

FIRE DEPARTMENT
FIRE DEPARTMENT STAFF

By Position:	08/09	09/10	10/11
	FTE	FTE	FTE
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	0.50	0.50
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	52.50	52.50

Salary Expense:

Regular salaries in the Fire department are expected to increase to \$4,174,400 for fiscal year 2009/10.

Staffing Changes:

The full-time Fire Inspector position was eliminated. Because of this, certain occupancies will be inspected every other year versus every year. We will also need to cancel the school safety program. The extra-help Fire Inspector was reclassified as permanent part-time.

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.

	2005/06	2006/07	2007/08	2008/09	2009/10 est.
Output Measures:					
<i>Fire Administration:</i>					
Alternative Funding Received (grants, etc)	\$229,500	\$100,000	\$15,000	\$159,520	
<i>Fire Prevention:</i>					
Public Education Staff Hours	1,117	1,154	775	891.5	750
Number of Residents Educated	4,713	4,500	4,250	4,200	4,500
Fire Prevention Bureau Inspections	1,409	1,809	1,530	1,511	1,250
<i>Emergency Response:</i>					
Total Responses	4,165	4,199	4,561	4,372	4,500
Emergency Medical Calls	2,624	2,584	2,582	2,581	2,500
Basic Life Support	787	1,129	1,196	1,154	1,200
Advanced Life Support	1,837	1,455	1,386	1,427	1,300
Fire and Non-Medical Responses	1,050	1,049	1,349	1,235	1,400
Mutual Aid and Automatic Aid Responses	550	566	630	556	600
Training Hours	6,847	6,069.5	6,350	4,400	6,400
Effectiveness Measures:					
Percent of emergency calls responded to in 6 minutes or less	90.2%	92.2%	90.4%	91.33%	>90%
Percent of fires confined to room(s) involved on arrival	88.9%	28.6%	73%	83%	>75%
Fire loss dollar value	\$329,840	\$371,720	\$896,190	\$2,662,250	
Percent of fires for which cause is determined	61.3%	63.5%	67.7%	75%	
Outcome Measures					
Percentage of patients surveyed who are very satisfied with the EMS service they received.	83%	88%	84%	90%	>85%
Ancillary Outcome Measures:					
Workers compensation injuries	10	10	8	7	<10
Workdays lost	12	111 days	8 days	59 days	10 days
Vehicular accidents	7	5	9	6	
Total overtime costs	\$310,445	\$431,033	\$366,344	\$402,400	\$341,000
Efficiency Measure:					
Departmental budget per capita	\$154.97	\$157.79	\$160.99	\$188.75	\$193.39

Commentary

The Fire Department has made a commitment to provide a high level of service, while working to curtail spending and reduce costs wherever possible. The Fire Department staff worked with the labor union to eliminate a sworn, full time position in the Department's Fire Prevention Bureau, reducing the Fire Department's FTE count from 53 to 52. This cost savings was made possible due to the decrease in construction related fire inspections. Staff is considering options for the most cost-effective way to provide for inspectional services once the workload returns, and may utilize part-time personnel in the future. The FPB will be implementing new technologies to streamline the inspection process as well. Additionally, two previously budgeted capital projects have been eliminated, and no capital projects have been requested for FY 09/10.

Overtime costs continue to create a challenge for the Department. Any overtime, with the exception of minimum staffing, must be approved through Fire Administration. Minimum staffing levels are consistently maintained, but several key factors can require overtime on a daily basis and are out of the control of staff (FMLA per federal law, military leave, injury time, training of new employees). Three injuries accounted for 1,300 hours in lost work. One member of the Department was deployed to Iraq resulting in many days in "backfill" overtime towards his replacement. Three new employees attended the fire training academy and paramedic school. Though there is a cost associated with this type of training, the Department currently has 45 licensed paramedics on its roster, allowing for effective emergency medical care to be provided to the citizenry.

FIRE DEPARTMENT**OVERALL ACCOMPLISHMENTS AND OBJECTIVES****GENERAL SUMMARY****Goal – Enhance Employee Career Development, Training, Knowledge and Wellness****2008/09 Accomplishments:**

- Sent three firefighters through Firefighter III academy and certified three firefighters as paramedics.
- Completed NFPA 1410 drills (firefighting performance drills) during spring, summer and fall.
- Trained with Division III members in Basement Fires, Saws and Cutting Tools/Torches, Forcible Entry Techniques, and Rapid Intervention Team training at NIPSTA multi-company drills.
- Participated in the International Firefighter and EMS Safety Stand Down to emphasize operational safety.
- Utilized several acquired structures for hose line deployment, ventilation, firefighter rescue, and SCBA training
- Pediatric Advanced Life Support certification course conducted for all EMS personnel.
- Certified two new hazardous materials team members to the technician level (Tech A and Tech B).
- All supervisors completed ICS-300 and ICS-400 level NIMS training (highest level).
- 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.
- Conducted extensive training on and implementation of new Draeger Self Contained Breathing Apparatus.

2009/10 Objectives:

- Design and implement an Acting Officer Development Program.
- Design and implement new Engineer Certification/Re-certification Program.
- Design and implement a new Truck Operator Certification/Re-certification Program.
- Increase training hours to meet Insurance Service Office (ISO) standards.
- Provide in house Advanced Trauma Life Support training to all EMS personnel.
- Certify all department members in Rope Operations via in-house training to the OSFM standard.
- Conduct training with automatic aid companies from our neighboring communities.

GOAL- Improve/Rehabilitate Physical Plants, Apparatus and Equipment**2008/09 Accomplishments:**

- Received a grant for \$159,520 to replace our existing Self Contained Breathing Apparatus (SCBA). This represents the Fire Department's 5th and largest federal grant to date.
- All Holmatro extrication equipment was upgraded with 75% of the cost covered by grant monies through the Department of Commerce and Economic opportunity, increasing the service life of this equipment.
- Implemented vehicle idle policy to save on fuel costs and be more environmentally sensitive.
- Developed new vehicle check sheets that are more thorough, and that also reduced paper usage from 8 sheets per week to 1 sheet per week for every emergency vehicle (70 sheets per week saved).
- Installed motion-sensing light switches in our facilities in order to save on energy costs.
- All gas meter calibration was moved from third party system to in-house, with a reduction in costs and out of service time.
- 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.
- Remodeled the kitchen at Station 36 in cooperation with the Foreign Fire Tax Board.

2009/10 Objectives:

- Develop detailed specifications for future replacement of command vehicle, utility vehicle and fire engine.
- Design and implement an updated Building Maintenance schedule.
- Streamline the ordering and delivery of station maintenance supplies, increasing efficiency.
- Repair and upgrade the parking areas at both Station 35 and Station 36.
- Implement a new NFPA required SCBA restraint and hose containment system on all fire apparatus.
- Utilize preventative maintenance techniques on all apparatus and equipment to increase service life.

FIRE DEPARTMENT**OVERALL ACCOMPLISHMENTS AND OBJECTIVES****GENERAL SUMMARY****GOAL- Improve Overall Operational Efficiency and Effectiveness****2008/09 Accomplishments:**

- Secured a grant from the Illinois Department of Public Health to purchase \$4,000 in EMS training equipment.
- Settled a four-year labor contract and successfully resolved an Unfair Labor Practice.
- Applied for and completed the ICMA performance measurement program to benchmark our department's effectiveness against other comparable departments across the United States.
- Replaced the full-time sworn position of Fire Inspector with civilian part time help to increase efficiency and effectiveness.
- Implemented the new incident reporting module of Firehouse software to allow for improved statistical analysis.
- Conducted formal assessment center promotional testing processes for the first time for both Lieutenant and Battalion Chief.
- Implemented oxygen tank exchange program, eliminating dangers of filling tanks in the station.
- Utilized third party to perform preventative maintenance on cots and stair chairs, increasing their service life.
- 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 software from City server to NSECC server to improve flow of information and enhance software specific support.
- EMS System EZIO (intraosseous access equipment) and SMART triage tag system were placed into service.
- Conducted a formal assessment of the area-wide radio communications system and process.

2009/10 Objectives:

- Increase opportunities for continuing education for paramedics.
- Provide Emergency Operations Plan and Emergency Operations Center training for City staff and Elected officials.
- Plan and conduct SNS distribution drill for all first responders.
- Implement a City of Park Ridge employee family assistance program for disasters.
- Implement a new Mass Notification System to better communicate with residents in an emergency.

GOAL- Expand Public Relations, Community Involvement and Preparedness**2008/09 Accomplishments:**

- Assisted Maine South High School with emergency planning and attended several special events.
- Provided the "Learn Not to Burn" curriculum to all local public and private schools.
- Provided CPR and First Aid training to more than 1,000 area residents.
- Provided a successful fire behavior program for more than 500 eighth grade students at both middle schools and at St. Andrews. This program included unique hands-on fire extinguisher training for each student.
- Participated with several local organizations in providing public education initiatives: National Night Out, Community Center Senior Fair, Taste of Park Ridge, Farmer's Market, South Park Merchants Winterfest, Maine South Clinical Government Program, grammar school reading incentive programs, and sponsored the Health and Safety Expo in conjunction with Niles.

2009/10 Objectives:

- Develop and implement a Community Emergency Response Team activation plan utilizing new mass notification system, and increase the equipment available to these volunteer responders.
- Develop and implement a special needs population registry as a resource for disaster evacuations.
- Develop and conduct citizen's emergency planning and preparation training sessions.
- Conduct National Incident Management System and Incident Action Plan training for all City supervisors and elected officials.

**FIRE DEPARTMENT
FIRE ADMINISTRATION & SUPPORT**

NOTES	07/08		08/09		09/10		Percent Change	
	Actual	Budget	Actual	Estimated	Budget	From Budget	10/11 Estimate	
Public Safety Employee Benefits Act: City required to provide lifetime medical insurance for firefighter disabled while on duty. Building Maint.: Repair and maintenance of the three department buildings is funded through this account. Gen Contract Svcs.: Division III dues (\$5,000), NIPSTA (\$12,000), CAD/ALERTS (\$2,700). Capital Project: 10/11: Training Tower (p. 266)	Personal Services							
	1002021910000	Regular Salaries	268,648	274,900	329,700	242,200	-12%	282,200
	1002021915200	Overtime		1,000	1,100	1,000	0%	1,100
	1002021921000	Insurance	26,747	31,300	23,200	30,000	-4%	31,100
	1002021921099	Workers Comp	79,225	89,100	200,000	80,000	-10%	80,000
	1002021926000	Uniforms	486	1,000	1,300	1,000	0%	1,000
	2066050949100	FICA & IMRF Pmts.	9,488	10,600	10,600	26,400	149%	26,900
	1002021921011	PSEBA		18,300	16,700	18,400	1%	20,200
	1002021949100	Fire Pension Contr.	12,258	61,300	61,300	73,300	20%	76,300
		Personal Services Total	396,852	487,500	643,900	472,300	-3%	518,800
	Contractual Services							
	1002021940100	Telecommunications	23,845	23,000	23,000	23,500	2%	24,200
	1002021942100	Building Maintenance	8,866	20,800	21,000	20,800	0%	21,600
	1002021943200	Tuition Reimburse.	5,981	2,700	2,700			8,000
	1002021943700	Training	2,367	6,100	3,000	3,500	-43%	3,500
	1002021948500	Gen. Contract. Svcs.	30,327	34,000	33,500	30,000	-12%	31,300
		Vehicle Maintenance	14,324	12,400	14,200	13,200	6%	13,800
	Contractual Services Total	85,710	99,000	97,400	91,000	-8%	102,400	
	Commodities							
	1002021952000	Materials	33,545	35,000	35,000	33,000	-6%	34,400
	1002021955000	Natural Gas	9,198	13,400	13,000	13,400	0%	13,600
	Commodities Total	42,743	48,400	48,000	46,400	-4%	48,000	
	Operating Budget Total	525,305	634,900	789,300	609,700	-4%	669,200	
	Capital							
	1002021990400	Motor Equipment	3,500	2,600	2,600	2,600	0%	2,600
	1002021996301	Training Tower						39,500
	Capital Budget Total	3,500	2,600	2,600	2,600	0%	42,100	
	Fire Administration Total	528,805	637,500	791,900	612,300	-4%	711,300	

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		06/07	07/08	08/09	08/09	Percent	
		Actual	Budget	Estimated	Budget	08/09 From Budget	09/10 Estimate
<p>2008 Fire Prevention Bureau Activities included 534 business inspections, 503 re-inspections, 22 home inspections/smoke detector installations, 435 construction-related inspections, 36 complaint investigations, 257 plan reviews, and 14 fire drills.</p> <p><u>Regular Salaries:</u> Because the Fire Inspector position was reduced from full-time to part time certain occupancies will be inspected every other year instead of every year. Also, the school safety program will be cancelled.</p> <p><u>Overtime:</u> Includes Fire Prevention Bureau personnel working as minimum shift staffing.</p> <p><u>Training:</u> Additional classes for Fire Prev. Bureau Certification.</p> <p><u>Materials:</u> Want to purchase Tablets for Fire Marshal and Inspector over a two-year period.</p>	Personal Services						
	1002022910000 Regular Salaries	199,834	167,700	140,900	105,000	-37%	109,200
	1002022915000 Extra Help	8,737	14,800	10,900			
	1002022915200 Overtime	29,080	16,500	42,700	12,700	-23%	13,400
	1002022921000 Insurance	19,016	22,400	16,600	10,700	-52%	11,100
	1002022926000 Uniforms		1,000	1,000	1,000	0%	1,000
	2066050949100 FICA & IMRF Pmts.	1,054	2,400	2,400	8,000	233%	8,400
	1002022949100 Fire Pension Contr.	9,570	45,300	45,300	29,200	-36%	30,400
	Personal Services Total	267,291	270,100	259,800	166,600	-38%	173,500
	Contractual Services						
	1002022943700 Training	2,255	3,000	3,000	2,100	-30%	2,100
	1002022948500 Gen. Contract. Svcs.	1,321	2,000	2,000	2,000	0%	2,100
	Vehicle Maintenance	15,339	13,300	15,300	14,100	6%	14,800
	Contractual Services Total	18,915	18,300	20,300	18,200	-1%	19,000
	Commodities						
1002022952000 Materials	4,970	5,000	5,000	3,200	-36%	3,400	
Commodities Total	4,970	5,000	5,000	3,200	-36%	3,400	
Operating Budget Total	291,176	293,400	285,100	188,000	-36%	195,900	
Capital							
1002022990400 Motor Equipment	3,400	2,300	2,300	2,300	0%	2,300	
Capital Budget Total	3,400	2,300	2,300	2,300	0%	2,300	
Fire Prevention Total	294,576	295,700	287,400	190,300	-36%	198,200	

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 09/10 includes additional funding for new large diameter hose.

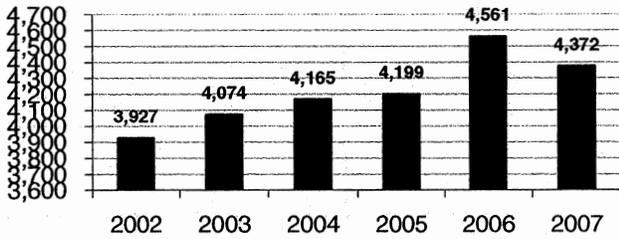
	07/08	08/09	08/09	09/10	Percent	10/11
	Actual	Budget	Estimated	Budget	Change	Estimate
					From	
					Budget	Estimate
Personal Services						
1002023910000 Regular Salaries	3,631,554	3,774,100	3,673,700	3,800,400	1%	4,135,400
1002023915200 Overtime	357,607	330,000	390,400	340,000	3%	350,000
1002023921000 Insurance	459,089	536,800	399,400	513,600	-4%	531,600
1002023926000 Uniforms	21,369	20,300	20,000	20,300	0%	21,000
1002023926200 Protective Clothing	15,518	20,300	20,000	20,300	0%	21,200
2066050949100 FICA & IMRF Pmts.	45,331	50,800	50,800	56,200	11%	53,300
1002023949100 Fire Pension Contr.	229,195	1,021,100	1,021,100	1,313,200	29%	1,340,200
Personal Services Total	4,759,663	5,753,400	5,575,400	6,064,000	5%	6,452,700
Contractual Services						
1002023942300 Emerg. Radio Repair	3,478	2,600	2,700	2,600	0%	2,700
1002023943700 Training	23,978	22,200	22,200	15,500	-30%	15,500
1006030949503 Contingencies		26,000				
1002023948500 Gen. Contract. Svcs.	24,357	18,800	18,600	18,800	0%	19,700
Vehicle Maintenance	188,469	163,800	187,600	173,700	6%	181,400
Contractual Services Total	240,282	233,400	231,100	210,600	-10%	219,300
Commodities						
1002023952000 Materials	42,471	80,000	70,000	45,000	-44%	47,500
1002023952005 Materials-Grant		186,000				
1002023959000 Equipment Maint.	511	4,000	4,200	4,000	0%	4,200
Commodities Total	42,982	270,000	74,200	49,000	-82%	51,700
Operating Budget Total	5,042,927	6,256,800	5,880,700	6,323,600	1%	6,723,700
Capital						
1002023990800 Computer Equip.	16,600	12,200		11,500	-6%	11,600
1002023990400 Motor Equipment	154,700	106,400	106,400	106,400	0%	106,400
Capital Budget Total	171,300	118,600	106,400	117,900	-1%	118,000
Emergency Response Total	5,214,227	6,375,400	5,987,100	6,441,500	1%	6,841,700

Ongoing Programs:

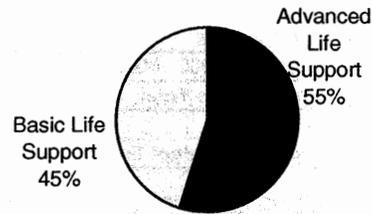
- Provide rapid response to fire, rescue, emergency medical service, carbon monoxide alarms, vehicular accident, general service and other miscellaneous types of alarms.
- Develop and revise pre-incident plans on institutional, commercial, and public buildings.
- Perform annual flow testing of all City 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

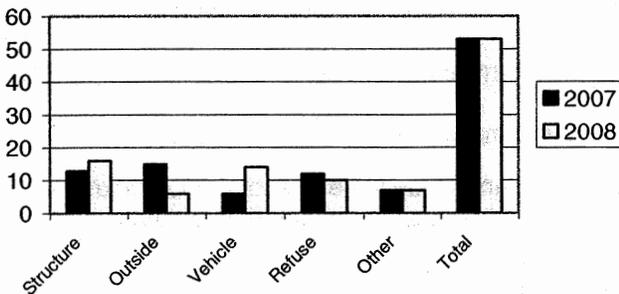
TOTAL ALARMS



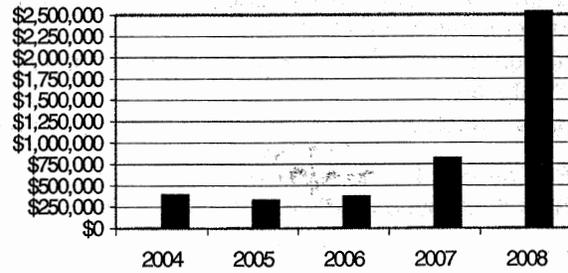
**2008 EMS RESPONSES
ADVANCED VS. BASIC
LIFE SUPPORT**



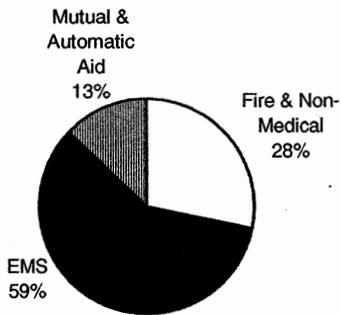
FIRE LOSS BY TYPE



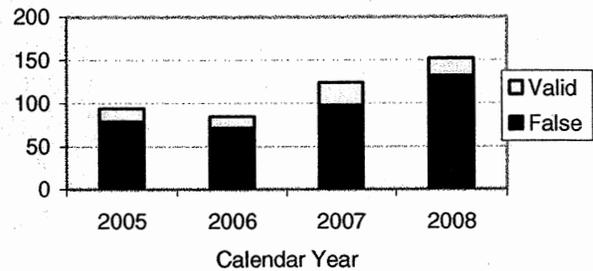
FIRE LOSS DOLLAR VALUE



**2008
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.

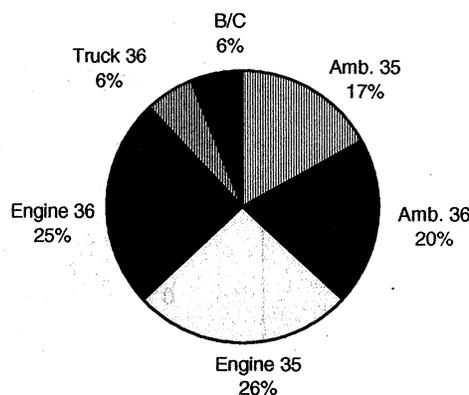
	07/08	08/09	08/09 Estimated	09/10	Percent Change From Budget	10/11 Estimate
Contractual Services	Actual	Budget	Actual	Budget		
1002024943700 Training	2,612	4,000	5,000	4,200	5%	4,200
1002024948500 Gen. Contract. Svcs.	918	3,000	3,000	3,000	0%	3,100
Contractual Services Total	3,530	7,000	8,000	7,200	3%	7,300
Commodities						
1002024952000 Materials	9,059	14,000	14,000	10,000	-29%	10,500
Commodities Total	9,059	14,000	14,000	10,000	-29%	10,500
Operating Budget Total	12,589	21,000	22,000	17,200	-18%	17,800
Special Services Total	12,589	21,000	22,000	17,200	-18%	17,800

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.

2008 RESPONSES BY VEHICLE



**FIRE DEPARTMENT
EMERGENCY PREPAREDNESS**

NOTES

Training:
FY 2010/11:
Funds to allow select personnel to receive training through Illinois Emergency Management Agency, all Fire personnel to receive training in emergency response to terrorism.

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.

	07/08	08/09	08/09	09/10	Percent Change	10/11
	Actual	Budget	Estimated Actual	Budget	From Budget	Estimate
Personal Services						
1002025910000 Regular Salaries	26,532	27,300	24,600	26,800	-2%	27,800
1002025921000 Insurance	1,881	2,200	1,600	2,100	-5%	2,200
1002025949100 Fire Pension Contr.	1,472	7,400	7,400	8,900	20%	9,300
Personal Services Total	29,885	36,900	33,600	37,800	2%	39,300
Contractual Services						
1002025943700 Training		1,600	1,500			1,100
1002025948500 Gen. Contract. Svcs.	1,075	4,000	4,000	4,000	0%	4,200
Contractual Services Total	1,075	5,600	5,500	4,000	-29%	5,300
Commodities						
1002025952000 Materials	250	2,600	2,600	2,300	-12%	2,500
Commodities Total	250	2,600	2,600	2,300	-12%	2,500
Operating Budget Total	31,210	45,100	41,700	44,100	-2%	47,100
Emergency Preparedness Total	31,210	45,100	41,700	44,100	-2%	47,100

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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POLICE DEPARTMENT

Departmental Page References

Program	Page Number
Emergency 911	164
Police Administration	166
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Communications	169
Patrol	170
Crime Prevention	171

MISSION STATEMENT

The overall mission of the Police Department is to be the catalyst in reducing the frequency and severity of external harm to all persons and property; to quickly render hazardous situations safe; to rescue the endangered; to help people live harmoniously; to maintain an atmosphere of personal security; to identify and utilize community resources to solve criminal and social problems; and to provide services in a fair and equitable manner.

Emergency 911: To provide for continuous emergency 9-1-1 police and fire computer aided dispatching; to constantly monitor all radio transmissions; to provide medical, pre-arrival instructions in life threatening situations; and to record pertinent computerized incident information.

Police Administration and Support: To assist in the planning and management of the primary program areas of Communications, Crime Prevention, Investigation, Patrol, Youth and Social Services; managing parking and animal control efforts; providing accurate record keeping; collecting and analyzing crime data; coordinating training programs; and ensuring accredited status is maintained.

Investigation: To conduct follow-up and department initiated criminal investigations; to investigate incidents of vice activities and illicit drug and alcohol use and sales. To investigate, control and reduce juvenile related criminal and status offenses; assist juveniles and adults in adapting and relating to community, school, and family issues; to provide interaction in the high school environment through the School Resource Officer program.

Communications: To provide an emergency back-up location for the Emergency Communications Center. To provide emergency contacts for call out of off-duty personnel for all City services; manage 24-hour/7 days a week police reception desk to act as an information source for citizen inquiries regarding all City services.

Patrol: To provide immediate response and professional service to the community for emergencies and other matters of concern; to deter crime, reduce and investigate traffic crashes and obtain compliance with State Laws and City Ordinances through education, enforcement, and prevention; and participate in problem solving through community policing techniques.

Crime Prevention: To recognize and evaluate crime opportunities in the community; to initiate police action and enlist citizen/community involvement to reduce or eliminate those risks. To educate the public on safety issues and crime prevention techniques.

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POLICE DEPARTMENT

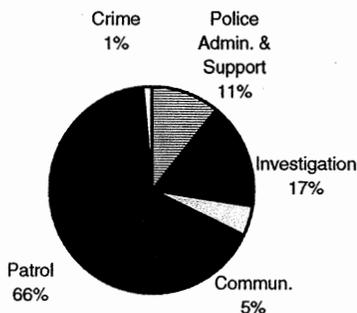
BUDGET SUMMARY

NOTES

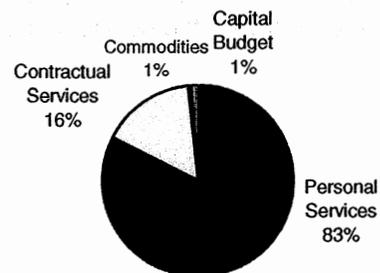
Overview:
The 2009/10 budget for the Police Dept. is \$10,541,800. This represents 20% of the total City budget and a 0% change from last year's budget.

	07/08	08/09	08/09 Estimated	09/10	Percent Change From	10/11
PROGRAMS	Actual	Budget	Actual	Budget	Budget	Estimate
Emergency 911	1,140,586	1,195,100	1,218,500	1,264,200	6%	1,300,700
Police Admin. & Support	1,190,756	1,054,000	850,800	1,014,700	-4%	1,143,900
Investigation	1,240,268	1,428,800	1,379,300	1,539,600	8%	1,325,500
Communications	369,050	422,400	410,200	425,600	1%	446,300
Patrol	5,767,999	6,321,000	6,019,700	6,169,900	-2%	6,641,000
Crime Prevention	109,348	122,100	123,100	127,800	5%	132,500
Total	9,818,007	10,543,400	10,001,600	10,541,800	0%	10,989,900
EXPENDITURE CLASSIFICATION						
Personal Services *	8,003,490	8,701,200	8,171,900	8,706,500	0%	9,042,900
Contractual Services	1,586,873	1,623,700	1,650,900	1,666,900	3%	1,714,900
Commodities	71,944	61,900	62,500	45,700	-26%	108,800
Fixed Assets	-	-	-	-	-	-
Operating Budget Total	9,662,307	10,386,800	9,885,300	10,419,100	0%	10,866,600
Debt Service	-	-	-	-	-	-
Capital Budget	155,700	156,600	116,300	122,700	-22%	123,300
Expenditure Total	9,818,007	10,543,400	10,001,600	10,541,800	0%	10,989,900
SOURCE OF FUNDS						
General Fund	8,470,798	9,136,000	8,570,800	9,040,500	-1%	9,460,000
Emergency 911 Fund	1,140,586	1,195,100	1,218,500	1,264,200	6%	1,300,700
Ill. Mun. Retirement Fund	206,623	212,300	212,300	237,100	12%	229,200
Source of Funds Total	9,818,007	10,543,400	10,001,600	10,541,800	0%	10,989,900
* Regular Salaries						
	5,550,018	5,825,700	5,400,100	5,615,100	-4%	5,922,000
Other Personal Services						
	2,453,472	2,875,500	2,771,800	3,091,400	8%	3,120,900

**PROGRAMS
09/10 BUDGET**



**EXPENDITURE CLASSIFICATION
09/10 BUDGET**



POLICE DEPARTMENT

POLICE DEPARTMENT STAFF

	08/09	09/10	10/11
<i>By Position:</i>	<i>FTE</i>	<i>FTE</i>	<i>FTE</i>
Police Chief	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00
Clerk II-Part Time	2.00	2.00	2.00
Community Service Officers	9.00	9.00	9.00
Crossing Guards	7.48	7.48	7.48
Police Desk Attendants-Part Time	1.50	1.50	1.50
Patrol Officers	30.00	30.00	30.00
Patrol Officers - Investigators	6.00	6.00	6.00
Patrol Officers - Tactical Unit	2.00	2.00	2.00
Patrol Officers - Traffic	4.00	4.00	4.00
Patrol Officers - High Schools	2.00	2.00	2.00
Police Officer - Crime Prevention	1.00	1.00	1.00
Patrol Officer - Park District	1.00	1.00	1.00
Police Commanders	4.00	4.00	4.00
Police Lieutenants	4.00	4.00	4.00
Police Sergeants	4.00	4.00	4.00
Records Supervisor	1.00	1.00	1.00
Administrative Assistants	2.00	2.00	2.00
Social Worker-Part Time	0.50	0.50	0.50
Total Police	83.48	83.48	83.48

Salary Expense:

Regular salaries in the Police department are expected to increase to \$5,615,400 for fiscal year 2009/10.

Staffing Changes:

In March of 2008/09, the Police Chief retired. As of January 2009, the Police Chief has not been replaced, the Deputy Chief is in an Acting Chief position, the Deputy Chief position is vacant, a Lieutenant is in an Acting Commander position, and a Sergeant is in an Acting Lieutenant position.

Also, through the course of the fiscal year, one Patrol Officer retired and three others left for other employment. The Community Service Coordinator was on extended medical leave from April to December and a Community Service Officer acted as Coordinator.

Finally, the Lunch Crossing Guard commitment was eliminated and eased the ability to sufficiently staff the crossings, thereby making the positions desirable.

Performance Measurements

Mission: Provide a safe and secure environment to live and work in. Enhance partnership with the community to reduce the opportunity for crime. Provide the most effective and efficient service to all.

Objectives: Strengthen community policing initiatives to resolve neighborhood concerns. Provide traffic safety programs and enhanced enforcement throughout the community. Train personnel to respond appropriately to special threat situations. Direct the Tactical Unit to focus enforcement efforts on drug and gang related activity.

	2005/06	2006/07	2007/08	2008/09	2009/10 est.
<u>Output Measures:</u>					
<i>Patrol & Community Service:</i>					
Calls for Service	23,331	23,311	23,629	23,430	24,000
Traffic Citations Issued	13,427	10,608	8,617	6,004	8,000
Parking Citations Issued (Patrol, CSO, PEO)	11,101	11,656	7,178	8,190	8,000
Compliance/Local Ordinance Citations	1,361	1,985	2,336	2,799	2,000
Training Hours	5,783	5,146	3,587	3,682	4,000
<i>Crime Prevention:</i>					
Community Relations and Traffic Safety Programs Provided to Public (hours)	1,245	1,043	575*	600	
<u>Efficiency Measures:</u>					
Average traffic citations issued per patrol and traffic officer	420	342	287	214	250
Average parking citations issued per officer (non-sworn and sworn)	285	277	199	240	175
<u>Effectiveness Measures:</u>					
Part I (homicide, sexual assault, aggravated battery & assault, burglary, theft, automobile theft, arson and robbery) crimes	575	642	580	678	550
Part II crimes	1,715	1,486	1,511	1,253	1,500
<u>Ancillary Outcome Measures:</u>					
Workers compensation injuries (cal yr)	7	6	6	4	
Workdays lost	736	25 days	216 days	0	
	hours				
Vehicular accidents	12	16	14	10	
<u>Efficiency Measure:</u>					
Departmental budget per capita	\$225.36	\$236.77	\$259.91	\$264.77	\$279.07

Commentary

There continues to be strong concerns for traffic safety. The department has concentrated its efforts to reduce traffic crashes and serious moving violations. There is an efficient process utilized for recurring problem areas that require selective enforcement.

Community/problem-oriented policing efforts continue to be a priority in resolving neighborhood concerns as quickly as possible.

The two-officer Tactical Unit works closely with both the Patrol and Investigations divisions. Their efforts are focused primarily on illegal drug use and sales as well as gang activity. The unit is designed to be adaptable to the needs of the community and the department.

Staffing for the Traffic Unit was affected throughout the year by vacancies in the Patrol Division. Traffic Officers are regularly reassigned to patrol duties to mitigate the shortages.

The department added a rapid messenger display board and a portable radar display unit to supplement officers' efforts in traffic safety and community policing. These additions were completely funded by grant awards.

POLICE DEPARTMENT**OVERALL ACCOMPLISHMENTS AND OBJECTIVES****GENERAL SUMMARY****2009/10 – GOAL – Improve overall operational effectiveness****Objectives:**

- Continue research of incorporating tickets and warrants into the RMS.
- Consolidate multiple systems and databases into a single RMS that could be accessed by our police personnel.
- Improve the security and monitoring capabilities of the entry system for the Property and Evidence Room.
- Transition accredited status to the state level for efficiency and maintain compliance with state relevant standards.
- Create a process to report traffic complaints, studies and enforcement activities to be published on a regular basis.

2009/10 GOAL – Achieve state of the art in facilities and equipment**Objectives:**

- Fully integrate the digital photography system into our Evidence Technician Program.
- Implement the M-4 weapon system for Patrol Division use in place of MP5.
- Continue exploring options and move forward towards a police facility that meets the needs of the community.

2009/10 GOAL – Maintain comprehensive traffic enforcement program**Objectives:**

- Maintain fully staffed traffic section without reassignment to patrol on a regular basis.
- Continue close relationship with Public Works and City Engineer to identify problem areas and define long-term strategies for improved traffic safety.
- Expand and enhance selective enforcement program utilizing consistent staffing, newly obtained equipment, and speed trailers.
- Utilize available grant funding for additional enforcement periods.
- Build upon accomplishments with the school districts to address concerns and respond effectively to traffic related issues.
- Incorporate red light camera enforcement into overall traffic safety initiatives with possibility of expansion.

2009/10 GOAL – Enhance or expand community policing and community relation's efforts**Objectives:**

- Continue teaching safety/health curriculum in District 64 schools.
- Seek opportunities for positive interaction with the community, i.e. Farmer's Market, Coffee with the Cops, etc.
- Host the 5th annual National Night Out.
- Maintain a visible presence at community events such as 3rd of July Fireworks and Taste of Park Ridge.
- Conduct two Citizens Police Academy sessions.
- Maintain/expand relationship with Park Ridge Youth Commission and TOFYS by planning, coordinating and participating in several youth related events.
- Participate in the Park Ridge-Niles School District 64 Traffic Safety Committee.

POLICE DEPARTMENT
OVERALL ACCOMPLISHMENTS AND OBJECTIVES
GENERAL SUMMARY

2008/09 GOAL – Improve overall operational effectiveness.

Accomplishments:

- Strengthened partnerships with schools at all levels.
- Maintained high level of quality training in-house with NIPSTA and North East Multi-Regional Training courses.
- Maintained involvement in NIPAS, EST, Mobile Field Force and MCAT.
- Increased staffing of Major Crash Unit and provided training for state and national certifications.
- Installed separate T1 line as recommended by IT for Iwin applications.

2008/09 GOAL – Achieve state of the art in facilities and equipment.

2008/09 Accomplishments:

- Maintained evidence technician program with current training and proper supplies.
- Continued exploring options to further construction of new, more efficient police facility.
- Implemented in-car crash reporting system.
- Participated in development of new squad car computer software w/Motorola.
- Updated City Hall, Police Department Video Camera system.
- Relocated back-up transmitter/receiver to Public Works Service Center.
- Improved and expanded the capabilities of the BEAST system to incorporate the use of barcodes for inventory of property.

2008/09 GOAL – Maintain comprehensive traffic enforcement program

Accomplishments:

- Remained cognizant of traffic concerns throughout the City.
- Maintained focus on enforcement for neighborhood traffic concerns.
- Provided new patrol officers with necessary training to detect impaired drivers and prosecute violators.
- Achieved City Council approval for the use of red light enforcement cameras.
- Fully staffed the traffic section (4 full time patrol officers)
- Enhanced the selective enforcement program using new methods, such as signage indicating slow down zone, deployment of speed trailers, etc.
- Enhanced our public information campaign regarding traffic safety, such as leaflets at fast food restaurants, special events and participating in more instruction at driving schools.
- Worked closely with Public Works department to devise long-term strategies to identify traffic safety improvements.
- Continued to work closely with the school districts to improve traffic safety concerns near each school.
- Participated in three separate state funded traffic enforcement grant initiatives.

2008/09 GOAL – Enhance or expand community policing and community relation's efforts

Accomplishments:

- Maintained partnership with elementary and high school districts to ensure optimum safety and security.
- Increased membership of Citizens Patrol.
- Expanded role of Explorer Post members to become involved in more community events.
- Promoted strong citizen/police relationship through effective community policing efforts.
- Increased involvement in teen-related community events.

**POLICE DEPARTMENT
EMERGENCY 911**

NOTES	07/08	08/09	08/09 Est.	09/10	% Chng Frm Bud	10/11 Estimate
Contractual Services	Actual	Budget	Actual	Budget		
ANI/ALI Fees: Auto. No. ID/Auto. Location ID fees. City prepaid \$158,000 for 11/01/07 – 10/31/12. Gen. Contract: Software for mass notification system. Gen. Contract: The PR Portion of the North Suburban Emergency Communication Center. Computer Equip.: Contribution to Computer Repl Fd see p. 292.	2202013941500 ANI/ALI Fees	30,602	31,600	31,600	31,600	0% 31,600
	2202013948500 Gen. Contract. Svcs.		23,400			
	2202013948500 Gen. Contract. Svcs.	1,099,484	1,153,000	1,153,000	1,225,600	6% 1,262,000
	Contractual Services Total	1,130,086	1,184,600	1,208,000	1,257,200	6% 1,293,600
	Operating Budget Total	1,130,086	1,184,600	1,208,000	1,257,200	6% 1,293,600
	Capital					
	2202013990800 Computer Equipment	10,500	10,500	10,500	7,000	-33% 7,100
	Capital Budget Total	10,500	10,500	10,500	7,000	-33% 7,100
	Emergency 911 Total	1,140,586	1,195,100	1,218,500	1,264,200	6% 1,300,700

Ongoing Program:

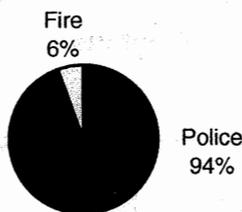
Emergency Communications is charged with the responsibility of receiving calls for police fire and emergency medical services through the 911 system, radio, alarm circuitry and other telephone lines. Communications personnel dispatch the necessary equipment and manpower to handle emergencies for the incorporated areas of Park Ridge, Des Plaines, Niles and Morton Grove. When callers dial 911 to report an emergency, the system provides the life and property saving features of Automatic Number Identification (ANI) and Automatic Location Identification (ALI) and Selective Routing (SR.). With ANI, ALI and SR, information concerning the caller's location, phone number and other essential facts are instantaneously displayed on a screen when the call is received in the Communications Center, assuring an emergency response even if the caller is unable to communicate his location or problem. Emergency Communications personnel utilize 22 separate emergency and non-emergency radio frequencies, linking the Police and Fire Departments with each other, surrounding communities and area wide mutual support in the event of major disasters. The system also links the Center with both state and federal agencies such as Cook County Sheriff, Illinois State Police and the Federal Bureau of Investigation.

Total Incidents by Type:

As of December 31, 2008:

Police	202,811
Fire	12,086
Total	214,897

Police / Fire

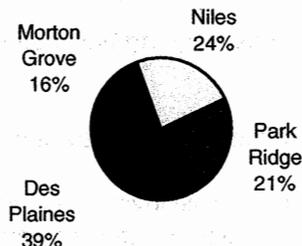


Total Incidents by Jurisdiction:

As of December 31, 2008:

Des Plaines	84,643
Morton Grove	34,730
Niles	50,886
Park Ridge	44,638
Total	214,897

Total Incidents by Jurisdiction

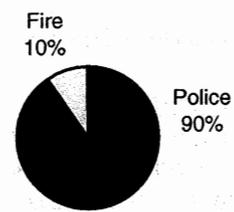


Total Park Ridge Incidents by Type:

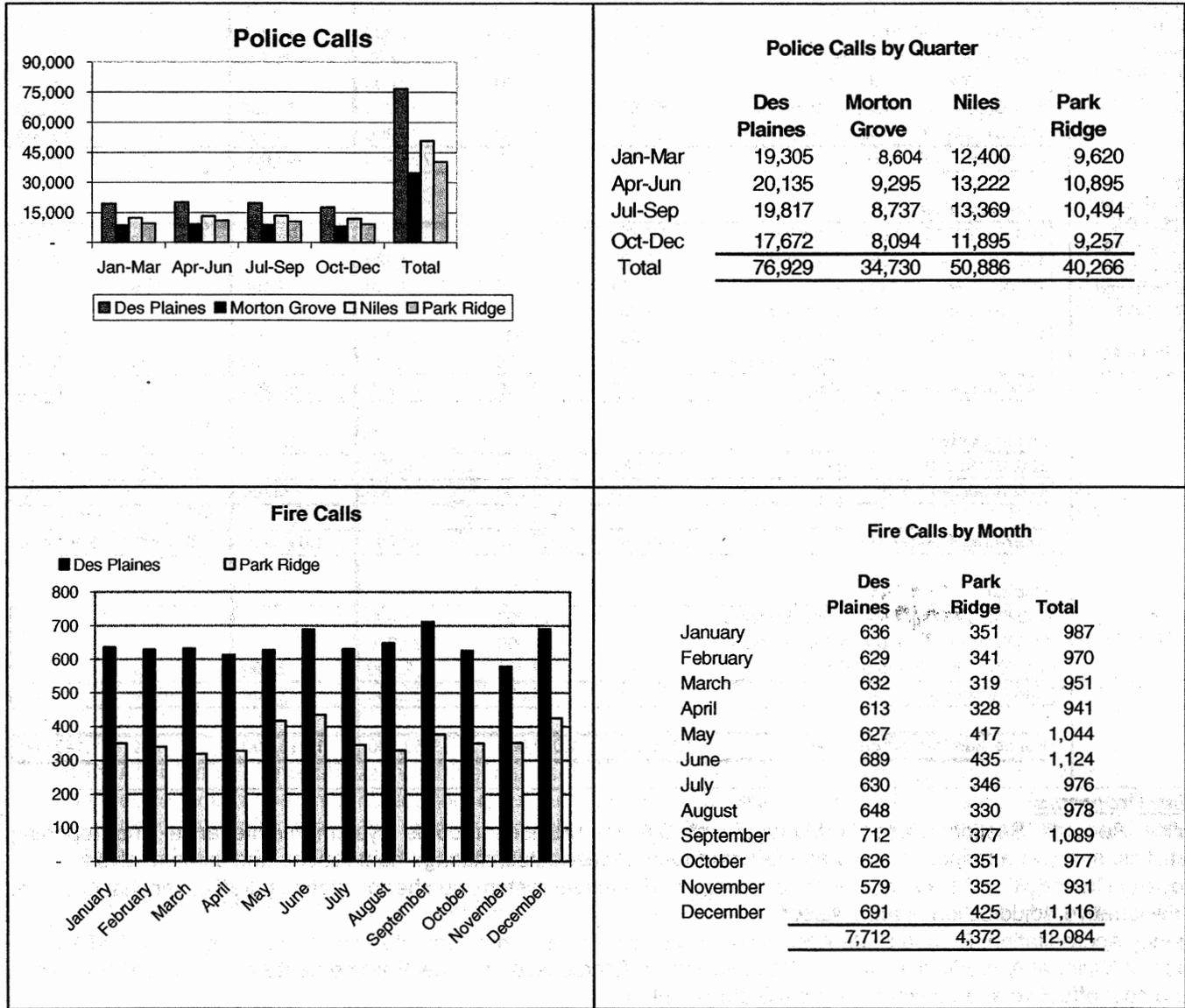
As of December 31, 2008:

Police	40,266
Fire	4,372
Total	44,638

Park Ridge Police/Fire



POLICE DEPARTMENT
EMERGENCY 911



**POLICE DEPARTMENT
INVESTIGATION**

NOTES			07/08	08/09	08/09	09/10	Percent	10/11
			Actual	Budget	Estimated	Budget	Change From Budget	Estimate
<p>Uniforms: Pays investigations personnel the annual equivalent of the patrol officer contractual uniform allowance.</p> <p>Gen. Contract Svcs.: Associations' memberships including Major Case Assistance Team (MCAT) (\$3,000), pagers, licenses, equipment repair and maintenance and Information System subscription (\$1,500). LEADS on-line annual fee \$3,500.</p> <p>Materials: Batteries, film, video printer cartridges, memory cards for digital cameras, ink cartridges for printers, etc. Also, color printer, scanner, and shredder.</p>	Personal Services							
	1002012910000	Regular Salaries	786,048	914,700	838,500	974,100	6%	778,900
	1002012915200	Overtime	71,014	45,000	98,000	50,000	11%	55,000
	1002012921000	Insurance	110,750	129,700	96,500	124,100	-4%	128,400
	1002012926000	Uniforms	7,212	8,000	8,000	8,000	0%	8,000
	2066050949100	FICA & IMRF Pmts.	16,101	17,400	17,400	18,600	7%	16,100
	1002012949100	Police Pension Contr.	168,562	246,700	246,700	291,300	18%	230,300
	Personal Services Total		1,159,687	1,361,500	1,305,100	1,466,100	8%	1,216,700
	Contractual Services							
	1002012943700	Training	2,663	2,500	2,500	1,800	-28%	1,800
	1002012948500	Gen. Contract Svcs.	8,251	6,000	6,000	10,000	67%	10,000
		Vehicle Maintenance	54,590	47,500	54,400	50,400	6%	52,600
	Contractual Services Total		65,504	56,000	62,900	62,200	11%	64,400
	Commodities							
	1002012952000	Materials	2,277	2,500	2,500	2,500	0%	35,600
Commodities Total		2,277	2,500	2,500	2,500	0%	35,600	
Operating Budget Total		1,227,468	1,420,000	1,370,500	1,530,800	8%	1,316,700	
Capital								
1002012990400	Motor Equipment	12,800	8,800	8,800	8,800	0%	8,800	
Capital Budget Total		12,800	8,800	8,800	8,800	0%	8,800	
Investigation Total		1,240,268	1,428,800	1,379,300	1,539,600	8%	1,325,500	

Additional Notes:

Regular Salaries:

Pays for one commander, six investigators/juvenile officers, two tactical officers, and two full-time school resource officers. High School District 207 reimburses the City for 10/12ths of the salary and benefits for the two school resource officers. Also includes a part-time certified social worker who serves approximately 300 juveniles and adults annually.

Ongoing Programs:

- Investigation of all criminal incidents.
- Youth and Social Services Program.
- Criminal intelligence information dissemination.
- Crime analysis and Crime Alert Bulletins.
- Liquor license and tobacco ordinance enforcement/inspection.
- Covert vice/narcotics enforcement.
- In-service training for domestic violence investigations.
- Community presentations regarding fraud, identity theft and computer crimes.
- Liaison with high schools and the Illinois Department of Children and Family Services.
- Peer jury program to provide an alternative to the formal juvenile justice system.
- Tactical unit to investigate drug and gang related criminal activity.

**POLICE DEPARTMENT
COMMUNICATIONS**

NOTES			07/08	08/09	08/09	09/10	Percent	10/11
			Actual	Budget	Estimated	Budget	Change From Budget	Estimate
<p>Data Processing: User fees for the Illinois Wireless Information Network (IWIN) (\$14,800). State mandates charges.</p> <p>Gen. Contract Svcs.: County Booking System (CABS) access and maintenance (\$3,100), T1 Connection to State Server for in car computers (\$11,800), Radio Tower Generator maintenance (\$650), IWIN Server Maintenance (\$900)</p>	Personal Services							
	1002013910000	Regular Salaries	226,901	277,400	290,700	283,200	2%	300,500
	1002031915000	Extra Help		3,700				
	1002013915200	Overtime	2,999	3,000	400	3,000	0%	3,000
	1002013921000	Insurance	43,046	50,300	37,500	48,200	-4%	49,900
	1002013926000	Uniforms		400	400	400	0%	400
	2066050949100	FICA & IMRF Pmts.	41,401	46,000	46,000	51,600	12%	53,200
	Personal Services Total		314,347	380,800	375,000	386,400	1%	407,000
	Contractual Services							
	1002013941700	Data Processing	10,763	14,800	14,800	13,800	-7%	13,800
	1002013943700	Training	240					
	1002013948500	Gen. Contract. Svcs.	31,943	18,900	18,900	18,900	0%	18,900
	Contractual Services Total		42,946	33,700	33,700	32,700	-3%	32,700
	Commodities							
	1002013952000	Materials	3,849	1,500	1,500	2,000	33%	2,000
	1002013955500	Electricity	1,108	1,400			-100%	
	Commodities Total		4,957	2,900	1,500	2,000	-31%	2,000
	Operating Budget Total		362,250	417,400	410,200	421,100	1%	441,700
	Capital							
	1002013990800	Computer Equip.	6,800	5,000		4,500	-10%	4,600
Capital Budget Total		6,800	5,000	-	4,500	-10%	4,600	
Communications Total		369,050	422,400	410,200	425,600	1%	446,300	

Ongoing Programs:

- Operate 24-hour information desk providing assistance to citizens and contact information for all city services.
- Provide billing for residential and business alarm service.
- Fax/TDD point.
- Maintain mobile computer and police radio systems.
- Act as central contact point for other city departments to disseminate information and provide needed support.

**POLICE DEPARTMENT
PATROL**

NOTES	07/08		08/09	08/09	09/10	Percent	10/11		
	Actual	Budget	Actual	Estimated	Budget	Change From Budget	Estimate		
<p>Regular Salaries: Includes a patrol officer dedicated to the park district. The Park Ridge Park District reimburses the city for the cost of the officer.</p> <p>Overtime: \$1,600 for National Night Out.</p> <p>Uniforms: Includes \$6,500 for ballistic vests, and \$5,000 for new hires.</p> <p>Gen. Contract: Includes NIPAS fees (\$4,500); various memberships (\$500); NEMRT annual membership (\$5,400) and Rosemont auxiliary for fireworks (\$3,200).</p>	Personal Services								
	1002014910000	Regular Salaries	3,634,916	3,801,400	3,572,500	3,588,300	-6%	3,977,200	
	1002014915200	Overtime	221,066	190,000	290,000	210,000	11%	210,000	
	1002014921000	Insurance	467,021	549,100	419,900	514,700	-6%	532,700	
	1002014926000	Uniforms	46,996	50,000	50,000	52,000	4%	52,000	
	1002014913000	Crossing Guards	164,415	171,000	152,000	171,000	0%	176,000	
	2066050949100	FICA & IMRF Pmts.	86,444	82,100	82,100	87,700	7%	87,500	
	1002014949100	Police Pens. Contr.	736,576	1,084,700	1,084,700	1,166,600	8%	1,217,400	
		Personal Services Total	5,357,434	5,928,300	5,651,200	5,790,300	-2%	6,252,800	
		Contractual Services							
		1002014942100	Building Maint.	3,897	10,000	10,000	8,000	-20%	8,000
		1002014942300	Squad Repair	4,845	8,000	8,000	8,000	0%	800
		1002014943700	Training	8,145	15,000	15,000	10,500	-30%	10,500
		1002014948200	Animal Impound	2,246	3,000	3,000	3,000	0%	3,000
		1006030949502	Contingencies		26,000				
		1002014948500	Gen. Contract Svcs.	18,541	22,500	22,500	20,000	-11%	20,000
			Vehicle Maint.	213,343	185,700	214,200	197,000	6%	205,900
		Contractual Services Total	251,017	270,200	272,700	246,500	-9%	248,200	
		Commodities							
		1002014952000	Materials	38,448	37,000	37,000	33,500	-9%	40,000
		Commodities Total	38,448	37,000	37,000	33,500	-9%	40,000	
		Operating Budget Total	5,646,899	6,235,500	5,960,900	6,070,300	-3%	6,541,000	
		Capital							
	1002014990800	Computer Equip.	35,000	25,700		39,600	54%	40,000	
		Vehicle Maint.	4,000	3,300	2,300	3,500	6%	3,500	
	1002014990400	Motor Equipment	82,100	56,500	56,500	56,500	0%	56,500	
	Capital Budget Total	121,100	85,500	58,800	99,600	16%	100,000		
	Patrol Total	5,767,999	6,321,000	6,019,700	6,169,900	-2%	6,641,000		

Additional Notes:

Materials:

Includes defensive tactics training equip. supplies (\$500); evidence technician supplies (\$4,500); firearms consumables (\$12,000); fuses (\$1,500); report forms (\$1,500); misc. batteries (\$300); film (\$1,000); seven portable radios (\$7,000), one light bar (\$1,800); range supplies (\$1,500); bicycle unit maintenance (\$200), and National Night Out supplies (\$2,000).

Ongoing Programs:

- Problem solving policing (community policing).
- Directed and random patrol.
- Selective traffic enforcement.
- Emergency response.
- Evidence Technician Program.
- Major Crash Unit.
- Field Training Program.
- Facilities and equipment inspection and maintenance
- Fleet vehicle maintenance.
- Training: recruit, firearm, defensive tactics, use of force.
- Collection and preservation of evidence.
- Department Safety Initiative.
- Traffic Section.

**POLICE DEPARTMENT
CRIME PREVENTION**

NOTES	07/08		08/09		09/10		Percent Change	
	Actual	Budget	Actual	Budget	Actual	Budget	From Budget	10/11 Estimate
<p>Citizens Patrol: In 2008, the Citizens Patrol logged 2,923 miles and 814 hours. Citizen patrollers are compensated for their vehicle insurance and mileage at the rate of \$1.50 for each hour worked.</p> <p>Gen Contract Svcs.: Registration fees for recruitment fairs (\$200), IL Crime Prevention Dues (\$150), & Youth Outreach programs (\$250).</p> <p>Materials: Crime Prevention and Citizens Patrol materials. \$500 toward Citizen's Patrol Dinner. Also includes Citizens Police Academy Materials (\$1,500). National Night Out Materials (\$2,000).</p>	Personal Services							
	1002015910000	Regular Salaries	75,021	77,800	77,900	80,900	4%	84,200
	1002015915200	Overtime	3,446	3,000	4,700	3,000	0%	3,000
	1002015921000	Insurance	9,612	11,200	8,400	10,700	-4%	11,100
	1002015926000	Uniforms	750	800	800	800	0%	800
	2066050949100	FICA & IMRF Pmts.	1,054	1,100	1,100	1,200	9%	1,200
	1002015949100	Police Pension Contr.	14,529	21,800	21,800	25,100	15%	26,100
	Personal Services Total		104,412	115,700	114,700	121,700	5%	126,400
	Contractual Services							
	1002015943700	Training	10	1,000	1,000	700	-30%	700
	1002015948300	Mileage Compens.	1,297	1,800	1,800	1,800	0%	1,800
	1002015948500	Gen. Contract. Svcs.	50	100	100	600	500%	600
	Contractual Services Total		1,357	2,900	2,900	3,100	7%	3,100
	Commodities							
	1002015952000	Materials	3,579	3,500	5,500	3,000	-14%	3,000
Commodities Total		3,579	3,500	5,500	3,000	-14%	3,000	
Operating Budget Total		109,348	122,100	123,100	127,800	5%	132,500	
Crime Prevention Total		109,348	122,100	123,100	127,800	5%	132,500	
Ongoing Programs:								
<ul style="list-style-type: none"> • Train Citizens Patrol to provide better understanding of police work and enhance performance of services. • Child Identification event held at the Community Center. • Four personnel serve as liaison to the Explorer Post 911. • Conduct home and business security surveys for City residents and businesses. • Participate in the Illinois Crime Prevention Association • Serve as liaison to Healthy Community Partnership. • "Are You OK?" computer based call-in system for senior citizens. • Attend community and civic events to promote safety and provide crime prevention information. • Conduct Citizens Police Academy (8 week program). 								

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PUBLIC WORKS DEPARTMENT

Departmental Page References

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MISSION STATEMENT

The overall mission of the Public Works Department is to plan, prioritize, design, implement and fund within budgeting constraints, various programs that will rebuild and maintain the infrastructure of our community so as to provide safe and efficient public ways for vehicular and pedestrian traffic; prompt disposal of storm drainage, wastewater, refuse and trash; provide for a pure and adequate water supply and maintain public buildings, public grounds and parkway trees that enhance the aesthetic characteristics of our community. The missions of the programs within Public Works are:

Administration: To manage the various functions within Public Works as well as serve as the liaison with City officials, other departments and the public.

Engineering: To coordinate all major construction projects by preparing plans, specifications and estimates, oversee construction, and assist maintenance focus by providing engineering expertise.

Street - Traffic Control: To provide safe and efficient movement of traffic through the use of appropriate traffic control devices.

Street Lighting: To provide street lighting which provides for safe streets, yet minimizes the glare on homes.

Street - Snow, Ice & Storm Control: To keep the streets free from snow, ice, fallen trees and branches.

Street Maintenance: To clean the streets and minimize cracks, potholes, general deterioration, and implement periodic rehabilitation.

PUBLIC WORKS DEPARTMENT MISSION STATEMENT

Sidewalk Maintenance: To replace and repair public sidewalks and install handicapped ramps at intersections.

Alley Maintenance: To maintain unpaved alleys in a stable condition so as to provide access to garages and accommodate service vehicles. To maintain and reconstruct, as necessary, existing paved alleys. To design and oversee the construction of previously unpaved alleys.

Parking: To maintain all public parking facilities.

Sewer: To provide and maintain sewer lines, catch basins, manholes, and inlets.

Solid Waste Disposal: To provide a system for regular and efficient collection and disposition of solid wastes that cannot be optimally recycled.

Water Administration: To supervise the water distribution maintenance operation and to read customers' meters and bill as necessary.

Water Supply & Treatment: To obtain, store, treat, pump, and test all water in order to assure a pure water supply.

Water - Fire Hydrant Services: To maintain and replace fire hydrants in order to assure their proper working condition.

Water Main Services: To provide and maintain the water mains which are used to distribute water from City reservoirs to the streets abutting customers' properties.

Water Meter Services: To adequately maintain and replace water meters so they provide accurate readings.

City Buildings Maintenance: To maintain City Hall, Public Works Service Center, and the train stations.

Forestry: To preserve the health and beauty of trees by diagnosing disease, trimming, spraying, removing trees and planting new trees.

Grounds Maintenance: To provide neat, attractive, and well landscaped municipal grounds.

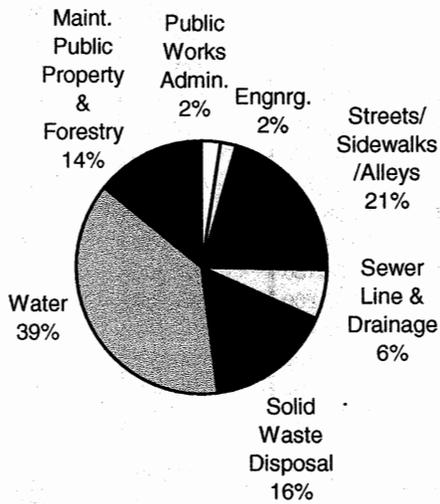
Vehicle Maintenance: To maintain the vehicles of all departments and to develop specifications for the purchase of additional and/or replacement vehicles.

**PUBLIC WORKS DEPARTMENT
BUDGET SUMMARY**

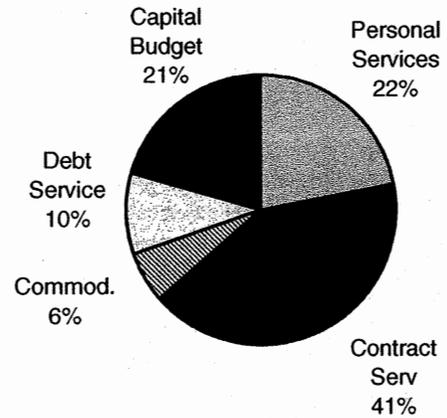
NOTES	07/08	08/09	08/09	09/10	Percent	10/11	
	Actual	Budget	Estimated	Budget	Change From Budget	Estimate	
<p>Overview: The 2009/10 Budget for Public Works is \$21,042,400. This represents 45% of the total City budget and a 3% decrease from last year's budget. Had the debt service payment for the PWSC/alleys remained in the budget the increase in the PW budget would have been 7%.</p> <p>Funds: Sidewalks, forestry and grounds maintenance are funded from general operating revenues. Separate funds account for street maintenance, alley construction, water, sewer, parking, and waste disposal operations. Street Rehabilitation is financed from Motor Fuel Tax revenues.</p>	PROGRAMS						
	Public Works Admin.	636,857	576,700	609,100	524,000	-9%	545,300
	Engineering	277,661	303,200	313,500	394,100	30%	474,400
	Traffic Control	224,134	463,900	501,300	169,300	-64%	175,900
	Street Lighting	242,849	245,000	245,000	266,000	9%	271,000
	Snow, Ice & Storm	769,902	695,200	1,190,000	872,700	26%	900,300
	Street Maint.	2,053,585	1,789,300	1,903,100	2,102,200	17%	2,268,300
	Sidewalk Maint.	151,314	196,400	189,500	547,900	179%	158,400
	Alley Maint.	763,386	852,700	845,000	53,500	-94%	454,400
	Parking	502,011	495,100	520,700	406,500	-18%	455,100
	Sewer Line & Drainage	1,235,991	915,100	1,026,900	1,325,300	45%	994,500
	Solid Waste Disposal	3,208,692	3,223,700	3,311,700	3,464,600	7%	3,596,000
	Water Administration	320,427	474,600	368,100	417,500	-12%	431,800
	Water Supply & Treatmnt.	4,950,947	5,049,400	5,059,200	5,491,200	9%	6,170,200
	Water - Fire Hydrants	132,285	85,700	88,400	110,400	29%	116,000
	Water Main Services	1,670,217	2,039,400	1,925,400	1,730,100	-15%	1,565,200
	Water Meter Services	162,809	193,100	184,700	192,400	0%	211,200
	City Buildings Maint.	2,062,340	2,073,500	2,185,600	580,100	-72%	1,035,100
	Forestry	812,942	915,400	913,800	915,400	0%	975,500
	Grounds Maintenance	619,766	1,077,500	1,437,700	1,479,200	37%	885,500
	Programs Total	20,798,116	21,664,900	22,818,700	-3%	21,684,100	
EXPENDITURE CLASSIFICATION							
	Personal Services *	4,446,860	4,609,600	4,557,600	4,601,400	0%	4,896,300
	Contractual Services	7,989,551	7,964,500	8,142,100	8,756,100	10%	9,389,000
	Commodities	1,226,267	1,001,200	1,609,200	1,328,000	33%	1,363,700
	Fixed Assets	-	-	-	-	-	-
	Operating Budget Total	13,662,679	13,575,300	14,308,900	14,685,500	8%	15,649,000
	Debt Service	3,484,799	3,614,300	3,628,800	2,012,000	-44%	2,164,100
	Capital Budget	3,650,638	4,475,300	4,881,000	4,344,900	-3%	3,871,000
	Expenditure Total	20,798,116	21,664,900	22,818,700	21,042,400	-3%	21,684,100
SOURCE OF FUNDS							
	General Fund	6,485,036	6,343,000	7,225,800	5,881,100	-7%	6,647,700
	Debt Service Fund-1998	1,659,200	1,632,800	1,632,800	-	-	-
	Debt Service Fund-2004A	888,300	1,041,600	1,041,600	1,039,600	0%	1,194,500
	Debt Service Fund-2004B	881,200	878,400	878,400	885,400	1%	885,600
	Ill. Mun. Retirement Fund	554,998	608,200	608,200	658,900	8%	680,600
	Motor Fuel Tax Fund	1,434,633	1,401,300	1,401,300	1,000,000	-29%	1,100,000
	Municipal Waste Fund	3,181,903	3,199,800	3,285,600	3,439,200	7%	3,569,400
	Parking Fund	430,029	426,800	447,200	332,900	-22%	378,300
	Sewer Construction Fund	19,400	-	-	-	-	-
	Uptown TIF Fund	84,818	495,000	894,900	902,500	82%	277,500
	Sewer Fund	-	-	-	1,188,900	-	851,900
	Water Fund	5,178,599	5,638,000	5,402,900	5,713,900	1%	6,098,600
	Source of Funds Total	20,798,116	21,664,900	22,818,700	21,042,400	-3%	21,684,100
	* Regular Salaries	3,425,731	3,496,100	3,496,600	3,445,600	-1%	3,710,600
	Other Personal Services	1,021,129	1,113,500	1,061,000	1,155,800	4%	1,185,700

**PUBLIC WORKS DEPARTMENT
BUDGET SUMMARY**

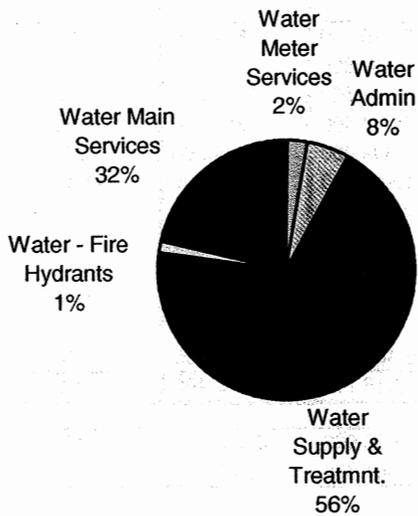
**PROGRAMS
09/10 BUDGET**



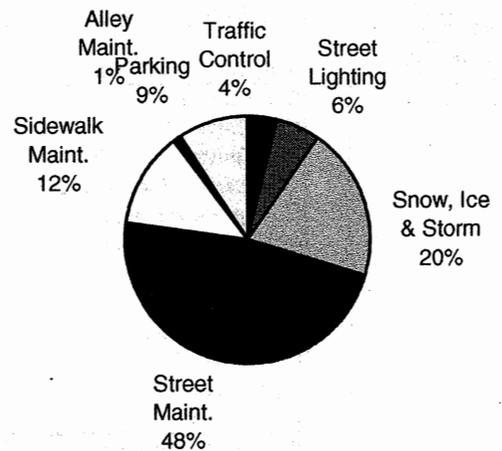
**EXPENDITURE CLASSIFICATION
09/10 BUDGET**



**WATER
09/10 BUDGET**



**STREETS, SIDEWALKS, & ALLEYS
09/10 BUDGET**



**PUBLIC WORKS DEPARTMENT
PUBLIC WORKS DEPARTMENT STAFF**

	08/09	09/10	10/11
<i>By Position:</i>	<i>FTE</i>	<i>FTE</i>	<i>FTE</i>
Public Works Director	1.00	1.00	1.00
Administrative Assistants	3.00	3.00	3.00
Assistant Public Works Director	0.00	0.00	0.00
Assistant to the Public Works Director	1.00	1.00	1.00
City Engineer	1.00	1.00	1.00
Civil Engineer		1.00	1.00
City Forester	1.00	1.00	1.00
Community Service Officer	1.00	1.00	1.00
Engineering Technicians	2.00	2.00	2.00
Fiscal Tech II	1.50	1.00	1.00
Maintenance Workers	31.00	30.00	30.00
Mechanics	3.00	3.00	3.00
Part-Time Parking Enforcement Personnel	1.34	1.34	1.34
Public Works Supervisors	5.00	5.00	5.00
Public Works Superintendent	1.00	1.00	1.00
Pump Station Operator	2.00	2.00	2.00
Urban Forester/Plans Examiner	1.00		
Vehicle Maintenance Supervisor	1.00	1.00	1.00
Total Public Works Department	56.84	55.34	55.34

Salary Expense:

Regular salaries in the Public Works department are expected to increase to \$3,445,600 for fiscal year 2009/10.

Staffing Changes:

In fiscal year 2008/09, management did not replace a Maintenance Worker I and instead hired a Civil Engineer. Also, we eliminated a part-time Fiscal Tech II position in the Water Administration department. The position of Urban Forester was eliminated.

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Performance Measurements

Mission: Maintain and improve the City's infrastructure.

Objectives: Rehabilitate streets, construct storm sewers, remove and replace sidewalks and water mains, replace parkway trees, and replace gravel alleys with concrete.

	2005/06	2006/07	2007/08	2008/09	2009/10 est.
Output Measures:					
Streets:					
Miles of streets rehabilitated	8.3	9.3	7.3	5.8	5.0
Amount spent for street rehabilitation	\$947,600	\$1,444,000	\$1,224,100	\$1,151,000	\$1,100,000
Curb miles of streets swept	10,500	10,500	10,500	10,500	10,500
Tons of potholes repairs	300	300	300	300	300
Sewers:					
Linear feet of sewers replaced	4,620	5,900	5,200	4,900	3,500
Linear feet of sewers lined	0	0	0	0	0
Sidewalks:					
Square feet of sidewalk replaced - mandatory	20,000	38,000	20,000	37,500	25,000
Square feet of sidewalk replaced - voluntary	0^	12,000	30,000	12,500	12,500
Trees:					
Number of new trees replaced	285	340	287	385	365
Alleys:					
Alleys paved/No of Unpaved Alleys Remaining	3/71	5/69	6/63	6/57	3/54
Water Mains:					
Linear feet of water mains replaced	4,500**	4,193	2,800	3,385	2,800
Vehicle Maintenance:					
Vehicles maintained by dept.	106	107	108	114	114
Efficiency Measures:					
Cost per mile	\$114,168	\$173,978	\$167,685	\$198,000	\$220,000
Cost per sidewalk square	\$94.12	\$96.95	\$97.75	\$109.50	\$150 est.
Average fleet maintenance cost per vehicle including fuel	10.57	12.25	10.50	TBD	TBD
Ancillary Outcome Measures:					
Workers compensation injuries	5	0	3	3	
Workdays lost	8	0	242	151	
Vehicular accidents	9	5	18	32	
Efficiency Measure:					
Departmental budget per capita	\$489.33^^	\$480.39	\$550.58	\$604.07	\$557.05

**Includes 2,000 linear feet sewer; 1,000 linear feet of watermain for Farrell Avenue, portion of the cost supplied by Lutheran General Hospital.

^^Reservoir and pump station bonds issued this year.

Commentary

Streets – 5.3 miles were paved in 2004/05, 8.3 miles in 2005/06, 9.3 miles in 2006/07, 7.3 miles in 2007/08, and 5.8 miles in 2008/09. We expect to pave 5 miles in 2009/10 plus install a turn lane at Potter and Dempster. Funding for the street program will come from the motor fuel tax fund.

Sewers – A goal was established to replace or line 5,280 feet of sewers per year. Recently, relief sewers have been constructed and cost more since they are larger than the average sewer.

Sidewalks – Due to budgetary constraints, in 2005/06, the share-the-cost voluntary program was eliminated. In 2006/07, the share-the-cost program resumed and 50,000 square feet of sidewalk, both mandatory and voluntary, have been replaced each year since. Due to budgetary constraints in 2009/10, the share-the-cost voluntary program has been eliminated.

Trees – Park Ridge has been a "Tree City USA" for the past twenty-three years. In 2001/02, we began a program to replace trees dying of natural causes at no cost to the resident. Additional trimming monies were allocated in 2007/08. We expect to plant 365 trees in 2009/10.

Alleys – In 1998/99, the alley funding split went from 50/50 to a 75city/25resident split. The alley paving list was reopened in 2006 with a funding split of 75/25 and 22 alleys petitioned. We paved six alleys in 2008/09.

Water Mains – The goal is to install 2,640 linear feet of water main each year. In 2005/06 we installed 4,500 linear feet; in 2006/07 4,200 linear feet; in 2007/08 2,800 linear feet; and in 2008/09 3,385 linear feet of water main were installed. We plan to install 2,800 linear feet of water main in 2009/10. The 2005/06 figures include installation of a water transmission line.

**PUBLIC WORKS DEPARTMENT
OVERALL ACCOMPLISHMENTS AND OBJECTIVES
GENERAL SUMMARY**

GOAL – Improve or provide additional or new citizen services.**2008/09 Accomplishments:**

- Continued to provide, at 100% city cost, replacement of parkway trees lost to natural causes and storm damage; supplied tree watering bags for newly planted parkway trees.
- Continued to review Tree Preservation Ordinance and monitor it's workability; oversaw 21,784 parkway trees.
- Trained Service Center employees for assistance in Forestry and other construction matters.
- Expanded the use of Public Works educational materials on the website and in the *Spokesman*.
- Continued to participate in Town Hall meetings.
- Continued to meet with residents regarding localized flooding.
- Continued on site forestry inspections to achieve tighter controls over residential and commercial construction projects.
- Continued a Dutch Elm Tree Injection Program.
- Instituted an automated refuse and recycling cart program.
- Provided approximately 1,562,632,000 gallons of water to consumers.
- Provided treatment and control of the Gypsy Moth.

2009/10 Objectives:

- Continue to provide, at 100% city cost, replacement of parkway trees lost to natural causes and storm damage; supply tree watering bags for newly planted parkway trees.
- Expand the area for treatment and control of Gypsy Moths.
- Continue to review Tree Preservation Ordinance and monitor its workability.
- Continue on site forestry inspections to achieve tighter controls over residential and commercial construction projects.
- Continue to provide and evaluate the Dutch Elm Tree Injection Program.
- Expand the use of Public Works educational materials via various mediums.
- Continue to participate in Town Hall meetings.
- Continue to meet with residents on various issues.
- Expand the Beautification Program throughout the City.
- Continue to cross train Service Center employees on forestry matters.

GOAL – Foster City Council and community awareness and trust, and facilitate intergovernmental cooperation.**2008/09 Accomplishments:**

- Received Tree City USA and Tree City Growth award.
- Participated in Earth and Arbor Day activities and provided trees for Arbor Day (2nd graders).
- Worked with Army Corps of Engineers, Des Plaines, Maine Township, State of Illinois, Department of Natural Resources and the Forest Preserve District on the Prairie/Farmers Creek-Levee 50 & 38 Flood Control projects.
- Continued and increased the Department's involvement in community events such as Taste of Park Ridge, fireworks display, concerts, block parties, and Touch a Truck.
- Continued and increased the Department's involvement with School and Park Districts, citizen and parent safety committees.
- Participated with other organizations in training efforts.
- Met periodically with aldermen to discuss specific engineering related concerns and solutions.
- Apprised residents of any current Public Works issues via flyers, website, reverse 911, etc.

2009/10 Objectives:

- Obtain Tree City USA and Tree City Growth award.
- Participate in Earth and Arbor Day activities and provide trees for Arbor Day (2nd graders).
- Hold information meeting on Gypsy Moth as needed.
- Continue and increase the Department's involvement in community events.
- Continue and increase the Department's involvement with School and Park Districts, citizen and parent safety committees.
- Participate with other organizations in training efforts.
- Meet periodically with aldermen to discuss specific engineering related concerns and solutions.
- Participate with NWMC Best Practices Committee on Traffic Calming.
- Apprise residents of any current Public Works issues via flyers, website, reverse 911, etc.
- Continue to work with Army Corps of Engineers, Des Plaines, Maine Township, State of Illinois, Department of Natural Resources and the Forest Preserve District on Flood Control projects.

**PUBLIC WORKS DEPARTMENT
OVERALL ACCOMPLISHMENTS AND OBJECTIVES
GENERAL SUMMARY**

GOAL – Improve city infrastructure system.**2008/09 Accomplishments:**

- Continued to implement program with GIS to track all power sources and related lighting.
- Continued relief sewer installation program; continued alley-paving program.
- Continued to study and implement traffic calming measures.
- Constructed Summit Avenue Streetscape Project.
- Worked with Target Area II developers on all aspects of infrastructure and forestry needs.
- Continued the sidewalk replacement program.
- Continued gas light maintenance, now done by city crews.
- Monitored and updated utilities and other Public Works items on GIS.
- Maintained 120.3 miles of streets via sweeping patching, salting and plowing and maintained 16 miles of alleys.
- Maintained 137 miles of water pipes, 133 miles of sewer pipes, and 8,049 inlets.
- Maintained 44.4 acres of public property.
- Maintained the city fleet of 114 motorized vehicles.
- Continued a preventative catch basin cleaning schedule.
- Pruned approximately 4000 parkway trees, performed approximately 375 tree removals, and planted 385 trees.
- Evaluated Canopy Tree software with other inventory programs.
- Began to prepare and set policy/procedure for Emerald Ash Borer and develop necessary ordinances.
- Began revising the Engineering Guide.

2009/10 Objectives:

- Continue to evaluate Canopy Tree software with other inventory programs.
- Provide for a six-year pruning cycle for parkway trees.
- Continue to prepare and set policy/procedure for Emerald Ash Borer and develop necessary ordinances.
- Continue work with GIS to track all power sources and related lighting.
- Continue relief sewer installation program; continue alley-paving program.
- Continue to study and implement traffic calming measures.
- Work with Target Area II developers on all aspects of infrastructure and forestry needs.
- Continue Beautification Program throughout the City; continue gas light maintenance program.
- Continue to work on the development of a sign inventory on GIS.
- Continue to revise Engineering Guide.

GOAL – Improve employee teamwork, increase employee training and knowledge, and empower employee ideas and decision-making.**2008/09 Accomplishments:**

- Continued to cross-train employees; continued the “buddy” system program.
- Worked with employee committees to review and provide recommendations on developmental matters.
- Continued staff involvement in the Illinois Public Employee Labor Relations Association.
- Held regular staff meetings to make employees aware of capital improvements, budget constraints, etc.
- Management spoke yearly with each employee on a one on one basis.
- Formed a labor and management group to find new and better ways to form department promotion lists.
- Continued to improve fleet fuel economy by purchasing more efficient vehicles.
- Trained and used employees to help with Engineering Division.

2009/10 Objectives:

- Continue to cross-train employees; continue the “buddy” system program.
- Continue staff involvement in the Illinois Public Employee Labor Relations Association.
- Hold regular staff meetings to make employees aware of capital improvements, budget constraints, etc.
- Have management speak yearly with each employee on a one on one basis.
- Continue to train staff to better utilize GIS.
- To conserve fuel and associated vehicle costs whenever possible.
- Continue to train and use employees to help with the Engineering Division.

PUBLIC WORKS DEPARTMENT
PUBLIC WORKS ADMINISTRATION

<u>NOTES</u>			07/08	08/09	08/09	09/10	Percent	10/11
			Actual	Budget	Estimated	Budget	Change	Estimate
							From	
							Budget	
<p><u>Regular Salaries:</u> Includes three full-time Administrative Assistants.</p> <p><u>Overtime:</u> Engineering Technician - support of special projects and weekend inspections.</p>	Personal Services							
	1003011910000	Regular Salaries	363,169	361,300	385,000	283,900	-21%	302,500
	1003011915000	Extra Help	7,705	4,000	3,300			
	1003011915200	Overtime	1,791	3,000	2,000	3,000	0%	3,000
	1003011921000	Insurance	47,852	55,900	43,200	49,200	-12%	50,900
	1003011921099	Workers Comp	113,664	44,900	70,000	85,300	90%	90,400
	2066050949100	FICA & IMRF Pmts.	59,706	64,400	64,400	62,200	-3%	56,700
		Personal Services Total	593,887	533,500	567,900	483,600	-9%	503,500
	Contractual Services							
	1003011940100	Telecommunications	17,430	18,000	18,000	18,000	0%	18,000
	1003011943200	Tuition Reimburse.		100				100
	1003011943700	Training	1,216	3,000	1,000	700	-77%	700
	1003011948500	Gen. Contract. Svcs.	4,993	6,500	6,500	6,500	0%	7,000
		Vehicle Maintenance	8,459	7,300	8,400	7,800	7%	8,100
		Contractual Services Total	32,098	34,900	33,900	33,000	-5%	33,900
	Commodities							
	1003011952000	Materials	7,472	6,000	5,000	5,100	-15%	5,600
		Commodities Total	7,472	6,000	5,000	5,100	-15%	5,600
		Operating Budget Total	633,457	574,400	606,800	521,700	-9%	543,000
	Capital							
1003011990400	Motor Equipment	3,400	2,300	2,300	2,300	0%	2,300	
	Capital Budget Total	3,400	2,300	2,300	2,300	0%	2,300	
	Public Works Admin. Total	636,857	576,700	609,100	524,000	-9%	545,300	
<u>Ongoing Programs:</u>								
<ul style="list-style-type: none"> • Work with other governmental agencies such as the Illinois Department of Transportation (IDOT) and the Environmental Protection Agency (EPA) to manage Public Works programs. 								

**PUBLIC WORKS DEPARTMENT
ENGINEERING**

NOTES					Percent Change		
	07/08	08/09	08/09	09/10	From Budget	10/11 Estimate	
	Actual	Budget	Estimated Actual	Budget			
<p>Timing of Projects: In an effort to realize competitive prices, the City Engineer prepares bids for major construction projects early in the year before the traditional summer busy season begins. Bids for the following programs are scheduled to be prepared by:</p> <p>March 1 – Street Maintenance May 1 – Sidewalk Sep 1 – Water Main Replacement, Alley Construction, and Sewer Construction.</p> <p>Overtime: Weekend inspection and design.</p> <p>Gen. Contract Svcs.: Includes \$1,000 for "autocad" maintenance contract.</p> <p>Capital: 10/11: Traffic Study, see page 262.</p>	Personal Services						
	1003012910000 Regular Salaries	186,188	203,100	219,100	267,000	31%	282,500
	1003012915200 Overtime	8,070	7,000	6,500	7,000	0%	7,000
	1003012921000 Insurance	23,822	28,000	20,800	39,600	41%	41,000
	2066050949100 FICA & IMRF Pmts.	32,968	38,100	38,100	53,600	41%	56,300
	Personal Services Total	251,048	276,200	284,500	367,200	33%	386,800
	Contractual Services						
	1003012941800 Engineering	2,221	5,000	2,000	2,000	-60%	2,000
	1003012943700 Training	789	1,000	2,000	1,400	40%	1,400
	1003012948500 Gen. Contract. Svcs.	2,594	3,000	4,000	4,000	33%	4,000
	Vehicle Maintenance	15,226	13,200	15,200	14,000	6%	14,700
	Contractual Services Total	20,830	22,200	23,200	21,400	-4%	22,100
	Commodities						
	1003012952000 Materials	1,783	2,000	3,000	2,700	35%	2,700
	Commodities Total	1,783	2,000	3,000	2,700	35%	2,700
	Operating Budget Total	273,661	300,400	310,700	391,300	30%	411,600
	Capital						
	1003012990400 Motor Equipment	4,000	2,800	2,800	2,800	0%	2,800
	100312948500 Traffic Study						60,000
	Capital Budget Total	4,000	2,800	2,800	2,800	0%	62,800
Engineering Total	277,661	303,200	313,500	394,100	30%	474,400	

Ongoing Programs:

- Assess streets, watermains, and sewer conditions and determine repair schedule.
- Supervise all major construction projects.
- Issue permits and assure general compliance with regulations for improvements in the public right of way.
- Review and coordinate outside agency plans.
- Investigate traffic flows and accidents.
- Facilitate public area permits and inspections.

Annual Projects: Watermains, Sidewalks, Streets, Sewers, Alleys

2008/09 Projects: Uptown Court Resurfacing, Traffic Signals

One-Time Ongoing: Prairie Farmers Creek, Summit Streetscape

**PUBLIC WORKS DEPARTMENT
TRAFFIC CONTROL**

	07/08	08/09	08/09	09/10	Percent	10/11
	Actual	Budget	Estimated	Budget	Change From Budget	Estimate
Personal Services						
1003021910000 Regular Salaries	31,236	56,800	31,500	55,800	-2%	61,000
1003021915000 Extra Help		500				
1003021915200 Overtime	3,002	1,200	3,600	1,300	8%	1,400
1003021921000 Insurance	8,985	10,500	17,100	9,700	-8%	10,000
1003021926000 Uniforms	251	200	200	200	0%	300
2066050949100 FICA & IMRF Pmts.	9,488	10,500	10,500	11,500	10%	12,000
Personal Services Total	52,962	79,700	62,900	78,500	-2%	84,700
Contractual Services						
1003021942600 Electric. Equip. Maint.	80,089	55,000	55,000	55,000	0%	55,000
1003021948500 Gen. Contract. Svc.	46,508	45,100		100	-100%	100
Vehicle Maintenance	10,489	9,100	10,400	9,700	7%	10,100
Contractual Services Total	137,086	109,200	65,400	64,800	-41%	65,200
Commodities						
1003021952000 Materials	23,728	25,000	25,000	26,000	4%	26,000
Commodities Total	23,728	25,000	25,000	26,000	4%	26,000
Operating Budget Total	213,776	213,900	153,300	169,300	-21%	175,900
Capital						
1003021991000 Traffic Control Signals			98,000			
1003021991008 Devon & Dee Road	10,358					
1003021991000 Western Turn Lane		250,000	250,000			
Capital Budget Total	10,358	250,000	348,000	-		-
Traffic Control Total	224,134	463,900	501,300	169,300	-64%	175,900

Materials:
Increase due to rising material costs and 2 spare traffic control signals.

Capital:
Grants funded the installation of traffic controllers with emergency pre-emption equipment in 2008/09.

Ongoing Programs:

- Manufacture and post traffic signs.
- Install and maintain traffic signal intersections and emergency vehicle pre-emption devices.
- Maintain traffic control signs at intersections.

PUBLIC WORKS DEPARTMENT
STREET LIGHTING

NOTES		07/08	08/09	08/09	09/10	Percent	10/11
		Actual	Budget	Estimated	Budget	Change	Estimate
						From	
						Budget	
<p>Street Lights: There are 277 city owned street and parking lights, 1,128 street lights leased from Commonwealth Edison with 51 signalized intersections.</p> <p>Electric. Equip. Maintenance: Includes expenses for replacing knocked down street lights and replacement of old circuits and junction boxes in various locations. Some of the costs are reimbursed to the City. City must now stock lights for the Uptown and City Commons.</p>	Contractual Services						
	1003022942600 Electric. Equip. Maint.	40,422	35,000	35,000	35,000	0%	36,000
	Contractual Services Total	40,422	35,000	35,000	35,000	0%	36,000
	Commodities						
	1003022955500 Electricity	202,427	210,000	210,000	231,000	10%	235,000
	Commodities Total	202,427	210,000	210,000	231,000	10%	235,000
	Operating Budget Total	242,849	245,000	245,000	266,000	9%	271,000
	Street Lighting Total	242,849	245,000	245,000	266,000	9%	271,000

Ongoing Program:

- Maintain street lights. The City contracts out the maintenance of 189 City owned street lights and leases 1,128 lights from Commonwealth Edison.

PUBLIC WORKS DEPARTMENT
SNOW, ICE & STORM CONTROL

<u>NOTES</u>		07/08	08/09	08/09	09/10	Percent	10/11	
		Actual	Budget	Estimated	Budget	Change	Estimate	
	Personal Services					From		
						Budget		
<p><u>Personnel:</u> When there is a high probability of inclement weather, employees are alerted in advance for salting duty.</p> <p><u>Snow Removal Supplies:</u> Salt and sand for streets. See "Salt Usage" chart on the following page. This year we are paying on average \$120.39 per ton for salt and \$.54 per gallon for liquid calcium chloride.</p> <p>08/09: There were 52 snow/salt events during winter 2007/08.</p> <p><u>Capital:</u> Contribution to MERF. See p. 294 and 295.</p>	1003023910000 Regular Salaries	168,738	179,100	170,400	175,400	-2%	192,100	
	1003023915000 Extra Help		8,600	100				
	1003023915200 Overtime	120,894	79,000	121,000	82,200	4%	85,500	
	1003023921000 Insurance	28,628	33,500	25,000	31,000	-7%	32,100	
	1003023926000 Uniforms	1,612	1,800	1,800	1,800	0%	1,800	
	2066050949100 FICA & IMRF Pmts.	42,647	47,100	47,100	51,900	10%	54,400	
	Personal Services Total	362,519	349,100	365,400	342,300	-2%	365,900	
		Contractual Services						
	1006030949504 Contingencies		52,800					
	1003023948500 Gen. Contract. Svc.	5,475	15,000	5,000	15,000	0%	15,000	
	Vehicle Maintenance	97,562	84,900	97,200	90,000	6%	94,000	
	Contractual Services Total	103,037	152,700	102,200	105,000	-31%	109,000	
		Commodities						
	1003023952000 Materials	100	100	100	100	0%	100	
	1003023958000 Snow Removal Suppl.	267,446	168,000	697,000	400,000	138%	400,000	
	Commodities Total	267,546	168,100	697,100	400,100	138%	400,100	
		Operating Budget Total	733,102	669,900	1,164,700	847,400	26%	875,000
		Capital						
	1003023990400 Motor Equipment	36,800	25,300	25,300	25,300	0%	25,300	
	Capital Budget Total	36,800	25,300	25,300	25,300	0%	25,300	
	Snow, Ice & Storm Control Total	769,902	695,200	1,190,000	872,700	26%	900,300	

Ongoing Programs:

- Preplanned salt routes, business districts, and parking lots salted up to 2" of snow. Intersections salted after snow stops.
- Arterial and collector streets plowed and salted continuously after 2" of snow. Side streets plowed approximately every 8 hours. (Side street intersections salted 150' in each direction after storm has stopped and streets fully plowed.)
- Parking lots plowed at midnight after all streets are done. Alleys plowed after 4" as manpower becomes available.
- Clear streets, remove fallen trees, branches, and debris from storms and wind.

	Estimated 2008/09
Emergency Call Outs:	125
Emergency Call Outs, by worker hours:	450
Snow & Ice Removal, by worker hours:	8,000

PUBLIC WORKS DEPARTMENT
SNOW, ICE & STORM CONTROL

PRIORITY STREETS PLOWED

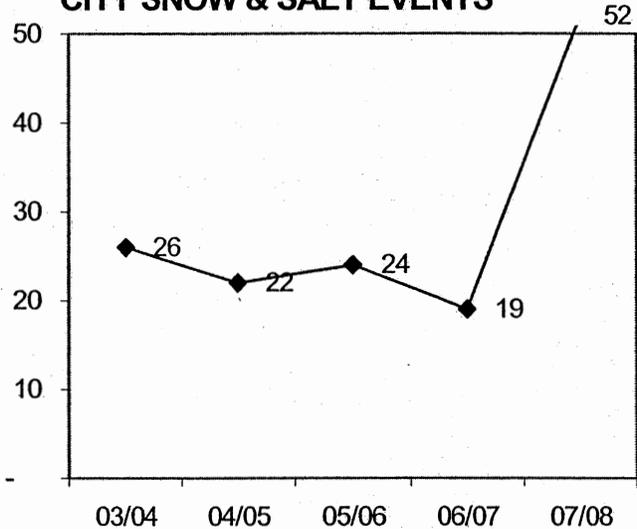
Arterials:

Busse - Touhy to Forest Preserve Dr.
Cumberland - Higgins to Touhy
Dee - NW Hwy. to Higgins
Devon - East to West Limits
Northwest Hwy. - East to West Limits
Potter - Busse to Dempster
Talcott - Oakton to Canfield
Touhy - East to West Limits

Collectors:

Belle Plaine - Talcott to Canfield
Elm - Greenwood to Dee
Farrell - Potter to Vernon
Florence - Sibley to Oakton
Granville - Western to Washington
Greenwood - Touhy to Granville
Hamlin - Elm to Sibley
Hamlin/Vernon - Oakton to Dempster
Main - Touhy to Prospect
Manor Lane - Potter to Hamlin/Vernon
Prairie - Garden to Main
Prospect - Higgins to Oakton
Sibley - Hamlin to Talcott and Meacham to Oriole
Summit - Northwest Hwy to Canfield
Washington - Summit to Oakton
Western - Elm to Granville

CITY SNOW & SALT EVENTS



Snow Facts:

Trucks available for plowing: 31 (27 trucks, 4 loaders)
Trucks available for salting: 13
Salt used last year: 5,000 tons
Total snowfall last year: 65" whole season
Number of snow/ice storms plowed or salted last year: 52
Miles of streets plowed: 122

Special Snow Phone Numbers:

847-318-6101 – Snow command phone; will advise citizens if snow-parking regulations are in effect.
847-318-5252 – Park Ridge Police Department phone; will advise citizens where to pick up towed vehicles.

Answers to Frequently Asked Questions:

When do we respond to a snow and ice condition?

With our weather forecasting system we can have employees on site or prepared to respond before an actual storm hits. Our goal is to provide bare pavement on our arterial and collector streets when reasonably possible. To achieve this, we plow and salt these streets about every four hours during a storm because these streets have a higher volume of traffic and bare pavement is the best way to minimize accidents.

When will my street be plowed?

No two storms are alike and it will take different lengths of time to get the same street plowed under different conditions. The City's snow plan divides local streets into districts. Depending on manpower and equipment availability, a piece of equipment will be sent to each district after 2" of snow. If this is not possible, the districts will be plowed on a rotating basis after each storm.

What resources do we use to battle the snow?

Salt and calcium chloride are the key weapons because they break the bond between ice and the street and help snow removal efforts. Alternatives to salt are extremely expensive and not as effective.

My driveway was plowed in.

The driveway approach might be plowed in several times during a storm. It is the resident's responsibility to remove this snow if they want it removed. It is against the law to push the snow back into the street.

PUBLIC WORKS DEPARTMENT
STREET MAINTENANCE

<u>NOTES</u>	07/08		08/09		09/10		Percent Change	
	Actual	Budget	Actual	Estimated	Budget	From Budget	10/11 Estimate	
<u>Personal Services:</u> Streets are patched and swept by City employees.	Personal Services							
	547,495	485,600	551,300		478,500	-1%	521,700	
	6,619	10,300	13,400					
	54,596	22,000	71,600		29,600	35%	30,800	
<u>Striping:</u> 09/10: Thermo plastic in crosswalks.	75,853	88,700	56,800		82,200	-7%	85,100	
	5,797	3,100	3,100		3,100	0%	3,200	
	84,538	92,800	92,800		101,600	9%	106,500	
	774,898	702,500	789,000		695,000	-1%	747,300	
<u>Gen. Contract Svcs.:</u> 09/10: Includes \$2,000 JULIE membership fee.	Contractual Services							
	3,984	4,000	4,000		4,000	0%	4,000	
	26,172	30,000	28,000		31,000	3%	32,000	
	4,130	2,000	2,000		2,000	0%	2,000	
	213,514	185,900	212,700		196,600	6%	205,600	
	247,800	221,900	246,700		233,600	5%	243,600	
<u>Materials:</u> 09/10: Increase due to costs for concrete and asphalt.	Commodities							
	99,700	87,500	90,000		96,200	10%	100,000	
	99,700	87,500	90,000		96,200	10%	100,000	
<u>Capital:</u> <u>Street Rehab:</u> Curbs and gutters are replaced and streets are resurfaced by outside contractors hired by the City. Medians are included in street rehabilitation. See p. 280 for detailed description of	Operating Budget Total							
	1,122,398	1,011,900	1,125,700		1,024,800	1%	1,090,900	
	Capital							
	112,500	77,400	77,400		77,400	0%	77,400	
	818,687	700,000	700,000		1,000,000	43%	1,100,000	
	931,187	777,400	777,400		1,077,400	39%	1,177,400	
	2,053,585	1,789,300	1,903,100		2,102,200	17%	2,268,300	

Ongoing Programs:

- Sweep streets. Goals are to sweep residential streets 13 times per year and sweep business district streets 100 times per year.
- Repair bad potholes. Work is done primarily in winter and spring. Goals are to repair severe holes within two hours of notification and repair less severe holes the next working day after notification, weather permitting.
- Hot patch streets from May 1 to November 1.
- Stripe heavily traveled crosswalks, business district streets and major intersections annually.
- Replace curb and gutters as needed.
- Remove leaves from street during autumn.
- Resurface streets.
- Cut weeds on vacant parkways and lots and spray weeds on islands.

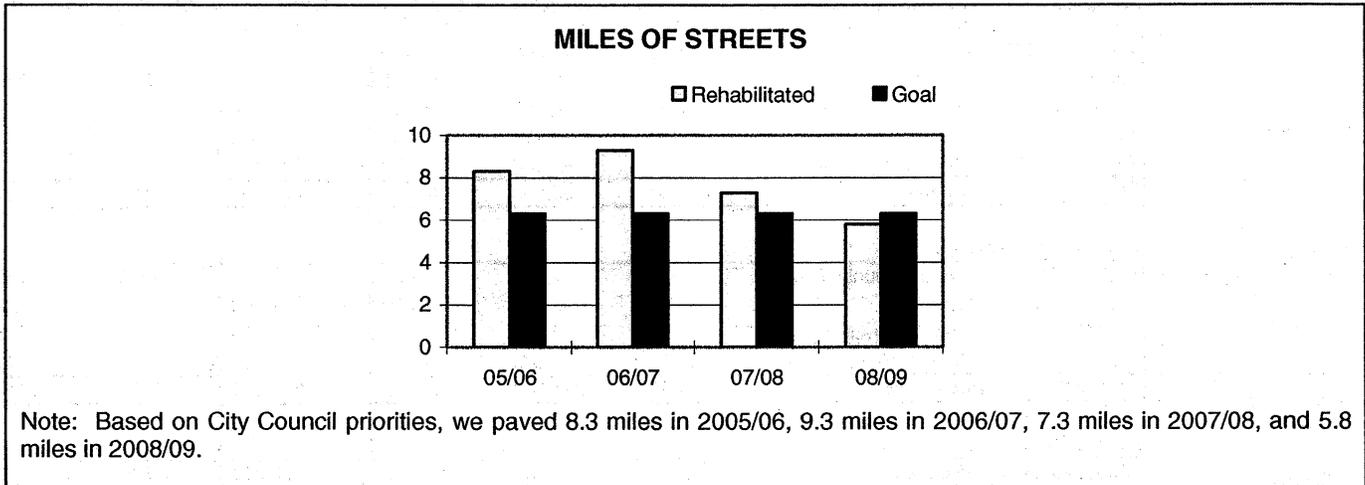
PUBLIC WORKS DEPARTMENT
STREET MAINTENANCE

NOTES			07/08	08/09	08/09	09/10	Percent	10/11
			Actual	Budget	Estimated	Budget	Change	From
							From	Estimate
							Budget	Estimate
Personal Services: Streets are patched and swept by City employees.	Personal Services							
	1003024910000	Regular Salaries	547,495	485,600	551,300	478,500	-1%	521,700
	1003024915000	Extra Help	6,619	10,300	13,400			
Striping: 09/10: Thermo plastic in crosswalks.	1003024915200	Overtime	54,596	22,000	71,600	29,600	35%	30,800
	1003024921000	Insurance	75,853	88,700	56,800	82,200	-7%	85,100
	1003024926000	Uniforms	5,797	3,100	3,100	3,100	0%	3,200
	2066050949100	FICA & IMRF Pmts.	84,538	92,800	92,800	101,600	9%	106,500
	Personal Services Total		774,898	702,500	789,000	695,000	-1%	747,300
Gen. Contract Svcs.: 09/10: Includes \$2,000 JULIE membership fee.	Contractual Services							
	1003024940100	Telecommunications	3,984	4,000	4,000	4,000	0%	4,000
	1003024942000	Striping	26,172	30,000	28,000	31,000	3%	32,000
	1003024948500	Gen. Contract. Svc.	4,130	2,000	2,000	2,000	0%	2,000
Materials: 09/10: Increase due to costs for concrete and asphalt.		Vehicle Maintenance	213,514	185,900	212,700	196,600	6%	205,600
	Contractual Services Total		247,800	221,900	246,700	233,600	5%	243,600
Capital: Street Rehab: Curbs and gutters are replaced and streets are resurfaced by outside contractors hired by the City. Medians are included in street rehabilitation. See p. 280 for detailed description of	Commodities							
	1003024952000	Materials	99,700	87,500	90,000	96,200	10%	100,000
	Commodities Total		99,700	87,500	90,000	96,200	10%	100,000
	Operating Budget Total		1,122,398	1,011,900	1,125,700	1,024,800	1%	1,090,900
	Capital							
	1003024990400	Motor Equipment	112,500	77,400	77,400	77,400	0%	77,400
	2033024995146	Street Rehabilitation	818,687	700,000	700,000	1,000,000	43%	1,100,000
	Capital Budget Total		931,187	777,400	777,400	1,077,400	39%	1,177,400
	Street Maintenance Total		2,053,585	1,789,300	1,903,100	2,102,200	17%	2,268,300

Ongoing Programs:

- Sweep streets. Goals are to sweep residential streets 13 times per year and sweep business district streets 100 times per year.
- Repair bad potholes. Work is done primarily in winter and spring. Goals are to repair severe holes within two hours of notification and repair less severe holes the next working day after notification, weather permitting.
- Hot patch streets from May 1 to November 1.
- Stripe heavily traveled crosswalks, business district streets and major intersections annually.
- Replace curb and gutters as needed.
- Remove leaves from street during autumn.
- Resurface streets.
- Cut weeds on vacant parkways and lots and spray weeds on islands.

**PUBLIC WORKS DEPARTMENT
STREET MAINTENANCE**



Selected Quantity Comparisons:

	04/05	05/06	06/07	07/08	08/09	Goal 09/10
Pot Holes - Tons	200	200	200	200	200	200
Base Removal & Replacement	100	100	100	100	100	100
Street Sweeping - Curb Mile	10,500	10,500	10,500	10,500	10,500	10,500

Sample cost of materials:

- Concrete: \$100.00 per cubic yard
- Asphalt \$ 65.00 per ton
- Unique Paving Material \$108.00 per ton

The cost of these materials reflects projected increases that the city has been made aware of by contractors.

PUBLIC WORKS DEPARTMENT
SIDEWALK MAINTENANCE

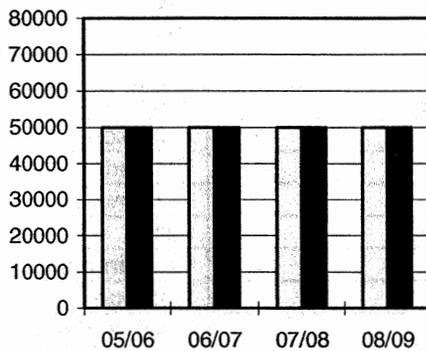
NOTES					Percent Change		
	07/08	08/09	08/09	09/10	From Budget	10/11 Estimate	
Overtime: For sidewalk inspections.	Actual	Budget	Estimated Actual	Budget			
<p>Materials: Use asphalt instead of concrete on a temporary basis.</p> <p>Sidewalk Replacement: The City administers a highly popular sidewalk replacement program where the property owner and the City share the cost of replacing sidewalk squares. See p. 240 for a detailed explanation of this program. Dee Road, Manor to Farrell – grant funded program, see page 260.</p>	Personal Services						
	1003025910000 Regular Salaries	40,486	49,000	41,600	47,800	-2%	52,600
	1003025915000 Extra Help		800				
	1003025915200 Overtime	3,490	1,000	4,800	1,100	10%	1,200
	1003025921000 Insurance	7,941	9,400	6,900	8,700	-7%	9,000
	1003025926000 Uniforms	432	400	400	400	0%	400
	2066050949100 FICA & IMRF Pmts.	8,338	9,200	9,200	9,800	7%	10,300
	Personal Services Total	60,687	69,800	62,900	67,800	-3%	73,500
	Contractual Services						
	1003025948500 Gen. Contract. Svc.	19	100	100	100	0%	100
Contractual Services Total	19	100	100	100	0%	100	
Commodities							
1003025952000 Materials	4,993	5,000	5,000	5,000	0%	6,000	
Commodities Total	4,993	5,000	5,000	5,000	0%	6,000	
Operating Budget Total							
	65,699	74,900	68,000	72,900	-3%	79,600	
Capital							
1003025995400 Sidewalk Replace.	85,615	121,500	121,500	75,000	-38%	78,800	
1003025995401 Dee Rd, Manor to Farrell				400,000			
Capital Budget Total	85,615	121,500	121,500	475,000	291%	78,800	
Sidewalk Maintenance Total							
	151,314	196,400	189,500	547,900	179%	158,400	

Ongoing Programs:

- City personnel repair 11,000 square feet of sidewalk each year.
- The City hires an outside contractor to replace 50,000 square feet of sidewalk.
- City staff devotes at least 600 work hours to sweeping sidewalks.

SQUARE FEET OF SIDEWALK

□ Replaced ■ Goal



Cost per Sidewalk Square (5" inch thick)

06/07	\$100.00
07/08	\$110.00
08/09	\$122.50
09/10	\$150.00

PUBLIC WORKS DEPARTMENT
ALLEY MAINTENANCE

NOTES	07/08		08/09		09/10		Percent Change From	
	Actual	Budget	Estimated Actual	Budget	Budget	Budget	Estimate	10/11
	Personal Services							
	1003026910000	Regular Salaries	19,655	24,100	19,300	24,000	0%	25,900
	1003026915000	Extra Help		300				
	1003026951200	Overtime	1,731	500	2,200	500	0%	500
	1003026921000	Insurance	3,552	4,200	3,100	4,000	-5%	4,100
	1003026926000	Uniforms	129	200	200	200	0%	200
	2066050949100	FICA & IMRF Pmts.	4,025	4,500	4,500	4,800	7%	5,100
	Personal Services Total		29,092	33,800	29,300	33,500	-1%	35,800
	Contractual Services							
	1003026948500	Gen. Contract. Svcs.	8,228	10,000	5,500	10,000	0%	10,000
		Vehicle Maintenance	10,489	9,100	10,400	9,700	7%	10,100
	Contractual Services Total		18,717	19,100	15,900	19,700	3%	20,100
	Commodities							
	1003026952000	Materials	131	500	500	300	-40%	300
	Commodities Total		131	500	500	300	-40%	300
	Operating Budget Total		47,940	53,400	45,700	53,500	0%	56,200
	Debt Service							
	3026110981000	Bond Princ. & Int.	99,500	98,000	98,000			
	Debt Service Total		99,500	98,000	98,000	-		-
	Capital							
	2033026995201	Alley Paving	615,946	701,300	701,300			
	1003026995201	Alley Paving						398,200
	Capital Budget Total		615,946	701,300	701,300	-		398,200
	Alley Maintenance Total		763,386	852,700	845,000	53,500	-94%	454,400

Capital:
FY 2010/11: Pave
alleys – see page
252.

Ongoing Programs:

- Grade 8 miles of alleys three times annually (priority alleys more often). Small amounts of stone are added for potholes only.
- Administer alley-paving program where City pays 75% and residents pay 25% of all costs through the formation of a Special Service Area.
- Reconstruct existing paved alleys that are in poor condition on a priority basis. *Pump flooded alleys as necessary.

Construction Year	Between	From	To
2010/11	Knight/Western	Cedar	Touhy
	Chester/Greenwood	Arthur	Greenwood
	Knight/Lincoln	Belle Plaine	Stewart
	Fairview/Brickton Park	Glenlake	Peterson
	Courtland/Prospect	Crescent	Stewart
2011/12	Garden/Touhy	Chester	Greenwood
	Courtland/Prospect	Belle Plaine	Gillick
	Albion/Imperial	Harrison	Washington
	Belle Plaine/Columbia	Canfield	Harrison
	Brophy/Fairview	Glenlake	North to dead end

PUBLIC WORKS DEPARTMENT

PARKING

NOTES

Personnel:
Both Public Works and Public Safety employees are charged to this program. The two primary functions of Parking are to maintain parking facilities and enforce parking regulations.

Citation Processing Fee:
Fee for use of Citation to collection parking fines.

Real Property Rental: Railroad lots (amount is based on percentage of meter revenues, plus a flat fee of \$7,200 rent), AANA (\$3,720), Scharringhausen (\$25,000), AT&T (\$19,800).

Gen. Contract Services:
Uptown parking garage maintenance fees.

Capital:
10/11: Parking Boxes, see page 288.

	07/08	08/09	08/09	09/10	Percent	10/11
	Actual	Budget	Estimated	Budget	Change	Estimate
					From	
					Budget	Estimate
Personal Services						
5013027910000 Regular Salaries	174,022	172,500	182,200	169,200	-2%	186,000
5013027915000 Extra Help		100				
5013027915200 Overtime	7,597	5,200	9,100	5,400	4%	5,600
5013027921000 Insurance	20,366	23,700	17,700	22,300	-6%	23,100
5013027926000 Uniforms	1,057	5,500	5,500	5,500	0%	5,500
2066050949100 FICA & IMRF Pmts.	30,476	32,200	32,200	35,300	10%	36,800
Personal Services Total	233,518	239,200	246,700	237,700	-1%	257,000
Contractual Services						
5013027941701 Citation Process Fee	9,803					
5013027945200 Real Property Rental	66,125	35,600	48,500	56,000	57%	57,000
5013027948500 Gen. Contract. Svc.	29,426	10,000	10,000	30,000	200%	30,000
5013027948509 Real Estate Taxes	7,563					
Vehicle Maintenance	41,506	36,100	41,300	38,300	6%	40,000
Contractual Services Total	154,423	81,700	99,800	124,300	52%	127,000
Commodities						
5013027952000 Materials	8,192	8,500	8,500	9,000	6%	9,500
5013027955500 Electricity	3,236	4,700	4,700	4,700	0%	4,700
5013027956000 Meters		1,800	1,800	1,800	0%	2,200
Commodities Total	11,428	15,000	15,000	15,500	3%	16,400
Operating Budget Total	399,369	335,900	361,500	377,500	12%	400,400
Capital						
5013027990400 Motor Equipment	21,000	21,000	21,000	21,000	0%	21,700
5013027990800 Computer Equipment	8,000	8,000	8,000	8,000	0%	8,000
5013027994000 Replace Cash Boxes						25,000
5013027998000 Parking Lot Construct	73,642	130,200	130,200			
Capital Budget Total	102,642	159,200	159,200	29,000	-82%	54,700
Parking Total	502,011	495,100	520,700	406,500	-18%	455,100

Ongoing Programs:

- Stripe parking lots every year and repair parking lot pavements as needed.
- Enforce parking regulations.
- Monitor parking meter time limits; collect money from meters and boxes; monitor operation of parking meters; and clean, lubricate and repair defective meters.

**PUBLIC WORKS DEPARTMENT
SEWER MAINTENANCE**

		07/08	08/09	08/09	09/10	Percent	10/11
		Actual	Budget	Estimated	Budget	Change From Budget	Estimate
Personal Services							
5033031910000	Regular Salaries	212,072	241,000	215,800	238,300	-1%	259,400
5033031915000	Extra Help		800				
5033031915200	Overtime	28,612	20,000	49,800	22,000	10%	23,000
5033031921000	Insurance	37,822	44,300	32,900	41,100	-7%	42,500
5033031926000	Uniforms	1,798	2,000	2,000	2,000	0%	2,000
2066050949100	FICA & IMRF Pmts.	42,168	47,300	47,300	52,000	10%	54,500
Personal Services Total		322,472	355,400	347,800	355,400	0%	381,400
Contractual Services							
4253031948500	Levee 50 Gen K Sv	19,400					
5033031948502	Sewer Cleaning&TV	22,750	2,000	2,000	2,000	0%	2,000
5036030949505	Contingencies		21,100				
5033031948500	Gen. Contract. Svc.	321,881	35,000	150,000	268,000	666%	171,000
	Vehicle Maintenance	91,471	79,600	91,100	84,400	6%	88,100
Contractual Services Total		455,502	137,700	243,100	354,400	157%	261,100
Commodities							
5033031952000	Materials	45,948	46,000	60,000	57,500	25%	60,000
5033031955500	Electricity	5,106	6,000	6,000	6,000	0%	6,000
Commodities Total		51,054	52,000	66,000	63,500	22%	66,000
Operating Budget Total		829,028	545,100	656,900	773,300	42%	708,500
Capital							
5033031990400	Motor Equipment	32,000	22,000	22,000	22,000	0%	22,000
5033031994000	Sewer Rehabilitation	181,931	348,000	348,000	530,000	52%	264,000
5033031994001	Return Grant	193,032					
Capital Budget Total		406,963	370,000	370,000	552,000	49%	286,000
Sewer Total		1,235,991	915,100	1,026,900	1,325,300	45%	994,500

Ongoing Programs:

- Clean catch basins as needed.
- Repair tiles, inlets, catch basins and manholes as necessary.
- Clean inlets on an as needed basis.
- Inspect sewers by closed circuit television.

Clean catch basins & inlets, annually:	2,522
Flushing, by linear feet:	153,924
Sewer removal and replacement, by linear feet:	1,717
Catch basin and inlet repair, by each:	66
Manhole repair, by each:	29
Root cutting, by linear feet:	9,706

**PUBLIC WORKS DEPARTMENT
SOLID WASTE DISPOSAL**

NOTES				07/08	08/09	08/09	09/10	Percent	10/11
				Actual	Budget	Estimated	Budget	Change From Budget	Estimate
<p>Scavenger Service: The City, through the hiring of an outside company, provides garbage pickup to residences once a week. As of 5/1/08, we paid \$14.29 per month per single family home and \$7.76 per multi-family residence for garbage pickup and recycling services.</p> <p>Tipping fees estimated to decrease 3.8%. ARC contract increase estimated at 5%.</p>	Personal Services								
	2083043910000	Regular Salaries		57,295	49,000	58,100	47,800	-2%	52,600
	2083043915000	Extra Help			1,000				
	2083043915200	Overtime		4,954	1,000	6,700	1,000	0%	1,000
	2083043921000	Insurance		7,941	9,400	6,900	8,700	-7%	9,000
	2083043926000	Uniforms		613	500	500	500	0%	500
	2066050949100	FICA & IMRF Pmts.		9,871	9,200	9,200	9,800	7%	10,300
	Personal Services Total			80,674	70,100	81,400	67,800	-3%	73,400
	Contractual Services								
	2083043947600	Scavenger Service		2,902,189	2,975,000	3,000,000	3,153,000	6%	3,272,500
	2083043947700	Refuse Disposal		138,089	90,000	125,000	125,000	39%	130,000
	2083043948500	Gen. Contract. Svc.		223	1,000	1,000	1,000	0%	1,000
		Vehicle Maint.		16,918	14,700	16,900	15,600	6%	16,300
	Contractual Services Total			3,057,419	3,080,700	3,142,900	3,294,600	7%	3,419,800
	Commodities								
	2083043952000	Materials		3,200	100	100	100	0%	100
	Commodities Total			3,200	100	100	100	0%	100
	Operating Budget Total			3,141,293	3,150,900	3,224,400	3,362,500	7%	3,493,300
	Debt Service								
	2083043981000	Bond Princ. & Int.		56,099	61,500	76,000	87,000	41%	84,000
Debt Service Total			56,099	61,500	76,000	87,000	41%	84,000	
Capital									
2083043990400	Motor Equipment		11,300	11,300	11,300	15,100	34%	18,700	
Capital Budget Total			11,300	11,300	11,300	15,100	34%	18,700	
Solid Waste Disposal Total			3,208,692	3,223,700	3,311,700	3,464,600	7%	3,596,000	

Additional Notes:

Refuse Disposal:
Increase due to the landfill will no longer take watermain and sweeper debris.

Brush Pickup:
City staff picks up brush.

Debt Service:
SWANCC debt service payments. See p. 296- 299 for more information.

Ongoing Programs:

- Provide collection and disposal service to single family and two flat dwellings and subsidize cost of multi-family service.
- Provide curbside recycling program for items that can optimally be recycled.
- Participate in the Solid Waste Agency of Northern Cook County (SWANCC).

Annual refuse, by ton:	11,666.01
Annual recycling, by ton:	4,440.71
Annual yard waste, by ton:	3,976.07

History of Monthly Garbage Collection Rates (Includes recycling & yard waste)

	Single Family
5-1-06	\$11.98 per month
5-1-07	\$ 12.27 per month
5-1-08	\$ 14.29 per month
5-1-09	\$ 15.00 per month (estimated increase of 5%)

**PUBLIC WORKS DEPARTMENT
WATER ADMINISTRATION**

<u>NOTES</u>		07/08	08/09	08/09	09/10	Percent	10/11
		Actual	Budget	Estimated	Budget	Change From Budget	Estimate
General Contractual Services: IEPA Backflow Protection Program for commercial properties - \$40,000	Personal Services						
	5023051910000 Regular Salaries	171,577	236,000	148,100	213,200	-10%	222,000
	5023051915200 Overtime	5,761	1,600	6,200	5,000	213%	5,000
	5023051921000 Insurance	33,548	39,600	29,400	37,900	-4%	39,200
	2066050949100 FICA & IMRF Pmts.	39,197	43,100	43,100	42,400	-2%	43,600
	Personal Services Total	250,083	320,300	226,800	298,500	-7%	309,800
	Contractual Services						
	5023051940100 Telecommunications	21,846	22,000	22,000	22,000	0%	22,000
	5023051941700 Data Process. Svcs.	20,519	28,000	18,000	22,000	-21%	22,000
	5023051947200 Postal Charges	26,544	31,000	28,000	31,000	0%	32,000
	5023051948500 Gen. Contract. Svc.	1,173	71,300	71,300	42,000	-41%	44,000
	Contractual Services Total	70,082	152,300	139,300	117,000	-23%	120,000
	Commodities						
	5023051952000 Materials	262	2,000	2,000	2,000	0%	2,000
	Commodities Total	262	2,000	2,000	2,000	0%	2,000
Operating Budget Total	320,427	474,600	368,100	417,500	-12%	431,800	
Water Administration Total	320,427	474,600	368,100	417,500	-12%	431,800	
<u>Ongoing Programs:</u>							
<ul style="list-style-type: none"> • Obtain consumption data for water billing. • Bill most consumers every two months; selected accounts monthly. • Maintain water enterprise as a self-sustaining entity. 							

**PUBLIC WORKS DEPARTMENT
WATER SUPPLY & TREATMENT**

NOTES					Percent Change		
	07/08	08/09	08/09	09/10	From	10/11	
	Actual	Budget	Estimated	Budget	Budget	Estimate	
<p>Overtime: Unfunded federal mandates require Saturday and Sunday pump station observation.</p> <p>Water Purchases: Actual expense of water purchases from the City of Chicago depend upon usage, which is weather related. Water rate increases from Chicago: 1/1/08 – 15%, 1/1/09 – 15%, 1/1/10 – 14%.</p> <p>Gen. Cont. Svc.: Includes \$10,000 for Consumer Confidence Report.</p> <p>Electricity: Increase due to Com Ed and Sibley Lift Station.</p> <p>Debt Service: Payment on Series 2004 – water reservoir and transmission line bonds. See pages 296 through 299.</p>	Personal Services						
	5023052910000 Regular Salaries	131,712	148,100	141,900	155,400	5%	164,400
	5023052915200 Overtime	20,700	24,000	19,900	25,000	4%	26,000
	5023052921000 Insurance	25,826	30,200	22,500	28,900	-4%	29,900
	5023052926000 Uniforms	1,285	1,200	1,200	1,200	0%	1,200
	2066050949100 FICA & IMRF Pmts.	27,888	31,100	31,100	35,500	14%	36,900
	Personal Services Total	207,411	234,600	216,600	246,000	5%	258,400
	Contractual Services						
	5023052940300 Water Purchases	2,497,466	2,687,500	2,687,500	3,090,600	15%	3,554,200
	5023052941400 Testing	5,952	7,500	7,500	7,500	0%	8,000
	5023052942100 Building Maint.		8,000	8,000	8,000	0%	8,000
	5023052943700 Training	155	3,600	3,500	2,500	-31%	2,500
	5023052948500 Gen. Contract. Svc.	60,031	38,000	42,000	40,000	5%	82,000
	Vehicle Maint.	6,880	6,000	6,900	6,400	7%	6,700
	Contractual Services Total	2,570,484	2,750,600	2,755,400	3,155,000	15%	3,661,400
	Commodities						
	5023052952000 Materials	31,201	15,000	15,000	15,000	0%	15,000
	5023052955000 Natural Gas	9,289	10,000	10,000	10,000	0%	11,000
	5023052955500 Electricity	121,319	105,000	128,000	126,000	20%	130,000
	5023052959000 Equipment Maint.		6,500	6,500	6,500	0%	6,500
Commodities Total	161,809	136,500	159,500	157,500	15%	162,500	
Operating Budget Total	2,939,704	3,121,700	3,131,500	3,558,500	14%	4,082,300	
Debt Service							
3046110981000 Bond Princ. & Int.	888,300	1,041,600	1,041,600	1,039,600	0%	1,194,500	
3056110981000 Bond Princ. & Int.	881,200	878,400	878,400	885,400	1%	885,600	
Debt Service Total	1,769,500	1,920,000	1,920,000	1,925,000	0%	2,080,100	
Capital							
5023052993600 Water Plant Improv.	233,635						
5023052990800 Computer Equipment	3,800	3,800	3,800	3,800	0%	3,800	
5023052990400 Motor Equipment	4,308	3,900	3,900	3,900	0%	4,000	
Capital Budget Total	241,743	7,700	7,700	7,700	0%	7,800	
Water Supply & Trtmnt Total	4,950,947	5,049,400	5,059,200	5,491,200	9%	6,170,200	

Ongoing Programs:

- Purchase, store, chlorinate and test water supply in accordance with EPA requirement.

PUBLIC WORKS DEPARTMENT
FIRE HYDRANT SERVICES

NOTES	07/08	08/09	08/09	09/10	Percent	10/11
	Actual	Budget	Estimated Actual	Budget	Change From Budget	Estimate
	Personal Services					
	5023053910000 Regular Salaries	52,446	49,000	53,200	47,800	-2% 52,600
	5023053915000 Extra Help		2,000			
	5023053915200 Overtime	4,531	3,100	6,100	3,100	0% 3,100
	5023053921000 Insurance	7,979	9,400	6,900	8,700	-7% 9,000
	5023053926000 Uniforms	561	500	500	500	0% 500
	2066050949100 FICA & IMRF Pmts	8,721	9,600	9,600	10,200	6% 10,700
	Personal Services Total	74,238	73,600	76,300	70,300	-4% 75,900
	Contractual Services					
	5023053948500 Gen. Contract. Svc	55	100	100	100	0% 100
	Contractual Services Total	55	100	100	100	0% 100
	Commodities					
	5023053952000 Materials	57,992	10,000	10,000	10,000	0% 10,000
	5023053952000 Fire Hydrants		2,000	2,000	30,000	1400% 30,000
	Commodities Total	57,992	12,000	12,000	40,000	233% 40,000
	Operating Budget Total	132,285	85,700	88,400	110,400	29% 116,000
	Fire Hydrant Services Total	132,285	85,700	88,400	110,400	29% 116,000
Materials: Necessary parts and materials to repair fire hydrants.						
Fire Hydrants: Hydrants transferred to the operating budget from capital expenditures.						
Ongoing programs:						
<ul style="list-style-type: none"> • Repair malfunctioning fire hydrants. • Replace hydrants that cannot be repaired. • Repaint fire hydrants to fire department standards. 						

**PUBLIC WORKS DEPARTMENT
WATER MAIN SERVICES**

<u>NOTES</u>	07/08		08/09		09/10	Percent Change From Budget	10/11 Estimate
	Actual	Budget	Actual	Estimated			
<p><u>Water Survey:</u> Leak detection.</p> <p><u>Gen. Contract Svcs.:</u> Includes \$2,000 JULIE membership fee.</p> <p><u>Materials:</u> Increase due to rising cost of metal.</p> <p><u>Water Main Construction:</u> See p. 284 for a detailed explanation.</p> <p>\$250,000 – Potter/Dempster right turn lane, see page 282.</p>	Personal Services						
	5023054910000 Regular Salaries	237,854	277,900	229,900	270,900	-3%	298,100
	5023054915000 Extra Help	7,538	5,000	6,600			
	5023054915200 Overtime	19,603	31,500	26,500	32,800	4%	34,100
	5023054921000 Insurance	45,771	53,200	39,700	49,100	-8%	50,800
	5023054926000 Uniforms	2,425	2,000	2,000	2,000	0%	2,000
	2066050949100 FICA & IMRF Pmts.	50,889	56,300	56,300	61,200	9%	64,300
	Personal Services Total	364,080	425,900	361,000	416,000	-2%	449,300
	Contractual Services						
	5023054941200 Water Survey	1,445	12,000	12,000	12,000	0%	12,000
	5023054948500 Gen. Contract. Svc.	9,327	5,000	7,000	5,000	0%	5,000
	Vehicle Maintenance	132,075	114,900	131,500	121,800	6%	127,100
	Contractual Services Total	142,847	131,900	150,500	138,800	5%	144,100
	Commodities						
	5023054952000 Materials	120,238	124,000	124,000	130,000	5%	137,000
	Commodities Total	120,238	124,000	124,000	130,000	5%	137,000
	Operating Budget Total	627,165	681,800	635,500	684,800	0%	730,400
	Capital						
	5023054990400 Motor Equipment	70,200	70,300	70,300	70,300	0%	72,800
	5023054993000 Water Main Constr.	495,688	682,300	682,300	725,000	6%	762,000
5023054995143 Street Resurfacing	477,164	605,000	537,300	250,000	-59%		
Capital Budget Total	1,043,052	1,357,600	1,289,900	1,045,300	-23%	834,800	
Water Main Services Total	1,670,217	2,039,400	1,925,400	1,730,100	-15%	1,565,200	
Ongoing Programs:							
<ul style="list-style-type: none"> Exercise valves, repair leaks and breaks on services and mains, repair valves, and search for leaks. 							
Selected Output Performance Measures:							
	07/08	08/09	09/10 est.				
Valves Repaired	10	10	15				
Main Leaks Repaired	70	50	50				
Service Leaks Repaired	35	30	30				

**PUBLIC WORKS DEPARTMENT
WATER METER SERVICES**

<u>NOTES</u>	07/08		08/09		09/10		Percent Change From			
	Actual	Budget	Estimated Actual	Budget	Budget	Estimate	Budget	Estimate		
<p><u>Overtime:</u> Reflects costs to provide services at night and on weekends per resident requests.</p> <p><u>Gen Contract Svcs.:</u> Testing high usage consumers.</p> <p><u>Meters:</u> Replacement of residential meters based on 20-year cycle.</p>	Personal Services									
	5023055910000 Regular Salaries	70,170	81,700	71,000	79,700	-2%	87,700			
	5023055915000 Extra Help		1,000							
	5023055915200 Overtime	6,051	2,100	8,200	3,700	76%	3,800			
	5023055921000 Insurance	13,438	15,700	11,700	14,400	-8%	14,900			
	5023055926000 Uniforms	749	900	900	900	0%	900			
	2066050949100 FICA & IMRF Pmts.	13,800	15,300	15,300	16,800	10%	17,600			
	Personal Services Total	104,208	116,700	107,100	115,500	-1%	124,900			
	Contractual Services									
	5023055948500 Gen. Contract. Svc.	520	25,000	25,000	25,000	0%	26,000			
	Vehicle Maintenance	9,136	7,900	9,100	8,400	6%	8,800			
	Contractual Services Total	9,656	32,900	34,100	33,400	2%	34,800			
	Commodities									
	5023055952000 Materials	272	3,500	3,500	3,500	0%	3,500			
	5023055956000 Meters	48,673	40,000	40,000	40,000	0%	48,000			
Commodities Total	48,945	43,500	43,500	43,500	0%	51,500				
Operating Budget Total	162,809	193,100	184,700	192,400	0%	211,200				
Water Meter Services Total	162,809	193,100	184,700	192,400	0%	211,200				

Ongoing Programs:

- Replace meters on basis most beneficial to the City. Install meters in new construction.
- Replace defective meters.
- Replace on a 20-year cycle, smaller meters for smaller consumers.
- Test and repair as necessary, 3-year cycle, larger meters for larger consumers.

Selected Output Performance Measures:

	2007/08	2008/09	2009/10 Est.	2010/11 Est.
Water Meters Installed	748	391	1093	959

PUBLIC WORKS DEPARTMENT

CITY BUILDINGS MAINTENANCE

<u>NOTES</u>					Percent Change			
	07/08 Actual	08/09 Budget	08/09 Actual	09/10 Budget	From Budget	10/11 Estimate		
Overtime: Includes time for community events and building call-outs.	Personal Services							
	1003062910000	Regular Salaries	146,577	147,500	151,100	152,200	3%	159,500
	1003062915000	Extra Help		100	7,200			
	1003062915200	Overtime	23,409	12,500	33,100	13,000	4%	14,000
	1003062921000	Insurance	21,732	25,500	19,000	24,300	-5%	25,200
	1003062926000	Uniforms	607	200	500	200	0%	200
	2066050949100	FICA & IMRF Pmts.	28,176	31,400	31,400	29,400	-6%	30,600
	Personal Services Total		220,501	217,200	242,300	219,100	1%	229,500
	Contractual Services							
	Building Maint.- PWSC 09/10: Includes \$45,000 for maintenance contracts at PW Service Center and routine repair and replacement.	1003062948500	Gen. Contract. Svcs.	25,342	27,000	27,000	30,000	11%
1003062942100		Bldg Maint-PWSC	57,723	96,000	139,500	100,000	4%	104,000
1003062942101		Bldg Maint-City Hall	59,856	108,000	108,000	107,000	-1%	109,000
1003062942102		Bldg Maint-Trn Stn	14,339	15,000	15,000	15,000	0%	17,000
1003062942103		Bldg Maint-Dee Rd	3,797	4,500	4,500	4,500	0%	5,000
1003062942105		Bldg Maint-OldPWSC		-	4,000			
Contractual Services Total		161,057	250,500	298,000	256,500	2%	267,000	
Building Maint. - "Old PWSC": The City rents the former Public Works Service Center to NICOR. Staff would like to track expenses separately.	Commodities							
	1003062952000	Materials-PWSC	10,989	14,000	14,000	15,000	7%	16,000
	1003062952001	Materials-City Hall	7,381	10,000	10,000	11,000	10%	12,000
	1003062952006&7	Materials-Train Stns	502	5,000	5,000	6,000	20%	7,000
	2043062955500	Heat & Electricity			1,500	2,500		2,500
	1003062955000	Heat & Electricity	102,211	42,000	80,000	45,000	7%	45,000
Commodities Total		121,082	71,000	110,500	79,500	12%	82,500	
Operating Budget Total		502,640	538,700	650,800	555,100	3%	579,000	
Capital: 09/10: Improve air quality at PWSC (see p. 256), Resurface City Hall parking lot (see p. 274), remodel entrance to City Hall (see p. 278), remodel City Council Chambers (see p. 272), and replace City Hall parking lot lights (see p. 276).	Debt Service							
	3026110981000	Bond Princ. & Int.	1,559,700	1,534,800	1,534,800			
Debt Service Total		1,559,700	1,534,800	1,534,800	-	-		
Capital								
1003062996300	PWSC Air Quality				25,000			
1003062996300	CH Park Lot Resurface						240,000	
1003062996300	Facility Entrance						26,300	
1003062996300	City Council Chambers						64,800	
1003062996300	CH Park Lot Lights						125,000	
Capital Budget Total		-	-	-	25,000		456,100	
City Buildings Maint. Total		2,062,340	2,073,500	2,185,600	580,100	-72%	1,035,100	

Ongoing Programs:

- Building maintenance employees are responsible for the maintenance of the Public Works Service Center, City Hall including the Police Station, and both train depots. The building maintenance employee who works at the Service Center is also in charge of the stock rooms and orders necessary equipment, tools and service parts.
- Maintain facilities in neat, clean condition and in good repair.

PUBLIC WORKS DEPARTMENT

FORESTRY

NOTES

The City of Park Ridge has received 24 Tree City USA Awards and 12 Tree City Growth Awards.

Tree Trimming:
Increased to keep up with trimming cycle.
Reduced by \$35,000 for cancellation of holiday lights.

Capital:
09/10: City's reforestation program. See p. 246 for more information. See p. 248 for more information on the Dutch Elm protection program and page 250 for more information on the Gypsy Moth protection program.

	07/08	08/09	08/09	09/10	Percent Change	10/11
	Actual	Budget	Estimated	Budget	From Budget	Estimate
Personal Services						
1003071910000 Regular Salaries	69,325	71,400	92,300	65,700	-8%	68,900
1003071915000 Extra Help		4,000	6,600			
1003071915200 Overtime		500		500	0%	500
1003071921000 Insurance	9,612	11,200	8,400	12,800	14%	13,200
2066050949100 FICA & IMRF Pmts.	11,884	13,400	13,400	12,800	-4%	13,300
Personal Services Total	90,821	100,500	120,700	91,800	-9%	95,900
Contractual Services						
1003071940200 Tree Trimming	628,353	600,000	600,000	615,000	3%	665,000
1003071941900 Tree Spraying	10,928	7,000	7,000	7,000	0%	7,000
1003071943700 Training	2,161	3,000	3,000	2,100	-30%	2,100
1003071948500 Gen. Contract. Svcs.	1,808	6,000	6,000	6,000	0%	6,500
Vehicle Maintenance	9,699	8,400	9,600	8,900	6%	9,300
Contractual Services Total	652,949	624,400	625,600	639,000	2%	689,900
Commodities						
1003071952000 Materials	8,558	5,000	5,000	5,000	0%	5,000
Commodities Total	8,558	5,000	5,000	5,000	0%	5,000
Operating Budget Total	752,328	729,900	751,300	735,800	1%	790,800
Capital						
1003071990400 Motor Equipment	1,700	1,200	1,200	1,200	0%	1,200
1003071997000 Reforestation	58,914	90,300	90,300	98,400	9%	101,400
1003071997000 Dutch Elm Protection		43,000	20,000	20,000	-53%	20,300
1003071997000 Gypsy Moth Protect		51,000	51,000	60,000	18%	61,800
Capital Budget Total	60,614	185,500	162,500	179,600	-3%	184,700
Forestry Total	812,942	915,400	913,800	915,400	0%	975,500

Ongoing Programs:

- There are 22,220 parkway trees in Park Ridge. Tree trimming, is done by private tree contractors. Ideal cycles are:
 - 6 year cycle - all size trees
 - 3 year cycle - parkway elm trees and small trees 1' to 6' in diameter
- Tree removal and stump removals, repair of storm damaged trees, bolt and cable, sampling for Dutch elm disease, fertilizing and tree spraying for specific insect and disease problems and shared cost reforestation program with \$156 per tree citizen's cost for planting 2" diameter trees, guaranteed for 2 years. Provide 100% cost replacement of parkway trees lost to natural causes or storm damage.
- Scouting program for Dutch elm disease, hazardous and dead trees on public and private property.
- Contractual installation/removal of holiday tree lights on trees in commercial areas.
- Respond to citizen requests for help in solving various insect and disease problems affecting private and public trees, shrubs, turf and flowers.
- Distribute tree seedlings for Arbor Day to 2nd graders and at Earth Day celebration.
- Obtain Tree City USA award annually.
- Participate in Earth Day program.
- Talk to various community organizations about trees and promote reforestation to citizens.
- Installation of root barrier product during removal and replacement of parkway sidewalks.
- Regulate Tree Preservation Ordinance; inspect and review request for tree removal permit.
- Maintain computerized inventory and investigate integration of this inventory with GIS.
- Scout for Asian Longhorned Beetle and Emerald Ash Borer.
- Preventative Dutch elm disease injection program for parkway trees injected on a share cost basis with Forester's approval and 3-year cycle elm trimming program.

LIBRARY

Departmental Page References

Program	Page Number
Library Administration	210
Library Maintenance	212
Technical Services	213
Adult Services/Reference	214
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Circulation	216
Adult Services/Reader Services	217

MISSION STATEMENT

The purpose of the Park Ridge Public Library is to advance human knowledge and understanding by providing access to information, literature, technology, and the arts relevant to the community it serves.

The Library's Board of Trustees actively supports the Library's mission, reviews long range plans, evaluates progress, and establishes policy.

The missions of the programs within the Library are:

Library Administration: To plan, staff, organize, implement, market supervise and report on the programs of Adult Services, Children's Services, Circulation, Library Maintenance, and Technical Services.

Library Maintenance: To provide and maintain an inviting physical facility for library use.

Technical Services: To verify, order, receive, and process all materials for the library.

Adult Services/Reference: To assist the public in using the library and its collection.

Children's Services: To assist children and their parents, teachers, and other adults working with children, in utilizing the library and its resources in the Children's Department.

Circulation: To check library materials in and out for patrons, keeping track of fines, overdues, lost items, etc. Register patrons and enter data into the computer.

Adult Services/Reader Services: To assist the public in using the library and its collections of fiction books, young adult materials, and non-print media.

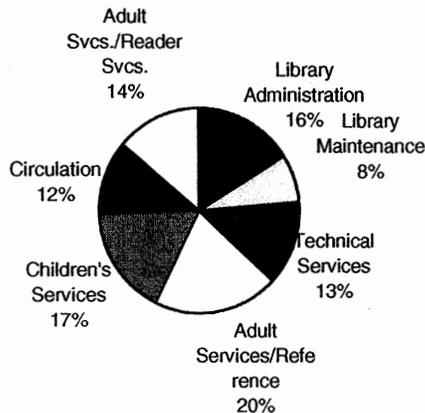
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LIBRARY

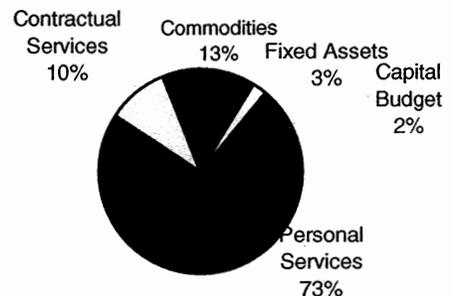
BUDGET SUMMARY

NOTES	07/08	08/09	08/09 Estimated	09/10 Budget	Percent Change From Budget	10/11 Estimate	
Overview: The 2009/10 budget for the Park Ridge Public Library is \$4,958,800. This represents 10% of the total City budget and a 3% decrease from last year's budget.	PROGRAMS						
	Library Administration	1,036,352	1,062,000	1,009,500	804,000	-24%	834,900
	Library Maintenance	368,890	322,200	322,500	372,300	16%	933,600
	Technical Services	619,322	649,500	649,500	656,400	1%	691,600
	Adult Services/Reference	932,481	1,001,700	1,001,700	1,011,100	1%	1,050,800
	Children's Services	789,034	842,200	842,200	850,800	1%	887,400
	Circulation	548,875	568,300	568,300	580,100	2%	605,400
	Adult Svcs./Reader Svcs.	656,226	675,600	675,600	684,100	1%	712,700
	Programs Total	4,951,180	5,121,500	5,069,300	4,958,800	-3%	5,716,400
	EXPENDITURE CLASSIFICATION						
	Personal Services *	3,389,978	3,573,000	3,573,000	3,626,400	1%	3,800,800
	Contractual Services	480,686	466,500	464,300	473,000	1%	481,300
	Commodities	754,782	753,200	753,200	750,600	0%	766,800
	Fixed Assets	-	-	-	-	-	-
	Operating Budget Total	4,625,445	4,792,700	4,790,500	4,850,000	1%	5,048,900
Debt Service	-	-	-	-	-	-	
Capital Budget	325,735	328,800	278,800	108,800	-67%	667,500	
Expenditure Total	4,951,180	5,121,500	5,069,300	4,958,800	-3%	5,716,400	
SOURCE OF FUNDS							
Library Fund	4,488,460	4,627,600	4,575,100	4,421,600	-4%	5,121,700	
General Operating Fund	2,706	2,400	2,700	2,500	4%	2,600	
Ill. Mun. Retirement Fund	460,014	491,500	491,500	534,700	9%	592,100	
Source of Funds Total	4,951,180	5,121,500	5,069,300	4,958,800	-3%	5,716,400	
* Regular Salaries							
Other Personal Services	2,622,333	2,784,000	2,784,000	2,784,000	0%	2,895,200	
Other Personal Services	767,645	789,000	789,000	842,400	7%	905,600	

**PROGRAMS
09/10 BUDGET**



**EXPENDITURE CLASSIFICATION
09/10 BUDGET**



LIBRARY
LIBRARY STAFF

	08/09	09/10	10/11
<i>By Position:</i>	<i>FTE</i>	<i>FTE</i>	<i>FTE</i>
Library Director	1.00	1.00	1.00
Managers	8.00	8.00	8.00
Librarians	12.300	12.300	12.300
Library Assistants	25.645	25.645	25.645
Custodians	1.87	1.87	1.87
Pages	7.580	7.580	7.580
<i>Total Library Employees</i>	56.395	56.395	56.395

Salary Expense:

Regular salaries for the Library are expected to equal \$2,784,000 in fiscal year 2009/10.

Staffing Changes:

No staffing changes are expected for fiscal year 2009/10.

Performance Measurements

Mission: The purpose of the Park Ridge Public Library is to advance human knowledge and understanding by providing access to information, literature, technology, and the arts relevant to the community it serves.

Objectives: Offer a balanced collection of materials, programs and services to meet the community needs. Encourage reading among all age groups. Maintain 99.9% computer uptime.

	2005/06	2006/07	2007/08	2008/09 est.	2009/10 est.
Hours of service:	70	70	70	70	70
Participation:					
Program Attendance per Capita	.59	.69	.71	.73	.75
Library visits per capita	12.06	12.12	13.19	13.25	12.95
Circulation	699,189	713,203	713,000	713,500	795,000
Library Cards	25,622	26,298	26,500	26,750	27,000
Participants in reading programs	3,087	3,046	3,000	3,100	3,150
Outreach Visits	11,911	10,467	11,500	11,500	11,500
Volunteer Hours	3,823	3,500	3,500	3,500	3,500
Book Collection:					
Collection size	218,735	213,222	215,000	215,000	215,000
Collection Additions	22,882	20,346	23,778	22,000	23,000
Collection Withdrawals	28,320	25,859	22,000	22,000	23,000
Computers available for public use	60	66	66	66	66
Efficiency Measures:					
Computer Uptime	99.9%	99.9%	99.9%	99.9%	99.9%
Departmental budget per capita, includes Capital Budget	\$120.80	\$126.23	\$131.07	\$134.20	\$131.27

Commentary

The Library maximizes the effectiveness of the operating budget by:

- Outsourcing the operation of the online catalog and circulation system through Cooperative Computer Services consortia.
- Participating in group purchases of online resources and databases through purchasing programs with the Illinois State Library and the North Suburban Library System.
- Managing public printing using a print management system for cost recovery.
- Purchasing library materials and supplies through vendors offering negotiated discounts and government pricing.

Providing collections and services to meet the needs and interests of the community is a major role of the Library. Space limitations within the current library building make this difficult. We anticipate continuing the policy of one book out for every book added to the collection to maintain collections within the limited size of the current building.

Newer Library collections include graphic novels, a high school fiction collection, digital books, an expanded collection of books for young adults, books on CD, video games and both fiction and nonfiction DVDs.

The New Book Room contains popular new fiction, bestsellers and an interesting selection of new nonfiction. New titles are added weekly to this area.

LIBRARY DEPARTMENT

OVERALL ACCOMPLISHMENTS AND OBJECTIVES

Serving the Community

We will continuously assess community needs so we can strengthen and expand the services and programs we provide to the community.

2008/09 Accomplishments:

- Conducted a professional community survey to further identify community needs and interests and continued to collect input from library users on the facility, collections, programs and services
- Continued to provide a quality collection of library materials in multiple formats – annual circulation increased by 2% for a record high of 713,203 items
- Increase total library card holders to 70% of population
- Continue to increase circulation of library materials and use of library website
- Identify and assess new services to determine if they should be provided to the community

Facility

Expand the current Library building to provide the community with a spacious, well maintained, state-of-the-art facility that offers room for meetings, programs, group study and expansion of Library resources.

2008/09 Accomplishments:

- Continued to assess long term facility needs
- Remodeled the young adult area to make it more attractive for teens and added additional computers
- Continued to repair and upgrade the facility to keep it well maintained

2009/10 Objectives:

- Conduct feasibility study to determine options for expanding the facility and the impact on the site
- Continue to repair and upgrade the facility to keep it well maintained
- Communicate the library's facility needs to the elected officials and the community

Collections

We will provide up to date collections in multiple formats to meet the needs of our community.

2008/09 Accomplishments:

- Continued to add new items to the library collections to encourage reading, learning and exploration in a variety of formats and withdraw an equal number to fit the library's limited space
- Continued to expand the foreign language collections using grant funds
- Promoted downloadable digital books and newer formats of materials and merchandised collections

2009/10 Objectives:

- Continue to add new items to the library collections and investigate new formats to determine if residents are interested in these materials
- Continue to improve and expand the audiovisual collections to meet increased demand
- Evaluate changes in use of print materials, develop areas of high interest and reduce print materials in areas covered by online resources

Programming: Expand services and resources, which reflect diversity and stimulate learning.

2008/09 Accomplishments:

- Continued to offer programs for all ages that entertain, inform, educate and enlighten
- Continued outreach programming to community groups and participation in community events
- Expanded day time programming for seniors, continued Low Vision Support group and conducted an information fair in cooperation with other local libraries
- Expanded programming

2009/10 Objectives:

- Continue to offer a wide array of programs for all ages that entertain, inform, educate, enlighten and promote literacy
- Reach out to target groups by offering programs of interest – identified groups include adult males 21-40, teens and middle school students, Baby Boomers, new retirees, parents and teachers

LIBRARY DEPARTMENT

OVERALL ACCOMPLISHMENTS AND OBJECTIVES

Staffing

Employ and support a knowledgeable, flexible and equitably compensated staff team that can respond positively and creatively to the changing public library environment.

2008/09 Accomplishments:

- Conducted staff survey in cooperation with Human Resources Director and analyzed results
- Continued to hire new employees that are focused on good customer service, flexible and possess good communication and technology skills
- Continued to offer a variety of training opportunities for staff

2009/10 Objectives:

- Conducted staff survey in cooperation with Human Resources Director and analyzed results
- Continued to hire new employees that are focused on good customer service, flexible and possess good communication and technology skills
- Continued to offer a variety of training opportunities for staff

Technology

Provide the community with access to technology so they may use it to pursue their interests, expand the ideas, learn new skills, obtain information and interact with others.

2008/09 Accomplishments:

- Continue to evaluate new technologies and add those that will further the library's mission and vision, increase effectiveness and create efficiencies
- Maintained network with 99.9% uptime
- Expanded workshop topics to continue to provide new learning opportunities for the public

2009/10 Objectives:

- Continue to maintain up-to-date hardware, high speed connections and expand software selection
- Improve website to provide even more information to the public and make it easier to use
- Expand use of newer technologies to communicate and interact with residents, i.e. blogs, wikis

Communication

Communicate with residents using a variety of means to inform them about the library's many collections, services and programs and actively pursue their comments and suggestions.

2008/09 Accomplishments:

- Library newsletter regularly includes information on the library's strategic plan, programs and services
- Continued to identify ways to promote the library and its many services to the community
- Continued to implement recommendations of marketing plan

2009/10 Objectives:

- Promote the library's collections, services and programs through all available means
- Increase number of subscribers to library's electronic newsletter
- Continue to gather input from the community through surveys, comment forms and online methods

Funding

Ensure stable operating support and seek alternate funding sources for special projects & facility needs.

2008/09 Accomplishments:

- Maintained operating budget that allows library to accomplish goals of strategic plan
- Continued "Buy a Brick" program to raise funds for special projects
- Continued to seek grants and donations for special projects and new collections
- Continued to seek support from the Friends of the Library

2009/10 Objectives:

- Maintain operating budget that supports the strategic plan
- Continue fund raising efforts to fund special projects
- Continue to seek grants and donations for special projects and new collections

For a current copy of the Library's Strategic Directions and 2007-2009 Action Plans go to:
www.parkridgelibrary.org/board.html

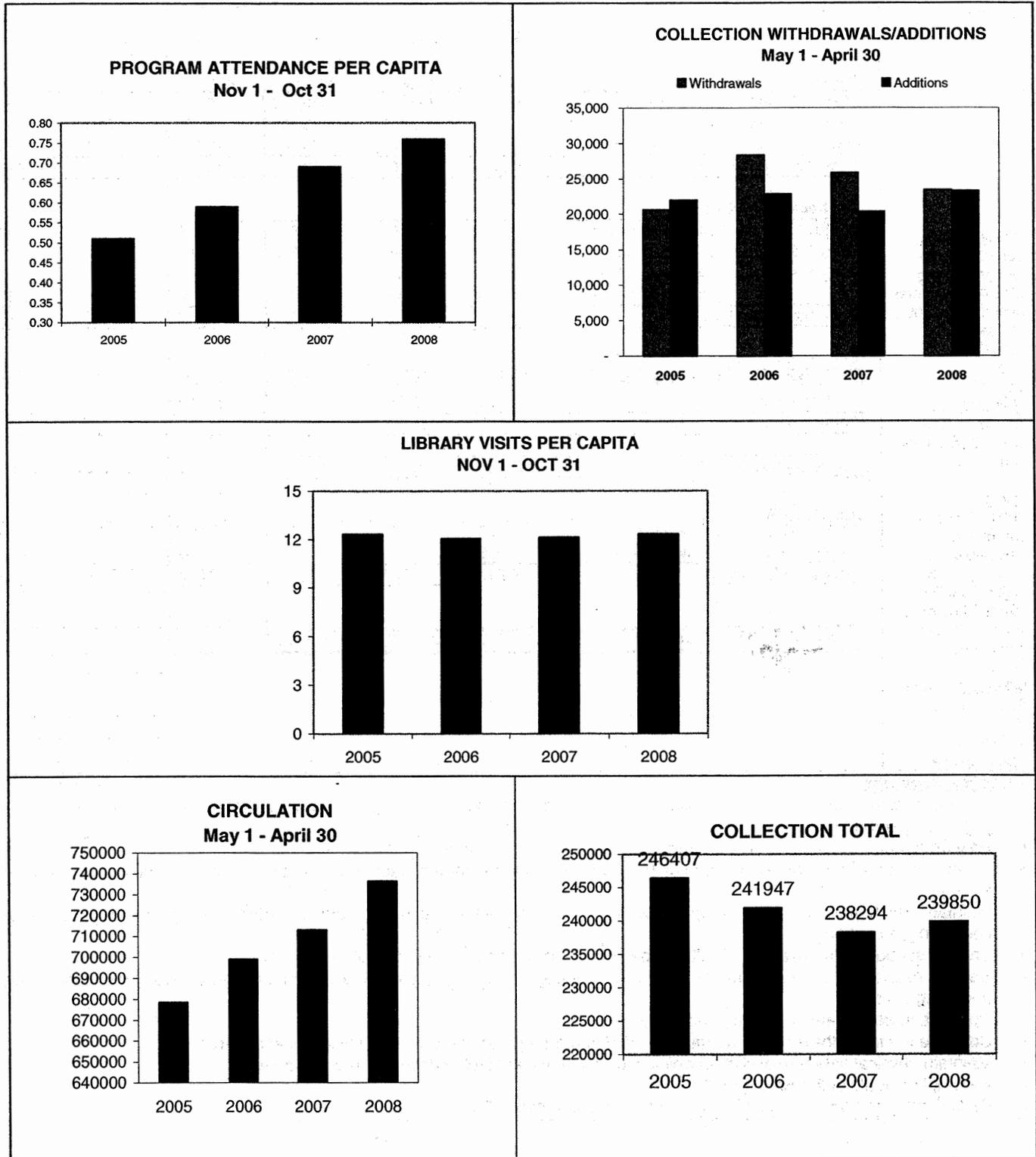
**LIBRARY
ADMINISTRATION**

NOTES			07/08	08/09	08/09	09/10	Percent	10/11
			Actual	Budget	Estimated	Budget	Change From Budget	Estimate
<p>Equipment Rental: 09/10: Photocopy maint. (\$11,900), photocopy lease (\$2,900), and postage meter (\$1,100).</p> <p>Insurance: 09/10: Liability \$6,300, Property \$9,100, Excess Liability \$3,000, Fine Arts \$2,500, Internet \$3,000.</p> <p>Gen. Contract Svcs: 09/10: Telephone (\$21,600), postage (\$17,200), Internet (\$5,000), printing (\$11,500).</p> <p>Public Relations: 09/10: Includes \$30,600 for newsletter.</p> <p>Office Supplies: 09/10: Photocopy supplies (\$8,900), other (\$12,900), and furnishings (\$10,000).</p>	Personal Services							
	2015011910000	Regular Salaries	404,058	405,600	405,600	405,600	0%	421,800
	2015011921000	Insurance	91,004	52,300	52,300	50,100	-4%	51,000
	2066050949100	FICA & IMRF Pmts.	67,852	71,600	71,600	77,900	9%	86,300
	Personal Services Total		562,914	529,500	529,500	533,600	1%	559,100
	Contractual Services							
	2015011935100	Equipment Rental	18,552	15,900	15,900	15,900	0%	16,200
	2015011937900	Library Insurance	24,643	26,300	23,800	23,900	-9%	25,300
	2015011931700	Data Processing	25,227	14,700	14,700	15,000	2%	15,000
	2015011932400	Membership Dues	3,977	4,000	4,000	4,000	0%	4,100
	2015011932900	Medical Exams		100	100	100	0%	100
	2015011933100	Recruiting & Testing	4,999	3,000	3,000	3,000	0%	3,100
	2015011933200	Tuition Reimburse.	1,545	12,000	12,000	12,000	0%	12,200
	2015011933800	Conferences & Train.	24,813	30,000	30,000	30,000	0%	30,600
	2015011936000	Public Relations	40,615	38,400	38,400	39,400	3%	39,200
	2015011937800	Bank Service Chg.	663	1,000	1,000	1,000	0%	1,000
	2015011938500	Gen. Contract. Svcs.	69,560	55,300	55,300	55,300	0%	56,300
	2015011939500	Contingency		30,000	30,000	30,000	0%	30,000
	Contractual Services Total		214,594	230,700	228,200	229,600	0%	233,100
	Commodities							
2015011951000	Office Supplies	45,041	31,800	31,800	31,800	0%	32,500	
2015011951100	Library Supplies	3,804	10,000	10,000	9,000	-10%	10,200	
Commodities Total		48,845	41,800	41,800	40,800	-2%	42,700	
Operating Budget Total		826,352	802,000	799,500	804,000	0%	834,900	
Capital								
2015011996300	Feasibility Study		50,000					
	Debt Repayment	210,000	210,000	210,000				
Capital Budget Total		210,000	260,000	210,000	-	-100%	-	
Library Administration Total		1,036,352	1,062,000	1,009,500	804,000	-24%	834,900	

Ongoing Programs:

- With Library Board of Trustees, develop long-range plans for the Library, assure that the annual operating budget supports these plans, and evaluate and compare library programs, services and collections with neighboring libraries to assure comparative levels of service.
- Support all programs and services of the Library departments monitoring planning, staffing, budgets, evaluation and reporting.
- Maintain all Library records including employee records, payroll, budget, Board of Trustees meeting minutes, statistical reports and annual reports. Process all Library warrants and payables for payment and prepare financial records and reports on a regular basis.
- Prepare all Library correspondence.
- Plan, install and maintain state of the art information access technology at the Library, interfacing with other organizations (City, CCS, NSLS) and other Park Ridge governments, as needed.
- Coordinate and schedule community use of meeting rooms.
- Coordinate the Park Ridge Community Network - the community's online Internet site for community information.
- Coordinate the Library's website- offering links to the Library's online catalog and comprehensive information about services, programs, events, Board meetings and minutes and policies.
- Coordinate all publicity for the Library, its programs, services and collections.
- Oversee outsourcing of online catalog/circulation database.
- Promote Library services and programs and assure the Library's interests are represented through outreach and collaboration with community organizations.
- Accomplish goals of the Strategic Plan.
- Participate in continuing education opportunities to improve skills.

LIBRARY ADMINISTRATION



LIBRARY
LIBRARY MAINTENANCE

NOTES			07/08	08/09	08/09	09/10	Percent	10/11
			Actual	Budget	Estimated	Budget	Change From Budget	Estimate
<p>Building Maint.: 09/10: Heat and air conditioning (\$10,000), general maint. (\$100,800), elevator maint. (\$1,900).</p> <p>Vehicle Maintenance: Annual operating costs of passenger van.</p> <p>Capital: 09/10: \$40,000 re-carpet library (children's area). See page 226. 10/11: \$80,000 refinish interior woodwork. See page 228.</p> <p>Motor Equipment: \$2,000 annual replacement funding for passenger van.</p>	Personal Services							
	2015012910000	Regular Salaries	120,179	130,300	130,300	130,300	0%	135,500
	2015012921000	Insurance	7,007	10,100	10,100	17,200	70%	17,500
	2066050949100	FICA & IMRF Pmts.	22,809	23,000	23,000	25,000	9%	27,700
	Personal Services Total		149,995	163,400	163,400	172,500	6%	180,700
	Contractual Services							
	2015012932103	Building Maintenance	136,024	111,800	111,800	112,700	1%	114,900
	2015012932201	Off-Site Storage	5,126	6,600	6,600	6,600	0%	6,700
	2015012932700	Office Equip. Maint.	2,496	1,500	1,500	1,500	0%	1,500
		Vehicle Maintenance	2,706	2,400	2,700	2,500	4%	2,600
	Contractual Services Total		146,352	122,300	122,600	123,300	1%	125,700
	Commodities							
	2015012952100	Building Supplies	21,538	22,500	22,500	22,500	0%	23,000
	2015012955000	Heat	14,069	12,000	12,000	12,000	0%	12,200
	Commodities Total		35,607	34,500	34,500	34,500	0%	35,200
Operating Budget Total		331,955	320,200	320,500	330,300	3%	341,600	
Capital Budget								
2015012990400	Motor Equipment	2,000	2,000	2,000	2,000	0%	2,000	
2015012996300	Facility Maintenance	34,935	-	-	40,000		590,000	
Capital Budget Total		36,935	2,000	2,000	42,000	2000%	592,000	
Library Maintenance Total		368,890	322,200	322,500	372,300	16%	933,600	

Ongoing programs:

- Provide a clean, safe, attractive public facility utilizing all facets of local government including the Fire, Police, and Public Works Departments.
- Acquire materials, supplies, utilities, and equipment of the highest quality at the best possible price.
- Utilize off-site storage areas to attempt to meet local fire department requirements and still provide necessary equipment storage.
- Maintain the highest possible competency level for staff performing maintenance, security, and custodial duties through continuing education.
- Provide support for an average of 270+ large community programs held annually in the Library.
- Secure, record and deliver an average of 5,000 packages annually to provide a continuous flow of new library materials and operating supplies.
- Continue to participate in the local recycling program.
- Continue to modify the existing structure to accommodate programs, services, materials and equipment.
- Maintain physical structure and mechanicals to ensure limited facility down time for our patrons.
- Accomplish goals of the Strategic Plan.
- Participate in continuing education opportunities to improve skills.

**LIBRARY
TECHNICAL SERVICES**

NOTES					Percent Change		
	07/08	08/09	08/09	09/10	From	10/11	
	Actual	Budget	Estimated	Budget	Budget	Estimate	
Salaries: 09/10: Librarians \$203,000; Library Assistants \$200,500; Pages \$13,500. Capital Budget: Yearly contribution to Technology Replacement Fund, see p. 293 for more information.	Personal Services						
	2015013910000 Regular Salaries	372,792	401,000	401,000	401,000	0%	417,000
	2015013921000 Insurance	44,687	48,300	48,300	49,000	1%	49,900
	2066050949100 FICA & IMRF Pmts.	65,073	70,800	70,800	77,000	9%	85,300
	Personal Services Total	482,552	520,100	520,100	527,000	1%	552,200
	Contractual Services						
	2015013935100 Equipment Rental	4,025	4,000	4,000	4,200	5%	4,300
	2015013931700 Data Processing	16,196	18,200	18,200	18,200	0%	18,600
	2015012937400 Binding	3,588	4,200	4,200	4,200	0%	4,300
	Contractual Services Total	23,809	26,400	26,400	26,600	1%	27,200
	Commodities						
	2015013951100 Library Supplies	34,161	36,200	36,200	36,000	-1%	36,700
	Commodities Total	34,161	36,200	36,200	36,000	-1%	36,700
	Operating Budget Total	540,522	582,700	582,700	589,600	1%	616,100
	Capital Budget						
2015013990100 Computer Equipment	78,800	66,800	66,800	66,800	0%	75,500	
Capital Budget Total	78,800	66,800	66,800	66,800	0%	75,500	
Technical Services Total	619,322	649,500	649,500	656,400	1%	691,600	

Ongoing Programs:

- Order and receive new books, sound recordings and other library resources for the collections.
- Maintain information for books ordered for the collection.
- Catalog and classify books and library resources to provide access to materials in the online catalog and on Library shelves.
- Maintain Park Ridge Public Library's records in the online catalog/circulation database (Sirsi) by entering and updating bibliographic information, classification numbers, item data and patron holds for new materials.
- Check in, enter and track receipt of magazines through Sirsi Serials Control Module.
- Complete processing of new materials for circulation by stamping, covering and/or repackaging them for use by the patrons.
- Withdraw items from the online database and prepare for removal.
- Maintain statistical data for materials added to and withdrawn from the collection.
- Complete minor repairs to library materials; process books for rebinding.
- Participate in continuing education opportunities to increase skills and knowledge in technology, cataloging and other technical services functions.
- Work with the staff at Cooperative Computer Services, Inc. and the 20 other libraries within the Sirsi consortia to develop and maintain the online catalog/circulation database.
- Accomplish goals of the Strategic Plan.

**LIBRARY
ADULT REFERENCE**

NOTES	07/08		08/09		08/09 Estimated		09/10		Percent Change From 10/11	
	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Estimate	Budget	Estimate
<p>Salaries: 09/10: Librarians \$327,500; Library Assistants \$135,600; Pages \$95,800.</p> <p>Library Resources: 09/10: Adult books (\$160,000), periodicals (\$23,700), microfilm (\$7,200), on-line databases (\$138,800). 09/10: Increase on-line databases by \$10,000 for addition of Webfeat (federated searching product).</p>	Personal Services									
	2015014910000	Regular Salaries	482,916	537,500	537,500	537,500	0%	559,000		
	2015014921000	Insurance	31,934	36,100	36,100	37,100	3%	37,700		
	2066050949100	FICA & IMRF Pmts.	89,703	94,900	94,900	103,300	9%	114,300		
	Personal Services Total		604,553	668,500	668,500	677,900	1%	711,000		
	Contractual Services									
	2015014938508	Night Owl Reference	2,059	2,300	2,300	2,300	0%	2,300		
	Contractual Services Total		2,059	2,300	2,300	2,300	0%	2,300		
	Commodities									
	2015014951100	Library Supplies	1,142	1,200	1,200	1,200	0%	1,200		
	2015014954000	Library Resources	324,728	329,700	329,700	329,700	0%	336,300		
	Commodities Total		325,870	330,900	330,900	330,900	0%	337,500		
	Operating Budget Total		932,481	1,001,700	1,001,700	1,011,100	1%	1,050,800		
	Adult Reference Total		932,481	1,001,700	1,001,700	1,011,100	1%	1,050,800		

Ongoing Programs:

- Assist patrons with their information needs on a daily basis, in-person and via available technology (telephone, e-mail, fax, live chat) with an emphasis on accurate responses and excellent customer service.
- Train patrons and staff in the use of electronic resources including the online catalog, online subscription resources and the Internet both by structured workshops and one-to-one assistance.
- Maintain a reference and non-fiction collection in print and electronic formats to meet the information needs of the community.
- Maintain the patron webpages for use at the Library's Internet workstations.
- Coordinate the cooperative utilization of Interlibrary Loan - obtaining resources for our patrons from other libraries and lending our resources to other libraries.
- Digitize significant local records of Park Ridge (e.g. Pieces of Park Ridge) to be available on the Internet.
- Assess portions of the reference and nonfiction collections annually using all tools available, including circulation statistics to maintain quality collections.
- Accomplish goals of the Strategic Plan.
- Participate in continuing education opportunities to improve skills.

**LIBRARY
CHILDREN'S SERVICES**

NOTES			07/08	08/09	08/09	09/10	Percent	10/11
			Actual	Budget	Estimated	Budget	Change From Budget	Estimate
Salaries: 09/10: Librarians \$241,500; Library Assistants \$245,500; Pages \$67,500. Library Resources: 09/10: Children books (\$110,000), periodicals (\$2,400), recordings (\$11,000), audio visual (\$13,400), misc. (\$1,600), CD ROM (\$3,000).	Personal Services							
	2015015910000	Regular Salaries	493,011	533,200	533,200	533,200	0%	554,500
	2015015921000	Insurance	53,959	58,900	58,900	59,200	1%	60,400
	2066050949100	FICA & IMRF Pmts.	86,540	94,100	94,100	102,400	9%	113,400
	Personal Services Total		633,509	686,200	686,200	694,800	1%	728,300
	Contractual Services							
	2015015938500	Gen. Contract. Svcs.	10,514	9,700	9,700	9,700	0%	9,900
	Contractual Services Total		10,514	9,700	9,700	9,700	0%	9,900
	Commodities							
	2015015951100	Library Supplies	4,463	4,900	4,900	4,900	0%	5,000
	2015015954000	Library Resources	140,548	141,400	141,400	141,400	0%	144,200
	Commodities Total		145,011	146,300	146,300	146,300	0%	149,200
	Operating Budget Total		789,034	842,200	842,200	850,800	1%	887,400
	Children's Services Total		789,034	842,200	842,200	850,800	1%	887,400

Ongoing Programs:

- Provide an up-to-date collection of materials in a variety of formats for children from birth to 6th grade, parents, teachers and other adults who work with children by ordering new materials and removing items that are out of date or no longer useful to library users.
- Offer interesting and informative programs including storytimes, Battle of the Books, Teddy Bear Time, Chat 'n Chew and guest performers throughout the year both in the library and at various schools, preschools, and other centers.
- Offer reading incentive programs such as the Summer Reading Club, Family Reading Club, Wolves Reading Club and the Reading Patch Club.
- Provide a clean and inviting place for families to spend time together enjoying books, working on computers, playing with educational toys, or listening to music.
- Provide resources and professional assistance to students and teachers to supplement school curriculum.
- Provide continuing education opportunities to teachers and preschool providers
- Assist students, parents and teachers in using the library's print and online resources, online catalog (SIRSI) and the Internet to access information resources.
- Work with the Information Services Coordinator to promote the various programs and services provided by the department.
- Accomplish goals of the Strategic Plan
- Participate in continuing education opportunities to improve staff skills in technology, reference and reader's advisory as they relate to children's services.
- Partner with the schools, preschools, and other community organizations to offer services and programs to a wider portion of the residents of Park Ridge.

**LIBRARY
CIRCULATION**

<u>NOTES</u>	07/08		08/09		09/10		Percent Change From Budget	
	Actual	Budget	Actual	Estimated	Budget	Estimate		
Salaries: 09/10: Library Assistants \$390,400.	Personal Services							
	2015016910000	Regular Salaries	363,459	375,400	375,400	375,400	0%	390,400
	2015016921000	Insurance	53,254	56,600	56,600	57,600	2%	58,700
	2066050949100	FICA & IMRF Pmts.	60,952	66,300	66,300	72,100	9%	79,800
	Personal Services Total		477,665	498,300	498,300	505,100	1%	528,900
	Contractual Services							
	2015016931700	Data Processing	61,694	61,100	61,100	66,100	8%	67,400
	Contractual Services Total		61,694	61,100	61,100	66,100	8%	67,400
	Commodities							
	2015016951100	Library Supplies	9,516	8,900	8,900	8,900	0%	9,100
	Commodities Total		9,516	8,900	8,900	8,900	0%	9,100
	Operating Budget Total		548,875	568,300	568,300	580,100	2%	605,400
	Circulation Total		548,875	568,300	568,300	580,100	2%	605,400

Ongoing Programs:

- Provide courteous efficient customer service in person or by phone.
- Issue new library cards and maintain patron records in the online database (SIRSI).
- Circulate over 715,000 items per year and maintain and report circulation statistics provided by the online circulation database.
- Promote ongoing training for all staff.
- Continue training patrons on Self Checkout machine.
- Coordinate with other public service departments to provide an even flow of returned materials to the departments.
- Evaluate circulation rules and procedures and recommend changes as appropriate.
- Actively pursue the return of overdue items through notices, letters, phone calls etc.
- Work with the staff at Cooperative Computer Services, Inc. and the 20 other libraries within the SIRSI consortia to develop and maintain the online catalog/circulation database.
- Utilize volunteers where appropriate to assist with check-in of materials.
- Accomplish goals of the Strategic Plan.
- Participate in continuing education opportunities to improve skills.

**LIBRARY
READER SERVICES**

NOTES			07/08	08/09	08/09	09/10	Percent	10/11
			Actual	Budget	Estimated	Budget	Change From Budget	Estimate
Salaries: 09/10: Librarians \$192,900; Library Assistants \$224,100. Library Resources: 09/10: Adult books (\$48,000), young adult books (\$8,300), young adult games (\$3,000), recordings (\$27,800), audio visual (\$20,600), misc. (\$400), MWL (\$40,000), e- books (\$1,300).	Personal Services							
	2015017910000	Regular Salaries	385,918	401,000	401,000	401,000	0%	417,000
	2015017921000	Insurance	25,786	35,200	35,200	37,500	7%	38,300
	2066050949100	FICA & IMRF Pmts.	67,085	70,800	70,800	77,000	9%	85,300
	Personal Services Total		478,789	507,000	507,000	515,500	2%	540,600
	Contractual Services							
	2015017938506	Gen. Contract. Svcs.	21,664	14,000	14,000	15,400	10%	15,700
	Contractual Services Total		21,664	14,000	14,000	15,400	10%	15,700
	Commodities							
	2015017951100	Library Supplies	4,179	4,000	4,000	3,800	-5%	3,900
2015017954000	Library Resources	151,593	150,600	150,600	149,400	-1%	152,500	
Commodities Total		155,772	154,600	154,600	153,200	-1%	156,400	
Operating Budget Total		656,226	675,600	675,600	684,100	1%	712,700	
Reader Services Total		656,226	675,600	675,600	684,100	1%	712,700	

Ongoing Programs:

- Maintain a quality collection of print and non-print Reader Services materials that reflects the diverse interests and needs of adult patrons.
- Provide resources including staff, reference tools, online databases, bibliographies and the PAL program to help patrons find satisfying novels to read, CDs to listen to and videos and DVDs to watch.
- Continue to promote the Library as a community center by creating interesting programs for adults, providing space for patrons to meet friends and scheduling special events such as the Holiday Open House.
- Provide specialized materials including large print books, customized equipment, and special services such as homebound delivery for patrons with special needs.
- Purchase a wide assortment of YA materials and create interesting programs to attract YAs to use the Library.
- Continue to work with the middle and high schools to provide enrichment to school curriculum and homework resources for students.
- Create and produce summer reading clubs, book discussions and the community-wide PARK RIDGE READS to encourage the enjoyment of reading for young adults and adults.
- Offer access to computers for word processing, spreadsheet and Internet usage.
- Accomplish goals of the Strategic Plan.
- Participate in continuing education opportunities to improve skills.

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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 2009/10 Capital Projects

The Capital Improvements budget, including debt service, for 2009/10 totals \$8,292,000. Capital projects consist of a year-to-year ongoing infrastructure replacement program and one-time projects. Debt service relates to payment of 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 2009/10 through 2014/05. 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.

CAPITAL PLAN BY FUND

Page No.	Budget 2008-09	Est. Actual 2008-09	Budget 2009-10	Budget 2010-11	Budget 2011-12	Budget 2012-13	Budget 2013-14	Budget 2014-15
Library Fund:								
226			40,000	160,000				
228				80,000	80,000	80,000		
230				100,000				
232					60,000			
234				250,000				
236					115,000			
238							100,000	
	50,000							
	Subtotal		40,000	590,000	255,000	80,000	100,000	-
293	66,800	66,800	66,800	75,500	75,500	75,500	75,500	75,500
294 - 295	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
	Subtotal	68,800	108,800	667,500	332,500	157,500	177,500	77,500
General Fund:								
240	121,500	121,500	75,000	78,800	82,700	86,800	91,100	95,700
246	90,300	90,300	98,400	101,400	104,400	107,500	110,800	114,100
248	43,000	20,000	20,000	20,300	45,600	47,000	48,400	49,900
250	51,000	51,000	60,000	61,800	63,700	65,600	67,500	
256			25,000					
260			400,000					
262				60,000				
252	701,300	701,300		398,200	418,100	439,000		
254							344,000	476,000
264	117,500	31,100	55,400	99,400	151,800	151,800	151,800	151,800
266				39,500				
268					218,500			
270						166,800		
272				64,800				
274				240,000				
276				125,000				
278				26,300				
		98,000						
	14,000	5,400						
	30,000	30,000						
	30,000	24,000						
	250,000	250,000						
	Subtotal	1,422,600	733,800	1,315,500	1,084,800	1,064,500	813,600	887,500
292	138,400		148,000	149,500	151,000	152,500	154,000	155,500
294 - 295	308,600	308,600	308,900	308,900	319,800	331,000	342,500	354,300
	Subtotal	1,731,200	1,190,700	1,773,900	1,555,600	1,548,000	1,310,100	1,397,300
Motor Fuel Tax Fund:								
280	700,000	700,000	1,000,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
	Subtotal	700,000	1,000,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
Emergency Telephone Fund:								
292	10,500	10,500	7,000	7,100	7,100	7,200	7,200	7,300
	Subtotal	10,500	7,000	7,100	7,100	7,200	7,200	7,300
Sewer Fund:								
242	348,000	348,000		264,000	549,300	565,800	582,800	600,300
244			530,000					
258								
	Subtotal	348,000	530,000	264,000	549,300	565,800	582,800	600,300
294 - 295	22,000	22,000	22,000	22,000	22,800	23,600	24,400	25,300
	Subtotal	370,000	552,000	286,000	572,100	589,400	607,200	625,600

CAPITAL PLAN BY FUND (CONT.)

Page No.		Budget 2008-09	Est. Actual 2008-09	Budget 2009-10	Budget 2010-11	Budget 2011-12	Budget 2012-13	Budget 2013-14	Budget 2014-15
Water Fund:									
282	Potter/Dempster Right Turn Lane			250,000					
284	Watermain Replacement	682,300	682,300	725,000	762,000	799,000	840,000	881,000	925,000
286	Paint Interior of Water Tank						203,500		
	Street Resurfacing	605,000	537,300						
	Subtotal	1,287,300	1,219,600	975,000	762,000	799,000	1,043,500	881,000	925,000
292	Contrib. to Computer Repl. Fd.	3,800	3,800	3,800	3,800	3,800	3,800	3,800	3,800
294 - 295	Contrib. to Motor Equip. Repl. Fd.	74,200	74,200	74,200	76,800	79,800	82,900	86,100	89,500
	Subtotal	1,365,300	1,297,600	1,053,000	842,600	882,600	1,130,200	970,900	1,018,300
Parking Fund:									
288	Replace Cash Parking Boxes				25,000	25,000			
	Uptown Parking Lot Resurfacing	130,200	130,200						
	Subtotal	130,200	130,200	-	25,000	25,000	-	-	-
292	Contrib. to Computer Repl. Fd.	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
294 - 295	Contrib. to Motor Equip. Repl. Fd.	21,000	21,000	21,000	21,700	22,500	23,300	24,100	24,900
	Subtotal	159,200	159,200	29,000	54,700	55,500	31,300	32,100	32,900
Uptown TIF Fund:									
290	Uptown Streetscape	495,000	502,700	900,000	275,000				3,100,000
	NW Hwy Streetscape & Parking Lot		390,700						
	Subtotal	495,000	893,400	900,000	275,000	-	-	-	3,100,000
Municipal Waste Fund:									
294 - 295	Contrib. to Motor Equip. Repl. Fd.	11,300	11,300	15,100	18,700	18,700	18,700	18,700	18,700
296 - 299	Debt Service	61,500	76,000	87,000	84,000	81,000	91,000	93,300	65,100
	Subtotal	72,800	87,300	102,100	102,700	99,700	109,700	112,000	83,800
998 Debt Service Fund:									
296 - 299	Debt Service	1,632,800	1,632,800						
	Subtotal	1,632,800	1,632,800	-	-	-	-	-	-
004A (TIF) Debt Service Fund:									
296 - 299	Debt Service	1,041,600	1,041,600	1,039,600	1,194,500	1,200,700	98,800		
	Subtotal	1,041,600	1,041,600	1,039,600	1,194,500	1,200,700	98,800	-	-
004B (Water) Debt Service Fund:									
296 - 299	Debt Service	878,400	878,400	885,400	885,600	889,100	926,400	884,600	888,600
	Subtotal	878,400	878,400	885,400	885,600	889,100	926,400	884,600	888,600
2005A (Uptown TIF) Debt Service Fund:									
296 - 299	Debt Service	321,100	321,100	321,100	321,100	421,100	417,100	413,100	409,100
	Subtotal	321,100	321,100	321,100	321,100	421,100	417,100	413,100	409,100
2006A (Uptown TIF-Tax Exempt) Debt Service Fund:									
296 - 299	Debt Service	523,500	523,500	523,500	523,500	523,500	623,500	519,300	615,000
	Subtotal	523,500	523,500	523,500	523,500	523,500	623,500	519,300	615,000
2006B (Uptown TIF-Taxable) Debt Service Fund:									
296 - 299	Debt Service	579,800	579,800	579,800	579,800	579,800	579,800	1,880,100	2,167,700
	Subtotal	579,800	579,800	579,800	579,800	579,800	579,800	1,880,100	2,167,700
	Total Capital Budget	10,164,400	10,295,200	8,292,000	8,614,000	8,219,300	7,318,900	8,014,100	11,523,100

CAPITAL PLAN BY CATEGORY

Page No.		Budget 2008-09	Est. Actual 2008-09	Budget 2009-10	Budget 2010-11	Budget 2011-12	Budget 2012-13	Budget 2013-14	Budget 2014-15
Infrastructure Program:									
246	Reforestation	90,300	90,300	98,400	101,400	104,400	107,500	110,800	114,100
242	Sewer Construction/Video&Lining	348,000	348,000		264,000	549,300	565,800	582,800	600,300
244	Sewer Construction			530,000					
240	Sidewalk Replacement	121,500	121,500	75,000	78,800	82,700	86,800	91,100	95,700
260	Dee Road Sidewalk Installation			400,000					
280	Street Rehabilitation	1,305,000	1,237,300	1,000,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
252	Alley Paving	701,300	701,300		398,200	418,100	439,000		
254	Aley Reconstruction							344,000	476,000
284	Watermain Replacement	682,300	682,300	725,000	762,000	799,000	840,000	881,000	925,000
	Subtotal	3,248,400	3,180,700	2,828,400	2,704,400	3,053,500	3,139,100	3,109,700	3,311,100
292 - 293	Contrib. to Computer Repl. Funds	227,500	89,100	233,600	243,900	245,400	247,000	248,500	250,100
294 - 295	Contrib. to Motor Equip. Repl. Fd.	439,100	439,100	443,200	450,100	465,600	481,500	497,800	514,700
	Total Infrastructure	3,915,000	3,708,900	3,505,200	3,398,400	3,764,500	3,867,600	3,856,000	4,075,900
One Time Projects:									
Building Repairs:									
226 - 239	Library Maintenance			40,000	590,000	255,000	80,000	100,000	
256	PWSC Air Quality			25,000					
272	Remodel City Council Chambers				64,800				
266	Fire Training Tower Improvement				39,500				
268	Fire St. 36 Concrete Project					218,500			
270	Fire St. 35 Parking Lot Repair						166,800		
	Total Building Repairs	-	-	65,000	694,300	473,500	246,800	100,000	-
Other One Time Projects:									
248	Dutch Elm Protection	43,000	20,000	20,000	20,300	45,600	47,000	48,400	49,900
250	Gypsy Moth Protection	51,000	51,000	60,000	61,800	63,700	65,600	67,500	
258	Sewer Study								
262	Traffic Study				60,000				
264	Technology Implementation	117,500	31,100	55,400	99,400	151,800	151,800	151,800	151,800
274	Resurface City Hall Parking Lot				240,000				
276	Replace City Hall Parking Lot Lights				125,000				
278	Facility Entrance Landscape				26,300				
282	Potter/Dempster Right Turn Lane			250,000					
286	Paint Interior of Water Tank						203,500		
288	Replace Cash Parking Boxes				25,000	25,000			
290	Uptown Streetscape	495,000	502,700	900,000	275,000				3,100,000
	Northwest Highway Streetscape		147,900						
	Parking Lot Construction		242,800						
	Traffic Control Signals		98,000						
	Uptown Parking Lot Resurfacing	130,200	130,200						
	Police Radio Transmitter Upgrade	14,000	5,400						
	Police Audio & Video Upgrade	30,000	30,000						
	Geographic Information System	30,000	24,000						
	Western Ave. Turn Lane	250,000	250,000						
	Library Feasibility Study	50,000							
	Total Other One Time Projects	1,210,700	1,533,100	1,285,400	932,800	286,100	467,900	267,700	3,301,700
	Total One Time Projects	1,210,700	1,533,100	1,350,400	1,627,100	759,600	714,700	367,700	3,301,700
296 - 299	Debt Service	5,038,700	5,053,200	3,436,400	3,588,500	3,695,200	2,736,600	3,790,400	4,145,500
	Total Capital Budget	10,164,400	10,295,200	8,292,000	8,614,000	8,219,300	7,318,900	8,014,100	11,523,100

CAPITAL PLAN BY PROGRAM

	Budget 2008-09	Est. Actual 2008-09	Budget 2009-10	Budget 2010-11	Budget 2011-12	Budget 2012-13	Budget 2013-14	Budget 2014-15
Administration:								
City Administration	1,600	1,600	1,600	1,600	1,700	1,800	1,900	2,000
Information Technology	202,500	31,400	139,700	184,500	237,800	238,600	239,500	240,300
Economic Development	1,424,400	1,424,400	1,424,400	1,424,400	1,524,400	1,620,400	2,812,500	3,191,800
Records Control	5,900		4,000	4,000	4,100	4,100	4,200	4,200
Subtotal	1,634,400	1,457,400	1,569,700	1,614,500	1,768,000	1,864,900	3,058,100	3,438,300
Community Development:								
Commun. Develop. Admin.	300	300	300	300	300	300	300	300
Building	3,300	3,300	3,300	3,300	3,400	3,500	3,600	3,700
Environmental Health	1,600	1,600	1,600	1,600	1,700	1,800	1,900	2,000
Planning	33,900	24,000	3,500	3,600	3,600	3,700	3,700	3,800
Zoning	2,100	2,100	2,100	2,100	2,200	2,300	2,400	2,500
Subtotal	41,200	31,300	10,800	10,900	11,200	11,600	11,900	12,300
Finance:								
Finance Administration	300	300	300	300	300	300	300	300
Subtotal	300	300	300	300	300	300	300	300
Fire:								
Emergency Response	118,600	106,400	117,900	118,000	121,800	125,800	129,900	134,100
Fire Administration	2,600	2,600	2,600	42,100	221,200	169,600	2,900	3,000
Fire Prevention	2,300	2,300	2,300	2,300	2,400	2,500	2,600	2,700
Subtotal	123,500	111,300	122,800	162,400	345,400	297,900	135,400	139,800
Police:								
Emergency 911	10,500	10,500	7,000	7,100	7,100	7,200	7,200	7,300
Investigation	8,800	8,800	8,800	8,800	9,100	9,400	9,700	10,000
Patrol	82,200	56,500	96,100	96,500	98,900	101,300	103,800	106,400
Patrol-Computer Maint.	1,000		900	900	900	900	900	900
Patrol-Vehicle Maint.	2,300	2,300	2,600	2,600	2,700	2,800	2,900	2,900
Communications	5,000		4,500	4,600	4,600	4,700	4,700	4,800
Police Administration	46,800	38,200	2,800	2,800	2,900	3,000	3,100	3,200
Subtotal	156,600	116,300	122,700	123,300	126,200	129,300	132,300	135,500
Public Works:								
Alley Maintenance	799,300	799,300		398,200	418,100	439,000	344,000	476,000
Engineering	2,800	2,800	2,800	62,800	2,900	3,000	3,100	3,200
Forestry	185,500	162,500	179,600	184,700	214,900	221,300	227,900	165,200
Grounds Maintenance	503,400	901,800	908,400	283,400	8,700	9,000	9,300	3,109,600
Parking Services	138,200	159,200	29,000	54,700	55,500	31,300	32,100	32,900
Public Works Admin.	23,300	2,300	2,300	2,300	2,400	2,500	2,600	2,700
City Buildings Maintenance	1,534,800	1,534,800	25,000	456,100				
Sewer Line & Drainage	370,000	370,000	552,000	286,000	572,100	589,400	607,200	625,600
Sidewalk Maintenance	121,500	121,500	475,000	78,800	82,700	86,800	91,100	95,700
Snow, Ice & Storm	25,300	25,300	25,300	25,300	26,200	27,100	28,000	29,000
Solid Waste Disposal	72,800	87,300	102,100	102,700	99,700	109,700	112,000	83,800
Street Maintenance	777,400	777,400	1,077,400	1,177,400	1,180,100	1,182,900	1,185,800	1,188,800
Traffic Control	250,000	348,000						
Water Supply & Treatment	1,927,700	1,927,700	1,932,700	2,087,900	2,097,700	1,236,700	892,700	896,800
Water Main Services	1,357,600	1,289,900	1,045,300	834,800	874,700	918,700	962,800	1,010,100
Subtotal	8,089,600	8,509,800	6,356,900	6,035,100	5,635,700	4,857,400	4,498,600	7,719,400
Library:								
Technical Services	66,800	66,800	66,800	75,500	75,500	75,500	75,500	75,500
Library Administration	50,000							
Library Maintenance	2,000	2,000	42,000	592,000	257,000	82,000	102,000	2,000
Subtotal	118,800	68,800	108,800	667,500	332,500	157,500	177,500	77,500
Total Capital Budget	10,164,400	10,295,200	8,292,000	8,614,000	8,219,300	7,318,900	8,014,100	11,523,100

IMPACT OF CAPITAL PROJECTS ON OPERATING BUDGET

Dept.	Project	Description	No Impact	FUND			
				General	Library	Water	Sewer
Fiscal 2009/10 Projects:							
Lib	Re-carpet library	Reduce maintenance costs/less spot cleaning			(1,400)		
PW	Sidewalk Replacement	Reduce potential liability claims.		(10,000)			
PW	Sewer Rehabilitation	Reduce sewer backup, thereby reducing personnel & garbage pick-up for flooding.					(10,000)
PW	Reforestation	Increase operating expenses for leaf sweeping, sewer maintenance and tree trimming.		10,000			
PW	Dutch Elm Protection	Reduces tree removal and reforestation costs		(62,300)			
PW	Gypsy Moth Protection	Loss of entire tree population of infected area		(6,500,000)			
PW	Air Quality PWSC	Install air conditioning in 3rd floor of PWSC	X				
PW	Dee Rd Sidewalk Install	Install sidewalk at Dee Rd, Manor to Farrell	X				
IT	Technology Implementation	Increase insurance & maintenance costs.		9,300			
PW	Resurface streets	Reduce street maintenance expenses and postpones street reconstruction.		(10,000)			
PW	Potter/Dempster Right Turn Ln	Reduce traffic congestion	X				
PW	Replace water mains	Reduce maintenance and lost water expenses.				(5,000)	
PW	Uptown Streetscape	Initial decrease of maintenance expenses.		(5,000)			
	Subtotal			(6,568,000)	(1,400)	(5,000)	(10,000)
Future Projects:							
Lib	Refinish interior woodwork	Extend life of existing hardwood.	X				
Lib	Repair flat roof	Reduce work hours to repair roof.			(2,000)		
Lib	Replace elevator pump	Reduce annual maintenance contract.			(1,000)		
Lib	Repair HVAC unit	Eliminate need for manual control;increase efficiency.			(3,000)		
Lib	Replace lights	Replace outdated light fixtures	X				
Lib	Upgrade Electrical Gear	Upgrade main electrical switch gear	X				
Fire	Fire Dept. Training Tower		X				
Fire	Resurface driveway		X				
Fire	Resurface parking lot		X				
PW	Pave alleys	Pay attorney to establish special service areas.		10,000			
		Reduce maintenance costs for grading alleys.		(5,000)			
PW	Replace cash parking boxes	Increase maintenance costs					1,800
PW	Sewer Videotape/Lining	Reduce sewer flushing operating expenses.					(5,000)
PW	Traffic Study	Determine ways to ease traffic congestion	X				
PW	Resurface City Hall Park Lot		X				
PW	City Hall Parking Lot Lights	Decrease maintenance expenses.		(1,000)			
PW	City Council Chambers	Remodel City Council Chambers	X				
PW	Facility Landscape	Reduce potential slip & fall incidents.	X				
PW	Alley Reconstruction	Reduce maintenance expenses.		(10,000)			
PW	Paint Water Tank Interior		X				
	Subtotal			(6,000)	(6,000)	-	(5,000)
	Grand Total			(6,574,000)	(7,400)	(5,000)	(15,000)
							1,800

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Project Title: Re-carpet Library
Program Area Name: Library Maintenance
Fund/Department/Departmental Priority Within Fund#: Library/Library/Priority #1
General Ledger Account #: 201-5012-9963-00

Project Description/Justification:

The Library receives almost 1,400 visitors per day and the carpet is stained and worn. Some high traffic areas have been re-carpeted since the last installation in 1997 but many areas throughout the building are now wearing and in need of replacement.

Capital Improvement Program History And Programming Of Project By Years:

In order to keep the building looking clean and well maintained, this project needs to be accomplished.

Impact On Operating Budget:

There should be less spot cleaning needed if a more suitable color and stain resistant carpet is selected. This will reduce routine maintenance costs estimated at \$1,400 annually.

Total Estimated Costs:

Includes materials and labor.

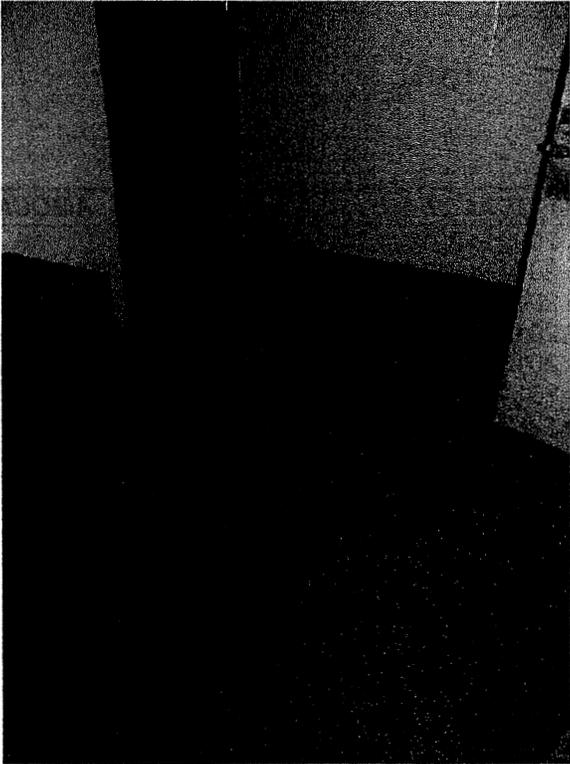
TOTAL \$200,000

Sources of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010	\$ 40,000	Library
2010 to 2011	\$160,000	Library
2011 to 2012		
2012 to 2013		
2013 to 2014		
2014 to 2015		
TOTAL	\$200,000	Library

Project Title:

Re-carpet Library



Project Title: Refinish Interior Woodwork
Program Area Name: Library Maintenance
Fund/Department/Departmental Priority Within Fund#: Library/Library/Future Project
General Ledger Account #: 201-5012-9963-00

Project Description/Justification:

There is a substantial amount of wood trim in the 1958 portion of the Library that has aged and discolored, in some areas it appears that there is no finish left on the wood.

Capital Improvement Program History And Programming Of Project By Years:

In order to keep the building looking well maintained and to preserve the wood, this project needs to be accomplished.

Impact On Operating Budget:

There will be no impact to the operating budget following the completion of this area other than routine maintenance, dusting etc. This project will be done in three phases.

Total Estimated Costs:

Includes materials and labor.

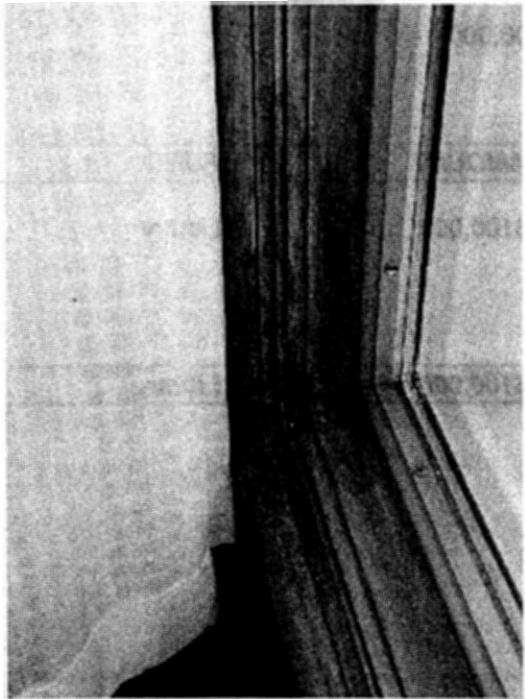
TOTAL \$240,000

Sources Of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010		
2010 to 2011	\$80,000	Library
2011 to 2012	\$80,000	Library
2012 to 2013	\$80,000	Library
2013 to 2014		
2014 to 2015		
TOTAL	\$240,000	Library

Project Title:

Refinish Interior Woodwork



Project Title: Repair Flat Roof
Program Area Name: Library Maintenance
Fund/Department/Departmental Priority Within Fund#: Library/Library/Future Project
General Ledger Account #: 201-5012-9963-00

Project Description/Justification:

The large flat roof on the 1977 portion of the building needs to be repaired. An assessment by a roofing consultant in 2005 indicated that this portion of the roof should be repaired in five years. Repairs and recoating of this roof were last completed in 2000. This portion of the roof is wood and plywood decking, it has been recommended that we install a fiberglass membrane over this portion of the roof. A final decision on this part of the project will be made in 2010.

Capital Improvement Program History And Programming Of Project By Years:

This project will extend the life of the roof and avoid any water damage to the building and library materials.

Impact On Operating Budget:

This will eliminate the need for annual repairs to the roof.

Total Estimated Costs:

Includes materials and labor.

TOTAL \$100,000

Sources of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010		
2010 to 2011	\$100,000	Library
2011 to 2012		
2012 to 2013		
2013 to 2014		
2014 to 2015		
TOTAL	\$100,000	Library

Project Title:

Repair Flat Roof



Project Title: Replace Elevator Pump & Motor Controls

Program Area Name: Library Maintenance

Fund/Department/Departmental Priority Within Fund#: Library/Library/Future Project

General Ledger Account #: 201-5012-9963-00

Project Description/Justification:

The elevator was installed in 1977 and has been well maintained through a program of replacing components near the end of their anticipated life span. In 2005 the Pneumatic controls were replaced and a double bottom cylinder was installed. These components will have reached the end of their anticipated life span in 2011/12.

Capital Improvement Program History And Programming Of Project By Years:

In order to accommodate all patrons, staff and to move carts of materials from floor to floor the elevator must be well maintained.

Impact On Operating Budget:

There may be a reduction in the annual maintenance contract for the elevator when this new equipment is installed.

Total Estimated Costs:

Includes materials and labor.

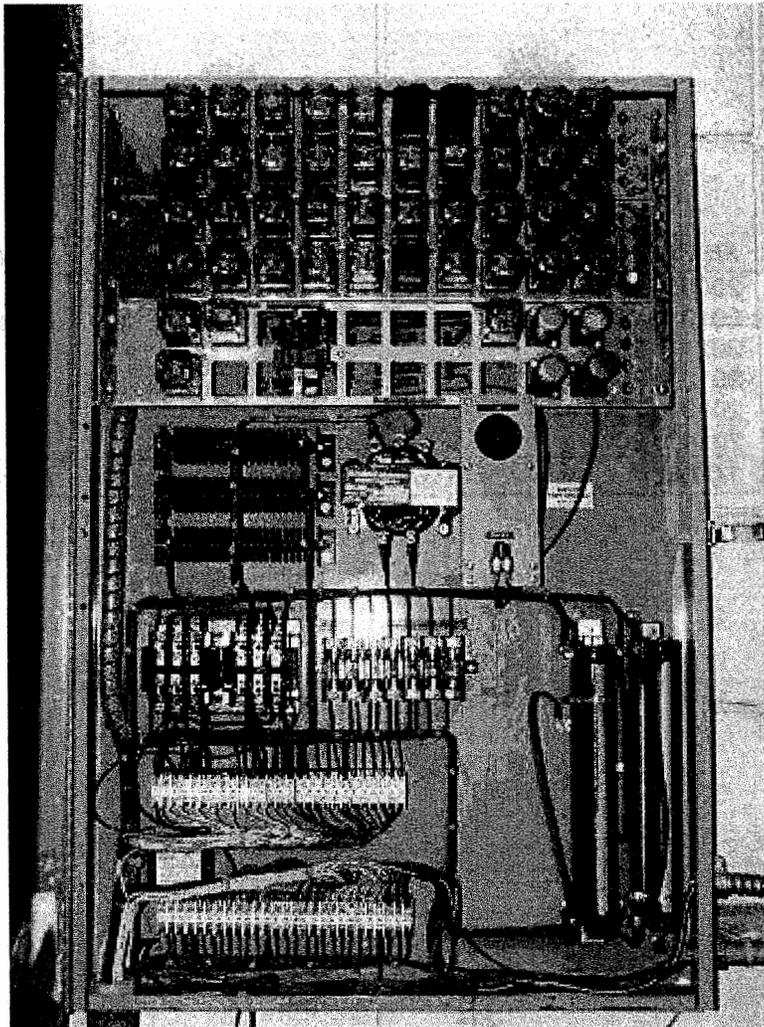
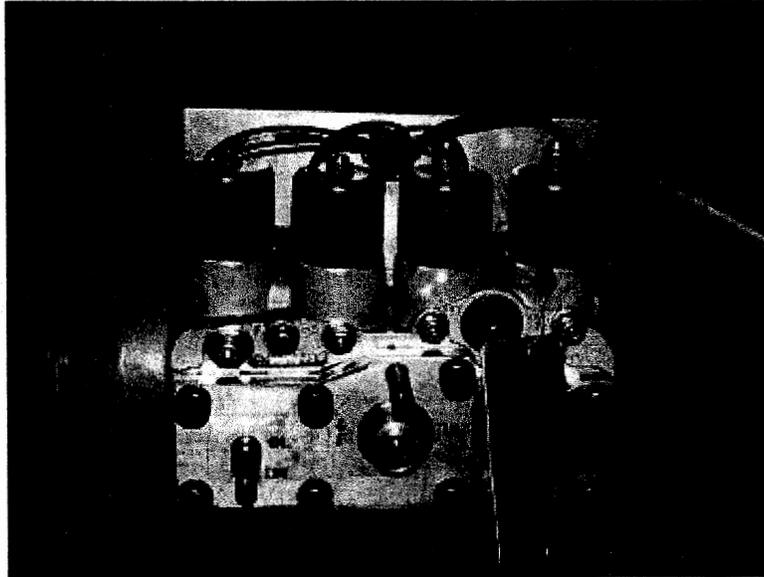
TOTAL \$60,000

Sources of Financing:

<i>FISCAL YEAR</i>	<i>AMOUNT</i>	<i>FUND</i>
2009 to 2010		
2010 to 2011		
2011 to 2012	\$60,000	Library
2012 to 2013		
2013 to 2014		
2014 to 2015		
<i>TOTAL</i>	<i>\$60,000</i>	<i>Library</i>

Project Title:

Replace Elevator Pump &
Motor Controls



Project Title: HVAC – Circulating Pumps, Condensing Unit, Air Handlers and Computerized Controls

Program Area Name: Library Maintenance

Fund/Department/Departmental Priority Within Fund#: Library/Library/Future Project

General Ledger Account #: 201-5012-9963-00

Project Description/Justification:

The current equipment is 32 years old or older and is nearing the end of its useful life. In order to avoid problems, additional costly repairs and to assure that the facility is well maintained, this equipment needs to be replaced.

Capital Improvement Program History And Programming Of Project By Years:

This project will improve the HVAC system and avoid downtime due to unexpected repairs.

Impact On Operating Budget:

Repairing the HVAC unit will increase the efficiency of the system and eliminate the need for manual control; annual cost savings are estimated at \$3,000.

Total Estimated Costs:

Includes materials and labor.

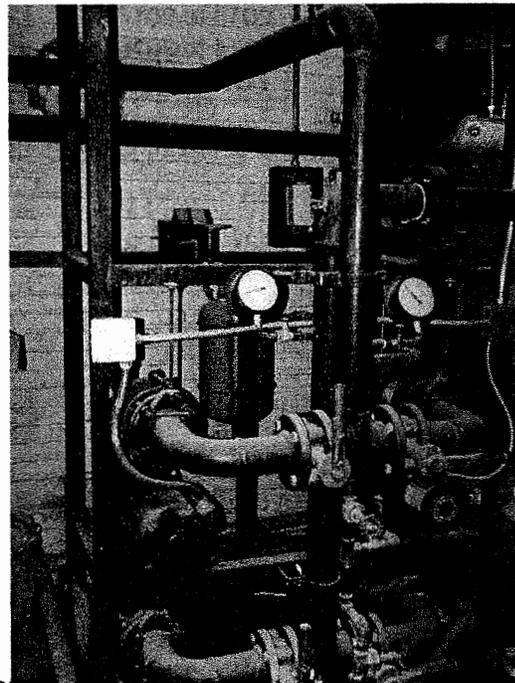
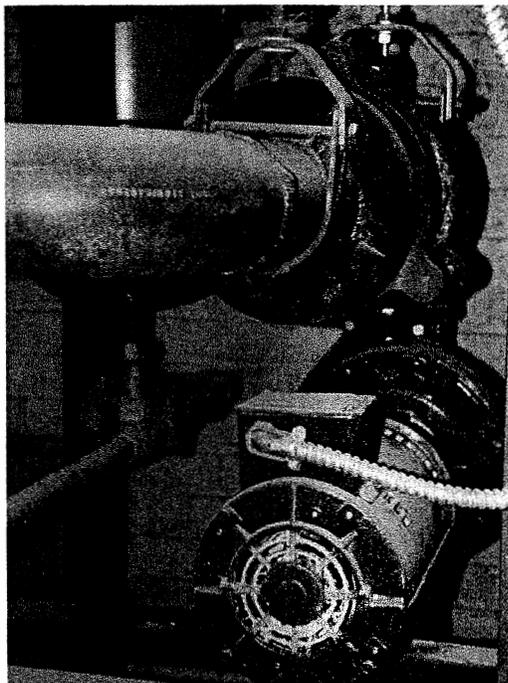
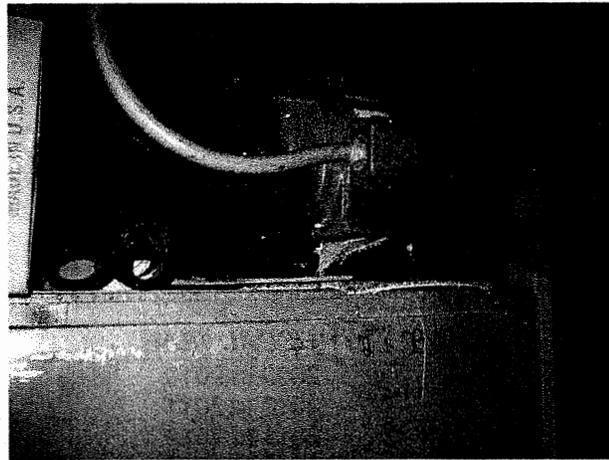
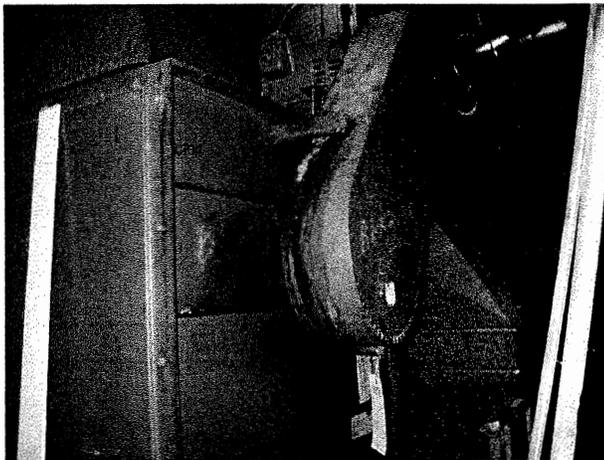
TOTAL \$250,000

Sources of Financing:

<i>FISCAL YEAR</i>	<i>AMOUNT</i>	<i>FUND</i>
2009 to 2010		
2010 to 2011	\$250,000	Library
2011 to 2012		
2012 to 2013		
2013 to 2014		
2014 to 2015		
<i>TOTAL</i>	<i>\$250,000</i>	<i>Library</i>

Project Title:

HVAC – Circulating Pumps & Condensing Unit



Project Title: Replace Light Fixtures in Reference Room and Reader Services

Program Area Name: Library Maintenance

Fund/Department/Departmental Priority Within Fund#: Library/Library/Future Project

General Ledger Account #: 201-5012-9963-00

Project Description/Justification:

The Reference Room is part of the 1977 addition to the Library. The light fixtures are 34 years old and need to be replaced with more up to date fixtures. The light fixtures in Reader Services are 25 years old and do not provide sufficient light to the area.

Capital Improvement Program History And Programming Of Project By Years:

This project will provide better lighting for the public areas on the second floor.

Impact On Operating Budget:

Less time will be spent replacing broken transformers and the lights will be more energy efficient.

Total Estimated Costs:

Includes design, materials and labor.

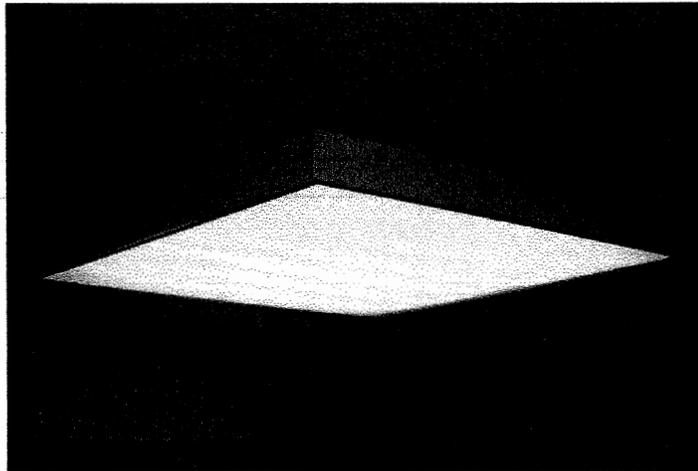
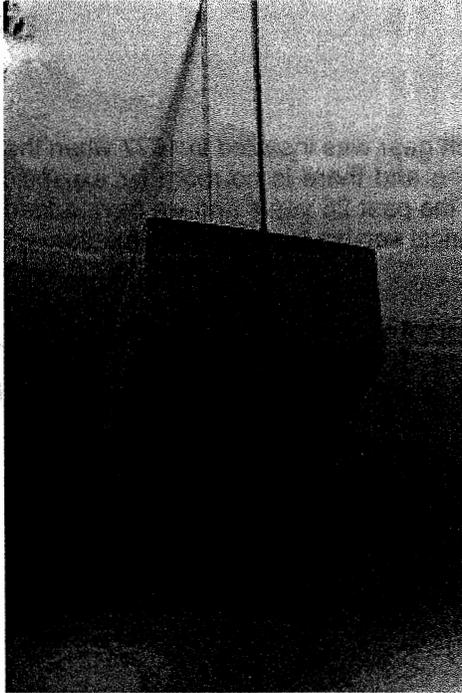
TOTAL \$115,000

Sources of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010		
2010 to 2011		
2011 to 2012	\$115,000	Library
2012 to 2013		
2013 to 2014		
2014 to 2015		
TOTAL	\$115,000	Library

Project Title:

Replace Light Fixtures in Reference Room and Reader Services



Project Title: Relocate and Upgrade Main Electrical Switch Gear

Program Area Name: Library Maintenance

Fund/Department/Departmental Priority Within Fund#: Library/Library/Future Project

General Ledger Account #: 201-5012-9963-00

Project Description/Justification:

The current electrical panel and switch gear was installed in 1977 when the addition was added to the Library. It has been well maintained but is aging and there is no room for expansion. The Library's need for additional electrical service has increased over the past 25 years and we have added electrical service twice. Without this improvement we cannot expand electrical service to meet future needs.

Capital Improvement Program History And Programming Of Project By Years:

This project will insure that the Library is able to provide adequate electrical service to meet the electrical needs of patrons and staff.

Impact On Operating Budget:

There should be no impact on the annual operating budget.

Total Estimated Costs:

Includes materials and labor.

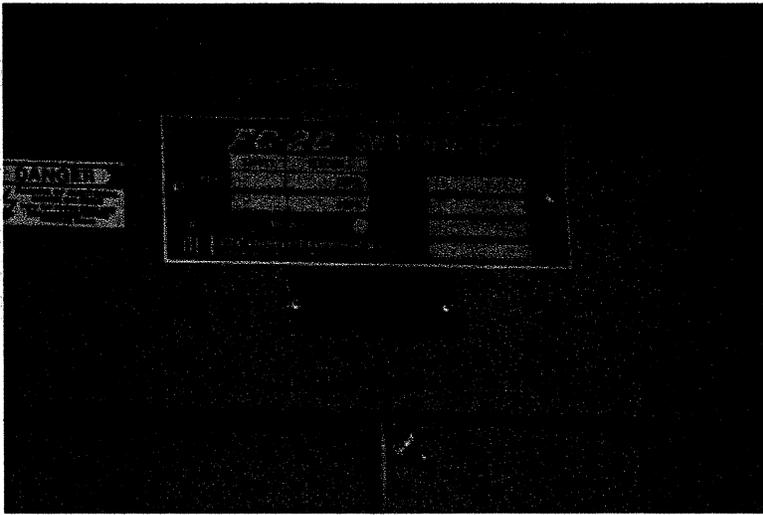
TOTAL \$ 100,000

Sources of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010		
2010 to 2011		
2011 to 2012		
2012 to 2013		
2013 to 2014	\$100,000	Library
2014 to 2015		
TOTAL	\$100,000	Library

Project Title:

Relocate and Upgrade Main Electrical Switch Gear



Project Title: Sidewalk Program
Program Area Name: Sidewalk Maintenance
Fund/Department/Departmental Priority Within Fund#: General/Public Works/Priority #1
General Ledger Account #: 100-3025-9954-00

Project Description/Justification:

Description:

Bid a contract to replace City sidewalk squares.

1. Removal and replacement of 25,000 S.F. (1,000 squares) of sidewalk under the mandatory portion of the program.
2. Removal and replacement of 25,000 S.F. (1,000 squares) of sidewalk under the share the cost voluntary program.

Justification:

1. Replacement of sidewalks in bad condition.
2. Replacement by popular voluntary program.

Capital Improvement Program History And Programming Of Project By Years:

The mandatory program was initiated in 1990-91. In 2005/06, the City participation in the voluntary program was eliminated and later reinstated in 2006/07. 23% increase from 2008/09.

Impact On Operating Budget:

Maintenance Costs:

Personnel Costs:

Ancillary Costs, such as Insurance:

Periodic routine sidewalk maintenance increases safety for residents, improves the City's appearance, and reduces the possibility that the City will incur liability damages for trip and fall accidents.

Total Estimated Costs:

Engineering	Staff
Construction	\$2,040,700
TOTAL	\$2,040,700

Sources of Financing:

FISCAL YEAR	AMOUNT	FUND	AMOUNT	FUND
2009 to 2010	\$ 75,000	General	\$225,000	Escrow
2010 to 2011	\$ 78,800	General	\$236,300	Escrow
2011 to 2012	\$ 82,700	General	\$248,100	Escrow
2012 to 2013	\$ 86,800	General	\$260,500	Escrow
2013 to 2014	\$ 91,100	General	\$273,500	Escrow
2014 to 2015	\$ 95,700	General	\$287,200	Escrow
TOTAL	\$510,100	General	\$1,530,600	Escrow

Detailed Cost Calculations are based on the following:

\$150 price per 5'X5' square

	CITY	RESIDENT
1,000 mandatory	\$75,000	\$ 75,000
1,000 voluntary	\$0	\$ 150,000
TOTAL	\$75,000	\$ 225,000

Project Title:

Sidewalk Program



Project Title: Sewer Lining
Program Area Name: Relief Sewer Lining
Fund/Department/Departmental Priority Within Fund#: Sewer/Public Works/Future Project
General Ledger Account #: 503-3031-9940-00

Project Description/Justification:

Description:

1. Videotape and analyze City sewer system for maintenance and lining.
2. Line existing manholes.

Justification:

1. Videotaping supports future lining and tree cutting programs.
2. Maintenance of manholes adds additional life.

Capital Improvement Program History And Programming Of Project By Years:

Videotaping and lining of sewers ongoing since 1978/79. However, beginning with the installation of relief sewers in 2000/01, this program has been reduced and/or delayed.

Impact On Operating Budget:

Maintenance Costs:

Routine replacement of sewers directly reduces operating budget expenses for sewer flushing.

Total Estimated Costs:

Engineering	Staff
Construction	\$2,562,200
TOTAL	\$2,562,200

Sources of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010		
2010 to 2011*	\$264,000	General
2011 to 2012**	\$549,300	General
2012 to 2013	\$565,800	General
2013 to 2014	\$582,800	General
2014 to 2015	\$600,300	General
TOTAL	\$2,562,200	General

Cost Breakdown:

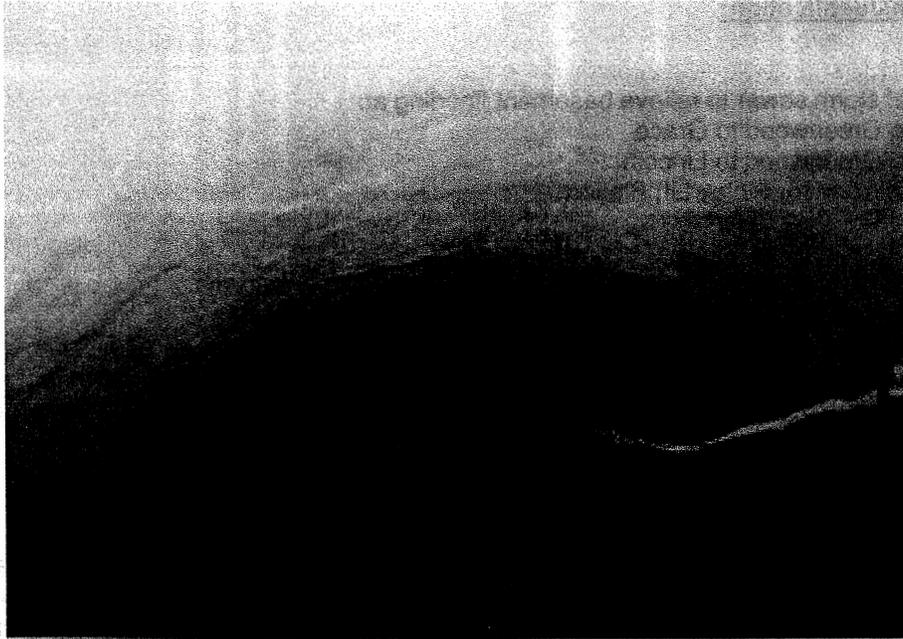
Sewer Lining: (2010 anticipated costs, 3% increase thereafter) \$100/lf X 2640' = \$264,000
 TOTAL \$264,000

*2010/11 - 1/2 mile lined

**2011/12 - 1 mile lined

Project Title:

Sewer Lining



Project Title: Sewer Rehabilitation
Program Area Name: Relief Sewer Construction
Fund/Department/Departmental Priority Within Fund#: Sewer/Public Works/Priority #2a
General Ledger Account #: 503-3031-9940-00

Project Description/Justification:

Description:

1. Construct a relief storm sewer to relieve basement flooding at:
 - a. Frances, Greenwood to Grace
 - b. Frances, Greenwood to Lincoln
2. Cathodic Protection for Sibley Lift Station

Justification:

1. Residents have recurring flooded basements during moderate/heavy storms.
2. Minimize corrosion of metal pipes, pumps and parts due to electrolysis.

Capital Improvement Program History And Programming Of Project By Years:

Annual program since 1978/79. Standard of one project per year, or as determined necessary. Relief sewer construction was accelerated in 2000/01 after flooding occurred.
 Pricing Assumptions: \$335 a linear foot.

Impact On Operating Budget:

Maintenance Costs:

Construction of relief sewers reduces the level of basement backup. This reduction leads to the following:

- less personnel call outs in flooding situations
- less garbage pick-up for flood related materials
- less street flooding
- improved health conditions

Total Estimated Costs:

Engineering	Staff
Construction	\$530,000
TOTAL	\$530,000

Sources of Financing:

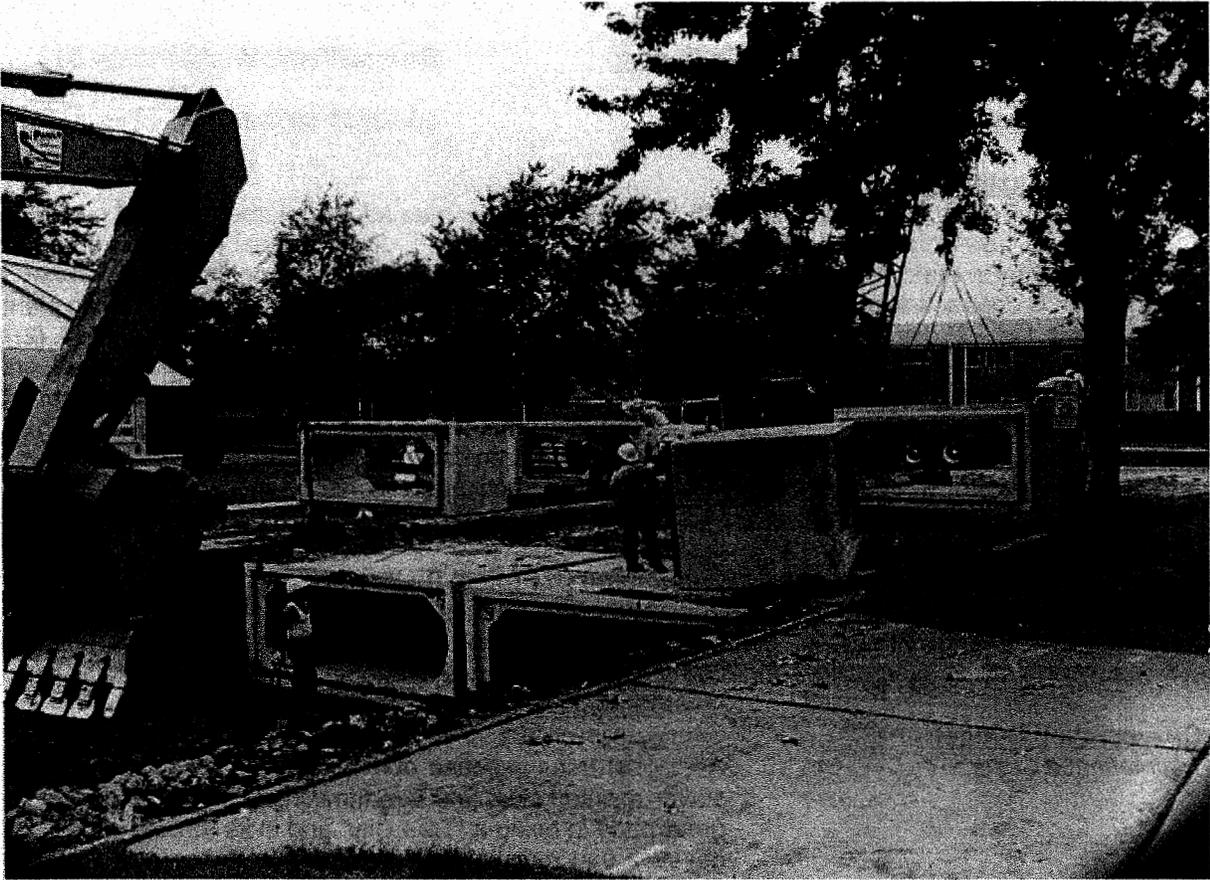
FISCAL YEAR	AMOUNT	FUND
2009 to 2010	\$530,000	General
TOTAL	\$530,000	General

Detailed Cost Calculations:

Relief sewers based on priority list (\$335/ft X 1500 ft. est.) = \$500,000
 Cathodic Protection for Sibley lift Station - \$30,000

Project Title:

Sewer Rehabilitation



Project Title: Reforestation
Program Area Name: Forestry
Fund/Department/Departmental Priority Within Fund#: General/Public Works/Priority #3
General Ledger Account #: 100-3071-9970-00

Project Description/Justification:

Planting of new trees to replace approximately 365 trees lost annually, plus additional trees desired by residents and those required for new homes and additions in excess of 1,000 S.F. An additional focus to add parkway trees to prepare for the Emerald Ash Borer (EAB) is included for areas with a high population of parkway ash trees. This program is contractual planting of 1½", 2", 2½", 3", 3½" diameter trees. Continue program to plant, at no cost, replacement 1½" - 2" diameter trees for residents who: (1) previously had a tree in their parkway, (2) lost the tree to natural causes, that is it was removed for reasons of being declared dead or dying or diseased, or lost from storm damage, (3) replaces an undesirable, non-transplantable parkway evergreen tree, and/or (4) adequate space exists in the parkway. Citizen share for 2" diameter tree is \$156 including Treegator bag. If citizen desires, a 3" tree will be provided at 40% city cost / 60% citizen cost. Continue to supply Treegator watering bags to reduce planting shock, tree mortality, and provide residents with professional watering capabilities.

Capital Improvement Program History And Programming Of Project By Years:

Annual program except when deleted in 1981-82 for one year. Reduced for one year in 1989-90, and 1992-93 and the fall of 2002 for budgetary reasons. Member of Suburban Tree Consortium since 2001. Quality, Supply & Costs set 5 years out. Pricing assumptions for 2009 are actual nursery average prices, 3% inflation thereafter.

Impact On Operating Budget:

Maintenance Costs:

Additional trees increase operating expense for leaf sweeping, sewer maintenance, and tree trimming costs. Park Ridge takes great pride in being a "Tree City" and in its forestry program and believes that mature, attractive trees enhance property values. Concern about the potential devastation of the urban forest due to the close proximity of EAB to Park Ridge. Treegator watering bags reduce the number of replacement trees, less than 5" in diameter, that die as a result of a lack of water.

Total Estimated Costs:

Trees \$636,600 (City)
 \$127,400 (Resident)
 TOTAL \$764,000

Sources of Financing:

FISCAL YEAR	AMOUNT	FUND	AMOUNT	FUND
2009 to 2010	\$ 98,400	General	\$19,700	Escrow
2010 to 2011	\$101,400	General	\$20,300	Escrow
2011 to 2012	\$104,400	General	\$20,900	Escrow
2012 to 2013	\$107,500	General	\$21,500	Escrow
2013 to 2014	\$110,800	General	\$22,200	Escrow
2014 to 2015	\$114,100	General	\$22,800	Escrow
TOTAL	\$636,600	General	\$127,400	Escrow

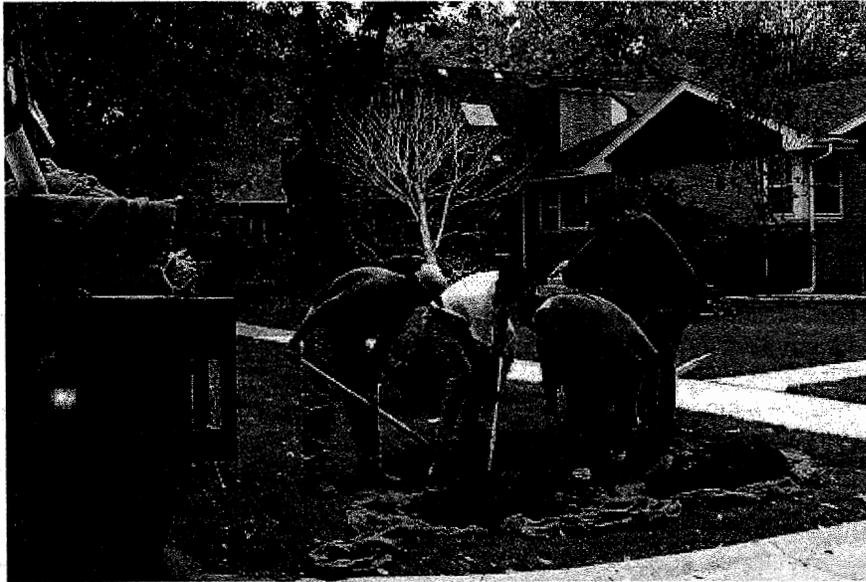
Detailed Cost Calculations:

2009-2010		General	Escrow	Total Cost
265	2" trees @ \$312* (complimentary)	\$82,680	\$ 0	\$82,680
50	2" trees @ \$312*	\$ 7,800	\$ 7,800	\$15,600
50	3" trees @ \$396*	\$ 7,920	\$11,900	\$19,800
365	Trees Total Cost	\$98,400	\$19,700	\$118,100

* 2009/10 includes cost participation in tree gator bags (\$18 each).

Project Title:

Reforestation



Project Title: Dutch Elm Disease Parkway Tree Protection

Program Area Name: Forestry

Fund/Department/Departmental Priority Within Fund#: General/Public Works/Priority #3a

General Ledger Account #: 100-3071-9970-00

Project Description/Justification:

Justification:

Dutch Elm Disease claims an average of 70 mature parkway American Elm trees a year. Based on this rate, it is estimated that the City's entire American Elm tree population will be extinct in less than 30 years. This program provides mitigation to reduce American Elm tree loss by disease with the following preventative methods:

1. American Elm tree injection of Arbortect, a preventative fungicide. Arbortect is approximately 99% effective (by manufacturer's studies) in preventing Dutch Elm disease. This will be injected at a 50/50 share the cost with the residents of the abutting private property.
2. Additional American Elm tree trimming, to remove dead wood where beetles breed and to maintain tree health. This will provide a three-year tree trimming cycle for American Elm trees.
3. Residents may request that private property trees be injected under this program at 100% resident cost.

Capital Improvement Program History And Programming Of Project By Years:

This is the fourth year of this program. Since 2005, a total of 79 American elm trees have been injected. No injected elms have been lost this year due to Dutch elm disease. Injection occurs late spring, while trimming occurs during the winter.

Impact On Operating Budget:

Drought conditions add stress to American elms thus increasing their susceptibility to Dutch elm disease. By reducing American Elm tree death removal the following provides operating budget savings:

Current Yearly American Elm disease tree removal costs	\$52,000
Reforestation costs	<u>10,300</u>
Total Yearly Operating Budget Savings	\$62,300

Total Estimated Costs:

	City Share	Resident Share
1. American Elm Tree Injection (35 parkway trees, It is assumed 50% resident participation)	\$11,000	<u>\$11,000</u>
<i>Note: Injections will only be done with resident cost participation.</i>		
2. Additional tree trimming cost (1/3 of the City).	<u>9,000</u>	
TOTAL	\$20,000	\$11,000

It is anticipated for an average American Elm tree, the City cost will be \$315 and the resident cost \$315 (\$630 total). The City Forester will determine, with resident input, the 35 injection trees.

Total Estimate of Elm Disease Program:	\$238,200	City
	<u>70,900</u>	Resident
	\$302,100	

Sources of Financing:

FISCAL YEAR	AMOUNT	FUND	AMOUNT	FUND
2009 to 2010	\$20,000	General	\$11,000	Escrow
2010 to 2011	\$20,300	General	\$11,300	Escrow
2011 to 2012	\$45,600	General	\$11,700	Escrow
2012 to 2013	\$47,000	General	\$12,000	Escrow
2013 to 2014	\$48,400	General	\$12,400	Escrow
2015 to 2016	\$49,900	General	\$12,500	Escrow
TOTAL	\$231,200	General	\$70,900	Escrow

Project Title:

**Dutch Elm Disease Parkway
Tree Protection**

Healthy American elm tree



Recently infected American elm tree



Project Title: Gypsy Moth Aerial Spray Tree Protection

Program Area Name: Forestry

Fund/Department/Departmental Priority Within Fund#: General/Public Works/Priority #3b

General Ledger Account #: 100-3071-9970-00

Project Description/Justification:

This program will help control the Gypsy Moth population within the city. High concentrations of the Gypsy Moth caterpillars create a public nuisance and consecutive years of complete tree defoliation may result in tree death. Spray areas are determined by survey for high concentration of the Gypsy moth at any life stage. Control sprays include application of biological and chemical insecticides applied on the ground and aerially as approved by the US EPA.

Capital Improvement Program History And Programming Of Project By Years:

2009 would be the third year of the aerial application of BtK, but the second as a Capital Improvement Project. In May 2008 BtK was applied aerially to 440 acres providing much needed control. This year approximately 595 acres would be sprayed.

Impact On Operating Budget:

Maintenance Costs:

Personnel Costs:

Ancillary Costs, such as insurance:

This pest would spread within the city if left uncontrolled. Consecutive years of defoliation could result in tree death. Tree canopy provides increased property value, but also benefits thru storm water management, reduced air pollution, and reduction in energy consumption. This pest is also a nuisance and would cause homeowners to spray their individual properties if left untreated. More toxic chemicals may be applied to the environment as a result.

Total Estimated Costs:

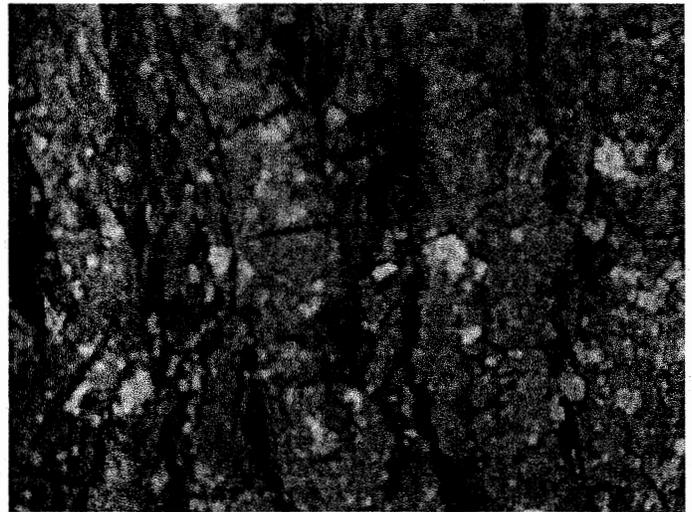
- 1. Follow-up aerial spraying from May 2008 of approximately 210 acres with BtK : \$21,500
 - 2. Aerial spray of BtK to an additional 385 acres of infested areas as according to survey and application of ground sprays according to survey for Gypsy Moth control \$38,500
- TOTAL \$60,000

Sources of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010	\$60,000	General
2010 to 2011	61,800	General
2011 to 2012	63,700	General
2012 to 2013	65,600	General
2013 to 2014	67,500	General
TOTAL	\$318,600	General

Project Title:

Gypsy Moth Aerial Spray Tree Protection



Project Title: Alley Paving
Program Area Name: Alley Maintenance
Fund/Department/Departmental Priority Within Fund#: General/Public Works/Future Project
General Ledger Account #: 100-3026-9952-01

Description:

Pave gravel alley with concrete and install drainage. Assumed three alleys for fiscal year 2010/11 and 2011/12 and four alleys in 2012/13 to complete the current list. Pricing assumptions are based on typical length, width and sewer needs. The alleys scheduled for fiscal year 2010/11 are:

- Knight/Western, Cedar to Touhy
- Chester/Greenwood, Arthur to Greenwood
- Knight/Lincoln, Belle Plaine to Stewart

Justification:

Gravel alleys create several maintenance problems, especially related to drainage and dust.

Capital Improvement Program History And Programming Of Project By Years:

2008 bid pricing plus 10% inflation for one year, 5% inflation thereafter.

Impact On Operating Budget:

Maintenance Costs:

A paved alley is less costly to maintain than an unpaved alley. For example, the alley will no longer need to be graded.

Legal Counsel:

We anticipate spending \$16,000 in legal fees to establish the special service areas next year.

Total Estimated Costs:

Engineering	Staff
Construction	\$1,255,300
TOTAL	\$1,255,300

Sources of Financing:

FISCAL YEAR	AMOUNT	FUND	AMOUNT	FUND
2010 to 2011	\$398,200	General	\$132,700	SSA
2011 to 2012	\$418,100	General	\$139,500	SSA
2012 to 2013	\$439,000	General	\$146,500	SSA
TOTAL	\$1,255,300	General	\$418,700	SSA

Detailed Cost Calculations:

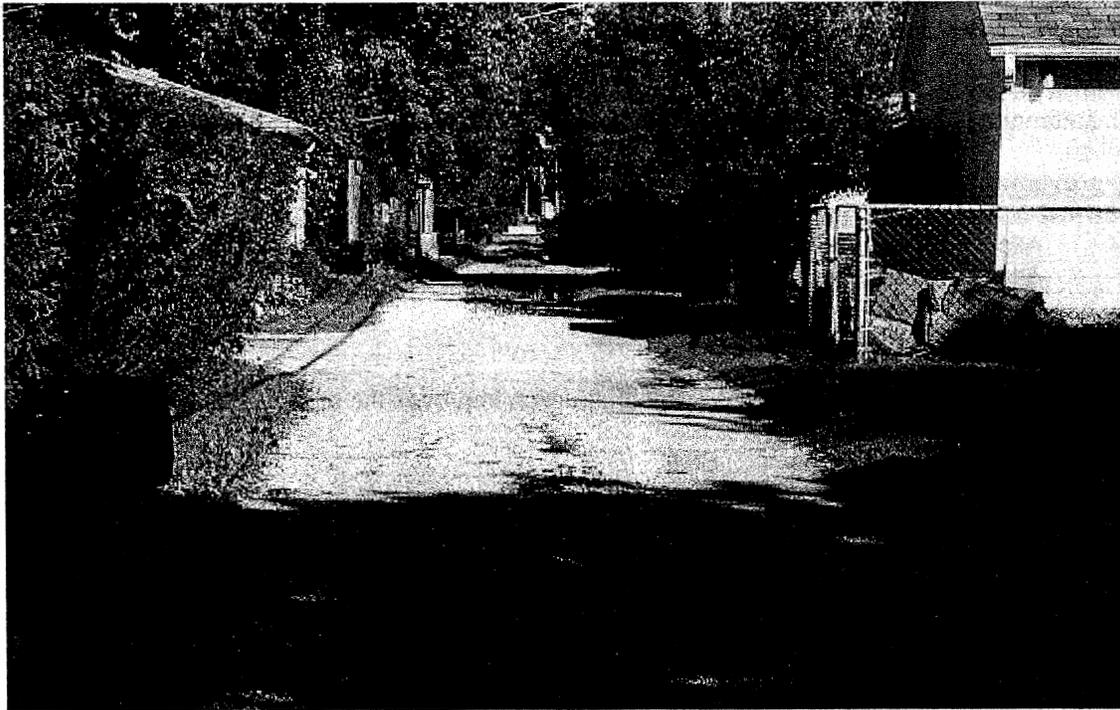
Assume cost of \$268 per foot.

Total Construction cost for three alleys - 1980' x \$268 per foot	\$530,900
Citizen Cost	25% of \$530,900 (\$132,725)
City Construction Cost	75% of \$530,900 \$398,175

YEAR	BETWEEN	FROM	To
2011/2012	Fairview / Brickton Park	Glenlake	Peterson
2011/2012	Courtland / Prospect	Crescent	Stewart
2011/2012	Garden / Touhy	Chester	Greenwood
2012/2013	Courtland / Prospect	Belle Plaine	Gillick
2012/2013	Albion / Imperial	Harrison	Washington
2012/2013	Belle Plaine / Columbia	Canfield	Harrison
2012/2013	Brophy / Fairview	Glenlake	North to dead end

Project Title:

Alley Paving



Project Title:

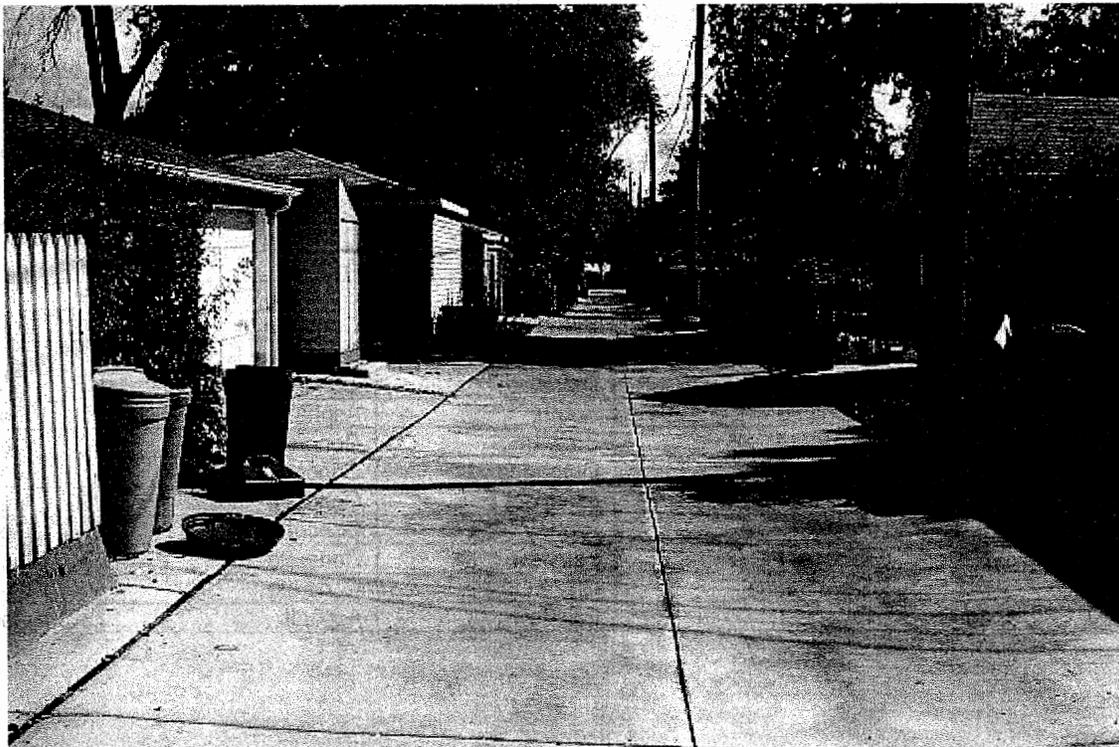
Alley Reconstruction

Program Area Name:

Alley Maintenance

Fund/Department/Departmental Priority Within Fund#:

General/Public Works/Future Project



General Ledger Account #:

100-3026-9952-00

Project Description/Justification:

Description:

Alley reconstruction involves removing and replacing the pavement of alleys that are identified as being in poor condition. Drainage facilities are modified as necessary.

Justification:

This program is based on the first condition survey in 1991, updated by a re-survey in 1994 and 2006. Routine maintenance will be performed on existing paved alleys when demand decreases for alley reconstruction.

Capital Improvement Program History And Programming Of Project By Years:

Resume reconstruction in 2013/14.

- 2013/2014 Alley southwest of Northwest Highway—Rowe to Sibley (280').
- Alley south of Vine 'L' – Devon to Talcott (300')
- Alley north of Busse – Shibley to Rowe (280')

Note: Work to be done after alley paving is complete.

Impact On Operating Budget:

Ancillary Costs, such as Insurance: Reconstruction improves the alley's appearance and drainage.

Total Estimated Costs:

Engineering	Staff
Construction	\$820,000
TOTAL	\$820,000

Sources of Financing:

Cost Estimate: 860' X \$400 per foot = \$344,000

FISCAL YEAR	AMOUNT	FUND
2013 to 2014	\$344,000	General
2014 to 2015	476,000	General
TOTAL	\$820,000	General

ALLEY CONDITION REPORT

Location	From	To	Type	Length	Condition
Busse, north of	Shibley	Rowe	Concrete/Asphalt	280'	Poor
Devon, south of (Vine 'L')	Devon	Talcott	Asphalt	300'	Poor
Main, south 'J'	Prospect	Fairview	Asphalt	730'	Poor
Northwest, south of	Rowe	Shibley	Asphalt	280'	Poor
Garden/Touhy	Clifton	Chester	Asphalt	380'	Poor/Fair
Garden/Touhy	Cumberland	Clifton	Asphalt	380'	Poor/Fair
Main, south 'T'	Prairie	Fairview	Asphalt	680'	Poor/Fair
Stanley/Belle Plaine	Avondale	Washington	Concrete	1,050'	Poor/Fair
Greenwood/Delphia	Stewart	Belle Plaine	Concrete	600'	Poor/Good
Northwest, south of	Washington	Ridge	Asphalt	350'	Poor/Good
Chester/Greenwood	Stewart	Belle Plaine	Concrete	600'	Fair
Grand/Meacham	Elm	Sibley	Concrete	1,230'	Fair
Touhy, south of	Lincoln	Western	Concrete	600'	Fair
Busse, north of	West of Seminary		Asphalt	450'	Fair/Good
Busse, north of	Seeley	Shibley	Concrete	280'	Good
Chester/Clifton	Crescent	Stewart	Concrete	600'	Good
Clifton/Cumberland	Crescent	Stewart	Concrete	600'	Good
Courtland/Crescent	Arthur	Devon	Concrete	600'	Good
Courtland/Crescent	Glenlake	South	Asphalt	100'	Good
Cumberland/Fairview	Crescent	Stewart	Concrete	600'	Good
Devon, south of	Brophy	Cumberland	Concrete	300'	Good
Devon, south of	Courtland	Prospect	Concrete	350'	Good
Devon, south of	Fairview	Brophy	Concrete	270'	Good
Devon, south of	Prospect	Fairview	Concrete	280'	Good
Fairview/Prospect	Belle Plaine	Gillick	Concrete	600'	Good
Main, south 'J'	Prospect	Fairview	Asphalt	730'	Good

Project Title:

Alley Reconstruction



Project Title: Service Center Air Quality
Program Area Name: City Buildings Maintenance
Fund/Department/Departmental Priority Within Fund#: General/Public Works/Priority #4
General Ledger Account #: 100-3062-996300

Project Description/Justification:

Balance Public Works Service Center building.

Capital Improvement Program History And Programming Of Project By Years:

This project is due to an ongoing air quality problem at the Public Works Service Center resulting from diesel exhaust humidity, etc.

Impact On Operating Budget:

Maintenance Costs: Periodic routine maintenance
 Personnel Costs:
 Ancillary Costs, such as insurance: Improved health and morale of employees

Total Estimated Costs:

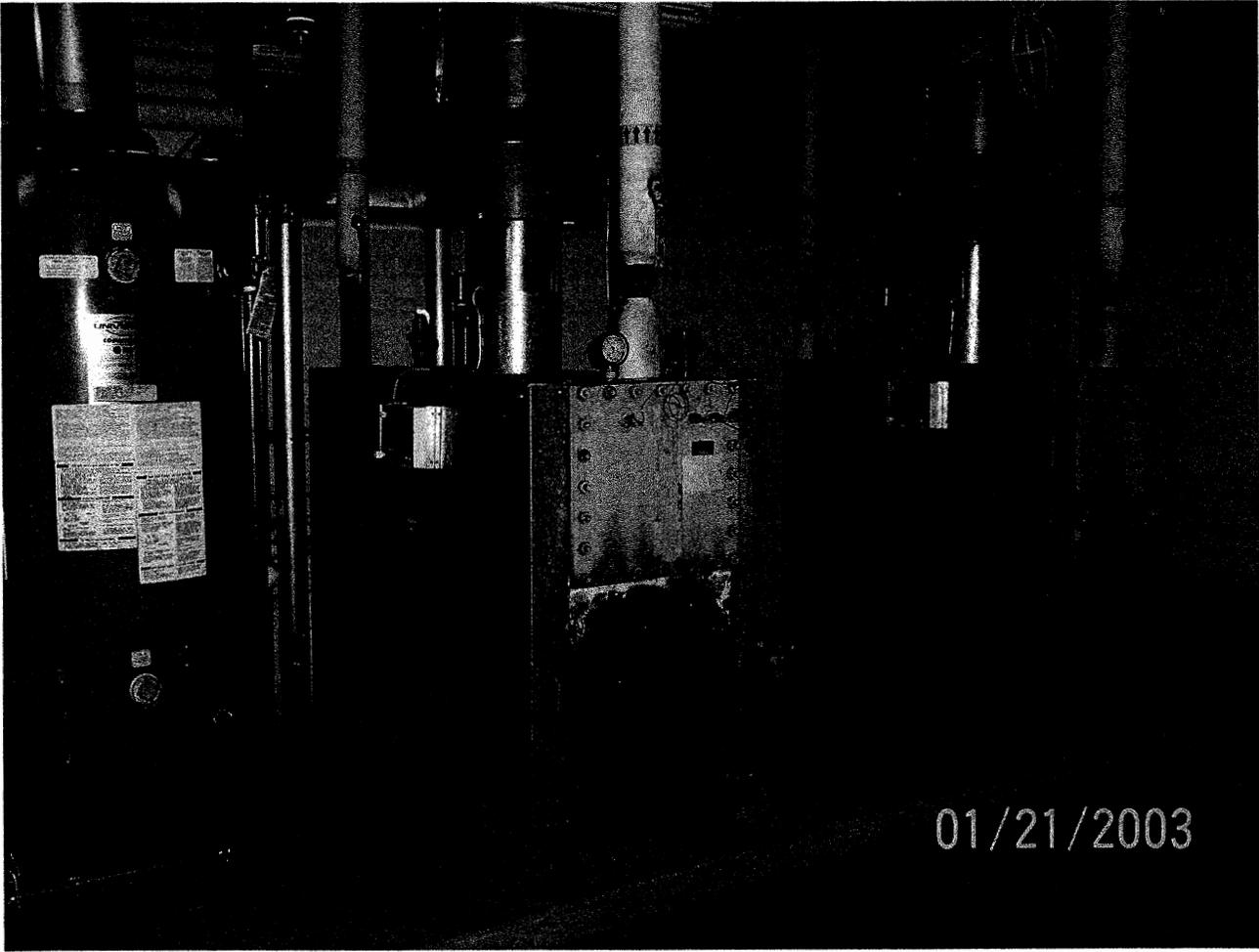
Construction	25,000
TOTAL	\$25,000

Sources Of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010	\$25,000	General
2010 to 2011		
2011 to 2012		
2012 to 2013		
2013 to 2014		
2015 to 2016		
TOTAL	\$25,000	General

Project Title:

Service Center Air Quality



Title: Sewer Study

Program Area Name: Sewer & Drainage Structural Maint.

Fund/Department/Departmental Priority Within Fund#: Sewer/Public Works/Authorized by City Council in Fiscal Year 2008/09

General Ledger Account #: 503-3031-9940-00

Project Description/Justification:

Identify and study problem areas prone to flooding and basement back-up. Propose potential solutions and feasibility of said solutions.

Initial area of focus will be St. James/Chester from Talcott to Devon and Greenwood to Lincoln from Northwestern Highway to Lahon.

Capital Improvement Program History And Programming Of Project By Years:

Last study was completed in 1996.

Impact On Operating Budget:

The study will not impact the operating budget.

Total Estimated Costs:

Engineering	\$80,000
TOTAL	\$80,000

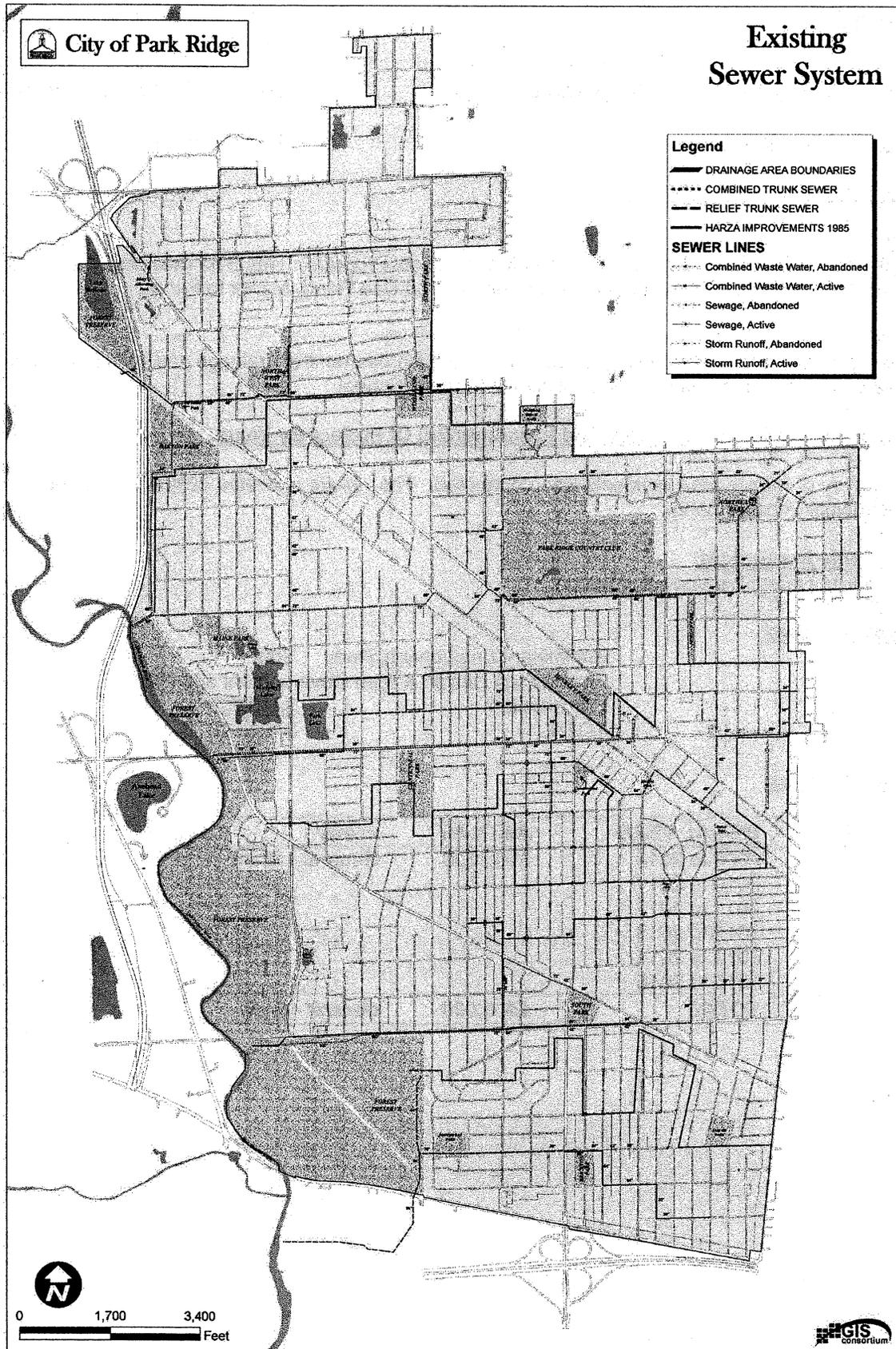
Sources Of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010		
2010 to 2011		
2011 to 2012		
2012 to 2013		
2013 to 2014		
2015 to 2016		
TOTAL	\$80,000	General

This project was authorized by the City Council at the end of fiscal year 2008/09 and will be received in August 2009.

Title:

Sewer Study



Project Title: Infrastructure Improvements
Program Area Name: Partially Improved Area Infrastructure Improvements
Fund/Department/Departmental Priority Within Fund#: General/Public Works/Priority #5
General Ledger Account #: 100-3025-995401

Project Description/Justification:

Description:

A \$400,000 grant was received from the Safe Routes to School Program. This is for preliminary and final design and construction for sidewalks and drainage improvements on Dee Road, Manor to Farrell.

Justification:

Drainage is a problem due to filling in of ditches over time. Improvement of drainage and installation of sidewalks creates a safe place for students to walk to Benjamin Franklin School.

Capital Improvement Program History And Programming Of Project By Years:

In 2004, a survey of Manor area residents was conducted. The results indicated 56% of the residents opposed major infrastructure improvements.

Impact On Operating Budget:

This project will not affect the operating budget.

Total Estimated Costs:

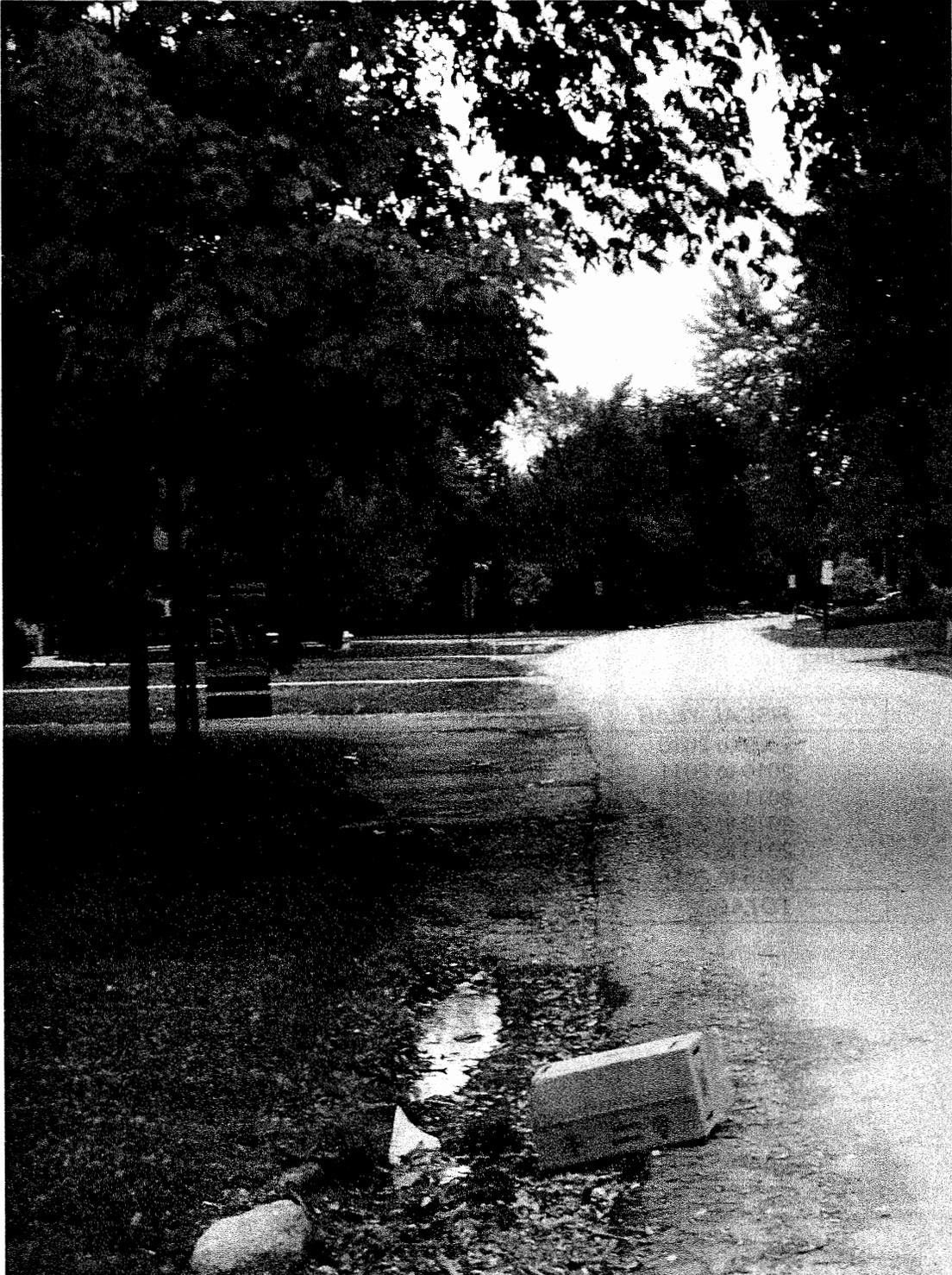
Preliminary Engineering Study	Staff
Engineering Design & Plan Development	\$60,000
Construction	<u>\$340,000</u>
TOTAL	\$400,000

Sources Of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010	\$400,000	General - Grant
2010 to 2011		
2011 to 2012		
2012 to 2013		
2013 to 2014		
2015 to 2016		
TOTAL	\$400,000	General - Grant

Project Title:

Infrastructure Improvements



Title: Traffic Study
Program Area Name: Engineering
Fund/Department/Departmental Priority Within Fund#: General/Public Works/Future Project
General Ledger Account #: 100-3012-9485-00

Project Description/Justification:

Engineering consultant to conduct a traffic study on areas of the City.

Capital Improvement Program History And Programming Of Project By Years:

Traffic study was started in 2006/07. Study was used for parking, lane design and various grant preparations.

Impact On Operating Budget:

Maintenance Costs:

Ancillary Costs, such as Insurance:

Determining ways and means to ease traffic congestion in various areas of the City.

Total Estimated Costs:

Engineering	\$60,000
TOTAL	\$60,000

Sources Of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010		
2010 to 2011	\$60,000	General
2011 to 2012		
2012 to 2013		
2013 to 2014		
2015 to 2016		
TOTAL	\$60,000	General

Title:

Traffic Study



Title: Technology Implementation
Program Area Name: Information Technology
Fund/Department/Departmental Priority Within Fund#: General/Administration/Priority #1
General Ledger Account #: 100-1025-9908-00

Project Description/Justification:

Continuing expansion of technology capability at the City and building stabilization & redundancy into the City network.

Capital Improvement Program History And Programming Of Project By Years:

Each year, the City invests in information technology in order to improve operations and efficiency.

Impact On Operating Budget:

Maintenance Costs: Software maintenance is typically 15 – 20% of the software purchase price.

Ancillary Costs, such as Insurance: None

Total Estimated Costs:

<u>Fiscal Year 2009/10:</u>		
Fire Stations Security Cabinets for Domain Controller File Servers	\$	9,000
Fire Zoll EMS Software Upgrade to Version 5	\$	23,400
Customer Service / Web Service System	\$	<u>23,000</u>
Total	\$	55,400
<u>Fiscal Year 2010/11:</u>		
Microsoft Suite Software Licenses Upgrade	\$	74,400
Forestry/Tree Inventory Replacement Program	\$	<u>25,000</u>
	\$	99,400

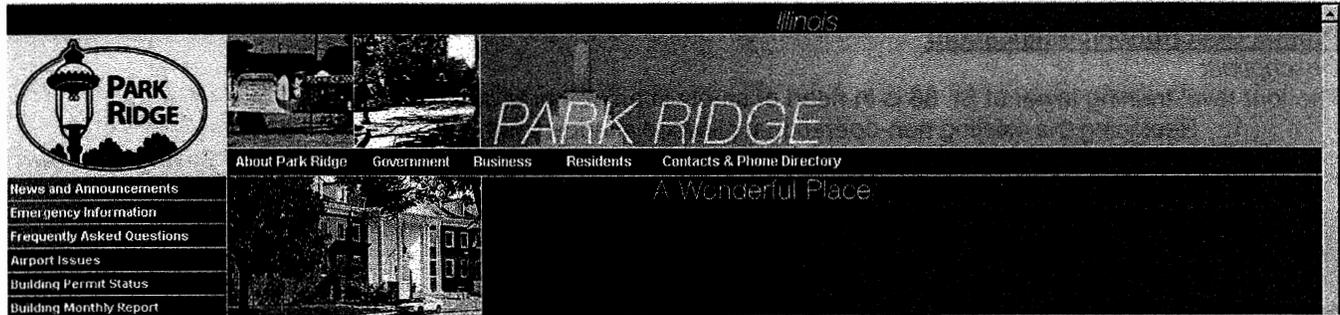
Sources of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010	\$ 55,400	General
2010 to 2011	99,400	General
2011 to 2012	151,800	General
2012 to 2013	151,800	General
2013 to 2014	151,800	General
2015 to 2016	151,800	General
TOTAL	\$762,000	General

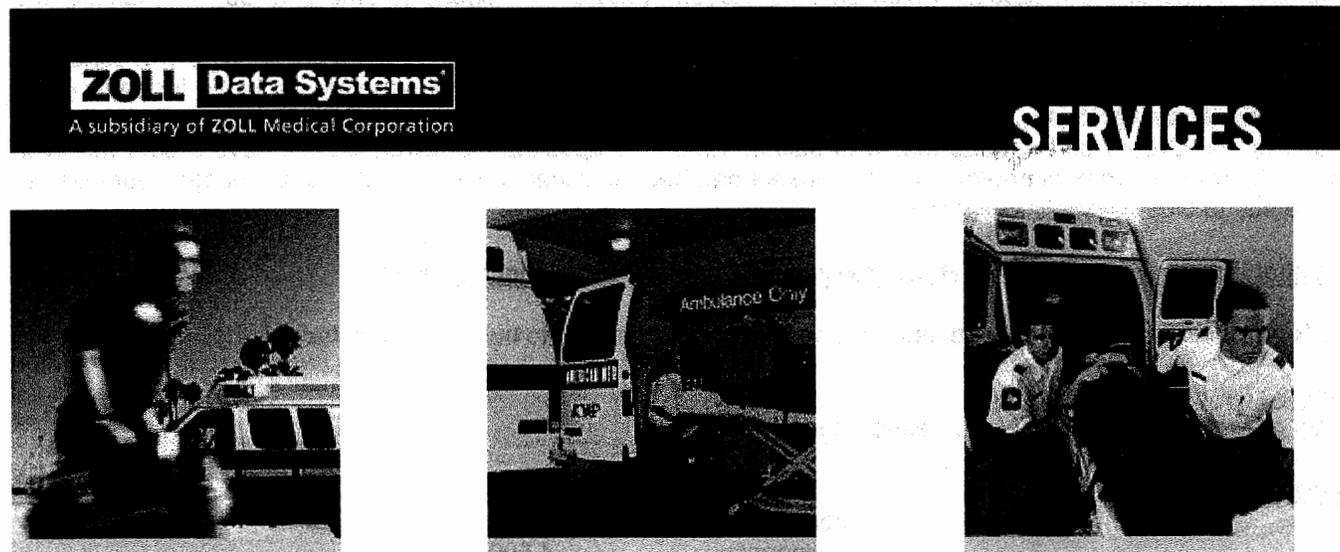
Program Area Name:

Technology Implementation

Customer Service / Web Service System



Fire Zoll EMS Software Upgrade to Version 5



Project Title: Fire Dept. Training Tower Improvements

Program Area Name: Fire Administration

Fund/Department/Departmental Priority Within Funds#: General/Fire/Future Project

General Ledger Account #: 100-2021-9963-00

Project Description/Justification:

Description:

The four level training tower at St. 36 is in need of safety improvements and upgrades.

1. Replacing the existing non-operational plywood windows with functional windows.
2. Cutting a hole between floors with a safety hatch to allow for "Self-Rescue" and "Saving Our Own" firefighter rescue safety training.
3. Installation of a water supply and drainage system in compliance with NFPA Standard 1403, *Live Fire Training Evolutions*, Chapter 2.16 to 2.19.

Additionally, this project includes sufficient funding to install a training trench to be constructed adjacent to the rear parking lot. This training aid will allow our personnel to train in a variety of confined space scenarios for specialized rescues.

This is a dramatically scaled back project that will allow for the use of the tower for various training activities but will not provide the capability for live fire exercises. The requested budgeted amount has been reduced by \$210,000 due to improvements scheduled for the NIPSTA campus

Justification:

Training is one of the means by which an organization prepares to respond to emergencies. Firefighting is a dangerous occupation with a great demand for rapid, critical decision making. By modernizing the training tower and bringing it up to National Fire Protection Association (NFPA) guidelines, it will allow training in a controlled facility. While acquired structures offer the most realistic training situations, structures suitable for training are almost never available in a developed community such as Park Ridge. The training tower is attached to Station 36, 1001 N. Greenwood Avenue that was built in 1970. By updating the tower, we will have a safe facility in which to train department personnel. This project had been included in the 2000/01 capital budget, but was not done due to bids coming in over budget.

Capital Improvement Program History And Programming Of Project By Years:

This project was scheduled for several prior years but deferred due to budgetary constraints.

Impact On Operating Budget:

This project will not impact the operating budget.

Total Estimated Costs:

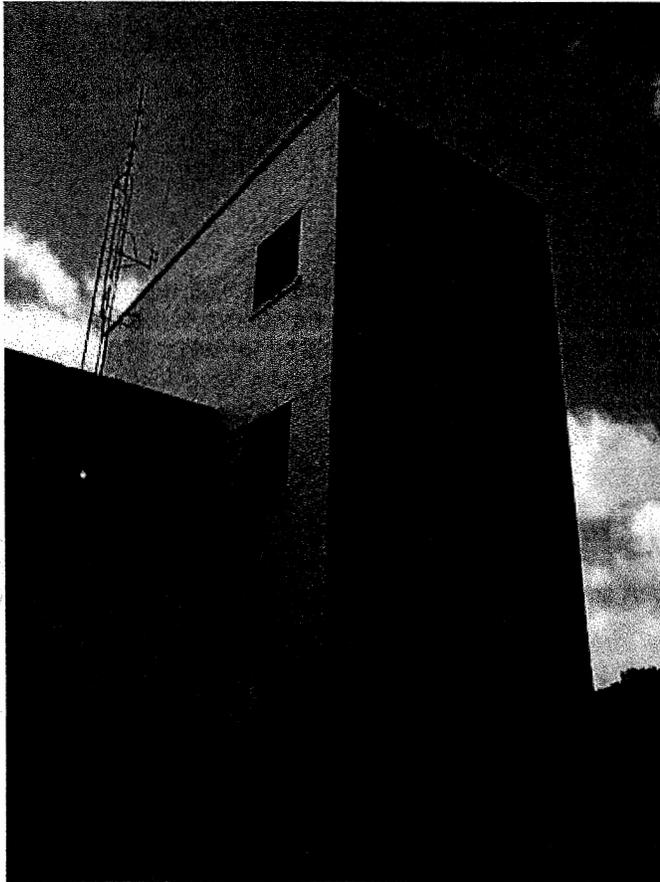
Upgrades (as above)	\$35,000
Contingency	<u>4,500</u>
TOTAL	\$39,500

Sources of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010		
2010 to 2011	\$39,500	General
2011 to 2012		
2012 to 2013		
2013 to 2014		
2014 to 2015		
TOTAL	\$39,500	General

Project Title:

Fire Dept. Training Tower Improvements



Project Title: Fire Station 36 Rear Approach Concrete Project

Program Area Name: Fire Administration

Fund/Department/Departmental Priority Within Fund#: General/Fire/Future Project

General Ledger Account #: 100-2021-9963-00

Project Description/Justification:

Description:

Remove and replace a section of the existing asphalt driveway/parking lot. The section to be replaced is that which is subject to frequent use by heavy fire apparatus accessing the rear overhead bay doors of the fire station. The project encompasses 700 square yards of concrete in a section approximately 27 feet wide. This section has been patched and was installed as a temporary surface in the 1998/99 fiscal year. Also included is the removal and replacement of a section of asphalt parking lot that is approximately 7,000 square feet and the installation of a fire hydrant near the drill tower for training and cleaning purposes.

Justification:

As it experiences heavy fire apparatus use, this roadway is subject to excessive wear. This use has evidenced itself in the form of settling, depressions, and cracking. Sewer collapse has also occurred under this area. The Public Works department has recommended this project. A similar project was done at Station 35 in the 1993/94 budget year and has experienced very good results.

Capital Improvement Program History And Programming Of Project By Years:

This project was budgeted previously, but deferred due to budget constraints.

Impact On Operating Budget:

This project will not impact the operating budget.

Total Estimated Costs:

Construction	\$190,000
Contingency	<u>28,500</u>
TOTAL	\$218,500

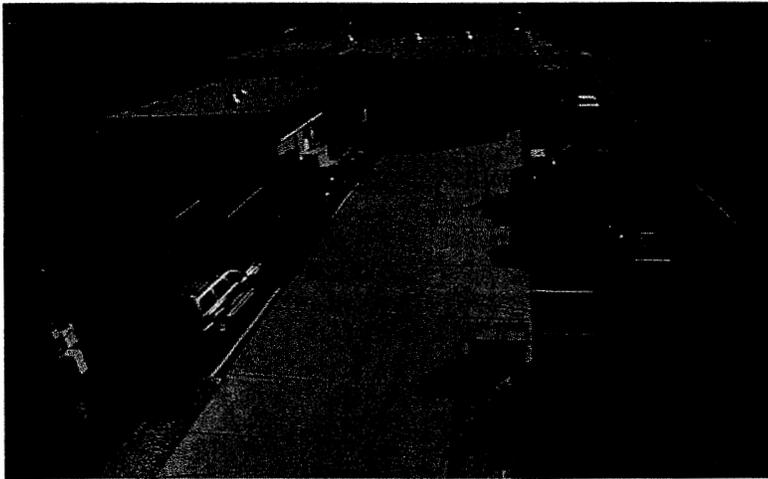
Sources of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010		
2010 to 2011		
2011 to 2012	\$218,500	General
2012 to 2013		
2013 to 2014		
2014 to 2015		
TOTAL	\$218,500	General

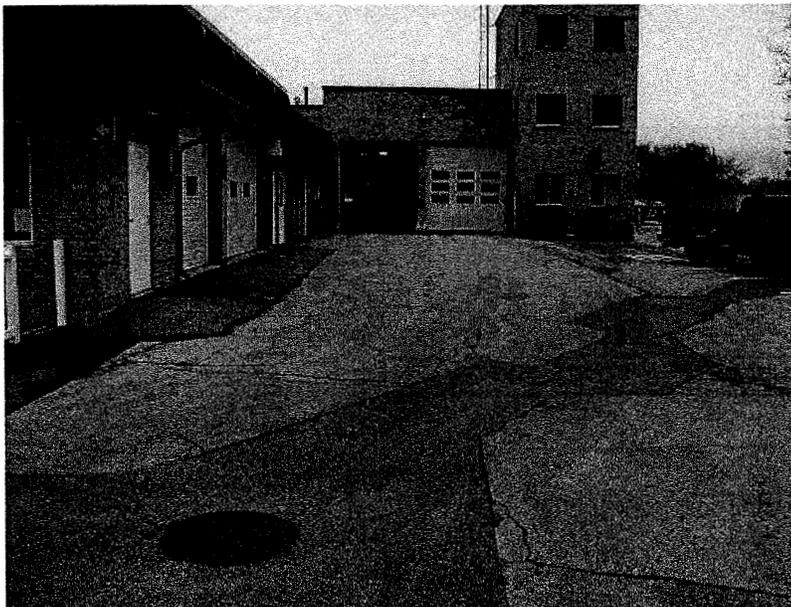
Project Title:

Fire Station 36 Rear Approach
Concrete Project

Station 35 Completed:



Station 36 to be done:



Project Title: Fire Station 35 Parking Lot Repair
Program Area Name: Fire Administration
Fund/Department/Departmental Priority Within Fund#: General/Fire/Future Project
General Ledger Account #: 100-2021-9963-00

Project Description/Justification:

Station 35, 901 W. Devon, was built in 1969. There has been no major work done to the rear parking areas. The lot has worn well but frequent patching has compromised its ability to drain water resulting in erosion of the surface and dangerous icy conditions in winter. This project will encompass removal of the existing surfaces, the installation of a drainage system, and replacement of the asphalt, resulting in a lot that will be far safer and will last for many more years. The lot will also have curbing installed to assist in controlling water runoff. The total surface area involved is approximately 1,030 square yards which incorporates the drive between the station and the administration building.

Capital Improvement Program History And Programming Of Project By Years:

This project was budgeted in 2002/03 for completion in a later year.

Impact On Operating Budget:

This project will not impact the operating budget.

Total Estimated Costs:

Other	\$145,000
Contingency	<u>21,800</u>
TOTAL	\$166,800

Sources of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010		
2010 to 2011		
2012 to 2012		
2012 to 2013	\$166,800	General
2013 to 2014		
2014 to 2015		
TOTAL	\$166,800	General

Project Title:

Fire Station 35 Parking Lot Repair



Project Title: Remodel City Council Chambers
Program Area Name: City Buildings Maintenance
Fund/Department/Departmental Priority Within Fund#: General/Public Works/Future Project
General Ledger Account #: 100-3062-9963-00

Project Description/Justification:

Description:
 The purpose of this project is to renovate the Council Chamber to include the use of audio-visual equipment to facilitate presentations to the City Council and citizens in the audience.

Justification:
 Presently, the Council Chamber has limited capabilities for using current technology in presentations. This project will use the most cost-effective technology to improve audio-visual facilities in the Chamber.

Capital Improvement Program History And Programming Of Project By Years:

Budgeted for the first time in 2000/01, for completion in 2006/07 and 2007/08. The audio and visual presentation portions of this project were completed in 2006/07.

Impact On Operating Budget:

This project will not impact the operating budget.

Total Estimated Costs:

Electronics & Refurbishing	<u>\$64,800</u>
Total	<u>\$64,800</u>

Sources of Financing:

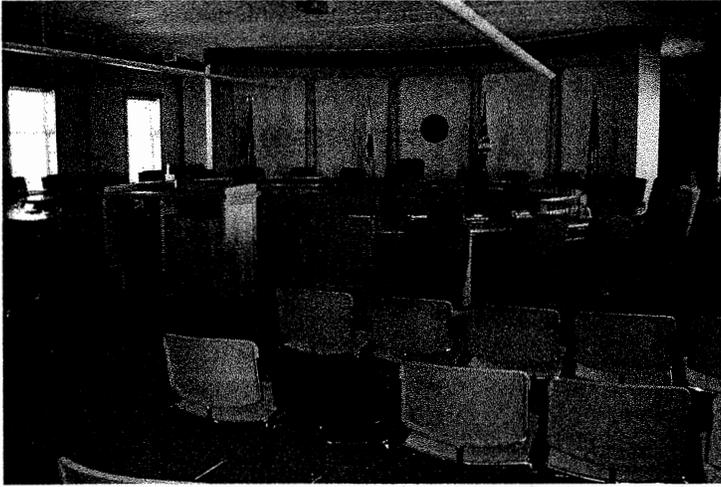
<i>FISCAL YEAR</i>	<i>AMOUNT</i>	<i>FUND</i>
2009 to 2010		
2010 to 2011	\$64,800	General
2011 to 2012		
2012 to 2013		
2013 to 2014		
2014 to 2015		
TOTAL	\$64,800	General

Cost Breakdown:

	<u>2010/11</u>
Chairs for Council and Staff & reconfiguration of dais	\$22,000
Chairs for Audience	1,800
New Carpet	13,000
Painting and Wallpaper	15,000
Contingency (10%)	<u>13,000</u>
Total	\$64,800

Project Title:

Remodel City Council Chambers



Project Title:

City Hall Parking Lot
Resurfacing

Program Area Name:

City Buildings Maintenance

Fund/Department/Departmental Priority Within Fund#:

General/Public Works/Future Project

General Ledger Account #:

100-3062-9963-00

Project Description/Justification:

Description:

Resurface existing parking lot at City Hall.

Justification:

Needs to be replaced due to potholes and pavement failures.

Capital Improvement Program History And Programming Of Project By Years:

N/A

Impact On Operating Budget:

This project will not impact the operating budget.

Total Estimated Costs:

Construction	\$240,000
TOTAL	\$240,000

Sources of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010		
2010 to 2011	\$240,000	General
2011 to 2012		
2012 to 2013		
2013 to 2014		
2014 to 2015		
TOTAL	\$240,000	General

Project Title:

City Hall Parking Lot
Resurfacing



Project Title: Replace City Hall Parking Lot Lighting

Program Area Name: City Buildings Maintenance

Fund/Department/Departmental Priority Within Fund#: General/Public Works/Future Project

General Ledger Account #: 100-3062-9963-00

Project Description/Justification:

Description:

Remove and replace existing parking lot and light fixtures in City Hall parking lot.

Justification:

Existing fixtures and wiring have failed recently, leaving parking lot with insufficient lighting.

Capital Improvement Program History And Programming Of Project By Years:

Budgeted for the first time in 2000/01 for completion at a later date.

Impact On Operating Budget:

This project will not impact the operating budget.

Total Estimated Costs:

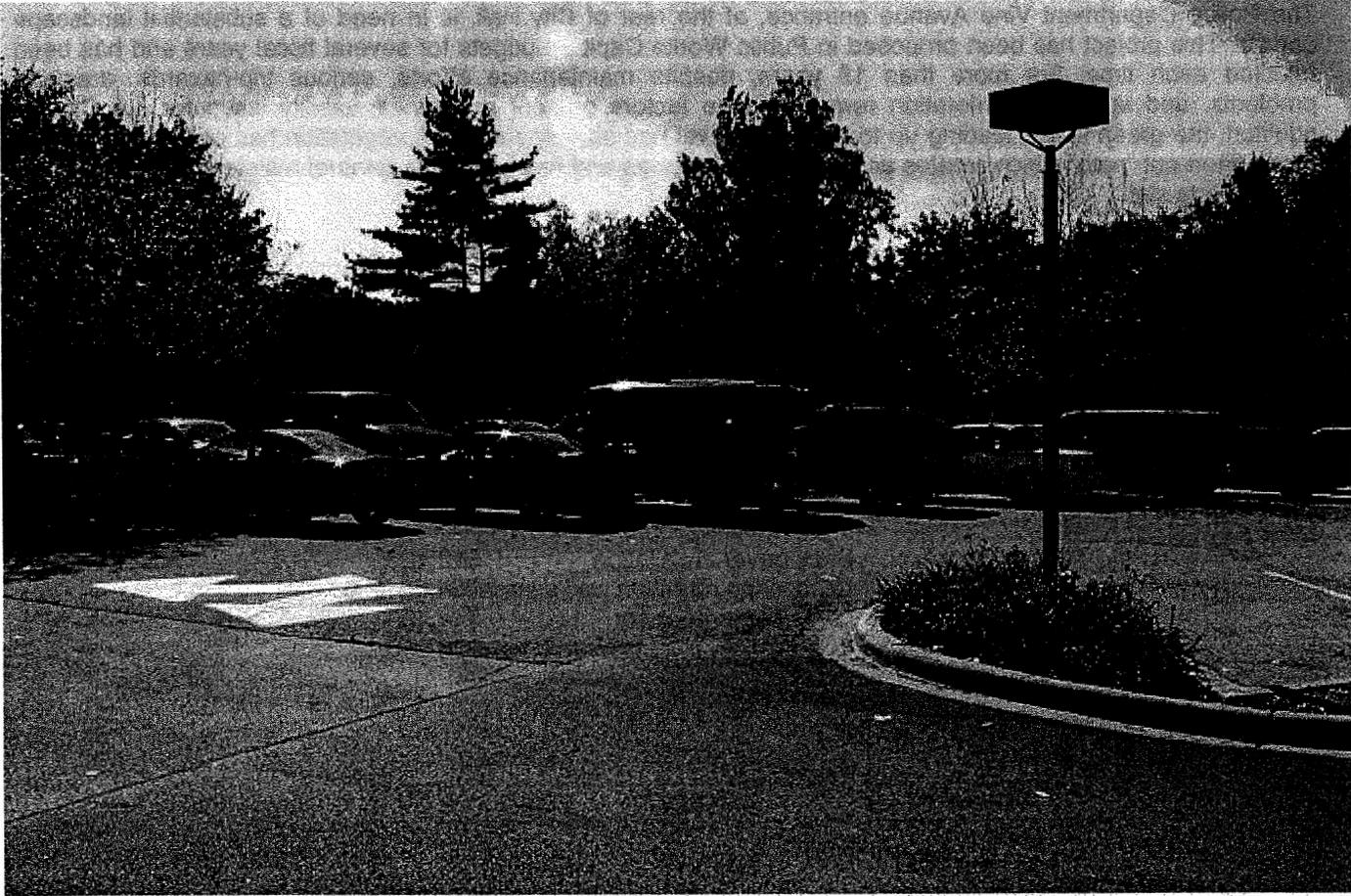
Construction	\$120,000
Contingency	5,000
TOTAL	\$125,000

Sources of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010		
2010 to 2011	\$125,000	General
2011 to 2012		
2012 to 2013		
2013 to 2014		
2014 to 2015		
TOTAL	\$125,000	General

Project Title:

Replace City Hall Parking Lot
Lighting



Project Title: Facility Entrance Landscape
Program Area Name: City Buildings Maintenance
Fund/Department/Departmental Priority Within Fund#: General/Public Work/Future Project
General Ledger Account #: 100-3062-9963-00

Project Description/Justification:

The Police Department Vine Avenue entrance, at the rear of City Hall, is in need of a substantial landscape update. This project has been proposed in Public Works Capital Budgets for several fiscal years and has been rejected each time. For more than 15 years, despite maintenance efforts, serious trip-hazards, drainage problems, and surface deterioration remain. These factors present a potential liability issue for the City. In addition, the green space leading up to the street level has bare spots where vegetation has not grown, a man-made short-cut "path" which creates additional safety issues and has become a general maintenance problem for city grounds staff.

Capital Improvement Program History And Programming Of Project By Years:

Minimal maintenance has been provided. The area has become a safety issue and an unattractive representation of the Police Department entrance.

Impact On Operating Budget:

This project will not impact the operating budget.

Total Estimated Costs:

Brick paver installation	\$12,400
Landscape retention wall installation (2)	\$ 9,500
Landscape greenery	\$ 4,400
TOTAL	\$26,300

Sources of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010		
2010 to 2011	\$26,300	General
2011 to 2012		
2012 to 2013		
2013 to 2014		
2014 to 2015		
TOTAL	\$26,300	General

Project Title:

Facility Entrance Landscape



Project Title:

Street Rehabilitation

Program Area Name:

Street Maintenance

Fund/Department/Departmental Priority Within Fund#:

MFT/Public Works/Priority #1

General Ledger Account #:

203-3024-9951-45

Project Description/Justification:

Description:

Resurfacing of streets each year on a priority basis, plus curb and gutter replacement, primarily on streets being resurfaced.

Justification:

Reduces maintenance of streets.

Capital Improvement Program History And Programming Of Project By Years:

Annual ongoing program. A standard of 6.3 miles was set in 1999. At a September 2004 City Council workshop, street resurfacing was made a priority. Therefore, 8.1 miles were resurfaced in 2005/06, 8.3 miles in 2006/07, 7.3 miles in 2007/08 and 5.8 miles in 2008/09. Due to the increased cost of asphalt and local street improvements, 5 miles of streets will be resurfaced in 2009/10.

Impact On Operating Budget:

Maintenance Costs:

Reduces reconstruction and minimizes street maintenance.

Total Estimated Costs:

Engineering	Staff
Construction	<u>\$5,400,000</u>
TOTAL	\$5,400,000

Sources of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010	\$1,000,000	Motor Fuel Tax
2010 to 2011	\$1,100,000	Motor Fuel Tax
2011 to 2012	\$1,100,000	Motor Fuel Tax
2012 to 2013	\$1,100,000	Motor Fuel Tax
2013 to 2014	\$1,100,000	Motor Fuel Tax
2014 to 2015	\$1,100,000	Motor Fuel Tax
TOTAL	\$5,400,000	Motor Fuel Tx

Project Title:

Street Rehabilitation



Park Ridge 2009 Street Resurfacing List

Brophy	Rosemont	Glenlake
Cedar	Meacham	Prospect
Clifton	Gillick	Talcott
Clifton	Glenlake	Peterson
Dee	Northwest Hwy.	Glenview
East	Lahon	Ottawa
East	Cedar	Dead-end
Fortuna	Northwest Hwy.	Woodland
Garden	Chester	Cumberland
Glenlake	Fairview	Courtland
Grand Blvd.	Elm	Sibley
Manor	Tyrell	Dee
Meacham	Elm	Cedar
Merrill	Elm	Touhy
Prairie	Clifton	Cumberland
Prairie	Cumberland	Main
Prospect	Higgins	Peterson
Sibley	Forestview	Riverside
Vernon	Manor	Farrell
Vernon	Northwest Hwy.	Greendale
Vine	Talcott Place	Granville
West Crescent	Greenwood	Chester
Western	Oakton	North Terrace
Western	West crescent	Belleplaine
Western	Devon	Albion

Project Title: Potter/Dempster Right Turn Lane
Program Area Name: Water Main
Fund/Department/Departmental Priority Within Fund#: Water/Public Works/Priority #1
General Ledger Account #: 502-3054-9951-45

Project Description/Justification:

Relocate watermain and construct right turn lane northbound on Potter Road at Dempster Street in order to alleviate traffic congestion.

Capital Improvement Program History And Programming Of Project By Years:

Cook County had scheduled this project for 2008/09 but it was postponed until the 2009/10 fiscal year.

Impact On Operating Budget:

Ancillary Costs, such as Insurance: Reduce traffic congestion.

Total Estimated Costs:

TOTAL \$250,000

Sources of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010	\$250,000	Water
TOTAL	\$250,000	Water

Project Title:

Potter/Dempster Right Turn Lane



Project Title: Main Replacement
Program Area Name: Watermain Services
Fund/Department/Departmental Priority Within Fund#: Water/Public Works/Priority #2
General Ledger Account #: 502-3054-9930-00

Project Description/Justification:

Description:

The City's goal is to replace 2,800 lineal feet of watermains each year.

1. Canfield, Higgins to 1900 Canfield
2. Potter, Busse Highway to Northwest Highway
3. Valve removal and replacement,
4. Fire hydrant removal and replacement

Justification:

1. Upgrade water system.
2. Results of 1997 water study.

Capital Improvement Program History And Programming Of Project By Years:

Results of 1997 water study. 2003-2011 work based on water study and frequency of watermain repairs.

Impact On Operating Budget:

Ancillary Costs, such as Insurance:

Replacement and maintenance of old and undersized watermains and accessories that have lead joints, which tend to leak, reduces our unaccounted for water. Replacement of mains with a high breakage history results in less repair costs, damage to private and public property, public inconvenience, and lost water.

Total Estimated Costs:

Engineering	Staff
Construction	\$4,932,000
TOTAL	\$4,932,000

Sources of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010	\$725,000	Water
2010 to 2011	\$762,000	Water
2011 to 2012	\$799,000	Water
2012 to 2013	\$840,000	Water
2013 to 2014	\$881,000	Water
2014 to 2015	\$925,000	Water
TOTAL	\$4,932,000	Water

Detailed Cost Calculations:

Watermain: \$250/LF X 2800 LF	\$700,000
Valve Removal & Replacement:	\$ 12,500
Hydrant Removal and Replacement:	\$ 12,500
	\$725,000

Project Title:

Main Replacement



Project Title: Water Plant Improvements
Program Area Name: Water Supply & Treatment
Fund/Department/Departmental Priority Within Fund#: Water/Public Works/Future Project
General Ledger Account #: 502-3052-9936-00

Project Description/Justification:
Description:
 Paint interior of elevated tank in 2012. Exterior painted in 2007.

Justification:
 Aids in long-term maintenance of water tank.

Capital Improvement Program History And Programming Of Project By Years:

Identified by water study and inspection in 2006.

Impact On Operating Budget:

This project will not impact the operating budget.

Total Estimated Costs:

Cleaning & Painting	\$203,500
TOTAL	\$203,500

Sources of Financing:

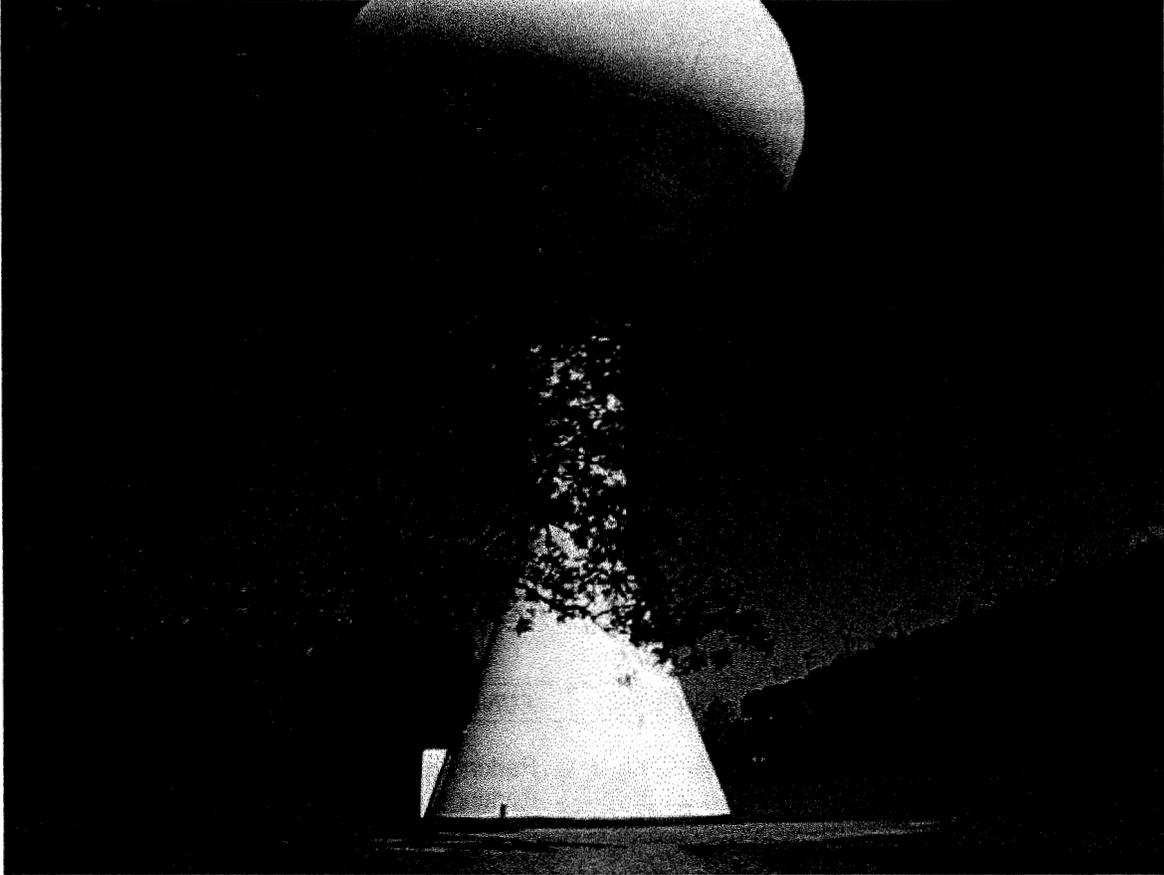
<i>FISCAL YEAR</i>	<i>AMOUNT</i>	<i>FUND</i>
2009 to 2010		
2010 to 2011		
2011 to 2012		
2012 to 2013	\$203,500	Water
2013 to 2014		
2014 to 2015		
TOTAL	\$203,500	Water

Cost Estimate:
 Construction Services based on anticipated inspection results:

Interior - total removal of coating and recoating	\$185,000
10% Contingency	\$ 18,500
TOTAL COST	\$203,500

Project Title:

Water Plant Improvements



Project Title: Replace Cash Parking Boxes
Program Area Name: Parking
Fund/Department/Departmental Priority Within Fund#: Parking/Public Works/Future Project
General Ledger Account #: 501-3027-9940-00

Project Description/Justification:

Description:

Future years project would be the replacement of the existing cash boxes with 'smart boxes' that permit payment with cash or credit card and dramatically simplifies the process of collections and changing parking rates.

Capital Improvement Program History And Programming Of Project By Years:

Budgeted for the first time in 2009/10.

Impact On Operating Budget:

Maintenance Costs: There will be annual fees of approximately \$1,800 once all are online for hosting of the meter management system.

Total Estimated Costs:

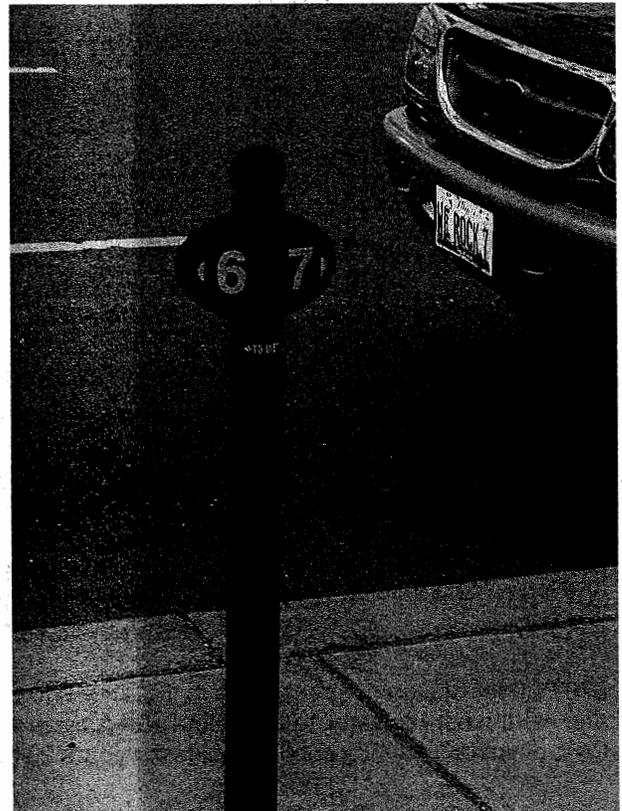
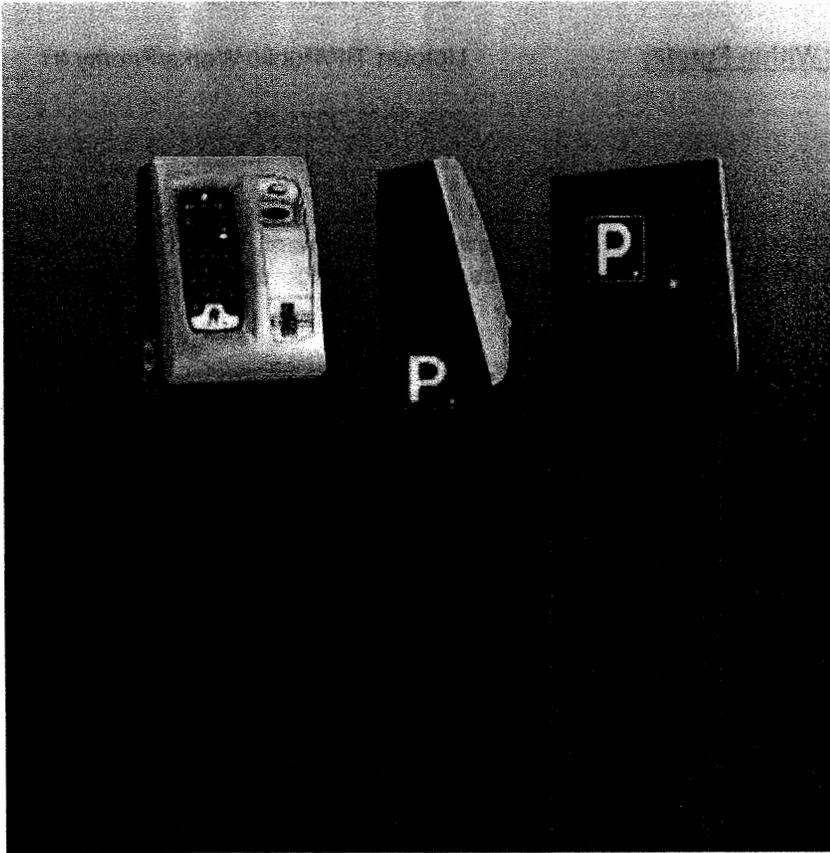
Equipment	\$50,000
TOTAL	\$50,000

Sources of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010		
2010 to 2011	\$ 25,000	Parking
2011 to 2012	\$ 25,000	Parking
2012 to 2013		
2013 to 2014		
2014 to 2015		
TOTAL	\$ 50,000	Parking

Project Title:

Replace Cash Parking Boxes



Project Title: Uptown Streetscape
Program Area Name: Grounds Maintenance
Fund/Department/Departmental Priority Within Fund#: Uptown TIF/Public Works/Priority #1
General Ledger Account #: 204-3072-9971-00

Project Description/Justification:

Repair and replace parkways and sidewalks in selected locations in the Uptown area. These projects include the replacement and installation of a combination of the following: sidewalk replacement, brick carriage walks, pedestrian lights, wayfinding signs, trees, benches, trash receptacles, bicycle racks, street realignment and pedestrian crossings.

Capital Improvement Program History And Programming Of Project By Years:

These projects have been in the capital budget for many years. The streetscape projects have been reorganized for this year's budget to reflect the priorities of redevelopment projects in Uptown. The Summit Avenue beautification project, which was previously budgeted separately, has been incorporated into the Target Area 3 portion of the project.

Impact On Operating Budget:

Maintenance Costs: Initially maintenance cost will be lower because of the new construction. Over time maintenance costs will increase as facilities wear out.
 Personnel Costs:
 Ancillary Costs, such as insurance:

Total Estimated Costs:

Design/Engineering	\$275,000
Construction	7,125,000
Contingency	570,000
TOTAL	\$7,400,000

Sources of Financing:

FISCAL YEAR	AMOUNT	FUND
2009 to 2010	\$900,000	Uptown TIF
2010 to 2011	\$275,000	Uptown TIF
2011 to 2012		
2012 to 2013		
2014 to 2015	\$3,100,000	Uptown TIF
2015 to 2016	\$825,000	Uptown TIF
2016 to 2017	\$2,300,000	Uptown TIF
TOTAL	\$7,400,000	Uptown TIF

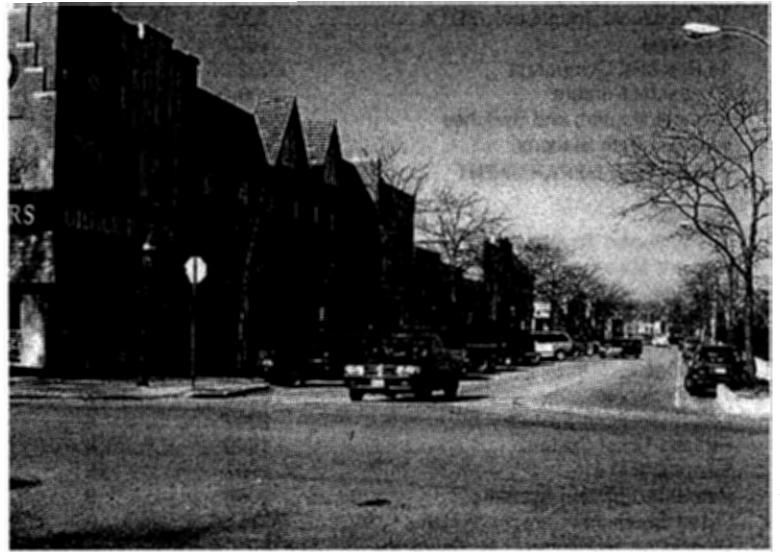
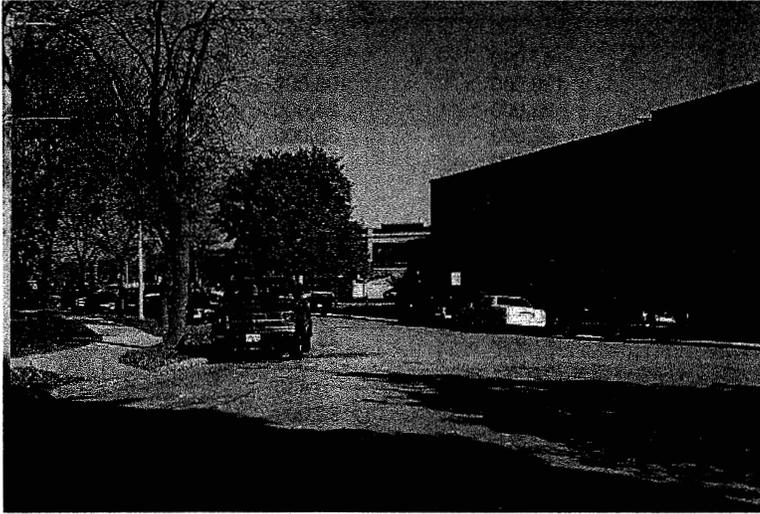
Detailed cost calculations:

Fiscal Year	Cost	Project Description
2009/10	\$900,000	Complete construction of streetscape on Summit, Touhy to Prospect.
2010/11	\$275,000	Design of streetscape in the area known as Target Area 3 and bounded by Touhy, Washington, Northwest Highway, the south side of Summit along the railroad tracks, and the Pickwick Plaza.
2014/15	\$3,100,000	Construct Phase 1 of Target Area 3 along the east side of Prospect, between Northwest Highway and Summit, Pickwick Plaza and the adjacent alley.
2015/16	\$825,000	Construct Phase 2 of Target Area 3 along Summit, east of Prospect
2016/17	\$2,300,000	Construct Phase 3 of Target Area 3 along Northwest Highway.
	<u>\$7,400,000</u>	

\$75,000 for design of streetscape in the area known as Target Area 3, east side of Prospect and along Summit and Northwest Highway, to first alley, and Arcade will be funded from bond proceeds.
 Cost estimates include contingencies for years 2010/11 forward.

Project Title:

Uptown Streetscape



CITY COMPUTER REPLACEMENT FUND

DESCRIPTION	ACQUISITION YEAR	NORMAL LIFE	ORIGINAL COST	ESTIMATED REPLACEMENT COST	ANNUAL FUNDING
CITY HALL:					
10 Servers	2005-08	3	\$ 67,000	\$ 80,000	\$ 26,700
64 Personal Computers	2003-07	3	123,000	105,600	35,200
9 Laptop P C s	1998-06	3	23,000	24,000	8,000
Network Routers and Switches	2004-08	3	22,000	33,000	11,000
8 LaserJet Printers	2000-04	4	24,000	26,000	6,500
Scanners	2000-2007	4	7,000	8,000	2,000
3 Projectors	2000-06	4	12,000	12,000	3,000
2 - Color Laser Printers	2005-08	4	4,000	5,000	1,300
2 GIS Servers	2004-06	3	9,000	12,000	4,000
GIS Plotter	2000	3	8,900	9,000	3,000
Tape Library/Back-up Systems	2008	4	18,000	18,000	4,500
Two ACS Wireless Servers	2004-06	3	21,000	26,000	8,700
Data Center UPS System	2004	5	21,000	22,000	4,400
ID System	2008	4	4,300	4,800	1,200
Voice-Mail System	1999	10	23,400	28,000	2,800
High-Speed Copier	2002	5	29,300	33,000	6,600
Wireless Equipment	2005	4	18,000	19,000	4,800
Wireless - at Lib	2005	4	15,500	15,500	3,900
TOTAL CITY HALL			\$ 450,400	\$ 480,900	\$ 137,600
FIRE:					
10 Panasonic Toughbook MDT's	2004	4	\$ 73,000	\$ 84,000	\$ 21,000
2 Servers	2007	3	15,000	18,000	6,000
14 Personal Computers	2002-05	3	26,000	24,000	8,000
2 LaserJet Printers	2000-04	4	6,000	6,000	1,500
Network Routers and Switches	2001-05	3	3,200	7,600	2,500
Wireless Both Stations	2005	4	31,500	31,500	7,900
TOTAL FIRE DEPARTMENT			\$ 154,700	\$ 171,100	\$ 46,900
POLICE:					
17 Panasonic Toughbook MDT's / IWIN	2006	3	\$ 100,600	\$ 114,000	\$ 38,000
Records Management System	2006	5	35,000	45,000	9,000
1 Server	2005	3	8,300	9,000	3,000
23 Personal Computers	2003-05	3	45,000	41,400	13,800
5 Printers	2000-07	4	8,000	7,500	1,900
1 Scanner	2005	4	600	1,000	300
1 IWIN Server	2003	3	5,000	5,000	1,700
CABS LiveScan System	2007	4	30,000	30,000	7,500
Parking Ticket System	1999	5	34,000	40,000	8,000
3 Laptop P C s	2007	3	6,700	6,900	2,300
Patrol Car Printing Systems	2005	3	6,000	6,000	2,000
Patrol Car Digital Camera Systems	2005-06	3	80,000	90,000	30,000
Digital Cameras/Servers Multiple Loc	2008	10	50,000	65,000	6,500
TOTAL POLICE			\$ 409,200	\$ 460,800	\$ 124,000
PUBLIC WORKS SERVICE CENTER:					
1 Server	2008	3	\$ 8,300	\$ 9,000	\$ 3,000
11 Personal Computers	2004-05	3	23,200	21,000	7,000
2 Printers	2000-04	4	3,000	3,200	800
Network Routers and Switches	2000-2005	3	4,000	4,200	1,400
Chip-Key Fuel System	2003	4	7,000	7,200	1,800
Wireless	2005	4	18,000	18,000	4,500
TOTAL PUBLIC WORKS SERVICE CENTER			\$ 63,500	\$ 62,600	\$ 18,500
PUBLIC WORKS PUMP STATION:					
SCADA System PC/Printers	2006	3	7,800	8,100	2,700
2 Personal Computers	2000-2007	3	5,000	3,000	1,000
TOTAL PUBLIC WORKS PUMP STATION			\$ 12,800	\$ 11,100	\$ 3,700
Less Contribution Reduction For 2009/10					(163,900)
GRAND TOTAL			\$ 1,090,600	\$ 1,186,500	\$ 166,800

LIBRARY TECHNOLOGY REPLACEMENT FUND

DESCRIPTION	ACQUISITION YEAR	ESTIMATED LIFE	ESTIMATED	
			REPLACEMENT COST	ANNUAL FUNDING
Hubs (4)	96/97	3	6,500	2,167
Telephone System	96/97	10	52,500	5,250
File Server (Dell) and UPS for file server	00/01	3	15,500	5,167
Wireless equipment	01/02	3	4,300	1,433
Dell Optiflex GX260T ADA station, 3 RS lab	02/03	3	6,400	2,133
HP Printer 2100 (2)	03/04	3	1,400	467
Canon 3300 B&W Copiers (3) + color	03/04	3	25,700	8,567
Ethernet and Netgear switches	03/04	3	2,500	833
Dell E-mail server	03/04	3	5,300	1,767
Print management system	03/04	5	12,200	2,440
Receipt Printers (4)	03/04	3	1,300	433
Receipt Printers (5)	04/05	3	1,600	533
Canon 8500 staff copier	04/05	5	22,200	4,440
Security gates	04/05	5	14,400	2,880
Dell computers (16) SX280	04/05	3	20,600	6,867
Self Checkout	04/05	5	12,200	2,440
Dell computers (12) & Digital Scanner	04/05	3	21,000	7,000
Card printer for Circulation	04/05	5	2,300	460
Voice mail system	04/05	5	11,200	2,240
Canon Color copier 3220 (CS)	04/05	5	10,500	2,100
HP printer 4200 (Circulation)	04/05	3	1,500	500
Dell wireless server and adaptors	04/05	5	2,300	460
Wireless network cards for training computers	04/05	3	1,500	500
Wireless Cisco access points	04/05	3	5,600	1,867
Sony LCD Projector VPLFX51	05/06	5	8,800	1,760
Cisco Wireless Access points & network cards	05/06	3	6,100	2,033
Laser printer HP 4250 (Admin)	05/06	3	1,500	500
PROXIMA LCD projector	05/06	3	4,200	1,400
Canon Color Copier Info Office	05/06	5	10,500	2,100
LCD Projector Meeting Room	05/06	3	8,800	2,933
Screen Meeting Room	05/06	5	5,800	1,160
Sony ES Surround Receiver STRD A5000	05/06	5	1,200	240
DVD changer and VCR Meeting Room	05/06	3	700	233
Sony surround receiver Meeting Room	05/06	5	12,000	2,400
Speakers + subwoofer Meeting Room	05/06	5	3,900	780
Onkyo power amplifier + cooling fan Mtg Rm	05/06	3	600	200
Telephones	05/06	5	15,900	3,180
3 Game computers for Children's	05/06	3	7,500	2,500
Dell computers (24)	05/06	3	26,400	8,800
Receipt printers	05/06	5	700	140
LCD Projector - portable	05/06	5	1,000	200
Terastation - backup, Network storage	06/07	5	2,800	560
Scanners, Printer (Special Services Room)	06/07	5	1,200	240
Microfilm Machines & connection equipment	06/07	10	6,800	680
Dell Computers (49)	06/07	3	58,500	19,500
Ethernet switches, Netgear switches	06/07	5	2,700	540
Data equipment for additional T1 line	06/07	5	3,000	600
USB & scanner and UPS devices & switches	07/08	5	1,500	300
Dell Marketing computers (6) Optiflex 745	07/08	3	6,500	2,167
Laser printers(Tech services-2)	07/08	5	1,500	300
SPAM Solution Equipment	07/08	5	3,200	640
Laser printers (3) and trays (2)	07/08	5	2,700	540
Watchguard firewall, Barracuda Firewall	07/08	5	8,500	1,700
Dell Computers (12), Bar Code Scanners	07/08	3	16,000	5,333
Fax Machine	07/08	5	1,600	320
PC, Portable PC	07/08	3	1,900	633
Laserjet printer(2), Receipt prntrs public	07/08	5	3,400	680
CD Server	07/08	5	5,200	1,040
VMWARE server software	07/08	5	3,600	720
3 RS Scanners & 1 TS Dot Matrix Printer	07/08	5	600	120
LCD touchscreen control Meeting Room	07/08	3	900	300
Printers	08/09	5	1,000	200
8 Student Cmptrs & 4 Staff Laptops	08/09	3	16,400	5,467
Memory upgrade & 18 Dell Monitors	08/09	5	9,100	1,820
Symantec software	08/09	2	5,100	2,550
Less: Contribution Reduction for 2009/10				(73,700)
Total			539,800	66,800

MOTOR EQUIPMENT REPLACEMENT FUND

TYPE OF EQUIPMENT	ACQUISITION YEAR	NORMAL LIFE	ORIGINAL COST	ESTIMATED REPLACEMENT COST	ANNUAL FUNDING
ADMINISTRATION:					
Chev Malibu	2009	8	\$ 19,500	\$ 22,000	\$ 2,800
2 Ford Pool Vehicles	2007-2008	10	32,440	36,000	3,600
TOTAL ADMINISTRATION			\$ 51,940	\$ 58,000	\$ 6,400
COMMUNITY DEVELOPMENT:					
Olds Cierra Wagon	1996	10	\$ 10,800	\$ 22,000	\$ 2,200
Ford Escort Wagon	1996	10	11,900	22,000	2,200
3 Ford Taurus FFVs	2005	10	45,000	60,000	6,000
2 Ford Focus (Health)	2007	10	25,000	30,000	3,000
TOTAL COMMUNITY DEVELOPMENT			\$ 92,700	\$ 134,000	\$ 13,400
FIRE:					
2 Ford Explorers	2007	8	\$ 43,200	\$ 40,000	\$ 5,000
Ford E350 4x4 Command Van	1998	10	43,000	56,000	5,600
Chevrolet Blazer 4x4	2001	10	18,200	18,000	1,800
Chevrolet Impala	2001	8	19,700	20,000	2,500
3 Pumper Trucks	1996-2006	15	889,400	1,246,500	83,100
Aerial Platform Truck	2000	20	741,000	990,000	49,500
3 Ambulances	2006	8	344,100	376,800	47,100
Rescue Truck	2000	20	311,000	364,000	18,200
Ford F350 4x4 Squad Truck	1994	15	22,300	34,500	2,300
TOTAL FIRE			\$ 2,431,900	\$ 3,145,800	\$ 215,100
POLICE:					
Ford Explorer	2006	8	\$ 22,700	\$ 24,000	\$ 3,000
Dodge Charger	2006	8	18,000	22,000	2,800
12 Marked Patrol Vehicles	2006-2009	2	218,200	224,000	112,000
4 Unmarked Vehicles	2001-2005	5	64,400	71,500	14,300
1 Unmarked Van	2001	10	25,700	31,000	3,100
3 Ford Explorers - C.S.O.	2002-2006	5	65,600	73,500	14,700
Honda Civic Hybrid - P.E.P.	2004	8	18,500	17,600	2,200
2 Speed Trailers	2006-2007	15	15,600	30,000	2,000
TOTAL POLICE			\$ 448,700	\$ 493,600	\$ 154,100
PUBLIC WORKS:					
Ford Escape	2008	10	\$ 18,890	\$ 20,000	\$ 2,000
Ford Taurus	2006	10	13,900	17,000	1,700
Ford Focus	2007	12	12,500	15,000	1,300
Ford Taurus Wagon	1997	8	13,400	24,000	3,000
Ford Escort Wagon (Engineering)	1998	10	13,400	24,000	2,400
2 Pickup Trucks (Engineering)	1998 & 2008	8	26,700	34,000	4,300
Olds Cierra Wagon (Forestry)	1996	10	10,800	22,000	2,200
Service Truck	1993	10	20,100	34,000	3,400
6 Pickup Trucks	1995-2004	8	109,250	136,000	17,000

MOTOR EQUIPMENT REPLACEMENT FUND (CONT.)

TYPE OF EQUIPMENT	ACQUISITION YEAR	NORMAL LIFE	ORIGINAL COST	ESTIMATED REPLACEMENT COST	ANNUAL FUNDING
PUBLIC WORKS (continued):					
15 Large Dump Trucks	1989-2005	10-20	\$ 1,101,200	\$ 1,616,800	\$ 112,400
4 End Loaders	1994-2003	12	393,200	464,000	38,700
8 Small Dump Trucks	1996-2002	8	235,400	377,600	47,200
1 Aerial Boom Truck	1997	10	47,900	58,000	5,800
1 Vac-Con Catch Basin Cleaner	1997	12	117,000	176,400	14,700
1 Grader	1991	20	85,900	130,000	6,500
2 Backhoe/Loaders	1991, 1994	15	124,600	222,000	14,800
1 Sewer Flusher, with chassis	1999	10	103,500	141,000	14,100
2 Street Sweepers	1997, 2005	10	259,300	274,000	27,400
2 Asphalt Rollers	1992, 2000	15-20	42,000	55,500	3,300
2 Air Compressors	1990-2000	20	18,100	22,000	1,100
3 Utility Trucks	1997-2002	8	81,400	110,400	13,800
1 Tractor/Loader	1990	20	23,800	38,000	1,900
1 Generator	1989	20	18,500	28,000	1,400
2 Skid-Steer Loaders	1997, 2004	12	34,800	40,800	3,400
1 Welder	1998	20	11,000	14,000	700
4 Arrow Boards	1990, 2000	8	15,900	16,000	2,000
2 Brush Chippers	2001	5	56,600	64,000	12,800
7 Trailers	1988-2001	15-20	30,100	33,750	2,200
2 Riding Mowers	1999,2000	10	11,000	12,000	1,200
TOTAL PUBLIC WORKS			\$ 3,050,140	\$ 4,220,250	\$ 362,700
LIBRARY:					
Passenger Van	2006	10	17,300	20,000	2,000
			\$ 17,300	\$ 20,000	\$ 2,000
Less: Contribution Reduction for 2009/10					\$ (310,500)
GRAND TOTAL			\$ 6,092,700	\$ 8,071,700	\$ 443,200

FINANCIAL PROJECTION

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Contributions	439,100	443,200	450,100	465,600	481,500	497,800	514,700
Purchases	901,500	527,500	1,188,500	544,700	1,099,000	289,600	310,300
Balance	2,489,100	2,404,800	1,666,400	1,587,300	969,800	1,178,000	1,382,400

Contributions will be accumulated over the next six years so the City will have funds available to make major purchases.

DEBT SERVICE FUNDS

	07/08	08/09	08/09 Estimated	09/10	10/11
Debt Service	Actual	Budget	Actual	Budget	Estimate
3026110981000 Bond Principal & Int.	1,659,200	1,632,800	1,632,800		
2083043981000 Bond Principal & Int.	56,099	61,500	76,000	87,000	84,000
3046110981000 Bond Principal & Int.	888,300	1,041,600	1,041,600	1,039,600	1,194,500
3056110981000 Bond Principal & Int.	881,200	878,400	878,400	885,400	885,600
3066110981000 Bond Principal & Int.	321,100	321,100	321,100	321,100	321,100
3086110981000 Bond Principal & Int.	523,500	523,500	523,500	523,500	523,500
3096110981000 Bond Principal & Int.	579,800	579,800	579,800	579,800	579,800
Debt Service Total	4,909,199	5,038,700	5,053,200	3,436,400	3,588,500
Source of Funds					
1998 Debt Service Fund (Bond)	1,659,200	1,632,800	1,632,800	-	-
2004A Debt Service Fund (Bond)	888,300	1,041,600	1,041,600	1,039,600	1,194,500
2004B Debt Service Fund (Bond)	881,200	878,400	878,400	885,400	885,600
2005A Debt Service Fund (Bond)	321,100	321,100	321,100	321,100	321,100
2006A Debt Service Fund (Bond)	523,500	523,500	523,500	523,500	523,500
2006B Debt Service Fund (Bond)	579,800	579,800	579,800	579,800	579,800
Municipal Waste Fund	56,099	61,500	76,000	87,000	84,000
Capital Budget Total	4,909,199	5,038,700	5,053,200	3,436,400	3,588,500

Description

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 2009/10 estimate for SWANCC debt 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 member's debt service payments. Without this subsidy, debt service will increase in future years.

In 2004, the City issued general obligation bonds with a par value of \$16,770,000 for the purpose of financing 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 has a par value of \$4,910,000 and is intended to be paid from Uptown TIF increment; 2004B has a par value of \$11,860,000 and is intended to be paid from water revenues.

In April 2005, the City issued general obligation bonds with a par value of \$7,005,000 for the purpose of financing public improvements in target area 2 of the uptown TIF. In June 2006, the City issued \$10,530,000 of tax-exempt bonds (series 2006 A) and \$10,055,000 of taxable bonds (series 2006 B) to finance phase III of the uptown TIF project. Both series are intended to be paid from incremental property taxes.

Total City of Park Ridge Outstanding Debt

As of April 30, 2010, the total principal balance of City of Park Ridge outstanding debt will be \$41,065,000. This consists of \$13,475,000 for series 2004A & B, \$7,005,000 for series 2005A and \$20,585,000 for series 2006A & B.

DEBT SERVICE FUNDS

Legal Debt Limit

The City of Park Ridge is a home rule unit under the Illinois Constitution and as such has no debt limit nor is it required to seek referendum approval for the 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 equalized assessed valuation of the City's taxable real property as last equalized.

Council Policy Regarding Debt Issuance

The City has no revenue bonds outstanding and has had none since 1962. The City has not used any form of tax anticipation in over 50 years.

Debt Ratios and Per Capita Debt as of January 1, 2009:

As of January 1, 2009, direct debt equaled \$43,970,000 (\$1,570,000 (Series 1998) + \$4,185,000 (Series 2004A) + \$10,625,000 (Series 2004B) + \$7,005,000 (Series 2005A) + \$10,530,000 (Series 2006A) + \$10,055,000 (Series 2006B)). Calculation excludes SWANCC debt.

	January 1, 2008	January 1, 2009
City of Park Ridge Population	37,775	37,775
Estimated True Value of Property	\$4,585,118,292 (2006)	\$5,558,276,220 (2007)
Equalized Assessed Value of Property	\$1,528,372,764 (2006)	\$1,852,758,740 (2007)
True Value Per Capita	\$121,380	\$147,142
Equalized Assessed Value Per Capita	\$40,460	\$49,047
Direct Debt Per Capita	\$1,240	\$1,164
Direct Debt/True Value	1.02%	0.79%
Direct Debt/Equalized Assessed Value	3.06%	2.50%

Bond Rating:

The City's bonds are rated Aa2 by Moody.

Detailed Debt Schedules

Public Works Service Center & Alleys and SWANCC Debt:

Budget Year	Tax Levy Year	Fiscal Yr. Tax Collected	Fiscal Year Paid	PW Serv Ctr/Alleys		SWANCC
				1998 GO \$10 Mill Interest	1998 GO \$10 Mill Principal	Mun Wste Debt 17,000 tons
07/08	2007	2008/09	2009	124,200	1,535,000	61,500
08/09	2008	2009/10	2010	62,800	1,570,000	76,000
09/10	2009	2010/11	2011			87,000
10/11	2010	2011/12	2012			84,000
11/12	2011	2012/13	2013			81,000
12/13	2012	2013/14	2014			91,000
13/14	2013	2014/15	2015			93,300
14/15	2014	2015/16	2016			65,100
	Total			187,000	3,105,000	638,900

Water Reservoir Debt (Series 2004A&B):

In July 2004, the City issued general obligation bonds to finance the construction and relocation of a new central water reservoir. Series 2004A is intended to be paid from TIF increment and 2004B is intended to be paid from water revenues. Detail debt schedule is as follows:

Budget Year	Tax Levy Year	Fiscal Year Paid	2004A GO \$4.91 Mill Interest	2004A GO \$4.91 Mill Principal	2004B GO \$11.86 Mill Interest	2004B GO \$11.86 Mill Principal	Total Interest	Total Principal
		2005	54,444		160,151		214,595	-
04/05	2004	2006	163,331		480,454		643,785	-
05/06	2005	2007	163,331		480,454	400,000	643,785	400,000
06/07	2006	2008	163,331		468,454	410,000	631,785	410,000
07/08	2007	2009	163,331	725,000	456,154	425,000	619,485	1,150,000
08/09	2008	2010	141,581	900,000	443,404	435,000	584,985	1,335,000
09/10	2009	2011	114,581	925,000	430,354	455,000	544,935	1,380,000
10/11	2010	2012	84,519	1,110,000	415,566	470,000	500,085	1,580,000
11/12	2011	2013	45,669	1,155,000	399,116	490,000	444,785	1,645,000
12/13	2012	2014	3,800	95,000	381,354	545,000	385,154	640,000
13/14	2013	2015			359,554	525,000	359,554	525,000
14/15	2014	2016			338,554	550,000	338,554	550,000
15/16	2015	2017			316,554	570,000	316,554	570,000
16/17	2016	2018			293,754	595,000	293,754	595,000
17/18	2017	2019			269,954	625,000	269,954	625,000
18/19	2018	2020			244,173	655,000	244,173	655,000
19/20	2019	2021			216,335	685,000	216,335	685,000
20/21	2020	2022			186,538	715,000	186,538	715,000
21/22	2021	2023			154,363	750,000	154,363	750,000
22/23	2022	2024			120,613	790,000	120,613	790,000
23/24	2022	2025			84,075	825,000	84,075	825,000
24/25	2023	2026			44,888	945,000	44,888	945,000
		Total	1,097,919	4,910,000	6,744,811	11,860,000	7,842,730	16,770,000

Uptown TIF Bonds (Series 2005A, 2006A & B):

In April 2005 and June 2006, the City issued general obligation bonds to make public infrastructure improvements in target area 2. The City intends to pay the bonds from incremental property taxes.

Budget Year	Tax Levy Year	Fiscal Year Paid	2005A GO \$7 Mill Interest	2005A GO \$7 Mill Principal	2006A GO \$10.5 Mill Interest	2006A GO \$10.5 Mill Principal Tax-Exempt	2006B GO \$10.05 Mill Interest	2006B GO \$10.05 Mill Principal Taxable
		2006	201,587					
		2007	321,113		261,750		289,907	
06/07	2006	2008	321,113		523,500		579,815	
07/08	2007	2009	321,113		523,500		579,815	
08/09	2008	2010	321,113		523,500		579,815	
09/10	2009	2011	321,113		523,500		579,815	
10/11	2010	2012	321,113		523,500		579,815	
11/12	2011	2013	321,113	100,000	523,500		579,815	
12/13	2012	2014	317,113	100,000	523,500	100,000	579,815	785,000
13/14	2013	2015	313,113	100,000	519,250	100,000	535,070	1,345,000
14/15	2014	2016	309,113	100,000	515,000	100,000	457,733	1,710,000
15/16	2015	2017	305,113	100,000	510,750	100,000	359,408	1,815,000
16/17	2016	2018	300,963	100,000	506,500	100,000	255,045	2,355,000
17/18	2017	2019	296,763	235,000	501,500	385,000	119,633	2,045,000
18/19	2018	2020	286,775	245,000	482,250	2,990,000		
19/20	2019	2021	275,750	705,000	332,750	3,135,000		
20/21	2020	2022	244,025	935,000	176,000	3,520,000		
21/22	2021	2023	201,950	975,000				
22/23	2022	2024	158,075	1,485,000				
23/24	2023	2025	91,250	1,825,000				
	Total		5,549,380	7,005,000	7,470,250	10,530,000	6,075,500	10,055,000

Uptown Tax Increment Financing District – Schedule of Projected Outlays and Debt to the General

Budget Year	Tax Levy Year	Fiscal Year Paid	Prop Tax Increment	INCOME			Debt Service		
				Interest Income	Total Income	2004A	2005A	2006A	
06/07	2006	2008							
07/08	2007	2009	764,238	8,600	772,838				
08/09	2008	2010	1,658,716 *	10,000	1,668,716	888,331	321,113	523,500	
09/10	2009	2011	2,073,203	12,000	2,085,203	1,041,581	321,113	523,500	
10/11	2010	2012	2,994,453	14,000	3,008,453	1,039,581	321,113	523,500	
11/12	2011	2013	4,076,316	20,000	4,096,316	1,194,519	321,113	523,500	
12/13	2012	2014	4,076,316	20,000	4,096,316	1,200,669	421,113	523,500	
13/14	2013	2015	4,076,316	20,000	4,096,316	<u>98,800</u>	417,113	623,500	
14/15	2014	2016	4,864,228	25,000	4,889,228		413,113	619,250	
15/16	2015	2017	4,864,228	25,000	4,889,228		409,113	615,000	
16/17	2016	2018	4,864,228	25,000	4,889,228		405,113	610,750	
17/18	2017	2019	5,746,690	30,000	5,776,690		400,963	606,500	
18/19	2018	2020	5,746,690	30,000	5,776,690		531,763	886,500	
19/20	2019	2021	5,746,690	30,000	5,776,690		531,775	3,472,250	
20/21	2020	2022	6,735,047	35,000	6,770,047		980,750	3,467,750	
21/22	2021	2023	6,735,047	35,000	6,770,047		1,179,025	<u>3,696,000</u>	
22/23	2022	2024	6,735,047	35,000	6,770,047		1,176,950		
23/24	2023	2025	7,842,007	40,000	7,882,007		1,643,075		
24/25	2024	2026	7,842,007	40,000	7,882,007		<u>1,916,250</u>		
25/26	2025	2027	7,842,007	40,000	7,882,007				
						5,463,481	9,794,317	17,215,000	

*\$1,271,800 received fiscal year-to-date through 1-29-09.
 Did not include new student payments.
 Debt service is listed in the year paid.

Operating Fund:

EXPENSES							
<u>2006B</u>	SD 207 15%	Park District 3%	<u>Oper Exp</u>	<u>Capital Proj</u>	<u>Total Expenses</u>	<u>Annual Deficit</u>	<u>Cumulative Deficit</u>
	32,570	6,514					(2,700,000) 4/30/2008
579,815	170,188	34,038	267,600	893,400	3,677,985	(2,009,269)	(4,709,269) 4/30/2009
579,815	207,857	41,571	53,000	900,000	3,668,437	(1,583,234)	(6,292,504) 4/30/2010
579,815	346,045	69,209	53,000	275,000	3,207,263	(198,810)	(6,491,314) 4/30/2011
579,815	409,611	81,922	50,000		3,160,480	935,836	(5,555,478) 4/30/2012
579,815	409,611	81,922	50,000		3,266,629	829,687	(4,725,791) 4/30/2013
1,364,815	409,611	81,922	25,000		3,020,761	1,075,556	(3,650,235) 4/30/2014
1,880,070	409,611	81,922	25,000	3,100,000	6,528,966	(1,639,738)	(5,289,973) 4/30/2015
2,167,733	409,611	81,922	25,000	825,000	4,533,379	355,850	(4,934,124) 4/30/2016
2,174,408	409,611	81,922	25,000	2,300,000	6,006,804	(1,117,576)	(6,051,699) 4/30/2017
2,610,045	409,611	81,922	25,000		4,134,041	1,642,649	(4,409,050) 4/30/2018
<u>2,164,633</u>	409,611	81,922	25,000		4,099,429	1,677,262	(2,731,789) 4/30/2019
	409,611	81,922	25,000		4,520,558	1,256,132	(1,475,657) 4/30/2020
	409,611	81,922	25,000		4,965,033	1,805,014	329,357 4/30/2021
	409,611	81,922	25,000		5,391,558	1,378,489	1,707,846 4/30/2022
	409,611	81,922	25,000		1,693,483	5,076,564	6,784,410 4/30/2023
	409,611	81,922	25,000		2,159,608	5,722,399	12,506,809 4/30/2024
	409,611	81,922	25,000		2,432,783	5,449,224	17,956,033 4/30/2025
	409,611	81,922	25,000		516,533	7,365,474	25,321,507 4/30/2026
15,260,778							

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FULL TIME EQUIVALENTS

	07/08	08/09	09/10	10/11
Administration	12.00	12.00	11.00	11.00
Community & Civic Services	0.20	0.20	0.20	0.20
Community Preservation & Development	15.00	15.00	14.00	14.00
Finance	12.05	12.05	11.75	11.75
Fire	53.00	53.00	52.50	52.50
Police	82.94	83.38	83.38	83.38
Public Works	56.84	56.84	55.34	55.34
Library	56.40	56.40	56.395	56.395
Total City Full Time Equivalents	288.43	288.87	284.57	284.57

The difference between 2007/08 and 2008/09 results from the following changes.

- Addition of 5 part-time crossing guards.
- Elimination of one full-time Community Service Manager position.
- Change of Plans Examiner/Plumbing Inspector from a full-time to a part-time position.

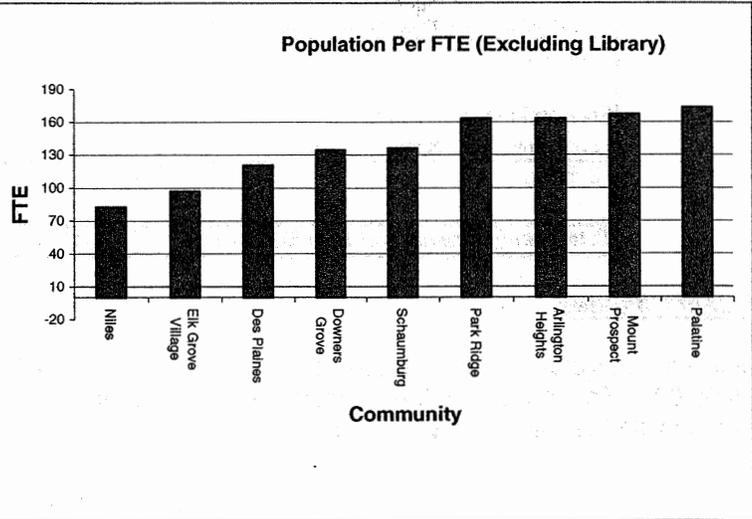
The difference in total full-time equivalents between 2008/09 and 2009/10 results from the following changes:

- Elimination of a Human Resources Director position in Administration.
- Elimination of Assistant Director of Community Preservation and Development.
- Elimination of .50 Fiscal Tech in Water Administration and .30 Part-Time Help in Finance.
- Elimination of Urban Forester position.
- Elimination of a full-time Fire Inspector. A part-time Inspector was re-classified from Extra-Help to permanent part-time.

Total reduction is 4.30 full-time equivalents.

The following graph compares Park Ridge full time equivalency per population with neighboring communities.

	<i>FTE</i>	<i>Population</i>	<i>Pop/FTE</i>
Niles	363	30,063	83
Elk Grove Village	359	34,727	97
Des Plaines	444	53,710	121
Downers Grove	367	49,543	135
Schaumburg	558	75,936	136
Park Ridge	231	37,775	164
Arlington Heights	471	76,943	163
Mount Prospect	336	56,265	167
Palatine	382	66,244	173
Average	390	53,467	138



A detailed listing of employees by department follows.

ADMINISTRATION

	07/08	08/09	09/10	10/11
Administration				
Legislative				
Senior Administrative Assistant	0.30	0.30	0.30	0.30
Subtotal	0.30	0.30	0.30	0.30
City Administration				
City Manager	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00	1.00
Senior Administrative Assistants	0.50	0.50	0.70	0.70
Subtotal	3.50	3.50	3.70	3.70
Records Control				
Senior Administrative Assistants	1.00	1.00	0.80	0.80
Subtotal	1.00	1.00	0.80	0.80
Human Resources				
Human Resources Director	1.00	1.00		
Human Resources Administrator	1.00	1.00	1.00	1.00
Subtotal	2.00	2.00	1.00	1.00
Information Services				
Public Information Coordinator	1.00	1.00	1.00	1.00
Senior Administrative Assistants	0.20	0.20	0.20	0.20
Subtotal	1.20	1.20	1.20	1.20
Information Technology				
Director of Information Technology	1.00	1.00	1.00	1.00
Information Systems Coordinators	2.00	2.00	2.00	2.00
Subtotal	3.00	3.00	3.00	3.00
Economic Development				
Economic Development Director	1.00	1.00	1.00	1.00
Subtotal	1.00	1.00	1.00	1.00
Total Administration Full Time Equivalents	12.00	12.00	11.00	11.00

Significant Changes:

Total full-time equivalents have decreased by one. The position of Human Resources Director was eliminated in fiscal year 2008/09. The duties of the Human Resource Director will be outsourced. A new City Manager started employment with the City on July 14, 2008.

COMMUNITY & CIVIC SERVICES

	07/08	08/09	09/10	10/11
Community & Civic Services				
Community Support				
Social Worker	0.10	0.10	0.10	0.10
Subtotal	0.10	0.10	0.10	0.10
Transportation				
Community Service Officer		0.10	0.10	0.10
CSO Manager	0.10			
Subtotal	0.10	0.10	0.10	0.10
Total Comm. & Civic Full Time Equivalents	0.20	0.20	0.20	0.20

Significant Changes:

There are no changes in total full-time equivalents for this department.

COMMUNITY PRESERVATION & DEVELOPMENT

	07/08	08/09	09/10	10/11
Community Preservation & Development				
Community Development Administration				
Director of Community Development	0.40	0.40	1.00	1.00
Asst. Director of CPD	0.60	0.60		
Administrative Assistant	0.20	0.20	0.20	0.20
Subtotal	1.20	1.20	1.20	1.20
Planning				
Director of Community Development	0.25	0.25		
Planner	0.40	0.40	1.00	1.00
Administrative Assistant	0.30	0.30	1.00	1.00
Subtotal	0.95	0.95	2.00	2.00
Development Review				
Director of Community Development	0.20	0.20		
Planner	0.60	0.60		
Administrative Assistant	0.60	0.60		
Subtotal	1.40	1.40	-	-
Zoning				
Zoning Coordinator	1.00	1.00	1.00	1.00
Zoning Enforcement Officer	1.00	1.00	1.00	1.00
Administrative Assistant	0.50	0.50	0.50	0.50
Subtotal	2.50	2.50	2.50	2.50
Building				
Building Coordinator	1.00	1.00	1.00	1.00
Plans Examiner/Building Inspector	1.00	1.00	1.00	1.00
Plans Examiner/Plumbing Inspector	1.00	1.00	1.00	1.00
Plans Examiner/Engineering Technician	1.00	1.00	1.00	1.00
Plans Examiner/Electrical Inspector	1.00	1.00	1.00	1.00
Administrative Assistant	0.80	0.80	0.80	0.80
Subtotal	5.80	5.80	5.80	5.80
Environmental Health				
Asst. Director of CPD	0.20	0.20		
Administrative Assistant	0.20	0.20	0.50	0.50
Health Officers	1.00	1.00	2.00	2.00
Subtotal	1.40	1.40	2.50	2.50
Environmental Health - Business				
Asst. Director of CPD	0.20	0.20		
Administrative Assistant	0.30	0.30		
Health Officer	1.00	1.00		
Subtotal	1.50	1.50	-	-
Business District Support				
Director of Community Development	0.15	0.15		
Administrative Assistant	0.10	0.10		
Subtotal	0.25	0.25	-	-
Total C P & D Full Time Equivalents	15.00	15.00	14.00	14.00

Significant Changes:

When the early retirement program was implemented in fiscal year 2007/08, the CPD Director and the Asst. CPD Director retired. The Senior Planner was promoted to Assistant CPD Director. A new Planner was hired. The Plans Examiner/Building Inspector retired and was replaced by another full-time Building Inspector. The Plans Examiner/Plumbing Inspector also retired. A replacement was hired as a part-time employee, but later promoted to a full-time employee in fiscal year 2008/09. The position of Assistant Director of Community Preservation and Development was eliminated.

FINANCE

	07/08	08/09	09/10	10/11
Finance				
Finance Administration				
Director of Finance	1.00	1.00	1.00	1.00
Assistant Finance Director	0.70	0.70	0.70	0.70
Administrative Assistant	0.80	0.80	0.80	0.80
Subtotal	2.50	2.50	2.50	2.50
Accounting				
Assistant Finance Director	0.30	0.30	0.30	0.30
Administrative Assistant	0.20	0.20	0.20	0.20
Accountant	1.00	1.00	1.00	1.00
Fiscal Tech III	1.00			
Fiscal Tech II	2.00	2.50	2.50	2.50
Fiscal Tech I	0.75	0.75	0.75	0.75
Payroll Technician		1.00	1.00	1.00
Purchasing Assistant	0.50			
General Help	0.30	0.30		
Subtotal	6.05	6.05	5.75	5.75
Collections				
Customer Service Representatives	2.00	2.00	2.00	2.00
Subtotal	2.00	2.00	2.00	2.00
Purchasing				
Purchasing Agent	1.00	1.00	1.00	1.00
Fiscal Tech II	0.50	0.50	0.50	0.50
Subtotal	1.50	1.50	1.50	1.50
Total Finance Full Time Equivalents	12.05	12.05	11.75	11.75

Significant Changes:

Finance voluntarily eliminated the part-time general help position.

FIRE

	07/08	08/09	09/10	10/11
Fire				
Fire Administration and Support				
Fire Chief	0.80	0.80	0.80	0.80
Deputy Chiefs - Fire	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Subtotal	2.80	2.80	2.80	2.80
Fire Prevention				
Marshal				
Marshal/Lt.	1.00	1.00	1.00	1.00
Inspector	1.00	1.00	0.50	0.50
Subtotal	2.00	2.00	1.50	1.50
Emergency Response				
Battalion Chiefs	3.00	3.00	3.00	3.00
Captain	1.00	1.00	1.00	1.00
Lieutenant & Lieutenants/Paramedics	6.00	6.00	6.00	6.00
Fire Fighters & Fire Fighters/Paramedics	38.00	38.00	38.00	38.00
Subtotal	48.00	48.00	48.00	48.00
Emergency Preparedness				
Fire Chief	0.20	0.20	0.20	0.20
Subtotal	0.20	0.20	0.20	0.20
Total Fire Full Time Equivalents	53.00	53.00	52.50	52.50

Significant Changes:

The Fire Inspector position was reduced from full-time to part-time. Because of this, certain occupancies will be inspected every other year versus every year. We will also need to cancel the school safety program.

POLICE

	07/08	08/09	09/10	10/11
Police				
Police Administration and Support				
Police Chief	1.00	1.00	1.00	1.00
Commander	1.00			
Lieutenants		1.00	1.00	1.00
Community Service Officers	2.10	1.90	1.90	1.90
Records Supervisor	1.00	1.00	1.00	1.00
Administrative Assistants	1.80	1.80	1.80	1.80
General Service Personnel	2.00	2.00	2.00	2.00
Subtotal	8.90	8.70	8.70	8.70
Investigation				
Deputy Chief - Police	0.40	0.40	0.40	0.40
Commander	1.00	1.00	1.00	1.00
Social Worker	0.50	0.50	0.50	0.50
Patrol Officers - Tactical Unit	2.00	2.00	2.00	2.00
Patrol Officers	8.00	8.00	8.00	8.00
Administrative Assistant	0.20	0.20	0.20	0.20
Subtotal	12.10	12.10	12.10	12.10
Patrol				
Deputy Chief - Police	0.60	0.60	0.60	0.60
Commanders	2.00	3.00	3.00	3.00
Lieutenants	4.00	3.00	3.00	3.00
Sergeants	4.00	4.00	4.00	4.00
Patrol Officers	30.00	30.00	30.00	30.00
Park District Officer	1.00	1.00	1.00	1.00
Traffic Officers	4.00	4.00	4.00	4.00
Community Service Officers	3.30	2.50	2.50	2.50
Crossing Guards	6.04	7.48	7.48	7.48
Subtotal	54.94	55.58	55.58	55.58
Crime Prevention				
Patrol Officers	1.00	1.00	1.00	1.00
Subtotal	1.00	1.00	1.00	1.00
Communications				
Community Service Officers	4.50	4.50	4.50	4.50
General Service Personnel	1.50	1.50	1.50	1.50
Subtotal	6.00	6.00	6.00	6.00
Total Police Full Time Equivalents	82.94	83.38	83.38	83.38

Significant Changes:

In March of 2008/09, the Police Chief retired. As of January 2009, the Police Chief has not been replaced, the Deputy Chief is in an Acting Chief position, the Deputy Chief position is vacant, a Lieutenant is in an Acting Commander position, and a Sergeant is in an Acting Lieutenant position.

Also, through the course of the fiscal year, one Patrol Officer retired and three others left for other employment. These positions are unfilled as of January 2009.

The Community Service Coordinator was on extended medical leave from April to December and a Community Service Officer acted as Coordinator.

Finally, the Lunch Crossing Guard commitment was eliminated and eased the ability to sufficiently staff the crossings, thereby making the positions desirable.

PUBLIC WORKS

	07/08	08/09	09/10	10/11
Public Works				
Public Works Administration				
Director of Public Works	1.00	1.00	1.00	1.00
Assistant to the Public Works Director	1.00	1.00	1.00	1.00
Urban Forester/Plans Examiner	1.00	1.00		
Administrative Specialists	1.60	1.60	1.60	1.60
Administrative Assistant	1.00	1.00	1.00	1.00
Subtotal	5.60	5.60	4.60	4.60
Engineering				
City Engineer	1.00	1.00	1.00	1.00
Civil Engineer			1.00	1.00
Engineering Technician	1.50	1.50	1.50	1.50
Administrative Specialist	0.20	0.20	0.20	0.20
Subtotal	2.70	2.70	3.70	3.70
Traffic Control				
Supervisor	0.10	0.10	0.10	0.10
Maintenance Workers	0.84	0.84	0.81	0.81
Subtotal	0.94	0.94	0.91	0.91
Snow, Ice & Storm Control				
Supervisor	0.20	0.20	0.20	0.20
Maintenance Workers	2.80	2.80	2.70	2.70
Subtotal	3.00	3.00	2.90	2.90
Street Maintenance				
Supervisor	0.60	0.60	0.60	0.60
Asst. Public Works Director	0.33			
PW Superintendent		0.33	0.33	0.33
Maintenance Workers	7.00	7.00	6.75	6.75
Subtotal	7.93	7.93	7.68	7.68
Sidewalk Maintenance				
Maintenance Workers	0.84	0.84	0.81	0.81
Subtotal	0.84	0.84	0.81	0.81
Alley Maintenance				
Supervisor	0.10	0.10	0.10	0.10
Maintenance Workers	0.28	0.28	0.27	0.27
Subtotal	0.38	0.38	0.37	0.37

PUBLIC WORKS

	07/08	08/09	09/10	10/11
Public Works (Continued)				
Parking				
Community Service Officer	1.00	1.00	1.00	1.00
Part Time Parking Enforcement Personnel	1.34	1.34	1.34	1.34
Maintenance Workers	1.12	1.12	1.08	1.08
Subtotal	3.46	3.46	3.42	3.42
Sewer Line & Drainage Maintenance				
Supervisor	0.30	0.30	0.30	0.30
Maintenance Workers	3.36	3.36	3.24	3.24
Subtotal	3.66	3.66	3.54	3.54
Solid Waste Disposal				
Maintenance Workers	0.84	0.84	0.81	0.81
Subtotal	0.84	0.84	0.81	0.81
Water Administration				
Supervisor	0.70	0.70	0.70	0.70
Asst. Public Works Director	0.34			
City Engineer			-	-
PW Superintendent		0.34	0.34	0.34
Fiscal Tech II	1.50	1.50	1.00	1.00
Engineering Technician	0.50	0.50	0.50	0.50
Maintenance Worker	1.00	1.00	1.00	1.00
Subtotal	4.04	4.04	3.54	3.54
Water Supply & Treatment				
Public Works Superintendent	1.00	1.00	1.00	1.00
Pump Station Operator	2.00	2.00	2.00	2.00
Subtotal	3.00	3.00	3.00	3.00
Water - Fire Hydrant Services				
Maintenance Workers	0.84	0.84	0.81	0.81
Subtotal	0.84	0.84	0.81	0.81
Water Main Services				
Maintenance Workers	4.76	4.76	4.59	4.59
Subtotal	4.76	4.76	4.59	4.59
Water Meter Services				
Maintenance Workers	1.40	1.40	1.35	1.35
Subtotal	1.40	1.40	1.35	1.35
City Buildings Maintenance				
Building Maintenance Personnel	2.00	2.00	2.00	2.00
Maintenance Workers	0.28	0.28	0.27	0.27
Subtotal	2.28	2.28	2.27	2.27

PUBLIC WORKS

	07/08	08/09	09/10	10/11
Public Works (Continued)				
Forestry				
Administrative Specialist	0.20	0.20	0.20	0.20
City Forester	1.00	1.00	1.00	1.00
Subtotal	1.20	1.20	1.20	1.20
Grounds Maintenance				
Grounds Supervisor	1.00	1.00	1.00	1.00
Maintenance Workers	3.36	3.36	3.24	3.24
Subtotal	4.36	4.36	4.24	4.24
Vehicle Maintenance				
Asst. Public Works Director	0.33			
PW Superintendent		0.33	0.33	0.33
Supervisor	1.00	1.00	1.00	1.00
Vehicle Maintenance/Assistant Supervisor	1.00	1.00	1.00	1.00
Mechanics	3.00	3.00	3.00	3.00
Maintenance Workers	0.28	0.28	0.27	0.27
Subtotal	5.61	5.61	5.60	5.60
Total Public Works Full Time Equivalents	56.84	56.84	55.34	55.34

Significant Changes:

In fiscal year 2008/09, management did not replace a Maintenance Worker I and instead hired a Civil Engineer. Also, we eliminated a part-time Fiscal Tech II position in the Water Administration department. The position of Urban Forester was eliminated.

LIBRARY

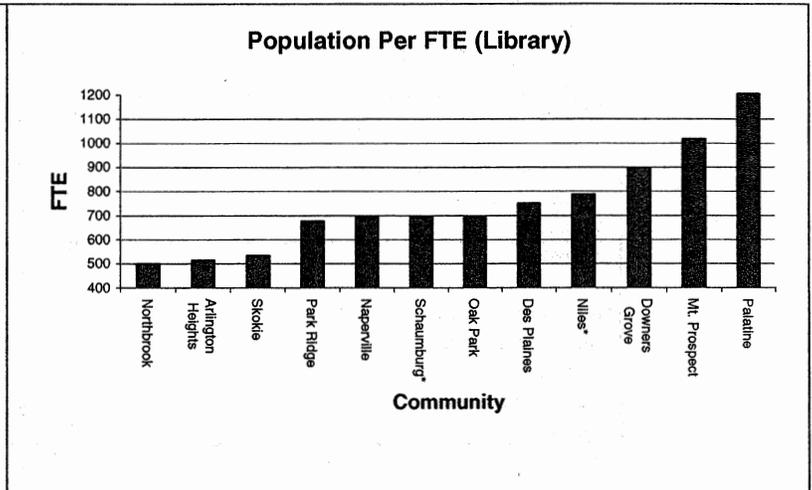
	07/08	08/09	09/10	10/11
Library				
Library Administration				
Library Director	1.00	1.00	1.00	1.00
Access Serv. Bus Mgr	2.00	2.00	2.00	2.00
Library Assistants	3.125	3.125	3.125	3.125
Subtotal	6.125	6.125	6.125	6.125
Library Maintenance				
Department Head	1.00	1.00	1.00	1.00
Custodians	1.87	1.87	1.87	1.87
Subtotal	2.87	2.87	2.87	2.87
Technical Services				
Department Head	1.00	1.00	1.00	1.00
Librarians	2.00	2.00	2.00	2.00
Library Assistants	4.75	4.75	4.75	4.75
Pages	0.50	0.50	0.50	0.50
Subtotal	8.25	8.25	8.25	8.25
Adult Services/Reference				
Department Head	1.00	1.00	1.00	1.00
Librarians	4.300	4.300	4.30	4.30
Library Assistants	3.30	3.30	3.30	3.30
Pages	4.180	4.180	4.18	4.18
Subtotal	12.780	12.78	12.78	12.78
Children's Services				
Department Head	1.00	1.00	1.00	1.00
Librarians	4.00	4.00	4.00	4.00
Library Assistants	3.30	3.30	3.30	3.30
Pages	2.90	2.90	2.90	2.90
Subtotal	11.20	11.20	11.20	11.20
Circulation				
Department Head	1.00	1.00	1.00	1.00
Library Assistants	6.695	6.695	6.695	6.695
Subtotal	7.695	7.695	7.695	7.695
Adult Services/Reader Services				
Department Head	1.00	1.00	1.00	1.00
Librarians	2.00	2.00	2.00	2.00
Library Assistants	4.475	4.475	4.475	4.475
Subtotal	7.475	7.475	7.475	7.475
Total Library Full Time Equivalents	56.395	56.395	56.395	56.395

Significant Changes:

No staffing changes are anticipated for this department.

LIBRARY FULL TIME EQUIVALENTS

	<i>FTE</i>	<i>Population</i>	<i>Pop/FTE</i>
Northbrook	67	33,435	499
Arlington Heights	148	76,031	514
Skokie	119	63,348	532
Park Ridge	56	37,775	675
Naperville	193.25	133,497	691
Schaumburg*	189	131,043	693
Oak Park	75.56	52,524	695
Des Plaines	76	56,945	749
Niles*	74	58,218	787
Downers Grove	54.45	48,794	896
Mt. Prospect	55.4	56,265	1016
Palatine	74.76	89,950	1203



* District Library; boundaries are not identical to city boundaries; may include portions of other communities.

FIRE PENSION FUND

NOTES <u>Contractual Services:</u> Includes \$2,200 for accounting services and \$6,000 for Dept. of Insurance fee <u>Pension Payments:</u> Projected payments to current beneficiaries. <u>Pension Refunds:</u> Estimated refund to fire fighters who leave the City before they are eligible for a pension.		07/08	08/09	08/09	09/10	Percent Change	10/11
		Actual	Budget	Estimated	Budget	From Budget	Estimate
	6076070948500 Contractual Services	45,337	20,000	9,700	10,200	-49%	10,700
	6076070942500 Legal Services		12,000	20,000	21,000	75%	22,000
	6076070942700 Medical Services		1,000	2,900	3,000	200%	3,200
	6076070948512 Brokerage Fee	73,398	75,000	84,700	89,000	19%	93,400
	6076070949100 Pension Payments	1,918,599	2,565,000	1,918,600	2,014,500	-21%	2,115,300
	6076070949200 Pension Refunds	9,752	10,000	9,800	10,200	2%	10,800
	6076070952000 Materials	6,650	500	17,800	18,700	3640%	19,600
	Total Budget	2,053,736	2,683,500	2,063,500	2,166,600	-19%	2,275,000

Description:

A local pension board in accordance with Illinois statutory regulations administers the fire pension. The pension board reviews and approves pension applications and invests all pension funds.

The firefighter's pension plan is funded by three sources of income: investment income, members' contributions, and a contribution by the city as determined by an actuarial study. Investment income is the primary funding source.

The City's contribution rate to the pension fund is determined annually through an actuarial study. As of April 30, 2008, the actuarial value assets held in trust for pension benefits were \$30,761,348. As of April 30, 2008, the actuarial accrued liability (AAL) was \$43,369,187, the Unfunded AAL (UAAL) was \$12,607,839 and funded ratio was 70.9%. The funded ratio as of April 30, 2007 was 78.3%.

Employer pension contributions have increased significantly. Today, the employer is required to contribute approximately 33.25% of salaries to employee pensions.

Projected 2009/10 Pensioners:

35 Retired firefighters
7 Disabled firefighters
3 Spouse or dependent children
<u>45 Total Pensioners</u>

Actual 2008/09 Pensioners:

33 Retired firefighters
7 Disabled firefighters
3 Spouse or dependent children
<u>43 Total Pensioners</u>

Reconciliation of City Contribution

Total Pension 2009/10 Budget	2,166,600
Less: Employee Contributions	(405,800)
Less: Interest & Invest. Income	(447,100)
<u>City Contribution</u>	<u>1,424,600</u>

Allocation by Program:

Fire Administration	73,300
Fire Prevention	29,200
Emergency Response	1,313,200
Emergency Preparedness	8,900
<u></u>	<u>1,424,600</u>

ILLINOIS MUNICIPAL RETIREMENT FUND

	07/08 Actual	08/09 Budget	08/09 Estimated Actual	09/10 Budget	Percent Change From Budget	10/11 Estimate
City Contribution	1,723,433	1,849,200	1,849,200	2,019,800	9%	2,110,700
Total Budget	1,723,433	1,849,200	1,849,200	2,019,800	9%	2,110,700

The Illinois Municipal Retirement Fund (IMRF) is administered by a central office for all municipalities, park districts and non-teaching personnel in the state. The Executive Director of the IMRF notifies the City each year of the percent of pay required as a City contribution and as payroll deductions. All employees working more than 1,000 hours per year who are not police officers or fire fighters are required to be members of the Illinois Municipal Retirement Fund. This fund provides Social Security coverage as well as supplemental retirement, death and disability benefits. Employees working less than 1,000 hours per year are covered only by Social Security.

Pension benefits vest after eight years of service. Participating members who retire at or after age 60 with 8 years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate (average of the highest 48 consecutive months' earnings during the last 10 years) of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter. IMRF also provides death and disability benefits.

The City's contribution rate for 2009 increased to 10.67% from 9.49% in 2008. IMRF's aggregate funding was 100% as of January 1, 2008 and is projected to be 70% as of December 31, 2008. It is estimated that the funding ratio could increase 20% in 2010. Besides the market downturn, the City will need to fund an early retirement incentive (ERI) in 2010. It is estimated that the ERI will cost \$2,000,000. To accommodate the anticipated 20% rate increase in January 2010, staff used an 11.56% (10.67% - 8 months and 12.8% - 4 months) rate for fiscal year 2009/10 and 12.8% for fiscal year 2010/11. These rates should not be too high because they exclude the ERI percentage.

Employees are required to contribute 4.5% of their salaries to the IMRF. Taxes are levied one year in advance in order to have sufficient revenues at the time the payments are made. For December 31, 2007, the City's annual pension cost of \$935,266 was equal to the City's required and actual contribution. As of April 30, 2008, there was \$74,300 of fund balance in the Illinois Municipal Retirement Fund.

The above amounts exclude IMRF and Social Security benefits for Vehicle Maintenance employees. IMRF and Social Security benefits for Vehicle Maintenance employees are included in the allocation of total Vehicle Maintenance expenses by department.

	07/08 Actual	08/09 Budget	08/09 Est. Actual	09/10 Budget	10/11 Estimate
Expenses by Fund	1,723,433	1,849,200	1,849,200	2,019,800	2,110,700
Vehicle Maint. Employees	73,602	78,000	78,000	86,600	90,100
Total IMRF & Soc. Security	1,797,035	1,927,200	1,927,200	2,106,400	2,200,800

POLICE PENSION FUND

NOTES			07/08	08/09	08/09	09/10	Percent	10/11
			Actual	Budget	Estimated	Budget	Change	From
			Actual	Budget	Actual	Budget	From	Estimate
Contractual Services: Includes attorneys fees, physicians fees, seminar fees, & check preparation expenses.	6066060948500	Contractual Services	33,459	34,000	37,700	38,000	12%	38,000
	6066060948512	Brokerage Fee	92,107	115,000	66,500	100,000	-13%	100,000
	6066060949100	Pension Payments	2,136,570	2,100,000	1,954,400	2,330,000	11%	2,330,000
	6066060949200	Pension Refunds	42,045	5,000	92,700	100,000	1900%	100,000
	Total Budget			2,304,181	2,254,000	2,151,300	2,568,000	14%
Pension Payments: Projected payments to current beneficiaries.								

Description:

The Police Pension is administered by a local pension board in accordance with Illinois statutory regulations. This board has five members and is comprised of two members appointed by the Mayor, two members elected by the active members of the police force, and one member elected by the beneficiaries. The pension board reviews and approves pension applications and invests all pension funds.

The Police Pension Plan is funded by four sources of income: investment income, member's contributions, the City's contribution of personal property replacement tax, and the City's contribution funded by a property tax levy.

The City's contribution rate to the pension fund is determined annually through an actuarial study. As of April 30, 2008, the amount of plan net assets held in trust for pension benefits was \$31,204,839. The actuarial accrued liability (AAL) was \$48,564,464 and the Unfunded AAL (UAAL) was \$17,359,615. As of April 30, 2008, the police pension fund was funded at 64.3%, compared to 67.6% as of April 30, 2007.

There are 60 active members. Like the fire pension fund, employer contributions to the police pension fund have increased significantly. Today, the employer is required to contribute approximately 31% of salaries to employee pensions.

Projected 2009/10 Pensioners:

40 Retired police officers
2 Disabled police officers
12 Spouse or dependent children
<u>54 Total Pensioners</u>

Reconciliation of City Contribution

Total Pension 2009/10 Budget	2,568,000
Less: Employee Contributions	(502,400)
Less: Interest & Invest. Income	(522,600)
City Contribution	<u>1,556,600</u>

Allocation by Program:

Police Administration	73,600
Investigation	291,300
Patrol	1,166,600
Crime Prevention	25,100
City Contribution	<u>1,556,600</u>

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VEHICLE MAINTENANCE

NOTES	07/08		08/09		09/10	Percent Change	10/11		
	Actual	Budget	Actual	Estimated	Budget	From Budget	Estimate		
<p>Vehicle Maintenance is managed by the Public Works department, but vehicle maintenance expenses are allocated to the various program budgets. See below for a breakdown of the allocation.</p> <p><u>Overtime:</u> Includes Public Works involvement with police accident investigations.</p> <p><u>Gen. Contract. Svcs.:</u> \$8,000 for sandblasting and painting of fire and snowplow equipment.</p> <p><u>Commodities:</u> Increase due to rising cost of fuel and petroleum products.</p>	Personal Services								
	1006020910000	Regular Salaries	505,562	400,100	499,700	409,200	2%	435,200	
	1006020915000	Extra Help		2,800					
	1006020915200	Overtime	60,452	29,400	65,400	30,600	4%	32,000	
	1006020921000	Insurance	53,494	62,700	46,600	59,900	-4%	62,000	
	1006020926000	Uniforms	4,852	2,200	2,200	2,200	0%	2,200	
	2066050949100	FICA & IMRF Pmts.	73,602	78,000	78,000	86,600	11%	90,100	
		Personal Services Total	697,962	575,200	691,900	588,500	2%	621,500	
		Contractual Services							
		1006020940801	Insurance Claims	51,160	40,000	30,000	52,000	30%	52,000
		1006020942100	Building Maintenance	585	2,500	300	3,000	20%	3,500
		1006020943700	Training	325	1,600	1,600	1,100	-31%	1,100
		1006020948500	Gen. Contract. Svcs.	52,897	50,000	50,000	60,500	21%	60,500
		Contractual Services Total	104,967	94,100	81,900	116,600	24%	117,100	
		Commodities							
		1006020952000	Materials	151,976	155,000	155,000	155,000	0%	163,000
		1006020959100	Petroleum Products	277,468	245,000	300,000	275,000	12%	285,000
		1006020959200	Tires	18,735	19,000	19,000	19,000	0%	19,000
		Commodities Total	448,179	419,000	474,000	449,000	7%	467,000	
		Operating Budget Total	1,251,108	1,088,300	1,247,800	1,154,100	6%	1,205,600	
	Capital								
	1006020990400	Motor Equipment	2,600	2,300	2,300	2,600	13%	2,600	
	1006020990800	Computer Equipment	1,400	1,000		900	-10%	900	
	Capital Budget Total	4,000	3,300	2,300	3,500	6%	3,500		
	Vehicle Maintenance Total	1,255,108	1,091,600	1,250,100	1,157,600	6%	1,209,100		

Ongoing Programs:

- Provide general service for all City trucks, cars and specialized, motorized equipment, contract with selected outside organizations for bodywork, automatic transmissions and tire repair. Priority given to emergency vehicles.
- Service passenger vehicles every 3,000 miles or 90 days, trucks every 4 months or 3,000 miles or 100 hours and fire trucks every 3,000 miles or 100 hours, whichever is first.
- Prepare seasonal equipment for use and prepare trucks for state vehicle test lane.

Selected Output Performance Measures:

	07/08	08/09	09/10 est.
Preventative Maintenance - Completed	575	500	600
Completed Work Orders	834	900	900

The 2009/10 Vehicle Maintenance budget is allocated to the following programs:

Administration	8,800	Public Works Admin.	7,800	Water-Supply	6,400
Information Tech.	1,500	Engineering	14,000	Water-Water Mains	121,800
Finance	1,500	Traffic Control	9,700	Water-Water Meters	8,400
Police Admin.	16,100	Snow, Ice, Control	90,000	C P & D Admin.	1,500
Investigations	50,400	Street Maintenance	196,600	Zoning Admin.	11,500
Police Patrol	200,500	Alley Maintenance	9,700	Building Code Enf.	13,000
Fire Admin.	13,200	Parking	38,300	Forestry	8,900
Fire Prevention	14,100	Sewer Maintenance	84,400	Grounds Maint.	31,400
Emerg. Response	173,700	Solid Waste Disposal	15,600	Env. Health-Neighbor	6,300
				Library	2,500
				Total	1,157,600

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GLOSSARY

Accrual - Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded as incurred.

Appearance Commission - Approves the design of all new construction, some building alterations, and signs.

Arterial Street - Arterial streets are regional in nature and the most heavily traveled type of street. Touhy is an example of an arterial street.

Assessed Valuation - The valuation set upon real estate and certain personal property by the Cook County Assessor as a basis for levying property taxes.

Asset - Resources owned or held by the City that have a monetary value.

Available (Undesignated) Fund Balance - This refers to funds remaining from the prior year that are available for appropriation and expenditure in the current year.

Bituminous Patching - Some streets have isolated defects that do not warrant a major resurfacing. These streets can be substantially upgraded by patching the problem areas and then rejuvenating and/or crackfilling.

Bond - A long-term IOU or promise to pay. It is a promise to repay a specified amount of money (the face amount of the bond) on a particular date (the maturity date).

Bond Refunding - The re-issuance of bonds, to obtain better interest rates and/or bond conditions. In a refunding, the original bonds are called or paid and replaced by new bonds.

Budget - A plan of financial activity for a specified period of time indicating all planned revenues and expenses for the budget period. The City's budget is based on a fiscal year beginning May 1 and ending April 30 of the following year. The current budget document projects two fiscal years forward.

Budget Calendar - The schedule of key dates that the City follows in the preparation and adoption of the budget. The City's budget process spans several months, beginning in October and concluding in April.

Capital Budget - The appropriation of bonds or operating revenues for improvements to facilities, and other infrastructure. Park Ridge defines a capital project as costing at least \$25,000 and having a life of at least 10 years.

Capital Improvements Program (CIP) - A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the City's long-term needs.

Capital Project - Major construction, acquisition, or renovation activities which add value or increase the useful life of the City's physical assets. Also called capital improvements. Capital projects are listed in a separate section of the budget book and in the appropriate program budget.

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).

Capital Reserve - An account used to segregate a portion of the City's equity to be used for future capital expenditures. The amount of the capital reserve is roughly equal to the annual equipment depreciation and an amount identified as being needed for future capital acquisition. The City has capital reserve accounts for motor equipment replacement, computer replacement, and Library equipment.

Class A and Class B Office Space - Classification system for office space. Class B is second tier office space.

Collective Bargaining Agreement - A legal contract between the City and a verified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salary, fringe benefits, and matters affecting health and safety of employees).

Collector Street - Traffic flows from a local street to a collector street to an arterial street. Collector streets have less traffic than arterial streets, but more traffic than local streets. Washington is an example of a collector street.

Commodities - Expendable items that are consumable or have a short life span. Examples include materials, gasoline, minor equipment, and asphalt.

Constant or Real Dollars - The presentation of dollar amounts adjusted for inflation to reflect the real purchasing power of money as compared to a certain point in the past.

Consumer Price Index (CPI) - A statistical description of price levels provided by the U. S. Department of Labor. The index is used as a measure of the increase in the cost of living.

Contingency - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted. The City's current contingency budget is \$140,000. An example of a contingency expense is the purchase of additional salt to place on streets in the event of severe winters.

Contractual Services - Services rendered to the City by private firms, individuals, and other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

Crackfilling Program - Involves the cleaning and sealing of any cracks in the street with an asphalt cement reinforced with polypropylene fibers.

Current Financial Resources Measurement Focus - Focus primarily on sources, uses and balances of current financial resources.

Debt Service - The cost of paying principal and interest on borrowed money according to a predetermined payment schedule. The City's debt service is listed in a separate section of the budget and in the appropriate program budgets.

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.

Deficit - The excess of the City's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

Department - The basic organizational unit of government that is functionally unique in its delivery of services. Park Ridge has eight major departments: Administration, Community & Civic Services, Community Development & Preservation, Fire, Finance, Library, Police and Public Works.

Depreciation - Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

Development-related Fees - Those fees and charges generated by building, development and growth in a community. Included are building and street permits, development review fees, and zoning, platting and subdivision fees.

Disbursement - The expenditure of moneys from an account. Normally, the City disburses moneys twice a month. All disbursements are reviewed by the Mayor, Finance Director, member of the City Council and approved by the entire City Council.

Distinguished Budget Presentation Awards Program - A voluntary awards program administered by the Government Finance Officers Association (GFOA) to encourage governments to prepare effective budget documents.

Equalized Assessed Valuation (EAV) - The valuation set upon real estate after application of the State equalization factor to the assessed valuation. The equalization factor is determined by the State and is intended to "equalize" property values throughout the various counties in Illinois. Assessed valuation multiplied by the State equalization factor equals the equalized assessed valuation.

Employee Benefits - Contributions made by the City to meet commitments or obligations for employee benefits. Examples are the City's share of costs for Social Security, pension, medical, dental, and life insurance plans.

Encumbrance - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

Enterprise Fund - A fund that is patterned after a profit making enterprise. The City has three enterprise funds: Parking, Water, and Sewer.

Entitlements - Payments to which the City is entitled, pursuant to an allocation formula determined by the agency which provides the moneys, usually the state or the federal government.

Expenditure - The payment of cash or the transfer of property or services for the purpose of acquiring an asset, service, or settling a loss.

Expense - Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

Fiscal Year - A 12 month period designated as the operating year for accounting and budgetary purposes in an organization. A fiscal year, as compared to a calendar year, does not begin on January 1 and end on December 31. The City's fiscal year begins on May 1 and ends on April 30.

Fixed Asset - Item that has a value of at least \$10,000 and has a useful economic life of more than one year. All planned fixed asset purchases are itemized in the "Notes" section of the departmental expenditure sheets.

Full Time Equivalent Positions (FTE) - A part time position converted to the decimal equivalent of a full time position based on 2,080 hours per year. For example, a part time clerk working 18.75 hours per week would be the equivalent to .5 of a full time position.

Fund - A fiscal entity with revenues and expenses that are segregated for the purpose of carrying out a specific purpose or activity.

Fund Balance - The excess of the assets of a fund over its liabilities, reserves, and carryover.

Generally Accepted Accounting Principles (GAAP) - Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

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.

General Obligation Bond - This type of bond is backed by the full faith, credit and taxing power of the City. All of the City's current outstanding bonds are general obligation bonds.

Goal - A statement of broad direction, purpose or intent based on the needs of the community. Departmental goals are articulated in their section of the budget document.

Infrastructure - The physical assets of the City (e.g., streets, water, sewer, and public buildings).

Home Rule - Park Ridge is a "home rule" municipality under the 1970 Illinois Constitution. Among other things, this status gives the City certain budgetary authority. As a home rule community, Park Ridge has no legal debt limit nor is it required to seek referendum approval for the issuance of general obligation debt. Similarly, as a home rule community, under current law, the City is not subject to property tax caps imposed by the State Legislature.

Infrastructure Program - Expenditures related to the acquisition, expansion or rehabilitation of the City's physical plant. Examples include: Reforestation, Sewer Rehabilitation, Sidewalk Program, Street Maintenance, and Water Main Replacement.

Interfund Transfers - The movements of moneys between funds of the same governmental entity.

Intergovernmental Revenue - Funds received from federal, state and other local governmental sources in the form of grants, shared revenues, and payments in lieu of taxes.

Levy - To impose taxes for the support of government activities.

Long Term Debt - Debt with a maturity of more than one year after the date of issuance. The City's general obligation bonds are examples of long-term debt.

Major Fund - The General Operating Fund is always a major fund. Other funds are considered a major fund when assets, liabilities, revenues or expenditures equal 10% or more of total governmental or enterprise funds respectively, and 5% or more for all governmental and enterprise funds combined.

Materials and Supplies - Expendable materials and operating supplies necessary to conduct departmental operations.

Modified Accrual - Under modified accrual accounting, revenues which are material, measurable and available are recorded on the accrual method and other revenues are recorded when collected. Expenses are recorded when the liability is incurred, if measurable, except for unmatured interest on general long-term debt, which is recorded when due.

Modified Program Budget - A budget which allocates money to the functions or activities of a government rather than to specific items of cost or to specific departments. The City's budget book is organized on a modified program budget basis; a majority of costs are allocated among various programs.

Net Assets - Assets minus liabilities; term used for the enterprise funds.

Net Budget - The legally adopted budget less all interfund transfers and inter-departmental charges. Normally, the budget is adopted prior to the beginning of the fiscal year.

Net Present Value (NPV) - Used to evaluate the advisability of a capital project, net present value is the present value of future returns, discounted at the marginal cost of capital, minus the present value of the cost of the project.

New Programs - Planned activities or functions previously not provided. The City Council considers new programs separately from other budget items.

Objective - Something to be accomplished in specific, well defined, and measurable terms and that is achievable within a specific time frame. Each department has listed their objectives for the next fiscal year.

Obligations - Amounts that a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

Operating Expenses - The cost for personnel, materials and equipment required for a department to function.

Operating Revenue - Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, and grant revenues. Operating revenues are used to pay for day-to-day services.

Output Indicator - A unit of work accomplished, without reference to the resources required to do the work (e.g., number of permits issued, number of refuse collections made, or number of burglary arrests made).

Payback Period - The length of time required for the net revenues of an investment to return the cost of the investment.

Personal Services - Expenditures for salaries, wages, and benefits for employees.

Planning and Zoning Commission - Reviews development proposals and makes recommendations to the City Council, as well as prepares a Comprehensive Plan.

Reserve - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

Resources - Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Revenue - Sources of income financing the operations of government.

Source of Revenue - Revenues are classified according to their source or point of origination. The City's major sources of revenue are property, income, sales and utility taxes, and water sales.

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. Special Revenue Funds may also be referred to as Governmental Funds.

Street Maintenance Treatments - Are treatments for the surface of streets. The benefits include postponement of reconstruction, reduced cost per application, and improved drivability of the roadway.

Tax Levy - Tax rate per one hundred dollars multiplied by the tax base.

Traffic Control Devices - All signs, signals, and markings and devices placed on, over or adjacent to a street or highway by authority of a public body or official having jurisdiction to regulate, warn or guide traffic.

Traffic Engineering - The science of measuring traffic and travel, the study of basic laws relating to the traffic flow and generation, and the application of knowledge to the professional practice of planning, designing and operating traffic systems to achieve safe and efficient movement of persons and goods. (W. Blunden)

Transfers In/Out - Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Unencumbered Balance - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money available for future purposes.

Unreserved Net Assets - The portion of net assets that is not restricted for a specific purpose and is available for general appropriation.

User Charges - The payment of a fee for direct receipt of a public service by the party who benefits from the service. A water bill is an example of user charge.

Wastewater Treatment - Wastewater treatment is any process to which wastewater is subjected to remove or alter its objectionable constituents and thus render it less objectionable or dangerous.

Water Distribution Systems - Transmission lines carry raw water supply to the plant or carry treated water to the system. Distribution lines deliver water through a complex pipe networks. System appurtenances include valves, hydrants, pressure regulators, and altitude valves.

Water Treatment - Water is treated to remove disease producing bacteria, unpleasant tastes and odors, particulate and colored matter (turbidity), and hardness and to lower the levels of any contaminants when necessary to meet water quality standards.

Waterworks System – A waterworks system is created or expanded to supply a sufficient volume of water at an adequate pressure.

Working Cash - Excess of readily available assets over current liabilities; cash or cash equivalents which may be used to satisfy cash flow needs.

COMMONLY USED ACRONYMS

ADA	Americans with Disabilities Act
AED	Automatic External Defibrillator
ALERTS	Area-wide Law Enforcement Radio Terminal System
ALS	Advanced Life Support
ANI/ALI	Automatic Number Identification/Automatic Location Identification
APWA	American Public Works Association
ARC	ARC Disposal & Recycling Company, Inc. (The City's current solid waste hauler)
AV	Audio Visual
BEAST	Bar-coded Evidence Analysis Statistics and Tracking System
BLS	Basic Life Support
CABS	Computer Arrest Booking System
CADS	Computer Aided Dispatch System
CAFR	Comprehensive Annual Financial Report
CALEA	Commission on Accreditation for Law Enforcement Agencies
CARS	Computer Aided Reporting System
CCS	Cooperative Computer Services
CIP	Capital Improvements Program
CMAP	Chicago Metropolitan Area Planning Organization
CPD	Community Preservation and Development
CPI	Consumer Price Index
CSO	Community Service Officer
DARE	Drug Awareness Resistance Education
DCCA	Department of Commerce and Community Affairs
DUI	Driving Under The Influence Of Drugs Or Alcohol
EAV	Equalized Assessed Valuation
EMS	Emergency Medical Service
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
FEMA	Federal Emergency Management Agency
FOP	Fraternal Order of Police
FTE	Full Time Equivalent
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GO	General Obligation
HAZMAT	Hazardous Materials
HELP	High Level Excess Liability Pool
HMO	Health Maintenance Organization
HR	Home Rule or Human Resources, depending upon context
HRIS	Human Resource Information System
HTML	Hyper-text Markup Language
HVAC	Heating, Ventilation and Air Conditioning
IAFF	International Association of Fire Fighters
ICMA	International City Management Association
ICOP	Illinois Council of Police
IDOT	Illinois Department of Transportation
IMET	Illinois Metropolitan Investment Fund
IMRF	Illinois Municipal Retirement Fund
IPTIP	Illinois Public Treasurers' Investment Pool
ITEP	Illinois Transportation Enhancement Program
IWIN	Illinois Wireless Information Network

COMMONLY USED ACRONYMS

JULIE	Joint Utility Locating Information for Excavators
LAN	Local Area Network
LEADS	Law Enforcement Agency Data System
LGDF	Local Government Distributive Fund
MABAS	Mutual Aid Box Alarm System
MCAT	Major Case Assistance Team
MCU	Major Crash Unit
MDT	Mobile Data Terminal
MEG	Metropolitan Enforcement Group
MFT	Motor Fuel Tax
MWRDGC	Metropolitan Water Reclamation District of Greater Chicago
NSECC	North Suburban Emergency Communication Center
NEMRT	Northeast Multi-Regional Training
NIPAS	Northern Illinois Police Alarm System
NIPSTA	Northern Illinois Public Safety Training Academy, located in Glenview, Illinois
NPV	Net Present Value
NSLS	Northwest Suburban Library System
NWMC	Northwest Municipal Conference
OCLC	Online Computer Library Center
PC	Personal Computer
PEP	Parking Enforcement Personnel
PPO	Preferred Provider Organization
PRC Partners	Development team that is redeveloping Target Area 2; Mid-America Asset Mgt., Edward R. James Partners LLC and Valenti Builders Inc.
PROUD	Park Ridge Organization for Uptown Development
PSEBA	Public Safety Employee Benefits Act
PUD	Planned Unit Development
PW	Public Works
SCBA	Self Contained Breathing Apparatus
SIRSI	Catalog Vendor for Library
SOC	Suburban O'Hare Coalition
South Pk Assoc.	Group of South Park Merchants
Station 35	Fire Station located at 901 W. Devon Avenue
Station 36	Fire Station located at 1000 N. Greenwood Avenue
SR	Selective Routing
SWANCC	Suburban Waste Agency of Northern Cook County
Target Area 2	Tax Increment Financing District bounded by Northwest Highway, Touhy, and Morris
TIF	Tax Increment Financing (District)
TOFYS	Teens Organized for Youth Services
UPS	Uninterrupted Power Source
WAN	Wide Area (Computer) Network
YAs	Young Adults

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