

2012/13 Budget Impact on Fund Balance

City of Park Ridge, Illinois

2012/13 Budget and Fund Balance

Fund Name	General	Library	Motor Fuel	Uptown TIF	IL Municipal Ret. (IMRF)	Municipal Waste	Emergency Telephone	Parking*	Water*	Sewer*	Dempster TIF	Sewer Construction Fund
Unreserved / Unrestricted FY YE 4/30/11	\$2,823,093	\$2,855,493	\$461,692	(\$4,829,749)	\$0	(\$343,248)	(\$301,773)	\$1,132,219	\$3,830,516	\$576,730	\$0	\$0
FY 2011-12 Revenues/ Transfers In	30,659,507	4,207,821	1,000,000	2,475,644	1,977,556	3,558,996	1,395,000	304,587	8,783,839	1,869,272	148,711	0
FY 2011-12 Expenditures/Transfers Out	30,656,874	4,739,077	1,000,000	3,248,538	2,294,436	3,558,743	1,391,792	1,196,817	9,399,066	1,353,546	148,000	0
Revenues Over (Under)	\$2,633	(\$531,256)	\$0	(\$772,894)	(\$316,880)	\$253	\$3,208	(\$892,230)	(\$615,227)	\$515,726	\$711	\$0
<b>Original Fund Balance with budget impact</b>	<b>\$2,825,726</b>	<b>\$2,324,237</b>	<b>\$461,692</b>	<b>(\$5,602,643)</b>	<b>(\$316,880)</b>	<b>(\$342,995)</b>	<b>(\$298,565)</b>	<b>\$239,989</b>	<b>\$3,215,289</b>	<b>\$1,092,456</b>	<b>\$711</b>	<b>\$0</b>
<b>Revisions/Corrections</b>												
Reduce Summit Parking Lot - Capital Project												
Correct SS for Police personnel					(\$50,558)							
Reduce Grant Income Fire	\$252,549											
Reduce Other Personnel Fire Grant Hires	(\$252,549)											
Emerg. Telephone Reduce ANI/ALI							(\$8,717)					
Final Debt Service Schedule 2012B IMRF					\$7,133							
Increase Transfer for IMRF Debt Service					(\$1,012)			\$165	\$600	\$247		
Increase Transfer for Final Debt Svce 2012A Sewer										\$5,128		
Add Sewer Construction Fund (bond funds received)												\$2,374,030
Police Park Ridge Citizen's Patrol Mileage Reimb	\$1,200											
Property Taxes 100 Euclid								\$9,000				
Parking Transfer to General Fund for Shared Services								\$50,712				
<b>Consensus</b>												
Eliminate Spokesman	(\$52,220)											
Economic Development Marketing place holder	(\$45,000)											
Cultural Arts Sticker	(\$1,000)											
Community Groups - Advocate	(\$6,336)											
Community Groups - Center of Concern	(\$49,500)											
CPD Consulting place holder	(\$20,000)											
Water Rate Remain as is need rate study									(\$1,821,048)			
Sewer Rate remain as is need rate study										(\$259,000)		
Reduce Contract Engineering	(\$4,000)											
Eliminate Building Assessment Study	(\$25,000)											
Eliminate AWWA Membership from Water									(\$3,500)			
<b>Budgeted Fund Surplus (Deficit)</b>	<b>\$204,489</b>	<b>(\$531,256)</b>	<b>\$0</b>	<b>(\$772,894)</b>	<b>(\$272,443)</b>	<b>\$253</b>	<b>\$11,925</b>	<b>(\$702,107)</b>	<b>(\$2,433,375)</b>	<b>\$251,351</b>	<b>\$711</b>	<b>(\$2,374,030)</b>
<b>Revised Fund Balance with budget impact</b>	<b>\$3,027,582</b>	<b>\$2,324,237</b>	<b>\$461,692</b>	<b>(\$5,602,643)</b>	<b>(\$272,443)</b>	<b>(\$342,995)</b>	<b>(\$289,848)</b>	<b>\$430,112</b>	<b>\$1,397,141</b>	<b>\$828,081</b>	<b>\$711</b>	<b>(\$2,374,030)</b>
<b>Target Fund Balance</b>	<b>\$7,664,219</b>	<b>\$2,369,539</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$249,470</b>	<b>\$2,136,511</b>	<b>\$525,591</b>	<b>\$0</b>	<b>\$0</b>
<b>Balanced Budget</b>	Yes	No	Yes	No	No	Yes	Yes	No	No	Yes	Yes	N/A
<b>Actual FB to Target FB</b>	40%	98%	N/A	Negative	Negative	Negative	Negative	172%	65%	158%	N/A	N/A
<b>Use of Fund Balance in Compliance with Policy</b>	N/A	Yes	N/A	No	No	N/A	N/A	Yes	Yes	N/A	N/A	N/A
<b>Requires 2/3 Alderman Approval</b>	N/A	N/A	N/A	Yes	Yes	N/A	N/A	N/A	Yes	N/A	N/A	N/A
Fire Overtime	\$75,000											
Self Insurance Stabilization Fund	\$50,000											
Contingency	\$94,000											
Transfers to Replacement Funds	TBD											
Police Station Construction	TBD											
Nationwide PEHP Contribution	\$13,000											
Utility Rate Study									\$9,250	\$9,250		
Review Refuse Disposal - Muni Waste Fund						TBD						
Muni Waste - SWANCC Fees						TBD						
Membership Dues	TBD											
Training	TBD											

2012/13 Budget Impact on Fund Balance

City of Park Ridge, Illinois

**2012/13 Budget and Fund Balance**

Fund Name	2004A Debt Service	2004B Water Debt Service	2005A Debt Service	2006A Debt Service	2006B Debt Service	2012A Debt Service	2012B Debt Service
Unreserved / Unrestricted FY YE 4/30/11	\$0	\$0	(\$3,569)	\$0	\$0	\$0	\$0
FY 2011-12 Revenues/ Transfers In	1,200,669	889,116	421,113	523,500	579,815	130,375	269,133
FY 2011-12 Expenditures/Transfers Out	1,200,669	889,116	421,113	523,500	579,815	130,375	269,133
Revenues Over (Under)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Original Fund Balance with budget impact</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$3,569)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Revisions/Corrections</b>							
Reduce Summit Parking Lot - Capital Project							
Correct SS for Police personnel							
Reduce Grant Income Fire							
Reduce Other Personnel Fire Grant Hires							
Emerg. Telephone Reduce ANI/ALI							
Final Debt Service Schedule 2012B IMRF							
Increase Transfer for IMRF Debt Service							
Increase Transfer for Final Debt Svce 2012A Sewer							
Add Sewer Construction Fund (bond funds received)							
Police Park Ridge Citizen's Patrol Mileage Reimb							
Property Taxes 100 Euclid							
Parking Transfer to General Fund for Shared Services							
<b>Consensus</b>							
Eliminate Spokesman							
Economic Development Marketing place holder							
Cultural Arts Sticker							
Community Groups - Advocate							
Community Groups - Center of Concern							
CPD Consulting place holder							
Water Rate Remain as is need rate study							
Sewer Rate remain as is need rate study							
Reduce Contract Engineering							
Eliminate Building Assessment Study							
Eliminate AWWA Membership from Water							
<b>Budgeted Fund Surplus (Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Revised Fund Balance with budget impact</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$3,569)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Target Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Balanced Budget</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Actual FB to Target FB</b>	N/A	N/A	Negative	N/A	N/A	N/A	N/A
<b>Use of Fund Balance in Compliance with Policy</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Requires 2/3 Alderman Approval</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fire Overtime							
Self Insurance Stabilization Fund							
Contingency							
Transfers to Replacement Funds							
Police Station Construction							
Nationwide PEHP Contribution							
Utility Rate Study							
Review Refuse Disposal - Muni Waste Fund							
Muni Waste - SWANCC Fees							
Membership Dues							
Training							

## Shared Services Methodology 2012/13

**Background:** The City of Park Ridge has three Enterprise Funds, Parking, Water and Sewer. The Enterprise Funds are a type of fund that are used to account for “business type activities”. These are activities that are similar to activities found in the private sector. The Enterprise Funds are primarily funded through user charges. These user charges should fund all expenditures associated with the fund, including “overhead” or shared services expenditures. Historically, the City has charged the Water Fund for shared services from the General Fund, but the Parking Fund and Sewer Fund have not been charged for their portion of shared services. Additionally, the method for allocating the charges and the amount charged to the Water Fund has not been revised in several years. The basis for the historical allocation lacks supporting documentation.

The Finance Director has prepared a methodology for identifying and charging shared services costs. The proposed methodology should be used for fiscal year 2012/13 and beyond. The analysis for 2012/13 is provided.

1. Identify expenditures charged to the General Fund that should be shared between the General Fund and the Enterprise Funds.
  - a. Administration
  - b. Public Works Administration
  - c. Public Works Engineering
  - d. Finance
  - e. Audit fees
  - f. Insurance premiums
  - g. Legal fees
  - h. Human Resources
  - i. Payroll services
  - j. Information Technology
  - k. Fleet Maintenance (incl. Fuel)
  
2. Identify cost of each shared service line item or group of line items
  - a. For personnel, the 2012/13 budgeted amount was used. This includes an estimate of per employee healthcare costs based on 2011/12 actual rates with a 15% increase. The healthcare costs are based on the City’s funding portion of 90%. When final rates are determined, the budget can be modified which will impact the General Fund and all three Enterprise Funds.
  - b. For all other expenditures including insurance premiums, financial software, audit fees, payroll services, fuel, etc. the 2012/13 budgeted amounts were used.
  
3. Identify the basis for the allocation
  - a. Total Fund budget was used as the basis for the allocation of City Administration, City-wide costs including insurance premiums, legal and

## Shared Services Methodology 2012/13

- auditing, Finance Administration and Finance software. This basis assumes that the larger the Fund's budget, the larger the portion of shared services that are dedicated to day to day operations of the fund.
- b. Total headcount was used as the basis for the allocation of Human Resources, Information Technology and Payroll services. The actual payroll contract charges are based on a per headcount fee for the various services provided. The basis also assumes that the Human Resource and Information Technology staff time is allocated based on headcount within the individual departments.
  - c. Total receipts and total accounts payable transactions were used as the basis for the Cashier and Accounts Payable functions respectively. The basis assumes a cost per transaction of \$11.12 for accounts payable and \$4.28 for receipts.
  - d. For the Public Works Administration and Engineering Departments, total budget for General Fund Public Works excluding Engineering, Administration and Fleet Maintenance and total Fund budget for Water, Sewer and Parking were used as the basis for the allocation. This basis assumes that the larger the Fund's budget, the larger the portion of shared services that are dedicated to day to day operations of the Public Works organization.
  - e. Total Fleet Maintenance costs including the property/auto insurance premiums were allocated to the funds based on an annual per equipment cost of \$6,489.29. The equipment count is derived from the actual equipment list funded in the motor and equipment replacement fund. Each piece of equipment is assigned to a Department.
4. Some shared services are shared by the Library in addition to the Enterprise Funds. In these cases, the Library was factored in to the cost allocation equation but the costs will not be passed on to the Library since the Library is funded primarily through property taxes and not user fees. The analysis concludes that the Library receives nearly \$165,000 per year in services from the General Fund.

City of Park Ridge  
2012/13 Shared Services Budget

		Total Cost	Basis for Allocation	General	Water	Sewer	Parking	Library	Admin	Fleet	Waste	PW Admin & Eng	Total
<b>City Administration</b>	<b>Description</b>		<b>2012/13 Budgeted Figures</b>										
				\$30,404,325	\$9,399,666	\$1,358,921	\$946,982						\$42,109,894
				72%	22%	3%	2%						100%
Hock	City Manager	\$178,933.52	2012/13 Budget	\$129,194	\$39,941	\$5,774	\$4,024						\$178,934
Maller	Deputy City Manager	\$158,541.57	2012/13 Budget	\$114,471	\$35,389	\$5,116	\$3,565						\$158,542
Peterson	Deputy City Clerk	\$67,057.44	2012/13 Budget	\$48,417	\$14,968	\$2,164	\$1,508						\$67,057
Cannon	Admin	\$51,107.00	2012/13 Budget	\$36,900	\$11,408	\$1,649	\$1,149						\$51,107
Vehicle	City Manager Vehicle	\$6,489.29	2012/13 Budget	\$4,685	\$1,449	\$209	\$146						\$6,489
Public Official Bond Insurance	Insurance	\$100.00	2012/13 Budget	\$72	\$22	\$3	\$2						\$100
City Council	City Council and City Clerk	\$29,400.00	2012/13 Budget	\$21,227	\$6,563	\$949	\$661						\$29,400
<b>Total</b>		<b>\$491,628.81</b>		<b>\$354,967</b>	<b>\$109,740</b>	<b>\$15,865</b>	<b>\$11,056</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$491,629</b>
<b>City Wide Costs</b>	<b>Description</b>		<b>2012/13 Budgeted Figures</b>										
				\$30,404,325	\$9,399,666	\$1,358,921	\$946,982	\$4,739,077					\$46,848,971
				65%	20%	3%	2%	10%					100%
General Liability Insurance	GL Insurance	\$106,708.00	2012/13 Budget	\$69,252	\$21,410	\$3,095	\$2,157	\$10,794					\$106,708
Brokerage Fee	Insurance Broker	\$20,687.55	2012/13 Budget	\$13,426	\$4,151	\$600	\$418	\$2,093					\$20,688
Crime	Insurance	\$3,787.31	2012/13 Budget	\$2,458	\$760	\$110	\$77	\$383					\$3,787
Terrorism	Insurance	\$7,002.97	2012/13 Budget	\$4,545	\$1,405	\$203	\$142	\$708					\$7,003
HELP	Insurance POOL	\$60,000.00	2012/13 Budget	\$38,939	\$12,038	\$1,740	\$1,213	\$6,069					\$60,000
Nugent	Insurance Consultant	\$8,000.00	2012/13 Budget	\$5,192	\$1,605	\$232	\$162	\$809					\$8,000
Klein, Thorpe, Jenkins	External Attorney	\$75,000.00	Monthly Retainer Only \$6250/month	\$48,674	\$15,048	\$2,175	\$1,516	\$7,587					\$75,000
Miller, Cooper	Auditor	\$40,000.00	2012/13 Budget	\$25,959	\$8,026	\$1,160	\$809	\$4,046					\$40,000
OPEB Consultant	Audit required	\$5,000.00	2012/13 Budget	\$3,245	\$1,003	\$145	\$101	\$506					\$5,000
<b>Total</b>		<b>\$326,185.83</b>		<b>\$211,690</b>	<b>\$65,445</b>	<b>\$9,461</b>	<b>\$6,593</b>	<b>\$32,996</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$326,186</b>
<b>HR and Payroll</b>	<b>Description</b>		<b>Allocated Headcount</b>										
				214	14	5	4	98					335
				64%	4%	1%	1%	29%					100%
Reeves	HR Administrator	\$110,914.69	2012/13 Budget	\$70,853	\$4,635	\$1,655	\$1,324	\$32,447					\$110,915
Mohr	Payroll Clerk	\$68,558.58	2012/13 Budget	\$43,796	\$2,865	\$1,023	\$819	\$20,056					\$68,559
Ceridian	External Payroll Vendor	\$60,000.00	2012/13 Budget	\$38,328	\$2,507	\$896	\$716	\$17,552					\$60,000
Excess Workers Comp	Insurance	\$44,426.99	2012/13 Budget	\$28,380	\$1,857	\$663	\$530	\$12,997					\$44,427
<b>Total</b>		<b>\$283,900.26</b>		<b>\$181,357</b>	<b>\$11,864</b>	<b>\$4,237</b>	<b>\$3,390</b>	<b>\$83,051</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$283,900</b>
<b>Information Technology</b>	<b>Description</b>		<b>Allocated Headcount</b>										
				218	12	6	4						240
				91%	5%	3%	2%						100%
Nelson	Director	\$138,854.97	2012/13 Budget	\$126,127	\$6,943	\$3,471	\$2,314						\$138,855
Malkov	Staff	\$72,230.17	2012/13 Budget	\$65,609	\$3,612	\$1,806	\$1,204						\$72,230
Cardenas	Staff	\$92,878.20	2012/13 Budget	\$84,364	\$4,644	\$2,322	\$1,548						\$92,878
Material & Contracting	External Vendors	\$186,415.00	2012/13 Budget	\$169,327	\$9,321	\$4,660	\$3,107						\$186,415
<b>Total</b>		<b>\$490,378.34</b>		<b>\$445,427</b>	<b>\$24,519</b>	<b>\$12,259</b>	<b>\$8,173</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$490,378</b>
<b>Accounts Payable</b>	<b>Description</b>		<b>AP Transaction Count FY2011</b>										
				8800	1228	408	270				259		10,965
				80%	11%	4%	2%				2%		100%
Wolford	AP	\$58,576.87	2012/13 Budget	\$47,011	\$6,560	\$2,180	\$1,442				\$1,384		\$58,577
Bostrom	AP review, PO	\$66,289.51	2012/13 Budget	\$53,201	\$7,424	\$2,467	\$1,632				\$1,566		\$66,290
<b>Total</b>		<b>\$124,866.38</b>		<b>\$100,212</b>	<b>\$13,984</b>	<b>\$4,646</b>	<b>\$3,075</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,949</b>	<b>\$0</b>	<b>\$124,866</b>
<b>Cashier</b>	<b>Description</b>		<b>Receipt Transaction Count</b>										
				11343	1450	1450	844						15087
				75%	10%	10%	6%						100%
VandenBosch	Cashier	\$64,608.71	2012/13 Budget	\$48,575	\$6,209	\$6,209	\$3,614						\$64,609
<b>Total</b>		<b>\$64,608.71</b>		<b>\$48,575</b>	<b>\$6,209</b>	<b>\$6,209</b>	<b>\$3,614</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$64,609</b>
<b>Finance Administration</b>	<b>Description</b>		<b>Fund Expenditure Budget</b>										
				\$30,404,325	\$9,399,666	\$1,358,921	\$946,982	\$4,739,077					\$46,848,971
				65%	20%	3%	2%	10%					100%

City of Park Ridge  
2012/13 Shared Services Budget

		Total Cost	Basis for Allocation	General	Water	Sewer	Parking	Library	Admin	Fleet	Waste	PW Admin & Eng	Total
Stutts	Director	\$126,244.97	2012/13 Budget	\$81,931	\$25,329	\$3,662	\$2,552	\$12,770					\$126,245
Lazarra	Asst. Director	\$105,897.77	2012/13 Budget	\$68,726	\$21,247	\$3,072	\$2,141	\$10,712					\$105,898
Kain	Accountant	\$75,187.15	2012/13 Budget	\$48,795	\$15,085	\$2,181	\$1,520	\$7,606					\$75,187
Beil	Admin	\$55,588.26	2012/13 Budget	\$36,076	\$11,153	\$1,612	\$1,124	\$5,623					\$55,588
<b>Total</b>		<b>\$362,918.15</b>		<b>\$235,529</b>	<b>\$72,815</b>	<b>\$10,527</b>	<b>\$7,336</b>	<b>\$36,712</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$362,918</b>
<b>Finance Software</b>	<b>Description</b>		<b>Fund Expenditure Budget</b>	\$30,404,325	\$9,399,666	\$1,358,921	\$946,982	\$4,739,077					\$46,848,971
				65%	20%	3%	2%	10%					100%
MUNIS	Acctg Software	\$53,793.80	2012/13 Budget	\$34,911	\$10,793	\$1,560	\$1,087	\$5,442					\$53,794
<b>Total</b>		<b>\$53,793.80</b>		<b>\$34,911</b>	<b>\$10,793</b>	<b>\$1,560</b>	<b>\$1,087</b>	<b>\$5,442</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$53,794</b>
<b>PW Admin &amp; Eng</b>	<b>Description</b>		<b>2012/13 General Fund PW (not Admin, Eng, Veh) Sewer, Water, Parking</b>	\$3,808,612	\$9,399,666	\$1,358,921	\$946,982						\$15,514,181
				25%	61%	9%	6%						100%
Zingsheim	Director	\$150,969.06	2012/13 Budget	\$37,062	\$91,468	\$13,224	\$9,215						\$150,969
Tedeschi	Asst to Director	\$64,583.59	2012/13 Budget	\$15,855	\$39,130	\$5,657	\$3,942						\$64,584
Mitchell	City Engineer	\$99,677.05	2012/13 Budget	\$24,470	\$60,392	\$8,731	\$6,084						\$99,677
Tomlinson	Admin	\$53,355.48	2012/13 Budget	\$13,098	\$32,327	\$4,674	\$3,257						\$53,355
Alexander	Engineer Staff	\$92,801.56	2012/13 Budget	\$22,782	\$56,226	\$8,129	\$5,665						\$92,802
Webber	Engineer Staff	\$81,097.81	2012/13 Budget	\$19,909	\$49,135	\$7,104	\$4,950						\$81,098
Fleet	Vehicles	\$32,446.44	See below	\$7,965	\$19,659	\$2,842	\$1,981						\$32,446
<b>Total</b>		<b>\$574,931.00</b>		<b>\$141,141</b>	<b>\$348,337</b>	<b>\$50,359</b>	<b>\$35,094</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$574,931</b>
<b>Fleet Maintenance</b>	<b>Description</b>		<b>Vehicle/Equipment Count</b>	88	22	6	5	1	1	1	1	5	130
				68%	17%	5%	4%	1%	1%	1%	1%	4%	100%
McGrath	Manager	\$104,277.25	2012/13 Budget	\$70,587.68	\$17,646.92	\$4,812.80	\$4,010.66	\$802.13	\$802.13	\$802.13	\$802.13	\$4,010.66	\$104,277.25
Dziwulski	Supervisor	\$98,982.04	2012/13 Budget	\$67,003.23	\$16,750.81	\$4,568.40	\$3,807.00	\$761.40	\$761.40	\$761.40	\$761.40	\$3,807.00	\$98,982.04
Burns	Mechanic	\$98,583.85	2012/13 Budget	\$66,733.68	\$16,683.42	\$4,550.02	\$3,791.69	\$758.34	\$758.34	\$758.34	\$758.34	\$3,791.69	\$98,583.85
Johson, J.	Mechanic	\$98,783.85	2012/13 Budget	\$66,869.06	\$16,717.27	\$4,559.25	\$3,799.38	\$759.88	\$759.88	\$759.88	\$759.88	\$3,799.38	\$98,783.85
Scholz	Mechanic	\$90,889.32	2012/13 Budget	\$61,525.08	\$15,381.27	\$4,194.89	\$3,495.74	\$699.15	\$699.15	\$699.15	\$699.15	\$3,495.74	\$90,889.32
Fleet Maintenance	Vehicle	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property / Auto Insurance	Insurance	\$52,091.22	2012/13 Budget	\$35,261.75	\$8,815.44	\$2,404.21	\$2,003.51	\$400.70	\$400.70	\$400.70	\$400.70	\$2,003.51	\$52,091.22
Fuel Costs	Fuel purchases	\$300,000.00	2012/13 Budget	\$203,076.92	\$50,769.23	\$13,846.15	\$11,538.46	\$2,307.69	\$2,307.69	\$2,307.69	\$2,307.69	\$11,538.46	\$300,000.00
<b>Total</b>		<b>\$843,607.53</b>		<b>\$571,057.41</b>	<b>\$142,764.35</b>	<b>\$38,935.73</b>	<b>\$32,446.44</b>	<b>\$6,489.29</b>	<b>\$6,489.29</b>	<b>\$6,489.29</b>	<b>\$6,489.29</b>	<b>\$32,446.44</b>	<b>\$843,607.53</b>
		\$3,616,818.82		\$2,324,867.75	\$806,471.53	\$154,061.73	\$111,864.45	\$164,689.63	\$6,489.29	\$6,489.29	\$9,438.71	\$32,446.44	\$3,616,818.82
				\$2,324,867.75	\$806,471.53	\$154,061.73	\$111,864.45	\$164,689.63	\$6,489.29	\$6,489.29	\$9,438.71	\$32,446.44	\$3,397,265.46
				64%	22%	4%	3%	5%	0%	0%	0%	1%	\$219,553.36
													\$3,616,819

\* For 2012/13 - \$1,072,397.71 will be transferred from the Water, Sewer and Parking Funds to the General Fund, in previous years, \$800,000 was transferred from the Water Fund to the General Fund

City of Park Ridge, Illinois

**Interfund Transfers - 2012/13 Budget**

Fund #	Fund	2011/12 In	2011/12 Out	2012/13 In	2012/13 Out	Reason for Transfer
220	831200 E 911 Fund	\$812,568		\$925,000		Subsidize emergency telephone fund
100	949300 General Fund		(\$812,568)		(\$925,000)	Subsidize emergency telephone fund
208	880XXX Municipal Waste	\$0		\$126,000		Subsidize municipal waste fund
100	949300 General Fund		\$0		(\$126,000)	Subsidize municipal waste fund
100	880XXX General Fund	\$0		\$50,712		*Overhead costs shared with Parking Fund
501	949300 Parking Fund		\$0		(\$50,712)	*Overhead costs shared with Parking Fund
100	880XXX General Fund	\$800,000		\$800,000		*Overhead costs shared with Parking Fund
502	949300 Water Fund		(\$800,000)		(\$800,000)	*Overhead costs shared with Parking Fund
100	880XXX General Fund	\$0		\$187,529		*Overhead costs shared with Parking Fund
503	949300 Sewer Fund		\$0		(\$187,529)	*Overhead costs shared with Parking Fund
206	880XXX IMRF Fund	\$263,200		\$297,526		IMRF contributions from proprietary funds
501	949300 Parking Fund		(\$37,000)		(\$48,493)	IMRF contributions from proprietary funds
502	949300 Water Fund		(\$158,000)		(\$176,254)	IMRF contributions from proprietary funds
503	949300 Sewer Fund		(\$68,200)		(\$72,779)	IMRF contributions from proprietary funds
305	880XXX 2004B Debt Service Fund	\$885,566		\$889,116		Debt service transfer
502	949300 Water Fund		(\$885,566)		(\$889,116)	Debt service transfer
310	880XXX 2012A Debt Service Fund	\$0		\$130,375		Debt service transfer
503	949300 Sewer Fund		\$0		(\$130,375)	Debt service transfer
311	880XXX 2012B Debt Service Fund	\$0		\$269,133		Debt service transfer
206	949300 IMRF Fund		\$0		(\$269,133)	Debt service transfer
304	880XXX 2004A Debt Service Fund	\$1,194,519		\$1,200,669		Debt service transfer
306	880XXX 2005A Debt Service Fund	\$321,113		\$421,113		Debt service transfer
307	880XXX 2006A Debt Service Fund	\$523,500		\$523,500		Debt service transfer
308	880XXX 2006B Debt Service Fund	\$579,815		\$579,815		Debt service transfer
204	949300 Uptown TIF Fund		(\$2,618,947)		(\$2,725,097)	Debt service transfer
		<u>\$5,380,281</u>	<u>(\$5,380,281)</u>	<u>\$6,400,488</u>	<u>(\$6,400,488)</u>	

\*Overhead costs for shared services are subject to change when healthcare costs are finalized in March



**The City of Park Ridge, Illinois**  
**General Obligation Bonds, Series 2004A (304)**  
**Semi-Annual Debt Service Schedule**

<b>Period Ending</b>	<b>Principal</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual</b>
6/1/2011	\$42,259		\$42,259	
12/1/2011	\$42,259	\$1,110,000	\$1,152,259	\$1,194,519
6/1/2012	\$22,834		\$22,834	
12/1/2012	\$22,834	\$1,155,000	\$1,177,834	<b>\$1,200,669</b>
6/1/2013	\$1,900		\$1,900	
12/1/2013	\$1,900	\$95,000	\$96,900	\$98,800
6/1/2014			\$0	
12/1/2014			\$0	
6/1/2015			\$0	
12/1/2015			\$0	
6/1/2016			\$0	
12/1/2016			\$0	
6/1/2017			\$0	
12/1/2017			\$0	
6/1/2018			\$0	
12/1/2018			\$0	
6/1/2019			\$0	
12/1/2019			\$0	
6/1/2020			\$0	
12/1/2020			\$0	
6/1/2021			\$0	
12/1/2021			\$0	
6/1/2022			\$0	
12/1/2022			\$0	
6/1/2023			\$0	
12/1/2023			\$0	
6/1/2024			\$0	
12/1/2024			\$0	
6/1/2025			\$0	
12/1/2025			\$0	
	<u>\$49,469</u>	<u>\$1,250,000</u>	<u>\$1,299,469</u>	<u>\$1,299,469</u>

**The City of Park Ridge, Illinois**  
**General Obligation Bonds, Series 2004B (305)**  
**Semi-Annual Debt Service Schedule**

<b>Period Ending</b>	<b>Principal</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual</b>
6/1/2011	\$207,783		\$207,783	
12/1/2011	\$207,783	\$470,000	\$677,783	\$885,566
6/1/2012	\$199,558		\$199,558	
12/1/2012	\$199,558	\$490,000	\$689,558	<b>\$889,116</b>
6/1/2013	\$190,677		\$190,677	
12/1/2013	\$190,677	\$545,000	\$735,677	\$926,354
6/1/2014	\$179,777		\$179,777	
12/1/2014	\$179,777	\$525,000	\$704,777	\$884,554
6/1/2015	\$169,277		\$169,277	
12/1/2015	\$169,277	\$550,000	\$719,277	\$888,554
6/1/2016	\$158,277		\$158,277	
12/1/2016	\$158,277	\$570,000	\$728,277	\$886,554
6/1/2017	\$146,877		\$146,877	
12/1/2017	\$146,877	\$595,000	\$741,877	\$888,754
6/1/2018	\$134,977		\$134,977	
12/1/2018	\$134,977	\$625,000	\$759,977	\$894,954
6/1/2019	\$122,086		\$122,086	
12/1/2019	\$122,086	\$655,000	\$777,086	\$899,173
6/1/2020	\$108,168		\$108,168	
12/1/2020	\$108,168	\$685,000	\$793,168	\$901,335
6/1/2021	\$93,269		\$93,269	
12/1/2021	\$93,269	\$715,000	\$808,269	\$901,538
6/1/2022	\$77,181		\$77,181	
12/1/2022	\$77,181	\$750,000	\$827,181	\$904,363
6/1/2023	\$60,306		\$60,306	
12/1/2023	\$60,306	\$790,000	\$850,306	\$910,613
6/1/2024	\$42,038		\$42,038	
12/1/2024	\$42,038	\$825,000	\$867,038	\$909,075
6/1/2025	\$22,444		\$22,444	
12/1/2025	\$22,444	\$945,000	\$967,444	\$989,888
	<u>\$3,409,821</u>	<u>\$9,265,000</u>	<u>\$12,674,821</u>	<u>\$12,674,821</u>

**The City of Park Ridge, Illinois  
General Obligation Bonds, Series 2005A (306)  
Semi-Annual Debt Service Schedule**

<b>Period Ending</b>	<b>Principal</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual</b>
6/1/2011	\$160,556		\$160,556	
12/1/2011	\$160,556		\$160,556	\$321,113
6/1/2012	\$160,556		\$160,556	
12/1/2012	\$160,556	\$100,000	\$260,556	<b>\$421,113</b>
6/1/2013	\$158,556		\$158,556	
12/1/2013	\$158,556	\$100,000	\$258,556	\$417,113
6/1/2014	\$156,556		\$156,556	
12/1/2014	\$156,556	\$100,000	\$256,556	\$413,113
6/1/2015	\$154,556		\$154,556	
12/1/2015	\$154,556	\$100,000	\$254,556	\$409,113
6/1/2016	\$152,556		\$152,556	
12/1/2016	\$152,556	\$100,000	\$252,556	\$405,113
6/1/2017	\$150,481		\$150,481	
12/1/2017	\$150,481	\$100,000	\$250,481	\$400,963
6/1/2018	\$148,381		\$148,381	
12/1/2018	\$148,381	\$235,000	\$383,381	\$531,763
6/1/2019	\$143,388		\$143,388	
12/1/2019	\$143,388	\$245,000	\$388,388	\$531,775
6/1/2020	\$137,875		\$137,875	
12/1/2020	\$137,875	\$705,000	\$842,875	\$980,750
6/1/2021	\$122,013		\$122,013	
12/1/2021	\$122,013	\$935,000	\$1,057,013	\$1,179,025
6/1/2022	\$100,975		\$100,975	
12/1/2022	\$100,975	\$975,000	\$1,075,975	\$1,176,950
6/1/2023	\$79,038		\$79,038	
12/1/2023	\$79,038	\$1,485,000	\$1,564,038	\$1,643,075
6/1/2024	\$45,625		\$45,625	
12/1/2024	\$45,625	\$1,825,000	\$1,870,625	\$1,916,250
6/1/2025			\$0	
12/1/2025			\$0	
	<b>\$3,421,113</b>	<b>\$7,005,000</b>	<b>\$10,426,113</b>	<b>\$10,426,113</b>

**The City of Park Ridge, Illinois**  
**General Obligation Bonds, Series 2006A (308)**  
**Semi-Annual Debt Service Schedule**

<b>Period Ending</b>	<b>Principal</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual</b>
6/1/2011	\$261,750		\$261,750	
12/1/2011	\$261,750		\$261,750	\$523,500
6/1/2012	\$261,750		\$261,750	
12/1/2012	\$261,750		\$261,750	<b>\$523,500</b>
6/1/2013	\$261,750		\$261,750	
12/1/2013	\$261,750	\$100,000	\$361,750	\$623,500
6/1/2014	\$259,625		\$259,625	
12/1/2014	\$259,625	\$100,000	\$359,625	\$619,250
6/1/2015	\$257,500		\$257,500	
12/1/2015	\$257,500	\$100,000	\$357,500	\$615,000
6/1/2016	\$255,375		\$255,375	
12/1/2016	\$255,375	\$100,000	\$355,375	\$610,750
6/1/2017	\$253,250		\$253,250	
12/1/2017	\$253,250	\$100,000	\$353,250	\$606,500
6/1/2018	\$250,750		\$250,750	
12/1/2018	\$250,750	\$385,000	\$635,750	\$886,500
6/1/2019	\$241,125		\$241,125	
12/1/2019	\$241,125	\$2,990,000	\$3,231,125	\$3,472,250
6/1/2020	\$166,375		\$166,375	
12/1/2020	\$166,375	\$3,135,000	\$3,301,375	\$3,467,750
6/1/2021	\$88,000		\$88,000	
12/1/2021	\$88,000	\$3,520,000	\$3,608,000	\$3,696,000
6/1/2022			\$0	
12/1/2022			\$0	
6/1/2023			\$0	
12/1/2023			\$0	
6/1/2024			\$0	
12/1/2024			\$0	
6/1/2025			\$0	
12/1/2025			\$0	
	<b>\$4,591,000</b>	<b>\$10,530,000</b>	<b>\$15,121,000</b>	<b>\$15,121,000</b>

**The City of Park Ridge, Illinois**  
**General Obligation Bonds, Taxable Series 2006B (309)**  
**Semi-Annual Debt Service Schedule**

<b>Period Ending</b>	<b>Principal</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual</b>
6/1/2011	\$289,908		\$289,908	
12/1/2011	\$289,908		\$289,908	\$579,815
6/1/2012	\$289,908		\$289,908	
12/1/2012	\$289,908		\$289,908	<b>\$579,815</b>
6/1/2013	\$289,908		\$289,908	
12/1/2013	\$289,908	\$785,000	\$1,074,908	\$1,364,815
6/1/2014	\$267,535		\$267,535	
12/1/2014	\$267,535	\$1,345,000	\$1,612,535	\$1,880,070
6/1/2015	\$228,866		\$228,866	
12/1/2015	\$228,866	\$1,710,000	\$1,938,866	\$2,167,732
6/1/2016	\$179,704		\$179,704	
12/1/2016	\$179,704	\$1,815,000	\$1,994,704	\$2,174,408
6/1/2017	\$127,523		\$127,523	
12/1/2017	\$127,523	\$2,355,000	\$2,482,523	\$2,610,046
6/1/2018	\$59,816		\$59,816	
12/1/2018	\$59,816	\$2,045,000	\$2,104,816	\$2,164,632
6/1/2019	\$0		\$0	
12/1/2019	\$0	\$0	\$0	
6/1/2020	\$0		\$0	
12/1/2020	\$0	\$0	\$0	
6/1/2021	\$0		\$0	
12/1/2021	\$0	\$0	\$0	
6/1/2022			\$0	
12/1/2022			\$0	
6/1/2023			\$0	
12/1/2023			\$0	
6/1/2024			\$0	
12/1/2024			\$0	
6/1/2025			\$0	
12/1/2025			\$0	
	<b>\$2,886,518</b>	<b>\$10,055,000</b>	<b>\$12,941,518</b>	<b>\$12,941,518</b>

**The City of Park Ridge, Illinois**  
**General Obligation Bonds, Series 2006A (308)**  
**Semi-Annual Debt Service Schedule**

<b>Period Ending</b>	<b>Principal</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual</b>
6/1/2011	\$261,750		\$261,750	
12/1/2011	\$261,750		\$261,750	\$523,500
6/1/2012	\$261,750		\$261,750	
12/1/2012	\$261,750		\$261,750	<b>\$523,500</b>
6/1/2013	\$261,750		\$261,750	
12/1/2013	\$261,750	\$100,000	\$361,750	\$623,500
6/1/2014	\$259,625		\$259,625	
12/1/2014	\$259,625	\$100,000	\$359,625	\$619,250
6/1/2015	\$257,500		\$257,500	
12/1/2015	\$257,500	\$100,000	\$357,500	\$615,000
6/1/2016	\$255,375		\$255,375	
12/1/2016	\$255,375	\$100,000	\$355,375	\$610,750
6/1/2017	\$253,250		\$253,250	
12/1/2017	\$253,250	\$100,000	\$353,250	\$606,500
6/1/2018	\$250,750		\$250,750	
12/1/2018	\$250,750	\$385,000	\$635,750	\$886,500
6/1/2019	\$241,125		\$241,125	
12/1/2019	\$241,125	\$2,990,000	\$3,231,125	\$3,472,250
6/1/2020	\$166,375		\$166,375	
12/1/2020	\$166,375	\$3,135,000	\$3,301,375	\$3,467,750
6/1/2021	\$88,000		\$88,000	
12/1/2021	\$88,000	\$3,520,000	\$3,608,000	\$3,696,000
6/1/2022			\$0	
12/1/2022			\$0	
6/1/2023			\$0	
12/1/2023			\$0	
6/1/2024			\$0	
12/1/2024			\$0	
6/1/2025			\$0	
12/1/2025			\$0	
	<b>\$4,591,000</b>	<b>\$10,530,000</b>	<b>\$15,121,000</b>	<b>\$15,121,000</b>

**The City of Park Ridge, Illinois**  
**General Obligation Bonds, Taxable Series 2006B (309)**  
**Semi-Annual Debt Service Schedule**

<b>Period Ending</b>	<b>Principal</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual</b>
6/1/2011	\$289,908		\$289,908	
12/1/2011	\$289,908		\$289,908	\$579,815
6/1/2012	\$289,908		\$289,908	
12/1/2012	\$289,908		\$289,908	<b>\$579,815</b>
6/1/2013	\$289,908		\$289,908	
12/1/2013	\$289,908	\$785,000	\$1,074,908	\$1,364,815
6/1/2014	\$267,535		\$267,535	
12/1/2014	\$267,535	\$1,345,000	\$1,612,535	\$1,880,070
6/1/2015	\$228,866		\$228,866	
12/1/2015	\$228,866	\$1,710,000	\$1,938,866	\$2,167,732
6/1/2016	\$179,704		\$179,704	
12/1/2016	\$179,704	\$1,815,000	\$1,994,704	\$2,174,408
6/1/2017	\$127,523		\$127,523	
12/1/2017	\$127,523	\$2,355,000	\$2,482,523	\$2,610,046
6/1/2018	\$59,816		\$59,816	
12/1/2018	\$59,816	\$2,045,000	\$2,104,816	\$2,164,632
6/1/2019	\$0		\$0	
12/1/2019	\$0	\$0	\$0	
6/1/2020	\$0		\$0	
12/1/2020	\$0	\$0	\$0	
6/1/2021	\$0		\$0	
12/1/2021	\$0	\$0	\$0	
6/1/2022			\$0	
12/1/2022			\$0	
6/1/2023			\$0	
12/1/2023			\$0	
6/1/2024			\$0	
12/1/2024			\$0	
6/1/2025			\$0	
12/1/2025			\$0	
	<b>\$2,886,518</b>	<b>\$10,055,000</b>	<b>\$12,941,518</b>	<b>\$12,941,518</b>

**The City of Park Ridge, Illinois**  
**General Obligation Bonds, Series 2012A (310)**  
**Semi-Annual Debt Service Schedule**

<b>Period Ending</b>	<b>Principal</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual</b>
6/1/2012	\$ -	\$ 52,150	\$ 52,150	\$ -
12/1/2012	-	78,225	78,225	<b>130,375</b>
6/1/2013	-	78,225	78,225	-
12/1/2013	-	78,225	78,225	156,450
6/1/2014	-	78,225	78,225	-
12/1/2014	295,000	78,225	373,225	451,450
6/1/2015	-	75,275	75,275	-
12/1/2015	305,000	75,275	380,275	455,550
6/1/2016	-	72,225	72,225	-
12/1/2016	310,000	72,225	382,225	454,450
6/1/2017	-	67,575	67,575	-
12/1/2017	320,000	67,575	387,575	455,150
6/1/2018	-	62,775	62,775	-
12/1/2018	325,000	62,775	387,775	450,550
6/1/2019	-	57,900	57,900	-
12/1/2019	335,000	57,900	392,900	450,800
6/1/2020	-	52,875	52,875	-
12/1/2020	345,000	52,875	397,875	450,750
6/1/2021	-	47,700	47,700	-
12/1/2021	360,000	47,700	407,700	455,400
6/1/2022	-	42,300	42,300	-
12/1/2022	370,000	42,300	412,300	454,600
6/1/2023	-	36,750	36,750	-
12/1/2023	380,000	36,750	416,750	453,500
6/1/2024	-	31,050	31,050	-
12/1/2024	390,000	31,050	421,050	452,100
6/1/2025	-	25,200	25,200	-
12/1/2025	405,000	25,200	430,200	455,400
6/1/2026	-	19,125	19,125	-
12/1/2026	415,000	19,125	434,125	453,250
6/1/2027	-	12,900	12,900	-
12/1/2027	425,000	12,900	437,900	450,800
6/1/2028	-	6,525	6,525	-
12/1/2028	435,000	6,525	441,525	448,050
	<b>\$ 5,415,000</b>	<b>\$ 1,663,625</b>	<b>\$ 7,078,625</b>	<b>\$ 7,078,625</b>

*Dated date of February 1, 2012.*

**The City of Park Ridge, Illinois**  
**General Obligation Bonds, Taxable Series 2012B (311)**  
**Semi-Annual Debt Service Schedule**

<b>Period Ending</b>	<b>Principal</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual</b>
6/1/2012	\$ -	\$ 11,653	\$ 11,653	\$ -
12/1/2012	240,000	17,480	257,480	<b>269,133</b>
6/1/2013	-	16,760	16,760	-
12/1/2013	230,000	16,760	246,760	263,520
6/1/2014	-	15,840	15,840	-
12/1/2014	240,000	15,840	255,840	271,680
6/1/2015	-	14,520	14,520	-
12/1/2015	255,000	14,520	269,520	284,040
6/1/2016	-	12,799	12,799	-
12/1/2016	270,000	12,799	282,799	295,598
6/1/2017	-	10,639	10,639	-
12/1/2017	280,000	10,639	290,639	301,278
6/1/2018	-	7,699	7,699	-
12/1/2018	300,000	7,699	307,699	315,398
6/1/2019	-	4,174	4,174	-
12/1/2019	315,000	4,174	319,174	323,348
	<b>\$ 2,130,000</b>	<b>\$ 193,993</b>	<b>\$ 2,323,993</b>	<b>\$ 2,323,993</b>

*Dated date of February 1, 2012.*

# City Council Budget Workshop Agenda Cover Memorandum

Meeting Date: February 15, 2012

Item Title: Reorganization of Police Department

Action Requested:

- Approval
- For discussion
- Feedback requested
- For your information

Staff Contact: Juliana A. Maller, Deputy City Manager 

Phone Number: 847/318-5206

Mail Address: jmaller@parkridge.us

Background:

Based on the changes in job responsibilities and needs of the Police Department, Chief Kaminski is recommending that the department's structure be modified to create two divisions, one for operations and one for administration, according to the attached chart. It is recommended that these changes be effective May 1, 2012 and that they be reflected in the FYE2013 budget approved by the City Council.

The new organization reflects one less commander and one additional sergeant. The position title of commander would be changed to deputy chief and the position title of police lieutenant would be changed to police commander. The job classification of police lieutenant would be eliminated. There would be a cost savings of \$22,460 to make these changes.

Recommendation:

It is recommended that the new department structure be reflected in the FYE2013 budget.

Budget Implications:

Does Action Require an Expenditure of Funds:  Yes  No

If Yes, Total Cost: \$22,460 savings

If Yes, is this a Budgeted Item:  Yes  No

If Budgeted, Budget Code (Fund, Dept, Object)

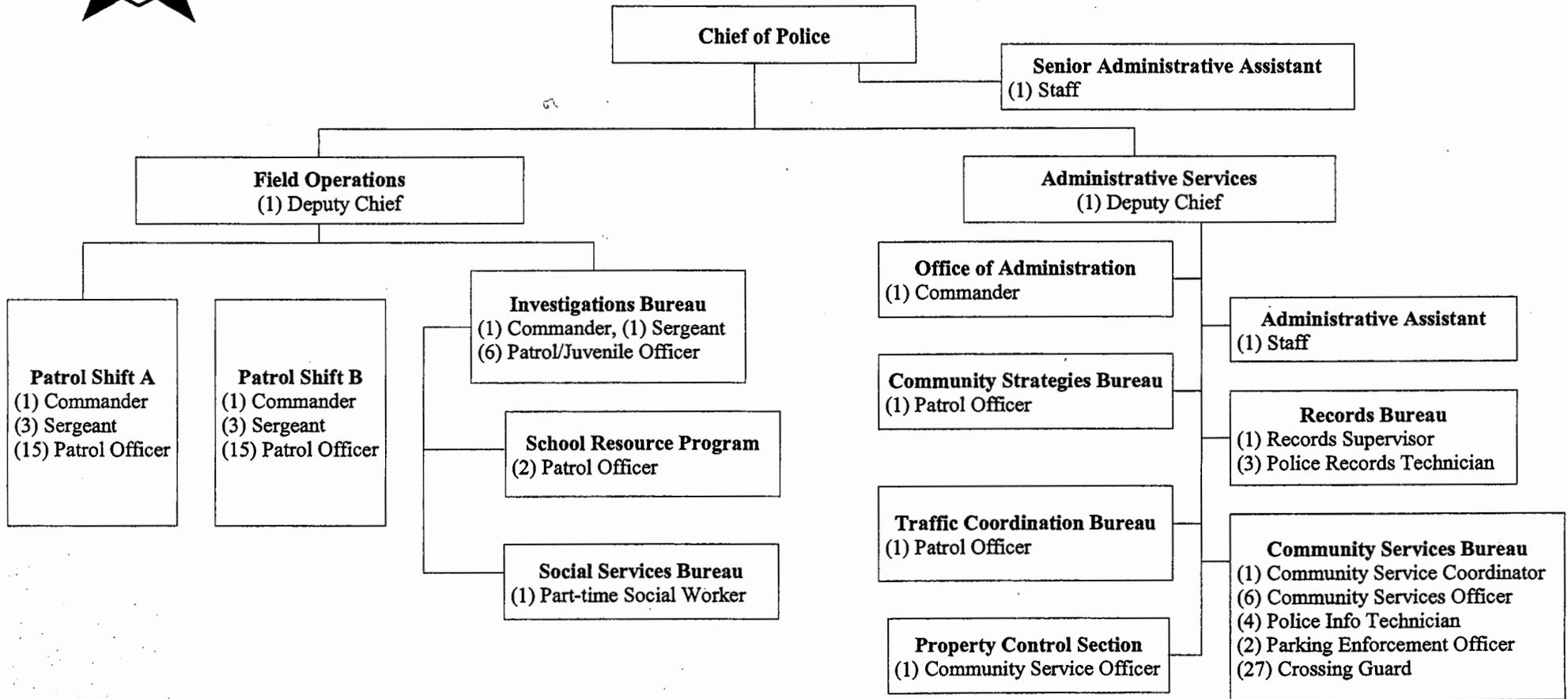
Attachments:

- Current Police Department Organization Chart
- Proposed Police Department Organization Chart



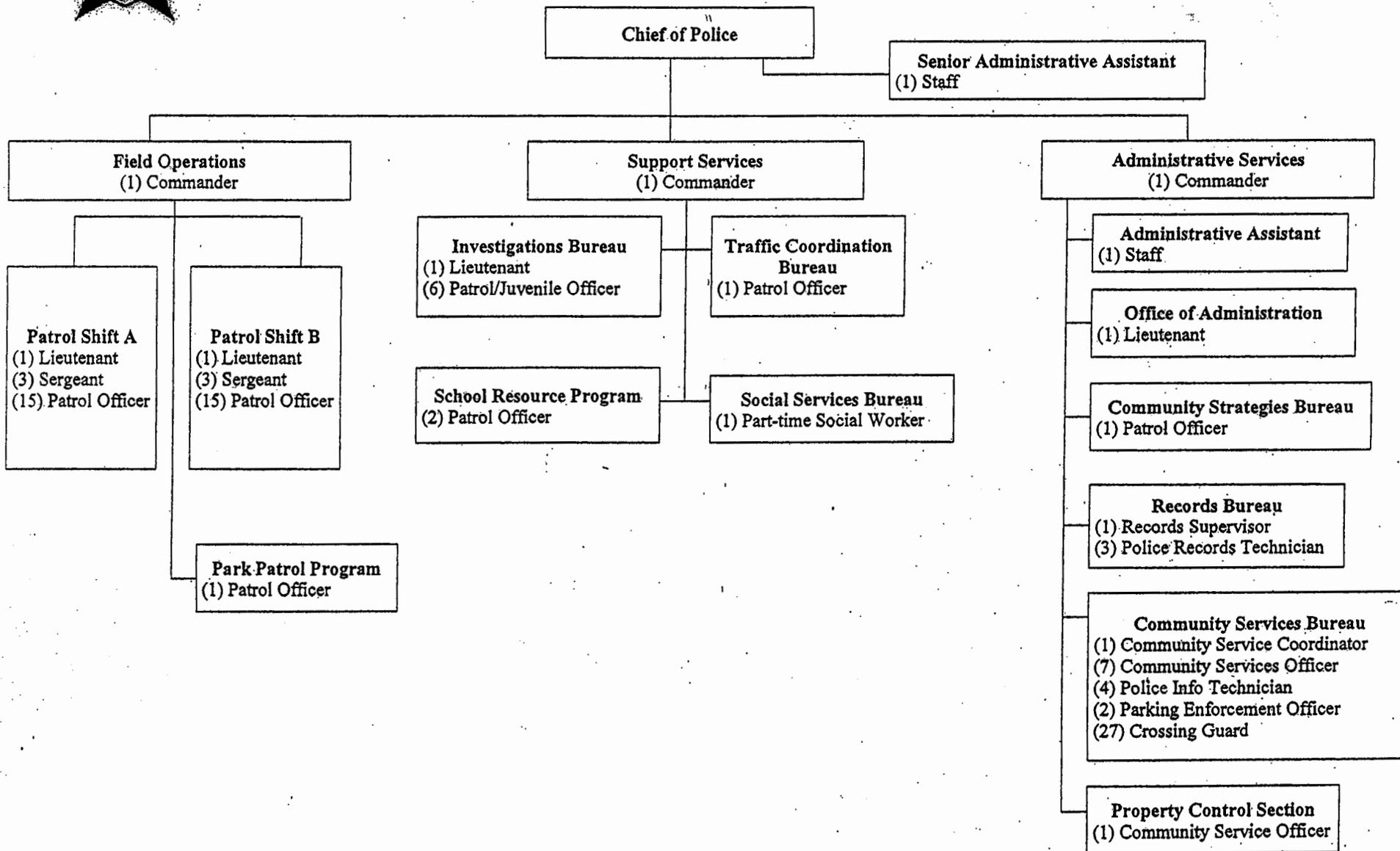
# PARK RIDGE POLICE DEPARTMENT ORGANIZATIONAL CHART

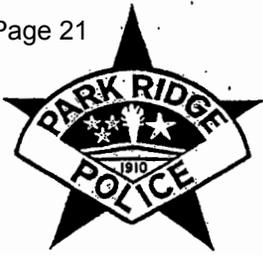
Effective: *Proposed*





# PARK RIDGE POLICE DEPARTMENT ORGANIZATIONAL CHART



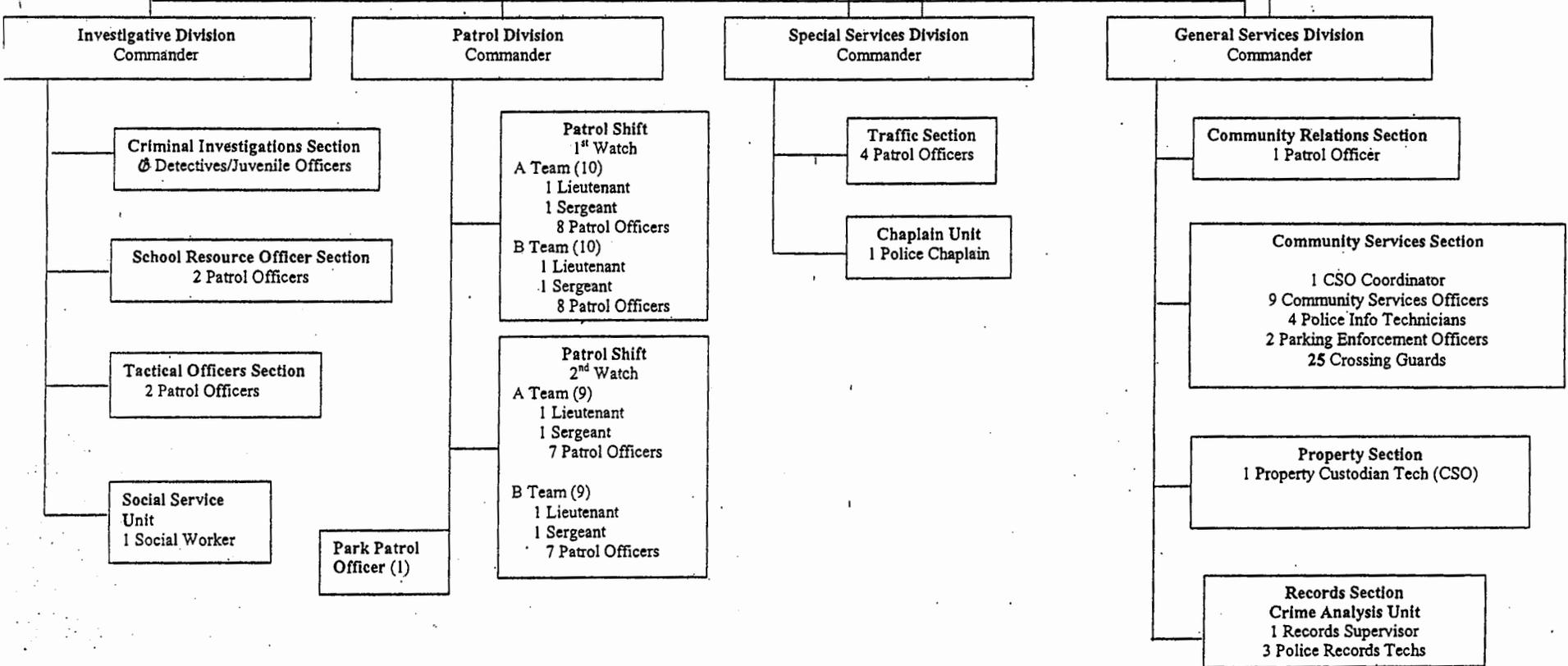
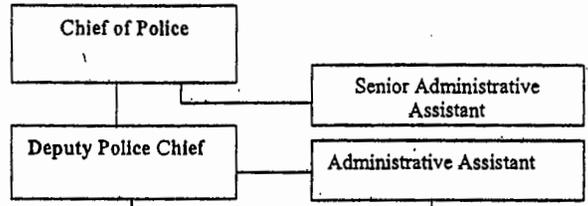


# PARK RIDGE POLICE DEPARTMENT ORGANIZATIONAL CHART

Legend

— Direct Authority/Responsibility  
- - - Indirect/Coordinating Relationship

Reviewed: April 22, 2009



# City Council Budget Workshop Agenda Cover Memorandum

Meeting Date: February 15, 2012  
Item Title: 2012-2013 Compensation Proposal

Action Requested:

- Approval
- For discussion
- Feedback requested
- For your information

Staff Contact: Juliana A. Maller, Deputy City Manager   
Phone Number: 847/318-5206  
Mail Address: jmaller@parkridge.us

Background:

Each year as part of the budget process, the City Manager makes a recommendation regarding salaries for the next fiscal year.

The City operates under two different salary plans. The union employees are covered by a Step Plan and the non-union employees are covered by a Pay-for-Performance Plan. The Pay-for-Performance plan is a market based system that was put into place in 2000. The plan consists of two salary components, a Market Adjustment and a Performance Award. A copy of the Compensation Plan Policy is attached.

Market Adjustment:

- Effective May 1, 2012 both the FOP and IAFF bargaining units will be receiving a 2% general wage adjustment in addition to steps.
- A survey of our comparable communities was done and communities have responded that they are giving a 2% market adjustment.
- There is currently no wage adjustment included in the draft budget numbers.

Performance Award:

Each year supervisors evaluate their employees' performance. Employees receive a rating of needs improvement, meets standards or exceeds standards. Each year a performance award percentage is allocated in the budget. The percentage allocated for each performance rating should have a differential which will encourage employees to strive for higher performance. It is this percentage that serves to move employees through their designated pay range and which lessens wage compression issues.

Reclassifications:

It is recommended that the following positions be reclassified and re-title, based on re-alignment of responsibilities and more accurate measure of external data and internal comparability:

- ~~Commander~~ Deputy Police Chief Pay grade 31  
(see Police reorganization memo)
- ~~Lieutenant~~ Commander Pay grade 29

(see Police reorganization memo)

- Promote the Civil Engineer to a Sr. Civil Engineer Pay grade 25  
(see memo from Public Works Director)

Recommendation:

City Council is requested to discuss non-union employee compensation and to allocate funding in the FYE2013 budget.

Budget Implications:

Does Action Require an Expenditure of Funds:  Yes  No  
If Yes, Total Cost:  
If Yes, is this a Budgeted Item:  Yes  No  
If Budgeted, Budget Code (Fund, Dept, Object)

Attachments:

- Compensation Plan Policy



## COMPENSATION PLAN

- 1.0 The Compensation Plan is designed as a fair and equitable method to pay employees of the City of Park Ridge. The Plan shall establish a basic salary schedule to be approved by the City Council and Library Board each budget year. The salary ranges include minimum, midpoint and maximum rates for all positions included in the Classification Plan. The Compensation Plan consists of two (2) salary components – the Market Adjustment and the Performance Award.
- 2.0 **Market Adjustment**
- 2.1 The market adjustment component is used to insure that the salary structure is adjusted equally across-the-board to reflect changes in the wage index and to remain competitive with our comparable communities. Three areas are considered each fiscal year when reviewing the Compensation Plan:
- 2.1.1. **Union Contracts.** Positions not covered by this plan, but covered by a collective bargaining agreement will be reviewed for changes in wages based on a negotiated agreement. Positions covered by collective bargaining agreements will be evaluated for internal equity compression.
- 2.1.2. **Market Adjustment.** The market adjustment percentage is generally determined by changes in the wage index based upon references such as the Bureau of Labor Statistics (BLS).
- 2.1.3. **Budgetary Constraints.** Each year the City Council will vote on the applicability and ability of the City to apply a wage adjustment(s) to the salary structure.
- 2.2 The Human Resources Director will monitor and move the pay structure based on market demands. This movement will be independent of merit pay and will not be passed along to the employee as a general increase. Adjustments may be made throughout the year as necessary.
- 3.0 **Performance Award**
- 3.1 The performance award component is designed to reward job performance using the performance evaluation form and policy (see Section 17.0). Employees whose overall rating is Meets/Exceeds more than ½ of Goals Standards, or Significantly and Consistently Exceeds Standards will receive a performance award in addition to any market adjustment made. Employees whose overall rating is Needs Improvement will not normally be eligible for a performance award.
- 3.2 Performance awards are effective May 1 of each year. See Performance Evaluation section of this policy.
- 3.3 The City Manager will recommend performance award percentages to the City Council for approval. Once approved by the City Council, a performance award percentage will be assigned to each performance-rating category for that fiscal year. Each year the percentages will be reviewed.



CITY OF PARK RIDGE  
PUBLIC WORKS

MEMORANDUM

**DATE:** January 17, 2012

**TO:** Juliana Maller, Deputy City Manager

**FROM:** Wayne Zingsheim, Director of Public Works 

**RE:** Nicholas Webber Promotion

The City of Park Ridge has two professional engineers on staff: Sarah Mitchell, City Engineer and Nicholas Webber, Civil Engineer (Grade 24). Nick Webber has been employed by the city since December 1, 2008 in this entry level position. Nick brings to the city sixteen years of engineering experience in general contractual, consulting and municipal work and has proven to be an exemplary employee.

While employed by the city, Nick has taken on a myriad of tasks including plan reviews for private and public development, stormwater management analysis, field inspections, municipal partnering coordination, and design and management of various projects. He also routinely responds to emergency situations including snow and flooding. Many of these duties and responsibilities are beyond his job description, but he has never refused to do any engineering job we have assigned and he completes them in admirable fashion.

In an effort to be fair and equitable, I propose to promote Mr. Webber to the next higher position of Senior Civil Engineer (Grade 25). The *Employee Manual* states that "employees who are promoted to a position in a higher pay grade will receive at least the minimum salary of the new pay grade provided the increase is 5% or higher." This promotion would increase his salary from \$61,160 to \$64,218 per year and put his salary more in line with his job responsibilities and experience.

Nick has proven himself to be a loyal and valuable employee who is an excellent representative of the city.

# City Council Budget Workshop Agenda Cover Memorandum

Meeting Date: February 15, 2012

Item Title: 2011-2012 Compensation Study - Phase 2

Action Requested:

- Approval
- For discussion
- Feedback requested
- For your information

Staff Contact: Juliana A. Maller, Deputy City Manager  
Phone Number: 847/318-5206  
Mail Address: jmaller@parkridge.us



Background:

In October the City Council reviewed compensation data from the City's revised comparable communities. At that time, staff explained that phase 2 of the study would be to look at non-union job classifications in relation to these comparables and internal equity between job classifications. Based on this review, the following positions show need for adjustment.

- Police Records Supervisor: Move from a pay grade 21 to a pay grade 23
- Public Works Supervisor: Move from a pay grade 24 to a pay grade 26
- Police Commander: Move from a pay grade 29 to a pay grade 31
- Police Lieutenant: Move from a pay grade 27 to a pay grade 29

The FYE2012 class allocation chart will be modified. These changes will result in some employees who originally received their 3% increase in the form of a bonus, having the 3% added to their base salary instead.

Recommendation:

There is no City Council action is required.

Budget Implications:

Does Action Require an Expenditure of Funds:  Yes  No  
If Yes, Total Cost:  
If Yes, is this a Budgeted Item:  Yes  No  
If Budgeted, Budget Code (Fund, Dept, Object)

Attachments:

- Position Comparison
- Class Allocation Chart (redlined)

**City of Park Ridge  
Class Allocation Chart  
Effective May 1, 2011**

<b>CLASS TITLE</b>	<b>GRD</b>	<b>MIN</b>	<b>MIDPT</b>	<b>MAX</b>
CUSTODIAL WKR I LIB ASST I	2	\$20,299	\$24,359	\$28,419
LIB MONITOR	8	\$27,203	\$32,645	\$38,085
CUSTODIAL WKR II LIB ASST II	11	\$31,490	\$37,788	\$44,085
LIB ASST III LIB SPEC ASST - STAFF ARTIST ACQUISITIONS COORD	14	\$36,456	\$43,743	\$51,035
ADM ASST. - LIBRARY	15	\$38,276	\$45,932	\$53,587
LIB ASST IV PAYROLL TECH	16	\$40,191	\$48,227	\$56,265
LIBRARIAN I SR ADM ASST	17	\$42,199	\$50,639	\$59,079
LIBRARIAN II	18	\$44,310	\$53,170	\$62,034
ASST. TO PW DIRECTOR PUMP STA OP	20	\$48,851	\$58,622	\$68,392
BLD. MAINT. SUPV. POLICE SOC WORKER RECORDS SUPVR	21	\$51,293	\$61,551	\$71,809
ACCOUNTANT CITY FORESTER CIRCULATION MGR LIB BUS OFF MGR PLANNER	22	\$53,858	\$64,630	\$75,401
RECORDS SUPVR	23	\$56,551	\$67,861	\$79,171
CHILD. SVCS MGR CIVIL ENGINEER PW-SUPERVISOR READER SVS MGR REFERENCE SVS MGR	24	\$59,379	\$71,254	\$83,129

BUILDING ADMINISTRATOR IT COORD SR. CIVIL ENGINEER SR. PLANNER ZONING COORDINATOR	25	\$62,349	\$74,816	\$87,289
ACCESS SVS MGR COM SVC COORDINATOR PW SUPERVISOR	26	\$65,465	\$78,559	\$91,650
ASST LIB DIR POLICE-LT	27	\$68,738	\$82,486	\$96,232
ASST FINANCE DIR CPD MANAGER HR MANAGER	28	\$72,174	\$86,610	\$101,045
FIRE BATT CHIEF POLICE-COMDR PW SUPERINTENDENT POLICE LT	29	\$75,784	\$90,939	\$106,099
CITY ENGR	30	\$79,573	\$95,486	\$111,403
ASST PW DIR DEPUTY FIRE CHIEF DEPUTY POLICE CHF POLICE COMDR	31	\$83,551	\$100,264	\$116,974
IT DIRECTOR	32	\$87,730	\$105,276	\$122,822
DEPUTY CITY MGR FINANCE DIR FIRE CHIEF LIBRARY DIRECTOR POLICE CHIEF PW DIRECTOR	35	\$101,558	\$121,868	\$142,181

**Part-Time Positions**

	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>			
SENIOR PAGE	\$8.50	\$10.55	\$12.60			
STUDENT PAGE*	<u>Start Pay</u>	<u>1st Year(or N)</u>	<u>2nd Year</u>	<u>3rd Year</u>	<u>4th Year</u>	<u>5th Year</u>
	\$8.50	\$8.80	\$9.15	\$9.50	\$9.85	\$10.20

Crossing Guard

\$13.61

Crossing Guard  
(Subs)

ORGANIZATION	ACTUAL	SALARY RANGE		
		Min	Midpt	Max
<b>Community</b>				
<b>Records Supervisor</b>				
Bartlett		\$61,546	\$74,717	\$87,888
Buffalo Grove		\$56,343	\$70,817	\$85,290
Elmhurst		\$55,954	\$69,943	\$83,931
Carol Stream		\$55,813	\$67,631	\$79,449
Glen Ellyn		\$51,542	\$64,834	\$78,125
Roselle		\$56,377	\$66,755	\$77,133
Morton Grove		\$56,750	\$65,081	\$73,412
Downers Grove		\$52,789	\$62,687	\$72,584
<b>Park Ridge</b>		<b>\$51,293</b>	<b>\$61,551</b>	<b>\$71,809</b>
Elmwood Park	\$43,363			
Hoffman Estates				
Lake Zurich				
Libertyville				
Lombard				
Rolling Meadows				
Wheaton				
Wheeling				
Wilmette				
<b>Averages</b>		<b>\$55,379</b>	<b>\$67,113</b>	<b>\$78,847</b>
<b>Medians</b>		<b>\$55,954</b>	<b>\$66,755</b>	<b>\$78,125</b>

ORGANIZATION	ACTUAL	SALARY RANGE		
		Min	Midpt	Max
<b>Community</b>				
<b>PW Supervisor</b>				
Rolling Meadows		\$81,485	\$91,671	\$101,856
Bartlett		\$72,784	\$86,503	\$100,222
Buffalo Grove		\$65,112	\$81,838	\$98,563
Elmhurst		\$65,344	\$81,680	\$98,016
Lombard		\$72,194	\$84,829	\$97,463
Glen Ellyn		\$62,837	\$79,040	\$95,243
Libertyville		\$61,301	\$77,086	\$92,871
Roselle		\$66,772	\$78,978	\$91,184
Hoffman Estates		\$76,327	\$81,794	\$87,260
Downers Grove		\$63,216	\$75,070	\$86,923
Wilmette		\$66,612	\$75,210	\$83,807
<b>Park Ridge</b>		<b>\$59,379</b>	<b>\$71,254</b>	<b>\$83,129</b>
Wheeling		\$56,789	\$68,423	\$80,056
Carol Stream				
Elmwood Park	\$90,000			
Lake Zurich				
Morton Grove				
Wheaton				
<b>Averages</b>		<b>\$66,935</b>	<b>\$79,490</b>	<b>\$92,046</b>
<b>Medians</b>		<b>\$65,344</b>	<b>\$79,040</b>	<b>\$92,871</b>

Commander				Structure (Bold indicates rank used to compare to our CMDR based on job descriptions)				
Municipality	Low	Mid	High					
Rolling Meadows	\$110,732	\$121,565	\$132,398	Chief/ Deputy Chief/ Commander/ Sergeant				
Wilmette*	\$83,093	\$107,107	\$131,121	Chief/ Deputy Chief/ Commander/ Sergeant				
Buffalo Grove	\$0	\$0	\$130,320	Chief/ Deputy Chief/ Commander/ Sergeant/ ***Corporal				
Bartlett	\$96,136	\$111,098	\$126,060	Chief/ Deputy Chief/ Shift Commander/ Sergeant				
Hoffman Estates*	\$0	\$0	\$124,173	Chief/ Asst. Chief/ Lieutenant/ Sergeant				
Wheeling*	\$0	\$0	\$121,000	Chief/ Deputy Chief/ Commander/ Sergeant/ **Corporal				
Lombard	\$85,711	\$102,854	\$119,996	Chief/ Deputy Chief/ Lieutenant/ Sergeant				
Wheaton	\$79,967	\$99,959	\$119,950	Chief/ Deputy Chief/ Division Commander/ Lieutenant/ Sergeant				
Card Stream	\$83,932	\$101,705	\$119,477	Chief/ Deputy Chief/ Commander/ Sergeant/ *Corporal				
Libertyville	\$78,470	\$98,655	\$118,840	Chief/ Deputy Chief/ Lieutenant/ Sergeant				
Lake Zurich	\$82,160	\$99,320	\$116,480	Chief/ Deputy Chief/ Commander/ Sergeant				
Downer's Grove	\$84,074	\$100,888	\$115,601	Chief/ Deputy Chief/ Lieutenant/ Sergeant				
Morton Grove	\$0	\$0	\$114,375	Chief/ Deputy Chief/ Shift Commander/ Sergeant				
Roselle	\$83,519	\$96,563	\$109,607	Chief/ Deputy Chief/ Sergeants				
Park Ridge	\$65,784	\$90,942	\$106,099	Chief/ Division Commander/ Lieutenant/ Sergeant				
Elmwood Park*	\$0	\$0	\$102,500	Chief/ Deputy Chief/ Commander/ Sergeant				
<b>TOTAL MID</b>	<b>\$85,780</b>	<b>\$102,787</b>	<b>\$119,250</b>					
February 15, 2012								

Lieutenant
------------

Municipality	Low	Md	High	Structure (Bold indicates rank used to compare to our LT based on job descriptions)				
Wilmette	\$81,289	\$100,547	\$119,805	Chief/ Deputy Chief/ <b>Commander/ Sergeant</b>				
Buffalo Grove	\$0	\$0	\$112,209	Chief/ Deputy Chief/ <b>Commander/ Sergeant</b>				
Wheeling*	\$0	\$0	\$111,500	Chief/ Deputy Chief/ <b>Commander/ Sergeant/</b> **Corporal				
Hoffman Estates <sup>8</sup>	\$0	\$0	\$111,404	Chief/ Asst. Chief/ <b>Lieutenant/</b> Sergeant				
Bartlett	\$80,237	\$95,362	\$110,487	Chief/ Deputy Chief/ <b>Shift</b> <b>Commander/ Sergeant</b>				
Libertyville	\$72,867	\$91,631	\$110,396	Chief/ Deputy Chief/ <b>Lieutenant/ Sergeant</b>				
Lombard	\$81,398	\$95,642	\$109,887	Chief/ Deputy Chief/ <b>Lieutenant/ Sergeant</b>				
Wheaton*	\$0	\$0	\$107,862	Chief/ Deputy Chief/ Division <b>Commander/ Lieutenant /</b> Sergeant				
Carol Stream	\$105,061	\$106,205	\$107,349	Chief/ Deputy Chief/ <b>Commander/ Sergeant/</b> *Corporal				
Rolling Meadows	\$96,686	\$101,525	\$106,364	Chief/ Deputy Chief/ <b>Commander/ Sergeant</b>				
Downer's Grove	\$77,121	\$92,545	\$106,042	Chief/ Deputy Chief/ <b>Lieutenant/</b> Sergeant				
Morton Grove	\$0	\$0	\$103,835	Chief/ Deputy Chief/ <b>Commander/ Sergeant</b>				
Elmwood Park	\$89,661	\$93,247	\$96,833	Chief/ Deputy Chief/ <b>Commander/ Sergeant</b>				
Park Ridge	\$68,738	\$82,456	\$96,222	Chief/ Division <b>Commander/</b> <b>Lieutenant/ Sergeant</b>				
<b>TOTAL MD</b>	<b>\$83,673</b>	<b>\$95,465</b>	<b>\$107,871</b>					
Gen Elyn*	\$0	\$0	\$0	Chief/ Deputy Chief/ <b>Sergeant</b>				
Roselle*	\$0	\$0	\$0	Chief/ Deputy Chief/ <b>Sergeant</b>				
February 15, 2012								



**CITY OF PARK RIDGE  
FIRE DEPARTMENT**

**MEMORANDUM**

**DATE:** February 9, 2012

**TO:** James D. Hock, City Manager  
Allison Stutts, Finance Director

**FROM:** Michael A. Zywanski, Fire Chief

**SUBJECT:** Fire Department FMLA Use and Overtime

**PURPOSE:**

This memorandum provides information and data regarding the number of FMLA hours utilized in the Fire Department from 2007 through 2011. Additional data regarding the overtime needed to fill the daily vacancies caused by FMLA is also provided.

**BACKGROUND:**

During the January 18<sup>th</sup> City Council Budget Workshop, the Fire Department FY13 overtime request was reviewed. Following the discussions, Mayor Schmidt inquired as to whether the amount of FMLA usage was factored into the Department Overtime Request. At the time of the initial Operating Budget submittal by the Fire Department, annual FMLA usage was not factored into the overtime request.

**DISCUSSION:**

The Fire Department queried FMLA usage data for the calendar years 2007 through 2011. The data was then analyzed to determine whether overtime was required on a daily basis due to the FMLA. Table 1 presents this data.

**Table 1:**

Year	FMLA Hours	OT Hours Required to Maintain Min. Staffing	Percentage of FMLA Requiring OT	Department Staffing Level	Overtime Dollars due to FMLA
2007	1842.5	1131.63	61	52	\$46,613
2008	1780.27	1062.71	60	51	\$43,774
2009	1053.5	694.84	66	51	\$28,593
2010	1766.25	1253.82	71	48	\$57,676
2011	3508.5	2990.3	85	48	\$158,247
<b>Avg.</b>	<b>1990.204</b>	<b>1426.66</b>	<b>69</b>	<b>50</b>	<b>\$66,980</b>

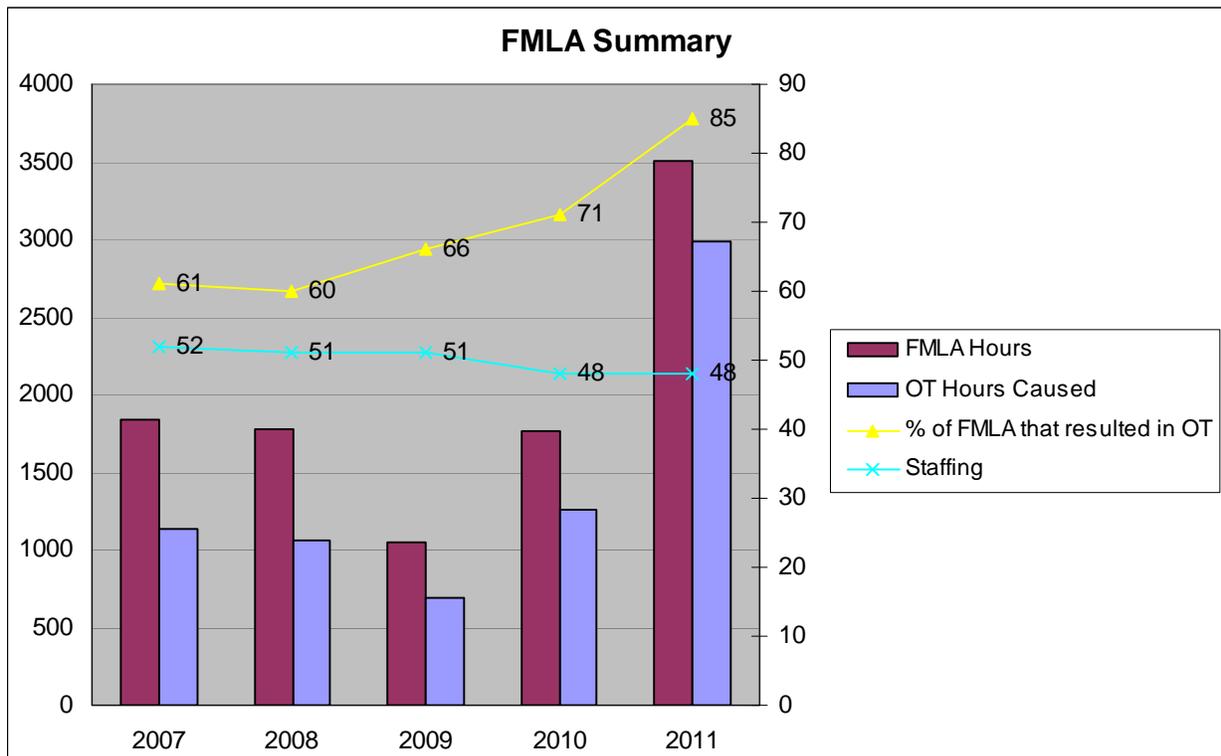


*Our Mission* IS TO LIMIT THE LOSS OF LIFE AND PROPERTY THROUGH PLANNING, PREVENTION AND RESPONSE.

Analysis

As can be seen from the data presented for the period 2007 to 2011, the Fire Department has experienced an average of 1,426.66 hours of overtime per year due to minimum staffing shortages created by FMLA use, for an average cost per year of \$66,980. The overtime cost for each year is calculated at the actual average overtime rate for all Fire Department shift positions in that year. In 2011, the Department experienced a significant increase in FMLA use compared to the previous four years. From the data, there appears to be a direct correlation between the staffing level of the Department and the ability of the Department to absorb FMLA use without the need for overtime. Further, the amount of FMLA use that required overtime to compensate for the minimum staffing shortages was exacerbated by the number of shift vacancies experienced during 2011. The Department carried two shift vacancies for the entire calendar year in 2011, with a third vacancy added in June. Thus for the second six months of the calendar year, the Department carried three full vacant shift positions, while at the same time experiencing the highest FMLA use in the past five years. The following graph represents the FMLA data inclusive of all the factors discussed.

**Graph 1: FMLA Summary**



**RECOMMENDATION:**

Based upon the FMLA data from the previous five years, Staff recommends a revised increase of \$70,000 to the FY13 Overtime Request for the Fire Department.

# City Council Memorandum

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Meeting Date: February 15, 2012

Item Title: Contribution to Nationwide for Fire PEHP

Staff Contact: Allison Stutts  
Phone Number: 847-318-5216  
Email Address: astutts@parkridge.us

Background:

The recently approved contract with IAFF Local 2697 includes a provision for contributions to a Post Employment Health Plan (PEHP) based on specific criteria as listed in Section 5.11 of the contract. Provided below is the text from Section 5.11 of the contract:

**PEHP Plan**

The City agrees to participate in the Post Employment Health Plan (PEHP) which shall be administered by Nationwide Retirement Solutions. The Plan participants within IAFF Local 2697 will be responsible for paying for all of the administrative and asset fees associated with the PEHP.

The following contributions have been agreed upon by the parties:

1. Effective for the calendar year beginning January 1, 2012, on an annual basis, for employees who utilize 2 or less non-FMLA sick days during the prior year, the City shall make the following employer contributions in the first pay period in which January 1<sup>st</sup> falls.
  - i. For employees who have 60 sick days accrued, the City shall make an employer contribution of two (2) days of pay into the employee's Insurance Premium Reimbursement Account for such employees; or
  - ii. For employees who have 30 sick days accrued, the City shall make an employer contribution of one (1) day of pay into the employee's Insurance Premium Reimbursement Account.
2. Effective for the calendar year beginning January 1, 2012, on an annual basis, each employee who elects any ETO buy back days at the end of the year, must mandatorily contribute all such days into the employee's Insurance Premium Reimbursement Account, per section 9.2 of the Agreement. Such contribution shall occur during the following year, in the first pay period in which January 1<sup>st</sup> falls. (I.e. The 2012 calendar year contribution shall be made in the first pay period in which January 1<sup>st</sup> falls of 2013.)
3. Effective for the calendar year beginning January 1, 2014, on an annual basis, each employee must mandatorily contribute one (1) ETO day from each employee's ETO bank within IAFF Local #2697 into the employee's Insurance Premium Reimbursement Account.

4. Effective for the calendar year beginning January 1, 2012, per section 7.5 of this Agreement, upon retirement, an employee who retires or resigns in good standing on or after the effective date of this Agreement with more than 60 days accrued but unused sick leave (1,335 hours) must mandatorily contribute the following to his/her Insurance Premium Reimbursement Account: 35% of accrued but unused sick leave in excess of 60 days paid at 100% of the employee's straight-time rate of pay on the date of retirement or resignation in good standing. Example: An employee who retires with 100 days accrued sick leave shall receive 14 days ( $100 - 60 = 40 \times 35\% = 14$  days) in the employee's Insurance Premium Reimbursement Account.

The cost to the City for the benefit beginning January 1, 2012 is \$10,828.73. This expenditure will be paid out in fiscal year 2012. In the 2012/13 budget, we did not include a similar payment for the benefit period in 2013.

**Recommendation:**

Add a line item to the 2012/13 budget for \$13,000 for the City's contribution to the PEPH plan in fiscal year 2012/13. This is an estimate based on the amount of the 2012 contribution with a 2% increase for wages and an additional estimate for additional employees that may qualify for this benefit in 2013.