free Zone” signage at railway crossings.

### Vehicle Maintenance Division

33. Maintained painting and scraping schedule for Public Works fleet to ensure longevity of vehicles.
34. Completed procurement of new V-box for tandem axle dump trucks.
35. Continued International Truck training for mechanics through Municipal Fleet Managers Association.
36. Installed pre-wetting kits on winter operation vehicles.
37. Installed new exhaust evacuation system in Public Works garage.
38. Worked with contractor to complete hydraulic lift repairs.
39. Completed annual Truck Condition Analysis for winter operations.
40. Worked on revising Capital Equipment Replacement Fund and consolidation of equipment.
41. Contributed recommendations and served in advisory role to Department Job Safety Committee.

### Administration

42. Hosted community electronics recycling event at the Public Works garage, facilitating 230 vehicles/households and collecting 24 palettes of electronic components for recycling.
43. Revised appearance and content of Department website.
44. Transitioned duties of front office staff due to prior reduction in force.
45. Revised Crew Leader/Maintenance Operator performance appraisal form to be more consistent with other departments.
46. Coordinated rain barrel initiative through private vendor to distribute to interested residents.
47. Continued to collaborate with Engineering staff on Energy Efficiency Block Grant project implementation.



## 2011 Budget PUBLIC WORKS AND ENGINEERING

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48. Worked with civic organizations on removal of Friendship Trees located at specific gateway locations.
49. Completed downtown banner redesign, incorporating input from elected officials and staff.
50. Hired new Superintendent of Utility Services, Superintendent of General Services, Streets/Grounds Foreman, and Water System Foreman.
51. Created new Job Safety Committee and worked with Human Resources on formation of Executive Safety Committee.
52. Created and adopted new Public Works Manual.
53. Became member of Illinois Public Works Mutual Aid Network (IPWMAN).
54. Reviewed Department safety record and scheduled in-house and outsourced training as necessary.

### Engineering

55. Design and construction of new storm sewers for the Storm Water Master Plan Area 3.
56. Design and construction of the Central School-Safe Routes Program for pedestrian safety.
57. Construction of new alleys incorporating green construction materials.
58. Review and revisions to city construction standards for driveway aprons coordinated between Community Development and Engineering.
59. Created comprehensive Operations and Maintenance Plan for the Levee 50 Project.
60. Worked with IDOT on the acceleration of the River Road Reconstruction project and on the completion of the Phase II plans for the entire project length.
61. Construction of final 9 new Emergency Vehicle Pre-emption installations in the City was completed.
62. Worked with consultant and the Forest Preserve District on the completion of the Des Plaines River Trail Improvements design.
63. Construction on the Des Plaines River Trail Improvements begun. Construction will be completed in 2011 due to delays resulting from the summer 2010 construction labor strike.



## 2011 Budget PUBLIC WORKS AND ENGINEERING

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64. Worked with consultant on the implementation of the City's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Phase II program. Passed audit with the IEPA.
65. Completed inventory of all detention/retention basins (public and private) within the City of Des Plaines.
66. Adopted new ordinances for the enforcement of the erosion control requirements of the NPDES program.
67. Performed first round of water quality tests at 7 locations within the Des Plaines River as part of the new NPDES program.
68. Passed IEPA audit of the City's NPDES Combined Sewer Overflow (CSO) permit program.
69. Worked with GIS Consortium to create a Downtown Parking Map for distribution and posting to City website.
70. Continued active participation in the Northwest Municipal Conference Bicycle and Pedestrian Committee.
71. Completed construction of Algonquin Road sidewalk (Seymour to Mount Prospect Road) to close a gap in the City's sidewalk network. The project was paid for with ARRA stimulus funding secured by the City.
72. Designed sidewalk connection along the north side of Ballard Road (Bender Road to Potter Road) that will close a key gap in the City's sidewalk network. However, ARRA funding insufficient to complete the construction of the sidewalk. City will apply for future grant funding for the construction.
73. Worked with consultant on the completion of the design and permitting for the Stage I of the City's Bike Network implementation. Implementation of the signage, striping, and crossing improvements completed.
74. Completed retrofitting of 22 traffic signals to LED fixtures as part of the IDOT LED Upgrade Program. In addition to saving energy, upgrading the signals allowed for the installation of countdown pedestrian signals, and the installation of battery backup at eight critical railroad intersections.
75. Completed design and permitting for the signalization of the Lee and Perry intersection. Applied for STP funding for the construction of the project.
76. Proceeded with implementation of Environmental Efficiency and Conservation Block Grant (EECBG) stimulus program.



## 2011 Budget

# PUBLIC WORKS AND ENGINEERING

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77. Created comprehensive Sustainability Report to document the existing activities within the City and identify opportunities for the City to improve operations.
78. Coordinated with vendor on the advertisement/sale of rain barrels to Des Plaines residents.
79. Performed extensive research on the current state of high efficiency lighting. Met with multiple energy performance contractors and vendors to discuss potential street lighting retrofits. Determined to hold off on street lighting retrofits and reinvestigate next year given rapid advance in technology and lowering of prices.
80. Completed analysis of all of the City's electricity and gas accounts.
81. Worked with the Municipal Energy Collaborative on the bidding out of the City's electricity supply for eligible accounts in order to lock in the historical low electricity rates for a 3-year period and provide stability for the City's budget.
82. Applied for and received free building energy audits of the Public Works Facility and the City Hall/Police Facility from the Smart Energy Design Assistance Center (SEDAC). The audits highlight cost-effective improvements that can be made to each facility to improve operations and save energy.
83. Drafted a Neighborhood Traffic Management Policy which was adopted by the City Council. Performed a traffic study of the Carol Lane neighborhood under the new policy.
84. Secured a grant from the League of Illinois Bicyclists for the creation of a "Bike to Metra" guide. Guide completed and made available to residents.
85. Began performing a comprehensive city-wide sign inventory for the incorporation into the City's GIS. Among other things, the sign inventory will be used in complying with the new MUTCD Sign Retro reflectivity requirements.
86. Coordinated with the Community Development Department on the Cumberland Transit Oriented Development Study.
87. Continued participation in the regional projects planning including: Metra STAR Line; UPNW Expansion Federal New Starts project; PACE Bus Dempster Street Arterial Rapid Transit Study; and the Elgin O'Hare West Bypass project.
88. Implemented the Miner Street Lighting and Streetscaping Improvements that were funded through an ITEP Grant.





**2011 Budget**  
**PUBLIC WORKS AND ENGINEERING**

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**2011 GOALS AND OBJECTIVES**

Water System

1. Begin full-scale meter replacement program through either Energy Performance Contract or traditional contracting method.
2. Continue to monitor performance on water tower maintenance contract through review of annual inspection reports.
3. Initiate hydrant replacement program and complete replacement of 18 hydrants.
4. Complete short term goals established in MWH report for SCADA system improvements.
5. Reduce unaccounted for water loss to 7.5% or lower.
6. Ensure infrastructure is functional and properly constructed as part of casino development.
7. Update GIS valve and hydrant inventory.

Sewer System

8. Complete Touhy Avenue lift station replacement.
9. Bid and coordinate maintenance repairs to sanitary sewer lift stations.
10. Complete 2011 sanitary sewer cleaning and lining.
11. Complete the pump repairs at O'Hare Lake storm water pump station.
12. Complete Levee 50 security/monitoring upgrades.
13. Develop and monitor new workload management system.

Streets and Grounds Maintenance

14. Coordinate various street improvement projects, spot patching, and curb replacement.
15. Continue to increase use of liquid applications such as Geomelt on local roads and conserve salt.
16. Assist Engineering with updates to capital improvement pavement condition index.
17. Implement new patching program using asphalt recycling methods.



## 2011 Budget PUBLIC WORKS AND ENGINEERING

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18. Continue annual maintenance programs such as: spring tree planting, branch collection, leaf collection, lane marking, and crack sealing.
19. Evaluate new crosswalk material and determine feasibility of downtown use.
20. Complete GIS book for all trees in City of Des Plaines.
21. Repair roof and façade at City Hall.
22. Create new conference room at Public Works.
23. Provide input to Job Safety Committee on hazardous or unsafe conditions.
24. Address issues with parking structure at City Hall.
25. Update HVAC in locker room at Public Works.
26. Use Energy Efficiency Conservation Block Grant funds to improve heating/cooling efficiency at the Public Works facility.

### Vehicle Maintenance

27. Explore feasibility of additional storage facility onsite for department vehicles.
28. Improve equipment storage and consolidate existing equipment in storage buildings.
29. Review Capital Equipment Replacement Fund and revise format to include existing value and replacement cost.
30. Continue to enforce monthly vehicle washing and scraping/painting schedule.
31. Continue to respond to residents' concerns and emergencies after 3:30 PM.

### Administration

32. Work with Job Safety Committee in establishing job safety analyses for specific, departmental tasks.
33. Work with Human Resources to further reduce departmental worker's compensation claims.
34. Present electronics recycling event in spring and explore merits of quarterly event.



## 2011 Budget PUBLIC WORKS AND ENGINEERING

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35. Actively participate in the Illinois Public Works Mutual Aid Network (IPWMAN) during disaster response when called upon.
36. Continue NIMS training and certifications for all staff.
37. Evaluate potential of year-round third shift.
38. Coordinate Public Works week events.
39. Initiate American Public Works Association accreditation process.
40. Review performance of LED holiday light pilot program and expansion.
41. Follow up on recommendations from Smart Energy Design Assistance Center (SEDAC) regarding energy efficiency improvements.
42. Respond to residential demand for rain barrels through a spring distribution effort.
43. Conduct quarterly electronics recycling events for residents of Des Plaines.
44. Apply for Section 319 grant funding for water quality improvements.

### Engineering

45. Completion of the Levee 50 Flood Control Project.
46. Complete the River Trail construction, Big Bend Lake to Touhy Avenue.
47. Complete the Central Road Bike Shoulder project.
48. Apply for funding for additional bicycle facilities.
49. Continue implementation of the Energy Efficiency and Conservation Block Grant strategy.
50. Secure energy audit of the Maple Street pumping station for the potential cost-effective energy efficiency upgrades.
51. Further implementation of the Downtown Parking and Traffic Study recommendations.
52. City Code overhauls regarding parking lot ordinances, intersection right-of-way controls, on-street parking restrictions, snow routes, and one-way streets.
53. Create a transportation and transportation FAQ section on City website.



**2011 Budget**  
**PUBLIC WORKS AND ENGINEERING**

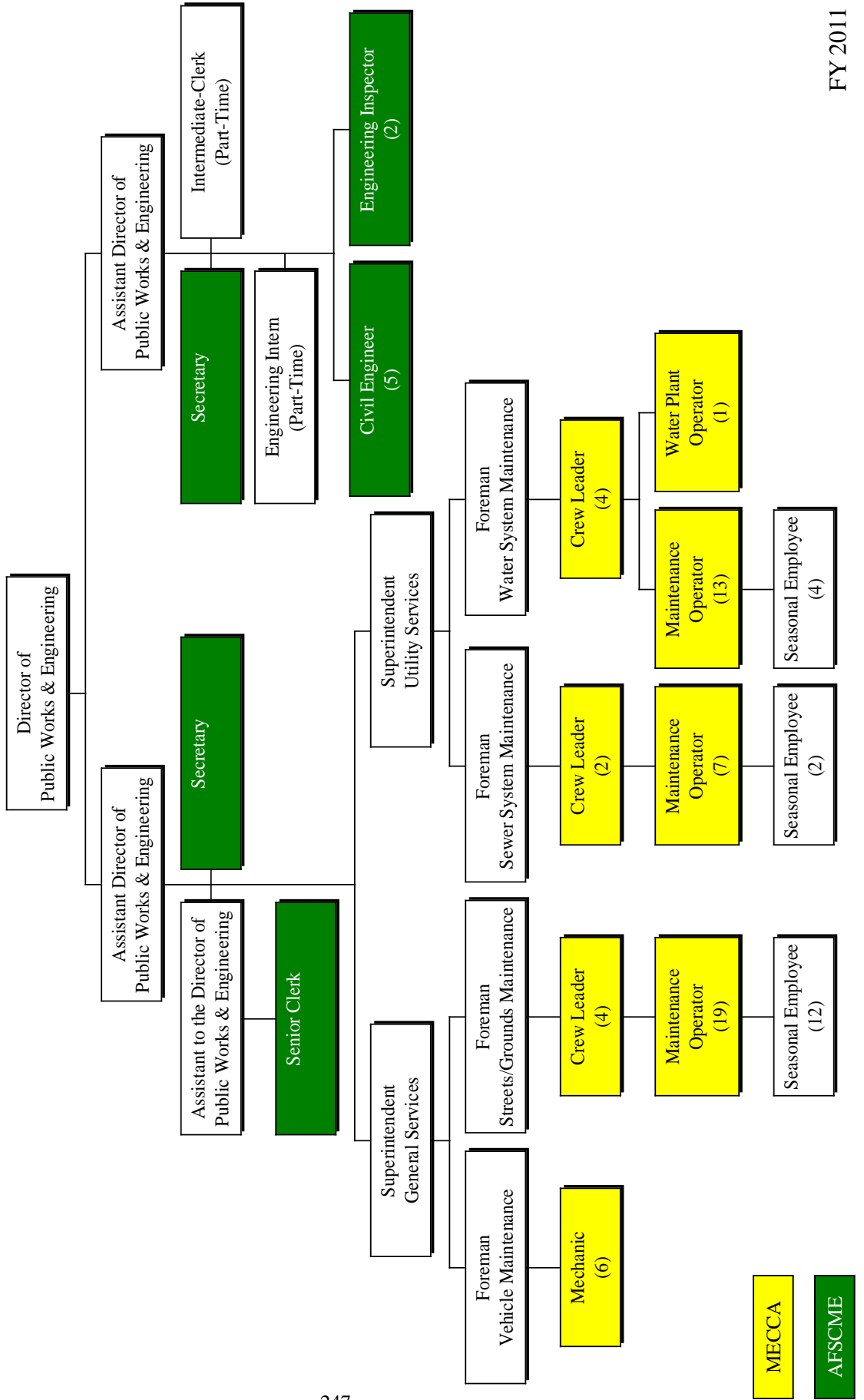
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54. Develop a maintenance and capital improvement program for streets and alleys.
55. Develop a water main database and replacement index.
56. Coordinated with the Forest Preserve District in applying for an IDNR grant to construct a boat launch from the Northwestern Woods parking lot on JJ Schwab Road. The boat launch will serve recreational purposes as well as providing the Fire Department with critical river access.
57. Search for grant sources to reduce the hazard at the low-head dam on JJ Schwab Road as a means of increasing canoe/kayak river use in the Des Plaines area.
58. Complete the city-wide sign inventory and finalize program for sign replacement in accordance with the MUTCD Sign Retro reflectivity requirements.

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# Public Works & Engineering Department



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**2011 Budget**  
**PUBLIC WORKS AND ENGINEERING**  
**ENGINEERING DIVISION**

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**PERSONNEL EXHIBIT**

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Department: PW & Engineering      Div: PW & Engineering/General Fund      Div: No: 1811

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Director of Public Works and Engineering	1.00	0.50	0.50
Civil Engineer	4.00	4.00	4.00
Principal Engineering Technician	0.00	0.00	0.00
Secretary	1.00	1.00	1.00
Engineering Intern	0.00	0.00	0.00
Total Full Time Equivalent (FTE) Employees:	6.00	5.50	5.50



## FY 2011 Budget WorkSheet

### 1811 - ENGINEERING/GENERAL

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	520,883	504,544	498,210	516,457		
910400 - NON-SUPERVISORY OVERTIME	13,081	6,458	6,458	6,942		
910500 - VACATION PAY	47,573	0	0	0		
910600 - SICK PAY	9,387	0	0	0		
910700 - HOLIDAY PAY	23,044	0	0	0		
910950 - EXCESS SICK HRS PAY OUT	3,711	3,842	1,993	1,993		
910970 - COMPENSATED ABSENCES	19,892	0	0	0		
<b>TOTAL SALARIES</b>	<b>637,570</b>	<b>514,844</b>	<b>506,661</b>	<b>525,392</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	251	1,148	1,148	2,121		
918020 - EMPLOYER CONTR-F.I.C.A.	43,872	41,149	40,983	42,258		
918021 - EMPLOYER CONTR-I.M.R.F.	61,767	56,364	56,223	63,165		
918030 - EAP PROGRAM	118	122	122	0		
918040 - LIFE INS PREMIUMS	918	816	816	480		
918050 - PPO INSURANCE PREMIUMS	27,647	27,674	27,675	28,375		
918051 - HMO INSURANCE PREMIUMS	40,520	35,395	41,311	46,378		
918055 - DENTAL INSURANCE PREMIUMS	4,324	4,457	4,325	4,343		
918070 - WORKERS COMPENSATION	7,212	5,766	6,290	3,803		
918080 - UNIFORM ALLOWANCE	320	320	320	320		
918085 - RHS PLAN PAYOUT	2,213	1,737	0	0		
<b>TOTAL BENEFITS</b>	<b>189,161</b>	<b>174,948</b>	<b>179,213</b>	<b>191,243</b>		
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	0	1,000	10,000	5,000	MISC. ENGINEERING SERVICES	5,000
920120 - COMMUNICATION SERVICES	3,027	3,500	3,500	3,500	NEXTEL PHONES	3,500
920202 - CONFERENCES	28	0	0	0		
920204 - TRAINING	542	2,000	1,500	1,500	AUTOCAD	1,000
					ASCE SEMINARS	500
920220 - MEMBERSHIP DUES	1,359	1,096	1,100	1,096	AMERICAN SOCIETY OF CIVIL ENGINEERS	500
					AMERICAN PUBLIC WORKS ASSOCIATION	246
					NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS	350
920225 - LICENSING/TITLES	246	0	0	0		
920235 - RECORDING FEES	118	0	0	0		
920900 - PROPERTY/LIAB CONTRIBUTIO	11,967	11,547	11,547	12,574	INTERNAL SERVICE FUND CHARGE	12,574
960070 - TRAVEL EXPENSES	158	300	150	150	MILEAGE, PARKING AND TOLLS	150
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>17,446</b>	<b>19,443</b>	<b>27,797</b>	<b>23,820</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	1,986	2,500	2,500	2,500	OFFICE, PAPER, BINDERS, PENS, ETC.	2,500
970110 - MEALS (PRISONERS)	70	0	0	0		
970115 - SUPPLIES: DEPT/OTHER	1,257	1,500	1,000	1,250	FIELD SUPPLIES	1,250
970190 - UNIFORMS/APPAREL/CLOTHING	0	500	500	500	DEPARTMENT SHIRTS	500
970260 - POSTAGE AND PARCEL	132	200	150	150	FED EX	150
970270 - PRINTING-REPROD-BINDING	3	100	0	100	CAPITAL IMPROVEMENT PROGRAM PLAN REPRODUCTION	100

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FY 2011 Budget WorkSheet

**1811 - ENGINEERING/GENERAL**

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Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
970620 - SUBSCRIPTIONS & BOOKS	675	500	184	200	ENGINEERING PUBLICATIONS & BOOKS	200
970900 - EQUIPMENT <\$5,000	42	0	0	0		
<b>TOTAL COMMODITIES</b>	<b>4,164</b>	<b>5,300</b>	<b>4,334</b>	<b>4,700</b>		
<b>Division Totals</b>	<b>848,342</b>	<b>714,535</b>	<b>718,005</b>	<b>745,155</b>		



**2011 Budget**  
**PUBLIC WORKS & ENGINEERING**  
**BUILDINGS AND GROUNDS**

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**PERSONNEL EXHIBIT**

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Department: PW & Engineering    Division: Buildings and Grounds    Div. No: 2410

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	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Full Time Positions:			
Crew Leader	0.00	0.00	0.00
Custodian	0.00	0.00	0.00
Total Full Time Equivalent (FTE) Employees:	0.00	0.00	0.00

FY 2011 Budget WorkSheet

**2410 - BUILDING & GROUNDS**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	54,562	0	0	0		
910200 - TEMPORARY WAGES	3,406	0	0	0		
910400 - NON-SUPERVISORY OVERTIME	2,862	0	0	0		
910500 - VACATION PAY	12,476	0	0	0		
910600 - SICK PAY	3,909	0	0	0		
910700 - HOLIDAY PAY	2,148	0	0	0		
910900 - OUT OF CLASS / INCENTIVE	1,220	0	0	0		
910950 - EXCESS SICK HRS PAY OUT	1,571	0	0	0		
910970 - COMPENSATED ABSENCES	-13,221	0	0	0		
<b>TOTAL SALARIES</b>	<b>68,934</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	113	0	0	0		
918020 - EMPLOYER CONTR-F.I.C.A.	6,288	0	0	0		
918021 - EMPLOYER CONTR-I.M.R.F.	6,251	0	0	0		
918030 - EAP PROGRAM	53	0	0	0		
918040 - LIFE INS PREMIUMS	60	0	0	0		
918050 - PPO INSURANCE PREMIUMS	6,689	0	0	0		
918055 - DENTAL INSURANCE PREMIUMS	363	0	0	0		
918070 - WORKERS COMPENSATION	3,876	0	0	0		
<b>TOTAL BENEFITS</b>	<b>23,694</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	107,675	0	0	0		
930010 - R & M EQUIPMENT	1,361	0	0	0		
930020 - R & M BLDGS & STRUCTURES	207,889	0	0	0		
930210 - RENTAL OF EQUIPMENT	2,186	0	0	0		
930230 - RENTAL OF UNIFORMS	1,620	0	0	0		
930320 - CLEANING:CUSTODIAL SERV	12,780	0	0	0		
960990 - MISC CONTRACTUAL SVCS	13,070	0	0	0		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>346,582</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	60	0	0	0		
970115 - SUPPLIES: DEPT/OTHER	239	0	0	0		
970120 - ICE CONTROL	2,644	0	0	0		
970160 - TOOLS AND HARDWARE	1,235	0	0	0		
970170 - JANITORIAL	22,192	0	0	0		
970310 - SUPPLIES: EQUIP R/M	717	0	0	0		
970320 - SUPPLIES: BLDG R/M	28,241	0	0	0		
970350 - SUPPLIES: PARKING LOTS	443	0	0	0		
970810 - NATURAL GAS	269	0	0	0		
970820 - ELECTRICITY	170,603	0	0	0		
970900 - EQUIPMENT <\$5,000	1,765	0	0	0		
<b>TOTAL COMMODITIES</b>	<b>228,407</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Division Totals</b>	<b>667,616</b>	<b>0</b>	<b>0</b>	<b>0</b>		



2011 Budget  
**PUBLIC WORKS & ENGINEERING**  
**GENERAL SERVICES**  
**STREETS / GROUNDS MAINTENANCE**

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**PERSONNEL EXHIBIT**

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Dept: PW & Engineering    Division: Gen. Services/Streets - Grounds Maint.    Div. No: 2451

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Superintendent - General Services	0.00	0.50	0.50
Foreman - Streets & Grounds	1.00	1.00	1.00
Crew Leader	9.00	4.00	4.00
Maintenance Operator	22.00	18.00	19.00
Seasonal Employee	3.00	5.50	3.00
Total Full Time Equivalent (FTE) Employees:	35.00	29.00	27.50

FY 2011 Budget WorkSheet

**2451 - STREET/GROUNDS MAINT**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	695,169	1,524,215	1,526,272	1,611,169		
910200 - TEMPORARY WAGES	20,384	110,000	65,000	60,000		
910300 - SUPERVISORY OVERTIME	0	15,598	0	0		
910400 - NON-SUPERVISORY OVERTIME	125,559	320,000	225,000	225,000		
910500 - VACATION PAY	69,797	0	0	0		
910600 - SICK PAY	20,200	0	0	0		
910700 - HOLIDAY PAY	33,674	0	0	0		
910900 - OUT OF CLASS / INCENTIVE	3,372	14,854	7,500	10,000		
910950 - EXCESS SICK HRS PAY OUT	0	11,287	0	0		
910970 - COMPENSATED ABSENCES	21,391	0	0	0		
<b>TOTAL SALARIES</b>	<b>989,545</b>	<b>1,995,954</b>	<b>1,823,772</b>	<b>1,906,169</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	467	4,331	4,331	7,753		
918020 - EMPLOYER CONTR-F.I.C.A.	74,215	150,691	140,000	146,969		
918021 - EMPLOYER CONTR-I.M.R.F.	89,842	205,137	205,000	223,712		
918030 - EAP PROGRAM	220	544	544	0		
918040 - LIFE INS PREMIUMS	1,814	3,478	3,395	1,886		
918050 - PPO INSURANCE PREMIUMS	97,009	133,487	165,013	187,945		
918051 - HMO INSURANCE PREMIUMS	55,898	129,799	125,861	134,846		
918055 - DENTAL INSURANCE PREMIUMS	9,457	15,968	18,236	18,636		
918070 - WORKERS COMPENSATION	144,695	276,140	285,000	170,185		
918080 - UNIFORM ALLOWANCE	5,390	8,560	10,350	11,070		
918085 - RHS PLAN PAYOUT	16,060	23,262	63,638	14,500		
<b>TOTAL BENEFITS</b>	<b>495,067</b>	<b>951,397</b>	<b>1,021,368</b>	<b>917,502</b>		
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	0	125,000	65,000	45,000	CUSTODIAL SERVICES	45,000
920120 - COMMUNICATION SERVICES	3,335	6,990	6,990	9,500	NEXTELS (ADDITIONAL PHONES, 32 TOTAL)	9,500
920145 - J.U.L.I.E. FEES	0	1,500	1,500	1,500	LOCATES FOR UNDERGROUND DIGGING	1,500
920204 - TRAINING	795	1,640	1,640	3,000	SNOW & ICE CONTROL CLASSES	500
					STREET SWEEPING CLASS	500
					APWA EXPO	1,100
					APWA-SNOW/STREET MAINT/LEAVES/FLAG SCHOOL, ETC	900
920220 - MEMBERSHIP DUES	137	1,136	1,000	1,075	APWA ANNUAL DUES	250
					TREE CONSORTIUM	575
					ARBORIST LICENSE (2)	235
					SAM'S CLUB	15
920225 - LICENSING/TITLES	150	200	200	200	CDL RENEWALS	200
920900 - PROPERTY/LIAB CONTRIBUTIO	32,575	75,872	75,872	67,528	INTERNAL SERVICE FUND CHARGE	67,528
930010 - R & M EQUIPMENT	0	1,750	1,500	1,750	SMALL GENERATORS, ETC.	250
					REPAIR OF VACUUMS, SCRUBBERS, COMPRESSORS, ETC.	1,500
930020 - R & M BLDGS & STRUCTURES	0	255,000	255,000	237,000	MAINT AGREEMENT - HVAC LIBRARY	7,470
					MAINT AGREEMENT - ELEVATORS (CITY HALL & POLICE)	7,663

FY 2011 Budget WorkSheet

**2451 - STREET/GROUNDS MAINT**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
930020 - R & M BLDGS & STRUCTURES...	0...	255,000...	255,000...	237,000...	MAINT AGREEMENT - FIRE ALARMS	8,250
					CARPET CLEANING, WINDOW WASHING, ELECTRICAL, ETC.	106,717
					EMA REPAIRS	2,000
					POLICE	1,900
					FIRE DEPT BUILDING	10,000
					HVAC, MISC.	38,000
					COUNCIL CHAMBERS & FINANCE BUILDING MAINT (CARRYOVER)	55,000
930070 - R & M STREET LIGHTS	28,949	20,000	20,000	20,000	STREET LIGHTS AND POLES REPAIR	20,000
930210 - RENTAL OF EQUIPMENT	0	250	266	750	EQUIPMENT RENTAL MISC	250
					SPECIAL EVENTS	500
930320 - CLEANING:CUSTODIAL SERV	0	11,000	11,000	0		
930480 - DISPOSAL/DEBRIS & WASTE	50,587	77,500	62,000	135,000	HAULING OF MUD, CONCRETE AND STORM DAMAGE DEBRIS	50,000
					LOG AND BRANCH REMOVAL FROM PW YARD	85,000
960030 - TOW/STORAGE/ABANDONED FEE	0	250	250	250	REMOVE AUTOS FROM POSTED SNOW ROUTES	250
960070 - TRAVEL EXPENSES	0	75	75	75	TRAVEL TO AND FROM TRAINING, TOLLS, ETC.	75
960130 - TREE MAINTENANCE	0	200,000	200,000	200,000	PARKWAY TREE TRIM, TREE AND STUMP REMOVAL	200,000
960135 - TREE PLANTINGS	0	100,000	40,000	50,000	SPRING TREE PLANTING PROGRAM (\$50 RESIDENT)	50,000
960990 - MISC CONTRACTUAL SVCS	1,116	182,350	180,000	150,000	UNEXPECTED CONTRACTUAL EXPENSES - PROPERTY CLEAN UPS	1,100
					CONTINENTAL WEATHER	900
					LANDSCAPING, IMPROVEMENTS, NEW BUSHES, FLOWERS, ETC.	42,650
					WEEDSPRAYING, FERTILIZING, ETC.	25,000
					WHITE WAY	835
					PEST CONTROL	2,515
					MATS (INCLUDING POLICE MATS)	2,000
					SNOWPLOWING	75,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>117,645</b>	<b>1,060,513</b>	<b>922,293</b>	<b>922,628</b>		

**COMMODITIES**

970100 - OFFICE SUPPLIES	439	1,000	600	600	PAPER, PENS, PENCILS, ETC.	600
970115 - SUPPLIES: DEPT/OTHER	396	2,840	2,000	2,000	BOARD-UPS, REPLACE MAILBOXES	500
					RAGS AND OTHER SUPPLIES	1,500
970120 - ICE CONTROL	0	2,500	2,500	3,000	BAGS OF HALITITE FOR ICE CONTROL AT CITY BUILDINGS	3,000
970160 - TOOLS AND HARDWARE	1,562	4,000	4,000	4,000	SCREWS, NAILS, GLUE AND SAWS FOR CARPENTER SHOP	2,000
					TOOLS, BOLTS, CABLES, OIL MIX, ETC.	2,000
970165 - TRAFFIC SAFETY SUPPLIES	3,237	3,500	2,800	4,700	REPLACEMENT/REPAIR OF BARRICADES, BATTERIES & BULBS	4,700
970167 - SAFETY EQUIPMENT	1,360	2,500	2,500	2,500	HARD HATS, GOGGLES, SAFETY VESTS, GLOVES, ROPES, ETC.	2,500

FY 2011 Budget WorkSheet

**2451 - STREET/GROUNDS MAINT**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
970170 - JANITORIAL	0	25,000	18,000	18,000	SOAPS, MOPS, PAPER PRODUCTS, CHEMICALS, ETC.	15,000
					CLEANING SUPPLIES	3,000
970190 - UNIFORMS/APPAREL/CLOTHING	356	1,150	1,150	1,150	FOREMAN CLOTHING & BOOTS	800
					SUMMER HELP T-SHIRTS, PATCHES, ETC	350
970222 - STREETScape SUPPLIES	1,248	3,500	1,500	2,000	REPLACEMENT STRAPS FOR POLE BANNERS	1,500
					BANNERS FOR XMAS, TASTE, ETC.	500
970223 - RESTORATION SUPPLIES	0	20,000	13,000	15,000	BUSHES, FLOWERS, FERTILIZER	10,000
					DIRT, SEED AND SOD FOR RESTORATION OF PARKWAY	5,000
970240 - STREET AND TRAFFIC SIGNS	16,595	30,000	14,000	15,000	SIGN BANK AND POLES, SIGN MAKING MATERIAL	15,000
970250 - SUPPLIES: STREET R/M	72,261	75,000	75,000	75,000	STONE, HOT PATCH, UPM, SPRAY & NEW STREET CUT PRGM	70,000
					CURB/STREET PAINT, CROSS WALKS, TRAFFIC LANES	5,000
970260 - POSTAGE AND PARCEL	0	50	50	50	MISC PACKAGE AND POSTAGE	25
					EVP SHIPPING COSTS	25
970270 - PRINTING-REPROD-BINDING	383	1,250	750	1,000	LEAF COLLECTION POSTERS, STREET SWEEPING	500
					BUSINESS CARDS, DOOR HANGERS, WORK TICKETS, ETC.	500
970310 - SUPPLIES: EQUIP R/M	296	1,500	1,500	1,500	EQUIPMENT REPAIR SUPPLIES AND PROPANE	1,500
970320 - SUPPLIES: BLDG R/M	107	30,000	30,000	35,000	MISC PARTS SUCH AS FAUCETS, LOCKS, GLASS BULBS, ETC:	0
					CITY HALL	12,000
					PUBLIC WORKS BLDG	5,500
					POLICE BLDG	4,000
					FIRE STATIONS	13,500
970370 - SUPPLIES: STREET LIGHTS	4,966	5,000	5,000	5,000	LIGHT BULBS FOR STREET AND PARKING LOTS	5,000
970410 - SUPPLIES: GRAFFITI REMVAL	0	2,000	1,000	1,000	CHEMICALS, BAKING SODA, PAINT, BRUSHES, ROLLERS, ETC.	1,000
970620 - SUBSCRIPTIONS & BOOKS	0	100	100	100	SAFETY PUBLICATIONS	50
					FACILITIES AND FORESTRY MANUALS	50
970820 - ELECTRICITY	284,669	170,000	170,000	170,000	COM ED - HEATING AND POWER FOR CITY FACILITIES	170,000
970900 - EQUIPMENT <\$5,000	0	5,750	5,750	5,000	SNOWBLOWERS (2) (CARRYOVER)	5,000
<b>TOTAL COMMODITIES</b>	<b>387,876</b>	<b>386,640</b>	<b>351,200</b>	<b>361,600</b>		
<b>CAPITAL EXPENDITURES</b>						
980400 - EQUIPMENT	13,114	0	15,502	0		
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>13,114</b>	<b>0</b>	<b>15,502</b>	<b>0</b>		
<b>Division Totals</b>	<b>2,003,246</b>	<b>4,394,504</b>	<b>4,134,135</b>	<b>4,107,899</b>		





**2011 Budget**  
**PUBLIC WORKS & ENGINEERING**  
**FACILITIES/FORESTRY MAINTENANCE**

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Department: PW & Engineering    Division: General Srvc/Facilities & Forestry    Div. No: 2452

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Title	Authorized Positions			
	2009 Authorized	2010 Budget	2011 Proposed	
Superintendent - General Services	0.00	0.00	0.00	*
Foreman - Streets & Grounds	1.00	0.00	0.00	*
Crew Leader	5.00	0.00	0.00	*
Maintenance Operator	12.00	0.00	0.00	*
Seasonal Employee	1.50	0.00	0.00	*
Total Full Time Equivalent (FTE) Employees:	19.50	0.00	0.00	*

\* Divisions 2410/2451/2452 have been merged into Division 2451.

FY 2011 Budget WorkSheet

**2452 - FACILITIES/GROUNDS**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	942,881	0	0	0		
910200 - TEMPORARY WAGES	23,890	0	0	0		
910300 - SUPERVISORY OVERTIME	371	0	0	0		
910400 - NON-SUPERVISORY OVERTIME	31,815	0	0	0		
910500 - VACATION PAY	84,570	0	0	0		
910600 - SICK PAY	46,434	0	0	0		
910700 - HOLIDAY PAY	44,724	0	0	0		
910900 - OUT OF CLASS / INCENTIVE	24,666	0	0	0		
910970 - COMPENSATED ABSENCES	72,939	0	0	0		
<b>TOTAL SALARIES</b>	<b>1,272,290</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	540	0	0	0		
918020 - EMPLOYER CONTR-F.I.C.A.	91,567	0	0	0		
918021 - EMPLOYER CONTR-I.M.R.F.	121,906	0	0	0		
918030 - EAP PROGRAM	254	0	0	0		
918040 - LIFE INS PREMIUMS	2,397	0	0	0		
918050 - PPO INSURANCE PREMIUMS	86,376	0	0	0		
918051 - HMO INSURANCE PREMIUMS	91,217	0	0	0		
918055 - DENTAL INSURANCE PREMIUMS	10,120	0	0	0		
918070 - WORKERS COMPENSATION	222,552	0	0	0		
918080 - UNIFORM ALLOWANCE	6,425	0	0	0		
918085 - RHS PLAN PAYOUT	7,277	0	0	0		
<b>TOTAL BENEFITS</b>	<b>640,630</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CONTRACTUAL SERVICES</b>						
920120 - COMMUNICATION SERVICES	5,860	0	0	0		
920145 - J.U.L.I.E. FEES	1,722	0	0	0		
920204 - TRAINING	265	0	0	0		
920220 - MEMBERSHIP DUES	752	0	0	0		
920225 - LICENSING/TITLES	450	0	0	0		
920900 - PROPERTY/LIAB CONTRIBUTIO	42,790	0	0	0		
930480 - DISPOSAL/DEBRIS & WASTE	34,413	0	0	0		
960130 - TREE MAINTENANCE	199,983	0	0	0		
960135 - TREE PLANTINGS	1,188	0	0	0		
960990 - MISC CONTRACTUAL SVCS	15,177	0	0	0		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>302,599</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	177	0	0	0		
970115 - SUPPLIES: DEPT/OTHER	586	0	0	0		
970160 - TOOLS AND HARDWARE	1,814	0	0	0		
970167 - SAFETY EQUIPMENT	1,474	0	0	0		
970190 - UNIFORMS/APPAREL/CLOTHING	162	0	0	0		
970222 - STREETSCAPE SUPPLIES	1,333	0	0	0		
970223 - RESTORATION SUPPLIES	8,415	0	0	0		

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FY 2011 Budget WorkSheet

**2452 - FACILITIES/GROUNDS**

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Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
970410 - SUPPLIES: GRAFFITI REMVAL	1,178	0	0	0		
<b>TOTAL COMMODITIES</b>	<b>15,140</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Division Totals</b>	<b>2,230,659</b>	<b>0</b>	<b>0</b>	<b>0</b>		



2011 Budget  
**PUBLIC WORKS & ENGINEERING**  
**GENERAL SERVICES**  
**VEHICLE MAINTENANCE**

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**PERSONNEL EXHIBIT**

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Department: PW & Engineering    Div: General Services/Vehicle Maintenance    Div. No: 2453

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Superintendent-General Services	0.00	0.50	0.50
Foreman - Vehicle Maintenance	1.00	1.00	1.00
Mechanic	5.00	4.00	4.00
Total Full Time Equivalent (FTE) Employees:	6.00	5.50	5.50

FY 2011 Budget WorkSheet

**2453 - VEHICLE MAINTENANCE DIV**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	420,634	415,300	412,000	469,667		
910300 - SUPERVISORY OVERTIME	0	1,114	0	0		
910400 - NON-SUPERVISORY OVERTIME	7,476	8,000	9,600	10,000		
910500 - VACATION PAY	27,872	0	0	0		
910600 - SICK PAY	7,947	0	0	0		
910700 - HOLIDAY PAY	19,012	0	0	0		
910900 - OUT OF CLASS / INCENTIVE	787	3,000	650	1,000		
910950 - EXCESS SICK HRS PAY OUT	0	3,476	0	0		
910970 - COMPENSATED ABSENCES	23,142	0	0	0		
<b>TOTAL SALARIES</b>	<b>506,870</b>	<b>430,890</b>	<b>422,250</b>	<b>480,667</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	190	758	758	1,686		
918020 - EMPLOYER CONTR-F.I.C.A.	36,169	32,468	36,000	36,695		
918021 - EMPLOYER CONTR-I.M.R.F.	49,978	46,813	52,377	57,656		
918030 - EAP PROGRAM	90	92	92	0		
918040 - LIFE INS PREMIUMS	918	787	787	518		
918050 - PPO INSURANCE PREMIUMS	63,007	60,674	63,709	76,369		
918051 - HMO INSURANCE PREMIUMS	36,585	25,868	28,468	31,000		
918055 - DENTAL INSURANCE PREMIUMS	5,972	5,171	5,758	6,317		
918070 - WORKERS COMPENSATION	25,898	22,260	23,294	15,855		
918080 - UNIFORM ALLOWANCE	400	320	320	320		
918085 - RHS PLAN PAYOUT	7,131	6,961	8,522	8,522		
<b>TOTAL BENEFITS</b>	<b>226,340</b>	<b>202,172</b>	<b>220,085</b>	<b>234,938</b>		
<b>CONTRACTUAL SERVICES</b>						
920120 - COMMUNICATION SERVICES	1,833	2,000	2,000	3,000	NEXTELS	3,000
920204 - TRAINING	954	1,245	1,245	1,250	SCHOOL FOR AUTO & TRUCK REPAIR PROCEDURES	1,000
					APWA EXPO	250
920220 - MEMBERSHIP DUES	490	490	505	580	ANNUAL FEE FOR NAFA	550
					ANNUAL FEE FOR MFMA	30
920225 - LICENSING/TITLES	3,592	9,000	8,500	7,400	FEE CHARGED FOR TITLES ON NEW CITY VEHICLES	1,700
					ANNUAL FEE FOR VEHICLE LICENSE PLATES	2,500
					SEMI-ANNUAL IL SAFETY INSPECTIONS ON ALL TRUCKS	3,000
					CDL RENEWALS (2)	200
920900 - PROPERTY/LIAB CONTRIBUTIO	10,973	10,588	10,588	9,483	INTERNAL SERVICE FUND CHARGE	9,483
930010 - R & M EQUIPMENT	1,730	1,000	6,200	2,000	REPAIRS TO AIR COMPRESSORS, LIFTS, DIAGNOSTIC EQUIPMENT	2,000
930030 - R & M VEHICLES	44,362	58,000	35,000	50,000	DEPT VEHICLE REPAIRS	50,000
930110 - R & M SOFTWARE	0	1,000	500	500	SOFTWARE	500
930230 - RENTAL OF UNIFORMS	3,014	2,800	2,400	2,400	USAGE AND CLEANING OF UNIFORMS INCLUDING OVERALLS	2,400
930480 - DISPOSAL/DEBRIS & WASTE	1,162	1,500	1,500	1,400	PICK UP OF PARTS CLEANER SOLVENT	900
					TIRE DISPOSAL	500

FY 2011 Budget WorkSheet

**2453 - VEHICLE MAINTENANCE DIV**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
960990 - MISC CONTRACTUAL SVCS	4,168	4,000	4,200	4,200	MONTHLY TORCH TANK RENTAL	4,200
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>72,277</b>	<b>91,623</b>	<b>72,638</b>	<b>82,213</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	33	350	250	200	OFFICE SUPPLIES	200
970115 - SUPPLIES: DEPT/OTHER	146	0	0	0		
970160 - TOOLS AND HARDWARE	3,470	3,500	3,100	3,100	FLOOR JACKS, JACK STANDS, TORCH SETS, SPECIAL SOCKETS, LARGE AIR TOOLS, TIRE TOOLS, ETC.	0  700
					UNION CONTRACT ALLOWANCE FOR 6 EMPLOYEES (\$400)	2,400
970167 - SAFETY EQUIPMENT	221	750	500	500	GLOVES, SAFETY GLASSES, SAFETY VESTS, ETC.	500
970190 - UNIFORMS/APPAREL/CLOTHING	292	400	400	650	FOREMAN'S CLOTHING ALLOWANCE SUMMER T-SHIRTS FOR 6 EMPLOYEES	400  250
970230 - PURCHASE OF TIRES	378	0	0	0		
970260 - POSTAGE AND PARCEL	8	0	0	0		
970310 - SUPPLIES: EQUIP R/M	23,661	25,000	20,000	23,000	FOR PURCHASING FILTERS, LIGHTS, WHEELS, SPRINGS, BLADES SMALL POWER EQUIP., PROPANE FOR DECK SCRUBBER, ETC.	0  23,000
970330 - SUPPLIES: VEHICLE R/M	175,667	175,000	160,000	170,000	FOR PURCHASING FILTERS, LIGHTS, OIL, GREASE, BRAKE PADS AND OTHER PARTS & ACCESSORIES FOR ALL CITY DEPARTMENTS	0  170,000
970810 - NATURAL GAS	0	1,040	300	300	FUEL FOR NATURAL GAS POWERED VEHICLES	300
970840 - DIESEL	100,782	140,000	140,000	140,000	ALL CITY VEHICLES AND EMERGENCY GENERATORS	140,000
970850 - GASOLINE	257,084	300,000	300,000	300,000	ALL CITY VEHICLES & EQUIPMENT	300,000
970900 - EQUIPMENT <\$5,000	3,007	0	0	0		
<b>TOTAL COMMODITIES</b>	<b>564,749</b>	<b>646,040</b>	<b>624,550</b>	<b>637,750</b>		
<b>Division Totals</b>	<b>1,370,237</b>	<b>1,370,725</b>	<b>1,339,523</b>	<b>1,435,568</b>		



2011 Budget  
**PUBLIC WORKS & ENGINEERING**  
**PUBLIC WORKS ADMINISTRATION**

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**PERSONNEL EXHIBIT**

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Department: PW & Engineering      Div: PW Administration      Div No: 2454

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Director of Public Works & Engineering	0.50	0.25	0.25
Director of Public Works	0.50	0.00	0.00
Assistant Director of Public Works & Engineering	0.50	0.50	0.50
Assistant to the Director of Public Works & Engineering	0.00	1.00	0.00
Secretary	0.50	0.50	0.50
Senior Clerk	1.00	0.00	0.00
Total Full Time Equivalent (FTE) Employees:	3.00	2.25	1.25

FY 2011 Budget WorkSheet

**2454 - PUBLIC WORKS ADMIN**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	140,319	204,325	193,387	130,343		
910400 - NON-SUPERVISORY OVERTIME	733	1,000	1,000	1,000		
910500 - VACATION PAY	17,421	0	0	0		
910600 - SICK PAY	2,601	0	0	0		
910700 - HOLIDAY PAY	6,047	0	0	0		
910900 - OUT OF CLASS / INCENTIVE	37	65	0	0		
910950 - EXCESS SICK HRS PAY OUT	1,611	1,611	996	996		
910970 - COMPENSATED ABSENCES	-11,986	0	0	0		
<b>TOTAL SALARIES</b>	<b>156,784</b>	<b>207,001</b>	<b>195,383</b>	<b>132,339</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	67	369	369	745		
918020 - EMPLOYER CONTR-F.I.C.A.	12,674	16,736	16,077	11,189		
918021 - EMPLOYER CONTR-I.M.R.F.	16,851	22,647	21,644	15,914		
918030 - EAP PROGRAM	31	39	39	0		
918040 - LIFE INS PREMIUMS	308	430	430	118		
918050 - PPO INSURANCE PREMIUMS	9,703	7,005	7,355	7,545		
918051 - HMO INSURANCE PREMIUMS	18,219	22,549	24,995	13,750		
918055 - DENTAL INSURANCE PREMIUMS	616	1,942	1,765	1,327		
918070 - WORKERS COMPENSATION	818	695	1,600	415		
918085 - RHS PLAN PAYOUT	793	758	905	905		
<b>TOTAL BENEFITS</b>	<b>60,080</b>	<b>73,170</b>	<b>75,179</b>	<b>51,908</b>		
<b>CONTRACTUAL SERVICES</b>						
920120 - COMMUNICATION SERVICES	3,182	3,700	3,000	2,100	NEXTELS	2,100
920155 - UTILITY BILLING SERVICE	0	6,500	6,500	6,500	SANITATION CONTRACT CHARGES FOR UTILITY BILLING	6,500
920204 - TRAINING	565	1,220	1,200	1,200	APWA, NWMC & OTHER MISC SEMINARS	1,000
					APWA EXPO	200
920220 - MEMBERSHIP DUES	273	396	900	900	APWA	300
					AWWA	150
					ASCE	150
					IAFSM	50
					IPWMAN	250
920225 - LICENSING/TITLES	0	0	60	0	PE RENEWAL	0
920900 - PROPERTY/LIAB CONTRIBUTIO	1,012	13,911	13,911	13,014	INTERNAL SERVICE FUND CHARGE	13,014
930010 - R & M EQUIPMENT	219	0	0	0		
930490 - REFUSE CONTRACT	0	3,615,000	3,580,000	3,700,000	CONTRACT FOR GARBAGE, RECYCLING & YARD WASTE	3,700,000
930590 - MISCELLANEOUS EXPENSES	0	0	0	200	SWAP, ELECTRIC RECYCLING PROGRAM	200
960070 - TRAVEL EXPENSES	0	200	0	200	MILEAGE, GAS, TOLLS	200
960990 - MISC CONTRACTUAL SVCS	0	6,210	5,000	6,200	TIRE/FLOURESCENT LIGHT BULB/BATTERY RECYCLING PROGRAM	4,500
					PORT-O-POTTY	1,250
					ELECTRONICS RECYCLING PROGRAM	450
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>5,251</b>	<b>3,647,137</b>	<b>3,610,571</b>	<b>3,730,314</b>		



FY 2011 Budget WorkSheet

**2454 - PUBLIC WORKS ADMIN**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	1,698	1,700	1,500	1,500	PAPER, PENS, PENCILS, ETC	1,500
970110 - MEALS (PRISONERS)	0	200	200	0		
970115 - SUPPLIES: DEPT/OTHER	0	7,000	505	0	ENVIRONMENTAL SERVICES SUPPLIES (MOVED TO STR/GRDS)	0
970190 - UNIFORMS/APPAREL/CLOTHING	0	400	300	300	ASST DIRECTOR CLOTHING ALLOWANCE	300
970260 - POSTAGE AND PARCEL	0	15,000	15,000	14,500	REFUSE BILLING POSTAGE CURBSIDE CALENDAR MAILINGS	8,500 4,000
					OTHER MAILINGS	2,000
970270 - PRINTING-REPROD-BINDING	0	13,250	9,400	13,000	CURBSIDE CALENDAR PRINTING	10,000
					OTHER PRINTINGS	3,000
970620 - SUBSCRIPTIONS & BOOKS	0	100	218	100	TRADE PUBLICATIONS	100
970900 - EQUIPMENT <\$5,000	0	500	0	0		
<b>TOTAL COMMODITIES</b>	<b>1,698</b>	<b>38,150</b>	<b>27,123</b>	<b>29,400</b>		
<b>Division Totals</b>	<b>223,813</b>	<b>3,965,458</b>	<b>3,908,256</b>	<b>3,943,961</b>		



2011 Budget  
**PUBLIC WORKS & ENGINEERING**  
**ENVIRONMENTAL SERVICES**

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**PERSONNEL EXHIBIT**

Department: PW & Engineering    Div: Environmental Services    Div No: 2455

Title	Authorized Positions			*
	2009 Authorized	2010 Budget	2011 Proposed	
Assistant to the PW Director	1.00	0.00	0.00	*
Total Full Time Equivalent (FTE) Employees:	1.00	0.00	0.00	*

\*This Division has been moved to the Administration Budget (Div No. 2454)

FY 2011 Budget WorkSheet

**2455 - ENVIRONMENTAL SERVICES**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	59,138	0	0	0		
910500 - VACATION PAY	3,076	0	0	0		
910600 - SICK PAY	447	0	0	0		
910700 - HOLIDAY PAY	2,788	0	0	0		
910970 - COMPENSATED ABSENCES	1,445	0	0	0		
<b>TOTAL SALARIES</b>	<b>66,893</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	15	0	0	0		
918020 - EMPLOYER CONTR-F.I.C.A.	4,965	0	0	0		
918021 - EMPLOYER CONTR-I.M.R.F.	6,570	0	0	0		
918030 - EAP PROGRAM	7	0	0	0		
918040 - LIFE INS PREMIUMS	204	0	0	0		
918051 - HMO INSURANCE PREMIUMS	10,607	0	0	0		
918055 - DENTAL INSURANCE PREMIUMS	489	0	0	0		
918070 - WORKERS COMPENSATION	225	0	0	0		
<b>TOTAL BENEFITS</b>	<b>23,083</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CONTRACTUAL SERVICES</b>						
920120 - COMMUNICATION SERVICES	638	0	0	0		
920155 - UTILITY BILLING SERVICE	6,731	0	0	0		
920900 - PROPERTY/LIAB CONTRIBUTIO	13,406	0	0	0		
930490 - REFUSE CONTRACT	3,484,010	0	0	0		
960990 - MISC CONTRACTUAL SVCS	2,620	0	0	0		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>3,507,406</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	316	0	0	0		
970110 - MEALS (PRISONERS)	114	0	0	0		
970115 - SUPPLIES: DEPT/OTHER	103	0	0	0		
970222 - STREETSCAPE SUPPLIES	7,348	0	0	0		
970223 - RESTORATION SUPPLIES	145	0	0	0		
970260 - POSTAGE AND PARCEL	13,755	0	0	0		
970270 - PRINTING-REPROD-BINDING	9,756	0	0	0		
970620 - SUBSCRIPTIONS & BOOKS	16	0	0	0		
<b>TOTAL COMMODITIES</b>	<b>31,554</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Division Totals</b>	<b>3,628,936</b>	<b>0</b>	<b>0</b>	<b>0</b>		



## 2011 Budget

# GEOGRAPHIC INFORMATION SYSTEMS (GIS)

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## OVERVIEW

2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
<b>\$245,315</b>	<b>\$214,822</b>	<b>\$225,676</b>	<b>\$236,200</b>	<b>\$214,450</b>	<b>\$235,450</b>

This cost center was created in 2007 and accounts for expenditures relating to the Geographic Information Systems (GIS) function. The City belongs to the GIS Consortium along with the Village of Deerfield, Village of Glencoe, Village of Glenview, City of Highland Park, Village of Lincolnshire, Village of Lincolnwood, Village of Morton Grove, City of Park Ridge, Village of Skokie, Village of Winnetka, Village of Wheeling, Village of Norridge, Village of Riverside, Elk Grove Village, Village of Oak Brook, and City of Lake Forest. The City has belonged to the GIS Consortium since 2001. The main expenses for this cost center are the yearly fees for membership to the consortium and the service provider fees.



## **2010 ACCOMPLISHMENTS**

1. Support for MapOffice Version 2.0 as a public use mapping application on the City of Des Plaines Web Site.
2. Added new functionality to and continued support for MapOffice Advanced. This is the mapping application used by city employees to assist with tasks such as generating mailing notification lists and checking floodplain information for city properties.
3. Updated the city parcel data per a delivery of new parcel data from Cook County.
4. Assisted the IT department in developing the GIS Address Info Lookup tool available to all city employees. This tool allows employees to verify if an address is valid by comparing it to the city's comprehensive GIS address information.
5. Provided mapping support for all major special events in the city, including the Taste of Des Plaines, the Fourth of July Fireworks and Parade, and the Tour De Villas bike race. The maps were developed to provide assistance with each event's management and planning.
6. Provide an aerial photographic history of various properties for the Building Inspectors to assist in permit violation detection and dispute resolution.
7. Implemented a quarterly and yearly traffic crash mapping program with the Police Department. Using crash report data from the Police Records Division, maps showing crash statistics for each of the department's three shifts are generated every quarter and at the end of the year to assist the department in highlighting potentially dangerous traffic locations.
8. Assisted the Public Works and Engineering Department with a comprehensive ComEd energy-use review of all the city-owned and rented streetlight lights and the city-owned facilities by providing a central data source for all the streetlight and city facility locations and all associated map products.
9. Installed the Mobile Data Viewer software on all the first responder vehicle laptops in the Fire Department and provided training for all department members.
10. Provided Pictometry imagery viewer software training to help maximize the city's investment in the oblique aerial imagery.



## 2011 Budget

# GEOGRAPHIC INFORMATION SYSTEMS (GIS)

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11. Implemented LIDAR contour and point cloud data into the city's GIS data inventory. LIDAR data provides a method for determining city land use and generates more accurate contour data than previous sources.
12. Assisted the Public Works and Engineering department in mapping all the city water meter locations from the water billing system. This was done to allow the department to analyze which addresses do not have a water billing record and to highlight any discrepancies between the billing and the known meter locations.
13. Data and software support for Granite XP sewer televising software in the Public Works and Engineering department's daily workflow, which allows for sewer televising videos to be directly linked to the city's GIS utility data.
14. Development support for the KML files on the city website. KMLs are Google Earth and Map compatible files that allow for city GIS data to be viewed by the general public. Examples include KML maps for available commercial property addresses and several KML files for the Public Works and Engineering departments various Capital Improvement Projects. These are available on the city website.



## **2011 GOALS AND OBJECTIVES**

1. Implement web services into MapOffice Advanced, allowing for information to be displayed in the mapping application from other web-based sources.
2. Continue to provide mapping support to city departments.
3. Update aerial photography for city per delivery from Ayres Associates
4. Provide data support for Granite XP mapping application, upgrade to newer software versions, and expand the number of users
5. Utilize the city's GPS technology potential by developing a tree inventory using a combination of the GIS software and the city's GPS units.
6. Develop a street sign inventory in preparation for the 2012 retroreflectivity requirements being implemented by the Federal Highway Administration.
7. Update the city's utility database based on Field Note Mapbook edits and digital as-builts.
8. Continue supporting Google Map KML mapping applications on the city website.
9. Mapping and data management support for the ongoing Des Plaines Casino construction projects.
10. Introduce Utility Tracking Analyst as a method to trace pipe flow. The timeline for introducing this tool will be largely based on the utility update process.
11. Develop city staff GIS skill-sets to allow for increased data editing by users outside the GIS Department, especially with utility editing.
12. Further develop the city's GIS user community.
13. Continue the integration of GIS into the Police Department to help maximize efficiency and improve community safety.
14. Implement regional fire agency information to the city's map products and mapping software applications to support Fire Department initiatives to help improve emergency response and support.



## 2011 Budget

# GEOGRAPHIC INFORMATION SYSTEMS (GIS)

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15. Regional data development and integration in support of emergency management response initiatives.
16. Work to develop more mobile mapping tools to be available to departments in the field



FY 2011 Budget WorkSheet

**0659 - GIS**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
920204 - TRAINING	1,000	1,500	1,000	1,000	ESRI TRAINING	1,000
960990 - MISC CONTRACTUAL SVCS	224,676	233,700	212,700	233,700	GIS CONSORTIUM FEES - MGP, INC.	176,000
					INTERNET MAPPING	7,200
					GIS AERIAL PHOTOGRAPHY	50,000
					HAND HELD SERVICE AGREEMENT	500
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>225,676</b>	<b>235,200</b>	<b>213,700</b>	<b>234,700</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	0	500	500	500	OFFICE, PAPER, PENS, ETC.	500
970115 - SUPPLIES: DEPT/OTHER	0	500	250	250	FIELD SUPPLIES	250
<b>TOTAL COMMODITIES</b>	<b>0</b>	<b>1,000</b>	<b>750</b>	<b>750</b>		
<b>Division Totals</b>	<b>225,676</b>	<b>236,200</b>	<b>214,450</b>	<b>235,450</b>		



## 2011 Budget GENERAL FUND OVERHEAD

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### OVERVIEW

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Expenditures	2,037,641	2,435,923	3,358,132	1,054,634	854,258	843,248
Transfers	1,589,508	1,188,701	1,399,752	161,085	161,085	1,694,129
Contra Expenses	(330,241)	(364,150)	(319,375)	0	0	0
Total Appropriation	3,296,908	3,260,474	4,438,509	1,215,719	1,015,343	2,537,377

This cost center accounts for several expenditures to the General Fund that cannot be clearly charged to a specific operational division. These expenditure items include citywide communication service, collection agency charges, postage, and certain office supplies. Other programs that are included in the Overhead cost center Generator Program Rebate.

Charges for the Early Retirement Incentives (ERI), Public Safety Employee Benefit Act (PSEBA), and subsidy for the Debt service costs related to the City's portion of the E911 center.

Beginning in 2002, this cost center started to account for the City's portion of Historical Museum expenditures via an annual subsidy to Historical Museum rather than detailed reimbursed line items.

The overhead cost center also accounts for the incentive agreement payments to O'Hare Auto Group, Advantage Chrysler and Wal-Mart.

FY 2011 Budget WorkSheet

**0657 - OVERHEAD - GEN FUND**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
920120 - COMMUNICATION SERVICES	98,223	387,817	200,000	270,817	TRAIN STATION PAY PHONE (\$85/MON)	1,020
					INTERNET DSL (\$110 PER DSL)	1,320
					CALL ONE (PRI'S, LONG DISTANCE, T1'S)(\$15K/MON)	180,000
					NEXTEL TOWER LEASE CREDIT	-10,000
					NEXTEL CHARGES	2,000
					MASS NOTIFICATION ANNUAL MAINTENANCE (E911 DP COST)	30,477
					911 TRUNK LINES	63,000
					PAY PHONES-PACIFIC TELEMANAGEMENT	3,000
920220 - MEMBERSHIP DUES	50	35	50	50	CITYWIDE SAM'S CLUB MEMBERSHIP	50
920420 - SUBSIDY:HISTORICAL MUSEUM	166,600	40,000	40,000	30,000		
920425 - SUBSIDY:GENERATOR PROGRAM	0	0	0	0		
920830 - SUBSIDY:TRANSFER TO 911	2,504,470	0	0	0		
930010 - R & M EQUIPMENT	0	1,600	1,600	1,600	POSTAGE MACHINE (NEOPOST)	600
					SBC LINE MAINTENANCE (TIME AND MATERIAL)	1,000
930200 - RENTALS & LEASES	3,709	5,651	4,501	4,501	POSTAGE MACHINE LEASE	4,451
					POSTAGE METER ACH FEE	50
930530 - SUBSIDY: MEDICARE RETIREE	26,138	28,831	28,832	11,485		
930590 - MISCELLANEOUS EXPENSES	298	0	155	0		
960970 - AMB FEE PROCESSING COSTS	76,171	76,000	70,000	76,000	AMBULANCE BILLING SERVICE FEE	76,000
960975 - FINE/FEE COLLECTION COSTS	30,281	24,400	28,000	28,000	COLLECTION AGENCY FEE FOR SERVICES	28,000
960990 - MISC CONTRACTUAL SVCS	25,358	25,350	25,350	4,230	UTILITY AUDIT - CONTRACT END 2/2011 AZAVAR TECH	4,230
960991 - INCENTIVE - MIDWAY KIA	9,670	0	0	0		
960992 - INCENTIVE-O'HARE AUTO GRP	108,167	125,000	108,167	125,000	PER INCENTIVE AGREEMENT-LAST PAYMENT IN YEAR 2016	125,000
960993 - INCENTIVE-ADVANTAGE CHRYS	2,320	10,000	2,977	2,500	PER INCENTIVE AGREEMENT-LAST PAYMENT IN YEAR 2017	2,500
960994 - INCENTIVE-SYSCO FOODS	14,184	28,000	15,000	0	PER INCENTIVE AGREEMENT-LAST PAYMENT IN YEAR 2010	0
960996 - INCENTIVE-WAL*MART	230,928	235,000	235,000	235,000	PER INCENTIVE AGREEMENT-LAST PAYMENT IN YEAR 2014	235,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>3,296,569</b>	<b>987,684</b>	<b>759,632</b>	<b>789,183</b>		

**COMMODITIES**

970100 - OFFICE SUPPLIES	588	2,500	2,500	2,500	BATTERIES AND OTHER MISC DEPARTMENTAL USE SUPPLIES	2,500
970260 - POSTAGE AND PARCEL	51,657	58,500	52,000	58,500	CITYWIDE POSTAGE COSTS	58,500
970270 - PRINTING-REPROD-BINDING	9,312	5,950	4,100	4,550	#10 ENVELOPES - 60,000	600
					#10 WINDOW ENVELOPES - 30,000	500
					SELF STICK BROWN ENVELOPES 10 X 13 - 8,500	1,000
					SELF STICK BROWN ENVELOPES 6 X 9 - 4,000	500
					SELF STICK 11.5 X 14.5 ENVELOPES - 2,000	400

FY 2011 Budget WorkSheet

**0657 - OVERHEAD - GEN FUND**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
970270 - PRINTING-REPROD-BINDING...	9,312...	5,950...	4,100...	4,550...	#9 RETURN ENVELOPES - 20,000	800
					RETURN RECEIPT REQUEST CARDS - 1,000	750
970900 - EQUIPMENT <\$5,000	6	0	0	0		
<b>TOTAL COMMODITIES</b>	<b>61,563</b>	<b>66,950</b>	<b>58,600</b>	<b>65,550</b>		
<b>DEBT SERVICE</b>						
990200 - INTEREST	0	0	36,026	0	SHORT TERM LOAN INTEREST PAYMENT	0
<b>TOTAL DEBT SERVICE</b>	<b>0</b>	<b>0</b>	<b>36,026</b>	<b>0</b>		
<b>OTHER FUNDING ACTIVITIES</b>						
920840 - SUBSIDY:TRAN TO EQUIP REPL	720,000	0	0	0		
920845 - SUBSIDY:TRAN TO IT REPLAC	515,000	0	0	0		
920848 - SUBSIDY: TRAN TO PSEBA	39,752	41,653	41,653	68,698	LIFETIME HEALTH BENEFIT FOR DUTY-RELATED DISABILITY	68,698
990935 - TRANS TO D/S: 2002A BOND	0	119,432	119,432	113,946	2002A REFUNDING 1993 BOND 11.07% CITY'S PORTION E911	113,946
993205 - CONTRA EXP-TIF ADMIN FEE	-64,200	0	0	0		
993213 - CONTRA EXP-TIF #6 ADMIN	-29,050	0	0	0		
993501 - CONTRA EXP-PRKG ADMIN FEE	-35,075	0	0	0		
993502 - CONTRA EXP-WATR ADMIN FEE	-191,050	0	0	0		
<b>TOTAL OTHER FUNDING ACTIVITIES</b>	<b>955,377</b>	<b>161,085</b>	<b>161,085</b>	<b>182,644</b>		
<b>TRANSFER TO OTHER FUNDS</b>						
991000 - TRANSFER TO OTHER FUNDS	125,000	0	0	1,500,000	TRANSFER TO EQUIP REPLCMNT	1,250,000
					TRANSFER TO IT REPLCMNT	250,000
<b>TOTAL TRANSFER TO OTHER FUNDS</b>	<b>125,000</b>	<b>0</b>	<b>0</b>	<b>1,500,000</b>		
<b>Division Totals</b>	<b>4,438,509</b>	<b>1,215,719</b>	<b>1,015,343</b>	<b>2,537,377</b>		

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**2011 Budget**  
**TAX INCREMENT FUND #1 - Downtown**

**OVERVIEW**

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	1,513,018	2,863,465	1,454,836	537,643	1,023,593	1,876,211
Revenues	4,829,876	6,495,308	5,283,516	4,708,147	4,624,504	5,009,567
Expenses	(3,479,429)	(7,903,937)	(4,795,845)	(4,152,819)	(3,352,163)	(3,894,029)
Transfers	-	-	(918,914)	(439,723)	(419,723)	(208,919)
Ending Balance	2,863,465	1,454,836	1,023,593	653,248	1,876,211	2,782,830

Tax increment finance (TIF) funding is an incentive method used to better the economic condition of a specified area. TIF funding freezes the assessed valuation of a given area for a period of time. The development that subsequently occurs in the area results in an increase in the valuation of the district. The incremental property tax increase is placed into a segregated fund of the City, which in turn utilizes those funds to provide incentives for the initial and additional development.

- TIF #1: created in 1985 to comprise the downtown core. In 1986, 1992, 1994 and 1997, the City expanded the district to include a majority of the downtown area. Additionally, state statute expanded the term of the TIF from its original 23 years to 35 years (2020). There have been six development agreements in this TIF since inception. They are: The Heritage, River Point, Library Plaza, River Mill, River Plaines (Everleigh) and Metropolitan Square. During 2010, the City conducted public improvement activities including streetscape renovations and streetlight replacement in accordance with the redevelopment plan. Due to current economic conditions, which have severely restricted access to capital financing, no new redevelopment agreements were executed or private redevelopment activities undertaken during 2010.

Debt service paid from TIF#1 includes:

		Original Amount	Remaining 1-1-11	Final Payout
2003A	G.O. (TIF #1)	2,535,000	1,685,000	2020
2003D	G.O (TIF #1,refnd 97C)	4,545,000	950,000	2011
2004A	G.O. (TIF #1)	6,400,000	4,490,000	2020
2005B	G.O. (refunding 1997A)	1,030,000	245,000	2011
2005E	G.O. (TIF #1)	1,000,000	830,000	2020
2005F	G.O. (Taxable)	4,725,000	4,025,000	2020
2007B	G.O. (refunding 2001B)	510,000	360,000	2016
2008A	G.O. (refunding 2001C)	1,334,000	959,000	2016
Total G.O. Bonds		26,484,000	13,544,000	
River Mill	Developer Note	459,776	311,859	2020
LAB Graceland	Developer Note	471,000	329,901	2020
Grand Total		27,414,776	14,185,760	

**City of Des Plaines, IL**  
**Revenue by Fund**  
**205 - T.I.F. #1 DOWNTOWN**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>TAXES</b>						
810000	PROPERTY TAXES	-2,047	0	0	0	----
810022	PROPERTY TAXES 2005	-24,610	0	0	0	----
810023	PROPERTY TAXES 2006	-2,337	0	0	0	----
810024	PROPERTY TAXES 2007	0	0	-54,618	0	----
810025	PROPERTY TAXES 2008	5,297,516	0	112,163	0	----
810026	PROPERTY TAXES 2009	0	4,702,392	4,563,759	0	----
810027	PROPERTY TAXES 2010	0	0	0	5,006,567	----
<b>TOTAL TAXES</b>		<b>5,268,523</b>	<b>4,702,392</b>	<b>4,621,304</b>	<b>5,006,567</b>	
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	6,892	5,755	3,200	3,000	----
899900	MISCELLANEOUS REVENUE	8,100	0	0	0	----
<b>TOTAL OTHER REVENUE</b>		<b>14,992</b>	<b>5,755</b>	<b>3,200</b>	<b>3,000</b>	
<b>FUND TOTAL</b>		<b>5,283,514</b>	<b>4,708,147</b>	<b>4,624,504</b>	<b>5,009,567</b>	



**2011 Budget**  
**TAX INCREMENT FUND #1 - Downtown**

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**Annual Principal and Interest Requirements  
Over the Total TIF#1 Debt**

**TOTAL TIF #1 DEBT**

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	2,198,000	689,662	2,887,662
2011	2,294,000	591,340	2,885,340
2012	1,139,000	489,358	1,628,358
2013	1,200,000	442,042	1,642,042
2014	1,241,000	391,676	1,632,676
2015	1,297,000	339,097	1,636,097
2016	1,363,000	283,624	1,646,624
2017	1,165,000	224,172	1,389,172
2018	1,220,000	173,058	1,393,058
2019	1,285,000	118,778	1,403,778
2020	1,340,000	61,010	1,401,010
<b>Total</b>	<b>15,742,000</b>	<b>3,803,817</b>	<b>19,545,817</b>





## 2011 Budget TIF #1 – BUDGET SUMMARY

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	2009 ACTUAL	2010 BUDGET	2010 PROJECTED	2011 PROPOSED
Operating Expenses	4,795,845	4,152,819	3,352,163	3,894,029
Transfers Out	918,914	439,723	419,723	208,919
Total	5,714,759	4,592,542	3,771,886	4,102,948
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Total	5,714,759	4,592,542	3,771,886	4,102,948
General Operations	2,691,763	1,618,032	797,456	1,130,760
Debt Service	3,022,996	2,974,510	2,974,430	2,972,188
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River Mill Developer Note	40,879	40,879	40,879	40,879
Walgreens Developer Note	43,244	43,244	43,244	43,244
2003A bond	213,010	208,640	208,640	208,646
2003D bond	1,018,740	987,700	987,700	997,950
2004 bond	566,226	567,264	567,264	562,664
2005B bond	283,510	270,262	270,222	254,638
2005E bond	103,083	100,727	100,727	103,353
2005F bond	504,365	505,838	505,828	506,588
2007B bond	67,596	66,080	66,080	69,180
2008A bond	182,343	183,876	183,846	185,046



**FY 2011 Budget WorkSheet**  
**205F - T.I.F. #1 DOWNTOWN**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	15,959	18,430	20,151	0		
910500 - VACATION PAY	805	0	0	0		
910600 - SICK PAY	317	0	0	0		
910700 - HOLIDAY PAY	759	0	0	0		
<b>TOTAL SALARIES</b>	<b>17,840</b>	<b>18,430</b>	<b>20,151</b>	<b>0</b>		
<b>BENEFITS</b>						
918020 - EMPLOYER CONTR-F.I.C.A.	1,352	1,410	1,542	0		
918021 - EMPLOYER CONTR-I.M.R.F.	1,811	2,033	2,243	0		
918040 - LIFE INS PREMIUMS	36	151	36	0		
918050 - PPO INSURANCE PREMIUMS	3,074	3,108	3,108	0		
918055 - DENTAL INSURANCE PREMIUMS	164	193	130	0		
918070 - WORKERS COMPENSATION	61	56	65	0		
<b>TOTAL BENEFITS</b>	<b>6,498</b>	<b>6,951</b>	<b>7,124</b>	<b>0</b>		
<b>CONTRACTUAL SERVICES</b>						
920100 - LEGAL FEES	2,375	25,000	4,000	10,000	LEGAL FEES	10,000
920110 - PROFESSIONAL SERVICES	52,989	67,120	55,000	55,000	AUDIT CONTRIBUTION	5,000
					FINANCIAL ANALYSIS	10,000
					PLANNING/DESIGN SERVICES	37,500
					APPRAISALS	2,500
920230 - PUBLICATION OF NOTICES	0	2,000	500	2,000	BID NOTICES, TIF LEGAL NOTICES	2,000
920430 - SUBSIDY:ECONOMIC DEVLPMNT	64,200	239,723	239,723	174,268	ALLOCATION OF EMPLOYEE TIME SPENT ON PROJECTS	174,268
920435 - SUBSIDY: BUSINESS ASSIST.	0	0	0	50,000	BUSINESS ASSISTANCE	50,000
920560 - SUBSIDY:WINTER DECORATION	31,777	52,400	52,400	33,000	DECORATING CONTRACT + METRO SQUARE (LABOR ONLY)	33,000
920900 - PROPERTY/LIAB CONTRIBUTIO	2,216	2,138	2,138	907	INTERNAL SERVICE FUND CHARGE	907
930320 - CLEANING:CUSTODIAL SERV	0	21,070	21,070	19,584	CONTRACTUAL CLEANING OF TRAIN STATION	7,200
					CLEANING OF PARKING GARAGES	12,384
930590 - MISCELLANEOUS EXPENSES	42,307	0	0	0		
960185 - DOWNTOWN LANDSCAPING	12,444	50,000	25,000	50,000	CONTRACTUAL LANDSCAPING	50,000
960990 - MISC CONTRACTUAL SVCS	419	0	1,200	17,200	SIGNAGE	5,000
					STREET LIGHT REPAIR	4,000
					MISC REPAIRS	2,000
					SEAL COATING PARKING LOTS	1,200
					CROSSWALK MARKINGS	5,000
960998 - INCENTIVE-FACADE REHAB	0	100,000	60,000	100,000	FACADE IMPROVEMENTS WITHIN TIF DISTRICT	100,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>208,727</b>	<b>559,451</b>	<b>461,031</b>	<b>511,959</b>		
<b>COMMODITIES</b>						
970222 - STREETSCAPE SUPPLIES	14,765	50,000	50,000	75,000	BIKE RACKS, BENCHES, CANS, PLANTERS	25,000
					HOLIDAY LIGHTS	35,000
					STREET LIGHTS, BRICK PAVERS	15,000
970223 - RESTORATION SUPPLIES	19,128	30,000	22,000	20,000	ORGANIC MATERIALS	10,000
					PLANTERS	10,000
970260 - POSTAGE AND PARCEL	13	0	0	0		

## FY 2011 Budget WorkSheet

### 205F - T.I.F. #1 DOWNTOWN

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
970270 - PRINTING-REPROD-BINDING	0	2,000	5,000	2,000	BROCHURES PROMOTING DOWNTOWN	2,000
970500 - PURCHASE OF WATER	104	0	150	150		
970810 - NATURAL GAS	1,374	0	1,000	1,000		
970820 - ELECTRICITY	171	7,000	1,000	1,000	ELECTRICITY	1,000
<b>TOTAL COMMODITIES</b>	<b>35,556</b>	<b>89,000</b>	<b>79,150</b>	<b>99,150</b>		
<b>CAPITAL EXPENDITURES</b>						
980100 - LAND	100	0	0	0		
980300 - IMPROVEMENTS	68,329	744,200	50,000	420,000	PARKING SIGNAGE STANDARDIZATION (CARRYOVER)	15,000
					WAYFINDING SIGNAGE (50 @ \$600) (CARRYOVER)	30,000
					LANDSCAPE FEATURES (CARRYOVER)	200,000
					PEARSON STREET IMPROVEMENTS	175,000
980400 - EQUIPMENT	0	0	0	65,000	TOOLCAT	65,000
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>68,429</b>	<b>744,200</b>	<b>50,000</b>	<b>485,000</b>		
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	45,525	47,915	47,915	50,430	NORWOOD PTNR, ISSUED 2002, MATURES 2020	24,506
					WALGREENS, ISSUED 2003, MATURES 2020	25,924
990200 - INTEREST	38,598	36,208	36,208	33,693	NORWOOD PTNR	16,373
					WALGREENS	17,320
<b>TOTAL DEBT SERVICE</b>	<b>84,123</b>	<b>84,123</b>	<b>84,123</b>	<b>84,123</b>		
<b>OTHER FUNDING ACTIVITIES</b>						
991500 - SURPLUS DECLARATION	1,500,000	0	0	0		
<b>TOTAL OTHER FUNDING ACTIVITIES</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>TRANSFER TO OTHER FUNDS</b>						
991000 - TRANSFER TO OTHER FUNDS	854,714	0	0	0		
991230 - TRANSFER TO GRANT FUND	0	200,000	180,000	34,651	LEE/PERRY TRAFFIC SIGNAL (CARRYOVER)	34,651
<b>TOTAL TRANSFER TO OTHER FUNDS</b>	<b>854,714</b>	<b>200,000</b>	<b>180,000</b>	<b>34,651</b>		
<b>Division Totals</b>	<b>2,775,886</b>	<b>1,702,155</b>	<b>881,579</b>	<b>1,214,883</b>		

FY 2011 Budget WorkSheet

**205303A - 2003A - TAX EXEMPT PROJ**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	135,000	135,000	135,000	140,000	ISSUED 2003, MATURES 2020	140,000
990200 - INTEREST	77,928	73,540	73,540	68,546		
990300 - BANK/TRUST/AGENCY FEES	82	100	100	100		
<b>TOTAL DEBT SERVICE</b>	<b>213,010</b>	<b>208,640</b>	<b>208,640</b>	<b>208,646</b>		
<b>Division Totals</b>	<b>213,010</b>	<b>208,640</b>	<b>208,640</b>	<b>208,646</b>		

FY 2011 Budget WorkSheet

**205303D - 2003D - 1997C REFUNDING**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	890,000	895,000	895,000	950,000	ISSUED 1997, REFUNDED 2003, MATURES 2011	950,000
990200 - INTEREST	128,740	92,250	92,250	47,500		
990300 - BANK/TRUST/AGENCY FEES	0	450	450	450		
<b>TOTAL DEBT SERVICE</b>	<b>1,018,740</b>	<b>987,700</b>	<b>987,700</b>	<b>997,950</b>		
<b>Division Totals</b>	<b>1,018,740</b>	<b>987,700</b>	<b>987,700</b>	<b>997,950</b>		

FY 2011 Budget WorkSheet

**205304A - 2004 TAX EXEMPT BOND**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	350,000	365,000	365,000	375,000	ISSUED 2004, MATURES 2020	375,000
990200 - INTEREST	215,914	201,914	201,914	187,314		
990300 - BANK/TRUST/AGENCY FEES	312	350	350	350		
<b>TOTAL DEBT SERVICE</b>	<b>566,226</b>	<b>567,264</b>	<b>567,264</b>	<b>562,664</b>		
<b>Division Totals</b>	<b>566,226</b>	<b>567,264</b>	<b>567,264</b>	<b>562,664</b>		

FY 2011 Budget WorkSheet

**205305B - 2005B REFUNDING 97A**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	255,000	250,000	250,000	245,000	ISSUED 1997, REFUNDED 2005, MATURES 2011	245,000
990200 - INTEREST	28,100	19,812	19,812	9,188		
990300 - BANK/TRUST/AGENCY FEES	410	450	410	450		
<b>TOTAL DEBT SERVICE</b>	<b>283,510</b>	<b>270,262</b>	<b>270,222</b>	<b>254,638</b>		
<b>Division Totals</b>	<b>283,510</b>	<b>270,262</b>	<b>270,222</b>	<b>254,638</b>		



FY 2011 Budget WorkSheet

**205305E - 2005E GO BOND**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	65,000	65,000	65,000	70,000	ISSUED 2005, MATURES 2020	70,000
990200 - INTEREST	37,858	35,502	35,502	33,128		
990300 - BANK/TRUST/AGENCY FEES	225	225	225	225		
<b>TOTAL DEBT SERVICE</b>	<b>103,083</b>	<b>100,727</b>	<b>100,727</b>	<b>103,353</b>		
<b>Division Totals</b>	<b>103,083</b>	<b>100,727</b>	<b>100,727</b>	<b>103,353</b>		

FY 2011 Budget WorkSheet  
**205305F - 2005F TAXABLE**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	285,000	300,000	300,000	315,000	ISSUED 2005, MATURES 2020	315,000
990200 - INTEREST	218,975	205,438	205,438	191,188		
990300 - BANK/TRUST/AGENCY FEES	390	400	390	400		
<b>TOTAL DEBT SERVICE</b>	<b>504,365</b>	<b>505,838</b>	<b>505,828</b>	<b>506,588</b>		
<b>Division Totals</b>	<b>504,365</b>	<b>505,838</b>	<b>505,828</b>	<b>506,588</b>		

FY 2011 Budget WorkSheet

**205307B - 2007B - REFUNDING 2001B**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	50,000	50,000	50,000	55,000	ISSUED 2001, REFUNDED 2007, MATURES 2016	55,000
990200 - INTEREST	17,480	15,580	15,580	13,680		
990300 - BANK/TRUST/AGENCY FEES	116	500	500	500		
<b>TOTAL DEBT SERVICE</b>	<b>67,596</b>	<b>66,080</b>	<b>66,080</b>	<b>69,180</b>		
<b>Division Totals</b>	<b>67,596</b>	<b>66,080</b>	<b>66,080</b>	<b>69,180</b>		

FY 2011 Budget WorkSheet

**205308A - 2008A - REFUNDING 2001C**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	132,000	138,000	138,000	144,000	ISSUED 2001, REFUNDED 2008, MATURES 2016	144,000
990200 - INTEREST	50,114	45,626	45,626	40,796		
990300 - BANK/TRUST/AGENCY FEES	229	250	220	250		
<b>TOTAL DEBT SERVICE</b>	<b>182,343</b>	<b>183,876</b>	<b>183,846</b>	<b>185,046</b>		
<b>Division Totals</b>	<b>182,343</b>	<b>183,876</b>	<b>183,846</b>	<b>185,046</b>		

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**2011 Budget**  
**TAX INCREMENT FUND #3 – Wille Road**

**OVERVIEW**

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	(2,876,640)	(1,259,570)	(2,185,045)	(2,652,506)	(3,027,908)	(3,119,464)
Revenues	2,587,003	1,615,315	763,360	638,808	639,558	444,427
Expenses	(969,933)	(2,540,790)	(1,606,223)	(743,093)	(723,358)	(730,612)
Transfers	-	-	-	(7,756)	(7,756)	(2,030)
Ending Balance	(1,259,570)	(2,185,045)	(3,027,908)	(2,764,547)	(3,119,464)	(3,407,679)

Tax increment finance (TIF) funding is an incentive method used to better the economic condition of a specified area. TIF funding freezes the assessed valuation of a given area for a period of time. The development that subsequently occurs in the area results in an increase in the valuation of the district. The incremental property tax increase is placed into a segregated fund of the City, which in turn utilizes those funds to provide incentives for the initial and additional development.

- TIF #3: created in 2000 just west of the terminated TIF #2 area of Wille Road. Part of the City’s contribution for development was improvement of utilities and Wille Road. A developer built a 411,000 square-foot industrial building, also referred to as the phase I development, which is occupied by four logistics tenants. Phase II consists of about half as much land area with a 250,000 square-foot warehouse facility occupied in late 2007. These two phases essentially closed out development activities within the redevelopment area. Because each of the phases received a Cook County 6b property tax abatement that reduced the property tax revenues by half for a period of 10 years, however, the incremental revenues have failed to cover debt service requirements. For this reason, the City sought and received Legislative approval for a 12-year extension of the TIF district until 2035 in order to restructure the debt financing. This extension was approved through an Intergovernmental Agreement adopted by all of the affected taxing jurisdictions prior to Legislative authorization.

The Debt service paid from TIF#3 includes:

	Original Amount	Remaining 1-1-11	Final Payout
2003A G.O. (TIF #3, Partially refunded w/2010A)	2,130,000	750,000	2021
2004B G.O. (TIF #3, Taxable)	1,400,000	860,000	2021
2005A G.O. (TIF #3, Partially refunded w/2010A)	5,550,000	2,670,000	2022
2005G G.O. (TIF #3, Taxable)	500,000	400,000	2015
2008A G.O. (refunding 2001C)	1,241,000	1,071,000	2021
2010A G.O. (TIF #3, Partial refunding 2003A, 2005A)	3,945,000	3,945,000	2028
2010B G.O. (refunding 2005E)	6,110,760	6,110,760	2026
Total	27,506,760	15,806,760	

**City of Des Plaines, IL**  
**Revenue by Fund**  
**210 - T.I.F. #3 W. WILLE RD**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>TAXES</b>						
810025	PROPERTY TAXES 2008	758,613	0	0	0	----
810026	PROPERTY TAXES 2009	0	638,608	638,608	0	----
810027	PROPERTY TAXES 2010	0	0	0	444,227	----
<b>TOTAL TAXES</b>		<b>758,613</b>	<b>638,608</b>	<b>638,608</b>	<b>444,227</b>	
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	47	200	950	200	----
899900	MISCELLANEOUS REVENUE	4,700	0	0	0	----
<b>TOTAL OTHER REVENUE</b>		<b>4,747</b>	<b>200</b>	<b>950</b>	<b>200</b>	
<b>OTHER FINANCING SOURCES</b>						
897900	BOND PROCEEDS	0	9,789,115	9,789,115	0	2010A 3.895M, 2010B 5.894M
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>0</b>	<b>9,789,115</b>	<b>9,789,115</b>	<b>0</b>	
<b>FUND TOTAL</b>		<b>763,360</b>	<b>10,427,923</b>	<b>10,428,673</b>	<b>444,427</b>	



2011 Budget  
**TAX INCREMENT FUND #3 – Wille Road**

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**Annual Principal and Interest Requirements  
Over the Total TIF#3 Debt**

**TOTAL TIF#3 DEBT**

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2011	286,000	272,446	558,446
2012	156,000	259,214	415,214
2013	165,000	252,210	417,210
2014	309,000	244,626	553,626
2015	318,000	229,960	547,960
2016	162,000	214,576	376,576
2017	961,906	469,896	1,431,802
2018	1,570,653	581,077	2,151,730
2019	1,588,382	565,583	2,153,964
2020	1,577,968	540,653	2,118,622
2021	1,601,648	519,246	2,120,893
2022	1,414,365	658,760	2,073,125
2023	1,246,472	1,025,553	2,272,025
2024	1,213,041	1,064,785	2,277,825
2025	1,179,295	1,098,730	2,278,025
2026	1,207,030	1,215,595	2,422,625
2027	415,000	36,125	451,125
2028	435,000	18,488	453,488
<b>Total</b>	<b>15,806,760</b>	<b>9,267,519</b>	<b>25,074,278</b>





**2011 Budget**  
**TIF #3 – BUDGET SUMMARY**

	2009 ACTUAL	2010 BUDGET	2010 PROJECTED	2011 PROPOSED
Operating Expenses	1,606,223	10,532,208	10,512,473	730,612
Transfers Out	0	7,756	7,756	2,030
<b>Total</b>	<b>1,606,223</b>	<b>10,539,964</b>	<b>10,520,229</b>	<b>732,642</b>
<b>Total</b>	<b>1,606,223</b>	<b>10,539,964</b>	<b>10,520,229</b>	<b>732,642</b>
General Operations	259,616	32,848	22,848	7,096
Debt Service	1,346,607	10,507,116	10,497,381	725,546
2003A bond	172,874	32,700	32,700	32,700
2004B bond	228,989	230,938	230,898	232,362
2005A bond	529,878	133,225	133,215	133,225
2005E bond	239,688	0	100	0
2005G bond	46,786	45,638	45,598	44,450
2008A Refund 2001C	128,392	124,923	124,918	126,405
2010A Refund 2003A, 2005A	0	4,045,577	4,035,837	156,404
2010B Refund 2005E	0	5,894,115	5,894,115	0

FY 2011 Budget WorkSheet

**210F - T.I.F. #3 WILLE ROAD**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
920100 - LEGAL FEES	1,000	0	15,000	5,000		
920110 - PROFESSIONAL SERVICES	18,520	25,000	0	0		
920430 - SUBSIDY:ECONOMIC DEVLPMNT	0	7,756	7,756	2,030	ALLOCATION OF EMPLOYEE TIME SPENT ON PROJECTS	2,030
920900 - PROPERTY/LIAB CONTRIBUTIO	96	92	92	66	INTERNAL SERVICE FUND CHARGE	66
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>19,616</b>	<b>32,848</b>	<b>22,848</b>	<b>7,096</b>		
<b>CAPITAL EXPENDITURES</b>						
980100 - LAND	240,000	0	0	0		
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>240,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Division Totals</b>	<b>259,616</b>	<b>32,848</b>	<b>22,848</b>	<b>7,096</b>		

FY 2011 Budget WorkSheet

**210303A - 2003A - TAX EXEMPT PROJ**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	105,000	0	0	0	ISSUED 2003, MATURES 2021, PARTIALLY REFUNDED 2010	0
990200 - INTEREST	67,792	32,600	32,600	32,600		
990300 - BANK/TRUST/AGENCY FEES	82	100	100	100		
<b>TOTAL DEBT SERVICE</b>	<b>172,874</b>	<b>32,700</b>	<b>32,700</b>	<b>32,700</b>		
<b>Division Totals</b>	<b>172,874</b>	<b>32,700</b>	<b>32,700</b>	<b>32,700</b>		

FY 2011 Budget WorkSheet

**210304B - 2004 TAXABLE BOND**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	165,000	175,000	175,000	185,000	ISSUED 2004, MATURES 2021	185,000
990200 - INTEREST	63,925	55,838	55,838	47,262		
990300 - BANK/TRUST/AGENCY FEES	64	100	60	100		
<b>TOTAL DEBT SERVICE</b>	<b>228,989</b>	<b>230,938</b>	<b>230,898</b>	<b>232,362</b>		
<b>Division Totals</b>	<b>228,989</b>	<b>230,938</b>	<b>230,898</b>	<b>232,362</b>		

FY 2011 Budget WorkSheet

**210305A - 2005A GO BOND**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	285,000	0	0	0	ISSUED 2005, MATURES 2022, PARTIALLY REFUNDED 2010	0
990200 - INTEREST	239,488	132,825	132,825	132,825		
990300 - BANK/TRUST/AGENCY FEES	5,390	400	390	400		
<b>TOTAL DEBT SERVICE</b>	<b>529,878</b>	<b>133,225</b>	<b>133,215</b>	<b>133,225</b>		
<b>Division Totals</b>	<b>529,878</b>	<b>133,225</b>	<b>133,215</b>	<b>133,225</b>		

FY 2011 Budget WorkSheet

**210305E - 2005E GO BOND**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	25,000	0	0	0	ISSUED 2005, MATURES 2022, REFUNDED 2010	0
990200 - INTEREST	214,588	0	0	0		
990300 - BANK/TRUST/AGENCY FEES	100	0	100	0		
<b>TOTAL DEBT SERVICE</b>	<b>239,688</b>	<b>0</b>	<b>100</b>	<b>0</b>		
<b>Division Totals</b>	<b>239,688</b>	<b>0</b>	<b>100</b>	<b>0</b>		

FY 2011 Budget WorkSheet  
**210305G - 2005G TAXABLE**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	25,000	25,000	25,000	25,000	ISSUED 2005, MATURES 2015	25,000
990200 - INTEREST	21,376	20,188	20,188	19,000		
990300 - BANK/TRUST/AGENCY FEES	410	450	410	450		
<b>TOTAL DEBT SERVICE</b>	<b>46,786</b>	<b>45,638</b>	<b>45,598</b>	<b>44,450</b>		
<b>Division Totals</b>	<b>46,786</b>	<b>45,638</b>	<b>45,598</b>	<b>44,450</b>		

FY 2011 Budget WorkSheet

**210308A - 2008A - REFUNDING 2001C**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	73,000	72,000	72,000	76,000	ISSUED 2001, REFUNDED 2008, MATURES 2021	76,000
990200 - INTEREST	55,181	52,698	52,698	50,180		
990300 - BANK/TRUST/AGENCY FEES	211	225	220	225		
<b>TOTAL DEBT SERVICE</b>	<b>128,392</b>	<b>124,923</b>	<b>124,918</b>	<b>126,405</b>		
<b>Division Totals</b>	<b>128,392</b>	<b>124,923</b>	<b>124,918</b>	<b>126,405</b>		



FY 2011 Budget WorkSheet

**210310A - 2010A-REFUND 2003A, 2005A**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990200 - INTEREST	0	150,577	140,837	156,004		
990300 - BANK/TRUST/AGENCY FEES	0	0	0	400		
990800 - TRANSFER TO ESCROW AGENT	0	3,895,000	3,895,000	0		
<b>TOTAL DEBT SERVICE</b>	<b>0</b>	<b>4,045,577</b>	<b>4,035,837</b>	<b>156,404</b>		
<b>Division Totals</b>	<b>0</b>	<b>4,045,577</b>	<b>4,035,837</b>	<b>156,404</b>		

FY 2011 Budget WorkSheet

**210310B - 2010B REFUND 2005E**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	0	0	0	0	REPAYMENT BEGINS IN 2017, MATURES IN 2026	0
990800 - TRANSFER TO ESCROW AGENT	0	5,894,115	5,894,115	0		
<b>TOTAL DEBT SERVICE</b>	<b>0</b>	<b>5,894,115</b>	<b>5,894,115</b>	<b>0</b>		
<b>Division Totals</b>	<b>0</b>	<b>5,894,115</b>	<b>5,894,115</b>	<b>0</b>		

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**2011 Budget**  
**TAX INCREMENT FUND #4 – Five Corners**

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**OVERVIEW**

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	(132,516)	(206,717)	25,225	295,081	341,418	562,259
Revenues	-	395,190	447,997	304,285	343,815	463,700
Expenses	(74,201)	(163,248)	(131,804)	(495,662)	(63,556)	(130,445)
Transfers	-	-	-	(59,418)	(59,418)	(35,746)
Ending Balance	(206,717)	25,225	341,418	44,286	562,259	859,768

Tax increment finance (TIF) funding is an incentive method used to better the economic condition of a specified area. TIF funding freezes the assessed valuation of a given area for a period of time. The development that subsequently occurs in the area results in an increase in the valuation of the district. The incremental property tax increase is placed into a segregated fund of the City, which in turn utilizes those funds to provide incentives for the initial and additional development.

- TIF #4: The District was created in November of 2006. In 2007, the City started an implementation planning process to determine priority areas for redevelopment. The Comprehensive Redevelopment Plan for the district was presented to the City Council in January of 2010. Due to current economic conditions, which have severely restricted access to capital financing, no redevelopment activities were undertaken in 2010.

There is currently no debt service paid for from TIF #4.

**City of Des Plaines, IL**  
**Revenue by Fund**  
**214 - T.I.F. #4 FIVE CORNERS**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>TAXES</b>						
810024	PROPERTY TAXES 2007	35,491	0	-72	0	----
810025	PROPERTY TAXES 2008	411,941	0	40,480	0	----
810026	PROPERTY TAXES 2009	0	304,085	303,227	0	----
810027	PROPERTY TAXES 2010	0	0	0	463,520	----
<b>TOTAL TAXES</b>		<b>447,433</b>	<b>304,085</b>	<b>343,635</b>	<b>463,520</b>	
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	563	200	180	180	----
<b>TOTAL OTHER REVENUE</b>		<b>563</b>	<b>200</b>	<b>180</b>	<b>180</b>	
<b>FUND TOTAL</b>		<b>447,996</b>	<b>304,285</b>	<b>343,815</b>	<b>463,700</b>	



**FY 2011 Budget WorkSheet**  
**214F - T.I.F. #4 FIVE CORNERS**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	15,959	18,430	20,151	0		
910500 - VACATION PAY	805	0	0	0		
910600 - SICK PAY	317	0	0	0		
910700 - HOLIDAY PAY	759	0	0	0		
<b>TOTAL SALARIES</b>	<b>17,840</b>	<b>18,430</b>	<b>20,151</b>	<b>0</b>		
<b>BENEFITS</b>						
918020 - EMPLOYER CONTR-F.I.C.A.	1,352	1,410	1,542	0		
918021 - EMPLOYER CONTR-I.M.R.F.	1,811	2,033	2,243	0		
918040 - LIFE INS PREMIUMS	36	151	36	0		
918050 - PPO INSURANCE PREMIUMS	3,074	3,108	3,108	0		
918055 - DENTAL INSURANCE PREMIUMS	164	193	130	0		
918070 - WORKERS COMPENSATION	61	56	65	0		
<b>TOTAL BENEFITS</b>	<b>6,497</b>	<b>6,951</b>	<b>7,124</b>	<b>0</b>		
<b>CONTRACTUAL SERVICES</b>						
920100 - LEGAL FEES	0	100,000	10,000	10,000	PENDING LITIGATION	10,000
920110 - PROFESSIONAL SERVICES	107,176	45,000	20,000	20,000	REDEVELOPMENT AGREEMENT REVIEW	10,000
					APPRAISALS	10,000
920430 - SUBSIDY:ECONOMIC DEVLPMNT	0	59,418	59,418	35,746	ALLOCATION OF EMPLOYEE TIME SPENT ON PROJECTS	35,746
920900 - PROPERTY/LIAB CONTRIBUTIO	292	281	281	445	INTERNAL SERVICE FUND CHARGE	445
960990 - MISC CONTRACTUAL SVCS	0	25,000	0	25,000	SURVEY/ENVIRONMENTAL REPORT PREPARATION	25,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>107,468</b>	<b>229,699</b>	<b>89,699</b>	<b>91,191</b>		
<b>COMMODITIES</b>						
970222 - STREETSCAPE SUPPLIES	0	50,000	6,000	0		
970223 - RESTORATION SUPPLIES	0	50,000	0	50,000	PLANTERS/LANDSCAPING (CARRYOVER)	50,000
<b>TOTAL COMMODITIES</b>	<b>0</b>	<b>100,000</b>	<b>6,000</b>	<b>50,000</b>		
<b>CAPITAL EXPENDITURES</b>						
980100 - LAND	0	200,000	0	25,000	LAND PURCHASE OPTIONS	25,000
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>25,000</b>		
<b>Division Totals</b>	<b>131,804</b>	<b>555,080</b>	<b>122,974</b>	<b>166,191</b>		



**2011 Budget**  
**TAX INCREMENT FUND #5 – Lee & Perry**

**OVERVIEW**

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	(858,326)	(903,300)	(854,714)	37,757	52,742	69,378
Revenues	80,469	170,154	176,446	161,569	137,922	152,166
Expenses	(125,443)	(121,568)	(123,704)	(121,286)	(121,286)	(123,500)
Transfers	-	-	854,714	-	-	-
Ending Balance	(903,300)	(854,714)	52,742	78,040	69,378	98,044

Tax increment finance (TIF) funding is an incentive method used to better the economic condition of a specified area. TIF funding freezes the assessed valuation of a given area for a period of time. The development that subsequently occurs in the area results in an increase in the valuation of the district. The incremental property tax increase is placed into a segregated fund of the City, which in turn utilizes those funds to provide incentives for the initial and additional development.

- TIF #5: created in 2001 in the area bounded by Lee and Perry Streets, just north of and adjacent to the downtown TIF #1, this area is part of TIF District #1's Metropolitan Square project and is the site of a grocery store and bank. The construction of these two facilities has essentially closed out development activities within the redevelopment area.
- This fund had a planned negative fund balance until incremental revenue from the development became greater than annual debt payments on the bond issued to purchase the land in this TIF. To correct this condition, the TIF district received a one-time transfer of \$854,714 from the contiguous TIF district #1 in 2009 in order to place TIF district #3 into a positive cash position through the duration of the district.

Debt service paid from TIF#5 include:

		Original Amount	Remaining 1-1-11	Final Payout 2021
2003A	G.O. (TIF #5)	1,525,000	1,055,000	



**City of Des Plaines, IL**  
**Revenue by Fund**  
**212 - T.I.F. #5 PERRY/LEE**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>TAXES</b>						
810025	PROPERTY TAXES 2008	176,439	0	0	0	-----
810026	PROPERTY TAXES 2009	0	161,469	137,902	0	-----
810027	PROPERTY TAXES 2010	0	0	0	152,146	-----
<b>TOTAL TAXES</b>		<b>176,439</b>	<b>161,469</b>	<b>137,902</b>	<b>152,146</b>	
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	7	100	20	20	-----
<b>TOTAL OTHER REVENUE</b>		<b>7</b>	<b>100</b>	<b>20</b>	<b>20</b>	
<b>OTHER FINANCING SOURCES</b>						
898900	TRANSFER FROM OTHER FUNDS	854,714	0	0	0	-----
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>854,714</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>FUND TOTAL</b>		<b>1,031,160</b>	<b>161,569</b>	<b>137,922</b>	<b>152,166</b>	



2011 Budget  
**TAX INCREMENT FUND #5 – Lee & Perry**

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**Annual Principal and Interest Requirements  
Over the Total TIF#5 Debt**

**TOTAL TIF #5 DEBT**

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2011	80,000	43,400	123,400
2012	80,000	40,440	120,440
2013	85,000	37,480	122,480
2014	90,000	34,250	124,250
2015	90,000	30,740	120,740
2016	95,000	27,140	122,140
2017	100,000	23,244	123,244
2018	105,000	19,046	124,046
2019	105,000	14,528	119,528
2020	110,000	10,014	120,014
2021	115,000	5,176	120,176
<b>Total</b>	<b>1,055,000</b>	<b>285,458</b>	<b>1,340,458</b>



**2011 Budget**  
**TIF #5 – BUDGET SUMMARY**

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	2009 ACTUAL	2010 BUDGET	2010 PROJECTED	2011 PROPOSED
Total	123,704	121,286	121,286	123,500
General Operations	10	10	10	0
Debt Service	123,694	121,276	121,276	123,500
2003A Bond	123,694	121,276	121,276	123,500

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FY 2011 Budget WorkSheet

**212F - T.I.F. #5 PERRY/LEE**

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Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
920900 - PROPERTY/LIAB CONTRIBUTIO	10	10	10	0		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0</b>		
<b>Division Totals</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0</b>		

FY 2011 Budget WorkSheet

**212303A - 2003A - TAX EXEMPT PROJ**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	75,000	75,000	75,000	80,000	ISSUED 2003, MATURES 2021	80,000
990200 - INTEREST	48,612	46,176	46,176	43,400		
990300 - BANK/TRUST/AGENCY FEES	82	100	100	100		
<b>TOTAL DEBT SERVICE</b>	<b>123,694</b>	<b>121,276</b>	<b>121,276</b>	<b>123,500</b>		
<b>Division Totals</b>	<b>123,694</b>	<b>121,276</b>	<b>121,276</b>	<b>123,500</b>		



**2011 Budget**  
**TAX INCREMENT FUND #6 – Mannheim & Higgins**

**OVERVIEW**

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	5,205,715	(4,293,929)	(5,102,861)	(5,197,701)	(5,255,259)	(5,269,715)
Revenues	63,100	148,117	141,655	118,655	124,908	115,635
Expenses	(9,562,744)	(957,049)	(3,438,087)	(474,488)	(100,882)	(377,024)
Transfers	-	-	3,144,034	(38,482)	(38,482)	(27,990)
Ending Balance	(4,293,929)	(5,102,861)	(5,255,259)	(5,592,016)	(5,269,715)	(5,559,094)

Tax increment finance (TIF) funding is an incentive method used to better the economic condition of a specified area. TIF funding freezes the assessed valuation of a given area for a period of time. The development that subsequently occurs in the area results in an increase in the valuation of the district. The incremental property tax increase is placed into a segregated fund of the City, which in turn utilizes those funds to provide incentives for the initial and additional development.

- TIF #6: created in 2001, north and east at the intersection of Mannheim and Higgins Roads. Construction of a commercial strip center concluded in early 2007, with Starbuck’s and Potbelly’s as occupants. The City executed a redevelopment agreement in 2007 for two hotels north of I-90, and, in 2008, a redevelopment agreement with developers for redevelopment of land south of I-90 for two additional hotels and restaurants. The City concluded purchase of those parcels in 2007. Due to current economic conditions, which have severely restricted access to capital financing, none of the hotel projects went forward during 2010. Consequently, the City neither acquired nor sold property for redevelopment; the City did, however, refinance certain bonds associated with area redevelopment during 2009.

Debt service paid from TIF#6 include:

	<u>Original Amount</u>	<u>Remaining 1-1-11</u>	<u>Final Payout</u>
2003A G.O. (TIF #6)	375,000	275,000	2021
2003C G.O. (TIF #6, Taxable)	2,250,000	2,115,000	2021
2004B G.O. (TIF #6, Taxable)	7,500,000	4,860,000	2021
2009A G.O. (Taxable), partial refund 2003C & 2004B	3,173,084	3,173,084	2023
Total	<u>13,298,084</u>	<u>10,423,084</u>	

**City of Des Plaines, IL**  
**Revenue by Fund**  
**213 - T.I.F.#6 MANNHEIM/HIGGINS**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>TAXES</b>						
810025	PROPERTY TAXES 2008	92,473	0	0	0	----
810026	PROPERTY TAXES 2009	0	118,630	92,464	0	----
810027	PROPERTY TAXES 2010	0	0	0	80,610	----
<b>TOTAL TAXES</b>		<b>92,473</b>	<b>118,630</b>	<b>92,464</b>	<b>80,610</b>	
<b>INTERGOVERNMENTAL REVENUE</b>						
822045	STATE GRANT:MISC	49,170	0	0	0	----
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>49,170</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>FEES AND SERVICES</b>						
890030	RENT	0	0	26,244	35,000	----
<b>TOTAL FEES AND SERVICES</b>		<b>0</b>	<b>0</b>	<b>26,244</b>	<b>35,000</b>	
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	12	25	35	25	----
899900	MISCELLANEOUS REVENUE	0	0	6,165	0	----
<b>TOTAL OTHER REVENUE</b>		<b>12</b>	<b>25</b>	<b>6,200</b>	<b>25</b>	
<b>OTHER FINANCING SOURCES</b>						
897900	BOND PROCEEDS	3,173,084	0	0	0	2009A BOND PROCEEDS
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>3,173,084</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>FUND TOTAL</b>		<b>3,314,739</b>	<b>118,655</b>	<b>124,908</b>	<b>115,635</b>	



2011 Budget

## TAX INCREMENT FUND #6 – Mannheim & Higgins

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### Annual Principal and Interest Requirements Over the Total TIF#6 Debt

#### TOTAL TIF #6 DEBT

Year	Principal	Interest	Total P&I
2011	25,000	11,226	36,226
2012	264,236	143,806	408,042
2013	703,164	421,507	1,124,670
2014	844,281	421,549	1,265,830
2015	866,357	397,821	1,264,178
2016	895,154	367,844	1,262,998
2017	1,031,650	381,974	1,413,624
2018	1,063,545	346,671	1,410,216
2019	1,102,780	305,124	1,407,904
2020	1,242,668	332,316	1,574,984
2021	1,300,713	281,931	1,582,644
2022	750,425	824,576	1,575,000
2023	333,112	411,888	745,000
<b>Total</b>	<b>10,423,084</b>	<b>4,648,232</b>	<b>15,071,316</b>





**2011 Budget**  
**TIF #6 – BUDGET SUMMARY**

	2009 ACTUAL	2010 BUDGET	2010 PROJECTED	2011 PROPOSED
Operating Expenses	3,438,087	474,488	100,882	377,024
Transfers Out	29,050	38,482	38,482	27,990
<b>Total</b>	<b>3,467,137</b>	<b>512,970</b>	<b>139,364</b>	<b>405,014</b>
<b>Total</b>	<b>3,467,137</b>	<b>512,970</b>	<b>139,364</b>	<b>405,014</b>
General Operations	58,614	475,220	102,114	368,188
Debt Service	3,408,523	37,750	37,250	36,826
2003A bond	38,044	37,250	37,250	36,326
2003C bond	62,494	0	0	0
2004B bond	176,506	0	0	0
2009A Refund 2003C, 2004B	3,131,479	500	0	500



**2011 Budget**  
**TAX INCREMENT FUND #6 – MANNHEIM AND HIGGINS**

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**PERSONNEL EXHIBIT**

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Department: TIF #6                      Div: TIF #6                      Div. No: 213

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Economic Development Coordinator	0.25	0.25	0.00
Total Full Time Equivalent (FTE) Employees:	0.25	0.25	0.00

FY 2011 Budget WorkSheet

**213F - T.I.F. #6 MANNHEIM/HIGGIN**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	15,959	18,430	20,151	0		
910500 - VACATION PAY	805	0	0	0		
910600 - SICK PAY	317	0	0	0		
910700 - HOLIDAY PAY	759	0	0	0		
<b>TOTAL SALARIES</b>	<b>17,840</b>	<b>18,430</b>	<b>20,151</b>	<b>0</b>		
<b>BENEFITS</b>						
918020 - EMPLOYER CONTR-F.I.C.A.	1,352	1,410	1,542	0		
918021 - EMPLOYER CONTR-I.M.R.F.	1,811	2,033	2,243	0		
918040 - LIFE INS PREMIUMS	36	151	36	0		
918050 - PPO INSURANCE PREMIUMS	3,074	3,108	3,108	0		
918055 - DENTAL INSURANCE PREMIUMS	164	193	130	0		
918070 - WORKERS COMPENSATION	61	56	65	0		
<b>TOTAL BENEFITS</b>	<b>6,498</b>	<b>6,951</b>	<b>7,124</b>	<b>0</b>		
<b>CONTRACTUAL SERVICES</b>						
920100 - LEGAL FEES	3,625	0	25,000	25,000		
920110 - PROFESSIONAL SERVICES	0	10,000	10,000	15,000	REVIEW OF DEVELOPMENT AGREEMENTS AND TIF MONITORING	10,000
					ENVIRONMENTAL CONSULTING	5,000
920430 - SUBSIDY:ECONOMIC DEVLPMNT	29,050	38,482	38,482	27,990	ALLOCATION OF EMPLOYEE TIME SPENT ON PROJECTS	27,990
920900 - PROPERTY/LIAB CONTRIBUTIO	1,406	1,357	1,357	198	INTERNAL SERVICE FUND CHARGE	198
960990 - MISC CONTRACTUAL SVCS	195	200,000	0	100,000	ENVIRONMENTAL CLEANUP DEMOLITION	50,000
						50,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>34,276</b>	<b>249,839</b>	<b>74,839</b>	<b>168,188</b>		
<b>CAPITAL EXPENDITURES</b>						
980300 - IMPROVEMENTS	0	200,000	0	200,000	WATERMAIN CROSSING INSTALLATION/CONSTRUCTION	200,000
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>		
<b>Division Totals</b>	<b>58,614</b>	<b>475,220</b>	<b>102,114</b>	<b>368,188</b>		

FY 2011 Budget WorkSheet

**213303A - 2003A - TAX EXEMPT PROJ**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	25,000	25,000	25,000	25,000	ISSUED 2003, MATURES 2021	25,000
990200 - INTEREST	12,962	12,150	12,150	11,226		
990300 - BANK/TRUST/AGENCY FEES	82	100	100	100		
<b>TOTAL DEBT SERVICE</b>	<b>38,044</b>	<b>37,250</b>	<b>37,250</b>	<b>36,326</b>		
<b>Division Totals</b>	<b>38,044</b>	<b>37,250</b>	<b>37,250</b>	<b>36,326</b>		

FY 2011 Budget WorkSheet

**213303C - 2003C TAXABLE BOND**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	0	0	0	0	ISSUED 2003, MATURES 2021, REFUNDED 2009	0
990200 - INTEREST	62,104	0	0	0		
990300 - BANK/TRUST/AGENCY FEES	390	0	0	0		
<b>TOTAL DEBT SERVICE</b>	<b>62,494</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Division Totals</b>	<b>62,494</b>	<b>0</b>	<b>0</b>	<b>0</b>		

FY 2011 Budget WorkSheet

**213304B - 2004B TAXABLE BOND**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	0	0	0	0	ISSUED 2004, MATURES 2021, REFUNDED 2009	0
990200 - INTEREST	176,160	0	0	0		
990300 - BANK/TRUST/AGENCY FEES	346	0	0	0		
<b>TOTAL DEBT SERVICE</b>	<b>176,506</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Division Totals</b>	<b>176,506</b>	<b>0</b>	<b>0</b>	<b>0</b>		

FY 2011 Budget WorkSheet

213309A - 2009A-REFUND 2003C, 2004B

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
960060 - BOND EXPENSES	85,594	0	0	0		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>85,594</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>DEBT SERVICE</b>						
990300 - BANK/TRUST/AGENCY FEES	700	500	0	500		
990800 - TRANSFER TO ESCROW AGENT	3,045,184	0	0	0		
<b>TOTAL DEBT SERVICE</b>	<b>3,045,884</b>	<b>500</b>	<b>0</b>	<b>500</b>		
<b>Division Totals</b>	<b>3,131,479</b>	<b>500</b>	<b>0</b>	<b>500</b>		



**2011 Budget**  
**MOTOR FUEL TAX FUND**

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**OVERVIEW**

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	(268,201)	247,313	323,048	230,568	152,203	187,910
Revenues	1,705,560	1,580,614	1,534,633	2,269,976	2,238,476	1,503,476
Expenses	(1,190,046)	(1,504,879)	(1,705,478)	(2,234,500)	(2,202,769)	(1,529,500)
Ending Balance	247,313	323,048	152,203	266,044	187,910	161,886

The Motor Fuel Tax Fund accounts for the revenues and expenditures of the City's portion of the state tax on the sale of motor fuel. This tax is distributed to the City by the State on a per capita basis. Money from this fund, as directed by State law, can be utilized for the construction and maintenance of roads and related items.

Annually planned expenditures include funding for street improvements, alley reconstruction, sidewalk replacement, crack filling, pavement marking, road de-icing materials, maintenance of traffic signals, street materials testing, and electricity for streetlights.



**City of Des Plaines, IL**  
**Revenue by Fund**  
**203 - MOTOR FUEL TAX FUND**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>INTERGOVERNMENTAL REVENUE</b>						
820300	MOTOR FUEL TAX ALLOTMENT	1,503,576	1,502,976	1,502,976	1,502,976	-----
820301	MFT: HIGH GROWTH ALLOTMENT	30,117	30,000	0	0	-----
823000	FEDERAL GRANTS	0	735,000	735,000	0	ERP GRANT
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>1,533,693</b>	<b>2,267,976</b>	<b>2,237,976</b>	<b>1,502,976</b>	
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	940	1,000	500	500	-----
899900	MISCELLANEOUS REVENUE	0	1,000	0	0	-----
<b>TOTAL OTHER REVENUE</b>		<b>940</b>	<b>2,000</b>	<b>500</b>	<b>500</b>	
<b>FUND TOTAL</b>		<b>1,534,633</b>	<b>2,269,976</b>	<b>2,238,476</b>	<b>1,503,476</b>	

FY 2011 Budget WorkSheet

**203F - MOTOR FUEL TAX**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	6,563	25,000	38,569	50,000	SOIL AND MATERIALS TESTING	50,000
920113 - ENGINEERING SERVICES	11,136	0	0	0		
930080 - R & M TRAFFIC SIGNALS	42,947	37,500	37,500	37,500	STATE TREASURER, COOK COUNTY HIGHWAY	37,500
960165 - STREET CRACK FILLING	0	25,000	25,000	30,000	CRACK FILLING	30,000
960167 - STREET PAVEMENT MARKING	30,000	30,000	27,600	30,000	STREET PAVEMENT MARKING	30,000
960170 - SIDEWALK IMPROVEMENTS	262,214	0	0	0		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>352,861</b>	<b>117,500</b>	<b>128,669</b>	<b>147,500</b>		
<b>COMMODITIES</b>						
970120 - ICE CONTROL	436,927	300,000	300,000	300,000	DE-ICING MATERIALS FOR STREETS	300,000
970820 - ELECTRICITY	34,986	282,000	282,000	282,000	TRAFFIC SIGNALS STREET LIGHTS	32,000 250,000
<b>TOTAL COMMODITIES</b>	<b>471,914</b>	<b>582,000</b>	<b>582,000</b>	<b>582,000</b>		
<b>CAPITAL EXPENDITURES</b>						
980300 - IMPROVEMENTS	880,704	1,535,000	1,492,100	800,000	ALLEY RECONSTRUCTION CURB IMPROVEMENTS STREET REHABILITATION	281,252 150,000 368,748
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>880,704</b>	<b>1,535,000</b>	<b>1,492,100</b>	<b>800,000</b>		
<b>Division Totals</b>	<b>1,705,478</b>	<b>2,234,500</b>	<b>2,202,769</b>	<b>1,529,500</b>		

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## 2010 Budget GRANT FUNDED PROJECTS

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### OVERVIEW

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	-	-	-	-	-	-
Revenues	-	-	-	2,971,141	2,199,596	1,663,968
Expenses	-	-	-	(3,538,170)	(2,558,251)	(1,896,362)
Transfers	-	-	-	567,029	358,655	232,394
Ending Balance	-	-	-	-	-	-

The City receives grants from State and Federal agencies periodically to fund law enforcement projects, flood control projects and other capital improvements. For the FY2010 the City created a new fund to account for various State and Federal grant funded projects. This fund is a special revenue fund that accounts for the City's Public Safety, Capital and other miscellaneous grants. Grant revenue is one-time only revenue and fluctuates significantly from year to year depending on availability. Some of the projects are fully funded by the grant amount and some require a match from the City. The City's portion of the project is reflected through a transfer from the fund that will benefit from this project.

**City of Des Plaines, IL**  
**Revenue by Fund**  
**230 - GRANT FUNDED PROJECTS**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>INTERGOVERNMENTAL REVENUE</b>						
823010	FED GRANT:US CUSTOMS	0	36,000	36,000	36,000	REIMBURSEMENT FOR OT
823050	FED GRANT: OTHER	0	636,645	749,979	416,767	EECBG \$410,867, NACCHO \$5,900
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>0</b>	<b>672,645</b>	<b>785,979</b>	<b>452,767</b>	
<b>FEDERAL GRANTS</b>						
823051	FED GRANTS - ITEP	0	800,000	720,000	138,605	PEDESTRIAN LIGHTING INSTALLATION GRANT
823052	FED GRANTS - CMAQ	0	1,172,000	673,745	648,000	SIDEWALK IMPROVEMENT \$524,000/BIKE NETWORK \$124,000
823053	FED GRANT:SAFE ROUTES	0	224,096	0	304,596	SAFE ROUTE TO SCHOOL GRANTS
823054	FED GRANT: FAA	0	102,400	120,000	120,000	LAND USE STUDY GRANT
<b>TOTAL FEDERAL GRANTS</b>		<b>0</b>	<b>2,298,496</b>	<b>1,513,745</b>	<b>1,211,201</b>	
<b>OTHER FINANCING SOURCES</b>						
898100	TRANSFER FROM GEN FUND	0	36,593	35,250	35,743	CITY'S 20% MATCH - FAA GRANT; TAGS GRANT
898205	TRANSFER FROM TIF #1	0	200,000	180,000	34,651	CITY'S 20% MATCH - ITEP PEDESTRIAN LIGHTING GRANT
898414	TRANSFER FROM CAP PROJECT	0	330,436	168,437	162,000	CITY'S MATCH - CMAQ SIDEWALK/BIKE LANE IMPROVEMENTS
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>0</b>	<b>567,029</b>	<b>383,687</b>	<b>232,394</b>	
<b>FUND TOTAL</b>		<b>0</b>	<b>3,538,170</b>	<b>2,683,411</b>	<b>1,896,362</b>	

FY 2011 Budget WorkSheet

**2310 - PUBLIC SAFETY GRANTS**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	0	0	19,466	0		
910300 - SUPERVISORY OVERTIME	0	0	14,304	0		
910400 - NON-SUPERVISORY OVERTIME	0	36,000	114,458	36,000	CUSTOMS & DEA GRANTS - POLICE OVERTIME	36,000
<b>TOTAL SALARIES</b>	<b>0</b>	<b>36,000</b>	<b>148,228</b>	<b>36,000</b>		
<b>CONTRACTUAL SERVICES</b>						
920120 - COMMUNICATION SERVICES	0	0	2,500	0		
920204 - TRAINING	0	0	1,590	0		
920220 - MEMBERSHIP DUES	0	0	130	0		
960990 - MISC CONTRACTUAL SVCS	0	0	1,200	0		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>0</b>	<b>0</b>	<b>5,420</b>	<b>0</b>		
<b>COMMODITIES</b>						
970115 - SUPPLIES: DEPT/OTHER	0	0	2,000	5,900	NACCHO GRANT	5,900
970150 - COMMUNITY RELATIONS	0	0	8,288	0		
970190 - UNIFORMS/APPAREL/CLOTHING	0	0	1,500	0		
970900 - EQUIPMENT <\$5,000	0	0	13,110	0		
<b>TOTAL COMMODITIES</b>	<b>0</b>	<b>0</b>	<b>24,898</b>	<b>5,900</b>		
<b>Division Totals</b>	<b>0</b>	<b>36,000</b>	<b>178,546</b>	<b>41,900</b>		

FY 2011 Budget WorkSheet

**2320 - CAPITAL GRANTS**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CAPITAL EXPENDITURES</b>						
980300 - IMPROVEMENTS	0	2,876,277	2,183,582	1,287,852	ITEP/ARRA - PEDESTRIAN LIGHTING INSTALLATION	173,256
					CMAQ - SIDEWALK/TRAIL IMPROVEMENTS	810,000
					SAFE ROUTE TO SCHOOL	304,596
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>0</b>	<b>2,876,277</b>	<b>2,183,582</b>	<b>1,287,852</b>		
<b>Division Totals</b>	<b>0</b>	<b>2,876,277</b>	<b>2,183,582</b>	<b>1,287,852</b>		

FY 2011 Budget WorkSheet

**2330 - OTHER GRANTS**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	0	178,000	220,000	150,000	FAA GRANT	150,000
960989 - GRANT CONTRACTUAL SRVS.	0	10,993	5,250	5,743	TAGS GRANT	5,743
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>0</b>	<b>188,993</b>	<b>225,250</b>	<b>155,743</b>		
<b>COMMODITIES</b>						
970987 - GRANT SUPPLIES	0	10,000	0	0		
<b>TOTAL COMMODITIES</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURES</b>						
980300 - IMPROVEMENTS	0	426,900	96,033	410,867	EECBG GRANT - LIGHTING UPGRADES	120,000
					EECBG GRANT - ENERGY EFFICIENCY UPGRADES	290,867
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>0</b>	<b>426,900</b>	<b>96,033</b>	<b>410,867</b>		
<b>Division Totals</b>	<b>0</b>	<b>625,893</b>	<b>321,283</b>	<b>566,610</b>		



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**2011 Budget**  
**CAPITAL PROJECTS FUND**

**OVERVIEW**

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	\$3,129,497	\$2,050,794	\$903,099	\$845,478	(\$474,896)	\$1,050,048
Revenues	7,701,024	6,865,914	6,578,679	7,111,214	7,503,829	6,805,714
Expenditures	(8,599,727)	(7,997,829)	(7,942,818)	(7,363,756)	(6,736,982)	(7,317,868)
Transfers	(180,000)	(15,780)	(13,856)	580,455	758,097	(187,000)
Ending Balance	\$2,050,794	\$903,099	(\$474,896)	\$1,173,391	\$1,050,048	\$350,894

The Capital Projects Fund (CIP) accounts for the expenditure of special revenues dedicated for the improvement of the City's infrastructure. The budgeted expenditures are capital projects that have been approved in the 5-year Capital Improvement Program and include salaries and benefits for the Assistant Director of Public Works and Engineering, two Engineering Inspectors, part-time Intermediate Clerk (50% funding), and an Engineering Intern. This plan is updated annually and approved by the City Council.

The special revenues deposited into this fund are:

- ¾ cent home rule sales tax;
- Four-cent motor fuel tax implemented for back-yard flooding
- Special Service Area #3 property tax - Cumberland Townhomes parking lot;
- Special Service Area #4 property tax - Woodland Townhomes storm sewer improvements;
- Special Service Area #5 property tax - Westfield Drive water main;
- Special Service Area #6 property tax - 2150 and 2172 Chestnut Street parking lot;
- Special Service Area #7 property tax – Woodland Townhomes parking lot;
- Special Service Area #8 property tax – Crabtree Lane curb & gutter improvements;
- Special Service Area #9 property tax – 624-640 West Algonquin Road parking lot;
- Special Service Area #10 property tax – 642-658 West Algonquin Road parking lot;
- \$0.90/100 cf. storm sewer use fee for debt service and projects related to 2003 storm water master plan.

The capital improvements proposed for construction in 2011 are identified in the 5-Year Capital Improvement Program at a cost of \$4.53 million. Sources of revenue for the C.I.P. presently include the Capital Projects Fund (\$2.3 million), Motor Fuel Tax Fund (\$800,000), Water /Sewer Fund (\$1.2 million), and Tax Increment Finance District #1 (\$175,000).

The following types of projects and their approximate funding levels will be recommended to the City Council during C.I.P. discussions for improvements in 2011: Alley Reconstruction (\$281,252), Street Rehabilitation (\$443,748), Curb & Gutter Improvements (\$150,000), Water System Improvements (\$730,175), Sewer System Improvements (\$250,000), Sidewalk Improvements



**2011 Budget**  
**CAPITAL PROJECTS FUND**

(\$250,000), Storm Water Master Plan (\$1.6 million), Rear Yard Drainage (\$300,000), Drainage System Improvements (\$300,000) and Engineering Services (\$125,000).

In preparing the CIP, priority is given to projects based on need and condition of the infrastructure item recommended to be improved or replaced. For instance, decisions on street and alley replacements are based on the biannual pavement condition surveys of each street and alley. Likewise, water system improvements are based on the City's 2006 Water System Master Plan. In addition, storm water improvements are scheduled according the City's 2003 Storm Water Master Plan.

The recommended 2011 through 2015 Capital Improvement Program proposes the expenditure of approximately \$20 million on capital improvements within the project categories of curbs/gutters, engineering services, lighting improvements, sewers/drainage, water system, alleys, sound walls, traffic signals and streetscape improvements. The proposed expenditures for 2011 are \$4.53 million and are shown in detail on the following pages.

Debt service paid from Capital Projects Fund includes:

<u>Bond Issue</u>	<u>Project Description</u>	<u>Original Amount</u>	<u>Remaining 1-1-11</u>	<u>Final Payout</u>
2004A G.O. Bond	City Streets	2,000,000	1,400,000	2020
2005D bond refund of 98A	Streets Portion	4,090,000	2,130,000	2013
2005D bond refund of 98B	Sewer Portion	6,985,000	5,480,000	2018
2005D bond refund of 98C	Library Portion	3,575,000	3,475,000	2018
2005E G. O. Bond	Infrastructure Portion	6,500,000	4,800,000	2020
2007A bond refund of 2000	Streets Portion	2,570,000	1,895,000	2015
2007A bond refund of 2001	Streets Portion	3,395,000	3,335,000	2021
2009 Refunding	Streets Portion	4,175,000	3,515,000	2018
Total		33,290,000	26,030,000	



2011 Budget  
**CAPITAL PROJECTS FUND**

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**Annual Principal and Interest Requirements  
Over the Total Capital Projects Debt**

**TOTAL CAPITAL PROJECTS FUND DEBT**

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2011	3,100,000	1,077,406	4,177,406
2012	3,225,000	951,996	4,176,996
2013	3,365,000	821,210	4,186,210
2014	2,820,000	683,612	3,503,612
2015	2,910,000	578,292	3,488,292
2016	2,590,000	468,152	3,058,152
2017	2,695,000	351,386	3,046,386
2018	2,815,000	229,606	3,044,606
2019	1,050,000	101,330	1,151,330
2020	1,095,000	13,870	1,108,870
2021	365,000	58,680	423,680
<b>Total</b>	<b>26,030,000</b>	<b>5,335,540</b>	<b>31,365,540</b>



**2011 Budget**  
**CAPITAL PROJECTS - BUDGET SUMMARY**

	2009 ACTUAL	2010 BUDGET	2010 PROJECTED	2011 PROPOSED
Operating Expenses	12,212,892	7,363,756	6,736,982	7,317,868
Transfers Out	50,000	355,436	180,937	187,000
<b>Total</b>	<b>12,262,892</b>	<b>7,719,192</b>	<b>6,917,919</b>	<b>7,504,868</b>
<b>Total</b>	<b>12,262,892</b>	<b>7,719,192</b>	<b>6,917,919</b>	<b>7,504,868</b>
General Operations	3,868,573	3,658,035	2,856,762	3,325,312
Debt Service	8,394,319	4,061,157	4,061,157	4,179,556
1999 bond	826,627	0	0	0
2000 bond	0	0	0	0
2001 bond	223,313	224,753	224,753	0
2004 bond	177,528	178,130	178,130	173,530
2005D bond refund of 98A	783,437	779,400	779,400	786,650
2005D bond refund of 98B	751,062	752,124	752,124	755,326
2005D bond refund of 98C	168,821	168,536	168,536	163,184
2005E bond	594,489	595,910	595,910	591,676
2007A bond refund of 2000	416,875	415,050	415,050	422,510
2007A bond refund of 2001	148,468	147,990	147,990	372,230
2009B bond refund of 1999	4,303,699	799,264	799,264	914,450

# CITY OF DES PLAINES - 2010-2014 CAPITAL IMPROVEMENT PROGRAM - SUMMARY FOR 2011

CATEGORY	PROJECT ID	LOCATION	LIMITS	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
<b>ALLEY IMPROVEMENTS</b>	1375	CAMPBELL/ALGONQUIN	CENTER-DEAD END	ALLEY RECONSTRUCTION	\$56,366	MFT	ALLEY EVALUATION
	494	LAUREL/GRACELAND	WILLOW-DEAD END	ALLEY RECONSTRUCTION	\$92,525	MFT	ALLEY EVALUATION
	900	WASHINGTON/BROWN	WESTERN-LAUREL	ALLEY RECONSTRUCTION	\$132,361	MFT	ALLEY EVALUATION
			<b>Sub-Total</b>		<u>\$281,252</u>		
<b>DRAINAGE SYSTEM IMPROVEMENTS</b>	1359	JEANNETTE ST	ALGONQUIN-DEMPSTER	STORM SEWER	\$200,000	CPF	STORMWATER MASTER PLAN
	1356	OAKWOOD AVE	SECOND-GRACELAND	STORM SEWER	\$200,000	CPF	STORMWATER MASTER PLAN
	1063	PEARSON ST	ELLINWOOD-RIVER	STORM SEWER	\$100,000	TIF	STREET EVALUATION
	1368	RADCLIFFE AVE	WISCONSIN-CRANBROOK	STORM SEWER	\$1,000,000	CPF	STORMWATER MASTER PLAN
	1268	C SEMINARY AVE	POTTER-LYMAN	STORM SEWER	\$100,000	CPF	CITY COUNCIL
	102	VARIOUS	STORM WATER MASTER PLAN	REAR YARD SEWERS	\$300,000	CPF	REAR YARD COMPLAINT LIST
			<b>Sub-Total</b>		<u>\$2,300,000</u>		
<b>MISCELLANEOUS IMPROVEMENTS</b>	98	DESIGN/CONSTRUCTION ENGINEERING		ENGINEERING	\$100,000	WATER	ANNUAL PROGRAM

Friday, September 10, 2010

*CPF-CAPITAL PROJECTS FUND*  
*WATER-WATER/SEWER FUND*  
*MFT-MOTOR FUEL TAX FUND*  
*TIF-TIF FUND*

\*-indicates new project  
C-indicates carryover project

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# CITY OF DES PLAINES - 2010-2014 CAPITAL IMPROVEMENT PROGRAM - SUMMARY FOR 2011

CATEGORY	PROJECT ID	LOCATION	LIMITS	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
<b>MISCELLANEOUS IMPROVEMENTS</b>	30	MISC CURB REPLACEMENT	VARIOUS	CURB REPLACEMENT	\$150,000	MFT	ANNUAL PROGRAM
	33	SIDEWALK REPLACEMENTS	CITYWIDE	SIDEWALK REPLACEMENT	\$250,000	CPF	ANNUAL PROGRAM
	31	TOPOGRAPHIC/B.M. SURVEYS		SURVEY	\$25,000	CPF	ANNUAL PROGRAM
				<b>Sub-Total</b>	<u>\$525,000</u>		
<b>SEWER SYSTEM IMPROVEMENTS</b>	82	MISC SEWER REHAB	VARIOUS	SEWER LINING/TELEVISION	\$250,000	WATER	ANNUAL PROGRAM
				<b>Sub-Total</b>	<u>\$250,000</u>		
<b>STREET IMPROVEMENTS</b>	1406	DES PLAINES RIVER ROAD	TOUHY-RAND	RECONSTRUCTION	\$0	MFT	IDOT APPROVED
	663	PEARSON ST	ELLINWOOD-RIVER	REHABILITATION	\$75,000	TIF	STREET EVALUATION
	734	C RIVER DR	RIVER-STEWART	REHABILITATION	\$100,748	MFT	STREET EVALUATION
	769	C SEMINARY AVE	POTTER-LYMAN	REHABILITATION	\$190,000	MFT	STREET EVALUATION
	808	C STEWART DR	RIVER RD-RIVER DR	REHABILITATION	\$78,000	MFT	STREET EVALUATION
				<b>Sub-Total</b>	<u>\$443,748</u>		
<b>WATER SYSTEM IMPROVEMENTS</b>	1133	C POTTER RD	EMERSON-DEMPSTER	12 INCH WATER MAIN	\$380,175	WATER	2006 WATER STUDY
	1103	C RIVER DR	RIVER-STEWART	8 INCH WATER MAIN	\$106,515	WATER	2006 WATER STUDY
	1255	C SEMINARY AVE	POTTER-LYMAN	8 INCH WATER MAIN	\$193,410	WATER	2006 WATER STUDY

Friday, September 10, 2010

*WATER-WATER/SEWER FUND  
TIF-TIF FUND*

*CPF-CAPITAL PROJECTS FUND  
MFT-MOTOR FUEL TAX FUND*

\*-indicates new project  
C-indicates carryover project



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# CITY OF DES PLAINES - 2010-2014 CAPITAL IMPROVEMENT PROGRAM- SUMMARY FOR 2011

CATEGORY	PROJECT ID	LOCATION	LIMITS	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
WATER SYSTEM IMPROVEMENTS	1093	C STEWART DR	RIVER RD-RIVER DR	8 INCH WATER MAIN	\$50,075	WATER	2006 WATER STUDY
				Sub-Total	<u>\$730,175</u>		
				Grand Total	<b>\$4,530,175</b>		

Friday, September 10, 2010

*WATER-WATER/SEWER FUND  
TIF-TIF FUND*

*CPF-CAPITAL PROJECTS FUND  
MFT-MOTOR FUEL TAX FUND*

\*-indicates new project  
C-indicates carryover project

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# The City of Des Plaines

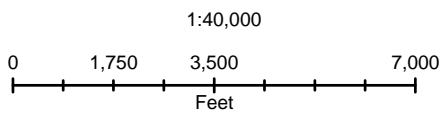
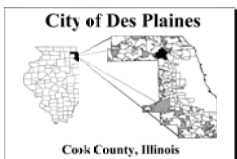
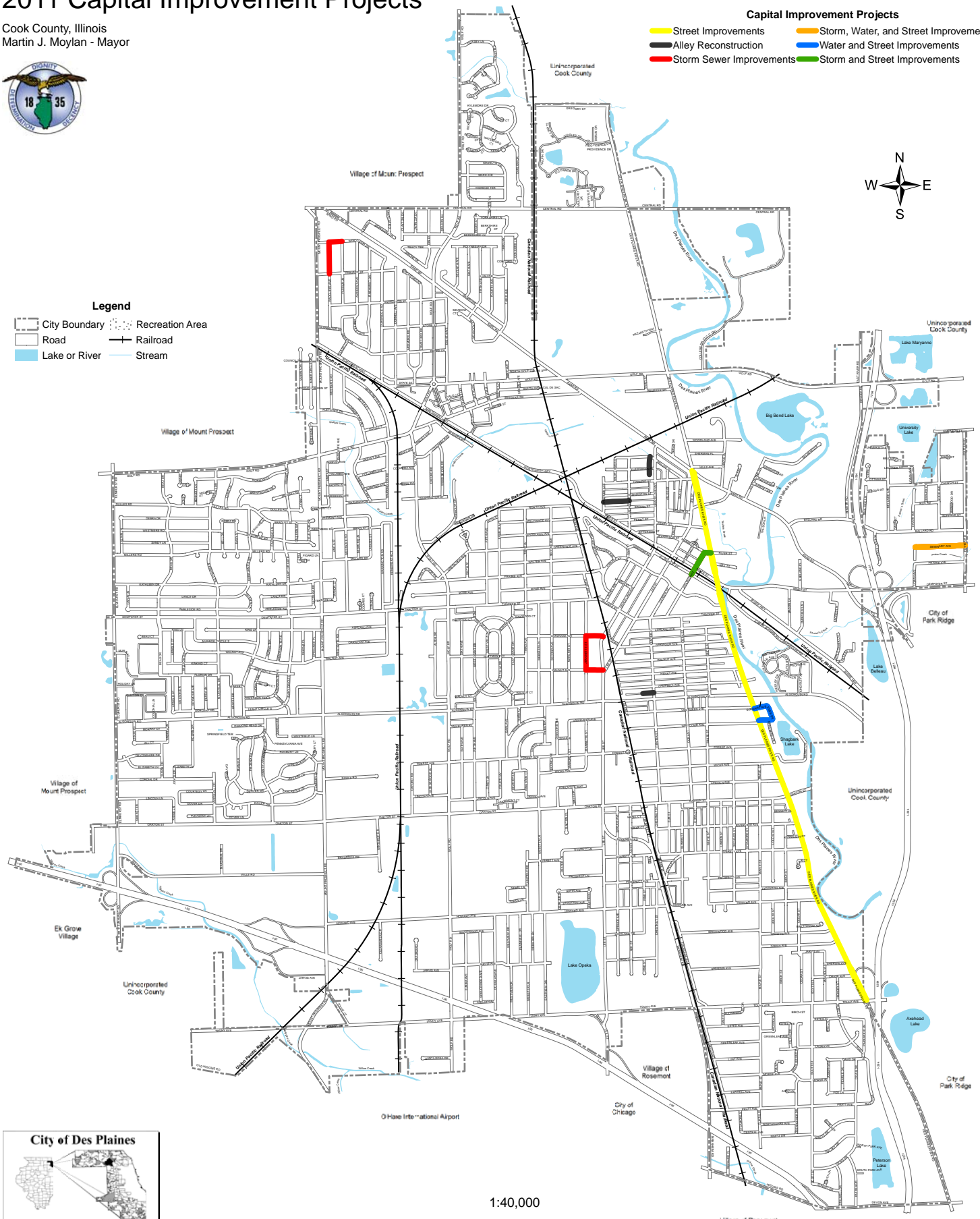
## 2011 Capital Improvement Projects

Cook County, Illinois  
 Martin J. Moylan - Mayor



- Capital Improvement Projects**
- █ Street Improvements
  - █ Storm, Water, and Street Improvements
  - █ Alley Reconstruction
  - █ Water and Street Improvements
  - █ Storm Sewer Improvements
  - █ Storm and Street Improvements

- Legend**
- City Boundary
  - Road
  - Lake or River
  - Recreation Area
  - Railroad
  - Stream



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**City of Des Plaines, IL**  
**Revenue by Fund**  
**414 - CAPITAL PROJECTS FUND**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>TAXES</b>						
810080	PROPERTY TAXES SSA #8	4,340	4,200	4,200	4,200	CRABTREE LANE, LEVY THRU 2020
810081	PROPERTY TAXES SSA #9	2,388	2,315	2,315	2,315	624-640 W ALGONQUIN, LEVY THRU 2021
810082	PROPERTY TAXES SSA #10	3,029	2,936	2,936	2,936	642-658 W ALGONQUIN, LEVY THRU 2021
810093	PROPERTY TAXES SSA #3	0	0	0	0	CUMBERLAND, LEVY THRU 2006
810094	PROPERTY TAXES SSA #4	2,059	2,000	2,000	2,000	WOODLAND, LEVY THRU 2009 TAX YEAR
810096	PROPERTY TAXES SSA #6	1,011	981	981	981	TAX YEARS 2005 TO 2019
810097	PROPERTY TAXES SSA #7	12,294	12,000	12,000	12,000	TAX YEARS 2005 TO 2019
810099	PROPERTY TAXES SSA #5	3,669	3,782	3,782	3,782	WESTFIELD DR, LEVY THRU TAX YEAR 2018
810105	SALES TAX:HOME RULE	2,387,632	2,100,000	2,250,000	2,250,000	----
810106	LOCAL OPTION GASOLINE TAX	828,082	1,630,000	1,500,000	1,500,000	----
810109	SALES TAX: LIB HOME RULE	1,193,816	1,050,000	1,125,000	1,125,000	----
<b>TOTAL TAXES</b>		<b>4,438,320</b>	<b>4,808,214</b>	<b>4,903,214</b>	<b>4,903,214</b>	
<b>INTERGOVERNMENTAL REVENUE</b>						
821050	INTERGOVERNMENTAL - LOCAL	262,131	0	21,769	0	LEVEE 50 REIMBURSEMENT - FROM PARK RIDGE
821060	INTERGOVERNMENTAL - STATE	0	0	0	0	----
822045	STATE GRANT:MISC	0	0	585,250	0	DCEO GRANT - SOUNDWALL 500K, RIVERWALK 149K
823050	FED GRANT: OTHER	336,114	0	89,061	0	----
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>598,246</b>	<b>0</b>	<b>696,080</b>	<b>0</b>	
<b>FEES AND SERVICES</b>						
850217	STORM SEWER FEE	1,531,176	2,300,000	1,900,000	1,900,000	----
850221	RECAPTURE FEES	5,588	0	0	0	----
<b>TOTAL FEES AND SERVICES</b>		<b>1,536,764</b>	<b>2,300,000</b>	<b>1,900,000</b>	<b>1,900,000</b>	
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	943	1,000	500	500	----
899900	MISCELLANEOUS REVENUE	4,405	2,000	4,035	2,000	BIDDING PACKAGE PAYMENT FEE
899950	DEVELOPER CONTRIBUTIONS	0	0	0	0	----
<b>TOTAL OTHER REVENUE</b>		<b>5,347</b>	<b>3,000</b>	<b>4,535</b>	<b>2,500</b>	
<b>OTHER FINANCING SOURCES</b>						
897900	BOND PROCEEDS	4,175,000	0	0	0	2009B GO REFUNDING 1999 BONDS
898416	TRANSFER FROM BLDG REPLAC	0	935,891	939,034	0	TO MERGE FUNDS
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>4,175,000</b>	<b>935,891</b>	<b>939,034</b>	<b>0</b>	
<b>FUND TOTAL</b>		<b>10,753,677</b>	<b>8,047,105</b>	<b>8,442,863</b>	<b>6,805,714</b>	



**2011 Budget**  
**PUBLIC WORKS AND ENGINEERING**  
**CAPITAL PROJECTS FUND**

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**PERSONNEL EXHIBIT**

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Department: PW & Engineering      Div: Capital Projects Fund      Div. No: 414

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Assistant Director of Public Works and Engineering	1.00	1.00	1.00
Engineering Inspector	2.00	2.00	2.00
Part-Time Intermediate Clerk	0.25	0.25	0.25
Engineering Intern	0.25	0.25	0.25
Total Full Time Equivalent (FTE) Employees:	3.50	3.50	3.50

**FY 2011 Budget WorkSheet**  
**414F - CAPITAL PROJECTS**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	216,978	260,349	257,381	265,409		
910200 - TEMPORARY WAGES	7,655	6,500	6,500	6,500		
910400 - NON-SUPERVISORY OVERTIME	6,708	10,378	9,000	11,156		
910500 - VACATION PAY	18,210	0	0	0		
910600 - SICK PAY	1,724	0	0	0		
910700 - HOLIDAY PAY	10,037	0	0	0		
910970 - COMPENSATED ABSENCES	1,518	0	0	0		
<b>TOTAL SALARIES</b>	<b>262,830</b>	<b>277,227</b>	<b>272,881</b>	<b>283,065</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	116	420	420	874		
918020 - EMPLOYER CONTR-F.I.C.A.	19,122	21,208	21,040	21,654		
918021 - EMPLOYER CONTR-I.M.R.F.	25,716	29,861	29,888	33,243		
918030 - EAP PROGRAM	55	56	56	0		
918040 - LIFE INS PREMIUMS	490	561	561	297		
918050 - PPO INSURANCE PREMIUMS	35,745	39,527	39,527	40,598		
918051 - HMO INSURANCE PREMIUMS	15,372	16,283	16,579	18,333		
918055 - DENTAL INSURANCE PREMIUMS	3,336	4,371	3,935	3,875		
918070 - WORKERS COMPENSATION	7,991	3,336	9,266	2,079		
918080 - UNIFORM ALLOWANCE	160	160	160	160		
918085 - RHS PLAN PAYOUT	3,341	2,000	6,745	3,400		
<b>TOTAL BENEFITS</b>	<b>111,444</b>	<b>117,783</b>	<b>128,177</b>	<b>124,513</b>		
<b>CONTRACTUAL SERVICES</b>						
920100 - LEGAL FEES	264,900	50,000	5,000	10,000	LEVEE 50	10,000
920105 - COSTS OF LITIGATION	0	0	0	0		
920110 - PROFESSIONAL SERVICES	299,104	35,000	35,000	35,000	MISC. PROFESSIONAL SERVICES	35,000
920120 - COMMUNICATION SERVICES	4,486	4,800	3,650	4,840	NEXTEL PHONES DATA CARDS (3 @ \$540)	3,220 1,620
920155 - UTILITY BILLING SERVICE	2,692	2,700	2,700	2,700	PRO-RATA SHARE FOR 3RD MILLENNIUM	2,700
920202 - CONFERENCES	90	0	0	0		
920204 - TRAINING	1,500	2,000	2,000	2,000	AUTOCAD ESRI	1,000 1,000
920235 - RECORDING FEES	0	500	0	500		
920240 - RECORDS PRESERVATION	11,090	20,300	10,000	20,300	DOCUMENT SCANNING	20,300
920900 - PROPERTY/LIAB CONTRIBUTIO	20,509	19,789	19,789	29,694	INTERNAL SERVICE FUND CHARGE	29,694
930010 - R & M EQUIPMENT	1,175	1,100	1,100	1,100	GPS EQUIPMENT	1,100
930030 - R & M VEHICLES	10	0	0	0		
930110 - R & M SOFTWARE	0	0	0	0		
960070 - TRAVEL EXPENSES	0	100	40	100	MILEAGE, IPASS, PARKING	100
960170 - SIDEWALK IMPROVEMENTS	0	250,000	250,000	250,000	SIDEWALK REPLACEMENT PROGRAM	250,000
960990 - MISC CONTRACTUAL SVCS	414	36,500	36,500	1,500	CN (WISCONSIN CENTRAL) LICENSE AGREEMENTS	1,500
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>605,971</b>	<b>422,789</b>	<b>365,779</b>	<b>357,734</b>		
<b>COMMODITIES</b>						
970260 - POSTAGE AND PARCEL	4,165	2,500	3,000	2,500	PRO-RATA SHARE FOR MAILING UTILITY BILLS	2,500
970270 - PRINTING-REPROD-BINDING	0	500	2,588	500		



**FY 2011 Budget WorkSheet**  
**414F - CAPITAL PROJECTS**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
970700 - EMERGENCY PURCHASES	0	0	0	0		
970820 - ELECTRICITY	0	0	0	0		
970900 - EQUIPMENT <\$5,000	0	3,400	3,400	0		
970904 - CAPITAL MAINTENANCE SUPL	137	50,000	100,000	70,000	PAVEMENT PATCHING	70,000
<b>TOTAL COMMODITIES</b>	<b>4,302</b>	<b>56,400</b>	<b>108,988</b>	<b>73,000</b>		
<b>CAPITAL EXPENDITURES</b>						
980300 - IMPROVEMENTS	2,833,632	2,425,000	1,800,000	2,300,000	CIVIC PARKING DECK PATCHING	100,000
					ACCELERATE STORM WATER MASTER PLAN	1,600,000
					REAR YARD DRAINAGE PROGRAM	300,000
					DRAINAGE SYSTEM IMPROVEMENTS	300,000
980400 - EQUIPMENT	0	3,400	0	0		
980420 - COMPUTER SOFTWARE	395	0	0	0		
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>2,834,026</b>	<b>2,428,400</b>	<b>1,800,000</b>	<b>2,300,000</b>		
<b>TRANSFER TO OTHER FUNDS</b>						
991000 - TRANSFER TO OTHER FUNDS	50,000	25,000	12,500	25,000	GIS AERIAL PHOTOGRAPHY	25,000
991230 - TRANSFER TO GRANT FUND	0	330,436	168,437	162,000	CITY'S 20% MATCH - CMAQ SIDEWALK IMPROVEMENTS GRANT	162,000
<b>TOTAL TRANSFER TO OTHER FUNDS</b>	<b>50,000</b>	<b>355,436</b>	<b>180,937</b>	<b>187,000</b>		
<b>Division Totals</b>	<b>3,868,573</b>	<b>3,658,035</b>	<b>2,856,762</b>	<b>3,325,312</b>		

FY 2011 Budget WorkSheet

**414399 - 1999 BOND DEBT SERVICE**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	710,000	0	0	0	ISSUED 1999, REFUNDED 2009	0
990200 - INTEREST	116,217	0	0	0		
990300 - BANK/TRUST/AGENCY FEES	410	0	0	0		
<b>TOTAL DEBT SERVICE</b>	<b>826,627</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Division Totals</b>	<b>826,627</b>	<b>0</b>	<b>0</b>	<b>0</b>		

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FY 2011 Budget WorkSheet

**414300 - 2000 BOND DEBT SERVICE**

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Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	0	0	0	0	MATURED 2008	0
990200 - INTEREST	0	0	0	0		
990300 - BANK/TRUST/AGENCY FEES	0	0	0	0		
<b>TOTAL DEBT SERVICE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Division Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

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FY 2011 Budget WorkSheet

**414301 - 2001 BOND**

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Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	205,000	215,000	215,000	0	ISSUED 2001, MATURES 2010	0
990200 - INTEREST	17,963	9,353	9,353	0		
990300 - BANK/TRUST/AGENCY FEES	350	400	400	0		
<b>TOTAL DEBT SERVICE</b>	<b>223,313</b>	<b>224,753</b>	<b>224,753</b>	<b>0</b>		
<b>Division Totals</b>	<b>223,313</b>	<b>224,753</b>	<b>224,753</b>	<b>0</b>		

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FY 2011 Budget WorkSheet

**414304A - 2004 TAX EXEMPT BOND**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	110,000	115,000	115,000	115,000	ISSUED 2004, MATURES 2020	115,000
990200 - INTEREST	67,430	63,030	63,030	58,430		
990300 - BANK/TRUST/AGENCY FEES	98	100	100	100		
<b>TOTAL DEBT SERVICE</b>	<b>177,528</b>	<b>178,130</b>	<b>178,130</b>	<b>173,530</b>		
<b>Division Totals</b>	<b>177,528</b>	<b>178,130</b>	<b>178,130</b>	<b>173,530</b>		

FY 2011 Budget WorkSheet

**414305D-A - 2005D REFUND OF 98 A**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	635,000	650,000	650,000	680,000	ISSUED 1998, REFUNDED 2005, MATURES 2013	680,000
990200 - INTEREST	148,300	129,250	129,250	106,500		
990300 - BANK/TRUST/AGENCY FEES	137	150	150	150		
<b>TOTAL DEBT SERVICE</b>	<b>783,437</b>	<b>779,400</b>	<b>779,400</b>	<b>786,650</b>		
<b>Division Totals</b>	<b>783,437</b>	<b>779,400</b>	<b>779,400</b>	<b>786,650</b>		

FY 2011 Budget WorkSheet

**414305D-B - 2005D REFUND OF 98B**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	465,000	480,000	480,000	500,000	ISSUED 1998, REFUNDED 2005, MATURES 2018	500,000
990200 - INTEREST	285,926	271,974	271,974	255,176		
990300 - BANK/TRUST/AGENCY FEES	137	150	150	150		
<b>TOTAL DEBT SERVICE</b>	<b>751,062</b>	<b>752,124</b>	<b>752,124</b>	<b>755,326</b>		
<b>Division Totals</b>	<b>751,062</b>	<b>752,124</b>	<b>752,124</b>	<b>755,326</b>		

FY 2011 Budget WorkSheet

**414305D-C - 2005D REFUND OF 98 C**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	10,000	10,000	10,000	5,000	ISSUED 1998, REFUNDED 2005, MATURES 2018	5,000
990200 - INTEREST	158,685	158,386	158,386	158,034		
990300 - BANK/TRUST/AGENCY FEES	137	150	150	150		
<b>TOTAL DEBT SERVICE</b>	<b>168,821</b>	<b>168,536</b>	<b>168,536</b>	<b>163,184</b>		
<b>Division Totals</b>	<b>168,821</b>	<b>168,536</b>	<b>168,536</b>	<b>163,184</b>		



FY 2011 Budget WorkSheet

**414305E - 2005E GO BOND**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	375,000	390,000	390,000	400,000	ISSUED 2005, MATURES 2020	400,000
990200 - INTEREST	219,404	205,810	205,810	191,576		
990300 - BANK/TRUST/AGENCY FEES	85	100	100	100		
<b>TOTAL DEBT SERVICE</b>	<b>594,489</b>	<b>595,910</b>	<b>595,910</b>	<b>591,676</b>		
<b>Division Totals</b>	<b>594,489</b>	<b>595,910</b>	<b>595,910</b>	<b>591,676</b>		

FY 2011 Budget WorkSheet

**414307A1 - 2007A - REFUNDING 2000**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	320,000	330,000	330,000	350,000	ISSUED 2000, REFUNDED 2007, MATURES 2015	350,000
990200 - INTEREST	96,710	84,550	84,550	72,010		
990300 - BANK/TRUST/AGENCY FEES	165	500	500	500		
<b>TOTAL DEBT SERVICE</b>	<b>416,875</b>	<b>415,050</b>	<b>415,050</b>	<b>422,510</b>		
<b>Division Totals</b>	<b>416,875</b>	<b>415,050</b>	<b>415,050</b>	<b>422,510</b>		

FY 2011 Budget WorkSheet

**414307A2 - 2007A - REFUNDING 2001**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	20,000	20,000	20,000	245,000	ISSUED 2001, REFUNDED 2007, MATURES 2021	245,000
990200 - INTEREST	128,250	127,490	127,490	126,730		
990300 - BANK/TRUST/AGENCY FEES	218	500	500	500		
<b>TOTAL DEBT SERVICE</b>	<b>148,468</b>	<b>147,990</b>	<b>147,990</b>	<b>372,230</b>		
<b>Division Totals</b>	<b>148,468</b>	<b>147,990</b>	<b>147,990</b>	<b>372,230</b>		

FY 2011 Budget WorkSheet

414309B - 2009B - REFUNDING 1999

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
960060 - BOND EXPENSES	32,923	0	0	0		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>32,923</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	0	660,000	660,000	805,000	ISSUED 2009, MATURES 2018	805,000
990200 - INTEREST	0	138,764	138,764	108,950		
990300 - BANK/TRUST/AGENCY FEES	700	500	500	500		
990800 - TRANSFER TO ESCROW AGENT	4,270,076	0	0	0		
<b>TOTAL DEBT SERVICE</b>	<b>4,270,776</b>	<b>799,264</b>	<b>799,264</b>	<b>914,450</b>		
<b>Division Totals</b>	<b>4,303,699</b>	<b>799,264</b>	<b>799,264</b>	<b>914,450</b>		

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**2011 Budget**  
**DEBT SERVICE FUNDS**

**OVERVIEW**

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	\$422,332	\$384,521	\$330,946	\$347,969	\$345,602	\$346,213
Revenues	1,336,175	1,312,068	1,273,290	1,220,531	1,222,351	1,174,741
Expenditures	(1,565,877)	(1,547,701)	(1,440,332)	(1,395,049)	(1,395,009)	(1,341,202)
Transfers	191,891	182,058	181,698	173,269	173,269	165,310
Ending Balance	\$384,521	\$330,946	\$345,602	\$346,720	\$346,213	\$345,062

The Debt Service Funds account for the general obligation debt that is paid entirely or partially with property taxes. Debt that is paid exclusively by special revenue is budgeted in those respective funds (i.e., Water, TIF, and Capital Improvement). The bond issues are paid for as follows:

**DEBT SERVICE SCHEDULE**

	<b>PROPERTY TAX SUPPORTED</b>	<b>CAPITAL PROJECTS PORTION</b>	<b>TIF SUPPORTED PORTION</b>	<b>WATER/SEWER FUND PORTION</b>	<b>TOTAL</b>
<b>Total Debt Outstanding - Principal only</b>					
<b>Balance Jan. 1, 2011</b>	2,905,000	26,030,000	40,828,843	1,100,000	70,863,843
<b>2011 Debt Service</b>					
<b>Principal</b>	1,220,000	3,100,000	2,685,000	370,000	7,375,000
<b>Interest</b>	120,052	1,077,406	1,083,837	43,074	2,324,369
<b>Total</b>	1,340,052	4,177,406	3,768,837	413,074	9,699,369

The below bond issues are paid by property taxes:

<b>YEAR OF ISSUE</b>	<b>TYPE</b>	<b>ORIGINAL AMOUNT ISSUED</b>	<b>BALANCE JAN. 1, 2011</b>
2001A	G.O. (Risk Management)	770,000	0
2002A	G.O. (partial Refunding 1993)	4,800,000	985,000
2003A	G.O. (Fire Station)	1,270,000	875,000
2007A	G.O. (partial Refunding 2001A)	100,000	100,000
2007B	G.O. (partial Refunding 2001B)	1,150,000	945,000
<b>Total Supported by Property Taxes</b>		<b>9,515,000</b>	<b>\$2,905,000</b>



**2011 Budget**  
**DEBT SERVICE FUNDS**

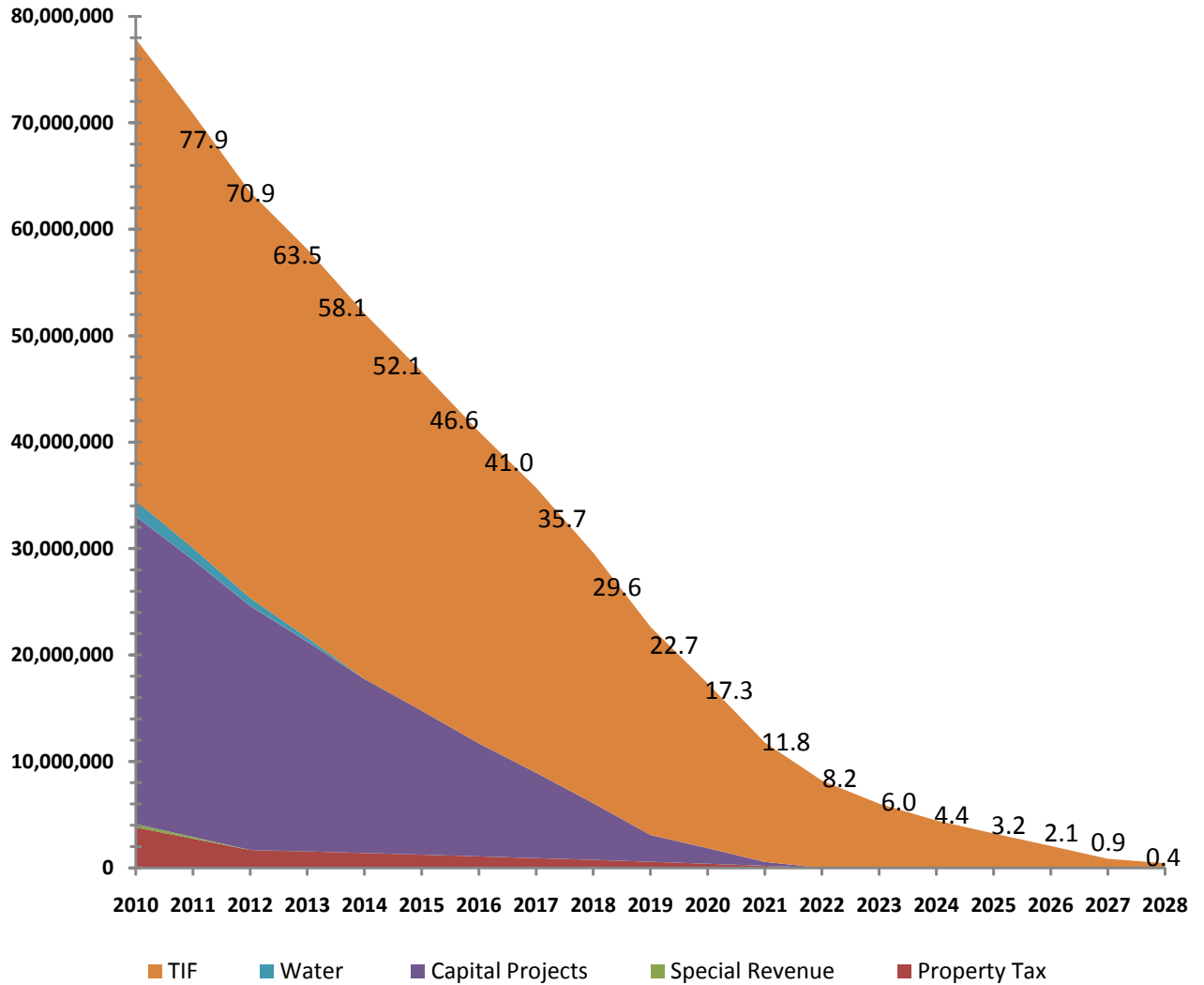
The below bond issues are paid from special revenue:

<b>YEAR OF ISSUE</b>	<b>TYPE</b>	<b>ORIGINAL AMOUNT ISSUED</b>	<b>BALANCE JAN. 1, 2011</b>
2003A	G.O. (TIF #1, TIF #3, TIF #5, TIF #6)	6,565,000	3,765,000
2003C	G.O. (TIF #6 Taxable)	2,250,000	2,115,000
2003D	G.O. (rfnd TIF #1 1997C Taxable)	4,545,000	950,000
2004A	G.O. (TIF#1, CIP)	8,400,000	5,890,000
2004B	G.O. (TIF #3, TIF #6, partial refund w/2009A)	8,900,000	5,720,000
2005A	G.O. (TIF #3)	5,550,000	2,670,000
2005B	G.O. (Refunding 1997A, TIF #1)	1,030,000	245,000
2005C	G.O. (Refunding 1997B, Water)	2,330,000	1,100,000
2005D	G.O. (Refunding 1998, CIP)	14,650,000	11,085,000
2005E	G.O. (TIF #1, TIF #3, CIP)	11,310,000	5,630,000
2005F	G.O. (TIF #1 taxable)	4,725,000	4,025,000
2005G	G.O. (TIF #3 taxable)	500,000	400,000
2007A	G.O. (Refunding 2000, 2001A, CIP)	5,965,000	5,230,000
2007B	G.O. (Refunding 2001B, TIF #1)	510,000	360,000
2008A	G.O. (Refunding 2001C, TIF #1, TIF #3)	2,575,000	2,030,000
2009A	G.O. (Partial refund 2003C, 2004B, TIF #6)	5,430,000	3,173,084
2009B	G.O. (Refunding 1999, CIP)	4,175,000	3,515,000
2010A	G.O. (Partial refund 2003A, 2005A, TIF #3)	3,945,000	3,945,000
2010B	G.O. (Partial refund 2005E, TIF #1, TIF#3, CIP)	6,110,760	6,110,760
Total G.O. Bonds		138,740,760	67,958,844
2002	TIF Revenue Note	462,389	311,859
2003	TIF Revenue Note	471,000	329,901
Grand Total		139,674,149	68,600,604
<b>Total Supported by Special Revenue</b>			<b>\$68,600,604</b>



2011 Budget  
**LONG-TERM DEBT**

**Principal Amount Outstanding**



The graphic “Principal Amount Outstanding” shows the relative pace with which the City is paying its outstanding debt. Total debt of \$77.9 million as of December 31, 2010 will be reduced to \$17.3 million by 2020. All current debt will be retired by the end of 2028.



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**2011 Budget**  
**LONG-TERM DEBT**

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**Principal Amount Outstanding by Type**

<b>Year</b>	<b>Property Tax</b>	<b>Special Revenue</b>	<b>Capital Projects</b>	<b>Water</b>	<b>TIF</b>	<b>Total</b>
<b>2011</b>	2,746,809	158,191	26,030,000	1,100,000	40,828,843	70,863,843
<b>2012</b>	1,685,000	0	22,930,000	730,000	38,143,843	63,488,843
<b>2013</b>	1,545,000	0	19,705,000	365,000	36,504,608	58,119,608
<b>2014</b>	1,400,000	0	16,340,000	0	34,351,444	52,091,444
<b>2015</b>	1,245,000	0	13,520,000	0	31,867,164	46,632,164
<b>2016</b>	1,085,000	0	10,610,000	0	29,295,807	40,990,807
<b>2017</b>	920,000	0	8,020,000	0	26,780,652	35,720,652
<b>2018</b>	755,000	0	5,325,000	0	23,522,096	29,602,096
<b>2019</b>	580,000	0	2,510,000	0	19,562,898	22,652,898
<b>2020</b>	395,000	0	1,460,000	0	15,481,736	17,336,736
<b>2021</b>	200,000	0	365,000	0	11,211,100	11,776,100
<b>2022</b>	0	0	0	0	8,193,739	8,193,739
<b>2023</b>	0	0	0	0	6,028,950	6,028,950
<b>2024</b>	0	0	0	0	4,449,365	4,449,365
<b>2025</b>	0	0	0	0	3,236,325	3,236,325
<b>2026</b>	0	0	0	0	2,057,030	2,057,030
<b>2027</b>	0	0	0	0	850,000	850,000
<b>2028</b>	0	0	0	0	435,000	435,000

As a home rule municipality the City does not have any legal debt limitation.

Moody's Investors Service has assigned an Aa2 rating to the City's outstanding municipal bond issues. Since the City's last rating, Moody's recalibrated its long-term US municipal ratings to its global rating scale. This will allow for a greater comparability between the rating of municipal debt and those issued by corporate entities.

The City's debt to be paid from property taxes is at \$65 per capita as of December 31, 2010. Total City debt, not inclusive of the TIF debt is at \$587 per capita as of December 31, 2010 which is considered a favorable level.

Debt service requirements for all of the City's debt (inclusive of the TIF debt) for the outstanding principal and interest are included on the next page.



2011 Budget  
**LONG-TERM DEBT**

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**Annual Principal and Interest Requirements  
Over the Total City Debt**

**TOTAL CITY DEBT**

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2011	7,375,000	2,324,369	9,699,369
2012	5,369,236	2,146,299	7,515,535
2013	6,028,164	2,216,079	8,244,243
2014	5,459,281	1,997,234	7,456,515
2015	5,641,357	1,791,465	7,432,822
2016	5,270,154	1,570,660	6,840,815
2017	6,118,556	1,488,062	7,606,618
2018	6,949,198	1,380,258	8,329,456
2019	5,316,162	1,129,066	6,445,228
2020	5,560,637	1,018,917	6,579,554
2021	3,582,360	828,489	4,410,849
2022	2,164,790	1,483,336	3,648,125
2023	1,579,584	1,437,441	3,017,025
2024	1,213,041	1,064,785	2,277,825
2025	1,179,295	1,098,730	2,278,025
2026	1,207,030	1,215,595	2,422,625
2027	415,000	36,125	451,125
2028	435,000	18,488	453,488
<b>Total</b>	<b>70,863,843</b>	<b>24,245,396</b>	<b>95,109,239</b>

**City of Des Plaines, IL**  
**Revenue by Fund**  
**319 - 2001 GO - RISK MANGMNT**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>TAXES</b>						
810021	PROPERTY TAXES 2004	0	0	0	0	----
810022	PROPERTY TAXES 2005	-1,149	0	0	0	----
810023	PROPERTY TAXES 2006	-971	0	0	0	----
810024	PROPERTY TAXES 2007	1,504	0	-1,200	0	----
810025	PROPERTY TAXES 2008	99,870	0	1,400	0	----
810026	PROPERTY TAXES 2009	0	99,133	99,133	0	----
<b>TOTAL TAXES</b>		<b>99,254</b>	<b>99,133</b>	<b>99,333</b>	<b>0</b>	
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	0	0	0	0	----
<b>TOTAL OTHER REVENUE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>FUND TOTAL</b>		<b>99,254</b>	<b>99,133</b>	<b>99,333</b>	<b>0</b>	

FY 2011 Budget WorkSheet

**319F - 2001 GO - RISK MANAGEMENT**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	90,000	95,000	95,000	0	ISSUED 2001, MATURES 2010	0
990200 - INTEREST	7,913	4,133	4,133	0		
990300 - BANK/TRUST/AGENCY FEES	60	100	100	0		
<b>TOTAL DEBT SERVICE</b>	<b>97,973</b>	<b>99,233</b>	<b>99,233</b>	<b>0</b>		
<b>Division Totals</b>	<b>97,973</b>	<b>99,233</b>	<b>99,233</b>	<b>0</b>		

**City of Des Plaines, IL**  
**Revenue by Fund**  
**321 - 2002A - REFUNDING 1993**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>TAXES</b>						
810021	PROPERTY TAXES 2004	0	0	0	0	----
810022	PROPERTY TAXES 2005	-7,120	0	0	0	----
810023	PROPERTY TAXES 2006	-5,533	0	0	0	----
810024	PROPERTY TAXES 2007	-2,943	0	-9,300	0	----
810025	PROPERTY TAXES 2008	967,217	0	10,000	0	----
810026	PROPERTY TAXES 2009	0	905,608	905,608	0	----
810027	PROPERTY TAXES 2010	0	0	0	864,015	----
<b>TOTAL TAXES</b>		<b>951,621</b>	<b>905,608</b>	<b>906,308</b>	<b>864,015</b>	
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	97	0	20	0	----
<b>TOTAL OTHER REVENUE</b>		<b>97</b>	<b>0</b>	<b>20</b>	<b>0</b>	
<b>OTHER FINANCING SOURCES</b>						
898901	TRANSFER FROM GEN FUND	0	119,432	119,432	113,946	----
898902	TRANSFER FROM LIB FUND	25,795	24,599	24,599	23,469	----
898906	TRANSFER FROM 911 FUND	125,243	0	0	0	----
898951	TRANSFER FROM PARKING FD	30,660	29,238	29,238	27,895	----
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>181,698</b>	<b>173,269</b>	<b>173,269</b>	<b>165,310</b>	
<b>FUND TOTAL</b>		<b>1,133,416</b>	<b>1,078,877</b>	<b>1,079,597</b>	<b>1,029,325</b>	

FY 2011 Budget WorkSheet

**321F - 2002A - REFUNDING 1993**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	1,000,000	990,000	990,000	985,000	ISSUED 1993, REFUNDED 2002, MATURES 2011	985,000
990200 - INTEREST	131,376	88,876	88,876	44,326		
990300 - BANK/TRUST/AGENCY FEES	410	450	410	450		
<b>TOTAL DEBT SERVICE</b>	<b>1,131,786</b>	<b>1,079,326</b>	<b>1,079,286</b>	<b>1,029,776</b>		
<b>Division Totals</b>	<b>1,131,786</b>	<b>1,079,326</b>	<b>1,079,286</b>	<b>1,029,776</b>		

**City of Des Plaines, IL**  
**Revenue by Fund**  
**322 - 2003 A - FIRE STATION**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>TAXES</b>						
810021	PROPERTY TAXES 2004	0	0	0	0	----
810022	PROPERTY TAXES 2005	-1,189	0	0	0	----
810023	PROPERTY TAXES 2006	-1,021	0	0	0	----
810024	PROPERTY TAXES 2007	1,698	0	-1,100	0	----
810025	PROPERTY TAXES 2008	102,420	0	1,600	0	----
810026	PROPERTY TAXES 2009	0	103,420	103,420	0	----
810027	PROPERTY TAXES 2010	0	0	0	101,016	----
<b>TOTAL TAXES</b>		<b>101,908</b>	<b>103,420</b>	<b>103,920</b>	<b>101,016</b>	
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	0	0	0	0	----
<b>TOTAL OTHER REVENUE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>FUND TOTAL</b>		<b>101,908</b>	<b>103,420</b>	<b>103,920</b>	<b>101,016</b>	



FY 2011 Budget WorkSheet

**322F - 2003 A - FIRE STATION**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	60,000	65,000	65,000	65,000	ISSUED 2003, MATURES 2021	65,000
990200 - INTEREST	40,370	38,420	38,420	36,016		
990300 - BANK/TRUST/AGENCY FEES	82	100	100	100		
<b>TOTAL DEBT SERVICE</b>	<b>100,452</b>	<b>103,520</b>	<b>103,520</b>	<b>101,116</b>		
<b>Division Totals</b>	<b>100,452</b>	<b>103,520</b>	<b>103,520</b>	<b>101,116</b>		

**City of Des Plaines, IL**  
**Revenue by Fund**  
**323 - 2003 B - 93 REFUNDING**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>TAXES</b>						
810021	PROPERTY TAXES 2004	0	0	0	0	-----
810022	PROPERTY TAXES 2005	-5,303	0	0	0	-----
810023	PROPERTY TAXES 2006	-4,328	0	0	0	-----
810024	PROPERTY TAXES 2007	18,285	0	0	0	-----
<b>TOTAL TAXES</b>		<b>8,654</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	0	0	0	0	-----
<b>TOTAL OTHER REVENUE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OTHER FINANCING SOURCES</b>						
898902	TRANSFER FROM LIB FUND	0	0	0	0	ENDS WITH 2008 BUDGET
898906	TRANSFER FROM 911 FUND	0	0	0	0	ENDS WITH 2008 BUDGET
898951	TRANSFER FROM PARKING FD	0	0	0	0	ENDS WITH 2008 BUDGET
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>FUND TOTAL</b>		<b>8,654</b>	<b>0</b>	<b>0</b>	<b>0</b>	

FY 2011 Budget WorkSheet

**323F - 2003 B - 93 REFUNDING**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	0	0	0	0	MATURED 2008	0
990200 - INTEREST	0	0	0	0		
990300 - BANK/TRUST/AGENCY FEES	0	0	0	0		
<b>TOTAL DEBT SERVICE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Division Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

**City of Des Plaines, IL**  
**Revenue by Fund**  
**324 - 2007A - 2000, 2001 REFUND**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>TAXES</b>						
810024	PROPERTY TAXES 2007	61	0	-50	0	----
810025	PROPERTY TAXES 2008	3,868	0	50	0	----
810026	PROPERTY TAXES 2009	0	3,800	3,800	0	----
810027	PROPERTY TAXES 2010	0	0	0	103,800	----
<b>TOTAL TAXES</b>		<b>3,929</b>	<b>3,800</b>	<b>3,800</b>	<b>103,800</b>	
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	0	0	0	0	----
<b>TOTAL OTHER REVENUE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>FUND TOTAL</b>		<b>3,929</b>	<b>3,800</b>	<b>3,800</b>	<b>103,800</b>	

FY 2011 Budget WorkSheet

**324F - 2007A - 2000, 2001 REFUND**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	0	0	0	100,000	ISSUED 2001, REFUNDED 2007, MATURES 2011	100,000
990200 - INTEREST	3,800	3,800	3,800	3,800		
990300 - BANK/TRUST/AGENCY FEES	7	100	100	100		
<b>TOTAL DEBT SERVICE</b>	<b>3,807</b>	<b>3,900</b>	<b>3,900</b>	<b>103,900</b>		
<b>Division Totals</b>	<b>3,807</b>	<b>3,900</b>	<b>3,900</b>	<b>103,900</b>		

**City of Des Plaines, IL**  
**Revenue by Fund**  
**325 - 2007B - 2001B REFUNDING**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>TAXES</b>						
810021	PROPERTY TAXES 2004	0	0	0	0	----
810022	PROPERTY TAXES 2005	-1,311	0	0	0	----
810023	PROPERTY TAXES 2006	-1,116	0	0	0	----
810024	PROPERTY TAXES 2007	2,050	0	-1,200	0	----
810025	PROPERTY TAXES 2008	108,199	0	1,600	0	----
810026	PROPERTY TAXES 2009	0	108,570	108,570	0	----
810027	PROPERTY TAXES 2010	0	0	0	105,910	----
<b>TOTAL TAXES</b>		<b>107,822</b>	<b>108,570</b>	<b>108,970</b>	<b>105,910</b>	
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	3	0	0	0	----
<b>TOTAL OTHER REVENUE</b>		<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>FUND TOTAL</b>		<b>107,825</b>	<b>108,570</b>	<b>108,970</b>	<b>105,910</b>	

FY 2011 Budget WorkSheet

**325F - 2007B - 2001B REFUNDING**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	65,000	70,000	70,000	70,000	ISSUED 2001, REFUNDED 2007, MATURES 2021	70,000
990200 - INTEREST	41,040	38,570	38,570	35,910		
990300 - BANK/TRUST/AGENCY FEES	274	500	500	500		
<b>TOTAL DEBT SERVICE</b>	<b>106,314</b>	<b>109,070</b>	<b>109,070</b>	<b>106,410</b>		
<b>Division Totals</b>	<b>106,314</b>	<b>109,070</b>	<b>109,070</b>	<b>106,410</b>		



## 2011 Budget BUILDING REPLACEMENT FUND

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### OVERVIEW

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	1,350,104	1,046,028	884,893	935,891	939,034	-
Revenues	87,387	35,621	86,550	-	-	-
Expenses	(471,463)	(196,756)	(32,409)	-	-	-
Transfers	80,000	-	-	(935,891)	(939,034)	-
Ending Balance*	1,046,028	884,893	939,034	-	-	-

The Building Replacement Fund is a sinking fund established to reserve money for remodeling or adding to existing City buildings, or constructing new facilities. Revenue for this fund comes from transfers from the General Fund, bonds or grants. The fund was created in the 2000 budget and going forward in the 2010 budget this fund is being merged into the Capital Equipment Replacement Fund (Fund 414), and therefore, will no longer be utilized.



**City of Des Plaines, IL**  
**Revenue by Fund**  
**416 - BUILDING REPLACEMENT FUND**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>INTERGOVERNMENTAL REVENUE</b>						
821060	INTERGOVERNMENTAL - STATE	79,291	0	0	0	-----
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>79,291</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	7,259	0	0	0	-----
<b>TOTAL OTHER REVENUE</b>		<b>7,259</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>FUND TOTAL</b>		<b>86,550</b>	<b>0</b>	<b>0</b>	<b>0</b>	

FY 2011 Budget WorkSheet

**416F - BUILDING REPLACEMENT**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	17,002	0	0	0		
930020 - R & M BLDGS & STRUCTURES	3,615	0	0	0		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>20,616</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>COMMODITIES</b>						
970320 - SUPPLIES: BLDG R/M	11,792	0	0	0		
<b>TOTAL COMMODITIES</b>	<b>11,792</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>TRANSFER TO OTHER FUNDS</b>						
991414 - TRANS TO CAPITAL PROJECTS	0	935,891	939,034	0		
<b>TOTAL TRANSFER TO OTHER FUNDS</b>	<b>0</b>	<b>935,891</b>	<b>939,034</b>	<b>0</b>		
<b>Division Totals</b>	<b>32,408</b>	<b>935,891</b>	<b>939,034</b>	<b>0</b>		

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**2011 Budget**  
**EQUIPMENT REPLACEMENT FUND**

**OVERVIEW**

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	1,272,273	1,294,201	1,561,672	1,662,060	1,863,897	1,658,680
Revenues	90,966	445,384	50,727	80,000	55,000	55,000
Expenditures	(2,592,171)	(981,613)	(718,502)	(272,406)	(260,217)	(437,801)
Transfers	2,523,133	803,700	970,000	-	-	1,250,000
Ending Balance	1,294,201	1,561,672	1,863,897	1,469,654	1,658,680	2,525,879

The Equipment Replacement Fund, a capital project sinking fund, was established in 1990 to account for the replacement of large, expensive and longer lasting equipment of the City. This equipment, or rolling stock, includes items such as fire apparatus, squad cars, and dump trucks, etc. There are four divisions in this fund. Separate cost centers (and accounting) are in place for specialized equipment replacement for the Public Works Department, Fire Department and Police Department.

In 1994, the City Council was presented with various options to provide for the funding of future equipment replacement. Annualized funding helps alleviate the unpredictability of high-cost items affecting future years' budgets. By funding an expense over a period of years (i.e., five to twenty years of service life), the City will achieve better budgetary control overall and will provide departments with safer and more dependable equipment at the end of the equipment's service life.

Subsequent annual budgets are then revised to reflect annual price increases of the equipment. Consequently, the annual budgetary requirement should be sufficient to cover future expenditures from the fund. Annual transfers from the General Fund, based on a replacement schedule, are made to fund the acquisition of replacement equipment. New equipment is not purchased from this fund, and must be approved by the City Council during budget deliberations.

**City of Des Plaines, IL**  
**Revenue by Fund**  
**702 - EQUIPMENT REPLACEMENT**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	15,505	5,000	10,000	5,000	INTEREST INCOME
890050	SALE OF FIXED ASSETS	35,221	75,000	45,000	50,000	AUCTION SALES & TRADE INS
<b>TOTAL OTHER REVENUE</b>		<b>50,727</b>	<b>80,000</b>	<b>55,000</b>	<b>55,000</b>	
<b>OTHER FINANCING SOURCES</b>						
897910	NOTE PROCEEDS	250,000	0	0	0	-----
898901	TRANSFER FROM GEN FUND	720,000	0	0	1,250,000	TRANS FROM GF
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>970,000</b>	<b>0</b>	<b>0</b>	<b>1,250,000</b>	
<b>FUND TOTAL</b>		<b>1,020,727</b>	<b>80,000</b>	<b>55,000</b>	<b>1,305,000</b>	

FY 2011 Budget WorkSheet

**702F - EQUIPMENT REPLACEMENT**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CAPITAL EXPENDITURES</b>						
980400 - EQUIPMENT	0	23,500	23,500	179,500	STREET - BOBCAT LEASE - 80A ASPHALT RECYCLER	4,500 175,000
980500 - VEHICLES	22,130	0	0	0		
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>22,130</b>	<b>23,500</b>	<b>23,500</b>	<b>179,500</b>		
<b>Division Totals</b>	<b>22,130</b>	<b>23,500</b>	<b>23,500</b>	<b>179,500</b>		

FY 2011 Budget WorkSheet

**7022 - FIRE DEPT EQUIP REPLCMNT**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	250	0	0	33,813	FIRE FREQ NARROWBANDING-DP TOWERS	12,433
					REPROGRAMMING OF SHARED TOWERS	12,235
					RELOCATION OF 1 TOWER	6,330
					REPROGRAMMING OF RADIOS	2,815
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>33,813</b>		
<b>CAPITAL EXPENDITURES</b>						
980400 - EQUIPMENT	18,340	128,557	116,368	123,339	STRETCHERS (3)	15,285
					DEFIBRILLATORS(2)	23,300
					SCBA TANKS & PARTS	6,000
					TURNOUT GEAR	36,100
					PORTABLE/MOBILE RADIOS	5,000
					REPLACEMENT GENERATOR AT FIRE STATION #2	31,884
					FIRE FREQ NARROWBANDING-REPLCMNT RADIOS	5,770
980500 - VEHICLES	485,134	19,200	19,200	0		
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>503,474</b>	<b>147,757</b>	<b>135,568</b>	<b>123,339</b>		
<b>Division Totals</b>	<b>503,724</b>	<b>147,757</b>	<b>135,568</b>	<b>157,152</b>		

FY 2011 Budget WorkSheet

**7023 - POLICE DEPT EQUIP RPLCMNT**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CAPITAL EXPENDITURES</b>						
980400 - EQUIPMENT	16,983	0	0	0		
980500 - VEHICLES	87,016	0	0	0		
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>103,999</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Division Totals</b>	<b>103,999</b>	<b>0</b>	<b>0</b>	<b>0</b>		



FY 2011 Budget WorkSheet

**702304 - EQUIPMENT LOANS**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	78,020	93,777	93,777	97,169	2008 LADDER TRUCK, ISSUED 2007, MATURES 2012	84,669
					2009 FIRE ENGINE, ISSUED 2009, MATURES 2029	12,500
990200 - INTEREST	10,629	7,372	7,372	3,980		
<b>TOTAL DEBT SERVICE</b>	<b>88,649</b>	<b>101,149</b>	<b>101,149</b>	<b>101,149</b>		
<b>Division Totals</b>	<b>88,649</b>	<b>101,149</b>	<b>101,149</b>	<b>101,149</b>		



## 2011 Budget IT REPLACEMENT FUND

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### OVERVIEW

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	24,037	33,972	119,441	353,111	465,131	206,731
Revenues	616	1,148	45	75	500	100
Expenses	(190,681)	(265,679)	(169,355)	(277,513)	(258,900)	(212,660)
Transfers	200,000	350,000	515,000	-	-	250,000
Ending Balance	33,972	119,441	465,131	75,673	206,731	244,171

The IT Replacement Fund is a capital project sinking fund used for maintaining and upgrading the City's computer and copier network (equipment and software).

The fund receives an annual subsidy (transfer) from the General Fund. A detailed inventory and replacement schedule is maintained. Personal computers, copiers, servers and network software are projected to have a specific life span, and are replaced and/or upgraded systematically each year.

Additionally, department requests for new computers, copiers or computer upgrades are reviewed and approved based on the municipal information system master plan.

**City of Des Plaines, IL**  
**Revenue by Fund**  
**703 - I T REPLACEMENT FUND**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	45	75	500	100	-----
<b>TOTAL OTHER REVENUE</b>		<b>45</b>	<b>75</b>	<b>500</b>	<b>100</b>	
<b>OTHER FINANCING SOURCES</b>						
898914	TRANS IN:GEN FUND OVRHEAD	515,000	0	0	250,000	-----
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>515,000</b>	<b>0</b>	<b>0</b>	<b>250,000</b>	
<b>FUND TOTAL</b>		<b>515,045</b>	<b>75</b>	<b>500</b>	<b>250,100</b>	

## FY 2011 Budget WorkSheet

### 703F - I T REPLACEMENT

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	750	5,000	0	0		
930010 - R & M EQUIPMENT	2,223	0	0	0		
930110 - R & M SOFTWARE	756	0	0	0		
930200 - RENTALS & LEASES	31,285	28,780	33,900	37,200	COPIER LEASE FIRE (EXP 6/2015)	3,300
					COPIER LEASE LEGAL, MEDIA SVC, ITC (EXP 6/2015)	3,300
					COPIER LEASE FINANCE (EXP 9/2014)	3,300
					COPIER LEASE CED (EXP 9/2014)	3,300
					COPIER LEASE HR & HS (EXP 9/2014)	3,300
					COPIER LEASE CITY MGR & MAYOR (EXP 9/2014)	3,300
					COPIER LEASE CITY CLERK (EXP 9/2014)	3,300
					COPIER LEASE POLICE RECORDS (EXP 9/2014)	3,300
					COPIER LEASE POLICE ADMIN (EXP 9/2014)	3,300
					COPIER LEASE ENGINEERING (EXP 12/12)	4,200
					COPIER LEASE PW COLOR CUBE	3,300
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>35,014</b>	<b>33,780</b>	<b>33,900</b>	<b>37,200</b>		
<b>COMMODITIES</b>						
970115 - SUPPLIES: DEPT/OTHER	1,371	3,560	3,000	3,360	LTO BACKUP MEDIA (40 @ \$35)	1,400
					DAT BACKUP MEDIA (20 @ \$10)	200
					RDX STORAGE MEDIA (4 @ \$440)	1,760
970900 - EQUIPMENT <\$5,000	3,139	0	0	0		
<b>TOTAL COMMODITIES</b>	<b>4,510</b>	<b>3,560</b>	<b>3,000</b>	<b>3,360</b>		
<b>CAPITAL EXPENDITURES</b>						
980410 - COMPUTER HARDWARE	66,891	189,748	172,000	103,400	GENERAL PURPOSE DESK TOP COMPUTERS (25 @ \$900)	22,500
					ENGINEERING DESK TOP COMPUTERS (2 @ \$1900)	3,800
					ENGINEERING NOTEBOOKS (2 @ \$1600)	3,200
					AUTOLOADING TAPE BACKUP	7,500
					FIRE DEPT MDCS (4 UNITS)	17,200
					VIRTUAL SERVER (REPLACE OLD PHYSICAL SERVERS)	11,000
					HIGH SPEED SCANNER (DOCUMENT PRESERVATION)	6,500
					CISCO 2960 SWITCH (10 @ \$2000)	20,000
					UPS FOR IDF (10 @ \$750)	7,500
					MFP COPIER FOR FIRE STATIONS 2 & 3	4,200
980420 - COMPUTER SOFTWARE	62,940	50,425	50,000	68,700	MISCELLANEOUS SOFTWARE	5,000
					MICROSOFT ENTERPRISE AGREEMENT (YEAR 3 OF 3)	49,000
					FIREHOUSE USER LICENSE (4 @ \$1000)	4,000

FY 2011 Budget WorkSheet

**703F - I T REPLACEMENT**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
980420 - COMPUTER SOFTWARE...	62,940...	50,425...	50,000...	68,700...	FIREHOUSE MOBILE PREPLAN	550
					IMAGETREND FIELDBRIDGE (5 @ \$890)	4,450
					SQL SERVER 2008 1-CPU LICENSE	5,700
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>129,830</b>	<b>240,173</b>	<b>222,000</b>	<b>172,100</b>		
<b>Division Totals</b>	<b>169,355</b>	<b>277,513</b>	<b>258,900</b>	<b>212,660</b>		



2011 Budget  
**METRA LEASED PARKING**

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**OVERVIEW**

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	119,211	135,844	149,339	46,920	46,347	74,744
Revenues	86,254	63,416	71,705	75,850	80,320	75,850
Expenditures	(69,621)	(49,921)	(49,697)	(52,673)	(51,923)	(17,835)
Transfers	-	-	(125,000)	-	-	(36,414)
Ending Balance	135,844	149,339	46,347	70,097	74,744	96,345

This fund accounts for the revenue and expenses associated with the maintenance of the parking lots leased from the Union Pacific Railroad and used exclusively for commuter parking. Revenue is generated from daily commuter charges. Rates have been increased from \$1.25 per day to \$1.50 per day. Fares are collected through the use of automated parking debit card machines. Maintenance (e.g. snow removal) and revenue collection is conducted by the Public Works Department and appropriate administrative charges are assessed to cover these expense. Enforcement is conducted by the Police Department.

**City of Des Plaines, IL**  
**Revenue by Fund**  
**501 - METRA LEASED PARKING FUND**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>PERMITS</b>						
880050	METRA COMMUTER PKG PERMIT	71,261	75,000	80,000	75,000	CUMBERLAND - 266 SPACES
880150	PARKING DEBIT CARDS	430	750	300	750	-----
<b>TOTAL PERMITS</b>		<b>71,691</b>	<b>75,750</b>	<b>80,300</b>	<b>75,750</b>	
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	14	100	20	100	-----
<b>TOTAL OTHER REVENUE</b>		<b>14</b>	<b>100</b>	<b>20</b>	<b>100</b>	
<b>FUND TOTAL</b>		<b>71,705</b>	<b>75,850</b>	<b>80,320</b>	<b>75,850</b>	

FY 2011 Budget WorkSheet

**5011 - METRA LEASED LOTS**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
920130 - ADMINISTRATIVE SERVICES	44,645	45,984	45,984	45,984	ADMINISTRATION, PARKING ENFORCEMENT, PW MAINT	36,414
					CHARGES FOR METER FARE COLLECTION	9,570
920900 - PROPERTY/LIAB CONTRIBUTIO	274	264	264	590	INTERNAL SERVICE FUND CHARGES	590
930010 - R & M EQUIPMENT	1,254	1,500	1,000	1,000	REPAIRS TO EQUIPMENT	1,000
930050 - R & M PARKING LOTS	0	1,500	1,500	3,500	REPAIRS TO LIGHTING, RESTRIPING, SIGNAGE, ETC.	1,500
					SEAL COATING AND STRIPING	2,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>46,173</b>	<b>49,248</b>	<b>48,748</b>	<b>51,074</b>		
<b>COMMODITIES</b>						
970350 - SUPPLIES: PARKING LOTS	1,210	1,500	1,250	1,250	SUPPLIES USED TO MAINTAIN LOTS	250
					RIBBONS, RECEIPT TAPE & PARTS/SUPPLIES	250
					METER PARTS	500
					LANDSCAPE SUPPLIES	250
970820 - ELECTRICITY	2,313	1,925	1,925	1,925	COMMONWEALTH EDISON - LIGHTS	1,925
<b>TOTAL COMMODITIES</b>	<b>3,523</b>	<b>3,425</b>	<b>3,175</b>	<b>3,175</b>		
<b>TRANSFER TO OTHER FUNDS</b>						
991000 - TRANSFER TO OTHER FUNDS	125,000	0	0	0		
<b>TOTAL TRANSFER TO OTHER FUNDS</b>	<b>125,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Division Totals</b>	<b>174,697</b>	<b>52,673</b>	<b>51,923</b>	<b>54,249</b>		



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**2011 Budget**  
**CITY OWNED PARKING**

**OVERVIEW**

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	(92,937)	(110,284)	(192,945)	61,420	39,398	77,222
Revenues	270,492	251,867	196,007	222,300	236,275	222,850
Expenditures	(255,459)	(303,807)	(183,004)	(201,869)	(169,213)	(161,962)
Transfers	(32,380)	(30,721)	219,340	(29,238)	(29,238)	(27,895)
Ending Balance*	(110,284)	(192,945)	39,398	52,613	77,222	110,215

This fund accounts for the revenue and expense associated with the maintenance of the City's two parking facilities (1444 Prairie Avenue, Metropolitan Square), as well as three surface lots (#1 – Graceland, #4 – Webford, #10 – Prairie Ave). Revenue is generated from daily charges of \$1.50 per day, and from lease agreements in the two parking facilities. Daily fares are collected through the use of automated parking debit card machines used in the new parking facility for Metropolitan Square, or through the sale of monthly passes to business and condominium owners. Maintenance (e.g. snow removal) and revenue collection is conducted by the Public Works Department and appropriate administrative charges are assessed to cover these expense. Enforcement is conducted by the Police Department.

Debt Service Remaining:

	<u>2002A</u>
2011 budget	27,895

**City of Des Plaines, IL**  
**Revenue by Fund**  
**503 - CITY OWNED PARKING FUND**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>PERMITS</b>						
880100	MUNICIPAL PARKING LOTS	36,609	37,800	30,000	37,800	METRO SQUARE, 141 SPACES, LOTS #1, #4, #10
880150	PARKING DEBIT CARDS	1,763	1,800	1,800	1,800	-----
880200	REIMBURS:DECK MAINT COSTS	0	24,000	42,475	21,250	71.2% OF MAINTENCE COST PAID BY 701 LEE ST BLD
880250	PARKING GARAGE RENT	91,260	91,200	92,000	92,000	LIBRARY DECK
880255	METRO SQARE GARAGE RENT	66,375	67,500	70,000	70,000	(LOFTS - 38@\$25, CONDO - 71@\$50, OFFICE - 45@\$25) X 12
<b>TOTAL PERMITS</b>		<b>196,007</b>	<b>222,300</b>	<b>236,275</b>	<b>222,850</b>	
<b>OTHER FINANCING SOURCES</b>						
898900	TRANSFER FROM OTHER FUNDS	250,000	0	0	0	-----
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>FUND TOTAL</b>		<b>446,007</b>	<b>222,300</b>	<b>236,275</b>	<b>222,850</b>	

FY 2011 Budget WorkSheet

**5013 - CITY OWNED PARKING OPS**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
920120 - COMMUNICATION SERVICES	7,670	7,700	8,244	8,244	CALL ONE - SECURITY ALARMS	8,244
920900 - PROPERTY/LIAB CONTRIBUTIO	1,004	969	969	618	INTERNAL SERVICE FUND CHARGE	618
930010 - R & M EQUIPMENT	1,467	2,000	1,500	1,500	REPAIRS TO FAREBOXES, ETC.	1,500
930050 - R & M PARKING LOTS	21,776	25,000	15,000	18,000	REPAIRS TO LIGHTING, RESTRIPING, SIGNAGE, ETC. (1,4,10)	5,000
					MAINT CONTRACT FOR ELEVATORS (METRO & LIBRARY)	7,300
					MAINT CONTRACT FOR FIRE ALARMS	2,900
					DISPOSAL OF DEBRIS & WASTE	2,000
					OTHER REPAIR AND MAINT	800
930320 - CLEANING:CUSTODIAL SERV	14,070	0	0	0		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>45,986</b>	<b>35,669</b>	<b>25,713</b>	<b>28,362</b>		
<b>COMMODITIES</b>						
970160 - TOOLS AND HARDWARE	0	100	0	100	TOOLS, BROOMS	100
970310 - SUPPLIES: EQUIP R/M	1,621	1,000	500	500	PROPANE, ETC FOR SCRUBBER MACHINE	500
970350 - SUPPLIES: PARKING LOTS	5,742	5,100	3,000	3,000	VARIOUS SUPPLIES USED TO MAINTAIN PARKING LOTS	2,500
					METER PARTS	500
970820 - ELECTRICITY	129,655	150,000	130,000	130,000	LIGHTING, HEAT, FANS - BOTH GARAGES	130,000
<b>TOTAL COMMODITIES</b>	<b>137,018</b>	<b>156,200</b>	<b>133,500</b>	<b>133,600</b>		
<b>CAPITAL EXPENDITURES</b>						
980300 - IMPROVEMENTS	0	10,000	10,000	0		
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>		
<b>OTHER FUNDING ACTIVITIES</b>						
990935 - TRANS TO D/S: 2002A BOND	30,660	29,238	29,238	27,895	LAST PAYMENT IN 2011	27,895
<b>TOTAL OTHER FUNDING ACTIVITIES</b>	<b>30,660</b>	<b>29,238</b>	<b>29,238</b>	<b>27,895</b>		
<b>Division Totals</b>	<b>213,664</b>	<b>231,107</b>	<b>198,451</b>	<b>189,857</b>		

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**2011 Budget**  
**WATER/SEWER FUND**

**OVERVIEW**

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	5,376,111	6,627,064	6,864,523	5,231,616	5,537,957	3,920,278
Revenues	10,095,710	11,973,257	10,990,834	11,270,000	10,782,173	10,781,000
Expenses	(9,548,528)	(11,735,798)	(12,317,400)	(12,731,272)	(12,204,307)	(12,682,255)
Transfers	17,000	-	-	(196,780)	(195,545)	(196,780)
Ending Balance*	6,627,064	6,864,523	5,537,957	3,573,564	3,920,278	1,822,243

\* fund balance equivalent

The Water/Sewer Fund accounts for the revenue and expenses associated with the transmission, treatment, storage and sale of water to the residential, commercial and industrial customers within the City. In addition the Water/Sewer Fund is responsible for the maintenance of the City's sanitary sewer mains and connections to MWRDGC interceptors, including the inspection cleaning and maintenance of catch basins, drains, lift stations and manholes. There are currently more than 18,000 customers in the system. The water distribution system has a total of 198.8 miles of water mains. This water can be stored in eight facilities with a total capacity of 19 million gallons. The average daily water consumption is over 7.8 million gallons.

The City is a wholesale purchaser of water from the City of Chicago. The water rates that will be in effect for the City are shown below. In December 2007 the City of Chicago passed a 15% water rate increase for 2008 which Des Plaines will pass on to its residents. The City of Chicago also passed a 15% increase for 2009 and a 14% increase for 2010. No increase is anticipated for 2011.

<u>Year</u>	<u>Rate</u>	<u>Increase</u>	<u>O &amp; M Adj</u>	<u>New Rate</u>
2002	\$0.902	\$0.035	\$1.544	\$2.446
2003	\$0.937	\$0.036	\$1.644	\$2.582
2004	\$0.966	\$0.036	\$1.744	\$2.710
2005	\$0.995	\$0.036	\$1.844	\$2.839
2006	\$0.995	\$0.000	\$1.912	\$2.907
2007	\$0.995	\$0.000	\$1.912	\$2.907
2008	\$1.144	\$0.149	\$1.912	\$3.056
2009	\$1.316	\$0.172	\$1.912	\$3.228
2010	\$1.500	\$0.184	\$1.912	\$3.412
2011	\$1.500	\$0.184	\$1.912	\$3.412



**2011 Budget**  
**WATER/SEWER FUND**

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The sanitary sewer usage rates that will be in effect for the City are shown below:

<u>Year</u>	<u>Rate</u>
2008	\$0.70 per 100 cubic feet of usage
2009	\$0.70 per 100 cubic feet of usage
2010	\$0.70 per 100 cubic feet of usage
2011	\$0.70 per 100 cubic feet of usage

Portions of two departments are budgeted in the Water/Sewer Fund. The Public Works and Engineering Department is responsible for the maintenance and distribution of the water within the system as well as the maintenance of sanitary sewer mains and oversees the capital improvements to the system. The Finance Department is responsible for the billing for water consumed and payment of debt.

The Water System Maintenance Division of Public Works is responsible for the maintenance, distribution, and secondary treatment of the public water supplied to the residents. The employees within this cost center work on all aspects of the distribution network from the Water Treatment Plant to exercising valves, replacing meters, and flushing hydrants in the field. All compliance with IEPA and IDNR regulations pertaining to water quality and allocations are addressed by this division. There are 22.5 full-time employees attributed to this cost center and portion of the Director, Assistant Director and Superintendent's of Public Works and Engineering time is allocated to this division.

The Sewer System Division has 10 full-time employees within this cost center and performs operation and maintenance duties on all City-owned storm and sanitary sewer infrastructure. This division operates several sewer lift stations and pumps that allow for more efficient drainage of the system. In order to obtain our Municipal Separate Storm Sewer Permit (MS4), the National Pollutant Discharge Elimination System permitting requirements are addressed by this division, in conjunction with the Engineering branch of Public Works and Engineering.

Debt service paid from Water and Sewer Fund includes:

	<u>Original Amount</u>	<u>Remaining 1-1-11</u>	<u>Final Payout</u>
2005C G. O. Bond refund 1997B	2,330,000	1,100,000	2013

**City of Des Plaines, IL**  
**Revenue by Fund**  
**502 - WATER/SEWER FUND**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>INTERGOVERNMENTAL REVENUE</b>						
821050	INTERGOVERNMENTAL - LOCAL	707	0	3,173	0	----
823050	FED GRANT: OTHER	0	0	0	0	----
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>707</b>	<b>0</b>	<b>3,173</b>	<b>0</b>	
<b>FEES AND SERVICES</b>						
850209	ADMINISTRATIVE SERVICES	9,570	0	0	0	----
850213	RETURNED CHECK FEE	1,870	1,500	1,000	1,000	----
<b>TOTAL FEES AND SERVICES</b>		<b>11,440</b>	<b>1,500</b>	<b>1,000</b>	<b>1,000</b>	
<b>WATER/SEWER REVENUE</b>						
870100	SALE OF WATER	9,062,220	9,400,000	9,100,000	9,100,000	----
870110	SANITARY SEWER	1,809,388	1,800,000	1,620,000	1,620,000	----
870200	WATER PERMIT FEES	19,830	8,500	8,500	8,500	----
870300	SALE OF WATER METERS	22,921	19,000	15,000	19,000	----
870500	SHUT-OFF FEES	21,913	22,000	22,000	22,000	----
870700	NEW CONSTRUCT:SALE OF WTR	15,228	7,500	10,000	7,500	----
870900	MISC WATER SERVICE REV	2,248	1,500	1,000	1,500	----
<b>TOTAL WATER/SEWER REVENUE</b>		<b>10,953,747</b>	<b>11,258,500</b>	<b>10,776,500</b>	<b>10,778,500</b>	
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	5,549	10,000	1,500	1,500	OFFSET COMPENSATING BALANCES AT LOCKBOX
890050	SALE OF FIXED ASSETS	15,390	0	0	0	----
899900	MISCELLANEOUS REVENUE	4,000	0	0	0	----
<b>TOTAL OTHER REVENUE</b>		<b>24,939</b>	<b>10,000</b>	<b>1,500</b>	<b>1,500</b>	
<b>OTHER FINANCING SOURCES</b>						
898900	TRANSFER FROM OTHER FUNDS	0	0	1,235	0	TRANSFER FROM PARKING LOTS (3% CPI ADJ)
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>0</b>	<b>0</b>	<b>1,235</b>	<b>0</b>	
<b>FUND TOTAL</b>		<b>10,990,834</b>	<b>11,270,000</b>	<b>10,783,408</b>	<b>10,781,000</b>	





**2011 Budget**  
**WATER/SEWER FUND**

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**Annual Principal and Interest Requirements  
Over the Total Water/Sewer Fund Debt**

**TOTAL WATER/SEWER FUND DEBT**

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2011	370,000	43,074	413,074
2012	365,000	29,200	394,200
2013	365,000	14,600	379,600
<b>Total</b>	<b>1,100,000</b>	<b>86,874</b>	<b>1,186,874</b>



## 2011 Budget WATER/SEWER FUND - BUDGET SUMMARY

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	2009 ACTUAL	2010 BUDGET	2010 PROJECTED	2011 PROPOSED
	<u>12,317,400</u>	<u>12,928,052</u>	<u>12,401,087</u>	<u>12,879,035</u>
Finance Department	737,078	835,233	819,804	828,789
Debt Service - 2005C	406,285	410,950	410,910	413,524
Engineering Department	152,894	167,221	161,046	172,484
Water Systems	2,380,520	8,291,745	7,954,488	8,215,173
Water Plant Division	5,808,188	0	0	0
Sewer Systems	1,570,195	1,739,334	1,745,839	1,760,996
Water/Sewer Equip Replc	0	9,000	9,000	17,000
CIP - Water/Sewer	1,262,240	1,474,569	1,300,000	1,471,069



**2011 Budget**

**WATER/SEWER EXPENDITURES BY CATEGORY**

	<u>Salaries</u>	<u>Benefits</u>	<u>Contractual Services</u>	<u>Commodities</u>	<u>Capital Outlay</u>	<u>Transfers/ Other</u>	<u>Div Total</u>	<u>Total Without Transfers</u>
Finance	322,663	156,555	121,741	30,050	1,000	196,780	828,789	632,009
Debt Service						413,524	413,524	413,524
Engineering	116,558	47,496	7,030	1,400			172,484	172,484
Water Systems	1,865,668	848,693	210,512	5,225,300	65,000		8,215,173	8,215,173
Sewer Systems	781,342	463,834	328,720	142,100	45,000		1,760,996	1,760,996
Water/Sewer Equip Repl					17,000		17,000	17,000
CIP			225,000		1,246,069		1,471,069	1,471,069
<b>Total</b>	<b>3,086,231</b>	<b>1,516,578</b>	<b>893,003</b>	<b>5,398,850</b>	<b>1,374,069</b>	<b>610,304</b>	<b>12,879,035</b>	<b>12,682,255</b>



2011 Budget  
**FINANCE**

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**PERSONNEL EXHIBIT**

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Department: Finance                      Div: Finance/Water                      Div. No: 0655

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Assistant Director of Finance	0.50	0.50	0.50
Financial Analyst	0.50	0.50	0.50
Senior Utility Billing Clerk	1.00	1.00	1.00
Senior Clerk	1.50	1.50	1.50
Intermediate Clerk	0.00	0.00	0.00
Clerk	1.50	1.50	1.50
P/T Clerk	0.25	0.25	0.25
Summer Help	0.00	0.00	0.00
Total Full Time Equivalent (FTE) Employees:	5.25	5.25	5.25

FY 2011 Budget WorkSheet

**0655 - FISCAL SERVICES/WATER**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	242,359	312,828	306,845	319,474		
910200 - TEMPORARY WAGES	0	0	0	0		
910400 - NON-SUPERVISORY OVERTIME	1,137	2,548	2,500	2,739		
910500 - VACATION PAY	16,879	0	0	0		
910600 - SICK PAY	4,299	0	0	0		
910700 - HOLIDAY PAY	10,944	0	0	0		
910900 - OUT OF CLASS / INCENTIVE	450	450	450	450		
910970 - COMPENSATED ABSENCES	3,499	0	0	0		
<b>TOTAL SALARIES</b>	<b>279,567</b>	<b>315,826</b>	<b>309,795</b>	<b>322,663</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	69	378	378	930		
918020 - EMPLOYER CONTR-F.I.C.A.	20,306	24,126	23,474	24,649		
918021 - EMPLOYER CONTR-I.M.R.F.	26,660	34,786	34,152	38,730		
918030 - EAP PROGRAM	33	34	34	0		
918040 - LIFE INS PREMIUMS	682	847	847	448		
918050 - PPO INSURANCE PREMIUMS	47,481	54,435	54,435	55,856		
918051 - HMO INSURANCE PREMIUMS	21,389	24,868	24,868	27,500		
918055 - DENTAL INSURANCE PREMIUMS	3,741	5,036	4,535	4,509		
918070 - WORKERS COMPENSATION	945	949	1,104	664		
918085 - RHS PLAN PAYOUT	2,341	2,235	3,269	3,269		
<b>TOTAL BENEFITS</b>	<b>123,647</b>	<b>147,694</b>	<b>147,096</b>	<b>156,555</b>		
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	9,300	34,750	36,225	12,125	AUDIT CONTRIBUTION (25%)	12,125
920120 - COMMUNICATION SERVICES	296	400	275	576	NEXTEL PHONE	576
920130 - ADMINISTRATIVE SERVICES	191,050	196,780	196,780	196,780	ADMINISTRATIVE FEES	196,780
920150 - METER READING SERVICE	58,538	60,000	55,000	60,000	3-4 METER READER SERVICES	60,000
920155 - UTILITY BILLING SERVICE	13,013	14,000	13,500	14,000	CONTRACT WITH 3RD MILL	14,000
920204 - TRAINING	210	400	200	250	CLERICAL STAFF	250
920900 - PROPERTY/LIAB CONTRIBUTIO	2,677	2,583	2,583	2,490	INTERNAL SERVICE FUND CHARGE	2,490
930010 - R & M EQUIPMENT	1,251	1,600	1,000	900	REPAIR OF METER READING DEVICES	900
930110 - R & M SOFTWARE	4,175	11,500	11,500	12,900	PENTAMATION MAINTENANCE (UB) PENTAMATION METER READING & 3RD PRY BILL CUSTOM	9,000 3,900
960065 - BANK FEES	26,610	16,800	18,000	18,000	CREDIT CARD PROCESSING FEES	18,000
960070 - TRAVEL EXPENSES	0	0	0	0		
960975 - FINE/FEE COLLECTION COSTS	329	1,900	500	500	COLLECTION AGENCY FEES	500
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>307,449</b>	<b>340,713</b>	<b>335,563</b>	<b>318,521</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	404	1,500	500	750	VARIOUS OFFICE SUPPLIES	750
970260 - POSTAGE AND PARCEL	24,290	26,400	24,000	26,400	MAILING UTILITY BILLS (\$2,200 PER MONTH)	26,400
970270 - PRINTING-REPROD-BINDING	1,103	2,100	1,850	2,400	METER READ NOTIFICATION DISCONNECT ENVELOPES BUDGET PRINTING	500 900 1,000
970310 - SUPPLIES: EQUIP R/M	20	0	0	0		

FY 2011 Budget WorkSheet

**0655 - FISCAL SERVICES/WATER**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
970900 - EQUIPMENT <\$5,000	319	0	500	500	EQUIPMENT	500
<b>TOTAL COMMODITIES</b>	<b>26,137</b>	<b>30,000</b>	<b>26,850</b>	<b>30,050</b>		
<b>CAPITAL EXPENDITURES</b>						
980600 - FURNITURE & FIXTURES	279	1,000	500	1,000	OFFICE FURNITURE	1,000
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>279</b>	<b>1,000</b>	<b>500</b>	<b>1,000</b>		
<b>Division Totals</b>	<b>737,078</b>	<b>835,233</b>	<b>819,804</b>	<b>828,789</b>		

FY 2011 Budget WorkSheet

**0665 - 2005C REFUNDING 1997B**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>DEBT SERVICE</b>						
990100 - PRINCIPAL	335,000	355,000	355,000	370,000	ISSUED 1997, REFUNDED 2005, MATURES 2013	370,000
990200 - INTEREST	70,875	55,500	55,500	43,074		
990300 - BANK/TRUST/AGENCY FEES	410	450	410	450		
<b>TOTAL DEBT SERVICE</b>	<b>406,285</b>	<b>410,950</b>	<b>410,910</b>	<b>413,524</b>		
<b>Division Totals</b>	<b>406,285</b>	<b>410,950</b>	<b>410,910</b>	<b>413,524</b>		



2011 Budget  
**PUBLIC WORKS AND ENGINEERING**  
**ENGINEERING – WATER**

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**PERSONNEL EXHIBIT**

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Department: PW & Engineering    Div: PW & Engineering/Water    Div. No. 1812

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Civil Engineer	1.00	1.00	1.00
Part-Time Intermediate Clerk	0.25	0.25	0.25
Total Full Time Equivalent (FTE) Employees:	1.25	1.25	1.25



FY 2011 Budget WorkSheet

**1812 - ENGINEERING/WATER**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	87,279	106,117	103,629	109,616		
910200 - TEMPORARY WAGES	0	0	0	0		
910400 - NON-SUPERVISORY OVERTIME	2,198	6,458	3,500	6,942		
910500 - VACATION PAY	9,387	0	0	0		
910600 - SICK PAY	1,479	0	0	0		
910700 - HOLIDAY PAY	3,810	0	0	0		
910970 - COMPENSATED ABSENCES	-220	0	0	0		
<b>TOTAL SALARIES</b>	<b>103,933</b>	<b>112,575</b>	<b>107,129</b>	<b>116,558</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	41	160	160	346		
918020 - EMPLOYER CONTR-F.I.C.A.	7,244	8,612	8,459	8,917		
918021 - EMPLOYER CONTR-I.M.R.F.	10,458	12,417	12,307	14,010		
918030 - EAP PROGRAM	19	20	20	0		
918040 - LIFE INS PREMIUMS	143	214	214	113		
918050 - PPO INSURANCE PREMIUMS	21,002	21,236	21,236	21,820		
918055 - DENTAL INSURANCE PREMIUMS	1,384	1,629	1,466	1,398		
918070 - WORKERS COMPENSATION	1,205	1,326	1,225	812		
918080 - UNIFORM ALLOWANCE	80	80	80	80		
<b>TOTAL BENEFITS</b>	<b>41,576</b>	<b>45,694</b>	<b>45,167</b>	<b>47,496</b>		
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	1,500	1,500	1,850	1,500	HYDRAULIC MODELING	1,500
920120 - COMMUNICATION SERVICES	1,357	1,200	1,200	1,200	NEXTEL PHONE	650
					DATA CARD (1 @ \$540)	550
920204 - TRAINING	1,320	2,000	2,000	2,000	AUTOCAD	1,000
					AMERICAN WATER WORKS ASSOCIATION TRAINING	300
					IL ASSC. FLOODPLAIN STORMWATER MGT ANN. CNF	700
920220 - MEMBERSHIP DUES	182	500	500	500	AMERICAN WATER WORKS ASSOC. MEMBERSHIP	400
					IL ASSC. FLOODPLAIN STORMWATER MGMNT	100
920225 - LICENSING/TITLES	0	0	0	0		
920900 - PROPERTY/LIAB CONTRIBUTIO	1,920	1,852	1,852	1,730	INTERNAL SERVICE FUND CHARGE	1,730
930030 - R & M VEHICLES	5	0	0	0		
960070 - TRAVEL EXPENSES	0	100	50	100	PARKING, TOLLS AND MILEAGE	100
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>6,284</b>	<b>7,152</b>	<b>7,452</b>	<b>7,030</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	276	500	250	250	PAPER, PENS, PENCILS	250
970115 - SUPPLIES: DEPT/OTHER	327	500	500	500	FIELD SUPPLIES	500
970260 - POSTAGE AND PARCEL	0	100	50	50	FED EX	50
970270 - PRINTING-REPROD-BINDING	0	200	0	100	CAPITAL IMPROVEMENT PROGRAM PLAN REPRODUCTION	100
970310 - SUPPLIES: EQUIP R/M	0	0	0	0		
970620 - SUBSCRIPTIONS & BOOKS	498	500	498	500	AMERICAN WATER WORKS ASSOCIATION STANDARDS UPDATES	500

FY 2011 Budget WorkSheet

**1812 - ENGINEERING/WATER**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
970900 - EQUIPMENT <\$5,000	0	0	0	0		
<b>TOTAL COMMODITIES</b>	<b>1,101</b>	<b>1,800</b>	<b>1,298</b>	<b>1,400</b>		
<b>CAPITAL EXPENDITURES</b>						
980300 - IMPROVEMENTS	0	0	0	0		
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Division Totals</b>	<b>152,894</b>	<b>167,221</b>	<b>161,046</b>	<b>172,484</b>		



**2011 Budget**  
**PUBLIC WORKS & ENGINEERING**  
**UTILITY SERVICES**  
**WATER SYSTEM MAINTENANCE**

**PERSONNEL EXHIBIT**

Department: PW & Engineering    Div: Utility Services/Water System Maint.    Div No: 5023

Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Director of Public Works & Engineering	0.00	0.25	0.25
Director of Public Works	0.50	0.00	0.00
Assistant Director of Public Works & Engineering	0.50	0.50	0.50
Superintendent-Utility Services	0.00	0.50	0.50
Foreman - Water System Maintenance	1.00	1.00	1.00
Crew Leader	4.00	4.00	4.00
Automotive Mechanic	2.00	2.00	2.00
Water Plant Operator	0.00	1.00	1.00
Maintenance Operator	10.00	13.00	13.00
Secretary	0.50	0.50	0.50
Senior Clerk	1.00	1.00	1.00
Seasonal Employee	1.00	1.25	1.00
<b>Total Full Time Equivalent (FTE) Employees:</b>	<b>20.50</b>	<b>25.00</b>	<b>24.75</b>

## FY 2011 Budget WorkSheet

### 5023 - WATER SYSTEMS

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	1,094,307	1,712,539	1,647,211	1,691,668		
910200 - TEMPORARY WAGES	16,424	25,000	20,000	20,000		
910300 - SUPERVISORY OVERTIME	0	11,698	0	0		
910400 - NON-SUPERVISORY OVERTIME	97,879	143,000	140,000	143,000		
910500 - VACATION PAY	103,307	0	0	0		
910600 - SICK PAY	70,729	0	0	0		
910700 - HOLIDAY PAY	51,955	0	0	0		
910900 - OUT OF CLASS / INCENTIVE	2,847	11,054	9,500	10,000		
910950 - EXCESS SICK HRS PAY OUT	1,611	4,101	1,000	1,000		
910970 - COMPENSATED ABSENCES	4,137	0	0	0		
<b>TOTAL SALARIES</b>	<b>1,443,195</b>	<b>1,907,392</b>	<b>1,817,711</b>	<b>1,865,668</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	607	3,027	3,027	6,388		
918020 - EMPLOYER CONTR-F.I.C.A.	108,597	145,798	141,245	143,023		
918021 - EMPLOYER CONTR-I.M.R.F.	146,241	205,956	201,844	220,653		
918030 - EAP PROGRAM	286	393	393	0		
918040 - LIFE INS PREMIUMS	2,776	3,791	3,416	1,836		
918050 - PPO INSURANCE PREMIUMS	163,511	227,779	172,695	186,977		
918051 - HMO INSURANCE PREMIUMS	88,765	112,179	155,308	173,628		
918055 - DENTAL INSURANCE PREMIUMS	16,044	21,637	21,240	21,571		
918070 - WORKERS COMPENSATION	96,119	198,968	144,402	78,622		
918080 - UNIFORM ALLOWANCE	5,760	6,960	8,260	8,260		
918085 - RHS PLAN PAYOUT	28,341	29,490	7,735	7,735		
<b>TOTAL BENEFITS</b>	<b>657,047</b>	<b>955,978</b>	<b>859,565</b>	<b>848,693</b>		
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	0	0	0	0		
920120 - COMMUNICATION SERVICES	4,516	11,100	9,000	16,340	NEXTELS (PART OF 35 PHONES)	9,840
					DEDICATED PHONE LINES/ALARMS	1,500
					WIRELESS NETWORK - SCADA/METER	5,000
920145 - J.U.L.I.E. FEES	1,722	1,800	1,600	1,680	LOCATE SERVICE FEES	1,680
920204 - TRAINING	0	6,455	3,000	5,725	APWA EXPO	525
					AWWA COMPETENT PERSON TRAINING	200
					NIPSTA TRAINING	1,000
					CLASS C PW SUPPLY	4,000
					OPERATOR'S LICENSE	
920220 - MEMBERSHIP DUES	319	1,051	1,051	1,100	APWA	400
					AWWA	700
920225 - LICENSING/TITLES	250	100	200	200	CDL RENEWALS	200
920900 - PROPERTY/LIAB CONTRIBUTIO	28,281	49,128	49,128	45,667	INTERNAL SERVICE FUND CHARGE	45,667
930010 - R & M EQUIPMENT	681	4,750	3,750	4,500	LOCATORS, CO DETECTORS, ETC. REPAIR	500
					USED FOR PUMPS, MOTORS, GENERATOR, SCADA BOARD	4,000
930020 - R & M BLDGS & STRUCTURES	0	60,000	19,000	30,000	VAULTS, TOWERS, BUILDINGS, RESERVOIRS	30,000
930030 - R & M VEHICLES	459	3,916	3,000	3,000	ALIGNMENTS, HYDRAULICS, PUMPS, ETC.	2,500

## FY 2011 Budget WorkSheet

### 5023 - WATER SYSTEMS

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
930030 - R & M VEHICLES...	459...	3,916...	3,000...	3,000...	ALIGNMENTS, ELECTRONIC REPAIRS, ETC.	500
930040 - R & M PUMP WATER MAINS	12,050	8,000	4,500	8,000	WATERMAIN: INSTALL, RESTORATION WORK, ETC.	3,000
					36" TRANS LINE FROM CHICAGO/20"-24" TO CENTRAL	5,000
930110 - R & M SOFTWARE	0	0	0	30,000	FIXED BASE SOFTWARE	30,000
930210 - RENTAL OF EQUIPMENT	0	250	0	250	RENTAL OF SPECIALIZED EQUIPMENT	250
930480 - DISPOSAL/DEBRIS & WASTE	34,209	50,000	48,000	50,000	DISPOSAL OF SPOILS FROM EXCAVATION SUCH AS CONCRETE	0
					DIRT, CLAY, ROCK, ASPHALT, ETC	50,000
960070 - TRAVEL EXPENSES	0	75	0	50	TOLLS FOR SEMINARS, CLASSES, ETC.	50
960980 - WATER SAMPLE TESTING	0	5,000	9,000	12,000	BAC-T, TTHM, HAAS AND STATE MANDATED RESIDENTIAL	8,500
					LEAD & COPPER SAMPLES	3,500
960990 - MISC CONTRACTUAL SVCS	1,401	2,000	5,000	2,000	OUTSIDE CONTRACTORS	1,600
					RR LEASE OF LAND FOR PIPE CROSSING (50% SEWER)	400
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>83,888</b>	<b>203,625</b>	<b>156,229</b>	<b>210,512</b>		

#### COMMODITIES

970100 - OFFICE SUPPLIES	132	750	500	500	MISC OFFICE SUPPLIES	250
					PRINTER PAPER, RIBBONS, ETC.	250
970115 - SUPPLIES: DEPT/OTHER	372	1,450	1,000	1,000	LAB SUPPLIES SUCH AS TEST TUBES, BEAKERS, ETC	750
					MISC SUPPLIES	250
970130 - CHEMICALS	0	9,600	9,000	9,000	CHLORINE, LAB CHEMS FOR PHOSPHATE, CHLORINE RESIDUAL	9,000
970160 - TOOLS AND HARDWARE	2,103	6,250	5,500	5,500	HAND TOOLS, NUTS, BOLTS, SCREWS, ETC.	5,500
970165 - TRAFFIC SAFETY SUPPLIES	2,424	3,500	2,800	0		
970167 - SAFETY EQUIPMENT	2,576	3,250	2,800	3,250	EAR/EYE/HAND PROTECTION, SAFETY VESTS, GAS DETECTORS,	0
					HARD HATS, GLOVES, HARNESSES, SAFETY ROPE, ETC.	1,850
					WINTER CLOTHING PER MECCA CONTRACT	1,400
970190 - UNIFORMS/APPAREL/CLOTHING	268	800	500	800	SUPERINTENDENT & FOREMAN CLOTHING	750
					SUMMER HELP T'S, CITY PATCHES, HATS, ETC	50
970222 - STREETScape SUPPLIES	0	0	0	0		
970223 - RESTORATION SUPPLIES	5,864	6,000	6,000	6,000	GRASS SEED, DIRT AND SOD	6,000
970260 - POSTAGE AND PARCEL	20	3,550	7,000	4,000	SHIPPING METERS, WATER REPORTS	500
					PACKAGE DELIVERY FOR STATE SAMPLINGS/WATER TESTING	1,000
					POSTAGE FEE FOR WATER QUALITY REPORT	2,500
970270 - PRINTING-REPROD-BINDING	296	3,850	4,700	4,000	WATER SHUT OFF DOOR NOTICES, BUSINESS CARDS, ETC.	400
					WATER QUALITY REPORT	3,600

## FY 2011 Budget WorkSheet

### 5023 - WATER SYSTEMS

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
970310 - SUPPLIES: EQUIP R/M	3,352	1,250	4,000	1,250	SMALL EQUIPMENT REPAIR, LOCATORS, ETC.	500
					COMPRESSORS, JACK SAW, HAMMER, ETC.	750
970320 - SUPPLIES: BLDG R/M	0	3,750	2,000	3,000	BUILDING REPAIR SUPPLIES (LIGHT BULBS, KEYS, PAINT)	3,000
970330 - SUPPLIES: VEHICLE R/M	6,812	12,000	9,000	9,000	VEHICLE PARTS	9,000
970340 - SUPPLIES: PUMP/TRANS LINE	101,751	161,750	155,000	155,000	HYDRANTS, VALVES, SLEEVES, TAPS, CORPS, LIMESTONE, ETC.	155,000
970500 - PURCHASE OF WATER	0	4,700,000	4,600,000	4,700,000	PURCHASE OF CHICAGO WATER	4,700,000
970510 - PURCHASE OF METERS	31,688	40,000	55,000	65,000	METERS FOR DEVELOPMENT AND PARTS	40,000
					ABSOLUTE DIGITAL ENCODERS	25,000
970700 - EMERGENCY PURCHASES	0	0	0	0		
970810 - NATURAL GAS	0	8,000	10,500	10,000	NICOR COST TO HEAT WATER PLANT	10,000
970820 - ELECTRICITY	0	215,000	205,000	205,000	COMMONWEALTH EDISON COST TO PUMP WATER FROM PLANT	205,000
970840 - DIESEL	8,222	9,000	8,000	8,000	DIESEL FUEL PURCHASE	8,000
970850 - GASOLINE	16,586	32,000	29,500	32,000	GASOLINE PURCHASE	32,000
970900 - EQUIPMENT <\$5,000	270	3,000	3,000	3,000	HYDRANT METERS W/BACKFLOW PREVENTOR	3,000
<b>TOTAL COMMODITIES</b>	<b>182,736</b>	<b>5,224,750</b>	<b>5,120,800</b>	<b>5,225,300</b>		

#### CAPITAL EXPENDITURES

980400 - EQUIPMENT	13,653	0	0	65,000	FIXED BASE ANTENNAS	65,000
980410 - COMPUTER HARDWARE	0	0	183	0		
980500 - VEHICLES	0	0	0	0		
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>13,653</b>	<b>0</b>	<b>183</b>	<b>65,000</b>		

<b>Division Totals</b>	<b>2,380,520</b>	<b>8,291,745</b>	<b>7,954,488</b>	<b>8,215,173</b>
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**2011 Budget**  
**PUBLIC WORKS & ENGINEERING**  
**PUBLIC WORKS UTILITY SERVICES**  
**WATER PLANT**

**PERSONNEL EXHIBIT**

Department: PW & Engineering    Div: Utility Services/Water Plant    Div. No: 5024

Title	Authorized Positions			
	2009 Authorized	2010 Budget	2011 Proposed	
Foreman	1.00	0.00	0.00	*
Crew Leader	1.00	0.00	0.00	*
Water Plant Operator	5.00	0.00	0.00	*
Seasonal Employee	0.25	0.00	0.00	*
<b>Total Full Time Equivalent (FTE) Employees:</b>	<b>7.25</b>	<b>0.00</b>	<b>0.00</b>	<b>*</b>

\*This Division has been moved to Water System Maintenance (Div. No. 5023)

FY 2011 Budget WorkSheet

**5024 - PW - WATER - PLANT**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	401,934	0	0	0		
910200 - TEMPORARY WAGES	3,806	0	0	0		
910400 - NON-SUPERVISORY OVERTIME	30,315	0	0	0		
910500 - VACATION PAY	27,109	0	0	0		
910600 - SICK PAY	15,376	0	0	0		
910700 - HOLIDAY PAY	17,531	0	0	0		
910900 - OUT OF CLASS / INCENTIVE	205	0	0	0		
910970 - COMPENSATED ABSENCES	-19,043	0	0	0		
<b>TOTAL SALARIES</b>	<b>477,234</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	203	0	0	0		
918020 - EMPLOYER CONTR-F.I.C.A.	37,098	0	0	0		
918021 - EMPLOYER CONTR-I.M.R.F.	49,697	0	0	0		
918030 - EAP PROGRAM	96	0	0	0		
918040 - LIFE INS PREMIUMS	1,061	0	0	0		
918050 - PPO INSURANCE PREMIUMS	51,967	0	0	0		
918051 - HMO INSURANCE PREMIUMS	51,678	0	0	0		
918055 - DENTAL INSURANCE PREMIUMS	6,892	0	0	0		
918070 - WORKERS COMPENSATION	39,297	0	0	0		
918080 - UNIFORM ALLOWANCE	2,400	0	0	0		
918085 - RHS PLAN PAYOUT	32,562	0	0	0		
918087 - OPEB COSTS	11,742	0	0	0		
<b>TOTAL BENEFITS</b>	<b>284,693</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CONTRACTUAL SERVICES</b>						
920120 - COMMUNICATION SERVICES	6,302	0	0	0		
920204 - TRAINING	115	0	0	0		
920220 - MEMBERSHIP DUES	212	0	0	0		
920225 - LICENSING/TITLES	50	0	0	0		
920900 - PROPERTY/LIAB CONTRIBUTIO	22,634	0	0	0		
930010 - R & M EQUIPMENT	4,192	0	0	0		
930020 - R & M BLDGS & STRUCTURES	680	0	0	0		
930040 - R & M PUMP WATER MAINS	12	0	0	0		
930210 - RENTAL OF EQUIPMENT	96	0	0	0		
930230 - RENTAL OF UNIFORMS	80	0	0	0		
960980 - WATER SAMPLE TESTING	9,832	0	0	0		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>44,205</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>COMMODITIES</b>						
970100 - OFFICE SUPPLIES	193	0	0	0		
970115 - SUPPLIES: DEPT/OTHER	759	0	0	0		
970130 - CHEMICALS	11,194	0	0	0		
970160 - TOOLS AND HARDWARE	839	0	0	0		
970167 - SAFETY EQUIPMENT	148	0	0	0		
970190 - UNIFORMS/APPAREL/CLOTHING	369	0	0	0		
970260 - POSTAGE AND PARCEL	3,293	0	0	0		
970270 - PRINTING-REPROD-BINDING	3,575	0	0	0		
970310 - SUPPLIES: EQUIP R/M	652	0	0	0		
970320 - SUPPLIES: BLDG R/M	4,905	0	0	0		
970330 - SUPPLIES: VEHICLE R/M	512	0	0	0		



FY 2011 Budget WorkSheet

**5024 - PW - WATER - PLANT**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
970340 - SUPPLIES: PUMP/TRANS LINE	789	0	0	0		
970500 - PURCHASE OF WATER	4,735,797	0	0	0		
970620 - SUBSCRIPTIONS & BOOKS	731	0	0	0		
970810 - NATURAL GAS	9,247	0	0	0		
970820 - ELECTRICITY	220,497	0	0	0		
970850 - GASOLINE	4,556	0	0	0		
<b>TOTAL COMMODITIES</b>	<b>4,998,056</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>CAPITAL EXPENDITURES</b>						
980300 - IMPROVEMENTS	4,000	0	0	0		
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>4,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Division Totals</b>	<b>5,808,188</b>	<b>0</b>	<b>0</b>	<b>0</b>		



**2011 Budget**  
**PUBLIC WORKS & ENGINEERING**  
**UTILITY SERVICES**  
**SEWER SYSTEM MAINTENANCE**

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**PERSONNEL EXHIBIT**

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Department: PW & Engineering    Division: Utility Services/Sewer Systems    Div. No: 5025

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Title	Authorized Positions		
	2009 Authorized	2010 Budget	2011 Proposed
Superintendent - Utility Services	0.00	0.50	0.50
Foreman - Sewer System Maintenance	1.00	1.00	1.00
Crew Leader	3.00	2.00	2.00
Maintenance Operator	7.00	7.00	7.00
Seasonal Employee	0.75	0.75	0.50
Total Full Time Equivalent (FTE) Employees:	11.75	11.25	11.00

# FY 2011 Budget WorkSheet

## 5025 - SEWER SYSTEMS

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>SALARIES</b>						
910100 - SALARIES	624,679	680,271	704,541	717,342		
910200 - TEMPORARY WAGES	9,812	15,000	10,000	10,000		
910300 - SUPERVISORY OVERTIME	0	1,114	0	0		
910400 - NON-SUPERVISORY OVERTIME	40,985	52,000	50,000	52,000		
910500 - VACATION PAY	58,734	0	0	0		
910600 - SICK PAY	22,068	0	0	0		
910700 - HOLIDAY PAY	30,280	0	0	0		
910900 - OUT OF CLASS / INCENTIVE	1,151	2,256	2,000	2,000		
910950 - EXCESS SICK HRS PAY OUT	0	1,402	0	0		
910970 - COMPENSATED ABSENCES	39,566	0	0	0		
<b>TOTAL SALARIES</b>	<b>827,275</b>	<b>752,043</b>	<b>766,541</b>	<b>781,342</b>		
<b>BENEFITS</b>						
918010 - UNEMPLOYMENT COMPENSATION	371	1,170	1,170	2,752		
918020 - EMPLOYER CONTR-F.I.C.A.	58,422	57,251	58,593	59,620		
918021 - EMPLOYER CONTR-I.M.R.F.	79,769	80,892	84,770	92,475		
918030 - EAP PROGRAM	175	180	180	0		
918040 - LIFE INS PREMIUMS	1,637	1,428	1,428	842		
918050 - PPO INSURANCE PREMIUMS	107,166	67,874	91,887	98,188		
918051 - HMO INSURANCE PREMIUMS	76,649	84,227	94,334	104,344		
918055 - DENTAL INSURANCE PREMIUMS	11,412	9,272	12,514	12,121		
918070 - WORKERS COMPENSATION	122,906	112,579	122,200	81,106		
918080 - UNIFORM ALLOWANCE	4,000	4,000	4,050	4,050		
918085 - RHS PLAN PAYOUT	2,251	0	8,336	8,336		
<b>TOTAL BENEFITS</b>	<b>464,758</b>	<b>418,873</b>	<b>479,462</b>	<b>463,834</b>		
<b>CONTRACTUAL SERVICES</b>						
920120 - COMMUNICATION SERVICES	9,167	9,720	8,000	11,080	NEXTELS	5,160
					CALL ONE LIFT STATION	3,000
					ALARMS	
					LEVEE 50 DSL	1,000
					COMCAST HIGH SPEED (PUMP	1,200
					STATION)	
					O'HARE LAKE - WIRELESS	720
920145 - J.U.L.I.E. FEES	1,722	1,680	1,600	1,680	COST FOR MEMBER SERVICES	1,680
920202 - CONFERENCES	0	0	0	0		
920204 - TRAINING	70	1,885	1,250	1,500	FEES FOR APWA EXPO	300
					CONFINED SPACE FLAGGER	500
					NIPSTA TRAINING	700
920220 - MEMBERSHIP DUES	212	123	126	126	APWA MEMBERSHIP	126
920225 - LICENSING/TITLES	200	50	200	200	CDL'S	200
920240 - RECORDS PRESERVATION	0	0	0	0	DOCUMENT SCANNING	0
920410 - SUBSIDY:FLOOD ASSISTANCE	0	175,000	175,000	175,000	FLOOD REBATE PROGRAM	175,000
920415 - SEWER LATERAL PROGRAM	55,615	50,000	50,000	50,000	SEWER LATERAL PROGRAM	50,000
920900 - PROPERTY/LIAB CONTRIBUTIO	21,978	21,210	21,210	21,084	INTERNAL SERVICE FUND	21,084
					CHARGE	
930010 - R & M EQUIPMENT	0	750	750	750	SERVICE/REPAIRS OF	750
					PORTABLE EQUIPMENT	
930030 - R & M VEHICLES	120	1,500	1,500	1,500	ALIGNMENTS, ELECTRICAL	1,500
					WORK, ETC.	
930060 - R & M SEWERS & LIFT STATS	58,393	67,000	85,000	30,000	SANITARY, STORM, BASIN AND	30,000
					LINE REPAIRS	
930110 - R & M SOFTWARE	2,800	3,000	2,500	2,000	GRANITE XP ANNUAL	2,000
					MAINTENANCE COST	

## FY 2011 Budget WorkSheet

### 5025 - SEWER SYSTEMS

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
930210 - RENTAL OF EQUIPMENT	63	300	0	250	RENTAL OF SPECIALIZED EQUIP	250
930480 - DISPOSAL/DEBRIS & WASTE	7,316	7,500	7,500	7,500	DISPOSAL OF DEBRIS/ WASTE FROM SEWER DIGS	7,500
960070 - TRAVEL EXPENSES	0	50	50	50	MILEAGE/ TOLLS/ PARKING	50
960990 - MISC CONTRACTUAL SVCS	7,495	26,000	12,000	26,000	LEASE WITH RAILROAD	200
					CONTINENTAL WEATHER	900
					UNEXPECTED CONTRACTUAL SERVICES, ISTHA	1,400
					NPDES FEES	21,000
					WATER TESTING	2,500

**TOTAL CONTRACTUAL SERVICES**                      **165,150**    **365,768**    **366,686**    **328,720**

#### COMMODITIES

970100 - OFFICE SUPPLIES	212	500	250	300	OFFICE SUPPLIES	300
970115 - SUPPLIES: DEPT/OTHER	403	250	250	250	RAGS AND OTHER SUPPLIES	250
970160 - TOOLS AND HARDWARE	1,131	2,000	1,500	2,000	SHOVELS, PICKS, HAMMERS, NAILS, ETC.	2,000
970167 - SAFETY EQUIPMENT	789	1,500	1,500	1,500	GLOVES, VESTS, HARD HATS, GLASSES, FLAGS, MARKING PAINT	1,500
970190 - UNIFORMS/APPAREL/CLOTHING	1,365	1,800	1,800	1,800	FOREMAN CLOTHING	400
					WINTER OUTERWEAR 10 @ \$125	1,250
					SUMMER SEASONAL, PATCHES, ETC.	150
970223 - RESTORATION SUPPLIES	8	500	500	500	TOPSOIL, GRASS SEED & SOD	500
970260 - POSTAGE AND PARCEL	0	3,000	2,000	1,750	SHIPPING, POSTAGE, ETC.	250
					NPDES POSTAGE AND PARCEL	1,500
970270 - PRINTING-REPROD-BINDING	628	7,000	3,000	3,500	NPDES PRINTING	3,500
970310 - SUPPLIES: EQUIP R/M	6,300	9,500	9,000	9,000	PARTS FOR SM EQUIP REPAIR (CAMERAS, SM DRAIN RODDERS)	8,000
					VEHICLE SUPPLIES	1,000
970330 - SUPPLIES: VEHICLE R/M	7,993	9,500	6,650	8,000	OIL, GREASE, FILTERS, LIGHTS, ETC.	8,000
970360 - SUPPLIES: SEWER/LIFT STAT	27,738	35,000	28,000	30,000	SEWER PIPE, CEMENT, PARTS FOR LIFT STATIONS, BRICK, ETC	30,000
970620 - SUBSCRIPTIONS & BOOKS	0	100	100	100	SAFETY PUBLICATION	100
970700 - EMERGENCY PURCHASES	700	0	0	0		
970820 - ELECTRICITY	41,245	43,400	36,000	43,400	OPERATION OF LIFT STATIONS	43,400
970840 - DIESEL	8,907	10,000	9,000	10,000	DIESEL PURCHASE	10,000
970850 - GASOLINE	12,030	25,000	25,000	25,000	GASOLINE PURCHASE	25,000
970900 - EQUIPMENT <\$5,000	3,563	8,600	8,600	5,000	NPDES COVERS	5,000

**TOTAL COMMODITIES**                      **113,011**    **157,650**    **133,150**    **142,100**

#### CAPITAL EXPENDITURES

980300 - IMPROVEMENTS	0	18,000	0	18,000	SCADA - O'HARE LAKE PUMPING STATION (CARRYOVER)	18,000
980400 - EQUIPMENT	0	27,000	0	27,000	SEWER TELEVISIONING CAMERA REPLACEMENT (CARRYOVER)	27,000
980500 - VEHICLES	0	0	0	0		

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FY 2011 Budget WorkSheet

**5025 - SEWER SYSTEMS**

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Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
980600 - FURNITURE & FIXTURES	0	0	0	0		
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>0</b>	<b>45,000</b>	<b>0</b>	<b>45,000</b>		
<b>Division Totals</b>	<b>1,570,195</b>	<b>1,739,334</b>	<b>1,745,839</b>	<b>1,760,996</b>		

FY 2011 Budget WorkSheet

**5027 - WATER/SEWER EQUIP REPLC**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CAPITAL EXPENDITURES</b>						
980400 - EQUIPMENT	0	9,000	9,000	17,000	WATER DIST - BOBCAT SKID STEER LEASE - 7W	4,500
					WATER DIST - BOBCAT SKID STEER LEASE - 43W	4,500
					READY HAUL TRAILER	8,000
980500 - VEHICLES	0	0	0	0		
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>0</b>	<b>9,000</b>	<b>9,000</b>	<b>17,000</b>		
<b>Division Totals</b>	<b>0</b>	<b>9,000</b>	<b>9,000</b>	<b>17,000</b>		

FY 2011 Budget WorkSheet  
**5030 - CIP - WATER/SEWER**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	37,469	225,000	100,000	225,000	DESIGN/CONSTRUCTION ENGINEERING	100,000
					FLOW MONITORING	125,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>37,469</b>	<b>225,000</b>	<b>100,000</b>	<b>225,000</b>		
<b>CAPITAL EXPENDITURES</b>						
980300 - IMPROVEMENTS	1,224,772	1,249,569	1,200,000	1,246,069	WATER SYSTEM IMPROVEMENTS	730,175
					SEWER SYSTEM IMPROVEMENTS	250,000
					HOWARD AVE WATER TANK MAINT (YEAR 2 OF 10 YR CONTRACT)	146,069
					MINER ST WATER TANK MAINT (YEAR 2 OF 10 YR CONTRACT)	89,825
					MAPLE ST WATER TANK CLEANING & REPAIR (10 CARRYOVER)	30,000
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,224,772</b>	<b>1,249,569</b>	<b>1,200,000</b>	<b>1,246,069</b>		
<b>Division Totals</b>	<b>1,262,240</b>	<b>1,474,569</b>	<b>1,300,000</b>	<b>1,471,069</b>		



## 2011 Budget RISK MANAGEMENT FUND

### OVERVIEW

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	1,045,035	932,193	1,983,703	932,242	1,357,516	965,425
Revenues	2,419,924	3,110,907	3,188,666	2,998,000	2,759,500	2,545,738
Expenses	(2,032,766)	(2,059,397)	(2,314,853)	(2,893,400)	(2,601,591)	(2,719,400)
Transfers	(500,000)	-	(1,500,000)	(550,000)	(550,000)	-
Ending Balance	932,193	1,983,703	1,357,516	486,842	965,425	791,763

This fund is an internal service fund that accounts for the City's self-insured property, general liability, automobile liability, errors & omissions, workers' compensation, employer's liability, employee benefits liability, and crime loss. The departmental charges are re-evaluated annually for workers compensation and property/liability insurance based on each department's budget, number of vehicles, and employee salaries according to industry standards. The department charges for unemployment compensation are averaged solely upon each department's salaries. The most recently completed fiscal year data is used to establish this information and to determine new allocation numbers and charges for the proposed budget.

The City is a member of two municipal insurance pools for risk management: MICA and HELP. The City joined the Municipal Insurance Cooperative Agency (MICA) in 1998. MICA administers all claims against the City that are less than \$2 million. MICA premium payments are placed into a pool wide loss fund, which if unused, is returned to participants. The City has received three such rebates since 1998.

The City has been a member of the High Level Excess Liability Pool (HELP) since 1985. HELP becomes involved in claims that exceed the MICA limit of \$2 million or greater, and provide excess coverage in the amount of \$10 million.

This fund budget also reflects anticipated claim costs and legal fees for run-off (on) claims from the previous claims administrator and lawsuits handled by the City Attorney prior to the City becoming a member of MICA.



**City of Des Plaines, IL**  
**Revenue by Fund**  
**701 - RISK MANAGEMENT FUND**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	1,728	2,000	1,000	1,000	INTEREST FROM ASSEST INVESTMENTS
890195	REBATES:LIABILITY CLAIMS	46,974	35,000	7,500	15,000	REIMBURSEMENT FROM MICA FOR SELF INSURED LOSSES
890197	REBATES:WRKRS COMP CLAIMS	141,146	150,000	140,000	140,000	REIMBURSEMENT FROM MICA FOR WC CLAIMS PAID
899900	MISCELLANEOUS REVENUE	2,206	0	0	0	-----
<b>TOTAL OTHER REVENUE</b>		<b>192,054</b>	<b>187,000</b>	<b>148,500</b>	<b>156,000</b>	
<b>OTHER FINANCING SOURCES</b>						
898910	TRANS IN:INSURANCE-P & L	566,737	550,000	550,000	500,000	INTERNAL SERVICE CHARGE BASED ON EXPENDITURES
898911	TRANS IN:INSURANCE-W/C	2,414,479	2,200,000	2,000,000	1,774,738	BASED ON PROJECTED SALARY INCREASES AND RATES
898912	TRANS IN:UNEMPLOYMENT INS	15,398	61,000	61,000	115,000	INTERNAL SERVICE FUND CHARGE BASED ON 5 YR AVG
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>2,996,614</b>	<b>2,811,000</b>	<b>2,611,000</b>	<b>2,389,738</b>	
<b>FUND TOTAL</b>		<b>3,188,668</b>	<b>2,998,000</b>	<b>2,759,500</b>	<b>2,545,738</b>	

## FY 2011 Budget WorkSheet

### 701F - RISK MANAGEMENT

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	0	5,000	2,500	2,500	RISK MANAGEMENT TRAINING PROGRAMS	2,500
920115 - SUBSTANCE ABUSE PROGRAM	3,480	5,000	4,000	5,000	RANDOM DRUG TESTING - CDL, ETC.	5,000
920320 - UNEMPLOYMENT CLAIMS	99,634	275,000	135,000	115,000	RATE BASED ON LAYOFFS AND EXPERIENCE	115,000
920330 - CLAIMS ADMIN FEE (WC)	1,676	900	838	900	GB ADMIN FEES FOR 3 PRE MICA CLAIMS	900
920332 - CLAIMS ADMIN FEE (UNEMPL)	2,351	5,000	2,500	5,000	CAMBRIDGE ADMIN FEE FOR UNEMPLOYMENT CLAIMS	5,000
920340 - INSURANCE PREMIUMS (WC)	771	1,500	1,000	1,000	2ND INJURY LOSS FD PMT TO IL - % OF PRE-MICA WC	1,000
920341 - INSURANCE PREMIUMS (LIAB)	104,822	130,000	115,000	130,000	HELP TANK LIABILITY COVERAGE GALLAGHER ADDITIONAL PREMIUMS	115,000 5,000 10,000
920342 - MICA LOSS FUND	1,977,333	2,300,000	2,212,753	2,325,000	PREMIUM INCREASE BASED ON EXPERIENCE	2,325,000
920345 - MICA DEDUCTIBLE	28,635	35,000	28,000	30,000	CITY LIABILITY FOR 1ST \$1,000 ON EACH CLAIM - 30 CLAIMS	30,000
920350 - WORKMENS COMPENS CLAIMS	39,238	45,000	40,000	45,000	INDEMNITY AND MEDICAL FOR 3 PRE-MICA CLAIMS	45,000
920390 - SELF INSURED LOSSES	55,367	75,000	55,000	55,000	PAYMENT FOR DAMAGES	55,000
960040 - EMPLOYEE PHYSICALS	1,546	15,000	5,000	5,000	WORK COMP RELATED OR FOLLOW UP FOR EMPLOYEES	5,000
960990 - MISC CONTRACTUAL SVCS	0	1,000	0	0		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>2,314,854</b>	<b>2,893,400</b>	<b>2,601,591</b>	<b>2,719,400</b>		
<b>TRANSFER TO OTHER FUNDS</b>						
991000 - TRANSFER TO OTHER FUNDS	1,500,000	550,000	550,000	0		
<b>TOTAL TRANSFER TO OTHER FUNDS</b>	<b>1,500,000</b>	<b>550,000</b>	<b>550,000</b>	<b>0</b>		
<b>Division Totals</b>	<b>3,814,854</b>	<b>3,443,400</b>	<b>3,151,591</b>	<b>2,719,400</b>		

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**2011 Budget**  
**HEALTH BENEFITS FUND**

**OVERVIEW**

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Proposed
Beginning Balance	590,190	1,497,107	1,920,685	851,775	1,047,652	523,440
Revenues	8,635,486	8,885,790	9,171,430	9,746,036	8,843,558	8,619,153
Expenses	(7,728,569)	(8,462,212)	(9,466,276)	(9,641,988)	(8,988,254)	(8,603,469)
Transfers/Adjustments	-	-	(578,187)	(450,000)	(379,516)	80,183
Ending Balance	1,497,107	1,920,685	1,047,652	505,823	523,440	619,307

This fund is an internal service fund used to account for the charges to each department for providing health insurance and other related benefits to their employees. Employees pay 10% to 5% of their monthly health and dental premiums based upon their plan option choice while the City pays the remaining 90% to 95%. All participating retirees pay 100% of their respective plan option monthly premiums. However, since 2004, the City has implemented a practice of subsidizing Medicare-eligible retirees (i.e. 65 and older) so that that their combined Medicare and City monthly premiums are equal to the monthly premiums paid by non-Medicare retirees.

Since June 1, 2003, the City has been a member of the Intergovernmental Personnel Benefit Cooperative (IPBC), a municipal pool consisting of over 53 municipalities. Through the IPBC the City retains the third-party administrative services of Blue Cross/Blue Shield (BCBS) of Illinois to provide the PPO and HMO programs, MEDCO for the Rx program, and Standard Reliance for life insurance. In the IPBC, the City maintains its independence in terms of plan design and benefit levels, but pools claims experience from \$25,000 to \$125,000. In addition, the City provides employees with a dental program and employee assistance program.

Below is a breakdown of the monthly premium rate increases since 2006:

<u>Plan</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
PPO (Options 1-4)	7.50%	7.50%	10%	2.50%	5.00%	8.00%
HMO	10%	10%	10%	7.50%	12.00%	12.00%
<b>Dental</b>						
Option 1	0%	2.50%	0%	0%	10%	3.1%
Option 2	0%	2.50%	0%	0%	10%	-0.4%

**City of Des Plaines, IL**  
**Revenue by Fund**  
**705 - HEALTH BENEFITS FUND**

Acct	Account Title	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification
<b>OTHER REVENUE</b>						
890010	INTEREST INCOME	17,648	5,000	4,800	4,500	----
890100	MEDICAL PPO: EMPLOYEE	540,507	566,569	510,733	492,994	----
890102	MEDICAL HMO: EMPLOYEE	66,726	73,382	68,378	67,506	----
890103	MEDICAL PPO: 2010 ERI	8,788	45,600	0	0	----
890104	MEDICAL HMO: 2010 ERI	0	3,000	0	0	----
890110	MEDICAL PPO: EMPLOYER	5,167,664	5,084,504	4,891,688	4,890,906	----
890112	MEDICAL HMO: EMPLOYER	1,268,023	1,263,947	1,300,082	1,276,670	----
890125	MEDICAL PPO: RETIREE	1,128,278	1,176,570	1,096,844	1,033,574	----
890126	MEDICAL HMO: RETIREE	227,971	245,523	263,196	251,959	----
890127	LIFE INS PROG: EMPLOYEE	83,938	81,044	83,445	78,982	SUPPLEMENTAL & DEPENDENT LIFE
890128	LIFE INS PROG: EMPLOYER	69,629	68,457	68,657	32,172	BASIC LIFE INSURANCE
890131	EAP PROGRAM: EMPLOYER	7,253	7,470	7,470	8,775	----
890185	DENTAL PROGRAM: 2010 ERI	0	3,100	0	0	----
890190	DENTAL PROGRAM: EMPLOYEE	40,864	43,727	41,862	40,347	----
890191	DENTAL PROGRAM: EMPLOYER	368,306	356,752	376,939	344,928	----
890193	DENTAL PROGRAM: RETIREE	64,587	73,260	84,513	68,945	----
890198	HISTORICAL SOC REIMB	32,707	61,647	35,144	26,895	----
899900	MISCELLANEOUS REVENUE	94	0	0	0	----
899902	COBRA PREM. GOV'T. REIMB.	12,560	0	9,807	0	----
<b>TOTAL OTHER REVENUE</b>		<b>9,105,542</b>	<b>9,159,552</b>	<b>8,843,558</b>	<b>8,619,153</b>	
<b>OTHER FINANCING SOURCES</b>						
898923	TRANS IN: PSEBA	39,752	41,653	41,653	68,698	PSEBA LIFETIME BENEFIT
898924	TRANS IN: SUBSIDY MED RET	26,138	28,831	28,831	11,485	----
898925	TRANS IN: TERM. RESERVE	0	516,000	0	0	----
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>65,890</b>	<b>586,484</b>	<b>70,484</b>	<b>80,183</b>	
<b>FUND TOTAL</b>		<b>9,171,431</b>	<b>9,746,036</b>	<b>8,914,042</b>	<b>8,699,336</b>	

FY 2011 Budget WorkSheet

**705F - HEALTH BENEFITS**

Account	2009 Actual	2010 Budget	2010 Projected	2011 Proposed	Budget Justification	Amount
<b>CONTRACTUAL SERVICES</b>						
920110 - PROFESSIONAL SERVICES	0	4,000	4,000	4,000	GASB 45 ANALYSIS	4,000
930501 - PPO PROGRAM	6,799,102	6,873,243	6,617,418	6,417,474		
930503 - HMO PROGRAM	1,535,939	1,585,852	1,653,307	1,596,134		
930510 - LIFE INSURANCE PROGRAM	143,547	149,501	144,503	111,154		
930524 - DENTAL PROGRAM	511,434	476,839	519,668	454,222		
930530 - SUBSIDY: MEDICARE RETIREE	33,847	29,083	29,083	11,485		
930538 - SUBSIDY: 2010 ERI	421,813	516,000	0	0		
930570 - EAP PROGRAM	10,193	7,470	8,775	9,000		
960990 - MISC CONTRACTUAL SVCS	10,401	0	11,500	0		
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>9,466,276</b>	<b>9,641,988</b>	<b>8,988,254</b>	<b>8,603,469</b>		
<b>TRANSFER TO OTHER FUNDS</b>						
991000 - TRANSFER TO OTHER FUNDS	1,000,000	450,000	450,000	0		
<b>TOTAL TRANSFER TO OTHER FUNDS</b>	<b>1,000,000</b>	<b>450,000</b>	<b>450,000</b>	<b>0</b>		
<b>Division Totals</b>	<b>10,466,276</b>	<b>10,091,988</b>	<b>9,438,254</b>	<b>8,603,469</b>		

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## 2011 Budget GLOSSARY

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The Budget contains specialized and technical terminology that is unique to governmental finance and budgeting. To assist the reader of the Budget document in understanding these terms, the following budget glossary has been prepared.

**Abatement:** A partial or complete cancellation of a levy imposed by the City. Abatements usually apply to tax levies.

**Accrual Basis:** The recording of the financial transactions that have cash consequences for the government in the periods in which those transactions occur, rather than in the periods in which cash is received or paid by the government.

**Advance Refunding Bonds:** Bonds issued to refinance an outstanding bond issue before the date the outstanding bonds become due or callable. Proceeds of the advance refunding bonds are deposited in escrow with a fiduciary, invested in U.S. Treasury Bonds or other authorized securities and used to redeem the underlying bonds at their maturity or call date, to pay interest on the bonds being refunded, or to pay interest on the advance refunding bonds.

**Appropriation:** A legal authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources for a specific purpose.

**Assessed Valuation:** A value established for the real property to be used as a basis for levying property taxes.

**Audit:** A comprehensive investigation of the manner in which the government's resources were actually utilized. A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the legislative body's appropriations. A performance audit consists of a review of how well the government met its stated goals.

**Available Fund Balance:** That portion of fund balance collectible with the current period or soon enough thereafter to be used to pay liabilities of the current period.

**Balanced Budget:** A budget where estimated revenues equal estimated expenditures during a single fiscal period.

**Basis of Accounting:** A term used when revenues, expenditures, expenses, transfers, assets and liabilities are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on the cash, modified accrual or the accrual method.

**Basis Point:** Equal to 1/100 of one percent. If interest rates rise from 7.50 percent to 7.75 percent, the difference is referred to as an increase of 25 basis points.





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**Bond:** A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayments of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation (G.O.) and revenue bonds. Bonds are most frequently used to finance construction of large capital projects, such as buildings, streets and major equipment.

**Bond Ordinance or Resolution:** An ordinance or resolution authorizing a bond issue.

**Bond Premium:** The difference between the present value and the face amount of bonds when the former is greater than the latter.

**Budget:** A financial plan for a specified period of time (fiscal year) that matches all planned revenues and expenditures with various municipal services.

**Budgetary Control:** The control or management of a governmental unit in accordance with an approved budget. The purpose of budgetary control is to keep expenditures within the limitations of available appropriations and available revenues.

**Capital Expenditures:** Refers to a purchase of land, building, machinery, and those equipment items which have an estimated useful life of (3) years or more and belong to the classes of property commonly considered as fixed assets.

**Capital Improvement Program (CIP):** A multi-year, prioritized plan for capital expenditures. The City's Capital Improvements Plan addresses capital expenditures of \$25,000 or more and all proposed additions to the motor vehicle fleet. The replacement of vehicles existing in the fleet are not included in the Capital Improvements Plan but are programmed for replacement through the Vehicle Replacement Fund. The City uses the designation "(CIP)" in the budget to identify those line-items which are in the CIP.

**Capital Projects Fund:** Used to account for financial resources to be used for the acquisition of construction of major capital facilities (other than those financed by propriety funds).

**Carryover (C/O):** An expenditure that was budgeted in a previous year but was not actually made and has been budgeted again in the current budget year. Carryovers are usually capital items or high-cost contractual services. Because a carryover item was recognized as a valid requirement during a previous year's budget process, it is not subject to the same high degree of scrutiny as a new request and, to the extent possible, does not compete with new requests for funding. With regard to budgeted capital purchases, the ability to designate an expenditure as a carryover removes the disincentive to defer these purchases when the useful lives of items on hand can be extended.

**Cash Management:** The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash



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management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the balance of the highest interest and return, liquidity and minimal risk with these temporary cash balances.

**Charges for Services:** User charges for services provided by the City to those specifically benefiting from these services.

**Compensated Absences:** The expense incurred and the offsetting liability for accrued vacation time, personal time and the portion of sick leave that becomes vested and will be paid at termination.

**Components Units:** Legally separate organizations for which the elected officials of the primary government are financially accountable.

**Community Development Block Grant (CDBG):** A federal entitlement grant distributed to municipalities on the basis of a formula that considers population, housing condition, and poverty. CDBG funds are then distributed by the City for activities that benefit low and moderate-income families.

**Contingency:** The appropriations of funds for future allocation in the event specific budget allotments have been depleted and additional funds are needed.

**Contractual Services:** Expenditures for services from outside vendors that are obtained by an express or implied contract.

**Debt Service Fund:** A fund or funds established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**Deferred Charges:** Expenditures that are not chargeable to the fiscal period in which they were made but that are carried as an asset on the balance sheet, pending amortization or other disposition (e.g., bond issuance costs). Deferred charges differ from prepaid items in that they usually extend over a long period of time (more than five years) and are not regularly recurring costs of operation. See **Prepaid Items**.

**Deferred Compensation Plans:** Plans that offer employees the opportunity to defer a portion of their salary and the related liability for federal income taxes. Several sections of the Internal Revenue Code authorize certain state and local governments to provide deferred compensation plans for their employees.

**Deferred Revenues:** Amount for which asset recognition criteria (e.g., a valid receivable) have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, receivables that are measurable but not available are one example of deferred revenue.



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**Deficit:** The excess of expenditures or expenses over revenues or income during a single accounting period.

**Department:** A major administrative division of the City which indicates overall management responsibility for an operation or group of related operations within a functional area.

**Depreciation:** (1) Expiration in the useful life of fixed assets attributable to wear and tear, deterioration and obsolescence. (2) The portion of the cost of a fixed asset charged as an expense during a particular period.

**Division:** A segment of a department which is assigned a specific operation.

**Efficiency Measures:** Performance measures which measure the cost of an activity (either in terms of dollars or work hours) per unit of output or outcome or otherwise gauge the productivity of an activity. Generally, efficiency measures in the latter category compare work successfully completed with the potential amount of work which could have been accomplished.

**Encumbrance:** The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditures.

**Enterprise Fund:** A set of self-balancing accounts used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. The Water and Sewer Fund and the Parking Fund are enterprise funds.

**Entity:** The basic unit upon which accounting and/or financial reporting activities focus. The basic governmental legal and accounting entity is the individual fund and account group.

**Equalized Assessed Valuation:** The assessed valuation of a property increased by a multiplier established by the Illinois Department of Revenue which is intended to increase the total assessed valuation of all property in the County to a level that is equal to 33-1/3% of market value.

**Equalization Factor:** A factor determined by the State which when applied to the counties' assessed value will cause all property to equal one-third of its market value.

**Expenditure:** This term refers to the amount of funds paid or to be paid for obtaining an asset, goods, and services. For budget purposes, the term expenditure applies to all costs or expected commitments.



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**Expense:** The term expense is used in full accrual accounting to report decreases in net total assets.

**Fiscal Policies:** The City's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

**Fiscal Year (FY):** The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Des Plaines specifies January 1 to December 31 as its fiscal year.

**Fixed Assets:** Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

**Forfeiture:** The automatic loss of cash or other property as a penalty for not complying with legal provisions and as compensation for the resulting damages or losses.

**Franchise Fee:** A fee paid by public service businesses for use of City streets, alleys and property in providing their services to citizens of a community. Services requiring franchises include telephone, natural gas and cable television.

**Full Faith and Credit:** A pledge of the general taxing power for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full-faith-and-credit bonds.

**Full-Time Equivalent (FTE):** A standardized unit of measure used to determine the equivalent number of full-time employees. It is calculated by dividing the total hours actually worked or planned for a job class (regular and overtime) by a standard number of hours a full-time employee would work for the job class.

**Function:** A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

**Fund:** An accounting entity with a set of self-balancing accounts that is used to account for financial transactions for specific activities or government functions. Seven commonly used funds in governmental accounting are: the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, and trust and agency funds.

**Fund Balance:** Fund balance is the excess of assets over liabilities. The unreserved fund balance is the amount available for appropriation.



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**Fund Type:** Any one of seven categories into which all funds are classified in government accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

**GASB 34:** The City implemented Government Accounting Standards Board (GASB) Statement No. 34 for its Fiscal Year Ended December 31, 2003. This accounting standard requires the City to report the value of its infrastructure assets in the governmental financial statements and depreciate them over their estimated useful life. Projects that do not extend the useful life of the asset (e.g. overlay of a road) are expensed rather than capitalized.

**General Fund:** The largest fund within the City, the General Fund accounts for most of the financial resources of the government. General Fund revenues include sales taxes, licenses and permits, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as fire and police protection, finance, inspection services, community development, public works and general administration.

**General Obligation Bonds (G.O. Bonds):** Bonds that finance a variety of public projects, such as streets, buildings and improvements, and which are backed by the full faith and credit of the issuing government.

**Governmental Fund Types:** Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except those accounted for in proprietary funds and fiduciary funds. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. The measurement focus in these fund types is on the determination of financial position and changes in financial position, rather than on net income determination. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

**Grant:** Contributions or gifts of cash or other assets from another government to be used for a specified purpose, activity or facility. Grants may be classified as either categorical or block, depending on the amount of discretion allowed the grantee.

**Gross Bonded Debt:** The total amount of direct debt of a government represented by outstanding bonds before deduction of any assets available and earmarked for their retirement.

**Home Rule:** A status granted by the Illinois Constitution which gives cities of a certain size or by referendum broad powers not otherwise available to local municipalities. For instance, there is no statutory limit to the property tax levy nor is there any requirement to seek referendum approval for increasing the levy or issuing debt.

**Illinois Municipal Retirement Fund (IMRF):** This retirement fund, established under State statutes, provides employees of local governments (excluding police and firefighters)



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in Illinois with a system for the payment of retirement annuities, disability, and death benefits. All employees (other than those covered by the Police or Firefighters' plans) hired in positions that meet or exceed an annual hourly standard (1,000 hours) must be enrolled in IMRF as participating members. Participating members of IMRF must contribute 4.5% of their salary to the pension fund. The employer pays a percentage that varies each year and is dependent on a report prepared by a professional actuary.

**Income:** A term used in proprietary fund type accounting to represent (1) revenues, or (2) the excess of revenues over expenses.

**Infrastructure Assets:** Public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems and similar assets that are immovable and of value only to the governmental unit.

**Interfund Transfer:** Payment from one fund to another fund primarily for work or services provided.

**Intergovernmental Revenues:** Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

**Internal Service Fund:** Funds used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis; for example, the Risk Management Fund.

**Interperiod Equity:** The measure of the extent to which current-year revenues are sufficient to pay for the services provided by the government entity during the year, and whether current-year citizens are receiving services by shifting part of the payment burden to future years' citizens or by using up previously accumulated resources.

**Investments:** Securities held for the production of revenues in the form of interest or dividends. The term does not include fixed assets used in government operations.

**Joint Venture:** A legal entity or other contractual arrangement in which a government participates in a separate activity for the benefit of the public and in which the government retains an ongoing financial interest.

**Level of Budgetary Control:** The City Manager is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that increase the total expenditures of any fund must be approved by the governing body. Expenditures may not legally exceed budgeted appropriations at the fund level.

**Levy (Verb):** To impose taxes, special assessments, or service charges for the support of governmental activities. **(Noun)** The total amount of taxes, special assessments or service charges imposed by the City.



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**Liability:** Debt or other legal obligations arising out of transactions in the past which must be liquidated renewed or refunded at some future date.

**Line-Item Budget:** A budget that lists each expenditure category (salaries, office supplies, telephone service, copy machine costs, etc.) separately, along with the dollar amount budgeted for each specified category.

**Long-Term Debt:** Debt with a maturity of more than one year after the date of issuance.

**Measurement Focus:** The accounting convention that determines (1) which assets and which liabilities are included on the government's balance sheet and where they are reported, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses).

**Millage:** The tax rate on real property based on \$1.00 per \$1,000 of assessed property value.

**Modified Accrual Accounting:** Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Expenditures are recorded when the related fund liability is incurred.

**Motor Fuel Tax (MFT):** The State returns a portion of the gas tax to the municipalities on a per capita basis for use in the maintenance and construction of public roads.

**Net Income:** Proprietary fund excess of operating revenues, non-operating revenues, and operating transfers-in over operating expenses, non-operating expenses, and operating transfers-out.

**Non-Operating Expenditures:** The costs of government services which are not directly attributable to a specific City program or operation. Examples include debt service obligations and contributions to community organizations.

**Non-Operating Revenues:** The incomes received by the government which are not directly attributable to providing a service. An example would be interest on investments.

**Offset by Revenues (RO):** Describes an expenditure which is funded by specific revenues such as charges for services or contributions which are restricted as to their use. The City uses this designation to identify expenditures of its General Fund (Fund 100) and Capital Improvement Fund (Fund 414) which are fully offset by specific revenues.

**Operating Budget:** Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing,



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acquisition, spending and service delivery activities of a government are controlled. See **Budget**.

**Ordinance:** A formal legislative enactment by the governing body of a municipality. It has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. See **Resolution**.

**Organizational Unit:** A responsibility center within a government.

**Other Financing Sources:** Governmental fund debt proceeds, proceeds from the sale of general fixed assets, and operating transfers-in. Such amounts are classified separately from revenues on the governmental operating statement.

**Other Financing Uses:** Governmental fund operating transfers-out and the amount of refunding bond proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental operating statement.

**Overhead:** This refers to an interfund transfer to a particular fund or entity (e.g. Equipment Replacement Fund) from the General Fund to pay for its share of expenses that can't be allocated to a particular department or division of the general government.

**Overlapping Debt:** The proportionate share that property within each government must bear of the debts of all local governments located wholly or in part within the geographic boundaries of the reporting government. The amount of debt of each unit applicable to the reporting unit is arrived at by (1) determining what percentage of the total assessed value of the overlapping jurisdiction lies within the limits of the reporting unit, and (2) applying this percentage to the total debt of the overlapping jurisdiction.

**Performance Budget:** A budget that focuses on activities rather than line items. Work load and unit cost data are collected in order to assess the efficiency of services.

**Performance Measures:** Specific quantitative and qualitative measures of work performed as an objective of the department.

**Personal Services:** Includes the compensation paid to all employees as well as the City's share of pension, FICA and Medicare costs.

**Premium:** The excess of the price of a security over its face value, excluding any amount of accrued interest bought or sold.

**Program Budget:** A budget which structures budget choices and information in terms of "program and their related work activities" (i.e., repairing roads, crossing guards, etc.). A program budget provides information on what each program is committed to accomplish in





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the long run (goals) and in the short run (objectives) and measures the degree of achievement of program objectives (performance measures).

**Property Tax:** A tax levied on the assessed value of real property (also known as “**ad valorem taxes**”).

**Proprietary Fund Types:** The classification used to account for a City’s ongoing organizations and activities that are similar to those often found the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses, and transfers relating to the government’s business and quasi-business activities are accounted for through proprietary funds. The Generally Accepted Accounting Principles used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the Governmental Accounting Standards Board has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

**Reserved Fund Balance:** Those portions of fund balance that are not appropriable for expenditure or that are legally segregated for a specific future use.

**Resolution:** An order of a legislative body requiring less legal formality than an ordinance or statute. See **Ordinance**.

**Revenue:** Monies that the government receives as income. It includes such items as tax payments, fees from services, receipts for other governments, fines, reimbursements, grants, share revenues and interest income.

**Revenue Bonds:** Bonds whose principal and interest are payable exclusively from earnings of an Enterprise Fund.

**Retained Earnings:** An equity account reflecting the accumulated earnings of the City’s proprietary funds.

**RHS Plan Payout:** An incentive payment to employees who have accumulated a set number of unused sick days based on criteria set forth in the City’s Personnel Handbook.

**Salary Adjustments:** An account to be approved by the City Council for employee salary increases either negotiated through contracts or other otherwise authorized by the Council.

**Self-Insurance:** A term used to describe the retention of a risk of loss arising out of the ownership of property or from some other cause, instead of transferring this risk to an independent third-party through the purchase of an insurance policy.



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**Special Revenue Funds:** Funds used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes.

**Special Service Area:** A financing technique used to finance special services and special improvements desired by a specific area of the City. A tax is levied only on the particular area that will receive the special service or improvement.

**Tax Anticipation Notes (TANs):** Notes (or warrants) issued in anticipation of the collection of taxes, usually retirable only from tax collections.

**Taxes:** Compulsory charges levied by a government to finance services performed for the common benefit.

**Tax Increment Financing (TIF):** Tax increment financing is a redevelopment method, authorized by Illinois State Statutes that allows municipalities to encourage new development by using the new incremental property taxes generated by development to make public improvements, assemble property, or incur authorized costs in order to attract the development.

**Tax Levy:** The total amount to be raised by general property taxes for operating and debt service purposes.

**Tax Rate:** The amount of tax levied for each \$100 of assessed valuation.

**Value:** As used in governmental accounting, (1) the act of describing anything in terms of money or (2) to measure in terms of money.

**Voucher:** A written document that evidences the propriety of transactions and usually indicates the accounts in which they are to be recorded.

**Working Capital:** This term generally refers to current assets minus current liabilities. Some organizations may exclude certain current assets (e.g., inventory) from this general formula.

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