



**CITY COUNCIL WORKSHOP
AGENDA
City Council Chambers
11/30/2010
5:00 p.m.**

FY12 FISCAL FORECAST CONTINUATION

A. CALL TO ORDER/OPENING COMMENTS

1. REVIEW WORKSHOP SCHEDULE AND BUDGET PROCESS
2. FINANCIAL GAP UPDATE
3. DEPARTMENT SERVICE BASED BUDGET OVERVIEW
4. SERVICE CHANGE OPTIONS - \$5 MILLION OPTION SET
 - a. OVERVIEW OF OPTION SET
 - b. HIGH LEVEL STAFF RECOMMENDATIONS
5. BREAK
6. SPECIFIC OPTION EXPLANATION
 - a. FIRE
 - b. CMO
 - c. TED
 - d. LEGAL
 - e. PUBLIC WORKS
 - f. POLICE

**AGENDA
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B. COUNCIL OPTION DELIBERATION & CONSENSUS

1. *SUPPLEMENTAL INFORMATION* 11-29-10:
COUNCIL CONSENSUS ON SERVICE OPTIONS

C. WRAP-UP AND NEXT STEPS

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Accessibility Coordinator at least 48 hours in advance of the scheduled meeting. The Accessibility Coordinator can be reached in person at 400 S. Eagle Street, Naperville, IL., via telephone at 630-420-6725 or 630-305-5205 (TDD) or via e-mail at manningm@naperville.il.us. Every effort will be made to allow for meeting participation.



CITY OF NAPERVILLE



FY12 Fiscal Forecast Workshop

Municipal Center – Council Chambers

November 30, 2010

5:00 P.M.

Start Time

Call to Order/ Opening Comments

Review Workshop Schedule and Budget Process 5:00 p.m.

Financial Gap Update 5:05 p.m.

Department Service Based Budget Overview 5:15 p.m.

Service Change Options-\$5 million Option Set 5:45 p.m.

- Overview of Option Set
- High Level Staff Recommendation

Break 6:05 p.m.

Specific Option Explanation 6:20 p.m.

- Fire
- CMO
- TED
- Legal
- Public Works
- Police

Council Option Deliberation & Consensus 7:20 p.m.

Wrap up and Next Steps 7:50 p.m.

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: November 19, 2010
TO: Mayor and City Council
FROM: Karen DeAngelis, Director of Finance

SUBJECT: Financial Gap Update FY11 and FY12

PURPOSE:

Provide Council with an updated view of the General Fund financial gap for both FY11 and the FY12 Budget.

BACKGROUND:

Staff continues to monitor the financial results of the current year as well as consider changing contractual agreements with an impact on FY12. At the time of the last workshop in October, the FY11 projection was for a surplus of \$0.9 million. The surplus is primarily the result of excess funds related to MIP that can be returned to the General Fund. The MIP excess was created by the receipt of the new IDOT Jobs Now Program (\$627K received on Oct 27) and the lower than budget contract awards (\$350K). With the surplus projected for FY11 available to fund a portion of the FY12 budget, the FY12 financial gap was estimated at potentially as low as \$1.6 million if a flat property tax levy were adopted and if no wage increases were awarded.

Revenue Update

Two changes are reflected in the revenue projections. The city has now seen a full 6 months of above budget sales tax revenue, which now totals \$0.5 million above the original budget for FY11. While this trend is not guaranteed, staff is comfortable with projecting the second half of the fiscal year to be at least at budget. This will sustain the first half up side of \$0.5 million to increase the full year FY11 projection. The FY12 revenue projection has correspondingly been increased by \$0.5 million as the assumption for next year is that the FY11 revenue level will be sustained into FY12.

Council has now approved a tax levy which is \$1.25 million below a flat dollar levy, at an estimated rate of .7358. In terms of the overall financial gap, the improvement in the Sales Tax projection for the two years is more than offset by the reduction in the tax levy, together resulting in an increase of \$0.2 million in the financial gap.

Expenditure Update

On the expenditure side of the budget, the only revisions relate to the finalization of the Police union contract and the recent Police position eliminations. The wage increases for FY11 coupled with the retroactive pay for FY10, which will be made in FY11, totals \$1.4 million. The corresponding FY12 budget expenditure increase for wages is \$1.2 million, for a total of \$2.6 million in higher wage expenditures.

Additionally healthcare plan design changes and increases to employee contributions are delayed, and combined, result in an additional projected \$0.2 million of cost for FY11 and \$0.1 million for FY12. The total financial impact of the healthcare issues is an increase of \$0.3 million to the financial gap.

These expenditure increases are only partially offset by the position eliminations and layoff actions taken. The FY11 cost reduction attributed to those actions is \$0.4 million for a half year, and the full year FY12 Police department expenditure reduction of \$0.8 million.

The overall financial gap widens by a total of \$1.7 million for the impact of the expenditure changes in the Police Department, as the increases for wages (\$2.6 million) and healthcare (\$0.3 million) are only partially offset by the position eliminations (\$1.2 million).

Gap Update

In summary, the October projected financial gap has widened by a total of \$1.9 million (\$0.2 million for revenue changes and \$1.7 million for Police expenditure changes) to a projection of \$3.5 million. See table on page 1-3.

There are still some major open financial items that will need to be considered when they are determined. This projection continues to exclude any place holder for potential wage increases other than for the Police contract. To the extent any increase is given to other employee groups for either FY11 or FY12, the gap projection will increase. It also assumes a 20% healthcare contribution rate and the acceptance of the new plan design for the full fiscal year from all employee groups other than Police. Current estimates project an exposure of roughly \$2 million for potential wage increases and an additional \$0.8 million related to the healthcare issues. So, the gap projection could widen to something near \$6.3 million after these open discussions and negotiations finalize.

CONCLUSION:

The Council request in September for a list of options to deliver \$5 million of expenditure reductions coincidentally is roughly the mid-point between the \$3.5 million current projection and the \$6.3 million potential gap. Staff proposes that until the actual position is known for other wage increases and the healthcare issues, the city continues to work to close a \$5 million gap.

The final gap closure actions can be a combination of expenditure reductions and revenue increases. A few points of consideration for revenue are included in the Staff recommendation and may serve to start some discussion. After Council reviews and provides direction on the service reduction options which reduce expenditures, should a gap remain, a future budget discussion would be scheduled to more fully consider and discuss revenue options.

ATTACHMENTS:

Schedule of Financial Projections

Page
1.3

FINANCIAL GAP

	FY11 Projection			FY12 Budget		
	Revenue	Expenditure	Fund Bal	Revenue	Expenditure	Gap
October Workshop	114.5	113.6	0.9	109.2	111.7	-1.6
Adopted Property Tax levy below flat dollar				-1.2		-1.2
Increase Sales Tax Revenue Projection	0.5		0.5	0.5		1.0
Police Union Wage Increases		1.4	-1.4		1.2	-2.6
Police Healthcare delay in plan design and contrib increase		0.2	-0.2		0.1	-0.3
November Police Force Reductions		-0.4	0.4		-0.8	1.2
November Projection	\$115.0	\$114.8	\$0.2	\$108.5	\$112.2	-\$3.5
Other Considerations						
Healthcare plan design and contribution at only 15%					0.8	-0.8
Other union and non-union wage increases					2.0	-2.0
Potential Scale of Gap				\$108.5	\$115.0	-\$6.3

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: November 19, 2010
TO: Mayor and City Council
FROM: Karen DeAngelis, Director of Finance

SUBJECT: \$5 Million Expenditure Reduction Options

PURPOSE:

Respond to Council's request for a set of service change options that could be implemented to reduce the General Fund expenditures by \$5 million.

BACKGROUND:

During the September Workshop Council requested staff to develop department budgets which were articulated based on the cost of the services that are delivered by the department. Over the last couple months each department has created a detailed service based budget, and they are included in a later section of the workshop materials. This exercise has helped to provide a perspective on the scale of the costs of each service provided and has also provided the backdrop for the development and consideration of service change options.

DISCUSSION:

Each Department Director submitted a list to the City Manager of service change options that would deliver cost reductions to the General Fund for the city. In developing the option list each service category was considered and options were reviewed which might eliminate or reduce the individual services, as well as consideration given to savings which might be achievable through changes in the delivery model. As the list was compiled it was prioritized by the City Manager and reviewed with the entire DLT.

In building the option list, staff was able to identify a group which does not significantly change the service delivered to residents from where it is today. This group includes the permanent elimination of vacant positions for an annual savings of \$800K (\$250K in Police for one officer and one sergeant position). This includes elimination of vacant fire positions by implementing a change in the operating model. The change provides for an additional ambulance to replace heavy squad and to defer the replacement of two ambulances which saves an additional \$400K in replacement cost for FY12. Almost \$300K of savings represents changes in the maintenance and cleaning of the city facilities and will be transparent to residents. The total savings from this grouping of options will deliver \$1.9 million of savings and the City Manager is already taking actions to implement these options.

The recently implemented reduction of six filled police officer positions represents an additional almost \$600K of annual expenditure reductions. These reductions continue to be supported by the staff recommendation and along with the other \$1.9 million deliver a reduction of \$2.5 million or half of the requested option set. Staff is reflecting this entire \$2.5 million as service

reductions which are being implemented and they will be reflected in the FY12 budget going forward.

To complete the other half of the \$5 million expenditure challenge, 25 options have been identified for Council consideration. Included here for each is a summary of the Department Service based budget which identifies the service category which the service change option would impact. Additionally there is a narrative description of each which articulates the potential change in the level of service and the implications of the change. Staff will be prepared to discuss each of these options at the workshop and will be looking for direction from Council at that time.

Staff fulfilled the Council request to provide the picture of an expenditure reduction of \$5 million would look like. There are only four options on the list which Staff does not support implementing. They are as follows:

- Removal of the portion of the leaf program which would then have implications of slowing down winter snow street removal operations
- Consolidation of management of special events in the Police Department
- The reduction of equipment in the Fire Department
- Or, the elimination of some legal services

While these four options total \$1.1 million, Staff would recommend they be maintained and increased revenue options be considered to complete the closing of the Financial Gap.

Staff would recommend sources of funding which received some level of interest by Council in October, as follows:

- Provide additional SECA funding to pay down the Carillon line of credit over 3 years, which is reflected as increased revenue to the General Fund and does help to close the financial gap.
- An increase in the Local Telecom Tax at ½% for \$600K. The maximum allowable increase is 1%., and increases can be implemented in ¼% increments.

The schedule on page 2.6 summarized the complete Staff Recommendation.

Beyond that staff suggest should services be retained, Council may wish to consider special revenue sources or user fees which would be linked to the cost of those services. For example the complete leaf program cost could be funded by an additional \$2 per month on the residential refuse fee, \$960K. The maintenance of the ambulance fleet could be funded through an increase of \$200 in the ambulance fee, providing an estimated \$450K of revenue. A copy of the October Council Revenue Survey is included as a reference for additional consideration if desired.

CONCLUSION:

To properly plan for the discussion on service reductions, Council is requested to provide their preliminary views by way of the included survey. **Please submit the survey to Karen DeAngelis by Wednesday November 24, before the Thanksgiving holiday.** The results of the survey will be provided to Council at the start of the workshop and the option discussions will be organized to ensure sufficient time is spent on those for which there is the broadest range of views.

<u>ATTACHMENTS:</u>	Page
Schedule of Service Reductions Being Implemented	2.4
Schedule of Service Reductions for Council Consideration	2.5
Staff Recommendation	2.6
Department Option Sets	
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Fire	2.13
TED	2.15
Legal	2.18
CMO	2.20
October Revenue Survey	2.22
FY12 Option Set Survey – to be completed by Nov 24	2.23

FY12 Options

In Thousand Dollars

11/19/2010

Originating Dept

Service Reductions Being Implemented

	DPW	Police	Fire	TED	Finance	Legal	IT	CMO	HR	Clerk	General Fund		
Various indirect service impact only	19.1	35.0					103.0	35.3		8.0	200.4		
Reduce overtime		30.0									30.0		
Reduce temp coverage of plumbing inspector				8.0							8.0		
Reduce waste contract projected CPI increase	122.2										122.2		
Reduce city building maintenance	112.8										112.8		
Reduce city building cleaning & supplies	75.1										75.1		
Reduce building improvements	100.0										100.0		
Eliminate DPU-E hookup fee for streetlights	5.5										5.5		
Delay replacement of 2 ambulances			400.0								400.0		
Reduce natural gas rebate estimate					100.0						100.0		
Recent supplies contract					20.0						20.0		
Elimination of vacant positions		67.6	255.0	73.3	24.0		63.0		68.6		551.5		
Police reductions taken Nov 8 - vacant		252.5									252.5		
Police reductions taken Nov 8 - filled		598.5									598.5		
Total Support Cost Reductions	434.7	983.6	655.0	81.3	144.0	0.0	166.0	35.3	68.6	8.0	2,576.5		
Utility Allocation %	4%	0%	0%	4%	various		20%	14%	26%	20%			
General Fund Allocation	417.3	983.6	655.0	78.0	120.0	0.0	166.0	30.4	50.8	6.4	2,507.5	Utility share	69.0

FY12 Options

In Thousand Dollars

11/19/2010

Service Reductions for Council Consideration

DPW												
Eliminate leaf program - outside costs	602.4										602.4	
Elim leaf pgm and slow snow street removal by 30%	377.5										377.5	
Reduce street sweeping	40.1										40.1	
Eliminate tree planting on city sites	2.5										2.5	
Eliminate replacement mosquito sprayer	9.0										9.0	
Reduce replacement parkway tree planting	100.0										100.0	
Eliminate 2 week spring leaf collection	36.8										36.8	
Reduce contract streetlight maintenance	90.0										90.0	
Eliminate herbicide services	6.0										6.0	
Maintain current mowing service levels	13.7										13.7	
Eliminate spring brush collection	85.4										85.4	
PD												
Reduce social service interventions by 50%	101.5										101.5	
Consolidate mgmt of special events	116.4										116.4	
Reduce parking enforcement	46.1										46.1	
Reduce crime scene processing by 20%	96.8										96.8	
Fire												
Reduce one piece of equipment from fleet - ambulance			510.0								510.0	
TED												
Lengthen inspection times and elim apron/curb/sidewalk repair, reduce surveys & road projects				88.1							88.1	
Combine ZBA/PC into one Board				17.4							17.4	
Elim tollway study and various other amendments				60.9							60.9	
Reduce historic sites mtg frequency & special projects				8.7							8.7	
CMO												
Bridges in house and mail with utility bills							48.0				48.0	
Eliminate TRAC lobbyist							17.0				17.0	
Defer citizen survey							34.7				34.7	
Legal												
Eliminate some legal services and defer others to departments							123.0				123.0	
<hr/>												
Total Service Reductions	1,363.4	360.8	510.0	175.1	0.0	123.0	0.0	99.7	0.0	0.0	2,632.0	
Utility Allocation %	4%	0%	0%	4%	various	20%	0%	14%	26%	20%		
General Fund Allocation	1,308.9	360.8	510.0	168.1	0.0	98.4	0.0	85.7	0.0	0.0	2,531.9	
											Utility share	100.1
<hr/>												
Total Savings	1,798.1	1,344.4	1,165.0	256.4	144.0	123.0	166.0	135.0	68.6	8.0	5,208.5	
Utility Allocation %	4%	0%	0%	4%	various	20%	0%	14%	26%	20%		
General Fund Allocation	1,726.2	1,344.4	1,165.0	246.1	120.0	98.4	166.0	116.1	50.8	6.4	5,039.4	
											Utility share	169.1

**Staff Recommendation for Gap Closure
General Fund**

(in Thousands)

Expenditure Recommendations

Service Reductions Being Implemented	\$2,507
Service Reductions for Council Consideration	<u>2,532</u>
Total Options	5,039

Staff Does Not Recommend Implementation of:

DPW - Elim leaf prgm and slow snow street removal of 30%	378
PD - Consolidate mgmt of special events	116
Fire - Reduce one piece of equipment from fleet - ambulance	510
Legal - Elim some legal services and defer others to depts	<u>123</u>
Total	1,127

Staff Recommended Expenditure Reductions	<u>3,912</u>
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Revenue Recommendations

SECA pay down Carillon over 3 years	600
Local Telecom Tax increase 1/2%	<u>600</u> July 1 implementation
Staff Recommended Revenue Increases	1,200

Total Staff Recommendation on Gap Closure	<u><u>\$5,112</u></u>
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User fees which could be considered relative to specific services

Leaf program - Refuse fee \$2 per month	960
Ambulance service - Ambulance fee increase \$200	450

**Services Review
Department of Public Works**

Service Category	Preliminary Fy12 budget (\$ thousands)			Change in service level	Eliminate	Service Reduction	Delivery Model Change	Total Cost Reduction	Revenue Impact	Net GF
	Expend	Revenue	Net Cost							
Solid Waste	6,390	1,092	5,298							-
Winter Operations	3,121		3,121	Eliminate leaf pgm and slow snow removal by 30% and more		X		377.5		377.5
Building Maintenance	1,894	183	1,711							
Street Maintenance	1,289	50	1,239	Reduce Street Sweeping		X		40.1		40.1
Forestry	1,177	58	1,119	Eliminate Tree Planting on City Sites	X			2.5		2.5
				Eliminate Replacement Mosquito Sprayer	X			9.0		9.0
				Reduce replacement parkway tree planting		X		100.0		100.0
Leaf collection	1,099		1,099	Eliminate 2 Week Spring Brush Collection	X			36.8		36.8
				Eliminate leaf program-outside cost less \$200K	X			602.4		602.4
Stormwater Maintenance	1,045		1,045							
Streetlight Maintenance	1,018	40	978	Reduce Contract Streetlight Maintenance		X		90.0		90.0
Cleaning and Sanitation	940	137	803							
Utilities	861		861							
Traffic Operations	844		844							
Department Overhead	574		574							
Resident Service Request	496		496							
Landscape Services	311	151	160	Eliminate Herbicide Services	X			6.0		6.0
				Maintain current mowing service levels		X		13.7		13.7
General Operations	248		248							
Technology Services	228		228							
Building Improvements	194		194							
Brush Collection	207		207	Eliminate Spring Brush Collection	X			85.4		85.4
Special Events	183	183	0							
Household Hazardous Waste	157	155	2							
Uniforms	86		86							
Security Services	64		64							
Accreditation	34		34							
General Revenue Sources	0	20,412	-20,412							
Total	22,460	22,460	-					1,363.4	-	1,363.4

Service Category	Cost		Change in service or model																																				
Winter Operations	\$ 377,500	Eliminate leaf pgm and slow snow removal by 30% and more	To completely eliminate the leaf collection program there needs to be corresponding reductions in the City's winter operations. DPW has programs that are seasonally based such as leaf collection and winter operations that require the efforts of the entire pool of equipment operators, field supervisors, supervisors and support staff. If there is a reduction in the service level of a seasonal program, there needs to be an equivalent reduction in other seasonal programs. The three following winter operations reductions in contracted labor/temporary are directly correlated to the elimination of the leaf program. \$200,000 of the savings will be added back to the budget to provide for additional stormwater cleaning required due to the influx of leaves in the stormwater system. The elimination of the program would require residents to bag and sticker all leaves collected. This method would shift the direct cost of the leaf collection to residents based upon volume collected from each resident.																																				
Street Maintenance	\$ 40,096	Reduce Street Sweeping	The FY08-09 original budgeted for street sweeping allowed for six sweepings of arterial streets, four sweepings of residential streets, and emergency sweeping as needed. During FY08-09 the budget for street sweeping was reduced to \$140,000 from \$210,000 and the arterial streets were swept four to five times and the residential streets were swept two to three times. In FY09-10, the service level was reduced to four sweepings of the arterial streets and two sweepings on the residential streets, for an anticipated cost savings of \$30,000. In FY10-11, DPW reduced the residential sweepings to twice annually and arterial sweepings from 4 to 3 times per year. The cost saving proposal for FY11-12 is to again reduce street sweeping from 3 arterial sweeps to 2 and 2 residential sweeps to 1. This is anticipated to save \$40,100 for FY12. The reduction in sweeps will cause a decline in the aesthetic of the City and will increase the amount of debris entering the City's stormwater management system.																																				
Tree Planting	\$ 2,500	Eliminate Tree Planting on City Sites	DPW will eliminate the planting of trees on City sites. The effect of this reduction will be minimal, it will reduce the potential replacement of approximately 8-10 trees annually. Historically the City has not replaced this many trees, but has the funds as a contingency for any dead or diseased trees on City property.																																				
Mosquito Sprayer	\$ 9,000	Eliminate Replacement Mosquito Sprayer	Public Works has two mosquito sprayers. A broken sprayer was replaced in FY11 and DPW was seeking to replace the second sprayer in FY12. The sprayer is occasionally broken but can still be fixed by Clarke Environmental, the seller of the sprayer. By not replacing the second sprayer, DPW runs a higher risk of having the sprayer break, which can cause a significant delay in DPW's response to a mosquito infestation. This can have a direct impact on public health and the occurrence of West Nile Virus.																																				
Parkway Tree Planting	\$ 100,000	Reduce replacement parkway tree planting	<p>The City will reduce the parkway replacement tree planting program from \$145,000 to \$45,000 in FY12. The original program would have replaced approximately 480 parkway trees that are dead, dying or diseased. The replacements allowed the City to maintain the urban forest that it has developed over the years. Over the past 5 years the City has planted an average of 420 trees through the replacement program. By reducing the funds to \$45,000, the City will reduce the number of trees planted to 150 annually. This can potentially create a 270 tree back log or 1.8 year waiting list for a replacement tree. This number will grow annually and with the resurgence of emerald ash borer, the number of trees needing to be replaced could grow significantly.</p> <table border="1"> <thead> <tr> <th>Tree Planting Programs</th> <th>2005</th> <th>2006</th> <th>2007</th> <th>2008</th> <th>2009</th> </tr> </thead> <tbody> <tr> <td>Ordinance Required</td> <td>291</td> <td>300</td> <td>138</td> <td>116</td> <td>125</td> </tr> <tr> <td>50/50</td> <td>218</td> <td>220</td> <td>139</td> <td>138</td> <td>160</td> </tr> <tr> <td>Replacement (100% City)</td> <td>370</td> <td>375</td> <td>386</td> <td>472</td> <td>500</td> </tr> <tr> <td>Arterial CIP</td> <td>718</td> <td>725</td> <td>757</td> <td>737</td> <td>165</td> </tr> <tr> <td>Total:</td> <td>1,597</td> <td>1,620</td> <td>1,420</td> <td>1,463</td> <td>950</td> </tr> </tbody> </table>	Tree Planting Programs	2005	2006	2007	2008	2009	Ordinance Required	291	300	138	116	125	50/50	218	220	139	138	160	Replacement (100% City)	370	375	386	472	500	Arterial CIP	718	725	757	737	165	Total:	1,597	1,620	1,420	1,463	950
Tree Planting Programs	2005	2006	2007	2008	2009																																		
Ordinance Required	291	300	138	116	125																																		
50/50	218	220	139	138	160																																		
Replacement (100% City)	370	375	386	472	500																																		
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Total:	1,597	1,620	1,420	1,463	950																																		

Service Category	Cost		Change in service or model																																										
Leaf collection	\$ 36,750	Eliminate 2 Week Spring Brush Collection	The City added a 2 week spring yard waste collection to the residential solid waste collection contract when it was bid in FY10. This collection period is from March 15 through April 1 and will allow residents to dispose of small brush, leaves, and other yard waste in a yard waste container with no sticker affixed. DPW estimated that approximately 750 compacted cubic yards would be collected at \$49.00/CCY. The elimination of this program should have a minimal effect on residents because this is the first time this program has been offered and there has been minimal marketing of the new program. It is DPW's recommendation to take this reduction in FY11. FY11 is the first year of the program and it would be unfair to residents to initiate the program and then discontinue the program in the following year. This would save the City \$36,800 in FY11.																																										
Leaf collection	\$ 602,400	Eliminate leaf program-outside cost less \$200K	<p>The elimination of the leaf program would eliminate both forms of collection that the City provides to residents, the curbside bulk leaf collection, provided by City employees and the "free" bagged leaf program provided by the City's waste hauler, Allied Waste. The bulk leaf collection picks up from each resident 3 times in the fall over a six-week period, where residents rake the leaves to the curb for City crews to pick-up and dispose. The bagged leaf collection runs from the beginning of November through mid-December over six weeks, where residents fill bags and are collected on their normal garbage collection day. The two programs are staggered to allow residents to dispose of leaves for free over an eight week period. Below are the collection reports for both the curbside and bagged leaf collection program. The elimination of the bagged collection would save the city approximately \$193,800. The City pays \$49.00 per compacted cubic yard collected by the waste hauler. The elimination of the curbside collection would save the City approximately \$408,873 in outside labor costs, 1/3 of equipment costs, tipping fees, and new tools/equipment for the collection.</p> <p>Leaves Collected in Cubic Yards (CY)</p> <table border="1"> <thead> <tr> <th colspan="2">2008</th> <th colspan="2">2009</th> <th colspan="2">2010</th> </tr> </thead> <tbody> <tr> <td>Spring</td> <td>1,894 CY</td> <td>Spring</td> <td>2,885 CY</td> <td>Spring</td> <td>3,266 CY</td> </tr> <tr> <td>Fall</td> <td>3,710 CY</td> <td>Fall</td> <td>4,807 CY</td> <td>Fall</td> <td>-</td> </tr> <tr> <td>Total</td> <td>5,604 CY</td> <td>Total</td> <td>7,692 CY</td> <td>Total</td> <td>3,266 CY</td> </tr> <tr> <td>Bundle Equivalent</td> <td>33,624</td> <td>Bundle Equivalent</td> <td>46,152</td> <td>Bundle Equivalent</td> <td>19,596</td> </tr> <tr> <td>Sticker Cost</td> <td>\$70,610</td> <td>Sticker Cost</td> <td>\$96,919</td> <td>Sticker Cost</td> <td>\$41,152</td> </tr> <tr> <td>City Annual Cost</td> <td>\$216,721</td> <td>City Annual Cost</td> <td>\$220,529</td> <td>City Annual Cost</td> <td>\$120,826</td> </tr> </tbody> </table> <p><i>*6 Bundles equals a CY; \$2.10 per sticker</i></p>	2008		2009		2010		Spring	1,894 CY	Spring	2,885 CY	Spring	3,266 CY	Fall	3,710 CY	Fall	4,807 CY	Fall	-	Total	5,604 CY	Total	7,692 CY	Total	3,266 CY	Bundle Equivalent	33,624	Bundle Equivalent	46,152	Bundle Equivalent	19,596	Sticker Cost	\$70,610	Sticker Cost	\$96,919	Sticker Cost	\$41,152	City Annual Cost	\$216,721	City Annual Cost	\$220,529	City Annual Cost	\$120,826
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Streetlight Maintenance	\$ 90,000	Reduce Contract Streetlight Maintenance	DPW will reduce the streetlight maintenance contract to further reduce the proactive streetlight system replacements that include replacing and repairing bulbs, cable and other street light system components before they fail. The reduction of proactive replacements can increase the amount of streetlight system failures that will cause outages and can cause a back-log in repair service. As more repairs are needed, the increased back-log will increase the amount of time between repairs and replacements and cause outages to last longer. Another savings in the contracted streetlight maintenance will be a further reduction in the parts inventory. This cutback will reduce the availability of necessary parts on hand for unplanned repairs and maintenance of City street lights. A reduction in the available inventory will cause an increase in the amount of time for repairs to City streetlights.																																										
Landscape Services	\$ 6,000	Eliminate Herbicide Services	The Department of Public Works requires herbicide and fertilizer application services at multiple locations. This contract covers spring and fall treatments to keep the public building grounds in satisfactory appearance without excessive chemical treatment, which is in keeping with the City's strategic goal of maintaining municipal facilities as valuable assets of the community. The elimination of this program may affect the aesthetics of city sites and generate complaints from adjacent commercial and residential property owners.																																										

Services Review
 DPW Department

Service Category	Cost	Change in service or model																
Landscape Services	\$ 13,680	Maintain current mowing service levels	Most all of the sites the City has contracted mowing services for are on a reduced mowing schedule as part of a previous cost savings exercise. DPW staff monitors these sites to make sure the height does not exceed the height in the city's property maintenance code. While it may slightly compromise the aesthetics, it does not present any safety issues. Based on the amount of rain received in FY10 and resident complaints, staff requested additional mowing at those sites that were scheduled for mowing monthly or bi-monthly. These same issue will be present in FY11 should the services levels be maintained.															
Brush Collection	\$ 85,430	Eliminate Spring Brush Collection	<p>The elimination of the spring brush collection would save the City \$45,000 in contracted brush collection, \$15,000 in a chipper replacement and upgrade, \$3,732 in brush collection overtime, \$6,511 in temporary pay, \$4,000 in the rental of a chipper and savings of \$11,187 in temporary pay. The elimination of the program would require residents to bundle and tag brush collected with City yard waste stickers, shifting the direct cost to residents based on volume. For large brush that falls outside of the City's curbside collection program, residents would need to contact a private landscaping company to dispose of brush.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>CCY Leaves (Contractor)</th> <th>CY Leaves (In-House)</th> </tr> </thead> <tbody> <tr> <td>2006</td> <td>2,465</td> <td>35,466</td> </tr> <tr> <td>2007</td> <td>3,063</td> <td>43,597</td> </tr> <tr> <td>2008</td> <td>2,909</td> <td>52,541</td> </tr> <tr> <td>2009</td> <td>3,153</td> <td>55,410</td> </tr> </tbody> </table>	Year	CCY Leaves (Contractor)	CY Leaves (In-House)	2006	2,465	35,466	2007	3,063	43,597	2008	2,909	52,541	2009	3,153	55,410
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2006	2,465	35,466																
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2008	2,909	52,541																
2009	3,153	55,410																
TOTAL	\$ 1,363,356																	

Services Review
Police Department

Service Category

Preliminary Fy12 budget
(\$ thousands)

	Expend	Revenue	Net Cost	Change in service level	Eliminate	Service Reduction	Delivery Model Change	Total Cost Reduction	Revenue Impact	Net GF
Prevent crime & arrest violators	13,611	0	13,611							
Pension Property Tax	4,335	0	4,335							
Receive & dispatch calls for public safety & service to community	3,022	0	3,022							
Investigation of juvenile & school-based incidents	2,333	427	1,906	Reduce social service interventions by 50%		X		101.5	0.0	101.5
Investigation of major case/general assignment	2,277	0	2,277							
Proactive traffic enforcement & major crash investigation	1,986	2,515	-529	Consolidation management of city special events planning		X		116.4	0.0	116.4
Intelligence & proactive narcotics investigation	1,821	0	1,821							
Public information & policy compliance	1,581	0	1,581							
Maintenance of police reports & FOIA requests	996	0	996							
Management & operations of PD technology & infrastructure	987		987							
Parking enforcement & community service	755	650	105	Reduction parking enforcement		X		46.1	0.0	46.1
Evidence integrity & processing	749	0	749	Reduce crime scene processing by 20%		X		96.8	0.0	96.8
Detain & process prisoners	409	100	309							
Animal control services	362	6	356							
General Revenue Sources	0	31,527	-31,527							
Total	35,225	35,225	-					360.8	0.0	360.8

Services Review
Police Department

Service Category	Cost		Change in service or model
Investigation of juvenile & school-based incidents	\$ 101,505	Reduce social service interventions by 50%	Reduce social service interventions by 50%. The police department social workers, of which there are two, provide crisis intervention services for situations that are in need of immediate social service assistance. Some of their duties include providing assessments on individuals that may be mentally ill to determine the need for involuntary hospitalization; assisting in death notifications and/or providing intervention at the scenes of homicides, suicides or other death occurrences; victim/witness assistance and advocacy; intervention on domestic-related situations that cannot be resolved by responding officers; and assisting with securing emergency shelter and other assistance. Additionally, they provide short term counseling to individuals and families; conduct follow-up contact, either by phone or in person, to residents involved in domestic trouble; provide resources and referrals to community members; and act as liaison to various community groups involved in prevention efforts. It cannot be understated that their workload is significant and their effort critical. As an example, many of our violent crimes are a result of domestic violence situations. The follow-up done by the social workers plays a significant role in working with families in crisis. Elimination of one social worker would reduce our efforts by 50%. Many of the follow-up services and crisis interventions would not be done and would have to be referred to other agencies. This elimination or delay of service would create a significant gap in providing services at a critical time for many residents.
Proactive traffic enforcement & major crash investigation	\$ 116,433	Consolidation management of city special events planning	This service category pertains to proactive traffic safety enforcement and education programs and special event management. The Traffic Section is currently staffed with a Police Commander responsible for management of day-to-day traffic safety enforcement and education programs, and is additionally responsible for representing the police department in the planning and execution of SECA funded special events and billable overtime events. These traffic safety and special event programs require a significant time commitment to ensure that our efforts are properly coordinated with other city departments and with the many civic and fundraising groups that sponsor the events. While the management of traffic safety programs and special events may appear straightforward, it is only because of the tremendous effort and attention to detail that into the planning phases of these programs and events. Eliminating this police management staff position will negatively impact the level of service the Naperville Police Department offers in coordination, planning, and execution of special events and will create significant communication gaps among the police department, other city departments, and civic groups as it pertains to special events. Eliminating this position will result in the demotion of the junior commander to the rank of sergeant, the demotion of the junior sergeant to the rank of police officer, and the lay-off of an additional police officer.
Parking enforcement & community service	\$ 46,120	Reduction parking enforcement	There are currently four CSOs assigned to parking enforcement duties at the two Metra depots, the downtown area, and the area of North Central College. A reduction of 25% of this service category will result in parking enforcement in these four areas being conducted on a rotational basis.
Evidence integrity & processing	\$ 96,779	Reduce crime scene processing by 20%	The crime scene technician position is a highly technical and specialized assignment that plays a critical part in the reporting and investigation of criminal cases. Crime scene personnel identify, locate, document, preserve, and collect evidence and/or known standards at a crime scene. These personnel receive technical training and are certified by the International Association for Identification in crime scene investigation and crime scene analysis. The advances in forensic science enable evidentiary items to not only corroborate and support a criminal prosecution but also, through DNA analysis, provide identification of criminals that may have otherwise gone undetected. Elimination of this position will reduce our ability to process crime scenes and collect and preserve vital pieces of evidence that are critical to the successful prosecution of criminal offenders. The availability of crime scene technicians and the processing of crime scenes will be reduced by 20% if this position is eliminated.
TOTAL	\$ 360,836		

**Services Review
Naperville Fire Department**

Service Category	Preliminary FY12 budget (\$ thousands)			Change in service level	Eliminate	Service Reduction	Delivery Model	Total Cost Reduction	Revenue Impact	Net GF
	Expend	Revenue	Net							
Fire and Rescue	17,787	995	16,792							
EMS	4,959	2,513	2,447	Reduce one piece of equipment from fleet - ambulance	X			510.0	-	510.0
Pension Property Tax Transfer	4,695		4,695							
Fire Prevention	865	70	795							
Fire Alarm Monitoring	262	731	(468)							
Emergency Management	172		172							
Public Education	89		89							
Technical Rescue Team Response	20		20							
Hazmat Team Response	18		18							
Water Rescue Team Response	17		17							
Special Events	5	41	(35)							
General Revenue Sources		24,542	(24,542)							
Total	28,890	28,890	(0)					510.0	-	510.0

**Services Review
Naperville Fire Department**

Service Category	Cost		Change in service or model
Emergency Medical Services	\$ 510,000	Reduce one piece of equipment from fleet - ambulance	<p>While there are \$510K of personnel cost savings associated with the option of removing one ambulance, the overtime implications could substantially offset those savings. The current method of operating ambulance service by taking down as many as two ambulances, to the minimum level of 5, to reduce overtime has saved the city between \$300,000 and \$400,000 in overtime this fiscal year alone. The current seven ambulances allows for four 24 hour shifts of overtime savings. The action being taken this month to swap out a Heavy Squad and replace it with an additional ambulance will take the fleet up to eight and will provide both additional ambulance coverage while at the same time reducing three FTE's and allow for a total of six 24 hour overtime shift savings.</p> <p>The option being considered of permanently removing one piece of equipment (one ambulance) from the current fleet, would take the fleet down to only six. This would mean there would be both fewer ambulances available for transport capabilities and also one less ambulance to take out of service to help in reducing overtime. With only six ambulances in the fleet, going down to the minimum of 5 only allows for two 24 hour shifts of overtime savings and will result in higher overtime costs to meet the minimum fleet staffing level.</p>
TOTAL	\$ 510,000		

**Services Review
Transportation, Engineering, and Development Department**

Preliminary FY12 budget
(\$ thousands)

	Expend	Revenue	Net Cost	Change in service level	Eliminate	Service Reduction	Delivery Model Change	Total Cost Reduction	Revenue Impact	Net GF
Permit Issuance	1,490	1,410	80	Lengthen Inspection Times		X		88.1		88.1
				Eliminate the Driveway Repair Program/Reduce Survey Work on Curb Program	X					
Transportation	1,404		1,404							
Zoning and Land Development	908	32	876	Combine ZBA/PC into one Board			X	17.4		17.4
MIP	853	648	205							
CIP	661		661							
Code Enforcement	653		653							
Long Range Planning	330		330	Eliminate Tollway Study, Mixed Use Text Amendment, Mill & Bauer and other Text Amendments	X			60.9		60.9
Technology Services	313		313							
Stormwater	253		253							
Parking	244	135	109							
Special Projects	235	55	180							
Special Events	102	43	58							
Historic Sites	84		84	Reduce Historic Sites Meeting Frequency and Special Projects		X		8.7		8.7
FOIA	40		40							
Snow Removal	24		24							
General Revenue Sources		5,273	-5,273							
Total	7,596	7,596	0					175.1	-	175.1

Services Review

Transportation, Engineering and Development Department

Service Category	Cost	Change in service or model	
Permit Issuance	\$ 88,110	Lengthen inspection times and eliminate the driveway repair program/reduce survey work on curb program	We currently guarantee the ability to schedule an inspection within 48 hours during most of the year and 72 hours during peak periods. With this change, we will guarantee the ability to schedule an inspection in 72 hours for most of the year and 96 hours during peak periods. The City also offers homeowners the ability to depress their curb and/or replace the entire driveway apron instead of a patch when work is being performed adjacent to their property. These improvements are done at 100% homeowner cost. This process is labor intensive including initial letters, estimates of cost, obtaining agreement to proceed with the work concurrent with the contractor's schedule, inspection and billing. This service reduction eliminates this program and work will be confined to the scope of work for the necessary city repair (curb repair, driveway patch). In addition, the scope of survey work on the curb replacement program will be reduced. Currently, the majority of curb replacement is surveyed to identify the pro
Zoning and Land Development	\$ 17,400	Combine ZBA/PC into one board	The ZBA currently meets monthly to hear cases for zoning and sign variances. When a zoning or sign variance is part of a larger development plan under the purview of the Plan Commission, the zoning variances are processed by the Plan Commission as part of the development case. This action would eliminate the ZBA and put all zoning and sign variances under the responsibility of the Plan Commission. This change will have no service impacts to petitioners and may actually improve levels of service during months where the Plan Commission meets twice in the month. Savings to the City are the result of staffing and administrative support of one board instead of two.

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Services Review

Transportation, Engineering and Development Department

Service Category	Cost		Change in service or model
Long Range Planning	\$ 60,900	Eliminate Tollway Study, Mixed Use Text Amendment, Mill & Bauer and other Text Amendments	Eliminate new studies and major zoning amendments, including the Tollway Corridor Study, Mill & Bauer Small Area Study, Mixed Use Text Amendment (resulting from the 5 th Avenue Study), and Single-Family Residential Tree Preservation Requirements. Focus on the implementation of action items resulting from recently adopted plans, namely <i>Naperville Downtown2030</i> , Attainable Housing, Greener Business Program, and Downtown Restaurant/Bar Mix. Evaluate “quick fixes”, such as the creation of a height overlay in the zoning ordinance, which can be used to achieve the most critical recommendations of the 5 th Avenue Study without undertaking the Mixed Use Text Amendment. Evaluate development requests on a case-by-case basis using information available at the time of submittal.
Historic Sites	\$ 8,700	Reduce Historic Sites Meeting Frequency and Special Projects	Reduce efforts related to the historic preservation, including reduced Historic Preservation Commission meeting frequency from monthly to bi-monthly and elimination of special projects recommended by the Unified Recommendation for Historic Preservation including commission and neighborhood training and outreach efforts.
TOTAL	\$ 175,110		

**Services Review
Legal Department**

Service Category	Preliminary Fy12 budget (\$ thousands)			Change in service level	Eliminate	Service Reduction	Delivery Model Change	Total Cost Reduction	Revenue Impact	Net GF
	Expend	Revenue	Net Cost							
Prosecutions	304	0	304							
Labor	214	102	112							
Litigation Defense	203	41	162							
Council Items	117	24	94							
Contract/document draft	97	19	78							
Workers' Compensation	73	28	45							
Litigation Offense	63	13	50							
Employment Matters	61	20	41							
Liquor Issues	43	0	43							
Land Use	41	8	33							
Claims	36	7	29							
Real estate transactions	21	4	17							
Elections	20	0	20							
PFOLA/Gov QA	17	8	9							
Administrative Hearings	8	0	8							
Bankruptcy / Foreclosures	8	0	8							
Ethics	7	2	4							
General Revenue Funding	0	1,058	-1,058							
Total	1,335	1,335	0	Eliminate some legal services and defer others to departments		X		123	-25	98

Service Category	Cost	Change in service or model	
Various	\$ 123,000	Eliminate some legal services and defer others to departments	Council may consider a reduction in the service provided by the Legal Department, however the majority of legal services provided cannot legally be eliminated. Similarly, those services that are not legally required to be provided by an attorney must continue to be provided by the City and could only be shifted to other Departments. For example, the City must be represented by an attorney in all court actions. However, while drafts need to be generated for all contracts, intergovernmental agreements and letters of credit, there is no legal requirement that an attorney draft them. Many of our customers retain attorneys to assist in these matters and our attorneys are involved extensively. To actually achieve a reduction in legal services, the City could stop pursuing third party subrogations, small claims collections cases, protection of money owed to the city in bankruptcy and foreclosure actions and property damage claim reimbursement. Additionally, in some employment situations, decisions would be made without the guidance of an attorney. Finally, labor negotiations are not required to be led by attorneys. These areas, identified in the Service Definitions as "Contract/document draft," "Litigation Offense," "Employment," "Bankruptcy and Foreclosure" and "Labor Negotiations" are services that can legally be eliminated in the Legal Department, but many depend on the ability of other Departments to absorb the services.
TOTAL	\$ 123,000		

**Services Review
CMO**

Service Category

Preliminary FY12 budget
(\$ thousands)

Service Category	Expend	Revenue	Net Cost	Change in service level			Total Cost Reduction	Revenue Impact	Net GF
				Eliminate	Service Reduction	Delivery Model Change			
Community Relations	388	-	388			X	48.0		48.0
Reprographics	305	-	305						
City Management	182	27	155						
Council Support	174	32	142						
Legislative Advocacy	160	35	125	Eliminate TRAC lobbyist	X		17.0	1.2	18.2
Mail	103	20	83						
Accessibility	95	-	95						
External Relations	85	22	63	Defer citizen survey	X		17.4	1.2	18.6
Safety	82	15	67						
Strategic Planning	74	17	57	Defer citizen survey	X		17.4	1.2	18.6
Smart Grid	21	21	-						
Community Grants	17	-	17						
General Revenue Sources	-	1,497	(1,497)						
Total	1,686	1,686	(0)				99.7	3.6	103.3

Services Review
CMO/Reprographics

Service Category	Cost	Change in service or model	
Community Relations	\$ 48,000	Create <i>Bridges</i> in-house and mail with utility bills	<p>Increasing the frequency of <i>Bridges</i> mailings from four to 12 times per year will have a positive impact on residents and businesses. In the 2008 Citizen Survey, <i>Bridges</i> was identified by 78 percent of respondents as their primary source of information on city issues, services and events. While the city employs a wide range of communication methods, the ease of receiving a printed, mailed copy seems to be the most convenient way residents and businesses obtain important information from the city.</p> <p>The trend in communications is towards decreasing printed media and communications and shifting toward electronic formats. Many of our internal publications have been streamlined to electronic communications, i.e.: employee newsletters, department annual reports and employee paystubs. Due to the demand for <i>Bridges</i> as a primary information source, the process to transition this publication to an electronic format must take into account varying levels of technological ability and comfort. Utilizing the utility bill mailing leverages the already established groups that prefer printed materials over electronic communications. The approximately 18% of customers that have opted to go paperless should appreciate the electronic version of <i>Bridges</i>. Those remaining customers that still request a printed and mailed bill will receive the printed version of the newsletter.</p> <p>The increased frequency of the newsletter will allow for more timely communication from the city and will provide more flexibility for any new developments and adjustments to city services.</p>
Legislative Advocacy	\$ 17,000	Eliminate TRAC lobbyist	Eliminating funding for the TRAC lobbyist would end the city's participation in the lobbying effort to fund the Ogden Avenue grade separation.
External Relations	\$ 17,350	Defer citizen survey	Postponing the Citizen Survey another year would mean that the city would not have the most up-to-date opinion of our residents on city services. The Citizen Survey had been conducted every two years until 2010 when it was postponed. At which point the city conducts the next Citizen Survey, trend data could still be valid and useful.
Strategic Planning	\$ 17,350	Defer citizen survey	
TOTAL	\$ 99,700		

Revenue Option Survey Template

Options	Current Rate	Limitation	Scale	Survey Responses - Level of Interest									Additional Information Requested/ Or Comments
				Boyajian	Brodhead	Fieseler	Furstenau	Hinterlong	Krause	Miller	Pradel	Wehrli	
Property Tax - increase to flat dollar rate	0.7167	none	\$665K per cent	Some	Some	Some	No	Low	Low	Low	Some	No	Pradel: 5% increase in rate Hinterlong: What are the ramifications of this? I need more information
Property Tax - increase beyond flat dollar rate	0.7167	none	\$665K per cent	No	No	No	No	No	Some	No	No	No	
Local Gas Tax	0.04	none	\$700K per cent	No	Low	No	No	Low	No	No	Low	No	Brodhead: what other entities will do the same?
Home Rule Sales Tax	None	1/4% increments with	\$3.5 million per 1/4%	No	Low	No	No	Low	No	Low	Some	No	Brodhead: very low interest
corresponding Downtown F&B	1.5%		(135K per 1/4%)										
Food and Beverage Tax (SECA) direct additional % to General Fund	1% split: 3/4% SECA, 1/4% General Fund	none	\$750K per 1/4%	Low	Some	Some	No	Low	No	No	Low	No	Miller: None to General Fund Furstenau: Take SECA to 0.5 with extra .25 going to general fund Krause: Should not be reducing this tax
Food and Beverage Tax (SECA) direct additional % to pay down Carillon line of credit	1% split: 3/4% SECA, 1/4% General Fund	none	\$750K per 1/4%	Some	Some	Some	No	Low	No	No	Some	Some	
Utility Tax	5%	6%	\$500K per 1/4%	Low	Low	Low	No	Low	No	Low	Some	No	
Local Telecom Tax	5%	1/4% increment up to 6%	\$300K per 1/4%	Low	Some	Low	No	Low	No	Some	Some	No	
Hotel/Motel Tax	4.4%	none	\$200K per 1%	Low	Some	Low	No	Some	No	Some	No	No	
Liquor Tax	None	none	\$300K per 1%	Low	Low	Some	NOT submitted	Low	No	Some	Some	No	
Ambulance fee	Varies by service		\$450K for \$200 increase in all categories	Low	Some	No	No	Some	No	Low	Low	No	Brodhead: Keep to a reasonable amount - medicare reimbursement? Krause: Unless it is related to covering our costs
Refuse Fee	\$2	cost of service \$12.16; \$9.73	\$480K per \$1 mth	No	Low	No	No	No	No	Some	Some	No	
Utility payment in lieu of taxes - based on % of revenue	None		\$1.6 million per 1% revenue	Not Submit	No	Some	Need to understand	Low	No	No	Some	Need to understand	Furstenau, Wehrli and Hinterlong: Need to better understand this before committing
Utility payment in lieu of taxes - based as if municipal share of property tax	None		\$0.5 million theoretical property tax on \$203 mil land	Low	No	Some	Need to understand	Low	No	No	Low	Need to understand	
Business license	None		Not known	No	No	No	No	Low	No	Low	No	No	Brodhead: an unnecessary burden for our many home-based businesses Krause: Unless it is related to covering our costs
Furnace Change permit	None		Not known	No	Low	Low	No	Some	No	No	No	No	
Landscape registration	None		Not known	No	Low	Low	No	Some	No	No	No	No	Krause: Unless it is related to covering our costs

Councilman _____

Preliminary View of Support for Implementation

General Fund

Support Implementation

Service Reductions for Council Consideration

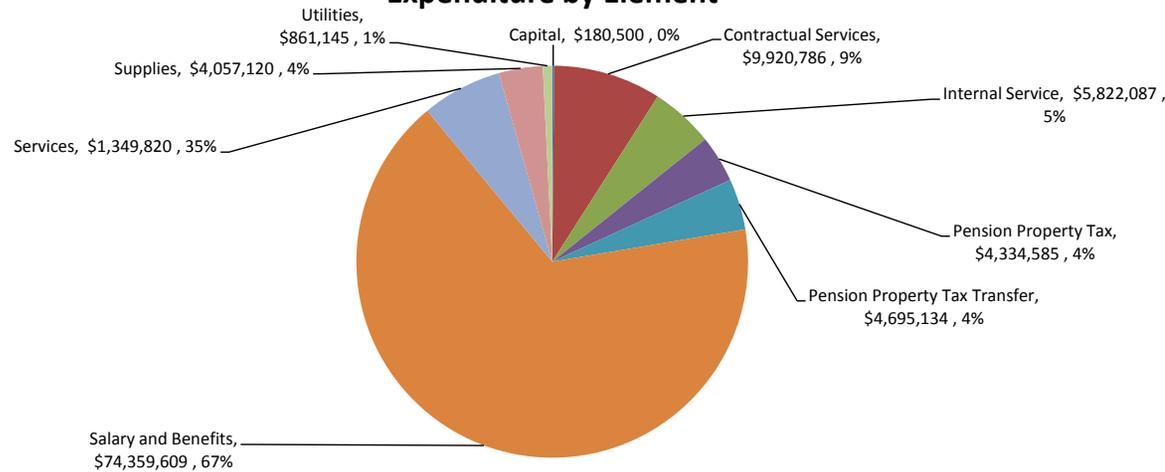
		Yes/No	Additional Comments
Option Savings			
DPW			
Eliminate leaf program - outside costs	\$602.4		
Elim leaf pgm and slow snow street removal by 30%	377.5		
Reduce street sweeping	40.1		
Eliminate tree planting on city sites	2.5		
Eliminate replacement mosquito sprayer	9.0		
Reduce replacement parkway tree planting	100.0		
Eliminate 2 week spring leaf collection	36.8		
Reduce contract streetlight maintenance	90.0		
Eliminate herbicide services	6.0		
Maintain current mowing service levels	13.7		
Eliminate spring brush collection	85.4		
PD			
Reduce social service interventions by 50%	101.5		
Consolidate mgmt of special events	116.4		
Reduce parking enforcement	46.1		
Reduce crime scene processing by 20%	96.8		
Fire			
Reduce one piece of equipment from fleet - ambula	510.0		
TED			
Lengthen inspection times and elim apron/curb/sidewalk repair, reduce surveys & road projects	88.1		
Combine ZBA/PC into one Board	17.4		
Elim tollway study and various other amendments	60.9		
Reduce historic sites mtg frequency & special projec	8.7		
CMO			
Bridges in house and mail with utility bills	48.0		
Eliminate TRAC lobbyist	17.0		
Defer citizen survey	34.7		
Legal			
Eliminate some legal services and defer others to de	123.0		

TOTAL GENERAL FUND

Safety Statistics

TOTAL	2009 Year End Actual	2009 3rd Quarter YTD	2010 3rd Quarter YTD	2010 Year End Goal	2010 Stretch Goal
Total Injuries	52	22	32	41	33
# of Lost Time Days	297	148	284	237	210
Preventable Collisions	19	15	17	18	13
Costs Paid - Current Yr Injuries	\$1,408,353	\$82,590	\$78,435		
Costs Paid - Collisions	\$20,727	\$18,751	\$233,326		

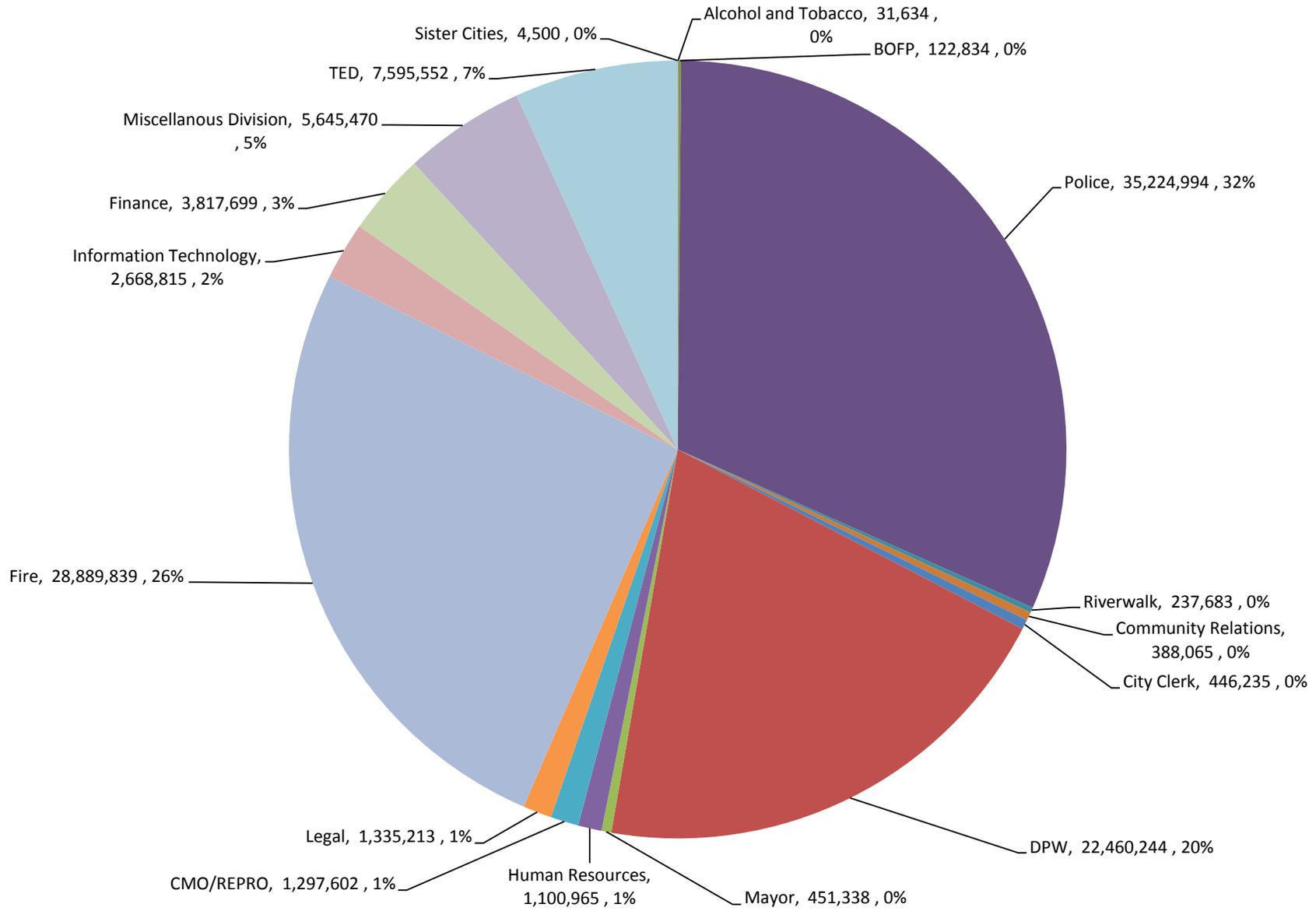
Expenditure by Element



BUDGET CHANGES	
FY10-11 Budget	\$ 113,515,072
FY11-12 Budget	\$ 111,718,681
Total decrease	\$ (1,796,391)
Department of Public Works	\$ 590,870
Police Department	\$ (702,583)
TED	\$ (328,050)
Fire Department	\$ (58,204)
Finance Department	\$ (139,173)
Information Technology	\$ 20,787
Legal	\$ (820)
City Manager's Office/Repro	\$ (64,588)
Human Resources	\$ (15,922)
City Clerk	\$ (28,643)
Community Relations	\$ 1,290
Mayor Office	\$ (10,990)
Miscellaneous Division	\$ (1,060,365)

General Fund	Actual FY08	Actual FY09	Actual FY10	Adopted Budget FY11	Proposed Budget FY12
FTE's	853.25	803.40	762.06	759.67	752.47
TOTALS	853.25	803.40	762.06	759.67	752.47

General Fund Departments \$111,718,681

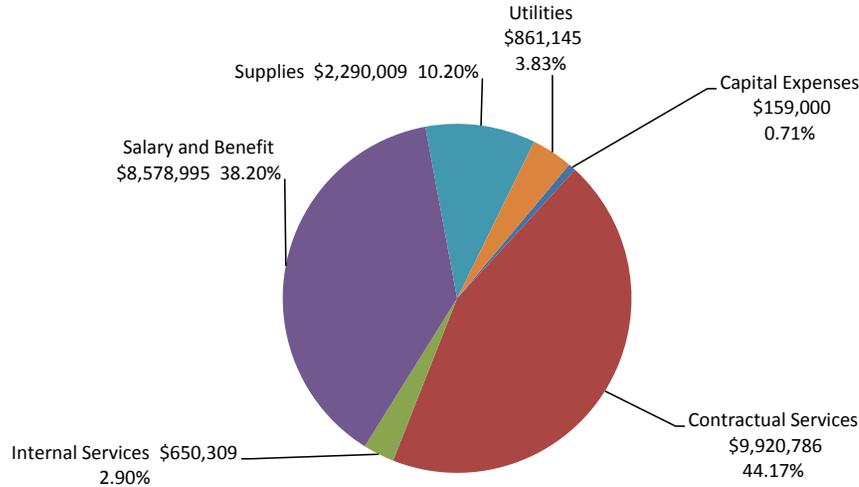


GENERAL FUND DEPARTMENTS FY11-12	
DPW	22,460,244
Police	35,224,994
Fire	28,889,839
TED	7,595,552
Miscellaneous Division	5,645,470
Finance	3,817,699
Information Technology	2,668,815
Legal	1,335,213
CMO/REPRO	1,297,602
Human Resources	1,100,965
Mayor	451,338
City Clerk	446,235
Community Relations	388,065
Riverwalk	237,683
BOFP	122,834
Alcohol and Tobacco	31,634
Sister Cities	4,500
Total	111,718,681

DPW Safety Statistics

DPW	2009 Year End Actual	2009 3rd Quarter YTD	2010 3rd Quarter YTD	2010 Year End Goal	2010 Stretch Goal
Total Injuries	4	3	5	4	3
# of Lost Time Days	60	53	49	17	13
Preventable Collisions	4	2	2	4	3
Costs Paid - Current Yr Injuries	\$112,135	\$23,176	\$5,008		
Costs Paid - Collisions	\$1,064	\$229	\$4,365		

Expenditure by Element



FINAL - City Council Workshop - 11/30/2010 - 36

BUDGET CHANGES	
2011 Budget	\$ 21,869,374
2010 Budget	\$ 22,460,244
Total increase	\$ 590,870

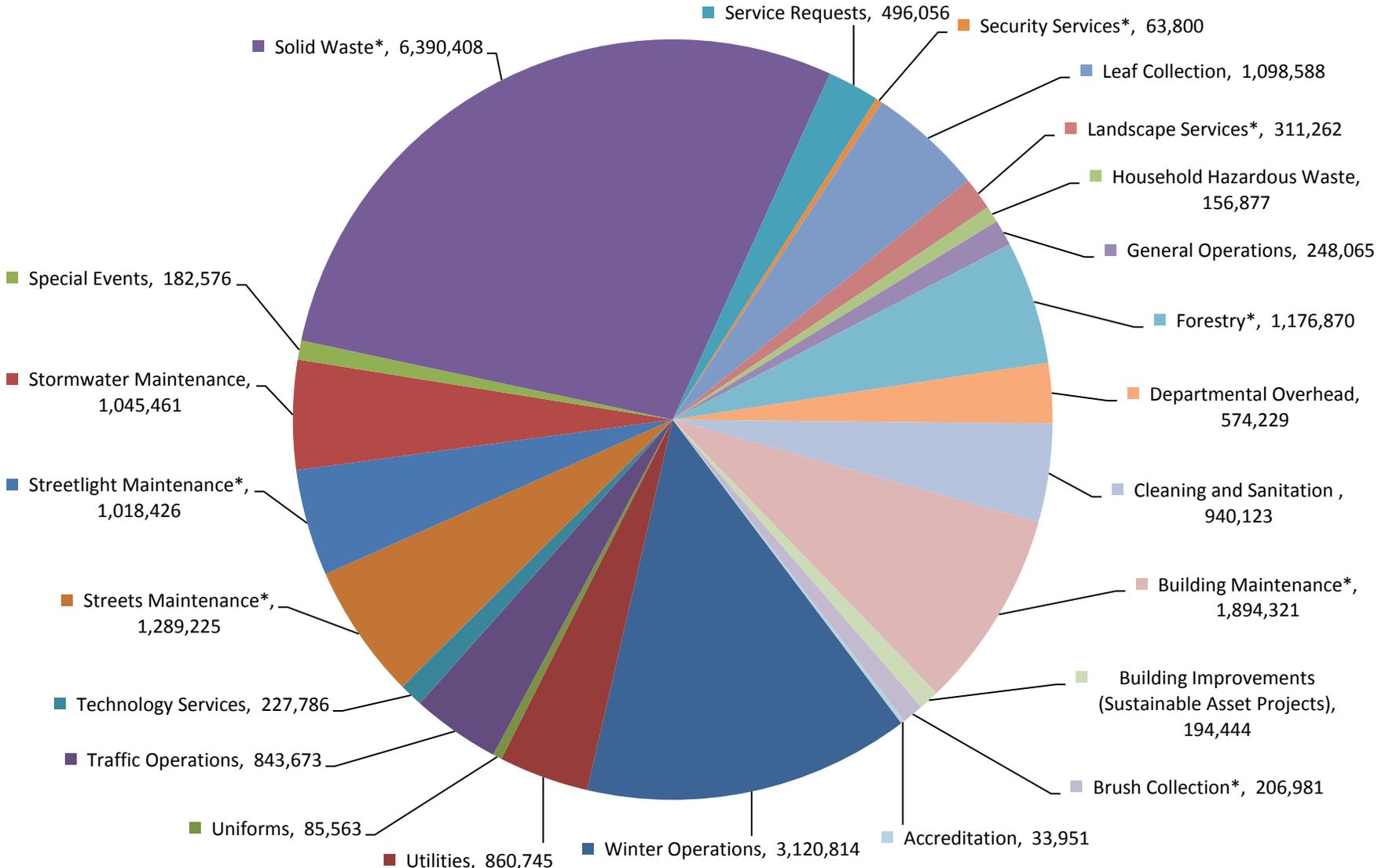
INCREASE/DECREASE ELEMENTS	
Waste & Recycling Contract	\$ 214,882
Vehicle Replacement & Service	\$ 80,889
Street Maintenance	\$ 84,750
Utility Cost	\$ 37,344
Streetlight Maintenance	\$ 80,675
Other minor increases	\$ 92,330

	Actual FY08	Actual FY09	Actual FY10	Adopted Budget FY11	Proposed Budget FY12
PUBLIC WORKS FTE's	FY08	FY09	FY10	FY11	FY12
Administration	2.00	5.00	5.00	5.00	5.00
Strategic Services	8.10	5.41	5.20	5.20	5.20
Operations	63.69	60.69	59.66	58.51	58.51
PBO	23.00	22.00	21.00	21.00	20.00
TOTALS	96.79	93.10	90.86	89.71	88.71

PUBLIC WORKS PROGRAM BUDGET FY11-12

\$22,460,244

**Items with FY11 Service Reductions*



PUBLIC WORKS PROGRAM BUDGET FY11-12	
Solid Waste	6,390,408
Winter Operations	3,120,814
Building Maintenance	1,894,321
Streets Maintenance	1,289,225
Forestry	1,176,870
Leaf Collection	1,098,588
Stormwater Maintenance	1,045,461
Streetlight Maintenance	1,018,426
Cleaning and Sanitation	940,123
Utilities	860,745
Traffic Operations	843,673
Departmental Overhead	574,229
Service Requests	496,056
Landscape Services	311,262
General Operations	248,065
Technology Services	227,786
Brush Collection	206,981
Building Improvements (Sustainable Asset Projects)	194,444
Special Events	182,576
Household Hazardous Waste	156,877
Uniforms	85,563
Security Services	63,800
Accreditation	33,951
TOTAL	\$ 22,460,244

Services Review
Department of Public Works

Service Category	Definition	Significant Changes Implemented
Solid Waste	Includes the vendor costs for the collection of garbage and recycling weekly, seasonal yard waste, and Christmas trees. Also includes staff time to manage the contract and resolve customer issues.	<p>ACTIONS TAKEN FOR FY11 BUDGET : Eliminated refuse and recycling collection at multi-family residential developments.</p> <p>ACTIONS TO BE TAKEN FOR FY12 BUDGET: Reduce the waste contract projected CPI increase. The contract is budgeted using a 5% cap. Based on the projected CPI, it may be decreased to 2.5%</p>
Winter Operations	Includes the costs for the staff, equipment and materials necessary for the removal of snow and ice. Also includes costs for contracted snow and ice removal. (In 2009, there were 16 salting events and 6 full plowing events.)	
Building Maintenance	Includes the cost of contracted building services, emergency service contracts, and staff time and equipment/parts necessary to complete emergency repairs, preventative maintenance and work orders.	<p>ACTIONS TAKEN FOR FY11 BUDGET: Reduced contracted HVAC services.</p> <p>ACTIONS TO BE TAKEN IN FY12 BUDGET: Reduce Contract Painting Work; Reduce HVAC repairs; Eliminate contracted window washing; Reduce unplanned Services; Reduce Overhead/Man Door Service; Reduce PWSC re-lamping services; Reduce Irrigation System maintenance; Reduce the Repair Brick Walks at Municipal Facilities; Reduce Maintenance overtime.</p>
Street Maintenance	Includes the cost of staff, vehicles, equipment and material necessary to complete street maintenance, pavement repairs, street sweeping (3 cycles on arterials and 2 cycles on residential), guardrail maintenance, annual alleyway reconstruction and quick response team activities.	<p>ACTIONS TAKEN FOR FY11 BUDGET: Reduced the street sweeping program (Service reduced from 4 times to 3 on arterial streets and from 3 to 2 on residential streets). Reduced the number of alleys reconstructed from 3 to 2.</p>
Leaf collection	Includes the cost of staff, vehicles and equipment required to complete the curbside leaf collection program (3 passes on all streets) and the cost to dispose of bagged leaves collected for 6 weeks under the solid waste contract. (In 2009, 55,410 cubic yards of leaves were collected through in-house program and 9,869 cubic yards collected through bagged leaf program)	
Forestry	Includes the cost of staff, vehicles and equipment required to complete stump grinding, tree planting, mosquito abatement, pest control (EAB and Gypsy Moth), tree removal, and tree trimming.	<p>ACTIONS TAKEN FOR FY11 BUDGET: Reduced contracted tree trimming (cycle increased from 5 to 7 years). Reduced the mosquito program (4 applications to 3). Eliminated the 50/50 tree planting program.</p>

**Services Review
Department of Public Works**

Service Category	Definition	Significant Changes Implemented
Stormwater Maintenance	Includes the cost of the staff, vehicles, equipment and material necessary to repair and maintain the stormwater infrastructure. This also includes limited construction projects, emergency repairs, and televising/lining activities.	
Streetlight Maintenance	Includes the vendor services for the maintenance and repair of the street light system. This also includes staff and vehicle costs required to administer the street light contract and resolve resident service requests.	<p>ACTIONS TAKEN FOR FY11 BUDGET: Reduced DPU-E street light hook-up fees, reduced proactive street light replacement and decreased parts inventory.</p> <p>ACTIONS TO BE TAKEN FOR FY12 BUDGET: Eliminate DPU-E street light hook-up fees</p>
Cleaning and Sanitation	Includes the costs associated with contracted cleaning, annual window washing and daily custodial services.	<p>ACTIONS TO BE TAKEN IN FY12 BUDGET: This service option is a 20% reduction in contract cleaning services. The contract cleaning at the Community Concert Center, Fire Station #7/EOC, and the Public Works Service Center will be reduced from 5X a week to 4X a week at each of these facilities. Additional savings will come from the reduction of requested contracted custodial work, contracted cleaning support for vacations and sick time and contracted cleaning support at City Hall. The cleaning and sanitation supplies are being reduced by 20% to correspond to the decrease in contracted cleaning at City facilities. This reduction in cleaning will increase the wait for janitorial work at City facilities.</p>
Utilities	Includes the cost for electricity and natural gas for all general fund related city facilities as well as water/sewer and phone line for the HHW site and the internet subscription for the security cameras.	
Traffic Operations	Includes the cost of staff, vehicles, equipment and material necessary for traffic sign installation and repair, work zone control and the installation of pavement markings.	<p>ACTIONS TO BE TAKEN FOR FY12 BUDGET: Reduce Operating Supplies (Decorative Signs; Cones; Barricades)</p>
Department Overhead	Includes the cost of staff time related to financial administration (purchasing, budget/CIP preparation and monitoring and contract/agreement management). This also includes general and auto liability, worker's compensation, conferences and training, dues and subscriptions, medical services, advertising, reference materials, office operating supplies, postage and delivery, and vehicle expenses for the pool cars and PBO.	<p>ACTIONS TO BE TAKEN FOR FY12 BUDGET: Reduce Property Association Dues; Reduce Operating Supplies; Reduce Training; Eliminate Supervisor Equipment</p>

Services Review
Department of Public Works

Service Category	Definition	Significant Changes Implemented
Resident Service Request	Includes the cost of staff time in recording and responding to resident service requests related to daily and seasonal operations and services.	
General Operations	Includes costs related to equipment maintenance, rental equipment, engineering services and general operating supplies (tools, etc.).	
Landscape Services	Includes the cost of mowing, maintaining landscape beds and herbicide application at all municipally owned properties.	ACTIONS TAKEN FOR FY11 BUDGET: Reduced the total number of mowings at each City site and eliminated mowing state right-of-ways. Reduced the number of herbicide application from 3 to 2. Reduced the amount of seasonal plantings at the municipal center.
Technology Services	Includes the cost of GIS services (asset data field capture and maintenance, data integration with Citiworks and the continued development of the work order and reporting functions in Citiworks). Also includes the GPS subscription fee, computer/data cabling and IT replacement costs.	
Building Improvements	Includes the costs associated with project related building improvements including A&E project consults and maintenance supplies.	ACTIONS TO BE TAKEN FOR FY12 BUDGET: Reduce building improvements. This will decrease the ability of the public buildings division to respond to building improvement requests from other departments and to respond to critical building improvements.
Special Events	Includes staff, vehicle and equipment costs used in special events (SECA & billable).	
Household Hazardous Waste	Includes the cost of staff, building maintenance and operating supplies associated with the HHW program.	
Brush Collection	Includes the cost of staff, vehicles and chipper rental required for the brush collection program (a single collection).Also includes the cost of contracted brush collection.	ACTIONS TAKEN FOR FY11 BUDGET: Eliminated the fall curbside brush collection program.
Uniforms	Includes the cost of safety clothing and laundry service. The laundry service and some of the clothing items are contractually required	

Services Review
Department of Public Works

Service Category	Definition	Significant Changes Implemented
Security Services	Includes the cost of the contracted security services, panic alarm monitoring at City Hall, security camera repairs and lock/key services.	ACTIONS TAKEN FOR FY11 BUDGET: Reduced the contracted security services.
Accreditation	Includes the cost of staff time reviewing, updating and preparing accreditation material based on public works services. Also includes the APWA re-accreditation fees (review and evaluation).	
Mulch Program	Includes the cost of staff, vehicles and rental equipment necessary to convert brush into resalable mulch.	ACTIONS TAKEN FOR FY11 BUDGET: Suspended for FY11

Actual FY10	Actual FY10
\$ 20,861,775	Special Revenue Funding \$ 1,044,003
	General Revenue Funding \$ 19,817,772
	\$ 20,861,775

FY10-11 Budget	FY10-11 Revenue
\$ 21,869,374	Special Revenue Funding \$ 2,078,081
	General Revenue Funding \$ 19,791,293
	\$ 21,869,374

FY11-12 Budget	FY11-12 Revenue
\$ 22,460,244	Special Revenue Funding \$ 2,047,838
	General Revenue Funding \$ 20,412,406
	\$ 22,460,244

PUBLIC WORKS PROGRAM BUDGET FY11-12	
Solid Waste	6,071,990
Regular Pay + Benefits - Solid Waste Program	Interdepartmental Charges
Regular Pay + Benefits - Garbage/Recycling Support (Admin)	DPU-Electric 16,430
PTO + Benefits - Solid Waste Program	DPU-Water 6,804
Refuse Contract - Single Family Collection	
Recycling Contract - Single Family Collection	
Holiday Tree Disposal Program	
Refuse Cart Program Purchases	Refuse Cart Fees 82,974
Regular Pay + Benefits - Refuse Cart Program	Delivery Charges 3,390
Regular Pay + Benefits - Refuse Cart Program (Admin)	
PTO + Benefits - Refuse Cart Program	
Temporary Pay + Benefits - Refuse Cart Program	
Cart Purchases	
Bank Service Fees	
Educational Materials	

Winter Operations	3,133,938
Regular Pay + Benefits - Winter Operations	
Regular Pay + Benefits - Winter Operations (PBO)	
Regular Pay + Benefits - Winter Operations Support (Admin)	
On-Call/Inconvenience Pay + Benefits - Operations	
Overtime Pay + Benefits - Winter Operations (PBD)	
Overtime + Benefits - Winter Operations	
Temporary Pay + Benefits - Snow Plow Operators	
Temporary Pay + Benefits - Winter Operations	
PTO + Benefits - Winter Operations	
Vehicle Expense - Winter Operations	
Contract Snow Removal	
De-icing Salt	
Replacement Mailboxes for Plow Damage	
Temporary Mailboxes	
Winter Parkway Restorations	
Cartage for Winter Operations	
Calcium Chloride	
Alternate Snow Control Chemicals	
Weather Service	
Plow Books	
Winter Equipment Replacement	

Building Maintenance	1,788,581
Regular Pay + Benefits - Building Maintenance (Operations)	Interdepartmental Charges:
Regular Pay + Benefits - Building Maintenance (Admin)	DPU-Electric 143,234
Overtime Pay + Benefits - Building Maintenance (Operations)	DPU-Water 58,307
PTO + Benefits - Building Maintenance (Operations)	
Vehicle Expense - Building Maintenance	
Rental Equipment	
Storage Building Repairs	
Repair and Level Brick Walk at Municipal Facilities	
Building Maintenance Contracts	
Contracted HVAC, Plumbing, Electric & Painting	
Exterminator Service	
Vandalism Repairs	
RPZ Testing at City Sites	
Roof Repairs	
Elevator Inspections and Service	
Overhead/Man Door Service	
Water System Maintenance (Water Chemistry, Pump Testing)	
Pumping of Restroom Trailer	
Irrigation System Service	
Masonry Repairs	
Other Building Maintenance Contracts	
Fence Repairs	
PWSC Re-Lamping Services	
Building Maintenance at DPU-E & DPU-W Facilities	
Emergency Service Contracts	
Emergency Generator Service	
Fire Extinguisher Service/Inspection	
Fire Pump Testing	
EMS System Services	
Fire Sprinkler Service	
Exhaust System Maintenance for Fire Stations	
UPS Battery Replacements	
UPS Services for Municipal Site	
Emergency Repairs	
Regular Pay + Benefits - Emergency Repairs	
Regular Pay + Benefits - Administration	
Overtime Pay + Benefits - Emergency Repairs	
PTO + Benefits - Emergency Repair	
Maintenance Supplies - Emergency Repairs	
Unplanned Services	
Preventative Maintenance (Recurring Asset Maintenance)	
Regular Pay + Benefits - Preventative Maintenance	

6,224,091	Refuse Fee 960,000
13,986	Interdepartmental Charges
57,819	DPU-Electric 18,073
22,693	DPU-Water 7,485
4,780,187	
1,196,431	
43,850	
108,125	Refuse Cart Fees 90,000
9,635	Delivery Charges 5,000
240	
6,500	
90,000	
1,750	
1,000	

3,206,541	
346,876	
23,751	
107,036	
153,326	
5,175	
332,360	
66,528	
16,000	
91,644	
275,295	
383,250	
1,260,000	
15,000	
-	
2,500	
15,000	
85,000	
12,000	
5,000	
800	
10,000	

1,935,543	Interdepartmental Charges:
17,099	DPU-Electric 140,536
15,933	DPU-Water 62,250
6,290	
49,980	
2,500	
1,000	
20,000	
16,000	
310,770	
90,000	
11,720	
2,500	
6,500	
20,000	
16,800	
60,000	
23,500	
-	
-	
4,000	
2,500	
-	
-	
73,250	
99,250	
31,000	
5,000	
1,750	
18,000	
6,000	
6,500	
6,000	
25,000	
113,161	
59,353	
8,832	
12,932	
11,464	
10,580	
10,000	
175,430	
103,167	

6,390,408	Refuse Fee 960,000
15,145	Interdepartmental Charges
25,627	DPU-Electric 19,008
3,530	DPU-Water 16,416
4,994,145	Commuter Parking 864
1,197,355	SSA #24 864
40,750	Refuse Cart Fees 90,000
112,856	Delivery Charges 5,000
11,594	
855	
2,046	
6,511	
90,000	
1,850	
1,000	

3,120,814	
399,810	
18,283	
78,145	
160,162	
4,187	
346,554	
59,746	
-	
73,618	
236,259	
383,250	
1,224,000	
15,000	
1,000	
2,500	
10,000	
82,500	
10,000	
5,000	
800	
10,000	

1,894,321	Interdepartmental Charges:
14,361	DPU-Electric 123,488
13,508	DPU-Water 59,667
1,975	
2,534	
52,692	
2,500	
750	
15,000	
365,975	
131,000	
11,000	
2,500	
6,500	
20,000	
16,800	
70,000	
9,000	
2,500	
11,000	
4,000	
1,000	
8,000	
13,000	
59,675	
98,750	
31,000	
5,000	
1,750	
18,000	
6,000	
6,500	
6,500	
24,000	
127,243	
69,184	
7,599	
15,843	
12,209	
12,908	
9,500	
167,347	
98,356	

Actual FY10		Actual FY10	
\$	20,861,775	Special Revenue Funding	\$ 1,044,003
		General Revenue Funding	\$ 19,817,772
			\$ 20,861,775

FY10-11 Budget		FY10-11 Revenue	
\$	21,869,374	Special Revenue Funding	\$ 2,078,081
		General Revenue Funding	\$ 19,791,293
			\$ 21,869,374

FY11-12 Budget		FY11-12 Revenue	
\$	22,460,244	Special Revenue Funding	\$ 2,047,838
		General Revenue Funding	\$ 20,412,406
			\$ 22,460,244

PUBLIC WORKS PROGRAM BUDGET FY11-12			
Regular Pay + Benefits - Administration			
Overtime Pay + Benefits - Preventative Maintenance			
PTO + Benefits - Preventative Maintenance			
Maintenance Supplies - Preventative Maintenance			
<i>Work Orders</i>			
Regular Pay + Benefits - Work Orders			
Regular Pay + Benefits - Administration			
Overtime Pay + Benefits - Work Orders			
PTO + Benefits - Work Orders			
Maintenance Supplies - Work Orders			

12,697			
19,712			
16,480			
23,374			
	1,108,130		
640,425			
95,303			
139,538			
118,700			
114,164			

10,803			
22,523			
17,357			
18,308			
	1,031,686		
606,132			
66,575			
138,800			
106,965			
113,214			

Streets Maintenance		1,027,666	
<i>Street Maintenance Program</i>		DPU-Electric and DPU-Water	
Regular Pay + Benefits - Street Maintenance		Restoration Billing	47,682
Regular Pay + Benefits - Street Maintenance Support (Admin)			
Overtime Pay + Benefits - Street Maintenance			
Temporary Pay + Benefits - Street Maintenance			
PTO + Benefits - Street Maintenance			
Vehicle Expense - Street Maintenance			
Concrete Repair Work			
Cartage for spoils			
Spoils Testing and Certification			
Landfill and Spoil Disposal Expenses			
Asphalt			
Aggregate			
Excavating Program			
Street Maintenance Supplies			
<i>Pavement Repair</i>			
Regular Pay + Benefits - Pavement Repair			
Regular Pay + Benefits - Pavement Repair Support (Admin)			
Overtime Pay + Benefits - Pavement Repair			
PTO + Benefits - Pavement Repair			
<i>Street Sweeping</i>			
Regular Pay + Benefits - Street Sweeping			
Regular Pay + Benefits - Street Sweeping Support (Admin)			
Overtime Pay + Benefits - Street Sweeping			
PTO + Benefits - Street Sweeping			
Contract Street Sweeping			
Vehicle Expense - Street Sweeping			
<i>Guardrail Maintenance Contract</i>			
<i>Quick Response Team (QRT) - Potholes, Misc Requests, ROW Clean-Up</i>			
Regular Pay + Benefits - QRT			
Regular Pay + Benefits - QRT Support (Admin)			
Overtime Pay + Benefits - QRT			
Temporary Pay + Benefits - QRT			
PTO + Benefits - QRT			
Animal Disposal Fees			
<i>Alleyway Reconstruction</i>			
Regular Pay + Benefits - Alleyway Reconstruction			
Regular Pay + Benefits - Alleyway Reconstruction Support (Admin)			
Overtime Pay + Benefits - Alleyway Reconstruction			
PTO + Benefits - Alleyway Reconstruction			

FY10-11 Budget		FY10-11 Revenue	
450,776	1,283,334	DPU-Electric and DPU-Water	
		Restoration Billing	50,000
103,303			
##### #			
10,006			
4,000			
26,595			
83,782			
25,000			
5,000			
-			
50,000			
60,000			
5,000			
3,000			
24,650			
	324,446		
236,207			
##### #			
4,306			
52,205			
	186,797		
45,855			
6,130			
2,393			
10,086			
88,300			
34,033			
	5,000		
	196,800		
128,541			
17,200			
2,259			
17,500			
28,300			
3,000			
	119,515		
87,341			
11,474			
1,821			
18,879			

FY11-12 Budget		FY11-12 Revenue	
411,491	1,289,225	DPU-Electric and DPU-Water	
		Restoration Billing	50,000
66,351			
19,973			
1,436			
-			
12,235			
138,071			
25,000			
5,000			
1,875			
48,500			
40,000			
5,000			
3,000			
45,050			
	323,329		
244,577			
21,900			
4,443			
52,409			
	196,190		
52,037			
4,714			
2,455			
9,358			
114,240			
13,386			
	5,000		
	221,823		
151,377			
22,996			
2,348			
13,021			
29,081			
3,000			
	131,392		
103,964			
7,810			
1,242			
18,376			

stry		1,092,995	
<i>General Forestry</i>			
Regular Pay + Benefits - General Forestry			
Regular Pay + Benefits - Forestry Support (Admin)			
Overtime Pay + Benefits - General Forestry			
Temporary Pay + Benefits - General Forestry			
Temporary Pay + Benefits - GIS/Forestry			
PTO + Benefits - Forestry			
Vehicle Expense - General Forestry			
Tree Disease Consultant			
Public Education - Trees			
Forestry Equipment Parts			
Forestry Equipment Maintenance			
General Forestry Supplies			
Replacement Chipper Upgrade			
<i>Stumpgrinding</i>			
Regular Pay + Benefits - Stumpgrinding			
Regular Pay + Benefits - Stumpgrinding Support (Admin)			
Overtime Pay + Benefits - Stumpgrinding			
PTO + Benefits - Stumpgrinding			
Tub Grinding Logs			
Stumpgrinder Rental			
Stumpgrinder Teeth			
<i>Tree Planting</i>			
Regular Pay + Benefits - Tree Planting			
Regular Pay + Benefits - Tree Planting Support (Admin)			
Overtime Pay + Benefits - Tree Planting			
PTO + Benefits - Tree Planting			
Arbor Day Tree Sales		Arbor Day Tree Sales	18,445

FY10-11 Budget		FY10-11 Revenue	
229,113	1,056,999		
46,513			
71,464			
7,095			
3,341			
9,404			
13,784			
65,312			
500			
1,500			
3,800			
6,400			
-			
	81,798		
53,074			
7,089			
1,470			
11,665			
5,000			
3,000			
500			
	281,637		
44,621			
5,922			
3,351			
9,743			
27,500		Arbor Day Tree Sales	27,500

FY11-12 Budget		FY11-12 Revenue	
274,282	1,176,870		
44,823			
38,359			
7,492			
3,255			
9,404			
12,609			
123,690			
1,500			
3,000			
4,250			
10,900			
15,000			
	94,651		
67,027			
5,274			
2,456			
11,894			
4,500			
3,000			
500			
	281,708		
56,234			
7,195			
2,745			
10,534			
20,000		Arbor Day Tree Sales	20,000

Actual FY10		Actual FY10	
\$	20,861,775	Special Revenue Funding	\$ 1,044,003
		General Revenue Funding	\$ 19,817,772
			\$ 20,861,775

FY10-11 Budget		FY10-11 Revenue	
\$	21,869,374	Special Revenue Funding	\$ 2,078,081
		General Revenue Funding	\$ 19,791,293
			\$ 21,869,374

FY11-12 Budget		FY11-12 Revenue	
\$	22,460,244	Special Revenue Funding	\$ 2,047,838
		General Revenue Funding	\$ 20,412,406
			\$ 22,460,244

PUBLIC WORKS PROGRAM BUDGET FY11-12		Developer Parkway Tree Sales	
Parkway Trees per Landscape Ordinance			34,662
Tree Planting on City Sites			
Replacement Parkway Tree Program			
<i>Mosquito Program</i>			
Regular Pay + Benefits - Mosquito Program			
Regular Pay + Benefits - Mosquito Program Support (Admin)			
Overtime Pay + Benefits - Mosquito Program			
Temporary Pay + Benefits - Mosquito Program			
PTO + Benefits - Mosquito Program			
Vehicle Expense - Mosquito Program			
Mosquito Abatement Chemicals			
Mosquito Program Supplies			
Replacement Mosquito Sprayer			
<i>Pest Control</i>			
Regular Pay + Benefits - Pest Control			
Regular Pay + Benefits - Pest Control Support (Admin)			
Overtime Pay + Benefits - Pest Control			
PTO + Benefits - Pest Control			
Ash Borer Treatments			
Gypsy Moth Abatement			
Diseases Tree Treatments			
<i>Tree Removal</i>			
Regular Pay + Benefits - Tree Removal			
Regular Pay + Benefits - Tree Removal Support (Admin)			
Overtime Pay + Benefits - Tree Removal			
PTO + Benefits - Tree Removal			
Tree Work Bull Ropes			
Grapple Rental			
Tree Cabling/Removal Contract			
<i>Tree Trimming</i>			
Regular Pay + Benefits - Tree Trimming			
Regular Pay + Benefits - Tree Trimming Support (Admin)			
Overtime Pay + Benefits - Tree Trimming			
PTO + Benefits - Tree Trimming			
Vehicle Expense - Tree Trimming			
Collection	988,778		
<i>Bagged Leaf Collection (Contractor - Curbside)</i>			
<i>In-House Leaf Collection</i>			
Regular Pay + Benefits - Leaf Collection			
Regular Pay + Benefits - Leaf Collection Support (Admin)			
Overtime + Benefits - Leaf Collection			
Temporary Pay + Benefits - Leaf Collection			
PTO + Benefits - Leaf Collection			
Vehicle Expense - Leaf Collection			
Leaf Disposal Tipping Fee			
Leaf Rakes and Tools			
Replacement Leaf Boxes			
Tubes for Leaf Machines			
Cartage for Leaf Collection			
Contracted Temp Labor - Leaf Collection			
mwater Maintenance	904,953		
<i>Storm Water Repair/Maintenance/Construction</i>			
Regular Pay + Benefits - Repair/Maintenance/Construction			
Regular Pay + Benefits - Repair/Maintenance/Construction Support (Admin)			
Overtime Pay + Benefits - Repair/Maintenance/Construction			
PTO + Benefits - Repair/Maintenance/Construction			
Vehicle Expense - Stormwater Maintenance			
Contract Excavating			
Contract Restoration for Storm Water Digs			
Cartage for spoils			
Spoils Testing and Certification			
Lift Station and Pump Maintenance			
Cress Creek Dewatering Station Maintenance			
Rental Equipment for Excavations			
Lake Osborne Pump Service			
Storm Water Equipment Parts			
Storm Water Equipment Maintenance			
Storm Water Repair/Maintenance/Construction Supplies			
<i>I.U.L.I.E Locates</i>			
Regular Pay + Benefits - Locates			
Regular Pay + Benefits - Locates Support (Admin)			
Overtime Pay + Benefits - Locates			
PTO + Benefits - Locates			
Vehicle Expense - Locates			
Irthnet JULIE System			
JULIE Locate Supplies			
<i>Emergency Storm Water Repair</i>			
Regular Pay + Benefits - Emergency Repairs			
Regular Pay + Benefits - Emergency Repairs (Admin)			
Overtime Pay + Benefits - Emergency Repairs			

FY10-11 Budget		FY10-11 Revenue	
37,500		Developer Parkway Tree Sales	37,500
3,000			
150,000			
	134,199		
9,814			
1,307			
13,513			
47,022			
2,151			
4,242			
41,150			
15,000			
-			
	37,194		
5,366			
691			
-			
1,137			
15,000			
15,000			
-			
	112,739		
58,924			
7,940			
2,810			
13,065			
-			
5,000			
25,000			
	180,319		
118,521			
15,950			
1,381			
26,244			
18,223			
	1,167,142		
	184,575		
	982,567		
306,216			
51,599			
80,206			
27,167			
71,508			
166,621			
175,000			
3,500			
14,400			
1,600			
40,000			
44,750			
	946,493		
305,423	661,116		
##### #			
6,643			
70,122			
80,291			
5,000			
36,050			
5,000			
18,700			
3,000			
10,000			
4,000			
6,300			
-			
40,550			
	146,672		
89,274			
11,895			
5,844			
19,571			
8,638			
6,250			
5,200			
	67,263		
35,587			
4,629			
19,431			

FY11-12 Budget		FY11-12 Revenue	
37,500		Developer Parkway Tree Sales	37,500
2,500			
145,000			
	139,313		
10,824			
1,848			
13,769			
43,404			
2,120			
3,198			
41,150			
14,000			
9,000			
	42,283		
6,582			
3,619			
293			
1,789			
-			
-			
30,000			
	123,894		
66,153			
11,765			
2,875			
13,051			
550			
4,500			
25,000			
	220,739		
140,805			
41,235			
1,696			
37,003			
-			
	1,098,588		
	193,800		
	904,788		
334,515			
36,203			
82,065			
32,553			
59,302			
98,837			
173,250			
3,500			
14,400			
1,600			
35,000			
33,563			
	1,045,461		
	749,983		
317,045			
54,854			
14,879			
72,403			
138,677			
5,000			
35,000			
15,000			
5,625			
17,500			
2,500			
9,500			
3,750			
7,000			
2,950			
48,300			
	187,617		
111,172			
8,586			
6,665			
19,697			
32,847			
6,250			
2,400			
	52,000		
32,026			
2,362			
11,960			

Actual FY10		Actual FY10	
\$	20,861,775	Special Revenue Funding	\$ 1,044,003
		General Revenue Funding	\$ 19,817,772
			\$ 20,861,775

FY10-11 Budget		FY10-11 Revenue	
\$	21,869,374	Special Revenue Funding	\$ 2,078,081
		General Revenue Funding	\$ 19,791,293
			\$ 21,869,374

FY11-12 Budget		FY11-12 Revenue	
\$	22,460,244	Special Revenue Funding	\$ 2,047,838
		General Revenue Funding	\$ 20,412,406
			\$ 22,460,244

PUBLIC WORKS PROGRAM BUDGET FY11-12		
Auto Liability		
Worker's Compensation		
Conferences and Training		
Regular Pay + Benefits - Training		
Overtime Pay + Benefits - Training		
Administration - APWA Conference		
Strategic Services		
Operations		
Operations (Required for Certifications)		
Operations (Required per Contract)		
PBO		
Dues and Subscriptions		
Professional Organizations - Administration		
Professional Organizations - Strategic Services		
Professional Organizations - Operations		
Professional Organizations - Public Buildings		
Salt Creek Advisory Committee Dues		
Centerpoint Property Association Dues		
Periodicals/Reference Materials		
Medical Services		
Drug Testing and Immunizations		
First Aid Supplies		
Public Education Materials/Advertising		
Reference Materials		
Operating Supplies (Paper, Printer Supplies, etc.)		
Postage and Delivery		
Vehicle Expense - Pool Cars and Mileage Reimbursement		
Mileage Reimbursement		
Vehicle Maintenance/Replacement - PBO		
Vehicle Maintenance/Replacement - Pools Cars		
Resident Service Requests	315,083	
Regular Pay + Benefits - Resident Service Requests		
Regular Pay + Benefits - Resident Service Request Support (Admin)		
Overtime Pay + Benefits - Resident Service Requests		
PTO + Benefits - Resident Service Requests		
Vehicle Expense - Service Requests		
Iscape Services	248,568	Interdepartmental Charges:
Regular Pay + Benefits - Landscape Services		Mowing/Herbicide
Regular Pay + Benefits - Landscape Services (Admin)		DPU-Electric
Overtime Pay + Benefits - Landscape Services		DPU-Water
PTO + Benefits - Landscape Services		Burlington Fund
Mowing		Naper Settlement
Regular Pay + Benefits - Landscape Services (Admin)		Central Business District
Overtime Pay + Benefits - Landscape Services		Test Track
Contract Mowing		DuPage County Mowing Agmt.
Additional Mowing Sites		
DuPage County Mowing Sites		
Contract Herbicide		
DuPage River Trail Segment Maintenance		
Landscape Maintenance Supplies		
Landscapeing at Municipal Center		
Landscape Architect Services		
Landscape Materials for City Sites		
eral Operations	559,957	
Regular Pay + Benefits - Equipment Maintenance		
Overtime Pay + Benefits - Equipment Maintenance		
Regular Pay + Benefits - General Operations		
Overtime Pay + Benefits - General Operations		
General Engineering Services		
General Rental Equipment		
General Operating Supplies (Hardware, Tools, Materials)		
nology Services	212,367	
GIS Services		
Regular Pay + Benefits - GIS		
Temporary Pay + Benefits - GIS Technician		
PTO + Benefits - GIS		
Equipment Maintenance		
Vehicle Expense for GIS		
Regular Pay + Benefits - Department Technology		
PTO + Benefits - Department Technology		
Work Order System Consultant		
GPS Equipment License Fee		
Computer/Data Cabling		
Replacement Color Printer		
Color Printer Maintenance Agreement		
IT Replacement Costs		
ilding Improvements (Sustainable Asset Projects)	99,184	
Regular Pay + Benefits - Building Improvement (Project Related)		
Regular Pay + Benefits - Administration		
Overtime Pay + Benefits - Building Improvement (Project Related)		

	29,465	
	193,892	
	75,223	
	53,991	
	2,827	
	-	
	4,705	
	5,350	
	1,350	
	6,000	
	1,000	
	16,260	
	5,090	
	-	
	-	
	-	
	6,000	
	5,000	
	170	
	13,076	
	10,076	
	3,000	
	5,250	
	2,250	
	14,850	
	9,950	
	27,496	
	-	
	3,300	
	24,196	
	426,388	
	276,779	
	72,820	
	13,607	
	63,182	
	-	
	295,772	Interdepartmental Charges:
	5,902	Mowing/Herbicide
	1,567	DPU-Electric
	-	DPU-Water
	-	Burlington Fund
	225,353	Naper Settlement
	1,051	Central Business District
	5,732	Test Track
	170,010	DuPage County Mowing Agmt.
	20,560	
	28,000	
	23,500	
	3,850	
	10,850	
	14,750	
	7,000	
	3,000	
	331,362	
	236,457	
	1,382	
	16,904	
	31,044	
	2,500	
	4,000	
	39,075	
	227,068	
	100,200	
	57,692	
	26,739	
	10,181	
	2,000	
	3,588	
	29,488	
	5,675	
	10,000	
	2,000	
	500	
	-	
	79,205	
	202,478	
	27,416	
	5,747	
	5,974	

	29,465	
	193,892	
	81,595	
	56,691	
	2,899	
	3,600	
	4,705	
	5,350	
	1,350	
	6,000	
	1,000	
	16,470	
	1,850	
	800	
	1,850	
	200	
	6,000	
	5,000	
	770	
	10,000	
	7,000	
	3,000	
	4,600	
	2,250	
	14,000	
	6,750	
	23,798	
	800	
	-	
	22,998	
	496,056	
	342,117	
	30,563	
	14,399	
	60,374	
	48,603	
	311,262	Interdepartmental Charges:
	10,354	Mowing/Herbicide
	3,315	DPU-Electric
	1,387	DPU-Water
	1,956	Burlington Fund
	232,250	Naper Settlement
	-	Central Business District
	-	Test Track
	187,500	DuPage County Mowing Agmt.
	16,750	
	28,000	
	23,500	
	3,500	
	10,250	
	14,750	
	7,000	
	3,000	
	248,065	
	156,582	
	3,363	
	31,943	
	28,377	
	2,500	
	5,000	
	20,300	
	227,786	
	82,895	
	42,683	
	26,878	
	7,532	
	2,000	
	3,802	
	35,777	
	6,314	
	10,000	
	1,600	
	400	
	3,000	
	3,300	
	84,500	
	194,444	
	27,584	
	3,030	
	6,317	

Actual FY10		Actual FY10	
\$	20,861,775	Special Revenue Funding	\$ 1,044,003
		General Revenue Funding	\$ 19,817,772
			\$ 20,861,775

FY10-11 Budget		FY10-11 Revenue	
\$	21,869,374	Special Revenue Funding	\$ 2,078,081
		General Revenue Funding	\$ 19,791,293
			\$ 21,869,374

FY11-12 Budget		FY11-12 Revenue	
\$	22,460,244	Special Revenue Funding	\$ 2,047,838
		General Revenue Funding	\$ 20,412,406
			\$ 22,460,244

PUBLIC WORKS PROGRAM BUDGET FY11-12			
<i>PTO + Benefits - Building Improvements</i>			
<i>Locations to be Determined</i>			
<i>Facility A&E Project Consultants</i>			
<i>Maintenance Supplies - Building Improvement (Project Related)</i>			
Brush Collection	208,211		
<i>Regular Pay + Benefits - Brush Collection</i>			
<i>Regular Pay + Benefits - Brush Collection Support (Admin)</i>			
<i>Overtime + Benefits - Brush Collection</i>			
<i>Temporary Pay + Benefits - Brush Collection</i>			
<i>PTO + Benefits - Brush Collection</i>			
<i>Vehicle Expense - Brush Collection</i>			
<i>Chipper Rental</i>			
<i>Upgrade Chipper</i>			
<i>Contracted Temp Labor - Brush Collection</i>			
<i>Contract Brush Pick-Up</i>			
Special Events	206,222		
<i>SECA Events</i>			
<i>Regular Pay + Benefits - Special Events</i>			
<i>Overtime + Benefits - Special Events</i>			
<i>Operating Supplies - Special Events</i>			
<i>Vehicle Expense - Special Events</i>			
<i>Billable Events</i>			
<i>Regular Pay + Benefits - Special Events</i>			
<i>Overtime + Benefits - Special Events</i>			
<i>Operating Supplies - Special Events</i>			
<i>Vehicle Expense - Special Events</i>			
Household Hazardous Waste	150,873		
<i>Regular Pay + Benefits - HHW</i>			
<i>Temporary Pay + Benefits - HHW</i>			
<i>Overtime + Benefits - HHW</i>			
<i>PTO + Benefits - HHW</i>			
<i>Maintenance for HHW Building</i>			
<i>Operating Supplies</i>			
Forms	83,801		
<i>Safety Clothing</i>			
<i>Operations</i>			
<i>PBO</i>			
<i>Clothing for Staff</i>			
<i>Administration</i>			
<i>Strategic Services</i>			
<i>Operations</i>			
<i>PBO</i>			
<i>Laundry Services</i>			
<i>Operations</i>			
<i>PBO</i>			
Utility Services	115,530		
<i>Contract Security Services</i>			
<i>City Hall Panic Alarm Monitoring</i>			
<i>Security Camera Repairs</i>			
<i>Lock/Key Service</i>			
Accreditation	27,489		
<i>Regular Pay + Benefits - Accreditation (SS)</i>			
<i>Regular Pay + Benefits - Accreditation (Admin)</i>			
<i>PTO + Benefits - Accreditation</i>			
<i>APWA Re-Accreditation Fees</i>			
Other Program	34,940	Mulch Sales	44,995
General Revenue Funding		Property Tax	4,798,208
		Sales Tax	4,798,208
		Other General Revenue Sources	10,221,356

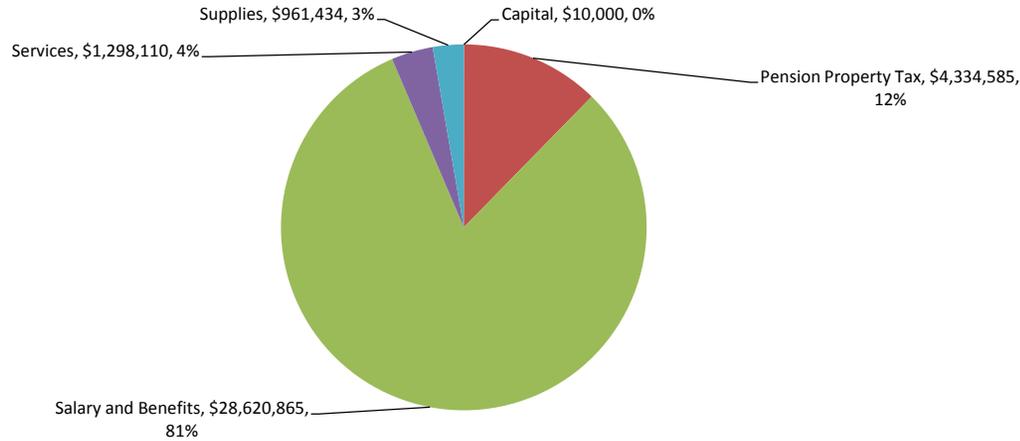
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	140,000		
	12,500		
	4,887		
	99,052		
	37,062		
	11,580		
	7,295		
	2,822		
	8,182		
	11,111		
	5,000		
	-		
	16,000		
	-		
	183,427		
	139,449	SECA Reimbursement	139,449
	57,255		
	70,421		
	3,515		
	8,258		
	43,978	Billed Special Events	43,978
	15,617		
	24,479		
	1,764		
	2,118		
	155,911		
	2,990	DuPage County HHW Agreement	100,000
	19,377	Will County HHW Agreement	25,000
	104,925	Aurora HHW Agreement	20,000
	799	Kane County HHW Agreement	10,000
	2,820		
	25,000		
	93,911		
	44,443		
	15,598		
	8,530		
	300		
	300		
	5,780		
	2,150		
	25,340		
	24,140		
	1,200		
	66,800		
	45,000		
	4,800		
	2,000		
	15,000		
	57,291		
	27,972		
	9,197		
	5,122		
	15,000		
		Property Tax	5,029,956
		Sales Tax	5,029,956
		Other General Revenue Sources	9,731,381

	4,868		
	135,000		
	12,500		
	5,145		
	206,981		
	41,037		
	51,905		
	3,732		
	6,511		
	16,484		
	12,125		
	4,000		
	15,000		
	11,187		
	45,000		
	182,576		
	140,386	SECA Reimbursement	140,386
	65,229		
	67,911		
	3,863		
	3,383		
	42,190	Billed Special Events	42,190
	14,214		
	23,298		
	3,732		
	946		
	156,877		
	8,227	DuPage County HHW Agreement	100,000
	19,377	Will County HHW Agreement	25,000
	105,471	Aurora HHW Agreement	20,000
	1,452	Kane County HHW Agreement	10,000
	2,850		
	19,500		
	85,563		
	41,380		
	10,559		
	8,284		
	300		
	300		
	5,734		
	1,950		
	25,340		
	24,140		
	1,200		
	63,800		
	45,000		
	4,800		
	-		
	14,000		
	33,951		
	13,483		
	18,089		
	2,379		
	-		
		Property Tax	5,165,856
		Sales Tax	5,165,856
		Other General Revenue Sources	10,080,694

Police Department Safety Statistics

Police	2009 Year End Actual	2009 3rd Quarter YTD	2010 3rd Quarter YTD	2010 Year End Goal	2010 Stretch Goal
Total Injuries	20	12	13	19	16
# of Lost Time Days	174	40	42	157	140
Preventable Collisions	11	10	6	10	7
Costs Paid - Current Yr Injuries	\$487,886	\$41,031	\$16,644		
Costs Paid - Collisions	\$17,763	\$17,084	\$8,610		

Expenditure by Element



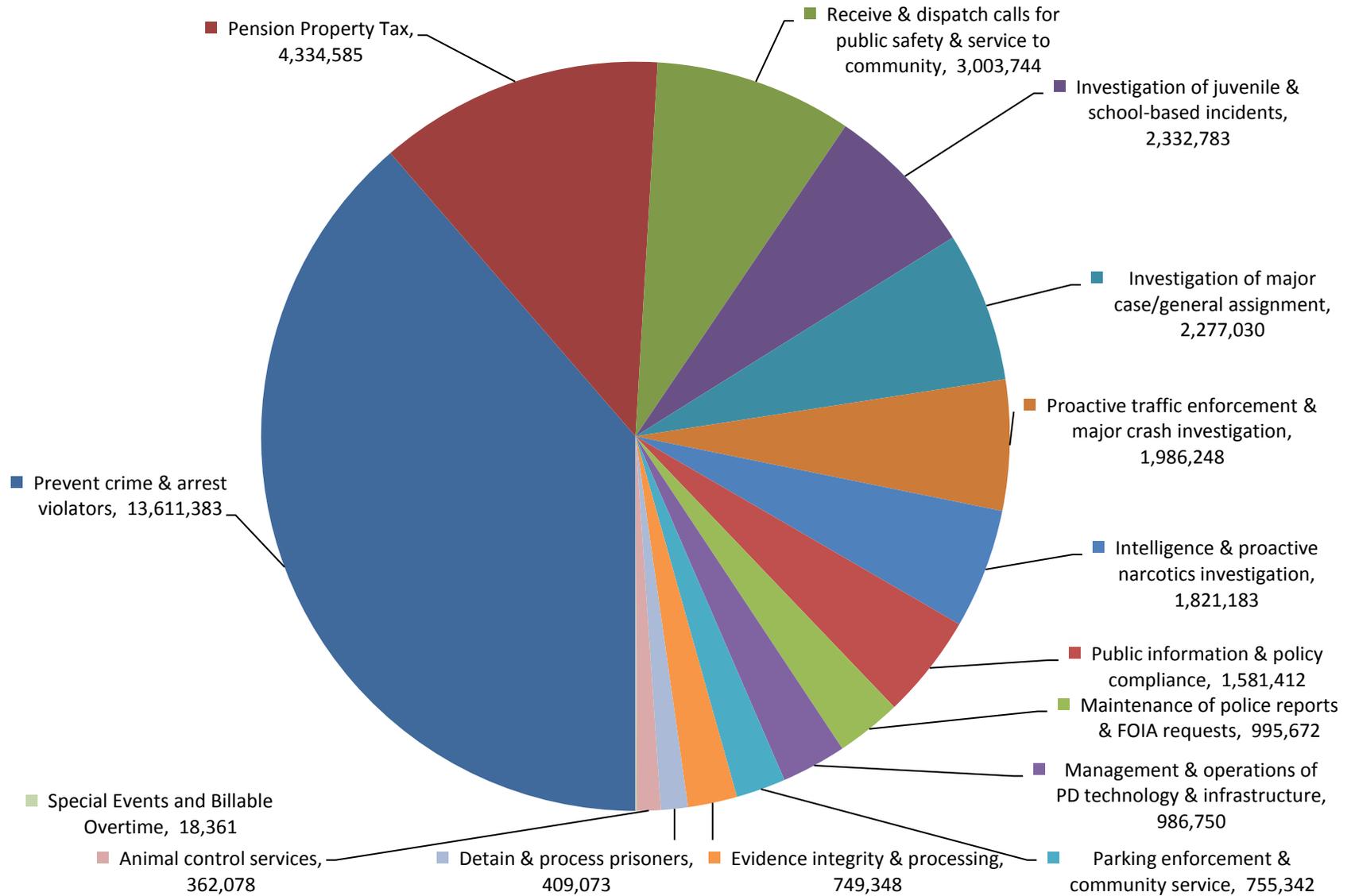
FINAL - City Council Workshop - 11/30/2010 - 50

GET CHANGES	
-11 Budget	\$ 35,927,575
-12 Budget	\$ 35,224,992
decrease	\$ (702,583)
ase in union contract	\$ 1,222,000
umber 8th personnel ctions	\$ (851,000)
	\$ 35,595,992
EASE/DECREASE ELEMENTS	
ion property tax transfer	\$ (352,042)
o maintenance	\$ (133,280)
M&O	\$ (96,048)
tic vests	\$ (48,616)
ole furniture maintenance	\$ (12,000)
r minor decreases	\$ (60,597)

	Actual FY08	Actual FY09	Actual FY10	Adopted Budget FY11	Proposed Budget FY12
POLICE FTE's					
Office of Chief of Police	4.00	4.00	12.50	12.50	12.50
Support Services	30.00	27.00	50.00	50.00	45.00
Operations	230.04	225.04	180.38	179.38	183.04
Communications	46.00	43.00	42.00	42.00	42.00
TOTALS	310.04	299.04	284.88	283.88	282.54
Operations					-8.00
Police FTE's as of Nov 8th					274.54

POLICE PROGRAM BUDGET FY11-12

\$35,224,992



POLICE PROGRAM BUDGET FY11-12	
Prevent crime & arrest violators	13,611,383
Pension Property Tax	4,334,585
Receive & dispatch calls for public safety & service to community	3,003,744
Investigation of juvenile & school-based incidents	2,332,783
Investigation of major case/general assignment	2,277,030
Proactive traffic enforcement & major crash investigation	1,986,248
Intelligence & proactive narcotics investigation	1,821,183
Public information & policy compliance	1,581,412
Maintenance of police reports & FOIA requests	995,672
Management & operations of PD technology & infrastructure	986,750
Parking enforcement & community service	755,342
Evidence integrity & processing	749,348
Detain & process prisoners	409,073
Animal control services	362,078
Special Events and Billable Overtime	18,361
TOTAL	\$ 35,224,992

**Services Review
Police Department**

Service Category	Definition	Significant Changes Implemented
Public information & policy compliance	Provides department accreditation, internal affairs, media relations, general order compliance & overall administration.	ACTIONS TAKEN FOR FY12 BUDGET: Reduce uniform contract award and further reduced conferences & training
Detain & process prisoners	Provides detention officers and supplies needed to operate the detention facility.	
Prevent crime & arrest violators	Provides patrol operations, department workers compensation, vehicle maintenance & operation, and auto & general liability.	ACTIONS TAKEN FOR FY11 BUDGET: Reduction of front desk hours ACTIONS TAKEN FOR FY12 BUDGET: Reduction of 5 police officers & one sergeant on Nov 8th resulting in increased response time for non-emergency calls. Gasoline thefts will be accepted through on-line reporting only
Parking enforcement & community service	Provides community service operations including school crossing guards and parking enforcement.	ACTIONS TAKEN FOR FY11 BUDGET: Closing of Community Connection
Investigation of major case/general assignment	Provides major case/general assignment investigations.	ACTIONS TAKEN FOR FY12 BUDGET: Reduction of one police officer on November 8th resulting in the elimination of follow-up of burglary to motor vehicle cases & retail theft cases without suspect(s) or leads
Investigation of juvenile & school-based incidents	Provides juvenile & school-based investigations.	ACTIONS TAKEN FOR FY12 BUDGET: Reduction of one police officer on November 8th resulting in reduced follow-up of youth internet, high tech & social networking crimes.
Intelligence & proactive narcotics investigation	Provides intelligence & proactive narcotics investigations.	
Evidence integrity & processing	Provides crime scene investigation, property processing & inventory, and vehicle reclamation.	
Receive & dispatch calls for public safety & service to community	Provides public safety dispatch to emergency & non-emergency calls for service. Also provides city dispatch for service calls to the community.	
Proactive traffic enforcement & major crash investigation	Provides accident investigation, traffic & red light camera enforcement.	
Animal control services	Provides animal control services to the community.	

**Services Review
Police Department**

Service Category	Definition	Significant Changes Implemented
Maintenance of police reports & FOIA requests	Provides records retention & management and all FOIA requests.	ACTIONS TAKEN FOR FY11 BUDGET: Reduction of Records Section hours ACTIONS TAKEN FOR FY12 BUDGET: Reduction of public hours of access to police records section for police reports and FOIA requests, and entry of data into IT systems will be reduced by 10%
Management & operations of PD technology & infrastructure	Provides technical services for all department infrastructure initiatives.	
Pension Property Tax		

Actual FY10	FY10 Revenue
\$ 34,430,895	Special Revenue Funding \$ 3,592,804
	General Revenue Funding \$ 30,838,091
	\$ 34,430,895

FY11 Budget	FY11 Revenue
\$ 35,927,575	Special Revenue Funding \$ 3,477,744
	General Revenue Funding \$ 32,449,831
	\$ 35,927,575

FY12 Budget	FY12 Revenue
\$ 35,224,992	Special Revenue Funding \$ 3,698,250
	General Revenue Funding \$ 31,526,742
	\$ 35,224,992

POLICE BUDGET FY11-12							
Prevent crime & arrest violators	13,422,118			13,245,133		13,629,744	
Regular Pay + Benefits			10,798,147			11,387,188	
Overtime Pay + Benefits			744,299			592,355	
Workers Compensation			506,642			506,642	
Vehicle Replacement + M&O			902,340			860,703	
Auto & General Liability			243,134			243,134	
Miscellaneous			50,571			39,723	
Pension Property Tax	3,686,398			4,686,627		4,334,585	
Pension Property Tax			4,686,627			4,334,585	
Receive & dispatch calls for public safety & service to community	2,901,110			3,198,618		3,003,744	
Regular Pay + Benefits			3,081,936			3,097,284	
Overtime Pay + Benefits			184,161			93,483	
JULIE & weather service charges			40,230			40,230	
Miscellaneous professional services			6,920			6,920	
Radio, E911 phone, Zetron maintenance			266,223			159,626	
City-wide pager rental			25,746			32,171	
Dues, training			15,292			15,292	
E911 PSAP circuits, LEADS line			185,855			185,855	
Supplies			56,382			45,767	
IT replacement charges			42,881			44,124	
Chargebacks from Electric & Water			(717,008)			(717,008)	
Investigation of juvenile & school-based incidents	2,509,487	False alarms 73,831		2,516,760	False alarms 60,000	2,332,783	False alarms 60,000
Regular Pay + Benefits		School district 364,052		2,305,002	School district 360,000	2,177,679	School district 360,000
Overtime Pay + Benefits		Tobacco grant 6,488		198,524	Tobacco grant 10,000	141,870	Tobacco grant 7,000
Miscellaneous				13,234		13,234	
Investigation of major case/general assignment	2,512,395			2,506,869		2,277,030	
Regular Pay + Benefits			2,280,971			2,023,201	
Overtime Pay + Benefits			200,391			221,902	
Miscellaneous			25,507			31,927	
Proactive traffic enforcement & major crash investigation	1,744,065	Red light camera 1,099,405		1,883,508	Red light camera 1,000,000	1,986,248	Red light camera 1,000,000
Regular Pay + Benefits		Traffic fines 1,852,158		1,291,956	Traffic fines 1,500,000	1,408,148	Traffic fines 1,500,000
Overtime Pay + Benefits		Accident reports 17,396		217,391	Accident reports 20,000	203,939	Accident reports 15,000
Light Enforcement Camera Maintenance				360,000		360,000	
Miscellaneous				14,161		14,161	
Proactive narcotic investigations	1,894,285			1,917,446		1,821,183	
Regular Pay + Benefits			1,669,034			1,669,680	
Overtime Pay + Benefits			223,391			141,809	
Miscellaneous			25,020			9,695	
Police academy	1,658,221	Police academy 3,878		1,677,448	Police academy 11,700	1,581,412	
Regular Pay + Benefits			1,234,664			1,201,639	
Medicals & inoculations			37,500			37,500	
Vehicle range maintenance, supplies & ammo			79,200			79,200	
Books & subscriptions			25,622			25,622	
Travel expenses & state-mandated training			72,674			62,674	
Travel reimbursement			13,000			14,805	
Postage & delivery			19,380			19,380	
Uniforms, vests, equipment & footwear			159,851			111,235	
Department office supplies & toner			62,423			62,423	
Miscellaneous			36,423			30,223	
Contingency			(63,289)			(63,289)	
Management of police reports & FOIA requests	971,374			1,019,296		995,672	
Regular Pay + Benefits			915,946			926,144	
Overtime Pay + Benefits			35,000			1,178	
Miscellaneous			29,350			29,350	
Computerized parking ticket bank charges			10,000			10,000	
Printing ticket envelopes & forms			29,000			29,000	
Equipment & operations of PD technology & infrastructure	984,828			995,921		986,750	
Regular Pay + Benefits			438,054			418,308	
Replacement charges			508,223			518,798	
Maintenance of fingerprint machines			11,000			11,000	
Replacement batteries, stock supplies			14,600			14,600	
Miscellaneous			24,044			24,044	

Actual FY10	FY10 Revenue	
\$ 34,430,895	Special Revenue Funding	\$ 3,592,804
	General Revenue Funding	\$ 30,838,091
		\$ 34,430,895

FY11 Budget	FY11 Revenue	
\$ 35,927,575	Special Revenue Funding	\$ 3,477,744
	General Revenue Funding	\$ 32,449,831
		\$ 35,927,575

FY12 Budget		
\$ 35,224,992	Special Revenue Funding	\$ 3,698,250
	General Revenue Funding	\$ 31,526,742
		\$ 35,224,992

POLICE BUDGET FY11-12			
Parking enforcement & community service	656,665	Parking fines	151,870
Regular Pay + Benefits		Fingerprinting	15,202
Crossing guard program			
Towing - abandoned/impound/evidence			
Miscellaneous			
Evidence integrity & processing	733,798	Photo lab	375
Regular Pay + Benefits			
Digital darkroom, BEAST maintenance			
Evidence lab, property room supplies			
Miscellaneous			
Detain & process prisoners	399,591		
Regular Pay + Benefits			
Detention center supplies			
Animal control services	356,560	Animal fines	8,149
Regular Pay + Benefits			
Animal control supplies			
Special Events and Billable Overtime		Billable events	
SECA & billable events		ILEAS	
Contingency			
Other billable & WMD			
General Revenue Funding		Property Tax	7,919,106
		Sales Tax	7,919,106
		Other General Revenue Sources	14,999,879

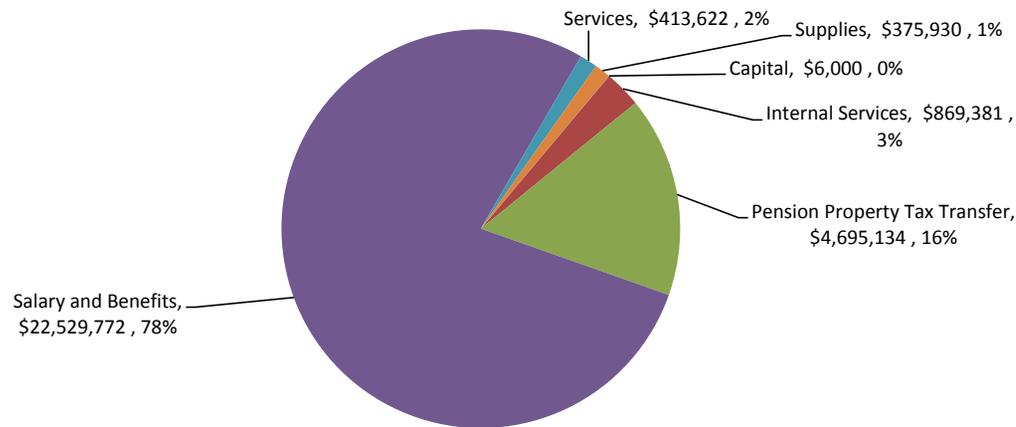
	740,135	Crossing guards	85,000
651,261		Parking fines	175,000
92,800		Fingerprinting	29,044
10,000		Tow Fees	120,000
(13,926)			
	760,124	Photo lab	1,000
702,949			
8,850			
42,000			
6,325			
	409,137	Booking fees	100,000
394,062			
15,075			
	370,553	Animal fines	6,000
359,553			
11,000			
256,962			
(256,962)			
		Property Tax	8,263,342
		Sales Tax	8,263,342
		Other General Revenue Sources	15,923,146

	755,342	Crossing guards	85,000
651,342		Parking fines	175,000
92,800		Fingerprinting	30,000
10,000		Tow Fees	360,000
1,200			
	749,348	Photo lab	250
696,173			
8,850			
42,000			
2,325			
	409,073	Booking fees	100,000
393,998			
15,075			
	362,078	Animal fines	6,000
351,078			
11,000			
225,825			
(225,825)			
		Property Tax	8,101,748
		Sales Tax	8,101,748
		Other General Revenue Sources	15,323,246

Fire Department Safety Statistics

NFD	2009 Year End Actual	2009 3rd Quarter YTD	2010 3rd Quarter YTD	2010 Year End Goal	2010 Stretch Goal
Total Injuries	27	7	11	18	14
# of Lost Time Days	63	55	144	63	57
Preventable Collisions	3	2	7	4	3
Costs Paid - Current Yr Injuries	\$629,864	\$18,383	\$49,301		
Costs Paid - Collisions	\$1,900	\$1,438	\$5,797		

Expenditure by Element



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BUDGET CHANGES

0-11 Budget	\$ 28,831,635
1-12 Budget	\$ 28,889,839
Total increase	\$ 58,204

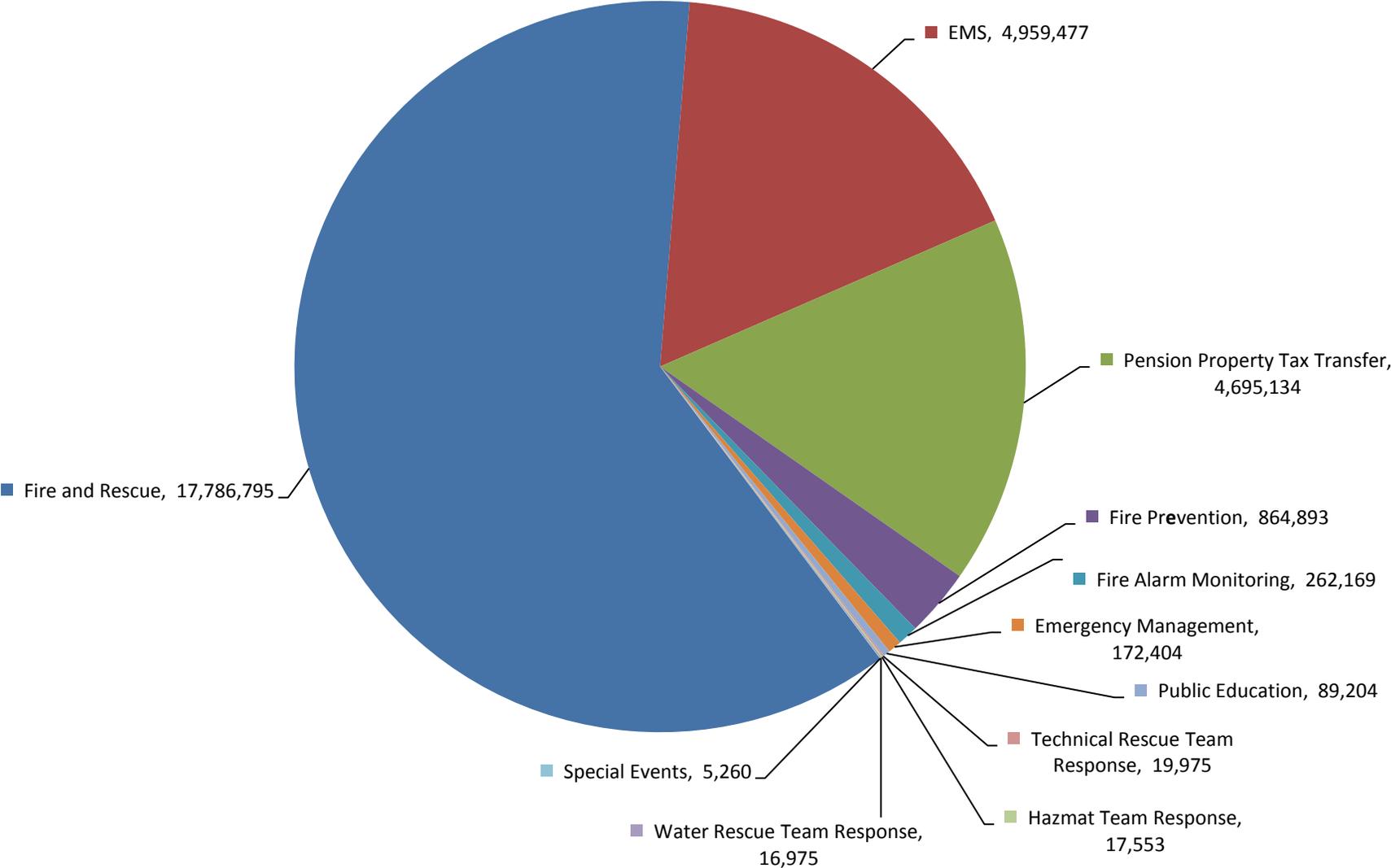
INCREASE/DECREASE ELEMENTS

	\$ 250,000
Operating Supplies	\$ 21,042
Reduction	\$ (133,034)
Vehicle Services	\$ (54,804)
Alarm Monitoring Program	\$ (25,000)

	Actual	Actual	Actual	Adopted Budget	Proposed Budget
NFD FTE's	FY08	FY09	FY10	FY11	FY12
Administration	5.00	5.00	5.00	5.00	4.00
Operations	199.00	197.00	193.00	193.00	192.00
Support Services	9.00	6.00	9.00	9.00	10.00
TOTALS	213.00	208.00	207.00	207.00	206.00

Fire Department BUDGET FY11-12

\$28,889,839



FIRE PROGRAM BUDGET FY11-12	
Fire and Rescue	17,786,795
EMS	4,959,477
Pension Property Tax Transfer	4,695,134
Fire Prevention	864,893
Fire Alarm Monitoring	262,169
Emergency Management	172,404
Public Education	89,204
Technical Rescue Team Response	19,975
Hazmat Team Response	17,553
Water Rescue Team Response	16,975
Special Events	5,260
TOTAL	\$ 28,889,839

**Services Review
Naperville Fire Department**

Service Category	Definition	Significant Changes Implemented
Fire and Rescue	Providing the capability and resources for an all hazards response which includes fire suppression and investigation, entrapment, advanced life support emergency medical services, hazardous materials, technical rescue such as structural collapse, heavy vehicle and machinery rescue, high angle, confined space, special rescue such as dive team and swift water response. 3524 incidents or 33% of fiscal year 2010 call volume	ACTIONS TAKEN FOR FY11 BUDGET: Merged administrative services in the department to work more closely with the Finance Department in the absence of an Assistant to the Chief position
EMS	Providing emergency medical services and transport care at the advanced life support level including advanced cardiac monitoring, defibrillation and support, respiratory and intubation care, i.v. and drug therapy, trauma related services, surgical procedures and emergency medical communications with area hospitals and trauma centers. 7156 incidents or 67% of fiscal year 2010 call volume	ACTIONS TAKEN FOR FY11 BUDGET: Reduced ambulances on certain days where overtime would have been required without reducing services. ACTIONS TO BE TAKEN FOR FY12 BUDGET: Remove Heavy Rescue Squad and replace with ambulance thus reducing FTE's by three and increasing the available daily ambulances.
Fire Prevention	Providing fire inspections and ensuring code compliance for over 6000 commercial and multi-family occupancies. The fire prevention bureau is also responsible for plan review, fire system acceptance testing, approval of fire alarm and fire suppression systems, follow ups on public inquiries, out of service fire systems, life safety inspections, and a variety of other customer and citizen requests. The fire prevention bureau also assists the public education division with the annual Fire Watch program which includes over 100 separate safety inspections annually. Over 6000 commercial and Multi-Family inspectional properties	

**Services Review
Naperville Fire Department**

Service Category	Definition	Significant Changes Implemented
Fire Alarm Monitoring	Provide for the coordination, marketing and administration of the City of Naperville’s Fire Alarm Monitoring Program. A public-private partnership that offers subscribers wireless radios that transmit signals directly into the Naperville 911 Dispatch Center which is UL listed and meets all National Fire Protection Association (NFPA) guidelines. The program consists of a customer base of 1400 fire alarm subscribers resulting in approximately \$571,000 in net revenue to the city annually.	
Emergency Management	Provide for planning, design, implementation and communication of the emergency management program for city-wide preparedness and response to natural or man-made emergencies including terrorism. Also responsible for the coordination and training of the city’s emergency volunteer corps and the coordination of various internal and external resources to integrate and prioritize efforts necessary to respond appropriately to the nature and magnitude of the emergency.	
Public Education	Provide for the design, implementation, coordination and delivery of educational programs related to fire prevention, fire safety education, burn awareness and injury prevention. The service is designed to identify and target the most at risk populations within the community and provide education and support that helps to minimize emergency incidents from occurring. Among the programs offered are the Senior Home Inspection Program, Learn not to Burn (3 rd grade) First Aid (7 th grade). Programs associated with the service have reached 19,000 children per school year and approximately 300 senior citizens annually. In 2009, 526 programs were completed accounting for 29,610 educational contacts.	

**Services Review
Naperville Fire Department**

Service Category	Definition	Significant Changes Implemented
Special Events	Each year, the city of Naperville hosts a number of special events and festivals. Most events are organized and sponsored by community groups.	
Technical Rescue Team Response	Provide specific team response as a part of a local and Mutual Aid Box Alarm System (MABAS) Division 16 response for specific incidents involving entrapments in heavy vehicles and machinery, response to high angle, trench, structural collapse and confined safety incidents where an exclusive response with specialized training and equipment is required.	
Hazmat Team Response	Provide specific team response to assist the fire department with incidents involving releases or potential releases of hazardous materials and/or substances or gases that escalate beyond the capabilities of first responders and that may involve materials such as carbon monoxide, natural gas, gasoline diesel fuel or propane. The hazardous materials team consists of 30 technician trained members spread across three shifts. The department also responds to daily routine hazardous materials incidents and provides support for the Household Hazardous Waste Collection site.	
Water Rescue Team Response	Provide specific team response as a part of a local and Mutual Aid Box Alarm System (MABAS) Division 16 response for specific water related incidents where specially trained personnel and equipment is required for the purpose of rescue and recovery for drowning victims or those victims trapped in or underneath water or ice.	

FY10 Actual		FY10 Revenue Actual	
\$	27,243,692	Special Revenue Funding	\$ 3,760,640
		General Revenue Funding	\$ 23,483,052
			\$ 27,243,692

FY10-11 Budget		FY10-11 Revenue	
\$	28,831,635	Special Revenue Funding	\$ 4,435,557
		General Revenue Funding	\$ 24,396,078
			\$ 28,831,635

FY11-12 Budget		FY11-12 Revenue	
\$	28,889,839	Special Revenue Funding	\$ 4,347,732
		General Revenue Funding	\$ 24,542,108
			\$ 28,889,839

FIRE PROGRAM BUDGET FY11-12			
Fire and Rescue	16,898,146	Billable Fire Services	31,992
Regular Pay + Benefits - Administration	21,693	ITTF OT Reimbursement	21,693
		Mabas Reimbursement	29,309
		Grants	19,903
Mandatory Overtime - Administration	954,175	NFPD-Contract	954,175
Regular Pay + Benefits - Operations			
Mandatory Overtime - Operations			
Overtime - Operations			
Support Services-Background			
Medical Exams			
Other Professional Services			
Repair and Maintenance of Buildings			
Repair and Maintenance of Machines			
Rental Equipment			
Dues and Subscriptions			
Conferences and Training			
State Mandated Training			
Copying			
Postage and Delivery			
Operating Supplies			
Landscaping Supplies			
Printed Material			
General Office Supplies			
Automotive Equipment			
IT Replacement Cost			
Vehicle Replacement			
Vehicle Services O&M			
Auto Liability			
General Liability			
Contingency - Department			
	5,312,520	Ambulance Fees	2,002,094
Regular Pay + Benefits - EMS Delivery		PBS Service Fee	(118,892)
Regular Pay + Benefits - EMS Bureau Chief		Ambulance Report	3,581
Regular Pay + Benefit - EMS Support Staff			
Ambulance O&M			
Ambulance Replacement			
Vehicle O&M			
Vehicle Replacement			
Vehicle O&M			
Vehicle Replacement			
Supplies			
Property Tax Transfer	3,581,283		
Residential Property Tax Transfer			
	858,176	Permit Fees	63,975
Convention			
Regular Pay + Benefits			
Mandatory Overtime			
Overtime Pay			
Operating Supplies			
Printing			
Printed Materials - Code Books			
	247,231	Fire Alarm Monitoring	714,779
Alarm Monitoring		False Alarms	1,300
Regular Pay + Benefits			
Alarm Maintenance			
	163,462		
Equipment Management			
Regular Pay + Benefits			
Repair and Maintenance of Equipment			
Supplies			
Printing			
Communications Equipment			
Signage			
Electricity for Emergency Sirens			
Operating Supplies			
	84,455		
Education			
Regular Pay + Benefits			
Overtime Pay			
Operating Supplies			
Printing and Binding			

	17,680,793	Billable Fire Services	19,513
1,874,647		ITTF OT Reimbursement	101,005
		Grants	10,000
3,343		NFPD-Contract	964,750
14,152,529			
496,238			
302,514			
500			
38,147			
1,200			
2,500			
51,150			
5,500			
3,712			
34,400			
7,000			
1,000			
2,600			
156,473			
500			
1,300			
12,000			
6,000			
169,818			
-			
319,535			
38,201			
40,010			
(40,024)			
	5,200,478	Ambulance Fees	2,610,000
4,573,144		PBS Service Fee	(100,000)
130,143		Ambulance Report	2,500
67,391			
114,360			
122,102			
-			
110,981			
-			
82,357			
	4,551,108		
4,551,108			
	776,169	Permit Fees	69,500
767,466			
-			
3,203			
1,800			
2,400			
1,300			
	287,169	Fire Alarm Monitoring	725,000
37,169		False Alarms	5,500
250,000			
	187,404		
119,894			
17,970			
300			
7,000			
2,300			
140			
3,300			
36,500			
	89,204		
66,054			
7,500			
14,900			
750			

	17,786,795	Billable Fire Services	19,808
1,728,937			
		Grants	10,000
3,343		NFPD-Contract	964,750
14,072,504			
494,388			
593,314			
500			
38,147			
1,200			
-			
53,650			
5,500			
4,712			
27,600			
7,000			
1,000			
2,600			
234,273			
500			
1,300			
12,000			
6,000			
175,735			
19,675			
264,731			
38,201			
40,010			
(40,024)			
	4,959,477	Ambulance Fees	2,610,000
4,273,118		PBS Service Fee	(100,000)
130,143		Ambulance Report	2,500
67,391			
114,360			
19,675			
122,102			
19,675			
110,981			
19,675			
82,357			
	4,695,134		
4,695,134			
	864,893	Permit Fees	69,500
852,279			
3,911			
3,203			
1,800			
2,400			
1,300			
	262,169	Fire Alarm Monitoring	725,000
37,169		False Alarms	5,500
225,000			
	172,404		
119,894			
17,970			
300			
7,000			
2,300			
140			
3,300			
21,500			
	89,204		
66,054			
7,500			
14,900			
750			

FY10 Actual		FY10 Revenue Actual	
\$	27,243,692	Special Revenue Funding	\$ 3,760,640
		General Revenue Funding	\$ 23,483,052
			\$ 27,243,692

FY10-11 Budget		FY10-11 Revenue	
\$	28,831,635	Special Revenue Funding	\$ 4,435,557
		General Revenue Funding	\$ 24,396,078
			\$ 28,831,635

FY11-12 Budget		FY11-12 Revenue	
\$	28,889,839	Special Revenue Funding	\$ 4,347,732
		General Revenue Funding	\$ 24,542,108
			\$ 28,889,839

FIRE PROGRAM BUDGET FY11-12			
Technical Rescue Team Response	24,519		
Overtime Pay			
Repair and Maintenance of Machines			
Hazmat Team Response	21,795	Billable Services	3,698
Overtime Pay			
Medical Exams			
Operating Supplies			
Water Rescue Team Response	19,071		
Overtime Pay			
Repair and Maintenance of Machines			
Special Events	33,034	SECA Reimbursement	27,306
Special Events Staffing		Billable Events	5,729
Contingency - Special Events			
General Revenue Funding		Property Tax	6,266,049
		Sales Tax	6,266,049
		Other General Revenue Sources	10,950,954

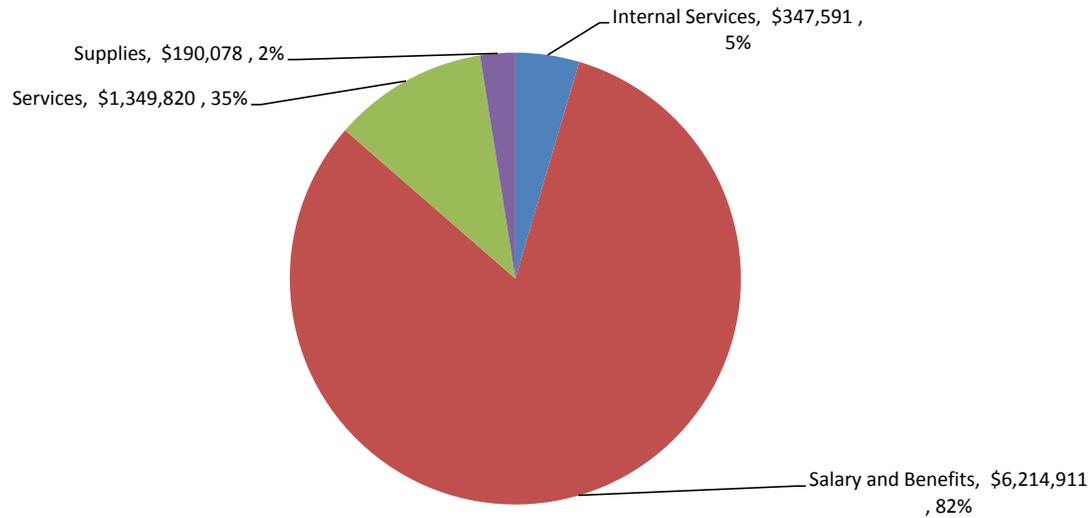
	19,975		
	13,975		
	6,000		
	17,553		
	8,000		
	6,853		
	2,700		
	16,975		
	13,975		
	3,000		
	4,807	SECA Reimbursement	22,982
	27,789	Billable Events	4,807
	(22,982)		
		Property Tax	6,631,276
		Sales Tax	6,631,276
		Other General Revenue Sources	11,123,526

	19,975		
	13,975		
	6,000		
	17,553		
	8,000		
	6,853		
	2,700		
	16,975		
	13,975		
	3,000		
	5,260	SECA Reimbursement	35,414
	40,674	Billable Events	5,260
	(35,414)		
		Property Tax	6,644,663
		Sales Tax	6,644,663
		Other General Revenue Sources	11,252,782

TED Safety Statistics

TED	2009 Year End Actual	2009 3rd Quarter YTD	2010 3rd Quarter YTD	2010 Year End Goal	2010 Stretch Goal
Total Injuries	0	0	0	0	0
# of Lost Time Days	0	0	0	0	0
Preventable Collisions	1	1	0	0	0
Costs Paid - Current Yr Injuries	\$178,467	\$0	\$0		
Costs Paid - Collisions	\$0	\$0	\$0		

Expenditure by Element



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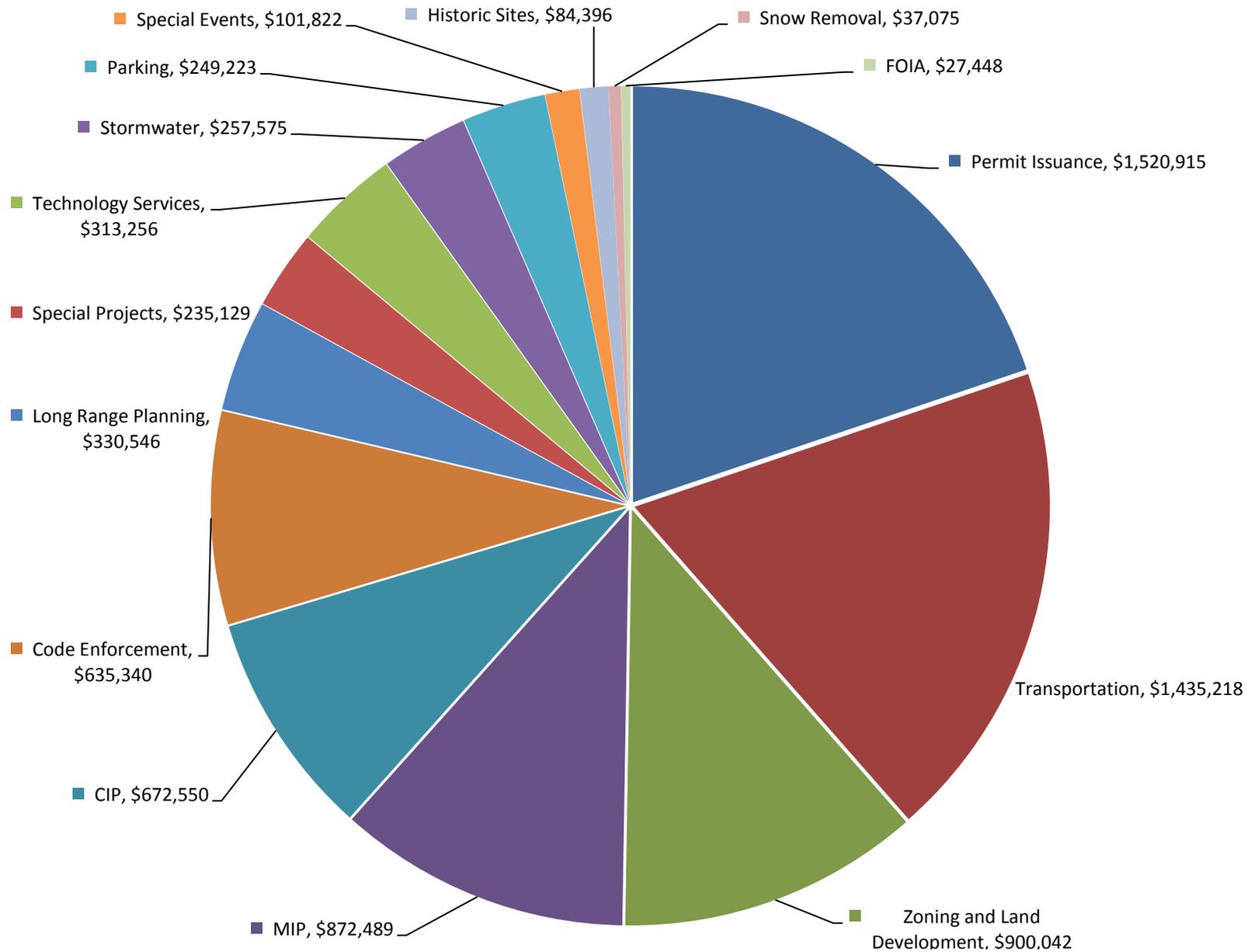
BUDGET CHANGES	
0-11 Budget	\$ 7,923,602
1-12 Budget	\$ 7,595,552
Total decrease	\$ (328,050)

INCREASE/DECREASE ELEMENTS	
Vehicle services chargeback	\$ (17,000)
Planning studies	\$ (10,000)
Salary and benefit changes including FTE elimination	\$ (311,472)
Other minor increases	\$ 10,422

	Actual FY08	Actual FY09	Actual FY10	Adopted Budget FY11	Proposed Budget FY12
TED	95.61	82.66	71.97	71.97	70.03
Support Services Team	33.37	27.75	23.25	23.25	21.75
Development Services Team	33.87	29.87	27.98	27.98	26.89
Planning Services Team	9.25	7.27	6.06	6.06	6.04
Engineering and Transportation	19.12	17.77	14.68	14.68	15.35

TED Program Budget FY11 - 12

\$7,595,552



TED PROGRAM BUDGET FY11-12	
Permit Issuance	1,489,678
Transportation	1,404,074
Zoning and Land Development	908,435
Maintenance Improvement Program	852,966
Capital Improvements Program	660,774
Code Enforcement	653,070
Long Range Planning	330,391
Technology Services	313,101
Stormwater	252,771
Parking	244,420
Special Projects	235,129
Special Events	101,822
Historic Sites	84,396
FOIA	40,172
Snow Removal	24,352
TOTAL	\$ 7,595,551

**Services Review
Transportation, Engineering, and Development Department**

Service Category	Definition	Significant Changes Implemented
Permit Issuance	Includes the cost of staff, vehicles, equipment and material necessary to review, issue and inspect all residential and commercial building construction permits as well as all sign permits. The tenant build out process and Public Utilities Electric Department assistance are also included in permit issuance. Permit activity in FY11 is flat in comparison to FY10. Also provides other key services regulated by the building code that may not include a permit including emergency call-outs.	<p>ACTIONS TAKEN FOR FY11 BUDGET: Eliminated a Plan Reviewer, an Inspector and corresponding vehicle, and two Customer Service Assistants during the FY11 budget process. With the elimination of the Inspector position, inspections within 48 hours could not be guaranteed during certain times of the year and the city's "on the spot" permitting was reduced by 50%. The elimination of the two Customer Service Assistants caused for the permit counter to be closed one hour per day to accommodate required lunch periods.</p> <p>ACTIONS TO BE TAKEN FOR FY12 BUDGET: Eliminated another plan reviewer through attrition, thus helping with the FY12 budget. In order to continue to meet customer demand at the same level of service, residential Plan Review Services are now split among two Building Inspectors, a Planner, and Project Manager.</p>
Transportation	Includes the cost of staff and materials necessary to manage bicycle planning and implementation, support BPAC and TAB, assist the red light running program, manage the city's traffic signal system, respond to service requests for neighborhood traffic and parking issues, and coordinate with schools on traffic issues. Also included is transit services, coordination with Pace and Metra for the implementation and modification of new service and park-n-rides and managing the City's role in regional transit services including Ride DuPage and regional bus routes. Also included is completing and implementing transportation studies including the South Downtown Study and Bus Feasibility study.	<p>ACTIONS TAKEN FOR FY11 BUDGET: Downgraded Transportation and Traffic Service Operations Manager to a Project Manager.</p> <p>ACTIONS TO BE TAKEN FOR FY12 BUDGET: Elimination of Transportation Planner position. Reduced frequency of BPAC meetings from monthly to bi-monthly. Cease identification and establishment of new park-n-ride facilities.</p>
Zoning and Land Development	Includes the cost of staff and material necessary to review and process necessary approvals related to the development of land, including annexation, rezoning, subdivision, PUD approvals and corresponding changes, conditional uses and corresponding changes, variances, and engineering approval. Processing time includes concept meetings (pre-submittal), routing and review of all required plans (engineering, site plan, landscape plans, elevations, photometrics, and plats), issuance of required public notice, memo and ordinance preparation, commission staffing and preparation (meeting attendance, minutes, packet distribution, coordination with commission members), document recording, coordination with the developer and other interested members of the public (including planner-on-duty and internal/external staff meetings), and monitoring of site work (utilities, stormwater, public improvements, letters of credit, etc.) up to building permit issuance. Annually, the City processes about 450 plan submittal pertaining to land development cases in Naperville.	<p>ACTIONS TAKEN FOR FY11 BUDGET: During the FY11 budget process an FTE was eliminated from the Planning Services Team and re-allocated to the Engineering Services Team as a Project Manager in order to off-set impacts resulting from the elimination of 2 Engineers. In addition, the Planning Services Team Operations Manager was downgraded to a Community Planner to account for the position that was moved to assist Engineering Services. A Customer Service Assistant position was eliminated and administrative support resource sharing with the CMO to assist with the Plan Commission began. As a result of the elimination of the Legal Secretary in FY11, Planning staff write the ordinances for all development cases, text amendments and ZBA/Plan Commission cases.</p>
Maintenance Improvement Program (MIP)	Includes the cost of staff, vehicles, equipment, and material necessary to evaluate the condition of the city pavement system and implement the annual \$11.6 million street maintenance program. Maintenance of the city's street network is the highest priority in TED's capital improvement program. Approximately 25 miles of streets are annually resurfaced and another 100 miles receive patching, crackfilling, sealing, or other repairs.	
Capital Improvement Program (CIP)	Includes the cost of staff, vehicles, equipment, and material necessary to plan, design, and construct the city roadway and bridge project work included in the CIP. Example projects include the recently completed 75 th & Washington, 111 th Street widening, and the Jefferson Bridge Reconstruction. Future projects include North Aurora Road underpass and road widening, Route 59 widening, and the extension of 95 th Street over the DuPage River. This work provides the key coordination and planning activities conducted with state, county, and adjacent cities including the work to obtain outside funding for projects.	<p>ACTIONS TAKEN FOR FY11 BUDGET: Elimination of two Project Engineers from the Engineering Team during the FY11 budget process resulted in the elimination or deferral of CIP projects including the Washington Street bikeway. (Other engineering work was absorbed by a Project Manger assigned to the Engineering Team).</p>
Code Enforcement	Includes the cost of staff, vehicles, equipment and material necessary to manage all property maintenance, zoning, and engineering code violations. Responds to over 4,000 complaints annually. Also provides code enforcement for other departments within the city, including the Fire Department and the Department of Public Utilities Electric. Code enforcement and the inspection team pull approximately 6,000 illegal temporary signs annually.	

**Services Review
Transportation, Engineering, and Development Department**

Service Category	Definition	Significant Changes Implemented
Long Range Planning	Includes the cost of staff and material necessary to conduct special studies and amend portions of the Naperville Municipal Code, as deemed necessary as a result of new planning concerns, policy changes, or changing trends. Work related to long-range planning includes consultant selection and management (where necessary), extensive public outreach (webpage, e-news, press releases, neighborhood meetings, misc. public information, stakeholder interviews), public meetings (special meetings leading up to board and commission hearings), document preparation (study document, memos, ordinances, City Council updates, etc), and presentation at board and commission meetings (PC, DAC, FHAC, ACD, HPC, etc).	ACTIONS TAKEN FOR FY11 BUDGET: During the FY11 budget process an FTE was eliminated from the Planning Services Team and re-allocated to the Engineering Services Team as a Project Manager in order to off-set impacts resulting from the elimination of 2 Engineers. In addition, the Planning Services Team Operations Manager was downgraded to Community Planner to account for the position that was moved to assist Engineering Services.
Special Projects	Includes the cost of staff, vehicles, equipment and material necessary to implement and manage various projects with a defined start and completion date. Some examples include the following: Home Energy Savings Program (HESP); Greener Business Program; Downtown Refuse.	
Technology Services	Includes the cost of staff and equipment to maintain existing TED technology systems that support all TED services. The technology systems include the software, hardware, and contracts that aid in permit issuance, traffic management, capital and maintenance improvement projects, and long range planning. Technology services is also responsible for the research, development and implementation of new technology initiatives, such as Electronic Document Management, (citywide records management system) Sidewalk program management, GovQA applications (city's service request system).	
Stormwater	Includes the cost of staff, vehicles, equipment, and material necessary to administer the city and DuPage County stormwater ordinances and perform the planning, engineering, construction of stormwater management projects included in the CIP. Also included is the work of responding to drainage and grading service calls that are addressed by the multi-departmental team established by TED and DPW, and providing support during flood emergency management events.	ACTIONS TAKEN FOR FY11 BUDGET: Engineering position eliminations have reduced City presence at regional stormwater committee meetings, both DuPage and Will County. New processes were put in place in TED and DPW to more efficiently manage local stormwater requests.
Parking	Includes the cost of staff, vehicles and equipment to manage both commuter and downtown parking. For downtown parking, efforts include the downtown parking management study, Continuous Improvement Model, valet and specific parking requests, and planning and analyzing future parking needs. Also included is coordination with DAC, DNA, and property owners. Commuter parking efforts include recommendations for issuance of permits, managing daily fee parking, bicycle parking, and identifying improvements and modifications to current parking. Also included is public outreach to commuters through the Commuter Connection newsletter and coordination with Metra.	ACTIONS TO BE TAKEN FOR FY12 BUDGET: The Continuous Improvement Model for Downtown Parking will be done bi-annually (instead of annually).
Special Events	Includes the cost of staff, vehicles, and equipment time to manage approximately 25 large events and 10 small events annually. These events include such things as Ribfest, Last Fling, 4th of July, etc., and involves project coordination, permit issuance, traffic control, shuttle bus services, and inspection services.	ACTIONS TAKEN FOR FY12 BUDGET: Special events management has been moved to the City Clerk's office. TED's role is limited to inspection services and technical support (maps, etc.).
Historic Sites	Includes the cost of staff and materials necessary to administer Section 6-11 (Historic Preservation) of the Naperville Municipal Code, as well as special projects resulting from the Unified Recommendation for Historic Preservation. Administration of Section 6-11 includes code interpretations, review and issuance of Certificates of Approval, including the newly created administrative review through the Fast Track Approval Process, staffing of the HPC (memo preparation, meeting attendance, packet distribution, required notice), inspection of improvements for compliance with approvals issued, and dedicated code enforcement outreach to this neighborhood. Work related to the Unified Recommendation includes amendments to Section 6-11, creation and administration of a design book for district residents, significant neighborhood outreach efforts (continued meetings with the Unified Recommendation committee, special neighborhood meetings, direct mailers, web updates, e-news updates, etc.), and training efforts (commission and district residents).	ACTIONS TAKEN IN FY11 BUDGET: The Planning Team eliminated another Planner resulting in the following: reduced HPC scope resulting in bi-monthly meetings and elimination of special projects recommended by the Unified Recommendation for Historic Preservation (commission and neighborhood training and outreach efforts).
Snow Removal	Includes the cost of staff, vehicles, and equipment to assist the Public Works Department with their annual snow removal program.	
FOIA	Includes the cost of staff to assist in responding to the 300 plus annual Freedom of Information Requests in accordance with State law.	

FY10 Actual		FY10 Revenue Actual	
\$	8,413,013	Special Revenue Funding	\$ 2,474,950
		General Revenue Funding	\$ 5,938,063
			\$ 8,413,013

FY10-11 Budget			
\$	7,923,602	Special Revenue Funding	\$2,239,796
		General Revenue Funding	\$5,683,806
			\$7,923,602

FY11-12 Budget			
\$	7,595,551	Special Revenue Funding	\$ 2,323,002
		General Revenue Funding	\$ 5,272,549
			\$7,595,551

TED PROGRAM BUDGET FY11-12			
Permit Issuance	1,707,280	Permit Fees	1,171,323
Regular Pay + Benefits		Truck Permits	84,357
Overtime Pay		DPUE/W Chargebacks	358,800
Temporary Pay			
Technical Support Services			
Educational Materials			
Training			
Copy & Binding			
Supplies			
Technology			
IT Replacement Cost			
Vehicle Expense			
Liability			
Transportation	1,340,713		
Regular Pay + Benefits			
Overtime Pay			
Temporary Pay			
Technical Support Services			
Repairs & Maintenance			
Educational Materials			
Training			
Copy & Binding			
Postage			
Supplies			
Electricity			
Technology			
IT Replacement Cost			
Vehicle Expense			
Liability			
Zoning and Land Development	1,059,485	Filing Fees	34,175
Regular Pay + Benefits			
Overtime Pay			
Professional Support Services			
Engineering Services			
Educational Materials			
Training			
Copy & Binding			
Supplies			
Technology			
IT Replacement Cost			
Liability			
Maintenance Improvement Program	966,767	Road and Bridge	647,692
Regular Pay + Benefits			
Overtime Pay			
Temporary Pay			
Engineering Services			
Educational Materials			
Training			
Mileage Reimbursement			
Copy & Binding			
Postage			
Supplies			
Technology			
IT Replacement Cost			
Vehicle Expense			
Liability			
Capital Improvements Program	753,178		
Regular Pay + Benefits			
Overtime Pay			
Professional Support Services			
Engineering Services			
Educational Materials			
Training			
Advertising			
Copy & Binding			
Postage			
Supplies			
Technology			

	1,534,203	Permit Fees	987,385
1,361,861		Truck Permits	100,000
15,600		DPUE/W Chargebacks	104,116
16,000			
57,210			
2,025			
9,890			
3,636			
15,065			
1,214			
11,642			
31,418			
8,642			
	1,447,864		
641,330			
6,450			
30,440			
290,248			
309,800			
2,707			
5,500			
3,636			
1,417			
4,074			
118,000			
1,214			
11,642			
12,763			
8,642			
	881,511	Filing Fees	47,000
824,394			
1,600			
5,000			
25,000			
1,267			
2,000			
2,236			
1,326			
1,214			
11,642			
5,832			
	869,513	Road and Bridge	647,692
753,880			
24,900			
20,000			
5,000			
960			
4,500			
7,000			
1,136			
8,500			
5,448			
1,214			
11,642			
16,691			
8,642			
	683,132		
595,770			
7,350			
4,000			
10,000			
1,845			
2,000			
10,000			
3,186			
1,417			
5,448			
1,214			

	1,489,678	Permit fee	1,005,885
1,322,952		Truck Permits	100,000
15,600		DPUE/W Chargebacks	303,822
16,000			
57,210			
2,025			
6,554			
3,291			
14,882			
1,329			
12,724			
28,469			
8,642			
	1,404,074		
587,386			
3,250			
33,600			
290,248			
318,400			
2,332			
3,450			
2,091			
1,167			
3,891			
124,000			
1,329			
12,724			
11,566			
8,642			
	908,435	Filing Fees	32,000
851,850			
1,100			
5,000			
25,000			
1,267			
1,000			
2,191			
1,143			
1,329			
12,724			
5,832			
	852,966	Road and Bridge	647,692
730,981			
24,900			
30,000			
5,000			
960			
3,450			
6,500			
1,091			
7,000			
5,265			
1,329			
12,724			
15,124			
8,642			
	660,774		
576,704			
6,650			
4,000			
10,000			
2,020			
1,450			
9,000			
3,141			
1,167			
5,265			
1,329			

FY10 Actual		FY10 Revenue Actual	
\$	8,413,013	Special Revenue Funding	\$ 2,474,950
		General Revenue Funding	\$ 5,938,063
			\$ 8,413,013

FY10-11 Budget			
\$	7,923,602	Special Revenue Funding	\$2,239,796
		General Revenue Funding	\$5,683,806
			\$7,923,602

FY11-12 Budget			
\$	7,595,551	Special Revenue Funding	\$2,323,002
		General Revenue Funding	\$5,272,549
			\$7,595,551

TED PROGRAM BUDGET FY11-12			
IT Replacement Cost			
Vehicle Expense			
Liability			
Code Enforcement	749,966		
Regular Pay + Benefits			
Overtime Pay			
Temporary Pay			
Technical Support Services			
Educational Materials			
Training			
Copy & Binding			
Postage			
Supplies			
Technology			
IT Replacement Cost			
Vehicle Expense			
Liability			
Long Range Planning	375,550		
Regular Pay + Benefits			
Temporary Pay			
Professional Support Services			
Educational Materials			
Training			
Copy & Binding			
Postage			
Supplies			
Technology			
IT Replacement Cost			
Liability			
Technology Services	355,000		
Regular Pay + Benefits			
Temporary Pay			
Professional Support Services			
Educational Materials			
Training			
Copy & Binding			
Supplies			
Technology			
IT Replacement Cost			
Liability			
Stormwater	283,960		
Regular Pay + Benefits			
Engineering Services			
Training			
Copy & Binding			
Supplies			
Technology			
IT Replacement Cost			
Liability			
Parking	280,216	Burlington Fund	135,153
Regular Pay + Benefits			
Overtime Pay			
Copy & Binding			
Supplies			
Technology			
IT Replacement Cost			
Liability			
Special Projects	271,153		
Regular Pay + Benefits			
Postage			
Supplies			

11,642			
20,618			
8,642			
	620,440		
546,184			
3,250			
14,000			
10,000			
550			
2,640			
136			
1,417			
4,074			
1,214			
11,642			
16,691			
8,642			
	374,950		
314,066			
6,000			
25,000			
1,267			
2,000			
1,186			
1,417			
5,326			
1,214			
11,642			
5,832			
	364,065		
313,315			
9,750			
10,000			
1,000			
9,850			
136			
1,326			
1,214			
11,642			
5,832			
	269,642		
227,681			
15,000			
4,000			
136			
1,326			
1,214			
11,642			
8,642			
	258,914	Burlington Fund	135,153
231,253			
4,700			
136			
1,326			
1,214			
11,642			
8,642			
	350,383	Grants	175,000
328,952			
1,417			
1,326			

12,724			
18,683			
8,642			
	653,070		
583,663			
3,250			
12,000			
8,000			
550			
2,640			
91			
1,167			
3,891			
1,329			
12,724			
15,124			
8,642			
	330,391		
285,790			
-			
15,000			
1,267			
1,000			
1,141			
1,167			
5,143			
1,329			
12,724			
5,832			
	313,101		
268,633			
9,700			
10,000			
1,200			
2,450			
91			
1,143			
1,329			
12,724			
5,832			
	252,771		
210,393			
15,000			
3,450			
91			
1,143			
1,329			
12,724			
8,642			
	244,420	Burlington Fund	135,153
217,292			
3,200			
91			
1,143			
1,329			
12,724			
8,642			
	235,129	Grants	55,000
212,935			
1,167			
1,143			

FY10 Actual		FY10 Revenue Actual	
\$	8,413,013	Special Revenue Funding	\$ 2,474,950
		General Revenue Funding	\$ 5,938,063
			\$ 8,413,013

FY10-11 Budget			
\$	7,923,602	Special Revenue Funding	\$2,239,796
		General Revenue Funding	\$5,683,806
			\$7,923,602

FY11-12 Budget			
\$	7,595,551	Special Revenue Funding	\$ 2,323,002
		General Revenue Funding	\$ 5,272,549
			\$ 7,595,551

TED PROGRAM BUDGET FY11-12			
Technology			
IT Replacement Cost			
Liability			
Special Events	111,086	<i>Billable</i>	17,000
Regular Pay + Benefits		SECA	26,450
Overtime Pay			
Educational Materials			
Copy & Binding			
Supplies			
Technology			
IT Replacement Cost			
Liability			
Historic Sites	91,474		
Regular Pay + Benefits			
Educational Materials			
Postage			
Supplies			
Technology			
IT Replacement Cost			
Liability			
FOIA	42,691		
Regular Pay + Benefits			
IT Replacement Cost			
Snow Removal	24,494		
Regular Pay + Benefits			
Supplies			
Technology			
IT Replacement Cost			
Liability			
General Revenue Funding		Property Tax	1,934,993
		Sales Tax	1,934,993
		Other General Revenue Sources	2,068,077

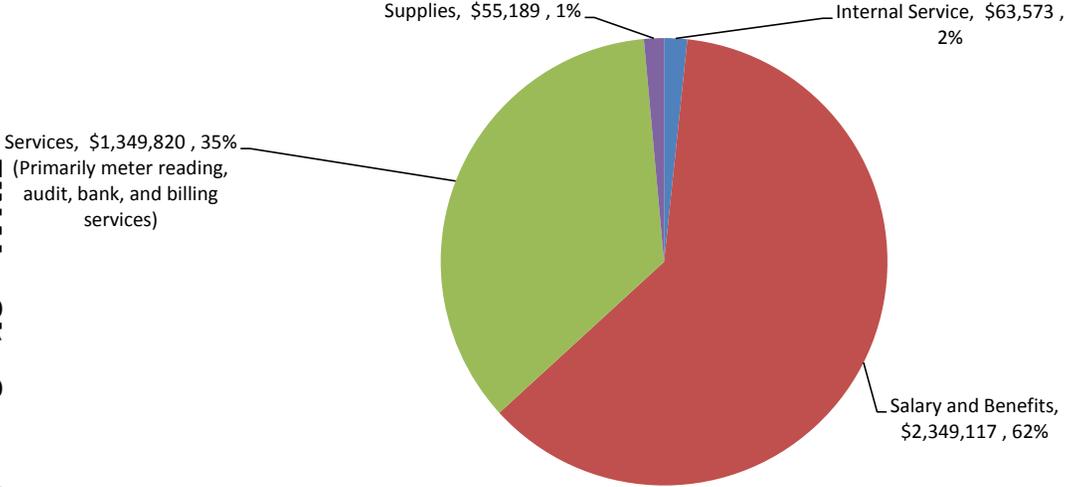
	1,214		
	11,642		
	5,832		
	110,712	<i>Billable</i>	17,000
	86,439	SECA	26,450
	1,247		
	65		
	136		
	1,326		
	1,214		
	11,642		
	8,642		
	93,750		
	72,169		
	150		
	1,417		
	1,326		
	1,214		
	11,642		
	5,832		
	39,824		
	28,182		
	11,642		
	24,698		
	13,515		
	1,326		
	1,214		
	-		
	8,642		
		Property Tax	1,822,428
		Sales Tax	1,822,428
		Other General Revenue Sources	2,038,949

	1,329		
	12,724		
	5,832		
	101,822	<i>Billable</i>	17,000
	76,646	SECA	26,450
	1,247		
	-		
	91		
	1,143		
	1,329		
	12,724		
	8,642		
	84,396		
	62,052		
	150		
	1,167		
	1,143		
	1,329		
	12,724		
	5,832		
	40,172		
	27,448		
	12,724		
	24,352		
	13,238		
	1,143		
	1,329		
	-		
	8,642		
		Property Tax	1,746,977
		Sales Tax	1,746,977
		Other General Revenue Sources	1,778,596

Finance Department Safety Statistics

Finance	2009 Year End Actual	2009 3rd Quarter YTD	2010 3rd Quarter YTD	2010 Year End Goal	2010 Stretch Goal
Total Injuries	0	0	2	0	0
# of Lost Time Days	0	0	49	0	0
Preventable Collisions	0	0	1	0	0
Costs paid - Current Yr Injuries	\$0	\$0	\$7,482		
Costs Paid - Collisions	\$0	\$0	\$3,508		

Expenditure by Element



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	Actual	Actual	Actual	Adopted Budget	Proposed Budget
BUDGET CHANGES					
0-11 Budget	\$ 3,956,872				
1-12 Budget	\$ 3,817,699				
Total decrease	\$ (139,173)				
INCREASE/DECREASE ELEMENTS					
Salary and Benefits	\$ (112,784)				
Portfolio review services	\$ (14,000)				
Local trust services	\$ (6,300)				
Usage rebate services	\$ (8,000)				
Other minor increases	\$ 1,911				

	Actual FY08	Actual FY09	Actual FY10	Adopted Budget FY11	Proposed Budget FY12
FINANCE FTE's					
Financial Reporting Team*	16.63	14.63	14.00	15.00	15.00
Billing and Collections**	19.96	18.63	14.63	15.63	15.13
Purchasing	7.00	6.00	6.00	5.00	5.00
Mailroom***	2.23	2.23	1.00	0.00	0.00
Meter Reading	1.00	1.00	1.00	1.00	1.00
TOTALS	46.82	42.49	36.63	36.63	36.13

*Analyst position transferred from TED to Finance

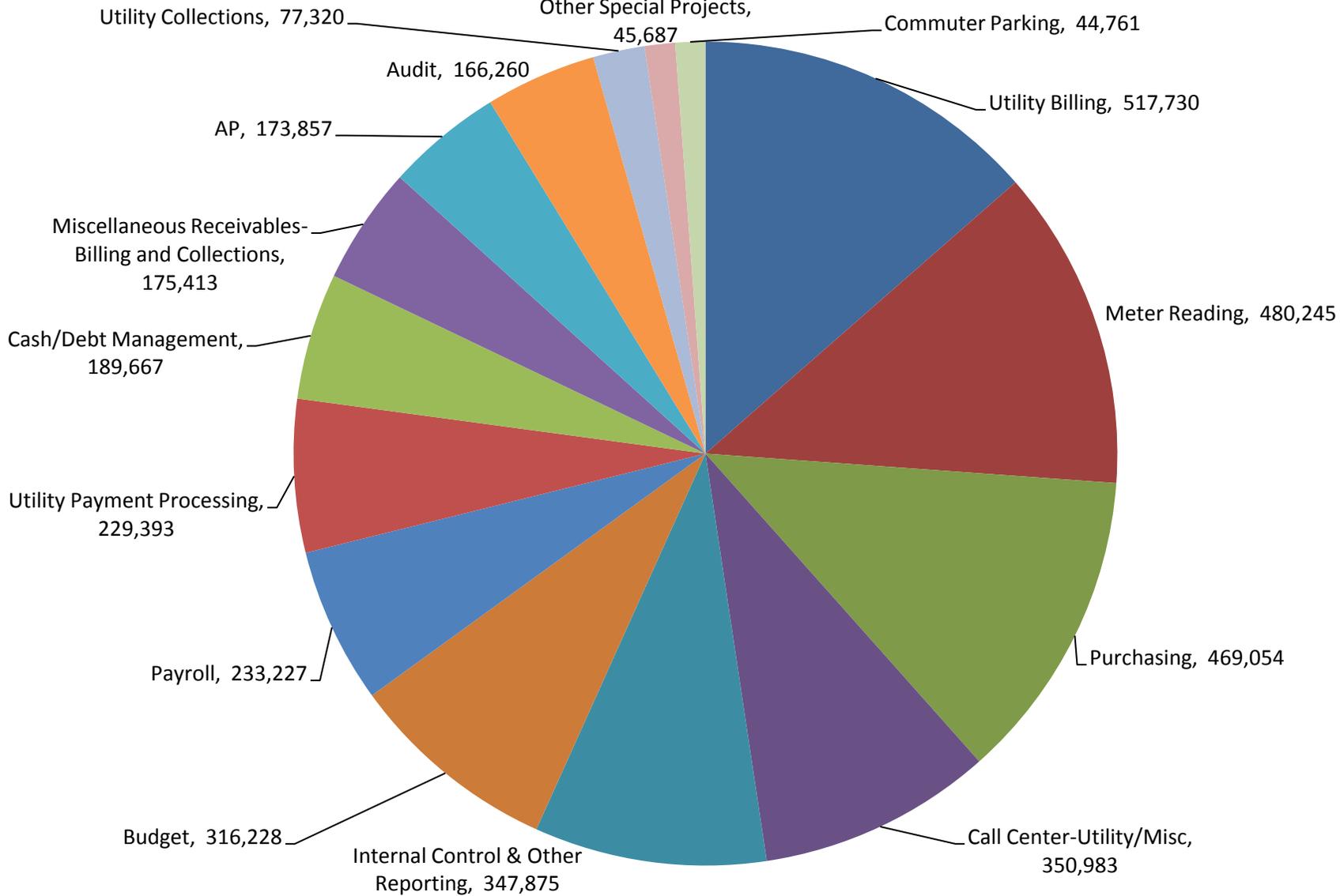
**Community Connections closed and Account Representative moved from police to finance

***Mailroom employees moved to CMO in FY11

Finance Budget FY11-12

\$3,817,699

Records/Maintenance &
Other Special Projects,



FINANCE PROGRAM BUDGET FY11-12	
Utility Billing	517,730
Meter Reading	480,245
Purchasing	469,054
Call Center-Utility/Misc	350,983
Internal Control & Other Reporting	347,875
Budget	316,228
Payroll	233,227
Utility Payment Processing	229,393
Cash/Debt Management	189,667
Miscellaneous Receivables-Billing and Collections	175,413
AP	173,857
Audit	166,260
Utility Collections	77,320
Records/Maintenance & Other Special Projects	45,687
Commuter Parking	44,761
TOTAL	\$ 3,817,699

**Services Review
Finance Department**

Service Category	Definition	Significant Changes Implemented
Utility Billing	The provision of electric, water and waste water utility bills for approximately 55,000 city of Naperville Residents and Commercial business accounts monthly. Staff efforts include the review of accounts, processing exceptions, setting and exchanging electric and water meters in the computer system. Staff also reconciles purchased power and water to customer billings. Also included are the third party costs of printing and mailing statements (over \$300K).	ACTIONS TAKEN FOR FY11 BUDGET: Continued increases in e-bill usage to reduce statement processing and mailing costs. Internal processes were streamlined to eliminate the manager position at the start of FY11 and one of the two supervisor positions during FY11.
Meter Reading	The reading of over 75,000 meters for electric and water usage to support the monthly utility billings. Meters are also read when accounts are closed or when there are questions related to significant fluctuations in the monthly billings. Prior to FY11 all meters were read every month. Primarily contracted resources are used, with one city staff meter reader.	ACTIONS TAKEN FOR FY11 BUDGET: Actual meter readings for residential customers were reduced to every other month for FY11. Total savings of \$250K per year for the utilities.
Purchasing	Compliance with city ordinances and polices related to all city procurements. The procurement team controls and coordinates the procurement of goods and services at the best value following approved procurement processes. Includes all steps from obtaining basic quotes to processing formal bids and RFPs. During FY10 240 formal procurements were processed and 2,400 purchase orders reviewed and processed.	ACTIONS TAKEN FOR FY11 BUDGET: Procurement card limits were increased for a limited number of users to \$5,000 and director delegations of authority were increased to \$25,000 to reduce redundant efforts between departments while still maintaining approved processes.
Call Center-Utility/Misc	Provides a call center to allow customers to raise questions and get responses related to their utility bills, other bills or payment questions including establishing extended payment agreements. There are approximately 8,000 calls per month regarding utility bills, misc bills and other questions.	ACTIONS TAKEN FOR FY11 BUDGET: Implemented an automated credit card pilot program to reduce the staff time required to process these payments over the phone. Credit card program saved the city \$5,000 per month in processing fees.

**Services Review
Finance Department**

Service Category	Definition	Significant Changes Implemented
Internal Control & Other Reporting	Execution of accounting controls including the review and approval of all purchase requests to ensure they are within budget limits. Also the completion and reconcile of financial account reconciliations and interim reporting requirements in support of both internal needs and outside agencies. Preparation of responses to a variety of inquires from various individuals or groups including the preparation of the quarterly Treasurer information for the Police and Firefighter's pension Boards.	
Budget	The coordination and preparation of the Annual Operating Budget, Annual Capital Improvement Program, and the Three Year Plan.	
Payroll	The processing and issuance of the biweekly pay checks to employees and monthly payments to retirees. Including all tax required filings and reconciliations, research, and payroll changes. The annual W-2 issuance process is included. Over 2,400 of payroll change forms are processed a year. The processing of all withholding requirements and changes to them, for example the healthcare contribution rate. The activity also supports the unique aspects of all 13 union contracts relative to pay and benefit agreements. Over 5,000 checks and 32,000 direct deposits are processed each year.	ACTIONS TAKEN FOR FY11 BUDGET: An online pay stub process was implemented in October 2011.
Utility Payment Processing	Providing the cashier window service for resident transactions to pay utility bills and other activity with the city. Includes payment for parking and other miscellaneous payments from the mail, city drop box, payments from customers that come in to the finance window and payments made over the phone. There are approximately 1,700 window visits per month regarding utility bills, misc bills and other questions. The third party cost of bank processing and the e-bill system which supports utility billing is included here (\$120K).	ACTIONS TAKEN FOR FY11 BUDGET: Reduced the cashier window and open phone line time by 4 hours on Wednesdays.

**Services Review
Finance Department**

Service Category	Definition	Significant Changes Implemented
Cash/Debt Management	The activities required to monitor and maintain filing requirements for existing issuances of debt, and any activities required related to potential new bond issuances. Includes the monitoring of cash flow activity, processings of daily cash postings, investments, fund transfers, bonding, and monthly bank reconciliations. Also included are the professional services costs relative to cash management and debt issuance.	ACTIONS TAKEN FOR FY11 BUDGET: Negotiated coverage of roughly \$20K of various bank fees through recognition of balances on deposit with primary bank.
Miscellaneous Receivables-Billing & Collections	Providing billing and collection services for miscellaneous bills such as: tax transfer stamp issuances, garbage cart sales, fire alarm inspections, fire services, fire alarm monitory, police services/school, bail bonds, false alarm payments, system development charges, weed mowing, building inspections, elevator inspections, truck permits, sidewalk replacement program, tree damage charges, city property damage charges, meter replacement and hydrant meter billing.	
AP	The processing of the biweekly vendor payments and archiving all payment information. Over 15,500 checks were issued during FY10 for over 8,400 vendors. Also, during FY10 1,400 EFT payments were issued and the number of vendors accepting EFT payment is growing each month.	ACTIONS TAKEN FOR FY11 BUDGET: In fiscal year 2009, the City switched from weekly to biweekly check runs.
Audit	Preparing and completing the Comprehensive Annual Financial Report. Includes monthly financial reporting, reconciliations, and year end audit. Includes completing all schedules required by the outside auditor to complete the audit. The audit fee of \$33K is also included here.	

**Services Review
Finance Department**

Service Category	Definition	Significant Changes Implemented
Utility Collections	The first step in the pursuit and collection of delinquent receivables from utility customers, prior to turning them over to an outside collection agency. This includes active and inactive customers, processing service disconnections, setting up payment agreements, placing lien on properties, etc. .	ACTIONS TAKEN FOR FY11 BUDGET: Revised ordinance approved in FY11 to ensure delinquent accounts with the city are collected prior to issuance of tax transfer stamps. Revised deposit ordinance implemented Nov 1, 2011 to maintain rental deposits for the term of the rental to reduce delinquent accounts.
Records/Maintenance & Other Special Projects	The scanning, filing and maintenance of records required to be maintained in support of the Finance department activities. Also includes the review and maintenance of equipment such as credit card machines, tax stamp machines and meter reading equipment. This category also includes staff time involved in issuance and review of RFI's and RFP's relative to Finance activities as well as other Department contracts where Finance involvement is appropriate (ex Smart Grid and commuter parking).	
Commuter Parking	The process to maintain the billing and collection of commuter parking permits. Also includes the maintenance of the wait lists, set up of customers, responding to questions, issuing permits and review and audit accounts for compliance.	

	Actual FY10	Actual FY10	FY10-11 Budget	FY10-11 Revenue	FY11-12 Budget	FY11-12 Revenue
	\$	\$	\$	\$	\$	\$
	4,293,172	3,431,667	3,956,872	2,999,141	3,817,699	2,930,928
		861,505		957,731		886,771
		4,293,172		3,956,872		3,817,699
FINANCE PROGRAM BUDGET FY11-12						
Utility Billing	577,177		506,249		517,730	
Regular Pay + Benefits	206,511	311,676		273,374		279,574
Overtime Pay + Benefits	921	265,501		232,875		238,156
Utility bill statements, inserts and processing	72,735		172,349		171,355	
Utility billing postage	257,356		773		773	
Envelopes - window	14,900		55,500		70,000	
Conferences and training	207		245,000		245,000	
IT replacement charges	16,905		23,000		21,000	
Misc	7,643		400		400	
			7,568		7,787	
			1,659		1,413	
Meter Reading	676,346		511,917		480,245	
Regular Pay + Benefits	143,252	405,808		307,150		288,147
Overtime Pay + Benefits	-	270,538		204,767		192,098
Contract meter reading	482,629		142,716		109,427	
Repair & maintenance of handheld equipment	20,120		118		118	
IT replacement charges	10,796		335,000		335,000	
Auto liability	4,111		23,500		23,500	
Vehicle services	2,572		4,833		4,973	
Vehicle replacements	-		3,829		3,829	
Misc	12,866		1,446		2,892	
			-		274	
			475		232	
Purchasing	647,243		490,043		469,054	
Regular Pay + Benefits	610,100	174,756		132,312		126,645
Overtime Pay + Benefits	3,120	174,756		132,312		126,645
Temporary Pay	4,074		456,170		451,055	
Ads for bids	4,924		7,500		5,000	
Mail bid specifications, contracts, and legal	1,362		5,000		2,000	
Postage machine maintenance	1,924		4,912		-	
Conferences and training	5,120		3,425		3,050	
IT replacement charges	1,293		5,306		5,737	
Auto liability	4,111		3,829		-	
Vehicle services	3,735		1,446		-	
Misc	7,480		2,455		2,212	
Center-Utility/Misc	450,080		363,453		350,983	
Regular Pay + Benefits	416,029	243,043		196,265		189,531
IT replacement charges	33,037	207,037		167,188		161,452
Misc	1,015		347,519		334,863	
			14,789		15,218	
			1,145		902	
Internal Control & Other Reporting	322,406		356,322		347,875	
Regular Pay + Benefits	318,991	10,000		10,000		10,000
IT replacement charges	1,293	14,648		14,648		14,648
Conferences and training	110	16,506		16,506		16,506
Misc	2,013	19,317		30,354		30,967
		42,500		42,500		42,500
		92,447		72,616		83,310
		92,447		72,616		83,310
Legal	252,679		331,181		316,228	
Regular Pay + Benefits	239,242	55,589		72,860		69,570
Ads for budget/truth in taxation	-	55,589		72,860		69,570
Printing of budget/cip book	4,106		317,796		302,586	
Conferences and training	3,162		5,475		5,475	
IT replacement charges	1,293		2,000		2,000	
Misc	4,877		800		800	
			3,559		3,849	
			1,551		1,518	
Roll	177,840		236,613		233,227	
Regular Pay + Benefits	168,753	39,125		52,055		51,310
Overtime Pay + Benefits	326	39,125		52,055		51,310
Online w-2s and 1099s	2,233		221,421		211,276	
Online paystubs - one time setup	-		2,500		2,500	
ATS online checks and printing	-		3,204		3,454	
Conferences and training	1,335		-		7,500	
IT replacement charges	1,293		4,800		4,250	
Misc	3,900		2,485		2,687	
			2,203		1,560	
Utility Payment Processing	265,121		240,055		229,393	
Regular Pay + Benefits	126,312	143,165		129,630		123,872
Lockbox processing for utility & mr payments	74,602	121,956		110,425		105,521
Ebill maintenance	38,880		105,528		94,988	
Armored car and messenger services	7,727		76,500		76,500	
Recording fees	5,324		40,000		40,000	
			8,000		8,000	
			5,400		5,400	

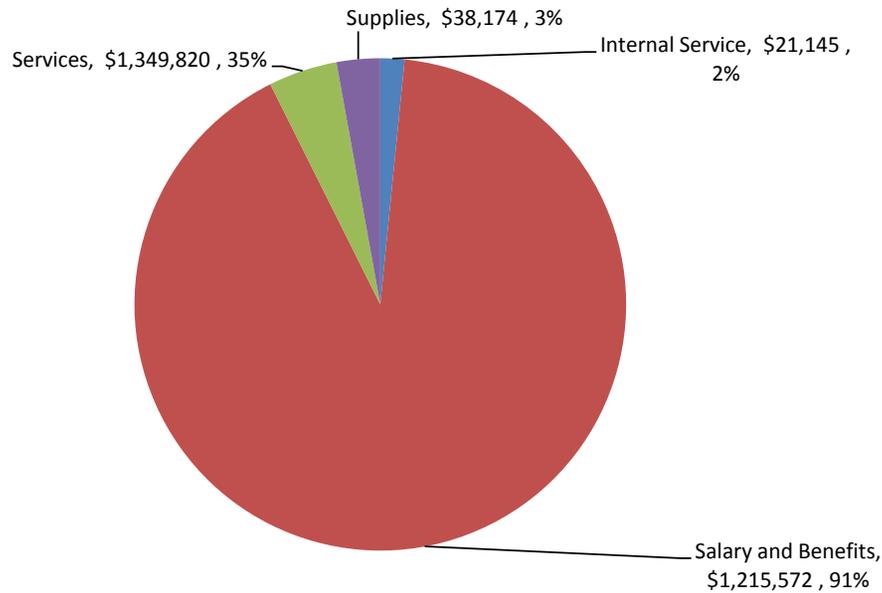
Actual FY10		Actual FY10		FY10-11 Budget		FY10-11 Revenue		FY11-12 Budget		FY11-12 Revenue	
\$	4,293,172	Special Revenue Funding	\$ 3,431,667	\$	3,956,872	Special Revenue Funding	\$ 2,999,141	\$	3,817,699	Special Revenue Funding	\$ 2,930,928
		General Revenue Funding	\$ 861,505			General Revenue Funding	\$ 957,731			General Revenue Funding	\$ 886,771
			\$ 4,293,172				\$ 3,956,872				\$ 3,817,699

FINANCE PROGRAM BUDGET FY11-12												
IT replacement charges		9,370				4,195				4,317		
Misc		2,907				432				189		
Cash/Debt Management		201,863	Electric Chargeback	44,410		224,046	Electric Chargeback	49,290		189,667	Electric Chargeback	41,727
Regular Pay + Benefits		175,532	Water Chargeback	44,410			Water Chargeback	49,290			Water Chargeback	41,727
Portfolio review services		11,250			182,496				176,492			
Custodial trust services		11,067			14,000				-			
Arbitrage rebate services		1,425			6,300				-			
Printing of graphs and visuals for bond ratings		157			18,000				10,000			
IT replacement charges		1,293			500				500			
Misc		1,140			2,076				2,245			
					674				431			
Miscellaneous Receivables-Billing and Collections		208,252	Electric Chargeback	112,456		176,264	Electric Chargeback	95,183		175,413	Electric Chargeback	94,723
Regular Pay + Benefits		179,555	Water Chargeback	95,796			Water Chargeback	81,081			Water Chargeback	80,690
Lockbox processing for utility & mr payments		13,165			149,982				149,183			
IT replacement charges		14,718			13,500				13,500			
Other mailings - misc rec, deposit project, etc.		-			6,589				6,780			
Misc		814			5,000				5,000			
					1,193				950			
AP		139,053	Electric Chargeback	30,592		166,400	Electric Chargeback	36,608		173,857	Electric Chargeback	38,249
Regular Pay + Benefits		128,927	Water Chargeback	30,592			Water Chargeback	36,608			Water Chargeback	38,249
Overtime Pay + Benefits		326			157,130				165,272			
Postage for accounts payable		3,299			4,000				4,000			
Conferences and training		-			950				700			
IT replacement charges		1,293			1,944				2,102			
Misc		5,208			2,376				1,783			
Audit		173,622	Electric Chargeback	38,197		176,102	Electric Chargeback	38,742		166,261	Electric Chargeback	36,577
Regular Pay + Benefits		130,110	Water Chargeback	38,197			Water Chargeback	38,742			Water Chargeback	36,577
Annual audit		32,930			135,124				125,500			
Special financial advisory services		5,250			32,930				32,711			
Conferences and training		1,582			4,400				4,400			
IT replacement charges		1,293			800				800			
Misc		2,458			1,476				1,596			
					1,372				1,254			
Utility Collections		89,995	Electric Chargeback	48,597		72,322	Electric Chargeback	39,054		77,320	Electric Chargeback	41,753
Regular Pay + Benefits		82,203	Water Chargeback	41,398			Water Chargeback	33,268			Water Chargeback	35,567
IT replacement charges		7,285			68,692				73,838			
Misc		506			3,261				3,356			
					369				126			
Orders/Maintenance & Other Special Projects		55,083	Electric Chargeback	29,745		60,533	Electric Chargeback	32,688		45,687	Electric Chargeback	24,671
Regular Pay + Benefits		51,572	Water Chargeback	25,338			Water Chargeback	27,845			Water Chargeback	21,016
Demand meter seals		3,005			43,098				30,456			
IT replacement charges		506			16,000				13,000			
Misc					1,345				1,384			
					90				847			
Commuter Parking		56,411	Burlington Chargeback	56,411		45,374	Burlington Chargeback	45,374		44,761	Burlington Chargeback	44,761
Regular Pay + Benefits		51,683			43,208				42,784			
IT replacement charges		4,221			1,890				1,944			
Misc		506			276				33			
General Revenue Funding			Property Tax	198,146			Property Tax	220,278			Property Tax	203,957
			Sales Tax	198,146			Sales Tax	220,278			Sales Tax	203,957
			Other General Revenue Sources	465,213			Other General Revenue Sources	517,175			Other General Revenue Sources	478,856

Legal Department Safety Statistics

Legal	2009 Year End Actual	2009 3rd Quarter YTD	2010 3rd Quarter YTD	2010 Year End Goal	2010 Stretch Goal
Total Injuries	0	0	0	0	0
# of Lost Time Days	0	0	0	0	0
Preventable Collisions	0	0	0	0	0
Costs paid - Current Yr Injuries	\$0	\$0	\$0		
Costs Paid - Collisions	\$0	\$0	\$0		

Expenditure by Element



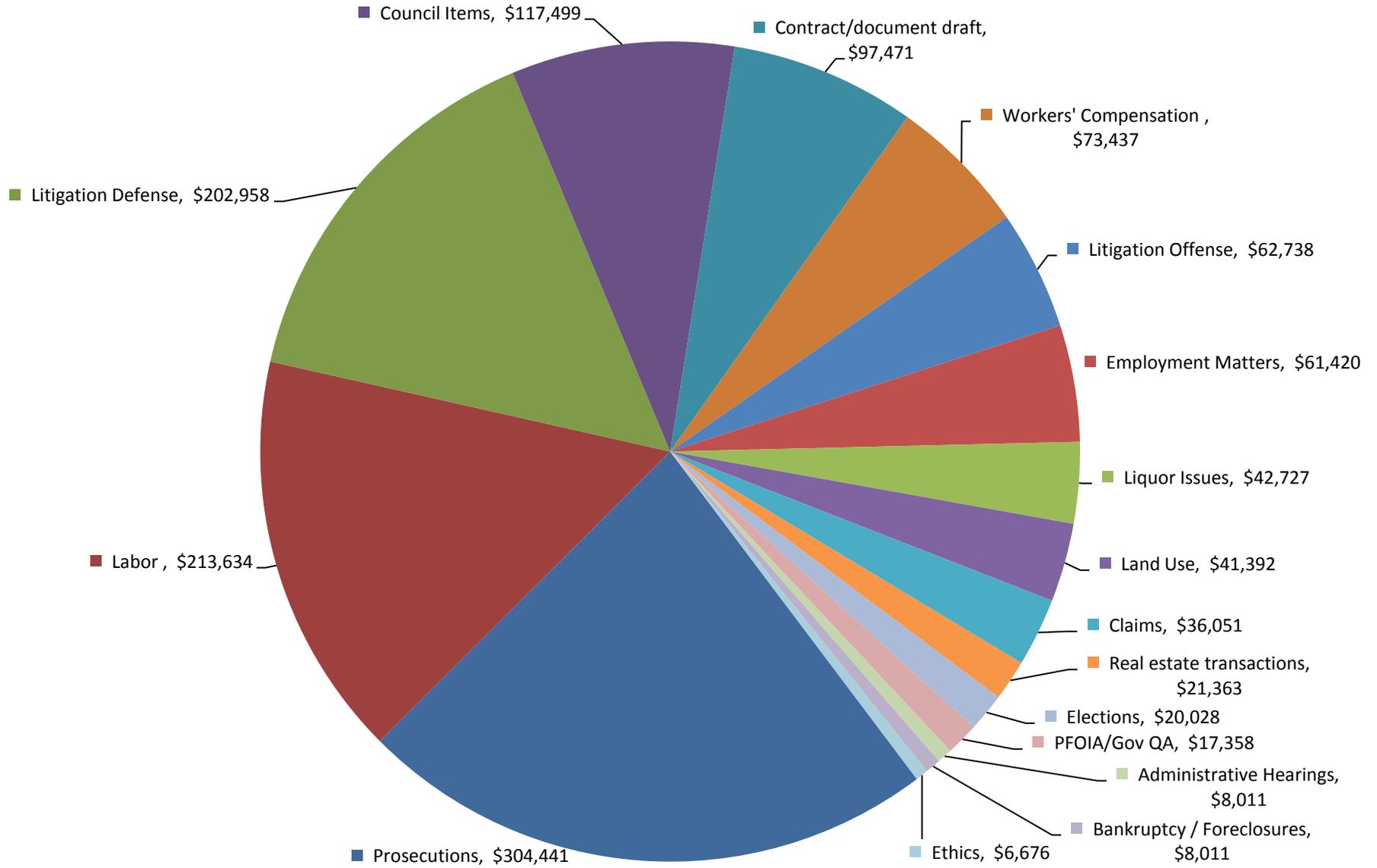
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BUDGET CHANGES	
0-11 Budget	\$ 1,336,033
1-12 Budget	\$ 1,335,213
Total decrease	\$ (820)

INCREASE/DECREASE ELEMENTS	
Other minor decreases	\$ (820)

	Actual FY08	Actual FY09	Actual FY10	Adopted Budget FY11	Proposed Budget FY12
Legal FTE's					
Legal	12.00	11.50	10.50	10.50	10.50
TOTALS	12.00	11.50	10.50	10.50	10.50

Legal Program Budget FY11-12 \$1,335,213



LEGAL PROGRAM BUDGET FY11-12	
Prosecutions	\$ 304,441
Labor	\$ 213,634
Litigation Defense	\$ 202,958
Council Items	\$ 117,499
Contract/document draft	\$ 97,471
Workers' Compensation	\$ 73,437
Litigation Offense	\$ 62,738
Employment Matters	\$ 61,420
Liquor Issues	\$ 42,727
Land Use	\$ 41,392
Claims	\$ 36,051
Real estate transactions	\$ 21,363
Elections	\$ 20,028
PFOIA/Gov QA	\$ 17,358
Administrative Hearings	\$ 8,011
Bankruptcy / Foreclosures	\$ 8,011
Ethics	\$ 6,676
TOTAL	\$ 1,335,213

**Services Review
Department of Legal**

Service Category	Definition	Significant Changes Implemented
Prosecutions	The Legal Department prosecutes over 20,000 cases per year and appears in court on a daily basis in its representation of the City in these prosecution matters. The City's DUI arrests are up approximately 30% over last year and traffic tickets are up approximately 20% over last year.	
Litigation Defense	The Legal Department defends the City and its employees in litigated cases filed in both state and federal court including slip and fall cases, breach of contract cases and federal civil rights cases. The City's civil litigation is up more than 30% this year over last year.	
Labor Negotiations, Grievances and Arbitrations	The Legal Department leads the City's labor negotiations for 14 bargaining units including management strategy meetings, preparation for bargaining and drafting of proposals, leading negotiations and drafting closed session memoranda for the City Manager. In addition, the Legal Department assists with grievances and represents the City in arbitration cases. The City's bargaining activity is up more than 20% over last year.	
Contract/document draft	The Legal Department reviews every contract, consultant services agreement, letters of credit and other surety documents and intergovernmental agreements. We are frequently lead drafters of agreements and actively participate in the negotiation and drafting process, i.e., SmartGrid, the Marriott Incentive Agreement and the Millenium Carillon Agreement. The Legal Department reviews 150 contracts on average per year.	
Council Items	The Legal Department reviews and drafts multiple City Council agenda items, including all text amendments and responds to Council requests.	

**Services Review
Department of Legal**

Service Category	Definition	Significant Changes Implemented
Workers' Compensation	The Legal Department handles all the City's worker's compensation matters, including processing form 45 forms, instituting investigations into suspicious claims, monitoring medical treatment of injured employees, representing the City in litigated cases and pursuing subrogation where available.	ACTIONS TAKEN FOR FY11 BUDGET: Worker's Compensation: The Legal Department no longer conducts vehicle accident safety reviews; no longer drafts or reviews the quarterly safety report and only provides the data for the report; no longer participates in safe driving scheduling and activities; has reduced injured employee oversight and follow up; has reduced contact and follow up with medical providers and has increased reliance on the third party administrator for injured employee oversight and follow up.
Employment Matters	The Legal Department provides legal advice, guidance, consultation and representation on employment matters ranging from discipline to termination, interrogations, claims of discrimination, charges filed with the EEOC and representation of the City before the Board of Fire and Police Commission.	
Litigation Offense	The Legal Department initiates litigation when appropriate including small claims cases to collect money owed to the City, filing code cases such as boarding house complaints seeking injunctions and other cases enforcing provisions of the Naperville Municipal Code, pursuing subrogation claims asking for reimbursement from third parties for costs incurred by the City, and filing declaratory judgment actions when necessary like the districts referendum question. In FY10, the Legal Department assisted in collecting \$136,657.40 for City property damage, \$16,188.54 in auto accident subrogations, \$53,893.70 in worker's compensation subrogation, over \$18,000 in unpaid food and beverage taxes, \$3000 in unpaid utility fees and \$33,000 in unpaid impact fees.	
Liquor Issues	The Legal Department attends all Liquor Commission meetings, regularly advises the Liquor Commissioner on matters pertaining to liquor, prosecutes liquor and tobacco violations and provides training and guidance to staff on liquor matters.	

**Services Review
Department of Legal**

Service Category	Definition	Significant Changes Implemented
Land Use	The Legal Department assists in land use matters including zoning ordinances, annexation agreements and various text amendments. With the elimination of the Legal Secretary position last year, the Legal Department no longer drafts ordinances, but reviews them if the other departments draft them.	ACTIONS TAKEN FOR FY11 BUDGET: With the elimination of the legal secretary position last year, the legal department no longer drafts ordinances, legal reviews them after other department draft them.
Claims	The Legal Department handles all liability claims against the City, from the initiation of the complaint through investigation and resolution. The claims relate to the City's liability exposure for injuries, accidents and property damage. The Legal Department reviews, investigates and decides approximately 130 claims per year.	
Real estate transactions	The Legal Department handles all real estate transactions including drafting conveyance and other agreements and preparing all closing documents and attending closings.	
Elections	The Legal Department provides legal advice related to election issues including appropriate filing requirements, deadlines for submission, drafting referendum questions and potentially assisting with election contests.	
FOIA/Gov QA	The Legal Department frequently assists and actively participates in FOIA and GOV QA responses.	
Foreclosures and Bankruptcy	The Legal Department receives all the foreclosures filed in the City and pursues reimbursement of claims where the City is owed money. The Legal Department represents the City in bankruptcy matters when the City is owed money, such as Monarch Landing and Eddie Bauer.	
Ethics	The Legal Department provides advice related to ethics and conflicts issues to council members, commission members and employees.	

	FY10 Actual		FY10 Revenue		FY10-11 Budget		FY10-11 Revenue		FY11-12 Budget		FY11-12 Revenue	
	\$		\$		\$		\$		\$		\$	
		1,416,917		293,845		1,329,817		275,988		1,335,213		277,061
				1,123,072				1,053,829				1,058,152
				1,416,917				1,329,817				1,335,213
LEGAL PROGRAM BUDGET FY11-12												
Service Category - Prosecutions		324,163				303,177				304,441		
Salary & Benefits	295,778				276,362				275,782			
Workers Compensation	665				662				662			
Support Services	802				2,574				2,340			
Legal Services	11,452				5,616				5,850			
Other Professional Srv	1,358				3,276				2,855			
Dues & Subscriptions	1,377				1,123				1,140			
Conferences & Training	1,009				1,287				1,404			
Milage Reimbursement	42				41				59			
Postage & Delivery	539				515				468			
Operations Supplies	257				351				351			
Printed Materials	6,998				7,371				7,646			
General Office Supplies	803				842				936			
IT Replacement Costs	2,117				2,117				3,908			
Auto Liability	502				500				500			
General Liability	464				540				540			
Service Category - Labor		223,207				212,750				213,634		
Salary & Benefits	203,797		Electric Chargeback	53,854	194,414		Electric Chargeback	49,417	194,038		Electric Chargeback	51,064
Workers Compensation	455		Water Chargeback	53,854	453		Water Chargeback	49,417	453		Water Chargeback	51,064
Support Services	548				1,760				1,600			
Legal Services	7,821				3,840				4,000			
Other Professional Srv	929				2,240				1,952			
Dues & Subscriptions	942				768				780			
Conferences & Training	690				880				960			
Milage Reimbursement	29				28				40			
Postage & Delivery	368				352				320			
Operations Supplies	176				240				240			
Printed Materials	4,785				5,040				5,228			
General Office Supplies	549				576				640			
IT Replacement Costs	1,448				1,448				2,672			
Auto Liability	343				342				342			
General Liability	317				369				369			
Service Category - Litigation Defense		216,122				202,703				202,958		
Salary & Benefits	197,321		Electric Chargeback	21,612	184,940		Electric Chargeback	20,270	183,975		Electric Chargeback	20,296
Workers Compensation	441		Water Chargeback	21,612	438		Water Chargeback	20,270	438		Water Chargeback	20,296
Support Services	531				1,705				1,550			
Legal Services	7,586				3,720				3,875			
Other Professional Srv	900				2,170				1,891			
Dues & Subscriptions	912				744				755			
Conferences & Training	668				853				930			
Milage Reimbursement	28				27				39			
Postage & Delivery	357				341				310			
Operations Supplies	170				233				233			
Printed Materials	4,625				4,883				5,064			
General Office Supplies	532				558				620			
IT Replacement Costs	1,402				1,402				2,589			
Auto Liability	332				331				331			
General Liability	307				358				358			
Service Category - Council Items		124,689				117,024				117,499		
Salary & Benefits	114,013		Electric Chargeback	12,469	106,940		Electric Chargeback	11,702	106,721		Electric Chargeback	11,750
Workers Compensation	250		Water Chargeback	12,469	249		Water Chargeback	11,702	249		Water Chargeback	11,750
Support Services	302				968				880			
Legal Services	4,307				2,112				2,200			
Other Professional Srv	511				1,232				1,074			
Dues & Subscriptions	518				422				429			
Conferences & Training	379				484				528			
Milage Reimbursement	16				15				22			
Postage & Delivery	203				194				176			
Operations Supplies	97				132				132			
Printed Materials	2,632				2,772				2,875			
General Office Supplies	302				317				352			
IT Replacement Costs	796				796				1,470			
Auto Liability	189				188				188			
General Liability	174				203				203			
Service Category - Contract/document draft		103,435				97,077				97,471		
Salary & Benefits	94,577		Electric Chargeback	10,344	88,709		Electric Chargeback	9,708	88,530		Electric Chargeback	9,747
Workers Compensation	208		Water Chargeback	10,344	207		Water Chargeback	9,708	207		Water Chargeback	9,747

FY10 Actual		FY10 Revenue		FY10-11 Budget		FY10-11 Revenue		FY11-12 Budget		FY11-12 Revenue	
\$	1,416,917	Special Revenue Funding	\$ 293,845	\$	1,329,817	Special Revenue Funding	\$ 275,988	\$	1,335,213	Special Revenue Funding	\$ 277,061
		General Revenue Funding	\$ 1,123,072			General Revenue Funding	\$ 1,053,829			General Revenue Funding	\$ 1,058,152
			\$ 1,416,917				\$ 1,329,817				\$ 1,335,213
LEGAL PROGRAM BUDGET FY11-12											
Support Services	250			803				730			
Legal Services	3,573			1,752				1,825			
Other Professional Srv	424			1,022				891			
Dues & Subscriptions	430			350				356			
Conferences & Training	315			402				438			
Milage Reimbursement	13			14				18			
Postage & Delivery	168			161				146			
Operations Supplies	80			110				110			
Printed Materials	2,183			2,300				2,385			
General Office Supplies	251			263				292			
IT Replacement Costs	661			661				1,219			
Auto Liability	157			156				156			
General Liability	145			168				168			
Service Category - Worker's Compensation	77,930	Electric Chargeback	14,959	73,140	Electric Chargeback	14,039		73,437	Electric Chargeback	14,092	
Salary & Benefits	71,258	Water Chargeback	14,959	66,834	Water Chargeback	14,039		66,699	Water Chargeback	14,092	
Workers Compensation	156			605				156			
Support Services	188			1,320				550			
Legal Services	2,692			770				1,375			
Other Professional Srv	319			264				671			
Dues & Subscriptions	324			303				268			
Conferences & Training	237			10				330			
Milage Reimbursement	10			121				14			
Postage & Delivery	127			83				110			
Operations Supplies	60			1,733				83			
Printed Materials	1,645			198				1,797			
General Office Supplies	189			498				220			
IT Replacement Costs	498			498				919			
Auto Liability	118			118				118			
General Liability	109			127				127			
Service Category - Litigation Offense	68,237	Electric Chargeback	6,824	61,972	Electric Chargeback	6,197		62,738	Electric Chargeback	6,274	
Salary & Benefits	52,345	Water Chargeback	6,824	57,616	Water Chargeback	6,197		58,082	Water Chargeback	6,274	
Workers Compensation	372			108				108			
Support Services	449			418				380			
Legal Services	6,411			912				950			
Other Professional Srv	760			532				464			
Dues & Subscriptions	771			182				185			
Conferences & Training	565			209				228			
Milage Reimbursement	24			7				10			
Postage & Delivery	302			84				76			
Operations Supplies	144			57				57			
Printed Materials	3,918			1,197				1,242			
General Office Supplies	450			137				152			
IT Replacement Costs	1,185			344				635			
Auto Liability	281			81				81			
General Liability	260			88				88			
Service Category - Employment Matters	65,178	Electric Chargeback	12,692	61,172	Electric Chargeback	13,362		61,420	Electric Chargeback	10,099	
Salary & Benefits	59,597	Water Chargeback	12,692	55,901	Water Chargeback	13,362		55,787	Water Chargeback	10,099	
Workers Compensation	131			130				130			
Support Services	158			506				460			
Legal Services	2,251			1,104				1,150			
Other Professional Srv	267			644				561			
Dues & Subscriptions	271			221				224			
Conferences & Training	198			253				276			
Milage Reimbursement	8			8				12			
Postage & Delivery	106			101				92			
Operations Supplies	51			69				69			
Printed Materials	1,376			1,449				1,503			
General Office Supplies	158			416				184			
IT Replacement Costs	416			98				768			
Auto Liability	99			106				98			
General Liability	91							106			
Service Category - Liquor Issues	45,341			42,554				42,727			
Salary & Benefits	41,458			38,886				38,808			
Workers Compensation	91			91				91			
Support Services	110			352				320			
Legal Services	1,566			768				800			
Other Professional Srv	186			448				390			
Dues & Subscriptions	188			154				156			

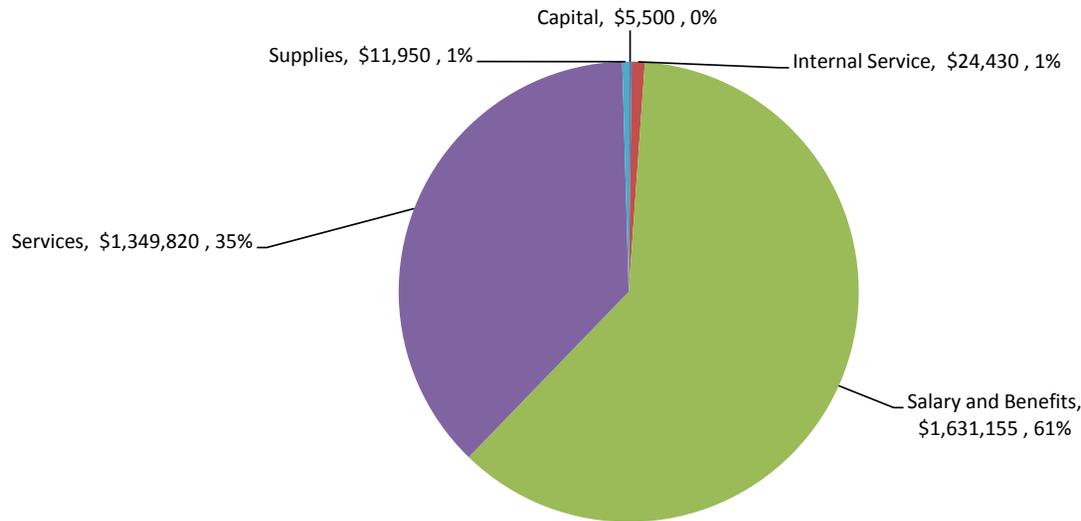
	FY10 Actual		FY10 Revenue		FY10-11 Budget		FY10-11 Revenue		FY11-12 Budget		FY11-12 Revenue		
	\$		\$		\$		\$		\$		\$		
		1,416,917	Special Revenue Funding	\$ 293,845		1,329,817	Special Revenue Funding	\$ 275,988		1,335,213	Special Revenue Funding	\$ 277,061	
			General Revenue Funding	\$ 1,123,072			General Revenue Funding	\$ 1,053,829			General Revenue Funding	\$ 1,058,152	
				\$ 1,416,917				\$ 1,329,817				\$ 1,335,213	
LEGAL PROGRAM BUDGET FY11-12													
<i>Conferences & Training</i>		138				176					192		
<i>Milage Reimbursement</i>		6				6					8		
<i>Postage & Delivery</i>		74				70					64		
<i>Operations Supplies</i>		35				48					48		
<i>Printed Materials</i>		957				1,008					1,046		
<i>General Office Supplies</i>		110				115					128		
<i>IT Replacement Costs</i>		290				290					534		
<i>Auto Liability</i>		69				68					68		
<i>General Liability</i>		63				74					74		
Service Category - Land Use		43,924	Electric Chargeback	4,392		41,224	Electric Chargeback	4,122			41,392	Electric Chargeback	4,139
Salary & Benefits	40,166		Water Chargeback	4,392		37,670	Water Chargeback	4,122		37,594	Water Chargeback	4,139	
Workers Compensation	88					88				88			
Support Services	106					341				310			
Legal Services	1,517					744				775			
Other Professional Srv	180					434				378			
Dues & Subscriptions	182					149				151			
Conferences & Training	134					171				186			
Milage Reimbursement	6					5				8			
Postage & Delivery	71					68				62			
Operations Supplies	34					47				47			
Printed Materials	927					977				1,013			
General Office Supplies	106					112				124			
IT Replacement Costs	280					280				518			
Auto Liability	66					66				66			
General Liability	61					72				72			
Service Category - Claims		38,257	Electric Chargeback	3,826		35,905	Electric Chargeback	3,591			36,051	Electric Chargeback	3,605
Salary & Benefits	34,982		Water Chargeback	3,826		32,810	Water Chargeback	3,591		32,744	Water Chargeback	3,605	
Workers Compensation	77					76				76			
Support Services	93					297				270			
Legal Services	1,321					648				675			
Other Professional Srv	157					378				329			
Dues & Subscriptions	159					130				132			
Conferences & Training	116					149				162			
Milage Reimbursement	5					5				7			
Postage & Delivery	62					59				54			
Operations Supplies	30					41				41			
Printed Materials	807					851				882			
General Office Supplies	93					97				108			
IT Replacement Costs	244					244				451			
Auto Liability	58					58				58			
General Liability	53					62				62			
Service Category - Real estate transactions		22,671	Electric Chargeback	2,267		21,277	Electric Chargeback	2,128			21,363	Electric Chargeback	2,136
Salary & Benefits	20,730		Water Chargeback	2,267		19,443	Water Chargeback	2,128		19,404	Water Chargeback	2,136	
Workers Compensation	45					45				45			
Support Services	55					176				160			
Legal Services	783					384				400			
Other Professional Srv	93					224				195			
Dues & Subscriptions	94					77				78			
Conferences & Training	69					88				96			
Milage Reimbursement	3					3				4			
Postage & Delivery	37					35				32			
Operations Supplies	18					24				24			
Printed Materials	478					504				523			
General Office Supplies	55					58				64			
IT Replacement Costs	145					145				267			
Auto Liability	34					34				34			
General Liability	32					37				37			
Service Category - Elections		21,254				19,947					20,028		
Salary & Benefits	19,434					18,226				18,190			
Workers Compensation	43					42				42			
Support Services	51					165				150			
Legal Services	734					360				375			
Other Professional Srv	87					210				183			
Dues & Subscriptions	88					72				73			
Conferences & Training	65					83				90			
Milage Reimbursement	3					3				4			
Postage & Delivery	35					33				30			
Operations Supplies	16					23				23			

FY10 Actual		FY10 Revenue		FY10-11 Budget		FY10-11 Revenue		FY11-12 Budget		FY11-12 Revenue	
\$	1,416,917	Special Revenue Funding	\$ 293,845	\$	1,329,817	Special Revenue Funding	\$ 275,988	\$	1,335,213	Special Revenue Funding	\$ 277,061
		General Revenue Funding	\$ 1,123,072			General Revenue Funding	\$ 1,053,829			General Revenue Funding	\$ 1,058,152
			\$ 1,416,917				\$ 1,329,817				\$ 1,335,213
LEGAL PROGRAM BUDGET FY11-12											
<i>Printed Materials</i>											
	449				473				490		
<i>General Office Supplies</i>											
	51				54				60		
<i>IT Replacement Costs</i>											
	136				136				251		
<i>Auto Liability</i>											
	32				32				32		
<i>General Liability</i>											
	30				35				35		
Service Category - FOIA/Gov QA											
	18,420	Electric Chargeback	2,409		17,288	Electric Chargeback	2,261		17,358	Electric Chargeback	4,127
Salary & Benefits	16,842	Water Chargeback	2,409	15,796		Water Chargeback	2,261	15,765		Water Chargeback	4,127
Workers Compensation	37			37				37			
Support Services	45			143				130			
Legal Services	636			312				325			
Other Professional Srv	75			182				159			
Dues & Subscriptions	77			62				63			
Conferences & Training	56			72				78			
Milage Reimbursement	2			2				3			
Postage & Delivery	30			29				26			
Operations Supplies	14			20				20			
Printed Materials	389			410				425			
General Office Supplies	45			47				52			
IT Replacement Costs	118			118				217			
Auto Liability	28			28				28			
General Liability	26			30				30			
Service Category - Administrative Hearings											
	8,502				7,979				8,011		
Salary & Benefits	7,773			7,291				7,276			
Workers Compensation	17			17				17			
Support Services	21			66				60			
Legal Services	294			144				150			
Other Professional Srv	35			84				73			
Dues & Subscriptions	35			29				29			
Conferences & Training	26			33				36			
Milage Reimbursement	1			1				2			
Postage & Delivery	14			13				12			
Operations Supplies	7			9				9			
Printed Materials	179			189				196			
General Office Supplies	21			22				24			
IT Replacement Costs	54			54				100			
Auto Liability	13			13				13			
General Liability	12			14				14			
Service Category - Bankruptcy / Foreclosures											
	8,502				7,979				8,011		
Salary & Benefits	7,773			7,291				7,276			
Workers Compensation	17			17				17			
Support Services	21			66				60			
Legal Services	294			144				150			
Other Professional Srv	35			84				73			
Dues & Subscriptions	35			29				29			
Conferences & Training	26			33				36			
Milage Reimbursement	1			1				2			
Postage & Delivery	14			13				12			
Operations Supplies	7			9				9			
Printed Materials	179			189				196			
General Office Supplies	21			22				24			
IT Replacement Costs	54			54				100			
Auto Liability	13			13				13			
General Liability	12			14				14			
Service Category - Ethics											
	7,085	Electric Chargeback	1,276		6,649	Electric Chargeback	1,197		6,676	Electric Chargeback	1,202
Salary & Benefits	6,478	Water Chargeback	1,276	6,074		Water Chargeback	1,197	6,063		Water Chargeback	1,202
Workers Compensation	14			14				14			
Support Services	17			55				50			
Legal Services	245			120				125			
Other Professional Srv	29			70				61			
Dues & Subscriptions	29			24				24			
Conferences & Training	22			28				30			
Milage Reimbursement	1			1				1			
Postage & Delivery	12			11				10			
Operations Supplies	5			8				8			
Printed Materials	150			158				163			
General Office Supplies	17			18				20			
IT Replacement Costs	45			45				84			
Auto Liability	11			11				11			
General Liability	10			12				12			
General Revenue Funding											
		Property Tax	325,891			Property Tax	305,858			Property Tax	307,099
		Sales Tax	325,891			Sales Tax	305,858			Sales Tax	307,099
		Other General Revenue Sources	471,290			Other General Revenue Sources	442,113			Other General Revenue Sources	443,954

Information Technology Safety Statistics

Information Technology	2009 Year End Actual	2009 3rd Quarter YTD	2010 3rd Quarter YTD	2010 Year End Goal	2010 Stretch Goal
Total Injuries	1	0	0	0	0
# of Lost Time Days	0	0	0	0	0
Preventable Collisions	0	0	0	0	0
Costs paid - Current Yr Injuries	\$0	\$0	\$0		
Costs paid - Collisions	\$0	\$0	\$0		

Expenditure by Element



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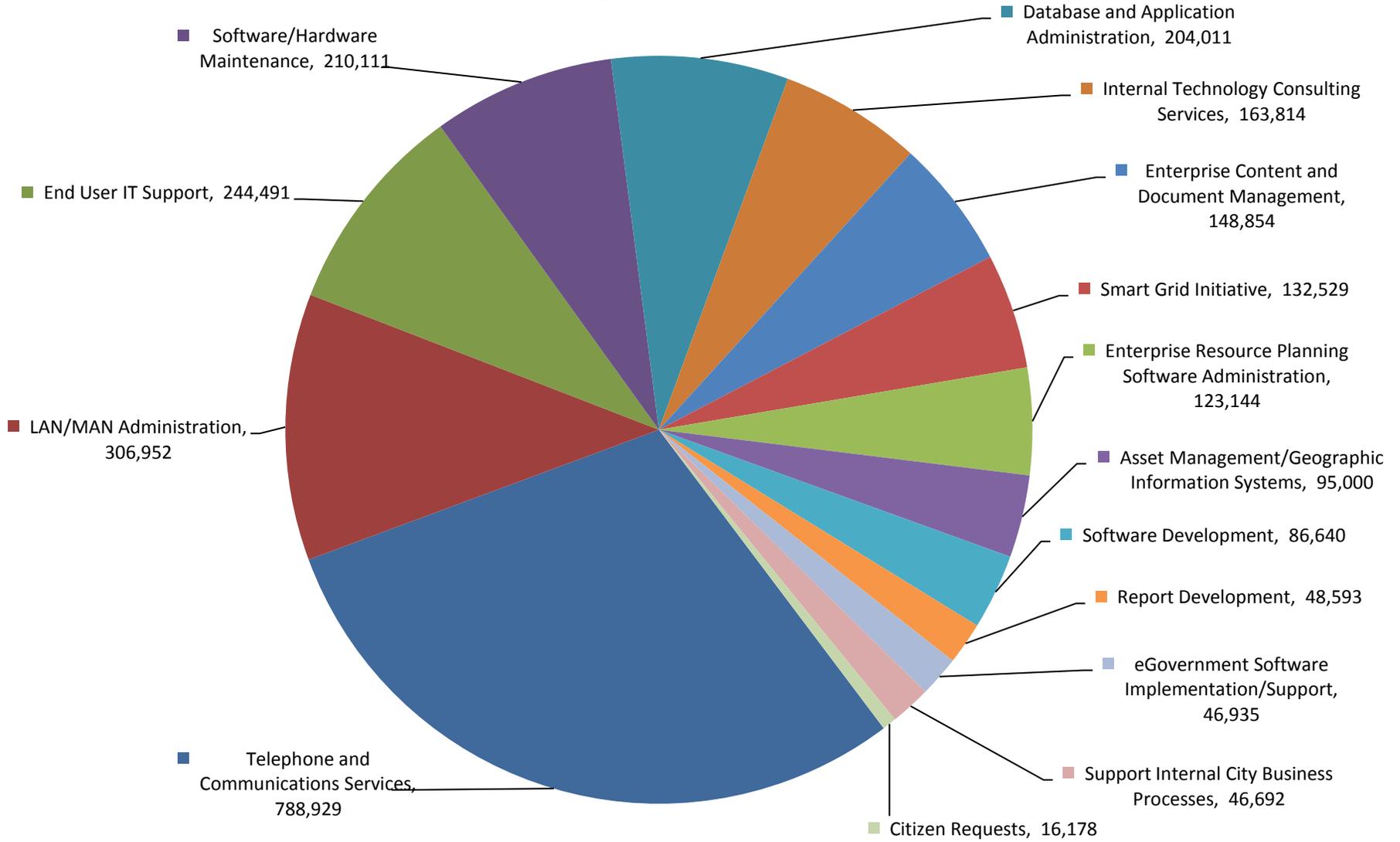
BUDGET CHANGES	
0-11 Budget	\$ 2,648,028
1-12 Budget	\$ 2,668,815
Total increase	\$ 20,787

INCREASE/DECREASE ELEMENTS	
Replacement costs	\$ 4,500
Costs for back ups	\$ 5,000
Support Services	\$ 5,000
Other minor increases	\$ 6,287

	Actual FY08	Actual FY09	Actual FY10	Adopted Budget FY11	Proposed Budget FY12
Information Technology	21.75	19.37	16.37	16.37	15.75
TOTALS	21.75	19.37	16.37	16.37	15.75

IT BUDGET FY11-12

\$2,668,815



INFORMATION TECHNOLOGY PROGRAM BUDGET FY11-12	
Telephone and Communications Services	788,929
LAN/MAN Administration	306,952
End User IT Support	244,491
Software/Hardware Maintenance	210,111
Database and Application Administration	204,011
Internal Technology Consulting Services	163,814
Enterprise Content and Document Management	148,854
Smart Grid Initiative	132,529
Enterprise Resource Planning Software Administration	123,144
Asset Management/Geographic Information Systems	95,000
Software Development	86,640
Report Development	48,593
eGovernment Software Implementation/Support	46,935
Support Internal City Business Processes	46,692
Citizen Requests	16,178
City Council and Commission Support	5,942
TOTAL	2,668,815

**Services Review
IT Department**

Service Category	Definition	Significant Changes Implemented
Telephone and Communications Services	Support of all city telephone lines (phones, faxes and modems) and data communications. Also includes all citywide contracts for cell phones and wireless data communications.	<p>ACTIONS TO BE TAKEN FOR FY12 BUDGET: Eliminate phone and data circuits that were maintained for system redundancy (\$10,000); Reduce scope of work for consulting services to analyze city phone and data services and develop RFP (\$18,000); Reduce contract for out-sourced VoIP phone system support (\$2,500); Reduction in overall cell phones with low usage (\$15,000); Reduction in overall wireless data communications cost by eliminating wireless cards with low usage (\$25,000).</p>
LAN/MAN Administration	Administration of city local area networks (LANs) and metropolitan area network (MAN). Includes costs for MAN support and maintenance performed by DPU-E and costs for Internet Service Providers (ISP).	<p>ACTIONS TAKEN FOR FY11 BUDGET: Reduced LAN/WAN cable maintenance for a savings of (\$6,000); Reduced certification training for IT staff for a savings of (\$3,600).</p> <p>ACTIONS TO BE TAKEN FOR FY12 BUDGET: Eliminate proposed contract to provide penetration testing of the city's firewall to determine network security vulnerabilities (\$10,000); A Network Administrator position is currently unfilled. Reduce the skill sets required and underfill the position (\$13,500).</p>
End User IT Support	Support for city staff computer system questions/concerns and requests for service for IT issues.	<p>ACTIONS TAKEN FOR FY11 BUDGET: Eliminated (\$18,000) contract for out-sourced end user IT support by phone. Eliminated PC Technician position for a savings of (\$52,000). Reduced PC application training for city staff for a savings of (\$15,000).</p>

**Services Review
IT Department**

Service Category	Definition	Significant Changes Implemented
Software/Hardware Maintenance	Installation, configuration and maintenance of software and hardware (servers and PCs)	<p>ACTIONS TAKEN FOR FY11 BUDGET: Reduced out-sourced hardware support services for a savings of (\$20,000); Reduced IT overtime associated with hardware/software support by (\$35,165); Reduced software purchases for a savings of (\$38,860).</p> <p>ACTIONS TO BE TAKEN FOR FY12 BUDGET: Eliminate outsourced services for emergency hardware/software support (\$5,000); Reduce services for printer and plotter repairs (\$4,000).</p>
Database and Application Administration	Administration of enterprise server-based applications, such as Microsoft Exchange email and SharePoint content management systems, and departmental-specific applications	
Internal Technology Consulting Services	Strategic IT planning, project management, and application training for city staff.	
Enterprise Content and Document Management	Administration and support of the city's Onbase and eAgenda document management systems.	<p>ACTIONS TAKEN FOR FY11 BUDGET: Reduced out-sourced document management software support services for a savings of (\$20,000).</p>
Smart Grid Initiative	Support for selection, implementation and integration of software and hardware systems, such as the Advanced Metering Infrastructure and Meter Data Management systems, that are part of the Smart Grid initiative.	
Enterprise Resource Planning Software Support/Implementation	Administration and support of the city's SunGard Public Sector enterprise resource planning software used for community service, financial, and utility applications.	<p>ACTIONS TAKEN FOR FY11 BUDGET: Reduced SunGard training for city and IT staff by (\$4,600); Reduced paper use for printing for a savings of (\$14,050).</p>

**Services Review
IT Department**

Service Category	Definition	Significant Changes Implemented
Asset Management/Geographic Information Systems	Administration and support of the city's Esri-based geographic information system software and Azteca Cityworks Computerized Maintenance Management system.	ACTIONS TAKEN FOR FY11 BUDGET: Reduced out-sourced GIS software support services for a savings of (\$10,000); Eliminated GIS software training for city staff for a savings of (\$1,000); Reduced GIS software training for GIS staff by (\$4,000).
Software Development	Custom software application development to meet specific user needs not met with the city's commercial off-the-shelf software.	
Report Development	Custom report development to meet specific user needs.	
eGovernment Software Implementation/Support	Administration and support of the city's website applications and content management system.	ACTIONS TAKEN FOR FY11 BUDGET: Reduced out-sourced content management system support services for a savings of (\$6,000).
Support Internal City Business Processes	Staff time to provide data transmission and software processing for payment remittances, utility billing and other financial transactions.	
Citizen Requests	Staff time to respond to resident and business requests for information.	
City Council and Commission Support	Technical support for City Council and Commission meetings and City Council workshops.	

FY10 Actual Budget		FY10 Actual Revenue	
\$	3,397,668	Special Revenue Funding	\$ 1,430,945
		General Revenue Funding	\$ 1,966,724
			\$ 3,397,668

FY11-11 Budget		FY11-11 Revenue	
\$	2,648,028	Special Revenue Funding	\$ 1,523,371
		General Revenue Funding	\$ 1,124,657
			\$ 2,648,028

FY11-12 Budget		FY11-12 Revenue	
\$	2,668,815	Special Revenue Funding	\$ 1,481,617
		General Revenue Funding	\$ 1,187,198
			\$ 2,668,815

INFORMATION TECHNOLOGY PROGRAM BUDGET FY11-12			
Telephone and Communications Services	866,303	Chargeback from other departments	440,788
Regular Pay + Benefits	171,635		
Technical Services	-		
Contractual Services	694,588		
Supplies	80		
LAN/MAN Administration	267,686	Chargeback from other departments	136,202
Regular Pay + Benefits	84,845		
Technical Services	-		
Purchased Property Services	1,511		
Contractual Services	163,404		
Supplies	17,925		
End User IT Support	294,838	Chargeback from other departments	150,018
Regular Pay + Benefits	272,923		
OT Pay + Benefits	-		
Technical Services	21,916		
Contractual Services	-		
Software/Hardware Maintenance	280,080	Chargeback from other departments	142,509
Regular Pay + Benefits	234,463		
OT Pay + Benefits	-		
Technical Services	26,480		
Purchased Property Services	5,484		
Contractual Services	63		
Supplies	12,590		
Capital Outlay	-		
IT Replacement Cost	1,000		
Database and Application Administration	225,576	Chargeback from other departments	114,777
Regular Pay + Benefits	222,845		
Purchased Property Services	1,897		
Contractual Services	-		
Supplies	834		
IT Replacement Cost	-		
Internal Technology Consulting Services	161,717	Chargeback from other departments	82,284
Regular Pay + Benefits	137,578		
Technical Services	23,790		
Contractual Services	-		
Supplies	349		
Enterprise Content and Document Management	165,636	Chargeback from other departments	84,278
Regular Pay + Benefits	132,986		
Technical Services	11,550		
Contractual Services	-		
Supplies	9,981		
Capital Outlay	10,000		
IT Replacement Cost	1,119		
Enterprise Resource Planning Software Administration	140,731	Chargeback from other departments	71,606
Regular Pay + Benefits	134,714		
Contractual Services	-		
Supplies	5,018		
IT Replacement Cost	1,000		
Smart Grid Initiative	26,683	Chargeback from other departments	13,577
Regular Pay + Benefits	26,683		
Asset Management/Geographic Information Systems	134,652	Chargeback from other departments	68,513
Regular Pay + Benefits	131,057		
Technical Services	1,860		
Contractual Services	-		
Supplies	735		
IT Replacement Cost	1,000		
Software Development	66,463	Chargeback from other departments	33,817
Regular Pay + Benefits	66,463		
eGovernment Software Implementation/Support	47,888	Chargeback from other departments	24,366
Regular Pay + Benefits	47,888		
IT Replacement Cost	-		
Support Internal City Business Processes	64,273	Chargeback from other departments	32,703
Regular Pay + Benefits	64,273		
Report Development	52,420	Chargeback from other departments	26,672
Regular Pay + Benefits	52,420		
Citizen Requests	17,363	Chargeback from other departments	8,835
Regular Pay + Benefits	17,363		

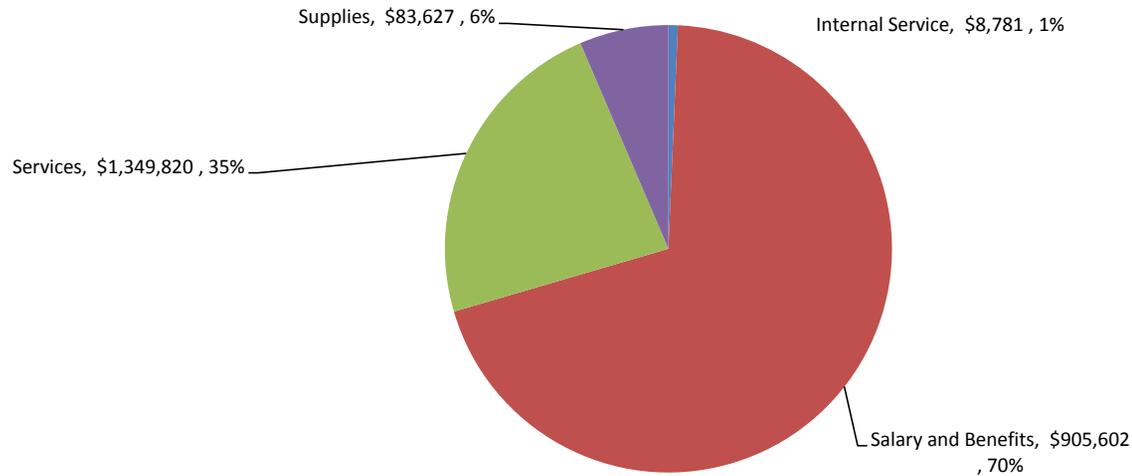
	713,652	Chargeback from other departments	397,287
74,819			
5,000			
628,633			
5,200			
	279,428	Chargeback from other departments	155,557
57,166			
2,000			
2,400			
216,725			
1,137			
	254,630	Chargeback from other departments	141,752
238,239			
5,891			
7,500			
3,000			
	213,367	Chargeback from other departments	118,781
173,998			
5,891			
5,000			
8,400			
3,150			
12,428			
-			
4,500			
	206,618	Chargeback from other departments	115,023
195,018			
-			
5,600			
-			
6,000			
	164,702	Chargeback from other departments	91,689
135,162			
26,900			
2,640			
-			
	147,909	Chargeback from other departments	82,340
136,022			
5,000			
2,250			
1,237			
3,400			
	132,793	Chargeback from other departments	73,925
116,455			
8,435			
3,138			
4,765			
	117,166	Chargeback from other departments	117,166
117,166			
	162,200	Chargeback from other departments	90,296
150,345			
2,500			
3,055			
2,300			
4,000			
	92,051	Chargeback from other departments	51,244
92,051			
	49,388	Chargeback from other departments	27,494
47,623			
1,765			
	48,590	Chargeback from other departments	27,050
48,590			
	43,944	Chargeback from other departments	24,463
43,944			
	16,713	Chargeback from other departments	9,304
16,713			

	788,929	Chargeback from other departments	420,628
128,854			
62,500			
592,375			
5,200			
	306,952	Chargeback from other departments	163,656
61,827			
22,500			
2,400			
219,525			
700			
	244,491	Chargeback from other departments	130,354
228,101			
5,891			
7,500			
3,000			
	210,111	Chargeback from other departments	112,024
165,731			
5,891			
15,000			
8,400			
3,125			
800			
5,500			
5,665			
	204,011	Chargeback from other departments	108,771
194,411			
-			
5,600			
-			
4,000			
	163,814	Chargeback from other departments	87,339
131,174			
30,000			
2,640			
-			
	148,854	Chargeback from other departments	79,364
130,954			
5,000			
2,250			
1,150			
5,500			
4,000			
	123,144	Chargeback from other departments	65,656
106,169			
8,410			
2,800			
5,765			
	132,529	Chargeback from other departments	132,529
132,529			
	95,000	Chargeback from other departments	50,651
143,287			
2,500			
3,055			
1,300			
5,000			
	86,640	Chargeback from other departments	46,193
86,640			
	46,935	Chargeback from other departments	25,024
46,935			
-			
	46,692	Chargeback from other departments	24,895
46,692			
	48,593	Chargeback from other departments	25,908
48,593			
	16,178	Chargeback from other departments	8,625
16,178			

CMO/Repro Safety Statistics

CMO/Repro	2009 Year End Actual	2009 3rd Quarter YTD	2010 3rd Quarter YTD	2010 Year End Goal	2010 Stretch Goal
Total Injuries	0	0	0	0	0
# of Lost Time Days	0	0	0	0	0
Preventable Collisions	0	0	1	0	0
Costs paid - Current Yr Injuries	\$0	\$0	\$0		
Costs paid - Collisions	\$0	\$0	\$1,046		

Expenditure by Element



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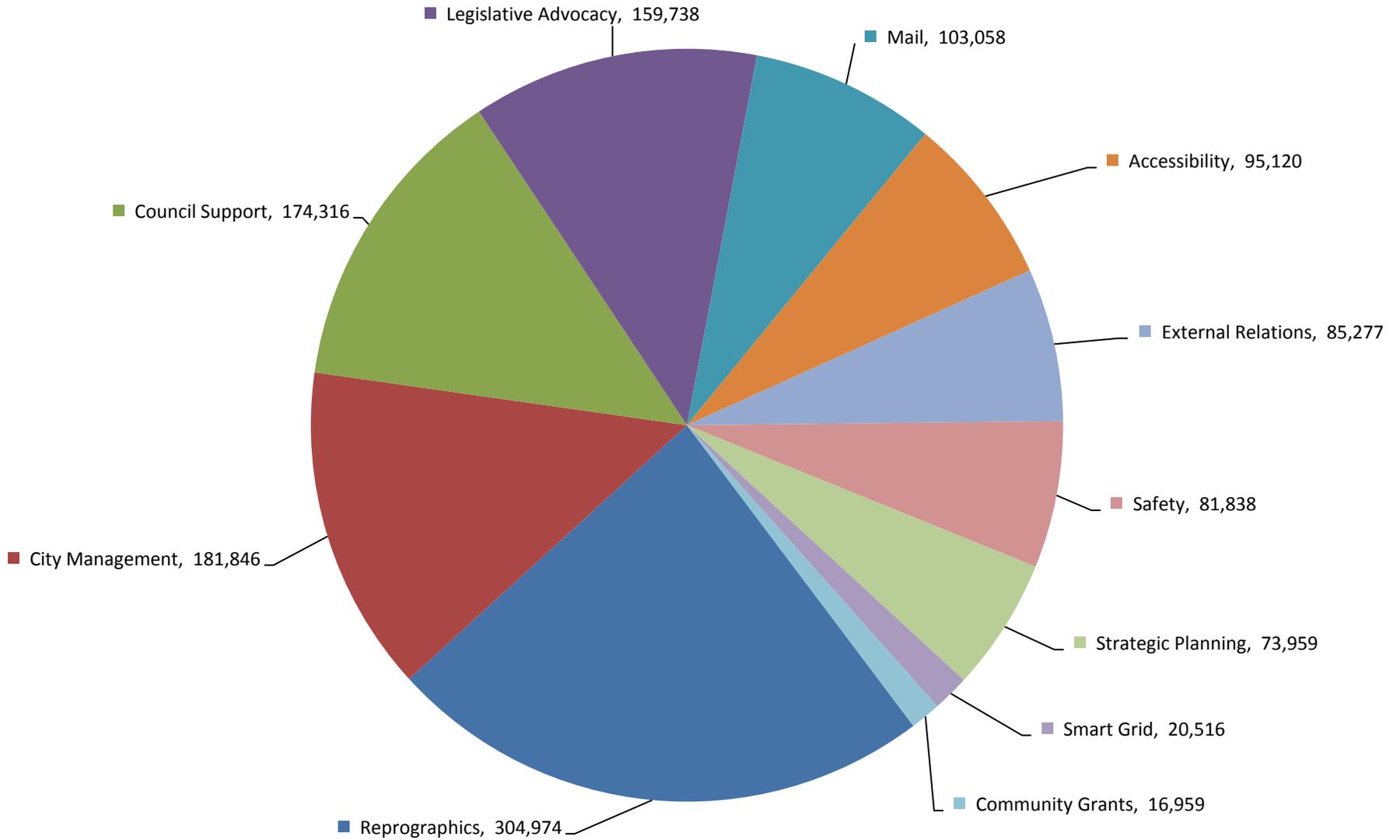
BUDGET CHANGES	
0-11 Budget	\$ 1,362,190
1-12 Budget	\$ 1,297,602
Total decrease	\$ (64,588)

RELEASE/DECREASE ELEMENTS	
Open Survey	\$ 35,000
Eliminate Safety Manager	\$ (134,000)
FTE transfer from Police	\$ 81,000
FTE transfer to TED	\$ (33,000)
Other minor decreases	\$ (13,588)

	Actual	Actual	Actual	Adopted Budget	Proposed Budget
CMO/Repro FTE's	FY08	FY09	FY10	FY11	FY12
CMO	9.62	8.62	7.62	7.62	7.12
Reprographics and Mail	2.00	2.00	2.00	3.48	3.18
TOTALS	11.62	10.62	9.62	11.10	10.30

*mailroom personnel moved to reprographics in FY11

CMO/Repro BUDGET FY11-12 \$1,297,602



CMO/REPRO PROGRAM BUDGET FY11-12	
Reprographics	304,974
City Management	181,846
Council Support	174,316
Legislative Advocacy	159,738
Mail	103,058
Accessibility	95,120
External Relations	85,277
Safety	81,838
Strategic Planning	73,959
Smart Grid	20,516
Community Grants	16,959
TOTAL	1,297,602

**Services Review
CMO**

Service Category	Definition	Significant Changes Implemented
Reprographics	The city's fully functional in-house copying, printing, binding and shredding services. Includes copier and printer maintenance and paper purchasing for all city facilities.	ACTIONS TAKEN FOR FY11 BUDGET: Reduced overtime by 98%. Reduced paper purchase. Eliminated Council fax machine replacement.
Safety	Personnel costs associated with implementation of city safety program including training and management. Also includes safety training and awards.	ACTIONS TAKEN FOR FY11 BUDGET: Reduced CMO safety training budget by 83%
		ACTIONS TO BE TAKEN FOR FY12 BUDGET: Combined City Safety Manager with DPU-E Safety Program Supervisor
City Management	CMO oversight of all city operations. Includes Internal auditor salary and benefits (currently on-hold).	ACTIONS TAKEN FOR FY11 BUDGET: Reduced operating supplies budget
		ACTIONS TAKEN FOR FY11 & 12 BUDGETS: City Auditor position on hold
Legislative Advocacy	Research, advocacy, lobbying, and monitoring of legislation pertinent to the City of Naperville. Includes the lobbyist contract, Springfield drivedowns and memberships in municipal organizations.	ACTIONS TAKEN FOR FY11 BUDGET: Reduced incidental lobbying budget by 50%.
Mail	The city's fully functional in-house mail pick/up and delivery service. Includes costs associated with the mail vehicle and postage machine.	ACTIONS TAKEN FOR FY11 BUDGET: Eliminated one mailroom position reducing the frequency of mail delivery. Reduced CMO postage budget.
Accessibility	Coordinating Americans with Disabilities Act compliance, staffing the Advisory Commission on Disabilities and administering programs for seniors and persons with disabilities.	ACTIONS TAKEN FOR FY11 BUDGET: Eliminated social services budget items.
Strategic Planning	Oversight of the Strategic Plan and associated items. Includes memberships in professional organizations that foster innovative and strategic thinking.	
External Relations	Contact and networking with external groups and customers (i.e. the Chamber, Homeowners Confederation, other government bodies, residents, municipal organizations etc.)	ACTIONS TAKEN FOR FY11 BUDGET: Eliminated membership in some municipal and professional organizations. Reduced budget for lunches served at meetings by 50%.
Council Support	City Council meeting and workshop agenda processes, meetings with Councilmembers, Council Work Request process, responding to Council inquiries, etc.	ACTIONS TAKEN FOR FY11 BUDGET: Reduced overtime for Council meetings by 50%.
		ACTIONS TO BE TAKEN FOR FY12 BUDGET: Eliminated .5 FTE due to efficiencies gained through eAgenda implementation
Smart Grid	CMO oversight of the Smart Grid Initiative.	
Community Grants	Supervision of the Community Grants Coordinator; salary, benefits, material and supplies for the Community Grants Coordinator are paid through the respective grant funds.	

FY10 Budget Actual	FY10 Revenue Actual
\$ 953,581	Special Revenue Funding \$ 225,828
	General Revenue Funding \$ 727,753
	\$ 953,581

FY10-11 Budget	FY10-11 Revenue
\$ 1,362,190	Special Revenue Funding \$ 188,192
	General Revenue Funding \$ 1,173,998
	\$ 1,362,190

FY11-12 Budget	FY11-12 Revenue
\$ 1,297,602	Special Revenue Funding \$ 188,192
	General Revenue Funding \$ 1,109,411
	\$ 1,297,602

CMO/REPRO PROGRAM BUDGET FY11-12			
Reprographics	-		
Regular Pay + Benefits			
Copying Services			
Document Destruction			
Repair and Maintenance Services			
Paper and Stationary Supplies			
Copier/Fax Machine Supplies			
Color Copier Replacement			
Copying/Binding charges passed to Utilities and Settlement			
General Liability			
Department Contingency			
Safety	210,000	Electric Chargeback 25,000	Water Chargeback 25,000
Regular Pay + Benefits			
Conferences and Training			
Awards			
IT Replacement Cost			
General Liability			
Supplies			
Department Contingency			
City Management	179,000	Electric Chargeback 25,000	Water Chargeback 25,000
Regular Pay + Benefits			
Internal Auditor Training			
Internal Auditor Memberships			
IT Replacement Cost			
General Liability			
Supplies			
Council Support	204,837	Electric Chargeback 25,000	Water Chargeback 25,000
Regular Pay + Benefits			
Overtime + Benefits			
IT Replacement Cost			
General Liability			
Supplies			
Legislative Advocacy	154,500	Electric Chargeback 25,000	Water Chargeback 25,000
Regular Pay + Benefits			
Lobbyist Contract			
Lobbying Incidentals			
TRAC Lobbyist			
Capitol Fax			
Drivedowns			
Organization Memberships			
IT Replacement Cost			
General Liability			
Supplies			
Department Contingency			
Mail	-		
Regular Pay + Benefits			
Postage Machine Repair/Maintenance			
Postage Meter Rental			
Mileage			
Postage			
Vehicle Replacement			
Vehicle Services			
Auto Liability			
General Liability			
Supplies			
Accessibility	-		
Regular Pay + Benefits			
IT Replacement Cost			
General Liability			
Supplies			
External Relations	115,798	Electric Chargeback 10,000	Water Chargeback 10,000
Regular Pay + Benefits			
Citizen Survey			
Event Participation			
Organization Memberships			
Cable			
IT Replacement Cost			
General Liability			
Supplies			
Department Contingency			

290,190			
127,775			
133,768			
2,500			
2,000			
60,700			
5,000			
3,042			
(42,845)			
250			
(2,000)			
210,286	Electric Chargeback 6,590	Water Chargeback 8,096	
197,814			
1,000			
10,100			
3,018			
250			
104			
(2,000)			
187,901	Electric Chargeback 12,000	Water Chargeback 15,000	
183,624			
500			
405			
3,018			
250			
104			
211,756	Electric Chargeback 16,000	Water Chargeback 16,000	
204,333			
680			
6,035			
500			
208			
164,949	Electric Chargeback 15,000	Water Chargeback 20,000	
66,730			
60,000			
2,500			
15,000			
350			
2,300			
16,698			
3,018			
250			
104			
(2,000)			
111,138	Electric Chargeback 8,000	Water Chargeback 12,000	
97,953			
3,460			
1,452			
50			
500			
-			
5,054			
2,315			
250			
104			
15,112			
11,740			
3,018			
250			
104			
74,147	Electric Chargeback 10,000	Water Chargeback 12,000	
54,928			
650			
16,698			
500			
3,018			
250			
104			
(2,000)			

304,974			
121,246			
135,065			
2,500			
13,789			
60,500			
5,000			
3,042			
(34,418)			
250			
(2,000)			
81,838	Electric Chargeback 6,590	Water Chargeback 8,086	
68,884			
1,000			
10,100			
3,105			
250			
499			
(2,000)			
181,846	Electric Chargeback 12,000	Water Chargeback 15,000	
177,088			
500			
405			
3,105			
250			
499			
174,316	Electric Chargeback 16,000	Water Chargeback 16,000	
165,929			
680			
6,210			
500			
997			
159,738	Electric Chargeback 15,000	Water Chargeback 20,000	
61,037			
60,000			
2,500			
15,000			
350			
2,300			
16,698			
3,105			
250			
499			
(2,000)			
103,058	Electric Chargeback 8,000	Water Chargeback 12,000	
87,225			
3,460			
1,452			
25			
500			
397			
3,108			
6,143			
250			
499			
95,120			
91,267			
3,105			
250			
499			
85,277	Electric Chargeback 10,000	Water Chargeback 12,000	
48,906			
17,500			
320			
16,698			
3,105			
250			
499			
(2,000)			

FY10 Budget Actual		FY10 Revenue Actual	
\$	953,581	Special Revenue Funding	\$ 225,828
		General Revenue Funding	\$ 727,753
			\$ 953,581

FY10-11 Budget		FY10-11 Revenue	
\$	1,362,190	Special Revenue Funding	\$ 188,192
		General Revenue Funding	\$ 1,173,998
			\$ 1,362,190

FY11-12 Budget		FY11-12 Revenue	
\$	1,297,602	Special Revenue Funding	\$ 188,192
		General Revenue Funding	\$ 1,109,411
			\$ 1,297,602

CMO/REPRO PROGRAM BUDGET FY11-12			
Strategic Planning	72,472	Electric Chargeback	2,914
Regular Pay + Benefits		Water Chargeback	2,914
Citizen Survey			
Individual Memberships			
IT Replacement Cost			
General Liability			
Supplies			
Department Contingency			
Smart Grid	-		
Regular Pay + Benefits			
IT Replacement Cost			
Supplies			
Community Grants	16,974		
Regular Pay + Benefits			
IT Replacement Cost			
General Revenue Funding		Property Tax	219,324
		Sales Tax	219,324
		Other General Revenue Sources	289,106

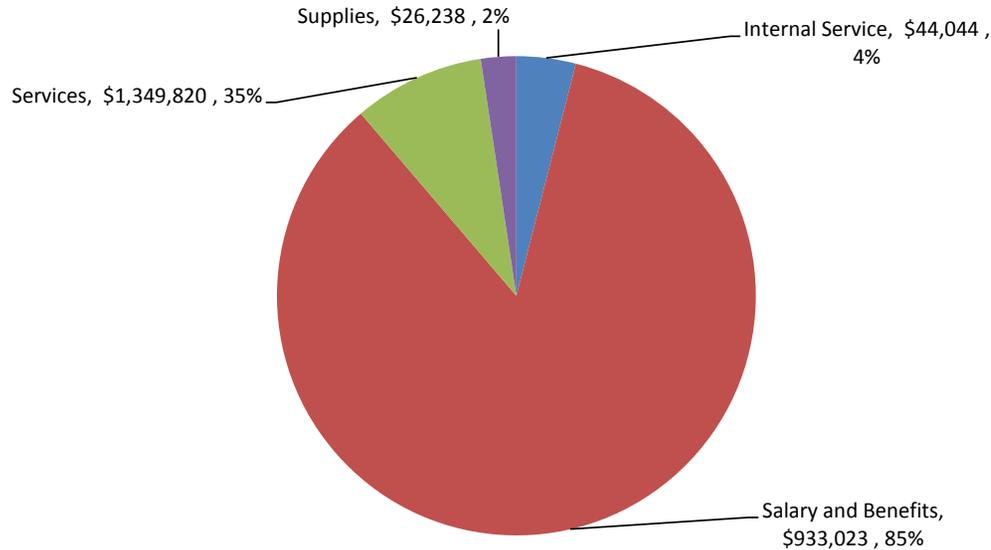
	58,509	Electric Chargeback	6,000
52,731		Water Chargeback	11,000
-			
4,406			
3,018			
250			
104			
(2,000)			
	20,506	Electric Chargeback	20,506
17,384			
3,018			
104			
	17,695		
14,678			
3,018			
		Property Tax	313,304
		Sales Tax	313,304
		Other General Revenue Sources	547,390

	73,959	Electric Chargeback	6,000
50,010		Water Chargeback	11,000
17,500			
4,596			
3,105			
250			
499			
(2,000)			
	20,516	Electric Chargeback	20,516
16,913			
3,105			
499			
	16,959		
13,854			
3,105			
		Property Tax	298,449
		Sales Tax	298,449
		Other General Revenue Sources	512,513

Human Resources Safety Statistics

Human Resources	2009 Year End Actual	2009 3rd Quarter YTD	2010 3rd Quarter YTD	2010 Year End Goal	2010 Stretch Goal
Total Injuries	0	0	0	0	0
# of Lost Time Days	0	0	0	0	0
Preventable Collisions	0	0	0	0	0
Costs paid - Current Yr Injuries	\$0	\$0	\$0		
Costs Paid - Collisions	\$0	\$0	\$0		

Expenditure by Element



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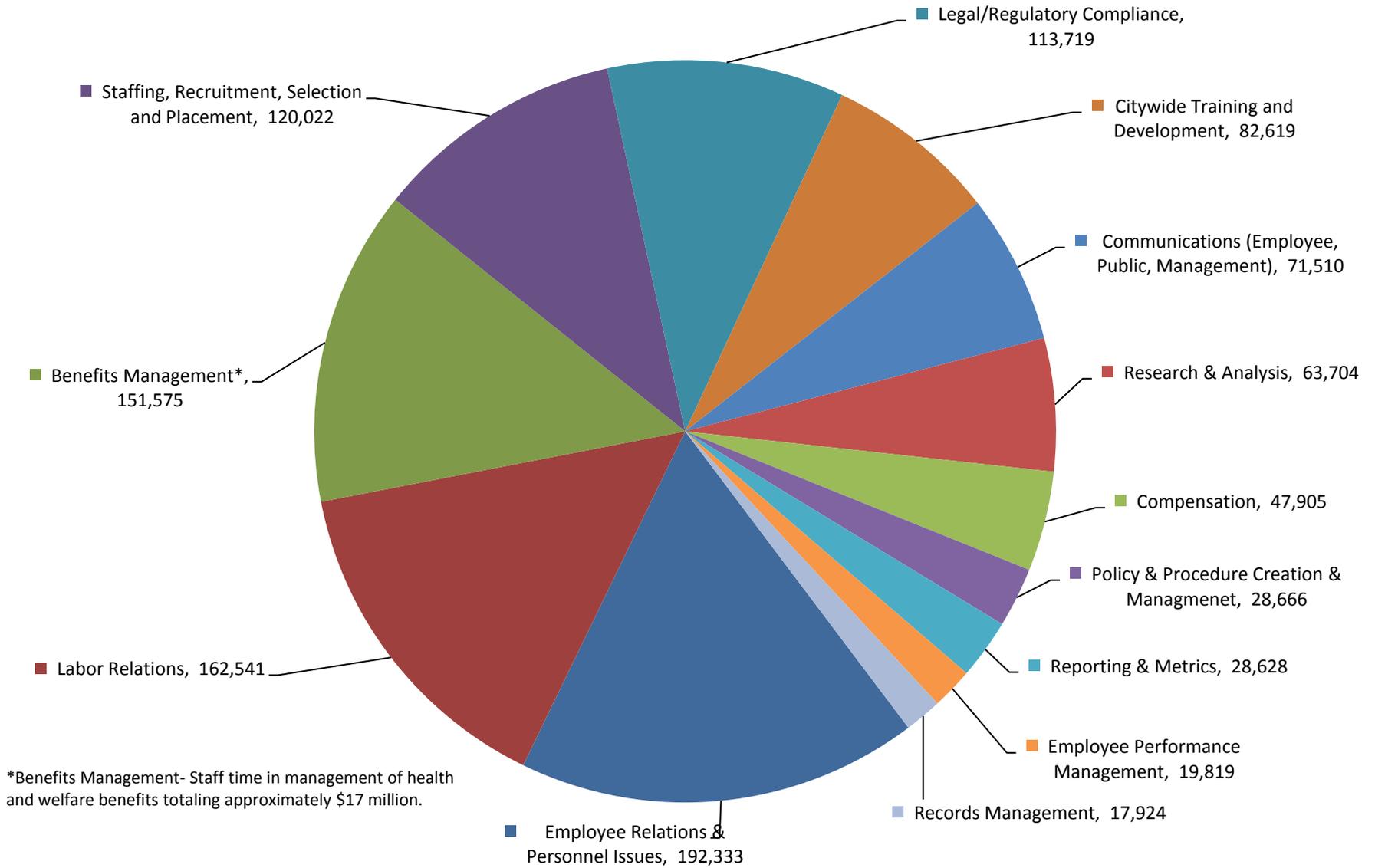
BUDGET CHANGES	
0-11 Budget	\$ 1,116,887
1-12 Budget	\$ 1,100,965
Total decrease	\$ (15,922)

INCREASE/DECREASE ELEMENTS	
Salary and benefit changes	\$ (14,719)
Other minor decreases	\$ (1,203)

	Actual FY08	Actual FY09	Actual FY10	Adopted Budget FY11	Proposed Budget FY12
Human Resources FTE's					
Human Resources	17.75	12.75	10.50	10.50	10.50
TOTALS	17.75	12.75	10.50*	10.50*	10.50*

*.50 FTE in BOFP and .50 FTE in HR

HR BUDGET FY11-12 \$1,100,965



*Benefits Management- Staff time in management of health and welfare benefits totaling approximately \$17 million.

HUMAN RESOURCES PROGRAM BUDGET FY11-12	
Employee Relations & Personnel Issues	192,333
Labor Relations	162,541
Benefits Management*	151,575
Staffing, Recruitment, Selection and Placement	120,022
Legal/Regulatory Compliance	113,719
Citywide Training and Development	82,619
Communications (Employee, Public, Management)	71,510
Research & Analysis	63,704
Compensation	47,905
Policy & Procedure Creation & Managemenet	28,666
Reporting & Metrics	28,628
Employee Performance Management	19,819
Records Management	17,924
TOTAL	\$ 1,100,965

*Benefits Management- Staff time in management of health and welfare benefits totaling approximately \$17 million.

**Services Review
Human Resources**

Service Category	Definition	Significant Changes Implemented
Employee Relations & Personnel Issues	Includes the staff time and all applicable supplies for employee and department counseling on employee leaves, policy interpretation, unemployment administration, investigations, etc. Also includes training related to these functions and applicable charegbacks.	ACTIONS TAKEN FOR FY11 BUDGET: Reduction in Dues and Conferences & Training. ACTIONS TO BE TAKEN FOR FY12 BUDGET: Elimination of HR Generalist (\$22,855).
Labor Relations	Includes staff time and all applicable supplies for contract negotiation, contract interpretation and grievance management. Also includes training related to these functions and applicable charegbacks.	ACTIONS TAKEN FOR FY11 BUDGET: Reduction in Dues and Conferences & Training. ACTIONS TO BE TAKEN FOR FY12 BUDGET: Elimination of HR Generalist (\$22,855).
Staffing, Recruitment, Selection and Placement	Includes staff time and all applicable supplies for advertising, the application process, interviewing, testing, background checks, coordination of physicals and drug screenings, reference checks, on boarding and new employee orientation.	ACTIONS TAKEN FOR FY11 BUDGET: Reduction in Recruitment budget including advertising and pre-employment physicals ACTIONS TO BE TAKEN FOR FY12 BUDGET: Elimination of HR Generalist (\$22,855).
Benefits Management	Includes staff time in management of health and welfare benefits totaling approximately \$17 million. Includes staff time and all applicable supplies for the Employee Assistance	ACTIONS TAKEN FOR FY11 BUDGET: Eliminated Tuition Assistance (\$37,500)
Legal/Regulatory Compliance	Includes staff time and all applicable supplies and staff training to ensure compliance in all state and federal legislation such as FMLA, FLSA, COBRA, HIPAA, and ADA. Also includes training related to these functions and applicable charegbacks.	ACTIONS TAKEN FOR FY11 BUDGET: Reduction in Dues and Conferences & Training.
Citywide Training and Development	Includes staff time and all applicable supplies for the design, implementation and facilitation of citywide training including supervisory, leadership, and customized department training.	ACTIONS TAKEN FOR FY11 BUDGET: Reduction in training materials purchased.
Communications (Employee, Public, Management)	Includes staff time and all applicable supplies for responses to FOIAs, Council requests, resident questons, general employee and management communications.	

Services Review
Human Resources

Service Category	Definition	Significant Changes Implemented
Research & Analysis	Includes staff time and all applicable supplies for all aspects of total compensation including creating and analyzing applicable reports.	
Compensation	Includes staff time and all applicable supplies for salary administration, job evaluation, position studies, salary survey response and requests.	
Policy & Procedure Creation & Management	Includes staff time and all applicable supplies for employee policy manual maintenance, software maintenance, departmental work rules and standard operating procedures.	
Reporting & Metrics	Includes staff time and all applicable supplies for HR created reports including the headcount and vacant position report, hiring activity and span of control report, etc.	
Performance Management	Includes staff time and all applicable supplies for employee performance management.	
Records Management	Includes staff time and all applicable supplies to ensure compliance with records management requirements including personnel files, interview records and I-9 information per state and federal requirements.	

FY10 Actual	FY10 Revenue Actual	
\$ 1,327,849	Special Revenue Funding	\$ 373,478
	General Revenue Funding	\$ 954,371
		\$ 1,327,849

FY10-11 Budget	FY10-11 Revenue	
\$ 1,116,887	Special Revenue Funding	\$ 290,283
	General Revenue Funding	\$ 826,604
		\$ 1,116,887

FY11-12 Budget	FY11-12 Revenue	
\$ 1,100,965	Special Revenue Funding	\$ 286,251
	General Revenue Funding	\$ 814,714
		\$ 1,100,965

HUMAN RESOURCES PROGRAM BUDGET FY11-12		
Employee Relations & Personnel Issues	239,016	
Salaries and Benefits		38,132
Professional Services		38,132
Other Purchased Services		
Supplies, IT Replacement, Auto Liability, General Liability		
Labor Relations	199,177	
Salaries and Benefits		32,953
Other Purchased Services		32,953
Supplies, IT Replacement, Auto Liability, General Liability		
Benefits Management*	172,619	
Salaries and Benefits		22,440
Professional Services		22,440
Other Purchased Services		
Supplies, IT Replacement, Auto Liability, General Liability		
Staffing, Recruitment, Selection and Placement	146,063	
Salaries and Benefits		18,988
Professional Services		18,988
Other Purchased Services		
Supplies, IT Replacement, Auto Liability, General Liability		
Legal/Regulatory Compliance	132,785	
Salaries and Benefits		17,262
Professional Services		17,262
Other Purchased Services		
Supplies, IT Replacement, Auto Liability, General Liability		
Employee Training and Development	106,228	
Salaries and Benefits		13,810
Professional Services		13,810
Other Purchased Services		
Supplies, IT Replacement, Auto Liability, General Liability		
Communications (Employee, Public, Management)	92,949	
Salaries and Benefits		12,083
Professional Services		12,083
Other Purchased Services		
Supplies & Chargebacks		
Research & Analysis	79,671	
Salaries and Benefits		10,357
Professional Services		10,357
Other Purchased Services		
Supplies, IT Replacement, Auto Liability, General Liability		
Compensation	53,114	
Salaries and Benefits		6,905
Professional Services		6,905
Other Purchased Services		
Supplies, IT Replacement, Auto Liability, General Liability		
Policy & Procedure Creation & Management	39,835	
Salaries and Benefits		5,179
Professional Services		5,179
Other Purchased Services		
Supplies, IT Replacement, Auto Liability, General Liability		
Reporting & Metrics	26,557	
Salaries and Benefits		3,452
Professional Services		3,452
Other Purchased Services		
Supplies, IT Replacement, Auto Liability, General Liability		
Employee Performance Management	26,557	
Salaries and Benefits		3,452
Professional Services		3,452
Other Purchased Services		
Supplies, IT Replacement, Auto Liability, General Liability		
Records Management	13,278	
Salaries and Benefits		1,726
Professional Services		1,726
Other Purchased Services		
Supplies, IT Replacement, Auto Liability, General Liability		
Contingency	-	
General Revenue Funding		
Property Tax		305,405
Sales Tax		305,405
Other General Revenue Sources		343,561

	202,639	Electric Chargeback	24,482
173,963		Water Chargeback	24,482
8,640			
8,688			
11,348			
	167,348	Electric Chargeback	19,894
152,022		Water Chargeback	19,894
7,188			
8,138			
	155,294	Electric Chargeback	20,188
113,511		Water Chargeback	20,188
25,000			
8,056			
8,727			
	135,022	Electric Chargeback	17,553
81,956		Water Chargeback	17,553
21,500			
25,000			
6,566			
	118,026	Electric Chargeback	15,343
85,098		Water Chargeback	15,343
20,000			
7,189			
5,739			
	84,119	Electric Chargeback	10,935
70,853		Water Chargeback	10,935
13,266			
	73,010	Electric Chargeback	9,491
68,460		Water Chargeback	9,491
3,550			
1,000			
	65,204	Electric Chargeback	8,477
62,033		Water Chargeback	8,477
3,171			
	49,405	Electric Chargeback	6,423
47,003		Water Chargeback	6,423
2,402			
	28,666	Electric Chargeback	3,727
27,272		Water Chargeback	3,727
1,394			
	28,628	Electric Chargeback	3,722
27,236		Water Chargeback	3,722
1,392			
	19,819	Electric Chargeback	2,576
18,855		Water Chargeback	2,576
964			
	17,924	Electric Chargeback	2,330
17,052		Water Chargeback	2,330
872			
	(28,217)		
		Property Tax	256,884
		Sales Tax	256,884
		Other General Revenue Sources	312,836

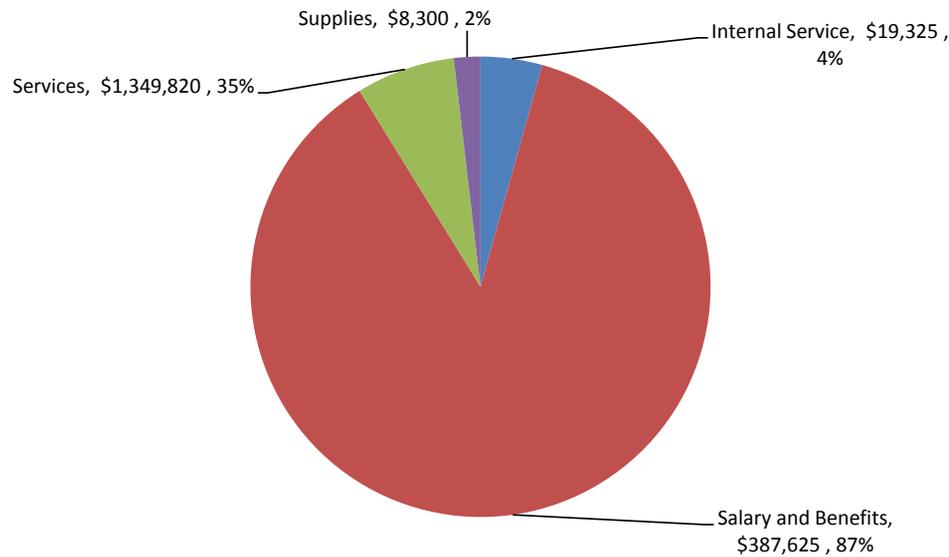
	192,333	Electric Chargeback	25,003
174,390		Water Chargeback	25,003
3,140			
7,881			
6,922			
	162,541	Electric Chargeback	21,130
150,022		Water Chargeback	21,130
6,381			
6,138			
	151,575	Electric Chargeback	19,705
111,792		Water Chargeback	19,705
25,000			
6,056			
8,727			
	120,022	Electric Chargeback	15,603
80,456		Water Chargeback	15,603
16,500			
17,500			
5,566			
	113,719	Electric Chargeback	14,783
83,598		Water Chargeback	14,783
18,000			
6,382			
5,739			
	82,619	Electric Chargeback	10,740
69,353		Water Chargeback	10,740
13,266			
	71,510	Electric Chargeback	9,296
66,960		Water Chargeback	9,296
3,550			
1,000			
	63,704	Electric Chargeback	8,282
60,533		Water Chargeback	8,282
3,171			
	47,905	Electric Chargeback	6,228
45,503		Water Chargeback	6,228
2,402			
	28,666	Electric Chargeback	3,727
27,272		Water Chargeback	3,727
1,394			
	28,628	Electric Chargeback	3,722
27,236		Water Chargeback	3,722
1,392			
	19,819	Electric Chargeback	2,576
18,855		Water Chargeback	2,576
964			
	17,924	Electric Chargeback	2,330
17,052		Water Chargeback	2,330
872			
		Property Tax	253,222
		Sales Tax	253,222
		Other General Revenue Sources	308,270

*Benefits Management: Staff time in management of health and welfare benefits totaling approximately \$17 million.

City Clerk Safety Statistics

City Clerk	2009 Year End Actual	2009 3rd Quarter YTD	2010 3rd Quarter YTD	2010 Year End Goal	2010 Stretch Goal
Total Injuries	0	0	0	0	0
# of Lost Time Days	0	0	0	0	0
Preventable Collisions	0	0	0	0	0
Costs paid - Current Yr Injuries	\$0	\$0	\$0		
Costs Paid - Collisions	\$0	\$0	\$0		

Expenditure by Element

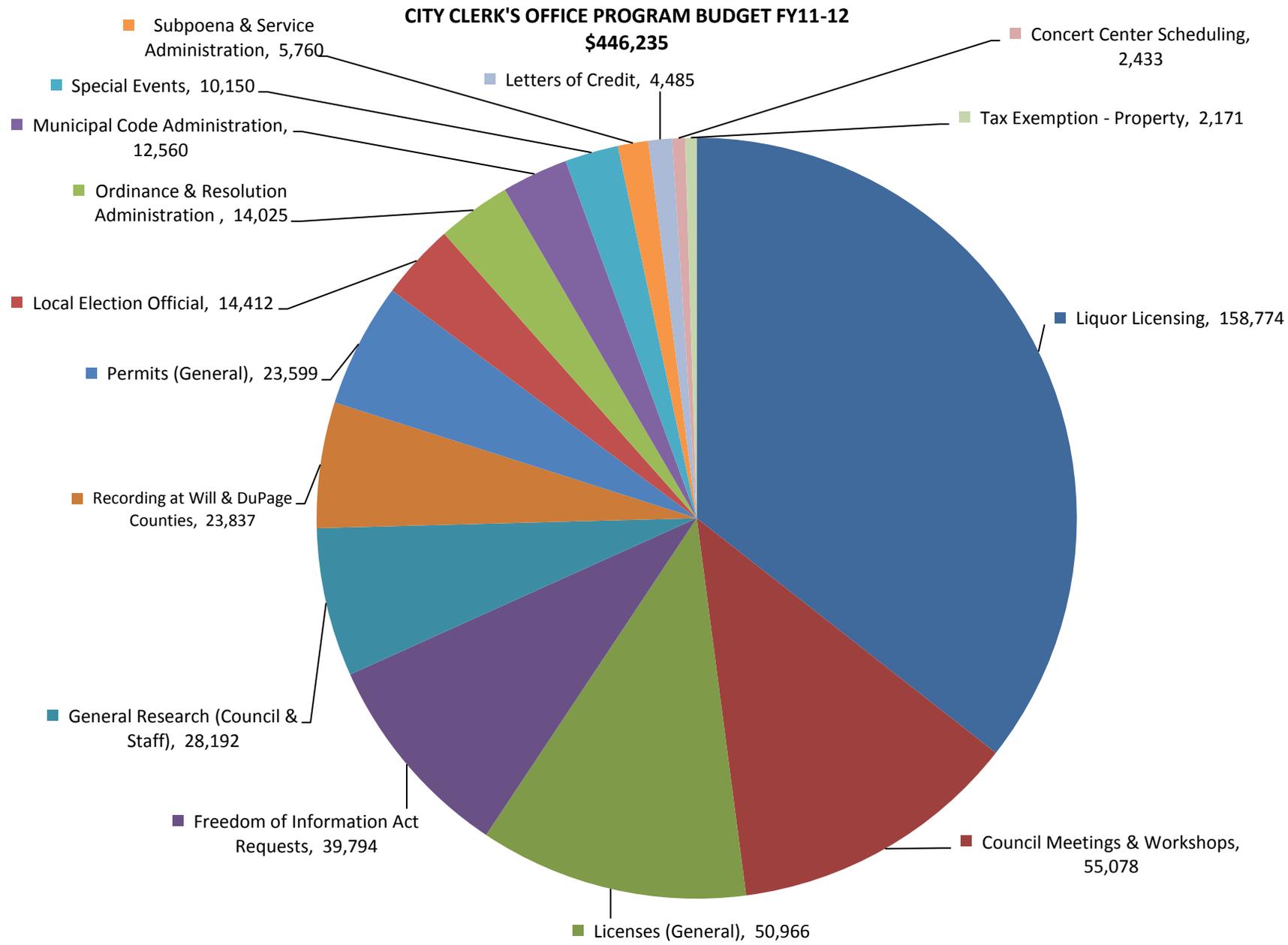


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BUDGET CHANGES	
0-11 Budget	\$ 474,878
1-12 Budget	\$ 446,235
Total decrease	\$ (28,643)

INCREASE/DECREASE ELEMENTS	
Medical Insurance	\$ (15,000)
Ordering Fees	\$ (7,000)
Other minor decreases	\$ (6,643)

	Actual FY08	Actual FY09	Actual FY10	Adopted Budget FY11	Proposed Budget FY12
City Clerk FTE's	8.00	6.00	5.50	5.50	5.50
City Clerk	8.00	6.00	5.50	5.50	5.50
TOTALS	8.00	6.00	5.50	5.50	5.50



CITY CLERK PROGRAM BUDGET FY11-12	
Liquor Licensing	158,774
Council Meetings & Workshops	55,078
Licenses (General)	50,966
Freedom of Information Act Requests	39,794
General Research (Council & Staff)	28,192
Recording at Will & DuPage Counties	23,837
Permits (General)	23,599
Local Election Official	14,412
Ordinance & Resolution Administration	14,025
Municipal Code Administration	12,560
Special Events	10,150
Subpoena & Service Administration	5,760
Letters of Credit	4,485
Concert Center Scheduling	2,433
Tax Exemption - Property	2,171
TOTAL	\$ 446,235

**Services Review
City Clerk**

Service Category	Definition	Significant Changes Implemented
Liquor Licensing	Includes staff time, license printing supplies, and a limited amount of postage. Major activities include renewal of existing licenses, new business and concept review, and mid-year corporate takeovers. Clerk's Office staff administers state mandated municipal due diligence for changes in officers and managers, background investigation, expiration of state and local licenses, and lapses in liquor liability insurance. Concept changes such as paid dancers, charitable gambling, unusual liquor promotions; and additions to supplemental permits including entertainment, outdoor seating or liquor tastings are also reviewed. Licensing responsibilities also include monthly BASSET training (Beverage Alcohol Seller Server Education Training). During 2009-2010 classes were held weekly to accomodate certifying existing liquor business employees under the Naperville taught class. Resources include staff time, state mandated curriculum packets and certification cards. BASSET activities for Clerk's Office staff include scheduling, registration, class administration, test grading, certificate production, notifications of no-shows and rescheduling. The per person registration fee is \$30 (revenue) and a \$5 rescheduling fee is charged for no-shows. Class size is limited to 50 participants unless otherwise directed.	ACTIONS TO BE TAKEN FOR FY12 BUDGET: Continued evaluation of technology and possible fee increases. Elimination of color printer; all certificates and documentation will be in black and white.
Freedom of Information Act Requests (FOIA)	Includes staff time, Gov QA FOIA software, reproduction costs, and CD/DVDs. Clerk's Office responsibilities include researching responses, routing document requests to multiple departments, monitoring response deadlines, redacting information, and working with the Office of the Attorney General on denials and appeals.	

**Services Review
City Clerk**

Service Category	Definition	Significant Changes Implemented
Council Meetings & Workshops	Clerk's Office staff duties include recording meetings, indexing agenda items in Granicus, performing roll calls, assigning ordinance and resolution numbers. Post meeting duties include creating a CD of the recording, re-indexing Granicus where necessary, and development of minutes. By ordinance (Municipal Code 1-5-4-9) and state statute (65 ILCS 5/3.1-35-90) writes minutes, makes public and maintains permanent record of the minutes. Effective 01-01-2011 new state (HB 5483 or P.A. 96-1473) requirements for approving minutes and making available to the public.	
General Research (Council & Staff)	Responses to Council inquiries and work requests. Supplies departments with data on ordinance, agreements, and minutes history for Agenda and Manager's Memo. Provides Legal Department with research and documents responsive to subpoenas and law suits.	ACTIONS TO BE TAKEN FOR FY12 BUDGET: Elimination of color printer. All research documents will be produced in black and white or sent to Reprographics.
Recording at Will & DuPage Counties	Staff time, county fees, and pool car for travel. The majority of recorded documents are generated from Council items including changes affecting land (ex. annexations, zoning, plats); ordinances; taxes (levies and SSA); and agreements (IGA). Other recorded documents include: administrative plats, encroachments and public utility agreements.	
Local Election Official	Clerk's Office duties include voter registration for DuPage and Will County, staff Will County early voting for 16 days including weekend hours annually, reserve facility and provide security and access to meeting rooms for DuPage elections judges for early voting and election day precinct. (Note: When primaries occur another 16 day early voting period is added.)	

**Services Review
City Clerk**

Service Category	Definition	Significant Changes Implemented
Ordinance & Resolution Administration	Staff time to check completeness of ordinances, resolutions, agreements and exhibits, route for signatures internally and externally, monitor return of documents sent for external signatures, attesting City Manager and Mayoral signatures, noticing and distributing copies to affected parties.	
Licenses and Permits (General)	Includes staff time, license printing and permit sticker supplies for 24 license and permit types. Ordinance and/or state statute require these applications be administered by the City Clerk's Office. The service categories include: resident services (ex. amplifier, block party, handicapped parking hangtags); public protection (ex. food vendor registration, peddler/solicitors, taxicab & livery); business specific permits (ex. tobacco dealers, juke boxes and mechanical amusement devices; sidewalk contractors, valet parking); and state mandated (ex. raffles, going out of business). Most require proof of business status (either not-for-profit or professional licensing); insurance certificates and/or bonds; and approvals, actions or inspections by other departments including DPU-E, DPW, Police, TAB, and TED.	ACTIONS TO BE TAKEN FOR FY12 BUDGET: Elimination of color printer. All permits, licenses, and stickers will be in black and white.
Municipal Code Administration	Includes staff time and vendor contract costs. Involves preparation and transmission of approved text amendments for integration into municipal code and publishing on hosted website.	
Special Events	Leading special events for the city and coordinating the Special Event Executive Committee.	
Subpoena & Service Administration	The Clerk's Office is contact of record for all subpoenas and papers served on the city: requires identification of individual serving papers and written receipt, logging date and time of service, delivery to Legal Department promptly to insure the city's ability appear in court, avoid fines and adverse judgements.	

Services Review

City Clerk

Service Category	Definition	Significant Changes Implemented
Letters of Credit	Includes staff time and certified mailings. Partners with TED to monitoring developer's intent to discontinue financial surities. Uses formal/legal demand letters to keep effective letters of credit, bonds and cash deposits for millions of dollars of public improvement guarantees.	
Concert Center Scheduling	Includes staff time for approval of group eligibility, date availability, processing reservation deposit, coordination with Park District, and updating availability calendar. This program services not-for-profit groups and the municipal band.	
Tax Exemption - Property	Includes staff time for preparation of tax exemption paperwork for newly acquired city-owned properties and annual verifications to DuPage and Will counties on all city-owned PIN's.	

FY10 Budget Actuals	FY10 Revenue	
\$ 421,763	Special Revenue Funding	\$ 214,471
	General Revenue Funding	\$ 207,292
		\$ 421,763

CITY CLERK PROGRAM BUDGET FY11-12		
Liquor Licensing	156,000	Liquor Commission Project 613301 156,000
Regular Pay + Benefits		
Overtime + Benefits		
IT Replacement Charges & Supplies		
BASSET		
Council Meetings & Workshops	54,263	
Regular Pay + Benefits		
Overtime Pay + Benefits		
IT Replacement Charges & Supplies		
Legal Publications		
Licenses (General)	54,000	Charitable Games Tax 10,014 Business License 43,986
Regular Pay + Benefits		
Copy and Binding (External Services)		
Postage		
IT Replacement Charges & Supplies		
Taxi		
Electrician License & Registration		
Plumber License & Registration		
Freedom of Information Act Requests	34,000	Sale of Printed Material 4,471
Regular Pay + Benefits		
IT Replacement Charges & Supplies		
General Research (Council & Staff)	24,000	
Regular Pay + Benefits		
IT Replacement Charges & Supplies		
Conferences and Training		
Dues and Subscriptions		
Recording at Will & DuPage Counties	13,000	
Regular Pay + Benefits		
Overtime Pay + Benefits		
IT Replacement Charges & Supplies		
Recording Fees		
Mileage Reimbursement		
Permits (General)	24,000	
Regular Pay + Benefits		
IT Replacement Charges & Supplies		
Banner		
Local Election Official	15,000	
Regular Pay + Benefits		
IT Replacement Charges & Supplies		
Legal Publications		
Ordinance & Resolution Administration	14,000	
Regular Pay + Benefits		
IT Replacement Charges & Supplies		
Legal Publications		
Repair & Maintenance (Rolling Files)		
Municipal Code Administration	14,000	
Regular Pay + Benefits		
IT Replacement Charges & Supplies		
Codification		
Online Codebook Administration		
Printed Materials		
Copy and Binding (External Services)		
Special Events	6,000	
Regular Pay + Benefits		
IT Replacement Charges & Supplies		
Subpoena & Service Administration	5,000	
Regular Pay + Benefits		
IT Replacement Charges & Supplies		
Postage		
Letters of Credit	4,500	
Regular Pay + Benefits		
IT Replacement Charges & Supplies		
Concert Center Scheduling	2,000	
Regular Pay + Benefits		
IT Replacement Charges & Supplies		
Tax Exemption - Property	2,000	
Regular Pay + Benefits		
IT Replacement Charges & Supplies		
General Revenue Funding		Property Tax 97,005 Sales Tax 97,005 Other General Revenue Sources 13,281

FY10-11 Budget	FY10-11 Revenue	
\$ 474,878	Special Revenue Funding	\$ 229,292
	General Revenue Funding	\$ 245,586
		\$ 474,878

152,838	161,865	Liquor License 161,865
1,401		
7,626		
16,417		
	57,373	
51,553		
231		
1,589		
4,000		
	57,427	Charitable Games Tax 2,000 Business License 55,427
51,431		
1,500		
1,000		
3,496		
16,516		
17,573		
8,229		
	40,844	Sale of Printed Material 10,000
36,078		
4,766		
	30,360	
20,555		
6,355		
2,800		
650		
	32,364	
11,087		
960		
318		
20,000		
-		
	25,675	
23,768		
1,907		
4,614		
	15,405	
13,952		
953		
500		
	14,157	
11,818		
1,589		
500		
250		
	13,712	
4,876		
636		
5,000		
400		
300		
2,500		
	10,396	
10,078		
318		
	5,940	
3,987		
953		
1,000		
	4,623	
3,987		
636		
	2,505	
2,187		
318		
	2,232	
1,914		
318		
		Property Tax 109,222 Sales Tax 109,222 Other General Revenue Sources 27,142

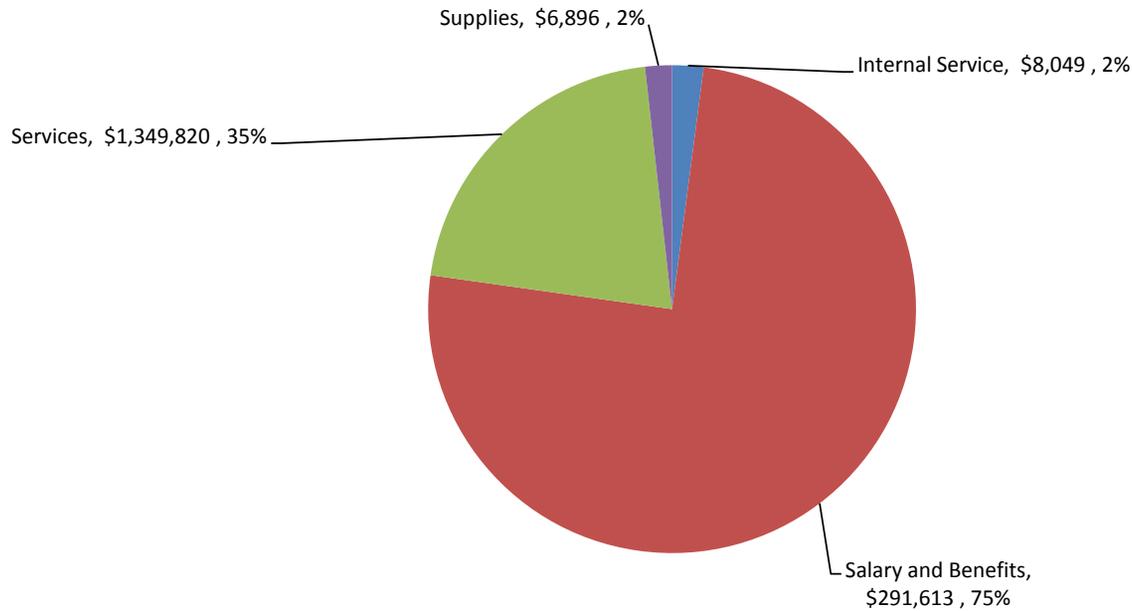
FY11-12 Budget	FY11-12 Revenue	
\$ 446,235	Special Revenue Funding	\$ 217,740
	General Revenue Funding	\$ 228,495
		\$ 446,235

150,956	158,774	Liquor License 158,774
1,200		
6,618		
15,816		
	55,078	
50,497		
754		
827		
3,000		
	50,966	Charitable Games Tax 50,966 Business License
45,432		
1,500		
1,000		
3,034		
16,116		
14,870		
7,115		
	39,794	Sale of Printed Material 8,000
35,658		
4,136		
	28,192	
19,842		
5,515		
2,285		
550		
	23,837	
9,477		
834		
276		
13,000		
250		
	23,599	
21,944		
1,655		
4,031		
	14,412	
13,285		
827		
300		
	14,025	
11,696		
1,379		
700		
250		
	12,560	
4,808		
552		
5,000		
400		
300		
1,500		
	10,150	
9,874		
276		
	5,760	
3,933		
827		
1,000		
	4,485	
3,933		
552		
	2,433	
2,157		
276		
	2,171	
1,895		
276		
		Property Tax 102,634 Sales Tax 102,634 Other General Revenue Sources 23,227

Community Relations Safety Statistics

Community Relations	2009 Year End Actual	2009 3rd Quarter YTD	2010 3rd Quarter YTD	2010 Year End Goal	2010 Stretch Goal
Total Injuries	0	0	0	0	0
# of Lost Time Days	0	0	0	0	0
Preventable Collisions	0	0	0	0	0
Costs paid - Current Yr Injuries	\$0	\$0	\$0		
Costs paid - Collisions	\$0	\$0	\$0		

Expenditure by Element



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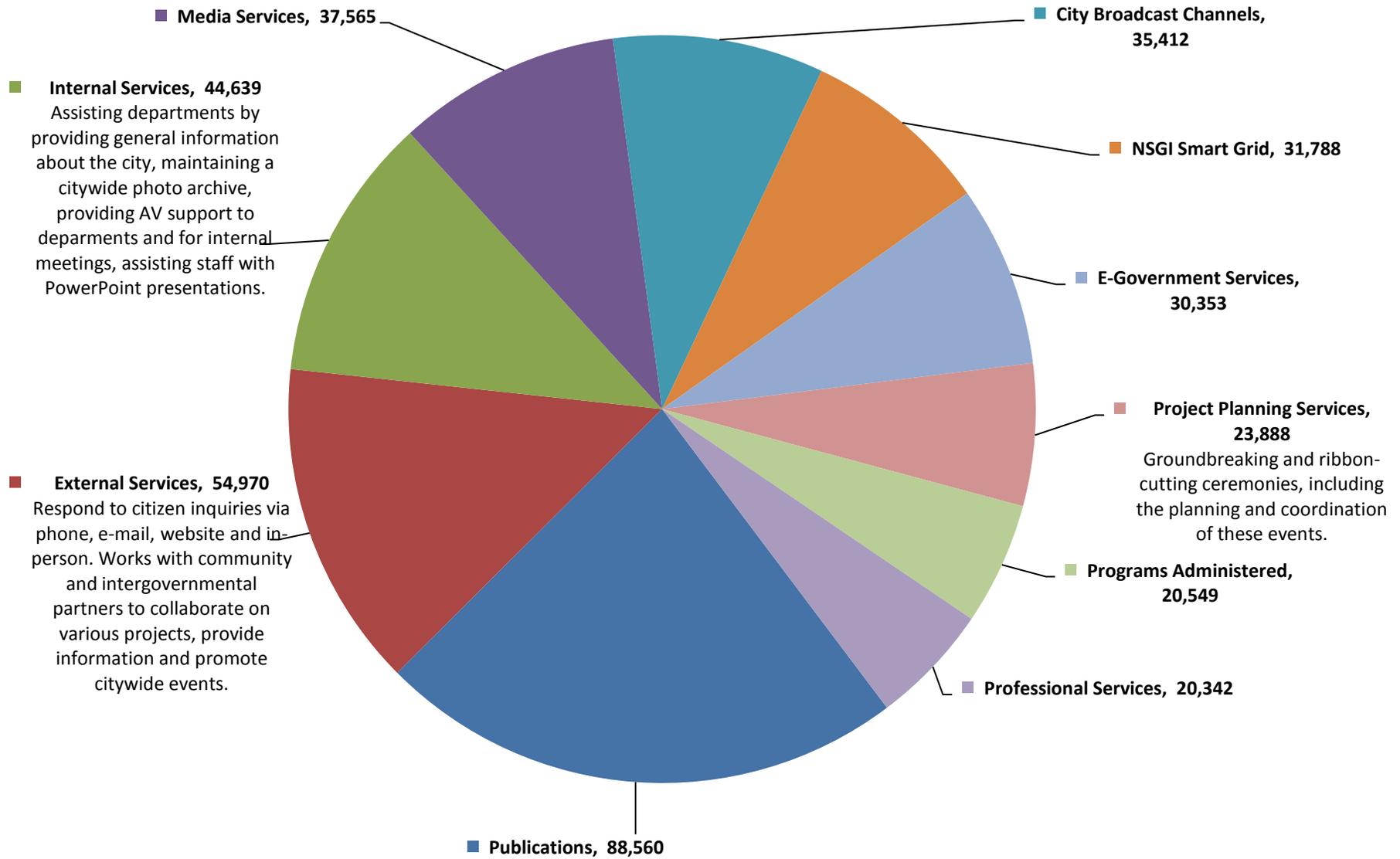
BUDGET CHANGES	
0-11 Budget	\$ 386,775
1-12 Budget	\$ 388,065
Total increase	\$ 1,290

REASE/DECREASE ELEMENTS	
er minor increases	\$ 1,290

	Actual	Actual	Actual	Adopted Budget	Proposed Budget
Community Relations FTE's	FY08	FY09	FY10	FY11	FY12
Community Relations	6.25	4.25	4.25	4.00	4.00
TOTALS	6.25	4.25	4.25	4.00	4.00

Community Relations BUDGET FY11-12

\$388,065



COMMUNITY RELATIONS PROGRAM BUDGET FY11-12	
Publications	88,560
External Services	54,970
Internal Services	44,639
Media Services	37,565
City Broadcast Channels	35,412
NSGI Smart Grid	31,788
E-Government Services	30,353
Project Planning Services	23,888
Programs Administered	20,549
Professional Services	20,342
TOTAL	388,065

**Services Review
Community Relations**

Service Category	Definition	Significant Changes Implemented
Publications	Involves the production of printed and electronic collateral for the city, including designing, writing, editing, proofing and disseminating newsletters, newspaper columns, brochures, utility bill inserts and annual reports.	ACTIONS TAKEN FOR FY11 BUDGET: In-house production of the brochures for the State of the City Address (\$2,500); Decrease copy/binding and increase use of electronic and social media (\$6,000); Purchase less software (\$3,000).
External Services	Includes providing public information to residents, businesses, community groups and intergovernmental partners about city news, events and initiatives.	ACTIONS TAKEN FOR FY11 BUDGET: Reduce overtime (\$1,175); Eliminate Intern (\$1,322); Reduce Conferences/Training (\$1,500).
Internal Services	Includes providing information and support to all internal departments, including audio visual support and training and daily maintenance and management of all AV equipment in Council Chambers.	ACTIONS TAKEN FOR FY11 BUDGET: Reduce overtime (\$1,175); Eliminate Intern (\$1,322).
Media Services	Includes writing and distributing press releases, monitoring media coverage for accurate and fair reporting and responding to daily media requests and inquiries.	ACTIONS TAKEN FOR FY11 BUDGET: Eliminate Intern (\$1,322); Decrease advertising (\$1,000); Decrease radio advertising (\$3,000); Eliminate light kit (\$1,000); Reduce repair of digital equipment (\$1,000).
City Broadcast Channels	Managing and maintaining the city's broadcast TV and radio stations, maintaining all equipment, updating production schedules and content and administering cable franchise agreements and NCTV17 agreement.	ACTIONS TAKEN FOR FY11 BUDGET: Eliminate intern (\$1,322); Increase utilization of NCTV (\$2,000).
Smart Grid	Overseeing all communication efforts relating to the Naperville Smart Grid Initiative	

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**Services Review
Community Relations**

Service Category	Definition	Significant Changes Implemented
E-Government Services	Managing and maintaining all content on the city's external website, assisting departments with web-related needs, such as online surveys and updating the web calendar of events.	
Project Planning Services	Special event planning such as ribbon cuttings, groundbreakings and the Mayor's State of the City. Includes professional and technical support of events, such as photography, desktop publishing and AV support at off-site locations.	ACTIONS TAKEN FOR FY11 BUDGET: Increase in-house production for State of the City Address (\$3,500.00)
Community Programs Administered	Providing unique enrichment opportunities to connect with the community, including Citizens' Academy, Municipal Volunteer Program as well as facilitating foreign delegations, intercity visits and scouting tours.	ACTIONS TAKEN FOR FY11 BUDGET: Eliminate rental bus and tour for Homeowners Association (\$1,050).

FY10 Actuals		FY10 Revenues Actual	
\$	397,828	Special Revenue Funding	\$ -
		General Revenue Funding	\$ 397,828
			\$ 397,828

FY10-11 Budget		FY10-11 Revenue	
\$	386,775	Special Revenue Funding	\$ -
		General Revenue Funding	\$ 386,775
			\$ 386,775

FY11-12 Budget		FY11-12 Revenue	
\$	388,065	Special Revenue Funding	\$ -
		General Revenue Funding	\$ 388,065
			\$ 388,065

COMMUNITY RELATIONS PROGRAM BUDGET FY11-12	
Publications	91,500
Regular Pay + Benefits	
Bridges	
Naper Insight	
Naper Insight - Financial Times	
City Notes	
Utility Bill Insert	
Support Services	
Postage	
Copying and Binding	
Office Supplies	
IT Replacement	
External Services	63,652
Regular Pay + Benefits	
Cable Complaints	
General Inquiries	
Community Support (i.e.NAHC, Park District, etc.)	
Overtime Pay + Benefits	
Conferences and Training	
Operating Supplies	
Office Supplies	
IT Replacement	
Internal Services	47,739
Regular Pay + Benefits	
AV Support	
Internal Department Support (information/direction)	
Overtime Pay + Benefits	
Budget Management	
Operating Supplies	
Office Supplies	
IT Replacement	
Media Services	43,761
Regular Pay + Benefits	
Writing Press Releases	
Media Inquiries	
Monitoring Media	
Dues and Subscriptions	
Advertising	
Office Supplies	
IT Replacement	
City Broadcast Channels	43,761
Regular Pay + Benefits	
Support Services	
Repair and Maintenance of Machines	
Office Supplies	
IT Replacement	
NSGI Smart Grid	-
Regular Pay + Benefits	
Office Supplies	
IT Replacement	
E-Government Services	31,826
Regular Pay + Benefits	
Web Services	
GovQA	
Support Services	
Technology	
Office Supplies	
IT Replacement	
Project Planning Services	27,848
Regular Pay + Benefits	
City Events (i.e. Ribbon Cutting Ceremonies)	
Events	
Office Supplies	
IT Replacement	

		88,726	
5,214	26,072		
7,822			
2,607			
7,822			
2,607			
	1,000		
	35,550		
	25,000		
	300		
	804		
		55,361	
12,489	49,958		
19,983			
17,485			
	500		
	2,200		
	1,600		
	300		
	804		
		44,687	
17,379	38,619		
21,240			
	500		
	3,064		
	1,600		
	300		
	804		
		38,085	
10,548	35,159		
14,064			
10,548			
	1,322		
	500		
	300		
	804		
		35,600	
28,896			
1,000			
4,600			
300			
804			
		32,020	
30,916			
300			
804			
		30,442	
20,128	26,838		
6,709			
	2,000		
	500		
	300		
	804		
		20,957	
18,253	18,253		
	1,600		
	300		
	804		

		88,560	
5,181	25,906		
7,772			
2,591			
7,772			
2,591			
	1,000		
	35,550		
	25,000		
	300		
	804		
		54,970	
12,374	49,497		
19,799			
17,324			
	570		
	2,200		
	1,600		
	300		
	804		
		44,639	
17,236	38,302		
21,066			
	570		
	3,064		
	1,600		
	300		
	804		
		37,565	
10,486	34,954		
13,982			
10,486			
	1,257		
	250		
	300		
	804		
		35,412	
28,708			
1,000			
4,600			
300			
804			
		31,788	
30,684			
300			
804			
		30,353	
20,062	26,749		
6,687			
	2,000		
	500		
	300		
	804		
		23,888	
18,134	18,134		
	4,650		
	300		
	804		

FY10 Actuals		FY10 Revenues Actual	
\$	397,828	Special Revenue Funding	\$ -
		General Revenue Funding	\$ 397,828
			\$ 397,828

FY10-11 Budget		FY10-11 Revenue	
\$	386,775	Special Revenue Funding	\$ -
		General Revenue Funding	\$ 386,775
			\$ 386,775

FY11-12 Budget		FY11-12 Revenue	
\$	388,065	Special Revenue Funding	\$ -
		General Revenue Funding	\$ 388,065
			\$ 388,065

COMMUNITY RELATIONS PROGRAM BUDGET FY11-12			
Programs Administered		23,870	
Regular Pay + Benefits			
Overtime Pay + Benefits			
Municipal Volunteer Program			
Citizens' Academy			
Delegations			
Tours			
Office Supplies			
IT Replacement			
Professional Services		23,870	
Regular Pay + Benefits			
State of the City			
Speeches			
Talking Points			
Other Professional Services			
Office Supplies			
IT Replacement			
General Revenue Funding		Property Tax	91,500
		Sales Tax	91,500
		Other General Revenue Sources	214,827

20,747			
19,468			
175			
7,787			
5,840			
2,920			
2,920			
	300		
	804		
19,952			
15,348			
6,139			
3,837			
5,372			
	3,500		
	300		
	804		
		Property Tax	88,958
		Sales Tax	88,958
		Other General Revenue Source	208,858

20,549			
19,270			
175			
7,708			
5,781			
2,891			
2,891			
	300		
	804		
20,342			
15,238			
6,095			
3,810			
5,333			
	4,000		
	300		
	804		
		Property Tax	89,255
		Sales Tax	89,255
		Other General Revenue Sources	209,555

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: November 19, 2010
TO: Mayor and City Council
FROM: Karen DeAngelis, Director of Finance

SUBJECT: FY12 Overtime Budget

PURPOSE:

Provide Council with a current view of the overtime expenditures in the FY12 budget for discussion purposes at the workshop.

BACKGROUND:

Detailed overtime information was provided to Council for the October 25 workshop. During the workshop it was suggested that the detailed conversation related to each Department's overtime spending would be deferred until the November workshop. Included here is the twelve year horizon on overtime spending. The service reductions being implemented will reduce the budget by a further \$30K in Police, \$7K in DPW and \$1K in CMO teams.

CONCLUSION:

While not scheduled to be a specific discussion at the workshop, each General Fund Department Director will be prepared to discuss their portion of the overtime budget and any options for further reduction.

ATTACHMENTS:

All Fund Summary Overtime Analysis (FY01 to Projected FY12)	Page 4.2
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**CITY OF NAPERVILLE
ALL FUND SUMMARY
OVERTIME ANALYSIS-
FY00-FY10**

Overtime Analysis - Comparison to Regular Pay

Summary of Expenditures	2000-01		2001-02		2002-03		2003-04		2004-05		2005-06		2006-07	
	Actual	OT as % of Regular Pay	Actual	OT as % of Regular Pay	Actual	OT as % of Regular Pay	Actual	OT as % of Regular Pay	Actual	OT as % of Regular Pay	Actual	OT as % of Regular Pay	Actual	OT as % of Regular Pay
GENERAL FUND														
MAYOR incl. BOFP Overtime	367	0.23%	216	0.13%	162	0.10%	1,072	0.47%	713	0.30%	1,024	0.35%	1,628	0.56%
LEGAL Overtime	0	0.00%	16	0.00%	0	0.00%	0	0.00%	0	0.00%	17	0.00%	17	0.00%
CITY MANAGER Overtime	4,904	0.62%	16,328	1.84%	20,068	2.14%	21,081	1.99%	17,470	1.57%	9,857	0.89%	8,157	0.68%
City Clerk Overtime	4,754	1.72%	1,644	0.56%	3,658	1.18%	2,412	0.65%	2,753	0.70%	5,744	1.74%	6,703	1.86%
Repro/Mail Overtime	10,041	15.57%	10,038	13.68%	9,197	12.21%	9,374	11.90%	7,087	8.73%	5,377	6.32%	6,582	7.41%
HR Overtime	4,182	0.48%	3,353	0.33%	2,370	0.23%	330	0.03%	5,502	0.57%	630	0.06%	1,131	0.11%
FINANCE Overtime	20,524	1.32%	13,705	0.68%	5,720	0.28%	5,804	0.30%	8,876	0.44%	4,507	0.21%	3,404	0.16%
IT IT Overtime	27,238	3.21%	32,637	3.16%	30,064	2.65%	40,162	3.53%	38,916	3.28%	51,858	4.06%	56,787	4.13%
POLICE Overtime-Regular	1,264,568	8.27%	1,045,139	6.83%	1,248,445	7.78%	1,292,685	7.51%	1,449,415	8.16%	1,570,151	8.37%	1,773,249	8.95%
Overtime-Holiday & Court	731,009	4.78%	754,221	4.93%	890,492	5.55%	954,131	5.54%	1,073,693	6.04%	1,106,082	5.90%	1,230,437	6.21%
Total Overtime	1,995,577	14.13%	1,799,360	11.76%	2,138,937	13.32%	2,246,816	13.06%	2,523,108	14.20%	2,676,233	14.27%	3,003,686	15.17%
FIRE Overtime-Regular	732,569	6.14%	541,801	4.54%	674,494	5.41%	493,118	3.78%	596,648	4.43%	688,935	4.80%	520,288	3.47%
Overtime-Holiday	275,739	2.31%	296,226	2.48%	329,568	2.64%	337,368	2.58%	298,256	2.21%	360,196	2.51%	403,879	2.69%
Total Overtime	1,008,308	9.43%	838,027	7.02%	1,004,062	8.05%	830,486	6.36%	894,904	6.64%	1,049,131	7.31%	924,167	6.16%
T.E.D. Overtime	268,768	5.75%	225,086	4.60%	182,851	3.66%	192,217	3.87%	177,718	3.46%	182,010	3.33%	225,015	4.01%
Riverwalk Overtime	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	159	0.70%
PUBLIC WORKS incl. SSA #22 Overtime-DPW	586,604	18.46%	466,584	12.14%	658,137	17.70%	668,917	17.79%	734,678	18.58%	792,280	19.07%	1,055,692	23.55%
Overtime-SSA	0	0.00%	52,745	1.37%	90,007	2.42%	86,421	2.30%	132,402	3.35%	122,721	2.95%	199,311	4.45%
Total Overtime	586,604	18.46%	519,330	13.51%	748,144	20.12%	755,338	20.09%	867,080	21.92%	915,001	22.02%	1,255,003	28.00%
GENERAL FUND SUB-TOTAL-INCLUDING CONTRACTUAL	3,931,267	10.40%	3,459,740	8.23%	4,145,233	9.53%	4,105,092	9.05%	4,544,127	9.67%	4,901,389	9.87%	5,492,439	10.50%
GENERAL FUND SUB-TOTAL-EXCLUDING CONTRACTUAL	2,924,519	7.74%	2,409,293	5.73%	2,925,173	6.73%	2,813,593	6.20%	3,172,178	6.75%	3,435,111	6.92%	3,858,123	7.38%
UTILITY FUNDS														
ELECTRIC Overtime-Regular	335,004	5.10%	356,137	4.91%	452,107	5.90%	468,671	5.95%	570,945	7.07%	650,110	7.87%	715,384	8.11%
Overtime-Contractual	592,360	9.01%	722,889	9.96%	791,353	10.32%	799,681	10.15%	718,179	8.89%	701,858	8.50%	695,061	7.88%
Total Overtime	927,364	14.11%	1,079,026	14.87%	1,243,460	16.22%	1,268,352	16.11%	1,289,124	15.96%	1,351,968	16.37%	1,410,445	15.99%
WATER Overtime	280,363	6.75%	238,032	5.29%	376,779	8.31%	375,628	7.90%	378,945	8.04%	469,414	8.94%	474,044	9.05%
UTILITY FUND SUB-TOTAL	1,207,727	11.26%	1,317,058	11.20%	1,620,239	13.28%	1,643,980	13.02%	1,668,069	13.04%	1,821,382	13.49%	1,884,489	13.41%
OTHER FUNDS														
Fleet Services Overtime	33,053	4.07%	31,463	3.79%	73,164	8.24%	70,122	7.91%	66,939	7.08%	78,010	7.87%	83,917	8.02%
OTHER FUNDS SUBTOTAL	33,053	1.99%	31,463	1.69%	73,164	3.62%	70,122	3.46%	66,939	3.14%	78,010	3.44%	83,917	3.46%
TOTAL OVERTIME	5,172,047	10.49%	4,808,261	8.80%	5,838,636	10.32%	5,819,194	9.88%	6,279,135	10.34%	6,800,781	10.60%	7,460,845	11.07%

**CITY OF NAPERVILLE
ALL FUND SUMMARY
OVERTIME ANALYSIS-
FY00-FY10**

Overtime Analysis - Comparison to Re

Summary of Expenditures	2007-08	OT as %	2008-09	OT as %	2009-10	OT as %	2010-11	OT as %	2010-11	OT as %	2011-12	OT as %	% Chg. From FY12 Proposed to FY11 Adopted
	Actual	of Regular Pay	Actual	of Regular Pay	Actual	of Regular Pay	Adopted Budget	of Regular Pay	Estimated Actuals	of Regular Pay	Prelim Proposed Budget	of Regular Pay	
GENERAL FUND													
MAYOR incl. BOPF Overtime	3,099	0.96%	2,104	0.62%	1,284	0.41%	600	0.21%	0	0.00%	0	0.00%	-100.00%
LEGAL Overtime	0	0.00%	0	0.00%		0.00%	0	0.00%	0	0.00%	0	0.00%	0.00%
CITY MANAGER Overtime	6,866	0.61%	2,963	0.30%	1,182	0.14%	1,500	0.18%	510	0.06%	500	0.06%	-66.67%
City Clerk Overtime	14,486	4.55%	8,620	2.06%	7,532	2.41%	1,700	0.57%	1,700	0.57%	1,700	0.57%	0.00%
Repro/Mail Overtime	4,962	5.27%	2,302	2.38%	0	0.00%	30	0.02%	30	0.02%	0	0.00%	-100.00%
HR Overtime	1,881	0.18%	1,796	0.15%	580	0.07%	0	0.00%	0	0.00%	0	0.00%	0.00%
FINANCE Overtime	2,825	0.12%	1,863	0.08%	4,692	0.21%	750	0.04%	1,600	0.08%	750	0.04%	0.00%
IT IT Overtime	46,917	2.86%	25,436	1.55%	21,108	1.25%	4,155	0.34%	4,155	0.37%	9,850	0.83%	137.06%
POLICE Overtime-Regular	1,478,403	7.00%	1,039,433	4.79%	1,046,094	4.90%	1,039,432	4.99%	1,039,432	4.99%	1,009,432	4.79%	-2.89%
Overtime-Holiday & Court	1,247,467	5.91%	1,209,568	5.57%	1,187,317	5.56%	1,407,832	6.76%	1,407,832	6.76%	1,311,376	6.22%	-6.85%
Total Overtime	2,725,870	12.91%	2,249,001	10.36%	2,233,411	10.46%	2,447,264	11.75%	2,447,264	11.75%	2,320,808	11.01%	-5.17%
FIRE Overtime-Regular	757,656	4.73%	597,216	3.57%	926,834	5.42%	349,167	1.97%	607,089	3.44%	639,967	3.63%	83.28%
Overtime-Holiday	449,680	2.81%	479,253	2.87%	492,698	2.88%	499,581	2.82%	499,581	2.83%	501,642	2.85%	0.41%
Total Overtime	1,207,336	7.54%	1,076,469	6.44%	1,419,532	8.30%	848,748	4.78%	1,106,670	6.27%	1,141,609	6.48%	34.51%
T.E.D. Overtime	145,863	2.72%	72,910	1.35%	48,011	0.90%	65,097	1.40%	55,947	1.24%	59,197	1.31%	-9.06%
Riverwalk Overtime	71	0.29%	31	0.13%	3	0.01%	0	0.00%	0	0.00%	0	0.00%	0.00%
PUBLIC WORKS incl. SSA #22 Overtime-DPW	1,401,794	26.67%	1,302,114	23.50%	1,080,575	19.24%	977,103	18.77%	972,541	18.54%	962,595	18.18%	-1.48%
Overtime-SSA	164,859	3.14%	94,488	1.70%	74,676	1.33%	56,471	1.08%	50,466	0.96%	57,450	1.09%	1.73%
Total Overtime	1,566,653	29.81%	1,396,602	25.20%	1,155,251	20.57%	1,033,574	19.86%	1,023,007	19.50%	1,020,045	19.27%	-1.31%
GENERAL FUND SUB-TOTAL- INCLUDING CONTRACTUAL													
	5,726,829	10.29%	4,840,096	8.42%	4,892,586	8.63%	4,403,418	8.02%	4,640,883	8.51%	4,554,459	8.29%	3.43%
GENERAL FUND SUB-TOTAL- EXCLUDING CONTRACTUAL													
	4,029,682	7.24%	3,151,275	5.48%	3,212,571	5.66%	2,496,005	4.55%	2,733,470	5.01%	2,741,441	4.99%	9.83%
UTILITY FUNDS													
ELECTRIC Overtime-Regular	695,834	7.87%	554,097	5.81%	501,880	5.45%	539,235	5.96%	531,004	5.87%	539,235	6.13%	0.00%
Overtime-Contractual	727,311	8.22%	720,659	7.56%	657,855	7.15%	725,001	8.01%	733,160	8.10%	733,160	8.34%	1.13%
Total Overtime	1,423,145	16.09%	1,274,756	13.38%	1,159,735	12.60%	1,264,236	13.97%	1,264,164	13.97%	1,272,395	14.47%	0.65%
WATER Overtime	433,124	7.78%	465,972	7.79%	359,457	6.04%	400,789	6.92%	397,016	6.83%	400,789	7.22%	0.00%
UTILITY FUND SUB-TOTAL													
	1,856,269	12.88%	1,740,728	11.22%	1,519,192	10.02%	1,665,025	11.22%	1,661,180	11.18%	1,673,184	11.67%	0.49%
OTHER FUNDS													
Fleet Services Overtime	90,213	8.37%	95,322	8.48%	76,816	7.31%	92,150	9.27%	86,940	8.72%	80,000	8.06%	-13.19%
OTHER FUNDS SUBTOTAL													
	90,213	3.32%	95,322	3.44%	76,816	2.80%	92,150	4.17%	86,940	4.08%	80,000	3.66%	-13.19%
TOTAL OVERTIME													
	7,673,311	10.79%	6,676,145	9.01%	6,486,594	8.90%	6,160,593	8.71%	6,389,003	9.08%	6,307,643	8.97%	2.39%

*Budget reallocation offset by reductions in related benefit cost accounts

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: November 19, 2010
TO: Mayor and City Council
FROM: Karen DeAngelis, Director of Finance

SUBJECT: FY12 Conference and Training Budget

PURPOSE:

Provide Council with a current view of the conference and training expenditures in the FY12 budget for discussion purposes at the workshop.

BACKGROUND:

The conference and training information was provided to Council for the October 25 workshop. During the workshop it was suggested that the detailed conversation related to each Department's conference and training spending would be deferred until the November workshop. Included here is the six year horizon on conference and training spending. The service reductions being implemented will reduce the budget by a further \$10K in Police and \$1K in CMO teams.

CONCLUSION:

Council did request staff provide information on how much of the conference and training spending in the last year related to out of town travel. This analysis has not yet been completed, but will be provided to Council within the next month.

While not scheduled to be a specific discussion at the workshop, each General Fund Department Director will be prepared to discuss their portion of the conference and training budget and any options for further reduction.

ATTACHMENTS:

Conference and Training – Budget vs. Actual

Page
5.2

City of Naperville
 Conferences and Training* - Budget vs. Actual
 Fiscal Year 2007 - Fiscal Year 2012

	FY07	FY08	FY09	Fiscal Year 2010			Fiscal Year 2011			Fiscal Year 2012	9/30/2010	FY2012
	Actual	Actual	Actual	Revised	Actual	Difference	Budget	Projected	Difference	Proposed	FTE's	Per FTE
				Budget				Actual				
Mayor	7,325	14,427	4,856	7,293	7,293	-	6,275	6,275	-	5,775	11.13	519.10
Alcohol & Tobacco Commission	-	80	210	270	-	270	270	270	-	250	-	-
Sister Cities	649	63	-	1,500	249	1,251	1,250	1,250	-	1,250	-	-
Board Fire & Police	133	315	1,410	2,700	2,533	167	2,700	2,700	-	5,840	***	6,674.29
Legal	13,511	11,812	3,613	7,200	4,310	2,890	7,200	5,500	1,700	6,000	0.88	571.43
City Manager's Office	33,092	25,880	8,733	9,850	4,487	5,363	6,650	4,200	2,450	5,320	11.12	478.42
City Clerk's Office	3,867	2,843	3,201	2,750	2,285	465	2,800	2,000	800	2,285	5.50	415.45
Information Technology**	-	-	50,257	36,500	29,863	6,637	26,200	26,000	200	26,200	16.38	1,600.00
Human Resources	26,556	22,691	22,366	18,256	17,359	897	18,703	17,486	1,217	17,500	10.50	1,666.67
Finance	27,611	15,369	20,210	11,717	11,716	1	13,375	12,000	1,375	11,700	36.13	323.83
Police	76,492	64,358	38,023	45,811	42,165	3,646	50,811	50,811	-	35,811	282.54	126.75
Police - State Mandated Training	70,181	57,808	34,643	28,281	15,214	13,067	33,281	33,281	-	28,281		
Fire	64,722	55,894	47,352	27,285	26,549	736	43,800	37,000	6,800	37,000	207.00	178.74
Fire- State Mandated Training	973	6,775	120	165	165	-	7,000	3,500	3,500	7,000		
Public Works	38,554	26,952	22,235	22,235	16,355	5,880	18,405	18,201	204	18,050	89.71	201.20
T.E.D. Business Group	69,470	47,557	25,444	17,240	17,240	-	25,444	25,444	-	25,444	71.03	358.21
General Fund Total	433,136	352,824	282,673	239,053	197,783	41,270	264,164	245,918	18,246	233,706	752.41	310.61
Electric	102,155	70,699	59,268	61,897	60,024	1,873	86,876	59,268	27,608	59,268	119.50	495.97
Water	56,345	52,692	38,487	41,644	32,723	8,921	39,076	38,660	416	38,438	89.07	431.55
Fleet Services	9,078	9,579	9,319	7,945	7,944	1	10,190	10,000	190	12,590	16.50	763.03
Total	600,714	485,794	389,747	350,539	298,474	52,065	400,306	353,846	46,460	344,002	977.48	351.93

* Includes local and out-of-town conferences and training.

** Information Technology was reorganized as part of the General Fund in FY09

***BOFP budget assumes two formal training per commissioner, reflecting the Council request that Board members obtain training on a regular basis

FY12 Fiscal Forecast City Council Workshop

November 30, 2010

Agenda

- Review Workshop Schedule and Budget Process 5 min
- Financial Gap Update 10 min
- Department Service Based Budget Overview 30 min
- Service Change Options - \$5 million Option Set
 - Overview of Option Set 10 min
 - High Level Staff Recommendation 10 min
 - Break 15 min
 - Specific Option Explanation
 - Fire 10 min
 - CMO 5 min
 - TED 10 min
 - Legal 5 min
 - Public Works 15 min
 - Police 15 min
- Council Option Deliberation and Consensus 30 min
- Wrap up and Next Steps 10 min

Workshop Schedule

- October 25 - Tax Levy Workshop and FY12 Fiscal Forecast
 - 3 Yr Plan and 2010 Tax Levy
 - Mayor & Council budget
- November 30 - FY12 Fiscal Forecast
 - Service Based Budget General Fund Departments
- December 13 – FY12 Fiscal Forecast
 - Service Based Budget Utility Funds
 - Other Funds - expenditure and fund balance
- January 24 - Total Compensation
- February 7 - CIP
- March 7 - FY12 Budget

Financial Gap Update

	FY12 Budget
	<u>Gap</u>
October Workshop	-1.6
Adopted Property Tax levy below flat dollar	-1.2
Increase Sales Tax Revenue Projection	1.0
Police Union Wage Increases	-2.6
Police Healthcare delay in plan design and contrib increase	-0.3
November Police Force Reductions	<u>1.2</u>
November Projection	-\$3.5
Other Considerations	
Healthcare plan design and contribution at only 15%	-0.8
Other union and non-union wage increases	<u>-2.0</u>
Potential Scale of Gap	<u><u>-\$6.3</u></u>

Overview on Slides

In the next couple of slides-

- Actuals are for FY08, FY09 and FY10
- Projected is FY11
- Proposed without service reductions- FY12

The safety numbers are per the safety report

Service Based Budget General Fund Highlights

- Expenditures:

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
\$106.9mil	\$114.8mil	\$112.2 mil

- FY11 increase reflects \$6 mil transfer for MIP and \$3 mil higher pension contribution and benefits cost, and \$1.3 mil higher contract costs including fire union contract, and an increase of \$1 mil for accelerated MIP funding by a grant. These increases are offset by \$.34mil of cost reductions.

- FTE

<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
853.25	803.40	762.06	759.67	752.47

- Continuous reduction over the 4 recession years. Total of 100 FTEs already eliminated, including 7 in the original FY12 budget, almost a 12% reduction. An additional 15.5 positions being eliminated in FY12 and 5.5 more included in staff recommendations would bring staffing to 731.47.
- City wide span of control projected at 5.26 after implementation of staff recommendation. This level is slightly below the 11-1-2010 level of 5.33, but is consistent with the Post-Clerestory level of 5.23 at 5-1-2010.

- Safety

	<u>3Q09 YTD</u>	<u>3Q10YTD</u>
Injuries	22	32
Lost time	148	284
Preventable Collisions	15	17
Costs Pd - Injuries	\$82,590	\$78,435
Costs Pd – Collisions	\$18,751	\$23,326

- Injuries up and lost time up due to emergency response attempt to save the life of a driver who drove into the water retention basin and non-preventable rear end collisions.
- Preventable collisions also up and is an area of concern, as many have involved striking fixed objects. A training program is under way.

(Note: Page 3A.1 3Q10YTD Costs Paid – Collisions – should be \$23,326)

Service Based Budget DPW Department Highlights

Expenditures:

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
\$20.9 mil	\$21.9 mil	\$22.5 mil

- Budget increases relate primarily to contract costs: FY11 to FY11 refuse increase of \$140K, streetlight maintenance increase of \$80K and building maintenance service contracts of increase of \$85K.

FTE

<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
96.79	93.10	90.86	89.71	88.71

- Reduction of 8% over 4 years

Safety

	<u>3Q09 YTD</u>	<u>3Q10YTD</u>
Injuries	3	5
Lost time	53	49
Preventable Collisions	2	2

- Injuries are slightly up but were minor in nature resulting in fewer lost time days. One injury resulted from a 3rd party collision.

Major Services Delivered

- Refuse / Recycling / HHW
- Street Maintenance
- Stormwater Maintenance
- Cleaning and Sanitation
- Winter Operations
- Leaf Collection
- Street Maintenance
- Traffic Operations
- Building Maintenance
- Forestry
- Streetlight Maintenance
- Service Requests
- Landscape Services
- Building Improvements
- Brush Collection
- Security Services

Significant Changes Implemented

- | | | | |
|-------|---|--|--|
| FY 11 | <ul style="list-style-type: none"> Eliminated multi-family refuse and recycling Eliminated contracted tree trimming Reduced streetlight maintenance contract | <ul style="list-style-type: none"> Eliminated spring brush collection program Eliminated 50/50 tree planting program Reduced contracted security services | <ul style="list-style-type: none"> Reduced street sweeping program Reduced contracted mowing services Actual overtime reduced 35% from FY08 |
| FY12 | <ul style="list-style-type: none"> Reduce building maintenance contracts Reduce supplies, training & equipment | <ul style="list-style-type: none"> Reduce contracted janitorial services Reduce projected refuse cost increase | <ul style="list-style-type: none"> Reduce building improvements |

Service Based Budget Police Department Highlights

- Expenditures:

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
\$34.4 mil	\$35.9 mil	\$35.2 mil

- Increase in FY11 primarily due to higher pension contributions

- FTE

<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>as of 11/8/10</u>
310.40	299.04	284.88	283.88	282.54	274.54

- Reduction of almost 36 FTEs more than 11%, over 4 years

- Safety

	<u>3Q09 YTD</u>	<u>3Q10YTD</u>
Injuries	12	14
Lost time	40	42
Preventable Collisions	10	6

- Slight increase in lost time injuries due to emergency water rescue.

- Major Services Delivered

- Prevent crime & arrest violators
- Investigation of crimes committed by adult and juvenile offenders
- Proactive traffic enforcement and crash investigation

- Significant Changes Implemented

- FY 11

- Reduction of front desk and records section hours of public access
- Closing of Community Connection facility
- Elimination of minimum staffing, resulting in an overtime reduction of \$483,000 over last 4 years for over a 40% reduction in overtime.

- FY 12

- Reduction in patrol staffing by five officers & one sergeant, resulting in modification of services and increased non-emergency response time
- Reduction in investigations staffing by two officers, resulting in elimination of follow up on certain criminal offenses and internet crime
- Reduction in Records Section staffing, resulting in reduction in public access to police records and reduction in service for FOIA requests and data processing
- Reductions in uniform, equipment, and training expenses
- Continued control of overtime spend to a further reduction of \$30,000

Service Based Budget Fire Department Highlights

- Expenditures:

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
\$27.2 mil	\$28.8 mil	\$28.9 mil

- FY11 increase due primarily to higher pension contribution

- FTE

<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
213.0	208.0	207.0	207.0	206.0

- Opened new Fire Station # 10 with no additional staffing, originally expected to require incremental 12-24 FTEs. The savings is estimated at \$1.8 – \$2.7 million.
- In addition, an elimination of 7 FTEs was made, 3% ,over the last 4 years. A further elimination of 3 is being implemented for FY12 through the change from a Heavy Squad to an ambulance.

- Safety

	<u>3Q09 YTD</u>	<u>3Q10 YTD</u>
Injuries	7	11
Lost time	55	144
Preventable Collisions	2	7

- Injuries and lost time up due to two injuries that resulted in long recovery times.

- Major Services Delivered

- | | |
|--|--|
| <ul style="list-style-type: none"> Fire/Rescue Services Emergency Medical Services Fire Prevention Public Education Technical Rescue, Water Rescue, HazMat Team Response | <ul style="list-style-type: none"> *Special Event Staffing *Emergency Management *Fire Alarm monitoring |
|--|--|

- Significant Changes Implemented

FY 11

- Opened new Fire Station #10 with no additional staffing (savings of 1..8 – 2.7 million)
- Implemented an ambulance sharing program with Lisle Woodridge resulting in placing 1 additional ambulance in service at certain times through combined staffing with Naperville and Lisle Woodridge without any additional cost increases to either jurisdiction.
- Reduced overtime by strategically removing ambulances without reducing service delivery (YTD savings over \$300k)
- Removed 1 Deputy Chief position (1 FTE) and combined responsibilities among other staff roles (savings of \$147K in FTE)

FY 12

- Remove Heavy Rescue Squad and replace with ambulance: (saving reduction in 3 FTE's department wide)
- Work with TED group to combine inspectional services with the Fire Prevention Bureau

Service Based Budget TED Department Highlights

- Expenditures:

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
\$8.4 mil	\$7.9 mil	\$7.6 mil

- Budget reduction in both years primarily driven by position eliminations

- FTE

<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
95.61	82.66	71.97	71.97	70.03

- Reduction of 25 FTEs, or 27% ,over 4 years.
- Reduction of 1 FTE being implemented and additional 2 FTEs in staff recommendations. If all implemented total reductions would be 28 positions, for a 30% reduction

- Safety

	<u>3Q09_YTD</u>	<u>3Q10YTD</u>
Injuries	0	0
Lost time	0	0
Preventable Collisions	1	0

- Major Services Delivered

- Roadway, Stormwater, and Infrastructure Engineering Services
- Permit Issuance, Planning, and Land Development
- Transportation Services

- Significant Changes Implemented

FY11

- "On the spot" permitting reduced by 50% *Deferral of Ogden Avenue Grant Program
- Permit counter closed one hour daily *Reduction in Number of CIP projects
- Implementation of new stormwater processes with DPW to improve efficiency
- Reduced presence at regional stormwater committees and planning groups
- Due to legal staffing changes, TED staff writes ordinances for text amendments, Plan Commission and ZBA cases

FY12

- Cease identification of new park-n-ride facilities *Special events management moved to City Clerk's Office
- Continuous Improvement Model completed bi-annually *BPAC meeting schedule revised to bi-monthly from monthly
- Residential Plan Review Processes revised to include inspectors and project managers

Service Based Budget Finance Department Highlights

- Expenditures:

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
\$4.3 mil	\$4.0 mil	\$3.8 mil

- 11% reduction over 2 years driven by position elimination and implementation of estimates billings bi-monthly
- 76% recovered through charge out to utilities and other funds

- FTE

<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
46.82	42.49	36.63	36.63	36.13

- Reduction of 7.5 FTEs, over 16%, over 4 years

- Safety

	<u>3Q09 YTD</u>	<u>3Q10 YTD</u>
Injuries	0	2
Lost time	0	49
Preventable Collisions	0	1

- Meter reading, lost time due to one slip and fall

- Major Services Delivered

- Utility Billing & Collection-fully recovered from utility
- Procurement – 54% recovered from utility
- Various Financial Activities and Reporting – 44% recovered from other funds

- Significant Changes Implemented

FY11

- Meter estimation every other month
- Reduced cashier window and phone hours
- Automated credit card phone system
- On-line pay stubs
- Increased roll out of e-bill for customers and electronic payment for vendors

FY12

- Banking credit agreement

Service Based Budget Legal Department Highlights

- Expenditures:

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
\$1.4 mil	\$1.3 mil	\$1.3 mil

- FTE

<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
12.0	11.50	10.50	10.50	10.50

- Reduction of 1.5 FTEs, over 12%, over 4 years

- Safety

	<u>3Q09 YTD</u>	<u>3Q10 YTD</u>
Injuries	0	0
Lost time	0	0
Preventable Collisions	0	0

- Major Services Delivered

- Litigation Defense of all cases brought against the City and its employees
- Labor negotiations, representation of the City in grievances and arbitrations
- Prosecutions of over 20,000 traffic and ordinance violation cases and almost 2,000 DUI cases

- Significant Changes Implemented

FY 11

- The Legal Department no longer drafts ordinances and resolutions
- The Legal Department has reduced monitoring injured employee treatment and return to work

Service Based Budget IT Department Highlights

- Expenditures:

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
\$3.4 mil	\$2.6 mil	\$2.7 mil

- Expenditures reduction of \$0.5 mil in FY11, driven by cancellation or negotiated cost reduction in outside contracts
- Reprographics transferred to CMO in FY11, \$0.3 million
- 58% recovered through charge out to utilities and other funds
- Changes from FY11 to FY12 is \$20,000 the number appears larger due to rounding

- FTE

<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
21.75	19.37	16.37	16.37	16.37

- Additional reduction of 1 FTE being implemented, 28% reduction over four years

- Safety

	<u>3Q09 YTD</u>	<u>3Q10YTD</u>
Injuries	0	0
Lost time	0	0
Preventable Collisions	0	0

- Major Services Delivered

- Telephone and Communications Services
- Local/Metropolitan Area Network (LAN/MAN) Administration
- End User IT Support
- Enterprise Resource Planning Software Maintenance and Support

- Significant Changes Implemented

- FY 11

- Eliminated Phone Support for PC Applications
- Eliminated Weekend and Evening IT Support
- Reduced IT Support for PCs
- Reduced Software Training for City staff

- FY12

- Reduced phone lines and data circuit usage
- Out-sourced VoIP phone system support
- Reduce low usage cell phones and wireless data cards

Service Based Budget CMO Department Highlights

- Expenditures:

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
\$ 1.0 mil	\$1.4 mil	\$1.3 mil

- Increase in FY11 reflects transfer of Reprographics (\$0.3 mil) and Mailroom (\$0.1 mil)

- FTE

<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
11.62	10.62	9.62	11.10	10.30

- Safety

	<u>3Q09 YTD</u>	<u>3Q10YTD</u>
Injuries	0	0
Lost time	0	0
Preventable Collisions	0	1

- Major Services Delivered

- Management and oversight of all city departments and operations.
- Link between the City Council and city staff; responsible for managing the budget and carrying out City Council policy.
- Leading the city's safety initiatives and policies.
- Leading the city's legislative advocacy efforts.
- Internal mail, copying, printing, binding, shredding services.
- Coordinating compliance and programs associated with the Americans with Disabilities Act.

- Significant Changes Implemented

- FY 11

- Reprographics and Mailroom transferred to CMO from IT; one of two Mailroom positions eliminated.
- Reduced City Council meeting overtime by implementing flexible schedules.
- Placed City Auditor position on hold.

- FY12

- Combined City Safety Manager and DPU-E Safety Program Manager position resulting in one reduced FTE.
- Eliminated .5 FTE due to eAgenda efficiencies (grand total of 2.5 FTE reduced since eAgenda implementation in FY09).
- Continues to hold City Auditor position.

Service Based Budget

Human Resources Department Highlights

- Expenditures:

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
1.3 mil	1.1 mil	1.10 mil

- FTE

<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
17.75	12.75	10.5	10.5	10.5

- Reduction of 7.5 FTEs , or 40% over 4 years.
- Additional reduction of 1 FTE being implemented in FY12

- Safety

	3Q09 YTD	3Q10YTD
Injuries	0	0
Lost time	0	0
Preventable Collisions	0	0

- Major Services Delivered

- Employee Relations
- Labor Relations Support
- Benefits Management of plans totaling approximately 17M
- Staffing, Recruitment, Selection and Placement
- Legal/Regulatory Compliance

- Significant Changes Implemented

FY 11

- Eliminated tuition re-imbusement city wide
- Reduced training, conferences, dues and subscriptions
- Reduced recruitment costs
- Reorganized department to permit elimination of 1 FTE in FY12

FY12

- Eliminating 1 FTE

Service Based Budget City Clerk Department Highlights

- Expenditures:

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
\$.422 mil	\$.475 mil	\$.446 mil

- FTE

<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
8.0	6.0	5.50	5.50	5.50

- Reduction of 2.5 FTEs, or 30% between FY09 and FY10.

- Safety

	<u>3Q09 YTD</u>	<u>3Q10YTD</u>
Injuries	0	0
Lost time	0	0
Preventable Collisions	0	0

- Major Services Delivered

- Liquor Licensing
- Administration of Freedom of Information Act Requests
- Administration of 24 License and Permit Types
- Local Election Official
- *Codebook Management
- *Ordinance and Resolution Administration
- *Council Meeting Responsibilities

- Significant Changes Implemented

FY 11

- Electronic Liquor License Renewal Process
- Elimination of Meeting Room Reservation Duty
- Assumption of Special Events Supervision Responsibilities

FY12

- Elimination of color printer

Service Based Budget

Community Relations Department Highlights

Expenditures:

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
\$.398 mil	\$.387 mil	\$.388 mil

FTE

<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
6.25	4.25	4.25	4.0	4.0

- Reduction of 2 FTEs in FY09, or 32% decrease. Additional .25 reduction in FY11.

Safety

	<u>3Q09 YTD</u>	<u>3Q10YTD</u>
Injuries	0	0
Lost time	0	0
Preventable Collisions	0	0

Major Services Delivered

- Management and maintenance of the city's external website, government access TV station WCNC and message based radio station
- Manage day to day media relations activities, including press releases, media monitoring and responding to media inquiries
- Provide information and support to all internal departments, including audio visual support and training and daily maintenance and management of all AV equipment in Council Chambers
- Provide public information to residents, businesses, community groups and intergovernmental partners about city news, events and initiatives
- Provide unique enrichment opportunities to connect with the community, including Citizens' Academy, Municipal Volunteer Program and also facilitate foreign delegations, intercity visits and scouting tours

Significant Changes Implemented

FY 11

- Reduced *Bridges* newsletter printing and mailing from six to four times per year \$27,000
- Eliminated traditional communication methods, i.e.; printed brochures, print and radio ads through increased utilization of electronic medium \$95,00
- Eliminated outsourcing and brought in-house production of annual State of the City address \$6,000
- Eliminated summer intern program \$4,500
- Eliminated Annual Homeowners' Bus Tour \$1,000

FY12

- Eliminate bulk mailing of *Bridges* via USPS and utilize utility billing insert program to deliver newsletter \$34,000
- Eliminate outsourced printing of *Bridges*, bring printing in-house and increase frequency from quarterly to monthly \$25,000

\$5 Million Option Set

(in Thousands)

Service Reductions Being Implemented	\$2,507
Service Reductions for Council Consideration	<u>2,532</u>
Total Options	<u><u>5,039</u></u>

FY 12 Options

(in thousand dollars)

Originating Dept	DPW	Police	Fire	TED	Finance	IT	CMO	HR	Clerk	General Fund	
Service Reductions Being Implemented											
Various indirect service impact only	19.1	35.0				103.0	35.3		8.0	200.4	
Reduce overtime		30.0								30.0	
Reduce temp coverage of plumbing inspector				8.0						8.0	
Reduce waste contract projected CPI increase	122.2									122.2	
Reduce city building maintenance	112.8									112.8	
Reduce city building cleaning & supplies	75.1									75.1	
Reduce building improvements	100.0									100.0	
Eliminate DPU-E hookup fee for streetlights	5.5									5.5	
Delay replacement of 2 ambulances			400.0							400.0	
Reduce natural gas rebate estimate					100.0					100.0	
Recent supplies contract					20.0					20.0	
Elimination of vacant positions		67.6	255.0	73.3	24.0	63.0		68.6		551.5	
Police reductions taken Nov 8 - vacant		252.5								252.5	
Police reductions taken Nov 8 - filled		598.5								598.5	
Total Support Cost Reductions	434.7	983.6	655.0	81.3	144.0	166.0	35.3	68.6	8.0	2,576.5	
Utility Allocation %	4%	0%	0%	4%	various	0%	14%	26%	20%		
General Fund Allocation	417.3	983.6	655.0	78.0	120.0	166.0	30.4	50.8	6.4	2,507.5	Utility share
											69.0

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Staff Recommendation for Gap Closure General Fund

(in Thousands)

Expenditure Recommendations

Service Reductions Being Implemented	\$2,507
Service Reductions for Council Consideration	<u>2,532</u>
Total Options	5,039
Staff Does Not Recommend Implementation of:	
DPW - Elim leaf prgm and slow snow street removal of 30%	378
PD - Consolidate mgmt of special events	116
Fire - Reduce one piece of equipment from fleet - ambulance	510
Legal - Elim some legal services and defer others to depts	<u>123</u>
Total	1,127
Staff Recommended Expenditure Reductions	<u><u>3,912</u></u>

Staff Recommendation for Gap Closure General Fund

Revenue Recommendations

(in thousands)

SECA pay down Carillon over 3 years	\$600
Local Telecom Tax increase 1/2%	<u>600</u> July 1 implementation
Staff Recommended Revenue Increases	<u><u>\$1,200</u></u>

User fees which could be considered relative to specific services

Leaf program - Refuse fee \$2 per month	\$960
Ambulance service - Ambulance fee increase \$200	450

•Other potential one time revenue sources

- Eg11 Board Chairman agrees additional \$230K can be transferred to General Fund.
- \$1 million Debt Service Fund balance due to investment interest income, traditionally used to reduce borrowing could be transferred to the General Fund.

Service Reductions for Council Consideration – Fire

Option

Savings

Reduce one piece of equipment from fleet - ambulance

\$ 510.0

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Service Reductions for Council Consideration - CMO

Option	Savings
Bridges in house and mail with utility bills	\$ 48.0
Eliminate TRAC lobbyist	17.0
Defer citizen survey	34.7

Service Reductions for Council Consideration - TED

Option

Savings

Lengthen inspection times and elim apron/curb/sidewalk repair, reduce surveys & road projects

\$ 88.1

Combine ZBA/PC into one Board

17.4

Elim tollway study and various other amendments

60.9

Reduce historic sites mtg frequency & special projects

8.7

Service Reductions for Council Consideration – Legal

Option

Eliminate some legal services and defer others to departments

Savings

\$ 123.0

Service Reductions for Council Consideration – Public Works

Option	Savings
Eliminate leaf program - outside costs	\$602.4
Elim leaf pgm and slow snow street removal by 30%	377.5
Reduce street sweeping	40.1
Eliminate tree planting on city sites	2.5
Eliminate replacement mosquito sprayer	9.0
Reduce replacement parkway tree planting	100.0
Eliminate 2 week spring leaf collection	36.8
Reduce contract streetlight maintenance	90.0
Eliminate herbicide services	6.0
Maintain current mowing service levels	13.7
Eliminate spring brush collection	85.4

Service Reductions for Council Consideration – Police

Option Savings

Reduce social service interventions by 50%	\$ 101.5
Consolidate mgmt of special events	116.4
Reduce parking enforcement	46.1
Reduce crime scene processing by 20%	96.8

Council Option Deliberation and Concensus

Service Reductions for Council Consideration

DPW

- Eliminate leaf program - outside costs
- Elim leaf pgm and slow snow street removal by 30%
- Reduce street sweeping
- Eliminate tree planting on city sites
- Eliminate replacement mosquito sprayer
- Reduce replacement parkway tree planting
- Eliminate 2 week spring leaf collection
- Reduce contract streetlight maintenance
- Eliminate herbicide services
- Maintain current mowing service levels
- Eliminate spring brush collection

\$602.4
377.5
40.1
2.5
9.0
100.0
36.8
90.0
6.0
13.7
85.4

Yes/No

Option Savings

D

- Reduce social service interventions by 50%
- Consolidate mgmt of special events
- Reduce parking enforcement
- Reduce crime scene processing by 20%

101.5
116.4
46.1
96.8

ire

- Reduce one piece of equipment from fleet - ambulance

510.0

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ED

- Lengthen inspection times and elim apron/curb/sidewalk repair, reduce surveys & road
- Combine ZBA/PC into one Board
- Elim tollway study and various other amendments
- Reduce historic sites mtg frequency & special projects

88.1
17.4
60.9
8.7

MO

- Bridges in house and mail with utility bills
- Eliminate TRAC lobbyist
- Defer citizen survey

48.0
17.0
34.7

egal

- Eliminate some legal services and defer others to departments

123.0

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Revenue Considerations- SECA

- SECA
 - Pay down Carillon over 3 years-\$600k
 - Leaves \$1.65 million in SECA, \$350k after payment of existing agreements including Children's Museum debt repayment
 - Pay down Carillon over 2 years-\$900k
 - Leaves \$1.35 million in SECA, \$50k after payment of existing agreements including Children's Museum debt repayment
 - Additional .25% to General Fund- \$750k
 - Leaves \$1.5 million in SECA, \$200K after payment of existing agreements including Children's Museum debt repayment

Revenue Considerations- Other

- Local telecom tax increase of $\frac{1}{2}\%$ - \$600k
- Leaf program user fee- \$2 per month- \$960k
- Ambulance Service fee increase \$200- \$450k
- Interest Received in Debt Service Fund- \$1m

Backup Slides- From Workshop- Pre-Read Materials or Prior Workshops

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Potential Revenue Sources

<u>Current Options</u>	<u>Current Rate</u>	<u>Limitation</u>	<u>Scale</u>
Property Tax	0.7167	none	\$665K per cent
Local Gas Tax	0.04	none	\$700K per cent
Recycling Fee	\$2	cost of service \$12.16; \$9.73 garbage and \$2.43 recycle	\$480K per \$1 mth
Hotel Rule Sales Tax	None	1/4% increments with no limit	\$3.5 million per 1/4%
Downtown F&B	1.5%		(135K per 1/4%)
Food and Beverage Tax - Citywide	1% split: 3/4% SECA, 1/4% General Fund	none	\$750K per 1/4%
Utility Tax	5%	6%	\$500K per 1/4%
Local Telecom Tax	5%	1/4% increment up to 6%	\$300K per 1/4%
Hotel/Motel Tax	4.4%	none	\$200K per 1%
Liquor Tax	None	none	\$300K per 1%
Administrative Tow fee	None		\$200K current staff recommendation
Amulance fee	Varies by service		\$600K for \$200 increase in all categories
Utility payment in lieu of taxes	None		\$1.6 million per 1% revenue
Utility payment in lieu of taxes	None		\$0.5 million theoretical property tax on \$203 mil land & bldg

FY09 to Proposed FY12 Overtime

CITY OF NAPEVILLE

Overtime Analysis - Comparison to Regular Pay

<i>Summary of Expenditures</i>	2008-09 Actual	2009-10 Actual	2010-11 Budget	2010-11 Actuals	2011-12 Proposed
Mayor Overtime	2,104	1,284	600	0	0
Legal Overtime	0		0	0	0
City Manager Overtime	2,963	1,182	1,500	510	1,500
City Clerk Overtime	8,620	7,532	1,700	1,700	1,700
Info and Mail Overtime	2,302	0	30	30	0
IT Overtime	1,796	580	0	0	0
Finance Overtime	1,863	4,692	750	1,600	750
Other Overtime	25,436	21,108	4,155	4,155	9,850 *
Police Overtime-Regular	1,039,433	1,046,094	1,039,432	1,039,432	1,039,432
Overtime-Holiday & Court	1,209,568	1,187,317	1,407,832	1,407,832	1,311,376
Total Police Overtime	2,249,001	2,233,411	2,447,264	2,447,264	2,350,808
Overtime-Regular	597,216	926,834	349,167	607,089	639,967
Overtime-Holiday	479,253	492,698	499,581	499,581	501,642
Total Fire Overtime	1,076,469	1,419,532	848,748	1,106,670	1,141,609
DPW Overtime	72,910	48,011	65,097	55,947	59,197
Overwalk Overtime	31	3	0	0	0
Overtime-DPW	1,302,114	1,080,575	977,103	972,541	976,980
Overtime-SSA	94,488	74,676	56,471	50,466	57,450
Total Overtime	1,396,602	1,155,251	1,033,574	1,023,007	1,034,430
GENERAL FUND SUB-TOTAL-INCLUDING CONTRACTUAL	4,840,096	4,892,586	4,403,418	4,640,883	4,599,844
GENERAL FUND SUB-TOTAL-EXCLUDING CONTRACTUAL	3,151,275	3,212,571	2,496,005	2,733,470	2,786,826

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Conference & Training

	FY07	FY08	FY09	Fiscal Year 2010			Fiscal Year 2011			Fiscal Year 2012	9/30/2010	FY2012
	Actual	Actual	Actual	Revised	Actual	Difference	Projected		Proposed	FTE's	Per FTE	
				Budget			Budget	Actual				Difference
Mayor	7,325	14,427	4,856	7,293	7,293	-	6,275	6,275	-	5,775	11.13	519.10
Alcohol & Tobacco Commission	-	80	210	270	-	270	270	270	-	250	-	
Sister Cities	649	63	-	1,500	249	1,251	1,250	1,250	-	1,250	-	
Board Fire & Police	133	315	1,410	2,700	2,533	167	2,700	2,700	-	5,840	***	0.88 6,674.29
Legal	13,511	11,812	3,613	7,200	4,310	2,890	7,200	5,500	1,700	6,000		10.50 571.43
City Manager's Office	33,092	25,880	8,733	9,850	4,487	5,363	6,650	4,200	2,450	6,320		11.12 568.35
City Clerk's Office	3,867	2,843	3,201	2,750	2,285	465	2,800	2,000	800	2,285		5.50 415.45
Information Technology**	-	-	50,257	36,500	29,863	6,637	26,200	26,000	200	26,200		16.38 1,600.00
Human Resources	26,556	22,691	22,366	18,256	17,359	897	18,703	17,486	1,217	17,500		10.50 1,666.67
Finance	27,611	15,369	20,210	11,717	11,716	1	13,375	12,000	1,375	11,700		36.13 323.83
Police	76,492	64,358	38,023	45,811	42,165	3,646	50,811	50,811	-	45,811		282.54 162.14
Police - State Mandated Training	70,181	57,808	34,643	28,281	15,214	13,067	33,281	33,281	-	28,281		
Fire	64,722	55,894	47,352	27,285	26,549	736	43,800	37,000	6,800	37,000		207.00 178.74
Fire- State Mandated Training	973	6,775	120	165	165	-	7,000	3,500	3,500	7,000		
Public Works	38,554	26,952	22,235	22,235	16,355	5,880	18,405	18,201	204	18,050		89.71 201.20
T.E.D. Business Group	69,470	47,557	25,444	17,240	17,240	-	25,444	25,444	-	25,444		71.03 358.21
General Fund Total	433,136	352,824	282,673	239,053	197,783	41,270	264,164	245,918	18,246	244,706		752.41 325.23
Electric	102,155	70,699	59,268	61,897	60,024	1,873	86,876	59,268	27,608	59,268		119.50 495.97
Water	56,345	52,692	38,487	41,644	32,723	8,921	39,076	38,660	416	38,438		89.07 431.55
Fleet Services	9,078	9,579	9,319	7,945	7,944	1	10,190	10,000	190	12,590		16.50 763.03
Total	600,714	485,794	389,747	350,539	298,474	52,065	400,306	353,846	46,460	355,002		977.48 363.18

* Includes local and out-of-town conferences and training.

** Information Technology was reorganized as part of the General Fund in FY09

***BOFP budget assumes two formal training per commissioner, reflecting the Council request that Board members obtain training on a regular basis

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: November 29, 2010

TO: Mayor and City Council

FROM: Karen DeAngelis, Director of Finance

SUBJECT: Supplemental Workshop Information – Council Consensus on Options

PURPOSE:

To provide the survey results and Council Consensus on Service Reduction Options to be covered at the FY12 Fiscal Forecast Workshop on November 30, 2010.

BACKGROUND:

The Workshop materials provided to Council on Friday November 19, 2010 included 24 service reduction options totaling \$2.5 million to be considered by Council. Council was requested to complete a survey in advance of the workshop in order allow staff to properly plan for the discussion of each option based on the preliminary views.

DISCUSSION:

The survey results show that there is Council consensus NOT to implement 7 of the options:

- the 2 options related to the fall leaf program and snow removal,
- the spring brush collection,
- the elimination of an ambulance,
- the 3 Police options which would have impacted social service interventions, the management of special events and crime scene processing.

There is consensus to implement 16 of the options, which total an annual expenditure reduction of \$619K. The only option for which no consensus was reached in the survey relates to the consideration of a service reduction in the Legal department. Of the full \$5 million set of options, the Council recommendation would support an expenditure reduction of \$3 million.

If desired, the Department Directors can be available to discuss any of the specific questions raised by Council in advance of the workshop.

The attached spreadsheet documents the survey responses. Also attached is a Power Point slide which will be used at the workshop to summarize the Council Consensus position.

This supplemental workshop is being distributed on Monday afternoon and will be uploaded to the website with the workshop materials.

RECOMMENDATION:

Please include this memorandum and attachments as supplemental information to the November 30, 2010 Workshop Materials.

FY12 Fiscal Forecast City Council Workshop Supplemental Information

November 30, 2010

Council Recommendation for Expenditure Reductions

(in Thousands)

Expenditure Recommendations

Service Reductions Being Implemented	\$2,507
Service Reductions for Council Consideration	<u>2,532</u>
Total Options	5,039

Staff Does Not Recommend Implementation of:

DPW - Elim leaf prgm and slow snow street removal of 30%	378
PD - Consolidate mgmt of special events	116
Fire - Reduce one piece of equipment from fleet - ambulance	510
Legal - Elim some legal services and defer others to depts	<u>123</u>
Total	1,127

Staff Recommended Expenditure Reductions	<u>3,912</u>
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Council Consensus NOT to implement Additional Options

DPW - Eliminate leaf program - outside costs	602
DPW - Eliminate spring brush collection	85
PD - Reduce Social service interventions	102
PD - Reduce crime scene processing	<u>97</u>
Total	886

Council Recommended Expenditure Reductions	<u><u>3,026</u></u> *
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* No Council consensus on Legal option based on survey

Preliminary View of Support for Implementation

General Fund

Service Reductions for Council Consideration

RESULTS

Option Savings

Yes No Maybe/Discuss

2 5 2

0 7 2

7 1 1

6 1 2

7 1 1

7 0 2

5 3 1

7 1 1

5 3 1

6 2 1

3 5 1

101.5 7 1

116.4 3 5 1

46.1 6 2 1

96.8 2 6 1

510.0 2 5 2

88.1 6 1 2

17.4 6 1 2

60.9 8 0 1

8.7 6 1 2

48.0 7 1 1

17.0 6 1 2

34.7 8 0 1

123.0 2 4 3

619 4 3

1,890 1 1

5123 1 1

123.0 2 4 3

619 4 3

1,890 1 1

5123 1 1

123.0 2 4 3

619 4 3

1,890 1 1

5123 1 1

123.0 2 4 3

619 4 3

1,890 1 1

5123 1 1

123.0 2 4 3

619 4 3

1,890 1 1

5123 1 1

123.0 2 4 3

619 4 3

1,890 1 1

5123 1 1

123.0 2 4 3

619 4 3

1,890 1 1

5123 1 1

123.0 2 4 3

619 4 3

1,890 1 1

5123 1 1

123.0 2 4 3

619 4 3

1,890 1 1

5123 1 1

123.0 2 4 3

619 4 3

1,890 1 1

5123 1 1

123.0 2 4 3

619 4 3

1,890 1 1

5123 1 1

123.0 2 4 3

619 4 3

1,890 1 1

5123 1 1

123.0 2 4 3

619 4 3

1,890 1 1

5123 1 1

123.0 2 4 3

619 4 3

1,890 1 1

5123 1 1

123.0 2 4 3

619 4 3

1,890 1 1

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123.0 2 4 3

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5123 1 1

123.0 2 4 3

619 4 3

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123.0 2 4 3

619 4 3

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123.0 2 4 3

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619 4 3

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123.0 2 4 3

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123.0 2 4 3

619 4 3

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5123 1 1

123.0 2 4 3

619 4 3

1,890 1 1

5123 1 1

123.0 2 4 3

619 4 3

1,890 1 1

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