



CITY OF ELMHURST

209 NORTH YORK STREET
ELMHURST, ILLINOIS 60126-2759
(630) 530-3000
www.elmhurst.org

PETER "PETE" DICIANNI
MAYOR
PATTY SPENCER
CITY CLERK
DAVID DYER
CITY TREASURER
THOMAS P. BORCHERT
CITY MANAGER

March 7, 2011

To: Mayor DiCianni and Members of the City Council

Re: 2011-2012 Annual Budget

The 2011-2012 Annual Budget, compiled in conformance with Section 3.19 of the Elmhurst Municipal Code, has been prepared to address the operating, maintenance and capital expenditure needs of the City of Elmhurst, as best as possible, and with a recognition of the current economic constraints. The Budget, upon approval, becomes the City's operating plan for fiscal 2011-2012.

To assist the City Council in its review, the proposed 2011-2012 Budget has been assembled in the following categories:

- Summary information, providing a listing of actual and proposed tax rates, a personnel summary, various charts and graphs depicting sources and disposition of funds, and a budget overview of the operating departments of the City.
- Line item detail of the proposed Budget for 2011-2012 by fund, including all revenues and expenditures. Justification forms identify budget details for all items that are in excess of 5% and more than \$2,500 over the previous year's appropriation.
- Fund balance schedules that include prior year actuals, current year estimates and proposed revenues, expenditures and fund balance levels.
- Interfund Transfers and Debt Schedules.
- Budget and Financial Policies and Procedures that now includes the City of Elmhurst Sustainability Policy. Beginning this year, the annual budget will identify carbon emission reduction goals by department for the coming fiscal year, and identify and quantify annual achievement of the pre-set goals.
- Supplemental Information, providing an overview of the City, detailed information on major revenue sources, an overview of the impact of certain capital projects on the operating budget, fund descriptions and a glossary.

The controlling and strategic factor in the preparation of the 2011-2012 budget is that expenditures were throttled to total less than reasonable and anticipated revenues to allow for a contribution to both the Working Cash Fund and General Fund fund balances. To accomplish this the 2011-2012 budget provides support for operations, services, and capital at restricted levels and lower than what would otherwise be appropriate to best maintain infrastructure and to meet expectations of the community as identified through the 2010 Citizen Survey.

EXPENDITURES

Proposed expenditures for fiscal year 2011-12 total \$135,583,746. As indicated in the pie chart on page 13, General Fund proposed expenditures total \$53,799,774 compared to \$51,815,243 for Budget 2010-11. Proposed expenditures for Restricted Funds total \$81,783,972 compared to \$74,728,665 for Budget 2010-11. The change in General Fund and Restricted Funds expenditures can be primarily attributed to changes in capital outlay.

Of the total proposed expenditures for 2011-12, \$39,381,216 or 29.0% account for salaries and wages and employee benefits, \$20,084,562 (14.8%) for interfund transfers (\$8,854,677 is due to transfers of bond proceeds for capital projects) and \$33,085,900 or 24.4% for capital (see chart on page 15).

The first two years of the Capital Expenditure budget, as adjusted for significant deferrals and reductions, are included in the 2011-2012 and 2012-2013 fiscal year operating budgets.

Some of the more significant highlights of the 2011-2012 proposed budget are as follows:

- **Personnel** - City of Elmhurst employees remain the City's greatest asset in providing services; however, labor is also the greatest area of expenditure. In fiscal 2009-2010 and again in 2010-2011 expenditures were throttled in this area with the cooperation of City staff as overtime was eliminated with the exception of emergency response, Public Works accepted unpaid furlough days in 2009-2010 and a delayed contract adjustment for 2010-2011, Police Department employees accepted a delayed implementation date for contract wage scale adjustments and non-union employees received a modest increase for merit. Absent the above listed throttling of labor expenditures, significant staff reductions would have to have been implemented. The 2011-2012 budget provides for staffing at appropriate and sustainable levels going forward as well as returning to appropriate levels of support in seasonal hiring, overtime, travel and training.
- **Information Technology** - The technology budget provides for the implementation of the recently received IT comprehensive plan which includes the funds necessary for appropriate replacement of IT hardware and software and personnel.
- **Construction/Capital Outlay Highlights** - The traditional neighborhood street repair program is provided for in the 2011-2012 Budget and anticipated as well in the 2012-2013 Budget. The 2011-2012 Budget also provides for the following:
 - Infrastructure improvements (streets and sidewalks).
 - Building improvements (green infrastructure at lift station, City Hall roof).
 - Parking improvements (Addison Avenue mixed use parking deck project with General Obligation bond sale).
 - Stormwater management/flood mitigation.
 - Information technology.
 - Public safety equipment (radios).
 - Remaining public improvement projects associated with Elmhurst Memorial Hospital project.

REVENUES

Proposed revenues for fiscal year 2011-12 total \$122,223,970. As indicated in the chart on page 7, the largest source is taxes (includes property, sales and utility taxes), comprising \$40,669,338 or 33.3% of total revenues. Service charges of \$19,708,690 or 16.1% of total revenues includes \$14,556,290 for water and sewer service charges. Interfund transfers of \$20,084,562 include \$8,854,677 for capital projects funded by bond proceeds. Additional emphasis must be placed on analyzing revenues during fiscal year 2011-12 due to the continuation of the extremely volatile market that could significantly affect the accuracy of many of the City's revenue projections.

An overview of Elmhurst's General Fund revenue sources is illustrated in the pie chart on page 88.

- **Sales Taxes** – FY 2012 municipal 1% sales tax (\$8,160,000) is projected at 2% greater than the FY 2011 estimated base sales tax which is approximately \$3,100,000/year below the 1999-2000 high. Sales tax remains the greatest single source of the revenue in the City's General Fund, excluding police and fire pension levies. An analysis of sales tax receipts shows, however, that approximately 25% of the non-home rule sales tax contributions to the General Fund are paid as a result of automotive sales and repairs. Although the City has taken significant action to stabilize other sources of revenue to the General Fund and decrease its reliance on automotive related sales tax, this significant portion of the General Fund revenue stream is subject to the constant volatility in the automotive industry. This reality must be recognized as a significant factor in reviewing the City's general revenues and expenditures, and in planning for the future. This fact also supports the City Council's General Fund balance goals to allow that fund balance to cushion the City's revenue loss should the downturn in the economy continue, the loss of a commercial business that generates significant sales tax, and/or should the loss of local sales tax associated with Internet sales not be stopped at the federal level.
- **Prepared Food and Beverage Tax** – The 1% Prepared Food and Beverage Tax, including packaged alcoholic beverages, was approved by the City Council on October 21, 2002, effective January 1, 2003. This revenue source has become a significant contributor to the General Fund. Revenues are estimated at approximately \$917,000 for FY 2011, which reflects an increase to FY 2009 levels. FY 2012 1% Prepared Food and Beverage Tax is projected to increase 1% to \$926,000.
- **Property Taxes** - The 2010 tax levy, which was approved by the City Council in December of 2010 for collection in the summer of 2011, will continue to provide much needed revenue in FY 2012. The 2011 tax levy, which will be collected in the summer of 2012 (FY 2013) is budgeted to contain a 4.95% increase in the General Fund and debt service portion of the tax levy and a 5% increase in the fire and police pension portion of the levy, in anticipation of other General Fund revenues continuing to recover slowly and increases again in the City's police/fire state mandated pension fund contributions. It is anticipated that this proposed tax levy increase will not be out-paced by an increase in equalized assessed value for Elmhurst (due to the decline in housing values) and will result, therefore, in an increase in the property tax rate for the City of Elmhurst.

- **State Income Tax** - The City of Elmhurst Capital Improvement Fund is credited by Council policy with 80% of the City share of State income tax while the General Fund receives the remaining 20%. This ongoing source of revenue to the Capital Improvement Fund allows this Fund to respond to the City's infrastructure requirements. Although state income tax has also been negatively impacted by current economic conditions, estimated FY 2011 revenue of \$3,334,000 is expected to equal budget. Projected FY 2012 state income tax revenue reflects a 3% increase over FY 2011 and has been adjusted to reflect the 2010 census.
- **Local Motor Fuel Tax Provision**
The City Council approved a 1.5 cents per gallon local Motor Fuel Tax, effective October 1, 2010. FY 2012 local MFT is projected at \$281,000. The funds are designated for stormwater system improvements.
- **Utility Taxes** - The utility tax is a significant revenue source in the City's General Fund. The Elmhurst telecommunications tax has been combined with the Infrastructure Maintenance Fee for a combined rate of 6% on telephone use. This tax is now being collected by the State and then distributed to municipalities. Elmhurst allocates the telecommunications tax revenue 75% to the General Fund and 25% to the Capital Improvement Fund. Telecommunications tax revenue has declined the last two years due to the expanded use of the internet for telephone services and the decision by some DSL providers to stop imposing the tax on these services. The electric tax, not changed since 1998, is a tax on kilowatt consumption. Inflation has eroded the electric tax benefit to the City's General Fund. The City also converted to a gas use tax of 1.5 cents per therm effective June 1, 2003. Future revenue growth of the electric and gas use taxes is therefore limited to increases in usage with no effect of increases in electric and natural gas rates. Utility tax revenues are projected to increase 2% in FY 2012.
- **Increase in Rubbish Collection Fees** – Due to the contract provided for increase to the hauler, higher monthly rubbish collection fees are proposed for FY 2011-2012.
- **Licenses and Permits** - The City's permit fee schedule is designed to charge a fee for services used and to return a significant percentage of revenue back to the City for expenditures needed to operate the Community Development Department (Building Department, Planning and Zoning and Economic Development Department) and portions of the Public Works and the Fire Departments relative to plan review and inspection services. An increase in vehicle license fees was approved by City Council on October 18, 2004 effective for the 2005-2006 licenses. All proceeds from vehicle sticker sales are designated for street improvements.

Other significant revenue sources recorded in other funds include the following:

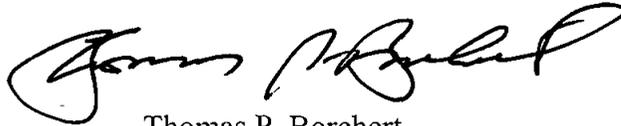
- **Combined Water and Sewerage Rate Increases** - Water and sewerage rates are reviewed and adjusted annually on or about May 1, to reflect changes in conditions and assumption of future projections. Due to water consumption rate adjustments from DuPage Water Commission and budgeted infrastructure improvements/replacement projects, the 2011-2012 Budget reflects both a water rate adjustment and a sewer rate adjustment.
- **Parking System** - Increases in daily and permit fees were approved by City Council effective January 1, 2008 and July 1, 2010. The 2011-2012 revenues to the Parking Revenue system reflect the approved increases and additional revenue due to the new parking deck in the Central Business District. The 2011-12 projected increase in fines and penalties is due to the recently implemented local adjudication procedures relating to late charges.
- **Tax Increment Financing (T.I.F.) Revenues**
 - 1) **T.I.F. I/Central Business District Redevelopment** - The property tax increment, collected for the express purpose of financing the public side responsibilities of the Central Business District Redevelopment Plan, decreased due to the decrease in the district's equalized assessed value. FY 2011 marked the beginning of the 12-year extension of T.I.F. I.
 - 2) **T.I.F. II/Lake and Walnut Industrial Development** - The Tax Increment Financing revenues accruing to this fund are anticipated to decrease also due to the projected decrease in equalized assessed value. The final payment of the outstanding line of credit balance in the TIF II Fund was made in FY 2010. Due to anticipated public/private projects, no surplus distributions are budgeted in FY 2012 and FY 2013.
 - 3) **T.I.F. III/Route 83 and St. Charles Commercial Development** - The Tax Increment Financing revenues projected for this area are anticipated to decrease slightly in fiscal 2011-2012 following significant private-side investment during previous years. The City of Elmhurst by agreement has committed to a 3% rate of inflation increase in E.A.V. to be credited to all affected taxing districts. Increment above that 3% rate will be T.I.F. increment credited to the City's revenue to finance expenditures. Due to the projected decline in E.A.V., no distribution is budgeted for FY 2012 and FY 2013. The 2011-2012 Budget anticipates the acquisition of land adjoining the Municipal Public Works Facility that would allow for the completion of Phase II of the project.

SUMMARY

The 2011-2012 Budget is balanced but throttled. The 2011-2012 Budget reestablishes many previously reduced levels of service, provides a reasonable but throttled support for infrastructure maintenance, provides funds for the Comprehensive Plan Update for the storm and sanitary systems of the community, provides for scheduled payments to the Working Cash Fund and anticipates an increase in the General Fund fund balance for 2010-11 and 2011-12. Continued great care and focus must be directed at all revenues and expenditures, however, as the 2012-13 Budget projection anticipates the use of General Fund balance rather than a contribution to General Fund balance.

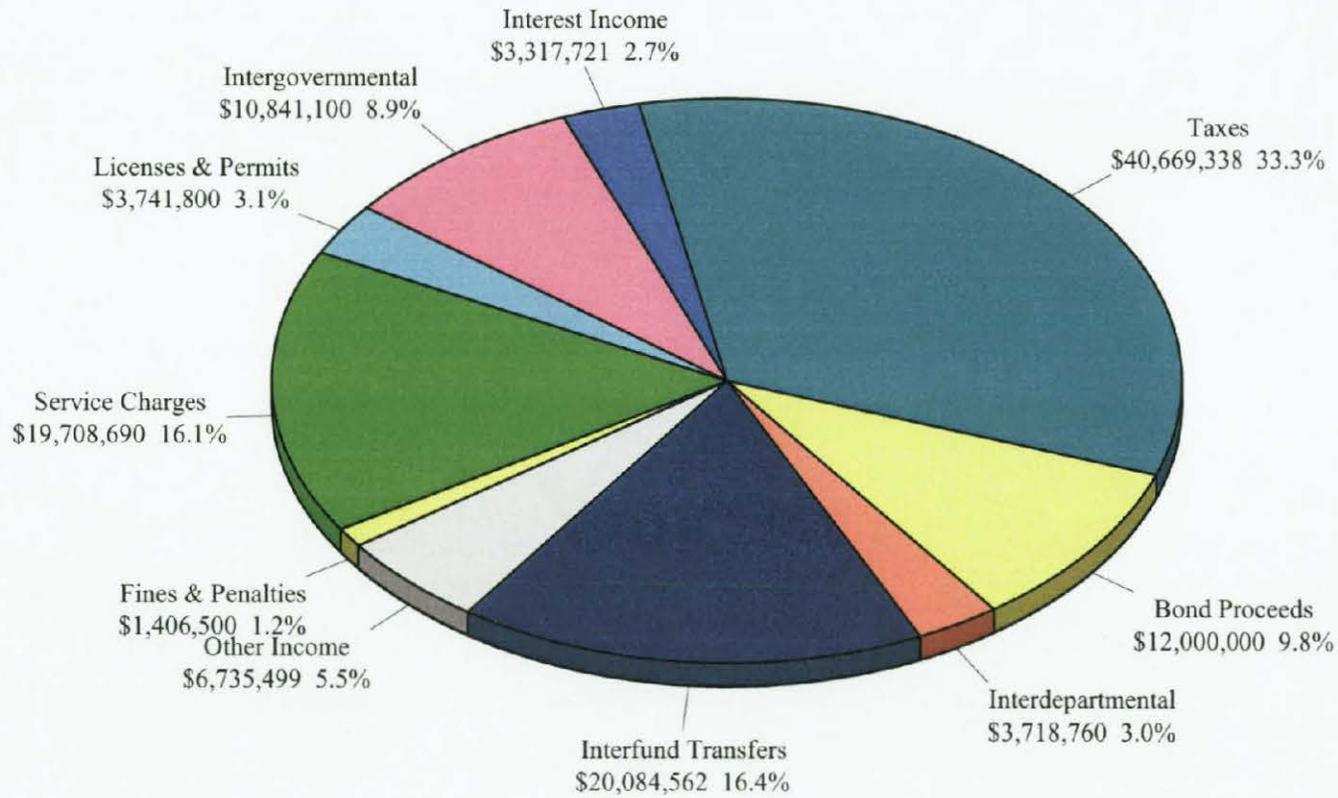
I present for your consideration and use the 2011-2012 proposed Budget.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Thomas P. Borchert", written in a cursive style.

Thomas P. Borchert
City Manager

CITY OF ELMHURST
TOTAL REVENUES - ALL FUNDS
2011/2012 PROPOSED BUDGET



**CITY OF ELMHURST, ILLINOIS
REVENUE SUMMARY BY TYPE BY FUND
2011 - 2012 PROPOSED BUDGET**

04-Mar-11

	2008-09	2009-10	2010-11		2011-12	2012-13
	Actual	Actual	Budget	Estimated	Proposed	Proposed
Summary By Fund						
General Fund	39,562,287	40,622,718	51,982,089	50,984,083	54,052,279	51,318,648
Capital Improvement Fund	5,668,153	6,805,627	9,097,322	6,265,496	8,561,482	5,182,373
Library Funds (Combined)	8,333,116	8,870,398	8,848,210	8,917,740	9,371,985	9,269,150
Motor Fuel Tax Fund	1,131,624	1,092,767	1,108,050	1,288,210	1,337,000	1,359,300
Municipal Utility Fund	11,661,776	12,026,275	14,383,550	13,667,856	15,162,210	16,005,530
Parking System Fund	918,795	1,051,213	3,565,630	3,525,860	1,089,980	1,092,830
Corporate Purpose Series 2006 Fund	35,143	1,670	-	390	-	-
Corporate Purpose Series 2008 Fund	7,481,635	5,310	-	37	-	-
Corporate Purpose Series 2009 Fund	1,000,767	4,005,828	2,000	6,750	2,000	-
Corporate Purpose Series 2009A Fund	-	2,329,915	-	10	-	-
Corporate Purpose Series 2011 Fund	-	-	-	-	12,050,000	30,000
Public Facilities Construction Fund	3,377,296	2,329,107	-	-	6,000,000	5,960,000
Stormwater Fund	44,813	262,528	1,009,230	993,630	492,000	202,000
Redevelopment Projects Fund	3,977,222	4,205,337	3,509,628	3,132,858	2,582,300	3,826,100
Industrial Dev. Projects Fund	656,258	650,892	681,300	649,449	574,250	572,450
Rt. 83 Commercial Dev. Fund	339,742	319,059	327,100	334,653	394,500	394,500
B & I-Debt Service G.O. Bond Fund	4,056,280	5,225,550	2,948,395	2,948,535	3,168,485	3,857,420
B & I-Series 2006 Revenue Bond Fund	1,032,732	984,873	934,560	934,680	1,003,940	1,069,685
Glos Mausoleum Fund	1,333	256	150	240	250	330
Firemen's Pension Fund	(1,231,758)	5,449,611	2,500,335	2,553,670	2,493,899	2,594,200
Police Pension Fund	(2,497,589)	8,552,128	3,665,838	4,381,875	3,694,510	3,838,560
Working Cash Fund	28,179	1,341	150	190,650	192,900	195,600
Total Revenues	85,577,804	104,792,403	104,563,537	100,776,672	122,223,970	106,768,676

**CITY OF ELMHURST, ILLINOIS
REVENUE SUMMARY BY TYPE BY FUND
2011 - 2012 PROPOSED BUDGET**

04-Mar-11

	2008-09	2009-10	2010-11		2011-12	2012-13
	Actual	Actual	Budget	Estimated	Proposed	Proposed
TAXES						
General Fund	22,231,173	22,111,898	26,980,618	27,708,235	28,492,989	29,502,088
Capital Improvement Fund	1,980,003	1,814,499	1,841,880	1,941,692	1,940,249	1,969,773
Library Funds (Combined)	6,156,033	6,401,197	6,671,000	6,728,500	6,731,000	6,951,000
Redevelopment Projects Fund	2,708,862	2,971,745	3,064,200	2,798,479	2,539,800	2,539,800
Industrial Dev. Projects Fund	654,750	649,197	679,300	646,815	570,950	570,950
Rt. 83 Commercial Dev. Fund	339,351	318,807	326,800	334,123	394,350	394,350
	<u>34,070,172</u>	<u>34,267,343</u>	<u>39,563,798</u>	<u>40,157,844</u>	<u>40,669,338</u>	<u>41,927,961</u>
INTERGOVERNMENTAL						
General Fund	1,254,703	1,231,958	4,120,300	4,088,000	5,618,700	2,758,150
Capital Improvement Fund	3,156,071	2,751,113	2,667,200	2,667,200	3,457,300	2,943,000
Library Funds (Combined)	362,125	317,839	229,200	229,200	276,200	284,200
Motor Fuel Tax Fund	1,129,873	1,092,715	1,108,000	1,288,000	1,335,400	1,357,900
Municipal Utility Fund	-	122,640	-	-	153,500	-
Parking System Fund	-	-	2,500,000	2,500,000	-	-
Redevelopment Projects Fund	-	-	-	-	-	1,250,000
	<u>5,902,772</u>	<u>5,516,265</u>	<u>10,624,700</u>	<u>10,772,400</u>	<u>10,841,100</u>	<u>8,593,250</u>
LICENSES						
General Fund	2,264,725	2,399,893	2,442,600	2,534,450	2,580,800	2,625,500
	<u>2,264,725</u>	<u>2,399,893</u>	<u>2,442,600</u>	<u>2,534,450</u>	<u>2,580,800</u>	<u>2,625,500</u>
PERMITS						
General Fund	1,623,148	1,431,855	939,000	2,005,500	1,161,000	1,161,000
	<u>1,623,148</u>	<u>1,431,855</u>	<u>939,000</u>	<u>2,005,500</u>	<u>1,161,000</u>	<u>1,161,000</u>
CHARGES FOR SERVICES						
General Fund	3,120,493	3,774,212	4,136,800	4,058,900	4,334,100	4,506,400
Library Funds (Combined)	135,609	134,208	139,000	139,000	141,000	141,000
Municipal Utility Fund	10,929,533	11,444,180	13,960,440	13,254,800	14,556,290	15,542,800
Parking System Fund	514,395	517,354	697,400	681,300	677,300	677,300
	<u>14,700,030</u>	<u>15,869,954</u>	<u>18,933,640</u>	<u>18,134,000</u>	<u>19,708,690</u>	<u>20,867,500</u>

**CITY OF ELMHURST, ILLINOIS
REVENUE SUMMARY BY TYPE BY FUND
2011 - 2012 PROPOSED BUDGET**

04-Mar-11

	2008-09	2009-10	2010-11		2011-12	2012-13
	Actual	Actual	Budget	Estimated	Proposed	Proposed
FINES & PENALTIES						
General Fund	984,359	951,142	1,248,300	1,145,200	1,206,500	1,206,500
Parking System Fund	285,633	278,239	294,000	140,000	200,000	200,000
	<u>1,269,992</u>	<u>1,229,381</u>	<u>1,542,300</u>	<u>1,285,200</u>	<u>1,406,500</u>	<u>1,406,500</u>
INTEREST INCOME						
General Fund	252,337	50,035	78,760	32,566	38,240	46,540
Capital Improvement Fund	266,145	214,817	238,375	199,115	84,256	44,600
Library Funds (Combined)	165,520	47,521	82,110	61,510	59,585	62,950
Motor Fuel Tax Fund	1,751	52	50	210	1,600	1,400
Municipal Utility Fund	316,417	85,008	50,000	35,400	45,000	50,000
Parking System Fund	43,141	48,982	3,500	1,130	7,500	10,000
Corporate Purpose-Series 2006 Fund	35,143	1,670	-	390	-	-
Corporate Purpose-Series 2008 Fund	61,635	5,310	-	37	-	-
Corporate Purpose-Series 2009 Fund	767	5,828	2,000	6,750	2,000	-
Corporate Purpose-Series 2009A Fund	-	277	-	10	-	-
Corporate Purpose-Series 2011 Fund	-	-	-	-	50,000	30,000
Stormwater Fund	10,467	3,124	1,500	900	2,000	2,000
Redevelopment Projects Fund	21,717	2,612	3,000	6,971	12,500	6,300
Industrial Dev. Projects Fund	1,508	1,695	2,000	2,634	3,300	1,500
Rt. 83 Commercial Dev. Fund	391	252	300	530	150	150
B & I-Series 2006 Revenue Bond Fund	1,032,732	984,873	934,560	934,680	1,003,940	1,069,685
Glos Mausoleum Fund	1,333	256	150	240	250	330
Firemen's Pension Fund	(2,702,857)	3,834,533	685,000	729,060	755,000	780,000
Police Pension Fund	(4,535,981)	6,398,835	1,139,700	1,790,580	1,250,000	1,290,000
Working Cash Fund	28,179	1,341	150	150	2,400	5,100
	<u>(4,999,655)</u>	<u>11,687,021</u>	<u>3,221,155</u>	<u>3,802,863</u>	<u>3,317,721</u>	<u>3,400,555</u>

**CITY OF ELMHURST, ILLINOIS
REVENUE SUMMARY BY TYPE BY FUND
2011 - 2012 PROPOSED BUDGET**

04-Mar-11

	2008-09	2009-10	2010-11		2011-12	2012-13
	Actual	Actual	Budget	Estimated	Proposed	Proposed
OTHER INCOME						
General Fund	1,489,680	1,378,513	1,434,771	1,408,462	1,484,290	1,553,240
Capital Improvement Fund	265,934	841,179	345,000	225,000	225,000	225,000
Library Funds (Combined)	149,893	130,919	138,700	191,330	150,200	154,000
Municipal Utility Fund	415,826	374,447	373,110	377,656	407,420	412,730
Parking System Fund	75,626	206,638	70,730	203,430	205,180	205,530
Stormwater Fund	-	54,856	107,730	107,730	50,000	50,000
Redevelopment Projects Fund	85,684	31,000	35,000	20,000	30,000	30,000
Firemen's Pension Fund	1,471,099	1,615,078	1,815,335	1,824,610	1,738,899	1,814,200
Police Pension Fund	2,038,392	2,153,293	2,526,138	2,591,295	2,444,510	2,548,560
	<u>5,992,134</u>	<u>6,785,923</u>	<u>6,846,514</u>	<u>6,949,513</u>	<u>6,735,499</u>	<u>6,993,260</u>
INTERDEPARTMENTAL INCOME						
General Fund	2,733,974	2,501,494	3,775,840	3,217,470	3,718,760	3,869,080
	<u>2,733,974</u>	<u>2,501,494</u>	<u>3,775,840</u>	<u>3,217,470</u>	<u>3,718,760</u>	<u>3,869,080</u>
INTERFUND TRANSFERS						
General Fund	3,607,695	4,791,718	6,825,100	4,785,300	5,416,900	4,090,150
Capital Improvement Fund	-	1,184,019	4,004,867	1,232,489	2,854,677	-
Library Funds (Combined)	1,363,936	1,838,714	1,588,200	1,568,200	2,014,000	1,676,000
Redevelopment Projects Fund	1,160,959	1,199,980	407,428	307,408	-	-
Stormwater Fund	34,346	204,548	900,000	885,000	440,000	150,000
Corporate Purpose-Series 2009 Fund	-	-	-	-	-	-
Public Facilities Construction Fund	3,377,296	2,329,107	-	-	6,000,000	5,960,000
B & I-Debt Service G.O. Bond Fund	4,056,280	5,225,550	2,948,395	2,948,535	3,168,485	3,857,420
Working Cash Fund	-	-	-	190,500	190,500	190,500
	<u>13,600,512</u>	<u>16,773,636</u>	<u>16,673,990</u>	<u>11,917,432</u>	<u>20,084,562</u>	<u>15,924,070</u>

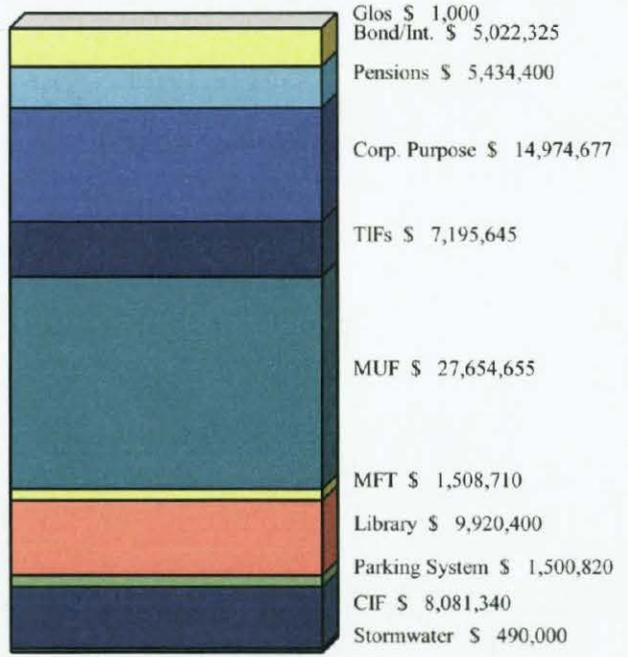
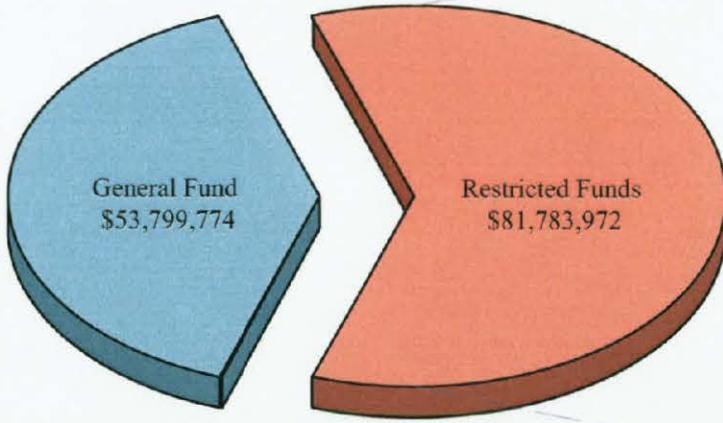
**CITY OF ELMHURST, ILLINOIS
REVENUE SUMMARY BY TYPE BY FUND
2011 - 2012 PROPOSED BUDGET**

04-Mar-11

	2008-09	2009-10	2010-11		2011-12	2012-13
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Proposed</u>
<u>BOND/LETTER OF CR. PROCEEDS</u>						
Corporate Purpose Series 2008 Fund	7,420,000	-	-	-	-	-
Corporate Purpose Series 2009 Fund	1,000,000	4,000,000 (1)	-	-	-	-
Corporate Purpose Series 2009A Fund	-	2,329,638	-	-	-	-
Corporate Purpose Series 2011 Fund	-	-	-	-	12,000,000	-
	<u>8,420,000</u>	<u>6,329,638</u>	<u>-</u>	<u>-</u>	<u>12,000,000</u>	<u>-</u>
Total Revenues	<u>85,577,804</u>	<u>104,792,403</u>	<u>104,563,537</u>	<u>100,776,672</u>	<u>122,223,970</u>	<u>106,768,676</u>

(1) Transfer from Parking System Fund for unused bond proceeds.

CITY OF ELMHURST
2011/2012 PROPOSED BUDGET
\$135,583,746

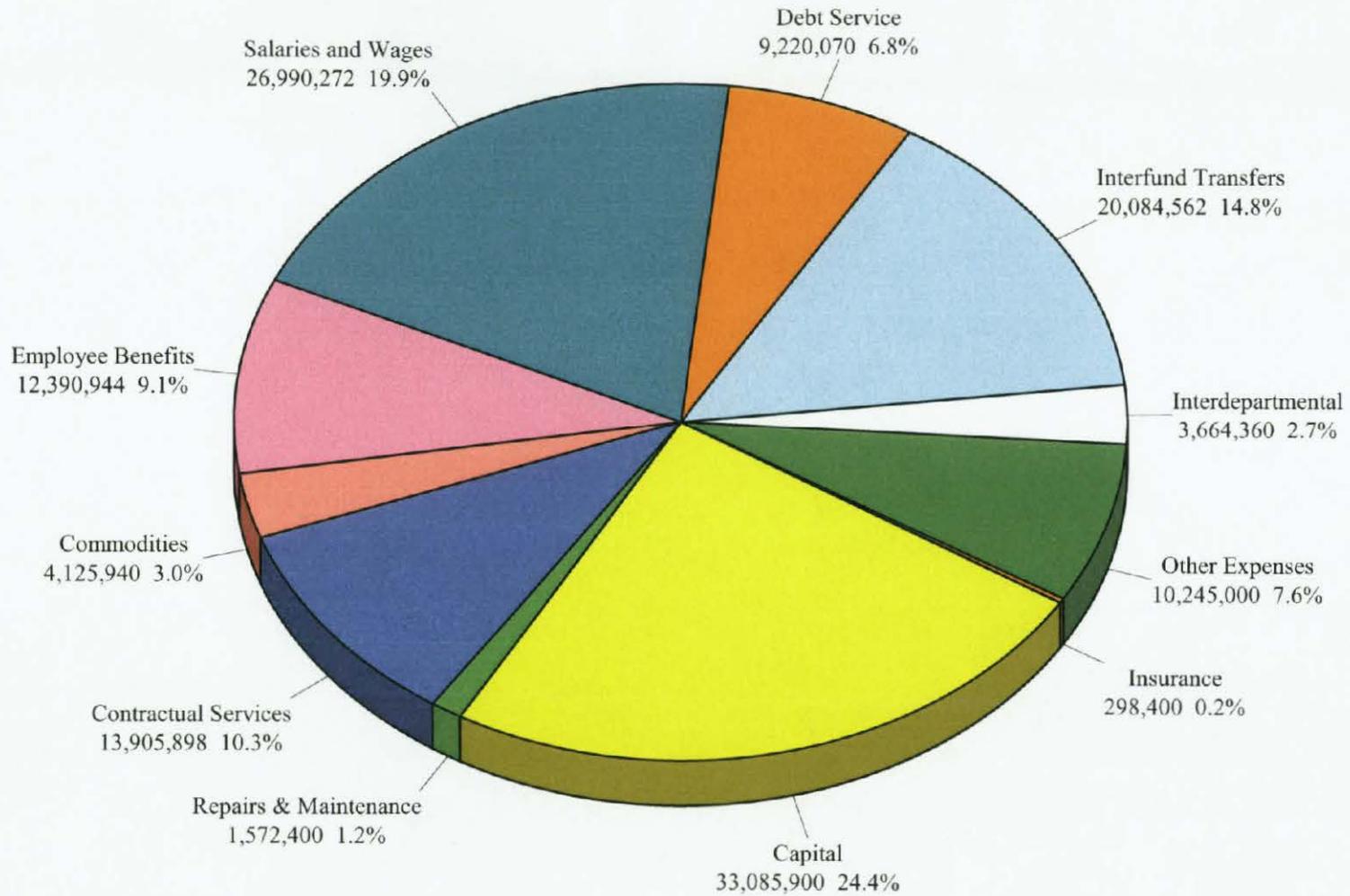


CITY OF ELMHURST, ILLINOIS
EXPENDITURES SUMMARY BY TYPE BY FUND
2011 - 2012 PROPOSED BUDGET

04-Mar-11

	2008-09	2009-10	2010-11		2011-12	2012-13
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Proposed</u>
<u>Summary By Fund</u>						
General Fund	43,430,467	42,944,876	51,815,243	49,399,190	53,799,774	51,625,153
Capital Improvement Fund	4,938,413	6,207,031	9,730,825	7,676,110	8,081,340	7,059,450
Library Funds	8,151,616	8,779,951	9,169,600	8,976,345	9,920,400	9,366,000
Motor Fuel Tax Fund	1,342,262	1,021,041	1,121,570	1,080,220	1,508,710	1,325,840
Municipal Utility Fund	13,360,878	13,690,004	28,017,625	17,811,830	27,654,655	20,988,797
Parking System Fund	780,865	945,552	4,510,630	3,470,121	1,500,820	1,905,200
Corp. Purpose-Series 2006 Fund	1,160,959	1,199,980	407,428	307,408	-	-
Corp. Purpose-Series 2008 Fund	4,908,360	2,522,138	-	56,484	-	-
Corp. Purpose-Series 2009 Fund	-	990,988	4,004,867	1,169,680	2,854,677	-
Corp. Purpose-Series 2009A Fund	-	2,362,127	-	6,335	-	-
Corp. Purpose-Series 2011 Fund	-	-	-	-	6,120,000	5,960,000
Public Facilities Construction Fund	3,335,714	2,370,694	-	-	6,000,000	5,960,000
Stormwater Fund	71,260	266,641	950,000	885,000	490,000	200,000
Redevelopment Projects Fund	4,064,200	2,649,466	4,789,720	1,888,456	4,602,050	3,868,510
Industrial Dev. Project Fund	666,982	33,558	685,000	630,000	1,015,000	615,000
Rt. 83 Commercial Dev. Fund	92,235	87,521	1,581,445	79,940	1,578,595	76,515
B & I Debt Service G.O. Bond Fund	4,056,281	5,225,550	2,948,395	2,948,535	3,168,485	3,857,420
B & I-2006 Revenue Bond Fund	1,857,971	1,862,337	1,858,055	1,858,555	1,853,840	1,851,120
Glos Mausoleum Fund	715	-	1,000	-	1,000	1,000
Fire Pension Fund	1,712,352	1,754,595	1,942,000	1,918,910	2,174,200	2,399,000
Police Pension Fund	2,684,676	2,772,891	3,010,505	3,058,445	3,260,200	3,520,000
Working Cash Fund	250,000	700,000	-	-	-	-
Total Expenditures	96,866,206	98,386,941	126,543,908	103,221,564	135,583,746	120,579,005

CITY OF ELMHURST
TOTAL EXPENDITURES - ALL FUNDS
2011/2012 PROPOSED BUDGET



CITY OF ELMHURST, ILLINOIS
EXPENDITURES SUMMARY BY TYPE BY FUND
2011 - 2012 PROPOSED BUDGET

04-Mar-11

	2008-09	2009-10	2010-11		2011-12	2012-13
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Proposed</u>
<u>SALARIES AND WAGES</u>						
General Fund	17,222,971	17,297,550	17,939,164	17,490,995	18,521,472	18,934,208
Library Funds	2,889,928	2,969,569	3,125,000	3,045,000	3,115,500	3,183,000
Motor Fuel Tax Fund	1,143,376	861,423	931,200	900,900	974,600	946,300
Municipal Utility Fund	4,019,142	4,099,673	4,046,100	4,070,300	4,221,000	4,305,100
Parking System Fund	135,061	132,859	159,600	151,400	157,700	163,700
	<u>25,410,478</u>	<u>25,361,074</u>	<u>26,201,064</u>	<u>25,658,595</u>	<u>26,990,272</u>	<u>27,532,308</u>
<u>EMPLOYEE BENEFITS</u>						
General Fund	7,806,539	8,192,150	9,597,258	9,752,565	9,790,154	10,357,708
Library Funds	601,412	656,842	732,400	739,270	771,400	809,000
Motor Fuel Tax Fund	198,886	159,618	190,370	179,320	199,110	191,540
Municipal Utility Fund	1,445,890	1,306,923	1,526,450	1,479,670	1,563,790	1,631,322
Parking System Fund	53,301	57,514	57,200	56,410	66,490	70,000
	<u>10,106,028</u>	<u>10,373,047</u>	<u>12,103,678</u>	<u>12,207,235</u>	<u>12,390,944</u>	<u>13,059,570</u>
<u>CONTRACTUAL SERVICES</u>						
General Fund	7,248,752	6,997,112	7,557,691	7,095,210	7,968,878	8,428,722
Library Funds	461,426	424,395	677,500	641,850	546,900	563,300
Municipal Utility Fund	3,527,640	3,923,941	4,883,600	4,661,075	4,930,160	5,000,020
Parking System Fund	154,441	165,239	180,260	173,806	226,760	223,320
Redevelopment Projects Fund	247,353	182,516	175,000	100,000	125,000	75,000
Industrial Dev. Project Fund	1,508	4,105	15,000	5,000	15,000	15,000
Rt. 83 Commercial Dev. Fund	9,640	5,458	4,000	2,500	4,000	4,000
B & I-2006 Revenue Bond Fund	1,022	2,075	2,000	2,000	2,000	2,000
Fire Pension Fund	31,716	32,350	33,500	35,010	38,200	42,000
Police Pension Fund	41,487	42,965	44,800	45,800	49,000	53,000
	<u>11,724,985</u>	<u>11,780,156</u>	<u>13,573,351</u>	<u>12,762,251</u>	<u>13,905,898</u>	<u>14,406,362</u>

CITY OF ELMHURST, ILLINOIS
EXPENDITURES SUMMARY BY TYPE BY FUND
2011 - 2012 PROPOSED BUDGET

04-Mar-11

	2008-09	2009-10	2010-11		2011-12	2012-13
	Actual	Actual	Budget	Estimated	Proposed	Proposed
COMMODITIES						
General Fund	1,803,734	1,779,028	2,016,690	2,113,805	1,712,590	1,887,450
Library Funds	1,011,080	1,066,679	1,163,900	1,144,600	1,152,100	1,169,200
Motor Fuel Tax Fund	-	-	-	-	335,000	188,000
Municipal Utility Fund	732,134	773,690	913,100	916,550	915,250	915,250
Parking System Fund	7,909	98,497	29,000	38,700	11,000	11,000
	<u>3,554,857</u>	<u>3,717,894</u>	<u>4,122,690</u>	<u>4,213,655</u>	4,125,940	<u>4,170,900</u>
REPAIRS & MAINTENANCE						
General Fund	816,481	757,556	889,400	858,900	891,400	905,800
Library Funds	148,614	181,913	201,000	189,000	191,000	195,000
Municipal Utility Fund	364,716	318,237	501,500	509,500	331,500	331,500
Parking System Fund	56,566	38,666	48,500	48,500	157,500	157,000
Glos Mausoleum Fund	715	-	1,000	-	1,000	1,000
	<u>1,387,092</u>	<u>1,296,372</u>	<u>1,641,400</u>	<u>1,605,900</u>	1,572,400	<u>1,590,300</u>
OTHER EXPENSES						
General Fund	1,623,144	1,335,987	1,456,165	1,542,995	1,533,400	1,582,220
Library Funds	51,127	52,521	54,400	62,000	64,500	65,500
Municipal Utility Fund	2,167,448	2,186,277	2,360,185	2,360,185	2,367,600	2,367,600
Parking System Fund	201,163	201,163	451,500	400,000	400,000	794,000
Redevelopment Projects Fund	577,444	624,499	629,100	571,071	532,300	532,300
Industrial Dev. Project Fund	-	-	660,000	615,000	-	-
Fire Pension Fund	1,680,636	1,722,245	1,908,500	1,883,900	2,136,000	2,357,000
Police Pension Fund	2,643,189	2,729,926	2,965,705	3,012,645	3,211,200	3,467,000
	<u>8,944,151</u>	<u>8,852,618</u>	<u>10,485,555</u>	<u>10,447,796</u>	10,245,000	<u>11,165,620</u>

CITY OF ELMHURST, ILLINOIS
EXPENDITURES SUMMARY BY TYPE BY FUND
2011 - 2012 PROPOSED BUDGET

04-Mar-11

	2008-09	2009-10	2010-11		2011-12	2012-13
	Actual	Actual	Budget	Estimated	Proposed	Proposed
INSURANCE						
General Fund	205,714	198,481	219,970	210,240	215,650	226,900
Library Funds	31,265	31,512	33,000	27,225	30,000	32,000
Municipal Utility Fund	52,484	54,400	52,820	53,120	52,750	56,370
	289,463	284,393	305,790	290,585	298,400	315,270
CAPITAL						
General Fund	4,155,669	4,034,140	8,894,800	7,264,560	9,777,900	5,816,000
Library Funds	231,401	141,072	105,000	70,000	487,000	95,000
Municipal Utility Fund	-	-	11,547,000	2,275,000	11,406,000	4,017,000
Parking System Fund	-	-	3,100,000	2,150,000	-	-
Stormwater Fund	71,260	266,641	950,000	885,000	490,000	200,000
Redevelopment Projects Fund	2,547,381	1,285,622	3,450,000	725,600	2,425,000	1,645,000
Industrial Dev. Project Fund	-	-	10,000	10,000	1,000,000	600,000
Rt. 83 Commercial Dev. Fund	-	1,900	1,500,000	-	1,500,000	-
Public Facilities Construction Fund	3,335,714	2,370,694	-	-	6,000,000	5,960,000
	10,341,425	8,100,069	29,556,800	13,380,160	33,085,900	18,333,000
DEBT SERVICE						
Library Funds	1,361,427	1,416,734	1,489,200	1,489,200	1,548,000	1,578,000
Municipal Utility Fund	543,424	566,423	1,415,210	874,200	1,116,135	1,579,805
Parking System Fund	112,263	197,782	374,540	374,785	376,610	375,680
Redevelopment Projects Fund	108,648	52,623	73,750	30,000	1,039,000	1,028,500
Industrial Dev. Project Fund	665,474	29,453	-	-	-	-
Corp. Purpose-Series 2008 Fund	118,664	-	-	-	-	-
Corp. Purpose-Series 2009A Fund	-	49,119	-	-	-	-
Corp. Purpose-Series 2011 Fund	-	-	-	-	120,000	-
B & I Debt Service G.O. Bond Fund	4,056,281	5,225,550	2,948,395	2,948,535	3,168,485	3,857,420
B & I-2006 Revenue Bond Fund	1,856,949	1,860,262	1,856,055	1,856,555	1,851,840	1,849,120
	8,823,130	9,397,946	8,157,150	7,573,275	9,220,070	10,268,525

CITY OF ELMHURST, ILLINOIS
EXPENDITURES SUMMARY BY TYPE BY FUND
2011 - 2012 PROPOSED BUDGET

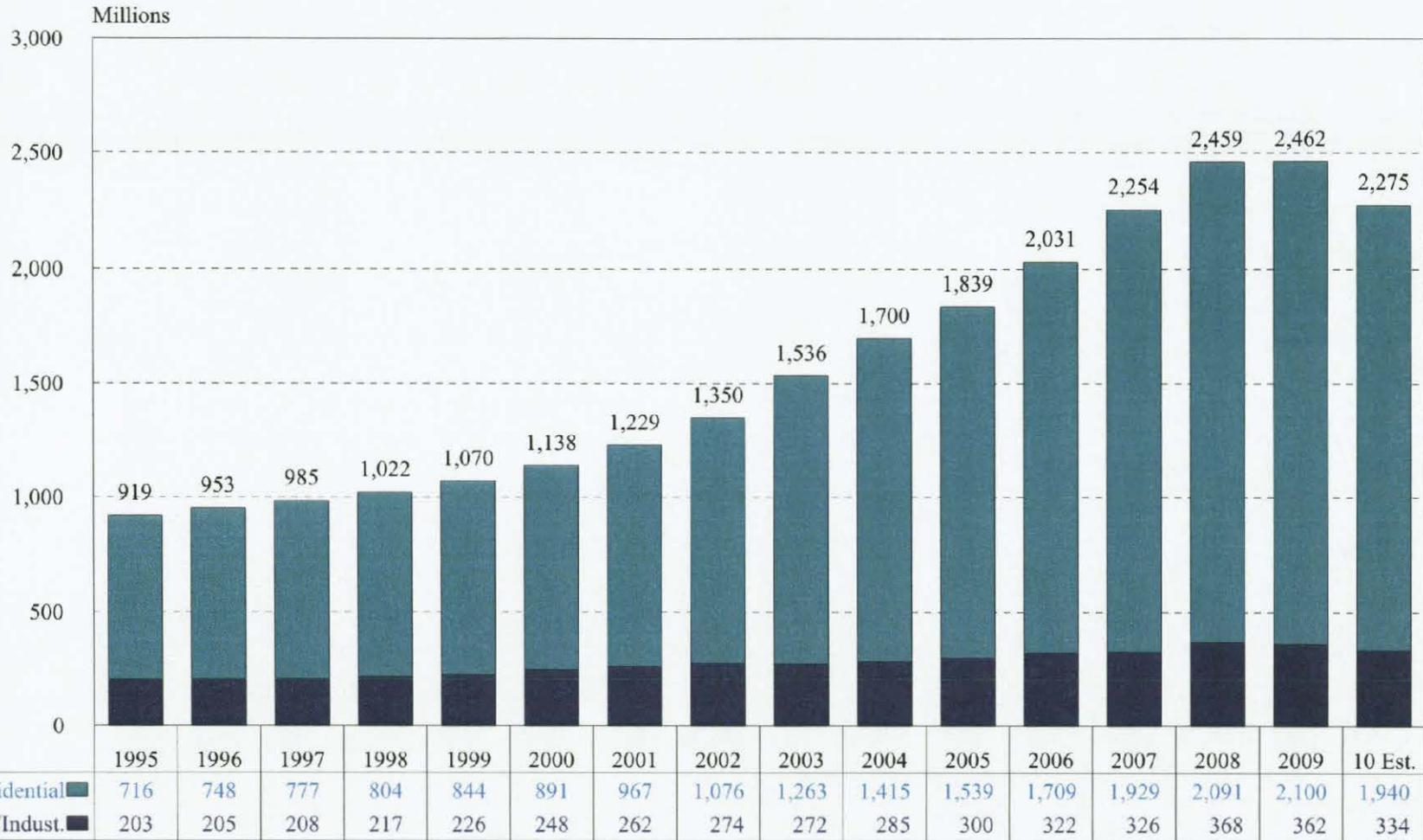
04-Mar-11

	2008-09	2009-10	2010-11		2011-12	2012-13
	Actual	Actual	Budget	Estimated	Proposed	Proposed
INTERDEPARTMENTAL						
General Fund	2,115,924	1,935,464	2,840,750	2,475,920	2,809,130	2,917,750
Municipal Utility Fund	508,000	460,440	771,660	612,230	750,470	784,830
Parking System Fund	60,161	53,832	110,030	76,520	104,760	110,500
	<u>2,684,085</u>	<u>2,449,736</u>	<u>3,722,440</u>	<u>3,164,670</u>	<u>3,664,360</u>	<u>3,813,080</u>
TRANSFERS TO OTHER FUNDS						
General Fund	431,539	417,408	403,355	594,000	579,200	568,395
Capital Improvement Fund	4,938,413	6,207,031	9,730,825	7,676,110	8,081,340	7,059,450
Library Funds	1,363,936	1,838,714	1,588,200	1,568,200	2,014,000	1,676,000
Corp. Purpose-Series 2006 Fund	1,160,959	1,199,980	407,428	307,408	-	-
Corp. Purpose-Series 2008 Fund	4,789,696	2,522,138	-	56,484	-	-
Corp. Purpose-Series 2009 Fund	-	990,988	4,004,867	1,169,680	2,854,677	-
Corp. Purpose-Series 2009A Fund	-	2,313,008	-	6,335	-	-
Corp. Purpose-Series 2011 Fund	-	-	-	-	6,000,000	5,960,000
B & I Debt Service G. O. Bond Fund	-	-	-	-	-	-
Redevelopment Projects Fund	583,374	504,206	461,870	461,785	480,750	587,710
Rt. 83 Commercial Dev. Fund	82,595	80,163	77,445	77,440	74,595	72,515
Working Cash Fund	250,000	700,000	-	-	-	-
	<u>13,600,512</u>	<u>16,773,636</u>	<u>16,673,990</u>	<u>11,917,442</u>	<u>20,084,562</u>	<u>15,924,070</u>
Total Expenditures	<u>96,866,206</u>	<u>98,386,941</u>	<u>126,543,908</u>	<u>103,221,564</u>	<u>135,583,746</u>	<u>120,579,005</u>

CITY OF ELMHURST

Equalized Assessed Valuation

20



Assessed Value

EAV increased 23.7% for the five year period 2005 - 2010 (est.).
 EAV increased 61.6% for the five year period 2000 - 2005.
 EAV increased 23.8% for the five year period 1995 - 2000.

CITY OF ELMHURST
PROPERTY TAX RATES, EXTENSIONS AND ABATEMENTS

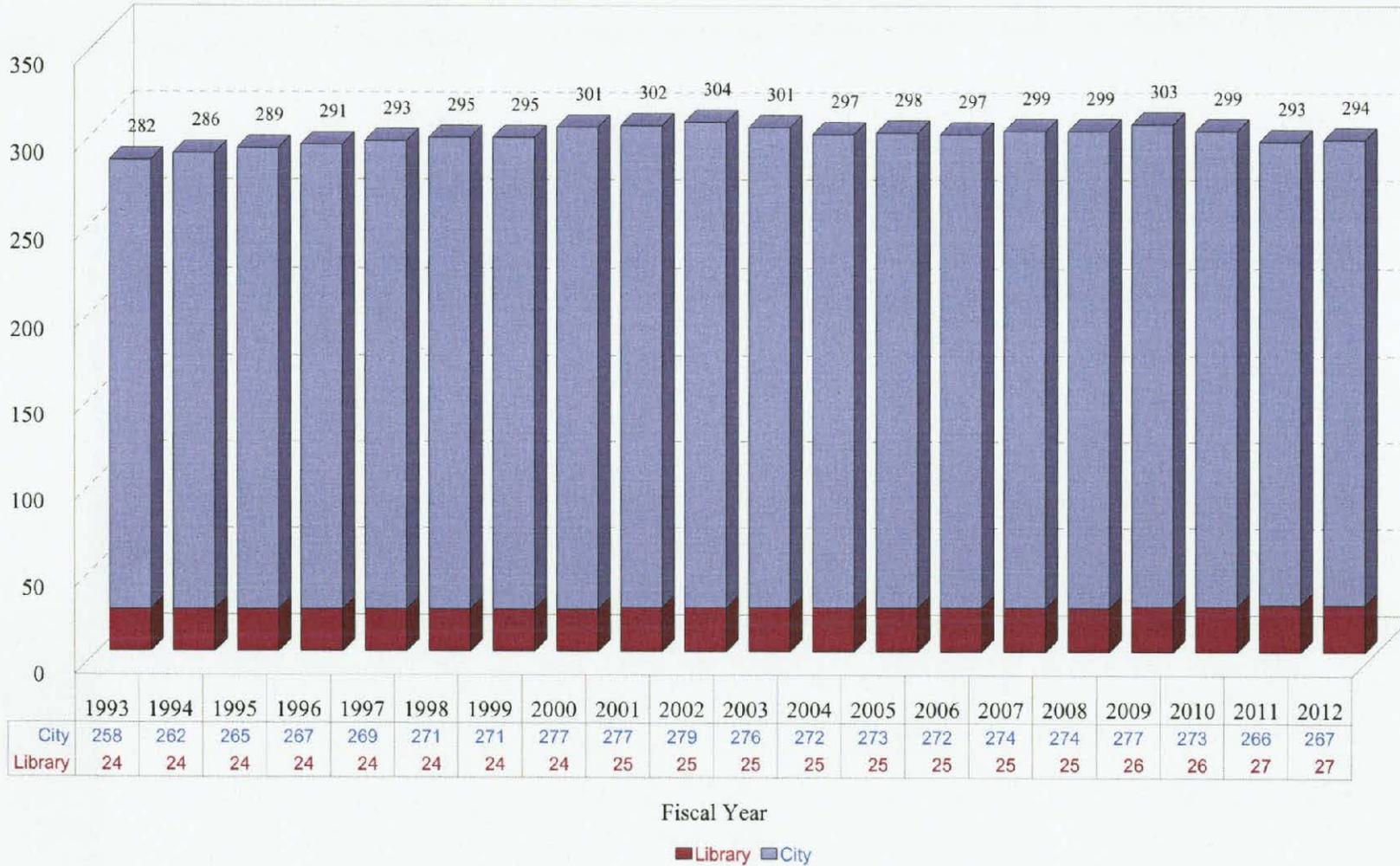
04-Mar-11

	2006 Actual Levy		2007 Actual Levy		2008 Actual Levy		2009 Actual Levy		2010 Estimated Levy	
	Rate	Amount	Rate	Amount	Rate	Amount	Rate	Amount	Rate	Amount
General Fund:										
Fire Protection	\$0.0959	\$1,947,750	\$0.0930	\$2,096,507	\$0.0724	\$1,780,599	\$0.1421	\$3,498,435	\$0.1885	\$4,287,498
IMRF	0.0468	\$950,518	0.0442	\$996,404	0.0425	\$1,045,241	0.0446	\$1,098,031	0.0501	\$1,140,000
Ambulance	0.0172	\$349,336	0.0165	\$371,961	0.0157	\$386,124	0.0120	\$295,434	0.0097	\$220,260
Fire Pension	0.0513	\$1,041,914	0.0481	\$1,084,322	0.0478	\$1,175,589	0.0584	\$1,437,781	0.0593	\$1,349,599
Police Pension	0.0687	\$1,395,312	0.0618	\$1,393,163	0.0632	\$1,554,335	0.0808	\$1,989,258	0.0808	\$1,838,595
Subtotal	0.2799	5,684,830	0.2636	5,942,358	0.2416	5,941,888	0.3379	8,318,939	0.3884	8,835,952
Library	0.2920	\$5,930,584	0.2736	\$6,167,789	0.2608	\$6,414,091	0.2737	\$6,738,365	0.2958	\$6,730,000
Debt Service		\$0		\$0		\$0	0.0957	\$2,356,089	0.1051	\$2,389,737
Total	<u>\$0.5719</u>	<u>\$11,615,414</u>	<u>\$0.5372</u>	<u>\$12,110,146</u>	<u>\$0.5024</u>	<u>\$12,355,979</u>	<u>\$0.6116</u>	<u>\$17,413,394</u>	<u>\$0.7893</u>	<u>\$17,955,689</u>
Assessed Valuation		\$2,031,021,795		\$2,254,308,663		\$2,459,390,872		\$2,461,953,003		\$2,274,844,575
Tax Increment Financing I:										
Assessed Valuation Increment		\$35,794,776		\$34,314,928		\$38,329,242		\$35,463,275		\$35,817,908
TIF Rate Extended		4.9923/6.8390		4.7513/6.5742		4.5853/6.4182		4.8787/6.6697		4.5853/6.4182
Real Estate Tax Increment		\$2,291,303		\$2,162,127		\$2,356,592		\$2,271,451		\$2,249,200
Tax Increment Financing II:										
Assessed Valuation Increment		\$10,518,554		\$13,648,584		\$14,091,914		\$13,231,914		\$14,666,638
TIF Rate Extended		5.0369		4.7972		4.6316		4.9241		4.6316
Real Estate Tax Increment		\$529,809		\$654,750		\$652,681		\$651,553		\$679,300
Tax Increment Financing III:										
Assessed Valuation Increment		\$8,626,660		\$8,877,090		\$8,877,220		\$8,877,220		\$9,242,580
TIF Rate Extended		4.9923		4.7513		4.5853		4.8787		4.5853
Real Estate Tax Increment		\$430,669		\$421,777		\$407,047		\$433,093		\$423,800
Tax Abatements for Debt Service										
N Corp Series 00		1,055,719		1,072,256		-		-		-
O Corp Series 01		1,053,205		986,767		990,830		-		-
P Corp Series 02		541,439		589,932		644,520		-		-
Q Corp Series 03		473,140		745,840		735,903		280,015		280,195
R Corp Series 04		687,595		326,732		725,270		364,313		363,571
S Corp Series 05		763,769		742,637		326,688		958,771		1,017,267
T Corp Series 06		642,434		646,994		650,938		436,849		435,801
U Corp Series 08		-		-		904,911		74,284		68,656
V Corp Series 09		-		-		728,635		439,548		368,103
W Corp Series 09A		-		-		-		239,870		278,595
Total Abatements for Debt Service		5,217,301		5,111,158		5,707,695		2,793,650		2,812,188

CITY OF ELMHURST HISTORY OF BUDGETED FULL TIME PERSONNEL

22

Full Time Employees



2012 As Proposed

CITY OF ELMHURST
PERSONNEL SUMMARY

	Actual 2008-09	Actual 2009-10	2010-11		2011-12 Proposed	2012-13 Proposed
			As Budgeted	Actual 03/04/11		
<u>CORPORATE</u>						
Administration	6.00	4.00	4.00	4.00	5.00	5.00
Finance	13.00	13.00	13.00	12.00	12.00	12.00
Human Resources	3.00	3.00	3.00	3.00	3.00	3.00
Information Technology	-	4.00	6.00	4.00	6.00	6.00
Planning & Development	3.00	1.00	1.00	1.00	2.00	2.00
Building	6.00	8.00	8.00	9.00	9.00	9.00
Museum	4.00	3.00	3.00	3.00	3.00	3.00
	<u>35.00</u>	<u>36.00</u>	<u>38.00</u>	<u>36.00</u>	<u>40.00</u>	<u>40.00</u>
<u>POLICE</u>						
Sworn						
Chief - Deputy Chiefs	3.00	3.00	3.00	3.00	3.00	3.00
Sergeants	10.00	10.00	10.00	10.00	10.00	10.00
Patrolmen	57.00	56.00	56.00	54.00	56.00	56.00
Subtotal	<u>70.00</u>	<u>69.00</u>	<u>69.00</u>	<u>67.00</u>	<u>69.00</u>	<u>69.00</u>
Civilian						
Service Officers	10.00	9.00	10.00	9.00	9.00	9.00
Parking Enforcement	2.00	2.00	2.00	2.00	2.00	2.00
Animal Control	1.00	1.00	-	1.00	-	-
Clerks	9.00	9.00	9.00	9.00	9.00	9.00
	<u>92.00</u>	<u>90.00</u>	<u>90.00</u>	<u>88.00</u>	<u>89.00</u>	<u>89.00</u>
<u>FIRE</u>						
Sworn						
Chief - Deputy Chief	2.00	2.00	2.00	2.00	2.00	2.00
Captains - Commanders	3.00	3.00	3.00	3.00	3.00	3.00
Lieutenants	6.00	5.00	5.00	5.00	5.00	5.00
Firefighters	33.00	34.00	34.00	34.00	34.00	34.00
Subtotal	<u>44.00</u>	<u>44.00</u>	<u>44.00</u>	<u>44.00</u>	<u>44.00</u>	<u>44.00</u>
Civilian - Clerks	2.00	1.00	1.00	1.00	1.00	1.00
	<u>46.00</u>	<u>45.00</u>	<u>45.00</u>	<u>45.00</u>	<u>45.00</u>	<u>45.00</u>
<u>PUBLIC WORKS</u>						
Administration & Engineering	15.00	12.00	12.00	12.00	12.00	12.00
Street Maintenance	14.00	14.00	14.00	14.00	14.00	14.00
Forestry	10.00	11.00	11.00	11.00	11.00	11.00
Equipment Maintenance	10.00	10.00	10.00	10.00	11.00	11.00
Electrical	8.00	7.00	7.00	7.00	7.00	7.00
Treatment Plant	18.00	17.00	16.00	16.00	15.00	15.00
Utility Maintenance	21.00	19.00	19.00	19.00	19.00	19.00
Building Maintenance	4.00	4.00	4.00	4.00	4.00	4.00
	<u>100.00</u>	<u>94.00</u>	<u>93.00</u>	<u>93.00</u>	<u>93.00</u>	<u>93.00</u>
TOTAL FULL TIME (Excluding Library)	<u>273.00</u>	<u>265.00</u>	<u>266.00</u>	<u>262.00</u>	<u>267.00</u>	<u>267.00</u>
<u>LIBRARY</u>						
Full time	26.00	26.00	27.00	27.00	27.00	27.00
	<u>299.00</u>	<u>291.00</u>	<u>293.00</u>	<u>289.00</u>	<u>294.00</u>	<u>294.00</u>

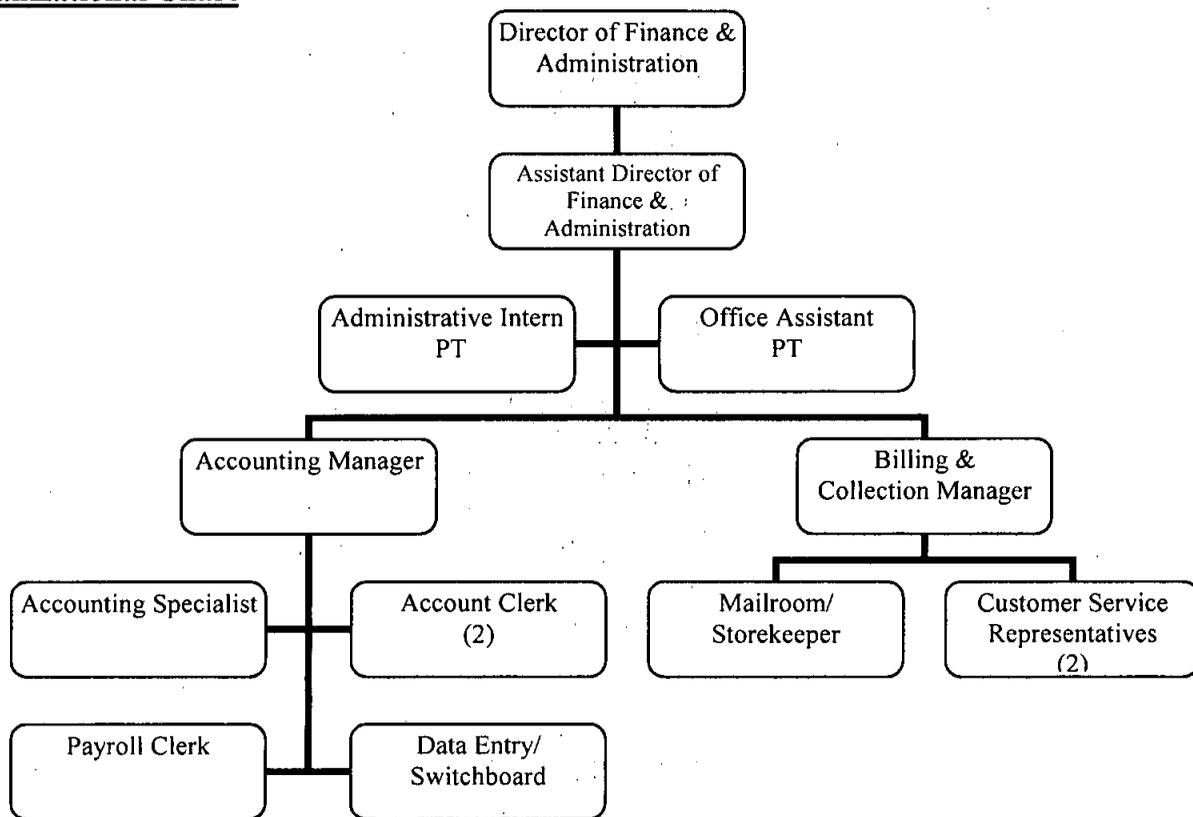
FINANCE DEPARTMENT

Mission

The primary function of the Finance Department is to provide administrative support services to other city departments in the following areas:

- Accounting – to collect, invest and secure all city funds; to develop and maintain sound financial management information systems, policies and practices; and to safeguard city assets.
- Utility Billing- to provide general management for the utility billing, collections and administrative customer service of the City-owned water and sewer utility.
- Parking System Administration - to provide general management for the collections and administrative customer service of the City-provided public parking system.
- Budget – to coordinate the city-wide budget and prepare all budget documents.

Organizational Chart



Accounting Division

The Accounting Division is responsible for maintaining the integrity of all financial systems and functions of the City. Collections, accounts payable, payroll, and cash management activities are all performed by the Accounting Division.

2010-2011 Accomplishments

- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting Award for the twenty-first consecutive year.
- Received the GFOA Distinguished Budget Presentation Award for the fourth consecutive year.
- Completed a Request for Proposal process for bank services.
- Implemented a one and one half cent (\$.015) Municipal Motor Fuel Tax, effective October 1, 2010.
- Completed the 2010 Citizens Survey.
- Completed a city-wide copier and printer analysis.
- Began review of fiscal year change to calendar year.
- Completed comprehensive parking system review and implemented new parking space designations and uses (commuter, consumer, employee).
- Implemented new parking fee structure and rates.

2011-2012 Expectations

- Receive the GFOA Certificate of Achievement for Excellence in Financial Reporting Award for the twenty-second consecutive year.
- Receive the GFOA Distinguished Budget Presentation Award for the fifth consecutive year.
- Implement automated check clearing (immediate funds).
- Complete asset appraisal for the Wastewater Treatment Plant and related structures.
- Review document handling procedures in conjunction with installation of a Document Management System.
- Complete a city-wide forms review and analysis.
- Complete review of fiscal year change to calendar year.
- Complete the Request for Proposals process for pension actuary.
- Complete the Request for Proposals process for collection agency.
- Review outsourcing the utility billing print and mailing process.
- Implement electronic email billing for utility bills.
- Review monthly billing for utility bills.
- Implement online purchase of parking permits.
- Review and implement Pay by Phone for daily parking.
- Implement Kronos payroll system at City Hall and Public Works facilities.
- Implement GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.
- Continue to review and monitor the General Fund financial position including expenditure reduction and revenue enhancement options.

**Accounting Division (#110-2008)
Summary of Expenditures**

Description	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed	% Increase 10/11 Budget to 11/12 Proposed
Salaries & Wages	398,103	365,100	356,900	378,100	3.56%
Employee Benefits	318,102	281,270	297,780	276,380	-1.74%
Contractual Services	80,221	89,240	99,460	90,600	1.52%
Commodities	26,572	26,760	26,550	31,360	17.19%
Repairs & Maintenance	380	500	500	500	0.00%
Other Expenses	4,350	6,350	6,149	7,335	15.51%
Insurance	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Interdepartmental Charges	77,635	186,890	117,380	175,290	-6.21%
Total Expenditures	905,363	956,110	904,719	959,565	0.36%

Explanation of Expenditures

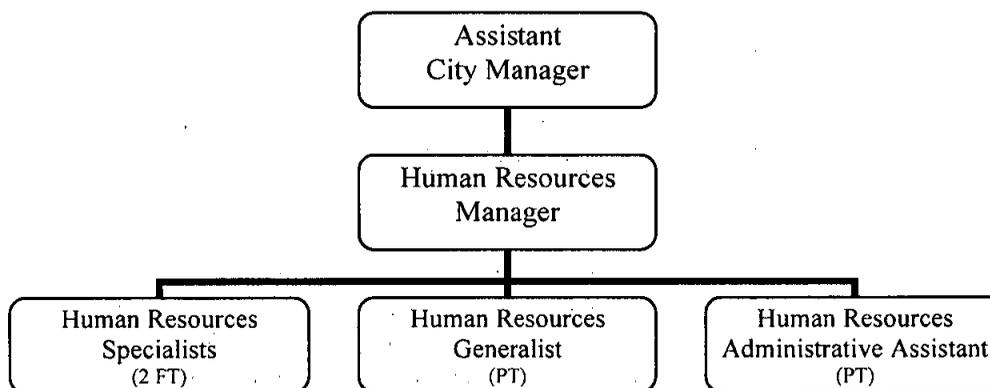
The 2011/12 proposed budget of \$959,565 reflects a 0.36% increase of expenditures from the 2010/11 approved budget. Increased contractual services since 2009/10 are primarily due to increased banking expenses.

HUMAN RESOURCES DEPARTMENT

Mission

The Human Resources Department supports the organization's mission and ongoing strategic planning by managing employee and labor relations, recruitment & staffing planning including succession planning, benefits, performance management, compensation, diversity practices, employee communication programs, wellness initiatives, safety and security, training and development, employee engagement initiatives, retention programs, and work/life programs. The City's loss control -risk management program is administered by Human Resources, and includes general liability, workers' compensation, and employment and property loss control. The department ensures the review and compliance of contractual, state and federal employment statutes. Human Resources also provide staff liaison support to the Board of Fire and Police Commissioners; administering the police and fire recruitment process.

Organizational Chart



2010 – 2011 Accomplishments

- Administered and negotiated three labor contracts
- Managed loss control – risk management program
- Continued staffing management initiatives
- Managed employee compensation and benefits
- Audited staff performance appraisals
- Administered wellness program by facilitating the wellness committee
- Facilitated training committee
- Planned and conducted city wide training initiatives
- Facilitated Big-Ideas Committee
- Facilitated intranet development team and implemented employee intranet site; including communication and training.
- Implemented Human Resources Information System (HRIS).
- Monitored and implemented Federal and State legislative changes; updating processes, policies, communications and enforcement.
- Administered Police and Fire officer applicant hiring process
- Staff liaison to Board of Fire and Police Commission
- Implemented Health Care Reform changes

2011 - 2012 Expectations

- Continue labor relations initiatives; negotiate and administer collective bargaining agreements, conduct labor-management meetings.
- Manage loss control – risk management program
- Continue staffing management initiatives
- Manage employee compensation and benefits
- Continue City wide training initiatives through Training Committee
- Monitor, coach, and train on performance management initiatives
- Implement performance appraisal software and training.
- Implement recruiting software and training
- Continue fostering culture of wellness through Wellness Committee programs
- Continue Big-Ideas Employee Involvement Committee; encouraging process improvement and money saving initiatives.
- Maintain and continue development of employee intranet site as efficient communication delivery tool.
- Manage Federal and State legislative changes.
- Continue staff liaison to Board of Fire and Police Commission
- Employment policy and procedure review.

Human Resources Department (#110-2007)					
Summary of Expenditures					
	2009/10	2010/11	2010/11	2011/12	% Increase 10/11 Budget to 11/12 Proposed
<u>Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Proposed</u>	
Salaries & Wages	182,989	187,200	186,800	192,400	2.78%
Employee Benefits	98,347	115,830	113,230	117,230	1.21%
Contractual Services	37,713	50,120	69,460	84,310	68.22%
Commodities	1,255	3,000	3,000	3,000	0.00%
Repairs & Maintenance	-	-	-	-	-
Other Expenses	22,722	47,450	51,950	57,050	20.23%
Insurance	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Interdepartmental Charges	38,817	93,440	58,690	87,650	-6.20%
Total Expenditures	381,843	497,040	483,130	541,640	8.97%

Explanation of Expenditures

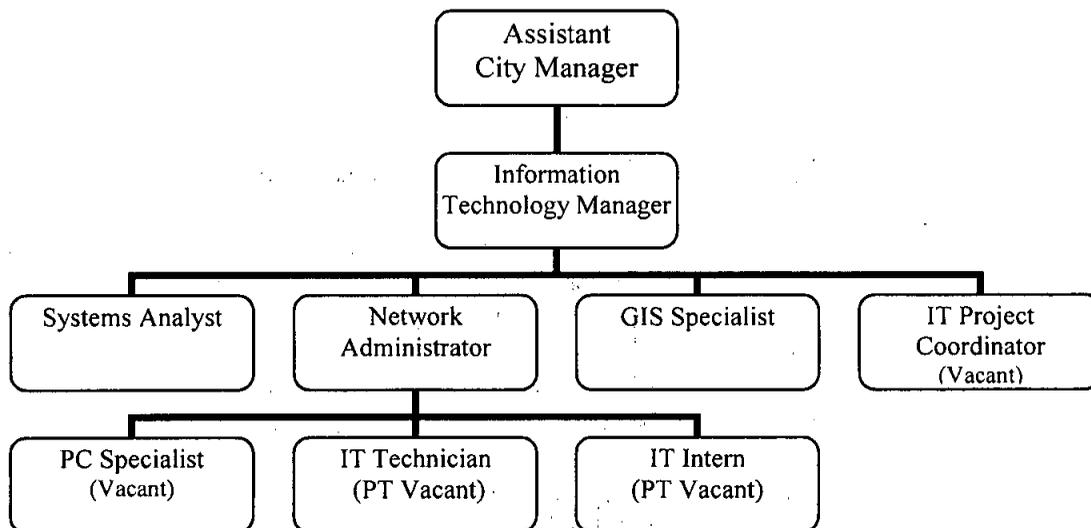
The 2011/12 proposed budget of \$541,640 reflects an 8.97% increase of expenditures from the 2010/11 approved budget. The main sources of increased expenditures are proposed increases in contractual services that include \$20,000 for a strategic benefit plan study and additional organizational development consulting and training, as well as an increase in other expenses due to additional expenditures in personnel recruitment.

INFORMATION TECHNOLOGY DEPARTMENT

Mission

The Information Technology (IT) Department manages the city's computer, data and voice technology system and provides maintenance/repair services to all city departments and employees. The IT Department secures and retains all City Data and provides for disaster recovery and data restoration. The IT Division also provides information and services to the citizens of Elmhurst through the city's website. The IT Division supports eight city facilities directly and other facilities, such as the Elmhurst Park District and School District indirectly. Some of the data services provided are Email, Internet, H.T.E. Financial Applications, GIS, Firehouse, NetRMS and various PC applications. The IT division also maintains the internal telecommunication systems that include Centrex analog/digital telephones, E911 database, voicemail, Nextel phones, CCTV, key fob door access systems, T1/Framerelay digital data circuits and Blackberry PDA's.

Organizational Chart



2010/2011 Accomplishments

- Completed new Intranet implementation website for employees.
- Conducted a City Wide Strategic Technology Plan with NIU.
- Migrated servers from Fire Station 1 to Fire Station 2.
- Installed 5 new Speakers to Fire Station 2.
- Installed and programmed new cipher key lock at Station 1 & 2.
- Upgrade COEPD Server to New server for more storage.
- Upgraded Dynamic Imaging Booking Server to new software and server.
- Upgraded BEAST evidence collection to new version.
- Conducted, coded, printed and deployed citizen survey with online access and direct mailing.
- Compiled final report for Finance for Citizen's Survey.
- Installed new Barracuda Spam/Virus Filter Server.
- Installed new Kronos Attendance Server for Library Payroll.
- Replaced 131 Nextel phones City Wide and also upgraded 3 AT@T phones.
- Installed new Phone Call Queue for phone system at Police Dept.

- Installed and upgraded AVST Voicemail Server.
- Researched and tested Windows 7 with City Applications.
- Created Committee Report for new PC purchase for Desktop and Laptops.
- Conducted numerous software upgrades and enhancements citywide.
- Upgraded Operator 10 at WWTP to new server and software.
- Installed and migrated 6 Zenith Inet Modems to new Motorola Docsis 3 Modems for WAN data connectivity.
- Installed Point to Point VPN Tunnel on new Docisc 3 Inet.
- Received and converted 2010 Census Data for GIS implementation.
- Conducted internal service and consulting for projects.
- Provided data access and testing for Dupage Election Commission.
- Completed 2,610 (est.) work orders to internal customers. (210 work orders a month).
- Researched and met with vendors on new and future IT products for the City.

2011-2012 Expectations

- Implement a Citywide Document Management System (DMS) solution
- Upgrade CFA Server to New server for more storage.
- Start to Implement City Wide Strategic Technology Plan from NIU.
- Hire a new part-time pc technician and two IT interns.
- Replace desktop and laptop computers City Wide.
- Implement new Office 2010 migration for new PC's.
- Work with HR on new training for Office 2010.
- Research Verizon Cellular service to replace Nextel Cellular service.
- Implement new Automated Attendant and Phone Tree System for Switchboard.
- Install new Time Clocks for Kronos Attendance Server at City Garage.
- Replace Police Dept MDT's fleet wide.

**Information Technology Department (#110-2008)
Summary of Expenditures**

Description	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed	% Increase 10/11 Budget to 11/12 Proposed
Salaries & Wages	371,379	513,500	336,800	524,200	2.08%
Employee Benefits	67,851	194,490	169,210	194,160	-0.17%
Contractual Services	56,131	87,430	84,800	86,280	-1.32%
Commodities	59,490	94,200	94,200	99,000	5.10%
Repairs & Maintenance	147,486	155,000	155,000	163,500	5.48%
Other Expenses	372	5,800	5,800	5,800	0.00%
Insurance	-	-	-	-	-
Capital Outlay	68,598	883,000	328,000	680,000	-22.99%
Interdepartmental Charges	-	-	-	-	-
Total Expenditures	771,307	1,933,420	1,173,810	1,752,940	-9.33%

Explanation of Expenditures

The 2011/12 proposed budget of \$1,752,940 reflects a 9.33% decrease of expenditures from 2010/11. The capital outlay expenditure is due to the ongoing replacement of equipment and software. The increase in salaries from recent actual and estimated expenditures is due to vacancies in FY 2010/11 with full staffing anticipated for FY 11/12. Increased benefit expenditures since 2009/10 are due to allocating health & dental insurance benefits to the Information Technology Division previously allocated in the Finance Department.

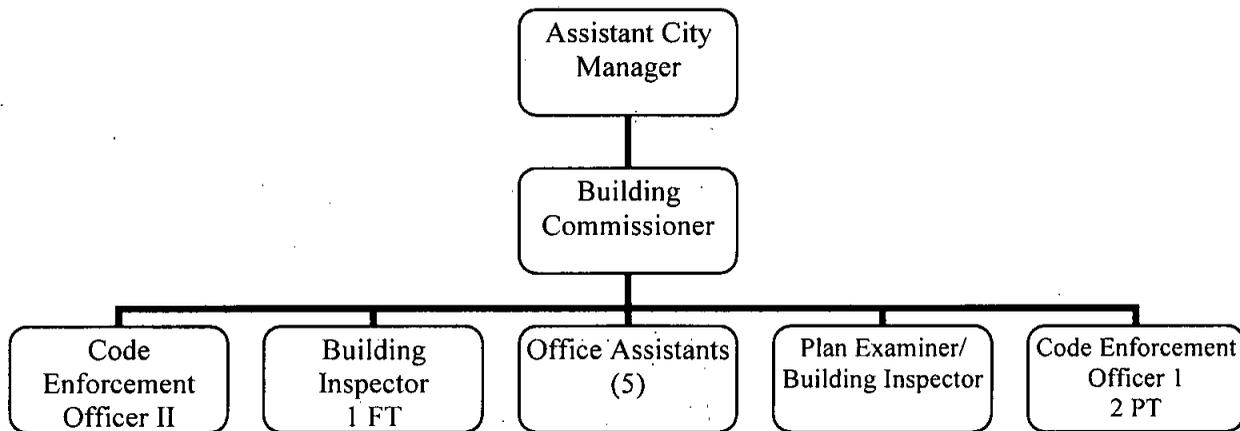
COMMUNITY DEVELOPMENT DEPARTMENT

Building and Code Enforcement

Mission

The primary mission of the Building and Code Enforcement Division is to effect the orderly processing of permit applications and subsequent inspections for all building activity and Public Works permit activity within the community; and also to monitor and pursue compliance with standards of the adopted codes. This mission is fulfilled by: 1) Monitoring all building activity within the community by means of plan review, permit issuance and construction inspection; 2) Counseling prospective builders and developers relative to code requirements and life/safety issues; and 3) Responding to complaints for violations of the Municipal, Property Maintenance or series of adopted Building and Life Safety Codes. 4) Reviewing and issuance of Public Works permits, providing inspections and documenting that activity.

Organizational Chart



2010 - 2011 Accomplishments

- Utilized the Local Adjudication Hearing Process to remedy code enforcement issues and gain code compliance.
- Community Development Department continued the administration of Planning & Zoning with the Building Department and PW permits and inspections
- Enforced the International Code Council (ICC) series of building codes and City of Elmhurst amendments to those codes cases. Enforced the State mandated Energy Conservation Code.
- Implemented and collected adjusted permit fees, relative to Commercial and Industrial projects, which reflects the current standards and costs as approved by the City Council. (% of increase Per U.S. Department of Labor, Bureau of Labor Statistics)
- Continued to update the Building Department Procedure Manuals as necessary.
- Monitored and inspected all commercial and residential construction activity in the City.
- Received all permit applications and processed for compliance with bonding and registration requirements.

- Reviewed all construction documents prior to issuance of permit for compliance with state, federal and local codes.
- Assured that key issues of various codes relative to life safety, fire safety, plumbing, building construction and zoning were appropriately addressed.
- Performed permit tracking and issuance of all permits, as well as all inspections.
- Worked with real estate owners in the Central Business District to effect renovation and revitalization consistent with stated goals and objectives.
- Continued monitoring of single-family replacement activity.
- Assisted Virginia Lane Townhome Association in maintaining their property through funds provided by Special Service Area #3.
- Provided code enforcement activity to gain compliance relative to the Elmhurst Municipal Code, Property Maintenance Code and all other applicable codes and ordinances.
- Conducted meetings with developers and builders as required to promote a good working relationship and an understanding of Elmhurst codes early in the planning process.
- Coordinated with Fire Prevention Bureau personnel in a team effort to insure compliance in life safety matters.
- Offered alternatives and solutions to construction problems as issues arose that may not be covered specifically by code.
- Administered Facade Assistance Rebate Program and coordinated with Architectural Advisory Commission in that regard and the staff architectural review team for compliance with the building design guidelines of the downtown plan.
- Maintained library of all current codes and disseminated information, as requested.
- Maintain the computer graphic archiving of all drawings and record documents.

2011-2012 Expectations

This department has several major projects that are under construction or will be coming to fruition for planning sessions, plan review, permit issuance and construction and/or occupancy. The projects are as follows:

- i. Medical office buildings at Elmhurst Memorial Hospital
 - ii. Elmhurst Memorial Hospital – Certificate of Occupancy for opening June 2011
 - iii. Park Place Christian Community – Senior Living, under construction
 - iv. Mc Master–Carr office remodeling.
 - v. Quality Inn Hotel – Major Renovation and Remodeling
 - vi. New Strip Shopping Center- 538 W. St. Charles Rd.
 - vii. Parking Deck- 135 Addison Ave.
 - viii. Former Hospital – 200 Berteau Ave.- Redevelopment
 - ix. Visitation Church addition
 - x. Hahn Street Project
- Continue to enforce the ICC series of building codes with Elmhurst amendments.
 - Relative to new homes, additions, etc., continue to process building permits, providing plan reviews and consulting with architects and developers.
 - Perform all inspections relative to construction permits issued.
 - Process all contractor registrations and bonds.
 - Issue Certificates of Occupancy for completed projects.

- Coordinate with the DuPage County Health Department for all requirements relative to food handling establishments.
- Respond to complaints relative to property maintenance, nuisance, ordinance or other code violations.
- Issue citations and appear in court as necessary to gain code compliance.
- Administer the Elevator Inspection Program with consultant.
- Issue elevator certificates twice per year and review inspections of same.
- Provide assistance to the City Manager and other departments, as required, for development projects.
- Continue to assist in the development of TIF II (Lake and Walnut) as well as other development possibilities such as the Hahn Street project.
- Work with real estate owners, City Centre and others to effect additional Façade Renovation projects.
- Process and issue all Public Works permits.

Building and Code Enforcement (#110-4025)					
Summary of Expenditures					
Description	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed	% Increase 10/11 Budget to 11/12 Proposed
Salaries & Wages	445,322	432,800	408,700	442,100	2.15%
Employee Benefits	177,885	234,420	246,890	271,180	15.68%
Contractual Services	43,235	60,050	49,290	49,430	-17.69%
Commodities	2,658	4,400	4,400	4,430	0.68%
Repairs & Maintenance	-	-	-	-	-
Other Expenses	2,366	3,230	3,230	3,300	2.17%
Insurance	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Interdepartmental Charges	-	-	-	-	-
Total Expenditures	671,466	734,900	712,510	770,440	4.84%

Explanation of Expenditures

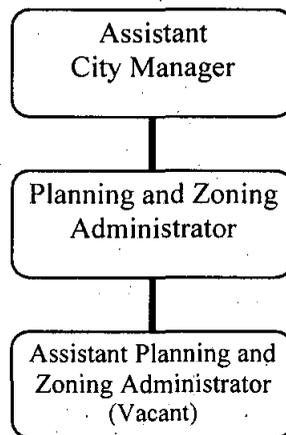
The 2011/12 proposed budget of \$770,440 reflects a 4.84% increase in expenditures. The major growth is the 15.68% budgeted increase in employee benefits due to increased health insurance benefit costs. Budgeted salaries and wages for the department are in line with actual 2009/10 salaries. The decrease in contractual services aligns with recent actual and estimated expenditures and reflects no additional contractual services necessary for the new Elmhurst Memorial Healthcare facility.

Planning and Zoning Division

Mission

The Planning and Zoning Division has primary responsibility for coordination of short and long-range planning activities and the administration of appropriate City ordinances to protect neighborhood character and enhance the quality of life within the context of the City's Comprehensive Plan. Planning and Zoning Division staff serve as a resource to elected and appointed officials, as well as the community at large. Specific responsibilities include development site plan review, policy analysis, subdivision and zoning code administration and enforcement, and general information processing relative to development and redevelopment within the community.

Organizational Chart



2010-2011 Accomplishments

- Provided assistance to Zoning and Planning Commission/Zoning Board of Appeals, the Development, Planning and Zoning Committee, and the City Council relative to zoning and planning approval requests. Zoning approval requests were processed for 25 applications, including the following key requests:
 - Elmhurst Memorial Hospital – Phase II Planned Development
 - Elmhurst Memorial Hospital – Phase III
 - Increased Floor Area Ratio (FAR) in the I1 District from 0.5 to 0.65
 - McKenna Townhomes Oak and First Streets – Conditional Use
 - Lucky Motors Conditional Use
 - York High School Athletic Field Lights – Amended Conditional Use
 - Political Signs and Public service Signs – enacted new regulations
- Continued implementation efforts of various recommendations in the 2006 Downtown Plan and the 2009 Comprehensive Plan including the following:
 - a. Increased Floor Area Ratio from 0.50 to 0.65 in the I1 Restricted Industrial Districts.
 - b. Coordinated efforts with City Manager regarding design of the Addison Street Parking Deck.
 - c. Coordinated efforts with Department of Public Works regarding “Cultural Trail” concept plan and Cultural Plaza to link Downtown area with Cultural Campus area.

2011-2012 Expectations

- Provide assistance to City Manager and Assistant City Manager and other departments in the planning and review of proposed new development projects as well as redevelopment proposals in key areas of the City.
- Assist Zoning and Planning Commission/Zoning Board of Appeals in the processing and review of applications for zoning and planning approval.
- Continue to assist in development and enhancement of existing and proposed TIF districts.
- Work with business and building owners, Elmhurst City Centre and Chamber of Commerce to bring about additional retail improvements projects.
- Continue analysis of downtown parking issues/needs/alternatives as needed.
- Continue to implement Department's strategic planning efforts. Review and update strategic plan where appropriate to respond to changing conditions.
- Continue to incorporate technological enhancements, such as GIS/mapping, website updates and e-mail options, into various departmental functions.
- Continue proposing and processing Zoning Ordinance text amendments to address a variety of land use and development issues.
- Review and amend Subdivision Ordinance as needed.
- Research usable statistics for Downtown (C4 and C4-A Districts), including daytime population, square foot area, etc.
- Work with Cultural Campus Collaborative to assist City's planning efforts for Cultural Campus area.
- Where appropriate, pursue redevelopment opportunities in key areas including North Avenue/Route 83, York/Vallette area, and other locations.

Planning, Zoning & Economic Development (#110-3015)

Summary of Expenditures

Description	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed	% Increase 10/11 Budget to 11/12 Proposed
Salaries & Wages	242,825	125,600	108,700	162,400	29.30%
Employee Benefits	90,681	50,190	48,260	69,030	37.54%
Contractual Services	86,117	197,990	197,420	257,780	30.20%
Commodities	939	2,000	800	800	-60.00%
Repairs & Maintenance	-	-	-	-	-
Other Expenses	18,694	12,200	5,000	6,000	-50.82%
Insurance	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Interdepartmental Charges	53,939	110,030	76,520	104,760	-4.79%
Total Expenditures	493,192	498,010	436,700	600,770	20.63%

Explanation of Expenditures

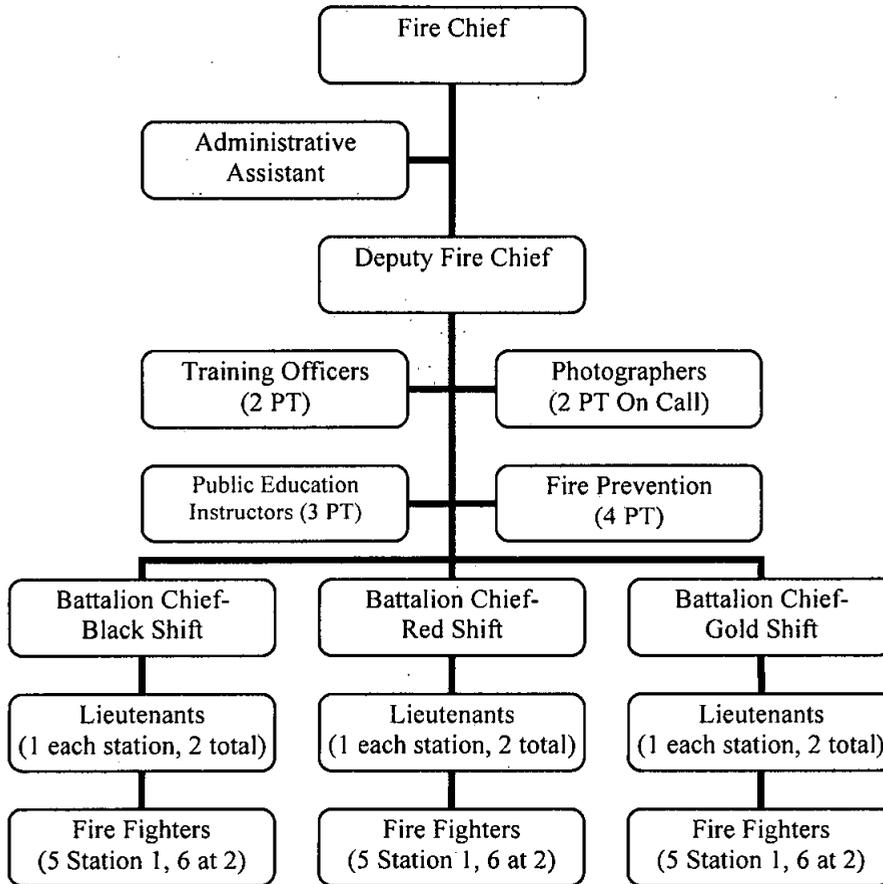
The 2011/12 proposed budget of \$600,770 reflects a 20.63% increase of expenditures from the 2010/11 approved budget. The pronounced shift of expenditures from salaries to contractual services is a result of reorganization in FY 2009/10. The proposed increase in FY 2011/12 salaries and benefits anticipates the mid-year hire of an Assistant Planning and Zoning Administrator. Contractual services also has a proposed increase due to additional costs for TIF studies.

FIRE DEPARTMENT

Mission

The Elmhurst Fire Department consists of competent and valued professionals dedicated to providing life safety, emergency services, and educational programs for the protection of life and property in our community. The mission is accomplished by holding devotion to duty above personal safety and comfort, and continually challenging our members to enhance the quality of services provided.

Organizational Chart



2010-11 Accomplishments

- The Elmhurst Fire Department responded to 6,658 emergency calls in 2010. Of that total, 3,320 were Fire calls and 3,388 EMS calls.
 - Fire calls include structure fires, rescue/emergency and other miscellaneous (CO detectors, wires down, smoke-odor investigations, false alarms, alarm system malfunctions and mutual aid).
- Applied for and received Illinois State Fire Marshal grant to replace 11 sets of firefighter turnout gear.
- Applied for DHS Fire Act grant to replace fire department pagers.
- Completed installation of Wireless Radio Alarm network for commercial and multiple family dwellings

- Completed review of DuPage County Interoperable radio system.
- Received LEEDS Silver Certification for Fire Station 2
- Continued disaster/crisis planning and training with other city departments as well as with other outside agencies.
- Performed Fire Safety Inspections on of all commercial, industrial and multiple family occupancies for a total of 1,358 inspections during the year.
 - 285 new violations were reported
 - 225 violations were corrected
- Pressure tested all fire department fire hose.
- Conducted NFPA pump tests on all fire department pumps.
- Conducted NFPA nondestructive test on all fire department ground and aerial ladders.
- Inspected all city fire hydrants.
- Continued live – fire training at training tower with all personnel as well as Mutual Aid fire departments.
- Completed annual respirator fit testing of all FD, PD and PW personnel.
- Continued training of City of Elmhurst Emergency Operations Center.
- Continued to support other city departments with training in safety, first aid, CPR, confine space and trench rescue.
- Continued Child Car Seat Safety Program with the inspection of 123 seats.
- Conducted fire safety training with a limited number of Elmhurst 2nd and 3rd grade students with the use of the Fire Safety Trailer.
- Repaired Training Tower Burn room roof.
- Conducted 4 honor guard classes at training tower classroom.
- Participated in the annual National Stand Down for Fire Fighter Safety and Health Day.

Pub Ed Division

- During the year, the Pub Ed Division presented the Learn Not to Burn program to over 100 4th grade classes in Elmhurst schools
- Cool Rules for Safety was presented to over 148 1st grade classes in Elmhurst schools
- 22 fire drills were witnessed at schools in Elmhurst and dorms at Elmhurst College
- Pre-school program was presented to York High School students
- Attended Teacher's Appreciation Day on May 5 and met with 30 teachers
- Attended Awards Assemblies for all district 205 schools (12) and presented the Learn Not To Burn Certificates
- Presented P.R.O.M. (Please Return on Monday) program to York and Timothy Christian High School.
- Met with special needs children from York High School for fire drill instruction
- Presented babysitting class to approximately 50 York High School students
- Made five visits to Park District facilities with Safety Town and presented to approximately 120 children
- Fire extinguisher program presented to 15 people at a business located in Elmhurst
- Attended and presented fire safety at the Metra Safety Blitz
- College extinguisher program presented to 50 RA's
- Presented Senior Safety program to 50 Greencastle residents

- Attended "Touch a Truck Event"
- Fire extinguisher program presented to 30 employees of Brush-Wellman (company in Elmhurst) and to 20 City employees at the Waste Water Treatment Plant.

Fire Prevention Bureau

- In total, the Fire Prevention Bureau spent 1,072 hours in fire prevention activities, which includes consultations, inspections, and plan reviews.
- 57 new permits were issued
- For the 1st quarter of 2011, 405 wireless radios have been installed and are being billed

2011-2012 Expectations

- Purchase needed radios/equipment and train personnel on DuPage County Interoperable radio system.
- Purchase a fire extinguisher training prop system.
- Establish a ride along program with Technology Center of DuPage for firefighters and EMT high school students.
- Develop and evaluate a paperless fire inspection program to be used by firefighters and fire prevention bureau personnel.
- Continue to update and add Radio Fire Alarms to the system.
- Continue disaster/crisis planning and training with other city departments by conducting tabletop exercises.
- Perform Fire Safety Inspections on 100% of all commercial, industrial and multiple family occupancies within the year.
- Preplan 100% of all commercial, industrial and multiple family occupancies.
- Inspect 100% of city fire hydrants within the year.
- Pressure test 100% of fire department fire hose.
- Conduct NFPA pump tests on all fire department pumps.
- Conduct NFPA non destructive tests on 100% of all fire department aerial ladders.
- Apply for DHS Fire Act grants and other outside funding sources.
- Continue training of City's Emergency Operations Center.
- Continue to support other city departments with training.
- Continue to replace and repair worn and outdated fire department equipment.
- Complete scheduled replacement of (2) two fire department vehicles
- Continue the use of the fire-training tower for live fire training.

**Fire Department (#110-4020)
Summary of Expenditures**

Description	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed	% Increase 10/11 Budget to 11/12 Proposed
Salaries & Wages	4,096,607	4,292,500	4,287,000	4,395,400	2.40%
Employee Benefits	2,225,735	2,567,120	2,677,395	2,520,789	-1.80%
Contractual Services	259,303	264,331	262,431	276,385	4.56%
Commodities	38,793	106,880	94,380	59,700	-44.14%
Repairs & Maintenance	36,377	40,500	40,500	40,500	0.00%
Other Expenses	164,043	105,550	81,103	141,700	34.25%
Insurance	3,743	6,620	6,200	6,520	-1.51%
Capital Outlay	514	83,000	45,000	405,400	388.43%
Interdepartmental Charges	153,866	250,910	202,850	244,820	-2.43%
Total Expenditures	6,978,981	7,717,411	7,696,859	8,091,214	4.84%

Explanation of Expenditures

The 2011/12 proposed budget of \$8,091,214 reflects a 4.84% increase of expenditures from the 2010/11 approved budget and a 15.95% increase from 2009/10 actual expenditures. Reflected in 2011/12 proposed expenditures are:

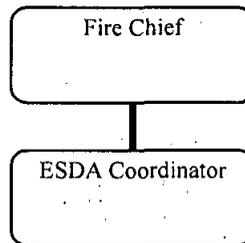
- Salaries and wages of \$4,395,400; an increase of 2.40% from 2010/11 budget.
- A 1.80% decrease in employee benefits due to decreases in worker's compensation (\$57,790) and the property tax funded employer contribution (72,891) to the Fire Pension Fund while health insurance benefits will increase by \$90,930.
- A 44.14% decrease in commodities expenditures after the purchase of firefighter protective clothing.
- A budgeted 34.25% increase in other expenses due to increased expenses associated with the foreign fire service funds.
- The 2011/12 budgeted capital outlay expenditures include \$329,400 for communication equipment.

EMERGENCY SERVICES AND DISASTER AGENCY

Mission

The purpose of the Emergency Disaster Agency is to protect lives and property in the city from man-made and natural disasters. The function of the ESDA is to ensure that this municipality will be prepared and will adequately deal with any such disasters. ESDA provides communication capability during emergencies, support for fire and disaster operations, public awareness programs and emergency weather watch services to all portions of the city. ESDA is also the link with DuPage County, the State of Illinois and the Federal Emergency Management Agency for assistance if and when the need becomes greater than the city can manage with its own resources. The Emergency Services and Disaster Agency will continue to function to the maximum extent of its capabilities. These include Homeland Security, Severe Weather program, Family Protection Program and Support Services to all departments that might require assistance.

Organizational Chart



2010 – 2011 Accomplishments

- Updated National Incident Management System Compliance Assistance Support Tool (NIMSCAST) with State and Federal Emergency Management Agency's.
- Continued regular Disaster Preparedness meetings with all city departments.
- Continued to support all city departments, schools and local businesses with disaster preparedness, severe weather and emergency plans.
- Conducted a table top exercise for city personnel and participated in a Tactical Interoperable Communication exercise with DuPage County Office of Emergency Management as well as other city's within DuPage County.
- Monitored several storms, provided assistance during 3 major storm events, and other special events through the Emergency Operations Center and Mobile Command Vehicle.

2011 – 2012 Expectations

- Collaborate with DuPage County Health Department to update the city's Strategic National Stockpile (SNS) plan for Bio-Terrorism incidents.
- Continue training of city personnel on the Emergency Operations Center (EOC), Emergency Communications Room and Mobile Command Center procedures.
- Conduct a functional disaster exercise with all city departments and submit to Illinois Emergency Management Agency for credit.
- Update Emergency Communications room and Mobile Command Center with new radios that are compatible with DuPage County radio system.
- Continue to support all departments with disaster preparedness through training, drills and meetings.

- Review and update the City of Elmhurst Emergency Operations Plan (EOP) and submit to Illinois Emergency Management Agency for approval.

Emergency Services and Disaster Agency (#110-4022)					
Summary of Expenditures					
<u>Description</u>	<u>2009/10 Actual</u>	<u>2010/11 Budget</u>	<u>2010/11 Estimated</u>	<u>2011/12 Proposed</u>	<u>% Increase 10/11 Budget to 11/12 Proposed</u>
Salaries & Wages	24,941	25,500	25,500	26,000	1.96%
Employee Benefits	4,594	5,300	5,000	5,300	0.00%
Contractual Services	18,604	8,700	-3,810	10,820	24.37%
Commodities	277	2,200	2,355	2,200	0.00%
Repairs & Maintenance	1,481	2,500	2,500	2,500	0.00%
Other Expenses	410	750	750	750	0.00%
Insurance	-	-	-	-	-
Capital Outlay	12,976	27,000	10,000	20,000	-25.93%
Interdepartmental Charges	21,688	23,970	25,750	24,720	3.13%
Total Expenditures	84,971	95,920	68,045	92,290	-3.78%

Explanation of Expenditures

The 2011/12 proposed budget of \$92,290 reflects a 3.78% decrease of expenditures from the 2010/11 approved budget. The estimated FY 10/11 contractual service figure is due to a refund of electricity charges for the new fire station now included under the franchise agreement. The 2010/11 and 2011/12 budgets continue to reflect standard year-to-year expenditures for the ESDA.

POLICE DEPARTMENT

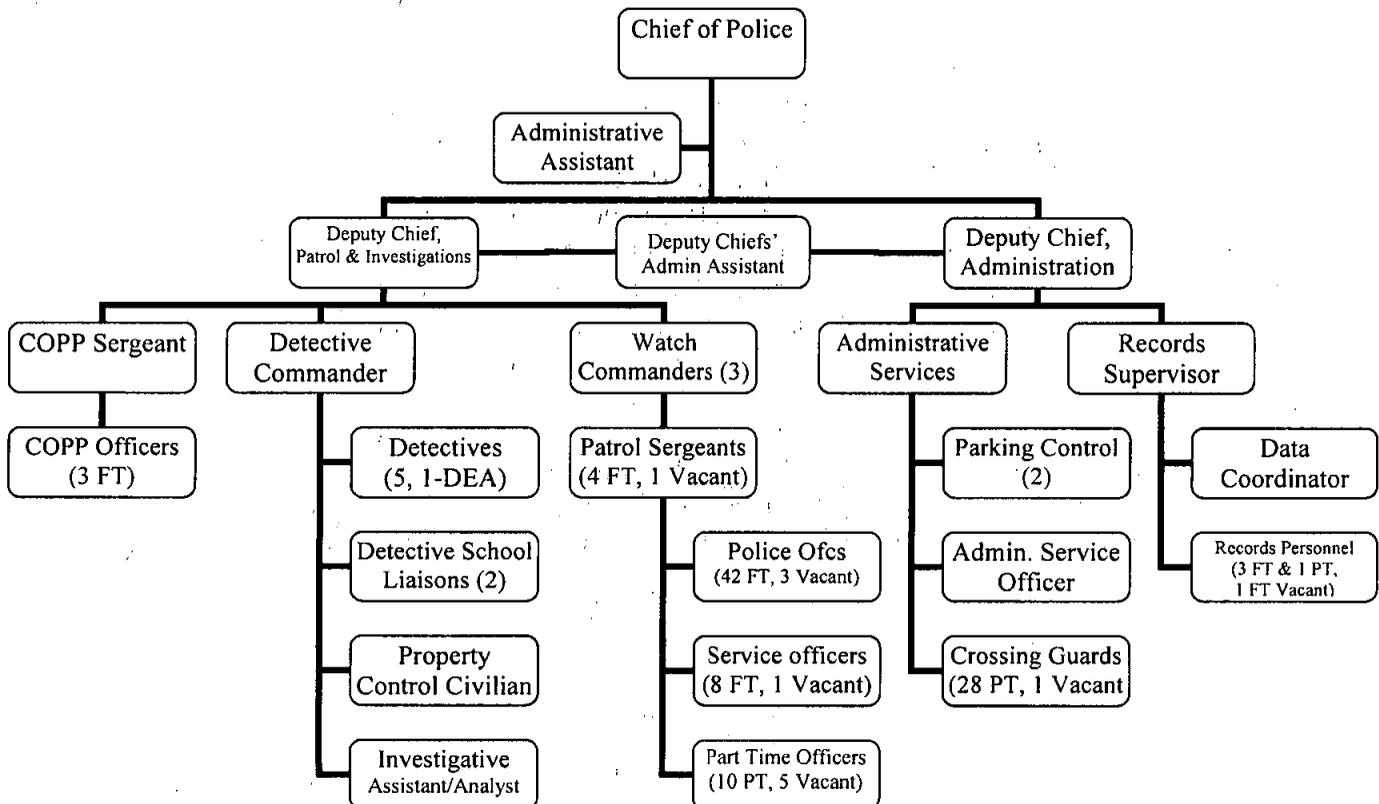
Mission

The primary mission of the Elmhurst Police Department is to provide effective and efficient delivery of law enforcement service to the community. The police department achieves this mission by a simple motto, "Providing the Best". The mission and motto are the guiding principals in the delivery of service to the community.

Department Overview

The 2011-2012 budget once again strives to continue to provide the same high level of public safety services to the Elmhurst community. The Police Department has a current staff of 66 full time sworn officers, from the authorized 70 officers, 10 part-time officers, from the authorized 15 officers, and 20 civilians, from 22. These vacancies were implemented in an effort to reduce personnel expenditures the past fiscal year. The Police Department is a 24-7 operation delivering superior service to the citizens of Elmhurst. The Police Department also participates in many cooperative public safety programs and mutual aid agreements to maximize efficiency and reduce costs in providing public safety to our citizens. These programs include, but are not limited to: Du-Comm (regional dispatch center for public safety), DuPage County Children's Center (county-wide child sex abuse investigation unit), DuPage County Major Crimes Task Force, DuPage County Accident Reconstruction Task Force, Northern Illinois Police Alarm System & Illinois Law Enforcement Alarm System (both are multi-agency mutual aid compacts to assist in dealing with critical incidents) and Identity Theft Task Force. Beginning this year a detective was assigned to the Drug Enforcement Administration (D.E.A.) task force.

Organizational Chart



2010 – 2011 Accomplishments

- Police Department handled 53,165 calls in 2010.
- Traffic tickets issued – 12,965
- Warning tickets issued – 6,209
Total- 19,174
- Parking tickets issued – 17,993
- City Vehicle License tickets - 3,444
- In 2010, 256 drivers were arrested for DUI, which resulted in a total of 459 counts for DUI.
- An additional 33 drivers were arrested for DUI Drugs, and seven were arrested for DUI Zero Tolerance (drivers under 21 years of age with any amount of alcohol in their system).
- Vehicle related citizen assists included:
 - 911 Lock Outs
 - 1,350 Motorist Assists
 - D.A.R.E. Program – Approximately 900 5th Grade students Graduated from the program in 2010 and for a fourth year DARE Officers taught an Internet Safety program to the 5th grade classes. D.A.R.E. officers also provided numerous Parent programs for parents of children attending a D.A.R.E. class.
 - Peer Jury – Two adult volunteers continue to assist with this juvenile diversion program. One volunteer was recognized with a Character Counts Service Award.
 1. Six senior peer jurors graduated from the program and were recognized by the Elmhurst City Council.
 2. Thirty juvenile cases were heard in 2010. The teen offenders resolved their crimes by completing community service, restitution, letters of apology and discussing the matters with their parents at multiple hearings.
- The Police Department hosted one non-paid intern, a student from Western Illinois University.
- A total of 150 Department awards were given to police department personnel: 54 unit citations, 92 letters of recognition and 4 commendations.
- The Police Department maintained membership with the FBI Anti-Terrorism Advisory council (ATAC) and Terrorism Liaison Officer Committee (TLOC) to stay abreast of current issues and local concerns related to terrorism.
- The Police Department completed its revision of Policies and Procedures through “Lexipol”, a nationally recognized vendor of policies and procedures for police departments.
- Alive at 25: A National Safety Council class taught by Elmhurst Police Instructors taught 100 students in 2010. This class is available to all residents and students in Elmhurst, ages 16-24. The program teaches decision making skills for young drivers beyond the traditional driver’s education training. Also, the City Prosecutor has been using Alive at 25 as a diversionary program for young drivers that appear in court for minor traffic violations and first time possession of alcohol offenses. The intent is to educate the violator to become a safer driver in the future.
- Explorer Scout Program: The 18 member Elmhurst Post is under the supervision of two officers. The post raised funds to attend the 2010 Police Explorer Conference in Washington D.C. The explorers also assisted the department throughout the year at community events including: all parades, the Jaycee Carnival, and YMCA Youth Safety Day.
- A Police Officer test was administered May of 2010 to establish an eligibility list. From over 300 applicants, 227 passed the written portion of the testing process.
- The Police Department donated 84 recovered & unclaimed bicycles to the Working Bikes Cooperative Warehouse.

- Implemented the Administrative Tow policy/ordinance: Officers can administratively tow a vehicle for the following offenses: driving without ever being issued a drivers license, driving with expired drivers license in excess of one year, driving while license suspended or revoked (other than emissions), DUI (drugs or alcohol), fleeing or attempting to elude a police officer, drag racing, soliciting for a prostitute, possession of cannabis in excess of 30 grams, possession of a controlled substance, unlawful use of a weapon, armed robbery and felony theft. After the suspect is released on bond, he or she must post a bond, \$500.00, at the police station for release of the vehicle. If the vehicle owner decides to not contest the Administrative Tow, the bond is accepted as the fine. In the event the owner does not post a bond for the vehicle and abandons it at the tow company, state law provides for disposal of the vehicle. This helps defray the police departments costs associated with these arrests. The administrative towing ordinance began on April 18, 2010 and 597 vehicles were towed subsequent to the policy for related crimes during the remainder of 2010.
- Implemented the Adjudication Process: The Adjudication process is a method of processing non-moving traffic violations such as parking violations, building code violations, administrative tows and chronic nuisance complaints within the City. The goal of adjudication is to gain compliance of City ordinance and code with the process of progressive punishment. Case presentation is straight forward and easily understandable from a resident's point of view. They are allowed to speak from their perspective and the City is able to present simple and effective cases due to the relaxed rules of evidence. These monthly hearings are held at City Hall.
- Reduction of Noon time school crossings guards: The Police Department conducted a survey of the crossing locations during lunch time hours. It was determined that all but four crossings could be eliminated without a detrimental effect on the safety of the children crossing. A total of 14 noon time school crossings were eliminated. Not including administrative costs, this resulted in an annual cost savings of over \$68,000.00.
- The Police Department entered into a partnership with the DEA task force (Drug Enforcement Agency) assigning an Elmhurst Detective to work with and liaison with this group to combat and stay abreast of current trends in the illegal drug market.
- The Police Department continues to work with other jurisdictions to interdict heroin and its influences in Elmhurst.
- **K9:** The Police Department retired the department's previous K9 "Ice". We then obtained a new K9 (a male Belgian Malinois) "Diesel", who completed four initial weeks of training to prepare for assignment in the City. Diesel is currently on patrol with his handler, a uniformed patrol officer.

The Elmhurst Police Department K9 produced the following

- (64) Overall Canine Deployments
- (46) Narcotic Searches Conducted
 - Total amount of narcotics located:
 - 1,910.5 grams (4.21 lbs) of Cannabis
 - 57.8 grams (0.12 lbs) of Heroin
 - 2.7 grams of Cocaine
 - 2.9 grams of MDMA (Ecstasy)
- \$ 21, 295 of United States Currency recovered & seized
- 38 items of drug paraphernalia recovered
- (22) Canine Assists conducted for Outside Agencies
- (4) School Searches Conducted
- (10) Canine Tracking Deployments

- (5) Offenders Located
- (1) Missing / Runaway Juvenile located

Investigations Division

The Detective Division continues training in computer based crimes. Several cases were initiated through the internet that involved sexual predator related crimes, prostitution stings as well as sophisticated drug investigations.

The Division, in conjunction with IT personnel, continues work in-house with Forensic Lab examination of computers and cell phones. This operation allows the assigned Investigator to immediately obtain valuable information to assist with the investigation, saving up to 12 months in return time from state and federal computer labs.

Highlights Include

- 348 cases were assigned for investigation
- The Division conducted 36 Background Investigations which included Police, Fire and Liquor License applicants. Each background requires approximately 40 hours of investigation time.
- Investigations, working with other outside Law Enforcement Agencies, cleared an Armed Robbery Case where offenders committed the same crime in several other jurisdictions.
- Detectives conducted over fifteen "On-line" investigations that involved seven Possession of Child Pornography cases, two indecent Solicitation of a Child cases and six drug investigations originating from "Craigslist."
- Detectives cleared five residential burglaries with the arrest of the prime suspect. Other agencies were able to solve burglaries based on information obtained from the Detective Division.
- Detectives capture of TCF Bank Robber, clearing 13 area robberies.
- Polygraph services were provided to several agencies for high profile major cases.
- Detectives apprehended a Pick Pocket who preyed on elderly victims.
- Detectives cleared numerous burglaries where the suspect would arrange real estate tours, then victimized the owners. Suspect committed crimes at approximately 70 homes.
- 50 vehicle seizures were initiated.
- Detectives arrested a suspect who was running a credit card scam, victimizing numerous people.
- Detectives participated in several case investigations with the DuPage County Major Crimes Task Force.

School Resource Officers

- Initiated over 50 case investigations
- Investigated over 20 assigned cases
- Investigations lead to over 120 arrests and station adjustments
- Taught day long classes for driver education
- Reviewed and assisted with lock down and bomb drill procedures with principals and teachers of high school and grade schools.
- Conducted presentations at High School assemblies covering such topics as drug identification, bullying, sexting and internet safety.
- Middle School Resource Officer conducted classes on Decision Making.
- School Resource Officers attended classes on: Signs a person is on drugs, Juvenile Updates, and Electronic Surveillance certification.

Detective Training

- Various detectives attended a three day training class for interviewing “The Sexual Deviant”.
- Various detectives attended Homicide Training Conference.
- Attended Training Class for Statement Analysis Advanced continuing Education Online.
- A Detective attended 40-hour class on Advanced Sex Crime Investigation.

Nuisances

- Chronic Nuisance Ordinance: currently the police department has five active Chronic Nuisance cases. Since this program began in 2008, 129 cases have been successfully resolved, and only nine chronic nuisance locations re-offended with a second violation in 180 days; one went to a third. This program continues to be successful in improving quality of life issues for residents and businesses.

Operation Life Saver: 2011 Railroad Safety Program

- The City of Elmhurst has achieved 16 1/2 years with only one fatal railroad collision and 13 years without any fatal collisions.
- Over 100 presentations, fairs and train safety events were conducted and 12,564 people received instruction and information related to the Operation Life Saver Program.
- During 2010, the Police Department completed a Public Education and Enforcement grant for Railroad Safety (PEERS) in the amount of \$28,837.73. In the effort to continue this important railroad safety program, the police department once again applied for and received a PEERS grant from the Illinois Commerce Commission, which once again has covered both officer’s salaries and supplies needed for the presentations.
- Officers issued 245 railroad crossing and trespass tickets.
- Officer Tom Cronin received the Illinois Operation Lifesaver award for his outstanding enforcement efforts by the Illinois Operation Lifesaver Enforcement Committee.
- The Elmhurst Police Department received the Achievement of Excellence Award for an Exemplary Enforcement Effort in 2010.
- The Police Department applied for and received a Public Education & Enforcement Grant (PEERS) Grant for 2011 in the amount of \$25,000.00.
- The Elmhurst Police Department sponsored seven “Operation Lifesaver” New Presenter courses, certifying 65 officers as New OL Presenters.
- The Elmhurst Police Department sponsored three “Grade Crossing Collision Investigation” Courses. During those classes, 36 officers were trained.
- Commander Kveton gave presentations on the Elmhurst Railroad Safety Program and its successes at the Illinois Commerce Commission Railroad Safety Workshop in Chicago and at the National Highway-Rail Grade Crossing Safety Conference in New Orleans, Louisiana.
- Two members of the Elmhurst Police Department participated at the Illinois Operation Lifesaver Booth at the Illinois State Fair.
- Two additional officers were trained to be presenters of the Operation Lifesaver Program to replace officers that were reassigned.
- Commander Kveton gave presentations at the Louisiana Department of Transportation “Target, Zero Deaths” Transportation Conference in Baton Rouge, LA on the design of the Elmhurst Railroad Safety Program and its successes.

- The Elmhurst Police Department and its members continue to be very active in Illinois Operation Lifesaver with five presenters and a member on the State Board of Directors. Many Operation Lifesaver events and meetings are held either at the Elmhurst Police Department or at Elmhurst City Hall.

Community Oriented Policing (C.O.P.P)

The COPP team is made up of three officers and a Sergeant who work in plain clothes and target criminal activity that would be difficult or in some circumstances unable for a uniformed officer to investigate. Throughout the year, the COPP Team conducted numerous narcotic investigations, internet child predator investigations, prostitution investigations at area hotels and establishments, developed confidential informants, which led to numerous narcotic delivery cases, assisted other police departments in sharing of information and confidential informants, and conducted a multi-jurisdictional "Heroin Highway Interdiction" campaign targeting young people from local area suburbs purchasing heroin in the City of Chicago

Highlights Include

- Seized over \$15,000 U.S.C.
- Confiscated five motor vehicles
- Recovered over 1300 grams of Cannabis (3lbs)
- Recovered over 1100 grams of Heroin (2.5lbs)
- Recovered over 1100 grams of Cocaine (2.5lbs)
- Recovered over 7 grams of Crack Cocaine
- Recovered 2 handguns - a 45 cal. and a 38 cal.
- Recovered over 2700 pills of Controlled Substance
- Recovered over 30 items of drug paraphernalia and numerous hypodermic needles
- Over 45 arrests for misdemeanor drugs
- Over 40 criminal misdemeanors arrests
- Over 20 traffic misdemeanors
- Over 15 criminal felonies
- Over 75 drug felonies
- Served five felony warrants
- Served over 20 misdemeanor warrants
- Over 40 City ord. liquor violations
- Over 55 City ord. cannabis arrests
- Over 35 City ord. drug paraphernalia arrests
- Over 20 other City ord. arrests
- Over 130 traffic violations
- Over 20 DUI arrests

C.O.P.P. Goals for 2011-12

- Conduct Alcohol and Tobacco Compliance Checks
- Continue to conduct Narcotic enforcement and investigations
- Assist the Detective Division
- Develop confidential informants to further other investigations
- Conduct internet child predator cases
- Continue to assist other police departments with sharing of information
- Conduct Heroin Highway Interdiction to combat heroin use
- Conduct prostitution investigations at area hotels and establishments

- Present internet safety talks to parents, junior high and elementary schools

Continuing Community & Crime Prevention Programs

- S.A.L.T (Seniors and Law Enforcement Together)
- Beverage Alcohol Sellers and Servers Education and Training (B.A.S.S.E.T.) was presented to 58 employees of local bars and restaurants in Elmhurst.
- In response to burglaries to unlocked homes and vehicles, the Police Department continued it's crime prevention program titled "*Lock it or Lose It*", which began in 2007. This program continued to enhance public awareness by partnering with local businesses to advertise the "Lock it or Lose It" program on their marquees and in their stores. A "Lock it or Lose It" banner was displayed on the Palmer Drive underpass, and a public service announcement (PSA) was broadcast on the City's public access channel.
- Identity Theft awareness programs
- Conducted numerous Police Station Tours
- Attended numerous Block Parties
- A Citizens Police Academy class is planned for 2011

Police Department Training Accomplishments

- A one-day department-wide training was conducted in Cardio Pulmonary Resuscitation (CPR), First Aid, Fire Operations, Hybrid Vehicle Safety (when those vehicles are involved in traffic accidents), and annual gas mask fit test and the Administrative Tow policy.
- Joint training was conducted with Elmhurst Police Crisis Negotiations Team and the Emergency Response Team at a business in town. The Elmhurst Mobile Incident Command vehicle was used for this training. The training provided an opportunity for both teams to work together providing a greater understanding of one another's responsibilities.
- Two officers were trained and certified as Truck Enforcement Officers.
- Sergeant McLean completed a 10 week, 400-hour Staff and Command Management Program through Northwestern University Center for Public Safety.
- Members of the Police Department completed a total of 3,696 hours of training, including but not limited to, firearms, legal updates, defensive tactics, first aid, and annual certifications.
- A newly hired Police Officer attended the 400-hour basic police officer training at the Police Academy. This officer will be assigned to the uniformed patrol division.
- A part time police officer completed the part time police officer basic academy program
- In the continued effort of Homeland Security, the Police Department worked with Du Page County and other City departments on local disaster preparedness to better respond to natural and manmade disasters. These efforts involved regular meetings and table top exercises.
- Commander Terry responded to numerous Northern Illinois Critical Incident Stress Management Team call outs. Commander Terry volunteers his time to debrief officers and fire fighters who have been involved in critical and traumatic incidents. He also participated in several stress management training classes.
- The Emergency Response Team (ERT) participated in the annual field training exercise at the Illinois Law Enforcement Alarm System training center in Urbana, IL. This training allows our team to participate with other local emergency response teams in the area and statewide allowing us to learn different tactics from those teams.

Traffic Enforcement Unit

The Elmhurst Police Department's Traffic Enforcement Unit had another successful year in 2010. Over 5000 motorist contacts were made by the traffic unit in 2010. Over 1900 speeding tickets, 350 stop sign violations, 800 seatbelt violations, and 100 DUI arrests were written by the traffic unit. These traffic enforcement duties are above and beyond what the assigned beat patrol officers contribute.

- Supported the new administrative tow policy with 177 administrative tows completed by officers assigned to the traffic unit during 2010.
- Addressed numerous residential concerns in all residential areas in the City with aggressive enforcement of speeding and stop sign violations on side and secondary streets. An added emphasis was placed on school zones during arrival and dismissal times.
- Officers/Supervisors dealt one on one with numerous residents to explain the philosophy of the unit and plans were developed to address the residents concerns.
- Coordinated with school officials concerning traffic plans and enforcement of parking and traffic violations.
- In coordination with specific traffic details, two SMART Trailers and one Speed Sentry were deployed to educate motorists concerning their speed.
- Received over \$50,000.00 in federal funds for two IDOT grants focusing on overnight DUI and seatbelt enforcement. Both DUI and seatbelt enforcement increased drastically as a result of these grants.
- The Police Department was awarded \$1000.00 in grant funds during a seatbelt enforcement incentive program, which were used to purchase two new portable breath test units.
- IDOT awarded the Police Department a Strategic Traffic Enforcement Program grant (STEP) in excess of \$50,000.00 for the 2011 period. This grant will once again focus on DUI and seatbelt enforcement.
- Officers from the traffic unit conducted numerous details in support of the "Operation Lifesaver" Program.
- As part of the IDOT grant, four separate roadside safety checkpoints were conducted during peak overnight holiday periods to address the dangers of impaired driving.
- Seven truck enforcement officers received additional training to address the many changes in truck laws in 2010.
- In August 2010, a truck enforcement detail was conducted on St. Charles Rd. enforcing the "No Truck Route".
- Conducted a public education campaign and two separate enforcement details regarding "texting" while driving.

Police Department 2011 – 2012 Expectations

- Detectives attend the Apple Forensic Training for iPad and iPhones. This class provides training on how to obtain access information to be used with criminal investigations.
- Continue to focus on residential and school zone areas to make traffic safety a priority.
- Increase enforcement at high accident areas/intersections throughout the City.
- Evaluate and enforce any new issues brought about with the opening of the new Elmhurst Hospital.
- Continued enforcement of DUI and seatbelt enforcement during the overnight hours.
- Use both public education as well as enforcement to continue to address the dangers of "texting" while driving.
- Finalize development of a brochure regarding the "Anti-Idling" law for diesel vehicles
- Continue to promote the Peer Jury Program in the schools and attract more peer jurors.

- Continue collaborative efforts toward City and Countywide crisis preparedness/response and homeland security.
- Continue to communicate with the public to identify traffic problem areas and concerns.
- Emphasize Truck Safety and Overweight Truck Enforcement.
- Continue to emphasize Traffic Enforcement and Safety including DUI awareness and enforcement.
- Continue to seek Traffic Safety and Enforcement grants from IDOT.
- Conduct Alcohol and Tobacco Compliance Checks.
- Continue to work with all City departments enforcing the “Chronic Nuisance” program. The “Chronic Nuisance” program focuses on identifying and mitigating issues surrounding foreclosures and rental properties, as well as other neighborhood nuisances that adversely affect residents and businesses. This program continues to be a useful tool in enhancing quality of life issues throughout the community.
- Continue to expand the Internet Safety & Investigation efforts.
- Increase Roll Call Training, various topics and frequency.
- Continue our Rail Road safety programs of education, awareness and enforcement.
- Patrol Officers will be given the opportunity to once again tour the high school and review “Rapid Response” training and will be encouraged to familiarize themselves with each school in their beat.
- Transition from our current analog radio system into the statewide digital radio network, “Starcom 21”. This digital system will provide interoperability among Dupage County communities, as well as statewide capability. The radios and seven years of service time are paid for from the Emergency Telephone Service Board (ETSB) funds and grant funding.
- Collaboration with Elmhurst Memorial Hospital for logistics and familiarization with new hospital campus.
- Continued exploration and evaluation of practices and methods resulting in cost reduction opportunities.
- The Detective Division spear head a Dupage County Task Force to set up a crime analysis lab to assist other law enforcement agencies with investigating computer based crimes.
- Conduct long term investigations with the C.O.P.P. Unit, targeting high profile crime enterprises; investigative areas would include drug sales, shoplifting, theft, and burglaries.

**Police Department (#110-5030)
Summary of Expenditures**

Description	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed	% Increase 10/11 Budget to 11/12 Proposed
Salaries & Wages	7,963,070	8,371,464	8,050,300	8,396,972	0.30%
Employee Benefits	3,434,282	3,971,748	4,099,430	4,038,225	1.67%
Contractual Services	807,538	871,910	854,030	891,193	2.21%
Commodities	112,480	186,200	176,200	162,200	-12.89%
Repairs & Maintenance	37,523	67,000	67,000	44,000	-34.33%
Other Expenses	171,381	308,500	225,500	299,800	-2.82%
Insurance	7,796	7,240	7,520	7,230	-0.14%
Capital Outlay	31,676	905,800	705,800	122,000	-86.53%
Interdepartmental Charges	555,800	755,720	695,200	754,990	-0.10%
Total Expenditures	13,121,546	15,445,582	14,880,980	14,716,610	-4.72%

Explanation of Expenditures

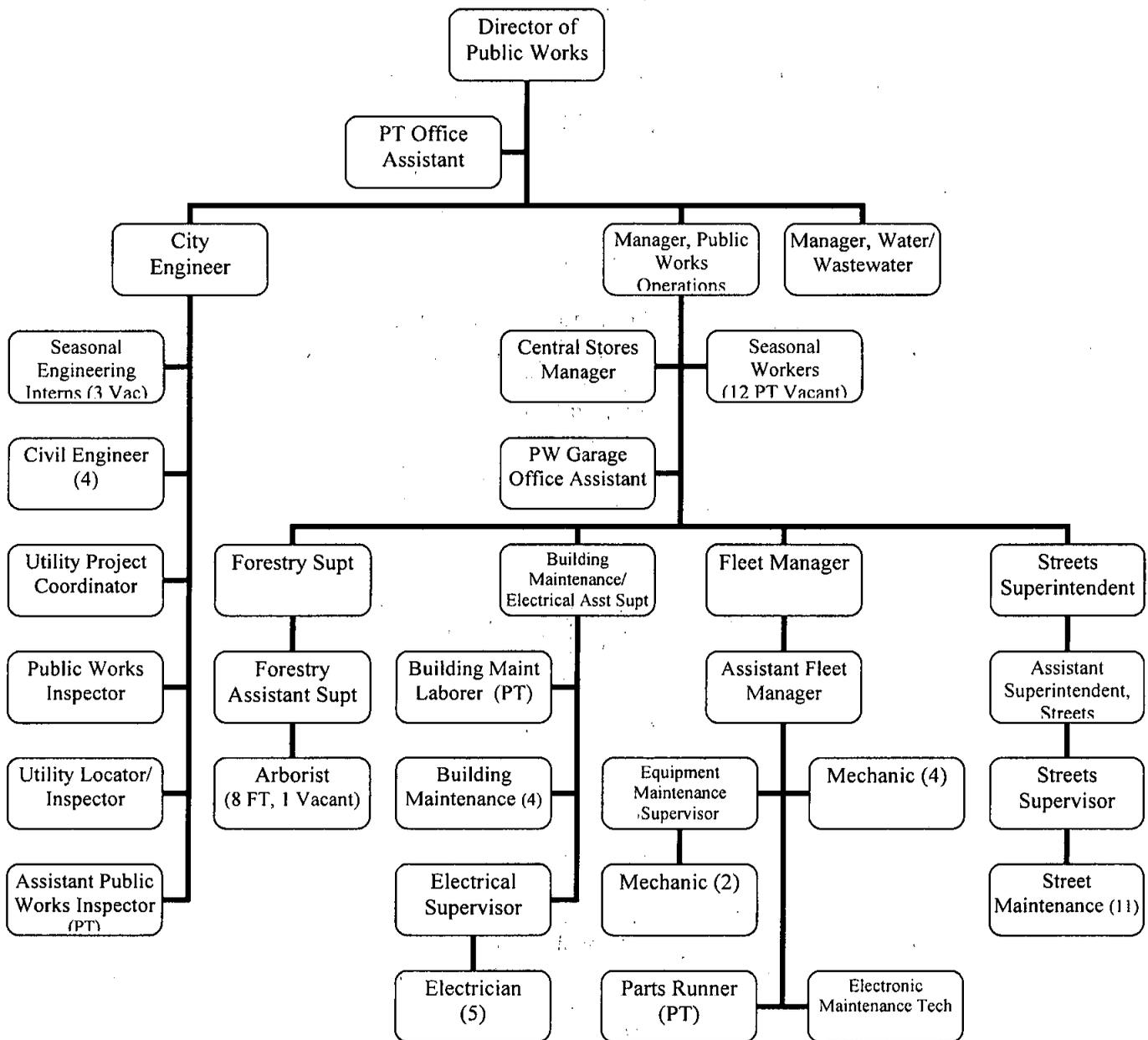
The 2011/12 proposed budget of \$14,716,610 reflects a 4.72% decrease from the 2010/11 approved budget. Employee benefit expenditures since FY 2009/10 primarily reflect an increase in health insurance benefits and pension funding, although projected pension fund contributions in FY 11/12 are lower than the FY 10/11 estimate and budget due to positive investment returns. The decrease in capital outlay reflects communication equipment expenditures in 2010/11.

PUBLIC WORKS & WATER/WASTEWATER – GENERAL FUND

Mission

The responsibilities of the Department of Public Works are to maintain the public streets, alleys and parking lots; public buildings and grounds; street lighting and traffic signals; parkway restoration and trees; the distribution of water; the collection of sewage; the collection of solid waste and recycling, including a public awareness program on the need for recycling; and city engineering support services. In addition, Public Works maintains all city-owned equipment, including police and fire vehicles, and communications equipment. The Public Works Department operates through six divisions. A summary of each division and highlights of 2009/10 Accomplishments and 2010/11 Expectations follow.

Organizational Chart



Administration and Engineering Division

The division is responsible for the design and/or review of plans for capital construction projects, as well as construction supervision, inspection and administration of all Public Works projects. This division also maintains utility system records and City maps, and reviews and approves all site plans for private property development.

2010 – 2011 Accomplishments

- Performed design and coordination of annual City Capital Improvement Projects, including contract paving, watermain replacement, water valve and hydrant replacement, sanitary sewer lining and repairs, sidewalk replacement and slabjacking, and asphalt and concrete pavement patching.
- Completed the construction of the Gladys Avenue new sidewalk project.
- Completed the Spring Road Business District streetscape improvements and paving project.
- Coordinated upgrade of traffic signals at Route 83 and North Avenue, Route 83 and St. Charles and Route 83 and Lake Street to provide uninterrupted power source (UPS) systems through IDOT retrofit program.
- Completed ARRA funded roadway improvements to St. Charles Road from Poplar Avenue to York Street.
- Completed ARRA funded Metra parking improvements along First Street.
- Received “B”-list ARRA funding for Vallette Street Improvements.
- Secured Emergency Repair program funds and completed paving improvements for York Street Improvements from South Street to Jackson Street.
- Completed construction of new parking deck at 175 First Street, Larch cul-de-sac and green space improvements.
- Completed demolition of 149 Addison Avenue and constructed surface parking lot.
- Coordinated construction/maintenance of the levee to meet FEMA certification requirements.
- Completed installation of a relief storm sewer on Parker Street in Northeast Elmhurst.
- Constructed sanitary sewer relief line on Indiana Street.
- Continued work with DuPage County staff to revise floodplain maps using an accurate stormwater model and to include maximum benefits of the Elmhurst quarry.
- Coordinated development efforts along the Brush Hill right-of-way; projects include the new Elmhurst Memorial Hospital, Rest Haven Assisted Living and Elmhurst Christian Reformed Church.
- Continued to coordinate engineering services for improvements to the intersection of Commonwealth Lane and Butterfield Road.
- Continued to coordinate engineering services for York Street at Brush Hill intersection and IL 38 slip ramp improvements.
- Secured federal funding for roadway improvements for Spring Road from Vallette Street to Harrison Street.
- Secured federal funding for roadway improvements to West Avenue from First Street to Lake Street.
- Secured Illinois Transportation Enhancement Program funds for additional City Business District streetscape improvements.

- Secured State grant dollars for roadway improvements to St. Charles Road from York Street to the York High School intersection.
- Continued to work with the Western O'Hare Bypass work group to discuss improvements to alleviate eastbound North Avenue traffic issues.
- Continued working on traffic sign requests and performing other traffic and parking studies as needed. Assisted several schools with safety programs.
- Assisted residents with drainage problems and supervised the installation of rear yard drains and sump connections.
- Provided technical assistance, survey and investigation work regarding street flooding and sanitary sewer backup of residential areas.
- Reviewed site plans for the Building Department for residential and commercial developments.
- Performed inspections of residential and commercial connections to City utilities.
- Provided locations of City utilities for City and private contractors doing underground work.
- Continued coordination with water system and sewer system modeling to identify areas of necessary improvements.
- Continue use and updates of utility records on GIS and assisted with efforts on GIS produced data.

2011 – 2012 Expectations

- Continue design and coordination of annual City Capital Improvement Projects, such as sewer repairs, contract paving, sidewalk replacement, roadway patching and watermain projects.
- Complete design and construct City Business District ITEP streetscape project.
- Coordinate construction of the Spring Road Improvements from Vallette Street to Harrison Street.
- Coordinate construction of the West Avenue Roadway Improvements from First Street to Lake Street.
- Coordinate construction of the St. Charles Road Improvements from York Street to the York High School intersection.
- Coordinate construction of the Vallette Street Roadway Improvements from Poplar Avenue to Spring Road.
- Coordinate data collection and engineering services for the Comprehensive Stormwater Plan.
- Continue to coordinate railroad safety improvements at West Avenue and the Union Pacific Railroad.
- Coordinate design and construction of sidewalk at Elm Park and the Canadian National Railroad.
- Coordinate design and construction of sidewalk improvements along West Avenue from Alexander Boulevard to Second Street, if railroad will cooperate with crossing improvements.
- Coordinate design and construction of maintenance work at the Adelaide Parking Deck.
- Coordinate Lake Street Scissors Ramp improvements with IDOT.
- Coordinate final certification of Elmhurst Levee with FEMA.
- Continue to coordinate engineering services for improvements to the intersection of Commonwealth Lane and Butterfield Road.
- Continue to coordinate engineering services for York Street at Brush Hill intersection and IL 38 slip ramp improvements.
- Design and coordinate the construction of additional CBD streetscape work.

- Coordinate and review requests for new sidewalks in areas where none exist.
- Continue to work with staff of the DuPage County Stormwater group to develop/design additional flood control measures along Salt Creek.
- Continue to work with County staff and FEMA to revise floodplain maps to reflect the use of the quarry and accurate modeling.
- Continue to work with Western O'Hare Bypass group, Northlake, IDOT and the Illinois Tollway to seek improvements to the eastbound North Avenue traffic issues.
- Seek federal grant for York Street and Butterfield Road intersection improvements.
- Continue to oversee development along the Brush Hill right-of-way; projects include the new Elmhurst Memorial Hospital and Providence Assisted Living.
- Continue to coordinate design and construction of public infrastructure improvements associated with the proposed Brush Hill developments.
- Continue to coordinate streetscape design and construction with private development.
- Continue to review site plans for residential and commercial developments.
- Continue coordination of efforts to remove certain areas from floodplain.
- Continue coordination with water system and sewer system modeling to identify areas of necessary improvements.
- Continue verifying data entry of City infrastructure items into GIS system.

**Public Works Department – Administration and Engineering (110-6040)
Summary of Expenditures**

Description	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed	% Increase 10/11 Budget to 11/12 Proposed
Salaries & Wages	602,673	639,500	631,600	671,600	5.02%
Employee Benefits	1,118,073	1,399,640	1,336,470	1,488,760	6.37%
Contractual Services	186,168	157,380	153,680	172,500	9.61%
Commodities	41,415	51,100	42,600	49,550	-3.03%
Repairs & Maintenance	-	-	-	-	-
Other Expenses	32,919	18,600	18,500	18,500	-0.54%
Insurance	15,283	11,020	14,700	11,030	0.09%
Capital Outlay	26,996	29,000	-	-	100.00%
Interdepartmental Charges	138,719	294,820	199,990	279,640	-5.15%
Total Expenditures	2,162,246	2,601,060	2,397,540	2,691,580	3.48%

Explanation of Expenditures

The 2011/12 proposed budget of \$2,691,580 reflects a 3.48% increase of expenditures over the 2010/11 approved budget. The 6.37% increase in employee benefits is attributable to increases in worker's compensation, while the lack of capital outlay expenditures estimated in 2010/11 and proposed in 2011/12 are due to the deferral of a vehicle purchase proposed in the 2010/11 budget.

**Public Works Department – Rubbish Disposal (110-6045)
Summary of Expenditures**

Description	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed	% Increase 10/11 Budget to 11/12 Proposed
Salaries & Wages	-	-	-	-	-
Employee Benefits	-	-	-	-	-
Contractual Services	2,775,643	2,780,000	2,800,700	2,950,900	6.15%
Commodities	18,680	17,000	18,000	20,000	17.65%
Repairs & Maintenance	-	-	-	-	-
Other Expenses	-	2,000	-	2,000	0.00%
Insurance	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Interdepartmental Charges	38,817	93,440	58,690	87,650	-6.20%
Total Expenditures	2,833,140	2,892,440	2,877,390	3,060,550	5.81%

Explanation of Expenditures

The 2011/12 proposed budget of \$3,060,550 reflects a 5.81% increase of expenditures over the 2010/11 approved budget and a 6.37% increase over 2010/11 estimated expenditures. Increases for FY 2011/12 reflect the terms of the fourth year of the five year contract agreement with Allied Waste.

**Public Works Department – Public Benefit (110-6048)
Summary of Expenditures**

Description	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed	% Increase 10/11 Budget to 11/12 Proposed
Salaries & Wages	-	-	-	-	-
Employee Benefits	-	-	-	-	-
Contractual Services	-	-	-	-	-
Commodities	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-
Other Expenses	-	-	-	-	-
Insurance	-	-	-	-	-
Capital Outlay	1,195,554	1,770,000	1,352,844	2,668,000	50.73%
Interdepartmental Charges	-	-	-	-	-
Total Expenditures	1,195,554	1,770,000	1,352,844	2,668,000	50.73%

Explanation of Expenditures

The 2011/12 proposed budget of \$2,668,000 reflects a 50.73% increase of expenditures over the 2010/11 approved budget. The proposed 2011/12 budget includes \$800,000 the final payment for the Elmhurst Memorial Hospital infrastructure improvements, \$1,788,000 in engineering and construction costs for the York/Brush Hill Road project, and \$80,000 for intersection improvements at Butterfield and Commonwealth Lane.

Street Maintenance Division

This Division is responsible for the repair and maintenance of all streets, alleys, sidewalks, parking lots, manhole structures, signage and pavement markings within the City of Elmhurst corporate limits, excluding Route 83, Route 56, Route 64, Route 20, Grand Avenue, and County Line Road, such roadways being maintained by other government agencies.

2010 - 2011 Accomplishments

City Work Crews:

- Repaired 683 asphalt patches, 3 asphalt driveway aprons, and 16496 potholes.
- Repaired 38 manholes and storm water inlets, and cleaned 43 storm water inlets.
- Repaired one fence, 8 guardrails, and a Welcome to Elmhurst sign.
- Manufactured 1,305 signs, replaced 693 signs, installed 535 new signs, replaced 54 signposts, installed 48 new signposts, painted 64,524 linear feet of pavement striping, replaced 157 traffic wands at railroad crossings, and conducted 29 traffic counts.
- Emptied trash cans in the business districts twice per week.
- Steam cleaned sidewalks and removed gum throughout the Central Business District.
- Repaired 111 sidewalk brick-pavers at various locations in the Central Business District.
- Cleaned debris from inlets during numerous rain storms.
- Picked up storm debris and litter from roadways on numerous occasions.
- Removed graffiti from numerous locations.
- Installed three bike racks on new concrete pads.
- Inspected manholes and inlets and identified deficiencies for the contract paving program.
- Assisted in the realignment of the Prairie Path at Spring Road.
- Operated City street sweepers to clean storm water inlets in low areas before rain storms, to support special events, the Reclamite program, and to clean accident debris.
- Supported 182 block parties and numerous special events including the St. Patrick's Day, Pet Parade, Memorial Day and Fourth of July Parades, Cool Cars, Art in the Park, Jaycee Carnival, Green Fest, Annie Ryan Run, Downtown Concert Series, and the Turkey Trot.
- Responded to 21 snow storms.

Contracted Work:

- Replaced 1,266 square yards of concrete pavement, 1,050 lineal feet of curb and gutters, 140 square yards of concrete driveways, and 339 square feet of sidewalks.
- Applied Reclamite rejuvenating sealant to 58,985 square yards of asphalt pavement.
- Applied a seal coat to the Library and Public Works Facility parking lots.
- Swept City streets five times from May to November, swept Business districts weekly, swept City parking lots monthly. Swept streets twice in November to pick up leaves.
- Applied 5,964 linear feet of epoxy pavement striping.

2011- 2012 Expectations

City Work Crews:

- Continue to repair deteriorated asphalt and concrete pavement, curbs and gutters.
- Continue to patch potholes.
- Continue to seal cracks in asphalt pavement.
- Continue to patch excavations from utility repairs and new home construction.
- Continue to inspect, clean, and repair storm water inlets and manholes.
- Continue to maintain orange traffic wands at railroad crossings.
- Continue to repair or replace damaged guardrails, fencing, bollards and bike racks.
- Continue to sweep streets to clean up accident, construction, and storm debris, to support special events, crack sealing, Reclamite, and pavement marking programs, and to sweep streets during the winter when temperatures are warm enough.
- Continue to maintain traffic signs and pavement markings.
- Continue to conduct traffic counts.
- Continue to provide barricades and signage for block parties and special events.
- Continue to maintain City trash cans.
- Continue to clean and repair brick-paver sidewalks in the Central Business District.
- Continue to respond to rain, snow, ice, and wind storms.

Contracted Work:

- Concrete Pavement Patching: Continue to patch deteriorated concrete pavement, utility trenches, and damaged curb and gutters.
- Seal coating, rejuvenating, and crack sealing asphalt pavement: Continue to treat asphalt pavement with Reclamite, seal coats, and crack sealing materials.
- Pavement Markings: Continue to replace deteriorated pavement markings with high endurance paints or reflective tape.
- Street Sweeping: Continue to sweep City streets, business districts, and parking lots of debris and leaves.

**Public Works Department – Street Maintenance Division (110-6041)
Summary of Expenditures**

Description	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed	% Increase 10/11 Budget to 11/12 Proposed
Salaries & Wages	221,897	226,800	228,428	314,800	38.80%
Employee Benefits	39,247	45,190	44,410	62,660	38.66%
Contractual Services	674,327	710,570	666,178	945,320	33.04%
Commodities	161,575	172,500	162,905	173,000	0.29%
Repairs & Maintenance	17,553	20,500	20,500	21,000	2.44%
Other Expenses	-	-	-	-	-
Insurance	-	-	-	-	-
Capital Outlay	1,957,476	4,566,000	4,444,916	5,429,500	18.91%
Interdepartmental Charges	387,051	427,720	459,560	441,130	3.14%
Total Expenditures	3,459,126	6,169,280	6,026,897	7,387,410	19.75%

Explanation of Expenditures

The 2011/12 proposed budget of \$7,387,410 reflects a 19.75% increase of expenditures from the 2010/11 approved budget. Proposed increases in salaries and benefits reflect additional Streets Division staff reallocated from the Motor Fuel Tax Fund to the General Fund. The increase in contractual services reflects increased budgeted expenditures for the Rear Yard Drain Program, sidewalk, curb, and gutter repair, street sealing, and storm sewer cleaning. This year's capital outlay expenditures will fund various street resurfacing projects and increased expenditures for equipment and improvements to the Jackson Storm Station.

**Public Works Department – Snow & Ice Removal (110-6042)
Summary of Expenditures**

Description	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed	% Increase 10/11 Budget to 11/12 Proposed
Salaries & Wages	273,226	225,000	360,000	159,900	-28.93%
Employee Benefits	53,720	46,300	73,100	33,100	-28.51%
Contractual Services	59,104	72,500	73,664	77,800	7.31%
Commodities	279,223	282,000	339,200	19,500	-93.09%
Repairs & Maintenance	57,634	60,000	60,000	60,000	0.00%
Other Expenses	-	-	-	-	-
Insurance	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Interdepartmental Charges	10,000	10,000	10,000	10,000	0.00%
Total Expenditures	732,755	695,800	915,964	360,300	-48.22%

Explanation of Expenditures

The 2011/12 proposed budget of \$360,300 reflects a 48.22% decrease of expenditures from the 2010/11 approved budget. The decrease in salaries and benefits is due to the allocation of salaries and benefits from the General Fund to the Motor Fuel Tax Fund. Likewise, the decrease in proposed commodities expenditures also reflects a shift of salt costs from the General Fund to the MFT Fund.

Forestry And Grounds Maintenance Division

This division is responsible for the care of all public property trees, including parkway trees. This includes the removal of undesirable and Dutch Elm diseased trees, tree planting, tree spraying, tree trimming, weed spraying, brush removal, and parkway restoration.

2010 - 2011 Accomplishments

- Trimmed/serviced over 4036 parkway trees.
- 1840 resident service requests were completed.
- Restored approximately 406 parkways damaged by work consisting of main breaks, water leaks, damaged electrical cables, auto damage, etc.
- Removed woody debris from Salt Creek Channel.
- Removed approximately 314 trees (other than DED Elms) for reasons such as hazardous condition, declining health, etc.
- Removed 51 parkway Dutch Elm Diseased elms and continued aggressive monitoring for disease.
- Monitored North Graue Woods area to address Gypsy Moth infestation issue.

2011 - 2012 Expectations

- Plant 500 trees on the City's parkways
- Monitor treatment of North Graue Woods area to address Gypsy Moth infestation issue
- Continue to "fine tune" refinements/enhancements of Dutch Elm Disease field detection and control techniques developed from on going observations made the previous DED season.
- Continue policing of Salt Creek Channel for removal of logjams and unsound/undermined trees along the shoreline.
- Continue the increase of trees trimmed/removed by Forestry Division personnel.
- Continue peak (summer) season quick response to resident service requests.
- Continue timely restoration of all damaged parkways.
- Closely monitor City contractors to ensure their work meets deadlines and does not compromise City standards.
- Continue a Citywide tree trimming and maintenance schedule based on a regular trim cycle.
- Continue parkway hydroseeding completed in-house to support the Engineering Division contracts.
- Formulate plan and response to possible Emerald Ash Borer (EAB) infestation
- Manage and administer possible EAB Tree Restoration Grant
- Use newly completed City wide inventory of street trees to increase efficiency.

**Public Works Department – Forestry Division (110-6043)
Summary of Expenditures**

Description	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed	% Increase 10/11 Budget to 11/12 Proposed
Salaries & Wages	673,147	700,000	688,167	711,100	1.59%
Employee Benefits	123,078	141,790	138,940	143,850	1.45%
Contractual Services	341,282	467,000	343,677	463,000	-0.86%
Commodities	45,681	222,500	152,555	204,500	-8.09%
Repairs & Maintenance	3,887	3,000	3,000	3,000	0.00%
Other Expenses	-	-	-	-	-
Insurance	-	-	-	-	-
Capital Outlay	159,156	4,000	-	-	-
Interdepartmental Charges	273,605	302,350	324,860	311,830	3.14%
Total Expenditures	1,619,836	1,840,640	1,651,199	1,837,280	-0.18%

Explanation of Expenditures

The 2011/12 proposed budget of \$1,837,280 reflects a 0.18% decrease of expenditures from the 2010/11 approved budget. The commodities budget increase from 2009/10 is due to increased purchase of trees, which had been deferred. The \$159,156 capital outlay in 2009/10 was due to the purchase of a truck/loader.

Electrical Division

This division is responsible for the maintenance of all municipal streetlighting (excluding Commonwealth Edison lighting), traffic signal maintenance, and the maintenance of various control circuits, minor air conditioning repairs and electrical improvements and repairs at municipal buildings. In addition, this division has primary responsibility for snow removal in the business districts.

2010-11 Accomplishments

- Replaced 886 streetlight lamps
- Replaced 90 damaged and vandalized streetlight panels
- Replaced 42 damaged streetlight poles
- Completed 384 service requests
- Installed and removed Holiday decorations throughout the City
- Prepared for special events including parades and festivals
- Mounted 70 banners on the Palmer Drive underpass
- Completed the annual thermoscan of all main electrical panels
- Installed additional streetlighting at the new Larch St. cul-de-sac
- Installed an additional security camera at the City Centre fountain area
- Relocated the weather satellite dish at the Public Works Garage
- Completed annual testing of all traffic signal conflict monitors
- Installed electrical services for the installation of new fire alarms at the Schiller and Adelaide Parking Structures

2011-12 Expectations

- Replace 75 streetlight poles
- Investigate higher efficiency streetlighting alternatives
- Maintain the existing streetlight and traffic signal systems in an efficient manner
- Complete the annual thermoscan of all main electrical panels

**Public Works Department – Electrical Division (#110-6044)
Summary of Expenditures**

Description	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed	% Increase 10/11 Budget to 11/12 Proposed
Salaries & Wages	164,091	167,000	165,700	229,800	37.60%
Employee Benefits	29,745	34,230	33,590	47,030	37.39%
Contractual Services	205,944	174,310	183,490	192,310	10.33%
Commodities	96,413	146,500	136,050	136,000	-7.17%
Repairs & Maintenance	1,002	9,000	9,000	9,000	0.00%
Other Expenses	-	-	-	-	-
Insurance	-	-	-	-	-
Capital Outlay	18,023	60,000	60,000	-	-100.00%
Interdepartmental Charges	90,089	99,550	106,970	102,680	3.14%
Total Expenditures	605,307	690,590	694,800	716,820	3.80%

Explanation of Expenditures

The 2011/12 proposed budget of \$229,800 reflects a 3.80% increase of expenditures from the 2010/11 approved budget. The \$60,000 capital outlay in FY 10/11 is the 100% grant funded installation of UPS systems to three major intersections.

Building Maintenance Division

This division is responsible for the routine maintenance of municipal buildings, parking decks, decorative fountains and city-owned rental property. The building maintenance areas include heating and air conditioning, ventilation, plumbing, janitorial, roofing, and minor building repairs and improvements. This division also assists with the business district snow removal program.

2010-11 Accomplishments

Police Department

- Painted three offices
- Painted the detective's lobby area
- Painted the bathroom
- Replaced the sump pump in the gun range
- Painted the women's locker room

City Hall

- Reconfigured the desk arrangement in the Building Department
- Upgraded the fire alarm system
- Painted one office
- Painted the second floor hallway
- Completed the new counter setup at the Public Works/Finance window

Fire Stations

- Constructed 11 new desk tops for the bunk rooms at Fire Station 1

City Centre

- Painted the archway over the Schiller Alley at Addison Ave.

Public Works Garage

- Hosted the annual Community Food Drive

Historical Museum

- Constructed 12 exhibit stands and 3 exhibit cases
- Painted one office
- Painted the walls and floor of the lower level storage room

Waste Water Treatment Plant

- Constructed a coffee station in the main office building
- Replaced the double doors at the Saylor/Jackson sanitary lift station
- Installed a new roof on the Saylor/Jackson sanitary lift station

City Wide

- Completed the annual fire extinguisher testing
- Completed 684 service requests
- Changed 780 lamps
- Winterized the City Centre and the City Hall fountains

- Tested all RPZ valves

2011-12 Expectations

- Replace the flat roof at City Hall
- Paint 3 offices at City Hall
- Paint 3 offices at the Police Station
- Complete the annual fire extinguisher testing
- Test all RPZ valves
- Replace the rear section of the roof at the Fire Training Tower
- Tuckpoint the entrance structures at Holly Ave. and St. Charles Rd.

Public Works Department – Building Maintenance Division (110-6046)					
Summary of Expenditures					
Description	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed	% Increase 10/11 Budget to 11/12 Proposed
Salaries & Wages	219,363	234,500	228,500	240,000	2.35%
Employee Benefits	40,210	47,470	45,890	48,670	2.53%
Contractual Services	107,209	176,970	150,460	119,880	-32.26%
Commodities	38,747	39,000	39,000	40,000	2.56%
Repairs & Maintenance	67,036	100,000	100,000	116,000	16.00%
Other Expenses	57,378	30,000	25,000	30,000	0.00%
Insurance	4,363	4,090	4,250	4,160	1.71%
Capital Outlay	14,297	16,000	12,000	391,000	2343.75%
Interdepartmental Charges	-	-	-	-	-
Total Expenditures	548,603	648,030	605,100	989,710	52.73%

Explanation of Expenditures

The 2011/12 proposed budget of \$989,710 is a 52.73% increase from the 2010/11 approved budget. Contractual services decrease stems from the completion of building energy audits performed with a \$50,000 American Recovery & Reinvestment Act grant. The increase in capital outlay is due to the replacement of the City Hall flat roof (\$216,000) and \$175,000 for storm station green infrastructure improvements to be funded partially by a \$131,250 grant.

Fleet Maintenance Division

Mission

This division is responsible for the operation of the Central Garage, coordinates all city equipment replacement lifecycles and maintenance of all city-owned mechanical equipment, including police, fire and public works vehicles; major pump and equipment repairs required for the utilities operation, and mechanical equipment for all public buildings. This division also maintains Elmhurst Park District equipment as a result of a 1993 intergovernmental agreement. In addition, this division is responsible for the operation and maintenance of a fuel dispensing station as well as ordering fuel to maintain an appropriate inventory at all times.

2010-11 Accomplishments

- The total Biological component of the diesel fuel consumed in 2010/2011 was 12,540 gallons in an effort to reducing Greenhouse Gas Emissions and dependency on foreign oil.
- Reduced Total Fuel Consumption of Gasoline and Diesel 2010/2011 by 7,626 gallons through new vehicle technologies and no-idle policy.
- 9,347 equipment repairs were completed on City and Park Dist equipment.
- 646 preventive maintenance services were completed.
- 1,161 radio and computer repairs were completed.
- The Hydraulic Car Hoist was replaced do to worn lift cylinders.
- Coordinated specifications, purchases, and repairs of Park District equipment and vehicles in accordance with intergovernmental agreement.
- Continued to review Parts inventory and adjust quantities to reduce costs and meet demand.
- Completed the installation of additional phone lines for the Mobile Incident Command vehicle.
- Added (3) Back-Up Camera systems on three New Muni Body Dump Trucks.
- Replaced two rusted Dump Truck Bodies to extend vehicle life-cycle.
- Replaced a worn out snow plow with a newly designed heavy duty plow as part of a pilot program to test its durability and longevity.
- Replaced Fuel Island dispensers to meet UL requirements for dispensing Bio-Fuels for a Cleaner/Greener environment.
- Replaced Three Black and White Squad Cars and One Un-Marked Traffic Car.
- Designed and Fabricated Re-usable steel frames to hold concrete panels for use in confined space simulator for Fire Rescue training.
- Purchased One Vacuum-Sewer Machine for Public Works, Utilities Division and One Hot Asphalt Trailer for Public Works, Streets Division.
- Two Technicians attended Fire Engine training course in Appleton Wisconsin.
- Technicians attended courses by IDS scan tools, Toro Rotary Mowers, Ford Motor Company, Interstate Batteries, Bendix brakes, Powerstroke diesels, and Boss snow plows.

2011 – 2012 Expectations

- Examine best practice and innovative ways to reduce cost to the City.
- Coordinate maintenance and repairs of the entire City fleet vehicles and equipment. To establish a safe and cost effective Fleet.
- Monitor changes in rules and regulations pertaining to Alternate Fuel and Hybrid vehicles. Incorporate Federal and State operational mandates.

- Implement a new Fleet Maintenance Program to provide a safe, economic, and efficient Fleet operation.
- Maintain and upgrade shop equipment to keep pace with changing equipment technology.
- Maintain and upgrade radio communication equipment to keep pace with changing equipment technology for Narrow Band Radio's.
- Monitor and maintain equipment replacement schedule according to needs of specific user departments.
- Coordinate specifications, purchases, and repairs of Park District equipment and vehicles in accordance with existing intergovernmental agreement.
- Coordinate sale of vehicles and equipment replaced by fleet upgrades for best possible return.
- Coordinate training and education of all mechanics to keep pace with changing technology, as well as working towards Blue Seal Certifications.
- Maintain accurate and detailed records of all aspects of shop operations and personnel performance.
- Improve Safety Guidelines and shop requirements to reduce accidents and lost Workday cases.

Public Works Department – Fleet Maintenance Division (110-6047)					
Summary of Expenditures					
	2009/10	2010/11	2010/11	2011/12	% Increase
Description	Actual	Budget	Estimated	Proposed	10/11 Budget to 11/12 Proposed
Salaries & Wages	635,484	671,400	654,700	690,700	2.87%
Employee Benefits	115,650	137,530	130,250	141,420	2.83%
Contractual Services	-	-	-	-	-
Commodities	507,922	601,600	623,900	636,600	5.82%
Repairs & Maintenance	369,437	414,500	391,500	414,500	0.00%
Other Expenses	2,479	4,000	3,000	4,000	0.00%
Insurance	14,044	14,570	13,520	14,200	-2.54%
Capital Outlay	33,304	189,000	174,000	10,000	-94.71%
Interdepartmental Charges	-	-	-	-	-
Total Expenditures	1,678,320	2,032,600	1,990,870	1,911,420	-5.96%

Explanation of Expenditures

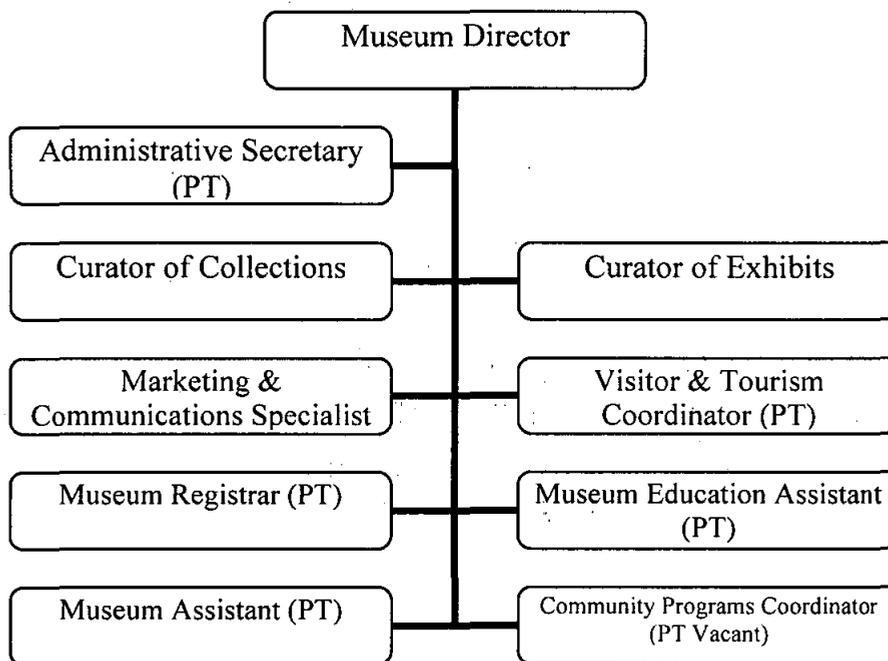
The 2011/12 proposed budget of \$1,911,420 reflects a 5.96% decrease of expenditures from the 2010/11 approved budget. The variability in commodity expenditures can be attributed in part to fluctuations in fuel costs. The purchase and installation of a new fleet management software application in FY 10/11 accounts for the decline in capital outlay.

HISTORICAL MUSEUM

Mission

The primary mission of the Elmhurst Historical Museum is to serve as the community's memory by acquiring, preserving and interpreting the original materials related to the history of Elmhurst from the settlement period to the present. Paramount to the mission is the perpetual care and preservation of the City's collection of more than 10,000 photographic images documenting community development, 12,000 artifacts demonstrating human experiences in Elmhurst, and hundreds of feet of manuscript materials ranging from Civil War letters to business and personal papers of residents. Interpretive services such as exhibits, walking tours, school class and children's activities, and family and adult programs are provided at the museum and throughout the community.

Organizational Chart



2010 – 2011 Accomplishments

- 11,588 total patrons in 2010
- Answered 609 reference inquiries (596 in 2009) (25 states and 6 countries)
- Provided services to 1,184 Elmhurst public and private school students
- Awarded \$50,000 capital project grant by State of Illinois
- Completed restoration of Churchville Schoolhouse
- Traveled “The Drawn Out History of Comic Books” exhibit to Elgin Public Library where it was viewed by 226,143 people
- 1,647 participants in weekly Summer Fun & Games programs
- Reorganized the volunteer program and attracted 3,141 volunteer hours valued at \$70,672
- Started a membership program and attracted 170 members
- Grant award to Elmhurst Heritage Foundation from DuPage Community Foundation
- Created and maintained Facebook page

2011-2012 Expectations

- Complete pilot programming of school services at Schoolhouse
- Go live with online access to museum collections
- Attract sponsors for two major exhibits
- Increase service level by 10%
- Secure 500 members
- Increase annual fund giving
- Create online newsletter
- Submit applications to funding sources for schoolhouse expenses
- Conduct major building maintenance project

Historical Museum Summary of Expenditures					
Description	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed	% Increase 10/11 Budget to 11/12 Proposed
Salaries & Wages	378,348	351,600	351,600	391,300	11.29%
Employee Benefits	130,891	143,310	131,280	126,560	-11.69%
Contractual Services	46,527	59,100	59,510	59,280	0.30%
Commodities	6,594	10,200	10,500	10,200	0.00%
Repairs & Maintenance	13,276	6,400	8,900	6,400	0.00%
Other Expenses	100,217	177,500	142,900	134,600	-24.17%
Insurance	5,103	5,870	5,100	5,840	-0.51%
Capital Outlay	394,950	60,000	130,000	50,000	-16.67%
Interdepartmental Charges	18,250	56,070	35,210	52,590	-6.21%
Total Expenditures	1,094,516	870,050	875,000	836,770	-3.83%

Explanation of Expenditures

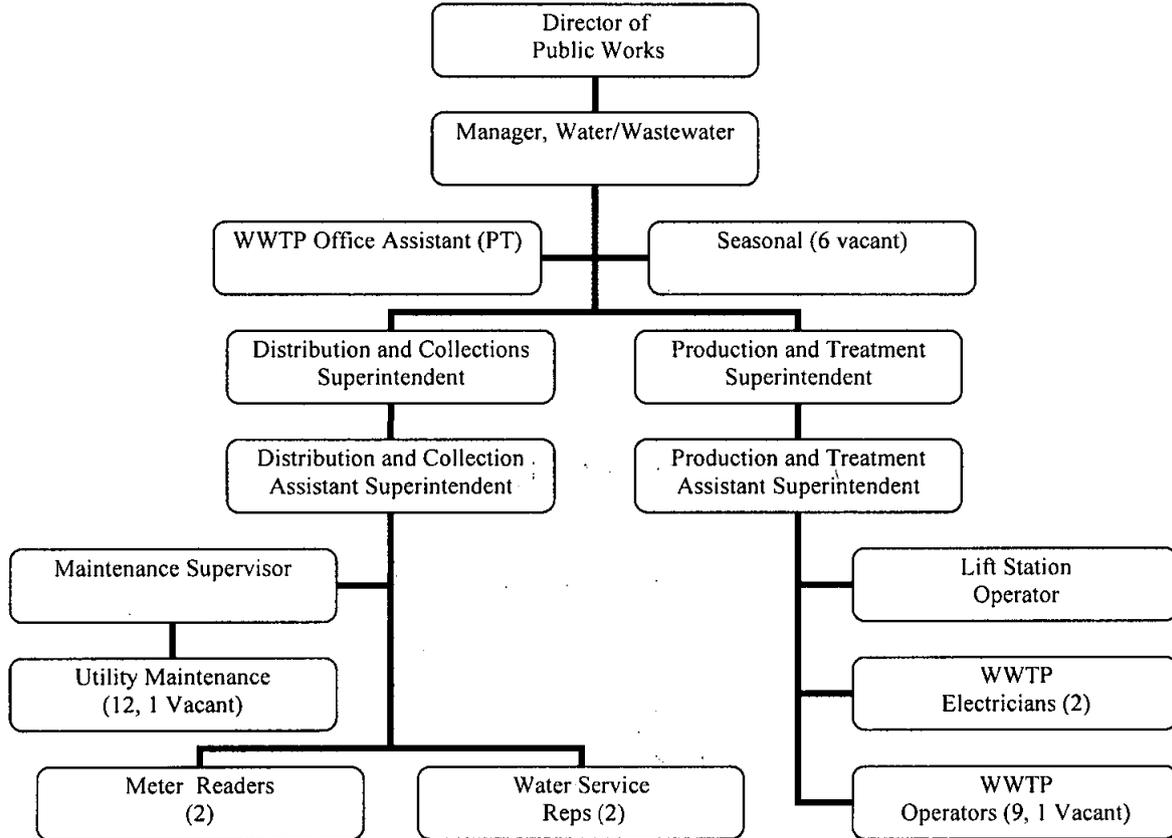
The 2011/12 proposed budget of \$836,770 reflects a 3.83% decrease of expenditures from the 2010/11 approved budget. Changes in capital outlay reflect the successful completion of the Churchville Schoolhouse project. Increased salaries and wages reflect the addition of a part-time staff member that will be funded by the Elmhurst Heritage Foundation during FY 11/12. The budgeted decrease in benefits is due to the reduction of unemployment compensation. The decrease in other expenses primarily reflects the use of some endowment funds generally under this item to pay for the first year of the added part time person.

WATER/WASTEWATER– MUNICIPAL UTILITY FUND

Mission

The City of Elmhurst operates and maintains its water programs through two divisions within the Department of Public Works.

Organizational Chart



Production and Treatment Division

The Production and Treatment Division is responsible for the 20 million gallon per day (MGD) activated sludge wastewater treatment facility with 10 sanitary sewer lift stations and the 15.0 MG water production system which utilizes three large finished water reservoirs and three elevated storage tanks. This division is also responsible for the 12 storm water pumping stations and ancillary systems

2010-2011 Accomplishments

Administration/Contractual

- Administered the annual Cross Connection Control Device (CCCD) program of 2,495 devices connected to the water distribution system at 1,584 locations. Of the 2,495 devices there were 1,282 devices that were inspected through the contractor of the City. The program involves a bi-annual city-wide CCCD survey and the management of the devices connected to the water distribution system. The program is a requirement by an operating and distribution system of

the Illinois Department of Public Health and the Illinois Environmental Protection Agency. The division superintendent has been certified by the State of Illinois as Cross Connection Control Device Inspector:

- Administered annual maintenance painting projects. This year's project included; (1) sandblasting and painting the interior of the west elevated tank, (2) tuck pointing and painting of the above grade area and appurtenances of the wet well, doors and frames at the Saylor & Jackson sanitary lift station, (3) sandblasting and painting of the exterior generator exhaust systems at the North Elmhurst sanitary lift station and (4) sandblasting and painting of the large effluent screw pump.
- The City of Elmhurst has two operator/applicators certified by Illinois Department of Agriculture for the application of herbicides and pesticides allowing noxious weed control within plant grounds.
- Completed the renewal application for the National Pollutant Discharge Elimination System (NPDES) for the Wastewater Treatment Plant (March 1, 2011). The renewal year is 2015.
- Completed the renewal application for the National Pollutant Discharge Elimination System (NPDES) Land Application Permit for the Wastewater Treatment Plant. We anticipate renewal March 2011.
- In June of 2010 the ground water wells were removed from the water distribution system due to the increasing requirements by the Agency (IEPA) for sampling and operating of municipal wells. We also enjoy the reliability of the surface water received from Lake Michigan through Chicago and the DuPage Water Commission.
- Administered the abandonment and sealing of ground water well #8 in January 2011.
- Currently negotiating an agreement with British Petroleum for the sealing of well #4 at St. Charles and Route 83. At its successful conclusion, BP will finance the sealing of the well.
- Design has been approved by the City Council for the Baxter & Woodman new anaerobic digester project. Permit application was approved for the project by the Agency in September of 2010. Loan program approval for the anaerobic digester project will be announced in April 2011.
- The Overhead Sewer Program funding was increased as a result of the rain events in June and July 2010. The division processed 46 requests in 2010.
- Staff installed electric valve actuators on the Saylor & Jackson sanitary station flow by-pass equipment and a hood over the generator air intake at the Berkley & Adams station.
- The City is currently under contract with Baxter & Woodman, consultants for engineering services to design a new 500,000 gallon anaerobic digester for the Wastewater Treatment Plant (WWTP). Design of this project was approved for FY 2010/11 and construction is to begin in FY 2011/12. The original concept of the digester project was to include the replacement of the existing main boiler with a new boiler and purchase and install a second new boiler to serve the new digester. This will now include a new heat source for the existing sludge processing building.
- Staff training included: Hazardous Materials Awareness Level Training, Electric Safety Lock-Out / Tag-Out, Chlorine and SO₂ Safety and Operations, Lifting and Back Safety, Personal Protective Equipment review, Fire Extinguisher Training, CPR and AED, review of Emergency Preparedness Plans for the WWTP. Personnel also attended regularly scheduled safety training meetings.
- Completed and distributed the 2010 Consumer Confidence Report to customers of the water distribution system for the calendar year of 2009.

- Completed all required monitoring and sampling of the water production, water distribution, wastewater and sludge discharge systems.
- Completed and submitted the Lake Michigan Allocation Report for the reporting period of October 1, 2009 through September 30, 2010 that quantifies the loss of water produced / purchased to the water sold. The reporting period losses were at 4.7% which is consistent with previous years.
- Completed and submitted the Illinois State Water Survey for the reporting period of October 1, 2009 through September 30, 2010.
- Installation of radio telemetry for the communication link from the remote sites to SCADA.
- Removed, repaired and replaced the main roller bearing to the #3 CPC screw pump.
- Designed and installed informational signage along the Salt Creek Trail at storm facilities (Harrison, Berkley & Adams, Jackson). These signs depict the area served by the storm station its function and some storm water management ideas.

Expectations 2011-2012

Administration/Contractual/In-House

- IEPA Illinois Green Infrastructure Grant program (IGIG) will fund green infrastructure projects. (pending approval) This will provide rain gardens, rain barrels and other sustainable projects at the Salt Creek area lift stations.
- A Design Build delivery project is pending Council approval for the replacement of the process boiler and new boiler for the sludge process building for FY10/11 budget.
- In FY11/12, work with the Engineer on the design of the Rte. 83 and Third Street sanitary lift station replacement project.
- In FY11/12, design and construction oversight for a bypass line to allow influent flow re-routing in the pretreatment building around the bar racks. This will protect equipment from damage and allow for uninterrupted wastewater flow during high flow.
- In FY11/12, bid for the roof replacement of the upper level roof of the sludge process building.
- In FY11/12, bid for the abandonment of the remaining water well (#6). This will be done in cooperation with DuPage County Health Department.
- In FY11/12, bid for the design and installation of the Variable Frequency Drives (VFDs) for the Jackson Storm Station.
- Administer the Cross Connection Control Device CCCD program.
- Project management within the FY 11/12 operating budget.
- Perform a review of the communications systems or SCADA including telemetry.
- Identify and educate industrial users regulated under Pretreatment Ordinance.
- Provide training for state certification programs and other continuing education for employees.
- Contribute the overall success of the Comprehensive Flooding Plan.

**Water Operations – Production (#510-6051)
Summary of Expenditures**

Description	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed	% Increase 10/11 Budget to 11/12 Proposed
Salaries & Wages	385,003	304,200	302,900	314,300	3.32%
Employee Benefits	69,651	63,130	67,270	64,670	2.44%
Contractual Services	2,190,796	2,994,950	2,782,660	3,092,740	3.27%
Commodities	686	5,800	5,800	5,800	0.00%
Repairs & Maintenance	5,154	55,500	55,500	35,500	-36.04%
Other Expenses	-	-	-	-	-
Insurance	3,433	3,160	3,270	3,080	-2.53%
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Interdepartmental Charges	-	-	-	-	-
Total Expenditures	2,654,723	3,426,740	3,217,400	3,516,090	2.61%

Explanation of Expenditures

The 2011/12 proposed budget of \$3,516,090 reflects a 2.61% increase of expenditures from the 2010/11 approved budget and a 32.45% increase from 2009/10 actual expenditures. Those increases stem from growth in contractual services primarily due to the DuPage Water Commission's rate increase for water purchases.

Distribution and Collection Division

The Distribution and Collection Division manages more than 170 miles of potable water distribution main, 160 miles of the sanitary sewer collection system, and the storm sewer collection system which includes more than 60 outfalls and flap gates discharging into local streams. Additionally, the Division operates and maintains more than 80,000 residential/commercial water meters providing first-class service through the more than 5,000 service calls made each year. This group is also responsible for the maintenance, calibration and replacement of meters throughout the City of Elmhurst.

Accomplishments 2010-2011

Administration/Contractual

- Administered annual engineering service agreement to provide a water leak detection survey on the water distribution system. The project involves an annual citywide leak detection survey phase and a leak-pinpointing phase. The service also will respond to emergency water leak detection requests.
- Administered annual bid for material hauling and delivery. Due to new regulatory requirements, the purchase of a new (PID) photo ionization detector meter allowed the division to test soils removed from excavations and delivered to local landfills.
- Administered 2008-2011 multi-year contract agreement for the cleaning and televising of approximately 15,000 feet of large diameter sewer main. The operation also removed large quantities of debris and organic material thereby improving the sewer system capacities.
- Contracted the lining of 20,000+ linear feet of sanitary sewer using the Cured-in-Place-Pipe (CIPP) process in Basin 15 and other targeted areas. The project resulted in the rehabilitation of structurally-deteriorated sewer main and the reduction of excessive clear water flows into the sanitary sewers.
- Developed the 2010/2011 water main replacement project list for submittal to the Engineering Division using the database of water main break information from the past 30 years. This database assists staff in locating water system vulnerabilities and aids in scheduling replacement activities.
- Continued development of the sanitary sewer "problem area" database list. This list properly directs sewer crews to localized areas of concern where known sewer back-ups have occurred. The database also house the last fifteen (15) years of sewer back-up complaints from City residents. Regular maintenance of these problem areas reduces customer complaints and improves system performance.
- Tested 47 compound water meters which include 6", 4", 3", 2" for accuracy.
- Completed plan reviews for new utility installations and submitted to the Engineering Division.

Water System

- Completed the annual fire hydrant flushing program where 1,285 fire hydrants were flushed and inspected for proper operation in 2010.
- Repaired 81 water main breaks during the 2010 calendar year and 11 water service leaks. The timely repair of these leaks reduced water losses and improved service.
- Installed 42 new fire hydrants and repaired 26 existing fire hydrants. The installation of these new hydrants insures that proper fire protection is maintained for the community and also provides for the removal of obsolete and defective hydrants from the water distribution system.

- Installed 13 new water valves and repaired 38 existing valves. The installation of these new valves allows for better isolation of the water system and replaces defective valves.
- Completed 13 new water service upgrades in 2010.
- Maintained the City's ISO fire rating in cooperation with Elmhurst Fire Department.
- Hydrostatic tested and disinfected 11 new water mains/services. The Elmhurst Hospital campus water system has been completed and commissioned.
- Painted 540 fire hydrants.
- Completed the annual citywide water leak survey and repaired leaks identified.

Sanitary Sewer System

- Root-cut 15,813 feet of sanitary sewers and cleaned/flushed 46,968 feet of sewers.
- Televised approximately 55,061 feet of sewer pipe for potential defects. A portion of this work is done in conjunction with, and ahead of, the street paving program in order to correct pipe deficiencies prior to street paving.
- Repaired 30 gravity sanitary sewers.

Storm Sewers

- Repaired 5 storm inlets.
- Completed annual flap-gate inspection and maintenance in spring. Update map for deficiencies noted on storm sewer system.
- Removed almost 58 cubic yards of debris from the sewer collection system during the course of cleaning activities.

Metering System

- Completed 89,103 readings of commercial and residential water meters in 2010.
- Located and tested 904 B-boxes in areas planned for street paving, streetscape projects, service request generated, or targeted maintenance locations. Meter shop crews also made repairs or adjustments to 59 B-boxes.
- Completed 7,021 customer service requests. These may range from low water pressure complaints, high bill notifications, leaky or frozen meters, water turn-offs, and other customer service-related requests.
- Installed 134 water meters during 2010.
- Administered installation of radio frequency (RF) water meter reading system. There were 1516 RF units installed in 2010.

Expectations 2011-2012

Administration/Contractual

- Administer multi-year agreement for the 2008-2011 Sewer Cleaning and Televising Project (ends in 2011). The project targets approximately 15,000 feet of large diameter sewer (24 inch and larger) for cleaning and televising using contracted services.
- Distribute 2011/2012 Sewer CIPP Lining bid in mid year of 2011. The division plans to line approximately 20,000 linear feet of sanitary sewer.
- Quote annual Leak Detection Project (expires in May of 2011). This proposal provides for an annual citywide survey of the water system and any emergency leak location requests.

- Administer bid procedure for the 2011/2012 Fire Hydrant Materials.
- Administer contract for large water meter testing program testing 2", 3", 4" meters.
- Train for confined space operations, trench/shoring procedures, and other relevant safety topics.
- Perform hydrostatic and disinfection testing on new water mains and services.
- Conduct plan reviews with Engineering Division for new utility installations.

Water System

- Complete the annual Fire Hydrant Flushing project. Flushing is scheduled for April 2011.
- Complete repairs on all water system leaks found during the annual leak detection survey and emergencies.
- Replace 45 fire hydrants in-house and 5-10 additional hydrants using a contractor.
- The Water Valve Replacement project is scheduled to replace 30 valves in-house and replace 5-10 additional valves using a contractor.
- Maintain the City's ISO fire rating in cooperation with the Elmhurst Fire Department.
- Perform maintenance on water system appurtenances as necessary.

Sanitary Sewer System

- Televiser all sanitary sewer collection system piping in proposed street paving areas to locate deficiencies.
- Clean and televiser areas scheduled for lining and normal inspection cycle.

Storm Sewer System

- Complete annual flap-gate and air relief inspection and maintenance in spring. Also, update map for any new flap-gates installed on City's storm sewer system.
- Complete storm sewer repairs in an efficient and timely manner.

Metering System

- Respond to customer service requests in a courteous and timely fashion.
- Complete meter readings in scheduled cycles and provide timely delivery to Finance Department.
- Locate, test, and repair B-boxes in coordination with street paving/streetscape projects.
- Administer contract for comprehensive meter testing project on compound water meters.
- Administer the installation of a RF-based Automatic Water Meter Reading system targeting cycle 3 in 2010. This includes compound commercial water meters.

Wastewater Operations-- Wastewater Treatment Plant (510-6057)
Summary of Expenditures

Description	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed	% Increase 10/11 Budget to 11/12 Proposed
Salaries & Wages	933,581	852,300	873,900	903,600	6.02%
Employee Benefits	178,655	173,290	182,090	184,870	6.68%
Contractual Services	695,731	802,650	702,250	737,390	-8.13%
Commodities	92,805	143,800	146,300	146,300	1.74%
Repairs & Maintenance	151,474	219,000	219,000	154,000	-29.68%
Other Expenses	50	-	-	-	-
Insurance	37,234	37,030	36,770	37,360	0.89%
Capital Outlay	-	8,517,000	275,300	8,139,000	-4.44%
Debt Service	-	-	-	-	-
Interdepartmental Charges	36,703	40,560	43,580	41,830	3.13%
Total Expenditures	2,126,233	10,785,630	2,478,890	10,344,350	-4.09%

Explanation of Expenditures

The 2011/12 proposed budget of \$10,344,350 reflects a 4.09% decrease of expenditures from the 2010/11 approved budget. A proposed 8.13% decrease in contractual services expenditures is mostly due to lower than anticipated electricity costs associated with the purchase of electricity on the open market. The proposed capital outlay reflects the time of the construction of a 500,000-gallon anaerobic digester.

Water Operations – Distribution (510-6052)
Summary of Expenditures

Description	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed	% Increase 10/11 Budget to 11/12 Proposed
Salaries & Wages	1,132,411	1,131,800	1,121,500	1,160,200	2.51%
Employee Benefits	204,890	231,900	234,140	236,830	2.13%
Contractual Services	506,926	499,710	333,320	493,560	-1.23%
Commodities	614,104	687,500	687,500	687,500	0.00%
Repairs & Maintenance	103,402	152,000	152,000	59,000	-61.18%
Other Expenses	-	-	-	-	-
Insurance	10,300	9,470	9,810	9,230	-2.53%
Capital Outlay	-	970,000	825,000	914,000	-5.77%
Debt Service	-	-	-	-	-
Interdepartmental Charges	181,847	200,950	215,910	207,250	3.14%
Total Expenditures	2,753,880	3,883,330	3,579,180	3,767,570	-2.98%

Explanation of Expenditures

The 2011/12 proposed budget of \$3,767,570 reflects a 2.98% decrease of expenditures under the 2010/11 approved budget. The large decrease in repairs and maintenance is due to a reduction in elevated tank repair and maintenance.

**Wastewater Operations– Sanitary Sewer Maintenance (510-6056)
Summary of Expenditures**

Description	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed	% Increase 10/11 Budget to 11/12 Proposed
Salaries & Wages	532,904	487,900	483,500	499,100	2.30%
Employee Benefits	91,295	100,010	101,270	102,200	2.19%
Contractual Services	303,412	340,110	595,460	336,730	-0.99%
Commodities	48,672	62,500	62,500	62,500	0.00%
Repairs & Maintenance	58,207	75,000	83,000	83,000	10.67%
Other Expenses	-	-	-	-	-
Insurance	3,433	3,160	3,270	3,080	-2.53%
Capital Outlay	-	2,060,000	1,175,000	2,353,000	14.22%
Debt Service	-	-	-	-	-
Interdepartmental Charges	40,040	44,250	47,540	45,630	3.12%
Total Expenditures	1,077,963	3,172,930	2,551,540	3,485,240	9.84%

Explanation of Expenditures

The 2011/12 proposed budget of \$3,485,240 reflects a 9.84% increase of expenditures from the 2010/11 approved budget. This increase is largely due to additional costs for the replacement of the Saylor Street sanitary sewer force main project based on a preliminary flood control study, as well as engineering costs for the replacement of the Atrium sanitary sewer force main. Variance in estimated 2010/11 expenditures for contractual services and capital outlay reflect additional funds allocated from the sanitary sewer capital program to the overhead sewer program.

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