

**The City of Des Plaines**  
**2012 Annual Budget**



**For the Fiscal Year**  
**January 1, 2012 – December 31, 2012**

**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, 2011**

*Linda C. Danson Jeffrey R. Emer*

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

Dick Sayad – Fourth Ward

Mike Charewicz – Eighth Ward

## Administration

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

City Attorney .....David R. Wiltse

Director of Finance ..... Dorothy Wisniewski

Acting Chief of Police .....Mike Kozak

Fire Chief..... Alan Wax

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

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

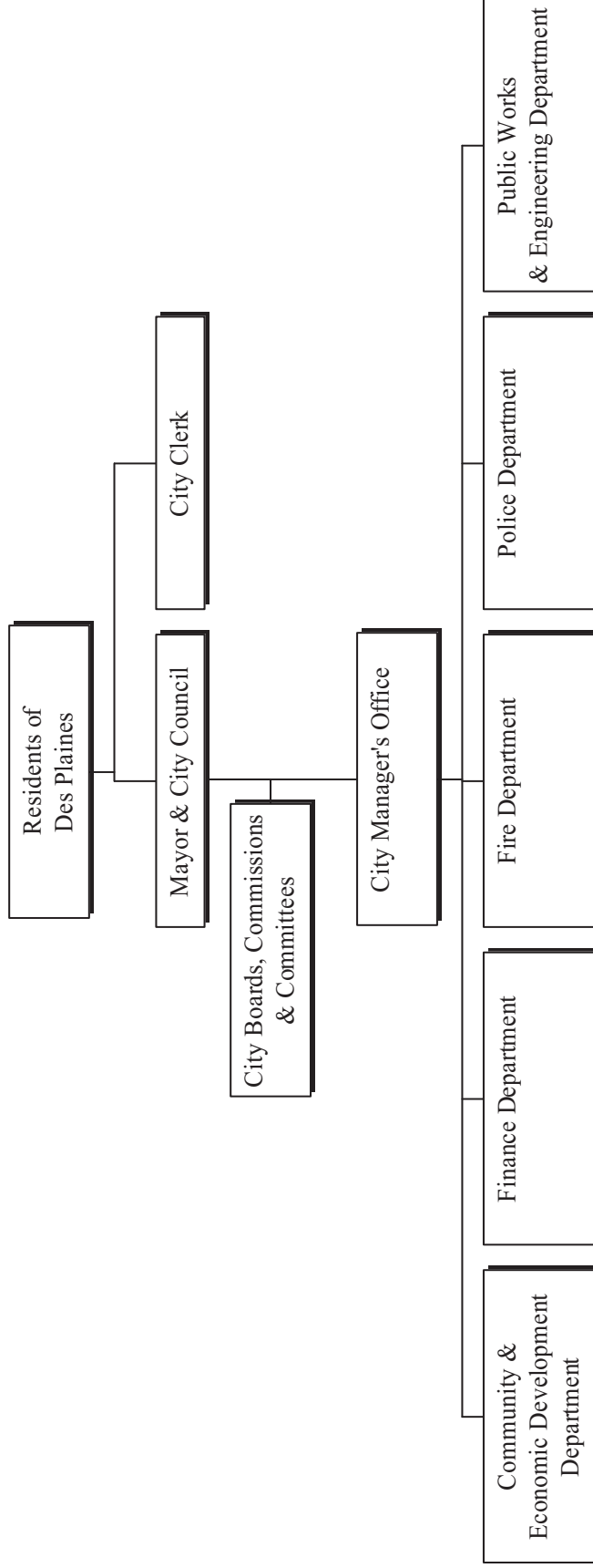






# City of Des Plaines

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## 2012 Budget BUDGET CALENDAR

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June	City Manager requests Council to complete Budget Insight Worksheet
July 5	Staff budget preparation workshop with Department Heads. Budget Team transmits budget memo with preliminary targets.
July 5-8	Budget Team meets with City Manager to discuss the strategic goals.
July 22	Departments submit budget to Budget Team inclusive of goals and accomplishments.
August 1-5	Initial review of budget requests by Budget Team.
August 8-12	Budget Team review with departments and conduct follow-up as needed. Meeting schedule to be provided.
August 22-23	Follow-up meetings with Departments (if necessary).
September 30	Submit draft 2010 Budget document to City Council for review.
October 11	<b>City Council Budget Review meeting</b> —Introduction & Overview. General Fund: Elected Office, City Manager, Finance, CED (CDBG), and General Fund Overhead. General Fund (cont.): Police, Fire, EMA, BFPC, and Public Works & Engineering, GIS.
October 12	<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).
November 7	<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 7-14	<b>Publication of Property Tax Levy.</b> <b>Public Hearing Notice</b> (required between 7 and 14 days prior to hearing).
November 21	<b>Public Hearing on Tax Levy</b> <b>1<sup>st</sup> Reading of Tax Levy Ordinance</b>
December 5	<b>2<sup>nd</sup> Reading and Approval of Tax Levy Ordinance.</b> (Must be filed with County Clerk by 12/27/11)
First Qtr 2012	<b>Annual Appropriation Ordinance filed.</b> Public notice required, not less than 10 days prior to Public Hearing.





# 2012 Budget TABLE OF CONTENTS

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Budget Message .....	1
Overview:	
Community Profile .....	9
Property Tax Levy Summary .....	19
Goals of the City Council .....	29
2012 Operational Organization Chart.....	33
Personnel Summary.....	35
2012 Financial Organization Chart.....	37
Budget Summary:	
Fund Structure .....	39
All Funds Budget Summary.....	47
General Fund Budget Summary.....	63
Water/Sewer Fund Budget Summary .....	83
Fund Balances vs. Financial Policy Requirements.....	85
Financial Policies:	
Chapter I - Operating Budget .....	87
Chapter II - Revenues & Expenditures .....	93
Chapter III - Capital Improvements .....	96
Chapter IV - Fund Balances .....	99
General Fund:	
General Fund Revenues .....	103
General Fund Expenditures.....	107
Elected Office.....	111
City Manager .....	123
Finance.....	163
Community & Economic Development.....	175
Public Works and Engineering.....	195
Police.....	237
Emergency Management Agency .....	275
Fire .....	283
Fire and Police Commission.....	303
Overhead Division .....	309
Special Revenue Funds:	
TIF #1 Fund (Downtown).....	315
TIF #3 Fund (Wille Road) .....	333
TIF #4 Fund (Five Corners).....	347
TIF #5 Fund (Perry/Lee).....	353
TIF #6 Fund (Mannheim/Higgins).....	359
Motor Fuel Tax Fund .....	371
CDBG Fund .....	377
Grant Funded Projects .....	385
Gaming Tax Fund.....	391
Debt Service Fund.....	395
Capital Projects Funds:	
Capital Projects Fund.....	413
Equipment Replacement Fund .....	445
IT Replacement Fund .....	455
Enterprise Funds:	
Water/ Sewer Fund .....	461
City-Owned Parking Fund.....	493
Metra-Leased Parking Fund .....	499
Internal Service Funds:	
Risk Management Fund .....	505
Health Benefits Fund.....	511
Glossary .....	517





## City of Des Plaines

### City Manager's Office

1420 Miner Street  
Des Plaines, IL 60016  
Tel: 847-391-5488  
Fax: 847-391-5451

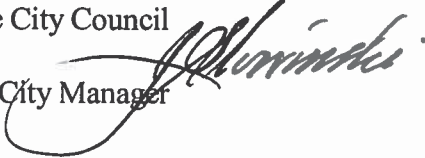
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## MEMORANDUM

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Date: February 2, 2012

To: Mayor and Aldermen of the City Council

From: Jason T. Slowinski, Acting City Manager 

Subject: FY 2012 Budget

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I am pleased to present the 2012 Annual Budget, as adopted by the City Council on December 5<sup>th</sup>, 2011. This budget makes significant strategic investments in our community while advancing 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. For three consecutive years the City has been a recipient of the Government Finance Officers Association's *Distinguished Budget Presentation Award* in recognition of the City's budget document.

### 2012 BUDGET GOALS

As has been the case during the past several years, the City's budgetary priority has been long-term financial stability coupled with continued investment in the City's aging infrastructure, enhanced beautification, and flood mitigation projects.

During our budget preparatory work, Staff asked the City Council to complete the *Budget Insight Worksheet* and rank various goals for the upcoming 2012 budget year. The City Council responded

that flood mitigation, infrastructure updates, and downtown beautification were among the highest priorities. The results of this survey also revealed that the City Council was in favor of a minimal property tax increase to residents.

The results of the *Budget Insight Worksheet* survey echoed those results of the latest strategic planning session conducted in the summer of 2009. During the 2009 strategic planning process, the Council identified along with flood mitigation and infrastructure improvements, a short term goal of keeping tax increases to a minimum. The past several years have been marked by minimal tax increases to residents and the 2012 Budget continues to place an 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 once again at center stage during the development of the 2012 Budget and, in fact, have been the 'lead' stories of budget discussions for the past several years. Hope of an ending recession and a return to prosperity has been replaced by fears of a double-dip recession. Volatility in the marketplace during the month of August 2011 alone is indicative of the lack of confidence investors have in a stable and predictable economic recovery. Hanging on every economic indicator, rattled investors saw several significant swings in the Dow Jones Industrial Average during the month. August 2011 Cook County home sales were down 9.2% from August 2010 and median sales prices for the same period dropped 7.8%; more indicators that the road to economic recovery is going to be long and sluggish.
- 2. Pension Liabilities:** Municipalities across the state must continue to address the funding of pension liabilities. Recent changes in pension legislation allow municipalities additional time until 2040 to fund 90% of their respective pension obligations. While some relief is extended to municipalities by this modification, additional measures are necessary to ensure the City can meet its future pension obligations.

In 2011, the City adjusted its actuarial rate (i.e., the rate at which pension investments are assumed to grow and upon which future investment requirements will be calculated) by lowering it from 8% to 7.75%. This adjustment will help ensure that the City invests enough money to meet future pension obligations. The work is not done there, however. Investment returns can significantly fluctuate depending upon market conditions. Prudent long term fiscal planning suggests that a lower actuarial rate be utilized going forward in line with the 7% rate utilized by the State of Illinois in its assessment of police and fire pension funds. The 2012 Budget provides for an actuarial rate of 7.0% for Police and Fire pensions to fully comply with state statute as required by 2040.



3. **Flat Revenue Sources:** Following two years of declining revenues in almost every single category, many revenue sources have stabilized or have even seen a slight increase. While this is an encouraging sign, revenue sources can best be described as remaining relatively flat. Obviously, this poses a challenge for the City as costs of doing business continue to increase.
4. **Continued High Debt Load:** The City continues to carry a significantly high debt load as compared to its peer communities. In recent years, these significant payments, which typically come due in June and December of each year, have caused the City to obtain a short term bridge loan to meet our obligations.

The City is fortunate at the end of 2011 to have satisfied the terms of the 2002A series and 2007A series bonds, as a result, property-tax supported debt will be reduced by \$1.0M and will have a positive impact on the property tax levy. While this is certainly a positive development, we must continue to be mindful of the remaining \$63.5M in debt obligations the City must satisfy.

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. 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.

In 2011, the City began funding equipment in the Capital Equipment Replacement Fund on a pay-as-you-go, depreciation type basis. Each year the City sets aside a portion of the cost of a piece of equipment so that in the year the equipment is purchased, the money is available. This important step in the long-term fiscal health of our City eliminates the need to issue debt to pay for equipment purchases and incur expensive borrowing costs. It also allows the City to better plan for these types of purchases on a consistent, regular basis.

With the establishment of this funding structure, we must remain committed to setting aside the money necessary for equipment purchases. The 2012 Budget provides for \$1.375M to the Capital Equipment Replacement Fund.

### BUDGET RECAP

The City has taken great strides during the past three years to ensure its fiscal stability by significantly reducing its operating expenditures by streamlining operations and, most notably, by eliminating numerous staff positions. Those were, undoubtedly, some of the most difficult decisions made during this period. They were, however, the decisions necessary to meet the new economic realities of today and they have placed the City on a path to long term fiscal strength. A sustained economic recovery may be questionable in the near term, but the City remains poised to deal with whatever economic conditions present themselves during the next several years. The

2012 Budget continues to be a conservative financial plan intended to hold the line on expenditures while making strategic investments, position the City for fiscal stability, and provide for excellence in the delivery of City services.

### **Overview of Revenues**

Total revenues in the 2012 Budget are \$114.6M, a 14.7% increase from 2011 budget figures, mostly due to an influx of revenue associated with the opening of a casino & entertainment complex in the City. The 2012 General Fund revenues (the main operating fund) total \$57.5M, a \$313K increase over 2011 projected revenues, or 0.5%. As you will note, while a slight increase is encouraging, General Fund revenues continue to remain relatively flat as a result of a struggling economy.

The total City property tax levy is \$23.2M or an increase of 0% over the prior year's tax levy. The 10-year average total levy increase (levy over extension) is 2.58%. The 2012 increase of 0% is, obviously, well below the 10-year average.

Sales taxes—the second largest source of revenue for the City, of which the General Fund receives approximately one-quarter—is expected to increase 4.8% from 2011 Budget figures. This is the second consecutive year that the City will see an increase in sales taxes (6.8% in 2011). State income tax is based on a per capita distribution, which the City expects a slight increase of \$165K. Utility taxes will remain relatively constant from 2011 levels, coming in at \$3.25M. A significant revenue source that will experience a decrease for a second consecutive year is the Telecommunications Tax as individuals drop landline telephones in favor of cellular devices. The Telecommunications Tax is expected to decrease by \$300K in 2012. Other revenues of significance are:

- Hotel/Motel taxes of \$1.09M, a \$26K decrease from 2011 projected revenues.
- Real Estate transfer taxes of \$275K—a \$50K decrease from 2011 projected figures.
- Food and Beverage tax receipts of \$1.0M, a \$150K increase from 2011 projected revenues. Most of this increase is associated with new restaurants opening in the City associated with the casino development.
- Personal Property Replacement tax revenues of \$1.1M.
- Licensing and Permit revenue of \$2.54M, consisting of vehicle licenses (\$1.15M), business licenses (\$450K), and building permits (\$400K). All of these revenues are relatively consistent with 2011 figures.
- Emergency Telephone Surcharges of \$727K, with no change from 2011 figures.

### **Overview of Expenditures**

Total City spending for the 2012 Budget is \$114.8M, a \$16.0M increase (or 16.2%) over the 2011 budget amount. The vast majority of this increase is entirely due to the City's obligations under the business development agreement with Midwest Gaming (\$12.7M) and the investment in infrastructure projects within the City's TIF districts (\$2.6M).

The 2012 Budget includes total General Fund (operating) expenditures of \$57.3M, a \$1.85M increase over 2011 projected General Fund expenditures or 3.3%. With General Fund revenues at \$57.5M, the City is operating with a balanced budget.

Significant General Fund expenditures include:

- The continuation of the Home Generator Assistance Program at a cost of \$50K to subsidize the purchase of generators by residents to combat power outages and related flooding issues.
- Replacement of the City Hall's aging hot water piping at a cost of \$200K.
- The review and rewrite of the City Code at a cost of \$30K to ensure compliance with applicable regulations and case law and to correct any inconsistencies in the Code.

Other significant non-General Fund expenditures include:

- The replacement of all sidewalks in the downtown area, installation of irrigated landscaping, and related street light improvements at a cost of \$2.75M from the TIF #1 fund.
- The renovation of the downtown METRA commuter train station at a cost of \$500K from the TIF #1 fund.
- Lighting retrofit of the Metro Square parking facility at a cost of \$175K from the TIF #1 fund.
- Select sidewalk and curb replacement in TIF #4 at a cost of \$500K.
- The purchase of one (1) tandem dump truck (\$140K) and one (1) 5-ton dump truck (\$120K), payable out of the Capital Equipment Replacement Fund (CERF).
- Replacement and installation of a backup generator at Fire Station #1 at a cost \$30K, payable out of the CERF.
- Replacement of four (4) squad cars in the Police Department at a cost of \$120K, payable out of the CERF.

### **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 2012 Budget includes total Capital Projects revenues of \$6.8M and total expenditures of \$8.0M. Of concern to the overall fiscal health of the Capital Projects Fund are shrinking revenues that support the fund. It is expected that the City will begin to use gaming tax revenues as a source of funding for this Fund. Those transfers can be expected to begin in FY2013.

The capital improvements proposed for construction in 2012 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 (\$550K), Water System Improvements (\$430K), Sidewalk improvements (\$250K), Curb and Gutter replacement (\$150K), 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. The fund has been operating in an unbalanced position for the past several years and, as a result, in 2011 the City commissioned a water rate study. The results of that study are complete and were presented with three rate scenarios. Staff recommended to the City Council during the 2012 Budget deliberations, an increase in the 2012 Water/Sewer rate based on scenario 1 which was the lowest increase to be passed on to residents. The water rate will increase by 19% from \$3.412 to \$4.075 per 100 cubic feet. Additionally, the sanitary sewer rate increased by 30% from \$.70 to \$.91 per 100 cubic feet. The increase in the rate is necessary for the Fund to become self-sustaining.

### Overview of Gaming Fund

The most notable change to the 2012 Budget is the addition of a separate fund entitled "Gaming Tax Fund." This fund has been established to account for the revenues and expenditures (including transfers) related to receipts and obligations associated with the operation of the new Rivers Casino which opened July 18, 2011. The fund has been established and receiving revenue since the Casino's opening with \$10.1M projected to be received by the end of FY2011. The City is anticipating 2012 full year revenue to be \$16.8M.

The 2012 Budget includes expenditures of \$12.7M from the Gaming Tax Fund required pursuant to our business development agreement with Midwest Gaming. It is important to stress that future expenditures from the Gaming Tax Fund be reserved for capital infrastructure improvements, debt repayment, and other appropriate non-operating expenses. While the City Council has informally acknowledged the importance of this policy, it may want to give consideration to formalizing this policy in the near future.

### 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 2012, the City is projecting to have a total General Fund balance of \$25.7M, which represents 44.8% of annual expenditures. The unreserved fund balance will improve to 34.3%. 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 maintain a healthy *unreserved* portion of the fund balance. Without an appropriate unreserved fund balance, certain financial contingencies cannot adequately be addressed

and may result in the City having to assume short term loans or take other undesirable actions to meet its financial obligations. In 2011, the City experienced several weather-related emergencies which required the activation of our emergency operations center and increased overtime expenditures associated with the City's response. In most instances, these events are not reimbursed by the state or federal government. The City's fund balance helps act as an emergency reserve in these types of instances.

### **CONCLUSION**

As I mentioned at the outset, the 2012 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 and who strive to produce the most efficient and effective services for the residents of Des Plaines.







## 2012 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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2012 Budget  
**COMMUNITY PROFILE**



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

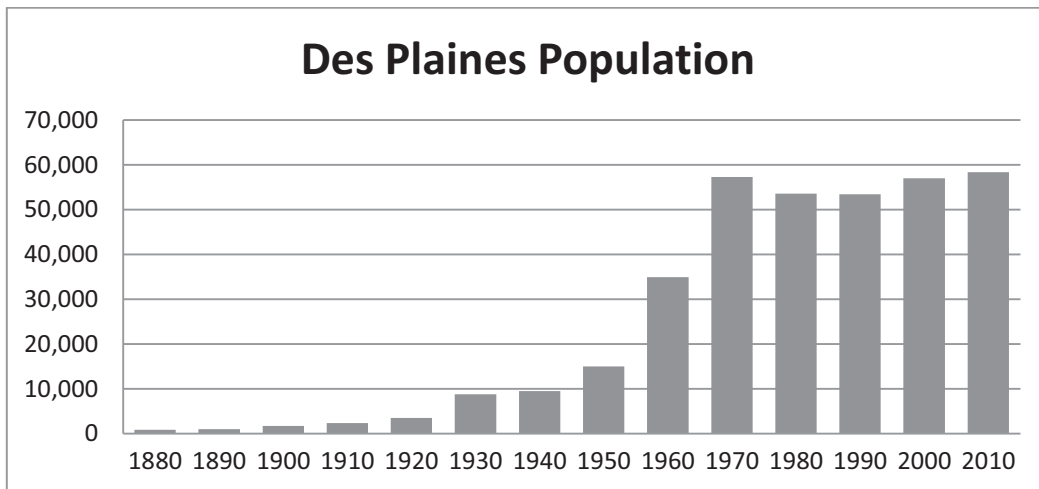
**Population Characteristics**

Under 5	5.4%
18 and over	77.5%
65 and over	17.1%
Male	48.7%
Female	51.3%
Avg. Household Size	2.58
Avg. Family Size	3.21
Total Housing Units	24,075

**POPULATION**

Des Plaines is home to an estimated 58,364 people (2010 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.



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## 2012 Budget COMMUNITY PROFILE



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:

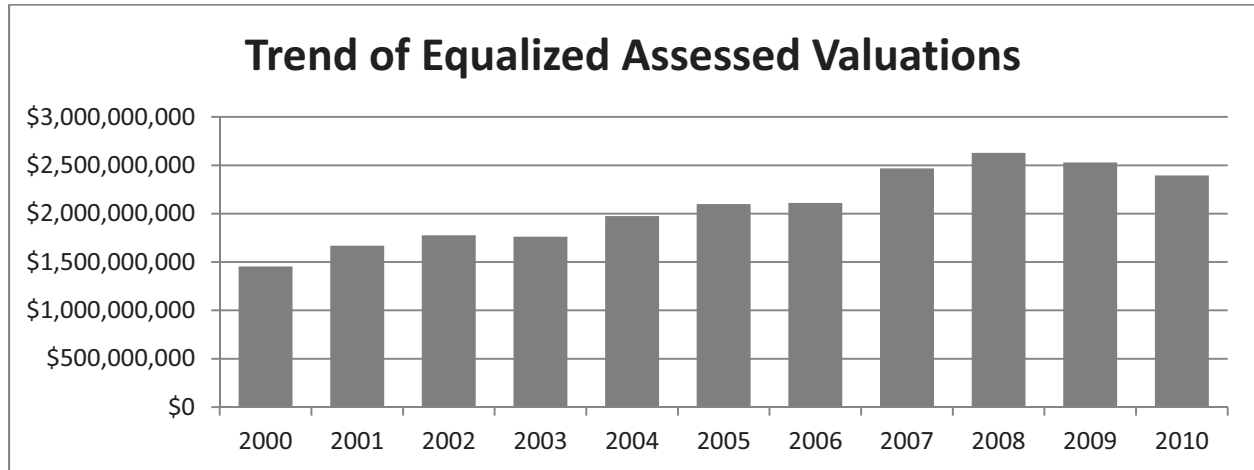
Residential	43.0%	3,953 acres
Manufacturing	16.0%	1,469 acres
Commercial/ Retail	7.5%	695 acres
Education & Recreation	15.7%	1,447 acres
Streets, Alleys & Railroads	13.3%	1,222 acres
Vacant	4.5%	413 acres

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**2012 Budget  
COMMUNITY PROFILE**

In 2010, the value of property in Des Plaines had an estimated actual value of over \$7.6 billion and an equalized assessed value (EAV) of almost \$2.4 billion.



**CONSTRUCTION ACTIVITY**

In 2011, the City’s Department of Community & Economic Development issued 3,336 permits with a total estimated value of \$50,292,878.

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, 2011.

Year	No. of Single Family	Value	No. of Multi-Family	Value	Misc. Value	Total Value
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
2010	4	\$ 1,342,000	5	\$ 5,234,000	\$ 182,559,000	\$ 189,135,000
2011	2	\$ 1,002,180	9	\$ 6,022,405	\$ 43,268,293	\$ 50,292,878

Overall construction activity was up in 2010 due to the Rivers Casino. However, residential construction has dramatically declined during the five-year period 2007-2011.

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## 2012 Budget COMMUNITY PROFILE

### PRINCIPAL EMPLOYERS

<u>Business</u>	<u>Industry</u>	<u>Employees</u>
Universal Oil Products, Inc.	Chemical Engineering Services	2,000
Swissport USA, Inc	Ground Services to Aviation	1,500
Holy Family Medical Center	Medical Center	1,036
Oakton Community College	Public Community College	990
Hart Shaffner & Marx.	Men's Apparel	800
June Lighting, Inc	Lighting Fixtures	760
Sysco Food Services	Food Wholesalers	700
Wheels, Inc.	Passenger Car and Truck Leasing	550
Lawson	Industrial Distributor	480
Ciba Vision Corporation	Manufacturers of Contact Lenses	400



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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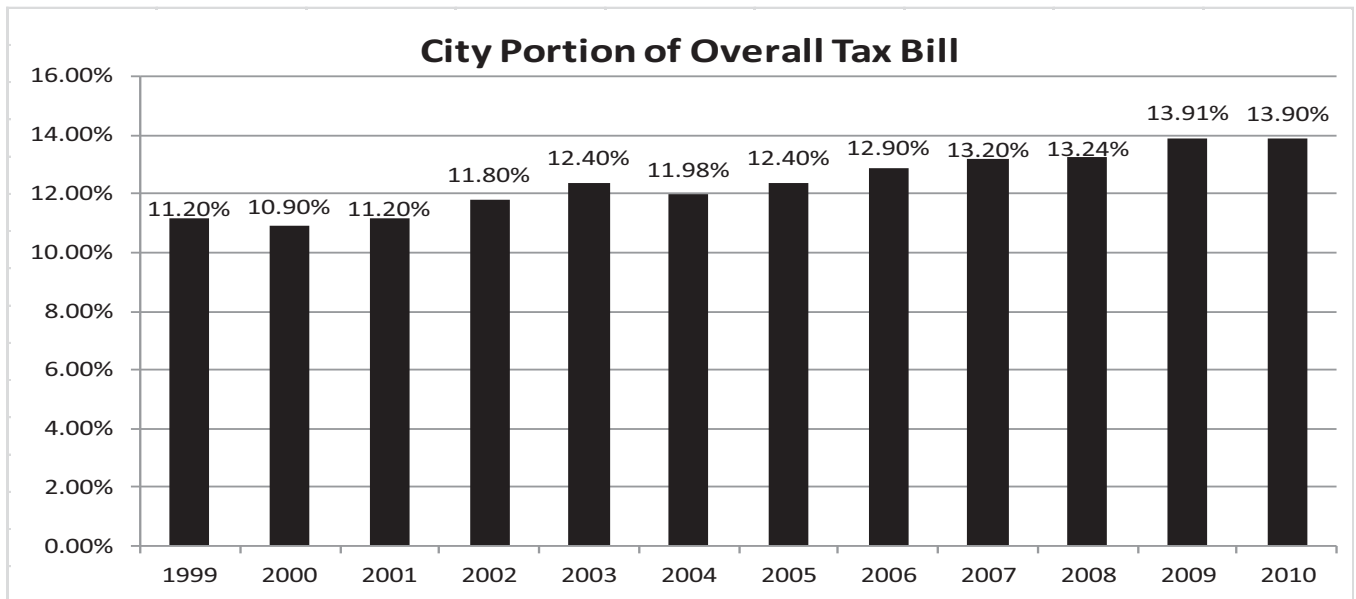


## 2012 Budget PROPERTY TAX SUMMARY

A property owner's tax bill includes taxes that are paid to numerous taxing jurisdictions that support various public functions. The 2010 tax bill (paid in 2011) 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>

### **Maine Township**

<b>Taxing Jurisdiction</b>	<b>Tax Amt</b>	<b>Tax Rate</b>	<b>Percent of Tax Bill</b>
NW Mosquito Abatement	\$ 6.58	0.009	0.13%
Water Reclamation District	\$ 200.18	0.274	3.81%
Des Plaines Park District	\$ 246.93	0.338	4.70%
Oakton College District	\$ 116.89	0.160	2.23%
High School District 207	\$ 1,301.88	1.782	24.79%
School District 62	\$ 2,002.49	2.741	38.13%
Des Plaines Library	\$ 204.56	0.280	3.90%
<b>City of Des Plaines</b>	<b>\$ 729.84</b>	<b>0.999</b>	<b>13.90%</b>
Road & Bridge Maine	\$ 27.76	0.038	0.53%
Maine General Assistance	\$ 13.15	0.018	0.25%
Town of Maine	\$ 54.79	0.075	1.04%
Forest Preserve District	\$ 37.26	0.051	0.71%
Consolidated Elections	\$ -	0.000	0.00%
County of Cook	\$ 166.57	0.228	3.17%
Cook County Public Safety	\$ 82.55	0.113	1.57%
Cook County Health	\$ 59.91	0.082	1.14%
<b>Total</b>	<b>\$ 5,251.34</b>	<b>7.188</b>	<b>100.00%</b>



<sup>1</sup> Based on a 2010 Tax Bill (payable in 2011) for a Maine Township property owner .

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## 2012 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>

### Maine Township

#### 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				\$ 278.00	\$ 417.00	\$ 556.00	\$ 695.00	\$ 834.00
Monthly Property Taxes Paid to Des Plaines				\$ 23.17	\$ 34.75	\$ 46.33	\$ 57.92	\$ 69.50
	2012 Annual Budget	Monthly Budget	Percent of General Fund	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost
Elected Office	\$ 609,608	\$ 50,801	1.09%	\$ 0.25	\$ 0.38	\$ 0.51	\$ 0.63	\$ 0.76
City Manager Dept.	\$ 2,982,589	\$ 248,549	5.35%	\$ 1.24	\$ 1.86	\$ 2.48	\$ 3.10	\$ 3.72
Finance Dept.	\$ 1,032,708	\$ 86,059	1.85%	\$ 0.43	\$ 0.64	\$ 0.86	\$ 1.07	\$ 1.29
Police Dept.	\$ 19,711,500	\$ 1,642,625	35.38%	\$ 8.20	\$ 12.30	\$ 16.39	\$ 20.49	\$ 24.59
Fire Dept.	\$ 17,330,574	\$ 1,444,215	31.11%	\$ 7.21	\$ 10.81	\$ 14.41	\$ 18.02	\$ 21.62
Police & Fire Comm.	\$ 64,305	\$ 5,359	0.12%	\$ 0.03	\$ 0.04	\$ 0.05	\$ 0.07	\$ 0.08
EMA	\$ 130,164	\$ 10,847	0.23%	\$ 0.05	\$ 0.08	\$ 0.11	\$ 0.14	\$ 0.16
Comm. Development	\$ 2,058,973	\$ 171,581	3.70%	\$ 0.86	\$ 1.28	\$ 1.71	\$ 2.14	\$ 2.57
Public Works Dept.	\$ 10,885,276	\$ 907,106	19.54%	\$ 4.53	\$ 6.79	\$ 9.05	\$ 11.32	\$ 13.58
Overhead Exp.	\$ 902,720	\$ 75,227	1.62%	\$ 0.38	\$ 0.56	\$ 0.75	\$ 0.94	\$ 1.13
<b>Total</b>	<b>\$ 55,708,417</b>	<b>\$ 4,642,368</b>	<b>100.00%</b>	<b>\$ 23.17</b>	<b>\$ 34.75</b>	<b>\$ 46.33</b>	<b>\$ 57.92</b>	<b>\$ 69.50</b>

<sup>1</sup> Based on a 2010 Tax Bill (payable in 2011) for a Maine Township property owner.

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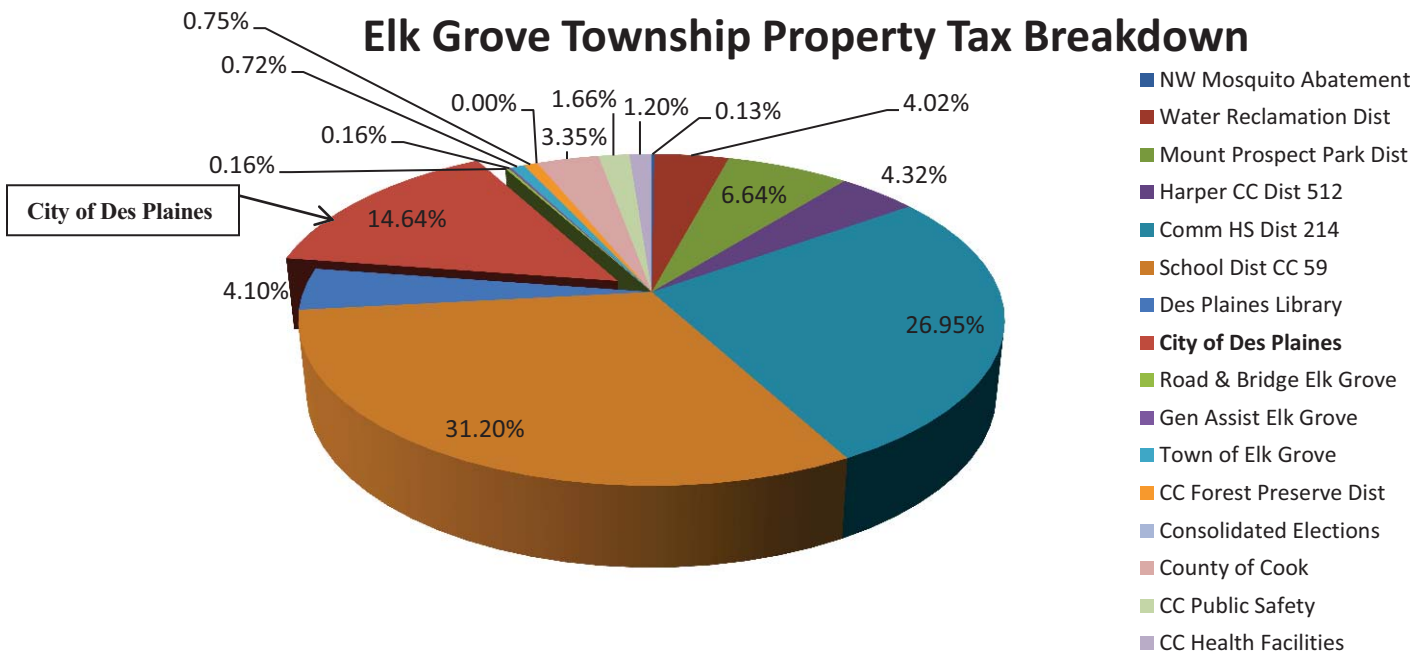


## 2012 Budget PROPERTY TAX SUMMARY

A property owner's tax bill includes taxes that are paid to numerous taxing jurisdictions that support various public functions. The 2010 tax bill (paid in 2011) presented in detail below, which is representative of an average bill for a property owner in Elk Grove Township, includes taxes that support sixteen different jurisdictions.<sup>2</sup>

### Elk Grove Township

Taxing Jurisdiction	Tax Amt	Tax Rate	Percent of Tax Bill
NW Mosquito Abatement	\$ 10.96	0.009	0.13%
Water Reclamation District	\$ 333.59	0.274	4.02%
Mount Prospect Park District	\$ 551.51	0.453	6.64%
Harper CC Dist 512	\$ 359.15	0.295	4.32%
High School District 214	\$ 2,238.93	1.839	26.95%
School District 59	\$ 2,591.99	2.129	31.20%
Des Plaines Library	\$ 340.89	0.280	4.10%
<b>City of Des Plaines</b>	<b>\$ 1,216.25</b>	<b>0.999</b>	<b>14.64%</b>
Road & Bridge Elk Grove	\$ 13.39	0.011	0.16%
General Assistance Elk Grove	\$ 13.39	0.011	0.16%
Town of Elk Grove	\$ 59.66	0.049	0.72%
Forest Preserve District	\$ 62.09	0.051	0.75%
Consolidated Elections	\$ -	0.000	0.00%
County of Cook	\$ 277.60	0.228	3.35%
Cook County Public Safety	\$ 137.57	0.113	1.66%
Cook County Health	\$ 99.83	0.082	1.20%
<b>Total</b>	<b>\$ 8,306.80</b>	<b>6.823</b>	<b>100.00%</b>



<sup>2</sup> Based on a 2010 Tax Bill (payable in 2011) for an Elk Grove Township property owner .

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## 2012 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>2</sup>

### Elk Grove Township

#### 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				\$ 292.80	\$ 439.20	\$ 585.60	\$ 732.00	\$ 878.40
Monthly Property Taxes Paid to Des Plaines				\$ 24.40	\$ 36.60	\$ 48.80	\$ 61.00	\$ 73.20
	2012 Annual Budget	Monthly Budget	Percent of General Fund	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost
Elected Office	\$ 609,608	\$ 50,801	1.09%	\$ 0.27	\$ 0.40	\$ 0.53	\$ 0.67	\$ 0.80
City Manager Dept.	\$ 2,982,589	\$ 248,549	5.35%	\$ 1.31	\$ 1.96	\$ 2.61	\$ 3.27	\$ 3.92
Finance Dept.	\$ 1,032,708	\$ 86,059	1.85%	\$ 0.45	\$ 0.68	\$ 0.90	\$ 1.13	\$ 1.36
Police Dept.	\$ 19,711,500	\$ 1,642,625	35.38%	\$ 8.63	\$ 12.95	\$ 17.27	\$ 21.58	\$ 25.90
Fire Dept.	\$ 17,330,574	\$ 1,444,215	31.11%	\$ 7.59	\$ 11.39	\$ 15.18	\$ 18.98	\$ 22.77
Police & Fire Comm.	\$ 64,305	\$ 5,359	0.12%	\$ 0.03	\$ 0.04	\$ 0.06	\$ 0.07	\$ 0.08
EMA	\$ 130,164	\$ 10,847	0.23%	\$ 0.06	\$ 0.09	\$ 0.11	\$ 0.14	\$ 0.17
Comm. Development	\$ 2,058,973	\$ 171,581	3.70%	\$ 0.90	\$ 1.35	\$ 1.80	\$ 2.25	\$ 2.71
Public Works Dept.	\$ 10,885,276	\$ 907,106	19.54%	\$ 4.77	\$ 7.15	\$ 9.54	\$ 11.92	\$ 14.30
Overhead Exp.	\$ 902,720	\$ 75,227	1.62%	\$ 0.40	\$ 0.59	\$ 0.79	\$ 0.99	\$ 1.19
<b>Total</b>	<b>\$ 55,708,417</b>	<b>\$ 4,642,368</b>	<b>100.00%</b>	<b>\$ 24.40</b>	<b>\$ 36.60</b>	<b>\$ 48.80</b>	<b>\$ 61.00</b>	<b>\$ 73.20</b>

<sup>2</sup> Based on a 2010 Tax Bill (payable in 2011) for an Elk Grove Township property owner.

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**2012 Budget**  
**PROPERTY TAX LEVY (2011 Levy Extended in 2012)**

2011 PROPERTY TAX LEVY  
 (Collections to occur in the 2012 Budget)

Purpose	2009 Tax Extension	2010 Tax Extension	2011 Tax Levy	Dollar Change From 2010	Percent Change From 2010
<b>Corporate</b>	15,428,429	15,731,420	\$ 15,924,580	\$ 193,160	1.23%
<b>Police Pension</b>	3,338,189	3,438,335	3,472,544	34,209	0.99%
<b>Firefighter Pension</b>	3,133,584	3,497,476	3,577,776	80,300	2.30%
2001 Bond (risk)	104,090	-	-		
2002 A Bond (refund 93)	950,888	907,216	0	(907,216)	
2003 A Bond (fire station land-arch fees)	108,591	106,066	98,610	(7,456)	-7.03%
2007A (2000 & 2001 Refunding) Risk Mgt.	3,990	108,990	0	(108,990)	
2007B (2001B Refunding) Fire Sta. Land	113,999	111,206	108,250	(2,956)	-2.66%
<b>Total Debt Service increase/(decrease)</b>	<b>1,281,558</b>	<b>1,233,478</b>	<b>206,860</b>	<b>(1,026,618)</b>	<b>-83.23%</b>
<b>Total City:</b>	<b>\$ 23,181,760</b>	<b>\$ 23,900,709</b>	<b>\$ 23,181,760</b>	<b>\$ (718,949)</b>	<b>-3.01%</b>
<b>Library:</b>	<b>6,499,096</b>	<b>6,694,069</b>	<b>6,359,096</b>	<b>\$ (334,973)</b>	<b>-5.00%</b>
<b>Total:</b>	<b>29,680,856</b>	<b>30,594,778</b>	<b>29,540,856</b>	<b>\$ (1,053,922)</b>	<b>-3.44%</b>

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## 2012 Budget Goals of the City Council

In May 2011, the City Council completed the *City Council Budget Insight Worksheet* as part of the 2012 Budget process. The purpose of the Worksheet was to gather input from the Council in relation to the Council's goals for 2012. The idea behind the Worksheet was to better align the City of Des Plaines Staff's proposed spending priorities with the goals and expectations of the Council. Additionally, the Council was asked to provide input to Staff regarding proposed property taxes for the coming year. The results from the Council's responses were tabulated and aided Staff in its approach to developing the 2012 Budget. The results of the Worksheet can be found below and on the following pages.

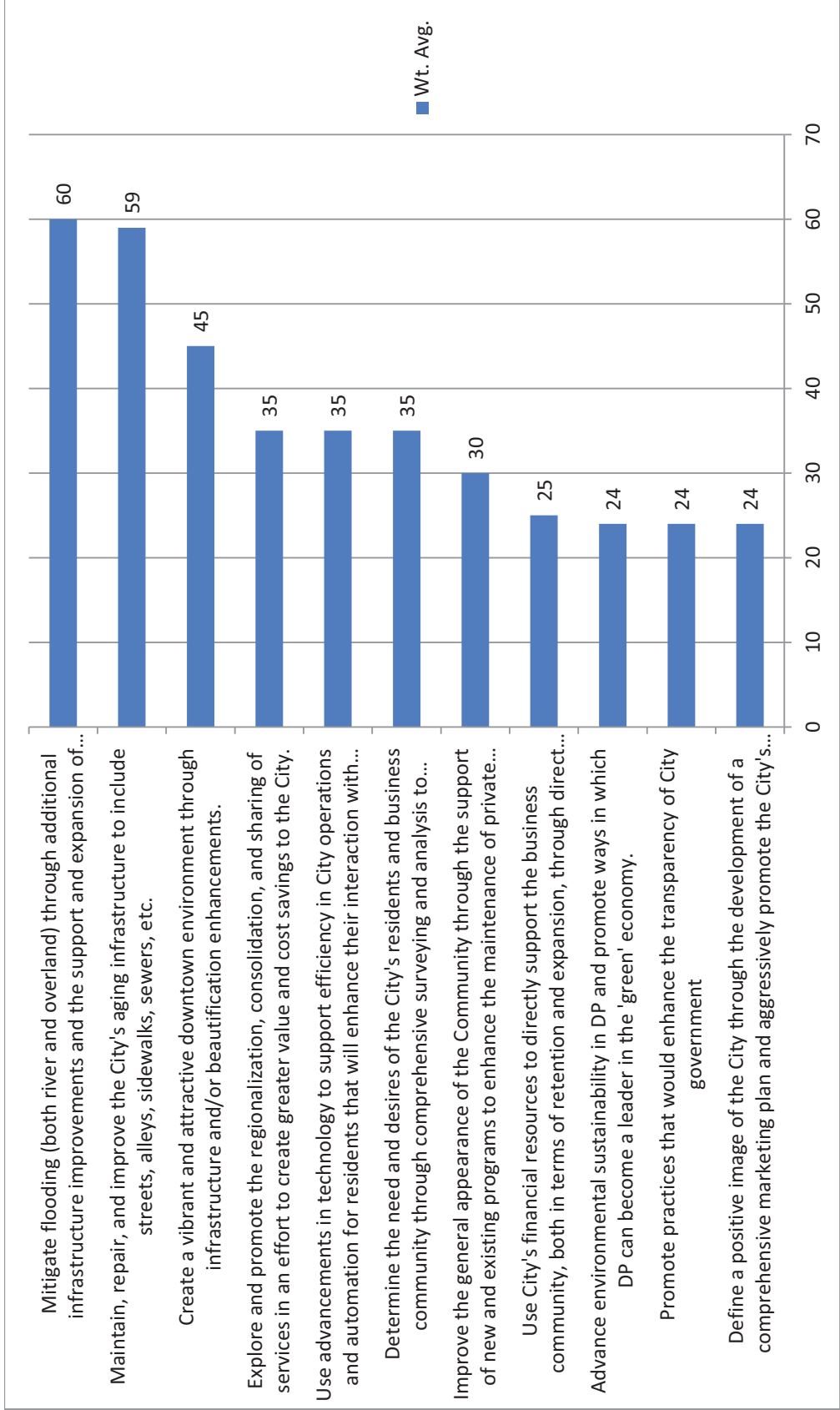
Funding Preferences/Goal Statements (Ranked)									
Question: Please rank in order from 1 to 11 (1 being most preferred) your preferences as to which goals should be given priority for any discretionary spending.									
							Wt. Avg	Avg Rank	# 1st place votes
Mitigate flooding (both river and overland) through additional infrastructure improvements and the support and expansion of public/private partnerships in our neighborhoods							60	10	3
Maintain, repair, and improve the City's aging infrastructure to include streets, alleys, sidewalks, sewers, etc.							59	9.83	2
Create a vibrant and attractive downtown environment through infrastructure and/or beautification enhancements.							45	7.5	1
Explore and promote the regionalization, consolidation, and sharing of services in an effort to create greater value and cost savings to the City.							35	5.83	
Use advancements in technology to support efficiency in City operations and automation for residents that will enhance their interaction with City government.							35	5.83	
Determine the need and desires of the City's residents and business community through comprehensive surveying and analysis to determine future planning and funding priorities.							35	5.83	
Improve the general appearance of the Community through the support of new and existing programs to enhance the maintenance of private property within the City.							30	5	
Use City's financial resources to directly support the business community, both in terms of retention and expansion, through direct grants and subsidies							25	4.17	
Advance environmental sustainability in DP and promote ways in which DP can become a leader in the 'green' economy.							24	4	
Promote practices that would enhance the transparency of City government							24	4	
Define a positive image of the City through the development of a comprehensive marketing plan and aggressively promote the City's offerings.							24	4	



## 2012 Budget Goals of the City Council

### Funding Preferences/Goal Statements (Ranked)

**Question:** Please rank in order from 1 to 11 (1 being the most preferred) your preferences as to which goals should be given priority for any discretionary spending.



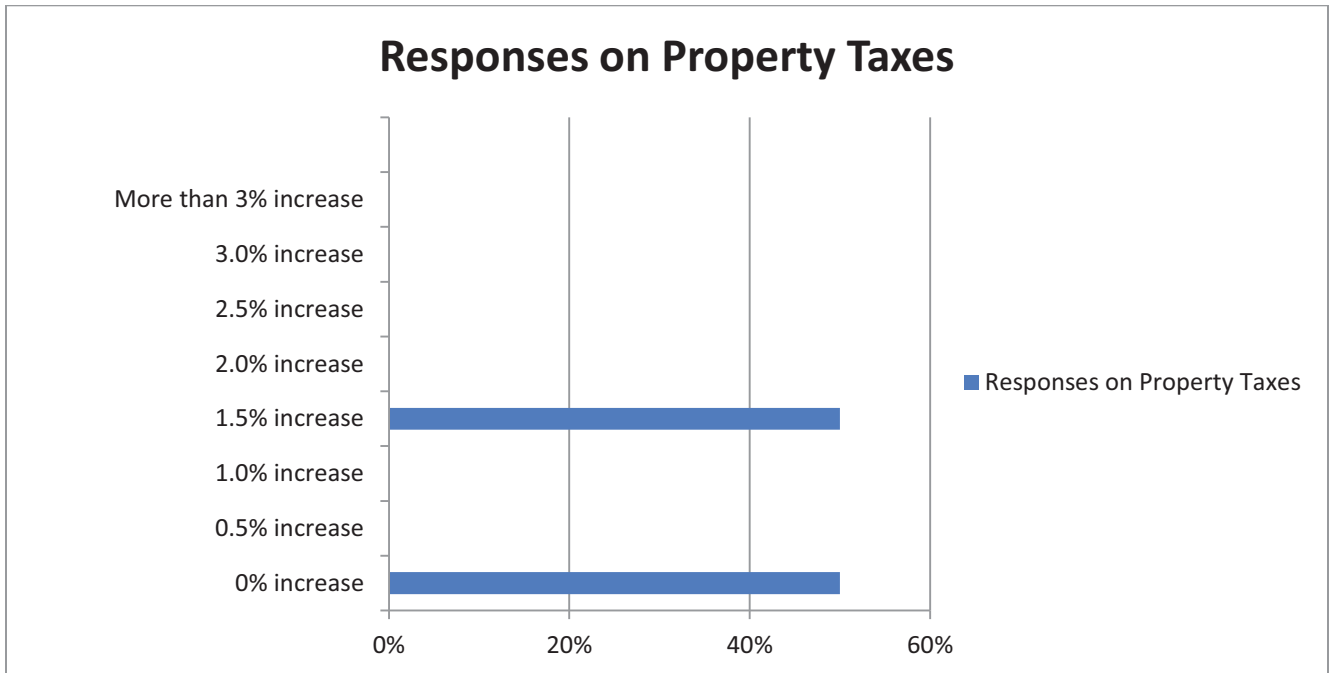


## 2012 Budget Goals of the City Council

### Property Taxes

**Question:** Recognizing the Council’s previously expressed desire to keep property tax increases to a minimum, what level of property tax increase would you support to achieve as many of the goals as possible that you ranked on the previous page? (select one)

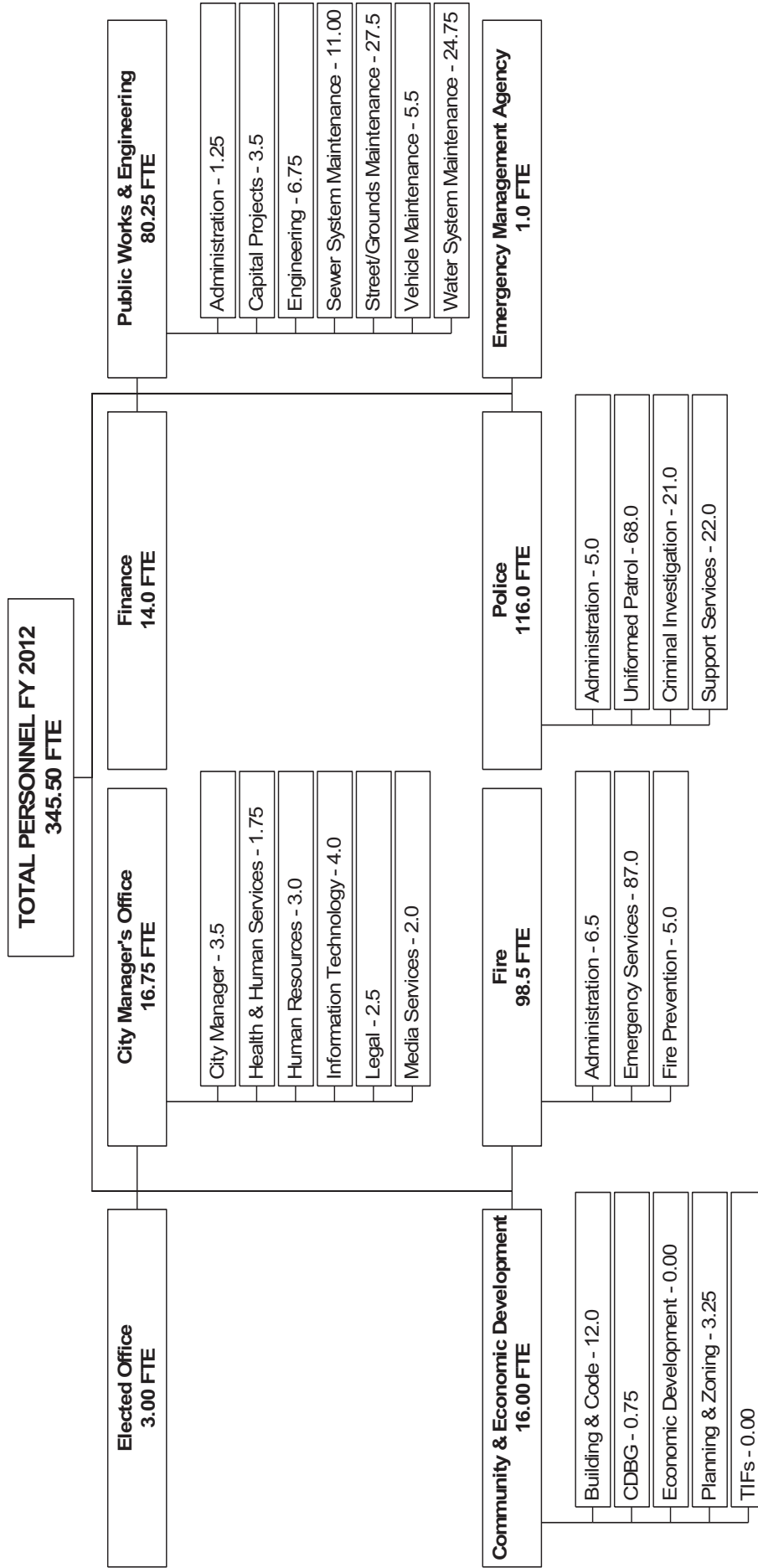
	# of responses	% of total
Would support no property tax increase at all.	3	50%
Would support no more than a 0.5% property tax increase.	0	0%
Would support no more than a 1.0% property tax increase.	0	0%
Would support no more than a 1.5% property tax increase.	3	50%
Would support no more than a 2.0% property tax increase.	0	0%
Would support no more than a 2.5% property tax increase.	0	0%
Would support no more than a 3.0% property tax increase.	0	0%
Would support more than a 3% increase to achieve as many of the priorities identified above as possible.	0	0%



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# Operational Organizational Chart



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2012 Budget  
**PERSONNEL SUMMARY**

Department		FY2008 Authorized	FY2009 Authorized	FY2010 Authorized	FY2011 Budgeted	FY2012 Proposed
<b>CITY MANAGER'S OFFICE</b>						
City Manager's Office	Full Time	3.00	3.00	3.00	3.00	3.00
	Part Time	1.00	0.50	0.50	0.50	0.50
Health & Human Services	Full Time	2.00	2.00	-	-	-
	Part Time	0.75	0.75	1.75	1.75	1.75
Human Resources	Full Time	4.00	4.00	3.00	3.00	3.00
	Part Time	-	-	-	-	-
Information Technology	Full Time	5.00	5.00	4.00	4.00	4.00
	Part Time	-	-	-	-	-
Media Services	Full Time	1.00	2.00	2.00	2.00	2.00
	Part Time	-	-	-	-	-
Legal	Full Time	3.00	3.00	2.00	2.00	2.00
	Part Time	0.25	0.25	0.25	0.50	0.50
<b>CITY MANAGER'S OFFICE - TOTAL</b>	<b>Full Time</b>	<b>18.00</b>	<b>19.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>
	<b>Part Time</b>	<b>2.00</b>	<b>1.50</b>	<b>2.50</b>	<b>2.75</b>	<b>2.75</b>
<b>COMMUNITY AND ECONOMIC DEVELOPMENT (CED)</b>						
Building/Code	Full Time	15.00	14.00	13.00	12.00	12.00
	Part Time	-	-	-	-	-
Economic Development	Full Time	1.00	0.25	0.25	-	-
	Part Time	-	-	-	-	-
Planning/Zoning	Full Time	5.00	4.00	3.00	3.25	3.25
	Part Time	-	-	-	-	-
CDBG	Full Time	1.00	1.00	1.00	0.75	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>22.00</b>	<b>20.00</b>	<b>18.00</b>	<b>16.00</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	-	-	-
	Part Time	-	-	-	-	-
Elected Office	Full Time	2.00	1.00	2.00	2.00	2.00
	Part Time	1.00	1.00	0.75	0.75	1.00
<b>ELECTED OFFICE - TOTAL</b>	<b>Full Time</b>	<b>3.00</b>	<b>2.00</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>0.75</b>	<b>0.75</b>	<b>1.00</b>
<b>EMERGENCY MANAGEMENT AGENCY (EMA)</b>						
EMA	Full Time	-	1.00	1.00	1.00	1.00
	Part Time	1.00	-	-	-	-
<b>EMA - TOTAL</b>	<b>Full Time</b>	<b>-</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
	<b>Part Time</b>	<b>1.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FINANCE</b>						
Finance - General	Full Time	9.25	8.00	8.00	8.00	8.00
	Part Time	0.50	0.75	0.75	0.75	0.75
Finance -Water	Full Time	4.00	5.00	5.00	5.00	5.00
	Part Time	0.75	0.25	0.25	0.25	0.25
<b>FINANCE - TOTAL</b>	<b>Full Time</b>	<b>13.25</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>
	<b>Part Time</b>	<b>1.25</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

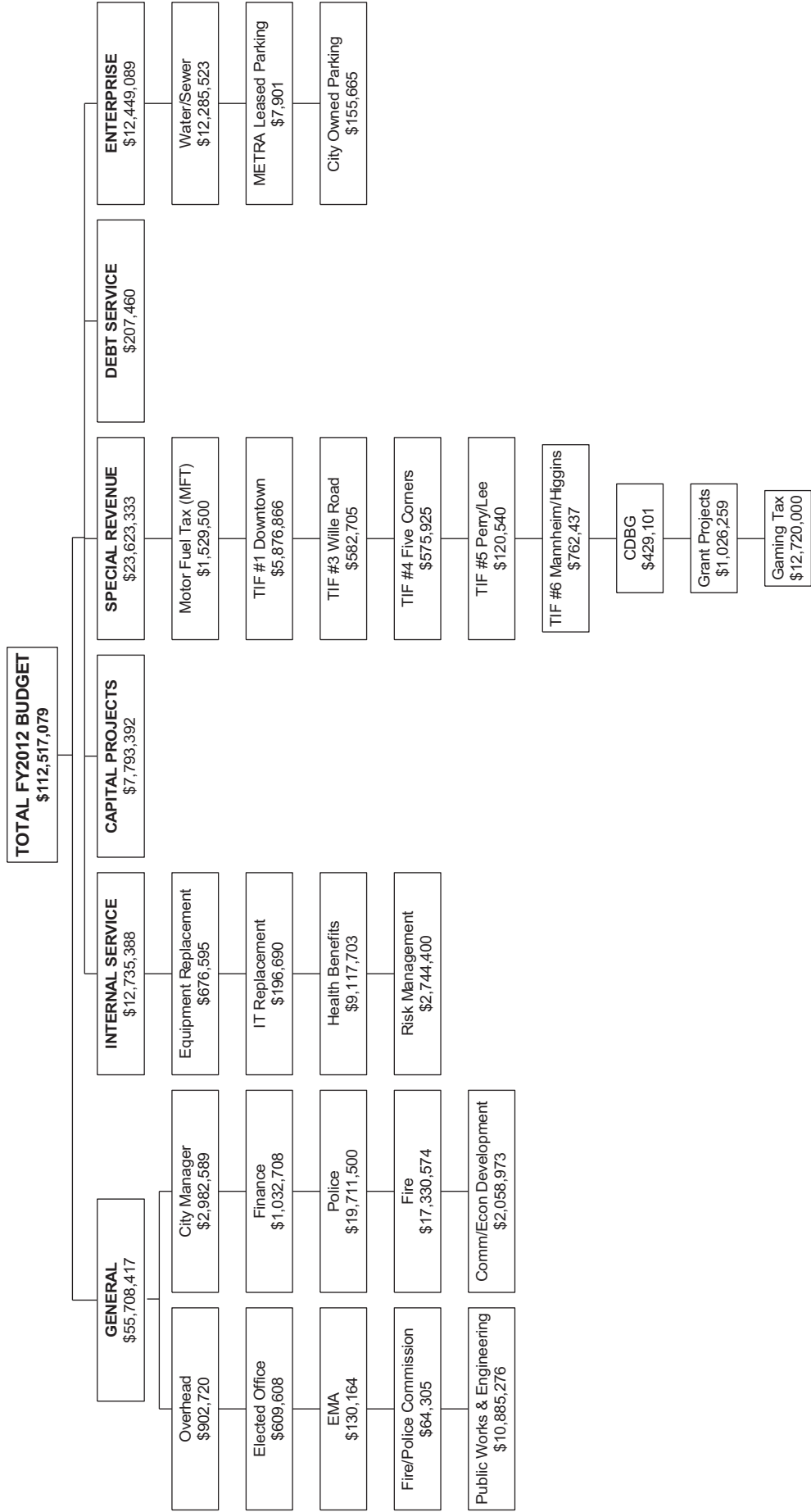


2012 Budget  
**PERSONNEL SUMMARY**

Department		FY2008 Authorized	FY2009 Authorized	FY2010 Budgeted	FY2011 Budgeted	FY2012 Proposed
<b>FIRE DEPARTMENT</b>						
Administrative	Full Time	6.50	6.00	6.00	6.00	6.00
	Part Time	-	0.50	0.50	0.50	0.50
Emergency Services	Full Time	93.00	93.00	87.00	87.00	87.00
	Part Time	-	-	-	-	-
Fire Prevention	Full Time	5.00	5.00	5.00	4.00	4.00
	Part Time	-	-	-	1.00	1.00
<b>FIRE - TOTAL</b>	<b>Full Time</b>	<b>104.50</b>	<b>104.00</b>	<b>98.00</b>	<b>97.00</b>	<b>97.00</b>
	<b>Part Time</b>	<b>-</b>	<b>0.50</b>	<b>0.50</b>	<b>1.50</b>	<b>1.50</b>
<b>POLICE</b>						
Administration	Full Time	8.00	6.00	6.00	5.00	5.00
	Part Time	-	-	-	-	-
Uniformed Patrol	Full Time	68.00	68.00	67.00	68.00	68.00
	Part Time	-	-	-	-	-
Criminal Investigation	Full Time	24.00	25.00	21.00	21.00	21.00
	Part Time	-	-	-	-	-
Support Services	Full Time	30.50	31.00	22.00	22.00	22.00
	Part Time	0.75	-	-	-	-
<b>POLICE - TOTAL</b>	<b>Full Time</b>	<b>130.50</b>	<b>130.00</b>	<b>116.00</b>	<b>116.00</b>	<b>116.00</b>
	<b>Part Time</b>	<b>0.75</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PUBLIC WORKS AND ENGINEERING</b>						
Administration	Full Time	2.50	3.00	2.25	1.25	1.25
	Part Time	-	-	-	-	-
Building /Grounds	Full Time	5.50	-	-	-	-
	Part Time	-	-	-	-	-
Engineering - Capital Projects	Full Time	3.00	3.00	3.00	3.00	3.00
	Part Time	0.75	0.50	0.50	0.50	0.50
Engineering - General	Full Time	8.00	6.00	5.50	5.50	5.50
	Part Time	0.50	-	-	-	-
Environmental Services	Full Time	1.00	1.00	-	-	-
	Part Time	-	-	-	-	-
Facilities/Forestry	Full Time	18.00	18.00	-	-	-
	Part Time	1.50	1.50	-	-	-
Sewer System Maintenance	Full Time	11.00	11.00	10.50	10.50	10.50
	Part Time	0.75	0.75	0.75	0.50	0.50
Streets /Grounds Maintenance	Full Time	15.00	15.00	23.50	24.50	24.50
	Part Time	1.50	1.50	5.50	3.00	3.00
Vehicle Maintenance	Full Time	6.00	6.00	5.50	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	-	-	-
	Part Time	0.25	0.25	-	-	-
Water System Maintenance	Full Time	19.50	19.50	23.75	23.75	23.75
	Part Time	1.00	1.00	1.25	1.00	1.00
<b>PUBLIC WORKS AND ENGINEERING - TOTAL</b>	<b>Full Time</b>	<b>97.50</b>	<b>90.50</b>	<b>75.00</b>	<b>75.00</b>	<b>75.00</b>
	<b>Part Time</b>	<b>6.50</b>	<b>5.75</b>	<b>8.25</b>	<b>5.25</b>	<b>5.25</b>
<b>TOTAL FULL AND PART TIME EMPLOYEES</b>	<b>Full Time</b>	<b>388.75</b>	<b>379.50</b>	<b>337.00</b>	<b>334.00</b>	<b>334.00</b>
	<b>Part Time</b>	<b>12.50</b>	<b>9.75</b>	<b>13.00</b>	<b>11.25</b>	<b>11.50</b>
<b>TOTAL FULL TIME EQUIVALENTS</b>		<b>401.25</b>	<b>389.25</b>	<b>350.00</b>	<b>345.25</b>	<b>345.50</b>
<b>CHANGE FROM PREVIOUS YEAR</b>		<b>5.00</b>	<b>(12.00)</b>	<b>(51.25)</b>	<b>(4.75)</b>	<b>0.25</b>



# Financial Organizational Chart



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## 2012 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 nine Special Revenue Funds: Motor Fuel Tax Fund, TIF #1, TIF #3, TIF #4, TIF #5, TIF #6, Community Development Block Grant, Gaming Tax Fund 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 and Parking System Fund. Depreciation expenses are recorded in Enterprise Funds, but the City excludes this non-cash expense from its budget. 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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## 2012 Budget BUDGET SUMMARY

Fund Name	1/1/2012 Estimated Fund Balance (Deficit)	2012 Transfer's In	2012 Budgeted Revenues	2012 Budgeted Expenditures	2012 Transfer's Out	12/31/2012 Projected Ending Fund Balance (Deficit)
General Fund	25,442,183	\$334,345	\$57,208,150	\$55,708,417	\$1,581,814	25,694,447
Reserved	6,510,205					6,069,186
Unreserved	18,931,978					19,625,261
TIF #1	4,024,740		5,310,693	5,876,866	285,294	3,173,273
TIF #3	(2,841,919)		503,893	582,705	8,759	(2,929,490)
TIF #4	979,506		481,049	575,925	45,202	839,428
TIF #5	147,703		105,806	120,540		132,969
TIF #6	(5,239,542)		99,041	762,437	55,483	(5,958,421)
Motor Fuel Tax	294,452		1,450,500	1,529,500		215,452
CDBG	99,656		413,051	429,101		83,606
Grant Projects	153,995	578,223	443,489	1,026,259		149,448
Gaming Tax	10,097,000	0	16,800,000	12,720,000		14,177,000
Debt Service	376,101	0	206,860	207,460		375,501
Capital Projects	1,990,346		6,800,714	7,793,392	236,115	761,553
Building Replacement	-					-
Equipment Replacement	2,108,089	1,375,000	85,000	676,595		2,891,494
IT Replacement	423,527	125,000	50	196,690		351,887
Water/Sewer	2,646,184	20,758	10,156,500	12,285,523		537,919
City-Owned Parking	137,710		225,500	155,665		207,545
Metra Parking	95,156		70,400	7,901	36,516	121,139
Risk Management	943,656		2,610,832	2,744,400		810,088
Health Benefits Fund	2,045,320	83,720	9,088,967	9,117,703		2,100,304
<b>Total City Funds</b>	<b>43,923,863</b>	<b>2,517,046</b>	<b>112,060,495</b>	<b>112,517,079</b>	<b>2,249,183</b>	<b>43,735,142</b>

### Fund Overview

*The General Fund* is indicating a \$1.6M surplus for Fiscal Year (FY) 2012 (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 \$250K. The unreserved fund balance is projected to be at 34.25% at the end of fiscal year 2012, or 9.25% above the 25% policy recommendation. The current level of the unreserved fund balance is primarily due to the City being able to keep expenditures to a minimum. The total fund balance is projected at 44.85%.

*TIF # 1- Downtown* indicates a positive \$3,173,273 fund balance at the end of FY 2012. This TIF, created in 1985, includes the majority of the downtown area and is set to expire in 2020.

*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 restructuring was done primarily to bring the TIF district to a positive fund balance position.

*TIF # 4 - Five Corners* was created in 2006. In 2012, the City will continue to work on the planning process in determining priority areas for redevelopment. There is no outstanding debt for this TIF District.

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## 2012 Budget BUDGET SUMMARY

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**TIF # 5 - Lee and Perry** was created in 2001 in an area bounded by Lee and Perry Streets. This TIF is adjacent to the downtown TIF #1 and was a part of the downtown Metropolitan Square project which includes Shop and Save grocery store as well as Fifth Third Bank. In 2009 the City transferred \$854,714 from TIF #1 (the contiguous TIF). This transfer is expected to be repaid sometime in the future. TIF #5 is projected to have a positive fund balance in 2012 in the amount of \$132,969.

**TIF # 6 - Mannheim and Higgins** was created in 2001. Currently this TIF district has an estimated deficit of \$5.2M which is projected to reach \$6.0M by 2012 FYE. In 2009, the City restructured the debt in TIF #6 to provide the General Fund relief with the debt service payments that it covered for the TIF district due to a delayed development project. This TIF district includes a commercial strip center that includes Starbuck's and Potbelly's as major occupants of the available retail space. The City is currently negotiating a new redevelopment project within this TIF district.

**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.

**The Community Development Block Grant (CDBG)** is aimed to benefit low-to-moderate-income residents of the City. The CDBG program year runs from October 1, 2011 to September 30, 2012 and the fund is projected to have a positive balance at the City's 2012 FYE.

**The Grant Projects Fund** 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 doesn't accumulate a fund balance.

**The Gaming Tax Fund** was established in 2011 to account for the revenues received from the Rivers Casino in Des Plaines. This fund accounts for the revenues of a \$1 admission tax along with a 5% wagering tax. The admissions tax is received from the State on a quarterly basis and the wagering tax is remitted to the City on a monthly basis. All of the obligations and transfers will also be accounted for in this fund.

**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 revenues is budgeted in those respective funds (i.e. Water, TIF, and Capital Improvement).

**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. Effective FY 2010 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 2012.

**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

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## 2012 Budget BUDGET SUMMARY

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departments with safer and more dependable equipment at the end of the equipment's service life. For FY 2012, the City is transferring \$1.375M from the General Fund to the Equipment Replacement Fund to provide for a consistent level of funding used towards the replacement of vehicles and equipment in future years.

***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 2012, the City is transferring \$125K from the General Fund to the IT Replacement Fund to provide for a consistent level of funding used towards the replacement and maintenance of current IT infrastructure.

***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. The maintenance of the City's sanitary sewer mains is also accounted for in this fund. The rate for sanitary sewer is \$0.91 per 100 cubic feet of usage. The City is a wholesale purchaser of water from the City of Chicago. The 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 (retail rate). The water rates in effect for 2012 are \$1.875 for the Chicago pass through rate (25% increase) and \$2.200 for the O&M rate, the total water rate will increase to \$4.075. For FY 2012 the fund balance is projected at \$538K, or 4.38%, which is 15.62% below the recommended 20% of annual expenditures.

***The METRA Lease 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 2012 will remain the same as 2011 at \$1.50 per day. The fund balance budgeted for 2012 is \$121K, or \$26K above the 2011 projected amount.

***The City Owned Parking Fund*** is used to account for the revenue and expenses 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 budgeted for 2012 is \$208K, or \$70K above the 2011 projected amount.

***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 2012 budgeted fund balance is \$810K, or 29.52% of the projected expenditures.

***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.

***The Police and Fire Pensions Funds*** contributions are accounted for within the General Fund. Benefit enhancements that have been approved by the State resulted in additional funding which increase the City's overall property tax levy. Based on the City's actuarial valuation for the FYE 2010, the Police Pension was funded at 53.1% and the Fire Pension was funded at 56.9%. For the 2012 budget the City changed the actuarial assumption from a 7.75% rate of return on investments to 7% in order to aligning to the State's level. Recent legislation changed the state statute requirement of being 100% funded by the year 2033 to 0% funded by the year 2040. This budget does not include the 90% funded level as it is not GASB compliant.

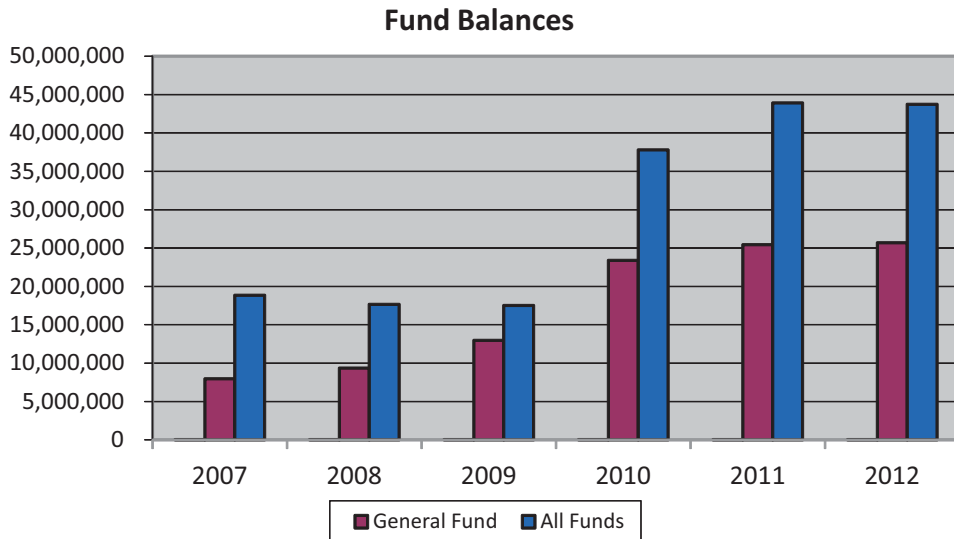
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**2012 Budget  
BUDGET SUMMARY**

**All Fund Historical Fund Balances**

	12/31/2008 Actual Fund Balance	12/31/2009 Actual Fund Balance	12/31/2010 Actual Fund Balance	12/31/2011 Estimated Fund Balance	12/31/2012 Projected Fund Balance	12/31/2012 Projected Ending Fund Balance %
General Fund	9,370,311	12,986,225	23,394,066	25,442,183	25,694,447	44.85%
Reserved	-	-	7,980,992	6,510,205	6,069,186	10.60%
Unreserved	-	-	15,413,074	18,931,978	19,625,261	34.25%
TIF #1	1,454,833	1,023,593	2,622,030	4,024,740	3,173,273	N/A
TIF #3	(2,185,045)	(3,027,908)	(2,618,007)	(2,841,919)	(2,929,490)	N/A
TIF #4	25,225	341,418	612,271	979,506	839,428	N/A
TIF #5	(854,714)	52,742	101,328	147,703	132,969	N/A
TIF #6	(5,102,861)	(5,255,259)	(5,226,750)	(5,239,542)	(5,958,421)	N/A
Motor Fuel Tax	323,051	152,203	624,128	294,452	215,452	12.22%
CDBG	112,745	71,963	83,606	99,656	83,606	N/A
Grant Projects	-	-	(327,477)	153,995	149,448	N/A
Gaming Tax	-	-	-	10,097,000	14,177,000	N/A
Debt Service	330,946	345,602	377,067	376,101	375,501	181.00%
Capital Projects	903,099	(474,896)	7,882,395	1,990,346	761,553	7.30%
Building Replacement	884,893	939,034	-	-	-	N/A
Equipment Replacement	1,561,672	1,863,897	1,581,590	2,108,089	2,891,494	40.61%
IT Replacement	119,441	465,131	251,574	423,527	351,887	104.07%
Water/Sewer	6,864,523	5,537,957	5,031,860	2,646,184	537,919	4.38%
City-Owned Parking	(192,945)	39,398	93,023	137,710	207,545	103.59%
Metra Parking	149,339	46,347	79,080	95,156	121,139	222.45%
Risk Management	1,983,703	1,357,516	1,268,750	943,656	810,088	29.52%
Health Benefits	2,872,983	2,392,817	1,974,644	2,045,320	2,100,304	23.04%
<b>Total City Funds</b>	<b>18,621,199</b>	<b>18,857,780</b>	<b>37,805,178</b>	<b>43,923,863</b>	<b>43,735,142</b>	<b>44.65%</b>



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2012 Budget  
**BUDGET SUMMARY**

**Historical Revenues and Other Sources by Fund  
Including Transfers In**

Revenues	2009 Actual	2010 Actual	2011 Budgeted	2011 Estimated	2012 Budgeted	% of Change
<b>General Fund</b>	58,800,286	60,911,959	55,701,858	57,229,356	57,542,495	0.5%
<b>Special Revenue Funds</b>						
TIF #1	5,283,516	5,170,744	5,009,567	5,533,242	5,310,693	-4.0%
TIF #3	763,360	10,568,052	444,427	503,935	503,893	0.0%
TIF #4	447,997	380,428	463,700	411,058	481,049	17.0%
TIF #5	1,031,160	169,854	152,166	169,875	105,806	-37.7%
TIF #6	3,314,739	152,233	115,635	103,448	99,041	-4.3%
Motor Fuel Tax	1,534,631	2,509,924	1,503,476	1,705,459	1,450,500	-14.9%
CDBG	451,649	310,055	412,325	315,093	413,051	31.1%
Grant Projects	-	738,181	1,896,362	2,612,213	1,021,712	N/A
Gaming Tax	-	-	-	10,097,000	16,800,000	66.4%
	<u>12,827,052</u>	<u>19,999,471</u>	<u>9,997,658</u>	<u>21,451,323</u>	<u>26,185,745</u>	<u>22.1%</u>
<b>Debt Service Funds</b>	1,454,988	1,426,090	1,340,051	1,340,051	206,860	-84.6%
<b>Capital Projects Funds</b>						
Capital Projects	10,884,899	20,543,871	6,805,714	9,831,252	6,800,714	-30.8%
Building Replacement	86,551	4,798.00	-	-	-	N/A
Equipment Replacement	1,020,727	103,755	1,305,000	959,800	1,460,000	52.1%
IT Replacement	515,045	803	250,100	1,016,453	125,050	-87.7%
	<u>12,507,222</u>	<u>20,653,227</u>	<u>8,360,814</u>	<u>11,807,505</u>	<u>8,385,764</u>	<u>-29.0%</u>
<b>Enterprise Funds</b>						
Water/Sewer	10,990,834	11,916,489	10,781,000	10,160,674	10,177,258	0.2%
City Owned Parking	446,007	227,869	222,850	225,500	225,500	0.0%
Metra Leased Parking	71,705	81,448	75,850	70,400	70,400	0.0%
	<u>11,508,546</u>	<u>12,225,806</u>	<u>11,079,700</u>	<u>10,456,574</u>	<u>10,473,158</u>	<u>0.2%</u>
<b>Internal Service Funds</b>						
Risk Management	3,188,666	2,977,016	2,545,738	2,455,036	2,610,832	6.3%
Health Benefits	9,171,430	10,039,192	8,699,336	8,732,009	9,172,687	5.0%
	<u>12,360,096</u>	<u>13,016,208</u>	<u>11,245,074</u>	<u>11,187,045</u>	<u>11,783,519</u>	<u>5.3%</u>
<b>Total Revenues</b>	<b><u>109,458,190</u></b>	<b><u>128,232,761</u></b>	<b><u>97,725,155</u></b>	<b><u>113,471,854</u></b>	<b><u>114,577,541</u></b>	<b><u>1.0%</u></b>
<b>Less Transfers In</b>		13,030,551	2,476,115	2,970,218	2,517,046	-15.3%
<b>Operating Revenues</b>	<b><u>109,458,190</u></b>	<b><u>115,202,210</u></b>	<b><u>95,249,040</u></b>	<b><u>110,501,636</u></b>	<b><u>112,060,495</u></b>	<b><u>1.4%</u></b>

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2012 Budget  
**BUDGET SUMMARY**

**Historical Expenditures by Fund  
Including Transfers  
Out**

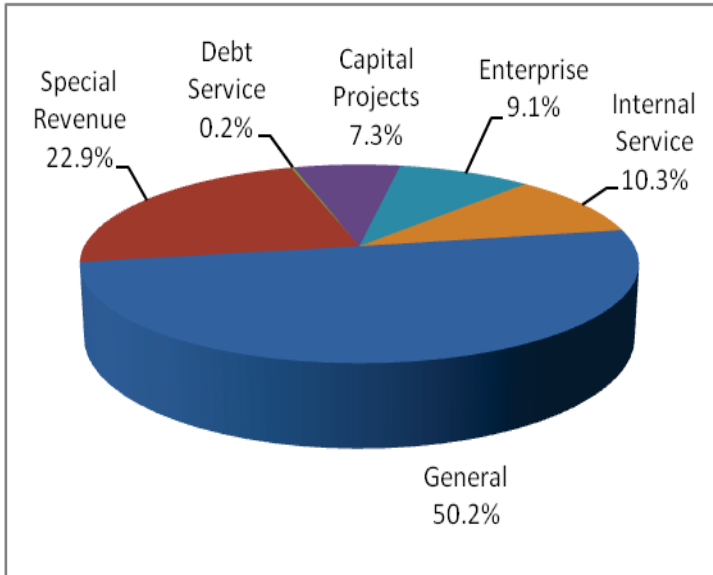
<b>Expenditures</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Budgeted</b>	<b>2011 Estimated</b>	<b>2012 Budget</b>	<b>% of Change</b>
<b>General Fund</b>	55,184,372	50,504,118	55,442,175	55,181,239	57,290,231	3.8%
<b>Special Revenue Funds</b>						
TIF #1	5,714,759	3,572,307	4,102,948	4,130,532	6,162,160	49.2%
TIF #3	1,606,223	10,158,151	732,642	727,847	591,464	-18.7%
TIF #4	131,806	109,573	166,191	43,823	621,127	1317.4%
TIF #5	123,704	121,268	123,500	123,500	120,540	-2.4%
TIF #6	3,467,136	123,725	405,014	116,240	817,920	603.6%
Motor Fuel Tax	1,705,477	2,037,998	1,529,500	2,035,135	1,529,500	-24.8%
CDBG	492,431	298,412	412,325	299,043	429,101	43.5%
Grant Projects	-	1,065,658	1,896,362	2,130,741	1,026,259	-51.8%
Gaming Tax	-	-	-	-	12,720,000	100.0%
	13,241,536	17,487,092	9,368,482	9,606,861	24,018,071	150.0%
<b>Debt Service</b>	1,440,332	1,394,625	1,341,202	1,341,017	207,460	-84.5%
<b>Capital Projects Funds</b>						
Capital Projects	12,262,894	12,186,580	7,504,868	15,723,301	8,029,507	-48.9%
Building Replacement	32,409	943,832	-	-	-	N/A
Equipment Replacement	718,502	386,062	437,801	433,301	676,595	56.1%
IT Replacement	169,355	214,360	212,660	844,500	196,690	-76.7%
	13,183,160	13,730,834	8,155,329	17,001,102	8,902,792	-47.6%
<b>Enterprise Funds</b>						
Water/Sewer	12,317,400	12,422,586	12,879,035	12,546,350	12,285,523	-2.1%
City Owned Parking	213,664	174,244	189,857	180,813	155,665	-13.9%
Metra Leased Parking	174,697	48,715	54,249	54,324	44,417	-18.2%
	12,705,761	12,645,545	13,123,141	12,781,487	12,485,605	-2.3%
<b>Internal Service Funds</b>						
Risk Management	3,814,853	3,065,782	2,719,400	2,780,130	2,744,400	-1.3%
Health Benefits	9,651,596	10,457,365	8,603,469	8,661,333	9,117,703	5.3%
	13,466,449	13,523,147	11,322,869	11,441,463	11,862,103	3.7%
<b>Total Expenditures</b>	<b>109,221,610</b>	<b>109,285,361</b>	<b>98,753,198</b>	<b>107,353,169</b>	<b>114,766,262</b>	<b>6.9%</b>
Less Transfers Out		11,983,956	2,452,646	2,801,378	2,249,183	-19.7%
<b>Operating Expenditures</b>	<b>109,221,610</b>	<b>97,301,405</b>	<b>96,300,552</b>	<b>104,551,791</b>	<b>112,517,079</b>	<b>7.6%</b>

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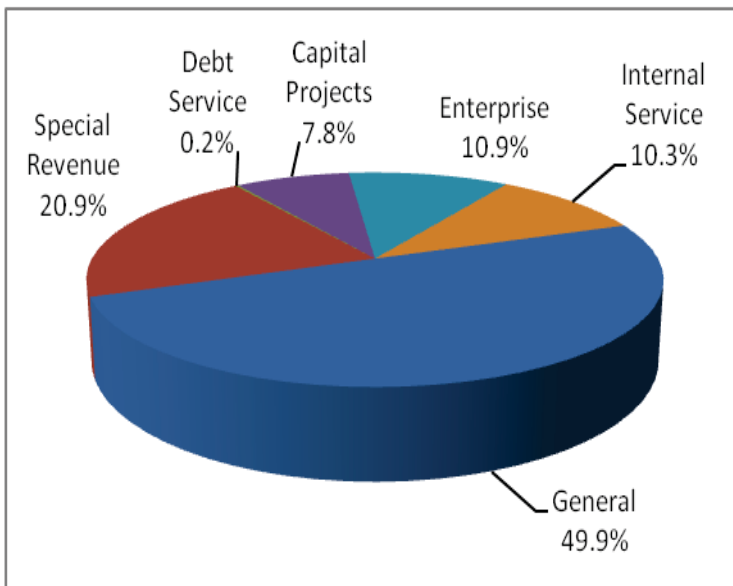
## 2012 Budget BUDGET SUMMARY

### 2012 Budgeted Revenues and Other Sources by Fund Type



Funds By Type	2012 Budget	% of Total
General	57,542,495	50.2%
Special Revenue	26,185,745	22.9%
Debt Service	206,860	0.2%
Capital Projects	8,385,764	7.3%
Enterprise	10,473,158	9.1%
Internal Service	11,783,519	10.3%
<b>Total Revenue</b>	<b>114,577,541</b>	<b>100.0%</b>

### 2012 Budgeted Expenditures by Fund Type



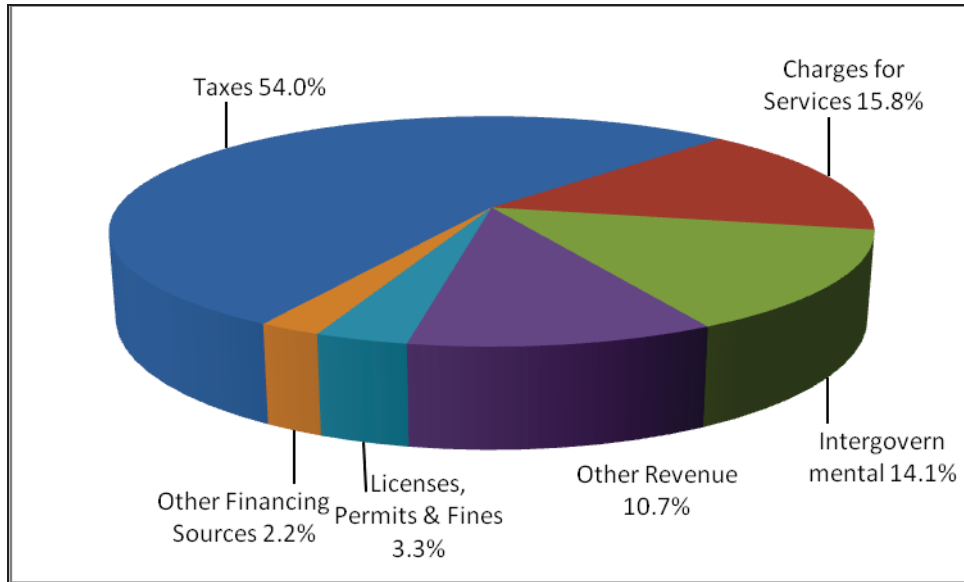
Funds By Type	2012 Budget	% of Total
General	57,290,231	49.9%
Special Revenue	24,018,071	20.9%
Debt Service	207,460	0.2%
Capital Projects	8,902,792	7.8%
Enterprise	12,485,605	10.9%
Internal Service	11,862,103	10.3%
<b>Total Expenditures</b>	<b>114,766,262</b>	<b>100.0%</b>

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**2012 Budget  
BUDGET SUMMARY**

**2012 Budgeted Revenues by Category (All Funds)**



	Taxes	Inter-governmental	Licenses, Permits & Fines*	Charges for Service	Other Revenue	Revenue Total	Transfers/Other	Fund Total
General Fund	33,427,900	13,844,409	3,716,100	5,762,550	457,191	57,208,150	334,345	57,542,495
TIF Fund #1	5,309,693	-	-	-	1,000	5,310,693	-	5,310,693
TIF Fund #3	503,793	-	-	-	100	503,893	-	503,893
TIF Fund #4	481,049	-	-	-	-	481,049	-	481,049
TIF Fund #5	105,806	-	-	-	-	105,806	-	105,806
TIF Fund #6	99,041	-	-	-	-	99,041	-	99,041
Motor Fuel Tax	-	1,450,000	-	-	500	1,450,500	-	1,450,500
CDBG	-	413,051	-	-	-	413,051	-	413,051
Grant Funded Projects	-	443,489	-	-	-	443,489	578,223	1,021,712
Gaming Tax	16,800,000	-	-	-	-	16,800,000	-	16,800,000
Debt Service	206,860	-	-	-	-	206,860	-	206,860
Capital Projects	4,896,214	-	-	1,900,000	4,500	6,800,714	-	6,800,714
Equipment Replacement	-	-	-	-	85,000	85,000	1,375,000	1,460,000
IT Replacement	-	-	-	-	50	50	125,000	125,050
Water/Sewer Fund	-	-	11,000	10,144,000	1,500	10,156,500	20,758	10,177,258
City Owned Parking	-	-	-	225,500	-	225,500	-	225,500
Metra Leased Parking	-	-	-	70,000	400	70,400	-	70,400
Risk Management	-	-	-	-	2,610,832	2,610,832	-	2,610,832
Health Benefits	-	-	-	-	9,088,967	9,088,967	83,720	9,172,687
<b>Total Revenues</b>	<b>61,830,356</b>	<b>16,150,949</b>	<b>3,727,100</b>	<b>18,102,050</b>	<b>12,250,040</b>	<b>112,060,495</b>	<b>2,517,046</b>	<b>114,577,541</b>

\* Fines accumulates to \$1,068,000 or 0.9% of total revenue.

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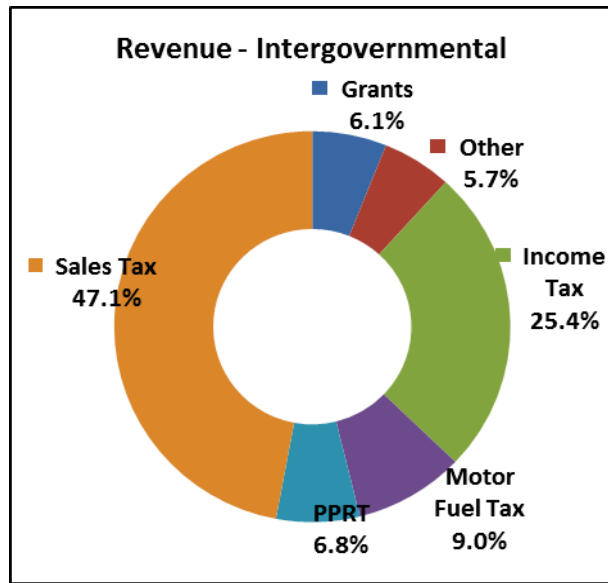
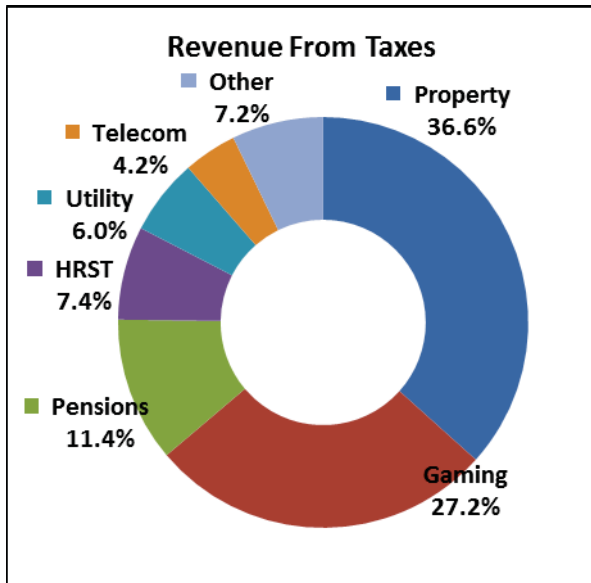


**2012 Budget  
BUDGET SUMMARY**

**2011/2012 Revenue Budget Comparison**

	<b>2011 Budget</b>	<b>2012 Budget</b>	<b>Dollar Change</b>	<b>% Change</b>
Taxes	45,566,145	61,830,356	16,264,211	26.3%
Intergovernmental	16,708,516	16,150,949	(557,567)	-3.5%
Licenses & Permits	2,906,400	2,659,100	(247,300)	-9.3%
Charges for Service	17,983,463	18,102,050	118,587	0.7%
Fines	801,500	1,068,000	266,500	25.0%
Other Revenue	11,283,016	12,250,040	967,024	7.9%
Other Financing Sources	2,476,115	2,517,046	40,931	1.6%
<b>Total Revenues</b>	<b>97,725,155</b>	<b>114,577,541</b>	<b>16,852,386</b>	<b>14.7%</b>

The overall \$16.9M or 14.7% increase in total revenues for all the funds is primarily attributable to the \$16.8M anticipated revenue from the Gaming Tax that is reported under Taxes. Excluding the gaming tax revenue, the total 2012 budgeted revenues projections remained approximately at the same level as in 2011 primarily due to the \$558K decrease in intergovernmental revenue as well as a \$247K decrease in revenues from licenses and permits.



Revenue from Taxes primarily includes Property Tax revenue \$22.7M and the Police and Fire Pension portion of the property tax levy of \$7.1M. 2012 budgeted revenue from taxes also includes a projection of \$16.8M gaming tax revenue. Intergovernmental Revenue is mostly comprised of the Sales Tax revenue of \$7.6M and Income Tax revenue of \$4.1M. Other revenue includes local use tax as well as road and bridge tax.

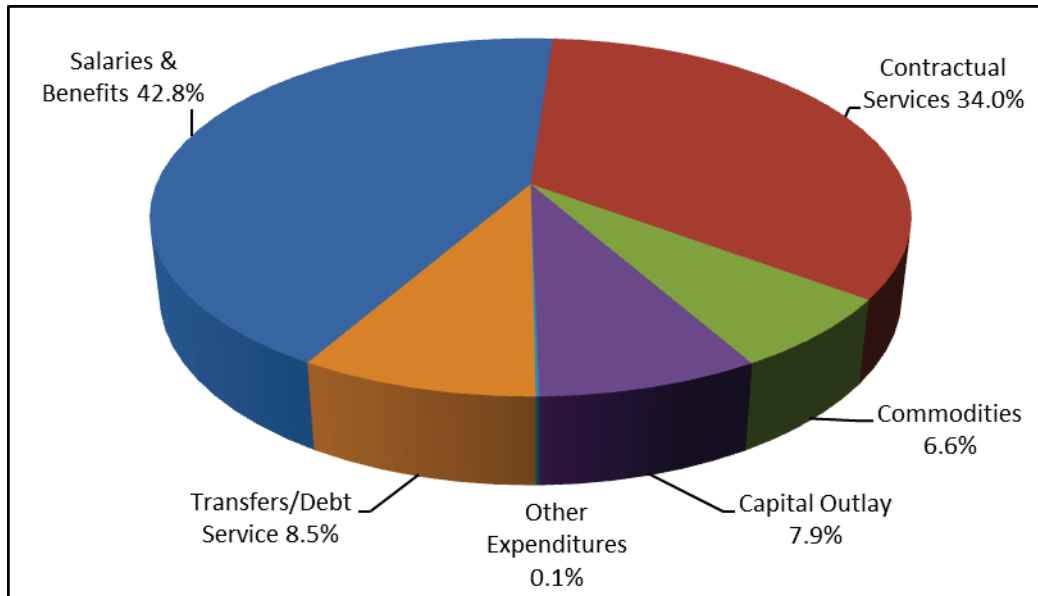
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**2012 Budget  
BUDGET SUMMARY**

**2012 Budgeted Expenditures by Category (All Funds)**



	Salaries & Benefits	Contractual Services	Commodities	Capital Outlay	Other Expenses	Transfers/Debt Service	Fund Total
General Fund	43,685,303	10,461,077	1,440,312	12,000	109,725	1,581,814	57,290,231
TIF Fund #1	-	1,123,385	69,650	2,970,000	-	1,999,125	6,162,160
TIF Fund #3	-	8,800	-	-	-	582,664	591,464
TIF Fund #4	-	116,127	5,000	500,000	-	-	621,127
TIF Fund #5	-	-	-	-	-	120,540	120,540
TIF Fund #6	-	208,628	-	200,000	-	409,292	817,920
Motor Fuel Tax	-	147,500	582,000	800,000	-	-	1,529,500
CDBG	58,903	159,590	-	210,558	50	-	429,101
Grant Funded Projects	134,753	891,506	-	-	-	-	1,026,259
Gaming Tax	-	12,720,000	-	-	-	-	12,720,000
Debt Service	-	-	-	-	-	207,460	207,460
Capital Projects	413,234	405,297	70,000	2,721,115	5,000	4,414,861	8,029,507
Equipment Replacement	-	59,995	5,000	554,775	-	56,825	676,595
IT Replacement	-	37,200	3,160	156,330	-	-	196,690
Water/Sewer Fund	4,715,994	893,870	5,251,990	996,069	32,950	394,650	12,285,523
City Owned Parking	-	23,565	132,100	-	-	-	155,665
Metra Leased Parking	-	41,167	3,250	-	-	-	44,417
Risk Management	-	2,744,400	-	-	-	-	2,744,400
Health Benefits	-	9,117,703	-	-	-	-	9,117,703
<b>Total Expenses</b>	<b>49,008,187</b>	<b>39,159,810</b>	<b>7,562,462</b>	<b>9,120,847</b>	<b>147,725</b>	<b>9,767,231</b>	<b>114,766,262</b>

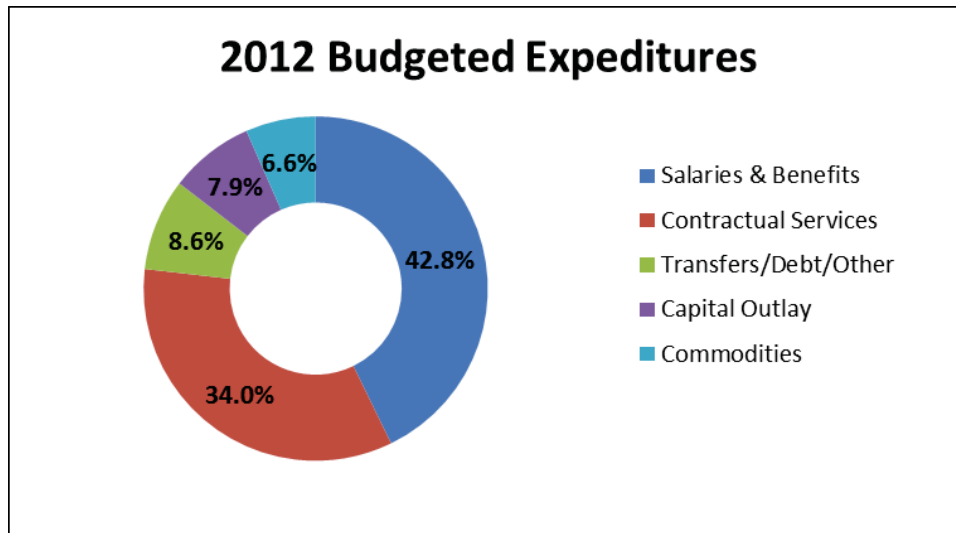
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**2012 Budget**  
**BUDGET SUMMARY**

**2011/2012 Expenditure Budget Comparison**

	<b>2011 Budget</b>	<b>2012 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
Salaries & Benefits	47,648,873	49,008,187	1,359,314	2.9%
Contractual Services	23,389,652	39,159,810	15,770,158	67.4%
Commodities	7,956,694	7,562,462	(394,232)	-5.0%
Capital Outlay	7,411,842	9,120,847	1,709,005	23.1%
Transfers/Debt/Other	12,346,137	9,914,956	(2,431,181)	-19.7%
<b>Total Expenditures</b>	<b>98,753,198</b>	<b>114,766,262</b>	<b>16,013,064</b>	<b>16.2%</b>



2012 Budgeted Expenditures are expected to increase by \$16 M or 16.2% as compared to 2011 Budget. The increase is attributed primarily to the following:

- Contractual Services increased by \$15.8M or 67% primarily due to the \$12.7M contractual agreement with the Illinois Gaming Board where the City is obligated to pay \$10 million to the State of Illinois and 40% of the remaining balance to 10 already named disadvantaged communities.
- The Capital Outlay increased by \$1.7M or 23.1% due to additional funds allocated to the projects within the TIF #1 district in order to enhance the development of the downtown.
- The Salaries and Benefits increased by \$1.4M or 2.9% due to the increase in City’s portion of the Police, Fire and IMRF Pension obligations.
- Transfers/Debt/Other decreased by \$2.4M or 19.7% due to \$2.2M reduction in annual payment related to the outstanding general obligation debt.

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**2012 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 unreserved 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>12/31/2012 Projected Ending Fund Balance %</b>	<b>Projected Fund Balance v. Policy Requirement</b>	<b>Fund Balance Policy Requirement</b>
100	General Fund	\$25,694,447	44.85%	19.85%	25% of Annual Expenditures
	Reserved	6,069,186	10.60%		
	Unreserved	19,625,261	34.25%	9.25%	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 projected to meet or exceed the recommended policy requirement at the end of the 2012 fiscal year. For the 2012 Budget year, the City is recommending a transfer of \$1.375M to the Equipment Replacement Fund and \$125K to the IT Replacement fund in order to continue funding future equipment purchases as well as current depreciation of equipment. 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>12/31/2008</b>	<b>12/31/2009</b>	<b>12/31/2010</b>	<b>12/31/2011</b>	<b>12/31/2011</b>	<b>12/31/2012</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>
<b>Total Fund Balance</b>	9,370,311	12,986,225	23,394,066	18,274,728	25,442,183	25,694,447
<b>Reserved</b>	8,140,055	8,811,994	7,980,992	9,495,600	6,510,205	6,069,186
<b>Unreserved</b>	1,230,256	4,174,231	15,413,074	8,779,128	18,931,978	19,625,261
<b>Total Fund Balance</b>	<b>16.69%</b>	<b>23.53%</b>	<b>46.32%</b>	<b>32.96%</b>	<b>46.11%</b>	<b>44.85%</b>
<b>Unreserved Fund</b>						
<b>Balance</b>	<b>2.19%</b>	<b>7.56%</b>	<b>30.52%</b>	<b>15.83%</b>	<b>34.31%</b>	<b>34.25%</b>

The projected 2012 unreserved fund balance is expected to exceed the 25% recommended policy guideline and shows the City’s commitment to improving its financial health from 2.19% unreserved fund balance in 2008. In addition, the 2012 Budget accomplishes the objective of striking a balance between the funding for the replacement of our equipment and maintaining the General Fund balance. The fund balance is a critical component that allows the City to maintain its current bond rating as well as address any unexpected changes

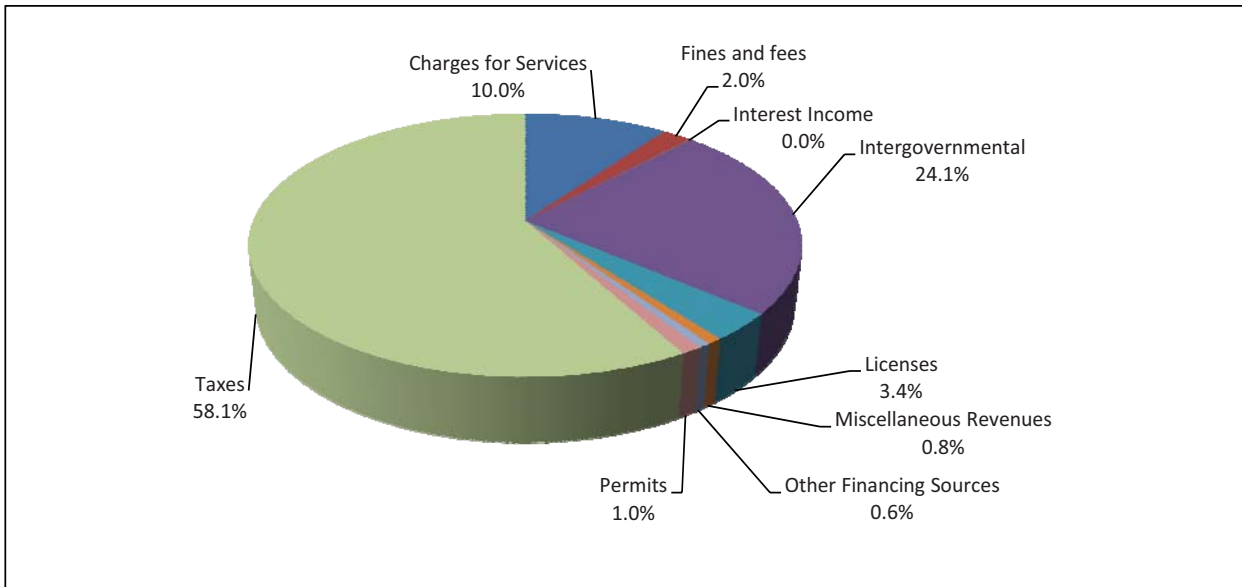
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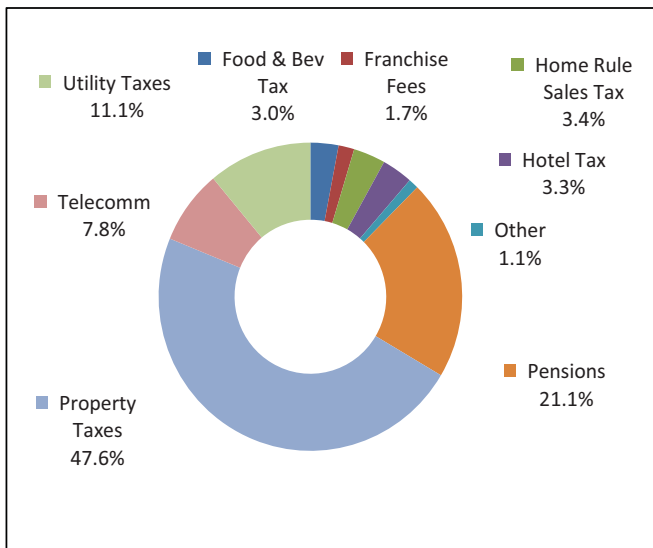
**2012 Budget  
BUDGET SUMMARY**

in the economy or other unanticipated expenditures. The City will continue to plan for maintaining the unreserved fund balance at or above the recommended 25% level over the next few years.

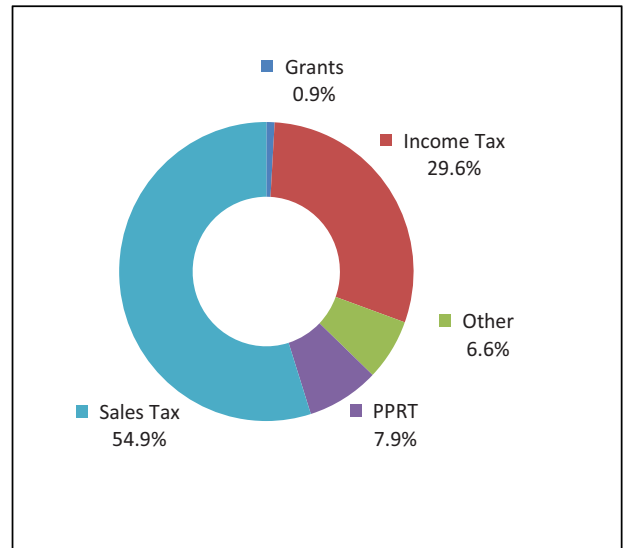
**GENERAL FUND  
REVENUES BY CATEGORY**



**Tax Revenue Allocation**



**Intergovernmental Revenue**



**Revenue Highlights**

The FY 2012 General Fund budget is based upon projected revenues from taxes, fees and other sources totaling \$57.2 million. Excluding other financing sources, the 2012 budgeted revenues represent an increase of \$378K or 0.7% over the 2011 projected revenues. As a whole, Property Tax, Utility Tax, Sales Tax, State

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## 2012 Budget BUDGET SUMMARY

Income Tax, and Telecommunications Tax account for almost 74.5% of the revenue collected by the General Fund. The following is a discussion of the major revenue sources for the General Fund:

### ■ Property Tax

The Corporate Property Tax Levy is the largest source of revenue for the City's General Fund comprising 28.6% 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 2011 tax levy is the basis for the 2012 revenue budget.

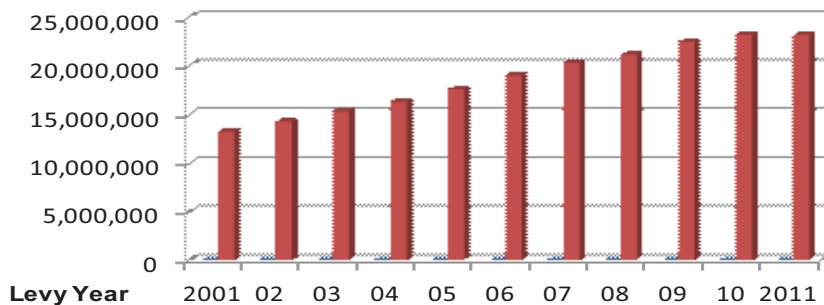
For FY 2012 the total City property tax levy is \$23,181,760, a 0% increase over the prior year's tax levy. The following is a 10 year trend of the property tax levies passed and excludes the additional amount added by the County for loss and cost (3% for corporate purposes and 5% for debt service).

Levy Year	Corporate	Police Pension	Fire Pension	Debt Service	Total Levy	Extension	% Change
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%
2011	15,924,580	3,472,544	3,577,776	206,860	23,181,760	23,881,350	0.00%

#### AVERAGE INCREASE (last 10 years)

	Levy over Levy	Levy over Extension
Corporate Levy	5.36%	2.29%
Total Levy	5.81%	2.58%

Property Tax Levy



The City of Des Plaines' assessed value has averaged at 5.36% increase per year over the last ten years. The 2010 equalized assessed value (EAV) was reduced by (5.29%) from a 2009 EAV, or

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## 2012 Budget BUDGET SUMMARY

\$2,528,425,146 in 2009 to \$2,394,677,264 in 2010, following the declining market value of property in Cook County.

### ▪ Sales Tax

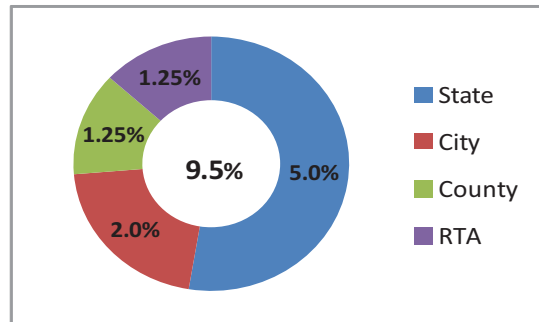
Sales Tax is the second largest source of revenue for the City. Sales tax comprises 16.5% of total receipts for the General Fund or approximately \$9.5 million for FY 2012. For the Home Rule Sales Tax, 25% is remitted to the General Fund and 75% is allocated towards the Capital Projects Fund. For FY 2012, the City expects that sales tax will increase by approximately 4.4% from the 2011 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 19.2% of the City’s sales tax receipts. This category is followed by Agriculture and All Others at 18.6%, and Drugs and Miscellaneous Retail at 14.4%.

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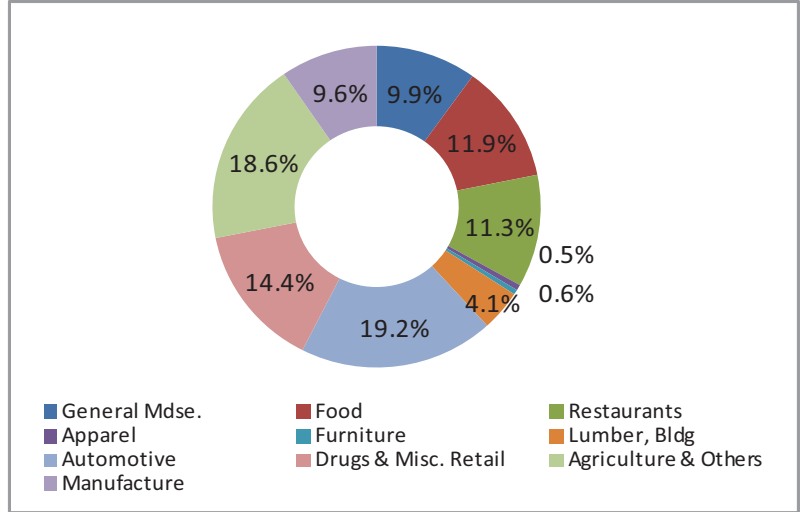
# 2012 Budget BUDGET SUMMARY

### Number of Taxpayers: 1,216

2010 Calendar Year - Sales made during  
January 2010 through December 2010

Tax Types	MT & HMR
General Mdse.	1,264,125.93
Food	1,509,618.31
Restaurants	1,436,369.94
Apparel	73,024.04
Furniture	62,777.89
Lumber, Bldg	517,799.46
Automotive	2,443,619.30
Drugs & Misc. Retail	1,834,729.17
Agriculture & Others	2,360,504.60
Manufacture	<u>1,216,480.68</u>
	12,719,049.32

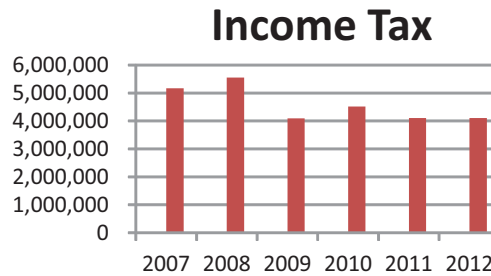
### Sales Tax Allocation for the 12 months Ended 12/31/2010



### State Income Tax

State income tax comprises approximately 7.1% 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 2012 was increased slightly from budgeted FY 2011 by approximately \$166K primarily based on the actual receipts received in FY 2011. Based upon data received from the Illinois Municipal League, the City is estimating to receive a per-capita distribution of \$70.00 for FY 2012.

Year	Amount	% Inc (Dec)
2007	5,177,900	11.0%
2008	5,551,206	7.2%
2009	4,091,933	-26.3%
2010	4,513,561	10.3%
2011	4,100,000	-9.2%
2012	4,100,000	0.0%



### 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 projected revenues will decrease by approximately 10% or \$300K and the same amount are projected as a decrease for the 2012 budget

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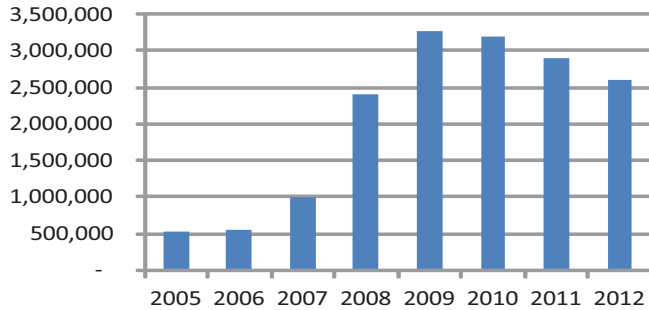


**2012 Budget  
BUDGET SUMMARY**

primarily due to reduced use of landlines by residents. Our neighboring communities are also experiencing a similar decrease from 10% to 15%.

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	2,900,000	-9%
2012	2,600,000	-10%

**Telecommunication Tax**



▪ **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 2012, the City is projecting the revenue to remain consistent at \$2.6M which is the estimated amount for 2011.

Account	Account Title	2010 Actual	2011 Budget	2010 Projected	2011 Budget
810107	Utility Tax: Electricity	2,752,641	2,425,000	2,650,000	2,600,000
810108	Utility Tax: Natural Gas	601,309	625,000	650,000	650,000
810110	Use Tax: Natural Gas	320,867	450,000	450,000	450,000
		<b>3,674,817</b>	<b>3,500,000</b>	<b>3,750,000</b>	<b>3,700,000</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.

▪ **Hotel/Motel Tax**

The Hotel/Motel Tax for the City of Des Plaines was increased to 7% effective February 1, 2008. The FY 2012 budgeted revenue is projected to remain consistent with the projected 2011 at \$1.1M.

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 2012, the real estate transfer tax revenues are expected to be at \$275K or 19% above the FY 2011 budget primarily based on an increase in actual 2011 receivables. Any major changes in the economy as

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## 2012 Budget BUDGET SUMMARY

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 2012, the total revenue budgeted is expected to increase by \$150K from the FY 2011 projected amounts primarily due the addition of new restaurants located in the Casino.

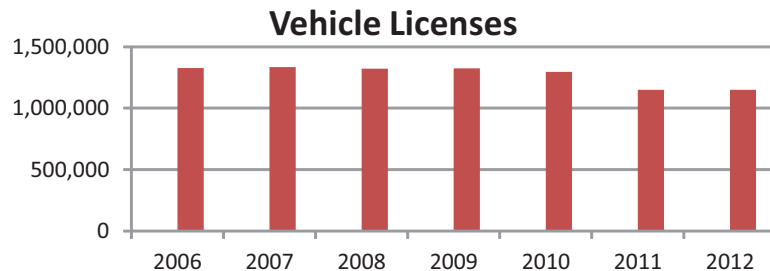
- **Personal Property Replacement Tax**

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 2012 is \$1.1M.

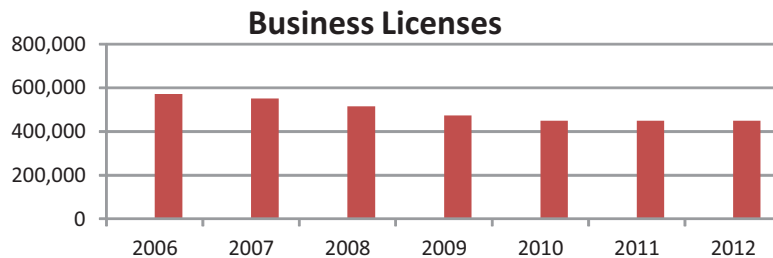
- **Licensing and Permit Revenue**

Total licensing and permit revenue consists of approximately 4.4% of all General Fund revenue, or \$2.5 million. 78.8% of total licensing and permit revenue is due to the following:

- **Vehicle Licenses:** Vehicle Licenses for FY 2012 are budgeted at \$1.15 million which is in line with the 2011 Budget. 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 2011 are \$450K and are budgeted at \$450K for 2012.



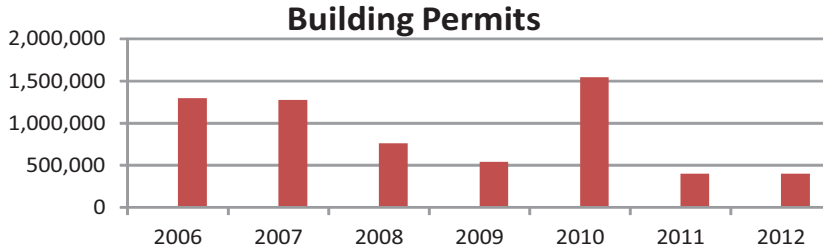
- **Building Permits:** Building Permits must be purchased prior to construction. Permit fees vary depending upon the nature of the construction. Building permits for 2012 are expected to remain

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## 2012 Budget BUDGET SUMMARY

consistent with projected 2011 revenues at \$400K. The spike in building permit revenue for FY 2010 indicated in the graph below relates to permit fees received from the Casino project.



- **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 2012 budgeted revenue is \$727,500, compared to \$756,000 budgeted for the FY 2011. 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.

- **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	IMRF	Fire Pension	Police Pension	Total
2003 Actual	660,768	1,295,714	1,510,086	3,466,568
2004 Actual	1,062,451	1,797,264	1,918,428	4,778,143
2005 Actual	1,528,555	1,644,652	1,948,512	5,121,719
2006 Actual	1,729,057	1,658,383	2,054,097	5,441,537
2007 Actual	1,822,744	1,765,453	2,210,169	5,798,366
2008 Actual	1,792,863	1,923,800	2,509,278	6,225,941
2009 Actual	1,914,683	2,158,314	2,624,670	6,697,667
2010 Actual	1,829,658	3,079,756	3,293,584	8,202,998
2011 Estimated	1,731,668	3,395,608	3,338,189	8,465,465
2012 Proposed	2,105,251	3,577,776	3,472,544	9,155,571
<b>Ten Year Growth</b>	<b>218.6%</b>	<b>176.1%</b>	<b>130.0%</b>	<b>164.1%</b>

The City of Des Plaines tracks the IMRF, Police and Fire Pension Levy within the General Fund. Both the Police and Fire Pensions are levied separately; however, IMRF is included within the Corporate Levy. In regard to pension investment performance, the Police and Fire Pension Funds' investment yields for 2010 were at 11.67% and 9.64% respectively. As of December 31, 2010 the Police Pension and Fire Pension funds are funded at 53.1% and 56.9% respectively. The IMRF Pension actuarial funded ratio as of December 31, 2010 was 71.04%.

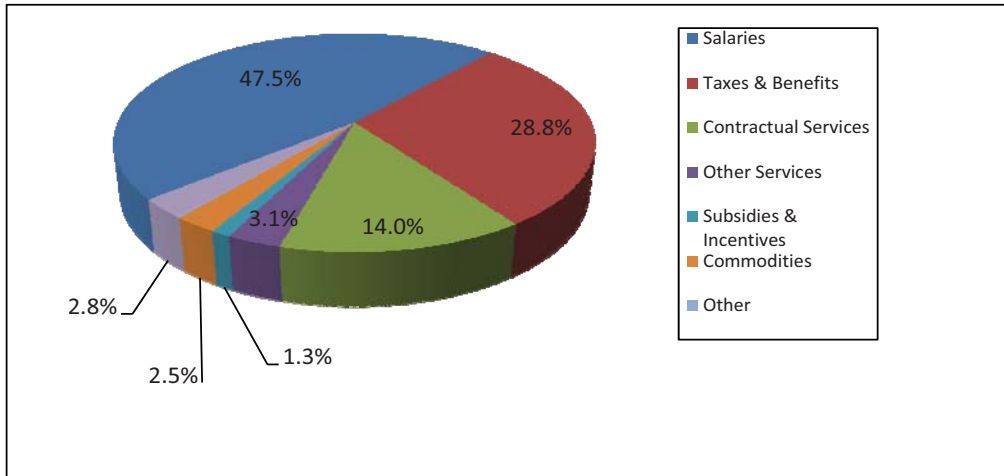
The Des Plaines Library and the E911 Service employees are included in the total IMRF pension calculation. The City's portion of IMRF contribution for FY 2012 is estimated to be at \$1.6M.

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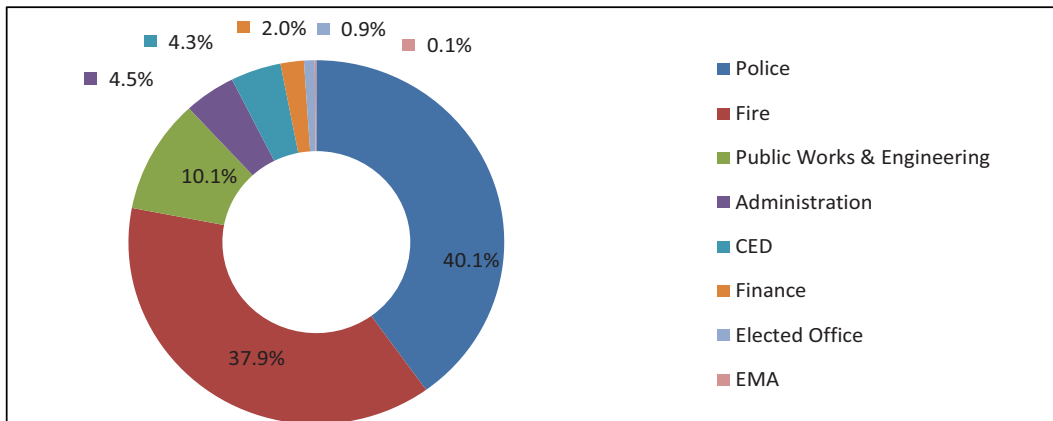


2012 Budget  
**BUDGET SUMMARY**

**GENERAL FUND  
 EXPENDITURES BY CATEGORY**



**Salaries and Benefits**



**Expenditure Highlights**

General Fund Expenditures including transfers for FY 2012 total \$57,290,231 compared to the proposed FY 2011 Budget of \$55,442,175 an increase of \$1,820,056 or 3.3%. Excluding transfers from the expenditure totals, the operational portion of the 2012 budget was \$55,708,417 compared to \$53,712,303, or an increase of \$1,996,114. The chart above indicates how the General Fund expenditures are broken out. Salaries and benefits, in the amount of \$43.7 million, continue to consume the greatest percentage of the total General Fund expenditures at 76.3%. Breaking out the salary and benefits further into a per Department cost, Police, Fire and Public Works/Engineering are the largest departments with 88.1% of the total General Fund personnel costs.

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## 2012 Budget **BUDGET SUMMARY**

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The FY 2012 Salaries and Benefits within the General Fund includes \$3.473 million in Police Pension expenses as well as \$3.578 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. The City will continue to review all of the current expenditures to determine if any potential savings can be realized.

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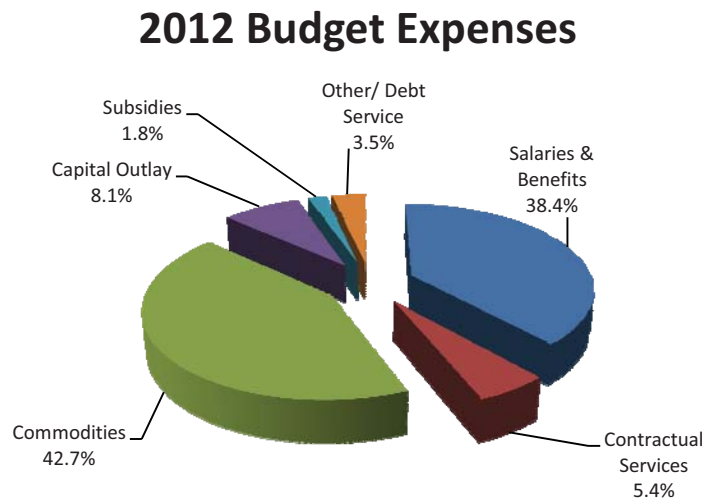
**2012 Budget  
BUDGET SUMMARY**

**WATER/SEWER FUND**

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	6,627,064	6,864,523	5,537,957	3,920,278	5,031,860	2,646,184
Revenues	11,973,257	10,990,834	11,906,919	10,781,000	10,160,674	10,177,258
Expenses	(11,735,798)	(12,317,400)	(12,225,806)	(12,682,255)	(12,447,960)	(12,285,523)
Transfers	-	-	(187,210)	(196,780)	(98,390)	-
Ending Balance*	6,864,523	5,537,957	5,031,860	1,822,243	2,646,184	537,919

\* fund balance equivalent

	<b>2012 Budget Expenses</b>
Salaries & Benefits	4,715,994
Contractual Services	668,870
Commodities	5,251,990
Capital Outlay	996,069
Subsidies	225,000
Other/ Debt Service	427,600
<b>Total Expenditures</b>	<b>12,285,523</b>



**Note:** The Water/Sewer Fund revenues are dependant on water usage and the associated water rate charged. The FY 2012 budget revenues are projected to be in line with the 2011 estimated amounts. The expenditures for FY 2012 are \$162K lower than the 2011 projected amount.

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## 2012 Budget FUND BALANCES vs. FINANCIAL POLICY REQUIREMENTS

The 2012 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, 2012)	Ending Fund Balance (Dec 31, 2012)	2012		Fund Balance vs. Policy Requirement
				Projected Fund Balance (%)	Fund Balance (%)	
General Fund Reserved	25% of Annual Expenditures	\$18,274,728	\$25,692,447	44.85%		19.84%
Unreserved		\$9,495,600	\$5,985,466	10.60%		9.40%
CDBG	0% (Pursuant to Federal Requirement)	\$8,779,128	\$19,706,981	34.25%		N/A
TIF #1	N/A	\$71,963	\$83,606	N/A		N/A
TIF #3	N/A					N/A
TIF #4	N/A					N/A
TIF #5	N/A					N/A
TIF #6	N/A					N/A
Gaming Tax			\$14,177,000	N/A		N/A
Debt Service	25% of Annual Non-Property Tax Supported Debt Service	\$345,062	\$375,501	181.00%		156.00%
Motor Fuel Tax	20% of Five-year Expenditure Average	\$161,886	\$215,452	12.22%		-7.78%
Capital Projects	20% of Five-year Expenditure Average	\$350,894	\$761,553	7.30%		-12.70%
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	\$2,525,879	\$2,891,494	40.61%		20.61%
IT Replacement	20% of Five-year Expenditure Average	\$244,171	\$351,887	104.07%		84.07%
Metra Leased Parking	20% of Five-year Expenditure Average	\$96,345	\$121,139	222.45%		202.45%
City Owned Parking	20% of Five-year Expenditure Average	\$110,215	\$207,545	103.59%		83.59%
Water/Sewer	20% of Annual Expenditures	\$1,822,243	\$537,919	4.38%		-15.62%
Risk Management	20% of Annual Expenditures	\$791,763	\$810,088	29.52%		9.52%
Health Benefits Fund	20% of Annual Expenditures	\$2,319,308	\$2,100,304	23.04%		3.04%

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
  - Emergency Communications Fund

Capital Projects (CIP) Fund

#### Enterprise Funds

- Water - Sewer Fund
- Metra-Leased Parking Fund
- City-Owned Parking Fund



## Financial Policies

### Chapter I - Operating Budget

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Debt Service Fund  
CDBG Fund  
Motor Fuel Tax (MFT) Fund  
Gaming Tax 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 or operating reserves should be used to meet the short falls. The City Council shall consider the revenues derived from the three following sources in achieving a balanced budget:

1. Existing Revenue



## **Financial Policies**

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

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2. Increases to Existing Revenue
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.



**2012 Budget**  
**GENERAL FUND**

**OVERVIEW**

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	7,956,822	9,370,311	12,986,225	18,015,045	23,394,066	25,442,183
Revenues	57,529,280	56,250,286	59,308,386	55,203,630	56,829,518	57,208,150
Expenditures	(55,307,021)	(53,824,372)	(50,368,622)	(53,712,303)	(53,073,910)	(55,708,417)
Contra Expenses	364,150			-		-
Transfers In	15,780	2,550,000	1,603,573	498,228	399,838	334,345
Transfers Out	(1,188,700)	(1,360,000)	(135,496)	(1,729,872)	(2,107,329)	(1,581,814)
Ending Balance	9,370,311	12,986,225	23,394,066	18,274,728	25,442,183	25,694,447

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.

# 100 - General Fund Revenues

## 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Property Taxes</u></b>					
4000	Property Taxes - Current Year	-	15,273,223	-	15,924,580
4005	Property Taxes - Last Year's	14,966,078	-	15,273,223	-
4010	Property Taxes - Prior Years	122,506	-	-	-
4020	Property Taxes Police Pension	3,293,584	3,338,189	3,338,189	3,472,544
4025	Property Taxes Fire Pension	3,079,756	3,395,608	3,395,608	3,577,776
		21,461,923	22,007,020	22,007,020	22,974,900
<b><u>Other Taxes</u></b>					
4100	Utility Taxes - Electricity	2,752,641	2,425,000	2,650,000	2,600,000
4105	Utility Taxes - Natural Gas	601,309	625,000	650,000	650,000
4110	Gas Use Tax	320,867	450,000	450,000	450,000
4115	Telecommunications Tax	3,177,979	3,200,000	2,900,000	2,600,000
4125	Franchise Fees Tax	533,469	504,100	547,500	559,000
4140	Food & Beverage Tax	911,865	810,000	850,000	1,000,000
4150	Hotel Tax	1,387,872	1,004,000	1,120,000	1,094,000
4160	Real Estate Transfer Tax	399,853	230,000	325,000	275,000
4170	Home Rule Sales Tax	1,208,656	1,125,000	1,140,000	1,140,000
4190	Auto Rental Tax	94,675	55,000	85,000	85,000
		11,389,186	10,428,100	10,717,500	10,453,000
<b><u>Intergovernmental</u></b>					
4200	Municipal Sales Tax	7,827,066	7,250,000	7,600,000	7,600,000
4205	Illinois Income Tax	4,513,561	3,933,570	4,100,000	4,100,000
4210	Personal Property Replacement Tax	1,296,063	1,070,000	1,200,000	1,100,000
4215	Local Use Tax	772,229	745,617	760,000	760,000
4220	Road & Bridge Tax	167,465	150,000	160,000	160,000
4260	Federal Grants	183,453	17,500	-	-
4270	State Grants	82,026	112,560	112,618	114,250
4280	Local Grants	5,688	-	10,159	10,159
4290	Local - Intergovernmental	347	-	-	-
		14,847,899	13,279,247	13,942,777	13,844,409
<b><u>Licenses</u></b>					
4300	Vehicle Licenses	1,296,378	1,150,000	1,200,000	1,150,000
4310	Pet Licenses	8,741	7,500	7,700	7,000
4320	Business Licenses	464,999	450,000	450,000	450,000
4330	Liquor Licenses	224,411	195,000	275,000	225,000
4340	Rental Unit Licenses	87,388	70,000	70,000	70,000
4350	Contractor Licenses	45,251	30,000	35,000	32,000
4360	Electrical Contractor Licenses	256	1,000	500	500
4370	Chauffeur Licenses	4,656	5,300	5,000	5,000
4380	Retail Gun Licenses	1,500	1,000	1,000	1,000
		2,133,580	1,909,800	2,044,200	1,940,500
<b><u>Permits</u></b>					
4400	Building Permits	1,546,240	450,000	400,000	400,000
4410	Certificate of Occupancy Permits	20,775	5,000	6,500	6,100
4420	Electrical Permits	184,794	125,000	85,000	85,000
4430	Plumbing Permits	82,485	50,000	50,000	50,000
4450	Sewer Permits	73,223	60,000	50,000	50,000
4470	Occasional Sales Permits	5,046	3,500	3,000	3,000

# 100 - General Fund Revenues

## 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
4480	Special Load Permits	4,340	4,500	4,500	4,500
4490	Street/Utility Permits	4,200	-	300	300
		1,921,103	698,000	599,300	598,900
<b><u>Fines and fees</u></b>					
4500	Court costs, Fees & Charges	599,076	580,000	510,000	510,000
4510	Compliance Ticket Fines	87,237	35,000	130,000	130,000
4520	Compliance - Red Light	28,547	-	400,000	360,000
4530	Vehicle Boot	96,254	65,000	68,000	68,000
4560	Forfeitures	96,288	95,000	65,000	60,000
4570	Non-bonafide Alarms	38,970	23,500	55,000	45,000
4580	Collections	3,503	3,000	1,100	1,100
4599	Miscellaneous Fees	3,136	2,700	2,600	2,600
		953,011	804,200	1,231,700	1,176,700
<b><u>Charges for Services</u></b>					
4610	Refuse Collection	3,694,457	3,600,000	3,650,000	3,650,000
4615	Sanitation Fund Overhead Charges	43,545	42,000	40,000	40,000
4630	Resident Ambulance Fees	893,422	845,000	850,000	850,000
4631	Nonresident Ambulance Fees	260,141	200,000	200,000	200,000
4635	Zoning & Subdivision Fees	68,816	15,000	12,200	12,000
4640	Elevator Fees	76,050	67,500	75,000	72,000
4645	Public Health Testing Fees	1,464	2,000	1,000	1,000
4650	DPPD Secondary Employment Fees	39,486	35,000	35,000	35,000
4651	School Resource Officer Fees	143,655	110,000	165,000	165,000
4652	Police Report Copy Fees	8,922	7,500	7,000	7,000
4655	Animal Redemption Fees	4,866	3,000	3,000	3,000
4670	911 Telephone Surcharge	396,733	350,000	350,000	350,000
4671	911 Cell Phone Surcharge	434,185	400,000	370,000	370,000
4672	911 VOIP Surcharge	6,236	6,000	7,500	7,500
4690	Other Charges for Services	31	50	70	50
		6,072,009	5,683,050	5,765,770	5,762,550
<b><u>Interest Income</u></b>					
4700	Interest Income	23,470	10,000	25,000	25,000
		23,470	10,000	25,000	25,000
<b><u>Miscellaneous Revenues</u></b>					
4750	Rental Income	306,634	344,213	436,251	377,191
4810	Rebates Fuel Tax	11,578	-	-	-
4825	Property Damage Claims	-	-	20,000	15,000
4835	Vacation of Streets	90,000	-	-	-
4849	Miscellaneous Revenues	97,993	40,000	40,000	40,000
		506,205	384,213	496,251	432,191
<b><u>Other Financing Sources</u></b>					
4901	Transfer from TIF #1 Fund	239,723	174,268	174,268	184,143
4903	Transfer from TIF #3 Fund	7,756	2,030	2,030	8,759
4904	Transfer from TIF #4 Fund	59,418	35,746	35,746	45,202
4906	Transfer from TIF #6 Fund	38,482	27,990	27,990	55,483
4940	Transfer from Capital Projects Fund	25,000	25,000	-	-
4950	Transfer from Water/Sewer Fund	196,780	196,780	98,390	-

## 100 - General Fund Revenues

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
4954	Transfer from Metra Parking Fund	36,414	36,414	36,414	15,758
4999	Transfer from Other Funds	1,000,000	-	25,000	25,000
		1,603,573	498,228	399,838	334,345
<b>Total General Fund Revenues</b>		<b>60,911,958</b>	<b>55,701,858</b>	<b>57,229,356</b>	<b>57,542,495</b>





## 2012 Budget GENERAL FUND SUMMARY

	2010 Actual	2011 Projected	2012 Operating	2012 Trf Out	2012 Proposed	% Change
10 Elected Office	509,101	537,606	609,608	-	609,608	13.7%
20 City Manager Dept	2,696,954	2,793,001	2,982,589	3,493	2,986,082	3.9%
20.210 City Manager	386,081	290,660	393,052	-	393,052	
20.220 Legal	547,990	594,306	628,616	-	628,616	
20.230 Information Technology	725,197	794,048	843,310	-	843,310	
20.240 Media Services	266,286	312,331	314,221	-	314,221	
20.250 Human Resources	381,109	405,756	415,736	-	415,736	
20.260 Health & Human Services	390,291	395,900	387,654	3,493	391,147	
30 Finance Dept	936,540	984,883	1,032,708	-	1,032,708	3.2%
40 Community Development Dept	1,978,730	1,953,051	2,058,973	78,321	2,137,294	12.2%
40.410 Building & Code Enforcement	1,554,722	1,489,774	1,543,059	-	1,543,059	
40.420 Planning & Zoning	397,973	458,307	487,394	78,321	565,715	
40.430 Economic Development	26,035	4,970	28,520	-	28,520	
50 Public Works and Engineering Dept	9,332,508	10,199,049	10,885,276	-	10,885,276	4.0%
50.100 Public Works Administration	3,626,208	3,931,544	4,166,872	-	4,166,872	
50.510 Engineering	671,578	731,280	764,433	-	764,433	
50.520 GIS	208,686	232,600	229,450	-	229,450	-2.5%
50.530 Street / Grounds Maint	3,580,052	3,806,156	4,232,800	-	4,232,800	
50.540 Vehicle Maintenance	1,245,984	1,497,469	1,491,721	-	1,491,721	
60 Police Dept	18,427,619	19,202,203	19,711,500	-	19,711,500	2.1%
60.100 Police Administration	682,042	801,867	726,223	-	726,223	
60.610 Uniformed Patrol	11,781,536	11,775,240	12,384,610	-	12,384,610	
60.620 Criminal Investigation	3,240,356	3,359,879	3,519,935	-	3,519,935	
60.630 Support Services	2,723,685	3,265,217	3,080,732	-	3,080,732	
65 Emergency Management Agency	74,456	103,334	130,164	-	130,164	19.6%
70 Fire Dept	15,554,358	16,542,650	17,330,574	-	17,330,574	3.9%
70.100 Fire Administration	1,123,403	1,135,170	1,122,008	-	1,122,008	
70.710 Emergency Services	13,711,039	14,762,888	15,600,050	-	15,600,050	
70.720 Fire Prevention	719,916	644,592	608,516	-	608,516	
75 Police & Fire Commission	22,516	9,032	64,305	-	64,305	246.1%
90 Overhead Expenditures	971,336	2,856,430	902,720	1,500,000	2,402,720	-5.3%
<b>Total General Fund Expenditures</b>	<b>50,504,118</b>	<b>55,181,239</b>	<b>55,708,417</b>	<b>1,581,814</b>	<b>57,290,231</b>	<b>3.3%</b>

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## 2012 Budget GENERAL FUND HISTORICAL SUMMARY

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed	% Change
Legislative Dept	390,628	338,410	-	-	-	-	
Elected Office	-	-	509,101	535,995	537,606	609,608	13.7%
City Clerk Dept	376,099	164,870	-	-	-	-	
City Manager Dept	2,489,035	2,937,032	2,696,954	2,872,699	2,793,001	2,986,082	3.9%
City Manager	347,779	477,401	386,081	336,326	290,660	393,052	
Information Technology	580,791	640,898	725,197	844,910	794,048	843,310	
Legal	479,611	612,509	547,990	554,794	594,306	628,616	
Media Services	134,273	301,948	266,286	309,095	312,331	314,221	
Human Resources	505,341	466,433	381,109	419,904	405,756	415,736	
Health & Human Services	441,240	437,843	390,291	407,670	395,900	391,147	
Finance Dept	990,107	972,890	936,540	1,000,745	984,883	1,032,708	3.2%
Community Development Dept	2,986,810	2,178,293	1,978,730	1,904,960	1,953,051	2,137,294	12.2%
Building & Code Enforcement	1,535,107	1,529,415	1,554,722	1,444,271	1,489,774	1,543,059	
Planning & Zoning	707,641	591,333	397,973	456,745	458,307	565,715	
Economic Development	744,062	57,545	26,035	3,944	4,970	28,520	
Public Works Dept	11,671,806	11,198,525	9,332,508	10,468,033	10,199,049	10,885,276	4.0%
Public Works Administration	305,738	223,813	3,626,208	3,943,961	3,931,544	4,166,872	
Engineering	-	848,342	671,578	745,155	731,280	764,433	
GIS	214,822	225,676	208,686	235,450	232,600	229,450	
Streets / Grounds Maint	1,944,669	2,003,246	3,580,052	4,107,899	3,806,156	4,232,800	
Building & Grounds	933,511	667,616	-	-	-	-	
Facilities / Forestry	2,905,524	2,230,659	-	-	-	-	
Vehicle Maintenance	1,708,062	1,370,237	1,245,984	1,435,568	1,497,469	1,491,721	
Environmental Services	3,659,480	3,628,936	-	-	-	-	
Police Dept	17,524,707	17,599,013	18,427,619	19,311,215	19,202,203	19,711,500	2.1%
Police Administration	980,038	807,964	682,042	815,195	801,867	726,223	
Uniformed Patrol	9,326,136	9,344,851	11,781,536	11,794,112	11,775,240	12,384,610	
Criminal Investigation	3,295,237	3,502,139	3,240,356	3,338,009	3,359,879	3,519,935	
Support Services	3,923,296	3,944,059	2,723,685	3,363,899	3,265,217	3,080,732	
Emergency Management Agency	56,668	99,213	74,456	108,793	103,334	130,164	19.6%
Fire Dept	15,086,068	15,216,933	15,554,358	16,683,778	16,542,650	17,330,574	3.9%
Fire Administration	1,042,536	1,148,240	1,123,403	1,170,630	1,135,170	1,122,008	
Emergency Services	13,337,291	13,369,253	13,711,039	14,834,999	14,762,888	15,600,050	
Fire Prevention	706,241	699,440	719,916	678,149	644,592	608,516	
Police & Fire Commission	47,777	40,683	22,516	18,580	9,032	64,305	
Overhead Expenditures	3,260,474	4,438,509	971,336	2,537,377	2,856,430	2,402,720	-5.3%
<b>Total General Fund Expenditures</b>	<b>54,880,179</b>	<b>55,184,371</b>	<b>50,504,118</b>	<b>55,442,175</b>	<b>55,181,239</b>	<b>57,290,231</b>	3.3%
Less Transfers	-	1,360,000	135,496	1,729,872	2,107,329	1,581,814	
<b>Total Operating General Fund Expenditures</b>	<b>54,880,179</b>	<b>53,824,371</b>	<b>50,368,622</b>	<b>53,712,303</b>	<b>53,073,910</b>	<b>55,708,417</b>	3.7%

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**2012 Budget**  
**ELECTED OFFICE**

**OVERVIEW**

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Legislative	\$390,628	\$338,410	\$0	\$0	\$0	\$0
City Clerk	\$376,099	\$164,870	\$0	\$0	\$0	\$0
Elected Office	\$0	\$0	\$509,101	\$535,995	\$537,306	\$609,608

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, the 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 2010, the Clerk’s Office registered 96 voters; processed 780 Freedom of



**2012 Budget**  
**ELECTED OFFICE**

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Information requests (up from 700 in 2009); updated and distributed one (1) City Code supplement; and published 23 legal notices. In addition, the Office maintains a mailing list of approximately 1,500 vendors divided into specific categories for bidding purposes. A list of individuals and businesses receive information regarding City meetings a minimum of twice a month via email.

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 MAJOR ACCOMPLISHMENTS**

1. A Consolidated General Election took place on April 5, 2011 for Alderman in Wards 2, 4, 6 and 8. The City Clerk's Office was faced with an influx in the number of voter registrations, absentee voters, 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, increased the number of requests. In 2010, the City Clerk's Office processed 780 FOIA requests and 356 requests from the Police Department. The number of FOIA requests has risen from 700 in 2009 to 780 in 2010.
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. In support of the "green" initiative, and to reduce the number of staff hours and expenses involved in mailing hard copies of meeting minutes, notices and agendas, residents were notified that mailings would be discontinued, and they were encouraged to sign up for electronic mailings.
4. In an effort to save staff time and expenses as well as providing a clearer more readable street map within a Ward, an individual Ward map was produced and distributed to candidates for the 2011 Election. This resulted in a substantial savings in reproduction costs as well.



**2012 Budget**  
**ELECTED OFFICE**

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**2012 GOALS AND OBJECTIVES**

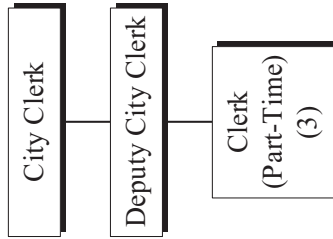
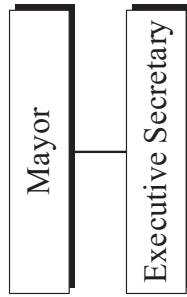
1. Minutes, ordinances, resolutions and other documents continue to be scanned and imported with assistance from the Information Technology Department for retrieval of information as required by the Local Records Act. Historic files previously microfilmed will be scanned and then digitalized to preserve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





# Elected Offices

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2012 Budget  
**LEGISLATIVE**

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**PERSONNEL EXHIBIT**

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Department: Legislative                      Div: Legislative                      Div. No: N/A

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 Proposed
Executive Secretary*	0.00	0.00	0.00
Mayor**			
Aldermen**			
<hr/>			
Total Full Time Equivalent (FTE) Employees:	0.00	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



2012 Budget  
**ELECTED OFFICE**

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**PERSONNEL EXHIBIT**

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Department: Elected Office      Div: Elected Office      Div. No: 10.000

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 Proposed
Mayor*			
Aldermen*			
City Clerk *			
Executive Secretary	2.00	2.00	2.00
Clerk (3 PT)	0.75	0.75	0.75
Intern	0.00	0.00	0.25
Total Full Time Equivalent (FTE) Employees:	2.75	2.75	3.00

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

# 10 - Elected Office

## 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	174,412	218,956	170,507	190,051
5010	Temporary Wages	36,411	-	33,986	41,941
5020	Overtime - Non Supervisory	-	-	2,353	-
5060	Compensated Absences	282	-	-	-
		211,105	218,956	206,846	231,992
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	16,456	16,750	16,685	16,982
5205	IMRF Contribution	14,991	16,575	17,241	18,818
5220	PPO Insurance Contribution	99,664	108,366	85,281	100,488
5225	HMO Insurance Contribution	-	-	18,334	19,104
5230	Dental Insurance Contribution	5,896	5,654	5,541	7,828
5235	Life Insurance Contribution	898	761	464	761
5240	Workers Compensation	770	217	462	235
5245	Unemployment Compensation	547	660	660	772
5260	RHS Plan Payout	2,791	2,792	2,813	2,813
		142,013	151,775	147,481	167,801
<b><u>Other Employee Costs</u></b>					
5300	Mayoral Expenses	2,494	2,400	2,400	2,400 *
5305	Aldermanic Expenses	14,400	14,400	14,400	14,400 *
5310	Membership Dues	30,587	32,300	32,300	32,300 *
5320	Conferences	944	950	950	2,330 *
5325	Training	1,891	500	500	500 *
5335	Travel Expenses	38	400	500	1,000 *
		50,354	50,950	51,050	52,930
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	4,257	2,914	2,914	2,835
		4,257	2,914	2,914	2,835
<b><u>Contractual Services</u></b>					
6000	Professional Services	61,362	70,000	85,000	110,000 *
6015	Communication Services	10,328	10,080	10,050	10,100 *
		71,690	80,080	95,050	120,100
<b><u>Other Services</u></b>					
6100	Publication of Notices	9,680	15,000	14,000	14,000
6110	Printing Services	3,972	5,000	5,000	5,000 *
		13,652	20,000	19,000	19,000
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	-	100	75	100
6310	R&M Vehicles	25	100	100	100
		25	200	175	200
<b><u>Commodities</u></b>					
7000	Office Supplies	6,060	5,500	6,500	6,500
7120	Gasoline	-	-	500	500

## 10 - Elected Office 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
7200	Other Supplies	244	-	-	-
7310	Publications	299	350	2,000	2,000 *
7320	Equipment < \$5,000	2,012	-	1,150	1,000
		8,614	5,850	10,150	10,000
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	21	500	100	250
7525	Meals	318	-	-	-
7550	Miscellaneous Expenses	1,112	4,770	4,500	4,500 *
		1,451	5,270	4,600	4,750
<b><u>Capital Outlay</u></b>					
8010	Furniture & Fixtures	5,939	-	340	-
		5,939	-	340	-
<b>Total Elected Office Expenses</b>		<b>509,100</b>	<b>535,995</b>	<b>537,606</b>	<b>609,608</b>

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## 10 - Elected Office Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:5300 - Mayoral Expenses	Per City Code \$200 per Month	2,400
Account:5305 - Aldermanic Expenses	Per City Code \$150 per Month	14,400
Account:5310 - Membership Dues	Chamber of Commerce	350
	CMAP	750
	Des Plaines Art Council	1,000
	IML	2,750
	International Institute of Municipal Clerks	250
	Metro Mayors Caucus	2,100
	Municipal Clerks of Illinois	100
	Northwest Municipal Conference	25,000
Account:5320 - Conferences	City Clerk National Conference	1,500
	Clerk's Conferences	580
	IML Conference	250
Account:5325 - Training	Municipal Clerk's Association North and Northwest	500
Account:5335 - Travel Expenses	Mileage, Tolls, Parking	850
	Tollway I-Pass	150
Account:6000 - Professional Services	Codification of the City Code	10,000
	Lobbyist	100,000
Account:6015 - Communication Services	Cell Phones for Mayor and Alderman	10,100
Account:6110 - Printing Services	Community Club Booklets Etc.	2,000
	Various Printing Items	3,000
Account:7310 - Publications	IL Municipal League, State Statute, Notary	2,000
Account:7550 - Miscellaneous Expenses	Misc. Legislative Exp - Plaques, Certificates, Etc.	4,500

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**2012 Budget**  
**CITY MANAGER**

**OVERVIEW**

2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
\$2,489,035	\$2,937,031	\$2,696,954	\$2,872,699	\$2,793,001	\$2,986,082

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 and Logos), 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 250 workstations and physical and virtual servers. Remote locations are homed to City Hall via point-to-point microwave links and T1 circuits. This division also supports a fleet of approximately 200 Nextel/Sprint cellular telephones and 48 cellular broadband mobile devices.

Legal

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



## 2012 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



## 2012 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.



## 2011 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. Successfully completed the recruitment for the Director of Community & Economic Development position.
3. In conjunction with the Mayor's Office and all City departments, successfully oversaw the completion and opening of the new landmark Rivers Casino on July 18, 2011.
4. In conjunction with the Finance Department, improved the 2011 Budget document and earned the *Distinguished Budget Presentation Award* from the Government Officers' Finance Association for the third consecutive year.

### Information Technology

5. Deployed two site-to-site microwave links between City Hall and Fire Station 1, and City Hall and Public Works to increase network bandwidth and reduce operating costs.
6. Deployed four virtual servers to support database, production, demo and test environments for Logos software (ERP).
7. Engineered and deployed security camera systems at the downtown and Cumberland train stations.
8. Upgraded backup environment to include data de-duplication and direct backup of virtual servers. Expanded disk-2-disk backup storage to maintain 30 days online for instant restoration.
9. Completed migration of desktop workstations from Windows XP to Windows 7
10. Transitioned Fire Department rigs from RF Modems to cellular hotspots and new ruggedized notebooks.
11. Deployed tablet computers to support paperless paramedic reports.
12. Expanded in-house document preservation initiative to include Police Dept. crash reports, personnel records and cold case files.



## 2012 Budget CITY MANAGER

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13. Information Technology Division responded to over 5,500 requests for assistance through the HelpDesk system.
14. Expanded Police Web Reporting application to encompass 99% of all reports.
15. Replaced security monitors and intercom in Police Department.

### 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. Developed secondary cable channel (Access Channel 24) with access programming such as, Library Board Meetings, Mount Prospect Park District's "Inside the Park," Maine West Band, Chorus and other musical productions, in addition to the acquisition of "Total Info," a news, weather, and sports and daily update service.
22. Continued to increase and enhance programming on Channel 17 including the televising of Council Committee Meetings.
23. Completed several video productions for Channel 17 including features on the July 4<sup>th</sup> Parade, the Governor Quinn Press Conference, the Tour "De Villas" Bike Race, the Tour De Des Plaines, the Annual State of the City Address, the Fire Department Coombs Memorial Dedication, the River Trail Ribbon Cutting, the Red Light Program, the



## 2012 Budget CITY MANAGER

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Holiday Lighting Street Fest, the Casino Press Tour/Business Meeting, and the Patriot Day Ceremony.

24. Enhanced internal training video library for individual Departments, including Human Resources, Legal, Police Departments and Fire.
25. Redesigned the City's website and instituted a Content Management System (CIS) enabling the maintenance of the City's website, [www.desplaines.org](http://www.desplaines.org), to be handled in-house.
26. Successfully coordinated marketing efforts with Midwest Gaming regarding the development and opening of the Rivers Casino.
27. Continued to provide emergency communication support during situations such as the winter blizzard and the storms of June 21 and July 11, 2011, whereby the Media Services Division becomes an active player in the emergency action team.

### Human Resources

28. Working with the senior staff, coordinated the review, approval and implementation of new or revised personnel policies concerning: Identity Protection Act, Information Technology Resource, Family Medical Leave Act, Americans with Disabilities Act, Tuition Reimbursement and additional workplace safety policies.
29. Coordinated presentation of employee training programs on the following subjects: Qualities of an Effective Manager, Cultural Diversity, Dealing with Difficult People, Conflict Resolution, Strength Based Management, High Performance Teams and compliance training regarding the State's Identity Protection Act.
30. Continued the work of the City's Executive Safety Committee, comprised of representatives from all City departments, which focused on facility inspections, claim review, and safety education and awareness. In 2011, the ESC introduced the "Safety First" theme and logo.
31. Prepared four quarterly issues of the City's employee newsletter, *E-News*. *E-News* provides information about employee benefits, workplace safety, employee wellness, employee milestones, and items of general interest.
32. Coordinated programs and activities to recognize and celebrate *Public Service Recognition Week* in the first week of May. This included a Mayoral proclamation, and special recognition of employees who have served the City for 10, 20 and 30 years.



2012 Budget  
**CITY MANAGER**

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33. Introduced a no-cost, streamlined benefit enrollment process for employees. Features included a Benefit Enrollment Guidebook, personalized enrollment over the telephone, and the opportunity to purchase two voluntary benefits (universal life and accident plan insurance) for employees.
34. Coordinated City Council review and approval of comprehensive amendments to the Civil Service Commission ordinance, development of Identity Protection Act Policy; and assisted with the review of the reorganization of the Community and Economic Development Department.
35. Undertook planning for the 2012 employee benefit enrollment held in October, 2011. The focus of the open enrollment benefit period is *Financial Wellness*.
36. As of September 1, 2011, coordinated the selection process for eight full-time City employees and 46 part-time and temporary employees.

Health & Human Services

37. Provided social service referrals to an average of 300 residents on a monthly basis. The top five referrals: transportation/taxi cab assistance, housing, public aid programs, and health and mental health needs.
38. Worked with other City Departments to apply for Cook County's Department of Public Health's Model Communities grant.
39. Collaborated in the development and implementation of the new guidelines for the revised Senior Citizen/Disabled Subsidized Taxicab Program. Division promoted program changes to 1,200 current participants/other eligible residents. Division facilitated the registration process and distributed vouchers for new program.
40. Collected 1,103 mittens, scarves and hats from the community for residents in need through the Mitten Tree.
41. Continued to provide staff support for programs and activities coordinated by the following community groups: Healthy Community Partnership (organized a free healthy/budget-conscious cooking demo), Des Plaines Senior Center, Des Plaines Youth Commission, Diabetes Support Group, Community Paint-A-Thon, Seasons of Service, Intergenerational Program Committee (organized community service projects), the American Cancer Society (Relay for Life and Health Initiative), Des Plaines Ministerial Association, Des Plaines Community Foundation, Senior Celebration Committee,





## 2012 Budget CITY MANAGER

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Northwest Suburban SNAP (Special Needs Assistance Program), Northwest Suburban Nurses Association, and the Cook County Department of Public Health.

42. Assisted (Community Health Nurse) library staff in offering a babysitting certification class for Des Plaines youth and instructed two classes. Attended Red Cross' babysitting instructor's training course.
43. Secured outreach services from Journeys from PADS to HOPE at the Division's office on a monthly basis to link individuals and families who are homeless or on the brink of homelessness with case management services and resources.
44. Coordinated the City's Social Service Funding program. Reviewed applications, facilitated presentations by each of the applicants and recommended funding to the City Council for each of the 19 social service agencies that applied.
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 *Tour de Villas*, *Chase to the Taste* and the *Fall Fest*. Attended the Integrated Summit training in Texas to further knowledge and skills in implementing services provided by the MRC.
46. Community Health Nurse completed training 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.
47. Supervised/trained two master-level social work students for two semesters from Jane Addams School of Social Work. The interns collaborated with the City's Homeland Security/Emergency Management Division interns, to educate seniors on how to be prepared in case of a community emergency.
48. Community Social Workers worked towards obtaining licensure as clinical social workers and received 765 hours each of clinical supervision as of September 1, 2011.
49. During extreme weather events, Division contacted special need residents on the well-being call list. Coordinated with the City's Homeland Security/Emergency Management to provide further assistance for residents as needed.
50. Coordinated employee charity events including the *Batter-Up for Bessie's Table* lunch fundraiser raising \$341 for this weekly community meal program that provides two community dinners for approximately 300 people. American Cancer Society's Relay for





## 2012 Budget CITY MANAGER

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Life's City team, *Destined to Relay*, raising \$386 through the annual bake sale and raffle. City employees provided gifts for forty children through the Salvation Army's Angel Tree program and adopted five families through Elk Grove Township's Adopt-a-family program. *Bring Your Can to Work Day* will be held in the fall to collect items for the local food pantry.

51. Coordinated employee wellness events including lunchtime walks and a presentation by the Des Plaines Park District discussing fitness services available to residents. Assisted HR with coordinating wellness activities during open enrollment week.



## **2012 GOALS AND OBJECTIVES**

### City Manager

Direct the development and completion of a community-wide survey of residents with respect to service delivery.

In conjunction with the Mayor's Office, continue to monitor state and local legislation that affects the City of Des Plaines, particularly with respect to the expansion of gaming in Illinois.

In conjunction with the City Attorney's Office, oversee the comprehensive review of the City Code and recommend necessary changes to the City Council.

Continue to assess the delivery of core City services and identify methods for improving operational efficiencies and/or reducing overall costs.

### Information Technology

Finalize the initial implementation of Logos (ERP) through the conversion of Utility Billing and Community Development to the new application software.

Analyze business processes and align them with Logos (ERP) for better cost control and service to residents.

Replace end-of-life network equipment at City Hall, Police Department and remote municipal buildings.

Convert LaserFiche document preservation from workgroup to enterprise. Roll out resident web access to LaserFiche documents.

Transition City's heterogeneous data storage environment to centralized storage to increase efficiency and support for virtualized servers.

Transition the general purpose SQL server from version 2005 to the then current version.

Expand use of non-line of site microwave technology to provide data services for Fire Stations 2 & 3 and the Water Plant.



## 2012 Budget CITY MANAGER

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### Legal

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.

Effectively manage the projects and work flow of outside legal counsel.

Continue to improve flow of agenda package and memoranda to insure all documents are accurate and completed before deadlines.

Continue to work on completing the mandatory continuing legal education requirements of the Illinois Supreme Court. City Attorney Dave Wiltse must complete 30 hours of MCLE by June 20, 2013.

### Media Services

Continue to define the City and community image and market and publicize it locally, regionally and nationally.

Enhancement of the City's website making it more user-friendly and navigable utilizing the CivicPlus system requiring inter-department training and coordination.

Consult industry professional to assess programming equipment to assure the maintenance of quality broadcasting. Particular attention should be given to the Character Generator (CG) systems used for playback and bulletin board messaging, control room video monitors (original to the control room design), DVD recorders, and audio, video and lighting in the City Council Chambers.

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, now including the presence of the Rivers Casino.

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.

Assure the maintenance of contractual crew assistants by maintaining a roster of active, trained personnel.



## 2012 Budget CITY MANAGER

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### Human Resources

Continue to use services of Employee Assistance Program (EAP) vendor and risk management consultant to provide organization-wide training programs for City employees.

Coordinate negotiations for successor collective bargaining agreements that are currently outstanding. These include: MAP 240 (police officers), MAP 241 (police sergeants), AFSCME (clerical, technical and inspection personnel) and MECCA (public works department personnel).

Take a lead role in the employee Executive Safety Committee, including the Director of Human Resources serving as Chair, in the coordination of the City's overall safety program. The focus in 2012 will include the review and implementation of organization wide safety incentive program.

Coordinate a comprehensive review by an outside consultant of the City's risk management program.

Continue development of 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.

Develop programs and activities to recognize and celebrate Public Service Recognition Week - May 6-12, 2012.

Coordinate the review and updating of all job descriptions for all City positions.

Working with the Information Technology Division, enhance the usefulness and appearance of the City employee's intranet site.

### Health and Human Services

Develop internship programs for bachelors-level bi-lingual nursing student and Maine West High School student interested in a career in social services.

Continue implementation and evaluation of the voucher-based subsidized taxi program for residents who are seniors or disabled.

Continue the development of informational programs and announcements on various health/social topics to be disseminated through the City's website, cable channel, Des



## 2012 Budget CITY MANAGER

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Plaines Digest and/or at various community locations. Maintain and promote Division's webpage on the City website with current information on Division's programs and services and events and services within the community.

Maintain the list of names for residents who have special needs in the event of a local weather emergency or disaster and promote this service to increase the number of participants. Assist City's Homeland Security/Emergency Management Division in developing a committee to respond to the needs of vulnerable residents in times of a community emergency.

Institute a new data base system to collect data efficiently and as accurately to better manage client contacts.

Attend training sessions and workshops to further professional skills and knowledge, and to remain current with community resources available to City residents

Continue to receive professional consultation to achieve clinical supervision hours to obtain clinical social work licensure.

Continue to foster opportunities for employees to increase engagement in community issues and to reach out to community members through service projects or fundraisers.

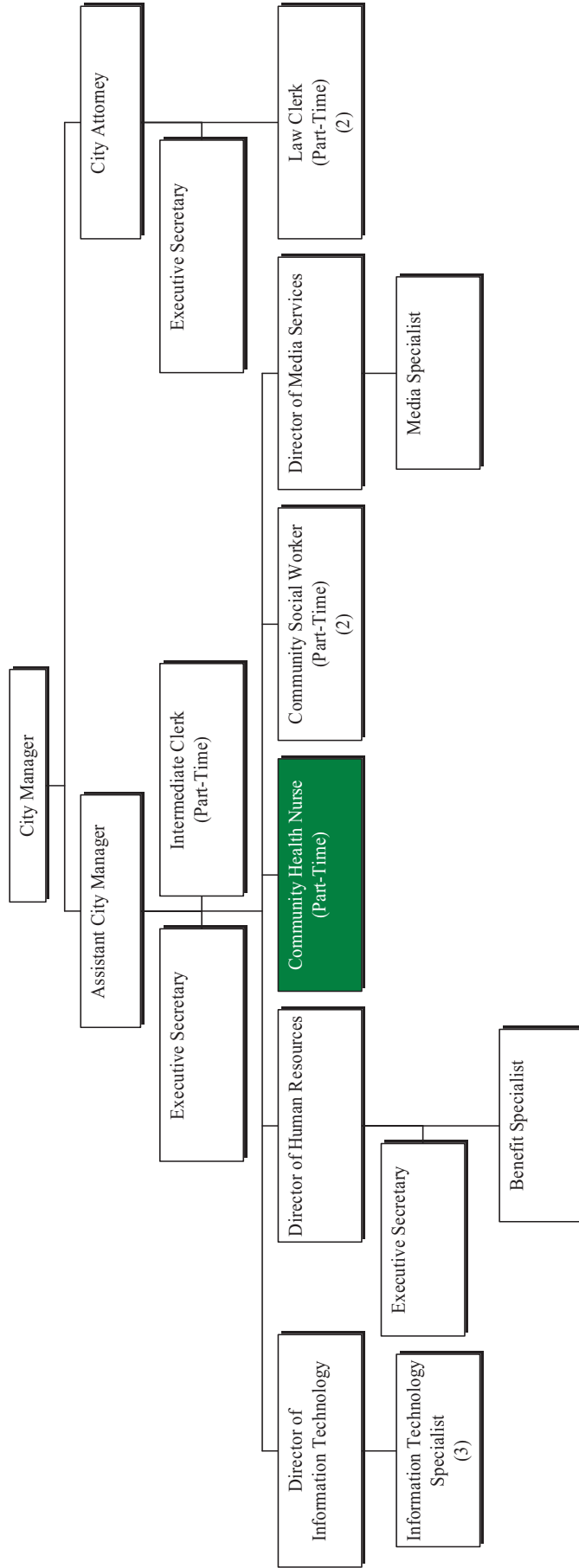
Continue to promote opportunities for employees to achieve healthy lifestyles at home and at the work place by facilitating regular employee wellness events.

Continue to create opportunities to promote programs/services of Division to residents at various locations throughout the community. Evaluate utilization of each site on a regular basis and generate new locations as needed.

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# City Manager's Office



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**2012 Budget**  
**CITY MANAGER**

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**PERSONNEL EXHIBIT**

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Department: City Manager                      Div: City Manager                      Div No: 210

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 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

## 210 - City Manager 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	308,494	248,727	198,846	218,467
5010	Temporary Wages	-	-	10,000	24,219
5060	Compensated Absences	(19,342)	-	-	-
		289,152	248,727	208,846	242,686
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	21,723	15,675	15,356	15,407
5205	IMRF Contribution	33,476	26,075	23,884	34,170
5220	PPO Insurance Contribution	478	-	-	-
5225	HMO Insurance Contribution	28,018	31,000	31,000	32,303
5230	Dental Insurance Contribution	1,540	1,638	1,956	2,054
5235	Life Insurance Contribution	347	184	184	184
5240	Workers Compensation	1,045	777	414	448
5245	Unemployment Compensation	420	1,188	1,188	1,057
		87,047	76,537	73,982	85,623
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	4,788	3,500	1,600	2,000 *
5320	Conferences	-	-	-	1,500 *
5325	Training	310	500	500	500 *
5335	Travel Expenses	-	100	-	100 *
		5,098	4,100	2,100	4,100
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	1,316	1,612	1,612	1,193
		1,316	1,612	1,612	1,193
<b><u>Contractual Services</u></b>					
6000	Professional Services	-	-	-	55,000 *
6015	Communication Services	1,041	1,800	1,100	1,100 *
		1,041	1,800	1,100	56,100
<b><u>Other Services</u></b>					
6110	Printing Services	20	150	20	150 *
6195	Miscellaneous Contractual Services	500	500	-	-
		520	650	20	150
<b><u>Commodities</u></b>					
7000	Office Supplies	1,223	1,000	1,200	1,200
7300	Uniforms	(12)	-	100	100
7310	Publications	606	1,250	1,200	1,250 *
		1,817	2,250	2,500	2,550
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	-	150	-	150 *
7550	Miscellaneous Expenses	90	500	500	500 *
		90	650	500	650
<b>Total City Manager Expenses</b>		<b>386,080</b>	<b>336,326</b>	<b>290,660</b>	<b>393,052</b>

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## 210 - City Manager Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	ICMA/ILCMA (2), IAMMA (2)	2,000
Account:5320 - Conferences	Conference	1,500
Account:5325 - Training	Professional Development/Certification	500
Account:5335 - Travel Expenses	Parking, Tolls, Train, Tickets, Etc.	100
Account:6000 - Professional Services	City Code Re-Write	30,000
	Community Survey	25,000
Account:6015 - Communication Services	Nextel Phones	1,100
Account:6110 - Printing Services	Print Projects & Informational Packets	150
Account:7310 - Publications	Professional Journals, Publications, Etc.	1,250
Account:7500 - Postage & Parcel	Fedex, Special Delivery, Etc.	150
Account:7550 - Miscellaneous Expenses	Misc Exp Related to City Business	500



**2012 Budget**  
**CITY MANAGER - LEGAL**

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**PERSONNEL EXHIBIT**

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Department: City Manager                      Div: Legal    Div. No: 220

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 Proposed
City Attorney	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00
Part time Law Clerk	0.25	0.50	0.50
Total Full Time Equivalent (FTE) Employees:	2.25	2.50	2.50

## 220 - Legal

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	238,544	238,384	197,080	200,899
5010	Temporary Wages	20,870	-	25,000	34,061
5020	Overtime - Non Supervisory	-	2,314	-	-
5060	Compensated Absences	(48,395)	-	-	-
		211,019	240,698	222,080	234,960
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	17,694	16,753	16,340	16,497
5205	IMRF Contribution	30,784	29,437	27,160	33,408
5220	PPO Insurance Contribution	33,581	33,867	33,867	34,030
5230	Dental Insurance Contribution	1,547	1,639	1,639	1,720
5235	Life Insurance Contribution	364	184	184	184
5240	Workers Compensation	815	476	421	445
5245	Unemployment Compensation	494	1,115	1,115	771
5260	RHS Plan Payout	37,959	2,106	3,578	3,578
		123,239	85,577	84,304	90,633
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	1,585	1,650	1,650	1,650 *
5320	Conferences	-	1,000	1,000	1,000 *
5325	Training	1,095	1,330	330	1,080 *
5335	Travel Expenses	202	250	400	500 *
		2,882	4,230	3,380	4,230
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	1,811	2,069	2,069	1,693 *
		1,811	2,069	2,069	1,693
<b><u>Contractual Services</u></b>					
6000	Professional Services	3,600	11,100	15,640	15,000 *
6005	Legal Fees	96,808	110,000	130,000	120,000 *
6010	Legal Fees - Labor & Employment	92,469	90,000	120,000	150,000 *
6015	Communication Services	706	720	633	650 *
		193,584	211,820	266,273	285,650
<b><u>Other Services</u></b>					
6120	Recording Fees	570	1,500	1,500	1,500 *
6195	Miscellaneous Contractual Services	1,226	1,000	800	1,000 *
		1,796	2,500	2,300	2,500
<b><u>Commodities</u></b>					
7000	Office Supplies	1,440	1,200	1,200	1,200
7310	Publications	7,058	6,500	6,750	7,300 *
		8,498	7,700	7,950	8,500
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	143	200	450	450
		143	200	450	450

## 220 - Legal 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	5,018	-	5,500	-
		5,018	-	5,500	-
<b>Total Legal Expenses</b>		<b>547,990</b>	<b>554,794</b>	<b>594,306</b>	<b>628,616</b>

# 220 - Legal

## Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	ARDC for City Attorney	300
	Chicago Bar Association for City Attorney	250
	IMLA Annual Dues for City Attorney	900
	Northwest Suburban Bar Association for City Attorney	200
Account:5320 - Conferences	IMLA Annual Conference	1,000
Account:5325 - Training	Bloomington IL - One Day Seminar	80
	CLE Eligible Seminars	750
	Illinois Municipal League Annual Law Review	250
Account:5335 - Travel Expenses	Mileage for Court Appearances and Meetings	300
	Train Tickets for Downtown Court Appearances	200
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	1,693
Account:6000 - Professional Services	Administrative Hearing Judge	7,200
	Administrative Hearing Officer	7,800
Account:6005 - Legal Fees	Outside Counsel Billings	120,000
Account:6010 - Legal Fees - Labor & Employment	Fire & Police Commission	15,000
	Outside Counsel Fees for Labor & Employment Matters	135,000
Account:6015 - Communication Services	Nextel Phone	650
Account:6120 - Recording Fees	Cost of Recording Documents	1,500
Account:6195 - Miscellaneous Contractual Services	Court Reporter Fees	1,000
Account:7310 - Publications	Lawyer's Handbook	70
	Monthly Westlaw Access Fee - Unlimited Usage	6,300
	Periodic Replacement of Obsolete Books	860
	Sullivan's Law Directory	70



2012 Budget  
**CITY MANAGER - INFORMATION TECHNOLOGY**

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**PERSONNEL EXHIBIT**

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Department: City Manager                      Div: Information Technology                      Div. No: 230

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 Proposed
Director of Information Technology	1.00	1.00	1.00
Information Technology Specialist	3.00	3.00	3.00
Total Full Time Equivalent (FTE) Employees:	4.00	4.00	4.00



## 230 - Information Technology

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	351,596	365,444	351,208	359,568
5010	Temporary Wages	7,415	10,350	10,350	10,350 *
5060	Compensated Absences	2,186	-	-	-
		361,197	375,794	361,558	369,918
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	26,128	28,184	27,591	27,717
5205	IMRF Contribution	38,274	44,431	43,559	50,627
5220	PPO Insurance Contribution	60,763	62,417	62,417	62,717
5225	HMO Insurance Contribution	16,579	18,333	18,333	19,104
5230	Dental Insurance Contribution	5,093	4,856	4,856	5,099
5235	Life Insurance Contribution	632	410	335	335
5240	Workers Compensation	1,214	768	752	723
5245	Unemployment Compensation	496	1,172	1,172	1,320
5260	RHS Plan Payout	455	2,500	2,195	2,195
		149,634	163,071	161,210	169,837
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	15	30	15	30 *
5320	Conferences	-	-	-	1,500
5325	Training	448	10,000	4,500	7,000 *
5335	Travel Expenses	-	-	170	200
		463	10,030	4,685	8,730
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	1,762	2,165	2,165	2,240 *
		1,762	2,165	2,165	2,240
<b><u>Contractual Services</u></b>					
6000	Professional Services	1,239	4,120	3,000	3,875 *
6015	Communication Services	50,938	73,010	76,000	76,990 *
		52,177	77,130	79,000	80,865
<b><u>Other Services</u></b>					
6105	Records Preservation	10,319	20,000	20,000	20,000 *
6110	Printing Services	19,123	22,000	18,000	18,000 *
6125	Bank & CC Fees	175	140	240	240 *
		29,618	42,140	38,240	38,240
<b><u>Repairs and Maintenance</u></b>					
6300	R&M Software	102,062	106,205	85,000	115,155 *
6305	R&M Equipment	4,778	36,150	35,000	31,250 *
		106,840	142,355	120,000	146,405
<b><u>Commodities</u></b>					
7000	Office Supplies	743	1,000	700	700 *
7005	Printer Supplies	-	-	19,000	19,000 *
7035	Supplies - Equipment R&M	369	1,000	1,100	1,000 *
7200	Other Supplies	18,392	24,000	-	-
7310	Publications	108	250	250	250 *

## 230 - Information Technology 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
7320	Equipment < \$5,000	3,883	5,875	5,875	5,875 *
		23,496	32,125	26,925	26,825
<b>Other Expenses</b>					
7500	Postage & Parcel	9	100	265	250 *
		9	100	265	250
<b>Total Information Technology Expenses</b>		<b>725,197</b>	<b>844,910</b>	<b>794,048</b>	<b>843,310</b>

## 230 - Information Technology Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5010 - Temporary Wages	Record Preservation	10,350
Account:5310 - Membership Dues	Sam's Club	30
Account:5325 - Training	IT Training	7,000
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	2,240
Account:6000 - Professional Services	Cisco Call Manager	2,000
	Image Trend: Data Storage/Medical Records Fees	1,875
Account:6015 - Communication Services	3G Broadband Card for CED	1,080
	3G Broadband Card for Floater	540
	3G Broadband Card for PD Project Shield	1,300
	3G Broadband For MDC	18,360
	3G Broadband Router for Fire	6,480
	3G Ipad (Mayor & CM)	1,080
	3G/4G Broadband Card for IT	720
	3G/4G Broadband for Metra Security Cameras	1,440
	4G Lite Backup	720
	AT&T GSM Data Connection (PD Tracker)	900
	Comcast Business ISP	1,260
	Double Internet Bandwith (50/10 MBITS)	1,260
	DS1 - Cook County Public Safety Network	7,000
	EOC Portable Hotspot	1,200
	Mobile Data Computer IPSAN (Fire)	7,200
	Mobile Data Computer IPSAN (Police)	21,000
	Nextel Phones	4,200
	Voicenetion (CNS Voicemail Forwarding)	150
	WOW Business ISP	1,100
Account:6105 - Records Preservation	Building & Code	15,000
	Planning & Zoning	1,000
	Police Support	4,000
Account:6110 - Printing Services	Page Per Copy Fee (City Wide)	18,000
Account:6125 - Bank & CC Fees	Lockboxes	240
Account:6300 - R&M Software	24-7 EMS Computer Based Training	1,025
	Autodesk Autocad (Engineering/CIP)	8,000
	Backup Exec Server & Remote Agents	2,100
	Blackberry Enterprise Server	3,000
	CFA Software & Scanner	1,100
	Coldfusion Standard	950
	ESRI ARCGIS Server	2,800
	ESRI Desktop (AView 6 LM + 4 Single, 1 AINFO)	9,800
	Firehouse CAD Interface Tech Support (Fire)	1,245
	Firehouse Mobile Preplan	85
	Firehouse Updates/Tech Support (Fire)	895
	Firehouse User License (11 users)	2,100



**2012 Budget**  
**CITY MANAGER - MEDIA SERVICES**

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**PERSONNEL EXHIBIT**

Department: City Manager		Div: Media Services		Div No: 240
Title	Authorized Positions			
	2010 Authorized	2011 Budget	2012 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	

## 240 - Media Services

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	143,619	155,333	142,235	146,663
5020	Overtime - Non Supervisory	-	-	2,636	-
5060	Compensated Absences	(14,385)	-	-	-
		129,234	155,333	144,871	146,663
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	10,859	11,883	11,083	11,220
5205	IMRF Contribution	15,807	18,671	17,762	20,650
5220	PPO Insurance Contribution	24,729	25,333	21,820	21,924
5225	HMO Insurance Contribution	-	-	6,211	6,472
5230	Dental Insurance Contribution	1,814	1,729	1,729	1,816
5235	Life Insurance Contribution	286	184	151	184
5240	Workers Compensation	486	323	301	295
5245	Unemployment Compensation	70	575	575	472
		54,050	58,698	59,632	63,033
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	4,012	3,665	4,100	4,115 *
5320	Conferences	-	-	-	1,500
5325	Training	-	850	500	500 *
5335	Travel Expenses	-	50	50	50 *
		4,012	4,565	4,650	6,165
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	1,618	2,234	2,234	2,085 *
		1,618	2,234	2,234	2,085
<b><u>Contractual Services</u></b>					
6015	Communication Services	1,531	1,440	1,440	1,440 *
		1,531	1,440	1,440	1,440
<b><u>Other Services</u></b>					
6100	Publication of Notices	1,665	1,665	1,640	1,665 *
6110	Printing Services	14,367	16,000	16,000	16,000 *
6195	Miscellaneous Contractual Services	36,896	41,000	46,138	36,695 *
		52,928	58,665	63,778	54,360
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	448	500	500	500 *
		448	500	500	500
<b><u>Commodities</u></b>					
7000	Office Supplies	647	500	500	500
7200	Other Supplies	2,237	2,000	2,000	2,000 *
7300	Uniforms	293	250	256	250 *
7310	Publications	524	260	370	425 *
7320	Equipment < \$5,000	4,576	1,000	1,000	8,650 *
		8,278	4,010	4,126	11,825

## 240 - Media Services 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget	
<b><u>Other Expenses</u></b>						
7500	Postage & Parcel	14,188	16,150	16,150	16,150	*
		14,188	16,150	16,150	16,150	
<b><u>Capital Outlay</u></b>						
8015	Equipment	-	7,500	14,950	12,000	*
		-	7,500	14,950	12,000	
<b>Total Media Services Expenses</b>		<b>266,286</b>	<b>309,095</b>	<b>312,331</b>	<b>314,221</b>	

## 240 - Media Services

### Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	ASCAP	615
	BMI	575
	IL NATOA	60
	NATOA	1,500
	PRSA	385
	Sam's Club Direct	15
	SESAC	965
Account:5325 - Training	Professional Certification Programs & Events	500
Account:5335 - Travel Expenses	Parking, Tolls, Train, Tickets, Etc.	50
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	2,085
Account:6015 - Communication Services	Nextel Phone	1,440
Account:6100 - Publication of Notices	Journal Progress Edition Ad	1,665
Account:6110 - Printing Services	Des Plaines Digest Printer	15,000
	DP Com & Bus Directory	1,000
Account:6195 - Miscellaneous Contractual Services	Crew for Meetings & Special Events	12,000
	Leightronix	995
	Total Info Fees	1,000
	Website (Civic Plus)	16,000
	Webstreaming Services	6,700
Account:6305 - R&M Equipment	Camera/Equipment Repair	500
Account:7200 - Other Supplies	Video, Media, Connectors, etc.	2,000
Account:7300 - Uniforms	Uniforms for Video Crew	250
Account:7310 - Publications	Technical & Trade Publications	425
Account:7320 - Equipment < \$5,000	DVD Recorders	1,000
	Media Hard Drive for Edit System	650
	Misc Media Equipment	1,500
	Video Monitors	2,500
	Character Generator System - Council	3,000
Account:7500 - Postage & Parcel	Des Plaines Digest	16,000
	Miscellaneous Shipping for Repair, Postage, Etc.	150
Account:8015 - Equipment	Character Generator System for Playback	5,000
	MacBook Pro with Final Cut Express	7,000



**2012 Budget**  
**CITY MANAGER - HUMAN RESOURCES**

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**PERSONNEL EXHIBIT**

Department: City Manager		Div: Human Resources		Div. No: 250
Title	Authorized Positions			
	2010 Authorized	2011 Budget	2012 Proposed	
Human Resources Director	1.00	1.00	1.00	
Human Resource Specialist	1.00	1.00	1.00	
Executive Secretary	1.00	1.00	1.00	
Total Full Time Equivalent (FTE) Employees:	3.00	3.00	3.00	



## 250 - Human Resources

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	257,293	266,440	257,604	258,542
5060	Compensated Absences	(6,375)	-	-	-
		250,919	266,440	257,604	258,542
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	18,549	20,383	19,485	19,778
5205	IMRF Contribution	28,630	32,026	32,240	36,403
5220	PPO Insurance Contribution	15,119	15,432	15,432	15,506
5225	HMO Insurance Contribution	11,505	18,333	18,333	19,104
5230	Dental Insurance Contribution	1,354	1,743	1,743	1,830
5235	Life Insurance Contribution	490	259	259	259
5240	Workers Compensation	871	553	535	520
5245	Unemployment Compensation	242	959	959	917
5260	RHS Plan Payout	3,150	3,150	3,150	3,150
		79,909	92,838	92,136	97,467
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	2,521	2,300	2,600	2,700 *
5315	Tuition Reimbursements	18,492	20,000	20,000	20,000 *
5320	Conferences	-	-	-	1,500
5325	Training	482	2,000	1,000	2,000 *
5335	Travel Expenses	4,189	2,000	800	1,500 *
5340	Pre-Employment Exams	7,579	8,000	10,000	10,000 *
5345	Post-Employment Exams	-	3,000	2,000	2,000 *
		33,263	37,300	36,400	39,700
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	3,098	1,576	1,576	1,177 *
		3,098	1,576	1,576	1,177
<b><u>Contractual Services</u></b>					
6000	Professional Services	-	5,000	3,000	5,000 *
6015	Communication Services	1,030	1,200	1,100	1,100 *
		1,030	6,200	4,100	6,100
<b><u>Other Services</u></b>					
6100	Publication of Notices	6,143	5,000	5,000	5,000 *
6110	Printing Services	1,131	1,000	1,000	500 *
6195	Miscellaneous Contractual Services	124	250	390	400 *
		7,398	6,250	6,390	5,900
<b><u>Repairs and Maintenance</u></b>					
6300	R&M Software	-	100	-	-
		-	100	-	-
<b><u>Commodities</u></b>					
7000	Office Supplies	1,999	2,000	2,000	2,000
7200	Other Supplies	906	-	750	-
7300	Uniforms	377	300	300	300 *
7310	Publications	1,310	1,500	500	500
		1,310	1,500	500	500

## 250 - Human Resources

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
		4,591	3,800	3,550	2,800
<b>Other Expenses</b>					
7500	Postage & Parcel	400	400	-	50 *
7525	Meals	14	-	-	-
7550	Miscellaneous Expenses	486	5,000	4,000	4,000 *
		900	5,400	4,000	4,050
<b>Total Human Resources Expenses</b>		<b>381,109</b>	<b>419,904</b>	<b>405,756</b>	<b>415,736</b>

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## 250 - Human Resources Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Individual and City Memberships	2,700
Account:5315 - Tuition Reimbursements	City-Wide Employee Program	20,000
Account:5325 - Training	Employee Training	2,000
Account:5335 - Travel Expenses	Candidate Airfare/Employee Travel Expense	1,500
Account:5340 - Pre-Employment Exams	Fingerprinting Fees	750
	Post-Offer Employee Physicals & Drug Screens	9,250
Account:5345 - Post-Employment Exams	Written Skill/Psychological Tests for Job Applicants	2,000
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	1,177
Account:6000 - Professional Services	Organization Training	5,000
Account:6015 - Communication Services	Phone Expense	1,100
Account:6100 - Publication of Notices	Recruitment Advertisements	5,000
Account:6110 - Printing Services	Printing of Applicant Health Benefits Documents, Etc.	500
Account:6195 - Miscellaneous Contractual Services	Public Salary Website	400
Account:7300 - Uniforms	City Shirts & Related Apparel for HR Staff	300
Account:7500 - Postage & Parcel	Special Mailings	50
Account:7550 - Miscellaneous Expenses	Public Employee Recognition Program	4,000



**2012 Budget**  
**CITY MANAGER – HEALTH & HUMAN SERVICES**

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**PERSONNEL EXHIBIT**

<u>Department: City Manager</u>		<u>Div: Health &amp; Human Services</u>		<u>Div. No: 260</u>
<u>Title</u>	<u>Authorized Positions</u>			
	<u>2010 Authorized</u>	<u>2011 Budget</u>	<u>2012 Proposed</u>	
Community Health Nurse	0.75	0.75	0.75	
Community Social Workers (2 PT)	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	
Total Full Time Equivalent (FTE) Employees:	1.75	1.75	1.75	

## 260 - Health & Human Services

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Salaries</b>					
5005	Salaries	76,574	149,776	141,676	138,963
5010	Temporary Wages	71,917	-	-	-
5020	Overtime - Non Supervisory	-	-	1,825	-
5060	Compensated Absences	(12,535)	-	-	-
		135,956	149,776	143,501	138,963
<b>Taxes and Benefits</b>					
5200	FICA Contribution	11,007	11,458	10,878	10,631
5205	IMRF Contribution	16,622	18,003	17,594	19,566
5220	PPO Insurance Contribution	17,475	15,089	15,089	15,162
5230	Dental Insurance Contribution	861	663	663	696
5235	Life Insurance Contribution	172	184	76	-
5240	Workers Compensation	503	311	298	279
5245	Unemployment Compensation	338	570	570	497
5260	RHS Plan Payout	2,341	-	-	2,342
		49,319	46,278	45,168	49,173
<b>Other Employee Costs</b>					
5310	Membership Dues	575	900	785	900 *
5325	Training	824	2,000	2,000	2,000 *
5335	Travel Expenses	48	100	100	100 *
		1,447	3,000	2,885	3,000
<b>Insurance</b>					
5535	Departmental P&L Charges	3,150	2,693	2,693	2,468 *
5550	Excess Insurance	99	100	108	100 *
		3,249	2,793	2,801	2,568
<b>Contractual Services</b>					
6015	Communication Services	1,588	1,680	1,550	1,550 *
		1,588	1,680	1,550	1,550
<b>Other Services</b>					
6110	Printing Services	2,336	1,500	2,300	1,500 *
6195	Miscellaneous Contractual Services	327	4,200	4,200	4,200 *
		2,663	5,700	6,500	5,700
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	51	125	70	125 *
		51	125	70	125
<b>Subsidies and Incentives</b>					
6530	Subsidy - Community Outreach	4,306	2,000	2,000	2,000 *
6535	Subsidy - Youth Commission	7,194	7,000	7,000	7,000 *
6540	Subsidy - Senior Center Service Agency	80,000	80,000	80,000	75,000 *
6545	Subsidy - Social Service Agency	75,000	75,000	75,000	75,000 *
6550	Subsidy - Senior Citizen Cab Service	19,729	22,500	22,500	22,500 *
		186,230	186,500	186,500	181,500
<b>Commodities</b>					
7000	Office Supplies	1,606	1,500	1,000	1,000

## 260 - Health & Human Services 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget	
7200	Other Supplies	2,222	3,500	2,700	3,000	*
7300	Uniforms	493	500	500	500	*
7310	Publications	120	300	300	300	*
7320	Equipment < \$5,000	69	250	150	250	*
		<u>4,511</u>	<u>6,050</u>	<u>4,650</u>	<u>5,050</u>	
<b>Other Expenses</b>						
7500	Postage & Parcel	27	25	25	25	
		<u>27</u>	<u>25</u>	<u>25</u>	<u>25</u>	
<b>Other Financing Uses</b>						
9260	Transfer to Grant Projects Fund	5,250	5,743	2,250	3,493	
		<u>5,250</u>	<u>5,743</u>	<u>2,250</u>	<u>3,493</u>	
<b>Total Health &amp; Human Services Expenses</b>		<b><u>390,291</u></b>	<b><u>407,670</u></b>	<b><u>395,900</u></b>	<b><u>391,147</u></b>	

## 260 - Health & Human Services Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	H/V, CLIA, IDP Reg, Aging, NASW	900
Account:5325 - Training	Training/CEU Requirements	2,000
Account:5335 - Travel Expenses	Mileage, Tolls, Parking - Dec Conference	100
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	2,468
Account:5550 - Excess Insurance	Professional Liability Insurance for CHN	100
Account:6015 - Communication Services	Nextel Phone Service (CSW(2) & CHN(1))	1,550
Account:6110 - Printing Services	Brochures, BP, Taxi ID Cards, HHS Directory	1,500
Account:6195 - Miscellaneous Contractual Services	Stericycle/Program/LCSW Consultant Exam	4,200
Account:6305 - R&M Equipment	R&M - Semi-annually Calibration	125
Account:6530 - Subsidy - Community Outreach	Emergency Assistance	2,000
Account:6535 - Subsidy - Youth Commission	Activities Sponsored by DP Youth Commission	7,000
Account:6540 - Subsidy - Park District Service Agency	Intergovernmental Agreement Meals on Wheels	40,000 35,000
Account:6545 - Subsidy - Social Service Agency	Social Service Funding	75,000
Account:6550 - Subsidy - Senior Citizen Cab Service	Senior Discount for Taxicab Fares	22,500
Account:7200 - Other Supplies	Cholesterol Supplies/MRC Supplies Promotional Materials	2,000 1,000
Account:7300 - Uniforms	Shirts for Staff & Interns	500
Account:7310 - Publications	CHN Magazine, RX Book, SW Instruct	300
Account:7320 - Equipment < \$5,000	Miscellaneous Medical Equipment	250

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## 2012 Budget FINANCE

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### OVERVIEW

2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
<b>\$990,107</b>	<b>\$972,890</b>	<b>\$936,540</b>	<b>\$1,000,745</b>	<b>\$984,883</b>	<b>\$1,032,708</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 the 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 MAJOR ACCOMPLISHMENTS

- 1) Received the Certificate of Excellence from GFOA for financial reporting in conjunction with the 2009 Comprehensive Annual Financial Report (CAFR).
- 2) Completed audit and preparation of the 2010 Comprehensive Annual Financial Report (CAFR) by June 30th.
- 3) Completed the 2012 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 budget information and conducted multiple presentations of the budget material.
- 4) Received the prestigious Government Finance Officers' Association (GFOA) *Distinguished Budget Presentation Award* for the second year in a row, recognizing the presentation and content of the City's 2011 budget document.
- 5) Conducted interviews and hired a new financial analyst and summer intern for the Finance Department.
- 6) In collaboration with the Public Works and Engineering Department conducted the Water Rate Study.
- 7) In partnership with the IT department conducted selection of the new ERP system and started implementation of the New World System. On September 1, 2011 staff completed first phase of the conversion by creating a new chart of accounts and going live with the financial management and reporting as well as purchasing and accounts payable functions.
- 8) 2012 Budget Document is going to be generated using NWS software.
- 9) Staff is continuing training and development of the payroll and human resources that are scheduled to go live on January 1, 2012.
- 10) Provided City Council and the Management team with timely and accurate financial information including quarterly analysis of expenditures, revenues and budget forecasts.
- 11) Cross-trained employees to increase staff efficiency and maintain adequate coverage of payroll and utility billing areas.
- 12) Participated in the City web-site redesign and change to Civic Plus. Obtained knowledge to maintain Finance Department web page.
- 13) Worked with the IT Department to implement e-pay option for the utility billing via city's web site that allows residents to see the water bill information. Residents are able to pay the parking tickets using the e-pay option.
- 14) Conducted audit RFP process, completed auditor selection and signed a 5 year professional services contract.



## 2012 Budget FINANCE

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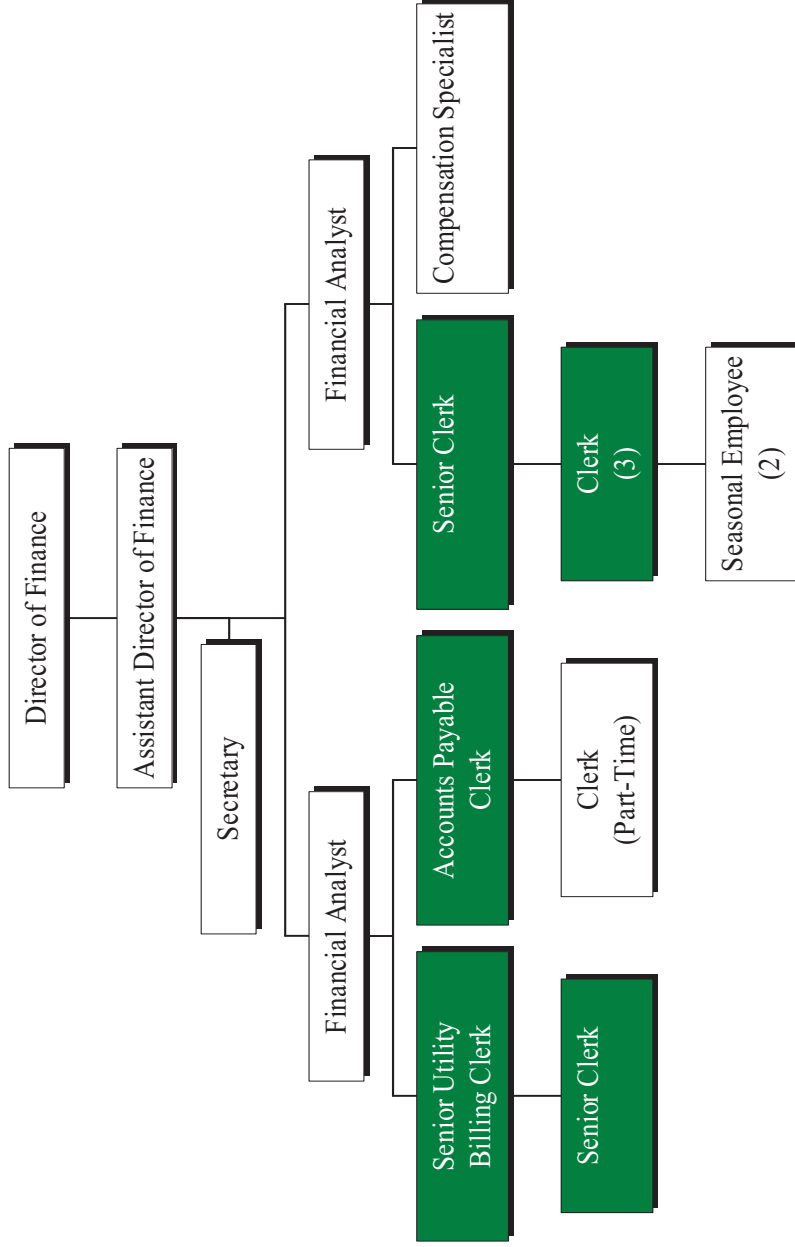
### 2012 GOALS AND OBJECTIVES

1. Prepare for the annual audit.
  - a. To achieve a smooth transition to a new audit firm.
  - b. Provide new auditors with the timely and accurate information to reduce audit time of issuance of 2011 Comprehensive Annual Financial Report (CAFR).
  - c. Continue to receive the GFOA Certificate of Excellence.
2. Complete audit of the 2011 Comprehensive Annual Financial Report (CAFR) by June 30<sup>th</sup>.
3. Continue new software integration by converting payroll function to NWS by January 1, 2012.
4. Using NWS software convert Capital Expenditures files from Excel to Logos.
5. Perform automation of the miscellaneous receivable function using Logos. This will allow the finance department to send out invoices and statements and improve city's collection efforts.
6. In partnership with the IT department continue implementation of the New World System. Complete the second phase of the conversion by going live with the utility billing and community development functions.
7. Provide City Council and the Management team with timely and accurate financial information including quarterly analysis of expenditures, revenues and budget forecasts.
8. Analyze markets for possible refinancing of bonds to ensure the City's debt service maintains its lowest possible cost.
9. Send out RFP for investment consulting services to maximize City's investment returns.
10. Continue cross-training the Department staff to increase staff efficiency and maintain adequate coverage of functional areas.
11. Increase the scope of information provided by the Finance Department on the City's Website.
12. Review current contract for the printing and mailing of the vehicle licenses and utility bills and research possible alternatives that are more cost efficient.
13. Prepare the 2013 Annual Budget using NWS.
14. Receive the GFOA Distinguished Budget Award for the 2012 Budget.
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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2012 Budget  
**FINANCE**

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**PERSONNEL EXHIBIT**

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 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	1.00	1.00	1.00
Accounts Payable Clerk	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Senior Clerk	0.50	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

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## 30 - Finance

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	554,917	583,621	571,199	586,804
5010	Temporary Wages	9,311	10,444	10,444	10,500
5020	Overtime - Non Supervisory	-	5,787	4,000	5,787
5035	Acting Out of Class & Night Premium	1,350	1,350	1,350	1,350
5060	Compensated Absences	(1,745)	-	-	-
		563,833	601,202	586,993	604,441
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	40,649	45,085	44,370	45,390
5205	IMRF Contribution	60,329	71,275	69,716	83,437
5220	PPO Insurance Contribution	96,881	99,838	99,334	105,875
5225	HMO Insurance Contribution	24,868	27,500	27,500	28,656
5230	Dental Insurance Contribution	7,445	7,304	7,331	8,062
5235	Life Insurance Contribution	1,318	815	666	815
5240	Workers Compensation	1,919	1,241	1,161	1,200
5245	Unemployment Compensation	842	1,865	1,865	2,061
5260	RHS Plan Payout	1,718	1,718	2,291	2,291
		235,968	256,641	254,234	277,787
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	1,185	1,235	1,185	1,185 *
5320	Conferences	-	-	-	1,500
5325	Training	1,215	1,500	1,500	2,500 *
5335	Travel Expenses	30	250	250	250 *
		2,429	2,985	2,935	5,435
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	3,891	3,286	3,286	2,893
		3,891	3,286	3,286	2,893 *
<b><u>Contractual Services</u></b>					
6000	Professional Services	45,069	49,175	47,680	50,800 *
6015	Communication Services	1,843	1,876	1,942	1,942 *
6025	Administrative Services	33,784	33,370	33,700	33,600 *
		80,696	84,421	83,322	86,342
<b><u>Other Services</u></b>					
6110	Printing Services	3,241	5,050	4,500	4,500 *
6125	Bank & CC Fees	18,922	18,000	22,000	22,500 *
6195	Miscellaneous Contractual Services	315	500	900	960 *
		22,478	23,550	27,400	27,960
<b><u>Commodities</u></b>					
7000	Office Supplies	3,633	4,000	4,000	4,000 *
7200	Other Supplies	8,289	8,900	8,063	8,900 *
7300	Uniforms	396	550	550	550
7310	Publications	71	750	200	500 *
7320	Equipment < \$5,000	-	-	200	250 *
		12,389	14,200	13,013	14,200



## 30 - Finance

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Other Expenses</b>					
7500	Postage & Parcel	12,911	13,460	12,700	13,650 *
		12,911	13,460	12,700	13,650
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	1,944	1,000	1,000	-
		1,944	1,000	1,000	-
<b>Total Finance Expenses</b>		<b>936,540</b>	<b>1,000,745</b>	<b>984,883</b>	<b>1,032,708</b>

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## 30 - Finance

### Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	GFOA (Standard Fee for 3 Person Membership)	595
	IGFOA (FD, AFD)	555
	Sam's Club	35
Account:5325 - Training	Clerk Training	400
	Excel Training	1,000
	IGFOA Training	1,100
Account:5335 - Travel Expenses	Mileage, Tolls, Parking	250
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	2,893
Account:6000 - Professional Services	Actuary	5,000
	GFOA Audit & Budget Certificates	1,300
	Independent Auditor	37,500
	Investment Management Fee	7,000
Account:6015 - Communication Services	Nextel (DIR, AFD, Reception)	1,942
Account:6025 - Administrative Services	Annual Renewal Printing Contract - 3rd Millennium	17,500
	Lock Box Service	4,000
	Secretary of State Vehicle Listing	600
	SOS Processing - 3rd Millennium	11,500
Account:6110 - Printing Services	A/P Checks	600
	Budget Printing/Binding	2,000
	Payroll Checks	100
	Receipt Forms	350
	Time Sheets	550
	Transfer Stamps	350
	W-2 Forms	550
Account:6125 - Bank & CC Fees	50% of CC Processing Fees & Usage Increases	22,500
Account:6195 - Miscellaneous Contractual Services	Shred-It Document Distruction	960
Account:7000 - Office Supplies	Copy Machine Paper	2,000
	Pens, Pencils, Clips	2,000
Account:7200 - Other Supplies	2000 Motorcycle & 3500 Pet Licenses	700
	Budget Supplies	400
	City Sticker Design	300
	Vehicles License (55k), Official (900), Weights (200)	7,500
Account:7310 - Publications	Publications & GFOA Reference Materials	500
Account:7320 - Equipment < \$5,000	Calculators, Headsets, Misc Office Equipment	250
Account:7500 - Postage & Parcel	Office Mailings	650
	Vehicle Sticker Mailing Costs - TMC	4,000
	Vehicle Sticker Renewal Form - Postmaster	9,000

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**2012 Budget**  
**COMMUNITY AND ECONOMIC DEVELOPMENT**

**OVERVIEW**

2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
<b>\$2,986,810</b>	<b>\$2,178,293</b>	<b>\$1,978,730</b>	<b>\$1,904,960</b>	<b>\$1,953,051</b>	<b>\$2,137,294</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. To accomplish this charge the Department is divided into three (3) Divisions.

Building and Code Enforcement Division

The Building and Code Enforcement Division, which consists of twelve (12) full-time employees, is responsible for processing and issuing building permits; performing inspections of construction projects; responding to complaints; and investigating and resolving ordinance complaints. The Division staff interacts with citizens, property owners, architects, builders and developers at every step of the building process, from the initial design to the final inspection. 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, who are involved with subdivision, zoning, current and long-range planning and Community Development Block Grant activities. Staff provides assistance to property owners, business owners and developers involving subdivisions, zoning, planning and other development activities. The Division provides support to the Community Development Committee, the Economic Development Commission, the Plan Commission, and Zoning Board of Appeals. Staff periodically conducts specialized planning projects when needed. The Division also processes requests for zoning relief (variations, text and map amendments, conditional uses and PUD’s), 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 developments 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.



## 2012 Budget COMMUNITY AND ECONOMIC DEVELOPMENT

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### 2011 MAJOR ACCOMPLISHMENTS

During 2011, the Department of Community & Economic Development completed two major projects that transcend departmental impact and that will help shape the community for years to come: the regulatory approvals and inspections that allowed the completion of the Des Plaines Casino; and the 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. Finalized the construction process and provided final certificate of occupancy as well as business licenses for the operation of Rivers Casino.
2. Implemented the newly State-mandated International Energy Code.
3. Developed and implemented a grass cutting program to maintain the appearance of the community.
4. Re-organized the Division to place greater emphasis on property maintenance standards.
5. Increased inspection efficiency by 11% through the use of technology and resource allocation.
6. Created an interpretive process as part of the policy and procedure manual of the Department, by which the Division formalizes interpretation of the construction codes.

#### Planning & Zoning

7. Completed a draft of a major comprehensive zoning code conversion to a Form-based Unified Development Ordinance.
8. Completed and adopted the Cumberland Transit-Oriented Development study.
9. Continued implementation of the FAA Vision 100 planning process, expanding its scope to recognize new development initiatives within the O'Hare area of influence.
10. Coordinated efforts with the Economic Development Commission to revise the Façade Rebate program.
11. Coordinated with the Public Works and Engineering Department and Northwest Municipal Conference to plan for Bicycle and Pedestrian improvements including securing Model Communities Grant funding.



## 2012 Budget COMMUNITY AND ECONOMIC DEVELOPMENT

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### 2012 GOALS AND OBJECTIVES

#### Departmental

1. Advise the Mayor, City Council and City Manager on matters related to the orderly development of the community by maintaining an effective and responsive communication.
2. Conduct major planning initiatives that will guide future redevelopment and resource allocation decisions.
3. Enhance the professionalism of the Department through on-going professional development, training and succession planning to provide long term stability.
4. Increase the responsiveness of the permitting process through the adoption of best practices in building codes.

#### Building & Code Enforcement

1. Create easy to understand informational brochures for better communication with the general public as it pertains to permit requirements.
2. Implement software to create a seamless interface between the Building Division, Finance, Engineering, and other City Departments for the sharing of building permit information.
3. Implement software to allow residents and building contractors to apply for and track permits through the internet.
4. Adopt and implement the 2012 International family of construction codes to provide consistency and predictability without conflict in the construction process.

#### Planning & Zoning

5. Complete the transitional implementation of the Unified Development Ordinance.
6. Continue to staff the Plan Commission and the Zoning Board of Appeals while implementing continual process improvements to the staff support function.
7. Continue to pursue the potential of a new Oakton Street Metra Station on the North Central Line.
8. Initiate Cumberland Transit-Oriented Development projects, based upon market factors and private investment availability.



## 2012 Budget COMMUNITY AND ECONOMIC DEVELOPMENT

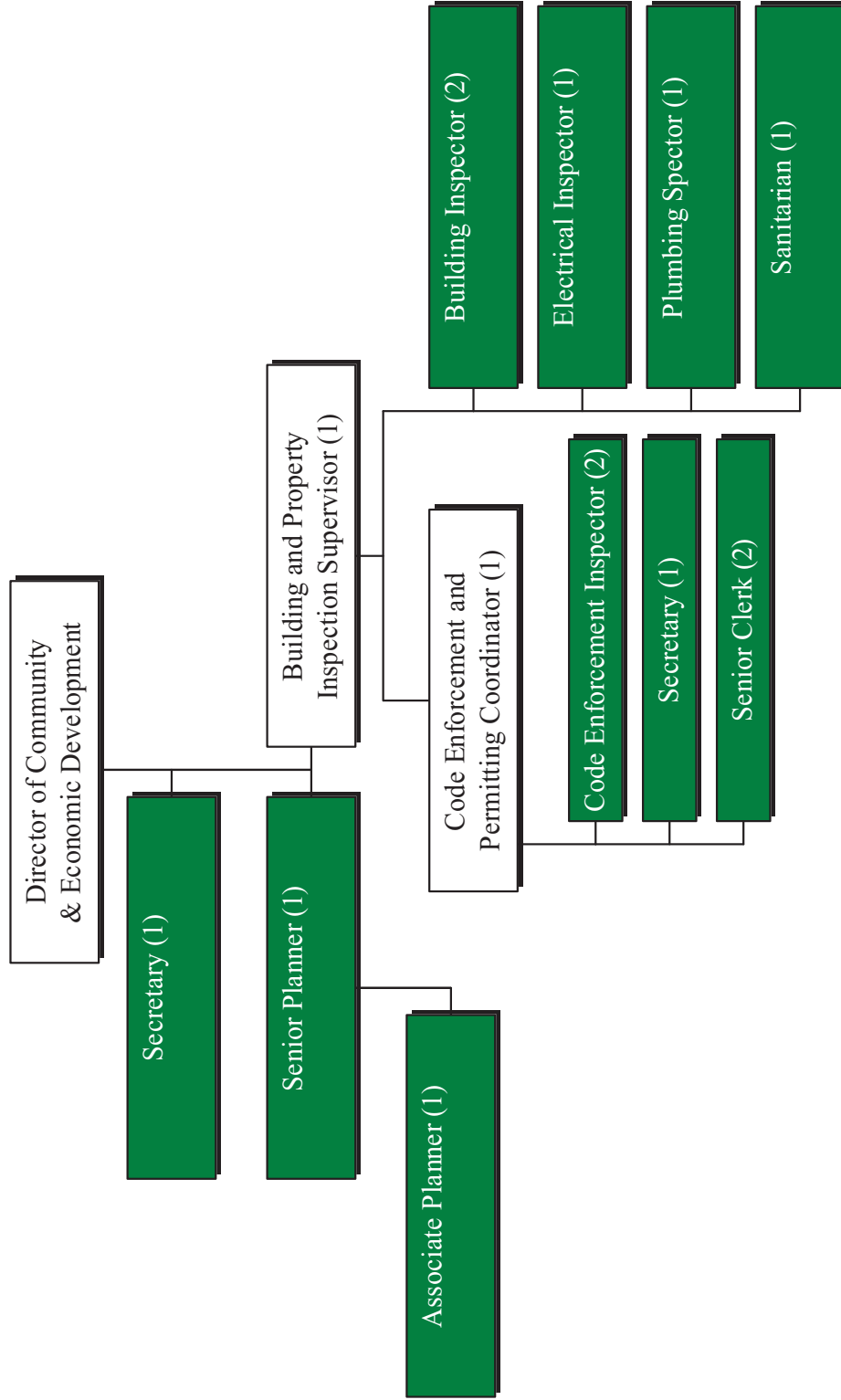
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9. Continue the FAA Airport Land Use Compatibility project.
10. Initiate new redevelopment planning efforts, particularly in transitional commercial areas such as the Lee & Oakton nexus district.
11. Continue the redevelopment planning for the Five Corners area.
12. Improve the efficiency of the Community Development Block Grant program by expanding the range of projects for public service, housing, facility and infrastructure improvements.
13. Promote the incentives available for business improvement in TIF #1.
14. Execute a redevelopment agreement in TIF #6, for City owned properties.
15. Continue to work with Public Works and Engineering Department to provide for Bicycle and Pedestrian enhancements including completion of Model Communities Grant activities.





# Community & Economic Development Department



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**2012 Budget**  
**COMMUNITY AND ECONOMIC DEVELOPMENT -**  
**BUILDING AND CODE ENFORCEMENT**

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Department: CED                      Div: Bldg & Code Enforcement                      Div. No. 40.410

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 Proposed
Building & Property Inspection Supervisor	1.00	0.00	1.00
Plumbing Inspector	1.00	1.00	1.00
Electrical Inspector	1.00	1.00	1.00
Building Inspector	3.00	3.00	2.00
Sanitarian	1.00	1.00	1.00
Code Enforcement & Permitting Coordinator	0.00	0.00	1.00
Code Enforcement Inspector	3.00	3.00	2.00
Secretary	1.00	1.00	1.00
Senior Clerk	2.00	2.00	2.00
Total Full Time Equivalent (FTE) Employees:	13.00	12.00	12.00

# 410 - Building & Code Enforcement

## 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget	
<b><u>Salaries</u></b>						
5005	Salaries	987,267	931,975	949,155	967,510	
5020	Overtime - Non Supervisory	3,764	3,472	6,494	3,472	
5035	Acting Out of Class & Night Premium	1,523	1,000	900	1,000	
5060	Compensated Absences	14,230	-	-	-	
		1,006,784	936,447	956,549	971,982	
<b><u>Taxes and Benefits</u></b>						
5200	FICA Contribution	73,245	71,667	72,253	74,083	
5205	IMRF Contribution	111,142	112,945	118,772	136,714	
5220	PPO Insurance Contribution	147,773	151,667	162,591	164,501	
5225	HMO Insurance Contribution	46,978	36,667	36,667	38,208	
5230	Dental Insurance Contribution	11,702	10,179	10,767	11,305	
5235	Life Insurance Contribution	1,896	907	907	972	
5240	Workers Compensation	40,005	33,388	25,541	30,225	
5245	Unemployment Compensation	1,679	3,231	3,231	3,680	
5250	Uniform Allowance	720	720	720	720	
5260	RHS Plan Payout	20,403	6,272	6,635	6,337	
		455,542	427,643	438,084	466,745	
<b><u>Other Employee Costs</u></b>						
5310	Membership Dues	1,009	850	850	850	*
5325	Training	4,999	5,590	5,590	5,590	*
5335	Travel Expenses	5	100	100	100	*
		6,013	6,540	6,540	6,540	
<b><u>Insurance</u></b>						
5535	Departmental P&L Charges	16,051	13,661	13,661	13,642	*
		16,051	13,661	13,661	13,642	
<b><u>Contractual Services</u></b>						
6000	Professional Services	47,040	42,980	47,000	47,000	*
6015	Communication Services	5,683	5,450	3,800	3,800	*
		52,723	48,430	50,800	50,800	
<b><u>Other Services</u></b>						
6110	Printing Services	6,727	2,000	2,000	2,000	*
6195	Miscellaneous Contractual Services	1,863	2,000	11,000	22,000	*
		8,590	4,000	13,000	24,000	
<b><u>Repairs and Maintenance</u></b>						
6310	R&M Vehicles	240	300	250	250	*
		240	300	250	250	
<b><u>Commodities</u></b>						
7000	Office Supplies	3,748	3,000	3,000	3,000	*
7200	Other Supplies	119	800	800	800	*
7300	Uniforms	1,609	2,000	2,000	2,000	*
7310	Publications	127	850	4,490	2,700	*
7320	Equipment < \$5,000	340	500	500	500	*
		5,943	7,150	10,790	9,000	

## 410 - Building & Code Enforcement 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Other Expenses</b>					
7500	Postage & Parcel	65	100	100	100
7550	Miscellaneous Expenses	2,772	-	-	-
		2,837	100	100	100
<b>Total Building &amp; Code Enforcement Expenses</b>		<b>1,554,722</b>	<b>1,444,271</b>	<b>1,489,774</b>	<b>1,543,059</b>

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## 410 - Building & Code Enforcement Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	IL Association of Code Enforcement	100
	IL Environmental Health Association	95
	Inernational Code Council	180
	International Association of Electrical Inspectors	70
	International Plumbing Inspectors Association	70
	NorthWest Building Officials & Code Adminstrators	335
Account:5325 - Training	Employee Training	5,590
Account:5335 - Travel Expenses	Parking, Tolls, Train	100
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	13,642
Account:6000 - Professional Services	Elevator Inspections	45,500
	Engineering Consulting	1,500
Account:6015 - Communication Services	Cell Phone Service	3,800
Account:6110 - Printing Services	Permit/Inspection Forms, Print Code Amendments	2,000
Account:6195 - Miscellaneous Contractual Services	Minutes, Etc.	2,000
	Property Maintenance Service	20,000
Account:6310 - R&M Vehicles	Car Washes	250
Account:7200 - Other Supplies	Business License Certificates	800
Account:7300 - Uniforms	Shirts for Inspectors	2,000
Account:7310 - Publications	Building Code Publications - New Set of ICC Books	850
	Updated Code Commentary	1,850
Account:7320 - Equipment < \$5,000	Cameras. Meters, Etc.	500



**2012 Budget**  
**COMMUNITY AND ECONOMIC DEVELOPMENT –**  
**PLANNING & ZONING**

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**PERSONNEL EXHIBIT**

Department: CED                      Div: Planning & Zoning                      Div. No: 40.420

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 Proposed
Director of Community and Economic Development	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00
Associate Planner *	0.00	0.25	0.25
Total Full Time Equivalent (FTE) Employees:	3.00	3.25	3.25

\* Associate Planner position is funded at 86.5% from CDBG Funds



## 420 - Planning & Zoning 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	245,243	290,443	307,171	312,186
5020	Overtime - Non Supervisory	793	-	4,428	-
5035	Acting Out of Class & Night Premium	1,892	-	-	-
5060	Compensated Absences	(7,471)	-	-	-
		240,457	290,443	311,599	312,186
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	17,474	20,802	23,328	22,168
5205	IMRF Contribution	25,312	34,787	37,155	43,956
5220	PPO Insurance Contribution	18,290	34,758	25,943	28,729
5225	HMO Insurance Contribution	16,579	18,333	18,333	19,104
5230	Dental Insurance Contribution	3,386	3,381	3,103	3,394
5235	Life Insurance Contribution	422	269	203	283
5240	Workers Compensation	841	603	685	627
5245	Unemployment Compensation	539	1,006	1,083	1,090
		82,843	113,939	109,833	119,351
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	1,675	1,175	1,175	2,479 *
5320	Conferences	-	-	-	1,500
5325	Training	124	1,000	1,000	2,330 *
5335	Travel Expenses	-	100	100	100 *
		1,799	2,275	2,275	6,409
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	5,583	5,638	5,638	5,683 *
		5,583	5,638	5,638	5,683
<b><u>Contractual Services</u></b>					
6000	Professional Services	53,834	-	12,000	30,000 *
6015	Communication Services	836	1,100	900	-
		54,670	1,100	12,900	30,000
<b><u>Other Services</u></b>					
6100	Publication of Notices	6,202	4,000	4,000	4,000 *
6110	Printing Services	72	800	800	800 *
6120	Recording Fees	746	2,000	2,000	1,500 *
6195	Miscellaneous Contractual Services	4,436	5,000	5,000	5,000 *
		11,456	11,800	11,800	11,300
<b><u>Commodities</u></b>					
7000	Office Supplies	417	1,000	1,000	1,500
7310	Publications	624	250	665	665 *
		1,041	1,250	1,665	2,165
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	26	300	300	300 *
7550	Miscellaneous Expenses	97	-	-	-
		123	300	300	300

## 420 - Planning & Zoning 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Other Financing Uses</b>					
9260	Transfer to Grant Projects Fund	-	30,000	2,297	78,321
		-	30,000	2,297	78,321
<b>Total Planning &amp; Zoning Expenses</b>		<b>397,973</b>	<b>456,745</b>	<b>458,307</b>	<b>565,715</b>

## 420 - Planning & Zoning 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	245,243	290,443	307,171	312,186
5020	Overtime - Non Supervisory	793	-	4,428	-
5035	Acting Out of Class & Night Premium	1,892	-	-	-
5060	Compensated Absences	(7,471)	-	-	-
		240,457	290,443	311,599	312,186
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	17,474	20,802	23,328	22,168
5205	IMRF Contribution	25,312	34,787	37,155	43,956
5220	PPO Insurance Contribution	18,290	34,758	25,943	28,729
5225	HMO Insurance Contribution	16,579	18,333	18,333	19,104
5230	Dental Insurance Contribution	3,386	3,381	3,103	3,394
5235	Life Insurance Contribution	422	269	203	283
5240	Workers Compensation	841	603	685	627
5245	Unemployment Compensation	539	1,006	1,083	1,090
		82,843	113,939	109,833	119,351
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	1,675	1,175	1,175	2,479 *
5320	Conferences	-	-	-	1,500
5325	Training	124	1,000	1,000	2,330 *
5335	Travel Expenses	-	100	100	100 *
		1,799	2,275	2,275	6,409
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	5,583	5,638	5,638	5,683 *
		5,583	5,638	5,638	5,683
<b><u>Contractual Services</u></b>					
6000	Professional Services	53,834	-	12,000	30,000 *
6015	Communication Services	836	1,100	900	-
		54,670	1,100	12,900	30,000
<b><u>Other Services</u></b>					
6100	Publication of Notices	6,202	4,000	4,000	4,000 *
6110	Printing Services	72	800	800	800 *
6120	Recording Fees	746	2,000	2,000	1,500 *
6195	Miscellaneous Contractual Services	4,436	5,000	5,000	5,000 *
		11,456	11,800	11,800	11,300
<b><u>Commodities</u></b>					
7000	Office Supplies	417	1,000	1,000	1,500
7310	Publications	624	250	665	665 *
		1,041	1,250	1,665	2,165
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	26	300	300	300 *
7550	Miscellaneous Expenses	97	-	-	-
		123	300	300	300

## 420 - Planning & Zoning 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Other Financing Uses</b>					
9260	Transfer to Grant Projects Fund	-	30,000	2,297	78,321
		-	30,000	2,297	78,321
<b>Total Planning &amp; Zoning Expenses</b>		<b>397,973</b>	<b>456,745</b>	<b>458,307</b>	<b>565,715</b>

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## 420 - Planning & Zoning Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	ICMA, APA, ILCMA, USGBC USGBC Membership	1,879 600
Account:5325 - Training	Director, Sr Planner, Assoc Planner & Secretary	2,330
Account:5335 - Travel Expenses	Parking, Tolls, Train	100
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	5,683
Account:6000 - Professional Services	Consulting Services	30,000
Account:6100 - Publication of Notices	Publishing of Zoning/Building Code Variation Cases	4,000
Account:6110 - Printing Services	Reports, Plans	800
Account:6120 - Recording Fees	Recording of Subdivisions	1,500
Account:6195 - Miscellaneous Contractual Services	Secretary for ZBA, PC and EDC	5,000
Account:7310 - Publications	Planning Literature	665
Account:7500 - Postage & Parcel	Fed Ex & Special Mailing Charges	300



2012 Budget  
**COMMUNITY AND ECONOMIC DEVELOPMENT -  
ECONOMIC DEVELOPMENT**

**PERSONNEL EXHIBIT**

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Department: CED                                      Div: Economic Development                                      Div. No: 40.430

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 Proposed
Economic Development Coordinator	0.25	0.00	0.00
Total Full Time Equivalent (FTE) Employees:	0.25	0.00	0.00

## 430 - Economic Development 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	19,912	-	857	-
5060	Compensated Absences	(2,948)	-	-	-
		16,963	-	857	-
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	1,476	-	66	-
5205	IMRF Contribution	2,147	-	103	-
5220	PPO Insurance Contribution	3,108	-	-	-
5230	Dental Insurance Contribution	129	-	-	-
5235	Life Insurance Contribution	36	-	-	-
5240	Workers Compensation	66	-	-	-
5245	Unemployment Compensation	266	-	-	-
		7,228	-	169	-
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	419	400	400	-
5325	Training	279	400	400	-
5335	Travel Expenses	-	50	50	-
		698	850	850	-
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	718	194	194	100
		718	194	194	100
<b><u>Contractual Services</u></b>					
6000	Professional Services	149	500	500	23,770
6015	Communication Services	251	300	300	300
		400	800	800	24,070
<b><u>Other Services</u></b>					
6110	Printing Services	-	1,500	1,500	2,000
		-	1,500	1,500	2,000
<b><u>Commodities</u></b>					
7000	Office Supplies	27	250	250	1,100
7310	Publications	-	250	250	1,150
		27	500	500	2,250
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	-	100	100	100
		-	100	100	100
<b>Total Economic Development Expenses</b>		<b>26,035</b>	<b>3,944</b>	<b>4,970</b>	<b>28,520</b>

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**2012 Budget**  
**PUBLIC WORKS AND ENGINEERING**

**OVERVIEW**

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Public Works (PW)	\$11,456,984	\$10,124,507	\$8,452,244	\$9,487,428	\$9,235,169	\$9,891,393
Engineering	\$1,267,169	\$848,342	\$671,578	\$745,155	\$731,280	\$764,433
GIS	\$214,822	\$225,676	\$208,686	\$235,450	\$232,600	\$229,450
PW & Engineering	\$12,938,975	\$11,198,525	\$9,332,508	\$10,468,033	\$10,199,049	\$10,885,276

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.

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 of 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.



## 2012 Budget

# PUBLIC WORKS AND ENGINEERING

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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.

### GIS

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.

### 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: Streets and Grounds Maintenance, Vehicle Maintenance, and Administration. Each division includes either administrative or supervisory staff to prepare reports and 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. Portions of the Director, Assistant Director, and Public Works Secretary salaries are budgeted to this cost center. 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:



## 2012 Budget PUBLIC WORKS AND ENGINEERING

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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, 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 managed by staff attributed to 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, branch collection, leaf collection, emergency road cleanups, and snow and ice control of 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 all City operated 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 outdoor public spaces and Right-of-Way. Some of these responsibilities include downtown landscape maintenance, mowing of City-owned lots, weed control application, annual pickup of Christmas trees, litter control, and graffiti removal.

The Forestry crew of this division is responsible for the maintenance of approximately 70,000 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 and maintains the generators at City Hall, Public Works, 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.



**2012 Budget**  
**PUBLIC WORKS AND ENGINEERING**

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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.



**2012 Budget**  
**PUBLIC WORKS AND ENGINEERING**

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**2011 MAJOR ACCOMPLISHMENTS**

Water Division

1. Coordinated repainting and multi-year maintenance program of Miner Street and Howard Avenue water tower.
2. Continued improvements to Maple Street Treatment Plant SCADA software.
3. Began installing network infrastructure for advanced metering system (fixed base network).
4. Assisted in the construction of the Des Plaines River Road reconstruction project and Casino development.
5. Worked with GIS Division in water main and valve mapping and data entry for mapping of water meters.
6. Assisted IT Department with wireless network implementation at the Public Works facility.
7. Completed replacement or repair of 15 fire hydrants.
8. Completed Illinois Environmental Protection Agency mandated lead and copper water quality testing.
9. Repaired water main and restored area for over 100 main breaks.
10. Repainted over 1,000 fire hydrants during annual hydrant painting program.

Sewer Division

11. Constructed sand bag storage shed near Oakton Street water tower.
12. Completed drainage improvements along Bellaire Avenue with 425 linear feet of open channel drainage reconstruction.
13. Assisted in responding to winter blizzard and summer windstorms.
14. Coordinated and completed sewer rehabilitation program via contractual slip lining.
15. Oversaw pump upgrades of Levee 50 station performed by Illinois Department of Natural Resources.
16. Televised sewer lines for inflow/infiltration reduction purposes.



## 2012 Budget PUBLIC WORKS AND ENGINEERING

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### Streets and Grounds Maintenance Division

17. Completed the 2011 leaf collection program with a reduction in cost from previous year.
18. Successfully managed third largest winter storm on record and obtained reimbursement of approximately \$113,000 (75% of costs incurred during event) through Illinois Emergency Management Agency.
19. Implemented anti-icing pilot program on parking decks.
20. Installed new stamped concrete crosswalks in Metropolitan Square.
21. Remodeled sixth floor of City Hall for City Attorney office space.
22. Prepared full ash tree inventory and sampling of City-wide tree inventory. Worked with Engineering staff to incorporate into GIS database.
23. Completed seasonal banner installation downtown.
24. Installed landscaping beds and trees at Des Plaines train station.
25. Oversaw performance contracting work for Energy Efficiency Conservation Block Grant project at City Hall for lighting and HVAC retrofits and upgrades.
26. Completed thermoplastic pavement marking program for local jurisdictional roads through Northwest Municipal Conference joint purchasing program.
27. Created new Public Works conference room by remodeling existing, vacant office space.
28. Continued annual in-house permanent patching program in connection with Engineering and Capital Improvement Program schedule.
29. Worked with contractor to ensure proper placement of downtown pedestrian and roadway lighting.
30. Completed spring tree planting program and planted over 75 new trees with Suburban Tree Consortium through West Central Municipal Conference.
31. Continued City-wide beautification effort by installing new landscape beds around trees along Northwest Highway.
32. Participated in Arbor Day celebration at local school with staff and elected officials.



## 2012 Budget PUBLIC WORKS AND ENGINEERING

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### Vehicle Maintenance Division

33. Maintained painting and scraping schedule for Public Works fleet to ensure longevity of vehicles.
34. Completed procurement of new hot mix asphalt recycler, Toolcat, and water equipment trailer.
35. Ensured that all equipment was in working order for major initiatives such as branch collection, leaf collection, and snow/ice control operation.
36. Continued International Truck training for mechanics through Municipal Fleet Managers Association.
37. Continued to reorganize outbuildings to provide additional, indoor storage opportunities.
38. Attended ASE certification training.
39. Organized annual Truck Condition Analysis for winter operations and calibrated salt spreaders.
40. Updated Capital Equipment Replacement Fund with replacement 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 over 150 vehicles/households and collecting 34 palettes of electronic components for recycling.
43. Worked with Media Services on improving website content and ability to manage.
44. Procured \$30,000 grant for proactive work on Emerald Ash Borer program.
45. Began contract negotiations with the Municipal Employees City Coordinating Association of Des Plaines (MECCA) and the American Federation of State, County and Municipal Employees (AFSCME).
46. Successfully revised scope of Energy Efficiency Conservation Block Grant to include HVAC retrofits and lighting upgrades at City Hall.



## 2012 Budget PUBLIC WORKS AND ENGINEERING

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47. Implemented new LED holiday lighting in downtown district.
48. Obtained \$28,000 grant funding from Illinois Clean Energy for lighting improvements to City facilities.
49. Completed downtown banner redesign and implementation with input from elected officials.
50. Filled four vacant Maintenance Operator positions and promoted two internal candidates to Foreman and Crew Leader positions.
51. Reduced number of accident and injury claims by 41% with aggressive safety campaign and tailgate talks.
52. Continued membership in Mutual Aid networks such as Northeast Illinois Mutual Aid Network (NEIMAN) and Illinois Public Works Mutual Aid Network (IPWMAN).

### Engineering

53. Completed construction of the accelerated portions of the Des Plaines River Road Reconstruction project (Devon to Touhy) in time for the opening of the Rivers Casino. Worked with IDOT on the completion of the Phase II plans for the remaining project length (Touhy to Rand).
54. Construction of new alleys incorporating green construction materials.
55. Design and construction of new storm sewers for the Storm Water Master Plan Area 2 and 7.
56. Design and construction of the Street and Utility Improvement project.
57. Completed the construction of the Downtown lighting and streetscape project.
58. Completed the construction of the Noisewall along the Canadian National Railroad.
59. Review and revisions to city construction standards for driveway aprons coordinated between Community Development and Engineering.
60. Secured Surface Transportation Program (STP) funding for construction of the Lee/Perry Signalization project. Completed design and permitting and bid the project for construction.
61. Completed implementation of the remaining Environmental Efficiency and Conservation Block Grant (EECBG) stimulus program projects including:





## 2012 Budget PUBLIC WORKS AND ENGINEERING

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- Creation of the City’s inaugural comprehensive Sustainability Report to document the existing activities within the City and identify opportunities for the City to improve operations.
  - Design of the Miner Street Pedestrian Refuge Median
62. Completed construction on the Des Plaines River Trail Improvements.
63. Completed implementation of Stage I of the City’s Bike Network consisting of signing 15 miles of on-street bike routes to connect residential areas with parks, schools, and commercial areas throughout the City. More than 4 miles of the routes also included shared lane markings for added visibility and safety of bicyclists.
64. Completed construction of the Central School “Safe Routes to School” Pilot Project to increase safety for students walking/biking to school. The project was funded entirely through two grants secured by the City.
65. Created multi-agency partnership resulting in successful application for Model Communities Grant Funding. Managed year-long multi-project effort aimed to achieve the goals of increasing the health and livability of Des Plaines through safer walking and biking environment. The grant-funded activities included:
- Completion of a city-wide Active Transportation Plan
  - Creation of a City of Des Plaines Complete Streets Policy
  - Creation of School Travel Plans for more than a dozen elementary and middle schools throughout the City
  - Installation of bike racks and benches throughout the downtown, Oakton Street commercial area, and schools using grant funding
  - Teen Center Wellness Initiative (Des Plaines Park District)
  - Healthy Food Choices Initiative (Mt. Prospect Park District)
66. Completed a comprehensive city-wide sign inventory for incorporation into the City’s GIS. Created a plan for compliance with MUTCD Sign Retroreflectivity requirements involving the complete replacement of all regulatory signs throughout the City over the allowed three-year phase-in period.
67. Implemented the Downtown Parking and Traffic Study recommendations to simplify the existing web of downtown parking restrictions by reducing the dozen+ existing categories of parking restrictions on some of the major streets throughout the downtown. Result being to make the downtown parking more user and business friendly as well as making enforcement more efficient.



## 2012 Budget PUBLIC WORKS AND ENGINEERING

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68. Continued implementation of the Levee 50 Flood Control Project
  - Worked with IDNR on the completion of the final project punch list items
  - Created a comprehensive Operations and Maintenance Plan
  - Drafted an agreement for sharing of project maintenance costs with Park Ridge
69. Continued implementation of the City's National Pollutant Discharge Elimination System (NPDES) Combined Sewer Overflow (CSO) program.
70. Continued implementation of the City's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Phase II program.
  - Reviewed consultant audit and recommendations for City program.
  - Completed inventory of all detention/retention basins (public and private) within the City of Des Plaines.
  - Performed annual water quality tests at 7 locations within the Des Plaines River as part of the NPDES program.
  - Drafted new ordinances Adopted new ordinances for the enforcement of the erosion control requirements of the NPDES program.
71. 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.
72. Continued active role in the Northwest Municipal Conference Bicycle and Pedestrian Committee.
  - Northwest Municipal Conference Regional Bicycle Plan
  - Northwest Highway Regional Bike Corridor Feasibility Study
  - Regional Bike Corridor Signage Study
73. Conceived and applied for Congestion Mitigation and Air Quality Program (CMAQ) Grant funding for three major pedestrian/bicycle projects in the City.
  - Miner St and Mt. Prospect Rd Pedestrian Refuge Medians
  - Ballard Road Sidepath/Sidewalk (Bender Rd to Good Ave)
  - Rand Road Sidepath (Golf Rd to Elk Blvd)

At time of reporting, received CMAP staff recommendation for grant funding for all three projects with the first two projects being advanced for near-term funding.



## 2012 Budget PUBLIC WORKS AND ENGINEERING

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### GIS

74. Support for MapOffice Version 2.0 as a public use mapping application on the City of Des Plaines Web Site.
75. 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.
76. Updated the city parcel data per a delivery of new parcel data from Cook County.
77. Increased use of application into the Police Department by getting MapOffice Advanced training added to their yearly in-service training schedule.
78. Worked with the IT Department to provide access to MapOffice Advanced wirelessly in the field by both the Police and Fire Departments. As part of this effort, several training sessions for the application were held with both departments to ensure all staff was trained on how to use it.
79. Provided mapping support for all major special events in the city, including the Fourth of July Fireworks and Parade, the Tour De Villas bike race, and the Des Plaines River Trail bike ride. The maps were developed to provide assistance with each event's management and planning.
80. Authored an article entitled "Improving Local Government Transparency" that discussed using local GIS data published through the Google Maps website as a method for improving the exchange of information between city staff and the residents. This article was published in the February 2011 edition of Geospatial Today magazine.
81. Supported Fire Department mutual aid response efforts by coordinating with surrounding communities to share maps of the response areas of their departments into the city and the city's response into their communities.
82. Continued supporting 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.



## 2012 Budget PUBLIC WORKS AND ENGINEERING

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83. Mapped out all hazardous material pipeline locations in the city with the assistance of the Fire Department to help improve the knowledge of the department staff, as well as the 911 dispatchers, to where these pipes are located and who to contact if there is an incident.
84. Implemented a sign inventory data collection program with the Public Works and Engineering Department as part of the city's effort to comply with the 2012 Federal Highway Administration's sign retro reflectivity requirement.
85. Assisted Natural-Path Urban Forestry Consultants with the GPS data collection efforts of the city's ash tree inventory. This inventory is being used to assist the Public Works and Engineering Department with tree removal and maintenance efforts related to Emerald Ash Borer infestations.
86. Provided mapping support to all city departments related to cleanup and coordination efforts that resulted from several emergency incidents, including the February blizzard and the June 21<sup>st</sup> severe storm event.
87. Developed city grid maps that are used by the city's emergency event damage assessment teams to track damage that results from storms or other emergency incidents.
88. Supported LIDAR contour and point cloud data integration 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.
89. Provided mapping support to all departments for projects related to the Rivers Casino construction.
90. 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.



## 2012 Budget PUBLIC WORKS AND ENGINEERING

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### 2012 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. Complete short term goals established in MWH report for SCADA system improvements.
4. Reduce unaccounted for water loss to 7.5% or lower.
5. Complete Maple Street reservoir cleaning project.
6. Continue to collaborate with GIS to update valve and hydrant inventory.
7. Create routine leak detection process and establish annual report.
8. Install hydrant markers on strategic locations throughout City.

#### Sewer System

9. Complete O'Hare Lake pump facility SCADA system.
10. Bid and coordinate maintenance repairs to sanitary sewer lift stations.
11. Prepare bid specifications and complete 2012 sanitary sewer cleaning and lining.
12. Work with Engineering to design and complete reconstruction on drainage projects throughout the City.
13. Complete restoration and stabilization work along critical points of Weller Creek.

#### Streets and Grounds Maintenance

14. Coordinate various street improvement projects, spot patching, and curb replacement.
15. Assist Engineering with updates to capital improvement pavement condition index.
16. Recycle 500 tons of asphalt using HMA recycling machine.



## 2012 Budget PUBLIC WORKS AND ENGINEERING

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17. Continue annual maintenance programs such as spring tree planting, branch collection, leaf collection, lane marking, and crack sealing.
18. Complete ash tree reduction program with replacement trees as part of Emerald ash borer grant program.
19. Evaluate potential lighting solutions for Metropolitan Square parking deck and implement for entire facility.
20. Complete exterior sealant repairs at Civic Center.
21. Provide input to Job Safety Committee on hazardous or unsafe conditions.
22. Update HVAC in locker room at Public Works.
23. Monitor performance of LED holiday lighting.

### Vehicle Maintenance

24. Continue to improve equipment storage and consolidate existing equipment in storage buildings.
25. Review Capital Equipment Replacement Fund and update with new equipment as it is received from all departments.
26. Continue to enforce monthly vehicle washing and scraping/painting schedule.
27. Continue to respond to residents' concerns and emergencies after 3:30 PM.
28. Calibrate all salt spreaders and inform drivers of proper settings for snow/ice control during pre-season workshop.

### Administration

29. Work with Job Safety Committee in establishing job safety analyses for specific departmental tasks.
30. Work with Human Resources to further reduce departmental worker's compensation claims.
31. Assist Deep Green with spring electronics recycling event.



## 2012 Budget PUBLIC WORKS AND ENGINEERING

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32. Actively participate in the Illinois Public Works Mutual Aid Network (IPWMAN) during disaster response when called upon.
33. Continue NIMS training and certifications for all staff.
34. Explore potential grant opportunities for energy efficiency projects at Water Plant and Public Works facilities.
35. Coordinate Public Works week events.
36. Perform self-evaluation of department using American Public Works Association accreditation process.
37. Follow up on recommendations from Smart Energy Design Assistance Center (SEDAC) regarding energy efficiency improvements at Public Works.
38. Apply for IEPA Section 319 grant funding for water quality improvements.

### Engineering

39. Design and Construction of Stormwater Master Plan Areas #1, 5 and 10.
40. Secure energy audit of the Maple Street pumping station for the potential cost-effective energy efficiency upgrades.
41. Develop a maintenance and capital improvement program for streets and alleys.
42. Develop a street resurfacing program to incorporate Casino revenue.
43. Develop a water main database and replacement index.
44. Work with IDOT on completion of the design and scheduling of the construction for the second phase of the Des Plaines River Road Reconstruction project (Touhy Ave to Rand Rd).
45. Continue coordination with IDOT on design of proposed projects in Des Plaines:
  - NW Hwy/Broadway/Seegers Signalization Project.
  - Rand Road over Des Plaines River Bridge Replacement Project. Includes improvements at North School driveway as well as sidepath to close a gap in the regional Golf Road Bicycle Corridor.



## 2012 Budget PUBLIC WORKS AND ENGINEERING

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- Potential design improvements to Cumberland Circle taking advantage of modern roundabout research.
- 46. Complete construction of the Lee-Perry Signalization Project.
- 47. Construct the Central Road Bicycle Shoulder project (Wolf Road to East River Road – CMAQ grant).
- 48. Construct the Downtown Miner Street Pedestrian Refuge Median and the Mt. Prospect Road at High Ridge Knolls Trail Refuge Median projects (pending CMAQ grant award).
- 49. Complete design and right-of-way acquisition for the Ballard Road Sidepath-Sidewalk project (Bender Rd to Good Ave) for local residential/school/downtown connections, sole connection across the I-294 Tollway for miles, and closing a gap in the NWMC Golf Road Regional Bicycle Corridor. (pending CMAQ grant award)
- 50. Implement Year 1 of the three-year program of sign replacements throughout the City in accordance with the federal MUTCD Sign Retro-reflectivity requirements.
- 51. Reduce the backlog of Staff Traffic Advisory Committee items.
- 52. Create a transportation and transportation FAQ section on City website.
- 53. Pursue further implementation of the Downtown Parking and Traffic Study recommendations.
- 54. Perform City Code overhauls regarding parking lot ordinances, intersection right-of-way controls, on-street parking restrictions, snow routes, and one-way streets.
- 55. Work with CMAP to attempt to advance CMAQ grant funding for the Rand Road Sidepath project (Golf Rd to Elk Blvd) to provide a requested pedestrian/bicycle connection. (recommended project but currently placed on CMAQ MYB list for funding)
- 56. Investigate grant sources and apply for grant funding for implementation of proposed bicycle and pedestrian projects emerging from the Active Transportation Plan, School Travel Plan, and the NWMC Regional Bicycle Plan. Preliminary list includes:
  - S-Curve pedestrian/bicycle underpass feasibility study/preliminary engineering
  - Seegers Road pedestrian/bicycle underpass feasibility study
  - Connections to Des Plaines River Trail along Algonquin Road, Oakton Street, Touhy Avenue.
  - Pedestrian Signal enhancements





## 2012 Budget PUBLIC WORKS AND ENGINEERING

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57. Coordinate 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.
58. 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 access in the Des Plaines area.
59. Continued participation in the regional projects planning and design including: the Elgin O'Hare Western Bypass; ISTHA I-90 Corridor Planning; Metra STAR Line; UPNW Expansion Federal New Starts project; PACE Bus Dempster Street Arterial Rapid Transit Study.

### GIS

60. Implement web services into MapOffice Advanced, allowing for information to be displayed in the mapping application from other web-based sources.
61. Continue to provide mapping support to city departments.
62. Increase usage of MapOffice Advanced as a mobile application to support emergency response efforts.
63. Continue to grow the city's MapOffice Advanced user base through training sessions with existing users and penetration into new departments.
64. Provide data and mapping support for Granite XP sewer televising application and upgrade to newer software versions.
65. 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.
66. Implement regional data to the city's map products and mapping software applications to support city initiatives to help improve emergency response and support.
67. Continue to develop a street sign inventory in preparation for the 2012 retroreflectivity requirements being implemented by the Federal Highway Administration.



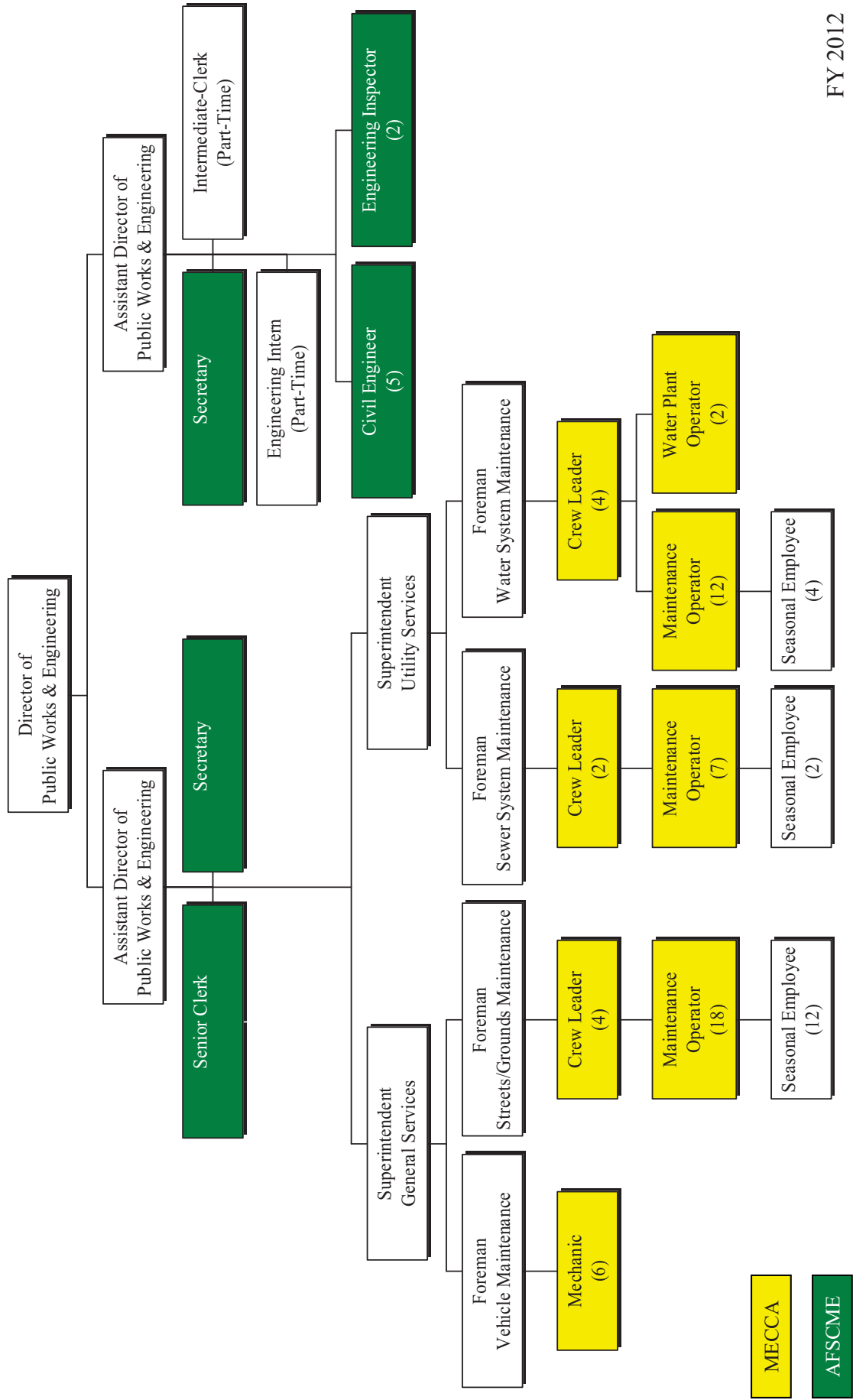
## 2012 Budget PUBLIC WORKS AND ENGINEERING

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68. Develop a GIS Program page on the city's website and increase the usage of MapOffice on the city's website through improved exposure.
69. Support any data development or mapping efforts related to the proposed Elgin-O'Hare bypass project.
70. Link older sewer televising videos to the city's utility data to improve Public Works and Engineering Department access to these resources.
71. Integrate GIS with the city's proposed wireless water meter reading software to allow for analysis related usage trends, water loss, etc.
72. Use GIS to assist the Finance Department with tracking unpaid vehicle stickers violations to help increase city revenue.
73. Develop city staff GIS skill-sets to allow for increased data editing by users outside the GIS Department.
74. Continue supporting city grant application efforts, such as the Model Communities grant and various Community Development Block Grant fund opportunities.
75. Further develop the city's GIS user community in order to create more efficient government work environment.
76. Continue the integration of GIS into the Police and Fire Departments to help maximize efficiency and improve community safety.
77. Continue to update the city's utility database based on Field Note Mapbook edits and digital as-builts.



# Public Works & Engineering Department



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2012 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: 50.100

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 Proposed
Director of Public Works & Engineering	0.25	0.25	0.25
Director of Public Works	0.00	0.00	0.00
Assistant Director of Public Works & Engineering	0.50	0.50	0.50
Assistant to the Director of Public Works & Engineering	1.00	0.00	0.00
Secretary	0.50	0.50	0.50
Senior Clerk	0.00	0.00	0.00
Total Full Time Equivalent (FTE) Employees:	2.25	1.25	1.25

## 50-100 - Public Works Administration 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	185,171	130,343	127,947	130,947
5020	Overtime - Non Supervisory	15	1,000	1,000	1,000
5060	Compensated Absences	(3,403)	-	-	-
		181,783	131,343	128,947	131,947
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	12,834	11,189	10,006	8,960
5205	IMRF Contribution	20,481	15,914	16,088	18,578
5220	PPO Insurance Contribution	7,355	7,545	7,545	7,581
5225	HMO Insurance Contribution	23,230	13,750	13,750	14,328
5230	Dental Insurance Contribution	1,671	1,327	1,248	1,311
5235	Life Insurance Contribution	406	118	119	119
5240	Workers Compensation	1,522	415	835	263
5245	Unemployment Compensation	369	745	745	668
5255	Excess Sick Hour Payout	996	996	996	1,000
5260	RHS Plan Payout	903	905	764	764
		69,767	52,904	52,096	53,572
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	1,148	900	900	900 *
5325	Training	820	1,200	1,200	1,200 *
5335	Travel Expenses	-	200	-	100 *
		1,968	2,300	2,100	2,200
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	13,911	13,014	13,014	11,203 *
		13,911	13,014	13,014	11,203
<b><u>Contractual Services</u></b>					
6015	Communication Services	3,323	2,100	1,750	1,750 *
6025	Administrative Services	5,634	6,500	6,500	6,500 *
6040	Waste Hauling & Debris Removal	3,322,845	3,700,000	3,700,000	3,930,000 *
		3,331,802	3,708,600	3,708,250	3,938,250
<b><u>Other Services</u></b>					
6110	Printing Services	9,375	13,000	10,000	11,000 *
6115	Licensing/Titles	60	-	60	-
6195	Miscellaneous Contractual Services	4,703	6,200	3,500	5,000 *
		14,138	19,200	13,560	16,000
<b><u>Commodities</u></b>					
7000	Office Supplies	1,385	1,500	1,100	1,100
7200	Other Supplies	521	-	-	-
7300	Uniforms	242	300	272	300 *
7310	Publications	109	100	-	100 *
		2,257	1,900	1,372	1,500

## 50-100 - Public Works Administration 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Other Expenses</b>					
7500	Postage & Parcel	10,488	14,500	12,000	12,000 *
7550	Miscellaneous Expenses	95	200	205	200 *
		10,582	14,700	12,205	12,200
<b>Total Public Works Administration Expenses</b>		<b>3,626,208</b>	<b>3,943,961</b>	<b>3,931,544</b>	<b>4,166,872</b>

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## 50-100 - Public Works Administration Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	APWA	300
	ASCE	150
	AWWA	150
	IAFSM	50
	IPWMAN	250
Account:5325 - Training	APWA Expo	200
	APWA, NWMC & Other Misc Seminars	1,000
Account:5335 - Travel Expenses	Mileage, Tolls, Parking	100
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	11,203
Account:6015 - Communication Services	Nextel Phones	1,750
Account:6025 - Administrative Services	Sanitation Contract Charges for Utility Billing	6,500
Account:6040 - Waste Hauling & Debris Removal	Contract for Garbage, Recycling & Yard Waste	3,930,000
Account:6110 - Printing Services	Curbside Calendar Printing	10,000
	Other Printings	1,000
Account:6195 - Miscellaneous Contractual Services	Port-O-Potty	1,500
	Tire/Flourescent Light Bulb/Battery Recycling Prog	3,500
Account:7300 - Uniforms	Clothing Allowance	300
Account:7310 - Publications	Trade Publications	100
Account:7500 - Postage & Parcel	Curbside Calendar Mailings	4,000
	Other Mailings	1,000
	Refuse Billing Postage	7,000
Account:7550 - Miscellaneous Expenses	Swap, Electric Recycling Program	200



**2012 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: 50.510

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 Proposed
Director of Public Works and Engineering	0.50	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:	5.50	5.50	5.50

# 510 - Engineering

## 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	505,284	516,457	501,364	528,244
5020	Overtime - Non Supervisory	7,748	6,942	9,483	6,942
5060	Compensated Absences	(48,563)	-	-	-
		464,469	523,399	510,847	535,186
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	37,340	42,258	39,344	39,910
5205	IMRF Contribution	56,312	63,165	63,437	75,354
5220	PPO Insurance Contribution	27,674	28,375	28,375	28,511
5225	HMO Insurance Contribution	41,311	46,378	46,378	48,327
5230	Dental Insurance Contribution	4,325	4,343	4,025	4,227
5235	Life Insurance Contribution	816	480	432	432
5240	Workers Compensation	5,856	3,803	3,775	3,834
5245	Unemployment Compensation	1,227	2,121	2,121	1,705
5250	Uniform Allowance	320	320	320	320
5255	Excess Sick Hour Payout	1,993	1,993	3,701	2,000
5260	RHS Plan Payout	-	-	1,544	1,993
		177,175	193,236	193,452	206,613
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	1,630	1,096	1,096	1,096 *
5320	Conferences	-	-	-	1,500
5325	Training	995	1,500	1,500	1,500 *
5335	Travel Expenses	83	150	200	200 *
		2,708	2,746	2,796	4,296
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	11,547	12,574	12,574	8,388 *
		11,547	12,574	12,574	8,388
<b><u>Contractual Services</u></b>					
6000	Professional Services	9,933	5,000	4,000	2,500 *
6015	Communication Services	3,096	3,500	2,700	2,700 *
		13,028	8,500	6,700	5,200
<b><u>Other Services</u></b>					
6110	Printing Services	120	100	50	100 *
6115	Licensing/Titles	-	-	360	-
6120	Recording Fees	-	-	3	-
		120	100	413	100
<b><u>Repairs and Maintenance</u></b>					
6310	R&M Vehicles	-	-	10	-
		-	-	10	-
<b><u>Commodities</u></b>					
7000	Office Supplies	1,286	2,500	2,100	2,500
7120	Gasoline	-	-	50	-
7200	Other Supplies	846	1,250	1,000	1,250 *
7300	Uniforms	-	500	500	500 *

## 510 - Engineering 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
7310	Publications	204	200	200	250 *
		2,336	4,450	3,850	4,500
<b>Other Expenses</b>					
7500	Postage & Parcel	165	150	150	150 *
7550	Miscellaneous Expenses	30	-	30	-
		195	150	180	150
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	-	-	458	-
		-	-	458	-
<b>Total Engineering Expenses</b>		<b>671,578</b>	<b>745,155</b>	<b>731,280</b>	<b>764,433</b>

# 510 - Engineering Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	American Public Works Association	246
	American Society of Civil Engineers	500
	National Society of Professional Engineers	350
Account:5325 - Training	ASCE Seminars	500
	Autocad	1,000
Account:5335 - Travel Expenses	Mileage, Tolls, Parking	200
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	8,388
Account:6000 - Professional Services	Misc Engineering Services	2,500
Account:6015 - Communication Services	Nextel Phones	2,700
Account:6110 - Printing Services	Capital Improvement Program Plan Reproduction	100
Account:7200 - Other Supplies	Field Supplies	1,250
Account:7300 - Uniforms	Department Shirts	500
Account:7310 - Publications	Engineering Publications & Books	250
Account:7500 - Postage & Parcel	Fed Ex	150

## 520 - Geographic Information Systems 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget	
<b><u>Other Employee Costs</u></b>						
5325	Training	1,000	1,000	1,000	1,000	*
		1,000	1,000	1,000	1,000	
<b><u>Other Services</u></b>						
6195	Miscellaneous Contractual Services	207,235	233,700	231,000	227,700	*
		207,235	233,700	231,000	227,700	
<b><u>Commodities</u></b>						
7000	Office Supplies	129	500	400	500	
7200	Other Supplies	321	250	200	250	*
		451	750	600	750	
<b>Total Geographic Information Systems Expenses</b>		<b>208,686</b>	<b>235,450</b>	<b>232,600</b>	<b>229,450</b>	

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## 520 - Geographic Information Systems Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:5325 - Training	ESRI Training	1,000
Account:6195 - Miscellaneous Contractual Services	GIS Aerial Photography	40,000
	GIS Consortium Fees-MGP, Inc.	180,000
	Hand Held Service Agreement	500
	Internet Mapping	7,200
Account:7200 - Other Supplies	Field Supplies	250



2012 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: 50.530

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 Proposed
Superintendent - General Services	0.50	0.50	0.50
Foreman - Streets & Grounds	1.00	1.00	1.00
Crew Leader	4.00	4.00	4.00
Maintenance Operator	18.00	19.00	18.00
Seasonal Employee	5.50	3.00	3.00
Total Full Time Equivalent (FTE) Employees:	29.00	27.50	26.50



## 530 - Streets & Grounds Maintenance

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	1,493,287	1,611,169	1,521,619	1,567,050
5010	Temporary Wages	57,750	60,000	55,372	60,000
5015	Overtime - Supervisory	-	-	-	-
5020	Overtime - Non Supervisory	69,194	225,000	200,000	200,000
5035	Acting Out of Class & Night Premium	3,984	10,000	3,298	10,000
5060	Compensated Absences	(149,431)	-	-	-
		1,474,784	1,906,169	1,780,289	1,837,050
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	122,966	146,969	129,607	139,004
5205	IMRF Contribution	178,359	223,712	201,313	255,841
5220	PPO Insurance Contribution	162,396	187,945	153,685	192,327
5225	HMO Insurance Contribution	127,888	134,846	145,293	137,279
5230	Dental Insurance Contribution	18,206	18,636	17,530	18,926
5235	Life Insurance Contribution	3,346	1,886	1,676	1,436
5240	Workers Compensation	263,579	170,185	184,276	147,341
5245	Unemployment Compensation	4,331	7,753	7,753	5,390
5250	Uniform Allowance	10,910	11,070	9,450	10,380
5255	Excess Sick Hour Payout	-	-	-	-
5260	RHS Plan Payout	63,638	14,500	15,081	15,108
		955,617	917,502	865,664	923,032
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	1,057	1,075	1,075	1,075 *
5325	Training	1,615	3,000	3,000	2,500 *
5335	Travel Expenses	-	75	-	75
		2,672	4,150	4,075	3,650
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	75,872	67,528	67,528	65,353 *
		75,872	67,528	67,528	65,353
<b><u>Contractual Services</u></b>					
6000	Professional Services	62,795	45,000	45,000	45,000 *
6015	Communication Services	7,443	9,500	8,000	9,500 *
6040	Waste Hauling & Debris Removal	18,859	135,000	52,000	45,000 *
6045	Utility Locate Services	2,284	1,500	2,000	2,300 *
		91,381	191,000	107,000	101,800
<b><u>Other Services</u></b>					
6110	Printing Services	658	1,000	1,000	1,000 *
6115	Licensing/Titles	250	200	200	200 *
6135.03	Rentals - Equipment	141	750	250	750
6145	Custodial Services	4,478	-	-	257,000 *
6170	Tree Maintenance	200,043	200,000	200,000	200,000 *
6175	Tree Plantings	36,086	50,000	35,000	50,000 *
6190	Tow/Storage/Abandoned Fees	-	250	-	250
6195	Miscellaneous Contractual Services	74,826	150,000	130,000	142,415 *
		316,481	402,200	366,450	651,615

## 530 - Streets & Grounds Maintenance

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	1,404	1,750	1,000	1,500 *
6315.001	R&M Buildings -City Hall	282,711	237,000	230,000	55,000
6315.002	R&M Buildings -Public Works	-	-	-	-
6315.003	R&M Buildings -Police	-	-	-	9,000
6315.004	R&M Buildings -Fire Station #1	-	-	-	35,000
6315.005	R&M Buildings -Fire Station #2	-	-	-	-
6315.006	R&M Buildings -Fire Station #3	-	-	-	-
6315.007	R&M Buildings -Library	-	-	-	7,500
6315.008	R&M Buildings -EMA	-	-	-	2,000
6315.009	R&M Buildings -Civic Center Parking Deck	-	-	-	-
6315.999	R&M Buildings -Other	-	-	-	151,200 *
6325	R&M Street Lights	25,575	20,000	52,000	50,000
		309,689	258,750	283,000	311,200
<b>Commodities</b>					
7000	Office Supplies	323	600	500	600
7020	Supplies - Safety	3,583	2,500	2,500	2,500
7025	Supplies - Custodial	16,014	18,000	18,000	18,000
7030	Supplies - Tools & Hardware	3,867	4,000	4,000	4,000 *
7035	Supplies - Equipment R&M	1,353	1,500	1,500	1,500 *
7045	Supplies - Building R&M	30,529	35,000	38,500	38,500 *
7050	Supplies - Streetscape	14,010	17,000	11,200	12,000 *
7055	Supplies - Street R&M	61,845	79,700	-	-
7055.05	Street Light Supplies	3,711	5,000	4,000	4,000
7055.051	Street Sign Supplies	9,364	15,000	15,000	15,000
7055.052	Traffic Equipment & Material	-	-	4,300	4,700
7055.053	Graffiti Removal Supplies	215	1,000	2,000	2,500
7055.054	Other Supplies	-	-	75,000	80,000 *
7140	Electricity	183,789	170,000	145,000	145,000
7160	Ice Control	2,568	3,000	3,000	3,000 *
7200	Other Supplies	1,080	2,000	1,500	1,500 *
7300	Uniforms	884	1,150	1,150	1,150
7310	Publications	-	100	-	100
7320	Equipment < \$5,000	4,920	5,000	5,000	5,000 *
		338,053	360,550	332,150	339,050
<b>Other Expenses</b>					
7500	Postage & Parcel	-	50	-	50
		-	50	-	50
<b>Capital Outlay</b>					
8015	Equipment	15,502	-	-	-
		15,502	-	-	-
<b>Total Streets &amp; Grounds Maintenance Expenses</b>		<b>3,580,052</b>	<b>4,107,899</b>	<b>3,806,156</b>	<b>4,232,800</b>

## 530 - Streets & Grounds Maintenance Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	APWA Annual Dues	250
	Arborist License	235
	Sam's Club	15
	Tree Consortium	575
Account:5325 - Training	APWA Expo	1,000
	APWA-Snow/Street Maintenance/Leaves/Flag School	500
	Snow & Ice Control Classes	500
	Street Sweeping Classes	500
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	65,353
Account:6000 - Professional Services	Custodial Services	45,000
Account:6015 - Communication Services	Nextel Phones (32 Total)	9,500
Account:6040 - Waste Hauling & Debris Removal	Hauling of Mud, Concrete and Storm Damage Debris	20,000
	Log and Branch Removal from PW Yard	25,000
Account:6045 - Utility Locate Services	Locates for Underground Digging	2,300
Account:6110 - Printing Services	Business Cards, Door Hangers, Work Tickets, etc.	500
	Leaf Collection Posters, Street Sweeping	500
Account:6115 - Licensing/Titles	CDL Renewals	200
Account:6145 - Custodial Services	City Hall Hot Water Piping Replacement	200,000
	City Hall North Elevator Rewiring	14,000
	Fire Station #3 Roof Replacement	43,000
Account:6170 - Tree Maintenance	Parkway Tree Trim, Tree and Stump Removal	200,000
Account:6175 - Tree Plantings	Spring Tree Planting Program	50,000
Account:6195 - Misc Contractual Services	Continental Water	900
	Landscaping, Improvements, etc.	10,000
	Mats (Including Police)	2,000
	Pavement Milling	25,000
	Pest Control	2,515
	Snowplowing	75,000
	Unexpected Contractual Expenses	1,000
	Weed spraying, Fertilizing, etc.	25,000
	White Way	1,000
	Account:6305 - R&M Equipment	Repair of Vacuums, Scrubbers, Compressors, etc.
Small Generators, etc.		250
Account:6315 - Other	Carpet Cleaning, Window Washing, Electrical, etc.	70,000
	City Hall Remodeling	55,000
	EMA Repairs	2,000
	HVAC, Misc	65,000

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## 530 - Streets & Grounds Maintenance Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
	Maintenance Agreement - Elevators	7,900
	Maintenance Agreement - Fire Alarms	8,300
	Maintenance Agreement - HVAC	7,500
Account:7030 - Supplies - Tools & Hardware	Screws, Nails, Glue and Saws for Carpenter Shop	2,000
	Tools, Bolts, Cables, Oil Mix, etc.	2,000
Account:7035 - Supplies - Equipment R&M	Equipment Repair Supplies & Propane	1,500
Account:7045 - Supplies - Building R&M	Misc Parts - City Hall	12,000
	Misc Parts - Fire Stations	17,000
	Misc Parts - Police Station	4,000
	Misc Parts - Public Works Building	5,500
Account:7050 - Supplies - Streetscape	Banners for Christmas, Taste, etc.	500
	Bushes, Flowers, Fertilizers	5,000
	Dirt, Seed and Sod for Restoration of Parkway	5,000
	Replacement Straps for Pole Banners	1,500
Account:7055 - Other Supplies	Curb/Street Paint, Cross Walks, Traffic Lanes	5,000
	Light Bulbs for Street & Parking Lots	4,000
	Replacement/Repair of Barricades, Batteries & Bulbs	4,700
	Sign Bank and Poles, Sign Making Material	15,000
	Stone, Hot Patch, UPM, Spray & New Street Cut Prog	75,000
Account:7160 - Ice Control	Bags of Halitite for Ice Control at City Buildings	3,000
Account:7200 - Other Supplies	Board-Ups, Replace Mailboxes	500
	Rags & Other Supplies	1,000
Account:7320 - Equipment < \$5,000	Snow blowers & Push mowers	5,000



2012 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: 50.540

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 Proposed
Superintendent-General Services	0.50	0.50	0.50
Foreman - Vehicle Maintenance	1.00	1.00	1.00
Mechanic	4.00	4.00	4.00
Total Full Time Equivalent (FTE) Employees:	5.50	5.50	5.50

## 540 - Vehicle Maintenance

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	418,306	469,667	457,157	476,818
5020	Overtime - Non Supervisory	8,937	10,000	20,000	15,000
5035	Acting Out of Class & Night Premium	284	1,000	240	1,000
5060	Compensated Absences	(7,125)	-	-	-
		420,402	480,667	477,397	492,818
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	31,663	36,695	36,716	37,242
5205	IMRF Contribution	47,651	57,656	57,944	68,544
5220	PPO Insurance Contribution	63,708	76,369	65,459	65,773
5225	HMO Insurance Contribution	28,448	31,000	33,218	35,539
5230	Dental Insurance Contribution	5,657	6,317	5,718	6,046
5235	Life Insurance Contribution	787	518	446	464
5240	Workers Compensation	22,655	15,855	20,541	17,247
5245	Unemployment Compensation	758	1,686	1,686	1,537
5250	Uniform Allowance	320	320	320	320
5260	RHS Plan Payout	8,522	8,522	13,576	13,576
		210,169	234,938	235,624	246,288
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	505	580	505	505 *
5325	Training	1,093	1,250	1,000	1,250 *
		1,598	1,830	1,505	1,755
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	10,588	9,483	9,483	8,900 *
		10,588	9,483	9,483	8,900
<b><u>Contractual Services</u></b>					
6015	Communication Services	2,017	3,000	2,400	2,400 *
6040	Waste Hauling & Debris Removal	1,196	1,400	1,400	1,400 *
		3,214	4,400	3,800	3,800
<b><u>Other Services</u></b>					
6115	Licensing/Titles	3,266	7,400	7,000	6,000 *
6135.031	Rentals - Uniforms	2,394	2,400	2,900	2,900
6195	Miscellaneous Contractual Services	4,367	4,200	4,200	4,200 *
		10,027	14,000	14,100	13,100
<b><u>Repairs and Maintenance</u></b>					
6300	R&M Software	510	500	510	510
6305	R&M Equipment	4,688	2,000	2,000	2,000 *
6310	R&M Vehicles	25,062	50,000	46,000	40,000
		30,259	52,500	48,510	42,510
<b><u>Commodities</u></b>					
7000	Office Supplies	29	200	200	200
7020	Supplies - Safety	170	500	500	500
7030	Supplies - Tools & Hardware	3,283	3,100	3,100	3,000 *
7035	Supplies - Equipment R&M	21,011	23,000	31,000	23,000 *

## 540 - Vehicle Maintenance 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget	
7040	Supplies - Vehicle R&M	165,543	170,000	191,000	170,000	*
7110	Natural Gas	525	300	600	700	
7120	Gasoline	266,043	300,000	330,000	330,000	
7130	Diesel	102,815	140,000	150,000	150,000	
7300	Uniforms	308	650	650	650	
7320	Equipment < \$5,000	-	-	-	4,500	*
		559,726	637,750	707,050	682,550	
<b>Total Vehicle Maintenance Expenses</b>		<b>1,245,984</b>	<b>1,435,568</b>	<b>1,497,469</b>	<b>1,491,721</b>	



## 540 - Vehicle Maintenance Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Annual Fee - MFMA	30
	Annual Fee - NAFA	475
Account:5325 - Training	APWA Expo	250
	School for Auto & Truck Repair Procedures	1,000
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	8,900
Account:6015 - Communication Services	Nextel Phones	2,400
Account:6040 - Waste Hauling & Debris Removal	Pick Up of Parts Cleaner Solvent	900
	Tire Disposal	500
Account:6115 - Licensing/Titles	Annual Fee for Vehicle License Plates	1,800
	CDL Renewals	200
	Fee Charged for Titles on New City Vehicles	1,000
	Semi-Annual IL Safety Inspections on All Trucks	3,000
Account:6195 - Misc Contractual Services	Monthly Torch Tank Rental	4,200
Account:6305 - R&M Equipment	Repairs to Air Compressors, Lifts, Diagnostic Equip	2,000
Account:7030 - Supplies - Tools & Hardware	Large Air Tools, Tire Tools, etc.	600
	Union Contract Allowance	2,400
Account:7035 - Supplies - Equipment R&M	Small Power Equipment, Propane for Deck Scrubber	23,000
Account:7040 - Supplies - Vehicle R&M	Other Parts & Accessories for All City Departments	170,000
Account:7320 - Equipment < \$5,000	Compressed Air Dryer	4,500

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## 2012 Budget POLICE

### OVERVIEW

2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
<b>\$17,524,707</b>	<b>\$17,599,013</b>	<b>\$18,427,619</b>	<b>\$19,311,215</b>	<b>\$19,202,203</b>	<b>\$19,711,500</b>

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 allows 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 Citizens 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.

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.



## 2012 Budget **POLICE**

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### 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. Gang Suppression 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 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.



## 2012 Budget **POLICE**

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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 the Senior Citizen's 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.



## 2012 Budget POLICE

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### 2011 MAJOR ACCOMPLISHMENTS

The Police Department continues to work with the City's Information Technology (IT) Department to upgrade wireless technology projects. Officers are able to generate most reports electronically from their squad cars, and supervisors can review and approve their work within the network. Additionally, the downtown surveillance camera network is almost complete, and station personnel are able to view activity taking place within the downtown train station and its platforms. The current New World project implemented throughout the City will have positive benefits for the department's records management programs.

The Police Department continues to review staffing for optimal service delivery. In the past two years, several officers have been on medical leave for a variety of illnesses or injuries. Their positions have been covered through the reassignment of personnel from specialty positions to prevent extensive overtime compensation and meet minimum staffing requirements. Traffic complaints are handled with a variety of enforcement initiatives that may include overtime during the peak morning or evening rush hour periods. Some Crime Prevention programs have been altered or consolidated, due to staff reductions.

Throughout the year, the Police Department has worked with Midwest Gaming and the Illinois Gaming Board to establish security protocols at the Rivers Casino. This partnership has resulted in the amendment of the Taxi Licensing ordinance within the City Code to meet the needs of patrons leaving the casino in a cab that reflects positively on the City's image. Local ordinances were also created in anticipation of nuisance criminal activity that will be handled through the City's Administrative Hearings. The Police Department provided input to the casino's Crisis Action Plan and continues to work with traffic management issues during their busy hours of operation.

The Police Department embarked on several projects to improve the infrastructure and working conditions within the station. The shooting range (located on the second floor of Public Works) has been refurbished with a new bullet trap, ventilation system and electronics. Additionally, the first and second floors of the station were painted, and had ceiling tiles and carpeting replaced. Funding for all of these projects was made from federal asset forfeiture accounts – at no cost to the City.

The radio frequency infrastructure project resulted in the approval to receive grant funding through Cook County and Department of Homeland Security and join their interoperable network. This grant will save the City approximately \$500,000 in radios and other equipment, while providing a more robust network to transmit and receive calls.



## 2012 Budget **POLICE**

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Strong gang initiatives continue to be a priority for the Police Department. Over one hundred self initiated arrests were made by Gang Suppression Teams that supplement patrol officers during the summer months, when this activity is most prevalent. Arrests have been made for serious gang activity involving weapons that occasionally plagues certain areas of the City.



## 2012 Budget POLICE

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### 2012 GOALS AND OBJECTIVES

#### Improve Information Technology Programs

- Continue to upgrade current programs to interface with City projects
- Upgrade wireless technology in squad cars to improve officer productivity

#### Assess Rivers Casino's Impact on Police Services

- Review calls for service and associated overtime costs
- Review traffic management plan to address congestion during peak hours
- Assess the impact on Detective Division staffing for follow-up investigations

#### Review / Revise Policy and Procedure Manual

- Upgrade policies and integrate a training component to the process for accurate documentation
- Consult with vendor(s) to ease burden with on-line training

#### Continued Upgrade of Radio Frequency Infrastructure

- Implement new Cook County interoperable radio frequency in conjunction with NSECC
- Explore narrow-banding options, with the current radio frequency as a backup communications network

#### Maintain Strong Gang Enforcement Initiatives

- Continue intelligence gathering and deployment of personnel in areas likely to be impacted by gang activity

#### Continued Review of Personnel Deployment within Constraints of the 2012 Budget

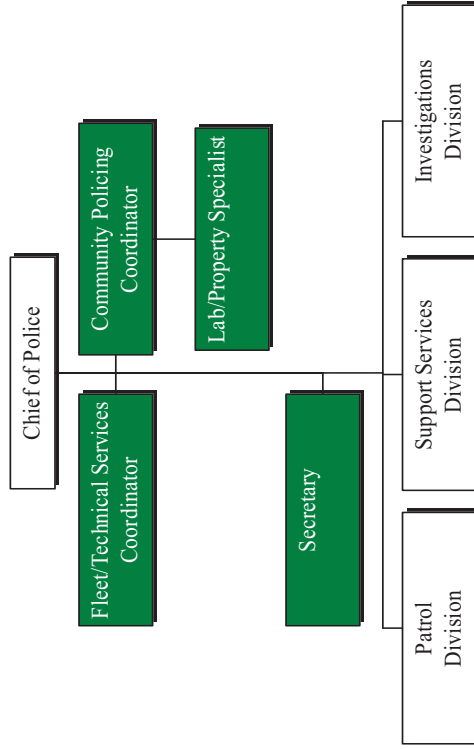
- Assess crime prevention programs for expansion or elimination
- Assess specialty positions for effectiveness to create new opportunities for personnel
- Review the consolidation of job functions for effective service delivery





# Police Department – Administration

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2012 Budget  
**POLICE - POLICE ADMINISTRATION**

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**PERSONNEL EXHIBIT**

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Department: Police                      Div: Police Administration                      Div. No: 60.100

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 Proposed
Chief	1.00	1.00	1.00
Administrative Commander	1.00	0.00	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:	6.00	5.00	5.00

# 60-100 - Police Department Administration

## 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	415,820	424,358	421,487	428,030
5020	Overtime - Non Supervisory	5,209	9,836	10,070	9,836
5025	Secondary Employment	640	-	-	-
5060	Compensated Absences	(46,000)	-	-	-
		375,668	434,194	431,557	437,866
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	20,172	22,431	22,261	22,781
5205	IMRF Contribution	30,512	35,244	37,124	41,928
5210	Police Pension Contribution	85,716	163,954	163,954	55,803
5220	PPO Insurance Contribution	69,759	67,088	69,972	74,173
5225	HMO Insurance Contribution	16,579	18,333	18,333	19,104
5230	Dental Insurance Contribution	4,517	4,258	4,258	4,470
5235	Life Insurance Contribution	792	410	410	410
5240	Workers Compensation	7,137	6,171	4,653	6,532
5245	Unemployment Compensation	1,023	1,802	1,802	1,373
5250	Uniform Allowance	2,450	1,575	1,575	1,575
5260	RHS Plan Payout	31,875	10,175	10,860	10,860
		270,531	331,441	335,202	239,009
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	2,052	2,090	2,090	2,090 *
5320	Conferences	-	-	-	1,500
5325	Training	1,085	1,800	1,800	1,800 *
5335	Travel Expenses	39	100	100	100 *
		3,176	3,990	3,990	5,490
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	9,575	6,370	6,370	7,158 *
		9,575	6,370	6,370	7,158
<b><u>Contractual Services</u></b>					
6000	Professional Services	4,500	-	-	-
6015	Communication Services	3,181	3,100	3,100	3,100 *
		7,681	3,100	3,100	3,100
<b><u>Other Services</u></b>					
6110	Printing Services	8	-	20	-
		8	-	20	-
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	2,486	11,000	3,000	11,000 *
6310	R&M Vehicles	3,453	7,800	5,000	7,800 *
		5,940	18,800	8,000	18,800
<b><u>Commodities</u></b>					
7000	Office Supplies	1,275	2,500	2,000	2,000
7120	Gasoline	-	-	28	-
7200	Other Supplies	4,316	12,000	10,000	10,000 *
7320	Equipment < \$5,000	3,849	2,500	1,500	2,500 *

## 60-100 - Police Department Administration 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
		9,441	17,000	13,528	14,500
<b>Other Expenses</b>					
7500	Postage & Parcel	22	300	100	300 *
		22	300	100	300
<b>Total PD Administration Expenses</b>		<b>682,042</b>	<b>815,195</b>	<b>801,867</b>	<b>726,223</b>

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## 60-100 - Police Department Administration Budget Justification Worksheet

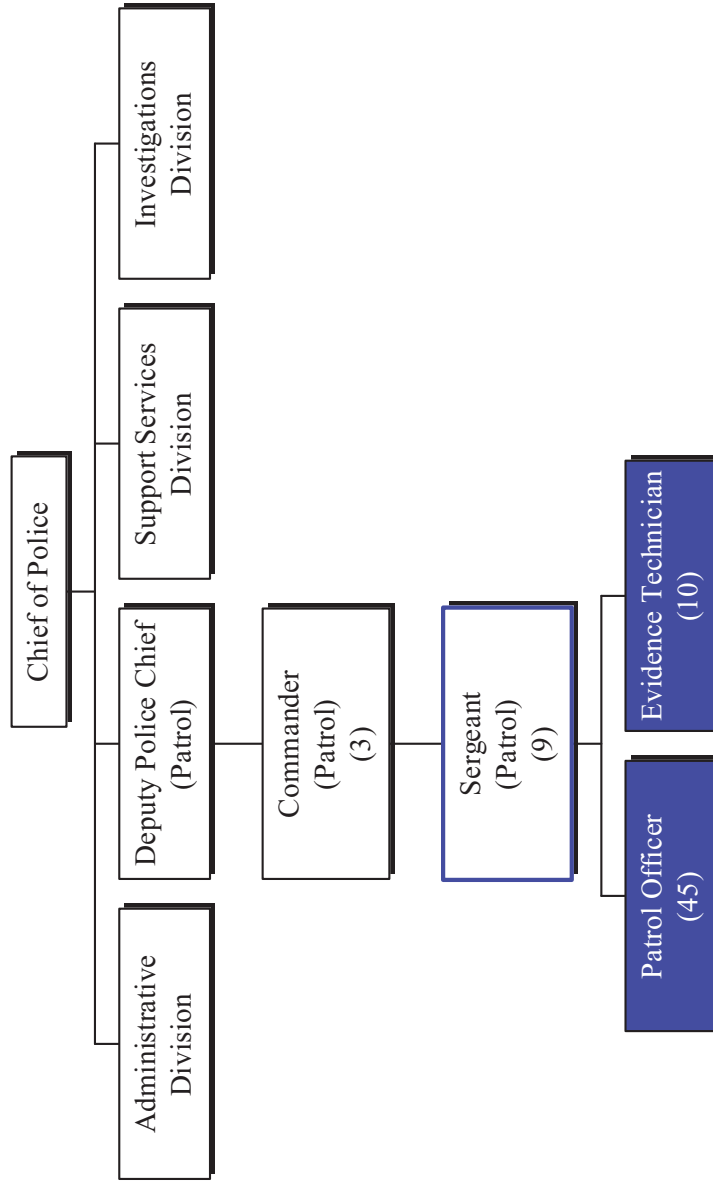
G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Citizen Police Academy Association	50
	IL Association of Chiefs of Police (Chief of Police)	225
	International Association of Chiefs of Police-Internet	1,100
	International Association of Police (Chief of Police)	100
	Lake County Chiefs of Police	25
	National Association of Fleet Administrators-Fleet Manager	450
	North Suburban Association of Chiefs	50
	Northern Division FBI Association	75
	Sam's Club	15
Account:5325 - Training	Northwest Police Academy	1,000
	Senior Management Leadership Program	800
Account:5335 - Travel Expenses	Mileage, Tolls, Parking	100
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	7,158
Account:6015 - Communication Services	Departmental Cell Phones	3,100
Account:6305 - R&M Equipment	Door Lock R&M - Anderson Lock	1,000
	Narrowbanding of Radios	6,000
	Police Equipment out of Contract (Radios & Squads)	4,000
Account:6310 - R&M Vehicles	Auction Preparation	600
	Miscellaneous Squad Repairs	3,000
	Semi-Annual Squad Detail-Detail One	2,700
	Squad Body Repair	1,500
Account:7200 - Other Supplies	Anderson Lock	1,000
	Battery Charger	200
	Fire Extinguishers	1,000
	First Aid Kits	800
	Flares	2,500
	Keg Tag Program - TAGS	500
	Personal Protection Kits	500
	Photo/Lab Supplies	500
	Prisoner Blankets	2,000
	Replacement Batteries - Portable Radios	700
	Snow Brushes	100
	Windshield Washer Fluid	200
Account:7320 - Equipment < \$5,000	Purchase of Radios	2,500
Account:7500 - Postage & Parcel	Stamps, Shipping, Package Delivery, Postage Meter	300

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# Police Department – Uniformed Patrol



MAP 241

MAP 240

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2012 Budget  
**POLICE - UNIFORMED PATROL**

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**PERSONNEL EXHIBIT**

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Department: Police                      Div: Uniformed Patrol                      Div. No: 60.610

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 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	44.00	45.00	45.00
Total Full Time Equivalent (FTE) Employees:	67.00	68.00	68.00

## 610 - Uniformed Patrol 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Salaries</b>					
5005	Salaries	5,848,217	5,900,027	5,887,549	6,086,768
5015	Overtime - Supervisory	43,854	70,000	41,940	68,000 *
5020	Overtime - Non Supervisory	181,685	383,425	298,748	385,425 *
5025	Secondary Employment	20,040	-	1,486	-
5030	Court Pay	145,681	-	115,199	-
5035	Acting Out of Class & Night Premium	41,571	50,000	49,886	50,000
5060	Compensated Absences	(76,042)	-	-	-
		6,205,006	6,403,452	6,394,808	6,590,193
<b>Taxes and Benefits</b>					
5200	FICA Contribution	78,852	84,331	88,101	85,739
5210	Police Pension Contribution	1,977,376	1,941,688	1,941,688	2,424,713
5220	PPO Insurance Contribution	862,476	904,465	873,268	887,362
5225	HMO Insurance Contribution	163,683	177,968	189,845	197,827
5230	Dental Insurance Contribution	61,293	59,684	58,848	61,378
5235	Life Insurance Contribution	10,456	5,562	5,438	5,530
5240	Workers Compensation	183,226	130,574	142,766	136,750
5245	Unemployment Compensation	9,711	20,176	20,176	22,679
5250	Uniform Allowance	52,025	53,000	50,475	52,800
5260	RHS Plan Payout	158,364	83,066	114,381	92,045
		3,557,461	3,460,514	3,484,986	3,966,823
<b>Other Employee Costs</b>					
5310	Membership Dues	302	2,035	2,000	2,035 *
5325	Training	21,214	27,675	20,000	22,500 *
5335	Travel Expenses	136	500	200	500 *
		21,652	30,210	22,200	25,035
<b>Insurance</b>					
5535	Departmental P&L Charges	79,831	65,547	65,547	76,803 *
		79,831	65,547	65,547	76,803
<b>Contractual Services</b>					
6015	Communication Services	11,165	46,000	21,000	44,000 *
6035	Dispatch Services	1,894,551	1,768,939	1,768,939	1,661,356 *
		1,905,716	1,814,939	1,789,939	1,705,356
<b>Other Services</b>					
6110	Printing Services	140	-	-	-
6195	Miscellaneous Contractual Services	245	1,700	1,300	750 *
		385	1,700	1,300	750
<b>Commodities</b>					
7000	Office Supplies	2,804	4,000	3,000	4,000 *
7120	Gasoline	-	-	260	-
7200	Other Supplies	8,365	8,550	8,500	10,250 *
7300	Uniforms	316	1,000	500	1,000 *
7320	Equipment < \$5,000	-	4,200	4,200	4,400 *
		11,485	17,750	16,460	19,650
<b>Total Uniformed Patrol Expenses</b>		<b>11,781,536</b>	<b>11,794,112</b>	<b>11,775,240</b>	<b>12,384,610</b>

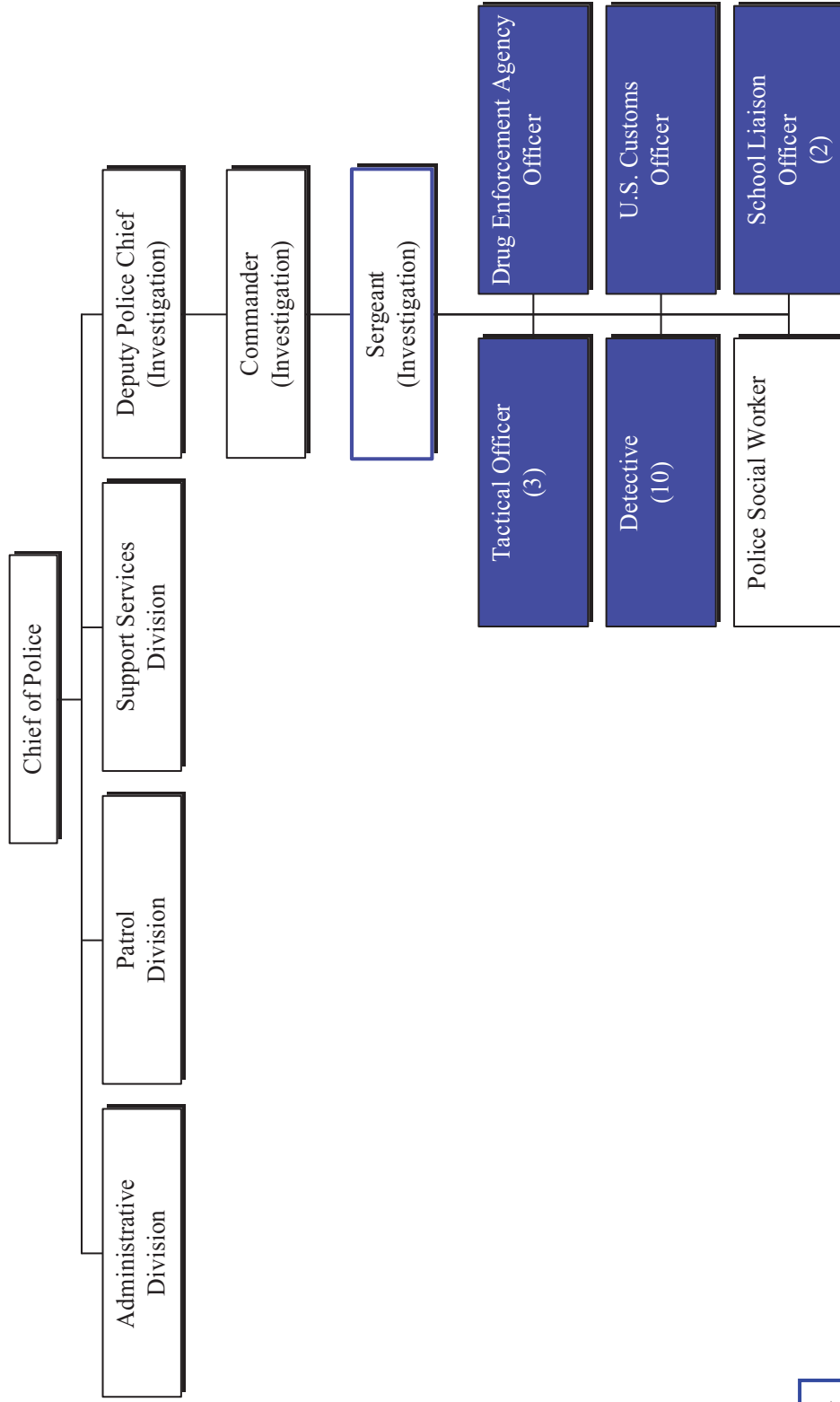
## 610 - Uniformed Patrol Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5015 - Overtime - Supervisory	Gang Activity Suppression	28,000
	Overtime	40,000
Account:5020 - Overtime - Non Supervisory	Gang Activity Suppression	75,000
	Overtime	310,425
Account:5310 - Membership Dues	Cook County Captains Association	80
	FBI Association	85
	IL Association of Chiefs of Police	85
	IL Association of Technical Accident Investigators	45
	ILETA	150
	International Association of Chiefs of Police	120
	North Suburban Chiefs Association	50
	North Suburban Juvenile Officers Association	250
	The Accident Reconstruction Network	525
	The Accreditation Comm for Traffic Accident Recon	600
Account:5325 - Training	2 Week Sergeant's School	2,000
	Breath Alcohol Certification	300
	Defensive Driving	9,500
	Evidence Tech Training	5,450
	Interviews & Interrogations	4,000
	North Suburban Captains Association	250
	North Suburban Chiefs Association	250
	Northwest Police Academy	250
	Report Writing Class	500
Account:5335 - Travel Expenses	Mileage, Tolls, Parking	500
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	76,803
Account:6015 - Communication Services	Cook County Radio System	31,200
	Departmental Cell Phones	11,800
	Northern Illinois Police Alarm Language Line	1,000
Account:6035 - Dispatch Services	Dispatch Services - 83% of City's Call Volume	1,661,356
Account:6195 - Misc Contractual Services	Board-up Services	750
Account:7000 - Office Supplies	Paper, Pens, Pencils, Etc.	4,000
Account:7200 - Other Supplies	Evidence Tech Supplies	9,500
	Vehicle Specification Sheets	750
Account:7300 - Uniforms	Replace Damaged Uniforms	1,000
Account:7320 - Equipment < \$5,000	Evidence Tech Equipment	4,400

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# Police Department – Criminal Investigation



MAP 241

MAP 240

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2012 Budget  
**POLICE - CRIMINAL INVESTIGATION**

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**PERSONNEL EXHIBIT**

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Department: Police                      Div: Criminal Investigation                      Div. No: 60.620

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 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)	12.00	12.00	12.00
Patrolman/CI (3 Delta, 2 SRO's)	5.00	5.00	5.00
Police Divisional Secretary	0.00	0.00	0.00
Police Social Worker	1.00	1.00	1.00
Total Full Time Equivalent (FTE) Employees:	21.00	21.00	21.00

## 620 - Criminal Investigation 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	1,770,919	1,918,651	1,913,627	1,971,346
5015	Overtime - Supervisory	30,119	25,000	25,000	25,000
5020	Overtime - Non Supervisory	124,716	152,075	138,945	152,075
5025	Secondary Employment	450	-	1,189	-
5030	Court Pay	67,699	-	52,586	-
5035	Acting Out of Class & Night Premium	6,706	6,500	6,108	6,500
5060	Compensated Absences	30,227	-	-	-
		2,030,836	2,102,226	2,137,455	2,154,921
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	30,757	32,026	30,057	32,684
5205	IMRF Contribution	8,928	10,066	9,794	11,426
5210	Police Pension Contribution	656,170	663,764	663,764	752,974
5220	PPO Insurance Contribution	234,573	268,996	271,303	313,240
5225	HMO Insurance Contribution	61,176	67,667	55,000	57,313
5230	Dental Insurance Contribution	17,737	18,088	19,859	22,740
5235	Life Insurance Contribution	2,956	1,609	1,534	1,685
5240	Workers Compensation	55,960	40,621	39,971	42,462
5245	Unemployment Compensation	3,292	7,470	7,470	7,423
5250	Uniform Allowance	16,575	15,002	14,250	15,800
5260	RHS Plan Payout	62,597	37,293	46,241	49,687
		1,150,722	1,162,602	1,159,243	1,307,434
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	415	4,330	4,000	4,200 *
5325	Training	1,391	7,210	5,000	5,925 *
5335	Travel Expenses	-	500	200	500 *
		1,806	12,040	9,200	10,625
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	35,545	32,461	32,461	23,900 *
		35,545	32,461	32,461	23,900
<b><u>Contractual Services</u></b>					
6015	Communication Services	11,354	9,650	9,650	9,650 *
		11,354	9,650	9,650	9,650
<b><u>Other Services</u></b>					
6110	Printing Services	-	-	20	-
6135.999	Rentals - Other	-	500	200	500 *
6195	Miscellaneous Contractual Services	7,430	13,875	9,000	9,875 *
		7,430	14,375	9,220	10,375
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	-	250	100	250
		-	250	100	250
<b><u>Commodities</u></b>					
7000	Office Supplies	2,084	2,500	2,000	1,500
7120	Gasoline	20	-	-	-

## 620 - Criminal Investigation 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
7300	Uniforms	-	300	100	200
7310	Publications	-	605	100	80 *
7320	Equipment < \$5,000	452	750	250	750 *
		2,557	4,155	2,450	2,530
<b>Other Expenses</b>					
7500	Postage & Parcel	107	250	100	250
		107	250	100	250
<b>Division Total: Criminal Investigation</b>		<b>3,240,356</b>	<b>3,338,009</b>	<b>3,359,879</b>	<b>3,519,935</b>

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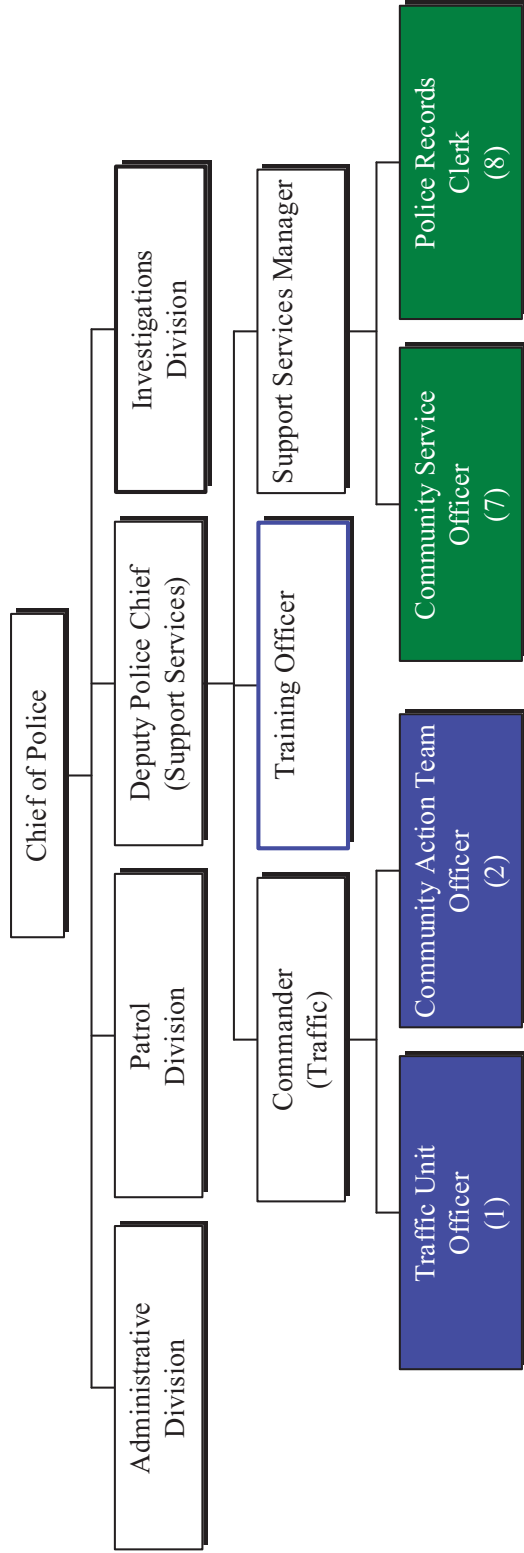
## 620 - Criminal Investigation Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	American Association of Financial Crimes	25
	Association of Police Social Workers	30
	IL Drug Enforcement Officers Association	125
	International Association of Financial Crimes Investi	150
	International Narcotic Enforcement Officers Associa	40
	Major Case Assist Team (MCAT)	3,300
	Midwest Homicide Investigators Association	50
	National Association of Bunco Investigators	60
	North Suburban Juvenile Officers Association	220
	Professionals Against Confidence Crime	200
Account:5325 - Training	Advanced Financial Crimes	850
	Basic Financial Crimes	850
	Criminal Investigation	1,725
	Interviews & Interrogations	400
	School Resource Officer	500
	Social Worker Training	800
	Voice Stress Analyzer	800
Account:5335 - Travel Expenses	Mileage, Tolls, Parking	500
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	23,900
Account:6015 - Communication Services	Departmental Cell Phones	9,650
Account:6135 - Rentals - Other	Rental of Surveillance Vehicles	500
Account:6195 - Miscellaneous Contractual Services	Critical Reach	725
	Entersect	1,400
	Lexis Nexis Risk	4,200
	Omniscout	600
	Transunion	1,300
	West Group	1,500
	Yahoo	150
Account:7310 - Publications	State's Attorney Appellate Delivery	80
Account:7320 - Equipment < \$5,000	Office Equipment	750

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# Police Department – Support Services



MAP 241

MAP 240

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2012 Budget  
**POLICE - SUPPORT SERVICES**

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**PERSONNEL EXHIBIT**

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Department: Police                      Div: Support Services                      Div. No: 60.630

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 Proposed
Deputy Chief	1.00	1.00	1.00
Training Sergeant	0.00	0.00	0.00
Training Officer	0.00	1.00	1.00
Traffic Commander	1.00	1.00	1.00
Patrolman/SP (1 Traffic, 2 Comm. Action Team)	4.00	3.00	3.00
Support Services Manager	1.00	1.00	1.00
Community Service Officer	7.00	7.00	7.00
Records Clerk	8.00	8.00	8.00
Court Liaison	0.00	0.00	0.00
Total Full Time Equivalent (FTE) Employees:	22.00	22.00	22.00

## 630 - Support Services 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget	
<b><u>Salaries</u></b>						
5005	Salaries	1,391,901	1,559,730	1,502,973	1,578,881	
5010	Temporary Wages	236,336	265,000	245,858	265,000	*
5015	Overtime - Supervisory	1,378	8,000	8,000	8,000	
5020	Overtime - Non Supervisory	13,251	28,293	27,663	28,293	
5025	Secondary Employment	35,545	-	29,828	-	
5030	Court Pay	1,721	-	-	-	
5035	Acting Out of Class & Night Premium	5,806	8,500	4,777	8,500	
5060	Compensated Absences	(49,837)	-	-	-	
		1,636,100	1,869,523	1,819,099	1,888,674	
<b><u>Taxes and Benefits</u></b>						
5200	FICA Contribution	90,700	84,231	95,211	83,359	
5205	IMRF Contribution	99,594	118,434	114,165	142,923	
5210	Police Pension Contribution	236,458	568,783	568,783	239,054	
5220	PPO Insurance Contribution	235,251	287,723	252,257	289,105	
5225	HMO Insurance Contribution	67,604	73,334	73,334	76,417	
5230	Dental Insurance Contribution	19,166	20,841	19,833	21,998	
5235	Life Insurance Contribution	3,059	1,869	1,869	1,761	
5240	Workers Compensation	37,353	32,866	28,104	34,914	
5245	Unemployment Compensation	3,919	8,286	8,286	5,980	
5250	Uniform Allowance	9,775	10,450	8,975	10,450	
5260	RHS Plan Payout	50,536	24,214	25,493	25,493	
		853,415	1,231,031	1,196,310	931,454	
<b><u>Other Employee Costs</u></b>						
5310	Membership Dues	725	9,610	9,610	9,605	*
5325	Training	15,123	15,380	15,380	21,450	*
5335	Travel Expenses	108	200	200	200	*
		15,956	25,190	25,190	31,255	
<b><u>Insurance</u></b>						
5535	Departmental P&L Charges	29,882	41,235	41,235	29,879	*
		29,882	41,235	41,235	29,879	
<b><u>Contractual Services</u></b>						
6000	Professional Services	9,700	10,000	10,000	10,000	*
6015	Communication Services	9,756	7,100	7,100	7,100	*
		19,456	17,100	17,100	17,100	
<b><u>Other Services</u></b>						
6110	Printing Services	16,699	16,500	15,000	15,500	*
6185	Animal Control	15,541	16,000	16,000	16,000	*
6190	Tow/Storage/Abandoned Fees	2,000	5,000	2,500	2,500	
6195	Miscellaneous Contractual Services	6,356	6,000	6,000	8,000	*
		40,595	43,500	39,500	42,000	
<b><u>Repairs and Maintenance</u></b>						
6305	R&M Equipment	13,126	13,050	10,050	13,050	*
6310	R&M Vehicles	4,098	5,700	4,500	4,500	*
		17,223	18,750	14,550	17,550	

## 630 - Support Services 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget	
<b>Commodities</b>						
7000	Office Supplies	6,337	10,000	9,000	10,000	
7010	Supplies - Community Relations	14,949	10,000	12,000	14,400	*
7015	Supplies - Police Range	64,640	65,000	60,000	65,500	*
7035	Supplies - Equipment R&M	65	-	-	-	
7055.05	Street Light Supplies	985	2,000	2,000	2,000	*
7200	Other Supplies	9,383	7,490	7,490	6,190	*
7300	Uniforms	6,680	14,900	12,000	15,900	*
7310	Publications	448	1,580	1,500	1,380	*
7320	Equipment < \$5,000	10	-	-	-	
		103,497	110,970	103,990	115,370	
<b>Other Expenses</b>						
7500	Postage & Parcel	289	600	600	900	
7525	Meals	6,342	6,000	6,000	6,500	*
7550	Miscellaneous Expenses	-	-	50	50	
		6,631	6,600	6,650	7,450	
<b>Capital Outlay</b>						
8000	Computer Software	185	-	-	-	
8010	Furniture & Fixtures	745	-	1,593	-	
		930	-	1,593	-	
<b>Total Support Services Expenses</b>		<b>2,723,685</b>	<b>3,363,899</b>	<b>3,265,217</b>	<b>3,080,732</b>	

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## 630 - Support Services Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5010 - Temporary Wages	Crossing Guards	265,000
Account:5310 - Membership Dues	Animal Euthanasia Technician	150
	Crime Free Housing	200
	IL Association of Chiefs of Police	85
	IL Crime Prevention Association	200
	IL Police Association	50
	ILEAS	150
	ILETA	40
	Law Enforcement Records Mgmt Institute	25
	NEMRT Training	8,500
	North Suburban Chiefs Association	50
	Northwest Police Academy	50
	Northwestern IL Alumni-Deputy Chief	60
	Sam's Club	45
Account:5325 - Training	Animal Control Training	200
	ATV Training	200
	Auxiliary Officer Legal Updates	500
	Child Safety Seat Install Training	500
	CSO Training	500
	DVD Training	1,400
	Language Certification-Interlate	1,250
	Northern Cook County Chiefs of Police	150
	Northwest Police Academy	250
	On-line Training	3,000
	Police Academy	12,500
	Police One.com	1,000
Account:5335 - Travel Expenses	Mileage, Tolls, Parking	200
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	29,879
Account:6000 - Professional Services	In-Service Training Costs	10,000
Account:6015 - Communication Services	Departmental Cell Phones	7,100
Account:6110 - Printing Services	Annual Report	1,000
	Neighborhood Watch/Crime Prevention	2,000
	Officer Resource Book/General Order Manuals	3,000
	Parking Tickets/CC Tickets	3,500
	Photo Reproduction	500
	Police Forms	3,000
	Production-Flyers-Inserts	1,000
	Stationary	1,500
Account:6185 - Animal Control	Contract for Skunk Removal (ABC Humane Wildlife)	2,000
	NW Animal Hospital - Animal Storage & Disposal Costs	14,000
Account:6195 - Misc Contractual Services	Cleaning Company-Aftermath	1,500
	Exterminator-WB McCloud	300

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# 630 - Support Services

## Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
	Safeguard Self-Storage	1,700
	Shredding	4,500
Account:6305 - R&M Equipment	Fredricksen-Fire Extinguishers - Police Building	400
	Microfilm Machine Maintenance - Eastman Kodak	550
	Police Range Maintenance	6,000
	Porter Lee-Beast (Evidence & Property System)	600
	R&M of Truck Scale	2,500
	Radar & Laser Repair/Certification	2,000
	Recertification of Truck Scale	1,000
Account:6310 - R&M Vehicles	Squad Car Washes	4,500
Account:7010 - Supplies - Community Relations	Citizen Police Academy	1,400
	Community Relations - CAT Unit	13,000
Account:7015 - Supplies - Police Range	Ammunition	55,500
	Eye Protection	500
	Hearing Protection	500
	Misc Range Supplies	3,500
	Outdoor Range Fees	3,000
	Range Targets	2,500
Account:7055 - Street Light Supplies	Traffic Signage	2,000
Account:7200 - Other Supplies	Animal Control Supplies	500
	Car Seat Installation Supplies	250
	Crossing Guard Supplies	1,000
	Department and Citizen Awards/Plaques	1,500
	Hinckley Schmidt	440
	Sign-A-Rama	200
	Traffic Control Supplies	2,000
	Training Aids	300
Account:7300 - Uniforms	Auxiliary Officers	1,500
	Crossing Guard Apparel	2,000
	Police Badges-Chicago Badge	2,000
	Police Insignias	400
	Replacement Articles	500
	Retirement Badges	1,000
	Uniform Patches	1,000
	Uniforms for New Officers	7,500
Account:7310 - Publications	Appellate Court Updates-State's Attorney Appellate	500
	Forum-Chief	40
	IL Law Enforcement & Training Board-Chief	40
	Law Update-IL Law Enforcement	100
	National Directory - Chief	300
	Updated Legal Material-West Publishing	400
Account:7525 - Meals	Prisoner Meals	6,500

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**2012 Budget**  
**HOMELAND SECURITY AND**  
**EMERGENCY MANAGEMENT AGENCY**

**OVERVIEW**

2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
<b>\$56,668</b>	<b>\$99,213</b>	<b>\$74,456</b>	<b>\$108,793</b>	<b>\$103,334</b>	<b>\$130,164</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 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 32 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 calls of a more serious nature. 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.



## 2012 Budget

# HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY

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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 in 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.



## 2012 Budget

# HOMELAND SECURITY AND EMERGENCY MANAGEMENT

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## 2011 MAJOR ACCOMPLISHMENTS

### Citizen Corps

1. Secured two Citizen Corps Grants totaling \$9,500 and one National Association of County and City Health Officials (NACCHO) grant of \$4,000, for a total of \$13,500.
2. The Medical Reserve Corps (MRC) has worked with the Fire Department and Northwest Community Hospital's EMS System to develop standard operating procedures for public events and emergencies. A first aid trailer was prepared for the MRC to provide field services at City events, which included a First Aid Station at the Tour Des Plaines bike races.
3. Increased Citizens On Patrol Program by over 24%.
4. Fire Corps has begun its expansion to increase membership. Fire Corps has been working with the Fire Department on setting their job functions and training.
5. Citizens On Patrol, Fire Corps, and the Medical Reserve Corps have provided volunteer services that have supported first responders during weather related incidents.

### Emergency Management

6. Secured an Illinois Emergency Management Assistance grant (\$27,074.41) for the administration of being accredited.
7. The Emergency Operation Center was activated at a Level 1 for the February 2011 blizzard and Level 2 for the June 21 and July 11 severe thunderstorms.
8. Participated in the National Shake Out Drill by conducting a Damage Assessment tabletop exercise to ensure an optimum level of emergency preparedness.
9. The Deputy Executive Coordinator is a member of the Federal Emergency Management Agency's Regional Catastrophic Planning Committee and the Cook County Urban Area Security Initiative Committee (UASI).



## 2012 Budget

# HOMELAND SECURITY AND EMERGENCY MANAGEMENT

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## 2012 GOALS AND OBJECTIVES

### Citizen Corps

- Continue to receive training to further support the Citizen Corps Program and volunteer development.
- 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 and Illinois Medical Corps consortium.
- Continue to review and apply for Citizen Corps and Medical Reserve Corps grants as appropriate.
- Continue to grow Citizen Corps membership as needed to provide the City with volunteers capable of responding to emergencies.

### Emergency Management

- Develop a Des Plaines Citizen's Fire Academy.
- Continue to grow Fire Corps membership as needed to provide the City with volunteers capable of responding to emergencies.
- Continue to review and apply for Homeland Security and Emergency Management grants.
- Maintain all FEMA and IEMA Accredited Emergency Management Program requirements.
- Conduct quarterly Homeland Security and Evaluation Program exercises as outlined in the Emergency Management Performance Grant to ensure an optimum level of emergency preparedness.
- Present public awareness programs for the residents.



2012 Budget  
**HOMELAND SECURITY AND  
EMERGENCY MANAGEMENT AGENCY**

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**PERSONNEL EXHIBIT**

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Department: HS/EMA                      Div: EMA                      Div. No: 65

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 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

## 65 - Emergency Management Agency 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	16,695	51,621	47,502	48,925
		16,695	51,621	47,502	48,925
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	3,648	3,949	3,706	3,743
5205	IMRF Contribution	5,258	6,205	5,824	6,889
5240	Workers Compensation	161	107	99	98
5245	Unemployment Compensation	15	157	157	61
		9,082	10,418	9,786	10,791
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	80	100	100	150 *
5325	Training	625	685	685	720 *
5335	Travel Expenses	66	100	-	50 *
5340	Pre-Employment Exams	69	136	378	1,750 *
		840	1,021	1,163	2,670
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	5,438	6,403	6,403	6,543 *
		5,438	6,403	6,403	6,543
<b><u>Contractual Services</u></b>					
6015	Communication Services	3,453	7,750	6,350	7,990 *
		3,453	7,750	6,350	7,990
<b><u>Other Services</u></b>					
6195	Miscellaneous Contractual Services	5,000	5,000	5,000	5,000 *
		5,000	5,000	5,000	5,000
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	15,528	6,630	6,630	23,045 *
6310	R&M Vehicles	575	-	-	-
		16,103	6,630	6,630	23,045
<b><u>Commodities</u></b>					
7000	Office Supplies	1,564	1,500	1,500	1,500
7035	Supplies - Equipment R&M	-	250	250	250 *
7200	Other Supplies	2,835	3,000	3,000	3,000 *
7300	Uniforms	5,964	6,000	6,000	6,000 *
7320	Equipment < \$5,000	6,973	8,400	8,400	13,150 *
		17,335	19,150	19,150	23,900
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	-	-	50	-
7525	Meals	454	-	-	-
7550	Miscellaneous Expenses	56	800	1,300	1,300 *
		509	800	1,350	1,300
<b>Total Emergency Management Agency Expenses</b>		<b>74,456</b>	<b>108,793</b>	<b>103,334</b>	<b>130,164</b>

## 65 - Emergency Management Agency Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	IESMA	65
	NIMEC	70
	Sam's Club	15
Account:5325 - Training	IESMA, IEMA	720
Account:5335 - Travel Expenses	Parking. Mileage	50
Account:5340 - Pre-Employment Exams	Background Checks	1,750
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	6,543
Account:6015 - Communication Services	Comcast	240
	Cook County Radio System	2,400
	Metoeorlogix Weather Alert	1,850
	Nextel Phones (3 BB, 1 Flip)	3,500
Account:6195 - Misc Contractual Services	Citizen Corp Stipend	2,500
	EMA Stipend	2,500
Account:6305 - R&M Equipment	Homeland Security Camera Maintenance	7,500
	Maintenance Agreement	3,630
	Narrow banding City Warning Sirens	8,915
	R&M of Equipment, Light Trailers, Warning Siren, Etc	3,000
Account:7035 - Supplies - Equipment R&M	Repair EMA Tools & Equipment	250
Account:7200 - Other Supplies	Disaster Supplies (Flashlights, Vests, Fire Boots)	3,000
Account:7300 - Uniforms	Uniforms for Volunteer Personnel	6,000
Account:7320 - Equipment < \$5,000	City's Warning Siren	7,150
	EOC	4,100
	Tools, Equipment	1,900
Account:7550 - Miscellaneous Expenses	Misc Volunteer Expenses	1,300

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## 2012 Budget FIRE

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### OVERVIEW

2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
<b>\$15,086,068</b>	<b>\$15,216,933</b>	<b>\$15,554,358</b>	<b>\$16,683,778</b>	<b>\$16,542,650</b>	<b>\$17,330,574</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 Medical Center 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



## 2012 Budget **FIRE**

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multiple 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, one Full-Time Firefighter/Inspector, eight Part-Time Fire Inspectors, 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 a Civilian Analyst. 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 firefighting, 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.



## **2011 MAJOR ACCOMPLISHMENTS**

1. Fully 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 and 2011, 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. The Fire Department dramatically improved its in-vehicle computer capability. This included connection to the dispatch center, remote retrieval of data, and wireless patient reporting. These initiatives increased efficiency and reduced report preparation times.
3. The Department made improvements to the Headquarters fire station, located at 405 S River Rd, which was funded by a FEMA grant for approximately \$18,500. Work included measures to reduce flooding of the station basement through below-grade electrical entry points.
4. The Department worked toward generating additional revenue through modifications of its ambulance fee policy. While non-resident fees increase, there are associated reduced out-of-pocket costs for Des Plaines residents.
5. The Department worked closely with the Staff of the City's new casino to assure safety measures and practices were in place, occupancy loads were established and followed, and that Department personnel were trained for this specialized occupancy.
6. Command Staff members all completed coursework in Hazard Zone Management, which provides a system for systematic assessment and deployment of resources in an Incident Command role.
7. The Department completed the modification of all radio equipment to narrow-band status in advance of the 2013 FCC-mandated date for such conversion.
8. The Department implemented an updated independent paramedic student ride-a-long program in conjunction with the Northwest Community Emergency Medical Services System.
9. The Department became more involved in coordination of the citizen nurse volunteer program, the Medical Reserve Corps, related to training and development of scope-of-practice and special event plan documents, as well as incorporation into the region's Emergency Medical Services System.

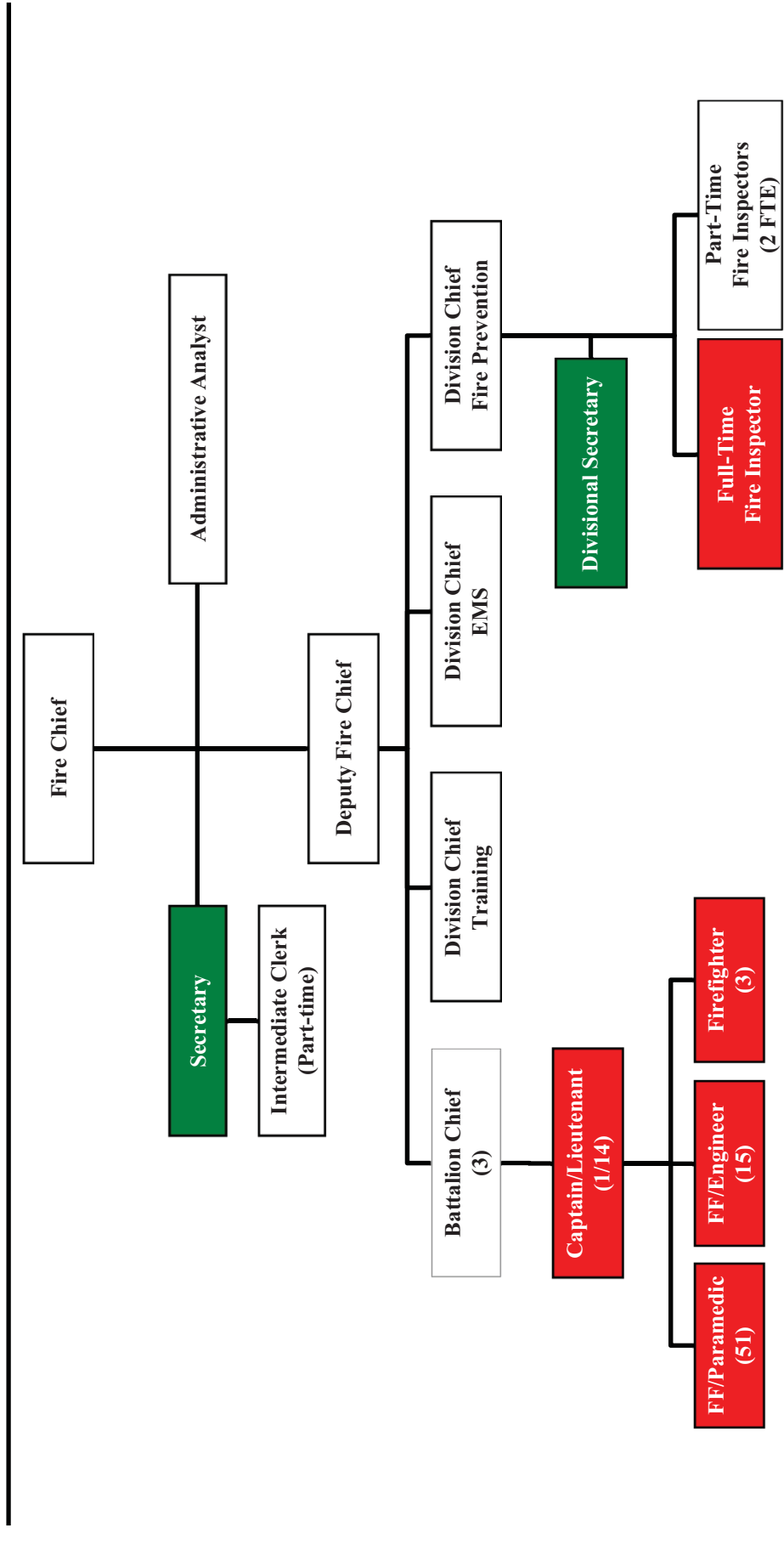


## 2012 GOALS AND OBJECTIVES

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. Standard Operating Guideline Updates  
Continue to update the many Standard Operating Guidelines and Policies that exist in the Department.
5. Officer Development  
Continue plans for officer development, to include incident management training, long-term Department administration, as well as development of acting officers.
6. 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.
7. Expand the Role of the Fire Corps  
Expand the role that the citizen volunteer group, the Fire Corps, plays in operations, specifically related to the establishment of Rehabilitation areas at the scenes of emergencies. This initiative may also include the involvement of the Medical Reserve Corps to staff the Rehabilitation areas.



# Fire Department



IAFF

AFSCME

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# 70-100 - Fire Department Administration

## 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	634,788	641,447	626,270	632,949
5020	Overtime - Non Supervisory	45	1,158	163	1,158
5060	Compensated Absences	42,373	-	-	-
		677,207	642,605	626,433	634,107
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	11,942	16,591	12,621	18,627
5205	IMRF Contribution	7,004	16,128	7,948	19,197
5215	Fire Pension Contribution	192,794	237,383	237,383	206,185
5220	PPO Insurance Contribution	97,585	115,104	107,732	115,657
5230	Dental Insurance Contribution	5,454	6,073	5,845	6,486
5235	Life Insurance Contribution	1,095	691	616	691
5240	Workers Compensation	82,215	83,088	81,978	71,217
5245	Unemployment Compensation	1,069	1,875	1,875	2,475
5250	Uniform Allowance	2,250	3,000	3,750	3,000
5260	RHS Plan Payout	15,449	15,448	16,788	11,550
		416,858	495,381	476,536	455,085
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	8,946	9,920	9,612	9,868 *
5320	Conferences	-	-	-	1,500
5325	Training	900	1,000	1,000	1,052 *
5335	Travel Expenses	7	100	53	100
		9,853	11,020	10,665	12,520
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	12,739	12,374	12,374	11,046 *
		12,739	12,374	12,374	11,046
<b><u>Contractual Services</u></b>					
6015	Communication Services	4,132	5,100	4,740	5,100 *
		4,132	5,100	4,740	5,100
<b><u>Other Services</u></b>					
6110	Printing Services	40	200	200	200 *
		40	200	200	200
<b><u>Repairs and Maintenance</u></b>					
6300	R&M Software	-	-	225	-
		-	-	225	-
<b><u>Commodities</u></b>					
7000	Office Supplies	977	2,200	2,200	2,200
7120	Gasoline	-	-	47	-
7200	Other Supplies	138	250	250	250
7300	Uniforms	268	500	500	500
7310	Publications	785	600	600	600 *
7320	Equipment < \$5,000	390	300	300	300 *
		2,559	3,850	3,897	3,850



## 70-100 - Fire Department Administration 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Other Expenses</b>					
7500	Postage & Parcel	15	100	100	100
		15	100	100	100
<b>Total FD Administration Expenses</b>		<b>1,123,403</b>	<b>1,170,630</b>	<b>1,135,170</b>	<b>1,122,008</b>

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# 70-100 - Fire Department Administration Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	CPSE Registered Agency	500
	FD Safety Officer's Association/Training Network	325
	Fire Accreditation	100
	IFAMA	40
	Illinois Fire Chiefs Association	450
	International Association Fire Chiefs	408
	MABAS Division I - Annual Dues	2,500
	MABAS Division III - Annual Dues	5,000
	Metropolitan Fire Chiefs	80
	Notary Fee & Bonding for Nancy Kelso	400
	NW Association of EMS-D/C Dyer	50
	Sam's Club	15
Account:5325 - Training	Mgmt/Labor, Legal, Mgmt Leadership, Incident Mgmt	1,052
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	11,046
Account:6015 - Communication Services	Cell Phones	5,100
Account:6110 - Printing Services	Annual Report	200
Account:7310 - Publications	NFPA Updates, etc.	600
Account:7320 - Equipment < \$5,000	Office Equipment	300



**2012 Budget**  
**FIRE - EMERGENCY SERVICES**

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**PERSONNEL EXHIBIT**

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Department: Fire                                      Div: Emergency Services                                      Div. No: 70.710

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 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	51.00	51.00	51.00
Firefighter - Engineer	15.00	15.00	15.00
Firefighter	3.00	3.00	3.00
Total Full Time Equivalent (FTE) Employees:	87.00	87.00	87.00

# 710 - Emergency Services

## 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Salaries</b>					
5005	Salaries	7,349,881	7,582,688	7,515,460	7,859,129
5015	Overtime - Supervisory	198,481	225,000	225,000	225,000
5020	Overtime - Non Supervisory	237,842	495,000	462,492	475,000
5035	Acting Out of Class & Night Premium	26,529	26,750	33,383	26,750
5060	Compensated Absences	(137,828)	-	-	-
		7,674,906	8,329,438	8,236,335	8,585,879
<b>Taxes and Benefits</b>					
5200	FICA Contribution	97,377	109,096	109,167	114,641
5215	Fire Pension Contribution	2,445,726	3,016,978	3,016,978	3,255,442
5220	PPO Insurance Contribution	1,283,145	1,342,691	1,294,350	1,325,123
5225	HMO Insurance Contribution	183,613	190,090	207,021	204,808
5230	Dental Insurance Contribution	88,216	86,470	86,141	90,311
5235	Life Insurance Contribution	13,563	7,201	7,135	7,160
5240	Workers Compensation	1,144,002	1,030,813	1,096,573	1,156,329
5245	Unemployment Compensation	13,414	26,714	26,714	28,052
5250	Uniform Allowance	62,450	62,600	61,750	61,800
5260	RHS Plan Payout	157,984	83,730	83,686	81,876
		5,489,491	5,956,383	5,989,515	6,325,542
<b>Other Employee Costs</b>					
5310	Membership Dues	23,159	22,014	22,014	21,556 *
5325	Training	39,514	42,725	42,725	42,725 *
5330	In-Service Training	10,035	14,000	14,000	14,000 *
5335	Travel Expenses	66	350	-	350
5340	Pre-Employment Exams	27,448	32,000	-	-
5345	Post-Employment Exams	-	-	29,000	32,000
		100,222	111,089	107,739	110,631
<b>Insurance</b>					
5535	Departmental P&L Charges	73,102	68,219	68,219	66,350 *
5550	Excess Insurance	992	1,000	1,000	1,000 *
		74,094	69,219	69,219	67,350
<b>Contractual Services</b>					
6000	Professional Services	-	500	-	500 *
6015	Communication Services	11,278	7,000	5,916	6,000 *
6035	Dispatch Services	210,506	197,606	197,606	341,726
		221,784	205,106	203,522	348,226
<b>Other Services</b>					
6110	Printing Services	1,790	2,200	2,200	2,200 *
6115	Licensing/Titles	125	1,505	385	1,505 *
6140	Leases	1,200	1,200	1,200	1,200 *
		3,115	4,905	3,785	4,905
<b>Repairs and Maintenance</b>					
6305	R&M Equipment	27,884	29,000	28,000	29,000 *
6310	R&M Vehicles	5	-	-	-
		27,889	29,000	28,000	29,000

## 710 - Emergency Services 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Commodities</b>					
7000	Office Supplies	2,470	2,200	2,200	2,200
7025	Supplies - Custodial	13,092	14,000	15,000	15,000
7035	Supplies - Equipment R&M	11,228	18,000	12,000	16,000 *
7120	Gasoline	20	200	-	200
7200	Other Supplies	37,128	33,484	33,484	33,484 *
7300	Uniforms	18,321	25,000	25,000	25,000 *
7320	Equipment < \$5,000	36,786	35,825	35,825	35,483 *
		119,046	128,709	123,509	127,367
<b>Other Expenses</b>					
7500	Postage & Parcel	495	900	1,200	900
7550	Miscellaneous Expenses	-	250	64	250
		495	1,150	1,264	1,150
<b>Total Emergency Services Expenses</b>		<b>13,711,039</b>	<b>14,834,999</b>	<b>14,762,888</b>	<b>15,600,050</b>

# 710 - Emergency Services

## Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	NIPSTA Membership	21,526
	Sam's Club	30
Account:5325 - Training	Engine & Truck OPS	3,500
	FF Academy Replacement Hires	8,025
	Fire Apparatus Engineer	3,000
	Fire Officer/Incident Command	11,800
	NIPSTA Spring/Fall	5,400
	Peer Fitness	2,000
	Special Teams	5,000
	Specialized Rescue/Fire Attack	4,000
Account:5330 - In-Service Training	EMS - NWCH Paramedic Training	14,000
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	66,350
Account:5550 - Excess Insurance	PADI Insurance for Dive Master	1,000
Account:6000 - Professional Services	Firehouse Program	500
Account:6015 - Communication Services	Nextel Phones (BC's & Front Line Vehicles)	6,000
Account:6110 - Printing Services	Forms	1,600
	Public CPR Program - Instructional Materials	600
Account:6115 - Licensing/Titles	IDPH Re-licensure Fees	1,380
	Licensing for Ambulances	125
Account:6140 - Leases	Dishwasher Lease	1,200
Account:6305 - R&M Equipment	Annual Upgrade/Repair Dive Equipment	4,000
	Fire Equipment and Annual Ladder Testing	15,000
	Misc Equipment Repair	10,000
Account:7035 - Supplies - Equipment R&M	R&M Supplies for All Firefighting and EMS Equipment	16,000
Account:7200 - Other Supplies	EMS - Equipment & Supplies for Ambulances and Engines	14,000
	General Fire Station Supplies	5,000
	Suppression - Firefighting Foam	5,000
	Suppression - Small Tools & Equipment	4,484
	Training Supplies - Roof/Lock Simulator	5,000
Account:7300 - Uniforms	Suppression - Fire Gear and Uniforms	25,000
Account:7320 - Equipment < \$5,000	Dive - Suits, Tanks & Misc Equipment	5,626
	GPS Units	4,400
	Hazmat - Equipment	2,500
	Suppression - Fire Hose	6,500
	Suppression - Nozzles, Adapters, Appliance Replacement	5,000
	Suppression - Tools, PPV Fans, Extrication Equipment	5,627
	Training - Mankins, Smoke Machine	2,330
	TRT - Equipment	3,500



**2012 Budget**  
**FIRE - FIRE PREVENTION**

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**PERSONNEL EXHIBIT**

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Department: Fire                                      Div: Fire Prevention                                      Div. No: 70.720

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 Proposed
Division Chief - Fire Prevention	1.00	1.00	1.00
Inspectors	3.00	2.00	1.00
Part Time - Inspectors	0.00	1.00	2.00
Secretary	1.00	1.00	1.00
Total Full Time Equivalent (FTE) Employees:	5.00	5.00	5.00



## 720 - Fire Prevention 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	409,789	376,331	341,820	336,396
5020	Overtime - Non Supervisory	970	4,300	2,657	4,300
5035	Acting Out of Class & Night Premium	3,908	4,000	2,000	4,000
5060	Compensated Absences	11,916	-	-	-
		426,582	384,631	346,477	344,696
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	7,063	6,894	5,841	5,924
5205	IMRF Contribution	5,363	7,001	6,391	8,490
5215	Fire Pension Contribution	115,676	141,247	141,247	116,149
5220	PPO Insurance Contribution	76,943	60,599	66,599	62,717
5230	Dental Insurance Contribution	4,893	4,230	3,780	3,402
5235	Life Insurance Contribution	763	322	297	259
5240	Workers Compensation	53,934	38,342	34,170	29,905
5245	Unemployment Compensation	672	1,369	1,369	1,559
5250	Uniform Allowance	3,000	2,188	2,250	1,500
5260	RHS Plan Payout	6,393	6,393	10,700	7,710
		274,701	268,585	272,644	237,615
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	355	375	375	400 *
5325	Training	2,510	8,000	8,000	9,650 *
		2,865	8,375	8,375	10,050
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	6,194	6,003	6,003	7,275 *
		6,194	6,003	6,003	7,275
<b><u>Contractual Services</u></b>					
6000	Professional Services	-	1,200	1,525	-
6015	Communication Services	2,153	2,250	1,944	2,250 *
		2,153	3,450	3,469	2,250
<b><u>Other Services</u></b>					
6110	Printing Services	693	800	900	900 *
6135.03	Rentals - Equipment	-	-	-	300
		693	800	900	1,200
<b><u>Repairs and Maintenance</u></b>					
6310	R&M Vehicles	-	50	50	50 *
		-	50	50	50
<b><u>Commodities</u></b>					
7000	Office Supplies	1,196	1,200	1,200	1,250
7200	Other Supplies	1,603	1,500	1,500	1,000 *
7300	Uniforms	-	500	919	300
7310	Publications	1,741	1,755	1,755	1,230 *
7320	Equipment < \$5,000	1,488	1,300	1,300	1,000 *
		6,028	6,255	6,674	4,780

## 720 - Fire Prevention 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Other Expenses</u></b>					
7525	Meals	700	-	-	-
7550	Miscellaneous Expenses	-	-	-	600
		700	-	-	600
<b>Total Fire Prevention Expenses</b>		<b>719,916</b>	<b>678,149</b>	<b>644,592</b>	<b>608,516</b>

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## 720 - Fire Prevention Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Fire Investigators Strike Force Dues	75
	ICC	50
	IL Fire Inspectors Association	100
	NFPA Membership	175
Account:5325 - Training	Fire Prevention Classes (NFPA, IFIA, BFCA, Etc.)	9,650
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	7,275
Account:6015 - Communication Services	Nextel Phones	2,250
Account:6110 - Printing Services	Inspection Forms, Fire Prevention Booklets, Etc.	900
Account:6310 - R&M Vehicles	Car Washes	50
Account:7200 - Other Supplies	Promotional Items - Books, Helmets, Etc.	1,000
Account:7310 - Publications	Code Updates, Books, Manuals	1,230
Account:7320 - Equipment < \$5,000	Office Equipment, Flashlights, Investigation Gear, Etc.	1,000

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**2012 Budget**  
**BOARD OF FIRE & POLICE COMMISSIONERS**

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**OVERVIEW**

2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
<b>\$47,777</b>	<b>\$40,693</b>	<b>\$22,516</b>	<b>\$18,580</b>	<b>\$9,032</b>	<b>\$64,305</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.



2012 Budget

## BOARD OF FIRE & POLICE COMMISSIONERS

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### 2011 MAJOR ACCOMPLISHMENTS

1. Extended the lengths of the current eligibility lists for police and firefighter candidates by a year, to three years, due to neither of the lists being utilized for hiring during their original two-year lifespans.
2. Conducted one session of firefighter candidate interviews and 3 sessions for police candidates.
3. Held four disciplinary hearing sessions.
4. Commissioners attended approximately 15 hours of training related to their duties.



2012 Budget

## BOARD OF FIRE & POLICE COMMISSIONERS

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### 2012 GOALS AND OBJECTIVES

1. Establish eligibility lists for entry-level Police and Fire Department positions by conducting entrance examinations.
2. Conduct a Police Sergeant Promotional Process
3. Maintain the high quality of the hiring processes for new recruits in the Fire and Police Departments by Commissioner participation in continuing education related to interviewing methods, proper testing methods, and application of State and City laws and ordinances.
4. Adopt changes to the eligibility, testing, and hiring practices for firefighters in order to comply with new state legislation.

## 75 - Fire & Police Commission 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget	
<b><u>Other Employee Costs</u></b>						
5310	Membership Dues	375	400	400	400	*
5325	Training	945	1,500	1,500	1,500	*
5335	Travel Expenses	-	200	-	200	*
5340	Pre-Employment Exams	-	7,075	2,950	7,550	*
5345	Post-Employment Exams	20,336	5,955	4,000	43,705	*
		21,656	15,130	8,850	53,355	
<b><u>Contractual Services</u></b>						
6000	Professional Services	-	2,000	-	2,000	*
		-	2,000	-	2,000	
<b><u>Other Services</u></b>						
6100	Publication of Notices	645	-	-	7,500	*
		645	-	-	7,500	
<b><u>Commodities</u></b>						
7000	Office Supplies	-	250	32	250	*
7200	Other Supplies	39	-	-	-	
7310	Publications	-	500	-	500	*
		39	750	32	750	
<b><u>Other Expenses</u></b>						
7500	Postage & Parcel	-	100	-	100	*
7550	Miscellaneous Expenses	177	600	150	600	*
		177	700	150	700	
<b>Total Fire &amp; Police Commission Expenses</b>		<b>22,516</b>	<b>18,580</b>	<b>9,032</b>	<b>64,305</b>	



## 75 - Fire & Police Commission Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Illinois Fire & Police Commissioners Association	400
Account:5325 - Training	Various Training for Commissioners to Stay Up-to-Date	1,500
Account:5335 - Travel Expenses	Mileage, Tolls, Parking	200
Account:5340 - Pre-Employment Exams	Fire Physicals	3,775
	Police Physicals	3,775
Account:5345 - Post-Employment Exams	Fire: Background Investigations	750
	Fire: Entrance Exam	6,300
	Fire: Integrity Testing	570
	Fire: Polygraph Testing	675
	Fire: Psychological Testing	1,725
	Police Sergeants Promotional Exam	25,000
	Police: Entrance Exam	5,000
	Police: PEP	60
	Police: Polygraph Testing	1,000
	Police: Psychological Testing	2,625
Account:6000 - Professional Services	Legal Advice	2,000
Account:6100 - Publication of Notices	Funds to Advertise for Police & Fire Entrance Exams	7,500
Account:7000 - Office Supplies	Office Supplies: Binders, Folders, Etc.	250
Account:7310 - Publications	Commissioner Pamphlets, Books, Etc.	500
Account:7500 - Postage & Parcel	Postage & Mailing	100
Account:7550 - Miscellaneous Expenses	Miscellaneous Items	600

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## 2012 Budget GENERAL FUND OVERHEAD

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### OVERVIEW

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Expenditures	2,435,923	3,358,132	760,602	843,248	771,601	902,700
Transfers	1,188,701	1,399,752	210,734	1,694,129	2,077,329	1,500,000
Contra Expenses	(364,150)	(319,375)	0	0	0	0
Total Appropriation	3,260,474	4,438,509	971,336	2,537,377	2,848,930	2,402,700

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.

## 90 - Overhead

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	50	50	50	50 *
		50	50	50	50
<b><u>Insurance</u></b>					
5520	Medicare Retiree Subsidy	28,831	11,485	11,485	18,194
		28,831	11,485	11,485	18,194
<b><u>Contractual Services</u></b>					
6015	Communication Services	164,317	270,817	200,000	199,400 *
6025	Administrative Services	21,842	28,000	32,000	32,000 *
6030	AMB Fee Processing Services	68,428	76,000	72,000	72,000 *
		254,587	374,817	304,000	303,400
<b><u>Other Services</u></b>					
6110	Printing Services	2,553	4,550	4,550	4,550 *
6125	Bank & CC Fees	4,113	-	4,000	4,000 *
6140	Leases	4,551	4,501	4,501	4,500 *
6195	Miscellaneous Contractual Services	24,147	4,230	4,230	3,400 *
		35,364	13,281	17,281	16,450
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	-	1,600	-	-
		-	1,600	-	-
<b><u>Subsidies and Incentives</u></b>					
6500	Subsidy - Historical Museum	40,000	30,000	30,000	35,000
6525	Subsidy - Transfer to PSEBA	51,656	68,698	68,698	65,526
6527	Subsidy - Generator Program	-	-	22,500	50,000
6605	Incentive - O'Hare Auto Group	122,091	125,000	122,100	130,000
6610	Incentive - Advantage Chrysler	2,977	2,500	-	-
6615	Incentive - Wal-Mart	223,219	235,000	235,000	235,000
		439,943	461,198	478,298	515,526
<b><u>Commodities</u></b>					
7000	Office Supplies	806	2,500	2,500	2,500 *
7035	Supplies - Equipment R&M	-	-	500	1,600 *
		806	2,500	3,000	4,100
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	45,328	58,500	45,000	45,000 *
7550	Miscellaneous Expenses	155	-	170	-
		45,483	58,500	45,170	45,000
<b><u>Debt Service</u></b>					
8325	Interest	36,026	-	-	-
		36,026	-	-	-
<b><u>Other Financing Uses</u></b>					
9260	Transfer to Grant Projects Fund	10,814	-	-	-
9300	Transfer to Debt Service Fund	119,432	113,946	113,946	-

## 90 - Overhead

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
9999	Transfer to Other Funds	-	1,500,000	1,883,200	1,500,000
		130,246	1,613,946	1,997,146	1,500,000
<b>Total Overhead Expenses</b>		<b>971,336</b>	<b>2,537,377</b>	<b>2,856,430</b>	<b>2,402,720</b>

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## 90 - Overhead Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Sam's Club - City-Wide Membership	50
Account:6015 - Communication Services	911 Trunk Lines	63,000
	Call One (PRI's Long Distance, T1's - \$15k/mo)	110,000
	Mass Notification Annual Maintenance	32,000
	Nextel Charges	2,000
	Nextel Tower Lease Credit	(10,000)
	Pay Phones=Pacific Telemangement	1,800
	Train Station Pay Phone (12 mos)	600
Account:6025 - Administrative Services	Collection Agency Fee for Services	32,000
Account:6030 - AMB Fee Processing Services	Ambulance Billing Service Fee	72,000
Account:6110 - Printing Services	#10 Envelopes	600
	#10 Window Envelopes	500
	#9 Return Envelopes	800
	Return Receipt Request Cards	750
	Self Stick 11.5x14.5 Envelopes	400
	Self Stick Brown Envelopes 10x13	1,000
	Self Stick Brown Envelopes 6x9	500
Account:6140 - Leases	Postage Machine Lease	4,450
	Postage Meter ACH Fee	50
Account:6195 - Miscellaneous Contractual Services	Utility Audit Contract-Azavar Tech	3,400
Account:7000 - Office Supplies	Batteries & Other Miscellaneous Use Supplies	2,500
Account:7035 - Supplies - Equipment R&M	Postage Machine	600
	SBC Line Maintenance	1,000
Account:7500 - Postage & Parcel	Citywide Postage Costs	45,000

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**2012 Budget**  
**TAX INCREMENT FUND #1 - Downtown**

**OVERVIEW**

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	2,863,465	1,454,836	1,023,593	1,876,211	2,622,030	4,024,740
Revenues	6,495,308	5,283,516	5,170,744	5,009,567	5,533,242	5,310,693
Expenses	(7,903,937)	(4,795,845)	(3,332,584)	(3,894,029)	(3,942,983)	(5,876,866)
Transfers	-	(918,914)	(239,723)	(208,919)	(187,549)	(285,294)
Ending Balance	1,454,836	1,023,593	2,622,030	2,782,830	4,024,740	3,173,273

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 2011, 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 2011.

Debt service paid from TIF#1 includes:

		Original Amount	Remaining 1-1-12	Final Payout
2003A	G.O. (TIF #1)	2,535,000	1,545,000	2020
2004A	G.O. (TIF #1)	6,400,000	4,115,000	2020
2005E	G.O. (TIF #1)	1,000,000	760,000	2020
2005F	G.O. (Taxable)	4,725,000	3,710,000	2020
2007B	G.O. (refunding 2001B)	510,000	305,000	2016
2008A	G.O. (refunding 2001C)	1,334,000	815,000	2016
Total G.O. Bonds		16,504,000	11,250,000	
River Mill	Developer Note	462,389	287,353	2020
LAB Graceland	Developer Note	471,000	303,977	2020
Total Developer Notes		933,389	591,330	
Grand Total		17,437,389	11,841,330	

## 201 - TIF #1 Downtown 2012 Revenues Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Property Taxes</u></b>					
4000	Property Taxes - Current Year Collection	-	5,006,567	-	5,309,693
4005	Property Taxes - Last Year's Collection	5,230,505	-	4,941,567	-
4010	Property Taxes - Prior Years Collection	(62,182)	-	563,126	-
		5,168,323	5,006,567	5,504,693	5,309,693
<b><u>Intergovernmental</u></b>					
4270	State Grants	-	-	25,000	-
		-	-	25,000	-
<b><u>Interest Income</u></b>					
4700	Interest Income	2,419	3,000	949	1,000
		2,419	3,000	949	1,000
<b><u>Miscellaneous Revenues</u></b>					
4849	Miscellaneous Revenues	-	-	2,600	-
		-	-	2,600	-
<b>Total TIF #1 Revenues</b>		<b>5,170,742</b>	<b>5,009,567</b>	<b>5,533,242</b>	<b>5,310,693</b>



**2012 Budget**  
**TAX INCREMENT FUND #1 - Downtown**

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

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
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>11,250,000</b>	<b>2,522,815</b>	<b>13,772,815</b>



**2012 Budget**  
**TIF #1 – BUDGET SUMMARY**

	2010 ACTUAL	2011 BUDGET	2011 PROJECTED	2012 PROPOSED
Operating Expenses	3,332,584	3,894,029	3,942,983	5,876,866
Transfers Out	239,723	208,919	187,549	285,294
<b>Total</b>	<b>3,572,307</b>	<b>4,102,948</b>	<b>4,130,532</b>	<b>6,162,160</b>
<b>Total</b>	<b>3,572,307</b>	<b>4,102,948</b>	<b>4,130,532</b>	<b>6,162,160</b>
General Operations	598,624	1,130,760	1,111,990	4,448,329
Debt Service	2,973,683	2,972,188	3,018,542	1,713,831
River Mill Developer Note	40,879	40,879	40,879	40,879
Walgreens Developer Note	43,244	43,244	43,244	43,244
River Plaines	-	-	46,988	-
2003A bond	208,722	208,646	208,646	208,466
2003D bond	987,250	997,950	997,950	0
2004 bond	567,264	562,664	562,624	562,664
2005B bond	270,223	254,638	254,569	0
2005E bond	100,727	103,353	103,188	100,638
2005F bond	505,828	506,588	506,578	506,626
2007B bond	65,700	69,180	68,830	66,740
2008A bond	183,846	185,046	185,046	184,574



**2012 Budget**  
**TAX INCREMENT FUND #1 - DOWNTOWN**

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**PERSONNEL EXHIBIT**

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Department: TIF #1                      Div: TIF #1                      Div. No: 201

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 Proposed
Economic Development Coordinator	0.25	0.00	0.00
Total Full Time Equivalent (FTE) Employees:	0.25	0.00	0.00

## 201 - TIF #1 Downtown 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Salaries</b>					
5005	Salaries	20,354	-	857	-
		20,354	-	857	-
<b>Taxes and Benefits</b>					
5200	FICA Contribution	1,476	-	66	-
5205	IMRF Contribution	2,147	-	103	-
5220	PPO Insurance Contribution	3,108	-	-	-
5230	Dental Insurance Contribution	129	-	-	-
5235	Life Insurance Contribution	36	-	-	-
5240	Workers Compensation	66	-	-	-
		6,962	-	169	-
<b>Insurance</b>					
5535	Departmental P&L Charges	2,138	907	907	1,109
		2,138	907	907	1,109
<b>Contractual Services</b>					
6000	Professional Services	74,714	55,000	25,000	615,049 *
6005	Legal Fees	750	10,000	1,000	10,000
		75,464	65,000	26,000	625,049
<b>Other Services</b>					
6100	Publication of Notices	-	2,000	-	-
6110	Printing Services	-	2,000	-	-
6145	Custodial Services	22,975	19,584	19,584	19,584
6150	City Maintenance	48,420	50,000	50,000	75,000
6195	Miscellaneous Contractual Services	-	17,200	30,000	32,000 *
		71,395	90,784	99,584	126,584
<b>Repairs and Maintenance</b>					
6315	R&M Buildings & Structures	-	-	3,000	3,500
		-	-	3,000	3,500
<b>Subsidies and Incentives</b>					
6515	Subsidy - Winter Decoration	52,617	33,000	33,000	33,000
6520	Subsidy - Economic Development	239,723	174,268	174,268	184,143
6601	Subsidy - Business Assistance	-	50,000	-	50,000
6620	Incentive - Facade Rehab	20,283	100,000	100,000	100,000
		312,623	357,268	307,268	367,143
<b>Commodities</b>					
7050	Supplies - Streetscape	51,847	95,000	90,000	65,000
7100	Wholesale Water	108	150	150	150
7110	Natural Gas	713	1,000	1,000	1,000
7140	Electricity	681	1,000	3,500	3,500
		53,349	97,150	94,650	69,650
<b>Other Expenses</b>					
7550	Miscellaneous Expenses	14,826	-	-	-
		14,826	-	-	-

## 201 - TIF #1 Downtown 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Capital Outlay</b>					
8015	Equipment	-	65,000	67,006	-
8100	Improvements	41,512	420,000	325,000	2,970,000 *
		41,512	485,000	392,006	2,970,000
<b>Debt Service</b>					
8300	Principal	47,915	50,430	97,418	53,078 *
8325	Interest	36,208	33,693	33,693	31,045 *
		84,123	84,123	131,111	84,123
<b>Other Financing Uses</b>					
9260	Transfer to Grant Projects Fund	-	34,651	187,549	285,294 *
		-	34,651	187,549	285,294
<b>Total TIF #1 Expenses - Non Program</b>		<b>682,747</b>	<b>1,214,883</b>	<b>1,243,101</b>	<b>4,532,452</b>

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# 201 - TIF #1 Downtown Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
<i>Expense</i>		
6000 - Professional Services	Appraisals	2,500
	Audit Contribution	7,500
	Financial Analysis	20,000
	Planning/Design Services	37,500
	Professional Consulting	500,000
6195 - Miscellaneous Contractual Services	Crosswalk Markings	4,500
	Misc Repairs	3,000
	Seal Coating Parking Lots	1,500
	Signage	5,000
	Street Light Repair	18,000
8100 - Improvements	Brick Paver Replacement	1,500,000
	Irrigation Improvements	250,000
	Metra Train Depot Remodel	500,000
	Parking Facility Lighting Retrofit	175,000
	Parking Signage Standardization	15,000
	Street Light Improvements	500,000
	Wayfinding Signage	30,000
8300 - Principal	Norwood Ptnr, Issued 2002, Matures 2020	25,793
	Walgreens, Issued 2003, Matures 2020	27,285
8325 - Interest	Norwood Ptnr	15,086
	Walgreens	15,959
9260 - Transfer to Grant Projects Fund	Lee/Perry Traffic Signal (Carryover)	50,000

## 03AA -2003A Tax Exempt Project 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	135,000	140,000	140,000	145,000
8325	Interest	73,540	68,546	68,546	63,366
8375	Bank/Trust/Agency Fees	182	100	100	100
<b>Total 2003A Tax Exempt Project Expenses</b>		<b>208,722</b>	<b>208,646</b>	<b>208,646</b>	<b>208,466</b>

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## 03D0 - 2003D Refunding 97C

### 2012 Budget Worksheet

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Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Debt Service</b>					
8300	Principal	895,000	950,000	950,000	-
8325	Interest	92,250	47,500	47,500	-
8375	Bank/Trust/Agency Fees	-	450	450	-
<b>Total 2003D Refunding 97C Expenses</b>		<b>987,250</b>	<b>997,950</b>	<b>997,950</b>	<b>-</b>

## 04A0 - 2004 Tax Exempt Bond 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	365,000	375,000	375,000	390,000
8325	Interest	201,914	187,314	187,314	172,314
8375	Bank/Trust/Agency Fees	350	350	310	350
<b>Total 2004 Tax Exempt Bond Expenses</b>		<b>567,264</b>	<b>562,664</b>	<b>562,624</b>	<b>562,664</b>

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## 05B0 - 2005B Refunding 97A

### 2012 Budget Worksheet

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<b>Account Number</b>	<b>Description</b>	<b>2010 Actual Amount</b>	<b>2011 Adopted Budget</b>	<b>2011 Projected Amount</b>	<b>2012 Proposed Budget</b>
<b>Debt Service</b>					
8300	Principal	250,000	245,000	245,000	-
8325	Interest	19,813	9,188	9,188	-
8375	Bank/Trust/Agency Fees	410	450	381	-
<b>Total 2005B Refunding 97A Expenses</b>		<b>270,223</b>	<b>254,638</b>	<b>254,569</b>	<b>-</b>

## 05B0 - 2005B Refunding 97A

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Debt Service</b>					
8300	Principal	65,000	70,000	70,000	70,000
8325	Interest	35,502	33,128	33,128	30,538
8375	Bank/Trust/Agency Fees	225	225	60	100
<b>Total 2005E GO Bond Expenses</b>		<b>100,727</b>	<b>103,353</b>	<b>103,188</b>	<b>100,638</b>

## 05F0 - 2005F Taxable Bond 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	300,000	315,000	315,000	330,000
8325	Interest	205,438	191,188	191,188	176,226
8375	Bank/Trust/Agency Fees	390	400	390	400
<b>Total 2005F Taxable Bond Expenses</b>		<b>505,828</b>	<b>506,588</b>	<b>506,578</b>	<b>506,626</b>

**07B0 - 2007B Refunding 01B**  
**2012 Budget Worksheet**

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	50,000	55,000	55,000	55,000
8325	Interest	15,580	13,680	13,680	11,590
8375	Bank/Trust/Agency Fees	120	500	150	150
<b>Total 2007B Refunding 01B Expenses</b>		<b>65,700</b>	<b>69,180</b>	<b>68,830</b>	<b>66,740</b>



## 08A0 - 2008A Refunding 01C 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Debt Service</b>					
8300	Principal	138,000	144,000	144,000	149,000
8325	Interest	45,626	40,796	40,796	35,324
8375	Bank/Trust/Agency Fees	220	250	250	250
<b>Total 2008A Refunding 01C Expenses</b>		<b>183,846</b>	<b>185,046</b>	<b>185,046</b>	<b>184,574</b>

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**2012 Budget**  
**TAX INCREMENT FUND #3 – Wille Road**

**OVERVIEW**

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	(1,259,570)	(2,185,045)	(3,027,908)	(3,119,464)	(2,618,007)	(2,841,919)
Revenues	1,615,315	763,360	512,292	444,427	503,935	503,893
Expenses	(2,540,790)	(1,606,223)	(1,026,575)	(730,612)	(725,817)	(582,705)
Transfers	-	-	924,184	(2,030)	(2,030)	(8,759)
Ending Balance	(2,185,045)	(3,027,908)	(2,618,007)	(3,407,679)	(2,841,919)	(2,929,490)

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 1-1-12	Final Payout
2003A G.O. (TIF #3, Partially refunded w/2010A)	2,130,000	750,000	2021
2004B G.O. (TIF #3, Taxable)	900,000	675,000	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	375,000	2015
2008A G.O. (refunding 2001C)	1,241,000	995,000	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	25,676,760	15,520,760	

## 203 - TIF #3 Wille Road

### 2012 Revenues Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<u>Property Taxes</u>					
4000	Property Taxes - Current Year Collection	-	444,227	503,793	503,793
4005	Property Taxes - Last Year's Collection	511,420	-	-	-
4010	Property Taxes - Prior Years Collection	(77)	-	-	-
		511,343	444,227	503,793	503,793
<u>Interest Income</u>					
4700	Interest Income	949	200	142	100
		949	200	142	100
<u>(Sources)/Uses of Revenues</u>					
4850	Bond Proceeds	10,055,760	-	-	-
		10,055,760	-	-	-
<b>Total TIF #3 Revenues</b>		<b>10,568,052</b>	<b>444,427</b>	<b>503,935</b>	<b>503,893</b>



2012 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>
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>15,520,760</b>	<b>8,995,073</b>	<b>24,515,833</b>



**2012 Budget**  
**TIF #3 – BUDGET SUMMARY**

	2010 ACTUAL	2011 BUDGET	2011 PROJECTED	2012 PROPOSED
Operating Expenses	1,026,575	730,612	725,817	582,705
Transfers Out	9,131,576	2,030	2,030	8,759
<b>Total</b>	<b>10,158,151</b>	<b>732,642</b>	<b>727,847</b>	<b>591,464</b>
<b>Total</b>	<b>10,158,151</b>	<b>732,642</b>	<b>727,847</b>	<b>591,464</b>
General Operations	22,624	7,096	2,096	8,800
Debt Service	10,135,527	725,546	725,751	582,664
2003A bond	32,682	32,700	32,700	32,700
2004B bond	230,900	232,362	232,322	88,208
2005A bond	133,215	133,225	133,215	133,225
2005G bond	45,598	44,450	44,410	43,262
2008A Refund 2001C	124,919	126,405	126,400	128,515
2010A Refund 2003A, 2005A	3,603,232	156,404	156,354	156,404
2010B Refund 2005E	5,964,981	0	350	350

## 203 - TIF #3 Wille Road 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<u>Insurance</u>					
5535	Departmental P&L Charges	92	66	66	41 *
		92	66	66	41
<u>Contractual Services</u>					
6005	Legal Fees	13,263	5,000	-	-
		13,263	5,000	-	-
<u>Subsidies and Incentives</u>					
6520	Subsidy - Economic Development	7,756	2,030	2,030	8,759 *
		7,756	2,030	2,030	8,759
<u>Debt Service</u>					
8325	Interest	1,512	-	-	-
		1,512	-	-	-
<b>Total TIF #3 Expenses - Non Program</b>		<b>22,624</b>	<b>7,096</b>	<b>2,096</b>	<b>8,800</b>

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## 203 - TIF #3 Wille Road Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:5535 - Departmental P&L Charges	Internal Service Fund Charges	41
Account:6520 - Subsidy - Economic Development	Allocation of Employee Time Spent on Projects	8,759

## 03AA - Tax Exempt Project 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8325	Interest	32,600	32,600	32,600	32,600
8375	Bank/Trust/Agency Fees	82	100	100	100
<b>Total 2003A Tax Exempt Project Expenses</b>		<b>32,682</b>	<b>32,700</b>	<b>32,700</b>	<b>32,700</b>

## 04AA - 2004 Taxable Bond 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	175,000	185,000	185,000	50,000
8325	Interest	55,840	47,262	47,262	38,108
8375	Bank/Trust/Agency Fees	60	100	60	100
<b>Total 2004 Taxable Bond Expenses</b>		<b>230,900</b>	<b>232,362</b>	<b>232,322</b>	<b>88,208</b>

## 05A0 - 2005A GO Bond 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8325	Interest	132,825	132,825	132,825	132,825
8375	Bank/Trust/Agency Fees	390	400	390	400
<b>Total 2005A GO Bond Expenses</b>		<b>133,215</b>	<b>133,225</b>	<b>133,215</b>	<b>133,225</b>

## 05G0 - 2005G Taxable Bond 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	25,000	25,000	25,000	25,000
8325	Interest	20,188	19,000	19,000	17,812
8375	Bank/Trust/Agency Fees	410	450	410	450
<b>Total 2005G Taxable Bond Expenses</b>		<b>45,598</b>	<b>44,450</b>	<b>44,410</b>	<b>43,262</b>

## 08A0 - 2008A Refunding 01C

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	72,000	76,000	76,000	81,000
8325	Interest	52,699	50,180	50,180	47,290
8375	Bank/Trust/Agency Fees	220	225	220	225
<b>Total 2008A Refunding 01C Expenses</b>		<b>124,919</b>	<b>126,405</b>	<b>126,400</b>	<b>128,515</b>

# 10A0 - 2010A Refunding 2003A/2005A

## 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	-	-	-	-
8325	Interest	140,837	156,004	156,004	156,004
8375	Bank/Trust/Agency Fees	60,005	400	350	400
		200,842	156,404	156,354	156,404
<b><u>Other Financing Uses</u></b>					
9700	Transfer to Escrow Fund	3,402,391	-	-	-
		3,402,391	-	-	-
<b>Total 2010A Refunding 2003A/2005A Expenses</b>		<b>3,603,232</b>	<b>156,404</b>	<b>156,354</b>	<b>156,404</b>

## 10B0 - 2010B Refunding 2005E 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8375	Bank/Trust/Agency Fees	243,552	-	350	350
		243,552	-	350	350
<b><u>Other Financing Uses</u></b>					
9700	Transfer to Escrow Fund	5,721,429	-	-	-
		5,721,429	-	-	-
<b>Total 2010B Refunding 2005E Expenses</b>		<b>5,964,981</b>	<b>-</b>	<b>350</b>	<b>350</b>





**2012 Budget**  
**TAX INCREMENT FUND #4 – Five Corners**

**OVERVIEW**

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	(206,717)	25,225	341,416	562,259	612,271	979,506
Revenues	395,190	447,997	380,428	463,700	411,058	481,049
Expenses	(163,248)	(131,806)	(50,155)	(130,445)	(8,077)	(575,925)
Transfers	-	-	(59,418)	(35,746)	(35,746)	(45,202)
Ending Balance	25,225	341,416	612,271	859,768	979,506	839,428

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 or 2011.

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

## 204 - TIF #4 Five Corners 2012 Revenues Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Property Taxes</b>					
4000	Property Taxes - Current Year Collection	-	463,520	460,579	481,049
4005	Property Taxes - Last Year's Collection	310,160	-	(42,211)	-
4010	Property Taxes - Prior Years Collection	70,167	-	(7,610)	-
		380,327	463,520	410,758	481,049
<b>Interest Income</b>					
4700	Interest Income	100	180	300	-
		100	180	300	-
<b>Total TIF #4 Five Corners Revenues</b>		<b>380,428</b>	<b>463,700</b>	<b>411,058</b>	<b>481,049</b>



## 204 - TIF #4 Five Corners 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	20,354	-	857	-
		20,354	-	857	-
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	1,476	-	66	-
5205	IMRF Contribution	2,146	-	103	-
5220	PPO Insurance Contribution	3,108	-	-	-
5230	Dental Insurance Contribution	130	-	-	-
5235	Life Insurance Contribution	36	-	-	-
5240	Workers Compensation	66	-	-	-
		6,962	-	169	-
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	281	445	445	155 *
		281	445	445	155
<b><u>Contractual Services</u></b>					
6000	Professional Services	18,694	20,000	-	33,770 *
6005	Legal Fees	-	10,000	-	10,000 *
		18,694	30,000	-	43,770
<b><u>Other Services</u></b>					
6195	Miscellaneous Contractual Services	-	25,000	-	25,000 *
		-	25,000	-	25,000
<b><u>Subsidies and Incentives</u></b>					
6520	Subsidy - Economic Development	59,418	35,746	35,746	45,202 *
6630	Incentive - Sales Tax Rebate	-	-	2,606	2,000 *
		59,418	35,746	38,352	47,202
<b><u>Commodities</u></b>					
7050	Supplies - Streetscape	3,863	50,000	4,000	5,000 *
		3,863	50,000	4,000	5,000
<b><u>Capital Outlay</u></b>					
8030	Land	-	25,000	-	-
8100	Improvements	-	-	-	500,000 *
		-	25,000	-	500,000
<b>Total TIF #4 Expenses</b>		<b>109,572</b>	<b>166,191</b>	<b>43,823</b>	<b>621,127</b>

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## 204 - TIF #4 Five Corners Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:5535 - Departmental P&L Charges	Internal Service Fund Charges	155
Account:6000 - Professional Services	Redevelopment Agreement Review	10,000
Account:6005 - Legal Fees	Pending Litigation	10,000
Account:6195 - Miscellaneous Contractual Services	Survey/Environmental Report Preparation	25,000
Account:6520 - Subsidy - Economic Development	Allocation of Employee Time Spent on Projects	45,202
Account:6630 - Incentive - Sales Tax Rebate	Sales Tax Rebate	2,000
Account:7050 - Supplies - Streetscape	Banners, Banner Hardware, Etc.	5,000
Account:8100 - Improvements	Sidewalk & Curb Improvement	500,000

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**2012 Budget**  
**TAX INCREMENT FUND #5 – Lee & Perry**

**OVERVIEW**

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	(903,300)	(854,714)	52,742	69,378	101,328	147,703
Revenues	170,154	176,446	169,854	152,166	169,875	105,806
Expenses	(121,568)	(123,704)	(121,268)	(123,500)	(123,500)	(120,540)
Transfers	-	854,714	-	-	-	-
Ending Balance	(854,714)	52,742	101,328	98,044	147,703	132,969

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:

		<u>Original Amount</u>	<u>Remaining 1-1-12</u>	<u>Final Payout</u>
2003A	G.O. (TIF #5)	1,525,000	975,000	2021

**205 - TIF #5 - Perry/Lee**  
**2012 Revenues Budget Worksheet**

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Property Taxes</b>					
4000	Property Taxes - Current Year Collection	-	152,146	169,845	105,806
4005	Property Taxes - Last Year's Collection	169,845	-	-	-
		<u>169,845</u>	<u>152,146</u>	<u>169,845</u>	<u>105,806</u>
<b>Interest Income</b>					
4700	Interest Income	8	20	30	-
		<u>8</u>	<u>20</u>	<u>30</u>	<u>-</u>
<b>Total TIF #5 Expenses - Non Program</b>		<b><u>169,853</u></b>	<b><u>152,166</u></b>	<b><u>169,875</u></b>	<b><u>105,806</u></b>





**2012 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>
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>975,000</b>	<b>242,058</b>	<b>1,217,058</b>



**2012 Budget**  
**TIF #5 – BUDGET SUMMARY**

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	2010 ACTUAL	2011 BUDGET	2011 PROJECTED	2012 PROPOSED
Total	121,278	123,500	123,500	120,540
General Operations	10	0	0	0
Debt Service	121,268	123,500	123,500	120,540
2003A Bond	121,268	123,500	123,500	120,540

## 03AA -2003A Tax Exempt Project 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	75,000	80,000	80,000	80,000
8325	Interest	46,176	43,400	43,400	40,440
8375	Bank/Trust/Agency Fees	82	100	100	100
<b>Total 2003A Tax Exempt Project Expenses</b>		<b>121,258</b>	<b>123,500</b>	<b>123,500</b>	<b>120,540</b>

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**2012 Budget**  
**TAX INCREMENT FUND #6 – Mannheim & Higgins**

**OVERVIEW**

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	(4,293,929)	(5,102,860)	(5,255,258)	(5,269,715)	(5,226,750)	(5,239,542)
Revenues	148,117	141,655	152,233	115,635	103,448	99,041
Expenses	(957,049)	(3,438,087)	(85,243)	(377,024)	(88,250)	(762,437)
Transfers	-	3,144,034	(38,482)	(27,990)	(27,990)	(55,483)
Ending Balance	(5,102,861)	(5,255,258)	(5,226,750)	(5,559,094)	(5,239,542)	(5,958,421)

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. 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. Currently the City is in the process of negotiating a redevelopment project with a potential developer.

Debt service paid from TIF#6 include:

	<u>Original Amount</u>	<u>Remaining 1-1-12</u>	<u>Final Payout</u>
2003A G.O. (TIF #6)	375,000	250,000	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>10,398,084</u>	

## 206 - TIF #6 Mannheim/Higgins 2012 Revenues Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Property Taxes</u></b>					
4000	Property Taxes - Current Year Collection	-	80,610	99,041	99,041
4005	Property Taxes - Last Year's Collection	102,507	-	4,392	-
4010	Property Taxes - Prior Years Collection	43,531	-	-	-
		146,038	80,610	103,433	99,041
<b><u>Interest Income</u></b>					
4700	Interest Income	29	25	15	-
		29	25	15	-
<b><u>Miscellaneous Revenues</u></b>					
4849	Miscellaneous Revenues	6,165	35,000	-	-
		6,165	35,000	-	-
<b>Total TIF #6 Expenses - Non Program</b>		<b>152,232</b>	<b>115,635</b>	<b>103,448</b>	<b>99,041</b>



2012 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

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
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>10,398,084</b>	<b>4,637,006</b>	<b>15,035,090</b>



## 2012 Budget TIF #6 – BUDGET SUMMARY

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	2010 ACTUAL	2011 BUDGET	2011 PROJECTED	2012 PROPOSED
Operating Expenses	85,243	377,024	88,250	762,437
Transfers Out	38,482	27,990	27,990	55,483
Total	123,725	405,014	116,240	817,920
<hr/>				
Total	123,725	405,014	116,240	817,920
General Operations	85,403	368,188	79,214	408,628
Debt Service	38,322	36,826	37,026	409,292
<hr/>				
2003A bond	37,232	36,326	36,326	35,400
2003C bond	390	0	0	193,192
2004B bond	350	0	350	350
2009A Refund 2003C, 2004B	350	500	350	180,350





## 206 - TIF #6 Mannheim/Higgins 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	20,354	-	857	-
		20,354	-	857	-
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	1,476	-	66	-
5205	IMRF Contribution	2,147	-	103	-
5220	PPO Insurance Contribution	3,108	-	-	-
5230	Dental Insurance Contribution	129	-	-	-
5235	Life Insurance Contribution	36	-	-	-
5240	Workers Compensation	66	-	-	-
		6,962	-	169	-
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	1,357	198	198	145 *
		1,357	198	198	145
<b><u>Contractual Services</u></b>					
6000	Professional Services	-	15,000	25,000	28,000 *
6005	Legal Fees	17,660	25,000	25,000	25,000
6010	Legal Fees - Labor & Employment	587	-	-	-
		18,246	40,000	50,000	53,000
<b><u>Other Services</u></b>					
6195	Miscellaneous Contractual Services	-	100,000	-	100,000 *
		-	100,000	-	100,000
<b><u>Subsidies and Incentives</u></b>					
6520	Subsidy - Economic Development	38,482	27,990	27,990	55,483 *
		38,482	27,990	27,990	55,483
<b><u>Capital Outlay</u></b>					
8100	Improvements	-	200,000	-	200,000 *
		-	200,000	-	200,000
<b>Program Total: Non Program</b>		<b>85,401</b>	<b>368,188</b>	<b>79,214</b>	<b>408,628</b>

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## 206 - TIF #6 Mannheim/Higgins Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:5535 - Departmental P&L Charges	Internal Service Fund Charges	145
Account:6000 - Professional Services	Annual TIF Report	3,000
	Audit	2,500
	Review of Development Agreements	15,000
	Surveying	7,500
Account:6195 - Miscellaneous Contractual Services	Demolition	50,000
	Environmental Cleanup	50,000
Account:6520 - Subsidy - Economic Development	Allocation of Employee Time Spent on Projects	55,483
Account:8100 - Improvements	Watermain Crossing Installation/Construction	200,000

## 03AA -2003A Tax Exempt Project 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	25,000	25,000	25,000	25,000
8325	Interest	12,150	11,226	11,226	10,300
8375	Bank/Trust/Agency Fees	82	100	100	100
<b>Total 2003A Tax Exempt Project Expenses</b>		<b><u>37,232</u></b>	<b><u>36,326</u></b>	<b><u>36,326</u></b>	<b><u>35,400</u></b>

**03C0 - 2003C Taxable Bond  
2012 Budget Worksheet**

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Debt Service</b>					
8300	Principal	-	-	-	75,000
8325	Interest	-	-	-	117,742
8375	Bank/Trust/Agency Fees	390	-	-	450
<b>Total 2003C Taxable Bond Expenses</b>		<b>390</b>	<b>-</b>	<b>-</b>	<b>193,192</b>

## 04B0 - 2004B Taxable Bond 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Propose d
<b><u>Debt Service</u></b>					
8375	Bank/Trust/Agency Fees	350	-	350	350
<b>Total 2004B Taxable Bond Expenses</b>		<b>350</b>	<b>-</b>	<b>350</b>	<b>350</b>

**09A0 - 2009A Refunding 2003C/2004B**  
**2012 Budget Worksheet**

<b>Account Number</b>	<b>Description</b>	<b>2010 Actual Amount</b>	<b>2011 Adopted Budget</b>	<b>2011 Projected Amount</b>	<b>2012 Proposed Budget</b>
<b><u>Debt Service</u></b>					
8300	Principal	-	-	-	180,000
8375	Bank/Trust/Agency Fees	350	500	350	350
<b>Program Total: 2009A Refunding 2003C/2004B</b>		<b>350</b>	<b>500</b>	<b>350</b>	<b>180,350</b>

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## 2012 Budget MOTOR FUEL TAX FUND

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### OVERVIEW

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	247,313	323,048	152,203	187,910	624,128	294,452
Revenues	1,580,614	1,534,633	2,509,923	1,503,476	1,705,459	1,450,500
Expenses	(1,504,879)	(1,705,478)	(2,037,998)	(1,529,500)	(2,035,135)	(1,529,500)
Ending Balance	323,048	152,203	624,128	161,886	294,452	215,452

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.

## 230 - Motor Fuel Tax

### 2012 Revenues Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Intergovernmental</u></b>					
4225	Motor Fuel Tax Allotment	1,490,746	1,502,976	1,450,000	1,450,000
4230	MFT - High Growth Allotment	30,108	-	-	-
4235	MFT - JOBS Now Program	254,959	-	254,959	-
4260	Federal Grants	733,370	-	-	-
		2,509,182	1,502,976	1,704,959	1,450,000
<b><u>Interest Income</u></b>					
4700	Interest Income	741	500	500	500
		741	500	500	500
<b>Total Motor Fuel Tax Revenues</b>		<b>2,509,923</b>	<b>1,503,476</b>	<b>1,705,459</b>	<b>1,450,500</b>

## 230 - Motor Fuel Tax 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget	
<b><u>Contractual Services</u></b>						
6000	Professional Services	15,487	50,000	35,000	50,000	*
		15,487	50,000	35,000	50,000	
<b><u>Other Services</u></b>						
6155	Sidewalk Improvements	(5,432)	-	-	-	
6160	Street Crack Filling	25,000	30,000	30,000	30,000	*
6165	Street Pavement Markings	27,599	30,000	30,000	30,000	*
		47,168	60,000	60,000	60,000	
<b><u>Repairs and Maintenance</u></b>						
6330	R&M Traffic Signals	40,124	37,500	40,000	37,500	*
		40,124	37,500	40,000	37,500	
<b><u>Commodities</u></b>						
7140	Electricity	271,300	282,000	282,000	282,000	*
7160	Ice Control	280,334	300,000	300,000	300,000	*
		551,634	582,000	582,000	582,000	
<b><u>Capital Outlay</u></b>						
8100	Improvements	1,383,586	800,000	1,318,135	800,000	*
		1,383,586	800,000	1,318,135	800,000	
<b>Total Motor Fuel Tax Expenses</b>		<b>2,037,997</b>	<b>1,529,500</b>	<b>2,035,135</b>	<b>1,529,500</b>	

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## 230 - Motor Fuel Tax Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:6000 - Professional Services	Soil & Material Testing	50,000
Account:6160 - Street Crack Filling	Crack Filling	30,000
Account:6165 - Street Pavement Markings	Street Pavement Marking	30,000
Account:6330 - R&M Traffic Signals	State Treasurer, Cook County Highway	37,500
Account:7140 - Electricity	Street Lights	250,000
	Traffic Signals	32,000
Account:7160 - Ice Control	De-Icing Materials for Streets	300,000
Account:8100 - Improvements	Alley Reconstruction	285,727
	Curb Improvements	150,000
	Street Rehabilitation	364,273

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**2012 Budget  
CDBG FUND**

**OVERVIEW**

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	168,504	112,745	71,963	71,963	83,606	99,656
Revenues	191,990	451,649	310,055	412,325	315,093	413,051
Expenses	(247,749)	(492,431)	(298,412)	(412,325)	(299,043)	(429,101)
Ending Balance	112,745	71,963	83,606	71,963	99,656	83,606

The Community Development Block Grant (CDBG) Fund is administered by the Department of Community & Economic Development. The purpose of the program is to support various projects that serve low-moderate income residents and areas of the City. The allocation for program year 2011 (October 1, 2011 – September 30, 2012) will be \$299,769. Des Plaines is a U.S. Department of Housing and Urban Development (HUD) designated entitlement community; and its program allocation is determined annually by a statutory dual formula which includes objective measures such as extent of poverty, population, housing overcrowding and age of housing stock.

The Associate Planner manages the CDBG program. This individual prepares budgets, contracts and monitors sub-recipients, prepares CDBG plans and reports, manages program finances via IDIS, and acts as the program liaison with HUD, City departments, public service subrecipients and the public.

The Program Year 2011 budget includes funding for the following project types: public service by non-profit agencies that provide housing and employment counseling, child care and senior services; housing rehabilitation, lead paint inspection and code enforcement; infrastructure and public facility improvements; and planning and administration.

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 work to qualified homes, a lien is placed on the property equal to the amount of the repairs. Repayment of the lien is required if the property is sold, or title is transferred from the qualified homeowner within the lien period (10 years). Monies received from the repayments must be used to make additional loans for the HRP.

## 240 - CDBG

### 2012 Revenues Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Intergovernmental</u></b>					
4250	CDBG	271,898	412,325	315,093	413,051 *
		271,898	412,325	315,093	413,051
<b><u>Interest Income</u></b>					
4700	Interest Income	31	-	-	-
		31	-	-	-
<b><u>Miscellaneous Revenues</u></b>					
4849	Miscellaneous Revenues	38,123	-	-	-
		38,123	-	-	-
<b>Total CDBG Revenues</b>		<b>310,051</b>	<b>412,325</b>	<b>315,093</b>	<b>413,051</b>



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## 240 - CDBG

### Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:4250 - CDBG	2011 Allocation	113,282
	2012 Allocation	299,769



## 240 - CDBG

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Salaries</b>					
5005	Salaries	57,909	54,354	54,354	44,375
5060	Compensated Absences	(132)	-	-	-
		57,777	54,354	54,354	44,375
<b>Taxes and Benefits</b>					
5200	FICA Contribution	4,289	4,158	4,158	3,405
5205	IMRF Contribution	6,364	6,658	6,658	6,267
5220	PPO Insurance Contribution	6,438	5,664	5,664	4,479
5230	Dental Insurance Contribution	348	304	304	237
5235	Life Insurance Contribution	143	65	65	51
5240	Workers Compensation	195	113	113	89
5245	Unemployment Compensation	-	154	154	-
		17,777	17,116	17,116	14,528
<b>Other Services</b>					
6100	Publication of Notices	247	400	400	400 *
6110	Printing Services	20	-	-	100 *
6120	Recording Fees	-	350	350	500 *
6195	Miscellaneous Contractual Services	1,208	-	-	-
		1,475	750	750	1,000
<b>Subsidies and Incentives</b>					
6555	Subsidy - Emergency Shelter	2,500	1,000	1,000	500 *
6560	Subsidy - Shared Housing	12,800	7,500	7,500	6,500 *
6565	Subsidy - Day Care Assistance	7,664	7,664	7,664	7,664 *
6570	Subsidy - Residential Rehab	170,188	240,325	147,170	113,625 *
6575	Subsidy - Public Facility Rehab	-	500	100	200 *
6580	Subsidy - Housing Counsel	5,000	5,000	5,000	5,000 *
6585	Subsidy - Homeless Prevention	1,875	7,500	7,500	7,500 *
6590	Subsidy - Employment Counseling	7,791	7,791	7,791	6,500 *
6595	Subsidy - Affordable Housing	1,940	1,940	1,940	1,940 *
6600	Subsidy - Transitional Housing	9,500	9,500	9,500	6,000 *
6602	Subsidy - Rental Assistance	-	5,770	3,000	3,161 *
		219,258	294,490	198,165	158,590
<b>Other Expenses</b>					
7500	Postage & Parcel	-	-	-	50
		-	-	-	50
<b>Capital Outlay</b>					
8100	Improvements	2,125	45,615	28,658	210,558 *
		2,125	45,615	28,658	210,558
<b>Department Total: Non Departmental</b>		<b>298,412</b>	<b>412,325</b>	<b>299,043</b>	<b>429,101</b>

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## 240 - CDBG Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:6100 - Publication of Notices	Legal Notices/Newspaper	400
Account:6110 - Printing Services	Action Plan/Caper	100
Account:6120 - Recording Fees	Lien Filing	500
Account:6555 - Subsidy - Emergency Shelter	Emergency Shelter - The Harbor, Inc.	500
Account:6560 - Subsidy - Shared Housing	Center of Concern	6,500
Account:6565 - Subsidy - Day Care Assistance	CEDA Northwest	7,664
Account:6570 - Subsidy - Residential Rehab	Emergency/Handyman Repair Grants	7,500
	Home Repair Inspections	3,000
	Home Repair Program - Single Family	82,800
	Home Repair Progrma - Single Family - PY 10	16,050
	Lead Based Paint Inspections	2,525
	Lead Based Paint Inspections	1,750
Account:6575 - Subsidy - Public Facility Rehab	Emergency Shelter - City of Des Plaines	200
Account:6580 - Subsidy - Housing Counsel	CEDA Northwest - Fair Housing	5,000
Account:6585 - Subsidy - Homeless Prevention	Center of Concern - Homeless Prevention	7,500
Account:6590 - Subsidy - Employment Counseling	CEDA Northwest - Employment Counseling	6,500
Account:6595 - Subsidy - Affordable Housing	CEDA Northwest - Transitional Housing Counseling	1,940
Account:6600 - Subsidy - Transitional Housing	Women in Need Growing Stronger	6,000
Account:6602 - Subsidy - Rental Assistance	CEDA Northwest - Rental Assistance	3,161
Account:8100 - Improvements	Infrastructure	79,801
	Infrastructure - Balance PY 2010	16,957
	Public Facilities	20,000
	Public Facilities - Balance PY 2010	93,800

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## 2012 Budget GRANT FUNDED PROJECTS

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### OVERVIEW

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	-	-	-	-	(327,477)	153,995
Revenues	-	-	574,120	1,663,968	2,167,082	443,489
Expenses	-	-	(1,065,658)	(1,896,362)	(2,130,741)	(1,026,259)
Transfers	-	-	164,061	232,394	445,131	578,223
Ending Balance	-	-	(327,477)	-	153,995	149,448

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.

## 250 - Grant Projects

### 2012 Revenues Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Intergovernmental</u></b>					
4260	Federal Grants	306,831	1,663,968	1,378,912	443,489
4270	State Grants	267,290	-	646,570	-
4280	Local Grants	-	-	6,500	-
		574,121	1,663,968	2,031,982	443,489
<b><u>Miscellaneous Revenues</u></b>					
4849	Miscellaneous Revenues	-	-	135,100	-
		-	-	135,100	-
<b><u>Other Financing Sources</u></b>					
4900	Transfer from General Fund	16,064	35,743	4,547	81,814
4901	Transfer from TIF #1 Downtown Fund	-	34,651	187,549	285,294
4940	Transfer from Capital Projects Fund	147,997	162,000	253,035	211,115
		164,061	232,394	445,131	578,223
<b>Total Grant Projects Revenues</b>		<b>738,182</b>	<b>1,896,362</b>	<b>2,612,213</b>	<b>1,021,712</b>



## 2510 - Public Safety Grants

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	30,988	-	-	-
5015	Overtime - Supervisory	29,495	-	36,000	-
5020	Overtime - Non Supervisory	126,144	36,000	165,450	134,753
		186,626	36,000	201,450	134,753
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	65	-	-	-
5325	Training	458	-	1,821	-
		523	-	1,821	-
<b><u>Other Services</u></b>					
6195	Miscellaneous Contractual Services	1,436	-	976	-
		1,436	-	976	-
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	-	-	7,600	-
		-	-	7,600	-
<b><u>Commodities</u></b>					
7000	Office Supplies	357	-	-	-
7010	Supplies - Community Relations	7,655	-	3,867	-
7055.051	Street Sign Supplies	1,000	-	-	-
7120	Gasoline	-	-	65	-
7200	Other Supplies	880	5,900	4,707	-
7300	Uniforms	2,247	-	-	-
7320	Equipment < \$5,000	4,937	-	4,007	-
		17,077	5,900	12,646	-
<b><u>Other Expenses</u></b>					
7525	Meals	-	-	58	-
7550	Miscellaneous Expenses	389	-	-	-
		389	-	58	-
<b><u>Capital Outlay</u></b>					
8000	Computer Software	-	-	3,664	-
8005	Computer Hardware	16,523	-	49,887	-
		16,523	-	53,551	-
<b>Total Public Safety Grants Expenses</b>		<b>222,575</b>	<b>41,900</b>	<b>278,102</b>	<b>134,753</b>

## 2520 - Capital Grants 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Contractual Services</u></b>					
6000	Professional Services	99,240	-	17,125	-
		99,240	-	17,125	-
<b><u>Capital Outlay</u></b>					
8100	Improvements	619,654	1,287,852	1,237,146	496,409
		619,654	1,287,852	1,237,146	496,409
<b>Total Capital Grants Expenses</b>		<b>718,894</b>	<b>1,287,852</b>	<b>1,254,271</b>	<b>496,409</b>

## 2530 - Other Grants

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Contractual Services</u></b>					
6000	Professional Services	54,624	150,000	21,130	391,604
6025	Administrative Services	5,250	5,743	92,062	3,493
		59,874	155,743	113,192	395,097
<b><u>Other Services</u></b>					
6110	Printing Services	596	-	-	-
		596	-	-	-
<b><u>Commodities</u></b>					
7010	Supplies - Community Relations	-	-	6,500	-
7310	Publications	-	-	844	-
		-	-	7,344	-
<b><u>Capital Outlay</u></b>					
8100	Improvements	63,720	410,867	477,832	-
		63,720	410,867	477,832	-
<b>Total Other Grants Expenses</b>		<b>124,189</b>	<b>566,610</b>	<b>598,368</b>	<b>395,097</b>

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## 2012 Budget GAMING TAX FUND

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### OVERVIEW

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	-	-	-	-	-	10,097,000
Revenues	-	-			10,097,000	16,800,000
Expenses	-	-				(12,720,000)
Transfers	-	-				
Ending Balance	-	-			10,097,000	14,177,000

The Gaming Tax Fund was established by the City to account for the revenues received from the Rivers Casino in Des Plaines. This fund accounts for the revenues of a \$1 admissions tax along with a 5% wagering tax. The admissions tax is received from the State on a quarterly basis and the wagering tax is remitted to the City on a monthly basis. All of the obligations and transfers will also be accounted for in this fund.

## 270 - Gaming Tax

### 2012 Revenues Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Other Taxes</b>					
4130	Gaming Tax - Wagering	-	-	8,363,000	14,400,000
4135	Gaming Tax - Admissions	-	-	1,734,000	2,400,000
<b>Total Gaming Tax Revenues</b>		<b>-</b>	<b>-</b>	<b>10,097,000</b>	<b>16,800,000</b>

## 270 - Gaming Tax 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Other Expenses</b>					
7600	Cont Obligation - State Payments	-	-	-	10,000,000
7650	Cont Obligation - Municipalities	-	-	-	2,720,000
<b>Total Gaming Tax Expenses</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>12,720,000</b>

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**2012 Budget  
DEBT SERVICE FUNDS**

**OVERVIEW**

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	\$384,521	\$330,946	\$345,602	\$346,213	\$377,067	\$376,101
Revenues	1,312,068	1,273,290	1,252,822	1,174,741	1,174,741	206,860
Expenditures	(1,547,701)	(1,440,332)	(1,394,625)	(1,341,202)	(1,341,017)	(207,460)
Transfers	182,058	181,698	173,268	165,310	165,310	0
Ending Balance	\$330,946	\$345,602	\$377,067	\$345,062	\$376,101	\$375,501

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**

	PROPERTY TAX SUPPORTED	CAPITAL PROJECTS PORTION	TIF SUPPORTED PORTION	WATER/SEWER FUND PORTION	TOTAL
<b>Total Debt Outstanding - Principal only</b>					
<b>Balance Jan. 1, 2012</b>	1,685,000	22,930,000	38,143,844	730,000	63,488,844
<b>2012 Debt Service</b>					
<b>Principal</b>	140,000	3,225,000	1,639,236	365,000	5,369,236
<b>Interest</b>	66,860	951,996	1,098,243	29,200	2,146,299
<b>Total</b>	206,860	4,176,996	2,737,479	394,200	7,515,535

The below bond issues are paid by property taxes:

YEAR OF ISSUE	TYPE	ORIGINAL AMOUNT ISSUED	BALANCE JAN. 1, 2012
2003A	G.O. (Fire Station)	1,270,000	810,000
2007B	G.O. (partial Refunding 2001B)	1,150,000	875,000
	<b>Total Supported by Property</b>	<b>2,420,000</b>	<b>1,685,000</b>



**2012 Budget**  
**DEBT SERVICE FUNDS**

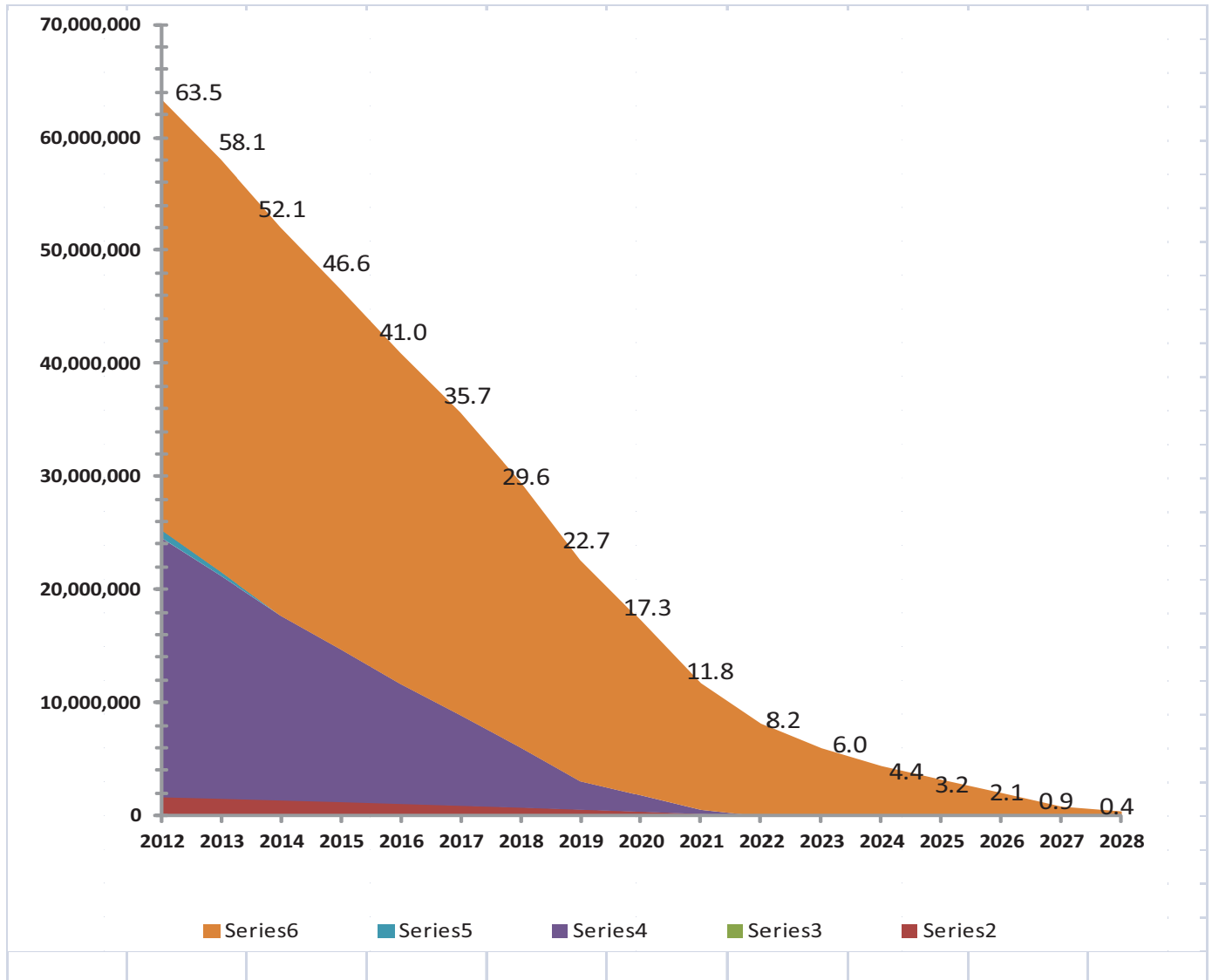
The below bond issues are paid from special revenue:

<b>YEAR OF ISSUE</b>	<b>TYPE</b>	<b>ORIGINAL AMOUNT ISSUED</b>	<b>BALANCE JAN. 1, 2012</b>
2003A	G.O. (TIF #1, TIF #3, TIF #5, TIF #6)	6,565,000	3,520,000
2003C	G.O. (TIF #6 Taxable)	2,250,000	2,115,000
2004A	G.O. (TIF#1, CIP)	8,400,000	5,400,000
2004B	G.O. (TIF #3, TIF #6, partial refund w/2009A)	8,900,000	5,535,000
2005A	G.O. (TIF #3)	5,550,000	2,670,000
2005C	G.O. (Refunding 1997B, Water)	2,330,000	730,000
2005D	G.O. (Refunding 1998, CIP)	14,650,000	9,900,000
2005E	G.O. (TIF #1, TIF #3, CIP)	12,800,000	5,160,000
2005F	G.O. (TIF #1 taxable)	4,725,000	3,710,000
2005G	G.O. (TIF #3 taxable)	500,000	375,000
2007A	G.O. (Refunding 2000, 2001A, CIP)	6,065,000	4,635,000
2007B	G.O. (Refunding 2001B, TIF #1)	510,000	305,000
2008A	G.O. (Refunding 2001C, TIF #1, TIF #3)	2,575,000	1,810,000
2009A	G.O. (Partial refund 2003C, 2004B, TIF #6)	3,173,084	3,173,084
2009B	G.O. (Refunding 1999, CIP)	4,175,000	2,710,000
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		93,223,844	61,803,844
2002	TIF Revenue Note	462,389	287,353
2003	TIF Revenue Note	471,000	303,977
Total Revenue Notes		933,389	591,330
<b>Total Supported by Special Revenue</b>			<b>\$62,395,174</b>



2012 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.



2012 Budget  
**LONG-TERM DEBT**

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**Principal Amount Outstanding by Type**

Year	Property Tax	Special Revenue	Capital Projects	Water	TIF	Total
2012	1,685,000	0	22,930,000	730,000	38,143,843	63,488,843
2013	1,545,000	0	19,705,000	365,000	36,504,608	58,119,608
2014	1,400,000	0	16,340,000	0	34,351,444	52,091,444
2015	1,245,000	0	13,520,000	0	31,867,164	46,632,164
2016	1,085,000	0	10,610,000	0	29,295,807	40,990,807
2017	920,000	0	8,020,000	0	26,780,652	35,720,652
2018	755,000	0	5,325,000	0	23,522,096	29,602,096
2019	580,000	0	2,510,000	0	19,562,898	22,652,898
2020	395,000	0	1,460,000	0	15,481,736	17,336,736
2021	200,000	0	365,000	0	11,211,100	11,776,100
2022	0	0	0	0	8,193,739	8,193,739
2023	0	0	0	0	6,028,950	6,028,950
2024	0	0	0	0	4,449,365	4,449,365
2025	0	0	0	0	3,236,325	3,236,325
2026	0	0	0	0	2,057,030	2,057,030
2027	0	0	0	0	850,000	850,000
2028	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.



2012 Budget  
**LONG-TERM DEBT**

**Annual Principal and Interest Requirements  
 Over the Total City Debt**

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
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>63,488,843</b>	<b>21,921,027</b>	<b>85,409,871</b>

# 01A0 - 2001 GO Risk Management

## 2012 Revenues Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Property Taxes</b>					
4005	Property Taxes - Last Year's Collection	100,967	-	-	-
4010	Property Taxes - Prior Years Collection	784	-	-	-
<b>Total 2001 GO Risk Management Revenues</b>		<b>101,751</b>	-	-	-

## 02A0- 2002A Refunding 1993 2012 Revenues Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Property Taxes</u></b>					
4000	Property Taxes - Current Year Collection	-	864,015	864,015	-
4005	Property Taxes - Last Year's Collection	922,386	-	-	-
4010	Property Taxes - Prior Years Collection	7,163	-	-	-
		929,549	864,015	864,015	-
<b><u>Interest Income</u></b>					
4700	Interest Income	20	-	-	-
		20	-	-	-
<b><u>Other Financing Sources</u></b>					
4900	Transfer from General Fund	119,432	113,946	113,946	-
4952	Transfer from City Owned Parking Fund	29,238	23,469	23,469	-
4995	Transfer from Emer Comm Fund	24,598	27,895	27,895	-
		173,268	165,310	165,310	-
<b>Total 2002A Refunding 1993 Revenues</b>		<b>1,102,837</b>	<b>1,029,325</b>	<b>1,029,325</b>	<b>-</b>

**03A0 - 2003A Fire Station  
2012 Revenues Budget Worksheet**

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Property Taxes</b>					
4000	Property Taxes - Current Year Collection	-	101,016	101,016	98,610
4005	Property Taxes - Last Year's Collection	105,344	-	-	-
4010	Property Taxes - Prior Years Collection	818	-	-	-
<b>Total 2003A Fire Station Revenues</b>		<b>106,162</b>	<b>101,016</b>	<b>101,016</b>	<b>98,610</b>



## 03B0 - 2003B Refunding 93 2012 Revenues Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Property Taxes</b>					
4000	Property Taxes - Current Year Collection	-	103,800	-	-
4005	Property Taxes - Last Year's Collection	3,874	-	-	-
4010	Property Taxes - Prior Years Collection	30	-	-	-
<b>Total 2003B Refunding 93 Revenues</b>		<b>3,904</b>	<b>103,800</b>	<b>-</b>	<b>-</b>

## 07AB - 2007A Refunding 01 2012 Revenues Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Property Taxes</b>					
4000	Property Taxes - Current Year Collection	-	-	103,800	-
4005	Property Taxes - Last Year's Collection	-	-	-	-
4010	Property Taxes - Prior Years Collection	-	-	-	-
<b>Total 2007A Refunding 01 Revenues</b>		-	-	<b>103,800</b>	-

**07B0 - 2007B Refunding 01B**  
**2012 Revenues Budget Worksheet**

<b>Account Number</b>	<b>Description</b>	<b>2010 Actual Amount</b>	<b>2011 Adopted Budget</b>	<b>2011 Projected Amount</b>	<b>2012 Proposed Budget</b>
<b>Property Taxes</b>					
4000	Property Taxes - Current Year Collection	-	105,910	105,910	108,250
4005	Property Taxes - Last Year's Collection	110,579	-	-	-
4010	Property Taxes - Prior Years Collection	859	-	-	-
<b>Total 2007A Refunding 01 Revenues</b>		<b>111,438</b>	<b>105,910</b>	<b>105,910</b>	<b>108,250</b>

## 01A0 - 2001 GO Risk Management 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	95,000	-	-	-
8325	Interest	4,133	-	-	-
8375	Bank/Trust/Agency Fees	60	-	-	-
<b>Total 2001 GO Risk Management Expenses</b>		<b>99,193</b>	<b>-</b>	<b>-</b>	<b>-</b>

## 02A0- 2002A Refunding 1993 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	990,000	985,000	985,000	-
8325	Interest	88,875	44,326	44,326	-
8375	Bank/Trust/Agency Fees	410	450	265	-
<b>Total 2002A Refunding 1993 Expenses</b>		<b>1,079,285</b>	<b>1,029,776</b>	<b>1,029,591</b>	<b>-</b>

## 03A0 - 2003A Fire Station 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Debt Service</b>					
8300	Principal	65,000	65,000	65,000	65,000
8325	Interest	38,420	36,016	36,016	33,610
8375	Bank/Trust/Agency Fees	82	100	100	100
<b>Total 2003A Fire Station Expenses</b>		<b>103,502</b>	<b>101,116</b>	<b>101,116</b>	<b>98,710</b>

## 03B0 - 2003B Refunding 93 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	-	100,000	-	-
8325	Interest	3,800	3,800	-	-
8375	Bank/Trust/Agency Fees	7	100	-	-
<b>Total 2003B Refunding 93 Expenses</b>		<b>3,807</b>	<b>103,900</b>	<b>-</b>	<b>-</b>

## 07AB - 2007A Refunding 01 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	-	-	100,000	-
8325	Interest	-	-	3,800	-
8375	Bank/Trust/Agency Fees	-	-	100	-
<b>Total 2007A Refunding 01 Expenses</b>		<b>-</b>	<b>-</b>	<b>103,900</b>	<b>-</b>



## 07B0 - 2007B Refunding 01B

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Debt Service</b>					
8300	Principal	70,000	70,000	70,000	75,000
8325	Interest	38,570	35,910	35,910	33,250
8375	Bank/Trust/Agency Fees	270	500	500	500
<b>Total 2007B Refunding 01B Expenses</b>		<b>108,840</b>	<b>106,410</b>	<b>106,410</b>	<b>108,750</b>

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**2012 Budget  
CAPITAL PROJECTS FUND**

**OVERVIEW**

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	\$2,050,794	\$903,099	(\$474,896)	\$1,050,048	\$7,882,395	\$1,990,346
Revenues	6,865,914	6,578,679	19,600,039	6,805,714	9,831,252	6,800,714
Expenditures	(7,997,829)	(7,942,818)	(12,013,583)	(7,317,868)	(15,445,266)	(7,793,392)
Transfers	(15,780)	(13,856)	770,835	(187,000)	(278,035)	(236,115)
Ending Balance	\$903,099	(\$474,896)	\$7,882,395	\$350,894	\$1,990,346	\$761,553

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.

Three additional special service areas were added in 2011, the property tax assessments will start in 2013 with 2012 Property Tax Levy.

- Special Service Area #11 property tax - Drake Lane (6 properties), total \$2,115.
- Special Service Area #12 property tax - Green View (2 properties), total \$980.
- Special Service Area #13 property tax - Phoenix and Miami Lane (5 properties), total \$1,680



**2012 Budget**  
**CAPITAL PROJECTS FUND**

Debt service paid from Capital Projects Fund includes:

<u>Bond Issue</u>	<u>Project Description</u>	<u>Original Amount</u>	<u>Remaining 1-1-12</u>	<u>Final Payout</u>
2004A G.O. Bond	City Streets	2,000,000	1,285,000	2020
2005D bond refund of 98A	Streets Portion	4,090,000	1,450,000	2013
2005D bond refund of 98B	Sewer Portion	6,985,000	4,980,000	2018
2005D bond refund of 98C	Library Portion	3,575,000	3,470,000	2018
2005E G. O. Bond	Infrastructure Portion	6,500,000	4,400,000	2020
2007A bond refund of 2000	Streets Portion	2,570,000	1,545,000	2015
2007A bond refund of 2001	Streets Portion	3,395,000	3,090,000	2021
2009 Refunding	Streets Portion	4,175,000	2,710,000	2018
Total		33,290,000	22,930,000	

**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>
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	58,680	1,153,680
2021	365,000	13,870	378,870
<b>Total</b>	<b>22,930,000</b>	<b>4,258,134</b>	<b>27,188,134</b>



## 2012 Budget **CAPITAL PROJECTS FUND** **5 YEAR CIP OVERVIEW**

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The City of Des Plaines Capital Improvement Program (CIP) is prepared in a separate document which is summarized in the following budget pages. The CIP is a multi-year, prioritized plan for Capital expenditures. The City's plan addresses capital expenditures of \$25,000 or more. The replacement of vehicles is not included in the CIP but instead is tracked through the Equipment Replacement Fund.

The separate CIP plan is completed for five fiscal years from 2012 through 2016. The document represents staff's recommendation of the City's street, utility, and drainage infrastructure project needs for the next five years given current financial resources. Proposed projects are listed by year, with anticipated cost and source of revenue to fund the improvements shown. Each project has a description, justification for the project along with a High, Medium or Low priority. Within the 2012 Budget document, a summary of the specific 2012 projects is included on the following pages. The Summary is laid out by various categories of projects such as alley improvements, drainage improvements, etc., and indicates the location, total cost, funding source as well as a justification. The justification is primarily used as an indicator on recurring and nonrecurring capital projects. The items listed as annual programs are considered recurring.

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 capital improvements proposed for construction in 2012 are identified in the 5-Year Capital Improvement Program at a cost of \$8.4 million. Sources of revenue for the C.I.P. presently include the Capital Projects Fund (\$2.9 million), Motor Fuel Tax Fund (\$800,000), Water /Sewer Fund (\$780,000), Grant Funded Projects (\$640,000) and Tax Increment Finance District Fund (\$3,300,000).

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 2012: Alley Improvements (\$285,727), Street Improvements (\$1,425,630), Water System Improvements (\$230,175), Sewer System Improvements (\$450,000), Drainage System Improvements (\$1,231,126), Traffic Improvements (\$50,000) and Miscellaneous Improvements (\$4,702,324).

The recommended 2012 through 2016 Capital Improvement Program proposes the expenditure of approximately \$32 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 2012 are \$8.4 million and are shown in detail on the following pages (Summary and Maps). All projects are listed by category with justification listed noting what projects are annual recurring programs.

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SUMMARY  
5 YEAR CAPITAL IMPROVEMENT PROGRAM  
2012 THROUGH 2016

	2012	2013	2014	2015	2016
<b>REVENUES BY FUNDS</b>					
Capital Projects Fund	\$2,853,598.00	\$3,300,000.00	\$3,750,000.00	\$3,750,000.00	\$3,750,000.00
Motor Fuel Tax Fund	\$800,000.00	\$800,000.00	\$800,000.00	\$800,000.00	\$800,000.00
Water Fund	\$780,175.00	\$650,000.00	\$650,000.00	\$650,000.00	\$1,000,000.00
TIF Fund	\$3,300,000.00	\$1,500,000.00	\$1,000,000.00	\$0.00	\$0.00
Grant Funded Projects	\$641,209.00	\$346,000.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUE</b>	<b>\$8,374,982.00</b>	<b>\$6,596,000.00</b>	<b>\$6,200,000.00</b>	<b>\$5,200,000.00</b>	<b>\$5,550,000.00</b>
<b>EXPENDITURES BY CATEGORY</b>					
Alley Improvements	\$285,727.00	\$470,825.00	\$228,076.00	\$293,990.00	\$471,413.00
Street Improvements	\$1,425,630.00	\$744,535.00	\$2,839,833.00	\$2,895,371.00	\$3,390,915.00
Water System Improvements	\$230,175.00	\$544,379.00	\$550,713.00	\$591,524.00	\$445,000.00
Drainage System Improvements	\$1,231,126.00	\$2,269,040.00	\$661,265.00	\$164,121.00	\$0.00
Sewer System Improvements	\$450,000.00	\$100,000.00	\$100,000.00	\$450,000.00	\$500,000.00
Miscellaneous Improvements	\$4,702,324.00	\$2,458,000.00	\$1,800,000.00	\$800,000.00	\$650,000.00
Traffic Improvements	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$8,374,982.00</b>	<b>\$6,586,779.00</b>	<b>\$6,179,887.00</b>	<b>\$5,195,006.00</b>	<b>\$5,457,328.00</b>

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# CITY OF DES PLAINES - 2012-2016 CAPITAL IMPROVEMENT PROGRAM- SUMMARY FOR 2012

CATEGORY	PROJECT ID	LOCATION	LIMITS	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
ALLEY IMPROVEMENTS	1186	ASHLAND/OAKWOOD	CENTER-CORA	ALLEY RECONSTRUCTION	\$162,638	MFT	ALLEY EVALUATION
	65	ASHLAND/OAKWOOD	CORA-WHITE	ALLEY RECONSTRUCTION	\$123,089	MFT	ALLEY EVALUATION
			<b>Sub-Total</b>		<u>\$285,727</u>		
DRAINAGE SYSTEM IMPROVEMENTS	1068	C BIRCHWOOD AVE	WOLF-DOUGLAS	STORM SEWER	\$142,369	CPF	STORMWATER MASTER PLAN
	1160	CORA ST	ALGONQUIN-OAKWOOD	STORM SEWER	\$123,234	CPF	STREET EVALUATION
	1161	DOUGLAS AVE	JARVIS-DEAD END	STORM SEWER	\$150,000	CPF	STORMWATER MASTER PLAN
	1067	ELMIRA AVE	BIRCHWOOD- S END	STORM SEWER	\$219,177	CPF	STORMWATER MASTER PLAN
	1290	JARVIS AVE	DOUGLAS-LAKE OPEKA	STORM SEWER	\$182,320	CPF	STORMWATER MASTER PLAN
	1267	SIXTH AVE	VAN BUREN-FOREST	STORM SEWER	\$114,026	CPF	CITY COUNCIL
	103	VARIOUS	STORM WATER MASTER PLAN	REAR YARD SEWERS	\$300,000	CPF	REAR YARD COMPLAINT LIST
			<b>Sub-Total</b>		<u>\$1,231,126</u>		
MISCELLANEOUS IMPROVEMENTS	1202	C CENTRAL RD	TIMOTHY-EAST RIVER	BIKE LANE IMPROVEMENT	\$707,524	CPF	CMAQ GRANT
	114	* DESIGN/CONSTRUCTION ENGINEERING	TIF #1	ENGINEERING	\$500,000	TIF	TIF DISTRICT
	99	DESIGN/CONSTRUCTION ENGINEERING		ENGINEERING	\$100,000	WATER	ANNUAL PROGRAM

Monday, February 13, 2012

\*-indicates new project  
C-indicates carryover project

CPF-CAPITAL PROJECTS FUND      WATER-WATER/SEWER FUND  
MFT-MOTOR FUEL TAX FUND      TIF-TIF FUND  
CDBG-COMMUNITY DEV. BLOCK GRANT FUND

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# CITY OF DES PLAINES - 2012-2016 CAPITAL IMPROVEMENT PROGRAM- SUMMARY FOR 2012

CATEGORY	PROJECT ID	LOCATION	LIMITS	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
MISCELLANEOUS IMPROVEMENTS	112	* MISC CURB REPLACEMENT	TIF #4	CURB REPLACEMENT	\$250,000	TIF	TIF DISTRICT
	64	MISC CURB REPLACEMENT	VARIOUS	CURB REPLACEMENT	\$150,000	MFT	ANNUAL PROGRAM
	122	* MT. PROSPECT ROAD	COMED EASEMENT	TRAFFIC CALMING	\$144,800	CPF	CMAQ GRANT
	113	* SIDEWALK REPLACEMENTS	TIF #4	SIDEWALK REPLACEMENT	\$250,000	TIF	TIF DISTRICT
	65	SIDEWALK REPLACEMENTS	CITYWIDE	SIDEWALK REPLACEMENT	\$250,000	CPF	ANNUAL PROGRAM
SEWER SYSTEM IMPROVEMENTS	115	* STREETScape IMPROVEMENTS	TIF #1	STREETScape	\$2,250,000	TIF	TIF DISTRICT
	21	TOPOGRAPHIC/B.M. SURVEYS		SURVEY	\$100,000	CPF	ANNUAL PROGRAM
				<b>Sub-Total</b>	<u>\$4,702,324</u>		
SEWER SYSTEM IMPROVEMENTS	107	MISC SEWER REHAB	VARIOUS	SEWER LINING/TELEVISION	\$350,000	WATER	ANNUAL PROGRAM
	83	MISC SEWER REHAB	VARIOUS	SANITARY/COMBINED SEWER	\$100,000	WATER	ANNUAL PROGRAM
STREET IMPROVEMENTS	97	C BIRCHWOOD AVE	WOLF-DOUGLAS	REHABILITATION	\$190,000	CPF	STREET EVALUATION
	185	CORA ST	ALGONQUIN-OAKWOOD	RECONSTRUCTION	\$364,273	MFT	STREET EVALUATION
	234	DOUGLAS AVE	JARVIS-DEAD END	REHABILITATION	\$204,000	CPF	STREET EVALUATION
				<b>Sub-Total</b>	<u>\$450,000</u>		

\*-indicates new project  
C-indicates carryover project

CPF-CAPITAL PROJECTS FUND  
MFT-MOTOR FUEL TAX FUND  
CDBG-COMMUNITY DEV. BLOCK GRANT FUND

WATER-WATER/SEWER FUND  
TIF-TIF FUND

Monday, February 13, 2012

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# CITY OF DES PLAINES - 2012-2016 CAPITAL IMPROVEMENT PROGRAM- SUMMARY FOR 2012

CATEGORY	PROJECT ID	LOCATION	LIMITS	ACTIVITY	TOTAL COST	FUNDING SOURCE	JUSTIFICATION
STREET IMPROVEMENTS	277	ELMIRA AVE	BIRCHWOOD- S END	REHABILITATION	\$368,218	CPF	STREET EVALUATION
	288	EVERETT AVE	WEBSTER-DEXTER	RESURFACE	\$45,000	CDBG	STREET EVALUATION
	287	EVERETT AVE	PLAINFIELD-WEBSTER	RESURFACE	\$47,483	CDBG	STREET EVALUATION
	787	SIXTH AVE	VAN BUREN-FOREST	RECONSTRUCTION	\$206,656	CPF	STREET EVALUATION
			<b>Sub-Total</b>		<u>\$1,425,630</u>		
TRAFFIC IMPROVEMENTS	42	C LEE STREET/PERRY STREET		TRAFFIC SIGNALS	\$50,000	TIF	IDOT APPROVED
			<b>Sub-Total</b>		<u>\$50,000</u>		
WATER SYSTEM IMPROVEMENTS	1104	CORA ST	ALGONQUIN-OAKWOOD	10 INCH WATER MAIN	\$230,175	WATER	2006 WATER STUDY
			<b>Sub-Total</b>		<u>\$230,175</u>		
			<b>Grand Total</b>		<b>\$8,374,982</b>		

\*-indicates new project  
C-indicates carryover project

CPF-CAPITAL PROJECTS FUND  
MFT-MOTOR FUEL TAX FUND  
CDBG-COMMUNITY DEV. BLOCK GRANT FUND  
WATER-WATER/SEWER FUND  
TIF-TIF FUND

Monday, February 13, 2012

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# The City of Des Plaines

## 2012 Capital Improvement Projects

Cook County, Illinois  
 Martin J. Moylan - Mayor

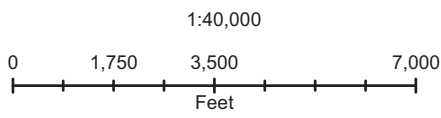
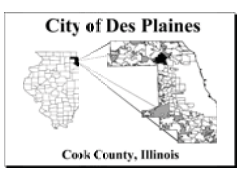
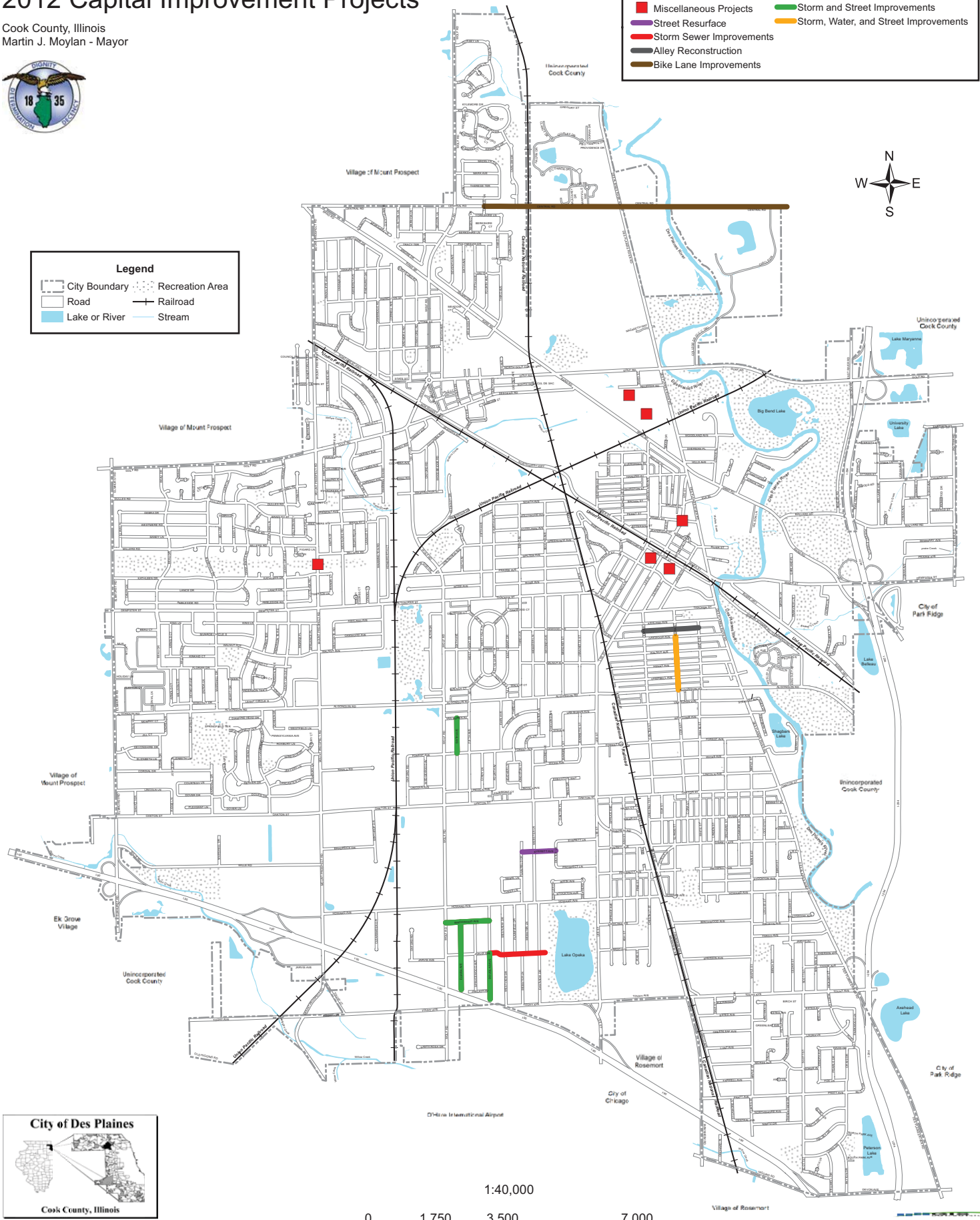


**Capital Improvement Projects**

- Miscellaneous Projects
- Street Resurface
- Storm Sewer Improvements
- Alley Reconstruction
- Bike Lane Improvements
- Storm and Street Improvements
- Storm, Water, and Street Improvements

**Legend**

- City Boundary
- Road
- Lake or River
- Recreation Area
- Railroad
- Stream



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## 2012 Budget CAPITAL PROJECTS - BUDGET SUMMARY

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	2010 ACTUAL	2011 BUDGET	2011 PROJECTED	2012 PROPOSED
Operating Expenses	12,013,583	7,317,868	15,445,266	7,793,392
Transfers Out	172,997	187,000	278,035	236,115
Total	<u>12,186,580</u>	<u>7,504,868</u>	<u>15,723,301</u>	<u>8,029,507</u>
Total	<u>12,186,580</u>	<u>7,504,868</u>	<u>15,723,301</u>	<u>8,029,507</u>
General Operations	8,126,313	3,325,312	11,544,209	3,850,761
Debt Service	4,060,267	4,179,556	4,179,092	4,178,746
2001 bond	224,703	0	0	0
2004 bond	178,090	173,530	173,530	173,930
2005D bond refund of 98A	779,388	786,650	786,637	782,650
2005D bond refund of 98B	752,112	755,326	755,313	750,324
2005D bond refund of 98C	168,523	163,184	163,171	167,936
2005E bond	595,895	591,676	591,926	592,126
2007A bond refund of 2000	414,715	422,510	422,185	418,910
2007A bond refund of 2001	147,708	372,230	371,980	372,670
2009B bond refund of 1999	799,134	914,450	914,350	920,200

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## 400 - Capital Projects Revenues

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Property Taxes</u></b>					
4054	Property Taxes SSA 4	1,794	2,000	2,000	-
4055	Property Taxes SSA 5	3,678	3,782	3,782	3,782 *
4056	Property Taxes SSA 6	995	981	981	981 *
4057	Property Taxes SSA 7	10,696	12,000	12,000	12,000 *
4058	Property Taxes SSA 8	4,073	4,200	4,200	4,200 *
4059	Property Taxes SSA 9	2,387	2,315	2,315	2,315 *
4060	Property Taxes SSA 10	3,032	2,936	2,936	2,936 *
		26,656	28,214	28,214	26,214
<b><u>Other Taxes</u></b>					
4120	Local Option Gas Tax	1,683,503	1,500,000	1,450,000	1,450,000
4170	Home Rule Sales Tax	2,417,312	2,250,000	2,280,000	2,280,000
4180	Library Home Rule Sales Tax	1,208,656	1,125,000	1,140,000	1,140,000
		5,309,471	4,875,000	4,870,000	4,870,000
<b><u>Intergovernmental</u></b>					
4260	Federal Grants	89,061	-	-	-
4270	State Grants	325,000	-	175,000	-
4285	State - Intergovernmental	10,801,008	-	2,092,595	-
4290	Local - Intergovernmental	1,323	-	150,000	-
		11,216,393	-	2,417,595	-
<b><u>Charges for Services</u></b>					
4608	Storm Sewer	2,376,318	1,900,000	1,900,000	1,900,000
4660	Recapture Fees	2,794	-	2,794	-
		2,379,112	1,900,000	1,902,794	1,900,000
<b><u>Interest Income</u></b>					
4700	Interest Income	10,259	500	5,000	4,500
		10,259	500	5,000	4,500
<b><u>Miscellaneous Revenues</u></b>					
4820	Developer Contributions	654,060	-	573,012	-
4849	Miscellaneous Revenues	4,085	2,000	34,637	-
		658,145	2,000	607,649	-
<b><u>Other Financing Sources</u></b>					
4999	Transfer from Other Funds	943,832	-	-	-
		943,832	-	-	-
<b>Total Capital Projects Revenues</b>		<b>20,543,867</b>	<b>6,805,714</b>	<b>9,831,252</b>	<b>6,800,714</b>

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## 400 - Capital Projects Revenues Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:4055 - Property Taxes SSA 5	Westfield Dr., Levy Thru 2018	3,782
Account:4056 - Property Taxes SSA 6	Tax Years 2005 to 2019	981
Account:4057 - Property Taxes SSA 7	Tax Years 2005 to 2019	12,000
Account:4058 - Property Taxes SSA 8	Crabree Ln, Levy Thru 2020	4,200
Account:4059 - Property Taxes SSA 9	624-640 W Algonquin, Levy Thr	2,315
Account:4060 - Property Taxes SSA 10	642-658 W Algonquin, Levy Thr	2,936



2012 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: 400

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 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

## 400 - Capital Projects 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	253,579	265,409	260,385	262,172
5010	Temporary Wages	6,048	6,500	15,085	13,000
5020	Overtime - Non Supervisory	3,663	11,156	7,809	10,000
5060	Compensated Absences	32,437	-	-	-
		295,727	283,065	283,279	285,172
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	19,034	21,654	20,925	21,599
5205	IMRF Contribution	28,953	33,243	34,193	39,400
5220	PPO Insurance Contribution	39,527	40,598	40,598	34,030
5225	HMO Insurance Contribution	16,579	18,333	-	19,104
5230	Dental Insurance Contribution	3,934	3,875	3,876	3,297
5235	Life Insurance Contribution	490	297	259	297
5240	Workers Compensation	6,764	2,079	2,179	2,087
5245	Unemployment Compensation	420	874	874	1,081
5250	Uniform Allowance	160	160	160	160
5260	RHS Plan Payout	6,745	3,400	7,007	7,007
		122,604	124,513	110,071	128,062
<b><u>Other Employee Costs</u></b>					
5325	Training	1,880	2,000	2,000	2,000
5335	Travel Expenses	35	100	80	100
		1,915	2,100	2,080	2,100
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	19,789	29,694	29,694	27,097
		19,789	29,694	29,694	27,097
<b><u>Contractual Services</u></b>					
6000	Professional Services	411,678	35,000	940,000	100,000
6005	Legal Fees	5,969	10,000	10,000	1,000
6015	Communication Services	3,547	4,840	3,500	3,500
6025	Administrative Services	2,933	2,700	3,100	3,100
		424,126	52,540	956,600	107,600
<b><u>Other Services</u></b>					
6105	Records Preservation	-	20,300	15,000	15,000
6110	Printing Services	3,488	500	100	400
6120	Recording Fees	-	500	300	500
6155	Sidewalk Improvements	220,503	250,000	279,750	250,000
6195	Miscellaneous Contractual Services	33,431	1,500	13,200	1,500
		257,422	272,800	308,350	267,400
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	995	1,100	1,100	1,100
6310	R&M Vehicles	5	-	-	-
		1,000	1,100	1,100	1,100
<b><u>Commodities</u></b>					
7065	Supplies - Capital Maintenance	48,968	70,000	70,000	70,000

## 400 - Capital Projects 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
7320	Equipment < \$5,000	3,436	-	-	-
		52,404	70,000	70,000	70,000
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	4,771	2,500	5,000	5,000
		4,771	2,500	5,000	5,000
<b><u>Capital Outlay</u></b>					
8100	Improvements	6,773,556	2,300,000	9,500,000	2,721,115
		6,773,556	2,300,000	9,500,000	2,721,115
<b><u>Other Financing Uses</u></b>					
9260	Transfer to Grant Projects Fund	147,997	162,000	253,035	211,115
9999	Transfer to Other Funds	25,000	25,000	25,000	25,000
		172,997	187,000	278,035	236,115
<b>Total Capital Projects Expenses - Non Program</b>		<b>8,126,311</b>	<b>3,325,312</b>	<b>11,544,209</b>	<b>3,850,761</b>



## 400 - Capital Projects Expenses Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5325 - Training	Autocad	1,000
	ESRI	1,000
Account:5335 - Travel Expenses	Mileage, IPASS, Parking	100
Account:5535 - Departmental P&L Charges	Internal Service Fund Charges	27,097
Account:6000 - Professional Services	Misc. Professional Services	100,000
Account:6005 - Legal Fees	Levee 50	1,000
Account:6015 - Communication Services	Data Cards	1,500
	Nextell Phones	2,000
Account:6025 - Administrative Services	Pro-rata Share - TMC	3,100
Account:6105 - Records Preservation	Document Scanning	15,000
Account:6110 - Printing Services	Capital Improvement Program Printing	400
Account:6120 - Recording Fees	Rear Yard Drainage	500
Account:6155 - Sidewalk Improvements	Sidewalk Replacement Program	250,000
Account:6195 - Miscellaneous Contractual Services	CN (Wisconsin Central) License Agreements	1,500
Account:6305 - R&M Equipment	GPS Equipment	1,100
Account:7065 - Supplies - Capital Maintenance	Pavement Patching	70,000
Account:7500 - Postage & Parcel	Pro-rata Share - Mailing Utility Bills	5,000
Account:8100 - Improvements	Accelerate Storm Water Master Plan	931,126
	Central Road Bicycle Shoulders	211,115
	City Hall Exterior Sealant	160,000
	Civic Parking Deck Patching	100,000
	MUTCD Sign Replacement	50,000
	Rear Yard Drainage Program	300,000
	Street Improvements	968,874
Account:9260 - Transfer to Grant Projects Fund	City's 20% Match - CMAQ Grant	50,000
Account:9999 - Transfer to Other Funds	GIS Aerial Photography	25,000

# 01A0 - 2001 GO Risk Management

## 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	215,000	-	-	-
8325	Interest	9,353	-	-	-
8375	Bank/Trust/Agency Fees	350	-	-	-
<b>Total 2001 GO Risk Management Expenses</b>		<b>224,703</b>	<b>-</b>	<b>-</b>	<b>-</b>

## 04A0 - 2004 Tax Exempt Bond 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	115,000	115,000	115,000	120,000
8325	Interest	63,030	58,430	58,430	53,830
8375	Bank/Trust/Agency Fees	60	100	100	100
<b>Total 2004 Tax Exempt Bond Expenses</b>		<b>178,090</b>	<b>173,530</b>	<b>173,530</b>	<b>173,930</b>

## 05DA - 2005D Refunding 98A 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	650,000	680,000	680,000	710,000
8325	Interest	129,250	106,500	106,500	72,500
8375	Bank/Trust/Agency Fees	137	150	137	150
<b>Total 2005D Refunding 98A Expenses</b>		<b>779,387</b>	<b>786,650</b>	<b>786,637</b>	<b>782,650</b>

**05DB - 2005D Refunding 98B**  
**2012 Budget Worksheet**

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	480,000	500,000	500,000	520,000
8325	Interest	271,975	255,176	255,176	230,174
8375	Bank/Trust/Agency Fees	137	150	137	150
<b>Total 2005D Refunding 98B Expenses</b>		<b>752,111</b>	<b>755,326</b>	<b>755,313</b>	<b>750,324</b>

## 05DC - 2005D Refunding 98C 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	10,000	5,000	5,000	10,000
8325	Interest	158,386	158,034	158,034	157,786
8375	Bank/Trust/Agency Fees	137	150	137	150
<b>Total 2005D Refunding 98C Expenses</b>		<b>168,522</b>	<b>163,184</b>	<b>163,171</b>	<b>167,936</b>

## 05E0 - 2005E GO Bond 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	205,810	191,576	400,000	415,000
8325	Interest	85	100	191,576	176,776
8375	Bank/Trust/Agency Fees	390,000	400,000	350	350
<b>Total 2005E GO Bond Expenses</b>		<b>595,895</b>	<b>591,676</b>	<b>591,926</b>	<b>592,126</b>

## 07AA - 2007A Refunding 00

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	84,550	72,010	350,000	360,000
8325	Interest	165	500	72,010	58,710
8375	Bank/Trust/Agency Fees	330,000	350,000	175	200
<b>Total 2007A Refunding 00 Expenses</b>		<b>414,715</b>	<b>422,510</b>	<b>422,185</b>	<b>418,910</b>



## 07AB - 2007A Refunding 01 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	127,490	126,730	245,000	255,000
8325	Interest	218	500	126,730	117,420
8375	Bank/Trust/Agency Fees	20,000	245,000	250	250
<b>Total 2007A Refunding 01 Expenses</b>		<b>147,708</b>	<b>372,230</b>	<b>371,980</b>	<b>372,670</b>

## 09B0 - 2009B Refunding 1999 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Debt Service</u></b>					
8300	Principal	138,764	108,950	805,000	835,000
8325	Interest	370	500	108,950	84,800
8375	Bank/Trust/Agency Fees	660,000	805,000	400	400
<b>Total 2009B Refunding 1999 Expenses</b>		<b>799,134</b>	<b>914,450</b>	<b>914,350</b>	<b>920,200</b>



## 2012 Budget EQUIPMENT REPLACEMENT FUND

### OVERVIEW

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	1,294,201	1,561,672	1,863,897	1,658,680	1,581,590	2,108,089
Revenues	445,384	50,727	103,755	55,000	93,000	85,000
Expenditures	(981,613)	(718,502)	(386,062)	(437,801)	(433,301)	(676,595)
Transfers	803,700	970,000	-	1,250,000	866,800	1,375,000
Ending Balance	1,561,672	1,863,897	1,581,590	2,525,879	2,108,089	2,891,494

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.

## 410 - Equipment Replacement Revenues

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Interest Income</u></b>					
4700	Interest Income	11,797	5,000	18,000	10,000
		11,797	5,000	18,000	10,000
<b><u>Miscellaneous Revenues</u></b>					
4830	Sale of Fixed Assets	87,960	50,000	75,000	75,000 *
4849	Miscellaneous Revenues	4,000	-	-	-
		91,960	50,000	75,000	75,000
<b><u>Other Financing Sources</u></b>					
4900	Transfer from General Fund	-	1,250,000	866,800	1,375,000
		-	1,250,000	866,800	1,375,000
<b>Total Equipment Replacement Revenues</b>		<b>103,756</b>	<b>1,305,000</b>	<b>959,800</b>	<b>1,460,000</b>

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## 410 - Equipment Replacement Revenues Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:4830 - Sale of Fixed Assets	Auction Sales & Trade Ins	75,000

## 410-00 - Equipment Replacement 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Contractual Services</u></b>					
6000	Professional Services	-	33,813	-	-
		-	33,813	-	-
<b><u>Capital Outlay</u></b>					
8015	Equipment	57,653	302,839	175,000	14,500 *
8020	Vehicles	227,260	-	-	260,000 *
		284,913	302,839	175,000	274,500
<b><u>Debt Service</u></b>					
8300	Principal	93,777	97,169	97,169	56,151
8325	Interest	7,372	3,980	3,980	674
		101,149	101,149	101,149	56,825
<b>Total Equip Replacement Expenses - Non Program</b>		<b>386,062</b>	<b>437,801</b>	<b>276,149</b>	<b>331,325</b>

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## 410 - Equipment Replacement Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:8015 - Equipment	Bobcat Lease - 80A	4,500
	Trailer	10,000
Account:8020 - Vehicles	5-ton Dump Truck	120,000
	Tandem Dump Truck	140,000

## 410-60 - Police Equipment Replacement 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Capital Outlay</b>					
8015	Equipment	-	-	-	48,180 *
8020	Vehicles	-	-	-	120,000 *
		-	-	-	168,180
<b>Total PD Equipment Replacement Expenses</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>168,180</b>



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## 410-60 - Police Equipment Replacement Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:8015 - Equipment	Datalux Computers	17,600
	Equipment Console	1,600
	Labor (Remove & Install)	8,900
	Lighting and Light Control Unit	8,320
	Miscellaneous Parts	1,200
	Plastic Rear Seat	1,260
	Prisoner Shield	4,500
	Push Bars	1,200
	Squad Radio	1,800
	Vehicle Decals	1,800
Account:8020 - Vehicles	Squad Cars	120,000

## 410-70 - FD Equipment Replacement 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Contractual Services</u></b>					
6000	Professional Services	-	-	33,813	59,995 *
		-	-	33,813	59,995
<b><u>Commodities</u></b>					
7320	Equipment < \$5,000	-	-	-	5,000 *
		-	-	-	5,000
<b><u>Capital Outlay</u></b>					
8015	Equipment	-	-	123,339	90,095 *
8020	Vehicles	-	-	-	22,000 *
		-	-	123,339	112,095
<b>Total FD Equipment Replacement Expenses</b>		<b>-</b>	<b>-</b>	<b>157,152</b>	<b>177,090</b>

# 410-70 - Fire Equipment Replacement Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:6000 - Professional Services	Generator Installation	39,995
	Ladder Truck Study	20,000
Account:7320 - Equipment < \$5,000	Hypothermic Resuscitation Coolers	5,000
Account:8015 - Equipment	Portable / Mobile Radios	5,000
	Replacement Generator at Fire Station #1	29,995
	SCBA Tanks & Parts	6,000
	Shelving Equipment for Trailer	4,000
	Stretchers	9,000
	Turnout Gear	36,100
Account:8020 - Vehicles	24' Trailer	22,000

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## 2012 Budget IT REPLACEMENT FUND

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### OVERVIEW

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	33,972	119,441	465,131	206,731	251,574	423,527
Revenues	1,148	45	803	100	53	50
Expenses	(265,679)	(169,355)	(214,360)	(212,660)	(844,500)	(196,690)
Transfers	350,000	515,000	-	250,000	1,016,400	125,000
Ending Balance	119,441	465,131	251,574	244,171	423,527	351,887

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.

## 420 - IT Replacement Revenues

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Interest Income</u></b>					
4700	Interest Income	802	100	53	50
G/L Account Number		802	100	53	50
<b><u>(Sources)/Uses of Revenues</u></b>					
4885	Transfer in General Fund Overhead	-	250,000	1,016,400	125,000
		-	250,000	1,016,400	125,000
<b>Total IT Replacement Revenues</b>		<b>802</b>	<b>250,100</b>	<b>1,016,453</b>	<b>125,050</b>

## 420 - IT Replacement 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Other Services</b>					
6140	Leases	33,108	37,200	37,200	37,200 *
G/L Account Number		33,108	37,200	37,200	37,200
<b>Commodities</b>					
7200	Other Supplies	2,526	3,360	3,300	3,160 *
		2,526	3,360	3,300	3,160
<b>Capital Outlay</b>					
8000	Computer Software	35,071	68,700	103,400	136,750 *
8005	Computer Hardware	143,655	103,400	700,600	19,580 *
		178,726	172,100	804,000	156,330
<b>Total IT Replacement Expenses</b>		<b>214,360</b>	<b>212,660</b>	<b>844,500</b>	<b>196,690</b>

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# 420 - IT Replacement Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:6140 - Leases	Copier Building & Code exp 6/15	3,300
	Copier CED exp 9/14	3,300
	Copier City Clerk exp 9/14	3,300
	Copier City Mgr & Mayor exp 9/14	3,300
	Copier Engineering exp 12/12	4,200
	Copier Finance exp 9/14	3,300
	Copier Fire exp 6/15	3,300
	Copier HR & HHS exp 9/14	3,300
	Copier Police Admin exp 9/14	3,300
	Copier Police Records exp 9/14	3,300
	Copier Public Works exp 6/16	3,300
	Account:7200 - Other Supplies	LTO backup media
RDX storage media		1,760
Account:8000 - Computer Software	Autoloading tape backup	7,500
	Cisco 2960 network switch	20,000
	Cisco 7965 VoIP telephone	3,150
	Desktop computers	22,500
	Email archiving solution	17,000
	Engineering notebooks	3,200
	Engineering workstations	3,800
	Fire training notebooks	2,400
	High speed document scanner	6,500
	Non-line of site high speed data link	18,000
	UPS for IDF	7,500
	Virtual & physical server replacement	16,000
	Webfilter appliance	9,200
Account:8005 - Computer Hardware	Fire Image Trend Field Bridge	4,450
	Firehouse mobile preplan	550
	Laserfiche upgrade	9,580
	Miscellaneous desktop software	5,000

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**2012 Budget**  
**WATER/SEWER FUND**

**OVERVIEW**

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	6,627,064	6,864,523	5,537,957	3,920,278	5,031,860	2,646,184
Revenues	11,973,257	10,990,834	11,906,919	10,781,000	10,160,674	10,156,500
Expenses	(11,735,798)	(12,317,400)	(12,225,806)	(12,682,255)	(12,447,960)	(12,285,523)
Transfers	-	-	(187,210)	(196,780)	(98,390)	20,758
Ending Balance*	6,864,523	5,537,957	5,031,860	1,822,243	2,646,184	537,919

\* 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 16,000 customers in the system. The water distribution system has a total of 248 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 million gallons.

Des Plaines 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. From 2008 through 2010, Chicago passed a 15% increase to its customers for each year. In 2011, no increase was implemented by Chicago. In 2012, a 25% increase was implemented by Chicago.

<u>Year</u>	<u>Rate</u>	<u>Increase</u>	<u>O &amp; M Adj</u>	<u>New Rate</u>
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	\$0.000	\$1.912	\$3.412
2012	\$1.875	\$0.375	\$2.200	\$4.075



**2012 Budget**  
**WATER/SEWER FUND**

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
2012	\$0.91 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 19 full-time employees attributed to this cost center and portions of the Director, Assistant Director and Superintendent 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 1-1-12</u>	<u>Final Payout</u>
2005C G. O. Bond refund 1997B	2,330,000	730,000	2013



**2012 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>
2012	365,000	29,200	394,200
2013	365,000	14,600	379,600
<b>Total</b>	<b>730,000</b>	<b>43,800</b>	<b>773,800</b>

## 500 - Water Revenues

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Intergovernmental</u></b>					
4250	CDBG	235,119	-	-	-
4260	Federal Grants	132,274	-	-	-
4290	Local - Intergovernmental	12,733	-	3,129	-
		380,125	-	3,129	-
<b><u>Permits</u></b>					
4440	Water Permit Fees	14,975	8,500	10,000	10,000
		14,975	8,500	10,000	10,000
<b><u>Fines and fees</u></b>					
4599	Miscellaneous Fees	1,275	1,000	1,200	1,000
		1,275	1,000	1,200	1,000
<b><u>Charges for Services</u></b>					
4600	Sale of Water	9,623,952	9,100,000	8,500,000	8,500,000
4601	New Construction - Sale of Water	13,676	7,500	7,500	7,500
4605	Sanitary Sewer	1,812,947	1,620,000	1,600,000	1,600,000
4620	Sale of Water Meters	21,015	19,000	20,000	20,000
4622	Shut-off Fees	19,592	22,000	15,000	15,000
4625	Administrative Service Fees	9,570	-	-	20,758
4690	Other Charges for Services	1,883	1,500	2,000	1,500
		11,502,636	10,770,000	10,144,500	10,164,758
<b><u>Interest Income</u></b>					
4700	Interest Income	2,642	1,500	1,000	1,500
		2,642	1,500	1,000	1,500
<b><u>Miscellaneous Revenues</u></b>					
4830	Sale of Fixed Assets	1,235	-	-	-
4849	Miscellaneous Revenues	13,600	-	845	-
		14,835	-	845	-
<b>Total Water Revenues</b>		<b>11,916,489</b>	<b>10,781,000</b>	<b>10,160,674</b>	<b>10,177,258</b>



## 2012 Budget WATER/SEWER FUND - BUDGET SUMMARY

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	2010 ACTUAL	2011 BUDGET	2011 PROJECTED	2012 PROPOSED
	<u>12,422,586</u>	<u>12,879,035</u>	<u>12,546,350</u>	<u>12,285,523</u>
Finance Department	778,249	828,789	740,604	657,332
Debt Service - 2005C	414,439	413,524	413,484	394,650
Engineering Department	155,131	172,484	162,519	178,357
Water Systems	7,751,599	8,215,173	8,016,284	8,062,504
Sewer Systems	1,678,029	1,760,996	1,758,344	1,759,611
Water/Sewer Equip Replc	0	17,000	12,525	32,000
CIP - Water/Sewer	1,645,139	1,471,069	1,442,590	1,201,069

## 500 - Water

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Debt Service</b>					
8300	Principal	355,000	370,000	370,000	365,000
8325	Interest	59,029	43,074	43,074	29,200
8375	Bank/Trust/Agency Fees	410	450	410	450
<b>Total Water Expenses - Non Program</b>		<b>414,439</b>	<b>413,524</b>	<b>413,484</b>	<b>394,650</b>





2012 Budget  
**FINANCE**

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**PERSONNEL EXHIBIT**

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Department: Finance                      Div: Finance/Water                      Div. No: 500.30

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 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

## 500-30 - Finance

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	299,463	319,474	316,602	330,675
5020	Overtime - Non Supervisory	-	2,739	881	2,739
5035	Acting Out of Class & Night Premium	450	450	450	450
5060	Compensated Absences	(3,509)	-	-	-
		296,404	322,663	317,933	333,864
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	21,383	24,649	24,251	25,558
5205	IMRF Contribution	32,789	38,730	38,103	46,945
5220	PPO Insurance Contribution	53,998	55,856	55,352	61,682
5225	HMO Insurance Contribution	24,868	27,500	27,500	28,656
5230	Dental Insurance Contribution	4,513	4,509	4,536	5,127
5235	Life Insurance Contribution	767	448	374	448
5240	Workers Compensation	1,015	664	615	665
5245	Unemployment Compensation	378	930	930	1,083
5260	RHS Plan Payout	3,269	3,269	3,075	3,075
		142,980	156,555	154,736	173,239
<b><u>Other Employee Costs</u></b>					
5325	Training	-	250	250	500 *
		-	250	250	500
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	2,583	2,490	2,490	2,404 *
		2,583	2,490	2,490	2,404
<b><u>Contractual Services</u></b>					
6000	Professional Services	16,913	12,125	31,675	12,500 *
6015	Communication Services	416	576	275	275 *
6020	Departmental Services	196,780	196,780	98,390	-
6025	Administrative Services	68,301	74,500	70,455	75,500 *
		282,410	283,981	200,795	88,275
<b><u>Other Services</u></b>					
6110	Printing Services	867	2,400	2,000	2,000 *
6125	Bank & CC Fees	18,778	18,000	21,850	22,000
		19,645	20,400	23,850	24,000
<b><u>Repairs and Maintenance</u></b>					
6300	R&M Software	9,424	12,900	12,900	6,500 *
6305	R&M Equipment	-	900	900	900 *
		9,424	13,800	13,800	7,400
<b><u>Commodities</u></b>					
7000	Office Supplies	574	750	750	750
7320	Equipment < \$5,000	465	500	500	500
		1,038	1,250	1,250	1,250
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	23,606	26,400	24,500	26,400 *

## 500-30 - Finance

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
		23,606	26,400	24,500	26,400
<b>Capital Outlay</b>					
8010	Furniture & Fixtures	158	1,000	1,000	-
		158	1,000	1,000	-
<b>Department Total: Finance</b>		<b>778,249</b>	<b>828,789</b>	<b>740,604</b>	<b>657,332</b>

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# 500-30 Finance

## Budget Justification Worksheet

G/L Account Number <input type="checkbox"/>	Transaction	Total Amount
Account:5325 - Training	Clerical Staff	500
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	2,404
Account:6000 - Professional Services	Audit Contribution (25%)	12,500
Account:6015 - Communication Services	Nextel Phone	275
Account:6025 - Administrative Services	Collection Agency Fees	500
	Meter Reading Services (3-4)	60,000
	Utility Billing Service with 3rd Mill	15,000
Account:6110 - Printing Services	Disconnect Envelopes	1,000
	Meter Read Notification	1,000
Account:6300 - R&M Software	Pentamation Maint - Utility Billing	4,500
	Pentamation Meter Reading & 3rd Party Custom Bill	2,000
Account:6305 - R&M Equipment	Repair of Meter Reading Devices	900
Account:7500 - Postage & Parcel	Mailing Utility Bills (\$2,200 per month)	26,400



2012 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. 510

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 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

# 510 - Engineering

## 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	103,724	109,616	106,422	112,301
G/L Account	Overtime - Non Supervisory	2,080	6,942	3,444	6,942
5060	Compensated Absences	(2,250)	-	-	-
		103,554	116,558	109,866	119,243
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	7,224	8,917	7,676	9,122
5205	IMRF Contribution	11,592	14,010	13,305	16,789
5220	PPO Insurance Contribution	21,236	21,820	21,820	21,924
5230	Dental Insurance Contribution	1,466	1,398	1,398	1,468
5235	Life Insurance Contribution	143	113	76	113
5240	Workers Compensation	1,225	812	805	828
5245	Unemployment Compensation	160	346	346	378
5250	Uniform Allowance	80	80	80	80
		43,126	47,496	45,506	50,702
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	500	500	569	570 *
5325	Training	2,000	2,000	2,000	2,000 *
5335	Travel Expenses	-	100	40	100 *
		2,500	2,600	2,609	2,670
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	1,852	1,730	1,730	1,742 *
		1,852	1,730	1,730	1,742
<b><u>Contractual Services</u></b>					
6000	Professional Services	1,850	1,500	500	1,500 *
6015	Communication Services	1,136	1,200	1,100	1,100 *
		2,986	2,700	1,600	2,600
<b><u>Other Services</u></b>					
6110	Printing Services	200	100	-	100 *
6115	Licensing/Titles	-	-	60	-
		200	100	60	100
<b><u>Commodities</u></b>					
7000	Office Supplies	54	250	200	250
7200	Other Supplies	342	500	400	500 *
7310	Publications	498	500	498	500 *
		894	1,250	1,098	1,250
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	19	50	50	50
		19	50	50	50
<b>Total Engineering Expenses</b>		<b>155,131</b>	<b>172,484</b>	<b>162,519</b>	<b>178,357</b>

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# 510 - Engineering Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	America Water Works Assoc Membership	400
	IL Assoc Floodplain Stormwater Management	170
Account:5325 - Training	American Water Works Assoc Training	300
	Autocad	1,000
	IL Assoc Floodplain Stormwater Mgmt Annual Conf	700
Account:5335 - Travel Expenses	Parking, Tolls and Mileage	100
Account:5535 - Departmental P&L Charges	Internal Service Charge	1,742
Account:6000 - Professional Services	Hydraulic Modeling	1,500
Account:6015 - Communication Services	Data Card	550
	Nextel Phone	550
Account:6110 - Printing Services	Capital Improvement Program Plan Reproduction	100
Account:7200 - Other Supplies	Field Supplies	500
Account:7310 - Publications	American Water Works Association Standards Update	500



**2012 Budget**  
**PUBLIC WORKS & ENGINEERING**  
**UTILITY SERVICES**  
**WATER SYSTEM MAINTENANCE**

**PERSONNEL EXHIBIT**

Department: PW & Engineering    Div: Utility Services/Water System Maint.    Div No: 550

Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 Proposed
Director of Public Works & Engineering	0.25	0.25	0.25
Director of Public Works	0.00	0.00	0.00
Assistant Director of Public Works & Engineering	0.50	0.50	0.50
Superintendent-Utility Services	0.50	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	1.00	1.00	2.00
Maintenance Operator	13.00	13.00	12.00
Secretary	0.50	0.50	0.50
Senior Clerk	1.00	1.00	1.00
Seasonal Employee	1.25	1.00	1.00
<b>Total Full Time Equivalent (FTE) Employees:</b>	<b>25.00</b>	<b>24.75</b>	<b>24.75</b>

# 550 - Water Systems

## 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	1,599,827	1,691,668	1,630,743	1,682,624
5010	Temporary Wages	14,957	20,000	37,729	20,000
5020	Overtime - Non Supervisory	128,825	143,000	199,122	143,000
5035	Acting Out of Class & Night Premium	7,121	10,000	4,527	10,000
5060	Compensated Absences	9,320	-	-	-
		1,760,050	1,864,668	1,872,121	1,855,624
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	129,453	143,023	137,371	140,057
5205	IMRF Contribution	190,803	220,653	222,310	257,048
5220	PPO Insurance Contribution	172,695	186,977	186,899	223,535
5225	HMO Insurance Contribution	155,308	173,628	162,771	167,729
5230	Dental Insurance Contribution	21,237	21,571	20,895	23,481
5235	Life Insurance Contribution	3,376	1,836	1,717	1,868
5240	Workers Compensation	121,936	78,622	83,733	71,152
5245	Unemployment Compensation	3,027	6,388	6,388	6,437
5250	Uniform Allowance	8,260	8,260	7,810	8,260
5255	Excess Sick Hour Payout	996	1,000	1,850	1,000
5260	RHS Plan Payout	7,732	7,735	31,702	11,422
5265	OPEB Costs	10,329	-	-	-
		825,152	849,693	863,446	911,989
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	351	1,100	1,100	1,100 *
5325	Training	2,468	5,725	4,000	3,725 *
5335	Travel Expenses	-	50	-	50 *
		2,819	6,875	5,100	4,875
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	49,128	45,667	45,667	46,676 *
		49,128	45,667	45,667	46,676
<b><u>Contractual Services</u></b>					
6015	Communication Services	7,253	16,340	10,700	10,700 *
6040	Waste Hauling & Debris Removal	39,039	50,000	50,000	50,000 *
6045	Utility Locate Services	2,285	1,680	2,000	2,000 *
		48,577	68,020	62,700	62,700
<b><u>Other Services</u></b>					
6110	Printing Services	3,658	4,000	2,000	2,500 *
6115	Licensing/Titles	240	200	200	200 *
6135.03	Rentals - Equipment	188	250	-	250 *
6180	Water Sample Testing	7,940	12,000	10,000	8,500 *
6195	Miscellaneous Contractual Services	2,002	2,000	2,000	10,900 *
		14,028	18,450	14,200	22,350
<b><u>Repairs and Maintenance</u></b>					
6300	R&M Software	-	30,000	30,000	2,400 *
6305	R&M Equipment	3,581	4,500	6,500	4,500 *
6310	R&M Vehicles	2,588	3,000	8,000	5,000 *
6315.002	Public Works	13,155	30,000	12,000	15,000 *

## 550 - Water Systems 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget	
6335	R&M Water Distribution System	1,650	8,000	8,000	8,000	*
		20,973	75,500	64,500	34,900	
<b>Commodities</b>						
7000	Office Supplies	189	500	500	500	*
7020	Supplies - Safety	3,979	3,250	3,250	10,090	*
7030	Supplies - Tools & Hardware	5,477	5,500	5,500	5,500	*
7035	Supplies - Equipment R&M	6,372	1,250	6,000	5,000	*
7040	Supplies - Vehicle R&M	6,882	9,000	9,000	9,000	*
7045	Supplies - Building R&M	1,390	3,000	1,500	1,500	*
7050	Supplies - Streetscape	5,890	6,000	6,000	6,000	*
7055.052	Traffic Equipment & Material	2,414	-	-	-	
7055.054	Other Supplies	960	1,000	1,000	1,000	*
7070.07	Water Meters	48,216	65,000	65,000	160,000	*
7070.075	Other	142,056	155,000	160,000	160,000	
7100	Wholesale Water	4,551,052	4,700,000	4,500,000	4,500,000	*
7110	Natural Gas	7,387	10,000	10,000	10,000	*
7120	Gasoline	32,212	32,000	40,000	40,000	*
7130	Diesel	9,408	8,000	15,000	12,000	*
7140	Electricity	193,581	205,000	183,000	180,000	*
7150	Water Treatment Chemicals	7,823	9,000	9,000	9,000	*
7300	Uniforms	875	800	800	800	*
7320	Equipment < \$5,000	937	3,000	3,000	8,000	*
		5,027,099	5,217,300	5,018,550	5,118,390	*
<b>Other Expenses</b>						
7500	Postage & Parcel	3,590	4,000	5,000	5,000	*
		3,590	4,000	5,000	5,000	
<b>Capital Outlay</b>						
8005	Computer Hardware	183	-	-	-	
8015	Equipment	-	65,000	65,000	-	
		183	65,000	65,000	-	
<b>Total Water Systems Expenses</b>		<b>7,751,599</b>	<b>8,215,173</b>	<b>8,016,284</b>	<b>8,062,504</b>	

# 550 - Water Systems

## Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	APWA	400
	AWWA	700
Account:5325 - Training	APWA Expo	525
	AWWA Competent Person Training	200
	Class C PW Supply Operator's License	2,000
	NIPSTA Training	1,000
Account:5335 - Travel Expenses	Tolls for Seminars, Classes, Etc.	50
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	46,676
Account:6015 - Communication Services	Dedicated Phone Lines / Alarms	1,500
	Nextels (Part of 35 Phones)	9,200
Account:6040 - Waste Hauling & Debris Removal	Dirt, Clay, Rock, Asphalt, Etc.	50,000
Account:6045 - Utility Locate Services	Locate Service Fees	2,000
Account:6110 - Printing Services	Water Quality Report	2,000
	Water Shut Off Door Notices, Business Cards, Etc.	500
Account:6115 - Licensing/Titles	CDL Renewals	200
Account:6135 - Rentals - Equipment	Rental of Specialized Equipment	250
Account:6180 - Water Sample Testing	BAC-T, TTHM, HAAS, and State Mandated Residential	8,500
Account:6195 - Misc Contractual Services	Gateway Antenna Maintenance	8,900
	Outside Contractors	1,600
	RR Lease of Land for Pipe Crossing	400
Account:6300 - R&M Software	Fixed Based Software Maintenance	2,400
Account:6305 - R&M Equipment	Locators, CO Detectors, Etc. Repairs	500
	Used for Pumps, Motors, Generator, SCADA Boards	4,000
Account:6310 - R&M Vehicles	Alignments, Hydraulics, Pumps, Electrical Repairs	5,000
Account:6315 - Public Works	Vaults, Towers, Buildings, Reservoirs	15,000
Account:6335 - R&M Water Distribution System	36" Trans Line from Chicago / 20"-24" to Central	5,000
	Watermain: Install, Restoration Work, Etc..	3,000
Account:7000 - Office Supplies	Misc Office Supplies	250
	Printer Paper, Ribbons, Etc.	250
Account:7020 - Supplies - Safety	Ear/Eye/Hand Protection, Safety Vests, Gas Detectors	1,000
	Hard Hats, Gloves, Harnesses, Safety Rope, Etc.	850
	Trench Shoring	6,840
	Winter Clothing per MECCA Contract	1,400

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# 550 - Water Systems

## Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:7030 - Supplies - Tools & Hardware	Hand Tools, Nuts, Bolts, Screws, Etc.	5,500
Account:7035 - Supplies - Equipment R&M	Compressors, Jack Saw, Hammer, Etc. Small Equipment Repair, Locators, Etc.	1,000 4,000
Account:7040 - Supplies - Vehicle R&M	Vehicle Parts	9,000
Account:7045 - Supplies - Building R&M	Building Repair Supplies (Light Bulbs, Keys, Paint)	1,500
Account:7050 - Supplies - Streetscape	Grass Seed, Dirt and Sod	6,000
Account:7055 - Other Supplies	Lab Supplies such as Test Tubes, Beakers, Etc. Misc Supplies	750 250
Account:7070 - Water Meters	Absolute Digital Encoders Hydrants, Valves, Sleeves, Taps, Corps, Limestone Meters for Development and Parts	25,000 160,000 135,000
Account:7100 - Wholesale Water	Purchase of Chicago Water	4,500,000
Account:7110 - Natural Gas	NICOR Cost to Heat Water Plant	10,000
Account:7120 - Gasoline	Gasoline Purchase	40,000
Account:7130 - Diesel	Diesel Fuel Purchase	12,000
Account:7140 - Electricity	Cost of Electricity to Pump Water from Plant	180,000
Account:7150 - Water Treatment Chemicals	Chlorine, Lab Chems for Phosphate, Chlorine Residue	9,000
Account:7300 - Uniforms	Summer Help T's, City Patches. Hats, Etc. Superintendent & Foreman Clothing	50 750
Account:7320 - Equipment < \$5,000	Hydrant Meters with Backflow Preventers Partner Saw Pumps	3,000 2,500 2,500
Account:7500 - Postage & Parcel	Package Delivery for State Samplings / Water Testing Postage Fee for Water Quality Report Shipping Meters, Water Reports	1,000 3,500 500



**2012 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: 560

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Title	Authorized Positions		
	2010 Authorized	2011 Budget	2012 Proposed
Superintendent - Utility Services	0.50	0.50	0.50
Foreman - Sewer System Maintenance	1.00	1.00	1.00
Crew Leader	2.00	2.00	2.00
Maintenance Operator	7.00	7.00	7.00
Seasonal Employee	0.75	0.50	0.50
Total Full Time Equivalent (FTE) Employees:	11.25	11.00	11.00



## 560 - Sewer Systems 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Salaries</u></b>					
5005	Salaries	680,212	717,342	718,985	735,304
<b>Account Nur</b>	Temporary Wages	4,729	10,000	4,282	10,000
5015	Overtime - Supervisory	-	-	-	-
5020	Overtime - Non Supervisory	39,465	52,000	76,045	52,000
5035	Acting Out of Class & Night Premium	1,580	2,000	1,130	2,000
5060	Compensated Absences	(20,028)	-	-	-
		705,958	781,342	800,442	799,304
<b><u>Taxes and Benefits</u></b>					
5200	FICA Contribution	53,101	59,620	61,372	60,994
5205	IMRF Contribution	79,974	92,475	99,037	110,852
5220	PPO Insurance Contribution	91,887	98,188	92,420	91,897
5225	HMO Insurance Contribution	94,334	104,344	104,333	108,720
5230	Dental Insurance Contribution	12,260	12,121	11,609	12,080
5235	Life Insurance Contribution	1,557	842	842	843
5240	Workers Compensation	118,672	81,106	88,587	74,686
5245	Unemployment Compensation	1,170	2,752	2,752	2,580
5250	Uniform Allowance	4,050	4,050	4,050	4,050
5260	RHS Plan Payout	8,335	8,336	5,327	5,327
		465,340	463,834	470,329	472,029
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	126	126	129	130 *
5320	Conferences	-	-	-	-
5325	Training	525	1,500	1,000	1,500 *
5335	Travel Expenses	-	50	50	50 *
		651	1,676	1,179	1,680
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	21,210	21,084	21,084	43,748 *
		21,210	21,084	21,084	43,748
<b><u>Contractual Services</u></b>					
6015	Communication Services	8,509	11,080	8,000	9,000 *
6040	Waste Hauling & Debris Removal	-	7,500	7,500	7,500 *
6045	Utility Locate Services	2,285	1,680	2,000	2,000 *
		10,794	20,260	17,500	18,500
<b><u>Other Services</u></b>					
6110	Printing Services	-	3,500	1,000	2,000 *
6115	Licensing/Titles	-	200	200	200 *
6135.03	Rentals - Equipment	-	250	-	250 *
6195	Miscellaneous Contractual Services	10,402	26,000	11,000	11,000 *
		10,402	29,950	12,200	13,450
<b><u>Repairs and Maintenance</u></b>					
6300	R&M Software	1,800	2,000	1,800	1,800 *
6305	R&M Equipment	539	750	2,000	2,000 *
6310	R&M Vehicles	1,220	1,500	1,000	1,500 *
6340	R&M Sewer System	87,441	30,000	40,000	30,000 *
		90,999	34,250	44,800	35,300

## 560 - Sewer Systems 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Subsidies and Incentives</u></b>					
6505	Subsidy - Sewer Lateral Program	49,980	50,000	50,000	50,000
6510	Subsidy - Flood Assitance	174,827	175,000	175,000	175,000
		224,807	225,000	225,000	225,000
<b><u>Commodities</u></b>					
7000	Office Supplies	188	300	300	300
7020	Supplies - Safety	1,522	1,500	1,500	1,500 *
7030	Supplies - Tools & Hardware	1,841	2,000	2,000	2,000 *
7035	Supplies - Equipment R&M	6,231	9,000	9,000	9,000 *
7040	Supplies - Vehicle R&M	14,527	8,000	18,500	10,000 *
7050	Supplies - Streetscape	500	500	510	500 *
7075	Supplies - Sewer System Maintenance	47,435	30,000	30,000	32,000 *
7120	Gasoline	23,623	25,000	27,000	27,000
7130	Diesel	8,579	10,000	12,000	12,000
7140	Electricity	34,889	43,400	30,000	30,000 *
7200	Other Supplies	454	250	450	400 *
7300	Uniforms	563	1,800	1,800	1,800 *
7310	Publications	-	100	-	100 *
7320	Equipment < \$5,000	7,516	5,000	5,000	4,500 *
		147,868	136,850	138,060	131,100
<b><u>Other Expenses</u></b>					
7500	Postage & Parcel	-	1,750	750	1,500 *
		-	1,750	750	1,500
<b><u>Capital Outlay</u></b>					
8015	Equipment	-	27,000	27,000	-
8100	Improvements	-	18,000	-	18,000 *
		-	45,000	27,000	18,000
<b>Total Sewer Systems Expenses</b>		<b>1,678,029</b>	<b>1,760,996</b>	<b>1,758,344</b>	<b>1,759,611</b>

# 560 - Sewer Systems

## Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	APWA Membership	130
Account:5325 - Training	Confined Space Flagger	500
	Fees for APWA Expo	300
	NIPSTA Training	700
Account:5335 - Travel Expenses	Mileage, Tools, Parking	50
Account:5535 - Departmental P&L Charges	Internal Service Fund Charges	43,748
Account:6015 - Communication Services	Call One Lift Station Alarms	3,000
	Comcast High-speed (Pump Station)	1,200
	LEVEE 50 DSL	1,000
	Nextels	3,080
	O'Hare Lake - Wireless	720
Account:6040 - Waste Hauling & Debris Removal	Disposal of Debris / Waste from Sewer Digs	7,500
Account:6045 - Utility Locate Services	Cost for Member Services	2,000
Account:6110 - Printing Services	NPDES Printing	2,000
Account:6115 - Licensing/Titles	CDL's	200
Account:6135 - Rentals - Equipment	Rental of Specialized Equipment	250
Account:6195 - Misc Contractual Services	Continental Weather	900
	Lease with Railroad	200
	NPDES Fees	6,000
	Unexpected Contractual Services, ISTHA	1,400
	Water Testing	2,500
Account:6300 - R&M Software	Granite XP Annual Maintenance Costs	1,800
Account:6305 - R&M Equipment	Service / Repairs of Portable equipment	2,000
Account:6310 - R&M Vehicles	Alignments, Electrical Work, Etc.	1,500
Account:6340 - R&M Sewer System	Sanitary, Storm, Basin and Line Repairs	30,000
Account:7020 - Supplies - Safety	Gloves, Vests, Hard Hats, Glasses, Flags, Marking Paint	1,500
Account:7030 - Supplies - Tools & Hardware	Shovels, Picks, Hammers, Nails, Etc.	2,000
Account:7035 - Supplies - Equipment R&M	Parts for Small Equip Repair (Cameras, Drain Rodders)	8,000
	Vehicle Supplies	1,000
Account:7040 - Supplies - Vehicle R&M	Oil, Grease, Filters. Lights, Etc.	10,000
Account:7050 - Supplies - Streetscape	Topsoil, Grass Seed, & Sod	500

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## 560 - Sewer Systems Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:7075 - Supplies - Sewer System Maint	Sewer Pipe, Cement, Parts for Lift Station, Brick, Etc.	32,000
Account:7140 - Electricity	Operation of Lift Stations	30,000
Account:7200 - Other Supplies	Misc Supplies	400
Account:7300 - Uniforms	Foreman Clothing	400
	Summer Seasonal, Patches, Etc.	150
	Winter Outerwear 10 @ \$125	1,250
Account:7310 - Publications	Safety Publications	100
Account:7320 - Equipment < \$5,000	Cutter Motors	2,500
	Handheld Radios	2,000
Account:7500 - Postage & Parcel	NPDES Postage and Parcel	1,250
	Shipping, Postage, Etc.	250
Account:8100 - Improvements	SCADA - O'Hare Lake Pumping Station (Carryover)	18,000

## 570 - Equipment Replacement 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b>Capital Outlay</b>					
8015	Equipment	-	17,000	12,525	9,000 *
8020	Vehicles	-	-	-	23,000 *
<b>Total Equipment Replacement Expenses</b>		<b>-</b>	<b>17,000</b>	<b>12,525</b>	<b>32,000</b>

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## 570 - Equipment Replacement Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:8015 - Equipment	Bobcat Skid Steer Lease - 43W	4,500
	Bobcat Skid Steer Lease - 7W	4,500
Account:8020 - Vehicles	Meter Van	23,000

## 580 - CIP Water/Sewer 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Contractual Services</u></b>					
6000	Professional Services	53,801	225,000	155,000	255,000
		53,801	225,000	155,000	255,000
<b><u>Other Services</u></b>					
6115	Licensing/Titles	-	-	7,590	-
		-	-	7,590	-
<b><u>Capital Outlay</u></b>					
8100	Improvements	1,591,338	1,246,069	1,280,000	946,069
		1,591,338	1,246,069	1,280,000	946,069
<b>Total CIP - Water/Sewer Expenses</b>		<b>1,645,139</b>	<b>1,471,069</b>	<b>1,442,590</b>	<b>1,201,069</b>



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## 580 - CIP Water/Sewer Budget Justification Worksheet

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<b>G/L Account Number</b>	<b>Transaction</b>	<b>Total Amount</b>
Account:6000 - Professional Services	Design / Construction Engineering	100,000
	Flow Monitoring	125,000
	SCADA Upgrades	30,000
Account:8100 - Improvements	Howard Ave Water Tank Maint (Year 2 of 10 yr. Contract)	146,069
	Maple St Water Tank Cleaning & Repair (Carryover)	30,000
	Miner St Water Tank Maint (Year 2 of 10 yr. Contract)	89,825
	Sewer System Improvements	450,000
	Water System Improvements	230,175

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**2012 Budget**  
**CITY OWNED PARKING**

**OVERVIEW**

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	(110,284)	(192,945)	39,398	77,222	93,023	137,710
Revenues	251,867	196,007	227,869	222,850	225,500	225,500
Expenditures	(303,807)	(183,004)	(145,006)	(161,962)	(152,918)	(155,665)
Transfers	(30,721)	219,340	(29,238)	(27,895)	(27,895)	-
Ending Balance*	(192,945)	39,398	93,023	110,215	137,710	207,545

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>
2012 budget	-

## 510 - City Owned Parking 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Charges for Services</u></b>					
4665	Parking Fees	25,913	39,600	24,500	24,500 *
4666	Parking Garage Rent	160,425	162,000	159,500	159,500 *
4667	Reimb - Deck Maintenance Costs	41,532	21,250	41,500	41,500 *
<b>Total City Owned Parking Revenues</b>		<b>227,869</b>	<b>222,850</b>	<b>225,500</b>	<b>225,500</b>

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## 510 - City Owned Parking Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:4665 - Parking Fees	Metro Square, 141 Spaces, Lots #1, #4, #10	24,500
Account:4666 - Parking Garage Rent	Lofts - 38 @ \$25, Condo - 71 @ \$50, Office - 45 @ \$25	67,500
	Library Deck	92,000
Account:4667 - Reimb - Deck Maintenance Costs	71.2% of Maintenance Costs Paid by 701 Lee St Building	41,500

## 510 - City Owned Parking 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	969	618	618	2,565 *
		969	618	618	2,565
<b><u>Contractual Services</u></b>					
6015	Communication Services	6,369	8,244	4,200	4,500 *
		6,369	8,244	4,200	4,500
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	812	1,500	1,500	1,500 *
6320	R&M Parking Lots	14,758	18,000	15,000	15,000 *
		15,570	19,500	16,500	16,500
<b><u>Commodities</u></b>					
7030	Supplies - Tools & Hardware	-	100	100	100 *
7035	Supplies - Equipment R&M	59	500	1,000	1,000 *
7060	Supplies - Parking Lots	6,789	3,000	5,500	6,000 *
7140	Electricity	105,765	130,000	125,000	125,000 *
		112,614	133,600	131,600	132,100
<b><u>Capital Outlay</u></b>					
8100	Improvements	9,485	-	-	-
8200	Depreciation Expense	655,867	-	-	-
		665,352	-	-	-
<b><u>Other Financing Uses</u></b>					
9300	Transfer to Debt Service Fund	29,238	27,895	27,895	-
		29,238	27,895	27,895	-
<b>Total City Owned Parking Expenses</b>		<b>830,111</b>	<b>189,857</b>	<b>180,813</b>	<b>155,665</b>

## 510 - City Owned Parking Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	2,565
Account:6015 - Communication Services	Call One - Security Alarms	4,500
Account:6305 - R&M Equipment	Repairs to Fare Boxes, Etc.	1,500
Account:6320 - R&M Parking Lots	Disposal of Debris & Waste	1,000
	Maint Contract for Elevators (Metro & Library)	7,300
	Maint Contract for Fire Alarms	2,900
	Other Repairs and Maint	800
	Repairs to Lighting, Restriping, Signage, (Lots 1,4,10)	3,000
Account:7030 - Supplies - Tools & Hardware	Tools, Brooms	100
Account:7035 - Supplies - Equipment R&M	Propane. Etc. for Scrubber Machine	1,000
Account:7060 - Supplies - Parking Lots	Meter Parts	1,500
	Various Supplies used to Maintain Parking Lots	4,500
Account:7140 - Electricity	Lighting, Heat, Fans - Both Garages	125,000

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2012 Budget

## METRA LEASED PARKING

### OVERVIEW

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	135,844	149,339	46,347	74,744	79,080	95,156
Revenues	63,416	71,705	81,448	75,850	70,400	70,400
Expenditures	(49,921)	(49,697)	(12,301)	(17,835)	(17,910)	(7,901)
Transfers	-	(125,000)	(36,414)	(36,414)	(36,414)	(36,516)
Ending Balance	149,339	46,347	79,080	96,345	95,156	121,139

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.

## 520 - Metra Leased Parking 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Charges for Services</u></b>					
4665	Parking Fees	81,442	75,750	70,000	70,000 *
		81,442	75,750	70,000	70,000
<b><u>Interest Income</u></b>					
4700	Interest Income	6	100	400	400
		6	100	400	400
<b>Total Metra Leased Parking Revenues</b>		<b>81,448</b>	<b>75,850</b>	<b>70,400</b>	<b>70,400</b>

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## 520 - Metra Leased Parking Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:4665 - Parking Fees	Cumberland - 266 Spaces	70,000

## 520 - Metra Leased Parking 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Insurance</u></b>					
5535	Departmental P&L Charges	264	590	590	151 *
		264	590	590	151
<b><u>Contractual Services</u></b>					
6020	Departmental Services	45,984	45,984	45,984	36,516 *
		45,984	45,984	45,984	36,516
<b><u>Repairs and Maintenance</u></b>					
6305	R&M Equipment	-	1,000	1,000	1,000 *
6320	R&M Parking Lots	436	3,500	3,500	3,500 *
		436	4,500	4,500	4,500
<b><u>Commodities</u></b>					
7060	Supplies - Parking Lots	-	1,250	1,250	1,250 *
7140	Electricity	2,031	1,925	2,000	2,000 *
		2,031	3,175	3,250	3,250
<b>Department Total: Non Departmental</b>		<b>48,715</b>	<b>54,249</b>	<b>54,324</b>	<b>44,417</b>

## 520 - Metra Leased Parking Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5535 - Departmental P&L Charges	Internal Service Fund Charge	151
Account:6020 - Departmental Services	Charges for Meter Fare Collection	9,570
	PW Maintenance (GF)	15,758
	PW Maintenance (WS)	11,188
Account:6305 - R&M Equipment	Repairs to Equipment	1,000
Account:6320 - R&M Parking Lots	Repairs to Lighting, Sealcoating, Signage, Striping, Etc.	3,500
Account:7060 - Supplies - Parking Lots	Landscape Supplies	250
	Meter Parts	500
	Ribbons, Receipt Tape, & Parts / Supplies	250
	Supplies used to Maintain Lots	250
Account:7140 - Electricity	ComEd - Lights (Acct #52227-30006)	2,000

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**2012 Budget**  
**RISK MANAGEMENT FUND**

**OVERVIEW**

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	932,193	1,983,703	1,357,516	965,425	1,268,750	943,656
Revenues	3,110,907	3,188,666	2,977,016	2,545,738	2,455,036	2,610,832
Expenses	(2,059,397)	(2,314,853)	(2,515,782)	(2,719,400)	(2,780,130)	(2,744,400)
Transfers	-	(1,500,000)	(550,000)	-	-	-
Ending Balance	1,983,703	1,357,516	1,268,750	791,763	943,656	810,088

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.

## 600 - Risk Management Revenues

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Interest Income</u></b>					
4700	Interest Income	524	1,000	175	150
G/L Account Number		524	1,000	175	150
<b><u>Miscellaneous Revenues</u></b>					
4800	Rebates Liability Claims	37,507	15,000	15,000	15,000 *
4805	Rebates Workers Compensation Claims	130,636	140,000	125,000	125,000 *
		168,144	155,000	140,000	140,000
<b><u>(Sources)/Uses of Revenues</u></b>					
4882	Transfer in Insurance P&L	550,000	500,000	500,000	500,000 *
4883	Transfer in Insurance W/C	2,197,334	1,774,738	1,700,000	1,855,682 *
4884	Transfer in Unemployment Insurance	61,014	115,000	114,861	115,000 *
		2,808,348	2,389,738	2,314,861	2,470,682
<b>Total Risk Management Revenues</b>		<b>2,977,015</b>	<b>2,545,738</b>	<b>2,455,036</b>	<b>2,610,832</b>



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## 600 - Risk Management Revenues Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:4800 - Rebates Liability Claims	Reimbursement from MICA for Self Insured Losses	15,000
Account:4805 - Rebates Workers Comp Claims	Reimbursement from MICA for WC Claims Paid	125,000
Account:4882 - Transfer in Insurance P&L	Internal Service Charge Based on Expenditures	500,000
Account:4883 - Transfer in Insurance W/C	Based on Projected Salary Increases and Rates	1,855,682
Account:4884 - Transfer in Unemployment Ins	Internal Service Charge Based on 5 year Avg	115,000

## 600 - Risk Management 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Other Employee Costs</u></b>					
5310	Membership Dues	-	-	385	500 *
G/L Account	Conferences	-	-	150	-
5340	Pre-Employment Exams	131	5,000	-	-
5345	Post-Employment Exams	-	-	1,000	5,000 *
5350	Substance Abuse Program	2,561	5,000	3,000	5,000 *
		<u>2,692</u>	<u>10,000</u>	<u>4,535</u>	<u>10,500</u>
<b><u>Insurance</u></b>					
5540	MICA Premium	2,168,420	2,325,000	2,352,957	2,350,000 *
5545	MICA Deductible	14,032	30,000	14,000	30,000 *
5550	Excess Insurance	106,090	130,000	105,000	115,000 *
5555	Workers' Comp Expense	34,333	46,000	28,600	41,000 *
5560	Unemployment Claims	133,899	115,000	112,000	115,000 *
5565	Claims Administration Fee	1,570	5,900	3,038	3,400 *
5570	Self Insured P&L Expense	54,746	55,000	150,000	75,000 *
		<u>2,513,090</u>	<u>2,706,900</u>	<u>2,765,595</u>	<u>2,729,400</u>
<b><u>Contractual Services</u></b>					
6000	Professional Services	-	2,500	10,000	2,500 *
		-	<u>2,500</u>	<u>10,000</u>	<u>2,500</u>
<b><u>Other Services</u></b>					
6195	Miscellaneous Contractual Services	-	-	-	2,000 *
		-	-	-	<u>2,000</u>
<b><u>Other Financing Uses</u></b>					
9999	Transfer to Other Funds	550,000	-	-	-
		<u>550,000</u>	-	-	-
<b>Department Total: Non Departmental</b>		<b><u>3,065,782</u></b>	<b><u>2,719,400</u></b>	<b><u>2,780,130</u></b>	<b><u>2,744,400</u></b>

## 600 - Risk Management Budget Justification Worksheet

G/L Account Number	Transaction	Total Amount
Account:5310 - Membership Dues	Public Risk Management Association	500
Account:5345 - Post-Employment Exams	Work Comp Related or Follow up for Employees	5,000
Account:5350 - Substance Abuse Program	Random Drug Testing- CDL, Etc.	5,000
Account:5540 - MICA Premium	Premium Increase Based on Experience	2,350,000
Account:5545 - MICA Deductible	City Liability for 1st \$1,000 on each claim - 30 Claims	30,000
Account:5550 - Excess Insurance	Gallagher Additional Premiums	10,000
	HELP	100,000
	Tank Liability Coverage	5,000
Account:5555 - Workers' Comp Expense	2nd Injury Loss Fund Payment to IL - % of pre-MICA WC	1,000
	Indemnity and Medical for 3 Pre-MICA Claims	40,000
Account:5560 - Unemployment Claims	Rate Based on Layoffs and Experience	115,000
Account:5565 - Claims Administration Fee	Cambridge Fee for Unemployment Claims	2,500
	Gallagher Basset Fee for 3 pre-MICA WC Claims	900
Account:5570 - Self Insured P&L Expense	Payment for Damages	75,000
Account:6000 - Professional Services	Risk Management Training Programs	2,500
Account:6195 - Misc Contractual Services	Safety Incentive Program	2,000

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**2012 Budget**  
**HEALTH BENEFITS FUND**

**OVERVIEW**

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Proposed
Beginning Balance	1,497,107	2,872,983	2,392,817	523,440	1,974,644	2,045,320
Revenues	8,885,790	9,171,430	9,093,972	8,619,153	8,655,270	9,088,967
Expenses	(8,462,212)	(8,651,596)	(9,142,632)	(8,603,469)	(8,661,333)	(9,117,703)
Transfers/Adjustments	952,298	(1,000,000)	(369,513)	80,183	76,739	83,720
Ending Balance	2,872,983	2,392,817	1,974,644	619,307	2,045,320	2,100,304

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 2007:

Plan	2007	2008	2009	2010	2011	2012
PPO (Options 1-4)	7.50%	10%	2.50%	5.00%	8.00%	0.48%
HMO	10%	10%	7.50%	12.00%	12.00%	4.20%
Dental						
Option 1	2.50%	0%	0%	10%	3.1%	5.0%
Option 2	2.50%	0%	0%	10%	-0.4%	5.0%

## 610 - Health Benefits Revenues

### 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Interest Income</u></b>					
4700	Interest Income	2,955	4,500	835	850
		2,955	4,500	835	850
<b><u>Miscellaneous Revenues</u></b>					
4760	Medical PPO Employer	4,878,650	4,890,906	4,627,070	5,114,893
4762	Medical PPO Employee	509,596	492,994	487,504	497,185
4764	Medical PPO Retiree	1,022,148	1,033,574	950,708	1,020,598
4766	Medical PPO 2010 ERI	294,127	-	312,589	-
4770	Medical HMO Employer	1,299,691	1,276,670	1,328,710	1,468,215
4772	Medical HMO Employee	68,315	67,506	69,928	74,410
4774	Medical HMO Retiree	254,289	251,959	195,509	265,305
4776	Medical Employee 2010 ERI	47,716	-	48,129	-
4780	Dental Program Employer	374,612	344,928	339,989	377,498
4782	Dental Program Employee	41,611	40,347	37,779	40,341
4786	Dental Program - Retiree	81,652	68,945	79,209	72,066
4790	Life Insurance Program Employer	60,275	32,172	29,946	31,390 *
4792	Life Insurance Program Employee	82,938	78,982	98,753	100,000 *
4794	EAP Program Employer	-	8,775	-	-
4796	COBRA Premium Government Reimb	45,379	-	21,788	-
4798	Historical Society Reimbursement	30,019	26,895	26,825	26,216
		9,091,017	8,614,653	8,654,436	9,088,117
<b><u>(Sources)/Uses of Revenues</u></b>					
4880	Transfer in PSEBA	80,487	80,183	65,254	65,526 *
4881	Transfer in Subsidy Medical Retirement	-	-	11,484	18,194
		80,487	80,183	76,738	83,720
<b>Total Health Benefits Revenues</b>		<b>9,174,459</b>	<b>8,699,336</b>	<b>8,732,009</b>	<b>9,172,687</b>

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## 610 - Health Benefits Revenues Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:4790 - Life Insurance Program Employer	Basic Life Insurance	31,390
Account:4792 - Life Insurance Program Employee	Supplemental & Dependent Life	100,000
Account:4880 - Transfer in PSEBA	PSEBA Lifetime Benefit	65,526

## 610 - Health Benefits 2012 Budget Worksheet

Account Number	Description	2010 Actual Amount	2011 Adopted Budget	2011 Projected Amount	2012 Proposed Budget
<b><u>Insurance</u></b>					
5500	PPO Insurance Premiums	6,617,948	6,417,474	6,075,000	6,632,675
5505	HMO Insurance Premiums	1,653,307	1,596,134	1,585,225	1,807,930
5510	Dental Insurance Premiums	535,763	454,222	456,000	489,904
5515	Life Insurance Premiums	128,698	111,154	139,145	140,000
5520	Medicare Retiree Subsidy	29,083	11,485	11,485	18,194
5525	Early Retirement Incentive	1,019,744	-	370,853	-
5530	Employee Assitance Program	8,775	9,000	8,625	9,000
5575	IPBC Reserve	(864,733)	-	-	-
		9,128,586	8,599,469	8,646,333	9,097,703
<b><u>Contractual Services</u></b>					
6000	Professional Services	4,000	4,000	-	5,000 *
		4,000	4,000	-	5,000
<b><u>Other Services</u></b>					
6195	Miscellaneous Contractual Services	10,047	-	15,000	15,000 *
		10,047	-	15,000	15,000
<b><u>Other Financing Uses</u></b>					
9999	Transfer to Other Funds	450,000	-	-	-
		450,000	-	-	-
<b>Total Health Benefits Expenses</b>		<b>9,592,633</b>	<b>8,603,469</b>	<b>8,661,333</b>	<b>9,117,703</b>



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## 610 - Health Benefits Budget Justification Worksheet

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G/L Account Number	Transaction	Total Amount
Account:6000 - Professional Services	GASB 45 Analysis	5,000
Account:6195 - Miscellaneous Contractual Services	Cobra Administration, Discovery Benefits	15,000

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## 2012 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.



## 2012 Budget GLOSSARY

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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



## 2012 Budget GLOSSARY

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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.



## 2012 Budget GLOSSARY

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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.



## 2012 Budget GLOSSARY

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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.



## 2012 Budget GLOSSARY

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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)





## 2012 Budget GLOSSARY

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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.



## 2012 Budget GLOSSARY

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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,



## 2012 Budget GLOSSARY

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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 with 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



## 2012 Budget GLOSSARY

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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.



## 2012 Budget GLOSSARY

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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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