



City of Des Plaines

Annual Budget 2013

City of Des Plaines, IL • 1420 Miner Street Des Plaines, IL, 60016 • 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

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**City of Des Plaines
Illinois**

For the Fiscal Year Beginning

January 1, 2012

Christopher P. Morrell

President

Jeffrey R. Egan

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

City ManagerMichael G. Bartholomew

General Counsel.....Peter Friedman, Holland & Knight, LLP

Director of Finance Dorothy Wisniewski

Chief of Police William Kushner

Fire Chief Alan Wax

Director of Public Works & Engineering Timothy Oakley

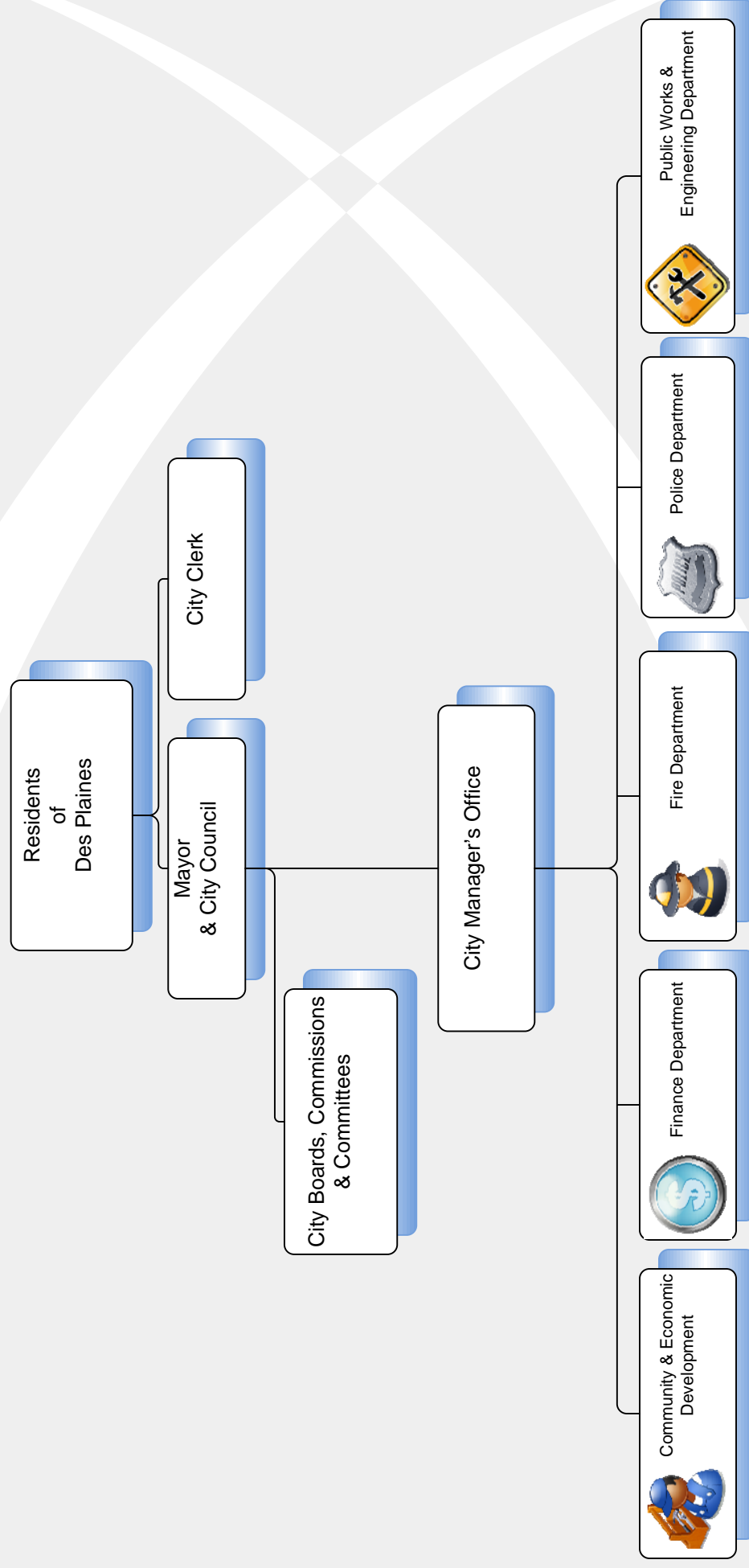
Director of Community & Economic Development.....Alexander Dambach



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City of Des Plaines





2013 Budget BUDGET CALENDAR

| | |
|----------------|--|
| June 28 | Staff budget preparation workshop with Department Heads. Budget Team transmits budget memo with preliminary targets. |
| July 27 | Departments submit budget to Budget Team inclusive of goals and accomplishments. |
| August 1-10 | Initial review of budget requests by Budget Team. |
| August 13-18 | Budget Team review with departments and conduct follow-up as needed. Meeting schedule to be provided. |
| August 27-28 | Follow-up meetings with Departments (if necessary). |
| September 28 | Submit Proposed 2013 Budget document to City Council for review. |
| October 17 | City Council Budget Review meeting —Introduction & Overview. General Fund: Elected Office, City Manager, Finance, CED, Public Works & Engineering, Police, EMA, Fire, BFPC and General Fund Overhead. |
| October 18 | City Council Budget Review meeting —Non-General Fund: TIFs, MFT, CDBG, Grant Funded Projects, Gaming Tax, Debt Service, Capital Projects, Equipment Replacement, IT Replacement, Water/Sewer, Parking, Risk Management, Health Benefits, and Library. |
| October 30 | City Council Budget Review meeting —Final Review (as needed). |
| November 1 | City Council Budget Review meeting —Additional Review (only if needed). |
| November 5 | Tax Levy Resolution submitted to City Council (required by State law, not less than 20 days prior to the adoption of the tax levy). |
| November 13 | City Council Budget Review meeting —Final Approval. |
| November 7-14 | Publication of Property Tax Levy. Public Hearing Notice (required between 7 and 14 days prior to hearing). |
| November 19 | Public Hearing on Tax Levy 1st Reading of Tax Levy Ordinance |
| December 3 | 2nd Reading and Approval of Tax Levy Ordinance. (Must be filed with County Clerk by 12/27/11) |
| First Qtr 2013 | Annual Appropriation Ordinance filed. Public notice required, not less than 10 days prior to Public Hearing. |



City of Des Plaines

City Manager's Office

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Des Plaines, IL 60016
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Fax: 847-391-5451

MEMORANDUM

Date: January 29, 2013

To: Mayor and Aldermen of the City Council

From: Michael G. Bartholomew, City Manager *MB*

Subject: FY 2013 Budget-*Moving Forward*

I am pleased to present the 2013 Annual Budget, as adopted by the City Council on November 13, 2012. 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 four 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.

2013 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 for last year, Staff asked the City Council to complete the *Budget Insight Worksheet* and rank various goals. The City Council responded that flood

mitigation, infrastructure updates, and downtown beautification were among the highest priorities. The budget for 2013 continues to focus on those objects.

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 2013 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 2013 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. Financial markets remain weak, but there are signs of slow improvement. Volatility in Europe continues to cause concern. The Dow Jones Industrial Average is fluctuating in the 12,000 to 13,500 range in 2012. Real estate, however, remains very sluggish particularly for Cook County. The Chicago Metropolitan Area has the 17th highest foreclosure rate in the nation according to RealtyTrac, and the National Board of Realtors reports that September home sale prices are 5% lower than they were at this time last year, with multi-family structures having a value increase, but single family homes and condominiums having a decrease. It is clear that the economic recovery overall continues to struggle.

Housing foreclosures, declining tax bases, and declining state pass-through revenues have negatively impacted the fiscal condition of some local governments. Local governments have also suffered from a lower rate of return on the investments that fund retiree pensions. Although the economy has somewhat stabilized in the past 3 years, Illinois Cities and Villages still face a number of headwinds as they seek to jump start local economic recovery. Additionally, the real estate sector and sub-sectors such as retail are under severe pressure. Given these realities, new strategies and tactics need to be developed to promote economic growth.

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 the 2011 budget, 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% and then adjusted again to 7% in the 2012 budget. 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 actuarial rates be analyzed on an ongoing basis given the current market conditions. The 2013 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 in 2012. In 2013 the City is still projecting a slight increase in certain revenue sources. While this is an encouraging sign, revenue sources overall 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.

Two outstanding debt series 2002A and the property tax supported portion of 2007A bonds matured in 2011 reducing the total property tax levy by over \$1.0M. Additionally, the City used the General Fund balance to pay off \$0.8M of the property tax supported portion of the Series 2003A (Fire Station) debt. While this is certainly a positive development, we must continue to be mindful of the remaining \$58.3M in debt obligations the City must satisfy. The 2013 Budget document incorporates a series 2004A early payoff which will save the City approximately \$237K in interest costs and provide an additional \$175K towards Capital Projects which can be utilized in future years. At the end of the 2013 fiscal year, the City's debt load will be approximately \$52.3M.

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 2013 Budget provides for a \$2.0M transfer from the General Fund 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 2013 Budget continues to be a conservative financial plan intended to hold the line on expenditures while making strategic investments, positioning the City for fiscal stability, and providing for excellence in the delivery of City services.

Overview of Revenues

Total operating revenues in the 2013 Budget are \$116.8M, a 4.2% increase from 2012 budget figures, mostly due to an influx of revenue associated with the opening of a casino & entertainment complex in the City. The 2013 General Fund revenues (the main operating fund) total \$58.4M, a \$1.2M increase over the 2012 budgeted revenues, or 2.1%.

The total City property tax levy is \$23.1M or an increase of 0% over the prior year's tax levy. The 10-year average total levy increase (levy over extension) is 1.76% and levy over levy is 4.96%. The 2013 increase of 0% levy over levy is, obviously, well below the 10-year average.

Sales taxes - the second largest source of revenue for the City, that includes Municipal Sales Tax, Home Rule Sales Tax and the Library Home Rule Sales Tax is projected to generate \$12.8M in revenues in 2013, a \$615K, or 5.1% increase from 2012 budget. The Home Rule Sales Tax is allocated between the General Fund at 25% and the Capital Projects Fund at 75% - is expected to increase 9.1% from 2012 budget figures. State income tax is based on a per capita distribution, which the City expects the revenue to remain flat as compared to the 2012 budget. Utility taxes will also remain relatively constant from 2012 levels, coming in at \$3.7M. Other revenues of significance are:

- Hotel/Motel taxes of \$1.1M, which is consistent with the 2012 projected revenues.
- Real Estate transfer taxes of \$250K - a \$50K decrease from 2012 projected figures.
- Food and Beverage tax receipts of \$1.1M, a \$100K increase from 2012 budgeted 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 \$1.2M.

- Licensing and Permit revenue of \$2.5M, consisting of vehicle licenses (\$1.15M), business licenses (\$450K), and building permits (\$375K). All of these revenues are relatively consistent with 2012 figures.
- Emergency Telephone Surcharges of \$735K, consistent with 2012 projected revenues.

Overview of Expenditures

Total City spending for the 2013 Budget is \$125.8M, a \$13.3M increase (or 11.8%) over the 2012 budget amount. The vast majority of this increase is entirely due to the investment in infrastructure projects of \$3.7M over 2012 in the Capital Projects fund, increase in water/sewer expenses of \$2.0M, additional equipment and vehicle purchases with an increase of \$415K over the prior year. A \$1M increase in the expenditures related to the City's obligations under the business development agreement with Midwest Gaming for sharing of revenues.

The 2013 Budget includes total General Fund (operating) expenditures of \$57.5M, a \$1.9M increase over 2012 budgeted General Fund expenditures or 3.4%. With General Fund (operating) revenues at \$58.4M, the City is operating with a balanced budget.

Significant General Fund expenditures include:

- Additional funding of \$200K towards tree and stump removal partially related to the Emerald Ash Borer Plan.
- Replacement of the Fire Department Access Key boxes in town for approximately \$45K.
- \$115,000 in video and audio equipment replacement and \$25,000 in remodeling for the City Council Chambers which is considered to be the most used and highly visible area within City Hall.
- Provide funding for AED Units in the patrol vehicles in the amount of \$50,375.

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.
- Water Main replacement in TIF #4 at a cost of \$450K.
- Sidewalk and curb improvements for \$900K, with the total 2013 Budget allocation toward all capital improvement projects of \$13.2M within various funds.
- The purchase of one (1) backhoe (\$125K), significantly used in water main breaks.
- Replacement of eight (8) police pursuit certified Ford Explorers and one (1) 4 door SUV in the Police Department at a cost of \$436K inclusive of all of the equipment, payable out of the CERF.
- Provide \$210,000 in TIF #1 funding to install cameras in the Metro Square Garage and 701 Lee Street Garage.

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 2013 Budget includes total Capital Projects revenues of \$7.6M, transfers in of \$3.6M and total expenditures of \$11.8M and transfers out of \$297K. For the 2013 Budget the City has utilized \$3.6M of the 2011 gaming tax revenue of which \$2.4M will be used towards infrastructure projects and \$1.2M towards early debt payoff.

The capital improvements proposed for construction in 2013 are identified in the City's 5-Year Capital Improvement Program (CIP). Approximate funding levels for proposed CIP improvements include: Alley Reconstruction (\$424K), Drainage System Improvements (\$4.5M), Miscellaneous Improvements (\$3.6M), Sewer System Improvements (\$100K), Street Improvements (\$2.9M), Water System Improvements (\$1.7M), and an additional \$2.4M of gaming tax revenue to be utilized for other capital infrastructure improvements.

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 the study 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. In 2013, the Water/Sewer Fund is projecting a negative fund balance of \$891K partially due to the increase from the City of Chicago of 15%. Staff is recommending that a 15% increase to the water rate be approved as part of the 2013 Budget deliberations as a one-time stop gap measure. Over the course of this year City Council must make some difficult policy decisions regarding water rates in order to bring long term stability to this fund.

Overview of Gaming Fund

The most notable change to the 2012 Budget which continues into the 2013 Budget was 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 15, 2011. The fund has been established and receiving revenue since the Casino's opening with \$10.8M received during the 2011 fiscal year, \$21M projected for the 2012 fiscal year and \$19M budgeted for 2013.

The 2013 Budget includes expenditures of \$13.6M from the Gaming Tax Fund required pursuant to our business development agreement with Midwest Gaming along with a \$3.6M transfer to Capital Projects for additional infrastructure improvements and early debt payoff. During the 2012 fiscal year, the City Council formally adopted a gaming tax revenue and expenditure policy. 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.

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 2013, the City is projecting to have a total General Fund balance of \$30.9M, which represents 51.3% of annual expenditures. The unassigned fund balance is projected to be at \$18.9M or 31.4%. 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 *unassigned* portion of the fund balance. Without an appropriate available 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 2013 Budget represents another significant step to *Moving 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.

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2013 Budget COMMUNITY PROFILE

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 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.



2013 Budget COMMUNITY PROFILE



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

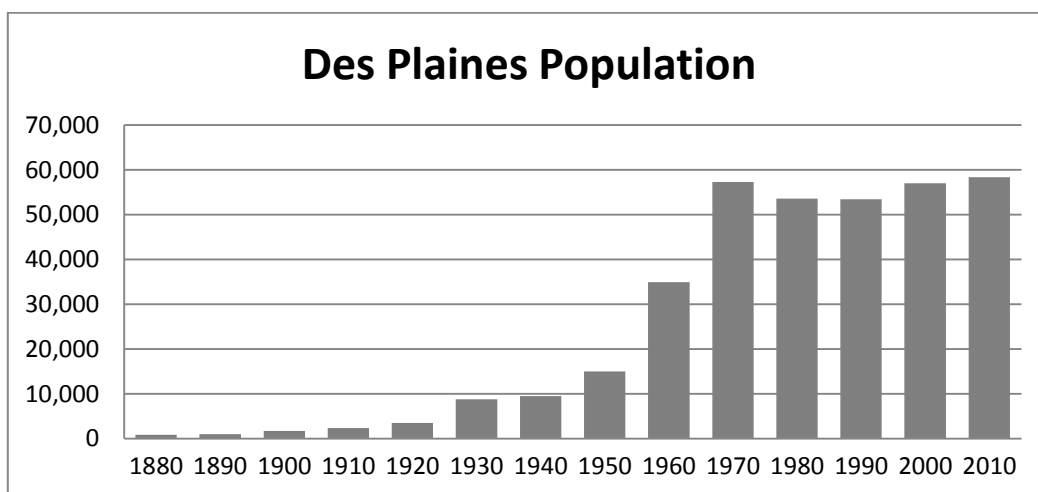
Population Characteristics

| | |
|-------------------------------|--------|
| Under 5 | 5.4% |
| 18 and over | 79.8% |
| 65 and over | 17.1% |
| Male | 48.7% |
| Female | 51.3% |
| Avg. Household Size | 2.53 |
| Avg. Family Size | 3.19 |
| Total Housing Units | 24,075 |
| U.S. Census Bureau, 2010, STF | |

POPULATION

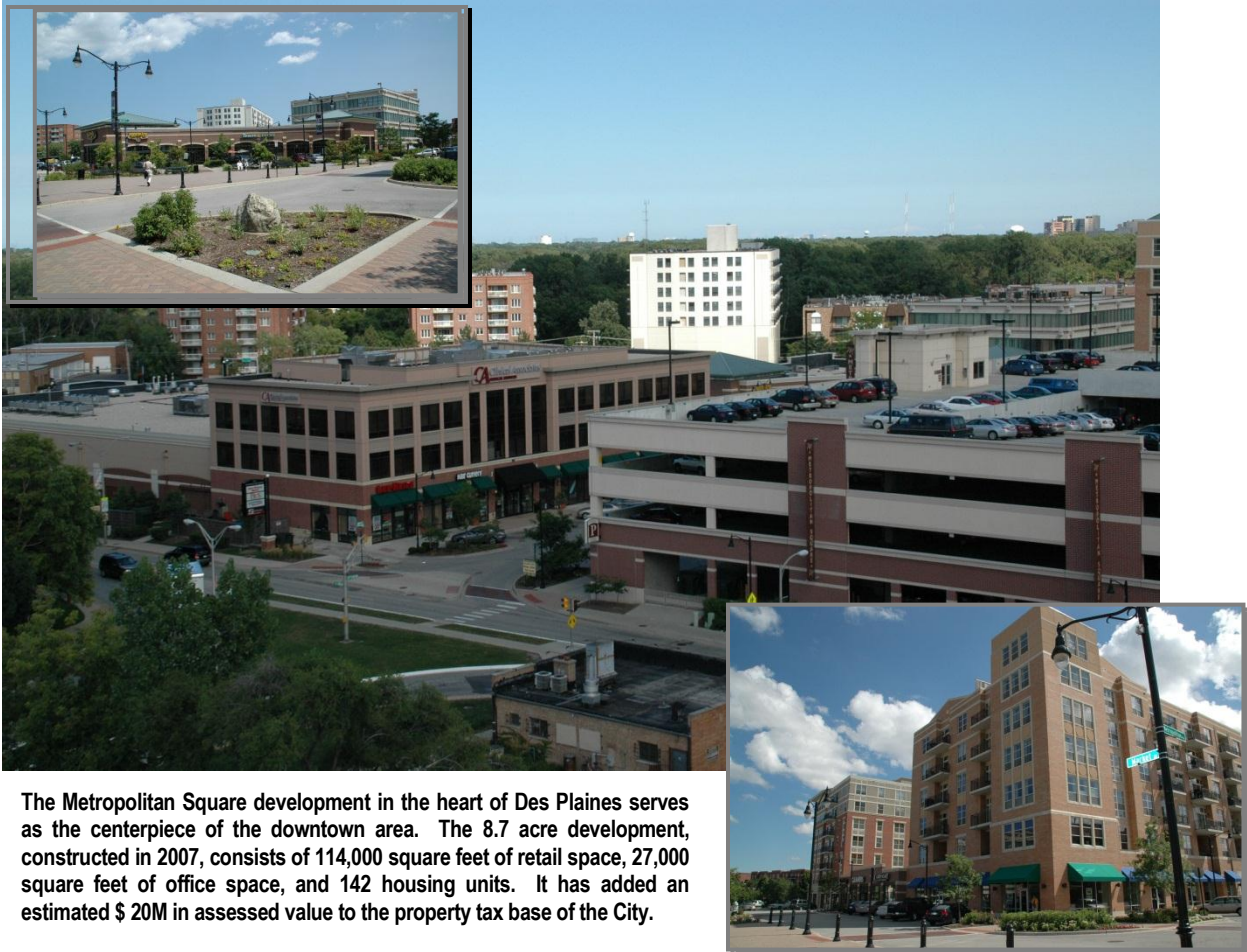
Des Plaines is home to 58,364 people (2010, U.S. Census Bureau, STF). The City has grown dramatically from its inception in 1857, characterized by a rapid growth period from 1950 to 1970. During the last forty years, Des Plaines' population has remained relatively constant, increasing slightly during this period.

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





2013 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:

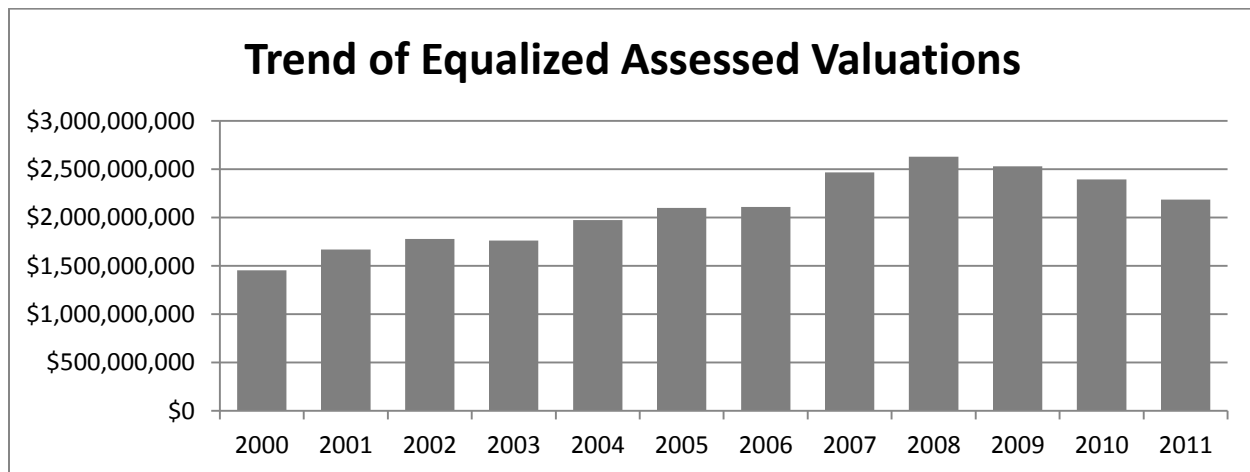
| | | |
|-----------------------------|-------|-------------|
| Residential | 43.0% | 3,953 acres |
| Manufacturing | 15.5% | 1,431 acres |
| Commercial/ Retail | 7.8% | 713 acres |
| Education & Recreation | 15.7% | 1,447 acres |
| Streets, Alleys & Railroads | 13.3% | 1,222 acres |
| Vacant | 4.7% | 433 acres |

GIS Parcel Analysis, September 2012



2013 Budget COMMUNITY PROFILE

In 2011, the value of property in Des Plaines had an equalized assessed value (EAV) of almost \$2.2 billion, a decrease of \$200 million from the prior year.



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 |

Year-End Statistical Report, Community and Economic Development Department, Building and Code Enforcement Division, 2002-2011

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.



2013 Budget COMMUNITY PROFILE

PRINCIPAL EMPLOYERS

| <u>Business</u> | <u>Industry</u> | <u>Employees*</u> |
|------------------------------|---------------------------------|-------------------|
| Universal Oil Products, Inc. | Chemical Engineering Services | 1,500 |
| Swissport USA, Inc | Ground Services to Aviation | 1,500 |
| Rivers Casino | Entertainment and Gaming | 1,377 |
| Holy Family Medical Center | Medical Center | 1,036 |
| Oakton Community College | Public Community College | 990 |
| Sysco Food Services | Food Wholesalers | 650 |
| Wheels, Inc. | Passenger Car and Truck Leasing | 650 |
| Hart Shaffner & Marx. | Men's Apparel | 550 |
| Abbot Molecular | Molecular Research/Development | 500 |
| Juno Lighting, Inc | Lighting Fixtures | 400 |
| Ciba Vision Corporation | Manufacturers of Contact Lenses | 400 |
| Nippon Express | Warehousing & Distribution | 340 |

*Data Source: 2012 Illinois Manufacturer's Directory and 2012 Illinois Services Directory (Rivers Casino figure from their HR Dept. 11/23/11)



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)



2013 Budget Goals of the City Council

In May 2011, the City Council completed the *City Council Budget Insight Worksheet* as part of the 2012 and the 2013 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 2013 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.

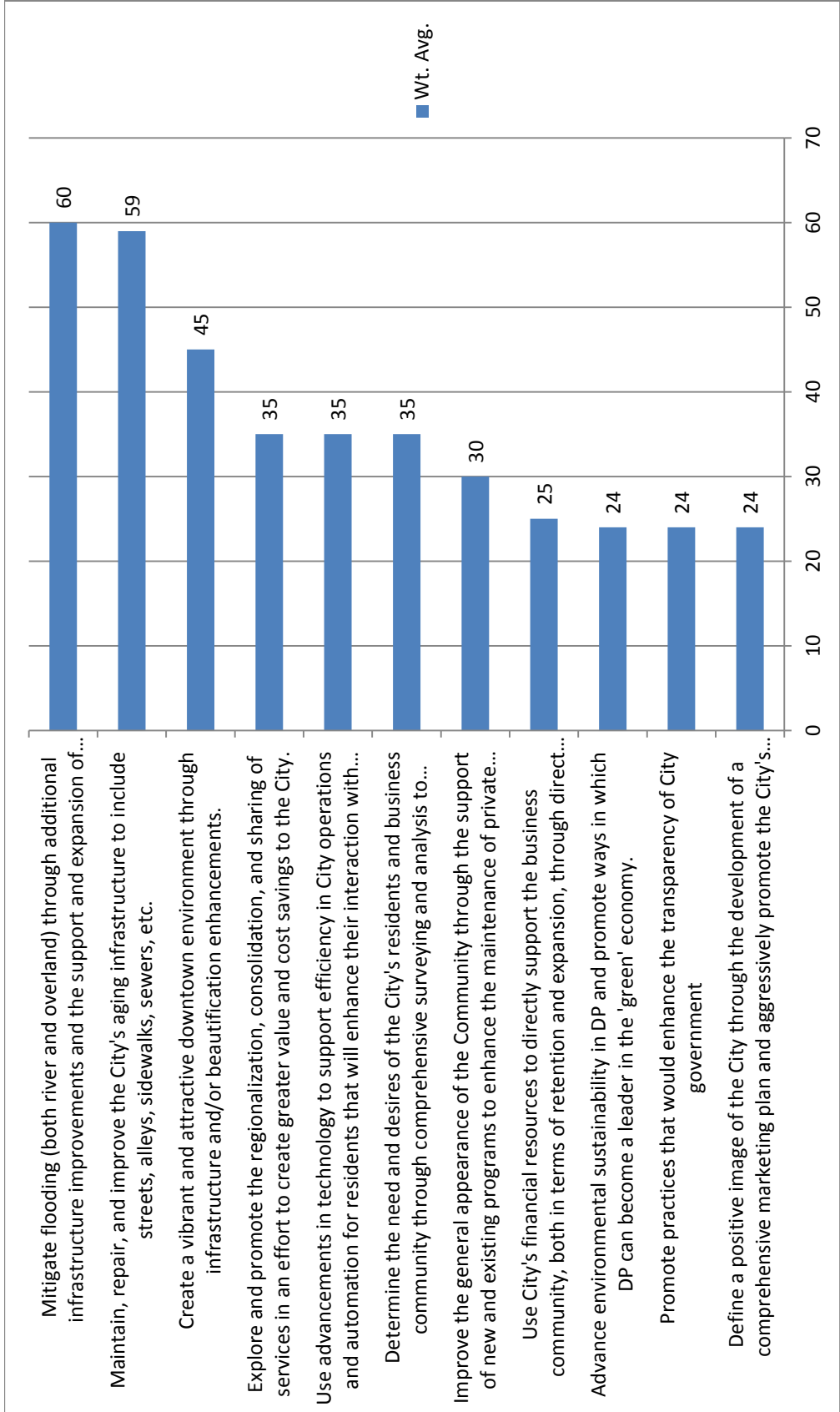
| | Wt. Avg | Avg Rank | # 1st place votes |
|--|---------|----------|-------------------|
| Mitigate flooding (both river and overland) through additional infrastructure improvements and the support and expansion of public/private partnerships in our neighborhoods | 60 | 10 | 3 |
| Maintain, repair, 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 | |



2013 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.



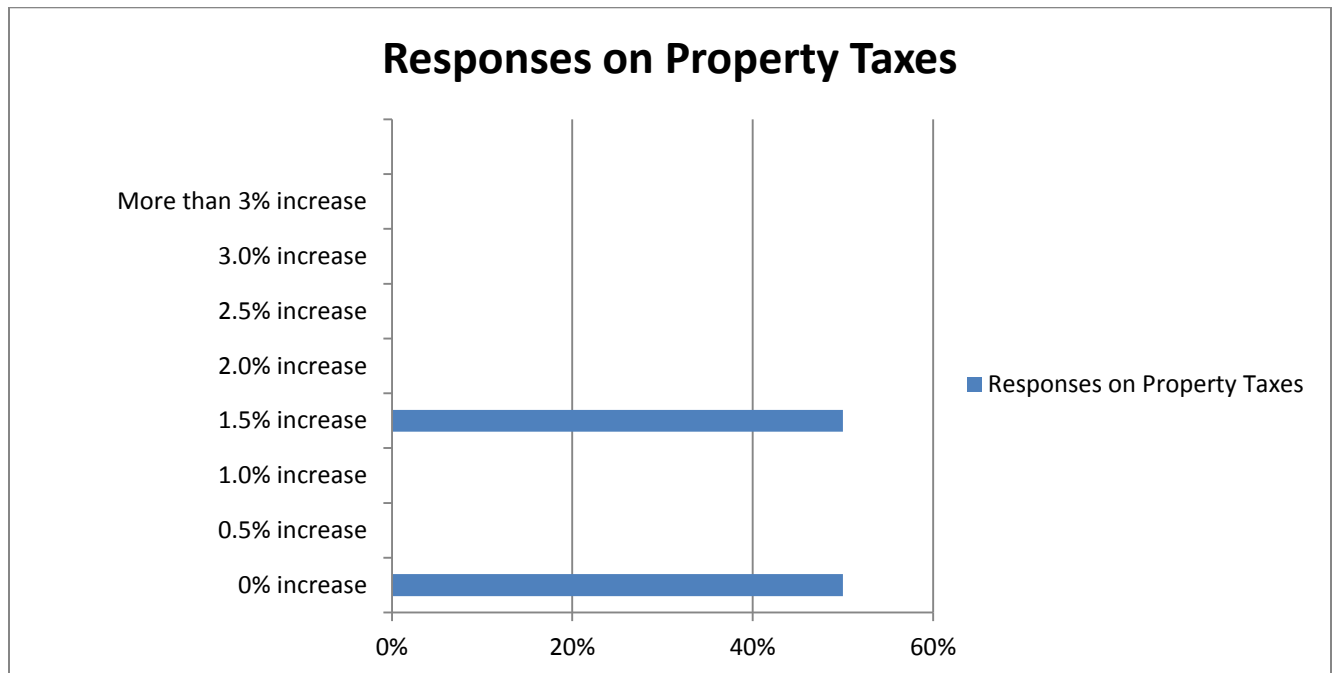


2013 Budget Goals of the City Council

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)

| | <u># of responses</u> | <u>% of total</u> |
|--|-----------------------|-------------------|
| 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% |



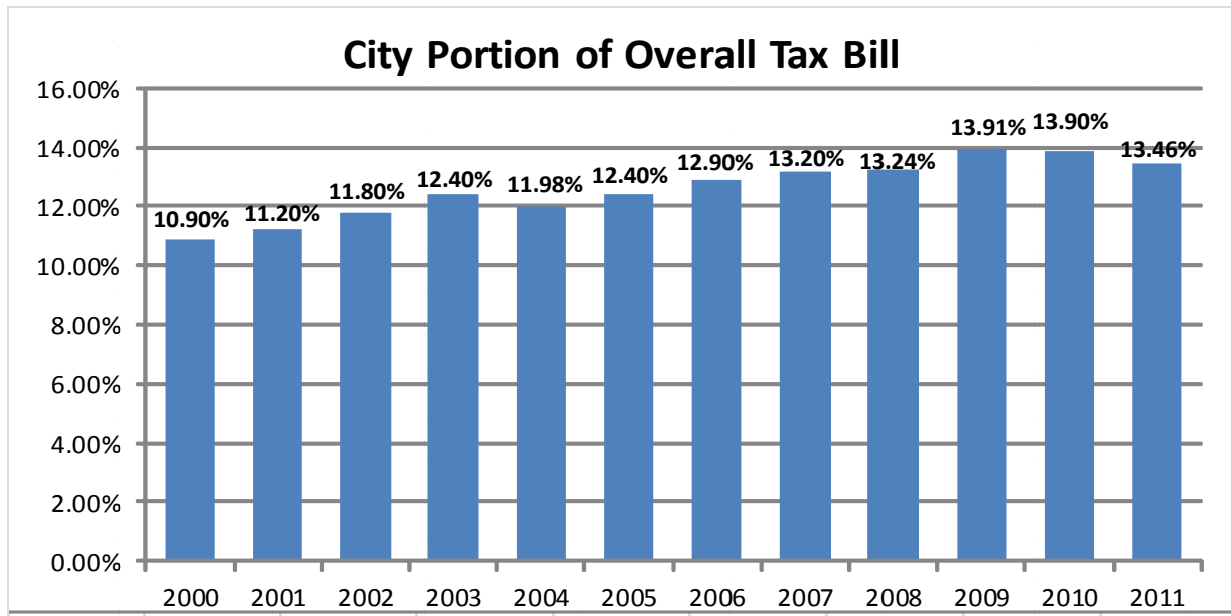


2013 Budget PROPERTY TAX SUMMARY

A property owner's tax bill includes taxes that are paid to numerous taxing jurisdictions that support various public functions. The 2011 tax bill (paid in 2012) 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.¹

Maine Township

| Taxing Jurisdiction | Tax Amt | Tax Rate | Percent of Tax Bill |
|----------------------------|--------------------|--------------|---------------------|
| NW Mosquito Abatement | \$ 6.04 | 0.009 | 0.12% |
| Water Reclamation District | \$ 193.14 | 0.274 | 3.96% |
| Des Plaines Park District | \$ 228.75 | 0.338 | 4.68% |
| Oakton College District | \$ 118.30 | 0.160 | 2.42% |
| High School District 207 | \$ 1,204.12 | 1.782 | 24.66% |
| School District 62 | \$ 1,875.29 | 2.741 | 38.41% |
| Des Plaines Library | \$ 181.07 | 0.280 | 3.71% |
| City of Des Plaines | \$ 657.29 | 0.999 | 13.46% |
| Road & Bridge Maine | \$ 25.95 | 0.038 | 0.53% |
| Maine General Assistance | \$ 12.67 | 0.018 | 0.26% |
| Town of Maine | \$ 51.30 | 0.075 | 1.05% |
| Forest Preserve District | \$ 35.01 | 0.051 | 0.72% |
| Consolidated Elections | \$ 15.09 | 0.000 | 0.31% |
| County of Cook | \$ 134.61 | 0.228 | 2.76% |
| Cook County Public Safety | \$ 97.17 | 0.113 | 1.99% |
| Cook County Health | \$ 47.08 | 0.082 | 0.96% |
| Total | \$ 4,882.88 | 7.188 | 100.00% |



¹ Based on a 2011 Tax Bill (payable in 2012) for a Maine Township property owner.



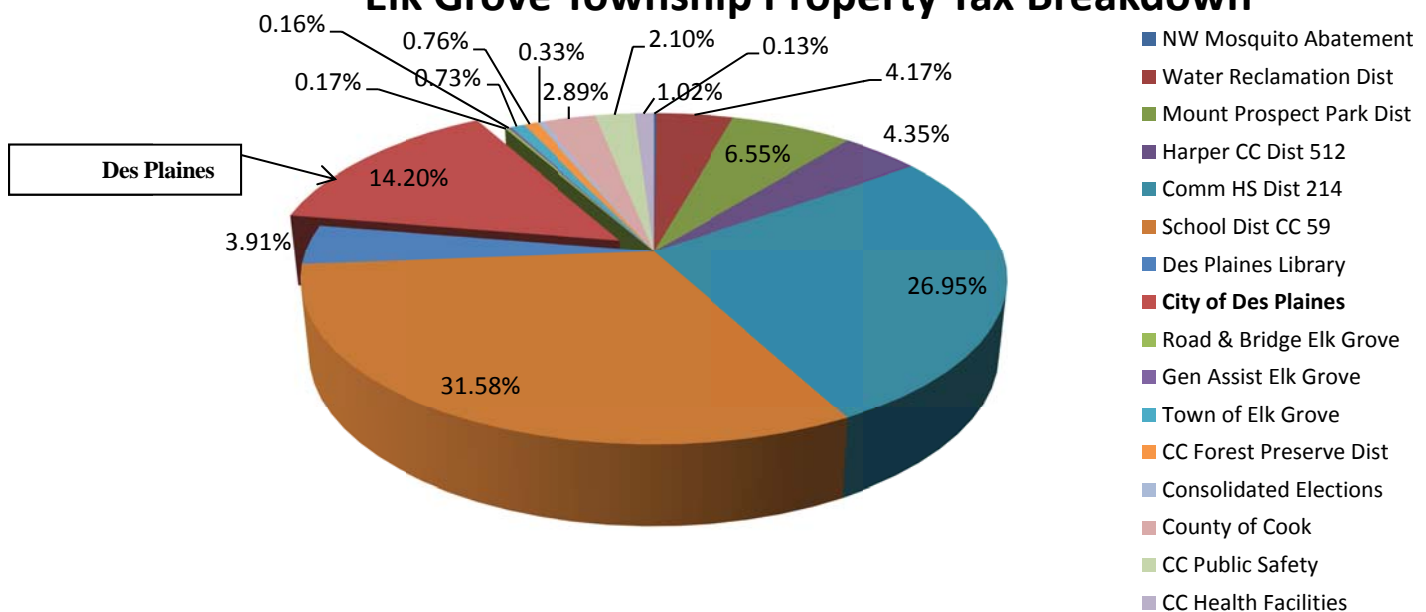
2013 Budget PROPERTY TAX SUMMARY

A property owner's tax bill includes taxes that are paid to numerous taxing jurisdictions that support various public functions. The 2011 tax bill (paid in 2012) 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.²

Elk Grove Township

| Taxing Jurisdiction | Tax Amt | Tax Rate | Percent of Tax Bill |
|------------------------------|--------------------|--------------|---------------------|
| NW Mosquito Abatement | \$ 10.73 | 0.009 | 0.13% |
| Water Reclamation District | \$ 343.29 | 0.274 | 4.17% |
| Mount Prospect Park District | \$ 538.54 | 0.453 | 6.55% |
| Harper CC Dist 512 | \$ 358.31 | 0.295 | 4.35% |
| High School District 214 | \$ 2,217.44 | 1.839 | 26.95% |
| School District 59 | \$ 2,598.27 | 2.129 | 31.58% |
| Des Plaines Library | \$ 321.83 | 0.280 | 3.91% |
| City of Des Plaines | \$ 1,168.26 | 0.999 | 14.20% |
| Road & Bridge Elk Grove | \$ 13.95 | 0.011 | 0.17% |
| General Assistance Elk Grove | \$ 12.87 | 0.011 | 0.16% |
| Town of Elk Grove | \$ 60.08 | 0.049 | 0.73% |
| Forest Preserve District | \$ 62.22 | 0.051 | 0.76% |
| Consolidated Elections | \$ 26.82 | 0.000 | 0.33% |
| County of Cook | \$ 239.21 | 0.228 | 2.89% |
| Cook County Public Safety | \$ 172.72 | 0.113 | 2.10% |
| Cook County Health | \$ 83.68 | 0.082 | 1.02% |
| Total | \$ 8,228.22 | 6.823 | 100.00% |

Elk Grove Township Property Tax Breakdown



² Based on a 2011 Tax Bill (payable in 2012) for an Elk Grove Township property owner.



2013 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.¹

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 | | | | \$ 269.20 | \$ 403.80 | \$ 538.40 | \$ 673.00 | \$ 807.60 |
| Monthly Property Taxes Paid to Des Plaines | | | | \$ 22.43 | \$ 33.65 | \$ 44.87 | \$ 56.08 | \$ 67.30 |
| | 2013 Annual Budget | Monthly Budget | Percent of General Fund | Monthly Cost | Monthly Cost | Monthly Cost | Monthly Cost | Monthly Cost |
| Elected Office | \$ 651,816 | \$ 54,318 | 1.13% | \$ 0.25 | \$ 0.38 | \$ 0.51 | \$ 0.63 | \$ 0.76 |
| City Manager Dept. | \$ 3,085,183 | \$ 257,099 | 5.36% | \$ 1.20 | \$ 1.80 | \$ 2.40 | \$ 3.00 | \$ 3.61 |
| Finance Dept. | \$ 1,056,487 | \$ 88,041 | 1.83% | \$ 0.41 | \$ 0.62 | \$ 0.82 | \$ 1.03 | \$ 1.23 |
| Police Dept. | \$ 20,451,032 | \$ 1,704,253 | 35.52% | \$ 7.97 | \$ 11.95 | \$ 15.93 | \$ 19.92 | \$ 23.90 |
| Fire Dept. | \$ 17,938,193 | \$ 1,494,849 | 31.15% | \$ 6.99 | \$ 10.48 | \$ 13.98 | \$ 17.47 | \$ 20.97 |
| Police & Fire Comm. | \$ 65,650 | \$ 5,471 | 0.11% | \$ 0.03 | \$ 0.04 | \$ 0.05 | \$ 0.06 | \$ 0.08 |
| EMA | \$ 148,187 | \$ 12,349 | 0.26% | \$ 0.06 | \$ 0.09 | \$ 0.12 | \$ 0.14 | \$ 0.17 |
| Comm. Development | \$ 2,026,070 | \$ 168,839 | 3.52% | \$ 0.79 | \$ 1.18 | \$ 1.58 | \$ 1.97 | \$ 2.37 |
| Public Works Dept. | \$ 11,302,862 | \$ 941,905 | 19.63% | \$ 4.40 | \$ 6.61 | \$ 8.81 | \$ 11.01 | \$ 13.21 |
| Overhead Exp. | \$ 857,500 | \$ 71,458 | 1.49% | \$ 0.33 | \$ 0.50 | \$ 0.67 | \$ 0.84 | \$ 1.00 |
| Total | \$ 57,582,980 | \$ 4,798,582 | 100.00% | \$ 22.43 | \$ 33.65 | \$ 44.87 | \$ 56.08 | \$ 67.30 |

¹ Based on a 2011 Tax Bill (payable in 2012) for a Maine Township property owner.



2013 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.²

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 | | | | \$ 284.00 | \$ 426.00 | \$ 568.00 | \$ 710.00 | \$ 852.00 |
| Monthly Property Taxes Paid to Des Plaines | | | | \$ 23.67 | \$ 35.50 | \$ 47.33 | \$ 59.17 | \$ 71.00 |
| | 2013 Annual Budget | Monthly Budget | Percent of General Fund | Monthly Cost | Monthly Cost | Monthly Cost | Monthly Cost | Monthly Cost |
| Elected Office | \$ 651,816 | \$ 54,318 | 1.13% | \$ 0.27 | \$ 0.40 | \$ 0.54 | \$ 0.67 | \$ 0.80 |
| City Manager Dept. | \$ 3,085,183 | \$ 257,099 | 5.36% | \$ 1.27 | \$ 1.90 | \$ 2.54 | \$ 3.17 | \$ 3.80 |
| Finance Dept. | \$ 1,056,487 | \$ 88,041 | 1.83% | \$ 0.43 | \$ 0.65 | \$ 0.87 | \$ 1.09 | \$ 1.30 |
| Police Dept. | \$ 20,451,032 | \$ 1,704,253 | 35.52% | \$ 8.41 | \$ 12.61 | \$ 16.81 | \$ 21.01 | \$ 25.22 |
| Fire Dept. | \$ 17,938,193 | \$ 1,494,849 | 31.15% | \$ 7.37 | \$ 11.06 | \$ 14.75 | \$ 18.43 | \$ 22.12 |
| Police & Fire Comm. | \$ 65,650 | \$ 5,471 | 0.11% | \$ 0.03 | \$ 0.04 | \$ 0.05 | \$ 0.07 | \$ 0.08 |
| EMA | \$ 148,187 | \$ 12,349 | 0.26% | \$ 0.06 | \$ 0.09 | \$ 0.12 | \$ 0.15 | \$ 0.18 |
| Comm. Development | \$ 2,026,070 | \$ 168,839 | 3.52% | \$ 0.83 | \$ 1.25 | \$ 1.67 | \$ 2.08 | \$ 2.50 |
| Public Works Dept. | \$ 11,302,862 | \$ 941,905 | 19.63% | \$ 4.65 | \$ 6.97 | \$ 9.29 | \$ 11.61 | \$ 13.94 |
| Overhead Exp. | \$ 857,500 | \$ 71,458 | 1.49% | \$ 0.35 | \$ 0.53 | \$ 0.70 | \$ 0.88 | \$ 1.06 |
| Total | \$ 57,582,980 | \$ 4,798,582 | 100.00% | \$ 23.67 | \$ 35.50 | \$ 47.33 | \$ 59.17 | \$ 71.00 |

² Based on a 2011 Tax Bill (payable in 2012) for an Elk Grove Township property owner.



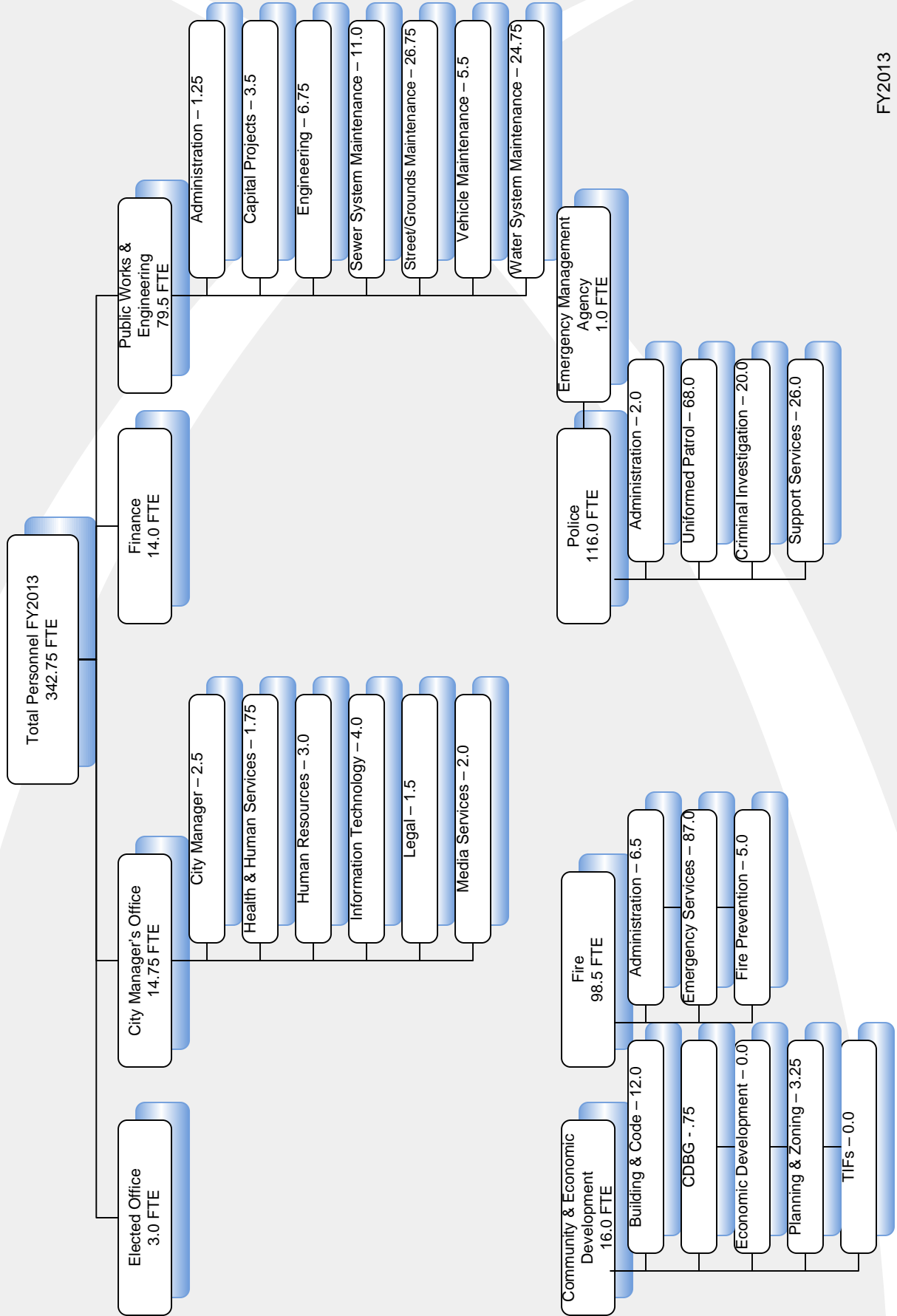
2013 Budget

PROPERTY TAX LEVY (2012 Levy Extended in 2013)

2012 PROPERTY TAX LEVY (Collections to occur in the 2013 Budget)

| Purpose | 2010 Tax Extension | 2011 Tax Extension | 2012 Tax Levy | Dollar Change From 2011 | Percent Change From 2011 |
|---|-----------------------|-----------------------|----------------------|-------------------------------|--------------------------------|
| Corporate | 15,731,420 | 16,402,317 | \$ 15,645,194 | \$ (757,123) | -4.62% |
| Police Pension | 3,438,335 | 3,576,720 | 3,661,515 | 84,795 | 2.37% |
| Firefighter Pension | 3,497,476 | 3,685,109 | 3,671,041 | (14,068) | -0.38% |
| 2001 Bond (risk) | - | | - | | |
| 2002 A Bond (refund 93) | 907,216 | - | 0 | - | |
| 2003 A Bond (fire station land-arch fees) | 106,066 | - | 0 | - | |
| 2007A (2000 & 2001 Refunding) Risk Mgt. | 108,990 | - | 0 | - | |
| 2007B (2001B Refunding) Fire Sta. Land | 111,206 | 113,663 | 105,400 | (8,263) | -7.27% |
| Total Debt Service increase/(decrease) | 1,233,478 | 113,663 | 105,400 | -8,263 | -7.27% |
| Total City | \$ 23,900,709 | \$ 23,777,809 | \$ 23,083,150 | \$ (694,659) | -2.92% |
| Library | 6,694,069 | 6,549,869 | 6,263,710 | \$ (286,159) | -4.37% |
| Total | 30,594,778 | 30,327,678 | 29,346,860 | \$ (980,818) | -3.23% |

Operational Organizational Chart



FY2013
* FTE = Full-Time Equivalent
Employees



2013 Budget PERSONNEL SUMMARY

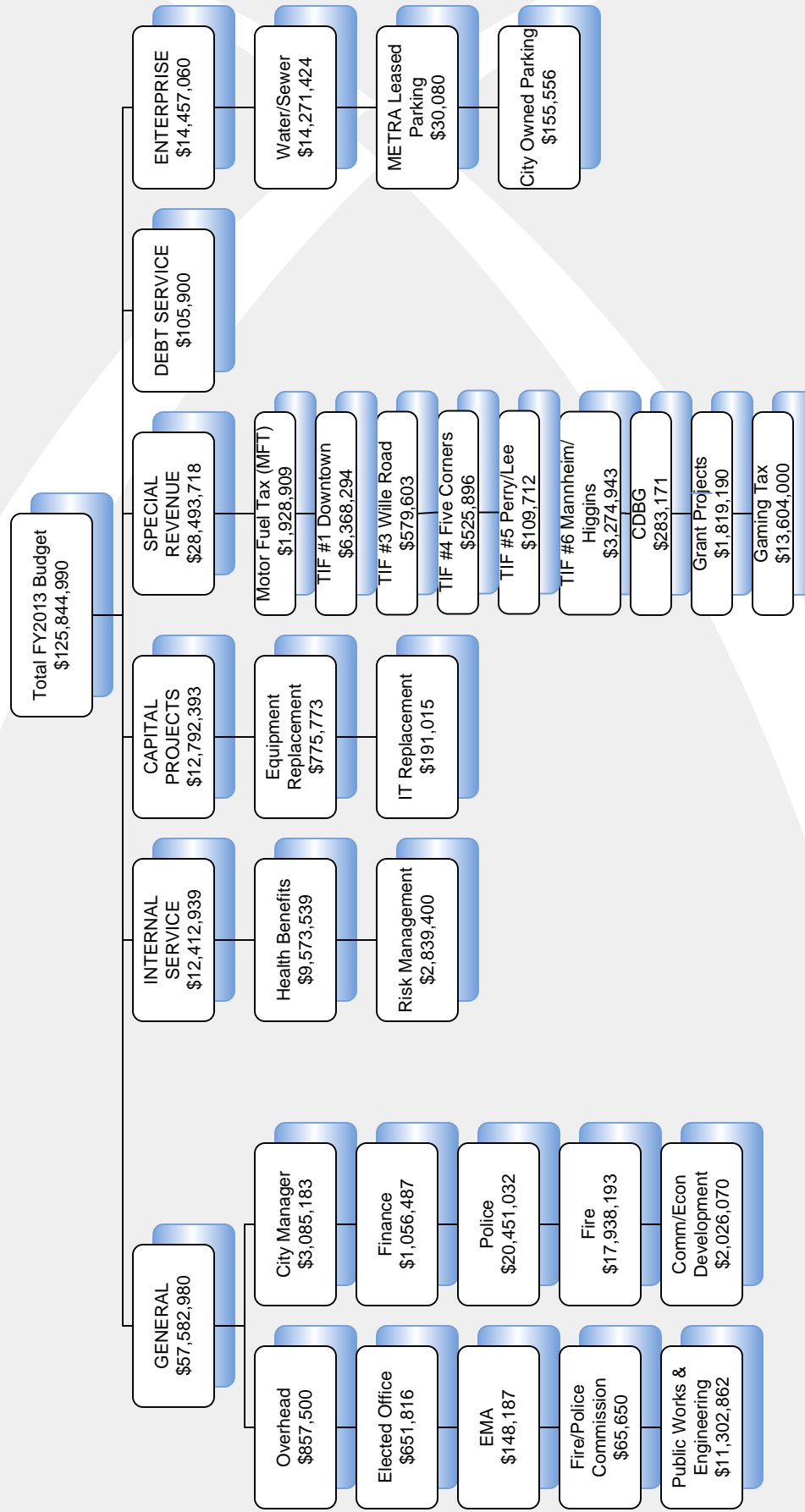
| Department | | FY2009 Authorized | FY2010 Authorized | FY2011 Authorized | FY2012 Budgeted | FY2013 Budget |
|---|------------------|----------------------|----------------------|----------------------|--------------------|------------------|
| CITY MANAGER'S OFFICE | | | | | | |
| City Manager's Office | Full Time | 3.00 | 3.00 | 3.00 | 3.00 | 2.00 |
| | Part Time | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| Health & Human Services | Full Time | 2.00 | - | - | - | - |
| | Part Time | 0.75 | 1.75 | 1.75 | 1.75 | 1.75 |
| Human Resources | Full Time | 4.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| | Part Time | - | - | - | - | - |
| Information Technology | Full Time | 5.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| | Part Time | - | - | - | - | - |
| Media Services | Full Time | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| | Part Time | - | - | - | - | - |
| Legal | Full Time | 3.00 | 2.00 | 2.00 | 2.00 | 1.00 |
| | Part Time | 0.25 | 0.25 | 0.50 | 0.50 | 0.50 |
| CITY MANAGER'S OFFICE - TOTAL | Full Time | 19.00 | 14.00 | 14.00 | 14.00 | 12.00 |
| | Part Time | 1.50 | 2.50 | 2.75 | 2.75 | 2.75 |
| COMMUNITY AND ECONOMIC DEVELOPMENT (CED) | | | | | | |
| Building/Code | Full Time | 14.00 | 13.00 | 12.00 | 12.00 | 12.00 |
| | Part Time | - | - | - | - | - |
| Economic Development | Full Time | 0.25 | 0.25 | - | - | - |
| | Part Time | - | - | - | - | - |
| Planning/Zoning | Full Time | 4.00 | 3.00 | 3.25 | 3.25 | 3.25 |
| | Part Time | - | - | - | - | - |
| CDBG | Full Time | 1.00 | 1.00 | 0.75 | 0.75 | 0.75 |
| | Part Time | - | - | - | - | - |
| TIF#1, TIF # 4, TIF #6 | Full Time | 0.75 | 0.75 | - | - | - |
| | Part Time | - | - | - | - | - |
| CED - TOTAL | Full Time | 20.00 | 18.00 | 16.00 | 16.00 | 16.00 |
| | Part Time | - | - | - | - | - |
| ELECTED OFFICE | | | | | | |
| Legislative | Full Time | 1.00 | - | - | - | - |
| | Part Time | - | - | - | - | - |
| Elected Office | Full Time | 1.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| | Part Time | 1.00 | 0.75 | 0.75 | 1.00 | 1.00 |
| ELECTED OFFICE - TOTAL | Full Time | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| | Part Time | 1.00 | 0.75 | 0.75 | 1.00 | 1.00 |
| EMERGENCY MANAGEMENT AGENCY (EMA) | | | | | | |
| EMA | Full Time | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Part Time | - | - | - | - | - |
| EMA - TOTAL | Full Time | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Part Time | - | - | - | - | - |
| FINANCE | | | | | | |
| Finance - General | Full Time | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 |
| | Part Time | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |
| Finance -Water | Full Time | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| | Part Time | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 |
| FINANCE - TOTAL | Full Time | 13.00 | 13.00 | 13.00 | 13.00 | 13.00 |
| | Part Time | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |



2013 Budget PERSONNEL SUMMARY

| Department | | FY2009 Authorized | FY2010 Authorized | FY2011 Authorized | FY2012 Budgeted | FY2013 Budget |
|---|------------------|----------------------|----------------------|----------------------|--------------------|------------------|
| FIRE DEPARTMENT | | | | | | |
| Administrative | Full Time | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 |
| | Part Time | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| Emergency Services | Full Time | 93.00 | 87.00 | 87.00 | 87.00 | 87.00 |
| | Part Time | - | - | - | - | - |
| Fire Prevention | Full Time | 5.00 | 5.00 | 4.00 | 4.00 | 3.00 |
| | Part Time | - | - | 1.00 | 1.00 | 2.00 |
| FIRE - TOTAL | | | | | | |
| | Full Time | 104.00 | 98.00 | 97.00 | 97.00 | 96.00 |
| | Part Time | 0.50 | 0.50 | 1.50 | 1.50 | 2.50 |
| POLICE | | | | | | |
| Administration | Full Time | 6.00 | 6.00 | 5.00 | 5.00 | 2.00 |
| | Part Time | - | - | - | - | - |
| Uniformed Patrol | Full Time | 68.00 | 67.00 | 68.00 | 68.00 | 68.00 |
| | Part Time | - | - | - | - | - |
| Criminal Investigation | Full Time | 25.00 | 21.00 | 21.00 | 21.00 | 20.00 |
| | Part Time | - | - | - | - | - |
| Support Services | Full Time | 31.00 | 22.00 | 22.00 | 22.00 | 26.00 |
| | Part Time | - | - | - | - | - |
| POLICE - TOTAL | | | | | | |
| | Full Time | 130.00 | 116.00 | 116.00 | 116.00 | 116.00 |
| | Part Time | - | - | - | - | - |
| PUBLIC WORKS AND ENGINEERING | | | | | | |
| Administration | Full Time | 3.00 | 2.25 | 1.25 | 1.25 | 1.25 |
| | Part Time | - | - | - | - | - |
| Engineering - Capital Projects | Full Time | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| | Part Time | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| Engineering - General | Full Time | 6.00 | 5.50 | 5.50 | 5.50 | 5.50 |
| | Part Time | - | - | - | - | - |
| Environmental Services | Full Time | 1.00 | - | - | - | - |
| | Part Time | - | - | - | - | - |
| Facilities/Forestry | Full Time | 18.00 | - | - | - | - |
| | Part Time | 1.50 | - | - | - | - |
| Sewer System Maintenance | Full Time | 11.00 | 10.50 | 10.50 | 10.50 | 10.50 |
| | Part Time | 0.75 | 0.75 | 0.50 | 0.50 | 0.50 |
| Streets /Grounds Maintenance | Full Time | 15.00 | 23.50 | 23.50 | 23.50 | 23.75 |
| | Part Time | 1.50 | 5.50 | 3.00 | 3.00 | 3.00 |
| Vehicle Maintenance | Full Time | 6.00 | 5.50 | 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 | - | - | - | - |
| | Part Time | 0.25 | - | - | - | - |
| Water System Maintenance | Full Time | 19.50 | 23.75 | 23.75 | 23.75 | 23.50 |
| | Part Time | 1.00 | 1.25 | 1.00 | 1.00 | 1.25 |
| PUBLIC WORKS AND ENGINEERING - TOTAL | | | | | | |
| | Full Time | 90.50 | 75.00 | 74.00 | 74.00 | 74.00 |
| | Part Time | 5.75 | 8.25 | 5.25 | 5.25 | 5.50 |
| TOTAL FULL AND PART TIME EMPLOYEES | | | | | | |
| | Full Time | 379.50 | 337.00 | 333.00 | 333.00 | 330.00 |
| | Part Time | 9.75 | 13.00 | 11.25 | 11.50 | 12.75 |
| TOTAL FULL TIME EQUIVALENTS | | 389.25 | 350.00 | 344.25 | 344.50 | 342.75 |
| CHANGE FROM PREVIOUS YEAR | | (12.00) | (51.25) | (5.75) | 0.25 | (1.75) |

Financial Organizational Chart



Note:
Governmental funds use the modified accrual basis of accounting while enterprise funds use the accrual basis.

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2013 Budget BUDGET SUMMARY

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 two Parking System Funds (METRA-Leased and City-Owned). 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.



2013 Budget BUDGET SUMMARY

| Fund Name | 1/1/2013 Estimated Fund Balance (Deficit) | 2013 Transfer's In | 2013 Budgeted Revenues | 2013 Budgeted Expenditures | 2013 Transfer's Out | 12/31/2013 Projected Ending Fund Balance (Deficit) |
|-------------------------|--|--------------------------|------------------------------|----------------------------------|---------------------------|---|
| General Fund | 32,465,195 | \$347,013 | \$58,396,635 | \$57,582,980 | \$2,699,367 | 30,926,496 |
| Nonspendable | 8,606,704 | | | | | 11,997,053 |
| Unassigned | 23,858,491 | | | | | 18,929,443 |
| TIF #1 | 4,661,457 | | 4,024,412 | 6,368,294 | 192,100 | 2,125,475 |
| TIF #3 | (2,957,753) | | 505,689 | 579,603 | 6,260 | (3,037,927) |
| TIF #4 | 588,715 | | 0 | 525,896 | 45,380 | 17,439 |
| TIF #5 | 106,084 | | 105,655 | 109,712 | | 102,027 |
| TIF #6 | (5,640,432) | | 27,283 | 3,274,943 | 62,515 | (8,950,607) |
| Motor Fuel Tax | 506,704 | | 1,700,941 | 1,928,909 | | 278,736 |
| CDBG | 93,060 | | 283,171 | 283,171 | | 93,060 |
| Grant Projects | | 272,004 | 1,547,186 | 1,819,190 | | - |
| Gaming Tax | 10,304,083 | | 19,010,000 | 13,604,000 | 3,600,000 | 12,110,083 |
| Debt Service | 420,201 | | 105,400 | 105,900 | | 419,701 |
| Capital Projects | 2,789,792 | 3,600,000 | 7,589,126 | 11,825,605 | 297,004 | 1,856,309 |
| Equipment Replacement | 2,785,253 | 2,000,000 | 100,000 | 775,773 | | 4,109,480 |
| IT Replacement | 406,998 | 125,000 | 0 | 191,015 | | 340,983 |
| Water/Sewer | 1,878,413 | 20,758 | 11,481,700 | 14,271,424 | | (890,553) |
| City-Owned Parking | 218,829 | | 227,500 | 155,556 | | 290,773 |
| Metra Parking | 116,287 | | 75,000 | 30,080 | 36,516 | 124,691 |
| Risk Management | 1,397,071 | | 2,390,350 | 2,839,400 | | 948,021 |
| Health Benefits Fund | 2,501,439 | 74,367 | 9,214,194 | 9,573,539 | | 2,216,461 |
| Total City Funds | 52,641,396 | 6,439,142 | 116,784,242 | 125,844,990 | 6,939,142 | 43,080,648 |

Fund Overview

The General Fund is indicating an \$814K surplus for Fiscal Year (FY) 2013 (i.e. excluding transfers, projected revenues are above projected expenditures). When taking into account the transfers in/out, the General Fund expenditures exceed revenues by \$1.5M. The unassigned fund balance is projected to be at 31.4% at the end of fiscal year 2013, or 6.4% above the 25% policy recommendation. The current level of the unassigned fund balance is primarily due to the City being able to keep expenditures to a minimum. The total fund balance is projected at 51.3%.

TIF # 1- Downtown indicates a positive \$2.1M fund balance at the end of FY 2013. 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 and the City restructured the debt to reduce the TIF district's deficit 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.

TIF # 5 - Lee and Perry was created in 2001 in an area bound 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



2013 Budget BUDGET SUMMARY

contiguous TIF). This transfer is expected to be repaid sometime in the future. TIF #5 is projected to have a positive fund balance in 2013 in the amount of \$102K.

TIF #6 - Mannheim and Higgins was created in 2001. Currently this TIF district has an estimated deficit of \$5.6M which is projected to reach \$9M by 2013 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, 2012 to September 30, 2013 and the fund is projected to have a positive balance at the City's 2013 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 2013.

The Equipment Replacement Fund is a capital project sinking fund used to account for the replacement of large, expensive and longer lasting equipment of the City. This fund primarily accounts for replacement equipment and vehicles for police, fire, public works and other City departments. Annualized funding helps alleviate the unpredictability of high-cost items affecting future years' budgets. By funding an expense over a period of years (five to twenty years of service life), the City improves overall budgetary control and provides departments with safer and more dependable equipment at the end of the equipment's service life. For FY 2013, the City is transferring \$2.0M 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.



2013 Budget BUDGET SUMMARY

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 2013, 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 2013 are \$2.156 for the Chicago pass through rate (15% increase) and \$2.530 for the O&M rate, the total water rate will increase to \$4.686. For FY 2013 the fund balance is projected at a negative (\$891K), or -6.24%, which is 26.24% 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 2013 will remain the same as 2012 at \$1.50 per day. The fund balance budgeted for 2013 is \$125K, or \$8.4K above the 2012 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. The fund balance budgeted for 2013 is \$291K, or \$72K above the 2012 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 2013 budgeted fund balance is \$948K, or 33.4% 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.

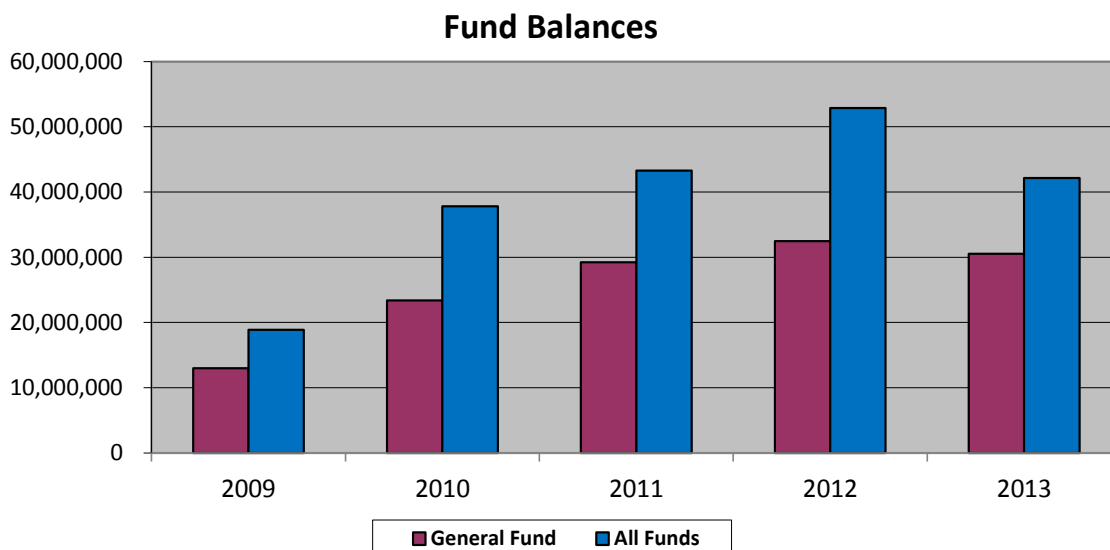
The Police and Fire Pensions Funds contributions are accounted for within the General Fund. Benefit enhancements that have been approved by the State resulted in additional funding which increase the City's overall property tax levy. Based on the City's actuarial valuation for the FYE 2012, the Police Pension was funded at 49.5% and the Fire Pension was funded at 54.8%. In 2012 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 90% funded by the year 2040. This budget does not include the 90% funded level as it is not GASB compliant.



2013 Budget BUDGET SUMMARY

All Fund Historical Fund Balances

| | 12/31/2010 Actual Fund Balance | 12/31/2011 Actual Fund Balance | 12/31/2012 Estimated Fund Balance | 12/31/2013 Projected Fund Balance |
|-------------------------|--------------------------------------|--------------------------------------|---|---|
| General Fund | 23,394,066 | 29,243,213 | 32,465,195 | 30,926,496 |
| Nonspendable | 7,980,992 | 8,162,664 | 8,606,704 | 11,997,053 |
| Unassigned | 15,413,074 | 21,080,549 | 23,858,491 | 18,929,443 |
| TIF #1 | 2,622,030 | 3,505,963 | 4,661,457 | 2,125,475 |
| TIF #3 | (2,618,007) | (2,939,042) | (2,957,753) | (3,037,927) |
| TIF #4 | 612,271 | 1,039,830 | 588,715 | 17,439 |
| TIF #5 | 101,328 | 99,932 | 106,084 | 102,027 |
| TIF #6 | (5,226,750) | (5,215,103) | (5,640,432) | (8,950,607) |
| Motor Fuel Tax | 624,128 | 460,013 | 506,704 | 278,736 |
| CDBG | 83,606 | 109,110 | 93,060 | 93,060 |
| Grant Projects | (327,477) | (319,558) | - | - |
| Gaming Tax | - | 3,698,083 | 10,304,083 | 12,110,083 |
| Debt Service | 377,067 | 420,701 | 420,201 | 419,701 |
| Capital Projects | 7,882,395 | 3,094,453 | 2,789,792 | 1,856,309 |
| Building Replacement | - | - | - | - |
| Equipment Replacement | 1,581,590 | 2,016,178 | 2,785,253 | 4,109,480 |
| IT Replacement | 251,574 | 474,248 | 406,998 | 340,983 |
| Water/Sewer | 5,031,860 | 3,473,407 | 1,878,413 | (890,553) |
| City-Owned Parking | 93,023 | 141,994 | 218,829 | 290,773 |
| Metra Parking | 79,080 | 87,154 | 116,287 | 124,691 |
| Risk Management | 1,268,750 | 1,233,368 | 1,397,071 | 948,021 |
| Health Benefits | 1,974,644 | 2,447,085 | 2,501,439 | 2,216,461 |
| Total City Funds | 37,805,178 | 43,071,029 | 52,641,396 | 43,080,648 |





2013 Budget BUDGET SUMMARY

Historical Revenues and Other Sources by Fund Including Transfers In

| Revenues | 2010 Actual | 2011 Actual | 2012 Budgeted | 2012 Estimated | 2013 Budgeted | % of Change |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| General Fund | 60,911,959 | 60,913,146 | 57,542,495 | 59,662,073 | 58,743,648 | -1.5% |
| Special Revenue Funds | | | | | | |
| TIF #1 | 5,170,744 | 4,984,483 | 5,310,693 | 4,251,537 | 4,024,412 | -5.3% |
| TIF #3 | 10,568,052 | 406,796 | 503,893 | 561,740 | 505,689 | -10.0% |
| TIF #4 | 380,428 | 469,636 | 481,049 | 98,865 | 0 | -100.0% |
| TIF #5 | 169,854 | 122,086 | 105,806 | 117,290 | 105,655 | -9.9% |
| TIF #6 | 152,233 | 118,959 | 99,041 | 79,832 | 27,283 | -65.8% |
| Motor Fuel Tax | 2,509,924 | 1,722,198 | 1,450,500 | 1,701,191 | 1,700,941 | 0.0% |
| CDBG | 310,055 | 345,429 | 413,051 | 399,663 | 283,171 | -29.1% |
| Grant Projects | 738,181 | 2,123,431 | 1,021,712 | 857,671 | 1,819,190 | 112.1% |
| Gaming Tax | - | 10,820,440 | 16,800,000 | 21,010,000 | 19,010,000 | -9.5% |
| | 19,999,471 | 21,113,458 | 26,185,745 | 29,077,789 | 27,476,341 | -5.5% |
| Debt Service Funds | 1,426,090 | 5,749,746 | 206,860 | 108,250 | 105,400 | -2.6% |
| Capital Projects Funds | | | | | | |
| Capital Projects | 20,543,871 | 10,965,174 | 6,800,714 | 9,038,795 | 11,189,126 | 23.8% |
| Equipment Replacement | 108,553 | 910,307 | 1,460,000 | 1,460,000 | 2,100,000 | 43.8% |
| IT Replacement | 803 | 1,016,468 | 125,050 | 125,050 | 125,000 | 0.0% |
| | 20,653,227 | 12,891,948 | 8,385,764 | 10,623,845 | 13,414,126 | 26.3% |
| Enterprise Funds | | | | | | |
| Water/Sewer | 11,916,489 | 11,303,207 | 10,177,258 | 11,725,421 | 11,502,458 | -1.9% |
| City Owned Parking | 227,869 | 218,667 | 225,500 | 218,000 | 227,500 | 4.4% |
| Metra Leased Parking | 81,448 | 64,886 | 70,400 | 80,000 | 75,000 | -6.3% |
| | 12,225,806 | 11,586,760 | 10,473,158 | 12,023,421 | 11,804,958 | -1.8% |
| Internal Service Funds | | | | | | |
| Risk Management | 2,977,016 | 2,687,943 | 2,610,832 | 2,785,500 | 2,390,350 | -14.2% |
| Health Benefits | 10,039,192 | 8,866,139 | 9,172,687 | 8,859,035 | 9,288,561 | 4.8% |
| | 13,016,208 | 11,554,082 | 11,783,519 | 11,644,535 | 11,678,911 | 0.3% |
| Total Revenues | 128,232,761 | 123,809,140 | 114,577,541 | 123,139,913 | 123,223,384 | 0.1% |



2013 Budget
BUDGET SUMMARY

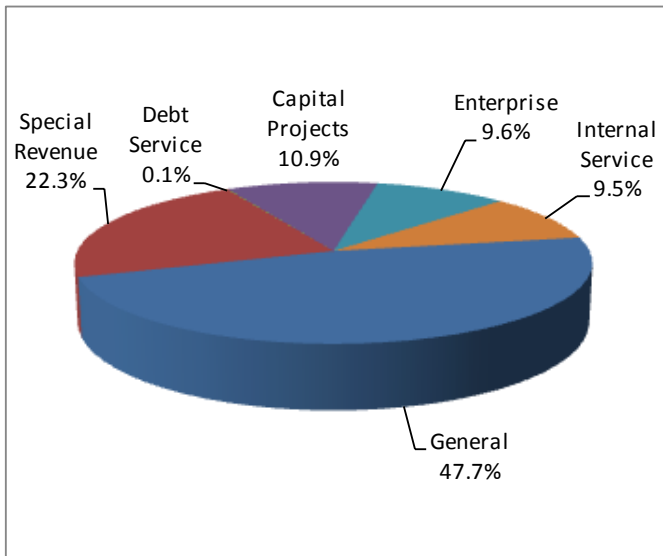
Historical Expenditures by Fund Including Transfers Out

| Expenditures | 2010 Actual | 2011 Actual | 2012 Budgeted | 2012 Estimated | 2013 Budget | % of Change |
|-------------------------------|------------------------|------------------------|--------------------------|---------------------------|------------------------|------------------------|
| General Fund | 50,504,118 | 56,929,835 | 57,290,231 | 56,440,091 | 60,282,347 | 6.8% |
| Special Revenue Funds | | | | | | |
| TIF #1 | 3,572,307 | 4,100,546 | 6,162,160 | 3,096,043 | 6,560,394 | 111.9% |
| TIF #3 | 10,158,151 | 727,831 | 591,464 | 580,451 | 585,863 | 0.9% |
| TIF #4 | 109,573 | 42,076 | 621,127 | 549,980 | 571,276 | 3.9% |
| TIF #5 | 121,268 | 123,482 | 120,540 | 111,138 | 109,712 | -1.3% |
| TIF #6 | 123,725 | 107,313 | 817,920 | 505,161 | 3,337,458 | 560.7% |
| Motor Fuel Tax | 2,037,998 | 1,886,314 | 1,529,500 | 1,654,500 | 1,928,909 | 16.6% |
| CDBG | 298,412 | 319,923 | 429,101 | 415,713 | 283,171 | -31.9% |
| Grant Projects | 1,065,658 | 2,100,958 | 1,026,259 | 538,113 | 1,819,190 | 238.1% |
| Gaming Tax | - | 7,122,357 | 12,720,000 | 14,404,000 | 17,204,000 | 100.0% |
| | 17,487,092 | 16,530,800 | 24,018,071 | 21,855,099 | 32,399,973 | 48.2% |
| Debt Service | 1,394,625 | 5,734,007 | 207,460 | 108,750 | 105,900 | -2.6% |
| Capital Projects Funds | | | | | | |
| Capital Projects | 12,186,580 | 15,753,112 | 8,029,507 | 9,343,456 | 12,122,609 | 29.7% |
| Building Replacement | 943,832 | - | - | - | - | N/A |
| Equipment Replacement | 386,062 | 475,719 | 676,595 | 690,925 | 775,773 | 12.3% |
| IT Replacement | 214,360 | 793,794 | 196,690 | 192,300 | 191,015 | -0.7% |
| | 13,730,834 | 17,022,625 | 8,902,792 | 10,226,681 | 13,089,397 | 28.0% |
| Enterprise Funds | | | | | | |
| Water/Sewer | 12,422,586 | 12,861,660 | 12,285,523 | 13,320,415 | 14,271,424 | 7.1% |
| City Owned Parking | 174,244 | 169,696 | 155,665 | 141,165 | 155,556 | 10.2% |
| Metra Leased Parking | 48,715 | 56,812 | 44,417 | 50,867 | 66,596 | 30.9% |
| | 12,645,545 | 13,088,168 | 12,485,605 | 13,512,447 | 14,493,576 | 7.3% |
| Internal Service Funds | | | | | | |
| Risk Management | 3,065,782 | 2,723,325 | 2,744,400 | 2,621,797 | 2,839,400 | 8.3% |
| Health Benefits | 10,457,365 | 8,393,699 | 9,117,703 | 8,804,681 | 9,573,539 | 8.7% |
| | 13,523,147 | 11,117,024 | 11,862,103 | 11,426,478 | 12,412,939 | 8.6% |
| Total Expenditures | 109,285,361 | 120,422,459 | 114,766,262 | 113,569,546 | 132,784,132 | 16.9% |



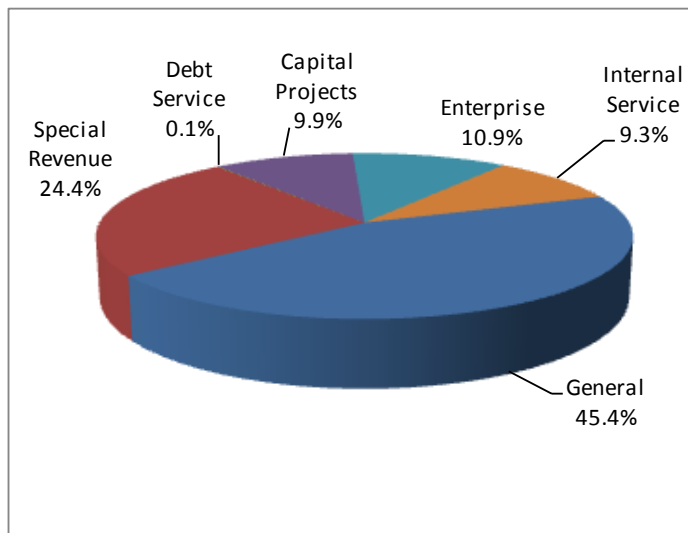
2013 Budget BUDGET SUMMARY

2013 Budgeted Revenues and Other Sources by Fund Type



| Funds By Type | 2013 Budget | % of Total |
|----------------------|--------------------|---------------|
| General | 58,743,648 | 47.7% |
| Special Revenue | 27,476,341 | 22.3% |
| Debt Service | 105,400 | 0.1% |
| Capital Projects | 13,414,126 | 10.9% |
| Enterprise | 11,804,958 | 9.6% |
| Internal Service | 11,678,911 | 9.5% |
| Total Revenue | 123,223,384 | 100.0% |

2013 Budgeted Expenditures by Fund Type

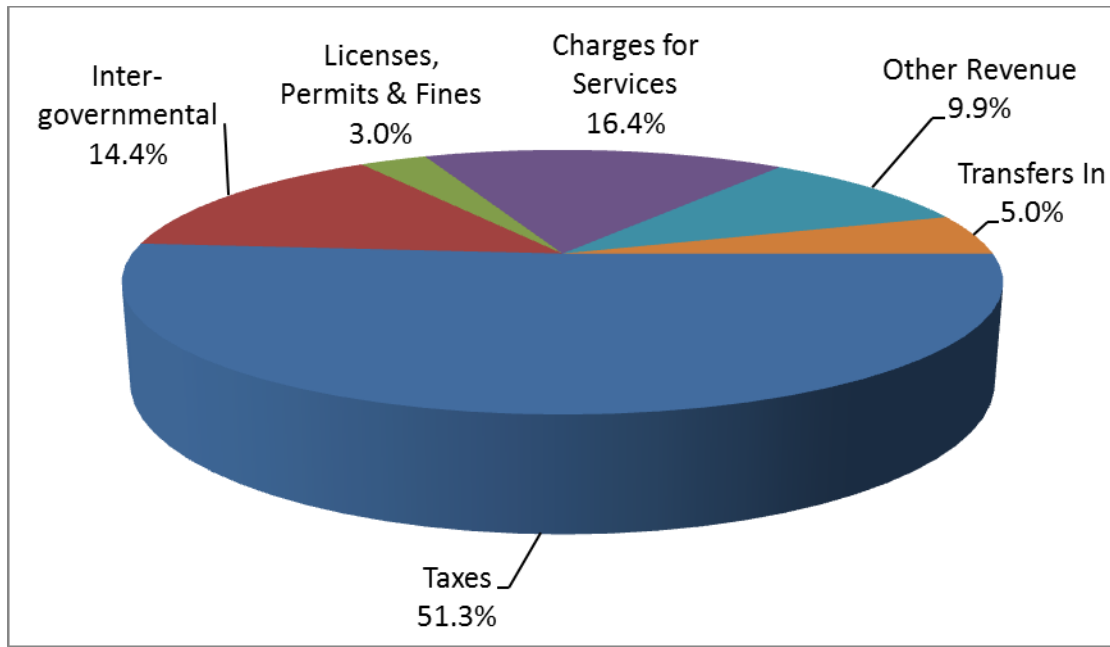


| Funds By Type | 2013 Budget | % of Total |
|---------------------------|--------------------|---------------|
| General | 60,282,347 | 45.4% |
| Special Revenue | 32,399,973 | 24.4% |
| Debt Service | 105,900 | 0.1% |
| Capital Projects | 13,089,397 | 9.9% |
| Enterprise | 14,493,576 | 10.9% |
| Internal Service | 12,412,939 | 9.3% |
| Total Expenditures | 132,784,132 | 100.0% |



2013 Budget BUDGET SUMMARY

2013 Budgeted Revenues by Category (All Funds)



| | Taxes | Inter-governmental | Licenses, Permits & Fines* | Charges for Service | Other Revenue | Revenue Total | Transfers In | Fund Total |
|-----------------------|-------------------|--------------------|----------------------------|---------------------|-------------------|--------------------|------------------|--------------------|
| General Fund | 33,946,750 | 14,203,789 | 3,716,000 | 6,090,096 | 440,000 | 58,396,635 | 347,013 | 58,743,648 |
| TIF Fund #1 | 4,023,412 | - | - | - | 1,000 | 4,024,412 | - | 4,024,412 |
| TIF Fund #3 | 505,679 | - | - | - | 10 | 505,689 | - | 505,689 |
| TIF Fund #4 | - | - | - | - | - | - | - | - |
| TIF Fund #5 | 105,655 | - | - | - | - | 105,655 | - | 105,655 |
| TIF Fund #6 | 27,283 | - | - | - | - | 27,283 | - | 27,283 |
| Motor Fuel Tax | - | 1,700,441 | - | - | 500 | 1,700,941 | - | 1,700,941 |
| CDBG | - | 283,171 | - | - | - | 283,171 | - | 283,171 |
| Grant Funded Projects | - | 1,547,186 | - | - | - | 1,547,186 | 272,004 | 1,819,190 |
| Gaming Tax | 19,000,000 | - | - | - | 10,000 | 19,010,000 | - | 19,010,000 |
| Debt Service | 105,400 | - | - | - | - | 105,400 | - | 105,400 |
| Capital Projects | 5,333,026 | - | - | 2,250,000 | 6,100 | 7,589,126 | 3,600,000 | 11,189,126 |
| Equipment Repl. | - | - | - | - | 100,000 | 100,000 | 2,000,000 | 2,100,000 |
| IT Replacement | - | - | - | - | - | - | 125,000 | 125,000 |
| Water/Sewer Fund | - | - | 6,700 | 11,472,000 | 3,000 | 11,481,700 | 20,758 | 11,502,458 |
| City Owned Parking | - | - | - | 227,500 | - | 227,500 | - | 227,500 |
| Metra Leased Parking | - | - | - | 75,000 | - | 75,000 | - | 75,000 |
| Risk Management | - | - | - | - | 2,390,350 | 2,390,350 | - | 2,390,350 |
| Health Benefits | - | - | - | - | 9,214,194 | 9,214,194 | 74,367 | 9,288,561 |
| Total Revenues | 63,047,205 | 17,734,587 | 3,722,700 | 20,114,596 | 12,165,154 | 116,784,242 | 6,439,142 | 123,223,384 |

* Fines accumulates to \$1,203,700 or 1% of total revenue.

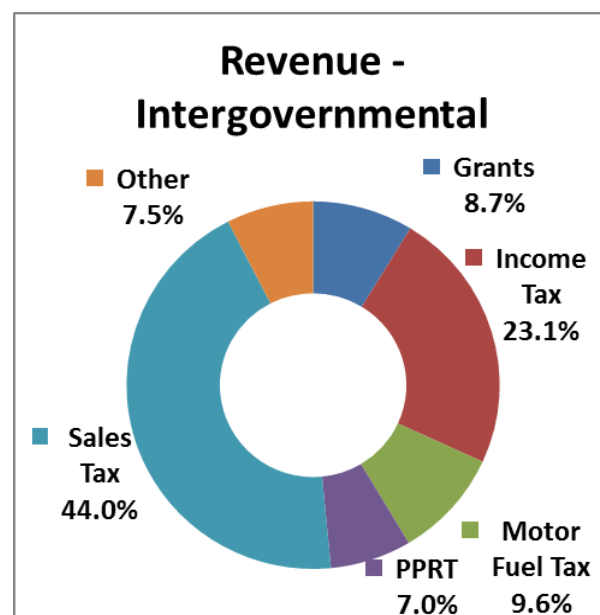
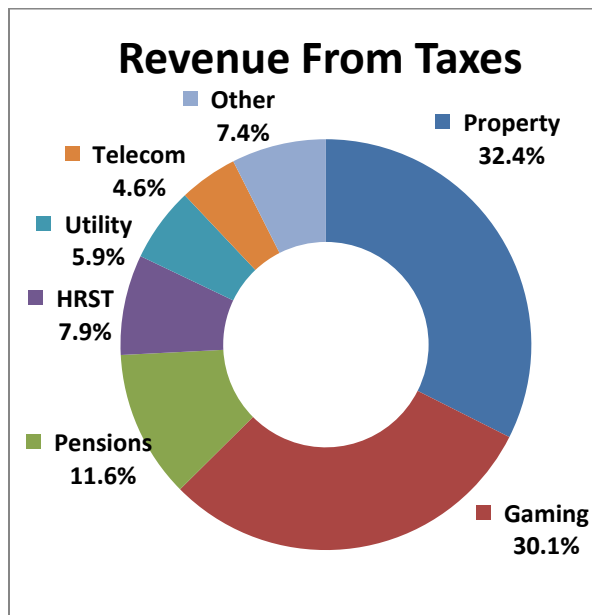


2013 Budget BUDGET SUMMARY

2012/2013 Revenue Budget Comparison

| | 2012 Budget | 2013 Budget | Dollar Change | % Change |
|-----------------------|--------------------|--------------------|------------------|-------------|
| Taxes | 61,830,356 | 63,047,205 | 1,216,849 | 1.9% |
| Intergovernmental | 16,150,949 | 17,734,587 | 1,583,638 | 8.9% |
| Licenses & Permits | 2,659,100 | 2,519,000 | (140,100) | -5.6% |
| Charges for Service | 18,102,050 | 20,114,596 | 2,012,546 | 10.0% |
| Fines | 1,068,000 | 1,203,700 | 135,700 | 11.3% |
| Other Revenue | 12,250,040 | 12,165,154 | (84,886) | -0.7% |
| Transfers | 2,517,046 | 6,439,142 | 3,922,096 | 60.9% |
| Total Revenues | 114,577,541 | 123,223,384 | 8,645,843 | 7.0% |

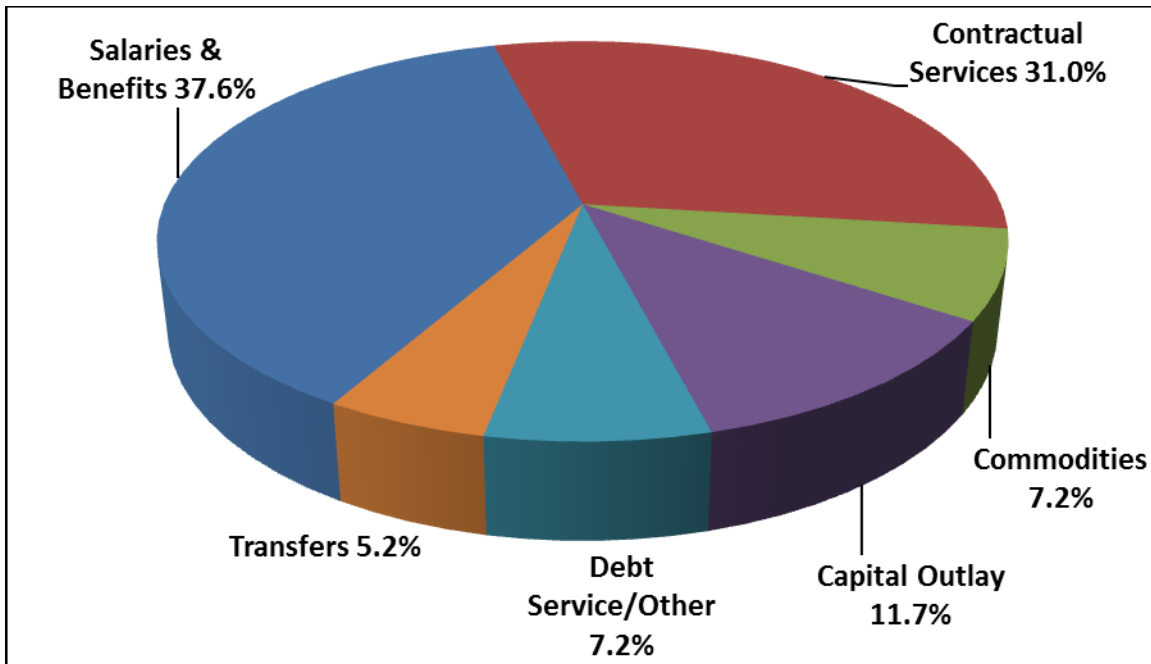
The overall \$8.6M or 7% increase in total revenues for all the funds is primarily attributable to the \$3.6M additional transfers from Gaming Tax Fund that will be used for capital improvements and early retirement of debt service, \$1.3M in additional charges for services in the Water/Sewer Fund mainly attributed to the increase in rates for Chicago water and an \$1.1M increase in intergovernmental revenue anticipated from Grant Projects Fund.





2013 Budget BUDGET SUMMARY

2013 Budgeted Expenditures by Category (All Funds)



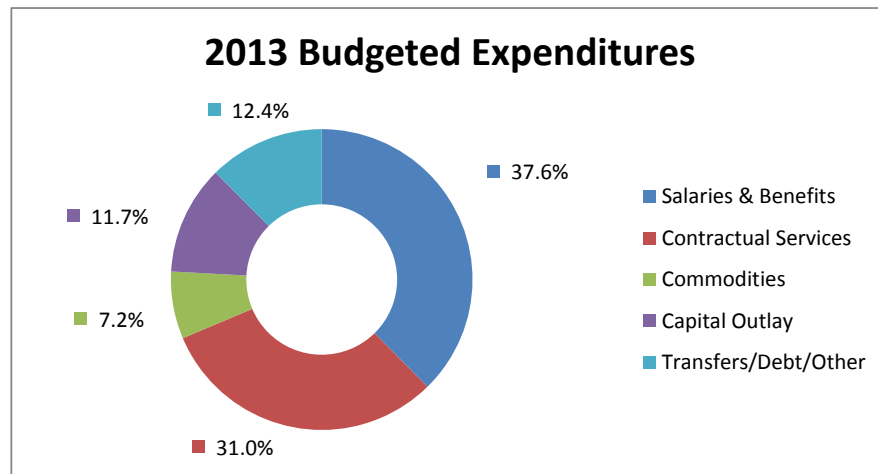
| | Salaries & Benefits | Contractual Services | Commodities | Capital Outlay | Debt Service /Other | Transfers | Fund Total |
|-----------------------|---------------------|----------------------|------------------|-------------------|---------------------|------------------|--------------------|
| General Fund | 44,768,489 | 11,061,266 | 1,598,550 | 45,500 | 109,175 | 2,699,367 | 60,282,347 |
| TIF Fund #1 | 5,553 | 1,252,876 | 246,150 | 3,039,000 | 1,824,715 | 192,100 | 6,560,394 |
| TIF Fund #3 | - | 10,006 | - | - | 569,597 | 6,260 | 585,863 |
| TIF Fund #4 | - | 70,896 | 5,000 | 450,000 | - | 45,380 | 571,276 |
| TIF Fund #5 | - | - | - | - | 109,712 | - | 109,712 |
| TIF Fund #6 | - | 153,209 | - | 2,000,000 | 1,121,734 | 62,515 | 3,337,458 |
| Motor Fuel Tax | - | 347,500 | 482,000 | 1,099,409 | - | - | 1,928,909 |
| CDBG | 53,956 | 148,942 | - | 80,273 | - | - | 283,171 |
| Grant Funded Projects | 36,000 | 124,000 | - | 1,659,190 | - | - | 1,819,190 |
| Gaming Tax | - | 13,604,000 | - | - | - | 3,600,000 | 17,204,000 |
| Debt Service | - | - | - | - | 105,900 | - | 105,900 |
| Capital Projects | 421,264 | 965,681 | 70,000 | 5,100,699 | 5,267,961 | 297,004 | 12,122,609 |
| Equipment Replacement | - | - | 73,100 | 690,173 | 12,500 | - | 775,773 |
| IT Replacement | - | 36,300 | 2,900 | 151,815 | - | - | 191,015 |
| Water/Sewer Fund | 4,692,834 | 916,398 | 6,975,000 | 1,274,292 | 412,900 | - | 14,271,424 |
| City Owned Parking | - | 23,956 | 131,600 | - | - | - | 155,556 |
| Metra Leased Parking | - | 16,830 | 13,250 | - | - | 36,516 | 66,596 |
| Risk Management | - | 2,839,400 | - | - | - | - | 2,839,400 |
| Health Benefits | - | 9,573,539 | - | - | - | - | 9,573,539 |
| Total Expenses | 49,978,096 | 41,144,799 | 9,597,550 | 15,590,351 | 9,534,194 | 6,939,142 | 132,784,132 |



2013 Budget BUDGET SUMMARY

2012/2013 Expenditure Budget Comparison

| | 2012 Budget | 2013 Budget | Change (\$) | Change (%) |
|---------------------------|--------------------|--------------------|-------------------|---------------|
| Salaries & Benefits | 49,008,187 | 49,978,096 | 969,909 | 2.0% |
| Contractual Services | 39,159,810 | 41,144,799 | 1,984,989 | 5.1% |
| Commodities | 7,562,462 | 9,597,550 | 2,035,088 | 26.9% |
| Capital Outlay | 9,120,847 | 15,590,351 | 6,469,504 | 70.9% |
| Transfers/Debt/Other | 9,914,956 | 16,473,336 | 6,558,380 | 66.1% |
| Total Expenditures | 114,766,262 | 132,784,132 | 18,017,870 | 15.7% |



2013 Budgeted Expenditures are expected to increase by \$18 M or 15.7% as compared to 2012 Budget. The increase is attributed primarily to the following:

- Contractual Services increased by \$1.9M or 5.1% primarily due to the 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 \$6.5M or 70.9% due to funds transferred from the casino operations for capital improvements and additional funds allocated to the projects within the TIF #6 district in order to enhance development.
- The Salaries and Benefits increased by \$0.97M or 2.0% due to the increase in City's portion of the Police, Fire and IMRF Pension obligations.
- Transfers/Debt/Other increased by \$6.9M or 66.1% due to transfers of \$3.6M in the Gaming Tax Fund for capital improvements and early retirement of debt and increases in annual payment related to the outstanding general obligation debt.



2013 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:

| Fund | Fund Name | Projected Ending Fund Balance (Deficit) | 12/31/2012 Projected Ending Fund Balance % | Projected Fund Balance v. Policy Requirement | Fund Balance Policy Requirement |
|------|--------------|---|--|--|---------------------------------|
| 100 | General Fund | \$30,926,496 | 51.30% | 26.30% | 25% of Annual Expenditures |
| | Reserved | 11,997,053 | 19.90% | | |
| | Unreserved | 18,929,443 | 31.40% | 6.40% | 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 2013 fiscal year. For the 2013 Budget year, the City is recommending a transfer of \$2M 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:

| | 12/31/2009 Actual | 12/31/2010 Actual | 12/31/2011 Actual | 12/31/2012 Budget | 12/31/2012 Estimated | 12/31/2013 Budget |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|-------------------------|----------------------|
| Total Fund Balance | 12,986,225 | 23,394,066 | 29,243,213 | 25,442,183 | 29,243,213 | 30,926,496 |
| Reserved | 8,811,994 | 7,980,992 | 8,162,664 | 6,510,205 | 8,162,664 | 11,997,053 |
| Unreserved | 4,174,231 | 15,413,074 | 21,080,549 | 18,931,978 | 23,858,491 | 18,929,443 |
| Total Fund Balance | 23.53% | 46.32% | 51.37% | 44.41% | 51.81% | 51.30% |
| Unreserved Fund Balance | 7.56% | 30.52% | 37.03% | 33.05% | 42.27% | 31.40% |

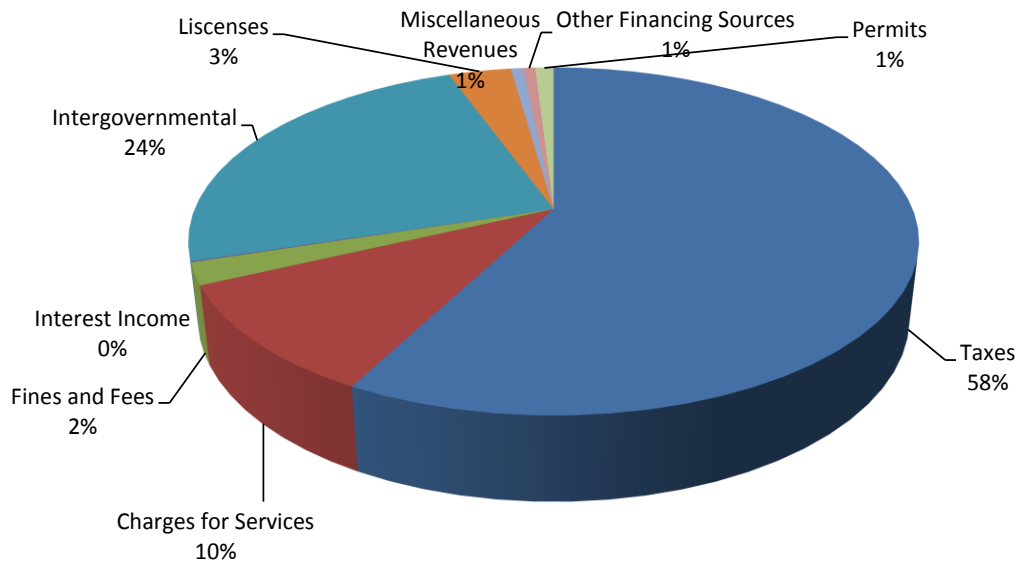
The projected 2013 unreserved fund balance is expected to exceed the 25% recommended policy guideline and shows the City's commitment to improving its financial health from 2.19% unreserved fund balance in 2008. In addition, the 2013 Budget accomplishes the objective of striking a balance between the 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



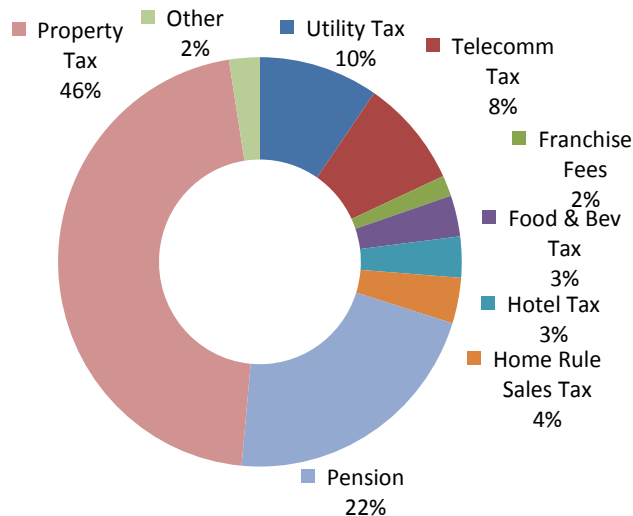
2013 Budget BUDGET SUMMARY

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.

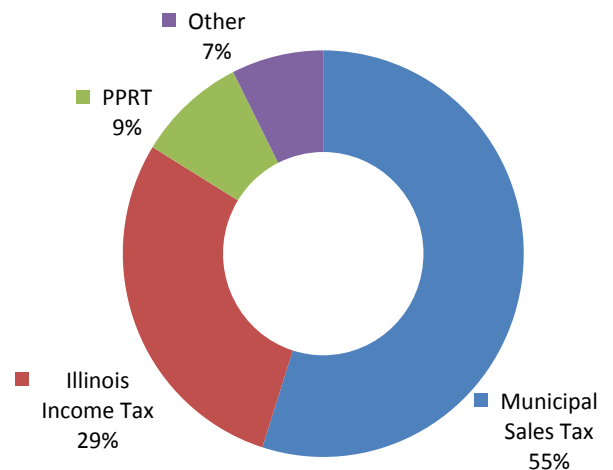
GENERAL FUND REVENUES BY CATEGORY



Tax Revenue Allocation



Intergovernmental Revenue



Revenue Highlights

The FY 2013 General Fund budget is based upon projected revenues from taxes, fees and other sources totaling \$58.4 million. Excluding other financing sources, the 2013 budgeted revenues represent a decrease of \$933K or 2.0% below the 2012 projected revenues. As a whole, Property Tax, Utility Tax, Sales Tax,



2013 Budget BUDGET SUMMARY

State Income Tax, and Telecommunications Tax account for almost 72.4% 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 26.6% 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 2012 tax levy is the basis for the 2013 revenue budget.

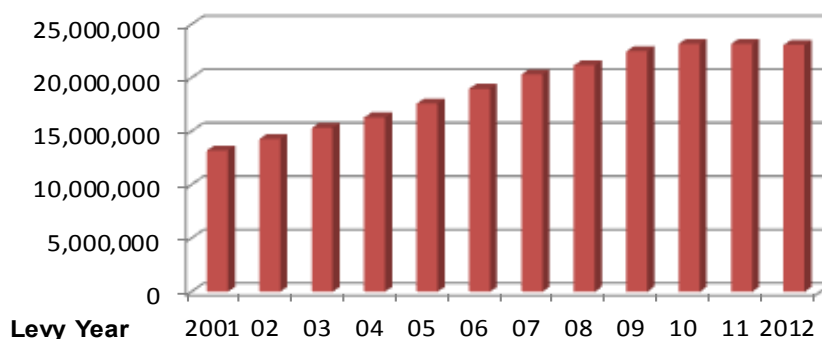
For FY 2013 the total City property tax levy is \$23,083,150, a 0.43% decrease over the prior year's tax levy. The following is a 10 year trend of the property tax levies passed and excludes the additional amount added by the County for loss and cost (3% for corporate purposes and 5% for debt service).

| Levy Year | Corporate | Police Pension | Fire Pension | Debt Service | Total Levy | Extension | % Change |
|-----------|------------|----------------|--------------|--------------|------------|------------|----------|
| 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% |
| 2012 | 15,645,194 | 3,661,515 | 3,671,041 | 105,400 | 23,083,150 | 23,777,753 | -0.43% |

AVERAGE INCREASE (last 10 years)

| | Levy over Levy | Levy over Extension |
|----------------|----------------|---------------------|
| Corporate Levy | 4.65% | 1.60% |
| Total Levy | 4.96% | 1.77% |

Property Tax Levy



The City of Des Plaines' assessed value averaged a 5.36% increase per year from 2001 to 2010. The 2011 equalized assessed value (EAV) was reduced by (8.78%) from the 2010 EAV, or



2013 Budget BUDGET SUMMARY

\$2,394,677,264 in 2010 to \$2,184,333,304 in 2011, following the declining market value of property in Cook County.

■ Sales Tax

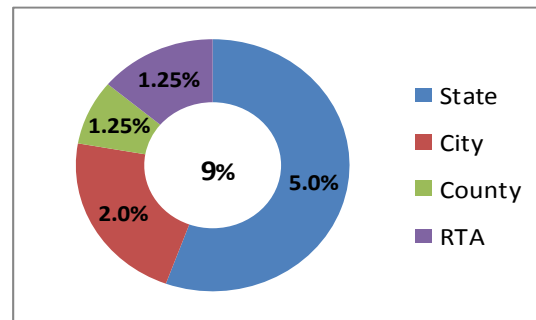
Sales Tax is the second largest source of revenue for the City. Sales tax comprises 16.7% of total receipts for the General Fund or approximately \$9.8 million for FY 2013. For the Home Rule Sales Tax, 25% is remitted to the General Fund and 75% is allocated towards the Capital Projects Fund. For FY 2013, the City expects that sales tax will increase by approximately 3% from the 2012 Budget.

The sales tax rate for the City of Des Plaines is 9%, of which the City receives 2% within the corporate limits of the municipality. The total sales tax rate consists of the following:

Effective Jan 1, 2013

| | |
|-----------------------------|--------------|
| State | 5.00% |
| City | 2.00% |
| County | 0.75% |
| RTA | 1.25% |
| Total Sales Tax Rate | 9.00% |

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 21.1% of the City’s sales tax receipts. This category is followed by Agriculture and All Others at 20.4% and Food at 14.8%.



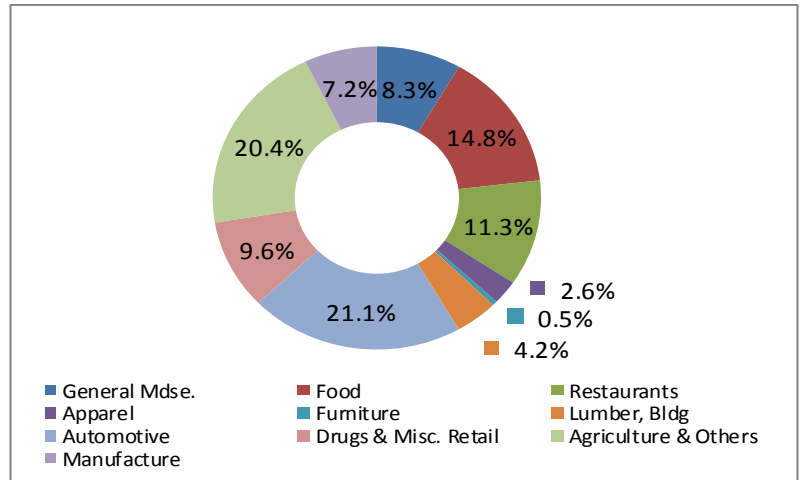
2013 Budget BUDGET SUMMARY

Number of Taxpayers: 1,204

2011 Calendar Year - Sales made during
January 2011 through December 2011

| Tax Types | MT & HMR |
|----------------------|----------------------|
| General Mdse. | 1,071,907.58 |
| Food | 1,900,202.08 |
| Restaurants | 1,450,464.49 |
| Apparel | 329,051.14 |
| Furniture | 65,052.19 |
| Lumber, Bldg | 538,924.48 |
| Automotive | 2,714,967.81 |
| Drugs & Misc. Retail | 1,229,981.93 |
| Agriculture & Others | 2,624,575.42 |
| Manufacture | 920,925.17 |
| | <u>12,846,052.29</u> |

Sales Tax Allocation for the 12 months Ended 12/31/2011

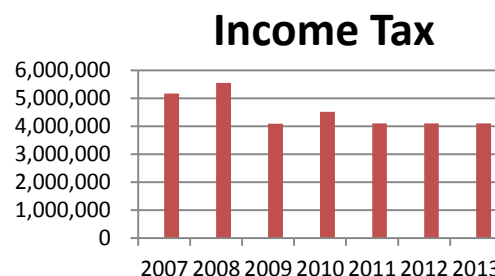


Source: <https://www.revenue.state.il.us/app/kob/index.jsp>

State Income Tax

State income tax comprises approximately 7% of the General Fund revenues. The City receives a portion of the state income tax receipts on a per-capita basis. The revenue projected for FY 2013 was not changed from budgeted FY 2012. Based upon data received from the Illinois Municipal League, the City is estimating to receive a per-capita distribution of \$70.00 for FY 2013.

| 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% |
| 2013 | 4,100,000 | 0.0% |



Telecommunication Tax

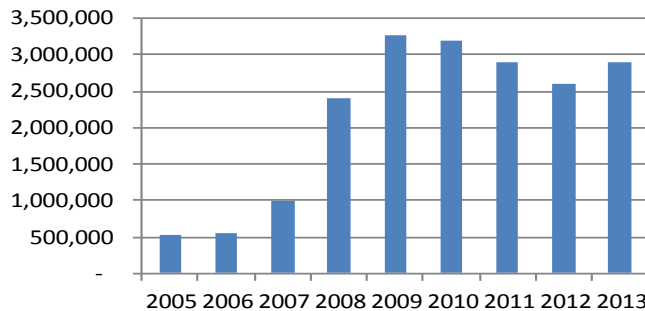
Effective January 1, 2003 the simplified municipal telecommunication tax act took effect. Under this act, land based and wireless service providers remit up to 6% of their gross sales to the Illinois Department of Revenue. During the 2008 Budget process the City of Des Plaines passed an Ordinance establishing 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 2012, the projected revenues decrease by approximately 6% or \$168K from 2011 while the 2013 budgeted revenues are projected to rise back to the 2011 level. Our neighboring communities also experienced a similar decrease of 10% to 15% from 2010 to 2012.



2013 Budget BUDGET SUMMARY

| 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% |
| 2013 | 2,900,000 | 12% |

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 2013, the City is projecting the revenue to remain consistent at \$2.6M which is the estimated amount for 2012.

| Account | Account Title | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|---------|--------------------------|-------------|-------------|----------------|-------------|
| 810107 | Utility Tax: Electricity | 2,836,826 | 2,600,000 | 2,600,000 | 2,600,000 |
| 810108 | Utility Tax: Natural Gas | 564,909 | 650,000 | 650,000 | 650,000 |
| 810110 | Use Tax: Natural Gas | 353,610 | 450,000 | 450,000 | 450,000 |
| | | 3,755,345 | 3,700,000 | 3,700,000 | 3,700,000 |

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 2013 budgeted revenue is projected to remain consistent with the projected 2012 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 \$250K or 9.1% below the FY 2012. Any major changes in the economy as well as the mortgage interest rates can have a substantial impact on home sales and the real estate transfer tax received by the City.



2013 Budget BUDGET SUMMARY

■ 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 \$100K from the FY 2012 budgeted amount.

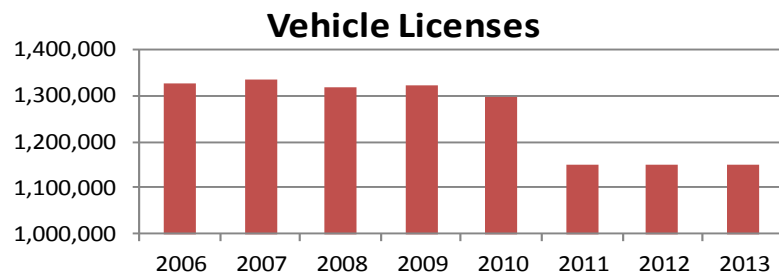
■ Personal Property Replacement Tax

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 2013 is \$1.25M.

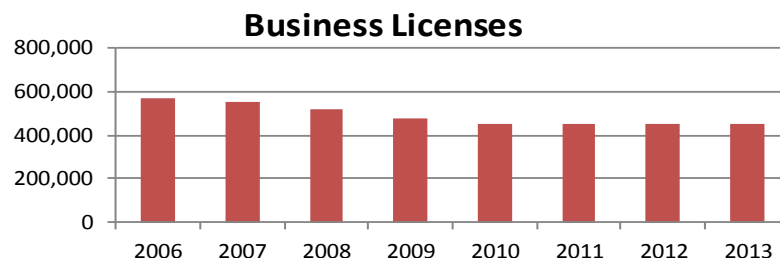
■ Licensing and Permit Revenue

Total licensing and permit revenue consists of approximately 4.3% of all General Fund revenue, or \$2.5 million. 78.6% of total licensing and permit revenue is due to the following:

- **Vehicle Licenses:** Vehicle Licenses for FY 2013 are budgeted at \$1.15 million which is in line with the 2012 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.



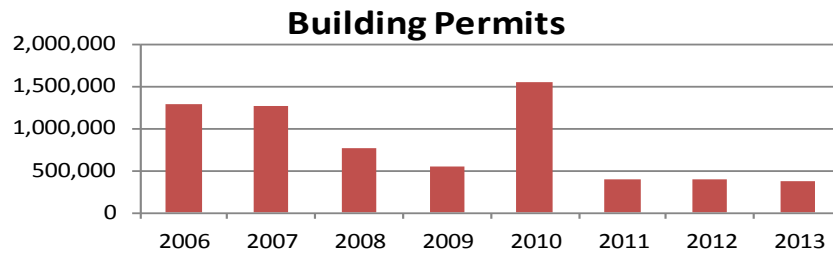
- **Business Licenses:** Business Licenses are issued annually and are valid from January 1st to December 31st. Business License fees depend on the type of business. The total estimated receipts for FY 2012 are \$450K and are budgeted at \$450K for 2013.



- **Building Permits:** Building Permits must be purchased prior to construction. Permit fees vary depending upon the nature of the construction. Building permits for 2013 are expected to remain consistent with projected 2012 revenues at \$375K. The spike in building permit revenue for FY 2010 indicated in the graph below relates to permit fees received from the Casino project.



2013 Budget BUDGET SUMMARY



■ Emergency Telephone Surcharge

This is a \$1.00 monthly surcharge on telephone bills. The money partially funds the operation of a fully enhanced emergency 911-telephone system. Total 2013 budgeted revenue is \$735,000, compared to \$727,500 budgeted for the FY 2012. 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 one hundred percent in the last ten years.

| Pension Expense | IMRF | Fire Pension | Police Pension | Total |
|------------------------|---------------|---------------|----------------|---------------|
| 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 Actual | 1,731,668 | 3,395,608 | 3,338,189 | 8,465,465 |
| 2012 Estimated | 2,105,251 | 3,577,776 | 3,472,544 | 9,155,571 |
| 2013 Budget | 2,297,374 | 3,671,041 | 3,661,515 | 9,629,930 |
| Ten Year Growth | 116.2% | 104.3% | 90.9% | 101.5% |

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 2011 were at 1.31% and 2.71% respectively. As of December 31, 2011 the Police Pension and Fire Pension funds are funded at 49.5% and 54.8% respectively. The IMRF Pension actuarial funded ratio as of December 31, 2011 was 83%*.

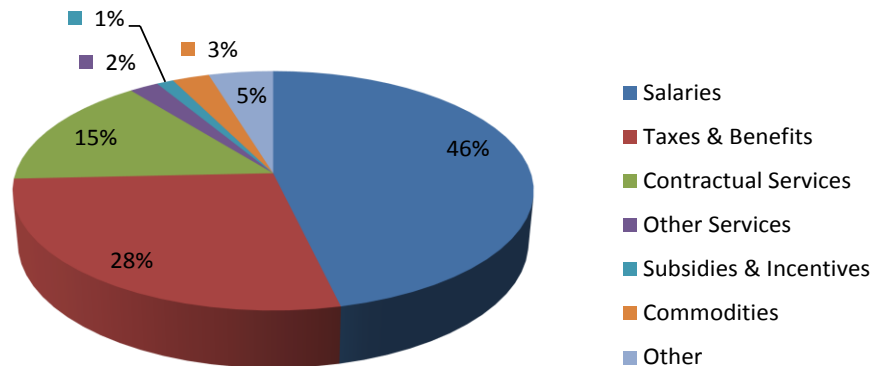
The Des Plaines Library and the E911 Service employees are included in the total IMRF pension calculation. The City's portion of IMRF contribution for FY 2013 is estimated to be at \$1.6M.

* http://www.imrf.org/pubs/annual_reports/2011_actuarial_valuation.pdf

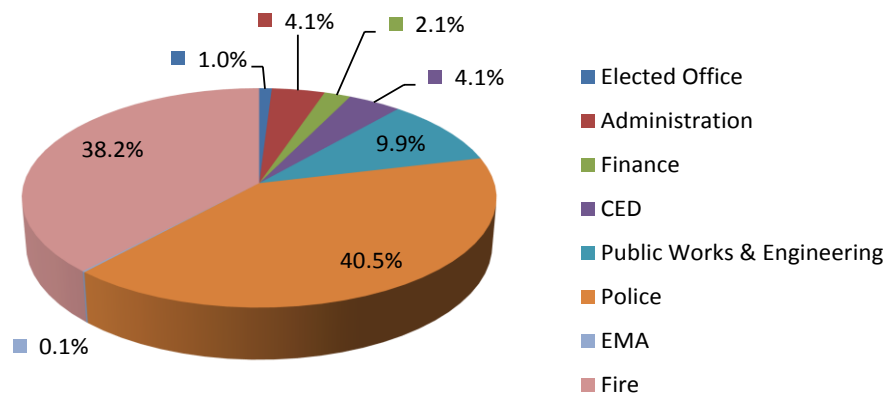


2013 Budget BUDGET SUMMARY

GENERAL FUND EXPENDITURES BY CATEGORY



Salaries and Benefits



Expenditure Highlights

General Fund Expenditures including transfers for FY 2013 total \$60,282,347 compared to the proposed FY 2012 Budget of \$57,290,231 an increase of \$2,992,116 or 5.2%. Excluding transfers from the expenditure totals, the operational portion of the 2012 budget was \$57,582,980 compared to \$55,708,417, or an increase of \$1,874,563. The chart above indicates how the General Fund expenditures are broken out. Salaries and benefits, in the amount of \$44.8 million, continue to consume the greatest percentage of the total General Fund expenditures at 74.3%. Breaking out the salary and benefits further into a per Department cost, Police, Fire and Public Works/Engineering are the largest departments with 88.6% of the total General Fund personnel costs.



2013 Budget BUDGET SUMMARY

The FY 2013 Salaries and Benefits within the General Fund includes \$3.66 million in Police Pension expenses as well as \$3.67 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.



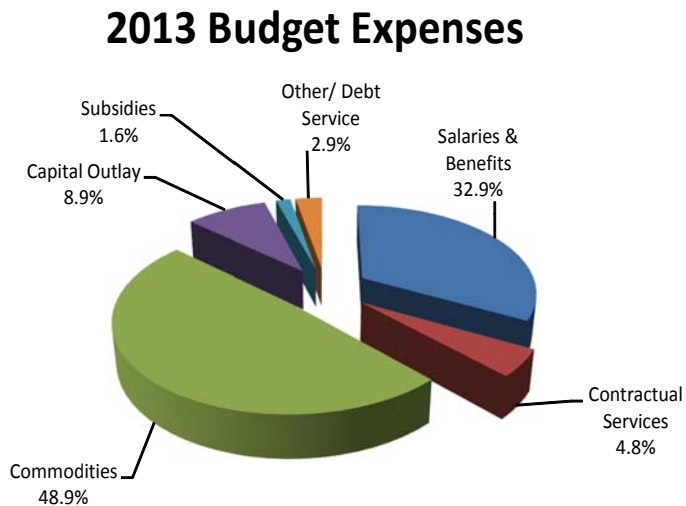
2013 Budget BUDGET SUMMARY

WATER/SEWER FUND

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|-------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Beginning Balance | 6,864,523 | 5,537,957 | 5,031,860 | 2,646,184 | 3,473,407 | 1,878,413 |
| Revenues | 10,990,834 | 11,906,919 | 11,293,637 | 10,156,500 | 11,704,663 | 11,481,700 |
| Expenses | (12,317,400) | (12,225,806) | (12,763,270) | (12,285,523) | (13,320,415) | (14,271,424) |
| Transfers | - | (187,210) | (88,820) | 20,758 | 20,758 | 20,758 |
| Ending Balance* | 5,537,957 | 5,031,860 | 3,473,407 | 537,919 | 1,878,413 | (890,553) |

* fund balance equivalent

| | 2013 Budget Expenses |
|---------------------------|-------------------------|
| Salaries & Benefits | 4,692,834 |
| Contractual Services | 691,398 |
| Commodities | 6,975,000 |
| Capital Outlay | 1,274,292 |
| Subsidies | 225,000 |
| Other/ Debt Service | 412,900 |
| Total Expenditures | 14,271,424 |



Note: The Water/Sewer Fund revenues are dependent on water usage and the associated water rate charged. The FY 2013 budget revenues are projected to be about \$223K below the 2012 estimated amounts. The expenditures for FY 2013 are \$951K more than the 2012 projected amount.



2013 Budget

FUND BALANCES vs. FINANCIAL POLICY REQUIREMENTS

The 2013 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.

City of Des Plaines 2013 Budget at a Glance Fund Balance vs. Financial Policy Requirements

| Fund Name | Policy Requirement | | | Fund Balance 1/1/2013 | Fund Balance 12/31/2013 | 2013 Projected Fund Balance % | % over (under) Fund Balance Policy Requirements |
|----------------------------------|--------------------|-------------------|---|--------------------------|----------------------------|-------------------------------------|---|
| | Required % | Required Years | Other Requirements | | | | |
| General Fund | 25% | Annual | Expenditures | 32,465,195 | 30,926,496 | 51.30% | 26.30% |
| Nonspendable | N/A | N/A | | 8,606,704 | 11,997,053 | | |
| Unassigned | 25% | Annual | Expenditures | 23,858,491 | 18,929,443 | 31.40% | 6.40% |
| TIF #1 | N/A | N/A | | 4,661,457 | 2,125,475 | | |
| TIF #3 | N/A | N/A | | (2,957,753) | (3,037,927) | | |
| TIF #4 | N/A | N/A | | 588,715 | 17,439 | | |
| TIF #5 | N/A | N/A | | 106,084 | 102,027 | | |
| TIF #6 | N/A | N/A | | (5,640,432) | (8,950,607) | | |
| Motor Fuel Tax | 20% | 5 yr. Average | Expenditures | 506,704 | 278,736 | 9.57% | -10.43% |
| CDBG | 0% | N/A | Pursuant to Federal Regulations | 93,060 | 93,060 | | |
| Grant Projects | N/A | N/A | | - | - | | |
| Gaming Tax | N/A | N/A | | 10,304,083 | 12,110,083 | | |
| Debt Service | 25% | Annual | Non-Property Tax Supported Expenditures | 420,201 | 419,701 | 396.32% | 371.32% |
| Capital Projects | 20% | 5 yr. Average | Expenditure | 2,789,792 | 1,856,309 | 25.39% | 5.39% |
| Equipment Replacement | 20% | 5 yr. Total | Future Projected Expenditures | 2,785,253 | 4,109,480 | 213.96% | 193.96% |
| IT Replacement | 20% | 5 yr. Average | Expenditures | 406,998 | 340,983 | 104.35% | 84.35% |
| Water/Sewer | 20% | Annual | Expenses | 1,878,413 | (890,553) | -6.24% | -26.24% |
| City-Owned Parking | 20% | 5 yr. Average | Expenses | 218,829 | 290,773 | 141.28% | 121.28% |
| Metra Parking | 20% | 5 yr. Average | Expenses | 116,287 | 124,691 | 324.09% | 304.09% |
| Risk Management | 20% | Annual | Expenditures | 1,397,071 | 948,021 | 33.39% | 13.39% |
| Health Benefits Fund | 20% | Annual | Expenditures | 2,501,439 | 2,216,461 | 23.15% | 3.15% |

Indicates that this fund meets fund balance policy requirement



Indicates that this fund does not meet fund balance policy requirement





Financial Policies

Chapter I - Operating Budget

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.



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Chapter I - Operating Budget

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.



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Chapter I - Operating Budget

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 measureable 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



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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

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 exceed 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

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

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

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

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

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

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 1st of each year and ending December 31st 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

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

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

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

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 90% funded by 2040. 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 to provide 100% funding by that date. 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

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.



Fund Balance Policy (GASB 54) – Appendix D

Fund Balance Policy (GASB 54)

D.1. Purpose

This policy has been designed to provide working capital for the City to meet cash flow needs during the year (while avoiding the need to cash flow borrow) and to preserve the credit worthiness of the City for borrowing monies at favorable interest rates. Additionally, this policy is to aid the City in adhering to the requirements set forth by Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, which will be in effect for the City reporting of the fiscal year ended December 31, 2011. GASB Statement No. 54 was issued in February 2009, and was designed to address issues related to how fund balance is being reported in financial statements for governmental units. The intent of the Statement is to provide greater transparency in regards to the funding of future activities through specific designations of fund balance within the financial statements.

D.2. Background

Fund balance is the difference between assets and liabilities that is used to describe the equity of governmental funds. It serves as a measure of financial resources available to the City. It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. Credit rating agencies also carefully monitor levels of fund balance in a government's General Fund to evaluate their creditworthiness. In terms of financial reporting, this policy clarifies/modifies presentation of fund balance and provides new classifications as prescribed by GASB Statement No. 54 consisting of nonspendable, restricted, committed, assigned, and unassigned funds. Descriptions of each classification will be detailed below.

D.3. GASB Statement No. 54 Requirements

Beginning with the December 31, 2011, Comprehensive Annual Financial Report, the City will be following the prescribed guidance of fund balance classifications and fund type definitions as described in GASB Statement No. 54. The new fund balance classifications are summarized in Table 1 below. In each section below, changes and the City's responses associated with this pronouncement are detailed.

1. Fund balance classifications in the past were reserved for specific purposes or unreserved, meaning that funds could be appropriated by the City. With Statement No. 54, the new classifications and their definitions are as follows:
 - a. Nonspendable: These balances would represent amounts that cannot be spent as they are either not in spendable form (are not expected to be converted to cash) or must be legally or contractually required to be maintained intact. City accounts that would be included in this



Fund Balance Policy (GASB 54) – Appendix D

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classification would be prepaid items, long-term portions of notes receivable, advances to other funds, and land/assets held for resale.

- b. **Restricted:** Amounts are considered restricted when constraints are placed on the use of resources of the spendable fund balance that are either externally imposed by creditors, grantors, contributors, laws or regulations of other governments or laws with constitutional provisions or enabling legislation. Examples of such funds would be motor fuel tax revenues, community development block grant funds, other grant funds, and property tax receipts (library, pensions, debt service, etc.).
- c. **Committed:** Amounts of the spendable fund balance that reflects constraints that the City has imposed upon itself by a formal action of the City Council. For the City, this would mean any amounts that are committed by ordinance or resolution passed by the City Council. Examples of such funds more than likely would be long-term capital projects approved by the City Council or long-term loan receivables such as advances to other funds.
- d. **Assigned:** Amounts that include the portion of the spendable fund balance constrained by the City's intent to be used for specific purposes should be reported as assigned fund balance. The intent of funds would be determined by a City official (Finance Director and approved by City Manager) that the City Council has delegated the authority to assign amounts to be used for specific purposes. Assigned funds would include all remaining amounts reported in governmental funds, other than the general fund that are not already classified as nonspendable, restricted, or committed. Assignments, however, cannot cause a fund to report a negative fund balance. Therefore, this would be the classification of fund balance amounts that would be for a specific purpose but are not restricted by legislation or committed by the City Council.
- e. **Unassigned:** This is the residual fund balance amount in the general fund for amounts not restricted, committed, or assigned to specific functions within the fund. If expenditures incurred in other governmental funds exceed the amounts of restricted, committed, or assigned classifications, it may be necessary at that time to report a negative unassigned fund balance in that fund.

Within each fund, a determination of revenues and expenditures that pertain to a specific purpose will occur on an annual basis. The legislation



Fund Balance Policy (GASB 54) – Appendix D

Fund Balance Policy (GASB 54)

(restricted), governing body (committed), or committee/official (assigned) should then be identified so the proper fund balance classification can be reported. Such a determination will ensure that funds are being used for proper purposes.

For funds with multiple purposes such as the general fund, schedules would be created based upon the ending trial balance for year-end financial statement preparation to clearly determine the revenues and expenditures related to that purpose. Such schedules would be prepared by a member of the Finance Department and then reviewed by the Assistant Finance Director and/or Finance Director. Signatures from all parties associated with the preparation and review of the schedule would be necessary to document each party's involvement in the process.

2. Fund type definitions have been redefined under GASB Statement No. 54:

General Fund: Used to account for all financial resources not accounted for and reported in another fund.

Special Revenue Funds: Used to account for and report the proceeds of specific revenue sources that are either restricted or committed to expenditure for specific purposes other than debt service or capital projects. Specific revenue sources do not constitute transfers in from other funds. On an annual basis, special revenue funds should be reviewed to ensure that funds continue to be financed with specific revenue sources. Any special revenue funds that are not financed with specific revenue sources will no longer be reported separately and activity will be reported in the general fund as an individual department. For tracking purposes, the fund will continue as is in the general ledger even though it will be rolled up into the general fund for financial reporting purposes.

Debt Service Fund: Used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.

Capital Projects Fund: Used to account for all financial resources, restricted, committed or assigned to expenditure for capital outlays.

Permanent Fund: Used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs for the benefit of the government or its citizens.



Fund Balance Policy (GASB 54) – Appendix D

Fund Balance Policy (GASB 54)

3. Application of Funds:

- a. In instances where expenditures are incurred that will require the funding sources to be comprised of two or more types of fund balance categories, the order of exhaustion of the funds will be as follows:
 - i. Restricted
 - ii. Committed
 - iii. Assigned
 - iv. Unassigned
- b. Notice that the nonspendable category is not mentioned above as those balances are strictly representative of asset balances that are to serve a future interest for the City as a result of a prior cash disbursement.

4. Delegation to Assign Fund Balance:

The responsibility to assign fund balances that are not already identified as nonspendable, restricted, committed, or unassigned will be delegated to the Finance Director with approval of the City Manager. The intent for such amounts to be used for specific purposes will be communicated by the Finance Director to the City Manager so a full understanding of the assignment is communicated prior to reporting. The sole purpose for this delegation of authority is to allow the Finance Director, who is ultimately responsible for the assembly and preparation of the Comprehensive Annual Financial Report, to be able to assign the fund balances for specific purposes not required by law or the City Council as deemed necessary. Suggestions from City department heads will be taken into consideration when determining whether an assignment of fund balance should be reported. In all instances, the final determination of an assigned fund balance to be reported will belong to the Finance Director.



Fund Balance Policy (GASB 54) – Appendix D
Fund Balance Policy (GASB 54)

Table 1 - Fund Balance Classifications: GASB Statement No. 54

| | | |
|----------------------|--|--|
| Non-spendable | Not available for spending, either now or in the future, because of (e.g., debt retirement) | |
| Restricted | Constraints on spending that are legally enforceable by outside parties. | |
| Unrestricted | Committed | Constraints on spending that the government imposes upon itself by highest-level formal action prior to the close of the period. |
| | Assigned | Resources intended for spending for a purpose set by the governing body itself or by some person or body delegated to exercise such authority in accordance with policy established by the board. |
| | Unassigned | Residual General Fund only |

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2013 Budget GENERAL FUND

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|-------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Beginning Balance | 9,370,311 | 12,986,225 | 23,394,066 | 25,442,183 | 29,243,213 | 32,465,195 |
| Revenues | 56,250,286 | 59,308,386 | 60,513,308 | 57,208,150 | 59,306,428 | 58,396,635 |
| Expenditures | (53,824,372) | (50,368,622) | (54,109,976) | (55,709,417) | (54,936,598) | (57,582,980) |
| Special Item | | | 1,865,857 | - | | - |
| Transfers In | 2,550,000 | 1,603,573 | 399,838 | 334,345 | 355,645 | 347,013 |
| Transfers Out | (1,360,000) | (135,496) | (2,819,880) | (1,581,814) | (1,503,493) | (2,699,367) |
| Ending Balance | 12,986,225 | 23,394,066 | 29,243,213 | 25,694,447 | 32,465,195 | 30,926,496 |

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 Clerk's 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

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------|-----------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Property Taxes</u> | | | | | |
| 4000 | Property Taxes - Current Year | 15,382,619 | 15,924,580 | 15,924,580 | 15,645,194 |
| 4005 | Property Taxes - Last Year's | 397,147 | - | 331,646 | - |
| 4010 | Property Taxes - Prior Years | (257,004) | - | (131,250) | - |
| 4020 | Property Taxes Police Pension | 3,392,606 | 3,472,544 | 3,472,544 | 3,661,515 |
| 4025 | Property Taxes Fire Pension | 3,441,260 | 3,577,776 | 3,577,776 | 3,671,041 |
| | | 22,356,628 | 22,974,900 | 23,175,296 | 22,977,750 |
| <u>Other Taxes</u> | | | | | |
| 4100 | Utility Taxes - Electricity | 2,836,826 | 2,600,000 | 2,600,000 | 2,600,000 |
| 4105 | Utility Taxes - Natural Gas | 564,909 | 650,000 | 650,000 | 650,000 |
| 4110 | Gas Use Tax | 353,610 | 450,000 | 450,000 | 450,000 |
| 4115 | Telecommunications Tax | 3,068,284 | 2,600,000 | 2,900,000 | 2,900,000 |
| 4125 | Franchise Fees Tax | 594,709 | 559,000 | 559,000 | 559,000 |
| 4140 | Food & Beverage Tax | 1,059,647 | 1,000,000 | 1,150,000 | 1,100,000 |
| 4150 | Hotel Tax | 1,440,269 | 1,094,000 | 1,100,000 | 1,100,000 |
| 4160 | Real Estate Transfer Tax | 393,417 | 275,000 | 300,000 | 250,000 |
| 4170 | Home Rule Sales Tax | 1,258,578 | 1,140,000 | 1,250,000 | 1,225,000 |
| 4190 | Auto Rental Tax | 117,024 | 85,000 | 100,000 | 85,000 |
| 4195 | Parking Tax Revenue | 55,924 | - | 50,000 | 50,000 |
| | | 11,743,196 | 10,453,000 | 11,109,000 | 10,969,000 |
| <u>Intergovernmental</u> | | | | | |
| 4200 | Municipal Sales Tax | 7,814,706 | 7,600,000 | 7,850,000 | 7,800,000 |
| 4205 | Illinois Income Tax | 4,645,626 | 4,100,000 | 4,400,000 | 4,100,000 |
| 4210 | Personal Property Replacement Tax | 1,207,737 | 1,100,000 | 1,434,132 | 1,249,539 |
| 4215 | Local Use Tax | 852,309 | 760,000 | 765,000 | 765,000 |
| 4220 | Road & Bridge Tax | 215,374 | 160,000 | 175,000 | 175,000 |
| 4240 | State Highway Maintenance | - | - | 114,250 | 114,250 |
| 4260 | Federal Grants | 118,402 | - | - | - |
| 4270 | State Grants | 144,190 | 114,250 | - | - |
| 4280 | Local Grants | 12,227 | 10,159 | - | - |
| 4290 | Local - Intergovernmental | 309 | - | - | - |
| | | 15,010,880 | 13,844,409 | 14,738,382 | 14,203,789 |
| <u>Licenses</u> | | | | | |
| 4300 | Vehicle Licenses | 1,276,450 | 1,150,000 | 1,210,000 | 1,150,000 |
| 4310 | Pet Licenses | 8,375 | 7,000 | 9,000 | 8,500 |
| 4320 | Business Licenses | 472,844 | 450,000 | 450,000 | 450,000 |
| 4330 | Liquor Licenses | 286,895 | 225,000 | 228,000 | 225,000 |
| 4340 | Rental Unit Licenses | 93,982 | 70,000 | 70,000 | 70,000 |
| 4350 | Contractor Licenses | 48,533 | 32,000 | 34,000 | 32,000 |
| 4360 | Electrical Contractor Licenses | 825 | 500 | 500 | 500 |
| 4370 | Chauffeur Licenses | 10,466 | 5,000 | 5,000 | 5,000 |
| 4380 | Retail Gun Licenses | 1,500 | 1,000 | 1,000 | 1,000 |
| | | 2,199,869 | 1,940,500 | 2,007,500 | 1,942,000 |
| <u>Permits</u> | | | | | |
| 4400 | Building Permits | 586,643 | 400,000 | 375,000 | 375,000 |
| 4410 | Certificate of Occupancy Permits | 8,825 | 6,100 | 5,000 | 5,000 |
| 4420 | Electrical Permits | 143,433 | 85,000 | 85,000 | 85,000 |
| 4430 | Plumbing Permits | 69,828 | 50,000 | 56,000 | 50,000 |
| 4450 | Sewer Permits | 66,961 | 50,000 | 50,000 | 50,000 |
| 4470 | Occasional Sales Permits | 4,666 | 3,000 | 3,200 | 3,000 |

100 - General Fund Revenues

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|----------------|------------------------|--------------------|---------------------|-----------------------|---------------------|
| 4480 | Special Load Permits | 5,785 | 4,500 | 3,500 | 3,500 |
| 4490 | Street/Utility Permits | 300 | 300 | - | - |
| | | 886,441 | 598,900 | 577,700 | 571,500 |

Fines and fees

| | | | | | |
|------|-----------------------------|-----------|-----------|-----------|-----------|
| 4500 | Court costs, Fees & Charges | 608,772 | 510,000 | 520,000 | 520,000 |
| 4510 | Compliance Ticket Fines | 197,228 | 130,000 | 200,000 | 200,000 |
| 4520 | Compliance - Red Light | 416,874 | 360,000 | 375,000 | 375,000 |
| 4530 | Vehicle Boot | 64,306 | 68,000 | 20,000 | 20,000 |
| 4560 | Forfeitures | 18,902 | 60,000 | 40,000 | 40,000 |
| 4570 | Non-bonafide Alarms | 60,328 | 45,000 | 45,000 | 45,000 |
| 4580 | Collections | 579 | 1,100 | 1,000 | - |
| 4599 | Miscellaneous Fees | 3,197 | 2,600 | 3,500 | 2,500 |
| | | 1,370,186 | 1,176,700 | 1,204,500 | 1,202,500 |

Charges for Services

| | | | | | |
|------|----------------------------------|-----------|-----------|-----------|-----------|
| 4610 | Refuse Collection | 3,826,957 | 3,650,000 | 3,850,000 | 3,850,000 |
| 4615 | Sanitation Fund Overhead Charges | 43,393 | 40,000 | 40,000 | 40,000 |
| 4623 | Late Fees | - | - | 8,750 | - |
| 4630 | Resident Ambulance Fees | 1,030,292 | 850,000 | 850,000 | 850,000 |
| 4631 | Nonresident Ambulance Fees | 261,747 | 200,000 | 275,000 | 275,000 |
| 4635 | Zoning & Subdivision Fees | 17,086 | 12,000 | 12,000 | 12,000 |
| 4640 | Elevator Fees | 81,000 | 72,000 | 72,000 | 72,000 |
| 4645 | Public Health Testing Fees | 2,267 | 1,000 | 1,000 | - |
| 4650 | DPPD Secondary Employment Fees | 43,950 | 35,000 | 35,000 | 58,296 |
| 4651 | School Resource Officer Fees | 202,961 | 165,000 | 165,000 | 165,000 |
| 4652 | Police Report Copy Fees | 7,773 | 7,000 | 7,000 | 7,000 |
| 4653 | Police Photo Lab Fees | 25 | - | - | - |
| 4655 | Animal Redemption Fees | 3,985 | 3,000 | 3,000 | 3,000 |
| 4670 | 911 Telephone Surcharge | 353,569 | 350,000 | 300,000 | 300,000 |
| 4671 | 911 Cell Phone Surcharge | 459,792 | 370,000 | 400,000 | 400,000 |
| 4672 | 911 VOIP Surcharge | 9,650 | 7,500 | 35,000 | 35,000 |
| 4690 | Other Charges for Services | 77 | 50 | - | - |
| | | 6,344,524 | 5,762,550 | 6,053,750 | 6,067,296 |

Interest Income

| | | | | | |
|------|-----------------|--------|--------|--------|--------|
| 4700 | Interest Income | 41,594 | 25,000 | 50,000 | 50,000 |
| | | 41,594 | 25,000 | 50,000 | 50,000 |

Miscellaneous Revenues

| | | | | | |
|------|------------------------|---------|---------|---------|---------|
| 4750 | Rental Income | 450,204 | 377,191 | 350,000 | 350,000 |
| 4825 | Property Damage Claims | 2,265 | 15,000 | 300 | - |
| 4849 | Miscellaneous Revenues | 56,590 | 40,000 | 40,000 | 40,000 |
| | | 509,059 | 432,191 | 390,300 | 390,000 |

Other Financing Sources

| | | | | | |
|------|-------------------------------------|---------|---------|---------|----------|
| 4901 | Transfer from TIF #1 Fund | 174,268 | 184,143 | 184,143 | 192,100 |
| 4903 | Transfer from TIF #3 Fund | 2,030 | 8,759 | 8,759 | 6,260 |
| 4904 | Transfer from TIF #4 Fund | 35,746 | 45,202 | 45,202 | 45,380 |
| 4906 | Transfer from TIF #6 Fund | 27,990 | 55,483 | 55,483 | 62,515 |
| 4940 | Transfer from Capital Projects Fund | 25,000 | - | 25,000 | 25,000 * |
| 4950 | Transfer from Water/Sewer Fund | 98,390 | - | - | - |

100 - General Fund Revenues

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|------------------------------------|----------------------------------|--------------------|---------------------|-----------------------|---------------------|
| 4954 | Transfer from Metra Parking Fund | 36,414 | 15,758 | 15,758 | 15,758 |
| 4995 | Transfer from E-911 Fund | 50,905 | - | 21,300 | 22,800 * |
| 4999 | Transfer from Other Funds | - | 25,000 | - | - |
| | | 450,743 | 334,345 | 355,645 | 369,813 |
| Total General Fund Revenues | | 60,913,118 | 57,542,495 | 59,662,073 | 58,743,648 |

100 - General Fund Revenues

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|--|----------------------------|--------------|
| Account:4940 - Transfer from Capital Projects Fund | GIS Aerial Photography | 25,000 |
| Account:4995 - Transfer from E-911 Fund | General Administrative Fee | 13,000 |
| | IT Administrative Fee | 9,800 |



2013 Budget GENERAL FUND SUMMARY - Expenditures

| | 2011 Actual | 2012 Projected | 2013 Operating | 2013 Trf Out | 2013 Budget | % Change |
|--|-------------------|-------------------|-------------------|------------------|-------------------|-------------|
| 10 Elected Office | 526,040 | 609,481 | 651,816 | - | 651,816 | 21.6% |
| 20 City Manager Dept | 2,717,505 | 3,009,941 | 3,085,183 | - | 3,085,183 | 7.4% |
| 20.210 City Manager | 309,776 | 333,890 | 399,417 | - | 399,417 | |
| 20.220 Legal | 600,849 | 671,001 | 615,799 | - | 615,799 | |
| 20.230 Information Technology | 706,497 | 869,004 | 909,489 | - | 909,489 | |
| 20.240 Media Services | 307,205 | 315,122 | 317,248 | - | 317,248 | |
| 20.250 Human Resources | 395,279 | 417,061 | 442,521 | - | 442,521 | |
| 20.260 Health & Human Services | 397,899 | 403,863 | 400,709 | - | 400,709 | |
| 30 Finance Dept | 972,719 | 1,015,946 | 1,056,487 | - | 1,056,487 | 5.6% |
| 40 Community Development Dept | 1,911,581 | 1,924,512 | 2,026,070 | - | 2,026,070 | 6.4% |
| 40.410 Building & Code Enforcement | 1,472,256 | 1,459,103 | 1,493,084 | - | 1,493,084 | |
| 40.420 Planning & Zoning | 437,614 | 437,889 | 505,566 | - | 505,566 | |
| 40.430 Economic Development | 1,711 | 27,520 | 27,420 | - | 27,420 | |
| 50 Public Works and Engineering Dept | 10,546,286 | 10,558,658 | 11,302,862 | - | 11,302,862 | 8.0% |
| 50.100 Public Works Administration | 4,383,418 | 4,164,275 | 4,272,597 | - | 4,272,597 | |
| 50.510 Engineering | 737,298 | 765,656 | 787,691 | - | 787,691 | |
| 50.520 GIS | 190,505 | 226,650 | 229,450 | - | 229,450 | |
| 50.530 Street / Grounds Maint | 3,674,718 | 3,939,295 | 4,492,255 | - | 4,492,255 | |
| 50.540 Vehicle Maintenance | 1,560,347 | 1,462,782 | 1,520,869 | - | 1,520,869 | |
| 60 Police Dept | 19,403,632 | 19,161,284 | 20,451,032 | - | 20,451,032 | 5.9% |
| 60.100 Police Administration | 725,604 | 601,257 | 297,645 | - | 297,645 | |
| 60.610 Uniformed Patrol | 12,392,472 | 12,173,326 | 12,867,529 | - | 12,867,529 | |
| 60.620 Criminal Investigation | 3,368,002 | 3,314,782 | 3,473,153 | - | 3,473,153 | |
| 60.630 Support Services | 2,917,554 | 3,071,919 | 3,812,705 | - | 3,812,705 | |
| 65 Emergency Management Agency | 69,661 | 129,414 | 148,187 | - | 148,187 | 36.2% |
| 70 Fire Dept | 17,074,997 | 17,477,118 | 17,938,193 | - | 17,938,193 | 7.5% |
| 70.100 Fire Administration | 1,322,108 | 1,174,096 | 1,128,384 | - | 1,128,384 | |
| 70.710 Emergency Services | 15,103,371 | 15,701,037 | 16,213,200 | - | 16,213,200 | |
| 70.720 Fire Prevention | 649,518 | 601,985 | 596,609 | - | 596,609 | |
| 75 Police & Fire Commission | 12,953 | 57,090 | 65,650 | - | 65,650 | 253.3% |
| 90 Overhead Expenditures | 3,694,463 | 2,496,647 | 857,500 | 2,699,367 | 3,556,867 | 40.2% |
| Total General Fund Expenditures | 56,929,837 | 56,440,091 | 57,582,980 | 2,699,367 | 60,282,347 | 8.7% |



2013 Budget GENERAL FUND HISTORICAL SUMMARY

| | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget | % Change |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|----------|
| Legislative Dept | - | - | - | - | - | |
| Elected Office | 509,101 | 526,040 | 609,608 | 609,481 | 651,816 | 6.9% |
| City Clerk Dept | - | - | - | - | - | |
| City Manager Dept | 2,696,954 | 2,717,505 | 2,986,352 | 3,009,941 | 3,085,183 | 3.3% |
| City Manager | 386,081 | 309,776 | 393,052 | 333,890 | 399,417 | |
| Information Technology | 725,197 | 706,497 | 843,310 | 869,004 | 909,489 | |
| Legal | 547,990 | 600,849 | 628,616 | 671,001 | 615,799 | |
| Media Services | 266,286 | 307,205 | 314,221 | 315,122 | 317,248 | |
| Human Resources | 381,109 | 395,279 | 415,736 | 417,061 | 442,521 | |
| Health & Human Services | 390,291 | 397,899 | 391,417 | 403,863 | 400,709 | |
| Finance Dept | 936,540 | 972,719 | 1,032,708 | 1,015,946 | 1,056,487 | 2.3% |
| Community Development Dept | 1,978,730 | 1,911,581 | 2,137,294 | 1,924,512 | 2,026,070 | -5.2% |
| Building & Code Enforcement | 1,554,722 | 1,472,256 | 1,543,059 | 1,459,103 | 1,493,084 | |
| Planning & Zoning | 397,973 | 437,614 | 565,715 | 437,889 | 505,566 | |
| Economic Development | 26,035 | 1,711 | 28,520 | 27,520 | 27,420 | |
| Public Works Dept | 9,332,508 | 10,546,286 | 10,885,276 | 10,558,658 | 11,302,862 | 3.8% |
| Public Works Administration | 3,626,208 | 4,383,418 | 4,166,872 | 4,164,275 | 4,272,597 | |
| Engineering | 671,578 | 737,298 | 764,433 | 765,656 | 787,691 | |
| GIS | 208,686 | 190,505 | 229,450 | 226,650 | 229,450 | |
| Streets / Grounds Maint | 3,580,052 | 3,674,718 | 4,232,800 | 3,939,295 | 4,492,255 | |
| Vehicle Maintenance | 1,245,984 | 1,560,347 | 1,491,721 | 1,462,782 | 1,520,869 | |
| Police Dept | 18,427,619 | 19,403,632 | 19,711,500 | 19,161,284 | 20,451,032 | 3.8% |
| Police Administration | 682,042 | 725,604 | 726,223 | 601,257 | 297,645 | |
| Uniformed Patrol | 11,781,536 | 12,392,472 | 12,384,610 | 12,173,326 | 12,867,529 | |
| Criminal Investigation | 3,240,356 | 3,368,002 | 3,519,935 | 3,314,782 | 3,473,153 | |
| Support Services | 2,723,685 | 2,917,554 | 3,080,732 | 3,071,919 | 3,812,705 | |
| Emergency Management Agency | 74,456 | 69,661 | 130,164 | 129,414 | 148,187 | 13.8% |
| Fire Dept | 15,554,358 | 17,074,997 | 17,330,574 | 17,477,118 | 17,938,193 | 3.5% |
| Fire Administration | 1,123,403 | 1,322,108 | 1,122,008 | 1,174,096 | 1,128,384 | |
| Emergency Services | 13,711,039 | 15,103,371 | 15,600,050 | 15,701,037 | 16,213,200 | |
| Fire Prevention | 719,916 | 649,518 | 608,516 | 601,985 | 596,609 | |
| Police & Fire Commission | 22,516 | 12,951 | 64,305 | 57,090 | 65,650 | |
| Overhead Expenditures | 971,336 | 3,694,463 | 2,402,720 | 2,496,647 | 3,556,867 | 48.0% |
| Total General Fund Expenditures | 50,504,118 | 56,929,835 | 57,290,501 | 56,440,091 | 60,282,347 | 5.2% |
| Less Transfers | 135,496 | 2,819,880 | 1,581,814 | 1,503,493 | 2,699,367 | |
| Total Operating General Fund Expenditures | 50,368,622 | 54,109,955 | 55,708,687 | 54,936,598 | 57,582,980 | 3.4% |

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OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|----------------|------------------|------------------|------------------|------------------|-------------------|------------------|
| Legislative | \$338,410 | \$0 | \$0 | \$0 | \$0 | \$0 |
| City Clerk | \$164,870 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Elected Office | \$0 | \$509,100 | \$526,040 | \$609,608 | \$609,481 | \$651,816 |

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 2011, the Clerk's Office registered 48 voters; processed 941 Freedom of



Information requests (up from 780 in 2010 (of that total 378 were police reports)); updated and distributed three (3) City Code supplements; and published 7 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 ten (10) 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.



2013 Budget ELECTED OFFICE

2012 MAJOR ACCOMPLISHMENTS

City Clerk

1. A Presidential Primary Election took place on March 20, 2012 for Federal and State offices. The City Clerk's Office was faced with an influx in the number of voter registrations, absentee voters, and election results as well as providing Early Voting. Staff carried out these functions in an effective manner while maintaining day-to-day operations.
2. In 2011, the City Clerk's Office processed 941 FOIA requests including 378 requests for Police Reports. The number of FOIA requests has risen from 780 in 2010 to 941 in 2011.
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, 10 residents and businesses receive these items electronically. These items are also posted on the City's website.
4. Based on the 2010 Census, Ward boundaries will change slightly. 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 will continue to be produced and distributed to candidates for the 2013 Election. This results in a substantial savings in reproduction costs as well.
5. An increase in communication to the residents through press releases, updates to the City's website, announcements on Channel 17 and articles in the *Des Plaines Digest* newsletter continue.

Legislative

1. Support continuity of City Services through consolidation and over site, while keeping the tax levy at 0%.
2. Developed a revenue plan for the Casino proceeds that improves infrastructure maintenance and improvements for the benefit of the City as a whole.
3. Provide additional accessibility to the residents at the Mayor's office through a continuous open door policy and a philosophy of open government.
4. Improve quality of life in the community by sponsoring events aimed at the wellbeing of all our residents.
5. Bring Des Plaines into the forefront as a growing and prosperous community by bringing local businesses to national attention
6. Being proactive with the safety of our residents by insisting on road and railway inspections on a regular basis, precluding any disasters.



2013 Budget ELECTED OFFICE

2013 GOALS AND OBJECTIVES

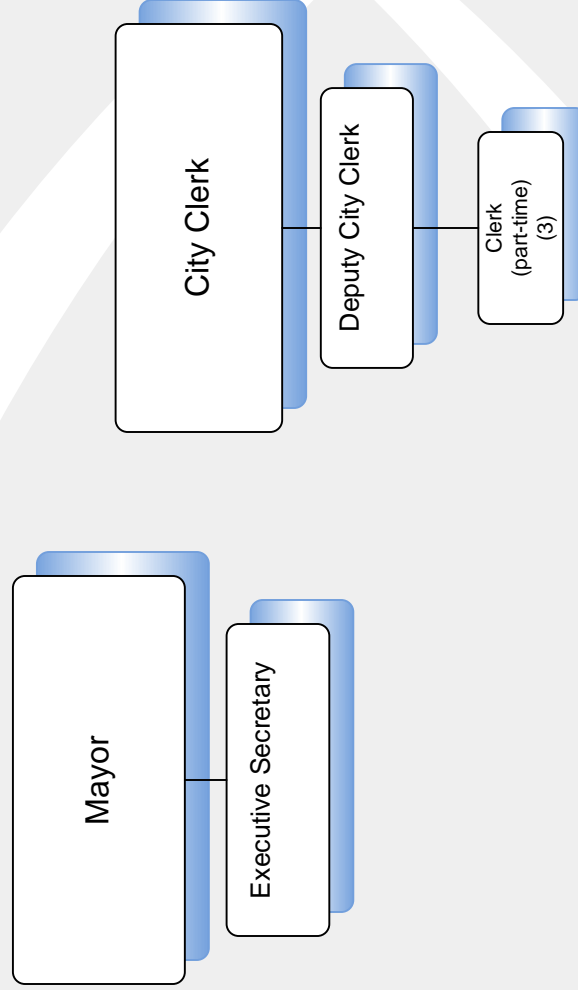
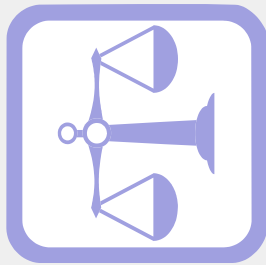
City Clerk

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.

Legislative

1. The legislative department is working to preserve the health, safety and welfare of the residents of Des Plaines within budget.

Elected Offices





2013 Budget ELECTED OFFICE

PERSONNEL EXHIBIT

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

| Title | Authorized Positions | | |
|---|----------------------|----------------|----------------|
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| Mayor* | | | |
| Aldermen* | | | |
| City Clerk * | | | |
| Executive Secretary | 2.00 | 2.00 | 2.00 |
| Clerk (3 PT) | 0.75 | 0.75 | 0.75 |
| Intern | 0.00 | 0.25 | 0.25 |
| Total Full Time Equivalent (FTE) Employees: | 2.75 | 3.00 | 3.00 |

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

10 - Elected Office

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|-------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 172,017 | 190,051 | 190,051 | 194,840 |
| 5010 | Temporary Wages | 31,195 | 41,941 | 41,941 | 51,260 |
| 5020 | Overtime - Non Supervisory | 1,267 | - | - | - |
| 5060 | Compensated Absences | (1,313) | - | - | - |
| | | 203,166 | 231,992 | 231,992 | 246,100 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 16,251 | 16,982 | 16,982 | 18,827 |
| 5205 | IMRF Contribution | 16,698 | 18,818 | 18,818 | 20,545 |
| 5220 | PPO Insurance Contribution | 87,250 | 100,488 | 100,488 | 122,656 |
| 5225 | HMO Insurance Contribution | 18,333 | 19,104 | 19,104 | 19,296 |
| 5230 | Dental Insurance Contribution | 6,640 | 7,828 | 7,828 | 8,353 |
| 5235 | Life Insurance Contribution | 470 | 761 | 761 | 151 |
| 5240 | Workers Compensation | 428 | 235 | 351 | 399 |
| 5245 | Unemployment Compensation | 695 | 772 | 772 | 314 |
| 5260 | RHS Plan Payout | 2,813 | 2,813 | 1,500 | 1,500 |
| | | 149,577 | 167,801 | 166,604 | 192,041 |
| <u>Other Employee Costs</u> | | | | | |
| 5300 | Mayoral Expenses | 2,400 | 2,400 | 2,400 | 2,400 * |
| 5305 | Aldermanic Expenses | 14,550 | 14,400 | 14,400 | 14,400 * |
| 5310 | Membership Dues | 31,860 | 32,300 | 32,300 | 34,300 * |
| 5320 | Conferences | 1,301 | 2,330 | 3,100 | 3,975 * |
| 5325 | Training | 296 | 500 | 500 | 500 * |
| 5335 | Travel Expenses | 203 | 1,000 | 1,500 | 1,000 * |
| | | 50,609 | 52,930 | 54,200 | 56,575 |
| <u>Insurance</u> | | | | | |
| 5515 | Life Insurance Premiums | - | - | 150 | 151 |
| 5535 | Departmental P&L Charges | 2,914 | 2,835 | 2,835 | 2,899 |
| | | 2,914 | 2,835 | 2,985 | 3,050 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | 81,750 | 110,000 | 110,000 | 110,000 * |
| 6015 | Communication Services | 9,690 | 10,100 | 10,100 | 10,100 * |
| | | 91,440 | 120,100 | 120,100 | 120,100 |
| <u>Other Services</u> | | | | | |
| 6100 | Publication of Notices | 9,331 | 14,000 | 14,000 | 14,000 |
| 6110 | Printing Services | 7,060 | 5,000 | 5,000 | 5,000 * |
| | | 16,391 | 19,000 | 19,000 | 19,000 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6305 | R&M Equipment | - | 100 | - | 100 |
| 6310 | R&M Vehicles | 39 | 100 | - | 100 |
| | | 39 | 200 | - | 200 |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 6,374 | 6,500 | 6,500 | 6,500 |

10 - Elected Office

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--------------------------------------|------------------------|--------------------|---------------------|-----------------------|---------------------|
| 7120 | Gasoline | 320 | 500 | 250 | 250 |
| 7200 | Other Supplies | 61 | - | 250 | 250 |
| 7310 | Publications | 1,116 | 2,000 | 2,000 | 2,000 * |
| 7320 | Equipment < \$5,000 | 1,351 | 1,000 | 1,000 | 1,000 |
| | | 9,221 | 10,000 | 10,000 | 10,000 |
| Other Expenses | | | | | |
| 7500 | Postage & Parcel | - | 250 | 100 | 250 |
| 7550 | Miscellaneous Expenses | 2,343 | 4,500 | 4,500 | 4,500 * |
| | | 2,343 | 4,750 | 4,600 | 4,750 |
| Capital Outlay | | | | | |
| 8010 | Furniture & Fixtures | 339 | - | - | - |
| | | 339 | - | - | - |
| Total Elected Office Expenses | | 526,040 | 609,608 | 609,481 | 651,816 |

10 - Elected Office

2013 Budget Justification Worksheet

| 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 |
| | West Central Municipal Conference | 2,000 |
| Account:5320 - Conferences | Additional Elected Office Conferences | 1,000 |
| | City Clerk National Conference | 1,500 |
| | Clerk's Conferences | 580 |
| | IML Conference | 250 |
| | MCI Seminars and Academy | 645 |
| 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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2013 Budget CITY MANAGER

OVERVIEW

| 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|----------------|----------------|----------------|----------------|-------------------|----------------|
| \$2,937,031 | \$2,696,954 | \$2,717,505 | \$2,986,082 | \$3,009,441 | \$3,085,183 |

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, 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.

Legal

This division consists of the General Counsel, an Executive Secretary and two part-time Law Clerks, as necessary from time-to-time. In 2012, the City retained Holland & Knight, LLP as General Counsel and did not replace as an employee a separate attorney as City Attorney. This division operates as a hybrid of out-side legal services and in-house support staff, serving the elected officials 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.

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, Citywide Voice over IP in a LAN/WAN environment, Electronic Mail, Utility, and Code Enforcement E-Payment system, and a variety of



2013 Budget CITY MANAGER

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 fiber optic network. This division also supports a mobile workforce through a fleet of approximately 220 Verizon Wireless cellular telephones, 6 tablet computers, 18 ruggedized notebooks and 65 cellular broadband mobile devices.

Media Services

Media Services, consisting of the Director and Media Specialist, is responsible for maintaining and enhancing communications, both outside and inside the organization. The division operates in a public relations capacity for the municipality with communications to the community's residents and the media being its primary objective. City news is distributed through a variety of means including the use of the City's website, the City's cable access channels, local press outlets including print and electronic sites, email lists, City publications, the City's electronic sign, kiosks, public signage and limited advertisements.

The Media Services Division maintains a production studio on the 4th floor of City Hall, requiring the training and overseeing of crew and provides for programming for the public, as well as internal training. As a key player in the City's Emergency Response Plan, Media Services plays a vital role serving as Public Information Officer (PIO) during the activation of the Emergency Operations Center (EOC). In addition, Division responsibilities include handling cable-related complaints and film permits, and acting as the webmaster for the City's external and internal websites. The Division responds to legislative requests for promotional initiatives and provides support to City Commissions, other local taxing bodies, and groups when appropriate.

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; employee compensation; employee fringe benefits including health and dental insurance; risk management and employee safety; personnel record keeping; labor 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 semi full-time Community Health Nurse.

The division plans and directs a variety of social service and community health programs



2013 Budget CITY MANAGER

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 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.



2013 Budget CITY MANAGER

2012 MAJOR ACCOMPLISHMENTS

City Manager

1. Successfully managed the transition from in house legal counsel to a more efficient outside general counsel model.
2. Successfully completed the recruitment for the Director of Community & Economic Development and Police Chief.
3. In conjunction with the Mayor's Office and the finance department, successfully oversaw the distribution of gaming tax revenue with the Illinois Gaming Board, the City of Des Plaines and ten benefiting communities.
4. In conjunction with the Finance Department, improved the 2012 Budget document and earned the *Distinguished Budget Presentation Award* from the Government Officers' Finance Association for the fourth consecutive year.

Legal

5. Successfully commenced the outside general counsel structure under Holland & Knight, LLP. As part of this new structure, improvements have been made to service and turnaround on projects and the scope of services provided on all City matters.
6. Increased service levels to Mayor, Council, City Manager, and Department heads while achieving new volume levels of work, including numerous memoranda and letters, ordinances and resolutions, and hundreds of substantive emails.
7. Completed new Illinois Supreme Court mandatory continuing legal education requirements for City Attorney.
8. 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.
9. Restructured approach to bankruptcy notices. Set up process to scan foreclosure notices to make the information available to City Staff.

Information Technology

10. The IT Division provided project management for New World Systems Logos Enterprise Resource Software inclusive of go-live for Payroll and Utility Management.



2013 Budget CITY MANAGER

11. The IT Division migrated the City's telephone and data services from AT&T's copper based network to Wide Open West (WOW) metro fiber. Both the City's digital telephone network and data services now utilize the fiber optic backbone to communicate with residents and interconnect City buildings.
12. For years the City has relied on Sprint/Nextel for cellular voice and data communications. In early January, the IT Division conducted tests with Verizon Wireless to mitigate service deficiencies experienced with Sprint/Nextel. By year's end, nearly all cellular services will be with Verizon Wireless.
13. Continued virtualization of physical servers to reduce the power and cooling requirements of the City's data center.
14. Doubled the bandwidth of the network between City Hall and the Police Department using the existing fiber connections. Continued the replacement program of network switches and expanded the City's private wireless network.

Media Services

15. The implementation of Civic Plus, a Content Management System (CMS), enabling the maintenance of the City's website, www.desplaines.org, to be handled in-house. A redesign of the City's website was included and has been completed. Training for all Departments was required and fulfilled by CivicPlus and the Media Services Division.
16. The continual maintenance and adherence to a 5 year equipment replacement plan for cable programming and related equipment. This year's improvements included webstreaming which enables the City Council Meetings to be watched live via computer, new monitors, a new character generator, and editing system.
17. The continued enhancement of programming on the more recently acquired access Channel 24 including submissions from the Library, Mount Prospect Park District, Maine West High School and "Total Info," a news, weather, sports and daily update service.
18. Continued to increase and enhance programming on Channel 17 including the televising of Council Committee Meetings (sometimes utilizing Room 101). Completed several video productions for Channel 17 including features on the July 4th 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 Des Plaines River Trail Ribbon Cutting, the Red Light Program, and the Holiday Lighting Street Fest.
19. Enhanced internal training video library for individual Departments. Links from the City's Intranet System allow employees to experience training on line on various topics.



2013 Budget CITY MANAGER

20. Continued to provide emergency communication support during situations such as major storms, power outages, etc. whereby the Media Services Division becomes an active player in the emergency action team.

Human Resources

21. Together with the Community Health Nurse, developed and coordinated a weight loss and healthy choices program called *Losers Win*. Sixty-two employees from across all City Departments participated in the 12-week program and collectively lost 740 pounds.
22. Coordinated the presentation and delivery of customer service training to over 100 employees across all City Departments.

Health & Human Services

23. Developed an employee weight loss and healthy choices program, *Losers Win*, which assisted sixty employees with lifestyle changes.
24. Facilitated informational programs on various health/social topics, such as End-of-Life Care Planning Decisions, Foreclosure Prevention, Fall Prevention and Emergency Preparedness for vulnerable populations.



2013 GOALS AND OBJECTIVES

City Manager

1. Direct the development and completion of a community-wide survey of residents with respect to service delivery.
2. 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.
3. In conjunction with the General Counsel, oversee the comprehensive review of the City Code and recommend necessary changes to the City Council.
4. Continue to assess the delivery of core City services and identify methods for improving operational efficiencies and/or reducing overall costs.

Legal

5. Continue to fully integrate and coordinate the General Counsel in the representation of the City in court cases at all levels, and to improve oversight and coordination of all other attorneys retained by the City on various cases.
6. Effectively manage all projects and work flow assigned to General Counsel.
7. Continue to improve flow of agenda package and memoranda to insure all documents are accurate and completed before deadlines.
8. Work on special organizational projects, including City Code amendments, Council procedures, and contract review and negotiations.
9. Work with all applicable departments to utilize uniform and consistent contracts, including specifically Public Works and Engineering and professional service contracts.
10. Provide updated training and continuing education to elected and appointed officials and staff on general governance matters including Open Meetings Act and Freedom of Information Act compliance.



2013 Budget CITY MANAGER

Information Technology

11. The IT Division will work in conjunction with the Finance Department to consolidate the City's Accounts Receivable processes into a single area using Logos Financial Software.
12. The IT Division will increase the efficiency of daily, weekly and monthly backup functions through rollout of a new disk-to-disk and disk-to-tape strategy that utilizes data de-duplication to shorten backup time and reduce backup challenges.
13. The IT Division will launch an in-house development effort for a web-based City Vehicle Sticker application that supports self-service renewal.

Media Services

14. Continue to maintain and improve communications with all facets of the community, as well as within the City organization, utilizing existing methods, as well as exploring new technology.
15. Continue to define the City and community image and market and publicize it locally, regionally and nationally as a destination place to live, work and visit.

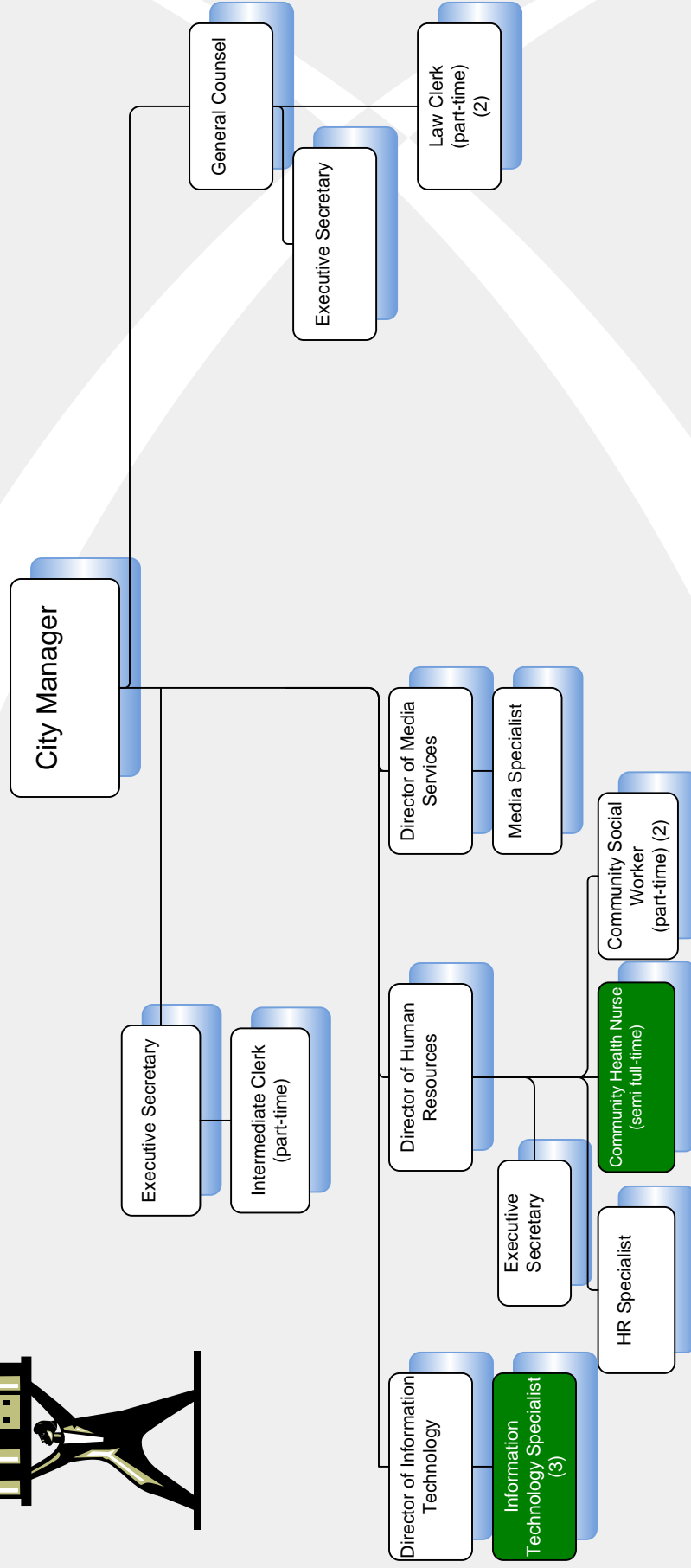
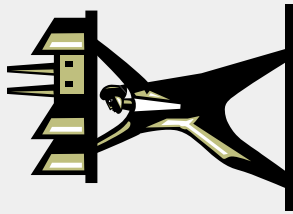
Human Resources

16. Complete negotiations for outstanding collective bargaining agreements: MAP 240 (police officers), IAFF (firefighters) and MECCA (public works department personnel).
17. Complete a comprehensive review of the City's risk management program.

Health and Human Services

18. Pursue senior wellness/exercise program in partnership with the Frisbie Senior Center.
19. Implement a new data base system to better collect and manage client contacts.

City Manager's Office





2013 Budget CITY MANAGER

PERSONNEL EXHIBIT

| | | |
|--------------------------|-------------------|-------------|
| Department: City Manager | Div: City Manager | Div No: 210 |
|--------------------------|-------------------|-------------|

| Title | Authorized Positions | | |
|---|----------------------|----------------|----------------|
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| City Manager | 1.00 | 1.00 | 1.00 |
| Assistant City Manager | 1.00 | 1.00 | 0.00 |
| 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 | 2.50 |

20 - City Administration

210 - City Manager

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|------------------------------------|------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 204,306 | 218,467 | 218,467 | 228,515 |
| 5010 | Temporary Wages | 4,959 | 24,219 | 24,219 | 24,949 |
| | | 209,265 | 242,686 | 242,686 | 253,464 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 14,616 | 15,407 | 15,407 | 18,700 |
| 5205 | IMRF Contribution | 23,472 | 34,170 | 34,170 | 32,572 |
| 5220 | PPO Insurance Contribution | - | - | 4,000 | 8,141 |
| 5225 | HMO Insurance Contribution | 31,621 | 32,303 | 19,191 | 13,332 |
| 5230 | Dental Insurance Contribution | 1,996 | 2,054 | 2,054 | 1,004 |
| 5235 | Life Insurance Contribution | 184 | 184 | 184 | 184 |
| 5240 | Workers Compensation | 438 | 448 | 448 | 396 |
| 5245 | Unemployment Compensation | 1,188 | 1,057 | 1,057 | 323 |
| | | 73,514 | 85,623 | 76,511 | 74,652 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 575 | 2,000 | 5,500 | 4,400 * |
| 5320 | Conferences | - | 1,500 | 1,500 | 1,500 * |
| 5325 | Training | 399 | 500 | 500 | 1,000 * |
| 5335 | Travel Expenses | - | 100 | 500 | 250 * |
| | | 974 | 4,100 | 8,000 | 7,150 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 1,612 | 1,193 | 1,193 | 2,251 * |
| | | 1,612 | 1,193 | 1,193 | 2,251 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | 20,000 | 55,000 | - | 55,000 * |
| 6015 | Communication Services | 1,024 | 1,100 | 1,000 | 1,100 * |
| | | 21,024 | 56,100 | 1,000 | 56,100 |
| <u>Other Services</u> | | | | | |
| 6110 | Printing Services | 418 | 150 | 150 | 150 * |
| 6195 | Miscellaneous Contractual Services | - | - | - | 1,000 |
| | | 418 | 150 | 150 | 1,150 |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 1,717 | 1,200 | 1,500 | 1,500 * |
| 7200 | Other Supplies | - | - | 100 | 500 |
| 7300 | Uniforms | 26 | 100 | 100 | 500 |
| 7310 | Publications | 763 | 1,250 | 1,250 | 1,250 * |
| 7320 | Equipment < \$5,000 | 200 | - | - | - |
| | | 2,707 | 2,550 | 2,950 | 3,750 |
| <u>Other Expenses</u> | | | | | |
| 7500 | Postage & Parcel | 22 | 150 | 150 | 150 * |
| 7550 | Miscellaneous Expenses | 240 | 500 | 1,250 | 750 * |
| | | 262 | 650 | 1,400 | 900 |
| Total City Manager Expenses | | 309,776 | 393,052 | 333,890 | 399,417 |

20 - City Administration
210 - City Manager
2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---|---------------------|
| Account:5310 - Membership Dues | Il Municipal League | 2,750 |
| | Illinois City Managers Assoc (ILCMA) | 350 |
| | Illinois Metro Managers Assoc (IAMMA) | 100 |
| | International City Managers Assoc. (ICMA) | 1,200 |
| Account:5320 - Conferences | Conference | 1,500 |
| Account:5325 - Training | Professional Development/Certification | 1,000 |
| Account:5335 - Travel Expenses | Parking, Tolls, Train, Tickets, Etc. | 250 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 2,251 |
| 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:7000 - Office Supplies | Paper, Pens, Pencils, Etc | 1,500 |
| 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 | 750 |



2013 Budget CITY MANAGER - LEGAL

PERSONNEL EXHIBIT

| Department: City Manager | | Div: Legal | | Div. No: 220 |
|---|----------------------|----------------|----------------|--------------|
| Title | Authorized Positions | | | |
| | 2011 Authorized | 2012 Budget | 2013 Budget | |
| City Attorney | 1.00 | 1.00 | 0.00 | |
| Executive Secretary | 1.00 | 1.00 | 1.00 | |
| Part time Law Clerk | 0.50 | 0.50 | 0.50 | |
| Total Full Time Equivalent (FTE) Employees: | 2.50 | 2.50 | 1.50 | |

20 - City Administration

220 - Legal

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|------------------------------------|------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 201,558 | 200,899 | 147,060 | 69,720 |
| 5010 | Temporary Wages | 19,003 | 34,061 | 25,000 | 34,913 |
| 5060 | Compensated Absences | (482) | - | - | - |
| | | 220,079 | 234,960 | 172,060 | 104,633 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 15,141 | 16,497 | 11,838 | 8,004 |
| 5205 | IMRF Contribution | 27,272 | 33,408 | 27,608 | 10,346 |
| 5220 | PPO Insurance Contribution | 34,522 | 34,030 | 27,246 | 19,811 |
| 5230 | Dental Insurance Contribution | 1,672 | 1,720 | 1,394 | 1,219 |
| 5235 | Life Insurance Contribution | 184 | 184 | 130 | 76 |
| 5240 | Workers Compensation | 433 | 445 | 387 | 170 |
| 5245 | Unemployment Compensation | 1,115 | 771 | 771 | 340 |
| 5260 | RHS Plan Payout | 3,578 | 3,578 | 56,324 | - |
| | | 83,917 | 90,633 | 125,698 | 39,966 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 2,126 | 1,650 | 1,650 | - |
| 5320 | Conferences | 900 | 1,000 | 1,000 | - |
| 5325 | Training | 200 | 1,080 | 500 | 250 * |
| 5335 | Travel Expenses | 308 | 500 | 2,000 | - |
| | | 3,533 | 4,230 | 5,150 | 250 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 2,069 | 1,693 | 1,693 | 1,800 * |
| | | 2,069 | 1,693 | 1,693 | 1,800 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | 17,084 | 15,000 | 15,000 | 15,000 * |
| 6005 | Legal Fees | 155,546 | 120,000 | 190,000 | 300,000 * |
| 6010 | Legal Fees - Labor & Employment | 104,068 | 150,000 | 150,000 | 150,000 * |
| 6015 | Communication Services | 632 | 650 | 650 | - |
| | | 277,330 | 285,650 | 355,650 | 465,000 |
| <u>Other Services</u> | | | | | |
| 6120 | Recording Fees | 304 | 1,500 | 1,500 | 1,500 * |
| 6195 | Miscellaneous Contractual Services | 885 | 1,000 | 500 | 1,000 * |
| | | 1,189 | 2,500 | 2,000 | 2,500 |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 305 | 1,200 | 1,000 | 1,200 * |
| 7310 | Publications | 7,494 | 7,300 | 7,300 | - |
| | | 7,799 | 8,500 | 8,300 | 1,200 |
| <u>Other Expenses</u> | | | | | |
| 7500 | Postage & Parcel | 458 | 450 | 450 | 450 * |
| | | 458 | 450 | 450 | 450 |

20 - City Administration

220 - Legal

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|-----------------------------|----------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| Capital Outlay | | | | | |
| 8010 | Furniture & Fixtures | 4,474 | - | - | - |
| | | 4,474 | - | - | - |
| Total Legal Expenses | | 600,849 | 628,616 | 671,001 | 615,799 |

20 - City Administration
220 - Legal
2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|--|---------------------|
| Account:5325 - Training | Clerical Training | 250 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 1,800 |
| Account:6000 - Professional Services | Administrative Hearing Judge | 7,200 |
| | Administrative Hearing Officer | 7,800 |
| Account:6005 - Legal Fees | General Counsel | 190,000 |
| | Outside Special Counsel Billings | 110,000 |
| Account:6010 - Legal Fees - Labor & Employment | Outside Counsel for Labor & Employment | 150,000 |
| Account:6120 - Recording Fees | Cost of Recording Documents | 1,500 |
| Account:6195 - Miscellaneous Contractual Services | Court Reporter Fees | 1,000 |
| Account:7000 - Office Supplies | Paper, Pens, Pencils, Etc. | 1,200 |
| Account:7500 - Postage & Parcel | Postage - Certified Mail, Fed Ex, etc. | 450 |



2013 Budget

CITY MANAGER - INFORMATION TECHNOLOGY

PERSONNEL EXHIBIT

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

| Title | Authorized Positions | | |
|---|----------------------|----------------|----------------|
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| 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 |

20 - City Administration
230 - Information Technology
2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 346,972 | 359,568 | 359,568 | 374,150 |
| 5010 | Temporary Wages | 10,856 | 10,350 | 10,350 | 12,500 * |
| 5020 | Overtime - Non Supervisory | - | - | 1,900 | 4,000 |
| 5060 | Compensated Absences | 947 | - | - | - |
| | | 358,776 | 369,918 | 371,818 | 390,650 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 26,709 | 27,717 | 27,717 | 29,347 |
| 5205 | IMRF Contribution | 42,468 | 50,627 | 50,627 | 55,074 |
| 5220 | PPO Insurance Contribution | 63,624 | 62,717 | 62,171 | 65,853 |
| 5225 | HMO Insurance Contribution | 18,701 | 19,104 | 19,104 | 19,296 |
| 5230 | Dental Insurance Contribution | 4,954 | 5,099 | 5,099 | 6,311 |
| 5235 | Life Insurance Contribution | 335 | 335 | 335 | 335 |
| 5240 | Workers Compensation | 745 | 723 | 723 | 615 |
| 5245 | Unemployment Compensation | 1,172 | 1,320 | 1,320 | 554 |
| 5260 | RHS Plan Payout | 2,195 | 2,195 | 3,143 | 3,408 |
| | | 160,903 | 169,837 | 170,239 | 180,793 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 15 | 30 | 15 | 165 * |
| 5320 | Conferences | - | 1,500 | 1,500 | 1,500 |
| 5325 | Training | 436 | 7,000 | 5,000 | 7,000 * |
| 5335 | Travel Expenses | 246 | 200 | 350 | 400 |
| | | 697 | 8,730 | 6,865 | 9,065 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 2,165 | 2,240 | 2,240 | 2,117 * |
| | | 2,165 | 2,240 | 2,240 | 2,117 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | 1,459 | 3,875 | 1,800 | 3,875 * |
| 6015 | Communication Services | 58,349 | 76,990 | 76,990 | 77,860 * |
| | | 59,808 | 80,865 | 78,790 | 81,735 |
| <u>Other Services</u> | | | | | |
| 6105 | Records Preservation | 10,373 | 20,000 | 18,000 | 20,000 * |
| 6110 | Printing Services | 21,859 | 18,000 | 21,000 | 19,500 * |
| 6125 | Bank & CC Fees | 260 | 240 | 280 | 280 * |
| 6195 | Miscellaneous Contractual Services | 47 | - | 322 | 450 * |
| | | 32,539 | 38,240 | 39,602 | 40,230 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6300 | R&M Software | 54,913 | 115,155 | 145,000 | 144,080 * |
| 6305 | R&M Equipment | 14,274 | 31,250 | 29,000 | 33,294 * |
| | | 69,187 | 146,405 | 174,000 | 177,374 |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 732 | 700 | 500 | 700 * |
| 7005 | Printer Supplies | 5,141 | 19,000 | 18,000 | 19,000 * |

20 - City Administration

230 - Information Technology

2013 Budget Worksheet

| | | | | | | |
|--|--------------------------|----------------|----------------|----------------|----------------|---|
| 7035 | Supplies - Equipment R&M | 1,757 | 1,000 | 900 | 1,000 | * |
| 7200 | Other Supplies | 10,861 | - | - | - | |
| 7310 | Publications | 80 | 250 | - | - | |
| 7320 | Equipment < \$5,000 | 3,673 | 5,875 | 5,875 | 6,575 | * |
| | | 22,244 | 26,825 | 25,275 | 27,275 | |
| <u>Other Expenses</u> | | | | | | |
| 7500 | Postage & Parcel | 178 | 250 | 175 | 250 | * |
| | | 178 | 250 | 175 | 250 | |
| Total Information Technology Expenses | | 706,497 | 843,310 | 869,004 | 909,489 | |

20 - City Administration

230 - Information Technology

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|--|---|--------------|
| Account:5010 - Temporary Wages | Record Preservation | 12,500 |
| Account:5310 - Membership Dues | GMIS (Government Mgt Information Systems) | 150 |
| | Sam's Club | 15 |
| Account:5325 - Training | Training for IT Techs | 7,000 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 2,117 |
| Account:6000 - Professional Services | Cisco Call Manager | 2,000 |
| | Image Trend: Data Storage/Medical Records Fees | 1,875 |
| Account:6015 - Communication Services | Broadband for Metra Security Cameras | 1,440 |
| | AT&T GSM Data Connection (PD Tracker) | 900 |
| | Broadband Card for CED | 1,080 |
| | Broadband Card for Police MDC | 18,360 |
| | Broadband Router for Fire MDC/Paramedic | 8,100 |
| | Cell HotSpot for City-wide use | 540 |
| | Cell HotSpot for IT | 540 |
| | Comcast Business Internet Svc Provider (ISP) | 2,760 |
| | Division Cell Phones | 4,200 |
| | DS1 - Cook County Public Safety Network | 7,000 |
| | EOC Portable Hotspot & Coordinator | 1,440 |
| | IPad (Mayor & City Manager) | 1,080 |
| | IPSAN Mobile Data Computer (Fire) | 7,200 |
| | IPSAN Mobile Data Computer (Police) | 21,000 |
| | Voicestation (CNS Voicemail Forwarding) | 120 |
| | WOW Business ISP (Channel 17 WebTV) | 1,050 |
| | WOW Business ISP (Email) | 1,050 |
| Account:6105 - Records Preservation | Community Development | 16,000 |
| | Police Support | 4,000 |
| Account:6110 - Printing Services | Page Per Copy Fee (City Wide) | 19,500 |
| Account:6125 - Bank & CC Fees | Lockboxes for off-site backup tape storage | 280 |
| Account:6195 - Miscellaneous Contractual | SSL Certificate - eportal (tickets/water bills) | 150 |
| | SSL Certificate - srid1 (federated AD for GIS) | 150 |
| | SSL Certificate - wmail (web email) | 150 |
| 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 |
| | Coldfusion Standard Web Development | 950 |
| | ESRI Desktop (AView 6 LM + 4 Single, 1 AINFO) | 9,500 |
| | Firehouse CAD Interface Tech Support (Fire) | 1,245 |
| | Firehouse Mobile Preplan | 85 |
| | Firehouse Updates/Tech Support (Fire) | 895 |
| | Firehouse User License (11 users) | 2,200 |

20 - City Administration

230 - Information Technology

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---|--------------|
| | HR OSHA Compliance | 125 |
| | Imagetrend Field Bridge Support | 1,125 |
| | Laserfiche Server & User Licenses | 2,500 |
| | Logos FM/HR/BA/eSuite | 63,500 |
| | MS Enterprise Agreement Core Cal, Server, SQL | 44,000 |
| | NIFRS Software | 250 |
| | Symantec Server AV | 1,150 |
| | Telrex Voice Recording Software | 930 |
| | Trackit Software Support | 1,900 |
| | VMWare Enterprise Maintenance (4 hosts) | 2,600 |
| Account:6305 - R&M Equipment | Barracuda Spamfilter | 900 |
| | Cisco Smartnet (City-Wide Phone) | 19,000 |
| | Cisco Smartnet (Routers) | 3,200 |
| | Data Center Server Maintenance | 5,544 |
| | General Fax & Copier Repairs | 450 |
| | HP Plotter | 1,200 |
| | KIPP 3000 Large Format Copier Scanner (Engineering) | 1,300 |
| | Plotter (Public Works) | 1,700 |
| Account:7000 - Office Supplies | Office Supplies | 700 |
| Account:7005 - Printer Supplies | Printer/Copier Toner & Ink | 19,000 |
| Account:7035 - Supplies - Equipment R&M | Maintenance Parts & Supplies | 1,000 |
| Account:7320 - Equipment < \$5,000 | Miscellaneous Network | 1,500 |
| | Replacement Keyboard, Mice, Cables | 1,900 |
| | Replacement LCD Screens | 1,350 |
| | Replacement Parts - Cell | 475 |
| | Replacement Parts - Cisco VOIP | 650 |
| | Replacement UPS Battery Packs | 700 |
| Account:7500 - Postage & Parcel | Parts Returns Etc. | 250 |



2013 Budget CITY MANAGER - MEDIA SERVICES

PERSONNEL EXHIBIT

| Department: City Manager | | Div: Media Services | | Div No: 240 |
|---|----------------------|---------------------|----------------|-------------|
| Title | Authorized Positions | | | |
| | 2011 Authorized | 2012 Budget | 2013 Budget | |
| 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 | |

20 - City Administration

240 - Media Services

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 144,872 | 146,663 | 146,663 | 158,809 |
| 5020 | Overtime - Non Supervisory | 1,262 | - | - | - |
| 5060 | Compensated Absences | 1,249 | - | - | - |
| | | 147,382 | 146,663 | 146,663 | 158,809 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 10,979 | 11,220 | 11,220 | 11,779 |
| 5205 | IMRF Contribution | 17,640 | 20,650 | 20,650 | 22,850 |
| 5220 | PPO Insurance Contribution | 22,241 | 21,924 | 21,924 | 23,021 |
| 5225 | HMO Insurance Contribution | 6,336 | 6,472 | 6,472 | 6,537 |
| 5230 | Dental Insurance Contribution | 1,764 | 1,816 | 1,816 | 1,952 |
| 5235 | Life Insurance Contribution | 151 | 184 | 184 | 184 |
| 5240 | Workers Compensation | 304 | 295 | 295 | 249 |
| 5245 | Unemployment Compensation | 575 | 472 | 472 | 228 |
| 5255 | Excess Sick Hour Payout | - | - | - | 1,249 |
| | | 59,990 | 63,033 | 63,033 | 68,049 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 4,072 | 4,115 | 4,192 | 4,192 * |
| 5320 | Conferences | - | 1,500 | 1,500 | 1,500 |
| 5325 | Training | - | 500 | 840 | 500 * |
| 5335 | Travel Expenses | - | 50 | 50 | 50 * |
| | | 4,072 | 6,165 | 6,582 | 6,242 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 2,234 | 2,085 | 2,085 | 2,243 * |
| | | 2,234 | 2,085 | 2,085 | 2,243 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | - | - | - | - |
| 6015 | Communication Services | 1,333 | 1,440 | 1,250 | 1,250 * |
| | | 1,333 | 1,440 | 1,250 | 1,250 |
| <u>Other Services</u> | | | | | |
| 6100 | Publication of Notices | 1,640 | 1,665 | 2,290 | 3,290 * |
| 6110 | Printing Services | 16,336 | 16,000 | 16,000 | 17,500 * |
| 6195 | Miscellaneous Contractual Services | 41,001 | 36,695 | 36,695 | 36,490 * |
| | | 58,977 | 54,360 | 54,985 | 57,280 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6305 | R&M Equipment | 565 | 500 | 500 | 500 * |
| | | 565 | 500 | 500 | 500 |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 458 | 500 | 500 | 500 * |
| 7200 | Other Supplies | 1,974 | 2,000 | 2,000 | 2,000 * |
| 7300 | Uniforms | 256 | 250 | 250 | 250 * |
| 7310 | Publications | 855 | 425 | 474 | 475 * |
| 7320 | Equipment < \$5,000 | - | 8,650 | 8,650 | 3,500 * |

20 - City Administration

240 - Media Services

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--------------------------------------|------------------|--------------------|---------------------|-----------------------|---------------------|
| | | 3,542 | 11,825 | 11,874 | 6,725 |
| <u>Other Expenses</u> | | | | | |
| 7500 | Postage & Parcel | 14,161 | 16,150 | 16,150 | 16,150 * |
| | | 14,161 | 16,150 | 16,150 | 16,150 |
| <u>Capital Outlay</u> | | | | | |
| 8015 | Equipment | 14,950 | 12,000 | 12,000 | - |
| | | 14,950 | 12,000 | 12,000 | - |
| Total Media Services Expenses | | 307,205 | 314,221 | 315,122 | 317,248 |

20 - City Administration
240 - Media Services
2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|--|---------------------|
| Account:5310 - Membership Dues | American Society of Composers, Authors and Publishers | 637 |
| | Broadcast Music, Inc. | 574 |
| | Illinois National Association of Telecommunications Officers | 60 |
| | National Association of Telecommunications Officers | 1,500 |
| | Public Relations Society of America | 395 |
| | Sam's Club Direct | 15 |
| | SESAC, Inc. | 1,011 |
| 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 | 2,243 |
| Account:6015 - Communication Services | Nextel Phone | 1,250 |
| Account:6100 - Publication of Notices | DP Com & Bus Directory | 1,000 |
| | Journal Progress Edition Ad | 2,290 |
| Account:6110 - Printing Services | Des Plaines Digest Printer | 15,000 |
| | Informational Brochures | 2,500 |
| Account:6195 - Miscellaneous Contractual Services | Crew for Meetings & Special Events | 12,000 |
| | Leightronix Total Info Fees | 1,000 |
| | Website (CivicPlus) | 16,295 |
| | Webstreaming Services | 7,195 |
| Account:6305 - R&M Equipment | Repair & Maintenance of Equipment | 500 |
| Account:7000 - Office Supplies | Paper, Pens, Pencils, Etc. | 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 | 475 |
| Account:7320 - Equipment < \$5,000 | CD/DVD Duplicator/Printer | 2,000 |
| | Miscellaneous Equipment | 1,500 |
| Account:7500 - Postage & Parcel | Des Plaines Digest | 16,000 |
| | Miscellaneous Shipping for Repair, Postage, Etc. | 150 |



2013 Budget CITY MANAGER - HUMAN RESOURCES

PERSONNEL EXHIBIT

| Department: City Manager | | Div: Human Resources | | Div. No: 250 |
|---|----------------------|----------------------|----------------|--------------|
| Title | Authorized Positions | | | |
| | 2011 Authorized | 2012 Budget | 2013 Budget | |
| 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 | |

20 - City Administration

250 - Human Resources

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|------------------------------------|------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 259,701 | 258,542 | 258,542 | 275,507 |
| 5060 | Compensated Absences | (3,150) | - | - | - |
| | | 256,551 | 258,542 | 258,542 | 275,507 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 19,159 | 19,778 | 19,778 | 20,536 |
| 5205 | IMRF Contribution | 31,953 | 36,403 | 36,403 | 39,837 |
| 5220 | PPO Insurance Contribution | 15,730 | 15,506 | 15,506 | 16,281 |
| 5225 | HMO Insurance Contribution | 18,701 | 19,104 | 19,104 | 19,296 |
| 5230 | Dental Insurance Contribution | 1,778 | 1,830 | 1,830 | 1,967 |
| 5235 | Life Insurance Contribution | 259 | 259 | 259 | 259 |
| 5240 | Workers Compensation | 540 | 520 | 520 | 435 |
| 5245 | Unemployment Compensation | 959 | 917 | 917 | 396 |
| 5260 | RHS Plan Payout | 3,150 | 3,150 | 3,150 | 6,363 |
| | | 92,229 | 97,467 | 97,467 | 105,370 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 2,032 | 2,700 | 2,300 | 1,910 * |
| 5315 | Tuition Reimbursements | 18,819 | 20,000 | 20,000 | 20,000 * |
| 5320 | Conferences | - | 1,500 | 1,000 | 1,500 |
| 5325 | Training | 783 | 2,000 | 1,500 | 2,000 * |
| 5335 | Travel Expenses | 776 | 1,500 | 1,500 | 1,200 * |
| 5340 | Pre-Employment Exams | 7,289 | 10,000 | 12,000 | 12,000 * |
| 5345 | Post-Employment Exams | 465 | 2,000 | 2,000 | 2,000 * |
| | | 30,164 | 39,700 | 40,300 | 40,610 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 1,576 | 1,177 | 1,177 | 1,184 * |
| | | 1,576 | 1,177 | 1,177 | 1,184 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | - | 5,000 | 5,000 | 5,000 * |
| 6015 | Communication Services | 1,002 | 1,100 | 1,050 | 1,100 * |
| | | 1,002 | 6,100 | 6,050 | 6,100 |
| <u>Other Services</u> | | | | | |
| 6100 | Publication of Notices | 2,836 | 5,000 | 5,000 | 5,000 * |
| 6110 | Printing Services | 384 | 500 | 250 | 250 * |
| 6195 | Miscellaneous Contractual Services | 955 | 400 | 400 | 400 * |
| | | 4,175 | 5,900 | 5,650 | 5,650 |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 5,269 | 2,000 | 1,700 | 1,700 * |
| 7200 | Other Supplies | 445 | - | 1,000 | 1,200 * |
| 7300 | Uniforms | 225 | 300 | 300 | 300 * |
| 7310 | Publications | 458 | 500 | 850 | 850 * |
| 7320 | Equipment < \$5,000 | - | - | - | - |
| | | 6,397 | 2,800 | 3,850 | 4,050 |

20 - City Administration

250 - Human Resources

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget | |
|---------------------------------------|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|---|
| Other Expenses | | | | | | |
| 7500 | Postage & Parcel | 104 | 50 | 25 | 50 | * |
| 7550 | Miscellaneous Expenses | 3,082 | 4,000 | 4,000 | 4,000 | * |
| | | 3,186 | 4,050 | 4,025 | 4,050 | |
| Total Human Resources Expenses | | 395,279 | 415,736 | 417,061 | 442,521 | |

20 - City Administration
250 - Human Resources
2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---|---------------------|
| Account:5310 - Membership Dues | IL City/County Management Association | 152 |
| | IL Secretary of State | 10 |
| | International City/County Mgmt. Assoc. (ICMA) | 949 |
| | International Personnel Mgmt. Assoc. (IPMA) | 369 |
| | National Public Employer Labor Relations Assoc. (NPELF) | 190 |
| | Notary Public Association of IL | 45 |
| | Sam's Club Direct | 15 |
| | Society Human Resource Professionals (SHRM) | 180 |
| 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 | 1,200 |
| Account:5340 - Pre-Employment Exams | Fingerprinting Fees | 1,000 |
| | Post-Offer Employee Physicals & Drug Screens | 11,000 |
| Account:5345 - Post-Employment Exams | Written Skill/Psychological Tests for Job Applicants | 2,000 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 1,184 |
| 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. | 250 |
| Account:6195 - Miscellaneous Contractual Services | Public Salary Website - City Tech USA | 400 |
| Account:7000 - Office Supplies | General Supplies | 1,200 |
| | Paper | 500 |
| Account:7200 - Other Supplies | General Expenses | 450 |
| | Hinckley Spring Water Co | 750 |
| Account:7300 - Uniforms | City Shirts & Related Apparel for HR Staff | 300 |
| Account:7310 - Publications | G. Neil Poster Guard | 410 |
| | Thompson Publishing Group | 440 |
| Account:7500 - Postage & Parcel | Special Mailings | 50 |
| Account:7550 - Miscellaneous Expenses | Public Employee Recognition Program | 4,000 |



2013 Budget

CITY MANAGER – HEALTH & HUMAN SERVICES

PERSONNEL EXHIBIT

| Department: City Manager | | Div: Health & Human Services | | Div. No: 260 |
|---|----------------------|------------------------------|----------------|--------------|
| Title | Authorized Positions | | | |
| | 2011 Authorized | 2012 Budget | 2013 Budget | |
| Community Health Nurse | 0.75 | 0.75 | 0.75 | |
| Community Social Workers (2 PT) | 1.00 | 1.00 | 1.00 | |
| Total Full Time Equivalent (FTE) Employees: | 1.75 | 1.75 | 1.75 | |

20 - City Administration

260 - Health & Human Services

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|--|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 146,548 | 138,963 | 139,533 | 139,533 |
| 5020 | Overtime - Non Supervisory | 983 | - | - | - |
| | | 147,531 | 138,963 | 139,533 | 139,533 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 11,061 | 10,631 | 10,674 | 10,674 |
| 5205 | IMRF Contribution | 17,954 | 19,566 | 20,707 | 20,707 |
| 5220 | PPO Insurance Contribution | 15,381 | 15,162 | 16,072 | 15,920 |
| 5230 | Dental Insurance Contribution | 676 | 696 | 747 | 747 |
| 5235 | Life Insurance Contribution | 76 | - | 76 | 76 |
| 5240 | Workers Compensation | 306 | 279 | 226 | 226 |
| 5245 | Unemployment Compensation | 570 | 497 | 497 | 228 |
| 5260 | RHS Plan Payout | - | 2,342 | - | - |
| | | 46,025 | 49,173 | 48,999 | 48,578 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 595 | 900 | 867 | 885 * |
| 5325 | Training | 1,818 | 2,000 | 2,000 | 2,000 * |
| 5335 | Travel Expenses | 286 | 100 | - | 100 * |
| | | 2,699 | 3,000 | 2,867 | 2,985 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 2,693 | 2,468 | 2,468 | 2,515 * |
| 5550 | Excess Insurance | 108 | 100 | 108 | 108 * |
| | | 2,801 | 2,568 | 2,576 | 2,623 |
| <u>Contractual Services</u> | | | | | |
| 6015 | Communication Services | 1,547 | 1,550 | 1,560 | 1,550 * |
| | | 1,547 | 1,550 | 1,560 | 1,550 |
| <u>Other Services</u> | | | | | |
| 6110 | Printing Services | 1,164 | 1,500 | 1,500 | 1,500 * |
| 6195 | Miscellaneous Contractual Services | 2,932 | 4,200 | 4,200 | 4,200 * |
| | | 4,096 | 5,700 | 5,700 | 5,700 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6305 | R&M Equipment | - | 125 | 114 | 140 * |
| | | - | 125 | 114 | 140 |
| <u>Subsidies and Incentives</u> | | | | | |
| 6530 | Subsidy - Community Outreach | 2,228 | 2,000 | 2,000 | 2,500 * |
| 6535 | Subsidy - Youth Commission | 6,788 | 7,000 | 7,000 | 7,000 * |
| 6540 | Subsidy - Senior Center Service Agency | 80,000 | 75,000 | 75,000 | 75,000 * |
| 6545 | Subsidy - Social Service Agency | 75,000 | 75,000 | 75,000 | 75,000 * |
| 6550 | Subsidy - Senior Citizen Cab Service | 23,125 | 22,500 | 35,100 | 35,100 * |
| | | 187,141 | 181,500 | 194,100 | 194,600 |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 1,035 | 1,000 | 1,000 | 1,000 * |
| 7200 | Other Supplies | 1,553 | 3,000 | 3,000 | 3,000 * |

20 - City Administration
260 - Health & Human Services
2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget | |
|---|---------------------------------|--------------------|---------------------|-----------------------|---------------------|---|
| 7300 | Uniforms | 539 | 500 | 510 | 500 | * |
| 7310 | Publications | 393 | 300 | 300 | 225 | * |
| 7320 | Equipment < \$5,000 | - | 250 | 86 | 250 | * |
| | | 3,521 | 5,050 | 4,896 | 4,975 | |
| <u>Other Expenses</u> | | | | | | |
| 7500 | Postage & Parcel | 33 | 25 | 25 | 25 | * |
| | | 33 | 25 | 25 | 25 | |
| <u>Capital Outlay</u> | | | | | | |
| 8010 | Furniture & Fixtures | 258 | - | - | - | |
| | | 258 | - | - | - | |
| <u>Other Financing Uses</u> | | | | | | |
| 9260 | Transfer to Grant Projects Fund | 2,250 | 3,493 | 3,493 | - | |
| | | 2,250 | 3,493 | 3,493 | - | |
| Total Health & Human Services Expenses | | 397,899 | 391,147 | 403,863 | 400,709 | |

20 - City Administration

260 - Health & Human Services

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---|--------------|
| Account:5310 - Membership Dues | Amer. Society on Aging - Nurse and Social Workers | 410 |
| | Hearing and Vision | 60 |
| | Licensed Clinical Social Worker (LCSW) - Renewal | 60 |
| | National Assoc. Social Workers (NASW) | 190 |
| | Sam's Club Membership | 15 |
| | State License - Laboratory User Fee | 150 |
| Account:5325 - Training | Training/CEU Requirements | 2,000 |
| Account:5335 - Travel Expenses | Mileage, Tolls, Parking | 100 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 2,515 |
| Account:5550 - Excess Insurance | Professional Liability Insurance for CHN | 108 |
| Account:6015 - Communication Services | Nextel Phone Service (CSW(2) & CHN(1)) | 1,550 |
| Account:6110 - Printing Services | BP Cards, Taxi Vouchers, HHS Directory & Placards | 1,500 |
| Account:6195 - Miscellaneous Contractual Services | Documentation Program | 865 |
| | LCSW IDPR Application Fee | 50 |
| | LCSW Supervision | 2,325 |
| | LCSW Testing Service | 260 |
| | Presenter | 500 |
| | Stericycle | 200 |
| Account:6305 - R&M Equipment | R&M - Hearing and Vision Machine Calibration | 120 |
| | R&M- Blood Pressure Cuff Calibration | 20 |
| Account:6530 - Subsidy - Community Outreach | Emergency Assistance | 2,000 |
| | Outreach Materials | 500 |
| Account:6535 - Subsidy - Youth Comm | Activities Sponsored by DP Youth Commission | 7,000 |
| Account:6540 - Subsidy - Senior Center Service Agency | Intergovernmental Agreement | 40,000 |
| | Meals on Wheels | 35,000 |
| Account:6545 - Subsidy - Social Serv. Agency | Social Service Funding | 75,000 |
| Account:6550 - Subsidy - Senior Citizen Cab | Senior Discount for Taxicab Fares | 35,100 |
| Account:7000 - Office Supplies | General Supplies | 500 |
| | Paper | 500 |
| Account:7200 - Other Supplies | Cholesterol MRC /Medical Office Supplies | 2,000 |
| | Promotional Materials | 1,000 |
| Account:7300 - Uniforms | Shirts for Staff & Interns | 500 |
| Account:7310 - Publications | Health Magazine | 15 |
| | Nursing Journal | 51 |

20 - City Administration
260 - Health & Human Services
2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|------------------------------------|---|---------------------|
| | Nursing/Social Work Instructional Books | 159 |
| Account:7320 - Equipment < \$5,000 | Miscellaneous Medical Equipment | 250 |
| Account:7500 - Postage & Parcel | Postage | 25 |



2013 Budget FINANCE

OVERVIEW

| 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|------------------|------------------|------------------|--------------------|--------------------|--------------------|
| \$972,890 | \$936,540 | \$972,719 | \$1,032,708 | \$1,015,946 | \$1,056,487 |

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/Sewer Fund. The General Fund's Fiscal Service Division provides the majority of the financial and accounting support to the City. The Water/Sewer 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.



2013 Budget FINANCE

2012 MAJOR ACCOMPLISHMENTS

- 1) Received the Certificate of Excellence from GFOA for financial reporting in conjunction with the 2010 Comprehensive Annual Financial Report (CAFR).
- 2) Provided information and workpapers to the new auditing firm of Crowe Horwath LLP and completed the 2011 Comprehensive Annual Financial Report (CAFR) by June 30th.
 - i) As part of the annual audit, implemented GASB 54 which changes the terminology and classifications used to report fund balance.
- 3) Received the prestigious Government Finance Officers' Association (GFOA) *Distinguished Budget Presentation Award* for the third year in a row, recognizing the presentation and content of the City's 2012 budget document.
- 4) Completed the second phase of the Logos conversion by going live with the Payroll, Utility Management and Revenue Collections functions.
- 5) Refinanced bonds to ensure the City's debt service maintains its lowest possible cost.
- 6) Retained the investment consulting services to maximize City's investment returns.
- 7) Coordinated parking tickets, taxi license and community development license processing and reconciliation between Logos and auxiliary systems.

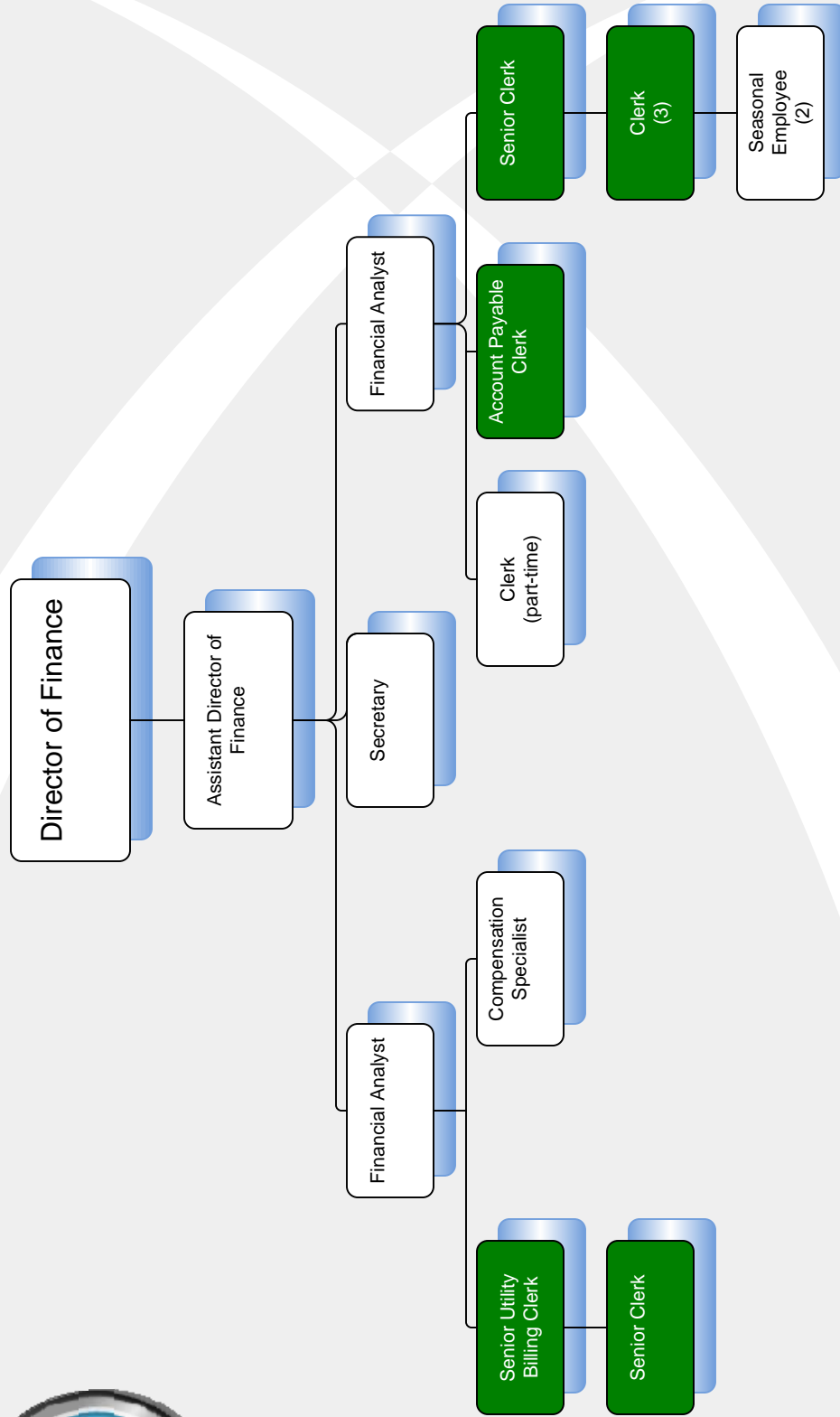


2013 Budget FINANCE

2013 GOALS AND OBJECTIVES

1. Prepare for the annual audit.
 - a. Provide the auditors with the timely and accurate information to reduce audit time of issuance of 2012 Comprehensive Annual Financial Report (CAFR).
 - b. Complete audit of the 2012 Comprehensive Annual Financial Report (CAFR) by June 30th.
 - c. Continue to receive the GFOA Certificate of Excellence.
2. 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.
3. Analyze markets for possible refinancing of bonds to ensure the City's debt service maintains its lowest possible cost.
4. Review current contract for the printing and mailing of the vehicle licenses and utility bills and research possible alternatives that are more cost efficient.
5. Streamline the Real Estate Transfer process to reduce time and improve customer satisfaction.
6. Coordinate Banking Services RFP to review and improve banking services including lockbox service, positive pay and automation of the credit card expenditures.
7. Receive the GFOA Distinguished Budget Award for the 2012 Budget.

Finance Department





2013 Budget FINANCE

PERSONNEL EXHIBIT

| | | |
|---------------------|------------------------------|------------|
| Department: Finance | Div: Fiscal Services/General | Div No: 30 |
|---------------------|------------------------------|------------|

| Title | Authorized Positions | | |
|---|----------------------|----------------|----------------|
| | 2010 Authorized | 2011 Budget | 2012 Budget |
| 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 |

30 - Finance

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|------------------------------------|-------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 559,562 | 586,804 | 586,804 | 612,721 |
| 5010 | Temporary Wages | 9,046 | 10,500 | 12,500 | 15,000 |
| 5020 | Overtime - Non Supervisory | 5,992 | 5,787 | 5,787 | 5,787 |
| 5035 | Acting Out of Class & Night Premium | 1,350 | 1,350 | 1,350 | 1,350 |
| 5060 | Compensated Absences | (605) | - | - | - |
| | | 575,345 | 604,441 | 606,441 | 634,858 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 42,265 | 45,390 | 45,390 | 47,172 |
| 5205 | IMRF Contribution | 68,937 | 83,437 | 83,437 | 88,422 |
| 5220 | PPO Insurance Contribution | 104,314 | 105,875 | 105,875 | 109,223 |
| 5225 | HMO Insurance Contribution | 28,051 | 28,656 | 28,656 | 28,944 |
| 5230 | Dental Insurance Contribution | 7,654 | 8,062 | 8,062 | 8,431 |
| 5235 | Life Insurance Contribution | 684 | 815 | 815 | 702 |
| 5240 | Workers Compensation | 1,201 | 1,200 | 1,200 | 963 |
| 5245 | Unemployment Compensation | 1,865 | 2,061 | 2,061 | 888 |
| 5260 | RHS Plan Payout | 2,291 | 2,291 | 2,291 | 1,685 |
| | | 257,261 | 277,787 | 277,787 | 286,430 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 1,185 | 1,185 | 1,275 | 1,275 * |
| 5320 | Conferences | - | 1,500 | 1,500 | 3,000 |
| 5325 | Training | 1,190 | 2,500 | 2,500 | 2,750 * |
| 5335 | Travel Expenses | - | 250 | 250 | 250 * |
| | | 2,375 | 5,435 | 5,525 | 7,275 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 3,286 | 2,893 | 2,893 | 2,914 * |
| | | 3,286 | 2,893 | 2,893 | 2,914 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | 47,196 | 50,800 | 50,800 | 50,800 * |
| 6015 | Communication Services | 1,921 | 1,942 | 1,500 | 1,500 * |
| 6025 | Administrative Services | 33,713 | 33,600 | 33,600 | 33,600 * |
| | | 82,830 | 86,342 | 85,900 | 85,900 |
| <u>Other Services</u> | | | | | |
| 6110 | Printing Services | 2,640 | 4,500 | 4,500 | 4,500 * |
| 6125 | Bank & CC Fees | 22,665 | 22,500 | 2,500 | 5,000 * |
| 6195 | Miscellaneous Contractual Services | 695 | 960 | 1,000 | 960 * |
| | | 26,000 | 27,960 | 8,000 | 10,460 |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 3,803 | 4,000 | 4,000 | 4,000 * |
| 7200 | Other Supplies | 7,710 | 8,900 | 9,000 | 9,250 * |
| 7300 | Uniforms | 611 | 550 | 550 | 750 * |
| 7310 | Publications | - | 500 | 500 | 500 * |
| 7320 | Equipment < \$5,000 | 104 | 250 | 250 | 250 * |
| | | 12,229 | 14,200 | 14,300 | 14,750 |

30 - Finance

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|-------------------------------|------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Other Expenses</u> | | | | | |
| 7500 | Postage & Parcel | 13,327 | 13,650 | 15,000 | 13,650 * |
| 7550 | Miscellaneous Expenses | - | - | 100 | 250 |
| | | 13,327 | 13,650 | 15,100 | 13,900 |
| <u>Capital Outlay</u> | | | | | |
| 8010 | Furniture & Fixtures | 67 | - | - | - |
| | | 67 | - | - | - |
| Total Finance Expenses | | 972,719 | 1,032,708 | 1,015,946 | 1,056,487 |

30 - Finance

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---|--------------|
| Account:5310 - Membership Dues | CPA License Renewal - AFD | 90 |
| | GFOA (Standard Fee for 3 Person Membership) | 595 |
| | IGFOA (FD, AFD) | 555 |
| | Sam's Club | 35 |
| Account:5325 - Training | Excel Training | 550 |
| | GFOA Training Courses | 750 |
| | IGFOA Training Courses | 1,100 |
| | Payroll Seminars | 350 |
| Account:5335 - Travel Expenses | Mileage, Tolls, Parking | 250 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 2,914 |
| 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, Reception) | 1,500 |
| 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 | 5,000 |
| Account:6195 - Miscellaneous Contractual Services | Shred-It Document Destruction | 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 | 750 |
| | City Sticker Design | 300 |
| | Vehicles License (55k), Official (900), Weights (200) | 7,500 |
| Account:7300 - Uniforms | Uniforms | 750 |
| Account:7310 - Publications | Publications & GFOA Reference Materials | 500 |
| Account:7320 - Equipment < \$5,000 | Calculators, Headsets, Misc. Office Equipment | 250 |

30 - Finance

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|----------------------------------|---|--------------|
| 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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2013 Budget

COMMUNITY AND ECONOMIC DEVELOPMENT

OVERVIEW

| 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| \$2,178,293 | \$1,978,730 | \$1,911,581 | \$2,137,294 | \$1,924,512 | \$2,026,070 |

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 Plan Commission, and Zoning Board of Appeals. Staff also conducts specialized planning projects. 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 MAJOR ACCOMPLISHMENTS

1. During 2012, the Department of Community & Economic Development initiated reconfiguring and refurbishing of the department to present a fresh appearance to the public as well as improve department efficiency.

Building & Code Enforcement

2. Refined the grass cutting program to maintain the appearance of the community.
3. Re-organized the division to improve efficiency and intradepartmental communications.

Planning & Zoning

4. Completed activities relating to the FAA Vision 100 Land Use Compatibility project.
5. Executed a redevelopment agreement for City owned properties in TIF #6.
6. Increased the sales tax base by attracting a major regional office supply business.
7. Worked with Public Works and Engineering Department to complete Model Communities Grant activities including adoption of a Complete Streets Policy and Active Transportation Plan.



2013 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.

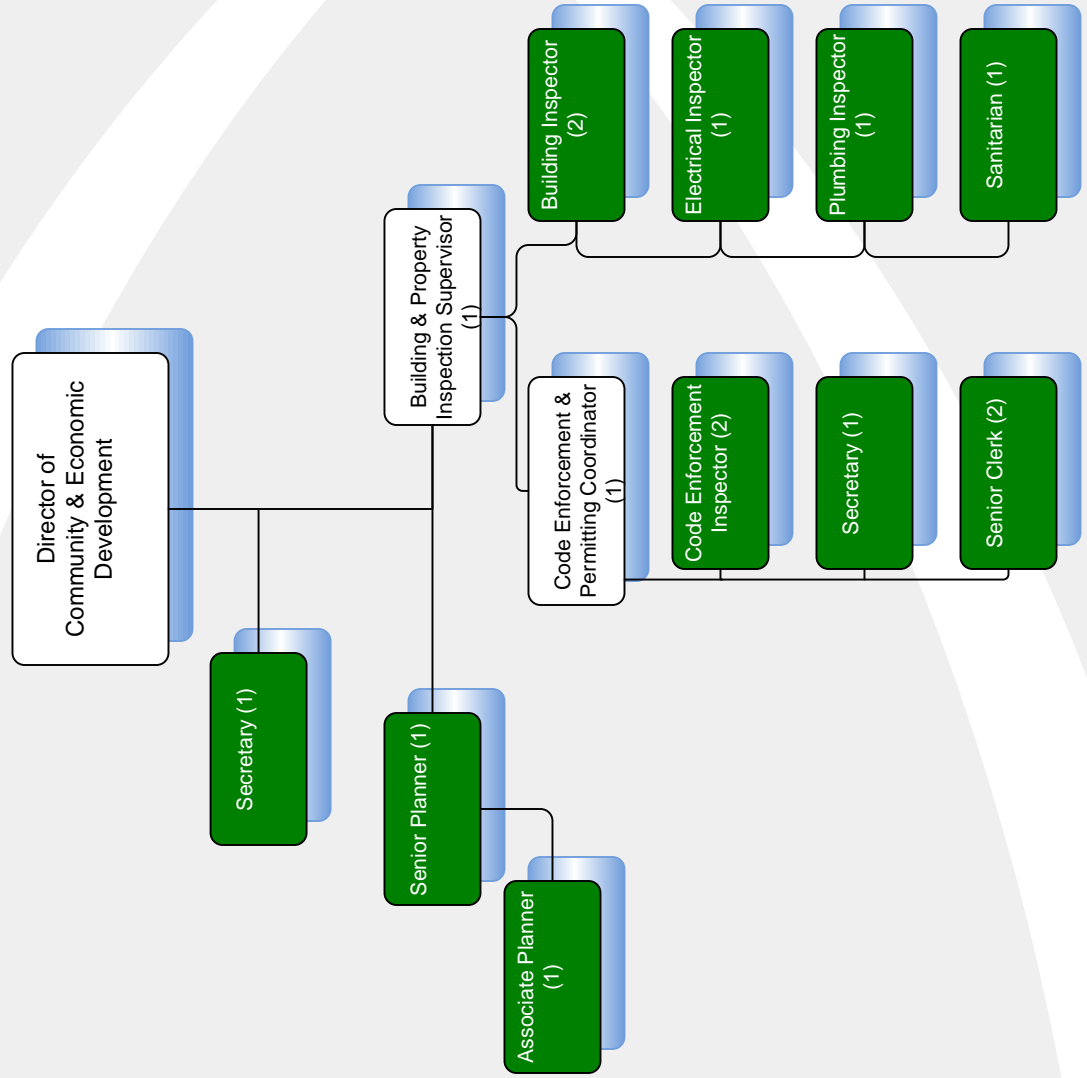
Building & Code Enforcement

5. Create easy to understand informational brochures for better communication with the general public as it pertains to permit requirements.
6. Implement software to allow residents and building contractors to apply for and track permits through the internet.
7. Adopt and implement the 2012 International family of construction codes to provide consistency and predictability without conflict in the construction process.

Planning & Zoning

8. Adopt and complete the transitional implementation of the Unified Development Ordinance.
9. Continue to pursue the potential of a new Oakton Street Metra Station on the North Central Line.
10. Initiate Cumberland Transit-Oriented Development projects, based upon market factors and private investment availability.
11. Improve the efficiency of the Community Development Block Grant program by expanding the range of projects for public service, housing, facility and infrastructure improvements.

Community & Economic Development



AFSCME

FY2013



2013 Budget

COMMUNITY AND ECONOMIC DEVELOPMENT - BUILDING AND CODE ENFORCEMENT

PERSONNEL EXHIBIT

| Department: CED | | Div: Bldg & Code Enforcement | | Div. No. 40.410 |
|---|----------------------|------------------------------|----------------|-----------------|
| Title | Authorized Positions | | | |
| | 2011 Authorized | 2012 Budget | 2013 Budget | |
| Building & Property Inspection Supervisor | 0.00 | 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 | 1.00 | 1.00 | |
| Code Enforcement Inspector | 3.00 | 2.00 | 2.00 | |
| Secretary | 1.00 | 1.00 | 1.00 | |
| Senior Clerk | 2.00 | 2.00 | 2.00 | |
| Total Full Time Equivalent (FTE) Employees: | 12.00 | 12.00 | 12.00 | |

40 - Community Development

410 - Building & Code Enforcement

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|-------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 926,091 | 967,510 | 898,840 | 911,754 |
| 5010 | Temporary Wages | - | - | 12,000 | 12,000 |
| 5020 | Overtime - Non Supervisory | 4,842 | 3,472 | 3,472 | 3,472 |
| 5035 | Acting Out of Class & Night Premium | 900 | 1,000 | 1,000 | 1,000 |
| 5060 | Compensated Absences | 1,372 | - | - | - |
| | | 933,205 | 971,982 | 915,312 | 928,226 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 69,980 | 74,083 | 69,347 | 68,934 |
| 5205 | IMRF Contribution | 113,612 | 136,714 | 126,297 | 133,724 |
| 5220 | PPO Insurance Contribution | 160,860 | 164,501 | 159,143 | 200,317 |
| 5225 | HMO Insurance Contribution | 37,411 | 38,208 | 33,000 | 19,296 |
| 5230 | Dental Insurance Contribution | 10,637 | 11,305 | 10,900 | 12,884 |
| 5235 | Life Insurance Contribution | 915 | 972 | 972 | 972 |
| 5240 | Workers Compensation | 23,786 | 30,225 | 30,225 | 22,630 |
| 5245 | Unemployment Compensation | 3,231 | 3,680 | 3,680 | 1,441 |
| 5250 | Uniform Allowance | 1,200 | 720 | 700 | 700 |
| 5260 | RHS Plan Payout | 6,635 | 6,337 | 10,595 | 8,007 |
| | | 428,267 | 466,745 | 444,859 | 468,905 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 385 | 850 | 850 | 1,370 * |
| 5320 | Conferences | - | - | - | 1,500 |
| 5325 | Training | 2,783 | 5,590 | 5,590 | 5,590 * |
| 5335 | Travel Expenses | 15 | 100 | 100 | 100 * |
| | | 3,183 | 6,540 | 6,540 | 8,560 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 13,661 | 13,642 | 13,642 | 14,993 * |
| | | 13,661 | 13,642 | 13,642 | 14,993 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | 64,115 | 47,000 | 40,000 | 26,500 * |
| 6015 | Communication Services | 3,510 | 3,800 | 3,800 | 3,800 * |
| | | 67,625 | 50,800 | 43,800 | 30,300 |
| <u>Other Services</u> | | | | | |
| 6100 | Publication of Notices | - | - | - | 500 |
| 6110 | Printing Services | 1,808 | 2,000 | 2,000 | 3,000 * |
| 6195 | Miscellaneous Contractual Services | 409 | 22,000 | 22,000 | 27,000 * |
| | | 2,217 | 24,000 | 24,000 | 30,500 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6310 | R&M Vehicles | 200 | 250 | 250 | 250 * |
| | | 200 | 250 | 250 | 250 |
| <u>Subsidies and Incentives</u> | | | | | |
| 6510 | Subsidy - Flood Assistance | 12,252 | - | - | - |
| | | 12,252 | - | - | - |

40 - Community Development
410 - Building & Code Enforcement
2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget | |
|---|------------------------|--------------------|---------------------|-----------------------|---------------------|---|
| <u>Commodities</u> | | | | | | |
| 7000 | Office Supplies | 4,576 | 3,000 | 3,000 | 4,000 | * |
| 7200 | Other Supplies | 168 | 800 | 800 | 800 | * |
| 7300 | Uniforms | 1,268 | 2,000 | 2,000 | 2,000 | * |
| 7310 | Publications | 4,196 | 2,700 | 2,700 | 2,700 | * |
| 7320 | Equipment < \$5,000 | 998 | 500 | 500 | 500 | * |
| | | 11,206 | 9,000 | 9,000 | 10,000 | |
| <u>Other Expenses</u> | | | | | | |
| 7500 | Postage & Parcel | 41 | 100 | 100 | 250 | * |
| 7550 | Miscellaneous Expenses | - | - | - | 100 | |
| | | 41 | 100 | 100 | 350 | |
| <u>Capital Outlay</u> | | | | | | |
| 8010 | Furniture & Fixtures | 399 | - | 1,600 | 1,000 | * |
| | | 399 | - | 1,600 | 1,000 | |
| Total Building & Code Enforcement Expenses | | 1,472,256 | 1,543,059 | 1,459,103 | 1,493,084 | |

40 - Community Development

410 - Building & Code Enforcement

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---|--------------|
| Account:5310 - Membership Dues | Department of Financial & Professional Regulation (LEHP) | 150 |
| | Illinois Association of Code Enforcement | 100 |
| | Illinois Environmental Health Association | 45 |
| | Illinois Environmental Protection Agency (IEPA) | 100 |
| | International Code Council | 220 |
| | International Association of Electrical Inspectors | 75 |
| | International Plumbing Inspectors Association | 70 |
| | National Environmental Health Credential | 115 |
| | National Environmental Health Membership | 95 |
| | NorthWest Building Officials & Code Administrators | 200 |
| | Suburban Building Officials Conference | 200 |
| Account:5325 - Training | Certifications (International Code Council) (4) | 720 |
| | Illinois Association of Code Enforcement (IACE) (6) | 420 |
| | Illinois Environmental Health Association | 80 |
| | Illinois Plumbing Association (IPA) (1) | 180 |
| | International Association of Electrical Inspectors (IAEI) (1) | 150 |
| | Northwest Building Officials and Code Admin (NWBOCA) (8) | 2,000 |
| | Pest Solutions | 40 |
| | Suburban Building Officials (SBOC) (8) | 2,000 |
| Account:5335 - Travel Expenses | Parking, Tolls, Train | 100 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 14,993 |
| Account:6000 - Professional Services | Elevator Inspections | 25,000 |
| | Engineering Consulting | 1,500 |
| Account:6015 - Communication Services | Cell Phone Service | 3,800 |
| Account:6110 - Printing Services | On-Line Professional Handouts | 1,000 |
| | Permit/Inspection Forms Purchase, Print Code Amendments | 2,000 |
| Account:6195 - Miscellaneous Contractual Services | Demolition Services | 10,000 |
| | Minutes, Etc. | 2,000 |
| | Property Maintenance Service | 15,000 |
| Account:6310 - R&M Vehicles | Car Washes and Floor Mats | 250 |
| Account:7000 - Office Supplies | Paper, Pens, Pencils, Etc. | 4,000 |
| 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 |

410 - Building & Code Enforcement

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|-------------------------------------|-----------------------------|---------------------|
| Account:7500 - Postage & Parcel | Postage and Federal Express | 250 |
| Account:8010 - Furniture & Fixtures | Office Chairs | 1,000 |



2013 Budget

COMMUNITY AND ECONOMIC DEVELOPMENT – PLANNING & ZONING

PERSONNEL EXHIBIT

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

| Title | Authorized Positions | | |
|--|----------------------|----------------|----------------|
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| 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 * | 0.25 | 0.25 | 0.25 |
| Total Full Time Equivalent (FTE) Employees: | 3.25 | 3.25 | 3.25 |

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

40 - Community Development

420 - Planning & Zoning

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|------------------------------------|------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 306,031 | 312,186 | 274,571 | 316,195 |
| 5020 | Overtime - Non Supervisory | 2,226 | - | - | - |
| | | 308,257 | 312,186 | 274,571 | 316,195 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 20,737 | 22,168 | 19,851 | 23,631 |
| 5205 | IMRF Contribution | 36,117 | 43,956 | 38,274 | 45,841 |
| 5220 | PPO Insurance Contribution | 26,961 | 28,729 | 26,090 | 35,731 |
| 5225 | HMO Insurance Contribution | 18,825 | 19,104 | 18,903 | 22,027 |
| 5230 | Dental Insurance Contribution | 3,197 | 3,394 | 3,394 | 4,059 |
| 5235 | Life Insurance Contribution | 238 | 283 | 283 | 291 |
| 5240 | Workers Compensation | 669 | 627 | 627 | 566 |
| 5245 | Unemployment Compensation | 1,083 | 1,090 | 1,090 | 476 |
| | | 107,826 | 119,351 | 108,512 | 132,622 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 1,676 | 2,479 | 2,479 | 2,175 * |
| 5320 | Conferences | - | 1,500 | 1,500 | 1,500 |
| 5325 | Training | 1,027 | 2,330 | 2,330 | 2,330 * |
| 5335 | Travel Expenses | 62 | 100 | 100 | 100 * |
| | | 2,764 | 6,409 | 6,409 | 6,105 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 5,638 | 5,683 | 5,017 | 5,279 * |
| | | 5,638 | 5,683 | 5,017 | 5,279 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | 7,199 | 30,000 | 30,000 | 30,000 * |
| 6015 | Communication Services | 430 | - | - | - |
| | | 7,629 | 30,000 | 30,000 | 30,000 |
| <u>Other Services</u> | | | | | |
| 6100 | Publication of Notices | 2,515 | 4,000 | 3,500 | 4,000 * |
| 6110 | Printing Services | 20 | 800 | 200 | 800 * |
| 6120 | Recording Fees | 602 | 1,500 | 750 | 1,500 * |
| 6195 | Miscellaneous Contractual Services | 923 | 5,000 | 5,000 | 5,000 * |
| | | 4,060 | 11,300 | 9,450 | 11,300 |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 1,319 | 1,500 | 1,500 | 1,500 * |
| 7300 | Uniforms | - | - | - | 500 |
| 7310 | Publications | 41 | 665 | 500 | 665 * |
| | | 1,360 | 2,165 | 2,000 | 2,665 |
| <u>Other Expenses</u> | | | | | |
| 7500 | Postage & Parcel | 80 | 300 | 300 | 300 * |
| 7550 | Miscellaneous Expenses | - | - | 30 | 100 |
| | | 80 | 300 | 330 | 400 |

40 - Community Development
420 - Planning & Zoning
2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|---------------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Capital Outlay</u> | | | | | |
| 8010 | Furniture & Fixtures | - | - | 1,600 | 1,000 * |
| | | - | - | 1,600 | 1,000 |
| <u>Other Financing Uses</u> | | | | | |
| 9260 | Transfer to Grant Projects Fund | - | 78,321 | - | - |
| | | - | 78,321 | - | - |
| Total Planning & Zoning Expenses | | 437,614 | 565,715 | 437,889 | 505,566 |

40 - Community Development

420 - Planning & Zoning

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---|--------------|
| Account:5310 - Membership Dues | American Planning Association 3 (APA) IL Chapter | 1,145 |
| | AICP 2 | 350 |
| | United States Green Building Council 4 (USGBC) IL Chapter | 280 |
| | United States Green Building Council (USGBC) | 300 |
| | International Council of Shopping Centers | 100 |
| Account:5325 - Training | Director, Senior Planner, Associate Planner & Secretary | 2,330 |
| Account:5335 - Travel Expenses | Parking, Tolls, Train | 100 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 5,279 |
| 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 - Misc. Contractual Services | Secretary for ZBA, PC and EDC | 5,000 |
| Account:7000 - Office Supplies | Paper, Pens, Pencils, Etc. | 1,500 |
| Account:7310 - Publications | MegaPolitan Book | 150 |
| | Miscellaneous Periodicals | 415 |
| | Zoning Practice | 100 |
| Account:7500 - Postage & Parcel | Federal Express and Special Mailing Charges | 300 |
| Account:8010 - Furniture & Fixtures | Office Chairs | 1,000 |

40 - Community Development

430 - Economic Development

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|--------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 385 | - | - | - |
| | | 385 | - | - | - |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 66 | - | - | - |
| 5205 | IMRF Contribution | 103 | - | - | - |
| | | 169 | - | - | - |
| <u>Other Employee Costs</u> | | | | | |
| 5325 | Training | 400 | - | - | - |
| | | 400 | - | - | - |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 194 | 100 | 100 | - |
| | | 194 | 100 | 100 | - |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | 163 | 23,770 | 23,770 | 23,770 * |
| 6015 | Communication Services | - | 300 | - | - |
| | | 163 | 24,070 | 23,770 | 23,770 |
| <u>Other Services</u> | | | | | |
| 6110 | Printing Services | - | 2,000 | 2,000 | 2,000 * |
| | | - | 2,000 | 2,000 | 2,000 |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | - | 1,100 | 500 | 500 |
| 7310 | Publications | 400 | 1,150 | 1,150 | 1,150 * |
| | | 400 | 2,250 | 1,650 | 1,650 |
| <u>Other Expenses</u> | | | | | |
| 7500 | Postage & Parcel | - | 100 | - | - |
| | | - | 100 | - | - |
| Total Economic Development Expenses | | 1,711 | 28,520 | 27,520 | 27,420 |

40 - Community Development

430 - Economic Development

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total |
|--------------------------------------|--|--------|
| Account:6000 - Professional Services | Business Development Marketing Plan 25% | 23,770 |
| Account:6110 - Printing Services | Business Development Brochures | 2,000 |
| Account:7310 - Publications | Miscellaneous Economic Development Periodicals | 1,150 |

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2013 Budget

PUBLIC WORKS AND ENGINEERING

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|-------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Public Works (PW) | \$10,124,507 | \$8,452,244 | \$9,618,483 | \$9,891,393 | \$9,566,352 | \$10,285,721 |
| Engineering | \$848,342 | \$671,578 | \$737,298 | \$764,433 | \$765,656 | \$787,691 |
| GIS | \$225,676 | \$208,686 | \$190,505 | \$229,450 | \$226,650 | \$229,450 |
| PW & Engineering | \$11,198,525 | \$9,332,508 | \$10,546,286 | \$10,885,276 | \$10,558,658 | \$11,302,862 |

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 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.

GIS

This Division 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, City of Lake Forest, Village of Tinley Park, and Village of Mundelein. 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 Services and Utility Services.



2013 Budget

PUBLIC WORKS AND ENGINEERING

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. 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:

| | |
|---------------------------------|-------------------------|
| April 1, 2012 to March 31, 2013 | \$21.09/month/residence |
| April 1, 2013 to March 31, 2014 | \$21.89/month/residence |

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.

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.

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 MAJOR ACCOMPLISHMENTS

Engineering

1. Completed construction of all Capital Improvement Projects including the Lee-Perry Signalization Project and Storm Water Master Plan locations.
2. Completed the Model Communities Grant effort aimed at increasing the health and livability of Des Plaines through safer walking and biking environment. Among the grant-funded accomplishments were:
 - Creation of a City-wide Active Transportation Plan, School Travel Plan and Complete Streets Policy
 - Purchase of bike racks for installation throughout the downtown, Oakton Street commercial area, schools, and Park District using grant funding
3. Completed implementation of the remaining Environmental Efficiency and Conservation Block Grant (EECBG) stimulus program projects including:
 - Design of the Miner Street Pedestrian Refuge Median
 - Retrofit of the City Hall, Police and Public Works to more energy efficient lighting

GIS

4. Began supporting a weekly crime statistics reporting program initiated by the Police Department by providing supplemental map products showing the crime locations. These map products are delivered every week, in addition to a statistical report, to the department's administrative staff.
5. Migrated city staff to a centralized version of the city's MapOffice Advanced mapping application, which runs through the internet rather than the city's internal network, to allow for remote access in the field through a standard wireless connection.



2013 Budget

PUBLIC WORKS AND ENGINEERING

Water Maintenance Division

6. Maintained and repaired the City's water system, which included the repair of over 100 water mains, replacement of 16 fire hydrants and repair of 23 system valves. The division completed the restoration of the areas as well.
7. Combined work forces with the Fire Department to improve the fire hydrant flushing program. With the assistance of GIS and the use of some seasonal labor, the program has been successful which is required to maintain the City's ISO rating and water quality.

Sewer Maintenance Division

8. Coordinated and completed the 2012 Sewer Rehabilitation Program. This ongoing project utilizes both City and contractual forces to complete main line repairs, manhole repairs/replacement and cured in place pipe lining.
9. Inspected and televised sewer lines for Inflow/Infiltration reduction purposes. The reduction and elimination of Inflow/Infiltration is necessary to meet MWRD and EPA guidelines. It also helps reduce surcharging of the sewer system.

Streets and Grounds Maintenance Division

10. Completed several facility improvements which include; replacement of roof at Fire Station 3, remodeling of the Finance Department and the rehabilitation of the exterior sealant of City Hall.
11. Implemented the Emerald Ash Borer Plan completed by Natural Path Urban Forestry Consultants. The Division is ahead of schedule by using City and contractual labor for this project. Of the 3600 trees infected, 800 have been removed and 140 have been treated with an approved insecticide.

Vehicle Maintenance Division

12. Maintained and repaired over 325 pieces of equipment. The division provided services and support to all City departments via City mechanics, contractual services and warranty repairs.
13. Completed the specifications and procurement of equipment that included a Water Meter van, 5-ton and 10-ton dump trucks and an equipment trailer. Assisted the Police Department with the replacement of their patrol squads and support vehicles.



2013 Budget

PUBLIC WORKS AND ENGINEERING

Administration

14. Implemented a weekly electronic waste drop-off at Public Works. Mandated by the Illinois Environmental Protection Agency, as of January 1, 2012, landfills were no longer allowed to accept E-Waste. The recycling of this material reduces the amount of waste taking space in the landfills.



2013 GOALS AND OBJECTIVES

Engineering

1. Complete construction of the first phase of the downtown streetscaping project which will include the installation of grant-funded bike racks throughout the downtown.
2. Complete design of the Civic Center Parking deck replacement structure.
3. Continue design and permitting of the following CMAQ grant award projects:
 - Central Road Bicycle Shoulder project (Wolf Rd to East River Rd)
 - Ballard Road Sidepath-Sidewalk project (Bender Rd to Good Ave)
 - Mt. Prospect Road at High Ridge Knolls Trail Refuge Median project
4. Continue coordination with IDOT on design of proposed projects in Des Plaines:
 - Second phase of the Des Plaines River Road Reconstruction project (Touhy Ave to Rand Rd).
 - NW Hwy/Broadway/Seegers Signalization Project.
 - Rand Road over Des Plaines River Bridge Replacement Project. Includes a sidepath to close a gap in the regional Golf Road Bicycle Corridor.
 - Potential design improvements to Cumberland Circle taking advantage of modern roundabout research.

GIS

5. Fully integrate the web-based version of MapOffice Advanced into the operations of the Police and Fire Departments so they can access all available map data remotely in the field.
6. Introduce remote utility system editing capabilities via MapOffice Advanced that will allow select city staff to update the utility data with changes and submit those changes to the GIS department for review and integration.

Water System Maintenance

7. Implement a smart water meter replacement program utilizing a fixed based reading system. Smart water meters have the capability to accurately account for water at rates as low as 3/100s of a gallon. The accurate accounting of water is required for fair utility billing and by the Illinois Department of Natural Resources.



2013 Budget

PUBLIC WORKS AND ENGINEERING

8. Complete goals established in the MWH water study which includes infrastructure improvements for a new water source. Due to the continual water rate increases by the City of Chicago, the City will continue to explore and prepare for more economical water sources.

Sewer System Maintenance

9. Continue with the identification and removal of Inflow/Infiltration into the City's sewer system. The Sewer Division, City Engineering and contractual services will further investigate, plan and implement methods of Inflow/Infiltration removal.
10. Coordinate maintenance repairs and improvements to the sewer system including CIPP lining and manhole rehabilitation. The continual maintenance of the system helps reduce flooding and the growth of mosquito larvae.

Streets and Grounds Maintenance

11. Bid and coordinate building maintenance and repair projects. These projects will include repairs to City Hall, Police and Fire stations.
12. Continue with the Emerald Ash Borer Plan and reforestation in the City. Due to the devastating effect of the EAB, it is important to eliminate the pest and replant trees to maintain the attraction that tree canopy provides.

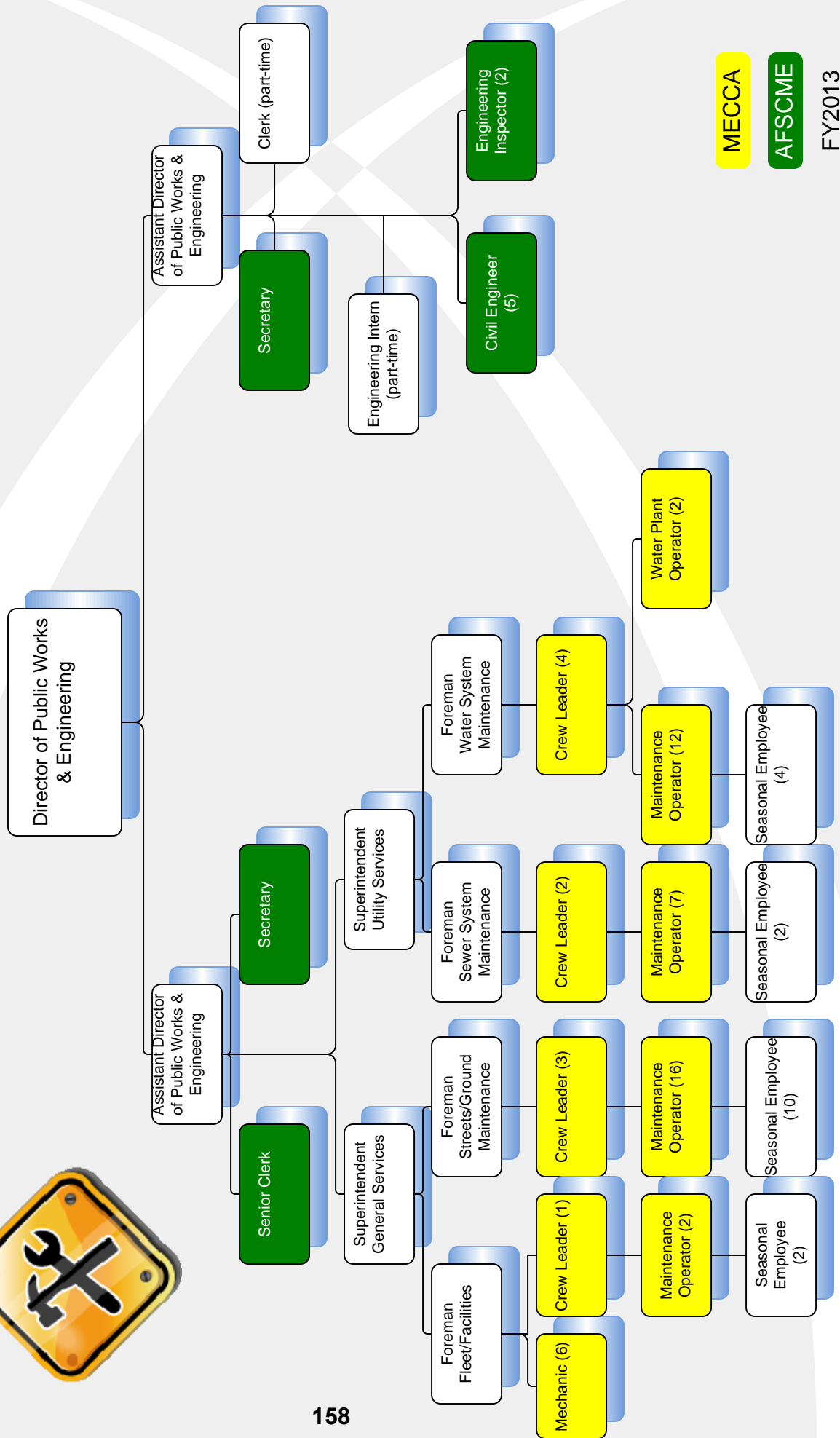
Vehicle Maintenance

13. Explore alternative fuel options for vehicles. These options can include compressed natural gas, propane, electric, E 85 ethanol and other hybrids. The EPA offers incentives and rebates for certain options that could reduce purchase costs.
14. Update fleet software to improve efficiency and improve cost tracking of fleet. Further improvements in this area will help improve service and minimize costs.

Administration

15. Continue to explore grant opportunities for energy efficiency projects. The reduction of energy usage lowers energy usage costs. These projects may include lighting, HVAC and replacement of electric motors.
16. Increase training opportunities for Public Works staff in an effort to reduce worker's compensation claims. Further promotion of this program will help reduce overall costs for the City and improve the quality of work.

Public Works & Engineering



MECCA

AFSCME

FY2013



2013 Budget

PUBLIC WORKS & ENGINEERING PUBLIC WORKS ADMINISTRATION

PERSONNEL EXHIBIT

| | | |
|------------------------------|------------------------|----------------|
| Department: PW & Engineering | Div: PW Administration | Div No: 50.100 |
|------------------------------|------------------------|----------------|

| Title | Authorized Positions | | |
|---|----------------------|----------------|----------------|
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| 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 | 0.00 | 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: | 1.25 | 1.25 | 1.25 |

50 - Public Works

100 - Public Works Administration

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 113,628 | 130,947 | 130,947 | 132,319 |
| 5020 | Overtime - Non Supervisory | 218 | 1,000 | 250 | 250 |
| 5060 | Compensated Absences | (286) | - | - | - |
| | | 113,561 | 131,947 | 131,197 | 132,569 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 8,185 | 8,960 | 8,960 | 9,676 |
| 5205 | IMRF Contribution | 14,028 | 18,578 | 18,578 | 18,621 |
| 5220 | PPO Insurance Contribution | 7,765 | 7,581 | 7,581 | 12,030 |
| 5225 | HMO Insurance Contribution | 10,669 | 14,328 | 14,328 | 4,824 |
| 5230 | Dental Insurance Contribution | 1,020 | 1,311 | 1,311 | 778 |
| 5235 | Life Insurance Contribution | 101 | 119 | 119 | 119 |
| 5240 | Workers Compensation | 722 | 263 | 265 | 334 |
| 5245 | Unemployment Compensation | 745 | 668 | 668 | 175 |
| 5255 | Excess Sick Hour Payout | 996 | 1,000 | 1,000 | 1,000 |
| 5260 | RHS Plan Payout | 764 | 764 | 765 | 1,589 |
| | | 44,995 | 53,572 | 53,575 | 49,146 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 648 | 900 | 900 | 5,200 * |
| 5320 | Conferences | - | - | - | 1,500 |
| 5325 | Training | 400 | 1,200 | 500 | 500 * |
| 5335 | Travel Expenses | - | 100 | 50 | 100 * |
| | | 1,048 | 2,200 | 1,450 | 7,300 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 13,014 | 11,203 | 11,203 | 13,132 * |
| | | 13,014 | 11,203 | 11,203 | 13,132 |
| <u>Contractual Services</u> | | | | | |
| 6015 | Communication Services | 1,340 | 1,750 | 1,750 | 1,750 * |
| 6025 | Administrative Services | 5,089 | 6,500 | 6,500 | 6,500 * |
| 6040 | Waste Hauling & Debris Removal | 4,175,715 | 3,930,000 | 3,930,000 | 4,000,000 * |
| | | 4,182,144 | 3,938,250 | 3,938,250 | 4,008,250 |
| <u>Other Services</u> | | | | | |
| 6110 | Printing Services | 9,365 | 11,000 | 11,000 | 11,000 * |
| 6195 | Miscellaneous Contractual Services | 10,929 | 5,000 | 4,500 | 4,000 * |
| | | 20,294 | 16,000 | 15,500 | 15,000 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6300 | R&M Software | - | - | - | 2,000 * |
| | | - | - | - | 2,000 |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 1,379 | 1,100 | 1,100 | 1,100 |

50 - Public Works
100 - Public Works Administration
2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget | |
|---|------------------------|--------------------|---------------------|-----------------------|---------------------|---|
| 7300 | Uniforms | 272 | 300 | - | 300 | * |
| 7310 | Publications | - | 100 | - | 100 | * |
| | | 1,652 | 1,500 | 1,100 | 1,500 | |
| <u>Other Expenses</u> | | | | | | |
| 7500 | Postage & Parcel | 6,507 | 12,000 | 12,000 | 12,000 | * |
| 7550 | Miscellaneous Expenses | 205 | 200 | - | 200 | * |
| | | 6,711 | 12,200 | 12,000 | 12,200 | |
| <u>Capital Outlay</u> | | | | | | |
| 8000 | Computer Software | - | - | - | 25,000 | * |
| 8005 | Computer Hardware | - | - | - | 6,500 | * |
| | | - | - | - | 31,500 | |
| Total Public Works Administration Expenses | | 4,383,418 | 4,166,872 | 4,164,275 | 4,272,597 | |

50 - Public Works
100 - Public Works Administration
2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---|---------------------|
| Account:5310 - Membership Dues | American Public Works Association | 300 |
| | American Water Works Association | 150 |
| | Illinois City/County Management Association | 500 |
| | Illinois Public Works Mutual Aid Network | 250 |
| | International City/County Management Association | 1,000 |
| | NIPSTA Membership | 3,000 |
| Account:5325 - Training | American Public Works Association (APWA) Expo | 200 |
| | APWA, NW Municipal Conference & Other Seminars | 300 |
| Account:5335 - Travel Expenses | Mileage, Tolls, Parking | 100 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 13,132 |
| Account:6015 - Communication Services | Cell Phone | 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 | 4,000,000 |
| Account:6110 - Printing Services | Curbside Calendar Printing | 10,000 |
| | Other Printings | 1,000 |
| Account:6195 - Misc Contractual Services | Port-O-Potty | 3,000 |
| | Tire/Fluorescent Light Bulb/Battery Recycling Program | 1,000 |
| Account:6300 - R&M Software | ARC GIS Server Renewal (Asset Mgmt. Software) | 2,000 |
| 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 | Sheriff's Work Alternative & Electric Recycling Program | 200 |
| Account 8000 - Computer Software | Asset Management/ Work Order Software | 25,000 |
| Account 8005 - Computer Hardware | Server (Virtual Server and License) (Asset Mgmt. Software) | 6,500 |



2013 Budget

PUBLIC WORKS AND ENGINEERING ENGINEERING DIVISION

PERSONNEL EXHIBIT

| | | |
|------------------------------|------------------------------------|-----------------|
| Department: PW & Engineering | Div: PW & Engineering/General Fund | Div: No: 50.510 |
|------------------------------|------------------------------------|-----------------|

| Title | Authorized Positions | | |
|---|----------------------|----------------|----------------|
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| 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 |

50 - Public Works

510 - Engineering

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|-------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 504,374 | 528,244 | 528,244 | 536,650 |
| 5020 | Overtime - Non Supervisory | 12,194 | 6,942 | 6,942 | 6,942 |
| 5060 | Compensated Absences | 5,105 | - | - | - |
| | | 521,674 | 535,186 | 535,186 | 543,592 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 38,107 | 39,910 | 39,910 | 40,454 |
| 5205 | IMRF Contribution | 62,896 | 75,354 | 75,354 | 77,386 |
| 5220 | PPO Insurance Contribution | 28,911 | 28,511 | 28,511 | 29,937 |
| 5225 | HMO Insurance Contribution | 49,732 | 48,327 | 48,327 | 54,778 |
| 5230 | Dental Insurance Contribution | 4,101 | 4,227 | 4,227 | 4,543 |
| 5235 | Life Insurance Contribution | 432 | 432 | 432 | 432 |
| 5240 | Workers Compensation | 3,814 | 3,834 | 3,834 | 3,056 |
| 5245 | Unemployment Compensation | 2,121 | 1,705 | 1,705 | 805 |
| 5250 | Uniform Allowance | 320 | 320 | 400 | 400 |
| 5255 | Excess Sick Hour Payout | 1,993 | 2,000 | 2,000 | 1,993 |
| 5260 | RHS Plan Payout | 1,544 | 1,993 | 2,700 | 2,664 |
| | | 193,971 | 206,613 | 207,400 | 216,448 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 924 | 1,096 | 1,200 | 1,200 |
| 5320 | Conferences | - | 1,500 | 1,500 | 1,500 * |
| 5325 | Training | 800 | 1,500 | 1,500 | 1,200 * |
| 5335 | Travel Expenses | 163 | 200 | 200 | 200 * |
| | | 1,887 | 4,296 | 4,400 | 4,100 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 12,574 | 8,388 | 8,388 | 12,791 * |
| | | 12,574 | 8,388 | 8,388 | 12,791 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | - | 2,500 | 2,500 | 2,500 * |
| 6015 | Communication Services | 2,923 | 2,700 | 2,700 | 2,700 * |
| | | 2,923 | 5,200 | 5,200 | 5,200 |
| <u>Other Services</u> | | | | | |
| 6110 | Printing Services | 20 | 100 | 100 | 100 * |
| 6115 | Licensing/Titles | - | - | - | 310 * |
| 6120 | Recording Fees | 3 | - | - | - |
| | | 23 | 100 | 100 | 410 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6310 | R&M Vehicles | 10 | - | - | - |
| | | 10 | - | - | - |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 2,404 | 2,500 | 2,500 | 2,500 |
| 7120 | Gasoline | 50 | - | - | - |
| 7200 | Other Supplies | 860 | 1,250 | 1,250 | 1,250 * |

50 - Public Works
510 - Engineering
2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget | |
|-----------------------------------|------------------------|--------------------|---------------------|-----------------------|---------------------|---|
| 7300 | Uniforms | - | 500 | 500 | 1,000 | * |
| 7310 | Publications | 350 | 250 | 550 | 250 | * |
| | | 3,664 | 4,500 | 4,800 | 5,000 | |
| <u>Other Expenses</u> | | | | | | |
| 7500 | Postage & Parcel | 85 | 150 | 150 | 150 | * |
| 7550 | Miscellaneous Expenses | 30 | - | 32 | - | |
| | | 115 | 150 | 182 | 150 | |
| <u>Capital Outlay</u> | | | | | | |
| 8010 | Furniture & Fixtures | 458 | - | - | - | |
| | | 458 | - | - | - | |
| Total Engineering Expenses | | 737,298 | 764,433 | 765,656 | 787,691 | |

50 - Public Works
510 - Engineering
2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---|---------------------|
| Account:5320 - Conferences | American Public Works Association National Conference | 1,500 |
| Account:5325 - Training | Autocad and Geographic Information Systems Training | 1,200 |
| Account:5335 - Travel Expenses | Mileage, Tolls, Parking | 200 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 12,791 |
| Account:6000 - Professional Services | Misc Engineering Services | 2,500 |
| Account:6015 - Communication Services | Cell Phone | 2,700 |
| Account:6110 - Printing Services | Capital Improvement Program Plan Reproduction | 100 |
| Account:6115 - Licensing/Titles | Professional Engineer Renewal | 310 |
| Account:7200 - Other Supplies | Field Supplies | 1,250 |
| Account:7300 - Uniforms | Department Shirts | 1,000 |
| Account:7310 - Publications | Engineering Publications & Books | 250 |
| Account:7500 - Postage & Parcel | Federal Express | 150 |

50 - Public Works

520 - Geographic Information Systems

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget | |
|--|------------------------------------|--------------------|---------------------|-----------------------|---------------------|---|
| <u>Other Employee Costs</u> | | | | | | |
| 5325 | Training | - | 1,000 | 1,000 | 1,000 | * |
| | | - | 1,000 | 1,000 | 1,000 | |
| <u>Other Services</u> | | | | | | |
| 6195 | Miscellaneous Contractual Services | 190,296 | 227,700 | 225,000 | 227,700 | * |
| | | 190,296 | 227,700 | 225,000 | 227,700 | |
| <u>Commodities</u> | | | | | | |
| 7000 | Office Supplies | 209 | 500 | 450 | 500 | |
| 7200 | Other Supplies | - | 250 | 200 | 250 | * |
| | | 209 | 750 | 650 | 750 | |
| Total Geographic Information Systems Expenses | | 190,505 | 229,450 | 226,650 | 229,450 | |

50 - Public Works
520 - Geographic Information Systems
2013 Budget Justification Worksheet

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



2013 Budget

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

PERSONNEL EXHIBIT

Dept: PW & Engineering Division: Gen. Services/Streets - Grounds Maint. Div. No: 50.530

| Title | Authorized Positions | | |
|--|----------------------|----------------|----------------|
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| Assistant Director of Public Works & Engineering | 0.00 | 0.00 | 0.25 |
| 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 | 18.00 | 18.00 |
| Seasonal Employee | 3.00 | 3.00 | 3.00 |
| Total Full Time Equivalent (FTE) Employees: | 26.50 | 26.50 | 26.75 |

50 - Public Works

530 - Streets & Grounds Maintenance

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|------------------------------------|-------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 1,428,192 | 1,567,050 | 1,490,000 | 1,589,176 |
| 5010 | Temporary Wages | 69,128 | 60,000 | 60,000 | 90,000 |
| 5020 | Overtime - Non Supervisory | 108,996 | 200,000 | 115,000 | 200,000 |
| 5035 | Acting Out of Class & Night Premium | 3,457 | 10,000 | 13,000 | 13,000 * |
| 5060 | Compensated Absences | (801) | - | - | - |
| | | 1,608,971 | 1,837,050 | 1,678,000 | 1,892,176 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 123,238 | 139,004 | 139,004 | 142,182 |
| 5205 | IMRF Contribution | 191,417 | 255,841 | 255,841 | 234,277 |
| 5220 | PPO Insurance Contribution | 150,408 | 192,327 | 192,327 | 158,882 |
| 5225 | HMO Insurance Contribution | 150,616 | 137,279 | 137,279 | 183,788 |
| 5230 | Dental Insurance Contribution | 17,776 | 18,926 | 18,926 | 20,682 |
| 5235 | Life Insurance Contribution | 1,656 | 1,436 | 1,436 | 1,852 |
| 5240 | Workers Compensation | 183,602 | 147,341 | 147,341 | 115,776 |
| 5245 | Unemployment Compensation | 7,753 | 5,390 | 5,390 | 2,484 |
| 5250 | Uniform Allowance | 11,280 | 10,380 | 12,000 | 9,900 |
| 5260 | RHS Plan Payout | 19,339 | 15,108 | 15,108 | 18,099 |
| | | 857,085 | 923,032 | 924,652 | 887,922 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 1,033 | 1,075 | 1,075 | 1,075 * |
| 5325 | Training | 2,140 | 2,500 | 2,500 | 5,000 * |
| 5335 | Travel Expenses | - | 75 | - | 75 |
| | | 3,173 | 3,650 | 3,575 | 6,150 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 67,528 | 65,353 | 65,353 | 63,919 * |
| | | 67,528 | 65,353 | 65,353 | 63,919 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | 44,370 | 45,000 | 10,000 | 10,000 * |
| 6015 | Communication Services | 9,361 | 9,500 | 9,500 | 9,500 * |
| 6040 | Waste Hauling & Debris Removal | 57,046 | 45,000 | 45,000 | 45,000 * |
| 6045 | Utility Locate Services | 1,992 | 2,300 | 2,500 | 2,900 * |
| | | 112,769 | 101,800 | 67,000 | 67,400 |
| <u>Other Services</u> | | | | | |
| 6110 | Printing Services | 1,485 | 1,000 | 1,000 | 1,000 * |
| 6115 | Licensing/Titles | 300 | 200 | 200 | 200 * |
| 6135.03 | Rentals - Equipment | - | 750 | 750 | 750 |
| 6145 | Custodial Services | - | 257,000 | 45,000 | 45,000 |
| 6170 | Tree Maintenance | 204,316 | 200,000 | 200,000 | 400,000 * |
| 6175 | Tree Plantings | 34,992 | 50,000 | 50,000 | 50,000 * |
| 6190 | Tow/Storage/Abandoned Fees | 480 | 250 | 500 | 250 |
| 6195 | Miscellaneous Contractual Services | 168,400 | 142,415 | 155,000 | 200,415 * |
| | | 409,973 | 651,615 | 452,450 | 697,615 |

50 - Public Works

530 - Streets & Grounds Maintenance

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|--|--------------------|---------------------|-----------------------|---------------------|
| <u>Repairs and Maintenance</u> | | | | | |
| 6305 | R&M Equipment | 1,100 | 1,500 | 1,000 | 1,500 * |
| 6315.001 | R&M Buildings -City Hall | 152,044 | 55,000 | 125,000 | 238,273 * |
| 6315.002 | R&M Buildings -Public Works | 23,843 | - | 14,565 | 5,500 * |
| 6315.003 | R&M Buildings -Police | 5,154 | 9,000 | 3,000 | 9,000 |
| 6315.004 | R&M Buildings -Fire Station #1 | 4,513 | 35,000 | 15,000 | 35,000 |
| 6315.005 | R&M Buildings -Fire Station #2 | 1,099 | - | 3,000 | 2,000 |
| 6315.006 | R&M Buildings -Fire Station #3 | 2,870 | - | 3,000 | 1,200 |
| 6315.007 | R&M Buildings -Library | 67 | 7,500 | 7,500 | 7,500 * |
| 6315.008 | R&M Buildings -EMA | - | 2,000 | - | 2,000 * |
| 6315.009 | R&M Buildings -Civic Center Parking Deck | - | - | - | 1,000 |
| 6315.999 | R&M Buildings -Other | 8,250 | 151,200 | 150,000 | 156,200 * |
| 6325 | R&M Street Lights | 48,011 | 50,000 | 50,000 | 50,000 |
| | | 246,951 | 311,200 | 372,065 | 509,173 |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 250 | 600 | 600 | 600 |
| 7020 | Supplies - Safety | 3,810 | 2,500 | 3,500 | 3,500 |
| 7025 | Supplies - Custodial | 18,034 | 18,000 | 20,000 | 20,000 |
| 7030 | Supplies - Tools & Hardware | 5,210 | 4,000 | 5,200 | 5,200 * |
| 7035 | Supplies - Equipment R&M | 376 | 1,500 | 1,500 | 1,500 * |
| 7045 | Supplies - Building R&M | 37,587 | 38,500 | 58,000 | 38,500 * |
| 7050 | Supplies - Streetscape | 3,936 | 12,000 | 9,000 | 9,000 * |
| 7055 | Supplies - Street R&M | 110,714 | - | 93,000 | 100,000 * |
| 7055.05 | Street Light Supplies | 2,503 | 4,000 | 4,000 | 4,000 * |
| 7055.051 | Street Sign Supplies | 17,561 | 15,000 | 20,000 | 20,000 * |
| 7055.052 | Traffic Equipment & Material | - | 4,700 | 2,000 | 3,700 * |
| 7055.053 | Graffiti Removal Supplies | 1,383 | 2,500 | 1,000 | 1,500 |
| 7055.054 | Other Supplies | 3,179 | 80,000 | 5,000 | 5,000 * |
| 7140 | Electricity | 137,399 | 145,000 | 145,000 | 145,000 |
| 7160 | Ice Control | 9,102 | 3,000 | 1,000 | 3,000 * |
| 7200 | Other Supplies | 925 | 1,500 | 1,000 | 1,000 * |
| 7300 | Uniforms | 1,048 | 1,150 | 1,150 | 1,150 |
| 7310 | Publications | - | 100 | 100 | 100 |
| 7320 | Equipment < \$5,000 | 5,424 | 5,000 | 5,000 | 5,000 * |
| | | 358,442 | 339,050 | 376,050 | 367,750 |
| <u>Other Expenses</u> | | | | | |
| 7500 | Postage & Parcel | - | 50 | 50 | 50 |
| 7550 | Miscellaneous Expenses | - | - | 100 | 100 |
| | | - | 50 | 150 | 150 |
| <u>Capital Outlay</u> | | | | | |
| 8015 | Equipment | 9,825 | - | - | - |
| | | 9,825 | - | - | - |
| Total Streets & Grounds Maintenance Expenses | | 3,674,718 | 4,232,800 | 3,939,295 | 4,492,255 |

50 - Public Works

530 - Streets & Grounds Maintenance

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|--|--|--------------|
| Account:5035 - Acting Out of Class & Night Premium | Acting Out of Class Pay | 6,000 |
| | Night Premium for Permanent 3rd Shift | 7,000 |
| Account:5310 - Membership Dues | American Public Works Association Annual Dues | 250 |
| | Arborist License | 235 |
| | Sam's Club | 15 |
| | Tree Consortium | 575 |
| Account:5325 - Training | American Public Works Association (APWA) Expo | 1,000 |
| | APWA-Snow/Street Maintenance/Leaves/Flag School | 500 |
| | Snow & Ice Control Classes | 500 |
| | Street Sweeping Classes | 500 |
| | Supervisor Training | 2,500 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 63,919 |
| Account:6000 - Professional Services | Various Consulting Fees | 10,000 |
| Account:6015 - Communication Services | Cellular 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 Public Works Yard | 25,000 |
| Account:6045 - Utility Locate Services | Locates for Underground Digging | 2,900 |
| Account:6110 - Printing Services | Business Cards, Door Hangers, Work Tickets, etc. | 500 |
| | Leaf Collection Posters, Street Sweeping | 500 |
| Account:6115 - Licensing/Titles | Commercial Drivers License Renewals | 200 |
| Account:6170 - Tree Maintenance | EAB Tree and Stump Removal | 200,000 |
| | Parkway Tree Trim, Tree and Stump Removal | 200,000 |
| Account:6175 - Tree Plantings | Late Summer Planting Program | 25,000 |
| | Spring Tree Planting Program | 25,000 |
| Account:6195 - Misc. Contractual Services | Asphalt Milling | 25,000 |
| | Continental Weather | 900 |
| | Floor Mats (Including Police) | 2,000 |
| | Landscaping Improvements, Bushes, Flowers, etc. | 18,000 |
| | Pavement Milling | 50,000 |
| | Pest Control | 2,515 |
| | Snowplowing | 75,000 |
| | Unexpected Expenses - Property Clean Ups | 1,000 |
| | Weed spraying, Fertilizing, etc. | 25,000 |
| | White Way | 1,000 |
| Account:6305 - R&M Equipment | Repair of Vacuums, Scrubbers, Compressors, etc. | 1,250 |
| | Small Generators, etc. | 250 |

50 - Public Works

530 - Streets & Grounds Maintenance

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|--|--|--------------|
| Account: 6315.001 - City Hall | Carpet for 3rd Floor | 20,000 |
| | Carpet for 5th Floor - Engineering | 10,000 |
| | Ceramic Flooring in Front of Elevators | 12,000 |
| | Elevator Maintenance Contract | 12,892 |
| | Heating, Ventilation and Air Conditioning Maintenance | 43,381 |
| | Misc. Remodel jobs | 25,000 |
| | Project C - Video & audio replacement | 115,000 |
| Account: 6315.002 - Public Works | Remodel Directors Office | 5,500 |
| Account: 6315.007 - Library | Maint. Agreement - Heating, Ventilation and Air Conditioning | 7,500 |
| Account: 6315.008 - EMA | Emergency Management Agency Repairs | 2,000 |
| Account: 6315.999 - Other | Carpet Cleaning, Window Washing, Electrical, etc. | 70,000 |
| | Heating, Ventilation and Air Conditioning, Misc. | 70,000 |
| | Maintenance Agreement - Elevators | 7,900 |
| | Maintenance Agreement - Fire Alarms | 8,300 |
| Account: 7030 - Supplies - Tools & Hardware | Screws, Nails, Glue and Saws for Carpenter Shop | 2,600 |
| | Tools, Bolts, Cables, Oil Mix, etc. | 2,600 |
| 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 | 3,000 |
| | Dirt, Seed and Sod for Restoration of Parkway | 4,000 |
| | Replacement Straps for Pole Banners | 1,500 |
| Account: 7055 - Other Supplies | Asphalt | 100,000 |
| Account: 7055.050 - Street Light Supplies | Light Bulbs for Street & Parking Lots | 4,000 |
| Account: 7055.051 - Street Sign Supplies | Sign Bank and Poles, Sign Making Material | 20,000 |
| Account: 7055.052 - Traffic Equipment & Material | Replacement/Repair of Barricades, Batteries & Bulbs | 3,700 |
| Account: 7055.054 - Other Supplies | Lane Marking Paint | 5,000 |
| Account: 7160 - Ice Control | Bags of Halite for Ice Control at City Buildings | 3,000 |
| Account: 7200 - Other Supplies | Board-Ups, Replace Mailboxes | 250 |
| | Rags & Other Supplies | 750 |
| Account: 7320 - Equipment < \$5,000 | Snowblowers, Pushmowers, Chainsaws | 5,000 |



2013 Budget

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

PERSONNEL EXHIBIT

Department: PW & Engineering Div: General Services/Vehicle Maintenance Div. No: 50.540

| Title | Authorized Positions | | |
|---|----------------------|----------------|----------------|
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| 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 |

50 - Public Works

540 - Vehicle Maintenance

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|-------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 462,276 | 476,818 | 435,000 | 455,994 |
| 5020 | Overtime - Non Supervisory | 15,792 | 15,000 | 14,000 | 15,000 |
| 5035 | Acting Out of Class & Night Premium | 269 | 1,000 | 5,000 | 5,000 |
| 5060 | Compensated Absences | 476 | - | - | - |
| | | 478,812 | 492,818 | 454,000 | 475,994 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 36,096 | 37,242 | 37,242 | 36,160 |
| 5205 | IMRF Contribution | 60,429 | 68,544 | 68,544 | 67,670 |
| 5220 | PPO Insurance Contribution | 66,702 | 65,773 | 65,773 | 61,962 |
| 5225 | HMO Insurance Contribution | 34,273 | 35,539 | 35,539 | 35,897 |
| 5230 | Dental Insurance Contribution | 5,849 | 6,046 | 6,046 | 6,027 |
| 5235 | Life Insurance Contribution | 455 | 464 | 464 | 464 |
| 5240 | Workers Compensation | 21,135 | 17,247 | 17,247 | 13,627 |
| 5245 | Unemployment Compensation | 1,686 | 1,537 | 1,537 | 739 |
| 5250 | Uniform Allowance | 320 | 320 | 320 | 690 |
| 5260 | RHS Plan Payout | 13,576 | 13,576 | 14,500 | 10,234 |
| | | 240,522 | 246,288 | 247,212 | 233,470 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 505 | 505 | 635 | 530 * |
| 5325 | Training | 684 | 1,250 | 1,250 | 2,250 * |
| | | 1,189 | 1,755 | 1,885 | 2,780 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 9,483 | 8,900 | 8,900 | 4,675 * |
| | | 9,483 | 8,900 | 8,900 | 4,675 |
| <u>Contractual Services</u> | | | | | |
| 6015 | Communication Services | 2,668 | 2,400 | 2,400 | 2,400 * |
| 6040 | Waste Hauling & Debris Removal | 1,631 | 1,400 | 1,400 | 1,400 * |
| | | 4,300 | 3,800 | 3,800 | 3,800 |
| <u>Other Services</u> | | | | | |
| 6115 | Licensing/Titles | 4,254 | 6,000 | 6,000 | 6,000 * |
| 6135.031 | Rentals - Uniforms | 2,937 | 2,900 | 2,900 | 2,900 |
| 6195 | Miscellaneous Contractual Services | 4,054 | 4,200 | 6,000 | 4,200 * |
| | | 11,245 | 13,100 | 14,900 | 13,100 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6300 | R&M Software | 510 | 510 | 510 | 31,500 * |
| 6305 | R&M Equipment | 1,167 | 2,000 | 2,000 | 2,000 * |
| 6310 | R&M Vehicles | 59,690 | 40,000 | 40,000 | 40,000 |
| | | 61,367 | 42,510 | 42,510 | 73,500 |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 12 | 200 | 200 | 200 |
| 7020 | Supplies - Safety | 419 | 500 | 500 | 500 |
| 7030 | Supplies - Tools & Hardware | 2,986 | 3,000 | 3,000 | 3,000 * |

50 - Public Works
540 - Vehicle Maintenance
2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget | |
|---|--------------------------|---------------------------|----------------------------|------------------------------|----------------------------|---|
| 7035 | Supplies - Equipment R&M | 34,299 | 23,000 | 30,000 | 30,000 | * |
| 7040 | Supplies - Vehicle R&M | 212,969 | 170,000 | 170,000 | 170,000 | * |
| 7110 | Natural Gas | 775 | 700 | 700 | 700 | |
| 7120 | Gasoline | 341,634 | 330,000 | 330,000 | 350,000 | |
| 7130 | Diesel | 159,946 | 150,000 | 150,000 | 150,000 | |
| 7300 | Uniforms | 390 | 650 | 675 | 650 | |
| 7320 | Equipment < \$5,000 | - | 4,500 | 4,500 | 8,500 | * |
| | | 753,429 | 682,550 | 689,575 | 713,550 | |
| Total Vehicle Maintenance Expenses | | 1,560,347 | 1,491,721 | 1,462,782 | 1,520,869 | |

50 - Public Works
540 - Vehicle Maintenance
2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|--|---------------------|
| Account:5310 - Membership Dues | Annual Fee - Municipal Fleet Managers Association | 30 |
| | Annual Fee - North American Fleet Association | 500 |
| Account:5325 - Training | American Public Works Association Expo | 250 |
| | School for Auto & Truck Repair Procedures | 2,000 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 4,675 |
| Account:6015 - Communication Services | Cell 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 |
| | Commercial Drivers License 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:6300 - R&M Software | CFA Fleet Software Upgrade | 25,000 |
| | Server (Virtual Server and License for Fleet Software) | 6,500 |
| Account:6305 - R&M Equipment | Repairs to Air Compressors, Lifts, Diagnostic Eqpm. | 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 | 30,000 |
| Account:7040 - Supplies - Vehicle R&M | Other Parts & Accessories for All City Departments | 170,000 |
| Account:7320 - Equipment < \$5,000 | Laptops (4) for Fleet Software | 4,000 |
| | Misc. Fleet Equipment | 4,500 |

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2013 Budget POLICE

OVERVIEW

| 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|----------------|----------------|----------------|----------------|-------------------|----------------|
| \$17,599,013 | \$18,427,619 | \$19,403,632 | \$19,711,500 | \$19,161,284 | \$20,451,032 |

The mission of the Des Plaines Police Department, through the utilization of a Community Based Policing philosophy, 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, which ensures that the security and safety of the public is provided for in an efficient and effective manner.

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. Besides answering calls for service, patrol officers are tasked with various initiatives that are designed to reduce crime, improve traffic safety, and provide high visibility patrol to infrastructures that are considered threats to Homeland Security.

Criminal Investigations Division

The Criminal Investigations Division conducts follow-up investigations for crimes that have been reported to the Police Department. 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' functions that assist in the overall operation of the Police Department. The Records Section provides statistical data, maintains records for every facet of the Police Department, and coordinates the school crossing guard program. The Training Section is responsible for all department-wide training, and 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. Additionally, all special events are coordinated through this division to ensure that proper police and volunteer staffing is consistent with traffic control and security needs. The Community Action Team is a visible presence in the City from an enforcement and public relations perspective, and interacts



2013 Budget POLICE

with the community to improve communication with our citizens in order to achieve a reduction in crime.

The Support Services Division also maintains all operational policies and procedures (General Orders) that guide Police Department personnel in carrying out their varied functions and duties. Grant procurement, court services, and annual budget preparation are also administered under this division, as well as management of the entire fleet of vehicles, from their initial purchase and set-up to routine maintenance and repairs.



2013 Budget POLICE

2012 MAJOR ACCOMPLISHMENTS

1. The Police Department continues to work with the City's Information Technology (IT) Department to upgrade wireless technology projects. The surveillance camera network was completed and personnel in the station are able to view activity taking place within the downtown and Cumberland train stations and its platforms. The current New World project implemented throughout the City was successfully integrated into the Police Department's scheduling system.
2. Personnel deployment continues to be reviewed for optimal service delivery. During the past year, several officers have been on medical leave for a variety of illnesses or injuries and their positions have been covered by the reassignment of personnel from specialty positions. This has been done to prevent extensive overtime compensation and meet minimum staffing requirements.
3. Throughout the year, the Police Department has worked with Midwest Gaming and the Illinois Gaming Board to establish security protocols at the Rivers Casino and, prior to the NATO Summit, an Incident Action Plan was developed to deal with any type of incident that could occur at the casino. This partnership has also resulted in the amendment of the Criminal Trespass Ordinance within the City Code to more accurately address those individuals in the Self-Exclusion Program.
4. The Police Department implemented the new Cook County interoperable radios in conjunction with NSECC. The old radio frequency was narrow-banded and is currently being used as a backup communications network in case the Cook County radio frequency fails.
5. Lastly, Lexipol was purchased in order to revise our current policy and procedures manual. The old policies are being updated and should be distributed by the end of the year.

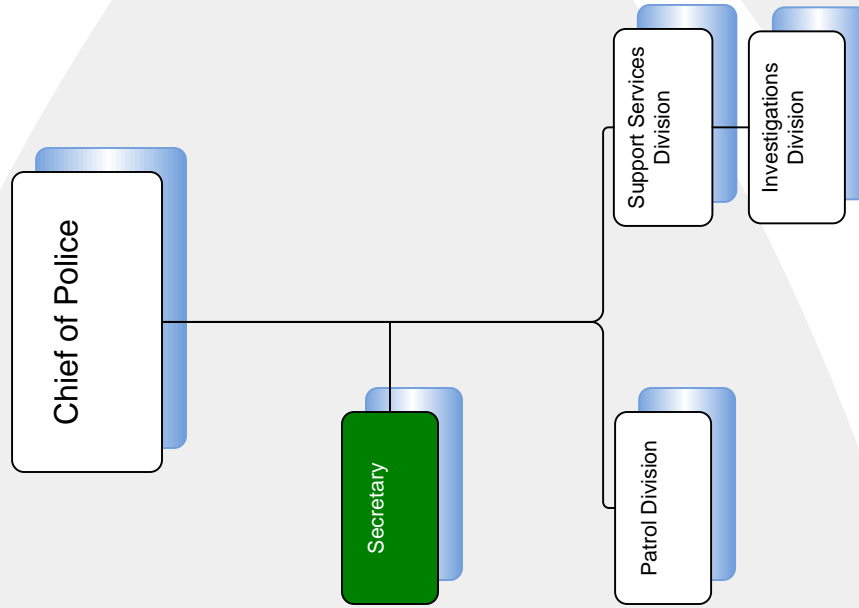


2013 Budget POLICE

2013 GOALS AND OBJECTIVES

1. Improve information technology programs
 - Continue to upgrade current programs to interface with City projects
 - Integrate training component for Lexipol
2. Assess Rivers Casino's impact on police services
 - Review calls for service
 - Implement strategies to reduce calls for service
3. Reduce and control criminal activity
 - CompStat
 - Quality of life offenses
4. Maximize operational efficiency
 - Establish a solvability case screening process
 - Personnel/Resource allocation
5. Establish, maintain and enhance community partnerships
 - Citizen survey
 - Community involvement in the Police Department's agenda

Police Department - Administration





2013 Budget

POLICE - POLICE ADMINISTRATION

PERSONNEL EXHIBIT

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

| Title | Authorized Positions | | |
|---|----------------------|----------------|----------------|
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| Chief | 1.00 | 1.00 | 1.00 |
| Community Policing Coordinator/ Court Liaison | 1.00 | 1.00 | 0.00 |
| Secretary/Police | 1.00 | 1.00 | 1.00 |
| Fleet Technical Services Coordinator | 1.00 | 1.00 | 0.00 |
| Lab/Property Specialist | 1.00 | 1.00 | 0.00 |
| Total Full Time Equivalent (FTE) Employees: | 5.00 | 5.00 | 2.00 |

60 - Police

100 - Police Department Administration

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|-------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 418,154 | 428,030 | 340,000 | 207,740 |
| 5020 | Overtime - Non Supervisory | 9,769 | 9,836 | 10,000 | - |
| 5025 | Secondary Employment | 925 | - | - | - |
| 5060 | Compensated Absences | (6,197) | - | - | - |
| | | 422,652 | 437,866 | 350,000 | 207,740 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 21,914 | 22,781 | 22,781 | 6,743 |
| 5205 | IMRF Contribution | 36,401 | 41,928 | 41,928 | 29,602 |
| 5210 | Police Pension Contribution | 109,486 | 55,803 | 55,803 | - |
| 5220 | PPO Insurance Contribution | 72,827 | 74,173 | 59,700 | 31,840 |
| 5225 | HMO Insurance Contribution | 18,701 | 19,104 | 19,104 | - |
| 5230 | Dental Insurance Contribution | 4,317 | 4,470 | 4,000 | 1,261 |
| 5235 | Life Insurance Contribution | 410 | 410 | 350 | 184 |
| 5240 | Workers Compensation | 4,864 | 6,532 | 5,800 | 2,614 |
| 5245 | Unemployment Compensation | 1,802 | 1,373 | 1,373 | 653 |
| 5250 | Uniform Allowance | 2,275 | 1,575 | 1,575 | 875 |
| 5260 | RHS Plan Payout | 10,860 | 10,860 | 10,860 | 2,066 |
| | | 283,857 | 239,009 | 223,274 | 75,838 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 2,120 | 2,090 | 2,090 | 1,575 * |
| 5320 | Conferences | - | 1,500 | 1,500 | 1,500 * |
| 5325 | Training | 595 | 1,800 | 1,200 | 2,000 * |
| 5335 | Travel Expenses | 127 | 100 | 50 | 100 * |
| | | 2,842 | 5,490 | 4,840 | 5,175 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 6,370 | 7,158 | 7,158 | 6,142 * |
| | | 6,370 | 7,158 | 7,158 | 6,142 |
| <u>Contractual Services</u> | | | | | |
| 6015 | Communication Services | 2,861 | 3,100 | 2,500 | 1,100 * |
| | | 2,861 | 3,100 | 2,500 | 1,100 |
| <u>Other Services</u> | | | | | |
| 6110 | Printing Services | 20 | - | - | - |
| | | 20 | - | - | - |
| <u>Repairs and Maintenance</u> | | | | | |
| 6305 | R&M Equipment | 298 | 11,000 | 3,500 | - |
| 6310 | R&M Vehicles | 862 | 7,800 | 2,000 | - |
| 6315.003 | Police | 150 | - | 155 | - |
| | | 1,310 | 18,800 | 5,655 | - |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 1,986 | 2,000 | 1,700 | 1,000 * |

60 - Police

100 - Police Department Administration

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|---------------------|--------------------|---------------------|-----------------------|---------------------|
| 7120 | Gasoline | 68 | - | - | - |
| 7200 | Other Supplies | 3,509 | 10,000 | 5,000 | 500 |
| 7320 | Equipment < \$5,000 | - | 2,500 | 1,000 | - |
| | | 5,563 | 14,500 | 7,700 | 1,500 |
| <u>Other Expenses</u> | | | | | |
| 7500 | Postage & Parcel | 130 | 300 | 130 | 150 * |
| | | 130 | 300 | 130 | 150 |
| Total PD Administration Expenses | | 725,604 | 726,223 | 601,257 | 297,645 |

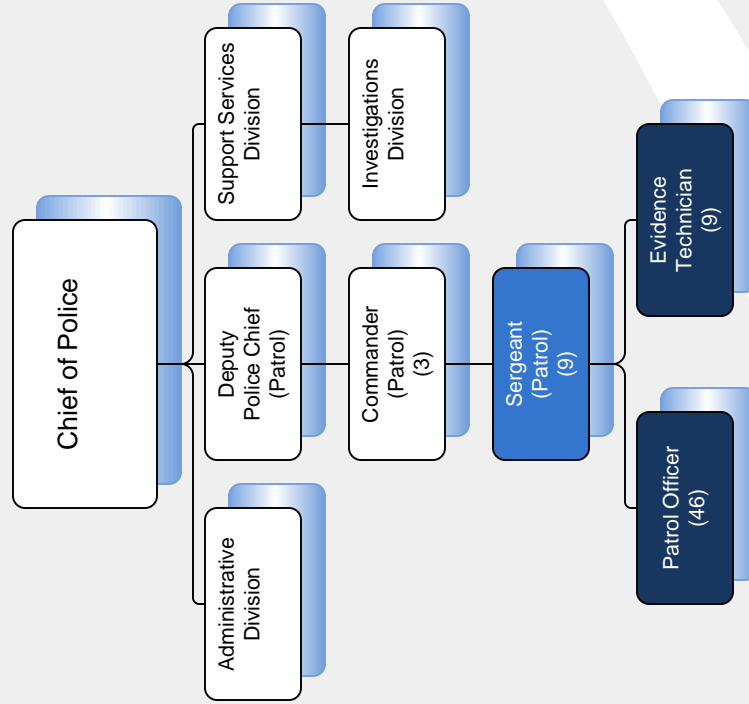
60 - Police

100 - Police Department Administration

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|--|--------------|
| Account:5310 - Membership Dues | IL Association of Chiefs of Police | 225 |
| | International Association of Chiefs of Police-Internet | 1,100 |
| | International Association of Police | 100 |
| | Lake County Chiefs of Police | 25 |
| | North Suburban Association of Chiefs | 50 |
| | Northern Division FBI Association | 75 |
| Account:5320 - Conferences | International Assoc. of Chiefs of Police Conference | 1,500 |
| Account:5325 - Training | FBI National Academy | 1,000 |
| | Illinois Chief's Training | 500 |
| | Illinois Law Enforcement Alarm System (ILEAS) | 500 |
| Account:5335 - Travel Expenses | Mileage, Tolls, Parking | 100 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 6,142 |
| Account:6015 - Communication Services | Departmental Cell Phones | 1,100 |
| Account:7000 - Office Supplies | Stationary Copy Paper, Pens, Pencils | 1,000 |
| Account:7500 - Postage & Parcel | Stamps, Shipping, Package Delivery, Postage Meter | 150 |

Police Department - Uniformed Patrol



MAP 240

MAP 241

FY2013



2013 Budget
POLICE - UNIFORMED PATROL

PERSONNEL EXHIBIT

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

| Title | Authorized Positions | | |
|---|----------------------|----------------|----------------|
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| 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 | 9.00 |
| Patrolman/UP | 44.00 | 45.00 | 46.00 |
| Total Full Time Equivalent (FTE) Employees: | 67.00 | 68.00 | 68.00 |

60 - Police

610 - Uniformed Patrol

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|-------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 5,867,900 | 6,086,768 | 5,875,000 | 6,204,004 |
| 5015 | Overtime - Supervisory | 52,476 | 68,000 | 70,000 | 58,000 * |
| 5020 | Overtime - Non Supervisory | 307,665 | 385,425 | 325,000 | 365,425 * |
| 5025 | Secondary Employment | 8,073 | - | 15,000 | 15,000 |
| 5030 | Court Pay | 116,741 | - | 115,000 | 115,000 |
| 5035 | Acting Out of Class & Night Premium | 47,330 | 50,000 | 34,000 | 50,000 |
| 5060 | Compensated Absences | 5,297 | - | - | - |
| | | 6,405,481 | 6,590,193 | 6,434,000 | 6,807,429 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 85,953 | 85,739 | 85,739 | 99,916 |
| 5210 | Police Pension Contribution | 2,525,719 | 2,424,713 | 2,424,713 | 2,598,643 |
| 5220 | PPO Insurance Contribution | 892,238 | 887,362 | 860,565 | 901,650 |
| 5225 | HMO Insurance Contribution | 193,402 | 197,827 | 197,827 | 212,575 |
| 5230 | Dental Insurance Contribution | 59,755 | 61,378 | 60,600 | 44,404 |
| 5235 | Life Insurance Contribution | 5,465 | 5,530 | 5,500 | 5,562 |
| 5240 | Workers Compensation | 138,005 | 136,750 | 136,750 | 112,784 |
| 5245 | Unemployment Compensation | 20,176 | 22,679 | 22,679 | 9,890 |
| 5250 | Uniform Allowance | 56,775 | 52,800 | 52,800 | 53,100 |
| 5260 | RHS Plan Payout | 114,381 | 92,045 | 98,052 | 94,644 |
| | | 4,091,869 | 3,966,823 | 3,945,225 | 4,133,168 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 462 | 2,035 | 2,035 | 1,730 * |
| 5320 | Conferences | - | - | - | 1,500 |
| 5325 | Training | 31,552 | 22,500 | 22,500 | 54,750 * |
| 5335 | Travel Expenses | 358 | 500 | 300 | 400 * |
| | | 32,372 | 25,035 | 24,835 | 58,380 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 65,547 | 76,803 | 76,803 | 78,131 * |
| | | 65,547 | 76,803 | 76,803 | 78,131 |
| <u>Contractual Services</u> | | | | | |
| 6015 | Communication Services | 9,557 | 44,000 | 13,000 | 44,000 * |
| 6035 | Dispatch Services | 1,768,939 | 1,661,356 | 1,661,356 | 1,661,356 * |
| | | 1,778,496 | 1,705,356 | 1,674,356 | 1,705,356 |
| <u>Other Services</u> | | | | | |
| 6110 | Printing Services | - | - | 200 | 200 |
| 6195 | Miscellaneous Contractual Services | 548 | 750 | 750 | 750 * |
| | | 548 | 750 | 950 | 950 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6300 | R&M Software | - | - | - | 900 * |
| 6310 | R&M Vehicles | 5 | - | - | - |
| | | 5 | - | - | 900 |

60 - Police
610 - Uniformed Patrol
2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 2,847 | 4,000 | 4,000 | 4,000 * |
| 7120 | Gasoline | 460 | - | 85 | - |
| 7200 | Other Supplies | 7,460 | 10,250 | 8,000 | 9,120 * |
| 7300 | Uniforms | 2,231 | 1,000 | 500 | 18,120 * |
| 7310 | Publications | 10 | - | - | - |
| 7320 | Equipment < \$5,000 | 4,999 | 4,400 | 4,400 | 51,775 * |
| | | 18,006 | 19,650 | 16,985 | 83,015 |
| <u>Other Expenses</u> | | | | | |
| 7500 | Postage & Parcel | 148 | - | 150 | 200 |
| 7550 | Miscellaneous Expenses | - | - | 22 | - |
| | | 148 | - | 172 | 200 |
| Total Uniformed Patrol Expenses | | 12,392,472 | 12,384,610 | 12,173,326 | 12,867,529 |

60 - Police
610 - Uniformed Patrol
2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---|---------------------|
| Account:5015 - Overtime - Supervisory | Supervisory Overtime | 58,000 |
| Account:5020 - Overtime - Non Supervisory | Non-Supervisory Overtime | 365,425 |
| 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 | 135 |
| | Illinois Law Enforcement Trainers Assoc. (ILETA) | 150 |
| | International Association of Chiefs of Police | 120 |
| | North Suburban Chiefs Association | 50 |
| | North Suburban Juvenile Officers Association | 250 |
| | The Accident Reconstruction Network | 175 |
| | 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 | 4,700 |
| | Interviews & Interrogations | 3,200 |
| | North Suburban Chiefs Association | 250 |
| | Northwest Police Academy | 250 |
| | Police Academy Training (7) | 21,000 |
| | Police Bicycle Training | 1,050 |
| | Report Writing Class | 500 |
| | Staff and Command School | 12,000 |
| Account:5335 - Travel Expenses | Mileage, Tolls, Parking | 400 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 78,131 |
| 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:6300 - R&M Software | Crash Data Recorder (CDR) Systems Update | 900 |
| Account:7000 - Office Supplies | Paper, Pens, Pencils, Etc. | 4,000 |
| Account:7200 - Other Supplies | Evidence Tech Supplies | 8,520 |
| | Vehicle Specification Sheets | 600 |
| Account:7300 - Uniforms | Bicycle Officer Uniforms | 3,120 |
| | Police Uniforms, New Hires (7) | 14,000 |
| | Replace Damaged Uniforms | 1,000 |

60 - Police
610 - Uniformed Patrol
2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|------------------------------------|---|-------------------------|
| Account:7320 - Equipment < \$5,000 | Evidence Tech Equip.- Traffic Data System (TDS) | 1,400 |
| | AED Units - Extra Adult pad/unit | 4,250 |
| | AED Units - Child Pad/Unit | 2,375 |
| | AED Units - Hard Carrying Case | 5,000 |
| | AED Units for Police Vehicles | 38,750 |



2013 Budget
POLICE - CRIMINAL INVESTIGATION

PERSONNEL EXHIBIT

| | | |
|--------------------|------------------------------|-----------------|
| Department: Police | Div: Criminal Investigations | Div. No: 60.620 |
|--------------------|------------------------------|-----------------|

| Title | Authorized Positions | | |
|---|----------------------|----------------|----------------|
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| Deputy Chief | 1.00 | 1.00 | 0.00 |
| Commander | 1.00 | 1.00 | 1.00 |
| Detective Sergeant | 1.00 | 1.00 | 2.00 |
| Detective (8 Detectives, 1 DEA, 1 Customs) | 12.00 | 12.00 | 10.00 |
| Patrolman/CI (4 Delta, 2 SRO's) | 5.00 | 5.00 | 6.00 |
| Police Social Worker | 1.00 | 1.00 | 1.00 |
| Total Full Time Equivalent (FTE) Employees: | 21.00 | 21.00 | 20.00 |

60 - Police

620 - Criminal Investigation

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|-------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 1,687,022 | 1,971,346 | 1,769,257 | 1,906,751 |
| 5015 | Overtime - Supervisory | 22,136 | 25,000 | 39,425 | 35,000 |
| 5020 | Overtime - Non Supervisory | 137,679 | 152,075 | 148,151 | 167,075 |
| 5025 | Secondary Employment | 1,000 | - | 3,296 | 3,296 |
| 5030 | Court Pay | 54,017 | - | 40,000 | 40,000 |
| 5035 | Acting Out of Class & Night Premium | 5,723 | 6,500 | 352 | 1,000 |
| 5060 | Compensated Absences | (2,793) | - | - | - |
| | | 1,904,784 | 2,154,921 | 2,000,481 | 2,153,122 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 30,758 | 32,684 | 30,650 | 33,612 |
| 5205 | IMRF Contribution | 9,899 | 11,426 | 11,426 | 12,506 |
| 5210 | Police Pension Contribution | 838,131 | 752,974 | 752,974 | 763,924 |
| 5220 | PPO Insurance Contribution | 273,467 | 313,240 | 271,882 | 272,946 |
| 5225 | HMO Insurance Contribution | 56,153 | 57,313 | 59,265 | 64,426 |
| 5230 | Dental Insurance Contribution | 20,137 | 22,740 | 21,349 | 13,884 |
| 5235 | Life Insurance Contribution | 1,498 | 1,685 | 1,621 | 1,609 |
| 5240 | Workers Compensation | 39,395 | 42,462 | 42,959 | 33,126 |
| 5245 | Unemployment Compensation | 7,470 | 7,423 | 7,423 | 2,941 |
| 5250 | Uniform Allowance | 19,775 | 15,800 | 14,925 | 15,125 |
| 5260 | RHS Plan Payout | 104,542 | 49,687 | 44,679 | 51,317 |
| | | 1,401,223 | 1,307,434 | 1,259,153 | 1,265,416 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 6,355 | 4,200 | 4,200 | 4,240 * |
| 5325 | Training | 4,055 | 5,925 | 5,500 | 5,925 * |
| 5335 | Travel Expenses | 102 | 500 | 100 | 150 * |
| | | 10,512 | 10,625 | 9,800 | 10,315 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 32,461 | 23,900 | 23,900 | 21,995 * |
| | | 32,461 | 23,900 | 23,900 | 21,995 |
| <u>Contractual Services</u> | | | | | |
| 6015 | Communication Services | 9,469 | 9,650 | 9,650 | 9,650 * |
| | | 9,469 | 9,650 | 9,650 | 9,650 |
| <u>Other Services</u> | | | | | |
| 6110 | Printing Services | 20 | - | - | - |
| 6135.999 | Rentals - Other | - | 500 | 250 | 500 * |
| 6195 | Miscellaneous Contractual Services | 7,539 | 9,875 | 8,000 | 8,875 * |
| | | 7,559 | 10,375 | 8,250 | 9,375 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6305 | R&M Equipment | - | 250 | - | 250 |
| | | - | 250 | - | 250 |

60 - Police

620 - Criminal Investigation

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|---------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 1,560 | 1,500 | 2,500 | 2,000 |
| 7120 | Gasoline | 20 | - | - | - |
| 7200 | Other Supplies | - | - | - | - |
| 7300 | Uniforms | 394 | 200 | - | 200 |
| 7310 | Publications | - | 80 | 348 | 80 * |
| 7320 | Equipment < \$5,000 | - | 750 | 500 | 500 * |
| | | 1,974 | 2,530 | 3,348 | 2,780 |
| <u>Other Expenses</u> | | | | | |
| 7500 | Postage & Parcel | 20 | 250 | 200 | 250 |
| | | 20 | 250 | 200 | 250 |
| Division Total: Criminal Investigation | | 3,368,002 | 3,519,935 | 3,314,782 | 3,473,153 |

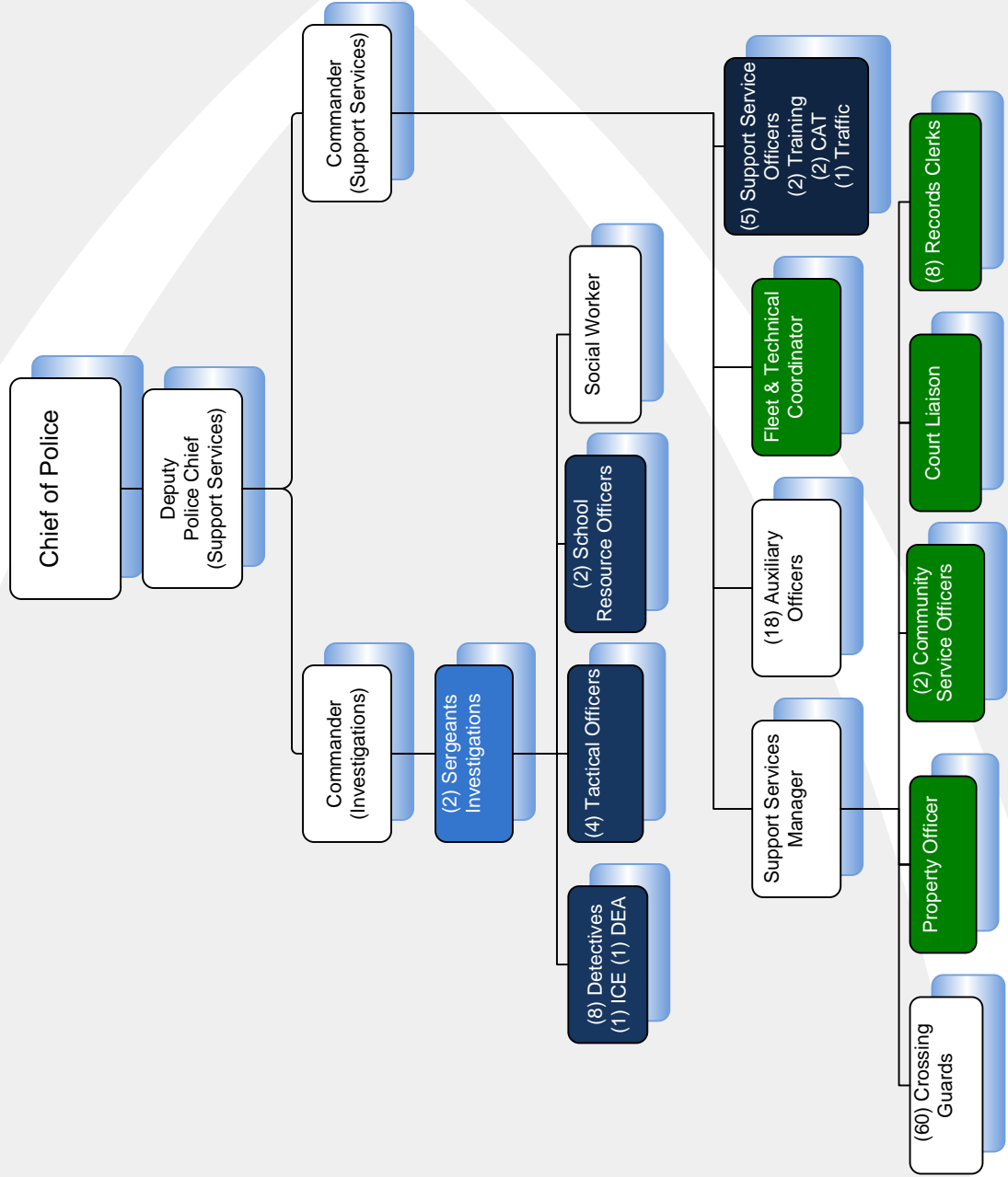
60 - Police

620 - Criminal Investigation

2013 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 |
| | 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 |
| | School Resource Officer Association | 80 |
| Account:5325 - Training | Advanced Financial Crimes | 850 |
| | Basic Financial Crimes | 850 |
| | Criminal Investigation | 1,725 |
| | Interviews & Interrogations | 400 |
| | School Resource Officer Training | 500 |
| | Social Worker Training | 800 |
| | Voice Stress Analyzer | 800 |
| Account:5335 - Travel Expenses | Mileage, Tolls, Parking | 150 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 21,995 |
| 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 | 1,300 |
| | Lexis Nexis Risk | 3,500 |
| | Omniscout | 600 |
| | Transunion | 1,200 |
| | West Group | 1,400 |
| | Yahoo | 150 |
| Account:7310 - Publications | State's Attorney Appellate Delivery | 80 |
| Account:7320 - Equipment < \$5,000 | Office Equipment | 500 |

Police Department - Support Services



MAP 240

MAP 241

AFSCME

FY2013



2013 Budget POLICE - SUPPORT SERVICES

PERSONNEL EXHIBIT

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

| Title | Authorized Positions | | |
|---|----------------------|----------------|----------------|
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| Deputy Chief | 1.00 | 1.00 | 1.00 |
| Support Services Commander | 1.00 | 1.00 | 1.00 |
| Patrolman/SP (2 CAT, 2 Training, 1 Traffic Ofc) | 4.00 | 4.00 | 5.00 |
| Support Services Manager | 1.00 | 1.00 | 1.00 |
| Technical Services Coordinator | 0.00 | 0.00 | 1.00 |
| Court Liaison/Policy & Budget Coordinator | 0.00 | 0.00 | 1.00 |
| Community Service Officer | 7.00 | 7.00 | 7.00 |
| Records Clerk | 8.00 | 8.00 | 8.00 |
| Lab/Property Specialist | 0.00 | 0.00 | 1.00 |
| Total Full Time Equivalent (FTE) Employees: | 22.00 | 22.00 | 26.00 |

60 - Police

630 - Support Services

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|-------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 1,414,705 | 1,578,881 | 1,500,000 | 1,954,601 |
| 5010 | Temporary Wages | 240,610 | 265,000 | 260,000 | 270,000 * |
| 5015 | Overtime - Supervisory | 1,906 | 8,000 | 1,200 | - |
| 5020 | Overtime - Non Supervisory | 24,585 | 28,293 | 38,632 | 51,129 |
| 5025 | Secondary Employment | 40,414 | - | 40,000 | 40,000 |
| 5030 | Court Pay | 1,149 | - | 1,400 | 1,500 |
| 5035 | Acting Out of Class & Night Premium | 4,665 | 8,500 | 4,000 | 8,500 |
| 5060 | Compensated Absences | 3,839 | - | - | - |
| | | 1,731,874 | 1,888,674 | 1,845,232 | 2,325,730 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 94,802 | 83,359 | 83,359 | 132,512 |
| 5205 | IMRF Contribution | 113,197 | 142,923 | 132,408 | 178,183 |
| 5210 | Police Pension Contribution | 302,029 | 239,054 | 239,054 | 298,948 |
| 5220 | PPO Insurance Contribution | 259,486 | 289,105 | 269,789 | 356,486 |
| 5225 | HMO Insurance Contribution | 74,712 | 76,417 | 76,417 | 96,481 |
| 5230 | Dental Insurance Contribution | 20,228 | 21,998 | 21,998 | 18,366 |
| 5235 | Life Insurance Contribution | 1,609 | 1,761 | 1,700 | 2,182 |
| 5240 | Workers Compensation | 29,924 | 34,914 | 34,914 | 25,120 |
| 5245 | Unemployment Compensation | 8,286 | 5,980 | 5,980 | 2,674 |
| 5250 | Uniform Allowance | 11,325 | 10,450 | 10,450 | 11,225 |
| 5260 | RHS Plan Payout | 25,493 | 25,493 | 87,616 | 35,702 |
| | | 941,091 | 931,454 | 963,685 | 1,157,879 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 8,485 | 9,605 | 11,435 | 10,150 * |
| 5320 | Conferences | - | - | - | 1,500 |
| 5325 | Training | 12,439 | 21,450 | 21,450 | 32,700 * |
| 5335 | Travel Expenses | 62 | 200 | 150 | 150 * |
| | | 20,985 | 31,255 | 33,035 | 44,500 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 41,235 | 29,879 | 29,879 | 27,421 * |
| | | 41,235 | 29,879 | 29,879 | 27,421 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | 9,980 | 10,000 | 10,000 | 8,125 * |
| 6015 | Communication Services | 9,989 | 7,100 | 10,000 | 11,500 * |
| | | 19,969 | 17,100 | 20,000 | 19,625 |
| <u>Other Services</u> | | | | | |
| 6110 | Printing Services | 13,327 | 15,500 | 15,000 | 15,000 * |
| 6185 | Animal Control | 22,874 | 16,000 | 20,000 | 37,000 * |
| 6190 | Tow/Storage/Abandoned Fees | 2,466 | 2,500 | 2,500 | 2,500 |
| 6195 | Miscellaneous Contractual Services | 7,669 | 8,000 | 10,000 | 21,650 * |
| | | 46,336 | 42,000 | 47,500 | 76,150 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6300 | R&M Software | 864 | - | - | - |

60 - Police

630 - Support Services

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget | |
|--|--------------------------------|--------------------|---------------------|-----------------------|---------------------|---|
| 6305 | R&M Equipment | 7,041 | 13,050 | 13,050 | 10,850 | * |
| 6310 | R&M Vehicles | 3,678 | 4,500 | 4,000 | 10,100 | * |
| 6345 | R&M Police Range | - | - | - | 9,000 | * |
| | | 11,583 | 17,550 | 17,050 | 29,950 | |
| Commodities | | | | | | |
| 7000 | Office Supplies | 11,882 | 10,000 | 10,500 | 11,000 | |
| 7010 | Supplies - Community Relations | 8,582 | 14,400 | 15,000 | 18,000 | * |
| 7015 | Supplies - Police Range | 44,673 | 65,500 | 65,500 | 64,130 | * |
| 7035 | Supplies - Equipment R&M | 149 | - | - | - | |
| 7055.05 | Street Light Supplies | - | 2,000 | - | - | |
| 7055.051 | Street Sign Supplies | - | - | 750 | 1,300 | * |
| 7120 | Gasoline | 15 | - | 50 | - | |
| 7200 | Other Supplies | 11,131 | 6,190 | 6,190 | 13,540 | * |
| 7300 | Uniforms | 12,939 | 15,900 | 14,000 | 10,400 | * |
| 7310 | Publications | 2,259 | 1,380 | 1,380 | 1,380 | * |
| 7320 | Equipment < \$5,000 | 4,863 | - | 1,500 | 6,000 | * |
| | | 96,492 | 115,370 | 114,870 | 125,750 | |
| Other Expenses | | | | | | |
| 7500 | Postage & Parcel | 401 | 900 | 400 | 500 | |
| 7525 | Meals | 5,726 | 6,500 | - | 5,000 | * |
| 7550 | Miscellaneous Expenses | 94 | 50 | 268 | 200 | |
| | | 6,220 | 7,450 | 668 | 5,700 | |
| Capital Outlay | | | | | | |
| 8000 | Computer Software | 534 | - | - | - | |
| 8010 | Furniture & Fixtures | 1,234 | - | - | - | |
| | | 1,768 | - | - | - | |
| Total Support Services Expenses | | 2,917,554 | 3,080,732 | 3,071,919 | 3,812,705 | |

60 - Police
630 - Support Services
2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|--|---------------------|
| Account:5010 - Temporary Wages | Crossing Guards | 270,000 |
| Account:5310 - Membership Dues | Animal Euthanasia Technician | 150 |
| | Citizen Police Academy Association (CPAA) | 50 |
| | Crime Free Housing | 200 |
| | IL Association of Chiefs of Police | 85 |
| | IL Crime Prevention Association (ICPA) | 200 |
| | IL Police Association (IPA) | 50 |
| | Illinois Law Enforcement Trainers Assoc. (ILETA) | 80 |
| | Illinois Law Enforcement Alarm System (ILEAS) | 150 |
| | Law Enforcement Records Mgmt. Institute | 25 |
| | North Suburban Chiefs Association | 50 |
| | Northeast Multi Regional Training (NEMRT) | 9,000 |
| | Northwest Police Academy | 50 |
| | Sam's Club | 60 |
| Account:5325 - Training | All Terrain Vehicle (ATV) Training | 200 |
| | Animal Control Training | 200 |
| | Auxiliary Officer Legal Updates | 500 |
| | Child Safety Seat Install Training | 500 |
| | Community Service Officer (CSO) Training | 500 |
| | CPR, Defibrillator, Gas Mask Testing | 7,690 |
| | Development/Leadership Training | 3,750 |
| | Hazardous Materials, Bloodborne Pathogen Training | 3,000 |
| | Language Certification-Interlate | 1,250 |
| | Legal Training & Updates (Private Attorney) | 5,435 |
| | Lexipol Daily Training Bulletin | 7,200 |
| | North Suburban Chief's Association | 150 |
| | Northwest Police Academy | 250 |
| | Spanish for New Police Officers | 1,400 |
| | Systems Program Training-Records Clerks | 675 |
| Account:5335 - Travel Expenses | Mileage, Tolls, Parking | 150 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 27,421 |
| Account:6000 - Professional Services | Command Staff Assessment Center | 5,000 |
| | Northern IL Police State Trng. Academy Facility Rental | 3,125 |
| Account:6015 - Communication Services | Departmental Cell Phones | 11,500 |
| Account:6110 - Printing Services | Annual Report | 1,000 |
| | Neighborhood Watch/Crime Prevention | 1,500 |
| | Officer Resource Book/General Order Manuals | 3,000 |
| | Parking Tickets/Compliance Tickets | 3,500 |
| | Photo Reproduction | 500 |
| | Police Forms | 3,000 |
| | Production-Flyers-Inserts | 1,000 |
| | Stationary | 1,500 |

60 - Police

630 - Support Services

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|--|--------------|
| Account:6185 - Animal Control | Contract for Skunk Removal | 2,000 |
| | NW Animal Hospital - Animal Storage & Disposal | 20,000 |
| | Additional program funding for animal removal | 15,000 |
| Account:6195 - Misc Contractual Services | All Traffic Solutions (Speedboards) | 8,750 |
| | Cleaning Company-Aftermath | 1,500 |
| | Exterminator-WB McCloud | 300 |
| | Lexipol Maintenance Fee | 3,600 |
| | Shredding | 4,500 |
| | Visual Computer Scheduling System | 3,000 |
| Account:6305 - R&M Equipment | Door Lock R & M (Anderson Lock) | 1,000 |
| | Fredricksen-Fire Extinguishers - Police Building | 400 |
| | Labor for Equip. Out of Contract (Radios, Computers) | 3,000 |
| | Microfilm Machine Maintenance - Eastman Kodak | 550 |
| | Porter Lee-Beast (Evidence & Property System) | 600 |
| | R&M of Truck Scale | 2,300 |
| | Radar & Laser Repair/Certification | 2,000 |
| | Recertification of Truck Scale | 1,000 |
| Account:6310 - R&M Vehicles | Auction Preparation | 600 |
| | Misc. Squad Repairs | 2,000 |
| | Semi-Annual Squad Detail | 2,500 |
| | Squad Body Repair | 1,500 |
| | Squad Car Washes | 3,500 |
| Account:6345 - R&M Police Range | Patriot Range Maintenance (Lead removal, filters) | 3,000 |
| | Sarge's (Range Maintenance) | 6,000 |
| Account:7010 - Supplies - Community Relations | Citizen/ Senior Police Academy | 1,000 |
| | Community Relations - Special Events | 17,000 |
| Account:7015 - Supplies - Police Range | Ammunition | 50,000 |
| | Eye Protection | 500 |
| | Hearing Protection | 500 |
| | Misc. Range Supplies | 3,250 |
| | Outdoor Range Fees | 1,880 |
| | Range Targets | 2,500 |
| | Tasers | 5,500 |
| Account:7055.051 - Street Sign Supplies | Traffic Signage | 1,300 |
| Account:7200 - Other Supplies | Anderson Lock (Keys) | 500 |
| | Animal Control Supplies | 500 |
| | Battery Charger | 100 |
| | Community Service Officer Supplies | 250 |
| | Crossing Guard Supplies | 1,000 |
| | Department and Citizen Awards/Plaques | 1,300 |
| | Fire Extinguishers | 750 |
| | First Aid Kits | 250 |
| | Flares | 1,750 |

60 - Police
630 - Support Services
2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|------------------------------------|---|---------------------|
| | Hinckley Schmidt | 440 |
| | Keg Tag Program-Keg Tags | 500 |
| | Misc. Hardware | 200 |
| | Personal Protection Kits | 200 |
| | Photo/Lab Supplies | 500 |
| | Prisoner Blankets | 2,000 |
| | Replacement Batteries-Portable Radios | 500 |
| | Sign-A-Rama | 200 |
| | Snow Brushes | 100 |
| | Traffic Control Supplies | 2,000 |
| | Training Aids | 300 |
| | Windshield Washer Fluid | 200 |
| Account:7300 - Uniforms | Auxiliary Officers | 500 |
| | Community Service Officer Apparel | 2,000 |
| | Crossing Guard Apparel | 2,000 |
| | Police Badges-Chicago Badge | 3,000 |
| | Police Insignias | 400 |
| | Police Officer Replacement Articles | 500 |
| | Retirement Badges | 1,000 |
| | Uniform Patches | 1,000 |
| Account:7310 - Publications | Appellate Court Updates-State's Attorney Appellate | 500 |
| | Forum-Chief of Police | 40 |
| | IL Law Enforcement & Training Board-Chief of Police | 40 |
| | IL Vehicle Code (IVC) Procedural Manuals | 300 |
| | Law Update-IL Law Enforcement | 100 |
| | Updated Legal Material-West Publishing | 400 |
| Account:7320 - Equipment < \$5,000 | Equipment Out of Warranty | 6,000 |
| Account:7525 - Meals | Prisoner Meals | 5,000 |



2013 Budget

HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY

OVERVIEW

| 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|-----------------|-----------------|-----------------|------------------|-------------------|------------------|
| \$99,213 | \$74,456 | \$69,661 | \$130,164 | \$129,414 | \$148,187 |

Mission

The mission of the Homeland Security and Emergency Management Agency is to save lives, prevent injuries, and protect property and the environment in the event a natural or man-made disaster occurs.

Citizens On Patrol (Volunteers in Police Service) - Citizens on Patrol are a trained group of volunteers who patrol the streets of Des Plaines and handle 911 dispatched non-emergency calls. These volunteers also respond during emergencies and disasters to assist city personnel as needed.

Des Plaines Medical Reserve Corps (MRC) - The MRC strives to secure the health and safety of our City by organizing and utilizing medical and non-medical volunteers to prepare for and respond to emergencies. Members of the MRC supplement existing emergency and public health resources during public events and local emergencies.

Volunteers at Large – Volunteers at Large are volunteers with no medical background that help the MRC in an administrative capacity.

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. 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 – The Emergency Operations Center (EOC) is a central command and control facility responsible for carrying out the principles of emergency preparedness, emergency management, and disaster management functions under the National Incident Management System (NIMS) at a strategic level in an emergency situation, thus ensuring the continuity of operations within the City.



2013 Budget

HOMELAND SECURITY AND EMERGENCY MANAGEMENT

2012 MAJOR ACCOMPLISHMENTS

Citizen Corps

1. Secured two Citizen Corps Grants totaling \$5,000 and one National Association of County and City Health Officials (NACCHO) grant of \$5,000. The grants were used to purchase supplies for Citizens On Patrol, Fire Corps, and the Medical Reserve Corps.
2. The Medical Reserve Corps, working with the Fire Department and EMS System, took the 40-hour Medical First Responder Class and has 18 State-licensed responders within the group. The Medical Reserve Corps has worked with the Des Plaines Fire Department Division Chief and Northwest Community Hospital's EMS System to update standard operating procedures for mass gatherings, public events and emergencies.
3. Developed and restructured the Neighborhood Watch Program as well as updated the program guidance and supervision materials.

Emergency Management

4. Developed and implemented a comprehensive FEMA Exercise and Evaluation Program (HSEEP) in order to meet the Department of Homeland Security Performance Grant requirements.
5. The City's Response Plan was updated in accordance with FEMA and IEMA guidelines.



2013 Budget

HOMELAND SECURITY AND EMERGENCY MANAGEMENT

2013 GOALS AND OBJECTIVES

Citizen Corps

1. Continue to review and apply for Citizen Corps and Medical Reserve Corps grants as appropriate.
2. Implement a Des Plaines Citizen's Fire Academy.
3. Continue to grow Citizens On Patrol, Medical Reserve Corps, Neighborhood Watch, and Fire Corps membership as needed to provide the City with volunteers capable of responding to emergencies and special events and able to support day-to-day operations of the police department and fire department.

Emergency Management

4. Ensure the exchange of information among our Local, County, State and Federal partners, local responders, elected officials and the general public is coordinated and delivered through a single portal.
5. Reduce loss of life and property by ensuring that the City's most vulnerable areas are covered by Emergency Management plans that can be implemented effectively.



2013 Budget
HOMELAND SECURITY AND
EMERGENCY MANAGEMENT AGENCY

PERSONNEL EXHIBIT

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

| Title | Authorized Positions | | |
|---|----------------------|----------------|----------------|
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| Deputy Executive Coordinator | 1.00 | 1.00 | 1.00 |
| <hr/> | | | |
| Total Full Time Equivalent (FTE) Employees: | 1.00 | 1.00 | 1.00 |

65 - Emergency Management Agency

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 18,186 | 48,925 | 48,925 | 51,402 |
| | | 18,186 | 48,925 | 48,925 | 51,402 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 3,634 | 3,743 | 3,743 | 3,932 |
| 5205 | IMRF Contribution | 5,710 | 6,889 | 6,889 | 7,628 |
| 5240 | Workers Compensation | 99 | 98 | 98 | 89 |
| 5245 | Unemployment Compensation | 157 | 61 | 61 | 28 |
| | | 9,599 | 10,791 | 10,791 | 11,677 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 45 | 150 | 150 | 175 * |
| 5325 | Training | 689 | 720 | 720 | 1,720 * |
| 5335 | Travel Expenses | - | 50 | 50 | 50 * |
| 5340 | Pre-Employment Exams | 377 | 1,750 | 1,000 | 750 * |
| 5345 | Post-Employment Exams | 274 | - | - | - |
| | | 1,384 | 2,670 | 1,920 | 2,695 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 6,403 | 6,543 | 6,543 | 6,822 |
| | | 6,403 | 6,543 | 6,543 | 6,822 |
| <u>Contractual Services</u> | | | | | |
| 6015 | Communication Services | 5,279 | 7,990 | 7,990 | 10,390 * |
| | | 5,279 | 7,990 | 7,990 | 10,390 |
| <u>Other Services</u> | | | | | |
| 6110 | Printing Services | 109 | - | - | - |
| 6195 | Miscellaneous Contractual Services | 5,000 | 5,000 | 5,000 | 5,000 * |
| | | 5,109 | 5,000 | 5,000 | 5,000 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6305 | R&M Equipment | 4,428 | 23,045 | 23,045 | 42,176 * |
| | | 4,428 | 23,045 | 23,045 | 42,176 |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 1,433 | 1,500 | 1,500 | 1,500 * |
| 7035 | Supplies - Equipment R&M | 110 | 250 | 250 | 225 * |
| 7120 | Gasoline | 22 | - | - | - |
| 7200 | Other Supplies | 3,086 | 3,000 | 3,000 | 3,000 * |
| 7300 | Uniforms | 5,374 | 6,000 | 6,000 | 5,000 * |
| 7320 | Equipment < \$5,000 | 8,121 | 13,150 | 13,150 | 7,000 * |
| | | 18,145 | 23,900 | 23,900 | 16,725 |
| <u>Other Expenses</u> | | | | | |
| 7500 | Postage & Parcel | 54 | - | - | - |
| 7550 | Miscellaneous Expenses | 1,073 | 1,300 | 1,300 | 1,300 * |
| | | 1,127 | 1,300 | 1,300 | 1,300 |
| Total Emergency Management Agency Expenses | | 69,661 | 130,164 | 129,414 | 148,187 |

65 - Emergency Management Agency

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|--|--|--------------|
| Account:5310 - Membership Dues | Illinois Emergency Services Mgmt. Assoc. (IESMA) | 70 |
| | Northern Illinois Emergency Mgmt. Consort. (NIEMC) | 90 |
| | Sam's Club | 15 |
| Account:5325 - Training | Illinois Emergency Mgmt Agency (IEMA) | 220 |
| | Illinois Emergency Services Mgmt Assoc. (IESMA) | 1,500 |
| Account:5335 - Travel Expenses | Parking, Mileage | 50 |
| Account:5340 - Pre-Employment Exams | Background Checks | 750 |
| Account:6015 - Communication Services | Comcast | 240 |
| | Cook County Radio System | 4,800 |
| | Metoeorlogix Weather Alert | 1,850 |
| | Nextel Phones (3 Blackberry, 1 Flip) | 3,500 |
| Account:6195 - Misc Contractual Services | Citizen Corp Stipend | 2,500 |
| | Emergency Management Agency (EMA) Stipend | 2,500 |
| Account:6305 - R&M Equipment | City's Warning Siren Replacements | 28,046 |
| | Homeland Security Camera Maintenance | 7,500 |
| | R&M of Equipment, Light Trailers, Warning Siren, Etc | 3,000 |
| | Sirens Maintenance Agreement (11) | 3,630 |
| Account:7000 - Office Supplies | Paper, Pens, Pencils, Etc | 1,500 |
| Account:7035 - Supplies - Equipment R&M | Repair of Emergency Mgmt. Agency Tools & Equip. | 225 |
| Account:7200 - Other Supplies | Disaster Supplies (Flashlights, Vests, Fire Boots) | 3,000 |
| Account:7300 - Uniforms | Uniforms for Volunteer Personnel | 5,000 |
| Account:7320 - Equipment < \$5,000 | Emergency Operations Center (EOC) | 4,100 |
| | Tools, Equipment | 2,900 |
| Account:7550 - Miscellaneous Expenses | Misc Volunteer Expenses | 1,300 |



2013 Budget **FIRE**

OVERVIEW

| 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| \$15,216,933 | \$15,553,659 | \$17,074,997 | \$17,330,574 | \$17,477,118 | \$17,938,193 |

The Fire Department is responsible for preventing fires and accidents through prevention and education programs; protecting the lives and property of the people of Des Plaines, and the environment, during fires, rescues, and other emergencies; and providing emergency medical treatment and transportation.

The Department consists of the following three primary divisions:

Emergency Services Division

This Division, in addition to providing firefighting, rescue, and emergency medical services, provides hazardous materials response, water/ice rescue and recovery, vehicle accident extrication, hazard mitigation, and technical rescue services. This Division also participates in regional readiness and responses involving mutual aid agreements and cooperative special team activities. The Department's training function falls within this Division.

Fire Prevention Division

This Division reviews building plans for life safety hazards and code compliance in remodeling and new construction projects, completes inspections of public and business occupancies to ensure/enforce code and safety compliance, presents fire prevention programs to community organizations, and conducts voluntary home fire safety surveys. In addition, the Division investigates causes and origins of fires, investigates and prosecutes arsons in conjunction with the Police Department, and coordinates fire-safety activities and fire prevention practices with Federal, State, County and other local fire officials.

Administration Division

This Division provides the planning, coordination, control, and support of the many functions performed by the Department. This Division establishes the goals of the Department; 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 serves as liaison between the Department and the various branches of City government, as well as other governments and the public.



2012 MAJOR ACCOMPLISHMENTS

1. The Administration Division completed several employee-related initiatives, including leading the Board of Fire and Police Commissioners in a major overhaul of portions of the Board's Rules and Regulations, especially as they related to new, controversial, legislation in Illinois regarding firefighter hiring practices. The Division staff was also involved in Union negotiations for a successor Collective Bargaining Agreement.
2. Staff managed the development of a study to identify options for operating aerial ladder trucks in the City. This included the development of a Request for Proposals (RFP) for a consultant, as well as coordinating with the consultant to obtain the data and complete the study. Additionally, staff issued RFPs and evaluated proposals for the provision of medical evaluation services and for ambulance billing services.
3. The Emergency Response Division implemented a comprehensive training program designed to more fully develop the officers within the Department. This includes personnel management and leadership skills, organizational knowledge, and enhancements of hazard zone management capabilities.
4. The Department worked extensively with the casino staff to implement their Emergency Medical Technician program. This involved training, acting as liaison to the regional Emergency Medical Services (EMS) System and the Illinois Department of Public Health, and developing procedures and protocols. By leading the casino in their efforts to become a licensed non-transport EMS provider within the EMS System, it reduced the number of ambulance responses necessary to the casino, as the casino EMTs can now provide care to minor injuries, and can process patient refusal forms, thus negating the need for ambulance response in many non-transport situations.
5. Measures were implemented which are expected to increase the number of lives that may be saved in the community. First, paramedics are now able to provide hypo-thermic resuscitation. This involves providing cold intravenous fluids to a patient to slow metabolism following resuscitation from cardiac arrest. This has been shown to dramatically increase long-term survival rates following cardiac arrests. Additionally, an additional paramedic vehicle has been placed into service to provide Advanced Life Support care to the citizens. This vehicle is the ladder truck stationed at Fire Station #1, at River and Rand Roads.
6. The Fire Prevention Division increased efficiency and leveraged technology by working to implement a program where third-party inspectors provide inspection reports electronically, thus providing for less paperwork and more streamlined processes for tracking and follow-up on third-party inspections.

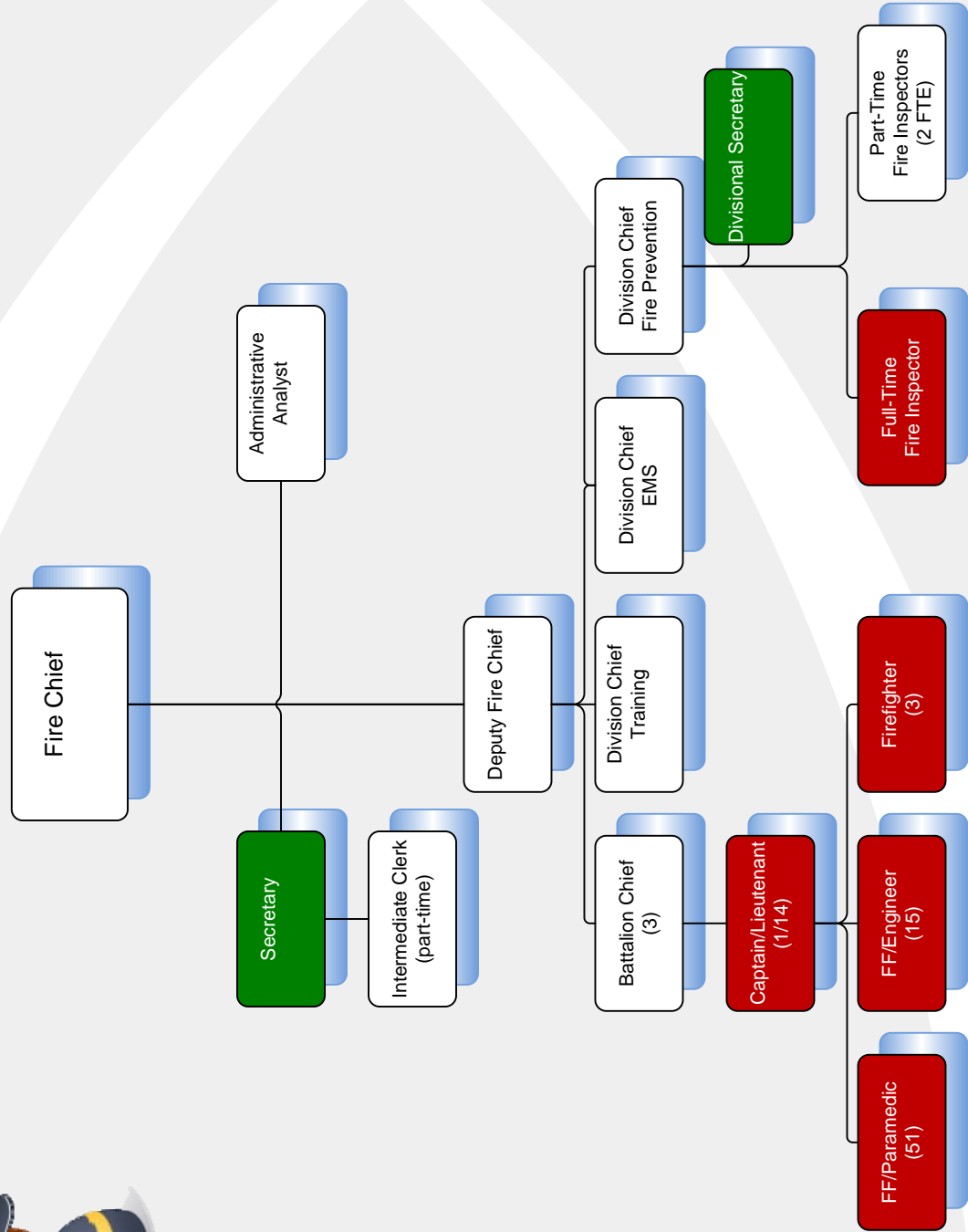


2013 Budget FIRE

2013 GOALS AND OBJECTIVES

1. Update of Standard Operating Procedures
The Administration Division will re-organize, re-index, and re-format SOPs, as well as provide needed updates and additional written procedures.
2. Implement Study Findings as Directed
The Administration will implement any directives provided by the Council and/or City Manager related to the ladder truck study conducted in 2012. Additionally, following the completion of a feasibility study related to options for dispatching services, the Department will implement related directives and take necessary actions.
3. Increased Use of Citizen Volunteers
Working with EMA, the Department will implement plans and training for more active involvement with the Fire Corps citizen volunteers during Fire Department operations. Additionally, the Department will work with EMA and Fire Corps to develop a Citizens' Fire Academy.
4. Develop a Recruit Firefighters Training Manual
The Training Division will revamp the recruit training program, and associated with this, will develop a recruit training manual as a reference resource to all emergency responders.
5. Credential responders for Statewide or Inter-State Deployment
In conjunction with the state's fire department mutual aid system, the Department will work to credential its personnel, which is a new requirement for participation in state-wide or inter-state mutual aid deployments.

Fire Department



IAFF

AFSCME

FY2013



2013 Budget FIRE - ADMINISTRATION

PERSONNEL EXHIBIT

| Department: Fire | | Div: Fire Administration | | Div. No: 70.100 | |
|---|----------------------|--------------------------|------|-----------------|--|
| Title | Authorized Positions | | | 2013 Budget | |
| | 2011 Authorized | 2012 Budget | | | |
| Fire Chief | 1.00 | 1.00 | 1.00 | | |
| Deputy Fire Chief - Operations | 1.00 | 1.00 | 1.00 | | |
| Deputy Fire Chief - Support Services | 1.00 | 0.00 | 0.00 | | |
| Administrative Analyst | 0.00 | 1.00 | 1.00 | | |
| Division Chief - Training | 1.00 | 1.00 | 1.00 | | |
| Division Chief - EMS | 1.00 | 1.00 | 1.00 | | |
| Secretary | 1.00 | 1.00 | 1.00 | | |
| Intermediate Clerk | 0.50 | 0.50 | 0.50 | | |
| <hr/> | | | | | |
| Total Full Time Equivalent (FTE) Employees: | 6.50 | 6.50 | 6.50 | | |

70 - Fire
100 - Fire Department Administration
2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|-------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 712,298 | 632,949 | 645,000 | 673,497 |
| 5020 | Overtime - Non Supervisory | 23 | 1,158 | 600 | 1,158 |
| 5060 | Compensated Absences | (4,503) | - | - | - |
| | | 707,818 | 634,107 | 645,600 | 674,655 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 14,700 | 18,627 | 22,000 | 26,048 |
| 5205 | IMRF Contribution | 11,602 | 19,197 | 35,400 | 36,649 |
| 5215 | Fire Pension Contribution | 265,871 | 206,185 | 206,185 | 160,024 |
| 5220 | PPO Insurance Contribution | 110,392 | 115,657 | 122,000 | 112,614 |
| 5230 | Dental Insurance Contribution | 6,042 | 6,486 | 7,200 | 6,957 |
| 5235 | Life Insurance Contribution | 625 | 691 | 670 | 584 |
| 5240 | Workers Compensation | 87,071 | 71,217 | 85,500 | 59,113 |
| 5245 | Unemployment Compensation | 1,875 | 2,475 | 2,475 | 1,093 |
| 5250 | Uniform Allowance | 6,000 | 3,000 | 1,500 | 3,000 |
| 5260 | RHS Plan Payout | 74,630 | 11,550 | 11,780 | 6,882 |
| | | 578,806 | 455,085 | 494,710 | 412,964 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 9,199 | 9,868 | 9,700 | 9,068 * |
| 5320 | Conferences | - | 1,500 | 1,625 | 3,000 |
| 5325 | Training | 7,005 | 1,052 | 1,900 | 2,200 * |
| 5335 | Travel Expenses | 53 | 100 | 100 | 100 |
| | | 16,257 | 12,520 | 13,325 | 14,368 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 12,374 | 11,046 | 11,046 | 11,897 * |
| | | 12,374 | 11,046 | 11,046 | 11,897 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | - | - | 940 | 1,000 |
| 6015 | Communication Services | 4,465 | 5,100 | 4,500 | 4,600 * |
| | | 4,465 | 5,100 | 5,440 | 5,600 |
| <u>Other Services</u> | | | | | |
| 6110 | Printing Services | 40 | 200 | 100 | 75 * |
| | | 40 | 200 | 100 | 75 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6300 | R&M Software | 225 | - | - | - |
| | | 225 | - | - | - |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 1,215 | 2,200 | 1,500 | 1,400 |
| 7120 | Gasoline | 47 | - | - | - |
| 7200 | Other Supplies | 125 | 250 | 250 | 250 |
| 7300 | Uniforms | - | 500 | 750 | 500 |

70 - Fire
100 - Fire Department Administration
2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget | |
|---|------------------------|--------------------|---------------------|-----------------------|---------------------|---|
| 7310 | Publications | 312 | 600 | 350 | 500 | * |
| 7320 | Equipment < \$5,000 | - | 300 | 800 | 5,900 | * |
| | | 1,699 | 3,850 | 3,650 | 8,550 | |
| <u>Other Expenses</u> | | | | | | |
| 7500 | Postage & Parcel | 37 | 100 | 75 | 75 | |
| 7550 | Miscellaneous Expenses | 98 | - | 150 | 200 | |
| | | 135 | 100 | 225 | 275 | |
| <u>Capital Outlay</u> | | | | | | |
| 8010 | Furniture & Fixtures | 290 | - | - | - | |
| | | 290 | - | - | - | |
| Total FD Administration Expenses | | 1,322,108 | 1,122,008 | 1,174,096 | 1,128,384 | |

70 - Fire
100 - Fire Department Administration
2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|--|---------------------|
| Account:5310 - Membership Dues | Center for Public Safety Excellence (CPSE) Registered Agency | 500 |
| | Fire Accreditation | 100 |
| | Illinois Fire Chiefs Association | 450 |
| | International Association Fire Chiefs | 408 |
| | Metropolitan Fire Chiefs | 80 |
| | Mutual Aid Box Alarm System (MABAS) Div. 1 - Annual Dues | 2,500 |
| | Mutual Aid Box Alarm System Division 3 - Annual Dues | 5,000 |
| | Sam's Club | 30 |
| Account:5325 - Training | Mgmt/Labor, Legal, Mgmt Leadership, Incident Mgmt | 2,200 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 11,897 |
| Account:6015 - Communication Services | Cell Phones | 4,600 |
| Account:6110 - Printing Services | Annual Report | 75 |
| Account:7310 - Publications | NFPA Updates, etc | 500 |
| Account:7320 - Equipment < \$5,000 | Apparatus Room Speakers | 5,500 |
| | Office Equipment | 400 |



2013 Budget FIRE - EMERGENCY SERVICES

PERSONNEL EXHIBIT

| Department: Fire | Div: Emergency Services | | Div. No: 70.710 |
|---|-------------------------|----------------|-----------------|
| Title | Authorized Positions | | |
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| 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 |

70 - Fire

710 - Emergency Services

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|-------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 7,560,038 | 7,859,129 | 7,800,000 | 8,166,747 |
| 5015 | Overtime - Supervisory | 202,827 | 225,000 | 249,000 | 225,000 |
| 5020 | Overtime - Non Supervisory | 383,906 | 475,000 | 526,000 | 475,000 |
| 5035 | Acting Out of Class & Night Premium | 31,707 | 26,750 | 26,000 | 27,285 |
| 5060 | Compensated Absences | 18,170 | - | - | - |
| | | 8,196,649 | 8,585,879 | 8,601,000 | 8,894,032 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 109,275 | 114,641 | 110,000 | 129,591 |
| 5215 | Fire Pension Contribution | 3,372,762 | 3,255,442 | 3,255,442 | 3,423,743 |
| 5220 | PPO Insurance Contribution | 1,334,699 | 1,325,123 | 1,335,000 | 1,529,636 |
| 5225 | HMO Insurance Contribution | 206,493 | 204,808 | 198,000 | 206,867 |
| 5230 | Dental Insurance Contribution | 88,201 | 90,311 | 91,000 | 99,720 |
| 5235 | Life Insurance Contribution | 7,119 | 7,160 | 7,200 | 7,296 |
| 5240 | Workers Compensation | 1,106,001 | 1,156,329 | 1,211,000 | 978,567 |
| 5245 | Unemployment Compensation | 26,714 | 28,052 | 28,052 | 12,656 |
| 5250 | Uniform Allowance | 62,450 | 61,800 | 61,150 | 62,500 |
| 5260 | RHS Plan Payout | 83,686 | 81,876 | 106,367 | 101,671 |
| | | 6,397,400 | 6,325,542 | 6,403,211 | 6,552,247 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 21,999 | 21,556 | 21,500 | 19,837 * |
| 5325 | Training | 32,814 | 42,725 | 45,000 | 45,200 * |
| 5330 | In-Service Training | 14,307 | 14,000 | 16,000 | 17,200 * |
| 5335 | Travel Expenses | 22 | 350 | 100 | 150 |
| 5340 | Pre-Employment Exams | 11,434 | - | - | - |
| 5345 | Post-Employment Exams | 14,502 | 32,000 | 30,000 | 32,000 * |
| | | 95,078 | 110,631 | 112,600 | 114,387 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 68,219 | 66,350 | 66,350 | 74,348 * |
| 5550 | Excess Insurance | - | 1,000 | 1,000 | - |
| | | 68,219 | 67,350 | 67,350 | 74,348 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | 3,945 | 500 | 600 | 8,500 * |
| 6015 | Communication Services | 4,847 | 6,000 | 5,000 | 6,000 * |
| 6035 | Dispatch Services | 148,205 | 341,726 | 341,726 | 341,726 |
| | | 156,996 | 348,226 | 347,326 | 356,226 |
| <u>Other Services</u> | | | | | |
| 6110 | Printing Services | 324 | 2,200 | 1,600 | 1,500 * |
| 6115 | Licensing/Titles | 125 | 1,505 | 150 | 1,225 * |
| 6135.999 | Rentals - Other | 700 | - | - | - |
| 6140 | Leases | 500 | 1,200 | 1,200 | 1,200 * |
| | | 1,649 | 4,905 | 2,950 | 3,925 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6305 | R&M Equipment | 74,523 | 29,000 | 29,000 | 30,200 * |

70 - Fire
710 - Emergency Services
2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|--------------------------|--------------------|---------------------|-----------------------|---------------------|
| 6310 | R&M Vehicles | 50 | - | 100 | 200 |
| | | 74,573 | 29,000 | 29,100 | 30,400 |
| Commodities | | | | | |
| 7000 | Office Supplies | 2,534 | 2,200 | 1,500 | 2,200 |
| 7025 | Supplies - Custodial | 15,559 | 15,000 | 17,000 | 16,500 |
| 7035 | Supplies - Equipment R&M | 7,616 | 16,000 | 16,000 | 16,000 * |
| 7120 | Gasoline | - | 200 | - | - |
| 7200 | Other Supplies | 29,541 | 33,484 | 40,000 | 33,500 * |
| 7300 | Uniforms | 20,905 | 25,000 | 25,000 | 30,500 * |
| 7310 | Publications | - | - | 50 | 100 |
| 7320 | Equipment < \$5,000 | 35,063 | 35,483 | 35,000 | 75,560 * |
| | | 111,219 | 127,367 | 134,550 | 174,360 |
| Other Expenses | | | | | |
| 7500 | Postage & Parcel | 1,297 | 900 | 1,100 | 1,000 |
| 7550 | Miscellaneous Expenses | 291 | 250 | 250 | 275 |
| | | 1,588 | 1,150 | 1,350 | 1,275 |
| Capital Outlay | | | | | |
| 8010 | Furniture & Fixtures | - | - | 1,600 | 12,000 * |
| | | - | - | 1,600 | 12,000 |
| Total Emergency Services Expenses | | 15,103,371 | 15,600,050 | 15,701,037 | 16,213,200 |

70 - Fire

710 - Emergency Services

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---|--------------|
| Account:5310 - Membership Dues | Fire Department Safety Officers Association | 325 |
| | Illinois Association of Fire Chiefs | 235 |
| | Illinois Fire Apparatus Mechanics Association | 40 |
| | Illinois Society of Fire Service Instructors | 50 |
| | International Society of Fire Service Instructors | 125 |
| | Northeastern Illinois Public Safety Training Academy | |
| | Membership | 18,952 |
| | Northwest Association of Emergency Medical Services (EMS) | 50 |
| | Sam's Club | 60 |
| Account:5325 - Training | Engine & Truck Operations | 3,500 |
| | FF Academy Replacement Hires | 10,500 |
| | Fire Apparatus Engineer | 3,000 |
| | Fire Officer/Incident Command | 11,800 |
| | Peer Fitness | 2,000 |
| | Regional Joint Multi-Company Drills - Spring/Fall | 5,400 |
| | Special Teams | 5,000 |
| | Specialized Rescue/Fire Attack | 4,000 |
| Account:5330 - In-Service Training | Emergency Medical - Paramedic System Continuing Education Costs | 12,250 |
| | Emergency Medical - Paramedic System Member Fixed Costs | 4,950 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 74,348 |
| Account:5345 - Post-Employment Exams | Annual Physicals | 32,000 |
| Account:6000 - Professional Services | Ambulance Vehicle Conversion (part of Bariatric Cot) | 8,000 |
| | Firehouse Program | 500 |
| Account:6015 - Communication Services | Cell Phones (Shift Commanders & Front Line Vehicles) | 6,000 |
| Account:6110 - Printing Services | Forms | 1,150 |
| | Public CPR Program - Instructional Materials | 350 |
| Account:6115 - Licensing/Titles | IL Dept. of Public Health (IDPH) Re-Licensure Fees - EMT-Bs | 60 |
| | IL Dept. of Public Health (IDPH) Re-Licensure Fees - Paramedics | 640 |
| | Licensing for Ambulances | 125 |
| | Mutual Aid box Alarm System (MABAS) Tier 2 Credentialing | 400 |
| Account:6140 - Leases | Dishwasher Lease | 1,200 |

70 - Fire
710 - Emergency Services
2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|--|---------------------|
| Account:6305 - R&M Equipment | Ambulance Cot Maintenance | 1,200 |
| | 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 Emergency Medical Equip. | 16,000 |
| Account:7200 - Other Supplies | General Fire Station Supplies | 5,000 |
| | Medical Equipment & Supplies for Ambulances and Engines | 14,000 |
| | Suppression - Firefighting Foam | 5,000 |
| | Suppression - Small Tools & Equipment | 4,500 |
| | Training Supplies - Props, etc... | 5,000 |
| Account:7300 - Uniforms | Suppression - Fire Gear and Uniforms | 30,500 |
| Account:7320 - Equipment < \$5,000 | Air Masks Tanks/Parts - Annual Expense | 6,000 |
| | Dive - Suits, Tanks & Misc Equipment | 5,600 |
| | Hazmat - Equipment | 2,500 |
| | Suppression - Nozzles, Adapters, Appliance Replacement | 5,000 |
| | Suppression - Tools, PPV Fans, Extrication Equipment | 5,600 |
| | Technical Rescue Team (TRT) - Equipment | 3,500 |
| | Training - Mannequins, Smoke Machine | 2,330 |
| | Knox Boxes - 100 boxes for community purchase | 25,500 |
| | Knox Boxes - City facilities | 5,100 |
| | Knox Boxes - In Vehicle Key Vault | 14,430 |
| Account:8010 - Furniture & Fixtures | Bariatric Ambulance Cot | 10,000 |
| | Station Furniture Supplies | 2,000 |



2013 Budget FIRE - FIRE PREVENTION

PERSONNEL EXHIBIT

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

| Title | Authorized Positions | | |
|---|----------------------|----------------|----------------|
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| 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 |

70 - Fire

720 - Fire Prevention

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|-------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 332,597 | 336,396 | 335,000 | 347,295 |
| 5015 | Overtime - Supervisory | 501 | - | 1,700 | - |
| 5020 | Overtime - Non Supervisory | 2,901 | 4,300 | 2,600 | 4,300 |
| 5035 | Acting Out of Class & Night Premium | - | 4,000 | 1,700 | 4,080 |
| 5060 | Compensated Absences | (3,606) | - | - | - |
| | | 332,392 | 344,696 | 341,000 | 355,675 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 5,632 | 5,924 | 13,335 | 13,336 |
| 5205 | IMRF Contribution | 6,477 | 8,490 | 8,400 | 8,295 |
| 5215 | Fire Pension Contribution | 159,523 | 116,149 | 116,149 | 87,274 |
| 5220 | PPO Insurance Contribution | 69,008 | 62,717 | 62,717 | 65,853 |
| 5230 | Dental Insurance Contribution | 3,570 | 3,402 | 3,400 | 3,658 |
| 5235 | Life Insurance Contribution | 278 | 259 | 260 | 260 |
| 5240 | Workers Compensation | 31,114 | 29,905 | 27,500 | 25,035 |
| 5245 | Unemployment Compensation | 1,369 | 1,559 | 1,559 | 513 |
| 5250 | Uniform Allowance | 2,250 | 1,500 | 1,500 | 1,500 |
| 5260 | RHS Plan Payout | 10,700 | 7,710 | 2,300 | 7,093 |
| | | 289,921 | 237,615 | 237,120 | 212,817 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 400 | 400 | 410 | 400 * |
| 5325 | Training | 8,952 | 9,650 | 8,000 | 9,650 * |
| | | 9,352 | 10,050 | 8,410 | 10,050 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 6,003 | 7,275 | 7,275 | 7,237 * |
| | | 6,003 | 7,275 | 7,275 | 7,237 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | 1,525 | - | - | - |
| 6015 | Communication Services | 1,914 | 2,250 | 2,200 | 2,250 * |
| | | 3,439 | 2,250 | 2,200 | 2,250 |
| <u>Other Services</u> | | | | | |
| 6110 | Printing Services | 915 | 900 | 800 | 900 * |
| 6135.03 | Rentals - Equipment | - | 300 | 300 | 1,600 * |
| | | 915 | 1,200 | 1,100 | 2,500 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6310 | R&M Vehicles | - | 50 | 30 | 50 * |
| | | - | 50 | 30 | 50 |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 1,882 | 1,250 | 1,250 | 1,300 |
| 7200 | Other Supplies | 1,606 | 1,000 | 1,000 | 1,600 * |
| 7300 | Uniforms | 1,051 | 300 | 300 | 300 |
| 7310 | Publications | 1,754 | 1,230 | 1,200 | 1,230 * |
| 7320 | Equipment < \$5,000 | 1,203 | 1,000 | 900 | 1,000 * |
| | | 7,497 | 4,780 | 4,650 | 5,430 |

70 - Fire
720 - Fire Prevention
2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Other Expenses</u> | | | | | |
| 7550 | Miscellaneous Expenses | - | 600 | 200 | 600 |
| | | - | 600 | 200 | 600 |
| Total Fire Prevention Expenses | | 649,518 | 608,516 | 601,985 | 596,609 |

70 - Fire
720 - Fire Prevention
2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---|---------------------|
| Account:5310 - Membership Dues | Fire Investigators Strike Force Dues | 75 |
| | ICC (International Code Council) | 50 |
| | IL Fire Inspectors Association | 100 |
| | NFPA Membership | 175 |
| Account:5325 - Training | Fire Prevention Classes (NFPA, IFIA, BFCIA, etc.) | 9,650 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 7,237 |
| Account:6015 - Communication Services | Cell Phones | 2,250 |
| Account:6110 - Printing Services | Inspection Forms, Fire Prevention Booklets, Etc. | 900 |
| Account:6310 - R&M Vehicles | Car Washes | 50 |
| Account:6135.030 - Rentals - Equipment | Audio System for Prom Night Demo | 1,600 |
| Account:7200 - Other Supplies | Promotional Items - Books, Helmets, Etc. | 1,600 |
| 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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2013 Budget

BOARD OF FIRE & POLICE COMMISSIONERS

OVERVIEW

| 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|-----------------|-----------------|-----------------|-----------------|-------------------|-----------------|
| \$47,777 | \$22,516 | \$12,953 | \$64,305 | \$57,090 | \$65,650 |

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 actions, related to disciplinary matters for Fire and Police Department employees within the Board's jurisdiction.



2012 MAJOR ACCOMPLISHMENTS

1. The Board interviewed 11 firefighter candidates from the existing eligibility list. Conditional offers extended to 5 candidates. 4 Candidates were appointed.
2. The Board interviewed 14 police officer candidates from the existing eligibility list. Conditional offers extended to 4 candidates. None of the four passed the post-offer examinations.
3. The Board interviewed five vendors for Fire and Police Department entry-level and promotional testing. Vendors were selected to perform the services.
4. The Board amended its Rules and Regulations. While some amendments were made to the fire lieutenant promotion provisions, most of the amendments served to implement the new requirements under the state's Firefighter Hiring Act.
5. The Board initiated disciplinary processes against two police officers.
6. Commissioners Lukowicz and Albrecht were re-appointed by Mayor Moylan.
7. The Board conducted a sergeant promotional process and a police officer hiring process.
8. The Board initiated a firefighter hiring process.



2013 GOALS AND OBJECTIVES

1. Establish eligibility lists for entry-level Fire Department positions.
2. Conduct a Fire Lieutenant promotional process.
3. Increase Commissioner training and attendance at related seminars.
4. Adopt changes to the eligibility, testing, and hiring practices for firefighters in order to comply with new state legislation.
5. Conduct hearings as required.

75 - Fire & Police Commission

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget | |
|--|------------------------|--------------------|---------------------|-----------------------|---------------------|---|
| <u>Other Employee Costs</u> | | | | | | |
| 5310 | Membership Dues | 375 | 400 | 400 | 400 | * |
| 5325 | Training | 780 | 1,500 | 1,000 | 1,500 | * |
| 5335 | Travel Expenses | - | 200 | 100 | 200 | * |
| 5340 | Pre-Employment Exams | 8,578 | 7,550 | 27,800 | 30,600 | * |
| 5345 | Post-Employment Exams | 3,188 | 43,705 | 20,000 | 22,000 | * |
| | | 12,921 | 53,355 | 49,300 | 54,700 | |
| <u>Contractual Services</u> | | | | | | |
| 6000 | Professional Services | - | 2,000 | 1,000 | 2,000 | * |
| | | - | 2,000 | 1,000 | 2,000 | |
| <u>Other Services</u> | | | | | | |
| 6100 | Publication of Notices | - | 7,500 | 6,000 | 7,500 | * |
| | | - | 7,500 | 6,000 | 7,500 | |
| <u>Commodities</u> | | | | | | |
| 7000 | Office Supplies | 32 | 250 | 250 | 250 | * |
| 7200 | Other Supplies | - | - | 40 | - | |
| 7310 | Publications | - | 500 | 200 | 500 | * |
| | | 32 | 750 | 490 | 750 | |
| <u>Other Expenses</u> | | | | | | |
| 7500 | Postage & Parcel | - | 100 | 50 | 100 | * |
| 7550 | Miscellaneous Expenses | - | 600 | 250 | 600 | * |
| | | - | 700 | 300 | 700 | |
| Total Fire & Police Commission Expenses | | 12,953 | 64,305 | 57,090 | 65,650 | |

75 - Fire & Police Commission

2013 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: Background Investigations | 2,000 |
| | Fire: Integrity Testing | 250 |
| | Fire: Physicals | 6,400 |
| | Fire: Polygraph Testing | 1,800 |
| | Fire: Psychological Testing | 3,850 |
| | Police: Integrity Testing | 800 |
| | Police: Physicals | 8,000 |
| | Police: Polygraph Testing | 2,000 |
| | Police: Psychological Testing | 5,500 |
| Account:5345 - Post-Employment Exams | Fire: Fire Lieutenant Promotional Exam | 22,000 |
| 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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2013 Budget

GENERAL FUND OVERHEAD

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|---------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Expenditures | 3,358,132 | 753,408 | 1,741,197 | 837,194 | 921,647 | 857,500 |
| Transfers | 1,399,752 | 181,903 | 1,953,266 | 1,565,526 | 1,575,000 | 2,699,367 |
| Contra Expenses | (319,375) | 0 | 0 | 0 | 0 | 0 |
| Total Appropriation | 4,438,509 | 935,311 | 3,694,463 | 2,402,720 | 2,496,647 | 3,556,867 |

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

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 50 | 50 | 50 | 50 * |
| | | 50 | 50 | 50 | 50 |
| <u>Insurance</u> | | | | | |
| 5520 | Medicare Retiree Subsidy | 17,228 | 18,194 | 18,194 | 8,825 |
| | | 17,228 | 18,194 | 18,194 | 8,825 |
| <u>Contractual Services</u> | | | | | |
| 6015 | Communication Services | 163,603 | 199,400 | 195,000 | 223,800 * |
| 6025 | Administrative Services | 22,562 | 32,000 | 25,000 | 25,000 * |
| 6030 | AMB Fee Processing Services | 77,440 | 72,000 | 87,000 | 72,000 * |
| | | 263,604 | 303,400 | 307,000 | 320,800 |
| <u>Other Services</u> | | | | | |
| 6110 | Printing Services | 680 | 4,550 | 500 | 4,550 * |
| 6125 | Bank & CC Fees | 3,317 | 4,000 | - | - |
| 6135.999 | Rentals - Other | 3,338 | - | - | - |
| 6140 | Leases | 1,163 | 4,500 | 4,500 | 4,500 * |
| 6195 | Miscellaneous Contractual Services | 8,942 | 3,400 | 8,580 | 8,500 * |
| | | 17,439 | 16,450 | 13,580 | 17,550 |
| <u>Subsidies and Incentives</u> | | | | | |
| 6500 | Subsidy - Historical Museum | 30,000 | 35,000 | 35,000 | 35,000 |
| 6525 | Subsidy - Transfer to PSEBA | 70,066 | 65,526 | 75,000 | 65,542 |
| 6527 | Subsidy - Generator Program | 66,304 | 50,000 | 84,723 | - |
| 6605 | Incentive - O'Hare Auto Group | 81,476 | 130,000 | 92,000 | 85,000 |
| 6615 | Incentive - Wal-Mart | 288,159 | 235,000 | 322,000 | 350,000 |
| | | 536,004 | 515,526 | 608,723 | 535,542 |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 596 | 2,500 | 2,500 | 2,500 * |
| 7035 | Supplies - Equipment R&M | 28 | 1,600 | 1,600 | 1,600 * |
| | | 624 | 4,100 | 4,100 | 4,100 |
| <u>Other Expenses</u> | | | | | |
| 7500 | Postage & Parcel | 41,719 | 45,000 | 45,000 | 45,000 * |
| 7550 | Miscellaneous Expenses | 165 | - | - | - |
| | | 41,885 | 45,000 | 45,000 | 45,000 |
| <u>Other Financing Uses</u> | | | | | |
| 9260 | Transfer to Grant Projects Fund | 5,450 | - | - | - |
| 9300 | Transfer to Debt Service Fund | 928,980 | - | - | - |
| 9410 | Transfer to Equipment Replacement | - | - | 1,375,000 | 2,000,000 |
| 9420 | Transfer to IT Replacement Fund | - | - | 125,000 | 125,000 |
| 9999 | Transfer to Other Funds | 1,883,200 | 1,500,000 | - | 500,000 * |
| | | 2,817,630 | 1,500,000 | 1,500,000 | 2,625,000 |
| Total Overhead Expenses | | 3,694,463 | 2,402,720 | 2,496,647 | 3,556,867 |

90 - Overhead

2013 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 (POT lines, alarm circuits) | 96,000 |
| | Mass Notification Annual Maintenance | 32,000 |
| | Nextel Charges | 2,000 |
| | Nextel Tower Lease Credit | (10,000) |
| | Pay Phones=Pacific Telemanagement | 1,800 |
| | Train Station Pay Phone (12 mos) | 600 |
| | WOW Metro Fiber Intranet | 18,000 |
| | WOW PRI Local/Long Distance | 20,400 |
| Account:6025 - Administrative Services | Collection Agency Fee for Services | 25,000 |
| 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 | 8,500 |
| 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 |
| Account:9999 - Transfer to Other Funds | Transfer to Police Pension | 250,000 |
| | Transfer to Fire Pension | 250,000 |

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2013 Budget TAX INCREMENT FUND #1 - Downtown

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|-------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Beginning Balance | 1,454,836 | 1,023,593 | 2,622,030 | 4,024,740 | 3,505,963 | 4,661,457 |
| Revenues | 5,283,516 | 5,170,744 | 4,984,483 | 5,310,693 | 4,251,537 | 4,024,412 |
| Expenses | (4,795,845) | (3,332,584) | (3,926,282) | (5,692,723) | (2,651,900) | (6,368,294) |
| Transfers | (918,914) | (239,723) | (174,268) | (469,437) | (444,143) | (192,100) |
| Ending Balance | 1,023,593 | 2,622,030 | 3,505,963 | 3,173,273 | 4,661,457 | 2,125,475 |

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 (see attached map). 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 1-1-13 | Final Payout |
|-----------------------|------------------------|--------------------|---------------------|-----------------|
| 2004A | G.O. (TIF #1) | 6,400,000 | 3,725,000 | 2020 |
| 2005E | G.O. (TIF #1) | 1,000,000 | 690,000 | 2020 |
| 2005F | G.O. (Taxable) | 4,725,000 | 3,380,000 | 2020 |
| 2007B | G.O. (refunding 2001B) | 510,000 | 250,000 | 2016 |
| 2008A | G.O. (refunding 2001C) | 1,334,000 | 666,000 | 2016 |
| 2011A | G.O. (refunding 2003A) | 1,555,000 | 1,395,000 | 2020 |
| Total G.O. Bonds | | 15,524,000 | 10,106,000 | |
| River Mill | Developer Note | 462,389 | 261,560 | 2020 |
| LAB Graceland | Developer Note | 471,000 | 276,692 | 2020 |
| Total Developer Notes | | 933,389 | 538,252 | |
| Grand Total | | 16,457,389 | 10,644,252 | |



2013 Budget

TAX INCREMENT FUND #1 - Downtown

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

TOTAL TIF #1 DEBT

| Year | Principal | Interest | Total P&I |
|--------------|-------------------|------------------|-------------------|
| 2013 | 1,210,000 | 414,242 | 1,624,242 |
| 2014 | 1,251,000 | 366,376 | 1,617,376 |
| 2015 | 1,302,000 | 316,637 | 1,618,637 |
| 2016 | 1,363,000 | 264,363 | 1,627,363 |
| 2017 | 1,165,000 | 208,484 | 1,373,484 |
| 2018 | 1,215,000 | 161,220 | 1,376,220 |
| 2019 | 1,275,000 | 110,842 | 1,385,842 |
| 2020 | 1,325,000 | 56,835 | 1,381,835 |
| <hr/> | | | |
| Total | 10,106,000 | 1,898,999 | 12,004,999 |

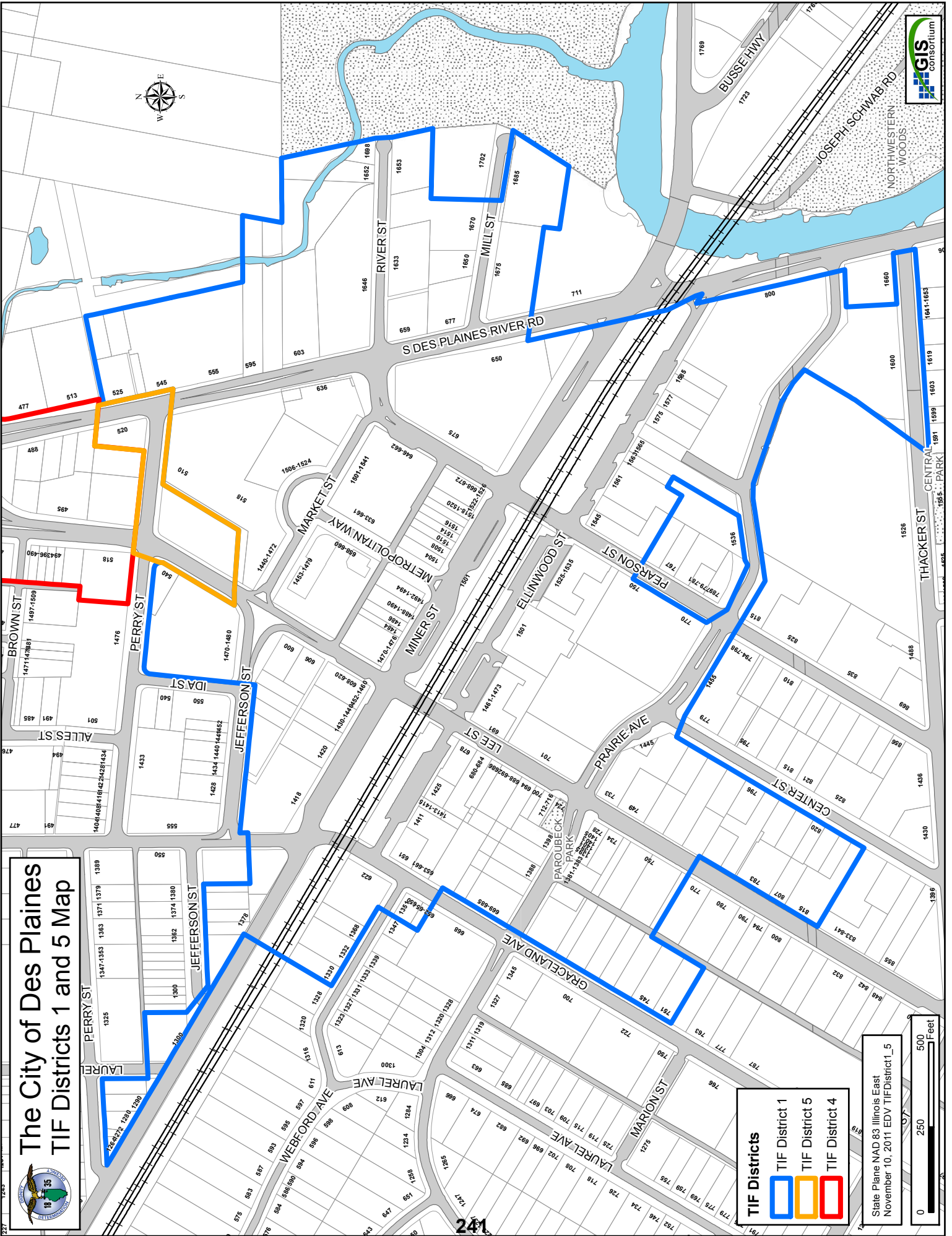


The City of Des Plaines TIF Districts 1 and 5 Map



- TIF Districts**
- TIF District 1
 - TIF District 5
 - TIF District 4

State Plane NAD 83 Illinois East
November 10, 2011 EDV TIFDistrict_5



201 - TIF #1 Downtown

2013 Revenues Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--------------------------------------|--|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Property Taxes</u> | | | | | |
| 4000 | Property Taxes - Current Year Collection | 4,243,356 | 5,309,693 | 4,078,232 | 4,023,412 |
| 4005 | Property Taxes - Last Year's Collection | 713,612 | - | 208,745 | - |
| 4010 | Property Taxes - Prior Years Collection | (2,271) | - | (36,440) | - |
| | | <u>4,954,697</u> | <u>5,309,693</u> | <u>4,250,537</u> | <u>4,023,412</u> |
| <u>Intergovernmental</u> | | | | | |
| 4270 | State Grants | 25,000 | - | - | - |
| | | <u>25,000</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| <u>Interest Income</u> | | | | | |
| 4700 | Interest Income | 2,186 | 1,000 | 1,000 | 1,000 |
| | | <u>2,186</u> | <u>1,000</u> | <u>1,000</u> | <u>1,000</u> |
| <u>Miscellaneous Revenues</u> | | | | | |
| 4849 | Miscellaneous Revenues | 2,600 | - | - | - |
| | | <u>2,600</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Total TIF #1 Revenues | | <u>4,984,483</u> | <u>5,310,693</u> | <u>4,251,537</u> | <u>4,024,412</u> |



2013 Budget

TIF #1 – BUDGET SUMMARY

| | 2011 ACTUAL | 2012 BUDGET | 2012 PROJECTED | 2013 BUDGET |
|---------------------------|----------------|----------------|-------------------|----------------|
| Operating Expenses | 3,926,278 | 5,876,866 | 2,651,900 | 6,368,294 |
| Transfers Out | 174,268 | 285,294 | 444,143 | 192,100 |
| Total | 4,100,546 | 6,162,160 | 3,096,043 | 6,560,394 |
| | | | | |
| Total | 4,100,546 | 6,162,160 | 3,096,043 | 6,350,394 |
| General Operations | 1,129,533 | 4,448,329 | 1,172,263 | 4,525,679 |
| Debt Service | 2,971,013 | 1,713,831 | 1,923,780 | 1,824,715 |
| | | | | |
| 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 | - | - | 227,022 | 115,000 |
| 2003A bond | 208,627 | 208,466 | 0 | 0 |
| 2003D bond | 997,500 | 0 | 0 | 0 |
| 2004 bond | 562,624 | 562,664 | 562,594 | 562,064 |
| 2005B bond | 254,568 | 0 | 0 | 0 |
| 2005E bond | 103,189 | 100,638 | 100,589 | 103,014 |
| 2005F bond | 506,578 | 506,626 | 506,616 | 510,950 |
| 2007B bond | 68,788 | 66,740 | 66,740 | 69,650 |
| 2008A bond | 185,016 | 184,574 | 184,544 | 189,614 |
| 2011A | 0 | 0 | 191,552 | 190,300 |

201 - TIF #1 Downtown 2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 7,013 | - | - | - |
| 5005 | Temporary Wages | - | - | 2,500 | 5,000 |
| | | 7,013 | - | 2,500 | 5,000 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 66 | - | 192 | 383 |
| 5205 | IMRF Contribution | 103 | - | - | - |
| 5240 | Workers Compensation | - | - | 85 | 170 |
| | | 169 | - | 277 | 553 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 907 | 1,109 | 1,109 | 3,636 |
| | | 907 | 1,109 | 1,109 | 3,636 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | 122,964 | 615,049 | 425,000 | 777,540 * |
| 6005 | Legal Fees | - | 10,000 | - | 10,000 |
| | | 122,964 | 625,049 | 425,000 | 787,540 |
| <u>Other Services</u> | | | | | |
| 6100 | Publication of Notices | 45 | - | - | - |
| 6110 | Printing Services | - | - | 500 | 500 |
| 6145 | Custodial Services | 19,674 | 19,584 | 19,584 | 20,000 |
| 6150 | City Maintenance | 58,794 | 75,000 | 75,000 | 125,000 * |
| 6195 | Miscellaneous Contractual Services | 102,596 | 32,000 | 60,000 | 36,200 * |
| | | 181,108 | 126,584 | 155,084 | 181,700 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6315 | R&M Buildings & Structures | 2,318 | 3,500 | 10,000 | 75,000 * |
| 6315.001 | City Hall | 620 | - | - | - |
| 6325 | R&M Street Lights | 7,507 | - | - | 20,000 |
| | | 10,444 | 3,500 | 10,000 | 95,000 |
| <u>Subsidies and Incentives</u> | | | | | |
| 6515 | Subsidy - Winter Decoration | 52,400 | 33,000 | 33,000 | 35,000 |
| 6520 | Subsidy - Economic Development | 174,268 | 184,143 | 184,143 | 192,100 |
| 6601 | Subsidy - Business Assistance | - | 50,000 | - | 50,000 |
| 6620 | Incentive - Facade Rehab | 82,347 | 100,000 | 5,000 | 100,000 |
| | | 309,015 | 367,143 | 222,143 | 377,100 |
| <u>Commodities</u> | | | | | |
| 7050 | Supplies - Streetscape | 32,734 | 65,000 | 25,000 | 25,000 |
| 7100 | Wholesale Water | - | 150 | 150 | 150 |
| 7110 | Natural Gas | 563 | 1,000 | 1,000 | 1,000 |
| 7140 | Electricity | 3,939 | 3,500 | 10,000 | 10,000 |
| 7200 | Other Supplies | - | - | - | 210,000 * |
| | | 37,236 | 69,650 | 36,150 | 246,150 |

201 - TIF #1 Downtown

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|---------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Other Expenses</u> | | | | | |
| 7500 | Postage & Parcel | 22 | - | - | - |
| 7550 | Miscellaneous Expenses | 46,987 | - | - | - |
| | | 47,009 | - | - | - |
| <u>Capital Outlay</u> | | | | | |
| 8015 | Equipment | 67,006 | - | - | 64,000 * |
| 8100 | Improvements | 346,663 | 2,970,000 | 60,000 | 2,975,000 * |
| | | 413,669 | 2,970,000 | 60,000 | 3,039,000 |
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 50,431 | 53,078 | 280,100 | 170,865 * |
| 8325 | Interest | 33,692 | 31,045 | 31,045 | 28,258 * |
| | | 84,123 | 84,123 | 311,145 | 199,123 |
| <u>Other Financing Uses</u> | | | | | |
| 9260 | Transfer to Grant Projects Fund | - | 285,294 | 260,000 | - |
| | | - | 285,294 | 260,000 | - |
| Total TIF #1 Expenses - Non Program | | 1,213,656 | 4,532,452 | 1,483,408 | 4,934,802 |

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 |
| | Business Development Marketing Plan 50% | 47,540 |
| | Financial Analysis | 20,000 |
| | Professional Consulting | 500,000 |
| | Streetscape Improvements Phase II Ellinwood | 200,000 |
| 6150 - City Maintenance | Annual Landscape Maintenance | 125,000 |
| 6195 - Miscellaneous Contractual Services | Crosswalk Markings | 4,500 |
| | Misc Repairs | 3,000 |
| | Parking Machine Annual Service Fees | 4,200 |
| | Seal Coating Parking Lots | 1,500 |
| | Signage | 5,000 |
| | Street Light Repair | 18,000 |
| 6315 - R&M Buildings & Structures | Library Parking Garage Structural Repairs | 75,000 |
| 7200 - Other Supplies | Digital Video Cameras - 701 Lee Street | 95,000 |
| | Digital Video Cameras - Metro Square Garage | 115,000 |
| 8015 - Equipment | Parking Machine Replacements (5) | 64,000 |
| 8100 - Improvements | Metra Train Depot Remodel (Carryover) | 500,000 |
| | Parking Facility Lighting Retrofit (Carryover) | 175,000 |
| | Streetscape Improvements, Ph. I (Carryover) | 2,300,000 |
| 8300 - Principal | Norwood Ptnr, Issued 2002, Matures 2020 | 27,147 |
| | River Plaines Project | 115,000 |
| | Walgreens, Issued 2003, Matures 2020 | 28,718 |
| 8325 - Interest | Norwood Ptnr | 13,732 |
| | Walgreens | 14,526 |

03AA -2003A Tax Exempt Project

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 140,000 | 145,000 | - | - |
| 8325 | Interest | 68,545 | 63,366 | - | - |
| 8375 | Bank/Trust/Agency Fees | 82 | 100 | - | - |
| Total 2003A Tax Exempt Project Expenses | | 208,627 | 208,466 | - | - |

03D0 - 2003D Refunding 97C

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 950,000 | - | - | - |
| 8325 | Interest | 47,500 | - | - | - |
| 8375 | Bank/Trust/Agency Fees | - | - | - | - |
| Total 2003D Refunding 97C Expenses | | 997,500 | - | - | - |

04A0 - 2004 Tax Exempt Bond

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 375,000 | 390,000 | 390,000 | 405,000 * |
| 8325 | Interest | 187,314 | 172,314 | 172,314 | 156,714 |
| 8375 | Bank/Trust/Agency Fees | 310 | 350 | 280 | 350 |
| Total 2004 Tax Exempt Bond Expenses | | 562,624 | 562,664 | 562,594 | 562,064 |

05B0 - 2005B Refunding 97A

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| Debt Service | | | | | |
| 8300 | Principal | 245,000 | - | - | - |
| 8325 | Interest | 9,188 | - | - | - |
| 8375 | Bank/Trust/Agency Fees | 381 | - | - | - |
| Total 2005B Refunding 97A Expenses | | 254,568 | - | - | - |

05E0 - 2005E GO Bond

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|-------------------------------------|------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 70,000 | 70,000 | 70,000 | 75,000 * |
| 8325 | Interest | 33,129 | 30,538 | 30,539 | 27,914 |
| 8375 | Bank/Trust/Agency Fees | 60 | 100 | 50 | 100 |
| Total 2005E GO Bond Expenses | | 103,189 | 100,638 | 100,589 | 103,014 |

05F0 - 2005F Taxable Bond

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 315,000 | 330,000 | 330,000 | 350,000 * |
| 8325 | Interest | 191,188 | 176,226 | 176,226 | 160,550 |
| 8375 | Bank/Trust/Agency Fees | 390 | 400 | 390 | 400 |
| Total 2005F Taxable Bond Expenses | | 506,578 | 506,626 | 506,616 | 510,950 |

07B0 - 2007B Refunding 01B

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 55,000 | 55,000 | 55,000 | 60,000 * |
| 8325 | Interest | 13,680 | 11,590 | 11,590 | 9,500 |
| 8375 | Bank/Trust/Agency Fees | 108 | 150 | 150 | 150 |
| Total 2007B Refunding 01B Expenses | | 68,788 | 66,740 | 66,740 | 69,650 |

08A0 - 2008A Refunding 01C

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| Debt Service | | | | | |
| 8300 | Principal | 144,000 | 149,000 | 149,000 | 160,000 * |
| 8325 | Interest | 40,796 | 35,324 | 35,324 | 29,364 |
| 8375 | Bank/Trust/Agency Fees | 220 | 250 | 220 | 250 |
| Total 2008A Refunding 01C Expenses | | 185,016 | 184,574 | 184,544 | 189,614 |

11A0 - 2011A Refunding 2003A

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | - | - | 160,000 | 160,000 * |
| 8325 | Interest | - | - | 31,452 | 30,200 |
| 8375 | Bank/Trust/Agency Fees | - | - | 100 | 100 |
| Total 2011A Refunding 2003A Expenses | | - | - | 191,552 | 190,300 |

201 - TIF #1 Downtown Debt Service Expenses

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|--|--------------|
| Program 04A0 - 2004 Tax Exempt Bond | | |
| Account 8300 - Principal | Issued 2004, Matures 2020 | 405,000 |
| Program 05E0 - 2005E GO Bond | | |
| Account 8300 - Principal | Issued 2005, Matures 2020 | 75,000 |
| Program 05F0 - 2005F Taxable Bond | | |
| Account 8300 - Principal | Issued 2005, Matures 2020 | 350,000 |
| Program 07B0 - 2007B Refunding 01B | | |
| Account 8300 - Principal | Issued 2001, Refunded 2007, Matures 2016 | 60,000 |
| Program 08A0 - 2008A Refunding 01C | | |
| Account 8300 - Principal | Issued 2001, Refunded 2008, Matures 2016 | 160,000 |
| Program 11A0 - 2011A Refunding 2003A | | |
| Account 8300 - Principal | Issued 2011, Matures 2021 | 160,000 |



2013 Budget

TAX INCREMENT FUND #3 – Wille Road

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|--------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Beginning Balance | (2,185,045) | (3,027,908) | (2,618,007) | (2,841,919) | (2,939,042) | (2,957,753) |
| Revenues | 763,360 | 512,292 | 406,796 | 503,893 | 561,740 | 505,689 |
| Expenses | (1,606,223) | (1,026,575) | (725,801) | (582,705) | (571,692) | (579,603) |
| Bond Proceeds, Net | | 931,940 | | | | |
| Transfers | - | (7,756) | (2,030) | (8,759) | (8,759) | (6,260) |
| Ending Balance | (3,027,908) | (2,618,007) | (2,939,042) | (2,929,490) | (2,957,753) | (3,037,927) |

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 (see attached map). 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 1-1-13 | Final Payout |
|---|--------------------|---------------------|-----------------|
| 2004B G.O. (TIF #3, Taxable) | 900,000 | 625,000 | 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 | 350,000 | 2015 |
| 2008A G.O. (refunding 2001C) | 1,241,000 | 914,000 | 2021 |
| 2010A G.O. (TIF #3, Partial refunding 2003A, 2005A) | 3,945,000 | 3,945,000 | 2028 |
| 2010B G.O. (refunding 2005E) | 11,995,000 | 6,709,294 | 2028 |
| 2011A G.O. (refunding 2003A) | 755,000 | 750,000 | 2028 |
| Total | 24,886,000 | 15,963,294 | |



2013 Budget

TAX INCREMENT FUND #3 – Wille Road

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

TOTAL TIF#3 DEBT

| Year | Principal | Interest | Total P&I |
|--------------|-------------------|------------------|-------------------|
| 2013 | 165,000 | 757,662 | 922,662 |
| 2014 | 314,000 | 768,108 | 1,082,108 |
| 2015 | 323,000 | 772,262 | 1,095,262 |
| 2016 | 167,000 | 776,693 | 943,693 |
| 2017 | 987,798 | 789,319 | 1,777,117 |
| 2018 | 1,615,561 | 764,356 | 2,379,917 |
| 2019 | 1,627,709 | 708,557 | 2,336,266 |
| 2020 | 1,615,295 | 648,154 | 2,263,449 |
| 2021 | 1,632,700 | 584,200 | 2,216,900 |
| 2022 | 1,472,128 | 518,288 | 1,990,416 |
| 2023 | 1,337,949 | 445,861 | 1,783,810 |
| 2024 | 1,300,411 | 354,425 | 1,654,836 |
| 2025 | 1,262,424 | 257,143 | 1,519,567 |
| 2026 | 1,292,319 | 153,937 | 1,446,256 |
| 2027 | 415,000 | 36,124 | 451,124 |
| 2028 | 435,000 | 18,488 | 453,488 |
| <hr/> | | | |
| Total | 15,963,294 | 8,353,576 | 24,316,870 |



The City of Des Plaines TIF District 3 Map

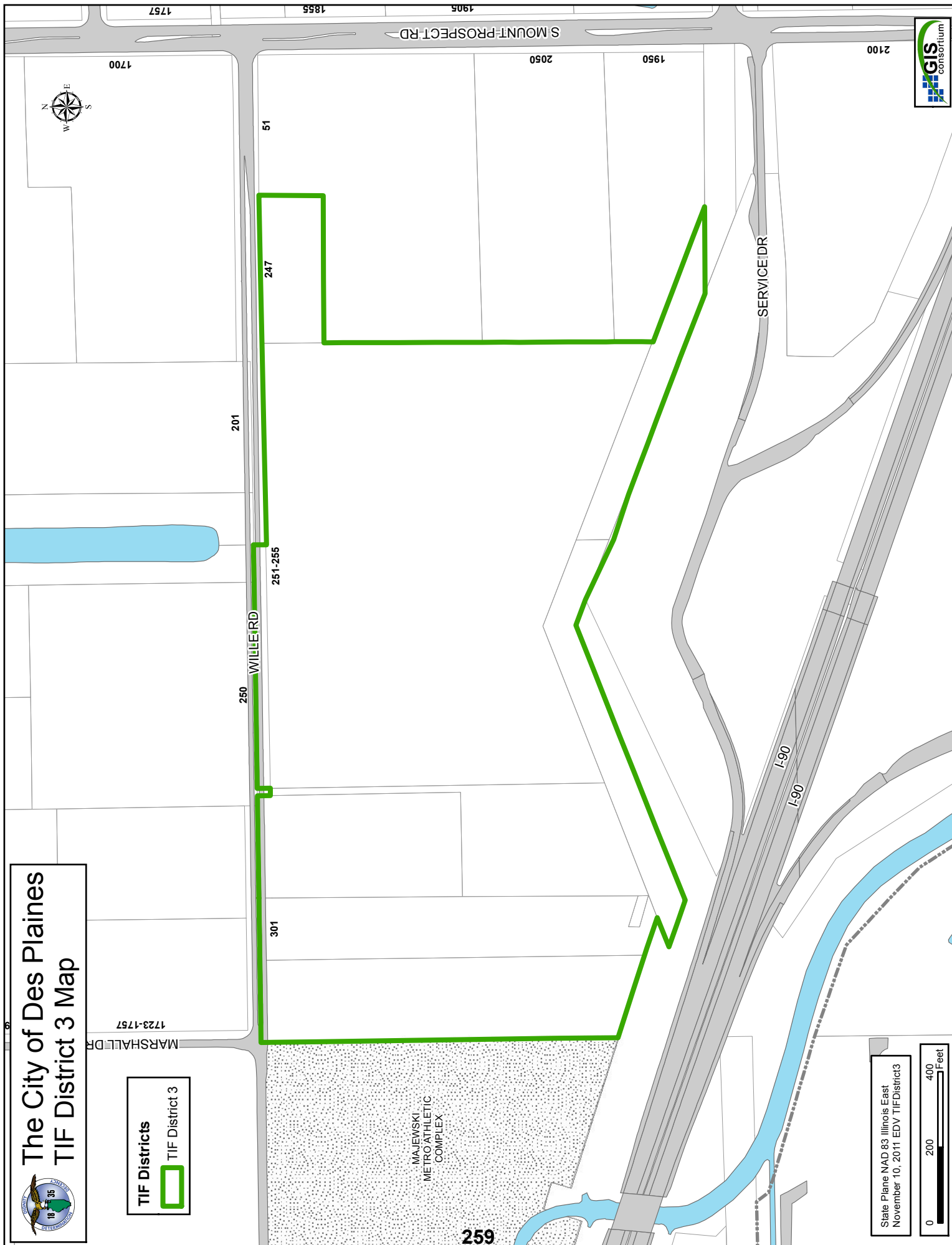
TIF Districts



TIF District 3



State Plane NAD 83 Illinois East
November 10, 2011 EDV TIFDistrict3



203 - TIF #3 Wille Road

2013 Revenues Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|-------------------------------|--|--------------------|---------------------|-----------------------|---------------------|
| <u>Property Taxes</u> | | | | | |
| 4000 | Property Taxes - Current Year Collection | 690,272 | 503,793 | 561,730 | 505,679 |
| 4005 | Property Taxes - Last Year's Collection | (129,729) | - | - | - |
| 4010 | Property Taxes - Prior Years Collection | (153,848) | - | - | - |
| | | 406,695 | 503,793 | 561,730 | 505,679 |
| <u>Interest Income</u> | | | | | |
| 4700 | Interest Income | 101 | 100 | 10 | 10 |
| | | 101 | 100 | 10 | 10 |
| Total TIF #3 Revenues | | 406,796 | 503,893 | 561,740 | 505,689 |



2013 Budget

TIF #3 – BUDGET SUMMARY

| | 2011 ACTUAL | 2012 BUDGET | 2012 PROJECTED | 2013 BUDGET |
|---------------------------|----------------|----------------|-------------------|----------------|
| Operating Expenses | 725,801 | 582,705 | 571,692 | 579,603 |
| Transfers Out | 2,030 | 8,759 | 8,759 | 6,260 |
| Total | 727,831 | 591,464 | 580,451 | 585,863 |
| <hr/> | | | | |
| Total | 727,831 | 591,464 | 580,451 | 585,863 |
| General Operations | 2,096 | 8,800 | 8,813 | 16,266 |
| Debt Service | 725,735 | 582,664 | 571,638 | 569,597 |
| <hr/> | | | | |
| 2003A bond | 32,682 | 32,700 | 0 | 0 |
| 2004B bond | 232,325 | 88,208 | 88,208 | 90,632 |
| 2005A bond | 133,215 | 133,225 | 133,225 | 133,225 |
| 2005G bond | 44,410 | 43,262 | 43,212 | 42,024 |
| 2008A Refund 2001C | 126,399 | 128,515 | 128,510 | 129,275 |
| 2010A Refund 2003A, 2005A | 156,354 | 156,404 | 156,354 | 156,379 |
| 2010B Refund 2005E | 350 | 350 | 350 | 350 |
| 2011A Refund 2003A | 0 | 0 | 21,779 | 17,712 |

203 - TIF #3 Wille Road

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 66 | 41 | 41 | 6 * |
| | | 66 | 41 | 41 | 6 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | - | - | 13 | - |
| | | - | - | 13 | - |
| <u>Other Services</u> | | | | | |
| 6195 | Miscellaneous Contractual Services | - | - | - | 10,000 * |
| | | - | - | - | 10,000 |
| <u>Subsidies and Incentives</u> | | | | | |
| 6520 | Subsidy - Economic Development | 2,030 | 8,759 | 8,759 | 6,260 * |
| | | 2,030 | 8,759 | 8,759 | 6,260 |
| Total TIF #3 Expenses - Non Program | | 2,096 | 8,800 | 8,813 | 16,266 |

203 - TIF #3 Wille Road

Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---|--------------|
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charges | 6 |
| Account:6520 - Subsidy - Economic Development | Allocation of Employee Time Spent on Projects | 6,260 |
| Account:6195 - Miscellaneous Contractual Services | Crack Sealing and Pavement Marking | 10,000 |

03AA - Tax Exempt Project

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8325 | Interest | 32,600 | 32,600 | - | - |
| 8375 | Bank/Trust/Agency Fees | 82 | 100 | - | - |
| Total 2003A Tax Exempt Project Expenses | | 32,682 | 32,700 | - | - |

04B0 - 2004B Taxable Bond

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 185,000 | 50,000 | 50,000 | 55,000 * |
| 8325 | Interest | 47,265 | 38,108 | 38,108 | 35,532 |
| 8375 | Bank/Trust/Agency Fees | 60 | 100 | 100 | 100 |
| Total 2004B Taxable Bond Expenses | | 232,325 | 88,208 | 88,208 | 90,632 |

05A0 - 2005A GO Bond

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|-------------------------------------|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8325 | Interest | 132,825 | 132,825 | 132,825 | 132,825 * |
| 8375 | Bank/Trust/Agency Fees | 390 | 400 | 400 | 400 |
| Total 2005A GO Bond Expenses | | 133,215 | 133,225 | 133,225 | 133,225 |

05G0 - 2005G Taxable Bond

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 25,000 | 25,000 | 25,000 | 25,000 * |
| 8325 | Interest | 19,000 | 17,812 | 17,812 | 16,624 |
| 8375 | Bank/Trust/Agency Fees | 410 | 450 | 400 | 400 |
| Total 2005G Taxable Bond Expenses | | 44,410 | 43,262 | 43,212 | 42,024 |

08A0 - 2008A Refunding 01C

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 76,000 | 81,000 | 81,000 | 85,000 * |
| 8325 | Interest | 50,179 | 47,290 | 47,290 | 44,050 |
| 8375 | Bank/Trust/Agency Fees | 220 | 225 | 220 | 225 |
| Total 2008A Refunding 01C Expenses | | 126,399 | 128,515 | 128,510 | 129,275 |

10A0 - 2010A Refunding 2003A/2005A

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | - | - | - | - |
| 8325 | Interest | 156,004 | 156,004 | 156,004 | 156,004 * |
| 8375 | Bank/Trust/Agency Fees | 350 | 400 | 350 | 375 |
| | | 156,354 | 156,404 | 156,354 | 156,379 |
| Total 2010A Refunding 2003A/2005A Expenses | | 156,354 | 156,404 | 156,354 | 156,379 |

10B0 - 2010B Refunding 2005E

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8375 | Bank/Trust/Agency Fees | 350 | 350 | 350 | 350 * |
| | | 350 | 350 | 350 | 350 |
| Total 2010B Refunding 2005E Expenses | | 350 | 350 | 350 | 350 |

11A0 - 2011A Refunding 2003A

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| Debt Service | | | | | |
| 8300 | Principal | - | - | 5,000 | - |
| 8325 | Interest | - | - | 16,679 | 17,612 * |
| 8375 | Bank/Trust/Agency Fees | - | - | 100 | 100 |
| Total 2011A Refunding 2003A Expenses | | - | - | 21,779 | 17,712 |

203 - TIF #3 Wille Road Debt Service Expenses

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|--|--------------|
| Program 04B0 - 2004B Taxable Bond | | |
| Account 8300 - Principal | Issued 2004, Matures 2021, Partially Refunded 2009 | 55,000 |
| Program 05A0 - 2005A GO Bond | | |
| Account 8325 - Interest | Issued 2005, Matures 2022, Partially Refunded 2010 | 132,825 |
| Program 05G0 - 2005G Taxable Bond | | |
| Account 8300 - Principal | Issued 2005, Matures 2015 | 25,000 |
| Program 08A0 - 2008A Refunding 01C | | |
| Account 8300 - Principal | Issued 2001, Refunded 2008, Matures 2021 | 85,000 |
| Program 10A0 - 2010A Refunding 2003A/2005A | | |
| Account 8325 - Interest | Issued 2010, Matures 2028, 1st Principal Pmnt 2018 | 156,004 |
| Program 10B0 - 2010B Refunding 2005E | | |
| Account 8375 - Bank/Trust/Agency F | Repayment Begins 2017, Matures 2026 | 350 |
| Program 11A0 - 2011A Refunding 2003A | | |
| Account 8325 - Interest | Issued 2011, Matures 2021 | 17,612 |



2013 Budget

TAX INCREMENT FUND #4 – Five Corners

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|-------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Beginning Balance | 25,225 | 341,416 | 612,271 | 979,506 | 1,039,830 | 588,715 |
| Revenues | 447,997 | 380,428 | 469,636 | 481,049 | 98,865 | - |
| Expenses | (131,806) | (50,155) | (6,331) | (575,925) | (504,778) | (525,896) |
| Transfers | - | (59,418) | (35,746) | (45,202) | (45,202) | (45,380) |
| Ending Balance | 341,416 | 612,271 | 1,039,830 | 839,428 | 588,715 | 17,439 |

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. The District is located near the Des Plaines River Road and Rand Road intersection (see attached map). 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.



The City of Des Plaines TIF District 4 Map



TIF Districts

-  TIF District 4
-  TIF District 1
-  TIF District 5

State Plane NAD 83 Illinois East
November 10, 2011 EDV TIFDistrict4

0 400 800 Feet



204 - TIF #4 Five Corners

2013 Revenues Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|--|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Property Taxes</u> | | | | | |
| 4000 | Property Taxes - Current Year Collection | 424,554 | 481,049 | 59,542 | - |
| 4005 | Property Taxes - Last Year's Collection | 52,580 | - | 42,950 | - |
| 4010 | Property Taxes - Prior Years Collection | (7,836) | - | (3,647) | - |
| | | 469,298 | 481,049 | 98,845 | - |
| <u>Interest Income</u> | | | | | |
| 4700 | Interest Income | 338 | - | 20 | - |
| | | 338 | - | 20 | - |
| Total TIF #4 Five Corners Revenues | | 469,636 | 481,049 | 98,865 | - |



2013 Budget

TAX INCREMENT FUND #4 – FIVE CORNERS

PERSONNEL EXHIBIT

| | | |
|--------------------|-------------|--------------|
| Department: TIF #4 | Div: TIF #4 | Div. No: 204 |
|--------------------|-------------|--------------|

| Title | Authorized Positions | | |
|---|----------------------|----------------|----------------|
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| Economic Development Coordinator | 0.25 | 0.00 | 0.00 |
| Total Full Time Equivalent (FTE) Employees: | 0.25 | 0.00 | 0.00 |

204 - TIF #4 Five Corners

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | (29) | - | - | - |
| | | (29) | - | - | - |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 66 | - | - | - |
| 5205 | IMRF Contribution | 103 | - | - | - |
| | | 169 | - | - | - |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 445 | 155 | 155 | 126 * |
| | | 445 | 155 | 155 | 126 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | - | 33,770 | 13 | 33,770 * |
| 6005 | Legal Fees | - | 10,000 | - | 10,000 * |
| | | - | 43,770 | 13 | 43,770 |
| <u>Other Services</u> | | | | | |
| 6195 | Miscellaneous Contractual Services | - | 25,000 | 7,500 | 25,000 * |
| | | - | 25,000 | 7,500 | 25,000 |
| <u>Subsidies and Incentives</u> | | | | | |
| 6520 | Subsidy - Economic Development | 35,746 | 45,202 | 45,202 | 45,380 * |
| 6630 | Incentive - Sales Tax Rebate | - | 2,000 | 2,110 | 2,000 * |
| | | 35,746 | 47,202 | 47,312 | 47,380 |
| <u>Other Expenses</u> | | | | | |
| 7550 | Miscellaneous Expenses | 2,606 | - | - | - |
| | | 2,606 | - | - | - |
| <u>Commodities</u> | | | | | |
| 7050 | Supplies - Streetscape | 3,140 | 5,000 | 5,000 | 5,000 * |
| | | 3,140 | 5,000 | 5,000 | 5,000 |
| <u>Capital Outlay</u> | | | | | |
| 8030 | Land | - | - | - | - |
| 8100 | Improvements | - | 500,000 | 490,000 | 450,000 * |
| | | - | 500,000 | 490,000 | 450,000 |
| Total TIF #4 Expenses | | 42,076 | 621,127 | 549,980 | 571,276 |

204 - TIF #4 Five Corners Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---|------------------|
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charges | 126 |
| Account:6000 - Professional Services | Business Development Marketing Plan 25% Redevelopment Agreement Review | 23,770 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 | 45,380 |
| Account:6630 - Incentive - Sales Tax Rebate | Sales Tax Rebate | 2,000 |
| Account:7050 - Supplies - Streetscape | Banners, Banner Hardware, Etc. | 5,000 |
| Account:8100 - Improvements | Water System Improvements | 450,000 |



2013 Budget

TAX INCREMENT FUND #5 – Lee & Perry

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|-------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Beginning Balance | (854,714) | 52,742 | 101,328 | 147,703 | 99,932 | 106,084 |
| Revenues | 176,446 | 169,854 | 122,086 | 105,806 | 117,290 | 105,655 |
| Expenses | (123,704) | (121,268) | (123,482) | (120,540) | (111,138) | (109,712) |
| Transfers | 854,714 | - | - | - | - | - |
| Ending Balance | 52,742 | 101,328 | 99,932 | 132,969 | 106,084 | 102,027 |

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 (see attached map). 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 #5 into a positive cash position through the duration of the district.

Debt service paid from TIF#5 include:

| | | Original Amount | Remaining 1-1-13 | Final Payout |
|-------|---------------|-----------------|---------------------|--------------|
| 2003A | G.O. (TIF #5) | 1,525,000 | 890,000 | 2021 |



2013 Budget

TAX INCREMENT FUND #5 – Lee & Perry

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

TOTAL TIF #5 DEBT

| Year | Principal | Interest | Total P&I |
|--------------|------------------|-----------------|----------------------|
| 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 |
| Total | 975,000 | 242,058 | 1,217,058 |

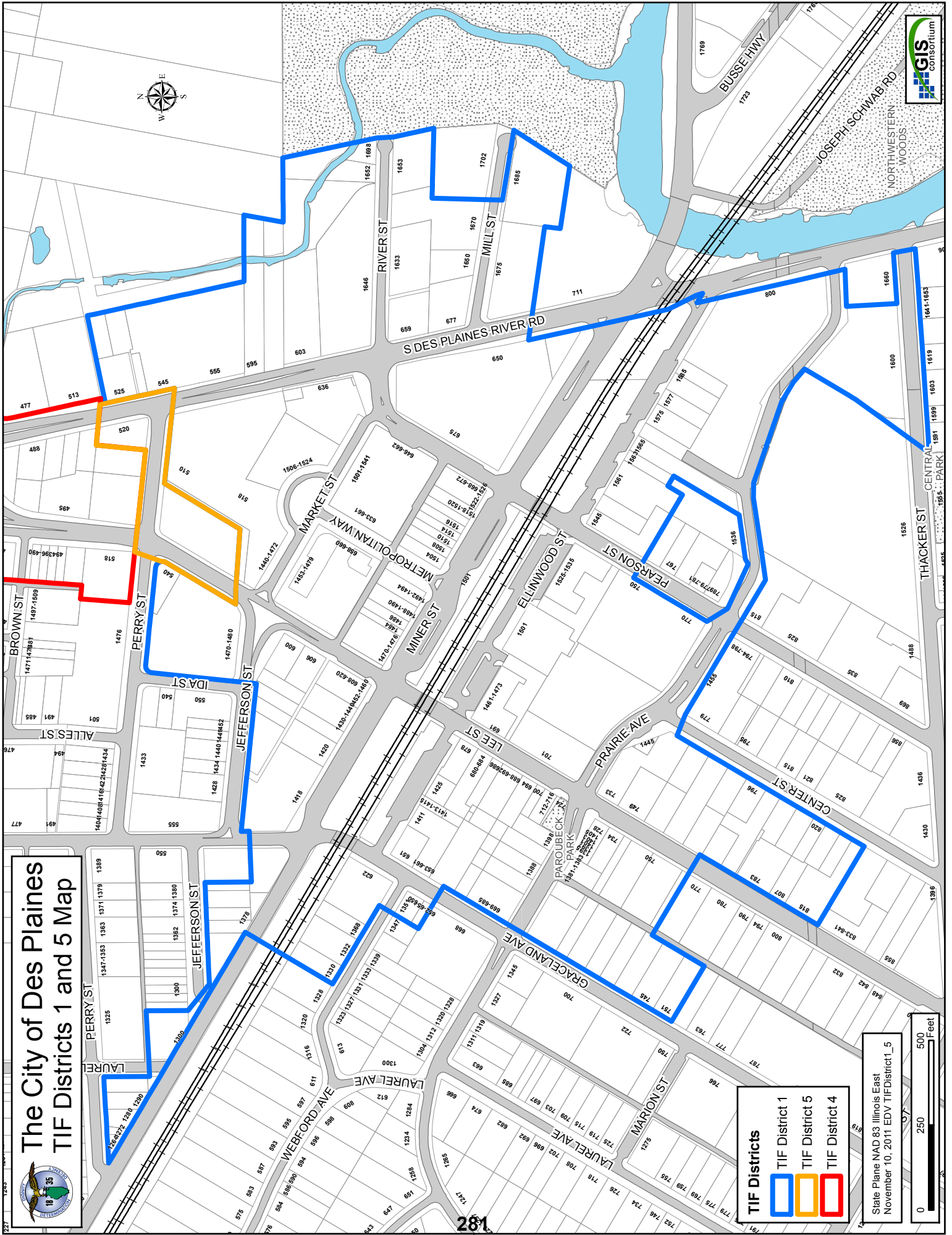


The City of Des Plaines TIF Districts 1 and 5 Map



- TIF Districts**
- TIF District 1
 - TIF District 5
 - TIF District 4

State Plane NAD 83 Illinois East
November 10, 2011 EDV TIFDistrict_5



205 - TIF #5 - Perry/Lee

2013 Revenues Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|--|--------------------|---------------------|-----------------------|---------------------|
| <u>Property Taxes</u> | | | | | |
| 4000 | Property Taxes - Current Year Collection | 122,069 | 105,806 | 117,260 | 105,655 |
| 4005 | Property Taxes - Last Year's Collection | - | - | - | - |
| | | 122,069 | 105,806 | 117,260 | 105,655 |
| <u>Interest Income</u> | | | | | |
| 4700 | Interest Income | 17 | - | 30 | - |
| | | 17 | - | 30 | - |
| Total TIF #5 Expenses - Non Program | | 122,086 | 105,806 | 117,290 | 105,655 |



2013 Budget TIF #5 – BUDGET SUMMARY

| | 2011 ACTUAL | 2012 BUDGET | 2012 PROJECTED | 2013 BUDGET |
|------------------------------|----------------|----------------|-------------------|----------------|
| Total | 123,482 | 120,540 | 110,263 | 109,712 |
| General Operations | 0 | 0 | 0 | 0 |
| Debt Service | 123,482 | 120,540 | 110,263 | 109,712 |
| 2003A Bond | 123,482 | 120,540 | 0 | 0 |
| 2011A Bond (refunding 2003A) | 0 | 0 | 110,263 | 109,712 |

205 - TIF #5 Perry/Lee

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|------------------------------------|-----------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | - | - | 875 | - |
| | | - | - | 875 | - |
| Total TIF #5 Expenses | | - | - | 875 | - |

03AA -2003A Tax Exempt Project

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 80,000 | 80,000 | - | - |
| 8325 | Interest | 43,400 | 40,440 | - | - |
| 8375 | Bank/Trust/Agency Fees | 82 | 100 | - | - |
| Total 2003A Tax Exempt Project Expenses | | 123,482 | 120,540 | - | - |

11A0 - 2011A Refunding 2003A

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| Debt Service | | | | | |
| 8300 | Principal | - | - | 90,000 | 90,000 * |
| 8325 | Interest | - | - | 20,163 | 19,612 |
| 8375 | Bank/Trust/Agency Fees | - | - | 100 | 100 |
| Total 2011A Refunding 2003A Expenses | | - | - | 110,263 | 109,712 |

205 - TIF #5 - Perry/Lee Debt Service Expenses

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---------------------------|--------------|
| Program 11A0 - 2011A Refunding 2003A | | |
| Account 8300 - Principal | Issued 2011, Matures 2021 | 90,000 |

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2013 Budget

TAX INCREMENT FUND #6 – Mannheim & Higgins

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|-------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Beginning Balance | (5,102,860) | (5,255,258) | (5,226,750) | (5,239,542) | (5,215,103) | (5,640,432) |
| Revenues | 141,655 | 152,233 | 118,961 | 99,041 | 79,832 | 27,283 |
| Expenses | (3,438,087) | (85,243) | (79,324) | (762,437) | (449,678) | (3,274,943) |
| Transfers | 3,144,034 | (38,482) | (27,990) | (55,483) | (55,483) | (62,515) |
| Ending Balance | (5,255,258) | (5,226,750) | (5,215,103) | (5,958,421) | (5,640,432) | (8,950,607) |

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 (see attached map). 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 includes:

| | Original Amount | Remaining 1-1-13 | Final Payout |
|--|-----------------|---------------------|-----------------|
| 2003A G.O. (TIF #6) | 375,000 | 225,000 | 2021 |
| 2003C G.O. (TIF #6, Taxable) | 2,250,000 | 2,040,000 | 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 | 13,298,084 | 10,298,084 | |



2013 Budget

TAX INCREMENT FUND #6 – Mannheim & Higgins

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

TOTAL TIF #6 DEBT

| Year | Principal | Interest | Total P&I |
|-------|------------|-----------|------------|
| 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 |
| Total | 10,133,848 | 4,493,200 | 14,627,048 |



The City of Des Plaines TIF District 6 Map



TIF Districts

 TIF District 6

State Plane NAD 83 Illinois East
November 10, 2011 EDV TIF District 6

0 300 600 Feet

291



206 - TIF #6 Mannheim/Higgins

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|--|--------------------|---------------------|-----------------------|---------------------|
| <u>Property Taxes</u> | | | | | |
| 4000 | Property Taxes - Current Year Collection | 103,758 | 99,041 | 65,998 | 27,283 |
| 4005 | Property Taxes - Last Year's Collection | 15,184 | - | 13,834 | - |
| | | 118,943 | 99,041 | 79,832 | 27,283 |
| <u>Interest Income</u> | | | | | |
| 4700 | Interest Income | 16 | - | - | - |
| | | 16 | - | - | - |
| Total TIF #6 Expenses - Non Program | | 118,959 | 99,041 | 79,832 | 27,283 |



2013 Budget

TIF #6 – BUDGET SUMMARY

| | 2011 ACTUAL | 2012 BUDGET | 2012 PROJECTED | 2013 BUDGET |
|---------------------------|----------------|----------------|-------------------|----------------|
| Operating Expenses | 79,323 | 762,437 | 449,678 | 3,274,943 |
| Transfers Out | 27,990 | 55,483 | 55,483 | 62,515 |
| Total | 107,313 | 817,920 | 505,161 | 3,337,458 |
| | | | | |
| Total | 107,313 | 817,920 | 505,161 | 3,337,458 |
| General Operations | 69,916 | 408,628 | 100,869 | 2,215,776 |
| Debt Service | 37,397 | 409,292 | 404,292 | 1,121,682 |
| | | | | |
| 2003A bond | 36,307 | 35,400 | 0 | 0 |
| 2003C bond | 390 | 193,192 | 193,192 | 214,368 |
| 2004B bond | 350 | 350 | 330 | 706,726 |
| 2009A Refund 2003C, 2004B | 350 | 180,350 | 180,350 | 170,350 |
| 2011A Refund 2003A | 0 | 0 | 30,420 | 30,238 |

206 - TIF #6 Mannheim/Higgins

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 66 | - | - | - |
| 5205 | IMRF Contribution | 103 | - | - | - |
| | | 169 | - | - | - |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 198 | 145 | 145 | 209 * |
| | | 198 | 145 | 145 | 209 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | 21,849 | 28,000 | 20,000 | 28,000 * |
| 6005 | Legal Fees | 17,194 | 25,000 | 25,000 | 25,000 |
| | | 39,043 | 53,000 | 45,000 | 53,000 |
| <u>Other Services</u> | | | | | |
| 6100 | Publication of Notices | 2,487 | - | 189 | - |
| 6195 | Miscellaneous Contractual Services | - | 100,000 | - | 100,000 * |
| | | 2,487 | 100,000 | 189 | 100,000 |
| <u>Subsidies and Incentives</u> | | | | | |
| 6520 | Subsidy - Economic Development | 27,990 | 55,483 | 55,483 | 62,515 * |
| | | 27,990 | 55,483 | 55,483 | 62,515 |
| <u>Other Expenses</u> | | | | | |
| 7500 | Postage & Parcel | 30 | - | 52 | 52 |
| | | 30 | - | 52 | 52 |
| <u>Capital Outlay</u> | | | | | |
| 8100 | Improvements | - | 200,000 | - | 2,000,000 * |
| | | - | 200,000 | - | 2,000,000 |
| Program Total: Non Program | | 69,916 | 408,628 | 100,869 | 2,215,776 |

206 - TIF #6 Mannheim/Higgins Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---|--------------|
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charges | 209 |
| Account:6000 - Professional Services | Annual TIF Report | 3,000 |
| | Audit | 2,500 |
| | Review of Development Agreements &TIF Monito | 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 | 62,515 |
| Account:8100 - Improvements | Street and Bridge Improvements | 1,500,000 |
| | Watermain Crossing Installation/Construction | 500,000 |

03AA -2003A Tax Exempt Project

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 25,000 | 25,000 | - | - |
| 8325 | Interest | 11,225 | 10,300 | - | - |
| 8375 | Bank/Trust/Agency Fees | 82 | 100 | - | - |
| Total 2003A Tax Exempt Project Expenses | | 36,307 | 35,400 | - | - |

03C0 - 2003C Taxable Bond

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | - | 75,000 | 75,000 | 100,000 * |
| 8325 | Interest | - | 117,742 | 117,742 | 113,918 |
| 8375 | Bank/Trust/Agency Fees | 390 | 450 | 450 | 450 |
| Total 2003C Taxable Bond Expenses | | 390 | 193,192 | 193,192 | 214,368 |

04B0 - 2004B Taxable Bond

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | - | - | - | 430,000 * |
| 8325 | Interest | - | - | - | 276,376 |
| 8375 | Bank/Trust/Agency Fees | 350 | 350 | 330 | 350 |
| Total 2004B Taxable Bond Expenses | | 350 | 350 | 330 | 706,726 |

09A0 - 2009A Refunding 2003C/2004B

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | - | 180,000 | 180,000 | 170,000 * |
| 8375 | Bank/Trust/Agency Fees | 350 | 350 | 350 | 350 |
| Program Total: 2009A Refunding 2003C/2004B | | 350 | 180,350 | 180,350 | 170,350 |

11A0 - 2011A Refunding 2003A

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| Debt Service | | | | | |
| 8300 | Principal | - | - | 25,000 | 25,000 * |
| 8325 | Interest | - | - | 5,120 | 4,938 |
| 8375 | Bank/Trust/Agency Fees | - | - | 300 | 300 |
| Total 2011A Refunding 2003A Expenses | | - | - | 30,420 | 30,238 |

206 - TIF #6 Mannheim/Higgins Debt Service Expenses

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|--|-----------------|
| Program 03C0 - 2003C Taxable Bond | | |
| Account 8300 - Principal | Issued 2003, Matures 2021, Partially Refunded 2009 | 100,000 |
| Program 04B0 - 2004B Taxable Bond | | |
| Account 8300 - Principal | Issued 2004, Matures 2021, Partially Refunded 2009 | 430,000 |
| Program 09A0 - 2009A Refunding 2003C/2004B | | |
| Account 8300 - Principal | Issued 2003, Matures 2023 | 170,000 |
| Program 11A0 - 2011A Refunding 2003A | | |
| Account 8300 - Principal | Issued 2011, Matures 2021 | 25,000 |

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2013 Budget MOTOR FUEL TAX FUND

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|-------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Beginning Balance | 323,048 | 152,203 | 624,128 | 294,452 | 460,013 | 506,704 |
| Revenues | 1,534,633 | 2,509,923 | 1,722,199 | 1,450,500 | 1,701,191 | 1,700,941 |
| Expenses | (1,705,478) | (2,037,998) | (1,886,314) | (1,529,500) | (1,654,500) | (1,928,909) |
| Ending Balance | 152,203 | 624,128 | 460,013 | 215,452 | 506,704 | 278,736 |

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

2013 Revenues Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--------------------------------------|-----------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Intergovernmental</u> | | | | | |
| 4225 | Motor Fuel Tax Allotment | 1,466,742 | 1,450,000 | 1,425,000 | 1,425,000 |
| 4230 | MFT - High Growth Allotment | - | - | 20,482 | 20,482 |
| 4235 | MFT - JOBS Now Program | 254,959 | - | 254,959 | 254,959 |
| | | 1,721,701 | 1,450,000 | 1,700,441 | 1,700,441 |
| <u>Interest Income</u> | | | | | |
| 4700 | Interest Income | 497 | 500 | 750 | 500 |
| | | 497 | 500 | 750 | 500 |
| Total Motor Fuel Tax Revenues | | 1,722,198 | 1,450,500 | 1,701,191 | 1,700,941 |

230 - Motor Fuel Tax

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget | |
|---------------------------------------|--------------------------|--------------------|---------------------|-----------------------|---------------------|---|
| <u>Contractual Services</u> | | | | | | |
| 6000 | Professional Services | 19,395 | 50,000 | 32,000 | 40,000 | * |
| | | 19,395 | 50,000 | 32,000 | 40,000 | |
| <u>Other Services</u> | | | | | | |
| 6155 | Sidewalk Improvements | - | - | - | 200,000 | * |
| 6160 | Street Crack Filling | - | 30,000 | - | 30,000 | * |
| 6165 | Street Pavement Markings | 26,788 | 30,000 | 30,000 | 40,000 | * |
| | | 26,788 | 60,000 | 30,000 | 270,000 | |
| <u>Repairs and Maintenance</u> | | | | | | |
| 6330 | R&M Traffic Signals | 48,190 | 37,500 | 37,500 | 37,500 | * |
| | | 48,190 | 37,500 | 37,500 | 37,500 | |
| <u>Commodities</u> | | | | | | |
| 7140 | Electricity | 290,656 | 282,000 | 220,000 | 232,000 | * |
| 7160 | Ice Control | 245,611 | 300,000 | 300,000 | 250,000 | * |
| | | 536,267 | 582,000 | 520,000 | 482,000 | |
| <u>Capital Outlay</u> | | | | | | |
| 8100 | Improvements | 1,255,674 | 800,000 | 1,035,000 | 1,099,409 | * |
| | | 1,255,674 | 800,000 | 1,035,000 | 1,099,409 | |
| Total Motor Fuel Tax Expenses | | 1,886,314 | 1,529,500 | 1,654,500 | 1,928,909 | |

230 - Motor Fuel Tax Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---|--------------|
| Account:6000 - Professional Services | Soil & Material Testing | 40,000 |
| Account:6155 - Sidewalk Improvements | Sidewalk Replacement - Additional Funding | 200,000 |
| Account:6160 - Street Crack Filling | Crack Filling | 30,000 |
| Account:6165 - Street Pavement Markings | Street Pavement Marking | 40,000 |
| Account:6330 - R&M Traffic Signals | State Treasurer, Cook County Highway | 37,500 |
| Account:7140 - Electricity | Street Lights | 200,000 |
| | Traffic Signals | 32,000 |
| Account:7160 - Ice Control | De-Icing Materials for Streets | 250,000 |
| Account:8100 - Improvements | Alley Reconstruction | 423,742 |
| | Curb Improvements | 225,000 |
| | Street Rehabilitation | 450,667 |



2013 Budget CDBG FUND

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|-------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Beginning Balance | 112,745 | 71,963 | 83,606 | 99,656 | 109,110 | 93,060 |
| Revenues | 451,649 | 310,055 | 345,429 | 413,051 | 399,663 | 283,171 |
| Expenses | (492,431) | (298,412) | (319,925) | (429,101) | (415,713) | (283,171) |
| Ending Balance | 71,963 | 83,606 | 109,110 | 83,606 | 93,060 | 93,060 |

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 2012 (October 1, 2012 – September 30, 2013) will be \$269,783. 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 2012 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.



2013 Budget

**COMMUNITY AND ECONOMIC DEVELOPMENT –
COMMUNITY DEVELOPMENT BLOCK GRANT**

PERSONNEL EXHIBIT

| | | |
|-----------------|-----------|--------------|
| Department: CED | Div: CDBG | Div. No: 240 |
|-----------------|-----------|--------------|

| Title | Authorized Positions | | |
|---------------------------------------|----------------------|----------------|----------------|
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| Associate Planner * | 0.75 | 0.75 | 0.75 |
| Full Time Equivalent (FTE) Employees: | 0.75 | 0.75 | 0.75 |

* Associate Planner position is funded at 13.5% from General Fund Planning and Zoning

240 - CDBG

2013 Revenues Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------|-----------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Intergovernmental</u> | | | | | |
| 4250 | CDBG | 337,329 | 413,051 | 399,663 | 283,171 * |
| | | 337,329 | 413,051 | 399,663 | 283,171 |
| <u>Miscellaneous</u> | | | | | |
| 4849 | Miscellaneous Revenue | 8,100 | - | - | - |
| | | 8,100 | - | - | - |
| Total CDBG Revenues | | 345,429 | 413,051 | 399,663 | 283,171 |

240 - CDBG

Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|----------------------|-----------------|--------------|
| Account: 4250 - CDBG | 2012 Allocation | 13,388 |
| | 2013 Allocation | 269,783 |

240 - CDBG

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|---------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 54,947 | 44,375 | 44,375 | 40,727 |
| | | 54,947 | 44,375 | 44,375 | 40,727 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 4,402 | 3,405 | 3,405 | 3,116 |
| 5205 | IMRF Contribution | 7,166 | 6,267 | 6,267 | 6,044 |
| 5220 | PPO Insurance Contribution | 6,303 | 4,479 | - | - |
| 5225 | HMO Insurance Contribution | - | - | 4,479 | 3,807 |
| 5230 | Dental Insurance Contribution | 319 | 237 | 237 | 218 |
| 5235 | Life Insurance Contribution | 97 | 51 | 51 | 44 |
| 5240 | Workers Compensation | 114 | 89 | 89 | - |
| 5245 | Unemployment Compensation | 77 | - | - | - |
| | | 18,478 | 14,528 | 14,528 | 13,229 |
| <u>Other Services</u> | | | | | |
| 6100 | Publication of Notices | 281 | 400 | 500 | - |
| 6110 | Printing Services | 49 | 100 | 50 | - |
| 6120 | Recording Fees | - | 500 | 500 | - |
| | | 330 | 1,000 | 1,050 | - |
| <u>Subsidies and Incentives</u> | | | | | |
| 6555 | Subsidy - Emergency Shelter | 875 | 500 | 500 | 440 * |
| 6560 | Subsidy - Shared Housing | 7,250 | 6,500 | 6,500 | 5,720 * |
| 6565 | Subsidy - Day Care Assistance | 7,664 | 7,664 | 7,664 | 7,051 * |
| 6570 | Subsidy - Residential Rehab | 107,053 | 113,625 | 106,125 | 108,475 * |
| 6575 | Subsidy - Public Facility Rehab | 2,789 | 200 | 200 | 100 * |
| 6580 | Subsidy - Housing Counsel | 5,000 | 5,000 | 5,000 | 4,600 * |
| 6585 | Subsidy - Homeless Prevention | 7,500 | 7,500 | 7,500 | 6,825 * |
| 6590 | Subsidy - Employment Counseling | 7,468 | 6,500 | 6,500 | 5,720 * |
| 6595 | Subsidy - Affordable Housing | 1,940 | 1,940 | 1,940 | 1,785 * |
| 6600 | Subsidy - Transitional Housing | 8,625 | 6,000 | 6,000 | 5,540 * |
| 6602 | Subsidy - Rental Assistance | 4,395 | 3,161 | 3,161 | 2,686 * |
| | | 160,559 | 158,590 | 151,090 | 148,942 |
| <u>Other Expenses</u> | | | | | |
| 7500 | Postage & Parcel | 25 | 50 | - | - |
| | | 25 | 50 | - | - |
| <u>Capital Outlay</u> | | | | | |
| 8100 | Improvements | 85,584 | 210,558 | 204,670 | 80,273 * |
| | | 85,584 | 210,558 | 204,670 | 80,273 |
| Department Total: Non Departmental | | 319,923 | 429,101 | 415,713 | 283,171 |

240 - CDBG

Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|--|--|--------------|
| Account:6555 - Subsidy - Emergency Shelter | Emergency Shelter - The Harbor, Inc. | 440 |
| Account:6560 - Subsidy - Shared Housing | Center of Concern | 5,720 |
| Account:6565 - Subsidy - Day Care Assistance | CEDA Northwest | 7,051 |
| Account:6570 - Subsidy - Residential Rehab | Emergency/Handyman Repair Grants-PY 11 | 7,500 |
| | First Time Home Buyer Program | 11,500 |
| | Home Repair Inspections | 3,000 |
| | Home Repair Program - Single Family | 82,800 |
| | Lead Based Paint Inspections | 3,675 |
| Account:6575 - Subsidy - Public Facility Rehab | Emergency Shelter - City of Des Plaines | 100 |
| Account:6580 - Subsidy - Housing Counsel | CEDA Northwest - Fair Housing | 4,600 |
| Account:6585 - Subsidy - Homeless Prevention | Center of Concern - Homeless Prevention | 6,825 |
| Account:6590 - Subsidy - Employment Counseling | CEDA Northwest - Employment Counseling | 5,720 |
| Account:6595 - Subsidy - Affordable Housing | CEDA Northwest - Transitional Housing Counseling | 1,785 |
| Account:6600 - Subsidy - Transitional Housing | Women in Need Growing Stronger | 5,540 |
| Account:6602 - Subsidy - Rental Assistance | CEDA Northwest - Rental Assistance | 2,686 |
| Account:8100 - Improvements | Infrastructure | 54,385 |
| | Infrastructure - Balance PY 2011 | 5,888 |
| | Public Facilities | 20,000 |



2013 Budget GRANT FUNDED PROJECTS

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|-------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Beginning Balance | - | - | (327,477) | 153,995 | (319,558) | - |
| Revenues | - | 574,120 | 1,940,197 | 443,489 | 835,160 | 1,547,186 |
| Expenses | - | (1,065,658) | (2,115,513) | (1,026,259) | (538,113) | (1,819,190) |
| Transfers | - | 164,061 | 183,235 | 578,223 | 22,511 | 272,004 |
| Ending Balance | - | (327,477) | (319,558) | 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

2013 Revenues Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|-------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Intergovernmental</u> | | | | | |
| 4260 | Federal Grants | 1,466,782 | 443,489 | 717,963 | 1,122,186 * |
| 4270 | State Grants | 466,915 | - | 88,992 | 425,000 * |
| 4280 | Local Grants | 6,500 | - | 28,205 | - |
| | | 1,940,197 | 443,489 | 835,160 | 1,547,186 |
| <u>Other Financing Sources</u> | | | | | |
| 4900 | Transfer from General Fund | 7,700 | 81,814 | 3,493 | - |
| 4901 | Transfer from TIF #1 Downtown Fund | - | 285,294 | - | - |
| 4940 | Transfer from Capital Projects Fund | 175,535 | 211,115 | 19,018 | 272,004 * |
| | | 183,235 | 578,223 | 22,511 | 272,004 |
| Total Grant Projects Revenues | | 2,123,431 | 1,021,712 | 857,671 | 1,819,190 |

250 - Grant Projects

Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|--|--|--------------|
| Account:4260 - Federal Grants | Congestion Mitigation Air Quality Grant | 970,986 |
| | Customs & DEA Overtime Reimbursement | 36,000 |
| | Illinois Transportation Enhancement Program | 115,200 |
| Account:4270 - State Grants | Department of Commerce and Economic Opportunity | 425,000 |
| Account:4940 - Transfer from Capital Proj Fund | City's 20% Match - CMAQ Central Rd Bike Lane Impr. | 118,400 |
| | City's 20% Match- CMAQ Ballard Road Sidewalk | 107,000 |
| | City's 20% Match- CMAQ Pedestrian Medians | 17,804 |
| | City's 20% Match- ITEP Rand Road Enhancement | 28,800 |

2510 - Public Safety Grants

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 29,314 | - | - | - |
| 5015 | Overtime - Supervisory | 37,475 | - | - | - |
| 5020 | Overtime - Non Supervisory | 135,375 | 134,753 | 31,234 | 36,000 |
| | | 202,164 | 134,753 | 31,234 | 36,000 |
| <u>Other Employee Costs</u> | | | | | |
| 5325 | Training | 2,001 | - | 890 | - |
| | | 2,001 | - | 890 | - |
| <u>Other Services</u> | | | | | |
| 6195 | Miscellaneous Contractual Services | 1,393 | - | - | - |
| | | 1,393 | - | - | - |
| <u>Repairs and Maintenance</u> | | | | | |
| 6305 | R&M Equipment | 7,600 | - | 1,250 | - |
| | | 7,600 | - | 1,250 | - |
| <u>Commodities</u> | | | | | |
| 7010 | Supplies - Community Relations | 3,867 | - | 1,343 | - |
| 7120 | Gasoline | 65 | - | - | - |
| 7200 | Other Supplies | 8,803 | - | 8,160 | - |
| 7300 | Uniforms | - | - | 1,183 | - |
| 7320 | Equipment < \$5,000 | 4,000 | - | - | - |
| | | 16,735 | - | 10,686 | - |
| <u>Other Expenses</u> | | | | | |
| 7550 | Miscellaneous Expenses | - | - | 90 | - |
| | | - | - | 90 | - |
| <u>Capital Outlay</u> | | | | | |
| 8000 | Computer Software | 3,486 | - | - | - |
| 8005 | Computer Hardware | 51,314 | - | 251 | - |
| 8015 | Equipment | 10,000 | - | - | - |
| | | 64,800 | - | 251 | - |
| Total Public Safety Grants Expenses | | 294,692 | 134,753 | 44,401 | 36,000 |

2520 - Capital Grants

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--------------------------------------|-----------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | 17,124 | 496,409 | 97,950 | 124,000 * |
| | | 17,124 | 496,409 | 97,950 | 124,000 |
| <u>Capital Outlay</u> | | | | | |
| 8100 | Improvements | 1,228,650 | - | 168,494 | 1,659,190 * |
| | | 1,228,650 | - | 168,494 | 1,659,190 |
| Total Capital Grants Expenses | | 1,245,774 | 496,409 | 266,444 | 1,783,190 |

2520 - Capital Grants

Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|--------------------------------------|---|--------------|
| Account:6000 - Professional Services | CMAQ - Central Road Bike Lane Improvements | 57,000 |
| | CMAQ- Ballard Road Sidewalk | 50,000 |
| | ITEP- Rand Road Enhancement | 17,000 |
| Account:8100 - Improvements | CMAQ- Ballard Road Sidewalk | 483,000 |
| | CMAQ- Central Road Bike Lane Improvement | 535,000 |
| | CMAQ- Refuge Medians | 89,190 |
| | DCEO- Stormwater Master Plan Area #3 Rehabilitation | 425,000 |
| | ITEP- Rand Road Enhancement | 127,000 |

2530 - Other Grants

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|------------------------------------|-------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | 59,483 | 391,604 | 37,498 | - |
| 6025 | Administrative Services | 2,250 | 3,493 | 3,493 | - |
| | | 61,733 | 395,097 | 40,991 | - |
| <u>Other Services</u> | | | | | |
| 6175 | Tree Plantings | - | - | 30,000 | - |
| | | - | - | 30,000 | - |
| <u>Commodities</u> | | | | | |
| 7055.051 | Street Sign Supplies | - | - | 1,469 | - |
| 7310 | Publications | 844 | - | 102 | - |
| 7320 | Equipment < \$5,000 | 4,002 | - | 658 | - |
| | | 4,846 | - | 2,229 | - |
| <u>Capital Outlay</u> | | | | | |
| 8015 | Equipment | 12,000 | - | - | - |
| 8100 | Improvements | 496,470 | - | 154,048 | - |
| | | 508,470 | - | 154,048 | - |
| Total Other Grants Expenses | | 575,049 | 395,097 | 227,268 | - |

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2013 Budget GAMING TAX FUND

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|-------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Beginning Balance | - | - | - | 10,097,000 | 3,698,083 | 10,304,083 |
| Revenues | - | - | 10,820,440 | 16,800,000 | 21,010,000 | 19,010,000 |
| Expenses | - | - | (7,122,357) | (12,720,000) | (14,404,000) | (13,604,000) |
| Transfers | - | - | - | - | - | (3,600,000) |
| Ending Balance | - | - | 3,698,083 | 14,177,000 | 10,304,083 | 12,110,083 |

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.

Annual Casino Revenue

| | | 2011 | 2012 Estimate | 2013 Estimate |
|-------------------------------|----------------|-------------|------------------|------------------|
| Revenues * | | 10,819,591 | 21,010,000 | 19,010,000 |
| State of Illinois Share | \$10M Annually | (4,657,534) | (10,000,000) | (10,000,000) |
| Remaining Amount | | 6,162,057 | 11,010,000 | 9,010,000 |
| | | | | |
| Benefitting Communities Share | 40% | 2,464,823 | 4,404,000 | 3,604,000 |
| | | | | |
| City of Des Plaines Share | 60% | 3,697,234 | 6,606,000 | 5,406,000 |

* Revenue variance in 2011 Actual from above chart is due to interest income

270 - Gaming Tax

2013 Revenues Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|----------------------------------|-------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Other Taxes</u> | | | | | |
| 4130 | Gaming Tax - Wagering | 8,873,696 | 14,400,000 | 17,500,000 | 16,500,000 |
| 4135 | Gaming Tax - Admissions | 1,945,895 | 2,400,000 | 3,500,000 | 2,500,000 |
| | | 10,819,591 | 16,800,000 | 21,000,000 | 19,000,000 |
| <u>Interest Income</u> | | | | | |
| 4700 | Interest Income | 849 | - | 10,000 | 10,000 |
| | | 849 | - | 10,000 | 10,000 |
| Total Gaming Tax Revenues | | 10,820,440 | 16,800,000 | 21,010,000 | 19,010,000 |

270 - Gaming Tax

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|------------------------------------|-----------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Other Expenses</u> | | | | | |
| 7600 | Cont Obligation - State Payments | 4,657,534 | 10,000,000 | 10,000,000 | 10,000,000 |
| 7650 | Cont Obligation - Municipalities | 2,464,823 | 2,720,000 | 4,404,000 | 3,604,000 |
| | | 7,122,357 | 12,720,000 | 14,404,000 | 13,604,000 |
| <u>Other Financing Uses</u> | | | | | |
| 9400 | Transfer to Capital Projects Fund | - | - | - | 3,600,000 * |
| | | - | - | - | 3,600,000 |
| Total Gaming Tax Expenses | | 7,122,357 | 12,720,000 | 14,404,000 | 17,204,000 |

270 - Gaming Tax

Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|--|---|--------------|
| Account:9400 - Transfer to Capital Projects Fund | Transfer to Capital Projects for Improvements | 2,400,000 |
| | Transfer to Capital Projects for Debt Repayment | 1,200,000 |



2013 Budget DEBT SERVICE FUNDS

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|-------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Beginning Balance | \$330,946 | \$345,602 | \$377,067 | \$376,101 | \$420,701 | \$420,201 |
| Revenues | 1,273,290 | 1,252,822 | 4,820,766 | 206,860 | 108,250 | 105,400 |
| Expenditures | (1,440,332) | (1,394,625) | (5,734,007) | (207,460) | (108,750) | (105,900) |
| Transfers | 181,698 | 173,268 | 956,875 | - | - | - |
| Ending Balance | \$345,602 | \$377,067 | \$420,701 | \$375,501 | \$420,201 | \$419,701 |

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 |
|--|------------------------------|--------------------------------|-----------------------------|--------------------------------|------------|
| Total Debt Outstanding - Principal only | | | | | |
| Balance Jan. 1, 2013 | 800,000 | 19,705,000 | 37,425,758 | 365,000 | 58,295,758 |
| 2013 Debt Service | | | | | |
| Principal | 75,000 | 3,365,000 | 2,190,000 | 365,000 | 5,995,000 |
| Interest | 30,400 | 821,211 | 1,231,733 | 14,600 | 2,097,944 |
| Total | 105,400 | 4,186,211 | 3,421,733 | 379,600 | 8,092,944 |

The below bond issue is paid by property taxes:

| YEAR OF ISSUE | TYPE | ORIGINAL AMOUNT ISSUED | BALANCE JAN. 1, 2013 |
|------------------|------------------------------------|------------------------------|-------------------------|
| 2007B | G.O. (partial Refunding 2001B) | 1,150,000 | 800,000 |
| | Total Supported by Property | 1,150,000 | 800,000 |



2013 Budget DEBT SERVICE FUNDS

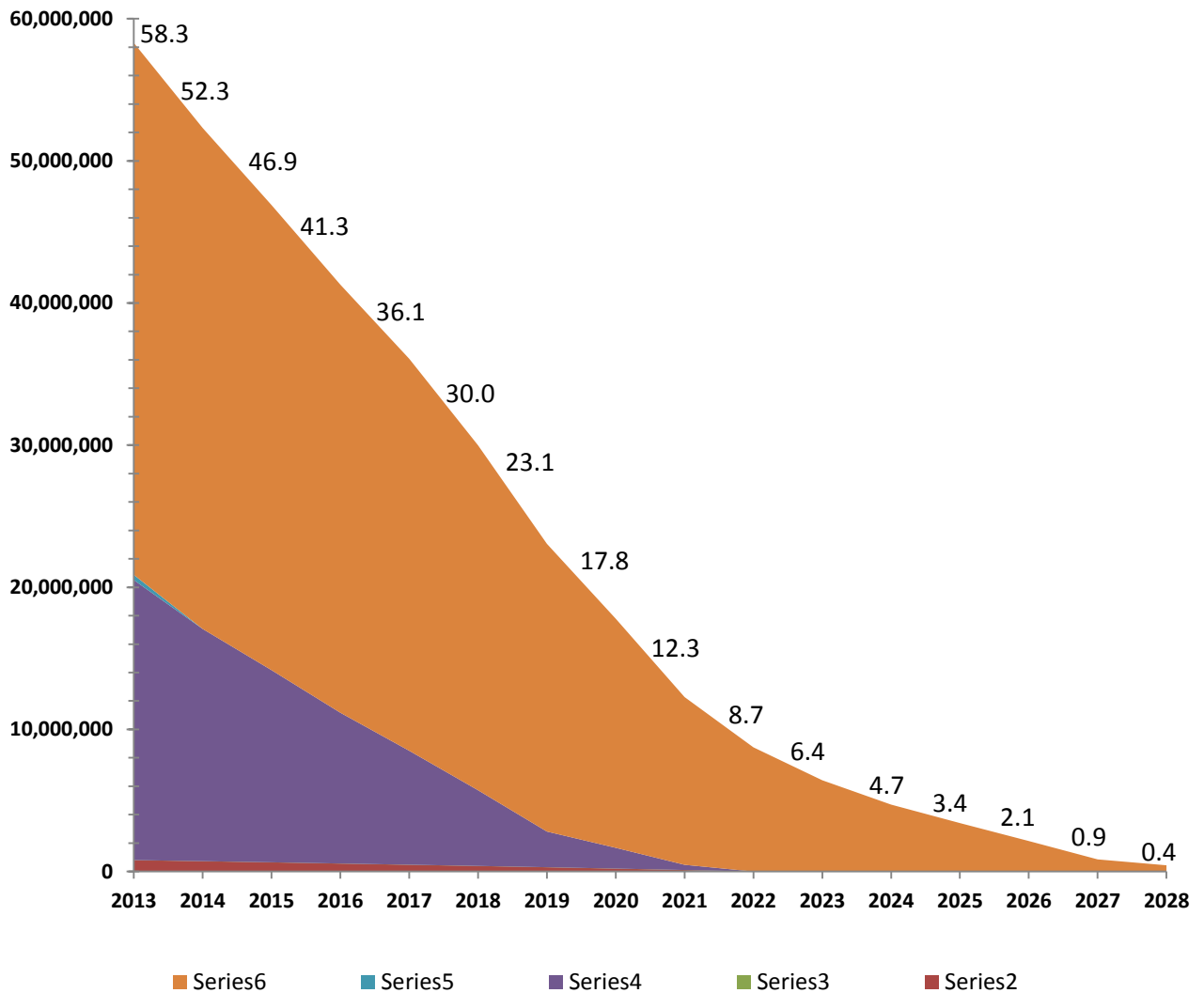
The below bond issues are paid from special revenue:

| YEAR OF ISSUE | TYPE | ORIGINAL AMOUNT ISSUED | BALANCE JAN. 1, 2013 |
|---|---|------------------------------|-------------------------|
| 2003C | G.O. (TIF #6 Taxable) | 2,250,000 | 2,040,000 |
| 2004A | G.O. (TIF#1, CIP) | 8,400,000 | 4,890,000 |
| 2004B | G.O. (TIF #3, TIF #6, partial refund w/2009A) | 8,900,000 | 5,485,000 |
| 2005A | G.O. (TIF #3) | 5,550,000 | 2,670,000 |
| 2005C | G.O. (Refunding 1997B, Water) | 2,330,000 | 365,000 |
| 2005D | G.O. (Refunding 1998, CIP) | 14,650,000 | 8,660,000 |
| 2005E | G.O. (TIF #1, TIF #3, CIP) | 12,800,000 | 4,675,000 |
| 2005F | G.O. (TIF #1 taxable) | 4,725,000 | 3,380,000 |
| 2005G | G.O. (TIF #3 taxable) | 500,000 | 350,000 |
| 2007A | G.O. (Refunding 2000, 2001A, CIP) | 6,065,000 | 4,020,000 |
| 2007B | G.O. (Refunding 2001B, TIF #1) | 510,000 | 250,000 |
| 2008A | G.O. (Refunding 2001C, TIF #1, TIF #3) | 2,575,000 | 1,580,000 |
| 2009A | G.O. (Partial refund 2003C, 2004B, TIF #6) | 5,430,000 | 3,341,464 |
| 2009B | G.O. (Refunding 1999, CIP) | 4,175,000 | 1,875,000 |
| 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 | 6,709,294 |
| 2011A | G.O. (Ref 03A, TIF #1, TIF#3, TIF #5, TIF #6) | 3,540,000 | 3,260,000 |
| Total G.O. Bonds | | 92,455,760 | 57,495,758 |
| 2002 | TIF Revenue Note | 462,389 | 261,560 |
| 2003 | TIF Revenue Note | 471,000 | 276,692 |
| Total Revenue Notes | | 933,389 | 538,252 |
| Total Supported by Special Revenue | | | \$58,034,010 |



2013 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 \$58.3 million as of December 31, 2012 will be reduced to \$17.8 million by 2020. All current debt will be retired by the end of 2028.



2013 Budget LONG-TERM DEBT

Principal Amount Outstanding by Type

| Year | Property Tax | Special Revenue | Capital Projects | Water | TIF | Total |
|------|--------------|-----------------|------------------|---------|------------|------------|
| 2013 | 800,000 | 0 | 19,705,000 | 365,000 | 37,425,758 | 58,295,758 |
| 2014 | 725,000 | 0 | 16,340,000 | 0 | 35,246,843 | 52,311,843 |
| 2015 | 645,000 | 0 | 13,520,000 | 0 | 32,722,958 | 46,887,958 |
| 2016 | 560,000 | 0 | 10,610,000 | 0 | 30,118,214 | 41,288,214 |
| 2017 | 475,000 | 0 | 8,020,000 | 0 | 27,581,092 | 36,076,092 |
| 2018 | 390,000 | 0 | 5,325,000 | 0 | 24,270,348 | 29,985,348 |
| 2019 | 300,000 | 0 | 2,510,000 | 0 | 20,247,085 | 23,057,085 |
| 2020 | 205,000 | 0 | 1,460,000 | 0 | 16,119,679 | 17,784,679 |
| 2021 | 105,000 | 0 | 365,000 | 0 | 11,800,967 | 12,270,967 |
| 2022 | 0 | 0 | 0 | 0 | 8,734,594 | 8,734,594 |
| 2023 | 0 | 0 | 0 | 0 | 6,418,235 | 6,418,235 |
| 2024 | 0 | 0 | 0 | 0 | 4,705,154 | 4,705,154 |
| 2025 | 0 | 0 | 0 | 0 | 3,404,743 | 3,404,743 |
| 2026 | 0 | 0 | 0 | 0 | 2,142,319 | 2,142,319 |
| 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 \$14 per capita as of December 31, 2012. Total City debt, not inclusive of the TIF debt is at \$358 per capita as of December 31, 2012 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.



2013 Budget
LONG-TERM DEBT

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

TOTAL CITY DEBT

| Year | Principal | Interest | Total P&I |
|--------------|-------------------|-------------------|----------------------|
| 2013 | 5,983,915 | 2,635,381 | 8,619,296 |
| 2014 | 5,423,885 | 2,416,567 | 7,840,452 |
| 2015 | 5,599,744 | 2,228,375 | 7,828,119 |
| 2016 | 5,212,122 | 2,028,533 | 7,240,655 |
| 2017 | 6,090,744 | 1,823,811 | 7,914,555 |
| 2018 | 6,928,263 | 1,573,956 | 8,502,219 |
| 2019 | 5,272,406 | 1,279,183 | 6,551,589 |
| 2020 | 5,513,712 | 1,055,903 | 6,569,615 |
| 2021 | 3,536,373 | 810,095 | 4,346,468 |
| 2022 | 2,316,359 | 644,190 | 2,960,549 |
| 2023 | 1,713,081 | 487,262 | 2,200,343 |
| 2024 | 1,300,411 | 354,425 | 1,654,836 |
| 2025 | 1,262,424 | 257,143 | 1,519,567 |
| 2026 | 1,292,319 | 153,937 | 1,446,256 |
| 2027 | 415,000 | 36,124 | 451,124 |
| 2028 | 435,000 | 18,488 | 453,488 |
| Total | 58,295,758 | 17,803,372 | 76,099,130 |

300 - Debt Service Fund

2013 Revenues Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|--|--------------------|---------------------|-----------------------|---------------------|
| <u>Property Taxes</u> | | | | | |
| 4000 | Property Taxes - Current Year Collection | 1,210,460 | 206,860 | 108,250 | 105,400 |
| 4005 | Property Taxes - Last Year's Collection | 27,132 | - | - | - |
| 4010 | Property Taxes - Prior Years Collection | (20,746) | - | - | - |
| | | 1,216,845 | 206,860 | 108,250 | 105,400 |
| <u>(Sources)/Uses of Revenues</u> | | | | | |
| 4850 | Bond Proceeds | 3,540,000 | - | - | - |
| 4852 | Bond Premium | 40,452 | - | - | - |
| | | 3,580,452 | - | - | - |
| <u>Other Financing Sources</u> | | | | | |
| 4900 | Transfer from General Fund | 928,980 | - | - | - |
| 4952 | Transfer from City Owned Parking Fund | 27,895 | - | - | - |
| 4990 | Transfer from Component Unit | 23,469 | - | - | - |
| | | 980,344 | - | - | - |
| Total Debt Service Fund Revenues | | 5,777,641 | 206,860 | 108,250 | 105,400 |

300 - Debt Service Fund

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|-------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Other Services</u> | | | | | |
| 6130 | Bond Expense | 38,479 | - | - | - |
| | | 38,479 | - | - | - |
| <u>Other Financing Uses</u> | | | | | |
| 9700 | Transfer to Escrow Fund | 3,541,973 | - | - | - |
| | | 3,541,973 | - | - | - |
| Total Debt Service Fund Expenses | | 3,580,452 | - | - | - |

02A0- 2002A Refunding 1993

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 985,000 | - | - | - |
| 8325 | Interest | 44,325 | - | - | - |
| 8375 | Bank/Trust/Agency Fees | 264 | - | - | - |
| Total 2002A Refunding 1993 Expenses | | 1,029,589 | - | - | - |

03A0 - 2003A Fire Station

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|-------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 65,000 | 65,000 | - | - |
| 8325 | Interest | 36,015 | 33,610 | - | - |
| 8375 | Bank/Trust/Agency Fees | (2,081) | 100 | - | - |
| | | 98,934 | 98,710 | - | - |
| <u>Other Financing Uses</u> | | | | | |
| 9700 | Transfer to Escrow Fund | 815,034 | - | - | - |
| | | 815,034 | - | - | - |
| Total 2003A Fire Station Expenses | | 913,968 | 98,710 | - | - |

07AB - 2007A Refunding 01

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 100,000 | - | - | - |
| 8325 | Interest | 3,800 | - | - | - |
| 8375 | Bank/Trust/Agency Fees | 289 | - | - | - |
| Total 2007A Refunding 01 Expenses | | 104,089 | - | - | - |

07B0 - 2007B Refunding 01B

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 70,000 | 75,000 | 75,000 | 75,000 |
| 8325 | Interest | 35,910 | 33,250 | 33,250 | 30,400 |
| 8375 | Bank/Trust/Agency Fees | - | 500 | 500 | 500 |
| Total 2007B Refunding 01B Expenses | | 105,910 | 108,750 | 108,750 | 105,900 |

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2013 Budget CAPITAL PROJECTS FUND

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|----------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Beginning Balance | \$903,099 | (\$474,896) | \$7,882,395 | \$1,990,346 | \$3,094,453 | \$2,789,792 |
| Revenues | 6,578,679 | 19,600,039 | 10,965,174 | 6,800,714 | 9,038,795 | 7,589,126 |
| Expenditures | (7,942,818) | (12,013,583) | (15,552,581) | (7,793,392) | (9,318,456) | (11,825,605) |
| Transfers | (13,856) | 770,835 | (200,535) | (236,115) | (25,000) | 3,302,996 |
| Ending Balance | (\$474,896) | \$7,882,395 | \$3,094,453 | \$761,553 | \$2,789,792 | \$1,856,309 |

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 #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
- Special Service Area #11 property tax - Drake Lane (6 properties), total \$2,096
- Special Service Area #12 property tax - Green View (2 properties), total \$979
- Special Service Area #13 property tax - Phoenix and Miami Lane (5 properties), total \$1,566
- Special Service Area #14 property tax - 2132, 2140 & 2148 Plainfield Dr., (3 properties), total \$2,171
- \$0.90/100 cf. storm sewer use fee for debt service and projects related to 2003 storm water master plan.



2013 Budget CAPITAL PROJECTS FUND

Debt service paid from Capital Projects Fund includes:

| Bond Issue | Project Description | Original Amount | Remaining 1-1-13 | Final Payout |
|---------------------------|------------------------|-----------------|------------------|--------------|
| 2004A G.O. Bond | City Streets | 2,000,000 | 1,165,000 | 2020 |
| 2005D bond refund of 98A | Streets Portion | 4,090,000 | 740,000 | 2013 |
| 2005D bond refund of 98B | Sewer Portion | 6,985,000 | 4,460,000 | 2018 |
| 2005D bond refund of 98C | Library Portion | 3,575,000 | 3,460,000 | 2018 |
| 2005E G. O. Bond | Infrastructure Portion | 6,500,000 | 3,985,000 | 2020 |
| 2007A bond refund of 2000 | Streets Portion | 2,570,000 | 1,185,000 | 2015 |
| 2007A bond refund of 2001 | Streets Portion | 3,395,000 | 2,835,000 | 2021 |
| 2009 Refunding | Streets Portion | 4,175,000 | 1,875,000 | 2018 |
| Total | | 33,290,000 | 19,705,000 | |

Annual Principal and Interest Requirements Over the Total Capital Projects Debt

TOTAL CAPITAL PROJECTS FUND DEBT

| Year | Principal | Interest | Total P&I |
|-------|------------|-----------|------------|
| 2013 | 3,365,000 | 821,211 | 4,186,211 |
| 2014 | 2,820,000 | 683,613 | 3,503,613 |
| 2015 | 2,910,000 | 578,292 | 3,488,292 |
| 2016 | 2,590,000 | 468,152 | 3,058,152 |
| 2017 | 2,695,000 | 351,387 | 3,046,387 |
| 2018 | 2,815,000 | 229,607 | 3,044,607 |
| 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 |
| Total | 19,705,000 | 3,306,142 | 23,011,142 |



2013 Budget CAPITAL PROJECTS FUND 5 YEAR CIP OVERVIEW

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 2013 Budget document, a summary of the specific 2013 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 2013 are identified in the 5-Year Capital Improvement Program at a cost of \$13.2 million. Sources of revenue for the C.I.P. presently include the Capital Projects Fund (\$3.3 million), Motor Fuel Tax Fund (\$800,000), Water /Sewer Fund (\$650,000), Grant Funded Projects (\$346,000) and Tax Increment Finance District Fund (\$1,500,000).

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 2013: Alley Improvements (\$423,742), Street Improvements (\$2,892,559), Water System Improvements (\$1,714,598), Sewer System Improvements (\$100,000), Drainage System Improvements (\$4,537,627) and Miscellaneous Improvements (\$3,564,370).

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 2013 are \$13.2 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.



SUMMARY
5 YEAR CAPITAL IMPROVEMENT PROGRAM
2012 THROUGH 2016

| REVENUES BY FUNDS | | 2012 | 2013 | 2014 | 2015 | 2016 |
|------------------------------|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 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 |
| TOTAL REVENUE | | \$8,374,982.00 | \$6,596,000.00 | \$6,200,000.00 | \$5,200,000.00 | \$5,550,000.00 |
| EXPENDITURES BY CATEGORY | | | | | | |
| 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 |
| TOTAL EXPENDITURES | | \$8,374,982.00 | \$6,586,779.00 | \$6,179,887.00 | \$5,195,006.00 | \$5,457,328.00 |

CITY OF DES PLAINES - 2013-2017 CAPITAL IMPROVEMENT PROGRAM- SUMMARY FOR 2013

| CATEGORY | PROJECT ID | LOCATION | LIMITS | ACTIVITY | TOTAL COST | FUNDING SOURCE | JUSTIFICATION |
|------------------------------|------------|----------------------|---------------------|----------------------|------------------|----------------|------------------------|
| ALLEY IMPROVEMENTS | 1185 | * ASHLAND/OAKWOOD | WHITE-OAKWOOD | ALLEY RECONSTRUCTION | \$103,048 | MFT | ALLEY EVALUATION |
| | 125 | * CAMPBELL/ALGONQUIN | CORA-WHITE | ALLEY RECONSTRUCTION | \$111,114 | MFT | ALLEY EVALUATION |
| | 520 | LINDEN/ORCHARD | EVERETT-RIVERVIEW | ALLEY RECONSTRUCTION | \$119,932 | MFT | ALLEY EVALUATION |
| | 681 | * PINE/CHESTNUT | HOWARD-ALLEY | ALLEY RECONSTRUCTION | \$89,648 | MFT | ALLEY EVALUATION |
| Sub-Total | | | | | <u>\$423,742</u> | | |
| DRAINAGE SYSTEM IMPROVEMENTS | 1294 | BELLAIRE AVE | UNIVERSITY-BALLARD | STORM SEWER | \$423,999 | CPF | CITY COUNCIL |
| | 1530 | BERRY LN | RIVER-DEAD END | STORM SEWER | \$565,000 | CPF | STORMWATER MASTER PLAN |
| | 1537 | BRADLEY ST | GALLEON-LITTLE PATH | STORM SEWER | \$150,000 | CPF | STORMWATER MASTER PLAN |
| | 1380 | CLAYTON LN | CENTRAL-DEAD END | STORM SEWER | \$156,844 | CPF | STORMWATER MASTER PLAN |
| | 1539 | CORDIAL DR | MARSHALL-JOYCE | STORM SEWER | \$150,000 | CPF | STORMWATER MASTER PLAN |
| | 1531 | FIRST AVE | DEMPTER-PRAIRIE | STORM SEWER | \$710,000 | CPF | STORMWATER MASTER PLAN |
| | 1372 | * GOLF CUL-DE-SAC-S | FOURTH-DEAD END | STORM SEWER | \$194,882 | CPF | CITY COUNCIL |
| | 1190 | GOOD AVE | BALLARD-CHURCH | STORM SEWER | \$230,859 | CPF | STREET EVALUATION |

*-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

Thursday, December 27, 2012

CITY OF DES PLAINES - 2013-2017 CAPITAL IMPROVEMENT PROGRAM- SUMMARY FOR 2013

| CATEGORY | PROJECT ID | LOCATION | LIMITS | ACTIVITY | TOTAL COST | FUNDING SOURCE | JUSTIFICATION |
|------------------------------|------------|---------------------------------|-------------------------|-----------------------|--------------------|----------------|--------------------------|
| DRAINAGE SYSTEM IMPROVEMENTS | 1062 | C HOWARD AVE | MT PROSPECT-CLEARWATER | STORM SEWER | \$341,605 | CPF | STREET EVALUATION |
| | 1351 | LAUREL AVE | WILLOW-MINER | STORM SEWER | \$123,371 | CPF | STORMWATER MASTER PLAN |
| | 1364 | * LEAHY CIRCLE | STARK-CLARK | STORM SEWER | \$411,696 | CPF | STORMWATER MASTER PLAN |
| | 1544 | MICHAEL CT | MARSHALL-DEAD END | STORM SEWER | \$175,000 | CPF | STORMWATER MASTER PLAN |
| | 1349 | PERRY ST | GRACELAND-LAUREL | STORM SEWER | \$127,753 | CPF | STORMWATER MASTER PLAN |
| | 1535 | PINE CT | FARGO-DEAD END | STORM SEWER | \$100,000 | CPF | STORMWATER MASTER PLAN |
| | 1545 | SOUTHEAST PL | ALGONQUIN-E GRANT | STORM SEWER | \$250,000 | CPF | STORMWATER MASTER PLAN |
| MISCELLANEOUS IMPROVEMENTS | 104 | * VARIOUS | STORM WATER MASTER PLAN | REAR YARD SEWERS | \$300,000 | CPF | REAR YARD COMPLAINT LIST |
| | 1354 | WASHINGTON ST | WESTERN-GRACELAND | STORM SEWER | \$126,618 | CPF | STORMWATER MASTER PLAN |
| | | | | Sub-Total | <u>\$4,537,627</u> | | |
| | 1508 | BALLARD ROAD | EAST RIVER- GOOD | NEW SIDEWALK | \$533,000 | CPF | CMAQ GRANT |
| | 1202 | C CENTRAL RD | TIMOTHY-EAST RIVER | BIKE LANE IMPROVEMENT | \$592,000 | CPF | CMAQ GRANT |
| | 101 | DESIGN/CONSTRUCTION ENGINEERING | | ENGINEERING | \$75,000 | CPF | ANNUAL PROGRAM |
| | | | | | | | |

Thursday, December 27, 2012

*-indicates new project
C-indicates carryover project

CPF-CAPITAL PROJECTS FUND
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WATER-WATER/SEWER FUND
TIF-TIF FUND

CITY OF DES PLAINES - 2013-2017 CAPITAL IMPROVEMENT PROGRAM- SUMMARY FOR 2013

| CATEGORY | PROJECT ID | LOCATION | LIMITS | ACTIVITY | TOTAL COST | FUNDING SOURCE | JUSTIFICATION |
|----------------------------|------------|-----------------------------------|-----------------------------------|-------------------------|--------------------|----------------|---------------------|
| MISCELLANEOUS IMPROVEMENTS | 130 | DESIGN/CONSTRUCTION ENGINEERING | | ENGINEERING | \$285,000 | WATER | ANNUAL PROGRAM |
| | 129 | * DESIGN/CONSTRUCTION ENGINEERING | TIF #1 | ENGINEERING | \$700,000 | TIF | TIF DISTRICT |
| | 88 | MISC CURB REPLACEMENT | VARIOUS | CURB REPLACEMENT | \$225,000 | MFT | ANNUAL PROGRAM |
| | 122 | * MT. PROSPECT ROAD | COMED EASEMENT | TRAFFIC CALMING | \$89,190 | CPF | CMAQ GRANT |
| | 1524 | * OAKTON ST | LEE/MANNHEIM-DES PLAINES RIVER RD | STREET LIGHTING | \$46,180 | CPF | STAC RECOMMENDATION |
| | 127 | * RAND ROAD TREE ENHANCEMENT | | STREETSCAPE | \$144,000 | CPF | ITEP GRANT |
| | 132 | SIDEWALK REPLACEMENTS | CITYWIDE | SIDEWALK REPLACEMENT | \$200,000 | MFT | ANNUAL PROGRAM |
| | 89 | SIDEWALK REPLACEMENTS | CITYWIDE | SIDEWALK REPLACEMENT | \$650,000 | CPF | ANNUAL PROGRAM |
| | 90 | TOPOGRAPHIC/B.M. SURVEYS | | SURVEY | \$25,000 | CPF | ANNUAL PROGRAM |
| | | | | Sub-Total | <u>\$3,564,370</u> | | |
| SEWER SYSTEM IMPROVEMENTS | 131 | MISC SEWER REHAB | VARIOUS | SEWER LINING/TELEVISION | \$100,000 | WATER | ANNUAL PROGRAM |
| | | | | Sub-Total | <u>\$100,000</u> | | |
| STREET IMPROVEMENTS | 77 | BELLAIRE AVE | UNIVERSITY-BALLARD | RESURFACE | \$145,052 | MFT | STREET EVALUATION |
| | 280 | * ESTES AVE | RUSTY-SCOTT | RESURFACE | \$46,928 | MFT | STREET EVALUATION |

Thursday, December 27, 2012

*-indicates new project
C-indicates carryover project

CPF-CAPITAL PROJECTS FUND
MFT-MOTOR FUEL TAX FUND
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WATER-WATER/SEWER FUND
TIF-TIF FUND

CITY OF DES PLAINES - 2013-2017 CAPITAL IMPROVEMENT PROGRAM- SUMMARY FOR 2013

| CATEGORY | PROJECT ID | LOCATION | LIMITS | ACTIVITY | TOTAL COST | FUNDING SOURCE | JUSTIFICATION |
|---------------------------|------------|--------------------------|---------------------------|--------------------|--------------------|----------------|-------------------|
| STREET IMPROVEMENTS | 281 | * ESTES AVE | PARKWOOD-RUSTY | RESURFACE | \$40,173 | MFT | STREET EVALUATION |
| | 342 | * GOLF CUL-DE-SAC-S | FOURTH-DEAD END | REHABILITATION | \$230,781 | CPF | STREET EVALUATION |
| | 415 | C HOWARD AVE | MT PROSPECT-CLEARWATER | REHABILITATION | \$286,111 | CPF | STREET EVALUATION |
| | 435 | * IRIS LN | ESTES-DEAD END | RESURFACE | \$22,832 | MFT | STREET EVALUATION |
| | 570 | * MEYER CT | CUMBERLAND-DAVIS | REHABILITATION | \$100,000 | CPF | DCEO GRANT |
| | 643 | * ORCHARD PL | 100' N. CREEK TO DEAD END | RECONSTRUCTION | \$1,500,000 | TIF | TIF DISTRICT |
| | 888 | * WARRINGTON RD | MT PROSPECT-GOLF | RESURFACE | \$200,000 | CPF | DCEO GRANT |
| WATER SYSTEM IMPROVEMENTS | 918 | * WESTGATE RD | WARRINGTON-FLETCHER | REHABILITATION | \$125,000 | CPF | DCEO GRANT |
| | 944 | WICKE AVE | RIVER-CENTER | RESURFACE | \$195,682 | MFT | STREET EVALUATION |
| | | | | Sub-Total | <u>\$2,892,559</u> | | |
| | 1114 | BELLAIRE AVE | UNIVERSITY-BALLARD | 12 INCH WATER MAIN | \$357,052 | WATER | 2006 WATER STUDY |
| | 1527 | * DES PLAINES RIVER ROAD | GOLF ROAD TO UPRR | 12 INCH WATER MAIN | \$450,000 | TIF | 2006 WATER STUDY |
| | 1095 | * ESTES AVE | PARKWOOD-RUSTY | 8 INCH WATER MAIN | \$92,707 | WATER | 2006 WATER STUDY |
| | | | | | | | |

Thursday, December 27, 2012

*-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

CITY OF DES PLAINES - 2013-2017 CAPITAL IMPROVEMENT PROGRAM- SUMMARY FOR 2013

| CATEGORY | PROJECT ID | LOCATION | LIMITS | ACTIVITY | TOTAL COST | FUNDING SOURCE | JUSTIFICATION |
|---------------------------|------------|---------------------|---------------------------|--------------------|---------------------|----------------|------------------|
| WATER SYSTEM IMPROVEMENTS | 1096 | * ESTES AVE | RUSTY-SCOTT | 8 INCH WATER MAIN | \$108,296 | WATER | 2006 WATER STUDY |
| | 1115 | * GOLF CUL-DE-SAC-S | FOURTH-DEAD END | 8 INCH WATER MAIN | \$153,854 | WATER | 2006 WATER STUDY |
| | 1265 | * IRIS LN | ESTES-DEAD END | 8 INCH WATER MAIN | \$52,689 | WATER | 2006 WATER STUDY |
| | 1526 | * ORCHARD PL | 100' N. CREEK TO DEAD END | 12 INCH WATER MAIN | \$500,000 | TIF | 2006 WATER STUDY |
| Sub-Total | | | | | <u>\$1,714,598</u> | | |
| Grand Total | | | | | \$13,232,896 | | |

Thursday, December 27, 2012

*-indicates new project
C-indicates carryover project

CPF-CAPITAL PROJECTS FUND
MFT-MOTOR FUEL TAX FUND
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WATER-WATER/SEWER FUND
TIF-TIF FUND

The City of Des Plaines

2013 Capital Improvement Projects

Cook County, Illinois
Martin J. Moylan - Mayor

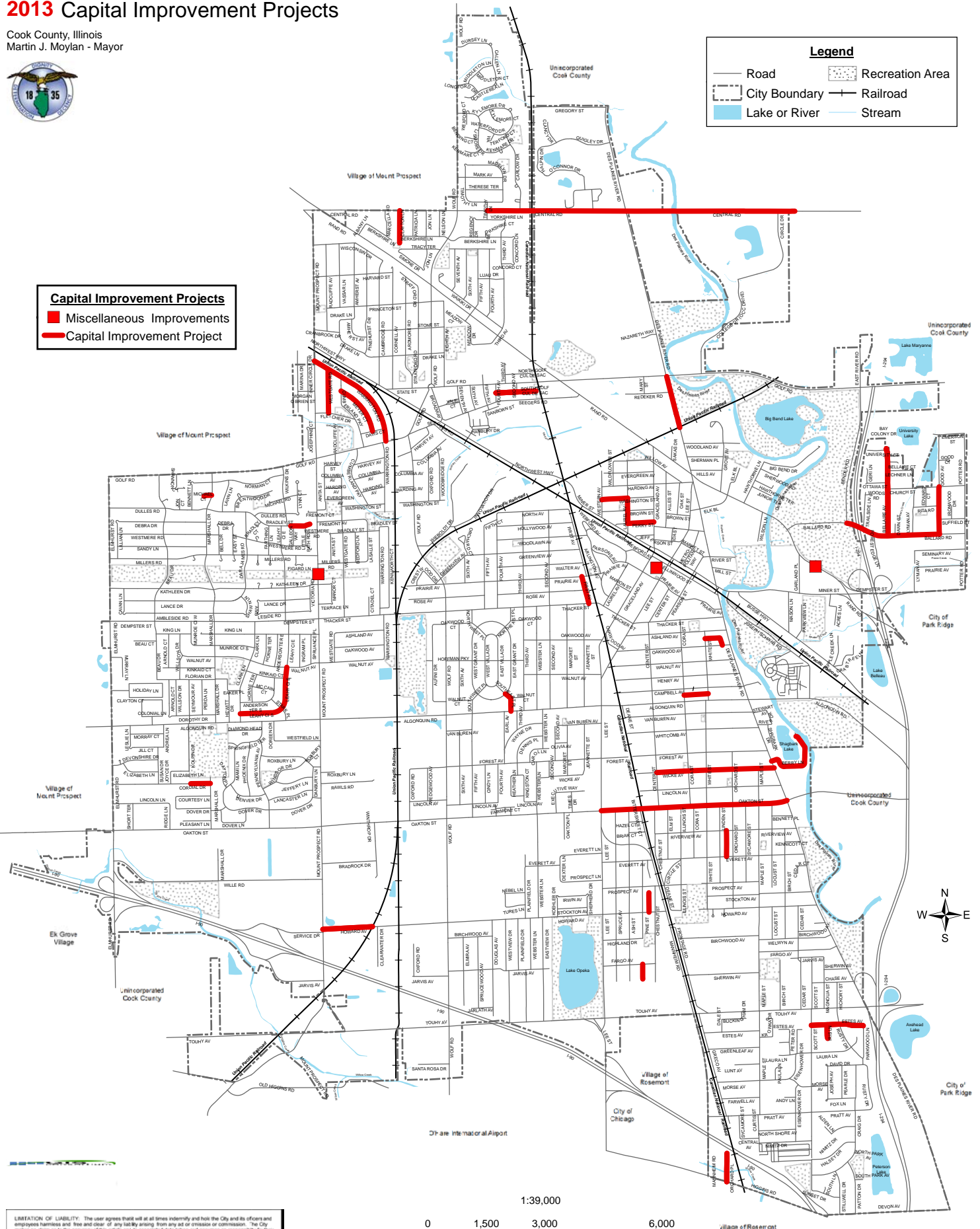


Capital Improvement Projects

- Miscellaneous Improvements
- Capital Improvement Project

Legend

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



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Date: 12/27/2012
Prepared by City of Des Plaines



2013 Budget

PUBLIC WORKS AND ENGINEERING CAPITAL PROJECTS FUND

PERSONNEL EXHIBIT

| | | |
|------------------------------|----------------------------|--------------|
| Department: PW & Engineering | Div: Capital Projects Fund | Div. No: 400 |
|------------------------------|----------------------------|--------------|

| Title | Authorized Positions | | |
|--|----------------------|----------------|----------------|
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| 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 Revenues

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|-------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Property Taxes</u> | | | | | |
| 4054 | Property Taxes SSA 4 | 41 | - | - | - |
| 4055 | Property Taxes SSA 5 | 3,605 | 3,782 | 3,782 | 3,782 * |
| 4056 | Property Taxes SSA 6 | 948 | 981 | 981 | 981 * |
| 4057 | Property Taxes SSA 7 | 12,598 | 12,000 | 12,000 | 12,000 * |
| 4058 | Property Taxes SSA 8 | 4,034 | 4,200 | 4,200 | 4,200 * |
| 4059 | Property Taxes SSA 9 | 2,388 | 2,315 | 2,315 | 2,315 * |
| 4060 | Property Taxes SSA 10 | 3,033 | 2,936 | 2,936 | 2,936 * |
| 4061 | Property Taxes SSA 11 | - | - | 2,096 | 2,096 * |
| 4062 | Property Taxes SSA 12 | - | - | 979 | 979 * |
| 4063 | Property Taxes SSA 13 | - | - | 1,566 | 1,566 * |
| 4064 | Property Taxes SSA 14 | - | - | - | 2,171 * |
| | | 26,647 | 26,214 | 30,855 | 33,026 |
| <u>Other Taxes</u> | | | | | |
| 4120 | Local Option Gas Tax | 1,719,941 | 1,450,000 | 1,550,000 | 1,550,000 |
| 4170 | Home Rule Sales Tax | 2,517,155 | 2,280,000 | 2,500,000 | 2,500,000 |
| 4180 | Library Home Rule Sales Tax | 1,258,578 | 1,140,000 | 1,250,000 | 1,250,000 |
| | | 5,495,674 | 4,870,000 | 5,300,000 | 5,300,000 |
| <u>Intergovernmental</u> | | | | | |
| 4270 | State Grants | 175,000 | - | - | - |
| 4285 | State - Intergovernmental | 2,016,825 | - | 1,182,280 | - |
| 4290 | Local - Intergovernmental | - | - | 169,659 | - |
| | | 2,191,825 | - | 1,351,939 | - |
| <u>Charges for Services</u> | | | | | |
| 4608 | Storm Sewer | 2,323,567 | 1,900,000 | 2,250,000 | 2,250,000 |
| 4660 | Recapture Fees | 6,985 | - | 2,882 | - |
| | | 2,330,551 | 1,900,000 | 2,252,882 | 2,250,000 |
| <u>Interest Income</u> | | | | | |
| 4700 | Interest Income | 3,996 | 4,500 | 3,600 | 3,600 |
| | | 3,996 | 4,500 | 3,600 | 3,600 |
| <u>Miscellaneous Revenues</u> | | | | | |
| 4820 | Developer Contributions | 848,601 | - | 96,019 | - |
| 4849 | Miscellaneous Revenues | 67,880 | - | 3,500 | 2,500 |
| | | 916,481 | - | 99,519 | 2,500 |
| <u>Other Financing Sources</u> | | | | | |
| 4927 | Transfer from Gaming Tax Fund | - | - | - | 3,600,000 * |
| | | - | - | - | 3,600,000 |
| Total Capital Projects Revenues | | 10,965,174 | 6,800,714 | 9,038,795 | 11,189,126 |

400 - Capital Projects Revenues

2013 Budget Justification Worksheet

| | 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 | Crabtree Ln, Levy Thru 2020 | 4,200 |
| Account | 4059 - Property Taxes SSA 9 | 624-640 W Algonquin, Levy Thru 2021 | 2,315 |
| Account | 4060 - Property Taxes SSA 10 | 642-658 W Algonquin, Levy Thru 2021 | 2,936 |
| Account | 4061 - Property Taxes SSA 11 | 138, 158, 273, 283, 170 & 180 Drake Ln, Levy Thru 2020 | 2,096 |
| Account | 4062 - Property Taxes SSA 12 | 948 & 956 Greenview Ave, Levy Thru 2020 | 979 |
| Account | 4063 - Property Taxes SSA 13 | 1318,1330,1340 Phoenix Dr. & 1325,1335 Miami Ln, Levy Thru 2020 | 1,566 |
| Account | 4064 - Property Taxes SSA 14 | 2132, 2140 & 2148 Plainfield Dr., Levy Thru 2021 | 2,171 |
| Account | 4927 - Transfer from Gaming Tax Fund | Transfer from Gaming Tax Fund for Capital Projects | 2,400,000 |
| | | Transfer from Gaming Tax Fund for Debt Repayment | 1,200,000 |



2013 Budget

CAPITAL PROJECTS - BUDGET SUMMARY

| | 2011 ACTUAL | 2012 BUDGET | 2012 PROJECTED | 2013 BUDGET |
|---------------------------|----------------|----------------|-------------------|----------------|
| Operating Expenses | 15,552,577 | 7,793,392 | 9,318,456 | 11,825,605 |
| Transfers Out | 200,535 | 236,115 | 25,000 | 297,004 |
| Total | 15,753,112 | 8,029,507 | 9,343,456 | 12,122,609 |
| | | | | |
| Total | 15,753,112 | 8,029,507 | 9,343,456 | 12,122,609 |
| General Operations | 11,574,094 | 3,850,761 | 5,164,761 | 7,934,648 |
| Debt Service | 4,179,018 | 4,178,746 | 4,178,695 | 4,187,961 |
| | | | | |
| 2004 bond | 173,530 | 173,930 | 173,930 | 174,130 |
| 2005D bond refund of 98A | 786,637 | 782,650 | 782,637 | 777,150 |
| 2005D bond refund of 98B | 755,312 | 750,324 | 750,311 | 749,324 |
| 2005D bond refund of 98C | 163,172 | 167,936 | 167,922 | 167,434 |
| 2005E bond | 591,925 | 592,126 | 592,115 | 591,563 |
| 2007A bond refund of 2000 | 422,149 | 418,910 | 418,910 | 425,230 |
| 2007A bond refund of 2001 | 371,974 | 372,670 | 372,670 | 377,980 |
| 2009B bond refund of 1999 | 914,320 | 920,200 | 920,200 | 925,150 |

400 - Capital Projects

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|-------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 261,690 | 262,172 | 262,172 | 267,717 |
| 5010 | Temporary Wages | 10,505 | 13,000 | 13,000 | 13,000 |
| 5020 | Overtime - Non Supervisory | 7,151 | 10,000 | 10,000 | 10,000 |
| 5060 | Compensated Absences | (32,487) | - | - | - |
| | | 246,858 | 285,172 | 285,172 | 290,717 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 20,775 | 21,599 | 21,599 | 22,255 |
| 5205 | IMRF Contribution | 33,873 | 39,400 | 39,400 | 39,729 |
| 5220 | PPO Insurance Contribution | 38,137 | 34,030 | 34,030 | 35,731 |
| 5225 | HMO Insurance Contribution | 18,690 | 19,104 | 19,104 | 19,296 |
| 5230 | Dental Insurance Contribution | 3,599 | 3,297 | 3,297 | 3,544 |
| 5235 | Life Insurance Contribution | 259 | 297 | 297 | 313 |
| 5240 | Workers Compensation | 2,175 | 2,087 | 2,087 | 1,451 |
| 5245 | Unemployment Compensation | 874 | 1,081 | 1,081 | 381 |
| 5250 | Uniform Allowance | 160 | 160 | 200 | 200 |
| 5260 | RHS Plan Payout | 7,007 | 7,007 | 7,647 | 7,647 |
| | | 125,548 | 128,062 | 128,742 | 130,547 |
| <u>Other Employee Costs</u> | | | | | |
| 5320 | Conferences | - | - | - | 1,500 |
| 5325 | Training | 2,000 | 2,000 | 2,000 | 2,000 * |
| 5335 | Travel Expenses | 40 | 100 | 80 | 100 * |
| | | 2,040 | 2,100 | 2,080 | 3,600 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 29,694 | 27,097 | 27,097 | 37,319 * |
| | | 29,694 | 27,097 | 27,097 | 37,319 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | 954,415 | 100,000 | 100,000 | 100,000 * |
| 6005 | Legal Fees | 11,981 | 1,000 | 1,260 | 1,000 * |
| 6015 | Communication Services | 3,354 | 3,500 | 3,500 | 3,500 * |
| 6025 | Administrative Services | 3,562 | 3,100 | 3,100 | 3,100 * |
| | | 973,311 | 107,600 | 107,860 | 107,600 |
| <u>Other Services</u> | | | | | |
| 6105 | Records Preservation | 2,013 | 15,000 | 15,000 | 15,000 * |
| 6110 | Printing Services | - | 400 | - | 400 * |
| 6115 | Licensing/Titles | - | - | - | 62 * |
| 6120 | Recording Fees | - | 500 | 250 | 500 * |
| 6155 | Sidewalk Improvements | 206,147 | 250,000 | 295,000 | 650,000 * |
| 6195 | Miscellaneous Contractual Services | 19,068 | 1,500 | 2,100 | 1,500 * |
| | | 227,228 | 267,400 | 312,350 | 667,462 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6300 | R&M Software | - | - | 360 | - |
| 6305 | R&M Equipment | - | 1,100 | 1,100 | 1,100 * |
| 6310 | R&M Vehicles | 5 | - | - | - |
| 6315.003 | R&M Buildings & Structures - Police | - | - | - | 148,600 * |
| | | 5 | 1,100 | 1,460 | 149,700 |
| <u>Commodities</u> | | | | | |
| 7065 | Supplies - Capital Maintenance | 17,476 | 70,000 | 70,000 | 70,000 * |
| | | 17,476 | 70,000 | 70,000 | 70,000 |

400 - Capital Projects

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|---------------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Other Expenses</u> | | | | | |
| 7500 | Postage & Parcel | 5,964 | 5,000 | 5,000 | 5,000 * |
| | | 5,964 | 5,000 | 5,000 | 5,000 |
| <u>Capital Outlay</u> | | | | | |
| 8100 | Improvements | 9,745,435 | 2,721,115 | 4,200,000 | 5,100,699 * |
| | | 9,745,435 | 2,721,115 | 4,200,000 | 5,100,699 |
| <u>Other Financing Uses</u> | | | | | |
| 9260 | Transfer to Grant Projects Fund | 175,535 | 211,115 | - | 272,004 * |
| 9999 | Transfer to Other Funds | 25,000 | 25,000 | 25,000 | 25,000 * |
| | | 200,535 | 236,115 | 25,000 | 297,004 |
| Total Capital Projects Expenses - Non Program | | 11,574,094 | 3,850,761 | 5,164,761 | 6,859,648 |

400 - Capital Projects Expenses

Budget Justification Worksheet

| | G/L Account Number | Transaction | Total Amount |
|---------|---|--|--|
| Account | 5325 - Training | ESRI- Geographic Information Systems AutoCAD | 1,000 1,000 |
| Account | 5335 - Travel Expenses | Mileage, IPASS, Parking | 100 |
| Account | 5535 - Departmental P&L Charges | Internal Service Fund Charges | 37,319 |
| Account | 6000 - Professional Services | Misc. Professional Services | 100,000 |
| Account | 6005 - Legal Fees | Levee 50 | 1,000 |
| Account | 6015 - Communication Services | Cell Phones Data Cards | 2,000 1,500 |
| 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 | 6115 - Licensing/Titles | Professional Engineer Renewal | 62 |
| Account | 6120 - Recording Fees | Rear Yard Drainage | 500 |
| Account | 6155 - Sidewalk Improvements | Lee Street Sidewalk Improvements Sidewalk Replacement Program Sidewalk Replacement - Additional funding | 25,000 325,000 300,000 |
| Account | 6195 - Miscellaneous Contractual Services | CN (Wisconsin Central) License Agreements | 1,500 |
| Account | 6305 - R&M Equipment | GPS Equipment | 1,100 |
| Account | 6315.003 - Police | 344 Ln Ft of Coping Cap (Police Dept.) Grind and Point Parapet Wall (Police Dept.) | 15,000 133,600 |
| 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 LED Street Lights Installation Rear Yard Drainage Program Street Improvements Casino Revenue Project pending approval | 2,137,627 46,180 300,000 516,892 2,100,000 |
| Account | 9260 - Transfer to Grant Projects Fund | City's 20% Match - Grants | 272,004 |
| Account | 9999 - Transfer to Other Funds | Geographic Information Systems Aerial Photogr | 25,000 |

400 - Capital Projects
04A0 - 2004 Tax Exemp Bond
2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------|--------------------|---------------------|-----------------------|---------------------|
| Debt Service | | | | | |
| 8300 | Principal | 115,000 | 120,000 | 120,000 | 1,200,000 * |
| 8325 | Interest | 58,430 | 53,830 | 53,830 | 49,030 |
| 8375 | Bank/Trust/Agency Fees | 100 | 100 | 100 | 100 |
| Total 2004 Tax Exempt Bond Expenses | | 173,530 | 173,930 | 173,930 | 1,249,130 |

400 - Capital Projects
05DA - 2005D Refunding 98A
2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|------------------------|-----------------------------------|------------------------------------|--------------------------------------|------------------------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 680,000 | 710,000 | 710,000 | 740,000 * |
| 8325 | Interest | 106,500 | 72,500 | 72,500 | 37,000 |
| 8375 | Bank/Trust/Agency Fees | 137 | 150 | 137 | 150 |
| Total 2005D Refunding 98A Expenses | | 786,637 | 782,650 | 782,637 | 777,150 |

400 - Capital Projects
05DB - 2005D Refunding 98B
2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 500,000 | 520,000 | 520,000 | 545,000 * |
| 8325 | Interest | 255,175 | 230,174 | 230,174 | 204,174 |
| 8375 | Bank/Trust/Agency Fees | 137 | 150 | 137 | 150 |
| Total 2005D Refunding 98B Expenses | | 755,312 | 750,324 | 750,311 | 749,324 |

400 - Capital Projects
05DC - 2005D Refunding 98C
2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 5,000 | 10,000 | 10,000 | 10,000 * |
| 8325 | Interest | 158,035 | 157,786 | 157,785 | 157,284 |
| 8375 | Bank/Trust/Agency Fees | 137 | 150 | 137 | 150 |
| Total 2005D Refunding 98C Expenses | | 163,172 | 167,936 | 167,922 | 167,434 |

400 - Capital Projects

05E0 - 2005E GO Bond

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|-------------------------------------|------------------------|--------------------|---------------------|-----------------------|---------------------|
| Debt Service | | | | | |
| 8300 | Principal | 400,000 | 415,000 | 415,000 | 430,000 * |
| 8325 | Interest | 191,575 | 176,776 | 176,775 | 161,213 |
| 8375 | Bank/Trust/Agency Fees | 350 | 350 | 340 | 350 |
| Total 2005E GO Bond Expenses | | 591,925 | 592,126 | 592,115 | 591,563 |

400 - Capital Projects
07AA - 2007A Refunding 00
2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 350,000 | 360,000 | 360,000 | 380,000 * |
| 8325 | Interest | 72,010 | 58,710 | 58,710 | 45,030 |
| 8375 | Bank/Trust/Agency Fees | 139 | 200 | 200 | 200 |
| Total 2007A Refunding 00 Expenses | | 422,149 | 418,910 | 418,910 | 425,230 |

400 - Capital Projects
07AB - 2007A Refunding 01
2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 245,000 | 255,000 | 255,000 | 270,000 * |
| 8325 | Interest | 126,730 | 117,420 | 117,420 | 107,730 |
| 8375 | Bank/Trust/Agency Fees | 244 | 250 | 250 | 250 |
| Total 2007A Refunding 01 Expenses | | 371,974 | 372,670 | 372,670 | 377,980 |

400 - Capital Projects
09B0 - 2009B Refunding 1999
2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 805,000 | 835,000 | 835,000 | 865,000 * |
| 8325 | Interest | 108,950 | 84,800 | 84,800 | 59,750 |
| 8375 | Bank/Trust/Agency Fees | 370 | 400 | 400 | 400 |
| Total 2009B Refunding 1999 Expenses | | 914,320 | 920,200 | 920,200 | 925,150 |

400 - Capital Projects Debt Service Expenses

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|--|--|-----------------|
| Program 04A0 - 2004 Tax Exempt Bond | | |
| Account 8300 - Principal | Issued 2004, Matures 2020 | 125,000 |
| | Casino revenue debt payoff (\$1.2M less principal) | 1,075,000 |
| Program 05DA - 2005D Refunding 98A | | |
| Account 8300 - Principal | Issued 1998, Refunded 2005, Matures 2013 | 740,000 |
| Program 05DB - 2005D Refunding 98B | | |
| Account 8300 - Principal | Issued 1998, Refunded 2005, Matures 2018 | 545,000 |
| Program 05DC - 2005D Refunding 98C | | |
| Account 8300 - Principal | Issued 1998, Refunded 2005, Matures 2018 | 10,000 |
| Program 05E0 - 2005E GO Bond | | |
| Account 8300 - Principal | Issued 2005, Matures 2020 | 430,000 |
| Program 07AA - 2007A Refunding 00 | | |
| Account 8300 - Principal | Issued 2000, Refunded 2007, Matures 2015 | 380,000 |
| Program 07AB - 2007A Refunding 01 | | |
| Account 8300 - Principal | Issued 2001, Refunded 2007, Matures 2021 | 270,000 |
| Program 09B0 - 2009B Refunding 1999 | | |
| Account 8300 - Principal | Issued 2009, Matures 2018 | 865,000 |



2013 Budget EQUIPMENT REPLACEMENT FUND

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|-------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Beginning Balance | 1,561,672 | 1,863,897 | 1,581,590 | 2,108,089 | 2,016,178 | 2,785,253 |
| Revenues | 50,727 | 103,755 | 43,508 | 85,000 | 85,000 | 100,000 |
| Expenditures | (718,502) | (386,062) | (475,720) | (676,595) | (690,925) | (775,773) |
| Transfers | 970,000 | - | 866,800 | 1,375,000 | 1,375,000 | 2,000,000 |
| Ending Balance | 1,863,897 | 1,581,590 | 2,016,178 | 2,891,494 | 2,785,253 | 4,109,480 |

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

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|----------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Interest Income</u> | | | | | |
| 4700 | Interest Income | 23,082 | 10,000 | 10,000 | 25,000 |
| | | 23,082 | 10,000 | 10,000 | 25,000 |
| <u>Miscellaneous Revenues</u> | | | | | |
| 4830 | Sale of Fixed Assets | 20,425 | 75,000 | 75,000 | 75,000 * |
| | | 20,425 | 75,000 | 75,000 | 75,000 |
| <u>Other Financing Sources</u> | | | | | |
| 4900 | Transfer from General Fund | 866,800 | 1,375,000 | 1,375,000 | 2,000,000 |
| | | 866,800 | 1,375,000 | 1,375,000 | 2,000,000 |
| Total Equipment Replacement Revenues | | 910,307 | 1,460,000 | 1,460,000 | 2,100,000 |

410 - Equipment Replacement Revenues

2013 Budget Justification Worksheet

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

410-00 - Equipment Replacement

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|-------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Capital Outlay</u> | | | | | |
| 8015 | Equipment | 175,925 | 14,500 | 4,500 | 12,000 * |
| 8020 | Vehicles | 91,254 | 260,000 | 290,000 | 172,000 * |
| | | 267,179 | 274,500 | 294,500 | 184,000 |
| <u>Debt Service</u> | | | | | |
| 8300 | Principal | 97,169 | 56,151 | 56,151 | 12,500 * |
| 8325 | Interest | 3,980 | 674 | 674 | - |
| | | 101,149 | 56,825 | 56,825 | 12,500 |
| Total Equip Replacement Expenses - Non Program | | 368,327 | 331,325 | 351,325 | 196,500 |

410 - Equipment Replacement

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|--------------------------|---|--------------|
| Account:8015 - Equipment | Bobcat Lease - 80A | 4,500 |
| | Riding Mower | 7,500 |
| Account:8020 - Vehicles | 3/4 Ton Dual Fuel Propane, Gas truck | 35,000 |
| | Engine Analyzer | 20,000 |
| | Engineering - Ford Explorere AWD | 27,000 |
| | John Deere end Loader - rehab | 40,000 |
| | Tree and Branch Chipper | 50,000 |
| Account 8300 - Principal | 2009 Fire Engine, Issued 2009, Matures 2029 | 12,500 |

410-60 - Police Equipment Replacement

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|-------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Capital Outlay</u> | | | | | |
| 8015 | Equipment | - | 48,180 | 58,000 | 148,173 * |
| 8020 | Vehicles | - | 120,000 | 108,000 | 288,000 * |
| | | - | 168,180 | 166,000 | 436,173 |
| Total PD Equipment Replacement Expenses | | - | 168,180 | 166,000 | 436,173 |

410-60 - Police Equipment Replacement

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|--------------------------|--|--------------|
| Account:8015 - Equipment | Equipment for Vehicles (9 @ \$14,469) | 130,221 |
| | Modifications to existing vehicles (8) | 17,952 |
| Account:8020 - Vehicles | Ford Explorer AWD | 27,000 |
| | Ford Explorers - police pursuit certified (8 @ \$27,000) | 216,000 |
| | Large 4-door SUV AWD | 45,000 |

410-70 - Fire Equipment Replacement

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|-----------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | - | 59,995 | 60,000 | - |
| | | - | 59,995 | 60,000 | - |
| <u>Commodities</u> | | | | | |
| 7320 | Equipment < \$5,000 | - | 5,000 | 4,600 | 73,100 * |
| | | - | 5,000 | 4,600 | 73,100 |
| <u>Capital Outlay</u> | | | | | |
| 8015 | Equipment | 107,392 | 90,095 | 90,000 | 8,000 * |
| 8020 | Vehicles | - | 22,000 | 19,000 | 62,000 * |
| | | 107,392 | 112,095 | 109,000 | 70,000 |
| Total FD Equipment Replacement Expenses | | 107,392 | 177,090 | 173,600 | 143,100 |

410-70 - Fire Equipment Replacement

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|------------------------------------|--|--------------|
| Account:7320 - Equipment < \$5,000 | Firefighting Boot Replacement - One time | 9,750 |
| | Firefighting Helmet - Annual Replacement | 8,925 |
| | Portable Radios - Annual Replacement of Radios/Batteries | 5,000 |
| | Suppression - Fire Hose - Annual Replacement | 6,500 |
| | Turnout Boots - Annual Replacement | 5,525 |
| | Turnout Gear - Annual Replacement | 37,400 |
| Account:8015 - Equipment | Modifications to existing vehicles | 2,000 |
| | SCBA Tanks & Parts | 6,000 |
| Account:8020 - Vehicles | Chevy Pick-up Fuel tank | 35,000 |
| | Ford Explorer AWD | 27,000 |

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2013 Budget IT REPLACEMENT FUND

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|-------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Beginning Balance | 119,441 | 465,131 | 251,574 | 423,527 | 474,248 | 406,998 |
| Revenues | 45 | 803 | 67 | 50 | 50 | - |
| Expenses | (169,355) | (214,360) | (793,793) | (196,690) | (192,300) | (191,015) |
| Transfers | 515,000 | - | 1,016,400 | 125,000 | 125,000 | 125,000 |
| Ending Balance | 465,131 | 251,574 | 474,248 | 351,887 | 406,998 | 340,983 |

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

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|-----------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Interest Income</u> | | | | | |
| 4700 | Interest Income | 68 | 50 | 50 | - |
| | | 68 | 50 | 50 | - |
| <u>(Sources)/Uses of Revenues</u> | | | | | |
| 4885 | Transfer in General Fund Overhead | 1,016,400 | 125,000 | 125,000 | 125,000 |
| | | 1,016,400 | 125,000 | 125,000 | 125,000 |
| Total IT Replacement Revenues | | 1,016,468 | 125,050 | 125,050 | 125,000 |

420 - IT Replacement

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget | |
|--------------------------------------|-------------------|--------------------|---------------------|-----------------------|---------------------|---|
| <u>Other Services</u> | | | | | | |
| 6140 | Leases | 33,425 | 37,200 | 37,200 | 36,300 | * |
| | | 33,425 | 37,200 | 37,200 | 36,300 | |
| <u>Commodities</u> | | | | | | |
| 7200 | Other Supplies | 3,240 | 3,160 | 3,100 | 2,900 | * |
| | | 3,240 | 3,160 | 3,100 | 2,900 | |
| <u>Capital Outlay</u> | | | | | | |
| 8000 | Computer Software | 700,211 | 136,750 | 32,000 | 48,850 | * |
| 8005 | Computer Hardware | 56,917 | 19,580 | 120,000 | 102,965 | * |
| | | 757,128 | 156,330 | 152,000 | 151,815 | |
| Total IT Replacement Expenses | | 793,794 | 196,690 | 192,300 | 191,015 | |

420 - IT Replacement 2013 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 12/17 | 3,300 |
| | 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 3 backup media | 960 |
| | LTO 4 backup media | 700 |
| | RDX storage media | 1,240 |
| Account:8000 - Computer Software | Acrobat New Licenses | 1,950 |
| | Acrobat Updates | 1,900 |
| | Appasure Backup Solution | 21,000 |
| | HHS Client Tracking Software | 5,000 |
| | Miscellaneous desktop software | 5,000 |
| | Revenue Collection Interface | 14,000 |
| Account:8005 - Computer Hardware | Ambulance Paramedic Docks and Printers (5) | 11,500 |
| | Apple iPad 16GB (Engineers) | 3,145 |
| | Apple iPad Ruggedized Case | 370 |
| | Autoloading Tape Backup | 7,500 |
| | Cisco IDF Network Switches | 20,000 |
| | Desktop Computers | 22,500 |
| | Engineering Workstations | 3,800 |
| | Fire Dept MDC (package with com. gear) | 9,825 |
| | Fire Dept MFP (Copy, Scan, Print) | 2,300 |
| | LDC Projector 3rd floor conference room | 2,425 |
| | UPS for Data Center | 3,600 |
| | Virtual & Physical Server Replacement | 16,000 |



2013 Budget WATER/SEWER FUND

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|-------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Beginning Balance | 6,864,523 | 5,537,957 | 5,031,860 | 2,646,184 | 3,473,407 | 1,878,413 |
| Revenues | 10,990,834 | 11,906,919 | 11,293,637 | 10,156,500 | 11,704,663 | 11,481,700 |
| Expenses | (12,317,400) | (12,225,806) | (12,763,270) | (12,285,523) | (13,320,415) | (14,271,424) |
| Transfers | - | (187,210) | (88,820) | 20,758 | 20,758 | 20,758 |
| Ending Balance* | 5,537,957 | 5,031,860 | 3,473,407 | 537,919 | 1,878,413 | (890,553) |

* 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. Additionally in 2012, a 25% increase was charged by Chicago. In 2013, a 15% increase will be implemented by Chicago.

| <u>Year</u> | <u>Rate</u> | <u>Increase</u> | <u>O & 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 |
| 2013 | \$2.156 | \$0.281 | \$2.530 | \$4.686 - Recommended |



2013 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 |
| 2013 | \$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 & Sewer System Maintenance Divisions of Public Works are responsible for the maintenance, distribution, and secondary treatment of the public water supplied to the residents. They also perform maintenance and repair to the City's sanitary and storm sewer systems. 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 30 full-time employees attributed to this cost center and portions of the Director, Assistant Director and Superintendent time is allocated to this division.

Debt service paid from Water and Sewer Fund includes:

| | <u>Original Amount</u> | <u>Remaining 1-1-13</u> | <u>Final Payout</u> |
|-------------------------------|------------------------|-------------------------|---------------------|
| 2005C G. O. Bond refund 1997B | 2,330,000 | 365,000 | 2013 |



2013 Budget
WATER/SEWER FUND

**Annual Principal and Interest Requirements
Over the Total Water/Sewer Fund Debt**

TOTAL WATER/SEWER FUND DEBT

| Year | Principal | Interest | Total P&I |
|--------------|------------------|-----------------|----------------------|
| 2013 | 365,000 | 14,600 | 379,600 |
| Total | 365,000 | 14,600 | 379,600 |



2013 Budget

WATER/SEWER FUND - BUDGET SUMMARY

| | 2011 ACTUAL | 2012 BUDGET | 2012 PROJECTED | 2013 Budget |
|-------------------------|-------------------|-------------------|-------------------|-------------------|
| | <u>12,861,660</u> | <u>12,285,523</u> | <u>13,320,415</u> | <u>14,271,424</u> |
| Finance Department | 714,088 | 657,332 | 650,146 | 664,299 |
| Debt Service - 2005C | 414,997 | 394,650 | 394,610 | 380,050 |
| Engineering Department | 162,816 | 178,357 | 178,627 | 174,660 |
| Water Systems | 8,317,286 | 8,062,504 | 9,028,726 | 9,746,161 |
| Sewer Systems | 1,773,597 | 1,759,611 | 1,783,306 | 1,756,762 |
| Water/Sewer Equip Replc | 151,156 | 32,000 | 32,000 | 134,000 |
| CIP - Water/Sewer | 1,327,720 | 1,201,069 | 1,253,000 | 1,415,492 |

500 - Water Revenues

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--------------------------------------|----------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Intergovernmental</u> | | | | | |
| 4290 | Local - Intergovernmental | 4,691 | - | 1,610 | - |
| | | 4,691 | - | 1,610 | - |
| <u>Permits</u> | | | | | |
| 4440 | Water Permit Fees | 19,550 | 10,000 | 5,500 | 5,500 |
| | | 19,550 | 10,000 | 5,500 | 5,500 |
| <u>Fines and fees</u> | | | | | |
| 4599 | Miscellaneous Fees | 2,700 | 1,000 | 1,200 | 1,200 |
| | | 2,700 | 1,000 | 1,200 | 1,200 |
| <u>Charges for Services</u> | | | | | |
| 4600 | Sale of Water | 9,424,546 | 8,500,000 | 9,700,000 | 9,700,000 |
| 4601 | New Construction - Sale of Water | 12,869 | 7,500 | 11,000 | 7,500 |
| 4605 | Sanitary Sewer | 1,786,626 | 1,600,000 | 1,900,000 | 1,700,000 |
| 4620 | Sale of Water Meters | 19,350 | 20,000 | 14,000 | 7,500 |
| 4622 | Shut-off Fees | 14,904 | 15,000 | 12,000 | 10,000 |
| 4623 | Late Fees | - | - | 40,000 | 40,000 |
| 4625 | Administrative Service Fees | 9,570 | 20,758 | 20,758 | 20,758 |
| 4690 | Other Charges for Services | 6,035 | 1,500 | 13,353 | 7,000 |
| | | 11,273,899 | 10,164,758 | 11,711,111 | 11,492,758 |
| <u>Interest Income</u> | | | | | |
| 4700 | Interest Income | 1,522 | 1,500 | 3,000 | 2,000 |
| | | 1,522 | 1,500 | 3,000 | 2,000 |
| <u>Miscellaneous Revenues</u> | | | | | |
| 4849 | Miscellaneous Revenues | 845 | - | 3,000 | 1,000 |
| | | 845 | - | 3,000 | 1,000 |
| Total Water Revenues | | 11,303,207 | 10,177,258 | 11,725,421 | 11,502,458 |

500 - Water

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| Debt Service | | | | | |
| 8300 | Principal | 370,000 | 365,000 | 365,000 | 365,000 * |
| 8325 | Interest | 44,587 | 29,200 | 29,200 | 14,600 |
| 8350 | Amortization Expense | - | - | - | - |
| 8375 | Bank/Trust/Agency Fees | 410 | 450 | 410 | 450 |
| | | 414,997 | 394,650 | 394,610 | 380,050 |
| Total Water Expenses - Non Program | | 414,997 | 394,650 | 394,610 | 380,050 |

500 - Water

Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|--------------------------|--|--------------|
| Account:8300 - Principal | Issued 1997, Refunded 2005, Matures 2013 | 365,000 |



2013 Budget FINANCE

PERSONNEL EXHIBIT

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

| Title | Authorized Positions | | |
|---|----------------------|----------------|----------------|
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| 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

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|-------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 306,894 | 330,675 | 322,000 | 323,359 |
| 5010 | Temporary | - | - | - | 7,500 |
| 5020 | Overtime - Non Supervisory | 1,194 | 2,739 | 2,700 | 2,739 |
| 5035 | Acting Out of Class & Night Premium | 450 | 450 | - | - |
| 5060 | Compensated Absences | (386) | - | - | - |
| | | 308,152 | 333,864 | 324,700 | 333,598 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 22,638 | 25,558 | 24,500 | 25,329 |
| 5205 | IMRF Contribution | 42,447 | 46,945 | 45,500 | 47,986 |
| 5220 | PPO Insurance Contribution | 59,184 | 61,682 | 61,000 | 62,821 |
| 5225 | HMO Insurance Contribution | 28,051 | 28,656 | 31,962 | 28,944 |
| 5230 | Dental Insurance Contribution | 4,789 | 5,127 | 5,330 | 5,274 |
| 5235 | Life Insurance Contribution | 392 | 448 | 448 | 410 |
| 5240 | Workers Compensation | 642 | 665 | 654 | 524 |
| 5245 | Unemployment Compensation | 930 | 1,083 | 1,083 | 476 |
| 5260 | RHS Plan Payout | 3,075 | 3,075 | 2,611 | 3,477 |
| | | 162,148 | 173,239 | 173,088 | 175,241 |
| <u>Other Employee Costs</u> | | | | | |
| 5325 | Training | - | 500 | 554 | 500 * |
| | | - | 500 | 554 | 500 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 2,490 | 2,404 | 2,404 | 2,135 * |
| | | 2,490 | 2,404 | 2,404 | 2,135 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | 17,362 | 12,500 | 12,500 | 12,500 * |
| 6015 | Communication Services | 273 | 275 | 275 | 275 * |
| 6020 | Departmental Services | 98,390 | - | - | - |
| 6025 | Administrative Services | 71,009 | 75,500 | 75,000 | 75,500 * |
| | | 187,034 | 88,275 | 87,775 | 88,275 |
| <u>Other Services</u> | | | | | |
| 6110 | Printing Services | 1,525 | 2,000 | 2,000 | 2,000 * |
| 6125 | Bank & CC Fees | 26,018 | 22,000 | 22,000 | 22,000 |
| | | 27,543 | 24,000 | 24,000 | 24,000 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6300 | R&M Software | 3,927 | 6,500 | 10,675 | 12,000 * |
| 6305 | R&M Equipment | 325 | 900 | 900 | 900 * |
| | | 4,252 | 7,400 | 11,575 | 12,900 |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 486 | 750 | 550 | 750 |
| 7320 | Equipment < \$5,000 | 55 | 500 | 500 | 500 |
| | | 541 | 1,250 | 1,050 | 1,250 |

500-30 - Finance

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|----------------------------------|------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Other Expenses</u> | | | | | |
| 7500 | Postage & Parcel | 21,929 | 26,400 | 25,000 | 26,400 * |
| | | 21,929 | 26,400 | 25,000 | 26,400 |
| Department Total: Finance | | 714,088 | 657,332 | 650,146 | 664,299 |

500-30 Finance Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---|--------------|
| Account:5325 - Training | Clerical Staff | 500 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 2,135 |
| 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 | Utility Management Software | 12,000 |
| Account:6305 - R&M Equipment | Repair of Meter Reading Devices | 900 |
| Account:7500 - Postage & Parcel | Mailing Utility Bills (\$2,200 per month) | 26,400 |



2013 Budget

**PUBLIC WORKS AND ENGINEERING
ENGINEERING – WATER**

PERSONNEL EXHIBIT

| Department: PW & Engineering | | Div: PW & Engineering/Water | | Div. No. 510 |
|---|----------------------|-----------------------------|----------------|--------------|
| Title | Authorized Positions | | | |
| | 2011 Authorized | 2012 Budget | 2013 Budget | |
| 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

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|-------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 107,158 | 112,301 | 112,301 | 108,549 |
| 5020 | Overtime - Non Supervisory | 1,865 | 6,942 | 6,942 | 6,942 |
| 5060 | Compensated Absences | (1,822) | - | - | - |
| | | 107,201 | 119,243 | 119,243 | 115,491 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 7,667 | 9,122 | 9,122 | 8,843 |
| 5205 | IMRF Contribution | 16,047 | 16,789 | 16,789 | 16,109 |
| 5220 | PPO Insurance Contribution | 22,232 | 21,924 | 21,924 | 23,021 |
| 5230 | Dental Insurance Contribution | 1,425 | 1,468 | 1,468 | 1,578 |
| 5235 | Life Insurance Contribution | 76 | 113 | 113 | 130 |
| 5240 | Workers Compensation | 813 | 828 | 828 | 679 |
| 5245 | Unemployment Compensation | 346 | 378 | 378 | 166 |
| 5250 | Uniform Allowance | 80 | 80 | 100 | 100 |
| | | 48,686 | 50,702 | 50,722 | 50,626 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 569 | 570 | 570 | 570 * |
| 5325 | Training | 2,400 | 2,000 | 2,000 | 2,000 * |
| 5335 | Travel Expenses | 18 | 100 | 80 | 100 * |
| | | 2,987 | 2,670 | 2,650 | 2,670 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 1,730 | 1,742 | 1,742 | 1,811 * |
| | | 1,730 | 1,742 | 1,742 | 1,811 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | - | 1,500 | 1,500 | 1,500 * |
| 6015 | Communication Services | 1,312 | 1,100 | 1,100 | 1,100 * |
| | | 1,312 | 2,600 | 2,600 | 2,600 |
| <u>Other Services</u> | | | | | |
| 6110 | Printing Services | - | 100 | 370 | 100 * |
| 6115 | Licensing/Titles | - | - | - | 62 * |
| | | - | 100 | 370 | 162 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6310 | R&M Vehicles | 5 | - | - | - |
| | | 5 | - | - | - |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 92 | 250 | 250 | 250 * |
| 7200 | Other Supplies | 34 | 500 | 500 | 500 * |
| 7310 | Publications | 498 | 500 | 500 | 500 * |
| 7320 | Equipment < \$5,000 | 246 | - | - | - * |
| | | 869 | 1,250 | 1,250 | 1,250 |
| <u>Other Expenses</u> | | | | | |
| 7500 | Postage & Parcel | 25 | 50 | 50 | 50 * |
| | | 25 | 50 | 50 | 50 |
| Total Engineering Expenses | | 162,816 | 178,357 | 178,627 | 174,660 |

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 | 1,811 |
| Account:6000 - Professional Services | Hydraulic Modeling | 1,500 |
| Account:6015 - Communication Services | Data Card | 550 |
| | Phone Charges | 550 |
| Account:6110 - Printing Services | Capital Improvement Program Plan Reproduction | 100 |
| Account:6115 - Licensing/Titles | Professional Engineer Renewal | 62 |
| Account:7000 - Office Supplies | Paper, Pens, Pencils | 250 |
| Account:7200 - Other Supplies | Field Supplies | 500 |
| Account:7310 - Publications | American Water Works Association Standards Update | 500 |
| Account:7500 - Postage & parcel | Federal Express | 50 |



2013 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 | | |
|--|----------------------|----------------|----------------|
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| 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 | 0.25 |
| 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 | 1.25 |
| Total Full Time Equivalent (FTE) Employees: | 25.00 | 24.75 | 24.75 |

550 - Water Systems

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|-------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 1,565,288 | 1,682,624 | 1,682,624 | 1,653,057 |
| 5010 | Temporary Wages | 26,798 | 20,000 | 20,000 | 25,000 |
| 5015 | Overtime - Supervisory | - | - | - | - |
| 5020 | Overtime - Non Supervisory | 152,839 | 143,000 | 175,000 | 141,273 |
| 5035 | Acting Out of Class & Night Premium | 4,696 | 10,000 | 30,000 | 30,000 |
| 5060 | Compensated Absences | (3,606) | - | - | - |
| | | 1,746,015 | 1,855,624 | 1,907,624 | 1,849,330 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 132,352 | 140,057 | 140,057 | 139,130 |
| 5205 | IMRF Contribution | 253,228 | 257,048 | 257,048 | 242,995 |
| 5220 | PPO Insurance Contribution | 193,191 | 223,535 | 223,535 | 264,387 |
| 5225 | HMO Insurance Contribution | 161,361 | 167,729 | 167,729 | 127,712 |
| 5230 | Dental Insurance Contribution | 21,101 | 23,481 | 23,481 | 24,514 |
| 5235 | Life Insurance Contribution | 1,699 | 1,868 | 1,868 | 1,841 |
| 5240 | Workers Compensation | 83,713 | 71,152 | 71,152 | 64,721 |
| 5245 | Unemployment Compensation | 6,388 | 6,437 | 6,437 | 2,696 |
| 5250 | Uniform Allowance | 8,710 | 8,260 | 7,360 | 8,260 |
| 5255 | Excess Sick Hour Payout | 996 | 1,000 | 1,000 | 1,000 |
| 5260 | RHS Plan Payout | 31,702 | 11,422 | 13,301 | 14,269 |
| 5265 | OPEB - General Government Cost | 20 | - | - | - |
| | | 894,462 | 911,989 | 912,968 | 891,525 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 710 | 1,100 | 1,100 | 1,100 * |
| 5325 | Training | 2,084 | 3,725 | 3,725 | 3,725 * |
| 5335 | Travel Expenses | - | 50 | 25 | 50 * |
| | | 2,794 | 4,875 | 4,850 | 4,875 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 45,667 | 46,676 | 46,676 | 46,081 * |
| | | 45,667 | 46,676 | 46,676 | 46,081 |
| <u>Contractual Services</u> | | | | | |
| 6015 | Communication Services | 10,152 | 10,700 | 10,700 | 10,700 * |
| 6040 | Waste Hauling & Debris Removal | 37,057 | 50,000 | 50,000 | 50,000 * |
| 6045 | Utility Locate Services | 1,991 | 2,000 | 2,700 | 2,700 * |
| | | 49,201 | 62,700 | 63,400 | 63,400 |
| <u>Other Services</u> | | | | | |
| 6110 | Printing Services | 1,931 | 2,500 | 2,200 | 2,200 * |
| 6115 | Licensing/Titles | 170 | 200 | 200 | 200 * |
| 6135.03 | Rentals - Equipment | 221 | 250 | 250 | 250 * |
| 6180 | Water Sample Testing | 8,986 | 8,500 | 10,000 | 12,700 * |
| 6195 | Miscellaneous Contractual Services | 2,347 | 10,900 | 8,000 | 8,800 * |
| | | 13,655 | 22,350 | 20,650 | 24,150 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6300 | R&M Software | 1,230 | 2,400 | 1,500 | 2,400 * |
| 6305 | R&M Equipment | 7,200 | 4,500 | 7,500 | 7,500 * |
| 6310 | R&M Vehicles | 3,341 | 5,000 | 2,500 | 4,000 * |

550 - Water Systems

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget | |
|-------------------------------------|-------------------------------|--------------------|---------------------|-----------------------|---------------------|---|
| 6315.002 | Public Works | 1,203 | 15,000 | 15,000 | 15,000 | * |
| 6335 | R&M Water Distribution System | 10,580 | 8,000 | 8,000 | 8,000 | * |
| | | 23,554 | 34,900 | 34,500 | 36,900 | |
| Commodities | | | | | | |
| 7000 | Office Supplies | 481 | 500 | 400 | 500 | * |
| 7020 | Supplies - Safety | 2,835 | 10,090 | 10,000 | 4,500 | * |
| 7030 | Supplies - Tools & Hardware | 4,167 | 5,500 | 5,500 | 5,500 | * |
| 7035 | Supplies - Equipment R&M | 7,478 | 5,000 | 6,800 | 6,500 | * |
| 7040 | Supplies - Vehicle R&M | 9,043 | 9,000 | 8,500 | 9,000 | * |
| 7045 | Supplies - Building R&M | 782 | 1,500 | 1,500 | 1,500 | * |
| 7050 | Supplies - Streetscape | 7,087 | 6,000 | 6,000 | 6,000 | * |
| 7055.054 | Other Supplies | 492 | 1,000 | 800 | 1,000 | * |
| 7070.070 | Water Meters | 32,786 | 160,000 | 160,000 | 160,000 | * |
| 7070.075 | Other | 107,523 | 160,000 | 170,000 | 165,000 | * |
| 7100 | Wholesale Water | 5,097,692 | 4,500,000 | 5,400,000 | 6,200,000 | * |
| 7110 | Natural Gas | 9,721 | 10,000 | 7,500 | 9,000 | * |
| 7120 | Gasoline | 44,401 | 40,000 | 45,000 | 40,000 | * |
| 7130 | Diesel | 17,739 | 12,000 | 13,000 | 13,000 | * |
| 7140 | Electricity | 183,655 | 180,000 | 180,000 | 180,000 | * |
| 7150 | Water Treatment Chemicals | 7,420 | 9,000 | 9,300 | 9,300 | * |
| 7200 | Other Supplies | 152 | - | 158 | 250 | |
| 7300 | Uniforms | 586 | 800 | 800 | 950 | * |
| 7320 | Equipment < \$5,000 | 2,993 | 8,000 | 8,000 | 13,000 | * |
| | | 5,537,035 | 5,118,390 | 6,033,258 | 6,825,000 | * |
| Other Expenses | | | | | | |
| 7500 | Postage & Parcel | 4,903 | 5,000 | 4,800 | 4,900 | * |
| | | 4,903 | 5,000 | 4,800 | 4,900 | |
| Total Water Systems Expenses | | 8,317,286 | 8,062,504 | 9,028,726 | 9,746,161 | |

550 - Water Systems

Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---|--------------|
| Account:5310 - Membership Dues | American Public Works Assoc (APWA) | 400 |
| | American Water Works Assoc (AWWA) | 700 |
| Account:5325 - Training | American Public Works Assoc (APWA) Expo | 525 |
| | American Water Works Assoc (AWWA) Competent Person Training | 200 |
| | Class C PW Supply Operator's License | 2,000 |
| | Northeastern Illinois Public Safety Training Academy (NIPSTA) | 1,000 |
| Account:5335 - Travel Expenses | Tolls for Seminars, Classes, Etc. | 50 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 46,081 |
| Account:6015 - Communication Services | Cell Phones (Part of 35 Phones) | 9,200 |
| | Dedicated Phone Lines / Alarms | 1,500 |
| Account:6040 - Waste Hauling & Debris Removal | Dirt, Clay, Rock, Asphalt, Etc. | 50,000 |
| Account:6045 - Utility Locate Services | Locate Service Fees | 2,700 |
| Account:6110 - Printing Services | Water Quality Report | 2,000 |
| | Water Shut Off Door Notices, Business Cards, Etc. | 200 |
| Account:6115 - Licensing/Titles | Commercial Drivers License (CDL) Renewals | 200 |
| Account:6135 - Rentals - Equipment | Rental of Specialized Equipment | 250 |
| Account:6180 - Water Sample Testing | Environmental Protection Agency(EPA)Mandated Testing | 12,700 |
| Account:6195 - Misc Contractual Services | Gateway Antenna Maintenance | 6,400 |
| | Outside Contractors | 2,000 |
| | RR Lease of Land for Pipe Crossing | 400 |
| Account:6300 - R&M Software | SCADA Software Maintenance | 2,400 |
| Account:6305 - R&M Equipment | Locators, CO Detectors, Etc. Repairs | 2,500 |
| | Used for Pumps, Motors, Generator, SCADA Boards | 5,000 |
| Account:6310 - R&M Vehicles | Alignments, Hydraulics, Pumps, Electrical Repairs | 4,000 |
| 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. | 1,000 |
| | Trench Shoring | 1,000 |
| | Winter Clothing per MECCA Contract | 1,500 |
| Account:7030 - Supplies - Tools & Hardware | Hand Tools, Nuts, Bolts, Screws, Etc. | 5,500 |
| Account:7035 - Supplies - Equipment R&M | Compressors, Jack Saw, Hammer, Etc. | 1,000 |
| | Small Equipment Repair, Locators, Etc. | 5,500 |
| 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 |

550 - Water Systems

Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|--|--|--------------|
| Account:7050 - Supplies - Streetscape | Grass Seed, Dirt and Sod | 6,000 |
| Account:7055 - Other Supplies | Lab Supplies such as Test Tubes, Beakers, Etc. | 750 |
| | Misc Supplies | 250 |
| Account:7070 - Water Meters | Meters for Development and Parts | 160,000 |
| Account:7070.075 - Other | Hydrandts, Valves, Sleeves, Taps, Corps, Limestone, Etc. | 165,000 |
| Account:7100 - Wholesale Water | Purchase of Chicago Water | 6,200,000 |
| Account:7110 - Natural Gas | NICOR Cost to Heat Water Plant | 9,000 |
| Account:7120 - Gasoline | Gasoline Purchase | 40,000 |
| Account:7130 - Diesel | Diesel Fuel Purchase | 13,000 |
| 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 | 9,300 |
| Account:7300 - Uniforms | Summer Help T's, City Patches. Hats, Etc. | 200 |
| | Superintendent & Foreman Clothing | 750 |
| Account:7320 - Equipment < \$5,000 | Gas Detectors | 3,000 |
| | Hydrandt Meters with Backflow Preventors | 3,400 |
| | Locators | 5,400 |
| | Tripod Lights | 1,200 |
| Account:7500 - Postage & Parcel | Package Delivery for State Samplings / Water Testing | 800 |
| | Postage Fee for Water Quality Report | 3,600 |
| | Shipping Meters, Water Reports | 500 |



2013 Budget
PUBLIC WORKS & ENGINEERING
UTILITY SERVICES
SEWER SYSTEM MAINTENANCE

PERSONNEL EXHIBIT

Department: PW & Engineering Division: Utility Services/Sewer Systems Div. No: 560

| Title | Authorized Positions | | |
|---|----------------------|----------------|----------------|
| | 2011 Authorized | 2012 Budget | 2013 Budget |
| 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

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|-------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Salaries</u> | | | | | |
| 5005 | Salaries | 715,720 | 735,304 | 735,304 | 736,780 |
| 5010 | Temporary Wages | 18,361 | 10,000 | 10,000 | 10,000 |
| 5015 | Overtime - Supervisory | - | - | - | - |
| 5020 | Overtime - Non Supervisory | 49,203 | 52,000 | 52,000 | 52,000 |
| 5035 | Acting Out of Class & Night Premium | 1,508 | 2,000 | 8,000 | 8,000 |
| 5060 | Compensated Absences | (33,421) | - | - | - |
| | | 751,371 | 799,304 | 805,304 | 806,780 |
| <u>Taxes and Benefits</u> | | | | | |
| 5200 | FICA Contribution | 59,445 | 60,994 | 60,994 | 61,570 |
| 5205 | IMRF Contribution | 111,505 | 110,852 | 110,852 | 109,338 |
| 5220 | PPO Insurance Contribution | 93,486 | 91,897 | 91,897 | 96,493 |
| 5225 | HMO Insurance Contribution | 106,154 | 108,720 | 108,720 | 109,813 |
| 5230 | Dental Insurance Contribution | 11,763 | 12,080 | 12,080 | 12,984 |
| 5235 | Life Insurance Contribution | 842 | 843 | 843 | 842 |
| 5240 | Workers Compensation | 89,300 | 74,686 | 74,686 | 65,395 |
| 5245 | Unemployment Compensation | 2,752 | 2,580 | 2,580 | 1,160 |
| 5250 | Uniform Allowance | 4,050 | 4,050 | 4,050 | 4,050 |
| 5260 | RHS Plan Payout | 5,327 | 5,327 | 8,597 | 8,598 |
| | | 484,623 | 472,029 | 475,299 | 470,243 |
| <u>Other Employee Costs</u> | | | | | |
| 5310 | Membership Dues | 129 | 130 | 130 | 130 * |
| 5320 | Conferences | - | - | - | 1,000 * |
| 5325 | Training | 1,550 | 1,500 | 1,500 | 1,500 * |
| 5335 | Travel Expenses | - | 50 | 25 | 50 * |
| | | 1,679 | 1,680 | 1,655 | 2,680 |
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 21,084 | 43,748 | 43,748 | 22,509 * |
| | | 21,084 | 43,748 | 43,748 | 22,509 |
| <u>Contractual Services</u> | | | | | |
| 6015 | Communication Services | 7,683 | 9,000 | 9,000 | 9,000 * |
| 6040 | Waste Hauling & Debris Removal | 6,358 | 7,500 | 7,500 | 7,500 * |
| 6045 | Utility Locate Services | 1,992 | 2,000 | 2,700 | 2,700 * |
| | | 16,033 | 18,500 | 19,200 | 19,200 |
| <u>Other Services</u> | | | | | |
| 6110 | Printing Services | - | 2,000 | 2,000 | 2,000 * |
| 6115 | Licensing/Titles | 200 | 200 | 200 | 200 * |
| 6135.03 | Rentals - Equipment | - | 250 | 200 | 250 * |
| 6195 | Miscellaneous Contractual Services | 9,784 | 11,000 | 11,000 | 11,300 * |
| | | 9,984 | 13,450 | 13,400 | 13,750 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6300 | R&M Software | 1,800 | 1,800 | 1,800 | 1,800 * |
| 6305 | R&M Equipment | 4,873 | 2,000 | 2,000 | 2,000 * |
| 6310 | R&M Vehicles | 3,850 | 1,500 | 4,800 | 4,000 * |
| 6340 | R&M Sewer System | 53,042 | 30,000 | 30,000 | 30,000 * |
| | | 63,564 | 35,300 | 38,600 | 37,800 |

560 - Sewer Systems

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|-------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Subsidies and Incentives</u> | | | | | |
| 6505 | Subsidy - Sewer Lateral Program | 57,989 | 50,000 | 50,000 | 50,000 |
| 6510 | Subsidy - Flood Assitance | 189,637 | 175,000 | 175,000 | 175,000 |
| | | 247,625 | 225,000 | 225,000 | 225,000 |
| <u>Commodities</u> | | | | | |
| 7000 | Office Supplies | 132 | 300 | 300 | 300 |
| 7020 | Supplies - Safety | 1,746 | 1,500 | 1,900 | 2,000 * |
| 7030 | Supplies - Tools & Hardware | 1,868 | 2,000 | 2,000 | 2,000 * |
| 7035 | Supplies - Equipment R&M | 10,853 | 9,000 | 9,000 | 9,000 * |
| 7040 | Supplies - Vehicle R&M | 20,985 | 10,000 | 10,000 | 10,000 * |
| 7050 | Supplies - Streetscape | 510 | 500 | 1,500 | 1,500 * |
| 7075 | Supplies - Sewer System Maintenance | 45,280 | 32,000 | 45,000 | 45,000 * |
| 7120 | Gasoline | 28,363 | 27,000 | 31,000 | 31,000 |
| 7130 | Diesel | 14,984 | 12,000 | 12,200 | 12,200 |
| 7140 | Electricity | 20,156 | 30,000 | 22,000 | 25,000 * |
| 7200 | Other Supplies | 986 | 400 | 400 | 400 * |
| 7300 | Uniforms | 864 | 1,800 | 1,800 | 2,100 * |
| 7310 | Publications | - | 100 | - | 100 * |
| 7320 | Equipment < \$5,000 | 4,850 | 4,500 | 4,500 | 6,900 * |
| | | 151,577 | 131,100 | 141,600 | 147,500 |
| <u>Other Expenses</u> | | | | | |
| 7500 | Postage & Parcel | 141 | 1,500 | 1,500 | 1,500 * |
| | | 141 | 1,500 | 1,500 | 1,500 |
| <u>Capital Outlay</u> | | | | | |
| 8015 | Equipment | 25,915 | - | - | 9,800 * |
| 8100 | Improvements | - | 18,000 | 18,000 | - |
| | | 25,915 | 18,000 | 18,000 | 9,800 |
| Total Sewer Systems Expenses | | 1,773,597 | 1,759,611 | 1,783,306 | 1,756,762 |

560 - Sewer Systems

Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|--|--------------|
| Account:5310 - Membership Dues | APWA Membership | 130 |
| Account:5320 - Conference | American Water Works Association (AWWA) Conference | 1,000 |
| Account:5325 - Training | American Public Works Association (APWA) Expo | 300 |
| | Confined Space and Flagger Training | 500 |
| | Northeastern Illinois Public Safety Training Academy (NIPSTA) | 700 |
| Account:5335 - Travel Expenses | Mileage, Tools, Parking | 50 |
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charges | 22,509 |
| 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 | 2,700 |
| Account:6110 - Printing Services | National Pollutant Discharge Elimination System (NPDES) Printing | 2,000 |
| Account:6115 - Licensing/Titles | Commercial Drivers License (CDL) Renewals | 200 |
| Account:6135 - Rentals - Equipment | Rental of Specialized Equipment | 250 |
| Account:6195 - Misc Contractual Services | Continental Weather | 900 |
| | Contractual Repairs | 1,400 |
| | Lease with Railroad | 200 |
| | National Pollutant Discharge Elimination System (NPDES) Fees | 6,000 |
| | Water Testing | 2,800 |
| 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. | 4,000 |
| 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 | 2,000 |
| 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 | 1,500 |
| Account:7075 - Supplies - Sewer System Maint | Sewer Pipe, Cement, Parts for Lift Station, Brick, Etc. | 45,000 |
| Account:7140 - Electricity | Operation of Lift Stations | 25,000 |
| Account:7200 - Other Supplies | Misc Supplies | 400 |

560 - Sewer Systems

Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|------------------------------------|---|--------------|
| Account:7300 - Uniforms | Foreman Clothing | 400 |
| | Summer Seasonal, Patches, Etc. | 200 |
| | Winter Outerwear 10 @ \$150 | 1,500 |
| Account:7310 - Publications | Safety Publications | 100 |
| Account:7320 - Equipment < \$5,000 | 2" Pump | 1,000 |
| | Cutter Motors | 1,250 |
| | Handheld Radios | 850 |
| | Jet Rodder Heads | 3,800 |
| Account:7500 - Postage & Parcel | National Pollutant Discharge Elimination System (NPDES) Postage | 1,250 |
| | Shipping, Postage, Etc. | 250 |
| Account:8015 - Equipment | Pole Inspection Camera | 9,800 |

570 - Equipment Replacement

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|--------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Capital Outlay</u> | | | | | |
| 8015 | Equipment | 20,875 | 9,000 | 9,000 | 134,000 * |
| 8020 | Vehicles | - | 23,000 | 23,000 | - |
| 8100 | Improvements | 130,281 | - | - | - |
| Total Equipment Replacement Expenses | | 151,156 | 32,000 | 32,000 | 134,000 |

570 - Equipment Replacement Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|--------------------------|-------------------------------|--------------|
| Account:8015 - Equipment | Backhoe | 125,000 |
| | Bobcat Skid Steer Lease - 43W | 4,500 |
| | Bobcat Skid Steer Lease - 7W | 4,500 |

580 - CIP Water/Sewer

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|-----------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | 127,147 | 255,000 | 230,000 | 285,000 * |
| | | 127,147 | 255,000 | 230,000 | 285,000 |
| <u>Other Services</u> | | | | | |
| 6115 | Licensing/Titles | 7,590 | - | - | - |
| | | 7,590 | - | - | - |
| <u>Capital Outlay</u> | | | | | |
| 8100 | Improvements | 1,192,983 | 946,069 | 1,023,000 | 1,130,492 * |
| | | 1,192,983 | 946,069 | 1,023,000 | 1,130,492 |
| Total CIP - Water/Sewer Expenses | | 1,327,720 | 1,201,069 | 1,253,000 | 1,415,492 |

580 - CIP Water/Sewer

Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|--------------------------------------|---|--------------|
| Account:6000 - Professional Services | Design / Construction Engineering | 100,000 |
| | Flow Monitoring | 125,000 |
| | Leak Detection | 30,000 |
| | SCADA (supervisory control and data acquisition) 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 | 30,000 |
| | Miner St Water Tank Maint (Year 2 of 10 yr Contract) | 89,825 |
| | Sewer System Improvements | 100,000 |
| | Water System Improvements | 764,598 |



2013 Budget

CITY OWNED PARKING

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|-------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Beginning Balance | (192,945) | 39,398 | 93,023 | 137,710 | 141,994 | 218,829 |
| Revenues | 196,007 | 227,869 | 218,667 | 225,500 | 218,000 | 227,500 |
| Expenditures | (183,004) | (145,006) | (141,801) | (155,665) | (141,165) | (155,556) |
| Transfers | 219,340 | (29,238) | (27,895) | - | - | - |
| Ending Balance* | 39,398 | 93,023 | 141,994 | 207,545 | 218,829 | 290,773 |

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). See attached map. 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. Enforcement is conducted by the Police Department.

510 - City Owned Parking Revenue

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|--------------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Charges for Services</u> | | | | | |
| 4665 | Parking Fees | 25,924 | 24,500 | 26,500 | 26,500 * |
| 4666 | Parking Garage Rent | 158,760 | 159,500 | 150,000 | 159,500 * |
| 4667 | Reimb - Deck Maintenance Costs | 33,983 | 41,500 | 41,500 | 41,500 * |
| Total City Owned Parking Revenues | | 218,667 | 225,500 | 218,000 | 227,500 |

510 - City Owned Parking Revenue Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|--|--------------|
| Account:4665 - Parking Fees | Metro Square, 141 Spaces, Lots #1, #4, #10 | 26,500 |
| 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

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|-------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 618 | 2,565 | 2,565 | 2,456 * |
| | | 618 | 2,565 | 2,565 | 2,456 |
| <u>Contractual Services</u> | | | | | |
| 6015 | Communication Services | 4,124 | 4,500 | 11,000 | 5,000 * |
| | | 4,124 | 4,500 | 11,000 | 5,000 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6305 | R&M Equipment | 1,056 | 1,500 | - | 1,500 * |
| 6320 | R&M Parking Lots | 14,972 | 15,000 | 5,000 | 15,000 * |
| | | 16,028 | 16,500 | 5,000 | 16,500 |
| <u>Commodities</u> | | | | | |
| 7030 | Supplies - Tools & Hardware | - | 100 | 100 | 100 * |
| 7035 | Supplies - Equipment R&M | 642 | 1,000 | 500 | 500 * |
| 7060 | Supplies - Parking Lots | 6,438 | 6,000 | 6,000 | 6,000 * |
| 7140 | Electricity | 113,951 | 125,000 | 116,000 | 125,000 * |
| | | 121,031 | 132,100 | 122,600 | 131,600 |
| <u>Other Financing Uses</u> | | | | | |
| 9300 | Transfer to Debt Service Fund | 27,895 | - | - | - |
| | | 27,895 | - | - | - |
| Total City Owned Parking Expenses | | 169,696 | 155,665 | 141,165 | 155,556 |

510 - City Owned Parking Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|--|---|--------------|
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 2,456 |
| Account:6015 - Communication Services | Call One - Security Alarms | 5,000 |
| 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 | Miscellaneous Maintenance Items | 500 |
| 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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2013 Budget

METRA LEASED PARKING

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|----------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Beginning Balance | 149,339 | 46,347 | 79,080 | 95,156 | 87,154 | 116,287 |
| Revenues | 71,705 | 81,448 | 64,886 | 70,400 | 80,000 | 75,000 |
| Expenditures | (49,697) | (12,301) | (10,828) | (7,901) | (14,351) | (30,080) |
| Transfers | (125,000) | (36,414) | (45,984) | (36,516) | (36,516) | (36,516) |
| Ending Balance | 46,347 | 79,080 | 87,154 | 121,139 | 116,287 | 124,691 |

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 (see attached map). Revenue is generated from daily commuter charges. Current rates are \$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. Enforcement is conducted by the Police Department.

520 - Metra Leased Parking Revenue

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|-----------------|--------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Charges for Services</u> | | | | | |
| 4665 | Parking Fees | 64,886 | 70,000 | 80,000 | 75,000 * |
| | | 64,886 | 70,000 | 80,000 | 75,000 |
| <u>Interest Income</u> | | | | | |
| 4700 | Interest Income | - | 400 | - | - |
| | | - | 400 | - | - |
| Total Metra Leased Parking Revenues | | 64,886 | 70,400 | 80,000 | 75,000 |

520 - Metra Leased Parking Revenue

Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|-----------------------------|-------------------------|--------------|
| Account:4665 - Parking Fees | Cumberland - 266 Spaces | 75,000 |

520 - Metra Leased Parking

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---|------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Insurance</u> | | | | | |
| 5535 | Departmental P&L Charges | 590 | 151 | 151 | 170 * |
| | | 590 | 151 | 151 | 170 |
| <u>Contractual Services</u> | | | | | |
| 6020 | Departmental Services | 45,984 | 36,516 | 36,516 | 36,516 * |
| | | 45,984 | 36,516 | 36,516 | 36,516 |
| <u>Other Services</u> | | | | | |
| 6195 | Miscellaneous Contractual Services | - | - | - | 3,360 * |
| | | - | - | - | 3,360 |
| <u>Repairs and Maintenance</u> | | | | | |
| 6305 | R&M Equipment | 2,262 | 1,000 | 1,000 | 9,800 * |
| 6320 | R&M Parking Lots | 196 | 3,500 | 1,000 | 3,500 * |
| | | 2,458 | 4,500 | 2,000 | 13,300 |
| <u>Commodities</u> | | | | | |
| 7060 | Supplies - Parking Lots | 684 | 1,250 | 500 | 1,250 * |
| 7140 | Electricity | 7,096 | 2,000 | 11,700 | 12,000 * |
| | | 7,780 | 3,250 | 12,200 | 13,250 |
| Department Total: Non Departmental | | 56,812 | 44,417 | 50,867 | 66,596 |

520 - Metra Leased Parking Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---|--------------|
| Account:5535 - Departmental P&L Charges | Internal Service Fund Charge | 170 |
| Account:6020 - Departmental Services | Charges for Meter Fare Collection | 9,570 |
| | PW Maintenance (GF) | 15,758 |
| | PW Maintenance (WS) | 11,188 |
| Account:6195 - Miscellaneous Contractual Services | Annual Parking Machine Service Fees (4) | 3,360 |
| Account:6305 - R&M Equipment | Parking Machine Upgrades (4) | 8,800 |
| | 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) | 12,000 |

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2013 Budget RISK MANAGEMENT FUND

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|-------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Beginning Balance | 1,983,703 | 1,357,516 | 1,268,750 | 943,656 | 1,233,368 | 1,397,071 |
| Revenues | 3,188,666 | 2,977,016 | 2,687,943 | 2,610,832 | 2,785,500 | 2,390,350 |
| Expenses | (2,314,853) | (2,515,782) | (2,723,325) | (2,744,400) | (2,621,797) | (2,839,400) |
| Transfers | (1,500,000) | (550,000) | - | - | - | - |
| Ending Balance | 1,357,516 | 1,268,750 | 1,233,368 | 810,088 | 1,397,071 | 948,021 |

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

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|-------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Interest Income</u> | | | | | |
| 4700 | Interest Income | 87 | 150 | 500 | 350 |
| | | 87 | 150 | 500 | 350 |
| <u>Miscellaneous Revenues</u> | | | | | |
| 4800 | Rebates Liability Claims | 75,838 | 15,000 | 20,000 | 15,000 * |
| 4805 | Rebates Workers Compensation Claims | 126,975 | 125,000 | 250,000 | 125,000 * |
| | | 202,813 | 140,000 | 270,000 | 140,000 |
| <u>(Sources)/Uses of Revenues</u> | | | | | |
| 4882 | Transfer in Insurance P&L | 500,000 | 500,000 | 500,000 | 500,000 * |
| 4883 | Transfer in Insurance W/C | 1,870,146 | 1,855,682 | 1,900,000 | 1,700,000 * |
| 4884 | Transfer in Unemployment Insurance | 114,896 | 115,000 | 115,000 | 50,000 * |
| | | 2,485,042 | 2,470,682 | 2,515,000 | 2,250,000 |
| Total Risk Management Revenues | | 2,687,943 | 2,610,832 | 2,785,500 | 2,390,350 |

600 - Risk Management Revenues

2013 Budget Justification Worksheet

| 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 | 1,700,000 |
| Account:4884 - Transfer in Unemployment Ins | Internal Service Charge Based on 5 year Avg | 50,000 |

600 - Risk Management

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget | |
|---|------------------------------------|--------------------|---------------------|-----------------------|---------------------|---|
| <u>Other Employee Costs</u> | | | | | | |
| 5310 | Membership Dues | 385 | 500 | 385 | 500 | * |
| 5320 | Conferences | 110 | - | - | - | |
| 5345 | Post-Employment Exams | - | 5,000 | 5,000 | 5,000 | * |
| 5350 | Substance Abuse Program | 1,840 | 5,000 | 1,500 | 5,000 | * |
| | | 2,335 | 10,500 | 6,885 | 10,500 | |
| <u>Insurance</u> | | | | | | |
| 5540 | MICA Premium | 2,306,222 | 2,350,000 | 2,385,412 | 2,500,000 | * |
| 5545 | MICA Deductible | 7,848 | 30,000 | 15,000 | 30,000 | * |
| 5550 | Excess Insurance | 102,227 | 115,000 | 115,000 | 125,000 | * |
| 5555 | Workers' Comp Expense | 31,003 | 41,000 | 35,000 | 41,000 | * |
| 5560 | Unemployment Claims | 58,974 | 115,000 | 32,500 | 50,000 | * |
| 5565 | Claims Administration Fee | 2,488 | 3,400 | 2,500 | 3,400 | * |
| 5570 | Self Insured P&L Expense | 212,228 | 75,000 | 25,000 | 75,000 | * |
| | | 2,720,991 | 2,729,400 | 2,610,412 | 2,824,400 | |
| <u>Contractual Services</u> | | | | | | |
| 6000 | Professional Services | - | 2,500 | 2,500 | 2,500 | * |
| | | - | 2,500 | 2,500 | 2,500 | |
| <u>Other Services</u> | | | | | | |
| 6195 | Miscellaneous Contractual Services | - | 2,000 | 2,000 | 2,000 | * |
| | | - | 2,000 | 2,000 | 2,000 | |
| Department Total: Non Departmental | | 2,723,325 | 2,744,400 | 2,621,797 | 2,839,400 | |

600 - Risk Management

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|--|--|--------------|
| Account:5310 - Membership Dues | Public Risk Management Association | 500 |
| Account:5345 - Post-Employment Exams | Hep B Titer Vaccinations | 5,000 |
| Account:5350 - Substance Abuse Program | Random Drug Testing- CDL, Etc. | 5,000 |
| Account:5540 - MICA Premium | Premium Increase Based on Experience | 2,500,000 |
| 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 | 110,000 |
| | 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 Experience | 50,000 |
| 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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2013 Budget HEALTH BENEFITS FUND

OVERVIEW

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Budget | 2012 Projected | 2013 Budget |
|------------------------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| Beginning Balance | 2,872,983 | 2,392,817 | 1,974,644 | 2,045,320 | 2,447,085 | 2,501,439 |
| Revenues | 9,171,430 | 9,093,972 | 8,784,588 | 9,088,967 | 8,758,275 | 9,214,194 |
| Expenses | (8,651,596) | (9,142,632) | (8,393,698) | (9,117,703) | (8,804,681) | (9,573,539) |
| Transfers and Adjustments | (1,000,000) | (369,513) | 81,551 | 83,720 | 100,760 | 74,367 |
| Ending Balance | 2,392,817 | 1,974,644 | 2,447,085 | 2,100,304 | 2,501,439 | 2,216,461 |

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 currently pay 12% to 5% of their monthly health and dental premiums based upon their union representation and plan option choice while the City pays the remaining amount. 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 60 local governments. 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 and MEDCO for the Rx program. In the IPBC, the City maintains its independence in terms of plan design and benefit levels, but pools claims experience for claims from \$30,000 to \$125,000. In addition, the City provides employees with term life insurance, dental benefits and an employee assistance program.

Below is a breakdown of the monthly premium rate increases since 2008:

| <u>Plan</u> | <u>2008</u> | <u>2009</u> | <u>2010</u> | <u>2011</u> | <u>2012</u> | <u>2013</u> |
|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| PPO (Options 1-4) | 10% | 2.50% | 5.00% | 8.00% | 0.48% | 5.00% |
| HMO | 10% | 7.50% | 12.00% | 12.00% | 4.20% | 1.00% |
| Dental | | | | | | |
| Option 1 | 0% | 0% | 10% | 3.1% | 5.0% | 7.5% |
| Option 2 | 0% | 0% | 10% | -0.4% | 5.0% | 7.5% |

610 - Health Benefits Revenues

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|--|--|--------------------|---------------------|-----------------------|---------------------|
| <u>Interest Income</u> | | | | | |
| 4700 | Interest Income | 569 | 850 | 280 | 250 |
| | | 569 | 850 | 280 | 250 |
| <u>Miscellaneous Revenues</u> | | | | | |
| 4760 | Medical PPO Employer | 4,725,608 | 5,114,893 | 4,674,995 | 4,929,604 |
| 4762 | Medical PPO Employee | 488,494 | 497,185 | 493,195 | 529,477 |
| 4764 | Medical PPO Retiree | 949,165 | 1,020,598 | 921,595 | 1,016,086 |
| 4766 | Medical PPO 2010 ERI | 314,158 | - | 315,730 | 375,256 |
| 4770 | Medical HMO Employer | 1,344,079 | 1,468,215 | 1,383,030 | 1,387,502 |
| 4772 | Medical HMO Employee | 69,410 | 74,410 | 72,730 | 73,018 |
| 4774 | Medical HMO Retiree | 203,192 | 265,305 | 201,235 | 187,379 |
| 4776 | Medical Employee 2010 ERI | 56,695 | - | 65,260 | 54,426 |
| 4780 | Dental Program Employer | 345,238 | 377,498 | 358,530 | 386,189 |
| 4782 | Dental Program Employee | 37,646 | 40,341 | 39,825 | 42,859 |
| 4784 | Dental Program 2010 ERI | - | - | - | 15,676 |
| 4786 | Dental Program - Retiree | 78,841 | 72,066 | 81,225 | 66,572 |
| 4790 | Life Insurance Program Employer | 29,875 | 31,390 | 29,745 | 29,745 * |
| 4792 | Life Insurance Program Employee | 110,644 | 100,000 | 111,155 | 111,155 * |
| 4796 | COBRA Premium Government Reimbursed | 10,894 | - | 750 | - |
| 4798 | Historical Society Reimbursement | 20,079 | 26,216 | 8,995 | 9,000 * |
| | | 8,784,020 | 9,088,117 | 8,757,995 | 9,213,944 |
| <u>(Sources)/Uses of Revenues</u> | | | | | |
| 4880 | Transfer in PSEBA | 70,066 | 65,526 | 82,565 | 65,542 * |
| 4881 | Transfer in Subsidy Medical Retirement | 11,485 | 18,194 | 18,195 | 8,825 |
| | | 81,551 | 83,720 | 100,760 | 74,367 |
| Total Health Benefits Revenues | | 8,866,139 | 9,172,687 | 8,859,035 | 9,288,561 |

610 - Health Benefits Revenues

2013 Budget Justification Worksheet

| G/L Account Number | Transaction | Total Amount |
|---|---|--------------|
| Account:4790 - Life Insurance Program Employer | Basic Life Insurance | 29,745 |
| Account:4792 - Life Insurance Program Employee | Supplemental & Dependent Life | 111,155 |
| Account:4798 - Historical Society Reimbursement | Health and dental insurance reimbursement | 9,000 |
| Account:4880 - Transfer in PSEBA | PSEBA Lifetime Benefit | 65,542 |

610 - Health Benefits

2013 Budget Worksheet

| Account Number | Description | 2011 Actual Amount | 2012 Adopted Budget | 2012 Projected Amount | 2013 Adopted Budget |
|---------------------------------------|------------------------------------|--------------------|---------------------|-----------------------|---------------------|
| <u>Taxes and Benefits</u> | | | | | |
| 5280 | Wellness Program | - | - | 1,150 | - |
| | | - | - | 1,150 | - |
| <u>Insurance</u> | | | | | |
| 5500 | PPO Insurance Premiums | 6,075,504 | 6,632,675 | 6,150,000 | 6,831,583 |
| 5505 | HMO Insurance Premiums | 1,585,223 | 1,807,930 | 1,610,000 | 1,699,184 |
| 5510 | Dental Insurance Premiums | 394,305 | 489,904 | 475,000 | 476,791 |
| 5515 | Life Insurance Premiums | 139,144 | 140,000 | 143,000 | 141,340 |
| 5520 | Medicare Retiree Subsidy | 11,485 | 18,194 | 18,194 | 26,357 |
| 5525 | Early Retirement Incentive | 12,144 | - | 380,987 | 371,284 |
| 5530 | Employee Assistance Program | 8,625 | 9,000 | 8,350 | 9,000 |
| 5575 | IPBC Reserve | 154,234 | - | - | - |
| | | 8,380,665 | 9,097,703 | 8,785,531 | 9,555,539 |
| <u>Contractual Services</u> | | | | | |
| 6000 | Professional Services | - | 5,000 | 5,000 | 5,000 * |
| | | - | 5,000 | 5,000 | 5,000 |
| <u>Other Services</u> | | | | | |
| 6195 | Miscellaneous Contractual Services | 13,034 | 15,000 | 13,000 | 13,000 * |
| | | 13,034 | 15,000 | 13,000 | 13,000 |
| Total Health Benefits Expenses | | 8,393,699 | 9,117,703 | 8,804,681 | 9,573,539 |

610 - Health Benefits

2013 Budget Justification Worksheet

| 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 | 13,000 |

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2013 Budget GLOSSARY

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.



2013 Budget GLOSSARY

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



2013 Budget GLOSSARY

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 of 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 are 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.



2013 Budget GLOSSARY

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.



2013 Budget GLOSSARY

Expense: The term expense is used in full accrual accounting to report decreases in net total assets.

Fiscal Policies: The City's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year (FY): The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Des Plaines specifies January 1 to December 31 as its fiscal year.

Fixed Assets: Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

Forfeiture: The automatic loss of cash or other property as a penalty for not complying with legal provisions and as compensation for the resulting damages or losses.

Franchise Fee: A fee paid by public service businesses for use of City streets, alleys and property in providing their services to citizens of a community. Services requiring franchises include telephone, natural gas and cable television.

Full Faith and Credit: A pledge of the general taxing power for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full-faith-and-credit bonds.

Full-Time Equivalent (FTE): A standardized unit of measure used to determine the equivalent number of full-time employees. It is calculated by dividing the total hours actually worked or planned for a job class (regular and overtime) by a standard number of hours a full-time employee would work for the job class.

Function: A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

Fund: An accounting entity with a set of self-balancing accounts that is used to account for financial transactions for specific activities or government functions. Seven commonly used funds in governmental accounting are: the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, and trust and agency funds.

Fund Balance: Fund balance is the excess of assets over liabilities. The unreserved fund balance is the amount available for appropriation.



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Fund Type: Any one of seven categories into which all funds are classified in government accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

GASB 34: The City implemented Government Accounting Standards Board (GASB) Statement No. 34 for its Fiscal Year Ended December 31, 2003. This accounting standard requires the City to report the value of its infrastructure assets in the governmental financial statements and depreciate them over their estimated useful life. Projects that do not extend the useful life of the asset (e.g. overlay of a road) are expensed rather than capitalized.

General Fund: The largest fund within the City, the General Fund accounts for most of the financial resources of the government. General Fund revenues include sales taxes, licenses and permits, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as fire and police protection, finance, inspection services, community development, public works and general administration.

General Obligation Bonds (G.O. Bonds): Bonds that finance a variety of public projects, such as streets, buildings and improvements, and which are backed by the full faith and credit of the issuing government.

Governmental Fund Types: Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except those accounted for in proprietary funds and fiduciary funds. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. The measurement focus in these fund types is on the determination of financial position and changes in financial position, rather than on net income determination. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

Grant: Contributions or gifts of cash or other assets from another government to be used for a specified purpose, activity or facility. Grants may be classified as either categorical or block, depending on the amount of discretion allowed the grantee.

Gross Bonded Debt: The total amount of direct debt of a government represented by outstanding bonds before deduction of any assets available and earmarked for their retirement.

Home Rule: A status granted by the Illinois Constitution which gives cities of a certain size or by referendum broad powers not otherwise available to local municipalities. For instance, there is no statutory limit to the property tax levy nor is there any requirement to seek referendum approval for increasing the levy or issuing debt.

Illinois Municipal Retirement Fund (IMRF): This retirement fund, established under State statutes, provides employees of local governments (excluding police and firefighters)



2013 Budget GLOSSARY

in Illinois with a system for the payment of retirement annuities, disability, and death benefits. All employees (other than those covered by the Police or Firefighters' plans) hired in positions that meet or exceed an annual hourly standard (1,000 hours) must be enrolled in IMRF as participating members. Participating members of IMRF must contribute 4.5% of their salary to the pension fund. The employer pays a percentage that varies each year and is dependent on a report prepared by a professional actuary.

Income: A term used in proprietary fund type accounting to represent (1) revenues, or (2) the excess of revenues over expenses.

Infrastructure Assets: Public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems and similar assets that are immovable and of value only to the governmental unit.

Interfund Transfer: Payment from one fund to another fund primarily for work or services provided.

Intergovernmental Revenues: Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

Internal Service Fund: Funds used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis; for example, the Risk Management Fund.

Interperiod Equity: The measure of the extent to which current-year revenues are sufficient to pay for the services provided by the government entity during the year, and whether current-year citizens are receiving services by shifting part of the payment burden to future years' citizens or by using up previously accumulated resources.

Investments: Securities held for the production of revenues in the form of interest or dividends. The term does not include fixed assets used in government operations.

Joint Venture: A legal entity or other contractual arrangement in which a government participates in a separate activity for the benefit of the public and in which the government retains an ongoing financial interest.

Level of Budgetary Control: The City Manager is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that increase the total expenditures of any fund must be approved by the governing body. Expenditures may not legally exceed budgeted appropriations at the fund level.

Levy (Verb): To impose taxes, special assessments, or service charges for the support of governmental activities. **(Noun)** The total amount of taxes, special assessments or service charges imposed by the City.



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Liability: Debt or other legal obligations arising out of transactions in the past which must be liquidated renewed or refunded at some future date.

Line-Item Budget: A budget that lists each expenditure category (salaries, office supplies, telephone service, copy machine costs, etc.) separately, along with the dollar amount budgeted for each specified category.

Long-Term Debt: Debt with a maturity of more than one year after the date of issuance.

Measurement Focus: The accounting convention that determines (1) which assets and which liabilities are included on the government's balance sheet and where they are reported, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses).

Millage: The tax rate on real property based on \$1.00 per \$1,000 of assessed property value.

Modified Accrual Accounting: Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Expenditures are recorded when the related fund liability is incurred.

Motor Fuel Tax (MFT): The State returns a portion of the gas tax to the municipalities on a per capita basis for use in the maintenance and construction of public roads.

Net Income: Proprietary fund excess of operating revenues, non-operating revenues, and operating transfers-in over operating expenses, non-operating expenses, and operating transfers-out.

Non-Operating Expenditures: The costs of government services which are not directly attributable to a specific City program or operation. Examples include debt service obligations and contributions to community organizations.

Non-Operating Revenues: The incomes received by the government which are not directly attributable to providing a service. An example would be interest on investments.

Offset by Revenues (RO): Describes an expenditure which is funded by specific revenues such as charges for services or contributions which are restricted as to their use. The City uses this designation to identify expenditures of its General Fund (Fund 100) and Capital Improvement Fund (Fund 414) which are fully offset by specific revenues.

Operating Budget: Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing,



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acquisition, spending and service delivery activities of a government are controlled. See **Budget**.

Ordinance: A formal legislative enactment by the governing body of a municipality. It has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. See **Resolution**.

Organizational Unit: A responsibility center within a government.

Other Financing Sources: Governmental fund debt proceeds, proceeds from the sale of general fixed assets, and operating transfers-in. Such amounts are classified separately from revenues on the governmental operating statement.

Other Financing Uses: Governmental fund operating transfers-out and the amount of refunding bond proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental operating statement.

Overhead: This refers to an interfund transfer to a particular fund or entity (e.g. Equipment Replacement Fund) from the General Fund to pay for its share of expenses that can't be allocated to a particular department or division of the general government.

Overlapping Debt: The proportionate share that property within each government must bear of the debts of all local governments located wholly or in part within the geographic boundaries of the reporting government. The amount of debt of each unit applicable to the reporting unit is arrived at by (1) determining what percentage of the total assessed value of the overlapping jurisdiction lies within the limits of the reporting unit, and (2) applying this percentage to the total debt of the overlapping jurisdiction.

Performance Budget: A budget that focuses on activities rather than line items. Work load and unit cost data are collected in order to assess the efficiency of services.

Performance Measures: Specific quantitative and qualitative measures of work performed as an objective of the department.

Personal Services: Includes the compensation paid to all employees as well as the City's share of pension, FICA and Medicare costs.

Premium: The excess of the price of a security over its face value, excluding any amount of accrued interest bought or sold.

Program Budget: A budget which structures budget choices and information in terms of "program and their related work activities" (i.e., repairing roads, crossing guards, etc.). A program budget provides information on what each program is committed to accomplish in



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the long run (goals) and in the short run (objectives) and measures the degree of achievement of program objectives (performance measures).

Property Tax: A tax levied on the assessed value of real property (also known as “**ad valorem taxes**”).

Proprietary Fund Types: The classification used to account for a City’s ongoing organizations and activities that are similar to those often found the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses, and transfers relating to the government’s business and quasi-business activities are accounted for through proprietary funds. The Generally Accepted Accounting Principles used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the Governmental Accounting Standards Board has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

Reserved Fund Balance: Those portions of fund balance that are not appropriable for expenditure or that are legally segregated for a specific future use.

Resolution: An order of a legislative body requiring less legal formality than an ordinance or statute. See **Ordinance**.

Revenue: Monies that the government receives as income. It includes such items as tax payments, fees from services, receipts for other governments, fines, reimbursements, grants, share revenues and interest income.

Revenue Bonds: Bonds whose principal and interest are payable exclusively from earnings of an Enterprise Fund.

Retained Earnings: An equity account reflecting the accumulated earnings of the City’s proprietary funds.

RHS Plan Payout: An incentive payment to employees who have accumulated a set number of unused sick days based on criteria set forth in the City’s Personnel Handbook.

Salary Adjustments: An account to be approved by the City Council for employee salary increases either negotiated through contracts or other otherwise authorized by the Council.

Self-Insurance: A term used to describe the retention of a risk of loss arising out of the ownership of property or from some other cause, instead of transferring this risk to an independent third-party through the purchase of an insurance policy.



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Special Revenue Funds: Funds used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes.

Special Service Area: A financing technique used to finance special services and special improvements desired by a specific area of the City. A tax is levied only on the particular area that will receive the special service or improvement.

Tax Anticipation Notes (TANs): Notes (or warrants) issued in anticipation of the collection of taxes, usually retirable only from tax collections.

Taxes: Compulsory charges levied by a government to finance services performed for the common benefit.

Tax Increment Financing (TIF): Tax increment financing is a redevelopment method, authorized by Illinois State Statutes that allows municipalities to encourage new development by using the new incremental property taxes generated by development to make public improvements, assemble property, or incur authorized costs in order to attract the development.

Tax Levy: The total amount to be raised by general property taxes for operating and debt service purposes.

Tax Rate: The amount of tax levied for each \$100 of assessed valuation.

Value: As used in governmental accounting, (1) the act of describing anything in terms of money or (2) to measure in terms of money.

Voucher: A written document that evidences the propriety of transactions and usually indicates the accounts in which they are to be recorded.

Working Capital: This term generally refers to current assets minus current liabilities. Some organizations may exclude certain current assets (e.g., inventory) from this general formula.