

Annual Budget
FISCAL YEAR ENDING
APRIL 30, 2009

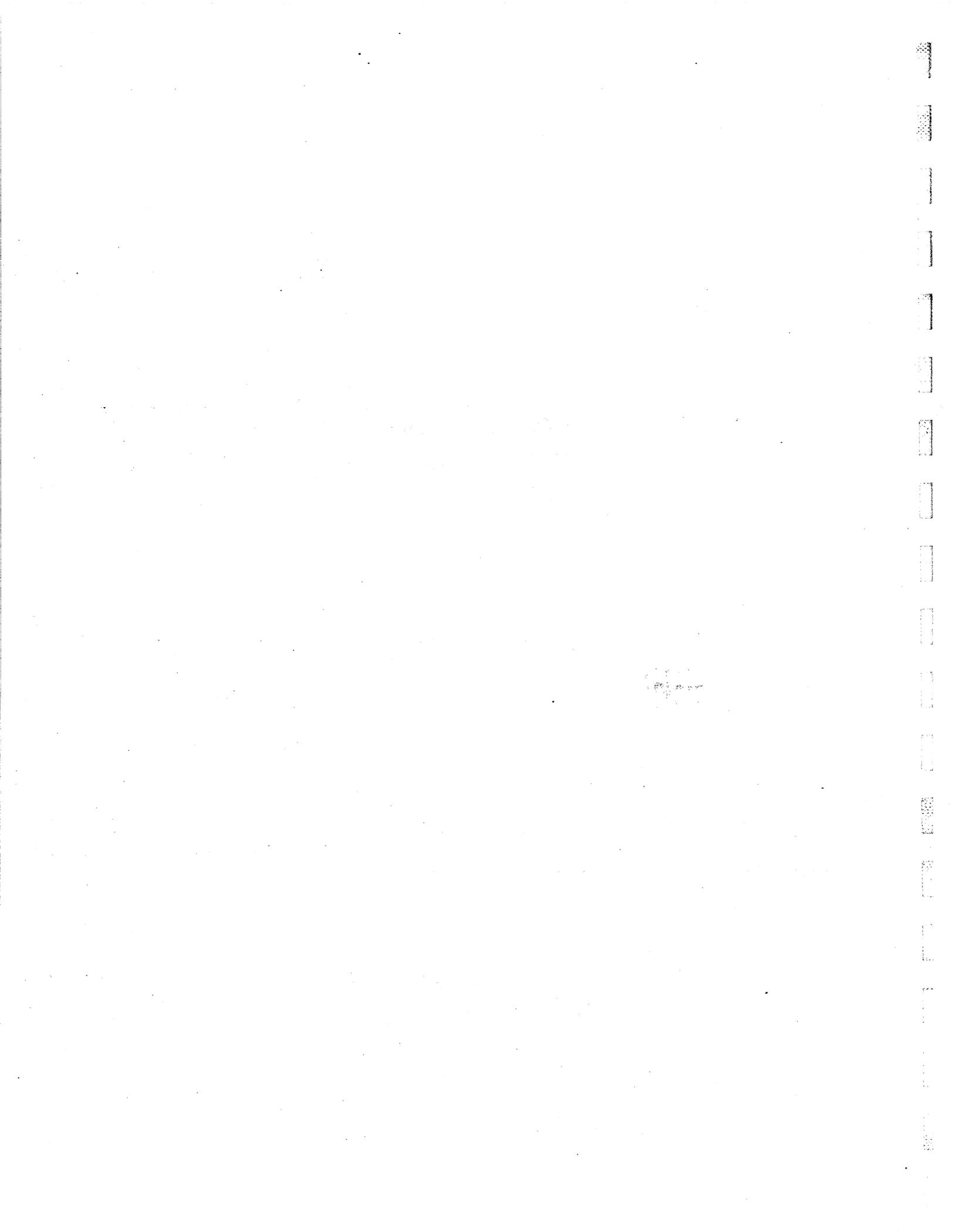


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April 22, 2008

To The Mayor and Members of the City Council
 of the City of Park Ridge, Illinois:

Five words summarize the City of Park Ridge fiscal 2008/09 Budget – Housing Downturn and Pension Expenses. The downturn in the housing market has reduced the city's building permit and property transfer revenues. Pension expenses account for a significant increase in the budget.

My primary goal when compiling the budget was to maintain services and infrastructure improvements without increasing full time equivalents or introducing new programs.

Before we look at the numbers, let us look at where we are going and what we are trying to achieve.

THE CITY'S MISSION AND STRATEGIC PLAN

The City of Park Ridge is committed to providing excellence in City services in order to uphold a high quality of life, so our community remains a wonderful place to live and work.

Let's Grade Ourselves

In last year's budget, we listed a matrix of strategic goals. This matrix is repeated here along with a statement of progress:

<u>Vision</u>	<u>Action</u>	<u>Progress</u>
Vibrant Business Districts	Develop a strategy for the redevelopment of Target Area 4.	Hired a consultant who completed a strategic plan.
	Develop a campaign aimed at the Park Ridge "visitor"	Hired consultant to provide marketing materials targeted at the convention business/visitor.
	Develop plan for Higgins Corridor and South Park	\$50,000 allocated (\$25,000 grant/ \$25,000 city) for revitalization plan. Consultant selected. First public forum held March 10, 2008.
High Quality Services	Façade improvement program	Since 2005, thirteen facades improved; seven were within Uptown and six were not.
	Complete phase 2 of traffic study	Studied Potter & Dempster and South Park.
	Complete bike route	Using inter-governmental cooperation, several bicycle routes established and in-use.
	Implement garbage cart collection program	The program commenced April 1, 2008.
	Install glass/wood interior wall at library	Wall installed in spring 2008.

	Install field inspectors wireless reporting capability, and other projects	In progress - Field inspectors are working toward spending more time in the field, providing inspection reports immediately at the inspection site, and transmitting that same information via the city's wireless network to the city's central building permits system.
	Survey citizens regarding services	Completed end of fiscal year 2007/08.
	Make decision regarding police facility	Alternative sites explored.
	Streamline process to obtain building permit	The process to obtain a building permit reduced to a standard of three weeks.
High Quality Services Infrastructure	Rehabilitate streets (7.3 miles)	7.3 miles rehabilitated.
	Pave six alleys	Six alleys paved.
	Resurface Main street alley	Done.
	Replace 50,000 square feet of sidewalk	50,000 square feet replaced.
	Construct two relief sewers	Two relief sewers constructed.
	Expand tree-trimming program	Tree-trimming program expanded.
	<i>See Capital Budget for complete listing</i>	
Financially Stable Government	Break-even or realize a surplus in the general operating fund	Goal not met. Current estimates are that expenses will exceed revenues in the general fund in FY 2007/08 by \$1,119,700. Part of this number is due to tree-trimming (\$255,000); the City Council approved this program last year at the budget workshop. The remainder is due to revenue shortfalls as a consequence of the recession.
		On-going.
Cooperative Leadership	Prioritize programs, determine service levels and link outcomes to funding	
	Work on Compensation Study	Deferred per City Council instructions.
	Continue leadership training with an emphasis on developing manager skill sets	Supervisors participated in a Management Development Seminar sponsored by DePaul University in December 2007. Department Heads participated in monthly meetings.
Strong Civic Involvement	Fully fund Community Organizations	Community Organizations were fully funded in FY 08.
Socially Cohesive Community	Study affordable housing issue, particularly in the Uptown, Dee Park, & South Pk areas	Pending. Will be studied in FY 2008/09.
	Support the arts	With funding from Bond Series 2006, the City purchased and displayed two sculptures in the City Commons.

Staff is currently working on the following strategic goals and objectives.

Vibrant Business Districts

Vision: The City of Park Ridge envisions vibrant business districts throughout town. To accomplish this, we will:

- Develop business district plans for each of the identified business districts in the Comprehensive Plan.
- Take a more active role in land use within business districts.
- Support and retain existing businesses.
- Develop an implementation plan for the existing Uptown TIF district (including possible land banking and the use of eminent domain).
- When opportunities arise, consider land-bank property to facilitate implementation of the Comprehensive and Uptown Plans.

Elected officials and staff have been working on this vision for several years. There are four target areas in the Uptown area:

- Target Area 1 is the library block. City Commons, reading garden, and parking lot completed in 2007/08.
- Target Area 2 is the former water reservoir and pump station area.

- Target Area 3 is the triangle block bounded by Touhy Avenue, Northwest Highway and Washington Avenue.
- Target Area 4 is the southwest sector encompassing Touhy Avenue, Main Street, Fairview Avenue, Garden Street and Cumberland Avenue.

The redevelopment of Target Area 2 is well underway and it is now time to turn our attention to other areas in Uptown, including Target Area 4. Additionally, the Comprehensive Plan identifies three business districts and three corridors that have special importance to the fiscal well-being of the City of Park Ridge. The City prepared detailed plans for the Uptown and Dee Park business districts; along with Executive Plaza, an office district. The City is currently in the process of preparing a detailed plan for the Higgins Road Corridor. We expect to have the plan for Higgins Corridor completed in 2008. We need to prepare a plan for the South Park area; staff expects to work on the South Park plan in FY 2009/10.

The Higgins Road Corridor contains mixed commercial and multi-family residential and serves as the southern boundary of Park Ridge with the City of Chicago. The Corridor lacks a clear identity. Significant differences in land use and development patterns exist throughout the Corridor. It is dominated by heavy automobile traffic, inadequate off-street parking, poor pedestrian amenities, outdated commercial buildings, small parcel sizes and ongoing conflicts with adjacent residential areas. The purpose of the proposed Corridor study is to explore opportunities to create a more vibrant southern gateway to Park Ridge, foster modernized office and retail development that is compatible with the surrounding area, conserve neighboring residential areas to the north of Higgins Road, reduce conflicts between neighboring commercial and residential uses, discourage cut-through traffic through residential areas, promote the proximity of the Corridor to major transportation resources, provide more off-street parking, establish an environment that is more pedestrian and bicycle friendly, and improve site and building design.

Short Term Priorities (within 5 years): Manage parking, improve facades, improve traffic, parking and pedestrian circulation, add national chains, restaurants, and specialty stores to the Park Ridge retail component, and review City policies and practices relative to business support. Redevelop target area 4.

Long Term Goals (continuous or within 5 – 10 years): Redevelop target area 3, acquire property, revitalize the Higgins Road Corridor and other business districts.

How the 2008/09 budget relates to this vision: We will continue with the façade improvement program within the Uptown TIF district only; \$850,000 of the proceeds of Series 2006B is allocated for facades within the Uptown TIF District.

The economic development budget includes \$15,000 as a matching grant to the Park Ridge Organization for Uptown Development (PROUD) if they become a Main Street Community. This \$15,000 is part of the Uptown Tax Increment Financing Fund. The designation "Main Street Community" is a certification by the State of Illinois; becoming a Main Street Community is a complicated process that takes approximately 1 1/2 years. We have included \$25,000 in the contractual services budget in the planning department to finish the plan for the Higgins Road Corridor.

Departmental goals related to this vision: The Community Preservation and Development Department administers the façade improvement program. The Economic Development and Community Preservation and Development Departments are in the process of developing a specific plan for the Higgins Road Corridor. If a new police station were located in target area 4, it would "jump-start" additional redevelopment opportunities. PROUD will provide co-op marketing opportunities directed to the Park Ridge visitor. These visitors might come from neighboring Rosemont.

One of our economic development goals is to develop a marketing campaign aimed at the Park Ridge visitor. Because Park Ridge is her hometown and if Senator Clinton wins the November 2008 presidential election, this could attract tourists to our city. The November 2007 edition of the *Illinois Municipal Review* noted that there are two trends supporting an increase in small town tourism. The first is that people tend to not take two-week vacations in favor of shorter weekend getaways. The second is that baby boomers have disposable income for tourism as they approach retirement age.

High Quality City Services

Vision: The City of Park Ridge envisions corporate and individual citizens receiving high quality city services. We will provide high quality city services by:

- Developing a comprehensive plan to improve traffic movement.
- Providing modern and effective library facilities.

- Providing modern and effective police facilities.
- Conducting a citizen survey of city services.
- Investigating the city's role in expanding options for communication technology.
- Expanding the city's use of technology.
- Improving review processes for subdivisions, zoning map and text amendments, special uses, planned developments and site plan reviews.
- Improving city communications and responsiveness with the Public during emergencies.

Short Term Priorities (within 5 years): Conduct traffic study, conduct a citizen survey of city services, expand the city's use of technology, review the development review processes, and provide modern and effective library and police facilities. Consider providing underground parking in order to maximize green-space consistent with the Uptown plan. Fund a study to develop a plan to address long-term commuter parking and Uptown patron parking needs within one-half mile of Uptown. Look for guiding principles that will also help the Dee Road area as well as Crossroads, Higgins Road Corridor, South Park, and other shopping areas.

Long Term Goals (continuous or within 5 – 10 years): Expand options for communications technology and expand use of technology.

How the 2008/09 budget relates to this vision:

The budget includes \$45,000 for a traffic study. In 2008/09, we will either begin a comprehensive citywide traffic study or complete an Uptown traffic study. The result of the traffic study should be improved traffic flow and pedestrian safety. We have conducted several traffic studies over the years and covered the following locations and topics: Washington Avenue realignment, Manor Lane improvements, Executive Plaza stormwater detention, South Park parking, Potter Road, Dee Road sidewalk, Potter Road/Dempster Street right turn lane, and traffic calming techniques.

Each year, the City updates its capital plan. The 2008/09 library capital budget consists of \$50,000 for a feasibility study that will analyze the library's space needs. The 2009/10 through 2013/14 library budget includes \$885,000 of additional capital projects including \$200,000 for new carpeting, \$115,000 for new light fixtures, and \$100,000 to repair the flat roof. Since 1987, the Library Board has been concerned with the growing shortage of space in the facility. Over the past 20 years, the Board has worked with four space consultants and two architects for a solution to the library's space needs. In 2008/09, the architect will investigate options for expanding the library. These options include building an addition to the existing facility or building a new facility and including information on the impact of a larger library on the existing site.

The 2008/09 \$117,500 information technology capital budget has several items, such as purchasing an upgrade to the Microsoft OfficeSuite for \$74,400, upgrading the financial software for \$18,500, and purchasing new forestry software for \$12,000.

In fiscal year 2006/07, the city spent approximately \$50,000 for a consultant to analyze the police department's space needs. The consultant, Sente Rubel Bosman Lee Architects Ltd., believes the police department needs 49,600 square feet (37,500 for a building plus 12,100 for parking) to operate efficiently. The City could finance the building of a new police station by issuing bonds. The city currently pays approximately \$1,600,000 per year servicing debt for the 1998 public works service center and alley bonds. The last payment for the 1998 bonds will be levied in December 2008, collected in fiscal year 2009/10 and paid in fiscal year 2010. The bonds can be structured so the payments will equal approximately \$1,600,000 per year; this will result in a reduction, in real dollars, in the amount of property taxes paid for these bonds.

In FY 2007/08, the police department received third place in the Illinois Association Chief of Police Traffic Safety Challenge. This is the second consecutive time the City has received this prestigious award. It recognizes the superiority of the department's traffic safety and enforcement program compared to other municipalities of similar size.

In fiscal year 2008/09, the police department will continue its emphasis on Citizen Outreach. Citizen Outreach includes activities such as manning the Listening Post at the Farmer's Market, participating in Teens Organized for Youth Services (TOFYS), joining the Youth Commission, and organizing National Night Out. In 2007/08, the police department held its first Citizens' Police Academy. Citizens gained insights on all facets of police work. The program was so successful; the department plans to repeat it next year. Beginning in September 2007, the police

department distributed surveys to 100 monthly contacts. Based on a 24% return rate, overall response has been excellent with only a handful of fair or poor checked on the survey. This will be an ongoing program.

In fiscal year 2008/09, we will study recently completed citizen surveys and seek ways to improve programs and services. At the end of fiscal year 2007/08, the City surveyed 1,200 households about services and the effectiveness of their delivery. The City worked with the National Citizen Survey, an arm of the International City Management Association. The survey posed three specific questions regarding the success of traffic calming techniques, the fairness of police services, and whether citizens favor a Historic Preservation Ordinance. The survey helps elected officials and staff gain insight into the effectiveness of programs and trends in citizen use of services. The Library Board of Trustees hired the Public Opinion Lab at Northern Illinois University to conduct a random telephone survey. The survey will help the Library Board learn what residents think about the Library, its collections, programs, services, and facility.

The new residential garbage cart collection program began April 1, 2008. This program improves community health by limiting the amount of food for insects, rodents and urban wildlife that feed on the improperly stored refuse. Residents no longer have to purchase their own garbage containers. The new garbage carts are on wheels, which make taking refuse to the curb easier. Property taxes will fund the \$170,000 annual cost of the program.

In 2008/09, the city plans to spend \$3,915,000 on infrastructure. Each year, the city maintains an on-going infrastructure program.

Departmental goals related to this vision: The public works department will oversee various infrastructure projects. These include:

- Removal and replacement of 25,000 square feet of sidewalk under the mandatory program and 25,000 square feet under the voluntary program for a cost of \$121,500.
- Construction of two relief sewers at West Crescent (Chester to Clifton) and Clifton (Stewart to West Crescent) for a cost of \$348,000.
- Plant 365 trees for a cost of \$90,300.
- Inject 35 parkway trees to protect against Dutch Elm disease for a cost of \$11,000 and trim trees for \$32,000.
- Spray trees to prevent against gypsy moth infestation for \$51,000.
- Reconstruct 5.8 miles of streets and install a turn lane at Potter and Dempster for \$1,305,000.
- Pave 6 alleys for \$701,300 of city motor fuel tax funds.
- Replace watermains at Cumberland (Talcott to Belle Plaine), Main Street (Prospect to Prairie), and Potter (Busse Highway to Northwest Highway), and complete other water capital projects for a cost of \$682,300

A Financially Stable City Government

Vision: The City of Park Ridge envisions a financially stable city government. To accomplish this, we will:

- Develop a financial and budget model with the City Council and staff working together in order to address our strategic objectives.
- Seek more grants.
- Determine revenue first, then prioritize programs and determine service levels.
- Develop a balanced budget to deter deficit spending.
- Determine outcomes before committing funds and monitor both.

Short Term Priorities (within 5 years): Short-term goals include continuing to seek grant funding, to strengthen revenues and continue to link revenues to strategic objectives and priority programs.

The Fire, Police, Economic Development, and Community Preservation and Development, and Library departments applied for and received grants during the fiscal year.

The fire department leads the staff in applying for grants. In an attempt to contain costs while still providing a wide range of services, the fire department received a grant of \$143,600 from the Department of Homeland Security to replace their existing Self Contained Breathing Apparatus (SCBA) equipment. This new equipment will be purchased in fiscal year 2008/09. This is the fire department's largest and fifth successful grant application in five years, totaling \$529,761. Fire department staff has also applied for funding to purchase new public education equipment through the Department of Homeland Security's Fire Prevention and Safety Grant program. Additionally, staff has applied for pre-emergency planning computer equipment through FM Global's Fire Prevention Grant program.

The police department received \$44,804 worth of surveillance equipment through a grant from the U.S. Department of Homeland Security in FY 07/08. The police department received protective equipment valued at (four radiological detectors) \$3,000 each. The police department also received two traffic grants totaling \$57,300. The City received two planning grants totaling \$52,000. The Library received a grant of \$46,217 for library materials, digital books and marketing materials and \$1,600 for graphic novels for children.

Long Term Goals (continuous or within 5 – 10 years): Long-term goals include obtaining a consensus among City Council members in order to prioritize programs and determine service levels.

How the 2008/09 budget relates to this vision: Periodically, the City Manager will review the quarterly revenue and expenditure report with the Finance Committee. The legislative budget includes \$1,800 for the Mayor, City Manager and Economic Development Director to go to Washington D. C. to lobby for federal assistance for Park Ridge projects.

One of the 2008/09 capital projects depends upon grant funding. This project is the Western Avenue right turn lane at Dempster. Lutheran General Hospital will subsidize the cost of this project.

The City Council agreed to use \$225,000 of reserves to increase the tree-trimming program in fiscal year 2007/08. Preliminary results indicate that expenses will exceed revenues in the general operating fund by \$1,119,700 in FY 2007/08. The following revenues are expected to come in under budget: Telecommunication and utility taxes (\$600,000), Property transfer taxes (\$375,000), Building permits (\$800,000), Court Fines (\$150,000), and Court Fines – Adjudication (\$250,000). General fund operating expenses are expected to be \$450,000 under budget. The majority of the revenue shortfalls, such as property transfer taxes and building permits, are due to the slowdown in the housing sector.

The five core outcomes for the city are: a community people feel safe and secure in, a financially stable organization, meeting the needs of our citizens, an open and ethical government with informed citizens, and the community's character. These program outcomes are used to create a performance measurement system.

Departmental goals related to this vision: All departments are stakeholders in prioritizing their programs and determining service levels. Ultimately, all departments are stakeholders in the financial condition of the city and working together to achieve our strategic goals.

Cooperative and Innovative City and Community Leadership

Vision: The City of Park Ridge envisions a community that enjoys cooperative and innovative city and community leadership. To accomplish this, we will:

- Support and promote professional leadership.
- Maintain a strong code of ethics for all.
- Review progress on strategic planning goals, objectives and results on a regular basis.
- Work through legislative process to forward City goals and objectives.
- Support each other in bringing forth new and innovative ideas.

Short Term Priorities (within 5 years): Communicate this mission and these values to all levels of the organization to ensure that everyone understands their role and responsibilities. To encourage a work ethic and job performance which recognizes and aligns with this mission and these values. Finally, to improve whenever and wherever we can performance and behavior that meets the mission and values.

Long Term Goals (continuous or within 5 – 10 years): Continuously train elected officials and staff, evaluate new programs in terms of the criteria as delineated in the strategic plan, and provide ongoing review, evaluation, and updating of the strategic plan.

How the 2008/09 budget relates to this vision:

We budgeted \$7,000 in fiscal year 2008/09 in legislative general contractual services for a strategic planning session with the City Council and \$10,000 to begin the Vision 2025 planning process.

We budgeted \$159,200 for citywide training next year; this is a \$17,800 decrease from last year's \$177,000. We decreased the amount spent on training due to budgetary constraints; no money is included in next year's budget for leadership or management development training. This is a reversal of previous years policy. \$3,000 of the training budget is to instruct our employees to use an upgraded version of Microsoft OfficeSuite. We budgeted \$15,800 for city tuition reimbursement and \$12,000 for library tuition reimbursement: this is a \$23,900 decrease for the City and the same amount for the library.

Departmental goals related to this vision: All departments participate in various training programs. All departments must adhere to the City's mission and operate within established values. The City Council discussed spending \$40,000 to conduct a compensation study, but this project was deferred indefinitely due to budget constraints. The City has not studied employee classifications for eleven years. The City also is attempting to hire a full-time Human Resources Director so it may be best to defer major projects until the City is fully staffed.

A Socially Cohesive Community

Vision: The City of Park Ridge envisions a community that is socially cohesive. To accomplish this, we will:

- Provide for opportunities for a mix of housing including old, new, single family, multifamily, housing for seniors, and housing for a variety of income levels.
- Support and expand the Arts to facilitate community spirit.
- Create more opportunities for intergenerational interaction.
- Support the Community Health Commission.

Short Term Priorities (within 5 years): Short-term priorities are to create opportunities for multifamily and senior housing.

Long Term Goals (continuous or within 5 – 10 years): Long-term objectives include creating opportunities for affordable housing. They also include promoting and developing a healthier community.

Park Ridge has traditionally provided a wide range of single-family residential housing opportunities. This range is both in style and cost. A smaller portion of the housing stock consists of multi-family housing. Target Area 2 includes multi-family housing. Target Areas 3 and 4 will provide opportunities for additional multi-family and senior housing. The state of Illinois determined that 7% of Park Ridge housing is affordable by their standards. The State has set a goal of 10% affordable housing for all municipalities.

Park Ridge has a long history of supporting the Arts, having once included an art colony. The City is the current home of the Brickton Art Center, the Park Ridge Public Arts Commission, the award winning Park Ridge Civic Orchestra, the Park Ridge Fine Arts Society, and the Kalo Foundation.

How the 2008/09 budget relates to this vision: The City needs to study areas in Dee Park and South Park that may be appropriate for multi-family housing. We need to examine zoning policies to make sure they facilitate multi-family housing.

On November 5, 2007, the City Council approved a Stage 1 development plan for multi-family residential and senior condominiums on the east end of town in Executive Plaza. The developers will construct a 50-unit building of senior housing and three market rate multi-family residential buildings, one three-story and two four-story, containing 118 condominiums.

The 2008/09 budget includes \$15,000 funding for the Fine Arts Society, \$15,000 for the Civic Orchestra, \$5,500 for the Cultural Arts Council, and \$12,500 for the Brickton Art Center. The budget includes \$15,000 of funding for the Community Health Commission. New in fiscal year 2008/09 is a \$5,000 contribution to the Kalo Foundation. The Kalo Foundation sponsors educational seminars, exhibits, tours, publications and special events to increase awareness and appreciation of the arts and crafts created in Park Ridge. Also new this year is a \$7,500 contribution to the Maine Center for Mental Health. The Maine Center for Mental Health is a behavioral health center offering mental health and substance abuse services.

Departmental goals related to this vision: The Community Preservation and Development Department is charged with the responsibility of determining the character of Park Ridge housing stock.

BUDGET OVERVIEW

The following is a summary of revenues and expenses for all budgeted funds of the City and Library from 2006/07 through 2008/09:

	06/07 Actual	07/08 Budget	07/08 Est Act.	08/09 Budget	09/10 Estimate
Revenues:					
Income	3,258,110	3,350,000	3,600,000	3,800,000	3,800,000
MFT	1,096,056	1,100,000	1,100,000	1,138,900	1,173,100
Property	13,737,400	14,431,000	14,431,000	14,902,500	15,647,600
HR Sales	1,240,532	1,400,000	1,450,000	1,650,000	1,692,000
Sales	3,511,095	4,000,000	3,800,000	3,970,000	4,100,000
Uptown Property Tax	698,102	3,017,700	1,788,600	2,812,700	4,534,900
Utility	4,092,309	5,000,000	4,400,000	4,750,000	4,900,000
Water	5,812,940	6,491,800	6,491,800	6,929,300	6,954,100
Other	11,280,185	11,304,200	9,804,700	12,052,300	11,521,900
Sale of Property	6,129,089		-		
Bond Proceeds	-	-	227,000	-	-
Total	50,855,817	50,094,700	47,093,100	52,005,700	54,323,600
Expenses:					
Personal Services	23,815,003	25,770,000	25,212,000	27,088,100	28,212,500
Contractual Services	11,854,998	12,255,800	12,638,300	12,761,600	13,161,400
Commodities	1,991,827	1,921,100	2,080,700	2,276,000	2,084,200
Debt Service	4,190,400	4,914,600	4,914,600	5,038,700	3,436,400
Capital Budget	<u>4,422,102</u>	<u>5,237,700</u>	<u>4,921,800</u>	<u>5,335,700</u>	<u>7,042,400</u>
Total	46,274,330	50,099,200	49,767,400	52,500,100	53,936,900

2007/08 – Current estimates show that expenses will exceed revenues in the general operating fund by \$1,119,700. \$225,000 of this is for an expanded tree-trimming program approved by the City Council. The remainder is because revenues came in below budget.

2008/09 – The general operating fund is expected to break even. The parking fund has a \$10,900 deficit; the City is using reserves to finance a one-time capital expenditure. The Uptown TIF has a \$270,300 deficit; the City is incurring expenses until all the property is developed and fully assessed. The water fund has a \$183,200 deficit; the City Council approved an increase in water rates to cover the increased cost in water supply but not labor or materials. The city of Chicago increased water rates 15% on January 1, 2008. The Library Board authorized the use of \$30,000 to partially fund a one-time capital project. The remaining funds are projected to break even.

2009/10 – Expenses are projected to exceed revenues in the general operating fund by \$990,200 in FY 2009/10. This projection will need to be more closely analyzed next year. The parking fund is projected to have a surplus of \$107,800; this will help replenish reserves after completing the reconstruction of the Uptown parking lot in FY 2008/09. The Uptown TIF is projected to realize its first fiscal surplus in FY 2009/10 of \$1,610,900; this will be used to repay the general operating fund for advances given in previous years. The water fund shows a deficit of \$341,800; water rates will need to be re-analyzed.

REVENUE SUMMARY

The following revenues will fund the 2008/09 planned expenditures:

	<i>Total</i>	<i>Debt Service</i>	<i>E-911</i>	<i>General</i>	<i>IMRF</i>	<i>Library</i>	<i>MFT</i>	<i>Mun Waste</i>	<i>Parking</i>	<i>Uptown</i>	<i>Water</i>
Inc	3,800,000		695,100	2,757,500		100,000					
MFT	1,138,900						1,138,900				
Prop	14,902,500	1,632,800		4,241,500	1,638,700	4,190,500		3,199,000			
HR Sls	1,650,000			1,650,000							
Sales	3,970,000			3,970,000							
Utility	4,750,000			4,750,000							
Water	6,929,300	878,400		800,000	155,400						5,095,500
Oth	12,052,300		500,000	10,399,100	55,100	337,100	262,400	800	415,900		359,300
Uptwn	2,812,700	2,466,000								346,700	
Fund Bal	494,400	-	-	-			-		10,900	270,300	183,200
Total	52,500,100	4,977,200	1,195,100	28,568,100	1,849,200	4,627,600	1,401,300	3,199,800	426,800	617,000	5,638,000

Expenses will be financed through a variety of revenues including \$3,800,000 of income taxes, \$3,970,000 of sales taxes, \$1,650,000 of home rule sales taxes, \$4,750,000 utility taxes and \$14,902,500 of property taxes.

Factors Influencing the Budget

General Economic Conditions

This budget was prepared with several assumptions regarding general economic conditions. Revenue projections were made on the assumption that 2008 will bring slow growth and the economy would enter into a moderate recession. Housing values in Park Ridge will rise modestly, houses may be on the market longer and may not rise in market value as quickly as they have in the past. The number of foreclosures in Park Ridge has increased; there were 27 in the first half of calendar year 2007 versus 9 during the first half of calendar year 2006. However, the number of foreclosures is lower than neighboring communities (see Community Profile). Because automobile sales generate a large portion of the city's sales taxes, the City remains vulnerable to changes in consumer confidence and interest rates. Last year, automobile sales fell nationwide. Consumer confidence decreased since January 2007, yet the service economy continues to expand. Most of Park Ridge residents are employed in managerial positions and a major employer is Advocate Lutheran General Hospital. Hospitals represent one type of employer that is hiring and unemployment (3.1% as of December 2007) is generally lower in Park Ridge than surrounding areas. The budget was prepared assuming interest rates would go no lower than a half basis point below current levels. We assumed a total inflation rate of 4%. In summary, we attempted to be temperate in our revenue and expense projections given general economic conditions.

The November 2007 issue of the *Illinois Municipal Review* explains the dilemma facing municipalities, quoting National League of Cities Executive Director Donald J. Borut: "City officials are going to be facing difficult choices in the coming years – both to plan for the future and to fill gaps in revenue and spending levels. The purchasing power of cities and towns is under tremendous pressure – with increasing costs for such staples as public safety and infrastructure as well as increases in health insurance and pensions for public employees. Cities are doing the people's business – getting commuters to work, picking up the trash, keeping libraries open, making sure their streets are safe. And city leaders are innovators. But it's getting more difficult in the face of increased demands for more services from their constituents."

Non-Property Tax Revenues

Several revenue categories, including sales taxes, income taxes, building permit revenues and property transfer taxes are most visibly affected by changes in economic conditions.

Sales Taxes

Park Ridge is highly dependent upon a relatively small number of businesses for its sales tax receipts. Over half of our sales tax revenue derives from a limited number of car dealers and grocery stores. We budgeted \$3,970,000 for sales taxes and \$1,650,000 for home rule sales taxes. Trader Joes, Chico's, and Joseph A. Banks are open for business in Uptown. More stores will open by July and August of 2008.

Because Park Ridge is highly dependent upon automobile sales for sales taxes – automobile sales account for 43% of sales tax receipts – a special comment regarding automobile sales is warranted. Also of special concern are newspaper articles stating that automobile sales are slowing. Several years ago, the City of Park Ridge entered into an economic incentive agreement with a local automobile dealer. Revenues pursuant to this agreement are coming in faster than originally anticipated.

We decreased the sales tax projection by \$200,000 when we learned the Napleton automobile dealership lost its General Motor franchise.

Changing interest rates, inflation, and higher energy prices can all affect consumption habits. We included these factors when preparing the budget. Department heads were told to submit flat operating budgets, and for the most part they did. Rising pension costs and reduced housing related revenues became a burden on the budget.

The vacancy rate in Uptown and other office buildings located throughout the City affects sales, food and beverage tax receipts, utility taxes, and other revenues. A notable concern is the adequacy of our office buildings. Park Ridge has more Class B than Class A office space. The redevelopment of Higgins Corridor and South Park is one of our strategic economic development goals.

Income Taxes

The projection for income tax receipts is based on a forecast of \$100.60 per capita. Total projected revenues are \$3,800,000.

Utility Taxes

We budgeted \$4,750,000 of utility tax revenue next year, this includes water and gas utility taxes, electric use tax, and a telecommunications tax. The breakdown is as follows: \$1,175,000 for gas utility taxes, \$320,000 for water utility taxes, \$1,825,000 for telecommunications taxes, and \$1,430,000 for electric use taxes. Due to the complex utility industry, legislative changes, and changing weather conditions, accurately predicting total revenues is extremely difficult.

Building Permits

The revenue projection for building permits is \$2,050,000. This projection includes \$800,000 of major construction projects (townhouses at 315 S Northwest Highway, multi-family and senior residences in Executive Plaza, multi-family residences at Greenwood Avenue/Northwest Highway Project, and the development of the former Napleton Mitsubishi property).

Property Transfer Taxes

The \$825,000 consists of \$810,000 for property transfers and \$15,000 for exempt transfers. The projection of \$810,000 non-exempt transfers includes \$110,000 from phase 3 of uptown redevelopment.

Interest Rates

Three revenues, building permits, property transfer taxes and interest income, are affected by changes in interest rates. The budget was prepared assuming interest rates will decrease no more than one-half of a basis point from current rates.

Water Rates

The budget includes a 6.7% increase in water rates. The City of Chicago increased water rates 15% effective January 1, 2008. Water purchases from the City of Chicago constitute the single largest expense in the water fund. If we increase rates 6.7%, annual revenues should increase \$437,500. It is estimated that a typical household will pay an additional \$29 more per year under the proposal.

Sewer Tax

The budget includes an increased sewer charge. The sewer surcharge is billed bi-monthly to residents on the water bill. The sewer charge should cover the cost of sewer rehabilitation, which is \$348,000 in 2008/09. It is estimated that a typical household will pay an additional \$14.64 (\$21.96 versus \$7.32) per year.

Property Tax Levy

The property tax levy is increasing 3.3%.

Last year's property tax levy was allocated among several funds as illustrated by the following table:

2007 Levy	1998 Debt	Library	Garbage	IMRF	General
\$14,431,000	\$1,659,200	\$4,180,300	\$3,195,500	\$1,596,300	\$3,799,700

Let's examine each component of the 2008 property tax.

In order to service the public works service center/alley paving 1998 bonds, we will levy \$1,632,800 next year. This is a decrease of 1.6% of this portion of the levy (\$1,632,800/\$1,659,200).

We need to levy \$4,190,500 to sustain library operations next year. The property tax is the major source of revenue for the library. Fluctuations in the annual property tax levy for the library often stem from capital portion of the budget. For the library portion of the levy, this is \$10,200 or 0% increase (\$4,190,500/\$4,180,300). In fiscal year 2008/09, the library will pay \$210,000 of the \$410,000 (4/30/07 balance) interfund loan the City Council authorized to subsidize prior year capital projects.

We need to levy \$3,199,000 for the municipal waste fund next year. This is \$3,500 or 0% increase than last year's levy. This includes \$170,000 for the garbage cart collection program.

We need to levy \$1,638,700 for the Illinois Municipal Retirement fund next year. This is \$42,400 or 2.7% greater than last year's levy. IMRF provides pension benefits for employees who work 1,000 hours per year and are not police officers or firefighters. It also provides social security plus Medicare coverage for police officers and firefighters. The City's contribution rate for 2008 decreased to 9.49%, compared to 9.96% in 2007.

The levy for police and fire pensions is increasing 50%! We need to levy \$2,511,000 compared to \$1,667,400 last year. This is an additional \$843,600. I have prepared a separate report on the police and fire pension issue. It is included with this budget. This is a statewide crisis that is going to be a significant problem for sometime to come.

The proposed property tax levy will increase 3.3% from \$14,431,000 to \$14,902,500. This is an increase of \$471,500.

	1998 Debt	Library	Garbage	IMRF	General
2007	\$1,659,200	\$4,180,300	\$3,195,500	\$1,596,300	\$3,799,700
Inc (Dec)	(\$26,400)	\$10,200	\$3,500	\$42,400	\$441,800
2008	\$1,632,800	\$4,190,500	\$3,199,000	\$1,638,700	\$4,241,500

The total property tax levy is allocated among the following funds:

2008 Levy	1998 Debt	Library	Garbage	IMRF	General
\$14,902,500	\$1,632,800	\$4,190,500	\$3,199,000	\$1,638,700	\$4,241,500

On an average home in Park Ridge with an equalized assessed valuation of \$85,035 (market value of \$531,466), the property tax levy will cost the homeowner \$706. This represents an increase of \$22 for the year. A home with a lower assessed valuation would pay less and one with a higher valuation would pay more. The following chart depicts seven-year trends for tax levies, tax rates and estimated costs for typical single-family homeowners:

Seven Year Trends Regarding Assessed Valuation,
Property Tax Levies and Property Tax Rates

	Equalized Assessed Valuation	Net Tax Levy	Tax Rate Per \$100	Total Cost for a Home	Percent Change	EAV	Market Value
2002/03	\$1,222,627,006	\$11,301,500	.92	\$536	2.6%	57,991	\$362,445
2003/04	\$1,207,973,785	\$11,866,600	.98	\$563	5.0%	57,296	\$358,102
2004/05*	\$1,406,982,666	\$12,459,900	.88	\$591	5.0%	66,735	\$417,097
2005/06	\$1,502,128,908	\$13,082,900	.87	\$620	5.0%	71,248	\$445,303
2006/07	\$1,528,372,764	\$13,737,400	.90	\$652	5.0%	72,493	\$453,083
2007/08*	\$1,757,628,679est	\$14,431,000	.82	\$684	5.0%	83,367	\$521,045
2008/09	\$1,792,781,252est	\$14,902,500	.83	\$706	3.3%	85,035	\$531,466

* Property was reassessed in 2004 and 2007.

In administering property taxes, the City should and does consider new growth. Under the tax cap law, communities are allowed to capture taxes from growth in the tax base from new development. The following chart illustrates new growth within Park Ridge:

Dollar Value of New Development Per Year	
2002/03	\$11,630,356
2003/04	\$9,624,252
2004/05	\$15,043,853
2005/06	\$19,232,818
2006/07	\$25,241,945

Fund Balance

General Operating Fund

The City's unrestricted general operating fund balance as of April 30, 2007 was \$15,463,800. Estimated future fund balances are \$14,344,100 as of April 30, 2008 and April 30, 2009. Given that public safety pension increases will absorb most revenue increases for the foreseeable future, this trend will continue.

The City's target general balance at year-end is a range between four and six months of operating revenues of general, special revenue and debt service (where payment stems from the levying of property taxes) funds on a budgetary basis. Fund balance is defined as the excess of assets over liabilities. Also, at year-end, the City's target is to have cash reserves equal to a range of two to four months of operating expenses. A fund balance policy provides guidance to the City Council and senior staff regarding the appropriate balance between reserves, revenues and expenditures. Adherence to an appropriate policy will help the city maintain and improve its credit rating. Having adequate reserves will help the city maintain operations should unexpected emergencies arise, revenues not be realized or expenditures exceed expectations.

Preliminary estimates show that we will be above the minimum of our policy at April 30, 2008 and 2009.

Elected officials and staff are committed to compliance with our fund balance policy.

Expenses are projected to exceed revenues in four funds next year.

Parking Fund

Amount - \$10,900

We will use reserves so we can resurface the uptown parking lot in 2008/09. Expenses as projected exclude depreciation.

Water Fund

Amount - \$183,200

Even with the 6.7% increase in water rates, we will need to use reserves to fully fund water operations next year.

Uptown TIF Fund

Amount - \$270,300

As of April 30, 2007, the Uptown TIF Fund had negative net equity of \$2,164,104. The City Council authorizes spending in the Uptown TIF prior to the receipt of incremental property taxes.

Library Fund

Amount - \$30,000

The Library Board has approved the use of reserves to finance a one-time capital expenditure. The one-time capital expenditure is a \$50,000 feasibility study.

EXPENDITURE SUMMARY

The 2008/09 expenditure budget totals \$52,500,100. The following chart illustrates the breakdown between the City and the Library and among the classification of expenses:

	<u>2007/08</u>	<u>2008/09</u>	<u>Percent Change</u>
City			
Operating Expenses	\$35,232,000	\$37,333,000	6.0%
Debt Service	4,914,600	5,038,700	2.5%
Capital	<u>4,911,900</u>	<u>5,006,900</u>	1.9%
Total	45,058,500	\$47,378,600	5.1%
Library			
Operating Expenses	4,714,900	4,792,700	1.7%
Capital	<u>325,800</u>	<u>328,800</u>	.9%
Total	5,040,700	5,121,500	1.6%
City & Library			
Operating Expenses	39,946,900	42,125,700	5.5%
Debt Service	4,914,600	5,038,700	2.5%
Capital	<u>5,237,700</u>	<u>5,335,700</u>	1.9%
Total	\$50,099,200	\$52,500,100	4.8%

Comparison of Budgets by Fund 2007/08 and 2008/09

	2007/08	2008/09	\$ Inc (Dec)	% Inc (Dec)
General Operating	\$27,030,900	\$28,568,100	\$1,537,200	5.7%
Municipal Waste	\$3,196,900	\$3,199,800	\$2,900	0.1%
IMRF	\$1,798,600	\$1,849,200	\$50,600	2.8%
1998 Debt Service	\$1,659,200	\$1,632,800	(\$26,400)	-1.6%
Subtotal	\$33,685,600	\$35,249,900	\$1,564,300	4.6%
Library [^]	\$4,558,300	\$4,627,600	\$69,300	1.5%
Total Fd Levy Prop Tx	\$38,243,900	\$39,877,500	\$1,633,600	4.3%
Water	\$4,914,000	\$5,638,000	\$724,000	14.7%
Parking	\$331,800	\$426,800	\$95,000	28.6%
2004A&B Debt Service	\$1,043,800	\$1,920,000	\$876,200	83.9%
2005A Debt Service	\$321,100	\$321,100	\$0	0.0%
2006A&B Debt Service		\$1,103,300	\$1,103,300	
MFT	\$1,624,400	\$1,401,300	(\$223,100)	-13.7%
Uptown TIF	\$705,000	\$617,000	(\$88,000)	-12.5%
Emergency 911	\$1,086,200	\$1,195,100	\$108,900	10.0%
Total All Funds	\$48,270,200	\$52,500,100	\$4,229,900	8.8%

[^] Excludes library pension expenses.

There are interesting stories behind the percentages on this chart.

General Operating. The general operating fund represents the single largest component of the total budget and as such, accounts for the majority of day-to-day operations. Much of the general fund expense involves wages and salaries and other personnel costs such as pensions and health insurance. Non-union employees and most supervisory employees are on a merit based pay plan. Other employees' wages and benefits are pursuant to union contracts. Employee PPO are expected to remain unchanged and HMO health insurance costs are expected to increase 7%. Pursuant to Governmental Accounting Standards, police and fire pension contributions are accounted for in the general operating fund. Including the personal property replacement tax, the City will contribute \$1,418,500 (\$21,900 + \$1,396,600) to the police pension fund next year. Including the personal property replacement tax, the City will contribute \$1,135,100 (\$20,700 + \$1,114,400) to the fire pension fund next year. This is an \$843,600 increase from the previous year. (NOTE: Over the past two years, the increase has been \$1,439,600 or 228% over five years. Public safety pensions have increased from \$615,000 to \$2,553,000 or a whopping 417%).

Total full time equivalents excluding the library are 231.98. The City added 5 part-time crossing guards. School District 64 shares the cost of these guards. As part of the IMRF early retirement program, the city eliminated 1.5 positions. The City eliminated one full-time position of Community Service Manager and reduced a full-time Plans Examiner/Plumbing Inspector position to part-time.

The capital budget for the general operating fund increased to \$1,564,300 from \$1,510,000. Two projects that stand out from last year are installing a turn lane at Western Avenue (\$250,000) and spraying trees to protect from gypsy moth infestation (\$51,000). The Western Avenue turn lane is funded with grant income.

Combined, the police and fire pension and capital budget increase account for 64% of the increase in the general operating fund (($\$843,600 + \$254,300$)/ $\$1,712,500$).

Municipal Waste. We will levy \$3,199,000 in property taxes for garbage collection expenses next year. As of April 30, 2007, fund balance in the municipal waste fund decreased from (\$73,050) to (\$241,349). The property tax is only current source of revenue for the municipal waste fund. This fund needs a substantial reserve so it can sustain operations for the time between property tax receipts.

The two primary expenses in the municipal waste fund are the collection of waste, which is paid to ARC Disposal, and the disposal of waste, which is paid to the Solid Waste Agency of Northern Cook County (SWANCC). We estimate that we will pay ARC \$2,975,000 next fiscal year for garbage pickup and recycling services. This equates to \$12.27 per single family home and \$7.42 per multi-family residence. A garbage cart collection program became effective April 1, 2008. The cost of this program is \$170,000 per year.

Pension. The City's contribution rate to the Illinois Municipal Retirement Fund (IMRF) decreased from 9.96% to 9.49% of salaries. Total IMRF expenses are increasing by \$50,600. We need to increase the fund balance in the city's special revenue Illinois Municipal Retirement Fund; a reserve helps keep the fund in balance during the interim between the receipt of property taxes. The employer's contribution rate will increase in calendar year 2009 due to the early retirement incentive.

Debt Service. In 2008/09, we will levy \$1,632,800 for the public works service center/alley paving bonds. This is the last levy for these bonds.

We will pay \$1,041,600 on Series 2004A and \$878,400 on Series 2004B. The payments for Series 2004A and 2004B will be abated from advance payments of uptown property tax increment and water revenues.

In April 2005, the City issued \$7,005,000 of general obligation bonds for Target Area 2 (Series 2005A). We will pay \$321,100 of interest on these bonds in 2008/09. The interest payment will be abated from advance payments of Uptown property tax increment.

In June 2006, the city issued \$10,530,000 of tax-exempt bonds (series 2006A) and \$10,055,000 (series 2006B) to finance phase 3 of the Uptown TIF project. In 2008/09, the City will pay \$523,500 of debt service for series 2006A and \$579,800 of debt service for series 2006B. Both series are intended to be paid from incremental Uptown TIF property taxes.

Library. In 2008/09, the Library Board will also undertake a feasibility study to examine how best to handle its space needs. Like the City's internal service funds, in the past five years, funding was decreased due to budget constraints. Next year, the library will levy \$210,000 to repay the \$410,000 it owes the City's general operating fund.

Water. Next year, we plan to replace several water mains, replace a valve at Cumberland, and purchase new fire hydrants. We will charge the water fund for some street rehabilitation work next year. Combined, these projects will cost \$1,287,300.

Parking. In 2008/09, staff wants to resurface the parking lot located behind the Panera Bread store at an estimated cost of \$130,200. After the August 2007 rainstorm, the parking lot flooded.

Motor Fuel Tax. Next year, pursuant to City Council priorities, we will resurface 5.8 miles of streets and pave six alleys. Estimated motor fuel tax receipts for fiscal year 2008/09 are \$1,138,900. As currently projected, motor fuel tax expenses will exceed revenues in 2008/09. Therefore, motor fuel fund revenues and expenses need to be

closely monitored. For budgeting purposes, we have projected that the general operating fund will transfer \$247,400 in 2008/09 to subsidize expenses. This subsidy is made to accommodate City Council priorities.

Uptown TIF The budget includes \$122,000 of Uptown TIF operating and \$495,000 capital expenses. The capital expenses are to construct a streetscape along Summit between Touhy and Prospect Avenues. This is the first-year of a multi-year project. Total cost of redeveloping the downtown streetscape is estimated at \$5,775,000. The second Uptown capital project is the Summit Avenue streetscape project at an approximate cost of \$230,000. As of April 30, 2006, the Uptown Tax Increment Financing Fund had a negative fund balance of \$2,165,104 and owed the general operating fund \$2,700,000. Target Area II will be fully assessed in 2009 and TIF revenues will begin to exceed expenses in 2010 or 2011.

Emergency 911. Principal costs of this fund are fees paid to the City of Des Plaines to participate in the North Suburban Emergency Communication Center. Members of the consortium are Des Plaines, Park Ridge, Niles and Morton Grove. We prepaid \$158,000 for automatic line and number identification in November 2007 for the period 11/1/07 – 10/31/12. We expect to pay \$1,153,000 in service fees to the communications center next year. Total annual operating costs for providing emergency 911 services are estimated at \$1,195,100; this is a 10% increase from last year. Estimated revenues from the telephone surcharge are \$500,000. The general fund must transfer funds annually to the E-911 fund to sustain operations. The subsidy this year is estimated at \$695,100. If the City Council wants to increase the surcharge to make this fund self sufficient, we would have to sponsor a referendum. The referendum would only apply to land lines.

CAPITAL BUDGET

Capital Budget Highlights

Capital improvements are fixed asset expenditures with a value of \$25,000 or more. Capital projects consist of a year-to-year ongoing infrastructure replacement program and one-time programs.

For 2008/09, infrastructure programs consist of \$90,300 for reforestation, \$348,000 for sewer rehabilitation, \$121,500 for sidewalk replacement, \$1,305,000 for street resurfacing, \$701,300 for alley paving and \$682,300 for watermain replacement. Contributions to the City computer replacement fund, library technology replacement fund and motor equipment replacement fund are budgeted at \$160,700, \$66,800 and \$439,100, respectively. 2008/09 will be the sixth consecutive year we have reduced funding to the internal service funds due to budget constraints. In light of reduced funding levels, we have increased the useful life of all computer and motor equipment.

\$3,915,000 will be spent on infrastructure next year. This is a decrease from last year's budget. Using general fund money, we plan to remove and replace 25,000 square feet of sidewalk or 1,000 sidewalk squares under the mandatory program at a cost of \$121,500. We will also sponsor the voluntary sidewalk replacement program at approximately 50% resident cost. In 2008/09, we plan to construct two new relief sewers totaling 1,060 feet. Routine replacement of sewers directly reduces operating budget expenses for sewer flushing. We plan to replace 365 trees as part of our annual reforestation program. Next year, we plan to resurface 5.8 miles of streets and install a right turn lane at Potter and Dempster. Using \$701,300 of motor fuel tax funds, the city wants to pave six alleys in 2008/09. The City funds alley-paving projects on a 75/25 basis; 75% of the cost paid by the City and 25% paid by residents. Next year, we plan to replace 2,800 linear feet of water mains.

Other one-time projects are as follows:

- \$50,000 for a feasibility study for the library.
- \$43,000 for a Dutch Elm tree protection program. Designed to protect the aging Dutch Elm tree population, the cost of this voluntary program will be shared with residents. We plan to inject 35 trees.
- \$51,000 to spray trees to protect against gypsy moth infestation.
- \$250,000 to install a right turn lane at Western Avenue. This will be funded by a grant from Lutheran General Hospital.
- \$30,000 for the geographic information system.
- \$117,500 for technology implementation. This includes the following projects: forestry/tree inventory replacement program, network software license upgrade, Laserfiche GIS integration, and Munis software upgrade,
- \$14,000 to upgrade the police radio transmitter.
- \$30,000 to upgrade the police audio and video system.
- \$130,200 to resurface the uptown parking lot.
- \$495,000 to redo the uptown streetscape.

Inter-fund Loan Between the City and Library

In order to subsidize library capital projects, the general operating fund periodically loans the library fund money. As of April 30, 2007, this debt totaled \$410,000. The following is the schedule of debt repayment:

2007/08	2008/09
\$210,000	\$210,000

This means we will levy \$210,000 each of these years in the library portion of the budget.

CITY-WIDE POLICIES AND GOALS

Providing Services At A Low Cost

The Mayor and City Council have a long established policy that citizens should receive a full range of high quality services at the lowest possible cost per capita. Each year, Finance staff surveys neighboring communities and measures the costs of providing comparable services in Park Ridge with other suburbs. The February 2008 survey showed that, out of nine communities, Park Ridge was the second lowest in per capita spending. The average cost per capita of eleven neighboring communities was \$1,477.86. The cost of government per capita in Park Ridge was \$1,246.37. The Budget Summary section shows a comparison of Park Ridge's spending per capita to other communities. The Full Time Equivalents section shows a comparison of full-time equivalents per population for various communities.

POLICY ISSUES

At the February and April budget workshops, the City Council discussed several policy issues:

Issue No. 1 – Broadcasting City Council Meetings

The City Council has desired to broadcast City Council and Committee meetings over the broadcast media and the Internet for a long time. Staff estimates that it would cost \$122,175 to purchase equipment and hire additional personnel to implement this new program. At the April 14, 2008 meeting, by a vote of 5 to 2, the City Council declined to broadcast City Council meetings.

Issue No. 2 – South Park Parking Lot

At the February budget workshop, the City Council decided to discontinue renting a parking lot in South Park. The lease was originally entered into to allow for a special use permit by providing parking for the employees and customers of a Subway restaurant on Devon Avenue. The parking lot is severely underutilized. This will save \$13,000 annually in the parking fund.

Issue No. 3 – Illinois Environmental Protection Agency (IEPA) Backflow Protection Program

The IEPA mandates that the city have a backflow protection program in place. Backflow Protection Incorporated (BSI) will set up a program to ensure that licensed plumbers check backflow valves yearly and record the data in an IEPA approved manner. The cost of this service for commercial properties is \$69,264 annually. This will be the first of a five-year contract. The cost of this service was added to the 2008/09 water fund expense and revenue budget.

Issue No. 4 – City Engineer

In fiscal year 2007/08, the Civil Engineer was promoted to City Engineer. The City Council agreed with staff's recommendation not to hire an additional City Engineer at the February budget workshop. The City Engineer has her certificate as a professional engineer and has ten years of professional work experience.

Issue No. 5 – Vision 2025

It would be advantageous to fund a Vision 2025 Committee consisting of business leaders, representatives from the various taxing bodies, and community members at large. Approximate total cost of this project is \$30,000. At the April meeting, the City Council decided to budget \$10,000 in fiscal year 2008/09 to begin this project.

Issue No. 6 – Salary Study

At the February workshop, the consensus of the City Council was to accelerate an employee salary class and compensation study costing \$40,000 to the 2008/09 budget year. However, at the April 14th meeting, the City Council reversed direction and declined to include the salary study in the budget.

Issue No. 7 – Police Department Audit

To address residents concerns regarding the professionalism of the police department, the City Council agreed to include \$75,000 in the 2008/09 budget to hire the firm of Ekl Williams. This firm will conduct an audit and investigate police department operations.

Issue No. 8 – Reduce Sales Tax Projection

During the months while the City was preparing the budget, we learned that the Napleton automobile dealership, located in Park Ridge, lost its General Motors franchise. This translates into an approximate loss of \$200,000 annual sales tax revenue to the city. To accommodate this revenue decrease, the city reduced its contribution to the motor equipment and computer replacement funds.

Issue No. 9 – Sell House Located at 29 S. Courtland

At the April 14th budget meeting, the City Council agreed to sell the house the City owns at 29 S. Courtland, Park Ridge, Illinois. This house was purchased in anticipation of expanding City Hall to build a police station. Staff will work to sell the house during the next fiscal year. The action of selling the home is noted in the revenue section of the budget, but a sales price is not listed so as not to reveal the city's negotiating position.

Issue No. 10 – Revenues to Fund Operations

The 2008/09 budget includes the following revenue increases:

Property Tax Levy

A 3.3% increase in the property tax levy. The property tax levy will be for the general operating, library, garbage collection, Illinois Municipal Retirement, and Public Works Service Center/alley paving debt service funds. It is estimated that an average household will pay \$22 more per year. The property tax levy will be passed in December 2008.

Sewer Surcharge

The current sewer charge is:

Up to but not exceeding 5,000 gallons	\$.45
Over 5,000 gallons but not exceeding 30,000 gallons	\$.07 per 1,000 gallons
Over 30,000 gallons	\$.08 per 1,000 gallons

Effective May 1, 2008, the new sewer charge will be:

Up to but not exceeding 5,000 gallons	\$1.35
Over 5,000 gallons but not exceeding 30,000 gallons	\$.21 per 1,000 gallons
Over 30,000 gallons	\$.24 per 1,000 gallons

It is estimated that a typical household will pay an additional \$14.64 (\$21.96 versus \$7.32) per year. We expect to realize \$348,000 in sewer charges in fiscal year 2008/09. This is the same amount we will spend on sewer rehabilitation.

Water Rates

A 6.7% increase in water rates will pay for the increase in water supply that the city of Park Ridge incurred from the city of Chicago, but not pay for an increase in wages or materials. Current bi-monthly water rates are:

Up to but not exceeding 5,000 gallons	\$24.07
Over 5,000 but not exceeding 30,000 gallons	\$3.72/1,000 gallons
Over 30,000 gallons	\$4.15/1,000 gallons

Effective May 1, 2008, the new water rates will be:

Up to but not exceeding 5,000 gallons	\$25.68
Over 5,000 but not exceeding 30,000 gallons	\$3.97/1,000 gallons
Over 30,000 gallons	\$4.43/1,000 gallons

Total annual revenues will increase \$437,500. It is estimated that a household that uses 97,000 gallons annually will pay \$29 more per year. With a 6.7% increase in water rates, the water fund is projected to have a \$186,600 deficit.

Parking Garage Tax

The City Council agreed to increase the parking garage tax from \$.50 per 24-hour period to \$.70 per 24-hour period. This allowed the Council to decrease the property tax increase from 4.7% to 3.3%.

NEXT YEAR'S STRATEGIC GOALS

The following is a matrix of next year's strategic goals:

<u>Vision</u>	<u>Department</u>	<u>Action</u>	<u>Funding Source</u>
Vibrant Business Districts	Economic Development	PROUD becomes a Main Street Community	Uptown TIF - \$15,000
	CPD, Econ. Development	Develop plan for Higgins Corridor that spurs a redevelopment opportunity	General Fd - \$25,000
	CPD	Façade improvement program – within TIF District	Bond Proceeds Fund - \$850,000
	Administration	Facilitate the development of former Napleton Cadillac property	
High Quality Services	Legislative	Update Strategic Plan	General Fd - \$7,000
	Public Works	Complete traffic study	General Fd - \$45,000
	PW/Finance	Comply with IEPA Mandated Backflow Prevention Program for commercial accounts	Water Fund - \$69,300
	Library	Complete feasibility study	Library Fd - \$50,000
	Info. Tech.	Upgrade MS OfficeSuite network software	General Fd - \$74,400
	Info. Tech.	Install forestry inventory software	General Fd - \$12,000
	Administration	Act on results of citizen survey	General Fund
	Police/Finance	Finalize location for new police station and develop financing for facility	Bonds
	City Mgr	Hire new Police Chief	General Fund
	City Mgr	Hire new Human Resources Director	General Fund
City Mgr/CPD	Hire new Director and re-organize department	General Fund	
High Quality Services - Infrastructure	Administration	Complete audit of police operations	General Fd - \$75,000
	Public Works	Rehabilitate streets (5.8 miles plus Potter/Dempster turn lane)	MFT & Water - \$1,305,000
	Public Works	Pave 6 alleys	MFT - \$701,300
	Public Works	Replace 50,000 square feet of sidewalk	General Fd - \$121,500
	Public Works	Construct 2 relief sewers	General Fd - \$348,000
	Public Works	Resurface Uptown Parking Lot <i>See Capital Budget for complete listing</i>	Parking Fd - \$130,200
Financially Stable Government	All	Break-even	General Fund
Cooperative Leadership Socially Cohesive Community	Administration	Sell House located at 29 S. Courtland	General Fund
	Administration	Form Vision 2025 Committee	General Fd - \$10,000
	CPD	Study affordable housing issue, particularly in the Uptown, Dee Park, & South Pk areas	General Fund

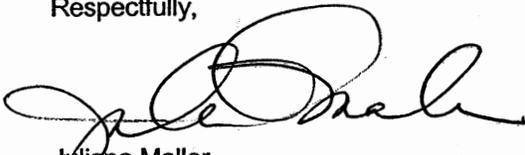
Distinguished Budget Presentation Award

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Park Ridge, Illinois for its annual budget for the fiscal year beginning May 1, 2007. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device. The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

CONCLUSION

This has been a difficult budget to complete. We have been faced with competing priorities and housing downturn. I want to thank the elected officials for their participation and support. I also want to thank the department heads and the entire city staff for their ability to achieve high quality results while keeping an eye on the bottom line.

Respectfully,



Juliana Maller
City Manager Pro Tempore



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Park Ridge

Illinois

For the Fiscal Year Beginning

May 1, 2007

Oliver S. Cox

President

Jeffrey R. Brown

Executive Director

BUDGET SUMMARY

Budget Overview

The following is a summary of revenues and expenses for the City and Library from 2006/07 through 2009/10.

	06/07 Actual	07/08 Budget	07/08 Est Act.	08/09 Budget	09/10 Estimate
Revenues:					
Income	3,258,110	3,350,000	3,600,000	3,800,000	3,800,000
MFT	1,096,056	1,100,000	1,100,000	1,138,900	1,173,100
Property	13,737,400	14,431,000	14,431,000	14,902,500	15,647,600
HR Sales	1,240,532	1,400,000	1,450,000	1,650,000	1,692,000
Sales	3,511,095	4,000,000	3,800,000	3,970,000	4,100,000
Uptown Property Tax	698,102	3,017,700	1,788,600	2,812,700	4,534,900
Utility	4,092,309	5,000,000	4,400,000	4,750,000	4,900,000
Water	5,812,940	6,491,800	6,491,800	6,929,300	6,954,100
Other	11,280,185	11,304,200	9,804,700	12,052,300	11,521,900
Sale of Property	6,129,089	-	-	-	-
Bond Proceeds	-	-	227,000	-	-
Total	50,855,817	50,094,700	47,093,100	52,005,700	54,323,600
Expenses:					
Personal Services	23,815,003	25,770,000	25,212,000	27,088,100	28,212,500
Contractual Services	11,854,998	12,255,800	12,638,300	12,761,600	13,161,400
Commodities	1,991,827	1,921,100	2,080,700	2,276,000	2,084,200
Debt Service	4,190,400	4,914,600	4,914,600	5,038,700	3,436,400
Capital Budget	<u>4,422,102</u>	<u>5,237,700</u>	<u>4,921,800</u>	<u>5,335,700</u>	<u>7,042,400</u>
Total	46,274,330	50,099,200	49,767,400	52,500,100	53,936,900
Excess (Deficit) of Revenues over Expenses	4,581,487	(4,500)	(2,674,300)	(494,400)	386,700

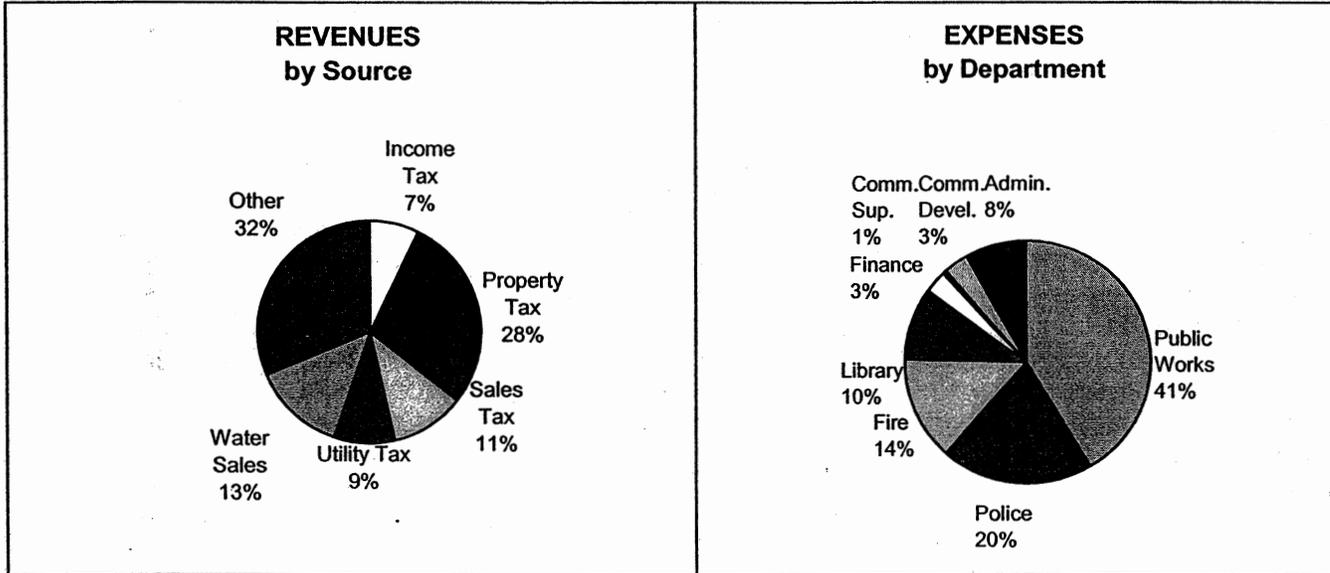
2007/08 – Current estimates show that expenses will exceed revenues in the general operating fund by \$1,119,700. \$225,000 of this is for an expanded tree-trimming program approved by the City Council. The remainder is because revenues came in below budget.

2008/09 – The general operating fund is expected to break even. The parking fund has a \$10,900 deficit; the City is using reserves to finance a one-time capital expenditure. The Uptown TIF has a \$270,300 deficit; the City is incurring expenses until all the property is developed and fully assessed. The water fund has a \$183,200 deficit; the City Council approved an increase in water rates to cover the increased cost in water supply but not labor or materials. The city of Chicago increased water rates 15% on January 1, 2008. The Library Board authorized the use of \$30,000 to partially fund a one-time capital project. The remaining funds are projected to break even.

2009/10 – Expenses are projected to exceed revenues in the general operating fund by \$990,200 in FY 2009/10. This projection will need to be more closely analyzed next year. The parking fund is projected to have a surplus of \$107,800; this will help replenish reserves after completing the reconstruction of the Uptown parking lot in FY 2008/09. The Uptown TIF is projected to realize its first fiscal surplus in FY 2009/10 of \$1,610,900; this will be used to repay the general operating fund for advances given in previous years. The water fund shows a deficit of \$341,800; water rates will need to be re-analyzed.

Current Year Budget

The total budget for the City of Park Ridge for the year beginning May 1, 2008 and ending April 30, 2009 is \$52,500,100. This is a 4.8% increase from the previous year's budget. The budget consists of \$42,125,700 of operating expenses, \$5,038,700 of debt service and \$5,335,700 of capital improvements. Operating expenses will increase 5.5%, debt service will increase 2.5%, and capital improvements will increase 1.9%.



Revenues

The following table summarizes the various revenue sources for the 2008/09 budget.

	Total	Debt Service	E-911	General	IMRF	Library	MFT	Mun Waste	Parking	Uptown	Water
...	3,800,000		695,100	2,757,500		100,000					
FT	1,138,900						1,138,900				
op	14,902,500	1,632,800		4,241,500	1,638,700	4,190,500		3,199,000			
R Sls	1,650,000			1,650,000							
ales	3,970,000			3,970,000							
ility	4,750,000			4,750,000							
ater	6,929,300	878,400		800,000	155,400						5,095,500
th	12,052,300		500,000	10,399,100	55,100	337,100	262,400	800	415,900		359,300
otwn	2,812,700	2,466,000								346,700	
nd Bal	494,400	-	-	-			-		10,900	270,300	183,200
otal	52,500,100	4,977,200	1,195,100	28,568,100	1,849,200	4,627,600	1,401,300	3,199,800	426,800	617,000	5,638,000

Expenses

The following tables summarize expenses by classification.

TOTAL CITY EXPENSES INCLUDING LIBRARY

	06/07	07/08	07/08	08/09	09/10		
	Actual	Budget	Estimated Actual	Budget	Percent Change	Estimate	Percent Change
Personal Services	23,815,003	25,770,000	25,212,000	27,088,100	5.1%	28,212,500	4.2%
Contractual Services	11,854,998	12,255,800	12,638,300	12,761,600	4.1%	13,161,400	3.1%
Commodities	1,991,827	1,921,100	2,080,700	2,276,000	18.5%	2,084,200	-8.4%
Operating Budget Total	37,661,829	39,946,900	39,931,000	42,125,700	5.5%	43,458,100	3.2%
Debt Service	4,190,400	4,914,600	4,914,600	5,038,700	2.5%	3,436,400	-31.8%
Capital Budget	4,422,102	5,237,700	4,921,800	5,335,700	1.9%	7,042,400	32.0%
Expenditure Total	46,274,330	50,099,200	49,767,400	52,500,100	4.8%	53,936,900	2.7%

TOTAL CITY EXPENSES WITHOUT LIBRARY

	06/07	07/08	07/08	08/09	09/10		
	Actual	Budget	Estimated Actual	Budget	Percent Change	Estimate	Percent Change
Personal Services	20,515,817	22,272,000	21,715,100	23,515,100	5.6%	24,518,600	4.3%
Contractual Services	11,451,603	11,789,000	12,169,900	12,295,100	4.3%	12,668,500	3.0%
Commodities	1,248,578	1,171,000	1,328,600	1,522,800	30.0%	1,291,300	-15.2%
Operating Budget Total	33,215,998	35,232,000	35,213,600	37,333,000	6.0%	38,478,400	3.1%
Debt Service	4,190,400	4,914,600	4,914,600	5,038,700	2.5%	3,436,400	-31.8%
Capital Budget	4,099,518	4,911,900	4,596,000	5,006,900	1.9%	6,629,100	32.4%
Expenditure Total	41,505,916	45,058,500	44,724,200	47,378,600	5.1%	48,543,900	2.5%

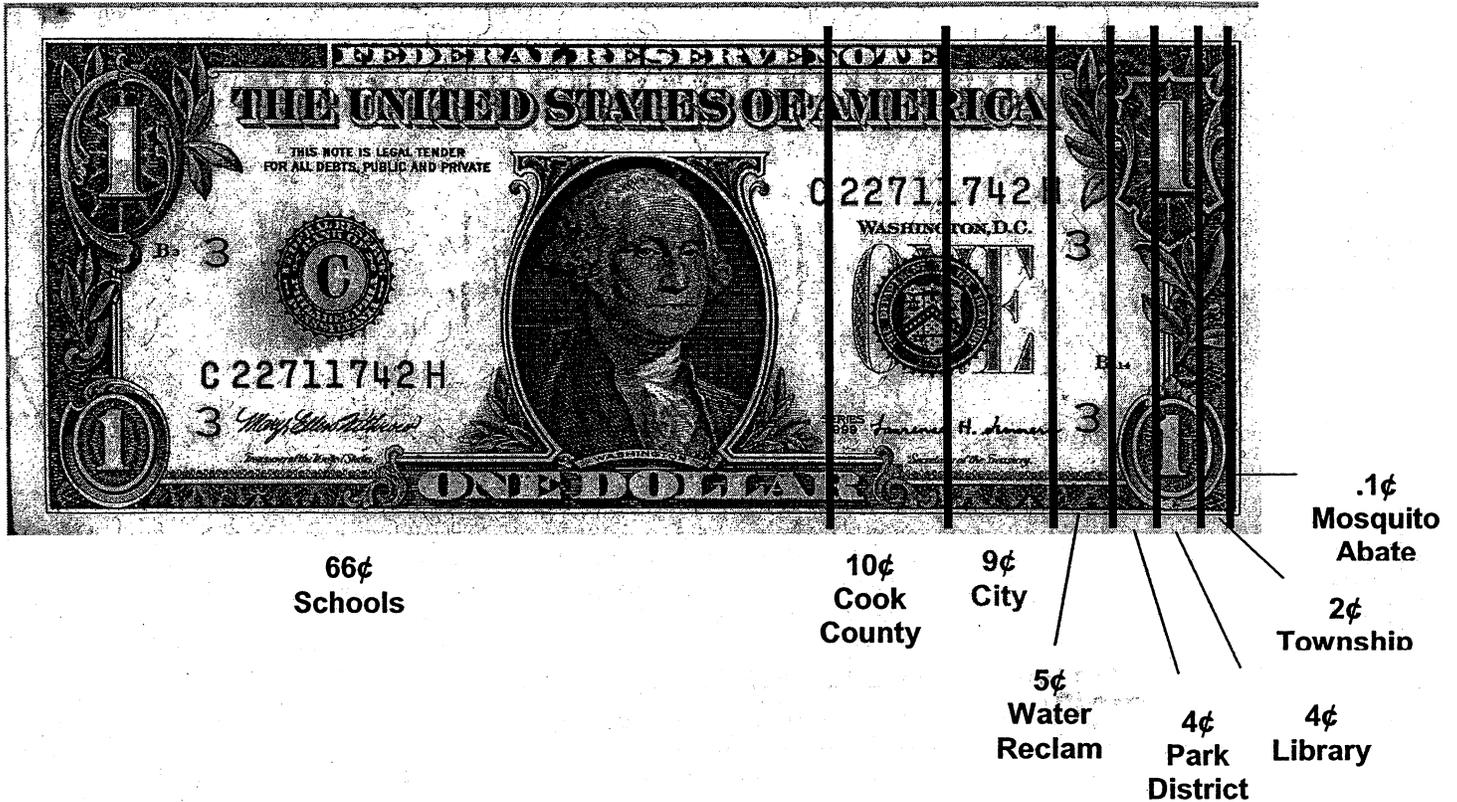
LIBRARY EXPENSES

	06/07	07/08	07/08	08/09	09/10		
	Actual	Budget	Estimated Actual	Budget	Percent Change	Estimate	Percent Change
Personal Services	3,299,186	3,498,000	3,496,900	3,573,000	2.1%	3,693,900	3.4%
Contractual Services	403,395	466,800	468,400	466,500	-0.1%	492,900	5.7%
Commodities	743,249	750,100	752,100	753,200	0.4%	792,900	5.3%
Operating Budget Total	4,445,830	4,714,900	4,717,400	4,792,700	1.7%	4,979,700	3.9%
Debt Service	-	-	-	-	-	-	-
Capital Budget	322,584	325,800	325,800	328,800	0.9%	413,300	25.7%
Expenditure Total	4,768,414	5,040,700	5,043,200	5,121,500	1.6%	5,393,000	5.3%

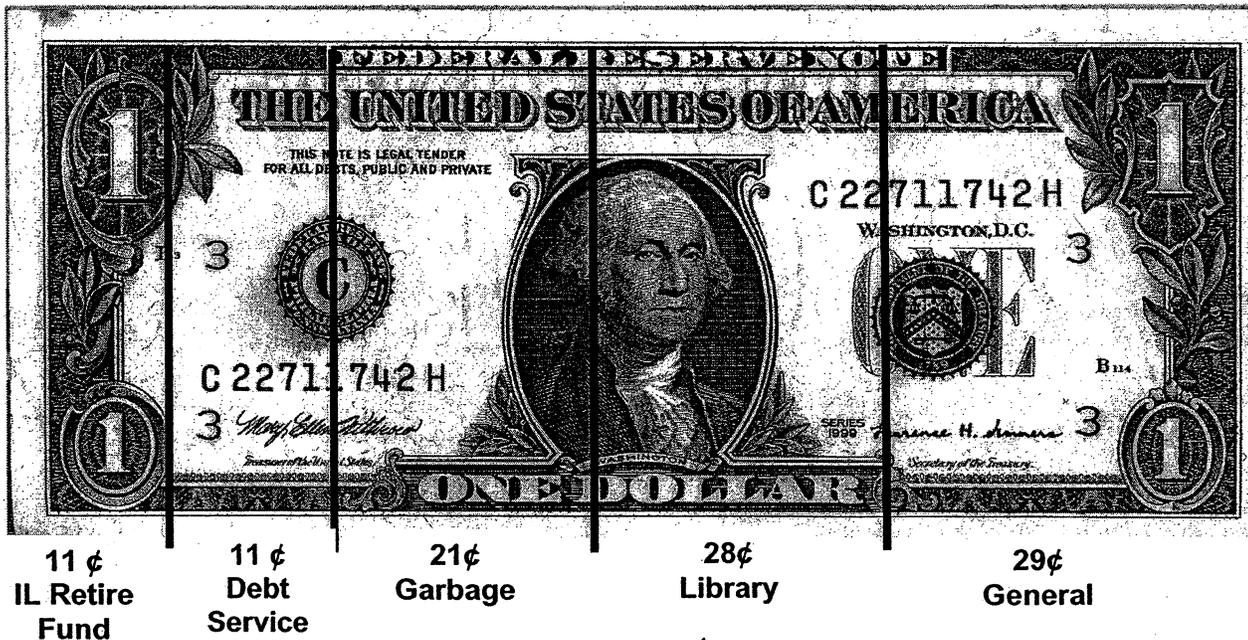
Property Taxes

The property tax levy to finance this budget equals \$14,902,500. This levy is a 3.3% or \$471,500 increase over the prior year's property tax levy.

When a resident receives a property tax bill, only a small portion is given to the City. This illustration shows how the property tax bill is allocated among the various taxing entities. The majority of the property tax levy goes to the schools. A resident pays more property taxes to Cook County than to the City of Park Ridge.



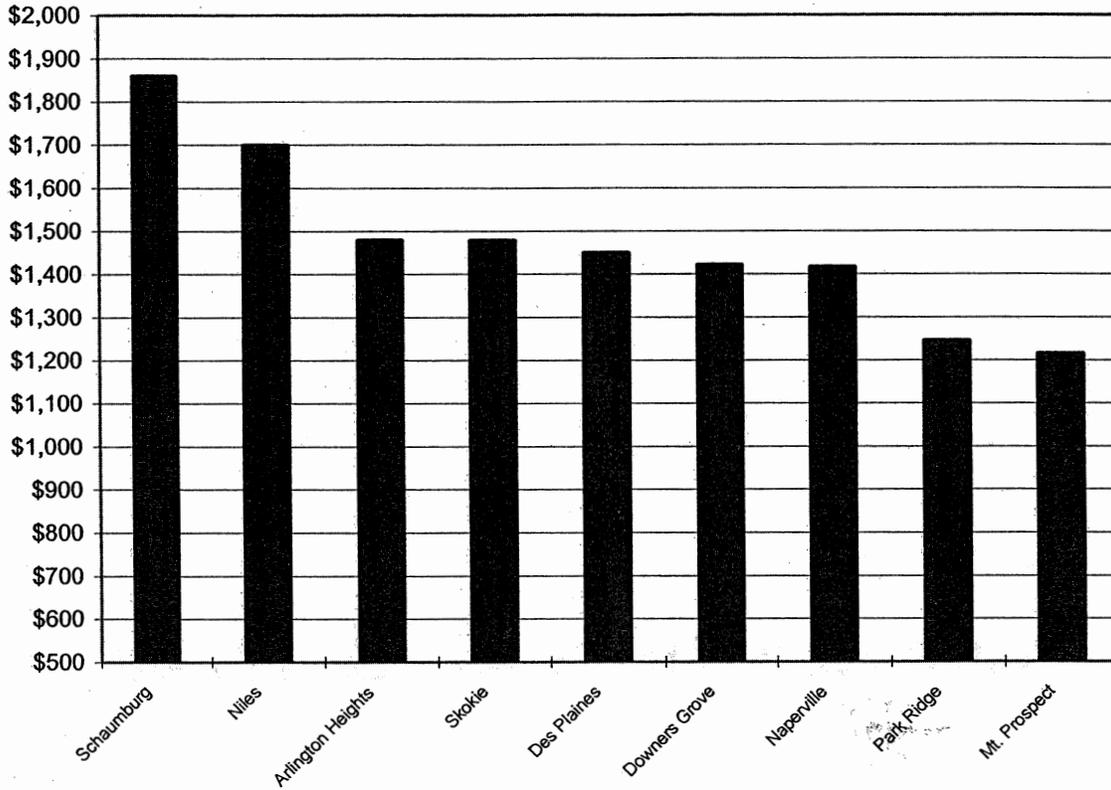
This illustration shows how the City's portion of the property tax levy is distributed.



Total Expenses per Capita

Each year, the City compares total expenses per capita to similar communities. This year, the City ranked second out of nine communities as shown in the following graph. The City's annual cost per capita is \$1,246.37. This compares to the mean cost per capita of \$1,477.86. (Note that the graph compares fiscal year 2007/08 budget information.)

Per Capita Expenditure Comparison



Total Revenues Per Household

The City scored fourth out of nine communities for total direct payments (vehicle license fees, garbage collection charges, utility taxes, property taxes, etc.) from a typical household to support municipal operations.

Arlington Heights	1,241.36
Mt. Prospect	1,204.44
Des Plaines	1,156.57
Downers Grove	1,040.36
Skokie	937.63
Park Ridge	827.42
Naperville	773.39
Schaumburg	716.05
Niles	691.25
Average	954.27

Full Time Equivalents Per Population

Please see the Full Time Equivalents section of the book for a comparison of number of employees per capita among various communities.

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COMMUNITY PROFILE

Name

The village was first called Pennyville, after one of the first settlers, George Penny, but at his request the name was changed to Brickton in 1855. This name was adopted because of the small brick manufacturing village it had become, surrounded by farms. The City was incorporated on July 1, 1873. At the July 4 picnic of 1873, "Brickton," the name of the unincorporated town at that time, was painted on a large balloon and sent aloft, thus symbolizing the changing of the name from Brickton to Park Ridge. The closing of the brickyard prompted the change of name to Park Ridge. The new name was chosen because of the high natural ridge near Ashland Avenue that separates the Des Plaines and the Chicago River watersheds, and the park-like appearance of the town.

Location

Park Ridge is known as a prime residential community located 15 miles northwest of downtown Chicago. Originally settled in 1840, Park Ridge has grown into a medium sized city. The City is situated in a key geographic location in close proximity to O'Hare Airport, the Northwest Tollway, the Kennedy Expressway, CTA Rapid Transit and the Metra Railroad.

Famous Citizens

Hillary Rodham Clinton, Frederick Goudy (inventor of 120 typefaces), Grant Wood, Eugene Kupjack (miniaturist; works displayed at the Art Institute), Alfonso Iannelli (sculptor; designed parts of the Pickwick Theater), Harrison Ford, Jim Pankow, John Pankow (actors), Karen Black & Carrie Snodgrass (actresses), Steve Goodman (folk singer and songwriter).

Famous Landmarks

The Pickwick Theater and the Park Ridge Youth Campus (formerly the Illinois Industrial School for Girls) are listed on the National Register of Historic Places.

Type of Government

Park Ridge was incorporated as the Village of Park Ridge in 1873 and incorporated as the City of Park Ridge in 1910. The City operates under a Mayor-Council form of government. The Mayor and the City Clerk are elected from the population at large. Seven Aldermen are elected for staggered terms from seven wards on the basis of ward population. The Mayor and City Council establish policy; the City Manager oversees the day-to-day operations of the City and its employees.

City's Mission Statement

The City of Park Ridge is committed to providing excellence in City services in order to uphold a high quality of life so our community remains a wonderful place to live and work.

Municipal Services

The City provides emergency 911 telephone, police, fire, and emergency medical services. The Police Department is accredited by the Commission on Accreditation for Law Enforcement Agencies in the United States and Canada. Park Ridge was the 21st department in Illinois and the 255th in the United States and Canada to receive accreditation. The City has one police station and employs 60 police officers and supervisors. The Fire Department is exemplified by the very high "class three" fire insurance rating. This rating indicates the department's ability to successfully suppress fires and provide life support. The Fire Department was awarded International Accredited Agency status through the Commission on Fire Accreditation International in 2001 and 2006. Park Ridge was the seventh fire department in Illinois and the 45th fire department in the United States to receive accreditation. There are two fire stations and 52 officers, firefighters, and firefighters/paramedics.

Park Ridge is one of 37 communities in the United States that has both Fire and Law Enforcement Accredited Agencies. Moreover, Park Ridge is one of 30 communities in the United States with both Fire and Law Enforcement Accredited Agencies and an Insurance Service Office rating (ISO) of Class 3 or better. In April 2006, the Park Ridge Police Department was awarded second place in a Traffic Safety Challenge by the International Association of Chiefs of Police. The Department also was named as the recipient of the International Association of Chiefs of Police, "Clayton J. Hall Memorial Award," which recognizes the, "best of the best" in highway safety and traffic enforcement in North America.

Park Ridge consists of 7.1 square miles and has 123 miles of streets. The City provides weekly curbside garbage and recycling pickup to its residents. The Public Works Department manages a strong infrastructure program for the maintenance of streets, water mains, sewers, alleys, sidewalks, and trees. The City operates a water distribution system that provides residences and businesses with Lake Michigan water. The City provides environmental health and planning services. The Building Code Effectiveness Grading Classification is 4 (B).

The City fully funds the operation of a public library that contains approximately 213,000 books and has a total circulation of 715,000.

The City provides partial funding to several community organizations including the Park Ridge Senior Center, Park Ridge Teen Center, Park Ridge Historical Society, Park Ridge Cultural Arts Council, Park Ridge Civic Orchestra, Park Ridge Fine Arts Society, Center of Concern, Brickton Art Center, Kalo Foundation, Maine Center for Mental Health, Rainbow Hospice, and Meals-on-Wheels. The City also subsidizes the cost of providing taxicab service to senior and disabled citizens. The City has no statutory authority over the schools or park districts.

Demographics (Information based on 2000 Census unless otherwise noted)

Population. The City's population is 37,775. 48% of the population is male; 52% is female.

Demographics. 95% of the population is white (non-Hispanic). 3% of the population is Asian.

Age. The median age in Park Ridge is 42 years.

Income and Wealth Statistics. Household income in Park Ridge is substantially higher than surrounding areas and exceeds national averages.

Median Household Income \$73,154

Average Household Size. The average household size is 2.62 persons.

Education. 92% of the adult population have a high school diploma or higher. 46% have a bachelor's degree or higher.

Employment. Park Ridge has relatively low unemployment, although the unemployment rate has increased from last year. The following is a comparison of Park Ridge unemployment with neighboring communities:

City	December 2007	December 2006
Arlington Heights	3.1%	2.6%
Des Plaines	4.6%	3.7%
Mt. Prospect	3.3%	2.6%
Niles	3.8%	2.9%
Northbrook	3.0%	2.4%
Park Ridge	3.1%	2.2%

Source: <http://lmi.ides.state.il.us/laus/lausmenu.htm> "Current Monthly Unemployment Rates" "Cities".

The major employment categories in Park Ridge are:

Management, professional and related occupations	50%
Sales and office occupations	30%
Service occupations	8%
Production, transportation and material moving occupations	7%
Construction, extraction and maintenance occupations	5%

City Economy. Park Ridge enjoys an active downtown area containing a mix of office space, restaurants, retailers, specialty stores, entertainment and multi-story housing.

Park Ridge is home to many medical and trade associations of which 19 associations own signature buildings. All pay property taxes. Park Ridge is home to the Million Dollar Round Table, the Tooling & Manufacturing Association, the American Egg Board, the Big Ten Athletic Conference, and the American Association of Nurse Anesthetists, among other associations.

To aid in the development of a new automobile sales center, the City created its first Tax Increment Financing District in 1999 and provided the dealer with an economic incentive. To aid in the redevelopment of the uptown area, the City

created its second Tax Increment Financing District in 2003, selected a developer, and negotiated a redevelopment agreement. Uptown redevelopment is in process right now.

Land Use and Housing

Residential land use makes up 48% of Park Ridge total area. The remaining general land use includes: commercial - 5%, public, institutional, park, & open space - 24%, and transportation & utilities - 23%. There is little vacant or undeveloped land in Park Ridge; much development results from the demolition of existing structures.

Park Ridge has a long established reputation as a stable residential community known for its well-maintained homes, tree lined streets, and outstanding schools. There are 14,365 housing units in Park Ridge. 85.32% of these units are owner occupied. Sixty-nine percent of the city's residents have lived in the same house since 1995.

Housing Values.

Single-family detached residences -- April 1, 2005 to March 31, 2006

	Average List Price	Average Sale Price	Months of Inventory
Park Ridge	\$848,235	\$627,458	5.04

Source: Chicago Tribune, May 7, 2006.

Although the number of foreclosures has increased, Park Ridge has less foreclosures than neighboring towns.

City	First Half 2007	First Half 2006
Arlington Heights	62	39
Des Plaines	114	87
Mt. Prospect	45	30
Niles	38	17
Northbrook	36	29
Park Ridge	27	9

Building Activity.

	New Single Family Home Construction		Existing Single Family Home Remodeling	
	Permits	(\$Mil)	Permits	(\$Mil)
2004	97	\$40.5	415	\$16.8
2005	109	\$52.8	353	\$16.6
2006	93	\$46.1	338	\$15.3
2007	48	\$24.4	348	\$13.0

Source: Park Ridge Community Preservation and Development records.

A significant number of new homes have been built on the site of homes that have been torn down in Park Ridge.

Year	2000	2001	2002	2003	2004	2005	2006	2007
No. of Teardowns	78	73	72	86	97	110	87	51

Governor's Home Town Award

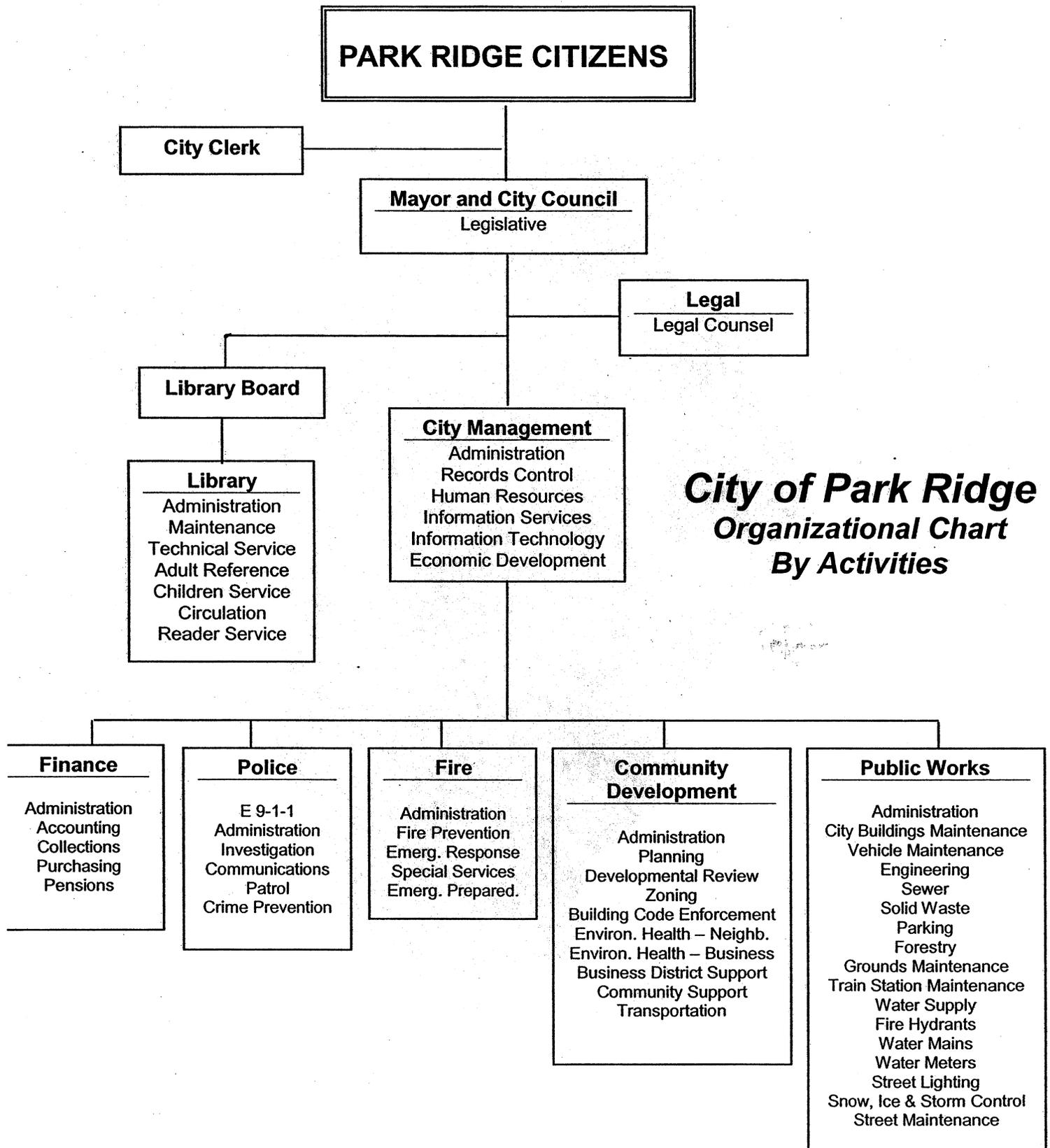
Park Ridge received several first place Governor's Home Town Awards. Administered by the Illinois Department of Commerce and Community Affairs in close cooperation with the Lieutenant Governor's office, this program honors volunteer projects that have improved the quality of life in a community. Awards are:

Recipient	Year
Brickton Art Center	2001
Park Ridge Civic Orchestra	1998
Park Ridge Center of Concern	1997
Economic Development Corporation	1992

In September 2003, the Illinois Arts Alliance Foundation and the Illinois Municipal League selected the City of Park Ridge as one of 16 municipalities to receive an Honorable Mention for the Illinois Arts Friendly Community Awards.

Clean Air Counts

On November 1, 2004, the City of Park Ridge became a Silver designee Clean Air Community in the Clean Air Counts Campaign sponsored by Clean Air Counts, Metropolitan Mayors Caucus, and the U.S. Environmental Protection Agency.



**City of Park Ridge
Organizational Chart
By Activities**

BOARDS AND COMMISSIONS

Appearance Commission

Board of Fire & Police Commission

Board of Trustees – Fire Pension Fund

Board of Trustees – Police Pension Fund

Civil Service Commission

Community Health Commission

Electrical Commission

Emergency Telephone Service Board

Fair Housing Commission

Healthy Community Partnership (in conjunction with Lutheran General Hospital)

Heritage Commission

Human Needs Task Force

Library Board

Liquor License Review Board

Planning & Zoning Commission

Public Arts Commission

Sister Cities Commission

Youth Commission

Zoning Board of Appeals

OFFICERS AND OFFICIALS

MAY 1, 2008

Mayor

Howard P. Frimark

Aldermen

First Ward: David Schmidt
Second Ward: Richard A. Di Pietro
Third Ward: Donald Bach
Fourth Ward: James L. Allegretti
Fifth Ward: Robert J. Ryan
Sixth Ward: Thomas F. Carey
Seventh Ward: Frank Wsol

City Clerk

Betty W. Henneman

City Manager

Deputy City Manager

Juliana Maller

Police Chief

Director of Community Development

Director of Human Resources

Library Director

Janet Van De Carr

Public Information Coordinator

Aggie Stempniak

Director of Finance

Diane Lembesis

Fire Chief

Edward Dubowski

Director of Public Works

Wayne Zingsheim

Director of Information Technology

Diane Nelson

Assistant Finance Director

Linda Lazzara

City Attorney

Everette Hill, Klein Thorpe & Jenkins, Ltd.

BUDGET PROCESS

The budget is the working plan for the operation of the City during the May 1 - April 30 fiscal year.

Citizens, elected officials and staff all play a vital role in preparing the many components of the budget. Citizens are encouraged to play an active part in the budget process and accordingly a description of their role in this process is highlighted.

Although the City Manager is responsible for preparing and recommending a balanced budget, the City Council determines the final budget document and the allocation of resources it represents.

Preparation, review and adoption of the budget spans at least six months, beginning in October and ending in March or April. The budget document is the result of the completion of a complex set of tasks, including assessing the City's financial condition, developing assumptions upon which to base budget projections, assessing needs, developing goals and objectives which will meet these needs, and estimating the costs of providing services.

October Budget Preparation

In October, the Finance Director and Department Heads begin preparing a six-year projection of capital projects and debt service.

Council committees discuss capital budget requests and communicate suggestions to appropriate Department Heads.

Department Heads prepare detailed descriptions and cost estimates of capital projects. The City currently defines a capital project as one costing at least \$25,000 and having an estimated life of at least 10 years. The capital budget is projected for the next six fiscal years.

Public Works Director completes an inventory of potential long-term capital projects. Proposed capital projects are suggested with this inventory in mind. However, this list is not a list of Council approved projects.

Finance Director compiles capital budget requests and completes debt service, motor equipment, and computer replacement schedules. *Funding was reduced to the motor equipment and computer replacement funds due to revenue constraints.*

Capital budget proposals are reviewed by the City Manager, considering several criteria, including the need for the project, availability of funds, ongoing infrastructure needs, Council policy, and citizen input.

The Library Board of Trustees holds a Budget & Finance Committee meeting of the Whole to review all proposed capital projects for the Library. The capital budget is approved at the Board meeting and submitted to the City. *The Library Board requested \$50,000 for its 2008/09 capital budget to fund a feasibility study; this study will include a report on how much space the library needs.*

Citizen Participation: Citizens are encouraged to talk to their elected representatives or the City Manager about municipal services they feel need to be added or improved. The City provides several opportunities to speak with elected officials, including informal town meetings, board and commission meetings, Council committee meetings, and City Council meetings. Citizens may discuss issues of interest and concern with elected officials at the *City Council Listening Post*. This informal gathering is held during the summer months at the Farmers' Market one Saturday each month, beginning in June through October. Police officers attended the Farmers' Market to listen to residents concerns.

**November
Budget Preparation & Review**

In November, the budget progress intensifies as the proposed capital budget is reviewed and preparation of the operating budget begins.

City Manager and Finance Director review key assumptions that will be used in preparing the budget. Various financial publications are researched in order to estimate economic, revenue, interest rate and inflationary trends.

Finance Director distributes operating budget forms and historical information to Department Heads.

Elected officials and staff try to determine which results citizens' value most. Core outcomes for city government are: to provide health and safety, to promote fiscal or economic health, to increase citizen satisfaction, and to promote community character or spirit.

Department Heads complete program budgets for the next two fiscal years. Department Heads evaluate goals, objectives and the means to accomplish these objectives in light of financial constraints. These objectives are articulated considering the City Council's identification of key policy issues.

City Manager and Finance Director prepare revenue projections. By reviewing historical information, legislative and economic developments, revenues are projected two years forward.

The Library Board of Trustees holds Budget & Finance Committee meetings of the Whole to review the proposed operating budget for the Library. The budget is approved at the Board meeting and submitted to the City.

**December
Budget Preparation**

In December, the operating budget begins to resemble its final form as departmental requests are consolidated.

Finance Director compiles departmental requests and prepares summary expense reports. Capital budget requests are included in the total budget.

Finance Director completes personal services section of the operating budget, which consists of salary and employee benefits.

The police department completed their needs assessment concerning space. A second consultant hired by the city stated the department needs 43,600 square feet including parking to operate efficiently. The Finance Director began calculating financing options for the project; the best scenario would be to issue bonds and time the debt service so it begins when the debt service for the 1998 Public Works Service Center/alley paving bonds ends. Staff is currently looking for a location for the facility.

**January
Budget Preparation**

Staff attempts to decide how much to spend to produce the desired outcomes. This process begins in January. The City Manager meets with Department Heads to review and revise the operating budgets. Proposed expenses are evaluated in terms of how well they respond to the level of services desired by the public.

Once this review is completed, the Finance Director re-compiles documents with revisions.

Revenue projections, including recommended property tax levy and new revenues, are finalized.

Time permitting, the finance department completes the annual Financial Trend Monitoring Study, which helps assess the City's financial trends as well as the City's financial strengths and weaknesses. This assessment of the City's financial condition is a helpful tool in the preparation of the budget. *Due to a staff change in the finance department,*

preparation of this report was not completed last year. Finance staff is attempting to catch up with inputting the information for this report.

Finance staff completes the annual Community Survey. This report compares Park Ridge financial policies, fees, and expenses with comparable neighboring communities.

Cash flow projections are prepared using amounts listed in revenue and expense projections.

February and March Budget Review

In February or March, the City Council holds a budget workshop to consider the total, capital and operating, budget. At this workshop, all facets of the budget are discussed, including revenues, personnel costs, operating and capital budgets, economic and financial trends, etc. *This year, the City Council held the budget workshop on Saturday, February 16, 2008. This year, the City Council held an additional budget meeting on April 14, 2008.*

At the workshop, new programs are considered separately from continuing programs. Existing programs are evaluated in terms of the adequacy of service levels provided during the previous fiscal year. New programs and changes in service levels are determined by the demand for those services as weighed against the public's willingness to provide the financial support required or the availability of alternative revenue sources. This year, the City Council considered broadcasting City Council meetings as a new program.

Citizen Participation: Citizens are encouraged to attend the budget workshop. Additionally, citizens may review copies of the proposed budget, which are located at the Public Library and City Hall. Suggestions regarding the budget can be made at these budget meetings or directly to the City Manager.

April Budget Adoption

During April, the budget process begins its final phase.

A newspaper notice regarding the availability of the budget book for public inspection is published. This notice also lists a summary of the proposed total budget and the date of a public hearing. The newspaper notice is published at least one week prior to the budget hearing. *The newspaper notice for the 2008/09 budget was published in a local paper on April 10, 2008.*

Citizen Participation: In April, the Finance Committee holds a public hearing regarding the proposed budget. At this hearing, citizens are given the opportunity to formally comment on the proposed budget. *The hearing for the 2008/09 budget was held on April 21, 2008.*

Normally, at one of its regularly scheduled meetings, the City Council formally adopts the capital and operating budget for the next fiscal year. This must be done prior to the beginning of the fiscal year on May 1. *The 2008/09 budget was passed by the City Council on April 21, 2008.*

Since the fiscal year begins May 1, newly elected aldermen are not eligible to participate directly in the adoption of the budget for that year. To compensate for this, the City's budget policy provides that within the first thirty days of a fiscal year when newly elected officials are installed, by a majority vote of the members of the corporate authorities then holding office, the annual budget for the City may be revised by deleting, adding to, changing or creating accounts. *This was not an election year.*

Once the budget is passed, the Finance Director files a copy of the budget, including an estimate of revenues by source, with the Cook County Clerk. The budget, certified by the Finance Director, must be filed within 30 days of its adoption.

The property tax levy that corresponds to this budget will be passed and filed prior to December 31, 2008.

**Throughout the Year
Budget Amendments**

During the fiscal year, the City Manager may revise the budget for the City by deleting, adding to, changing, or creating accounts. Revisions requested by Department Heads must be submitted in writing to the City Manager. The line item amount to be changed in the budget and the reason for the change must be clearly listed. The City Manager reviews all requests for budget revisions as to their effect on the budget in total and the availability of funds. No revision of the budget shall be made increasing the budget if funds are not available.

Implementation of the Budget

The budget is monitored when monthly reports that list total revenues and expenses compared to prior year and current year budgeted amounts are issued. Additionally, the City Manager reviews a detailed Quarterly Report with the Finance Committee. At the conclusion of the fiscal year, budgeted funds that are not spent are returned to the City's fund balance. The goal of proper budgeting is to produce the desired results and outcomes at the price citizens are willing to pay.

Dates of Budget Hearings and Notices

October 2007	Capital Budget Requests Compiled by Department Heads
October 24, 2007	Distribution of Capital Budget Plan to City Council and Public
November 13, 2007	City Manager reviews the Budget Process with Finance Committee
November 2007	Operating Budget Requests Compiled by Department Heads including Personnel Counts
December 2007	Operating Budget Requests Compiled by Finance Director including Personnel Counts
January 2008	Staff Prepares Budget Draft for City Council Review
January 24, 2008	Discussion of 2008/09 Budget with Finance Committee
February 1, 2008	Distribution of Budget Draft to City Council and Public
March 1, 2008	Early Retirement Incentive Period Ends
February 16, 2008	Budget Workshop – Open to Public
April 10, 2008	Publication of Budget Notice in Newspaper. Budget document, based on February 16, 2008 budget workshop, made available to Public.
April 14, 2008	Finance Committee Meeting of the Whole to discuss outstanding budget Issues
April 18, 2008	Revised final budget, based on April 14, 2008 meeting, made available to Public.
April 21, 2008	Public Budget Hearing
April 21, 2008	City Council Approval of 2008/09 Budget
November 20, 2008	Publication of Notice of Property Tax Hearing in Newspaper (If Necessary)
December 1, 2008	Property Tax Hearing (If Necessary)
December 1, 2008	City Council approves property tax levy related to 2008/09 budget

BUDGET STRUCTURE

This section describes the following topics:

- **Fund Structure** - description of the various types of funds the City employs
- **Budgeted Funds** - description of the funds the City budgets for
- **Audited Funds** - description of the funds the City does not budget for
- **Account Structure** - description of departments, programs, accounts, and object codes
- **Program and Financial Policies** - description of Council policies which govern the formation of the budget
- **Comparison of Budget Documents to Financial Statements** - description of the differences between budget documents and audited financial statements
- **Budget Changes** - description of the changes to the budget document this year

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 five categories:

Debt Service Funds - A Debt Service Fund accounts for the payment of long-term debt. 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 two Enterprise Funds: Parking and Water. Depreciation expenses are recorded in Enterprise Funds, but the City excludes this non-cash expense from its budget.

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 may also be referred to as a Governmental Fund.

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 six Special Revenue Funds: Emergency Telephone, Illinois Municipal Retirement Fund, Library, Motor Fuel Tax Fund, the Municipal Waste Management Fund and the Uptown Tax Increment Financing Fund. The City has additional Special Revenue Funds that are not included in the budget. These funds are the Asset Forfeiture, the Foreign Fire Insurance Tax, the Dempster Tax Increment Financing Fund, and the Alley Special Service Areas. Special Revenue Funds may also be referred to as Governmental Funds.

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). The City budgets for four capital project funds, the Sewer Construction Fund, Series 2005A Uptown TIF Fund, Series 2006A Uptown TIF Construction Fund, and Series 2006B Uptown TIF Construction Fund.

BUDGET BY FUND STRUCTURE

<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Enterprise</u>
Administration	Library	1998	Parking
Community & Civic Svcs.	Motor Fuel Tax	2004A	Water
Commun. Development	IMRF	2004B	
Finance	Municipal Waste	2005A	
Fire	E-911	2006A	
Police	Uptown TIF	2006B	
Public Works			

BUDGETED FUNDS

Within the five previously mentioned classifications, the City prepares budgets for fourteen different funds. They are:

1998 Debt Service Fund - This fund accounts for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.

2004 A and B Debt Service Funds - This fund accounts for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs to finance the construction of a reservoir and pump station. Series 2004A is intended to be paid from TIF increment; series 2004B is intended to be paid from water revenues.

2005 A Debt Service Fund - This fund accounts for the accumulation of resources for, and the payment of, debt principal, interest and related costs for the general obligation bonds issued in 2005 to finance the construction of phases I and II of the Uptown Redevelopment Project. Series 2005A is intended to be paid from TIF increment.

2006 A & B Debt Service Funds - The City issued debt to complete the redevelopment of Target Area 2. These funds account for the accumulation of resources for, and the payment of, debt principal, interest and related costs for the general obligation bonds to finance the construction of phase III of the Uptown Redevelopment Project. Series 2006 A & B is intended to be paid from TIF increment; series 2006 A is a tax-exempt issue and 2006 B is taxable.

Emergency Telephone Fund - This fund is used to record the expenses of the Emergency 911 telephone system and telephone surcharge receipts.

General Fund - The general fund is used to account for resources that are not required to be accounted for in another fund.

Illinois Municipal Retirement Fund - This fund is used to record employer contributions to a State administered retirement fund. All personnel, except those who are covered by the police or fire pensions and employees whose positions are classified as requiring less than 1,000 hours per year are covered under IMRF.

Library Fund - This fund is used to account for the operation and maintenance of the public library. Financing is provided by property taxes and other City and library revenues. The City Council appoints the Library Board and approves its annual budget.

Motor Fuel Tax Fund - This fund accounts for the use of the City's share of state gasoline taxes. State law requires that motor fuel taxes be used for improvements in the street right of way, including streets, curbs and gutters, traffic signalization and sewer related improvements.

Municipal Waste Management Fund - This fund is used to account for the operation and maintenance of the waste collection, transportation and disposal system, including all obligations to the Solid Waste Agency of Northern Cook County under the terms of the 1992 Project Use Agreement. Financing is provided by property taxes.

Parking Fund - This fund accounts for the provision and maintenance of parking facilities in the City. Projections are shown exclusive of depreciation.

Water Fund - This fund accounts for the provision of water services to residents of the City. Projections are shown exclusive of depreciation.

AUDITED FUNDS

The City has additional funds that are audited, but not included in the budget. The asset forfeiture fund accounts for the receipt of confiscated illegal drug money or assets and the disbursement of monies for drug enforcement purposes and is considered minor. The fiduciary funds, such as the agency trust funds, are excluded because the City holds assets in a trustee capacity for other entities. Selected special revenue funds, such as the alley special service areas, are excluded because once the alleys are built, principal activity is for the City to levy property taxes until a receivable is collected.

ACCOUNT STRUCTURE

The City of Park Ridge uses a modified program budget. Budget dollars are allocated to specific programs. Departments consist of various programs. Departments and programs are both subsets of a fund. So, starting from the largest structure to the smallest, dollars are allocated to a particular fund, departments within the fund, programs within the department, accounts within the program, and finally object codes as the smallest classification of the account. The following is an illustration of this structure (203-3024-9951-47):

FUND _____ Motor Fuel Tax (203)
 DEPARTMENT _____ Public Works
 PROGRAM _____ Street Maintenance (3024)
 ACCOUNT _____ Street Repairs (9951)
 OBJECT _____ Year 2009 (47)

Accounts are listed in the budget with an accompanying thirteen-digit account number. The first three numbers indicate the fund number.

The City budgets for the following funds:

Type	Fund Number	Fund Name
General	100	General Operating
Special Revenue	201	Library
	203	Motor Fuel Tax
	204	Uptown Tax Increment Financing District
	206	Illinois Municipal Retirement
	208	Municipal Waste
	220	Emergency Telephone
Debt Service	302	Debt Service – 1998 General Obligation Issue
	304	Debt Service – 2004A General Obligation Issue
	305	Debt Service – 2004B General Obligation Issue
	306	Debt Service – 2005A General Obligation Issue
	308	Debt Service – 2006A General Obligation Issue (Tax-Exempt)
	309	Debt Service – 2006B General Obligation Issue (Taxable)
Enterprise	501	Parking
	502	Water

The next four numbers indicate the department/program number. There are eight major departments within the City:

- Administration
- Community & Civic Services
- Community Preservation & Development
- Finance
- Library
- Police
- Fire
- Public Works

Within the General Fund, there are forty-four programs:

1011 – Legislative	1021 - City Administration	1022 - Legal Counsel
1023 - Records Control	1024 - Human Resources	1025 - Information Technology
1026 - Information Services	1027 – Economic Development	1031 - Finance Administration
1032 – Accounting	1033 - Collections	1034 - Purchasing
1041 – Community Support	1044 – Transportation	2011 - Police Administration
2012 – Investigations	2013 – Communications	2014 - Patrol
2015 - Crime Prevention	2021 - Fire Administration	2022 - Fire Prevention
2023 - Emergency Response	2024 – Special Services	2025 – Emergency Preparedness
3011 - Public Works Administration	3012 - Engineering	3021 - Traffic Control
3022 - Street Lighting	3023 - Snow, Ice & Storm Control	3024 - Street Maintenance
3025 – Sidewalk Maintenance	3026 - Alley Maintenance	3031 - Sewer
3062 – City Buildings Maintenance	3071 - Forestry	3072 - Grounds Maintenance
4011 - CP&D Administration	4012 - Planning	4021 - Development Review
4022 - Zoning Administration	4031 - Building Code Enforcement	4051 - Environ Health - Neighborhood
4061 - Environ. Health - Business	4063 - Business District Support	

Within the Library fund, there are seven programs:

5011 - Library Administration	5012 - Library Maintenance	5013 - Technical Services
5014 - Adult Reference	5015 - Children's Services	5016 - Circulation
5017 - Reader Services		

Within the Motor Fuel Tax fund, there are three programs:

3021 - Traffic Control	3024 - Street Maintenance	3026 - Alley Maintenance
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Within the Water Fund, there are five programs:

3051 - Water Administration	3052 - Water Supply & Treatment	3053 - Fire Hydrant Services
3054 - Water Main Services	3055 - Water Meter Services	

The remaining funds have one program each:

Fund	
IMRF	6050 - IMRF
Municipal Waste	3043 - Solid Waste Collection & Disposal
Emergency Telephone	2013 - Communications
Debt Service - 1998	6110 - Debt Service
Debt Service - 2004A	6110 - Debt Service
Debt Service - 2004B	6110 - Debt Service
Debt Service - 2005A	6110 - Debt Service
Debt Service - 2006A	6110 - Debt Service
Debt Service - 2006B	6110 - Debt Service
Parking	3027 - Parking

The eighth through eleventh digits of the general ledger account number designate the type of account.

9100 - 9299	Personal Services
9300 - 9399	Library Contractual Services
9400 - 9499	City Contractual Services
9500 - 9699	Commodities
9700 - 9799	Fixed Assets
9800 - 9899	Debt Service
9900 - 9999	Capital Budget

The last two digits indicate the object code. Object codes are mostly used by the Library. Object codes indicate a designation within the same account category. An example would be Library Resources - Adult Books (5014-9540-01) and Library Resources - Periodicals (5014-9540-03).

PROGRAM POLICIES

The City has adopted a budgetary policy in lieu of an appropriation ordinance. The major attributes of the policy are:

- Budget Amendments - During the fiscal year, the City Manager may revise the budget for the City by deleting, adding to, changing, or creating accounts.
- Capital Improvements Program - A six-year projection of capital projects and debt service is prepared by staff each fall. The objective of this is prioritize capital projects independent of funding constraints.
- Home Rule - Park Ridge is a "home rule" municipality under the 1970 Illinois Constitution. Among other things, this gives the City certain budgetary authority. See Legal Debt Limit and Property Tax Caps below.

- Newly Elected Officials - Within the first 30 days of a fiscal year when newly elected officials are installed, by a majority vote of the members of the corporate authorities then holding office, the annual budget for the City may be revised by deleting, adding to, changing, or creating accounts.
- Property Tax Caps – Park Ridge, as a home rule municipality, is exempt from property tax cap legislation.
- Responsibility - The City operates under a Mayor-Council form of government. The Mayor and City Council establish policy; the City Manager manages the day-to-day operations of the City and its employees. The City Manager is also charged with the responsibility of submitting the annual budget.
- Timing of Budget Passage - The budget is passed by the City Council before the beginning of the fiscal year. An ordinance is then passed to establish the property tax as provided for in the approved budget.

FINANCIAL POLICIES

- Acquisition of Property – This policy guides the potential purchase of property. The discussion of acquisition of a specific parcel of property may be done in a closed session meeting of elected officials as may be permitted by law. After the conclusion of the closed session, the City Council shall reconvene in open session and announce the intent of acquisition of a specific parcel of property. The final authorization of the acquisition of property, which must be accomplished before an agreement is binding, shall be in open session at the next or future meeting of the City Council in accordance with law. In an extraordinary situation, as determined by a two-thirds vote of the City Council that a delay in final authorization will compromise the City's ability to obtain the property on the most favorable terms, final authorization of the acquisition of property may be in the open session that immediately follows the conclusion of the closed session. The City may employ eminent domain, if eminent domain is determined to be necessary, to acquire property.
- Asset Classification – The City considers a capital asset to cost at least \$25,000 and have a life of not less than 10 years. The threshold for fixed assets is \$10,000.
- Balanced Budget – The term “balanced budget” refers to the balancing of revenues with expenditures. It may include the use of net assets or fund balance; a budget will be considered balanced if reserves are drawn down to subsidize revenues.
- Budgeted Expenditures - Budgeted expenditures lapse at the end of each fiscal year and unexpended balances are credited to fund balance.
- Capital Asset Policy – Capital assets include infrastructure, land, land improvements, buildings, building improvements, equipment, software, vehicles, and other tangible assets that are used in operations and have expected useful lives extending beyond a single reporting period. Capital assets are accounted for differently in the basic financial statements depending upon the measurement focus used. Capital assets acquired with governmental fund resources (general capital assets) are accounted for as capital expenditures and not capitalized in the governmental fund financial statements. General capital assets also include donated assets even though they are not reported as capital expenditures or capitalized in the governmental funds. Capital assets acquired with proprietary or fiduciary fund resources or donated to those funds are capitalized in those funds and depreciated in those funds over their estimated useful lives. In the government-wide financial statements, capital assets, including general capital assets are capitalized and depreciated over their estimated useful lives (except for land, land improvements, construction in progress, and software under development).
- Cash Disbursements Policy – Warrants are issued twice per month, on the 15th and 30th. The City Council approves the warrant register for disbursement at the bi-monthly meetings. Disbursements are reviewed and approved by the initiating Employee, Department Head, Purchasing Agent, Accounts Payable Clerk, Assistant Finance Director, Finance Director, Member of the City Council and Mayor. The City Manager signs all Purchase Orders over \$5,000.

- Cash Flow Policy - Cash flow projections that show the impact of budgetary decisions are prepared by the Finance Director. Individual funds may temporarily have deficit positions during the fiscal year provided that the overall cash position is positive.
- Contingency Funds - Each year, the City budgets \$140,000 and the Library budgets \$30,000 for contingency. Any usage of contingency funds must be reported to the Finance Committee. A contingency is a budgetary reserve set aside for emergencies.
- Economic Incentive Agreements Policy - The purpose of this policy is to establish instances under which incentives may be offered for business expansion or development. The benefits to the City for offering economic development incentives may include increasing sales tax receipts, improving the property tax base, helping the City to remain economically viable and competitive with surrounding communities, attracting additional retail business into the City, providing additional goods and services to Park Ridge residents, and protecting or increasing the revenue base of the City. The City will require any economic development investments provide a demonstrable quantitative and qualitative return on the City's investment to be realized during a reasonable period of time after such investment. *The City is currently negotiating an economic incentive agreement with a local automobile dealer.*
- Fund Balance - The City's target general fund balance at year-end is a range between four and six months of operating revenues of general, special revenue and debt service (where payment stems from the levying of property taxes) funds on a budgetary basis. Fund balance is defined as the excess of assets over liabilities. Also, at year-end, the City's target is to have cash reserves equal to a range of two to four months of operating expenses. The City Council approved this policy on August 15, 2005. A fund balance policy provides guidance to the City Council and senior staff regarding the appropriate balance between reserves, revenues and expenditures. Adherence to an appropriate policy will help the city maintain and improve its credit rating. Having adequate reserves will help the city maintain operations should unexpected emergencies arise, revenues not be realized or expenditures exceed expectations.
- Investment Policy - Investment income is guided by an investment policy as provided for in Council Policy Statement No. 25. This policy was substantially revised in October 1999. The primary objectives, in priority order, of the City's investment activities are: Preservation of Principal, Liquidity, and Yield. The City invests primarily in collateralized certificates of deposits. The certificates are collateralized at 110% and held at a third party in the City's name. The City may also invest in U. S. Treasuries, Agencies, IPTIP or IMET.
One of the more important investment parameters includes that no more than 50% of the City's total investment portfolio may be invested in any one financial institution. At least once per month, the City obtains quotes from seven banks and places the investment with the bank that offers the highest interest rate as long as this investment parameter is met.
Staff provides a monthly investment report to elected official that describes the portfolio in terms of investment by institution, by fund, and by type. Collateral by institution is also listed. Next investment rates and maturities are highlighted. This is compared to a benchmark.
In the past fiscal year, the City Council modified the Council Policy Statement relating to Investments by adding two banks to the list of authorized depositories.
- Legal Debt Limit - As a home rule community, the City has no debt limit nor is it required to seek referendum approval for issuance of general obligation debt. The Municipal Code prohibits the debt term from exceeding 40 years. On February 16, 2004, the City Council eliminated a requirement that a referendum be held if total bonded debt exceeds 2.5% of the assessed valuation of the City's taxable real property, as last equalized.
- Guarantee of Debt - The City is currently not the guarantor of any third party debt. The decision to guarantee third party debt may be done on occasion, after extension deliberation, to spur economic development.
- Number of Years Budgeted - The budget is prepared two years forward. The next budget year is formally adopted by the City Council. Estimates are made for the year following the budget year to determine the impact of budgetary decisions on cash flow and fund balance.

- **Purchasing Policies** - The City adheres to a number of purchasing policies as outlined in its Purchasing Procedures Manual. Principal policies include:
 Purchases up to \$400: No quotations required, confirming orders allowed with the prior approval of the Department Head. Purchase Order is required.
 Purchases between \$400 and \$1,000: At least 2 telephone or internet quotations required, confirming orders allowed with the prior approval of the Department Head. Purchase Order is required.
 Purchases between \$1,000 and \$3,000: At least 3 telephone or internet quotations required, confirming orders allowed only with the prior approval of the Purchasing Agent. Purchase Order is required.
 Purchases between \$3,000 and \$5,000: At least 3 written quotations required, confirming orders allowed only with the prior approval of the Purchasing Agent. Purchase Order is required.
 Purchases between \$5,000 and 20,000: At least 3 written quotations required. Confirming orders allowed only with the prior approval of the Purchasing Agent. Purchase Order is required. The Purchasing Agent can require that formal bidding procedures be followed for purchases over \$5,000.
 Purchases over 20,000: Formal bidding process is required. Award of contract must be approved by the City Council.
 The City Manager signs all purchase orders.
Note: The dollar limit requiring City Council approval was increased from \$10,000 to \$20,000 in fiscal year 2006/07 to coincide with statutory guidelines.
- **Requirements of Budget** - Estimated revenues and recommended expenditures by fund must be shown.
- **Use of Fund Balance** – Reserves of fund balance may be drawn down to finance onetime expenditures. Fund balance may be used as a funding source to supplement the difference between revenues and expenditures.

COMPARISON OF BUDGET DOCUMENTS TO FINANCIAL STATEMENTS

Budget versus GAAP or Accrual versus Modified Accrual

The budget is not prepared on the same basis of accounting as the financial statements. The budget is presented on the Budgetary basis. The audited financial statements are presented in two ways: Budgetary basis and Generally Accepted Accounting Principles (GAAP) basis. The major differences between Budgetary and GAAP are:

- **Budgetary Basis – Full Accrual:** Property tax revenue is recorded when it is measurable and earned. Essentially, this means that property tax revenue is recognized when the Council levies the tax. Furthermore, debt service expenditures are recorded in the same period as the property taxes used to pay the expenditures.
- **GAAP Basis – Modified Accrual:** Property tax revenue is recorded when it is measurable and available. Property tax revenue is recognized when it is received by the city. Debt service expenditures are recorded when paid by the city.

The following funds are budgeted on a budgetary basis: Debt Service, General, Illinois Municipal Retirement, Library, and Municipal Waste. Budgetary is the same as GAAP for the following funds: Emergency Telephone, Motor Fuel Tax, Parking, and Water.

- The property tax levy shown in the budget will be levied in December 2007 and collected in March and September of 2008. The 1998 debt service, general, IMRF, library, and municipal waste funds receive property taxes.

When presenting financial reports, we report the original budget and the final budget on the financial statements.

Measurement Focus and Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary funds (water and parking funds). Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flow takes place. On an accrual basis, revenues from taxes are recognized when the City has a legal claim to the resources. Property taxes are recorded as revenue in the year for which they are levied. Grants, entitlements, State shared revenues and similar items are recognized in the fiscal year in which all eligibility requirements imposed by the provider have been met.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The City considers revenues to be available if they are collected within 60 days of the end of the current fiscal year.

Accrued revenues include property taxes, other taxes, grants, charges for services, and interest. All other revenue sources are considered to be measurable and available only when cash is received.

Expenditures generally are recorded when the liability is incurred, as under accrual accounting. However, debt service expenditures, as well as claims and judgments are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in the governmental funds.

Depreciation Expense

We estimate that depreciation expense next year will be:

	<u>Non-Building Improv</u>	<u>Buildings</u>	<u>Machine & Equip</u>	<u>Auto & Trucks</u>	<u>Furniture & Equip</u>
<u>General Fixed Asset Account Group</u>					
Finance			3,400		500
Fire	26,500	26,600	19,500	28,300	
Police	500			2,600	4,300
Public Works	42,000	196,300	23,400		
Public Works	716,100(Infrastructure)				
Library				1,700	200
<u>Library Technology Replacement Fund</u>					
	<u>Furniture & Equip</u>		<u>Mach & Equip</u>		
Library	3,900		3,500		
<u>General Government</u>					
				<u>Auto & Truck</u>	
Administration				7,000	
<u>Water Fund</u>					
		<u>Pump Station</u>	<u>Reservoir & Water</u>		<u>Tools & Equipment</u>
Water		10,000	690,400		22,500
<u>Motor Equipment Replacement Fund</u>					
	<u>Public Works</u>	<u>Public Works</u>	<u>Police</u>	<u>Fire</u>	<u>CP&D</u>
	<u>Mach & Equip</u>	<u>Auto & Truck</u>	<u>Auto & Truck</u>	<u>Auto & Truck</u>	<u>Auto & Truck</u>
	3,100	104,100	60,800	122,900	14,400

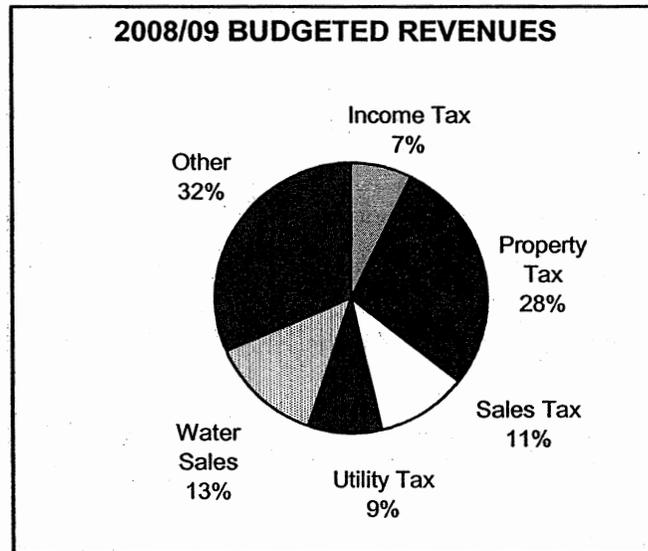
BUDGET CHANGES

The 2008/09 budget includes the following change from the 2007/08 budget:

- Changes in fund balance were added to the revenue overview listed on page 27.

ANALYSIS OF REVENUE SOURCES

The City has several revenue sources, each representing a different percentage of total revenues.



REVENUE OVERVIEW

	06/07 Actual	07/08 Budget	07/08 Est Act.	08/09 Budget	09/10 Estimate
Revenues:					
Income	3,258,110	3,350,000	3,600,000	3,800,000	3,800,000
MFT	1,096,056	1,100,000	1,100,000	1,138,900	1,173,100
Property	13,737,400	14,431,000	14,431,000	14,902,500	15,647,600
HR Sales	1,240,532	1,400,000	1,450,000	1,650,000	1,692,000
Sales	3,511,095	4,000,000	3,800,000	3,970,000	4,100,000
Uptown Property Tax	698,102	3,017,700	1,788,600	2,812,700	4,534,900
Utility	4,092,309	5,000,000	4,400,000	4,750,000	4,900,000
Water	5,812,940	6,491,800	6,491,800	6,929,300	6,954,100
Other	11,280,185	11,304,200	9,804,700	12,052,300	11,521,900
Sale of Property	6,129,089	-	-	-	-
Bond Proceeds	-	-	227,000	-	-
Total	50,855,817	50,094,700	47,093,100	52,005,700	54,323,600
Expenses:					
Personal Services	23,815,003	25,770,000	25,212,000	27,088,100	28,212,500
Contractual Services	11,854,998	12,255,800	12,638,300	12,761,600	13,161,400
Commodities	1,991,827	1,921,100	2,080,700	2,276,000	2,084,200
Debt Service	4,190,400	4,914,600	4,914,600	5,038,700	3,436,400
Capital Budget	<u>4,422,102</u>	<u>5,237,700</u>	<u>4,921,800</u>	<u>5,335,700</u>	<u>7,042,400</u>
Total	46,274,330	50,099,200	49,767,400	52,500,100	53,936,900
Excess (Deficit) of Revenues over Expenses	4,581,487	(4,500)	(2,674,300)	(494,400)	386,700
Dec (Inc) in Fund Balance	(4,581,487)	4,500	2,674,300	494,400	(386,700)
Grand Total	46,274,330	50,099,200	49,767,400	52,500,100	53,936,900

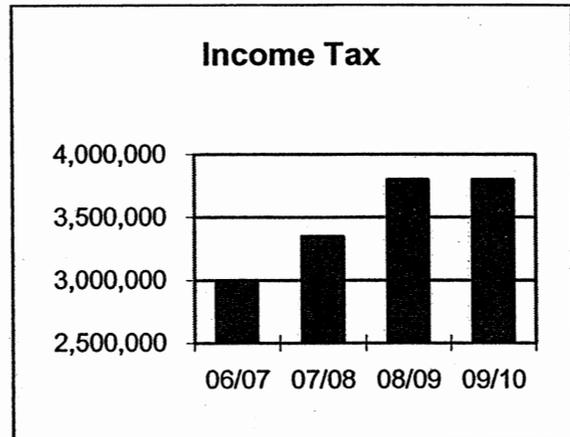
Figures are shown at the budgeted amounts.

Income Tax

	<u>Amount</u>	<u>% Inc (Dec)</u>
2006/07	3,000,000	16.5%
2007/08	3,350,000	11.7%
2008/09	3,800,000	13.4%
2009/10	3,800,000	0.0%

The City receives income tax receipts from the state of Illinois monthly. Income tax is distributed based on population.

Budget Assumptions - To prepare the 2008/09 budget for income tax receipts, there are three key elements which we need to make assumptions about:



Population. Income tax receipts are distributed based on the City's population. Park Ridge's population is 37,775 (2000 Census).

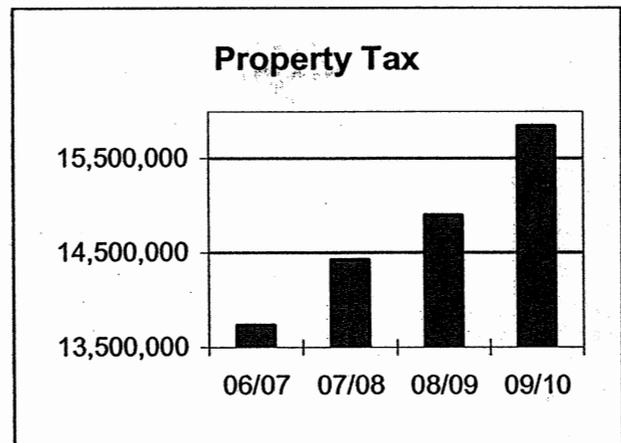
Municipality's share of income tax receipts. Under current law, municipalities are entitled to 1/10 of income tax receipts. This percentage allocation is under threat because the State of Illinois is facing its own budget problems.

State wide growth in income tax receipts. Income tax receipts have fluctuated greatly. Actual income tax receipts for fiscal year 2006/07 came in higher than originally budgeted. Higher energy costs, other inflationary concerns, a slowdown in consumer spending have led to a modest recession.

Summary – The 2008/09 income tax revenue budget is equal to \$100.60 per capita.

Property Tax

	<u>Amount</u>	<u>% Inc (Dec)</u>
2006/07	13,737,400	5.0%
2007/08	14,431,000	5.0%
2008/09	14,902,500	3.3%
2009/10	15,847,100	5.0%



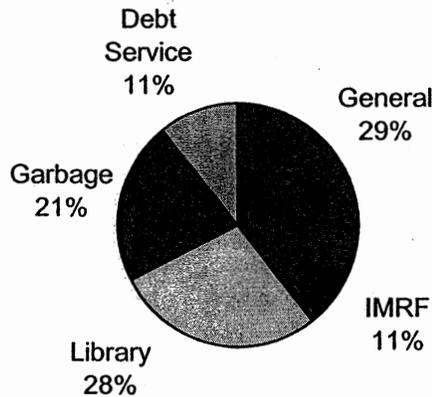
The City's, including the Library, levy represents approximately 13% of a property owner's total property tax bill. The property tax amounts used in this document exclude an additional amount added to the levy for estimated uncollectible taxes.

The levy that corresponds to the 2008/09 budget will be levied prior to December 31, 2008. Property owners will pay this tax in two payments during March and August 2008. The "2008/09" property tax levy covers expenses incurred during the fiscal year beginning May 1, 2008 and ending April 30, 2009.

The property tax levy is allocated for several purposes. The largest percentage of the levy is attributed to the general operating fund. This is a change from the past few years when the largest percentage of the levy was attributable to the library fund. The following table and chart itemizes last and this year's tax levy:

Cal. Yr.	Total	General	IMRF	Library	Garbage	1998 Debt
2007	\$14,431,000	\$3,799,700	\$1,596,300	\$4,180,300	\$3,195,500	\$1,659,200
2008	\$14,902,500	\$4,241,500	\$1,638,700	\$4,190,500	\$3,199,000	\$1,632,800
Diff.	\$471,500	\$441,800	\$42,400	\$10,200	\$3,500	(\$26,400)

2008 Property Tax Levy



Legislative Developments:

Property Tax Assessments – The assessed value of the property is determined when the property tax assessor does a sales ratio study of home sales over the last three years. Properties in Cook County are reassessed every three years.

Property Tax Reform – Currently, a significant portion of funding for public schools comes from local property taxes. This results in inequities of funding for schools within the state and high property tax bills. The possibility exists that the state Legislature may change the property tax structure and modify other funding sources such as income taxes. If this happens, municipal revenues, particularly those that are jointly shared with the State, may be affected.

Property Tax Caps – Non-home rule units of government in Cook County are subject to property tax caps, which limits property tax levy increases to the lesser of 5% or the percentage change in the Consumer Price Index during the calendar year preceding the levy year. A higher property tax may be levied if the taxing body experiences new construction, mergers or consolidations, or if voters approve a higher levy by referendum. Park Ridge, as a home rule municipality, is exempt from this legislation.

Equalized Assessed Property Valuation

The City's 2006 equalized assessed valuation (EAV) is \$1,528,372,764. This value includes \$25,241,945 of newly developed properties. Several tax relief mechanisms play heavily in the calculation of EAV:

Homeowner Exemption	\$158,980,707
Senior Homestead Exemption	\$ 12,981,149
Senior Tax Freeze Exemption	\$ 49,218,278
Railroad	\$ 391,343

Multiplier – Number used to bring Cook County property assessments in line with those elsewhere in the state where property is assessed differently. This year, it is 2.7076.

Equalized Assessed Value (EAV) = Assessed Value x Multiplier

Property Tax Interventions

The local school districts routinely intervene when taxpayers appeal to the Property Tax Appeal Board for a reduction in their equalized assessed valuation of \$100,000 or more if these appeals would be subject to an unreasonably low settlement.

Residential Assessments

Beginning in October 2003, Cook County residential assessment increases were capped at 7% per year for a period of three years. The taxable value of most homes did not increase by more than 7% in any one year. The total amount of taxes due could increase by more than 7% over the previous year because the cap did not limit how much the overall tax bill could increase. A bill to extend the 7% cap another three years narrowly failed in November 2006. Another attempt to extend the cap will be made in January 2007. While the assessed values determine the share of property taxes owners are required to pay, local taxing bodies determine the overall amount of taxes.

In October 2007, the 7% assessment cap on property tax bills was extended. The legislature overrode the governor's veto. In the future, this tax break may be replaced with a permanent assessment cap for long-term homeowners with limited incomes.

Property Tax Exemptions

Senior Citizen Homestead Exemption – A home's equalized assessed valuation is reduced by \$3,000 if the homeowner is at least 65 years old and the home is his/her primary residence.

Senior Citizen Assessment Freeze – If a homeowner is at least 65 years old and his/her total annual household income is \$50,000 or less, the equalized assessed valuation of the home can be frozen at the amount it was during the base year. The base year is the year prior to the taxable year for which he first applied and qualified for the exemption. This exemption freezes the equalized assessed valuation, not the tax bill.

Home Improvement Exemption – This exemption allows the homeowner to make up to \$75,000 worth of home improvements without increasing the property's valuation for up to four years.

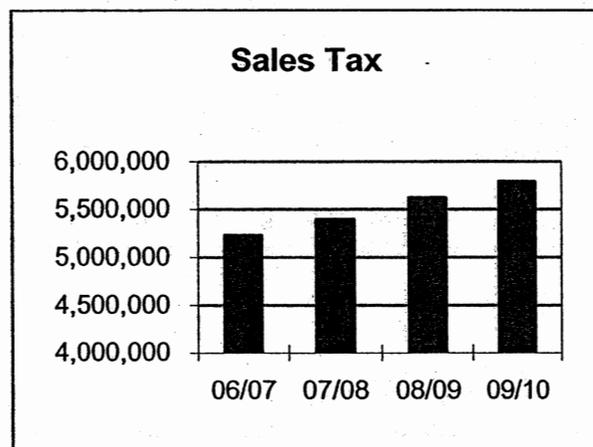
Homeowner Exemption – If the home is owner occupied as of January 1 of the taxable year, the equalized assessed valuation is reduced by a minimum of \$5,000 and a maximum of \$20,000 on the equalized assessed value.

Homeowner Exemption for Long-Term Properties – This program is designed to assist homeowners whose assessed value is at least 1½ times the overall average assessment increase for their area. To qualify for the exemption, the homeowner must have lived in the house for the last ten years, the increase in assessed valuation must not be due to property improvements, and the household income must not exceed 115% of Chicago metropolitan area median income levels based on the number of people in the household.

Budget Assumptions - The budget includes a 3.3% increase in the property tax levy.

Sales and Home Rule Sales Taxes

	<u>Amount</u>	<u>% Inc (Dec)</u>
2006/07	5,230,000	2.5%
2007/08	5,400,000	3.3%
2008/09	5,620,000	4.0%
2009/10	5,792,000	3.0%

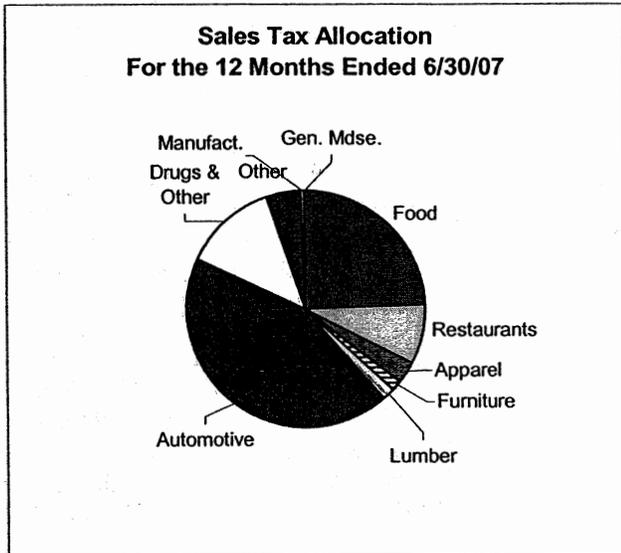


Items, except food and drugs, in Park Ridge are subject to a 9.00% sales tax. The City receives 2% of this 9.00% for items sold in Park Ridge. The remaining 7% of the 9% is distributed as follows: 5% State, .75% Cook County, and 1.25% Regional Transportation Authority. The retailer must remit this money to the state of Illinois monthly. The retailer receives a discount from the state for collecting the tax. The money is credited to our account in the Illinois Public Treasurers' Investment Pool (IPTIP). The City imposes a 1% home rules sales tax; the 9% sales tax

includes the 1% home rule sales tax. The total sales tax rate will increase to 10% in July 2008. Cook County increased their sales tax rate by 1%, making their total of the allocation 1.75%.

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 43% of the City's sales tax receipts. Compared to last year, automotive and filling stations are contributing a bigger share of the pie. This category is followed by food (24%), and drugs and other retail (13%).



Category	Retail Sales Amount	%
Gen Mdse.	2,279	0
Food	853,286	24
Restaurants	281,735	8
Apparel	110,718	3
Furniture	43,187	1
Lumber	58,548	2
Automotive	1,518,831	43
Drugs & Other	445,319	13
Other	170,583	5
Manufacturers	18,673	1
Total	3,503,158	100

The "automobile" category includes gas stations and other automotive facilities, besides car dealers. The "food" category includes some restaurants. Categories dominated by a single very successful business include: Grocery, Apparel, Pharmacies, and Cards/Stationary.

The following impact sales tax receipts:

Market Characteristics: - The City Council recently commissioned a retail study by Buxton & Company. The report showed Park Ridge could support 176,000 square feet of additional retail space. This number excludes big box retailers and restaurants. This study helps explain why developers were interested in the Uptown property when it became available. For each potential retailer, Buxton analyzed whether the potential market was residential or workplace.

Park Ridge Retailers – Although Park Ridge has several designated shopping areas, it has no regional malls or big box retailers that are often found in surrounding suburbs. Over half of our sales tax revenue derives from a limited number of car dealers and grocery stores. The City's dependency upon a relatively few number of businesses is a cause of concern and leaves us highly vulnerable if one of these major businesses moves or closes. A prime example of this is the City reduced its fiscal year 2008/09 sales tax projection by \$200,000 when the Napleton automobile dealership lost its General Motors franchise.

Illinois and Cook County's Financial Condition – Hardly a day goes by when we do not read about the state's poor funding of pensions and education. Now, we read that county finances are a mess and that funding of health care for the poor and criminal justice are both at a crisis point. Because the city of Park Ridge does not operate in a vacuum and in fact is a subset of both the state and county, we are affected by these entities' precarious financial condition. The future harbors tax increases and/or cutback in services that may have to be taken over by municipalities. In fact, the majority of education costs are funded locally.

General Economic Conditions/National Economy – Unemployment in Park Ridge is 3.1% (December 2007). This is modest compared to national and state levels.

Home Rule Sales Tax Rate – The City of Park Ridge imposes a 1% home rule sales tax rate. This rate became effective July 1, 2006. Surrounding communities impose the following home rule sales tax rates:

- .50% Downers Grove
- .75% Arlington Heights, Glenview
- 1.0% Des Plaines, Mount Prospect, Niles, Palatine, Park Ridge, Schaumburg, Skokie

Internet Sales – The state of Illinois collects sales taxes. Illinois residents are required to pay sales tax to the state even when an Internet retailer does not collect the sales tax. This process is referred to as a “use” tax rather than a “sales” tax.

Streamlining Legislation – National effort requiring retailers to collect sales tax according to the rate imposed by the municipality to which an item is delivered.

The moratorium on Internet sales expires in November 2014.

Bredemann Incentive Agreement Payment - To assist the building of the Dempster and Greenwood auto mall, the City provided an economic sales incentive to the dealership. This agreement was modified in January 2002. This agreement requires the City to retain the first \$150,000 of sales tax receipts, remit the next \$400,000 to the automobile dealership, and keep any excess above \$550,000 on an annual basis. The City has made the following payments pursuant to this agreement:

<u>Sales Tax Payments</u>			<u>Property Tax Payments</u>		
For	Paid	Amount	For	Paid	Amount
2002	2/18/2004	\$326,618.26	2002	2/18/2004	\$112,350.92
2003	3/31/2004	\$473,381.74	2003	3/22/2005	\$169,915.64
2004	4/22/2005	\$400,000.00	2004	12/01/2005	\$205,691.25
2005	6/14/2006	\$400,000.00	2005	10/15/2006	\$220,966.46
2006	3/15/2007	\$400,000.00	2006	12/31/2006	\$221,331.36
2007	3/15/2008	\$400,000.00			

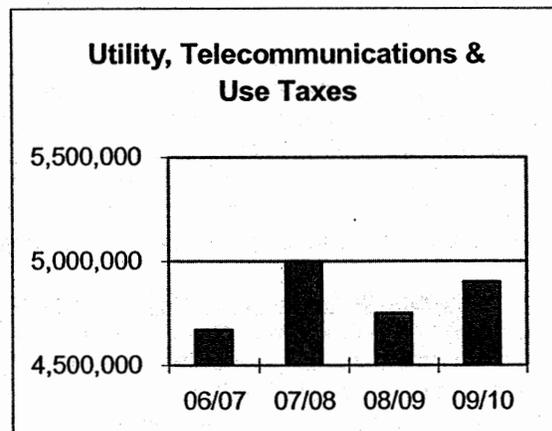
School District 64 Sales Tax Sharing Agreement – The City agreed to share incremental sales taxes derived from Uptown redevelopment with School District 64. This was part of the establishment of the Uptown TIF district. Three stores, Chico’s, Joseph A. Banks, and Trader Joes, are operating in Uptown.

Summary -

Estimated 2008/09 home rule sales tax receipts are \$1,650,000. Estimated 2008/09 sales tax receipts are \$3,970,000. Total estimated sales tax receipts are \$5,620,000. The sales tax revenue is reported net of payments made pursuant to economic incentive agreements; payments are subtracted from the revenue amount.

Utility, Telecommunications & Use Taxes

	<u>Amount</u>	<u>% Inc (Dec)</u>
2006/07	4,670,000	(1.0%)
2007/08	5,000,000	7.0%
2008/09	4,750,000	(5.0%)
2009/10	4,900,000	4.0%



The City imposes the following taxes:

- **Utility Tax** - 5% tax on gas and water usage.
- **Simplified Municipal Telecommunications Tax Act** – Previously, the City imposed a 5% telecommunications tax and a 1% telecommunications infrastructure maintenance fee. On January 1, 2003, the simplified municipal telecommunications tax act took effect. Under

this act, both land-based and wireless service providers remit 6% of their gross sales to the Illinois Department of Revenue. The Illinois Department of Revenue forwards the taxes to Park Ridge.

- **Electric Use Tax** – 5% tax on gross receipts of distributing, supplying, furnishing or selling electricity for use or consumption. Rates vary based on kilowatt hours. Electric rates were going to increase 24% at the beginning of 2007, but this increase was reduced to 13%.

Midwestern states have traditionally enjoyed or suffered, depending upon your point of view, hot summers and cold winters. Weather conditions may be changing to where both our winters and summers may be milder. This will affect utility tax revenues.

The following table shows the 2008/09 budget for this revenue source:

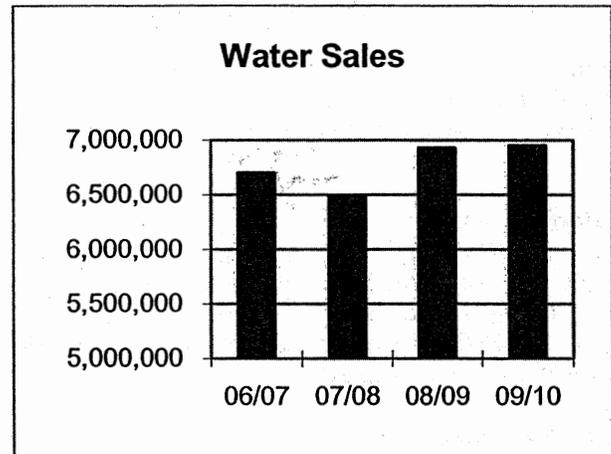
<u>Source</u>	<u>Budget</u>
Gas Utility Tax	\$1,175,000
Water Utility Tax	\$320,000
Electric Use	\$1,430,000
Subtotal	\$2,925,000
Telecommunications Tax	\$1,825,000
Total	\$4,750,000

Account 100-814000

Budget Assumptions – Due to the complex nature of the utility industry, legislative changes, and changing weather conditions, accurately predicting total revenues is extremely difficult. 2008/09 budgeted revenue is \$4,750,000.

Water Sales

	<u>Amount</u>	<u>% Inc (Dec)</u>
2006/07	6,700,000	6.3%
2007/08	6,491,800	(3.1%)
2008/09	6,929,300	6.7%
2009/10	6,954,100	0.0%



The city of Park Ridge purchases Lake Michigan water from the city of Chicago and maintains water mains that distribute this water to Park Ridge businesses and residences.

Budgeted revenues and expenses are highly dependent upon water usage. Water usage is in turn highly dependent upon weather conditions. For example, if the summer weather is hot and dry, water use increases partially because of lawn watering. In order to stay within state mandated water allocations, the City must impose restrictions upon water usage during the summer months.

Water purchases from the City of Chicago constitute the single largest expense in the water fund. Since January 2000, the city of Chicago has raised water rates annually usually from a range of 3 – 4%. On January 2008, the City of Chicago raised rates 15%; January 2009 rates will increase 15%; and January 2010 rates will increase 14%.

The City of Park Ridge recently completed construction on a new water reservoir and transmission line. The cost of this nearly \$17 million project will be paid from uptown incremental tax financing revenues and water revenues. The City increased water rates in 2004/05 to finance this capital project.

Current bi-monthly water rates are:

Up to but not exceeding 5,000 gallons	\$24.07
Over 5,000 but not exceeding 30,000 gallons	\$3.72/1,000 gallons
Over 30,000 gallons	\$4.15/1,000 gallons

Staff recommends that we increase water rates 6.7%. This will allow the city of Park Ridge to pay the city of Chicago for water. If rates are increased 6.7%, the new bi-monthly rates will be:

Up to but not exceeding 5,000 gallons	\$25.68
Over 5,000 but not exceeding 30,000 gallons	\$3.97/1,000 gallons
Over 30,000 gallons	\$4.43/1,000 gallons

Total annual revenues will increase \$437,500. It is estimated that a household that uses 97,000 gallons annually will pay \$29.00 more per year.

Budget Assumptions – FY 08/09 budgeted revenues are \$6,929,300. This includes a 6.7% (\$437,500) increase in water rates principally necessitated by a 15% increase in the cost of water supply from the city of Chicago.

Other Revenue Sources

The City has other revenue sources besides those listed above. These other revenues consist of the following:

Ambulance Fees

Ambulance charges are as follows: \$342.73 for basic life support; \$406.99 for advanced life support; \$589.07 for advanced life support with two services and \$6.42 per mile for mileage with a one-mile minimum. We expect modest growth in this account as the population ages. There is a significant time delay in the collection of ambulance receipts. Total 2008/09 budgeted revenue is \$600,000.

Animal Licenses

Residents must purchase a \$10 dog or cat license annually. Licenses are due June 15; payment is made simultaneously with vehicle licenses. Total 2008/09 budgeted revenue is \$35,000. The animal license fee was increased by \$2 effective April 15, 2006.

Building Permits

Building permits must be purchased prior to construction. Permit fees vary depending upon the nature of the construction. Total 2008/09 budgeted revenue is \$2,050,000. This revenue source functions in the same manner as the economy (if economic conditions are positive, the revenue is positive, and vice versa). This projection includes \$800,000 of major construction projects (315 S. Northwest Highway, Executive Plaza, Heinz Project, and PRC development of Napleton property).

Business Licenses

Business licenses are issued annually and are valid from January 1 through December 31. Business license fees vary depending on the type of business. Rates for retail sales establishments vary depending upon square footage. Home-based businesses pay \$20 annually. Total 2008/09 budgeted revenue is \$125,000.

Cable TV

The local cable carrier must remit 5% of total revenues monthly to the City as payment for a franchise agreement. Total 2008/09 budgeted revenue is \$475,000. The City has two cable providers (Comcast of Illinois and AT&T Cable). The City Council approved AT&T Cable in October 2007. The budget consists of four quarterly installments from Comcast of Illinois and the amortization of a payment made by Comcast of Illinois in February 2004 (annual amortization is \$13,000). The prepayment was for February 2004 through February 2009. There is an increase in revenues due to the introduction of AT&T.

Court Fines

Court fines are received from tickets issued by police officers. These fines are collected by Cook County and remitted to the City monthly. The City employs four full-time police traffic officers and owns a scale to weigh overweight trucks at the Public Works Service Center. In 2005/06, we increased the fine structure and introduced a new adjudication system. 2008/09 budgeted revenues are \$220,000.

Fines – Adjudication

Three types of fines come before the city’s adjudication court. They are: overweight trucks, municipal code violations (examples – underage drinking, improper railroad crossing), and building violations. In fiscal year 2007, the city received \$75,300 in general court fines, \$900 in parking violations, \$7,900 in zoning violations, \$1,400 in health violations, and \$57,700 in municipal code violations. Budgeted 2008/09 revenue is \$200,000.

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 2008/09 budgeted revenue is \$500,000. 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 Park Ridge, Des Plaines, Niles and Morton Grove are members of the Joint Emergency Telephone System Board.

This revenue source is under severe stress. More and more households are eliminating telephone land lines. Approximately 6,200,000 households are wireless (Business Week, October 3, 2005). The city of Park Ridge experiences a delay in receiving E-911 money because the surcharge is first sent to the city of Des Plaines. The state of Illinois is six months behind in remitting the money owed for the cellular phone surcharge. All of this combines to increase the amount of the subsidy from the general operating fund to the E-911 fund.

Annual emergency telephone surcharge averaged \$488,000 for the past three complete fiscal years.

Food & Beverage Tax

This is a 1% tax on the sale at retail of food and alcoholic beverages prepared for immediate consumption. Restaurant customers pay this tax. The restaurant owner remits money to the City monthly. Revenue is deposited to the general operating fund. Total 2008/09 budgeted revenue is \$540,000. We increased projected revenue for 2008/09 due to new restaurants opening in phase 3 of the Uptown redevelopment.

Gasoline Tax

This tax is \$.03 per gallon of gasoline. 2008/09 budgeted revenue is estimated at \$385,000. The rate of the tax was increased from \$.01 to \$.03 per gallon effective May 1, 2006. This income does not necessarily fluctuate with the price of gasoline; only in so far as the price of gasoline affects consumption. The city has eight gasoline stations.

Grant Income

Grant income is projected as follows

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
<u>General Fund:</u>			
<u>Other:</u>			
Lutheran Gen. Hosp. – Western		<u>\$250,000</u>	
Turn Signal			
Subtotal - Other		\$250,000	
<u>Federal Grants:</u>			
FEMA Reimburse – August Flood	\$61,700		
Police Vests	<u>3,000</u>	\$3,000	<u>\$3,000</u>
SCBA		\$143,600	
Propane Fueled Fire Ext. Device		<u>\$13,600</u>	
Subtotal - Federal	\$64,700	\$160,200	\$3,000
<u>State Grants:</u>			
Higgins Corridor Planning Grant	\$25,000		
Community Development	27,000		
IDOT Police Reimbursement	50,000		
Tobacco Inspection	<u>2,200</u>	<u>\$2,200</u>	<u>\$2,200</u>
Subtotal - State	\$104,200	\$2,200	\$2,200
Total – General Fund	\$168,900	\$412,400	\$5,200
<u>Library Fund:</u>			
Per Capita Grant	<u>\$46,000</u>	<u>\$46,000</u>	<u>\$46,000</u>

The Library receives the Illinois per capita grant each year. The money is used to promote library services and improve the library’s collection.

The fire department applied for a grant of \$138,600 of breathing apparatus for FY 2008/09. The City would match \$30,400 of the expense. The fire department also applied for a federal grant on January 12, 2007. This \$13,600 is for a propane fueled fire extinguisher trainer device. The City would match \$3,400 of this expense. As of the time of this writing, we do not know with certainty if the City will be the recipient of these grants.

In FY 2007/08, the police department received \$45,000 of investigative equipment. The police department also received protective equipment (four radiological detectors) valued at \$3,000 each.

Interest Earned

The City earns interest income from purchasing U. S. Treasuries and collateralized Certificates of Deposits. Additionally, the City earns interest on money held in checking accounts and the Illinois Public Treasurers' Investment Pool (IPTIP). Also, the City Council invests some money in the Illinois Metropolitan Investment Fund, which is an U. S. Treasury mutual fund intended for intermediate term funds. Total 2008/09 budgeted revenue is \$683,800 and is allocated among the following funds: general - \$295,000; library - \$70,000; municipal waste - \$800; MFT - \$15,000; IMRF - \$3,000; parking - \$50,000; and water - \$250,000. This estimate is based on the assumption that interest rates will remain constant or decrease by 25 or 50 basis points.

Library Fines

Fines for overdue library materials are credited to the library fund and contribute to the operation of the public library. 2008/09 budgeted income is estimated at \$70,000.

Liquor Licenses

Liquor licenses range from \$1,500 to \$3,500 depending upon classification. This fee is charged annually to all establishments possessing a license to sell liquor. Total 2008/09 budgeted revenue is \$85,000. The revenue account includes money collected as fines for violations such as selling liquor to minors. We increased projected revenue for 2008/09 due to new restaurants opening in phase 3 of the Uptown redevelopment.

Miscellaneous

Total 2008/09 budgeted miscellaneous revenue is \$697,800. Several funds have "miscellaneous" income.

General operating fund miscellaneous income is \$544,500. The major miscellaneous income in the general operating fund is rental income (\$314,300 in 2008/09 and \$328,300 in 2009/10 - account no. 100-873000). The city leases space at the old Public Works service center, at the train station, and leases a radio tower. The lease with Nicor at the old Public Works Service Center ends October 31, 2008. Other categories that make up miscellaneous income in the general fund include: miscellaneous city clerk (\$6,000 - account no. 100-877001), miscellaneous police (\$25,000 - account no. 100-877002), miscellaneous fire (\$6,000 - account no. 100-877003), miscellaneous zoning (\$20,000 - account no. 100-877004), and miscellaneous streets (\$115,200 ((28,603 x 4) + 800) - account no. 100-877005). Other miscellaneous revenues include: police alarm fines (\$10,000 - account no. 100-852000), alarm registrations (\$5,000 - account no. 100-845000), elevator inspections (\$18,000 - account no. 100-848000), damage to city property (\$15,000 - account no. 100-877015), and oversized vehicle permits (\$10,000 - account no. 100-820900).

Miscellaneous income in the library fund (account no. 201-877000) is \$40,000. This consists of income from non-resident fees (\$12,000), photocopies/printing services (\$22,000), and film insurance (\$6,000). Revenue was reduced by \$30,000 because the Library Board decided to discontinue the practice of charging \$1 to check out DVDs and videos. The Library Board anticipates an increase in overdue fines as a result of more videos and DVDs circulating - overdue fine is \$1 per day.

Miscellaneous income in the parking fund (account no. 501-877000) is \$4,000.

Miscellaneous income in the water fund is \$109,300 and consists of miscellaneous income (\$10,000 - account no. 502-877000), meters (\$30,000 - account number 502-862000), and \$69,300 - (IEPA - backflow protection program, commercial property owners).

Motor Fuel Tax (MFT)

This income is received monthly from the state and is distributed based on population. The state gets the money from a 19 cents per gallon tax on gasoline and a 21.5 cents per gallon tax on diesel fuel. Distributors keep 1.75% of the tax as a collection fee. After certain deductions are made, the state keeps 45.6% of the motor fuel tax and distributes 54.4% to various local agencies. Municipalities receive 49.1% of the amount allotted for local agencies. The city's share of the total MFT allocation is based upon the ratio of the city's population to the total population of incorporated areas in the state. Park Ridge uses the money to finance capital projects related to streets, sidewalks, or alleys. 2008/09 budgeted revenue is \$1,138,900; this equates to \$30.15 per capita.

Natural Gas Use Tax

This is a \$.02 per therm tax on the use of natural gas purchased from an out-of-state supplier and consumed within Park Ridge. 2008/09 estimated revenue is \$150,000. This revenue is weather dependent with the bulk of the income received during the winter months.

Package Liquor Tax

Purchasers of liquor to be consumed off premises currently pay 4% of the retail price. The retailer remits this tax monthly to the City. 2008/09 budgeted revenue is \$270,000. The tax rate was doubled on May 1, 2005. Four stores (Trader Joes, Jewel, Dominick's and Morningfields) sell package liquor in Park Ridge. Trader Joes opened in March 2007.

Parking Garage Tax

This revenue comes from a tax on parking privileges in garages located in the City. Lutheran General Hospital operates the only paid parking garages within the City. The City parking garage tax is \$.70 per 24-hour period. The hospital's new parking garage has 307 incremental parking spaces. This tax increased from \$.50 per 24-hour period to \$.70 per 24-hour period effective May 1, 2008. 2008/09 budgeted revenue is \$700,000.

Parking Meters

Revenues from parking meter coin deposits are credited to the parking fund. Total 2008/09 budgeted revenue is \$70,000. Parking meter revenues have declined over recent years because some parking meters have been eliminated; this is the result of a parking improvement study and a change in policy. Here is list of parking meters that have been removed: Dee Road (\$60 per day/\$15,000 per year), 17 meters in Central lot, 15 meters by Summit Square, 7 meters by Hodges Park, 29 meters on Talcott by Fairview, and 46 meters in the uptown lot.

Parking Meter Fines

Motorists who violate parking meter time limitations are subject to penalties. Community service officers issue these tickets and the revenues are credited to the general operating fund. Total 2008/09 budgeted revenue is \$40,000.

Parking Penalties

Motorists who violate parking regulations are subject to various penalties. Budgeted 2008/09 revenue is \$250,000; this is divided between parking penalties (\$225,000) and parking penalties – adjudication (\$25,000).

Parking - Unmetered

The City owns or rents four parking lots. Customers may purchase six-month parking permits for these lots. Total 2008/09 budgeted revenue is \$93,300 and will be credited to the parking fund. The decrease in this account is due to the cancellation of the lease at South Prospect; the city paid more in rent than we received in income. Also, the owner of the Prairie lot (AT&T) cancelled the city's lease. Unless the City owns the parking lot, there is a corresponding expense to this revenue as the City pays the owner of the lot rent, sometimes in excess of receipts. Revenue is based on the following estimate:

<u>Lot</u>	<u>Spaces Avail</u>	<u>Permits Sold</u>	<u>Curr 6 Mo Rate</u>	<u>FY 09 Proj</u>	<u>FY 10 Proj</u>
Touhy-Summit (Own)	47	47	\$250	\$23,500	\$23,500
Uptown Court (Own)	19	19	\$175	6,650	6,650
Fairview Ave. (Rent)	50	48	\$250	24,000	24,000
AANA (Rent)	32	32	\$175	11,200	11,200
Total Spaces/Permits	148	146		\$65,350	\$65,350
Park Enforce Contract				8,700	8,900
Total Dollars				\$74,050	\$74,250

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INCOME BY SOURCE

ACCRUAL BASIS

	2006/07	2007/08	2007/08	2008/09	Percent	2009/10	Percent
	Actual	Budget	Estimated Actual	Budget	Change	Budget	Change
Ambulance Fees	531,148	560,000	580,000	600,000	7%	620,000	3%
Animal Licenses	35,640	30,000	35,000	35,000	17%	35,000	0%
Building Permits	2,216,829	1,950,000	1,150,000	2,050,000	5%	1,800,000	-12%
Business Licenses	226,816	120,000	121,000	125,000	4%	125,000	0%
Cable TV	384,842	380,000	415,000	475,000	25%	489,800	3%
Court Fines	173,319	320,000	170,000	220,000	-31%	220,000	0%
Fines - Adjudication	143,177	350,000	100,000	200,000	-43%	200,000	0%
Emerg. Tel. Surcharge	533,193	600,000	500,000	500,000	-17%	500,000	0%
Food & Beverage Tax	365,736	400,000	425,000	540,000	35%	556,200	3%
Gasoline Tax	357,534	330,000	355,000	385,000	17%	385,000	0%
Grant Income	146,050	35,200	214,900	458,400	1202%	51,200	-89%
Income Tax	3,258,110	3,350,000	3,600,000	3,800,000	13%	3,800,000	0%
Interest Earned	817,777	693,400	769,800	683,800	-1%	689,800	1%
Library Fines	64,928	75,000	65,000	70,000	-7%	70,000	0%
Liquor Licenses	64,068	90,000	70,000	85,000	-6%	90,000	6%
Miscellaneous	890,350	701,900	701,900	697,800	-1%	711,000	2%
Motor Fuel Tax	1,096,056	1,100,000	1,100,000	1,138,900	4%	1,173,100	3%
Natural Gas Use Tax	129,766	130,000	130,000	150,000	15%	150,000	0%
Package Liquor Tax	209,225	250,000	250,000	270,000	8%	280,000	4%
Parking Garage Tax	422,298	600,000	480,000	700,000	17%	700,000	0%
Parking Meters	66,482	70,000	70,000	70,000	0%	70,000	0%
Parking Meter Fines	74,694	65,000	40,000	40,000	-38%	45,000	13%
Parking Penalties	307,756	395,000	245,000	250,000	-37%	275,000	10%
Parking - Unmetered	84,753	95,100	95,100	74,100	-22%	74,300	0%
Personal Prop. Repl. Tax	509,466	443,000	531,400	550,100	24%	569,500	4%
Property Tax Levy	13,737,400	14,431,000	14,431,000	14,902,500	3.3%	15,647,600	5%
Property Transfer Tax	728,563	915,000	540,000	825,000	-10%	765,000	-7%
Road & Bridge Tax	144,945	145,000	145,000	145,000	0%	145,000	0%
Home Rule Sales Tax	1,240,532	1,400,000	1,450,000	1,650,000	18%	1,692,000	3%
Sales & Use Tax	3,511,095	4,000,000	3,800,000	3,970,000	-1%	4,100,000	3%
Service to Other Agencies	307,938	280,600	280,600	305,100	9%	305,100	0%
Sewer Tax	113,989	130,000	125,000	348,000	168%	400,000	15%
Uptown Property Taxes	698,102	3,017,700	1,788,600	2,812,700	-7%	4,534,900	61%
Utility, Telecomm., Use Taxes	4,092,309	5,000,000	4,400,000	4,750,000	-5%	4,900,000	3%
Vehicle Licenses	1,228,904	1,150,000	1,200,000	1,200,000	4%	1,200,000	0%
Water Accounts	5,812,940	6,491,800	6,491,800	6,929,300	6.7%	6,954,100	0%
Note or Bond Proceeds			227,000				
Decrease (Inc) in Fund Balance	(4,581,487)	4,500	2,674,300	494,400	10887%	(386,700)	-178%
Sale of Property*	6,129,089						
Total Budgeted Revenues	46,274,330	50,099,200	49,767,400	52,500,100	5%	53,936,900	3%

* In fiscal year 2008/09, staff will attempt to sell a house located at 29 S. Courtland, Park Ridge, IL.

FUND BALANCE PROJECTION

AS OF APRIL 30, 2008

	April 30,2007 Fund Balance	Est. Actual Revenues	Est. Actual Expenses	Projected April 30, 2008 Fund Balance
General Fund:				
General Operating **	15,463,800	25,420,800	(26,540,500)	14,344,100
Total General Fund	15,463,800	25,420,800	(26,540,500)	14,344,100
Special Revenue Funds:				
Emergency Telephone^	(169,400)	986,200	(1,082,700)	(265,900)
Illinois Municipal Retirement	53,500	1,797,600	(1,798,600)	52,500
Library	1,845,000	4,608,900	(4,560,600)	1,893,300
Motor Fuel Tax	518,000	1,115,000	(1,434,300)	198,700
Municipal Waste	(241,300)	3,196,300	(3,335,000)	(380,000)
Uptown TIF	(2,165,100)	(524,100)	(350,000)	(3,039,200)
Total Special Revenue Funds	(159,300)	11,179,900	(12,561,200)	(1,540,600)
Capital Project Funds:				
Sewer Construction	14,300	227,000	(231,100)	10,200
Total Capital Project Funds	14,300	227,000	(231,100)	10,200
Debt Service Fund:				
Debt Service - 2005A	(3,600)	321,100	(321,100)	(3,600)
Debt Service - 2006A	1,043,400	523,500	(523,500)	1,043,400
Debt Service - 2006B	692,800	579,800	(579,800)	692,800
Debt Service - 2004A	(353,400)	888,300	(888,300)	(353,400)
Debt Service - 2004B	-	881,200	(881,200)	-
Debt Service - 1998	941,700	1,659,200	(1,659,200)	941,700
Total Debt Service Funds	2,320,900	4,853,100	(4,853,100)	2,320,900
Enterprise Funds:*				
Parking	1,292,200	438,300	(559,200)	1,171,300
Water	5,113,500	4,974,000	(5,053,100)	5,034,400
Total Enterprise Funds	6,405,700	5,412,300	(5,612,300)	6,205,700

*Amount shown is unrestricted net assets. Amount invested in capital assets, net of related debt is \$1,363,076 in the Parking Fund and \$22,545,027 in the Water Fund.

^ Balance includes amount reserved for prepaid automatic number identification and automatic location identification service.

** Includes \$800,000 designation for insurance.

Fund Balance Policy: The City's target general fund balance at year-end is a range between four and six months of operating revenues of general, special revenue and debt service (where payment stems from the levying of property taxes) funds on a budgetary basis. Fund balance is defined as the excess of assets over liabilities. Also, at year-end, the City's target is to have cash reserves equal to a range of two to four months of operating expenses. A fund balance policy provides guidance to the City Council and senior staff regarding the appropriate balance between reserves, revenues and expenditures. Adherence to an appropriate policy will help the city maintain and improve its credit rating. Having adequate reserves will help the city maintain operations should unexpected emergencies arise, revenues not be realized or expenditures exceed expectations.

How will we fare in relation to our policy as of April 30, 2008?

Fund Balance	11,861,800
Revenues	34,941,500
Percentage	34%

We will be above the minimum of our policy. Calculation includes general revenue and special revenue funds, but excludes Uptown tax increment fund.

FUND BALANCE PROJECTION

AS OF APRIL 30, 2009

	Estimated April 30,2008 Fund Balance	Budgeted Revenues	Budgeted Expenses	Projected April 30, 2009 Fund Balance
General Fund:				
General Operating	14,344,100	28,568,100	(28,568,100)	14,344,100
Total General Fund	14,344,100	28,568,100	(28,568,100)	14,344,100
Special Revenue Funds:				
Emergency Telephone [^]	(265,900)	1,195,100	(1,195,100)	(265,900)
Illinois Municipal Retirement	52,500	1,849,200	(1,849,200)	52,500
Library	1,893,300	4,597,600	(4,627,600)	1,863,300
Motor Fuel Tax	198,700	1,401,300	(1,401,300)	198,700
Municipal Waste	(380,000)	3,199,800	(3,199,800)	(380,000)
Uptown TIF Fund	(3,039,200)	346,700	(617,000)	(3,309,500)
Total Special Revenue Funds	(1,540,600)	12,589,700	(12,890,000)	(1,840,900)
Debt Service Fund:				
Debt Service - 2005A	(3,600)	321,100	(321,100)	(3,600)
Debt Service - 2006A	1,043,400	523,500	(523,500)	1,043,400
Debt Service - 2006B	692,800	579,800	(579,800)	692,800
Debt Service - 2004A	(353,400)	1,041,600	(1,041,600)	(353,400)
Debt Service - 2004B	-	878,400	(878,400)	-
Debt Service - 1998	941,700	1,632,800	(1,632,800)	941,700
Total Debt Service Funds	2,320,900	4,977,200	(4,977,200)	2,320,900
Enterprise Funds:*				
Parking	1,171,300	415,900	(426,800)	1,160,400
Water	5,034,400	5,454,800	(5,638,000)	4,851,200
Total Enterprise Funds	6,205,700	5,870,700	(6,064,800)	6,011,600

*Amount shown is unrestricted net assets. Amount invested in capital assets, net of related debt is \$1,363,076 in the Parking Fund and \$22,545,027 in the Water Fund.

[^] Balance includes amount reserved for prepaid automatic number identification and automatic location identification service.

Fund Balance Policy: The City's target general fund balance at year-end is a range between four and six months of operating revenues of general, special revenue and debt service (where payment stems from the levying of property taxes) funds on a budgetary basis. Fund balance is defined as the excess of assets over liabilities. Also, at year-end, the City's target is to have cash reserves equal to a range of two to four months of operating expenses. A fund balance policy provides guidance to the City Council and senior staff regarding the appropriate balance between reserves, revenues and expenditures. Adherence to an appropriate policy will help the city maintain and improve its credit rating. Having adequate reserves will help the city maintain operations should unexpected emergencies arise, revenues not be realized or expenditures exceed expectations.

How will we fare in relation to our policy as of April 30, 2009?

Fund Balance	\$15,812,700
Revenues	\$40,811,100
Percentage	39%

We will be above the minimum of our policy. Calculation includes general revenue and special revenue funds, but excludes Uptown tax increment fund.

FUND BALANCE PROJECTION

AS OF APRIL 30, 2010

	Estimated April 30, 2009 Fund Balance	Budgeted Revenues	Budgeted Expenses	Projected April 30, 2010 Fund Balance
General Fund:				
General Operating	14,344,100	29,814,000	(30,804,200)	13,353,900
Total General Fund	14,344,100	29,814,000	(30,804,200)	13,353,900
Special Revenue Funds:				
Emergency Telephone^	(265,900)	1,198,700	(1,198,700)	(265,900)
Illinois Municipal Retirement	52,500	1,934,500	(1,934,500)	52,500
Library	1,863,300	4,870,500	(4,870,500)	1,863,300
Motor Fuel Tax	198,700	1,689,300	(1,689,300)	198,700
Municipal Waste	(380,000)	3,515,400	(3,515,400)	(380,000)
Uptown TIF Fund	(3,309,500)	2,070,900	(460,000)	(1,698,600)
Total Special Revenue Funds	(1,840,900)	15,279,300	(13,668,400)	(230,000)
Debt Service Fund:				
Debt Service - 2005A	(3,600)	321,100	(321,100)	(3,600)
Debt Service - 2006A	1,043,400	523,500	(523,500)	1,043,400
Debt Service - 2006B	-	579,800	(579,800)	-
Debt Service - 2004A	(353,400)	1,039,600	(1,039,600)	(353,400)
Debt Service - 2004B	-	885,400	(885,400)	-
Debt Service - 1998	941,700	-	-	941,700
Total Debt Service Funds	1,628,100	3,349,400	(3,349,400)	1,628,100
Enterprise Funds:*				
Parking	1,160,400	415,600	(307,800)	1,268,200
Water	4,851,200	5,465,300	(5,807,100)	4,509,400
Total Enterprise Funds	6,011,600	5,880,900	(6,114,900)	5,777,600

*Amount shown is unrestricted net assets. Amount invested in capital assets, net of related debt is \$1,363,076 in the Parking Fund and \$22,545,027 in the Water Fund.

^ Balance includes amount reserved for prepaid automatic number identification and automatic location identification service.

Fund Balance Policy: The City's target general fund balance at year-end is a range between four and six months of operating revenues of general, special revenue and debt service (where payment stems from the levying of property taxes) funds on a budgetary basis. Fund balance is defined as the excess of assets over liabilities. Also, at year-end, the City's target is to have cash reserves equal to a range of two to four months of operating expenses. A fund balance policy provides guidance to the City Council and senior staff regarding the appropriate balance between reserves, revenues and expenditures. Adherence to an appropriate policy will help the city maintain and improve its credit rating. Having adequate reserves will help the city maintain operations should unexpected emergencies arise, revenues not be realized or expenditures exceed expectations.

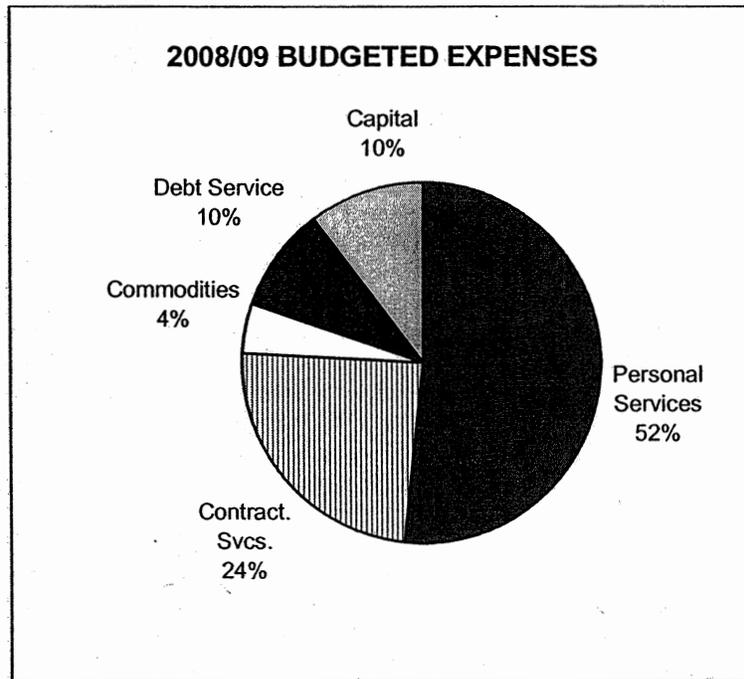
How will we fare in relation to our policy as of April 30, 2010?

Fund Balance	\$14,822,500
Revenues	\$43,022,400
Percentage	34%

We will be above the minimum of our policy. Calculation includes general revenue and special revenue funds, but excludes Uptown tax increment fund.

ANALYSIS OF EXPENSES

There are six major classifications of expenses: Personal Services, Contractual Services, Commodities, Fixed Assets, Debt Service, and Capital Improvements. Each category represents a different percentage of total expenses.



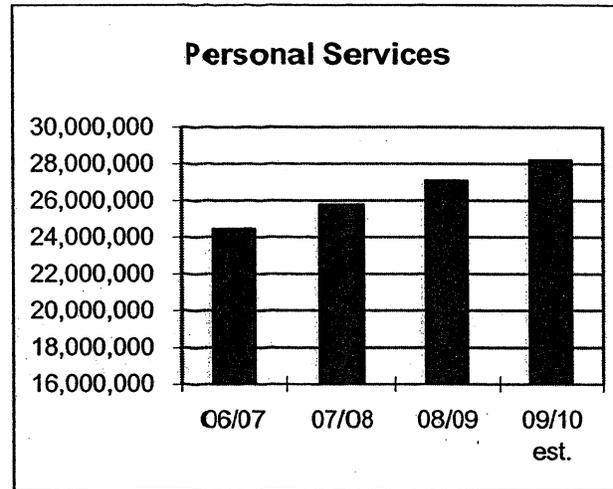
Figures are shown at the budgeted amounts.

EXPENSES BY CLASSIFICATION

	06/07	07/08	07/08	08/09	09/10		
	Actual	Budget	Estimated Actual	Budget	Percent Change	Estimate	Percent Change
Personal Services	23,815,003	25,770,000	25,212,000	27,088,100	5.1%	28,212,500	4.2%
Contractual Services	11,854,998	12,255,800	12,638,300	12,761,600	4.1%	13,161,400	3.1%
Commodities	1,991,827	1,921,100	2,080,700	2,276,000	18.5%	2,084,200	-8.4%
Operating Budget Total	37,661,829	39,946,900	39,931,000	42,125,700	5.5%	43,458,100	3.2%
Debt Service	4,190,400	4,914,600	4,914,600	5,038,700	2.5%	3,436,400	-31.8%
Capital Budget	4,422,102	5,237,700	4,921,800	5,335,700	1.9%	7,042,400	32.0%
Expenditure Total	46,274,330	50,099,200	49,767,400	52,500,100	4.8%	53,936,900	2.7%

Personal Services

	<u>Amount</u>	<u>% Inc (Dec)</u>
2006/07	24,456,800	5.7%
2007/08	25,770,000	5.4%
2008/09	27,088,100	5.1%
2009/10 est.	28,212,300	4.2%



Personal services consists of wages, medical, dental, life and workers compensation insurance, pensions, and other benefits for the City's work force.

Non-union employees are on a merit based pay plan. The contract with the International Association of Fire Firefighters, AFL-CIO is in effect from May 1, 2006 through April 30, 2010. The contract with the International Union of Operating Engineers, Local 150 representing Public Works employees is in effect from May 1, 2007 through April 30, 2010. The contract with the Fraternal Order of Police (FOP) expires on April 30, 2008 and negotiations are underway for a successor contract. The Illinois Council of Police (ICOPS) was certified through secret ballot election as the exclusive bargaining agent for 13 formerly non-union white-collar administrative and clerical positions in October 2007.

The employer contribution rate to the Illinois Municipal Retirement Fund (IMRF) decreased from 9.96% to 9.49%. The City's contribution to the Illinois Municipal Retirement Fund is determined on a calendar basis. In accordance with GASB No. 25 and 27, the City includes pension costs and related property tax and personal property replacement taxes in the budget of the general fund. Police and fire pension costs increased significantly this year. The city will contribute \$1,135,100 to the fire pension fund and \$1,418,500 to the police pension fund next year; this compares to \$724,300 and \$985,700 last year respectively. This is a \$410,800 increase for the fire pension fund and a \$432,800 increase for the police pension fund or \$843,600 total. On February 19, 2007, the City Council approved an IMRF Early Retirement Incentive. This incentive is effective March 1, 2007 through March 1, 2008; employees who are at least age 50 and have at least 20 years of creditable service may retire with an additional five years of service credit. Fifteen employees took advantage of this early retirement incentive. At the same time, the City Council agreed to provide eligible sworn police and fire personnel two-years employer paid health insurance if they chose to retire. Four sworn officers took advantage of this offer. The IMRF rate effective January 1, 2009 will include the cost of this early retirement incentive. For the year ended April 30, 2007, the City's Illinois Municipal Retirement Fund, revenues exceeded expenses by \$117,500 reducing the fund's equity to \$53,500. Staff is working to increase the fund's equity in fiscal year 2008/09.

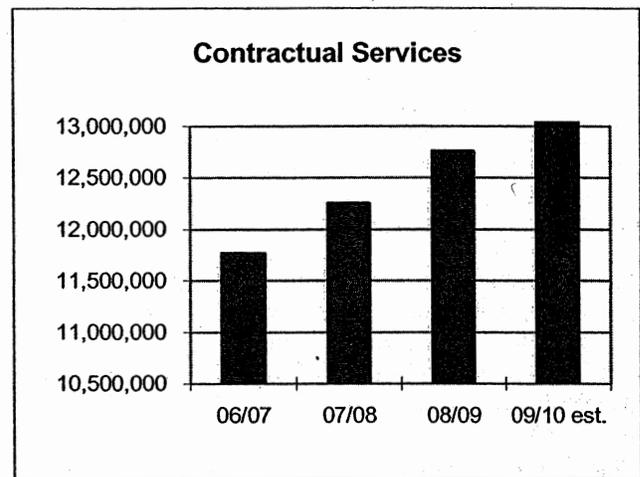
The insurance line item in the budget shows the cost of employee medical, dental, and life insurance. The City provides employees with the choice of two types of medical insurance coverage: a preferred provider option (PPO) or a health maintenance organization (HMO). PPO costs are expected to remain the same, HMO costs are expected to increase 7%, and dental costs are expected to increase 7.5%. Life insurance costs will increase 4.8% next year. The City's PPO plan is partially self-funded and subject to a monthly allotment and yearly cap. The City offers two types of PPO plans. Employees contribute 10% of the total medical insurance premiums. Blue Cross Blue Shield provides the PPO and HMO coverage. Delta is the dental insurance provider and Aetna is the life insurance provider. Total insurance costs will exceed \$2,400,000 next year.

Workers compensation costs are shown as a separate line item in the budget. We have budgeted \$83,000 for the workers compensation insurance policy and \$191,900 for potential claims next year. The self-insured retention for workers compensation is \$400,000, \$500,000 for sworn police officers and fire fighters. These amounts are distributed among the various user departments. The City sponsors an ongoing safety program.

Full time equivalents will be 288.37 in 2008/09. Due to the IMRF early retirement incentive, the City eliminated one full-time Community Service Officer Manager position and reduced one full-time Plan Examiner/Plumbing Inspector position to part-time. The City added five part-time crossing guard positions. School District 64 shares the cost of the additional crossing guards.

Contractual Services

	<u>Amount</u>	<u>% Inc (Dec)</u>
2006/07	11,771,900	7.9%
2007/08	12,255,800	4.1%
2008/09	12,761,600	4.1%
2009/10 est.	13,161,400	3.1%



Contractual Services consist of services of outside private and public agencies, contributions to community organizations, and liability insurance. Contractual services are second only to personal services as a percentage of total operating expenses.

The 2008/09 legislative general contractual services budget includes \$7,000 for a strategic planning session with the City Council and \$10,000 to begin the Vision 2025 planning process. The legislative contractual services budget also includes \$75,000 for an audit of the police department. A major item in the legislative membership dues is \$17,500 for membership in the Northwest Municipal Conference. Legal fees are allocated among corporate counsel (\$250,000), prosecutor (primarily traffic and housing court - \$24,000), other (primarily labor - \$50,000), and general contractual services (adjudicator - \$10,000). Pre-employment medical exams are budgeted in the human resources department. Next year, we plan to spend \$25,000 for employee flu shots and police, fire and public works pre-employment testing. We plan to spend \$3,000 on computer training next year; citywide training was reduced due to budget constraints. The information technology general contractual services budget includes hardware and software maintenance fees and upgrades.

The City subsidizes taxi fares for disabled and senior citizens at \$1.50 per ride for a total estimated cost of \$23,000. We also budget \$3,000 for special events. Each year, the Finance Committee reviews the contributions the city gives to various community organizations. Gifts are divided among civic, cultural, youth, historical, and senior oriented organizations. The Finance Committee recommended adding two new organizations to the list of city recipient organizations next year. They recommended giving the Kalo Foundation, an organization that wants to promote awareness of the arts and crafts movement in Park Ridge, \$5,000. They also recommended giving the Maine Center for Mental Health, a behavioral health center, \$7,500.

There is \$45,000 in the planning department's consulting services account, this includes \$25,000 to finish the plan for the Higgins Road corridor. The \$110,000 general contractual services account in the planning department is mostly for payments to the geographic information system consultant. In 2004/05, the Council approved a new program where the City will reimburse commercial property owners 50% of façade improvement costs. This program was temporarily discontinued in 2008/09. However, façade improvements within the TIF district are paid with proceeds from a 2006 bond issue. The city spends at least \$13,000 per year for animal disposal and bee/wasp treatments.

Liability and property insurance costs are recorded in the contractual services section of the budget. To obtain adequate insurance coverage and administer it's program, the City pays for the following items: liability, property, crime, workers compensation, bond, library fine arts, library internet, HELP, insurance consultant, insurance broker, and a third party claims administrator. Total city property valuation exceeds \$82,000,000. HELP stands for the High Level Excess Liability Pool and covers liability claims in excess of \$2,000,000. The self-insured retention on the liability policy is \$250,000 and the deductible on the property policy is \$100,000. Most of the insurance costs are charged to the finance department, who administers the insurance program. However, workers compensation costs

are allocated to the departments, automobile claims are charged to vehicle maintenance, and the library pays for an allocation of their costs. The finance contractual services budget includes \$4,500 for an actuary to perform a GASB 45 analysis and \$1,150 for a consultant to inventory fixed assets.

The fire department contractual services budget includes \$12,400 for Northern Illinois Public Safety Training Academy (NIPSTA) membership. Building maintenance expenses for the department's three buildings are charged as contractual services.

We prepaid \$154,400 for automatic number identification/automatic location identification (ANI/ALI) services for the period November 1, 2007 through October 31, 2012. The E-911 budget has \$1,153,000 of general contractual services; this is Park Ridge portion of the North Suburban Emergency Communication Center. Communications personnel dispatch the necessary equipment and manpower to emergencies in Park Ridge, Des Plaines, Niles and Morton Grove. The \$1,153,000 is a significant (11%) increase from last year.

General contractual services in the police administration department include \$12,400 to NIPSTA (cost is shared with the fire and public works departments), \$1,200 for police pension actuarial service, and \$4,100 for the annual accreditation fee. Investigations general contractual services include a \$3,000 membership fee to the Major Case Assistance Team (MCAT) and a \$1,500 Information System subscription. Data processing fees in the communications department include \$14,800 of user fees for the Illinois Wireless Information Network (IWIN). General contractual services include \$11,800 for a T1 connection to state server, \$3,100 for access to the County Booking System, \$650 for radio tower generator maintenance, and \$900 for IWIN server maintenance. The patrol building maintenance account includes funding for installing a bicycle shelter and replacing the ceiling tile in the men's locker room. The patrol contractual services budget includes \$3,000 to rent the pistol range from the City of Des Plaines, \$2,500 for a motorcycle lease, \$4,500 Northern Illinois Police Alarm System (NIPAS) membership fee, and \$5,400 Northeast Multi-Regional Training (NEMRT) fee. The patrol general contractual services budget includes \$2,700 for Rosemont auxiliary officers who will work at the July 4th fireworks event. Mileage compensation for the citizen patrollers is charged to general contractual services; this costs the city at least \$1,800 annually.

The engineering contractual services budget includes \$1,000 for the "autocad" maintenance contract. The City spends at least \$55,000 per year for maintenance of traffic controllers. We have a program for installing traffic pre-emption devices on traffic controllers. This increases maintenance costs. Staff has budgeted \$45,000 for a traffic study. We also have to budget \$30,000 to replace knocked down streetlights and to replace old circuits and junction boxes at various locations. Fortunately, many of these costs are reimbursed to the city. The 2008/09 street maintenance budget includes a \$2,000 membership fee to JULIE; the remainder of the fee is charged to the water main budget.

The City, through the hiring of an outsider contractor, provides garbage pickup to residences once a week. As of May 1, 2007, we paid \$12.27 per month per single family home and \$7.42 per multi-family residence for garbage pickup and recycling services. Effective April 1, 2008, the City implemented a garbage cart collection program. The cost of the program is \$170,000 per year. In 2007/08, we repaired 10 water main valves, 70 main leaks, and 35 service leaks. The water supply contractual services budget includes payments to the city of Chicago for Lake Michigan water. We expect to spend \$2,687,500 for water next year; the amount we spend on water is partially dependent upon how much water our customers use. On January 1, 2008, the city of Chicago raised water rates 15%, they will raise water rates another 15% January 1, 2009, and another 14% January 1, 2010. The water supply contractual services budget includes \$10,000 for a Consumer Confidence Report.

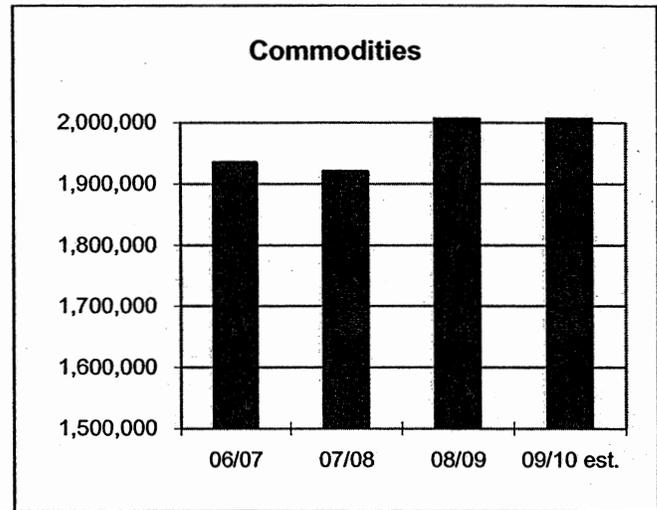
The Public Works Service Center building maintenance general contractual services budget includes \$40,000 to conduct environmental work on the building. The City plans to spend \$600,000 trimming trees located in the parkways next year. The grounds maintenance general contractual services account is increasing 3% or \$2,000 because there are more areas to care for, namely the new City Commons, in addition to the medians and cul-de-sacs that we normally maintain.

The library public relations contractual service budget includes \$29,600 for a newsletter. Additional costs include \$21,600 for the telephone system, \$17,200 for postage, and \$11,500 for printing. General maintenance costs at the library are \$114,300. This consists of \$10,000 for heating and air conditioning, \$102,400 for general maintenance, and \$1,900 for elevator maintenance. Planned general maintenance projects include \$900 for a new fire alarm notification system.

All vehicle maintenance expenses are allocated to the various user department contractual services budgets.

Commodities

	<u>Amount</u>	<u>% Inc (Dec)</u>
2006/07	1,935,600	3.6%
2007/08	1,921,100	(0.7%)
2008/09	2,276,000	18.5%
2009/10 est.	2,084,200	(8.4%)



Commodities consist of minor equipment items, supplies and materials.

Some of the more interesting budgeted commodity purchases are:

The human resources commodities budget includes \$15,000 for materials that includes such items as recognition pins and retirement clocks. The account also includes funding for employee events throughout the year.

Finance plans to spend \$23,000 for vehicle stickers, vehicle forms and business registration forms. This year, staff wants to investigate outsourcing the vehicle sticker process.

There is \$35,000 budgeted in the Fire emergency response materials budget for new extrication equipment. Supplies for maintaining the city's operational readiness to deal with disasters including the emergency operation center and the emergency operations plan are charged to emergency preparedness materials.

Police patrol materials purchases include defensive tactics training equipment supplies (\$1,500), evidence technician supplies (\$4,500), firearms consumables (\$12,000), fuses (\$1,500), report forms (\$1,500), batteries (\$300), film (\$1,000), four portable radios (\$4,000), one light bar (\$1,800), four light control boxes for marked squad cars (\$1,400), and range supplies (\$2,000). The total patrol material fiscal year material budget is \$42,000, which is the \$7,000 more than the previous year. The crime prevention \$5,200 materials budget includes \$500 towards the Citizen's Patrol dinner and \$1,500 of supplies for the Citizens' Police Academy.

There are additional costs in the traffic control materials budget because we have more signage requirements, such as bicycle routes, park zones; the traffic control materials budget is increasing 25% or \$5,000. We expect to spend \$210,000 on electricity to operate the streetlights next year; in fiscal year 2006/07 we spent \$150,500. We plan to spend \$168,000 on snow removal supplies; this is a 68% increase from the previous year's budget. There were an unusual number of snow/salt events during winter 2007/08. In order to start winter 2008/09 with a full inventory of salt, we added \$63,000 to the 2008/09 budget. This year we are paying \$38.62 per ton of salt and \$.545 per gallon of liquid calcium chloride. To moderate street maintenance costs, we will use asphalt instead of concrete to repair sidewalks. We have budgeted \$87,500 for materials in our street maintenance budget. Electricity use for sewer maintenance varies from year-to-year depending upon the amount of rainfall. \$105,000 will be spent on electricity to operate the water supply system. \$10,000 will be spent to repair existing fire hydrants. The \$124,000 water main materials budget includes funding for parts to repair water mains; staff reports we need more and more of these parts; in fact, this line item is increasing 20%. We have budgeted \$40,000 to replace water meters. Residential water meters are replaced on a 20-year cycle. In 2006/07, we installed 726 meters; in 2007/08, we installed 748 meters; and in 2008/09, we estimate we will install 536 meters.

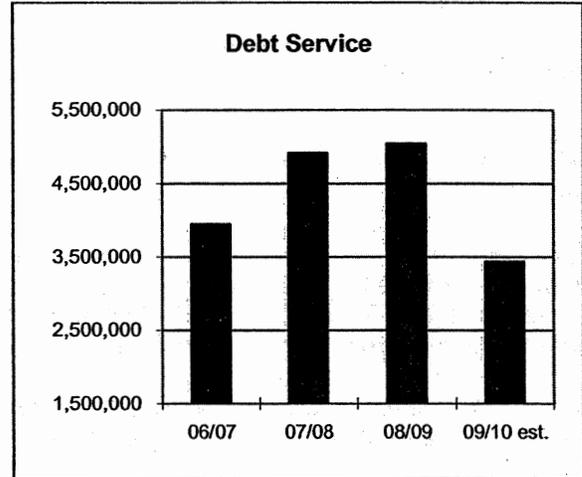
Library resources are allocated among the following items:

	<u>Adult Reference</u>	<u>Children's Services</u>	<u>Reader Services</u>
Books	\$170,000	\$111,200	\$51,000
Periodicals	\$23,700	\$2,400	
Microfilm	\$7,200		
On-Line Databases	\$128,800		
Recordings		\$9,800	\$26,800

Audio Visual		\$13,400	\$19,800
	<u>Adult Reference</u>	<u>Children's Services</u>	<u>Reader Services</u>
MWL			\$40,000
CD ROM		\$3,000	
E-Books			\$1,300
Young Adult Books			\$8,300
Young Adult Games			\$3,000
Miscellaneous		\$1,600	\$400

Debt Service

	<u>Amount</u>	<u>% Inc (Dec)</u>
2006/07	3,945,600	(42.7%)
2007/08	4,914,600	24.6%
2008/09	5,038,700	2.5%
2009/10 est.	3,436,400	(31.8%)



This category accounts for all multi-year principal and interest obligations of the City of Park Ridge. The City pays five categories of debt: (1) debt from the 1998 general obligation bond issue for the public works service center and alleys, (2) debt stemming from our participation in the Solid Waste Agency of Northern Cook County, (3) debt from general obligation bonds issued in 2004 for a water reservoir and transmission line, (4) debt from general obligation bonds issued in 2005 for public infrastructure improvements, in target area 2 and (5) debt from general obligation bonds issued in 2006 to finance infrastructure improvements in target area 2.

In December 1998, the City issued \$10,000,000 of general obligation bonds to finance a Public Works Service Center and alley paving projects. The debt service budget includes a levy of \$1,632,800 for these bonds. This is the last levy for these bonds.

Note: Because December 2008 is the last time we will levy taxes for the Series 1998 bonds, if the City issues bonds to build a new police station, we can maintain a stable level of taxes by coinciding the debt service of the police station bonds to replace the debt service of the public works service center bonds.

The debt payment for the Municipal Waste Fund pays for the City's portion of the Glenview Transfer Station. Debt service amounts are estimates as actual payments depend upon the City's actual waste disposal and its percentage of usage relative to other Agency members. The 2008/09 estimate for SWANCC debt is \$61,500; it is based on an estimated annual disposal of 17,000 tons of garbage at \$3.62 per ton. Sometimes we overestimate the tonnage to accommodate the "true-up". True up reconciles estimated tonnage to actual tonnage. SWANCC has used some reserves to subsidize members' debt service payments.

In 2004, the City issued general obligation bonds with a par value of \$16,770,000 to finance the pump station and reservoir relocation and expansion project as an improvement to the water supply and distribution system of the city. The bonds were issued in two series. 2004A had a par value of \$4,910,000 and is intended to be paid from Uptown TIF increment; 2004B had a par value of \$11,860,000 and is intended to be paid from water revenues. Total 2008/09 debt service for Series 2004 is \$1,920,000; the debt service for series 2004A is \$1,041,600 and for series 2004B is \$878,400.

In April 2005, the city issued series 2005A to finance infrastructure, roadway, signal improvements, streetscape, landscape, and storm water improvements in target area 2. The bonds had a par value of \$7,005,000. They are general obligation bonds and are intended to be paid from TIF increment. The debt service for series 2005A next year is \$321,112.50.

In June 2006, the city issued series 2006A and 2006B. These bonds paid for a parking structure in target area 2, the purchase of a parking lot in an area adjacent to the TIF, and other public improvements. The debt service payments will be paid from incremental property taxes from the uptown TIF district. The par value of tax-exempt series 2006A is \$10,530,000 and the par value of taxable series 2006B is \$10,055,000. The debt service payments are \$523,500 for series 2006A and \$579,815 for series 2006B.

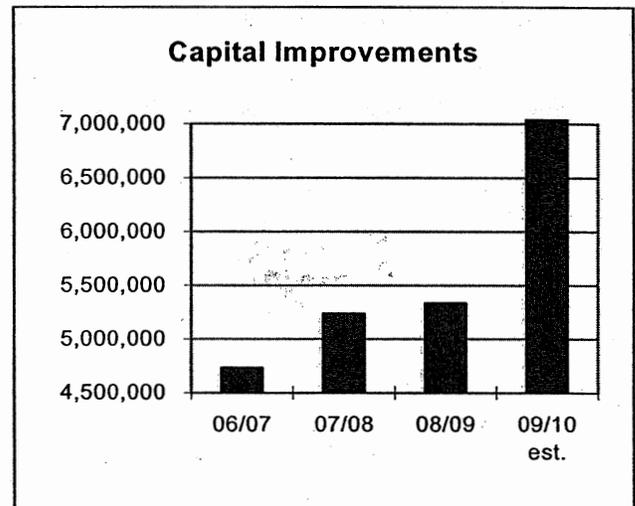
The following is a summary of the City of Park Ridge debt excluding SWANCC:

Issue	Principal as of 4/30/09	Debt Service FY 2008/09
Series 1998 – PW Service Center and Alleys	\$1,570,000	\$1,632,800
Series 2004A – Water Reservoir - TIF	\$4,185,000	\$1,041,600
Series 2004B – Water Reservoir - Water	\$10,625,000	\$878,400
Series 2005A – Uptown TIF	\$7,005,000	\$321,100
Series 2006A – Uptown TIF – Tax - Exempt	\$10,530,000	\$523,500
Series 2006B – Uptown TIF – Taxable	\$10,055,000	\$579,800
Total	\$43,970,000	\$4,977,200

Capital Improvements

	<u>Amount</u>	<u>% Inc (Dec)</u>
2006/07	4,731,800	(2.4%)
2007/08	5,237,700	10.7%
2008/09	5,335,700	1.9%
2009/10 est	7,042,400	32.0%

Capital improvements are fixed asset expenditures with a value of \$25,000 or more. Capital projects consist of a year-to-year ongoing infrastructure replacement program and one-time programs.



For 2008/09, infrastructure programs consist of \$90,300 for reforestation, \$348,000 for sewer rehabilitation, \$121,500 for sidewalk replacement, \$1,305,000 for street resurfacing, \$701,300 for alley paving and \$682,300 for watermain replacement. Contributions to the City computer replacement fund, library technology replacement fund and motor equipment replacement fund are budgeted at \$160,700, \$66,800 and \$439,100, respectively. 2007/08 will be the sixth consecutive year we have reduced funding to the internal service funds due to budget constraints. In light of reduced funding levels, we have increased the useful life of all computer and motor equipment.

Next year, using general fund money, we plan to remove and replace 25,000 square feet of sidewalk or 1,000 sidewalk squares under the mandatory program. We will also sponsor the voluntary sidewalk replacement program at approximately 50% resident cost. In 2008/09, we plan to construct two new relief sewers totaling 1,060 feet. These two sewers were chosen based on a priority list. Routine replacement of sewers directly reduces operating budget expenses for sewer flushing. We plan to replace 365 trees as part of our annual reforestation program. Next year, we plan to use \$700,000 of motor fuel tax funds to resurface 5.8 miles of streets and install a turn lane at Potter and Dempster. We will also use \$605,000 of water funds for street rehabilitation. Using \$701,300 of motor fuel tax funds, the city wants to pave six alleys in 2008/09. The City funds alley-paving projects on a 75/25 basis; 75% of the cost paid by the City and 25% paid by residents. Next year, we plan to replace 1,950 linear feet of water main.

In total, \$3,915,000 will be spent on infrastructure next year.

Normally, the City undertakes several building repair projects each year. All building repair projects were deferred due to budget constraints.

Other one-time projects are as follows:

Library Fund

- \$50,000 for a feasibility study regarding the size of the building.

General Fund

- \$43,000 for a Dutch Elm tree protection program. Designed to protect the aging Dutch Elm tree population, the cost of this voluntary program will be shared with residents. We plan to inject 35 trees.
- \$51,000 to spray trees in order to protect against gypsy moth infestation. This is a new program.
- \$250,000 to construct a right turn lane on Western Avenue at Dempster Street. We expect to receive a grant from Lutheran General Hospital for this project.
- \$30,000 for the geographic information system.
- \$117,500 for technology implementation. This includes the following projects: purchase of forestry/tree inventory software, network software license upgrade, lasserfiche GIS integration, and upgrade of financial software.
- \$14,000 for the relocation of the back-up police radio transmitter.
- \$30,000 to upgrade the city hall/police video and audio system.

Parking Fund

- \$130,200 to resurface the Uptown parking lot.

Uptown TIF

- \$495,000 to repair and replace the sidewalks and streetscape in the downtown area.

Each capital project is explained in detail in the capital budget section of this document.

EXPENSES BY FUND

	2006/07 Actual	2007/08 Budget	2007/08 Est. Actual	2008/09 Budget	Percent Change	2009/10 Budget	Percent Change
1998 Debt Service							
Debt Service	1,627,000	1,659,200	1,659,200	1,632,800	-1.59%	-	-100.00%
2004A&B Debt Service							
Debt Service	1,041,800	1,769,500	1,769,500	1,920,000	8.51%	1,925,000	0.26%
2005A Debt Service							
Debt Service	321,100	321,100	321,100	321,100	0.00%	321,100	0.00%
2006 A&B Debt Service							
Debt Service	1,145,200	1,103,300	1,103,300	1,103,300	0.00%	1,103,300	0.00%
Emergency Telephone							
Operating	949,127	1,075,700	1,072,200	1,184,600	10.12%	1,184,600	0.00%
Capital	14,000	10,500	10,500	10,500	0.00%	14,100	34.29%
Total	963,127	1,086,200	1,082,700	1,195,100	10.03%	1,198,700	0.30%
General Operating							
Operating	22,863,507	25,020,900	25,038,200	27,003,800	7.92%	27,694,100	2.56%
Capital	1,585,737	2,010,000	1,502,300	1,564,300	-22.17%	3,110,100	98.82%
Total	24,449,244	27,030,900	26,540,500	28,568,100	5.69%	30,804,200	7.83%
III. Mun. Retirement							
Operating	1,678,284	1,798,600	1,798,600	1,849,200	2.81%	1,934,500	4.61%
Library							
Operating	4,214,100	4,444,500	4,446,800	4,560,800	2.62%	4,459,200	-2.23%
Capital	112,584	113,800	113,800	66,800	-41.30%	411,300	515.72%
Total	4,326,684	4,558,300	4,560,600	4,627,600	1.52%	4,870,500	5.25%
Motor Fuel Tax							
Capital	1,355,242	1,624,400	1,434,300	1,401,300	-13.73%	1,689,300	20.55%
Municipal Waste							
Operating	2,914,693	3,124,100	3,303,100	3,127,000	0.09%	3,409,700	9.04%
Debt Service	55,300	61,500	61,500	61,500	0.00%	87,000	41.46%
Capital	8,400	11,300	11,300	11,300	0.00%	18,700	65.49%
Total	2,978,393	3,196,900	3,375,900	3,199,800	0.09%	3,515,400	9.86%
Parking							
Operating	281,144	302,800	276,200	267,600	-11.62%	278,000	3.89%
Capital	27,700	29,000	29,000	159,200	448.97%	29,800	-81.28%
Total	308,844	331,800	305,200	426,800	28.63%	307,800	-27.88%
Sewer Construction							
Capital	-	-	231,100	-		-	
Uptown TIF Fd							
Operating	693,249	205,000	155,800	122,000	-40.49%	125,000	2.46%
Capital	437,475	500,000	350,000	495,000	-1.00%	335,000	-32.32%
Total	1,130,724	705,000	505,800	617,000	-12.48%	460,000	-25.45%
Water							
Operating	3,840,249	3,687,300	3,702,100	4,272,700	15.88%	4,375,000	2.39%
Capital	1,108,438	1,226,700	1,377,500	1,365,300	11.30%	1,432,100	4.89%
Total	4,948,687	4,914,000	5,079,600	5,638,000	14.73%	5,807,100	3.00%
Total All Funds	46,274,330	50,099,200	49,767,400	52,500,100	4.79%	53,936,900	2.74%

EXPENSES BY PROGRAM

The following schedule details operating, capital and debt service expenses by program. Operating expenses are indicated unless otherwise noted.

	2006/07 Actual	2007/08 Budget	2007/08 Est. Actual	2008/09 Budget	Percent Change	2009/10 Budget	Percent Change
Administration:							
Legislative	80,098	76,700	85,200	169,500	120.99%	80,600	-52.45%
City Administration							
Operating	505,755	537,100	557,500	526,100	-2.05%	546,600	3.90%
Capital	1,800	2,200	2,200	1,600	-27.27%	3,100	93.75%
Total	507,555	539,300	559,700	527,700	-2.15%	549,700	4.17%
Legal Counsel	324,279	311,100	397,400	336,500	8.16%	346,500	2.97%
Records Control							
Operating	116,940	137,900	110,300	140,400	1.81%	143,400	2.14%
Capital	4,700	8,000	8,000	5,900	-26.25%	8,000	35.59%
Total	121,640	145,900	118,300	146,300	0.27%	151,400	3.49%
Human Resources	322,461	346,900	354,100	399,600	15.19%	426,200	6.66%
Information Services	131,289	159,600	130,000	140,800	-11.78%	144,400	2.56%
Information Technology							
Operating	547,078	591,800	584,500	630,400	6.52%	655,200	3.93%
Capital	92,500	253,600	247,600	202,500	-20.15%	291,100	43.75%
Total	639,578	845,400	832,100	832,900	-1.48%	946,300	13.62%
Economic Development							
Operating	471,637	162,000	290,000	297,900	83.89%	291,600	-2.11%
Debt Service	1,466,300	1,424,400	1,424,400	1,424,400	0.00%	1,424,400	0.00%
Capital	437,475	-	-	-	-	-	-
Total	2,375,412	1,586,400	1,714,400	1,722,300	8.57%	1,716,000	-0.37%
Total Administration	4,502,312	4,011,300	4,191,200	4,275,600	6.59%	4,361,100	2.00%
Community & Civic Services:							
Community Support	269,546	293,000	244,800	235,100	-19.76%	235,400	0.13%
Transportation	32,645	35,000	33,200	30,800	-12.00%	31,100	0.97%
Total Commun.&Civ.	302,191	328,000	278,000	265,900	-18.93%	266,500	0.23%
Community Development:							
Community Development Administration							
Operating	198,785	202,500	196,000	180,500	-10.86%	185,800	2.94%
Capital	200	300	300	300	0.00%	500	66.67%
Total	198,985	202,800	196,300	180,800	-10.85%	186,300	3.04%
Planning							
Operating	270,765	268,300	260,300	248,300	-7.45%	263,300	6.04%
Capital	39,867	35,300	35,300	33,900	-3.97%	37,100	9.44%
Total	310,632	303,600	295,600	282,200	-7.05%	300,400	6.45%
Development Review	119,284	125,400	99,400	107,400	-14.35%	111,600	3.91%
Zoning							
Operating	216,895	234,400	221,900	241,100	2.86%	251,300	4.23%
Capital	2,400	3,000	3,000	2,100	-30.00%	4,100	95.24%
Total	219,295	237,400	224,900	243,200	2.44%	255,400	5.02%

EXPENSES BY PROGRAM

	2006/07 Actual	2007/08 Budget	2007/08 Est. Actual	2008/09 Budget	Percent Change	2009/10 Budget	Percent Change
Community Development (Continued):							
Building Code Enforcement							
Operating	605,854	625,700	601,600	560,200	-10.47%	582,200	3.93%
Capital	3,600	4,800	4,800	3,300	-31.25%	6,600	100.00%
Total	609,454	630,500	606,400	563,500	-10.63%	588,800	4.49%
Health-Neighborhood							
Operating	120,495	139,100	129,100	140,200	0.79%	149,200	6.42%
Capital	2,400	3,300	3,300	1,600	-51.52%	3,100	93.75%
Total	122,895	142,400	132,400	141,800	-0.42%	152,300	7.40%
Health-Business							
	114,118	123,500	116,200	123,000	-0.40%	128,300	4.31%
Business Support							
Operating	416,049	373,800	93,000	47,800	-87.21%	84,300	76.36%
Total	416,049	373,800	93,000	47,800	-87.21%	84,300	76.36%
Total Commun. Dev.	2,110,712	2,139,400	1,764,200	1,689,700	-21.02%	1,807,400	6.97%
Finance:							
Finance Administration							
Operating	885,531	862,800	920,900	870,700	0.92%	885,700	1.72%
Capital	200	300	300	300	0.00%	500	67%
Total	885,731	863,100	921,200	871,000	0.92%	886,200	1.75%
Accounting							
	408,095	421,500	403,800	428,200	1.59%	443,300	3.53%
Collections							
	137,536	144,700	137,700	161,500	11.61%	160,100	-0.87%
Purchasing							
	108,142	117,900	111,000	122,000	3.48%	126,700	3.85%
Total Finance	1,539,504	1,547,200	1,573,700	1,582,700	2.29%	1,616,300	2.12%
Police:							
Emergency 911							
Operating	949,127	1,075,700	1,072,200	1,184,600	10.12%	1,184,600	0.00%
Capital	14,000	10,500	10,500	10,500	0.00%	14,100	34.29%
Total	963,127	1,086,200	1,082,700	1,195,100	10.03%	1,198,700	0.30%

EXPENSES BY PROGRAM

	2006/07 Actual	2007/08 Budget	2007/08 Est. Actual	2008/09 Budget	Percent Change	2009/10 Budget	Percent Change
Police (Continued):							
Police Administration							
Operating	920,268	945,400	1,163,300	1,007,200	6.54%	1,049,000	4.15%
Capital	3,600	4,500	4,500	46,800	940.00%	5,500	-88.25%
Total	923,868	949,900	1,167,800	1,054,000	10.96%	1,054,500	0.05%
Investigation							
Operating	1,177,121	1,335,200	1,212,900	1,420,000	6.35%	1,475,000	3.87%
Capital	10,000	12,800	12,800	8,800	-31.25%	17,500	98.86%
Total	1,187,121	1,348,000	1,225,700	1,428,800	5.99%	1,492,500	4.46%
Patrol							
Operating	5,302,749	5,744,500	5,609,900	6,235,500	8.55%	6,507,100	4.36%
Capital	93,300	121,100	121,100	85,500	-29.40%	198,000	131.58%
Total	5,396,049	5,865,600	5,731,000	6,321,000	7.76%	6,705,100	6.08%
Crime Prevention	109,482	111,300	108,600	122,100	9.70%	129,300	5.90%
Communications							
Operating	359,062	400,800	355,700	417,400	4.14%	423,800	1.53%
Capital	5,400	6,800	6,800	5,000	-26.47%	9,100	82.00%
Total	364,462	407,600	362,500	422,400	3.63%	432,900	2.49%
Total Police	8,944,108	9,768,600	9,678,300	10,543,400	7.93%	11,013,000	4.45%
Fire:							
Fire Administration							
Operating	671,392	651,200	558,000	616,600	-5.31%	642,900	4.27%
Capital	111,910	3,500	3,500	2,600	-25.71%	263,200	10023.08%
Total	783,302	654,700	561,500	619,200	-5.42%	906,100	46.33%
Fire Prevention							
Operating	270,857	274,600	308,700	293,400	6.85%	303,100	3.31%
Capital	2,600	3,400	3,400	2,300	-32.35%	4,600	100.00%
Total	273,457	278,000	312,100	295,700	6.37%	307,700	4.06%
Emergency Response							
Operating	4,730,145	5,592,900	5,447,200	6,256,800	11.87%	6,331,700	1.20%
Capital	129,700	171,300	171,300	118,600	-30.76%	237,500	100.25%
Total	4,859,845	5,764,200	5,618,500	6,375,400	10.60%	6,569,200	3.04%
Fire Special Services							
Operating	10,709	17,200	11,800	21,000	22.09%	26,700	27.14%
Total	10,709	17,200	11,800	21,000	22.09%	26,700	27.14%
Emergency Prep.	33,097	41,300	33,000	45,100	9.20%	47,000	4.21%
Total Fire	5,960,410	6,755,400	6,536,900	7,356,400	8.90%	7,856,700	6.80%

EXPENSES BY PROGRAM

	2006/07 Actual	2007/08 Budget	2007/08 Est. Actual	2008/09 Budget	Percent Change	2009/10 Budget	Percent Change
Public Works:							
Public Works Admin.							
Operating	557,613	570,600	615,100	574,400	0.67%	594,600	3.52%
Capital	3,100	3,400	3,400	2,300	-32.35%	4,600	100.00%
Total	560,713	574,000	618,500	576,700	0.47%	599,200	3.90%
Engineering							
Operating	226,365	272,800	272,800	300,400	10.12%	313,500	4.36%
Capital	3,200	4,000	4,000	2,800	-30.00%	5,600	100.00%
Total	229,565	276,800	276,800	303,200	9.54%	319,100	5.24%
Traffic Control							
Operating	177,828	206,700	157,600	213,900	3.48%	221,000	3.32%
Capital	(176)	33,000	15,000	250,000	657.58%	38,000	-84.80%
Total	177,652	239,700	172,600	463,900	93.53%	259,000	-44.17%
Street Lighting							
Operating	167,601	230,000	240,000	245,000	6.52%	256,000	4.49%
Total	167,601	230,000	240,000	245,000	6.52%	256,000	4.49%
Snow, Ice, Storm Ctrl.							
Operating	569,674	591,700	658,300	669,900	13.22%	631,300	-5.76%
Capital	28,400	36,800	36,800	25,300	-31.25%	50,700	100.40%
Total	598,074	628,500	695,100	695,200	10.61%	682,000	-1.90%
Street Maintenance							
Operating	977,093	969,900	1,056,700	1,011,900	4.33%	1,058,600	4.62%
Capital	904,848	852,700	746,800	777,400	-8.83%	1,108,300	42.56%
Total	1,881,941	1,822,600	1,803,500	1,789,300	-1.83%	2,166,900	21.10%
Sidewalk Maintenance							
Operating	75,501	72,900	62,500	74,900	2.74%	78,100	4.27%
Capital	149,632	110,000	102,000	121,500	10.45%	127,600	5.02%
Total	225,133	182,900	164,500	196,400	7.38%	205,700	4.74%
Alley Maintenance							
Operating	40,651	52,600	30,400	53,400	1.52%	55,300	3.56%
Debt Service	97,600	99,500	99,500	98,000	-1.51%	-	-100.00%
Capital	533,994	884,200	800,000	701,300	-20.69%	736,400	5.00%
Total	672,245	1,036,300	929,900	852,700	-17.72%	791,700	-7.15%
Parking Services							
Operating	344,271	371,400	347,000	335,900	-9.56%	349,100	3.93%
Capital	27,700	29,000	29,000	159,200	448.97%	29,800	-81.28%
Total	371,971	400,400	376,000	495,100	23.65%	378,900	-23.47%
Sewer Maintenance							
Operating	519,941	528,000	756,300	545,100	3.24%	566,300	3.89%
Capital	362,442	426,600	332,000	370,000	-13.27%	773,600	109.08%
Total	882,383	954,600	1,088,300	915,100	-4.14%	1,339,900	46.42%

EXPENSES BY PROGRAM

	2006/07 Actual	2007/08 Budget	2007/08 Est. Actual	2008/09 Budget	Percent Change	2009/10 Budget	Percent Change
Public Works (Continued):							
Solid Waste Disposal							
Operating	2,938,607	3,149,400	3,329,300	3,150,900	0.05%	3,434,600	9.00%
Debt Service	55,300	61,500	61,500	61,500	0.00%	87,000	41.46%
Capital	8,400	11,300	11,300	11,300	0.00%	18,700	65.49%
Solid Waste Disposal	3,002,307	3,222,200	3,402,100	3,223,700	0.05%	3,540,300	9.82%
Water Administration	332,307	385,600	322,400	474,600	23.08%	490,500	3.35%
Water Supply & Treatment							
Operating	2,737,539	2,659,200	2,787,000	3,121,700	17.39%	3,186,200	2.07%
Debt Service	1,041,800	1,769,500	1,769,500	1,920,000	8.51%	1,925,000	0.26%
Capital	26,987	8,000	8,000	7,700	-3.75%	7,700	0.00%
Total	3,806,326	4,436,700	4,564,500	5,049,400	13.81%	5,118,900	1.38%
Fire Hydrant Services	121,776	81,600	131,400	85,700	5.02%	90,000	5.02%
Water Main Services							
Operating	740,124	649,400	594,300	681,800	4.99%	700,700	2.77%
Capital	1,081,451	1,218,700	1,369,500	1,357,600	11.40%	1,424,400	4.92%
Total	1,821,575	1,868,100	1,963,800	2,039,400	9.17%	2,125,100	4.20%
Water Meter Services	177,738	189,400	152,800	193,100	1.95%	203,800	5.54%
City Buildings Maintenance							
Operating	437,474	449,600	487,200	538,700	19.82%	514,400	-4.51%
Debt Service	1,529,400	1,559,700	1,559,700	1,534,800	-1.60%	-	-100.00%
Capital	-	-	-	-	-	656,100	#DIV/0!
Total	1,966,874	2,009,300	2,046,900	2,073,500	3.20%	1,170,500	-43.55%
Forestry							
Operating	575,397	744,700	742,800	729,900	-1.99%	744,500	2.00%
Capital	4,287	137,300	137,300	185,500	35.11%	192,100	3.56%
Total	579,684	882,000	880,100	915,400	3.79%	936,600	2.32%
Grounds Maintenance							
Operating	561,212	575,700	510,500	574,100	-0.28%	596,900	3.97%
Capital	9,600	512,200	362,200	503,400	-1.72%	351,900	-30.10%
Total	570,812	1,087,900	872,700	1,077,500	-0.96%	948,800	-11.94%
Total Public Works	18,146,678	20,508,600	20,701,900	21,664,900	5.64%	21,622,900	-0.19%

EXPENSES BY PROGRAM

	2006/07 Actual	2007/08 Budget	2007/08 Est. Actual	2008/09 Budget	Percent Change	2009/10 Budget	Percent Change
Library:							
Library Administration							
Operating	746,178	802,200	804,900	802,000	-0.02%	845,700	5.45%
Capital	210,000	210,000	210,000	260,000	23.81%	-	-100.00%
Library Administration	956,178	1,012,200	1,014,900	1,062,000	4.92%	845,700	-20.37%
Library Maintenance							
Operating	289,720	331,800	334,000	322,200	-2.89%	332,500	3.20%
Capital	33,784	35,000	35,000	-	-100.00%	280,000	#DIV/0!
Total	323,504	366,800	369,000	322,200	-12.16%	612,500	90.10%
Technical Services							
Operating	564,980	562,000	562,000	582,700	3.68%	602,100	3.33%
Capital	78,800	78,800	78,800	66,800	-15.23%	131,300	96.56%
Total	643,780	640,800	640,800	649,500	1.36%	733,400	12.92%
Adult Reference	915,606	1,005,500	988,100	1,001,700	-0.38%	1,044,500	4.27%
Children's Services	775,693	819,800	823,500	842,200	2.73%	872,000	3.54%
Circulation							
Operating	549,091	548,000	548,000	568,300	3.70%	587,200	3.33%
Total	549,091	548,000	548,000	568,300	3.70%	587,200	3.33%
Reader Services	604,562	647,600	658,900	675,600	4.32%	697,700	3.27%
Total Library	4,768,414	5,040,700	5,043,200	5,121,500	1.60%	5,393,000	5.30%
Total All Programs	46,274,330	50,099,200	49,767,400	52,500,100	4.79%	53,936,900	2.74%

2008/09 CROSSWALK BETWEEN PROGRAMS AND FUNDS

Program	Total Program	Debt Service				Emerg. Tel.	General Operating		
		1998	2004	2005	2006		General	Veh. Maint.	Conting.
Legislative	169,500						164,400		
City Admin.	527,700						456,600	8,300	
Legal	336,500						336,500		
Records Control	146,300						135,800		
Human Resources	399,600						368,400		
Economic Development	1,722,300			321,100	1,103,300		157,100		
Finance Admin.	871,000						829,100	1,400	
Accounting	428,200						368,800		6,100
Collections	161,500						146,600		
Purchasing	122,000						106,700		
Information Technology	832,900						788,200	1,400	
Emergency 911	1,195,100					1,195,100			
Police Admin.	1,054,000						973,200	15,100	
Investigation	1,428,800						1,363,900	47,500	
Youth & Fam. Serv.	-						-	-	
Patrol	6,321,000						6,023,900	189,000	26,000
Crime Prevention	122,100						121,000		
Communications	422,400						376,400		
Fire Admin.	619,200						596,200	12,400	
Fire Prevention	295,700						280,000	13,300	
Emergency Response	6,375,400						6,134,800	163,800	26,000
Fire Special Services	21,000						21,000		
Emergency Preparedness	45,100						45,100		
Public Wrks. Admin.	576,700						505,000	7,300	
Engineering	303,200						251,900	13,200	
Traffic Control	463,900						444,300	9,100	
Street Lighting	245,000						245,000		
Snow, Ice & Storm	695,200						510,400	84,900	52,800
Street Maint.	1,789,300						810,600	185,900	
Sidewalk Maint.	196,400						187,200		
Alley Maintenance	852,700	98,000					39,800	9,100	
Parking Service Maint.	495,100								
Sewer & Drmge. Maint.	915,100						767,100	79,600	21,100
Solid Waste Disposal	3,223,700								
Water Administration	474,600								
Water Supply & Trtmnt.	5,049,400		1,920,000						
Fire Hydrant Services	85,700								
Water Main Services	2,039,400								
Water Meter Services	193,100								
City Buildings Maintenance	2,073,500	1,534,800					507,300		
Forestry	915,400						893,600	8,400	
Grounds Maint.	1,077,500						500,200	29,600	
Comm. Dev. Admin.	180,800						162,000	1,400	
Planning	282,200						263,600		8,000
Development Review	107,400						93,300		
Zoning Administration	243,200						201,900	10,800	
Building Code Enfor.	563,500						493,900	12,200	
Env. Health-Neighbrhd	141,800						120,900	5,900	
Noise Abatement	-						-		
Env. Health-Business	123,000						107,000		
Business Dist. Support	47,800						44,400		
City Hall Maintenance	-						-		
Library Administration	1,062,000								
Library Maintenance	322,200								
Technical Services	649,500								
Adult Reference	1,001,700								
Children's Services	842,200								
Circulation	568,300								
Reader Service	675,600								
Community Support	235,100						234,200		
Information Services	140,800						129,400		
Transportation	30,800						29,800		
Total All Programs	52,500,100	1,632,800	1,920,000	321,100	1,103,300	1,195,100	27,336,500	909,600	140,000

2008/09 CROSSWALK BETWEEN PROGRAMS AND FUNDS

III. Mun.	Library		Motor	Uptown	Solid Waste		Parking		Water	
	Library	Veh. Maint.	Fuel	TIF	Waste	Veh. Maint.	Parking	Veh. Maint.	Water	Veh. Maint.
Retire.										
5,100										
62,800										
-										
10,500										
31,200										
18,800				122,000						
40,500										
53,300										
14,900										
15,300										
43,300										
65,700										
17,400										
-										
82,100										
1,100										
46,000										
10,600										
2,400										
50,800										
64,400										
38,100										
10,500										
47,100										
92,800			700,000							
9,200			-							
4,500			701,300							
32,200							426,800	36,100		
47,300										
9,200					3,199,800	14,700				
43,100									431,500	
31,100									3,092,300	6,000
9,600									76,100	
56,300									1,868,200	114,900
15,300									169,900	7,900
31,400										
13,400										
52,700				495,000						
17,400										
10,600										
14,100										
30,500										
57,400										
15,000										
16,000										
3,400										
-										
71,600	990,400									
23,000	296,800	2,400								
70,800	578,700									
94,900	906,800									
94,100	748,100									
66,300	502,000									
70,800	604,800									
900										
11,400										
1,000										
1,849,200	4,627,600	2,400	1,401,300	617,000	3,199,800	14,700	426,800	36,100	5,638,000	128,800

2009/10 CROSSWALK BETWEEN PROGRAMS AND FUNDS

Program	Total	Debt Service				Emerg.	General Operating		
	Program	1998	2004	2005	2006	Tel.	General	Veh. Maint.	Conting.
Legislative	80,600						75,400		
City Admin.	549,700						476,200	8,600	
Legal	346,500						346,500		
Records Control	151,400						140,600		
Human Resources	426,200						394,000		
Economic Development	1,716,000			321,100	1,103,300		147,300		
Finance Admin.	886,200						842,900	1,500	
Accounting	443,300						381,800		6,100
Collections	160,100						144,700		
Purchasing	126,700						110,800		
Information Technology	946,300						900,300	1,500	
Emergency 911	1,198,700					1,198,700			
Police Admin.	1,054,500						971,600	15,700	
Investigation	1,492,500						1,425,200	49,300	
Youth & Fam. Serv.	-						-	-	
Patrol	6,705,100						6,397,100	196,000	26,000
Crime Prevention	129,300						128,100		
Communications	432,900						385,400		
Fire Admin.	906,100						882,200	12,900	
Fire Prevention	307,700						291,300	13,800	
Emergency Response	6,569,200						6,322,300	169,800	26,000
Fire Special Services	26,700						26,700		
Emergency Preparedness	47,000						47,000		
Public Wrks. Admin.	599,200						524,400	7,600	
Engineering	319,100						265,300	13,700	
Traffic Control	259,000						238,500	9,500	
Street Lighting	256,000						256,000		
Snow, Ice & Storm	682,000						492,000	88,000	52,800
Street Maint.	2,166,900						924,500	192,300	
Sidewalk Maint.	205,700						196,100		
Alley Maintenance	791,700	-					41,100	9,500	
Parking Service Maint.	378,900								
Sewer & Dmge. Maint.	1,339,900	-					1,186,700	82,500	21,100
Solid Waste Disposal	3,540,300								
Water Administration	490,500								
Water Supply & Trtmnt.	5,118,900		1,925,000						
Fire Hydrant Services	90,000								
Water Main Services	2,125,100								
Water Meter Services	203,800								
City Buildings Maintenance	1,170,500	-					1,137,800		
Forestry	936,600						914,000	8,700	
Grounds Maint.	948,800						528,100	30,700	
Comm. Dev. Admin.	186,300						165,400	1,500	
Planning	300,400						281,400		8,000
Development Review	111,600						96,900		
Zoning Administration	255,400						211,500	11,200	
Building Code Enfor.	588,800						515,300	12,700	
Env. Health-Neighbrhd	152,300						130,600	6,100	
Noise Abatement	-						-		
Env. Health-Business	128,300						111,700		
Business Dist. Support	84,300						80,800		
City Hall Maintenance	-						-		
Library Administration	845,700								
Library Maintenance	612,500								
Technical Services	733,400								
Adult Reference	1,044,500								
Children's Services	872,000								
Circulation	587,200								
Reader Service	697,700								
Community Support	235,400						234,400		
Information Services	144,400						132,500		
Transportation	31,100						30,000		
Total All Programs	53,936,900	-	1,925,000	321,100	1,103,300	1,198,700	29,532,400	943,100	140,000

2009/10 CROSSWALK BETWEEN PROGRAMS AND FUNDS

Ill. Mun.	Library		Motor	Uptown	Solid Waste		Parking		Water	
	Library	Veh. Maint.	Fuel	TIF	Waste	Veh. Maint.	Parking	Veh. Maint.	Water	Veh. Maint.
Retire.										
5,200										
64,900										
-										
10,800										
32,200										
19,300				125,000						
41,800										
55,400										
15,400										
15,900										
44,500										
67,200										
18,000										
-										
86,000										
1,200										
47,500										
11,000										
2,600										
51,100										
67,200										
40,100										
11,000										
49,200										
97,200			952,900							
9,600										
4,700			736,400							
33,700							307,800	37,400		
49,600										
9,600					3,515,400	15,300				
45,000									445,500	
32,400									3,155,300	6,200
10,100									79,900	
59,100									1,946,900	119,100
16,100									179,500	8,200
32,700										
13,900										
55,000				335,000						
19,400										
11,000										
14,700										
32,700										
60,800										
15,600										
16,600										
3,500										
-										
75,800	769,900									
24,300	585,700	2,500								
74,900	658,500									
100,400	944,100									
99,600	772,400									
70,100	517,100									
74,900	622,800									
1,000										
11,900										
1,100										
1,934,500	4,870,500	2,500	1,689,300	460,000	3,515,400	15,300	307,800	37,400	5,807,100	133,500

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ADMINISTRATION DEPARTMENT

Departmental Page References

Program	Page Number
Legislative	76
City Administration	77
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Records Control	79
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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 and in-person absentee balloting 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

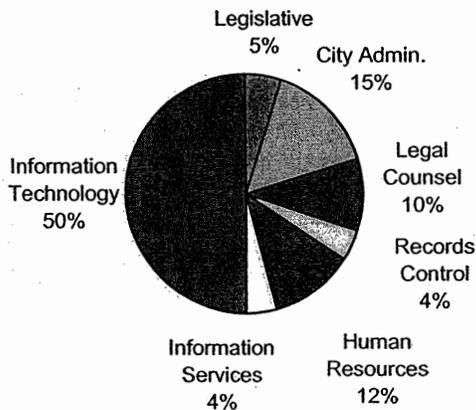
NOTES

Overview:

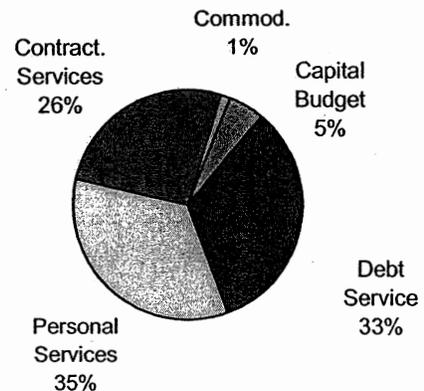
The 08/09 budget for the Administration Department is \$4,275,600. This represents 8% of the total City budget a 7% increase from last year's budget.

	06/07	07/08	07/08 Estimated	08/09	Percent Change From Budget	09/10 Estimate
PROGRAMS	Actual	Budget	Actual	Budget		
Legislative	80,098	76,700	85,200	169,500	121%	80,600
City Admin.	507,555	539,300	559,700	527,700	-2%	549,700
Legal Counsel	324,279	311,100	397,400	336,500	8%	346,500
Records Control	121,640	145,900	118,300	146,300	0%	151,400
Human Resources	322,461	346,900	354,100	399,600	15%	426,200
Information Services	131,289	159,600	130,000	140,800	-12%	144,400
Information Technology	639,578	845,400	832,100	832,900	-1%	946,300
Economic Develop.	2,375,412	1,586,400	1,714,400	1,722,300	9%	1,716,000
Programs Total	4,502,312	4,011,300	4,191,200	4,275,600	7%	4,361,100
EXPENDITURE CLASSIFICATION						
Personal Services *	1,334,312	1,358,800	1,400,600	1,458,500	7%	1,507,800
Contractual Services	1,098,670	902,700	1,062,200	1,123,100	24%	1,066,600
Commodities	66,556	61,600	46,200	59,600	-3%	60,100
Fixed Assets	-	-	-	-	-	-
Operating Budget Total	2,499,537	2,323,100	2,509,000	2,641,200	14%	2,634,500
Debt Service	1,466,300	1,424,400	1,424,400	1,424,400		1,424,400
Capital Budget	536,475	263,800	257,800	210,000	-20%	302,200
Expenditure Total	4,502,312	4,011,300	4,191,200	4,275,600	7%	4,361,100
SOURCE OF FUNDS						
General Fund	2,106,330	2,409,200	2,438,300	2,546,100	6%	2,622,900
2005A Debt Service Fd	321,100	321,100	321,100	321,100	0%	321,100
2006A&B Debt Serv Fd	1,145,200	1,103,300	1,103,300	1,103,300	0%	1,103,300
Uptown TIF Fund	766,648	5,000	155,800	122,000	2340%	125,000
Ill. Mun. Retirement Fund	163,034	172,700	172,700	183,100	6%	188,800
Source of Funds Total	4,502,312	4,011,300	4,191,200	4,275,600	7%	4,361,100
* Regular Salaries	1,046,047	1,028,600	1,052,800	1,057,300	3%	1,097,800
Other Personal Services	288,264	330,200	347,800	401,200	22%	410,000

**PROGRAMS
08/09 BUDGET**



**EXPENDITURE CLASSIFICATION
08/09 BUDGET**



ADMINISTRATION DEPARTMENT
ADMINISTRATION DEPARTMENT STAFF

	07/08	08/09	09/10
<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
Total Elected Officials	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	1.00	1.00
Human Resources Director	1.00	1.00	1.00
Director of Information Technology	1.00	1.00	1.00
Public Information Coordinator	1.00	1.00	1.00
Information Systems Coordinators	2.00	2.00	2.00
Senior Administrative Assistants	2.00	2.00	2.00
Human Resources Manager	1.00	1.00	1.00
Secretary-Police & Fire Commission	NA	NA	NA
Total Employees	12.00	12.00	12.00
Total Administration Department	12.00	12.00	12.00

Salary Expense:

Regular salaries in the Administration department are expected to equal \$1,057,300 for fiscal year 2008/09.

Staffing Changes:

Total full-time equivalents will remain the same. The City Manager retired under the early retirement incentive effective February 29, 2008.

Performance Measurements

Mission: Provide leadership that serves the needs of the community and enhances city operations.

	2004/05	2005/06	2006/07	2007/08 est.	2008/09 est.
<u>Administrative Adjudication*</u> :					
Number of Cases Prosecuted	36	583	950	950	950
Value of Fines Collected	\$2,245	\$89,960	\$200,000*	\$210,000	\$210,000
Average Cost per Cases to Process	\$128.45	\$40.00	\$30.40	\$30.00	\$30.00
Revenue over Expenditures Collected	(\$2,379.20)	\$70,130.97	\$198,873.58	\$200,000	\$200,000
<u>Liquor Licenses**:</u>					
Number of Violations	0	6	5	7	7
Number of Licenses Applied For	24	25	41	38	40
Number of Licenses Issued	24	25	41	38	40
Revenue Collected for Licenses	\$64,942	\$68,050	\$64,000	\$68,000	\$66,000
Revenue Collected for Fines	\$0	\$6,700	\$2,600	\$4,800	\$4,800
<u>Voter Registration:</u>					
Number of Registered Voters	26,000	25,000	25,272	25,300	25,500
Number of Early/Absentee Ballots	1,046	822	1,381	1,500	1,600
Percent of Eligible Voters Registered	91.2%	88%	89%	90%	90%
<u>City's Website^^:</u>					
Number of Inquiries	N/A	190	520	540	550
Number of Visits	N/A	2,356,379	5,520,298	6,766,575	7,048,457
Percent of Inquiries that are Responded to in 48 Hours	N/A	Over 90%	Over 90%	Over 90%	Over 90%
<u>Information Technology</u>					
<u>Workorders</u>					
Number of requests for assistance in 12 months		748^	1261	1300++	1300++
Percent of requests completed in 48 hours		93%	94%	94%	94%
<u>Other</u>					
Vehicular Accidents				1	
<u>Efficiency Measure:</u>					
Departmental budget per capita	\$52.87	\$137.24	\$119.19	\$110.95	\$113.19

* Administrative Adjudication – FY 2004/05 shows two months of data. Added overweight truck violations to program in 2006/07.

** Liquor Licenses – There were no sting operations in FY 2004/05.

^ IT Workorders – represent 23 weeks since implementation.

++ IT Workorders – modest increases since user training has resulted in fewer workorders

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

Commentary

The Administration Department continued to improve the Administrative Adjudication Process by adding a collections process and contracting with Professional Account Management, LLC to provide the service. This process has already resulted in over \$60,000 in past due fines being collected.

A new hearing officer was hired in 2007 to replace the former hearing officer who became a judge. It appears that the number of cases has begun to level off at 950 cases per year.

Park Ridge continues to serve as a site for early voting. This year 1,500 voters voted early or absentee. Feedback on the process continues to be favorable.

The City's new website has been well received with the number of visitors continuing to increase. We continue to look for ways to communicate information to the public using the website.

ADMINISTRATION DEPARTMENT

OVERALL ACCOMPLISHMENTS AND OBJECTIVES

GENERAL SUMMARY

GOAL – Provide leadership that serves the needs of the community.**2007/08 Accomplishments:**

- Provided support for the Mayor and City Council and assisted with changes in committee structure in light of reduced size of City Council.
- Continued to implement redevelopment agreement for Target Area 2.
- Implemented City Commons Project around the Library.
- Respond to inquiries about potential development outside of Target Area II.
- Negotiated Sales Tax Rebate Agreement with the Napleton Auto Group.
- Conducted the ICMA National Citizen Survey.
- Conducted Strategic Planning session with the City Council

2008/09 Objectives:

- Provide support for the Mayor and City Council.
- Work with PRC on final completion of Target Area 2 – Phase 3 and help facilitate the redevelopment of former Napleton Cadillac property.
- Provide for a smooth transition to a new City Manager

GOAL – Provide leadership that enhances city operations and promotes the accomplishment of citywide goals.**2007/08 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 collections process; heard 950 cases).
- Incorporated strategic goals into a business plan for the City.
- Hired new Public Works and Community Development Directors and several other positions that were the result of the early retirement incentive offered.

2008/09 Objectives:

- Facilitate input from city employees on improvements to the organization and provide regular opportunities for communication and for providing information.
- Work with new City Council on reviewing the results of the citizen survey and setting clear direction for the organization.

GOAL – Augment record keeping procedures of City Council proceedings and official documents.**2007/08 Accomplishments:**

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

2008/09 Objectives:

- Provide high quality voter education and services
- Maintain official City files and index for easy retrieval.

GOAL – Human Resources – To Enhance Employee Experience.**2007/08 Accomplishments:**

- Successfully negotiated a 4-year union contract with the IAFF.
- Commenced negotiations with IUOE Local 150 for a successor union contract in Public Works.
- Coordinated the recruitment process for a new Director of Community Preservation and Development.
- Coordinated and commenced a third-party independent compensation and classification study to address unrepresented employees to be completed in May of 2008.
- Coordinated the process to develop new two-year promotional lists for the positions of Police Sergeant, Fire Lieutenant and Fire Battalion Chief.
- Implemented and coordinated City-wide quarterly supervisory training for all supervisors beginning in the fall.

2008/09 Objectives:

- Negotiate Fraternal Order of Police union contract and Illinois Council of Police union contract.
- Evaluate the internal and external integrity of the pay plan.
- Continue quarterly leadership training aimed at developing manager and supervisory skill sets.
- Coordinate new two-year entry level eligibility tests for the positions of Patrol Officer and Firefighter/Paramedic.

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.

2007/08 Accomplishments:

- Provided citizens with timely information through all communication vehicles and provided citizens with opportunities to give input through various means including a citizen survey, Town Hall meetings, comment forms, website, response forms, etc.
- Coordinated citizen survey. Weighed citizen input to improve provision of future communications materials.
- Implemented Intranet to better communicate internally with employees.
- Assisted Mayor and City departments in the development of informational materials; coordinated various intergovernmental projects, including the Clinical Government class.
- Actively participated in the NWMC Government Communicators Committee and 3CMA.

2008/09 Objectives:

- Communicate with City Council, staff, and residents on the progress of Target Area 2 and other redevelopment projects.
- Produce 6 issues of the Spokesman and a special issue upon completion of Target Area 2.
- Provide support to the Public Arts Commission.

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

2007/08 Accomplishments:

- Evaluated and developed an implementation plan for field inspections.
- Increased the efficiency, redundancy and security of network infrastructure by replacing and upgrading network routers and switches and network programming
- Worked with other departments on evaluation and implementation of technology projects such as Intranet, parking ticket outsourcing, digital camera systems and business database.

2008/09 Objectives:

- Evaluate and implement a replacement Tree Inventory system.
- Upgrade the city wide Microsoft Office Suite from version 2000 to version 2007 including installation and training
- Continue collaborative efforts with departmental technology programs

GOAL – Economic Development

2007/08 Accomplishments:

- Distributed the Annual Business Retention Report utilizing interviews from over 70 businesses.
- Coordinated efforts to establish the Uptown group, P.R.O.U.D., to become an Illinois Main Street Community
- Retained consultants and have begun the planning process for Higgins Corridor
- Partnered with local organizations to begin a Visitor Destination program aimed at the Rosemont Convention groups
- Continue to work with state and federal officials in locating new funding sources for improved transportation of our workforce

2008/09 Objectives:

- Host a Familiarization Tour
- Finalize plans and begin implementation specific to the Higgins Corridor and South Park areas.
- Determine strategy for redevelopment of Target Area 4.
- Continue pursuing transportation funding resources through IDOT and FHA
- Complete IL Main Street application process

**ADMINISTRATION DEPARTMENT
LEGISLATIVE**

<u>NOTES</u>	06/07		07/08		07/08		08/09		Percent Change	
	Actual	Budget	Actual	Estimated	Budget	Budget	From Budget	Estimate	09/10	
<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 (\$2,500), Northwest Municipal Conference (\$17,500).</p> <p><u>Recruiting & Testing:</u> FY 07/08: Professional search firm to seek new City Manager.</p> <p><u>Training:</u> Includes \$1,800 for lobbying trip to Washington D.C.</p> <p><u>Gen. Contract Svcs.:</u> FY 08/09 budget includes \$7,000 for strategic planning session with City Council and \$10,000 for Vision 2025. Also, includes \$75,000 for audit of police department.</p> <p><u>Materials:</u> Includes copier (\$1,200), copy paper (\$1,000), plaques & recognition gifts (\$1,200).</p>	Personal Services									
	1001011910000	Regular Salaries	41,399	34,000	27,800	32,500	-4%	33,000		
	1001011915200	Overtime	1,158	900	300	500	-44%	500		
	1001011921000	Insurance	2,783	3,400	2,700	3,400	0%	3,500		
	2066050949100	FICA & IMRF Pmts.	4,298	4,000	4,000	5,100	28%	5,200		
	Personal Services Total		49,637	42,300	34,800	41,500	-2%	42,200		
	Contractual Services									
	1001011947400	Membership Dues	20,942	20,000	20,000	21,400	7%	21,400		
	1001011943100	Recruiting & Testing			14,000					
	1001011943700	Training	3,343	5,000	5,000	5,000	0%	6,000		
	1001011948500	Gen. Contract. Svcs.	1,660	3,900	3,800	95,600	2351%	5,000		
	Contractual Services Total		25,945	28,900	42,800	122,000	322%	32,400		
	Commodities									
	1001011952000	Materials	4,516	5,500	7,600	6,000	9%	6,000		
	Commodities Total		4,516	5,500	7,600	6,000	9%	6,000		
Operating Budget Total		80,098	76,700	85,200	169,500	121%	80,600			
Legislative Total		80,098	76,700	85,200	169,500	121%	80,600			
<u>Ongoing Programs:</u>										
<ul style="list-style-type: none"> • Hold City Council meetings on the first and third 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>	06/07		07/08	07/08	08/09	Percent	09/10	
	Actual	Budget	Budget	Estimated Actual	Budget	Change From Budget	Estimate	
<p>Gen. Cont. Svcs: Includes various items such as postage, copier and Dictaphone maintenance and membership dues.</p> <p>Materials: Includes copier usage expense and portion of the copier lease payment.</p>	Personal Services							
	1001021910000	Regular Salaries	374,414	385,000	397,500	374,300	-3%	389,300
	1001021915200	Overtime	2,080	2,000	600	1,500	-25%	2,000
	1001021921000	Insurance	31,798	39,700	51,600	39,100	-2%	40,500
	1001021921099	Workers Comp	1,400	1,700	2,000	2,100	24%	2,300
	2066050949100	FICA & IMRF Pmts.	56,732	61,400	61,400	62,800	2%	64,900
	Personal Services Total		466,424	489,800	513,100	479,800	-2%	499,000
	Contractual Services							
	1001021940100	Telecommunications	8,669	8,800	12,600	9,000	2%	7,500
	1001021943700	Training	8,689	13,000	8,800	11,500	-12%	13,000
1001021948500	Gen. Contract. Svcs.	7,854	9,000	8,000	10,000	11%	10,500	
	Vehicle Maintenance	8,022	8,500	9,000	8,300	-2%	8,600	
Contractual Services Total		33,234	39,300	38,400	38,800	-1%	39,600	
Commodities								
1001021952000	Materials	6,097	8,000	6,000	7,500	-6%	8,000	
Commodities Total		6,097	8,000	6,000	7,500	-6%	8,000	
Operating Budget Total		505,755	537,100	557,500	526,100	-2%	546,600	
Capital								
1001021990400	Motor Equipment	1,800	2,200	2,200	1,600	-27%	3,100	
Capital Budget Total		1,800	2,200	2,200	1,600	-27%	3,100	
City Administration Total		507,555	539,300	559,700	527,700	-2%	549,700	

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>		06/07	07/08	07/08	08/09	Percent	09/10
		Actual	Budget	Estimated	Budget	Change From Budget	Estimate
<p><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.</p> <p><u>Gen. Contract. Svs.</u> Includes \$10,000 for Adjudicator</p>	Contractual Services						
	1001022942500 Spec Counsel-Corp.	228,309	230,000	260,000	250,000	9%	250,000
	1001022942501 Spec Counsel-Prosec.	23,897	24,000	23,900	24,000	0%	24,000
	1001022942502 Spec Counsel-Other	58,416	46,000	100,000	50,000	9%	60,000
	1001022947100 Court Costs		600				
	1001022948500 Gen. Contract. Svcs.	12,922	10,000	13,500	12,000	20%	12,000
	Contractual Services Total	323,544	310,600	397,400	336,000	8%	346,000
	Commodities						
	1001022952000 Materials	735	500	-	500	0%	500
	Commodities Total	735	500	-	500	0%	500
	Operating Budget Total	324,279	311,100	397,400	336,500	8%	346,500
	Legal Counsel Total	324,279	311,100	397,400	336,500	8%	346,500

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**

NOTES		06/07	07/08	07/08	08/09	Percent	09/10
		Actual	Budget	Estimated	Budget	Change From Budget	Estimate
Extra Help: Elections in Nov 2008 and Apr 2009. Printing: 2,000 New Resident Guides (\$2,200). Gen. Contract Svcs.: Sister City Dues & Hosting Expenses (\$1,000), Municipal Clerks of Illinois (\$100), Municipal Clerks N/NW (\$100), Inter. Institute of Municipal Clerks (\$200), Restore Book XIV Minutes (\$1,000). Materials: Acid free paper for minutes (\$150), ordinance books (\$300), presentation folders (\$300). Computer Replacement Fd.: Annual funding for replacement of the City Hall main copier.	Personal Services						
	1001023910000 Regular Salaries	48,787	51,800	45,600	53,000	2%	54,800
	1001023915000 Extra Help	3,516	2,200		2,200	0%	2,200
	1001023915200 Overtime	1,668	1,500	4,600	4,000	167%	4,000
	1001023921000 Insurance	9,143	11,300	8,800	11,200	-1%	11,600
	2066050949100 FICA & IMRF Pmts.	8,882	9,600	9,600	10,500	9%	10,800
	Personal Services Total	71,996	76,400	68,600	80,900	6%	83,400
	Contractual Services						
	1001023940100 Telecommunications	14,795	15,500	15,000	16,000	3%	16,000
	1001023940101 Telecomm. Maint.	8,909	11,500	7,500	11,500	0%	11,500
	1001023942400 Microfilming		500	-	500	0%	500
	1001023943700 Training	1,547	2,400	2,700	2,500	4%	2,500
	1001023947200 Postal Charges	8,000	13,800	2,500	13,600	-1%	13,900
	1001023947300 Printing	1,004	4,000	1,500	2,200	-45%	2,200
	1001023947500 Legal Notices	4,078	3,000	2,000	4,000	33%	4,000
	1001023948500 Gen. Contract. Svcs.	3,289	2,800	7,200	4,200	50%	4,400
	Contractual Services Total	41,622	53,500	38,400	54,500	2%	55,000
	Commodities						
	1001023952000 Materials	3,322	8,000	3,300	5,000	-38%	5,000
	Commodities Total	3,322	8,000	3,300	5,000	-38%	5,000
	Operating Budget Total	116,940	137,900	110,300	140,400	2%	143,400
	Capital						
	1001023990800 Computer Equipment	4,700	8,000	8,000	5,900	-26%	8,000
Capital Budget Total	4,700	8,000	8,000	5,900	-26%	8,000	
Records Control Total	121,640	145,900	118,300	146,300	0%	151,400	

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 XVIII.
- 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**

NOTES		06/07	07/08	07/08	08/09	Percent	09/10
		Actual	Budget	Estimated	Budget	Change From Budget	Estimate
<p>Early Retire Program: Cost of two years City provided medical insurance for three firefighters and one patrol officer.</p> <p>PSEBA: City required to provide lifetime medical insurance for firefighter disabled while on duty.</p> <p>Medical Exams: Includes flu shots, police, fire and public works pre-employment physicals.</p> <p>Recruiting & Testing: Recruitment and selection process for the city, including fire and police positions.</p> <p>Citywide Training: Computer Training (\$3,000) Gen. Contract. Svs. Includes Board of Fire & Police Comm. annual membership.</p> <p>Materials: General office supplies and service recognition awards. Also includes funding for employee events throughout the year.</p>	Personal Services						
	1001024910000 Regular Salaries	186,792	163,900	167,300	170,500	4%	177,300
	1001024915000 Extra Help		2,000		2,000	0%	2,000
	1001024921000 Insurance	23,404	22,700	30,600	22,400	-1%	23,200
	1001024921010 Early Retire. Program		10,000	25,900	69,000	590%	69,000
	1001024921010 PSEBA			16,700	18,300		18,300
	2066050949100 FICA & IMRF Pmts.	27,698	29,100	29,100	31,200	7%	32,200
	Personal Services Total	237,894	227,700	269,600	313,400	38%	322,000
	Contractual Services						
	1001024940100 Telecommunications	1,638	1,500	700	1,500	0%	1,500
	1001024942700 Medical Exams	24,918	25,000	16,000	25,000	0%	26,000
	1001024943100 Recruiting & Testing	27,022	25,000	36,100	25,000	0%	26,000
	1001024943200 Tuition Reimbursemnt	(300)		(700)			
	1001024943700 Training	6,435	7,000	3,300	6,000	-14%	7,000
	1001024943701 Citywide Training		15,000	7,000	3,000	-80%	18,000
	1001024948500 Gen. Contract. Svcs.	10,985	30,700	8,600	10,700	-65%	10,700
	Contractual Services Total	70,698	104,200	71,000	71,200	-32%	89,200
	Commodities						
	1001024952000 Materials	13,869	15,000	13,500	15,000	0%	15,000
	Commodities Total	13,869	15,000	13,500	15,000	0%	15,000
Operating Budget Total	322,461	346,900	354,100	399,600	15%	426,200	
Human Resources Total	322,461	346,900	354,100	399,600	15%	426,200	
Ongoing Programs:							
<ul style="list-style-type: none"> • 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		06/07	07/08	07/08	08/09	Percent	09/10
		Actual	Budget	Estimated	Budget	Change From Budget	Estimate
Membership Dues: Membership in 3CMA, the City-County Commun. & Mrktg. Assoc. Training: 3CMA Annual Conf.; technical seminars. Postal Charges: Includes 6 issues of <i>Spokesman</i> and special mailings at the bulk rate Gen. Contract Svcs.: Six issues of the <i>Spokesman</i> , Web site support, Special color issue (\$6,550), Materials: Includes newspaper subscriptions, paper, film, film developing, and color printer cartridges.	Personal Services						
	1001026910000 Regular Salaries	68,446	60,700	59,800	62,800	3%	65,300
	1005031915000 Extra Help	327					
	1001026915200 Overtime	194	200	1,100	200	0%	200
	1001026921000 Insurance	10,932	13,600	10,500	13,400	-1%	13,900
	2066050949100 FICA & IMRF Pmts.	12,703	10,700	10,700	11,400	7%	11,900
	Personal Services Total	92,602	85,200	82,100	87,800	3%	91,300
	Contractual Services						
	1001026947400 Membership Dues	350	500	500	500	0%	500
	1001026943700 Training	1,614	1,600	1,600	1,900	19%	2,000
	1001026947200 Postal Charges	11,660	16,000	14,100	14,000	-13%	14,000
	1001026948500 Gen. Contract. Svcs.	24,339	55,200	31,000	35,200	-36%	35,200
	Contractual Services Total	37,963	73,300	47,200	51,600	-30%	51,700
	Commodities						
	1001026952000 Materials	724	1,100	700	1,400	27%	1,400
Commodities Total	724	1,100	700	1,400	27%	1,400	
Operating Budget Total	131,289	159,600	130,000	140,800	-12%	144,400	
Information Services Total	131,289	159,600	130,000	140,800	-12%	144,400	

Ongoing Programs:

- Produce six issues of the *Spokesman* plus a special issue on Uptown.
- 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.

**ADMINISTRATION DEPARTMENT
INFORMATION TECHNOLOGY**

<u>NOTES</u>	06/07		07/08		08/09		Percent Change	
	Actual	Budget	Actual	Estimated	Budget	from Budget	09/10 Estimate	
<p><u>Extra Help:</u> Intern – have shifted some work formerly outsourced</p> <p><u>Data Processing Svcs.:</u> Includes payroll, tax filing, and HR and online hiring module.</p> <p><u>Telecommun.:</u> Includes T1 lines for WAN support</p> <p><u>Gen. Contract Svcs.:</u> More than modest increase due to the addition of several new programs such as Intranet, and business database.</p> <p><u>Computer Equipment:</u> 08/09: Capital project and contribution to the Computer Replacement Fund. See p. 234 and 278 for more information.</p>	Personal Services							
	1001025910000	Regular Salaries	230,337	233,900	237,800	241,600	3%	251,300
	1001025915000	Extra Help	302	1,000	1,400	2,400	140%	
	1001025921000	Insurance	27,230	34,000	26,200	33,500	(1%)	34,700
	2066050949100	FICA & IMRF Pmts.	36,675	40,500	40,500	43,300	7%	44,500
		Personal Services Total	294,544	309,400	305,900	320,800	4%	330,500
	Contractual Services							
	1001025940100	Telecommunications	13,072	10,500	24,100	12,000	14%	12,000
	1001025941100	Consulting Services	5,000	5,000	-	5,000	0%	5,000
	1001025941700	Data Process. Svcs.	40,382	52,000	70,000	54,000	4%	56,000
	1001025943700	Training	5,023	7,000	6,000	6,000	(14%)	7,000
		Vehicle Maintenance	1,337	1,400	1,500	1,400	0%	1,500
	1001025948500	Gen. Contract. Svcs.	150,811	190,000	162,000	214,000	13%	226,000
		Contractual Services Total	215,625	265,900	263,600	292,400	10%	307,500
	Commodities							
	1001025952000	Materials	36,909	16,500	15,000	17,200	4%	17,200
		Commodities Total	36,909	16,500	15,000	17,200	4%	17,200
		Operating Budget Total	547,078	591,800	584,500	630,400	7%	655,200
	Capital							
	1001025990400	Motor Equipment	200	300	300	300	0%	500
1001025990800	Computer Equipment	92,300	253,300	247,300	202,200	(20%)	290,600	
	Capital Budget Total	92,500	253,600	247,600	202,500	(20%)	291,100	
	Information Tech. Total	639,578	845,400	832,100	832,900	(1%)	946,300	

Ongoing Programs:

- 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 according to the information technology plan and replacement policy.
- 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**

	06/07	07/08	07/08	08/09	Percent	09/10
	Actual	Budget	Estimated	Budget	Change	Estimate
					From	
					Budget	
Personal Services						
1001027910000 Regular Salaries	95,873	99,300	100,300	104,300	5%	108,500
1005031915000 Extra Help	152					
1001027921000 Insurance	9,143	11,300	8,800	11,200	(1%)	11,600
2066050949100 FICA & IMRF Pmts.	16,046	17,400	17,400	18,800	8%	19,300
Personal Services Total	121,214	128,000	126,500	134,300	5%	139,400
Contractual Services						
1001027940100 Telecommunications		1,500	800	1,200	(20%)	1,200
1001027943700 Training	6,485	6,000	300	4,000	(33%)	4,500
1001027943704 Conf - Mktg/Promotion:	3,833	5,000	3,400	5,900	18%	6,000
2041027943704 Conf - Mktg/Promotion:	220		300	17,000		20,000
1001027947200 Postal Charges		1,000	500	500	(50%)	500
1001027947400 Membership Dues	1,895	1,500	1,500	3,000	100%	3,000
1001027948504 Marketing Promotions	339	6,000	900	20,000	233%	5,000
1001027948500 Gen. Contract. Svcs.	8,314	6,000	200	5,000	(17%)	5,000
2041027948500 Gen. Contract. Svcs.	328,953		155,500	100,000		100,000
Contractual Services Total	350,039	27,000	163,400	156,600	480%	145,200
Commodities						
1001027952000 Materials	384	2,000	100	2,000	0%	2,000
2041027952000 Materials		5,000		5,000	0%	5,000
Commodities Total	384	7,000	100	7,000	0%	7,000
Operating Budget Total	471,637	162,000	290,000	297,900	84%	291,600
Debt Service						
3066110981000 Bond Prin. & Int.	321,100	321,100	321,100	321,100	0%	321,100
xxx6110983000 Bond Prin. & Int.	1,145,200	1,103,300	1,103,300	1,103,300	0%	1,103,300
Debt Service Total	1,466,300	1,424,400	1,424,400	1,424,400	0%	1,424,400
Capital Budget						
2041027998000 Land Improvement	437,475					
Capital Budget Total	437,475					
Economic Development Total	2,375,412	1,586,400	1,714,400	1,722,300	9%	1,716,000

TIF – Conf -
Marketing
Promotions:
2008/09:
Familiarization
tour of Uptown in
the fall for hotel
general managers
(\$2,000). City
match funding for
PROUD
(\$15,000).

Debt Service:
08/09: \$321,100
for series 2005A
and \$1,103,300
for series 2006 A
& B (funds
308309. See
pages 282 – 285.

Ongoing Programs:

- Continue with the façade improvement program.
- Act as the City's liaison to the Chamber of Commerce, Chicago Metropolitan Area Planning Organization (CMAP), Lambda Alpha, PROUD, 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.

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COMMUNITY AND CIVIC SERVICES DEPARTMENT

Departmental Page References

Program	Page Number
Community Support	89
Transportation	90

MISSION STATEMENT

The overall mission of the Cultural and Civic Services program is to provide educational and recreational services reflective of the needs and desires of the citizens of Park Ridge.

Community Support: To assure that youth and senior citizens of Park Ridge have adequate services and activities, to assist in providing an annual summer concert series and to assist in providing a facility to learn about the history of the community.

Transportation: To provide public transportation alternatives for all citizens and to provide subsidized personal transportation for senior citizens.

COMMUNITY AND CIVIC SERVICES

COMMUNITY AND CIVIC SERVICES STAFF

	07/08	08/09	09/10
<i>By Position:</i>	<i>FTE</i>	<i>FTE</i>	<i>FTE</i>
Social Worker	0.10	0.10	0.10
Community Service Officer		0.10	0.10
CSO Manager	0.10	0.00	0.00
Total Community & Civic Services	0.20	0.20	0.20

Salary Expense:

Regular salaries for Community Services are expected to equal \$10,900 for fiscal year 2008/09.

Staffing Changes:

Total full-time equivalents will remain the same.

COMMUNITY AND CIVIC SERVICES DEPARTMENT

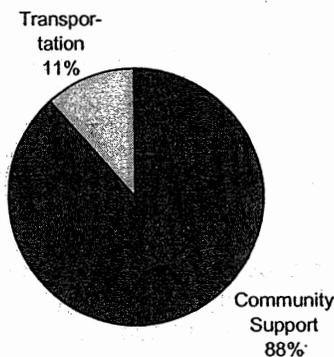
BUDGET SUMMARY

NOTES

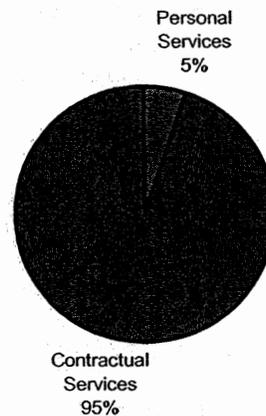
Overview:
The 08/09 budget for Community and Civic Services is \$265,900. This is 1% of the total City budget and a 19% decrease from the previous year. The decrease is because the City is no longer renting property for the Brickton Art Center.

PROGRAMS	06/07 Actual	07/08 Budget	07/08 Estimated Actual	08/09 Budget	Percent Change From Budget	09/10 Estimate
Community Support	269,546	293,000	244,800	235,100	-20%	235,400
Transportation	32,645	35,000	33,200	30,800	-12%	31,100
Programs Total	302,191	328,000	278,000	265,900	-19%	266,500
EXPENDITURE CLASSIFICATION						
Personal Services *	16,310	17,300	17,300	13,900	-20%	14,500
Contractual Services	285,881	310,700	260,700	252,000	-19%	252,000
Commodities	-	-	-	-		-
Fixed Assets	-	-	-	-		-
Operating Budget Total	302,191	328,000	278,000	265,900	-19%	266,500
Debt Service	-	-	-	-		-
Capital Budget	-	-	-	-		-
Expenditure Total	302,191	328,000	278,000	265,900	-19%	266,500
SOURCE OF FUNDS						
General Fund	299,899	325,600	275,600	264,000	-19%	264,400
Ill. Mun. Retirement Fund	2,292	2,400	2,400	1,900	-21%	2,100
Source of Funds Total	302,191	328,000	278,000	265,900	-19%	266,500
* Regular Salaries						
	13,024	13,800	13,900	10,900	-21%	11,300
Other Personal Services						
	3,286	3,500	3,400	3,000	-14%	3,200

**PROGRAMS
08/09 BUDGET**



**EXPENDITURE CLASSIFICATION
08/09 BUDGET**



COMMUNITY AND CIVIC SERVICES DEPARTMENT

OVERALL ACCOMPLISHMENTS AND OBJECTIVES

GENERAL SUMMARY

GOAL – To support various civic, cultural and social service activities within Park Ridge.

To accomplish this goal, funding is provided to the following organizations:

Concerts:

Civic Orchestra: The Park Ridge Civic Orchestra conducts five classical music concerts at the Pickwick Theatre each season. The concerts acquaint patrons with the great composers and present them in a local venue.

Fine Arts Society: The Park Ridge Fine Arts Society holds summer concerts scheduled weekly beginning the last Friday in June. The programs cover the entire musical gamut including a big band sound, jazz, opera, Viennese waltz, and Broadway show tunes.

Youth Services:

Teen Center: The Center is open Thursday, Friday and Saturday evenings from 7 to 11 PM with an average attendance of 50 to 70 teens per night. The Center is staffed with four supervisors each evening. It provides a positive and unstructured recreation experience for youth, while at the same time putting very clear limits on their behavior.

Youth Commission: The Youth Commission provides a forum for public discussion of topics related youth activities; recommends appropriate action to elected officials for services and activities relating to the youth; acts as an ombudsman for youth; and facilitates the coordination of various youth groups.

Community Health Commission: Among other issues, the Commission will educate the community about drugs, alcohol, and substance abuse in the hope of eventually reducing its usage.

Maine Center for Mental Health: Behavioral health center offering mental health and substance abuse services.

Senior Services:

Center of Concern: The Center is a non-profit, multi-purpose social service agency that assists individuals in a supportive and confidential atmosphere. The primary objective of the Center is to assist those in crisis and follow up with such services that are beneficial for the clients.

Meals on Wheels: This organization delivers meals to elderly and disabled persons who are unable to prepare their own meals.

Park Ridge Senior Center: This seven days a week drop in Center provides a variety of activities and services for older adults in the Park Ridge area. The Center provides social, recreational and educational opportunities, encourages volunteer participation, addresses matters of personal health and well-being, and offers social service assistance. The Center averages 3,500 contacts per month.

Rainbow Hospice: Rainbow Hospice enables people to live with dignity and hope while coping with loss and the end of life.

Historical Services:

Park Ridge Historical Society: The Park Ridge Historical Society collects and preserves materials and relics of history concerning the Park Ridge area, disseminates and provides access to historical information and promotes knowledge and pride in the accomplishments and heritage of our citizens.

Cultural Arts:

Cultural Arts Council: The Cultural Arts Council's mission is to serve as a creative resource for the active promotion, coordination and support of cultural arts activities for the Park Ridge community. The cultural arts include, but are not limited to, the visual arts (e.g. painting, sculpture, photography) and the performing arts (e.g. theater, music, dance).

Brickton Gallery and Art Center: The mission of the Brickton Gallery and Art Center is to support and enhance art education, art appreciation and opportunities for artistic expression in the community, thereby enriching the quality of life in the community.

Kalo Foundation: Sponsors educational seminars, exhibits, tours, publications and special events to increase awareness and appreciation of the arts and crafts created in Park Ridge.

COMMUNITY AND CIVIC SERVICES DEPARTMENT
COMMUNITY SUPPORT

<u>NOTES</u>		06/07	07/08	07/08	08/09	Percent	09/10
		Actual	Budget	Estimated Actual	Budget	Change From Budget	Estimate
<p><u>Youth Services:</u> 08/09: Maine Center for Mental Health new recipient organization.</p>	Personal Services						
	1001041910000 Regular Salaries	3,968	4,500	4,400	5,200	16%	5,400
	2066050949100 FICA & IMRF Pmts.	764	800	800	900	13%	1,000
	Personal Services Total	4,732	5,300	5,200	6,100	15%	6,400
<p><u>Cultural Arts:</u> 06/07: Includes one-time \$16,000 gift toward the renovation of the Camp Fire Girls Fountain at Hodges Park. 08/09: Kalo Foundation new recipient organization.</p>	Contractual Services						
	1001041945200 Real Property Rental	42,420	53,700	23,600			
	1001041946100 Concerts	30,000	30,000	30,000	30,000	0%	30,000
	1001041948600 Youth Services	28,524	57,500	36,000	47,500	-17%	47,500
	1001041948700 Senior Services	115,500	115,500	115,500	115,500	0%	115,500
	1001041948800 Historical Services	10,000	10,000	10,000	10,000	0%	10,000
	1001041948801 Cultural Arts	38,370	18,000	24,500	23,000	28%	23,000
	1001041948802 Special Events		3,000		3,000	0%	3,000
	Contractual Services Total	264,814	287,700	239,600	229,000	-20%	229,000
	Operating Budget Total	269,546	293,000	244,800	235,100	-20%	235,400
Community Services Total	269,546	293,000	244,800	235,100	-20%	235,400	

<u>Account</u>	<u>Organization</u>	<u>Amount</u>
Concerts	Fine Arts Society	\$15,000
Concerts	Civic Orchestra	\$15,000
Youth Services	Teen Center	\$25,000
Youth Services	Youth Commission	\$ 5,000
Youth Services	Community Health Commission	\$10,000
Youth Services	Maine Center for Mental Health	\$ 7,500
Senior Services	Senior Center	\$40,000
Senior Services	Center of Concern	\$62,500
Senior Services	Meals on Wheels	\$ 8,000
Senior Services	Rainbow Hospice	\$ 5,000
Historical Services	Historical Society	\$10,000
Cultural Arts	Cultural Arts Council	\$ 5,500
Cultural Arts	Brickton Arts Center	\$12,500
Cultural Arts	Kalo Foundation	\$ 5,000

**COMMUNITY AND CIVIC SERVICES DEPARTMENT
TRANSPORTATION**

NOTES			06/07	07/08	07/08	08/09	Percent	09/10
			Actual	Budget	Estimated	Budget	Change From Budget	Estimate
Regular Salaries: 08/09: Different employee assigned to these duties.	Personal Services							
	1001044910000	Regular Salaries	9,056	9,300	9,500	5,700	-39%	5,900
	1001044921000	Insurance	994	1,100	1,000	1,100	0%	1,100
	2066050949100	FICA & IMRF Pmts	1,528	1,600	1,600	1,000	-38%	1,100
	Personal Services Total		11,578	12,000	12,100	7,800	-35%	8,100
	Contractual Services							
	1001044945400	Taxi Subsidy	21,067	23,000	21,100	23,000	0%	23,000
	Contractual Services Total		21,067	23,000	21,100	23,000	0%	23,000
	Operating Budget Total		32,645	35,000	33,200	30,800	-12%	31,100
	Transportation Total		32,645	35,000	33,200	30,800	-12%	31,100
Ongoing Program:								
<ul style="list-style-type: none"> A City taxi subsidy of \$1.50 per ride is offered through the local taxicab company for all disabled residents and senior citizens. Taxi subsidy excludes rides to airports. 								

COMMUNITY PRESERVATION & DEVELOPMENT

Departmental Page References

Program	Page Number
CPD Administration	98
Planning	99
Development Review	100
Zoning Administration	101
Building Code Enforcement	102
Environ. Health-Neighborhood	103
Environ. Health-Business	104
Business District Support	105

MISSION STATEMENT

The overall mission of the Community Preservation and Development department is to preserve and develop the physical and economic environment of Park Ridge so as to enhance its character as an attractive, well planned, high quality residential community.

Administration: To oversee the various functions within the Community Preservation and Development Department so as to preserve and enhance the character of the City.

Planning: To preserve and enhance the character of the City through the preparation and administration of a comprehensive plan.

Development Review: To evaluate development proposals to ensure the conformance with City standards.

Zoning Administration: To ensure compliance with the Park Ridge Zoning Ordinance in order to control the use of land and maintain community development standards.

Building Code Enforcement: To enforce the building codes in order to maintain quality construction, ensure building safety and improve property values.

Environmental Health - Neighborhood: To protect and maintain the health, safety, comfort and well-being of the residents by controlling the environmental quality in Park Ridge.

Environmental Health - Business: To prevent disease and injury from the operation of commercial buildings and institutions and the products and services provided and contained therein.

Business District Support: To enhance the local business environment consistent with maintaining the economic and fiscal vitality of the City.

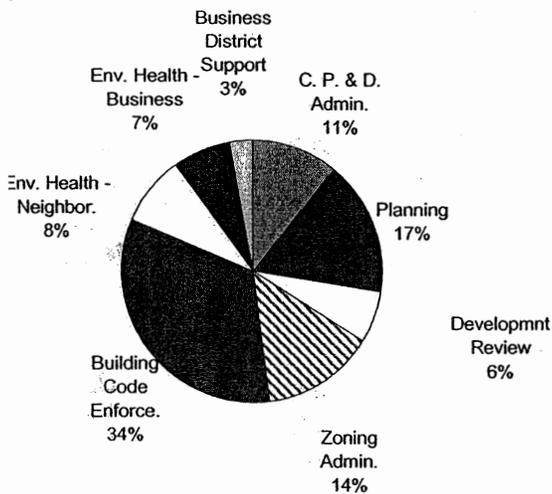
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COMMUNITY PRESERVATION & DEVELOPMENT

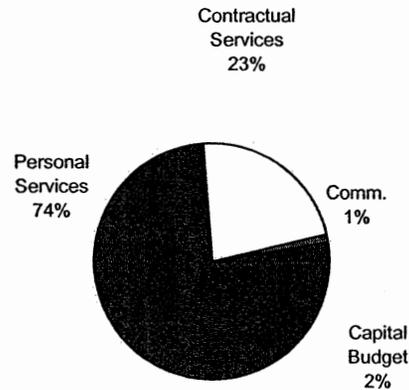
BUDGET SUMMARY

NOTES	06/06	07/08	07/08	08/09	Percent	09/10	
	Actual	Budget	Estimated	Budget	Change From Budget	Estimate	
Overview: The 08/09 budget for Community Preservation and Development is \$1,689,700. This represents 3% of the total City budget and a 21% decrease from last year's budget.	PROGRAMS						
	C. P. & D. Admin.	198,985	202,800	196,300	180,800	-11%	186,300
	Planning	310,632	303,600	295,600	282,200	-7%	300,400
	Developmnt Review	119,284	125,400	99,400	107,400	-14%	111,600
	Zoning Admin.	219,295	237,400	224,900	243,200	2%	255,400
	Building Code Enforce.	609,454	630,500	606,400	563,500	-11%	588,800
	Env. Health - Neighbor.	122,895	142,400	132,400	141,800	0%	152,300
	Env. Health - Business	114,118	123,500	116,200	123,000	0%	128,300
	Business District Support	416,049	373,800	93,000	47,800	-87%	84,300
	Programs Total	2,110,712	2,139,400	1,764,200	1,689,700	-21%	1,807,400
	EXPENDITURE CLASSIFICATION						
	Personal Services *	1,273,840	1,358,500	1,277,500	1,247,100	-8%	1,298,500
	Contractual Services	772,685	716,400	422,500	383,200	-47%	438,700
	Commodities	15,720	17,800	17,500	18,200	2%	18,800
	Fixed Assets	-	-	-	-	-	-
	Operating Budget Total	2,062,245	2,092,700	1,717,500	1,648,500	-21%	1,756,000
	Debt Service	-	-	-	-	-	-
	Capital Budget	48,467	46,700	46,700	41,200	-12%	51,400
	Expenditure Total	2,110,712	2,139,400	1,764,200	1,689,700	-21%	1,807,400
	SOURCE OF FUNDS						
General Fund	1,586,754	1,766,100	1,590,900	1,525,300	-14%	1,633,100	
Uptown TIF Fund	364,076	200,000	-	-	-	-	
Ill. Mun. Retirement Fund	159,882	173,300	173,300	164,400	-5%	174,300	
Source of Funds Total	2,110,712	2,139,400	1,764,200	1,689,700	-21%	1,807,400	
* Regular Salaries	964,972	984,100	955,300	898,100	-9%	934,100	
Other Personal Services	308,868	374,400	322,200	349,000	-7%	364,400	

**PROGRAMS
08/09 BUDGET**



**EXPENDITURE CLASSIFICATION
08/09 BUDGET**



COMMUNITY PRESERVATION & DEVELOPMENT**COMMUNITY PRESERVATION & DEVELOPMENT STAFF**

	07/08	08/09	09/10
<i>By Position:</i>	<i>FTE</i>	<i>FTE</i>	<i>FTE</i>
Director of Community Development	1.00	1.00	1.00
Assistant Director of Comm. Dev.	1.00	1.00	1.00
Building Coordinator	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00
Plans Examiner/Electrical Inspector	1.00	1.00	1.00
Environmental Health Officers	2.00	2.00	2.00
Engineering Technician	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00
Plans Examiner/Plumbing Inspector	1.00	0.50	0.50
Zoning Coordinator	1.00	1.00	1.00
Administrative Assistants	3.00	3.00	3.00
Zoning Enforcement Officer	1.00	1.00	1.00
Total Community Development	15.00	14.50	14.50

Salary Expense:

Regular salaries in the Community Preservation and Development department are expected to total \$898,100 for fiscal year 2008/09.

Staffing Changes:

In FY 07/08, the Community Development Director and Assistant Director accepted an early retirement incentive and retired. The Senior Planner was promoted to Assistant Director. As part of the early retirement incentive program, the full-time Plans Examiner/Plumbing Inspector position was made part-time.

Performance Measurements

Mission: Preserve and develop the physical and economic environment of the City so as to enhance its character as an attractive, well-planned, high quality residential community.

Objectives: Decrease time to process permits.
Respond to complaints within 24 hours.
Increase number of inspections.

(Calendar Year)	2004	2005	2006	2007	2008 est.
Output Measures:					
<i>Planning & Development Review:</i>					
Variations	11	16	22	14	20
Special Uses	5	4	6	3	4
Text Amendments	0	2	1	1	2
Map Amendments	1	3	1	1	3
<i>Zoning:</i>					
Real Estate Transfers (calendar year)	1,491	1,413	1,278	1,117	1,300
<i>Building Code Enforcement:</i>					
Building Permits Issued (calendar year)	2,910	2,912	3,000	2,574	2,600
Building Permit Inspections	8,759	9,909	12,085	9,764	10,000
<i>Environmental Health (2 inspectors):</i>					
Neighborhood Inspections (calendar year)	2,543	2,945	3,595	1,795	1,800
Business Establishment Inspections (calendar year)	662	813	789	800	800
<i>Other:</i>					
Complaints (calendar year)	1,237	1,556	1,798	1,276	1,500
Effectiveness Measures:					
Amount of Time to Process Permits	5.0	4.1	5.0	5.0	5.0
% of complaints responded to within 24 hours	95%	95%	95%	95%	95%
Efficiency Measure:					
Departmental budget per capita	\$50.73	\$173.59**	\$57.26	\$55.88	\$46.70

** 2005 includes debt repayment for uptown property purchase and excludes economic development expenses.

Commentary

The figures above reflect several general trends. Real estate transfers increased because of the sale of properties in the Uptown Target Area 2 redevelopment, as well as changes in the housing market. The number of building permits issued and building inspections performed reflects a slow down in construction activity primarily because of changes in the housing market. There was a decrease in the number of Environmental Health Neighborhood Inspections because of changes in staff in the Health Division.

COMMUNITY PRESERVATION & DEVELOPMENT DEPARTMENT**OVERALL ACCOMPLISHMENTS AND OBJECTIVES****GENERAL SUMMARY**

GOAL – Planning - Preserve and enhance the character of the City through the administration of a comprehensive plan, preparation of planning studies, evaluation of development proposals and enhancement of the business environment.

2007/08 Accomplishments:

- Advised the Planning and Zoning Commission, Appearance Commission and City Council on various development proposals in the community.
- Continue to implement and maintain the City's geographic information system (GIS).
- Continue to implement Uptown Redevelopment.
- Completed Dee Road Metra Station reconstruction.
- Finished the City Commons streetscape improvement project.

2008/09 Objectives:

- Continue to implement and maintain the City's geographic information system (GIS).
- Prepare plan for the Higgins Road Corridor.
- Administer the façade improvement program for businesses.
- Prepare an affordable housing plan.

GOAL – Building and Zoning - Enforce the building code and zoning ordinance to maintain a quality built environment and to improve property values.

2007/08 Accomplishments:

- Adopted a new Zoning Ordinance.
- Began sign inventory program.
- Maintained the Permits Plus Status Board on the City website.
- Modified and updated building permit documents and forms.
- Continued to improve the building permit review process by reassigning staff to be more effective.
- Continued to find and use temporary workers to provide un-interrupted front counter service during times when employees are on vacation, sick or are at training.
- Amended the Municipal Code to increase permit fees.
- Trained new employees to process exempt transfers and building permits.
- Continued to work with a computer programmer to maintain the Permits Plus software and to improve tracking reports. The system required major changes to accommodate the permit fee increases.
- Issued elevator certificates and invoiced the elevator-building owners using the new elevator database.
- Continued to complete all property transfers within 5 business days.

2008/09 Objectives:

- Complete all Building Permit plan reviews within 15 days.
- Implement and maintain the Zoning Ordinance, including a comprehensive amendment.
- Improve quality of zoning plan reviews and increase enforcement of zoning regulations.
- Continue to distribute the City construction newsletter to architects and builders.
- Process all permits to completion i.e. final inspection or Certificate of Occupancy.
- Ensure the renewal of all expired permits.
- Improve the inspection process by developing more inspectional forms and guides.
- Train and work towards having a department Certified Plans Examiner.
- Improve the building division workspace to increase efficiency.
- Amend a number of Municipal Code sections pertaining to building permits and construction standards.
- Continue the sign inventory of the City business districts.
- Complete all property transfers within 5-day business days.

COMMUNITY PRESERVATION & DEVELOPMENT DEPARTMENT
OVERALL ACCOMPLISHMENTS AND OBJECTIVES
GENERAL SUMMARY

GOAL – Health - Maintain the quality of residential neighborhoods through enforcement of the property maintenance and health codes and assure that businesses are sanitary, safe, and properly maintained.

2007/08 Accomplishments:

- Responded to the continued West Nile Virus epidemic with public education and on site testing and treatment of stagnant water areas for mosquito breeding.
- Conducted bi-annual inspections of all food establishments.
- Conducted annual inspections of tanning facilities, daycare establishments, massage establishments, dry cleaning establishments and laundry facilities, and body care establishments.
- Passed a resolution to recognize those restaurants that successfully received an 80% or above on two consecutive routine inspections.
- Opened eight (8) new and/or remodeled food establishments
- Conducted the annual survey of all commercial space in Park Ridge.
- Participated in the Community Medicine training course at Resurrection Family Practice Center by permitting physicians to shadow an environmental health officer for a day following a 1-2 hour review of the environmental health division programs.
- Conducted one (1) food service manager re-certification course. This course meets the Illinois Department of Public Health requirements.
- Completed the information packet for new food establishments when they receive their permit to operate.
- Environmental Health Officers have been cross-trained to do Zoning Ordinance enforcement. Environmental Health Officers made 1,795 inspections investigating 812 zoning complaints.
- Amended the Health Code regarding vicious dogs.
- Inspected the Farmers Market every Saturday and inspected the largest number of temporary food events in the history of Park Ridge.
- Revised the food service establishment inspection program to meet state standards.
- Implemented a new business license program for citywide use.

2008/09 Objectives:

- Promote the restaurant good sanitation honor roll.
- Conduct the annual survey of all commercial businesses in the City.
- Conduct annual inspections of tanning facilities, dry cleaning establishments and laundry facilities.
- Conduct annual inspections of all body care and massage therapy establishments.
- Conduct a food service manager's re-certification seminar in accordance with State requirements.
- Conduct inspections of all public swimming pools.
- Respond to all health related and property maintenance complaints and requests for service within 24 hours.
- Review and update emergency response plans for environmental health.
- Pass a resolution for a two-year sunset provision for all food service establishments to comply with state food service regulations.
- Implement monthly expired medicine drop-off program.
- Continue the mercury thermometer collection program.
- Develop a business occupancy permit.

COMMUNITY PRESERVATION & DEVELOPMENT
COMMUNITY PRESERVATION & DEVELOPMENT ADMINISTRATION

<u>NOTES</u>	06/07		07/08		08/09		Percent Change	
	Actual	Budget	Actual	Estimated	Budget	Budget	From	09/10 Estimate
<p><u>Extra Help:</u> Used for temporary help when administrative assistants are on vacation. Also, one day per week assistance and intern for summer sign inventory.</p> <p><u>Training:</u> Used for 3 administrative assistants.</p>	Personal Services							
	1004011910000 Regular Salaries	111,660	111,300	118,500	95,000	-15%	98,800	
	1004011915000 Extra Help	9,429	18,000	14,700	18,000	0%	18,500	
	1004011921000 Insurance	10,932	13,600	10,500	13,400	-1%	13,900	
	1004011921099 Workers Comp	3,407	6,400	3,400	3,400	-47%	2,900	
	2066050949100 FICA & IMRF Pmts.	17,765	19,100	19,100	17,400	-9%	19,400	
	Personal Services Total	153,193	168,400	166,200	147,200	-13%	153,500	
	Contractual Services							
	1004011940100 Telecommunications	13,411	14,500	14,500	14,500	0%	14,500	
	1004011943700 Training	743	600	-	600	0%	600	
	1004011943200 Tuition Reimburse.	2,980	4,600	-	1,800	-61%	-	
	1004011948500 Gen. Contract. Svcs.	19,370	8,000	6,500	9,000	13%	9,500	
	Vehicle Maintenance	1,337	1,400	1,500	1,400	0%	1,500	
	Contractual Services Total	37,841	29,100	22,500	27,300	-6%	26,100	
	Commodities							
1004011952000 Materials	7,751	5,000	7,300	6,000	20%	6,200		
Commodities Total	7,751	5,000	7,300	6,000	20%	6,200		
Operating Budget Total	198,785	202,500	196,000	180,500	-11%	185,800		
Capital								
1004011990400 Motor Equipment	200	300	300	300	0%	500		
Capital Budget Total	200	300	300	300	0%	500		
C. P. & D. Administration Total	198,985	202,800	196,300	180,800	-11%	186,300		

Ongoing Programs:

- Manage the department and the various program areas to achieve the objectives of the City.
- Encourage new approaches to departmental processes to better serve customers.

**COMMUNITY PRESERVATION & DEVELOPMENT
PLANNING**

<u>NOTES</u>		06/07	07/08	07/08	08/09	Percent	09/10
		Actual	Budget	Estimated	Budget	Change From Budget	Estimate
<p><u>Membership Dues:</u> Chicago Metropolitan Agency for Planning, American Planning Association membership, and Urban Land Institute memberships.</p> <p><u>Consulting Svcs.:</u> 08/09: \$25,000 to finish plan for Higgins corridor.</p> <p><u>Gen. Contract Svcs.:</u> Payment to consultant for GIS personnel costs.</p> <p><u>Capital:</u> 08/09: Geographic Info. System, see p. 232 more information.</p>	Personal Services						
	1004012910000 Regular Salaries	70,660	71,300	61,800	58,100	-19%	60,500
	1004012921000 Insurance	8,547	10,800	8,200	10,600	-2%	11,000
	2066050949100 FICA & IMRF Pmts.	11,270	12,200	12,200	10,600	-13%	11,000
	Personal Services Total	90,477	94,300	82,200	79,300	-16%	82,500
	Contractual Services						
	1004012947400 Membership Dues	4,670	6,000	2,000	5,500	-8%	6,000
	1004012943700 Training	1,015	4,000	600	3,000	-25%	4,200
	1004012941100 Consulting Services	77,449	40,000	72,300	40,000	0%	45,000
	1004012948500 Gen. Contract. Svcs.	94,797	113,000	93,700	110,000	-3%	115,000
	1006030949506 Contingencies		8,000	8,000	8,000	0%	8,000
	Contractual Services Total	177,931	171,000	176,600	166,500	-3%	178,200
	Commodities						
	1004012952000 Materials	2,357	3,000	1,500	2,500	-17%	2,600
	Commodities Total	2,357	3,000	1,500	2,500	-17%	2,600
	Operating Budget Total	270,765	268,300	260,300	248,300	-7%	263,300
	Capital						
	1004012990100 Geographic Info. Sys.	35,667	30,000	30,000	30,000	0%	30,000
	1004012990800 Computer Equipment	4,200	5,300	5,300	3,900	-26%	7,100
	Capital Budget Total	39,867	35,300	35,300	33,900	-4%	37,100
Planning Total	310,632	303,600	295,600	282,200	-7%	300,400	

Ongoing Programs:

- Finish Higgins Road Corridor Study and adopt an amendment to Comprehensive Plan.
- In conjunction with Public Works, coordinate management of Geographic Information System.
- Continue with the implementation of the Uptown Planning Study.
- Collect, analyze and disseminate demographic and related data regarding the City.
- Prepare for 2010 Census.

**COMMUNITY PRESERVATION & DEVELOPMENT
DEVELOPMENT REVIEW**

NOTES		06/07	07/08	07/08	08/09	Percent	09/10	
		Actual	Budget	Estimated Actual	Budget	Change From Budget	Estimate	
Planning and Zoning Commission: The Commission reviews development proposals; makes recommendations to City Council on development matters and prepares Comprehensive Plan. Appearance Commission: The Commission approves the design of all new construction and remodeling.	Personal Services							
	1004021910000 Regular Salaries	91,664	93,300	71,000	77,600	-17%	80,700	
	1004021921000 Insurance	12,721	15,900	12,200	15,700	-1%	16,200	
	2066050949100 FICA & IMRF Pmts.	14,899	16,200	16,200	14,100	-13%	14,700	
	Personal Services Total	119,284	125,400	99,400	107,400	-14%	111,600	
	Operating Budget Total	119,284	125,400	99,400	107,400	-14%	111,600	
	Development Review Total	119,284	125,400	99,400	107,400	-14%	111,600	
	Ongoing Programs:							
	<ul style="list-style-type: none"> • Provide staff review of subdivisions, zoning map and text amendments, special uses, planned developments and site plan reviews. • Provide staff support to Planning and Zoning Commission and Appearance Commission. • Review Cook County development proposals when within 1½ miles of Park Ridge. 							

COMMUNITY PRESERVATION & DEVELOPMENT ZONING ADMINISTRATION

NOTES

Zoning Board of Appeals:
The Board reviews requests for variances to the Zoning Ordinance and appeals from decisions of the Zoning Coordinator.

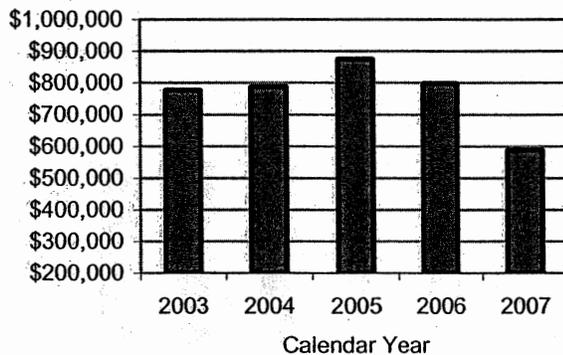
Overtime:
Used for processing building reviews and permits in a timely fashion.

	06/07	07/08	07/08 Estimated	08/09	Percent Change From Budget	09/10 Estimate
Personal Services						
1004022910000 Regular Salaries	155,064	159,500	158,300	165,300	4%	171,900
1004022915200 Overtime		3,000		3,000	0%	3,000
1004022921000 Insurance	22,658	28,400	21,800	28,000	-1%	29,000
2066050949100 FICA & IMRF Pmts.	26,265	28,600	28,600	30,500	7%	32,700
Personal Services Total	203,987	219,500	208,700	226,800	3%	236,600
Contractual Services						
1004022943700 Training		1,600	-	1,500	-6%	1,500
1004022948500 Gen. Contract. Svcs.	2,038	1,000	1,000	1,000	0%	1,000
Vehicle Maintenance	10,428	11,000	11,700	10,800	-2%	11,200
Contractual Services Total	12,466	13,600	12,700	13,300	-2%	13,700
Commodities						
1004022952000 Materials	442	1,300	500	1,000	-23%	1,000
Commodities Total	442	1,300	500	1,000	-23%	1,000
Operating Budget Total	216,895	234,400	221,900	241,100	3%	251,300
Capital						
1004022990400 Motor Equipment	2,400	3,000	3,000	2,100	-30%	4,100
Capital Budget Total	2,400	3,000	3,000	2,100	-30%	4,100
Zoning Total	219,295	237,400	224,900	243,200	2%	255,400

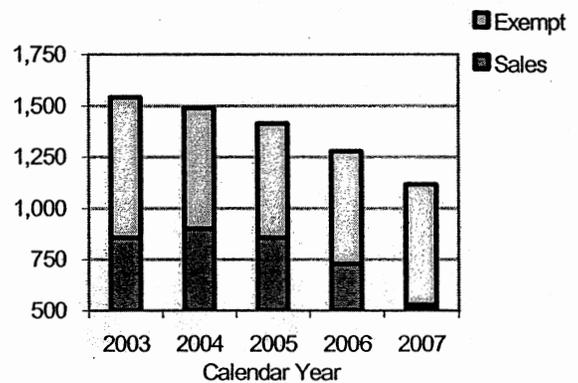
Ongoing Programs:

- Provide staff support to Zoning Board of Appeals.
- Issue zoning certificates and inspect properties for zoning compliance.
- Administer property transfer program.
- Correct violations of Zoning ordinance.

Property Transfer Tax Revenues



No. of Real Estate Transfers



COMMUNITY PRESERVATION & DEVELOPMENT

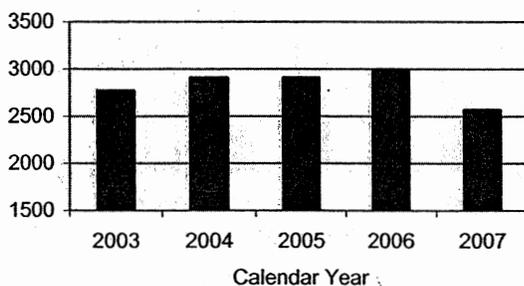
BUILDING CODE ENFORCEMENT

		06/07	07/08	07/08 Estimated	08/09	Percent Change From Budget	09/10 Estimate
<p>NOTES</p> <p><u>Overtime:</u> Used for processing building permits in a timely manner.</p> <p><u>Microfilming:</u> Used for records (building permits and zoning cases) storage and retention.</p> <p><u>Gen. Contract. Services:</u> Includes payments for elevator inspections, fire suppression plan reviews, and building permit computer software maintenance. Elevator inspection costs, outsourcing of plan review for commercial structures fire suppression plan review costs are reimbursed by the customer.</p>	Personal Services	Actual	Budget	Actual	Budget		
	1004031910000 Regular Salaries	349,878	356,900	357,500	314,300	-12%	326,800
	1004031915200 Overtime		2,000		2,000	0%	2,000
	1004031921000 Insurance	52,679	65,800	50,600	53,700	-18%	55,600
	2066050949100 FICA & IMRF Pmts.	58,643	63,300	63,300	57,400	-9%	60,800
	Personal Services Total	461,200	488,000	471,400	427,400	-12%	445,200
	Contractual Services						
	1004031942400 Microfilming	12,799	14,000	14,000	14,200	1%	14,500
	1004031943700 Training	2,657	2,800	2,500	3,200	14%	3,400
	1004031948500 Gen. Contract. Svcs.	113,660	102,400	95,000	97,000	-5%	100,000
	Vehicle Maintenance	11,765	12,500	13,200	12,200	-2%	12,700
	Contractual Services Total	140,881	131,700	124,700	126,600	-4%	130,600
	Commodities						
	1004031952000 Materials	3,773	6,000	5,500	6,200	3%	6,400
	Commodities Total	3,773	6,000	5,500	6,200	3%	6,400
	Operating Budget Total	605,854	625,700	601,600	560,200	-10%	582,200
	Capital						
	1004031990400 Motor Equipment	3,600	4,800	4,800	3,300	-31%	6,600
	Capital Budget Total	3,600	4,800	4,800	3,300	-31%	6,600
	Building Code Enforce. Total	609,454	630,500	606,400	563,500	-11%	588,800

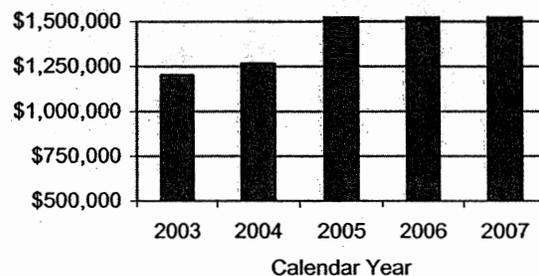
Ongoing Programs:

- Provide staff support to the Electrical Commission.
- Issue building permits and review building permit applications.
- Inspect construction projects for code compliance.
- Correction of building code violations.
- Inspect all elevators in the City.
- Coordinate fire suppression reviews.

Building Permits Issued



Building Permit Fees Collected



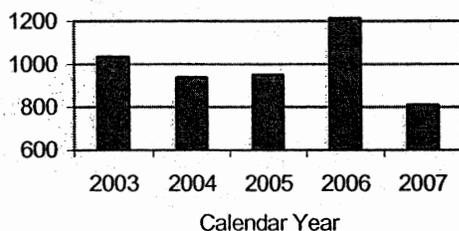
COMMUNITY PRESERVATION & DEVELOPMENT
ENVIRONMENTAL HEALTH - NEIGHBORHOOD

NOTES					Percent Change		
	06/07	07/08	07/08 Estimated	08/09	Change From Budget	09/10 Estimate	
<p>Pest Control: Account used for animal disposal and bee/wasp treatments.</p> <p>Gen. Contract. Svcs.: This account includes services to clean vacant properties and laboratory testing. Moved memberships, including National Environmental Health Association to this account.</p>	Personal Services						
		Actual	Budget	Actual	Budget		
	1004051910000	Regular Salaries	80,155	82,800	80,600	82,400	0% 85,700
	1004051915200	Overtime		500		500	0% 500
	1004051921000	Insurance	12,721	15,900	12,200	15,700	-1% 16,200
	2066050949100	FICA & IMRF Pmts.	13,371	14,700	14,700	15,000	2% 15,600
	Personal Services Total						
			106,247	113,900	107,500	113,600	0% 118,000
	Contractual Services						
	1004051948100	Pest Control	6,174	13,000	7,000	10,000	-23% 14,000
	1004051948500	Gen. Contract. Svcs.	1,417	4,500	7,000	9,000	100% 9,300
		Vehicle Maintenance	5,703	6,000	6,400	5,900	-2% 6,100
	Contractual Services Total						
			13,294	23,500	20,400	24,900	6% 29,400
	Commodities						
	1004051952000	Materials	954	1,700	1,200	1,700	0% 1,800
	Commodities Total						
			954	1,700	1,200	1,700	0% 1,800
	Operating Budget Total						
			120,495	139,100	129,100	140,200	1% 149,200
Capital							
1004051990400	Motor Equipment	2,400	3,300	3,300	1,600	-52% 3,100	
Capital Budget Total							
		2,400	3,300	3,300	1,600	-52% 3,100	
Env. Health - Neighbor. Total							
		122,895	142,400	132,400	141,800	0% 152,300	

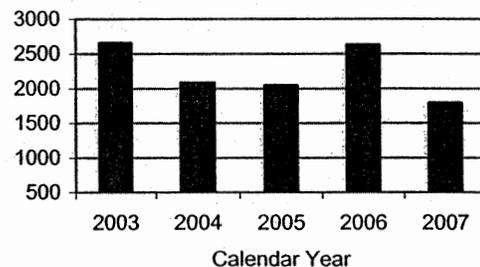
Ongoing Programs:

- Residential and recreational area environmental health code enforcement, property maintenance code enforcement, and environmental health maintenance activities including:
 - Control of pests such as mosquitoes, flies, rodents, birds, raccoons, opossums, skunks, etc.
 - Inspection of domestic wells and sewage disposal systems.
 - Consultation regarding radon, asbestos, lead and other environmental concerns.
 - Nuisance control including enforcement of codes pertaining to noise, domestic animals, weeds, litter, refuse and other related neighborhood nuisances.
 - Inspection of public swimming pools and spas and lakes.

Total Complaints



Total Inspections



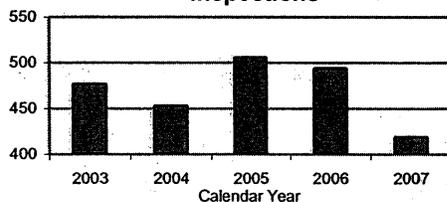
**COMMUNITY PRESERVATION & DEVELOPMENT
ENVIRONMENTAL HEALTH - BUSINESS**

<u>NOTES</u>					Percent	09/10 Estimate	
	06/07 Actual	07/08 Budget	07/08 Estimated Actual	08/09 Budget	Change From Budget		
<p><u>Overtime:</u> Increase due to need to do weekly health inspections at Farmers Market.</p> <p><u>Gen. Contract Svcs.:</u> Have to conduct criminal background checks on people who apply for massage licenses. State police charge \$38 per background check. Estimate 10 per year (\$400).</p>	Personal Services						
	1004061910000 Regular Salaries	84,401	87,200	84,600	86,900	0%	90,400
	1004061915200 Overtime		1,000		1,000	0%	1,000
	1004061921000 Insurance	13,714	17,000	13,200	16,800	-1%	17,400
	2066050949100 FICA & IMRF Pmts.	14,231	15,600	15,600	16,000	3%	16,600
	Personal Services Total	112,346	120,800	113,400	120,700	0%	125,400
	Contractual Services						
	1004061943700 Training	1,329	1,500	700	1,000	-33%	1,600
	1004061948500 Gen. Contract. Svcs.		400	600	500	25%	500
	Contractual Services Total	1,329	1,900	1,300	1,500	-21%	2,100
	Commodities						
	1004061952000 Materials	443	800	1,500	800	0%	800
	Commodities Total	443	800	1,500	800	0%	800
	Operating Budget Total	114,118	123,500	116,200	123,000	0%	128,300
	Env. Health - Business Total	114,118	123,500	116,200	123,000	0%	128,300

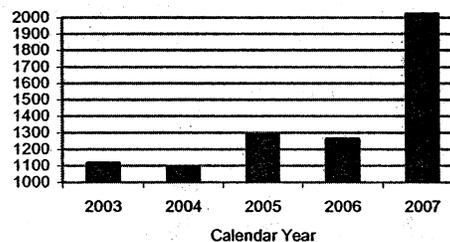
On-going Programs:

- Systematic inspection of food establishments, day care centers, massage establishments, laundries, barber shops, beauty salons for enforcement of federal, state and local regulations.
- Prompt follow-up of complaints pertaining to environmental health and nuisance matters in business locations.
- Enforcement of City business registration regulations, including Tobacco Licenses.

Food Establishments Inspections



Number of Businesses



There are 111 food service establishments in Park Ridge. Staff inspected these facilities 453 times during the past year. Staff anticipates the new development in target area 2 will bring three new restaurants.

**COMMUNITY PRESERVATION & DEVELOPMENT
BUSINESS DISTRICT SUPPORT**

<u>NOTES</u>	06/07		07/08		07/08	08/09	Percent	09/10
	Actual	Budget	Actual	Estimated	Budget	Change From Budget	Estimate	
Personal Services								
<u>General Oper. Fd.</u> <u>- Gen. Cont. Svs.:</u> Payment for arcade lease and to Russell Reid.	1004063910000	Regular Salaries	21,490	21,800	23,000	18,500	-15%	19,300
	1004063921000	Insurance	2,178	2,800	2,100	2,800	0%	2,900
	2066050949100	FICA & IMRF Pmts.	3,438	3,600	3,600	3,400	-6%	3,500
	Personal Services Total		27,106	28,200	28,700	24,700	-12%	25,700
Contractual Services								
<u>Uptown TIF Fd -</u> <u>Gen. Cont. Svs.:</u> Target Area 2 construction related expenses.	1004063947400	Membership Dues	409	600	300	600	0%	600
	1004063948500	Gen. Contract. Svcs.	24,458	20,000	24,000	22,500	13%	23,000
	1004063948500	Gen K Sv-Façade		125,000	40,000			35,000
	2044063942500	Special Counsel	47,421	100,000				
<u>Gen. Cont. Svs. -</u> <u>Façade:</u> Program initiated in 2004/05. 50/50 match for commercial property improvements outside of Uptown TIF District. Temporarily discontinued in 2008/09.	2044063948500	Gen. Contract. Svcs.	316,655	100,000				
	Contractual Services Total		388,943	345,600	64,300	23,100	-93%	58,600
	Operating Budget Total		416,049	373,800	93,000	47,800	-87%	84,300
	Business Dist. Support Total		416,049	373,800	93,000	47,800	-87%	84,300
Ongoing Programs:								
<ul style="list-style-type: none"> • Coordinate streetscape improvements. 								

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FINANCE DEPARTMENT

Departmental Page References

Program	Page Number
Finance Administration	114
Accounting	115
Collections	116
Purchasing	117

MISSION STATEMENT

The overall mission of the Finance Department is to provide a comprehensive, timely, and responsive fiscal management system to reflect past, current and future financial conditions. The missions of the programs within Finance are:

Administration: To oversee the various functions within the Finance Department as well as provide a financial system that preserves and enhances the financial condition of the City.

Accounting: To create, implement and maintain adequate and effective accounting and financial reports.

Collections: To collect all funds due to the City in an efficient and courteous manner.

Purchasing: To obtain goods and services required by City departments in an efficient and economic manner.

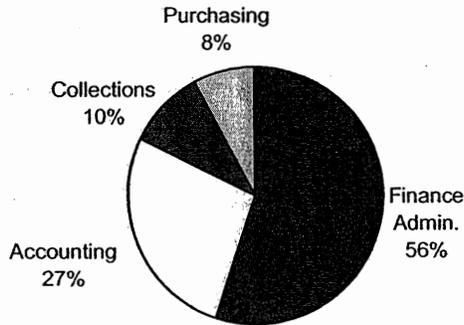
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FINANCE DEPARTMENT

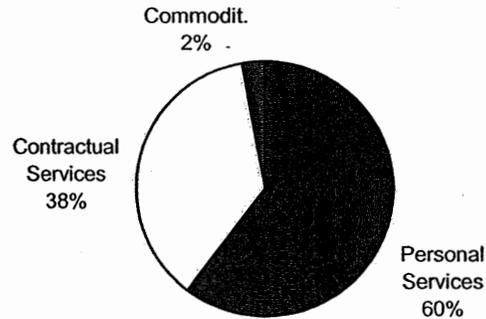
BUDGET SUMMARY

NOTES	06/07	07/08	07/08	08/09	Percent	09/10	
	Actual	Budget	Estimated Actual	Budget	Change From Budget	Estimate	
<p>Overview: The 08/09 budget for the Finance Department is \$1,582,700. This represents 3% of the total City budget and a 2% increase from last year's budget.</p> <p>Finance Committee: The Finance and Budget Committee considers policy questions regarding revenues, expenditures, budget appropriations, and personnel.</p>	PROGRAMS						
	Finance Administration	885,731	863,100	921,200	871,000	1%	886,200
	Accounting	408,095	421,500	403,800	428,200	2%	443,300
	Collections	137,536	144,700	137,700	161,500	12%	160,100
	Purchasing	108,142	117,900	111,000	122,000	3%	126,700
	Programs Total	1,539,504	1,547,200	1,573,700	1,582,700	2%	1,616,300
	EXPENDITURE CLASSIFICATION						
	Personal Services *	930,607	932,000	900,200	955,200	2%	992,200
	Contractual Services	583,541	587,200	647,900	585,300	0%	591,500
	Commodities	25,156	27,700	25,300	41,900	51%	32,100
	Fixed Assets	-	-	-	-	-	-
	Operating Budget Total	1,539,304	1,546,900	1,573,400	1,582,400	2%	1,615,800
Debt Service	-	-	-	-	-	-	
Capital Budget	200	300	300	300	0%	500	
Expenditure Total	1,539,504	1,547,200	1,573,700	1,582,700	2%	1,616,300	
SOURCE OF FUNDS							
General Fund	1,424,033	1,430,300	1,456,800	1,458,700	2%	1,487,800	
Ill. Mun. Retirement Fund	115,471	116,900	116,900	124,000	6%	128,500	
Source of Funds Total	1,539,504	1,547,200	1,573,700	1,582,700	2%	1,616,300	
* Regular Salaries							
	695,910	670,100	674,000	690,400	3%	718,000	
Other Personal Services							
	234,697	261,900	226,200	264,800	1%	274,200	

**PROGRAMS
08/09 BUDGET**



**EXPENDITURE CLASSIFICATION
08/09 BUDGET**



FINANCE DEPARTMENT

FINANCE DEPARTMENT STAFF

	07/08	08/09	09/10
<i>By Position:</i>	<i>FTE</i>	<i>FTE</i>	<i>FTE</i>
Finance Director	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00
Accountant	1.00	1.00	1.00
Payroll Technician	1.00	1.00	1.00
Purchasing Agent	1.00	1.00	1.00
Fiscal Tech II	3.00	3.00	3.00
Fiscal Tech I	0.75	0.75	0.75
Administrative Assistant	1.00	1.00	1.00
Customer Service Representatives	2.00	2.00	2.00
General Help - Part Time	0.30	0.30	0.30
<i>Total Employees</i>	12.05	12.05	12.05
<i>Total Finance Department</i>	12.05	12.05	12.05

Salary Expense:

Regular salaries in the Finance department are expected to equal \$690,400 in fiscal year 2008/09.

Staffing Changes:

No staffing changes are anticipated for this department.

Performance Measurements

Mission: Provide a comprehensive, accurate, and timely fiscal management system.

Objectives: To maximize revenues and minimize costs wherever possible.

	2004/05	2005/06	2006/07	2007/08	2008/09 est.
Output Measures:					
No. of Water Bills Issued	74,597	74,544	74,570	74,500	74,500
No. of Vehicle Licenses Issued	33,646	31,800	31,800	31,800	31,800
No. of Invoices Paid	9,213	8,988	8,581	8,800	8,900
No. Purchase Orders Processed	2,116	2,167	2,396	2,100	2,200
No. of Misc. Invoices Billed	879	810	1,500	1,347	1,800
Efficiency Measures:					
Total Spent on City GL, Prop, & Auto Insurance	\$532,161	\$601,387	\$630,600	\$502,400	\$540,200
% of Invoices pd where depts. did not initiate proper paperwork	1,502(17%)	1,494 (17%)	1,392 (16%)	1,406 (16%)	1,400 (16%)
No. Misc. Invoices Sent to Collect.	25	35	30	20	25
Debt Equalized Assessed Valuation	\$35,305,000	\$32,685,000	\$48,910,000	\$46,655,000	\$43,970,000
Percent of Debt to EAV	\$1,207,973,785	\$1,406,982,666	\$1,502,128,908	\$1,528,372,764	\$1,757,628,679est
Employer IMRF Contribution Rate	2.92%	2.32%	3.26%	3.05%	2.50%
Employer Fire Pension Contrib Rate	8.0%	9.13%	10%	9.96%	9.49%
Employer Police Pension Contrib Rate	1.4%	3.0%	4.9%	16% or 19.8%	27% or 29.4%
No. of Bid Openings	16.3%	18.1%	19.6%	20.3%	28%r 32.3
Departmental budget per capita	14	15	14	10	12
Departmental budget per capita	\$38.63	\$36.21	\$40.75	\$41.66	\$41.90

* Sales tax includes home rule sales tax. The home rule sales tax rate was increased to .75% from .50% on July 1, 2004 and to 1% from .75% on July 1, 2006.

Commentary

Staff spends a significant amount of time balancing the cash needs of the city. The twelve funds related to the operation of the Uptown TIF often require cash in advance of receipt of property tax increment. All alley special service areas are fully funded by the city five to seven years in advance of receiving all receipts. The E-911 and municipal waste funds continue to operate in a deficit position. Managing cash needs was challenging during the 2007/08 fiscal year because the receipt of fall property tax receipts was delayed due to difficulties in the State Legislature.

Customers are not reading their water meters; this causes many estimated water bills and frequent lengthy conversations with customers. Staff strongly recommends that future capital budget planning include the purchase and installation of an automatic water meter read system.

The single biggest financial challenge facing the City is how to fund rising pension costs given limited financial resources. The single largest general revenue source is the sales tax followed by the property tax and the income tax.

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

GOAL – Improve services for external customers.

2007/08 Accomplishments:

- Analyzed options for televising City Council meetings.
- Processed payments pursuant to agreements for the Uptown Tax Increment Financing District.
- Processed payments pursuant to economic incentive agreement for the Dempster Tax Increment Financing District.
- Served as chair of the HELP Claims Committee and on the HELP Board of Directors.
- Enrolled in HELP III.

2008/09 Objectives:

- Process payments pursuant to economic incentive agreement for Dempster Tax Increment Financing District.
- Process payments pursuant to agreements for the Uptown Tax Increment Financing District.
- Implement Illinois Environmental Protection Agency mandated cross-connection and backflow inspection charge on water bills.

GOAL – Improve city and/or departmental operations.

2007/08 Accomplishments:

- Install new vehicle and animal license software. This was extremely difficult.
- Obtained the best possible audit opinion that you can obtain. Received Certificate of Achievement for prior year's audit.
- Install fixed assets software.
- Processed approximately 2,000 purchase orders and 6,000 non purchase-order payments.
- Earned a Certificate of Achievement for the budget. For the past seven years, four of the city's budgets received special recognition.
- Completed the Dempster and Uptown TIF Reports. Uptown TIF report is very complicated.
- Finessed the statistical tables in the Comprehensive Annual Financial Report (CAFR). Last year, the city early implemented Governmental Accounting Standards Board (GASB) Statement No. 44. GASB Statement No. 44 requires the preparation of new statistical tables.
- Early implemented GASB Statement No. 45. GASB Statement No. 45 requires the calculation of a liability for Post Employment Benefits (OPEB) *Other than Pensions*.
- Complied with GASB Statement No. 46, *Net Assets Restricted by Enabling Legislation*. GASB Statement No. 46 provides additional guidance on which portions of net assets need to be reported as restricted in the entity-wide financial statements.
- Complied with GASB Statement No. 47, *Accounting for Termination Benefits*. GASB Statement No. 47 provides guidance on measuring the cost of termination benefits and early retirement incentives.

2008/09 Objectives:

- Conduct physical inventory of fixed assets.
- Install upgrade of Munis Financial software.
- Document all internal controls as required by the new Statement on Auditing Standards (SAS) 104-111. This is a major undertaking.
- Comply with GASB Statement No. 48, *Sales and Pledges of Receivables and Future Revenues and Intra-Entity Transfers of Assets and Future Revenues* which will be effective for the year ended April 30, 2008.
- Learn and prepare for these GASB Statements that will be effective for the year ended April 30, 2009: GASB Statement No. 49, *Accounting and Financial Reporting for Pollution Remediation Obligations* GASB Statement No. 50, *Pension Disclosures*
- Learn and prepare for a GASB Statement that will be effective for the year ended April 30, 2011: GASB Statement No. 51, *Accounting and Financial Reporting for Intangible Assets*

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

GOAL – Increase revenues and/or reduce expenses.

2007/08 Accomplishments:

- Maintained compensating balance and fee arrangement with Chase Bank.
- Purchased the City's general liability and property coverage. Saved \$15,000 from last year and \$47,000 from budget when all coverage is combined.
- Accounted for the Uptown TIF. This involved keeping track of expenses over five fiscal years and twelve different funds.
- Prepared tax levy. Reconciliations and abatements were made for series 2004, series 2005A, and series 2006A and 2006B. Prepared tax levies for 21 alley special service areas.
- Auctioned surplus equipment. Used on-line Internet auctions and achieved greater returns.
- Monitored city investments and cash flow shortages.
- Added another bank to the list of authorized financial institutions.
- Used joint procurement contracts wherever possible to obtain office supplies, electronic goods, computer equipment, police cars, etc. This produces not only savings on the cost of the item, but also savings of the time and expense of obtaining bids and quotes.
- Completed single audit for Lutheran General grant.

2008/09 Objectives:

- If the City issues bonds for a police station, obtain best possible financing and recommend payment options.
- Negotiate with insurance brokers and insurers after they quote, plus look at structural changes, including higher specific self-insured retentions and foregoing all aggregate coverage, in an effort to control insurance cost for general liability and property coverage. Consider issuing a Request for Proposal for insurance coverage and/or Third Party Administrator (TPA).

GOAL – Improve services for internal customers.

2007/08 Accomplishments:

- Met with Library Board regarding Finance reports and procedures.

2008/09 Objectives:

- Learn more about Crystal Reports and utilize it to make custom reports.

**FINANCE DEPARTMENT
FINANCE ADMINISTRATION**

NOTES

City Insurance:
All City property, liability, public officials, and other types of insurance policies are charged to this account. Assumes HELP contribution is cut in half.

Auditing:
08/09: Contract with auditors is \$27,250 for basic audit plus \$3,625 for single audit if req. plus \$3000 for extra SAS work.

Bank Trustee Fees:
Five outstanding bonds @ \$500/yr and one outstanding bond @ \$600/yr.

Bank Service

Charges:
These fees are for charges related to payment by credit card for all types of transactions.

Gen. Contractual Services:

Membership fees, maintenance of office equipment, UPS costs, and consulting fees for TIF districts and new software installation/training. Includes \$4,500 actuary fee for GASB 45 and \$1,150 for fixed asset inventory.

		06/07	07/08	07/08 Estimated	08/09	Percent Change from	09/10
		Actual	Budget	Actual	Budget	Budget	Estimate
Personal Services							
1001031910000	Regular Salaries	247,662	224,700	227,800	234,300	4%	243,700
1001031915200	Overtime	1,268	1,000	900	500	(50%)	500
1001031921000	Insurance	22,662	28,400	21,800	28,000	(1%)	29,000
1001031921099	Workers Comp	1,500	1,700	1,800	2,100	24%	2,300
2066050949100	FICA & IMRF Pmts.	37,249	37,700	37,700	40,500	7%	41,800
Personal Services Total		310,341	293,500	290,000	305,400	4%	317,300
Contractual Services							
1001031940100	Telecommunications	6,501	6,500	6,500	6,500	0%	6,500
1001031940800	City Insurance	321,592	290,800	270,000	303,900	5%	305,300
1001031940801	Insurance Claims	174,793	186,200	260,000	160,000	(14%)	160,000
1001031941600	Auditing	28,498	29,800	32,000	33,900	14%	34,000
1001031943700	Training	2,225	5,000	5,000	6,000	20%	7,500
1001031947800	Bank Service Charges	15,474	18,000	15,000	21,000	17%	21,000
1001031947900	Bank Trustee Fees	2,100	3,100	2,500	3,100	0%	3,100
1001031948500	Gen. Contract. Svcs.	11,921	16,000	25,000	16,000	0%	16,000
	Vehicle Maintenance	1,337	1,400	1,500	1,400	0%	1,500
Contractual Services Total		564,441	556,800	617,500	551,800	(1%)	554,900
Commodities							
1001031952000	Materials	10,749	12,500	13,400	13,500	8%	13,500
Commodities Total		10,749	12,500	13,400	13,500	8%	13,500
Operating Budget Total		885,531	862,800	920,900	870,700	1%	885,700
Capital							
1001031990400	Motor Equipment	200	300	300	300	0%	500
Capital Budget Total		200	300	300	300	0%	500
Finance Administration Total		885,731	863,100	921,200	871,000	1%	886,200

Ongoing Programs:

- Prepare the Comprehensive Annual Financial Report (CAFR). Earn the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting.
- Compile the annual Budget book. Earn the GFOA Certificate of Achievement for Excellence in Budgeting.
- Coordinate bond issues and maintain the City's Aa2 bond rating.
- Purchase liability, property and other insurance for the City.
- Invest City funds.
- Serve as liaison with HELP (High Level Excess Liability Pool).
- Survey area communities in order to compare costs of providing services and revenue sources.
- Monitor the City's financial health, partially by preparing the Financial Trend Monitoring Study.
- Cost union and management proposals for labor negotiations.
- Prepare annual tax levies and abatements.
- Cede bond volume cap authority when it is feasible and appropriate.
- Account for all special service areas.
- Process payments and reporting requirements for community organizations.
- Speak to various community groups or professional organizations regarding departmental operations.

**FINANCE DEPARTMENT
ACCOUNTING**

NOTES	06/07		07/08		08/09		Percent Change			
	Actual	Budget	Actual	Estimated	Budget	Budget	Estimate	from		
<p>Extra Help: Pays for part time clerk to assist with filing, etc.</p> <p>Overtime: Overtime costs fluctuate depending upon whether employees elect to receive time off in lieu of monetary compensation.</p> <p>Microfilming: Accounts payable records are transferred to microfilm to reduce storage space required.</p>	Personal Services									
	1001032910000 Regular Salaries	296,027	287,500	289,900	292,000	2%	303,600			
	1001032915000 Extra Help	4,205	4,500	300	2,000	(56%)	2,000			
	1001032915200 Overtime	409	500	800	500	0%	500			
	1001032921000 Insurance	52,274	65,200	50,200	64,300	(1%)	66,600			
	2066050949100 FICA & IMRF Pmts.	51,384	51,000	51,000	53,300	5%	55,400			
	Personal Services Total	404,299	408,700	392,200	412,100	1%	428,100			
	Contractual Services									
	1001032942400 Microfilming	1,865	2,000	2,000	2,100	5%	2,100			
	1001032943700 Training	422	1,000	1,900	4,000	300%	3,000			
	1006030949501 Contingencies		6,100	6,100	6,100	0%	6,100			
	Contractual Services Total	2,287	9,100	10,000	12,200	34%	11,200			
	Commodities									
	1001032952000 Materials	1,509	3,700	1,600	3,900	5%	4,000			
	Commodities Total	1,509	3,700	1,600	3,900	5%	4,000			
Operating Budget Total	408,095	421,500	403,800	428,200	2%	443,300				
Accounting Total	408,095	421,500	403,800	428,200	2%	443,300				

Ongoing Programs:

- Process all utility, vehicle stickers, parking, animal licenses, business licenses, and other miscellaneous billings for the City.
- Publish monthly and annual Treasurer's Reports.
- Reconcile checking and General Ledger Accounts monthly.
- Process payments for vendor invoices and City payroll.
- Prepare monthly cash reports for Library.
- Record and reconcile all escrow accounts.
- Review property transfer applications for any outstanding debts owed to the City.
- Complete monthly sales tax returns.

**FINANCE DEPARTMENT
COLLECTIONS**

<u>NOTES</u>	06/07		07/08		07/08	08/09		Percent	09/10
	Actual	Budget	Budget	Actual	Estimated	Budget	Change from Budget	Estimate	
<p><u>Extra Help:</u> Hire part-time cashier to assist during vehicle sticker season.</p> <p><u>License Supplies:</u> License supplies primarily consists of the costs of purchasing vehicle stickers, vehicle forms, and business registration forms.</p> <p>08/09 – Outsource vehicle stickers.</p>	Personal Services								
	1001033910000	Regular Salaries	73,445	76,600	76,700	79,700	4%	82,900	
	1001033915000	Extra Help	4,611	3,500	2,500	3,500	0%	3,500	
	1001033915200	Overtime	496	500	400	500	0%	500	
	1001033921000	Insurance	18,087	22,700	17,400	22,400	(1%)	23,200	
	2066050949100	FICA & IMRF Pmts.	13,658	13,900	13,900	14,900	7%	15,400	
	Personal Services Total		110,297	117,200	110,900	121,000	3%	125,500	
	Contractual Services								
	1001033947200	Postal Charges	14,964	17,000	17,000	17,000	0%	21,000	
	Contractual Services Total		14,964	17,000	17,000	17,000	0%	21,000	
Commodities									
1001033952000	Materials	1,035	500	800	500	0%	600		
1001033953000	License Supplies	11,240	10,000	9,000	23,000	130%	13,000		
Commodities Total		12,275	10,500	9,800	23,500	124%	13,600		
Operating Budget Total		137,536	144,700	137,700	161,500	12%	160,100		
Collections Total		137,536	144,700	137,700	161,500	12%	160,100		

Ongoing Programs:

- Accept payment for various transactions, including vehicle, animal and business licenses, parking tickets, real estate transfers, water bills, and other bills.
- Issue permits for resident parking and City parking lots.
- Sell recycling containers and various City souvenirs.
- Collection point for used batteries from residents.

**FINANCE DEPARTMENT
PURCHASING**

<u>NOTES</u>		06/07	07/08	07/08	08/09	Percent	09/10
		Actual	Budget	Estimated Actual	Budget	Change from Budget	Estimate
<p><u>Training:</u> Attendance at local, State and national purchasing related conferences and seminars.</p> <p><u>General Contractual Services:</u> Memberships in National Institute of Governmental Purchasing, Illinois Assoc. of Public Procurement Officials, and Midwest Assoc. of Public Purchasing.</p>	Personal Services						
	1001034910000 Regular Salaries	78,776	81,300	79,600	84,400	4%	87,800
	1001034915200 Overtime				200		200
	1001034921000 Insurance	13,714	17,000	13,200	16,800	(1%)	17,400
	2066050949100 FICA & IMRF Pmts.	13,180	14,300	14,300	15,300	7%	15,900
	Personal Services Total	105,670	112,600	107,100	116,700	4%	121,300
	Contractual Services						
	1001034943700 Training	1,032	3,400	2,500	3,400	0%	3,500
	1001034948500 Gen. Contract. Svcs.	817	900	900	900	0%	900
	Contractual Services Total	1,849	4,300	3,400	4,300	0%	4,400
	Commodities						
	1001034952000 Materials	623	1,000	500	1,000	0%	1,000
	Commodities Total	623	1,000	500	1,000	0%	1,000
	Operating Budget Total	108,142	117,900	111,000	122,000	3%	126,700
	Purchasing Total	108,142	117,900	111,000	122,000	3%	126,700

Ongoing Programs:

- Obtain supplies, materials, equipment and services at a cost, terms and quality consistent with the best interests of the City.
- Establish blanket purchase orders and purchase price agreements.
- Participate in the joint purchasing cooperatives with the Northwest Municipal Conference, Suburban Purchasing Cooperative, the State of Illinois, and Federal Government.
- Prepare and let for bid approximately 30 contract specifications.
- Issue approximately 1,900 purchase orders.
- Auction, including on-line auction, used police vehicles and public works equipment as appropriate.
- Coordinate City telecommunications systems and serve as clearinghouse for telephone repairs, relocations and additions.
- Prepare annual Prevailing Wage Rate Ordinance.
- Provide assistance for departmental purchases.

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FIRE DEPARTMENT

Departmental Page References

Program	Page Number
Fire Administration	126
Fire Prevention	127
Emergency Response	128
Special Services	130
Emergency Preparedness	131

MISSION STATEMENT

The Fire department's mission is to limit the loss of life and property through planning, prevention and response.

Fire Administration and Support: To oversee and support the program areas of Fire Prevention, Emergency Response, Special Services, and Emergency Preparedness (Disaster Management).

Fire Prevention: To reduce Life Safety hazards and property loss through a pro-active program encompassing building plan review, life safety code enforcement, building inspections, construction inspections, public education and community outreach programs.

Emergency Response: To provide rapid response to fire, rescue, emergency medical service, carbon monoxide alarms, vehicular accident, general service and other miscellaneous types of alarms.

Special Services: To provide rapid response to rescue, hazardous materials release and spill, below grade and confined space rescue, trench rescue, high angle rescue, water rescue, fire and arson investigations, general service and other miscellaneous types of alarms.

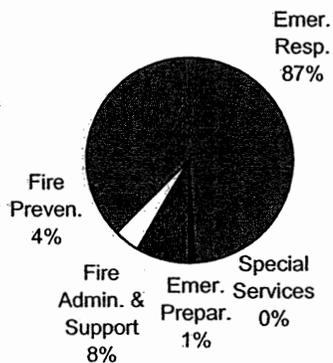
Emergency Preparedness: To maintain a state of readiness to respond to and mitigate situations that may exceed the Fire department and City's resources.

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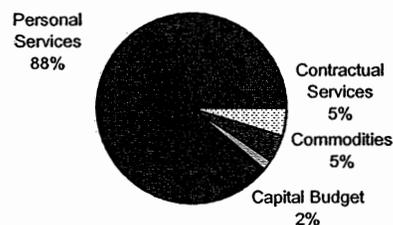
FIRE DEPARTMENT BUDGET SUMMARY

NOTES	06/07	07/08	07/08 Estimated	08/09 Budget	Percent Change From Budget	09/10 Estimate																																																															
<p>Overview: The 08/09 budget for the Fire Department is \$7,356,400. This represents 14% of the total City budget and a 9% increase from last year's budget. Fire pension costs have increased significantly recently.</p> <p>Public Safety Committee: The Public Safety Committee considers policy matters regarding expenditures and levels of service provided by the Fire department.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">PROGRAMS</th> <th style="text-align: center;">Actual</th> <th style="text-align: center;">Budget</th> <th style="text-align: center;">Actual</th> <th style="text-align: center;">Budget</th> <th style="text-align: center;">From Budget</th> <th style="text-align: center;">Estimate</th> </tr> </thead> <tbody> <tr> <td>Fire Admin. & Support</td> <td style="text-align: right;">783,302</td> <td style="text-align: right;">654,700</td> <td style="text-align: right;">561,500</td> <td style="text-align: right;">619,200</td> <td style="text-align: center;">-5%</td> <td style="text-align: right;">906,100</td> </tr> <tr> <td>Fire Prevention</td> <td style="text-align: right;">273,457</td> <td style="text-align: right;">278,000</td> <td style="text-align: right;">312,100</td> <td style="text-align: right;">295,700</td> <td style="text-align: center;">6%</td> <td style="text-align: right;">307,700</td> </tr> <tr> <td>Emergency Response</td> <td style="text-align: right;">4,859,845</td> <td style="text-align: right;">5,764,200</td> <td style="text-align: right;">5,618,500</td> <td style="text-align: right;">6,375,400</td> <td style="text-align: center;">11%</td> <td style="text-align: right;">6,569,200</td> </tr> <tr> <td>Special Services</td> <td style="text-align: right;">10,709</td> <td style="text-align: right;">17,200</td> <td style="text-align: right;">11,800</td> <td style="text-align: right;">21,000</td> <td style="text-align: center;">22%</td> <td style="text-align: right;">26,700</td> </tr> <tr> <td>Emergency Preparedness</td> <td style="text-align: right;">33,097</td> <td style="text-align: right;">41,300</td> <td style="text-align: right;">33,000</td> <td style="text-align: right;">45,100</td> <td style="text-align: center;">9%</td> <td style="text-align: right;">47,000</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">5,960,410</td> <td style="text-align: right;">6,755,400</td> <td style="text-align: right;">6,536,900</td> <td style="text-align: right;">7,356,400</td> <td style="text-align: center;">9%</td> <td style="text-align: right;">7,856,700</td> </tr> </tbody> </table>						PROGRAMS	Actual	Budget	Actual	Budget	From Budget	Estimate	Fire Admin. & Support	783,302	654,700	561,500	619,200	-5%	906,100	Fire Prevention	273,457	278,000	312,100	295,700	6%	307,700	Emergency Response	4,859,845	5,764,200	5,618,500	6,375,400	11%	6,569,200	Special Services	10,709	17,200	11,800	21,000	22%	26,700	Emergency Preparedness	33,097	41,300	33,000	45,100	9%	47,000	Total	5,960,410	6,755,400	6,536,900	7,356,400	9%	7,856,700														
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**PROGRAMS
08/09 BUDGET**



**EXPENDITURE CLASSIFICATION
08/09 BUDGET**



FIRE DEPARTMENT**FIRE DEPARTMENT STAFF**

	07/08	08/09	09/10
<i>By Position:</i>	<i>FTE</i>	<i>FTE</i>	<i>FTE</i>
Fire Chief	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00
Battalion Chiefs	3.00	3.00	3.00
Captain	1.00	1.00	1.00
Fire Fighters & Fire Fighters/Paramedics	38.00	38.00	38.00
Fire Inspector	1.00	1.00	1.00
Fire Lieutenants	6.00	6.00	6.00
Fire Marshal/Lt.	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total Fire Department	53.00	53.00	53.00

Salary Expense:

Regular salaries in the Fire department are expected to increase to \$4,244,000 for fiscal year 2008/09.

Staffing Changes:

No staffing changes are anticipated.

Performance Measurements

Mission: Limit the loss of life and property through planning, prevention and response.

Objectives: The Park Ridge Fire Department will be a safe, efficient, fiscally prudent, pro-active provider of the emergency services for fire suppression, rescue, emergency medical care, fire prevention and code enforcement, emergency preparedness, and public education. The Department will work in concert with other providers to further enhance service delivery throughout our response area.

	2004/05	2005/06	2006/07	2007/08	2008/09 est.
Output Measures:					
<i>Fire Administration:</i>					
Alternative Funding Received (grants, etc)	\$24,600	\$229,500	\$100,000	\$15,000	\$159,520
<i>Fire Prevention:</i>					
Public Education Staff Hours	1,036	1,117	1,154	775	1,000
Number of Residents Educated	4,627	4,713	4,500	4,250	4,500
Fire Prevention Bureau Inspections	961	1,409	1,809	1,530	1,500
<i>Emergency Response:</i>					
Total Responses	4,074	4,165	4,199	4,561	4,500
Emergency Medical Calls	2,482	2,624	2,584	2,582	2,500
Basic Life Support	689	787	1,129	1,196	1,200
Advanced Life Support	1,253	1,837	1,455	1,386	1,300
Fire and Non-Medical Responses	1,011	1,050	1,049	1,349	1,400
Mutual Aid and Automatic Aid Responses	581	550	566	630	600
Training Hours	5,918	6,847	6,069.5	6,350	6,400
Effectiveness Measures:					
Percent of emergency calls responded to in 6 minutes or less	90.5%	90.2%	92.2%	90.4%	>90%
Percent of fires confined to room(s) involved on arrival	95.2%	88.9%	28.6%	73%	>75%
Fire loss dollar value	\$391,735	\$329,840	\$371,720	\$896,190	<\$500,000
Percent of fires for which cause is determined	54.6%	61.3%	63.5%	67.7%	>60%
Outcome Measures					
Percentage of patients surveyed who are very satisfied with the EMS service they received.	90%	83%	88%	84%	>80%
Ancillary Outcome Measures:					
Workers compensation injuries	6	10	10	8	<10
Workdays lost	2	12	111 days	8 days	<10 days
Vehicular accidents	4	7	5	9	
Total overtime costs	\$311,140	\$310,445	\$431,033	\$327,700	\$340,100
Efficiency Measure:					
Departmental budget per capita	\$149.04	\$154.97	\$157.79	\$173.05	\$194.74

Commentary

The Fire Department was successful in acquiring a federal grant for \$159,520 (\$143,568 federal share/\$15,952 City match) to replace their existing Self Contained Breathing Apparatus (SCBA). A committee was formed to evaluate new state-of-the-art SCBA and electronic firefighter accountability systems and develop specifications. The purchase and delivery of this equipment will be made in FY 2008/2009. This was the Department's largest and fifth successful grant in five years, totaling \$529,761. The grants are available through the Department of Homeland Security/Federal Emergency Management Agency Assistance to Firefighter's Grant (AFG) program. The AFG process is extremely rigorous and competitive. DHS classifies the City of Park Ridge as "urban" and urban fire departments account for only 5% of all award disbursements through the AFG program.

Overtime costs again presented a significant challenge. Five retirements, a career ending injury, and a Firefighter/Paramedic's second deployment to Iraq as a combat medic with a Marine detachment resulted in regular backfills to maintain minimum staffing levels. Although five new employees were hired, one left voluntarily and three were required to attend the fire training academy and paramedic school.

FIRE DEPARTMENT

OVERALL ACCOMPLISHMENTS AND OBJECTIVES

GENERAL SUMMARY

Goal – Enhance Employee Career Development, Training, Knowledge and Wellness

2007/08 Accomplishments:

- Constructed SCBA confidence training prop to be used by all shift members.
- Established agreement with new vendor to conduct on site OSHA mandated respiratory certification for all members.
- Revised/updated probationary firefighter minimum requirements manual.
- Certified two new hazardous materials team members.
- All supervisors completed ICS-300 and ICS-400 level NIMS training (highest level).
- Conducted a training needs assessment survey to insure the training program meets the needs of the department and implemented needed changes.
- Sent three new firefighters through the fire academy and paramedic school.
- Completed NFPA 1410 drills (firefighting performance drills) during spring, summer and fall.
- Designed and implemented a training compliance program to insure compliance with outside agency requirements for training such as OSHA, IDOL and the Secretary of State.
- Implemented a new supervisor development program to increase the effectiveness of current officers and prepare supervisors for career advancement and qualification as an acting supervisor through a new Acting Lieutenant program.
- Trained with Division III members in flammable liquid fires, radiation emergencies, and structural collapse.
- Participated in the International Firefighter and EMS Safety Stand Down to emphasize safety.
- Implemented a Chief's Forum program to help increase the flow of information and exchange of ideas within the department.

2008/09 Objectives:

- Design and implement a mentoring program to increase the probationary firefighters' knowledge of the fire service and the Park Ridge Fire Department in particular.
- Design and implement new fire apparatus driver/operator program.
- Design and implement enhanced minimum performance standards for all personnel.
- Continue officer development program and offer specific in-house officer development courses.
- Increase training hours to meet Insurance Service Office (ISO) standards.
- Provide in house Pediatric Advanced Life Support training to all paramedics.

GOAL- Improve/Rehabilitate Physical Plants, Apparatus and Equipment

2007/08 Accomplishments:

- Applied for Assistance to Firefighter's Grant Program through the Department of Homeland Security and received a grant for \$159,520 to replace our existing Self Contained Breathing Apparatus (SCBA).
- Installed global positioning systems (GPS) in all front line apparatus.
- Applied for Small Equipment Grant Program through the Office of the State Fire Marshal.
- Purchased and installed a new state-of-the-art personal protective equipment washing extractor to clean contaminated gear and extend its serviceable life.
- Worked with City Garage to streamline the vehicle maintenance program.
- Migrated fire apparatus pump and ladder testing to a third party to reduce overtime cost and liability.
- Upgraded command van radio system to allow monitoring of multiple frequencies during an incident.

2008/09 Objectives:

- Develop detailed specifications for future replacement of command vehicle, utility vehicle and fire engine.
- Purchase and implement new extrication equipment.

FIRE DEPARTMENT**OVERALL ACCOMPLISHMENTS AND OBJECTIVES****GENERAL SUMMARY****GOAL- Improve Overall Operational Efficiency and Effectiveness****2007/08 Accomplishments:**

- Established a direct connect radio alarm ordinance and began implementation to reduce false alarms and provide better fire detection.
- Updated the City Emergency Operating Plan and added new annexes for extended power outages, pandemic flu, Joint Community Resource and Recovery Team and Strategic National Stockpile distribution.
- Applied for a grant through FM Global to automate the pre-emergency planning program.
- Migrated FireHouse management software from City servers to NSECC server to improve flow of information and enhance software specific support.
- Upgraded, trained on, and deployed a new version of the automated EMS reporting system.
- Acquired, trained on and deployed new EMS equipment through grant funding, including intraosseous access power drivers, quick-trach tracheotomy devices and SMART triage method with new triage tags.

2008/09 Objectives:

- Increase frequency of fire and life safety inspections at target hazards.
- Conduct a large-scale mass casualty exercise.
- Conduct a formal assessment of the area-wide radio communications system and process.

GOAL- Expand Public Relations, Community Involvement and Preparedness**2007/08 Accomplishments:**

- Conducted large-scale healthcare evacuation drill and a Joint Community Resource and Recovery Team (JCRRT) table-top exercise.
- Conducted mass prophylaxis distribution of Strategic National Stockpile medications drill for City of Park Ridge employees and Elected Officials.
- Expanded the Collaborative Healthcare Urgency Group (CHUG) concept to other regions and conducted several CHUG communications drills.
- Assisted Maine South High School with emergency plan revisions.
- Completely updated and revised the Fire Department web site to provide more information to residents.
- Provided the "Learn Not to Burn" curriculum to all local public and private schools. More than 2,000 local second graders visited the Fire Department's Fire Safety House as a result of this.
- Provided CPR and First Aid training to more than 1,000 area residents and Car Seat Safety checks to 183 residents.
- Provided a successful fire behavior program for more than 500 eighth grade students at both middle schools and St. Andrews. This program included unique hands-on fire extinguisher training for each student.
- Provided personnel, fire equipment and public education materials to 46 block parties.
- Participated with several local organizations in providing public education initiatives: National Night Out, Community Center Senior Fair, Fall Fest, Taste of Park Ridge, Farmer's Market, Maine South Clinical Government Program, grammar school reading incentive programs, and sponsored the Health and Safety Expo in conjunction with Niles.

2008/09 Objectives:

- Develop and implement a Community Emergency Response Team activation plan and training schedule.
- Research the development and implementation of a special needs population database.
- Conduct Maine South High School disaster drill.
- Develop and conduct citizen's emergency planning and preparation training sessions.

**FIRE DEPARTMENT
FIRE ADMINISTRATION & SUPPORT**

NOTES

Building Maint.:
Repair and maintenance of the three department buildings is funded through this account.

Grants:
In 2007/08, the fire department received approval for a \$159,520 federal grant money to replace all their existing non-compliant self contained breathing apparatus. The equipment will be purchased after May 1, 2008 and the City's match in the 2008/2009 budget will be \$15,952.

Capital Projects:
09/10: Training Tower (p. 240) and St. 36 parking lot repair (p. 242).

	06/07	07/08	07/08 Estimated	08/09	Percent Change From	09/10
	Actual	Budget	Actual	Budget	Budget	Estimate
Personal Services						
1002021910000 Regular Salaries	260,772	264,400	268,100	274,900	4%	285,900
1002021915200 Overtime	541	1,200		1,000	-17%	1,000
1002021921000 Insurance	25,441	31,800	24,400	31,300	-2%	32,400
1002021921099 Workers Comp	245,722	150,000	86,500	89,100	-41%	98,000
1002021926000 Uniforms	705	1,000	500	1,000	0%	1,100
2066050949100 FICA & IMRF Pmts.	9,264	9,900	9,900	10,600	7%	11,000
1002021949100 Fire Pension Contr.	5,811	38,300	38,300	61,300	60%	63,700
Personal Services Total	548,256	496,600	427,700	469,200	-6%	493,100
Contractual Services						
1002021940100 Telecommunications	23,013	22,500	23,000	23,000	2%	23,000
1002021942100 Building Maintenance	12,779	20,000	6,000	20,800	4%	21,600
1002021943200 Tuition Reimburse.	5,850	10,300	5,700	2,700	-74%	
1002021943700 Training	8,956	6,100	2,200	6,100	0%	6,300
1002021948500 Gen. Contract. Svcs.	33,609	35,000	35,000	34,000	-3%	37,200
Vehicle Maintenance	11,943	12,700	13,400	12,400	-2%	12,900
Contractual Services Total	96,150	106,600	85,300	99,000	-7%	101,000
Commodities						
1002021952000 Materials	23,419	35,000	35,000	35,000	0%	35,000
1002021955000 Natural Gas	3,567	13,000	10,000	13,400	3%	13,800
Commodities Total	26,986	48,000	45,000	48,400	1%	48,800
Operating Budget Total	671,392	651,200	558,000	616,600	-5%	642,900
Capital						
1002021990400 Motor Equipment	2,800	3,500	3,500	2,600	-26%	5,200
1002021996305 Bldg Repairs-Grant	99,310					
1002021996300 Bldg Repairs	9,800					
1002021996301 Training Tower						39,500
1002021998000 Parking Lot						218,500
Capital Budget Total	111,910	3,500	3,500	2,600	-26%	263,200
Fire Administration Total	783,302	654,700	561,500	619,200	-5%	906,100

Ongoing Programs:

- Data management including CAD System maintenance, statistical reporting and analysis and attendance tracking of all members.
- Oversee on-going training of all firefighters following the guidelines of the Office of the State Fire Marshal and the National Fire Protection Association.
- Fire Stations and Administration Building improvements and maintenance.
- Specification and purchasing of all department equipment, apparatus, and supplies.
- Maintenance of a proactive Safety Committee to investigate accidents, review procedures and reports, and make recommendations to promote a safer working environment and lessen risk to the City.
- On-going review and revision of existing policies and procedures as well as the development of new ones.
- Work closely with Human Resources to administer workers compensation, monitor and control costs.

**FIRE DEPARTMENT
FIRE PREVENTION**

NOTES 2007 Fire Prevention Bureau Activities included 506 business inspections, 560 re-inspections, 42 home inspections/smoke detector installations, 755 construction-related inspections, 52 complaint investigations, 265 plan reviews, and 15 fire drills. Training: Additional classes for Fire Prev. Bureau Certification. Materials: Laptop for Inspector.	06/07	07/08	07/08	08/09	Percent Change	09/10
	Actual	Budget	Estimated Actual	Budget	From Budget	Estimate
Personal Services						
1002022910000 Regular Salaries	169,892	170,700	199,300	167,700	-2%	180,700
1002022915000 Extra Help	8,003	11,000	8,400	14,800	35%	9,300
1002022915200 Overtime	37,810	14,500	28,700	16,500	14%	18,500
1002022921000 Insurance	18,087	22,700	17,400	22,400	-1%	23,200
1002022926000 Uniforms	396	1,100	600	1,000	-9%	1,100
2066050949100 FICA & IMRF Pmts.		1,100	1,100	2,400	118%	2,600
1002022949100 Fire Pension Contr.	4,440	29,900	29,900	45,300	52%	48,800
Personal Services Total	238,628	251,000	285,400	270,100	8%	284,200
Contractual Services						
1002022943700 Training	2,803	3,000	2,300	3,000	0%	3,100
1002022948500 Gen. Contract. Svcs.	1,163	2,000	1,600	2,000	0%	2,000
Vehicle Maintenance	12,835	13,600	14,400	13,300	-2%	13,800
Contractual Services Total	16,801	18,600	18,300	18,300	-2%	18,900
Commodities						
1002022952005 Materials-Grant	9,442			-		
1002022952000 Materials	5,986	5,000	5,000	5,000	0%	
Commodities Total	15,428	5,000	5,000	5,000	0%	-
Operating Budget Total	270,857	274,600	308,700	293,400	7%	303,100
Capital						
1002022990400 Motor Equipment	2,600	3,400	3,400	2,300	-32%	4,600
Capital Budget Total	2,600	3,400	3,400	2,300	-32%	4,600
Fire Prevention Total	273,457	278,000	312,100	295,700	6%	307,700

Ongoing Programs:

- Conduct regular fire inspections to assure compliance with adopted fire codes and good fire and life safety practices.
- Coordinate with other city departments to review building plans and monitor construction to assure compliance with adopted fire codes and good fire and life safety practices.
- Work closely with state agencies, the Office of the State Fire Marshal, Department of Children and Family Services, and the State Superintendent of Schools, to assure compliance with state fire and life safety statutes.
- Work with business owners, property managers, and landlords to upgrade existing fire protection and life safety systems.
- Provide public education to the community through the following programs:
School Program, CPR/First Aid Program, Fire Safety Lectures, Smoke Detectors for Seniors Program, Fire Extinguisher Classes, Fire Safety House, Child Car Seat Checks, Citizen's and Children's Fire Academy, Fire Department Open House, Health Fairs
- Reach out to the youth of the community through the Explorer Program
- Provide home fire safety inspections

**FIRE DEPARTMENT
EMERGENCY RESPONSE**

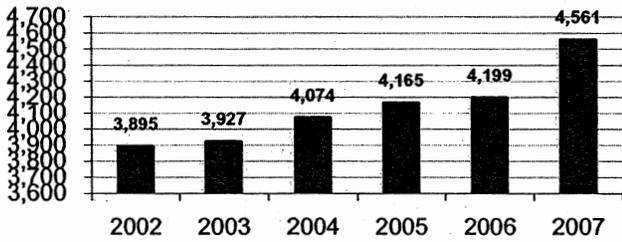
NOTES All costs associated with response to fire, emergency medical, typical rescue (vehicle accident) and misc. alarms are funded through this program area. This area is a combination of Fire Suppression and Emergency Medical Services. Training: All training in fire science and emergency medical service for shift personnel is funded here. Materials: All equipment and supplies for the core functions of Emergency Medical Services, fire suppression and rescue are funded through this account. FY 08/09 includes additional funding for new extrication equipment.	06/07	07/08	07/08	08/09	Percent Change	09/10
	Actual	Budget	Estimated	Budget	From Budget	Estimate
Personal Services						
1002023910000 Regular Salaries	3,433,114	3,673,600	3,637,100	3,774,100	3%	3,960,900
1002023915200 Overtime	422,489	325,600	368,900	330,000	1%	345,000
1002023921000 Insurance	436,275	544,500	419,500	536,800	-1%	555,600
1002023926000 Uniforms	14,545	27,000	21,000	20,300	-25%	29,500
1002023926200 Protective Clothing	12,992	28,900	15,800	20,300	-30%	29,400
2066050949100 FICA & IMRF Pmts.	43,743	47,300	47,300	50,800	7%	51,100
1002023949100 Fire Pension Contr.	126,262	651,500	651,500	1,021,100	57%	1,047,500
Personal Services Total	4,489,420	5,298,400	5,161,100	5,753,400	9%	6,019,000
Contractual Services						
1002023942300 Emerg. Radio Repair	1,594	2,600	3,500	2,600	0%	2,700
1002023943700 Training	18,725	25,200	23,000	22,200	-12%	26,500
1006030949503 Contingencies		26,000	26,000	26,000	0%	26,000
1002023948500 Gen. Contract. Svcs.	16,965	18,100	18,100	18,800	4%	19,600
Vehicle Maintenance	157,849	167,100	176,900	163,800	-2%	169,800
Contractual Services Total	195,133	239,000	247,500	233,400	-2%	244,600
Commodities						
1002023952000 Materials	43,936	48,000	38,100	80,000	67%	64,000
1002023952005 Materials-Grant				186,000		
1002023959000 Equipment Maint.	1,656	7,500	500	4,000	-47%	4,100
Commodities Total	45,592	55,500	38,600	270,000	386%	68,100
Operating Budget Total	4,730,145	5,592,900	5,447,200	6,256,800	12%	6,331,700
Capital						
1002023990800 Computer Equip.	13,200	16,600	16,600	12,200	-27%	23,100
1002023990400 Motor Equipment	116,500	154,700	154,700	106,400	-31%	214,400
Capital Budget Total	129,700	171,300	171,300	118,600	-31%	237,500
Emergency Response Total	4,859,845	5,764,200	5,618,500	6,375,400	11%	6,569,200

Ongoing Programs:

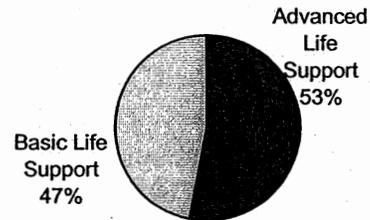
- Provide rapid response to fire, rescue, emergency medical service, carbon monoxide alarms, vehicular accident, general service and other miscellaneous types of alarms.
- Develop and revise pre-incident plans on institutional, commercial, and public buildings.
- Perform annual flow testing of all City fire hydrants.
- Provide training to improve operational techniques and safety.
- Maintain two fully equipped staffed and one reserve (fully equipped and non-staffed) Advance Life Support Mobile Intensive Care Units for rapid response to calls for emergency medical, fire, rescue, and miscellaneous services.
- Continue participation in Emergency Medical Services system-wide Provider Based Quality Insurance program.
- Provide in-service continuing training in Advanced Life Support to all paramedics to maintain licensure.
- Provide in-service continuing training in Advanced First Aid and CPR to all non-paramedic Department personnel.
- Provide in-service continuing training in Advanced First Aid, CPR and Automated External Defibrillator training to Police department personnel.

FIRE DEPARTMENT EMERGENCY RESPONSE

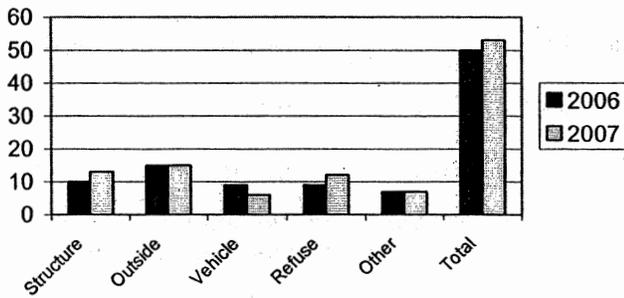
TOTAL ALARMS



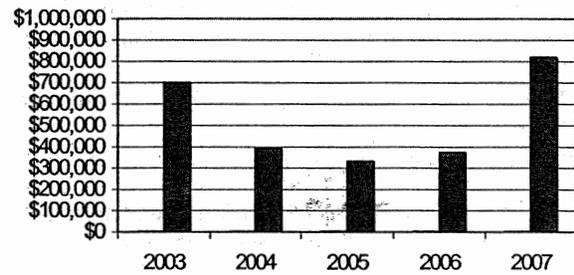
**2007 EMS RESPONSES
ADVANCED VS. BASIC
LIFE SUPPORT**



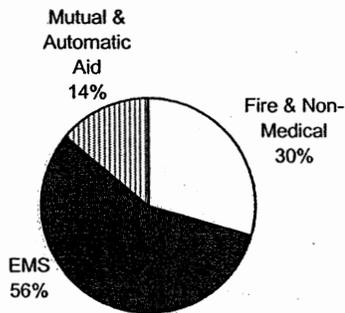
FIRE LOSS BY TYPE



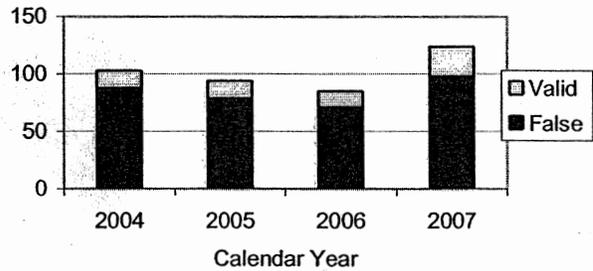
FIRE LOSS DOLLAR VALUE



**2007
RESPONSES BY TYPE**



CARBON MONOXIDE ALARMS



**FIRE DEPARTMENT
SPECIAL SERVICES**

NOTES

Underwater rescue and recovery, hazardous materials response, technical rescue, (confined space, trench & high angle), and the Fire and Arson Investigation Team are funded by this program.

Materials:
New dive gear.

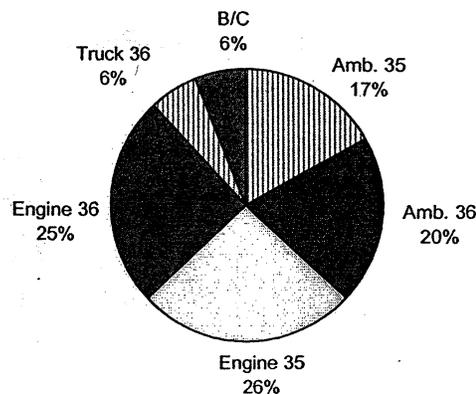
	06/07	07/08	07/08 Estimated	08/09	Percent Change From Budget	09/10 Estimate
Contractual Services	Actual	Budget	Actual	Budget		
1002024943700 Training	5,388	6,200	2,000	4,000	-35%	5,100
1002024948500 Gen. Contract. Svcs.	876	2,300	900	3,000	30%	3,200
Contractual Services Total	6,264	8,500	2,900	7,000	-18%	8,300
Commodities						
1002024952000 Materials	4,445	7,600	8,900	14,000	84%	18,400
1002024959000 Equipment Maint.		1,100	-			
Commodities Total	4,445	8,700	8,900	14,000	61%	18,400
Operating Budget Total	10,709	17,200	11,800	21,000	22%	26,700
Special Services Total	10,709	17,200	11,800	21,000	22%	26,700

Ongoing Programs:

- Maintain a Hazardous Materials Response Team to provide rapid response to hazardous materials releases and spills.
- Maintain a Technical Rescue Team to provide rapid response to below grade rescue, confined space rescue, trench rescue, high-angle rescue, and building collapse rescue.
- Maintain an Underwater Rescue and Recovery Team and Boat to provide rapid response to emergency situations involving water rescue.
- Maintain a team of certified Fire and Arson Investigators to determine cause and origin on all fires as required by State law.
- Maintain each team ready to receive and render aid through the mutual aid box alarm system.

*NOTE: The Hazardous Materials Team, Technical Rescue Team and Underwater Rescue and Recovery Team share a multi-purpose rescue vehicle to accommodate the unique and specialized needs of each team.

2007 RESPONSES BY VEHICLE



**FIRE DEPARTMENT
EMERGENCY PREPAREDNESS**

NOTES			06/07	07/08	07/08	08/09	Percent	09/10
			Actual	Budget	Estimated	Budget	Change From Budget	Estimate
<p>Training: Funds to allow select personnel to receive training through Illinois Emergency Management Agency, all Fire personnel to receive training in emergency response to terrorism.</p> <p>Materials: Supplies for maintaining the City's operational readiness to deal with disasters including the EOC (Emergency Operation Center) and the EOP (Emergency Operations Plan) are funded through this account.</p>	Personal Services							
	1002025910000	Regular Salaries	25,900	26,300	24,300	27,300	4%	28,400
	1002025921000	Insurance	1,789	2,300	1,700	2,200	-4%	2,300
	1002025949100	Fire Pension Contr.	713	4,600	4,600	7,400	61%	7,700
	Personal Services Total		28,402	33,200	30,600	36,900	11%	38,400
	Contractual Services							
	1002025943700	Training	1,007	1,600	1,100	1,600	0%	1,700
	1002025948500	Gen. Contract. Svcs.	3,217	4,000	1,000	4,000	0%	4,200
	Contractual Services Total		4,224	5,600	2,100	5,600	0%	5,900
	Commodities							
1002025952000	Materials	471	2,500	300	2,600	4%	2,700	
Commodities Total		471	2,500	300	2,600	4%	2,700	
Operating Budget Total		33,097	41,300	33,000	45,100	9%	47,000	
Emergency Preparedness Total		33,097	41,300	33,000	45,100	9%	47,000	

The Fire Department is the lead agency in disaster mitigation and must maintain a state of preparedness. The City must be ready to contend with natural disasters, pandemics, terrorism, technological and public health calamities. This program area provides for that readiness through the continuous updating and expansion of emergency plans, the training of personnel to aid in returning a situation to its pre-disaster condition and the formulation of aid agreements with other City departments, governmental agencies, contractors and private providers.

Ongoing Programs:

- Maintain readiness of personnel, plans, resources, tools, and equipment to assist in the remediation of a major disaster.
- Make improvements to and maintain the Emergency Operations Center (EOC) in the lower level at Station 36.
- Maintain the Public Emergency Warning System.
- Develop community resources (Citizens Emergency Response Team (CERT), Community Disaster Planning Committee (CDPC), Joint Community Response and Recovery Team (JCRRT), Collaborative Healthcare Urgency Group (CHUG), etc.) to assist recovery efforts.
- Integrate planning activities with outside government agencies (Cook County Department of Public Health, Cook County Sheriff's Emergency Management Agency) to develop plans for community medication dispensing sites.

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CAPITAL PLAN

SUMMARY

City's Mission

The City of Park Ridge is committed to providing excellence in City services in order to uphold a high quality of life, so our community remains a wonderful place to live and work. All proposed capital projects should be evaluated against this mission statement.

Total 2008/09 Capital Projects

The Capital Improvements budget, including debt service, for 2008/09 totals \$10,164,400. Capital projects consist of a year-to-year ongoing infrastructure replacement program and one-time projects. Debt service relates to payment of the public works service center & alley paving projects bond, the City's portion of SWANCC debt, payment for bonds issued in 2004 for a new central water reservoir and transmission line, bonds issued in 2005 and 2006 for public improvements in the uptown tax increment financing district.

Maintenance of the City's Infrastructure

The City Council has always held a strong commitment to maintaining the City's infrastructure. The City annually commits funds to reforestation, sewer rehabilitation, sidewalk replacement, street rehabilitation, watermain replacement, computer and motor equipment replacement.

Process

To allow adequate time for consideration of major expenditures, budget preparation is divided into two segments. First, the capital budget is prepared with six-year projections. Staff prepares the capital budget in the fall of each year. In March, the entire budget including the capital portion is reviewed. City policy requires the Council to adopt the annual budget prior to the start of the fiscal year (May 1). The objective of the capital plan is to provide for the preparation and maintenance of long range, comprehensive plans for the continued physical development of the community. Capital planning is imperative to control land use, determine the location and character of public improvements, and provide for City needs in a logical and efficient fashion while staying within the financial resources of the City.

Definition

The time period of the capital plan is six years 2008/09 through 2013/14. Normally, items included in the capital budget are limited to expenditures with a life of not less than 10 years and a cost of at least \$25,000.

Internal Service Funds

Each year, the City contributes to the motor equipment, city computer replacement, and library technology replacement funds. These three funds are called internal service funds. The money for replacement vehicles and computers comes from the annual contributions to these funds and the funds' interest earnings.

Organization/Priority of Projects

Capital projects are organized by fund and departmental priority. Library capital projects are listed first, followed by the General Fund, Motor Fuel Tax, Emergency Telephone, Water, Parking, and Uptown TIF fund projects. Within each fund, projects are listed by departmental priority. For example, "General/Public Works/Priority#1" indicates the project will be charged to the General Fund and is the first priority project of the Public Works department. Future years' projects are organized separately from the current year's projects. There is no overall priority ranking for future projects.