

ADMINISTRATION DEPARTMENT

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MISSION STATEMENT

The overall mission of the Administration Department is to interpret and define the needs of the community, to establish policies to meet those needs and to provide supportive services to administer those policies. The missions of the programs within the Administration Department are as follows:

Legislative: The City Council serves as the legislative and policy making body of the City; it takes the leadership role in interpreting the wishes of the community and providing for the general welfare of the community through programs, services and activities.

City Administration: To plan, coordinate, staff and direct municipal activities to accomplish the City-wide goals of the Mayor and City Council.

Legal Counsel: To provide legal counsel to the Mayor and City Council, City Manager and all City departments relating to their official duties and to prosecute and defend all lawsuits on behalf of the City.

Records Control: To keep a complete and accurate record of City Council proceedings, maintain official City files, conduct voter registration, absentee balloting, act as early voting site and to service all resident and governmental agency requests pertaining to the same.

Human Resources: To hire well qualified employees and to establish policies and procedures that encourage employees to maximize their contributions to the achievement of City objectives.

Information Services: To provide effective, accurate and comprehensive communications between the citizens and the City, including elected officials and staff. Information shall be provided in multiple forms and shall include City policies, procedures, programs, issues and progress.

Information Technology: To coordinate the implementation and operation of the city wide technology systems, to manage and administer City WAN (Wide Area Network) and provide training and support for those systems.

Economic Development: To promote economic development within the business community by encouraging business retention, business attraction which should result in an increased property and sales tax revenue, lower unemployment rates, and a stable economic base.

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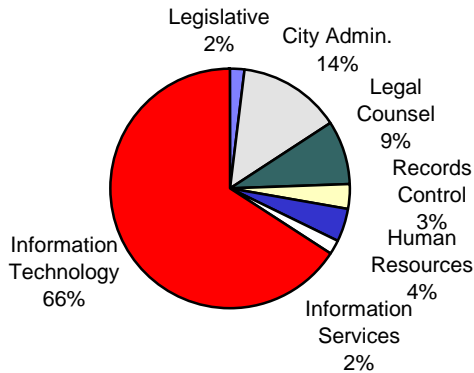
ADMINISTRATION DEPARTMENT

BUDGET SUMMARY

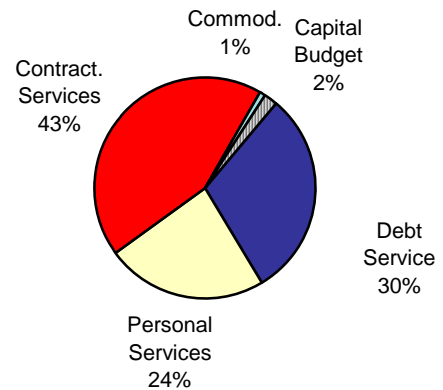
<u>NOTES</u>	08/09	09/10	09/10	10/11	Percent	
	Actual	Budget	Estimated	Budget	Change From Budget	11/12 Estimate
PROGRAMS						
Legislative	196,033	78,100	73,400	75,900	-3%	78,000
City Admin.	543,982	545,300	585,300	574,500	5%	565,900
Legal Counsel	360,159	330,500	360,500	360,500	9%	366,500
Records Control	122,146	121,700	120,800	128,300	5%	131,900
Human Resources	313,371	254,100	218,500	185,200	-27%	188,900
Information Services	132,581	137,500	128,000	86,900	-37%	101,300
Information Technology	521,245	645,400	623,500	596,900	-8%	614,000
Economic Develop.	1,776,677	1,631,100	1,917,000	2,704,400	66%	3,157,700
Programs Total	3,966,194	3,743,700	4,027,000	4,712,600	26%	5,204,200
EXPENDITURE CLASSIFICATION						
Personal Services *	1,379,702	1,367,700	1,339,900	1,117,100	-18%	1,134,800
Contractual Services	1,112,783	760,200	1,078,400	2,040,200	168%	2,413,900
Commodities	47,107	46,100	39,000	41,000	-11%	41,200
Operating Budget Total	2,539,592	2,174,000	2,457,300	3,198,300	47%	3,589,900
Debt Service	1,424,400	1,424,400	1,424,400	1,424,400	0%	1,524,400
Capital Budget	2,202	145,300	145,300	89,900	-38%	89,900
Expenditure Total	3,966,194	3,743,700	4,027,000	4,712,600	26%	5,204,200
SOURCE OF FUNDS						
General Fund	2,162,489	2,077,400	2,098,100	2,597,500	25%	2,902,700
2005A Debt Service Fd	321,100	321,100	321,100	321,100	0%	421,100
2006A&B Debt Serv Fd	1,103,300	1,103,300	1,103,300	1,103,300	0%	1,103,300
Uptown TIF Fund	208,877	50,500	308,900	526,600	943%	606,600
Ill. Mun. Retirement Fund	170,428	191,400	195,600	164,100	-14%	170,500
Source of Funds Total	3,966,194	3,743,700	4,027,000	4,712,600	26%	5,204,200
* Regular Salaries	990,790	989,300	1,009,000	815,300	-18%	838,200
Other Personal Services	388,912	378,400	330,900	301,800	-20%	296,600

Overview:
The 2010/11 budget for the Administration Department is \$4,712,600. This represents 9% of the total City budget a 26% increase from last year's budget. The increase is because staff made an accounting change and expensed payments made pursuant to an economic incentive agreement and the Uptown Tax Increment Financing agreement to the Economic Development Dept.

**PROGRAMS
10/11 BUDGET**



**EXPENDITURE CLASSIFICATION
10/11 BUDGET**



ADMINISTRATION DEPARTMENT
ADMINISTRATION DEPARTMENT STAFF

	09/10	10/11	11/12
<i>By Position:</i>	<i>FTE</i>	<i>FTE</i>	<i>FTE</i>
Mayor	NA	NA	NA
Aldermen	NA	NA	NA
City Clerk	NA	NA	NA
<i>Total Elected Officials</i>	NA	NA	NA
City Manager	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00
Economic Development Director	1.00		
Director of Information Technology	1.00	1.00	1.00
Public Information Coordinator	1.00		
Information Systems Coordinators	2.00	2.00	2.00
Senior Administrative Assistants	2.00	2.00	2.00
Human Resources Administrator	1.00	1.00	1.00
Secretary-Police & Fire Commission	NA	NA	NA
<i>Total Employees</i>	11.00	9.00	9.00
<i>Total Administration Department</i>	11.00	9.00	9.00

Salary Expense:

Regular salaries in the Administration department are expected to equal \$815,300 for fiscal year 2010/11.

Staffing Changes:

Due to the economic recession, the positions of Public Information Coordinator and Economic Development Director were eliminated.

Performance Measurements

Mission: Provide leadership that serves the needs of the community and enhances city operations.
 2006/07 2007/08 2008/09 2009/10 2010/11 est.

Administrative Adjudication*:

Number of Cases Prosecuted	950	891	974	2,160***	2,160
Value of Fines Collected	\$200,000*	\$162,500	\$151,827	\$285,000	\$300,000
Average Cost per Cases to Process	\$30.40	\$48.75**	\$57.40	\$34.00	\$32.00
Revenue over Expenditures Collected	\$198,873.58	\$124,400	\$115,000	\$240,000	\$250,000

Liquor Licenses:

Number of Violations	5	3	0	0	1
Number of Licenses Applied For	41	35	37	39	39
Number of Licenses Issued	41	35	37	39	39
Revenue Collected for Licenses	\$64,000	\$68,825	\$68,100	\$74,000	\$74,000
Revenue Collected for Fines	\$2,600	\$3,000	\$0	\$0	\$1,500

Voter Registration:

Number of Registered Voters	25,272	25,300	26,085	25,702	25,800
Number of Early Ballots	1,381	1,500	5,345	1,500	2,000
Percent of Eligible Voters Registered	89%	90%	90%	90%	90%

City's Website^^:

Number of Inquiries	520	540	550	500	600
Number of Hits	5,520,298	6,766,575	7,584,565		
Percent of Inquiries that are Responded to in 48 Hours	Over 90%	Over 90%	Over 90%	Over 90%	
Number of Visits		135,095	150,000	145,000	175,000

Information Technology

Workorders

Number of requests for assistance in 12 months	1261	1300	1200++	1200++	
Percent of requests completed in 48 hours	94%	94%	94%	95%	

Other

Vehicle Accidents		1	1	0	0
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Efficiency Measure:

Departmental budget per capita	\$119.19	\$68.59	\$105.00	\$106.60	\$124.75
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* Administrative Adjudication –Added overweight truck violations to program in 2006/07.

** During 2007/08, all legal expenses for adjudication were added into these expenses, not just the cost of the actual hearings as previously calculated.

***During 2009/10, the City started requiring unpaid parking tickets to go through the adjudication process. This caused an increase in the number of cases and revenue. For FY 2009/10, without the extra parking tickets, the number of cases would have been 900, the value of fines of \$154,000 and revenue over expenses of \$115,000.

^ IT Workorders – represent 23 weeks since implementation.

++ IT Workorders – slight decrease since tracking issues has permitted preventative measures to result in fewer work orders

^^ City's Website – Website went live July 2005.

ADMINISTRATION DEPARTMENT**OVERALL ACCOMPLISHMENTS AND OBJECTIVES****GENERAL SUMMARY****GOAL – Provide leadership that serves the needs of the community.****2009/10 Accomplishments:**

- Provided support for the Mayor and City Council and assisted with changes to a committee of the whole structure.
- Continued to monitor the Uptown and Dempster TIF Districts.
- Completed streetscape construction on Summit Ave.
- Completed Plan for Higgins Rd. Corridor.
- Respond to inquiries about potential development.
- Worked with PRC on final completion of Target Area 2 – Phase 3 and Parking Garage.
- Facilitated the work of the Historic Preservation Task Force. New Historic Preservation Ordinance approved. Creation of Historic Preservation Commission.
- Oversaw creation of Flood Control Task Force, Tree Preservation Task Force and the O'Hare Airport Commission.

2010/11 Objectives:

- Provide support for the Mayor and City Council.
- Facilitate Historic Preservation Awards Program
- Continue to work towards implementation of the Strategic Plan.

GOAL – Provide leadership that enhances city operations and promotes the accomplishment of citywide goals.**2009/10 Accomplishments:**

- Conducted monthly department head planning sessions to plan, provide information and to answer questions.
- Processed 38 annual liquor licenses.
- Continued implementation and enhancement of Administrative Adjudication Hearing Process (hired new hearing officer, addition of collection process; heard 950 cases).
- Hired new Police Chief and Finance Director.
- Created Special Events and Temporary Public Art Policies.

2010/11 Objectives:

- Facilitate input from city employees on improvements to the organization and provide regular opportunities for communication and for providing information.
- Work with City Council on setting clear direction for the organization.
- Continue to work to move organization forward with limited resources using innovation, collaboration and intergovernmental cooperation.

GOAL – Augment record keeping procedures of City Council proceedings and official documents.**2009/10 Accomplishments:**

- Served residents through voter registration early voting and absentee voting. Served as one of 32 early voting sites using electronic voting machines for a record number of early voters.
- Maintained City Code of Ordinances on the city's web site.
- Made adjustments for new configuration and size of City Council.

2010/11 Objectives:

- Provide high quality voter education and services including early voting.
- Maintain official City files and index for easy retrieval.
- Respond to resident inquiries in a resourceful and solicitous manner.
- Co-ordinate Sister City activities.

GOAL – Human Resources – To enhance employee experience.**2009/10 Accomplishments:**

- Successfully negotiated a 4-year union contract with the IAFF and commenced negotiations with IUOE Local 150 for a successor union contract in Public Works.
- Coordinated the process to develop new two-year promotional lists for the positions of Police Sergeant, Fire Lieutenant and Fire Battalion Chief.
- Coordinated the recruitment and hiring process for a Finance Director and Police Chief.

2010/11 Objectives:

- Coordinate customer service training citywide to provide the best service level possible to internal and external customers.

ADMINISTRATION DEPARTMENT
OVERALL ACCOMPLISHMENTS AND OBJECTIVES**GENERAL SUMMARY**

GOAL – Information Services - To provide effective, accurate and comprehensive communications between elected officials, citizens, the business community, news media and city staff. Information sharing should be external and internal and provided in multiple forms.

2009/10 Accomplishments:

- Communicated with City Council, staff, businesses and residents regarding current issues of concern
- Produced six issues of the Spokesman in new format and a special issue/insert on Target Area 2 and economic development.
- Worked with the Public Arts Commission; commissioned and dedicated two art sculptures in Uptown.
- Promoted the U.S. Census to assure a complete count.
- Handled intergovernmental projects, including the Clinical Government class.
- Actively participated in the NWMC Government Communicators Committee and 3CMA.
- Worked with consultant to upgrade and development of a more user-friendly City website and improved Intranet.

2010/11 Objectives:

- Communicate with City Council, staff, businesses and residents regarding current issues of concern.
- Produce six issues of the Spokesman and one special insert on the City's Centennial Year.
- Encourage use of newly developed website with added features including state of the art citizen request component.
- Work with Public Art Commission on restoration of the WPA mural.

GOAL – Information Technology - Maintain high level of internal/external customer service.

2009/10 Accomplishments:

- Continued working with team to finalize the Parking Ticket system implementation & begin the contract negotiation with substantial changes for next term.
- Worked with CP&D on the further development and installation of a Business License system and began the process with CP&D to digitize records going forward.
- Began the upgrade / redevelopment of the city's web site to make it more interactive and to include a citizen's request system and some online payment options.

2010/11 Objectives:

- With the team, complete the redevelopment of the city's web site to make it more interactive and include a citizen's request system.
- Collaborate with surrounding government entities to develop joint projects and work together to obtain grants for those projects particularly in the areas of security.
- Become conversant with the numerous city phone contracts and work to develop an organizational policy; consolidate contracts and work to reduce the all over costs for the organization on the various phone systems.

GOAL – Economic Development

2009/10 Accomplishments:

- Distributed the Annual Business Retention Report utilizing interviews from over 60 businesses.
- Retained consultants who provided a Higgins Corridor Plan.
- Continue to work with state and federal officials in locating new funding sources for improved transportation of our workforce.
- Hosted a Familiarization Tour targeted to the Rosemont Hospitality Industry.

2010/11 Objectives:

- Finalize plans and begin implementation specific to the Higgins Corridor and Dee Park areas.
- Determine strategy for redevelopment of Target Area 4.
- Continue pursuing transportation funding resources through IDOT and FHA.
- Develop a Campaign to attract visitors targeting the Rosemont hospitality industry.

**ADMINISTRATION DEPARTMENT
LEGISLATIVE**

<u>NOTES</u>	08/09		09/10		10/11		Percent Change	
	Actual	Budget	Estimated Actual	Budget	From Budget	Estimate	11/12	
<p><u>Salaries:</u> The Mayor is paid \$1,000/month, the Clerk is paid \$750/month, and the aldermen are paid \$100/month.</p> <p><u>Membership Dues:</u> Illinois Municipal League (\$2,000) and Northwest Municipal Conference (\$18,200).</p> <p><u>Materials:</u> Includes copier (\$1,200) and copy paper (\$1,000).</p>	Personal Services							
	1001011910000	Regular Salaries	32,713	34,700	32,600	34,100	-2%	34,500
	1001011915200	Overtime	657	700	500	700	0%	700
	1001011921000	Insurance	2,888	3,200	2,400	3,400	6%	3,500
	2066050949100	FICA & IMRF Pmts.	4,747	5,800	6,400	6,200	7%	6,300
	Personal Services Total		41,005	44,400	41,900	44,400	0%	45,000
	Contractual Services							
	1001011943700	Training	4,070	3,500	3,500	3,500	0%	3,500
	1001011947400	Membership Dues	21,862	22,000	22,000	22,000	0%	23,000
	1001011948500	Gen. Contract. Svcs.	126,040	3,600	3,000	3,000	-17%	3,000
	Contractual Services Total		151,972	29,100	28,500	28,500	-2%	29,500
	Commodities							
	1001011952000	Materials	3,056	4,600	3,000	3,000	-35%	3,500
	Commodities Total		3,056	4,600	3,000	3,000	-35%	3,500
	Operating Budget Total		196,033	78,100	73,400	75,900	-3%	78,000
Legislative Total		196,033	78,100	73,400	75,900	-3%	78,000	

Ongoing Programs:

- Hold City Council meetings on the first and third Monday and Committee of the Whole meetings on the second and fourth Monday of each month to determine City policies and enact ordinances.
- Discuss policy decisions in depth at regularly scheduled meetings.
- Establish basic objectives for the City and evaluate accomplishments.
- Appropriate and adopt the City's annual budget.

ADMINISTRATION DEPARTMENT
CITY ADMINISTRATION

<u>NOTES</u>			08/09	09/10	09/10	10/11	Percent	11/12
			Actual	Budget	Estimated Actual	Budget	Change From Budget	Estimate
<p><u>Gen. Cont. Svcs:</u> Includes various items such as postage, copier and membership dues.</p> <p><u>Materials:</u> Includes copier usage expense and portion of the copier lease payment.</p>	Personal Services							
	1001021910000	Regular Salaries	396,081	382,800	425,300	388,200	1%	399,200
	1001021915200	Overtime	1,303	1,800	1,200	1,800	0%	1,800
	1001021921000	Insurance	32,797	39,600	29,700	41,400	5%	42,800
	1001021921099	Workers Comp	1,217	1,200	1,100	1,200	0%	1,300
		Unemployment Comp				25,000		
	2066050949100	FICA & IMRF Pmts.	58,454	74,700	82,000	74,200	-1%	76,000
	Personal Services Total		489,852	500,100	539,300	531,800	6%	521,100
	Contractual Services							
	1001021940100	Telecommunications	11,003	10,600	10,600	10,600	0%	11,000
	1001021943700	Training	8,053	8,100	8,100	6,000	-26%	6,000
	1001021948500	Gen. Contract. Svcs.	15,723	10,000	10,000	9,500	-5%	10,500
		Vehicle Maintenance	9,459	8,800	9,700	9,500	8%	9,700
	Contractual Services Total		44,238	37,500	38,400	35,600	-5%	37,200
	Commodities							
	1001021952000	Materials	8,292	6,100	6,000	5,500	-10%	6,000
	Commodities Total		8,292	6,100	6,000	5,500	-10%	6,000
	Operating Budget Total		542,382	543,700	583,700	572,900	5%	564,300
	Capital							
	1001021990400	Motor Equipment	1,600	1,600	1,600	1,600	0%	1,600
Capital Budget Total		1,600	1,600	1,600	1,600	0%	1,600	
City Administration Total		543,982	545,300	585,300	574,500	5%	565,900	

Ongoing Programs:

- Supply the City Council with relevant data needed to make policy decisions.
- Assure that necessary follow up of Council policies is provided.
- Provide direction to the operating departments so that their activities are in harmony with the expectations of the City Council and residents.
- Encourage innovative approaches in management of departmental activities, and seek to reduce costs of services by improving productivity.
- Respond to input from individuals and groups in such a manner as to develop and maintain cooperative relationships between the City organization and the community.
- Encourage continuous change, promote teamwork, and provide quality service.

**ADMINISTRATION DEPARTMENT
LEGAL COUNSEL**

<u>NOTES</u>		08/09	09/10	09/10 Estimated	10/11	Percent Change From Budget	11/12 Estimate
		Actual	Budget	Actual	Budget		
<u>Special Counsel:</u> This account provides funds for outside legal services to all departments for continuing representation in certain areas such as labor and employment matters, traffic and housing court prosecution and for limited representation and consultation on specific cases, such as annexation, election matters, and condemnation.	Contractual Services						
	1001022942500 Spec Counsel-Corp.	258,042	265,000	265,000	265,000	0%	270,000
	1001022942501 Spec Counsel-Prosec.	23,897	25,000	25,000	25,000	0%	26,000
	1001022942502 Spec Counsel-Other	68,667	30,000	60,000	60,000	100%	60,000
	1001022948500 Gen. Contract. Svcs.	9,553	10,500	10,500	10,500	0%	10,500
	Contractual Services Total	360,159	330,500	360,500	360,500	9%	366,500
	Operating Budget Total	360,159	330,500	360,500	360,500	9%	366,500
Legal Counsel Total	360,159	330,500	360,500	360,500	9%	366,500	

Ongoing Programs:

- Represent the City in all legal matters including litigation.
- Advise the Mayor, City Council, City Manager, department heads and police officers on actions that could involve legal questions.
- Prosecute cases for the City in traffic court and City adjudication.
- Provide special counsel when needed to assist the City Attorney on cases of specialized law such as labor relations and condemnation.

**ADMINISTRATION DEPARTMENT
RECORDS CONTROL**

<u>NOTES</u>		08/09	09/10	09/10	10/11	Percent	11/12
		Actual	Budget	Estimated Actual	Budget	Change From Budget	Estimate
<p><u>Extra Help:</u> Elections in Nov 2010 and Apr 2011.</p> <p><u>Training:</u> Deputy Clerk attaining certification.</p> <p><u>Gen. Contract. Services.:</u> Sister Cities will host visitors from Kinver, England in the fall of 2010. Council will sponsor a reception.</p> <p><u>Printing:</u> Increase to allow for City Council update and/or Anniversary needs.</p> <p><u>Materials:</u> Additional Minute Books needed.</p> <p><u>Computer Replacement Fd.:</u> Annual funding for replacement of the City Hall main copier.</p>	Personal Services						
	1001023910000 Regular Salaries	53,759	46,000	45,600	45,600	-1%	46,700
	1001023915000 Extra Help	280	500	300	500	0%	500
	1001023915200 Overtime	5,073	5,000	5,000	5,000	0%	5,000
	1001023921000 Insurance	9,488	8,600	6,400	9,000	5%	9,300
	2066050949100 FICA & IMRF Pmts.	9,773	9,800	9,700	10,700	9%	10,900
	Personal Services Total	78,373	69,900	67,000	70,800	1%	72,400
	Contractual Services						
	1001023940100 Telecommunications	15,397	15,500	15,500	16,000	3%	16,300
	1001023940101 Telecomm. Maint.	8,149	11,500	11,500	12,000	4%	12,000
	1001023943700 Training	2,676	1,800	1,800	2,500	39%	2,500
	1001023947200 Postal Charges	7,428	8,000	11,000	12,000	50%	12,000
	1001023947300 Printing	250					1,000
	1001023947500 Legal Notices	1,750	4,000	3,000	4,000	0%	4,000
	1001023948500 Gen. Contract. Svcs.	3,213	3,000	3,000	3,000	0%	3,500
	Contractual Services Total	38,863	43,800	45,800	49,500	13%	51,300
	Commodities						
	1001023952000 Materials	4,910	4,000	4,000	4,000	0%	4,200
	Commodities Total	4,910	4,000	4,000	4,000	0%	4,200
	Operating Budget Total	122,146	117,700	116,800	124,300	6%	127,900
Capital							
1001023990800 Computer Equipment		4,000	4,000	4,000	0%	4,000	
Capital Budget Total	-	4,000	4,000	4,000	0%	4,000	
Records Control Total	122,146	121,700	120,800	128,300	5%	131,900	

Ongoing Programs:

- Record and transcribe minutes of all City Council proceedings.
- Microfilm records for permanent retention and maintain off-site storage for security.
- Maintain official City files of ordinances, deeds and agreements, etc. accurately indexed for retrieval.
- Register voters and conduct absentee balloting services and early voting in City Hall for convenience of residents.
- Provide voter education with new systems.
- Update Ordinance Books with all new Ordinances and Resolutions.
- Update the Municipal Code.
- Research restoration of historic minute books. This project began in 1989 with Book I (1873); planned restoration through Book XIX.
- Prepare all proclamations and resolutions bestowed by Mayor and City Council.
- Conduct tours and information sessions for Scout Troops and other visitors, international and local.
- Continue direction of Sister Cities Commission and all related activities.
- Collaborate with Public Information Officer regarding printing of City Council and resident information.
- Maintain variety of City recognition materials for Public Relations purposes.
- Maintain raffle Licenses and Solicitation Permits.

**ADMINISTRATION DEPARTMENT
HUMAN RESOURCES**

<p>NOTES <u>Early Retire Program:</u> Cost of two years City provided medical insurance for three firefighters and two police officers. <u>Medical Exams:</u> Includes flu shots, police, fire and public works pre-employment physicals. <u>Recruiting & Testing:</u> Recruitment and selection process for the city, including promotional list for police and fire. <u>Citywide Training:</u> Computer Training (\$3,000); Customer Service (\$1,000). <u>Gen. Contract. Svs.</u> Includes Board of Fire & Police Comm. annual membership. <u>Materials:</u> General office supplies and service recognition awards. Employee Recognition events cancelled as part of budget cutbacks..</p>								
		08/09	09/10	09/10	10/11	Percent	11/12	
			Actual	Budget	Estimated	Budget	Change	From
							Budget	Estimate

Ongoing Programs:

- Monitor group health coverage and plan design. Communicate and educate employees regarding benefit plans.
- Evaluate and enhance performance evaluation system and compensation programs for non-union employees, focusing on internal and external equity considerations.
- Maintain employee manual and supervisors' operating guidelines.
- Provide professional development opportunities for employees through ongoing training efforts.

**ADMINISTRATION DEPARTMENT
INFORMATION SERVICES**

NOTES <u>Membership Dues:</u> Membership in 3CMA, the City-County Commun. & Mrktg. Assoc. <u>Postal Charges:</u> Includes 6 issues of <i>Spokesman</i> and special mailings at the bulk rate <u>Gen. Contract Svcs.:</u> 6 issues of the <i>Spokesman</i> (\$47,500) and Centennial Special. Web site maintenance (\$2,000), hosting & licensing fees (\$2,100). <u>Materials:</u> Includes newspaper subscriptions, paper, film, film developing, and color printer cartridges.	08/09	09/10	09/10	10/11	Percent	11/12
	Actual	Budget	Estimated Actual	Budget	Change From Budget	Estimate
Personal Services						
1001026910000 Regular Salaries	63,222	65,500	63,000	9,200	-86%	9,400
1001026915200 Overtime	1,138	1,200	900	1,200	0%	12,500
1001026921000 Insurance	11,345	12,800	9,600	2,200	-83%	2,300
2066050949100 FICA & IMRF Pmts.	10,611	12,800	12,300	2,200	-83%	4,600
Personal Services Total	86,316	92,300	85,800	14,800	-84%	28,800
Contractual Services						
1001026940100 Telecommunications		800	800	800		800
1001026947400 Membership Dues	475	500	500			
1001026943700 Training	1,840	1,300	1,300			
1001026947200 Postal Charges	14,880	12,000	14,000	15,500	29%	15,500
1001026948500 Gen. Contract. Svcs.	28,293	29,500	24,500	54,600	85%	55,000
Contractual Services Total	45,488	44,100	41,100	70,900	61%	71,300
Commodities						
1001026952000 Materials	777	1,100	1,100	1,200	9%	1,200
Commodities Total	777	1,100	1,100	1,200	9%	1,200
Operating Budget Total	132,581	137,500	128,000	86,900	-37%	101,300
Information Services Total	132,581	137,500	128,000	86,900	-37%	101,300

Ongoing Programs:

- Produce six issues of the Spokesman plus a special issue on City Centennial Year.
- Provide communications support to the Uptown and other redevelopment projects.
- Continuously improve and update the City Web site, offering government information 24/7.
- Provide timely information for citizens in multiple forms, such as town meetings, open houses, the Listening Post, publications, and the Internet including e-mail news subscriptions.
- Participate in NWMC Government Communications Committee; 3CMA (City-County Communications and Marketing Association).
- Promote internal communications through support of a City Intranet.
- Serve as liaison to Public Art Commission and help move its programs forward.

**ADMINISTRATION DEPARTMENT
INFORMATION TECHNOLOGY**

<u>NOTES</u>	08/09		09/10		10/11		Percent Change from Budget	
	Actual	Budget	Estimated Actual	Budget	Budget	Estimate		
<p><u>Extra Help:</u> Intern – used for computer replacement process</p> <p><u>Telecommun.:</u> Includes T1 lines for WAN support</p> <p><u>Materials:</u> Materials increase due to aging PC population.</p> <p><u>Computer Equipment:</u> 10/11: Contribution to the Technology Replacement Fund. See p. 311 for more information.</p>	Personal Services							
	1001025910000	Regular Salaries	249,458	258,400	248,400	248,400	(4%)	255,900
	1001025915000	Extra Help	1,143	2,000	-	1,500	(25%)	
	1001025921000	Insurance	28,259	32,100	24,000	33,600	5%	34,800
	2066050949100	FICA & IMRF Pmts.	40,303	49,000	47,800	51,900	6%	53,200
	Personal Services Total		319,163	341,500	320,200	335,400	(2%)	343,900
	Contractual Services							
	1001025940100	Telecommunications	16,324	11,400	11,400	11,400	0%	11,000
	1001025941700	Data Process. Svcs.	38,698	-	-	-		-
	1001025943700	Training	3,159	4,200	3,500	4,200	0%	4,200
		Vehicle Maintenance	1,596	1,500	1,600	1,600	7%	1,600
	1001025948500	Gen. Contract. Svcs.	123,703	130,000	130,000	140,000	8%	150,000
	Contractual Services Total		183,480	147,100	146,500	157,200	7%	166,800
	Commodities							
	1001025952000	Materials	18,000	17,100	17,100	20,000	17%	19,000
Commodities Total		18,000	17,100	17,100	20,000	17%	19,000	
Operating Budget Total		520,643	505,700	483,800	512,600	1%	529,700	
Capital								
1001025990400	Motor Equipment	300	300	300	300	0%	300	
1001025990800	Computer Equipment	302	139,400	139,400	84,000	(40%)	84,000	
Capital Budget Total		602	139,700	139,700	84,300	(40%)	84,300	
Information Tech. Total		521,245	645,400	623,500	596,900	(8%)	614,000	

Ongoing Programs:

- Upgrade the City’s web site to make it more interactive.
- Help develop a customer service system, online and locally in order to improve customer service.
- Manage and administer city WAN (Wide Area Network).
- Oversee the maintenance and security of the computer systems.
- Provide computer training for employees.
- Monitor the service and performance of the computer systems.
- Maintain the city network hardware and software and evaluate and implement new technology, where appropriate.
- Ensure that all computer hardware and software additions and modifications are in conformance with the city information technology plan.
- Oversee compliance with the city’s computer policy and procedures.

**ADMINISTRATION DEPARTMENT
ECONOMIC DEVELOPMENT**

<u>Notes:</u>	08/09		09/10		10/11		Percent Change	
	Actual	Budget	Estimated Actual	Budget	From Budget	11/12 Estimate		
<p><u>Conf – Marketing & Promotions:</u> 10/11: Not go to Las Vegas conference.</p> <p><u>Membership Dues:</u> 10/11: Drop Rotary membership.</p> <p><u>Marketing Promotions:</u> 10/11: New marketing materials.</p> <p><u>Uptown Gen. Contract.:</u> 09/10: McKenna (\$1,400), Lakota (\$1,845), Spaceo (\$3,900), Vistara (\$16,400), Klein Thorpe (\$600). 10/11: McKenna (\$1,500), Klein Thorpe (\$1,000), other (\$2,500).</p> <p><u>Debt Service:</u> 09/10: \$321,100 for series 2005A and \$1,103,300 for series 2006 A & B (funds 308 & 309. See pages 315 - 318.</p>	Personal Services							
	1001027910000	Regular Salaries	104,694	108,500	104,300	-	-	-
	1001027921000	Insurance	9,488	10,700	8,100	-	-	-
	2066050949100	FICA & IMRF Pmts.	17,499	20,700	20,100	-	-	-
	Personal Services Total		131,681	139,900	132,500	-	-	-
	Contractual Services							
	1001027940100	Telecommunications	1,202	900	900			
	1001027943700	Training	4,653	2,800	2,800			
	1001027943704	Conf - Mktg/Promotion:	2,389	3,300	2,500			
	2041027943704	Training			800			
	1001027947200	Postal Charges		200	100	100	(50%)	100
	1001027947400	Membership Dues	1,670	3,200	2,600	2,000	(38%)	2,000
	1001027948504	Marketing Promotions	1,100	5,000	3,000	4,500	(10%)	4,500
	1001027948500	Gen. Contract. Svcs.	200		38,800	746,800		1,020,100
	2041027948500	Gen. Contract. Svcs.	208,877	45,500	308,100	526,600	1057%	606,600
	Contractual Services Total		220,091	60,900	359,600	1,280,000	2002%	1,633,300
	Commodities							
	1001027952000	Materials	505	900	500			
	2041027952000	Materials		5,000				
	Commodities Total		505	5,900	500	-	-	-
	Operating Budget Total		352,277	206,700	492,600	1,280,000	519%	1,633,300
	Debt Service							
3066110981000	Bond Prin. & Int.	321,100	321,100	321,100	321,100	0%	421,100	
xxx6110983000	Bond Prin. & Int.	1,103,300	1,103,300	1,103,300	1,103,300	0%	1,103,300	
Debt Service Total		1,424,400	1,424,400	1,424,400	1,424,400	0%	1,524,400	
Economic Development Total		1,776,677	1,631,100	1,917,000	2,704,400	66%	3,157,700	

General Fund Gen. Contract.:
 09/10: District 64 – New Students - \$28,500 + \$10,300 = \$38,800
 10/11: Dempster Development - \$400,000, District 64 - \$526,817 = \$926,800
 11/12: Dempster Development – \$400,000, District 64 - \$620,133 = \$1,020,100
 Note Regarding FY 2010/11 Expense: Recorded as \$746,800 because School Districts 207 and 64 have each deferred \$90,000 from payments due.

Uptown Gen. Contract.:
 09/10: District 207 - \$172,100, Park District - \$34,400, New Students - \$73,700 = \$280,200
 10/11: District 207 - \$376,298, Park District - \$75,260, New Students - \$70,000 = \$526,600
 11/12: District 207 - \$442,952, Park District - \$88,590, New Students – \$70,000 = \$606,600

Ongoing Programs:

- Continue with the façade improvement program in Uptown TIF District.
- Act as the City's liaison to the Chamber of Commerce, Chicago Metropolitan Area Planning Organization (CMAP), Lambda Alpha, and South Park Association.
- Coordinate Familiarization Tour with local Partners.
- Continue and expand business development retention program.
- Maintain an up-to-date database of available space in Park Ridge and plot retail/restaurant locations on website.
- Continue to lead Retail Community and Co-op Advertising and Events.
- Monitor new Commercial developments and market development opportunities.

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